



**AGENDA
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS**

April 20, 2020 – 6:30 p.m.

Canterberry Room

Please Note: Due to the shut-down of all Park District facilities in response to COVID-19, the Oak Brook Park District will be using Zoom conferencing for the Public Hearing and Regular Meeting (“Meeting”) of the Oak Brook Park District Board of Park Commissioners. The Meeting will be held by video conference as permitted by the Gubernatorial Disaster Proclamation in Response to COVID-19 (COVID-19 Executive Order 5) exempting the requirement of the Open Meetings Act for the physical presence of the Commissioners at the meeting and permitting Commissioner attendance by video, audio, or telephone access.

Public participation instructions:

- **Computer Access: Join the Zoom Meeting:** <https://zoom.us/j/997446882> Meeting ID: 997 446 882
- **Phone access: Audio Participation for Chicago Region: Dial 1 312 626 6799** Meeting ID: 997 446 882
- **Android phones & tablets, iPad, iPhone: Download the “Zoom Cloud Meeting”** app through the Google Play Store or Apple App Store. Open the app on your device. Meeting ID: 997 446 882
- **Important:** As you install the Zoom software, it will prompt you to enter your name. **Please be sure to use your legal name.** Plan to join the meeting at least 5-10 minutes before the start of the meeting.
- **Everyone is automatically muted.** If you wish to speak during “Open Forum” use the “Chat” function to type a message to the host indicating you would like to speak. You will then be unmuted to speak. Comments for Open Forum may also be emailed to lkosey@obparks.org by 2:30 p.m. on 4/20/20 to be read at the meeting by staff.
- You can use the following link to view a tutorial on how to connect with your computer:
https://www.youtube.com/watch?v=hIkCmbvAHQQ&list=PLKpRxBfeD1kEM_I1Ild3N_XI77fKDzSXe&index=2
- In accordance with the provisions of the Americans with Disabilities Act, any individual who is in need of a reasonable accommodation in order to participate in or benefit from attendance at a public meeting of the Oak Brook Park District Board of Commissioners should contact Laure Kosey, Executive Director at 630-645-9535.

1. **PUBLIC HEARING- FOR THE PROPOSED BUDGET AND APPROPRIATION ORDINANCE FOR FISCAL YEAR MAY 1, 2020 – APRIL 30, 2021** (*Notice of the Public Hearing was published in the Doings-Oak Brook Newspaper – April 9, 2020*)
 - a. Call to Order and Roll Call
 - b. Public Hearing for the Proposed Budget and Appropriation Ordinance for Fiscal Year May 1, 2020 – April 30, 2021
 - c. Adjournment of Public Hearing
2. **CALL TO ORDER THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS AND ROLL CALL**

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

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3. OPEN FORUM
4. CONSENT AGENDA
 - a. APPROVAL OF APRIL 20, 2020 AGENDA
 - b. APPROVAL OF MINUTES
 - i. March 12, 2020 Special Meeting Minutes
 - ii. March 16, 2020 Regular Meeting Minutes
 - iii. March 25, 2020 Special Meeting Minutes
 - c. APPROVAL OF FINANCIAL STATEMENT ENDING MARCH 31, 2020
 - i. Approval of Warrant No. 634
5. COMMUNICATIONS/PROCLAMATIONS
 - a. Board of Commissioners to share communications
6. STAFF RECOGNITION
 - a. None
7. REPORTS:
 - a. Administrative, IT, and Marketing Report
 - b. Finance & Human Resources Report
 - c. Recreation & Facilities Report
 - d. Parks & Planning Report
8. UNFINISHED BUSINESS
 - a. Ordinance 20-0420: An Ordinance Setting Forth the Budget and Making Appropriations of Sums of Money for all of the Necessary Expenditures of the Oak Brook Park District of Cook and DuPage Counties, Illinois, for the Corporate Purpose for the Fiscal Year Beginning May 1, 2020 and Ending April 30, 2021
 - b. Renewal of the Intergovernmental Agreement Dated January 18, 2016, By and Between the Board of Education of Butler School District #53 and the Oak Brook Park District for a Before and After School Program at Brook Forest Elementary School for School Year 2020-2021

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UNFINISHED BUSINESS – CONTINUED:

- c. Ordinance 20-0421: Supplemental Appropriation Ordinance of the Oak Brook Park District for the Fiscal Year Beginning May 1, 2019 and ending April 30, 2020
- d. Ordinance 20-0422: An Ordinance for Transferring Anticipated Unexpended Funds from Certain Appropriation Items to Other Items of Appropriation
- e. Central Park North Project Bid
- f. 2020 Amendment to the Oak Brook Park District Executive Director Employment Agreement

9. NEW BUSINESS

- a. New Administrative Policy: Section 5.7 Personal Training
- b. Staffing from May 1, 2020 – May 31, 2020 for Full Time Employees and Certified Professional Instructors (***)Requires Waiving the Board Rules to Approve at this Meeting.)
- c. Staffing from May 1, 2020 – May 31, 2020 for Part Time Employees (***)Requires Waiving the Board Rules to Approve at this Meeting.)
- d. Resolution 20-0423: A Resolution to Allow IMRF Benefit Protection Leave (***)Requires Waiving the Board Rules to Approve at this Meeting.)

10. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON MAY 18, 2020

11. ADJOURNMENT

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1. **PUBLIC HEARING- FOR THE PROPOSED BUDGET AND APPROPRIATION ORDINANCE FOR FISCAL YEAR MAY 1, 2020 – APRIL 30, 2021** (*Notice of the Public Hearing was published in the Doings-Oak Brook Newspaper – April 9, 2020*)
- a. **Call to Order and Roll Call** [*Call to Order the Public Hearing for the Proposed Budget and Appropriation Ordinance for Fiscal Year May 1, 2020 – April 30, 2021 and ask the Recording Secretary to conduct the Roll Call.*]

Continued on next page.

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PUBLIC HEARING - CONTINUED

- b. Public Hearing for the Proposed Budget and Appropriation Ordinance for Fiscal Year May 1, 2020 – April 30, 2021 *[President Knitter Announce: "In accordance with state statute, notice of today's public hearing was published in The Doings Oak Brook Elmhurst newspaper on Thursday April 9, 2020. A copy of our proposed budget and related budget ordinance has been available for public inspection in hard copy form the Park District's Administration Office as well as in electronic form on our website for at least 30 days prior to today's hearing."]*

Then ask whether there are any public comments on the Proposed Budget and Appropriation Ordinance. If necessary, the President may advise speakers to observe the rules set forth in Section 1.1VII B of the Rules of the Board of Park Commissioners.

Once all Public Comments have been received, the President asks the Board if there are any Commissioners that may wish to comment on the Budget or Ordinance. When all comments have been received, the President shall request a motion to Adjourn the Public Hearing.]

- c. Adjournment of Public Hearing *[Ask for Motion (and Second) to Adjourn the Public Hearing. **Voice vote -- "All in favor..."**]*
2. **CALL TO ORDER THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS AND ROLL CALL** *[Call to Order the Regular Meeting of the Oak Brook Park District Board of Commissioners and ask the Recording Secretary to conduct the Roll Call.]*
3. **OPEN FORUM** *[Ask whether there are any Public Comments under "Open Forum." If necessary, the President may advise speakers to observe the rules set forth in Section 1.1VII B of the Rules of the Board of Park Commissioners.]*

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4. CONSENT AGENDA *[Request a Motion (and Second) to approve taking a Single Omnibus Vote on the Consent Agenda, as Presented. Roll Call Vote—VOTE MUST BE UNANIMOUS.]*
[Then Ask for a Motion (and Second) to Approve the Consent Agenda, as Presented. Roll Call Vote...]
 - a. APPROVAL OF APRIL 20, 2020 AGENDA
 - b. APPROVAL OF MINUTES
 - i. March 12, 2020 Special Meeting Minutes
 - ii. March 16, 2020 Regular Meeting Minutes
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 - c. APPROVAL OF FINANCIAL STATEMENT ENDING MARCH 31, 2020
 - i. Approval of Warrant No. 634
5. COMMUNICATIONS/PROCLAMATIONS *[Discussion Only]*
 - a. Board of Commissioners to share communications
6. STAFF RECOGNITION
 - a. None
7. REPORTS: [Discussion Only]
 - a. Administrative, IT, and Marketing Report
 - b. Finance & Human Resources Report
 - c. Recreation & Facilities Report
 - d. Parks & Planning Report

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- a. Ordinance 20-0420: An Ordinance Setting Forth the Budget and Making Appropriations of Sums of Money for all of the Necessary Expenditures of the Oak Brook Park District of Cook and DuPage Counties, Illinois, for the Corporate Purpose for the Fiscal Year Beginning May 1, 2020 and Ending April 30, 2021 *[Request a motion and a second to approve Ordinance 20-0420: An Ordinance Setting Forth the Budget and Making Appropriations of Sums of Money for all of the Necessary Expenditures of the Oak Brook Park District of Cook and DuPage Counties, Illinois for the Corporate Purpose for the Fiscal Year Beginning May 1, 2020 and Ending April 30, 2021. **Roll Call Vote...**]*
- b. Renewal of the Intergovernmental Agreement Dated January 18, 2016, By and Between the Board of Education of Butler School District #53 and the Oak Brook Park District for a Before and After School Program at Brook Forest Elementary School for School Year 2020-2021 *[Request a motion and a second to approve the Renewal of the Intergovernmental Agreement Dated January 18, 2016, By and Between the Board of Education of Butler School District # 53 and the Oak Brook Park District for a Before and After School Program at Brook Forest Elementary School for School Year 2020-2021. **Roll Call Vote...**]*
- c. Ordinance 20-0421: Supplemental Appropriation Ordinance of the Oak Brook Park District for the Fiscal Year Beginning May 1, 2019 and ending April 30, 2020 *[Request a motion and a second to approve Ordinance 20-0421: Supplemental Appropriation Ordinance of the Oak Brook Park District for Fiscal Year Beginning May 1, 2019 and ending April 30, 2020. **Roll Call Vote...**]*
- d. Ordinance 20-0422: An Ordinance for Transferring Anticipated Unexpended Funds from Certain Appropriation Items to Other Items of Appropriation *[Request a motion and a second to approve Ordinance 20-0422: An Ordinance for Transferring Anticipated Unexpended Funds from Certain Appropriation Items to Other Items of Appropriation. **Roll Call Vote...**]*
- e. Central Park North Project Bid *[Request a motion and a second to accept the base bid from Integral Construction, Inc. in the amount of \$1,643,200.00, to reject the bid submittal for the Alternate 1 and Alternate 2 bids, and to approve an agreement between the Park District and Integral Construction, Inc. for a total cost not-to-exceed \$1,643,200.00 **Roll Call Vote...**]*
- f. 2020 Amendment to the Oak Brook Park District Executive Director Employment Agreement *[Request a motion and a second to approve the 2020 Amendment to the Oak Brook Park District Executive Director Employment Agreement. **Roll Call Vote...**]*

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9. **NEW BUSINESS**

- a. New Administrative Policy: Section 5.7 Personal Training *[Fore Review and Discussion Only]*
- b. Staffing from May 1, 2020 – May 31, 2020 for Full Time Employees and Certified Professional Instructors (***)Requires Waiving the Board Rules to Approve at this Meeting.) *[Request a motion and a second to waive the Board Rules to Approve at this Meeting the Staffing from May 1, 2020 – May 31, 2020 for Full Time Employees and Certified Professional Instructors. Roll Call Vote. Then request a motion and a second to Approve the Staffing from May 1, 2020 – May 31, 2020 for Full Time Employees and Certified Professional Instructors. Roll Call Vote...]*
- c. Staffing from May 1, 2020 – May 31, 2020 for Part Time Employees (***)Requires Waiving the Board Rules to Approve at this Meeting.) *[Request a motion and a second to waive the Board Rules to Approve at this Meeting the Staffing from May 1, 2020 – May 31, 2020 for Part Time Employees. Roll Call Vote... Then request a motion and a second to Approve the Staffing from May 1, 2020 – May 31, 2020 for Pat Time Employees. Roll Call Vote...]*
- d. Resolution 20-0423: A Resolution to Allow IMRF Benefit Protection Leave (***)Requires Waiving the Board Rules to Approve at this Meeting.) *[Request a motion and a second to Waive the Board Rules to Approve at this Meeting, Resolution 20-0423: A Resolution to Allow IMRF Benefit Protection Leave. Roll Call Vote... Then request a motion and a second to Approve Resolution 20-0423: A Resolution to Allow IMRF Benefit Protection Leave. Roll Call Vote...]*

10. **THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON MAY 18, 2020** *[Announce the Next Regular Meeting of the Oak Brook Park District Board of Park Commissioners will be held on May 18, 2020.]*

11. **ADJOURNMENT** *[Request a motion and a second to adjourn the April 20, 2020 Regular Meeting of the Oak Brook Park District Board of Commissioners. Voice Vote, All in Favor...]*

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Legal Notices

**LEGAL NOTICE
NOTICE OF PUBLIC HEARING
FOR THE PROPOSED BUDGET
AND APPROPRIATIONS
ORDINANCE**

NOTICE IS HEREBY GIVEN THAT THE Board of Commissioners of the Oak Brook Park District, DuPage and Cook Counties, Illinois, will conduct a public hearing remotely using Zoom conferencing regarding the proposed Budget and appropriations ordinance for the fiscal year commencing May 1, 2020 and ending April 30, 2021, on Monday, April 20, 2020, at 6:30 P.M., during the Regular Meeting of the Board of Commissioners at which time the proposed Budget and Appropriation Ordinance will be adopted.

Due to the shut-down of all Park District facilities in response to COVID-19, the Oak Brook Park District will be using Zoom conferencing for the Public Hearing and the Regular Meeting of the Oak Brook Park District Board of Commissioners on Monday, April 20, 2020, at 6:30 p.m. The public is invited to attend the Public Hearing and regular Board Meeting and instructions are provided below.

Public participation instructions:
Computer Access: Join the Zoom Meeting: <https://zoom.us/j/997446882>

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• Phone access: Auto Participation for Chicago Area: Dial 1 312 626 6799 Meeting ID: 997 446 882
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The proposed ordinance is available for public inspection as a PDF document on the Park District's website <http://www.obparks.org/news/public-notice-proposed-budget-and-appropriation-ordinance>.

Laure L. Kosey, Board Secretary
Oak Brook Park District
4/9/2020 6646962

Probate

**STATE OF ILLINOIS
COUNTY OF DUPAGE
IN THE CIRCUIT COURT OF
THE EIGHTEENTH JUDICIAL
CIRCUIT**

CASE NUMBER 2020 P 000269
ESTATE OF
JOHN SKEELLES LEE,
deceased
Notice is given of the death of JOHN SKEELLES LEE whose address was 252 Churchill Place, Clarendon Hills, IL 60514. Letters of Office were issued on 03/17/2020 to TRUSTEN P. LEE III Address 8119 E. Lake Shore Drive, Rockville, IN 47872 as:

INDEPENDENT ADMINISTRATOR whose attorney is Allan C. Alongi, Law Offices of Allan C. Alongi, 3 Golf Avenue, Clarendon Hills, IL 60514
The estate will be administered without Court Supervision, unless under section 26-4 of the Probate Act of 1975 (755 ILCS 5/26-4) any interested person terminates independent administration at any time by mailing or delivering a petition to terminate to the Circuit Court Clerk. Claims against the estate may be filed in the Office of CHRIS KACHIROUBAS, Circuit Court Clerk, 505 N. County Farm Road, Wheaton, Illinois, or with the representative of both on or before, 09/26/2020, any claim not filed within that period is barred. Copies of a claim filed with the Circuit Court Clerk must be mailed or delivered to the representative and to the attorney, if any, within ten (10) days after it has been filed with the Circuit Clerk.

Name: ALLAN C. ALONGI
DuPage Attorney No.: 13865
Attorney For: Independent Administrator
Address: 3 Gold Avenue
City/State/Zip: Clarendon Hills, IL 60514
Telephone: (630) 920-0300
03/26, 04/02, 04/09/20 66400225

AUTOMOTIVE

Cars/Wheels

Cadillac Deville Sedan 2003
excellent condition Pearl White,
114k miles \$3900 630-819-9258

**APARTMENT FOR
RENT?**

The search begins here! Many apartment and home hunters check the Classifieds before looking for a new place to live. Advertise your rental units with us to get a jump on the competition! Call 866-399-0537 or visit placeand.tribunesuburbs.com

Storage - Legal

**1-800-Pack-Rat Zippy Shell
(IL-Mt. Prospect-5506)
1751 S. Linneman Rd.
Mt. Prospect, IL 60056
877-774-1537
Notice of Sale**

Tenant:	Unit #
Ainsworth & Lenworth Rose,	D50196
Arner Aciz	ZM2630
BRUNBAUGH, KIRK	35649T
Goulet, Rodney	ZM2766
Grant, Hary	705007
Grimley, John	701789
Hieduque, Andrew	801829
Hieduque, Andrew	802694
Hincaple, Luzelena	ZM3853
Humphries, Tamiesha	D10203
Johnson, Conrad	D11020
Ruise, Deborah	805287
Smiley, Audrey	802792
Vaughn, Michael	802077
Louise Stornio	703018
Valerie Johnson	860242
Wanda Smith	D05448
Dasha Thompson	D05892

1-800-Pack-Rat Zippy Shell (IL-Mt. Prospect-5506), 1751 S. Linneman Rd., Mt. Prospect, IL 60056, has possession lien on all of the goods stored in the units above. All these items of personal property are being sold pursuant to the assertion of the lien on 4/20/2020 at 10:00 AM in order to collect the amounts due from you. The sale will take place on www.Acceleratedlisting.com from 4/20/2020 at 6:00p.m. 4/02, 4/09/2020 6641763

**APARTMENT FOR
RENT?**

The search begins here! Many apartment and home hunters check the Classifieds before looking for a new place to live. Advertise your rental units with us to get a jump on the competition! Call 866-399-0537 or visit placeand.tribunesuburbs.com

**BUSINESS OWNERS
Advertise with us!**

The Classifieds can showcase your business and services! Advertise your cleaning service, mortgage company or daycare with us today! Call 866-399-0537 or visit us online at placeand.tribunesuburbs.com

Public Notices

PUBLIC NOTICE

VILLAGE OF FRANKLIN PARK, COOK COUNTY, ILLINOIS
PLEASE TAKE NOTICE that the Village of Franklin Park (the "Village") adopted Ordinance No. 1920-G-75, a copy of which is printed below. A copy of the Purchase and Sale Agreement for the Acquisition of 3019 Rose Street between the Cook County Land Bank Authority and Village is available in the office of the Village Clerk, Village Hall, Village of Franklin Park, 9500 West Belmont Avenue, Franklin Park, Illinois 60131 or at www.villageoffranklinpark.com. In the event of questions, please contact Nicholas Walny, Senior Planner, 9500 West Belmont Avenue, Franklin Park, Illinois, or at (847) 671-4800 or nwalny@vofp.com.

ORDINANCE NUMBER 1920-G-75

ORDINANCE OF THE VILLAGE OF FRANKLIN PARK, COOK COUNTY, ILLINOIS AUTHORIZING AND APPROVING A PURCHASE AND SALE AGREEMENT FOR THE ACQUISITION OF 3019 ROSE STREET, FRANKLIN PARK, ILLINOIS

WHEREAS, the Village of Franklin Park, Cook County, Illinois (the "Village") is a duly organized and existing municipal corporation created under the provisions of the laws of the State of Illinois and under the provisions of the Illinois Municipal Code, as from time to time supplemented and amended, and

WHEREAS, the President and Board of Trustees of the Village of Franklin Park (the "Corporate Authorities") have determined it necessary and advisable to acquire the property identified by permanent index numbers (PINS) 12-27-106-015-0000, 12-27-106-016-0000; 12-27-106-017-0000, 12-27-106-018-0000 and 12-27-106-019-0000, commonly known as 3019 Rose Street, Franklin Park, Illinois 60131 and legally described on Exhibit A (the "Property"); and

WHEREAS, the Village intends to enter into a Purchase and Sale Agreement by and between the Cook County Land Bank Authority and the Village of Franklin Park, a copy of which is attached hereto and made a part hereof, as Exhibit A (the "Agreement") setting forth the terms and conditions of the conveyance of the Property to the Village; and

WHEREAS, the Corporate Authorities find that it is in the best interest of the health, safety and welfare of the residents of the Village to acquire the Property for the benefit and use of the residents of the Village; and

WHEREAS, the Corporate Authorities further find that it is in the public interest to enter into the Agreement in order to eliminate ongoing nuisances and blighted conditions at the Property as well as provide additional parking opportunities within the surrounding area and support development efforts in the adjacent downtown district. NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Franklin Park, Cook County, Illinois, as follows:

Section 1. That the above recitals and legislative findings are found to be true and correct and are hereby incorporated herein and made a part hereof, as if fully set forth in their entirety.

Section 2. The Agreement, a copy of which is attached hereto and made a part hereof as Exhibit A, is hereby approved, with such necessary changes as may be authorized by the Village President, with said changes and revisions therein contained being approved by the Corporate Authorities upon the execution and delivery of the Agreement by the Village President.

Section 3. The officials, officers, employees, engineers and attorneys of the Village are hereby authorized to undertake actions on the part of the Village as contained in this Ordinance and the Agreement to complete satisfaction of the provisions, terms or conditions stated therein and the Village Attorney and Village Comptroller are hereby further specifically authorized to undertake all necessary financial expenditures to complete the acquisition of the Property and satisfy the provisions, terms or conditions required in the Agreement.

Section 4. The President and Village Clerk are hereby authorized to undertake all necessary actions and execute any documents required to complete the conveyance of the Property to the Village.

Section 5. The Village Clerk is hereby authorized and directed to publish at least twice, a copy of this Ordinance within thirty (30) days after its passage in a newspaper published in the Village and to make available a copy of this Ordinance and the Agreement available for public inspection by any interested party.

Section 6. If any section, paragraph, clause or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any other provision of this Ordinance.

Section 7. All ordinances, resolutions, motions or orders in conflict with this Ordinance are hereby repealed to the extent of such conflict.

Section 8. This Ordinance shall be in full force and effect upon its passage, approval and publication as provided by law.

ADOPTED by the President and Board of Trustees of the Village of Franklin Park, Cook County, Illinois this 16th day of March 2020, pursuant to a roll call vote, as follows:

AYES: Avitia, Hagerstrom, Johnson, Special, Ybarra
NAVS:
ABSENT: Ruhf
APPROVED by the President of the Village of Franklin Park, Cook County, Illinois on this 16th day of March 2020.
APPROVED:
/s/ Barrett F. Pedersen
Barrett F. Pedersen, Village President
ATTEST:
/s/ Roberta Johnson
Roberta Johnson, Village Clerk
4/02, 4/09/2020 6643106

**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

**MINUTES OF THE
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
March 16, 2020 – 6:30 p.m.**

Village Hall Upper Level Conference Room

1. CALL TO ORDER THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS AND ROLL CALL

President Knitter called the Regular Meeting of the Oak Brook Park District to order at 6:30 p.m. Commissioners Truedson, Suleiman, Trombetta, Tan, and President Knitter answered, “present”. Also present were Laure Kosey, Executive Director

2. CONSENT AGENDA

- a. APPROVAL OF MARCH 16, 2020 AGENDA
- b. APPROVAL OF MINUTES
 - i. February 17, 2020 Regular Meeting Minutes
 - ii. February 17, 2020 Special Meeting Minutes
- c. APPROVAL OF FINANCIAL STATEMENT ENDING FEBRUARY 29, 2020
- d. Approval of Warrant No. 633

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan, to approve taking a single omnibus vote on the Consent Agenda, as presented.

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

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

Nays: None

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan, to approve the consent agenda, as presented.

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

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

Nays: None

3. COMMUNICATIONS/PROCLAMATIONS

- Board of Commissioners to share communications.

Laure Kosey provided an update to the Board regarding the recent facilities closure due to the Covid-19 virus. She said staff met today to prepare for the next two weeks and possibly longer. She said staff discussed strategic planning, the master vision, and work that can be performed remotely at home. She said Zoom conferencing will also be utilized during the closure.

The Board discussed procedures for re-opening facilities if there is a user limit of 50 at a time.

Commissioner Trombetta said the situation is changing so rapidly that it is difficult to properly prepare a plan. He said if we are limited to only having 50 users at one time, we should stay closed.

The Board and Ms. Kosey discussed staffing and payroll issues. It was noted that the federal government will most likely reimburse the Park District for two weeks of payroll which amounts to \$100,000 per week.

Steve Adams entered the meeting at 6:34 p.m.

