



## Oak Brook Park District Board Packet

August 18, 2025

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

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

[www.obparks.org](http://www.obparks.org)



## Agenda and Agenda Vote



**AGENDA**  
**REGULAR MEETING OF THE OAK BROOK PARK DISTRICT**  
**BOARD OF COMMISSIONERS**  
**August 18, 2025 – 6:30 p.m.**  
**Canterberry Room**

1. CALL TO ORDER THE REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF COMMISSIONERS AND CONDUCT THE ROLL CALL
2. OPEN FORUM
3. CONSENT AGENDA
  - a. APPROVAL OF THE AUGUST 18, 2025 AGENDA
  - b. APPROVAL OF MINUTES
    - i. July 21, 2025 Regular Board Meeting Minutes
  - c. APPROVAL OF FINANCIAL STATEMENT ENDING JULY 31, 2025
    - i. Warrant 699
4. STAFF RECOGNITION
  - a. None
5. PRESENTATIONS/PROCLAMATIONS
  - a. Gold Medal Video
6. REPORTS
  - a. Administration and Enterprise Operations Report
  - b. Finance and Human Resources Report
  - c. Recreation and Communications Report
  - d. Parks and Facilities Report
7. UNFINISHED BUSINESS
  - a. Asphalt Replacement Bid
  - b. Eclipse Select Soccer Club Agreement
  - c. Tennis Center Membership Pricing
  - d. Central Park West Rental Rates
  - e. Section 6 – Administrative Policies and Procedures Manual Part I
8. NEW BUSINESS
  - a. Section 6 – Administrative Policies and Procedures Manual Part II
  - b. Solar Power Purchase Agreement
  - c. Section 1 – Administrative Policies and Procedures Revision: Inclusion of the Pledge of Allegiance
  - d. Legal Invoices in Warrant





**AGENDA**  
**REGULAR MEETING OF THE OAK BROOK PARK DISTRICT**  
**BOARD OF COMMISSIONERS**  
**August 18, 2025 – 6:30 p.m.**  
**Canterberry Room**

9. BOARD OF COMMISSIONERS TO SHARE COMMUNICATIONS
10. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON SEPTEMBER 22, 2025, 6:30 P.M.
11. ADJOURNMENT

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.





**AGENDA**  
**REGULAR MEETING OF THE OAK BROOK PARK DISTRICT**  
**BOARD OF COMMISSIONERS**  
**August 18, 2025 – 6:30 p.m.**  
**Canterberry Room**

1. CALL TO ORDER THE REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF COMMISSIONERS AND CONDUCT THE 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.]*
2. 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. Refer to the "Open Forum" document.]*
3. CONSENT AGENDA  
*[Request a Motion (and a 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 a Second) to approve the Consent Agenda, as presented. **Roll Call Vote...**]*
  - a. APPROVAL OF THE AUGUST 18, 2025 AGENDA
  - b. APPROVAL OF MINUTES
    - i. July 21, 2025 Regular Board Meeting Minutes
  - c. APPROVAL OF FINANCIAL STATEMENT ENDING JULY 31, 2025
    - i. Warrant 699
4. STAFF RECOGNITION
  - a. None
5. PRESENTATIONS/PROCLAMATIONS *[For Review and Discussion Only]*
  - a. Gold Medal Video
6. REPORTS *[For Review and Discussion Only]*
  - a. Administration and Enterprise Operations Report
  - b. Finance and Human Resources Report
  - c. Recreation and Communications Report
  - d. Parks and Facilities Report





**AGENDA**  
**REGULAR MEETING OF THE OAK BROOK PARK DISTRICT**  
**BOARD OF COMMISSIONERS**  
**August 18, 2025 – 6:30 p.m.**  
**Canterberry Room**

**7. UNFINISHED BUSINESS**

- a. Asphalt Replacement Bid *[Request a Motion (and a Second) to accept the base bid from Chicagoland Paving Contractors Inc. and reject the alternate bid for the Asphalt Replacement Project, and to approve an agreement between the Oak Brook Park District and Chicagoland Paving Contractors Inc. for a total cost not-to-exceed \$85,000.00. **Roll Call Vote...**]*
- b. Eclipse Select Soccer Club Agreement *[Request a Motion (and a Second) to approve the Eclipse Select Soccer Club's Agreement. **Roll Call Vote...**]*
- c. Tennis Center Membership Pricing *[Request a Motion (and a Second) to approve the Tennis Center Membership Pricing. **Roll Call Vote...**]*
- d. Central Park West Rental Rates *[Request a Motion (and a Second) to approve the Central Park West Rental Rates. **Roll Call Vote...**]*
- e. Section 6 – Administrative Policies and Procedures Manual Part I *[Request a Motion (and a Second) to approve Section 6 – Administrative Policies and Procedures Manual, Part I. **Roll Call Vote...**]*

**8. NEW BUSINESS *[For Review and Discussion Only]***

- a. Section 6 – Administrative Policies and Procedures Manual Part II
- b. Solar Power Purchase Agreement
- c. Section 1 – Administrative Policies and Procedures Revision: Inclusion of the Pledge of Allegiance
- d. Legal Invoices in Warrant

**9. BOARD OF COMMISSIONERS TO SHARE COMMUNICATIONS *[For Review and Discussion Only]***

**10. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON SEPTEMBER 22, 2025, 6:30 P.M. *[Announce the next Regular Meeting of the Oak Brook Park District Board of Park Commissioners will be held on September 22, 2025, 6:30 p.m.]***

**11. ADJOURNMENT *[Request a Motion and a Second to adjourn the August 18, 2025 Regular Meeting of the Oak Brook Park District Board of Commissioners. **Voice Vote, All in Favor...**]***

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.



## Minutes

**MINUTES**  
**REGULAR MEETING OF THE OAK BROOK PARK DISTRICT**  
**BOARD OF COMMISSIONERS**  
**July 21, 2025 – 6:30 p.m.**  
**Canterberry Room**

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

President Knitter called to order the Regular Meeting of the Oak Brook Park District at the hour of 6:30 p.m. Commissioners Chan, Gondek, Ivkovic Kelley, Vescovi, and President Knitter answered “present” from the Oak Brook Park District Family Recreation Center, Canterbury Conference Room. Also present in Canterbury Conference Room was Laure Kosey, Executive Director; Bob Johnson, Deputy Director; Robert Pechous, Director of Recreation and Communications; and David Freeman, District Attorney.

2. OPEN FORUM

President Knitter asked if there were any public comments. No one addressed the Board.

3. CONSENT AGENDA

a. APPROVAL OF THE JULY 21, 2025 AGENDA

b. APPROVAL OF MINUTES

i. June 16, 2025 Regular Board Meeting Minutes

c. APPROVAL OF FINANCIAL STATEMENT ENDING JUNE 30, 2025

i. Warrant 698

Motion: Commissioner Gondek made a motion, seconded by Commissioner Ivkovic Kelley, to approve the July 21, 2025 Agenda.

The motion passed by roll call vote.

Ayes: Commissioners Chan, Gondek, Ivkovic Kelley, Vescovi, and President Knitter

Nays:

Motion: Commissioner Chan made a motion, seconded by Commissioner Gondek, to approve the June 16, 2025 Minutes as amended.

Commissioner Chan read her amended statement to be added to the June 16, 2025 Minutes.

The motion passed by roll call vote.

Ayes: Commissioners Chan, Gondek, and Vescovi

Nays: Commissioner Ivkovic Kelley and President Knitter

Motion: Commissioner Ivkovic Kelley made a motion, seconded by Commissioner Gondek, to approve the Financial Statement in its current state.

Commissioner Chan reviewed her reason concerning attorney invoices for wanting to amend the Financial Statement.

Commissioner Ivkovic Kelley stated that Commissioner Chan will see on record of Commissioner Chan’s own FOIA requests included in the Attorney invoices.



The motion passed by roll call vote.

Ayes: Commissioners Gondek, Ivkovic Kelley, and President Knitter

Nays: Commissioners Chan and Vescovi

4. STAFF RECOGNITION

- a. Lily Liburdi, Facility Manager
- b. Chris Russell, Park Technician

President Knitter and the Board welcomed the new staff.

5. PRESENTATIONS/PROCLAMATIONS

- a. None

6. REPORTS

- a. Administration and Enterprise Operations Report

Dr. Laure Kosey presented her report, which can be found in the Park District's records.

Dr. Kosey stated that the Fordon Barn update will occur in August. President Knitter added that Commissioner Chan will be the point person for the Fordon Barn.

Commissioner Chan appreciated the staff expense report for the Rockies and Italy trips but requested an explanation for the overhead expense.

Robert Pechous answered that the overhead expense is the overall marketing and finance of staff time. The overhead expense also includes updating the website and printing fliers from the travel company.

- b. Finance and Human Resources Report

Dr. Kosey presented the Finance and Human Resources Report, which can be found in the Park District's records.

Dr. Kosey reported that the GFOA Award has been submitted.

- c. Recreation and Communications Report

Robert Pechous presented his report, which can be found in the Park District's records.

Pechous reported that the In-District Registration opened today. Apple or Google Pay for preschool registration is allowed for recurring online payments.

Commissioner Ivkovic Kelley asked why the June 2025 Youth Program has a negative amount.

Dr. Kosey answered that camps and Preschool make payments upfront, so if anyone requests a refund for camp a deficit will show.

Commissioner Ivkovic Kelley asked if a reason was provided for the refund.

Pechous explained when a refund is requested only a percentage is returned. Dr. Kosey added that a few refund requests occurred after the playground incident.

Commissioner Chan requested reviewing basketball court time and swimming lanes during peak hours for resident members. President Knitter agreed investigating court time and swim lanes would be helpful in comparison to private facilities where reservations are taken.

d. Parks and Facilities Report

Bob Johnson presented his report, which can be found in the Park District's record.

Johnson reported that four solar lights were upgraded at the Dean Nature Sanctuary parking lot.

Commissioner Gondek asked about the digging around the lights at the ballfield. Johnson explained IT and Parks are installing more security cameras at the ballfields.

7. UNFINISHED BUSINESS

a. Wizard Football Club Agreement

Motion: Commissioner Ivkovic Kelley made a motion, seconded by Commissioner Gondek to approve the Wizard Football Club Agreement.

Commissioner Chan found an error in the Wizard Football Club Agreement in the spelling of the amount of the Capital Contribution Fee. Dr. Kosey noted the correction.

Commissioner Chan asked Johnson about the mowing and maintenance cost of all the fields.

Johnson reported on a cost estimate for all turf and natural grass maintained, however, staff are still working on the estimated breakdown to determine the Wizard's maintenance cost which includes staff time, equipment maintenance, and fuel.

Commissioner Vescovi asked if this estimate includes synthetic fields. Johnson stated the maintenance estimate of the synthetic fields is included but it is an insignificant amount.

Commissioner Chan asked if signage is temporary. Dr. Kosey stated that they are temporary but will confirm that.

Commissioner Chan compared the Wizards and Eclipse contract and asked about the difference in the total payments. Dr. Kosey explained that the Wizard Club has more Oak Brook residents than the Eclipse Club.

The motion passed by roll call vote.

Ayes: Commissioners Chan, Gondek, Ivkovic Kelley, Vescovi, and President Knitter

Nays: None

b. Ordinance 25-0721: An Ordinance Implementing the Provisions of the State Officials and Employees Ethics Act (5 ILCS 430/1-1 Et Seq.)

Motion: Commissioner Ivkovic Kelley made a motion, seconded by Commissioner Gondek to approve Ordinance 25-0721: An Ordinance Implementing the Provisions of the State Officials and Employees Ethics Act.

Commissioner Chan asked when a commissioner is considered off-duty and permitted to engage in political activity.

Attorney David Freeman defined political activity and stated there is a list of prohibited activities. As an elected commissioner, official engagement occurs while conducting business on behalf of the Park District. During a Park District function, a commissioner would be prohibited from engaging in political activity. Attorney Freeman noted there will always be some gray area and discretion related to this.

Commissioner Chan questioned the need to update the 21-year-old ordinance after her election. Attorney Freeman stated it should have been revised earlier but noted the Executive Director is now addressing it.

Commissioner Chan also questioned the Executive Director being the Ethics Advisor, expressing concerns about potential bias or impartiality.

Commissioner Gondek stated that if the state legislature has adopted the updated policy, it's not the Park District Board's role to amend the ordinance and they should align with it.

Commissioner Ivkovic Kelley asked what most park districts do in appointing an Ethics Advisor.

Attorney Freeman stated that most park districts appoint the Executive Director or Attorney as the Ethics Advisor.

The motion passed by roll call vote.

Ayes: Commissioners Gondek, Ivkovic Kelley, and President Knitter

Nays: Commissioners Chan and Vescovi

c. Section 1.1 – Administrative Policies and Procedures Revisions

Motion: Commissioner Ivkovic Kelley made a motion, seconded by Commissioner Gondek to approve Section 1.1 – Administrative Policies and Procedures Manual Revisions.

Commissioner Chan proposed amending the policy to prevent commissioners from serving as officers for consecutive terms.

Commissioner Ivkovic Kelley asked how the Board should proceed if a commissioner refuses a specific officer role and does not wish to rotate.

Commissioner Chan suggested wording for a policy to address that situation.

The motion passed by roll call vote.

Ayes: Commissioners Gondek, Ivkovic Kelley, and President Knitter

Nays: Commissioners Chan and Vescovi

d. RFP for Solar PPA Provider

Motion: Commissioner Ivkovic Kelley made a motion, seconded by Commissioner Gondek to accept the proposal from ForeFront Power subject to successful contract negotiations for a Power Purchase Agreement between the Oak Brook Park District and ForeFront Power.

Commissioner Chan stated commercial government solar incentives are getting sunset. Residential solar incentives have stopped due to the "Big Beautiful Bill." Commissioner Chan expressed her concerns in pursuing a solar provider.

Dr. Kosey clarified that the current vote is only to proceed with exploring the solar project and begin contract negotiations with ForeFront Power, emphasizing there are no costs involved at this stage.

Commissioner Chan urged the Board to consider that while electricity rates are currently high, she believes future advancements toward "full spectrum energy dominance" could lower rates, potentially leaving the Park District locked into a less favorable solar agreement. Dr. Kosey replied that the Park District can negotiate that in the contract.

The motion passed by roll call vote.

Ayes: Commissioners Gondek, Ivkovic Kelley, Vescovi, and President Knitter

Nays: Commissioner Chan

- e. Ordinance 25-0722: An Ordinance Providing for Declaration of Vacancy on the Board of Park Commissioners

Motion: Commissioner Ivkovic Kelley made a motion, seconded by Commissioner Gondek to approve Ordinance 25-0722: An Ordinance Providing for Declaration of Vacancy on the Board of Park Commissioners.

Commissioner Chan expressed concerns about the validity of the attendance ordinance, referencing Commissioner Vescovi's absences. Commissioner Chan questioned the attendance ordinance and the exceptions of attending remotely.

Commissioner Ivkovic Kelley asked if a commissioner be removed if he/she participates remotely.

President Knitter stated a commissioner will not be removed if attending remotely and provided an example for having an attendance ordinance.

The motion passed by roll call vote.

Ayes: Commissioners Gondek, Ivkovic Kelley, and President Knitter

Nays: Commissioners Chan and Vescovi

- f. Section 4 – Administrative Policies and Procedures Manual, Part I

Motion: Commissioner Ivkovic Kelley made a motion, seconded by Commissioner Gondek to approve Section 4 of the Administrative Policies and Procedures Manual, Part I.

Commissioner Chan suggested her amendment to the section concerning signing contracts over \$30,000 to be signed by two Board Commissioners. Commissioner Chan would also like to amend that the Executive Director expenses be approved by the Board.

The motion passed by roll call vote.

Ayes: Commissioners Gondek, Ivkovic Kelley, and President Knitter

Nays: Commissioners Chan and Vescovi

- g. Section 4 – Administrative Policies and Procedures Manual, Part II

Motion: Commissioner Chan made a motion, seconded by Commissioner Vescovi to approve Section 4 of the Administrative Policies and Procedures Manual, Part II as amended.

Commissioner Chan communicated her amendments concerning the purchase card (p-card).

Dr. Kosey reported the employees' maximum p-card expenditure limits vary, but there is a Park District maximum limit to ensure they are used efficiently and according to policy.

The motion did not pass by roll call vote.

Ayes: Commissioners Chan and Vescovi

Nays: Commissioners Gondek, Ivkovic Kelley, and President Knitter

Motion: Commissioner Ivkovic Kelley made a motion, seconded by Commissioner Gondek to approve Section 4 of the Administrative Policies and Procedures Manual, Part II in its current state.

The motion passed by roll call vote.

Ayes: Commissioners Gondek, Ivkovic Kelley, and President Knitter

Nays: Commissioners Chan and Vescovi

h. Section 5 – Administrative Policies and Procedures Manual

Motion: Commissioner Ivkovic Kelley made a motion, seconded by Commissioner Gondek to approve Section 5 of the Administrative Policies and Procedures Manual.

Commissioner Chan requested that “complimentary” be removed from Section 5.2 Group Fitness Schedule Policy. President Knitter suggested that “includes” replace “offers a complimentary” in Section 5.2 which Commissioner Chan accepted.

Commissioner Chan inquired about the percentage increase in nonresident pricing compared to the resident rate and requested an analysis explaining the rationale behind that specific increase.

President Knitter explained that the Park District has reviewed pricing from other park districts and private entities. From this review, a balance in pricing was established. President Knitter emphasized that nonresident fees should not be set so high that they discourage participation, especially since resident rates are lower and may not generate enough revenue to sustain the program on their own.

Commissioner Chan suggested an analysis of each program to determine the percentage increase. Utilization is high due to the significant number of nonresident participants.

Dr. Kosey reported benchmarking had occurred previously, but staff can revisit the pricing analysis. Dr. Kosey also noted that the overall market trends when setting fees were considered citing the swimming rates. Dr. Kosey emphasized that this review process will take time.

Commissioner Chan expressed a desire to postpone the vote until the review is completed.

President Knitter stated that pricing is always fluid, so the Board could vote on it now and then make changes.

The motion passed by roll call vote.

Ayes: Commissioners Gondek, Ivkovic Kelley, and President Knitter

Nays: Commissioners Chan and Vescovi

8. NEW BUSINESS

a. Asphalt Replacement Bid

Johnson reported that there is a bid for asphalt paving for Park District deteriorated trails. Paving projects normally occur every year.

Commissioner Chan asked about the cost.

Johnson explained that there is a budget for paving projects but the anticipated amount is not included in the bid packet since the contractor can use that information in their bid.

b. Eclipse Select Soccer Club Agreement

Dr. Kosey reported that staff are still working on the agreement and will be ready by the next board meeting.

c. Tennis Center Membership Fees

Commissioner Chan asked for more specific information for the Tennis Center rates.

Alin Pop, Superintendent of Enterprise Operations, explained the rates are the membership rates. Hinsdale and Score may be the closest model to the Park District Tennis Center.

Commissioner Chan requested a chart with more specific information.

d. Central Park West Rental Rates

Dr. Kosey stated there will be an increase for Central Park West for Out-of-District rental rates.

e. Section 6 – Administrative Policies and Procedures Manual Part I

Dr. Kosey reported that there will be very little change for Section 6, Part I.

Commissioner Chan communicated that she prefers the terms Resident and Nonresident over In-District and Out-of-District.

President Knitter stated those terms are different because the District boundaries are broader than the Village boundaries.

Commissioner Chan requested information concerning sharing insurance with the Village.

9. BOARD OF COMMISSIONERS TO SHARE COMMUNICATIONS

President Knitter asked if there were any communications. No communication was shared.

10. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON AUGUST 18, 2025, 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 August 18, 2025 at 6:30 p.m.

11. ADJOURNMENT

Motion: Commissioner Gondek made a motion, seconded by Commissioner Kelley, to adjourn the July 21, 2025, regular meeting of the Oak Brook Park District Board of Commissioners. The motion passed by voice vote, and the meeting adjourned at the hour of 7:50 p.m.

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Laure L. Kosey, Executive Director

## Financial Statement



## **General Fund**

The General Fund is used to account for all activity of the Park District, except for activity required to be accounted for in another fund. The General Fund is comprised of the following departments:

- Administration
- Finance
- Central Park North
- Central Park
- Saddlebrook Park
- Forest Glen Park
- Chillem Park
- Dean Nature Sanctuary
- Professional Services
- Information Technology
- Building- Family Recreation Center
- Central Park West

Among the major activities accounted for in this fund are field and facility rentals, resident and non-resident daily admissions, general administration and finance services, information technology services, facility maintenance services for our Family Recreation Center and Central Park West facility, and maintenance of our Central Park and other satellite parks.



**General Fund: Revenues and Expenditures Summary (Unaudited)**

Fiscal Year-to-Date Activity through July 31, 2025 and 2024

25.00% completed (3 out of 12 months)

PARK DISTRICT

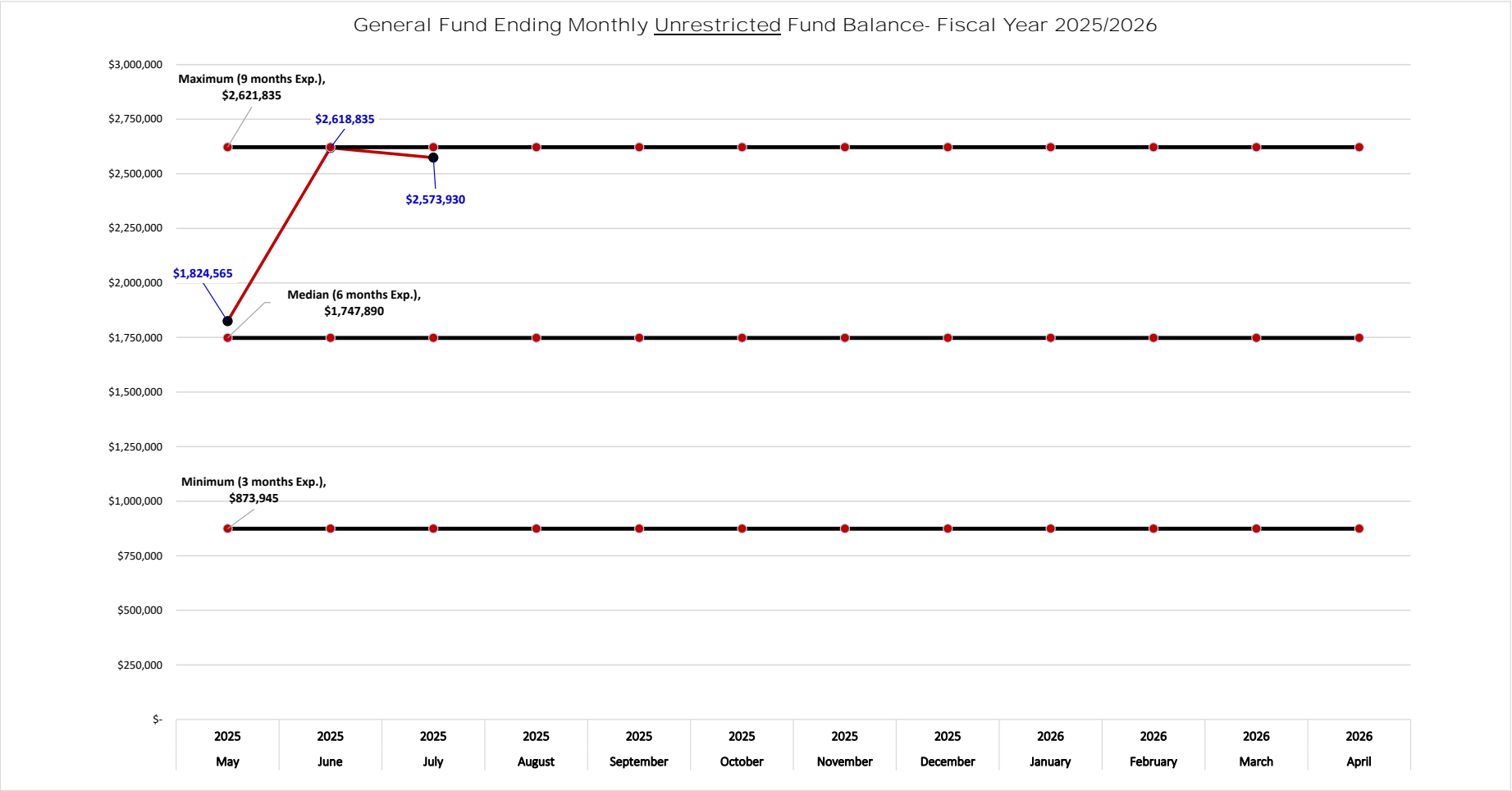
	Fiscal Year 2025/2026- Highlighted items reflect more than 8.33% variance							FY 2025/2026 compared to FY 2024/2025- Highlighted items reflect more than 10% variance		
							FY 2025/2026 YTD			
	Original Annual Budget	July 2025 Actual	Year-To-Date (YTD) Actual	Encumbered	YTD Actual + Encumbered	YTD Actual, as a % of Original Annual Budget	Fiscal Year 2024/2025 YTD Actual	Actual Higher/(Lower) than 2024/2025 YTD Actual	Percent Change	
REVENUES										
Administration	\$ -	\$ -	\$ -	N/A	\$ -	N/A	\$ -	\$ -	N/A	
Finance										
Property Taxes	1,934,447	20,023	1,063,248	N/A	1,063,248	55.0%	1,013,219	50,029	4.9%	
Personal Prop. Repl. Taxes	157,374	22,478	53,659	N/A	53,659	34.1%	69,719	(16,060)	-23.0%	
Investment Income	82,600	11,000	28,932	N/A	28,932	35.0%	20,014	8,917	44.6%	
Other	1,250	-	-	N/A	-	0.0%	500	(500)	-100.0%	
Central Park North	102,250	7,453	33,780	N/A	33,780	33.0%	76,149	(42,369)	-55.6%	
Central Park	240,300	16,801	65,835	N/A	65,835	27.4%	127,299	(61,464)	-48.3%	
Saddlebrook Park	-	-	-	N/A	-	N/A	-	-	N/A	
Forest Glen Park	-	-	106	N/A	106	N/A	200	(94)	-47.2%	
Chillem Park	-	-	-	N/A	-	N/A	-	-	N/A	
Dean Property	-	-	-	N/A	-	N/A	-	-	N/A	
Information Technology	141,992	11,881	36,029	N/A	36,029	25.4%	33,398	2,631	7.9%	
Building-Recreation Center	1,368,830	151,780	422,221	N/A	422,221	30.8%	306,792	115,429	37.6%	
Central Park West	88,325	5,665	21,525	N/A	21,525	24.4%	-	21,525	N/A	
TOTAL REVENUES	\$ 4,117,368	\$ 247,081	\$ 1,725,334	\$ -	\$ 1,725,334	41.9%	\$ 1,647,290	\$ 78,044	4.7%	
EXPENDITURES										
Administration	\$ 371,186	\$ 25,765	\$ 56,242	\$ 666	56,908	15.2%	\$ 69,006	\$ (12,764)	-18.5%	
Finance	342,450	22,280	56,638	2,974	59,612	16.5%	52,943	3,694	7.0%	
Central Park North	95,371	4,430	19,936	21,759	41,695	20.9%	33,040	(13,104)	-39.7%	
Central Park	858,297	66,617	171,819	78,696	250,515	20.0%	150,091	21,728	14.5%	
Saddlebrook Park	20,180	3,000	3,365	6,965	10,330	16.7%	1,408	1,957	139.0%	
Forest Glen Park	23,845	2,341	7,966	8,585	16,551	33.4%	5,506	2,460	44.7%	
Chillem Park	5,879	450	624	1,164	1,789	10.6%	476	148	31.1%	
Dean Property	29,253	5,099	5,354	15,656	21,009	18.3%	3,994	1,360	34.0%	
Professional Services	31,000	8,881	8,881	9,643	18,525	28.6%	-	8,881	N/A	
Information Technology	362,353	44,463	84,326	44,899	129,225	23.3%	69,036	15,290	22.1%	
Building-Recreation Center	1,281,505	101,569	245,549	129,038	374,587	19.2%	221,664	23,885	10.8%	
Central Park West	74,457	7,090	12,301	21,640	33,941	16.5%	10,274	2,027	19.7%	
TOTAL EXPENDITURES	\$ 3,495,776	\$ 291,985	\$ 673,001	\$ 341,685	\$ 1,014,686	19.3%	\$ 617,439	\$ 55,562	9.0%	
TRANSFERS OUT	\$ 475,000	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	N/A	
TOTAL EXPENDITURES AND TRANSFERS OUT	\$ 3,970,776	\$ 291,985	\$ 673,001	\$ 341,685	\$ 1,014,686	16.9%	\$ 617,439	\$ 55,562	9.0%	
REVENUES OVER (UNDER) EXPENDITURES AND TRANSFERS OUT	\$ 146,592	\$ (44,904)	\$ 1,052,333	\$ (341,685)	\$ 710,648	717.9%	\$ 1,029,851	\$ 22,482	2.2%	

**Note 1>** Fiscal year 2025/2026 highlighted items reflect a variance of one month or greater (i.e. +/- 8.33%). When comparing the current fiscal year to fiscal year 2024/2025, the highlighted items reflect a variance of +/-10.00% or greater.

**Note 2>** Encumbered balances represent the commitment of appropriated (budgeted) funds to purchase goods and services. They set aside (encumber) appropriated funds for future expenditure and are used by staff to manage spending activity.

Oak Brook Park District  
Schedule of Ending Monthly Unrestricted Fund Balance- General Fund

	Actuals- Unaudited												
	May	June	July	August	September	October	November	December	January	February	March	April	Fiscal
	2025	2025	2025	2025	2025	2025	2025	2025	2026	2026	2026	2026	Y-T-D
Beginning Unrestricted	\$ 1,521,597	\$ 1,824,565	\$ 2,618,835										
Monthly Net Surplus/(Deficit)	302,967	794,270	(44,904)										\$ 1,052,333
Ending Unrestricted	\$ 1,824,565	\$ 2,618,835	\$ 2,573,930	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	



Minimum (3 months Exp.)	\$ 873,945	\$ 873,945	\$ 873,945	\$ 873,945	\$ 873,945	\$ 873,945	\$ 873,945	\$ 873,945	\$ 873,945	\$ 873,945	\$ 873,945	\$ 873,945	\$ 873,945
Median (6 months Exp.)	\$ 1,747,890	\$ 1,747,890	\$ 1,747,890	\$ 1,747,890	\$ 1,747,890	\$ 1,747,890	\$ 1,747,890	\$ 1,747,890	\$ 1,747,890	\$ 1,747,890	\$ 1,747,890	\$ 1,747,890	\$ 1,747,890
Maximum (9 months Exp.)	\$ 2,621,835	\$ 2,621,835	\$ 2,621,835	\$ 2,621,835	\$ 2,621,835	\$ 2,621,835	\$ 2,621,835	\$ 2,621,835	\$ 2,621,835	\$ 2,621,835	\$ 2,621,835	\$ 2,621,835	\$ 2,621,835



## **Recreation Fund**

The Recreation Fund is used to account for all recreation programming activity of the Park District; except for programming accounted for in our Tennis and Special Recreation funds. The Recreation Fund is comprised of the following departments:

- Recreation Administration
- Fitness Center
- Aquatic Center
- Aquatic Recreation Programming
- Children's Athletics
- Preschool Programs
- Youth Programs
- Adult Programs
- Pioneer Programs
- Special Events and Trips
- Marketing
- Capital Outlay

The primary focus of this fund is to account for recreational programming activities, client memberships, special events, preschool, and the marketing of these services. This fund also accounts for resources used to fund capital improvements.

**Recreation Fund: Revenues and Expenditures Summary (Unaudited)**

Fiscal Year-to-Date Activity through July 31, 2025 and 2024

**25.00% completed (3 out of 12 months)**

	Fiscal Year 2025/2026- Highlighted items reflect more than 8.33% variance						FY 2025/2026 compared to FY 2024/2025- Highlighted items reflect more than 10% variance		
	Original Annual Budget	July 2025 Actual	Year-To-Date (YTD) Actual	Encumbered	YTD Actual + Encumbered	YTD Actual, as a % of Original Annual Budget	Fiscal Year 2024/2025 YTD Actual	FY 2025/2026 YTD Actual Higher/(Lower) than 2024/2025 YTD Actual	Percent Change
<b>REVENUES</b>									
Administration									
Property Taxes	\$ 1,350,500	\$ 13,986	\$ 742,702	N/A	\$ 742,702	55.0%	\$ 750,497	\$ (7,795)	-1.0%
Personal Prop. Repl. Taxes	49,544	7,077	16,893	N/A	16,893	34.1%	21,948	(5,056)	-23.0%
Investment Income	122,400	12,626	33,015	N/A	33,015	27.0%	33,213	(198)	-0.6%
Other	3,000	288	2,288	N/A	2,288	76.3%	2,754	(466)	-16.9%
Fitness Center	869,615	87,675	248,166	N/A	248,166	28.5%	206,748	41,418	20.0%
Aquatic Center	760,254	78,872	274,741	N/A	274,741	36.1%	231,736	43,004	18.6%
Aquatic Recreation Prog.	567,947	42,156	179,325	N/A	179,325	31.6%	176,319	3,006	1.7%
Children's Athletics	533,210	25,910	106,401	N/A	106,401	20.0%	131,149	(24,747)	-18.9%
Preschool Programs	342,162	6,870	45,449	N/A	45,449	13.3%	52,714	(7,265)	-13.8%
Youth Programs	244,987	3,391	220,347	N/A	220,347	89.9%	197,897	22,450	11.3%
Adult Programs	142,552	29,981	62,313	N/A	62,313	43.7%	65,493	(3,180)	-4.9%
Pioneer Programs	59,855	4,904	23,325	N/A	23,325	39.0%	25,507	(2,182)	-8.6%
Special Events and Trips	114,538	11,913	66,587	N/A	66,587	58.1%	66,593	(6)	0.0%
Marketing	20,000	300	3,050	N/A	3,050	15.3%	14,370	(11,320)	-78.8%
Capital Outlay	-	-	-	N/A	-	N/A	-	-	N/A
TOTAL REVENUES	\$ 5,180,564	\$ 325,949	\$ 2,024,602	\$ -	\$ 2,024,602	39.1%	\$ 1,976,939	\$ 47,663	2.4%
TRANSFERS IN	\$ 150,000	\$ -	\$ -	N/A	-	0.0%	\$ -	\$ -	N/A
TOTAL REVENUES & TRANSFERS IN	\$ 5,330,564	\$ 325,949	\$ 2,024,602	\$ -	\$ 2,024,602	38.0%	\$ 1,976,939	\$ 47,663	2.4%
<b>EXPENDITURES</b>									
Administration	\$ 1,252,499	\$ 77,335	\$ 247,805	\$ 61,426	\$ 309,231	19.8%	\$ 241,516	\$ 6,288	2.6%
Fitness Center	646,660	50,173	126,530	63,386	189,916	19.6%	103,024	23,506	22.8%
Aquatic Center	1,319,444	132,539	287,509	141,700	429,210	21.8%	276,996	10,514	3.8%
Aquatic Recreation Prog.	303,894	22,365	50,420	48,948	99,368	16.6%	50,580	(160)	-0.3%
Children's Athletics	369,921	32,406	43,187	1,796	44,983	11.7%	56,197	(13,011)	-23.2%
Preschool Programs	291,954	4,565	29,014	-	29,014	9.9%	30,965	(1,951)	-6.3%
Youth Programs	182,879	46,270	67,557	189	67,746	36.9%	62,260	5,297	8.5%
Adult Programs	108,699	8,944	23,343	-	23,343	21.5%	12,903	10,440	80.9%
Pioneer Programs	95,588	9,269	17,891	2,116	20,006	18.7%	19,111	(1,220)	-6.4%
Special Events and Trips	112,779	8,162	35,458	1,492	36,950	31.4%	37,589	(2,131)	-5.7%
Marketing	353,103	29,413	67,561	3,310	70,871	19.1%	58,116	9,445	16.3%
Capital Outlay	360,112	-	-	-	-	0.0%	70,322	(70,322)	-100.0%
TOTAL EXPENDITURES	\$ 5,397,532	\$ 421,441	\$ 996,275	\$ 324,364	\$ 1,320,639	18.5%	\$ 1,019,580	\$ (23,305)	-2.3%
TRANSFERS OUT	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	N/A
TOTAL EXPENDITURES & TRANSFERS OUT	\$ 5,397,532	\$ 421,441	\$ 996,275	\$ 324,364	\$ 1,320,639	18.5%	\$ 1,019,580	\$ (23,305)	-2.3%
REVENUES & TRANSFERS IN, OVER (UNDER) EXPENDITURES & TRANSFERS OUT	\$ (66,969)	\$ (95,492)	\$ 1,028,327	\$ (324,364)	\$ 703,963	-1535.5%	\$ 957,359	\$ 70,968	7.4%

**Note 1>** Fiscal year 2025/2026 highlighted items reflect a variance of one month or greater (i.e. +/- 8.33%). When comparing the current fiscal year to fiscal year 2024/2025, the highlighted items reflect a variance of +/-10.00% or greater.

**Note 2>** Encumbered balances represent the commitment of appropriated (budgeted) funds to purchase goods and services. They set aside (encumber) appropriated funds for future expenditure and are used by staff to manage spending activity.

Oak Brook Park District  
Schedule of Ending Monthly Unrestricted Fund Balance- Recreation Fund

	Actuals- Unaudited												
	May	June	July	August	September	October	November	December	January	February	March	April	Fiscal
	2025	2025	2025	2025	2025	2025	2025	2025	2026	2026	2026	2026	Y-T-D
Beginning Unrestricted	\$ 2,519,712	\$ 3,189,084	\$ 3,643,531										
Monthly Net Surplus/(Deficit)	669,372	454,447	(95,492)										\$ 1,028,327
Ending Unrestricted	\$ 3,189,084	\$ 3,643,531	\$ 3,548,040	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	



Minimum (3 months Exp.)	\$ 1,349,384	\$ 1,349,384	\$ 1,349,384	\$ 1,349,384	\$ 1,349,384	\$ 1,349,384	\$ 1,349,384	\$ 1,349,384	\$ 1,349,384	\$ 1,349,384	\$ 1,349,384	\$ 1,349,384	\$ 1,349,384
Median (6 months Exp.)	\$ 2,698,768	\$ 2,698,768	\$ 2,698,768	\$ 2,698,768	\$ 2,698,768	\$ 2,698,768	\$ 2,698,768	\$ 2,698,768	\$ 2,698,768	\$ 2,698,768	\$ 2,698,768	\$ 2,698,768	\$ 2,698,768
Maximum (9 months Exp.)	\$ 4,048,152	\$ 4,048,152	\$ 4,048,152	\$ 4,048,152	\$ 4,048,152	\$ 4,048,152	\$ 4,048,152	\$ 4,048,152	\$ 4,048,152	\$ 4,048,152	\$ 4,048,152	\$ 4,048,152	\$ 4,048,152



## **Tennis Fund**

The Tennis Fund is used to account for the activities of our tennis center. The Tennis Fund is comprised of the following departments:

- Tennis Administration
- Building- Racquet Club
- Programs- Racquet Club
- Capital Outlay

The primary focus of this fund is to account for all tennis administration, recreational programming activities, client memberships, and special events. This fund also accounts for resources used to fund capital improvements at the tennis center.



**Tennis Center Fund (Recreational Facilities): Revenues and Expenses Summary (Unaudited)**

**Fiscal Year-to-Date Activity through July 31, 2025 and 2024**

**25.00% completed (3 out of 12 months)**

**REVENUES**

Administration

Building- Racquet Club

Programs- Racquet Club

**TOTAL REVENUES**

**EXPENSES**

Administration

Building- Racquet Club

Programs- Racquet Club

Capital Outlay

**TOTAL EXPENSES**

**REVENUES OVER  
(UNDER) EXPENSES**

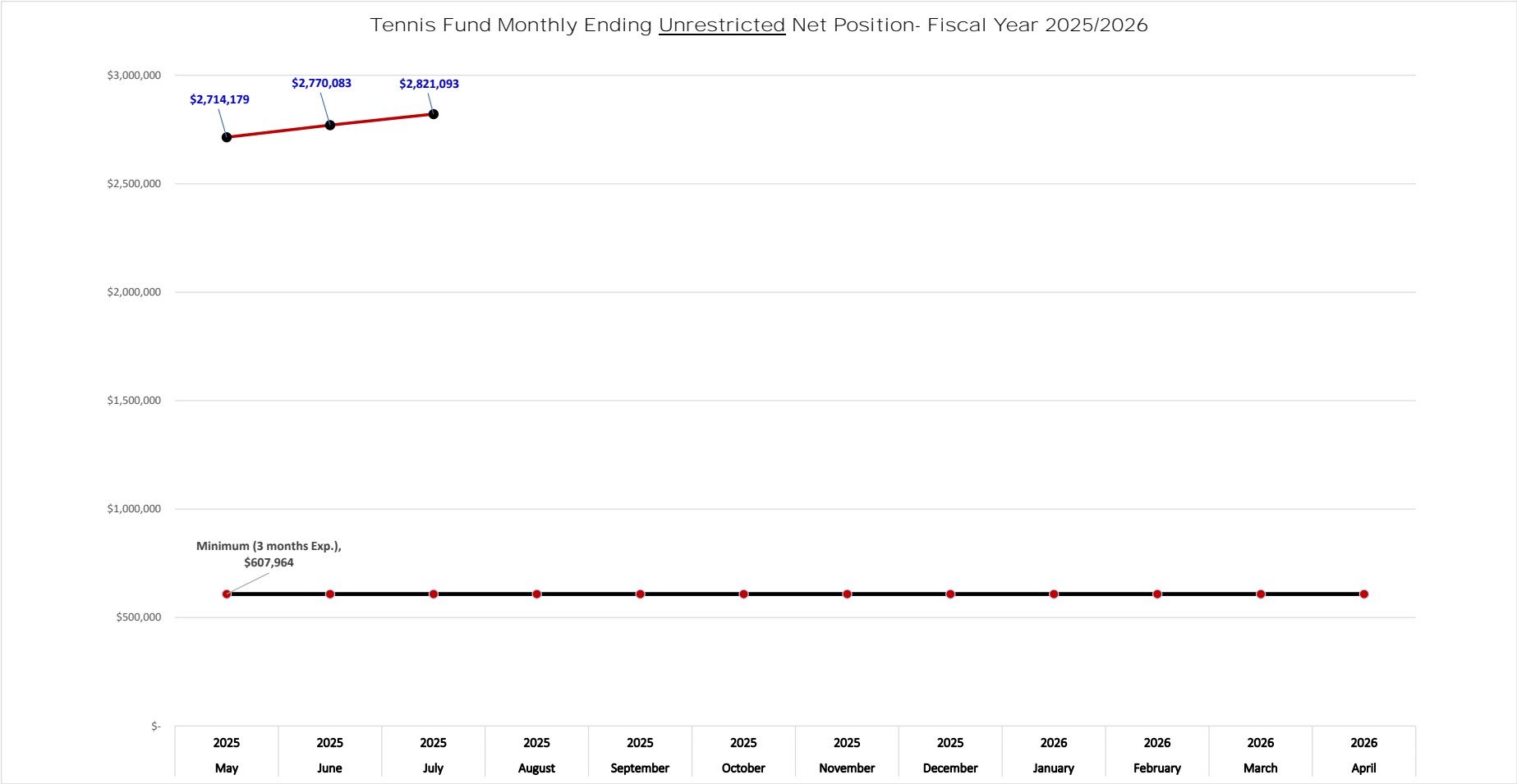
Fiscal Year 2025/2026- Highlighted items reflect more than 8.33% variance							FY 2025/2026 compared to FY 2024/2025- Highlighted items reflect more than 10% variance		
Original Annual Budget	July 2025 Actual	Year-To-Date (YTD) Actual	Encumbered	YTD Actual + Encumbered	YTD Actual, as a % of Original Annual Budget		Fiscal Year 2024/2025 YTD Actual	FY 2025/2026 YTD Actual Higher/(Lower) than 2024/2025 YTD Actual	Percent Change
\$ 123,100	\$ 39,588	\$ 62,391	N/A	\$ 62,391	50.7%		\$ 34,485	\$ 27,905	80.9%
1,000	-	-	N/A	-	0.0%		482	(482)	-100.0%
2,409,900	183,957	577,460	N/A	577,460	24.0%		857,532	(280,071)	-32.7%
<b>\$ 2,534,000</b>	<b>\$ 223,546</b>	<b>\$ 639,851</b>	<b>\$ -</b>	<b>\$ 639,851</b>	<b>25.3%</b>		<b>\$ 892,499</b>	<b>\$ (252,648)</b>	<b>-28.3%</b>
\$ 922,588	\$ 59,385	\$ 166,446	\$ 772	\$ 167,218	18.0%		\$ 146,603	\$ 19,843	13.5%
497,607	53,105	81,694	102,636	184,330	16.4%		57,043	24,650	43.2%
1,011,659	60,046	160,333	1,233	161,566	15.8%		149,794	10,539	7.0%
225,000	-	-	-	-	0.0%		25,838	(25,838)	-100.0%
<b>\$ 2,656,853</b>	<b>\$ 172,536</b>	<b>\$ 408,472</b>	<b>\$ 104,641</b>	<b>\$ 513,113</b>	<b>15.4%</b>		<b>\$ 379,278</b>	<b>\$ 29,194</b>	<b>7.7%</b>
<b>\$ (122,853)</b>	<b>\$ 51,010</b>	<b>\$ 231,379</b>	<b>\$ (104,641)</b>	<b>\$ 126,738</b>	<b>-188.3%</b>		<b>\$ 513,221</b>	<b>\$ (281,842)</b>	<b>-54.9%</b>

**Note 1>** Fiscal year 2025/2026 highlighted items reflect a variance of one month or greater (i.e. +/- 8.33%). When comparing the current fiscal year to fiscal year 2024/2025, the highlighted items reflect a variance of +/-10.00% or greater.

**Note 2>** Encumbered balances represent the commitment of appropriated (budgeted) funds to purchase goods and services. They set aside (encumber) appropriated funds for future expense and are used by staff to manage spending activity.

