



# Oak Brook Park District Board Packet

February 19, 2024

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**  
**REGULAR MEETING OF THE OAK BROOK PARK DISTRICT**  
**BOARD OF COMMISSIONERS**  
**February 19, 2024 – 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 FEBRUARY 19, 2024 AGENDA
  - b. APPROVAL OF MINUTES
    - i. January 15, 2024 Regular Board Meeting Minutes
  - c. APPROVAL OF FINANCIAL STATEMENTS AS OF AND FOR THE PERIOD ENDING JANUARY 31, 2024
  - d. APPROVAL OF WARRANT 681 – INVOICE REGISTER REPORT
4. STAFF RECOGNITION
  - a. Haley Colucci, Marketing & Communications Manager
    - i. Recipient of the National Park and Recreation Association Award “30 under 30” for 2024
5. COMMUNICATIONS/PROCLAMATIONS
  - a. Board of Commissioners to share communications.
  - b. PDF Brochure vs. Website
6. REPORTS:
  - a. Administration and Enterprise Operations Report
  - b. Finance and Human Resources Report
  - c. Recreation and Communications Report
  - d. Parks and Facilities Report





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**REGULAR MEETING OF THE OAK BROOK PARK DISTRICT**  
**BOARD OF COMMISSIONERS**  
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7. UNFINISHED BUSINESS

- a. Tennis Center Front Desk Renovation Bid
- b. Central Park West ADA Improvements Bid
- c. Update to Policy 6.2 General Use Regulations, Section 7.5
- d. Resolution 24-0219: A Resolution Amending the Agreement Between the Oak Brook Park District and Classic Landscape, Ltd. For Turf Grass Mowing
- e. Ordinance 24-0220: An Ordinance Transferring Funds to and from Several Park District Funds
- f. Market Based Salary Range Adjustment

8. NEW BUSINESS

- a. Refund Policy (Requires waiving the Board Rules to approve at this meeting.)
- b. Copier Contract
- c. Ordinance 24-0318: An Ordinance Declaring Surplus Personal Property and Authorizing Conveyance or Sale Thereof

9. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON MARCH 18, 2024, 6:30 P.M.

- a. A special budget workshop meeting of the Oak Brook Park District Board of Park Commissioners will be held on March 4, 2024, 6:30 p.m.

10. 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.

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

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**BOARD OF COMMISSIONERS**  
**February 19, 2024 – 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.]*
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 FEBRUARY 19, 2024 AGENDA
  - b. APPROVAL OF MINUTES
    - i. January 15, 2024 Regular Board Meeting Minutes
  - c. APPROVAL OF FINANCIAL STATEMENTS AS OF AND FOR THE PERIOD ENDING JANUARY 31, 2024
  - d. APPROVAL OF WARRANT 681 – INVOICE REGISTER REPORT
4. STAFF RECOGNITION *[Congratulate Haley Colucci, Marketing & Communications Manager]*
  - a. Haley Colucci, Marketing & Communications Manager
    - i. Recipient of the National Park and Recreation Association Award “30 under 30” for 2024
5. COMMUNICATIONS/PROCLAMATIONS *[For Review and Discussion Only.]*
  - a. Board of Commissioners to share communications.
  - b. PDF Brochure vs. Website
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**  
**February 19, 2024 – 6:30 p.m.**  
**Canterberry Room**

**7. UNFINISHED BUSINESS**

- a. Tennis Center Front Desk Renovation Bid *[Request a motion (and a second) to accept bid submittals from Construction Solutions of Illinois, Inc. in an amount of \$137,723 for the base bid, an amount of \$8,711 for alternate 1 work, \$20,000 owner's cash allowance, and approve an agreement between the Oak Brook Park District and Construction Solutions of Illinois, Inc. for a not-to-exceed total contract cost, including owner's cash allowance, of \$166,434. **Roll Call Vote...**]*
- b. Central Park West ADA Improvements Bid *[Request a motion (and a second) to accept the bid submittal from Red Feather Group, Inc. in the amount of \$480,531, and approve an agreement between the Oak Brook Park District and Red Feather Group, Inc. for a not-to-exceed total contract cost, including the owner's allowance, of \$480,531. **Roll Call Vote...**]*
- c. Update to Policy 6.2 General Use Regulations, Section 7.5 *[Request a motion (and a second) to approve the update to Policy 6.2 of the General Use Regulations, Section 7.5. **Roll Call Vote...**]*
- d. Resolution 24-0219: A Resolution Amending the Agreement Between the Oak Brook Park District and Classic Landscape, Ltd. For Turf Grass Mowing *[Request a motion (and a second) to approve Resolution 24-0219: A Resolution Amending the Agreement Between the Oak Brook Park District and Classic Landscape, LTD. for Turf Grass Mowing. **Roll Call Vote...**]*
- e. Ordinance 24-0220: An Ordinance Transferring Funds to and from Several Park District Funds *[Request a motion (and a second) to approve Ordinance 24-0220: An Ordinance transferring funds to and from several park district funds. **Roll Call Vote...**]*
- f. Market Based Salary Range Adjustment *[Request a motion (and a second) to approve Market Based Salary Range Adjustment. **Roll Call Vote...**]*

**8. NEW BUSINESS**

- a. Refund Policy (Requires waiving the Board Rules to approve at this meeting.)  
*[Request a motion (and a second) to approve waiving the Board Rules to approve at this meeting the Refund Policy. **Roll Call Vote...***  
  
*Then ask for a Motion (and a Second) to approve the Refund Policy. **Roll Call Vote...***
- b. Copier Contract *[For Review and Discussion Only.]*
- c. Ordinance 24-0318: An Ordinance Declaring Surplus Personal Property and Authorizing Conveyance or Sale Thereof *[For Review and Discussion Only.]*





**AGENDA**  
**REGULAR MEETING OF THE OAK BROOK PARK DISTRICT**  
**BOARD OF COMMISSIONERS**  
**February 19, 2024 – 6:30 p.m.**  
**Canterberry Room**

9. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON MARCH 18, 2024, 6:30 P.M. *[Announce the special budget workshop meeting of the Oak Brook Park District Board of Park Commissioners will be held on March 4, 2024, 6:30 p.m. Announce the next Regular Meeting of the Oak Brook Park District Board of Park Commissioners will be held on March 18, 2024, 6:30 p.m.]*
  - a. A special budget workshop meeting of the Oak Brook Park District Board of Park Commissioners will be held on March 4, 2024, 6:30 p.m.
10. ADJOURNMENT *[Request a Motion and a Second to adjourn the February 19, 2024 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**  
**January 15, 2024 – 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 Gondek, Suleiman, 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; Marco Salinas, Chief Financial Officer; Bob Johnson, Deputy Director; and Robert Pechous, Director of Recreation and Communications.

2. OPEN FORUM

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

3. CONSENT AGENDA

- a. APPROVAL OF THE JANUARY 15, 2024 AGENDA
- b. APPROVAL OF MINUTES
  - i. December 18, 2023 Regular Board Meeting Minutes
- c. APPROVAL OF FINANCIAL STATEMENTS AS OF AND FOR THE PERIOD ENDING DECEMBER 31, 2023
- d. APPROVAL OF WARRANT 680 – INVOICE REGISTER REPORT

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

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

Ayes: Commissioners Gondek, Suleiman, and President Knitter

Nays: None

Absent: Commissioners Ivkovic Kelley and Vescovi

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

Motion: Commissioner Suleiman made a motion, seconded by Commissioner Gondek, to approve the Consent Agenda, and the motion passed by roll call vote.

Ayes: Commissioners Gondek, Suleiman, and President Knitter

Nays: None

Absent: Commissioners Ivkovic Kelley and Vescovi

4. STAFF RECOGNITION

- a. None



5. COMMUNICATIONS/PROCLAMATIONS

- a. Board of Commissioners to share communications.

There was no communication between Board Members.

- b. Review of Ten-Year Capital Improvement Plan

Dr. Laure Kosey presented the Ten-Year Capital Improvement Plan. Dr. Kosey focused on the items concerning the proposed budget for the fiscal year (FY) 2024-2025.

Dr. Kosey reported that the HVAC unit that was budgeted from FY 2023-2024 was postponed so the HVAC is already financed for the FY 2024-2025 budget.

Dr. Kosey stated that the roof over the administration office will need to be replaced before exploration into solar panels could begin.

Dr. Kosey reported that if the federal grant for the bridge does not get approved, then the bridge will not be replaced.

President Knitter asked if the bridge will be replaced later if included in a future federal budget.

Dr. Kosey replied that the bridge replacement is already in the federal appropriation budget.

President Knitter asked if the Ten-Year Capital Improvement Plan will be reviewed at the Board Budget Workshop.

Dr. Kosey stated that all the funds will be reviewed at the workshop.

Commissioner Gondek asked if there were any changes to the budget from the past week.

Dr. Kosey replied there were no changes. One item that is not in the budget is an electronic sign for Jorie Boulevard. The sign would be at least 300 feet away from a residential area. The Village will meet in March to discuss the electric sign parameters.

Commissioner Suleiman stated that lighting for pickleball at Central Park West should be considered in the future.

Dr. Kosey responded that the park district will work with the Tennis Center to get funding for lighting of tennis courts and pickleball courts.

Commissioner Suleiman questioned the entrance to the Family Recreation Center in terms of safety. She asked about options to increase security in the park district, such as adding a barrier or moving the front desk.

Dr. Kosey stated a barrier or gate would not be possible to add.

Mr. Robert Pechous added that the front desk has been moved up, so moving it more would hinder the flow of the entrance. License plate readers have been installed and cameras are at the entrances of each building.

Commissioner Gondek proposed adding surveillance signs as a preventative measure.

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 Commissioner Vescovi requested dates of upcoming events which can be found in her report. One event Dr. Kosey would like to add is the Star Party which will be held on Friday, March 8, 2024 at Pinstripes.

Dr. Kosey clarified that the market based salary range adjustment is a range and not the actual salary of each staff member.

Dr. Kosey stated that Bonnie Gibellina, Administrative Services Specialist, has set up the Commissioners' itinerary for the IPRA Conference.

b. Finance and Human Resources Report

Mr. Marco Salinas presented his report, which can be found in the Park District's records.

Mr. Salinas reported that eight months of the fiscal year have been completed. There are surpluses in General, Recreation, and Tennis Center Funds. Transfers will be made from the General and Recreation Funds.

Mr. Salinas communicated that staff will be meeting next week to work on the FY 2024-2025 budget.

President Knitter questioned the low new member enrollment fee.

Dr. Kosey replied that the enrollment fee is not being collected for December and January.

President Knitter stated that the absence of enrollment fees for December and January should be considered for the budget.

c. Recreation and Communications Report

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

Mr. Pechous reported that Holiday Express occurred on a Sunday instead of a week night as in previous years, which seemed to contribute to its success this year.

Mr. Pechous stated that there would be no preschool tomorrow due to the cold. The preschool follows Butler's cold weather closures.

Mr. Pechous reported that the sponsorships came in from UChicago Medicine AdventHealth and for the ice rink. Buona Beef food truck also brought in money for the Foundation during Winter Lights.

d. Parks and Facilities Report

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

President Knitter asked if the ice rink is closed due to the cold.

Mr. Johnson responded that the ice rink is closed due to the cold, which has caused the delay in placing the liner. The liner will go in this week.

President Knitter asked about the temperature in the pool.

Mr. Johnson reported that there is an issue with the old underground wiring. Separate circuits will be added to each heater so if one heater goes out the other is not affected. The leisure pool is heated to 86° F. The lap pool is heated to 79° F to 81° F.

7. UNFINISHED BUSINESS

- a. None

8. NEW BUSINESS

- a. Tennis Center Front Desk Renovation Bid

Mr. Johnson reported that a public bid for remodeling areas such as the front desk of the Tennis center opened today.

- b. Central Park West ADA Improvements Bid

Mr. Johnson reported that a public bid for ADA improvements, renovating the restrooms, and remodeling the front area of Central Park West opened today.

- c. Update to Policy 6.2 General Use Regulations, Section 7.5

Dr. Kosey reviewed this update at the beginning of the meeting.

President Knitter stated that with the present policy a board meeting is required to suspend a person who acts in a threatening manner. This update will allow an immediate suspension of those with a threatening behavior.

- d. Resolution 24-0219: A Resolution Amending the Agreement Between the Oak Brook Park District and Classic Landscape, Ltd. For Turf Grass Mowing

Mr. Johnson stated that the Park District would like to renew its contract with Classic Landscape. Cost remains the same and service has been good.

- e. Ordinance 24-0220: An Ordinance Transferring Funds to and from Several Park District Funds

Mr. Salinas reported that funds from the General and Recreation will be transferred to pay the Capital Projects Funds and Debt Service for the FY 2023-2024.

- f. Market Based Salary Range Adjustment

Dr. Kosey discussed earlier the Market Based Salary Range Adjustment in her report.

9. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON FEBRUARY 19, 2024, 6:30 P.M.

President Knitter announced that the next Regular Meeting of the Oak Brook Park District of Park Commissioners would be held on February 19, 2024, at 6:30 p.m.