Commissioner Suleiman discussed the issue of how there are some members who want to be reimbursed for the closure time period. Ms. Kosey said she and staff are discussing this matter now and will most likely have memberships extended for the lost amount of time.

It was also noted that staff is working on stopping EFT membership payments for the closure period.

There was discussion regarding projects that could be delayed due to the crisis, specifically the lights project.

Mr. Adams said the lights are already being paid for with bond money so the money must be used exclusively for this project and it must move forward.

Commissioner Tan said the Park District has at least six months of cash reserves which will help the Park District to keep going.

Mr. Adams noted that property tax revenue will still be coming in June.

Ms. Kosey said the finance department is closely tracking all expenses and revenue.

President Knitter said staff must arrange contingency planning.

President Knitter questioned whether merit increases should be given. Ms. Kosey said she would not like to make that decision until we know what is going on.

Ms. Kosey said the Governor has now allowed public meetings to be held without physical presence and will allow the use of Zoom conferencing instead.

Ms. Kosey said the Village President will be declaring a national disaster for Oak Brook which will allow the Village to receive federal funding.

President Knitter asked Mr. Adams to check if the Park District needs to also declare a national disaster.

Commissioner Tan said the bright side is that this provides a great opportunity to complete maintenance. Ms. Kosey said maintenance projects are underway.

4. STAFF RECOGNITION

- a. Mike Contreras, new Superintendent of Recreation

The staff recognition was tabled.

5. REPORTS:

- a. Administrative, IT, and Marketing Report

Laura Kosey presented her report, which can be found in the Park District records.

There were no questions or comments regarding Ms. Kosey's report.

- b. Finance & Human Resources Report

In the absence of Marco Salinas, Ms. Kosey presented his report, which can be found in the Park District records.

There were no questions or comments regarding Mr. Salinas's report.

- c. Recreation & Facilities Report

In the absence of Dave Thommes, Ms. Kosey presented his report, which can be found in the Park District records.

There were no further questions or comments regarding Mr. Thommes's report.

- d. Parks & Planning Report

In the absence of Bob Johnson, Ms. Kosey presented his report, which can be found in the Park District records.

There were no questions or comments regarding Mr. Johnson's report.

6. UNFINISHED BUSINESS

- a. Revisions to the Personnel Policy Manual (Approved 3/20/2017 and Amended)

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan, to approve the Revisions to the Personnel Policy Manual.

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

Ayes: Commissioners Truedson, Suleiman, Trombetta, Tan and President Knitter.
Nays: None

b. Apparel Screen Printing and Embroidery Bid

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan, to accept the quoted prices for apparel items as stated in the bid submittal form and to approve an Agreement between the Oak Brook Park District and Next Generation Screen Printing and Embroidery, Inc., in accordance with the quoted prices not to exceed the cost of \$26,000.

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

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

Nays: None

c. Ordinance 20-0316: An Ordinance Declaring Surplus Personal Property and Authorizing the Sale or Conveyance Thereof

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan, to Approve Ordinance 20-0316: An Ordinance Declaring Surplus Personal Property and Authorizing the Sale or Conveyance Thereof.

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

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

Nays: None

d. Fitness Equipment Lease

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan, to approve the Government Obligation Contract with National Cooperative Leasing for the lease-purchase of fitness equipment in the principal amount of \$108,650.00, which the Board finds in the best interest of the Park District and to authorize President Knitter and Secretary Kosey to execute the same, subject to final review and approval of legal counsel, and all related documents.

Ms. Kosey said this is a 3-year lease for fitness center equipment and breaks down as being a \$35,000 yearly expense for the for next three years.

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

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

Nays: None

e. Central Park West Door and Windows Bid

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan, to accept the Base Bid and Alternate Bid #1, and to reject Alternate Bid #2, from Hargrave Builders, Inc. and to approve an agreement between the Oak Brook Park District and Hargrave Builders, Inc., for a not to exceed cost of \$64,135.

Ms. Kosey said this is a budgeted project and is funded in part by a grant.

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

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

Nays: None

There was discussion regarding remote activities for children during the Covid-19 closure. Ms. Kosey said soccer goals have been placed on the fields, tennis nets have been installed, and online activities are being offered on the Park District website for children.

7. NEW BUSINESS

a. Budget for Fiscal Year 2020- 2021

The tentative Budget and Appropriation Ordinance 20-0420 for Fiscal Year May 1, 2020– April 30, 2021 has been placed on public display for thirty days following the publication notice in the Doings – Oak Brook Newspaper on March 19, 2020. The Budget and Appropriation Ordinance encompasses all previous reviews by the Board of Commissioners. The Public Hearing is scheduled to occur at the April 20, 2020 regular meeting of the Board of Commissioners for the purpose of receiving public comment on the Budget and Appropriation Ordinance. A Legal Notice of the Public Hearing will be published in the Doings – Oak Brook Newspaper on April 9, 2020.

This issue was presented for review and discussion only.

Ms. Kosey said Mr. Salinas has been making changes as needed to the proposed budget. She also noted that adjustments can still be made at next month's meeting, if needed.

There were no questions or comments regarding this matter.

b. Renewal of the Intergovernmental Agreement Dated January 18, 2016, by and between the Board of Education of Butler School District #53 and the Oak Brook Park District for a Before and After School Program at Brook Forest Elementary School for school year 2020-2021

This issue was presented for review and discussion only.

Ms. Kosey said this concerns the before and after school program and said it is well attended. It was noted that the program is currently shut down due to the pandemic crisis.

There were no questions or comments regarding this matter.

c. Ordinance 20-0421: Supplemental Appropriation Ordinance of the Oak Brook Park District for the Fiscal Year Beginning May 1, 2019 and ending April 30, 2020

This issue was presented for review and discussion only.

Ms. Kosey said this is done annually and is required.

There were no questions or comments regarding this matter.

- d. Ordinance 20-0422: An Ordinance for Transferring Anticipated Unexpended Funds from Certain Appropriation Items to Other Items of Appropriation

This issue was presented for review and discussion only.

Ms. Kosey said this is a requirement when the Park District receives new money from sources such as grants.

There were no questions or comments regarding this matter.

- e. Resolution 20-0317: A Resolution Authorizing and Approving a Change Order Involving a Decrease in the Contract Price with MG Mechanical Contracting, Inc. for the Central Park West Mechanical Renovations Project (***)Requires Waiving the Board Rules to Approve at this Meeting.)

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan, to waive the Board's Rules to approve at this meeting, Resolution 20-0317: A Resolution authorizing and approving a change order involving a decrease in the contract price with MG Mechanical Contracting, Inc. for the Central Park West Mechanical Renovation Project, in the Amount of \$16,874, for a new-not-to-exceed total project cost of \$111,326.00.

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

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

Nays: None

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan, to approve at this meeting, Resolution 20-0317: A Resolution authorizing and approving a change order involving a decrease in the contract price with MG Mechanical Contracting, Inc. for the Central Park West Mechanical Renovation Project, in the amount of \$16,874, for a new-not-to-exceed total project cost of \$111,326.00.

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

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

Nays: None

- 8. ADJOURN TO CLOSED SESSION: For the purpose of discussing and approving Closed Meeting Minutes pursuant to 5 ILCS 120/2(c)(21) and for the Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the District, or Legal Counsel for the District pursuant to 5 ILCS 120/2(c)(1) of the Open Meetings Act

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan, to adjourn the Open Session of the Regular Board Meeting and convene to the Closed Session at the hour of 7:08 p.m., for the purpose of discussing and approving Closed Meeting Minutes pursuant to 5 ILCS 120/2(c)(21) and for the Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the District, or Legal Counsel for the District pursuant to 5 ILCS 120/2(c)(1) of the Open Meetings Act.

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

Ayes: Commissioners Truedson, Suleiman, Trombetta, Tan and President Knitter.
Nays: None

9. CLOSED SESSION

Discussion and Approval of Closed Meeting Minutes, January 20, 2020
Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific
Employees of the District or Legal Counsel for the District

10. RECONVENE TO OPEN SESSION

Motion: Commissioner Truedson made a motion, seconded by Commissioner Suleiman, to adjourn the Closed Session and reconvene to the Open Session of the March 16, 2020 Regular Meeting at the hour of 7:21 p.m.

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

Ayes: Commissioners Truedson, Suleiman, Trombetta, Tan and President Knitter.
Nays: None

11. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON APRIL 20, 2020

President Knitter announced the next Regular Meeting of The Oak Brook Park District Board of Park Commissioners will be held on April 20, 2020.

12. ADJOURNMENT

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan, to adjourn the March 16, 2020, regular meeting at the hour of 7:21 p.m.

There was no discussion, and the motion pass by voice vote.

Laure L. Kosey, Executive Director

**MINUTES OF THE SPECIAL MEETING
OF THE OAK BROOK PARK DISTRICT BOARD OF COMMISSIONERS
March 25, 2020**

Please Note: Due to the shut-down of all Park District facilities in response to COVID-19, the Oak Brook Park District will be using Zoom conferencing for a Special Meeting of the Oak Brook Park District Board of Commissioners on March 25, 2020 at 6:00 p.m. The public is invited to attend the Special Meeting and instructions are provided below.

AGENDA

NOTICE IS HEREBY GIVEN that a special meeting of the Oak Brook Park District Board of Commissioners will be held on Wednesday, March 25, 2020 at the hour of 6:00 p.m. The Special Meeting will be held by video conference as permitted by the Gubernatorial Disaster Proclamation in Response to COVID-19 (COVID-19 Executive Order 5) exempting the requirement of the Open Meetings Act for the physical presence of the Commissioners at the meeting and permitting Commissioner attendance by video, audio, or telephone access.

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

President Knitter called the Special Meeting of the Oak Brook Park District to order at 6:00 p.m. Commissioners Truedson, Suleiman, Tan, and President Knitter answered, "present". Commissioner Trombetta was absent. Also present were Laure Kosey, Executive Director.

2. APPROVAL OF THE MARCH 25, 2020 AGENDA OF THE SPECIAL MEETING

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan, to approve the March 25, 2020, Agenda of the Special Meeting.

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

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

Nays: None

Absent: Commissioner Trombetta

3. OPEN FORUM

President Knitter stated that individuals wishing to speak during the Open Forum should indicate their interest by typing in the Zoom Meeting Chat Box of their desire to speak, at which point their microphone will be unmuted." If necessary, the President may advise speakers to observe the rules set forth in Section 1.1VII B of the Rules of the Board of Park Commissioners.

There were no public comments.

4. REPORT OF THE PARK DISTRICT BY EXECUTIVE DIRECTOR

Laure Kosey thanked the board for their assistance during the COVID 19 crisis and for attending this special meeting. She provided an update on the current situation for Park District operations. She said of the approximately 35 full-time employees, 25 of them are working remotely.

Ms. Kosey thanked President Knitter for her invaluable leadership. She also said Marco Salinas has been instrumental in keeping her well informed regarding the Park District financial health and for also keeping us on track.

President Knitter said reserves are kept for use at times like this. She said if the closure continues after April 30th, we will have to reassess our situation moving forward from there. She said we may have to consider not completing some projects and some going

Commissioner Truedson agreed with President Knitter and stated that our staff is our most important asset and we must do everything we can within our means to support them. He thanked Ms. Kosey and her staff for their hard work.

Commissioner Suleiman also agreed and also said our priority must be to keep our employees safe.

Ms. Kosey said she is considering a soft opening on April 13th but said there are still many unknowns and that we must remain flexible.

Ms. Kosey said staff has been doing an exceptional job getting projects done now while the facilities are closed including the refinishing of the gym floors and work on the pools which will reduce the annual pool closure in August from three weeks to two.

5. SPECIAL MEETING BUSINESS

- a. Approval of Compensation of all Oak Brook Park District Employees to Be Paid as a Benefit During the Period of March 28, 2020 – April 30, 2020 due to the Emergency Shut Down of Park District Services in response to COVID-19 once the available additional Families First mandatory reimbursed sick leave is exhausted. (Requires waiving the Board Rules to approve at this meeting.)

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan, to waive the Board Rules to approve at this meeting the compensation of all Oak Brook Park District Employees to be paid as a benefit during the period of March 28, 2020 – April 30, 2020 due to the emergency shut down of park district services in response to COVID-19 once the available additional Families First mandatory reimbursed sick leave is exhausted.

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

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

Nays: None

Absent: Commissioner Trombetta

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan, to approve the compensation of all Oak Brook Park District Employees to be paid as a benefit during the period of March 28, 2020 – April 30, 2020 due to the emergency shut down of park district services in response to COVID-19 once the available additional Families First mandatory reimbursed sick leave is exhausted.

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

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

Nays: None

Absent: Commissioner Trombetta

6. THE NEXT REGULAR BOARD MEETING WILL BE HELD ON APRIL 20, 2020, 6:30 p.m.

President Knitter announced the next Regular Meeting of The Oak Brook Park District Board of Park Commissioners will be held on April 20, 2020.

7. ADJOURNMENT

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan, to adjourn the March 25, 2020, special meeting at the hour of 6:10 p.m.

There was no discussion, and the motion passed by voice vote.

Laure L. Kosey, Executive Director

Oak Brook Park District
General Fund Revenue and Expenditure Summary - Unaudited
Fiscal Year-to-Date Activity through March 31, 2020 and 2019
91.67% completed (11 out of 12 months)

	Fiscal Year 2019/2020- Highlighted items reflect more than 8.33% variance						Highlighted items reflect more than 10% change		
	Original Annual Budget	March 2020 Actual	Year-To-Date Actual	Year-To-Date Encumbered	Year-To-Date Actual + Encumbered	Y-T-D Actual, as a % of Original Annual Budget	Fiscal Year 2018/2019 Year-To-Date Actual	2019/2020 Y-T-D Actual Higher/ (Lower) than 2018/2019 Y-T-D	Percent Change
REVENUES									
Administration	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	N/A
Finance									
Property Taxes	1,511,116	361	1,497,991	-	1,497,991	99.1%	1,378,736	119,256	8.6%
Personal Prop. Repl. Taxes	86,504	3,190	92,754	-	92,754	107.2%	66,040	26,714	40.5%
Investment Income	12,500	973	10,558	-	10,558	84.5%	10,593	(35)	-0.3%
Other	21,500	1,297	16,954	-	16,954	78.9%	18,546	(1,592)	-8.6%
Central Park North	16,000	-	25,734	-	25,734	160.8%	-	25,734	N/A
Central Park	115,450	(255)	133,987	-	133,987	116.1%	101,271	32,716	32.3%
Dean Property	-	-	-	-	-	N/A	3,000	(3,000)	-100.0%
Building-Recreation Center	946,320	22,234	738,549	-	738,549	78.0%	758,023	(19,474)	-2.6%
Central Park West	85,000	1,965	52,366	-	52,366	61.6%	64,211	(11,845)	-18.4%
TOTAL REVENUES	\$ 2,794,390	\$ 29,765	\$ 2,568,895	\$ -	\$ 2,568,895	91.9%	\$ 2,400,420	\$ 168,475	7.0%
EXPENDITURES									
Administration	\$ 467,670	\$ 31,117	\$ 385,051	\$ 793	\$ 385,844	82.3%	\$ 383,931	\$ 1,120	0.3%
Finance	493,901	25,194	356,688	8,126	364,814	72.2%	363,463	(6,775)	-1.9%
Central Park North	15,800	167	14,155	1,247	15,403	89.6%	-	14,155	N/A
Central Park	622,485	36,560	532,634	7,251	539,885	85.6%	497,120	35,514	7.1%
Saddlebrook Park	24,500	1,550	19,865	316	20,181	81.1%	14,661	5,204	35.5%
Forest Glen Park	29,650	911	18,012	245	18,257	60.7%	21,735	(3,723)	-17.1%
Chillem Park	8,750	380	5,126	92	5,218	58.6%	4,645	481	10.3%
Dean Property	15,212	125	10,299	133	10,431	67.7%	8,062	2,237	27.7%
Professional Services	52,200	14,235	71,639	-	71,639	137.2%	37,129	34,511	92.9%
Contracts- Maint. DNS	26,000	-	17,403	-	17,403	66.9%	5,451	11,952	219.3%
Building-Recreation Center	956,460	74,835	758,804	25,444	784,248	79.3%	744,205	14,599	2.0%
Central Park West	73,667	3,938	46,810	2,457	49,268	63.5%	39,775	7,036	17.7%
TOTAL EXPENDITURES	\$ 2,786,294	\$ 189,013	\$ 2,236,486	\$ 46,104	\$ 2,282,590	80.3%	\$ 2,120,176	\$ 116,310	5.5%
TRANSFERS OUT	\$ 326,575	\$ -	\$ 326,575	\$ -	\$ 326,575	100.0%	\$ 150,000	\$ 176,575	N/A
TOTAL EXPENDITURES AND TRANSFERS OUT	\$ 3,112,869	\$ 189,013	\$ 2,563,060	\$ 46,104	\$ 2,609,165	82.3%	\$ 2,270,176	\$ 292,884	12.9%
REVENUES OVER (UNDER) EXPENDITURES AND TRANSFERS OUT	\$ (318,479)	\$ (159,247)	\$ 5,834	\$ (46,104)	\$ (40,270)	-1.8%	\$ 130,244	\$ (124,410)	-95.5%

Note> Fiscal year 2019/2020 highlighted items reflect a variance of one month or greater (i.e. +/- 8.33%). When comparing current fiscal year to prior fiscal year, highlighted items reflect a variance of +/-10.00% or greater.

Oak Brook Park District
Recreation Fund Revenue and Expenditure Summary - Unaudited
Fiscal Year-to-Date Activity through March 31, 2020 and 2019
91.67% completed (11 out of 12 months)

	Fiscal Year 2019/2020- Highlighted items reflect more than 8.33% variance						Highlighted items reflect more than 10% change		
	Original Annual Budget	March 2020 Actual	Year-To-Date Actual	Encumbered	Year-To-Date Actual + Encumbered	Y-T-D Actual, as a % of Original Annual Budget	Fiscal Year 2018/2019 Year-To-Date Actual	2019/2020 Y-T-D Actual Higher/ (Lower) than 2018/2019 Y-T-D	Percent Change
REVENUES									
Administration									
Property Taxes	\$ 894,120	\$ 214	\$ 886,534	\$ -	\$ 886,534	99.2%	\$ 890,548	\$ (4,014)	-0.5%
Personal Prop. Repl. Taxes	27,233	1,004	29,200	-	29,200	107.2%	20,790	8,410	40.5%
Investment Income	17,500	1,312	15,577	-	15,577	89.0%	15,096	481	3.2%
Other	2,100	36	1,425	-	1,425	67.9%	1,497	(72)	-4.8%
Fitness Center	824,288	57,111	757,628	-	757,628	91.9%	772,503	(14,875)	-1.9%
Aquatic Center	487,200	26,862	432,691	-	432,691	88.8%	455,990	(23,299)	-5.1%
Aquatic Recreation Prog.	573,646	(12,906)	503,064	-	503,064	87.7%	509,463	(6,399)	-1.3%
Children's Programs	108,469	(619)	106,461	-	106,461	98.1%	104,049	2,412	2.3%
Preschool Programs	275,956	20,967	224,999	-	224,999	81.5%	246,031	(21,031)	-8.5%
Youth Programs	191,733	2,836	223,993	-	223,993	116.8%	200,120	23,873	11.9%
Adult Programs	50,280	(311)	44,200	-	44,200	87.9%	50,489	(6,289)	-12.5%
Pioneer Programs	73,700	(2,171)	61,480	-	61,480	83.4%	63,923	(2,443)	-3.8%
Special Events and Trips	97,245	(62)	96,781	-	96,781	99.5%	96,873	(92)	-0.1%
Marketing	49,000	1,000	84,208	-	84,208	171.9%	58,733	25,475	43.4%
TOTAL REVENUES	\$ 3,672,469	\$ 95,271	\$ 3,468,242	\$ -	\$ 3,468,242	94.4%	\$ 3,486,105	\$ (17,863)	-0.5%
EXPENDITURES									
Administration	\$ 847,508	\$ 54,819	\$ 641,312	\$ 7,289	\$ 648,600	75.7%	\$ 612,121	\$ 29,190	4.8%
Fitness Center	660,790	35,817	542,574	8,973	551,547	82.1%	546,535	(3,961)	-0.7%
Aquatic Center	807,631	53,695	656,476	17,808	674,284	81.3%	630,180	26,297	4.2%
Aquatic Recreation Prog.	286,016	28,345	223,159	-	223,159	78.0%	223,701	(542)	-0.2%
Children's Programs	84,865	13,338	76,353	3,835	80,189	90.0%	67,885	8,468	12.5%
Preschool Programs	238,979	15,289	168,067	-	168,067	70.3%	175,142	(7,075)	-4.0%
Youth Programs	141,793	3,642	111,415	-	111,415	78.6%	107,082	4,332	4.0%
Adult Programs	44,389	3,789	30,730	5,205	35,935	69.2%	34,285	(3,555)	-10.4%
Pioneer Programs	71,334	1,562	50,354	5,867	56,221	70.6%	50,089	264	0.5%
Special Events and Trips	81,940	-	63,745	1,749	65,494	77.8%	64,784	(1,039)	-1.6%
Marketing	363,335	20,049	256,975	19,849	276,824	70.7%	255,262	1,713	0.7%
Capital Outlay	220,000	764	103,515	33,770	137,285	47.1%	298,699	(195,184)	-65.3%
TOTAL EXPENDITURES	\$ 3,848,579	\$ 231,107	\$ 2,924,674	\$ 104,345	\$ 3,029,019	76.0%	\$ 3,065,766	\$ (141,091)	-4.6%
TRANSFERS OUT	\$ 81,011	\$ -	\$ 81,011	\$ -	\$ 81,011	100.0%	\$ 81,011	\$ 0	N/A
TOTAL EXPENDITURES AND TRANSFERS OUT	\$ 3,929,590	\$ 231,107	\$ 3,005,685	\$ 104,345	\$ 3,110,030	76.5%	\$ 3,146,777	\$ (141,091)	-4.5%
REVENUES OVER (UNDER) EXPENDITURES	\$ (257,120)	\$ (135,836)	\$ 462,556	\$ (104,345)	\$ 358,211	-179.9%	\$ 339,328	\$ 123,228	36.3%

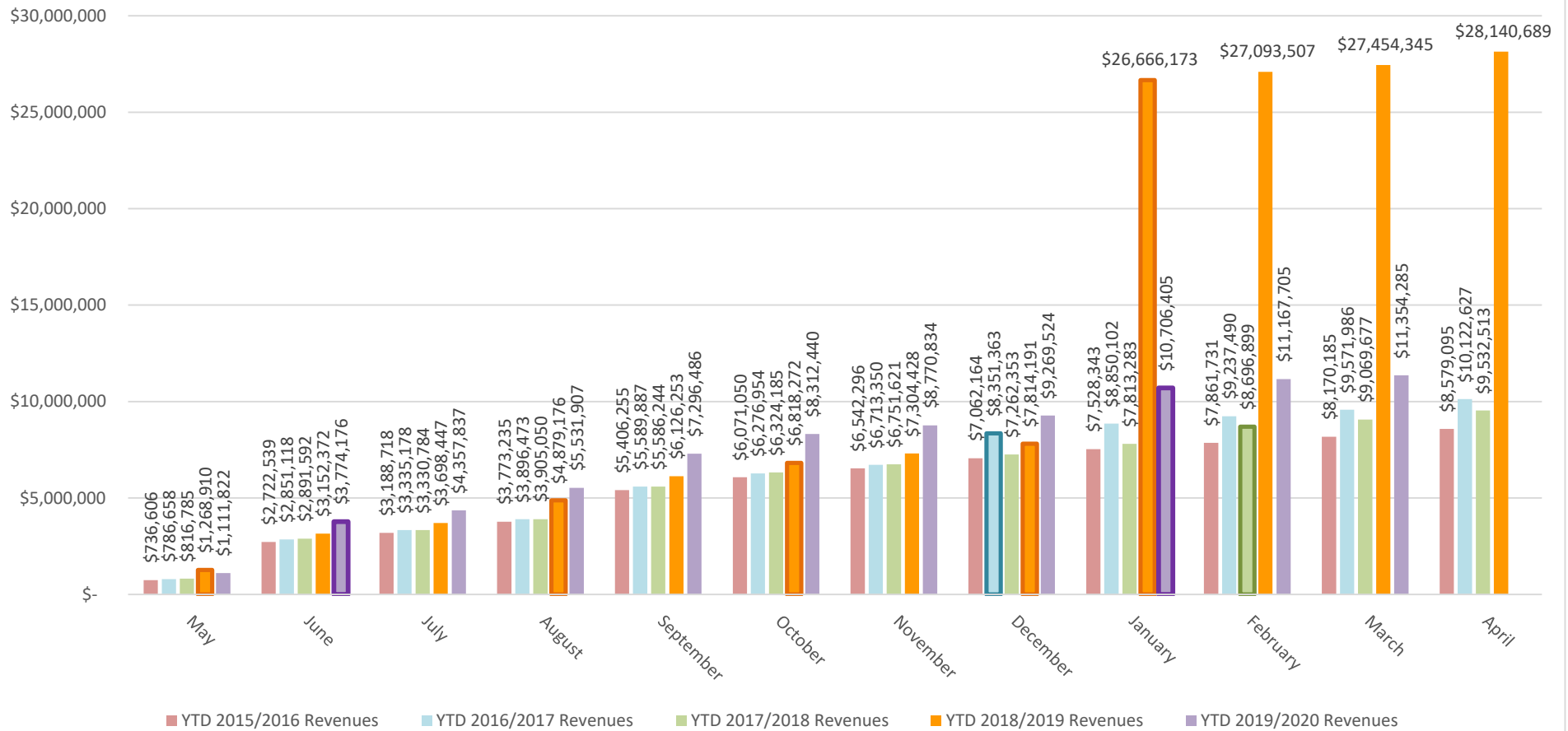
Note> Fiscal year 2019/2020 highlighted items reflect a variance of one month or greater (i.e. +/- 8.33%). When comparing current fiscal year to prior fiscal year, highlighted items reflect a variance of +/-10.00% or greater.

