



Municipal Directory Of Information

We strive to provide the **very best** in **park** and **recreational opportunities, facilities**, and **open lands** for **our community**.

Family Recreation Center | 1450 Forest Gate Road | Oak Brook, IL 60523-2151 | P: 630-990-4233 | F: 630-990-8379
Tennis Center | 1300 Forest Gate Road | Oak Brook, IL 60523-2151 | P: 630-990-4660 | F: 630-990-4818

www.obparks.org



Oak Brook Park District
Municipal Directory of Information

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**OAK BROOK PARK DISTRICT
MUNICIPAL DIRECTORY OF INFORMATION**

I. DESCRIPTION OF THE PUBLIC BODY

- The Oak Brook Park District operates as a park district established pursuant to the Illinois Park District Code (70 ILCS 1205/1, *et seq.*), with five (5) Commissioners at large and an appointed Executive Director. The District was established on November 5, 1962.
- The mission of the Oak Brook Park District is to provide the very best in park and recreational opportunities, facilities, and open lands for our community.
- The elected public body carries out the legislative responsibilities of the District and consists of five (5) Commissioners who comprise the District's Board of Park Commissioners (the "Board"). The Commissioners are elected at large. The Board annually elects a President and Vice President, appoints a Treasurer from among its members, and a Secretary, who is traditionally the District's Executive Director.
- The Board has the responsibility to pass ordinances and resolutions, levy taxes, award contracts, and serve on committees as designated by the Board President. The Board also sets District policy, including the types and level of services and programming to be provided for corporate residents, other residents and non-residents, and the fees to be charged for such services.
- The Board President presides over the meetings of the Board and signs all official documents. The President also appoints Commissioners to standing committees as needed.
- The Executive Director serves as the Administrative Head of the District. The Executive Director serves as agent for the Board in carrying out policies and decisions of the Board, and is responsible for the administration of all departments of the District.

II. CURRENT ELECTED AND APPOINTED OFFICIALS AND EMPLOYEES

- The current members of the Board of Commissioners are:

	<u>Serving Since</u>	<u>Term Expires</u>
Sharon Knitter, President	2009	2027
Lara Suleiman, Vice President	2019	2025
Ivana Ivkovic Kelley, Treasurer	2021	2027
Ron Gondek	2023	2029
Mario Vescovi	2023	2029

- Dr. Laure Kosey, Executive Director, has been appointed as Board Secretary.
- The District's administrative staff is hired by the Executive Director.

III. OPERATING BUDGET

- For the Fiscal Year Ending April 30, 2023, the operating budget for the District is approximately \$17,075,688.

IV. DISTRICT-OWNED FACILITIES AND PARKS

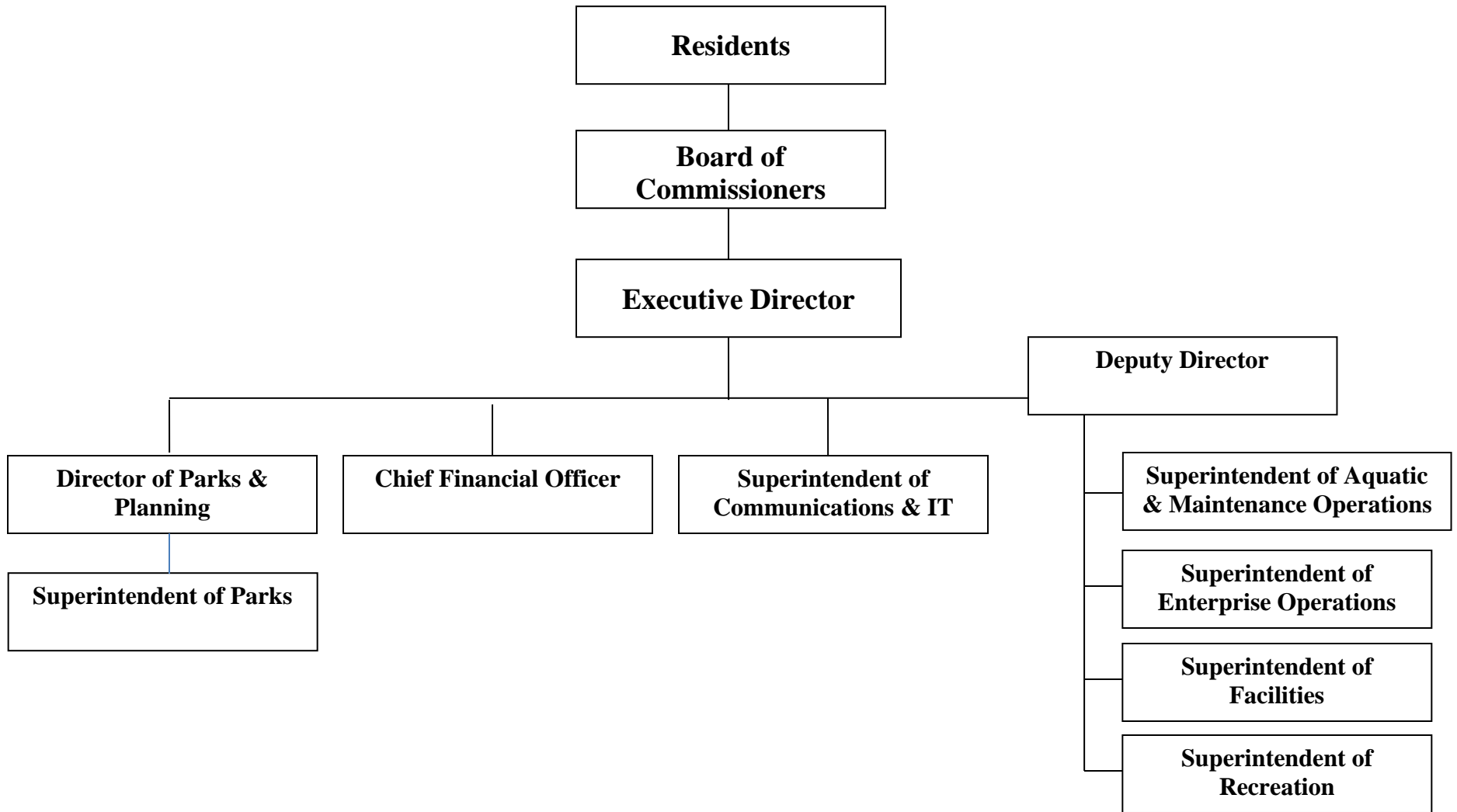
- The District currently owns the following facilities:
 - **Family Recreation Center**, which includes the Fitness Center, Family Aquatic Center, and administration offices of the District
 - 1450 Forest Gate Road, Oak Brook, IL 60523
 - **Tennis Center**, 1300 Forest Gate Road, Oak Brook, IL 60523
 - **Central Park West**, 1500 Forest Gate Road, Oak Brook, IL 60523
 - **Maintenance Building**, 1480 Forest Gate Road, Oak Brook, IL 60523
- The District's parks are as follows:
 - **Central Park**, 1450 Forest Gate Road, Oak Brook, IL 60523
 - **North Fields**, 1315 Kensington Road, Oak Brook, IL 60523
 - **Chillem Park**, 32 Yorkshire Woods, Oak Brook, IL 60523
 - **Forest Glen Park**, 1300 Forest Glen Lane, Oak Brook, IL 60523
 - **Saddle Brook Park** - three park areas
 - 111 Saddlebrook Drive, Oak Brook, IL 60523
 - 310 Hambletonian Drive, Oak Brook, IL 60523
 - 141 Saddle Brook Drive, Oak Brook, IL 60523
 - **Dorothy and Sam Dean Nature Sanctuary**, 115 Canterbury Lane, Oak Brook, IL 60523

V. Total Number of Oak Brook Park District Employees

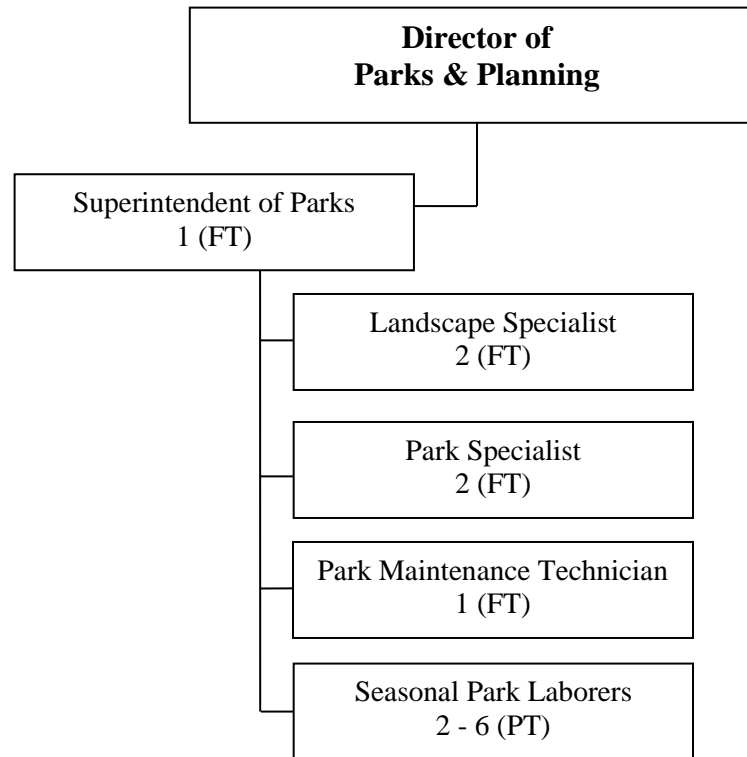
- The District has 39 full-time employees and 250 part-time/seasonal employees.

Section VI. Organization Chart

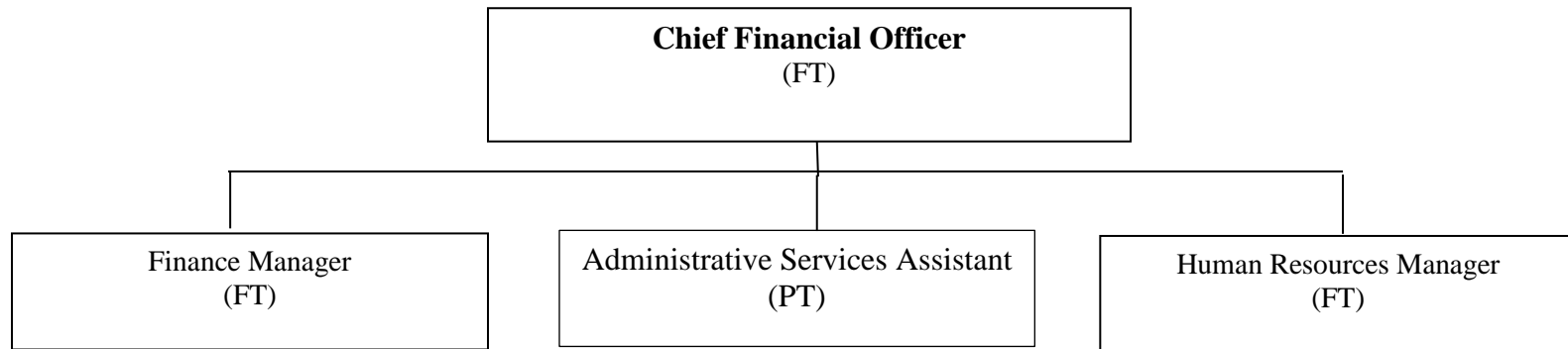
**Oak Brook Park District
Organization Chart
FY '23– '24**



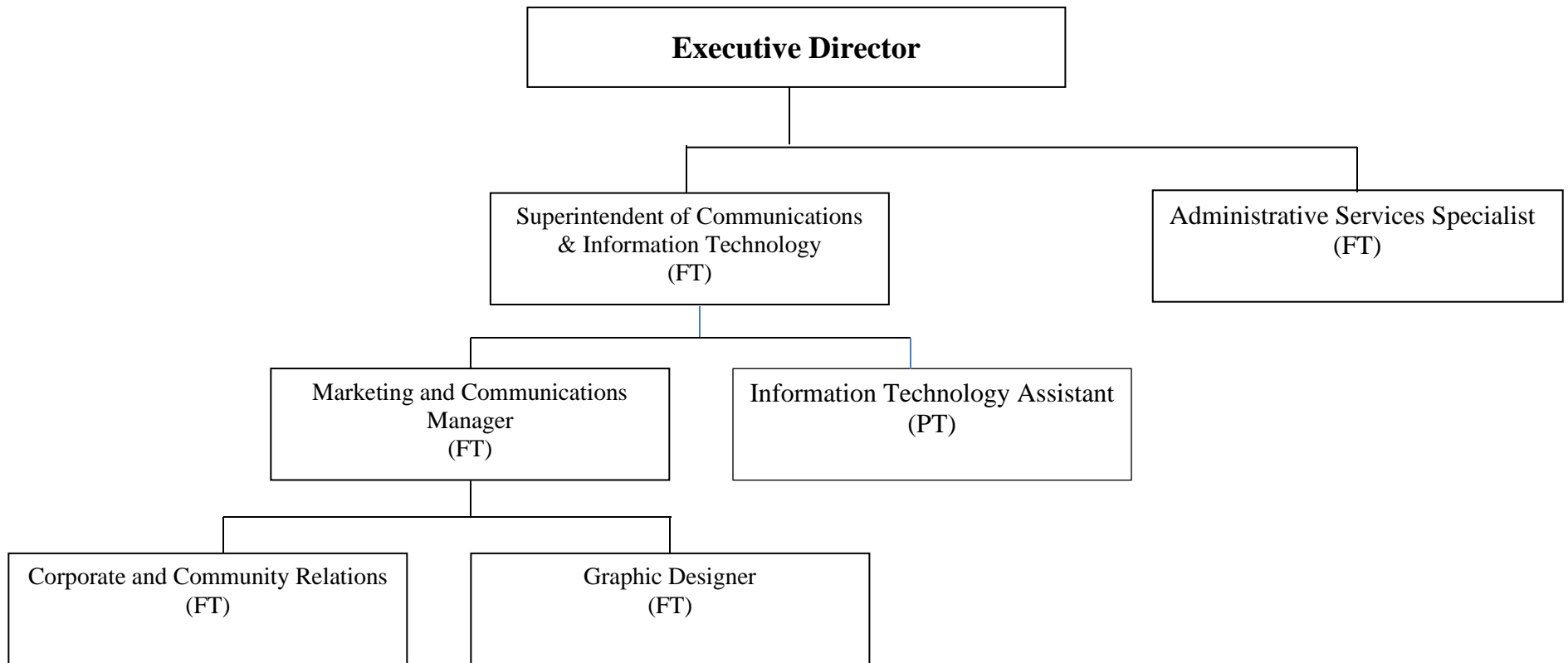
**Oak Brook Park District
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Parks and Planning Department**



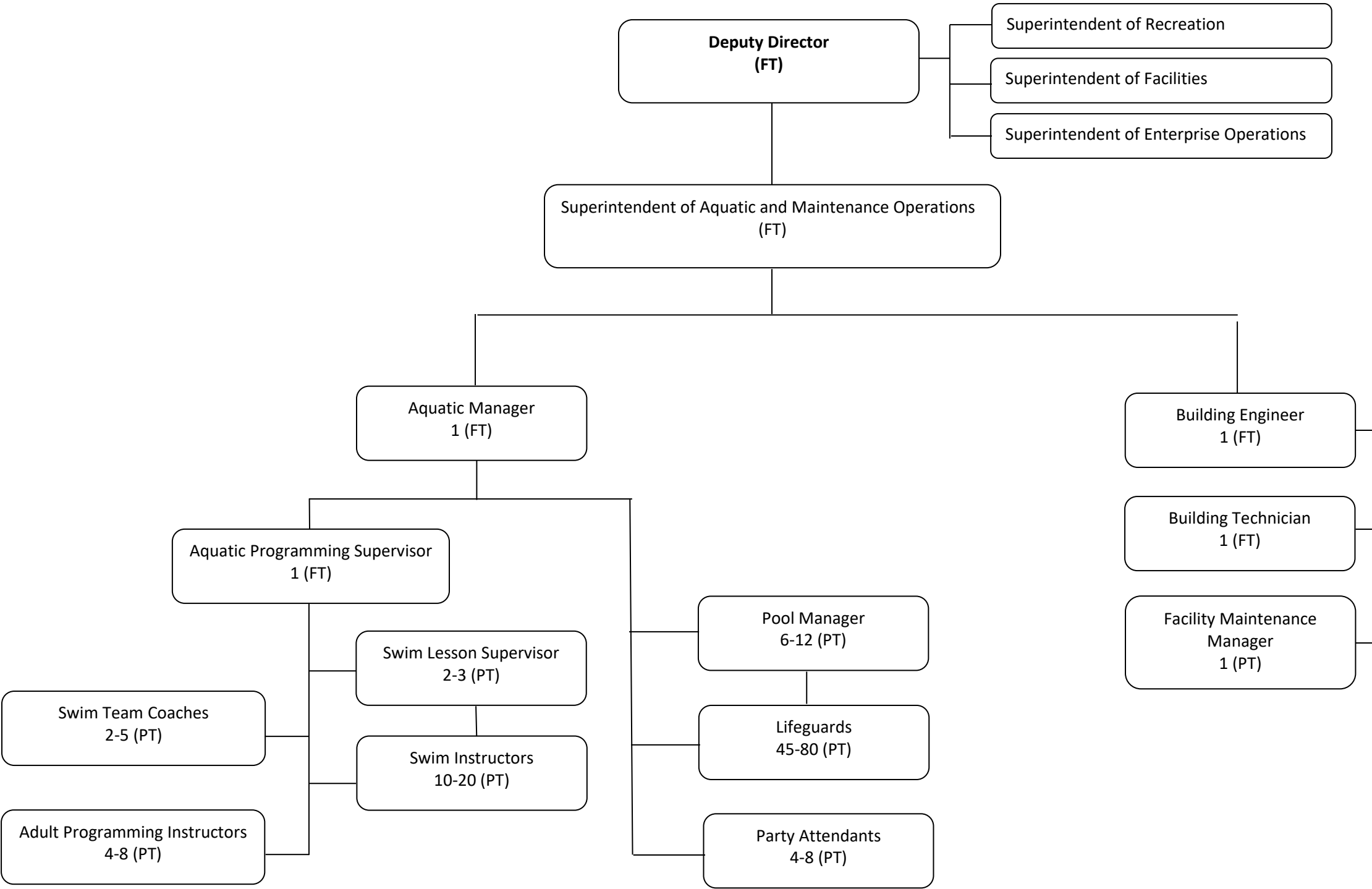
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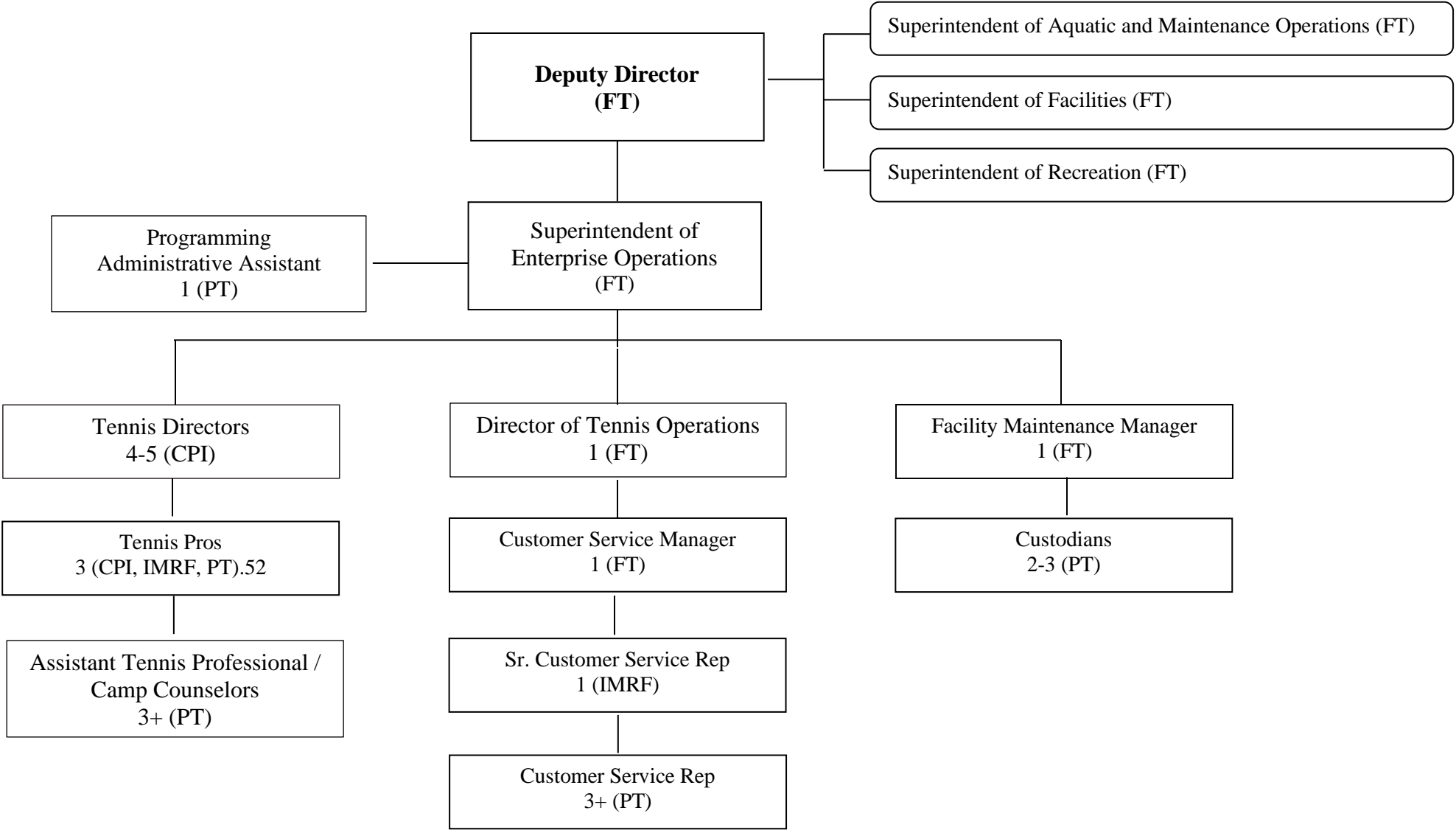
**Oak Brook Park District
Organization Chart
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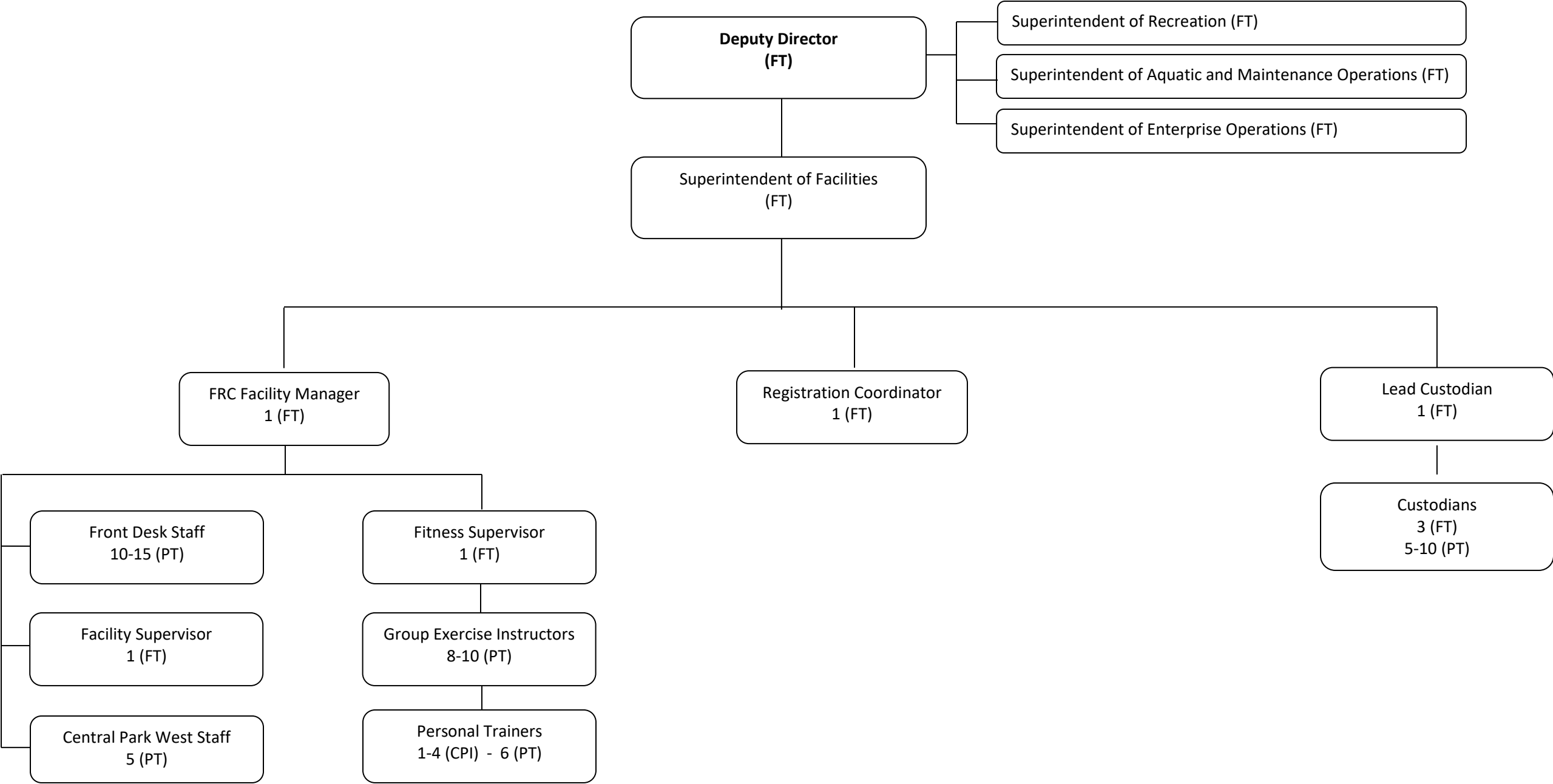
**Oak Brook Park District
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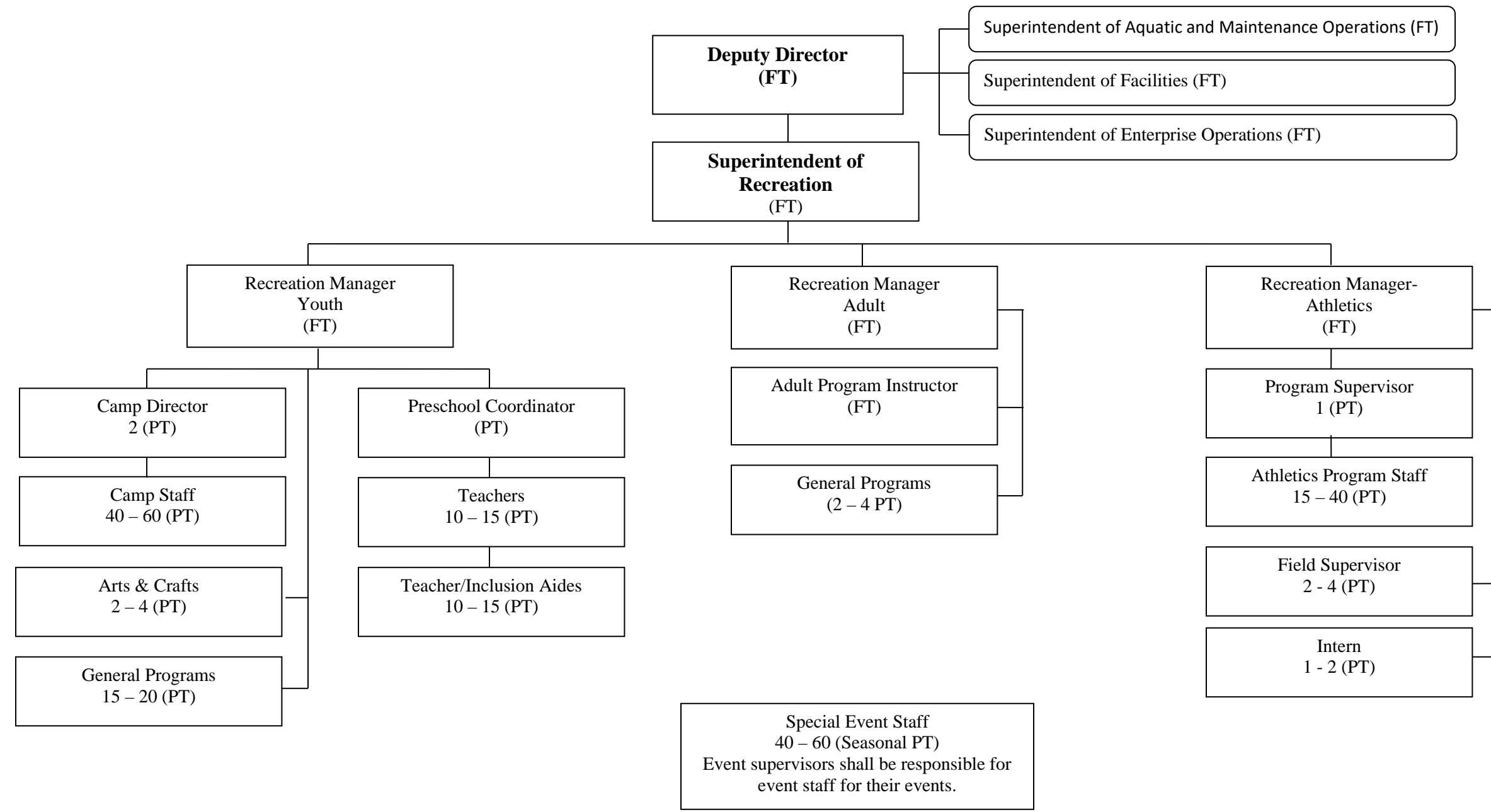
**Oak Brook Park District
Organization Chart
Recreation and Facilities - Enterprise Operations**



Oak Brook Park District
Organization Chart
Recreation and Facilities - Facilities



**Oak Brook Park District
Organization Chart
Recreation and Facilities - Recreation**



Section VII. Master Vision and Strategic Plan

Oak Brook
Park District
A National Gold Medal Agency



HAPPY | FIT | ACTIVE



Oak Brook Park District Master Vision 2020-2030



Providing the very *best* in park and recreational opportunities, facilities and open lands for our community.



From the Board President

Dear Oak Brook Park District Community,

It is the mission of the Oak Brook Park District to provide the very best in park and recreational opportunities, facilities, and open lands for our community. Ever mindful of its mission, and recognizing the forces that shape the future of parks and recreation, the District realized the need to develop a vision for the next ten years. This vision would provide direction for the District, help staff creatively plan for opportunities of growth, and maintain fiscal responsibility in the management of the District's valuable resources.

The Oak Brook Park District hired Campfire Concepts to help develop the District's "Master Vision 2030". Campfire Concepts conducted research through focus group discussions and a community survey to gather opinions and insight on District operations and future recreational needs. The information was evaluated by park district staff and Campfire Concepts, who then applied national and local standards in parks and recreation as a benchmarking tool.

This document is the District's vision for the future. Staff will evaluate our progress every six months, to prevent unforeseen factors from changing our course. It may be ambitious, but it is attainable due to the talented Oak Brook Park District staff, passionate Board of Commissioners, and an enthusiastic Oak Brook community.

Sharon Knitter

Acknowledgments

Board of Commissioners

Sharon Knitter, President
Tom Truedson, Vice-President
Kevin Tan, Treasurer
Lara Suleiman
Frank Trombetta

Oak Brook Park District Staff

Oak Brook Park District Community

Village of Oak Brook Trustees and Staff

Butler School District 53



Oak Brook Park District Principles

After nearly 60 years the parks, programs, and facilities of the Oak Brook Park District have become uniquely connected with the identity of Oak Brook. Over time, individual lives have also been enhanced through the Park District's mission to help its residents to be happy, fit, and active. A strong mission and core values have sustained an organizational culture focused on fiscal responsibility, communication, environmental stewardship, and accessibility.

Mission:

It is the mission of the Oak Brook Park District to provide the very best in park and recreational opportunities, facilities, and open lands for our community.

Vision:

To provide a diverse range of opportunities designed to keep the members of the Greater Oak Brook Community happy, fit and active. By maintaining fiscally responsible practices and focusing on communication, environmental stewardship, diversity, equity, inclusion, and accessibility, the Oak Brook Park District works to help our community as a whole be its very best and feel its very best.

Core Values:

Communication: Engaging in open, honest, and respectful communication both internally and externally to educate our community on the benefits of parks & recreation and help foster creativity, program development, encouragement, motivation, and loyalty among our staff and constituents.

Collaboration: Working together to incorporate the diverse culture and viewpoints of our staff and community to effectively bring the numerous benefits of park and recreational opportunities and open space to our community.

Accessibility and Inclusion: Ensuring that everyone, regardless of age or ability, has access to the very best in park and recreational opportunities to enrich their quality of life and help them achieve their very best and feel their very best.