Oak Brook Park District  
Schedule of Ending Monthly Unrestricted Net Position- Tennis Fund

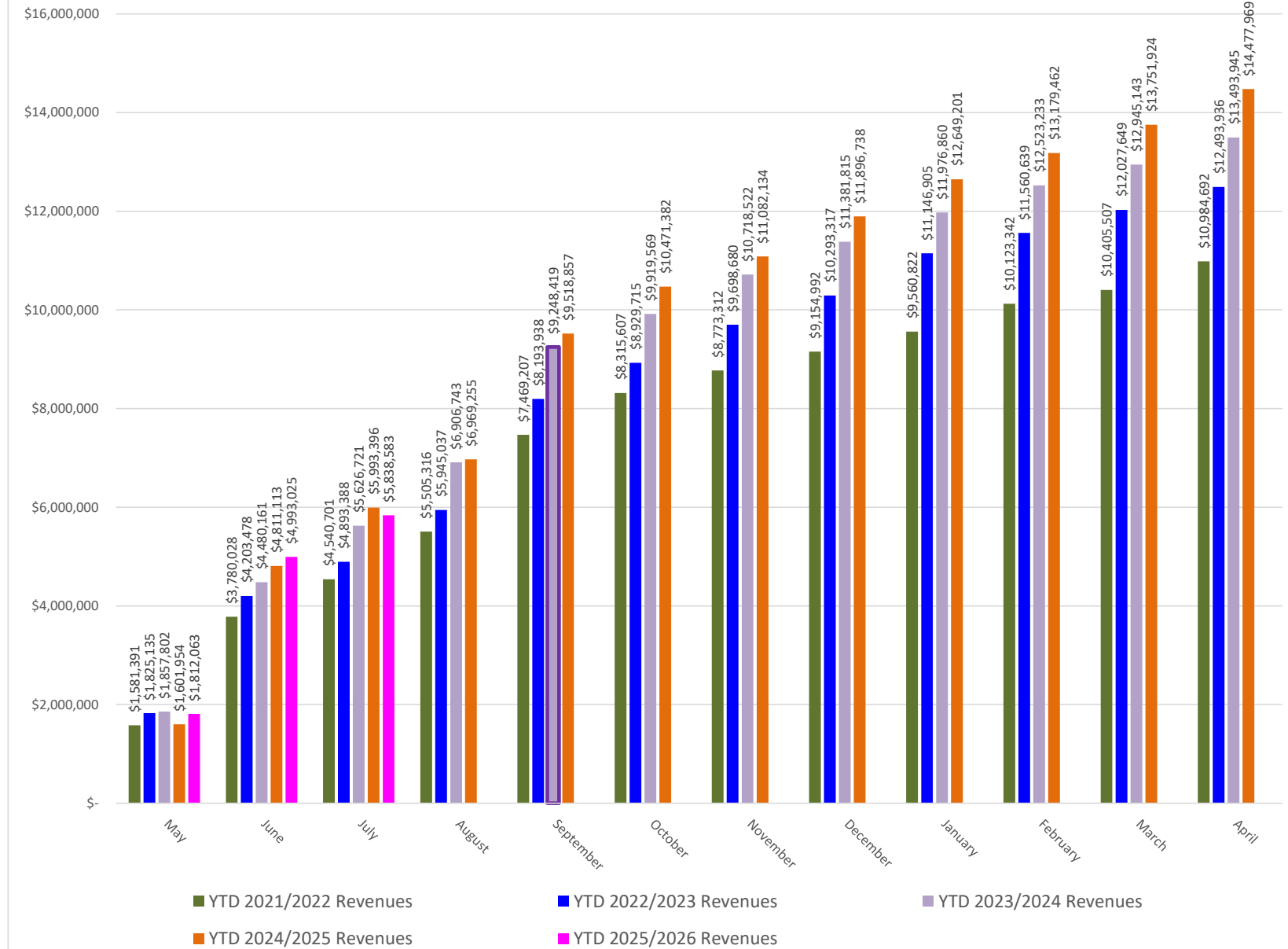
Actuals- Unaudited													
	May	June	July	August	September	October	November	December	January	February	March	April	Fiscal
	2025	2025	2025	2025	2025	2025	2025	2025	2026	2026	2026	2026	Y-T-D
Beginning Investment in Capital Assets	\$ 1,759,816	\$ 1,759,816	\$ 1,759,816										
Beginning Unrestricted	2,589,714	2,714,179	2,770,083										
Monthly Net Surplus/(Deficit)	124,465	55,904	51,010										\$ 231,379
Ending Investment in Capital Assets	\$ 1,759,816	\$ 1,759,816	\$ 1,759,816										
Ending Unrestricted	\$ 2,714,179	\$ 2,770,083	\$ 2,821,093										



Minimum (3 months Exp.)	\$ 607,964	\$ 607,964	\$ 607,964	\$ 607,964	\$ 607,964	\$ 607,964	\$ 607,964	\$ 607,964	\$ 607,964	\$ 607,964	\$ 607,964	\$ 607,964	\$ 607,964
Median (6 months Exp.)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Maximum (9 months Exp.)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

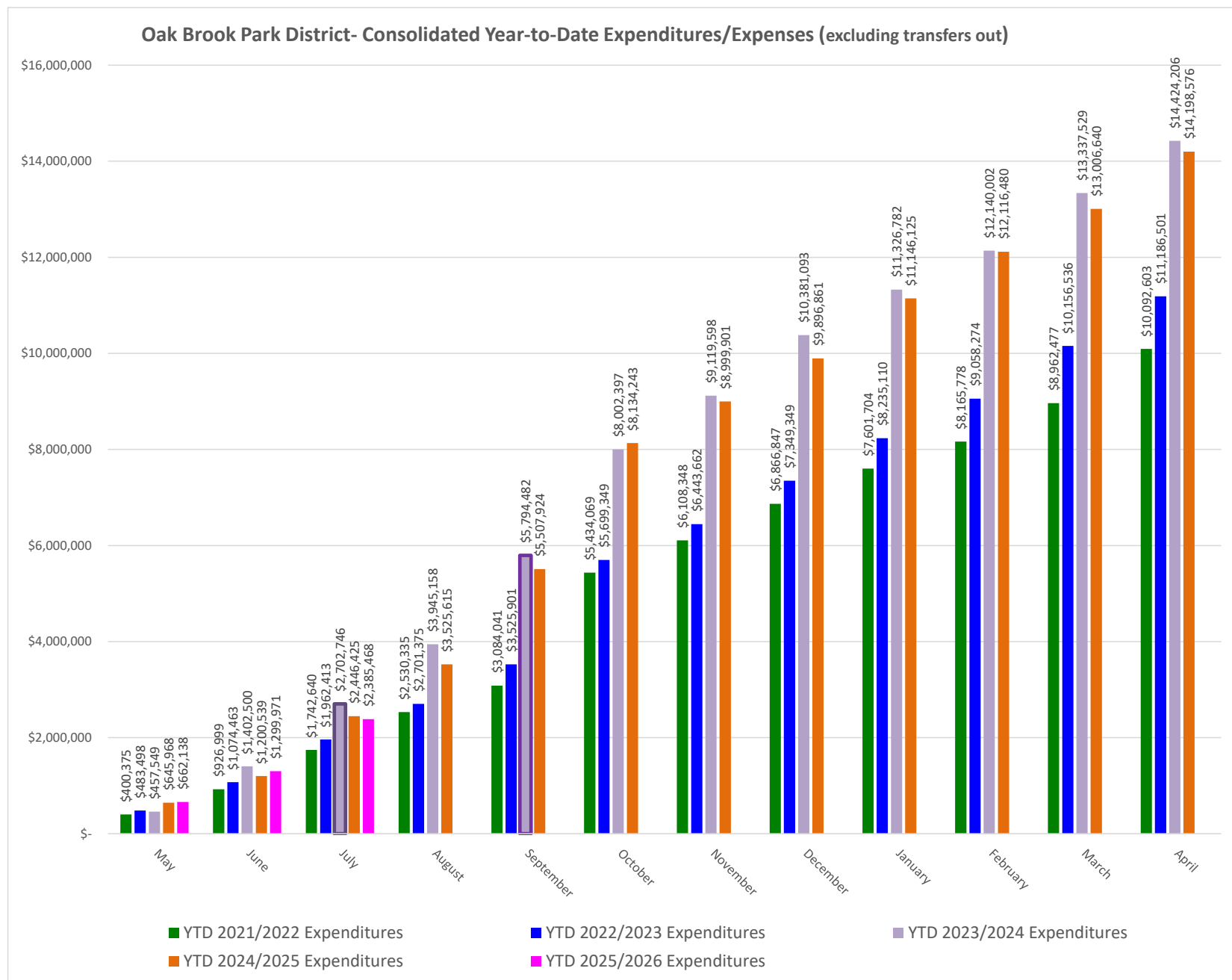


## Oak Brook Park District- Consolidated Year-to-Date Revenues (excluding transfers in)



### NOTES

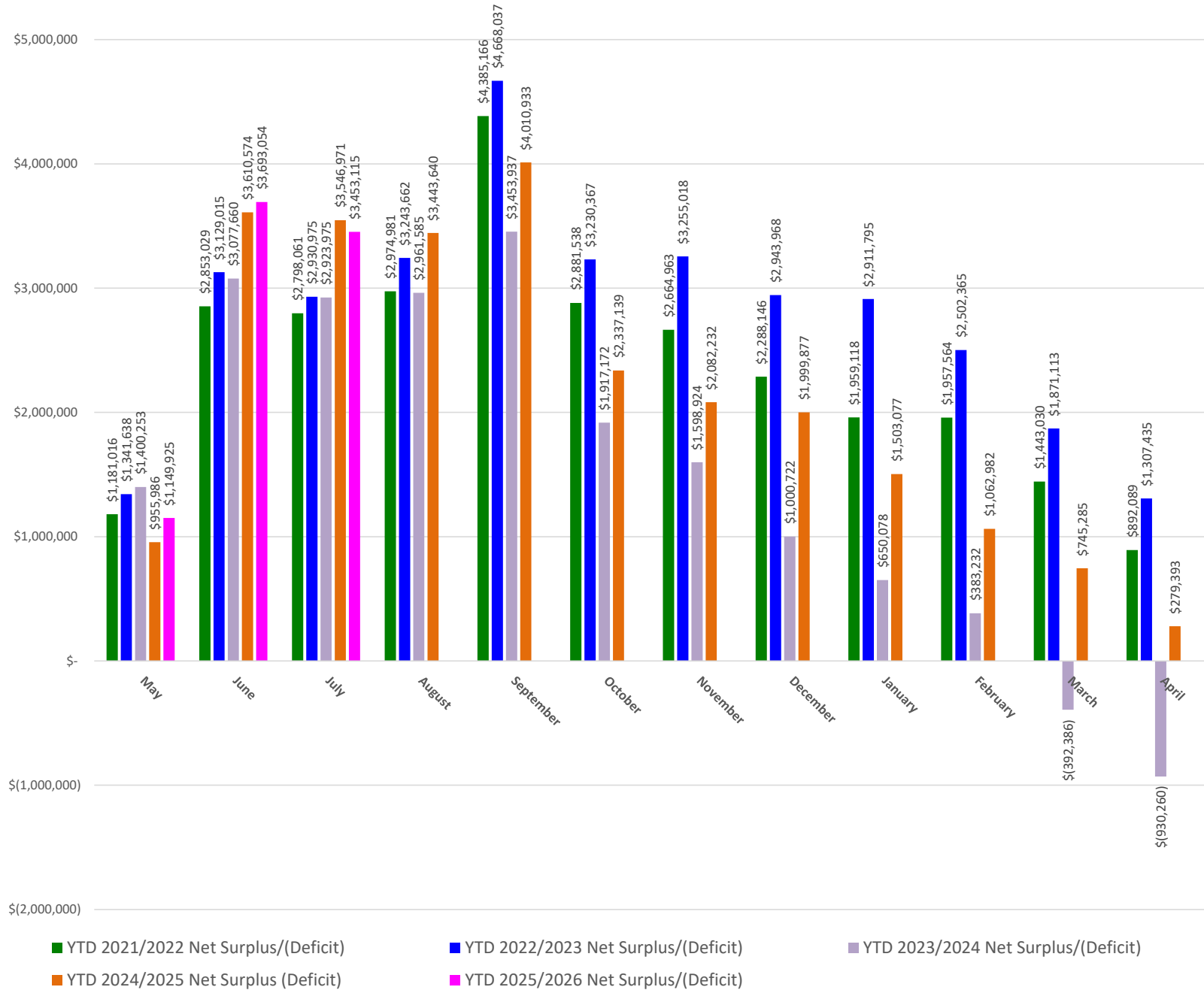
**2023/2024** The large increase in Y-T-D revenues are being primarily driven by increased programming revenues in our fitness, aquatics, children's, special events departments, as well as in group tennis programming.



#### NOTES

**2023/2024** The large increase in Y-T-D expenditures are being primarily driven by increased capital improvement costs for our Central Park improvements (e.g. bathrooms, pavilion, synthetic turf field).

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





**OAK BROOK PARK DISTRICT**  
**SUMMARIZED REVENUE & EXPENDITURE REPORT**  
**July 2025**

	<b>FY 2025/2026 ANNUAL BUDGET</b>	<b>CURRENT MONTH ACTUAL</b>	<b>Y-T-D ACTUAL (3 months)</b>
<b>GENERAL CORPORATE FUND</b>			
Revenues & transfers in	\$ 4,117,368	\$ 247,081	\$ 1,725,334
Expenditures & transfers out	3,970,776	291,985	673,001
Net surplus/(deficit)	\$ 146,592	\$ (44,904)	\$ 1,052,333
<b>RECREATION FUND</b>			
Revenues & transfers in	\$ 5,330,564	\$ 325,949	\$ 2,024,602
Expenditures & transfers out	5,397,532	421,441	996,275
Net surplus/(deficit)	\$ (66,969)	\$ (95,492)	\$ 1,028,327
<b>IMRF FUND</b>			
Revenues & transfers in	\$ 174,156	\$ 8,040	\$ 85,389
Expenditures & transfers out	182,000	12,556	40,356
Net surplus/(deficit)	\$ (7,844)	\$ (4,516)	\$ 45,033
<b>LIABILITY INSURANCE FUND</b>			
Revenues & transfers in	\$ 155,362	\$ 3,659	\$ 83,007
Expenditures & transfers out	177,846	70,694	76,288
Net surplus/(deficit)	\$ (22,484)	\$ (67,036)	\$ 6,720
<b>AUDIT FUND</b>			
Revenues & transfers in	\$ 10,243	\$ 143	\$ 6,353
Expenditures & transfers out	14,025	-	-
Net surplus/(deficit)	\$ (3,782)	\$ 143	\$ 6,353
<b>DEBT SERVICE FUND</b>			
Revenues & transfers in	\$ 1,674,784	\$ 17,605	\$ 912,652
Expenditures & transfers out	1,645,291	65,250	65,568
Net surplus/(deficit)	\$ 29,493	\$ (47,645)	\$ 847,084
<b>RECREATIONAL FACILITIES FUND (TENNIS CENTER)</b>			
Revenues	\$ 2,534,000	\$ 223,546	\$ 639,851
Expenses	2,656,853	172,536	408,472
Net surplus/(deficit)	\$ (122,853)	\$ 51,010	\$ 231,379
<b>SPECIAL RECREATION FUND</b>			
Revenues & transfers in	\$ 339,086	\$ 3,986	\$ 166,080
Expenditures & transfers out	326,959	7,314	15,791
Net surplus/(deficit)	\$ 12,127	\$ (3,328)	\$ 150,289



**OAK BROOK PARK DISTRICT**  
**SUMMARIZED REVENUE & EXPENDITURE REPORT**  
**July 2025**

	<b>FY 2025/2026 ANNUAL BUDGET</b>	<b>CURRENT MONTH ACTUAL</b>	<b>Y-T-D ACTUAL (3 months)</b>
<b>CAPITAL PROJECTS FUND</b>			
Revenues & transfers in	\$ 1,849,679	\$ 7,496	\$ 22,679
Expenditures & transfers out	1,688,779	26,115	31,295
Net surplus/(deficit)	\$ 160,900	\$ (18,619)	\$ (8,616)
<b>SOCIAL SECURITY FUND</b>			
Revenues & transfers in	\$ 325,232	\$ 8,053	\$ 172,634
Expenditures & transfers out	329,613	27,133	78,421
Net surplus/(deficit)	\$ (4,381)	\$ (19,079)	\$ 94,213
<b>CONSOLIDATED SUMMARY</b>			
Revenues & transfers in	\$ 16,510,474	\$ 845,557	\$ 5,838,583
Expenditures/expenses & transfers out	16,389,675	1,095,025	2,385,468
Net surplus/(deficit)	\$ 120,799	\$ (249,467)	\$ 3,453,115

**OAK BROOK PARK DISTRICT**  
**CONSOLIDATED REVENUES AND EXPENDITURES REPORT**  
**Month: July 2025**

	<b>CONSOLIDATED TOTALS</b>
<b>REVENUES &amp; TRANSFERS IN</b>	
Property Taxes	\$ 60,147
Replacement Taxes	41,627
Interest	40,082
Miscellaneous	34,193
Fitness Center Fees, Memberships, Sponsorships	87,675
Aquatic Center Program Fees, Memberships, Rentals	121,028
Other Recreation Program Fees	266,927
Marketing Service Fees, Sponsorships, Donations	300
FRC Rental/Member Fees	106,445
Field, Pavilion Rentals & Concessions- Central Park North	7,453
Field Rentals- Central Park	16,801
Satellite Parks & DNS	-
Information Technology	57
CPW Building Rentals & Other	5,265
Grant Proceeds	-
Overhead Revenues	57,559
Transfers In	-
<b>TOTAL REVENUES &amp; TRANSFERS IN:</b>	<b>\$ 845,557</b>
<b>EXPENDITURES/EXPENSES &amp; TRANSFERS OUT</b>	
Accounts Payable and Other	\$ 472,517
Payroll and Related Benefits	564,949
Overhead Expenditures	57,559
Transfers Out	-
<b>TOTAL EXPENDITURES/EXPENSES &amp; TRANSFERS OUT:</b>	<b>\$ 1,095,025</b>
<b>NET REVENUES/(EXPENDITURES/EXPENSES)</b>	<b>\$ (249,467)</b>

**Oak Brook Park District  
Consolidated Balance Sheet  
As of July 31, 2025**

<u>ASSETS</u>		<u>Consolidated Totals</u>
<b>Current Assets</b>		
Cash and Investments	\$	11,302,078
Receivables - Net of Allowances		
Property Taxes		5,909,155
Accounts		755,720
Due from Other Funds		-
Prepays		1,167
Inventories		20,381
Total Current Assets	\$	17,988,502
<b>Noncurrent Assets</b>		
Capital Assets		
Non-depreciable	\$	58,294
Depreciable		5,840,466
Accumulated Depreciation		(4,138,943)
Total Noncurrent Assets (net)	\$	1,759,817
 Total Assets	\$	19,748,319
 <u>DEFERRED OUTFLOWS OF RESOURCES</u>		
Deferred Items-IMRF	\$	135,948
 Total Assets and Deferred Outflows of Resources	\$	19,884,267
 <u>LIABILITIES</u>		
<b>Current Liabilities</b>		
Accounts Payable	\$	66,908
Accrued Payroll		(135)
Retainage Payable		-
Unearned Revenue		873,085
Due To Other Funds		-
Unclaimed Property		108
Total Current Liabilities	\$	939,965
<b>Noncurrent Liabilities</b>		
Compensated Absences Payable	\$	13,892
Net Pension Liability - IMRF		17,176
Total OPEB Liability - RBP		221,449
Total Noncurrent Liabilities	\$	252,517
 Total Liabilities	\$	1,192,482
 <u>DEFERRED INFLOWS OF RESOURCES</u>		
Deferred Items - IMRF	\$	42,440
Property Taxes		5,909,155
 Total Liabilities and Deferred Inflows of Resources	\$	7,144,077
 <u>FUND/NET POSITION BALANCES</u>		
Non-spendable	\$	1,166.95
Restricted		1,468,880
Committed		4,113,439
Assigned		-
Unassigned		2,575,795
 Net Investment in Capital Assets		1,759,816
Restricted		-
Unrestricted		2,821,093
Total Fund/Net Position Balances	\$	12,740,190
 Total Liabilities, Deferred Inflows of Resources and Fund/ Net Position Balances	\$	19,884,267

**OAK BROOK PARK DISTRICT**  
**Treasurer's Report- As of July 31, 2025 and 2024**

Investment Type	Bank/Institution	Current Year Balance	Current Year Rate/APY	Prior Year Rate/APY	Description/Note	Concentration Percentage
<b><u>Money Market</u></b>						
	Evergreen Bank	\$ 4,990,567.47	4.590%	5.100%	Interest-bearing	45.92%
	Hinsdale Bank	1,191,571.13	4.530%	5.530%	Interest-bearing	10.96%
	Sub-Total:	\$ 6,182,138.60				56.89%
<b><u>Savings</u></b>						
	Evergreen Bank	\$ -	4.500%	4.600%	Interest-bearing (Insured Cash Sweep)	0.00%
<b><u>Checking</u></b>						
	Fifth Third Bank	\$ 176,938.95	0.500%	0.650%	Interest-bearing	1.63%
<b><u>Investment Pool</u></b>						
	The Illinois Funds	\$ 4,508,198.64	4.443%	5.382%	Illinois Public Treasurers' Investment Pool	41.48%
	<b>Grand Total Investments:</b>	<b>\$ 10,867,276.19</b>				<b>100.00%</b>
<b><u>Benchmark</u></b>						
	<b>Three-month U.S. Treasury Bill</b>		4.340%	5.264%	Highly liquid short-term security. Payment of principal and interest guaranteed by the full faith and credit of the U.S. government. Rate is as of the day's close on 7/31/2025 and 7/31/2024 .	



**Oak Brook Park District**  
**Schedule of Capital Expenditures/Expenses**  
**As of July 31, 2025**

<b>FUND &amp; DESCRIPTION</b>	<b>VENDORS</b>	<b>Year-to-Date Expenditures</b>
<b><u>Capital Projects Fund</u></b>		
FRC video server replacement	Insight Direct	\$ 5,180.38
Upgraded TimePro timekeeping software and hardware	Commeg Systems, Inc.	21,815.00
Central Park Ginger Creek bridge	V3 Companies, Ltd.	4,300.00
<b>Sub-total Balance:</b>		<b>\$ 31,295.38</b>
<b><u>Recreation Fund</u></b>		
<b>Sub-total Balance:</b>		<b>\$ -</b>
<b><u>Tennis Fund</u></b>		
<b>Sub-total Balance:</b>		<b>\$ -</b>
<b><u>Special Recreation Fund</u></b>		
<b>Sub-total Balance:</b>		<b>\$ -</b>
<b>TOTAL YEAR-TO-DATE CAPITAL EXPENDITURES:</b>		<b>\$ 31,295.38</b>

# Warrant

Invoice Register Report

## WARRANT #699

08/13/2025 11:08 AM

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## INVOICE REGISTER REPORT FOR OAK BROOK PARK DISTRICT

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EXP CHECK RUN DATES 08/18/2025 - 08/18/2025

BOTH JOURNALIZED AND UNJOURNALIZED

OPEN

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
50747	ABC MECHANICAL	06/02/2025	08/18/2025	840.00	840.00	Open	N
50829	ACCRUE SOLUTIONS LLC	08/01/2025	08/18/2025	76.95	76.95	Open	N
50810	ADVANCED LANDSCAPING, LLC	08/04/2025	08/18/2025	6,852.00	6,852.00	Open	N
50771	AQUA PURE ENTERPRISES, INC.	07/23/2025	08/18/2025	2,432.43	2,432.43	Open	N
50862	BEST OFFICIALS	07/30/2025	08/18/2025	990.00	990.00	Open	N
50863	BEST OFFICIALS	07/30/2025	08/18/2025	315.00	315.00	Open	N
50811	BLUEALLY TECHNOLOGY SOLUTIONS LLC	08/04/2025	08/18/2025	2,811.86	2,811.86	Open	N
50802	BR BLEACHERS	05/13/2025	08/18/2025	265.00	265.00	Open	N
50744	BSN SPORTS	07/11/2025	08/18/2025	792.00	792.00	Open	N
50799	CARDMEMBER SERVICE	07/28/2025	08/18/2025	628.06	628.06	Open	N
50820	CARDMEMBER SERVICE	07/28/2025	08/18/2025	48.34	48.34	Open	N
50831*	CARDMEMBER SERVICE	07/28/2025	08/18/2025	116.43	116.43	Open	N
50839	CARDMEMBER SERVICE	07/28/2025	08/18/2025	44.85	44.85	Open	N
50840	CARDMEMBER SERVICE	07/28/2025	08/18/2025	987.65	987.65	Open	N
50841*	CARDMEMBER SERVICE	07/28/2025	08/18/2025	2,937.61	2,937.61	Open	N
50842	CARDMEMBER SERVICE	07/28/2025	08/18/2025	709.61	709.61	Open	N
50843	CARDMEMBER SERVICE	07/28/2025	08/18/2025	1,150.38	1,150.38	Open	N
50844	CARDMEMBER SERVICE	07/28/2025	08/18/2025	1,585.14	1,585.14	Open	N
50845	CARDMEMBER SERVICE	07/28/2025	08/18/2025	1,862.22	1,862.22	Open	N
50846	CARDMEMBER SERVICE	07/28/2025	08/18/2025	426.28	426.28	Open	N
50847	CARDMEMBER SERVICE	07/28/2025	08/18/2025	426.27	426.27	Open	N
50848	CARDMEMBER SERVICE	07/28/2025	08/18/2025	162.25	162.25	Open	N
50849	CARDMEMBER SERVICE	07/28/2025	08/18/2025	2,395.01	2,395.01	Open	N
50850	CARDMEMBER SERVICE	07/28/2025	08/18/2025	546.06	546.06	Open	N
50851	CARDMEMBER SERVICE	07/28/2025	08/18/2025	1,684.97	1,684.97	Open	N
50852	CARDMEMBER SERVICE	07/28/2025	08/18/2025	584.01	584.01	Open	N
50853	CARDMEMBER SERVICE	07/28/2025	08/18/2025	107.50	107.50	Open	N
50855*	CARDMEMBER SERVICE	07/28/2025	08/18/2025	606.68	606.68	Open	N
50864	CARDMEMBER SERVICE	07/28/2025	08/18/2025	1,048.28	1,048.28	Open	N
50865	CARDMEMBER SERVICE	07/28/2025	08/18/2025	6,090.01	6,090.01	Open	N
50866	CARDMEMBER SERVICE	07/28/2025	08/18/2025	1,248.00	1,248.00	Open	N
50867	CARDMEMBER SERVICE	07/28/2025	08/18/2025	10,716.57	10,716.57	Open	N
50868	CARDMEMBER SERVICE	07/28/2025	08/18/2025	2,352.22	2,352.22	Open	N
50869	CARDMEMBER SERVICE	07/28/2025	08/18/2025	4,026.28	4,026.28	Open	N
50870	CARDMEMBER SERVICE	07/28/2025	08/18/2025	3,282.09	3,282.09	Open	N
50727	CASE LOTS INC.	07/10/2025	08/18/2025	343.20	343.20	Open	N
50826	CASE LOTS INC.	07/31/2025	08/18/2025	343.20	343.20	Open	N
50792	CHICAGO CLASSIC COACH, LLC	07/28/2025	08/18/2025	875.00	875.00	Open	N
50856	CHINCHILLA WILDLIFE SOLUTIONS	06/28/2025	08/18/2025	2,117.73	2,117.73	Open	N
50808	DAVEY RESOURCE GROUP INC	08/04/2025	08/18/2025	3,420.00	3,420.00	Open	N
50789	EBEL'S ACE HARDWARE #8313	07/28/2025	08/18/2025	24.29	24.29	Open	N
50793	EBEL'S ACE HARDWARE #8313	07/29/2025	08/18/2025	9.00	9.00	Open	N
50805	EBEL'S ACE HARDWARE #8313	08/03/2025	08/18/2025	8.99	8.99	Open	N
50809	EBEL'S ACE HARDWARE #8313	08/04/2025	08/18/2025	2.43	2.43	Open	N
50720	ELEVATOR INSPECTION SERVICE COMPAN	07/17/2025	08/18/2025	130.00	130.00	Open	N
50751	ELMHURST OCCUPATIONAL HEALTH	06/30/2025	08/18/2025	193.00	193.00	Open	N
50860	ENERGIZE SPORTZ	07/31/2025	08/18/2025	2,867.62	2,867.62	Open	N

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
50861	ENERGIZE SPORTZ	07/31/2025	08/18/2025	1,392.30	1,392.30	Open	N
50732	EX-CELL KAISER LLC	07/18/2025	08/18/2025	1,179.01	1,179.01	Open	N
50828	FERGUSON FACILITIES #3400	08/05/2025	08/18/2025	94.98	94.98	Open	N
50740	FGM ARCHITECTS INC.	07/11/2025	08/18/2025	3,000.00	3,000.00	Open	N
50733	FIRST STUDENT	07/17/2025	08/18/2025	842.00	842.00	Open	N
50778	FIRST STUDENT	07/24/2025	08/18/2025	842.00	842.00	Open	N
50816	FIRST STUDENT	07/31/2025	08/18/2025	886.00	886.00	Open	N
50794	FLAGG CREEK WATER RECLAMATION	07/29/2025	08/18/2025	3,265.89	3,265.89	Open	N
50795	FLAGG CREEK WATER RECLAMATION	07/29/2025	08/18/2025	60.45	60.45	Open	N
50796	FLAGG CREEK WATER RECLAMATION	07/29/2025	08/18/2025	84.91	84.91	Open	N
50797	FLAGG CREEK WATER RECLAMATION	07/29/2025	08/18/2025	31.20	31.20	Open	N
50798	FLAGG CREEK WATER RECLAMATION	07/29/2025	08/18/2025	70.23	70.23	Open	N
50722	GOLD MEDAL PRODUCTS	07/10/2025	08/18/2025	110.85	110.85	Open	N
50730	GORDON FLESCH COMPANY	07/25/2025	08/18/2025	200.00	200.00	Open	N
50770	GORDON FLESCH COMPANY	07/30/2025	08/18/2025	897.59	897.59	Open	N
50724	GRAINGER	07/10/2025	08/18/2025	31.60	31.60	Open	N
50729	GRAINGER	07/15/2025	08/18/2025	165.28	165.28	Open	N
50734	GRAINGER	07/18/2025	08/18/2025	159.28	159.28	Open	N
50788	GRAINGER	07/22/2025	08/18/2025	154.62	154.62	Open	N
50821	GRAINGER	07/22/2025	08/18/2025	79.64	79.64	Open	N
50772	HAGG PRESS	07/23/2025	08/18/2025	119.00	119.00	Open	N
50776	HAGG PRESS	07/24/2025	08/18/2025	190.00	190.00	Open	N
50780	HI TOUCH BUSINESS SERVICES LLC	07/25/2025	08/18/2025	332.85	332.85	Open	N
50785	HI TOUCH BUSINESS SERVICES LLC	07/29/2025	08/18/2025	(22.19)	(22.19)	Open	N
50735	HOME DEPOT CREDIT SERVICES	07/15/2025	08/18/2025	31.51	31.51	Open	N
50736	HOME DEPOT CREDIT SERVICES	07/16/2025	08/18/2025	27.86	27.86	Open	N
50754	HOME DEPOT CREDIT SERVICES	07/16/2025	08/18/2025	55.20	55.20	Open	N
50755	HOME DEPOT CREDIT SERVICES	07/11/2025	08/18/2025	10.98	10.98	Open	N
50756	HOME DEPOT CREDIT SERVICES	07/11/2025	08/18/2025	202.00	202.00	Open	N
50757	HOME DEPOT CREDIT SERVICES	06/30/2025	08/18/2025	19.36	19.36	Open	N
50758	HOME DEPOT CREDIT SERVICES	07/02/2025	08/18/2025	39.91	39.91	Open	N
50759	HOME DEPOT CREDIT SERVICES	07/08/2025	08/18/2025	57.11	57.11	Open	N
50760	HOME DEPOT CREDIT SERVICES	07/03/2025	08/18/2025	149.85	149.85	Open	N
50761	HOME DEPOT CREDIT SERVICES	07/02/2025	08/18/2025	23.94	23.94	Open	N
50762	HOME DEPOT CREDIT SERVICES	07/09/2025	08/18/2025	100.48	100.48	Open	N
50763	HOME DEPOT CREDIT SERVICES	07/11/2025	08/18/2025	108.49	108.49	Open	N
50764	HOME DEPOT CREDIT SERVICES	07/14/2025	08/18/2025	53.56	53.56	Open	N
50765	HOME DEPOT CREDIT SERVICES	07/16/2025	08/18/2025	136.85	136.85	Open	N
50766	HOME DEPOT CREDIT SERVICES	07/16/2025	08/18/2025	(147.80)	(147.80)	Open	N
50767	HOME DEPOT CREDIT SERVICES	07/16/2025	08/18/2025	147.80	147.80	Open	N
50768	HOME DEPOT CREDIT SERVICES	07/02/2025	08/18/2025	(45.08)	(45.08)	Open	N
50741	ILLINOIS STATE POLICE	06/30/2025	08/18/2025	20.00	20.00	Open	N
50784	ILLINOIS TOLLWAY	07/03/2025	08/18/2025	13.10	13.10	Open	N
50777	INNOVUS ENTERPRISES INC	07/14/2025	08/18/2025	900.00	900.00	Open	N
50818	LAUTERBACH & AMEN LLP	07/16/2025	08/18/2025	2,970.00	2,970.00	Open	N
50874	LAUTERBACH & AMEN LLP	07/29/2025	08/18/2025	16,000.00	16,000.00	Open	N
50790	LDL SOCCER	07/17/2025	08/18/2025	280.00	280.00	Open	N

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
50812	LDL SOCCER	08/01/2025	08/18/2025	175.00	175.00	Open	N
50830	LDL SOCCER	06/26/2025	08/18/2025	420.00	420.00	Open	N
50800	LENNO LASN	07/31/2025	08/18/2025	546.00	546.00	Open	N
50728	MARKET ACCESS CORP.	07/10/2025	08/18/2025	175.00	175.00	Open	N
50857	MARY ELLEN LETO	08/07/2025	08/18/2025	140.00	140.00	Open	N
50858	MARY ELLEN LETO	08/07/2025	08/18/2025	210.00	210.00	Open	N
50822	MEDIA NUT	03/09/2025	08/18/2025	21.25	21.25	Open	N
50823	MEDIA NUT	04/14/2025	08/18/2025	649.95	649.95	Open	N
50806	MEG ELIZABETH OLANDER	07/31/2025	08/18/2025	142.36	142.36	Open	N
50824	METROPOLITAN INDUSTRIES, INC.	07/31/2025	08/18/2025	3,958.00	3,958.00	Open	N
50801	MOST DEPENDABLE FOUNTAINS INC	07/31/2025	08/18/2025	5,499.00	5,499.00	Open	N
50723	NEXT GENERATION	07/10/2025	08/18/2025	247.50	247.50	Open	N
50731	NEXT GENERATION	07/17/2025	08/18/2025	130.25	130.25	Open	N
50854	NEXT GENERATION	08/01/2025	08/18/2025	126.00	126.00	Open	N
50752	NRG BUSINESS MARKETING LLC	07/03/2025	08/18/2025	2,092.15	2,092.15	Open	N
50753	NRG BUSINESS MARKETING LLC	07/03/2025	08/18/2025	36.75	36.75	Open	N
50750	NSELED-US	07/10/2025	08/18/2025	6,350.00	6,350.00	Open	N
50803	O'REILLY AUTO PARTS	07/31/2025	08/18/2025	27.47	27.47	Open	N
50804	O'REILLY AUTO PARTS	07/31/2025	08/18/2025	6.52	6.52	Open	N
50817	O'REILLY AUTO PARTS	07/31/2025	08/18/2025	26.98	26.98	Open	N
50827	O'REILLY AUTO PARTS	08/04/2025	08/18/2025	11.39	11.39	Open	N
50782	PADDOCK PUBLICATIONS, INC.	07/28/2025	08/18/2025	126.50	126.50	Open	N
50748	PLAYPOWER LT FARMINGTON INC	07/07/2025	08/18/2025	580.07	580.07	Open	N
50813	PORTER PIPE & SUPPLY CO.	08/04/2025	08/18/2025	92.82	92.82	Open	N
50814	PORTER PIPE & SUPPLY CO.	08/04/2025	08/18/2025	2,963.60	2,963.60	Open	N
50875	PUTTERMAN ATHLETICS LLC	07/02/2025	08/18/2025	2,088.76	2,088.76	Open	N
50833	ROBBINS SCHWARTZ	07/22/2025	08/18/2025	9,643.35	9,643.35	Open	N
50834	ROBBINS SCHWARTZ	07/22/2025	08/18/2025	1,574.50	1,574.50	Open	N
50781	RUSSO POWER EQUIPMENT	06/17/2025	08/18/2025	107.52	107.52	Open	N
50815	SBC WASTE SOLUTIONS	07/31/2025	08/18/2025	660.00	660.00	Open	N
50876	SECURITAS TECHNOLOGY CORPORATION	07/23/2025	08/18/2025	225.00	225.00	Open	N
50871	SECURITAS TECHNOLOGY/SONITROL	08/01/2025	08/18/2025	2,241.36	2,241.36	Open	N
50872	SECURITAS TECHNOLOGY/SONITROL	08/01/2025	08/18/2025	170.13	170.13	Open	N
50773	SERVICE SANITATION, INC.	07/18/2025	08/18/2025	455.26	455.26	Open	N
50774	SERVICE SANITATION, INC.	07/18/2025	08/18/2025	146.26	146.26	Open	N
50779	SITEONE LANDSCAPE SUPPLY LLC	07/25/2025	08/18/2025	96.77	96.77	Open	N
50825	SOCCER MADE IN AMERICA	07/15/2025	08/18/2025	365.40	365.40	Open	N
50832	SOCCER MADE IN AMERICA	07/16/2025	08/18/2025	1,096.40	1,096.40	Open	N
50873	STERLING NETWORK INTEGRATION	08/02/2005	08/18/2025	1,389.43	1,389.43	Open	N
50745	SUBURBAN DOOR CHECK & LOCK	07/15/2025	08/18/2025	583.61	583.61	Open	N
50746	SUBURBAN DOOR CHECK & LOCK	07/15/2025	08/18/2025	300.00	300.00	Open	N
50742	TAMELING INDUSTRIES INC.	07/17/2025	08/18/2025	335.00	335.00	Open	N
50743	TAMELING INDUSTRIES INC.	07/10/2025	08/18/2025	289.80	289.80	Open	N
50749	TAMELING INDUSTRIES INC.	07/03/2025	08/18/2025	631.00	631.00	Open	N
50769	TAYLOR PLUMBING	07/02/2025	08/18/2025	695.00	695.00	Open	N
50726	TOTAL FIRE & SAFETY, INC.	07/14/2025	08/18/2025	549.00	549.00	Open	N
50859	TOWERSTREAM CORPORATION	08/01/2025	08/18/2025	215.00	215.00	Open	N

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INVOICE REGISTER REPORT FOR OAK BROOK PARK DISTRICT  
EXP CHECK RUN DATES 08/18/2025 - 08/18/2025  
BOTH JOURNALIZED AND UNJOURNALIZED  
OPEN

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Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
50786	TRANE U.S. INC.	07/29/2025	08/18/2025	934.95	934.95	Open	N
50787	TRANE U.S. INC.	07/29/2025	08/18/2025	750.00	750.00	Open	N
50791	TRUGREEN	07/11/2025	08/18/2025	2,092.00	2,092.00	Open	N
50737	VC3, INC	06/17/2025	08/18/2025	999.00	999.00	Open	N
50738	VC3, INC	05/15/2025	08/18/2025	999.00	999.00	Open	N
50739	VC3, INC	07/18/2025	08/18/2025	999.00	999.00	Open	N
50409	VILLA PARK ELECTRICAL SUPPLY	04/08/2025	08/18/2025	(175.50)	(175.50)	Open	Y
50716	VILLAGE OF OAK BROOK	07/17/2025	08/18/2025	858.94	858.94	Open	N
50819	VILLAGE OF VILLA PARK	07/12/2025	08/18/2025	2,115.70	2,115.70	Open	N
50721	WAREHOUSE DIRECT INC.	07/10/2025	08/18/2025	398.65	398.65	Open	N
50807	WAREHOUSE DIRECT INC.	08/04/2025	08/18/2025	203.74	203.74	Open	N
50835	WAREHOUSE DIRECT INC.	08/06/2025	08/18/2025	212.86	212.86	Open	N
50836	WAREHOUSE DIRECT INC.	08/06/2025	08/18/2025	1,857.70	1,857.70	Open	N
50837	WAREHOUSE DIRECT INC.	08/06/2025	08/18/2025	37.95	37.95	Open	N
50838	WAREHOUSE DIRECT INC.	08/06/2025	08/18/2025	43.68	43.68	Open	N
50725	WILSON SPORTING GOODS	07/12/2025	08/18/2025	1,233.15	1,233.15	Open	N
50775	WILSON SPORTING GOODS	07/23/2025	08/18/2025	915.92	915.92	Open	N

# of Invoices: 154 # Due: 154  
# of Credit Memos: 4 # Due: 4

Totals: 170,285.50 170,285.50  
Totals: (390.57) (390.57)

Net of Invoices and Credit Memos: 169,894.93 169,894.93

\* 3 Net Invoices have Credits Totalling: (158.26)

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INVOICE REGISTER REPORT FOR OAK BROOK PARK DISTRICT  
EXP CHECK RUN DATES 08/18/2025 - 08/18/2025  
BOTH JOURNALIZED AND UNJOURNALIZED  
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Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
--- TOTALS BY FUND ---							
	01 - GENERAL CORPORATE FUND			80,154.70	80,154.70		
	02 - RECREATION FUND			39,783.00	39,783.00		
	05 - AUDIT FUND			12,000.00	12,000.00		
	07 - RECREATIONAL FACILITIES FUND			21,533.73	21,533.73		
	09 - SPECIAL RECREATION FUND			5,499.00	5,499.00		
	12 - CAPITAL PROJECTS FUND			10,924.50	10,924.50		
--- TOTALS BY DEPT/ACTIVITY ---							
	01 - ADMINISTRATION CORPORATE			14,480.39	14,480.39		
	02 - FINANCE			3,509.91	3,509.91		
	04 - CENTRAL PARK NORTH			2,462.72	2,462.72		
	05 - CENTRAL PARK			17,969.33	17,969.33		
	06 - SADDLEBROOK PARK			1,200.00	1,200.00		
	07 - FOREST GLEN PARK			579.36	579.36		
	08 - CHILLEM PARK			180.00	180.00		
	09 - DEAN PROPERTY			3,902.85	3,902.85		
	10 - PROFESSIONAL SERVICES			9,643.35	9,643.35		
	14 - INFORMATION TECHNOLOGY			21,722.09	21,722.09		
	15 - BUILDING/RECREATION CENTER			15,922.33	15,922.33		
	20 - CENTRAL PARK WEST			1,122.87	1,122.87		
	21 - FITNESS CENTER			2,949.56	2,949.56		
	25 - AQUATIC CENTER			7,953.74	7,953.74		
	26 - AQUATIC-RECREATION PROGRAMS			21.98	21.98		
	30 - CHILDRENS ATHLETICS			6,693.00	6,693.00		
	32 - YOUTH PROGRAMS			6,359.10	6,359.10		
	40 - ADULT PROGRAMS			2,097.00	2,097.00		
	50 - PIONEER PROGRAMS			6,921.81	6,921.81		
	60 - SPECIAL EVENTS & TRIPS			610.70	610.70		
	71 - BUILDING/RACQUET CLUB			4,340.65	4,340.65		
	75 - TENNIS PROGRAMS			12,322.12	12,322.12		
	80 - MARKETING			4,005.57	4,005.57		
	92 - AUDIT FUND			12,000.00	12,000.00		
	95 - CAPITAL PROJECTS FUND			10,924.50	10,924.50		

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WARRANT #699  
INVOICE REGISTER REPORT FOR OAK BROOK PARK DISTRICT  
EXP CHECK RUN DATES 07/22/2025 - 08/13/2025  
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Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
50717	DIRECT ENERGY BUSINESS, LLC	07/11/2025	07/31/2025	26,834.58	0.00	Paid	Y
50718	DIRECT ENERGY BUSINESS, LLC	07/08/2025	07/31/2025	36.11	0.00	Paid	Y
50719	DIRECT ENERGY BUSINESS, LLC	07/11/2025	07/31/2025	652.60	0.00	Paid	Y
50714	FP MAILING SOLUTIONS	07/03/2025	07/31/2025	200.00	0.00	Paid	Y
50715	IL DEPT OF REVENUE	07/16/2025	07/31/2025	247.00	0.00	Paid	Y
50708	VILLAGE OF OAK BROOK	07/10/2025	07/31/2025	10,155.07	0.00	Paid	Y
50709	VILLAGE OF OAK BROOK	07/10/2025	07/31/2025	268.57	0.00	Paid	Y
50710	VILLAGE OF OAK BROOK	07/10/2025	07/31/2025	222.94	0.00	Paid	Y
50711	VILLAGE OF OAK BROOK	07/10/2025	07/31/2025	25.21	0.00	Paid	Y
50712	VILLAGE OF OAK BROOK	07/10/2025	07/31/2025	192.52	0.00	Paid	Y
50713	VILLAGE OF OAK BROOK	07/10/2025	07/31/2025	62.23	0.00	Paid	Y

# of Invoices:	11	# Due:	0	Totals:	38,896.83	0.00
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00
Net of Invoices and Credit Memos:					38,896.83	0.00

--- TOTALS BY FUND ---

01 - GENERAL CORPORATE FUND	10,576.17	0.00
02 - RECREATION FUND	20,881.64	0.00
07 - RECREATIONAL FACILITIES FUND	7,439.02	0.00

--- TOTALS BY DEPT/ACTIVITY ---

00 - NON-DEPARTMENTAL	13.00	0.00
01 - ADMINISTRATION CORPORATE	5,588.36	0.00
02 - FINANCE	20.00	0.00
04 - CENTRAL PARK NORTH	845.12	0.00
05 - CENTRAL PARK	1,087.64	0.00
07 - FOREST GLEN PARK	478.28	0.00
09 - DEAN PROPERTY	36.11	0.00
15 - BUILDING/RECREATION CENTER	6,930.46	0.00
20 - CENTRAL PARK WEST	1,165.84	0.00
21 - FITNESS CENTER	5,578.36	0.00
25 - AQUATIC CENTER	9,724.64	0.00
71 - BUILDING/RACQUET CLUB	7,195.02	0.00
75 - TENNIS PROGRAMS	234.00	0.00



## WARRANT #699

08/13/2025 11:11 AM  
User: NLAWLER  
DB: Oak Brook Park L

INVOICE REGISTER REPORT FOR OAK BROOK PARK DISTRICT  
EXP CHECK RUN DATES 07/17/2025 - 07/17/2025  
JOURNALIZED  
PAID

Page: 1/1

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
50707*	NOBLETEC LLC	04/30/2025	07/17/2025	5,564.35	0.00	Paid	Y
# of Invoices:	1	# Due:	0	Totals:	5,564.35	0.00	
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00	
Net of Invoices and Credit Memos:				5,564.35	0.00		
* 1 Net Invoices have Credits Totalling:				(5,186.39)			
--- TOTALS BY FUND ---							
12 - CAPITAL PROJECTS FUND				5,564.35	0.00		
--- TOTALS BY DEPT/ACTIVITY ---							
95 - CAPITAL PROJECTS FUND				5,564.35	0.00		

## Staff Recognition

(None)

## **Presentations / Proclamations**

Gold Medal Video

## Reports

Administration and Enterprise Operations Report

Finance and Human Resources Report

Recreation and Communications Report

Parks and Facilities Report



# Memo

To: Oak Brook Park District Board of Commissioners  
From: Laure Kosey, Executive Director  
Date: August 12, 2025  
Re: August Board Report: Administration & Enterprise Operations

---

## Follow Up Discussion Points from May Board Meeting:

**Forton Stable Barn Update** – Met with Commissioner Chan to discuss next steps. Dr. Kosey and Deputy Director Johnson are meeting with the Conservation Foundation on August 12<sup>th</sup> to discuss feasibility of moving barn to Spring Rd.

## August Board Meeting Discussion Points:

### **Tennis Center Report**

- Seasonal Court Time renewal applications have been received and are being processed.
- The Junior Tennis Teams did great at the Indianapolis Midwest Championship winning the 10&under, 12&under and 14&under divisions.
- The Tennis Center is planning to upgrade the Senior Customer Service Representative position from **Part-Time IMRF** to a **Full-Time position**. The upgrade will provide quality front desk coverage during evening and weekends, especially needed with only one attendant, as well as consistency in front desk operations and training. With the additional hours covered by this position there will be **one less Part Time Customer Service Representative** needed to cover front desk hours.

### **Legal Financial Statements**

Commissioner Chan has requested the Legal Financial Statements be included in the warrant.

### **Administrative Policy and Procedures Manual**

- Section 1 is the inclusion of the Pledge of Allegiance.
- Section 6 is up for any recommendations from the Board for discussion. Once Section 6 is approved, the update is complete.



# Memo

To: Board of Commissioners and Executive Director, Laure Kosey  
From: Marco Salinas, Chief Financial Officer  
Date: August 13, 2025  
Re: July 2025 Financials

---

## General Fund

We have now completed the first three months of our current fiscal year (25% of the year). Year-to-date (YTD) revenues, expenditures, and transfers-out for this fund equal \$1,725,334, \$673,001, and \$0, respectively. This is resulting in a YTD net surplus of \$1,052,333, which is a \$22,482 increase from the \$1,029,851 YTD net surplus experienced in the prior fiscal year. The following is additional commentary:

- **Revenues-** Total current YTD revenues are favorable at 41.9% when compared to the annual budget and have increased \$78,044 when compared to the prior year. As expected, YTD we have collected slightly more than 50% of the 2024 property tax levy and have received two of six expected receipts of the Personal Property Replacement Taxes (PPRT). These PPRT revenues are trending lower than the prior year. The large increase in Building-Recreation Center revenues, as compared to the prior year, are being primarily driven by the overhead and rental income that is charged to the Recreation Fund and an approximate \$64K increase in our daily fees receipts. In our Central Park and Central Park North departments, field rental revenues have decreased when compared to the prior year due to the timing of payment receipt (new agreement with Wizard Football Club). Finance is following up on this revised payment activity to confirm the recognition of the underlying revenue.
- **Expenditures-** Total current YTD expenditures are slightly favorable to budgeted expectations at 19.3% when compared to the annual budget and have increased \$55,562 when compared to the prior year. In the Administration department, YTD wages have decreased when compared to the prior year because in the prior year a staff member retired and received a payout of their accumulated and unused vacation hours balance (expenses were higher last year). The increased expenditures in our Central Park department, are primarily due to the approximate \$6,000 in repair costs to the playground floor surfaces at our universal playground, the purchase of a portable pitching mound for use at one of our baseball fields, and annual renewal of the field striping machine (\$5K). The increased expenditures in our Building-Recreation Center department are being driven by several items, including the \$3,400 cost to replace a large pane of glass in the administration offices. This cost has been reimbursed by our insurer. In addition, we purchased twenty replacement folding chairs, and our YTD credit card fees are approximately \$3K higher than the prior year.