Oak Brook Park District
Tennis Center (Recreational Facilities Fund) Revenue and Expense Summary - Unaudited
Fiscal Year-to-Date Activity through March 31, 2020 and 2019
91.67% completed (11 out of 12 months)

Fiscal Year 2019/2020- Highlighted items reflect more than 8.33% variance							Highlighted items reflect more than 10% change		
	Original	March	Year-To-Date	Year-To-Date	Y-T-D Actual, as a % of Original	Y-T-D Actual, as a % of Original	Fiscal Year	2019/2020 Y-T-D	Percent Change
	Annual Budget	2020 Actual					Actual	Encumbered	
REVENUES									
Administration	\$ 18,000	\$ 1,498	\$ 20,465	\$ -	\$ 20,465	113.7%	\$ 17,629	\$ 2,836	16.1%
Building- Racquet Club	500	-	479	-	479	95.9%	205	275	N/A
Programs- Racquet Club	1,688,500	49,242	1,861,389	-	1,861,389	110.2%	1,844,968	16,420	0.9%
TOTAL REVENUES	\$ 1,707,000	\$ 50,740	\$ 1,882,333	\$ -	\$ 1,882,333	110.3%	\$ 1,862,802	\$ 19,530	1.0%
EXPENSES									
Administration	\$ 708,843	\$ 46,596	\$ 503,432	\$ 2,591	\$ 506,022	71.0%	\$ 490,208	\$ 13,223	2.7%
Building- Racquet Club	365,010	26,629	245,199	4,865	250,063	67.2%	252,378	(7,179)	-2.8%
Programs- Racquet Club	694,500	57,129	555,751	(2,163)	553,589	80.0%	529,147	26,604	5.0%
Capital Outlay	260,000	-	259,127	28,040	287,167	99.7%	142,652	116,475	81.7%
TOTAL EXPENSES	\$ 2,028,353	\$ 130,353	\$ 1,563,509	\$ 33,333	\$ 1,596,841	77.1%	\$ 1,414,385	\$ 149,124	10.5%
REVENUES OVER (UNDER) EXPENSES	\$ (321,353)	\$ (79,614)	\$ 318,824	\$ (33,333)	\$ 285,491	-99.2%	\$ 448,417	\$ (129,593)	-28.9%

Note> Fiscal year 2019/2020 highlighted items reflect a variance of one month or greater (i.e. +/- 8.33%). When comparing current fiscal year to prior fiscal year, highlighted items reflect a variance of +/-10.00% or greater.

Oak Brook Park District- Consolidated Year-to-Date Revenues (excluding transfers in)



NOTES

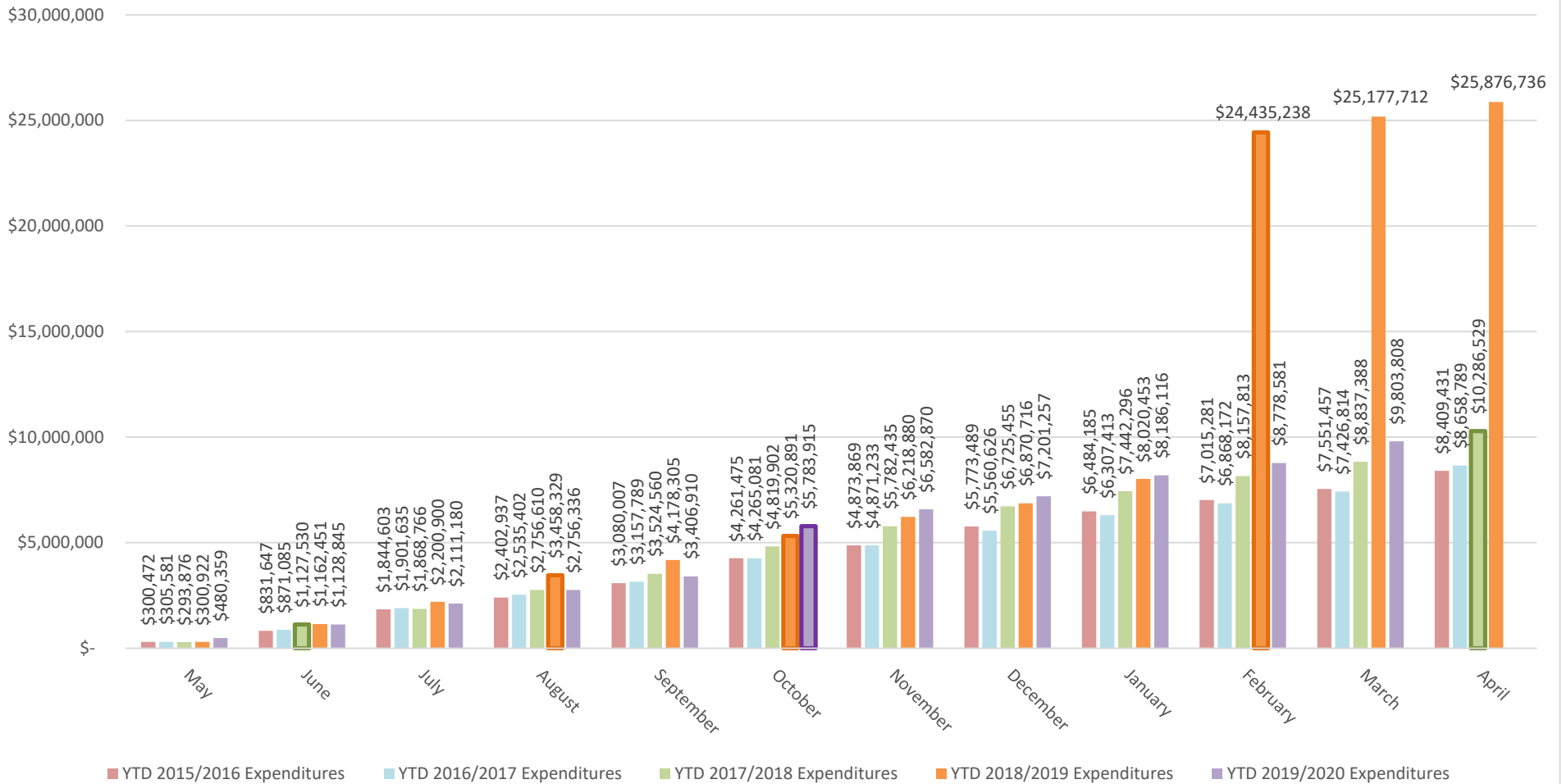
2016/2017: In December 2016 we recorded \$1,163,610 in bond proceeds in the Capital Projects Fund. This is the primary reason for the large increase in YTD revenues during FY 2016/2017.

2017/2018: In February 2018 we recorded \$500,000 in debt certificate proceeds in the Capital Projects Fund and such proceeds are being used to fund the construction of the universal playground. This is one reason for the large increase in YTD revenues.

2018/2019: Historically, we have received the largest portions of our property taxes in June and September. In FY 2018/2019 we received approximately \$418,000 in property taxes in May and another \$522,000 in August; a month earlier than usual. In addition, this fiscal year is benefitting from approximately \$229,000 in new revenues related to our management of the Village's aquatic center. Tennis group lesson revenue is also significantly higher than prior year. In January 2019 the District received approximately \$18.1 million in bond proceeds to be used for the purchase of 34 acres of land.

2019/2020: The large increase in YTD revenues beginning in June 2019 is attributed to the increase in property tax receipts in our Debt Service Fund for the repayment of our 2019 "referendum" bonds. The 1st payment on these bonds is scheduled for October 30, 2019. In January 2020, we recorded \$450,000 in proceeds from the issuance of our 2020 debt certificates plus another \$500,000 in proceeds from a promissory note. These proceeds to fund various outdoor lighting upgrades.

Oak Brook Park District- Consolidated Year-to-Date Expenditures/Expenses (excluding transfers out)



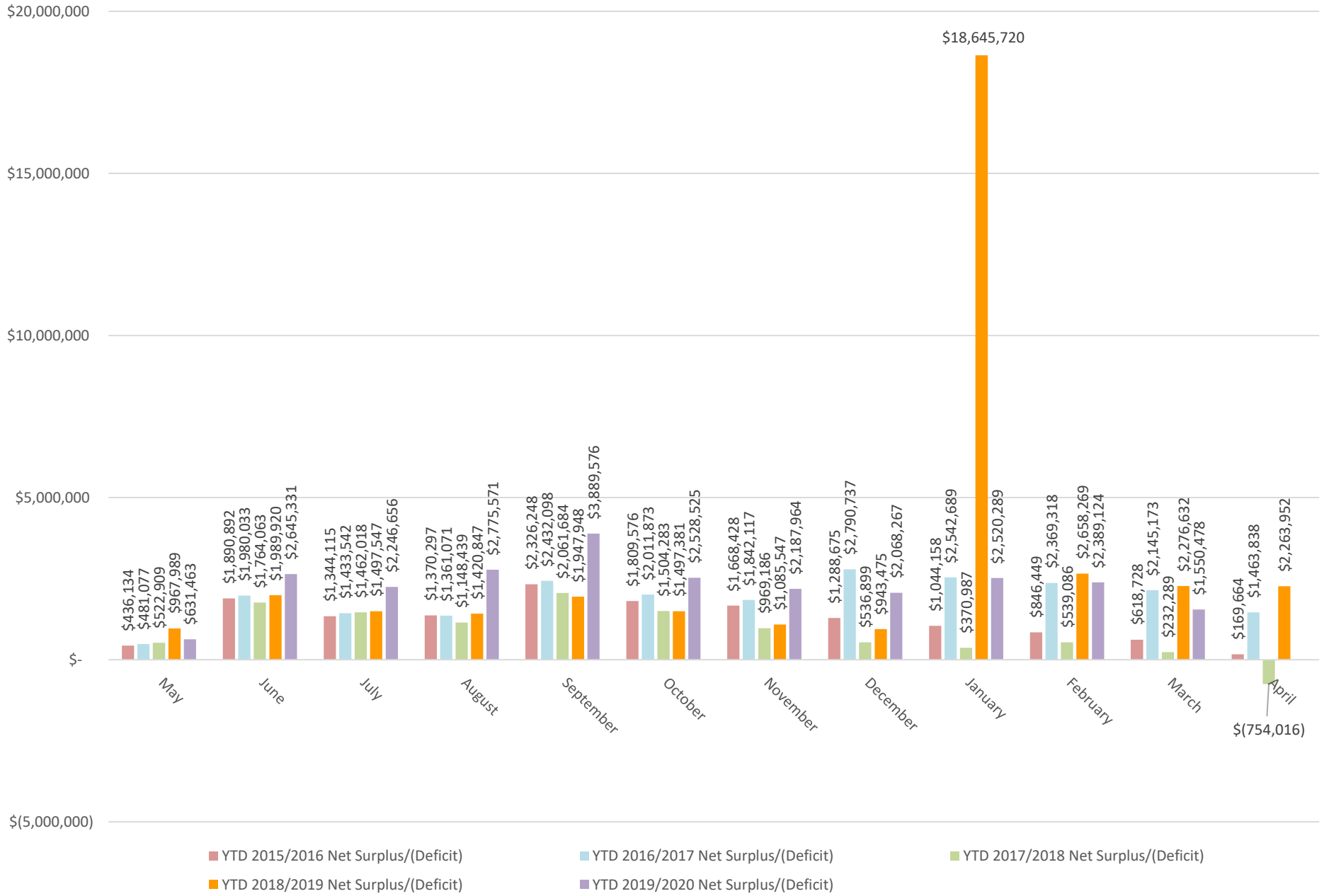
NOTES

2017/2018: During June 2017 and 2018 the Park District recognized three payroll disbursements when compared to two disbursements in June of 2015 & 2016. This is one of the reasons for the increased Y-T-D expenditures in June 2017 and 2018 over the same period in 2016 and 2015. The increased expenditures as of April 30, 2018 are primarily due to increased capital expenditures in our Capital Projects Fund (family locker room) and Tennis Center (HVAC upgrade, reflective ceiling).

2018/2019: The large increase in expenditures during August 2018 is due to the additional capital costs incurred for our Central Park improvement project. During that month we recognized \$502,035 in capital costs which brings the YTD total to \$936,997. In the prior year we had only recognized \$43,525 in capital costs as of the end of August 2017. Additionally, this fiscal year includes new expenditures related to our management of the Village's aquatic center. In February 2019 the District recorded \$15.8 million in capital expenditures for the purchase of 34 acres of land.

2019/2020: During October 2019, we made a \$1,226,621 payment on our 2019 G.O. bonds as well as a \$334,605 payment on our 2016/2012 G.O. bonds.

Oak Brook Park District- Consolidated Year-to-Date Net Surplus/(Deficit)





OAK BROOK PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT
MARCH, 2020

FUND NAME	CURRENT MONTH ACTUAL	Y-T-D ACTUAL	ANNUAL BUDGET
GENERAL CORPORATE FUND			
REVENUE	\$ 29,765	\$ 2,568,895	\$ 2,794,390
EXPENSES	\$ 189,013	\$ 2,563,061	\$ 3,112,869
SURPLUS/(DEFICIT)	\$ (159,247)	\$ 5,834	\$ (318,479)
RECREATION FUND			
REVENUE	\$ 95,271	\$ 3,468,241	\$ 3,672,469
EXPENSES	\$ 231,107	\$ 3,005,685	\$ 3,929,590
SURPLUS/(DEFICIT)	\$ (135,836)	\$ 462,557	\$ (257,120)
IMRF FUND			
REVENUE	\$ 985	\$ 175,770	\$ 174,687
EXPENSES	\$ 15,120	\$ 165,502	\$ 200,000
SURPLUS/(DEFICIT)	\$ (14,135)	\$ 10,268	\$ (25,313)
LIABILITY INSURANCE FUND			
REVENUE	\$ 308	\$ 180,101	\$ 180,816
EXPENSES	\$ (8,201)	\$ 129,235	\$ 162,207
SURPLUS/(DEFICIT)	\$ 8,508	\$ 50,866	\$ 18,608
AUDIT FUND			
REVENUE	\$ 20	\$ 211	\$ 250
EXPENSES	\$ -	\$ 13,013	\$ 13,113
SURPLUS/(DEFICIT)	\$ 20	\$ (12,801)	\$ (12,863)
DEBT SERVICE FUND			
REVENUE	\$ 404	\$ 1,642,096	\$ 1,978,533
EXPENSES	\$ 73,938	\$ 1,642,237	\$ 1,977,969
SURPLUS/(DEFICIT)	\$ (73,535)	\$ (141)	\$ 564



OAK BROOK PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT
MARCH, 2020

FUND NAME	CURRENT MONTH ACTUAL	Y-T-D ACTUAL	ANNUAL BUDGET
RECREATIONAL FACILITIES FUND (TENNIS CENTER)			
REVENUE	\$ 50,740	\$ 1,882,333	\$ 1,707,000
EXPENSES	\$ 130,353	\$ 1,563,509	\$ 2,028,353
SURPLUS/(DEFICIT)	\$ (79,614)	\$ 318,824	\$ (321,353)
SPORTS CORE FUND			
REVENUE	\$ 6,233	\$ 178,860	\$ 222,929
EXPENSES	\$ 3,701	\$ 175,898	\$ 221,223
SURPLUS/(DEFICIT)	\$ 2,533	\$ 2,962	\$ 1,705
SPECIAL RECREATION FUND			
REVENUE	\$ 38	\$ 116,421	\$ 130,321
EXPENSES	\$ 4,060	\$ 108,518	\$ 117,200
SURPLUS/(DEFICIT)	\$ (4,022)	\$ 7,902	\$ 13,121
CAPITAL PROJECT FUND			
REVENUE	\$ 1,018	\$ 1,267,167	\$ 317,000
EXPENSES	\$ 336,976	\$ 608,677	\$ 756,000
SURPLUS/(DEFICIT)	\$ (335,958)	\$ 658,491	\$ (439,000)
SOCIAL SECURITY FUND			
REVENUE	\$ 703	\$ 281,774	\$ 282,469
EXPENSES	\$ 19,310	\$ 236,058	\$ 266,563
SURPLUS/(DEFICIT)	\$ (18,607)	\$ 45,716	\$ 15,906
SUMMARY			
REVENUE	\$ 185,482	\$ 11,761,869	\$ 11,460,863
EXPENSES	\$ 995,376	\$ 10,211,391	\$ 12,785,087
SURPLUS/(DEFICIT)	\$ (809,894)	\$ 1,550,477	\$ (1,324,224)

OAK BROOK PARK DISTRICT		
CONSOLIDATED AGENCY TREASURER'S REPORT		
MARCH, 2020		
		CONSOLIDATED
		TOTALS
REVENUES		
	Property Taxes	\$ 1,114
	Back Taxes	-
	Replacement Taxes	5,907
	Recreation Program Fees	70,881
	Rec/Fitness Center Fees	57,111
	Rec/Aquatic Center Fees	13,956
	Sports Core - Bath & Tennis	6,233
	FRC/Building Rental Fees	13,954
	Theme Party Rental Fees	1,846
	Recreation Center Fees	6,434
	CPW Building Rentals	1,965
	Field Rentals Central Park	(255)
	Field Rentals Central Park North	-
	Interest	4,372
	Grant Proceeds	-
	Debt Certificate Proceeds	-
	Transfers	-
	Donations	-
	Sponsorship	-
	Miscellaneous	1,964
TOTAL- REVENUES		\$ 185,482
DISBURSEMENTS		
	Warrant No.633	\$ 591,451
	March Payroll	403,924
TOTAL DISBURSEMENTS		\$ 995,376

**Oak Brook Park District
Consolidated Agency Balance Sheet
as of March 31, 2020**

ASSETS

	Consolidated Totals
Current Assets	
Cash and Investments	\$ 9,032,237
Receivables - Net of Allowances	-
Property Taxes	4,671,112
Accounts	448,653
Due from Other Funds	(1,748)
Prepays	7,877
Inventories	16,089
Total Current Assets	<u>\$ 14,174,220</u>
Noncurrent Assets	
Capital Assets	
Nondepreciable	40,475
Construction in Process	-
Depreciable	4,788,320
Accumulated Depreciation	<u>(3,187,312)</u>
Total Noncurrent Assets	<u>1,641,483</u>
Total Assets	15,815,704

DEFERRED OUTFLOWS OF RESOURCES

Deferred Items-IMRF	<u>180,242</u>
Total Assets and Deferred outflows of Resources	<u>15,995,946</u>

LIABILITIES

Accounts Payable	429,497
Accrued Payroll	12,506
Unearned Revenue	836,339
Due To Other Funds	-
Compensated Absences Payable	<u>3,432</u>
Total Liabilities	<u>1,281,774</u>
Noncurrent Liabilities	
Compensated Absences Payable	13,723
Net Pension Liability - IMRF	239,549
Total OPEB Liability - RBP	<u>76,570</u>
Total Noncurrent Liabilities	<u>329,842</u>
Total Liabilities	1,611,616

DEFERRED INFLOWS OF RESOURCES

Deferred Items - IMRF	36,643
Property Taxes	<u>4,671,112</u>
Total Liabilities and Deferred Inflows of Resources	<u>6,319,372</u>

FUND BALANCES

Net Investment in Capital Assets	1,882,361
Nonspendable	5,477
Restricted	487,338
Committed	5,435,395
Unassigned	<u>1,866,004</u>
Total Fund Balances	<u>9,676,575</u>
Total Liabilities, Deferred Inflows of Resources and Fund Balances	<u>15,995,946</u>

OAK BROOK PARK DISTRICT						
INVESTMENTS AS OF MARCH, 2020						
				AMOUNT	RATE	MATURITY
EVERGREEN BANK				\$ 5,285,811.63	0.75%	VARIES /MONEY MARKET
EVERGREEN BANK				\$ 2,125,286.82	0.65%	VARIES /INSURED CASH SWEEP
HINSDALE BANK				\$ 260,875.42	1.77%	VARIES /MONEY MARKET
TENNIS CENTER						
FIFTH THIRD BANK				\$ 305,489.58	0.40%	INTEREST-BEARING CHECKING
TENNIS CENTER						
ILLINOIS FUNDS				\$ 544,750.39	1.69%	VARIES/INVESTMENT POOL
EVERGREEN BANK CREDIT CARD ACCOUNT				\$ 34,853.70		
TOTAL INVESTMENTS				\$ 8,557,067.54		



Oak Brook Park District
 Capital Expenditures
 As of March 31, 2020

DESCRIPTION	VENDOR	FACILITY/PARK IMPROVEMENTS
Capital Project Fund		
FRC Ceiling Project	Kluber Architects & Engineers, Johnstone Supply, Robbins Schwartz	\$ 83,745.80
FRC AHU Replacement	Kluber Architects & Engineers	11,881.41
Central Park North Improvements	Wight & Company, Robbins Schwartz, Village of Oak Brook	172,985.63
Easement Survey CPN	Cecom LTD	1,327.39
OSLAD Grant Audit	Lauterbach & Amen	2,000.00
Permits CPN Project	Village of Oak Brook	255.40
Ill EPA Permit CPN	Illinois EPA	750.00
CPN , CPW, HVAC Projects & Truck Purchase	Robbins Schwartz	9,847.50
Retrofit Soccer Field Lighting	Musco Lighting	150,295.00
Retrofit Soccer Field #2 & #3 Lighting	Musco Lighting	174,949.00
CPW-Journalize to Rec Fund	Legat Architects	640.00
	SUBTOTAL BALANCE	\$ 608,677.13
Recreation Fund		
Parking Lot Maintenance	Denlar, Inc, Robbins Schwartz	\$ 20,273.00
Forest Glen Playground	Reese Recreation	20,000.00
CPW Improvements	JSD Professional Services, Inc, Legat Architects, Robbins Schwartz, Rental Max, South Side Control Supply Company	22,850.02
2 Replacement Outdoor Basketball Hoops CPW	Tulsa Hoops, inc	3,194.00
Forest Glen Asphalt Project	Evans & Sons Blacktop Inc.	18,598.94
Saddelbrook Asphalt Project	Evans & Sons Blacktop Inc.	18,598.94
	SUBTOTAL BALANCE	\$ 103,514.90
Tennis Fund		
Tennis Court Resurfacing	U.S. Tennis Court Construction	\$ 24,800.00
HVAC, Boiler, Ceiling	Kluber Architects & Engineers, Robbins Schwartz, Kandu Construction	211,611.24
Tennis Court Back Drops	Putterman Athletics, LLC	22,715.80
	SUBTOTAL BALANCE	\$ 259,127.04
	TOTAL CAPITAL EXPENDITURES	\$ 971,319.07