10. ADJOURNMENT

Motion: Commissioner Suleiman made a motion, seconded by Commissioner Gondek, to adjourn the January 15, 2024, 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 7:23 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:

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

Among the major activities accounted for in this fund are field and facility rentals, 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 January 31 2024 and 2023

75.00% completed (9 out of 12 months)

	Fiscal Year 2023/2024- Highlighted items reflect more than 8.33% variance						FY 2023/2024 compared to FY 2022/2023- Highlighted items reflect more than 10% variance		
	Original Annual Budget	January 2024 Actual	Year-To-Date (YTD) Actual	Encumbered	YTD Actual + Encumbered	YTD Actual, as a % of Original Annual Budget	Fiscal Year 2022/2023 YTD Actual	FY 2023/2024 YTD Actual Higher/(Lower) than 2022/2023 YTD Actual	Percent Change
<b>REVENUES</b>									
Administration	\$ -	\$ -	\$ -	N/A	\$ -	N/A	\$ -	\$ -	N/A
Finance									
Property Taxes	1,773,687	-	1,802,211	N/A	1,802,211	101.6%	1,473,182	329,029	22.3%
Personal Prop. Repl. Taxes	324,515	28,936	206,180	N/A	206,180	63.5%	266,596	(60,416)	-22.7%
Investment Income	7,500	6,424	50,721	N/A	50,721	676.3%	6,582	44,138	670.5%
Other	9,250	500	1,385	N/A	1,385	15.0%	8,383	(6,997)	-83.5%
Central Park North	88,500	(275)	77,904	N/A	77,904	88.0%	99,121	(21,217)	-21.4%
Central Park	196,000	(288)	210,889	N/A	210,889	107.6%	211,986	(1,097)	-0.5%
Saddlebrook Park	500	-	-	N/A	-	0.0%	407	(407)	-100.0%
Forest Glen Park	500	-	-	N/A	-	0.0%	-	-	N/A
Chillem Park	250	-	-	N/A	-	0.0%	-	-	N/A
Dean Property	500	-	-	N/A	-	0.0%	(3,000)	3,000	-100.0%
Information Technology	117,124	29,256	88,237	N/A	88,237	75.3%	-	88,237	N/A
Building-Recreation Center	1,040,726	170,293	752,707	N/A	752,707	72.3%	697,629	55,078	7.9%
Central Park West	83,094	1,935	49,165	N/A	49,165	59.2%	50,872	(1,707)	-3.4%
<b>TOTAL REVENUES</b>	<b>\$ 3,642,146</b>	<b>\$ 236,783</b>	<b>\$ 3,239,397</b>	<b>\$ -</b>	<b>\$ 3,239,397</b>	<b>88.9%</b>	<b>\$ 2,811,758</b>	<b>\$ 427,640</b>	<b>15.2%</b>
<b>EXPENDITURES</b>									
Administration	\$ 385,411	\$ 28,827	\$ 271,185	\$ 528	271,712	70.4%	\$ 352,790	\$ (81,605)	-23.1%
Finance	313,016	23,371	184,146	442	184,588	58.8%	257,762	(73,616)	-28.6%
Central Park North	45,021	3,405	37,601	129	37,730	83.5%	33,401	4,200	12.6%
Central Park	818,078	38,048	534,502	13,373	547,875	65.3%	563,538	(29,036)	-5.2%
Saddlebrook Park	15,659	-	10,708	1,578	12,286	68.4%	11,714	(1,007)	-8.6%
Forest Glen Park	27,543	52	18,485	1,418	19,902	67.1%	17,933	552	3.1%
Chillem Park	7,909	-	5,105	459	5,564	64.5%	3,868	1,237	32.0%
Dean Property	30,177	3,843	22,823	1,686	24,508	75.6%	18,465	4,358	23.6%
Professional Services	29,500	4,585	22,437	-	22,437	76.1%	17,615	4,821	27.4%
Contracts- Maint. DNS	-	-	-	-	-	N/A	20,585	(20,585)	-100.0%
Information Technology	314,889	14,366	205,443	30,026	235,469	65.2%	-	205,443	N/A
Building-Recreation Center	1,034,404	84,692	740,616	36,328	776,944	71.6%	694,295	46,321	6.7%
Central Park West	81,528	7,646	48,176	4,125	52,301	59.1%	42,804	5,372	12.6%
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,103,134</b>	<b>\$ 208,836</b>	<b>\$ 2,101,226</b>	<b>\$ 90,090</b>	<b>\$ 2,191,316</b>	<b>67.7%</b>	<b>\$ 2,034,770</b>	<b>\$ 66,457</b>	<b>3.3%</b>
<b>TRANSFERS OUT</b>									
	\$ 654,000	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	N/A
<b>TOTAL EXPENDITURES AND TRANSFERS OUT</b>	<b>\$ 3,757,134</b>	<b>\$ 208,836</b>	<b>\$ 2,101,226</b>	<b>\$ 90,090</b>	<b>\$ 2,191,316</b>	<b>55.9%</b>	<b>\$ 2,034,770</b>	<b>\$ 66,457</b>	<b>3.3%</b>
<b>REVENUES OVER (UNDER) EXPENDITURES AND TRANSFERS OUT</b>	<b>\$ (114,988)</b>	<b>\$ 27,946</b>	<b>\$ 1,138,171</b>	<b>\$ (90,090)</b>	<b>\$ 1,048,081</b>	<b>-989.8%</b>	<b>\$ 776,988</b>	<b>\$ 361,183</b>	<b>46.5%</b>

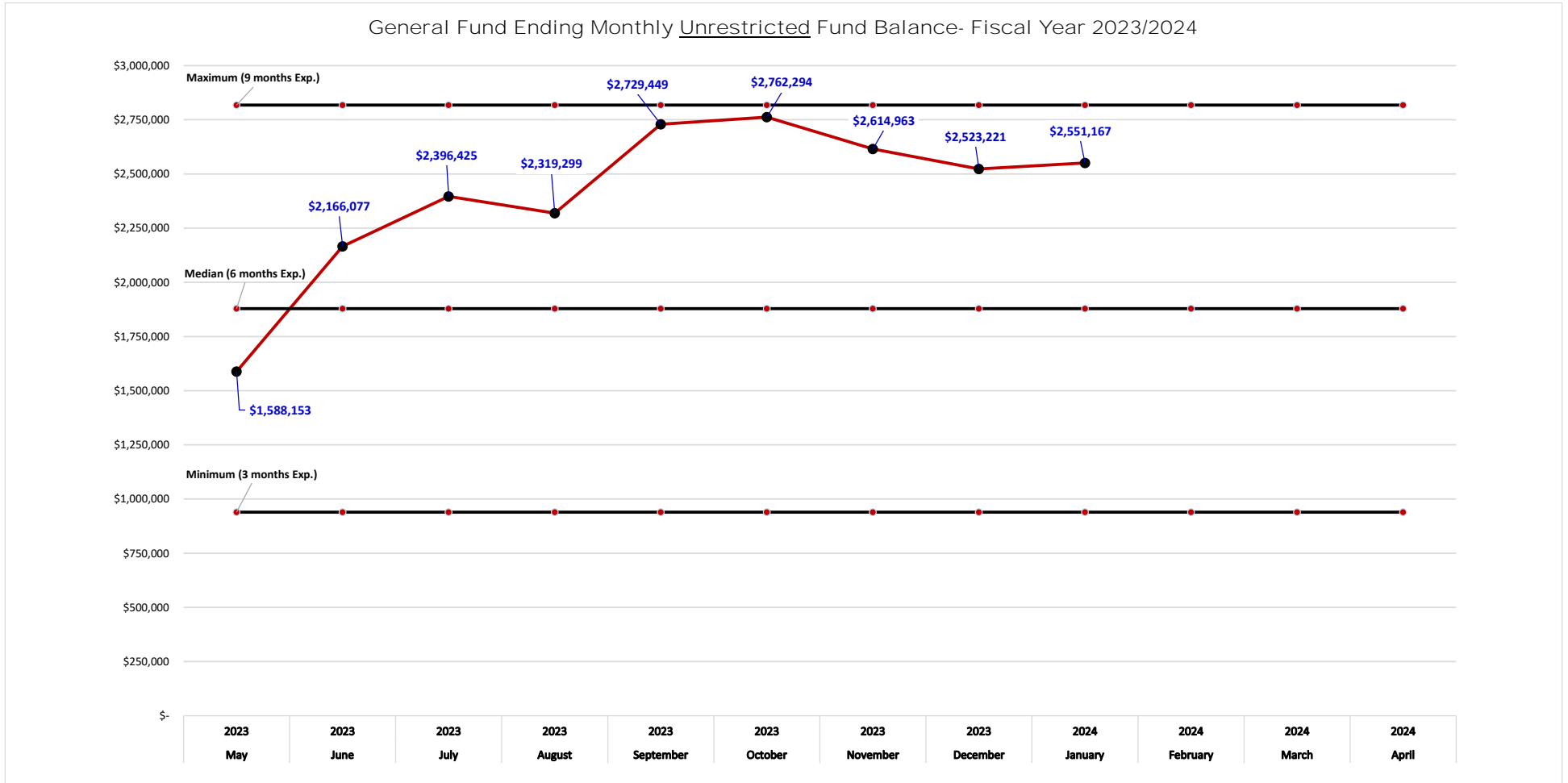
**Note>** Fiscal year 2023/2024 highlighted items reflect a variance of one month or greater (i.e. +/- 8.33%). When comparing the current fiscal year to fiscal year 2022/2023, the highlighted items reflect a variance of +/-10.00% or greater.

**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
	2023	2023	2023	2023	2023	2023	2023	2023	2024	2024	2024	2024	Y-T-D
Beginning Unrestricted	\$ 1,412,996	\$ 1,588,153	\$ 2,166,077	\$ 2,396,425	\$ 2,319,299	\$ 2,729,449	\$ 2,762,294	\$ 2,614,963	\$ 2,523,221				
Monthly Net Surplus/(Deficit)	175,157	577,924	230,348	(77,126)	410,150	32,846	(147,331)	(91,742)	27,946				\$ 1,138,171
Ending Unrestricted	\$ 1,588,153	\$ 2,166,077	\$ 2,396,425	\$ 2,319,299	\$ 2,729,449	\$ 2,762,294	\$ 2,614,963	\$ 2,523,221	\$ 2,551,167	\$ -	\$ -	\$ -	



Minimum (3 months Exp.)	\$ 939,284	\$ 939,284	\$ 939,284	\$ 939,284	\$ 939,284	\$ 939,284	\$ 939,284	\$ 939,284	\$ 939,284	\$ 939,284	\$ 939,284	\$ 939,284	\$ 939,284
Median (6 months Exp.)	\$ 1,878,567	\$ 1,878,567	\$ 1,878,567	\$ 1,878,567	\$ 1,878,567	\$ 1,878,567	\$ 1,878,567	\$ 1,878,567	\$ 1,878,567	\$ 1,878,567	\$ 1,878,567	\$ 1,878,567	\$ 1,878,567
Maximum (9 months Exp.)	\$ 2,817,851	\$ 2,817,851	\$ 2,817,851	\$ 2,817,851	\$ 2,817,851	\$ 2,817,851	\$ 2,817,851	\$ 2,817,851	\$ 2,817,851	\$ 2,817,851	\$ 2,817,851	\$ 2,817,851	\$ 2,817,851





## **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
- Childrens Programs
- 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 January 31 2024 and 2023

75.00% completed (9 out of 12 months)

	Fiscal Year 2023/2024- Highlighted items reflect more than 8.33% variance						FY 2023/2024 compared to FY 2022/2023- Highlighted items reflect more than 10% variance		
	Original Annual Budget	January 2024 Actual	Year-To-Date (YTD) Actual	Encumbered	YTD Actual + Encumbered	YTD Actual, as a % of Original Annual Budget	Fiscal Year 2022/2023 YTD Actual	FY 2023/2024 YTD Actual Higher/(Lower) than 2022/2023 YTD Actual	Percent Change
<b>REVENUES</b>									
<b>Administration</b>									
Property Taxes	\$ 1,294,055	\$ -	\$ 1,315,649	N/A	\$ 1,315,649	101.7%	\$ 1,268,336	\$ 47,313	3.7%
Personal Prop. Repl. Taxes	100,714	9,110	64,908	N/A	64,908	64.4%	83,928	(19,020)	-22.7%
Investment Income	22,000	6,924	69,732	N/A	69,732	317.0%	12,700	57,033	449.1%
Other	3,000	(315)	1,802	N/A	1,802	60.1%	4,039	(2,238)	-55.4%
<b>Fitness Center</b>									
Aquatic Center	595,305	59,404	477,751	N/A	477,751	80.3%	386,822	90,929	23.5%
Aquatic Recreation Prog.	569,563	13,559	384,359	N/A	384,359	67.5%	352,249	32,110	9.1%
Children's Programs	456,329	9,079	489,636	N/A	489,636	107.3%	410,306	79,331	19.3%
Preschool Programs	303,481	24,803	255,612	N/A	255,612	84.2%	287,364	(31,752)	-11.0%
Youth Programs	225,158	5,535	208,909	N/A	208,909	92.8%	216,490	(7,582)	-3.5%
Adult Programs	77,266	9,414	114,874	N/A	114,874	148.7%	75,603	39,271	51.9%
Pioneer Programs	59,150	3,406	49,291	N/A	49,291	83.3%	23,947	25,344	105.8%
Special Events and Trips	144,180	1,097	144,953	N/A	144,953	100.5%	102,942	42,011	40.8%
Marketing	45,000	500	30,650	N/A	30,650	68.1%	73,050	(42,400)	-58.0%
Capital Outlay	-	-	-	N/A	-	N/A	-	-	N/A
<b>TRANSFERS IN</b>									
	\$ 300,000	-	-	N/A	-	0.0%	-	-	N/A
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>									
	\$ 4,870,680	\$ 215,574	\$ 4,181,623	\$ -	\$ 4,181,623	85.9%	\$ 3,747,420	\$ 434,202	11.6%
<b>EXPENDITURES</b>									
<b>Administration</b>									
	\$ 1,037,478	\$ 125,580	\$ 719,073	\$ 11,569	\$ 730,642	69.3%	\$ 545,482	\$ 173,591	31.8%
<b>Fitness Center</b>									
	502,565	53,063	309,781	11,771	321,552	61.6%	238,169	71,612	30.1%
<b>Aquatic Center</b>									
	1,052,637	98,779	773,758	33,166	806,924	73.5%	657,679	116,079	17.6%
<b>Aquatic Recreation Prog.</b>									
	275,300	10,159	173,624	8,663	182,288	63.1%	168,333	5,291	3.1%
<b>Children's Programs</b>									
	323,888	6,459	223,479	-	223,479	69.0%	187,893	35,585	18.9%
<b>Preschool Programs</b>									
	285,293	18,399	139,447	-	139,447	48.9%	149,105	(9,658)	-6.5%
<b>Youth Programs</b>									
	173,985	6,360	114,918	-	114,918	66.1%	110,376	4,542	4.1%
<b>Adult Programs</b>									
	57,858	4,482	42,557	-	42,557	73.6%	24,032	18,525	77.1%
<b>Pioneer Programs</b>									
	97,022	6,277	61,674	86	61,759	63.6%	55,128	6,546	11.9%
<b>Special Events and Trips</b>									
	122,576	3,410	112,727	3,301	116,028	92.0%	80,266	32,462	40.4%
<b>Marketing</b>									
	237,411	16,901	166,908	977	167,884	70.3%	163,341	3,566	2.2%
<b>Capital Outlay</b>									
	962,500	-	189,094	756,519	945,612	19.6%	192,651	(3,557)	-1.8%
<b>TOTAL EXPENDITURES</b>									
	\$ 5,128,512	\$ 349,868	\$ 3,027,039	\$ 826,051	\$ 3,853,090	59.0%	\$ 2,572,454	\$ 454,585	17.7%
<b>TRANSFERS OUT</b>									
	\$ 201,392	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	N/A
<b>TOTAL EXPENDITURES AND TRANSFERS OUT</b>									
	\$ 5,329,904	\$ 349,868	\$ 3,027,039	\$ 826,051	\$ 3,853,090	56.8%	\$ 2,572,454	\$ 454,585	17.7%
<b>REVENUES OVER (UNDER) EXPENDITURES</b>									
	\$ (459,225)	\$ (134,294)	\$ 1,154,584	\$ (826,051)	\$ 328,533	-251.4%	\$ 1,174,967	\$ (20,383)	-1.7%