Holistic Wellness: Providing programs, services, and opportunities designed to improve all aspects of the overall wellness of the Greater Oak Brook community.

Consistent Customer Service: Creating the very best experience for each individual who visits park district facilities or participates in programming.

Environmental Conservation and Stewardship: Fostering the responsible use and protection of the natural environment through education, conservation, and sustainable practices.

Oak Brook's History and Culture

Culture and history contribute to the vibrancy of the community and serve as a catalyst for economic activity, tourism, and development. The Oak Brook Park District is a reflection of the lively community it serves.

Historically, community residents have been important benefactors to the fabric of what makes Oak Brook unique. In the mid-1930s, homeowners and farmers formed the Community Club, which helped unincorporated Oak Brook establish an identity separate from its neighboring communities, resulting in the incorporation of the Village of Oak Brook in 1958. Soon after, the Oak Brook Park District was officially founded on November 5, 1962, when the first Board of Commissioners appointed a Park Commissioner and codified the articles of incorporation. We are grateful to the first elected Park Commissioners; Arthur G. Alexander, Edward J. Trager, Herbert C. Goetsch, Elmer T. Carlson, and Edward F. New, for their foresight as well as to the additional 30 residents whom have served as park commissioners for the community of Oak Brook since 1962 through 2020.

According to The Trust for Public Land, "Parks promote public health and revitalize local economies...they connect people to the great outdoors and to each other." Park Commissioners, representing the community, identified the need to provide parks and recreational programs and facilities. The first of those programs offered in the 1960s was outdoor ice-skating. The community came together through the joint efforts of the Park District, Civic Association, and the then volunteer fire department to create the ice rink. The ice rink continues to this day, connecting generations through the years.

Rapid expansion and construction in the late 1970s saw the development of the Central Park ball fields, the Tennis Center, the Shelter (now known as Central Park West), and the gazebo. The 1970s also saw the addition of Chillem Park, Forest Glen Park, and Saddle Brook Park, located in local neighborhoods. The Central Park Summer Concerts began in 1982, connecting all generations with a rich culture of music in Central Park. On October 7, 1983, a group of 30 people gathered for a luncheon at the Shelter, which served as the start of the Pioneers program and recreational programming for individuals aged 60 and above. The Gateway Special Recreation Association was formed in 1987, with cooperation from local park districts and village recreation departments as a way to bring recreational opportunities to individuals with disabilities. In 1995, the Family Recreation Center was built and the Dean family estate was acquired. The early 2000s saw many existing facilities receive upgrades and restorative maintenance, while the later part of the decade's focus was on increasing programs and services offered to the community.

Throughout the Park District's history, many individuals have supported the agency in continuing their mission to provide the very best in park and recreational opportunities, facilities, and open lands for the community. Most recently, residents formed a local grassroots organization to help raise community awareness for the need to preserve the 34 acres of open land directly north of Central Park, made available in part by the relocation of the McDonald's Corporation from its Oak Brook site. In response, during the November 2018 election Oak Brook residents voted in overwhelming support of the referendum that enabled the Park District to purchase the open space.

With this Master Vision for 2020 – 2030 and the continued support of the many people and businesses that call Oak Brook home, the Oak Brook Park District shall continue to provide a diverse range of opportunities designed to keep the Greater Oak Brook community happy, fit, and active.

Historical data provided by Village of Oak Brook New Resident Packet and Encyclopedia of Chicago.



our VIEW for 2030

Our Vow: *Be the very best.*

It is the mission of the Oak Brook Park District to provide the very best in park and recreational opportunities, facilities, and open lands for our community.

Our Intention: *Our resources will thrive.*

The Oak Brook Park District will honor the community's current and future investment in parks and recreation by maintaining and enhancing park district facilities, parks, and programming to meet the needs of our patrons and provide opportunities for individuals to feel their very best every day.

Our Example: *Include all in all.*

The Oak Brook Park District will continue to lead the universal recreation movement in our community and work to remove physical, social, and emotional barriers so that all people – regardless of age or ability – can take advantage of the incredible benefits of recreation. Oak Brook's diversity contributes to its culture of excellence, and we are committed to fostering a welcoming environment for all.

Our Work: *We are healthier together.*

The Oak Brook Park District cares for the safety and health of the environment, economy, and each individual at home, school, work or play. By providing the restorative benefits of open space, a variety of programming, and opportunities to share time together, we continue to proactively care for the health and wellbeing of our community in a fiscally responsible manner.



It is the mission of the Oak Brook Park District (the District) to provide the very best in park and recreational opportunities, facilities, and open lands for our community.

Awards & Recognition

The District has been nationally recognized as a leading provider of local parks and recreation with the following awards.

2023 Greater Oak Brook Chamber of Commerce Commitment to Diversity, Inclusion, and Equity Award

The Commitment to Diversity, Inclusion, and Equity Award recognizes a Chamber organization that best exemplifies awareness and best practices in creating an inclusive organization.

2022 CAPRA Accreditation

The District has become the eighth park and recreation agency in Illinois to be accredited by the Commission for Accreditation of Park and Recreation Agencies (CAPRA) and the National Recreation and Park Association (NRPA).

2022 Illinois Distinguished Agency Accreditation

Staff completed a rigorous assessment process that resulted in the District receiving Illinois Distinguished Accredited Agency by the Illinois Association of Park Districts and the Illinois Park and Recreation Association. The accreditation process focuses on efficient and effective operational practices and the implementation of professional standards.

2022 IPRA Champions for Change Award

The Champions for Change Award recognizes agencies with unique and exemplary practices of increasing access and fostering diversity and inclusion within their community or organization.

2019 Publicity Club of Chicago Golden Trumpet Award

The Publicity Club of Chicago awarded the District with a Golden Trumpet Award in Community Relations for the communications work done during the 2018 Open Space Referendum. This award recognizes exemplary communications programs that understand the audience's needs, careful planning, strategy, effective implementation, and evaluation.

2018 -2021 GFOA Award

The Government Finance Officers Association of the United States and Canada (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to the District for its Annual Comprehensive Financial Report (ACFR). This was the twenty-seventh consecutive year that the District has received this prestigious award.

2018 Illinois Park & Recreation Association Outstanding Park & Facility Award

The District was recognized for its use of creative design and ingenuity to bring maximum recreational value to Central Park. The project included connectivity and accessibility improvements to the walking paths, the installation of a universal playground, replaced a portion of the water control system at Ginger Creek, stabilized 1,500 ft. of eroded shoreline, improved parking, improved the accessibility and safety of the existing ball fields, replaced old sports lighting with energy efficient LED lights, and improved the Central Park sled hill.

2016 "Accreditation Award" from the Park District Risk Management Association ("PDRMA")

Since 2006, PDRMA has awarded the Level A recognition to the District for the District's efforts to maximize safe operations and minimize insurance claims. For this continued high caliber of safe operations, the Oak Brook Park District received the "Accreditation Award" from PDRMA in 2016.

2016 USTA Facility Award Winner

The Tennis Center was one of 12 winners in the 35th annual USTA Facility Awards program, which recognizes excellence in the construction and/or renovation of tennis facilities throughout the country. The Tennis Center was honored in New York City on September 1, 2016.

2015 National Gold Medal Award in Parks and Recreation

The American Academy for Park and Recreation Administration (AAPRA), in partnership with the National Recreation and Park Association (NRPA), awarded this honor to the District at the NRPA Annual Conference on Sept. 15, 2015, in Las Vegas.

VIEW for 2030 | OUR INTENTION: Your resources will thrive.

The District will honor the community's current and future investment in parks and recreation by maintaining and enhancing accessibility and inclusion within park district facilities, parks, and programming to meet the needs of our constituents and provide the opportunity for the individuals in our community to feel their very best every day.

Family Recreation Center

1450 Forest Gate Road

Family Recreation Center

Square footage: 80,000 square feet

- Administration offices
- Two meeting rooms
- Four studio rooms
- Locker rooms: Mens/Womens with adult-only sections
- Fully accessible, inclusive family locker rooms
- Five preschool and multi-purpose rooms
- Registration and Customer Services area

Aquatic Center

Square footage: 15,500 square feet

- The leisure pool features accessible, zero-depth entry, warm water, vortex pool, and 105-foot water slide
- The lap pool features six 25-yard lanes, accessible via lift
- One 10-person capacity whirlpool, fully accessible
- Splash Island features a zero depth-18" pool, four slides, sunshades, deck chairs, and interactive features
- Lifeguard office

Fitness Center

5000 square feet

- Three regulation-sized gymnasiums
- 1/8-mile indoor walking track
- Various cardio and weight equipment

Oak Brook Tennis Center

1300 Forest Gate Road

- Square footage: 87,000 square feet
- Eight indoor USTA blue/green courts with viewing lounges
- Fitness room
- Tennis pro shop
- Male and female locker rooms
- Three racquetball/wallyball courts
- One mini-tennis court
- Athletic training area
- Eight outdoor USTA blue/green courts

Central Park West

1500 Forest Gate Road

- Open event space; 5,600 square feet
- Full kitchen
- Double-sided wood-burning brick fireplace
- Two covered patios
- Outdoor Koi Pond

Maintenance Facility

1480 Forest Gate Road

Square footage: 8,500 square feet

- Three main garage bays measuring 65 ft. x 20 ft.
- One secondary garage bay measuring 12 ft. x 20 ft.
- One 14,000lb vehicle service lift
- One private office
- Two secondary workstations
- One kitchen/break-room
- One restroom
- Radiant floor heating with an auxiliary ceiling-hung heater for garage space
- Dedicated forced-air HVAC for office/break-room areas.

Current Vehicles and Equipment

Multi-Use Vehicles:

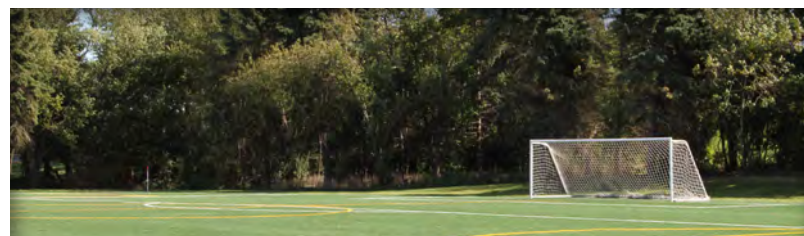
- 2011 Ford Explorer
- 2021 Ford Explorer

Fleet Trucks:

- 2015 Ford F-550 dump truck w/ plow
- 2011 Ford F-250 pickup truck w/ plow
- 2008 Ford F-250 pickup truck w/ plow
- 2020 Ford F-450 dump truck

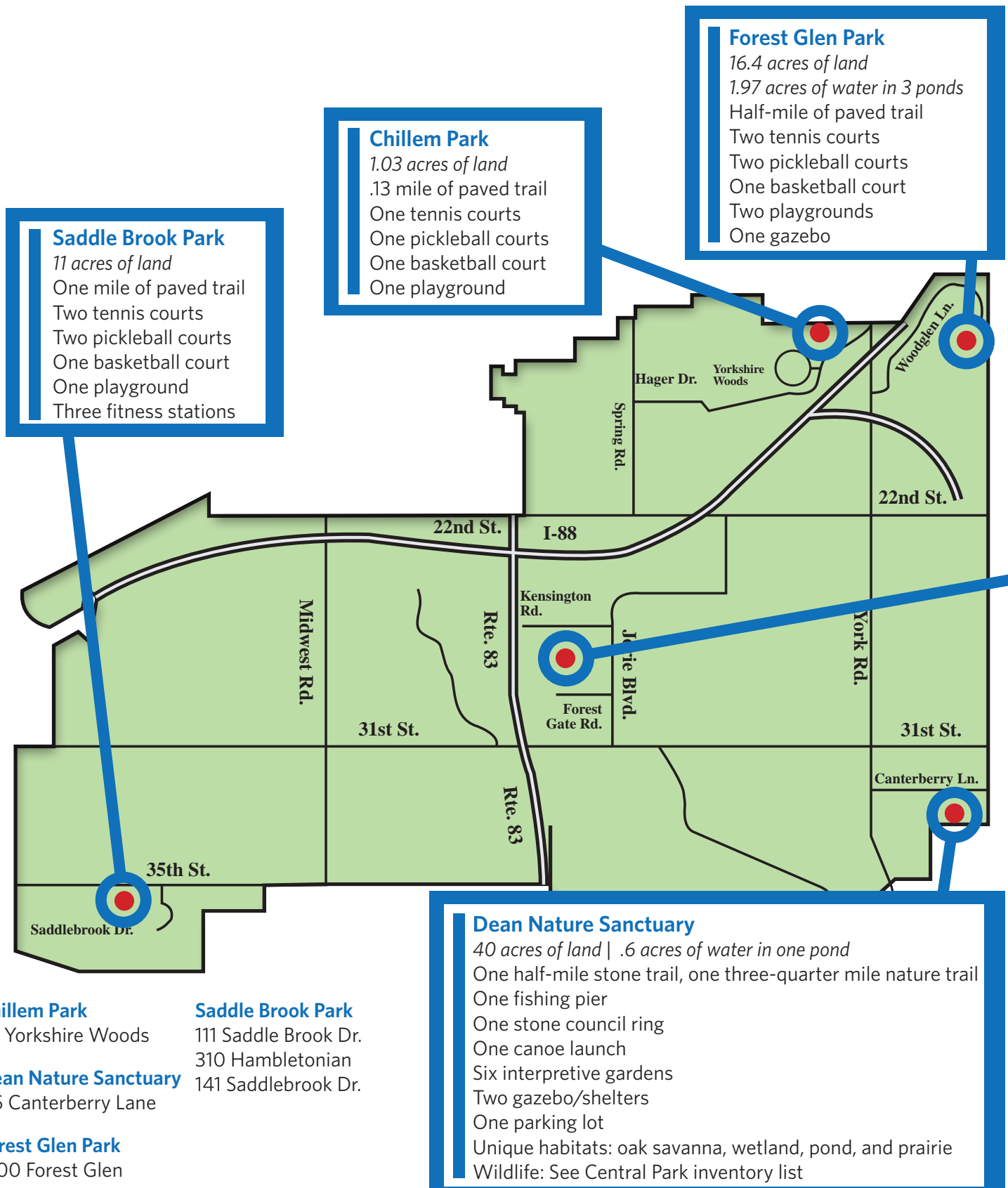
Fleet Equipment:

- 2018 Kubota tractor
- 2016 Kubota RTV 1100C
- 2021 Kubota RTV-X1140
- 2021 John Deere 325G Track Loader
- 2008 John Deere Gator utility vehicle
- 1998 Yamaha golf cart
- 2018 Land Pride 12 ft batwing mower
- 2014 Walker zero-turn mower
- 2020 Kubota zero-turn mower
- 12 ft. utility trailer
- 16 ft. Skid Steer trailer
- 500-gallon water trailer
- Various small-engine landscape tools
- Various tractor and skid-loader attachments



Satellite Park Inventories

All Parks Open From Dawn To Dusk



Chillem Park

32 Yorkshire Woods

Dean Nature Sanctuary

115 Canterbury Lane

Forest Glen Park

1300 Forest Glen

Saddle Brook Park

111 Saddle Brook Dr.

310 Hambletonian

141 Saddlebrook Dr.

Central Park Inventories

Central Park | 1450 Forest Gate Road

Amenities

3 miles of paved trails
Seven natural grass soccer fields
One artificial turf soccer fields
One seasonal outdoor ice rink
Two basketball courts
Four baseball/softball fields
Eight outdoor tennis courts
Five playgrounds
One sledding hill
One seasonal sand volleyball court
Three fishing ponds
One fishing pier
Six drinking fountains
One nine-hole disc golf course
Eight parking lots
Two gazebos/pavilions
Three outdoor pickleball courts

Native plants:

Little bluestem
Big bluestem
Slender wheatgrass
Sedge
Virginia wild rye
Prairie switchgrass
Swamp milkweed
Purple prairie clover
St. John's wort
Blue flag iris
Bergamot
Goldenrod
Rattlesnake master
Black-eyed susan
Yellow coneflower
New England aster
Cup plant
Golden alexander

Trees:

obparks.org/facilities/central-park

Wildlife:

Birds

Canada goose
Great blue heron
Green heron
Great egret
Mallard
Cormorant
Pied-billed grebe
Killdeer
Cooper's hawk
Red-tailed hawk
Baltimore oriole
American robin
Northern cardinal
American crow
Eastern bluebird
Blue jay
Downy woodpecker
Red-bellied woodpecker
Red-breasted nuthatch
White-breasted nuthatch
Dark-eyed junco
Red-winged blackbird
Barn swallow
Tree swallow
Goldfinch
Mourning dove
Grackle
Starling
Brown headed cowbird
Chickadee

Fish:

Largemouth bass
Catfish
Red-ear sunfish
Bluegill
Carp

Reptiles & Amphibians:

American bullfrog
Spiny softshell turtle

Mammals:

Fox squirrels
Gray squirrels
Coyote
Muskrat
Skunk
White-tailed deer
Bats

Insects:

Various bees, butterflies,
dragonflies, damselflies

Water:

6.36 acres of creek surface area,
1.94 acres of pond surface area

Land:

105 acres of land

For local, state, and national data, see Appendix C.

The Oak Brook Park District will continue to lead the universal recreation movement in our community and work to remove physical, social, and emotional barriers so that all people – regardless of age or ability – can take advantage of the benefits of recreation. The Oak Brook Park District also desires to be a partner in local mobility for all. Safe, convenient, comfortable, and active movement for all creates healthy communities. Oak Brook's commitment to diversity, equity, and inclusion contributes to its culture of excellence, and we are committed to fostering a welcoming environment for all people at all times.

Guiding Principles

The re-creation of possibilities | The realization of progress
The recognition of performance | The results of persistence

Recreation Facilities:

Family Recreation Center (FRC)

Meeting the diverse needs of the community requires expansion. Originally built in 1995, the FRC was designed as a multipurpose community center with a variety of fitness and recreational opportunities. Over the last 10 years, the facility has expanded to serve a wider audience, providing additional programs and services to reach a broader range of clientele.

Striving to meet the growing needs of the community, stakeholders identified renovating the FRC locker rooms by adding a fully accessible, inclusive locker room.

Having an accessible, inclusive locker room allows the District to serve an increasingly diverse population and sets an example for other agencies to meet the growing and changing needs of their communities.

With expansion, the FRC has continued to remain a valuable resource for community recreation and wellness.

Tennis Center

Built in 1973, the District's flagship facility, the Tennis Center, originally contained four tennis courts, lockers rooms, and support spaces. Due to its early success and the popularity of tennis at the time, an addition was built in 1976 which included four more tennis courts, six racquetball courts, additional offices, exterior access restrooms, and concessions to serve the park.

After the Tennis Center's nearly three decades of initial success began to fade, due to changing patron demands and declining tennis participation industry-wide, a new business plan was created. New management was hired, with a strong focus on programming and year-round participation as the two key revenue drivers.

The addition of a club-wide teaching curriculum, innovative management practices, and a solid business plan has allowed the Tennis Center to achieve record numbers in program participation, court sales, and overall revenue.

Central Park West (CPW)

Central Park West has served the community primarily as a rental space and is used to host District events. A need was identified to reassess the facility's usage to optimize efficiency and profitability.

Recently, in order to make the facility more attractive to corporate rentals, several upgrades were made. A new AV system was installed, which included a pull-down projection screen and modern audio/visual hookups. New tables were purchased that function better for lecture-style events, and a repainting of the main room helped to brighten the space.

In 2019, CPW went through a facility analysis to diagnose what core and shell upgrades were needed and how the facility is currently being used. This analysis has helped staff understand and explore untapped opportunities for Central Park West.



Finance & Human Resources:

Efficiency helps the District communicate faster and more effectively with staff and residents. New applications of automation increases that efficiency. The Finance & HR Departments have begun to streamline these efficiencies through new BS&A financial software.

Prior to purchase, the District researched different software options and created benchmarks based on other park districts to better measure the best fit among the software options available, and how those options fit into different workflows.

The District will continue to transparently provide information from BS&A to their residents. The Finance Department's goal is to put as much information as possible on the park district website.

The Finance and HR Departments have successfully implemented financial software which has consolidated our human resource data, accounts payable, purchase orders, and general ledgers.

Information Technology Management:

The older version of the www.obparks.org website had become difficult to maintain, looked dated, and no longer functioned optimally when visited by today's more mobile user. While the site still performed well on search engines, there was room for improvement in the SEO results.

The park district redesigned the website to be more mobile-friendly, easier to navigate, and added the capability for staff to update it from anywhere. Several improvements were made on the back end to increase the SEO score, making the site more searchable both internally and on the Web.

As a result, a more adaptive website design, along with easier navigation, led to more accurate engagement data and a better user experience. The District launched the new website, increasing ease of use and transparency for the community, and allowing park district staff access to more detailed analytics and data trends.

Marketing and Communications:

The 34-acre parcel of land known today as Central Park North Fields was listed for sale in 2018 by the McDonald's Corporation. The District decided it was interested in purchasing the land due to its proximity to Central Park and the opportunities the property presented.

Stakeholders and staff decided the best way to hear from the community regarding what to do with the newly available land was place an Open Space Referendum on the November 6, 2018 ballot asking the community if it was in favor of the District purchasing the land.

The Open Space Referendum passed with 68% of voters supporting the District acquiring the land. The referendum's success enabled the District to advance its mission to provide the very best in park and r open lands for our community.

After acquiring the land, the District held a series of focus groups to hear from the community what they would like to see done with the 34 acres. Responses were varied, with soccer fields, outdoor restrooms, and walking paths being the majority of requests.

OUR **EXAMPLE:** Include all in all.

Partnerships, Community and Corporate Relations:

The District has developed a wide range of strong partnerships to better serve the Oak Brook community. Using an Open Space Lands Acquisition and Development (OSLAD) grant in 2017, the District incorporated a universal playground in its plans to provide the very best in accessible and inclusive play to the community.

To reach the goal of building a universal playground, partnerships with Unlimited Play and the Oak Brook Park District Foundation (the Foundation) were essential. Unlimited Play provided guidance and the Foundation started raising the matching funds.

The District was awarded an OSLAD grant in 2017, allowing the District the resources and partners to realize the dream of building a universal playground.

The District opened its universal playground, called 'The Sandlot' in September 2018. The preview of the playground opening received local television coverage, winning WGN reporter Ana Belaval the Illinois Parks' Top Journalist award for her 'Around Town' segment.



Recreation Programming:

The Recreation Department made a conscious shift from offering predominantly contracted programs to more in-house programming. Over the past seven years, recreation staff has worked to develop and offer programs taught by in-house staff. By offering more in-house programs, the staff is better able to control quality and experience.

With more control over park district programs, staff is able to respond better to community needs and ensure the product is meeting the District's mission.

Fortunately, the District was able to identify the programs and classes it could offer as in-house programs, while being able to recognize when it was necessary to contract out the program when staff credentials could not meet the demand.

By taking a systematic looking at in-house vs. contractual offerings, the District was able to balance its program portfolio. Since bringing more programs in-house, and hiring out those that can't, revenue has increased, particularly in youth programming and athletics.

Parks & Trails:

Combining natural elements that support sustainability with recreation for all is a priority of the District. The Central Park Improvement Project was implemented with plans and features that support sustainability.

The gabion weir/Ginger Creek restoration required replacing the east gabion weir with rock vanes and restoring the south shoreline of Ginger Creek from the east weir to west weir, and the north shoreline from the east weir approximately halfway to the west weir. This helped to stabilize the shoreline from erosion, and reintroduced native wetland species. Parks staff is removing the Central Park ash trees that were lost to the emerald ash borer and replacing them with diverse native species. The ash trees are chipped, and those wood chips are used throughout the disc golf course. Excavated spoils from the Central Park Improvement Project were kept on-site to increase the size of the sled hill.

In designing areas of the Central Park Improvement Project, the District took advantage of a “Best Management Practices Stormwater Grant” to increase sustainability at the park. A permeable-paver parking lot was constructed adjacent to the Sandlot, and stormwater from the lot drains into a natural bio-swale planted with native grasses and forbs.

The sustainable parking area and bio-swale adjacent to The Sandlot, and economical project planning throughout Central Park, contribute to the overall mission of the District to incorporate sustainable practices in the planning and execution of park spaces.

Maintenance Facility:

Maintenance facilities provide support for park operations. Having a location to store equipment, perform fleet maintenance, and stage park maintenance services is critical for successful and effective park management.

Constructed in 2013, the 7,000 square foot maintenance facility houses vehicles, tools, equipment, etc. It serves as the hub for all park operations year-round. The garage bays feature both an energy-efficient radiant floor, and secondary forced-air heating, so staff can work comfortably during cold weather.

Preserving the life of the vehicles and equipment is essential, and the facility is equipped with tools and resources to perform both preventative maintenance and repair work. A five-ton vehicle lift station allows staff to properly service fleet vehicles, and a wash-down and service bay makes cleaning and repairing equipment more efficient.

The maintenance facility is ideally positioned at Central Park adjacent to the Family Recreation Center. Having the parks department centrally located increases staff efficiency and reduces response and travel time to 70% of the department’s work assignments.



The Oak Brook Park District cares for the health and wellness of the community through social equity, the mentally restorative benefits of open space, a range of accessible opportunities for physical activity, and a number of inclusive programs that bring us together. The District cares for the wellbeing of the ecosystem, economy, and every individual, whether they are at home, school, work, or play.

2030 Facility Priorities

Recreation Facility

Explore Family Recreation Center (FRC) expansion opportunities, including gymnasium and programming space.

Assess and prioritize repair of the facility interior and exterior, including roof, mechanical systems, the administrative offices, conference/meeting rooms, facility lighting and ceilings.

Continue to upgrade and repair with emphasis upon trending sustainability options such as solar panels, replacement of standard with LED lighting, as well as addressing recycling concerns.

Strengthen member recruitment and retention as well as customer service by administering surveys to assess customer needs and the implementation of a district-wide customer service initiative based on the Districts' core values.

Tennis Center

Assess the feasibility of several indoor and outdoor expansion opportunities. Improvements to the front entrance and back patio areas prioritized, including the creation of a welcoming entrance with an attractive outdoor space for players to congregate after their matches.

Evaluate the condition of the outdoor courts. The courts must be renovated in the near future. Staff will choose between replacing the asphalt court with new asphalt or overhauling the courts into clay courts.

Improve and replace mechanical systems as needed to maintain optimal comfort. Tennis and racquetball court HVAC systems will be replaced.

Explore different areas of indoor expansion, including the re-purposing of the racquetball courts. In addition, the front desk and its operations will be renovated in order to improve the customer experience.

Explore an investment in staff in order to maintain the level of success the Tennis Center is currently experiencing. Administrative procedures will be optimized and the membership pricing structure will be evaluated and overhauled if needed.

Central Park West

Upgrades to the core and shell of the facility are required including ADA accessibility upgrades, HVAC, plumbing, electric, and acoustical improvements. Updates to the interior aesthetics of the facility will keep it competitive.

Explore and implement expanded event and programming opportunities, including programming for the active adult population and outdoor recreational opportunities based on community and facility feasibility survey results.

Re-branding of the facility will be communicated effectively to the community via enhanced marketing and graphics to promote rentals, programs, and special events.

Increase the quality of the overall product offered to the community through re-branding and enhanced facility services.

Possibilities for CPW include expanding district programming, including active adult programming as well as diverse programming during non-peak rental times, and allowing community rentals during peak days on the weekend.

2030 Historical/Cultural Priorities

Identify programs, special events, parks and facilities which have historical/cultural significance to the community and devote necessary resources for their preservation.

Work with local historical organizations and partners to connect residents with other cultural and historical resources to add place-based value and meaning to the local landscape and community.

Conducting an inventory of the District's historical and cultural resources, incorporating opportunities for the future acquisition/development of resources, and finding opportunities for collaboration with local historical and cultural stewards.

Preserve the District's cultural and historical resources, so the community will continue to strengthen family and community connections and improve the overall wellness of the Greater Oak Brook Community.

2030 Finance/HR Priorities

Continue transparency throughout the District by making all financials and relevant human resource documents available for the public. Expand the Capital Improvement Plan from 5 to 10 years.

Measure key performance indicators for HR inclusion effectiveness via a dashboard that highlights real-time progress toward business and service goals, and incorporating staffing needs from recreation and maintenance.

Incorporate documents into a multi-use system for all, such as new hire software and a Spanish translation of the Personnel Policy Manual.

Create a strategic system to annually address legal mandates such as minimum wage increases and recreational marijuana use, and work to address new policies within the fiscal year of required implementation.

Create an all-inclusive budget document to be submitted to the Government Finance Officers Association.

2030 Information & Technology Priorities

Increasing public Wi-Fi accessibility in parks. Staff will look into adding interactive features like kiosks, QR codes, social media prompts, and more to the parks and facilities.

Optimize ActiveNet to increase online functionality for facility booking, memberships, and personal training. To increase security awareness among staff, the District will implement the use of features such as multi-factor authentications and password encryptions.

The District will establish a dashboard system to access the current use patterns of each facility to optimize efficiency.

2030 Marketing and Communication Priorities

Evaluate the community's needs through interest and program surveys, ensuring the District's offerings will accurately reflect the needs and wants of its constituency.

Collaborate with the Village of Oak Brook, local police, local businesses, and civic organizations to allow the District to reach the largest audience possible. Install location sign system in partnership with DuComm and Village of Oak Brook.

Continue to provide strong communication to and from agency staff. The District will continue to make use of social media platforms to allow the public to conveniently give feedback.

Consistent branding will be implemented across all facilities, programs, and events, including signage, giveaways, and uniforms.

2030 Corporate and Community Relations Priorities

Use technology, including invoicing software, to develop efficiencies for the partnership program.

Identify new opportunities for sponsorship and naming rights. With the acquisition of the Central Park North fields, there are more opportunities for current and prospective sponsors to be involved.

Create new relationships with businesses and organizations, and build upon existing relationships to increase non-tax revenue for the District.

Grow the Park District Foundation to increase the District's revenue and help fund capital projects.

2030 Recreation Programming Priorities

Meet the needs of the 60+ community, as indicated by surveys. Accomplish this goal through the renovation of existing facilities and investigating the feasibility of expanding facilities as well.

Conduct a program analysis to evaluate current program offerings and identify any gaps in service. With the assistance of a consultant, the District will undertake an entire program and event analysis.

Move to become a fully inclusive park district. Education of staff members will be prioritized so staff can begin weaving universal recreation principles into all of their programs and events.

Follow up on growth opportunities within the community, such as land acquisition or intergovernmental management agreements. Meet this growth by evaluating the current organizational chart, staff size, and leadership roles to ensure the District is being managed in the most efficient manner possible.



2030 Parks/Trail Priorities

Forest Glen Park/Chillem Park/Saddle Brook Park

Replace pond fountains and aeration equipment, replace/resurface paved amenities and courts & existing wood bridge.

Create a 10-year pavement repair/replace plan.

Enhance recreation with technology in the parks by adding Geocaching, Interactive tree maps, QR codes.

Amend to ADA standards, including trail grades, playgrounds and surfacing, and accessible courts.

At Saddle Brook Park, replace the playground structures. Investigate removing wood barn, and replace/resurface paved amenities and courts

At Chillem Park, replace/repair the playground structures and condense into a single play area, replace/resurface paved amenities and courts. Add a trail connection to York Woods.

Purchase the vacant lots located at 201 and 203 Wood Glen Lane adjacent to Forest Glen Park if the properties become available and if the purchase is in the best interest of the Park District.

Dean Nature Sanctuary

Design / install a nature center and investigate feasibility of installing public restrooms

Upgrade kayak canoe launch to a user-friendly alternative

Replace limestone trails with an ADA approved alternative.

Create a "Natural Areas Management" plan.

Central Park

Re-forest Central Park with an additional 500 native deciduous and evergreen trees over 10 years.

Replace /resurface paved amenities and courts and create a 10-year pavement plan.

Upgrade all parking lot lighting with LED fixtures.

Amend to ADA standards, including trail grades, playgrounds and surfacing, and accessible courts.

Completed phase I of master vision for the Central Park North fields.

Implement phase 2 development of Central Park North (Autumn Oaks) to construct recreational amenities as supported by the community. Investigate the potential to relocate and enlarge existing pavilion or construct a new and larger amphitheater structure at Central Park North (Autumn Oaks) to improve accessibility and access to restrooms and parking.

Improve connectivity across Ginger Creek with at least one new bridge.

Install permanent restrooms on-site.

Address future needs of the park, including the possible addition of Pickleball courts, a unity garden, additional ballfields, and more.

2030 Maintenance Priorities

Park District Maintenance

Expand existing facility with one additional primary garage bay and expanded outdoor storage.

Explore solar technology integration and replace all garage lighting with LED fixtures.

2030 Vehicles/Equipment Priorities

Add one additional SUV and an additional pickup truck.

Rededicate older District SUV to facility maintenance staff.

Replace fleet equipment per capital budget schedule, and modernize snow removal equipment fleet.





Appendix A

References and Sources

Planning References

The 2020-2030 Master Vision for the Oak Brook Park District is based on a number of planning resources that have been created by the park district. Many of the concepts in the Master Vision are explored in more detail in the plans listed below.