User: mkorman

EXP CHECK RUN DATES 04/20/2020 - 04/20/2020

DB: Oak Brook Park

BOTH JOURNALIZED AND UNJOURNALIZED

OPEN
WARRANT NO. 634

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
39870	ACTIVE NETWORK LLC	03/23/2020	04/20/2020	6,044.00	6,044.00	Open	Y
39871	ACTIVE NETWORK LLC	03/23/2020	04/20/2020	1,507.00	1,507.00	Open	Y
39872	ACTIVE NETWORK LLC	03/23/2020	04/20/2020	1,389.00	1,389.00	Open	Y
39873	ACTIVE NETWORK LLC	03/23/2020	04/20/2020	41.96	41.96	Open	Y
39874	ACTIVE NETWORK LLC	03/23/2020	04/20/2020	0.40	0.40	Open	Y
39875	ACTIVE NETWORK LLC	03/23/2020	04/20/2020	3.93	3.93	Open	Y
39876	ACTIVE NETWORK LLC	03/23/2020	04/20/2020	758.11	758.11	Open	Y
39887	ACTIVE NETWORK LLC	04/04/2020	04/20/2020	15,000.00	15,000.00	Open	Y
39823	ADVANCED DISPOSAL CHGO CENTRAL	02/29/2020	04/20/2020	649.50	649.50	Open	Y
39892	ALL STAR SPORTS INSTRUCTION	03/17/2020	04/20/2020	684.00	684.00	Open	Y
39909	ANCHOR INDUSTRIES INC.	03/26/2020	04/20/2020	87.00	87.00	Open	Y
39939	ANDERSON ELEVATOR CO.	04/01/2020	04/20/2020	567.84	567.84	Open	N
39940	ANDERSON ELEVATOR CO.	03/01/2020	04/20/2020	567.84	567.84	Open	N
39855	AQUA PURE ENTERPRISES, INC.	02/28/2020	04/20/2020	1,292.62	1,292.62	Open	Y
39787	BEST OFFICIALS	03/19/2020	04/20/2020	984.00	984.00	Open	Y
39788	BEST OFFICIALS	03/19/2020	04/20/2020	273.00	273.00	Open	Y
39792	BREAKAWAY BASKETBALL INC	03/12/2020	04/20/2020	2,480.10	2,480.10	Open	Y
39859	BROTHERS CARPET CLEANING	03/20/2020	04/20/2020	832.00	832.00	Open	Y
39942	C.R.PETERSON	04/02/2020	04/20/2020	13,800.00	13,800.00	Open	N
39802	CARDMEMBER SERVICE	03/27/2020	04/20/2020	294.96	294.96	Open	Y
39803	CARDMEMBER SERVICE	03/27/2020	04/20/2020	53.90	53.90	Open	Y
39804	CARDMEMBER SERVICE	03/27/2020	04/20/2020	251.00	251.00	Open	Y
39816	CARDMEMBER SERVICE	03/27/2020	04/20/2020	38.58	38.58	Open	Y
39818	CARDMEMBER SERVICE	03/27/2020	04/20/2020	67.50	67.50	Open	Y
39819	CARDMEMBER SERVICE	03/27/2020	04/20/2020	373.23	373.23	Open	Y
39825	CARDMEMBER SERVICE	03/27/2020	04/20/2020	109.82	109.82	Open	Y
39834	CARDMEMBER SERVICE	03/27/2020	04/20/2020	80.87	80.87	Open	Y
39835	CARDMEMBER SERVICE	03/27/2020	04/20/2020	109.97	109.97	Open	Y
39836	CARDMEMBER SERVICE	03/27/2020	04/20/2020	63.82	63.82	Open	Y
39849	CARDMEMBER SERVICE	03/27/2020	04/20/2020	2,406.16	2,406.16	Open	Y
39854	CARDMEMBER SERVICE	03/27/2020	04/20/2020	2,633.91	2,633.91	Open	Y
39856	CARDMEMBER SERVICE	03/27/2020	04/20/2020	578.72	578.72	Open	Y
39857	CARDMEMBER SERVICE	03/27/2020	04/20/2020	384.50	384.50	Open	Y
39858	CARDMEMBER SERVICE	03/27/2020	04/20/2020	94.96	94.96	Open	Y
39862	CARDMEMBER SERVICE	03/27/2020	04/20/2020	1,355.22	1,355.22	Open	Y
39863	CARDMEMBER SERVICE	03/27/2020	04/20/2020	1,575.94	1,575.94	Open	Y
39864	CARDMEMBER SERVICE	03/27/2020	04/20/2020	970.07	970.07	Open	Y
39865	CARDMEMBER SERVICE	03/27/2020	04/20/2020	59.95	59.95	Open	Y
39866	CARDMEMBER SERVICE	03/27/2020	04/20/2020	30.00	30.00	Open	Y
39880	CARDMEMBER SERVICE	03/27/2020	04/20/2020	8.20	8.20	Open	Y
39897	CARDMEMBER SERVICE	03/27/2020	04/20/2020	438.75	438.75	Open	Y
39903	CARDMEMBER SERVICE	03/27/2020	04/20/2020	257.94	257.94	Open	Y
39904	CARDMEMBER SERVICE	03/27/2020	04/20/2020	3,582.95	3,582.95	Open	Y
39906*	CARDMEMBER SERVICE	03/27/2020	04/20/2020	65.71	65.71	Open	Y
39915	CARDMEMBER SERVICE	03/27/2020	04/20/2020	2,204.38	2,204.38	Open	N
39916	CARDMEMBER SERVICE	03/27/2020	04/20/2020	4,259.96	4,259.96	Open	N
39934	CARDMEMBER SERVICE	03/27/2020	04/20/2020	1,390.14	1,390.14	Open	N

User: mkorman

EXP CHECK RUN DATES 04/20/2020 - 04/20/2020

DB: Oak Brook Park

BOTH JOURNALIZED AND UNJOURNALIZED

OPEN

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
39944	CARDMEMBER SERVICE	03/27/2020	04/20/2020	(146.25)	(146.25)	Open	N
39895	CHICAGO FILTER SUPPLY	03/04/2020	04/20/2020	268.82	268.82	Open	Y
39918	CLIMATEZONE HEATING & AIR CONDITI	03/19/2020	04/20/2020	415.00	415.00	Open	N
39919	CLIMATEZONE HEATING & AIR CONDITI	02/27/2020	04/20/2020	225.00	225.00	Open	N
39937	CLIMATEZONE HEATING & AIR CONDITI	02/28/2020	04/20/2020	818.00	818.00	Open	N
39793	COM ED	03/03/2020	04/20/2020	29.13	29.13	Open	Y
39794	COM ED	03/03/2020	04/20/2020	27.06	27.06	Open	Y
39889	COM ED	04/02/2020	04/20/2020	27.17	27.17	Open	Y
39890	COM ED	04/02/2020	04/20/2020	28.57	28.57	Open	Y
39799	COMCAST	03/01/2020	04/20/2020	589.11	589.11	Open	Y
39824	CONTRACTORS EQUIP. RENTALS	03/12/2020	04/20/2020	1,359.60	1,359.60	Open	Y
39868	DAILY HERALD	03/21/2020	04/20/2020	161.00	161.00	Open	Y
39948	DAVEY RESOURCE GROUP INC	04/06/2020	04/20/2020	1,795.52	1,795.52	Open	N
39841	DIRECT ENERGY BUSINESS	03/23/2020	04/20/2020	1,122.74	1,122.74	Open	Y
39842	DIRECT ENERGY BUSINESS	03/23/2020	04/20/2020	7,231.70	7,231.70	Open	Y
39878	ENVISION HEALTHCARE INC	04/01/2020	04/20/2020	35.00	35.00	Open	Y
39797	FIRST COMMUNICATION LLC	03/22/2020	04/20/2020	945.50	945.50	Open	Y
39923	FIRST COMMUNICATION LLC	04/01/2020	04/20/2020	945.82	945.82	Open	N
39891	FITNESS EQUIPMENT SERVICES	03/05/2020	04/20/2020	118.00	118.00	Open	Y
39837	FLAGG CREEK WATER RECLAMATION	03/26/2020	04/20/2020	1,243.90	1,243.90	Open	Y
39838	FLAGG CREEK WATER RECLAMATION	03/26/2020	04/20/2020	13.70	13.70	Open	Y
39839	FLAGG CREEK WATER RECLAMATION	03/26/2020	04/20/2020	19.20	19.20	Open	Y
39840	FLAGG CREEK WATER RECLAMATION	03/26/2020	04/20/2020	92.97	92.97	Open	Y
39790	HAGG PRESS	03/05/2020	04/20/2020	275.00	275.00	Open	Y
39925	HAGG PRESS	04/03/2020	04/20/2020	250.00	250.00	Open	N
39938	HAGG PRESS	03/24/2020	04/20/2020	2,486.00	2,486.00	Open	N
39830	HOME DEPOT CREDIT SERVICES	03/12/2020	04/20/2020	42.40	42.40	Open	Y
39831	HOME DEPOT CREDIT SERVICES	03/05/2020	04/20/2020	164.21	164.21	Open	Y
39867	HOME DEPOT CREDIT SERVICES	03/10/2020	04/20/2020	186.06	186.06	Open	Y
39877	HOME DEPOT CREDIT SERVICES	03/12/2020	04/20/2020	164.08	164.08	Open	Y
39882	HOME DEPOT CREDIT SERVICES	03/06/2020	04/20/2020	124.11	124.11	Open	Y
39883	HOME DEPOT CREDIT SERVICES	03/20/2020	04/20/2020	158.03	158.03	Open	Y
39884	HOME DEPOT CREDIT SERVICES	03/09/2020	04/20/2020	108.38	108.38	Open	Y
39886	HOME DEPOT CREDIT SERVICES	03/02/2020	04/20/2020	2.70	2.70	Open	Y
39898	HOME DEPOT CREDIT SERVICES	03/09/2020	04/20/2020	28.87	28.87	Open	Y
39899	HOME DEPOT CREDIT SERVICES	03/13/2020	04/20/2020	69.14	69.14	Open	Y
39911	HOME DEPOT CREDIT SERVICES	03/10/2020	04/20/2020	14.01	14.01	Open	N
39826	HP PRODUCTS	03/05/2020	04/20/2020	304.69	304.69	Open	Y
39828	HP PRODUCTS	03/18/2020	04/20/2020	38.40	38.40	Open	Y
39829	HP PRODUCTS	03/09/2020	04/20/2020	347.22	347.22	Open	Y
39843	HP PRODUCTS	03/05/2020	04/20/2020	116.22	116.22	Open	Y
39844	HP PRODUCTS	02/21/2020	04/20/2020	115.74	115.74	Open	Y
39852	HP PRODUCTS	03/16/2020	04/20/2020	1,029.00	1,029.00	Open	Y
39853	HP PRODUCTS	03/19/2020	04/20/2020	505.40	505.40	Open	Y
39894	HP PRODUCTS	03/04/2020	04/20/2020	2,788.05	2,788.05	Open	Y
39924	HP PRODUCTS	03/30/2020	04/20/2020	(505.40)	(505.40)	Open	N
39817	JACKSON-HIRSCH, INC.	03/12/2020	04/20/2020	139.77	139.77	Open	Y

EXP CHECK RUN DATES 04/20/2020 - 04/20/2020

BOTH JOURNALIZED AND UNJOURNALIZED

OPEN

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
39879	JAMES LEZATTE	03/31/2020	04/20/2020	332.00	332.00	Open	Y
39786	JONES TRAVEL	02/13/2020	04/20/2020	859.00	859.00	Open	Y
39902	KANDU CONSTRUCTION	02/07/2020	04/20/2020	28,039.69	28,039.69	Open	Y
39941	KEEPITSAFE INC.	01/31/2018	04/20/2020	446.08	446.08	Open	N
39850	KLUBER ARCHITECTS & ENGINEERS	02/29/2020	04/20/2020	862.00	862.00	Open	Y
39946	KLUBER ARCHITECTS & ENGINEERS	03/31/2020	04/20/2020	862.50	862.50	Open	N
39796	KONICA MINOLTA BUSINESS	02/29/2020	04/20/2020	26.60	26.60	Open	Y
39798	KONICA MINOLTA BUSINESS	02/29/2020	04/20/2020	325.41	325.41	Open	Y
39921	KONICA MINOLTA BUSINESS	03/31/2020	04/20/2020	16.27	16.27	Open	N
39922	KONICA MINOLTA BUSINESS	03/31/2020	04/20/2020	246.47	246.47	Open	N
39901	KONICA MINOLTA PREMIER FINANCE	02/29/2020	04/20/2020	739.00	739.00	Open	Y
39846	LPG MUSIC INC.	01/26/2020	04/20/2020	150.00	150.00	Open	Y
39789	MARIA FLYNN	03/11/2020	04/20/2020	100.00	100.00	Open	Y
39943	MARKET ACCESS CORP.	04/13/2020	04/20/2020	350.00	350.00	Open	N
39822	MASTERBLEND INTERNATIONAL LLC	03/06/2020	04/20/2020	2,880.00	2,880.00	Open	Y
39947	MASTERBLEND INTERNATIONAL LLC	03/31/2020	04/20/2020	719.40	719.40	Open	N
39805	McMASTER-CARR	03/16/2020	04/20/2020	109.51	109.51	Open	Y
39806	McMASTER-CARR	03/19/2020	04/20/2020	19.42	19.42	Open	Y
39808	McMASTER-CARR	03/11/2020	04/20/2020	70.72	70.72	Open	Y
39851	MEDIA NUT	03/23/2020	04/20/2020	106.25	106.25	Open	Y
39813	MENARDS	02/27/2020	04/20/2020	49.96	49.96	Open	Y
39814	MENARDS	02/27/2020	04/20/2020	49.98	49.98	Open	Y
39885	MG MECHANICAL CONTRACTING INC	03/06/2020	04/20/2020	99,167.40	99,167.40	Open	Y
39820	MUSCO LIGHTING	02/20/2020	04/20/2020	150,295.00	150,295.00	Open	Y
39821	MUSCO LIGHTING	02/20/2020	04/20/2020	174,949.00	174,949.00	Open	Y
39935	NESTLE	02/26/2020	04/20/2020	112.76	112.76	Open	N
39815	NEVCO INC	02/13/2020	04/20/2020	71.04	71.04	Open	Y
39832	NICOR GAS	03/20/2020	04/20/2020	406.60	406.60	Open	Y
39833	NICOR GAS	03/20/2020	04/20/2020	1,693.63	1,693.63	Open	Y
39893	PCM SALES	03/11/2020	04/20/2020	607.58	607.58	Open	Y
39784	PFEIFFER'S PEST CONTROL	03/18/2020	04/20/2020	400.00	400.00	Open	Y
39917	QUEST DIAGNOSTICS	02/26/2020	04/20/2020	144.40	144.40	Open	N
39912	REINDERS, INC.	01/27/2020	04/20/2020	211.50	211.50	Open	N
39945	ROBBINS SCHWARTZ	03/31/2020	04/20/2020	11,819.49	11,819.49	Open	N
39845	ROYAL PRINCESS PARTIES	02/07/2020	04/20/2020	300.00	300.00	Open	Y
39811	SERVICE SANITATION, INC.	03/06/2020	04/20/2020	60.50	60.50	Open	Y
39908	SERVICE SANITATION, INC.	04/03/2020	04/20/2020	60.50	60.50	Open	Y
39900	SHERWIN WILLIAMS	03/02/2020	04/20/2020	68.76	68.76	Open	Y
39809	SITEONE LANDSCAPE SUPPLY LLC	03/06/2020	04/20/2020	119.99	119.99	Open	Y
39810	SITEONE LANDSCAPE SUPPLY LLC	03/06/2020	04/20/2020	119.08	119.08	Open	Y
39848	SOUTH SIDE CONTROL SUPPLY CO	01/27/2020	04/20/2020	170.98	170.98	Open	Y
39896	SOUTH SIDE CONTROL SUPPLY CO	03/10/2020	04/20/2020	1,773.69	1,773.69	Open	Y
39936	TEMPERATURE EQUIPMENT CORPORATION	02/19/2020	04/20/2020	12,319.00	12,319.00	Open	N
39795	THE EMPLOYERS ASSOCIATION	02/25/2020	04/20/2020	133.00	133.00	Open	Y
39801	THE EMPLOYERS ASSOCIATION	03/23/2020	04/20/2020	133.00	133.00	Open	Y
39791	TOTAL FIRE & SAFETY, INC.	02/25/2020	04/20/2020	295.00	295.00	Open	Y
39913	TOTAL FIRE & SAFETY, INC.	04/08/2020	04/20/2020	315.00	315.00	Open	N

INVOICE REGISTER REPORT FOR OAK BROOK PARK DISTRICT
 EXP CHECK RUN DATES 04/20/2020 - 04/20/2020
 BOTH JOURNALIZED AND UNJOURNALIZED
 OPEN

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
39914	TOTAL FIRE & SAFETY, INC.	04/08/2020	04/20/2020	215.00	215.00	Open	N
39933	TOTAL FIRE & SAFETY, INC.	04/08/2020	04/20/2020	370.00	370.00	Open	N
39860	TRANE U.S. INC.	03/02/2020	04/20/2020	960.00	960.00	Open	Y
39920	TRANE U.S. INC.	03/05/2020	04/20/2020	166.16	166.16	Open	N
39812	TYCO INTEGRATED SECURITY LLC	02/08/2020	04/20/2020	273.00	273.00	Open	Y
39827	TYCO INTEGRATED SECURITY LLC	03/07/2020	04/20/2020	228.98	228.98	Open	Y
39785	UMB BANK N.A.	02/28/2020	04/20/2020	335,731.24	335,731.24	Open	Y
39847	UNDERGROUND IMAGING	01/08/2020	04/20/2020	416.25	416.25	Open	Y
39907	UNIVERSITY OF ILLINOIS	04/03/2020	04/20/2020	1,926.00	1,926.00	Open	Y
39807	VERIZON WIRELESS	03/15/2020	04/20/2020	1,122.69	1,122.69	Open	Y
39910	VETERANS FLOORS INC	03/21/2020	04/20/2020	4,745.00	4,745.00	Open	Y
39926	VILLA PARK ELECTRICAL SUPPLY	02/19/2020	04/20/2020	96.63	96.63	Open	N
39927	VILLA PARK ELECTRICAL SUPPLY	02/18/2020	04/20/2020	8.50	8.50	Open	N
39928	VILLA PARK ELECTRICAL SUPPLY	02/17/2020	04/20/2020	183.96	183.96	Open	N
39929	VILLA PARK ELECTRICAL SUPPLY	02/28/2020	04/20/2020	65.86	65.86	Open	N
39930	VILLA PARK ELECTRICAL SUPPLY	02/25/2020	04/20/2020	172.60	172.60	Open	N
39800	VILLAGE OF OAK BROOK	03/20/2020	04/20/2020	110.40	110.40	Open	Y
39888	VILLAGE OF OAK BROOK	03/30/2020	04/20/2020	413.60	413.60	Open	Y
39905	WILSON SPORTING GOODS	03/11/2020	04/20/2020	2,690.16	2,690.16	Open	Y
# of Invoices:	158	# Due:	158	Totals:	940,676.59	940,676.59	
# of Credit Memos:	2	# Due:	2	Totals:	(651.65)	(651.65)	
Net of Invoices and Credit Memos:					940,024.94	940,024.94	
* 1 Net Invoices have Credits Totalling:					(1,185.98)		

INVOICE REGISTER REPORT FOR OAK BROOK PARK DISTRICT
POST DATES 03/17/2020 - 04/20/2020
BOTH JOURNALIZED AND UNJOURNALIZED

Inv Ref#	Vendor	Inv Date	PAID INTERIM CHECKS		Inv Amt	Amt Due	Status	Jrnlized
			Due Date					
39755	HOME DEPOT CREDIT SERVICES	02/05/2020	03/17/2020		15.38	0.00	Paid	Y
39756	HOME DEPOT CREDIT SERVICES	02/12/2020	03/17/2020		94.27	0.00	Paid	Y
39757	HOME DEPOT CREDIT SERVICES	02/20/2020	03/17/2020		38.89	0.00	Paid	Y
39758	HOME DEPOT CREDIT SERVICES	02/25/2020	03/17/2020		63.76	0.00	Paid	Y
39759	HOME DEPOT CREDIT SERVICES	02/05/2020	03/17/2020		52.47	0.00	Paid	Y
39760	HOME DEPOT CREDIT SERVICES	02/18/2020	03/17/2020		234.41	0.00	Paid	Y
39761	HOME DEPOT CREDIT SERVICES	03/02/2020	03/17/2020		183.64	0.00	Paid	Y
39762	HOME DEPOT CREDIT SERVICES	02/13/2020	03/17/2020		8.35	0.00	Paid	Y
39763	LARA SULEIMAN	03/09/2020	03/17/2020		65.58	0.00	Paid	Y
39764	HOME DEPOT CREDIT SERVICES	01/28/2020	03/17/2020		45.94	0.00	Paid	Y
39765	HOME DEPOT CREDIT SERVICES	01/28/2020	03/17/2020		38.43	0.00	Paid	Y
39766	HOME DEPOT CREDIT SERVICES	01/29/2020	03/17/2020		37.99	0.00	Paid	Y
39767	HOME DEPOT CREDIT SERVICES	02/03/2020	03/17/2020		21.22	0.00	Paid	Y
39768	HOME DEPOT CREDIT SERVICES	02/04/2020	03/17/2020		26.44	0.00	Paid	Y
39769	HOME DEPOT CREDIT SERVICES	02/04/2020	03/17/2020		29.17	0.00	Paid	Y
39770	HOME DEPOT CREDIT SERVICES	02/10/2020	03/17/2020		45.29	0.00	Paid	Y
39772	HOME DEPOT CREDIT SERVICES	02/19/2020	03/17/2020		67.19	0.00	Paid	Y
39773	HOME DEPOT CREDIT SERVICES	02/20/2020	03/17/2020		9.54	0.00	Paid	Y
39774	HOME DEPOT CREDIT SERVICES	02/21/2020	03/17/2020		31.85	0.00	Paid	Y
39775	HOME DEPOT CREDIT SERVICES	02/27/2020	03/17/2020		333.29	0.00	Paid	Y
39776	VILLAGE OF OAK BROOK	03/10/2020	03/17/2020		3,505.64	0.00	Paid	Y
39777	VILLAGE OF OAK BROOK	03/10/2020	03/17/2020		10.00	0.00	Paid	Y
39778	VILLAGE OF OAK BROOK	03/10/2020	03/17/2020		32.48	0.00	Paid	Y
39779	VILLAGE OF OAK BROOK	03/10/2020	03/17/2020		268.52	0.00	Paid	Y
39780	VILLAGE OF OAK BROOK	03/10/2020	03/17/2020		10.00	0.00	Paid	Y
39781	VILLAGE OF OAK BROOK	03/10/2020	03/17/2020		10.00	0.00	Paid	Y
39783	DIRECT ENERGY BUSINESS	03/09/2020	03/30/2020		15,464.27	0.00	Paid	Y
39861	IL ENVIRONMENTAL PROTECTION	03/11/2020	04/03/2020		750.00	0.00	Paid	Y
39869	LEASE SERVICING CENTER INC	04/01/2020	04/03/2020		250.00	0.00	Paid	Y
# of Invoices: 29 # Due: 0					Totals:	21,744.01	0.00	
# of Credit Memos: 0 # Due: 0					Totals:	0.00	0.00	
Net of Invoices and Credit Memos:						21,744.01	0.00	

04/13/2020 08:23 AM
User: mkorman
DB: Oak Brook Park

INVOICE REGISTER REPORT FOR OAK BROOK PARK DISTRICT
POST DATES 03/17/2020 - 04/20/2020
BOTH JOURNALIZED AND UNJOURNALIZED
PAID

Page: 2/2

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
--- TOTALS BY FUND ---							
	01 - GENERAL CORPORATE FUND			6,332.61	0.00		
	02 - RECREATION FUND			9,287.22	0.00		
	07 - RECREATIONAL FACILITIES FUND			5,374.18	0.00		
	12 - CAPITAL PROJECTS FUND			750.00	0.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	01 - ADMINISTRATION CORPORATE			2,706.28	0.00		
	04 - CENTRAL PARK NORTH			10.00	0.00		
	05 - CENTRAL PARK			1,086.33	0.00		
	07 - FOREST GLEN PARK			145.30	0.00		
	15 - BUILDING/RECREATION CENTER			3,040.84	0.00		
	20 - CENTRAL PARK WEST			1,984.56	0.00		
	21 - FITNESS CENTER			2,390.70	0.00		
	25 - AQUATIC CENTER			4,255.82	0.00		
	71 - BUILDING/RACQUET CLUB			5,374.18	0.00		
	95 - CAPITAL PROJECTS FUND			750.00	0.00		



Memo

To: Oak Brook Park District Board of Commissioners
From: Laure Kosey, Executive Director
Date: April 6, 2020
Re: March/April 2020: Communications, IT & Administration

March Board Meeting Follow Up:

Village Board Meeting

The March Village Board meeting has been rescheduled for April 14th via Video Conference. This meeting is for the special variance approval of LED Sports Lighting at the North Fields.

Central Park North Bid

The bid opening will be virtual on April 9th. This project continues to move forward as it is funded with referendum bonds and a state grant.