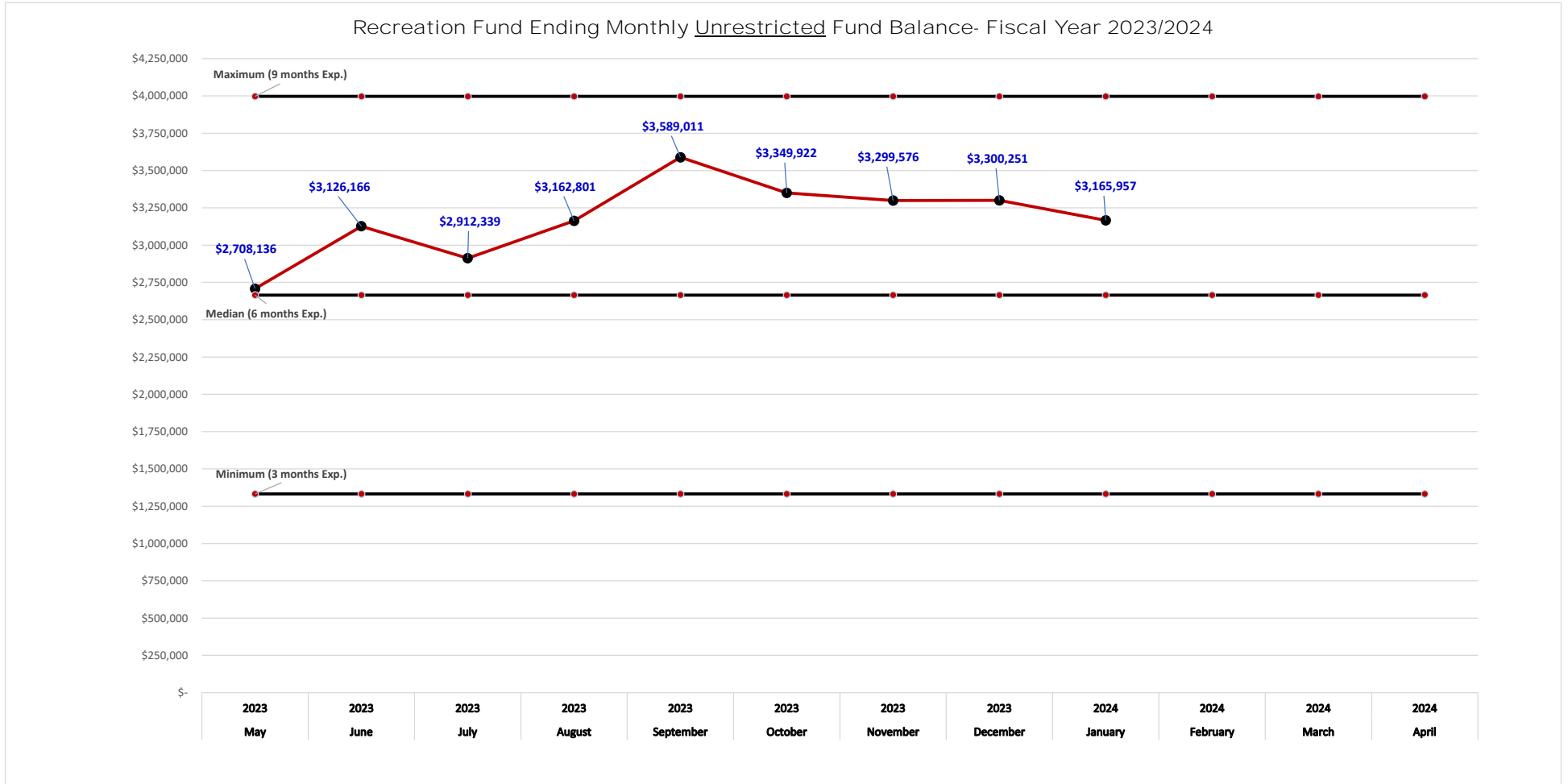
**Note>** Fiscal year 2023/2024 highlighted items reflect a variance of one month or greater (i.e. +/- 8.33%). When comparing the current fiscal year to fiscal year 2022/2023, the highlighted items reflect a variance of +/-10.00% or greater.

**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
	2023	2023	2023	2023	2023	2023	2023	2023	2024	2024	2024	2024	Y-T-D
Beginning Unrestricted	\$ 2,011,373	\$ 2,708,136	\$ 3,126,166	\$ 2,912,339	\$ 3,162,801	\$ 3,589,011	\$ 3,349,922	\$ 3,299,576	\$ 3,300,251				
Monthly Net Surplus/(Deficit)	696,763	418,030	(213,827)	250,462	426,210	(239,089)	(50,345)	674	(134,294)				\$ 1,154,584
Ending Unrestricted	\$ 2,708,136	\$ 3,126,166	\$ 2,912,339	\$ 3,162,801	\$ 3,589,011	\$ 3,349,922	\$ 3,299,576	\$ 3,300,251	\$ 3,165,957	\$ -	\$ -	\$ -	



Minimum (3 months Exp.)	\$ 1,332,476	\$ 1,332,476	\$ 1,332,476	\$ 1,332,476	\$ 1,332,476	\$ 1,332,476	\$ 1,332,476	\$ 1,332,476	\$ 1,332,476	\$ 1,332,476	\$ 1,332,476	\$ 1,332,476	\$ 1,332,476
Median (6 months Exp.)	\$ 2,664,952	\$ 2,664,952	\$ 2,664,952	\$ 2,664,952	\$ 2,664,952	\$ 2,664,952	\$ 2,664,952	\$ 2,664,952	\$ 2,664,952	\$ 2,664,952	\$ 2,664,952	\$ 2,664,952	\$ 2,664,952
Maximum (9 months Exp.)	\$ 3,997,428	\$ 3,997,428	\$ 3,997,428	\$ 3,997,428	\$ 3,997,428	\$ 3,997,428	\$ 3,997,428	\$ 3,997,428	\$ 3,997,428	\$ 3,997,428	\$ 3,997,428	\$ 3,997,428	\$ 3,997,428



## **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 January 31 2024 and 2023

75.00% completed (9 out of 12 months)

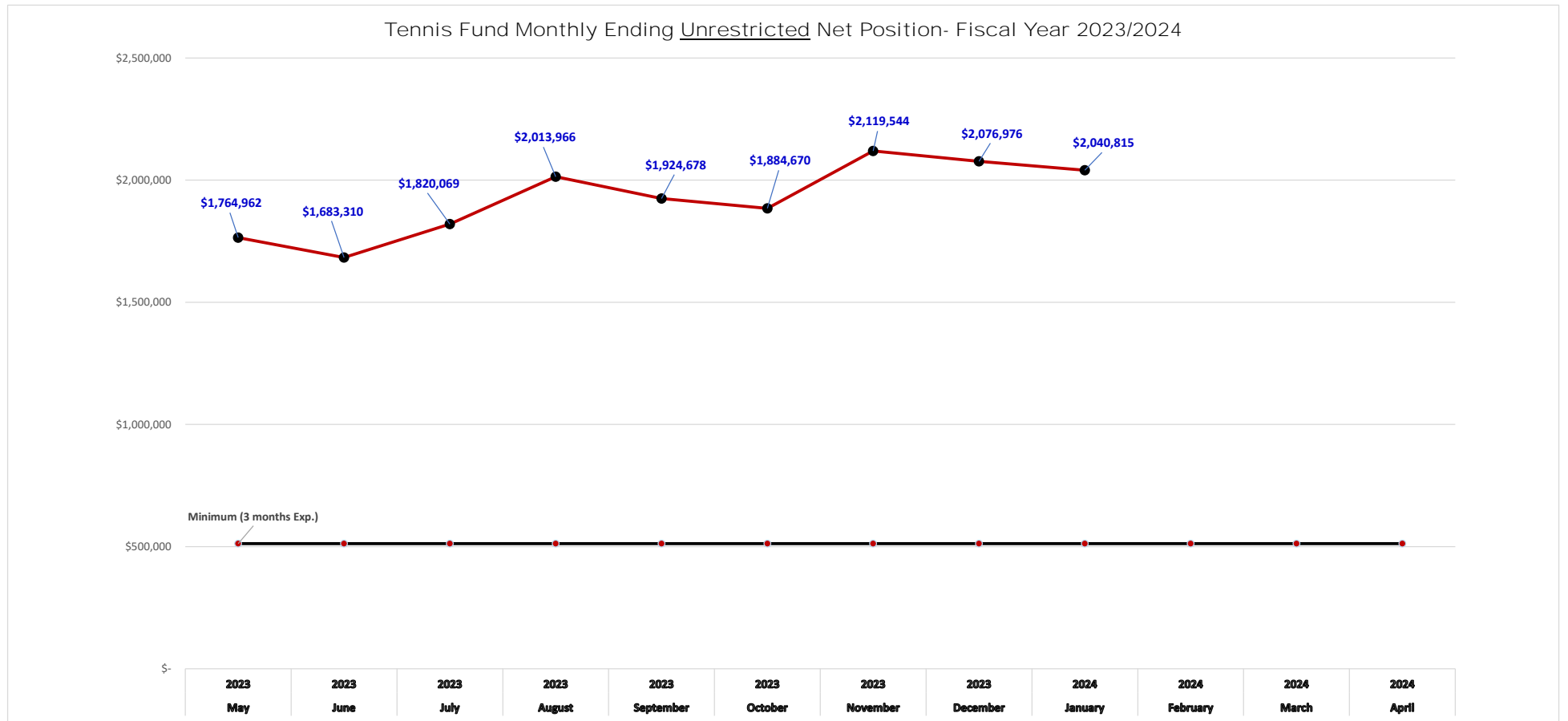
	Fiscal Year 2023/2024- Highlighted items reflect more than 8.33% variance						FY 2023/2024 compared to FY 2022/2023- Highlighted items reflect more than 10% variance		
	Original Annual Budget	January 2024 Actual	Year-To-Date (YTD) Actual	Encumbered	YTD Actual + Encumbered	YTD Actual, as a % of Original Annual Budget	Fiscal Year 2022/2023 YTD Actual	FY 2023/2024 YTD Actual Higher/(Lower) than 2022/2023 YTD Actual	Percent Change
<b>REVENUES</b>									
Administration	\$ 12,220	\$ 4,914	\$ 55,641	N/A	\$ 55,641	455.3%	\$ 27,016	\$ 28,625	106.0%
Building- Racquet Club	500	90	517	N/A	517	103.4%	-	517	N/A
Programs- Racquet Club	2,051,500	104,323	1,863,250	N/A	1,863,250	90.8%	1,710,449	152,800	8.9%
<b>TOTAL REVENUES</b>	<b>\$ 2,064,220</b>	<b>\$ 109,327</b>	<b>\$ 1,919,407</b>	<b>\$ -</b>	<b>\$ 1,919,407</b>	<b>93.0%</b>	<b>\$ 1,737,466</b>	<b>\$ 181,942</b>	<b>10.5%</b>
<b>EXPENSES</b>									
Administration	\$ 808,599	\$ 56,834	\$ 518,727	\$ 517	\$ 519,244	64.2%	\$ 423,718	\$ 95,009	22.4%
Building- Racquet Club	381,971	36,356	227,102	13,077	240,179	59.5%	208,858	18,244	8.7%
Programs- Racquet Club	858,000	42,879	477,305	115	477,420	55.6%	415,258	62,047	14.9%
Capital Outlay	430,000	4,710	59,486	7,470	66,956	13.8%	79,549	(20,064)	-25.2%
<b>TOTAL EXPENSES</b>	<b>\$ 2,478,571</b>	<b>\$ 140,778</b>	<b>\$ 1,282,620</b>	<b>\$ 21,179</b>	<b>\$ 1,303,798</b>	<b>51.7%</b>	<b>\$ 1,127,384</b>	<b>\$ 155,236</b>	<b>13.8%</b>
<b>REVENUES OVER (UNDER) EXPENSES</b>	<b>\$ (414,351)</b>	<b>\$ (31,451)</b>	<b>\$ 636,788</b>	<b>\$ (21,179)</b>	<b>\$ 615,609</b>	<b>-153.7%</b>	<b>\$ 610,082</b>	<b>\$ 26,706</b>	<b>4.4%</b>

**Note>** Fiscal year 2023/2024 highlighted items reflect a variance of one month or greater (i.e. +/- 8.33%). When comparing the current fiscal year to fiscal year 2022/2023, 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.

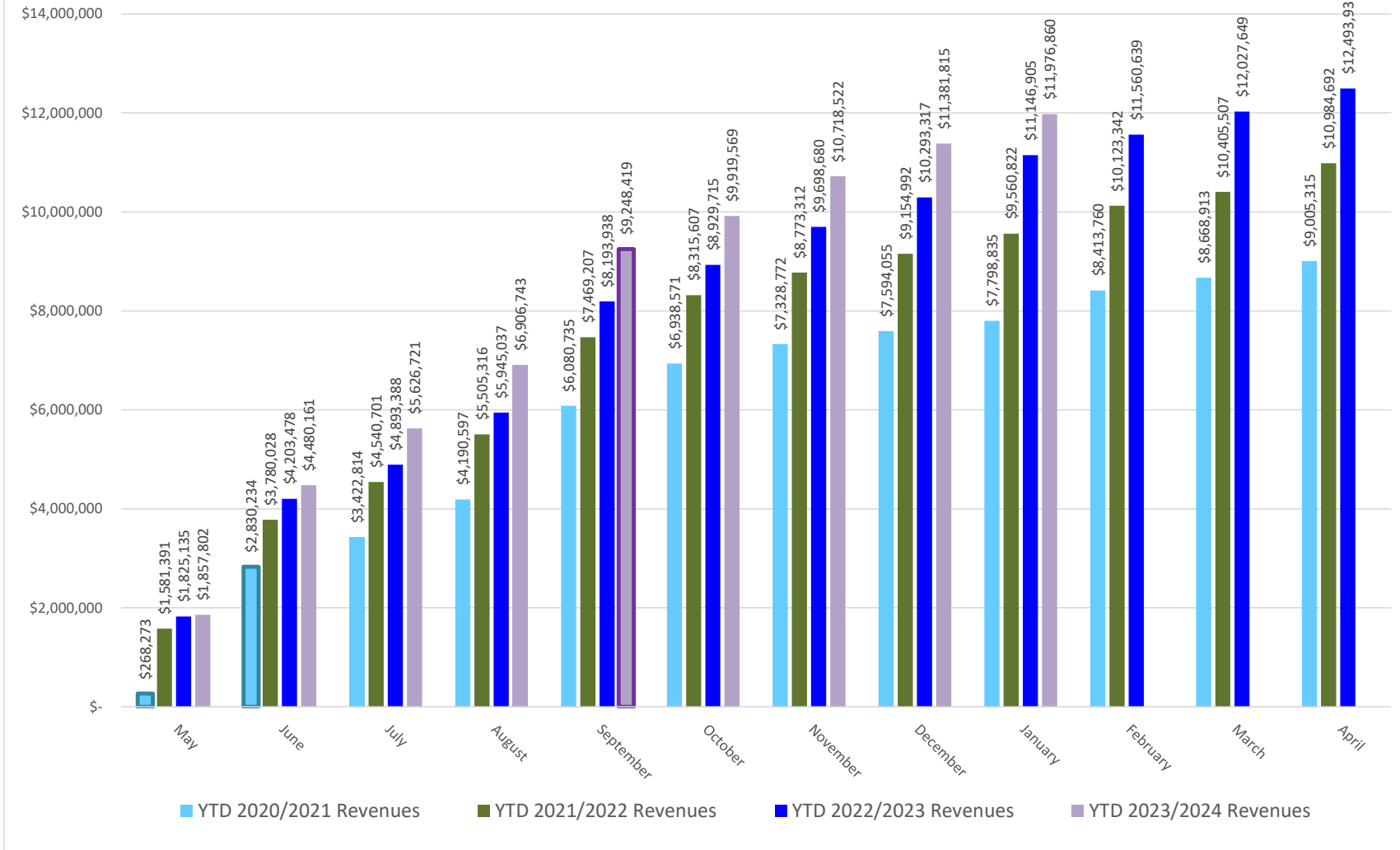
**Oak Brook Park District**  
**Schedule of Ending Monthly Unrestricted Net Position- Tennis Fund**