- 2016-2020 Oak Brook Park District Strategic Plan
 - Annual Reports
 - ADA Plan
 - Recreation Plan
 - Marketing Plan
 - Tennis Center Business Plan
 - 5-year Capital Plan
 - Community Survey Report
 - Bike Friendly Community
-



Appendix B

Demographic Information

Oak Brook, IL Census Data General Demographic Characteristics & Trends		
Demographic Characteristic	2000 Census	2010 Census
Total Population	8,702	7,883
Under 5 years of age	3.2%	3.14%
5 to 18 years of age	18.7%	16.41%
20 to 54 years of age	38.59%	31.19%
55 to 64 years of age	17.52%	19.96%
+65 years of age	21.9%	29.28%
Gender		
Female	52.3%	52.1%
Male	47.7%	47.9%
Race/Ethnicity		
Caucasian	76.6%	71.8%
Hispanic or Latino	2.4%	4.3%
African American	1.4%	2.0%
Native American	0.0%	0.1%
Asian	20.1%	23.2%
Two or More Races	1.7%	2.2%
Household Status		
Married/Couple Family	76.6%	80.4%
Nonfamily Household	23.4%	19.6%
Average Household Size	2.74	2.62%
Housing Status		
Owner-Occupied Housing	97%	95.6%
Renter-Occupied Housing	3%	4.4%
Education Level (25 years and over)		
Less than HS Graduate	5.8%	2.9%
HS Graduate	94.19%	97.1%
Bachelor's Degree or Higher	57.58%	64.4%
Median Earnings		
Median Household Income	\$146,537	\$131,719
Overall Poverty Rate	2.1%	1.7%



Economic Information

Village of Oak Brook Census Data: General Characteristics & Trends		
Economic Characteristic	2000 Census	2010 Census
Workforce Type		
Management (Business, Science, & Arts)	62.7%	60.4%
Service Occupations	6.6%	5.2%
Sales & Office Occupations	25.9%	25.7%
Natural Resources/Construction/Maintenance	2.6%	4.5%
Production/Transportation/Material Moving	2.2%	4.1%
Commuting Stats		
Personal Vehicle	86.8%	77%
Carpool	4.3%	10.3%
Public Transportation (excluding taxicab)	4.0%	3.2%
Walked	0.9%	7%
Other Means	0.0%	2%
Worked from Home	3.9%	8.7%
Mean Travel Time to Work	29.2 minutes	31.5 minutes
Household Income Breakdown		
Less than \$10,000	1.3%	2.1%
\$10,000 to \$14,999	1.9%	.9%
\$15,000 to \$24,999	3.1%	6%
\$25,000 to \$34,999	3.6%	2.1%
\$35,000 to \$49,999	5.8%	5.4%
\$50,000 to \$74,999	12.2%	8.1%
\$75,000 to \$99,999	8.4%	13.0%
\$100,000 to \$149,999	14.6%	18.9%
\$150,000 to \$199,999	11.0%	11.3%
\$200,000 or more	38.1%	32.2%
Employer Types in Oak Brook		
Agriculture	0.9%	0.5%
Construction	4.3%	9.6%
Manufacturing	9.8%	7.6%
Wholesale Trade	6.4%	7.8%
Retail Trade	8.4%	7.4%
Transportation/Utilities	1.8%	3.1%
Information	1.9%	2.2%
Finance & Insurance/Real Estate	10.7%	11.2%
Professional/Scientific/Technical Service	14.2%	13%
Educational Services/Health/Social	33.2%	27.2%
Arts/Entertainment/Recreation/Food Services	4.0%	6.9%
Other Services	3.2%	1.6%
Public Administration	1.3%	1.9%



Appendix C

Inventories | Local, State, and National

Park District	Population	Total Budget	Number of Parks	Residents Per Park	Acres	Acres per 1,000
Oak Brook	7,883	\$12,377,000	5	1577	174	22
Glencoe	8,500	\$8,700,000	30	283	100	12
Lake Bluff	7,500	\$5,300,000	10	750	264	35
Bensenville	18,000	\$9,000,000	20	900	335	19
State Average			19	1671	352	11
National Average			--	2181	--	10

Park District	Natural Area Acres	Natural Area Acres Per 1,000	Trail Miles	Trail Miles Per 1,000
Oak Brook	45	5	15	1.92
Glencoe	10	1	1	0.12
Lake Bluff	10	1	0	0.00
Bensenville	25	1	1	0.06
State Average		89	3	4
National Average		--	--	--

Park District	Outdoor Pool	Spray Ground	Indoor Pool	Playground	Disc Golf Course	Skate Park
Oak Brook	1	1	2	7	1	0
Glencoe	0	1	0	15	1	1
Lake Bluff	1	0	0	6	0	1
Bensenville	1	1	0	16	0	0

Park District	Basketball	Tennis Courts	Pickleball	Bocceball	Horseshoes
Oak Brook	5	14	5	0	0
Glencoe	3	14	0	0	0
Lake Bluff	2	7	4	0	0
Bensenville	4	5	0	0	0

Park District	Baseball field	Softball Field	Soccer Field	Football Field	Lacrosse Field	Outdoor Ice Rink
Oak Brook	3	1	3	0	1	1
Glencoe	5	1	8	2	2	2
Lake Bluff	7	1	1	0	0	1
Bensenville	10	0	1	1	0	0

Park District	Picnic Shelter	Fishing piers	Canoe ramp	Botanical Garden	Nature Center	Amphitheater
Oak Brook	6	2	1	0	0	1
Glencoe	3	0	1	1	1	1
Lake Bluff	5	0	0	0	1	0
Bensenville	5	0	0	1	0	0



Inventories | Park District and Competition

Outdoor Recreation Facilities Within the Oak Brook Park District Boundaries

Location/Park Type		Baseball/Softball Fields	Basketball Courts	Canoe Launch	Cross Country Skiing	Disc Golf	Dog Exercise Area	ADA Fishing Pier	Fishing Pond	Gazebo	Golf Course	Hiking Trail	Ice Skating	Jogging/Bike Path	Open Fields	Outdoor Splash Park	Picnic Shelter	Public Picnic Area	Playgrounds	Polo Fields	Sand Volleyball Court	Sled Hill	Soccer Fields	Synthetic Athletic Fields	Swimming Pools	Tennis Courts	Pickleball Courts
Community Parks																											
Oak Brook Park District																											
Central Park	105	4	2			1		1	3	1			1	1		1	3		4		3	1	7	1		8	3
Neighborhood Parks																											
Oak Brook Park District																											
Forest Glen Park	16.4		1						3					1			1		1							2	
Saddle Brook Park	11		1											1					1			1				2	
Chillem Park	1		1																1							2	
Spring Road Park															1												
Dean Nature Sanctuary	40			1	1			1	1	1																	
Oak Brook Park District Subtotal	173.4	4	5	1	1	1		2	7	2			1	3	1	1	4		7		3	1	8	1		14	3
Other Public Open Space																											
Village of Oak Brook																											
Sports Core	260				1				1		1		1		1					1	1		8		3	8	
Library																						1					
Forest Preserve District																											
DuPage County																											
Mayslake Preserve	90						1		1					1	1			1									
York Woods Preserve	75				1				1					1			2	1									
Fullersburg Woods Preserve	226			1	1				1			1		1				1									
Subtotal	651			1	3		1		4		1	1	1	3	2		2	3		1	1	1	8		3	8	
Grand Total	790.4	4	5	2	4	1	1	2	11	3	1	1	2	3	3	1	6	3	7	1	4	2	16	1	3	22	3



**Indoor Recreation Facilities & Recreation Programs
Within the Oak Brook Park District Boundaries**

Local Public Provider	Indoor Walking Track	Indoor Swimming Pool	Indoor Spa	Sauna	Indoor Basketball Courts	Indoor Tennis Courts	Raquetball Courts	Fitness Centers	Athletics Programs	Food Service	Birthday Parties	Senior Day Trips	Senior Overnight Trips	Museum	Banquets	Preschool	Day Camps	Afterschool Programs	Performing Arts (Dance, Theater)	Cultural Arts (Ar, Ceramics, Paint)	General Interest Programs	Special Events	Swim Lessons	Nature Programs	Babysitting Service	Martial Arts Programming	Gymnasium/Tumbling	Bowling	Bocce
Oak Brook Park District	X	X	X	X	X	X	X	X	X		X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X		
Village of Oak Brook										X	X				X		X				X	X	X						
Oak Brook Library									X											X	X	X							
Forest Preserve District of DuPage County											X			X					X	X	X	X		X					
Butler 53 School District					X				X	X									X	X	X								
Local Private Provider																													
LA Fitness		X	X	X	X		X	X		X													X		X				
Life Time		X	X	X	X			X	X	X													X		X				X
Pinstripes										X	X				X													X	X
Local Non-Profit Provider																													
Oak Brook Historical Society														X							X								
Bright Horizons - Oak Brook																X		X							X				
Christ Church - Oak Brook														X	X						X	X			X				



Appendix D

Participation Comparisons

The District is a leader in recreation, tennis, aquatics, fitness programming, and facility management. Trends and statistics research and application will be strong factors in maintaining this high level of success in the future.

Recreation Programming

According to the Illinois Association of Park District's 2019 recreation programming report, the Oak Brook Park District Aquatic and Fitness Center receives three times the state average of visits and has a retention rate that is 25% higher than average.

Park District	Total Programs	Participants	Visits to Aquatic - Fitness Centers	Fitness Member Retention Rate	Cancellation Rate
Oak Brook	1574	13,831	402,622	96.9%	11%
State Avg.	473	12,409	127,125	71.4%	20%

Park District	# of Preschool Programs	# of Youth Athletics Programs	# of Youth Classes	# of Adult Athletics Programs	# of Adult Classes	# of Senior Programs
Oak Brook	66	67	120	19	16	47
State Avg.	71	120	133	50	83	33

The District comprehensively meets the community's park and recreation needs. Only slightly more than 1/3 of Illinois communities have all of the following facilities: aquatic center, fitness center, recreation center, and tennis center. The District offers all of these amenities and more.

According to research conducted by the Illinois Association of Park Districts and Aquity Research, only 29% of Illinois' local park and recreation agencies provide family programs, summer camps, trips, and nature programs. The Oak Brook Park District offers all of these programs and more.

OAK BROOK PARK DISTRICT MASTER VISION 2020-2030



HAPPY | FIT | ACTIVE

www.obparks.org

Mission Statement:

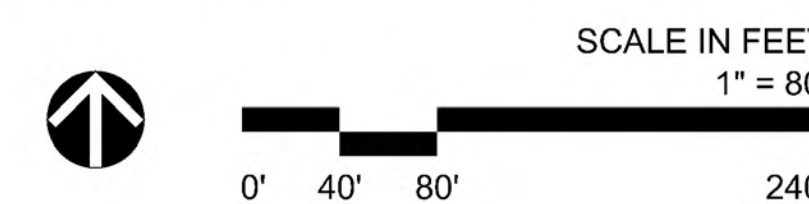
To provide the **very best** in **park & recreational opportunities, facilities,** and **open lands** for our community.





- LEGEND**
- ① SOCCER (11v11) AND LACROSSE
 - ② BASKETBALL COURTS
 - ③ BAGS COURT
 - ④ BOCCE COURTS
 - ⑤ PICKLEBALL COURTS
 - ⑥ PLAY ENVIRONMENT
 - ⑦ FITNESS STATION
 - ⑧ TRAILS WITH LIGHTING, BENCHES AND DRINKING FOUNTAIN
 - ⑨ AMPHITHEATER
 - ⑩ NATIVE AND SHORELINE RESTORATION
 - ⑪ STORMWATER MANAGEMENT
 - ⑫ OUTCROPPING STONES
 - ⑬ BRIDGE (90' LONG x 10' WIDE)
 - ⑭ BRIDGE (150' LONG x 10' WIDE)
 - ⑮ PICNIC SHELTER
 - ⑯ SHELTER WITH CONCESSIONS AND RESTROOMS
 - ⑰ MONUMENT SIGN
 - ⑱ INTERPRETIVE SIGN

Master Vision
AUTUMN OAKS PROPERTY
Oak Brook Park District



DATE: 07/18/2019

Oak Brook
Park District

A National Gold Medal Agency



STRATEGIC PLAN

www.obparks.org



Years

2020-2024

Updated May, 2023



Strategic Plan 2020-2024

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Performance Measures	3
SWOC Analysis	12
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ACKNOWLEDGMENTS

Board of Park Commissioners

Sharon Knitter	President
Lara Suleiman	Vice President
Tom Truedson	Treasurer
Frank Trombetta	Commissioner
Ivana Ivkovic Kelley	Commissioner

Staff

Laure Kosey	Executive Director
Bonnie Gibellina	Administrative Services Specialist
Dave Thommes	Deputy Director
Bob Johnson	Director of Parks and Planning
Jake Stachowiak	Superintendent of Parks
Sally Beaumont	Landscape Specialist
Santiago Escobedo	Park Specialist
Colton Lopez	Park Technician
Bob Sleva	Landscape Specialist
Felipe Perez	Park Specialist
Rob Bond	Superintendent of Aquatics
Josh Chartrand	Building Technician
Matt Murtaugh	Building Engineer
Grant Gilchrist	Aquatic Manager
Caroline Reimann	Aquatic Programming Supervisor
Mike Contreras	Superintendent of Recreation
Kim Catris	Recreation Manager, Youth & Camp
Brian DeWolf	Recreation Manager, Athletics
Monica Lockie	Recreation Manager, Adult

Strategic Planning Input and Review Schedule

September, 2016

Comprehensive Community Wide Survey

June, 2018

Community Focus Groups

November 21, 2019

All Staff Strategic Planning Workshop

March 12, 2020

Board of Commissioners Strategic Planning Workshop

June 15, 2020 Regular Board Meeting

Strategic Plan Approved

November 16, 2020

Strategic Plan Update

Katie Basile

Kathy Chartrand
Ryan Husch
Kate Sniegowski
Kara Smith
Gloria Marquez
Olga Martinez
Patricia Ornelas
Rafael Rodriguez

Superintendent of Facilities

Registration Coordinator
Facility Manager
Facility Supervisor
Fitness Supervisor
Lead Custodian
Custodian
Custodian

Robert Pechous

Haley Colucci
Erik Ruiz
Rachel Jones

Superintendent of Communications & IT

Marketing & Communications Manager
Graphic Designer
Corporate and Community Relations

Alin Pop

Michelle Beczarski
Alice Belden
Leticia Limonez
Craig Tuley

Superintendent of Enterprise Operations

Director of Tennis Operations
Tennis Admin/Programming
Tennis Customer Service Manager
Facility Maintenance Manager

Marco Salinas

Linda Noonan
Nicole Lawler
Vacant

Chief Financial Officer

Human Resources Manager
Finance Manager
Administrative Services Assistant

Mission:

It is the mission of the Oak Brook Park District to provide the **very best** in **park** and **recreational opportunities, facilities, and open lands** for **our community**.

Vision:

To provide a diverse range of opportunities designed to keep the community happy, fit and active while being its very best and feeling its very best.

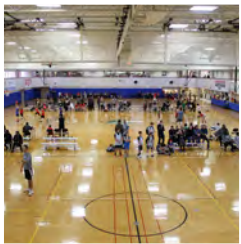


Strategic Initiatives:

- To ensure that the very best facilities are accessible and available.
- To provide the very best in parks and open space to our constituents and to be a community leader in environmental conservation and stewardship.
- To provide an all inclusive range of the very best passive and active recreational programs and opportunities to our entire community.
- To foster a diverse work environment that encourages collaborative teamwork and the development of the very best in park and recreation professionals.
- To prioritize the fiscally responsible use of resources in all aspects of our operations.

Core Values:

Holistic Wellness



Providing programs, services, and opportunities designed to improve all aspects of the overall wellness of the Greater Oak Brook community.

Environmental Stewardship



Fostering the responsible use and protection of the natural environment through education, conservation, and sustainable practices.

Inclusion



Ensuring that everyone, regardless of age or ability, has access to the very best in park and recreational opportunities to enrich their quality of life.

Teamwork



Working together to incorporate the diverse culture and viewpoints of our staff and community to effectively foster recreational creativity, encouragement, and motivation.

Customer Experience



Providing the very best service to each individual who visits our park district facilities and to promote loyalty among our staff and constituents.

Open Communication



Engaging in honest, and respectful communication, both internally and externally, will educate our community on the benefits of parks and recreation.

PROCESS

The COVID-19 pandemic brought about unprecedented challenges and obstacles for the Oak Brook Park District. This Strategic Plan will reflect and incorporate these obstacles and serves as a working document. The Board of Commissioners and Staff are guided by the Oak Brook Park District's mission to provide the very best in park and recreational opportunities, facilities, and open lands for our community, and strive to do so even when faced with uncertain times.

The Oak Brook Park District's Strategic Planning process focuses on developing a tactical and adaptive working plan linking our mission, vision, and core values, with strategic initiatives. This will ensure the operational goals for the next four years fall within the parameters of our Master Vision.

2020 Strategic Planning Workshop

On March 12, 2020 the Oak Brook Park District Board of Park Commissioners held a planning workshop to discuss the strategic plans for the District with Park District staff. The workshop reviewed the accomplishments completed under the previous strategic plan identified strengths, weaknesses, opportunities, and challenges within the District, and identified strategic initiatives and projects to accomplish in the next four years.

Review

The Oak Brook Park District Leadership Team reviews the progress of Strategic Plan initiatives every six months during regular staff and department head meetings. The Strategic Plan progress is presented semiannually at regular board meetings.

History of Oak Brook Park District's Strategic Plan

Oak Brook Park District's Strategic Planning initiative began September 11, 2010 with a planning meeting lead by consultant John Fontana. During the meeting, staff and board members utilized a SWOC analysis to better understand critical challenges and needs, then prioritize them to create S.M.A.R.T. (specific, measurable, attainable, realistic, and timely) goals, acknowledging people accountable for results and identify potential obstacles.

Staff Involvement

To ensure the success and realization of strategic initiatives, staff on every level contributes to an accurate assessment of the Oak Brook Park District's operational strengths, weaknesses, opportunities and challenges.

Board Involvement

Elected board members participate in the Strategic Planning workshop to develop goals that are designed to help make the Oak Brook Community the very best.

Community Involvement

Through regular facility surveys, program evaluations, focus groups, and client engagement, the Oak Brook Park District actively solicits and incorporates formal as well as informal resident, participant, member, and community input throughout the strategic planning process.

PERFORMANCE MEASURES

Mission:

To provide the **very best** in **park** and **recreational opportunities, facilities**, and **open lands** for **our community**.

- The Very Best Facilities
- The Very Best Parks, Conservation, & Open Space
- The Very Best Recreational Opportunities
- The Very Best Team
- Fiscal Responsibility

Strategic Initiative	Performance Measures
■ To ensure that the very best facilities are accessible and available.	<ul style="list-style-type: none"> • Facility usage, including accessibility and inclusion • Facility survey satisfaction scores • Increased membership revenue • Participant attendance
■ To provide the very best in parks and open space to our constituents and to be a community leader in environmental conservation and stewardship.	<ul style="list-style-type: none"> • Park survey satisfaction scores • Park usage, including accessibility and inclusion • Event attendance • Participation in outdoor special events • Recycling in parks
■ To provide an all inclusive range of the very best passive and active recreational programs and opportunities to our entire community.	<ul style="list-style-type: none"> • Number of recreation programs offered each season • Registration numbers • Program survey satisfaction scores • Program evaluation scores • Resident participation • Nonresident participation • Inclusion statistics
■ To foster a diverse work environment that encourages collaborative teamwork and the development of the very best in park and recreation professionals.	<ul style="list-style-type: none"> • Retention • CPRP and professional certification status • Employee satisfaction survey scores • Board participation and visibility • Volunteer hours served • Safety Audit scores • Orientation completion • Staff knowledge of Mission Statement • Participation in voluntary team building events • Goal achievement
■ To prioritize the fiscally responsible use of resources in all aspects of our operations.	<ul style="list-style-type: none"> • Financial audit results • Excellence in Financial Reporting status • OBPARKS Foundation involvement • Maintain healthy financial reserve balances

Be Your Very Best. Feel Your Very Best.

HAPPY | FIT | ACTIVE

IMPLEMENTATION

- The Very Best Facilities
- The Very Best Parks, Conservation, & Open Space
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- Fiscal Responsibility

Primary Goals: Completion by November, 2022



























Initiative(s)	Goal	Objectives	Lead/Department & Updates
■ ■ ■ ■	Improve picnic area at Tennis Center patio	<ul style="list-style-type: none"> Repair damage and make improvements. Develop into a family picnic area/rental opportunity. Consider accessibility and inclusion. 	Parks, Tennis, Facilities Completion set for July, 2023.
■	Automate HR on-boarding process (part 2)	<ul style="list-style-type: none"> Prepare a plan for implementation of the software. Train supervisors on system use. 	HR Completion set for November, 2023.
■	Install electronic schedule displays and online registration kiosks	<ul style="list-style-type: none"> Increase the amount of information to patrons. Identify locations and equipment needed. Create an installation plan recognizing accessibility and inclusion. 	Facilities, IT Completion set for fall, 2023.
■ ■	Increase music availability in fitness studios	<ul style="list-style-type: none"> Research streaming music platforms. Install equipment in studios. 	Facilities, IT Completion set for November, 2023.
■ ■	Electronic personal training tracking	<ul style="list-style-type: none"> Evaluate current process and inefficiencies. Develop a better tracking system. 	Facilities, IT Completion set for November, 2023.
■ ■	Examine the perpetual swim lesson model	<ul style="list-style-type: none"> Improve swim lesson program management by having more control over registration levels and number of participants. Allow for better budget planning with consistent revenue flow through monthly installments. Understand concerns with staffing and scheduling consistency. Evaluate the feasibility of implementing the model. 	Aquatics Assessment complete. Planning for partial offering across schedule of classes in Winter/Spring 2024 catalog underway.

Secondary Goals: Completion by November, 2024

■ ■ ■	Construct restrooms at Central Park North site	<ul style="list-style-type: none"> Research the feasibility of constructing outdoor restrooms. Determine the size and amenities of the restrooms. Work with architect and engineer to develop cost opinion. Construct restrooms that best serve the needs of the site. 	Parks, Recreation Completion set for October, 2023.
■ ■	Increase safety of the pathway system	<ul style="list-style-type: none"> Repair and pave pathways. Apply for grants to assist with funding. 	Parks ONGOING.
■ ■	Increase path system	<ul style="list-style-type: none"> Assess areas of growth. Work with Village. Develop long term development plan. Charging stations and water refill options. 	Parks Completion set for November, 2024.
■ ■	Develop pocket parks	<ul style="list-style-type: none"> Develop an implementation strategy with the Village. 	Parks, Administration Completion set for November, 2024.

IMPLEMENTATION

Secondary Goals: Completion by November, 2024

Initiative(s)	Goal	Objectives	Lead/Department & Updates
  	Better utilize Studio D	<ul style="list-style-type: none"> Continue to evaluate feasibility of offering nighttime classes. Created timed opening/closing of exterior door to allow for better security during class times. 	Recreation, Fitness Completion set for November, 2024.
   	Diversify outdoor Tennis space	<ul style="list-style-type: none"> Add clay courts. Add U10 Courts. Consider accessibility and inclusion. 	Tennis, Finance, Parks Due to lack of funding, this initiative will be moved to the 2025-2029 Strategic Plan.
  	Develop a corporate team building facility	<ul style="list-style-type: none"> Build a challenge course near Central Park West. Consider accessibility and inclusion. 	Parks Completion set for November, 2024.
   	Reconfigure outdoor courts	<ul style="list-style-type: none"> Expand outdoor courts bookings and programming. Offer different playing surfaces. Organize bigger tennis events/tournaments. 	Tennis Due to lack of funding, this initiative will be moved to the 2025-2029 Strategic Plan.
 	Establish an updated interior and exterior Family Recreation Center maintenance plan	<ul style="list-style-type: none"> Maintenance is provided and administered for Family Recreation Center on a consistent basis. Staff will continue to work on the development of a structured plan. 	Facilities Quotes received were not cost-effective nor within Park District budget. Project will be completed in-house. Completion set for April 2024.
  	Update Family Recreation Center appearance and quality of use with new flooring, paint, window treatment, HVAC system and water treatment tools	<ul style="list-style-type: none"> Improve the aesthetics of the Family Aquatics Center to a more modern look. Replace 1" tile with safe and easier to maintain surfacing. Replace current window shade treatment. Replace HVAC system for better air circulation and reduced noise pollution. Implement UV disinfection system for improved water treatment. 	Aquatics Completion set for 2023-2024 Fiscal Year.
  	Replace synthetic soccer field	<ul style="list-style-type: none"> 10-year life span on current turf surfacing. Replace to maintain high-quality, safe playing field. 	Parks Completion set for August, 2023.
 	Install video analytics on tennis courts	<ul style="list-style-type: none"> Improve patron's overall experience through availability of video recording their matches and line-call assistance. Improve programming quality by offering video analytics. 	Tennis Implementation when budget allows.
 	Establish a recruitment plan	<ul style="list-style-type: none"> Assess the recruitment needs of each department for hiring full-time and part-time employees. Identify and select sources to recruit various types of employees. Prepare a recruitment template that identifies the essential functions of the job and that promotes the District as a great place to work. Assess the feasibility of integrating the recruitment process with the on-boarding process. 	Human Resources, Administration Completion set for November, 2024.

IMPLEMENTATION

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- The Very Best Team
- Fiscal Responsibility

Completed

Initiative(s)	Goal	Objectives	Lead/Department & Updates
■ ■	Implement consistent customer service throughout our facilities	<ul style="list-style-type: none"> Quarterly customer service training is provided to the service desk team, including the new COVID-19 protocol. Positive reinforcement for staff customer service excellence is provided through direct staff acknowledgment and Action Awards. The District Core Values will continue to be used for the development of a quarterly customer service training plan for all departments. 	Facilities <i>COMPLETED.</i>
■ ■ ■ ■	Improve security	<ul style="list-style-type: none"> Develop a purchasing/replacement plan. Identify locations that need access control. 	Parks, Facilities, IT <i>COMPLETED.</i>
■ ■ ■ ■	Update and distribute the new member welcome packet	<ul style="list-style-type: none"> New Member Welcome Packet has been developed and is set to launch. 	Facilities, Marketing <i>COMPLETED.</i>
■ ■ ■ ■ ■	Update and implement tour procedure for Family Recreation Center	<ul style="list-style-type: none"> Redesign Family Recreation Center tour process. Consider accessibility and inclusion. 	Facilities <i>COMPLETED.</i>
■ ■	Focus on member retention at Family Recreation Center	<ul style="list-style-type: none"> Member retention efforts are ongoing, including the member referral program & the monthly member challenge incentive program. The New Member Welcome Packet has been developed and will be sent to all new members via e-mail. This member retention initiative will be launched September 2022 and will be provided on an on-going basis to all new members. A partnership has been created with Silver Sneakers and Renew Active. The Aquatics and Fitness 3 year Business Plans were developed, which provided additional member retention services and programs that will be explored and/or provided. 	Facilities <i>COMPLETED.</i>
■ ■ ■	Update lighting in Family Recreation Center to LED	<ul style="list-style-type: none"> Several regions within the facility, including the gymnasium, has been upgraded to LED lighting. Future budgetary and operational plans include on-going upgrades for Family Recreation Center to LED lighting. 	Facilities <i>COMPLETED.</i>
■	Automate HR on-boarding process (part 1)	<ul style="list-style-type: none"> Identify system capabilities needed to improve the efficiency of the on-boarding process (i.e., recruitment, hire, on-boarding, orientation). Research system options, feasibility of integration with BS&A Software, and cost. Establish a budget to purchase and implement software. Prepare a Request for Proposal. 	<i>COMPLETED.</i>

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IMPLEMENTATION

Completed

Initiative(s)	Goal	Objectives	Lead/Department & Updates
■ ■ ■ ■	Offer more outdoor recreational opportunities at Dean Nature Sanctuary	<ul style="list-style-type: none"> • Create 4 programs at Dean Nature Sanctuary. • Evaluate programming and adjust accordingly. • Consider accessibility and inclusion opportunities. 	Recreation COMPLETED.
■ ■ ■	Analyze program offerings to identify gaps in service	<ul style="list-style-type: none"> • Identify times of the day where new programs can be offered. • Conduct surveys with current participants to identify new program ideas. 	Recreation COMPLETED.
■ ■ ■	Incorporate fitness stations and new technology throughout Central Park	<ul style="list-style-type: none"> • Explore cost and feasibility of installing fitness stations. • Research apps to incorporate with stations to link technology. • Consider accessibility and inclusion with new stations and technology. • Two new fitness stations added to the north fields central plaza in the fall of 2020. 	Parks, IT COMPLETED.
■ ■	Develop community garden plots	<ul style="list-style-type: none"> • Develop a plan to create community garden plots at a park • Research how other Park Districts are managing garden plots. • Create plots and work with marketing to advertise to the public. 	Parks, Marketing COMPLETED.

IMPLEMENTATION

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














Completed

Initiative(s)	Goal	Objectives	Lead/Department & Updates
■ ■ ■	Conduct an inventory of the District's historical and cultural resources	<ul style="list-style-type: none"> Identify programs, events, parks, and facilities which have historical and/or cultural significance. Find opportunities for collaboration with local historical and cultural stewards. 	Administration, Marketing COMPLETED.
■ ■	Reorganizing staff job descriptions	<ul style="list-style-type: none"> Optimize administrative operation. Review and adjust administrative staff tasks. Include new COVID-19 requirement. 	Tennis, HR COMPLETED.
■ ■	Upgrade outdoor lighting to energy efficient LED fixtures	<ul style="list-style-type: none"> Research energy grants and rebates. Conduct an energy efficiency audit of all outdoor lighting. Select new LED fixtures with a life-expectancy of at least 10 years. Replace all parking lot lighting and select new security lighting at Central Park. 	Facilities, Parks COMPLETED.
■ ■ ■	Create new relationships with local businesses and retail existing sponsors	<ul style="list-style-type: none"> Keep touch with existing sponsors and partners to retain their business and keep inquiring how we can make the relationship better. Reach out to local businesses and organizations to see how we can work together with programming and special events. 	Marketing COMPLETED.
■ ■ ■	Develop Sustainability Team	<ul style="list-style-type: none"> Further develop the role of the team to undertake challenges like recycling, reduction of single-use plastics, and increased awareness. Develop and facilitate internal and external educational on the new rules of recycling. Considering adding community engagement, composting, zero-waste events. 	Parks, Marketing, Administration COMPLETED.
■	Add one SUV and pick-up truck to vehicle fleet and replace skid steer	<ul style="list-style-type: none"> The District's only SUV is in high demand by all departments. Purchase a second SUV to accommodate demand. Purchase a pickup truck to support the increasing responsibilities of the Parks department. Replace current undersized skid-steer with an appropriate model. 	Parks COMPLETED.
■ ■ ■ ■	Central Park West improvements	<ul style="list-style-type: none"> Fix drainage and basement issues. Upgrade plumbing. Create better storage. 	Facilities, Parks COMPLETED.
■ ■ ■ ■	Continue to develop junior and adult Tennis programming	<ul style="list-style-type: none"> Increase participation numbers. Add teams Add match play opportunities Add cross-fit programming. 	Tennis COMPLETED.
■ ■	Organize storage areas	<ul style="list-style-type: none"> Evaluate inefficiencies. Evaluate storage needs. 	Recreation, Facilities, Marketing, Tennis COMPLETED.

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IMPLEMENTATION

Completed

Initiative(s)	Goal	Objectives	Lead/Department & Updates
 	Implement a formal departmental training plan	<ul style="list-style-type: none"> Staff training on District policies & procedures, including the Emergency Action Plan, is provided on a consistent monthly and quarterly basis. Consistent staff training for all departments will continue into the future. 	Facilities COMPLETED.
 	Transition group training into specialized fitness/tennis classes	<ul style="list-style-type: none"> Create fitness focus groups to determine specialty classes. Implement 2 classes. 	Fitness, Tennis COMPLETED.
  	Use technology in our parks for education	<ul style="list-style-type: none"> Investigate geocaching opportunities within parks. Determine feasibility of QR code technology and research comparable technology for nature education and tours via mobile devices in the parks. 	Recreation, IT COMPLETED.
  	Convert Central Park basketball courts to pickleball courts	<ul style="list-style-type: none"> Evaluate the cost to convert the existing courts to pickleball. Design courts to make the most effective use of the space. Hire qualified court surface professionals to perform the conversion. Work with marketing team to advertise the new courts. 	Parks, Marketing COMPLETED.
   	Complete phase 1 of Master Vision for Central Park North Fields	<ul style="list-style-type: none"> Begin construction in summer of 2020. Perform value-engineering throughout project to provide the best improvements at the lowest cost. Ensure new soccer fields feature high-quality and resilient turf grass. Have park open for use in the spring of 2021 with fields open in fall of 2021. 	Parks COMPLETED.
 	Streamline front desk operations	<ul style="list-style-type: none"> Assess streamlining service desk staff. Consider COVID-19 requirements, accessibility and inclusion. 	Facilities, IT COMPLETED.
   	Increase cross promotion of programming and events within departments	<ul style="list-style-type: none"> Create more awareness of programming and facility options available our members and guests. Develop programming that brings departments together in designing and managing the program/event. Offer new and innovative programming that showcases the Park District staff and facilities. 	Marketing, Aquatics, Recreation, Fitness COMPLETED.
	Increased cross promotion of programming and events within departments	<ul style="list-style-type: none"> Create more awareness of programming and facility options available our members and guests post COVID-19. Develop programming that brings departments together in designing and managing the program/event. Offer new and innovative programming that showcases the Park District. 	Marketing, Aquatics, Recreation, Facilities COMPLETED.