April Board Meeting Discussion Points:

Public Meeting for the Proposed Budget and Appropriation Ordinance

In these uncertain times with COVID – 19, the proposed budget is as presented. Following the sound fiscal policy and procedures the board has already put in place, revenues and expenditures will be evaluated and adjusted accordingly on a monthly basis throughout the fiscal year.

Staffing and Operations of the Oak Brook Park District

Staff prepared budget projections through May 31, 2020 in order best understand our reserves in each fund as well as deferment/reduction in operational expenses. Staff is preparing recommendations for the Board of Commissioners regarding all personnel through May 31, 2020.

IT Report:

- VPN (Virtual Private Network) capabilities were expanded so more staff have secure access to the network from remote locations. Now 28 full time staff have access to the network from their home.
- Our FortiGate firewall went through rigorous testing to ensure the entrance of the Park District's network remains safe. This was performed by one of our network security provider consultants.

Corporate & Community Relations Report:

This is a year to date comparison for FY 2018 vs FY 2019:

	FY 2018	FY 2019
Sponsorships	\$43,515.00	\$44,340.00
Ad Space	\$23,150.00	\$28,725.00
Vendors	\$11,200.00	\$15,291.80
In-Kind Donations	\$48,970.85	\$44,485.60
Oak Brook Park District Foundation	\$57,555.38	\$19,168.69

Here are new additions that occurred in March:

Sponsorships: \$3,000.00 **Advertising:** \$1,000.00 **Vendors:** \$2,750.00 **In-Kind Donations:** \$6,705.60
Oak Brook Park District Foundation: \$2,500.00

Marketing & Communications Report:

Facebook Analytics

Total Likes: 2853 (up 42)
 Posts: 63
 Total Reach Average: 15,900

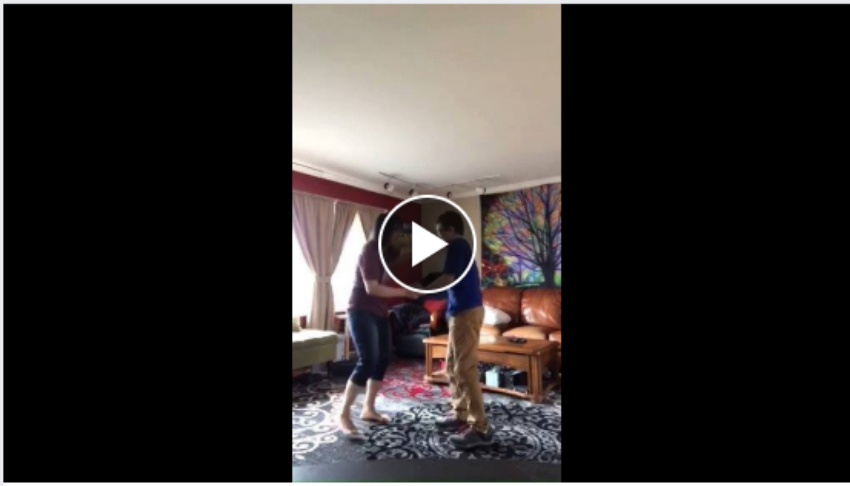
Instagram Analytics

Total Followers: 994 (up 44)
 Posts: 26
 Top Post Reach: 322

Twitter Analytics

Total Followers: 1,047 (up 3)
 Posts: 15
 Top Post Impressions: 247

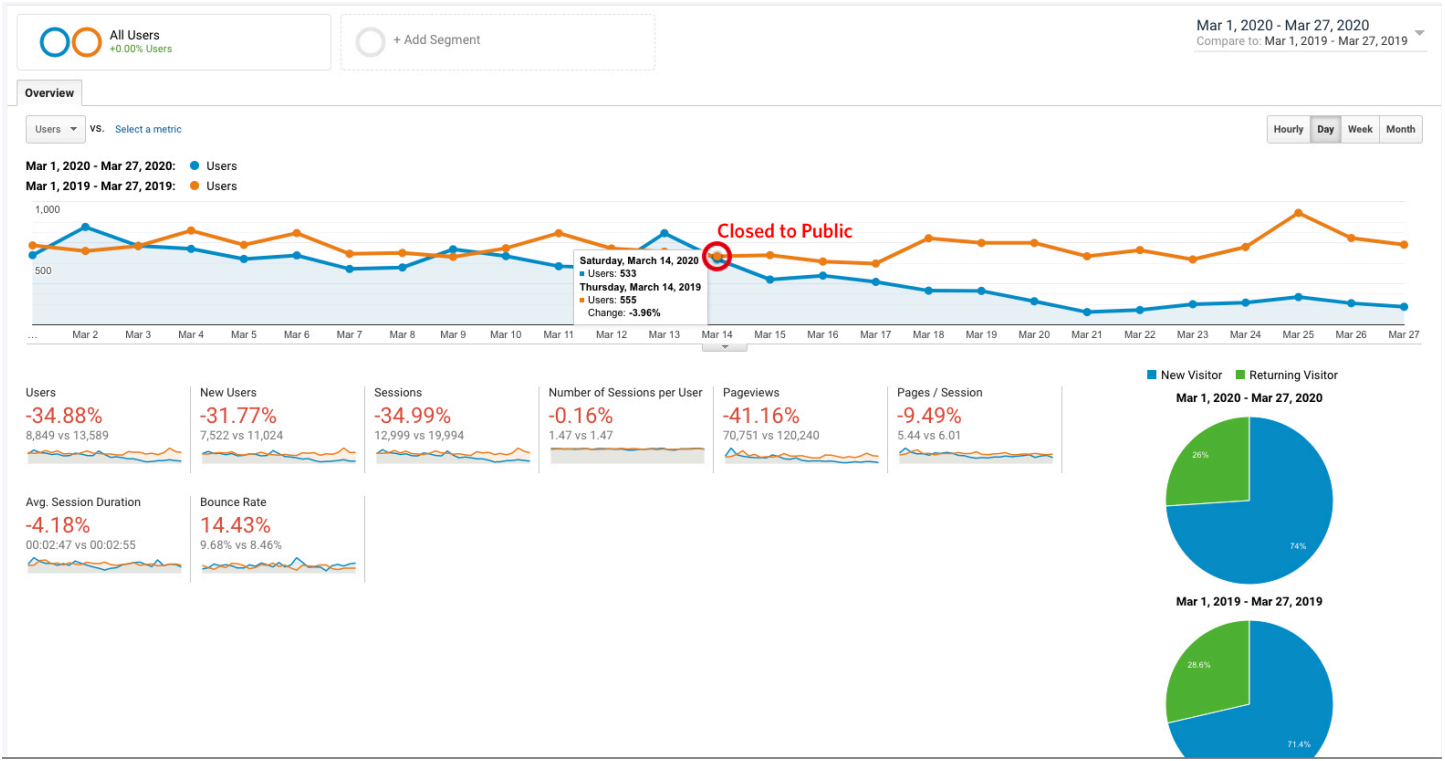
Video Details



Oak Brook Park District: Dancing with Karen and Paul...
 How are YOU enjoying some time at home with your family? Karen Spandikow, Recreation Manager, enjoys dancing with her son, Paul. Post a video or photo in the comments below to keep in touch with us! We're happy to have you as part of our...

Total Video Performance

🕒 Minutes Viewed	293
👤 1-Minute Video Views	--
👤 10-Second Video Views	404
👤 3-Second Video Views	616
🕒 Average Video Watch Time	0:19
📊 Audience Retention	
👤 Audience and Engagement	



*Data affected by COVID19 countermeasures and closure.

March 2020 Top pages*

1. Obparks.org
2. Cancellations and Status Updates
3. Tips for Positive Play
4. Bids/RFPs
5. Facilities/Family Recreation Center
6. Facilities/Central Park West
7. News/Notice of Special Meeting
8. Special Events/Pink 5K
9. Facilities/Central Park
10. Facilities/Dean Nature Sanctuary

March 2020 Top Products*

1. Summer Playground Camp Full Summer
2. Aqua Egg Hunt
3. Swim Lessons
4. Chicago Bulls Camp
5. Summer Playground Camp Full Summer Half Day

obparks.org Ecommerce Overview – March 2020*

	<u>March 2020</u>	<u>March 2019</u>
Total Revenue	\$102,384	\$133,927
Transactions:	305	569
	2020	2019
Year to date total	\$265,047	\$279,862

obparks.org Acquisition Value*

<u>Referral Values</u>	<u>March 2020</u>	<u>March 2019</u>
Direct:	\$88,380	\$110,853
Organic Search:	\$5,625	\$3,072
Referrals:	\$7,987	\$15,444
Email:	\$0 \$0	



Memo

To: Board of Commissioners and Executive Director, Laure Kosey
From: Marco Salinas, Chief Financial Officer
Date: April 14, 2020
Re: March 2020 Financials

General Fund

We have now completed eleven months (92%) of our current fiscal year. Year-to-date (YTD) revenues, expenditures, and transfers out in this fund equal \$2,568,895, \$2,236,486 and \$326,575, respectively. This is resulting in a YTD net surplus of \$5,834; which is a decrease of \$124,410 (96%) over last year's YTD net surplus of \$130,244. Following is additional commentary:

- **Revenues-** Total YTD revenues are in-line with the annual budget at 92%, and have increased \$168,475 over the previous year. Property taxes and Personal Property Replacement Taxes (PPRT) account for \$145,970 of this increase. We have also benefitted from a \$33K increase in field rental revenue at our Central Park, and \$26K in new rental income derived from our recently acquired Central Park North fields. On the other hand, rental income at our Central Park West (CPW) facility has decreased approximately 18%, primarily due to that facility being unavailable for rentals as a result of the ongoing capital improvements. We previously expected to resume rental activities at CPW in late March 2020, however, this has been delayed again due to the Covid-19 related shutdown of our facilities.
- **Expenditures-** Overall expenditures are favorable against the annual budget at 80%, and are approximately \$116K (6%) higher than the prior year. The majority of the increase is being driven in our Central Park, Professional Services, and Central Park North departments.
- **Professional Services-** \$30K in general counsel fees are budgeted in this department. The YTD expenditures for these services totals \$52,544 (billings through January 2020). The large increase in this activity is due to services received related to the Central Park lighting ordinance and standards, Central Park North capital improvements (rezoning), re-issuance of our 2012 Limited Tax bonds (501c3), agreements with the Wizards Football Club and Illinois Girls Lacrosse. In addition, legal counsel provided services over the parking lot lease and loan with the Village of Oak Brook, as well as the intergovernmental agreement over our management of the Village's sports fields, tennis courts and outdoor pool. Additional legal fees that have been incurred on specific ongoing capital projects have been captured in the Capital Projects Fund.
- **Dean Nature Contracts/Maintenance-** This department was established to account for the maintenance activity that is currently outsourced. The YTD activity represents payments to Conservation Land Stewardship (CLS) for carrying out prescribed burns, applying herbicide, performing mowing services, adding new plantings, and seeding of specific areas. Prior year's YTD expenditures were lower due to the significant delays with the billings received from CLS, which resulted in the majority of the maintenance costs being recognized later in the fiscal year (\$19K was recognized in April 2019).

Recreation Fund

YTD revenues, expenditures, and transfers out in this fund equal \$3,468,242, \$2,924,674 and \$81,011, respectively. This is resulting in a YTD net surplus of \$462,556; which is an increase of \$123,228 (36%) over prior year's YTD net surplus of \$339,328. Following is additional commentary:

- **Revenues-** Total YTD revenues are favorable against the annual budget at 94%, and have decreased \$17,863 over the previous year. The primary drivers of this decrease are in our Aquatic Center and

Preschool Programs departments; partially offset by increased revenues in the Marketing department. The net negative revenue activity in our Aquatic Recreation Program, Adult programs, and Pioneer Programs is due to the cancellation of previously scheduled programming and the processing of refunds due to the closure of our facilities.

- **Expenditures-** Expenditures across all departments are favorable against the annual budgets and have decreased \$141,091 (5%) when compared to the prior year. The primary cause of this decrease is a \$195,184 decrease in capital expenditures. Current year's capital projects include HVAC improvements at CPW, paving at several of our satellite parks, as well as the installation of replacement playground equipment. Last year's projects included the installation of our universal playground and replacement LED lighting at our largest baseball field.
- **Marketing-** During the year, the marketing department recorded the receipt of a \$45,000 donation from the Oak Brook Park District Foundation to benefit our Universal Playground. The prior year's donation totaled \$29,533. The remaining revenue activity is derived from ad placements in our seasonal program guides and sponsorships received for various special events.

Recreational Facilities Fund (Tennis Center)

YTD revenues and expenses in this fund are currently at \$1,882,333 and \$1,563,509, respectively. This is resulting in a YTD net surplus of \$318,824; which is a decrease of \$129,593 (29%) over prior year's YTD net surplus of \$448,417. Following is additional commentary:

- **Revenues-** Total YTD revenues are favorable against the annual budget at 110% and have also increased \$19,530 (1%) over prior year. Administration department revenues are being positively impacted by increased investment earnings due to having a larger cash balance on deposit with the Illinois Funds. The largest increase in revenues is with our group lessons (e.g. adult, junior, high performance, camps). Total group lesson revenue has increased from \$902,151 in the prior year, to \$995,739 in the current year. This increase is attributed to increased registration activity as many of the classes were at their maximum capacity. Partially offsetting this favorable revenue increase is a decrease in private lesson revenues. YTD private lesson revenues are currently at \$198,827, and in the prior year revenues were at \$249,195. The decrease is primarily due to the courts being at full capacity for group lessons.
- **Expenses-** Overall expenses are favorable against the annual budget at 77% and have increased \$149,124 (11%) when compared to the prior year. The primary driver of this increase is in the Capital Outlay department where expenses have increased \$116,475.
- **Capital Outlay-** This year's expenses are comprised of \$24,800 in costs to have 4 indoor tennis courts color coated, \$22,716 for the installation of replacement tennis court backdrops, \$190,089 for the HVAC project, and \$21,522 for renovation of the lounge area and the replacement of ceiling tiles on the lower level.

FINANCE OPERATIONS:

- Marco continued to update the requested FY 2020/2021 budgets in response to the closure of our facilities in March 2020 and the impact that the Illinois shelter in place order has had on many of our vendors and ongoing capital projects.
- Marco worked with staff on calculating financial projections through April 30, 2020 (the end of our current fiscal year) and through May 31, 2020 to take into account the impact of our closure on park district finances.

HUMAN RESOURCES:

- Linda N. has been busy researching the impact of the Families First Coronavirus Response Act (FFCRA) on park district operations and personnel. Among other things, she coordinated the posting and distribution of several required notices addressing employee benefits and rights under the FFCRA as well as assisting our executive Director and other supervisors in drafting various communications to staff.



Memo

To: Oak Brook Park District Board of Commissioners
From: Dave Thommes, Deputy Director
Date: April 13, 2020
Re: Recreation & Facilities Report

Recreation

- Fifteen Pioneer's enjoyed the Orchid show at the Chicago Botanical Gardens on March 3rd.
- Preschool open house took place on March 6th
- The Youth Basketball League has ended. Brian DeWolf held a staff pizza party on March 9th where the staff reviewed participant evaluations and provided their feedback about the program.
- Mike Contreras went to the Butler 53 community outreach committee meeting on March 11th.
- Karen Spandikow passed the CPRE and Kim Catris passed the CPRP. Congrats!
- Kim Catris and Katie Garrett went to the district 181 summer camp fair on March 11th.
- Karen Spandikow has been calling Pioneer members to check on them during the "Shelter-in-place" time period.

Aquatics

- Staff is working with Fluid Running to determine opportunity to safely and responsibly offer classes during soft open
- Spring swim sessions two and three were cancelled and accounts were credited for missed classes.
- All parties through May 8 have been canceled or rescheduled.
- Sand in Splash Island and Lap filters was replaced. In addition, maintenance staff replaced the VGB grate, grouted underwater tile and replaced the Leisure Pool heater.

Fitness

- The Pink 5K was officially postponed until Oct. 3, 2020
- Cori's is still scheduled for June 6th, but staff is ready to postpone the date as necessary.
- The new June Dri Tri, scheduled for June 20th was cancelled.
- During the shut-down, all equipment was thoroughly cleaned and sanitized, including benches, bands, jump ropes and other accessories. In addition, all Cybex strength machines were disassembled, cleaned and re-assembled.
- Staff has done an excellent job of creating over 20 virtual workout videos. Thanks to Mike, Meg and Mari for their large part in this!

Facilities

- The Village is waiting on a permit from the department of public health in order to continue construction at the Bath pool.
- Maintenance staff built a building walk-through checklist and are doing daily inspections to ensure all mechanicals and pool supplies are maintained and properly working.
- The HVAC project at CPW was completed with a new unit installation along with new breaker panel, new floor registers, return grills & thermostat with mobile accessing. Areas were repaired where duct work was removed from old systems.
- During the shutdown period due to the HVAC project, maintenance staff completed a rehab of lobby and restrooms at CPW. The areas were painted, new signage and lights added and new wall heaters were installed in the entryways.

Tennis

- Sand and clay were delivered for the Sports Core tennis courts. The install is scheduled for later this month.
- Staff reviewed the EOP Manual to match up items that we should have in our EOP Box.
- Seasonal court time contracts were prepared and ready to be emailed out May 1st.
- Summer programming information was finalized and is ready to open registration when facility opens.

Retention Results

March 2019			
	Retained	Total	Rate
Aquatic	166	170	97.6%
Aqua/Ten	4	4	100.0%
Fitness	310	334	92.8%
Fit/Aqua	157	181	86.7%
Fit/Ten	11	11	100.0%
Premiere	30	35	85.7%
Yearly Total	678	735	92.2%
EFT Aqua	483	716	67.5%
EFT Aqua/Ten	36	62	58.1%
EFT Fitness	783	1181	66.3%
EFT Fit/Aqua	415	652	63.7%
EFT Fit/Ten	76	96	79.2%
EFT Premiere	76	138	55.1%
Yearly & EFT	2547	3580	71.1%

- In March, we gained 48 members and had 15 cancellations. The reasons for cancellation are as follows:
 - Use: 8
 - Employment location changed: 1
 - Moved: 3
 - COVID-19: 3
- Due to the COVID-19 pandemic, all facilities were closed starting March 14th, 2020 and all EFT memberships were suspended during the duration of the closure.

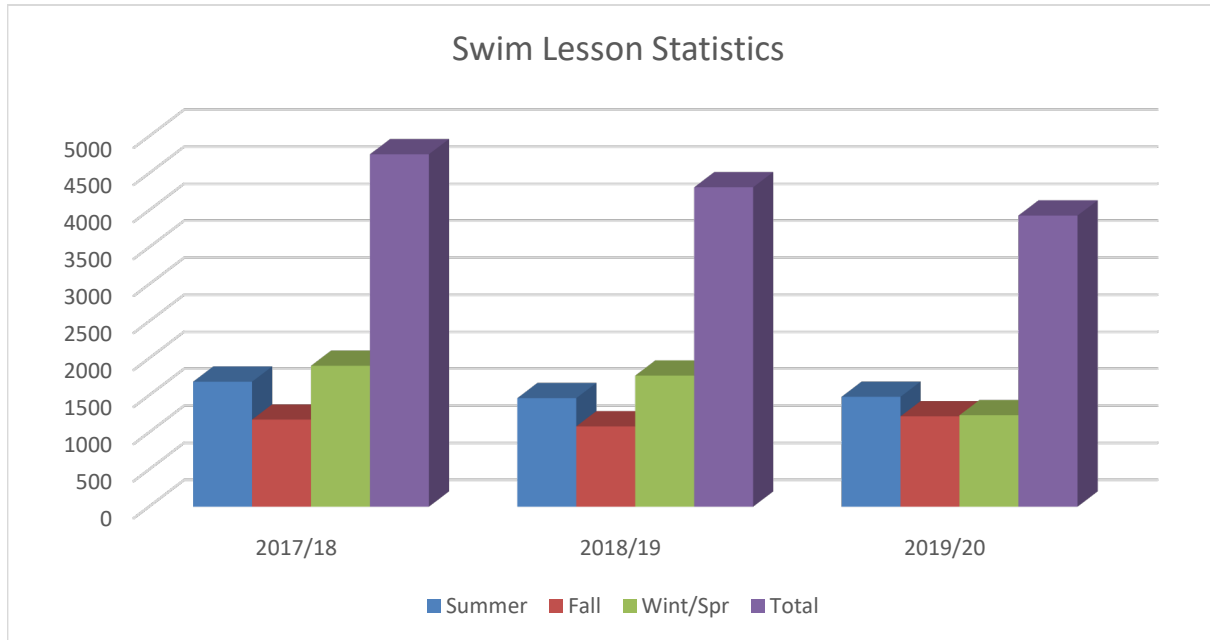


Oak Brook Park District Aquatic Center Swim Lesson and Swim Team Statistics

Swim Lesson Statistics				
	Summer	Fall	Wint/Spr	Total
2017/18	1685	1173	1900	4758
2018/19	1463	1082	1767	4312
2019/20	1481	1217	1232	3930

NOTE: total accounts for cancelations to programming beyond March 13

Swim Team Statistics						
	Summer	Fall	Wint/Spr	Spring Training	Stroke Clinic	Total
2017/18	32	65	46	73	9	225
2018/19	71	80	77	100	18	346
2019/20	79	90	83	0	not offered	252





Oak Brook Park District
 Aquatic Center
 Aquatic Party Statistics

2020 Aquatic Party Statistics													
Total # Parties	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
Splash Birthday	6	15	8	0	4	0	0	0	0	0	0	0	33
Super Splash Birthday	6	3	1	0	0	0	0	0	0	0	0	0	10
Group (by day)	4	2	2	0	1	0	0	0	0	0	0	0	9
Private (indoors only)	3	5	3	0	1	0	0	0	0	0	0	0	12
Private (indoor/outdoor combo)	0	0	0	0	0	0	0	0	0	0	0	0	0
Splash Island Birthday	0	0	0	0	0	0	0	0	0	0	0	0	0
Camp Rentals	0	1	0	0	0	0	0	0	0	0	0	0	1
Lane Rental (lap only)	2	4	0	0	0	0	0	0	0	0	0	0	6
Scout	1	2	1	0	0	0	0	0	0	0	0	0	4
Total # Parties	22	32	15	0	6	0	0	0	0	0	0	0	75

2019	37	25	44	36	46	53	52	38	20	27	37	25	440
2018	47	44	48	57	47	60	49	40	36	26	23	25	502



Oak Brook Park District Athletic Fields Rental Report

Athletic Field Usage 2018/2019 Fiscal Year Evergreen Bank Group Athletic Field

Month	May	June	July	August	September	October	November	December	January	Feb	March	April	18/19 YTD	17/18 Actual
Hours	172	126	79	168	203	210	81	28	0	0	87	155	1,307	1,316
Revenue	\$15,258	\$9,005	\$3,813	\$12,280	\$12,714	\$15,670	\$5,880	\$3,080	\$0	\$0	\$7,465	\$16,085	101,248	\$87,638

Athletic Field Usage 2018/2019 Fiscal Year Natural Grass Soccer Fields

Month	May	June	July	August	September	October	November	December	January	Feb	March	April	18/19 YTD	17/18 Actual
Hours	91	154	131	145	195	80	0	0	0	0	0	177	971	1,119
Revenue	\$3,156	\$2,081	\$725	\$1,625	\$2,688	\$1,413	\$0	\$0	\$0	\$0	\$0	\$5,575	17,263	\$18,987

Athletic Field Usage 2018/2019 Fiscal Year Baseball Fields

	May	June	July	August	September	October	November	December	January	Feb	March	April	18/19 YTD	17/18 Actual
Hours	116	96	37	24	116	89	12	0	0	0	0	83	572	941
Revenue	\$1,740	\$595	\$100	\$75	\$200	\$800	\$475	\$0	\$0	\$0	\$0	\$1,734	5,719	\$18,160

Grand Total Hours:	2849	3376
Grand Total Revenue:	\$124,230	\$124,785

Athletic Field Usage 2019/2020 Fiscal Year Evergreen Bank Group Athletic Field

Month	May	June	July	August	September	October	November	December	January	Feb	March	April	19/20 YTD	18/19 YTD
Hours	192	190	153	142	192	178	69	32	0	13.5	36.5		1,197	1,065
Revenue	\$13,832	\$12,280	\$6,813	\$11,885	\$17,585	\$16,962	\$6,568	\$3,308	\$0	\$1,163	\$2,763		\$93,156	\$77,698

Athletic Field Usage 2019/2020 Fiscal Year Natural Grass Soccer Fields

Month	May	June	July	August	September	October	November	December	January	Feb	March	April	19/20 YTD	18/19 YTD
Hours	254	251	161	153	163	141	6	0	0	0	0		1,128	794
Revenue	\$10,650	\$8,338	\$3,150	\$4,838	\$7,075	\$8,697	\$150	\$0	\$0	\$0	\$0		\$42,897	\$11,688