## Recreation Fund

YTD revenues, transfers-in, and expenditures equal \$2,024,602, \$0, and \$996,275, respectively. This is resulting in a YTD net surplus of \$1,028,327, which is a \$70,968 increase from the \$957,359 YTD net surplus experienced in the prior fiscal year. The following is additional commentary:

- **Revenues-** Total current YTD revenues are favorable at 39.1% when compared to the annual budget and have increased \$47,663 when compared to the prior year. Except for our Preschool Programs and Marketing departments, all departments are currently favorable or in-line with budgeted expectations primarily due to our busy Spring/Summer seasons and the corresponding increases in programming registrations and

revenues. Our Fitness and Aquatic Center departments are benefitting due to a \$61K increase in both in-district and out-of-district membership revenues. In our Children's Athletics department, youth basketball revenues have decreased approximately \$17K from the prior year. This decrease is attributed to lower enrollments due to local competition, as well as a higher percentage of in-district participants which pay a lower registration fee than out-of-district participants. In our Preschool Programs department, morning preschool revenues have decreased approximately \$6K and in our Marketing department, sponsorship activity is approximately \$10K lower than the prior year due to the timing of collections.

- **Expenditures-** Total current YTD expenditures are favorable at 18.5% when compared to the annual budget and have decreased \$23,305 when compared to the prior year. Except for our Youth Programs department, all departments are currently favorable or in-line with current year budgeted expectations. In our Youth Programs department, part-time wages have increased approximately \$7K whereas the monthly facility rental overhead allocation has decreased \$605 when compared to the prior year. These increased costs are being recouped with increased program revenues. There has been no capital expenditure activity in the current year whereas last year we spent \$70,322 YTD.

### **Recreational Facilities Fund (Tennis Center)**

YTD revenues and expenses in this fund are currently at \$639,851 and \$408,472, respectively. This is resulting in a YTD net surplus of \$231,379, which is a \$281,842 decrease over the prior year's surplus of \$513,221. The following is additional commentary:

- **Revenues-** Total current YTD revenues are in-line with the annual budget at 25.3% and have decreased \$252,648 when compared to the prior year. This decrease is primarily due to the timing of the recognition of revenues for various summer camp and group instructional programs. A higher percentage of the already collected receipts are being deferred to later months when such revenues will be earned. In the Administration department, we recognized receipt of \$20,385 in revenues related to our "Rafa" camp, whereas last year such revenue was recognized later in the fiscal year (August 2024).
- **Expenses-** Total current YTD expenses are favorable at 15.4% when compared to the annual budget and have increased \$29,194 when compared to the prior year. In the Administration department, YTD full-time personnel wages have increased approximately \$15K and credit card processing fees have increased \$1,500 over the prior year. In the Building department, full-time wages have increased approximately \$18K due to the creation/addition of one full-time custodian position.

---

### **FINANCE & HUMAN RESOURCES UPDATES:**

- Staff have begun updating various sections and schedules for inclusion in the FY 2024/2025 audited financial report (ACFR). The final report will be presented to the Board at the October 2025 Board meeting.
- Staff is working on reorganizing the Foundation's chart of accounts to provide enhanced detail over the financial activities.
- Staff is exploring options within our BS&A software to help streamline our financial forecasting processes. These processes will benefit our annual budgeting processes and aid us in compiling our expanded budget document going forward.



# Memo

To: Oak Brook Park District Board of Commissioners  
From: Robert Pechous, Director of Recreation and Communications  
Date: August 12, 2025  
Re: July 2025: Recreation and Communications Report

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## **Recreation:**

- Athletics
  - Staff have been working diligently to negotiate and finalize a comprehensive agreement with Eclipse Select Soccer Club to secure dedicated field usage. This partnership will help optimize scheduling, enhance field maintenance coordination, and support expanded programming opportunities for the community.
  - July featured several popular sports camps, including Flag Football, Basketball, Multi-Sport, and the Chicago White Sox Baseball Summer Camp.
- Youth/Preschool
  - Playground Camp enjoyed a full and exciting month in July, with each week featuring a new theme. Recent field trips took campers to action-packed destinations including Sky Zone, Astro Fun World, Paradise Bay, and The Zone.
  - PeeWee Camp was in full swing throughout July, offering engaging weekly themes such as Red, White & Blue, Wild West, Space Explorers, and Under the Sea, sparking creativity and fun for all campers.
  - Staff met with Dr. Wilks, Director of Student Services at Butler 53, to introduce themselves and to help plan for the upcoming preschool year.
- Pioneers
  - 24 Pioneers celebrated National Chocolate Day on Monday, July 7, with a delicious outing to The Melting Pot. They enjoyed both cheese and chocolate fondue, paired with great conversation and sweet treats.
  - 56 Pioneers—32 from Oak Brook and 24 from Villa Park—embarked on a nostalgic journey along the iconic Route 66 on Tuesday, July 8. Guided by a knowledgeable tour leader, the group traveled from Joliet to Pontiac, making memorable stops along the way. The day included a classic lunch at the Old Route 66 Diner.
  - 16 Pioneers attended an engaging and educational program on Wednesday, July 9, featuring Martina Mathisen portraying Cleopatra. Her interactive presentation brought the legendary queen vividly to life.
  - 19 Pioneers participated in our first-ever Bunco Bash on Wednesday, July 16. The event was filled with laughter, camaraderie, and new friendships.
  - 15 Pioneers enjoyed lunch and a performance of Dear Jack, Dear Louise at the Metropolis in Arlington Heights on Saturday, July 26.
- Specialty/Events
  - The Summer Concert Series kicked off at the Oaks Amphitheater on Thursday, July 17, with a lively performance by Horizon. On Thursday, July 31, Anchors Away entertained a large crowd. While rain forced the cancellation of two Thursday concerts, new dates have been added in August and September to keep the music going.



- 220 participants enjoyed a perfect summer evening at the Walk in the Park Wine Tour on Thursday, July 31. With ideal weather, great energy, a lively concert, delicious food and drinks, and outstanding staff, the event was a resounding success. Guests repeatedly complimented the team for being friendly, helpful, and attentive throughout the night.
- Chicago Fishing School Camp welcomed 21 young anglers. Led by champion fisherman Johnny Wilkins, participants learned the fundamentals of fishing and spent time developing their skills.

### **Marketing & Information Technology:**

- Over 270 community members have signed up to receive text message reminders for upcoming registration dates, helping residents stay informed and engaged.
- The second quarterly Resident Newsletter has been finalized and mailed.
- New digital room schedule displays have been installed in the Recreation Center's meeting rooms and studios. Integrated with ActiveNet, these screens provide real-time, up-to-date room schedules for improved visitor convenience.

### **Corporate and Community Relations:**

Sponsorships	\$ 12,225.00
Advertising	\$ 1,272.00
Vendors	\$ 1,170.00
In-Kind Donations	\$ 13,010.00
<u>Oak Brook Park District Foundation</u>	<u>\$ 9,172.00</u>

**Total for July:                      \$ 36,849.00**

### **Social Media and Website Engagement:**

#### **Facebook Analytics**

Total Followers: 5,979 (up 73)  
 Posts: 25  
 Post Reach (organic and paid): 222,093  
 Post Engagement: 854

#### **Instagram Analytics:**

Total Followers: 2,795 (up 50)  
 Posts: 16  
 Post Reach (organic and paid): 2,768  
 Post Engagement: 364

Top Facebook Post

Overview

Views ⓘ

24,033

Reach ⓘ

13,060

Interactions ⓘ

267

Link clicks ⓘ

62

Views ⓘ

24,033

Total

Followers

30K

20K

10K

0

15m

9h

1d 6h

7d

This post's views

Your typical post views

Organic

1,523

Ads

22,510

Boosting this post led to 225 interactions on Instagram. ⓘ

Interactions ⓘ

267

262 from ads

Likes and reactions ⓘ

227

226 from ads

Comments ⓘ

6

6 from ads

Shares ⓘ

32

28 from ads

Saves ⓘ

2

2 from ads

More ad results

See how your boosted post performed as an ad.

Completed

Post: "Experience a guided 1.5-mile stroll through..."

Jul 5, 2025 - Jul 12, 2025

View results

Post engagements

641

Cost per Post Engagement

\$0.19


Views

22,599

Reach

13,337

Feed preview




Oak Brook Park District

Published by Haley Tess · July 5 at 2:56 PM ·

Experience a guided 1.5-mile stroll through Central Park, savoring curated wines paired with light bites at scenic stops along the way. The tour concludes at the Oaks A...

See more




WALK IN THE PARK

Wine Tour

THURSDAY, JULY 31, 2025

GINGER CREEK PAVILION

1315 Kensington Dr.




FEE: \$4

IN-DISTRICT

FEE: \$3

AGES: 21+



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Real Estate Broker


Specializing in the Western Suburbs

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FIRST GROUP STARTS AT 4:45 PM



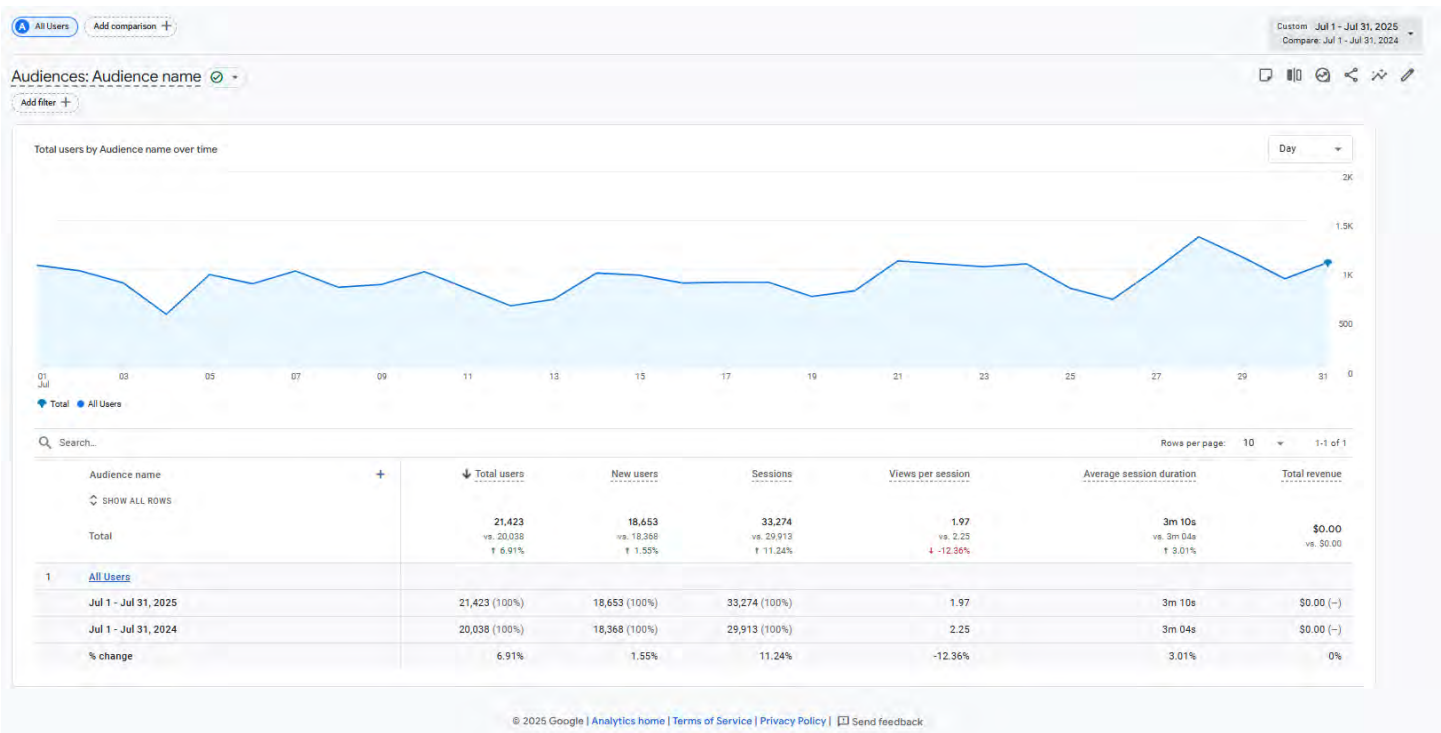
Oak Brook Park District

www.obparks.org



● Page 3

July 2025 Website Traffic



July 2025 Top Pages

1.

/Splash Island
2.

/obparks.org
3.

/Swim Central
4.

/Family Recreation
5.

/Programs
6.

/Walk in the Park Wine Tour
7.

/Special Events
8.

/Membership Opportunities
9.

/Tennis Center
10.

/Tennis Programs

obparks.org Acquisition Value

Referral Percentage Values	July 2025	July 2024
Direct:	24.5%	29%
Organic Search:	68%	64.6%
Social:	1.8%	1.4%
Referrals:	1.3%	2.8%



# Oak Brook Park District Facility Statistics and Data

## Facility Rentals

24/25 FY	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	Total
Gym Rentals Hours	242	272	259	376	307	400	376	322	448	370	298	313	3,981
Gym Revenue	\$13,287	\$14,079	\$13,610	\$20,647	\$16,279	\$22,172	\$20,101	\$18,352	\$23,661	\$20,107	\$14,936	\$16,608	\$213,837
Room Rentals	21	18	15	19	15	31	21	21	26	14	7	16	224
Room Revenue	\$900	\$520	\$700	\$1,250	\$430	\$1,650	\$1,190	\$2,320	\$2,096	\$1,960	\$230	\$480	\$13,726
CPW Rentals	NA	NA	NA	NA	NA	NA	NA	NA	1	7	8	8	24
CPW Revenue	NA	NA	NA	NA	NA	NA	NA	NA	\$650	\$3,635	\$3,100	\$3,800	\$11,185

25/26 FY	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	Total
Gym Rentals Hours	288	266	322										876
Gym Revenue	\$14,128	\$15,389	\$18,080										\$47,596
Room Rentals	26	23	17										66
Room Revenue	\$1,800	\$960	\$630										\$3,390
CPW Rentals	7	9	6										22
CPW Revenue	\$3,595	\$5,875	\$4,790										\$14,260

Totals	20-21	21-22	22-23	23-24	24-25
Gym Rentals Hours	4,195	4,874	4,379	4,441	3,981
Gym Revenue	\$207,521	\$261,155	\$228,514	\$227,924	\$213,837
Room Rentals	0	10	79	203	224
Room Revenue	\$0	\$700	\$7,355	\$7,335	\$13,726
CPW Rentals	20	73	88	74	24
CPW Revenue	\$12,938	\$48,226	\$54,458	\$50,951	\$11,185

# Athletic Field Usage Report

## Evergreen Bank Group Athletic Turf Field

FY	Month	May	June	July	August	September	October	November	December	January	Feb	March	April	TOTALS
24 - 25	Hours	193	189	127	87	187	199	101	16	5	14.5	88.75	171	1,377
	Revenue	\$8,183	\$9,843	\$73,182	\$3,740	\$6,283	\$8,098	\$5,975	\$16,154	\$383	\$1,448	\$10,495	\$7,615	\$151,397

[illegible]

Natural Grass Soccer Fields									
1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50
51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70
71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90
91	92	93	94	95	96	97	98	99	100

FY	Month	May	June	July	August	September	October	November	December	January	Feb	March	April	TOTALS
24 - 25	Hours	2,054	1,154	421	670	1930	1,753	557	0	0	0	0	1613	10,152
	Revenue	\$16,100	\$9,856	\$67,025	\$6,720	\$7,480	\$11,280	\$1,563	\$8,000	\$0	\$0	\$0	\$10,025	\$138,332

[illegible]

Baseball Fields									
1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50
51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70
71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90
91	92	93	94	95	96	97	98	99	100

FY	Month	May	June	July	August	September	October	November	December	January	Feb	March	April	TOTALS
24 - 25	Hours	411	288	161	75	149	201	0	0	0	0	0	219	1,504
	Revenue	\$7,740	\$9,798	\$3,429	\$3,298	\$5,529	\$7,758	\$0	\$0	\$0	\$0	\$0	\$8,190	\$45,741

[illegible]

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100	100

FY	Month	May	June	July	August	September	October	November	December	January	Feb	March	April	TOTALS
24 - 25	Hours	2,658	1,630	709	832	2,266	2,153	658	16	5	15	89	2,003	13,032
	Revenue	\$32,023	\$29,497	\$143,636	\$13,758	\$19,291	\$27,135	\$7,538	\$24,154	\$383	\$1,448	\$10,495	\$25,830	\$335,186

[illegible]



# Oak Brook Park District Facility Statistics and Data

## Outdoor Pickleball Court Rentals

24/25 FY	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	Total
Court Rentals	107	108	126	106	104	69	22	2	0	0	6	12	662
Court Hours	294	391	436	421	333	238	103	9	0	0	16	36	2,275
Revenue	\$ 680.00	\$ 660.00	\$ 650.00	\$ 510.00	\$ 260.00	\$ 260.00	\$ -	\$ -	\$ -	\$ -	\$ 70.00	\$ 200.00	\$ 3,290.00

25/26 FY	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	Total
Court Rentals	67	170	134										371
Court Hours	217	310	253										780
Revenue	\$ 610.00	\$ 670.00	\$ 560.00										\$ 1,840.00

Totals	23-24	24-25
Court Rentals	821	662
Court Hours	2,326	2,275
Total Revenue	\$3,280.00	\$3,290.00

June 2025

Spring

District	2024 Registration	2025 Registration
Burr Ridge	4	4
Elmhurst	68	73
Hinsdale	21	23
Oak Brook	8	8
Pleasant Dale	1	2
Willowbrook	6	NA
Westchester	6	4
Countryside	3	2
York Center	0	0
Non-resident	6	15
<b>Total</b>	<b>123</b>	<b>131</b>

Summer

District	2024 Registration	2025 Registration
Burr Ridge	3	3
Elmhurst	47	58
Hinsdale	23	23
Oak Brook	7	6
Pleasant Dale	3	3
Westchester	5	5
Countryside	2	3
York Center	0	0
Non-resident	9	13
<b>Total</b>	<b>103</b>	<b>114</b>

Elevate

District	Registered Participants
Burr Ridge	4
Elmhurst	5
Hinsdale	5
Oak Brook	3
Westchester	1
<b>Total</b>	<b>18</b>

Currently:  
Mondays – 10  
Tuesdays – 10  
Wednesdays – 12  
Thursday – 12  
Fridays – 12



FY26 - Adding an additional PT position for Elevate

Summer Camp Session I

District	Registered Participants
Burr Ridge	2
Elmhurst	30
Hinsdale	1
Countryside	2
Westchester	3
Pleasant Dale	1
Non-resident	2
<b>Total</b>	<b>41</b>

Summer Camp Session II

District	Registered Participants
Burr Ridge	1
Elmhurst	24
Hinsdale	7
Countryside	2
Westchester	3
Pleasant Dale	1
Oak Brook	1
Non-resident	2
<b>Total</b>	<b>41</b>





### Summer 2025 Program Line Up (Dates: June 9 – August 29)

- Elevate Day Services (M-F)
- 24 Weekly Youth and Adult
- 8 Gators Athletics & Unified (Bowling/UB, Bocce/UB, Golf/UG, Softball, Unified Bags)
- 12 Special Events
- Summer Vacation Trip to Gatlinburg, TN
- 4 Summer Camp Locations

### Gateway Vehicles Update as of 7/17/2025

Vehicle #	Type	Year	Mileage	Maintenance	Plans
298	15p Ford Transit	2019	24,473	None	None
312	15p Ford Transit	2023	18,081	None	None
320	Paratransit Bus Ford E450 15P + WC	2025	3,393	None	None

### Fall 2025

Currently in planning stages. Facility requests have been sent out. Registration will begin August 11. Fall season will begin September 8 – December 13. Winter break camp will be included in fall registration. Lots of new programs! Unified Sports, Youth Initiatives, Sensory Room Recreation Therapy Sessions, expanded health and wellness offerings and more special events!

### Strategic Plan

Surveys have gone out with an anticipated return date by August 29. Reminders will be sent along with the Fall brochure.

### **June Highlights**

#### **Gators at Special Olympic Illinois Summer Games**

Our Gators were well represented this past weekend at the Special Olympics Illinois Summer Games at Illinois State University! Congratulations to our swimmers, track and fielders and bocce athletes that braved the heat and long weekend to compete in their favorite sporting event. Here's a summary of our athletes: Summer Games results- Ryan and Mike gold in Bocce doubles, Shannon silver in Bocce singles, Patrick silver in Bocce singles, Nora gold in swimming relay, silver in 50 backstroke, bronze in 50 Free. Matt T, bronze in 50 yard dash. Sara 4th in 50 yard dash. Emily 4th in the 400. Matt F 8th in the 400. Eli, Joel, Franco, Nora gold in swimming relay. David gold in 25 Free. Robby gold in 25 Free. We are so thankful for the incredible coaching staff Gateway SRA is fortunate to have. They work so hard preparing our athletes mentally, emotionally and physically to compete each season. Our Gators Coaches are the best! Thank you to all the families that supported our athletes all season long, driving them to practices, games and competitions. We appreciate your dedication to our athletes and continued success in our Gateway SRA athletics program. This would be possible without you!





## Talent Night



# OBJECTIVES AND KEY RESULTS

May 1, 2025 - April 30, 2026

MONTHLY UPDATE AUGUST 1, 2025

## Accomplish 6 of 6 OKR's: May 1, 2025 – April 30, 2026

"Accomplish" means 2 of 3 subgoals (A,B,C) under each main objective, are completed.

### 1. HOLISTIC WELLNESS

COMPLETE? ☐

- ☐ A Create 4 new wellness opportunities to promote community, growth, and reflection.
  1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
  4. \_\_\_\_\_
- ☐ B Introduce 2 new cultural dance opportunities.
  1. August Fitness Dance Sampler
  2. \_\_\_\_\_
- ☐ C Involve 25 new participants in Cardio Tennis classes.

New Participants: 13

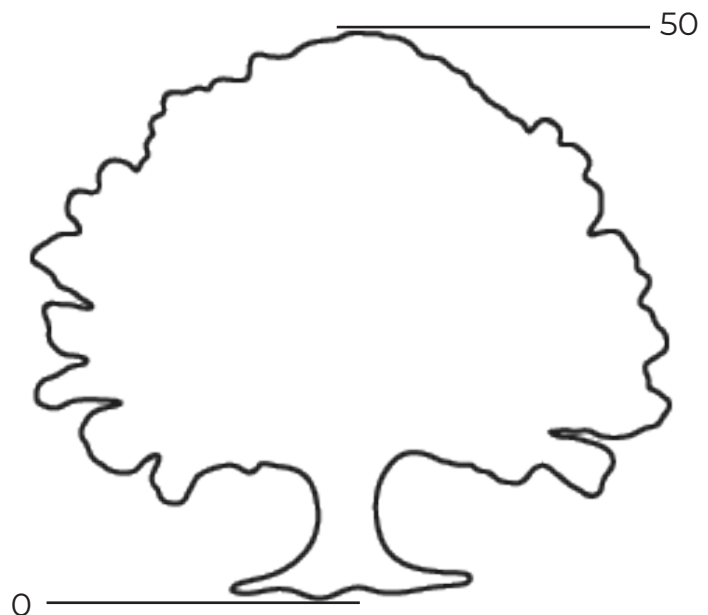
1

25

### 2. ENVIRONMENTAL STEWARDSHIP

COMPLETE? ☐

- ☐ A Convert 1 acre of turf grass in parks to natural areas.
- ☐ B Convert 5 paper forms from print to digital.
  1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
  4. \_\_\_\_\_
  5. \_\_\_\_\_
- ☐ C Plant 50 new trees in the parks.



A National Gold Medal Agency

[www.obparks.org](http://www.obparks.org)

[f /obparks.org/](https://www.facebook.com/obparks.org/)

# OBJECTIVES AND KEY RESULTS

## 3. INCLUSION

COMPLETE? ☐

- ☐ A Partner with Gateway for a special inclusive event.
  1. \_\_\_\_\_
- ☐ B Create 3 new successful inclusive programs.
  1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
- ☐ C Complete 25 recommended ADA facility and park upgrades.

3

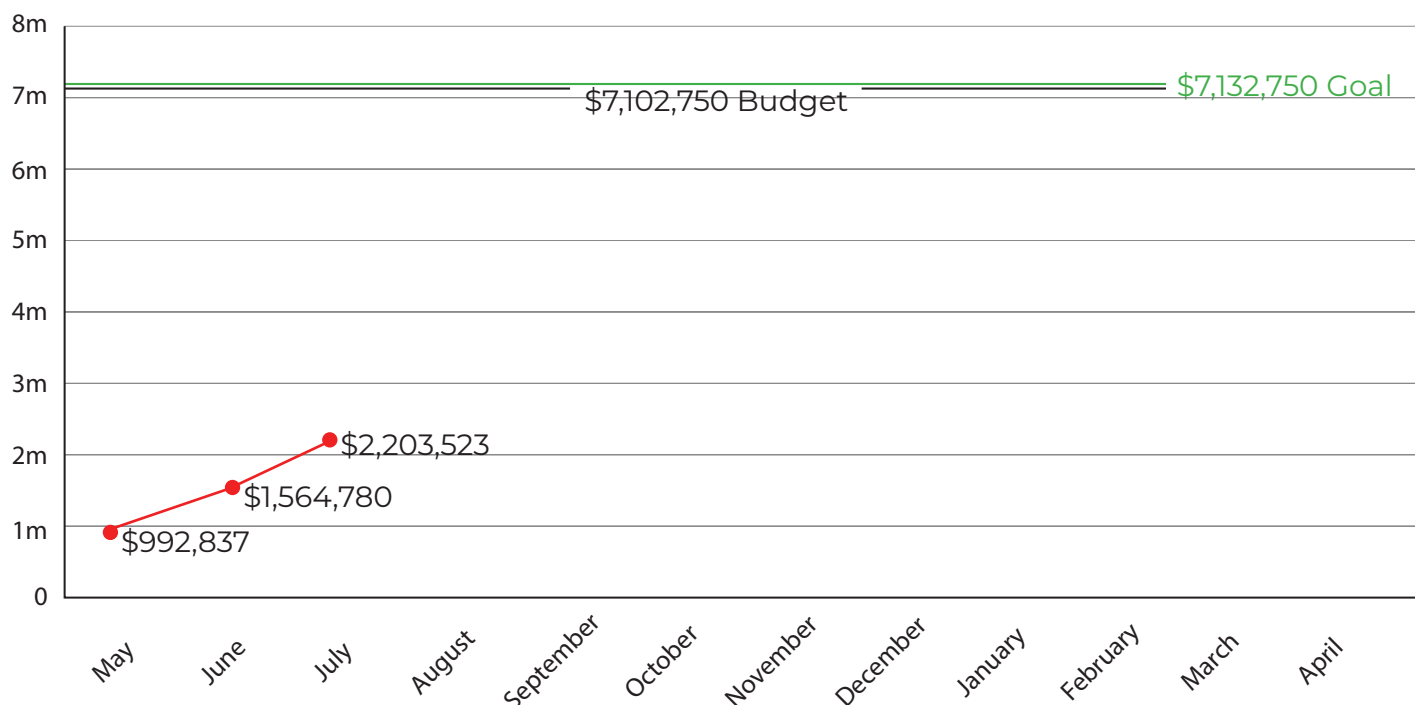
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25

## 4. TEAMWORK

COMPLETE? ☐

- ☐ A Develop and implement a customer service representative digital passport.
- ☐ B Complete 5 in-house improvement projects with a total of \$10,000 cost savings.
  1. Meeting Room/Studios Phones and Digital Signage Installation
  2. \_\_\_\_\_
  3. \_\_\_\_\_
  4. \_\_\_\_\_
  5. \_\_\_\_\_
- ☐ C Exceed revenue budget by \$30,000 between the General, Recreation, & Tennis Funds.  
(\*Excludes Property and Replacement Taxes, Investment Income, and Overhead Revenue)



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# OBJECTIVES AND KEY RESULTS

## 5. COMMUNITY ENGAGEMENT

COMPLETE? ☐

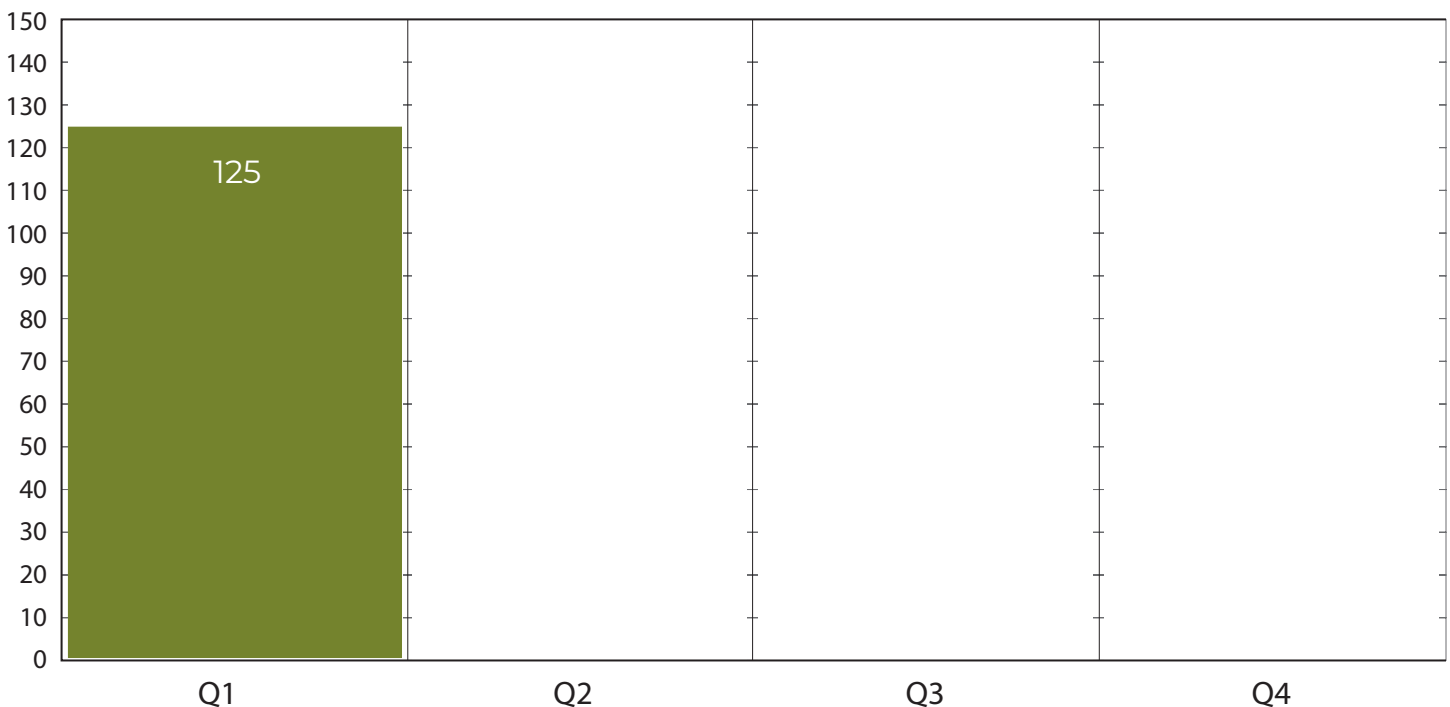
- ☐ A Collect feedback from 500 In-District participants through focus groups, public forums, surveys and evaluations. Implement 5-10 recommendations.
  1. 25 Residents participated in focus groups discussions
  2. Implemented texting registration dates from public forum suggestions
  3. \_\_\_\_\_
  4. \_\_\_\_\_
  5. \_\_\_\_\_
- ☐ B Host two new events for the community to attend without registration fee.
  1. \_\_\_\_\_
  2. \_\_\_\_\_
- ☐ C Create a Youth Advisory Task Force and implement 3 recommendations.
  1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_

## 6. OPEN COMMUNICATION

COMPLETE? ☐

- ☒ A Implement audio recording at Board Meetings.
- ☒ B Submit Government Finance Officers Association (GFOA) Budget Application and address feedback for resubmission.
- ☐ C Create an OBPD quarterly newsletter tracking engagement to increase each quarter.

Newsletter Tracking Engagement:





**May 1, 2025 - April 30, 2026**

<b>Employee Status</b>	<b>Accomplish 6 of 6 OKR's</b>
Part-Time<400 Hours Annually	No Bonus PTO hours
Part-Time 400-999 Hours Annually	Cash payout of 8 PTO hours
Part-Time 1000-1,500 Hours Annually	Cash payout of 16 PTO hours
*CPI & Full-Time 1,501 and Greater Hours Annually	Credit of 24 bonus PTO hours. Hours do not roll forward into the subsequent fiscal year.

\*CPI employees and full-time employees with 20 or more years of service, can elect to receive a pay-out of any bonus PTO hours awarded to them. Each hour is paid out at \$20.00 an hour.



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# Memo

To: Board of Commissioners  
From: Bob Johnson, Deputy Director  
Date: August 12, 2025  
Re: Board Report

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## Parks

- Staff replaced the drive clutch on the older model John Deere Gator in-house, avoiding the high cost of outsourcing the repair.
- Parks and Maintenance teams have been working through the ADA transition plan making upgrades throughout the parks and facilities. Some of the upgrades include adjusting door closing pressures, purchasing ADA-compliant water fountains and tables, and closing large gaps between courts and walking trails.
- Park staff performed weed control treatments on the disc golf course and spread mulch throughout the course to help prevent erosion, enhance aesthetics, and suppress future weed growth.
- Routine landscape maintenance was completed at Saddlebrook, Forest Glen, and Chillem parks. Tasks included de-weeding, trimming overgrown shrubs, and adding mulch where needed. Regular maintenance is essential for preserving the health and appearance of the landscape, promoting plant growth, and ensuring public spaces remain clean, safe, and welcoming for the community.

## Aquatics

- Staff are preparing for the annual aquatic shutdown from August 18<sup>th</sup>-31<sup>st</sup>. During this time, the indoor pools are drained, inspected, and repaired. The facility is thoroughly cleaned, preventative maintenance is performed, and system repairs and upgrades are completed. This season, the leisure pool pump will be replaced in-house, tile will be professionally cleaned and sealed, repairs will be made to the water slide chute, and VGB grates will be inspected.
- During the aquatic shutdown, members have the option to visit the Good Samaritan Health & Wellness Center and the Hyatt Lodge to maintain their fitness routine. Splash Island remains open through September with shortened Back-To-School hours during the week and weekend.
- Two new digital clocks were installed along the wall of the lap pool. These larger, synchronized clocks offer improved visibility and accuracy, making them especially beneficial during swim meets.
- Group and Private Swim Lessons have concluded for the summer season. Swimmers learned the most basic skills from blowing bubbles to advanced skills of treading water in the deeper section of Lap Pool.
- The Stars Swim Team competed in the Divisional Meet and proudly brought home 2<sup>nd</sup> Place. Congratulations to all the swimmers and coaches on their dedication!

## **Facilities and Maintenance**

- The elevator was put back in service after a faulty oil switch was replaced. The modernization project is still on track for the fall. Staff obtained three proposals for upgrades to the interior elevator cab and accepted the proposal from Cab Works to make the improvements.
- Quarterly preventative maintenance was conducted on the strength and cardio fitness equipment to ensure safety, reliability, and to identify and address potential issues.
- New LED bollard lighting was installed around the front entrance of the Family Recreation Center, providing brighter illumination and improving visibility and safety.
- Staff who have completed formal confined space training also participated in hands-on instruction for the proper use of safety equipment and required safety procedures.
- Several in-house equipment repairs were completed, including replacing a hot water circulation pump and emergency replacement of the ejector pump for the lower-level restrooms.



# Oak Brook Park District

## Total Membership Packages/In-District Percentage

2025 Membership Package Data																				
	January					February					March					April				
	In District	Corporate	Out of District	Total	% In District with Corporate	In District	Corporate	Out of District	Total	% In District with Corporate	In District	Corporate	Out of District	Total	% In District with Corporate	In District	Corporate	Out of District	Total	% In District with Corporate
Central Park Campus	33	1	35	69	49%	39	3	41	83	51%	38	1	38	77	51%	38	1	37	76	51%
Family Recreation Center	678	168	939	1785	47%	678	143	946	1767	46%	659	168	919	1746	47%	659	170	919	1748	47%
SilverSneakers	262		1095	1357	19%	273		972	1245	22%	287		1012	1299	22%	288		1038	1326	22%
Renew Active	99		377	476	21%	102		320	422	24%	104		342	446	23%	107		352	459	23%
Total Memberships	1072	169	2446	3687	34%	1092	146	2279	3517	35%	1088	169	2311	3568	35%	1092	171	2346	3609	35%
	May					June					July					August				
	In District	Corporate	Out of District	Total	% In District with Corporate	In District	Corporate	Out of District	Total	% In District with Corporate	In District	Corporate	Out of District	Total	% In District with Corporate	In District	Corporate	Out of District	Total	% In District with Corporate
Central Park Campus	38	1	37	76	51%	38	1	37	76	51%	39	1	36	76	53%					
Family Recreation Center	671	166	923	1760	48%	681	163	954	1798	47%	690	167	954	1811	47%					
SilverSneakers	293		1058	1351	22%	295		1092	1387	21%	304		1119	1423	21%					
Renew Active	107		367	474	23%	109		380	489	22%	111		390	501	22%					
Total Memberships	1109	167	2385	3661	35%	1123	164	2463	3750	34%	1144	168	2499	3811	34%	0	0	0	0	
	September					October					November					December				
	In District	Corporate	Out of District	Total	% In District with Corporate	In District	Corporate	Out of District	Total	% In District with Corporate	In District	Corporate	Out of District	Total	% In District with Corporate	In District	Corporate	Out of District	Total	% In District with Corporate
Central Park Campus																				
Family Recreation Center																				
SilverSneakers																				
Renew Active																				
Total Memberships	0	0	0	0		0	0	0	0		0	0	0	0		0	0	0	0	

2024 Membership Package Data												
	January	February	March	April	May	June	July	August	Sept	Oct	Nov	Dec
Total CPC Memberships	70	71	72	74	78	74	74	73	76	75	78	78
Total FRC Memberships	1240	1313	1361	1407	1470	1501	1515	1506	1527	1594	1618	1638
Total SilverSneakers	735	785	818	855	888	918	953	1008	1040	1075	1096	1119
Total Renew Active	240	256	280	294	305	320	328	337	350	362	377	390
Total Memberships	2285	2425	2531	2630	2741	2813	2870	2924	2993	3106	3169	3225
In-District	33%	33%	32%	32%	32%	32%	32%	31%	31%	31%	31%	31%
Out-of-District	67%	67%	68%	68%	68%	68%	68%	69%	69%	69%	69%	69%





# Oak Brook Park District

First on the 1st

2025 First on the 1st Data						
	January	February	March	April	May	June
	In District	In District	In District	In District	In District	In District
Daily Fee		22	8	25	4	4
Central Park Campus						
Family Recreation Center		1			3	3
	July	August	September	October	November	December
	In District	In District	In District	In District	In District	In District
Daily Fee	12	7				
Central Park Campus	2					
Family Recreation Center	6	5				



# Oak Brook Park District

## Aquatic Rental/Programming Revenue Report

Aquatic Usage/Financial Report Parties and Rentals														
FY	Month	May	June	July	August	September	October	November	December	January	Feb	March	April	TOTALS
24-25	Uses	28	59	42	10	15	25	22	21	32	35	36	34	359
	Parties	\$11,844	\$19,665	\$12,626	\$2,879	\$8,091	\$8,646	\$8,591	\$8,830	\$11,417	\$13,355	\$11,043	\$9,874	\$126,861
	Rentals	\$3,124	\$13,558	\$11,442	\$870	\$1,425	\$3,963	\$3,190	\$1,638	\$5,088	\$4,118	\$8,282	\$7,330	\$64,028
	<b>TOTAL</b>	<b>\$14,968</b>	<b>\$33,223</b>	<b>\$24,068</b>	<b>\$3,749</b>	<b>\$9,516</b>	<b>\$12,609</b>	<b>\$11,781</b>	<b>\$10,468</b>	<b>\$16,505</b>	<b>\$17,473</b>	<b>\$19,325</b>	<b>\$17,204</b>	<b>\$190,889</b>

25-26	Uses	36	51	41										128
	Parties	\$15,467	\$19,622	\$12,100										\$47,189
	Rentals	\$5,050	\$10,722	\$11,140	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$26,912
	<b>TOTAL</b>	<b>\$20,517</b>	<b>\$30,344</b>	<b>\$23,240</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$74,101</b>

Swim Lesson					
FY	Season	SUMMER	FALL	W/S	TOTAL
24-25	Registrations	835	882	918	2,635
	Private	\$36,882	\$33,024	\$42,898	\$112,804
	Group	\$55,371	\$61,670	\$72,217	\$189,258
	<b>TOTAL</b>	<b>\$92,253</b>	<b>\$94,694</b>	<b>\$115,115</b>	<b>\$302,062</b>

25-26	Registrations	821			821
	Private	\$46,433			\$46,433
	Group	\$42,659			\$42,659
	<b>TOTAL</b>	<b>\$89,092</b>	<b>\$0</b>	<b>\$0</b>	<b>\$89,092</b>

Swim Team						
FY	Season	SUMMER	FALL	WINTER	SPRING	TOTAL
24-25	Registrations	40	72	71	52	235
	Revenue	\$10,147	\$21,376	\$17,932	\$10,166	\$59,621

25-26	Registrations	42				42
	Revenue	\$9,432				\$9,432

Unfinished Business



## Oak Brook Park District

### BOARD MEETING

#### AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: ASPHALT REPLACEMENT BID**

**AGENDA NO.: 7 A**

**MEETING DATE: AUGUST 18, 2025**

**STAFF REVIEW:** Superintendent of Parks and Maintenance, Jake Stachowiak:

**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):** Certain asphalt pavement trail at Central Park and Central Park North require pavement replacement due to deterioration. Staff has evaluated the pavement maintenance and replacement plan, as well as existing conditions of pavement in the parks. The bid package includes two areas as part of the base bid, and one alternate bid. The project scope includes milling and overlaying sections of pavement that have been identified, and replacing approximately 29,500sqft. with new pavement at a thickness of 2-3 inches, depending on the location.

Unit pricing was also be requested for additional undercutting, stone base replacement, and extra patching/paving should it be necessary.

A total of two bids were received, and the bid tabulation is included with this agenda history. A third price quote was received from A&A Paving through the TIPS cooperative for a total price of \$104,000.

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

Staff recommends accepting the low base bid from Chicagoland Paving Contractors Inc. for the total cost \$85,000.00 and rejecting the alternate bid of \$7,500. The total project budget is \$90,000

**Action Proposed:**

A Motion (and a Second) to accept the base bid from Chicagoland Paving Contractors Inc. and reject the alternate bid for the Asphalt Replacement Project, and to approve an agreement between the Oak Brook Park District and Chicagoland Paving Contractors Inc. for a total cost not-to-exceed \$85,000.00.

Oak Brook Park District

1450 Forest Gate Road  
Oak Brook, IL 60523

Asphalt Replacement Project 2024  
August 6, 2025 -10:00 AM Bid Opening

									Unit Prices		
Bidder	References	Certifications	Bid Bond	Base Bid A: Central Park West Trail - Section A and B	Base Bid B: Saddle Brook Park Trail - Ginger Creek/Jorie Blvd.	Total Lump Sum Base Bid	Alternate Bid: Central Park Disc Golf Trail	Total Base + Alternate	Disposal of asphalt spoils with petromat per semi load	Undercutting of unsuitable base & replacement with CA6 per cubic yard	Additional Milling & Paving of asphalt, per specifications per sq ft.
Chicagoland Paving Contractors 225 Telser Road Lake Zurich, IL 60047	X	X	X	\$ 62,000.00	\$ 23,000.00	\$ 85,000.00	\$ 7,500.00	\$ 92,500.00	\$ 250.00	\$ 100.00	\$ 4.50
Tiles in Style LLC DBA Taza Contruction 16490 Vincennes Avenue South Holland, IL 60473	X	X	X	\$ 79,143.75	\$ 29,925.00	\$ 109,068.75	\$ 7,715.75	\$ 116,784.50	\$ 312.50	\$ 156.25	\$ 4.06

Oak Brook Park District  
Asphalt Replacement Project  
Bid Packet



Jake Stachowiak,  
Superintendent of Parks and Maintenance  
630-645-9575  
[jstachowiak@obparks.org](mailto:jstachowiak@obparks.org)

Laure Kosey, Executive Director  
630-645-9535  
[lkosey@obparks.org](mailto:lkosey@obparks.org)

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**INVITATION TO BID  
OAK BROOK PARK DISTRICT  
Asphalt Replacement Project**

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The Oak Brook Park District (the “District”) is accepting bids for the Asphalt Replacement Project.

Specifications and Contract Documents may be obtained beginning July 22, 2025 at the Administrative Office at the District’s Family Recreation Center, 1450 Forest Gate Road, Oak Brook, IL 60523, Monday - Friday, 9:00 a.m. – 5:00 p.m., or in PDF format at the District’s website: <https://www.obparks.org/bids-rfps>.

Each bid must be placed in a sealed opaque envelope with the Bidder’s name, the date and time of the bid deadline and marked **"Sealed Bid: – Oak Brook Park District Asphalt Replacement Project,"** and addressed to the Oak Brook Park District, 1450 Forest Gate Road, Oak Brook, IL 60523, **Attention: Executive Director**. Bids will be received until 10:00am. on August 6, 2025 at which time the bid proposals will be publicly opened and read aloud at the District’s Administrative Office, located at the District’s Family Recreation Center, 1450 Forest Gate Road, Oak Brook, IL 60523.

The Oak Brook Park District Board of Park Commissioners reserves the right to waive all technicalities, to accept or reject any or all bids, to accept only portions of a proposal and reject the remainder without disclosure for any reason. Failure to make such a disclosure will not result in accrual of any right, claim or cause of action by any Bidder against the Oak Brook Park District.

Bids shall not include federal excise tax or state sales tax for materials and equipment to be incorporated in, or fully consumed in the performance of, the work. An Exemption Certificate will be furnished by the Oak Brook Park District on request of the Bidder, for use in connection with this project only.

The Work of this Project is subject to the Illinois *Prevailing Wage Act*, 820 ILCS 130/0.01 *et seq.* A prevailing wage determination has been made by the Illinois Department of Labor for public works projects in DuPage County. The Contract entered into for the Work will be drawn in compliance with said law and proposals should be prepared accordingly and provide for payment of all laborers, workmen, and mechanics needed to perform the Work at no less than the prevailing rate of wages (or the prevailing rate for legal holiday and overtime work) for each craft, type of worker, or mechanic.

**All bid proposals must be accompanied by a bid bond or bank cashier’s check payable to the Oak Brook Park District for ten percent (10%) of the amount of the bid as provided in the Instructions to Bidders. No proposals or bids will be considered unless accompanied by such bond or check.**

The Contractor selected will also be required to comply with all applicable federal, state and local laws, rules, regulations and executive orders including but not limited to those pertaining to equal employment opportunity.

The District encourages women and minority business firms to submit bids and encourages bidders to utilize minority businesses for supplies, equipment and services.

Laure Kosey, Executive Director  
Oak Brook Park District



**INSTRUCTIONS TO BIDDERS  
OAK BROOK PARK DISTRICT  
ASPHALT REPLACEMENT PROJECT**

**INSTRUCTIONS TO BIDDERS**

The Oak Brook Park District and Owner are one and the same.

The words "Contractor" and "Bidder" shall mean the party bidding for or entering the Contract for the performance of the Work covered by the written Specifications and Drawings, and his/her legal representatives or authorized agents.

**A. BID DOCUMENTS**

1. The Bid Documents may be downloaded in PDF format from the Owner's website: <https://www.obparks.org/bids-rfps>. The Bid Documents are also available in printed format from the Administrative Office at the District's Family Recreation Center, 1450 Forest Gate Road, Oak Brook, IL 60523, Monday - Friday, 9:00 a.m. – 5:00 p.m.
2. A pre-bid meeting will not be held for this Project. Please contact Jake Stachowiak at [jstachowiak@obparks.org](mailto:jstachowiak@obparks.org) with any questions on this Project.