	Actuals- Unaudited												Fiscal Y-T-D	
	May	June	July	August	September	October	November	December	January	February	March	April		
	2023	2023	2023	2023	2023	2023	2023	2023	2024	2024	2024	2024		
Beginning Investment in Capital Assets	\$ 1,610,979	\$ 1,610,979	\$ 1,633,799	\$ 1,633,799	\$ 1,639,694	\$ 1,656,335	1,656,335	1,659,475	1,665,755					
Beginning Unrestricted	1,463,513	1,764,962	1,683,310	1,820,069	2,013,966	1,924,678	1,884,670	2,119,544	2,076,976					
Monthly Net Surplus/(Deficit)	301,449	(58,832)	136,758	199,792	(72,648)	(40,008)	237,997	(36,270)	(31,451)					
Ending Investment in Capital Assets	\$ 1,610,979	\$ 1,633,799	\$ 1,633,799	\$ 1,639,694	\$ 1,656,335	\$ 1,656,335	\$ 1,659,475	\$ 1,665,755	\$ 1,670,465					
<b>Ending Unrestricted</b>	<b>\$ 1,764,962</b>	<b>\$ 1,683,310</b>	<b>\$ 1,820,069</b>	<b>\$ 2,013,966</b>	<b>\$ 1,924,678</b>	<b>\$ 1,884,670</b>	<b>\$ 2,119,544</b>	<b>\$ 2,076,976</b>	<b>\$ 2,040,815</b>					



Minimum (3 months Exp.)	\$ 512,143	\$ 512,143	\$ 512,143	\$ 512,143	\$ 512,143	\$ 512,143	\$ 512,143	\$ 512,143	\$ 512,143	\$ 512,143	\$ 512,143	\$ 512,143	\$ 512,143	\$ 512,143
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	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	N/A

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

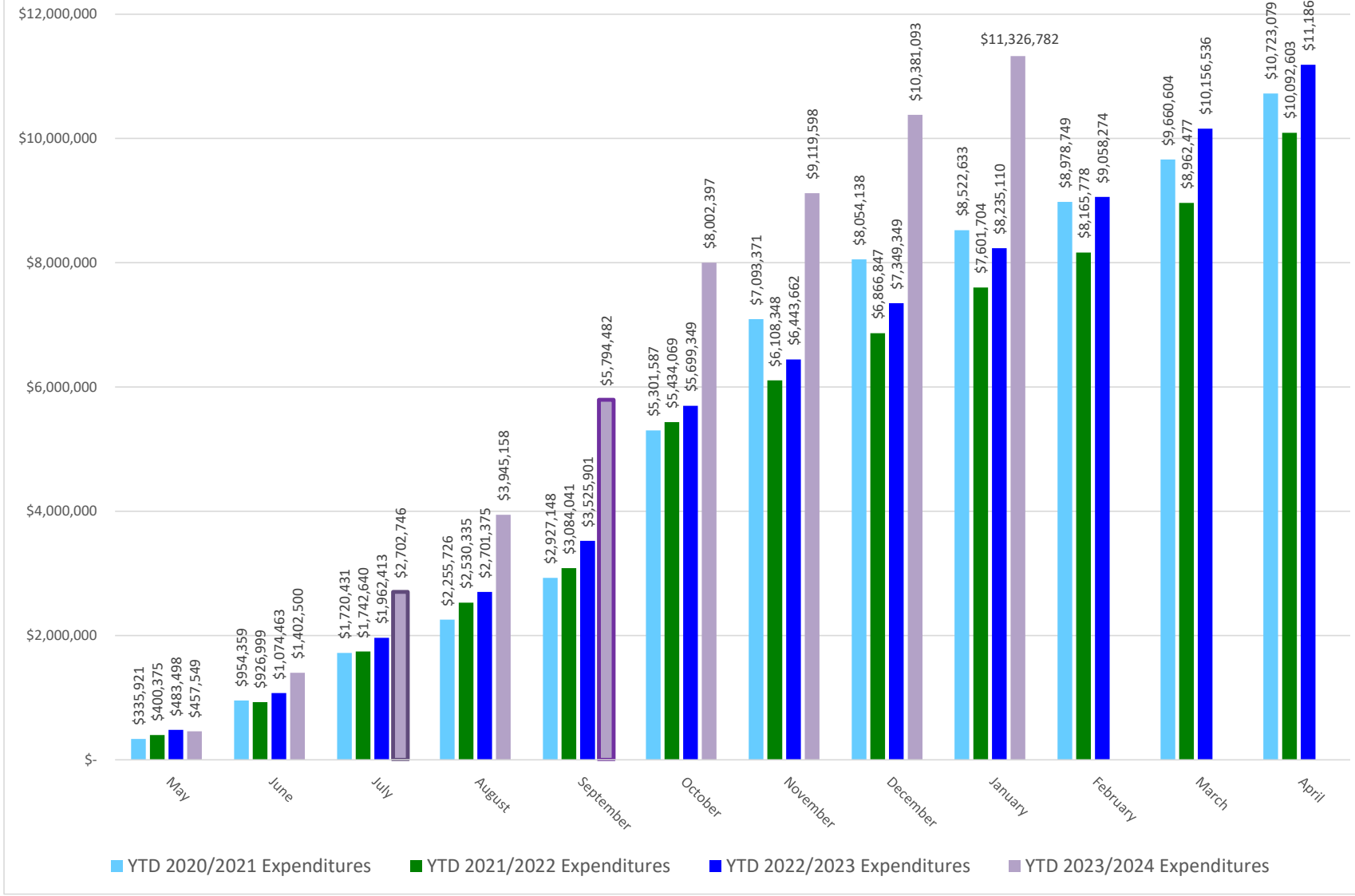


**NOTES**

**2020/2021** The large decreases in May and June 2020 revenues is attributed to the closure of all our indoor and outdoor recreation facilities as a result of the COVID-19 pandemic. Such closure began in Mid-March 2020 and extended through the end of June 2020, with the resumption of limited on-site programming during the month of June.

**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.

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

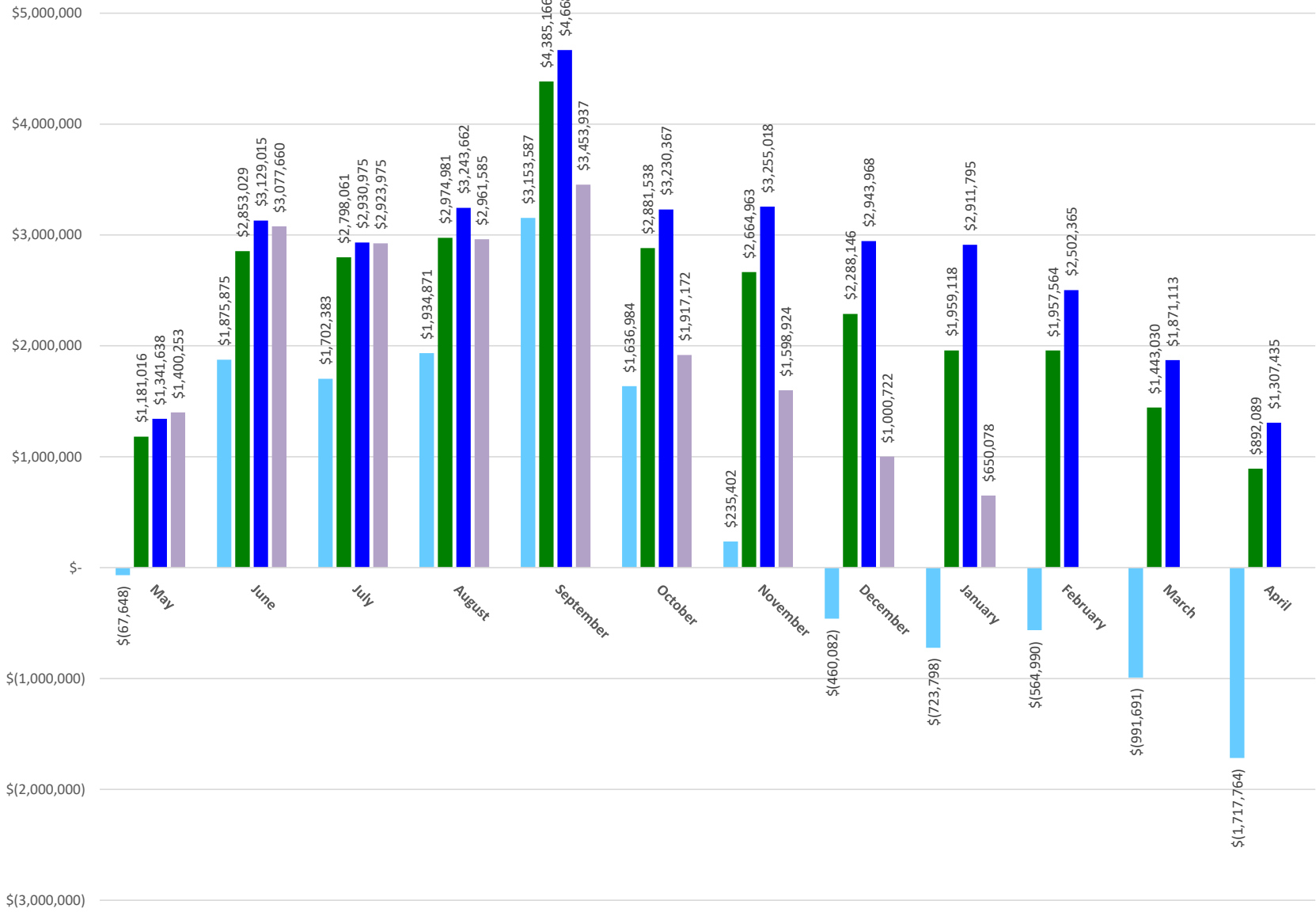


**NOTES**

**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**  
 January 2024

	FY 2023/2024 ANNUAL BUDGET	CURRENT MONTH ACTUAL	Y-T-D ACTUAL (9 months)
<b>GENERAL CORPORATE FUND</b>			
Revenues & transfers in	\$ 3,642,146	\$ 236,783	\$ 3,239,397
Expenditures & transfers out	3,757,134	208,836	2,101,226
Net surplus/(deficit)	\$ (114,988)	\$ 27,946	\$ 1,138,171
<b>RECREATION FUND</b>			
Revenues & transfers in	\$ 4,870,680	\$ 215,574	\$ 4,181,623
Expenditures & transfers out	5,329,904	349,868	3,027,039
Net surplus/(deficit)	\$ (459,225)	\$ (134,294)	\$ 1,154,584
<b>IMRF FUND</b>			
Revenues & transfers in	\$ 141,986	\$ 8,382	\$ 114,640
Expenditures & transfers out	175,000	11,757	133,633
Net surplus/(deficit)	\$ (33,014)	\$ (3,375)	\$ (18,993)
<b>LIABILITY INSURANCE FUND</b>			
Revenues & transfers in	\$ 110,730	\$ 2,681	\$ 105,784
Expenditures & transfers out	145,601	52,573	128,714
Net surplus/(deficit)	\$ (34,871)	\$ (49,892)	\$ (22,930)
<b>AUDIT FUND</b>			
Revenues & transfers in	\$ 16,903	\$ 17	\$ 17,706
Expenditures & transfers out	16,175	-	12,750
Net surplus/(deficit)	\$ 728	\$ 17	\$ 4,956
<b>DEBT SERVICE FUND</b>			
Revenues & transfers in	\$ 1,903,875	\$ 257	\$ 1,616,380
Expenditures & transfers out	1,887,377	88,813	1,438,067
Net surplus/(deficit)	\$ 16,498	\$ (88,556)	\$ 178,313
<b>RECREATIONAL FACILITIES FUND (TENNIS CENTER)</b>			
Revenues	\$ 2,064,220	\$ 109,327	\$ 1,919,407
Expenses	2,478,571	140,778	1,282,620
Net surplus/(deficit)	\$ (414,351)	\$ (31,451)	\$ 636,788
<b>SPECIAL RECREATION FUND</b>			
Revenues & transfers in	\$ 336,927	\$ 823	\$ 308,928
Expenditures & transfers out	378,217	23,254	281,435
Net surplus/(deficit)	\$ (41,290)	\$ (22,432)	\$ 27,493
<b>CAPITAL PROJECTS FUND</b>			
Revenues & transfers in	\$ 966,000	\$ 9,823	\$ 214,943
Expenditures & transfers out	3,470,100	49,907	2,707,664
Net surplus/(deficit)	\$ (2,504,100)	\$ (40,084)	\$ (2,492,722)



**OAK BROOK PARK DISTRICT**  
**SUMMARIZED REVENUE & EXPENDITURE REPORT**  
 January 2024

	FY 2023/2024 ANNUAL BUDGET	CURRENT MONTH ACTUAL	Y-T-D ACTUAL (9 months)
<b>SOCIAL SECURITY FUND</b>			
Revenues & transfers in	\$ 272,324	\$ 6,023	\$ 258,052
Expenditures & transfers out	292,995	19,902	213,634
Net surplus/(deficit)	\$ (20,671)	\$ (13,879)	\$ 44,418
 <b>CONSOLIDATED SUMMARY</b>			
Revenues & transfers in	\$ 14,325,792	\$ 589,689	\$ 11,976,860
Expenditures/expenses & transfers out	17,931,074	945,689	11,326,782
Net surplus/(deficit)	\$ (3,605,282)	\$ (356,000)	\$ 650,078

**OAK BROOK PARK DISTRICT  
CONSOLIDATED REVENUES AND EXPENDITURES REPORT  
Month: January 2024**

		<b>CONSOLIDATED TOTALS</b>
<b>REVENUES &amp; TRANSFERS IN</b>		
Property Taxes	\$	-
Replacement Taxes		53,586
Interest		30,728
Miscellaneous		275
Fitness Center Fees		73,058
Aquatic Center & Program Fees		72,963
Recreation Program Fees		157,658
Marketing		500
FRC Rental/Member Fees		52,834
Field Rentals- Central Park North		(275)
Field Rentals- Central Park		(288)
Satellite Parks & DNS		-
Information Technology		-
CPW Building Rentals		1,935
Grant Proceeds		-
Overhead Revenue-FRC & Rental		117,459
Overhead Revenue-I.T.		29,256
Transfers In		-
<b>TOTAL- REVENUES &amp; TRANSFERS IN</b>	<b>\$</b>	<b>589,689</b>
<b>EXPENDITURES/EXPENSES &amp; TRANSFERS OUT</b>		
Accounts Payable and Other	\$	358,420
Payroll and Related Benefits		440,553
Overhead Expenditures		146,716
Transfers Out		-
<b>TOTAL EXPENDITURES/EXPENSES &amp; TRANSFERS OUT</b>	<b>\$</b>	<b>945,689</b>
<b>NET REVENUES/(EXPENDITURES/EXPENSES)</b>	<b>\$</b>	<b>(356,000)</b>

**Oak Brook Park District  
Consolidated Balance Sheet  
As of January 31, 2024**

**ASSETS**

	<b>Consolidated Totals</b>
<b>Current Assets</b>	
Cash and Investments	\$ 9,757,858
Receivables - Net of Allowances	-
Property Taxes	5,410,785
Accounts	844,398
Due from Other Funds	-
Prepays	1,945
Inventories	31,917
Total Current Assets	\$ 16,046,902
<b>Noncurrent Assets</b>	
Capital Assets	
Non-depreciable	\$ 40,475
Depreciable	5,400,929
Accumulated Depreciation	(3,830,424)
Total Noncurrent Assets	\$ 1,610,980
 Total Assets	 \$ 17,657,882