Athletic Field Usage 2019/2020 Fiscal Year Baseball Fields

Month	May	June	July	August	September	October	November	December	January	Feb	March	April	19/20 YTD	18/19 YTD
Hours	155	200	167	101	153	65	0	0	0	0	0		841	489
Revenue	\$3,487	\$3,997	\$1,036	\$1,633	\$6,438	\$6,678	\$0	\$0	\$0	\$0	\$0		\$23,268	\$3,985

YTD Total Hours:	3165	2348
YTD Total Revenue:	\$159,321	\$93,371



Oak Brook Park District Facility Usage

Facility Usage													
	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
2017	43,582	37,431	45,170	31,760	31,932	35,136	33,194	27,695	17,587	15,789	24,693	24,856	368,825
Weekday Avg.	1,355	1,252	1,597	1,107	1,069	1,342	1,165	911	637	853	976	1,174	1,120
Weekend Avg.	1,531	1,551	1,054	1,071	736	700	944	887	467	672	896	1,037	962
2018	27,978	41,768	44,831	40,154	37,099	41,229	51,465	41,786	33,111	15,789	NA	38,518	413,728
Weekday Avg.	1,453	1,397	1,510	1,338	1,283	1,522	1,646	1,368	1,150	853	NA	1,372	1,354
Weekend Avg.	1,499	1,729	1,291	1,339	949	1,031	1,693	1,145	1,011	672	NA	1,106	1,224
2019	35,683	37,845	45,404	32,925	32,834	36,793	38,389	29,144		27,461	26,199	27,917	370,593
Weekday Avg.	1,183	1,300	1,354	946	916	1,081	1,096	981		881	865	876	1,043
Weekend Avg.	1,207	1,317	1,890	1,515	1,586	1,517	1,648	838		900	891	961	1,297
2020	33,071	38,604	*17,745										71,675
Weekday Avg.	1,022	1,332	*1,369										1,177
Weekend Avg.	1,061	1,331	*1,350										1,196

*March 2020- Due to the COVID-19 pandemic the Oak Brook Park District was closed for the duration of March starting on 3/14/20

Oak Brook Park District
Family Recreation Center
Membership Usage Data

Members												
	January	February	March	April	May	June	July	August	September	October	November	December
2018	3,902	3,888	4,015	4,132	4,283	4,422	4,457	4,252	3,888	3,816	3,808	3,843
Resident	52%	52%	52%	52%	51%	50%	51%	52%	53%	53%	53%	52%
Non Resident	48%	48%	48%	48%	49%	50%	49%	48%	47%	47%	47%	48%
EFT	2,827	2,836	2,845	2,829	2,810	2,781	2,765	2,763	2,756	2,705	2,724	2741
2019	3,920	3,910	4,053	4,164	4,261	4,386	4,444	4,291	3,707	3,694	3,714	3,787
Resident	52%	52%	52%	51%	50%	50%	50%	49%	53%	53%	53%	53%
Non Resident	48%	48%	48%	49%	50%	50%	50%	51%	47%	47%	47%	47%
EFT	2,806	2,790	2,747	2,746	2,705	2,680	2,678	2,557	2,567	2,577	2,592	2,673
2020	3,916	3,948	3,904									
Resident	52%	52%	53%									
Non Resident	48%	48%	47%									
EFT	2,809	2,836	2,808									
Usage												
	January	February	March	April	May	June	July	August	September	October	November	December
2018	15,909	13,043	16,047	14,383	14,333	14,782	15,768	13,472	11,150	13,441	13,424	13,933
2019	15,079	14,004	16,220	13,972	13,287	14,710	17,004	12,887	11,176	12,904	13,586	13,744
2020	15,990	14,871	*5,971									

*Building Shut down to public due to COVID 19 on March 14th



Memo

To: Board of Commissioners
From: Bob Johnson, Director of Parks and Planning
Date: April 15, 2020
Re: Board Report

- Staff is completing spring cleanup in the parks. Landscape beds are being raked and weeded and pre-emergent weed control has been applied.
- The LED sports lighting retro-fit is expected to be completed by the end of April at Central Park. The schedule was delayed due to the pandemic and the early spring weather which created wet ground conditions. The equipment is on site and ready for installation.
- An archaeological survey was conducted at Central Park North by the University of Illinois. This survey is a requirement of the Illinois Department of Natural Resources as part of the OSLAD grant that was awarded for the development project. The intent of the survey is to identify cultural and historical resources on the site, but none are present.
- The parks we're opened for the season in late March, but closed shortly thereafter to limit groups socializing on the fields and courts. The trails and disc golf course remain open but require users to practice appropriate social distancing.
- Five-hundred free tree saplings are being individually wrapped and prepared for pickup as part of the Million Trees Initiative from Living Lands and Waters. The species include Northern Red Oak, Swamp White Oak, and Persimmon. The Park District will offer no-contact pickup at the Family Recreation Center.
- The bid opening for Central Park North took place Thursday April 9th. Four bids from general contractors were received. Please see the agenda history for staff recommendations.



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: ORDINANCE 20-0420: AN ORDINANCE SETTING FORTH THE BUDGET AND MAKING APPROPRIATIONS OF SUMS OF MONEY FOR ALL OF THE NECESSARY EXPENDITURES OF THE OAK BROOK PARK DISTRICT OF COOK AND DUPAGE COUNTIES, ILLINOIS, FOR THE CORPORATE PURPOSE FOR THE FISCAL YEAR BEGINNING MAY 1, 2020 AND ENDING APRIL 30, 2021

AGENDA NO.: 8 A

MEETING DATE: APRIL 20, 2020

STAFF REVIEW: Chief Financial Officer, Marco Salinas:

RECOMMENDED FOR BOARD ACTION: Executive Director, Laure Kosey:

ITEM HISTORY (PREVIOUS VILLAGE BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, COMMITTEE ACTION, OTHER PERTINENT HISTORY)

Preparation of the requested fiscal year 2020/2021 budgets (“budgets”) began in October 2019 when Finance staff began calculating the requested 2019 property tax levies. On November 20, 2019 the budget planning module was made available to staff so they could begin entering their budget requests. These requests were due to Finance on January 17, 2020, at which time access to the budget module was closed. Concurrent with this process, staff was also tasked with developing and updating their capital budget requests through the end of fiscal year 2025. These capital expenditure requests were due to Finance on December 27, 2019. Immediately after the closure of the budget module, Finance staff worked on compiling the requested budget information and presented such requests to the Executive Director for review.

Subsequent to the Executive Director’s review, finance staff and the Executive Director began holding meetings with all directors and respective managers to conduct a detailed review of the operating and capital budget requests to identify any necessary adjustments.

On February 17, 2020 the Board conducted a Special Meeting and at such meeting staff presented the Board with various schedules detailing the requested budgets. The Board made several inquiries concerning the budgets and provided feedback to staff. Subsequent to this meeting District staff continued to further refine the budget and made the following modifications:

- Added \$9,685 in credit card processing fees in the Sports Core Fund.
- Increased facility rental, programming, and alcohol permit revenues in our Central Park West (CPW) department in the amount of \$22,180. This department is in our General Fund.
- Increased programming supplies expenditures by \$7,420 in our CPW department and decreased building maintenance expenditures by \$7,000 in this same department.
- Increased facility and personnel overhead expenditures by \$122,378 across various departments in our Recreation Fund with a corresponding increase in overhead revenues in our General Fund. Such overhead costs are allocated from the General Fund to the Recreation Fund on a quarterly basis.

- Increased the capital improvement budget in our Recreation Fund a total of \$40,000 to account for the delay of the door and window replacement project at our Central Park West building. Increased the capital improvement budget in our Capital Project Fund a total of \$51,000 to account for the delay in purchasing a dump truck for use at our Central Park North fields. These delays materialized due to the ongoing Covid-19 recession.
- Added two additional transfers out of our General and Recreation funds (\$6,300 and \$23,700, respectively). These budgeted amounts are for transfer into our Liability Insurance Fund to pay for anticipated unemployment claim expenditures.

A public hearing on our requested fiscal year 2020/2021 budget is scheduled for April 20, 2020. Notice of this public hearing has been published in the April 9, 2020 edition of the Doings-Oak Brook newspaper as well as on our website.

ITEM COMMENTARY (BACKGROUND, DISCUSSION, KEY POINTS, RECOMMENDATIONS):

Accompanying this agenda history document is the annual budget and appropriation ordinance, a consolidating Budget Summary schedule that summarizes the budgets for all eleven of our funds, as well as the Certification of Estimate of Revenue for Fiscal Year 2020-2021.

ACTION PROPOSED:

Motion (and a second) to approve Ordinance 20-0420: An ordinance setting forth the budget and making appropriations of sums of money for all of the necessary expenditures of the Oak Brook Park District of Cook and DuPage Counties, Illinois, for the corporate purpose for the fiscal year beginning May 1, 2020 and ending April 30, 2021.

ORDINANCE NO. 20-0420

OAK BROOK PARK DISTRICT

ANNUAL BUDGET AND APPROPRIATION ORDINANCE

AN ORDINANCE SETTING FORTH THE BUDGET AND MAKING APPROPRIATIONS OF SUMS OF MONEY FOR ALL OF THE NECESSARY EXPENDITURES OF THE OAK BROOK PARK DISTRICT OF COOK AND DUPAGE COUNTIES, ILLINOIS, FOR THE CORPORATE PURPOSE FOR THE FISCAL YEAR BEGINNING MAY 1, 2020 AND ENDING APRIL 30, 2021.

WHEREAS, the Board of Commissioners of the Oak Brook Park District, DuPage and Cook Counties, Illinois, caused to be prepared in tentative form a Budget, and the Secretary of this Board has made the same conveniently available to public inspection for at least thirty (30) days prior to final action thereon; and

WHEREAS, a public hearing will be held as to such Budget on the 20th day of April, 2020, notice of said hearing having been given at least one (1) week prior thereto as required by law and all other legal requirements having been complied with;

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the Oak Brook Park District, as follows:

Section 1. That the fiscal year of this District be and the same hereby is fixed and declared to be from May 1, 2020 to April 30, 2021.

Section 2. That the following Budget, containing an estimate of the amount available, and expenditures, and the appropriation contained therein, be and the same is hereby adopted as the Budget and Appropriations for this Park District for the said fiscal year and the following sums of money:

GENERAL FUND	\$2,835,661.00
RECREATION FUND	\$4,123,254.00
ILLINOIS MUNICIPAL RETIREMENT FUND	\$ 216,000.00
SOCIAL SECURITY FUND	\$ 279,463.00
LIABILITY INSURANCE FUND	\$ 210,765.00
AUDIT FUND	\$ 12,800.00
SPECIAL RECREATION FUND	\$ 118,559.00
DEBT SERVICE FUND	\$1,834,682.00
RECREATIONAL FACILITIES FUND (Tennis Ctr.)	\$2,124,807.00
CAPITAL PROJECTS FUND	\$3,183,000.00
SPORTS CORE FUND	\$ 425,371.00

or as much thereof as may be authorized by law and hereby appropriated for the purpose of the Oak Brook Park District, as herein thereafter specified for said fiscal year.

SUMMARY OF APPROPRIATIONS

GENERAL CORPORATE FUND	\$2,835,661.00
RECREATION PROGRAM FUND	4,123,254.00
ILLINOIS MUNICIPAL RETIREMENT FUND	216,000.00
SOCIAL SECURITY FUND	279,463.00
LIABILITY INSURANCE FUND	210,765.00
AUDIT FUND	12,800.00
SPECIAL RECREATION FUND	118,559.00
DEBT SERVICE FUND	1,834,682.00
RECREATIONAL FACILITIES FUND	2,124,807.00
CAPITAL PROJECTS FUND	3,183,000.00
SPORTS CORE FUND	<u>425,371.00</u>
TOTAL	<u>\$15,364,362.00</u>

Section 3. That the estimated cash expected to be on hand at the end of this fiscal year is \$5,995,375.

Section 4. That all balances of any item or items of any general appropriation made in the Ordinance be expended in making up any deficiency in any item in the same general appropriation, and for the same general purposes, or any like appropriation and for the same general purpose, or any like appropriation made by this Ordinance.

Section 5. That all unexpended balances from annual appropriations of the previous years be and they are hereby re-appropriated for the same or similar purpose.

Section 6. That should any clause, sentence, paragraph or part of this Ordinance be declared by a Court of competent jurisdiction to be invalid, such decision shall not affect the validity of the Ordinance as a whole or any part thereof other than the part so declared to be invalid.

Section 7. This Ordinance shall be in full force and effect from and after its passage and approval according to law.

Adopted this 20th day of April, 2020, pursuant to a roll call vote as follows:

Aye: _____

Nay: _____

Absent: _____

President

ATTEST:

Board Secretary

OAK BROOK PARK DISTRICT
BUDGET SUMMARY FOR FISCAL YEAR BEGINNING MAY 1, 2020 THROUGH APRIL 30, 2021- ALL FUNDS

REVENUES	GENERAL	RECREATION	TENNIS CENTER	IMRF	SOCIAL SECURITY	LIABILITY INSURANCE	AUDIT	SPECIAL RECREATION	DEBT SERVICE	CAPITAL PROJECTS	SPORTS CORE	TOTALS
Taxes - Property	\$ 1,549,013	\$ 961,938	\$ -	\$ 153,916	\$ 259,765	\$ 149,118	\$ 7,732	\$ 101,012	\$ 1,535,044	\$ -	\$ -	\$ 4,717,538
Taxes - Replacement	95,154	29,956	-	26,432	17,621	7,048	-	-	-	-	-	176,211
Interest	11,500	17,500	17,000	750	550	325	250	100	400	15,000	-	63,375
Building Rental Fees	282,625	-	-	-	-	-	-	-	-	-	-	282,625
Program & Service Fees	307,515	2,817,358	1,772,000	-	-	-	-	-	-	-	486,267	5,383,140
Field Rentals	222,400	-	-	-	-	-	-	-	-	-	-	222,400
Marketing	-	49,000	-	-	-	-	-	-	-	-	-	49,000
Other	577,000	32,100	7,500	-	-	-	-	20,000	-	406,000	-	1,042,600
Total Revenues	\$ 3,045,207	\$ 3,907,851	\$ 1,796,500	\$ 181,098	\$ 277,936	\$ 156,491	\$ 7,982	\$ 121,112	\$ 1,535,444	\$ 421,000	\$ 486,267	\$ 11,936,888
EXPENDITURES/EXPENSES												
Administration	\$ 464,071	\$ 1,029,672	\$ 727,478	\$ -	\$ -	\$ 37,891	\$ -	\$ 53,546	\$ -	\$ -	\$ 85,632	\$ 2,398,290
Finance & H.R.	494,580	-	-	-	-	-	-	-	-	-	-	494,580
Parks & Dean Nature	793,692	-	-	-	-	-	-	-	-	-	-	793,692
Professional Services	46,000	-	-	-	-	-	12,750	-	-	-	-	58,750
Recreation Center	965,541	-	-	-	-	-	-	-	-	-	-	965,541
Buildings (Incl. CPW)	71,777	-	370,829	-	-	-	-	-	-	-	-	442,606
Programs	-	2,516,553	631,500	-	-	-	-	37,013	-	-	339,739	3,524,805
Marketing	-	337,029	-	-	-	-	-	-	-	-	-	337,029
Other	-	-	-	216,000	279,463	172,874	50	3,000	1,834,682	1,000	-	2,507,069
Capital Projects	-	240,000	255,000	-	-	-	-	25,000	-	3,182,000	-	3,702,000
Depreciation	-	-	140,000	-	-	-	-	-	-	-	-	140,000
Total Expenditures	\$ 2,835,661	\$ 4,123,254	\$ 2,124,807	\$ 216,000	\$ 279,463	\$ 210,765	\$ 12,800	\$ 118,559	\$ 1,834,682	\$ 3,183,000	\$ 425,371	\$ 15,364,362
Adjustment for Capitalized Costs	\$ -	\$ -	\$ 255,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 255,000
Net Surplus/(Deficit), Excluding Transfers	\$ 209,546	\$ (215,403)	\$ (73,307)	\$ (34,902)	\$ (1,527)	\$ (54,274)	\$ (4,818)	\$ 2,553	\$ (299,238)	\$ (2,762,000)	\$ 60,896	\$ (3,172,473)
Transfers in	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ 313,715	\$ 250,000	\$ -	\$ 593,715
Transfers (out)	(392,042)	(201,673)	-	-	-	-	-	-	-	-	-	(593,715)
Net Surplus/(Deficit)	\$ (182,496)	\$ (417,076)	\$ (73,307)	\$ (34,902)	\$ (1,527)	\$ (24,274)	\$ (4,818)	\$ 2,553	\$ 14,477	\$ (2,512,000)	\$ 60,896	\$ (3,172,473)
Cash Balance- Beginning	\$ 1,488,322	\$ 2,779,922	\$ 1,084,498	\$ 144,691	\$ 138,709	\$ 91,679	\$ 11,489	\$ 56,937	\$ 49,714	\$ 3,132,856	\$ 49,032	\$ 9,027,848
Cash Balance- Ending	\$ 1,305,827	\$ 2,362,847	\$ 1,151,191	\$ 109,789	\$ 137,182	\$ 67,405	\$ 6,671	\$ 59,490	\$ 64,191	\$ 620,856	\$ 109,928	\$ 5,995,375

**OAK BROOK PARK DISTRICT
CERTIFICATION OF ESTIMATE OF
REVENUE FOR FISCAL YEAR 2020-2021**

I, Kevin Tan, do hereby certify that I am the duly qualified Treasurer of the Oak Brook Park District and the Chief Fiscal Officer of said Park District. As such officer I do further certify that the revenues, by source, anticipated to be received by said Park District in the fiscal year beginning May 1, 2020 and ending April 30, 2021 are estimated to be as follows:

<u>SOURCE</u>		<u>AMOUNT</u>
Property and Replacement Taxes		
General Corporate	\$	1,644,167.00
Recreation		991,894.00
Illinois Municipal Retirement Fund		180,348.00
Special Recreation Funds		101,012.00
Social Security Fund		277,386.00
Liability Insurance		156,166.00
Audit		7,732.00
Debt Service		1,535,044.00
	Sub-Total \$	<u>4,893,749.00</u>
 Non-Tax Revenues		
Interest Earned	\$	63,375.00
Program Fees		1,681,395.37
Recreation Center/Memberships & Fees		1,298,807.00
Racquet Club/Tennis Court Fund		1,772,000.00
Aquatic Center		1,135,961.63
Grants		400,000.00
Bonds		-
Other		691,600.00
	Sub-Total \$	<u>7,043,139.00</u>
 TOTAL ESTIMATED REVENUES	 \$	 <u><u>11,936,888.00</u></u>

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the said Park District this 20th day of April, 2020.

Kevin Tan
Treasurer and Chief Fiscal Officer

SEAL

STATE OF ILLINOIS)
)
COUNTIES OF)
DUPAGE & COOK) S.S.

I, Laure L. Kosey, do hereby certify that I am the duly appointed Secretary of the Oak Brook Park District in the county and state aforesaid, and as such Secretary, I am the keeper of the records and files of the Board of Park Commissioners of said Park District.

I do further certify that the attached and foregoing is a true and complete copy of the “**Annual Budget and Appropriation Ordinance of the Oak Brook Park District, DuPage and Cook Counties, Illinois, for the Fiscal Year beginning May 1, 2020 and ending April 30, 2021**”, as adopted by the Board of Park Commissioners at its properly convened meeting held on April 20, 2020, as appears from the official records of said Park District in my care and custody.

IN WITNESS WHEREOF, I have hereunto affixed my official signature and the corporate seal of said Park District at Oak Brook, Illinois this 20th day of April, 2020.

Laure L. Kosey, Secretary
Board of Park Commissioners
Oak Brook Park District

SEAL



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: RENEWAL OF THE INTERGOVERNMENTAL AGREEMENT DATED JANUARY 18, 2016, BY AND BETWEEN THE BOARD OF EDUCATION OF BUTLER SCHOOL DISTRICT #53, THE OAK BROOK PARK DISTRICT FOR A BEFORE AND AFTER SCHOOL PROGRAM AT BROOK FOREST ELEMENTARY SCHOOL FOR SCHOOL YEAR 2020 – 2021.

AGENDA No.: 8 B

MEETING DATE: APRIL 20, 2020

STAFF REVIEW:

Deputy Director, Dave Thommes:

RECOMMENDED FOR BOARD ACTION:

Executive Director, Laure Kosey:

ITEM HISTORY (PREVIOUS PARK DISTRICT BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, COMMITTEE ACTION, OTHER PERTINENT HISTORY):

The Intergovernmental Agreement between the Oak Brook Park District and District #53 is due for renewal. Staff is reviewing the agreement and no changes are anticipated.

The Board of Park Commissioners reviewed this at the March 16, 2020 board meeting.

ITEM COMMENTARY (BACKGROUND, DISCUSSION, KEY POINTS, RECOMMENDATIONS):

In 2016 the Park District entered into a contract to provide a before and after school recreational program for District 53 elementary aged students. The program has been beneficial to the children by providing a social recreational outlet before and after school and the community as a whole by providing a needed service for working parents. This partnership also encourages collaboration and teamwork in the community. It is recommended that the Agreement be renewed again for the 2020 – 2021 school year.

ACTION PROPOSED:

Motion (and a second) to approve: The Renewal of the Intergovernmental Agreement Dated January 18, 2016, by and between the Board of Education of Butler School District #53, the Oak Brook Park District for a Before and After School Program at Brook Forest Elementary School for School Year 2020-2021.

RENEWAL OF THE INTERGOVERNMENTAL AGREEMENT DATED JANUARY 18, 2016, BY AND BETWEEN THE BOARD OF EDUCATION OF BUTLER SCHOOL DISTRICT #53, THE OAK BROOK PARK DISTRICT FOR A BEFORE AND AFTER SCHOOL PROGRAM AT BROOK FOREST ELEMENTARY SCHOOL

AGREEMENT:

This Agreement dated this 20th day of April, 2020 by and between the Board of Commissioners of Oak Brook Park District, DuPage County, Illinois (hereinafter the “Park District”) and the Board of Education Butler School District 53, DuPage County, Illinois (hereinafter the “School District”)(and hereinafter sometimes referred to collectively as the “Parties”) provides for hosting of Park District Before and After School Recreational Programs (hereinafter the “Program”, “Programs” or “Programming”) as follows:

WITNESSETH:

WHEREAS, the Park District and the School District are “units of local government” as defined under Article VII, Section 10, of the Constitution of Illinois 1970 and are “public agencies” as defined under Paragraph 2 of the Intergovernmental Cooperation Act, 5 ILCS220/1 *et seq.*; and

WHEREAS, the Park District and the School District have mutually determined that it would be in the best interest of the citizens of the community to be able to utilize certain facilities at the Brook Forest Elementary School (the “School”) for the Programs when it is not being used by the School District for its own before and after school program; and

WHEREAS, by this Agreement, the School District intends to authorize the Park District to use certain facilities at the School for a facility usage fee as provided in this Agreement; and

WHEREAS, parents of students who attend the School will benefit from the Programming to be provided by the Park District;

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by the Parties, the Parties hereby agree as follows:

1. Enabling Authority
 - a. This Agreement is entered into between the Parties pursuant to the Constitution of the State of Illinois and the Intergovernmental Cooperation Act.
2. General Conditions
 - a. Program
 - i. That subsidized fees shall be made available for the Programs for eligible low income families of the School District, through the Park District or other financial assistance programs; and
 - ii. That Park District Programming will provide students of the School District with age-appropriate recreational physical, educational and social activities, including homework assistance; and

- iii. That a snack program is made available by the Park District at no additional cost to the families or participants; and
- iv. That both the Park District and the School District will actively promote the Programs to School District families.
- v. That the facility usage fee to be paid by the Park District to the School District shall be \$10.00 per week for before school care and \$20.00 per week for after school care.

b. School District Facilities

- i. The School District shall provide the Park District with the use of the following facilities at the School for the Programs, without requiring any facility fee: the gymnasium, washrooms, designated classrooms, designated kitchen storage areas, designated exterior play area, and other designated storage areas, together with such corridors and entrance ways necessary to gain ingress and egress to and from said areas, which shall be limited to pre-established schedules and times (the "School Facilities"). The specific School Facilities shall be agreed upon by the Parties prior to the commencement of the Programming. The Park District Programs will periodically be required to share these School Facilities with other user groups scheduled within the School.
- ii. The School's Administrative Staff will notify the Park District site staff, with as much advance notice as possible, of any proposed conflicting or shared use of the School Facilities. When possible, the School's Administrative Staff may offer alternative spaces to accommodate the Programs when such conflicts or sharing occur.

c. Terms of Agreement

- i. The term of this Agreement shall be for a period of one year effective with the 2020/2021 school year.
- ii. This Agreement may be renewed for additional one-year terms if either of the Parties hereto notifies the other in writing no less than sixty (60) days prior to September 15.
- iii. The Park District has the right to discontinue any Program if participation falls below seven (7) total students, by written notification to the School District prior to September 15.

d. Access to School

- i. The School shall provide ingress and egress to Park District Program employees and Program participants, as authorized by the School District, during hours of Program operation, and to other areas needed to meet crisis protocol and procedures.

e. Parking

- i. Authorized Park District employees and Program participants shall be permitted to park vehicles in any parking lot at the School during the hours of operation for the Programs without interference or hindrance, except reasonable periods of repair or construction or other School programming.