**B. BID FORM**

1. Each bid shall be made on the "Bid Form" furnished by the District. The Bid Form shall be executed properly and all writing, including all signatures, shall be with black ink. Failure to use the Bid Form provided could result in rejection of the bid.
2. All applicable blank spaces on the "Bid Form" shall be fully completed, including the List of Subcontractors and the Bidder's Reference List, and all amounts shall be in words as well as in figures where applicable.
3. The bid shall bear the legal name of the business organization. The signatures shall be in longhand and executed by a duly authorized official of the Bidder's organization and the name of the official and title shall be typed below the signature.
4. Erasures, interlineations, corrections, or other changes on the "Bid Form" shall be explained or noted over the signature of the Bidder. No bid submitted with deviations or reservations from the full contract called for will be considered.
5. Bidders' prices are to include the delivery of all materials; including plant, equipment, supplies, tools, scaffolding, transportation, insurances, bonds, warranties, and all other items and facilities, and the performance of all labor and services, necessary for the proper completion of the Work except as may be otherwise expressly provided in the

Contract Documents. Bids shall not include federal excise tax or state sales tax for materials to be incorporated in, or totally consumed in the prosecution of, the Work. An exemption certificate will be furnished by the Park District upon request of the Bidder.

6. Bidder must acknowledge all Addenda received in the spaces provided on the Contractor Bid Form. By submitting a bid, Bidder indicates that all considerations issued by Addendum are incorporated in the bid.
7. Attached to the Bid Form will be the Contractor's Compliance and Certification Attachment/ Substance Abuse Prevention Program Certification regarding the Bidder's compliance with applicable laws. **Failure of a Bidder to complete/submit a required certification shall be the basis for immediate rejection of that Bidder's bid.** The certification of the successful Bidder shall become a part of the Contract with the Park District.
8. The bids shall be sealed in an opaque envelope, marked with the name of the Bidder, the date and time of the bid, and addressed as follows:

Sealed Bid: Asphalt Replacement Project  
Oak Brook Park District  
1450 Forest Gate Road  
Oak Brook, IL 60523

9. Bid documents shall be delivered or mailed in time for delivery to the foregoing address no later than August 6, 2025 at 10:00am Oral bids or oral modifications to bids will not be considered. It is the sole responsibility of the Bidder to see that his bid is received in proper time. **No faxed or e-mail bid or modification of a bid will be considered.** The Park District is not responsible for the premature opening of bids not marked as required. Any bid opened prematurely due to the failure of the Bidder to mark the envelope in accordance with these Bid Documents will be considered non-responsive.
10. No bid can be withdrawn prior to the opening of the bids unless a written request for any such withdrawal, showing good cause for said withdrawal, is first delivered to the District at the foregoing address prior to commencement of the opening of bids. No Bidder may withdraw a bid after opening of the bids.
11. Bids will be publicly opened on the due date.

### **C. REQUIREMENTS OF BIDDERS**

Bidders must be able to demonstrate that they: 1) have experience in performing and have successfully performed and are still actively engaged in performing work similar in kind and scope to the Work of the Project; and 2) are able to show that they have adequate laborers and materials to successfully complete the Work as indicated in the Bid Documents and within

the time required by the Bid Documents. The Contractor shall not have been debarred or determined ineligible for public contracts by any governmental agency.

The following information must be attached to the bid proposal. Failure to do so may result in disqualification of the Bidder.

1. On a separate sheet, list all construction projects your organization has in progress, giving the name of the project, project description, project address, owner and telephone number, architect and telephone number, contract amount, percent complete, and scheduled completion date.

2. On the Bidder's Reference List form provided herein, list at least three (3) construction projects your organization has completed in the past five (5) years, which are comparable in scope, giving the name of the project, project description, project address, owner and telephone number.

3. On the List of Subcontractors form provided herein, provide a list of anticipated subcontractors, if any, including their firm names, addresses and telephone numbers. All subcontractors to be used shall be approved by the Owner. If the Contractor subcontracts any part of the Work for this project, the Contractor shall not under any circumstances be relieved of his liabilities and obligations; any subcontractor for this project will be recognized only in the capacity of an employee of the Contractor.

4. On a separate sheet, list all administrative proceedings and litigation filed by or against Bidder in the past five (5) years, including the name and case number, name/jurisdiction of the court or administrative agency, and a summary of each claim/case, including current status and if no longer pending, the disposition. The foregoing includes but is not limited to information regarding any proceedings and actions taken by any governmental agency to debar or disqualify the Bidder from bidding on public contracts, including the name of the agency initiating the proceeding/action, the nature of the proceeding/action, the claimed basis for the proceeding/action and the current status or disposition of the proceeding/action.

5. On a separate sheet, indicate all instances in which Bidder has been rejected for not being a responsible bidder, giving the name of the project, project description, project address, owner and telephone number, architect and telephone number, contract amount, and an explanation of the circumstances surrounding the rejection.

6. On a separate sheet, provide a list of all contracts to which you were a party and with respect to which you were declared to be in breach of one or more provisions, giving a the type of contract, the project location where applicable, the names and addresses of the parties to the contract, the name of the party declaring the breach, the nature of the claimed breach and current status or resolution of the claim. If a construction contract, also provide the name, address and telephone number of the architect and, if applicable also the construction manager or Owner's representative.

Other required submittals include: Bid Form; Contractor's Compliance and Certification Attachment/ Substance Abuse Prevention Program Certification. **Failure of a Bidder to complete/submit these documents shall be the basis for immediate rejection of that Bidder's bid.**

The Park District reserves the right to require of any Bidder such information to verify the Bidder's qualifications and financial status and to withhold formal signing of the contract until such information is received.

**D. MODIFICATION OF BIDS**

Any Bidder may modify his bid by written notice (signed by the Bidder) at any time prior to the scheduled closing time for receipt of bids, provided that such written notice is received by the District prior to the closing time. Modifications of bid submittals sent by facsimile will not be permitted.

**E. EXAMINATION OF CONTRACT DOCUMENTS AND SITE**

Each Bidder shall visit the site(s) of the proposed Work and fully acquaint himself with conditions, as they exist, and shall undertake such additional inquiry and investigation as he shall deem necessary so that he may fully understand the requirements, facilities, possible difficulties and restrictions attending the execution of the Work under the Contract. Bidder shall thoroughly examine and be familiar with all of the Bid Documents including, but not limited to, the Drawings and the written Specifications. Any conflicts or discrepancies found between or among Bid Documents including, but not limited to, the Drawings and written Specifications and the site conditions, or any errors, omissions or ambiguities in the Drawings or written Specifications shall be immediately reported to the Park District and written clarification requested prior to submission of a bid.

The failure or omission of any Bidder to obtain, receive or examine any form, instrument, or information or to visit the Project site(s), and become knowledgeable with respect to conditions there existing, or to seek needed clarification shall in no way relieve any Bidder from any obligations with respect to his bid. By submitting a bid, the Bidder agrees, represents and warrants that he has undertaken such investigation as he deemed necessary, has examined the site(s) and the Bid Documents, has obtained all needed clarifications and where the Bid Documents indicate in any part of the Work, that a given result be produced, that the Bid Documents are adequate and the required result can be produced as indicated in the Specifications and Drawing(s). Once the award has been made, failure to have undertaken and completed the foregoing tasks shall not be cause to alter the original Contract or to request additional compensation.

**F. ACCEPTANCE OR REJECTION OF BIDS**

The Park District may accept the bid of, and award the contract for the Work to, the lowest responsive and responsible Bidder as determined by and in the sole discretion of the Park District.

The Owner reserves the right to (1) reject all bids; (2) reject only certain bids which are non-conforming or non-responsive to the bid requirements; (3) accept only a portion, part or specific items of Work of all and reject others, as the Owner shall in its sole discretion determine to be in its best interest; and/or (4) award the Contract to the responsible Bidder submitting the lowest bid responsive to the bidding requirements. No bid will be accepted from or Contract awarded to any person, firm or corporation that is in arrears or is in default to the Park District upon any debt or contract, or that is a defaulter, as surety or otherwise, upon any obligation to said Park District or that has failed to perform faithfully any previous contract with the Park District.

In the event of a rejection of a portion, part, or certain items of Work of all bids, the bid of each Bidder shall automatically be deemed reduced by the amount of such rejected part or item at the unit price or other cost designated therefore by that Bidder on its submitted Contractor Bid Form. The successful Bidder so selected may not refuse to enter into a Contract with the Owner on the basis that the Owner awarded a Contract for less than all portions or items of the Work specified in the Bid Documents. The Oak Brook Park District Board of Park Commissioners reserves the right to waive any technicalities or irregularities, and to disregard any informality on the bids and bidding, when in its opinion the best interest of the Park District will be served by such actions and in accordance with applicable law.

#### **G. SURETY**

All bids must be accompanied by a bid bond or bank cashier's check payable to the Oak Brook Park District for ten percent (10%) of the amount of the bid and drawn on a responsive and responsible bank doing business in the United States. All bids not accompanied by a bid security, when required, will be rejected.

The bid security of all except the three (3) lowest responsive and responsible Bidders will be returned after the decision to accept or reject bids by the Oak Brook Park District Board of Park Commissioners. The bid security of the successful Bidder will be returned after acceptance by the Park District of an acceptable Performance Bond, Labor and Materials/Payment Bond and a certificate of insurance naming the Oak Brook Park District as the certificate holder and as additional insured, and the successful Bidder has executed and returned to the Park District the Contract for the Work presented by the Park District.

Prior to beginning Work, the successful Bidder shall furnish a Performance Bond, and Labor and Materials/Payment Bond in the amount of **110% of the Contract Sum**, using a form similar to the AIA-A312-2010 form, or its current equivalent, or one acceptable to Owner, cosigned by a surety company licensed to conduct business in the State of Illinois and with at least an "A" rating and a financial rating of at least "X" in the latest edition of the Best Insurance Guide. Said bond shall guarantee the faithful performance of the Work in accordance with the Contract, the payment of all indebtedness incurred for labor and materials, and guarantee correction of Work. The cost of each bond shall be included in the Contract Sum. The Bidder and all Subcontractors shall name the Park District as an obligee on all bonds. Said bonds shall meet the requirements of the Illinois Public Construction Bond

Act, 30 ILCS 550/0.01 *et seq.* and any further amendments thereto. Bidder shall include in its Performance Bond and Labor and Material Payment Bond such language as shall guarantee the faithful performance of the Prevailing Wage Act as required in these Bid Documents.

The Performance Bond and Labor and Material Payment Bond will become a part of the Contract. The failure of the successful Bidder to enter into the Contract and supply the required bonds and evidence of insurance within ten (10) days after the Contract is presented for signature, or within such extended period as the Park District may grant, shall constitute a default, and the Park District may either award the Contract to the next responsible Bidder, or re-advertise for bids. In the event of a default, the Owner need not return the defaulting Bidder's bid surety and may charge against the defaulting Bidder for the full difference between the amount for the bid and the amount for which a Contract for the Work is subsequently executed, irrespective of whether the amount thus due exceeds the amount of the defaulting Bidder's bid surety, provided that the District's retention of the bid guarantee shall not preclude the District from holding the Bidder fully liable for any and all damages which are in excess of said partial liquidated damages, and which shall otherwise be incurred by the District, including reasonable attorneys' fees, arising from the Bidder's failure to enter into said Contract and to deliver the same back to the District within said ten (10) day period.

#### **H. WITHDRAWAL OF BID**

Bidders may withdraw or cancel their bids at any time prior to the advertised bid opening time by signing and submitting a request for said withdrawal. After the bid opening time, no bid shall be withdrawn or canceled for a period of sixty (60) calendar days.

#### **I. ACCEPTANCE AND CONTRACT**

Owner will award the Contract to the lowest most responsible and responsive Bidder, as determined by Owner. In considering the Bidder's responsibility, the Owner may evaluate, among other factors, the ability of the Bidder to provide experienced labor sufficient in numbers to timely and properly complete the services, conformity with the Specifications, serviceability, quality, and the financial capability of the Bidder, and the performance of the Bidder on other projects.

The Owner shall have the right to accept Alternates in any order or combination, and to determine the low Bidder on the basis of the sum of the Base Bid and Alternates accepted.

Bids will be awarded to one Bidder for the entire Project or to any series of Bidders for an appropriate proportion of the Project. If specified in the Bid Form, awards will be based upon the submitted unit prices.

The acceptance of a bid will be by a Notice of Award, signed by a duly authorized representative of the Park District; no other act by the Park District shall constitute the acceptance of a bid. The acceptance of a bid by the Park District shall bind the successful

Bidder to execute and perform the Work of the Contract. The successful Bidder to whom the Contract is awarded by the Park District shall sign and deliver to the Park District for execution by the Park District all required copies of the Contract, along with all required insurance and surety documents within ten (10) days after presentation to him of the Contract for signature. In case the Bidder shall fail or neglect to do so, he will be considered as having abandoned the Contract, and as being in default to the Owner. The Owner may thereupon re-advertise or otherwise award said Contract and forfeit the Bid Security.

The Advertisement for Bids, Instructions to Bidders, General Conditions, Supplementary and/or Special Conditions, if any, Drawings, Specifications, Contractor Bid Form, Addenda, if any, Contractors Compliance and Certifications Attachment, and Substance Abuse Certification and the Prevailing Wage Determination and Supersedes Notice comprise the Bid Documents. The Bid Documents, together with the Standard Abbreviated Form of Agreement Between Owner and Contractor, AIA Document A104-2017, as modified by the Park District and included in these Bid Documents, and the Performance Bond and Labor Material Payment Bond and proof of insurance comprise the Contract Documents.

## **J. INTERPRETATION OF THE CONTRACT DOCUMENTS**

The Park District shall in all cases determine the amount or quantity of the several kinds of Work which are to be paid for under this Contract, and shall decide all questions which may arise relative to the execution of the Contract on the part of the Contractor, and all estimates and decisions shall be final and conclusive. The Park District shall have the right to make alterations in the lines, grades, plans, forms, or dimensions of the Work herein contemplated either before or after the commencement of the Work. If such alterations diminish the quantity of the Work to be done, they shall not constitute a claim for damage or for anticipated profits on the work dispensed with, or if they increase the amount of Work, such increase shall be paid according to the quantity actually done and at the price or prices stipulated for such Work in the Contract. The Park District reserves the right to approve, an equal to or superior to product or equipment required under the Specifications, or to reject as not being and equal to or superior to the product or equipment required under the Specifications. If the Bidder is in doubt as to the interpretation of any part of the Bid Documents, or finds errors, discrepancies or omissions from any part of the Contract Documents, he must submit a written request for interpretation thereof not later than five (5) days prior to opening of bids to the Park District. Address all communications to Jake Stachowiak , jstachowiak@obparks.org. If an error or omission is discovered in the Bid Documents after the bid opening, the Park District reserves the right: i) to determine whether to require the submission of new bids; or ii) if the error or omission is of such a nature that it was reasonably discoverable upon a careful review of the Bid Documents, to award the Contract to the lowest responsive and responsible Bidder as determined by the Park District and to require that Contractor to perform the Work in accordance with an issued correction by the Park District and for the amount bid by the Contractor. Such decisions are final and not subject to recourse. Errors and omissions made by the Bidder cannot be corrected after the bid opening.

**K. ADDENDA**

Any interpretation, correction to, or addition to the Bid Documents will be made by written Addendum and will be delivered by mail or fax to each prime Bidder of record. The written Addenda constitute the only interpretations of the Bid Documents; the Park District accepts no responsibility for any other claimed interpretations or communications.

It is the responsibility of each Bidder to verify that he has received all Addenda prior to submitting a bid. It is also the responsibility of each Bidder to verify that all subcontractors and material suppliers whose prices are incorporated in the Bidder's bid are familiar with the Bid Documents in their entirety, including all Addenda issued up to the time of bid opening.

In the event a conflict or omission is discovered in the Bid Documents after the issuing of the last Addendum such that an interpretation cannot be issued by the Park District prior to bidding, the Bidder is directed to estimate on and provide the quantity and quality of material and labor consistent with the overall represented and indicated Work so as to provide all materials, equipment, labor, and services necessary for the completion of the Work in accordance with the Bid Documents.

**L. SUBSTITUTIONS DURING BIDDING**

Unless otherwise indicated, the use of brand names in the Specifications is used for the purpose of establishing a grade or quality. Bidders proposing to use an alternate that is equal to or superior to in every respect to that required by the Specifications must request approval in writing to the Park District at least seven (7) business days prior to the bid opening and mark the item as 'or approved equal'.

Additionally, Bidders requesting approval for use of an alternate must provide certification by the manufacturer that the substitute proposed is equal to or superior in every respect to that required by the Contract Documents, and that its in-place performance will be equal to or superior to the product or equipment specified in the application indicated. The Bidder, in submitting the request for substitution, waives the right to additional payment or an extension of Contract Time because of the failure of the substitute to perform as represented in the request for substitution.

The Park District may request additional information or documentation necessary for evaluation of the request for substitution. The Park District will notify all Bidders of acceptance of the proposed substitute by means of an Addendum to the Bid Documents. Park District's approval of a substitute during bidding does not relieve the Contractor of the responsibility to submit required shop drawings and to comply with all other requirements of the Contract Documents, including but not limited to proper performance of all components of the Work and suitability for the uses specified.

Bids proposing alternates not previously approved by the Park District will be considered non-responsive and rejected. The Park District reserves the right to determine whether a



substituted selection, in its judgment, is equal to or better quality and therefore an acceptable alternate. Such decisions are final and not subject to recourse.

**CONDITIONS OF THE CONTRACT  
OAK BROOK PARK DISTRICT  
ASPHALT REPLACEMENT PROJECT**

**GENERAL CONDITIONS**

The General Conditions are the General Provisions of the Standard Abbreviated Form of Agreement Between Owner and Contractor, AIA Document A104-2017, as modified by the Park District and included in these Bid Documents (the “General Conditions”).

**SUPPLEMENTARY CONDITIONS**

The General Conditions are hereby amended to include the following:

**1. COMMENCEMENT AND COMPLETION DATE**

The Work for the Contract shall commence after August 25, 2025, on a date(s) agreed upon by the parties. Final Completion shall be on or before October 17, 2025, unless otherwise extended by agreement of the parties pursuant to the General Conditions.

**2. USE OF THE SITES**

The Contractor shall confine all equipment, the storage of materials and the operations of its workers, to limits indicated by law, ordinances, permits, or directions of the Owner and shall not unreasonably encumber the site with such materials. The site shall not be utilized for the storage of vehicles, materials, equipment, or fixtures not intended for the Work to be performed.

**3. COOPERATION WITH UTILITIES**

The Contractor shall notify all utility companies, public and private, as necessary in advance of commencing performance of the Work. The responsibility for moving water lines, gas lines, wire lines, service connections, water and gas meter boxes, water and gas valve boxes, light standards, cable ways, signals and all other utility appurtenances which are within the limits of the proposed construction will be assumed by the Contractor, at no additional compensation.

The Contractor shall verify the location of all utilities prior to the start of construction and shall be responsible for the preservation of existing utility installation and the cost of providing precautionary supports, braces, etc. to insure against damage to said utility installation.

The cost to repair and replace any new or existing utilities damaged will be paid for by the Contractor.

It is understood and agreed that the Contractor has considered in its bid all of the permanent and temporary utility appurtenances in their present or relocated positions and that no additional compensation will be allowed for delays, inconvenience, or damage sustained by the Contractor, due to any interference from the said utility appurtenances or the operation of moving them either by the utility company or by the Contractor, or on account of any special construction methods required in performing the Work due to the existence of said appurtenances whether in their present or relocated positions.

#### **4. PROTECTION OF PROPERTY -SAFETY RESPONSIBILITY**

In accordance with the Specifications, the Contractor shall protect all existing property and improvements within the Project site and those adjacent to the Owner's property in a manner agreed upon between the Owner and Contractor. The Contractor shall be responsible for the repair cost of any damage created by its operations or the operations of any subcontractors.

Contractor shall comply with State and Federal regulations as outlined in the latest revision of the Federal Construction Safety Standards and with applicable provisions and regulations of Occupation Safety and Health Administration (OSHA), Standards of the William-Steiger Occupational Health and Safety Act of 1970 (revised). The Contractor and Owner shall each be responsible for their respective agents and employees.

The Contractor shall be obligated to indemnify, hold harmless and protect the Owner, its officers, employees and agents, from any actions or suits instituted as a direct or indirect result of any injury or damage consequent upon any failure to use or misuse by the Contractor, its agents and employees and any subcontractor, its agents and employees, of any ladder, support or other mechanical contrivance erected or constructed by any person or any or all kinds of equipment whether or not Owner or furnished by the Owner.

#### **5. INSURANCE**

**BIDDER'S ATTENTION IS DIRECTED TO THE INSURANCE REQUIREMENTS BELOW. IT IS HIGHLY RECOMMENDED THAT THE BIDDER CONFER WITH ITS INSURANCE CARRIER REGARDING THESE REQUIREMENTS. FAILURE TO MEET THESE REQUIREMENTS IS CAUSE FOR CANCELLATION OF THE CONTRACT.**

The successful Bidder shall obtain insurance of the types and in the amounts listed below.

##### **a. Commercial General and Umbrella Liability Insurance**

The successful Bidder shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$2,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this project/location.

CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 04 13, or a substitute form providing equivalent coverage, and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

The District, its elected and appointed officials, employees, agents and volunteers shall be included as an additional named insured under the CGL, using ISO additional insured endorsement CG 20 26 or a substitute providing equivalent coverage, and under the commercial umbrella, if any. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance afforded to District. Any insurance or self-insurance maintained by the District shall be deemed excess of such bidder's insurance and shall not contribute with it.

**b. Continuing Completed Operations Liability Insurance**

Contractor shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella liability insurance with a limit of not less than \$2,000,000 each occurrence for at least three years following Substantial Completion of the Work.

Continuing CGL insurance shall be written on ISO occurrence form CG 00 01 04 13, or substitute form providing equivalent coverage, and shall, at minimum, cover liability arising from products-completed operations and liability assumed under an insured contract.

Continuing CGL insurance shall have a products-completed operations aggregate of at least two times its each occurrence limit.

Continuing commercial umbrella coverage, if any, shall include liability coverage for damage to the insured's completed work equivalent to that provided under ISO form CG 00 01.

**c. Business Auto and Umbrella Liability Insurance**

The successful Bidder shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of any auto including owned, hired and non-owned autos.

Business auto insurance shall be written on Insurance Services Office (ISO) form CA 00 01, CA 00 05, CA 00 12, CA 00 20, or a substitute form providing equivalent liability coverage. If necessary, the policy shall be

endorsed to provide contractual liability coverage equivalent to that provided in the 1990 and later editions of CA 00 01.

**d. Workers Compensation Insurance**

The successful Bidder shall maintain workers compensation and employers liability insurance. The commercial umbrella and/or employers liability limits shall not be less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.

Such Bidder waives all rights against District and its officers, officials, employees, volunteers and agents for recovery of damages arising out of or incident to such Bidder's activities.

**e. General Insurance Provisions**

i. Evidence of Insurance: The successful Bidder shall furnish the District with a certificate(s) of insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above.

All certificates shall provide for 30 days' written notice to the District prior to the cancellation or material change of any insurance referred to therein. Written notice to the District shall be by certified mail, return receipt requested.

Failure of the District to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements, or failure of the District to identify a coverage deficiency from evidence that is provided, shall not be construed as a waiver of such Bidder's obligation to maintain such insurance.

The District shall have the right, but not the obligation, of prohibiting such Bidder from entering the premises until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by District.

Failure to maintain the required insurance may result in termination of the Contract entered by the parties at the District's option.

Such Bidder shall provide certified copies of all insurance policies required above within 10 days of the District's written request for said copies.

ii. Acceptability of Insurers: All insurance companies shall maintain a rating no less than A-VII from A.M. Best, based on the most recent edition

of the A.M. Best's Key Rating Guide. If the Best's rating is less than A- VII or a Best's rating is not obtained, the District has the right to reject insurance written by an insurer it deems unacceptable.

iii. Deductibles and Self-Insured Retentions: Any deductibles or self-insured retentions must be declared to the District. At the option of the District, the successful Bidder may be asked to eliminate such deductibles or self-insured retentions as respects the District, its officers, officials, employees, volunteers and agents, or such Bidder may be required to procure a bond guaranteeing payment of losses and other related costs, including, but not limited to, investigations, claims administration and defense expenses.

**f. Subcontractors**

Contractor shall cause each subcontractor employed by Contractor to purchase and maintain insurance of the type specified above. When requested by the Owner, Contractor shall furnish copies of certificates of insurance evidencing coverage for each subcontractor.

**6. INDEMNIFICATION**

To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the Owner and its officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses including but not limited to legal fees (attorney's and paralegals' fees and court costs), arising out of or resulting from the performance of the Contractor's work, provided that any such claim, damage, loss or expense (i) is attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property, other than the work itself, including the loss of use resulting there from and (ii) is caused in whole or in part by any wrongful or negligent act or omission of the Contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Paragraph. Contractor shall similarly protect, indemnify and hold and save harmless the Owner, its officers, officials, employees, volunteers and agents against and from any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of Contractor's breach of any of its obligations under, or Contractor's default of, any provision of the Contract.

Nothing contained herein shall be construed as prohibiting the District, its officers, employees or agents from defending, through the selection and use of their own agents, attorneys and experts, any claims, suits, demands, proceedings or actions brought against them. The District's participation in its defense shall not remove the successful Bidder's duty to indemnify, defend and hold the District harmless as set forth herein.

The indemnification required hereunder shall not be limited by reason of the enumeration of insurance coverage herein provided.

The successful Bidder's indemnification of the District shall survive the termination or expiration of the Contract.

**7. WARRANTY**

The Work performed and the materials and equipment installed under this Contract shall be in compliance with the Contract Documents and must be guaranteed by the Contractor for a period of twelve (12) months from Final Completion against defective workmanship and material of any nature. On all material or equipment incorporated, the Contractor and its Surety must guarantee that the type, quality, design and performance will fully meet the requirements of the Specifications and Drawings.

**SPECIAL CONDITIONS**

1. The park locations shall remain open to the public for the duration of the Project. As such, Contractor shall maintain the Project sites in a manner that ensures safe access to park amenities by the public, Park District staff and others requiring access to the parks. Contractor shall comply with and give notices required by applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities bearing on safety of persons or property or their protection from damage, injury or loss.

**BID FORM  
OAK BROOK PARK DISTRICT  
ASPHALT REPLACEMENT PROJECT**

(Please complete in ink, and print or type)

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

FROM: \_\_\_\_\_  
NAME OF BIDDER

\_\_\_\_\_  
STREET ADDRESS

\_\_\_\_\_  
CITY STATE ZIP

\_\_\_\_\_  
PHONE

\_\_\_\_\_  
EMAIL ADDRESS

**FOR:** Asphalt Replacement Project

By submission of its bid, the Bidder acknowledges, agrees, represents, declares and warrants:

- A. That he has carefully examined the written Specifications and Drawings and is thoroughly familiar therewith, and that he has visited the site of the proposed Work to arrive at a clear understanding of the conditions under which the Work is to be done, and that he has compared the site with the Drawings and Specifications and has satisfied himself as to all conditions affecting the execution of the Work;
- B. That all modifications have been submitted with this bid;
- C. That he has checked carefully the bid figures and understands that he shall be responsible for any errors or omissions based on these Specifications and alternates as submitted on the Bid Proposal Form;
- D. That it is understood and agreed that the Oak Brook Park District reserves the right to accept or reject any or all bids, or to combine or separate any section or work, and to waive any technicalities;
- E. To hold the bid open for sixty (60) days subsequent to the date of the bid opening;
- F. To enter into and execute a Contract with the Owner within ten (10) days after the date of the Notice of Award, if awarded on the basis of this bid, and in connection therewith to:
  - (a) Furnish all bonds and insurance required by the Contract Documents;
  - (b) Accomplish the Work in accordance with the Contract Documents; and
  - (c) Complete the Work within the time requirements as set forth in the Bid Documents.



- G. That if this bid is accepted, the Bidder is to provide all of the necessary equipment, tools, apparatus, labor, and other means of construction, and to do all of the Work and to furnish all of the materials specified in the Bid Documents in the manner and at the time therein prescribed, and in accordance with the requirements set forth;
- H. To commence Work as specified in the Instructions to Bidders, and to prosecute the Work in such a manner, and with sufficient materials, equipment and labor as will ensure its completion within reasonable time, it being understood and agreed that the completion within such reasonable time is an essential part of this Contract;
- I. That any and all prices stated in the proposal include all costs of labor, materials, equipment, insurance, bonds, overhead and profit, and any and all other costs normal to doing business.

**The undersigned Bidder agrees to perform the Work for the following lump sum price:**

<b>Base Bid</b>	<b>Amount</b>
1) Central Park Trail – Section A and B	\$
2) Central Park Trail - Ginger Creek/Jorie Blvd.	\$

**Total Lump Sum Base Bid:** \_\_\_\_\_

<b>Alternate Bids</b>	<b>Amount</b>
Alt 1) Central Park Disc Golf Trail	\$

**At the request of the Owner for additional Work, cost will be calculated using the following prices.**

<b>Unit Prices</b>	<b>Amount</b>
Disposal of asphalt spoils off-site with petromat – <b>Additional cost per semi-load</b>	\$
Undercutting of unsuitable base and replacement with CA6 stone - <b>Cost per cubic yard installed</b>	\$
Additional milling and paving of asphalt, per specifications, to a depth of <b>2 inches</b> (minimum of 500 square feet) – <b>Cost per square foot</b>	\$

Bids will be awarded to one Bidder for the entire Project or to any series of Bidders for an appropriate proportion of the Project.

The undersigned Bidder hereby acknowledges the receipt of the following addenda (if any) distributed by the Park District.

Addendum No. \_\_\_\_\_ Date: \_\_\_\_\_  
Addendum No. \_\_\_\_\_ Date: \_\_\_\_\_

The Work for the Contract shall commence after August 25, 2025 or on a date agreed upon by the parties. Final Completion of the Project shall be on or before October 17, 2025, unless otherwise extended by agreement of the parties pursuant to the General Conditions.

The undersigned Bidder agrees that if this bid is accepted by the Park District, it will perform all Work in accordance with the requirements of the Contract.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2025.

Full Name of Bidder (Print) \_\_\_\_\_ (a) Individual ( )  
(b) Partnership ( )  
(c) Corporation ( )

Name and Title of Authorized Agent  
if Corporation or Partnership (Print): \_\_\_\_\_

\_\_\_\_\_  
Full Name and Title of Bidder (Signature)

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone \_

### **LIST OF SUBCONTRACTORS**

Bidder submits a list of subcontractors for each trade relative to the Work to be performed under the Contract with the District, and agrees that if selected the successful Contractor, the Bidder will promptly confer with the District's agents on the question of which subcontractors the Bidder proposes to use, including submission of their qualifications. It is agreed that the District may substitute for any proposed subcontractor, another subcontractor for the trade against whose standing and ability the Bidder makes no objection in writing, and the Bidder will use all such finally selected subcontractors at the amount named in their respective subcontracts, and be in every way responsible for them and their work as if they had been originally named in the Bidder's bid, the unit, total and alternate Contract prices being adjusted to confirm thereto.

Subcontractor Name & Address	Classification of Work	Amount of Subcontract
------------------------------	------------------------	-----------------------

1.		
2.		
3.		
4.		

### **BIDDER'S REFERENCE LIST**

Each Bidder must list the name, address, phone number and project name for at least three (3) projects performed for governmental entities of similar scope and complexity as this Project in the past five (5) years. Bidder may include, as a separate attachment, additional information or references on projects completed.

1. 

<hr/>	
Name of Park District, School District, or Municipality	
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Contact Person	
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Phone Number	E-Mail
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<hr/>	<hr/>
Description of Work performed	Project Value
2. 

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Name of Park District, School District, or Municipality	
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Contact Person	
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Phone Number	E-Mail
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Description of Work performed	Project Value
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Name of Park District, School District, Municipality	
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Contact Person	
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Phone Number	E-Mail
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Description of Work performed	Project Value

## CONTRACTOR COMPLIANCE AND CERTIFICATIONS ATTACHMENT

**Note: The following certifications form an integral part of the Agreement between the Owner and Contractor. Breach by Contractor of any of the certifications may result in immediate termination of the Contractor's services by Owner.**

THE UNDERSIGNED CONTRACTOR HEREBY ACKNOWLEDGES, CERTIFIES, AFFIRMS AND AGREES AS FOLLOWS:

- A. Contractor has carefully read and understands the contents, purpose and legal effect of this document as stated above and hereafter in this document. The certifications contained herein are true, complete and correct in all respects.
- B. Contractor shall abide by and comply with, and in contracts which it has with all persons providing any of the services or Work on this Project on its behalf shall require compliance with, all applicable Federal, State and local laws and rules and regulations including without limitation those relating to 1) fair employment practices, affirmative action and prohibiting discrimination in employment; 2) workers' compensation; 3) workplace safety; 4) wages and claims of laborers, mechanics and other workers, agents, or servants in any manner employed in connection with contracts involving public funds or the development or construction of public works, buildings or facilities; and 5) steel products procurement.
- C. All contracts for this Project are subject to the provisions of the Illinois Prevailing Wage Act (820 ILCS 130/0.01 *et seq.*), providing for the payment of the prevailing rate of wage to all laborers, workmen and mechanics engaged in the Work. Contractor shall pay prevailing rates of wages in accordance with the Illinois Department of Labor's wage determination and any subsequent determinations issued by the Illinois Department of Labor, all in accordance with applicable law. These revisions may be accessed by computer at <http://labor.illinois.gov/>. Contractor is responsible for determining the applicable prevailing wage rates at the time of bid submission and at the time of performance of the Work. Failure of Contractor to make such determination shall not relieve it of its obligations in accordance with the Contract Documents. Contractor shall also comply with all other requirements of the Act including without limitation those pertaining to inclusion of required language in subcontracts, job site posting, maintenance and submission of certified payroll records and inspection of records. Contractor is not barred from entering into public contracts under Section 11a of the Illinois Prevailing Wage Act due to its having been found to have disregarded its obligations under the Act.
- D. To the best of Contractor's knowledge, no officer or employee of Contractor has been convicted of bribery or attempting to bribe an officer or employee of the State of Illinois, or any unit of local government, nor has any officer or employee made an admission of guilt of such conduct which is a matter of record.
- E. Contractor is not barred from bidding on or entering into public contracts due to having been convicted of bid-rigging or bid rotating under paragraphs 33E-3 or 33E-4 of the Illinois Criminal Code. Contractor also certifies that no officers or employees of the Contractor have been so convicted and that Contractor is not the successor company or a new company created by the officers or owners of one so convicted. Contractor further certifies that any such conviction occurring after the date of this certification will be reported to the Owner, immediately in writing, if it occurs during the bidding process, or otherwise prior to entering into the Contract therewith.

- F. Pursuant to the Illinois Human Rights Act (775 ILCS 5/2-105), Contractor has a written sexual harassment policy that includes, at a minimum, the following information: (i) a statement on the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment utilizing examples; (iv) the Contractor's internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Illinois Department of Human Rights and the Human Rights Commission and directions on how to contact both; and (vi) protection against retaliation as provided by Section 6-101 of the Illinois Human Rights Act. Contractor further certifies that such policy shall remain in full force and effect. A copy of the policy shall be provided to the Illinois Department of Human Rights upon request.
- G. (i) Contractor's bid proposal was made without any connection or common interest in the profits anticipated to be derived from the Contract by Contractor with any other persons submitting any bid or proposal for the Contract; (ii) the Contract terms are in all respects fair and the Contract will be entered into by Contractor without collusion or fraud; (iii) no official, officer or employee of the Owner has any direct or indirect financial interest in Contractor's bid proposal or in Contractor, (iv) the Contractor has not directly or indirectly provided, and shall not directly or indirectly provide, funds or other consideration to any person or entity (including, but not limited to, the Owner and the Owner's employees and agents), to procure improperly special or unusual treatment with respect to this Agreement or for the purpose of otherwise improperly influencing the relationship between the Owner and the Contractor. Additionally, the Contractor shall cause all of its officers, directors, employees, (as the case may be) to comply with the restrictions contained in the preceding sentence.
- H. Contractor knows and understands the Equal Employment Opportunity Clause administered by the Illinois Department of Human Rights, which is incorporated herein by this reference, and agrees to comply with the provisions thereof. Contractor further certifies that Contractor is an "equal opportunity employer" as defined by Section 2000 (e) of Chapter 21, Title 42 of the United States Code Annotated and Executive Orders #11246 and #11375 as amended, which are incorporated herein by this reference.
- I. Neither Contractor nor any substantially owned affiliated company is participating or shall participate in an international boycott in violation of the provisions of the U.S. Export Administration Act of 1979 or the regulations of the U.S. Department of Commerce promulgated under that Act.
- J. Contractor is not barred from contracting with the Owner because of any delinquency in the payment of any tax administered by the Illinois Department of Revenue, unless it is being contested. Contractor further certifies that it understands that making a false statement regarding delinquency in taxes is a Class A misdemeanor and, in addition, voids the Contract and allows the Owner, a municipal entity, to recover in a civil action all amounts paid to the Contractor.
- K. If Contractor has 25 or more employees at the time of letting of the Contract, Contractor knows, understands and acknowledges its obligations under the Illinois Drug Free Workplace Act (30 ILCS 580/1 *et seq.*) and certifies that it will provide a drug-free workplace by taking the actions required under, and otherwise implementing on a continuing basis, Section 3 of the Drug Free Workplace Act. Contractor further certifies that it has not been debarred and is not ineligible for award of this Contract as the result of a violation of the Illinois Drug Free Workplace Act.
- L. Contractor knows, understands and acknowledges its obligations under the Substance Abuse Prevention on Public Works Act, 820 ILCS 265/1 *et seq.* A true and complete copy of Contractor's

Substance Abuse Prevention Program Certification is attached to and made a part of this Contractor Compliance and Certification Attachment.

- M. The Contractor shall comply with the requirements and provisions of the Freedom of Information Act (5 ILCS 140/1 *et. seq.*) and, upon request of the Oak Brook Park District's designated Freedom of Information Act Officer (FOIA Officer), Contractor shall within two (2) business days of said request, turn over to the FOIA Officer any record in the possession of the Contractor that is deemed a public record under FOIA.

## CONTRACTOR

By: \_\_\_\_\_  
Its: \_\_\_\_\_

STATE OF \_\_\_\_\_)  
 \_\_\_\_\_)SS  
 COUNTY OF \_\_\_\_\_)

I, the undersigned, a notary public in and for the State and County, aforesaid, hereby certify that \_\_\_\_\_ appeared before me this day and, being first duly sworn on oath, acknowledged that he/she executed the foregoing instrument as his/her free act and deed and as the act and deed of the Contractor.

Dated: \_\_\_\_\_

(Notary Public)

(SEAL)

## SUBSTANCE ABUSE PREVENTION PROGRAM CERTIFICATION

The Substance Abuse Prevention on Public Works Projects Act, 820 ILCS 265/1 *et seq.*, (“Act”) prohibits any employee of the Contractor or any Subcontractor on a public works project to use, possess or be under the influence of a drug or alcohol, as those terms are defined in the Act, while performing work on the project. The Contractor/Subcontractor **[circle one]**, by its undersigned representative, hereby certifies and represents to the Oak Brook Park District that **[Contractor/Subcontractor must complete either Part A or Part B below]:**

A. The Contractor/Subcontractor **[circle one]** has in place for all of its employees not covered by a collective bargaining agreement that deals with the subject of the Act a written substance abuse prevention program, a true and correct copy of which is attached to this certification, which meets or exceeds the requirements of the Substance Abuse Prevention on Public Works Act, 820 ILCS 265/1 *et seq.* **[Contractor/Subcontractor must attach a copy of its substance abuse prevention program to this Certification.]**

\_\_\_\_\_  
Name of Contractor/Subcontractor (print or type)

\_\_\_\_\_  
Name and Title of Authorized Representative (print or type)

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Dated:

B. The Contractor/Subcontractor **[circle one]** has one or more collective bargaining agreements in effect for all of its employees that deal with the subject matter of the Substance Abuse Prevention on Public Works Projects Act, 820 ILCS 265/1 *et seq.*

\_\_\_\_\_  
Name of Contractor/Subcontractor (print or type)

\_\_\_\_\_  
Name and Title of Authorized Representative (print or type)

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Dated:



## **IMPORTANT NOTICE OF RESPONSIBILITY FOR PERIODIC REVISIONS TO PREVAILING WAGE RATES**

Revisions of the Prevailing Wage Rates are made periodically by the Illinois Department of Labor (IDOL). As required by the Illinois Prevailing Wage Act, the contractor/subcontractor has an obligation to check IDOL's web site for revisions to prevailing wage rates. These revisions may be accessed by computer at <http://labor.illinois.gov/>. Bidders and contractors performing work on this Project are responsible for determining the applicable prevailing wage rates at the time of bid submission and performance of the Work. Failure of a bidder/contractor to make such determination shall not relieve it of its obligations in accordance with the Contract Documents. In consideration for the award to it of the contract for this Project, the contractor agrees that the foregoing notice satisfies any obligation of the public body in charge of this Project to notify the contractor of periodic changes in the prevailing wage rates and the contractor agrees to assume and be solely responsible for, as a material obligation of the contractor under the contract, the obligation to determine periodic revisions of the prevailing wage rates, to notify its subcontractors of such revisions, to post such revisions as required for the posting of wage rates under the Act, and to pay and require its subcontractors to pay wages in accordance with such revised rates.

# Owner/Contractor Agreement

## AGREEMENT FOR ASPHALT SERVICES

This Agreement for Asphalt Services (the “Agreement”) is made as of the \_\_\_\_ day of \_\_\_\_\_, 2025 by and between the Oak Park District, an Illinois unit of local government (the “Park District”), with its principal place of business at 1450 Forest Gate Road, Illinois, 60523 and \_\_\_\_\_, a[n] \_\_\_\_\_ (“Contractor”), with its principal place of business at \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, which hereinafter may be referred to together as the “Parties” or individually as a “Party”.

### WITNESSETH

That the Park District and Contractor, for the consideration hereinafter named, agree as follows:

**1. Labor and Materials.** The Contractor shall provide all labor, equipment and materials required to complete the following work: Asphalt replacement work for two different park sites as indicated in the Bid Documents for the Central Park Asphalt Project, dated July 22, 2025 (the “Work”), attached to and incorporated as part of this Agreement by reference (the “Bid Documents”).

**2. Contract Documents.** The Contract Documents consist of this Agreement between the Park District and the Contractor, the Bid Documents, Contractor’s Proposal, attached to and incorporated as part of this Agreement as Exhibit A, Contractor’s Certification, attached to and incorporated as part of this Agreement as Exhibit B, and any modifications issued after the execution of this Agreement. Modifications to this Agreement may only be made in writing and endorsed by the Parties. All of the terms, conditions and specifications contained in the Bid Documents are incorporated herein. In the event of conflict between the Contract Documents, this Agreement shall control.

### **2.1 Review of Contract Documents and Field Conditions by Contractor**

By its execution of the Contract, the Contractor acknowledges, agrees, represents, and warrants that: (a) the Contractor has carefully and thoroughly examined the Contract Documents, and the Contract Documents are full and complete, include all items necessary for the proper execution and completion of the Work, are sufficient to have enabled the Contractor to determine the cost of the Work and the time required for performance of the Work and to enable the Contractor to

construct the Work indicated therein in accordance with laws, ordinances, codes, regulations and rules applicable to the Work, and otherwise to fulfill all its obligations thereunder, including, but not limited to, Contractor's obligation to construct the Work for an amount not in excess of the Contract Sum on or before the date(s) of Substantial and Final Completion established in the Contract; (b) the omission from the Contract Documents of minor details which ordinarily form a part of first class work and are necessary to the completion of the Work as indicated, shall not be cause for any extra cost but shall be included as if specifically mentioned or detailed; (c) the Contractor has visited and examined the Project site and surrounding areas, examined all physical, legal and other conditions affecting the Work and correlated its personal observations with the requirements of the Contract Documents, and understands, is familiar with, and satisfied itself as to the same, including, without limitation: (i) the nature, location, and character of the Project and the site, including, without limitation surface conditions of the site and subsurface conditions observable or ascertainable upon the exercise of reasonable diligence including all structures and obstructions thereon and thereunder, both natural and manmade and all surface and subsurface water conditions of the site and the surrounding area; (ii) the nature, location, and character of the general area in which the Project is located, including without limitation, its generally prevailing climatic conditions, available labor supply and labor costs, and available equipment supply and equipment costs; (iii) the availability, quality, quantity and cost of all labor, materials, supplies, tools, equipment and professional services necessary to complete the Work in the manner and within the cost and time frame indicated by the Contract Documents; (d) that the required result can be produced as indicated in the Specifications and Drawing(s).

**3. Commencement and Completion Dates.** Contractor shall commence the Work on or after August 25, 2025 and achieve Final Completion of the Work on or before October 17, 2025, unless otherwise agreed upon dates are negotiated between contractor and the Park District. Final Completion means the date the Work has been fully performed, all Work has been completed, and the Park District has inspected, accepted and approved final payment to the Contractor.

**4. Performance of Work.** Contractor agrees to perform all Work in a good and workmanlike manner. Contractor, on receipt of this Agreement executed by District, shall immediately place orders for materials and otherwise immediately commence performance of this Agreement.

**5. Contract Sum.** The District agrees to pay Contractor for the proper and timely performance of the Work in strict accordance with the Agreement for the following prices:

<b>Base Bid</b>	<b>Amount</b>
1) Central Park Trail – Section A and B	\$
2) Central Park Trail - Ginger Creek/Jorie Blvd.	\$

**Total Lump Sum Base Bid:** \_\_\_\_\_

<b>Alternate Bids</b>	<b>Amount</b>
Alt 1) Central Park Disc Golf Trail	\$

### **5.1 Unit Prices**

If additional Work is required or requested by the Park District, the Contractor shall provide a written quote in the form of a Change Order delivered to the Park District utilizing the Unit Prices provided below. No additional Work shall be performed until the Change Order is fully executed by the Park District and Contractor.

#### **Unit Prices Amount**

<b>Unit Prices</b>	<b>Amount</b>
Disposal of asphalt spoils off-site with petromat – <b>Additional cost per semi-load</b>	\$
Undercutting of unsuitable base and replacement with CA6 stone – <b>Cost per cubic yard installed</b>	\$
Additional milling and paving of asphalt, per specifications, to a depth of <b>2 inches</b> (minimum of 500 square feet) – <b>Cost per square foot</b>	\$

### **5.1.1 Adjustments to the Contract Sum:**

Adjustments to the Contract Sum for changes in the Work other than changes in the Work involving items for which unit prices were requested by Park District and Provided in Contractor's Submitted Bid Proposal, shall be as follows:

1. In the manner agreed to by the Parties, or in the absence of agreement, then the combined allowance for overhead and profit in connection with changes to the Work shall be the lesser of the amount, if any, included in the Contractor's bid proposal, or the following:
  - a. Five percent (5%) of the cost of the change in the Work involved if performed by the Contractor not involving Subcontractors, or
  - b. Five percent (5%) of the cost of the change in the Work involved performed by Subcontractors, plus two percent (2%) of the cost of the change in the Work for the Contractor's supervision of the work performed by the Subcontractors.

When both additions and credits covering related Work are involved in a change, the allowance for overhead and profit shall be figured on the basis of net increase, if any, with respect to that change.

**6. Payment.** Payment shall be made by the Park District to the Contractor upon the Park District's receipt of a monthly invoice itemizing the Work properly performed as determined by the Park District, and delivery of lien waivers and sworn statements, for the period covered by the invoice. The Contract Sum shall be paid in accordance with the Local Government Prompt Payment Act (50 ILCS 505/1 et seq.).

Acceptance of final payment by the Contractor, a subcontractor or material supplier shall constitute a waiver of claims by that payee except those previously made in writing and identified by that payee as unsettled at the time of the application for final payment.

**7. Waiver of Liens.** Contractor for itself and for all its sub-suppliers and subcontractors, agrees that no mechanic's lien or other claim shall be filed or maintained by Contractor or by any sub-supplier, subcontractor, laborer or any other person, whatsoever, against the Park District's funds for or on account of any Work furnished under this Agreement. Prior to the payment of

the Work, Contractor shall provide: a) for any payment other than final payment for the Work, a partial waiver of lien from Contractor and each sub-supplier and subcontractor reflecting any partial payouts, and for final payment, a final waiver of lien from Contractor and each sub supplier and sub-contractor for the full amount of each subcontract for the Work, showing all materials and labor have been paid in full; and b) sworn affidavit, in triplicate, containing such information and in such form to comply with the Illinois Mechanics Lien Act (770 ILCS 60/23 ), showing in detail the sources of all labor and materials used in the Work, including the names and addresses of sub-suppliers and subcontractors and showing amounts paid for each.

Final payment shall not become due until the Contractor has fully performed the Work, including but not limited to delivery of all manufacturer's and supplier's warranties, and has delivered to the Park District a complete release of all liens arising out of this Agreement or receipts in full covering all labor, materials and equipment for which a lien could be filed, or a bond satisfactory to the Park District to indemnify the Park District against such lien. If a lien remains unsatisfied after payments are made, the Contractor shall refund to the Park District all money that the Park District may be compelled to pay in discharging such lien, including costs and reasonable attorneys' fees.