**DEFERRED OUTFLOWS OF RESOURCES**

Deferred Items-IMRF	\$ 210,773
 <b>Total Assets and Deferred Outflows of Resources</b>	 <b>\$ 17,868,655</b>

**LIABILITIES**

<b>Current Liabilities</b>	
Accounts Payable	\$ 73,108
Accrued Payroll	574
Retainage Payable	70,532
Unearned Revenue	786,581
Due To Other Funds	-
Unclaimed Property	917
Total Current Liabilities	\$ 931,712
<b>Noncurrent Liabilities</b>	
Compensated Absences Payable	\$ 30,841
Net Pension Liability - IMRF	185,023
Total OPEB Liability - RBP	167,291
Total Noncurrent Liabilities	\$ 383,155
 Total Liabilities	 \$ 1,314,867

**DEFERRED INFLOWS OF RESOURCES**

Deferred Items - IMRF	\$ 48,680
Property Taxes	5,410,785
 <b>Total Liabilities and Deferred Inflows of Resources</b>	 <b>\$ 6,774,332</b>

**FUND/NET POSITION BALANCES**

Non-spendable	\$ -
Restricted	584,012
Committed	4,239,243
Assigned	-
Unassigned	2,559,788
 Net Investment in Capital Assets	 1,670,465
Restricted	-
Unrestricted	2,040,815
<b>Total Fund/Net Position Balances</b>	<b>\$ 11,094,324</b>
 <b>Total Liabilities, Deferred Inflows of Resources and Fund/ Net Position Balances</b>	 <b>\$ 17,868,655</b>

**OAK BROOK PARK DISTRICT**  
**Treasurer's Report- As of January 31, 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	\$ 4,349,481.37	3.100%	0.600%	Interest-bearing	49.72%
	Hinsdale Bank	813,987.79	5.540%	4.300%	Interest-bearing	9.30%
	Sub-Total:	\$ 5,163,469.16				59.02%
<b><u>Savings</u></b>						
	Evergreen Bank	\$ 204,888.42	2.500%	0.650%	Interest-bearing (Insured Cash Sweep)	2.34%
<b><u>Checking</u></b>						
	Fifth Third Bank	\$ 192,173.18	0.660%	0.650%	Interest-bearing	2.20%
<b><u>Investment Pool</u></b>						
	The Illinois Funds	\$ 3,187,805.05	5.392%	4.217%	Illinois Public Treasurers' Investment Pool	36.44%
	<b>Grand Total Investments:</b>	<b>\$ 8,748,335.81</b>				<b>100.00%</b>
<b><u>Benchmark</u></b>						
	<b>Three-month U.S. Treasury Bill</b>		5.375%	4.652%	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 1/31/24 and 1/31/2023 .	

**Oak Brook Park District**  
**Schedule of Capital Expenditures/Expenses**  
**As of January 31, 2024**

FUND & DESCRIPTION	VENDORS	Year-to-Date Expenditures
<b><u>Capital Projects Fund</u></b>		
Central Park North Phase 2- Design & engineering, soil borings, equipment, furnishings, permit fees, construction, etc. (82% allocation)	Zepole Restaurant Supply, Icon Shelter, Landscape Structures, Vacker Inc., Village of Oak Brook, Charles Vincent George, Geocon, Hinsdale Nurseries, Integral Construction, Robbins Schwartz, Amazon (p-card), Insight Direct, Doty & Sons Concrete, Lanshack, SK Electronics	\$ 1,852,247.73
Central Park North Phase 2- Legal fees	Robbins Schwartz	902.00
Ginger Creek bridge-Design & engineering	V3 Companies Ltd.	16,100.00
Ginger Creek bridge- Legal fees	Robbins Schwartz	908.00
Synthetic turf replacement- Central Park	Fieldturf USA, Inc.	671,755.40
License plate reader security system	Minuteman Security	7,254.36
Tennis Center outdoor patio improvements	A&A Paving, NuToys, Peerless Enterprise	38,009.50
Tennis courts resurfacing and sealing-Chillem Park	Perm-A-Seal Sports	19,480.00
Electrical service feed installation- Winter Lights	Oakwood Electric, Construction by Camco	27,404.63
FRC employee hallway door and wall project	Construction Solutions, Sonitrol Chicagoland	9,036.00
FRC Painting & Carpeting- Common areas	CertaPro Painters	28,450.00
CPW entryway and bathroom reconstruction project	Robbins Schwartz, Kluber Architects	18,010.00
FRC Gym Electronic Scoreboard	Correct Digital Displays, Nevco Inc.	18,106.63
<b>Sub-total Balance:</b>		<b>\$ 2,707,664.25</b>
<b><u>Recreation Fund</u></b>		
Tennis courts resurfacing- Saddle Brook	American Sealcoating	\$ 19,000.00
Tennis courts resurfacing- Forest Glen	American Sealcoating	19,000.00
Aquatics HVAC and tile deck	Kluber Architects, C. Acitelli Heating & Piping	48,292.99
Asphalt replacement project	Chicagoland Paving Contractors	102,800.77
<b>Sub-total Balance:</b>		<b>\$ 189,093.76</b>
<b><u>Tennis Fund</u></b>		
Tennis Center outdoor patio improvements	A&A Paving, NuToys, Peerless Enterprise	\$ 45,355.72
Tennis Center registration front desk project	Kluber Architects & Engineering	14,130.00
<b>Sub-total Balance:</b>		<b>\$ 59,485.72</b>
<b><u>Special Recreation Fund</u></b>		
Adaptive changing table- Family Locker Room	eSpecial Needs	\$ 891.86
Central Park North Phase 2- Design & engineering, construction (18% allocation)	Charles Vincent George, Integral Construction	134,403.55
Tennis Center outdoor patio improvements	A&A Paving, Treetop Products	12,333.84
Tennis courts resurfacing- Saddle Brook	American Sealcoating	8,900.00
Tennis courts resurfacing- Forest Glen	American Sealcoating	8,900.00
Tennis courts resurfacing and sealing-Chillem Park	Perm-A-Seal Sports	5,000.00
Asphalt replacement project	Chicagoland Paving Contractors	14,999.23
<b>Sub-total Balance:</b>		<b>\$ 185,428.48</b>
<b>TOTAL YEAR-TO-DATE CAPITAL EXPENDITURES:</b>		<b>\$ 3,141,672.21</b>

# Warrant

Invoice Register Report



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INVOICE REGISTER REPORT FOR OAK BROOK PARK DISTRICT

POST DATES 02/19/2024 - 02/19/2024

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OPEN

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Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
47492	ACT SERVICES INC	01/09/2024	02/19/2024	5,850.00	5,850.00	Open	N
47475	ADOBE SYSTEMS INCORPORATED	01/11/2024	02/19/2024	2,527.32	2,527.32	Open	N
47544	ANDERSON LANDSCAPE SUPPLY	12/13/2023	02/19/2024	92.00	92.00	Open	N
47545	ANDERSON LANDSCAPE SUPPLY	12/12/2023	02/19/2024	135.00	135.00	Open	N
47546	ANDERSON LANDSCAPE SUPPLY	12/05/2023	02/19/2024	135.00	135.00	Open	N
47547	ANDERSON LANDSCAPE SUPPLY	12/05/2023	02/19/2024	135.00	135.00	Open	N
47488	ANTHONY ROOFING TECTA AMERICA LLC	12/11/2023	02/19/2024	2,414.84	2,414.84	Open	N
47444	AQUA PURE ENTERPRISES, INC.	01/18/2024	02/19/2024	960.07	960.07	Open	N
47466	AQUA PURE ENTERPRISES, INC.	01/23/2024	02/19/2024	304.10	304.10	Open	N
47426	BATTERIES PLUS LLC	01/05/2024	02/19/2024	101.15	101.15	Open	N
47509	BEST OFFICIALS	01/29/2024	02/19/2024	1,408.00	1,408.00	Open	N
47493	BREAKAWAY BASKETBALL INC	01/24/2024	02/19/2024	96,738.90	96,738.90	Open	N
47533	BS&A SOFTWARE	02/01/2024	02/19/2024	9,374.00	9,374.00	Open	N
47464	CARDMEMBER SERVICE	01/19/2024	02/19/2024	109.92	109.92	Open	N
47467	CARDMEMBER SERVICE	01/25/2024	02/19/2024	606.75	606.75	Open	N
47501*	CARDMEMBER SERVICE	01/25/2024	02/19/2024	4,416.64	4,416.64	Open	N
47512	CARDMEMBER SERVICE	02/02/2024	02/19/2024	159.92	159.92	Open	N
47513	CARDMEMBER SERVICE	01/25/2024	02/19/2024	306.80	306.80	Open	N
47514	CARDMEMBER SERVICE	01/25/2024	02/19/2024	371.88	371.88	Open	N
47515	CARDMEMBER SERVICE	01/25/2024	02/19/2024	1,619.88	1,619.88	Open	N
47516	CARDMEMBER SERVICE	01/25/2024	02/19/2024	529.04	529.04	Open	N
47517	CARDMEMBER SERVICE	01/25/2024	02/19/2024	360.92	360.92	Open	N
47518	CARDMEMBER SERVICE	01/25/2024	02/19/2024	646.52	646.52	Open	N
47519	CARDMEMBER SERVICE	01/25/2024	02/19/2024	976.56	976.56	Open	N
47520*	CARDMEMBER SERVICE	01/25/2024	02/19/2024	948.49	948.49	Open	N
47521	CARDMEMBER SERVICE	01/25/2024	02/19/2024	1,535.50	1,535.50	Open	N
47522	CARDMEMBER SERVICE	01/25/2024	02/19/2024	701.84	701.84	Open	N
47523	CARDMEMBER SERVICE	01/25/2024	02/19/2024	213.23	213.23	Open	N
47524	CARDMEMBER SERVICE	01/25/2024	02/19/2024	418.08	418.08	Open	N
47525	CARDMEMBER SERVICE	01/25/2024	02/19/2024	201.88	201.88	Open	N
47526	CARDMEMBER SERVICE	01/25/2024	02/19/2024	419.93	419.93	Open	N
47527	CARDMEMBER SERVICE	01/25/2024	02/19/2024	716.99	716.99	Open	N
47528	CARDMEMBER SERVICE	01/25/2024	02/19/2024	95.54	95.54	Open	N
47529	CARDMEMBER SERVICE	01/25/2024	02/19/2024	3,095.69	3,095.69	Open	N
47530	CARDMEMBER SERVICE	01/25/2024	02/19/2024	219.55	219.55	Open	N
47531	CARDMEMBER SERVICE	01/25/2024	02/19/2024	138.77	138.77	Open	N
47534	CARDMEMBER SERVICE	01/25/2024	02/19/2024	1,217.29	1,217.29	Open	N
47535	CARDMEMBER SERVICE	01/25/2024	02/19/2024	4,831.70	4,831.70	Open	N
47536	CARDMEMBER SERVICE	01/25/2024	02/19/2024	229.22	229.22	Open	N
47538	CARDMEMBER SERVICE	01/25/2024	02/19/2024	13.00	13.00	Open	N
47543	CARDMEMBER SERVICE	01/25/2024	02/19/2024	213.35	213.35	Open	N
47465	CASE LOTS INC.	01/22/2024	02/19/2024	462.40	462.40	Open	N
47449	CHICAGO FILTER SUPPLY	01/23/2024	02/19/2024	339.12	339.12	Open	N
47541	CHICAGO FILTER SUPPLY	02/02/2024	02/19/2024	397.18	397.18	Open	N
47474	DIRECT ENERGY BUSINESS, LLC	02/02/2024	02/19/2024	3.55	3.55	Open	N
47402	DREISILKER ELECTRIC MOTORS INC	01/06/2024	02/19/2024	226.53	226.53	Open	N
47421	DREISILKER ELECTRIC MOTORS INC	01/09/2024	02/19/2024	75.72	75.72	Open	N

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47460	DREISILKER ELECTRIC MOTORS INC	01/19/2024	02/19/2024	42.19	42.19	Open	N
47400	EBEL'S ACE HARDWARE #8313	01/11/2024	02/19/2024	7.19	7.19	Open	N
47403	EBEL'S ACE HARDWARE #8313	01/18/2024	02/19/2024	23.90	23.90	Open	N
47468	EBEL'S ACE HARDWARE #8313	01/27/2024	02/19/2024	17.08	17.08	Open	N
47542	EBEL'S ACE HARDWARE #8313	02/08/2024	02/19/2024	5.39	5.39	Open	N
47429	ELMHURST OCCUPATIONAL HEALTH	12/31/2023	02/19/2024	45.00	45.00	Open	N
47490	ENERGIZE SPORTZ	01/17/2024	02/19/2024	1,662.50	1,662.50	Open	N
47491	ENERGIZE SPORTZ	01/17/2024	02/19/2024	3,993.50	3,993.50	Open	N
47502	FERGUSON FACILITY #3400	11/01/2023	02/19/2024	2,996.40	2,996.40	Open	N
47503	FERGUSON FACILITY #3400	01/31/2024	02/19/2024	4,287.61	4,287.61	Open	N
47504	FERGUSON FACILITY #3400	02/01/2024	02/19/2024	251.05	251.05	Open	N
47506	FERGUSON FACILITY #3400	02/02/2024	02/19/2024	360.58	360.58	Open	N
47507	FERGUSON FACILITY #3400	01/31/2024	02/19/2024	134.60	134.60	Open	N
47508	FERGUSON FACILITY #3400	01/05/2024	02/19/2024	1,640.13	1,640.13	Open	N
47469	FLAGG CREEK WATER RECLAMATION	01/29/2024	02/19/2024	1,851.13	1,851.13	Open	N
47470	FLAGG CREEK WATER RECLAMATION	01/29/2024	02/19/2024	22.23	22.23	Open	N
47471	FLAGG CREEK WATER RECLAMATION	01/29/2024	02/19/2024	15.93	15.93	Open	N
47472	FLAGG CREEK WATER RECLAMATION	01/29/2024	02/19/2024	246.28	246.28	Open	N
47473	FLAGG CREEK WATER RECLAMATION	01/29/2024	02/19/2024	28.53	28.53	Open	N
47511	FULLIFE SAFETY CENTER	02/02/2024	02/19/2024	798.95	798.95	Open	N
47463	FUSION PUMP/FLUID COOLING SYSTEMS	01/19/2024	02/19/2024	5,429.00	5,429.00	Open	N
47489	GEOCON PROFESSIONAL SERVICES, LLC	01/09/2024	02/19/2024	1,093.50	1,093.50	Open	N
47447	GRAINGER	01/22/2024	02/19/2024	(35.69)	(35.69)	Open	N
47459	GRAINGER	01/15/2024	02/19/2024	71.38	71.38	Open	N
47416	HAGG PRESS	01/15/2024	02/19/2024	190.00	190.00	Open	N
47423	HAGG PRESS	01/17/2024	02/19/2024	753.00	753.00	Open	N
47478	HAGG PRESS	01/26/2024	02/19/2024	55.00	55.00	Open	N
47432	HOME DEPOT CREDIT SERVICES	01/08/2024	02/19/2024	202.48	202.48	Open	N
47433	HOME DEPOT CREDIT SERVICES	01/17/2024	02/19/2024	272.16	272.16	Open	N
47434	HOME DEPOT CREDIT SERVICES	01/24/2024	02/19/2024	66.00	66.00	Open	N
47435	HOME DEPOT CREDIT SERVICES	01/25/2024	02/19/2024	28.91	28.91	Open	N
47436	HOME DEPOT CREDIT SERVICES	01/04/2024	02/19/2024	12.76	12.76	Open	N
47437	HOME DEPOT CREDIT SERVICES	01/06/2024	02/19/2024	16.98	16.98	Open	N
47438	HOME DEPOT CREDIT SERVICES	01/04/2024	02/19/2024	50.51	50.51	Open	N
47439	HOME DEPOT CREDIT SERVICES	01/03/2024	02/19/2024	52.37	52.37	Open	N
47440	HOME DEPOT CREDIT SERVICES	01/17/2024	02/19/2024	54.87	54.87	Open	N
47441	HOME DEPOT CREDIT SERVICES	01/13/2024	02/19/2024	28.94	28.94	Open	N
47442	HOME DEPOT CREDIT SERVICES	01/04/2024	02/19/2024	43.81	43.81	Open	N
47443	HOME DEPOT CREDIT SERVICES	01/02/2024	02/19/2024	12.96	12.96	Open	N
47456	HOME PLUMBING & HEATING	01/23/2024	02/19/2024	434.46	434.46	Open	N
47428	ILLINOIS STATE POLICE	12/31/2023	02/19/2024	30.00	30.00	Open	N
47410	INTEGRAL CONSTRUCTION INC	12/31/2023	02/19/2024	1,187.00	1,187.00	Open	N
47411	INTEGRAL CONSTRUCTION INC	12/31/2023	02/19/2024	8,550.00	8,550.00	Open	N
47462	JENNIFER A. RIDDLE	01/23/2024	02/19/2024	400.00	400.00	Open	N
47448	KENTWOOD OFFICE FURNITURE	01/22/2024	02/19/2024	3,412.50	3,412.50	Open	N
47409	KLUBER ARCHITECTS & ENGINEERS	01/08/2024	02/19/2024	8,730.00	8,730.00	Open	N
47422	KONICA MINOLTA BUSINESS	01/30/2024	02/19/2024	735.38	735.38	Open	N