3. Use of School Facilities

a. Time Scheduling

- i. During regular School attendance days, for the purposes of before school Programming, the Park District shall have use of the School Facilities beginning at 6:45 a.m. and ending at the School's start time.
- ii. During regular School attendance days, for the purposes of after school Programming, the Park District shall have use of the School Facilities beginning at the time of School dismissal and ending when all students have been picked up, with a published ending time of 6:00 p.m.
- iii. The School District will allow adequate time for Program set-up and take-down.
- iv. If scheduling conflicts occur with the School, the School shall be given priority over the Programs. Both Parties will cooperate in adjusting their needs to eliminate such conflicts.

b. Site Use and Maintenance

- i. Refrigerator space is limited, but a small space will be designated for the Programs. The School's custodial staff shall have no responsibility for the cleanliness of this unit.
- ii. All kitchen surfaces and appliances must be cleaned after use.
- iii. The School has designated storage space for use by the Park District. Materials must be stored securely and within designated spaces. The School District has no responsibility for these supplies. If space allows, the Park District may provide its own storage cabinets with the permission of the School's Principal.

- iv. School District-owned equipment and/or supplies are available for use only as authorized by the School or School District. Authorized equipment and/or supplies must remain in the area authorized for use. All other supplies and equipment are not available for use. The Park District shall supply any needed games, educational materials, activities, art supplies and consumables.
- v. No supplies or materials shall be left in the gymnasium or any other space following Park District use, other than in spaces designated for storage.
- vi. Lunch tables are available for use on a regular basis. Park District staff will be responsible for the complete clean-up following all activities.
- vii. Snacks must be consumed at designated tables only and cleaned up after each use. Only peanut-free snacks will be offered by the Park District during Program use.
- viii. School Facilities must be left in a clean orderly condition, including floors, walls and restrooms. Accidents and general clean-up that require custodial assistance during the Programs will be handled by the Park District's on-site staff. All areas of the School should be left ready for use at the end of each Program session.
- ix. The Park District agrees that it shall promptly reimburse the School District for the cost of necessary repairs to or replacements of furnishings, fixtures and other improvements at the School that may be caused by the Park District's operation of the Programs, normal wear and tear excepted.
- x. The School District agrees to provide reasonably required heating, electrical, and water services during such times as the Park District uses the School to operate the Programs.
- xi. The School office copier may be used upon request only and only for incidental, periodic use.
- xii. The School office and other non-designated classrooms are off-limits for Park District staff and participants unless previously scheduled.
- xiii. The School's custodial staff shall have authority to request compliance with Site Use and Maintenance Regulations and to report any non-compliance issues to the School's administration.

4. **Access to Internet and Network**

- a. The School shall make access to the Internet and the School's wireless network available to the Park District for the Programs.
- b. Park District participants and staff are subject to Park District and School District electronic use policies, and only for materials related to the Programs.

5. Supervision

- a. The Park District's Program Supervisor shall be responsible for adherence to all rules, regulations and procedures by the Park District and the participants, and shall serve as the primary contact between the School and the Park District regarding site operations and School-specific procedures for the Programs.
- b. Park District shall, at all times, maintain at least one qualified adult, over the age of 18, at the School during all Program operation, which adult shall be designated as the Site Supervisor.
- c. The Park District and the School District shall work cooperatively with regard to performance standards and issues for Program supervisory staff.
- d. The Park District shall provide supervision for parent drop-off and pick-up areas.
- e. Park District support supervision personnel shall have the following qualifications:
 - i. All such personnel shall be at least 18 years of age.
 - ii. Personnel in a counselor position shall have a high school diploma, shall have a minimum of six (6) months' experience in an environment with children 5-11 years of age, shall be trained in CPR and First Aid, and shall be required to pass an Illinois State Police Criminal Background Check and a drug test.
 - iii. Personnel in a supervisor position shall have a college degree or have a high school diploma and a minimum of three (3) years' child development experience with children 5-11 years of age, shall be trained in CPR and First Aid, and shall be required to pass an Illinois State Police Criminal Background Check and a drug test.

6. Specific Safety Requirements

- a. The Park District shall follow the School District's Board of Education policies regarding local, state and federal licensing requirements and those regarding safety.
- b. Alcoholic beverages, smoking, drugs or weapons are strictly forbidden on School property.
- c. Access to the School building shall be limited to specified entrance(s) only. All other entrances must remain locked. Doors must not be propped open or left ajar at any time.
- d. Fire exits, doorways and hallways shall be kept passable at all times.

7. **Insurance Requirements: Each Party shall be required to maintain the following insurance coverages:**

- a. General Liability Coverage, including Contractual Liability Coverage, specifically including bodily injury, personal injury, and property damage
 - i. Each occurrence: \$3,000,000, written on an occurrence basis
 - ii. General aggregate: \$2,000,000
- b. Worker's Compensation Coverage
 - i. Statutory for Illinois
 - ii. Each accident: \$500,000
 - iii. Disease policy limit: \$500,000
 - iv. Disease each employee: \$500,000
- c. Excess Liability/Umbrella Coverage
 - i. \$1,000,000
- d. Sexual Misconduct and Molestation Liability Coverage
 - i. Each loss limit: \$1,000,000
 - ii. Aggregate limit: \$1,000,000
 - iii. Innocent party defense: \$300,000
- e. Each Party shall include the other Party, its public officials, employees, volunteers and agents, as additional insureds for all liability coverage. In addition, each Party shall furnish the other Party with a certificate(s) of insurance, executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above.
- f. In the event that any Party is self-insured, member of an intergovernmental pool or provides for its risk financing by a means other than commercial insurance, that Party shall keep in force at all times during the term of this Agreement, all coverages provided for hereinabove notwithstanding provision of such coverages in such manner.
- g. The insurance company, self-insurance pool, or similar entity of the Party administering any claim, cause of action and the like, shall be allowed to raise on

behalf of the other Party any and all defenses, statutory and/or common law, to such claim or action that the other Party might have raised, including, but not limited to, any defense contained within the Illinois Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1-101, *et seq.*

8. Indemnification

- a. To the maximum extent permitted by law, Park District and School District shall indemnify and hold each other harmless from any and all actions, costs, expenses, damages and liabilities, including reasonable attorneys' fees, resulting from death or bodily injury or damage to tangible physical property of the other, to the extent arising out of or resulting from the negligence or wrongful conduct of their respective employees or other authorized agents in connection with this Agreement. However, neither Party shall indemnify the other against actions, costs, expenses, damages and liabilities to the extent attributable to the negligent or wrongful acts or omissions of the other Party. If the Parties are both at fault hereunder, then any obligation to indemnify shall be proportional to their relative fault.

9. Relationship of the Parties

- a. Nothing in this Agreement shall be deemed to create any joint venture or partnership between the Parties. Neither the Park District nor the School District shall have the power to bind or obligate the other except as to the extent expressly set forth in this Agreement.

10. No Third Party Beneficiary

- a. This Agreement is entered into solely for the benefit of the contracting Parties, and nothing in this Agreement is intended, either expressly or impliedly, to provide any right or benefit of any kind whatsoever to any person or entity who is not a Party to this Agreement, or to acknowledge, establish or impose any legal duty to any third party.

11. Assignment

- a. No part of this Agreement may be assigned by either of the Parties hereto without prior written consent of the other Party.

12. Right to Amend

- a. In the event that either Party desires to modify or amend this Agreement, written notice thereof shall be given prior to September 15 of the preceding year for modification to be adopted for the subsequent year unless otherwise agreed. Modification to this Agreement must be by formal public action of the elected Board of the respective Party.

13. Authority

- a. The individual officers of the Park District and the School District who have executed this Agreement represent and warrant that they have full power and lawful authority to execute this Agreement and perform and fulfill the obligations and responsibilities contemplated hereunder on behalf of and in the name of their respective governing boards.

14. Successor

- a. It is the intention of the Parties hereto that this Agreement and each and all of the provisions be binding on their successors in office.

15. Multiple Counterparts

- a. This Agreement may be executed in multiple counterparts, each of which shall, for all purposes, constitute a duplicate original.

IN WITNESS WHEREOF, the Parties have hereunto set their hands and seals the day and year first above written.

Board of Education of
Butler School District #53

Oak Brook Park District

By: _____
Christopher Edmonds, Its President

By: _____
Sharon Knitter, Its President

Attest: _____
Ahmad Sulaiman, Its Secretary

Attest: _____
Laure L. Kosey, Its Secretary



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: ORDINANCE 20-0421: SUPPLEMENTAL APPROPRIATION ORDINANCE OF THE OAK BROOK PARK DISTRICT FOR THE FISCAL YEAR BEGINNING MAY 1, 2019 AND ENDING APRIL 30, 2020.

AGENDA NO.: 8 C

MEETING DATE: APRIL 20, 2020

STAFF REVIEW: Chief Financial Officer, Marco Salinas:

RECOMMENDED FOR BOARD ACTION: Executive Director, Laure Kosey:

ITEM HISTORY (PREVIOUS VILLAGE BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, COMMITTEE ACTION, OTHER PERTINENT HISTORY)

In early 2019 the Park District applied for a grant with the Department of Commerce and Economic Opportunity (“DCEO”) to help fund several capital improvements at our Central Park West facility. Such improvements include the replacement of concrete sidewalks, exterior sliding doors, as well as portions of the existing HVAC system. In May 2019, we were notified by the DCEO that we were awarded a \$143,000 grant to help pay for these improvements.

On January 20, 2020 the Park District Board of Commissioners (“Board”) adopted ordinance number 20-0121. This ordinance approved the issuance/execution of a promissory note to the Village of Oak Brook in the amount of \$500,000 with proceeds from this note to fund various outdoor lighting upgrades at several of our Central Park athletic fields.

The above revenue sources were not known or finalized prior to the Board’s adoption of our annual budget and appropriation ordinance for fiscal year beginning May 1, 2019 and ending April 30, 2020. As such, neither the above capital expenditures or revenues were incorporated into the originally adopted FY 2019/2020 budget.

Now that we have this new revenue, the park district desires to undertake the above capital improvements in the current year with the goal of substantially completing the improvements by April 30, 2020; the end of our current fiscal year.

ITEM COMMENTARY (BACKGROUND, DISCUSSION, KEY POINTS, RECOMMENDATIONS):

Per State of Illinois Statutes (70 ILCS 1205/4-4), the Park District Board may adopt a supplemental appropriation ordinance subsequent to the adoption of the annual appropriation ordinance in an amount not to exceed the aggregate of any additional revenue available to the Park District. Finance staff has calculated the additional available revenue for fiscal year beginning May 1, 2019 and ending April 30, 2020 to be \$643,000.

ACTION PROPOSED:

A motion (and a second) to approve Ordinance 20-0421: Supplemental Appropriation Ordinance of The Oak Brook Park District for The Fiscal Year Beginning May 1, 2019 and Ending April 30, 2020.

ORDINANCE NO. 20-0421

OAK BROOK PARK DISTRICT

**SUPPLEMENTAL APPROPRIATION ORDINANCE
OF THE OAK BROOK PARK DISTRICT FOR THE FISCAL YEAR
BEGINNING MAY 1, 2019 AND ENDING APRIL 30, 2020.**

BE IT ORDAINED BY THE BOARD OF PARK COMMISSIONERS OF THE OAK BROOK PARK DISTRICT, DUPAGE AND COOK COUNTIES, ILLINOIS:

SECTION 1: Findings

- A. The Board of Park Commissioners hereby find that from and after the date of adoption of the District's annual appropriation ordinance for the fiscal year beginning May 1, 2019 and ending April 30, 2020 (Ordinance No. 19-0415), the Park District has acquired new revenue which was not previously appropriated and is available for spending (the "Supplemental Revenue"); and
- B. It is further found that the estimated sum of the Supplemental Revenue the District shall have available for supplemental appropriation during the 2019/2020 fiscal year shall be Six Hundred Forty-Three Thousand (\$643,000).
- C. The Park District is authorized to adopt a supplemental appropriation ordinance subsequent to the adoption of the annual appropriation ordinance for any fiscal year in an amount not to exceed the aggregate of any additional revenue available to the Park District or estimated to be received by the Park District, 70 ILCS 1205/4-4.

SECTION 2: Supplemental Appropriation. The Board of Park Commissioners hereby supplement the appropriation heretofore approved for expenses and liabilities related to the Capital Projects Fund for the fiscal year beginning May 1, 2019 and ending April 30, 2020, by an amount equal to \$643,000, the amount of the Supplemental Revenue already received or estimated to be received, for the purchase and installation of outdoor LED field lighting at various locations in our Central Park, and various capital improvements at our Central Park West facility, including the purchase and installation of replacement exterior doors, replacement of concrete walkways, and the replacement of an existing HVAC system.

SECTION 3: All other terms and provisions contained in Ordinance No. 19-0415 shall remain in full force and effect.

SECTION 4: This appropriation ordinance is adopted pursuant to procedures set forth in Section 4-4 of the Illinois Park District Code, as amended by Public Act 98-278, effective August 9, 2013.

SECTION 5: This appropriation ordinance shall be in full force and effect from and after its passage and approval according to law.

Adopted this 20th day of April, 2020, pursuant to a roll call vote as follows:

Aye: _____

Nay: _____

Absent: _____

President

ATTEST:

Board Secretary



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: ORDINANCE NO. 20-0422: AN ORDINANCE FOR TRANSFERRING ANTICIPATED UNEXPENDED FUNDS FROM CERTAIN APPROPRIATION ITEMS TO OTHER ITEMS OF APPROPRIATION

AGENDA No.: 8 D

MEETING DATE: APRIL 20, 2020

STAFF REVIEW: Chief Financial Officer, Marco Salinas:

Handwritten signature of Marco Salinas in blue ink.

RECOMMENDED FOR BOARD ACTION: Executive Director, Laure Kosey:

Handwritten signature of Laure Kosey in blue ink.

ITEM HISTORY (PREVIOUS VILLAGE BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, COMMITTEE ACTION, OTHER PERTINENT HISTORY)

This ordinance authorizes staff to transfer anticipated fiscal year 2019/2020 unexpended funds from certain appropriation line items to other certain appropriation line items. Per Section 4-4 of the Illinois Park District Code, such transfers may only occur after the first six months of any fiscal year have elapsed and requires approval by two-thirds of the Park District Board.

ITEM COMMENTARY (BACKGROUND, DISCUSSION, KEY POINTS, RECOMMENDATIONS):

Exhibit A, lists all the proposed appropriation transfers and reflects several adjustments made subsequent to the first reading conducted by the Board at the March 16, 2020 Board meeting. These adjustments have been identified based on actual financial activity through March 30, 2020 as well as projected financial activity through April 30, 2020. If approved, the transfers as detailed in Exhibit A will be carried-out during the month of April 2020; the twelfth (12th) month of the current fiscal year.

ACTION PROPOSED:

A Motion (and a second) to approve Ordinance No. 20-0422: An Ordinance for Transferring Anticipated Unexpended Funds from Certain Appropriation Items to Other Items of Appropriation.

ORDINANCE NO. 20-0422

AN ORDINANCE FOR TRANSFERRING ANTICIPATED UNEXPENDED FUNDS FROM CERTAIN APPROPRIATION ITEMS TO OTHER ITEMS OF APPROPRIATION

WHEREAS, the first six months of fiscal year 2019-2020 of the Oak Brook Park District have elapsed; and

WHEREAS, Section 4-4 of the Park District Code provides that, after the first six months of any fiscal year, anticipated unexpended funds from any appropriation item may be transferred, by a two-thirds vote, to any other item of appropriation, so that the item to which said transfer is made is increased to the extent of the amount so transferred; and

WHEREAS, the Board of Park Commissioners has determined that it is necessary and desirable to make certain appropriation transfers as provided herein,

NOW, THEREFORE, BE IT ORDAINED by the Board of Park Commissioners of the Oak Brook Park District, DuPage and Cook Counties, Illinois, as follows:

Section 1: Anticipated unexpended funds from certain specified budget and appropriation line items in the Budget and Appropriation Ordinance for fiscal year 2019-2020, in the amounts set forth in Exhibit A attached hereto, are hereby transferred to those specific line items and in the amounts, which are also set forth in such Exhibit A, such line items to be increased to the extent of the amount so transferred.

Section 2: This Ordinance shall be in full force and effect after its passage and approval by a two-thirds vote of the Board of Commissioners.

Section 3. All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

Passed and approved this 20th day of April, 2020.

AYES: _____

NAYS: _____

ABSENT: _____

Approved:

Sharon Knitter, President

ATTEST:

Laure L. Kosey, Secretary

OAK BROOK PARK DISTRICT
EXHIBIT A
BUDGET TRANSFERS- FISCAL YEAR 2019-2020

Fund & Department	Account Description	Original Budget Balance	Transfer To	Transfer From	Revised Budget Balance
Administration (01-01)					
01-01-660-002	Mileage Reimbursement	\$ 350.00	\$ 150.00	\$ -	\$ 500.00
01-02-740-025	Contingency	60,000.00	-	(150.00)	59,850.00
01-01-680-001	Notices & Ordinances	1,500.00	300.00	-	1,800.00
01-02-740-025	Contingency	59,850.00	-	(300.00)	59,550.00
Total:		\$ 450.00	\$ (450.00)		

Central Park North (01-04)					
01-04-800-006	Park Equipment Replace & Repair	\$ 500.00	\$ 600.00	\$ -	\$ 1,100.00
01-02-740-025	Contingency	59,550.00	-	(600.00)	58,950.00
01-04-750-013	Weed Control Services	6,300.00	750.00	-	7,050.00
01-02-740-025	Contingency	58,950.00	-	(750.00)	58,200.00
01-04-770-000	Electricity	-	350.00	-	350.00
01-04-770-001	Water	-	150.00	-	150.00
01-02-740-025	Contingency	58,200.00	-	(500.00)	57,700.00
Total:		\$ 1,850.00	\$ (1,850.00)		

Central Park (01-05)					
01-05-650-000	Group Medical & Life	\$ 69,687.61	\$ 9,312.39	\$ -	\$ 79,000.00
01-02-740-025	Contingency	57,700.00	-	(9,312.39)	48,387.61
01-05-800-006	Park Equipment/Replacement, Repa	6,600.00	900.00	-	7,500.00
01-02-740-025	Contingency	48,387.61	-	(900.00)	47,487.61
01-05-790-021	Athletic Fields	15,300.00	4,700.00	-	20,000.00
01-02-740-025	Contingency	47,487.61	-	(4,700.00)	42,787.61
Total:		\$ 14,912.39	\$ (14,912.39)		

Saddlebrook Park (01-06)					
01-06-800-016	Saddlebrook Barn	\$ 2,500.00	\$ 500.00	\$ -	\$ 3,000.00
01-02-740-025	Contingency	42,787.61	-	(500.00)	42,287.61
Total:		\$ 500.00	\$ (500.00)		

Dean Nature Sanctuary (01-09)					
01-09-790-018	Bee Apiary Maintenance	\$ 6,750.00	\$ 150.00	\$ -	\$ 6,900.00
01-02-740-025	Contingency	42,287.61	-	(150.00)	42,137.61
Total:		\$ 150.00	\$ (150.00)		

OAK BROOK PARK DISTRICT
EXHIBIT A
BUDGET TRANSFERS- FISCAL YEAR 2019-2020

Fund & Department	Account Description	Original Budget Balance	Transfer To	Transfer From	Revised Budget Balance
Professional Services (01-10)					
01-10-821-000	General Counsel	\$ 30,000.00	\$ 42,137.61	\$ -	\$ 72,137.61
01-02-740-025	Contingency	42,137.61	-	(42,137.61)	-
		Total: \$ 42,137.61 \$ (42,137.61)			

Building/Recreation Center (01-15)					
01-15-700-002	State and Regional Organizations	\$ 995.00	\$ 405.00	\$ -	\$ 1,400.00
01-01-690-000	Workshops	5,000.00	-	(405.00)	4,595.00
01-15-750-018	Boiler Service	3,420.00	7,580.00	-	11,000.00
01-01-690-000	Workshops	4,595.00	-	(1,000.00)	3,595.00
01-15-770-001	Electricity	37,113.00	-	(3,120.00)	33,993.00
01-15-770-000	Gas	22,248.00	-	(3,460.00)	18,788.00
		Total: \$ 7,985.00 \$ (7,985.00)			

Central Park West (01-20)					
01-20-650-000	Group Medical & Life	\$ -	\$ 3,800.00	\$ -	\$ 3,800.00
01-15-770-001	Electricity	33,993.00	-	(1,105.00)	32,888.00
01-20-750-000	General Maintenance	11,000.00	-	(2,695.00)	8,305.00
01-20-740-000	Alcohol Permits/PDMA	8,400.00	1,900.00	-	10,300.00
01-20-750-000	General Maintenance	8,305.00	-	(1,900.00)	6,405.00
01-20-770-000	Electricity	7,800.00	925.00	-	8,725.00
01-20-750-000	General Maintenance	6,405.00	-	(925.00)	5,480.00
		Total: \$ 6,625.00 \$ (6,625.00)			

Fitness Center (02-21)					
02-21-670-000	Maintenance/Contract & Leases	\$ 11,550.00	\$ 1,350.00	\$ -	\$ 12,900.00
02-01-840-025	Contingency	60,000.00	-	(1,350.00)	58,650.00
02-21-750-000	Towel Services/Replacement	13,500.00	1,150.00	-	14,650.00
02-01-840-025	Contingency	58,650.00	-	(1,150.00)	57,500.00
02-21-780-001	Program Materials	500.00	100.00	-	600.00
02-01-840-025	Contingency	57,500.00	-	(100.00)	57,400.00
		Total: \$ 2,600.00 \$ (2,600.00)			

Aquatic Center (02-25)					
02-25-630-000	Full-Time Staff	\$ 122,056.54	\$ 13,693.46	\$ -	\$ 135,750.00
02-01-840-025	Contingency	57,400.00	-	(13,693.46)	43,706.54
		Total: \$ 13,693.46 \$ (13,693.46)			

OAK BROOK PARK DISTRICT
EXHIBIT A
BUDGET TRANSFERS- FISCAL YEAR 2019-2020

Fund & Department	Account Description	Original Budget Balance	Transfer To	Transfer From	Revised Budget Balance
Children's Programs (02-30)					
02-30-640-432	Sports Camp- Contract Services	\$ 13,220.00	\$ 3,980.00	\$ -	\$ 17,200.00
02-01-840-025	Contingency	43,706.54	-	(3,980.00)	39,726.54
		Total:	\$ 3,980.00	\$ (3,980.00)	
Preschool Programs (02-31)					
02-31-800-200	Early childhood non-capital/small	\$ -	\$ 1,100.00	\$ -	\$ 1,100.00
02-01-840-025	Contingency	39,726.54	-	(1,100.00)	38,626.54
02-31-765-001	Early childhood preschool morning	2,800.00	700.00	-	3,500.00
02-01-840-025	Contingency	38,626.54	-	(700.00)	37,926.54
02-31-640-050	Early childhood contract program	6,600.00	2,100.00	-	8,700.00
02-01-840-025	Contingency	37,926.54	-	(2,100.00)	35,826.54
		Total:	\$ 3,900.00	\$ (3,900.00)	
Youth Programs (02-32)					
02-32-640-050	Youth contracted instruction	\$ 900.00	\$ 500.00	\$ -	\$ 1,400.00
02-01-840-025	Contingency	35,826.54	-	(500.00)	35,326.54
02-32-792-004	Youth playground camp	3,900.00	3,300.00	-	7,200.00
02-01-840-025	Contingency	35,326.54	-	(3,300.00)	32,026.54
02-32-754-004	Youth playground camp admissions	6,175.00	1,475.00	-	7,650.00
02-01-840-025	Contingency	32,026.54	-	(1,475.00)	30,551.54
02-32-755-004	Youth playground camp transport.	3,900.00	1,100.00	-	5,000.00
02-01-840-025	Contingency	30,551.54	-	(1,100.00)	29,451.54
		Total:	\$ 6,375.00	\$ (6,375.00)	
Marketing (02-80)					
02-80-810-005	Uniforms	\$ 11,400.00	\$ 300.00	\$ -	\$ 11,700.00
02-01-840-025	Contingency	29,451.54	-	(300.00)	29,151.54
		Total:	\$ 300.00	\$ (300.00)	
Tennis Center- Administration (07-01)					
07-01-821-000	Legal	\$ 500.00	\$ 2,500.00	\$ -	\$ 3,000.00
07-01-740-025	Contingency	50,000.00	-	(2,500.00)	47,500.00
		Total:	\$ 2,500.00	\$ (2,500.00)	
Tennis Center- Building (07-71)					
07-71-650-000	Group Medical and Life	\$ 20,000.00	\$ 3,000.00	\$ -	\$ 23,000.00
07-01-740-025	Contingency	47,500.00	-	(3,000.00)	44,500.00
		Total:	\$ 3,000.00	\$ (3,000.00)	

OAK BROOK PARK DISTRICT
EXHIBIT A
BUDGET TRANSFERS- FISCAL YEAR 2019-2020

Fund & Department	Account Description	Original Budget Balance	Transfer To	Transfer From	Revised Budget Balance
Tennis Center- Programs (07-75)					
07-75-631-000	Part-Time Salaries	\$ 380,000.00	\$ 94,000.00	\$ -	\$ 474,000.00
07-01-740-025	Contingency	44,500.00	-	(44,500.00)	-
07-01-631-000	Administration part-time	225,000.00	-	(25,000.00)	200,000.00
07-01-915-000	Social security contributions	28,000.00	-	(3,000.00)	25,000.00
07-01-910-000	IMRF-employer contribution	23,998.00	-	(3,498.00)	20,500.00
07-71-631-000	Administration part-time	40,000.00	-	(13,000.00)	27,000.00
07-71-750-015	Other building maintenance	15,000.00		(5,002.00)	9,998.00
		Total: \$ 94,000.00 \$ (94,000.00)			

Sports Core (08-25)					
08-25-630-000	Full-Time Staff	\$ 67,630.00	\$ 370.00	\$ -	\$ 68,000.00
08-25-650-000	Group Medical and Life	32,899.04	-	(370.00)	32,529.04
08-25-704-001	Program supplies/special event	500.00	1,500.00	-	2,000.00
08-25-650-000	Group Medical and Life	32,529.04	-	(1,500.00)	31,029.04
		Total: \$ 1,870.00 \$ (1,870.00)			

Special Recreation (09-01)					
09-01-700-000	Professional organizations	\$ 35,000.00	\$ 1,287.00	\$ -	\$ 36,287.00
09-01-800-000	Non-capital/Small Equipment	30,000.00	-	(1,287.00)	28,713.00
		Total: \$ 1,287.00 \$ (1,287.00)			



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: CENTRAL PARK NORTH - AUTUMN OAKS PROJECT
BID**

AGENDA No.: 8 E

MEETING DATE: APRIL 20, 2020

STAFF REVIEW:

Director of Parks and Planning, Bob Johnson:

RECOMMENDED FOR BOARD ACTION:

Executive Director, Laure Kosey:

ITEM HISTORY (PREVIOUS PARK DISTRICT BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, COMMITTEE ACTION, OTHER PERTINENT HISTORY):

The construction documentation and permitting phases for development of the Central Park North fields, known as the Autumn Oaks Project, was completed in early 2020. The plans include expanded walking trails, two fully developed 11v11 lighted soccer fields, basketball and bags courts, fitness stations, two shelters, a totem pole gathering plaza, and paved parking.