**8. Correction of Deficiencies.** If Contractor defaults or neglects to carry out the Work in accordance with this Agreement and fails within a seven (7) day period after receipt of written notice from the Park District to commence and continue correction of such default or neglect with diligence and promptness, the Park District may, without prejudice to other remedies the Park District may have, correct such deficiencies. In such case, the Park District shall deduct from payments then or thereafter due Contractor the cost of correcting such deficiencies, including compensation to the Park District for any and all expenses related thereto. If payments then or thereafter due Contractor are not sufficient to cover such amounts, Contractor shall pay the difference to the Park District.

The rights and remedies of the Park District stated in this Agreement shall be in addition to and not in limitation of, any other rights of the Park District granted at law or in equity.

**9. Warranties.** Contractor warrants to the Park District that materials and equipment

furnished under the Agreement will be of the best quality and new, that the Work will be free from defects and deficiencies, and that the Work will conform to the requirements of the Contract Documents. Work not conforming to these requirements, including substitutions not properly approved and authorized, may be considered defective. Contractor's warranty excludes remedy for damage or defect caused by District's abuse, modifications not executed by the Contractor, improper or insufficient maintenance, improper operation or normal wear and tear under normal usage.

All warranties shall include labor and materials and shall be signed by the manufacturer or subcontractor as the case may be and countersigned by Contractor. All warranties shall be addressed to the Park District and delivered to the Park District. Except as otherwise provided in this Agreement, all warranties shall become effective on the completion of the Work, and shall run for a twelve (12) month period, unless a longer period is provided for by law. Where warranties overlap, the more stringent requirement shall govern. Contractor shall repair and replace, as determined by the Park District, any defects or deficiencies at no charge to the Park District during any warranty period.

**10. Cleaning Up.** The Contractor shall keep the project site and surrounding area free from accumulation of waste materials or rubbish caused by operations under the Agreement. At completion of each site visit, the Contractor shall remove from and about the site waste materials, rubbish, the Contractor's tools, equipment, machinery and surplus materials. If the Contractor fails to clean up as provided herein, the District may do so and the cost thereof shall be charged to the Contractor.

**11. Safety of Persons and Property.**

a. The Contractor shall take reasonable precautions for the health and safety of, and shall provide reasonable protection to prevent damage, injury or loss to:

- (i). employees engaged in the Work, Park District employees and patrons and other persons who may be affected thereby; and
- (ii). the Work and materials and equipment to be incorporated therein, whether in storage on or off the site, under care, custody or control of the Contractor or the



Contractor's subcontractors or sub-subcontractors.

b. The Contractor shall comply with and give notices required by applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities bearing on safety of persons or property or their protection from damage, injury or loss.

c. The Contractor shall promptly remedy damage and loss to Park District property caused in whole or in part by the Contractor, a subcontractor, a sub-subcontractor, or anyone directly or indirectly employed by any of them, or by anyone for whose acts they may be liable and for which the Contractor is responsible, except damage or loss attributable to acts or omissions of the Park District or anyone directly or indirectly employed by Park District, or by anyone for whose acts Park District may be liable, and not attributable to the fault or negligence of the Contractor.

## **12. Insurance.**

The Contractor shall acquire and keep in force at all times during the Initial Term and any renewal term of this Agreement, the following insurance coverage:

### **a. Commercial General and Umbrella Liability Insurance**

Contractor shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$2,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this project/location.

CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 01 04 13, or a substitute form providing equivalent coverage, and shall cover liability arising from premises, operations, independent contractors, smoke and fire, products completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

The Park District, its elected and appointed officials, employees and agents shall be included as an insured under the CGL, using ISO additional insured endorsement CG 20 10 or a substitute providing equivalent coverage, and under the commercial umbrella, if any. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance afforded to the Park District. Any insurance or self-insurance maintained by the Park District shall be excess of the Contractor's insurance and shall not contribute with it.

There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability arising from smoke, fire, pollution, explosion, collapse, or underground property damage.

**b. Business Auto and Umbrella Liability Insurance**

Contractor shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of any auto including owned, hired and non-owned autos. Business auto insurance shall be written on Insurance Services Office (ISO) form CA 00 01, CA 00 05, CA 00 12, CA 00 20, or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in the 1990 and later editions of CA 00 01.

**c. Workers Compensation Insurance**

Contractor shall maintain workers compensation as required by statute and employers liability insurance. The commercial umbrella and/or employers liability limits shall not be less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.

If the Park District has not been included as an insured under the CGL using ISO additional insured endorsement CG 20 10 under the Commercial General and Umbrella Liability Insurance required in this Contract, the Contractor shall waive subrogation and all other

rights against the Park District and its officers, officials, employees, volunteers and agents for recovery of damages arising out of or incident to the Contractor's work.

d. General Insurance Provisions

**1. Evidence of Insurance**

Prior to beginning Work, Contractor shall furnish to the Park District with a certificate(s) of insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above. The certificate(s) of insurance must specify the activity as "asphalt replacement work" or equivalent.

All certificates shall provide for 30 days' written notice to the Park District prior to the cancellation or material change of any insurance referred to therein. Written notice to the Park District shall be by certified mail, return receipt requested.

Failure of the Park District to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of the Park District to identify a deficiency from evidence that is provided shall not be construed as a waiver of Contractor's obligation to maintain such insurance.

The Park District shall have the right, but not the obligation, of prohibiting Contractor or any subcontractor from beginning work until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by the Park District

Failure to maintain the required insurance may result in termination of this Contract at the Park District's option.

Contractor shall provide certified copies of all insurance policies required above within 10 days of the Park District's written request for said copies.

## **2. Acceptability of Insurers**

For insurance companies which obtain a rating from A.M. Best, that rating should be no less than A VII using the most recent edition of the A.M. Best's Key Rating Guide. If the Best's rating is less than A VII or a Best's rating is not obtained, the Park District has the right to reject insurance written by an insurer it deems unacceptable.

## **3. Cross-Liability Coverage**

If Contractor's liability policies do not contain the standard ISO separation of insureds provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.

## **4. Deductibles and Self-Insured Retentions**

Any deductibles or self-insured retentions must be declared to the Park District. At the option of the Park District, the Contractor may be asked to eliminate such deductibles or self-insured retentions as respects the Park District, its officers, officials, employees, volunteers and agents or required to procure a bond guaranteeing payment of losses and other related costs including but not limited to investigations, claim administration and defense expenses.

## **5. Subcontractors**

Contractor shall cause each subcontractor employed by Contractor to purchase and maintain insurance of the type specified above. When requested by the Park District, Contractor shall furnish copies of certificates of insurance evidencing coverage for each subcontractor.

**13. Indemnification and Hold Harmless.** To the fullest extent permitted by law, Contractor shall indemnify, defend and hold harmless the Park District and its officers, officials, employees,

volunteers and agents from and against all claims, damages, losses and expenses including but not limited to legal fees (attorney's and paralegals' fees and court costs), arising out of or resulting from the performance of Contractor's performance of the Work, provided that any such claim, damage, loss or expense (i) is attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property, other than the work itself, including the loss of use resulting there from and (ii) is caused in whole or in part by any wrongful or negligent act or omission of Contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Paragraph. Contractor shall similarly protect, indemnify, defend and hold and save harmless the Park District, its officers, officials, employees, volunteers and agents against and from any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of Contractor's breach of any of its obligations under, or Contractor's default of, any provision of this Agreement.

#### **14. Termination.**

a. The Park District may, at any time, terminate the Agreement in whole or in part for the Park District's convenience and without cause. Termination by the Park District under this section shall be by a notice of termination delivered to the Contractor specifying the extent of the termination and the effective date. Upon receipt of a notice of termination, the Contractor shall immediately, in accordance with instructions from the Park District: (1) cease operation as specified in the notice; (2) place no further orders; (3) enter into no further subcontracts for materials, labors, services or facilities except as necessary to complete continued portions of the Work; (4) terminate all subcontracts and orders to the extent they relate to the Work terminated; (5) proceed to complete the performance of Work not terminated; and, (6) take actions that may be necessary or that the Park District may direct, for the protection and preservation of the terminated Work. The Contractor shall recover payment for approved and properly performed

Work completed prior to the effective date of termination. Contractor shall not be entitled to damages or lost profits resulting from termination for convenience under this Section.

b. The Park District may terminate the Agreement, in whole or in part, for cause as follows:

(i) If Contractor fails to provide the Work as required in the Contract Documents, or otherwise breaches or defaults under any provision of this Contract and does not remedy such failure, breach or default within seven (7) days after demand from the Park District to take corrective action, or in the event of repeated or multiple failures or defaults by Contractor, the Park District may immediately terminate this Contract and enter into an agreement with another contractor or contractors to provide the Work. In such event:

a) the Park District shall not pay Contractor for any portion of the Work not completed in accordance with the Contract Documents; b) the Park District shall deduct from payments due to the Contractor the cost of correcting any deficiencies in accordance with Section 8 of this Agreement; and c) Contractor shall be liable to the Park District for the increased cost to the Park District of obtaining services from the substitute contractor(s).

(ii) If Contractor is adjudged as bankrupt, or if Contractor makes a general assignment for insolvency, or if any provision of the bankruptcy law is invoked by or against Contractor, then notwithstanding any other rights or remedies granted the Park District, the Park District may, without prejudice to any other right or remedy, a) immediately terminate the retention of Contractor and/or b) finish or cause to be finished the Contractor's services required under this Contract by whatever method and by whichever persons the Park District deems expedient. In such case, Contractor shall not be entitled to receive any payment until the Work is completed. If the unpaid balance of the Contract Sum exceeds: (1) the expenses of completing the Work, including compensation for additional managerial and administrative services, plus (2) the Park District's losses and damages because of Contractor's default (collectively "Park District Expenses and Damages"), such excess shall be paid to Contractor. If the Park District Expenses and Damages exceed such unpaid balance, Contractor shall pay the difference to the Park District promptly on demand and the Park District may resort to any other rights or remedies the Park District

may have by law or under this Contract.

Upon termination of this Agreement for any reason, the rights and obligations of the Parties shall cease automatically except for the rights and obligations of the Parties accruing but unsatisfied prior to termination.

**15. Compliance with Laws and Permits.** Contractor shall comply with all applicable local, state and federal codes, laws, ordinances, rules and regulations. Contractor shall be licensed and bonded to perform the Work hereunder and shall, at its sole cost and obligation, be responsible for obtaining all permits required to perform its duties under this Agreement. Any breach by Contractor of the foregoing laws, regulations and rules shall constitute a breach by Contractor of this Agreement. Contractor's Compliance and Certification Attachment is attached to and incorporated as Exhibit B to this Agreement.

**16. Choice of Law and Venue.** This Agreement is governed by the laws of the State of Illinois. Any suit or action arising under this Agreement shall be commenced in the Circuit Court of DuPage County, Illinois, the prevailing party shall be entitled to an award of reasonable attorneys' fees and costs of litigation. Contractor acknowledges that each provision of this Agreement is important and material to the business and success of the Park District, and agrees that any breach of any provision of this Agreement is a material breach of the Agreement and may be cause for immediate termination of this Agreement. In the event of a breach, Contractor shall also pay to the Park District all damages (including, but not limited to, compensatory, incidental, consequential, and punitive), which arise from the breach, together with interest, costs, and the Park District's reasonable attorneys' fees.

**17. No Liability.** The Park District is not responsible or liable for any injury, damages, loss or costs sustained or incurred by any person including, without limitation Contractor's employees, or for any damage to, destruction, theft or misappropriation of any property, relating in any way, directly or indirectly, to Contractor's Work and obligations under this Agreement. The Park District is not liable for acts or omissions of Contractor or any of Contractor's employees,

subcontractor's, agents or other persons purporting to act at the direction or request, on behalf, or with the implied or actual consent, of Contractor.

**18. No Third Party Beneficiary.** 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 and/or entity who is not a party to this Agreement or to acknowledge, establish or impose any legal duty to any third party. Nothing herein shall be construed as an express and/or implied waiver of any common law and/or statutory immunities, defenses and/or privileges of the Park District and/or Contractor, and/or any of their respective officials, officers and/or employees.

**19. No Waiver.** Waiver of any of the terms of this Agreement shall not be valid unless it is in writing and signed by all Parties. The failure of claimant to enforce the provisions of this Agreement or require performance by opponent of any of the provisions, shall not be construed as a waiver of such provisions or affect the right of claimant to thereafter enforce the provisions of this Agreement. Waiver of any breach of this Agreement shall not be held to be a waiver of any other or subsequent breach of the Agreement.

**20. Independent Contractor.** Contractor acknowledges that it is an independent contractor; that it alone retains control of the manner of conducting its activities in furtherance of this Agreement; that it, as well as any persons or agents as it may employ, are not employees of the Park District; and that neither this Agreement, nor the administration thereof, shall operate to render or deem either Party hereto the agent or employee of the other.

**21. Non-Assignment.** This Agreement is non-assignable in whole or in part by the Contractor, and any assignment shall be void without prior written consent of the Park District.

**22. Subcontracts.** Any subcontract that Contractor enters into for the Work shall be in writing



and shall specifically provide that the Park District is an intended third-party beneficiary of such subcontract and that the Park District shall have the right to enforce the subcontractor's obligations thereunder after the occurrence of a default under the contract by the Contractor. By appropriate written agreement, the Contractor shall require each subcontractor, to the extent of the Work to be performed by the subcontractor, to be bound to the Contractor by the terms of the Contract Documents, and to assume toward the Contractor all the obligations and responsibilities which the Contractor, by the Contract Documents, assumes toward the Park District.

**23. Notices.** All notices, demands, requests, exercises and other communications required or permitted to be given by either Party under this Agreement shall be in writing and shall be deemed given when such notice has been personally delivered, sent by e-mail, facsimile or deposited in the United States mail, with postage thereon prepaid, addressed to each Party at the following addresses:

If to the Park District: Oak Brook Park District

Attn: Jake Stachowiak

1450 Forest Gate Road

Oak Brook, IL 60523

Fax: 630-990-8379

Email: [jstachowiak@obparks.org](mailto:jstachowiak@obparks.org)

If to Contractor:

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**24. Entire Agreement; No Amendment.** This Agreement contains the entire agreement between the Parties, and no statement, promise or inducement made by either Party to the agency of either Party that is not contained in this written Agreement shall be valid or binding. No modification of this Agreement shall be effective unless in writing dated a date subsequent to the date of this Agreement and signed by an authorized representative of each Party.

**25. Headings.** The headings for each paragraph of this Agreement are for convenience and reference purposes only and in no way define, limit or describe the scope or intent of said paragraphs or of this Agreement nor in any way affect this Agreement.

**26. Severability.** The invalidity of any section, paragraph or subparagraph of this Agreement shall not impair the validity of any other section, paragraph, or subparagraph. If any provision of this Agreement is determined to be unenforceable, such provision shall be deemed severable and the Agreement may be enforced with such provision severed or as modified by such court.

IN WITNESS WHEREOF, each of the undersigned has caused this Agreement to be executed by a duly authorized official thereof effective as of date written above.

OAK BROOK PARK DISTRICT

By:

\_\_\_\_\_

President

Board of Park Commissioners

Attest:

\_\_\_\_\_

Secretary

Board of Park Commissioners

# Technical Specifications

**General Description:** The Oak Brook Park District is seeking qualified bids for asphalt milling/paving at Central Park. The project involves replacing sections of asphalt trails that have deteriorated. Contractors are encouraged to visit the sites to become familiar with the trail locations.

**Location # 1:** Central Park  
1315 Kensington Rd.  
Oak Brook, IL 60523

**Quantity:** Approximately 20,100 Total SF

**A. Central Park Trail - Section A - Base Bid Work: Milling/Paving**

**Quantity:** Approximately 11,700 Total SF

**Process:** Milling and paving existing walking trails totaling approximately 11,700 SF of eight-foot-wide trail at **two (2) inches** (after compaction Furnish, install, and compact an average of **two (2) inches** of hot asphalt surface course (IDOT Surface Type N-50) over approximately 11,700 square feet.

1. Areas of distressed pavement and in areas of removal will be initially saw-cut to leave clean vertical edges
2. Prime areas with SS-1 emulsion at .15 gallons per square yard
3. If exposed, base will be re-graded and compacted - prepping for the replacement with new hot-mix material
4. All remaining pavement vertical edges - adjacent to the surface areas being replaced will be primed with a tack coat
5. The asphalt mix will be vibra-compacted and rolled to provide a level surface and to maximize compaction
6. Any asphalt spoils generated must be hauled off-site for disposal.
7. NOTE: The trail should be paved in a manner that will drain water from the surface.
8. **Areas:** See attached map for locations. Pavement locations are marked with orange paint.

**B. Central Park Trail - Section B - Base Bid Work: Milling/Paving**

**Quantity:** Approximately 8,400 Total SF

**Process:** Milling and paving existing walking trails totaling approximately 8,400 SF of eight-foot-wide trail at **two (2) inches** (after compaction Furnish, install, and compact an average of **two (2) inches** of hot asphalt surface course (IDOT Surface Type N-50) over approximately 8,400 square feet.

1. Areas of distressed pavement and in areas of removal will be initially saw-cut to leave clean vertical edges
2. Prime areas with SS-1 emulsion at .15 gallons per square yard
3. If exposed, base will be re-graded and compacted - prepping for the replacement with new hot-mix material
4. All remaining pavement vertical edges - adjacent to the surface areas being replaced will be primed with a tack coat
5. The asphalt mix will be vibra-compacted and rolled to provide a level surface and to maximize compaction
6. Any asphalt spoils generated must be hauled off-site for disposal.
7. NOTE: The trail should be paved in a manner that will drain water from the surface.
8. **Areas:** See attached map for locations. Pavement locations are marked with orange paint.

**Location # 2:** Central Park  
1450 Forest Gate Rd.  
Oak Brook, IL 60523

**Quantity:** Approximately 9,500 Total SF

**C. Central Park – Ginger Creek/Jorie Blvd. Trail - Base Bid Work: Milling/Paving**

**Quantity:** Approximately 7,600 Total SF

**Process:** Milling and paving existing walking trails totaling approximately 7,600 SF of eight-foot-wide trail at **two (2) inches** (after compaction Furnish, install, and compact an average of **two (2) inches** of hot asphalt surface course (IDOT Surface Type N-50) over approximately 7,600 square feet.

1. Areas of distressed pavement and in areas of removal will be initially saw-cut to leave clean vertical edges
2. Prime areas with SS-1 emulsion at .15 gallons per square yard
3. If exposed, base will be re-graded and compacted - prepping for the replacement with new hot-mix material
4. All remaining pavement vertical edges - adjacent to the surface areas being replaced will be primed with a tack coat
5. The asphalt mix will be vibra-compacted and rolled to provide a level surface and to maximize compaction
6. Any asphalt spoils generated must be hauled off-site for disposal.
7. NOTE: The trail should be paved in a manner that will drain water from the surface.
8. **Areas:** See attached map for locations. Pavement locations are marked with orange paint

**D. Central Park – Disc Golf Trail Alternate Bid Work: Milling/Paving**

**Quantity:** Approximately 1,900 Total SF

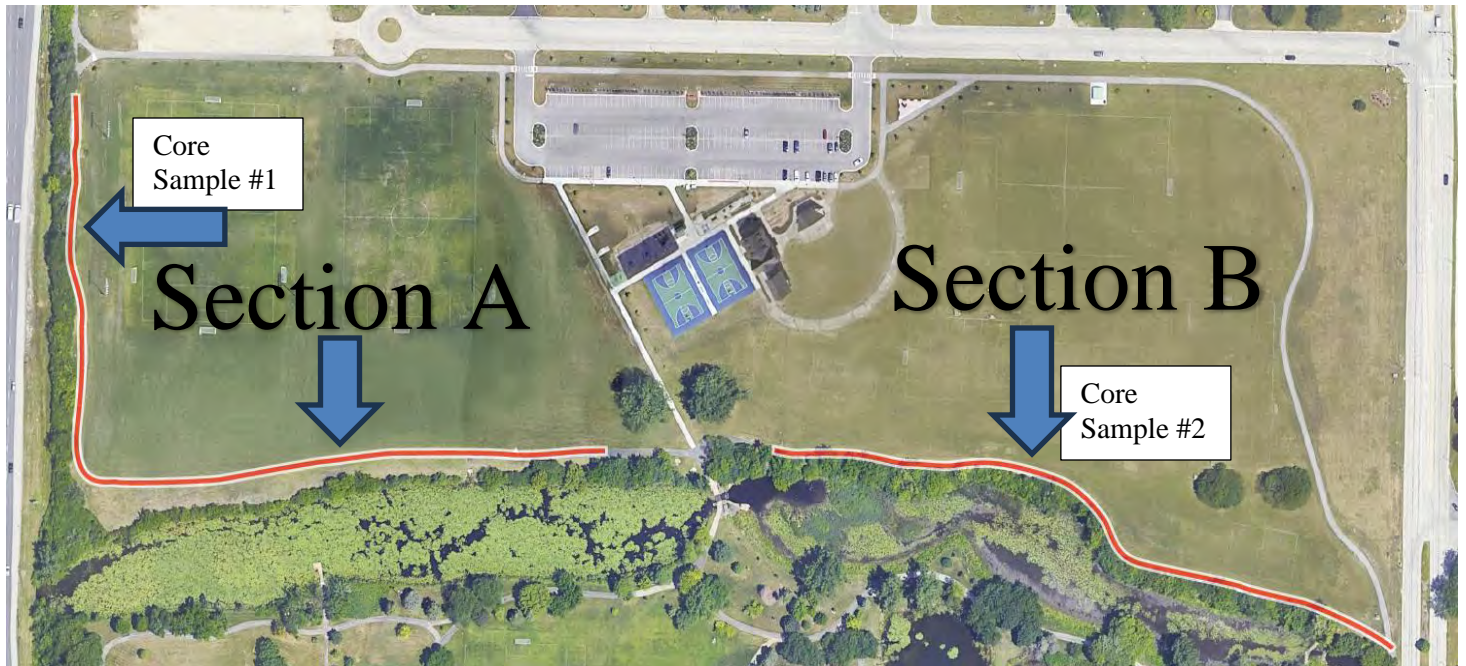
**Process:** Milling and paving existing walking trails totaling approximately 1,900 SF of eight-foot-wide trail at **two (2) inches** (after compaction Furnish, install, and compact an average of **two (2) inches** of hot asphalt surface course (IDOT Surface Type N-50) over approximately 1,900 square feet.

1. Areas of distressed pavement and in areas of removal will be initially saw-cut to leave clean vertical edges
2. Prime areas with SS-1 emulsion at .15 gallons per square yard
3. If exposed, base will be re-graded and compacted - prepping for the replacement with new hot- mix material
4. All remaining pavement vertical edges - adjacent to the surface areas being replaced will be primed with a tack coat
5. The asphalt mix will be vibra-compacted and rolled to provide a level surface and to maximize compaction
6. Any asphalt spoils generated must be hauled off-site for disposal.
7. NOTE: The trail should be paved in a manner that will drain water from the surface.
8. **Areas:** See attached map for locations. Pavement locations are marked with orange paint.

# **Appendix**

## Maps of locations

Location #1 Base Bid – Central Park Trail Section A and Section B: Approximately 21,00SF





Location #2 Base Bid - Ginger Creek/Jorie Blvd. Trail: Approximately 7,600SF





Location #2 Alternate Bid – Disc Golf Trail: Approximately 1,900SF



## Reference Photos

Location #1 Base Bid – Central Park Trail Section A:

Core sample #1





Location #1 Base Bid – Central Park Trail Section B:

Core Sample #2



Location #2 Base Bid - Ginger Creek/Jorie Blvd. Trail

Core Sample #3



Location #2 Alternate Bid – Disc Golf Trail:

Core Sample #4







## Oak Brook Park District

### BOARD MEETING

#### AGENDA ITEM – HISTORY/COMMENTARY

**ITEM TITLE: ECLIPSE SELECT SOCCER CLUB AGREEMENT**

**AGENDA NO.: 7 B**

**MEETING DATE: AUGUST 18, 2025**

**STAFF REVIEW:**

Superintendent of Recreation, Brian DeWolf:

**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 District desires to provide an opportunity for the use of the fields when not in use by the District and to develop financial means for Park District improvements.

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

The District desires to provide an opportunity for the use of the fields when not in use by the District and to develop financial means for Park District improvements.

An agreement between Eclipse Select SC and the Park District will have multiple benefits for the District such as:

- 1.) The Club has highly credentialed and experienced professional trainers and coaches.
- 2.) The Club is an experienced operator and manager of a highly rated youth soccer program. It fields 100+ youth soccer teams, teams from ages U8 – U19, including some of the most developmentally advanced and competitive boys' and girls' youth soccer teams in the country, and multiple teams have represented the United States in World Youth Cup play.
- 3.) The Club provides soccer-related athletic and sports opportunities to students in grades K-12, some of whom are residents of the District.
- 4.) The Club has previously rented soccer field space from the Oak Brook Park District for over 10 year.

In exchange for the proposed licensed use of the athletic fields, the Eclipse Select Soccer Club has agreed to pay \$80,000 each year for five years, and Capital Contribution Fees of a total of \$450,000 for the improvement of fields.

**ACTION PROPOSED:**

A Motion (and a Second) to approve the Eclipse Select Soccer Club's Agreement.

**LICENSE AND USE AGREEMENT  
CENTRAL PARK FIELDS  
OAK BROOK PARK DISTRICT—ECLIPSE SELECT SOCCER  
CLUB**

This LICENSE AGREEMENT (“**Agreement**”) is made as of this 18th day of August, 2025 (“Effective Date”), by and between the OAK BROOK PARK DISTRICT, DuPage County, Illinois, an Illinois park district (“**District**” or “**Park District**”), and ECLIPSE SELECT SOCCER CLUB, an Illinois corporation (“**Licensee**”). District and Licensee are hereinafter sometimes referred to individually as a “**Party**,” and together as the “**Parties**.”

**RECITALS**

- A. District owns, operates, manages, and controls certain real property located at 1315 Kensington Rd., Oak Brook, Illinois, and 1450 Forest Gate Rd., Oak Brook, Illinois (“**Central Park North Fields**” or “**Fields**”).
- B. District plans to develop the Central Park Fields into a first-class soccer facility containing a variety of structures, facilities, and recreational amenities, including several natural grass and synthetic turf soccer/athletic fields (the “**Facilities**” or “**Improvements**”).
- C. District has identified times when certain portions of Central Park Fields, including those more particularly described below, will not be needed or useful for District purposes.
- D. Licensee is organized to promote the healthy physical and mental development of the youth who reside in Oak Brook and surrounding communities through soccer.
- E. The Board of Park Commissioners of the District (“**Park Board**”) has determined that the best interests of the District and the public will be served by the grant of a license to Licensee to use those portions of Central Park Fields identified below for the purposes designated herein and at such times as outlines in this Agreement, in exchange for good and valuable consideration.

**NOW, THEREFORE**, for and in consideration of the mutual promises hereinafter contained, and for other good and valuable considerations, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

**1. Incorporation of Recitals.** The recitals set forth above are hereby incorporated in this Agreement, and all covenants, terms, conditions, and provisions hereinafter contained shall be interpreted and construed in accordance therewith. All exhibits referenced herein are hereby incorporated into and made a part of this Agreement.



2. **License Granted; Licensed Uses.** Subject to the terms and conditions of this Agreement, District hereby grants Licensee, and Licensee hereby accepts and agrees to exercise, during the term of this Agreement, the following rights and privileges (“**License**”):

- (a) Licensee will have right to use Central Park Field 10, 11, 12, as well as the Synthetic Turf Field as shown on the Site Plan (“**Site Plan**”) attached to this Agreement as **Exhibit A**, on the dates and during the times set forth in the “**Master Use Schedule**,” attached to this Agreement as **Exhibit B**, for the sole and limited purposes of conducting the soccer programming, training, practice, games and league play set forth in **Exhibit B**, as approved by the District pursuant to the procedures and schedules set forth herein;

The foregoing portions of Central Park North Fields and the Synthetic Turf Field that Licensee has the right to use are hereinafter collectively referred to as the “**Licensed Property**,” and the foregoing rights of use and access are hereinafter sometimes collectively referred to as the “**Licensed Uses**.” Licensee shall not use the Licensed Property for any activities or uses except the Licensed Uses, without the District’s prior written consent. District reserves and shall have the right to use and to permit others to use the Licensed Property at any time that it is not in use by Licensee, whether as set forth in the Master Use Schedule, attached hereto as **Exhibit B**, or pursuant to notice from Licensee as hereinafter provided.

Licensee shall notify District if Licensee will not be using any portion of the Licensed Property which Licensee is scheduled to use under the Master Use Schedule (“**Scheduled Use**”). Such notice shall be given as far in advance of the Scheduled Use as is practicable by telephone and in accordance with the notice provision in Paragraph 23 of this Agreement, it being the intent of the Parties that the Licensed Property may be used by District or by third parties that are authorized by District, whenever it is not in use by Licensee, notwithstanding that it was made available to Licensee under the Master Use Schedule.

3. **Term of License.** The initial term of this Agreement shall commence upon August 1, 2025 (“**License Commencement Date**”) and shall, unless terminated earlier as provided pursuant to Paragraph 21 of this Agreement, run for a continuous period of five (5) years, ending on July 31, 2030 (“**Initial Term**”). Any agreed-to extensions of the License term beyond the Initial Term shall be upon the same terms and conditions stated in this Agreement, unless otherwise agreed by the Parties. On or before July 31, 2029, the Parties agree to enter into discussions regarding extension of the license granted hereunder. Neither Party shall have the exclusive right to extend or renew this Agreement or the License granted herein.

4. **License Fees and Capital Contribution Fees.**

(a) **License Fees:** As consideration for the field use granted by this Agreement, Licensee shall pay to District an annual license fee (“**License Fee**”). The annual License Fee for years one (1) through five (5) of this Agreement shall be Eighty Thousand Dollars (\$80,000), payable on April 1 of 2026, 2027, 2028, 2029, and 2030.

(b) **Capital Contribution Fees:** As consideration for use of the Central Park Field

Improvements, Licensee shall pay to District a capital contribution fee (“**Capital Contribution Fee**”). The Capital Contribution Fee shall be in addition to the annual License Fee set forth in subsection (a) above. The Capital Contribution Fee for years one (1) through five (5) of this Agreement shall be as follows:

- (i) April 1, 2026: Ninety Thousand Dollars (\$90,000).
- (ii) April 1, 2027: Ninety Thousand Dollars (\$90,000).
- (iii) April 1, 2028: Ninety Thousand Dollars (\$90,000).
- (iv) April 1, 2029: Ninety Thousand Dollars (\$90,000).
- (v) April 1, 2030: Ninety Thousand Dollars (\$90,000).

(c) Licensee shall pay to District additional capital contributions upon mutual agreement of the amounts and the purposes therefor.

(d) The Parties acknowledge and agree that a portion of the Capital Contribution Fee is for Licensee’s use of a synthetic turf field, which will be made available to Licensee. In the event the synthetic turf field is not installed, the amount of the Capital Contribution Fee shall be equitably adjusted.

**5. Marketing, Sponsorships and Naming Rights.** The names “Central Park Athletic Fields North” and any associated names, logos, trademarks, or copyrights are the property of the District (the “**District Marks**”). Licensee may be granted a non-exclusive right to use the District Marks in conjunction with providing the uses, services, and benefits upon prior written approval of the District. Any Licensee use of the District Marks shall be non-assignable and nontransferable, shall inure solely to the benefit of the Park District, and shall cease upon termination or expiration of this Agreement for any reason. The District will provide normal promotion and mention of Licensee’s services in its publications. Any additional advertising of Licensee’s services by the District may be done by the District in its discretion at Licensee’s expense.

**6. Rights and Duties.**

(a) Licensee: Licensee shall pay the District for all utility costs. Any alteration after completion of the Central Park North Improvements shall be the sole responsibility and expense of Licensee, but only after Licensee has received written approval of the Park District. The District will provide one (1) set of permanent goals including nets for the fields described in Exhibits A and C, garbage cans, and corner flags. Licensee shall provide all additional equipment necessary to conduct its programming. Licensee shall provide District with audited Financial Statements on an annual basis not less than thirty (30) days following each annual anniversary of the License Commencement Date; provided that in the event Licensee is unable to complete its audited annual Financial Statements by such date, the District shall agree to an extension for good cause shown. Licensee shall not install or place any equipment on Park District property outside of the Licensed Property without the District’s prior approval. Licensee shall clearly display its company name and logo at the Licensed Property to distinguish itself from the District; provided that all signage and signage location shall be approved by the District in its sole discretion prior to installation. District’s signage shall be primary on all signage. Licensee will conduct authorized programming as described herein on the Licensed Property during the Hours of Operations set forth in the Master Schedule. Licensee shall also work with the District’s existing recreational programs and District staff to provide a quality training and development experience to a wide range of participants.

Licensee will provide a summary of the offering of programs, services, uses and benefits that it has provided at the end of each- season (along with prices including taxes if applicable). The summary should include specific league information, coaching clinics, exhibitions, tournaments, merchandising, concessions, if applicable, and all other uses, services and benefits. Licensee shall provide qualified and sufficient staffing for all operations. Licensee shall provide additional staff during large events held at the Fields such as tournaments, exhibitions, special events, and other Fields events. Licensee agrees that Licensee's personnel shall provide services in a courteous, business-like and efficient manner. Designated Park District employees may require individual Licensee personnel to modify behavior if such behavior is determined to be in violation of this Agreement, District policies or applicable law. Licensee's staff should appear clean, neat, orderly and otherwise appropriate for the services being provided. At all times during the license term, Licensee shall maintain the Licensed Space and all surrounding area in a clean, neat, orderly and safe condition. Licensee shall collect and properly dispose of trash in receptacles. The garbage area must be always kept clean by Licensee during Licensee use. Boxes must be broken down and placed in the appropriate containers. Licensee shall comply with all laws governing the safe storage and use of all equipment. Licensee shall comply with all applicable federal, state and local laws, rules, regulations and requirements ("Legal Requirements") in the operation of the Fields, including but not limited to all applicable sanitation, business licensing, safety, and employment Legal Requirements and any other Legal Requirements necessary for the Licensee to provide the uses, services and benefits at the Fields as provided in this Agreement . Licensee is responsible for obtaining and maintaining all necessary licenses and permits, at its sole cost and expense, during the term of its services with the District.

(b) District: The District may: 1) sell merchandise as it deems appropriate; and 2) authorize other third-party organizations to sell merchandise on the Fields during special events such as sports/recreational tournaments, exhibition events and other Park District-sponsored or sanctioned events held at the Fields. The District will perform or cause to be performed all mowing, fertilizing, herbicide and pesticide application, and field striping, all to Park District standards. The District shall have the right to enter the Fields and to operate programming and recreation and leisure activities that do not interfere with Licensee's use. The District shall conduct inspections of the Licensed Property as it sees fit.

(c) Damage to Licensed Property: In the event that all or any portion of the Licensed Property is damaged during any Licensed Use (except when the damages are caused by the willful and wanton acts of the District), the District shall make any and all required repairs. Licensee will pay one hundred percent (100%) of the District's costs and expenses incurred to make the necessary repairs within thirty (30) days of receipt of an invoice from the District for its costs and expenses if the damage was caused by the Licensee. Licensee shall further pay the District the sum of \$500 per day for each day that all or any portion of the Licensed Property is inoperable due to said damages by Licensee, within thirty (30) days of receipt of a statement from the Park District setting forth the number of days that the Licensed Premises or any portion thereof were inoperable or unusable. The Parties acknowledge and agree the sums payable under this subparagraph shall constitute liquidated damages and not penalties and are in addition to all other rights of the Park District including pursuit of all remedies for breach of contract. The Parties further acknowledge that the amount of loss or damages likely to be incurred by Park District is incapable of precise estimate or difficult to estimate, and the amounts specified herein bears a reasonable relationship to and is not plainly or grossly disproportionate to, the probable loss likely to be incurred in connection with Licensee's damages to the Licensed Premises. Licensee's obligations under this subsection 7(c) shall not apply to normal wear and tear or damage resulting solely from climate conditions or use by parties other than Licensee. Licensee's obligations under this section shall continue in full force and effect after termination of this Agreement for any reason.

**7. Intentionally deleted.**

**8. Compliance with Laws; Manner of Use.** Licensee shall comply with all applicable federal, state, county and local statutes, ordinances, rules, regulations and codes in the conduct of Licensed Uses. Licensee shall conduct, and cause its members, employees, officers, and invitees to conduct, any Licensed Uses in a safe manner and in strict accordance with the terms of this Agreement. Licensee shall not make or permit to be made any use of the Licensed Property or Central Park North Fields which is directly or indirectly forbidden by law, ordinance, or government regulations, or which may be dangerous to life, limb or property, or which may increase District's insurable or uninsurable risk or liability. Licensee shall cooperate with District and the Oak Brook Police Department, and shall strictly follow all public safety requirements regarding its conduct of the Licensed Uses. Licensee shall provide adequate supervision during the conduct of the Licensed Uses.

**9. Condition of Property.** Except as otherwise specifically provided in this Agreement, District has not made, and by grant of the License hereunder does not make, any representations with respect to the suitability of Central Park North Fields or the Licensed Property for any purposes including but not limited to Licensee's intended purposes, it being acknowledged

and agreed by Licensee that Licensee is solely responsible for ascertaining all conditions affecting Central Park North Fields and the Licensed Property prior to its execution of this Agreement and prior to each use thereof by Licensee, its directors, officers, employees, agents, students and invitees, or any of them.

**10. Reservation of Rights.** In addition to the rights reserved by District under Paragraph 2, above:

- (a) District reserves for the exclusive use of its Park Board, officers, employees, agents, invitees, and the general public the remainder of Central Park Fields, other than the Licensed Property.
- (b) District and its Park Board, officials, employees, agents, invitees and the general public shall have the right to use Central Park Fields in any manner that does not unreasonably interfere with any Licensed Uses, including permitting the construction, maintenance and operation on, over or under Central Park Fields, of any public utility facility. District, its grantees, agents, and assigns shall have the right to enter upon the Licensed Property at any time(s) to inspect, maintain or repair the Licensed Property provided, that the District shall not unreasonably interfere with the Licensee's Licensed Use of the Licensed Property during the dates and times set forth in the Master Use Schedule. District's exercise or failure to exercise any of its rights under this paragraph shall not impose or create any responsibility or liability on District or affect, reduce or nullify in any way Licensee's obligations under the Agreement.

**11. Environmental Matters.**

- (a) At all times during the term of this Agreement, Licensee and its members, officers, employees, agents, and invitees shall use the License Property and any other portion of Central Park North Fields, in strict compliance with all applicable Environmental Laws (as hereinafter defined) and, without limiting the generality of the foregoing, shall not cause any Hazardous Materials (as hereinafter defined) to be brought onto, introduced to or handled on any portion of Central Park Fields or the Licensed Property in violation of such laws.
- (b) As used in this Agreement, the term "Hazardous Materials" means any hazardous or toxic substances, materials or wastes, including but not limited to solid, semi-solid, liquid or gaseous substances which are toxic, ignitable, corrosive, carcinogenic or otherwise dangerous or harmful to human, plant or animal health or well-being and those substances, materials, and wastes listed in the United States Department of Transportation Table (49 CFR §972.101) or by the Environmental Protection Agency as hazardous substances (49 CFR Part 302) and amendments thereto or such substances, materials, and wastes regulated under any applicable local, state or federal law including, without limitation, any material, waste or substance which is (i) petroleum, (ii) asbestos, (iii) polychlorinated biphenyls, (iv) biohazardous waste (v) designated as "hazardous substances" pursuant to Section

311 of the Federal Water Pollution Control Act (33 U.S.C. §1321) or listed pursuant to Section 307 of the Federal Water Pollution Control Act (33 U.S.C. §1317), (vi) defined as a "hazardous waste" pursuant to Section 1004 of the Resource Conservation and Recovery Act, 42 U.S.C. §§6901 et seq. or (vii) defined as a "hazardous substance" pursuant to Section 101 of the Comprehensive Environmental Response, Compensation and Liability Act 42 U.S.C. §§9601 et seq. or any other applicable Environmental Law.

- (c) As used in this Agreement, "Environmental Laws" means all federal, state and local environmental statutes, rules, regulations, ordinances, judicial or administrative decrees, orders or decisions, authorization or permits, and common law, including, but not limited to, the Resources Conservation and Recovery Act, 42 U.S.C. §§6901 et seq., the Clean Air Act, 42 U.S.C. §§7401 et seq., the Federal Water Pollution Control Act, 33 U.S.C. §§1251 et seq., the Emergency Planning and Community Right to Know Act, 42 U.S.C. §§11001 et seq., the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. §§9601 et seq., The Toxic Substances Control Act, 15 U.S.C. §§2601 et seq., the Oil Pollution Control Act, 33 U.S.C. §§2701 et seq., the National Environmental Policy Act, 42 U.S.C. §§4321 et seq., the Safe Drinking Water Act, 42 U.S.C. §§300 (f) et seq., the Illinois Environmental Protection Act, 415 ILCS 5/1 et seq. or any other comparable local, state or federal statute or ordinance pertaining to the environment or natural resources, including, without limitation, the preservation of wetlands, and all regulations pertaining thereto.
- (d) Licensee shall provide District with written notice (i) upon Licensee's obtaining knowledge of any potential or known violations of applicable Environmental Laws or the release or threat of release of any Hazardous Materials affecting any portion of the Licensed Property or the Central Park North Fields or (ii) of Licensee's receipt of any notice, correspondence, demand or communication of any nature from any governmental authority related to any alleged or actual violation of any Environmental Laws affecting any portion of the Licensed Property or the Central Park North Fields.

**12. Use of Licensed Property.** Neither Licensee nor any of its respective employees, agents, volunteers or assigns shall place, keep, store or otherwise permit to be placed, kept or stored on the Licensed Property, any equipment or materials, except during such time as Licensee's employees or agents are physically present and conducting activities permitted under this Agreement. In the event that any Licensed Uses require Licensee or its employees or agents to use, place, locate or store any equipment or materials on the Licensed Property at any other time(s), Licensee shall obtain the written approval of District prior to each instance in which Licensee seeks to use, locate, or store such equipment or materials on the Property, which approval may be conditioned on or subject to reasonable requirements. The District may grant Licensee the right to access Central Park North storage facility at times and in areas designated by the District and on other such terms as may be determined by the District in its sole discretion.

**13. Suspension of Use.** In the event of an emergency, safety issue, or failure to maintain insurance, or any other condition that constitutes a substantial threat to the health or safety of the District or its park commissioners, officers, employees, agents, invitees or others, as determined by the District in its sole reasonable discretion, the District may immediately suspend Licensee's activities hereunder until such condition has been remedied to the District's reasonable satisfaction in accordance with this Agreement. Licensee shall always comply with Zach's Law (430 ILCS 145/1 et seq.) during the Term of this Agreement.

**14. Waiver and Release of Liability.** Licensee shall conduct all Licensed Uses entirely at its own risk. Licensee acknowledges that District shall not provide any supervision, security or protection in connection with any Licensed Uses. District shall not be liable or responsible for damage caused by fire, vandalism or other casualty to, or for the destruction, loss, or theft of, any vehicle, equipment, material, supply or other personal property at any time during the Agreement, except such proximately caused by the willful and wanton conduct of District. To the fullest extent permitted by the laws of the State of Illinois, Licensee hereby forever waives, relinquishes and discharges District, and its park commissioners, officers, employees and agents from, all claims of every nature whatsoever, which Licensee may have at any time against District, its Park Board, officers, employees and/or agents, including without limitation claims for personal injury or property damage sustained or incurred by Licensee or any person claiming by, through or under Licensee, relating directly or indirectly to any Licensed Uses, the condition of Central Park North Fields or the Licensed Property, or use by District or Licensee of Central Park North Fields or the Licensed Property except claims that involve actions proximately caused by the willful and wanton conduct of District.

**15. Indemnification and Hold Harmless.** Licensee hereby indemnifies and shall defend and hold harmless the District, its park commissioners, officers, employees, volunteers and agents (the "Park Indemnitees") from and against any and all suits, liabilities, claims, losses, costs, and damages, including but not limited to consequential damages, penalties, fines and expenses, of every kind or nature whatsoever, including without limitation court costs and attorneys', paralegals' and consultants' fees (the "Legal Expenses"), suffered, incurred or sustained by any of the Park Indemnitees, including without limitation, liabilities for the death of, or injury to, any person or the loss, destruction or theft of, or damage to, any property, or liabilities imposed under any Environmental Laws, to the extent relating directly or indirectly to, or arising directly or indirectly from, the exercise by Licensee, its employees, agents and invitees, or any other person acting on its or their behalf or with its or their authority or permission, of the obligations, rights or privileges imposed upon, or granted to, Licensee under this Agreement or their use of the Licensed Property. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Paragraph 17. Licensee shall similarly defend, indemnify and hold harmless the Park Indemnitees against and from any and all suits, claims, losses, costs, damages (including but not limited to consequential damages), penalties, fines and expenses, including without limitation Legal Expenses, suffered, sustained or incurred by any of the Park Indemnitees to the extent resulting from Licensee's breach of any provision of this Agreement or otherwise incurred by District in enforcing the terms of this Agreement.

**16. Insurance to be Maintained by Licensee.** In addition to, and without limitation of, Licensee's obligations under Paragraphs 16 and 17 above, and at no cost to District, Licensee

shall obtain and keep in full force and effect for so long as any claim relating to any Licensed Uses legally may be asserted, comprehensive general liability and property damage, and business auto liability insurance written to include the coverages for not less than the minimum limits (or greater if required by law) set forth in **Exhibit C** attached to and incorporated by reference in this Agreement. Prior to commencement of any of the Licensed Uses, Licensee shall obtain and deliver to District a certificate of insurance naming District as an additional insured.

**17. No Property Interest.** This Agreement and the License granted hereunder do not convey to, or create in favor of, Licensee, any legal or equitable title or property interest in whole or in part to Central Park North Fields or any portion thereof, including the Licensed Property; it being acknowledged that this Agreement is a license and not a lease and merely grants temporary and limited permission to Licensee to use the Licensed Property on and subject to the terms and conditions hereof. Licensee expressly acknowledges and agrees that any statute or ordinance relating to landlord/tenant matters or forcible entry and detainer is not applicable to this Agreement and Licensee expressly waives any and all rights to which Licensee might otherwise be entitled under said laws.

**18. Assignment Prohibited.** Licensee shall not assign, transfer, or otherwise convey to any person or entity whatsoever any of its rights or duties under this Agreement, in whole or in part, or otherwise permit the use of the Licensed Property or any portion thereof, by any person contrary to the provisions of this Agreement.

**19. Termination.** District reserves the right to terminate the License and any and all rights and privileges hereby granted to Licensee under this Agreement immediately upon notice to Licensee in the event:

- (a) Licensee violates or fails to perform its obligations under any of the terms, conditions or provisions of this Agreement and fails to cure any such breach of this Agreement, which by its nature is susceptible to cure, within thirty (30) days after Licensee's receipt of written notice of such breach. Notwithstanding the foregoing, and depending upon the nature of the breach, the District reserves the right, in its sole discretion, to suspend the License until such time as Licensee has cured said breach or has provided the District with adequate security, as determined by the Park District in its sole discretion, to cover any potential liability that may arise as a result of said breach. If Licensee violates or fails to perform its obligations under any of the terms, conditions or provisions of this Agreement and fails to cure any such breach of this Agreement as such cure process described above may apply, District may pursue any and all legal and equitable remedies.
- (b) District receives notice of an alleged violation of any federal, state, or local law, ordinance, rule or regulation relating to Licensee's conduct of any Licensed Uses on, or use of, all or any part of the Licensed Property. Notwithstanding the foregoing, in the event the District receives notice of an alleged violation, and depending upon the nature of said violation, the District may elect, in its sole discretion, to suspend the License until such time as the alleged violation has been fully adjudicated by the proper official or other authority. The District may also elect, in its sole discretion, to allow Licensee to continue its Licensed Uses under



this Agreement provided that Licensee provides the District with adequate security, as determined by the Park District in its sole discretion, to cover any potential liability that may arise if the alleged violation is substantiated. If the Park District elects to suspend the License after receipt of notice of an alleged violation, and said violation is later determined to be unfounded, the term of this Agreement shall be automatically extended for a period of time equal to the length of the suspension.