IMPLEMENTATION

Completed

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Initiative(s)	Goal	Objectives	Lead/Department & Updates
■ ■ ■	Co-op programming with local library, schools, and surrounding park districts	<ul style="list-style-type: none"> Create and improve relations with local organizations by serving on committees and attending meetings. Collaborate with other local organizations to limit duplications and provide the best program opportunities. Focus on accessibility and inclusion. 	Recreation COMPLETED.
■ ■ ■ ■	Install front entrance pavers at Tennis Center	<ul style="list-style-type: none"> Improve front entrance aesthetic. Replace front pavers and parking lot curb. 	Tennis COMPLETED.
■	Increase low-impact/balance/ Pioneer fitness programming	<ul style="list-style-type: none"> Offer at least 2 new programs in the Pioneer fitness area. Creating a paid progressive balance program for Pioneers. Create virtual programming post COVID-19. 	Recreation, Facilities COMPLETED.
■ ■	Perform roof and mechanical repairs to Family Recreation Center	<ul style="list-style-type: none"> Roof and mechanical repairs have been completed and are on-going. Additional funds have been allocated within the capital budget for future repairs. 	Facilities COMPLETED.
■ ■ ■ ■	Offer more outdoor recreational opportunities in the winter	<ul style="list-style-type: none"> Offer one new winter event. Explore virtual programming in winter months. 	Recreation COMPLETED.
■	Expand obparks.org email addresses	<ul style="list-style-type: none"> Identify which staff need official email addresses. Determine the benefit vs. the cost. 	Facilities, IT, Tennis, Recreation COMPLETED.
■	Develop a bi-annual all part time staff PDRMA training	<ul style="list-style-type: none"> Provide a unified message and training to all part time staff emphasizing inclusion and anti-racism. Provide the opportunity for staff to get to know each other across departments. . 	Recreation, Aquatics, Tennis, Parks, HR COMPLETED.
■	Tennis Pro retention	<ul style="list-style-type: none"> Create an attractive employment package.. Support continuing education and training. Promote a positive working environment. Began offering health benefits to certain Tennis Pros. 	Tennis, HR COMPLETED.
■ ■	Do a feasibility study and renovate existing facilities as needed to meet programming needs	<ul style="list-style-type: none"> Evaluate existing facilities to identify areas of improvements. Evaluate existing programming to identify areas of improvements. 	Recreation, Fitness COMPLETED.
■ ■ ■	Expand custodial hours and schedule	<ul style="list-style-type: none"> Determine feasibility of adding additional shifts for cleaning high-traffic areas after hours. Explore shifting responsibilities and expanding hours and duties of custodial staff to alleviate other departmental cleaning needs. 	Facilities COMPLETED.



SWOC Analysis

Strengths

- Leadership
- Oak Brook Community
- Brochure quality
- Quality programs/special events
- Facilities
- Good value for programs
- Oak Brook name/brand
- Community pride
- Dedicated staff
- Customer service and hospitality
- Board strives to meet community needs
- Desire to be center of community
- Financial reserves
- Board is involved/invested
- Intelligent staff-professionally accomplished
- Customer Retention
- Social media/marketing
- Executive director/board/staff working relationship
- Corporate relations /sponsorships/partnerships
- Parks and open space
- Website
- Cleanliness and atmosphere
- Master Vision
- Staff collaboration
- Diversity and accessibility
- Work/life balance
- Safety/risk management
- Good vision
- Human resource plans
- Maintenance
- Cooperation with Village and other organizations

**Strategic initiatives
capitalize on our
strengths to further our
mission and vision.**

Weaknesses

- Size of the community
- Staff cross-training on systems
- Staff turnover/fatigue (part-time)
- No bus transportation for programming
- Aging Family Recreation Center
- Aging Tennis Center
- Engaging teen participation
- Tennis court improvements
- Directional signage
- Landlocked
- Lack of program space
- Cultural arts programming

**Strategic initiatives
address areas of
needed improvement
to increase revenue and
service successes.**

SWOC Analysis

Opportunities

- Maintenance plans
- Branding plan/benchmarking
- Increase programming & co-op with other park districts
- Grants
- Sponsorships
- Marketing and communications
- Collaborative relationships with village, library, forest preserve, schools
- Reach out to the corporate community
- Capital plans – 10 years
- Staff development
- Human Resources
- Revenue
- Facilities
- Technology
- Cross-promotions
- Website
- Registration software program integration
- Master Vision
- Improve and update all park district equipment
- Studio D
- Pocket parks
- Tennis and recreation cross promotion
- The Village's Sports Core

Strategic initiatives evaluate the feasibility of opportunities that can increase service delivery and financial success.

Challenges

- Competition – Lifetime Fitness, Kidtopia, Natatorium
- Aging facilities
- Parking
- Customer expectations
- Burnout
- Minimum wage increase
- Resident turnover and retention
- Investing and maintaining Capital Projects
- Changing population demographics
- Parks and Recreation post-pandemic
- Unknown diseases and/or insects
- Climate change
- Duplication of services with other organizations
- Technology and security

Strategic initiatives work to prevent service and revenue interruptions and mitigate risks.

APPENDIX

MINUTES OF A SPECIAL MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF COMMISSIONERS March 12, 2020

1) CALL TO ORDER THE SPECIAL MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF COMMISSIONERS AND ROLL CALL

President Sharon Knitter called the March 12, 2020 Special Meeting of the Oak Brook Park District Board of Commissioners to order at the hour of 9:00 a.m. Commissioners Tan, Suleiman, Trombetta and Knitter were present. Commissioner Truedson was absent. Also present were Laure Kosey, Executive Director, Dave Thommes, Deputy Director, Bob Johnson, Director of Parks and Planning, and Marco Salinas, Chief Financial Officer.

2) APPROVAL OF THE MARCH 12, 2020 AGENDA OF THE SPECIAL MEETING

Commissioner Kevin Tan made a motion, seconded by Commissioner Lara Suleiman, to approve the March 12, 2020 Agenda of the Special Meeting.

There was no discussion and the motion passed by roll call vote.

Ayes: Commissioners Suleiman, Trombetta, Tan and President Knitter.

Nays: None

Absent: Commissioner Truedson

3) OPEN FORUM

President Knitter asked whether there are any public comments under the "Open Forum." There were no public comments.

4) SPECIAL MEETING BUSINESS

a.) COVID-19 Discussions

- i. President Knitter requested Executive Director Kosey to reach out to other park districts to receive feedback regarding their action plan to address the COVID-19 concern.
- ii. Executive Director Kosey stated that a letter was going to be sent to all staff as well as a separate letter to the public. Executive Director Kosey also stated that she would be available during pre-designated times throughout the week and week end to directly address any concerns.
- iii. Specific action plans and processes were discussed to address staff feeling ill and the use of sick time. If the staff was diagnosed with COVID-19, the staff member would stay at home for 2 weeks and not have to utilize sick time. The diagnosis of COVID-19 would be promptly reported to OSHA. After 2 weeks, a note would need to be received confirming the diagnosis of COVID-19 as well as the ability for the staff person to return to work.
- iv. On-going discussions ensued, with the discussion including attorney approval of aspects in handling employee concerns and employee and public communications.
- v. Discussions included facility closure and actions steps that would be taken, in the event of facility closure. The Park District would consult with the local school district, coinciding the Park District in accordance with the school district action.
- vi. Discussions included ensuring staff were cross trained in multiple departments and prepared to work remotely, in the event of facility closure.

b.) Discussion of the strategic plan of the Oak Brook Park District

- i. Mission, Visions, and Core Values were reviewed by Executive Director, Laure Kosey. Executive Director Kosey discussed development process completed by staff, who worked on the strategic initiatives within November. The Mission, Vision, and Core Values were printed and posted on the walls of the rooms for all team and Commissioners to view during presentation.
- ii. Commissioner Suleiman commented that she would like the concept of inclusion within the Vision Statement. This was acknowledged. Inclusion was also reviewed, as part of our Core Values.
- iii. The Park District SWOT Analysis was discussed within small groups, which consisted of Commissioners, intermeshed with Park District staff.
- iv. The Strategic Initiatives were discussed and prioritized.
- v. The Autumn Oaks Property was addressed, with an overview presented by Bob Johnson, Director of Parks and Planning. Diagrams were provided and noted for the proposed phases of development for the open space.

c.) Training for the Prevention of Sexual Harassment Pursuant to Article 6 of the Workplace Transparency Act, Public Act 101-0221

- i. Training for Park District supervisory and administrative team as well as Commissioners was provided by Stanley Griggs, Employee Assistance Program, Perspectives Representative
- ii. Training included formal presentation as well as small group discussions which took place among 3-4 Park District team members and Commissioners

5) THE NEXT REGULAR MEETING WILL BE HELD ON MARCH 16, 2020, 6:30 p.m.

President Knitter announced the next regular Board Meeting of the Oak Brook Park District Board of Park Commissioners will be held on March 16, 2020, 6:30 p.m.

6) ADJOURNMENT

Commissioner Tan made a motion, seconded by Commissioner Trombetta to adjourn the March 12, 2020 Special Meeting at the hour of 1:00 p.m. There was no discussion and the motion passed by voice vote.



Laure L. Kosey, Executive Director



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To ensure that the very best facilities are available to our constituents.



To provide the very best in park and open space to our constituents and to be a community leader in environmental conservation and stewardship.



To provide a diverse range of the very best passive and active recreational programs and opportunities to our entire community, regardless of age or ability.



To foster a work environment that encourages collaborative teamwork and the development of the very best in park and recreation professionals.



To prioritize the fiscally responsible use of resources in all aspects of our operations.



PERFORMANCE MEASURES
Summer 2018 | Fall 2018 | Winter/Spring 2019*

1574

of recreation programs available to the Greater Oak Brook Community.

89%
of programs offered ran

EXCELLENT
Programming NPS 68

Program evaluations were emailed to each program participant. According to global Net Promoter Score (NPS) standards, anything above 50 is considered "Excellent."



13,831

Program Participants
(11% higher than 5/1/17-3/31/18)

R: 33.5%
NR: 66.5%



96.9%

Average Member Retention Rate

92 Average # of group ex classes (land & water) offered each week.

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13% Increase

Synthetic Turf Field Revenue
FY 2017/2018: \$87,638
FY 2018/2019: \$101,248

402,622

Visited the FRC
May 1, 2018-
March 31, 2019
(19% higher than 5/1/17-3/31/18)

*Winter/Spring 2019 numbers are incomplete. Data may change.

Initiatives in Progress:

- Central Park North Fields
- Basketball and Tennis Court Renovation Plan
- Ginger Creek Restoration
- Buzz Box
- Tree diversification program
- Employee Open House and Project Education
- Increase Participation in Special Events
- Improve Picnic Area at the Tennis Center



The Sandlot - A Universal Playground opened, making the benefits of outdoor play available to all of our residents, regardless of age or ability.



Barres and mirrors were added to Studio B. Equipment and storage areas in both studios were reorganized.

Ballfield 1 was enlarged and equipped with LED lights. Improvements were also made to fields 2 and 3.

ComEd Energy Efficiency Program: Aircare Plus

Completed inspection and sealing of HVAC unit panels to increase efficiency of systems and airflow within facilities.

An automatic door was installed between the Aquatic Center and Studio hallway improving humidity and temperature controls.

Outstanding Park and Facility Award

Oak Brook Park District's Central Park received the 2018 IPRA Outstanding Facility and Park Award for increasing accessibility and bringing maximum recreational value to the park through the Central Park Improvement project.

Spoils from the Central Park Improvement project were relocated to the existing sled hill, increasing the size of the hill by 50% and greatly improving user experience.



Developed a "Green Team" to improve recycling policies and procedures.

Improving the water quality all the way to the Gulf of Mexico

Completed a native restoration of 1500 ft. of heavily eroded shoreline and replaced a failed weir with a rock vane system in Ginger Creek.

57% increase in revenue:

In house summer athletic camp revenue increased 57%:
2017 Revenue: \$7,851
2018 Revenue: \$13,810

NEW! Events

Triple Threat Dri Tri Series
• Tackle the Tri
• Team Dri Tri
• Turkey Dri Tri

Community input meetings, a comprehensive survey, and a field usage RFP were administered to determine and plan the best design of Central Park North Fields for the community.

Community Aquatic Management

Oak Brook Park District renewed its cooperative operational agreement with the Village of Oak Brook to manage the OBBT Summer Aquatic Operations and provide the very best experience for the entire community.

Central Park North Fields

Staff participated in multiple planning sessions to explore potential uses of CPN Fields.

Oak Brook Park District hosted the following Park District Risk Management Agency (PDRMA) continuing education programs:

- Supervisor's Role in Managing Risk
- PDRMA Human Resources and Employment Liability Program (HELP)
- Fundamentals of Playground Inspection

Impact Leadership

Executive Director, Laure Kosey, was recognized by the Oak Brook Chamber of Commerce with a 2019 Impact Leadership Award.

Rising Star

Corporate & Community Relations, Liz Littwin, was named "Rising Star" of the IPRA C&M Section.



2017/2018 FY

Aaa Bond Rating

Oak Brook Park District received the highest bond rating available from Moody's Investor's Service.

Water Quality Grant

In March of 2018, Oak Brook Park District was one of 5 agencies to receive a water quality grant from DuPage County and received over \$60K for park improvements.



Build-A-Dream 3v3 Tournament

The inaugural tournament attracted 31 teams and generated \$6,500 for the Universal Playground.

Oak Brook Park District

A National Gold Medal Agency



STRATEGIC PLAN UPDATE

Download the plan at www.obparks.org

MAY 2019

Plan Created November 6, 2017 (Updated 5/19)

BE YOUR VERY BEST
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To ensure that the very best facilities are available to our constituents.



To provide the very best in park and open space to our constituents and to be a community leader in environmental conservation and stewardship.



To provide a diverse range of the very best passive and active recreational programs and opportunities to our entire community, regardless of age or ability.



To foster a work environment that encourages collaborative teamwork and the development of the very best in park and recreation professionals.



To prioritize the fiscally responsible use of resources in all aspects of our operations.



NEW Pioneers Trailkickers program started in July, 2020.



Pioneers have been enjoying their Monday Morning walks through Central Park.

Staff successfully planned and lead five Forest Therapy Walks through the Dean Naure Sanctuary.

"NAMASTE"

Chair Yoga is now being offered at Central Park West.



Central Park North Fields

Phase 1 began in July, 2020 and is set for completion by Spring, 2021!

New amenities to look forward to include:

- 1 Mile Loop Walking Trail
 - Paved Parking
- Two Fitness Stations
 - Picnic Shelters
 - Baggo Games
 - Basketball Courts
- Illuminated Soccer Fields



Parent-Child Basketball Clinic generated \$2,500 for the Foundation to support Universal Play.



Pink 5K

Like many things this year, the Pink 5k had a "new look". The 10th Anniversary was virtually celebrated throughout the month of October. The Oak Brook Park District donated \$10,175.00 to the Open Arms Breast Cancer Outreach Fund.

Oak Brook Park District has provided a unified message about diversity, equity, and inclusion. Plans for training, and safe opportunities for conversation about inclusion and anti-racism, continue.

NPRA Conference
Staff attended the Virtual NPRA Conference.

Winter Lights at Central Park

From December to February, our community will have the opportunity to enjoy a beautifully lit, 1/2 mile walk through Central Park. This new event was made possible by the continued commitment from staff, and overwhelming support from our sponsors and partners. Winter Lights at Central Park will continue for the next three years!

NEW Events!

Why Not Tri
I Spy a Tri
Eggtober
Wagon Rides
Movie Nights in the Park
Three additional Concerts

Sustainability Committee purchased and distributed reusable utensils to eliminate use of single-use plastics.



Upgraded outdoor sports lighting to energy efficient LED fixtures.



BETTER TOGETHER

Staff has strengthened the relationship with Butler 53 PTO and has joined the Community Outreach Committee. The Oak Brook Park District has partnered with the Lombard and Oak Brook Terrace Park Districts for senior trips.



NEW front entrance pavers at the Tennis Center were installed.



Oak Brook
Park District

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STRATEGIC PLAN UPDATE

Download the plan at www.obparks.org

NOVEMBER, 2020

BEING THE VERY BEST

Every now and then, staff is reminded that the dedication and commitment they demonstrate, does not go unnoticed. Staff has learned to pivot and adapt to the "new normal", and it is much appreciated by our participants and community.



VOICES OF OAK BROOK

Through tough times...

"We understand and sympathize with the situation and hope it gets back to normal. Thank you for all you do with my little girl. I know you have her back."

Leo D. - Preschool Parent

Connecting the Community...

"I just wanted to thank you tremendously for being a part of Trunk or Treat. We truly appreciated your support! Hope you had a great Halloween!"

Safia - Butler 53 PTO

Sponsorship Support...

"The staff and faculty members at the Oak Brook Park district are such a dedicated group of individuals. They are committed to bringing our community a sense of togetherness. I have worked with the Oak Brook park district both professionally as a Board Member for the foundation board and personally for my family's leisure. I have enjoyed working with the team at the park district and they have always been so kind, dedicated, and forward-thinking for our community. Wonderful team with one goal in sight, the well being of their Oak Brook Community".

Lisa Giangrande - Community Member and Proud Sponsor of the Oak Brook Park District

Through Innovation...

"I just wanted to say how amazing this league has been going for these kids! Our son is currently enrolled and I have to tell you the way it's being run is absolutely incredible! I commend you, your team, and all of Breakaway for really making a difference in these kids during such crazy times!"

Katie C. - Basketball League Parent

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To ensure that the very best facilities are available to our constituents.



Central Park North Fields

Phase 1 began in July, 2020 and is set for completion this Spring!

New amenities to look forward to include:

- 1 Mile Loop Walking Trail
 - Paved Parking
- Two Fitness Stations
 - Picnic Shelters
 - Baggo Games
- Basketball Courts
- Illuminated Soccer Fields

Keeping Clean!

Park district staff has done an outstanding job cleaning the facilities with disinfectant throughout the day, evening, and in between fitness reservations.

Aquatic Private Rentals

Private rentals of the leisure pool continue to sell out in a matter of MINUTES, once announced to the community!

To provide the very best in park and open space to our constituents and to be a community leader in environmental conservation and stewardship.



The Sustainability Committee hosted a month long celebration for Earth Day in April! Tree saplings were available for pickup at the Family Recreation Center entrance.

Reusable grocery bags were also handed out at the Family Recreation Center.

The committee continues to hand out reusable utensils for staff to use for meals at work.

The Park District re-established 4 new honey bee colonies at the Dean Nature Sanctuary.

To provide a diverse range of the very best passive and active recreational programs and opportunities to our entire community, regardless of age or ability.



Monthly Celebrations

Each month, the Park District will celebrate a national holiday internally and with the community!

- January - Health and Wellness
- February - Black History
- March - Women's History
- April - Autism Awareness

Winter Lights at Central Park



Staff is working on obtaining three more sponsors for the Winter Lights at Central Park. Winter Lights will continue for the next three years!

NEW Events & Programming!

Dare to Tri Series
Virtual Group Fitness Classes
Family Fest at Winter Lights
At-home Egg Hunts

To foster a work environment that encourages collaborative teamwork and the development of the very best in park and recreation professionals.



Oak Brook Park District NEW committee!
Staff has created a new Diversity, Equity and Inclusion (DEI) committee. The committee is working on formalizing their goals and learning opportunities for staff.

IPRA Conference
Staff attended the Virtual IPRA Conference in January.

STAR Party
This year's STAR Party was hosted in April at Central Park West. Staff was recognized for their hard work throughout the pandemic, enjoyed tacos, and raffle prizes.

To prioritize the fiscally responsible use of resources in all aspects of our operations.



Double Good Fundraiser

The Oak Brook Foundation partnered with Double Good Popcorn to raise money in April, 2021! \$740 was raised for the foundation benefitting The Sandlot.

Saving Costs

The COVID-19 pandemic has had a significant negative financial impact on the finances of the Park District. Programming, facility rental and sponsorship revenues for the fiscal year ending April 30, 2021 decreased approximately \$2.08 million, when compared to the prior year. In response to this decrease, Park District staff has made concerted efforts to curtail as much discretionary spending as possible and carried-out a significant reduction in our workforce.

These cost-saving measures resulted in a decrease in expenditures of approximately \$1.6 million, when compared to the prior year.

BEING THE VERY BEST

Every now and then, staff is reminded that the dedication and commitment they demonstrate, does not go unnoticed. Staff has learned to pivot and adapt to the "new normal", and it is much appreciated by our participants and community.



VOICES OF OAK BROOK

Through tough times...

Hi, there. I filled out the survey, but I just wanted to thank you for providing a safe way for us to swim during the pandemic. Swimming is such a mental health booster for many of us; your lane reservation system, and your strict mask-wearing guidelines inside the building, made it possible. I'm very grateful. You have a wonderful operation there. I live in Oak Park and am jealous!

Barbara B. - Member

Quality Customer Service ...

Each and every one of the current employees we encounter, whether at the front desk or otherwise, are uniformly pleasant, helpful, courteous, knowledgeable, and professional. You have truly established a gifted group of professionals as employees of the Fitness Center, and we consider the Oak Brook fitness facility the finest we have ever seen, including the track, the machines and the available locker-room and workout facilities (which are always clean and up-to-date). Keep up the good work!

Jack and Fran M. - Members

New Tri Series Feedback...

Tackle the Tri:

"I enjoy all of the Tri events put on by the OB Park District. They're well run and have great facilities and equipment."

Why Not Tri:

Featured in Chicago Athlete Magazine for the second year in a row.
"All the volunteers and event staff were helpful and supportive by assisting participants".

Oak Brook Park District

A National Gold Medal Agency



STRATEGIC PLAN UPDATE

Download the plan at www.obparks.org

MAY, 2021

FEEL YOUR VERY BEST
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To ensure that the very best facilities are available to our constituents.



North Area of Central Park

- Phase 1 is complete!
New amenities include:
- 1 Mile Loop Walking Trail
 - Paved Parking
 - Two Fitness Stations
 - Picnic Shelters
 - Baggo Games
 - Basketball Courts
 - Illuminated Soccer Fields

Pickleball

Three NEW pickleball courts have replaced the basketball courts near Central Park West. Pickleball programming is now offered 5 days a week!

Technology

Six signs including a QR code linked to a full map of amenities in Central Park have been placed throughout Central Park!

CHECK IT OUT:



To provide the very best in park and open space to our constituents and to be a community leader in environmental conservation and stewardship.



The Sustainability Committee hosted a "How to Harvest Milkweed" Lunch and Learn in September during "Sustainability Month".

In June, The Oak Brook Park District hosted a Community Shredding event at the Kensington stone parking lot. This event was sponsored by Evergreen Bank Group.

The committee has also finished handing out reusable utensils for staff to use for meals at work! Extras will be brought to team events.

To provide a diverse range of the very best passive and active recreational programs and opportunities to our entire community, regardless of age or ability.



Monthly Celebrations

Each month, the Park District will celebrate a national holiday internally and with the community!

- May - Pets
- June - Pride
- July - America
- August - Culture
- September - Sustainability
- October - Cancer Awareness



Winter Lights at Central Park

Staff obtained an additional \$20,000 in sponsorships to cover the costs for this FREE recreational event open to everyone.

NEW Events & Programming!

The Great Pumpkin Roll.
Centered Park West.
The Breakaway Basketball "Get Better" League is now offered in the Summer, Fall, and Winter!

To foster a work environment that encourages collaborative teamwork and the development of the very best in park and recreation professionals.



Diversity, Equity, and Inclusion (DEI)

The opportunity to participate in two Safe Zone Conversations about the LGBTQAI Community was offered to staff in June!

NRPA Conference
Staff attended the NRPA Conference in September.

Team Meals

To thank staff for their hard work during the pandemic, the Park District will offer breakfast or lunch once a week through December 2022.

To prioritize the fiscally responsible use of resources in all aspects of our operations.



Oak Brook Park District Foundation

Thank you to Lara Suleiman for hosting a Community Garage Sale Fundraiser in July! Over \$1,600.00 was raised to support the Oak Brook Park District Universal Playground.

Leaving Legacies

Four trees and four benches were purchased and placed in Central Park.



The honey bee colonies at the Dean Nature Sanctuary have a new sponsor! We are grateful to have Millenium Bank and Trust's sponsorship support.

BEING THE VERY BEST



Every now and then, staff is reminded that the dedication and commitment they demonstrate, does not go unnoticed. Staff has learned to pivot and adapt to the "new normal", and it is much appreciated by our participants and community.



VOICES OF OAK BROOK

Community Support...

On behalf of the Oak Brook Police Department, we would like to extend our sincerest thanks and appreciation for your participation in this year's National Night Out. National Night Out allows for our department to join forces to promote policecommunity partnerships; crime, drug, and violence prevention; safety and neighborhood unity. Thank you again for helping us celebrate with neighbors in our community.

James Kruger - Chief of Oak Brook Police

Making a difference...

I wanted to write to you to express my great appreciation for Ryan. Ryan has helped me from the beginning of my return to the opening of the Oak Brook Park District, after the closure due to Covid 19. He helped me with the new app, to set up reservations, he even helped me download the app on my phone. Ryan even helped me renew my membership. Ryan has always remained calm and very knowledgeable about all operations at the Oak Brook Park District.

JudyAnn Villa - Member

Events at Central Park West...

Hey Kate,
You were wonderful to work with as well. Thank you so much for your support and how you accommodated our needs. You were a Godsend.

Kitt Chester - CPW Rental

Hi Kate!
Thank you so, so much for all of your help in finally bringing this event to fruition. The space was absolutely perfect and we got tons of compliments on how lovely it was... I appreciate everything you have done to help us and we will spread the word on how pleasant this experience was!

Stephanie Sowinski - CPW Rental

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Park District

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STRATEGIC PLAN UPDATE

Download the plan at www.obparks.org

NOVEMBER, 2021

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To ensure that the very best facilities are available to our constituents.



North Area of Central Park

The Oak Brook Park District is a recipient of a \$480,000 Department of Commerce and Economic Opportunity (DCEO) grant. The Oak Brook Park District will allocate the grant funds to build a restroom and concessions building at the Central Park North Athletic Fields. Construction will be complete by March 2023.

Safety First!

The Oak Brook Park District was granted \$500.00 from PDRMA for Emergency Trail Stickers! Be on the lookout for seven emergency stickers attached to the wayfinding sign posts throughout Central Park.

To provide the very best in park and open space to our constituents and to be a community leader in environmental conservation and stewardship.



The Sustainability Committee hosted a month-long celebration for Earth Day in April! Tree saplings were available for pickup at the Family Recreation Center entrance.

Reusable grocery bags were also handed out at the Family Recreation Center.

The committee hosted a lunch and learn in April! Staff and preschool students planted a pollinator garden in front of the Family Recreation Center as part of an "Earth Day in the Parks" grant from the Illinois Dept. of Natural Resources.

To provide a diverse range of the very best passive and active recreational programs and opportunities to our entire community, regardless of age or ability.



NEW Events & Programming!

Cocoa Cabin was NEW this year! Families could stop in after their walk through the Winter Lights at Central Park and purchase treats and cozy beverages!

The Park District's first ever Pickleball Tournament took place in April, with 24 participants!

Oak Brook Park District turns 60!

This year, the Oak Brook Park District will turn 60! Staff has planned celebrations throughout the year - we will host "Celebrating the 60's Concert Series" this June and July, show the Pioneers some movies from the 60's, and end with a birthday celebration in November of 2022!



To foster a work environment that encourages collaborative teamwork and the development of the very best in park and recreation professionals.



Champions for Change Award

The Park District was the recipient of the IPRA "Champions for Change" award. The Champions for Change Award recognizes agencies with unique and exemplary practices of increasing access and fostering diversity and inclusion within their community or organization. Well done DEI Committee for leading the way!

IPRA Conference

Staff attended the IPRA Conference in January.

The "WIG"

In November of 2021, staff developed several initiatives to meet our Wildly Important Goal - to Implement a Customer Experience Metric Program by November 2022!

To prioritize the fiscally responsible use of resources in all aspects of our operations.



Oak Brook Park District Foundation

The Oak Brook Park District Foundation partnered with the Peoples Resource Center to help their seasonal efforts. Our community raised over \$3,800+ to help support each other during the winter months.

The Foundation has also begun sending out quarterly e-blasts to past donors. Each quarter, past donors will receive news updates, along with different ways to show their continued support.

2022 Sponsorship Opportunities Book

The Park District has developed a sponsorship opportunities booklet! The booklet is embedded on our website at: www.obparks.org/become-sponsor

BEING THE VERY BEST

Every now and then, staff is reminded that the dedication and commitment they demonstrate, does not go unnoticed. Staff has learned to pivot and adapt to the "new normal", and it is much appreciated by our participants and community.



VOICES OF OAK BROOK

Community Support...

Laure,

Thank you for the mention and of course, it is my pleasure to assist at any time with grant applications. I am almost embarrassed to admit that I have worked on DCEO grants for over 22 years, am GATA certified, and know the buzzwords the administrators look for. Congratulations! We are delighted that you keep moving the bar higher and higher for tournaments.

Beth Marchetti - Executive Director, DuPage Convention & Visitors Bureau

Making a difference...

Dear Karen,

Keith and I would like to thank you for your part in our receiving of a membership for the Oak Brook Park District. We appreciate it so much and look forward to enjoying it! MORE IMPORTANTLY, we want to thank you for your kindness, consideration and friendship. It has been such a pleasure to work with you and to have fun with you! The park is very lucky to have you. You are a very special person, and we feel very fortunate that you are in our lives.

Keith and Pamela Baldwin - Members

Special Event Feedback...

Loved the vibe this year! It was super well run and a gorgeous day to celebrate!

Amy DeLuca - Pink 5k Participant

Extremely well-organized event! From the time you pulled in and were directed to parking to the volunteers on the course everything was easy to follow. Volunteers were very friendly and great variety of vendors as well.

-Anonymous Pink 5k Participant

Oak Brook
Park District

A National Gold Medal Agency



STRATEGIC PLAN UPDATE

Download the plan at www.obparks.org

MAY, 2022

To ensure that the very best facilities are available to our constituents.



North Area of Central Park

The Park District was awarded a \$400,000 OSLAD Grant, as well as the DCEO Grant for \$480,000 for a total amount of \$880,000! Funds will be used towards the north fields' concession/washroom building, new amphitheater, a fitness challenge course for all ages, table games including ping pong, chess, and checkers, as well as a bocce court.

CAPRA

The CAPRA committee did an outstanding job with our CAPRA visit. We passed every standard and will be honored at the NRPA conference in Phoenix, AZ in September. We were also recognized as an industry leader with our Orientation Passport, which has been recommended to be presented at the conference!

To provide the very best in park and open space to our constituents and to be a community leader in environmental conservation and stewardship.



The Sustainability Committee has developed a volunteer toolkit for groups who wish to organize park cleanup activities at Central Park and the Dean Nature Sanctuary. The toolkit includes PPE, site maps, waivers, and instructions for the cleanup work, which will allow the group to perform the work independently.

This past June, the Sustainability Committee conducted a community shredding event with over 200 attendees. On the same day, the DuPage River Sweep was a success with a dedicated handful of volunteers removing 8 bags of litter from Central Park and the Dean Nature Sanctuary.

To provide a diverse range of the very best passive and active recreational programs and opportunities to our entire community, regardless of age or ability.



Supporting our LGBTQ+ Youth

In June, staff enjoyed the "Supporting our LGBTQ+ Youth" training video. The Oak Brook Park District, Park District of Oak Park, and IPRA all had a hand in producing this video, and it's currently being shared throughout the industry!

NEW Events & Programming!

Our NEW Lifetime Learning Series began in June! Topics have included:

- Healthy Eating for 1 or 2
 - Downsizing with Lisa
 - Protecting Your Identity
- With **THREE MORE** coming this fall!

Sharing Resources

Executive Director Laure Kosey presented about equity and inclusion at the 2022 Diversity Education Institute.

To foster a work environment that encourages collaborative teamwork and the development of the very best in park and recreation professionals.



5 Stars for Aquatics!

Congrats to the aquatic center staff on their 5 Star StarGuard Elite Lifeguard Audit in August! This is the highest score possible and represents an acknowledgment of excellence in our staff, their professionalism and the operations of our facility by our licensing agency.

Communicating with Spanish Speaking Staff

At the July and August All Staff Meetings, bi-lingual staff stepped up to the plate! Policies regarding the changes involving vacation, comp, and personal time were all translated into Spanish via documents and live PowerPoint presentations. Staff will continue in this fashion at future All Staff Meetings!

To prioritize the fiscally responsible use of resources in all aspects of our operations.



Investing in the FUTURE!