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INVOICE REGISTER REPORT FOR OAK BROOK PARK DISTRICT

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47430	KONICA MINOLTA BUSINESS	12/31/2023	02/19/2024	8.34	8.34	Open	N
47499	KONICA MINOLTA BUSINESS	01/31/2024	02/19/2024	14.49	14.49	Open	N
47500	KONICA MINOLTA BUSINESS	01/31/2024	02/19/2024	642.89	642.89	Open	N
47427	KONICA MINOLTA PREMIER FINANCE	01/01/2024	02/19/2024	739.00	739.00	Open	N
47479	LENNO LASN	01/26/2024	02/19/2024	567.00	567.00	Open	N
47414	MEDIA NUT	01/13/2024	02/19/2024	42.50	42.50	Open	N
47454	MENARDS	01/14/2024	02/19/2024	95.18	95.18	Open	N
47455	MENARDS	01/14/2024	02/19/2024	168.81	168.81	Open	N
47458	MFAC, LLC	01/15/2024	02/19/2024	708.00	708.00	Open	N
47461	NEXT GENERATION	10/19/2023	02/19/2024	683.65	683.65	Open	N
47476	NEXT GENERATION	01/25/2024	02/19/2024	436.35	436.35	Open	N
47487	NEXT GENERATION	12/31/2023	02/19/2024	1,200.50	1,200.50	Open	N
47405	NICOR GAS	01/03/2024	02/19/2024	1,708.55	1,708.55	Open	N
47406	NICOR GAS	01/03/2024	02/19/2024	419.63	419.63	Open	N
47399	NRG BUSINESS MARKETING LLC	01/05/2024	02/19/2024	8,190.71	8,190.71	Open	N
47457	NRG BUSINESS MARKETING LLC	01/05/2024	02/19/2024	1,031.18	1,031.18	Open	N
47420	O'REILLY AUTO PARTS	01/08/2024	02/19/2024	55.92	55.92	Open	N
47477	O'REILLY AUTO PARTS	01/25/2024	02/19/2024	85.75	85.75	Open	N
47486	O'REILLY AUTO PARTS	02/05/2024	02/19/2024	43.44	43.44	Open	N
47497	P.E.I. INC	01/29/2024	02/19/2024	660.00	660.00	Open	N
47532	P.E.I. INC	01/22/2024	02/19/2024	9,875.00	9,875.00	Open	N
47413	PADDOCK PUBLICATIONS, INC.	01/15/2024	02/19/2024	351.90	351.90	Open	N
47450	PFEIFFER'S PEST CONTROL	01/24/2024	02/19/2024	350.00	350.00	Open	N
47485	PROVEN BUSINESS SYSTEMS	01/03/2024	02/19/2024	20.00	20.00	Open	N
47452	QUADIENT LEASING	01/14/2024	02/19/2024	384.81	384.81	Open	N
47494	ROBBINS SCHWARTZ	01/25/2024	02/19/2024	110.00	110.00	Open	N
47495	ROBBINS SCHWARTZ	01/25/2024	02/19/2024	1,262.59	1,262.59	Open	N
47481	SBC WASTE SOLUTIONS	01/31/2024	02/19/2024	300.00	300.00	Open	N
47482	SBC WASTE SOLUTIONS	01/31/2024	02/19/2024	280.00	280.00	Open	N
47483	SBC WASTE SOLUTIONS	01/31/2024	02/19/2024	140.00	140.00	Open	N
47537	SECURITAS TECHNOLOGY CORPORATION	01/19/2024	02/19/2024	17,495.00	17,495.00	Open	N
47418	SERVICE SANITATION, INC.	12/31/2023	02/19/2024	97.85	97.85	Open	N
47540	SERVICE SANITATION, INC.	02/02/2024	02/19/2024	97.85	97.85	Open	N
47484	SHAMBAUGH & SON, LP	01/31/2024	02/19/2024	957.00	957.00	Open	N
47539	SONITROL CHICAGOLAND WEST	01/19/2024	02/19/2024	357.00	357.00	Open	N
47417	STERLING NETWORK INTEGRATION	12/31/2023	02/19/2024	1,360.65	1,360.65	Open	N
47496	STERLING NETWORK INTEGRATION	01/29/2024	02/19/2024	247.50	247.50	Open	N
47498	STERLING NETWORK INTEGRATION	02/01/2024	02/19/2024	1,361.00	1,361.00	Open	N
47480	TOTAL FIRE & SAFETY, INC.	01/26/2024	02/19/2024	750.03	750.03	Open	N
47401	TRANE U.S. INC.	01/09/2024	02/19/2024	564.75	564.75	Open	N
47445	TRANE U.S. INC.	01/22/2024	02/19/2024	89.52	89.52	Open	N
47446	TRANE U.S. INC.	01/22/2024	02/19/2024	271.16	271.16	Open	N
47453	UNITED LABORATORIES	01/16/2024	02/19/2024	268.45	268.45	Open	N
47510	UNITED LABORATORIES	01/18/2024	02/19/2024	495.18	495.18	Open	N
47412	V3 COMPANIES LTD	01/12/2024	02/19/2024	1,380.00	1,380.00	Open	N
47424	VC3, INC	01/17/2024	02/19/2024	999.00	999.00	Open	N
47415	VILLA PARK ELECTRICAL SUPPLY	01/11/2024	02/19/2024	82.23	82.23	Open	N

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Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
47451	VILLAGE OF OAK BROOK	01/17/2024	02/19/2024	808.24	808.24	Open	N
47505	ZAZZO'S PIZZA	01/31/2024	02/19/2024	2,693.35	2,693.35	Open	N
# of Invoices:	142	# Due:	142	Totals:	258,290.85	258,290.85	
# of Credit Memos:	1	# Due:	1	Totals:	(35.69)	(35.69)	
Net of Invoices and Credit Memos:				258,255.16	258,255.16		

\* 2 Net Invoices have Credits Totalling: (989.97)

--- TOTALS BY FUND ---

01 - GENERAL CORPORATE FUND	55,024.95	55,024.95
02 - RECREATION FUND	143,952.14	143,952.14
07 - RECREATIONAL FACILITIES FUND	12,000.46	12,000.46
09 - SPECIAL RECREATION FUND	8,554.96	8,554.96
12 - CAPITAL PROJECTS FUND	38,722.65	38,722.65

--- TOTALS BY DEPT/ACTIVITY ---

01 - ADMINISTRATION CORPORATE	14,360.29	14,360.29
02 - FINANCE	1,108.64	1,108.64
04 - CENTRAL PARK NORTH	1,093.23	1,093.23
05 - CENTRAL PARK	4,033.98	4,033.98
06 - SADDLEBROOK PARK	25.72	25.72
09 - DEAN PROPERTY	3.55	3.55
10 - PROFESSIONAL SERVICES	1,372.59	1,372.59
14 - INFORMATION TECHNOLOGY	23,941.41	23,941.41
15 - BUILDING/RECREATION CENTER	21,439.23	21,439.23
20 - CENTRAL PARK WEST	1,212.32	1,212.32
21 - FITNESS CENTER	3,284.94	3,284.94
25 - AQUATIC CENTER	25,605.04	25,605.04
26 - AQUATIC-RECREATION PROGRAMS	343.34	343.34
30 - CHILDRENS PROGRAMS	102,400.84	102,400.84
31 - PRESCHOOL PROGRAMS	265.91	265.91
32 - YOUTH PROGRAMS	784.80	784.80
40 - ADULT PROGRAMS	1,983.83	1,983.83
50 - PIONEER PROGRAMS	493.54	493.54
60 - SPECIAL EVENTS & TRIPS	(41.14)	(41.14)
71 - BUILDING/RACQUET CLUB	5,883.64	5,883.64
75 - TENNIS PROGRAMS	4,609.29	4,609.29
80 - MARKETING	5,327.52	5,327.52
95 - CAPITAL PROJECTS FUND	38,722.65	38,722.65

**WARRANT 681**  
 INVOICE REGISTER REPORT FOR OAK BROOK PARK DISTRICT  
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 PAID

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47388	CASE LOTS INC.	11/14/2023	01/18/2024	530.60	0.00	Paid	Y
47389	CASE LOTS INC.	12/15/2023	01/18/2024	462.40	0.00	Paid	Y
47392	CHICAGO TRIBUNE MEDIA GROUP	12/31/2023	01/18/2024	283.50	0.00	Paid	Y
47404	DIRECT ENERGY BUSINESS, LLC	01/18/2024	01/30/2024	62.72	0.00	Paid	Y
47407	DIRECT ENERGY BUSINESS, LLC	01/17/2024	01/30/2024	2,083.03	0.00	Paid	Y
47408	DIRECT ENERGY BUSINESS, LLC	01/08/2024	01/30/2024	19,386.99	0.00	Paid	Y
47419	FERGUSON FACILITY #3400	12/31/2023	01/30/2024	71.58	0.00	Paid	Y
47425	FERGUSON FACILITY #3400	01/17/2024	01/30/2024	20.00	0.00	Paid	Y
47393	IL DEPT OF REVENUE	12/31/2023	01/18/2024	1,251.00	0.00	Paid	Y
47391	KLUBER ARCHITECTS & ENGINEERS	12/31/2023	01/18/2024	4,710.00	0.00	Paid	Y
47390	OAK BROOK PARK DISTRICT	01/11/2024	01/18/2024	50.00	0.00	Paid	Y
47394	VILLAGE OF OAK BROOK	01/10/2024	01/30/2024	792.46	0.00	Paid	Y
47395	VILLAGE OF OAK BROOK	01/10/2024	01/30/2024	67.96	0.00	Paid	Y
47396	VILLAGE OF OAK BROOK	01/10/2024	01/30/2024	38.98	0.00	Paid	Y
47397	VILLAGE OF OAK BROOK	01/10/2024	01/30/2024	10.00	0.00	Paid	Y
47398	VILLAGE OF OAK BROOK	01/10/2024	01/30/2024	10.00	0.00	Paid	Y
47431	VILLAGE OF OAK BROOK	01/10/2024	01/30/2024	5,907.43	0.00	Paid	Y
47387	WILSON SPORTING GOODS	09/21/2023	01/18/2024	129.63	0.00	Paid	Y
# of Invoices:	18	# Due:	0	Totals:	35,868.28	0.00	
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00	
Net of Invoices and Credit Memos:					35,868.28	0.00	

--- TOTALS BY FUND ---

01 - GENERAL CORPORATE FUND	10,818.88	0.00
02 - RECREATION FUND	12,765.13	0.00
07 - RECREATIONAL FACILITIES FUND	12,284.27	0.00

--- TOTALS BY DEPT/ACTIVITY ---

00 - NON-DEPARTMENTAL	386.51	0.00
01 - ADMINISTRATION CORPORATE	3,454.04	0.00
02 - FINANCE	283.50	0.00
04 - CENTRAL PARK NORTH	2,093.03	0.00
05 - CENTRAL PARK	750.19	0.00
07 - FOREST GLEN PARK	52.33	0.00
09 - DEAN PROPERTY	62.72	0.00
15 - BUILDING/RECREATION CENTER	5,339.63	0.00
20 - CENTRAL PARK WEST	1,800.97	0.00
21 - FITNESS CENTER	3,404.04	0.00
25 - AQUATIC CENTER	5,957.05	0.00
71 - BUILDING/RACQUET CLUB	6,580.15	0.00
75 - TENNIS PROGRAMS	994.12	0.00
80 - MARKETING	4,710.00	0.00

## Staff Recognition

Haley Colucci, Marketing & Communications Manager



# Parks & Recreation

FEBRUARY 2024  
NRPA.ORG



THE OFFICIAL PUBLICATION OF THE NATIONAL RECREATION AND PARK ASSOCIATION



## UNDER 30

YOUNG PROFESSIONALS LEADING THE WAY IN 2024

It's that time of the year again, when *Parks & Recreation* magazine celebrates a new group of young professionals who have raised the bar even higher for the park and recreation profession due to their extraordinary work in the field. These 30 individuals join a relatively small, yet prestigious, club comprising just 90 other young park and recreation professionals who have been inducted into the program since its inception in 2021.

The 30 Under 30 recognition program is a joint effort by the NRPA Young Professional Network and *Parks & Recreation* magazine, honoring 30 of the top young professionals who serve as everyday champions in their communities. This year, we received more than 100 nominations representing 26 states and four Morale, Welfare and Recreation (MWR) programs around the world. The scoring committee evaluated the nominations on one or more of the following criteria:

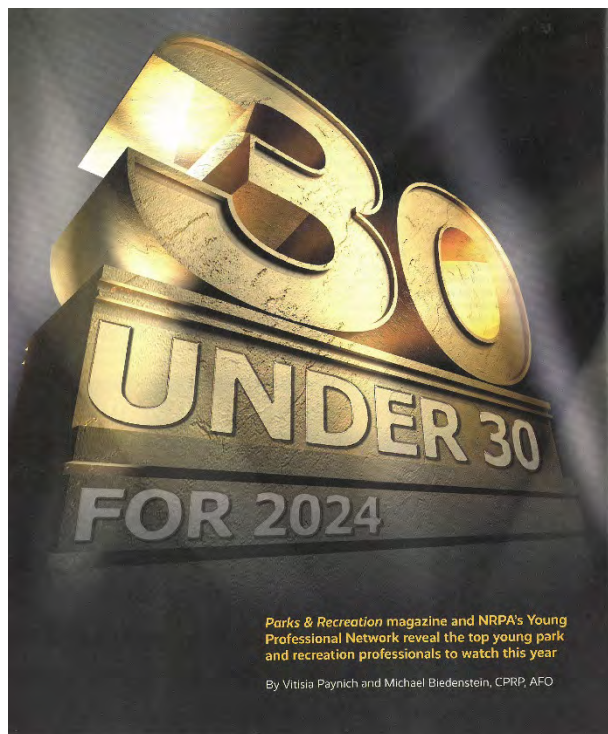
- Impact on the agency's community and service population
- Contributions to the professional development of the field of parks and recreation
- Innovative ideas, programs or research in the field of parks and recreation

Below are the profiles of this year's outstanding *Parks & Recreation* 30 Under 30 inductees. These exceptional and diverse professionals have accomplished so much in their early park and recreation careers. And, at the pace that they're going, it's clear their best work lies ahead of them. Congratulations, Class of 2024!