- (c) District is ordered to do so by any regulatory body or other governmental agency having jurisdiction.
- (d) Licensee shall have (a) filed a voluntary petition in bankruptcy or made an assignment for the benefit of creditors; (b) consented to the appointment of a receiver or trustee of all or part of its property; or (c) an involuntary petition in bankruptcy shall have been filed in regard to Licensee and the same shall not have been dismissed within ten (10) days of such filing.
- (e) The Licensed Property is taken by another governmental body through the exercise of its powers of eminent domain.
- (f) The Licensed Property, Central Park North Fields or any portion(s) thereof, become subject to any tax
- (g) The Board of Park Commissioners of the District is unable to, or abandons its plans to construct the Improvements.

District further reserves the right to terminate the License and this Agreement if District requires any of the Licensed Property in furtherance of its park and recreation purposes, which would preclude the continuation of any Licensed Uses, in which event District will give Licensee not less than six (6) months prior written notice. In the event that this Agreement is terminated by District because District requires any of the Licensed Property in furtherance of its park and recreation purposes prior to an anniversary date, Licensee shall be entitled to a refund in an amount equal to the License Fee divided by 365 and multiplied by the number of days that would have been remaining until the anniversary date of the License.

The indemnification and hold harmless obligations and all other obligations of Licensee accruing prior to the expiration or termination of this Agreement or the License granted Licensee hereunder shall survive the expiration or termination of the Agreement or License.

Licensee reserves the right to terminate the License immediately upon notice to District in the event:

- (a) District violates or fails to perform its obligations under any of the terms, conditions or provisions of this Agreement and fails to cure any such breach of this Agreement, which by its nature is susceptible to cure, within thirty (30) days after District's receipt of written notice of such breach. If District violates or fails to perform its obligations under any of the terms, conditions or provisions of this Agreement and fails to cure any such breach of this Agreement as such cure process described

above may apply, Licensee may pursue any and all legal and equitable remedies.

- (b) Licensee shall have (a) filed a voluntary petition in bankruptcy or made an assignment for the benefit of creditors; (b) consented to the appointment of a receiver or trustee of all or part of its property; or (c) an involuntary petition in bankruptcy shall have been filed in regard to Licensee and the same shall not have been dismissed within ten (10) days of such filing.
- (c) The Licensed Property, Central Park North Fields or any portion(s) thereof become subject to any tax
- (d) The Board of Park Commissioners of the District is unable to, or abandons its plans to construct the Improvements.

Neither Party shall be liable for any consequential damages incurred by the other Party. Except for claims arising from District's willful and wanton conduct, in no event shall District's aggregate liability, if any, exceed the sum total of the License Fee paid during the six month period immediately preceding the accrual of such liability.

**20. No Implied Waiver of District's Rights.** No waiver of any rights which District has in the event of any default or breach by Licensee under this Agreement shall be implied from District's failure to take any action on any such breach or default and no express waiver shall affect any breach or default other than the breach or default specified in the express waiver and then only for the time and to the extent therein stated.

**21. Notices.** Notices shall be deemed properly given on the date received if given in writing and either (a) hand delivered; or (b) sent by facsimile transmission before 5:00 pm; or (c) sent by email before 5:00pm; or (d) sent by registered or certified mail, return receipt requested, and such notice is hand delivered or sent to the Parties at their respective addresses provided below, or as either Party may otherwise direct in writing to the other Party from time to time. Notices sent only by mail shall be deemed delivered the second business day after deposit in the mail. Notices sent by fax or email after 5:00pm shall be deemed delivered on the first day after transmission.

If to Licensee:

Sarah Dames  
Executive Director  
Eclipse Select Soccer Club  
3400 W Stonegate Blvd.  
Arlington Heights, Illinois 60004  
Tel: (847) 309-1684

E-Mail: [sarah.dames@eclipseselect.org](mailto:sarah.dames@eclipseselect.org)

If to District:

Dr. Laure Kosey  
Executive Director  
Oak Brook Park District  
1450 Forest Gate Road  
Oak Brook, IL 60523  
(630) 990-4233

E-Mail: [lkosey@obparks.org](mailto:lkosey@obparks.org)

With a copy to:  
[sadams@robbins-schwartz.com](mailto:sadams@robbins-schwartz.com)

**22. Contingencies** The duties of the Parties shall be contingent upon issuance of all

required zoning and construction permits to construct the improvements as set forth in the Site Plan attached as **Exhibit A**.

**23. Miscellaneous.**

- (a) This instrument contains the entire Agreement between the Parties with respect to Licensee's use of the Licensed Property and cannot be modified except by a written notice dated subsequent to the date hereof and signed by both Parties.
- (b) This Agreement is intended solely for the benefit of the Parties, and is not intended, and should not be construed, as creating any rights in favor of, or any duties or obligations to, any third party.
- (c) Nothing contained in or implied from any provision of this Agreement, including but not limited to Paragraphs 16 and 17, is intended to constitute or shall constitute a waiver of the rights, defenses and immunities provided or available to District under applicable Illinois law, including but not limited to the Illinois Local Governmental and Governmental Employees Tort Immunity Act.
- (d) Licensee shall pay all of District's costs, charges and expenses, including the Legal Expenses incurred by District in enforcing Licensee's obligations under this Agreement, or which are incurred by District in any litigation, negotiation or transaction, in which Licensee causes District, without District's fault, to become involved or concerned.
- (e) District shall pay all of Licensee's costs, charges and expenses, including the Legal Expenses incurred by Licensee in enforcing District's obligations under this Agreement, or which are incurred by Licensee in any litigation, negotiation or transaction, in which District causes Licensee, without Licensee's fault, to become involved or concerned.
- (f) No receipt of money by District from Licensee, after the termination of this Agreement or License, or after the services of any notice, or after the commencement of any suit, shall renew, reinstate, continue or extend the term of this Agreement or the License granted hereunder or affect any such termination notice or suit.
- (g) Headings of sections in this Agreement are for convenience of reference only and do not limit or affect the construction or interpretation of the provisions of this Agreement.
- (h) This Agreement shall be governed and construed in accordance with the laws of the State of Illinois. Any suit or action arising under this Lease shall be commenced in the Circuit Court of DuPage County, Illinois.
- (i) If any clause, phrase, provision or portion of this Agreement or the application thereof

to any person or circumstances shall be invalid, or unenforceable under applicable law, such event shall not affect, impair or render invalid or unenforceable the remainder of this Agreement nor any other clause, phrase, provision or portion hereof, nor shall it affect the application of any clause, phrase, provision or portion thereof to other persons or circumstances.

**IN WITNESS WHEREOF**, each of the Parties has caused this Agreement to be executed by a duly authorized officer thereof as of the year and date first written above.

**DISTRICT:**

**OAK BROOK PARK DISTRICT**

By: \_\_\_\_\_

Its: \_\_\_\_\_

**LICENSEE:**

**ECLIPSE SELECT SOCCER CLUB**

By: \_\_\_\_\_

Its: \_\_\_\_\_

**EXHIBIT A**  
**SITE PLAN**

# OAK BROOK PARK DISTRICT

## SOCCER FIELDS LAYOUT



**Exhibit B**  
**MASTER USE SCHEDULE**

i. Turf Field Schedule – **Spring Season**

- Beginning March 16, 2026, March 15, 2027, March 20, 2028, March 19, 2029, and March 18, 2030, and ending the second Sunday of June 2026, 2027, 2028, 2029, and 2030
- Mondays: 7:15pm-8:45pm
- Tuesdays: 4:30pm-7:15pm
- Wednesdays: 7:15pm-10:00pm
- Thursdays: 4:30pm-7:15pm
- Saturdays: 8:00am-2:00pm
- Sundays: 2:00pm-8:00pm

ii. Grass Field 10 (11v11), Field 11 (7v7), and Field 12 (7v7) – **Spring Season**

- Beginning April 6, 2026, April 5, 2027, April 3, 2028, April 2, 2029, and April 1, 2030, and ending the second Sunday of June 2026, 2027, 2028, 2029, 2030
- Mondays: 4:30pm-9:30pm
- Tuesdays: 4:30pm-9:30pm
- Wednesdays: 4:30pm-9:30pm
- Thursdays: 4:30pm-9:30pm
- Saturdays: 8:00am-9:00pm
- Sundays: 8:00am-9:00pm

iii. Turf Field Schedule – **Fall Season**

- Beginning August 18, 2025, August 10, 2026, August 9, 2027, August 14, 2028, and August 13, 2029, and ending the second Sunday of November 2025, 2026, 2027, 2028, and 2029
- Mondays: 7:15pm-10:00pm
- Tuesdays: 4:30pm-7:15pm
- Wednesdays: 7:15pm-10:00pm
- Thursdays: 4:30pm-7:15pm
- Saturdays: 8:00am-2:00pm
- Sundays: 2:00pm-8:00pm

iv. Grass Field 10 (11v11), Field 11 (7v7), and Field 12 (7v7) – **Fall Season**

- Beginning August 18, 2025, August 24, 2026, August 23, 2027, August 21, 2028, and August 20, 2029, and ending the second Sunday of November 2025, 2026, 2027, 2028, and 2029
- Mondays: 4:30pm-9:30pm
- Tuesdays: 4:30pm-9:30pm
- Wednesdays: 4:30pm-9:30pm
- Thursdays: 4:30pm-9:30pm
- Fridays: 5:00pm-7:15pm
- Saturdays: 8:00am-9:00pm
- Sundays: 8:00am-9:00pm

- v. Turf Field Schedule – Late Fall Season
  - Second Tuesday of November through the 3<sup>rd</sup> Thursday of December
  - Tuesdays, Wednesdays, and Thursdays from 5:00pm-9:30pm
- vi. Turf Field Schedule – Early Spring Season
  - First Tuesday of February through the 2<sup>nd</sup> Thursday of March
  - Tuesdays, Wednesdays, and Thursdays from 5:00pm-9:30pm
- vii. Turf Field Schedule – August Preseason
  - August 3-6, 2026, Aug 2-5, 2027, Aug 7-10, 2028, Aug 6-9, 2029
  - Monday, Tuesday, Wednesday, Thursday from 9:00am-9:00pm
- viii. Holiday hours must be approved and posted in advance. Seasonal hours will be required as directed by the Park District.
  - i. Licensee agrees that it will cooperate with the District and yield scheduled Field use time when the District requires a Field(s) for special programming purposes. In such event, the Park District shall provide Licensee with reasonable advance notice of the required dates and times for its control and use of the Field(s) for said special events. The Parties shall work together to make usage of alternate fields available to Licensee at no extra charge to Licensee.
  - b) Any requested time outside of the fields, dates, and times listed in the above MASTER USE SCHEDULE, Licensee will be charged on a separate field rental permit using the following fee structure:
    - i. \$50/hour – Full Turf Field
    - ii. \$27.50/hour – Half Turf Field
    - iii. \$25/hour – Natural Grass Field
    - iv. \$35/hour – Light use
  - c) If the Park District, in its sole discretion, finds it necessary or desirable to close any or all portions of the Central Park Fields or the Improvements, the Park District shall not be liable to the Licensee for lost revenues or otherwise. Licensee shall have access to the Fields and Improvements only at such time as agreed to and authorized by the Park District



**EXHIBIT C**  
**INSURANCE REQUIREMENTS**

Licensee shall obtain insurance of the types and in the amounts listed below.

**A. Commercial General and Umbrella Liability Insurance**

Licensee shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$2,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this location.

CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 04 13, or a substitute form providing equivalent coverage, and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

District, and its park commissioners, officers, employees, agents, and volunteers (collectively the "Additional Insureds") shall be included as an insured under the CGL, using ISO additional insured endorsement CG 20 26 or a substitute providing equivalent coverage, and under the commercial umbrella, if any. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance afforded to District. Any insurance or self-insurance maintained by the District shall be excess of Licensee's insurance and shall not contribute with it.

**B. Business Auto and Umbrella Liability Insurance**

If applicable, Licensee shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of any auto including owned, hired and non-owned autos.

Business auto insurance shall be written on Insurance Services Office (ISO) form CA 00 01, CA 00 05, CA 00 12, CA 00 20, or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in the 1990 and later editions of CA 00 01.

**C. General Insurance Provisions**

**1. Evidence of Insurance**

Prior to using the Licensed Property, Licensee shall furnish District with a certificate(s) of insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above.

All certificates shall provide for 30 days' written notice to District prior to the cancellation or material change of any insurance referred to therein. Written notice to District shall be by certified mail, return receipt requested. If the certificate does not provide for 30 days' written notice to District prior to cancellation or material change of any insurance referred to in the certificate, Licensee shall furnish such written notice to District by certified mail, return receipt requested, not less than thirty (30) days prior to cancellation or material change.

Failure of District to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of District to identify a deficiency from evidence that is provided shall not be construed as a waiver of Licensee's obligation to maintain such insurance.

District shall have the right, but not the obligation, of prohibiting Licensee from occupying the Licensed Property until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by District.

Failure to maintain the required insurance may result in termination of this Agreement at District's option.

Licensee shall provide certified copies of all insurance policies required above within 10 days of District's written request for said copies.

## **2. Acceptability of Insurers**

For insurance companies which obtain a rating from A.M. Best, that rating should be no less than A VII using the most recent edition of the A.M. Best's Key Rating Guide. If the Best's rating is less than A VII or a Best's rating is not obtained, the District has the right to reject insurance written by an insurer it deems unacceptable.

## **3. Cross-Liability Coverage**

If Licensee's liability policies do not contain the standard ISO separation of insured's provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.

## **4. Deductibles and Self-Insured Retentions**

Any deductibles or self-insured retentions must be declared to the District. At the option of the District, the Licensee may be asked to eliminate such deductibles or self-insured retentions as respects the District, its park commissioners, officers, officials, employees, volunteers and agents or required to procure a bond guaranteeing payment of losses and other related costs including but not limited to investigations, claim administration and defense expenses.



# Oak Brook Park District

## BOARD MEETING

### AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: TENNIS CENTER MEMBERSHIP PRICING**

**AGENDA NO.: 7 C**

**MEETING DATE: AUGUST 18, 2025**

**STAFF REVIEW:** Superintendent of Enterprise Operations, Alin Pop:

**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):**

Tennis Center staff reviewed current membership rates, as well as rates offered by nearby competitors. Following review, staff recommend raising most membership categories. The Tennis Center has not increased membership rates since 2022.

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

In the Tennis Center business plan, the preferred membership approach is smaller, more frequent incremental increases as opposed to larger increases less frequently.

Current and proposed rates, along with competitor monthly rates analysis can be found in the chart below.

	Current	Proposed	Hinsdale RC	Courts Plus	Score	5 Seasons/ Lifetime	Midtown
Adult	\$26 / \$33	\$27 / \$36	\$75	\$57	\$45	\$279	\$153
Adult +1	\$38 / \$48	\$40 / \$52	\$97	\$96	\$80	\$389	\$246
Junior	\$11 / \$18	\$12 / \$20	\$25	\$34	\$22	N/A	N/A
60+	\$20 / \$24	\$20 / \$26	N/A	\$45	N/A	N/A	N/A
60+ +1	\$30 / \$37	\$30 / \$40	N/A	\$83	N/A	N/A	N/A
Family	\$47 / \$60	\$48 / \$64	\$125	N/A	N/A	\$519	\$307
* All rates are monthly charges							

Competitor membership information:

Hinsdale RC: similar business model, adult programming requires membership, same day reservations discount for adult members.

Courts Plus: membership includes access to fitness, fitness classes and aquatics.

Score: similar business model, membership required to play at facility.

Lifetime: Membership includes access to fitness, fitness classes, aquatics at all Lifetime facilities.

Midtown: Membership includes access to fitness, fitness classes and aquatics.

The new rates would go into effect October 1st, 2025. The rate increase would only affect the Tennis Center only memberships; the Campus and Family Recreation Membership pricing would remain the same.

### **ACTION PROPOSED:**

A Motion (and a Second) to approve the Tennis Center Membership Pricing.



## Oak Brook Park District

### BOARD MEETING

#### AGENDA ITEM – HISTORY/COMMENTARY

**ITEM TITLE: CENTRAL PARK WEST RENTAL RATES**

**AGENDA No.: 7 D**

**MEETING DATE: AUGUST 18, 2025**

**STAFF REVIEW:** Director of Recreation and Communication, Robert Pechous:

**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):**

While researching the possibility of raising fees at Central Park West to increase revenue, staff compiled a list of fees for similar rental properties in the area. Staff benchmarked fees with five area facilities, and the following page provides the results of that benchmarking.

The proposed fee increase for Out of District is over 5% therefore, board approval is needed.

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

In-District rates would remain the same:

150hr (peak times) and 100/hr (non-peak times)

Out of District rates would increase from:

\$187.50/hr to \$225/hr (peak times) = 20% increase

\$150/hr to \$175/hr (non-peak times) = 16.7% increase

**ACTION PROPOSED:**

A Motion (and a Second) to approve the Central Park West Rental Rates.

Central Park West --- Benchmarking--- June 2025					
Venue	Capacity	Rate/hour	Fee Structure	Target Market	Peak/ Off Peak Rates?
The Community House Kettering Hall, Hinsdale	Main room: 220 Space inside facility	<b>Weekend Range:</b> Fri/Sat: \$225/hr Sun: \$205/hr Non-for-profit discnt 15% (exc Saturdays)	Multiple package options Minimum duration: 4 hrs	General Community Weddings, fundraisers, addtl. private events "Our House" "Casual or formal"	No, there is also not an outdoor component to the rental space
The Lodge at Katherine Legge Memorial Park, Hinsdale	First Floor: 150 Full Lodge: 250 Facility	<b>Weekend Range:</b> 1st floor only (Sun): \$162.50/hr - \$350/hr for entire lodge \$250 each addtl. Hour Cleaning Fee \$100	Multiple options Fee package min: 8 hrs Rental duration includes setup and take-down time	Weddings, banquets, corporate, showers, anniversaries, addlt events Historic venue "charming and unique"	"Please contact the Lodge staff to discuss your event details further to determine if a discount may apply. "
Lake Katherine Nature Center & Botanical Gardens, Palos Heights	Clubhouse: 100 Facility	<b>Weekend Range:</b> Fri & Sun: \$125-175/hr Sat: \$150-175/hr HOL: \$275/hr	Multiple package options Minimum duration: 3 hrs Discnt w/seasonal variation 1 hr pre&post rental included at no addtl cost	Weddings, bridal showers, anniversaries, outdoor ceremonies, addtl private events "picturesque"	Yes, Peak Season is Mar 1- Oct 31 Off Peak is Nov 1-Feb 29
Lake Ellyn Boathouse, Glen Ellyn	120 guests	Sun: \$200/hr Res \$250/hr NR Friday and Sunday: \$275/Res \$325/NR	Per hour. 2 hr min. Terrace can be added on as well.	Waterfront, vintage rustic facility with available deck space	No, but there are additional seasonal rental spaces available
Park Place, Westmont	70 guests	Res, Off-Peak: \$160/hr Res, Peak: \$200/hr NR, Off-Peak:\$120/hr NR, Peak: \$200/hour	Fees per hour based on season and residency. Minimum 2 hours	Modern space in the park, with outdoor patio space	Yes, Peak Season is Memorial Day-November Off Peak is Decemember-may
Central Park West Oak Brook Park District	80 guests	Resident : \$100-150/hour Non-Resident: \$150-187.50	Minimum rental time: 4 hrs extra fees for extra time (\$125/res, \$200/NR)		Peak Season: May 1-October 31 Off-Peak Season: November 1-April 30
<i>Proposed Changes</i>	<i>80 guests</i>	<i>Resident : -\$100-150/hour Non-Resident: \$175-225/hour</i>	<i>Fridays, keep four hour block, Saturdays and Sundays, offer four hour and eight hour rental blocks. Fridays are 5-9pm, Saturdays and Sundays 12-4, 4-8p or 12-8pm</i>		<i>Keep Peak and Off-Peak rates</i>
				Peak	Off-Peak
			In-District	\$600(4-hour \$150/hr) \$1200(8-hour \$150/hr)	\$400(4-hour \$100/hr) \$800(8-hour \$100/hr)
			Out-District	\$900(4-hour \$225/hr) \$1800(8-hour \$225/hr)	\$700(4-hour \$175/hr) \$1400(8-hour \$175/hr)



## Oak Brook Park District

### BOARD MEETING

#### AGENDA ITEM – HISTORY/COMMENTARY

**ITEM TITLE: SECTION 6 – ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL, PART I**

**AGENDA NO.:** 7 E

**MEETING DATE:** AUGUST 18, 2025

**STAFF REVIEW:** Director of Recreation and Communications, Robert Pechous:

**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 last approved the Administrative Policies and Procedures Manual on April 19, 2021.

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

The Manual will be presented to the Board in sections. The revisions include clarification of existing policies.

**ACTION PROPOSED:**

A Motion (and a Second) to Approve Section 6 – Administrative Policies and Procedures Manual, Part I.



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Administrative Policies and Procedures

## 6.1 Definitions for the Use of and Membership in Park District Facilities and Recreation Programs

The following definitions are hereby approved by the Board for use in implementing the Fee Schedule:

- A. The terms ~~“Corporate Resident in-district for memberships, daily fees, and programming”~~ as used in the Fee Schedule shall mean any individual with a business address located within the jurisdictional taxing boundaries of the Oak Brook Park District. A letter on corporate letterhead verifying current employment is required.
- B. The term “Family” as used in the Fee Schedule shall mean three (3) or more individuals related by blood, marriage, or adoption, who are domiciled in the same dwelling unit. “Family” shall include parents plus one (1) or more dependent children seventeen (17) years of age or younger, or parents plus one (1) or more children twenty-one (21) years of age or younger if such a child is currently registered as a student and has a valid student ID.
- C. The term ~~“Non-Resident out of district”~~ as used in the Fee Schedule shall mean any individual whose primary residence is not a dwelling unit located within the jurisdictional taxing boundaries of the Oak Brook Park District.
- D. The term ~~“Resident in-district-”~~ as used in the Fee Schedule shall mean any individual whose primary residence is a dwelling unit located within the jurisdictional taxing boundaries of the Oak Brook Park District. The term ~~“Resident in-district”~~ shall also mean any full-time employee of the Village of Oak Brook or of Community School District 53.
- E. The term “Adult” as used in the Fee Schedule shall mean any individual eighteen (18) years of age or older.
- F. The term “Adult Plus One” as used in the Fee Schedule shall mean two (2) members of the same household (Siblings Excluded).
- G. The term “Junior” as used in the Fee Schedule shall mean any individual seventeen (17) years of age or younger, or any individual twenty-one (21) years of age or younger with valid student ID.
- H. The term ~~“5560+”~~ as used in the Fee Schedule shall mean any individual ~~fifty-fivesixty~~ (5560) years of age or older, with valid proof of age.
- I. The term ~~“5560+ Plus One”~~ as used in the Fee Schedule shall mean two (2) members of the same household, both of whom are ~~fifty-fivesixty~~ (5560) years of age or older, with valid proof of age.



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- j. The Term "~~Resident-in-district~~ Community Organizations" shall mean any non-profit 501c3 groups, civic organizations and governmental units whose place of business or operations is within the Oak Brook Park District jurisdictional taxing boundaries.
- k. The term "~~Nonresident~~ Community Organizations" shall mean any non-profit 501c3 groups, civic organizations and governmental units whose place of business or operations is outside the Oak Brook Park District jurisdictional taxing boundaries.
- l. The term "Business/For Profit Organizations" shall mean a legally recognized, company, enterprise or firm designed to provide goods and/or services to consumers and whose primary purpose is to realize a monetary gain or return for the owners or shareholders thereof.
- m. The term "Non-Profit Groups or Organizations" shall mean a tax exempt charitable, educational or service organization whose purpose is to raise and use funds to serve the public good and not to realize a monetary gain or return for the owners and shareholders thereof."

Revisions approved by Board of Commissioners: November 14, 2016  
Approved by Board of Commissioners May 9, 2011 - Resolution 11-0509  
Approved by Board of Commissioners: June 15, 2015





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### 6.3 Membership Rates for Employees of the Village of Oak Brook

The Board of Park Commissioners of the Oak Brook Park District recognizes the value of maintaining healthy work environments, and in providing physical fitness opportunities to employees, knowing that physical fitness will improve and individual's ability to perform job functions, reduce stress, and be better prepared physically and psychologically; and

~~The District and the Village of Oak Brook provide insurance to their employees through the same risk pool, and recognize the insurance costs savings in maintaining healthy lifestyles for employees of the District and the Village of Oak Brook.~~

The Board of Park Commissioners has approved a special membership category for the employees of the Village of Oak Brook, for the use of and membership in the facilities of the District, and in particular for the use of and membership ~~at Fit Central in the Fitness Center, the Family Aquatic Center~~ Swim Central, and the Tennis Center.

Employees of the Village of Oak Brook are eligible for the following membership rate:

A) Waiver of Enrollment Fee and Corporate ~~Resident in-district~~ Rate:

Effective April 12, 2010, all personnel employed by the Village of Oak Brook shall be eligible for the special Corporate Membership Rate and the initial enrollment fee shall be waived.

B) Membership Fees:

Employees of the Village of Oak Brook may enroll for membership in their choice of District facilities based on the current membership fee schedule for Corporate ~~Residents in-district~~, as posted on the District's website ([www.obparks.org](http://www.obparks.org)) or published in the District's brochure at the time of enrollment. All standard registration policies apply. Membership fees may be increased as determined by the Board.

C) Membership Enrollment Requirements:

Employees of the Village of Oak Brook are required to show a valid state I.D. and submit a letter from Village of Oak Brook's Human Resources Department, bearing the Village of Oak Brook's letterhead and verifying employment at the time of the initial membership application, which form shall be made available by the District during enrollment. On an annual basis, on the anniversary date of the initial membership enrollment, the Employee of the Village of Oak Brook is required to submit a letter from the Village of Oak Brook's Human Resources Department verifying current employment.

Approved by Board of Commissioners April 12, 2010 (Resolution 10-0415)

Approved by the Board of Commissioners: April 19, 2021



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Policy: 6.3

Approved by Board of Commissioners: June 15, 2015



Oak Brook Park District  
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## 6.4 Membership Rates for Non-Oak Brook Public Safety Personnel

The Board of Park Commissioners (the "Board") of the Oak Brook Park District (the "District") has heretofore approved a membership fee schedule for Public Safety Personnel for the use of and membership in the facilities of the Oak Brook Park District, and in particular for the use of and membership ~~in the Fitness Center at Fit Central~~, the ~~Family Aquatic Center~~ Swim Central, and the Tennis Center.

The Board recognizes the dangers all Public Safety Personnel encounter daily and wishes to continue providing physical fitness opportunities for Public Safety Personnel in surrounding communities; knowing that physical fitness will improve Public Safety Personnel's ability to perform job functions, reduce stress, and be better prepared physically and psychologically for their important roles in our communities "to protect and to serve."

The Board of Park Commissioners of the Oak Brook Park District, has approved membership rates for Non-Oak Brook Public Safety Personnel as follows:

**Section 1.** The following definition is approved by the Board for identifying persons qualified to be treated as "Public Safety Personnel":

The term "Public Safety Personnel" shall mean any individual employed by a public safety agency to provide safety and protection to the public, commonly referred to as the "core of public safety" and shall include the job descriptions of the various ranks of the agency for police officer, sheriff, fire fighter, emergency medical technician, and "911" dispatcher.

**Section 2.** The following employment categories, fees, and enrollment requirements are hereby approved by the Board for Public Safety Personnel Membership Employed by Agencies Outside of the Village of Oak Brook ("Oak Brook"):

- A) Waiver of Enrollment Fee and Corporate ~~Resident-in-district~~ Rate:  
Effective April 12, 2010, all Public Safety Personnel employed by agencies outside of the boundaries of Oak Brook, including Illinois State Police and Sheriff's officers, shall have the enrollment fee waived and shall be eligible for the Corporate ~~Resident~~-Membership Rate. The District shall continue to renew existing memberships based on the membership category effective at the time the membership was commenced, for any Public Safety Personnel employed by agencies outside of Oak Brook, whose membership was purchased prior to April 12, 2010.
- B) Membership Fees:  
Public Safety Personnel may enroll for membership in their choice of District facilities based on the current membership fee schedule for Corporate ~~Residents~~ memberships, as posted on the District's website ([www.obparks.org](http://www.obparks.org)) or published in the District's brochure at the



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time of enrollment. All standard registration policies apply. Membership fees may be increased as determined by the Board.

C) Membership Enrollment Requirements for Public Safety Personnel:

Public Safety Personnel are required to show a valid state I.D. and submit a letter from their employer's Human Resources Department, bearing the agency's letterhead and verifying employment at the time of the initial membership application, which form shall be made available by the District during enrollment. On an annual basis, on the anniversary date of the initial membership enrollment, Public Safety Personnel are required to submit a letter from the agency's Human Resources Department verifying current employment.

Approved by Board of Commissioners: April 12, 2010 (Resolution 10-0414)

Approved by Board of Commissioners: June 15, 2015

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Approved by the Board of Commissioners: April 19, 2021



Oak Brook Park District  
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## 6.5 ~~Non-Resident~~Out of District Use of the Recreation Center

The Recreation Center was constructed and established by the Oak Brook Park District (the "District") primarily for the use and enjoyment of ~~its residents~~in-district individuals, meaning those residing within the jurisdictional taxing boundaries of the park district; and

The Board of Park Commissioners of the Oak Brook Park District (the "Board") also recognizes the benefits of permitting and encouraging the use of the Recreation Center by ~~nonresidents-out of district individuals~~, meaning those residing outside the jurisdictional taxing boundaries of the park district, to defray some of its operations and maintenance costs.

It is within the sound discretion of the Board to determine, from time to time, that certain restrictions on ~~nonresidential-out of district~~ use may be necessary in order to maximize the ability of ~~District residents~~in-district individuals to use the Recreation Center, and the Board deems it to be necessary and desirable to establish a policy concerning such restrictions.

1.) It shall be the policy of the Board that limitations or restrictions on use, or times and days of use of the Recreation Center by ~~nonresidents-out of district individuals~~ may be established, or the required fees for such ~~nonresidents-out of district individuals~~ may be increased for certain programs or activities, in the discretion of the Board, in order to assure maximum use and enjoyment by ~~District residents~~in-district individuals, for reasons including but not limited to the following:

- a. Scheduling conflicts;
- b. Overcrowding of facilities or programs resulting in unreasonable waiting time or unavailability of equipment or facilities;
- c. Unavailability of supervisory staff.


Any limitations and restrictions established shall be consistent with the District's policy and practice of nondiscrimination and equal opportunity for membership and use of its facilities regardless of race, creed, color, national origin, religion, sex, sexual orientation, ancestry, age, marital status, civil union or family status, physical or mental handicap, pregnancy, or unfavorable discharge from military service.

2.) Limitations and restrictions established pursuant to paragraph 1 of this Resolution shall be included in the publications and brochures circulated by the District, and shall be posted in appropriate locations at the Recreation Center.



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Policy: 6.5

Approved by Board of Commissioners December 8, 1997 (Resolution 97-1209) 

Approved by Board of Commissioners: June 15, 2015



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## Section 6.6 Soccer Goal Safety and Education Policy

### I. Introduction and Identification of Act

This Soccer Goal Safety and Education Policy ("Policy") is adopted pursuant to the Illinois Movable Soccer Goal Safety Act, also known as Zach's Law, 430 ILCS 145/1, *et seq* (the "Act"). The Act requires the **OAK BROOK PARK DISTRICT** to create a Policy to outline how it will specifically address the safety issues associated with movable soccer goals.

### II. Definitions

The following words shall have the following meanings when used in this Policy.

"Act" means the Illinois Movable Soccer Goal Safety Act, also known as Zach's Law, 430 ILCS 145.1m *et seq*.

"Authorized Personnel" means Permitted Users and all District employees who have responsibility for or contact with Movable Soccer Goals.

"Board" means the Board of Commissioners of the District.

"District" means **OAK BROOK PARK DISTRICT**

"Movable Soccer Goal(s)" means a freestanding structure consisting of at least 2 upright posts, a crossbar, and support bars that is designed: (1) to be used for the purposes of a soccer goal; (2) to be used without any other form of support or restraint other than pegs, stakes, augers, counter-weights, or other types of temporary anchoring devices; and (3) to be able to be moved to different locations.

"Organization" means any unit of local government other than the District, and any school district, sporting club, soccer organization, religious organization, business, or other similar organization.

"Permitted User(s)" means an Organization and all of its employees, agents, coaches and volunteers, which use Property for Soccer-Related Activities.

"Policy" means this Soccer Goal Safety and Education Policy.

"Property" means real property owned or leased by the District where Movable Soccer Goals are used.

"Safety Guidelines" mean the Guidelines for Safely Securing Movable Soccer Goals attached to this Policy as Attachment 1.

"Soccer-Related Activity" means use of Movable Soccer Goals on Property, including without limitation, soccer games, scrimmages, practices and the like.

### III. Moving and Securing Movable Soccer Goals; Warning Labels

Prior to the commencement of the soccer season each year, the District will place and secure Movable



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Soccer Goals on its Property in accordance with the Safety Guidelines. Only the District shall be permitted to move any Movable Soccer Goal the District owns, installs, or places on its Property.

Thereafter, if a Movable Soccer Goal becomes unanchored or improperly secured, only Authorized Personnel shall be permitted to re-secure it in accordance with the Safety Guidelines.

A warning label such as the following shall be posted on all Movable Soccer Goals:

**ONLY AUTHORIZED PERSONAL MAY MOVE AND ANCHOR THIS GOAL. IF THIS GOAL IS NOT ANCHORED DOWN, DO NOT USE IT AND CONTACT ~~THE DIRECTOR OF PARKS AND PLANNING AND FACILITY SERVICES: 630-645-9531~~, the Oak Brook Park District at 630-990-4233** SERIOUS INJURY INCLUDING DEATH CAN OCCUR IF IT TIPS OVER.

#### IV. Routine Inspections by District

The District shall routinely inspect all Movable Soccer Goals that the District has installed or placed onto its Property to verify that they are properly secured and document such inspection in writing.

#### V. Permitted User Inspections, Placement in Non-Use Position and Notice to Players

As a condition of the use of Property, before and after any Soccer-Related Activity, Permitted Users shall make a physical inspection of each Movable Soccer Goal to assure that the goal is secure in accordance with the Safety Guidelines. If any Movable Soccer Goal is not properly secured, the Permitted User shall secure the goal in accordance with the Safety Guidelines. If the Permitted User does not have the necessary equipment to secure the goal in accordance with the Safety Guidelines, the Permitted User shall place the goal in a non-use position by laying it forward onto its front bars and crossbar and shall immediately notify the District of the location of the goal.

As a condition of the use of Property and prior to the commencement of the soccer season each year, each Organization shall advise their players and the players' parents and guardians, that Movable Soccer Goals may not be moved and that any use of a Movable Soccer Goal that is inconsistent with Soccer-Related Activity is strictly prohibited, including without limitation, playing, climbing, or hanging on any part of the Movable Soccer Goal. According to the U.S. Consumer Product Safety Commission, these activities can result in serious injury, including death. A sample notice is attached hereto as Attachment 2.

#### VI. Use of District Property by Permitted Users

A copy of this Policy shall be provided to all Organizations using the Property for Soccer-Related Activity. Prior to using Property for Soccer-Related Activity, each Organization shall provide each of its Permitted





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Users with a copy of this Policy and shall require that each of its Permitted Users comply with all applicable provisions of this Policy.

## **VII. Removal**

At the conclusion of each soccer season, the District will either remove all Movable Soccer Goals that it has installed or otherwise placed on its Property and store such goals at a secure location or otherwise secure such goals on its Property by placing the goal frames face to face (front posts and crossbars facing toward each other) and securing them at each goalpost with a lock and chain; or locking and chaining the goals to a suitable fixed structure such as a permanent fence; or locking unused portable goals in a secure storage room after each use; or fully disassembling the goals for season storage.

## **VIII. Acquisition of Tip-Resistant Movable Soccer Goals**

After the effective date of this Policy, the District will not purchase any Movable Soccer Goal unless it is tip resistant. A Movable Soccer Goal whose inside measurements are 6.5 to 8 feet high and 18 to 24 feet wide is not tip-resistant unless it conforms to the American Society for Testing and Materials (ASTM) standard F2673-08 for tip-resistant Movable Soccer Goals or is otherwise equipped with another design-feature approved by the U.S. Consumer Product Safety Commission. Notwithstanding the foregoing provisions, the District may continue to use its existing goals in a manner consistent with this Policy.

## **IX. Applicability**

If any provision of this Policy conflicts with any provision of the Act, the provisions of the Act shall prevail.

This Policy shall not create any new liability or increase any existing liability of the District, or any of its officers, employees, or agents, which exists under any other law, including but not limited to the Local Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1-101 *et seq.* Nor shall this Policy alter, diminish, restrict, cancel, or waive any defense or immunity of the District or any of its officers, employees, or agents, which exists under any other law, including but not limited to the Local Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1-101 *et seq.*

## **X. Availability of Policy**

All District employees who have responsibility for or contact with Movable Soccer Goals shall be advised of this Policy.

A copy of the Policy is available to all other employees and any member of the public by requesting a copy from: the ~~Recreation Manager—Athletics~~ Superintendent of Recreation, Oak Brook Park District. 1450 Forest Gate Road, Oak Brook IL, 60523. (630)990-4233



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Policy: 6.6

**XI. Amendments**

This Policy may be amended by the District at any time.

**XII. Effective Date**

This Policy becomes effective October 10, 2011.

Approved by Board of Commissioners: October 10, 2011  
Approved by Board of Commissioners: June 15, 2015  
Revised April 19, 2021



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## ATTACHMENT 1

*NOTE: The Guidelines for Movable Soccer Goal Safety published by the U.S. Consumer Product Safety Commission state that there are several different ways to properly secure a soccer goal and that the number and type of anchors to be used depend on a number of factors, such as soil type, soil moisture content, and total goal weight. The following guidelines are taken from the CPSC recommendations for Anchoring/Securing/Counterweighting goals. It is advisable to adapt Attachment 1 to the extent the recommendations are appropriate to a District's particular situation.*

### **GUIDELINES FOR SAFELY SECURING MOVABLE SOCCER GOALS**

According to the U.S. Consumer Product Safety Commission (CPSC), a properly anchored / counter-weighted movable soccer goal is much less likely to tip over. Accordingly, it is **IMPERATIVE** that **ALL** movable soccer goals are always anchored properly (e.g., see Figure 2 below) and that they are secured to the ground (preferably at the rear of the goal), making sure the anchors are flush with the ground and clearly visible.

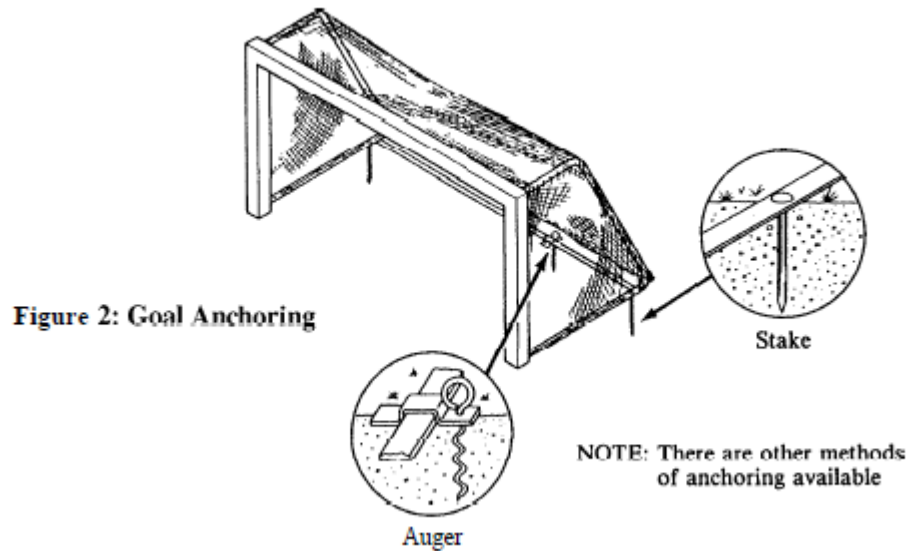
There are several different ways to secure a Movable Soccer Goal. The number and type of anchors to be used will depend on a number of factors, such as soil type, soil moisture content, and total goal weight. Each goal shall be secured in accordance with the appropriate anchoring system as set forth below.

In addition, warning labels required by the District's Soccer Goal Safety and Education Policy will be attached to each goal. Nets shall be secured to posts, crossbars, and backdrops with tape or Velcro straps at intervals of no less than one every four feet.

### **Illustrations and Recommendations according to the U.S. Consumer Product Safety Commission**



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**ATTACHMENT 1 - CONTINUED**

**Anchor Types**

**1. Auger style**

This style anchor is “helical” shaped and is screwed into the ground. A flange is positioned over the ground shoes (bar) and rear ground shoe (bar) to secure them to the ground. A minimum of two auger-style anchors (one on each side of the goal) are recommended. More may be required, depending on the manufacturer’s specifications, the weight of the goal, and soil conditions.

**Figure 3.1: Auger Style Anchor**



**2. Semi-permanent**

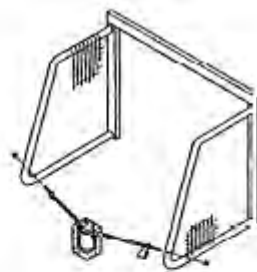
This anchor type is usually comprised of two or more functional components. The main support requires a permanently secured base that is buried underground. One type (3.2a) of semi-permanent anchor connects the underground base to the soccer goal by means of 2 tethers. Another design (3.2b) utilizes a buried anchor tube with a threaded opening at ground level. The goal is positioned over the buried tube and the



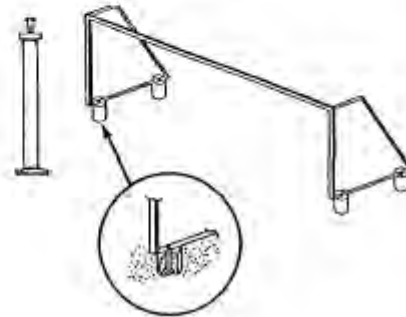
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bolt is passed through the goal ground shoes (bar) and rear ground shoe (bar) and screwed into the threaded hole of the buried tube.

**Figure 3.2a: Semipermanent Anchor**



**Figure 3.2b: Semipermanent Anchor**



### **3. Peg or Stake style (varying lengths) Anchor**

Typically, two to four pegs or stakes are used per goal (more for heavier goals) (Figure 3.3). The normal length of a peg or stake is approximately 10 inches (250mm). Care should be taken when installing pegs or stakes. Pegs or stakes should be driven into the ground with a sledge-hammer as far as possible and at an angle, if possible, through available holes in the ground shoes (bar) and rear ground shoe (bar) to secure them to the ground. If the peg or stake is not flush with the ground, it should be clearly visible to persons playing near the soccer goal. Stakes with larger diameters or textured surfaces have greater holding capacity.



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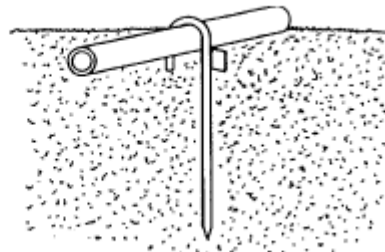
Figure 3.3: Peg or Stake Style Anchor



#### 4. J-Hook Shaped Stake style

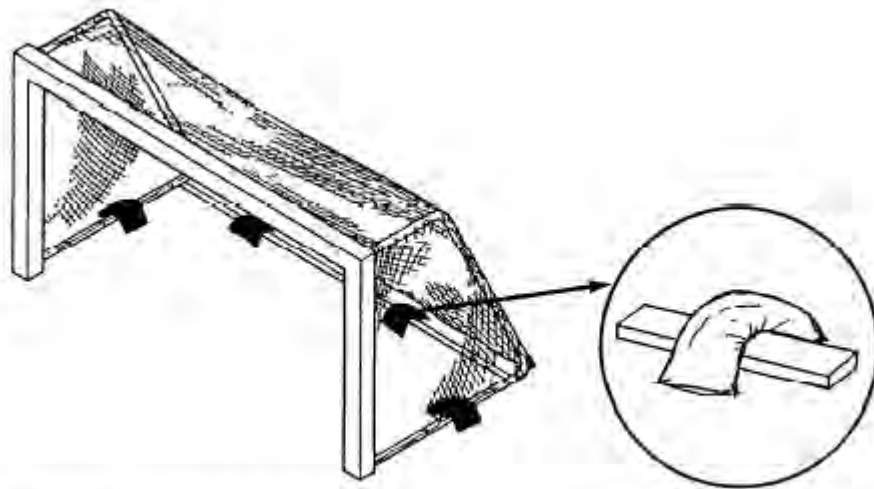
This style is used when holes are not pre-drilled into the ground shoes (bars) or rear ground shoe (bar) of the goal. Similar to the peg or stake style, this anchor is hammered, at an angle, if possible, directly into the earth. The curved (top) position of this anchor fits over the goal member to secure it to the ground (Figure 3.4). Typically, two to four stakes of this type are recommended (per goal), depending on stake structure, manufacturers specifications, weight of goal, and soil conditions. Stakes with larger diameters or textured surfaces have greater holding capacity.

Figure 3.4: J-Hook Anchor



#### 5. Sandbags/Counterweights

Sandbags or other counterweights could be an effective alternative on hard surfaces, such as artificial turf, where the surface cannot be penetrated by a conventional anchor (i. e., an indoor practice facility) (Figure 3.5). The number of bags or weights needed will vary and must be adequate for the size and total weight of the goal being supported.



**Figure 3.5: Sandbag Method of Anchoring**

(Rear) Ground Bar/Shoe



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## 6. Net Pegs

These tapered, metal stakes should be used to secure only the NET to the ground (Figure 3.6). Net pegs should NOT be used to anchor the movable soccer goal.

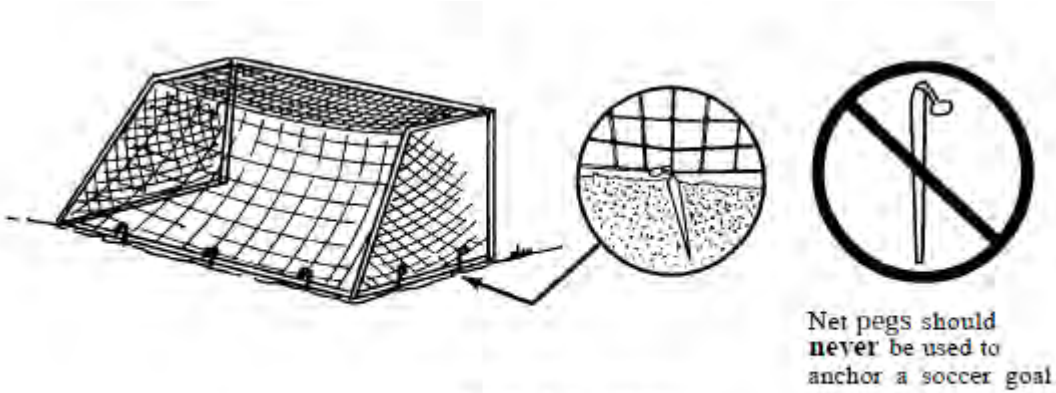


Figure 3.6: Net Pegs





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**ATTACHMENT 2**

**SAMPLE NOTICE**

**[INSERT DATE]**

**TO WHOM IT MAY CONCERN:** All parents and guardians of soccer players:

One of our primary objectives is that children have safe recreation areas. To that end, soccer goals should remain securely anchored to the ground and nets firmly attached to the goals.

In an effort to keep the goals and nets secure and children safe, you are required to advise your children/soccer players and any other person accompanying you for whom you are responsible that the following is strictly prohibited: moving any soccer goals and any use of a soccer goal that is inconsistent with soccer-related activity, including without limitation, playing, climbing, or hanging on any part of the soccer goal. This especially applies to children climbing on or hanging from nets or goal frames. According the U.S. Consumer Product Safety Commission, these activities can result in serious injury, including death.

If you observe any child inappropriately using a soccer goal or net, immediately and politely ask the child to stop. If the activity continues, please notify a coach or referee as soon as possible. Players violating this rule may be forced to sit out, at the coach's discretion.

Finally, if you see any soccer goal that is not anchored down or any net that is not firmly secured to the goal, please notify a coach or referee immediately.

Sincerely,

**[INSERT NAME]**



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Policy 6.7

Procedure for Policy 6.7

## 6.7 Procedures for Park Master Planning Processes

This procedure outlines the steps staff should take for master planning processes.

### 1. Reference plans and documentation

As leaders of the master planning process, staff will provide the Board of Commissioners, architects, contractors, consultants, and any other key individuals or groups with access to documentation and information including, but not limited to:

- Village of Oak Brook master plan
- Oak Brook Park District master ~~plan~~vision
- Oak Brook Park District community wide needs assessment
- Oak Brook Park District strategic plan
- Any other pertinent information regarding Oak Brook as well as the surrounding communities

### 2. Participation

Community input is a vital component of the master planning process. A minimum of one (1) public meeting will be held. In addition to a public meeting(s), focus groups and surveys may be utilized to gain community input. Community input should come from a variety of areas and depending on the project may include other governmental agencies, community organizations, private businesses, as well as individual citizens, and park users.