Permanent pickleball lines have been placed on all 3 basketball courts for a total of 9 pickleball courts! We have also laid down permanent lines for our Get Better League (Basketball).

Staff is also in the planning process of converting a tennis court into a pickleball court at both Saddlebrook and Forest Glen Parks!

Efficiency

Finance worked with BS&A to have the system automatically generate a check copy for every accounts payable check we issue and store such check image within the software as an attachment for quicker retrieval. Now, when the auditors request to view the check copy, we no longer need to retrieve a paper copy from a cabinet; staff may simply download the electronic copy and email it to them!

BEING THE VERY BEST

Every now and then, staff is reminded that the dedication and commitment they demonstrate, does not go unnoticed. Staff has learned to pivot and adapt to the "new normal", and it is much appreciated by our participants and community.



VOICES OF OAK BROOK

Community Support...

I just wanted to send a quick note to say "thank you" for allowing us to use your space for cross country practice. We had a great turnout averaging between 44-50 kids at each practice. We have our first meet tonight and would not have been prepared without your willingness to use the fields. Thanks again and have a great evening!

- Mike Finke, Cross Country Coach at Butler Jr. High

Making Memories at CPW...

"I want to let you know that we had a great time, and I think you will be contacted in the future by some of my guests wanting to rent the facility for their upcoming events.

I really want to express how friendly the staff was, especially Annemarie. She was awesome, and I want to let her know that we really appreciate her.

Again, thank you and your staff for all that was done to make our day such a success.

- Armetta Moseley

Special Event Feedback...

"I found out about this event for the first time this year and we all had an amazing time! We hope to do this every year!"

- A Walk in the Park Wine Tour attendee.

Oak Brook
Park District

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STRATEGIC PLAN UPDATE

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SEPTEMBER, 2022

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To ensure that the very best facilities are available to our constituents.



North Area of Central Park

Construction at the north athletic fields began in March! The Concession/washroom building, new amphitheater, a fitness challenge course for all ages, table games including ping pong, chess, and checkers, as well as a bocce court, are all underway.

Outdoor Restrooms at the Tennis Center

This past spring, the maintenance team successfully remodeled the outdoor restrooms at the Tennis Center! Both restrooms are now gender neutral, and one of them is ADA accessible.

Awarded again in 2022!



Oak Brook
Park District

A National Gold Medal Agency



To provide the very best in park and open space to our constituents and to be a community leader in environmental conservation and stewardship.



The Sustainability Committee hosted a month-long celebration for Earth Day in April!

Tree saplings were available for pickup at the Family Recreation Center entrance.

Reusable grocery bags were also handed out at the Family Recreation Center.

The committee hosted a lunch and learn in April! Staff gathered at the Central Park North Athletic Fields to plant trees at the new property.

LED Upgrade at the FRC!

By installing LED lights, the Park District is projected to use as little as 1,480,132 kWh a year. With this change in energy use, the Park District may save up to \$25,430.56 annually!

To provide a diverse range of the very best passive and active recreational programs and opportunities to our entire community, regardless of age or ability.



Member Retention

- The member referral program & the monthly member challenge incentive program was implemented.
- A partnership has been created with Silver Sneakers and Renew Active.
- The Aquatic and Fitness 3 year Business Plans were developed, which provides additional member retention services and programs.

Virtual New Member Welcome Paket

A Virtual New Member Packet was developed and implemented! New Members receive this in the form of an e-blast, the week they become a member.

Additionally, with accessibility and inclusion in mind, the FRC tour process was redesigned by staff.

NEW Programming!

First ever pickleball clinic and tournament was hosted at the FRC in April!

To foster a work environment that encourages collaborative teamwork and the development of the very best in park and recreation professionals.



Committment to Diversity, Inclusion, & Equity Award

The Oak Brook Park District was honored to have received the Commitment to Diversity, Inclusion, and Equity Award at this year's Greater Oak Brook Chamber of Commerce Annual Meeting and Awards Ceremony. The Commitment to Diversity, Inclusion, and Equity Award recognizes a Chamber organization that best exemplifies awareness and best practices in creating an inclusive organization.

NRPA Gold Medal

The American Academy for Park and Recreation Administration (AAPRA), in partnership with the National Recreation and Park Association (NRPA), announced the Oak Brook Park District as a finalist for the 2023 National Gold Medal Awards for Excellence in Park and Recreation Management.

To prioritize the fiscally responsible use of resources in all aspects of our operations.



Happy Little Trees

The Park District received and planted a donation of twenty trees from the Morton Arboretum! This generous donation saved the District over \$3,000.

Oak Brook Park District Foundation

The Oak Brook Park District Foundation partnered with the Peoples Resource Center to help their seasonal efforts. Our community raised over \$5,235 to help support each other during the winter months.

NEW Healthcare Memberships

The Oak Brook Park District introduced a healthcare membership category, which resulted in an additional \$15,330 in membership revenue.

Renew Active
UnitedHealthcare

Silver Sneakers

BEING THE VERY BEST

Every now and then, staff is reminded that the dedication and commitment they demonstrate, does not go unnoticed. Staff has learned to pivot and adapt to the "new normal", and it is much appreciated by our participants and community.



VOICES OF OAK BROOK

Safety First...

Patron, Susan Boldrey, stopped in the FRC Administration Office in March to say she was very impressed with how our staff handled the tornado warning. (i.e., the announcements, calm/controlled staff direction to shelters). She is a school teacher and is very familiar with emergency procedures.

-Susan Boldrey, Patron

New Offerings...

"Thanks again for hosting the tourney and Dave 'the Badger.' I learned lots and had a bunch of fun while meeting new people. Clinic and tourney were very well organized and executed! Kudos to you and the team!"

- Julia Pedersen, Patron

Recognition...

"You should be proud of all the work you have accomplished at the Oak Brook Park District. Your programs are excellent and your staff is helpful and professional. I have worked with many park districts in the suburban area, I was a chief of staff for another Rep in the 77th district for 6 years, and you are one of the best and most well-run park districts I have seen."

-Susan Douglas, Chief of Staff (State Representative Jenn Ladisch Douglass)

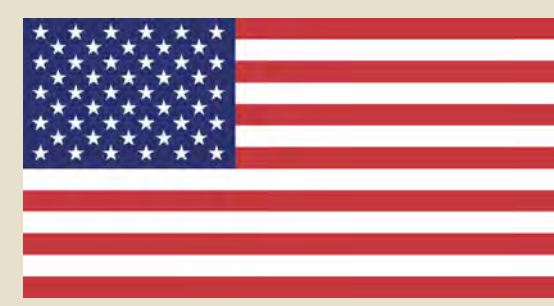
STRATEGIC PLAN UPDATE

Download the plan at www.obparks.org

MAY, 2023

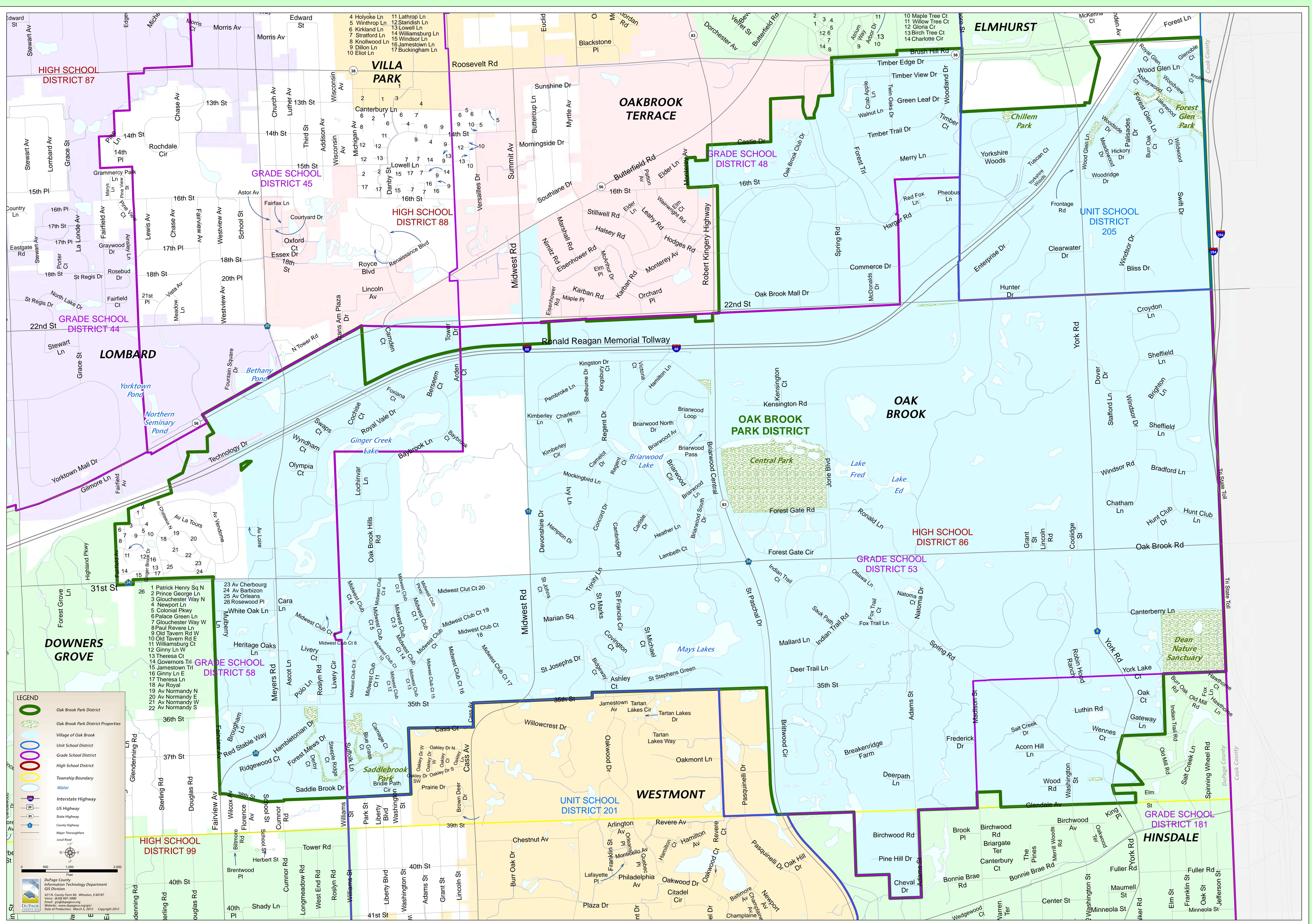
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Section VIII. Map of Oak Brook



OAK BROOK PARK DISTRICT

PARK DISTRICT OWNED PROPERTIES

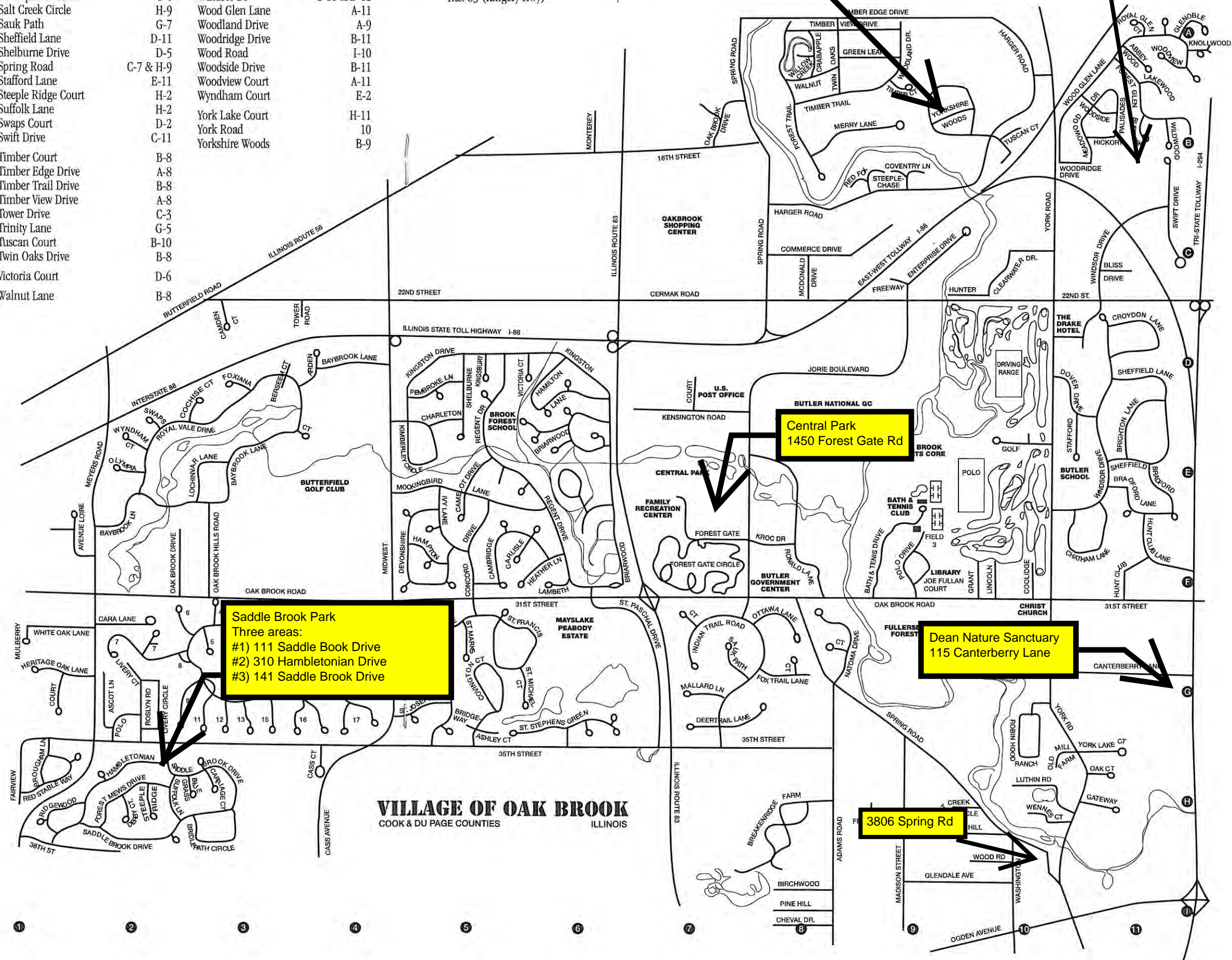


Section IX. Map of Park Locations

Abbeywood Court	A-11	Harger Road
Acorn Hill Lane	H-10	Heather Lane
Adams Road	H-8	Heritage Oaks Court
Arden Court	D-4	Heritage Oaks Lane
Ascot Lane	G-2	Hickory Drive
Ashley Court	G-5	Hunt Club Drive
Avenue Loire	F-1	Hunt Club Lane
		Hunter Drive
Bath & Tennis Drive	F-9	
Baybrook Court	E-4	Indian Trail Court
Baybrook Lane	E-3	Indian Trail Road
Berseem Court	D-3	Ivy Lane
Birchwood Road	I-8	Joe Fullan Court
Bliss Drive	C-11	Jorie Boulevard
Blue Grass Court	H-3	
Bradford Lane	E-11	Kanan Court
Breakenridge Farm	H-8	Kensington Court
Briarwood	E-6	Kensington Road
Bridgeway Court	G-5	Kimberley Circle
Bridle Path Circle	I-3	Kimberley Lane
Brighton Lane	E-11	Kingsbury Court
Brougham Lane	H-1	Kingston Drive
Burr Oak Court	B-11	Knollwood Court
Butterfield Rd (Rt. 56)	C-3	Kroc Drive
		Lakewood Court
Cambridge Drive	F-5	Lambeth Court
Camden Court	D-3	Lincoln Road
Camelot Drive	E-5	Livery Circle
Canterberry Lane	G-11	Livery Court
Cara Lane	F-2	Lochinvar Lane
Carlisle Drive	F-6	Luthin Road
Carriage Court	H-3	
Cass Avenue	H-4	Madison Street
Cass Court	H-4	Mallard Lane
Cermak Rd (22nd St)	D-7	Marian Square
Charleton Place	E-5	McDonald's Drive
Chatham Lane	F-11	Meadowood Drive
Cheval Drive	I-8	Merry Lane
Clearwater Drive	C-9	Meyers Road
Cochise Court	E-2	Midwest Club Pkwy
Commerce Drive	G-8	Midwest Road
Concord Drive	F-5	Mockingbird Lane
Coolidge Street	F-10	Monterey Avenue
Covington Court	G-5	Mulberry Lane
Coventry Lane	C-9	
Crab Apple Lane	A-8	Natoma Court
Croydon Lane	D-11	Natoma Drive
		Oak Brook Club Dr
Deer Trail	G-7	Oak Brook Drive
Derby Court	H-2	Oak Brook Hills Rd
Devonshire Drive	F-4	Oak Brook Rd (31st St)
Dover Drive	D-10	Oak Court
		Old Mill Farm
Enterprise Drive	C-9	Olympia Court
Fairview Avenue	H-1	Ottawa Lane
Forest Gate Road	F-7	
Forest Gate Circle	F-7	Palisades Drive
Forest Glen Lane	B-11	Pembroke Lane
Forest Mews Drive	H-2	Pine Hill Lane
Forest Trail	B-8	Polo Drive
Foxiana Court	D-3	Polo Lane
Fox Trail Court	G-8	
Fox Trail Lane	G-8	Red Fox Lane
Frederick Drive	H-9	Red Stable Way
Freeway	C-8	Regent Court
		Regent Drive
Gateway Lane	H-11	Ridgewood Court
Glendale Ave	I-9	Rbt Kingery Hwy (Rt 83)
Glenoble Court	A-11	Robin Hood Ranch
Golf Drive	E-10	Ronald Lane
Grant Street	F-10	Roslyn Road
Green Leaf Drive	A-9	Royal Glen Court
		Royal Vale Drive
Hambletonian Drive	H-2	Saddle Brook Drive
Hamilton Lane	D-6	St. Francis Circle
Hampton Drive	F-4	

C-9	St. Johns Court	F-4	Washington Street
F-6	St. Josephs Drive	G-4	Wennes Court
G-1	St. Marks Court	G-6	White Oak Lane
G-1	St. Michael Court	G-6	Wildwood Court
B-11	St. Paschal Drive	G-7	Willow View Lane
F-11	St. Stephens Green	G-6	Windsor Dr
F-11	Salt Creek Circle	H-9	Wood Glen Lane
C-9	Sauk Path	G-7	Woodland Drive
G-7	Sheffield Lane	D-11	Woodridge Drive
G-7	Shelburne Drive	D-5	Wood Road
E-5	Spring Road	C-7 & H-9	Woodside Drive
F-9	Stafford Lane	E-11	Woodview Court
D-8	Steeple Ridge Court	H-2	Wyndham Court
G-4	Suffolk Lane	H-2	
D-7	Swaps Court	D-2	York Lake Court
D-7	Swift Drive	C-11	York Road
B-11	Timber Court	B-8	Yorkshire Woods
E-5	Timber Edge Drive	A-8	
E-5	Timber Trail Drive	B-8	
D-5	Timber View Drive	A-8	
D-5	Tower Drive	C-3	
A-11	Trinity Lane	G-5	
F-7	Tuscan Court	B-10	
B-11	Twin Oaks Drive	B-8	
F-6	Victoria Court	D-6	
F-10	Walnut Lane	B-8	

H-10	16th Street	B-6
H-10	22nd St (Cermak Rd)	D
F-1	31st Street (OB Road)	F
B-11	35th Street	G-5
A-8	38th Street	H-1
C-11 & D-11	Rte. 83 (Kingery Hwy)	7



Section X. Procedures and Methods for Requesting Information Under the Freedom of Information Act (FOIA)



**PROCEDURES AND METHODS FOR REQUESTING INFORMATION
AND PUBLIC RECORDS OF THE OAK BROOK PARK DISTRICT
UNDER THE FREEDOM OF INFORMATION ACT**

POLICY:

The Freedom of Information Act (“FOIA”) (5 ILCS 140/1, *et seq.*) is intended to ensure that all persons are entitled to full and complete information regarding the affairs of government, and the official acts and policies of those who represent them as public officials and public employees, consistent with the terms of the FOIA. Access to records is necessary to enable the people to fulfill their duties of discussing public issues fully and freely, making informed political judgments and monitoring government to ensure that it is being conducted in the public interest. Access by all persons to public records promotes the transparency and accountability of public bodies at all levels of government, and it is a fundamental obligation of government to operate openly and provide public records as expediently and efficiently as possible in compliance with the FOIA.

The FOIA is not intended to cause an unwarranted invasion of personal privacy, or to allow the requests of a commercial enterprise to unduly burden public resources, or to disrupt the duly-undertaken work of any public body independent of the fulfillment of any of the rights of the people to access to information.

Restraints on access to information, to the extent permitted by the FOIA, are limited exceptions to the principle that the people of Illinois have a right to full disclosure of information relating to the decisions, policies, procedures, rules, standards, and other aspects of government activity that affect the conduct of government and the lives of any or all of the people. The provisions of the FOIA are to be construed in accordance with this principle, and to require disclosure of requested information as expediently and efficiently as possible in accordance with the deadlines established in the FOIA. Unless information falls within an express statutory exemption, it must be disclosed under FOIA (5 ILCS 140/3). The exceptions are to be construed as limited, in light of the people’s right to know the decisions, policies, procedures, rules, standards, and other aspects of government activity that affect the conduct of government and the lives or any or all of the people.

We strive to provide the **very best** in **park** and **recreational opportunities, facilities**, and **open lands** for **our community**.

Family Recreation Center | 1450 Forest Gate Road | Oak Brook, IL 60523-2151 | P: 630-990-4233 | F: 630-990-8379
Tennis Center | 1300 Forest Gate Road | Oak Brook, IL 60523-2151 | P: 630-990-4660 | F: 630-990-4818

www.obparks.org



HOW TO REQUEST PUBLIC RECORDS:

The FOIA Officers and Contact Information:

The FOIA Officers for the Oak Brook Park District (the "District") are:

Bonnie Gibellina, Administrative Services Specialist (bgibellina@obparks.org)

Nicole Lawler, Finance Manager (nlawler@obparks.org)

Facsimile: 630-990-8379

**Address: Oak Brook Park District Administration Office
1450 Forest Gate Road,
Oak Brook, IL 60523**

Submission of Requests; Content:

Requests for public records in the custody of the Oak Brook Park District (the "District") should be submitted to a FOIA Officer. Requests for public records must be made in writing and may be submitted in person, by U.S. mail, e-mail or facsimile. A Freedom of Information Act Form may be used, but it is not necessary.

All requests must include the following:

1. The requestor's full name, address, telephone number, facsimile number and e-mail, if any;
2. A brief description, as specific as possible, of the public records requested;
3. A statement as to whether the request is for inspection of public records, copies of public records, or both; and
4. A statement as to whether the request is for a commercial purpose. ***[Note: It is a violation of Sec. 3.1 of the FOIA to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose if requested to do so by the District.]***

Inspection of Records:

Public records in the custody of the District will be made available for inspection during normal office hours at the Park District Administration Building, or such other office of the District where they are maintained. To prevent damage to or destruction of records, public inspection will be made under the supervision of a District employee.

Copies of Records:

Any person may request copies of public records or, during inspection of public records, may request that copies of specified records be provided. Copies will be made by the FOIA Officer or an assistant or designee. The FOIA provides that fees may be charged in certain instances to cover the cost of reproducing copies of public records, and fees will be assessed in accordance with the

schedule of Reproduction Fees established by the Board of Park Commissioners. The fee schedule is also open for public inspection (see attachment). When a request for copies of public records is made, such copies will be provided to the requestor only upon payment of any fees that are due. Fees may be waived if the District's FOIA Officer, or an assistant FOIA Officer determines that waiver of fees serves the public interest.

If certified copies of public records are needed, the District will provide appropriate certification as to the authenticity and accuracy of the records. Certification will be provided upon the payment of certification fees established by the schedule of Reproduction Fees for certification of public records.

When a request is made for records that are maintained in an electronic format, the FOIA Officer will furnish the record in the electronic format specified by the requestor, if feasible. If it is not feasible to furnish the public records in the specified electronic format, the FOIA Officer shall furnish it in the format in which it is maintained by the District, or in paper format at the option of the requestor. The District may charge the requestor for the actual cost of purchasing the recording medium, whether disc, diskette, tape or other medium.

The FOIA requires the District to respond to requests for non-commercial public records within five (5) business days. In certain limited circumstances, the District may take up to an additional five (5) business days to collect and prepare public records for inspection. Requests received after 3:00 p.m. will be dated as being received on the next consecutive business day. The FOIA requires the District to respond to requests for public records for commercial use within twenty-one (21) working days after receipt, in accordance with Section 3.1 of the Act. Unless the records are exempt from disclosure, the District is required to comply with a request for commercial purposes within a reasonable period, considering the size and complexity of the request, and giving priority to records requested for non-commercial purposes.

If a member of the public is denied access to public records or if a response to a request is not given within this time limit, the individual requesting access to public records may consider the request denied, and may appeal the denial to the Public Access Counselor – Assistant Attorney General.

The District reserves the right to redact exempt information from a requested record.

Any questions regarding the procedure for acquiring access to public records may be directed to the FOIA Officer at District's Administration Building, 1450 Forest Gate Road, Oak Brook, IL 60523, Phone: 630-645-9530

LIST OF DOCUMENTS AND CATEGORIES OF RECORDS TO BE IMMEDIATELY DISCLOSED UPON REQUEST

The Oak Brook Park District is committed to open government and is using the District's website as a centralized source to provide frequently requested information. The Oak Brook Park District will work to continually improve the information provided on the website. The District's website address is: www.obparks.org.

The following records are immediately available on the website. Individuals requiring assistance to access the website records should contact the FOIA Officer:

- Agendas of Regular and Special Board Meetings.
- Annual Audit Reports
- Bids and Request for Proposals
- Board of Commissioner and Staff Contact Information
- Board Packets of Regular and Special Board Meetings, except for any closed portion of such meeting. Board Packets contain:
 - Monthly Treasurer's Report of Receipts and Disbursements
 - The Warrant listing the District's payment to vendors
 - Ordinances, Resolutions, Proclamations, and Policies by the Board
 - Department reports of operations
 - Bid opening results and the Board's acceptance of the bid and award of contract
 - Other various actions by the Board of Commissioners and Staff
- Budget
- Capital Projects
- Employment Opportunities
- Facility/Park Locations and Recreational Offerings
- Freedom of Information Act - Information and Form
- Master Plan and Strategic Plans of the Oak Brook Park District
- Minutes of regular Board meetings that have been approved by the Board, except for any closed portion of such meetings
- Minutes of special Board meetings that have been approved by the Board, except for any closed portion of such meetings
- Press Releases

FREEDOM OF INFORMATION REQUESTS REPRODUCTION FEES

Except when a fee is otherwise fixed by statute, the following fees are for reproducing requested documents:

- (A) First fifty (50) pages of black and white letter or legal-sized copies: No charge
Pages of black and white letter or legal-sized copies over fifty (50) pages \$.15 per page
Certified copies \$1.00 per certified copy
- (B) For color copies or copies of documents in a size other than letter or legal, the fee for reproduction shall be the actual cost of reproduction as billed to the District.
- (C) If mailing of copies is requested, actual postage costs will be added to the reproduction costs set forth in sections (A) and (B) written above.
- (D) Documents may be furnished without charge or at a reduced charge, as determined by the FOIA Officer, if the requestor states the specific purpose for the request indicates that a waiver or reduction of the fee is in the public interest. Waiver or reduction of the fee is in the public interest if the principal purpose of the request is to access and disseminate information regarding the health, safety, and welfare or the legal rights of the general public and is not for the principal purpose of personal or commercial benefit. For purposes of this document, "commercial benefit" shall not apply to requests made by news media when the principal purpose of the request is to access and disseminate information regarding the health, safety, and welfare or the legal rights of the general public. In setting the amount of the waiver or reduction, the FOIA Officer may take into consideration the amount of materials requested and the cost of copying them.



**OAK BROOK PARK DISTRICT
REQUEST FOR PUBLIC RECORDS**

FROM: _____ TO: FOIA Officer
Name of Requestor Oak Brook Park District
Street Address 1450 Forest Gate Road
City, State, Zip Oak Brook, Illinois 60523
Phone Number
Facsimile Number, if any
E-mail Address, if any

Pursuant to the provisions of the Illinois Freedom of Information Act, I wish to:

_____ Inspect; or
_____ Receive copies of the following public records presently in the custody of the Oak Brook Park District (the "District"). (Note: There may be a charge for copies provided, in accordance with the schedule of copying charges available from the FOIA Officer).
_____ Paper
_____ Electronic: What format? _____
_____ Certified copies

Description of Records:

Is this request for a commercial purpose? (**Must be completed for request to be valid. It is a violation of Sec. 3.1 of the Illinois Freedom of Information Act to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose if requested to do so by the District.**)

- ☐ YES
☐ NO

We strive to provide the **very best** in **park** and **recreational opportunities, facilities, and open lands** for **our community**.

Family Recreation Center | 1450 Forest Gate Road | Oak Brook, IL 60523-2151 | P: 630-990-4233 | F: 630-990-8379
Tennis Center | 1300 Forest Gate Road | Oak Brook, IL 60523-2151 | P: 630-990-4660 | F: 630-990-4818

www.obparks.org



Are you requesting a fee waiver or reduction? *Note that fee waivers or reductions are only available if a statement is filed with the District stating the purpose of the request and indicating that a waiver or reduction of the fee is in the public interest, that is, that the principal purpose of the request is to access and disseminate information regarding the health, safety and welfare or the legal rights of the general public, and is not for the principal purpose of personal or commercial benefit.*

☐ YES

☐ NO

I understand that the District must respond to a request made for non-commercial purposes within five (5) business days, unless such time limit is extended for five (5) additional business days for reasons stated in Section 3 of the Act. I also understand that the District will respond to a request made for commercial purposes within twenty-one (21) days after receipt, in accordance with Section 3.1 of the Act. Unless the records are exempt from disclosure, the District will comply a request for commercial purposes within a reasonable period, considering the size and complexity of the request, and giving priority to records requested for non-commercial purposes. I further understand that if this request is denied, I may appeal the denial to the Public Access Counselor – Assistant Attorney General.

Requestor

Date

For use of the FOIA Officer only:

Date Request Was Received: _____

Date Response Is Due: _____

Date Response Was Provided: _____

If Request is Approved Immediately:

Your request dated _____ for the above captioned record(s) has been approved, and a copy is/copies are being provided to you

_____ For a cost of \$ _____

_____ Without cost

FOIA Officer

Date

Received on _____ (Date) by _____ (Printed Name).

Signature

Section XI. General Use Regulations of the Oak Brook Park District



Oak Brook Park District
Administrative Policies and Procedures

Policy: 6.2

Section 6.2 GENERAL USE REGULATIONS

Oak Brook Park District
of DuPage and Cook Counties, Illinois

1450 Forest Gate Road
Oak Brook, IL 60523
630-990-4233

Ordinance 11-1213
Ordinance 14-0317
Approved by Board of Commissioners March 17, 2014
Approved by Board of Commissioners: June 15, 2015
Revision to Section 4.30 approved September 21, 2015
Review and Revisions: August 20, 2018



Oak Brook Park District
Administrative Policies and Procedures

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Oak Brook Park District
Administrative Policies and Procedures

Chapter 1. General Provisions

Sec. 1.1 Control Over District Property

Control over District property shall be vested in the Board of Park Commissioners, which has established these Regulations, and may establish other rules and regulations from time to time in its sole discretion, as well as penalties for violations thereof.

Sec. 1.2 Designation and Citation of Regulations

The regulations embraced in this and the following chapters and sections shall constitute and be designated as “The General Use Regulations of the Oak Brook Park District” and may be so cited.

Sec. 1.3 Definitions

When used in these General Use Regulations, the following terms shall have the meanings set forth below:

“Board”

Means the Board of Park Commissioners of the District.

“Court”

Means the Circuit Court of the 18th Judicial Circuit, DuPage County, which has jurisdiction over District legal disputes.

“District”

Is the Oak Brook Park District of DuPage and Cook Counties, Illinois.

“District property”

Is all of the property, real and personal, of every kind and description located within the jurisdiction of, or owned, administered, leased or licensed by, or otherwise in the possession or under the control of the District, including, without limitation, every building, shelter, street, sidewalk, trail, path, beach, park, playground, minerals, overhead air rights, easements, wilderness or open space, or other structure or public place or facility, and all District waters located on or adjacent to or flowing over property located within the jurisdiction of, or owned, administered, leased or licensed by, or otherwise in the possession or under the control of the District.



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“District waters”

Includes all water located on or adjacent to or flowing over land located within the jurisdiction of, owned, leased or licensed by, in the possession of, under the control of, or generally administered or operated by the District, including, without limitation, all natural or manmade lakes, rivers, creeks, streams, ponds, and drainage ways.

“Executive Director”

Is the Executive Director of the District.

“Permit”

Is the written authorization issued by or under the authority of the District, by a District officer or employee empowered to grant said authorization, to a Person to do or engage in a particular act or acts on District property. Said authorization is subject to the terms and conditions specified in the Permit, as well as these Regulations and any applicable federal, state, local, and/or other District laws, ordinances, rules, and regulations.