The Park District hired Upland Design Group to assist with bidding through construction administration of the project, which has a budget of approximately 2.5 million dollars. This is comprised of 2.1 million in bond proceeds from the purchase of the land, and 400,000 thousand dollars from an OSLAD grant.

The bid was structured with a base bid comprised of all components to satisfy the phase 1 and OSLAD improvements, and two alternate bids. The first alternate was for permeable pavers to replace the asphalt parking lot. The second alternate was for primary electric service to be installed by the general contractor.

ITEM COMMENTARY (BACKGROUND, DISCUSSION, KEY POINTS, RECOMMENDATIONS):

A total of four bids were received from general contractors. Integral Construction, Inc. provided the lowest responsible base bid with a total cost of \$1,643,200. After review, staff determined that the alternate bid submittal costs exceed the value of both project alternates and, neither should be accepted.

Staff recommends accepting the base bid from Integral Construction, Inc. for a total cost of \$1,643,200.

ACTION PROPOSED:

A motion (and a second) to accept the base bid from Integral Construction, Inc. in the amount of \$1,643,200, to reject the bid submittal for the Alternate 1 and Alternate 2 bids, and to approve an agreement between the Park District and Integral Construction, Inc. for a total cost not-to-exceed \$1,643,200.



Oak Brook Park District
 1450 Forest Gate Road
 Oak Brook, IL 60523

Central Park North Project 2020 Bid Opening
 4/9/2020

	References	Bid Bond	Addendums	Certifications	Base Bid	Alternate 1	Alternate 2	Bid Total	Contract
V-3 Construction Group LTD 7325 Janes Ave. Woodridge, IL 60517	x	x	x	x	\$ 1,774,500.00	\$ 200,000.00	\$ 50,000.00	\$ 2,024,500.00	
Earthworks Land Improvement & Development Corp. 1240 Lyron Rd. Batavia, IL 60510	x	x	x	x	\$ 2,321,892.00	\$ 300,000.00	\$ 50,000.00	\$ 2,671,892.00	
F. H. Paschen S.N. Nielsen & Associates, LLC 5515 N. East River Rd. Chicago, IL 60656	x	x	x	x	\$ 1,815,400.00	\$ 220,000.00	\$ 63,000.00	\$ 2,098,400.00	
Integral Construction Inc. 320 Rocbaar Dr. Romeoville, IL 60446	x	x	x	x	\$ 1,643,200.00	\$ 247,000.00	\$ 57,000.00	\$ 1,947,200.00	\$1,643,200.00

Alternate 1: Substitute permeable pavers in lieu of asphalt paving in parking lot.

Alternate 2: Provide electrical service to site including New Service, coordination, utility work, concrete pads, all wiring, electrical equipment for new service, primary electrical cabinet, meter cabinet 'F' and grounding. Exclude transformer and wiring upstream of the transformer which is by ComEd.

ACTION PROPOSED:
 A motion (and a second) to accept the base bid from Integral Construction, Inc. in the amount of \$1,643,200, and to reject the Bid Submittals for the Alternate 1 and Alternate 2 bids, and to approve an agreement between the Park District and Integral Construction, Inc. for a total cost not-to-exceed \$1,643,200.



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: 2020 AMENDMENT TO THE OAK BROOK PARK DISTRICT EXECUTIVE DIRECTOR EMPLOYMENT AGREEMENT

AGENDA No.: 8 F

MEETING DATE: APRIL 20, 2020

STAFF REVIEW: Chief Financial Officer, Marco Salinas: _____

RECOMMENDED FOR BOARD ACTION: Executive Director, Laure Kosey: _____

ITEM HISTORY(PREVIOUS PARK DISTRICT BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, COMMITTEE ACTION, OTHER PERTINENT HISTORY):

The Board of Commissioners conducted the annual review of the Executive Director during the closed session of the March 16, 2020 Board Meeting.

ITEM COMMENTARY (BACKGROUND, DISCUSSION, KEY POINTS, RECOMMENDATIONS):

As directed by the Board of Commissioners, the attached 2020 Amendment to the Oak Brook Park District Executive Director Employment Agreement is presented for review and possible approval.

ACTION PROPOSED:

Motion (and a second) to approve the 2020 Amendment to the Oak Brook Park District Executive Director Employment Agreement as presented.

**2020 AMENDMENT TO OAK BROOK PARK DISTRICT
EXECUTIVE DIRECTOR EMPLOYMENT AGREEMENT**

THIS 2020 AMENDMENT TO OAK BROOK PARK DISTRICT EXECUTIVE DIRECTOR EMPLOYMENT AGREEMENT (“2020 Amendment”) is made this 1st day of May, 2020, by and between the OAK BROOK PARK DISTRICT, an Illinois unit of local government (hereinafter referred to as "District") and Laure L. Kosey, Executive Director for the District (hereinafter referred to as "Director").

WHEREAS, District and the Director entered an “Oak Brook Park District Executive Director Employment Agreement” on February 5, 2010 (the “Employment Agreement”), to establish the terms and conditions of the Director’s employment as the District’s Executive Director; and

WHEREAS, the District and the Director amended the Employment Agreement on June 13, 2011, April 9, 2012, March 18, 2013, May 1, 2016, May 1, 2018, and May 1, 2019 to provide for modifications to certain terms and conditions for compensation, reimbursement of expenses and automobile allowance for the Director; and

WHEREAS, the District and the Director have determined that it is necessary and desirable to further amend the Employment Agreement in accordance with the terms of this 2020 Amendment, to provide for an extension of the term of the Employment Agreement, as heretofore amended, and compensation for the Director for the term of the Employment Agreement, as amended herein.

NOW, THEREFORE, in consideration of the foregoing premises and the mutual agreements herein contained, it is agreed by and between the parties hereto as follows:

1. 2020 AMENDMENT TO EMPLOYMENT. The District and the Director hereby agree to the following amendments to the Employment Agreement:

(A) Delete Section 2 of the Employment Agreement, and substitute the following:

2. TERM. The term of the Employment Agreement, as heretofore amended, shall be extended from May 1, 2020, through April 30, 2023, subject to the provisions hereinafter set forth concerning termination and appropriation of sufficient funds.

(B) Delete Section 4 of the Employment Agreement, and substitute the following:

4. COMPENSATION.

a. The Director’s base compensation from May 1, 2020 through April 30, 2023, shall be payable bi-weekly in the amount of \$6,480.00, less customary withholdings, annualized to One Hundred Sixty-Eight Thousand, Four Hundred Fifty-Nine Dollars and Sixty-Four Cents (\$168,480.00), less customary withholdings, payable biweekly. Payment of compensation based on the above annual gross amount retroactive to May 1st shall commence July 1, 2020.

b. The Director shall receive a performance bonus in the gross amount of \$10,000.00, less customary withholdings, on July 1, 2020, and shall be eligible to receive a bonus on or before April 30 of each subsequent year of the Employment Agreement.

c. The Director shall receive an automobile allowance in the amount of Four Hundred Twenty Dollars (\$420.00) per month for the term of the Employment Agreement, as amended.

e. Nothing herein shall preclude the District from offering the Director additional bonuses or increases as the Board may deem appropriate, in its sole discretion, during the term of the Employment Agreement, as amended.

(C) Delete Section 13 and replace with the following:

13. RENEWAL OF AGREEMENT. If this Employment Agreement is renewed, the Director shall be entitled to an annual increase for each year of the renewal term, as determined by the Board in its sole discretion based on the Director's performance. The Board shall endeavor to notify the Director of any approved annual increase at least thirty (30) days prior to commencement of the new renewal term.

2. CONTINUED EFFECTIVENES OF OTHER TERMS AND CONDITIONS OF THE EMPLOYMENT AGREEMENT. Except as provided in Section 1 of this 2020 Amendment, all other terms and conditions of the Employment Agreement, as heretofore amended, shall continue in full force and effect for the term of the Employment Agreement, as amended herein.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals the day above first written.

OAK BROOK PARK DISTRICT

**EXECUTIVE DIRECTOR:
LAURE L. KOSEY**

By: _____
Sharon Knitter
Its President

Laure L. Kosey



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: NEW ADMINISTRATIVE POLICY: SECTION 5.7
PRIVATE / GROUP INSTRUCTION AND TRAINING POLICY**

AGENDA No.: 9 A

MEETING DATE: APRIL 20, 2020

STAFF REVIEW:

Deputy Director, Dave Thommes:

Handwritten signature of Dave Thommes in blue ink.

RECOMMENDED FOR BOARD ACTION:

Executive Director, Laure Kosey:

Handwritten signature of Laure Kosey in blue ink.

ITEM HISTORY (PREVIOUS PARK DISTRICT BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, COMMITTEE ACTION, OTHER PERTINENT HISTORY):

In an effort to formalize a long-standing business practice, staff has drafted the policy on the page that follows to address individuals who wish to utilize Park District facilities or fields to conduct private training, lessons or other individual / group activities.

ITEM COMMENTARY (BACKGROUND, DISCUSSION, KEY POINTS, RECOMMENDATIONS):

While this behavior is already enforced by staff, having a written policy allows staff something to reference when addressing individuals not following this policy. This policy helps to protect the integrity of Park District programs, lessons, classes and facilities.

ACTION PROPOSED:

For Review and Discussion Only.

Section 5.7 Private / Group Instruction and Training Policy

The Oak Brook Park District cannot adequately control and has no responsibility for the quality of personal training / group fitness, tennis, and swim instruction or any other recreational programming instruction from individuals that are not employed by the Oak Brook Park District. These individuals may not have adequate academic background, national certifications, training, ability, or experience to properly conduct lessons or classes. The use of the Oak Brook Park District by unauthorized individuals/contractors for personal training/group fitness, tennis, swim or any other recreational programming instruction is also in direct competition with the programs and services offered at the Oak Brook Park District.

The Park District desires to ensure the safety and quality of all group instruction and personal training offered at the Oak Brook Park District. Therefore, only Oak Brook Park District employed staff are authorized to promote and provide personal training/group instruction services at Oak Brook Park District owned/managed facilities and parks.

Unless authorized by the Executive Director by written letter, permit, or contract, non-authorized individuals/contractors are prohibited from:

- Soliciting Park District patrons/attendees to promote his or her private / group instruction, personal training or other such recreational programming services.
- Conducting private / group instruction, personal training or other such recreational programming services at Oak Brook Park District owned/managed facilities or parks whether such non-authorized training is organized or conducted for profit or non-profit.

The Park District reserves the right to question anyone on Park District owned/managed property regarding unauthorized training, if he/she appears to be exhibiting any of the following (but not limited to), or related behaviors:

- **Writing and/or designing a program, class or workout for fitness, tennis, swimming, athletics or general recreational programming for a patron.**
- **Explaining and providing exercise directions to a patron or group of patrons.**
- **Assisting a patron with technique, or any specific instruction, but not exercising with that individual during all portions of the workout.**
- **Directing exercise order or duration for a patron.**
- **Assisting a patron with equipment and adjustments.**
- **Any behavior perceived to be training, instructing, or conducting a recreational program on Park District owned/managed property without prior written authorization.**

Any unauthorized individual/contractor that is conducting or is giving the perception of conducting personal / group instruction, personal training or other such recreational programming at any Park District owned/managed facility or park will be asked to leave the facility or park without reimbursement of any fees paid. In addition, the Park District reserves the right to suspend or revoke membership(s), guest privileges, or rental permit(s) for anyone in violation of this policy as codified in **Chapter 7. Offenses Affecting District Functions of the General Use Regulations of the Oak Brook Park District, with further penalties enforced, including:**

- Summoning 911 for police enforcement.
- Exclusion from the Park District, its programs, facilities, and parks, whether such facility or park is owned or managed by the Park District.
- Fines.
- Civil Suit.



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: STAFFING FROM MAY 1, 2020 – MAY 31, 2020 FOR FULL TIME EMPLOYEES AND CERTIFIED PROFESSIONAL INSTRUCTORS (REQUIRES WAIVING THE BOARD RULES TO APPROVE AT THIS MEETING.)**

AGENDA No.: 9 B

MEETING DATE: APRIL 20, 2020

STAFF REVIEW:

Chief Financial Officer, Marco Salinas:

RECOMMENDED FOR BOARD ACTION:

Executive Director, Laure Kosey:

ITEM HISTORY (PREVIOUS PARK DISTRICT BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, COMMITTEE ACTION, OTHER PERTINENT HISTORY):

On March 9, 2020, JB Pritzker, Governor of Illinois, declared all counties in the State of Illinois as a disaster area (the First Gubernatorial Disaster Proclamation) in response to the outbreak of COVID-19 in the state of Illinois and issued the stay at home order. On April 1, 2020 Governor J.B. Pritzker issued COVID-19 Executive Order No. 16 continuing and extending the Executive Order 2020-10 in its entirety for the duration of the Gubernatorial Disaster Proclamations, which currently extends through April 30, 2020.

During the March 25, 2020 Special Board Meeting, the Oak Brook Park District Board of Commissioners authorized the payment of park district staff through April 30, 2020 to support its staff during the pandemic.

Unfortunately, due to the lingering COVID-19 Pandemic, the Park District must prepare for the possibility of the extension of the stay-at-home order past the current April 30, 2020 date. Though we all look forward to the time when the stay-at-home order is lifted, we must also realize the possibility of the continued orders prohibiting the size of public gatherings to reduce the exposure of the COVID 19, which would impact the operations of the District. Therefore, with the possible continued closure of our facilities, the Park District must plan for the period of time after May 1, 2020 through the time when it is possible to once again to have the District’s full operations restored, or May 31, 2020 whichever may come first.

ITEM COMMENTARY (BACKGROUND, DISCUSSION, KEY POINTS, RECOMMENDATIONS):

From May 1, 2020 through the time the District can reopen or through May 31, 2020, whichever comes first, full time employees and certified professional instructors (CPIs) will be placed on a truncated working schedule and forced paid time-off furlough for days not worked. Employees will be assigned a truncated working schedule in accordance to the employee’s duties and responsibilities required by the District. The balance of non-worked hours will be deducted from vacation and personal time-off benefit hours. The use of the time-off benefits will enable the District to continue the employee’s elected insurance and IMRF benefits.

ACTION PROPOSED: Motion and a second to waive the Board Rules to approve at this meeting the staffing from May 1, 2020 – May 31, 2020 for full time employees and certified professional instructors.

Then request a motion and a second to approve the Staffing from May 1, 2020 – May 31, 2020 for full time employees and certified professional instructors.



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: STAFFING FROM MAY 1, 2020 – MAY 31, 2020 FOR PART TIME EMPLOYEES (REQUIRES WAIVING THE BOARD RULES TO APPROVE AT THIS MEETING.)**

AGENDA No.: 9 C

MEETING DATE: APRIL 20, 2020

STAFF REVIEW:

Chief Financial Officer, Marco Salinas:

RECOMMENDED FOR BOARD ACTION:

Executive Director, Laure Kosey:

ITEM HISTORY (PREVIOUS PARK DISTRICT BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, COMMITTEE ACTION, OTHER PERTINENT HISTORY):

On March 9, 2020, JB Pritzker, Governor of Illinois, declared all counties in the State of Illinois as a disaster area (the First Gubernatorial Disaster Proclamation) in response to the outbreak of COVID-19 in the state of Illinois and issued the stay at home order. On April 1, 2020 Governor J.B. Pritzker issued COVID-19 Executive Order No. 16 continuing and extending the Executive Order 2020-10 in its entirety for the duration of the Gubernatorial Disaster Proclamations, which currently extends through April 30, 2020.

During the March 25, 2020 Special Board Meeting, the Oak Brook Park District Board of Commissioners authorized the payment of park district staff through April 30, 2020 to support its staff during the pandemic.

Unfortunately, due to the lingering COVID-19 Pandemic, the Park District must prepare for the possibility of the extension of the stay-at-home order past the current April 30, 2020 date. Though we all look forward to the time when the stay-at-home order is lifted, we must also realize the possibility of the continued orders prohibiting the size of public gatherings to reduce the exposure of the COVID 19, which would impact the operations of the District. Therefore, with the possible continued closure of our facilities, the Park District must plan for the period of time after May 1, 2020 through the time when it is possible to once again to have the District’s full operations restored, or May 31, 2020 whichever may come first.

ITEM COMMENTARY (BACKGROUND, DISCUSSION, KEY POINTS, RECOMMENDATIONS):

Effective May 1, 2020 part time employees are being laid off. Once there is a clear path for the reopening of the Park District, supervisory staff will contact part-time employees to fill available positions on an as needed basis.

ACTION PROPOSED: Motion and a second to waive the Board Rules to approve at this meeting the staffing from May 1, 2020 – May 31, 2020 for part time employees.

Then request a motion and a second to approve the staffing from May 1, 2020 – May 31, 2020 for part time employees.



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: RESOLUTION 20-0423: A RESOLUTION TO ALLOW IMRF BENEFIT PROTECTION LEAVE (*)REQUIRES WAIVING THE BOARD RULES TO APPROVE AT THIS MEETING.)**

AGENDA NO.: 9 D

MEETING DATE: APRIL 20, 2020

STAFF REVIEW:

Human Resource Manager, Linda Noonan:

RECOMMENDED FOR BOARD ACTION:

Executive Director, Laure Kosey:

ITEM HISTORY (PREVIOUS PARK DISTRICT BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, COMMITTEE ACTION, OTHER PERTINENT HISTORY):

This is a new resolution for the Board of Commissioners' consideration to provide IMRF Benefit Protection Leave to eligible employees who have been placed on a temporary authorized unpaid leave of absence.

ITEM COMMENTARY (BACKGROUND, DISCUSSION, KEY POINTS, RECOMMENDATIONS):

IMRF Benefit Protection Leave allows an IMRF member to receive service credit and protect their disability and death benefits during an authorized unpaid leave of absence (up to a maximum of 12 months over the employee's entire IMRF career). Eligible employees who elect this benefit must submit a Benefit Protection Leave application which lists the dates of the leave of absence and estimated employer cost. Each application must then be approved and certified by the District's Authorized Agent and the Secretary of the Board of Commissioners.

ACTION PROPOSED:

A motion (and a second) to Waive the Board Rules to Approve at this Meeting, Resolution 20-0423: A Resolution to Allow IMRF Benefit Protection Leave.

A motion (and a second) to approve Resolution 20-0423: A Resolution to Allow IMRF Benefit Protection Leave.



A Suggested Form of Resolution to Allow Benefit Protection Leave

(04/2020)

To approve benefit protection leave service credit for employees who have been placed on authorized unpaid leave of absence, your employer must: 1) Pass a resolution to allow the Benefit Protection Leave. This resolution must be kept on file with your employer and made available for inspection at IMRF's request. Do not send this resolution to IMRF unless we ask you to. 2) Submit a completed and certified IMRF Form 6.32, "IMRF Benefit Protection Leave" to IMRF.

ALL BLANK SPACES ON THIS RESOLUTION MUST BE FILLED IN

RESOLUTION
Number 20-0423

WHEREAS, Article 7 of the Illinois Pension Code (40 ILCS 5/7-139(a)(4)) provides that the governing body of a governmental unit may elect to allow service credit in the Illinois Municipal Retirement Fund to members who are placed on authorized leave of absence without pay, and

WHEREAS, not more than twelve (12) complete months of creditable service for such authorized leave of absence shall be credited towards any benefit under Article 7 of the Pension Code, and

WHEREAS, no service credit may be issued for such authorized, unpaid leave unless an application for credits is submitted to the Board of Trustees of Illinois Municipal Retirement Fund while the employee is in a status of active employment;

NOW THEREFORE BE IT (check only one checkbox below)

RESOLVED, that the _____ of _____
BOARD, COUNCIL, ETC. EMPLOYER NAME
elects to allow service credit to _____ for his or her period of authorized
EMPLOYEE NAME AND IMRF MEMBER ID
leave without pay, not to exceed twelve (12) months, beginning on _____ and ending on _____; AND
DATE DATE

RESOLVED, that the Board of Park Commissioners of Oak Brook Park District
BOARD, COUNCIL, ETC. EMPLOYER NAME
elects to allow service credit to all eligible employees who have been placed on a period of authorized leave without pay, not to exceed twelve (12) months, until the rescission of this resolution; AND

FURTHER RESOLVED, that all associated costs thereof to Oak Brook Park District as determined by
EMPLOYER NAME
the Fund are hereby approved; AND

FURTHER RESOLVED, that the Secretary of the Board shall be directed to maintain a record of this
CLERK OR SECRETARY
resolution for inspection, upon request by the Fund, and is further directed to certify IMRF Form 6.32, IMRF Benefit Protection Leave, upon the request of the affected employee[s].

CERTIFICATION

I, Laure L. Kosey, the Secretary of the Board
NAME CLERK OR SECRETARY OF THE BOARD
of the Oak Brook Park District do hereby certify that I am keeper of its books and
EMPLOYER NAME
records and that the foregoing is a true and correct copy of a resolution duly adopted by its Board of Park Commissioners
BOARD, COUNCIL, ETC.
at a meeting duly convened and held on the 20th of April, 2020.
DAY MONTH YEAR

SIGNATURE OF CLERK OR SECRETARY OF THE BOARD