### 3. Staff involvement is crucial to effective master planning. Focus groups within the agency should be comprised of key staff members with knowledge of district operations, needs, and history. Prior to bringing master planning ideas to the public, the Oak Brook Park District must develop goals and methods to achieve those goals. This is often accomplished with the use of outside consulting through a private firm or a university. Using professional services to assist with planning can be an effective method for collecting, organizing, and processing data.

### 4. Communication with the community and among staff must be clear and concise. When conducting planning meetings, visual aids such as electronic presentations, as well as,

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Oak Brook Park District  
Administrative Policies and Procedures

Policy 6.7

Procedure for Policy 6.7

architectural renderings can be effective tools to communicate the message and plan for the district.

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Oak Brook Park District  
Administrative Policies and Procedures

Policy 6.7

Procedure for Policy 6.7

The following are guidelines which can help facilitate an efficient planning process:

- Confirm planning schedule with architect and consultants.
- Develop a web page to display progress and important information for the public.
- Develop a public relations checklist.
- Meet with staff and develop a unified message that can be communicated to the public.
- ~~Contact and confirm focus group participants.~~
- ~~Assign Park District Citizen Committee representatives to be part of the entire process.~~
- Assign a Board of Commissioners representative to be part of the entire process.
- Prepare maps of the site.
- Create sign-in sheets.
- Develop ~~flyers with the marketing team~~ marketing materials.
- Send meeting dates to all involved.
- Share information (slides, flyers, presentations, etc.) with Park District staff.
- Organize a walk-through of the site.
- Confirm planning process with all staff, architects, and consultants.

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## 6.8 Defense Against Park Land Encroachment Procedure

The Oak Brook Park District will act as a good neighbor to adjoining property owners while protecting public land against encroachment.

### Typical Examples of Park Land Encroachment:

- Expanding landscaping, gardens, planting areas on to the adjoining park land.
- Using adjoining park land as a dump for grass clippings, yard waste, and/or other debris.
- Parking a vehicle or other equipment on adjoining park land.
- Removing or planting vegetation on park land.

### The procedure for defense against encroachment is as follows:

- The Park District staff will visually inspect for potential encroachment issues during routine park visits.
- Staff will notify the ~~Director of Parks and Planning~~ Superintendent of Parks and Maintenance who will document and photograph the violation.
- The Superintendent of Parks and Maintenance ~~Director of Parks and Planning~~ will utilize plats of survey, G.I.S. maps, and site measurements to confirm the encroachment is on park land.
- On minor encroachment, the ~~Director of Parks and Planning~~ Superintendent of Parks and Maintenance will notify the encroaching property owner by mail and give a 60-day notice to remove the encroachment.
- After the 60-day notice has passed, the site will be inspected to confirm that the encroachment has been remediated.
- If the encroachment still exists after 60 days, legal counsel for the Oak Brook Park District will be contacted to determine the legal course of action to be taken in order to remedy the situation.
- All steps in this process will be documented.

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Approved: 2-6-17

Approved by the Board of Commissioners: April 19, 2021

New Business



## Oak Brook Park District

### BOARD MEETING

#### AGENDA ITEM – HISTORY/COMMENTARY

**ITEM TITLE: SECTION 6 – ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL, PART II**

**AGENDA No.: 8 A**

**MEETING DATE: AUGUST 18, 2025**

**STAFF REVIEW:** Director of Recreation and Communications, Robert Pechous:

**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 last approved the Administrative Policies and Procedures Manual on April 19, 2021.

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

The Manual will be presented to the Board in sections. The revisions include clarification of existing policies.

**ACTION PROPOSED:**

For Review and Discussion Only





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## Section 6.9 Oak Brook Park District Facility Standards

### FAMILY RECREATION CENTER

- 1) **ROOM SET UP:** All rooms should be set up no later than 20 minutes prior to the start time listed on the Daily Schedule located in the Daily Schedule Binder at the Front Desk. It is the responsibility of the custodial staff to check this binder at the beginning of their shift and to complete the room set up process. Should staff require assistance with the set up, they are to notify the Manager (s) on Duty for assistance. It is the responsibility of the custodial staff to clean the room, remove the trash, and return the tables/chairs to ~~Studio-D storage~~the dock. NO ROOM SHOULD REMAIN SET UP OVER NIGHT WITHOUT ACQUIRING PERMISSION FROM THE SUPERINTENDENT OF FACILITIES, FACILITY ~~SUPERVISOR,~~  
~~OR FACILITY COORDINATOR~~Manager .
  - a) **INTERNAL BOOKINGS:** Each Supervisor for the listed program is responsible for ~~submitting a Meeting Room/Studio Set-Up Form prior to each event. This form will be located in the Facility Set-Up binder located at the Front Desk under the corresponding date of the rental. Blank set-up forms are located on the shared drive: S:\ALL\_RECREATION\Facilities\Facility Resources\Rentals~~inputting the room set up in the ActiveNet Permit Reservation System.
  - b) **EXTERNAL BOOKINGS:** ~~The room set up is listed in the notes section of the Daily Schedule located at the Front Desk. These are printed out nightly by the front desk team for the following day~~The Facility Manager is responsible for inputting the room set up in the ActiveNet Permit Reservation.
- 2) **LOCKER ROOMS:** Refer to the Custodial Check List for additional information.
  - a) Lockers rooms should be checked ~~a~~at MINIMUM OF ONCE PER HOUR during all custodial shifts. This includes ensuring:
    - i) Lockers are closed
    - ii) No ~~towels or~~ trash are should be left on the floors or on top of lockers
    - iii) Soap and paper towel dispensers are filled
    - iv) Toilet areas are clean and toilet paper rolls filled
    - v) Showers are clean and body soap dispensers are full
    - vi) Trash receptacles are emptied
  - b) Showers are to be cleaned and scrubbed daily. This process is to be completed by the custodian working Monday-Friday during the closing shift as well as the closing staff on Saturdays and Sundays or otherwise appointed by the Superintendent of Facilities. This includes but not limited to:
    - i) Scrubbing around all fixtures



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- ii) Scrubbing walls and wall tiles
  - iii) Scrubbing the floors
  - iv) Removing any discoloration from shower rods and curtains
  - v) Power washing the shower room walk-way and each shower all individually
- 3) **COFFEE BAR:** Coffee supplies are ordered by the ~~Superintendent of Facilities~~Facility Manager. It is the responsibility of the Lead ~~Custodian to notify the Superintendent of Facilities~~Customer Service Representative to notify the Facility Manager when an order needs to be placed and to specify the product. ~~Custodial staff should check the coffee hourly and brew a new pot when necessary.~~
- 4) **MEETING ROOMS/STUDIOS:** All rooms for are to be cleaned at the end of each event. This process includes the following:
- a) Dry and wet mopping the floors and/or vacuuming carpeted areas
  - b) Cleaning windows
  - c) Cleaning mirrors
  - d) Removing tables/chairs and relocating to ~~Studio D storage~~the dock.
  - e) Trash removal and the replacement of trash liners in all receptacles
  - f) Refer to the Custodial Check List for additional information
- 5) **CORI'S WAY:** All rooms located in Cori's way (including all ~~bathrooms~~restrooms) are to be cleaned nightly after Preschool or Camp has ended for the day. ~~The bathroom located in the Play Room is to be cleaned mid-day as well as at the end of the day.~~ Refer to the Custodial Check List for additional information.
- 6) **BATHROOMSRESTROOMS:** ~~Lower level bathrooms~~Restrooms ~~as well as the public bathrooms located in the main hall~~ should be checked by the custodial staff at the beginning, mid-point, and end of each shift. The following items should be checked and all areas attended to as needed:
- a) No towels or trash ~~are left~~ on the floors or on top of counters
  - b) Soap and paper towel dispensers are filled
  - c) Toilet areas are clean and toilet paper rolls filled
  - d) Trash receptacles are emptied
  - e) See Custodial Check List for additional information
- 7) **ADMINISTRATIVE OFFICES:** The Administrative Offices are to be cleaned nightly after closure Monday-Friday, after 5pm. Offices will only be cleaned on the weekend if requested by staff.



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~~7)8)~~ **PARK MAINTENANCE GARGAGE OFFICES;** The Park Maintenance Garage Offices are to be cleaned one night ~~a~~per week, after 4:00pm. Offices will only be cleaned on the weekend if requested by staff.

~~8)9)~~ **INSPECTIONS:** Monthly inspections will be completed at the beginning of each month using Productive Parks work order system. -Inspections are to be completed by the Building Engineer, Building Technician, or another assigned staff member. It is the responsibility of the Superintendent of Facilities ~~-or the Superintendent of Aquatics-Parks~~ and Maintenance to attend to any reported deficiencies and to finalize the report once all deficiencies have been brought to standard. The monthly inspections are contained ~~within a Monthly Inspection Binder located within the Maintenance Office.in~~ Productive Parks.

~~9)10)~~ **LIGHTING:** Lighting will be fully inspected as part of the monthly facility inspection. Any staff who may notice outage(s) should promptly report the area using a Work Order Request (see Section 14).

~~10)11)~~ **CEILING TILES:** Ceiling tiles will be fully inspected as part of the monthly facility inspection. Any staff who may notice damaged or missing tiles should promptly report the area by using a Work Order Request (see Section 14).

~~11)12)~~ **CARPET/TILE CLEANING**

- a) LOCKER ROOMS are to be cleaned after hours on a monthly basis. This is the responsibility of the Lead Custodian. This includes the carpet and all hard surfaces.
- b) CORI'S WAY is to be cleaned at the beginning of the Preschool school year (end of Camp) as well as the end of the school year (beginning of Camp).
- c) STUDIO floors are to be cleaned daily as well as after each event hosted in one of the rooms. Carpet in Canterbury and Autumn Oaks should be cleaned on the same schedule as Cori's Way.
- d) GYMNASIUMS are to be cleaned with a dry mop daily by the custodial staff. Each gym (1, 2, and 3) should be machine scrubbed or wet mopped a minimum of twice per week as well as once on the weekend.
- e) ENTRANCE/LOBBY flooring is to be cleaned by dry mopping and scrubbing at the beginning of the day and as needed throughout the day.

~~12)13)~~ **VENDING MACHINES:**

- ~~a) FOOD/SNACK: The Facility Coordinator is responsible for ensuring that the vending machine is full at all times as well as stock of extra product. Money is removed from the machines a minimum of 1-day per week and tracked using the Vending Machine excel sheet located in the shared drive~~



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~~S:\ALL\_RECREATION\Facilities\Facility Resources. The money is processed through Point of Sale at the Front Desk under Vending Snacks.~~

~~b)a) BEVERAGE/PEPSI: Beverage vending is maintained by Pepsi Co. On a bi-monthly basis, Pepsi provides the Park District a check reflecting monthly sales. This payment is processed using a Miscellaneous Receivable Form as payments from the Family Recreation Center as well as the Tennis Center are on one check and processed to two separate accounts. The check along with the form are provided to the Accounting Department for processing. Vending machines are outsourced. Contact vending company representative in the case, but not limited, event that machine the machine is not operating correctly or needs re-stocking, insufficient items, power outage.~~

~~13)~~**14) CUSTODIAL SUPPLIES:** It is the responsibility of the Lead Custodian to track, order and stock all supplies necessary to operate the facility. It is the responsibility of the Lead Custodian to also inform the Superintendent of Facilities of any issues with product or recommendations of products to better clean the facility while meeting the Park District budgets.

~~14)~~**15) WORK ORDER REQUESTS:** Refer to "Procedures on Work Order Assignments in Productive Parks" located in the Policies & Procedures Manual.

~~15)~~**16) VENT CLEANING:** Exterior vent cleaning will be conducted monthly by a member of staff assigned by the Building Engineer, Building Technician or assigned staff. The process is tracked using the Preventative Maintenance portion of Productive Parks.

~~16)~~**17) HVAC:** It is the responsibility of the Building Engineer to conduct monthly preventative maintenance on ALL Park District Facilities. This process will be tracked using the Preventative Maintenance portion of Product Parks. It is the responsibility of the Building Engineer to complete the monthly report. This includes but not limited to:

- a) Inspecting and replacing filters on HVAC units
- b) Checking belts for worn areas and replacing when required
- c) Check pressure and fluid of all HVAC units
- d) Cleaning the vents and coils when necessary
- e) Inspecting and replacing filter on all VAV boxes located in the facility

~~17)~~**18) FITNESS CENTER AND GROUP FITNESS STUDIOS:** The custodial staff are responsible for maintaining the appearance and cleanliness of the fitness center and group fitness studios. The custodial team shall adhere to the established cleaning guidelines and complete the daily cleaning check-list to reflect cleaning of all areas. The Lead Custodian is responsible for ensuring custodial



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completion of tasks and responsibilities. The Fitness ~~Manager~~Supervisor is responsible for inspecting fitness equipment in the fitness center and the group fitness studios. Inspection guidelines are followed and detailed ~~on the "Weekly Inspection Sheet" and "Weekly Inspection Guide", in Productive Parks, which can be found in the Fitness Center Manual.~~ The Fitness ~~Supervisor~~Manager is responsible for ensuring these tasks are consistently completed and any corrective action needed, is taken.



## **CENTRAL PARK WEST**

- 1) **ROOM SET-UP/BREAK-DOWN:** Center Park West is to be set up and ready for the renter no later than the start time listed on the rental permit. In order to ensure appropriate set up, the event attendant or ~~Facility Coordinator~~Recreation Manager will set up the room at least 30 minutes prior to the arrival the rental time. Each renter will submit a set up form to the ~~Facility Coordinator~~Recreation Manager 2-3 weeks in advance of the event. This ~~form is located in the Central Park West Binder located in the Central Park West office.~~form is submitted by the renter through the website and/or email to Recreation Manager. ~~The set up form will be located behind the number that correlates to the date of the rental.~~ CENTRAL PARK WEST MAY NOT REMAIN SET UP OVER NIGHT WITHOUT ACQUIRING PERMISSION FROM THE SUPERINTENDENT OF FACILITIES, FACILITY SUPERVISOR, OR FACILITY COORDINATOR.
- 2) **FACILITY CLEANING AND ~~BATHROOMS~~RESTROOMS:** It is the responsibility of the custodial team to clean Central Park West on a daily basis. This includes dry and wet mopping floors, dusting and cleaning all vertical and horizontal surfaces, and thorough cleaning of the restrooms. The event attendant working the event is responsible for checking the facility and ~~bathrooms~~restrooms before and during the event to ensure that the space is clean and presentable to the renters. This includes but not limited to:
  - a) No trash or debris is on the floors
  - b) Hand soap dispensers are stocked
  - c) Toilet areas are clean and toilet paper rolls are filled
  - d) Trash receptacles are empty and cleared during the event as needed
- 2) **INSPECTIONS:**
  - a) Monthly: Inspections will be performed on a monthly basis by the Building Engineer, Building Technician, or assigned staff. Inspections will be performed in accordance with the facility inspections as stated above.
  - b) Event: An event inspection is to be completed by the Central Park West attendant at the beginning and end of the event. ~~This form is to be signed and dated by staff and attached to their time sheet for review by the Facility Coordinator. Any concerns will be notated on these inspections and will be processed utilizing the Work Order System on Productive Parks (See Section 14 of Facility Standards- Family Recreation Center). The CPW Event Inspection Form Location: S:\ALL\_RECREATION\Facilities\Facility Resources\Central Park West, Documents~~In the



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event of a reported deficiency the attendant will report to the Recreation Manager, who will submit a Work Order in Productive Parks.

- 3) **CUSTODIAL SUPPLIES:** It is the responsibility of the Lead Custodian to track, order and stock all supplies need to operate the facility. It is the responsibility of the Lead Custodian to also inform the Superintendent of Facilities of any issues with product or recommendations of products to better clean the facility while meeting the Park District budgets.
- 4) **WORK ORDER REQUESTS:** See "Procedures on Work Order Assignments in Productive Parks" located in the Policies & Procedures Manual

**AQUATIC CENTERSWIM CENTRAL AND SPLASH ISLAND**

- 1) IDPH requires all pools to be tested at a minimum, 2 times daily. The Oak Brook Park District's pools should be tested at a minimum every 3 hours while open. Additional water tests can be done as needed.
- 2) Disinfectant Levels
  - Chlorine must be kept between .5 and 5ppm. If any pool is above or below those levels, the pool must be shut down until the pools are back within range. Ideal levels of all pools should be 2-3ppm.
  - Combined Chlorine should be below 0.5 ppm. Pools must be shocked if above this level. See calculator for information on how much shock to add.
  - pH levels must be between 6.8 and 8.0. If any pool is above or below these levels, the pool must be shut down until back in the normal range. Ideal levels of all pools are between 7.2 and 7.6.
  - Alkalinity should be between 50 and 200ppm. Ideal range is between 80 and 120
  - Calcium Hardness should be between 50 and 500ppm. Ideal range between 50 and 400.
  - TDS of all pools should be under 1200.
  - Temperature
    - Lap-Between 78-81
    - Leisure- Between 84-86
    - Spa- Between 100-104
    - Splash- 70-86
    - Indoor pools will need to be shut down if less than 76, or more than 96. Spa cannot go above 104.
- 3) Filters



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- The filter pumps on all pools must remain running 24/7. If these are turned off for any length of time, the pools should not be reopened for 4 hours.





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Policy: 6.9

4) Daily tasks

- Remove broken chairs
- Pick up debris in pools and on decks
- Check that all pumps and motors are operational
- Ensure water clarity is safe for use
- Test and inspect all emergency response equipment
- Test alkalinity in all pools
- Fill acid tanks
- Fill CHL tanks

5) Weekly tasks

- Inventory chemicals and reagents
- Backwash lap pool
- Backwash leisure pool
- Backwash spa
- Clean and change strainers
- Hose off and disinfect entire deck
- Clean all stainless steel in kitchen area
- Clean pool windows
- Drain, clean, and re-fill spa
- Vacuum lap and leisure pools
- Full chemical check and document
- Clean and sweep pump room
- Switch pool heaters
- Clean decks with floor scrubber
- Check hot water heater
- Complete checklist
- Clean railings and window ledges
- Clean air intakes
- Inspect personal floatation devices
- Inspect and test ADA chair



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6) Monthly tasks

- Clean refrigerator
- Check food equipment
- Check light bulbs
- Deep clean staff room
- Clean white deck storage bins
- Inspect chlorine/acid pumps
- Check all gauges
- Check acid pump lines
- Check inside garbage cans
- Check and repair broken tiles
- Sweep and hose off slide tower and stairs
- Inspect deck drains

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Pool Chemical Measurements				
Pool	Lap	Leisure	Spa	Splash Island
Pool Size(Gallons)	109,000	45,000	1,600	23,000
Chlorine Range (Parts Per Million)	2-3 ppm	2-3 ppm	2-3 ppm	2-3 ppm
Acid Range (Parts Per Million)	7.2-7.6 ppm	7.2-7.6 ppm	7.2-7.6 ppm 7.3- 7.5 ppm	7.2-7.6 ppm 7.3- 7.5 ppm
Acid Mixture Ratio (fill when tank almost completely empty)	25 lbs (1/2 Sodium Bisulfate Bag)	37.5 lbs (3/4 Sodium Bisulfate Bag)	12.5 lbs (1/4 Sodium Bisulfate Bag)	18.75 lbs (1/3 Sodium Bisulfate Bag)
Alkalinity range (Parts Per Million)	80-120 ppm	80-120 ppm	80-120 ppm	80-120 ppm
Low Alkalinity (Raise by 10 Parts Per Million)	Add 16.34 lbs Sodium Bicarb (slurry mix)	Add 6.74 lbs Sodium Bicarb (slurry mix)	Add 0.23 lbs Sodium Bicarb (slurry mix)	Add 3.44 lbs Sodium Bicarb (slurry mix)
high chlorine (lower by 10 parts per million) <b>Emergencies only!!!!!!!!!!</b>	Add 0.62 lbs sodium thiosulfate	Add 0.28 lbs sodium thiosulfate	Add 0.01 lb of sodium thiosulfate (Small dose)	Add 0.14 lbs thiosulfate

Approved March 21, 2017



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## **Section 6.10 OAK BROOK PARK DISTRICT- FACILITY STANDARDS - Tennis Center**

The Tennis Center will be maintained according to the following standards. In addition to these standards, the Building Engineer shall complete the "Monthly Building and Fire Property Conservation Inspection Checklist" on a monthly basis and submit to the Tennis Center Assistant Manager for review.

**The following maintenance and custodial tasks will be performed three times a week or more as needed. These tasks will be completed on Tuesday, Thursday and Sunday.**

**1) Entrance and Foyer/Indoor & Out:**

- Vacuum floor in foyer
- Clean door handle and glass on doors
- Vacuum outdoor carpet/3 times week or as needed
- Dust cobwebs/twice week or as needed

**2) Locker Rooms:**

- Empty garbage
- Vacuum carpeted areas including sauna
- Clean sinks, counter tops
- Clean mirrors
- Clean and sanitize toilets and urinals
- Clean shower walls/deep clean once month
- Restock paper items and deodorant/spray
- Refill soap/shampoo dispensers as needed
- Wipe interior and exterior of lockers/ twice a month or as needed

**3) Restrooms:**

- Clean and sanitize toilet bowls and sinks
- Wet mop floor
- Clean mirrors
- Empty and clean all trash
- Dust cobwebs/twice week or as needed
- Wipe down walls/ twice month or as needed

**4) Front Desk/Lounge Area:**

- Empty and clean all trash
- Clean lounge side of court windows & trim
- Wipe down tables and chairs
- Dust cobwebs twice a week or as needed
- Clean windows twice week or as needed



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- Wet mop behind front desk twice week

5) Vending Machine Lounge Area:

- Damp wipe sink and counter top
- Empty and clean all trash
- Clean windows & trim weekly
- Dust cobwebs twice week or as needed
- Damp wipe table tops and chairs

6) Racquetball Courts:

- Wipe down drinking fountains weekly
- Dry mop & wet mop hallways
- Dust cobwebs as needed

7) Fitness Room/Elevator:

- Empty and clean garbage
- Clean windows, doors, & trim 3 times week or as needed
- Wipe down fitness equipment twice a week
- Dust cobwebs 3 times a week or as needed
- Wet mop floor
- Wipe down in and out of elevator
- Mop back elevator entrance
- Complete "Exercise Room Inspection" checklist twice per week.

**The following maintenance and custodial tasks will be performed three times a week or more as needed. These tasks will be completed on Monday, Wednesday and Friday.**

1) Entrance and Foyer:

- Vacuum outside front entrance
- Vacuum floor in foyer
- Clean door handle and glass on doors
- Remove all dust/cobwebs from corners

2) Locker Rooms:

- Clean and polish locker room entrance doors
- Empty and clean garbage
- Dust inside of lockers when needed
- Vacuum sauna
- Clean out towel bins and sanitize
- Vacuum carpeted areas



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Policy: 6.10

- Clean all baseboards when needed
- Dust and damp wipe tops of lockers
- Clean sinks, counter tops
- Clean mirrors
- Clean and sanitize toilets and urinals
- Restock paper items and deodorant/spray
- Clean toilet stall partitions
- Refill soap/shampoo dispensers
- Clean and polish all chrome plumbing fixtures
- Scrub and clean shower stall
- Scrub and remove debris from drains
- s) Clean shower curtains and mats
- t) Sanitize shower room floors
- u) Remove all dust/cobwebs from corners

3) Restrooms:

- Clean and sanitize toilet bowls and sinks
- Wet mop floor
- Clean mirrors
- Empty and clean all trash
- Damp wipe door handles and doors
- Replace paper towels and toilet paper
- Check and fill soap dispenser
- Remove all dust/cobwebs from corners

4) Front Desk/Lounge Area:

- Vacuum carpet area
- Empty and clean all trash
- Clean lounge side of court windows
- Dust/Damp wipe couches, tables and benches

5) Elevator/Back Entrance:

- Vacuum in elevator & back entrance
- Polish elevator
- Mop back entrance
- Clean windows and door

6) Vending Machine Lounge Area:

- Vacuum carpet
- Damp wipe table tops and chairs



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- Damp wipe sink and counter top
- Damp wipe exteriors of vending machines
- Empty and clean all trash
- Clean windows
- Remove all dust/cobwebs from corners
- Wipe & disinfect drinking fountain

7) Stairs and Hallways:

- Vacuum all stairways and hallways
- Dust and Damp wipe all handrails
- Dust and damp wipe all window sills
- Wet mop tile areas when needed
- Remove and dust/cobwebs from corners

8) Racquetball Courts:

- Sweep, dry mop corridor and observation area
- Clean and sanitize drinking fountains
- Sweep and dry mop courts
- Clean doors and handles
- Clean and sanitize phone
- Empty and clean garbage
- Remove all dust/cobwebs from corners

9) Exercise Room:

- Vacuum Carpet
- Damp wipe and disinfect equipment
- Empty and clean garbage
- Remove all dust/cobwebs from corners
- Clean and sanitize phone

10) Once a week outdoor restroom to be cleaned

Approved March 13, 2017



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## Section 6.11 Parks Classifications and Maintenance Standards

### Park Classifications

The Oak Brook Park District's park sites can be classified into two classifications. By identifying the class of the site, resources can be better allocated to the parks with the highest use and therefore the greatest need for frequent maintenance. Parks sites may share characteristics of both classifications; however, they are identified by their primary usage.

Class I	Moderate to heavy use on a regular or seasonal basis
Parks in Class I	Central Park
Characteristics	Parks falling into the Class I category experience moderate to high use on either a seasonal or regular basis. Examples of high use include organized athletic activities or sites with destination activities such as disc golf, ice rinks, and unique play areas.
Class II	Light to moderate use on a regular or seasonal basis
Parks in Class II	Dean Nature Sanctuary, Chillem, Saddlebrook, Forest Glen
Characteristics	Parks falling into the Class I category experience light to moderate use on either a seasonal or regular basis. Examples of light to moderate use include passive sites, neighborhood playgrounds, tennis or basketball courts, and low-use walking trails.





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## **Park Maintenance Standards**

Standardized maintenance practices are crucial in order to provide a consistent level of service to the community. Staff must work towards meeting these standards at all park sites at all times. The standards apply to both Class I and Class II sites unless otherwise noted.

### **Litter Collection**

Litter will be collected from all park sites on Monday, Wednesday, and Fridays. This includes emptying waste receptacles as well as collecting loose litter. Staff must always wear gloves when handling litter or waste.

All OBPB vehicle key chains are equipped with keys which open the dual-stream litter receptacles.

Recycling containers should be equipped with white semi-opaque can liners and waste containers should be equipped with black heavy-duty can liners.

Collected litter may be disposed in appropriate containers located at Central Park.

*\*Class II parks may only require litter collection on a weekly basis during winter months.*

### **Landscape**

Landscape should be trimmed to keep a well-manicured appearance and to ensure the safety of patrons and surrounding structures.

Landscaped beds must have a natural, spaded at a depth of 3-5 inches. This is accomplished with the use of hand tools or a powered bed-edger. Landscape beds must be mulched annually with a finely ground hardwood mulch at a depth of 2 inches.

Landscape beds must be treated with a pre-emergent herbicide before March 15<sup>th</sup> each year.

In the case of emerged invasive weeds, the preferred method of removal is by way of hand weeding. In the event that hand weeding is not a reasonable option, a Glyphosate solution may be used if prepared and applied within manufacturers specifications.

Trees should be pruned at least annually to remove dead branches and those that encroach on other structures. No overhead branch should hang lower than 6 feet with the exception of certain ornamental and evergreen trees.



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### **Turf Grass**

Turf-grass mowing may be conducted by a contractor, a Parks Department staff member, or a combination of both. Turf grass should be mowed weekly to a height of 3 inches with the exception of athletic field turf which will be mowed at 2.5 inches. Mowing patterns must alternate on weekly basis.

All parks must be string trimmed weekly to a height matching the surrounding mowed areas.

Clippings may remain on the turf provided they do not interfere with the health of the living turf.

Clippings must be cleared off any hard surface area with the use of a leaf blower, broom, or other method.

The OBPD utilizes a weed control and fertilizer program consisting of spring and fall applications to all turf grass. Additional treatments may be requested in order to manage specific pests or invasive weed species.

Turf may be repaired and restored by the use of seed or sod. Seed selection must be a minimum of 98% weed free and must include a blend of Perennial or 4-way Rye and Kentucky Bluegrass. The mixture should not have less than 40% Kentucky Bluegrass. Sod must meet the same specifications although the Bluegrass concentration will likely exceed 60%.

*\*Class I sites must have the turf aerated annually in either the spring or the fall.*

*\*Class II sites must have the turf aerated every 3 years.*

### **Playgrounds**

Playground safety is of the utmost importance. Playgrounds must be inspected on a monthly basis minimally. The inspection should be conducted and documented by a trained Parks Department staff member who has attended a playground safety workshop within the last 2 years.

Unitary surfacing must be checked for tears, holes, loose debris, and any other damage.

Engineered wood fiber surfacing must be maintained frequently to ensure that high-use "kick out" areas are raked level in order to maintain H.I.C. standards for impact attenuation.

*\*Class I playgrounds with engineered wood fiber surfacing must be visually checked twice per week.*

*\*Class II playgrounds with engineered wood fiber surfacing must be visually checked weekly.*



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## Snow Removal

Snow removal is a team effort and must be coordinated with staff. Staff in the Parks Department is the immediate response team for snow removal, however additional staff resources may be called in to deal with large amounts of snow or ice.

Snow plows will begin operations when accumulation measures 1.5 inches and above. First priorities include the Family Recreation Center and the Tennis Center. Staff should make every effort to clear these locations before 5:00am.

Sidewalks must be cleared by shovel or snow blower. Parking lots must be cleared using plow techniques that limit the amount of snow deposited in the highest use areas.

Ice melt products should be applied on parking lots and sidewalks in accordance with manufacturer's specifications after snow has been cleared and/or in the event of icy conditions. Ice melt products must be effective to a minimum of 10 degrees below zero. No rock salt should be used.

*\*Class II park sites are exempt from snow removal with the exception of the Dean Nature Sanctuary parking lot.*

## Ice Rinks

The OBPD may elect to construct temporary outdoor ice rinks during the winter months. Rinks must be constructed over a level surface of sand or on a grass field. The rink perimeter should be constructed of wood or extruded plastic side boards and secured into the ground. A clear plastic liner measuring 5 feet longer and wider than the largest dimension of the finished rink serves as the containment vessel for the water. The plastic liner should be no less than .006 mil thick.

The liner should be filled to within 2 inches of the top of the side boards, and allowed to freeze solid to a depth of not less than 2.5 inches thick.

Once frozen, the finished surface should be resurfaced with a low pressure hose as needed, but not less than once per week during the open times.

Snow may be cleared from the surface using shovels, powered brooms, leaf blowers, or snow blowers.

~~A documented inspection must take place daily during the open times.~~ Documentation of inspections start after the liner has been installed and filled with water and continue until the removal of the liner. Inspections are documented on Monday, Wednesday, and Friday, excluding holidays.



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## **Sled Hill**

The OBPD may elect to construct a sled hill during the winter months using temporary fencing to create a designated sledding area. The perimeter fencing is constructed of wooden snow fence while the interior and runoff fence is a plastic breakaway fence.

The perimeter of the sled hill is constructed using wooden snow fence, which is attached to metal “T” posts installed at intervals of 8 to 10 feet and secured using 16-gauge or stronger double-loop-end twist ties. The interior and runoff zones of the sled hill are enclosed using plastic breakaway fencing, which is installed using ground sleeves spaced every 8 to 10 feet and secured with post clips.

Directional signage will be installed around the sled hill to guide users. These signs will identify areas that are closed to sledding, as well as indicate a designated and safe route for ascending the hill.

A green flag indicates that the sled hill is open, while a red flag signals that the sled hill is closed. The sled hill will only open when the ground is frozen and there are at least two inches of snow coverage with no visible grass.

Documentation of inspections start after the installation of the fencing is completed and continues until the removal of the fencing. Inspections are documented on Monday, Wednesday, and Friday, excluding holiday.

## **Outdoor Court Maintenance**

The OBPD owns and maintains outdoor basketball, pickleball, and tennis courts. These courts should be checked as part of weekly park visits. Leaves and other foreign debris must be removed from the courts as needed. Nets should be visually checked for fraying or other disrepair, and replaced whenever necessary.

The courts are coated with an acrylic or equivalent sports surfacing. The lifespan on the coating is between 5 and 10 years depending on usage. Court surfaces must be monitored to identify any deteriorating conditions.



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### **Athletic Field Maintenance**

The athletic fields operated by the OBPD are located at Central Park and consist of one synthetic turf soccer field, natural grass soccer fields, and natural grass baseball/softball fields.

Natural grass turf on any athletic fields should be maintained according to the turf grass maintenance standards. Special care should be given to identify and repair and high traffic areas which often occur on soccer fields near goal mouths and in mid field areas.

Soccer goals can pose a hazard if not properly maintained and inspected. Goal weights or approved staking devices must be in place at all times to prevent tip-over. Goals must be visually inspected during weekly park checks and inspected/documented on a monthly basis when placed for use. Goals that are taken out of use at the end of the season should be nested together with sets facing each other, and chained together.

Baseball and softball infields require extra care to ensure playability and safe surfaces. As part of routine maintenance, clay infields should be groomed prior to games and practices using a ride-on field groomer and/or a combination of mat drags and rakes. Batter boxes and pitching areas should be hand raked and any holes or heavily worn areas should be filled in with mound clay. These areas should also be dug out and rebuilt with clay bricks set ½ inch below the finish grade on an annual basis. Clay infields should be graded to allow water to drain from the clay surface. Throughout the season the “lip” of the field where turf grass meets the infield may develop into a ridge that creates a tripping hazard and prevents proper drainage. These areas need to be monitored and removed with high pressure water or mechanical means such as raking or sweeping.

Field markings should be placed on a weekly basis on natural grass turf, preferably after a mowing. Marking paint must be used according to manufacturer’s specifications. Infields should be lined with an athletic field marking chalk prior to games using a string lining method along with a chalking device.

The OBPD requires that all field markings be free of defect, straight, and to the proper dimensions requested.

The synthetic field requires maintenance procedures unique to the FieldTurf brand surface.

The playing surface must be free of debris and contaminants. The infill level must be maintained through consistent grooming which includes mechanical sweeping, aerating, and broom finishing. The routine grooming is completed by way of the *GroomRight* equipment designed to be pulled by utility vehicle over the field surface.

Areas of high traffic must have infill material added as needed to maintain proper depth, fiber length, and seam protection. This can be accomplished using a drop spreader or sprinkling the infill material from a small bucket. Remove organic material, including animal waste, as soon as possible to prevent the growth of vegetation and bacterial growth.



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Food, sodas, chewing gum, sunflower seeds, chewing tobacco, smoking, bicycles, dogs etc. are not permitted on the field. Only use cleaning methods and products approved by FieldTurf for removing foreign substances from the field.

**Recommended Grooming Frequency:**

- Sweeping: every 4 weeks.
- Brushing: every 6-8 weeks.
- Aerating: Maximum of three times/year, ideally after every sport season, and after snow clearing, if applicable (beginning in 2nd year).
- Speed: 3 mph – always make wide turns.

**Vehicles and Equipment**

\*No vehicle or equipment should be operated by anyone other than a trained staff person.

District vehicles and equipment are to be kept in clean and working order at all times. Vehicles must be washed and interiors cleaned on a weekly basis.

Equipment such as mowers, tractors, skid steers, and other power equipment should be cleaned after use as needed.

A daily inspection must be completed and documented for vehicles, and detailed monthly inspections must be completed and documented for all high use equipment.

Drivers are qualified upon employment with the OBPD provided their job description allows for the use of vehicles or equipment. Drivers are re-qualified on an annual basis.

Routine scheduled maintenance is performed based upon manufacturer's specifications.



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### **Custodial Duties**

As part of normal care for Parks Department and public facilities, staff performs duties of custodial care including sweeping, vacuuming, mopping, wiping, and disinfecting.

The Parks Department garage should be swept on a weekly basis. Office and restrooms are cleaned on a weekly basis, preferably on Friday afternoons.

Staff must apply best practices when participating in these tasks including wearing proper PPE.

Proper cleaning agents must be used in accordance with manufacturer's specifications.

### **Frequency of Inspections**

As part of proper risk management, the OBPD regularly conducts park, facility, and equipment inspections. These inspections may or may not be documented depending on the subject.

<b>Subject</b>	<b>Classification</b>	<b>Frequency</b>
Playgrounds	Class I/II	Weekly walk through, monthly documented
Parks	Class I/II	Weekly walk through, 3 times per year documented
Athletic fields	Class I	Daily walk through in season, monthly documented
Equipment	n/a	Daily and monthly documented checks
Facilities	Class I	Daily walk though, monthly documented

Approved: March 13, 2017

Approved by the Board of Commissioners: April 19, 2021



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## 6.12 Maintaining Facility Licenses, Permits, and Inspections Procedures

To ensure the safety of Park District facilities, various licenses, permits, and inspections are required to be maintained. The following procedures are to be followed regarding these requirements.

The Park District is responsible for ensuring that its facilities and programs are safely operated. Staff is responsible for determining that all licenses, permits, and inspections are completed and records of these are kept on file as required by the Park District's Records Management Plan. This list shall be reviewed and updated annually by staff. The following list includes required licenses, permits, and inspections. However, as laws and requirements may change, it is the responsibility of the Oak Brook Park District to ensure that all applicable statutes are followed.

TN-Tennis Facility

MF-Maintenance Facility

FRC-Family Recreation Center

CPW-Central Park West

AF-Athletic Fields

PK-Parks

NFC-North Field Concessions

License/Permit/Inspection	Identify the Authority or Party Responsible	Identify the Associated Facility
Fire alarm	Oak Brook Fire Dept. / Total Fire Safety / TYCO	FRC, CPW, TN, MF, <b>NFC</b>
Fire extinguishers	Oak Brook Fire Dept. / Total Fire Safety	FRC, CPW, TN, MF, <b>NFC</b>
Sprinkler systems	Oak Brook Fire Dept. / Total Fire Safety	FRC, CPW, TN, MF, <b>NFC</b>
Preschool	Illinois Board of Education	FRC
Boiler/pressure vessels	State Fire Marshall - Traveler's Insurance	FRC
Backflow prevention	Village of Oak Brook / Taylor Plumbing	FRC, CPW, TN, MF, AF, <b>NFC</b>
Elevator inspections	Anderson Elevator Service	FRC, TN
AED	Oak Brook Park District	FRC, CPW, TN, MF, AF
Monthly Facility Inspections	Oak Brook Park District	FRC, CPW, TN, MF, AF, PK, <b>NFC</b>
Pool / Aquatics Facility General	Oak Brook Park District	FRC
Pool/ Aquatics Operations	StarGuard Elite	FRC
Pool/Aquatics Facility Chemical	DuPage County Health Department	FRC
Pool Party Room/Kitchen	DuPage County Health Department	FRC
Park and playground	Oak Brook Park District	PK
Athletic fields	Oak Brook Park District	PK
Bleachers and soccer goals	Oak Brook Park District	PK
Personal lifts	Randall Industries	FRC, TN, MF
<b>Concession Stand</b>	<b>DuPage County Health Department</b>	<b>NFC</b>

Approved February 27, 2017





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## 6.13 Assigning Maintenance and Custodial Personnel Procedures

The following procedures will be followed by all supervisors when assigning tasks to maintenance and custodial staff.

### Maintenance Personnel Assignment Procedures

Tasks will be divided into broad categories corresponding to the ~~two departments (Recreation & Facilities and Parks & Planning)~~ Maintenance departments. ~~within the Park District.~~ Employees are assigned tasks in correspondence to the level of competency of the task to be completed. Tasks will be assigned by supervisors using a computerized work order system (Productive Parks), via facility and parks maintenance checklists or informally in writing or verbally depending on the situation.

All full-time and ~~select~~ selected part-time staff ~~has~~ have been issued a unique username and password for access to submit work orders via Productive Parks. Assignments are issued at the beginning of a shift or throughout the ~~work day~~ workday, as needed. Once tasks are completed, staff ~~is~~ are required to check Productive Parks or check-in with their supervisor to complete any additional tasks.

### Superintendent of ~~Facilities and Facility Supervisors~~ Parks and Maintenance

Superintendent of ~~Facility Parks and Maintenance and Facility Supervisors~~ will assign tasks in correlation to job description to appropriate staff which may include: lighting, electrical, HVAC, plumbing, and park maintenance and custodial. Superintendent of ~~Facility and Facility Supervisors~~ Parks and Maintenance may assign tasks to: Building Engineers, Building Technicians, and Parks, and Custodial Staff.

### Superintendent of Facilities

Superintendent of Facilities will assign tasks in correlation to job description to appropriate staff which may include custodial, aquatic maintenance, facility maintenance, and general repairs. Superintendent of Facilities may assign tasks to Building Engineers, Building technicians, Facility Manager, Fitness Manager, and Custodial staff.

### Building Engineers

Building Engineers will assign tasks in correlation to job description to appropriate staff which may include: lighting, electrical, HVAC, plumbing and custodial. Building Engineers may assign tasks to: Building Technicians and in some cases, Custodial Staff.

### ~~Director of Parks and Planning~~

~~The Director of Parks and Planning will assign tasks in correlation to job description to appropriate staff which may include: grounds pruning/arboriculture, playgrounds / sports courts, fencing, exterior water features, litter / trash, snow removal, mowing, ball field grooming, lining fields, erecting/moving goals, over-seeding, aerating, top dressing, etc.~~



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~~The Director of Parks and Planning may assign tasks to: Park Technicians, Park Specialists, and Landscape Specialists and in some cases, Building Engineers.~~

Approved: March 14, 2017



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## **6.14 Work Order Assignments in Productive Parks Procedures**

The following procedures are to be followed by all staff creating, assigning and completing work orders using Productive Parks. All full-time and select part-time staff has been issued a unique username and password for access to Productive Parks.

### **Productive Parks Work Assignments**

#### **Work Orders**

Work orders are written records of performed maintenance. They are used to assign maintenance to the areas, equipment and vehicles (assets) in the Park District system. Work orders contain information about maintenance, such as where and how it is to be done, who is supposed to do it, and any supplies needed to complete it. Work orders can be created by using the Productive Parks shortcut available on all Park District computers.

#### **Creating Work Orders in Productive Parks**

1. Open Productive Parks via the desktop shortcut.
2. Log-in using your Park District email address and unique password.
3. Once successfully logged in, click the "Work Orders" drop down menu.
4. Click on "Create Work Request".
5. From the "Assets" menu, select the location of where the work order is to be completed.
6. Using the drop-down menu select the type of work to be completed.
7. Enter a subject for the work order
8. In the "Explanation" field provide a description of the work to be completed and/or issue that needs to be addressed.
9. Provide a requested done by date.
10. If applicable, click on "Choose File" to attach an image to the work order.
11. Click "Submit."

#### **Assigning a Work Order in Productive Parks**

1. Open Productive Parks via the desktop shortcut.
2. Log-in using your Park District email address and unique password.
3. Once successfully logged in, click on "New Staff Generated Work Orders" and select the work order you wish to assign.
4. Review the work order and then Click "Assign Work Order as a Task".



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5. Enter that day's date and then Click, "Select Staff" and select a staff member from the drop down list.
6. Select the "Primary Task Category".
7. Select the "Primary Task Type".
8. Choose the "Priority Level," ~~with 5 being the highest and 1 being the lowest~~ **with 1 being the highest and 5 being the lowest.**
9. If it requires use of inventory, click "Yes" under "Uses Inventory" and enter the inventory required.
10. If it has expenditure, click "Yes" under "Has Expenditure" and enter any expenditure.
11. When completed, click "Assign Task".
12. An email will then be sent to the staff chosen to complete the work order.

**Completing a Work Order in Productive Parks**

1. Open Productive Parks via the desktop shortcut.
2. Log-in using your Park District email address and unique password.
3. Once successfully logged in, click on "My Tasks".
4. Review the outstanding work orders assigned to you.
5. Click on the desired task.
6. From the drop-down menu, select "In Process" or "Complete".
7. Add any additional information in the "Staff Information" box.
8. Record any inventory used or expenditures occurred in respective boxes.
9. Click "Save".
10. An email will be sent to the work order assigner updating the status of the work order.

Approved: March 14, 2017

Approved by the Board of Commissioners: April 19, 2021



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## 6.15 Video and Electronic Surveillance Policy and Procedure

### Purpose and Principles

The Purpose of this policy is to regulate the use of security cameras on Oak Brook Park District (the "District") property.

The principles of this policy:

- Enhance the health and safety of the District attendees and protect District property.
- Respect the privacy of members of the District and guests.
- Provide transparency in the use of video camera technology towards increasing safety on District property.

Security cameras will be used in a professional and ethical manner in accordance with District policy and local, state, and federal laws and regulations.

### Definitions:

As used within this policy, the following terms are defined as follows:

**Security Camera:** a camera used for monitoring or recording public area for the purposes of enhancing public safety, monitoring restricted areas or equipment, to discourage theft and other criminal activities, and for preventing, investigating, and resolving incidents. The most common security cameras rely on closed circuit television.

**Security Camera Monitoring:** the real-time review or watching of security camera feeds.

**Security Camera Recording:** a digital or analog recording of the feed from a security camera.

**Security Camera Systems:** any electronic service, software, or hardware directly supporting or deploying a security camera.

### Responsibility and Authority

Responsibility for the oversight of park district security cameras is assigned to the Executive Director and ~~his/her~~their designees. This includes:

1. Creation, maintenance, and review of the District's strategy for the procurement, deployment and use of security cameras in accordance to the park district's policy.
2. Designation of the standard security camera system or service.
3. Authorizing the placement of all security cameras



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4. Authorizing the purchasing of any new security camera systems in accordance with the District's approved budget.
5. Reviewing existing security camera systems and installations and determining required changes.
6. Creating and approving campus standards for security cameras and their use.
7. Creating and approving the procedures for the use of security cameras.

**Security Camera Standards and Procedures**

1. Security Camera Placement
  - a. The Executive Director and administrative staff may establish temporary or permanent security cameras in public areas of the District's facilities and parks.
  - b. Audio recordings are prohibited.
  - c. Security Cameras may not be used in private areas of the park district's facilities pursuant to law including the Illinois Criminal Code or consent. Private areas include bathrooms, shower areas, locker and changing rooms.
  - d. To the maximum extent possible, security cameras shall not be directed at the windows of any private building not on District property.
2. Security Camera Monitoring and Review
  - a. Review of Security Camera Recordings
    - i. The Oak Brook Police Department may monitor and review security camera feeds and recordings as needed to support investigations and to enhance public safety.
    - ii. With the approval of the Executive Director, the Information Technology staff, or other staff designated by the Executive Director may review security camera recordings for the purpose of public safety on the park district's property.
  - b. Monitoring of Security Camera Feeds
    - i. Certain staff periodically monitor security camera line feeds for purposes of public safety.
    - ii. Monitoring individuals based on characteristics of race, gender, ethnicity, sexual orientation, disability, or other protected classification is prohibited.
3. Notification Requirements

All locations with security cameras will have signs displayed that provide reasonable notification of the presence of security cameras. At a minimum, this must include primary building entrances. All proposals for the deployment of security cameras will include proposed sites for the placement or notification signs and the text on the signs shall be subject to the review and approval of the Executive Director.



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4. Use of Recordings

Security camera recordings are used for the purposes described in the definition of a security camera. The images produced by security camera system shall only be used for:

- a. The identification of a person or persons responsible for park district policy violations, criminal activity or actions considered disruptive to normal park district operations.
- b. To assist law enforcement agencies in accordance with applicable municipal, state and federal laws.
- c. To provide a video record of incidents that can be retained and reviewed as long as considered necessary by the Executive Director or other administrative staff.
- d. Surveillance cameras are not continuously monitored and are for security purposes only.

5. Protection, Disclosure/Security and Retention of Security Camera Recordings

- a. Any security camera recordings not in use shall be securely stored.
- b. To the best of its ability the District shall retain Security Camera Recordings in accordance with the following chart unless deemed necessary for a longer retention period which is approved by the Executive Director. Recordings are limited to the storage available on the Security Camera System. When the cameras detect an increased amount of motion due to weather or other events, the systems' hard drives can be consumed faster, which can cause less than the specified length of time the recordings are available. In addition, the system doesn't have backup power so data is not recorded when loss of power is experienced.