“Person(s)”

Means any individual, natural person, firm, partnership, association, corporation, company, trust, organization or any other group acting as a unit, or any manager, lessee, agent, servant, partner, member, director, officer or employee of any such group, or any of them, including any executive administrator, treasurer, receiver or other representative appointed according to law. This definition shall not include the District and any authorized officer, employee (full or part-time, regular or short-term), or agent of the District when acting within the scope of his authority.

“Regulations”

Means the General Use Regulations of the District approved by the Board and all amendments and supplements thereto.

“State”

Means the State of Illinois.

Sec. 1.4 Rules of Construction and Scope

In interpreting these Regulations, the following rules of construction shall be observed.



Oak Brook Park District
Administrative Policies and Procedures

- a). Words and Terms:

And/Or

“And” may be read “or” and “or” may be read “and” if the sense requires it.

Gender

Words in any section importing the masculine gender shall include the feminine and neuter as well as the masculine.

May

The word “may” is permissive and discretionary.

Shall

The word “shall” is mandatory.

Singular/Plural

Any term in the singular shall include in the plural.

- b). These Regulations are in addition to and supplemental to all applicable state, federal, local, and District laws, ordinances, rules, and regulations including without limitation the Park District Code (70 ILCS 1205/1-1 *et seq.*).
- c) The meaning of any term, phrase, or word not otherwise defined in these Regulations shall be construed and interpreted to mean the same as said term, phrase, or word is otherwise defined, construed or interpreted in such applicable federal, state, local, or District laws, ordinances, rules, or regulations. The meaning of any term, phrase, or word not otherwise defined in these Regulations or in such applicable federal, state, local, or District laws, ordinances, rules, or regulations, shall retain its ordinary and properly understood meaning.
- d) An attempt to commit an act or engage in an activity prohibited under these Regulations shall likewise be deemed prohibited in the same manner as the commission of such act or the engaging in such activity and subject to the same penalties.
- e) These Regulations shall apply to and be enforceable within and upon all District property, and shall regulate the use thereof by all Persons. However, no



Oak Brook Park District
Administrative Policies and Procedures

provision hereof shall make unlawful any act necessarily performed by any officer, employee or agent of the District, when acting within the scope of his authority or in his line of duty, or any other Person summoned by such person to assist him.

Sec. 1.5 Regulations to be Liberally Constructed

All general provisions, terms, phrases and expressions contained in these Regulations shall be liberally construed in order that the true intent of the District may be fully carried out.

Sec. 1.6 Designations and Headings; Construction

All designations and headings of chapters, articles, divisions and sections are intended only for convenience in arrangement and as mere catchwords to indicate the contents of such chapters, articles, divisions or sections, whether printed in boldface type or italics and shall not affect the meaning or construction, nor be used in the interpretation, of any provision of these Regulations.

Sec. 1.7 Conflicting Provisions

- a) If the provisions of different chapters, articles, divisions or sections of these Regulations conflict with or contravene each other, the provisions of each chapter, article, division or section shall prevail as to all matters and questions most closely arising out of the subject matter of that chapter, article, division or section.
- b) If clearly conflicting provisions are found in different sections of the same chapter, the provisions of the section last enacted shall prevail unless the construction is inconsistent with the meaning of that chapter.
- c) Notwithstanding the foregoing, in the event of any conflict in the provisions of these Regulations, the more specific or more stringent provision shall govern.

Sec. 1.8 Amendments and References to Regulations

Any additions or amendments to these Regulations, when passed in such form as to indicate the intention of the Board to make the same part of these Regulations, shall be deemed to be incorporated in these Regulations so that a reference to the General Use Regulations of the District shall be understood to include them.



Oak Brook Park District
Administrative Policies and Procedures

Sec. 1.9 Severability

It is declared to be the intention of the Board that the sections, subsections, paragraphs, sentences, clauses and words of these Regulations are severable. If any sections, subsections, paragraphs, sentences, clauses or words are declared unconstitutional or otherwise invalid by the lawful judgment or decree of any court or competent jurisdiction, its unconstitutionality or invalidity shall not affect the validity of any of the remaining sections, subsections, paragraphs, sentences, clauses and words of these Regulations, since such remaining sections, subsections, paragraphs, sentences, clauses and words would have been enacted by the Board without and irrespective of any unconstitutional or otherwise invalid section, paragraph, sentence, clause or word being incorporated into these Regulations.



Oak Brook Park District
Administrative Policies and Procedures

Chapter 2. Protection and Use of District Property

Sec. 2.1 Public Use; Hours

a) Regular Hours:

1) Except as otherwise provided in this section, and except for Central Park, District property shall be open to the public from sunrise in the morning until sunset in the evening of the same day, and shall be closed to the public from sunset each day until sunrise the following day, unless in connection with a District-sponsored function or unless a Permit therefor has first been obtained from the District. The Board may establish other hours during which District property or any parts thereof shall be opened or closed to the public. The District may periodically revise these hours.

2) The general hours of operations for District facilities located in Central Park shall be published in the District's Program Brochure and on its website. Central Park shall be open to the public from sunrise in the morning until sunset in the evening of the same day, except for portions utilized for facility parking or portions granted extended hours of use by Permit. Only the lighted portion of such facilities, parking lots and fields shall remain open after sunset.

3) No Person shall use, occupy, be in, or remain upon District property or leave any personal property in or upon District property which is closed to the public, or after closing hours, unless a Permit therefor has first been obtained from the District.

b) Special Closings. The District may close one or more parts of District property, including athletic fields, facilities, or any part thereof, to the public at any time and for any interval of time, either temporarily or at regular intervals, and either entirely or only as to certain uses, as deemed advisable and in the best interest of the public and the District.

c) Schedules, Fees, Rules, and Regulations. Time schedules for the operation of, and the activities to be conducted on District property, and the amount of facility permit and program fees may be reviewed and approved periodically by the Board. As permitted by law, fees charged to non-residents of the District need not be the same as fees charged to residents of the District. The Board may otherwise establish policies, rules, and regulations for proper conduct by Persons using District property. Specific policies, rules and regulations pertaining to District property and programs may be posted at or on the applicable District property, published in the District's Program Brochures, or otherwise made available to the users of District property, who shall be charged with actual knowledge thereof and



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shall obey or comply with all such policies, rules, and regulations. All Persons shall abide by all District policies, rules and regulations and with the direct orders or requests of employees or agents of the District when using District property.

d) Admissions/Identification. No Person shall enter into, or be or remain in or upon District property without paying any required admission fees, without complying with any required registration requirements that may be established by the District, and without displaying any required admission identification. All required admission identification cards, papers and tickets are non-transferable and must be individually registered, unless otherwise specifically noted thereon. A charge may be made by the District for replacing required lost admission identification cards, papers, and tickets.

Sec. 2.2 Bringing Plants, Shrubs or Trees Prohibited

No Person shall bring into or upon District property any tree, shrub, or plant, or portion thereof that was not purchased by the District for planting or use on District property; provided that any Person who has obtained a Permit to use District property, or any portion thereof, for an event, may bring plants or flowers onto District property for use only in conjunction with such event.

Sec. 2.3 Camping

a) No Person shall place, erect, or use any hammock, swing, tent, shelter or any other type of temporary or permanent camping equipment, or otherwise camp in any manner on District property, unless a Permit therefor has first been obtained from the District.

b) Persons holding a valid camping Permit may display signs in accordance with Section 4.2(b)(4) of these Regulations.

Sec. 2.4 Criminal Trespass to Property

No Person shall:

a) Enter or remain in any building or portion of District property where Persons are prohibited by the District from entering by a sign or other notice, including where use is restricted to Persons of the opposite sex, except as otherwise specifically provided in these Regulations:

b) Enter or remain in or on any District property when it is closed to the public;



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- c) Climb, walk or sit upon any sign, wall, fence, building, railing or fountain on District property that is not specifically designated or customarily used for such purposes;
- d) Go upon any lawn, grass plot, planted area, tree, shrub, monument, fountain, sculpture or structure where access is prohibited by a sign or other notice, or where access is restricted by a fence or other physical barrier;
- e) Enter any District property that is reserved or scheduled for a specific group or activity, unless such Person is invited by the individual or group responsible for such activity, and unless such Person has paid any applicable required admission and/or registration fees;
- f) Enter or remain on District property if his or her admission privileges have been terminated, revoked, forfeited or suspended or if his or her permit, pass, ticket or membership card for admission to, or use of, the specific District property which he enters has been suspended or revoked.

Sec. 2.5 Damage to District Property

Unless authorized by a written agreement with the District or unless a Permit therefor has first been obtained from the District, no Person shall, while in or on District property:

- a) Deface, paint or write on, post or otherwise affix, any printed or written words, symbols, materials, or other marks to, disfigure, break, cut, injure, destroy, tamper with or displace, or remove in or from any District property or building or other part thereof, any table; bench; fireplace; coping; lamp; post; fence; wall; monument; sculpture; bridge; athletic court or field and its related apparatus, telephone, washroom, refuse container, exhibit or display, tool or equipment; vehicle; machine; playground structure; paving or paving material; water line or other public utility or parts or appurtenances thereof; sign, notice or placard, whether temporary or permanent; equipment, facilities or other structure; or other District property or appurtenances whatsoever, either real or personal;
- b) Destroy, cut, break, injure, disturb, sever from the ground or remove any sod, soil, earth, rock, stone, timber, wood, material, or growing thing, including, but not limited to, any plant, flower, flower bed, shrub, tree, growth, or any branch, stem, fruit, or leaf thereof; or bring into or have in his/her possession in or on District property any tool or instrument intended to be used for the cutting thereof, or any garden or agricultural implements or tools that could be used for the removal thereof;



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- c) Set fire to any trees, shrubs, plants, flowers, grass, plant growth or living timber, or allow any fire upon land to extend onto District property;
- d) Throw, carry, drag, push or deposit in any District waters any refuse container, picnic table, barricade or other movable or unmovable property; or move, stack or hide any such property in such a way as to render it unavailable to the public for its intended use, cause a hazard to public safety, or damage or destroy such property;
- e) Operate or drive any motor car, automobile or vehicle of any kind in or on District property in places other than roadways or in such a manner as to cause the same to collide with, run against, strike or cause to strike, injure, deface or damage any District property or appurtenance of any kind; or use any wheeled vehicle, including any object or toy that has rotating or rolling wheels or that propels a rider, at any time on any hard surfaced tennis or basketball court, including, but not limited to, bicycles, skateboards, roller skates, roller blades, pedal or push toys, scooters, wagons and remote controlled toys;
- f) Fasten any animal or attach any rope, sign, handbill or other things to any tree or shrub or to any protective device around any tree or shrub growing in or on the District property;
- g) Allow any animal under the Person's ownership or temporary care to injure or deface any tree, plant, shrub, lawn or grassplot in any manner whatsoever. An animal is under a Person's temporary care if the animal was brought upon District property by the Person or by a minor under the Person's temporary or permanent care;
- h) Fasten any bicycle, motorcycle, moped or other vehicle to or leave the same standing so as to injure any tree, shrub, lawn or grass plot;
- i) Deface, destroy, cover or otherwise make unreadable any traffic warning or prohibitory sign or symbol in or on District property;
- j) Mark, carve, bend, cut, paint, deface, breakdown, destroy, damage, alter, change, sever, uproot, excavate or otherwise remove, or attach or suspend any rope, wire or other material or contrivance to or from any District property;
- k) Fail to maintain District property in a neat and sanitary condition; or
- l) Bring into, throw, cast, drop, deposit, or otherwise leave or lay down any smoke bomb, or other offensive smelling compound on District property.



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Sec 2.6 Encroachment on District Property

- a) No Person shall construct, place, plant, or otherwise locate on District property any improvement, fixture, or plant material, or otherwise encroach upon District property, unless an easement, license, or Permit therefor has first been obtained from the District.
- b) Any Person who violates Section 2.6 (a) of this section shall, at his or her sole cost and expense, remove any encroachment from District property within sixty (60) days after receiving a written demand from the District.
- c) The District may remove any encroachment(s) from District property and assess the Person who violated this section the cost of removing such encroachment(s), and such charge shall be in addition to and not in lieu of any penalties or remedies provided for in these Regulations or other applicable law.

Sec. 2.7 Pools

The following rules and regulations shall apply to all District swimming pools:

- a) All swimming pools shall be open for public swimming during published and posted hours, weather and safety conditions permitting.
- b) No Person shall enter the locker room or pool area without payment of the admission charge that is established by the District, or without displaying the proper membership identification cards that are issued therefor.
- c) No Person under ten (10) years of age shall be admitted to the pool area unless he or she is accompanied by a Person who legally possesses an adult pass (ages sixteen (16) years old and over) or an adult daily admission, and who demonstrates competency to assume full responsibility for the care and safety of the Person under ten (10) years of age.
- d) If any Person shall refuse to obey any orders of lifeguards, managers, aquatic center staff, or any agent of the District, the District may immediately terminate or suspend such Person's rights to use the pool and other District property. Lifeguards are responsible for enforcing safety rules and responding to emergencies. Parents, guardians, or other Persons who are sixteen (16) years of age or older, and who are accompanying a child who is under ten (10) years of age, shall supervise the child.
- e) No Person shall attempt admission to the pool, and such admission shall be refused, if the Person has a contagious disease; an infectious condition such as a



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cold, fever, ringworm, foot infection, skin lesions, diarrhea, vomiting, inflamed eyes, ear discharges, or any other condition which has the appearance of being infectious; any excessive sunburn; abrasions which have not healed; corn plasters, bunion pads, adhesive tape, rubber bandages, or other bandages of any kind; or if the Persons appears to be under the influence of alcohol or is exhibiting erratic behavior.

f) Persons with qualifying disabilities under state and/or federal law that require reasonable accommodations to enjoy the Family Aquatic Center should contact the staff of the aquatic center.

g) Food and beverages are allowed in the concession area only. No glass containers are permitted anywhere in the Aquatic Center. Plastic bottles will be allowed in approved areas. Alcoholic beverages are prohibited at or inside the Family Aquatic Center.

h) In accordance with the Public Health Code, all Persons are encouraged to take a shower before entering the pool area.

i) Personal conduct within the pool facility must be such that the safety of self and others is not jeopardized. Running and boisterous or rough play are prohibited, except during supervised water sports.

j) Only clean aquatic footwear, baby strollers, or wheelchairs are allowed in the pool area or locker room. Street shoes are prohibited on the pool deck.

k) Spitting, spouting of water, blowing the nose or otherwise introducing contaminants into the pool is prohibited.

l) Glass, soap, or other material that might create hazardous conditions or interfere with efficient operation of the swimming pool are prohibited in the swimming pool or on the pool deck.

m) All apparel worn in the pool shall be clean.

n) All children who are not toilet-trained shall wear tightly fitting rubber or plastic pants, or approved swim diapers.

o) Diving is allowed only in designated areas under the direction of aquatic staff. Diving in water less than four (4) feet deep is prohibited except when allowed for competitive swimming and training.

p) Metal objects, eyeglasses, and jewelry are not permitted on the slide.



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- q) A Person must be forty-two (42) inches or taller to ride the slide.
- r) Individuals using the slide are asked to slide feet first only. Chain riding is prohibited.
- s) Elderly Persons, those suffering with heart disease or high blood pressure, and Persons using prescription medications should consult with their physicians before using the whirlpool and water slide.
- t) Any Person who refuses to obey pool rules or otherwise violates any other provision of these Regulations may be barred by the District from further use of the pool for the remainder of the pool season, in addition to any other penalties set forth in these Regulations.

Sec. 2.8 Public Assemblies and Activities

- a) No Person shall do any of the following on District property, unless a Permit therefor has first been obtained from the District:
 - 1) Call or hold a public assembly, exhibition or entertainment of any description;
 - 2) Conduct any musical concert, play any amplified instrument, or set up or use any communication system; or
 - 3) Hold or attempt to hold any meeting, assembly, demonstration, celebration, parade, rally, religious worship, or any sponsored entertainment, social, recreational or athletic event/tournaments, or conduct any play class, day camp, sports league activity, fitness class, personal training, or other organized group of any kind, whether organized or conducted for profit or non-profit.
- b) Persons desiring to engage in any of the above activities may apply to the District for a written Permit under the policies established by the Board and subject to fees set by the Board.
- c) Any Person issued a Permit by the District shall produce the Permit and exhibit it upon request of any District employee or officer.
- d) No Person other than a District employee or officer shall disturb or interfere with any Person occupying District property under the authority of a Permit.

Sec. 2.9 Use of Restrooms, Washrooms, and Locker Rooms

- a) Every Person shall cooperate in maintaining restrooms, washrooms and locker rooms in a neat and sanitary condition.



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- b) No Person shall deposit objects of any kind other than toilet paper in the toilets or plumbing fixtures of a restroom, washroom facility or locker room.
- c) Except as otherwise permitted in this section for children under the age of three (3), no Person shall enter into or remain in any restroom, restroom washroom, or locker room designated for the opposite sex. Children five (5) years of age and under may use restrooms, washrooms and locker rooms designated for the opposite sex when a family facility is unavailable.
- d) No Person shall use any camera, video recorder or other device to record or transmit visual image(s) in or from any rest room, washroom or locker room of the District.



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Chapter 3. Animals

Sec. 3.1 Domesticated Animals and Pets

a) Except for a service animal as defined in the District's "Service Animal Policy," which Policy is attached in Appendix A of these Regulations, and as regulated and restricted by such Policy, no Person shall bring a dog, horse, or other domestic animal into or onto any District property, except as follows:

1) A domesticated animal may generally be brought into an outdoor area; provided that such domesticated animal shall be kept on a leash of not more than six feet (6') in length, that the handler of any such domesticated animal shall have personal control of the domesticated animal at all times and shall not leave the domesticated animal unattended at any time, even if leashed, and that no domesticated animal may be brought into any playground, ball field, athletic field, or splash pad;

2.) With the permission of the Executive Director or his/her designee; or

3) In conjunction with an activity or event conducted or sponsored by the District or in conjunction with a zoo, museum, nature center, or similar facility controlled, permitted or licensed by the District.

b) All owners or Persons having control of any domesticated animal shall be equipped to remove and properly dispose of any animal waste and shall be responsible to remove any excrement from District property left by such animal.

c) Any domesticated animal found on District property in violation of subsections (a) or (b) may be apprehended, removed to an animal shelter, public pound, or other place provided for that purpose and, unless the owner claims the animal and is financially responsible for violations of these Regulations, such animal may be disposed of pursuant to the applicable laws or ordinances of the State of Illinois and DuPage and Cook Counties. The owner or Person responsible for such animal shall be responsible for all costs and expenses incurred or encumbered in the removal and boarding of such animal, and such charge shall be in addition to and not in lieu of any other penalties provided for in these Regulations, or any applicable federal, state, local and/ or other District laws, ordinances, rules or regulations.

d) Service animals for the visually impaired and other domesticated animals specially trained to assist Persons with disabilities are excluded from the prohibitions of this section when they are accompanying Persons with disabilities for purposes of providing such assistance. See the District's Service Animal Policy for more detail, which policy is provided in Appendix A of these Regulations.



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Sec. 3.2 Protection of Non-Domesticated Animals, Birds, Fish, and Other Wildlife

For purposes of this section “wildlife” means any bird, mammal, reptile, amphibian, fish, or other non-domesticated animal, or the young or eggs thereof.

a) No Person shall bring or release any wildlife onto District property; provided, however, that the District may bring or release, or permit another Person to bring or release, such proscribed animals onto District property in conjunction with an activity or event conducted or sponsored by the District, or unless a Permit therefor has first been obtained from the District for the ecological re-establishment at the District’s nature center, in District waters, or at any similar facility maintained by the District.

b) No Person shall feed any wildlife on District property except with the permission of the Executive Director or his/her designee.

c) No Person shall hunt, pursue, hurt, molest, wound, kill, harm, trap, catch, poison, abuse, chase, shoot, touch, throw or propel objects at, endanger in any way, remove or cause to be removed, treat cruelly, or have in possession, any wildlife on, upon, over, or under District property, unless a Permit therefor has first been obtained from the District, provided, however, that fishing is permitted in accordance with Section 3.2(g) below.

d) No Person shall give or offer any harmful, poisonous, or noxious substance to any wildlife on District property.

e) No Person shall touch, tease, frighten, disturb, or otherwise intentionally interfere with any wildlife while feeding, nesting, breeding, sleeping, resting, flying or engaging in any other activity on, upon, over or under District property, unless a Permit therefor has first been obtained from the District.

f) No Person shall molest, touch, throw or propel an object at, destroy, dig up, crush, shake, rob or disturb, in any way tamper with or damage the nest, lair, den, burrow, or home of any wildlife found on, upon, over or under District property.

g) Fishing

1) No Person shall fish in District waters in areas at which the District has posted signage prohibiting such activities.

2) Every Person fishing in District waters shall comply with these Regulations, or any applicable federal, state, local, and/or other District



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laws, ordinances, rules, and regulations including, without limitation, conservation laws and licensing requirements.

3) Fishing in District waters shall be conducted by means of a hook and line, with the rod or line being closely attended. No Person shall use drugs, poisons, explosives, electricity, or missiles of any kind to fish in District waters.

4) No Person shall dig, scratch or otherwise disturb District property in order to locate or take bait.

5) Every Person shall carefully and immediately return to the water from which it was taken any fish that does not conform to size or species restrictions imposed by any applicable federal, state, local, or District laws, ordinances, rules, or regulations, or that the Person chooses not to keep.

6) Ice fishing is prohibited on any District waters.



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Chapter 4. Personal Conduct

Sec. 4.1 Abandonment of Property

- a) It is unlawful for any Person to abandon any personal property on District property, including, but not limited to, cars, boats, appliances, garbage, furniture, or refuse.
- b) Property left unattended for longer than twenty-four (24) hours or unattended property that interferes with any District visitors' safety, orderly management of District property, or presents a threat to District resources may be impounded or removed by the District at any time. The owner of such property shall be responsible and liable for all costs and expenses associated with the impounding, removal, storage, or other disposal of the property.
- c) Any Person finding lost or unattended property on District property shall report such finding to the District as soon as is practicable. Whenever a District employee finds lost or unattended property on District property he shall report such find to the Director. The District will attempt to make every reasonable effort to locate the property's owner(s).
- d) Unattended property that has been impounded or property that has been found shall be stored for a minimum period of thirty (30) days. All property not claimed shall be disposed of as the District deems appropriate.
- e) In addition to all fines and other penalties for violation of this section, the District may remove and destroy such property and assess the costs for such removal to the Person abandoning the property.

Sec. 4.2 Advertisement, Signs, Peddling, and Solicitation

The purpose of this section is to control commercial enterprises or sales on District property and to ensure the public unimpeded use and enjoyment of District property without being subjected to purely commercial exploitation.

- a) No Person shall offer for sale any articles or things, or conduct or solicit any contributions, business, trade, occupation, or profession on District property, unless a Permit therefor has first been obtained from the District.
- b) No Person shall fix any placard, sign, handbill, pamphlet, circular, or any other writing or printed material or objects containing advertising matter or announcements of any kind whatsoever on any District tree, shrub, post, building, gate, sign, or other District property unless:



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- 1) The Executive Director or his/her designee has granted permission therefor;
 - 2) The advertising matter provides information about events, activities, programs and facilities sponsored by the District, sponsored by other governmental entities, or special recreation associations of which the District is a member or with which the District has an agreement;
 - 3) The advertising matter is information displayed or distributed by groups whose purpose is to provide financial or volunteer support for the District and its events, activities, programs, property and facilities; or
 - 4) The Person holds a valid picnic, camping, or special event Permit, in which case the Person shall request the assistance of District staff to display signs to identify the permittee's location or direct others to such location; provided that such signs shall be temporary and shall be removed by the permittee at the termination of the activity or otherwise upon the District's direction in the event the sign poses a safety hazard or includes content that is obscene, abusive or violent; and further provided that such signs are no larger than 24" x 30" and are not attached to any tree shrub, post, building, gate, District sign, or other structure located on District property.
- c) No Person shall distribute, display, post, or fix any sign, handbill, pamphlet, circular or any other writing or printed material or objects within any District building, except in areas expressly designated for such use and except with the permission of the Executive Director or his/her designee.
- d) No peddler, vendor, or any other Person shall engage in any activity upon District property for gain, or for which any charge is made, or in any commercial sale, rental, exhibition, or distribution of goods or services, including, without limitation, the giving of instruction or lessons for a fee, unless such Person has first obtained a Permit, license, or contract therefor from the District.
- e) No Person shall sell printed or written material on District property unless a Permit has first been obtained therefor from the District.
- f) No Person engaged in the activities described in this section shall obstruct or impede pedestrians or vehicles; harass visitors on District property with physical contact or persistent demands; misrepresent the affiliations of those engaged in such activities; misrepresent what the solicited funds will be used for or whether the merchandise is available without cost or donation; or interfere with, interrupt, of engage in conduct incompatible with the purpose of any program, activity, function, and/or special event conducted or sponsored by the District.



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Sec 4.3 Charitable, Religious, Political, or Non-Profit Activities

- a) For purposes of this section, charitable, religious, political, or non-profit activities shall include, without limitation, soliciting contributions, the sale or distribution of merchandise, soliciting votes or circulating petitions for or against any candidate for election to public office or with respect to any referendum or other public question.
- b) Soliciting contributions for charitable, religious, political, or non-profit organizations is permitted on District property provided that a Permit therefor has first been obtained from the.
- c) The sale or distribution of merchandise by charitable, religious, political, or non-profit organizations is permitted on District property provided that a Permit therefor has first been obtained from the District.
- d) Soliciting votes and circulating petitions for or against candidate for election to public office or with respect to any referendum or other public question is permitted on District property in areas open to the general public without a Permit, subject to the limitations set forth in paragraphs (e) and (h) of this Section 4.3, Section 4.4 and Illinois law.
- e) No Person shall engage in any activity described in subsections (a) through (d) of this Section 4.3 in District buildings or facilities in rooms or other locations in which any program, activity, class, function or special event conducted, sponsored by the District is in progress.
- f) No Person shall distribute, display, post, or fix any sign, handbill, pamphlet, circular or any other writing or printed material or objects within any District building, except in areas expressly designated for such use and except with the permission of the Executive Director or his/her designee.
- g) No Person shall fix any placard, sign, handbill, pamphlet, circular, or any other writing or printed material or objects containing advertising matter or announcements of any kind whatsoever on any District tree, shrub, post, building, gate, sign, or other District property except as provided in 4.2(b)(1-4).
- h) No Person engaged in the activities described in this section shall obstruct or impede pedestrians or vehicles, harass park visitors with physical contact or persistent demands, misrepresent the affiliations of those engaged in such activities, misrepresent what the solicited funds will be used for or whether the merchandise is available without cost or donation, or interfere, interrupt, or engage in conduct incompatible with the purpose of, any program, activity, function, and/or special event conducted or sponsored by the District.



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Sec. 4.4 Fairs and Special Events: Sale and Distribution of Merchandise; Soliciting Contributions

No Person shall sell and/or distribute merchandise or printed or written materials or solicit contributions, votes or signatures during fairs or special events conducted or sponsored by the District except at a fixed location designated by the District and unless a Permit therefor has first been obtained from the District. The District shall allocate space at the fixed location to applicants on a first-come, first-served basis until no more space remains available.

Sec. 4.5 Aircraft/Model Aircraft/Drones

a) No Person shall fly, cause to be flown or permit or authorize the flying of aircraft of any kind at any time over District property at an elevation lower than the minimum safety requirements established by the Federal Aviation Administration or other governmental authority, at an elevation which is lower than is reasonably safe under the circumstances, or in a manner which endangers the safety of any Person on District property.

b) No Person shall land, cause to be landed, or permit or authorize the landing of any aircraft on District property unless a Permit therefor has first been obtained from the District, except when necessitated by unavoidable emergency.

c) No Person shall bring, use, fly, control, operate; cause to be brought, used, flown, controlled or operated; permit or authorize the bringing, use, flying, controlling or operating, or otherwise participate in the operation of miniature or motorized or wire-controlled or unmanned aircraft systems including model aircrafts and drones, or rockets on or over District property, unless a Permit therefor has first been obtained from the District. For purposes of this section: a) an “unmanned aircraft system” means an unmanned aircraft and its associated elements, including communication links and the components that control the unmanned aircraft, that are required for the safe and efficient operation of the unmanned aircraft in the national airspace system; and b) an “unmanned aircraft” shall mean any aircraft that is operated without the possibility of direct human intervention from within or on the aircraft. Any Person authorized to operate an unmanned aircraft system on District property shall comply with all regulations established by the Federal Aviation Administration, the State of Illinois, the District, Village of Oak Brook and any other governmental authority having jurisdiction over such use and operation of the unmanned aircraft.

d) No Person shall parachute or otherwise descend from an aircraft into or onto District property or cause, permit or authorize another Person to parachute or otherwise descend from any aircraft into or onto District property, unless a Permit



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therefor has first been obtained from the District, except when necessitated by unavoidable emergency.

Sec. 4.6 Alcoholic Liquors/Intoxication

a) The following terms shall have the meanings set forth below for purposes of this section:

“Alcoholic liquor”

Is as defined in the Illinois Liquor Code, 235 ILCS 5/1-1 *et seq.*

“Under the influence”

Means affected by any intoxicating liquor in any determinable manner. A determination of being “under the influence” can be established by a professional opinion, a scientifically valid test, a layperson’s opinion or the statement of a witness.

b) No Person under the influence of alcoholic liquor shall enter into, be, or remain on District property.

c) No Person, other than the District or its authorized agents or permittees, shall bring into; possess; consume; use; sell, serve or otherwise transfer; any alcoholic beverages at any time on District property, unless a Permit has first been obtained from the District for the event for which alcoholic beverages are to be brought in, sold or served, or unless the event will be sponsored by the District. The bringing in, sales and service of alcoholic beverages shall, in all cases, be in accordance with the requirements of the District’s Alcohol Serving Policy and Procedure. Any Permit granted and any District-sponsored event held shall only be for private gatherings that are not open to the public, unless the permittee or the District has obtained a special use Permit from the Village of Oak Brook.

d) Every Person possessing; consuming; using; selling, serving or otherwise transferring alcoholic liquor pursuant to this section shall be subject to and shall comply with these Regulations, and any applicable federal, state, local, and/or other District laws, ordinances, rules, and regulations regarding the possession, use, consumption, or transfer of alcoholic liquor.



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Sec. 4.7 Assault, Battery, Fighting, and Reckless Conduct

No Person shall knowingly start a fight, engage in a fight, or commit any assault, battery, or reckless conduct on District property.

For purposes of this section:

- a) A Person commits an assault when, without lawful authority, he or she engages in conduct which places another in reasonable apprehension of receiving a battery.
- b) A Person commits a battery if he or she intentionally or knowingly, without legal justification, and by any means: (1) causes bodily harm to an individual; or (2) makes physical contact of an insulting or provoking nature with an individual.
- c) A Person commits reckless conduct when he or she: (1) causes bodily harm to or endangers the bodily state of an individual by any means; or (2) performs recklessly any acts which cause harm or endanger safety, regardless of whether the acts are otherwise lawful or unlawful.

Sec. 4.8 Begging and Panhandling

No Person shall beg or panhandle in District buildings, facilities, playgrounds or parks, or at the entrances or stairways of such buildings, facilities, playgrounds, or parks.

No Person begging or panhandling on the District property shall obstruct or impede pedestrians or vehicles; harass park visitors with physical contact or persistent demands; misrepresent his or her affiliations; misrepresent what the solicited funds will be used for; or interfere, interrupt, or engage in conduct incompatible with the purpose of any program, activity, function, and/or special event conducted, sponsored licensed or otherwise permitted by the District; or coerce or intimidate another person into giving money, goods or services.

Sec. 4.9 Bicycling

- a) When two or more Persons in a group are operating bicycles, they shall not ride abreast, but shall ride in single file.
- b) No Person shall cling or attach himself/herself or his bicycle to any other moving vehicle.
- c) The operator of a bicycle shall yield the right-of-way to all pedestrians and vehicles approaching on said roadway.



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d) No Person operating a bicycle shall carry another Person on the same bicycle. This restriction does not apply to tandem bicycles.

e) No Person shall operate a bicycle on District property between thirty (30) minutes after sunset and thirty (30) minutes before sunrise, without a clear, white, properly lighted headlight, visible under normal atmospheric conditions from the front thereof for not less than five hundred (500) feet and firmly attached to the bicycle, or without a red reflector firmly attached to the bicycle, which is clearly visible in the headlight beam of an automobile for a distance of five hundred (500) feet to the rear of the bicycle.

f) No Person may operate a bicycle on playgrounds, ball fields, tennis courts, or sidewalks, except that small children riding three- or more-wheeled cycles may operate such cycles on sidewalks while under the supervision and control of an adult.

g) No Person shall ride a bicycle on any street or path where signs are posted prohibiting riding bicycles on those streets or paths.

h) Bicycles shall not, at any time or in any place, be indiscriminately parked by anyone in such manner as to actually or possibly interfere with pedestrians or automobiles. No Person shall leave a bicycle lying on the ground or pavement or set against trees, or otherwise in a place other than a bicycle rack when such a rack is provided and there is space available. No Person shall move or in any manner interfere with any bicycle that is properly parked, or interfere with or in any manner hinder any Person from properly parking a bicycle.

i) All bicycles, when operated on roadways, shall be kept to the right and shall be operated as nearly as practicable at the right-hand edge of the roadway or sidewalk.

j) No Person shall operate a bicycle faster than is reasonable and proper, and every bicycle shall be operated with reasonable regard for the safety of the rider and of other Persons and property.

k) Every Person operating a bicycle on District property shall observe all traffic and Illinois Vehicle Code rules and regulations applicable to motor vehicles under these Regulations, except those provisions of these Regulations which, by their nature, can have no application, and except as otherwise provided by this section.