### Haley Colucci, 28

Marketing and Communications Manager, Oak Brook Park District (IL)

As the marketing and communications manager at the Oak Brook Park District (OBPD) in Illinois, Haley Colucci centers her work around environmental sustainability, DEI and professional development. She has assisted with initiatives, including paper-shredding events, bee apiary upkeep and the creation of the "Supporting Our LGBTQ Youth" video. Colucci also has made membership forms more inclusive by removing questions that ask participants their gender or their relationship to their emergency contact and helped plan a "Diversity Job Fair." Currently, Colucci is assisting OBPD's DEI team with the creation of a tool kit for employees who are transitioning in the workplace.



*Parks & Recreation* magazine and NRPA's Young Professional Network reveal the top young park and recreation professionals to watch this year

By Vitisia Paynich and Michael Biedenstein, CPRP, AFO

## Congratulations, Haley!

## Communications and Proclamations

Board of Commissioners to share communications.  
PDF Brochure vs. Website



## PDF Brochure vs. Website

Due to low engagement and downloads of the digital pdf brochure, the Marketing team formally recommends to cease seasonal brochure production as we know it. **This document contains:**

- Former Print/Mailing Price
- Insights from the 2021/2022 Winter/Spring, 2022 Summer, 2022 Fall, 2022/2023 Winter/Spring, 2023 Summer, 2023 Fall, and 2023/2024 Winter-Spring Digital Brochures.
- Google Analytics 2022 compared to 2023.
- Recommendations for smaller seasonal tri-folds/post cards moving forward.
- Recommendations for other productions to be carried out by the Graphic Designer position.

### Former Print/Mailing Price

**2019/2020 FY and 2020/2021 FY:** \$35,711.00 for Print. \$8,360 for mailing.

**Total:** \$44,071.00

COVID-19 Hits in March 2020, Print Brochures cease at OBPD, and District begins to save an approximately \$44,071.00 each FY (2021/2022, 2022/2023, 2023/2024)

### Moving Forward

The Graphic Designer creates a brochure three times a year. Each season, it takes the Graphic Designer approximately 60-70 hours to produce. According to these numbers, we recommend the Graphic Designer spends their time and energy on registration via the website and other projects.

We recommend the following projects moving forward:

- Continue Seasonal Camp, Pioneer Post and Tennis Center Brochure
- Additional seasonal registration date post cards/mailed driving traffic to the website (3x a year)
- NEW: Seasonal "mini" brochure similar to the Tennis Center Brochure (3x a year)
- NEW: Optimize the OBPD website for registration weekly/daily
- NEW: Increase social media posts with graphics and videos and offer this as a new channel for sponsored events/programs
- NEW: Adding all OBPD events to Google Events

## Brochure Comparison

### **2021/2022 Winter-Spring Brochure Insights** **November 28, 2021 – April 24, 2022**

- Total views: 2,123
- Total Downloads: 9
- Average Time Spent: 00:03:41

### **2022/2023 Winter-Spring Brochure Insights** **November 28, 2022 – April 24, 2023**

- Total views: 1,898
- Total Downloads: 28
- Average Time Spent: 01:17:36

### **2022 Summer Brochure Insights** **April 24, 2022 – July 17, 2022**

- Total Views: Data not available
- Total Downloads: Data not available
- Average Time Spent: Data not available

### **2023 Summer Brochure Insights** **April 24, 2023 – July 17, 2023**

- Total Views: 816
- Total Downloads: 13
- Average Time Spent: 00:06:53

### **2022 Fall Brochure Insights** **July 17, 2022 – November 20, 2022**

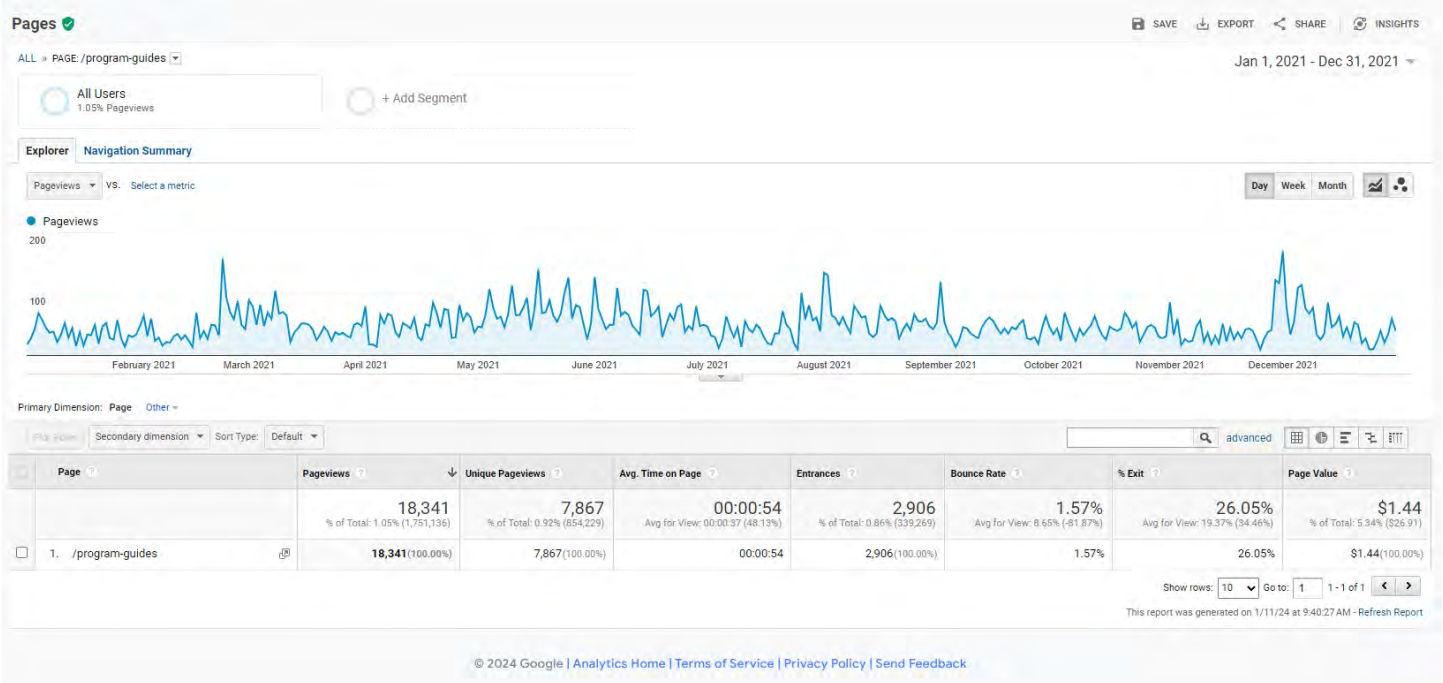
- Total Views: 2,322
- Total Downloads: 16
- Average Time Spent: 00:03:51

### **2023 Fall Brochure Insights** **July 17, 2023 – November 20, 2023**

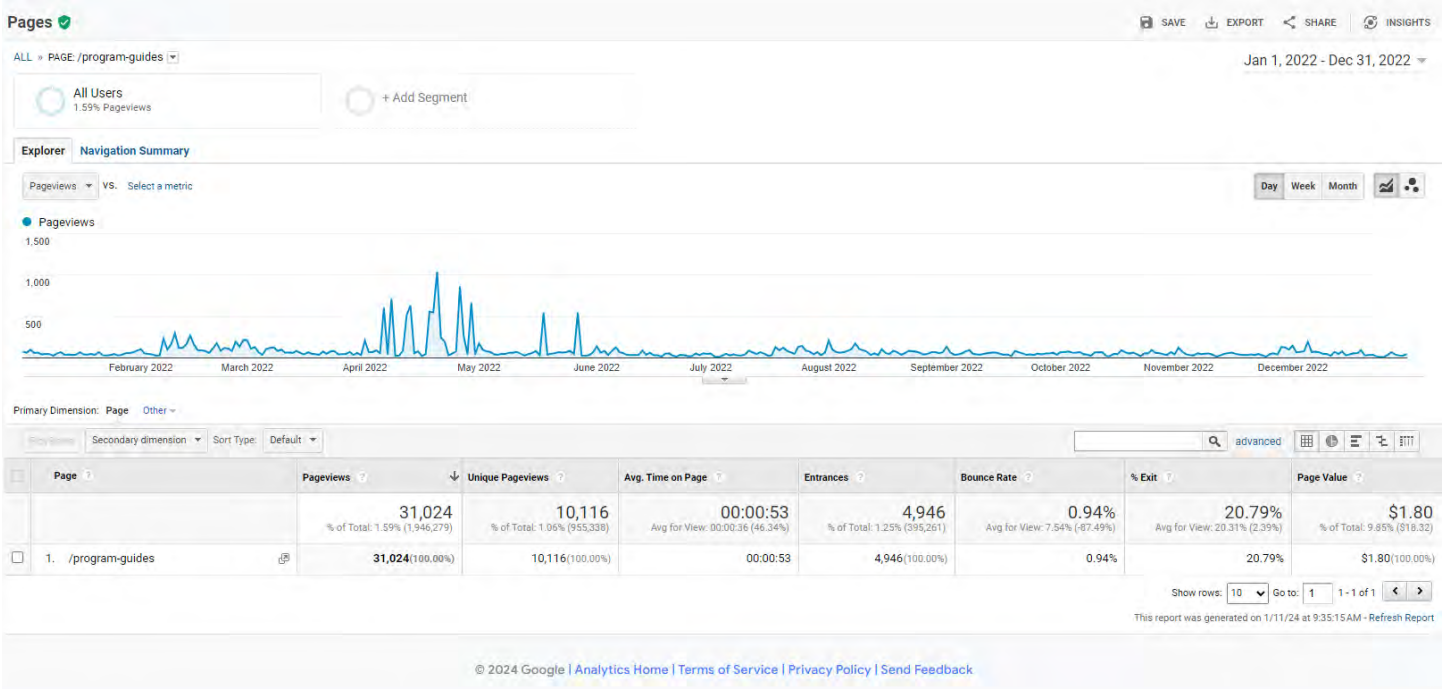
- Total Views: 2,474
- Total Downloads: 30
- Average Time Spent: 00:05:20

# Google Analytics

## 2021 Calander Year Program Guide Web Page Views: 18,341

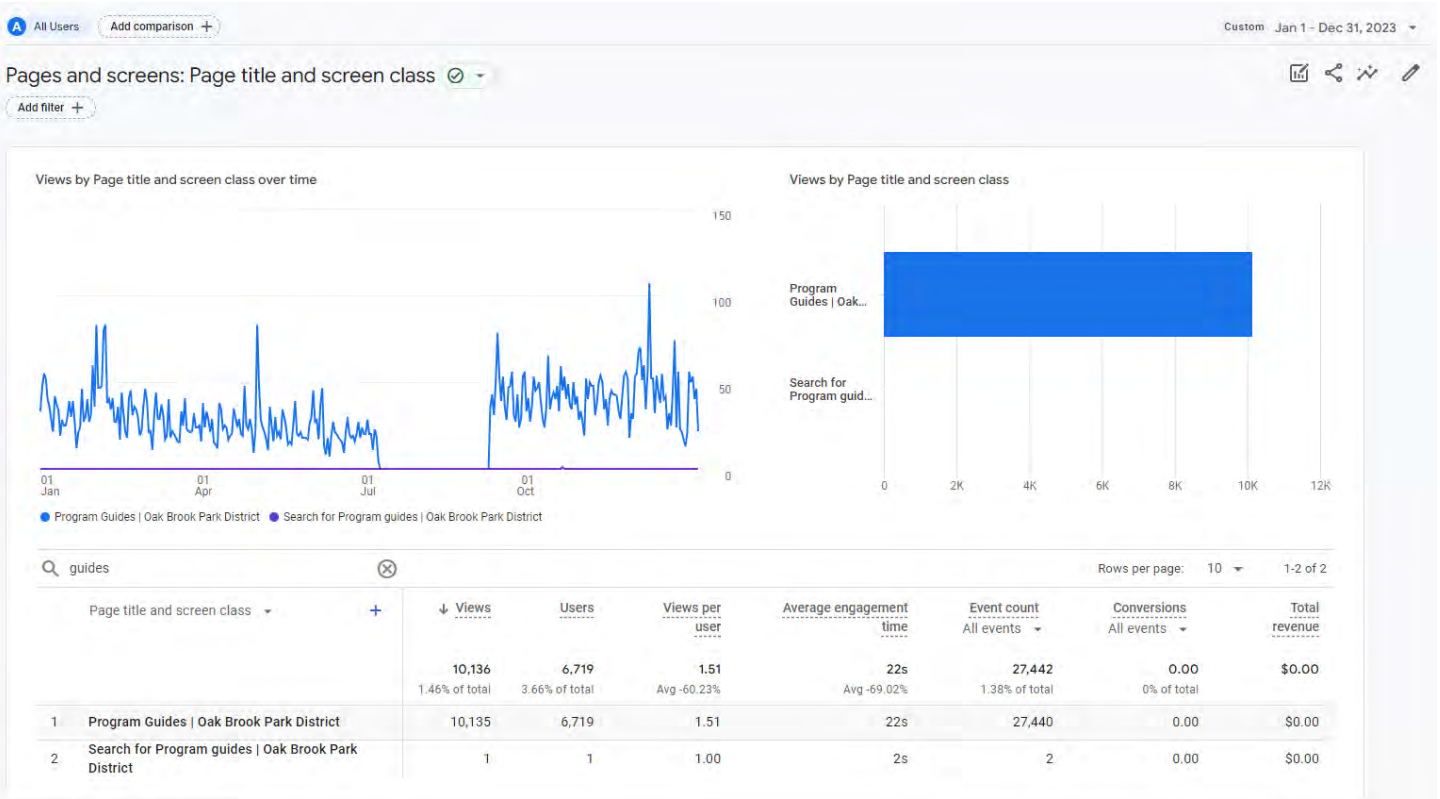


## 2022 Calander Year Program Guide Web Page Views: 31,024



**\*Jan 1- July 8, 2023, and September 7 – December 31 2023 Calander Year Program Guide Web Page Views: 10,136**

(Google Analytics went through an update and the data for the old version cuts off in July 8, 2023. We are then majority of July, and August data, and the new version of Google Analytics does not pick up again until after September 6. See below)



## 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: February 14, 2024  
Re: February Board Report: Administration & Enterprise Operations

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## Upcoming Dates at the Oak Brook Park District:

Monday, February 19	<b>OBPD Board Meeting</b>	Canterberry in FRC
Monday, March 4	<b>OBPD Budget Meeting</b>	Canterberry in FRC
Friday, March 8	<b>STAR Party</b>	Pinstripes-Oak Brook

## January Board Meeting Discussion Points:

### **Tennis Center Report**

- Jan 13<sup>th</sup>-14<sup>th</sup> the TC hosted the Winter Junior Open tournament with 64 participants.
- New power outlets to be used for the advertising TVs were installed.
- Jan 21<sup>st</sup> the Tennis Center hosted the first adaptive tennis program with 8 participants.