Location	Retention Time Period
Family Recreation Center	30 days
Tennis Center	30 days
Central Park West	30 days
<u>Concessions</u>	<u>30 days</u>
<del>Family Recreation Center Parking</del> <del>Lot Central Park</del>	<del>5 days</del> <u>30 days</u>
Dean Nature Sanctuary	5 days

- c. Any security camera recording that has been used for the purpose of this policy shall be dated and retained.
- d. Requests for viewing security camera recordings must be made in writing to the Executive Director or the Freedom of Information Act Officer. If the request is granted, the security camera footage to be viewed will be prepared in accordance with the Freedom of



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Information Act to prevent the invasion of privacy and to protect the identity of non-involved individuals and children under the age of 18.

- i. The viewing of the security camera recordings must occur in the presence of the Executive Director or other designated employee. Under no circumstance will the District's video recordings be duplicated and/or removed from District premises unless in accordance with a court order and/or subpoena.
  - e. The Executive Director must authorize access to all security camera recordings.
- 6. Destruction or Tampering with Video Surveillance Technology.  
Any person who tampers with or destroys a video surveillance camera or any part of the video surveillance system will be subject to appropriate administrative and/or disciplinary action, as well as possible criminal charges.

Approved by Board of Commissioners: September 18, 2017





## 6.16 Outstanding Accounts Receivable

### Accounting Aging Report (A/R) Procedure

1. The Accounting Aging report is generated on a monthly basis by the Park District supervisor or manager within the designated department areas including facility memberships as well as facility rental and fitness services. For Park District programs, the Registration Coordinator is responsible for generating program A/Reports and addressing outstanding balances for Park District program services.
2. At the beginning of each month, outstanding balances are reviewed and addressed by the staff person responsible for each departmental area. The Registration Coordinator is responsible for tracking, reviewing, and addressing outstanding balances on a weekly basis.
3. Attempt of collection is made for 30, 60, 90-day balances. The customer is contacted via phone and e-mail to obtain updated credit card information to be used for future payments as well as any outstanding household balances.
4. If the customer does not provide an updated credit card nor pay outstanding balances, customers who have 30 to 60 days balances are advised of the possibility of limited access to the facility as well as Park District programs and services if the pending balance is not paid.
5. After 90 days, customers are sent an email stating access to the Park District facility and/or Park District programs or services may be denied based upon outstanding balance. The account is placed on hold and/or the membership is suspended and program access is declined until account information is updated and pending balances are paid in full.
6. The method is followed, tracked, and addressed by each department on a monthly basis.
7. If the situation should occur in which a Park District staff person has a household balance at or beyond 60 days, the Superintendent of the department is contacted to address the outstanding balance. If the account balance is outstanding beyond 90 days, the Deputy Director and Executive Director are notified. Action is requested from the staff person to promptly address and rectify the outstanding balance.
8. Once the outstanding balance has been rectified and updated credit card information has been obtained for membership or for future services (if applicable), the customer or District team member may resume participation within Park District programs, services, and facility membership.



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## 6.17 Vehicle Idling Policy

The Oak Brook Park District understands that emissions from idling vehicles contributes significantly to air pollution, climate change and increased rates of cancer, heart and lung diseases, which adversely affect health. Emissions from idling vehicles significantly affects the natural environment and economic wellbeing of residents, guests, and visitors of the Oak Brook Park District.

All Oak Brook Park District motor vehicles, including trucks, suv's, utility equipment, golf carts, and any other motorized vehicles, shall not be allowed to idle for longer than three minutes.

Vehicles equipped with auto-start/stop technology shall keep the feature activated. This policy shall apply to all gasoline and diesel-powered motor vehicles.

### Exceptions to this policy are as follows:

- A. The vehicle is forced to remain motionless on a public road because of traffic conditions.
- B. The vehicle is an emergency vehicle used in an emergency situation.
- C. Vehicle idling is necessary for auxiliary power for Park District equipment, refrigeration units, loading/unloading lifts, etc.
- D. Vehicle idling is necessary for repair or inspection of the vehicle.
- E. The health or safety of a driver or passenger requires the vehicle to idle, including instances where the temperature is below 32 degrees F or above 90 degrees F.



## Oak Brook Park District

### BOARD MEETING

#### AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: SOLAR POWER PURCHASE AGREEMENT**

**AGENDA NO.: 8 B**

**MEETING DATE: AUGUST 18, 2025**

**STAFF REVIEW:**

Deputy Director, 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):**

In June 2025, Requests for Proposal were solicited for a solar photovoltaic power purchase agreement at the Family Recreation Center. Of the responses received, the District considered the proposals from ForeFront Power and DSD Renewables.

At the July 21, 2025 Regular Board Meeting, the Board accepted the proposal from ForeFront Power subject to successful contract negotiations for a Power Purchase Agreement between the Oak Brook Park District and ForeFront Power.

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

ForeFront Power has provided general and special conditions contracts to the District for review. Those contracts are being reviewed by the District's legal counsel who are also drafting recommended edits and protections. The draft contracts will be provided to the Board of Commissioners as quickly as possible.

**ACTION PROPOSED:**

For Review and Discussion Only



## Oak Brook Park District

### BOARD MEETING

#### AGENDA ITEM – HISTORY/COMMENTARY

**ITEM TITLE: SECTION 1 – ADMINISTRATIVE POLICIES AND PROCEDURES REVISION: INCLUSION OF THE PLEDGE OF ALLEGIANCE**

**AGENDA No.: 8 C**

**MEETING DATE: AUGUST 18, 2025**

STAFF REVIEW:

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):**

Commissioner Chan recommended that the Pledge of Allegiance be recited at the start of every public Park District Board meeting. Revisions to Section 1 of the Administrative Policies and Procedures Manual was last approved on July 21, 2025.

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

The U.S. flag would be placed in a clearly visible and unobstructed location within the meeting room, and all attendees would be asked to stand, if able, during the recitation. This addition would be reflected in Section 1 of the Administrative Policies and Procedures under the order of business as item number 2, immediately following the call to order and the roll call.

**ACTION PROPOSED:**

For Review and Discussion Only



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### 1.1. Rules of the Board of Park Commissioners

The Board of Park Commissioners of the Oak Brook Park District (the "Board") shall operate in accordance with the Illinois Park District Code, 70 ILCS 1205/1 *et seq.* (the "Park District Code") and all applicable local, state and federal laws, rules and regulations (collectively "state and federal law(s)"). The following rules shall also govern the operation and conduct of the Board (the "Rules"). Should any conflict arise between any provision or policy included in these Rules and any state and federal law(s), the applicable state and federal law(s) shall govern and control.

#### I. MEETINGS

A. Generally. All regular, rescheduled, public and special meetings of the Board shall be posted and open to the public as provided in the Illinois Open Meetings Act, 5 ILCS 120/1 *et seq.* ("Open Meetings Act").

#### B. Regular Meetings.

1. A schedule of all regular schedule Board meetings for the calendar year shall be made available at the beginning of each calendar year in accordance with the Open Meetings Act ("Annual Meeting Notice"). The Board shall hold its regular meetings on the third (3rd) Monday of each month, at 6:30 p.m., at the Oak Brook Park District Recreation Center, or at such other time and location as may be specified in the Annual Meeting Notice, unless a regular meeting is rescheduled as provided in Paragraph B.2 of this Section.

2. If a majority of the Commissioners approves any changes to the Board's regular meeting dates set forth in the Annual Meeting Notice, the Executive Director shall provide at least ten (10) days' notice of such change by publication in a newspaper of general circulation in the District. Notice of such change shall also be given to all Commissioners and to any news medium that has annually requested notice of meetings, and by posting notice of such change at the District's Administration Office of the Family Recreation Center and the District's website. R

#### C. Annual Meeting

The annual meeting of the Board of Park Commissioners shall be conducted in May in each year during the Board's regularly scheduled meeting, at the Oak Brook Park District Family Recreation Center, 1450 Forest Gate Road, Oak Brook, 60523.

D. Special Meetings. In accordance with the Park District Code, special meetings of the Board may be initiated at the request of the President or any two Commissioners. At least forty-eight (48) hours before such a special meeting, the Executive Director shall provide notice of the date, time, place and agenda for such special meeting to all Commissioners and to any news medium



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that has annually requested notice of meetings, and shall post notice of such meeting at the District's Recreation Center and on the District's website.

E. The Executive Director or their designee shall be responsible for providing notice of all regular, special and rescheduled meetings in accordance with the requirements of the Open Meetings Act.

F. Agenda. The Executive Director is responsible for the preparation of the agenda for all Board meetings including committee meetings. A Board packet for the regular Board meeting including the meeting agenda, will be provided (delivered or emailed) to all Commissioners no less than 48 hours in advance of the meeting, or otherwise in accordance with the Open Meetings Act. The agenda shall also be sent to any news medium that has annually requested notice of meetings and shall notice of such meeting shall be posted at the District's Recreation Center and on the District's website.

G. Quorum. Three members of the Board or committee physically present at the location of a lawfully scheduled and noticed open or closed meeting, shall constitute a quorum for each Board or committee meeting and for the transaction of business. The affirmative vote of 3 Board members is necessary to adopt any motion, resolution, or ordinance, unless a greater number is otherwise required by any law.

H. Closed Meetings. By a vote of a majority of the Commissioners present, the Board or any Board committee may hold meetings closed to the public or close a portion of any meeting to discuss matters exempted from public discussion under the provisions of the Open Meetings Act. Any such closed meetings shall be scheduled, conducted, and recorded in accordance with the Open Meetings Act. No final action may be taken at a closed meeting.

I. Commissioner Attendance by Other Means. If a quorum of the members of the Board is physically present, a majority of the Board may allow a member to attend the meeting by video or audio conference, but only in accordance with the requirements of the Open Meetings Act and the following requirements:

1. The member is prevented from physically attending because of (i) personal illness or disability; (ii) employment purposes or the business of the District; (iii) a family or other emergency; or (iv) unexpected childcare obligations. The Board may also conduct meetings remotely in the event the Governor or Illinois Department of Public Health has issued a disaster declaration related to public health concerns pursuant to 5 ILCS 120/7(e).
2. The member notifies the Board secretary before the meeting unless advance notice is impractical.



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3. All required notice of the meeting has been provided as required by the Open Meetings Act.
4. The member participating remotely and other Board members must be able to communicate clearly and effectively, and members of the audience must be able to hear all communications.
5. Minutes of any such meeting must: a) record the Board's vote authorizing the Board member to attend by video or audio; and b) reflect and state specifically whether each Board member is physically present, present by video, or present by audio means. The minutes shall include any statements made or vote taken by the absent member who participated in the meeting by video or audio conference.



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## II. COMMISSIONERS

### ROLE

The role of the Park District Board Commissioner is to serve the patrons of the Oak Brook Park District by understanding the needs of the community and by providing strategic direction and support to staff to meet those needs.

### TERM OF SERVICE

The Park District Board Commissioner is elected by residents within the Oak Brook Park District's jurisdictional boundaries to serve a 6-year term. A Commissioner may be reelected to serve an unlimited number of 6-year terms.

### RESPONSIBILITIES

The responsibilities of a Park Board Commissioner shall include but are not limited to the following:

- Communicate with the public to gain an understanding of their needs to ensure the Park District is meeting those needs.
- Help set a strategic direction that adopts goals relating to the vision and mission of the District.
- Adopt policies based on well researched guidance from the Executive Director that allow the District to run efficiently, effectively, legally and ethically.
- Be well versed on the Park District's mission, services, policies and programs.
- Be an advocate for the District by identifying personal connections, networks and partnerships to secure financial resources and influence public policy to achieve its mission.
- Follow conflict of interest and confidentiality policies of the Board and assist the Board in carrying out its fiduciary duties.
- Promote the image of the District.
- Monitor the finances of and protect the assets of the Park District.
- Develop a solid understanding of laws, policies, and procedures associated with Board service.
- Board members are expected to attend scheduled meetings, thoroughly review board packets and related materials in advance, and actively participate in discussions to fulfill their decision-making responsibilities effectively.





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- Elect Board Officers – President, Vice President, Secretary and Treasurer.
- Attend and participate in special events and District functions.
- Hire, terminate, supervise, evaluate and support the Executive Director.
- Attend Board retreats, in-service workshops, required training, and participate in other Board development activities.
- Comply with the Code of Ethics and Conduct as set forth in the Rules and adhere to all other policies set forth in this Manual.

TRAINING

Board members shall develop a solid understanding of laws, policies, and procedures associated with serving on the Board, including but not limited to:

- Rules of the Board of Park Commissioners as set forth in this Section 1.1 of the Manual;
- Park District Code;
- Open Meetings Act;
- Freedom of Information Act;
- State Officials and Employees Ethics Act;
- Local Government Travel Expense Control Act; and The District's Non-Discrimination and Sexual Harassment Policies

III. BOARD ETHICS AND CODE OF CONDUCT

The following Ethics and Code of Conduct ("Code of Conduct") are the rules of behavior by which the Commissioners shall abide including the principles, standards and ethical expectations that Commissioners must meet as they interact with and on behalf of the District.

A. ETHICS

Board members are expected to be of high moral and ethical character and work together as a team to serve the community by delivering top quality park and recreational opportunities. Each Board member is expected to act in the best interests of the District and be free of outside influence and self-interests. In accordance with this policy, Board members will educate themselves about and comply with all other federal, state and local laws, regulations, and



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ordinances applicable to the conduct of the Park District's elected officials. These include but are not limited to, the Open Meetings Act (5 ILCS 120/1 *et seq.*), the Public Officials Prohibited Activities Act (50 ILCS 105/0.01 *et seq.*), the State Officials and Employees Ethics Act (5 ILCS 430/1-1 *et seq.*), the Government Ethics Act (5 ILCS 420/1-101 *et seq.*), the official misconduct and public contracts provisions of the Illinois Criminal Code (720 ILCS 5/1-1 *et seq.*), the Illinois Human Rights Act (775 ILCS 5/1-101 *et seq.*), the District's own Ethics Ordinance 04-0510 (*See Appendix A*), and any and all other applicable conflicts of interests provisions, whether established by federal, state or local laws or by common law.

The patrons of the Oak Brook Park District are entitled to fair, ethical, and accountable local government. To maintain this, the Board commits to the following principles:

1. **Act in the Public Interest**

Board members shall serve the common good of the public, ensuring fair and equal treatment of all persons and transactions. Board members shall be motivated only by a desire to serve the citizens and the District. Board members represent all residents of the District and should avoid representing special interest groups.

2. **Comply with Laws**

Board members shall comply with all applicable federal, state, and local laws in conducting their public duties. The Board, as a whole, is the legal corporate authority of the District. As an individual, a Board member has no legal authority to determine policy, give directions to District personnel, to act or speak for the Board unless specifically authorized to do so by official Board action, or to expend funds or incur liability of the District.

3. **Exemplary Conduct**

Board members shall maintain exemplary professional and personal conduct, avoiding even the appearance of impropriety. Board members shall refrain from abusive behavior, personal accusations, or verbal/physical attacks against others.

4. **Respect for Process**

Board members will work with the Executive Director and shall perform their duties according to established processes and rules, ensuring meaningful public involvement and orderly policy implementation. Board members should respect the Board's commitment to implement its policies through the Executive Director and to rely on the Executive Director to handle the administrative and operational functions of the District.

5. **Respect for Time**

Spend time in Board Meetings on strategic planning, policies, and procedures, not on operational details that are the Executive Director's responsibility.

6. **Board Meetings**

Board members shall prepare for and focus on the business at hand, listen attentively, and avoid disrupting meetings.



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**7. Commitment to Attendance and Preparation**

Board members are expected to attend scheduled meetings, thoroughly review Board packets and related materials in advance, and actively participate in discussions to fulfill their decision-making responsibilities effectively.

**8. Merit-Based Decisions**

Board members shall base decisions on the merits of the matter at hand, not on unrelated considerations.

**9. Transparent Communication**

Board members shall disclose any substantive information received outside the public decision-making process before considering the matter.

**10. Conflict of Interest**

Board members shall avoid using their positions to influence decisions in which they have a material financial interest or personal relationship, disclosing conflicts and recuse themselves from all discussion, deliberation and vote taken about the issue as required by applicable state and federal law.

**11. No Gifts or Favors**

Board members shall not accept gifts or favors that might compromise their judgment or actions.

**12. Confidentiality**

Board members shall respect the confidentiality of certain information and not use it for personal gain. Board members shall respect the confidentiality appropriate to issues of a sensitive nature and maintain the confidentiality of matters discussed in closed session unless the discussion is contained in the minutes of the closed session and the Board has voted to release the minutes of the closed session to the public.

**13. Use of Public Resources**

Board members shall not use public resources for private gain or personal purposes.

**14. Representation of Private Interests**

Board members shall not represent private interests before the Board or any committee of the District.

**15. Advocacy**

Board members shall represent official policies when authorized and clearly distinguish personal opinions from those of the Board or District.

**16. Unity**

In the discharge of their duties, Board members act collectively as a Board not as individuals. Board members should abide by the majority vote of the Board and support the determination of that majority. A Board member should not speak for the Board unless authorized to do so by the Board. Board members should align themselves with Board policies, goals, and objectives.

**17. Policy Role**

Board members shall respect the governance structure and not interfere with



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administrative functions or staff duties.

**18. Positive Work Environment**

Board members shall support a positive and constructive workplace for District employees and the public

**19. Non-Discrimination; Non-Harassment Policy** –Board members shall comply with the District’s non-discrimination non-harassment policies.

**B. CONDUCT**

This section outlines the rules of conduct by which the Commissioners shall abide with respect to each other, District staff, constituents, and others when representing the Oak Brook Park District. The guiding principle is "respect."

**1. Board Member Conduct with One Another**

While Board members have diverse backgrounds, values, and goals, Board members share a common commitment to the community. Board members must therefore respect each other and maintain a professional demeanor toward each other and work collectively, prioritizing the best interests of the Park District. The following are guidelines for Board member’s conduct with one another:

**a) In Board Meetings:**

- **Use Formal Titles:**  
Refer to each other formally (e.g., President, Vice President, Treasurer, Commissioner).
- **Practice Civility and Decorum:**  
Criticism should be respectful and constructive. Avoid abusive, slanderous, or threatening comments or actions.
- **Honor the President's Role:**  
Support the Board President in maintaining order and focus during meetings. Follow parliamentary procedure to voice objections.
- **Effective Problem-Solving:**  
Demonstrate how diverse views can lead to compromises benefiting the community.

**b) In Private Encounters:**

- **Maintain Respectful Behavior:**  
Show the same respect in private as in public discussions.
- **Be Mindful of the Freedom of Information Act:**  
Treat voicemails, emails and any method of communication as potentially being subject to disclosure in response to a FOIA request.



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- **Recognize Public Presence:**  
Board members' actions and words may be publicly scrutinized, and private conversations can become public.

## 2. Board Member Conduct with District Staff

Effective governance relies on cooperation between Board members and staff. Mutual respect between Board members and staff is essential. The following are guidelines for Board member's conduct with Park District staff:

- **Treat Staff as Professionals:**  
Board members shall exercise professionalism in all interactions with staff. Board members must communicate with and treat all District staff equally and without impartiality or bias. .
- **Do Not Disrupt Staff:**  
Be respectful of staff's time and avoid interrupting the Executive Director and other District staff during their work unless an emergency exists. To the extent possible, schedule meetings in advance.
- **Avoid Public Criticism:**  
Do not criticize staff publicly or directly; address any direct or indirect concerns regarding District staff privately with the Executive Director.
- **No Political Solicitation:**  
Do not solicit political support from staff. Staff may support candidates as private citizens outside of work hours and the workplace.

## 3. Board Conduct with the Public

Board members are expected to maintain professionalism at all times when representing the Park District in public settings.

### a) Board Member Conduct in Board Meetings:

- **Be Welcoming:**  
Make the public feel welcome at Board meetings. Show respect and professionalism to all speakers. While questions for clarification are allowed, the primary role during the Open Forum is to listen.
- **Be Fair and Equitable:**  
The Board President will announce time limits at the start of Open Forum, which is generally five minutes per speaker. Respect the speaker's time to speak.
- **Active Listening:**  
Actively listen to any speaker at a Board meeting, attempt to make eye contact with the speaker and avoid disrupting the speaker or otherwise engage in any display of



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disrespect.

- **Maintain an Open Mind:**  
Allow individuals of the public to challenge or provide constructive criticism regarding the Board's decisions, policies, or general governance. Board members may ask for clarification from the speaker but avoid debate and argument.
- **No Personal Attacks:**  
Avoid personal attacks in any circumstance. Be mindful of body language and tone of voice to prevent appearing intimidating, harassing, or aggressive.
- **Follow Rules Established for Open Forum:**  
Review and be knowledgeable regarding the Rules Established for Open Forum. .
- **Calm and Focused Discussions:**  
If speakers become flustered or defensive, the Board President is responsible to maintain order and decorum. Board members may ask questions to clarify or expand information the speaker is providing but should not engage in debate with the speaker.

**b) Board Conduct in Unofficial Settings:**

- **Confidentiality**  
Board members shall respect the confidentiality appropriate to issues of a sensitive nature and maintain the confidentiality of matters discussed in closed session unless the discussion is contained in the minutes of the closed session and the Board has voted to release the minutes of the closed session to the public.
- **Make No Promises:**  
Board members must always keep the best interests of the District in mind and conduct themselves accordingly. Board members represent all residents of the District and should avoid representing special interest groups. When asked about Board actions or opinions, provide a brief overview, if appropriate and subject to any confidentiality requirements, and refer to staff for further information. Do not promise specific actions or outcomes on behalf of the Board or staff. Board members should also avoid making public promises or statements regarding their votes or position on an issue prior to an official meeting.
- **Avoid Personal Comments:**  
Board members may disagree on an issue but should abide by the majority vote of the Board and support the determination of that majority. Board members should align themselves with Board policies, goals, and objectives. Board members should not publicly make derogatory comments about other Board members.
- **Remember Your Role:**  
Board members are constantly observed by the community, and it is important to act with professionalism, honesty and respect, always reflecting the dignity of the position.



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**4. Elected and Appointed Officials' Conduct with the Media**

a. The Executive Director is the official spokesperson for the Park District matters. If an individual Board member is contacted by the media, the Board member should direct the requester to the Executive Director or the Board's designated spokesperson.

b. Under some circumstances it may be appropriate for the Board President or a designated Board spokesperson to speak to a media representative about a matter with which that Board member has particular experience or expertise.

If the Board member chooses to engage with the media, they should be clear about whether their comments represent the official Park District position or a personal viewpoint. The following is also recommended:

- i. Do not make statements "off the record." Most members of the media follow journalistic ethics and can be trusted to keep their word but one poor experience with an unethical journalist can be catastrophic. Words that are not said cannot be quoted.
- ii. Choose Words Carefully and Cautiously  
Comments taken out of context can cause problems. Be especially cautious about humor, sarcasm, or word play. It is never appropriate to use personal slurs or swear words when talking with the media.



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C. COMPLAINT PROCESS

**1. Eligibility**

In the event a Park Board Commissioner is in violation of the Code of Conduct as provided herein or has otherwise engaged in misconduct, any Park Board Commissioner is eligible to file a complaint against another Commissioner ("Complaint").

**2. Guidelines** - Complaint against any Commissioner shall be managed as follows:

- a) Complaint is filed and the procedure set forth in Section 3 is followed.
- b) Commissioner Due Process Rights. The named Commissioner in the Complaint shall have the following rights in the Complaint process:
  - The opportunity to respond to the substance of the Complaint;
  - The opportunity to address any and all witnesses;
  - The opportunity to review and respond to any and all documents related to the Complaint;
  - The opportunity to have a Hearing, as defined below, on the allegations set forth in the Complaint; The opportunity to participate in any informal resolutions; and
  - The opportunity to speak to the nature of any sanctions sought to be imposed if and to the extent the Board determines sanctions are appropriate, as provided for herein.
- c) Neither the Commissioner making the Complaint in good faith nor the Commissioner against whom the Complaint is directed shall be subjected to any unjust treatment.
- d) The Board and the Commissioner named in the Complaint may agree to an extension of time needed to comply with the Complaint procedures set forth herein .
- e) The Commissioner filing the Complaint may submit a written request to amend or withdraw their Complaint at any time.

**3. Procedures**

- a) Complaints will be processed in the following manner, within the stated time limits:

**Step I: Initial Complaint**

- The Complaint shall be presented to the Board President.
- Within ten (10) working days from the date of the conduct complained of, or as soon thereafter as practicable, considering the Board's meeting schedule, the Board President shall present the Commissioner named in the Complaint with the written Complaint,.





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- After presenting the Complaint to the accused Commissioner, the Board President will convene a closed session within 30 days or at the next available Board Meeting, whichever occurs first, in accordance with Section 2(c)(1) of the Open Meeting Act, 5 ILCS 120/2(c)(1), for purposes of discussing the Complaint as set forth in Step II.

**Step II: Presentation of Complaint/Hearing with the Board**

- The Complaint will be presented in a closed session, at a time determined by the Board President ("Initial Closed Session Meeting"). The accused Commissioner shall be given no less than twenty-four (24) hours' prior notice of Initial Closed Session Meeting. The Board President will present the Complaint to the entire Board. The accused Commissioner will then have an opportunity to respond to the Complaint. Only information pertinent to the Complaint shall be discussed at the Initial Closed Session Meeting.
- If the matter is not resolved upon this initial presentation and discussion of the Complaint, the matter shall be advanced to a formal Hearing before the Board, as provided in Step III.

**Step III: Sanction Procedures**

- In the event the Board determines the alleged violation in the Complaint warrants discipline of the Commissioner, the matter shall be scheduled for a hearing before the Board ("Hearing"). A Hearing in closed session shall be scheduled by the Board President at a time and date convenient for the accused Commissioner, however, in no event shall the Hearing be held beyond a period of thirty (30) days from the date of Initial Closed Session Meeting, unless good cause is shown for said extension.
- The Board President shall present the information and evidence relating to the Complaint. The accused Commissioner will then be afforded an opportunity to respond to the allegations in the Complaint and to provide and offer any information or evidence in support of his or her defense against the allegations in the Complaint. Thereafter, the Board will deliberate in the presence of the accused Commissioner and will determine whether or not sufficient information was provided to support the allegations in the Complaint and, if so, whether discipline of the accused Board Member is necessary and/or appropriate.
- When a violation is determined by a vote of two-thirds (2/3) of the entire Board, after affording the accused Commissioner an opportunity to be heard, the Board



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may impose discipline, as provided for herein. The discipline imposed shall be determined based upon the same two-thirds (2/3) vote of the Board. The Board can thereafter determine by a two-thirds (2/3) vote as to whether any discipline imposed shall be done in open or closed session meeting of the Board.

**Step IV: Decisions Final**

- It is understood that the decision, as reflected in a vote of two-thirds (2/3) of the entire Board shall be a final decision. The Board shall maintain all Board meeting minutes as required by law.

**4. Forms of Discipline:**

- The accused Commissioner will not be subject to discipline in the event a determination is made that the allegations in the Complaint were false or sanctions are otherwise not warranted.
- If after the Complaint and a Hearing is completed as outlined above, a determination has been made that the Commissioner violated the Code of Conduct, the Rules, or any state or federal law, the Board may impose a disciplinary action against said Commissioner. The determination to impose said sanction must be approved by a vote of two-thirds (2/3) of the entire Board. Corrective measures or discipline will be appropriate to the alleged violation, considering the facts and circumstances and applicable law. Such discipline may include but not be limited to the following:

**a. Oral Reprimand/ Censure**

**b. Written Reprimand**

- If the violation is more serious in nature or is a continuation of a previously determined violation.

**c. Meeting Suspension**

- If the violation is more serious in nature or is a repeat or continuation of a previously determined violation.



## Oak Brook Park District Board of Commissioners

### BOARD MEMBER STATEMENT

As a Board member of the Oak Brook Park District Board of Commissioners, I agree to uphold the Code of Ethics and Conduct ("Code of Conduct") set forth of Rules of the Board of Park Commissioners, Section 1.1 of the Oak Brook Park District's Administrative Policies and Procedures Manual. In my role as a Board member, I agree to conduct myself in accordance with the Code of Conduct. In support and furtherance of this statement, I shall:

- Recognize the worth of individual Board members and appreciate their individual talents, perspectives, and contributions;
- Help create an atmosphere of respect and civility where individual Board members, staff and the public are free to express their ideas and work to their full potential;
- Conduct my public affairs with professionalism, honesty, integrity, fairness, and respect for others;
- Respect the dignity and privacy of individuals and organizations;
- Keep the common good as my highest purpose and focus on achieving constructive solutions for the community;
- Avoid and discourage conduct which is divisive or harmful to the best interests of the Oak Brook Park District; and Treat all people with whom I come in contact in the way I wish to be treated.



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IV. BOARD OFFICERS

The officers of the Board of Park Commissioners shall be President, Vice President, Secretary, and Treasurer as prescribed by law, and such assistants and other officers as may be chosen by the Board.

All officers shall be elected by the Commissioners at the Board's annual meeting as provided in Section 1.C, and at such other times as a vacancy occurs. Officers shall hold office until the next annual meeting and until their successor is chosen. Vacancies may be filled by appointment by a majority of the remaining members of the Board at any Board meeting. In the case of the temporary absence or inability of any officer to act as such, the Board may fill the office *pro tempore*.



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A. PRESIDENT:

The President of the Board is the presiding officer at all meetings of the Board and shall seek to include all Commissioners present in the Board's discussions at any meeting.

The President's vote shall be called for on all matters before the Board in the normal voting rotations with other Commissioners.

ROLE

The role of the President is to lead the Board of Commissioners in setting a strategic direction for the Park District to serve the needs of the community.

TERM OF SERVICE

The President is elected by the Board of Commissioners for a one-year term. A Commissioner may serve as President for an unlimited number of one-year terms.

RESPONSIBILITIES

The duties of the President shall include but not be limited to the following:

- Serve as presiding officer at all meetings of the Board and preserves order and decorum at those meetings.
- Facilitate discussion at the meeting and establish committees and appoint committee chairs as appropriate to address issues.
- Collaborate with the Executive Director to prepare the Board meeting agenda.
- Keep all Board members abreast of important issues affecting the District and schedule an annual Board evaluation.
- Appoint a temporary Secretary of the Board to serve in the absence of the Board elected Secretary.
- Enforce Board policies and monitor execution of all ordinances passed by the Board, all contracts approved by the Board and all other documents and papers of the District that by law require an official signature.
- Serve as the official liaison between the Board and the Executive Director, any staff member, and the District's attorney.
- Conduct an annual performance evaluation of the Executive Director.



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- Serve as the District's spokesperson and official District representative to the Illinois Association of Park Districts and any other official legislative committee that will enhance the mission and vision of the District.
- Publish "*A Letter From The President*" in each of the District's seasonal brochures summarizing the accomplishments of the District and progress being made on projects.

B. VICE PRESIDENT:

ROLE

The role of the Vice President is to perform the duties of the President in their absence.

TERM OF SERVICE

The Vice President is elected by the Board of Commissioners for a one-year term. A Commissioner may serve as Vice President for an unlimited number of one-year terms.

C. SECRETARY:

ROLE

The role of the Secretary is to serve as local election official and legislative liaison for the District and manage the correspondence, minutes, ordinances, orders and resolutions of the Board.

TERM OF SERVICE

The Secretary is elected by the Board of Commissioners for a one-year term. The Secretary may serve an unlimited number of one-year terms.

RESPONSIBILITIES

The duties of the Secretary shall include but not be limited to the following:

- Attend all meetings of the Board.
- In the absence of both the President and Vice President at a meeting in which a quorum of Commissioners is present, call the meeting to order and call for selection of a President pro tempore for that meeting by a majority vote of the Commissioners present at the meeting.
- Authority to administer oaths and affirmations.
- Oversee the taking, completion, and recording of all minutes, ordinances, orders and resolutions of the Board including recording and taking minutes of all closed sessions



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of the Board, as well as regulating the schedule of disposal of such recordings, and the release of closed meeting minutes to the public according to State law. Cause publication of all ordinances required to be published by statute.

- Sign all Board ordinances, resolutions and other official documents of the Board as needed, serve as official custodian of Board minutes, records and legal documents.
- Oversee the official correspondence of the Board.
- Serve as the legislative liaison of the Board, keeping in contact with legislators and informing the Board of legislative issues of interest to the Board.
- Work with the Executive Director to ensure a comprehensive records management system is in place so that the Board is in compliance with all local, state and federal reporting laws and regulations.
- Act as the Local Election Official for the District unless otherwise designated by the Board or Executive Director.
- Perform such other duties as usually pertain to the office, as required by law, or as delegated by the Board.

D. TREASURER:

ROLE

The role of the Treasurer is to monitor the financial policies of the District.

TERM OF SERVICE

The Treasurer is elected by the Board of Commissioners for a one-year term. A Commissioner may serve as Treasurer for an unlimited number of one-year terms.

RESPONSIBILITIES

The duties of the Treasurer shall include but not be limited to the following:

- Act as liaison between the Board and the Executive Director on financial matters of the District.
- Work with the Executive Director to develop and monitor the financial policies and reports, and annual budget and tax levy of the District.
- Sign all appropriate financial documents as needed.
- Perform such other duties as usually pertain to the office, as required by law, or as delegated by the Board.



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V. BOARD PACKET DISTRIBUTION

The Executive Director, in consultation with the Board President, is responsible for preparing the agendas for all Board meetings and Board committee meetings. The Executive Director shall cause the Board and the District's General Counsel to receive appropriate agenda materials no less than three (3) days before each meeting, including such items as the meeting agenda, explanatory materials related to items on the agenda, a schedule of accounts payable set for approval, an account of the District's income and expenditures, and monthly staff reports, as appropriate.

VI. ORDER OF BUSINESS

A. The order of business of the Board shall be as follows:

1. ~~1.~~ Call to Order and Roll Call
- ~~1-2.~~ [Pledge of Allegiance](#)
- ~~2-3.~~ Open Forum
4. Consent Agenda
  - a. Approval of Agenda
  - b. Approval of Minutes
  - c. Approval of Financial Statements
  - d. Approval of Warrants
5. ~~Communications~~[Presentations](#)/Proclamations (if any)
6. Staff Recognition
7. Reports
8. Unfinished Business
9. New Business
- ~~10.~~ [Board of Commissioners to Share Communications](#)
11. Enter Closed Session (if any)
12. Closed Session (if any)
13. Arise to Open Session (If a Closed Session is held)
14. Announcement of next regular meeting
15. Adjournment

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B. No matter shall be presented to the Board for action at a regular meeting of the Board, unless such matter was first raised at a previous meeting, and placed on a future agenda by consensus of the Board; provided that this rule may be suspended in accordance with Section XII of these Rules.

Except as provided in these Rules, Commissioners shall generally present any requests for information from or direct the responsibilities of the Executive Director, any staff member, or the District's attorney at a meeting of the Board. If any such request is then approved by a majority of the Commissioners, the Executive Director, the staff member, or the District's attorney shall provide such information as exists to all Commissioners at or prior to the next meeting of the Board





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or, if the collection of information will require additional time, on such a date as determined by the Board at the recommendation of such persons. If there is a more immediate need for information from the Executive Director or any staff member or for an opinion from the District's attorney, the Commissioner requesting such information or opinion shall make their request to the Executive Director, who may seek the information or opinion immediately if the request is directly or indirectly related to discussions or direction already conducted or provided by the Board; however, if necessary to assure the Board's consensus, the Executive Director shall poll the Board for authorization to provide the requested information or opinion.

VII. VOTING

A. All Commissioners shall endeavor to vote aye or nay, except that a Commissioner may vote "abstain" or "present" when a conflict of interest exists which makes it improper under State law for the Commissioner to vote on the issue in question, or when the Commissioner determine that a vote of "abstain" or "present" is in the best interest of the District, and except that the Commissioners may act by a consensus of those present concerning matters for which a formal vote is not required by law, such as giving direction to the Executive Director, any staff member, or the District's attorney. The ayes, nays and abstentions shall be taken upon the passage of all ordinances, resolutions or motions, and as otherwise required by law, and shall be recorded in the minutes of the Board.

B. When requested by any two Commissioners, any motion submitted to the Board for a vote shall be reduced to writing before being voted upon.

C. The Board may, at any meeting, by unanimous consent, take a single roll call vote, by yeas and nays, on the several questions of the passage of any two (2) or more of the designated ordinances, orders, resolutions or motions that are placed together for voting purposes in a single group as part of a consent agenda. Instead of entering the names of the Commissioners voting yea and nay on the passage of each of the designated ordinances, orders, resolutions and motions included in the consent agenda, a single vote shall be entered in the minutes for the consent agenda. The taking of a single vote and the entry of the words "consent agenda" in the minutes shall be sufficient compliance with the requirements of this section of the Board's Rules. At the request of any individual Commissioner, an item may be removed from the consent agenda for further discussion and a separate vote. Items that may be placed on the consent agenda include, but are not limited to, approval of minutes, approval of monthly expenditures, approval of committee reports, and approval of ordinances, resolutions or policies previously discussed and on which there was a consensus of the Commissioners. Items that may not be placed on the consent agenda include but are not limited to bond ordinances, and ordinances, resolutions or policies on which no consensus has been reached by the Commissioners. If any item on the consent agenda requires a greater vote for passage than a majority vote of all elected Commissioners, the entire consent agenda must be approved by the required vote.



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D. In general, a vote or action of the Board may be reconsidered at any time, so long as there are as many Commissioners present as when the vote was originally taken. However, if the District has already approved a contract or made a commitment to a third party based on a prior vote, and such party has reasonably relied on the Board's action, reconsideration will not be allowed. A motion to reconsider must be made by a Commissioner who voted on the prevailing side when the vote was originally taken. If there is a change in the membership of the Board, by appointment or election, except as otherwise provided herein, reconsideration of a previous vote may be initiated by motion of any Commissioner and approved by a majority of the Commissioners. Once a motion for reconsideration is defeated, it may not be renewed or reconsidered.

VIII. ADDRESSING THE BOARD

- A. Pursuant to the Open Meetings Act (5 ILCS 120/2.06(g)), any person shall be permitted an opportunity to address the Board under the rules established by the Board. This article establishes the rules governing public comment.
- B. Unless compliance is waived by the majority of the Board, all persons wishing to address the Board at a regular meeting of the Board shall do so in compliance with these Rules, which shall be posted at the sign-in table outside the meeting room:
1. No person who is not a Commissioner shall address the Board at any meeting without the consent of the majority of Commissioners present, except during the "Open Forum" portion of the agenda. The President may, without consent of the Board, recognize the Executive Director, any staff member, or the District's attorney who is present at such a meeting to authorize him/her to speak to an issue then under consideration.
  2. Any person invited to appear before the Board, including, but not limited to, a consultant or contractor, may address the Board in accordance with these Rules.
  3. During the "Open Forum" portion of the agenda, any member of the public may address the Board; provided that all speakers shall comply with these Rules and with any rulings of the President:
    - a. Any person wishing to address the Board must provide their contact information on the sign in sheet provided before the start of the meeting so that the Board or the Board's designee may provide a response, if required, to the comments and/or questions presented by the speaker.
    - b. During "Open Forum", the President of the Board shall extend an invitation to individuals wishing to address the Board. Individuals desiring to speak shall seek to be recognized then, upon recognition, approach the podium in an orderly fashion, one speaker at a time, stating their name and the subject matter or issue concerning which the person wishes to address the Board.



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- c. Speakers will not be required to state their home address; however, the President may ask the speaker to state whether or not they are a resident of the Village.
  - d. All comments must be directed only to the President and the Board members, and not to any member of the audience or Park District Staff.
  - e. In no event shall any person addressing the Board be permitted to speak for more than five (5) minutes without the express permission of a majority of the Board.
  - f. A speaker that is representing, or speaking on behalf of, an individual, group, or association will not be allocated additional time regardless of whether they are speaking for or on behalf of multiple people.
  - g. A speaker may not yield time to another speaker.
  - h. All speakers should be respectful of the Board and the audience members, and should be courteous, polite, and civil.
  - i. Speakers shall refrain from harassing or directing threats or personal attacks at Board members, District staff, other speakers or members of the audience. If any person engages in obscene, defamatory speech, or speech that constitutes an imminent threat to the safety of the Board, or anyone else in attendance at the meeting, or the premises, the President may immediately suspend the person's opportunity to speak. The President's decision shall not be overturned except by a majority vote of two-thirds (2/3) of the Commissioners present. .
  - j. No speaker may engage in conduct that is disorderly and that disrupts or interferes with the ability of the Board to conduct the public meeting. Any person, who engages in disorderly conduct during a meeting may be ejected from the meeting upon motion passed by a majority of the Commissioners present, or in the event of an emergency, at the direction of the President.
  - k. The speaker must speak only from the specific location in the public meeting room designated by the rules contained herein or by the President.
4. Any person that the President determines is violating any of these Rules may be required to terminate their comments and vacate the podium or be subject to other action as deemed necessary by the President. Additionally, the President or a majority of the members of the Board may require a person who continues to violate these rules to leave the premises of the meeting.



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5. The President may interrupt a speaker in order to enforce these Rules, and may limit the comments or take the floor from any speaker who the President determines is violating these Rules.
6. Before any member of the public addresses the Board during "Open Forum", the President of the Board may impose reasonable time limits on the time allowed for "Open Forum", and for each speaker who takes part therein, giving consideration to the probable number of speakers and to the hour.
7. The President may limit repetitive statements. Whenever possible, groups seeking to address the Board shall consolidate their comments and avoid repetition by using representative speakers on their behalf.
8. During the presentation and discussion of agenda items, the President will not recognize speakers in the audience unless the Board desires additional information from an audience member.
9. The presiding officer may limit irrelevant, immaterial, or inappropriate comments of statements, and shall have the right to halt or suspend public comments if the rules are not being followed.

- C. Members of the public shall have no right to address the Board at any regular or special meeting that is closed to the public in accordance with the requirements of the Open Meetings Act.
- D. Robert's Rules of Order, as amended by the Park Board, is the recognized parliamentary authority of all Park Board meetings.

IX. RULES GOVERNING PUBLIC RECORDING OF MEETINGS

A. Pursuant to the Open Meetings Act (5 ILCS 120/2.05), an individual from the public may record a Board meeting open to the public by tape, film or other means, subject to the rules as set for the by the Board for such recordings. The District's policy is to cooperate with representatives of the print and broadcast media and with other members of the public who wish to record public meetings of the Board by tape, film or other means, so long as said recordings are not disruptive to the meeting, and do not violate the rights of the members of the Board, District staff and the public.

B. Any person desiring to tape, film or record by other means a Board or Committee meeting open to the public may do so subject to the following rules. It is the intent of the Park Board in adopting these rules to provide reasonable access and opportunity to persons desiring to tape, film or make such recordings by other means while at the same time avoiding disruption to and interference with the conduct of the meeting, including the deliberative process, or the ability of



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other persons attending the meeting to see or hear the proceedings, or the creation of unsafe conditions or damage to property.

1. All recording equipment must be in place prior to the commencement of the meeting.
2. No equipment, wiring or accessory may be affixed or attached to any District property without the prior consent of the Executive Director, which consent may be withheld at the discretion of the Executive Director.
3. No person taping, filming or recording the meeting by other means shall by position, location or movement of self or equipment materially interfere with or obstruct any person's view of the meeting or ability to hear the meeting.
4. No person taping, filming or recording the meeting by other means shall by position, location or movement of self or equipment materially block or obstruct access to or from the meeting or to or from the seating in the meeting or to or from any emergency exit in the meeting room or constitute a tripping or other hazard.
5. Equipment or devices used may not emit sounds that are distracting to members of the audience or the Board.
6. While the use of special lighting necessary to tape, film or record a meeting by other means is permitted, lighting that creates a glare or shines in the eyes of persons attending or participating in the meeting or is otherwise obtrusive or distracting is not permitted. The President of the Board may require that such forms of artificial lighting not be used.
7. All taping, filming, or recording equipment and wiring used shall conform to applicable electrical codes. No accessory shall be plugged in or attached to any electrical outlet if doing so would create a safety hazard.
8. Persons operating equipment necessary to tape, file or record the meeting by other means shall be given a reasonable opportunity to modify their actions in order to conform to these rules.
9. If any provision of these rules or the application thereof to any person or circumstances is adjudged invalid by a court of competent jurisdiction, such judgment shall not affect or impair the validity of the other provisions of these rules or the application thereof to other persons and circumstances.

X. MINUTES



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A. The Recording Secretary appointed by the Board, or their designee, shall attend all meetings of the Board, whether open or closed, and shall keep a full record of the proceedings in accordance with the Open Meetings Act. The unofficial minutes of the preceding Board meeting shall be approved and accepted by the Board at the next regular meeting of the Board after any required corrections are made. . Approved minutes of all Board meetings shall be made available to the public in accordance with the Open Meetings Act and the Freedom of Information Act.

B. Minutes of Board and committee meetings, open or closed, shall be prepared in conformity with the Open Meetings Act, and at a minimum shall contain: (1) the date, time and place of the meeting;(2) the members of the Board recorded as either present or absent and whether the members were physically present or present by means of video or audio conference; and (3) a summary of discussion on all matters proposed and deliberated, and in the case of an open meeting matters decided, and a record of any votes taken.

C. The Recording Secretary shall be responsible to assure that a verbatim recording of any closed meeting of the Board is made, and the Executive Director shall be responsible to store all such recordings and the written minutes of closed meetings in a place that will maintain the confidentiality of such recordings and minutes until such time as the Board determines that they no longer require confidentiality and makes them available for public inspection or authorize their destruction pursuant to Section 2.06(c) of the Illinois Open Meetings Act.

D. Any Commissioner may review such minutes prior to the Board's approval of a resolution making any minutes of closed meetings available for public inspection. The District's Attorney shall review the minutes of all closed meetings every six (6) months and shall recommend to the Board that any such minutes that no longer require confidential treatment should be made available for public inspection.

XI. ROBERT'S RULES OF ORDER

Robert's Rules of Order, most recent edition, shall generally govern the deliberations of the Board, except when in conflict with any of the specific provisions of these Rules.

XII. SUSPENSION OF RULES

At any meeting of the Board, a majority of Commissioners present may consent to suspend any or all of these Rules for the entire meeting or for certain matters to be considered at that meeting.

XIII. AMENDMENT OF RULES

These Rules may be amended or repealed at any regular meeting of the Board; provided, however, that written notice of any such amendment or motion for repeal shall be provided to each Commissioner at a meeting preceding the meeting at which the amendment or motion to repeal is to be presented.



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XIV. PROSPECTIVE CANDIDATE INFORMATION

The Board recognizes that, as good leaders, the members of the Board should actively seek qualified residents of the District to run for a position on the Board. In addition, Board members should take an active role in training newly elected Board members. The District's staff shall prepare an information packet containing essential information to be made available to prospective candidates. Additionally, the Executive Director and a department head shall provide at least one informational session for prospective Board member candidates.

Upon adoption, Ordinance 25-0721: *An Ordinance Implementing the Provisions of the State Officials and Employees Ethics Act (5 ILCS 430/1 et seq.)* will be incorporated as Appendix A.

Approved by the Board of Commissioners: June 15, 2015  
Revisions approved by Board: August 15, 2016 Board Meeting  
Revisions approved by Board: February 17, 2020 Board Meeting  
Revisions approved by Board: April 19, 2021 Board Meeting  
Revisions approved by Board: October 16, 2023 Board Meeting - Sect IG1- Pursuant to Public Act 103-031  
Revisions approved by Board: August 19, 2024 Board Meeting  
Revisions approved by Board: July 21, 2025 Board Meeting

Approved by the Board of Commissioners: January 20, 2025



## Oak Brook Park District

### BOARD MEETING

#### AGENDA ITEM – HISTORY/COMMENTARY

**ITEM TITLE: LEGAL INVOICES IN WARRANT**

**AGENDA NO.: 8 D**

**MEETING DATE: AUGUST 18, 2025**

STAFF REVIEW:

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):**

Commissioner Chan requested that more detailed information be included in the monthly warrant printout regarding all legal work performed.

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

To ensure the Oak Brook Park District maintains transparency while also protecting sensitive legal matters, staff recommend utilizing general invoice categories for attorney fees in lieu of detailed legal billing descriptions, particularly in documents that may become public. Detailed legal invoices can inadvertently disclose privileged attorney-client communications, litigation, or other confidential information. Once released publicly, even unintentionally, such disclosures could compromise the District's legal position or waive attorney-client privilege.

To balance transparency with confidentiality, staff proposes that legal invoices be publicly reported using broad, non-descriptive categories such as:

- General
- Capital Projects
- Personnel
- Litigation Matters
- Audit
- Real Estate
- Board of Review
- Finance

To ensure fiscal responsibility and transparency with the Board, the attorney's hourly rates will be summarized in a confidential memorandum to the Board that is not part of the public record.

**ACTION PROPOSED:**

For Review and Discussion Only



## Board of Commissioners to Share Communications

The next Regular Meeting of the Oak Brook Park District Board of Commissioners will be held on September 22, 2025, 6:30 p.m.

Adjournment