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Sec. 4.10 Boating, Kayaking and Canoeing/Model Watercraft

- a) No Person shall bring into, launch or attempt to launch, use or navigate any boat, kayak, canoe raft, floatation device, or other vessel in District waters, except from such places as may be designated therefor, and then only in compliance with these Regulations, and any applicable federal, state, local, and/or other District laws, ordinances, rules and regulations.
- b) No Person shall use, employ, or be in or upon any District launching ramp, except on the dates and during the hours as established by the District for such use.
- c) All vessels shall be registered with the Illinois Department of Natural Resources according to the Boat Registration and Safety Act, 625 ILCS 45/1-1 *et seq.*
- d) No Person shall bring into, use, control or otherwise participate in the operation of miniature or motorized model watercraft on any District waters, except for a District-sponsored event or unless a Permit therefor has first been obtained from the District.

Sec. 4.11 Bribing Employees

No Person shall give or offer any money, gift, privilege or article of value to any District employee, officer, or agent in order to violate the provisions of these Regulations or any other District ordinance, contract, Permit or statute of the State of Illinois or the United States, or in order to gain or receive special consideration in applying for any use or privilege, or treatment in the use of District property. This section shall apply both on and off District property.

Sec. 4.12 Commercial Photography

No Person shall take or cause to be taken any still or motion pictures (including video tapes), or make sketches or paintings of District property, programs, or events for commercial purposes or for use in commercial advertising, unless a Permit therefor has first been obtained from the District.



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Sec. 4.13 Disorderly Conduct

- a) No Person shall hinder, interfere with, or cause or threaten to do bodily harm to any employee or the District while such employee is engaged in performing his or her duties in and on behalf of the District.
- b) No Person shall commit any act in such an unreasonable manner as to alarm or disturb another and to provoke a breach of the peace.
- c) No Person shall engage in violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disorderly conduct under circumstances in which such conduct tends to cause or provoke a disturbance or a breach of peace.
- d) No Person shall congregate with other Persons on District property with the intent to restrict vehicular or pedestrian traffic or with the intent to restrict the free ingress to or egress from District property and fails to comply with a lawful order of the Village of Oak Brook Police to disperse.
- e) No Person shall commit any other act which may be defined as disorderly conduct under the Illinois Criminal Code, 720 ILCS 5/26-1, 2, 3, or 4.

Sec. 4.14 Drugs/Cannabis/Controlled Substances

- a) For purposes of this section, the following words will have the meanings set forth below:

“Cannabis”

Means any substance so defined in the Cannabis Control Act, 720 ILCS 550/1 *et seq.*;

“Controlled substance”

Means any substance so defined in the Illinois Controlled Substances Act, 720 ILCS 570/100 *et seq.*;

“Intoxicating compounds”

Includes all substances listed in the Use of Intoxicating Compounds Act, 720 ILCS 690/0.01 *et seq.*;

“Under the influence”

Means affected by cannabis, any controlled substance, or any intoxicating compound in any determinable manner. A determination of being “under the influence” can be established by a professional opinion, a scientifically valid test, a layperson’s opinion or the statement of a witness.



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- b) Except as provided in 4.14(d), no Person shall bring, possess, sell, deliver to another Person or use cannabis or any controlled substance upon District property. No Person shall produce, plant, cultivate, tend or harvest the cannabis plant on or in connection with any District property.
- c) Except as provided in 4.14(d), no Person under the influence of cannabis, intoxicating compound, controlled substance, or any combination thereof, shall enter into, be, or remain on District property.
- d) No Person shall bring into or possess cannabis upon District property except as permitted for a registered qualifying patient pursuant to the Compassionate Use of Medical Cannabis Pilot Program Act (410 ILCS 130/1 et seq.). No Person shall be under the influence of cannabis while on District property except as permitted for a registered qualifying patient pursuant to the Compassionate Use of Medical Cannabis Pilot Program Act.

Sec. 4.15 Dumping, Polluting, and Littering

- a) No Person shall litter, cast, throw, drop, leave, scatter, place, pile, or otherwise dump, or deposit in any manner, any kind of dirt, rubbish, placard, handbill, pamphlet, circular, book, notice, flyer, other promotional material, paper of any kind, ashes, garbage, waste material, including yard waste and/or tree branches and construction debris, manure, snow, ice, or other substance, whether liquid or solid, or any other refuse in or upon District property, unless a Permit therefor has first been obtained from the District; provided, however, that paper, glass, cans, garbage and other refuse resulting from picnics or other lawful use of District property shall be deposited in receptacles provided by the District for that purpose. Where receptacles are not provided, are missing, or are full to capacity, all such garbage, refuse, or other material shall be carried away from the area of use by the Person responsible for its creation and presence, and shall be properly disposed of elsewhere.
- b) No Person shall urinate or defecate on District property other than in toilets in restroom facilities expressly provided for such purposes.
- c) No Person shall drain refuse from a trailer or other vehicle on District property.
- d) No Person shall bathe or wash themselves or food, clothing, dishes, or other property at water outlets, fixtures or pools on District property, except at those areas designated by the District for such use.
- e) No Person shall pollute or contaminate District property.



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- f) No Person shall deposit, dump, throw or place any garbage, refuse, rubbish, construction debris, landscape debris, bottles, cans or other similar containers of any description, or any other liquid or solid that will or may result in the pollution or hindrance of the use of any District waters.
- g) No Person shall dispose of fish remains on District property, unless a Permit therefor has first been obtained from the District.
- h) No Person shall dispose of human or animal waste on District property except at designated locations or in fixtures provided for that purpose.
- i) Any Person violating this section shall be assessed the cost of removing any such improperly deposited substance or material, and such charge shall be in addition to, and not in lieu of, any other penalties provided for in these Regulations, or any applicable federal, state, local, and/or other District laws, ordinances, rules, and regulations.

Sec. 4.16 Fires

No Person shall light, maintain, or make use of any fire on District property, except at such places and at such times as the District may designate for such purpose and under such rules as may be prescribed by the District. In the event the District permits a Person to use such a fire, the Person shall comply with the following requirements in addition to any other rules as may be prescribed by the District:

- a) No fire shall ever be left unattended, and every fire shall be under the continuous care and direction of a competent adult from the time it is kindled until the time it is completely extinguished.
- b) All fires must be properly and completely extinguished prior to any Person leaving the site of the fire.
- c) Dumping of ashes from grills is strictly prohibited.
- d) No Person shall throw or otherwise discard lighted or smoldering material in any manner that threatens, causes damage to, or results in the burning of District property or other District resources, or creates a safety hazard.



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Sec. 4.17 Fireworks

No Person shall offer for sale, expose for sale, sell, possess, use, or explode any firecracker, torpedo, skyrocket, roman candle, bomb, sparkler, rocket, squib or other fireworks of like construction, or anything containing any explosive or inflammable compound, or any tablets or other device commonly used and sold as fireworks, on District property, unless a Permit therefor has first been obtained from the District, or unless authorized to do so by contract with the District.

Sec. 4.18 Gambling/Fortune Telling

No Person shall play or engage in selling fortunes or futures, games of chance or in any other device or game of chance, hazard or skill on District property, either as a bookmaker, dealer, player or otherwise, for the purpose of gaming or gambling for money or other valuable things, except at a fair, carnival or other organized event conducted or unless a Permit therefor has first been obtained from the District.

Sec. 4.19 Games and Sports/Interference with Other Users

a) No Person shall engage in any sport, game, or amusement on District property where prohibited by the District. No Person shall walk, remain, conduct himself or herself, or go upon any portion of District property designated for any particular game, sport, or amusement in such a way as to interfere with the use of that portion of District property by Persons who are using the same for the particular sport, game or amusement for which it has been designated. No Person shall engage in any permitted activity in a rough or reckless manner so as to endanger, injure or damage any Person or property in any way.

b) No Person shall unreasonably disturb or interfere with any Person occupying an area or participating in any activity on District property under the authority of a Permit.

c) No Person shall use a golf club, baseball bat, tennis racket, or other device, to strike, hit, propel or otherwise throw any object, such as balls or rocks, on District property, except in designated areas, and only as such device is intended to be used.



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Sec. 4.20 Hindering Employees

No Person shall interfere with, unreasonably disrupt, delay, or in any manner hinder any employee of the District engaged in the performance of his or her duties.

Sec. 4.21 Hitchhiking

No Person shall solicit a ride nor stand in or near a roadway on District property for the purpose of soliciting a ride from the operator of any vehicle.

Sec. 4.22 Impersonating an Officer

It shall be unlawful for any Person to unlawfully represent or impersonate any police officer or official of the District or pretend to be such officer or official.

Sec. 4.23 Indecent Conduct

a) No Person shall commit any indecent, lewd or lascivious act on District property, or use abusive, insulting, or obscene language, or language calculated to occasion a breach of peace on any District property.

b) No Person shall appear on District property in a state of nudity or make any indecent exposure of his Person or be guilty of any other lewd or indecent act or behavior.

c) No Person shall enter or remain in or on any District property unless fully clothed in a manner generally considered to be appropriate for the game, sport, program or event in which such Person is engaged.

d.) No Person shall exhibit, sell, or offer to sell or give away any obscene or indecent book, pamphlet, paper, drawing, movie film, video tape, picture, photograph, or any other obscene or indecent article of any kind while on District property. For purposes of this subsection, obscene shall have the meaning ascribed to it in 720 ILCS 5/11-20.

Sec. 4.24 Loitering

No Person shall loiter or remain on District property either alone or in consort with other Persons in such a manner that: (1) unreasonably obstructs the usual use of entrances, hallways, corridors, stairways, or rooms designated for specific purposes; (2) impedes or disrupts the performance of official duties by District employees; (3) prevents the general public from obtaining the administrative or recreational services provided on District property in a timely manner; (4) restricts



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vehicular or pedestrian traffic or restricts free ingress to and egress from District property after being requested to leave, move, or disperse by any employee of the District, or where the District has posted a sign or signs that prohibit loitering.

Sec. 4.25 Metal Detectors

No Person shall operate any device which is designed for the detection of metal objects on or below District property.

Sec. 4.26 Minors

a) No parent, guardian, or custodian of a minor shall knowingly assist or allow such minor to do any acts on District property in violation of any of these Regulations or any other law, ordinance or rule of the District. A minor is defined herein as any Person who is under the age of eighteen (18) years.

b) The parent or legal guardian of an unemancipated minor who resides with such parent or legal guardian shall be liable for damages caused by the willful or malicious acts of such minor as provided in the Illinois Parental Responsibility Act, 740 ILCS 115/1, *et seq.* This section shall not affect the recovery of damages in any other course of action where the liability of the parent or legal guardian is predicated on a common law basis.

Sec. 4.27 Mob Action

No Person shall engage in mob action. Mob action consists of any of the following: (1) the use of force or violence disturbing the public peace by two (2) or more Persons acting together without authority of law; or (2) the assembly of two (2) or more Persons to do an unlawful act; or (3) the assembly of two (2) or more Persons, without authority of law, for the purpose of doing violence to the Person or property of anyone supposed to have been guilty of a violation of the law or for the purpose of exercising correctional powers or regulative powers over any Person by violence.

Sec. 4.28 Obstructing Travel

No Person shall set, or cause to be set or placed, any goods, wares, merchandise, or property of any kind so as to obstruct travel on District property.



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Sec. 4.29 Picnics

- a) Picnics may be held in any unrestricted area on District property not specifically set aside for other recreational activity. A Permit is required for group picnics involving ten (10) or more Persons. Groups of less than ten (10) Persons do not require a Permit unless the group desires to reserve a designated area or shelter to the exclusion of others.
- b) No Person shall use, infringe upon or disturb a group in possession of a valid Permit for use of District property, except with the permission of the group possessing such Permit.
- c) Persons holding a valid picnic Permit may display signs in accordance with Section 4.2(b)(4) of these Regulations.

Sec. 4.30 Resisting or Interfering With Officer

No Person shall:

- a) Resist any police officer in the discharge of said officer's duties;
- b) Interfere in any way with or hinder or prevent a police officer from discharging his/her duties as such officer, or offer or endeavor to do so;
- c) Assist any Person in the custody of any member of the police force, in any manner, to escape or attempt to escape from such custody, or attempt to rescue any Person in custody.
- d) No Person shall falsely represent that he is, or otherwise pretend to be, a District officer or employee, a member of the police, or an agent or other representative of the District.
- e) No Person shall knowingly display a false, expired or revoked Permit, pass or membership card, or give a false report or false information (including, without limitation, information requested in a Permit application) for the purpose of misleading a District employee or agent, or a member of the police in the conduct of his official duties.

Sec. 4.31 Skateboarding

No Person using roller-skates, in-line skates, skateboards, roller-skis, coasting vehicles, or similar devices on District property shall interfere with pedestrian use of sidewalks or use of the streets by vehicles, or otherwise act negligently,



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recklessly or without due caution or in any manner so as to endanger any Person or property. No Person shall use such devices on any District property not designated or customarily used for such purpose or where such use has been posted as prohibited.

Sec. 4.32 Sleeping in or on District Property/Vagrancy

- a) No Person shall sleep on District property at any time, unless a Permit therefor has first been obtained from the District.
- b) No Person shall use District property in a manner designed or calculated to act as a substitute for a residence or means of support, including, but not limited to, such uses as sitting or laying down in locations or facilities or on District equipment or fixtures intended for use by the public for picnicking, playing, or similar activities; storage, whether temporary or permanent, of personal belongings not directly related to the intended or designated use of District property, facilities, equipment or fixtures; and use of park space for extended periods of time for purposes other than those intended or designated for the particular District property, facility, equipment or fixtures.

Sec. 4.33 Sledding/Snowboarding/Ice Skating

- a) No Person shall ice skate, sled, toboggan, inner tube, ski, snowboard, slide, or engage in similar activities on District property except at such times and places as the District may designate for such purposes, and no Person shall drive or walk upon any ice over District waters.
- b) No Person shall engage in any such activity in a reckless manner that endangers that Person or others, or at a speed greater than is safe and proper under the circumstances.
- c) No Person shall use any vehicle to tow, push, pull, or otherwise propel another Person on skis, sled, or other sliding device on District property.

Sec. 4.34 Smoking, E-Cigarettes, and Chewing Tobacco

No Person shall smoke any tobacco products or any e-cigarettes, and no Person shall chew tobacco in or upon any District property which is posted as a non-smoking area and/or non-chewing area. For purposes of this section, "smoking" shall mean the carrying, smoking, burning, inhaling, or exhaling of any kind of lighted pipe, cigar, cigarette, hookah, weed, herbs, vapors, or any other lighted smoking equipment, lighting of cigarettes, electronic cigarettes, cigars or pipes, the carrying of lighted cigarettes, electronic cigarettes, cigars or pipes, or the intentional and direct inhalation of smoke from these objects.



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Sec. 4.35 Sound and Energy Amplification

a) No Person shall play or operate any sound amplification devices including public address systems, sound equipment, musical instruments, radios or stereos, noisemakers and the like, or operate any other energy amplification device or musical instrument, unless a Permit therefor has first been obtained from the District, and no such Permit shall be issued or maintained where sound produced by such devices is judged by the District to be a public annoyance. This section shall not apply to the playing of any musical instrument, public speaking, or the amplification thereof, in conjunction with activities conducted, sponsored or licensed by the District.

b) No Person shall make or causes to be made any excessively loud or unreasonable noise, which disturbs the peace. For purposes of this subsection, excessively loud or unreasonable noise is defined as noise inconsistent with or not reasonably attendant to appropriate and customary activities on District property, considering the nature and purpose of the actor's conduct, location, time of day or night, and other factors that would govern the conduct of a reasonably prudent Person under the circumstances.

Sec. 4.36 Swimming

No Person shall bath, swim, wade, float, splash, or otherwise enter District waters other than in District swimming pools.

Sec. 4.37 Theft of Property/Services

No Person shall remove, without the permission of the Executive Director or his/her designee, any furniture, equipment, materials, landscaping, tree, rock, soil or other property from any District property. Nonpayment of any fee or charge required to be paid to the District for use of any property, facility, program, or class of the District or for services rendered is prohibited. No Person shall transfer, misuse, or tamper with any District membership identification card or any other authorized identification, pass, gift certificate or document issued by the District.



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Sec. 4.38 Throwing Missiles

No Person shall throw or cast any stones or other missiles on District property, except where such throwing or casting is involved in a recognized game or recreational activity, and then only upon such portions of District property as may be designated for such purpose.

Sec. 4.39 Unlawful Assemblies

It shall be unlawful to collect, gather or be a member of any disorderly crowd, or any crowd gathered together for any unlawful purpose, or for any Person to join in or stay with or near any such gathering.

Sec. 4.40 Unlawful Construction or Maintenance

No Person shall erect, construct, install, perform any maintenance on, below, over, or across any District facility, property, or park, or otherwise place any building, stand, scaffold, platform or other structure of whatever kind, whether stationary or moveable and whether permanent or temporary, except by proper authorization of the District authorizing such activity and then only in accordance with written permission of the District or by written contract with District, specifying in detail the work to be done and the conditions to be fulfilled pursuant to the terms of such authorization.

Sec. 4.41 Weapons and Firearms

a) Except for Persons licensed to carry a concealed firearm under the Illinois Firearm Concealed Carry Law ("Licensee"), and who are using a trail or bikeway only a portion of which includes a public park, no Person other than police officers shall bring, attempt to bring, carry, or use in any way, any gun, pistol or other firearm, or any portion thereof, upon District property. Except for a Licensee, no Person shall have in any vehicle on District property a concealed firearm. A Licensee may carry a concealed firearm on or about his or her person within a vehicle into a parking area on District property and may store a concealed firearm or ammunition concealed in a case within a locked vehicle or locked container out of plain view within the vehicle in the parking area. A Licensee may carry a concealed firearm in the immediate area surrounding his or her vehicle within a prohibited parking lot area on District property only for the limited purpose of storing or retrieving a concealed firearm within the vehicle's trunk. The term "case" as used above includes a glove compartment or console that completely encloses the concealed firearm or ammunition, the trunk of the vehicle, or a firearm carrying box, shipping box or other container.



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- b) No Person shall bring, attempt to bring, carry, or have in his vehicle, or use in any way, any knife having a blade longer than three (3) inches, any air gun, pellet gun, paint-ball gun, or sling shot on District property.
- c) No Person shall bring, attempt to bring, carry, have in his vehicle, or use in any way, any explosives, ammunition, or bottles of gasoline with a rag attached.
- d) No Person shall bring, attempt to bring, carry or use in any way, any bow or arrow upon District property, except with the permission of the Executive Director or his/her designee as part of a directly supervised District program.
- e) No Person shall use or explode any toy pistol, toy cannon, toy cane, or toy gun in which explosives are used, or use or explode any blank cartridge on District property, except that starter pistols may be used for sporting or athletic events authorized by the District.
- f) No Person, while on District property, shall use; bring onto; carry; have in his possession or on or about his Person, concealed or otherwise; fire, set off or otherwise cause to explode, discharge or burn; or throw any bludgeon, black-jack, billy-club, sand-club, sand-bag, metal knuckles, throwing star, switchblade knife, ballistic knife, any other dangerous knife (including without limitation, a dirk, dagger, or stiletto), razor, broken bottle or other dangerous piece of glass, liquid or gaseous substance, or any other object not specifically named herein whose intended use is as a weapon.

Sec. 4.42 Display of Permit or Pass

Every Person shall produce or display a Permit or pass when requested to do so by any authorized Person for the purpose of enforcing compliance with any federal, state, local, or District law, ordinance, rule, or regulation, when such Permit or pass is required to engage in an activity on District property.

Sec. 4.43 Misappropriation of Property

- a) No Person shall knowingly obtain or exercise unauthorized control over the property of another.
- b) No Person shall knowingly obtain by deception control over property of another.
- c) No Person shall knowingly obtain by threat control over property of another.



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d) No Person shall knowingly obtain control over stolen property knowing the property to have been stolen or under such circumstances as would reasonably induce him to believe that the property was stolen, where he or she:

(1) Intends to deprive the owner permanently of the use or benefit of the property; or,

(2) Knowingly uses, conceals, or abandons the property in such a manner as to deprive the owner permanently of such use or benefit; or,

(3) Uses, conceals, or abandons the property knowing such use, concealment, or abandonment probably will deprive the owner permanently of such use or benefit.

Sec. 4.44 Reporting of Accidents

Persons involved in an incident on District property resulting in personal injury or property damage, shall report the incident to the Park District as soon as possible, and to the police within twenty-four (24) hours after the incident.

Sec. 4.45 Restrictions Applicable to Specific Recreational Activities

a) Classes and Camps. No Person shall bring or cause to be brought onto District property any class, play class, day camp, group lesson or similar organized group activity of any kind unless a Permit allowing such use or activity has first been obtained from the District.

b) Tournaments, Leagues, or Other Organized Recreational Activities. No Person shall utilize any District property, including without limitation playing fields and other District facilities, for tournaments, leagues, or other organized recreational activities and outings unless a Permit allowing such use or activity has first been obtained from the District.

c) This section does not apply to normal or scheduled District programs or activities. Where a conflict between normal or scheduled District programs or activities and a requested activity occurs, District programs and activities shall take precedence.



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Chapter 5. Vehicles

Sec. 5.1 Definitions

For purposes of this article, the terms used herein shall have the meanings assigned under the Illinois Vehicle Code (625 ILCS 5/1-1 *et seq.*).

Sec. 5.2 Driving Only on Designated Roadways and in Accordance with Posted Regulations

No Person shall drive any vehicle on any District property except upon paved roads or parking areas designated for such purposes, and only then in accordance with posted signs as to speed, direction, parking, stopping, lane markings and traffic controls.

No Person may operate a vehicle upon or in or on any District property, road, or drive which has been closed and posted with appropriate signs or barricades. The District shall have authority to order areas, roads or drives closed during the process of construction, reconstruction, or repair, or for other purposes as determined by the District in its reasonable discretion.

Sec. 5.3 ATV's and Off-Highway Motorcycles

No Person shall drive or operate any ATV or off-highway motorcycle on District property, except under the following circumstances:

- a) When such vehicles are used by law enforcement officers or District employees or agents for law enforcement or District purposes; or
- b) In the case of an emergency.

Sec. 5.4 Drag Racing

a) For purposes of this section, "drag racing" means the act of two or more individuals competing or racing on District property in a situation in which one of the motor vehicles is beside or to the rear of a motor vehicle operated by a competing driver and the driver attempts to prevent the competing driver from passing or overtaking him, either by acceleration or maneuver; or one or more individuals competing in a race against time on any street or roadway on District property.

b) No Person who is an operator of a motor vehicle on District property may be a participant in the act of drag racing.



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Sec. 5.5 Driving Under the Influence

No Person shall drive or otherwise operate, attempt to drive or otherwise operate a vehicle on District property while under the influence of alcoholic liquor, cannabis, a controlled substance, or any other intoxicating compound, drugs, or any combination thereof.

Sec. 5.6 Driving Upon Sidewalk

No Person shall drive any motor vehicle District property upon a sidewalk or sidewalk area located on District property except upon a permanent or duly authorized temporary driveway, except for routine maintenance, utility or emergency service, or for a special delivery or pickup involving goods or customer services.

Sec. 5.7 Traffic Signs and Signals and Enforcement of Traffic Regulations

No Person shall fail to observe and obey all traffic signs indicating speed, direction, caution, stopping, parking, crosswalk lanes, traffic lane markers, and any other sign posted by the District for safeguarding life and property.

No Person shall fail to obey a police officer or District employee who is directing traffic or enforcing sections of this chapter on District property.

No Person shall deface, injure, move, or otherwise interfere with any traffic sign or signal on District Property.

Sec 5.8 Incorporation of State Statutes.

In addition to the provisions of this chapter, and to the extent not inconsistent therewith, no Person shall drive or otherwise operate a vehicle or perform any act in any manner on District property in violation of the Illinois Vehicle Code, or other law or laws of the State of Illinois, or ordinances of the Village of Oak Brook, which provisions are specifically incorporated in these Regulations by reference.

Sec. 5.9 Mufflers

No Person shall operate a motor vehicle on District property that is not equipped with a muffler adequate to deaden the sound of the engine.

Sec. 5.10 Parking, Standing, or Stopping



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- a) No Person driving or in charge of a motor vehicle shall permit it to stand unattended on District property without first stopping the engine, locking the ignition and removing the keys and, when standing upon any perceptible grade, without effectively setting the brake and turning the front wheels to the curb or side of the roadway.
- b) No Person shall park a vehicle on District property, except in established or designated parking areas in accordance with the posted directions and markings or with the directions of any attendant who may be present.
- c) No Person shall park any vehicle or allow any vehicle to remain parked on District property beyond the normal closing hour for such District property, except when a different closing hour has been designated by the District for an area or event, or except with the permission of the Executive Director or his/her designee.
- d) No Person shall stop, stand, or park any vehicle on District property so as to obstruct or interfere with traffic or travel or endanger the public safety, and no Person shall stop, stand, or park any vehicle in any of the following places, except when otherwise designated, when necessary to avoid conflict with other traffic, or when in compliance with the directions of a District employee:
 - 1) On the left side of any roadway;
 - 2) On parkways, lawn areas, and grounds;
 - 3) In front of a public or private driveway;
 - 4) Within any intersection;
 - 5) Within any crosswalk;
 - 6) Within twenty (20) feet of any intersection or crosswalk, other than in a marked parking space;
 - 7) Within thirty (30) feet of any stop sign or traffic control signal, other than in a marked parking space;
 - 8) On the roadway side of any vehicle stopped or parked at the edge or curb of the roadway ("double parking");
 - 9) In a position to block another vehicle lawfully parked;
 - 10) On any sidewalk;



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11) At any place where official signs or other markings prohibit parking, or where curbs have been painted yellow;

12) Within fifteen (15) feet of a fire hydrant;

13) In a fire lane or within eight (8) feet of the entrance to a fire lane;

14) Alongside or opposite any street excavation or obstruction when stopping, standing, or parking would obstruct traffic; or

15) Upon any bridge or other elevated structure upon a roadway.

e) No Person shall park a vehicle upon any roadway or in any public off- street parking facility on District property for any of the following purposes:

1) To display such vehicle for sale; or

2) To perform maintenance or repair of such vehicle, except for repairs necessitated by an emergency; or

3) To sell goods or services from such vehicle.

f) Notwithstanding any contrary provision contained in this section, the operator of an authorized emergency vehicle may park or stand in locations not otherwise permitted under the provisions of these Regulations.

g) No Person shall move a vehicle not lawfully under his control into any prohibited area or away from a curb at such a distance as is unlawful.

h) Penalty Provisions for Parking Violations.

1) Every Person in whose name a vehicle is registered pursuant to law or who leases a vehicle to others, after receiving written notice of a violation of this section involving such vehicle shall, upon request, provide the District with a written statement of the name and address of the user or lessee at the time of such offense and the identifying number on the registration plates and registration sticker or stickers of such vehicle.

2) No Person who is the lessor of a vehicle pursuant to a written lease agreement shall be liable for the violation of any parking or standing regulation of this section involving such vehicle during the period of the lease; provided that, upon the District's request received within one hundred twenty (120) days after the violation occurred, the lessor provides, within sixty (60) days after such



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receipt, the name and address of the lessee. The driver's license number may also be requested by the District if needed for enforcement of this section.

3) Whenever any vehicle has been parked in violation of these sections prohibiting or restricting vehicular standing or parking, the Person in whose name the vehicle is registered with the Secretary of State of Illinois shall be prima facie responsible for the violation and subject to the penalty therefor.

4) Whenever any vehicle is parked in violation of any parking provision of this section, any law enforcement officer observing such violation may issue a parking violation notice and serve the notice on the owner of the vehicle by handing it to the operator of the vehicle if he or she is present, or by affixing such notice to the vehicle in a conspicuous place. The issuer of the notice shall specify on the notice his or her identification number, the particular parking regulation allegedly violated, the make and state registration number of the cited vehicle, and the place, date, time, and nature of the alleged violation, and shall also certify the correctness of the specified information by signing his or her name to the notice. A parking violation notice issued, signed, and served in accordance with this section, or a copy of such notice, shall be deemed prima facie correct and shall be prima facie evidence of the correctness of the facts shown therein. The notice or a copy thereof shall be admissible in any subsequent administrative or legal proceeding.

5) Any violation of the parking provisions of this section or any provision of the Illinois Vehicle Code prohibiting or restricting vehicular standing or parking shall be a civil offense punishable by fine, and no criminal penalty, or civil sanction other than that prescribed in this section, shall be imposed.

6) Any Person who violates or fails to comply with any provision of this section shall be fined not less than \$30.00 and not more than \$500.00 for each offense, and is subject to additional fines, penalties and fees as imposed by the Village of Oak Brook.

7) Any Person on whom a parking violation notice has been served shall, within fourteen (14) days from the date of the notice, either pay the indicated fine or, in the manner indicated on the notice, request a court hearing to contest the charge, violation, or violations.

8) If the respondent requests a court hearing to contest the cited violation or violations, the office of the Village of Oak Brook Chief of Police shall arrange such a hearing and shall notify the respondent in writing of the time and place of the hearing.



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9) A notice sent pursuant to this section shall state that failure to pay the indicated fine or failure to request a court hearing will constitute a debt due and owing the District, and as such may be collected in accordance with applicable law. Payment in full of any fine and/or penalty resulting from a standing or parking violation shall constitute a final disposition of that violation.

Sec. 5.11 Riding Outside Vehicles

- a) No Person shall ride upon the fenders, running boards, bumpers, hood, or any other exterior part of any vehicle on District property.
- b) No Person shall cling or attach himself, his vehicle, or any other object, to any other vehicle on District property.

Sec. 5.12 Right-of-Way

- a) Every operator of a vehicle shall yield the right-of-way to a pedestrian at any marked crosswalk, or within any unmarked crosswalk at any intersection on District property.
- b) Every operator of a vehicle shall exercise due care to avoid colliding with pedestrians upon any roadway on District property, shall give warning to any pedestrian in the roadway by sounding the horn when necessary, and shall exercise proper precaution upon observing any child, confused Person, or disabled Person upon a roadway.
- c) Every pedestrian crossing at a roadway on District property at any point other than within a marked crosswalk, or within an unmarked crosswalk at any intersection, shall yield the right of way to vehicles upon the roadway.
- d) Except as otherwise provided herein, the operator of a vehicle approaching an intersection on District property shall yield the right-of-way to a vehicle that has already entered the intersection from a different roadway. When two (2) vehicles approach an unmarked intersection from different roadways at approximately the same time, the operator of the vehicle on the left shall yield the right-of-way to the vehicle on the right.

Sec. 5.13 Snowmobiles

- a) For purposes of this subsection, a “snowmobile” shall be defined as any self-propelled vehicle intended for travel primarily on snow, driven by a track or tracks in contact with the snow, and steered by a ski or skis in contact with the snow.



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b) No Person shall drive, ride, or otherwise operate a snowmobile on District property.

Sec. 5.14 Speed Limit

No Person shall operate, propel or cause to be propelled a vehicle on any road or drive, or in any parking area, at a speed greater than the speed limit posted along the right-of-way or, in the absence of such posted limit, at a speed in excess of ten (10) miles per hour.

Sec. 5.15 Towing

Any unattended vehicle in violation of any provision of these Regulations may be towed at the owner's expense in accordance with the procedures required for towing of vehicles under State law.

Sec. 5.16 Mobility Device Use

Notwithstanding any other provision of this chapter to the contrary, Electronic Personal Assistance Mobility Devices (EPAMDs) and Other Power Driven Mobility Devices, as defined in the Illinois Vehicle Code, may be used by permitted users on District property in accordance with the Vehicle Code and the District's Mobility Device Use Policy, which policy is provided in Appendix A of these Regulations.

Sec. 5.17 Licensed Vehicles

No Person shall operate or cause to be operated in or on District property, any vehicle that is not properly licensed or permitted to be operated on the roads, streets and highways of the State of Illinois except in such cases as authorized by the District, and then only in those areas specified and in accordance with restrictions duly set forth by the District.

Sec. 5.18 Duty of Operator in Accidents

No Person shall leave the scene of a vehicle collision with another vehicle, Person or property occurring on District property, without giving his true name and residence address to the injured Person or any other Person or member of the police requesting same, and in the event no public officer is present, he must immediately report the occurrence to the nearest police station or police headquarters.



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Sec. 5.19 Unauthorized Use of Parking Places Reserved for Handicapped Persons

No Person shall park any motor vehicle that is not properly displaying registration plates, a decal or other device issued to a person with disabilities or a disabled veteran by the secretary of state, in a parking place or adjacent aisle, on District property, that is specifically reserved, by the posting of an official sign, for persons with disabilities and motor vehicles displaying such registration plates, a decal or other device.

No Person with a vehicle shall display or use registration plates, a decal or other device issued to a person with disabilities or a disabled veteran by the secretary of state, if: 1) the Person using such registration plates, a decal or other device is not the authorized holder thereof or is not transporting the authorized holder to or from the parking location; and 2) the Person is using the registration plates, a decal or other device to exercise any privileges granted through such registration plates, a decal or other device under this section.

Sec. 5.20 Emergency Vehicles

For purposes of this section, emergency vehicles shall include all ambulances, fire trucks, police, fire, and ranger cars, and other vehicles used to protect the public health, safety, and welfare.

The provisions of this chapter regulating the movement or parking of vehicles on District property shall not apply to the operator of any emergency vehicle when responding to an emergency call or pursuing an actual or suspected violator of the law. However, such operator shall exercise extreme caution when on or approaching District property including without limitation slowing down as necessary for safety, cautiously proceeding through traffic lights or stop signs, and having the vehicle's warning system signals operating (e.g. siren, lights).

When not responding to an emergency call or in the pursuit of an actual or suspected violator of the law, the operator of an emergency vehicle shall obey the provisions of this section.

Every Person operating a vehicle on District property shall, upon the approach of an emergency vehicle making use of its warning system signals, immediately yield the right-of-way and shall stop, if possible, and pull to the side of the road and remain in such position until the emergency vehicle has passed, unless otherwise directed by a member of the police or a District employee.



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Chapter 6. Permits

Sec. 6.1 Permit Process

- a) For purposes of this section, the term “exercise of First Amendment rights” shall include, without limitation, parades, marches, demonstrations, rallies, religious services, speeches, solicitation of votes, petitions for signatures or contributions, picketing and leafleting.
- b) Permits may be granted upon proper application and approval where the applicable section of these Regulations or any other District ordinance, policy, rule, or regulation requires a Permit in order to engage in a particular use or activity. No Person shall be discriminated against in the granting of Permits because of race, sex, sexual orientation, religion or creed, color, ancestry or national origin.
- c) Every Person requesting a Permit shall complete and file a written application with the Executive Director or his or her designee on forms provided by the District, and shall pay applicable application fees at the District’s administrative offices located at 1450 Forest Gate Road, Oak Brook, IL 60523. The application shall be dated when received and a receipt shall be issued to the applicant.
- d) Unless otherwise provided in another section of these Regulations or other District ordinances, rules, or regulations, all applications for Permits not involving the exercise of First Amendment rights must be received by the District at least twenty-one (21) calendar days prior to the use for which a Permit is sought. Applications for Permits involving the exercise of First Amendment rights must be received by the District at least three (3) working days prior to the event requested.
- e) Except for applications for Permits involving a commercial activity or for the sale or delivery of alcoholic beverages, the District shall issue the requested Permit without unreasonable delay unless:
 - 1) The proposed activity violates these Regulations, or any applicable federal, state, local, and/or other District law, rule, or regulation;
 - 2) A prior application for a Permit for the same date, time, and location has been or will be granted, and the use authorized by that Permit does not reasonably allow multiple occupancy of that particular location by more than one permittee;
 - 3) The proposed use is of such a nature that it cannot reasonably be accommodated in the particular location applied for considering, without limitation, the likelihood of damage to District resources or facilities, damage to an environmentally sensitive or protected area’s ecosystem, impairment of



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a protected area's atmosphere of peace and tranquility, unreasonable interference with District functions, buildings, facilities, operations, programs or activities, unreasonable interference with the use or purpose of the District property applied for, or similar factors;

4) The proposed use would substantially impair the operation or use of facilities or services of District concessionaires or contractors; or

5) The proposed use would so dominate the use of District property as to preclude other Persons from using and enjoying it.

f) If the application is approved, the District shall issue a written Permit to the applicant. If the application is denied, the District shall issue the applicant written reasons for denying the application.

g) If an application is denied on the basis of a scheduling conflict or inappropriateness of the location, duration, or time of the activity, the District will make a reasonable effort to arrange an alternative location, duration, or time that is acceptable to the applicant. If the District denies an application and the applicant is dissatisfied with the reason for such denial, the applicant may appeal the decision to the Board. If the Board rejects the appeal after full review, or if time for full review is not available, the applicant may appeal the decision to the appropriate state or federal court. All other decisions on the issuance of Permits by the District are final.

h) Any Permit granted by the District shall contain lawful prerequisites to the issuance of the Permit and restrictions on the conduct of the Permitted use, including, without limitation: payment of a reasonable fee; general liability insurance coverage; an agreement to fully indemnify and hold the District harmless from any liability or costs resulting from the use; a requirement that the Persons involved in the use observe these Regulations, all federal, state, local, and District laws, ordinances, rules, and regulations; time, duration, and location restrictions; a restoration deposit; a written agreement by the applicant to fully restore any District property soiled or damaged by the use; and, any other reasonable restriction necessary for the efficient and orderly contemporaneous administration of the use and other activities authorized by the Permit, as well as regularly scheduled District uses, functions, programs, and activities.

i) Any Person holding a valid Permit issued by the District for use of District property may use that District property to the exclusion of any other Person except for the District and its employees and authorized agents.



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- j) Subject to the terms of subsection (g) above, the District may make necessary changes or place necessary additional restrictions on any Permit after it has been issued.
- k) Violation of the terms, restrictions and conditions contained in the Permit may result in the suspension or revocation of the Permit.
- l) Unless specifically provided for elsewhere in these Regulations, no Permit shall be issued for a period in excess of seven (7) consecutive calendar days. A Permit may be extended for like periods of time pursuant to a new application, unless another Person has requested use of the same location and use of that location by more than one permittee is not reasonably possible.
- m) For uses involving the exercise of First Amendment rights, the District may waive any application or Permit fees if the applicant demonstrates that the cost of such fees is prohibitive. An applicant must request such a waiver in writing when submitting the Permit application.



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Chapter 7. Offenses Affecting District Functions

Sec. 7.1 Police/Security Force

- a) The Village of Oak Brook Police Department, through an intergovernmental agreement, has the authority to enforce all federal, state, local and District laws, rules, regulations, and ordinances, including these Regulations on District property. Village of Oak Brook police officers shall have the authority to eject from District property, arrest, or issue citations to any Person who violates these Regulations or any applicable federal, state, local, and/or other District laws, rules, regulations or ordinances on District property.
- b) All municipal, county, state and other law enforcement authorities shall also be authorized to enforce these Regulations and all other laws and regulations, including District ordinances, on District property.

Sec. 7.2 Rules to be Obeyed

No Person shall violate or disobey any provision of these Regulations or any other District ordinance, policy, rule or regulation regulating conduct or activities on District property even though the same may not have been posted. No Person shall violate or disobey the direction or instructions contained in any notice or sign posted by the District relating to the use of District property, or the directions or instructions of any member of the Village of Oak Brook Police Department or any employee of the District seeking to enforce compliance with these Regulations, or any applicable federal, state, local and/or other District laws, rules, or regulations.

Sec. 7.3 Parties to Violation of these Regulations

- a) Every Person who commits, attempts to commit, conspires to commit, or aids or abets in the commission of any act in violation of these Regulations or other ordinance, rule or regulation of the District, as a principal, agent, or accessory, shall be guilty of such offense, and every Person who falsely, fraudulently, forcibly or willfully induces, causes, coerces, requires, permits, or directs another to violate any provision of these Regulations is likewise guilty of such offense.
- b) Any Person who is the owner, registered owner, or Person in control of any animal, vehicle or other property of any kind brought, placed, parked or allowed to remain on District property in violation of these Regulations or other District ordinance, rule, or regulation, shall be deemed prima facie responsible for such violation and shall be subject to the penalties provided herein.



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Sec. 7.4 Temporary Dismissal

- a) A Person who violates any of these Regulations or any other law, ordinance or rule that threatens the safety of the District's patrons, staff and/or property, may be issued a "Notice of Temporary Dismissal," meaning that the Person must leave District property immediately and may not enter into any District property for the length of time designated on the "Notice of Temporary Dismissal" which, depending on the seriousness of the violation may be from one (1) to six (6) days. Any such Person issued a "Notice of Temporary Dismissal" who returns to any District property during the dismissal period may be arrested for trespassing.
- b) The officers of the Oak Brook Police Department, the District's Executive Director, and other officers of the District are authorized to issue a "Notice of Temporary Dismissal" and to determine the length of the dismissal period.

Sec. 7.5 Exclusion

- a) A Person who receives three (3) or more citations during any sixty (60)-day period for violation of these Regulations, or any other law, ordinance, or rule while on any District property is subject to "exclusion," meaning that Person must leave the District property immediately and shall not enter into any District property for a time-period ranging from one (1) week to one (1) year. A Person who enters any District property during the period of exclusion may be arrested for trespassing.
- b) The length of the exclusion depends on the number of violations committed previously and on the severity of the violations. Any official of the District or any Oak Brook Police Officer has discretion to decide how long the exclusion should be, within the following guidelines:

Exclusion for up to sixty (60) days:

- Three (3) citations or one (1) temporary dismissal during a sixty (60)-day period before issuance of the current citations; or
- Four (4) citations during the twelve (12)-month period before issuance of the current citation.

Exclusion for up to one hundred eighty (180) days:

- Two (2) or more temporary dismissals during the sixty (60)-day period before issuance of the current citation; or
- Five (5) citations during the twelve (12)-month period before issuance of the current citation.

Exclusion for up to three hundred sixty-five (365) days:

- Three (3) or more temporary dismissals during the sixty (60)-day period before issuance of the current citation; or



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- Six (6) citations during the twelve (12)-month period before issuance of the current citation.

c) Appeal of Notice of Exclusion. Exclusion for longer than seven (7) days may be appealed to the District's Executive Director. Promptly after receipt of a written request for an appeal, the Executive Director will conduct an informal hearing where the Person subject to exclusion and a District representative may present facts, circumstances, evidence and witnesses to support their respective positions and may cross-examine witnesses presented by the other side. After the conclusion of the hearing, the Executive Director shall issue a written determination on the appeal.

Sec. 7.6 General Penalty

a) In all cases where the same offense is made punishable or is created by different clauses or sections of these Regulations, the prosecuting officer may elect under which to proceed, but not more than one recovery shall be had against the same Person for the same offense; provided that the revocation of a license or Permit or a fine imposed in an administrative hearing shall not be considered a recovery or penalty so as to bar any other penalty being enforced.

b) Where an act or omission is prohibited or declared unlawful and no penalty or fine or imprisonment is otherwise provided, the offending Person shall be fined not less than \$100 or more than \$1,000 for each offense. Each day that a violation continues shall be deemed a separate offense. In addition to any fine, the District may revoke the privilege to use all or some of the facilities of the District for such length of time as is determined appropriate by the District in accordance with section 7.4 hereof.

c) Whenever a finding of guilty is entered by a court or a plea of guilty is entered by a defendant, the court may, in addition to any fine imposed, enter an order to pay restitution, with restitution to be in an amount not to exceed actual out-of-pocket expenses or loss proximately caused by the conduct of the defendant. The court shall determine the amount and conditions of payments.

d) All fines, when collected, shall be paid into the treasury of the District.



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Sec. 7.7 Civil Suits

Nothing in this ordinance shall be construed to prevent or preclude the lawful use by the District of civil remedy at law, to correct an abuse or loss suffered by the District as a result of violation of this ordinance or any law of the State.

Sec. 7.8 Non-exclusivity of Penalties

The penalties provided for herein are in addition to and not exclusive of any other remedies available to the District as provided by applicable law.



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Policy: 6.2

Chapter 8. Repeal

All District ordinances, resolutions, policies, rules and regulations or parts thereof in conflict or inconsistent with any of the provisions of these Regulations are hereby repealed.



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Chapter 9. Publication and Effective Date

Sec. 9.1. Publication in Book Form

In lieu of other publications, these Regulations shall be published in book or pamphlet form, and when so published, shall become effective with the same force and effect as if otherwise published. Such book or pamphlet shall be received as conclusive evidence of the passage and legal publication of these Regulations in all courts and other places without further proof of the passage and publication of these Regulations.

Sec. 9.2. Effective Date

These Regulations shall take effect and be in force ten (10) days after the date of its passage, approval, and publication in book or pamphlet form as provided for herein.



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APPENDIX



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3.1 AMERICANS WITH DISABILITIES POLICY

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the Oak Brook Park District will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

Employment: The Oak Brook Park District does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the ADA.

Effective Communications: The Oak Brook Park District will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the Oak Brook Park District's programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

Modifications to Policies and Procedures: The Oak Brook Park District will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in the parks and facilities of the park district, even where pets are generally prohibited.

Anyone who requires auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service or activity of the Oak Brook Park District, should contact the ADA Coordinator/Superintendent of Recreation, at 630-990-4233, as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the Oak Brook Park District to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

The Oak Brook Park District will not place a surcharge on a particular individual with a disability or any group of individuals to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

Complaints that a program, service, or activity of the Oak Brook Park District is not accessible to persons with disabilities should be directed to ADA Coordinator, Oak Brook Park District, 1450 Forest Gate Road, Oak Brook, IL 60523; Phone: 630-990-4233.

Approved by Board of Commissioners: March 17, 2014.

Approved by Board of Commissioners: June 15, 2015

Revised December 27, 2022



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3.2 Grievance Procedure Under the Americans with Disabilities Act

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the Oak Brook Park District ("District"). The District's Personnel Policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available for persons with disabilities with request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

ADA Coordinator/Superintendent of Recreation
Oak Brook Park District
1450 Forest Gate Road
Oak Brook, IL 60523

Within 15 calendar days after receipt of the complaint, the ADA Coordinator or his/her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the ADA Coordinator or his/her designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the Oak Brook Park District and offer options for substantive resolution of the complaint.

If the response by the ADA Coordinator or his/her designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the Executive Director of the Oak Brook Park District or his/her designee.

Within 15 calendar days after receipt of the appeal, the Executive Director or his/her designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Executive Director or his/her designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.



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All written complaints received by the ADA Coordinator, appeals to the Executive Director, and responses from these two offices, will be retained by the Oak Brook Park District for at least three years.

Approved by Board of Commissioners: April 21, 2014

Approved by Board of Commissioners April 15, 2015

Revised April 19, 2021

Revised December 27, 2022



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3.3 Inclusion Procedure

The Oak Brook Park District is committed to implementing the intent and spirit of the Americans with Disabilities Act. We believe in the inclusion of all persons of differing abilities within programs and events. To facilitate opportunities for people with and without disabilities to engage in leisure pursuits together, the Oak Brook Park District provides inclusion support services. To the Oak Brook Park District inclusion means that individuals with disabilities are welcome to participate in the same recreation programs and activities as their non-disabled peers. Reasonable accommodations are provided to enable an individual's successful participation in a program. These services include, but are not limited to; adapted activity equipment and / or supplies, an enhanced staff/participant ratio (two weeks advance notice), accessible transportation when transportation is part of an activity or program (two weeks advance notice), and health services and medication dispensing that do not require medical training.

To ensure the requested accommodation, patrons should notify the specific facility where the program is provided at least two weeks in advance for accommodations and indicate needs on program registration form.

The same minimum requirements which apply to a person without a disability also apply to a person with a disability. These include:

- Meeting the age and registration requirements of the program.
- Following the rules of conduct (with or without reasonable accommodation).
- Voluntary participation: recreation programs and activities are voluntary in nature. Participation will be encouraged and aided, but not forced.
- Level of participation: with or without reasonable accommodations, the participant will engage in scheduled activities for the majority of the program time.
- Ability to use a consistent form of communication to indicate basic needs and follow simple directions.
- Ability to tolerate and function, with assistance, as a member of a larger social group (12 or more people).

Inclusion services do not include the following:

- Provision of a separate area or alternate activities for a significant portion (more than 25%) of the scheduled program.
- Exception to minimum compliance with the program's rules and regulations, with or without accommodations, established for the safety of all program participants and staff.
- Hiring, selection, or guaranteed assignment of a specific staff member.
- Individualized therapy within a program.
- Provision and/or purchase of personal custom devices.



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Where inclusive services are not recommended or minimum requirements are not met non-inclusive recreation services are also available. The Park District utilizes Gateway Special Recreation for non-inclusive programming for its participants in order to provide recreation for all abilities and needs.

Approved by Board of Commissioners: March 17, 2014

Approved by Board of Commissioners: June 15, 2015

Approved by the Board of Commissioners: April 19, 2021



3.4 MOBILITY DEVICE USE POLICY

Purpose:

- A. The Oak Brook Park District (the "District") is a public entity which is subject to the terms and conditions of Title 2 of the Americans with Disabilities Act of 1990, as amended (the "Act").
- B. The District is required by the Act to establish and/or modify policies and procedures to avoid unreasonable discrimination in the provision of public services and benefits against persons with mobility disabilities.
- C. One class of mobility assistance devices is defined as "Other Power-Driven Mobility Devices".
- D. In considering this Mobility Device Use Policy, the Board of Park Commissioners has considered the following factors: (a) the type, size, weight, dimensions, and speed of devices authorized by this Policy; (b) the volume of pedestrian traffic in the District's various indoor and outdoor facilities (which may vary at different times of the day, week, month, or year); (c) the design and operational characteristics of the District's various indoor and outdoor facilities (e.g., whether its service, program, or activity is conducted indoors, its square footage, the density and placement of stationary devices, and the availability of storage for the device, if requested by the user); (d) whether legitimate safety requirements can be established to permit the safe operation of "Other Power-Driven Mobility Devices" in the District's facilities; and (e) whether the use of "Other Power-Driven Mobility Devices" creates a substantial risk of serious harm to the District's patrons' health and welfare, the immediate environment or natural or cultural resources, or poses a conflict with Federal land management laws and regulations.
- E. The corporate authorities desire for this Policy to be read and applied liberally to encourage the use of District facilities by authorized patrons who have mobility disabilities.



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Definitions:

- A. **Direct Threat:** means a significant risk to the health or safety of others that cannot be eliminated by a modification of policies, practices or procedures, or by the provision of auxiliary aids or services.
- B. **Electronic Personal Assistance Mobility Devices (EPAMDs):** A Segway® PT, or a battery-powered mobility device with substantially similar characteristics and functionality;
- C. **Other Power-Driven Mobility Device:** means any mobility device powered by batteries, fuel, or other engines – whether or not designed primarily for use by individuals with mobility disabilities that is used by individuals with mobility disabilities for the purpose of locomotion, but that is not a wheelchair within the meaning of this Policy.
- D. **Qualified Individual with a Disability:** means an individual with a disability who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by a public entity.
- E. **Wheelchair:** means a manually operated or power-driven device designed primarily for use by an individual with a mobility disability for the main purpose of indoor, or of both indoor and outdoor locomotion.

Mobility Assistance Devices:

- A. Use of wheelchairs and manually-powered mobility aids.

The District shall permit individuals with mobility disabilities to use wheelchairs and manually-powered mobility aids, such as walkers, crutches, canes, braces, or other similar devices designed for use by individuals with mobility disabilities in any areas open to pedestrian use.



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B. Use of Other Power-Driven Mobility Devices.

I. Permitted Users.

Only individuals with mobility disabilities may use Other Power-Driven Mobility Devices in areas designated by the Executive Director within District facilities or on District property.

- a. The District shall not ask an individual using a wheelchair or other Power-Driven Mobility Device questions about the nature and extent of the individual's disability.
- b. The District may ask a person using an Other Power-Driven Mobility Device to provide a credible assurance that the mobility device is required because of the person's disability. Credible assurance shall include: a valid, State-issued, disability parking placard or card, or other state-issued proof of disability; or a verbal representation, not contradicted by observable fact, that the Other Power-Driven Mobility Device is being used for a mobility disability. A "valid" disability placard or card is one that is presented by the individual to whom it was issued and is otherwise in compliance with the requirements of the State of issuance for disability placards or cards.

2. Permitted Other Power-Driven Mobility Device.

Only EPAMDs are permitted to be operated in District facilities or on District property. No combustion engine-powered Other Power-Driven Mobility Devices are allowed to be operated in District facilities or on District property.

3. Variances.

The Executive Director may grant a qualified individual with a disability a variance to allow a combustion engine-powered Other Power-Driven Mobility Device, only at an outdoor facility owned and operated by the District, upon a showing that: (a) application of this restriction would cause an undue hardship on the applicant; and (b) emissions from the combustion engine-powered Other Power-Driven Mobility Device will not have a deleterious impact on the health and safety of other District patrons participating in or observing the relevant activity, service or program. Applications for a variance must be received by the Executive Director at least 48 hours in advance of the relevant program, activity or service to which it shall apply, or the first in a series thereof.



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General Safety Regulations:

A. Other Power-Driven Mobility Device:

1. Will be allowed in any area of a facility or park in which the general public is allowed, with the exception of stairways and identified hazardous areas;
2. Must be controlled by the person riding the device;
3. Must be operated in compliance with the following guidelines:
 - a. May not exceed 4 mph in an indoor facility or 6 mph at an outdoor park or facility;
 - b. Shall be driven on the right side of the circulation route;
 - c. The total combined height of the EPAMD and the operator may not exceed the height of the lowest immovable building element or park feature located in the area such device is to be operated;
 - d. May not carry another person on the frame, or any object on the frame that may make the EPAMD less stable;
 - e. May not be driven into wet or ecologically sensitive areas which are posted as prohibited areas by the District; and may not be operated in a dangerous or reckless manner that jeopardizes the safety of the operator, District employees, or District participants.

B. Notwithstanding the general safety regulations described above, the Executive Director shall have authority to direct a qualified individual with a disability on the safe operation of a permitted Other Power-Driven Mobility Device in light of the existing conditions at the facility where such individual seeks to operate the device and actual perceived risks related thereto; provided, however, that such directions shall not be based merely on speculation, stereotypes, or generalizations about individuals with disabilities. In giving direction on the safe operation of a permitted Other Power-Driven Mobility Device, the Executive Director may consider the then existing uses at the facility, the volume of pedestrian traffic, the prevailing environmental conditions, the density and placement of stationary devices and the individual's experience with the operation of such device.



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C. This Policy does not require the District to permit an individual to participate in or benefit from the services, programs, or activities of the District when that individual poses a direct threat to the health or safety of others. The Executive Director has authority to prohibit an individual from participating in or benefiting from the services, programs, or activities of the District when that individual poses a direct threat to the health or safety of others. In determining whether an individual poses a direct threat to the health or safety of others, the Executive Director must make an individualized assessment, based on reasonable judgment that relies on current medical knowledge or on the best available objective evidence, to ascertain the nature, duration, and severity of the risk; the probability that the potential injury will actually occur; and whether reasonable modifications of policies, practices, or procedures or the provision of auxiliary aids or services will mitigate the risk.

District Not Obligated to Provide Personal Devices and Services:

This Policy does not require the District to provide to individuals with disabilities personal devices, such as wheelchairs or permitted Other Power-Driven Mobility Devices.

Notice:

The District shall make available to applicants, participants, beneficiaries, and other interested persons information regarding the provisions of this Policy and its applicability to the services, programs, or activities of the District in a manner designed to apprise such persons of the protections against discrimination assured them by the Act and this Policy.

No Liability to District:

- A. The District accepts no responsibility for storage of any mobility device.
- B. The District accepts no liability for damage to any mobility device, or injury to the operator, whether caused by the operator, another visitor to a District facility or site, the physical conditions of the District facility or site, or any other circumstance.
- C. The District accepts no liability for damage caused by the operator of the device, or injury to others caused by the operator of the device.
- D. The District accepts no liability for any injuries or property damage, to either the operator or others, resulting from the District's failure to enforce this Policy or to supervise the operator of an Other Power-Driven Mobility Device.



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Policy: 3.4

Amendments to this Policy:

The District reserves the right to change, modify, or amend this Policy at any time.

Approved by Board of Commissioners: March 17, 2014

Approved by Board of Commissioners: June 15, 2015



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3.5 SERVICE ANIMAL POLICY

Purpose:

- A. The Oak Brook Park District (the "District") is a public entity which is subject to the terms and conditions of Title 2 of the Americans with Disabilities Act of 1990, as amended (the "ADA") and Section 504 of the Rehabilitation Act ("Section 504").
- B. The District is required by the ADA and Section 504 to establish and/or modify policies and procedures to avoid unreasonable discrimination in the provision of public services and benefits against persons with disabilities.
- C. The District desires to establish this policy with regard to the use of service animals by persons with disabilities who are registered participants in District programs or authorized users of the District's parks or facilities, by District employees with disabilities, and by visitors with disabilities in the District's parks and facilities.
- D. The corporate authorities desire for this policy to be read liberally to ensure that participants and authorized users, employees, and visitors with disabilities who have service animals can participate in and benefit from the District's services, programs, and activities, and to ensure that the District does not discriminate on the basis of disability as defined in Titles 1 and 2 of the ADA.

Primary District Contacts:

- A. Participants and authorized users may request to have a service animal accompany them in parks and facilities where they are authorized users as a reasonable accommodation. Persons with disabilities are invited to contact the District's ADA Coordinator/Superintendent of Recreation, 630-990-4233.
- B. Employees may request to have a service animal as a workplace accommodation. Please contact the Human Resource Manager for information regarding this process.
- C. Visitors may be accompanied by a service animal when observing programs and activities, or enjoying the District's parks and facilities, without making a request for a reasonable modification. Persons with disabilities are invited to contact the ADA Coordinator/Superintendent of Recreation, 630-990-4233, with any questions about this policy.



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Definitions:

- A. **Service Animal:** A **dog** or a **miniature horse** that has been individually trained to perform tasks for the benefit of a person with a disability. Exceptions may be made by the District on a case-by-case basis in accordance with the law. Tasks may include, but are not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing to sounds, pulling a wheelchair, or retrieving dropped items. Dogs or miniature horses that are not trained to perform tasks that mitigate the effects of a disability, including dogs or miniature horses that are used purely for emotional support, are not considered service animals and are not allowed at the District's facilities and premises, unless otherwise specifically permitted.
- B. **Partner/Handler:** A person with a disability who uses a service animal as a reasonable accommodation, or a trainer.
- C. **Team:** A partner/handler and a service animal. The two work as a cohesive team in accomplishing the tasks of daily living.
- D. **Trainee:** A dog or a miniature horse being trained to become a service animal has the same rights as a fully trained service animal when accompanied by a partner/handler and identified as such.

General Rules Regarding Service Animals:

As a general rule, the District will modify policies, practices, and procedures, as needed, to accommodate the use of a service animal by an individual with a disability.

Restrictions/Areas of Safety:

The District may impose such restrictions on service animals as it deems necessary for safety reasons. Restrictions will be considered on a case-by-case basis to determine if the animal poses a danger to others at the District's sites or could be in danger itself, and to determine if other reasonable accommodations can be provided to assure that the individual enjoys access to the District's premises, facilities, services or programs. Questions about restrictions on service animals should be directed to the contacts identified in this Policy.

Responsibilities of Partner/Handler:

A Partner/Handler is responsible for the following:

- A. Responding truthfully to the limited and appropriate inquiries that may be made by employees regarding the service animal.



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- B. Ensuring that the animal meets any local licensing requirements, including maintenance of required immunizations for that type of animal.
- C. Ensuring that the animal is wearing a license and/or tag at all times.
- D. Ensuring that the animal is in a harness or on a leash or tether at all times. Exceptions may be considered individually.
- E. Ensuring that the animal is under control and behaves properly at all times. The supervision of the animal is solely the responsibility of its partner/handler. If the animal's behavior becomes a hygiene problem, or the animal acts in a threatening manner, the District may require the partner/handler to remove the service animal from the site.
- F. Ensuring that all local ordinances or other laws regarding cleaning up after the animal urinates and/or defecates are strictly adhered to. Individuals with disabilities who physically cannot clean up after their own animals are not required to clean or pick up and dispose of urine and/or feces; however, these individuals should use marked service animal toileting areas where provided.
- G. Ensuring that the animal is kept in good health. If the service animal becomes ill, the partner/handler must remove it from the area. If such action does not occur, the District's staff may require it to leave.

District's Remedies if Partner/Handler Does Not Meet Responsibilities:

- A. The District may exclude a service animal from all parts of its property if a partner/handler fails to comply with these restrictions, and in failing to do so, fundamentally alters the nature of programs, services, or activity offered by the District.
- B. The District may exclude a service animal from all parts of its property if a partner/handler fails to control the behavior of a service animal and it poses a threat to the health or safety of others.

Requirements for the District's Employees, Participants and Authorized Users, and Visitors

Members of the District's staff, participants and authorized users, and visitors at the District's sites, are responsible for the following, and the District may take disciplinary action against any individual who fails to abide by these guidelines:

- A. To allow service animals to accompany the partner/handler at all times and anywhere at a site.
- B. To refrain from distracting a service animal in any way, including, but not limited to, petting, feeding, or interacting with the animal without the partner/handler's invitation to do so.



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- C. To refrain from separating a partner/handler from a service animal.

Temporary Exclusion of Service Animals:

A participant or authorized user, employee, or visitor may report a concern regarding a service animal to the District's ADA Coordinator or other supervisory staff, and the District may take appropriate action as follows:

A. Temporary Exclusion of a Service Animal Used by a Participant or Visitor:

1. In response to an immediate concern, authorized District staff may determine that a service animal must be temporarily removed from parks, sites, or facilities. The employee authorized to make such decisions at that site, park, or facility shall notify the participant or visitor of this decision and that the incident will be reported immediately to the District's ADA Coordinator. The employee shall then report the incident to the ADA Coordinator.
2. The ADA Coordinator (or designee) will investigate all reported concerns and incidents where service animals have been temporarily removed from sites, parks, and facilities. The ADA Coordinator (or designee) will consult with appropriate Department personnel and determine whether or not the animal should be excluded from sites, parks, and facilities for an extended period of time, permanently or for particular services, programs or activities due to the increased risk of harm or injury to the partner/handler, the service animal or other participants. The ADA Coordinator (or designee) will notify the participant, authorized user, or visitor of his or her decision. All decisions will be made on a case-by-case basis given the particular prevailing circumstances.
3. If it is appropriate for the service animal to be excluded from sites, parks, or facilities permanently, the ADA Coordinator (or designee) will work with other Department staff to attempt to provide an alternative reasonable accommodation in place of the service animal, to allow the participant, authorized user, or visitor to use the site, park or facility.
4. A participant, authorized user, or visitor who does not agree with the decision regarding removal from the premises may file an accessibility complaint. The District's ADA Complaint process is at www.obparks.org.

B. Temporary Exclusion of an Employee's Service Animal:

1. In response to an immediate concern, the District may determine that a service animal must be temporarily removed from sites, parks, or facilities. The Director (or designee) shall notify the employee of this decision and that the incident will be reported immediately to the



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District's ADA Coordinator. The Director (or designee) shall then report the incident to the District's ADA Coordinator.

2. The ADA Coordinator will investigate all reported concerns and cases where service animals have been temporarily removed from sites, parks, and facilities. The ADA Coordinator will consult with appropriate staff and determine whether or not the animal should be excluded for an extended period of time, permanently or for particular services, programs or activities due to the increased risk of harm or injury to the partner/handler, the service animal or other participants. The ADA Coordinator shall notify the employee of his or her decision. All decisions will be made on a case-by-case basis given the particular prevailing circumstances.
3. If it is appropriate for the animal to be excluded from sites, parks, and facilities permanently, the ADA Coordinator will attempt to ensure that the employee receives an appropriate accommodation in place of the use of a service animal.
4. An employee who does not agree with the resolution may file an appeal or formal complaint following the District's ADA Process.

Conflicting Disabilities:

Individuals with medical issues (such as respiratory diseases) who are affected by animals should contact the ADA Coordinator if they have a concern about exposure to a service animal. The individual will be asked to provide medical documentation that identifies a disability and the need for an accommodation. The appropriate District staff will facilitate a process to resolve the conflict that considers the needs and conditions of all persons involved.

Clarifying an Animal's Status:

It may not be easy to discern whether or not an animal is a service animal by observing the animal's harness, cape, or backpack, or to discern the nature of the partner/handler's disability. Therefore, it may be appropriate for designated District staff to ask (1) whether the animal is required because of a disability, and (2) what work or task the animal has been trained to perform.

No Liability to District:

- A. The District accepts no responsibility for care of service animals.
- B. The District accepts no liability for injury to any service animal, or injury to the partner/handler, whether caused by the animal, its partner/handler, another visitor to a District facility or site, the physical conditions of the District facility or site, or any other circumstance.



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- C. The District accepts no liability for damage or injury to others caused by a service animal.
- D. The District accepts no liability for any injuries or property damage, to the service animal, its partner/handler, or others, resulting from the District's failure to enforce this policy or to supervise a service animal.

Amendments to this Policy:

The District reserves the right to change, modify, or amend this policy at any time, but only by approval of such a change, modification or amendment by the Board of Park Commissioners.

Approved by Board of Commissioners March 17, 2014
Approved by Board of Commissioners: June 15, 2015
Revised: April 19, 2021
Revised: December 27, 2022