### **Conference Sessions**

The staff is so grateful for the opportunity to attend the state conference. Attached are the sessions that were attended or presented by staff. Staff presented 7 different sessions over the 3-day conference.

### **Tennis Center and Central Park West Bids**

Both bids came in under budget. At the time of this report, staff is still checking references of the contractor. Staff will have recommendations for the board meeting.

### **Market Based Salary Range Adjustment**

This adjustment of 2.6% is to the pay ranges of each job title to stay current with the market. This is not a guaranteed rate increase to each employee's wage.

### **Refund Policy**

This refund policy addresses the inconsistencies with each event or program. The attorney has vetted this policy. Thanks to Mike and Valerie for taking the lead on this updated policy.

## **IPRA/IAPD Conference Sessions**

### **908 – Designing Marketing Strategies for Young Kids and Young Seniors**

The presenters wrapped these two very different age groups into one presentation. It makes sense how marketing to them in similar ways, works!

### **108 – Girl Power – Are You Ready? Get Set and Lead!**

It was wonderful to hear from women in leadership positions discuss their challenges in the industry, as well as their triumphs.

### **21 – iLearn: The Makings of a Sustainability Project Proposal**

For several months, Bob and I have worked with students from U of I and the IPRA iLearn Committee. The students put together a wonderful presentation that offers new and fresh ideas to the internal Sustainability Team here at the OBPD.

### **504 – The Healing Power of SOUL: Sharing of Unconditional Love and the Human-Animal Bond**

Not only did I love interacting with the therapy mini-pony, but learning how we can incorporate therapy animals into our events and programming filled me with joy and excitement. I am hoping to plan an event for veterans, with therapy animals.

### **403 – Early Childhood, Nature, and the Park District**

Start with a one-day class – start with warm weather – weekends work well. Advertise to current customers. Pick somewhere that there is parking and a bathroom. Maybe CPW patios? 30-minute classes work well. Start with early childhood and after successes increase the age range. Use seasonal themes.

### **1108 – Green from the Outside In**

Forest Preserve of Cook County. Electric and propane vehicles including landscaping tools, garbage trucks, lawnmowers – a lot of infrastructure changes. Establish Green Team Challenge – Electric Bike – grand prize. Team Spirit – Cross-Pollination between departments.

### **415 – Champs! Classroom Management from the classroom into Recreation.**

Behaviors are a form of communication. CHAMPS lays out the expectations for the entire day and is a plan that is proactive and positive. CHAMPS is Conversation, How to ask for help, Activity, Movement, Participation, and Success.

### **Bridging the Confidence Gap: How to Succeed in Upfront Communication**

This workshop started with a self-assessment of how we currently communicate (what we say, how we say it, and how our audience hears it). The speaker broke down characteristics of confident vs non-confident communication, including upspeak and hedging.

### **Responsible Leadership: Choosing How We Show Up for Others**

This workshop focused on the importance of Leadership Legacy and showing up to support your team.

### **Allyship: From Support to Action**

Learning how to be an Ally for those marginalized communities and co-workers of those communities, can be challenging as they are typically high emotion situations. Focused on the importance of being an ally without overpowering those who are subject to micro-aggressions and other attacks in the workplace.

### **The Secret Sauce to Successful Programming: “It’s in There”**

What makes a programming special to our district, that no one else can do? Our staff, our facilities and the experience we create. Great programming is intentional, impactful and informative. Additionally, relevant programming meets the immediate and strategic needs of their community.

### **Break Out of Your Shell: Working Across Departments for Richer Engagement**

Session started with understanding the difference between cooperation, coordination and collaboration. Collaboration is what we strive for- shared common goal and shared creation. When there is collaboration the group reaches goal alignment, new skills, problem solving and engagement.

### **Concession Stands: Pain or Profit?**

Good in-house concessions start with branding and sub-branding in mind. One of the biggest keys is staff training and being involved with staff so they can best troubleshoot issues with confidence.

### **1005 – The Goal of Belonging – Implementing DEI within your District’s Summer Camps and Rec Programming.**

What are some things we can do to make you feel supported and welcome as a staff member? Great question for the end-of-camp training once they feel more comfortable. Can also be written anonymously on note cards. Encourage camp counselors to talk about issues they see in camp such as microaggressions.

### **507- Transform your Training**

Benefits of engaging staff and volunteers in training: greater buy-in and satisfaction; happier. Vary learning self-directed; active involvement; sensory learning. Have them do some of the training before they come online if possible. Use gifs and short clips in slides to keep attention.

### **Keynote: Adversity Makes You Stronger**

Bet on You! Have Faith! Be All In! Follow your path.



### **315 – Innovation Oasis: Embracing AI for Next-Level Recreation**

ChatGPT 4 can take data from Excel to detect trends and predict future trends. It can give you charts to be used in PowerPoint.

### **202 – Tournaments: The challenge and reward of hosting tournaments**

**Brian, Jake, Bob, and Mike** shared tips and tricks they have learned along the way.

### **300 – You’re Fired! (What to do before uttering those words)**

Failure to communicate and poor employee management is the single greatest cause of charges and lawsuits. Give feedback regularly: communication is a two-way street, identify problem with employee input, and determine if it is correctible.

### **601 – Connecting with Your Gen Z Team**

Discussed the previous generations in the workplace, examined the differences and similarities, and discussed any stereotypes. Discussed how to understand better how Generation Z works and how to manage them effectively.

### **418 – Forward Thinking (Aquatics In A New Age) - Grant Gilchrist and Caroline Reimann**

Presented on our current aquatics operations and what we do with our swim lessons and special events as we adapt to post-pandemic, and discussed the recruitment and retention of our staff.

### **13 – Delegation IS Leadership**

Discussed the importance of delegation in the workplace and how delegation is more about giving staff authority and responsibility over something to build an individual and team's confidence. Discussed the difference between delegation and simply giving orders and strategies to delegate positively and healthily.

### **11- Laughter as Medicine: Using Comedy for Staff Wellbeing and Managing Burnout**

Through games, the importance of collaborative work, listening and acknowledging ideas positively, and how to communicate and listen to others. Also, the importance of listening and building relationships with people in the workplace. Interacted with people of different organizations in various fun activities.

### **1006 – The Look of the “New Professional” – Haley Colucci**

Looked at workplace attire through different stages from the 1950s to today and how unconscious bias can play into our decisions on hiring and managing employees based on their appearance. Discussed important laws managers must be aware of and consider when implementing workplace dress codes.

### **501: Prioritizing Mental Health: Empowering Your Organization**

Just like with medical first aid, mental health first aid would be a fantastic training for us (full time employees) to go through. It provides training for managers on recognizing signs of mental health issues.

#### **405: Our Volunteers are Out of This World**

Connect with scout troops and corporate team building planners for volunteers. Streamline process with online applications/DCFS background authorization.

#### **01: AI in the Parks and Recreation Industry: Embracing the Future**

Artificial Intelligence will not replace humans (yet), but those wanting maximum job security will be wise to understand and take advantage of the many efficiencies it can create.

#### **22: Succession Planning is Dead! Long Live Succession Planning!**

Succession planning rarely works as intended, and this will only become truer with the workforce mobility of younger generations changing companies frequently. More important to invest in staff that will grow with position and gain a sense of development.

#### **1002: Building a Robust Commitment to DEIA and Getting Results in a Diverse Community**

Big focus on financial diversity and ways to bring the park district experience to communities of need. Seek used equipment donations and distribute to program participants for free.

#### **403-Early Childhood, Nature, and the Park District**

In this session, we learned all about how Park Districts can set up awesome nature preschool programs from scratch, and even how to get the word out to the right folks. It's cool to see how popular nature preschools are getting in the USA, but hey, some people still have their worries about safety, you know?

#### **17-Cultivating a Campfire Culture**

I learned how to make strong workplace teams by incorporating social elements, not just work. Additionally, we learned tips on making remote work smoother by using effective tools to keep track of how things are going at the office.

#### **900-Selling Sponsorship in Style**

**Erik, Haley and Rachel** presented the Oak Brook Park District sponsorship process.

#### **902-Marketing and Communications Roundtable**

An opportunity to connect with other Park Districts and discuss topics like sponsorships, branding, and artificial intelligence in creating designs and marketing campaigns.

#### **903-Marketing and Communications Roundtable**

We got together with other Park Districts and shared ideas on topics like photography, diversity in marketing, and digital brochures. It's interesting to see how they do things similarly or differently and what has worked and what hasn't worked for them.

### **Run, Hide, Fight**

The session reviewed the importance of creating a plan for an active threat. It is important that staff are prepared and confident to use the necessary tools to keep patrons and team members safe.

### **Crisis Management for Active Threat Situations**

Unlike schools or corporate buildings, park districts are open which poses a major obstacle in ensuring patrons safety. It is important to revisit Active Threat training yearly and have conversations monthly at meetings.

### **Survey Says! Best Practices for Community Surveys and Public Engagement**

Surveys are important to conduct but it is more important to have an “end’ in mind. The presenter covered the best practices on how to engaged the community.

### **908-Designing Marketing Strategies for Young Kids and “Younger” Seniors**

Exploring this interesting topic the Wheeling Park District showed how you can be innovative in marketing to capture a more lost demographic. Other Park Districts are really tailoring their efforts to reach these populations in their community.

### **911- 10 Lessons About Marketing I Learned from Always Sunny In Philadelphia**

The "It's Sunny" show offered the speaker numerous valuable lessons. This presentation demonstrated the transformation of workplace chaos into a pathway for greater success in day-to-day or weekly endeavors.

### **901-Sponsorship: It Takes a Team**

The Naperville Team came together and showcased how they work together across multiple departments to ensure the success of their sponsorship. Their team had interesting sponsorship offerings that often took more than one department to execute.

### **208 – Planning, Design, Construction, and Management for a Sustainable Turf Sports Complex**

The presenters went over a broad overview (Start to Finish) of their community improvement Project at Deerpath Park. Very similar to our Phase II improvement plan for Central Park North.

### **1000 – Equitable Productive Conflict Resolution for People Managers (Pre-Conf)**

Making conflict resolution a priority. Talking to the individuals first in a safe place and understanding their needs and wants before bringing them together to resolve the conflict.

### **209 – Planning for Capital Project Grants**

Does the grant you are applying for fit your organizations Timeline, Budget, and needed resources? If not, is there another Grant out there worth going for instead. When you are applying for Grants and funding make sure that you are creating a benefit for your agency and not a burden.

### **118 - Attributes of a Great Leader**

Communication is a key attribute to being a great and effective leader. Being clear and understood while making sure staff understands expectations. Being present for staff, giving staff the support and resources needed to be successful, Being fair and equitable.

### **200 - Advancements in water feature management**

How are you managing your water features (Ponds) Preventative, Reactive, Proactive, or Predictive?

Being able to identify what you see in your ponds so that you can create a maintenance plan. Plants (aquatic weeds like algae) grow faster in warmer waters.

### **207 – Parks Maintenance Round Table**

Talked about using battery powered equipment (String Trimmers, backpack Blowers, Zero-Turn Mowers) and poured-in-place surfacing. Understanding the maintenance needs for the surfacing.

### **126-Tips for Avoiding Claims of Harassment/Discrimination in the Workplace.**

This presentation by attorneys from the Tressler Law Group focused on different types of harassment and discrimination. The Illinois Human Rights Act was reviewed, followed by a discussion about unwelcome behavior, a hostile work environment, and prohibited retaliation.

### **123-Critical Thinking about Accessibility and Inclusion**

Illinois is a leader in special recreation, and agencies allocate resources towards ADA improvements each year, however, new accommodations such as e-bikes and medical marijuana in parks present new challenges for park districts. This session also discussed important case law over the last 20 years, as well as a review of the US DOJ Title II requirements.

### **201-All Charged Up: Everyone is Talking about Electrification**

This session provided valuable information about current trends and upcoming developments in solar, electric vehicles and equipment, and electric infrastructure. Additionally, the presentation included an overview of the 148-million-dollar NEVI (National Electric Vehicle Infrastructure) funding program through the Federal Highway Administration.

### **205- 2024 IDNR Grant Outlook and Successful Grant Submissions**

Staff from the IDNR presented updates to their grants, including OSLAD, LWCF, Bike Trails, Museum, and Recreation Trails programs as well as the potential funding. The presenters reviewed application requirements and tips for a successful grant submission.

### **311-The Future of Parks and Rec: Winning the War for Talent in the Next Phase.**

Presented by staff from the Naperville Park District, this session discussed how to recruit new talent, especially those in high school-college. Hiring campaigns, staff incentives, retention, and social media reach were main focus.

### **23 Building a Culture of Innovation and Inclusion**

This session focused on what trends are going to impact us professionally. Our aging population, climate change and AI are coming soon, so we need to prepare.

### **18 Psychological Safety: Your Leadership Reflection**

**Laure** presented on work culture and positive psychological safety in your leadership.

### **133/134 Commissioner Roundtable: The importance for DEI at your Agencies.**

**Laure & Sharon** had a round table discussion regarding diversity, equity and inclusion. The Glenview Park District and the Skokie Park District also participated.



# Memo

To: Board of Commissioners and Executive Director, Laure Kosey  
From: Marco Salinas, Chief Financial Officer  
Date: February 12, 2024  
Re: January 2024 Financials

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## General Fund

We have completed nine months of our current fiscal year (2023/2024). Year-to-date (YTD) revenues, expenditures, and transfers-out for this fund equals \$3,239,397, \$2,101,226 and \$0, respectively. This is resulting in a YTD net surplus of \$1,138,171; which is a \$361,183 increase from the \$776,988 YTD net surplus experienced in the prior fiscal year. Following is additional commentary:

- **Revenues-** Total YTD revenues are currently ahead of budgeted expectations at 89% of the annual budget, and have increased \$427,640 (15%) when compared to the prior year. Property taxes and investment income are primarily driving this increase whereas Personal Property Replacement Taxes (PPRT) are currently unfavorable to budget and lower than the prior year. Although I.T. revenues are a new source (new department) this year, such activity is being offset by the recognition of corresponding expenditures in that department. Our Building-Recreation Center department now reflects the 3<sup>rd</sup> overhead allocation (\$93,873/quarterly), and revenues in our Central Park North department are favorable compared to the budget but have decreased from prior year due to the construction activity that occurred during the year.
- **Expenditures-** Total YTD expenditures are currently within budgeted expectations at 68% of the annual budget, and have increased \$66,457 (3%) when compared to the prior year. Expenditures in the Administration and Finance departments are lower than prior year primarily due to the new process of recording various information technology expenditures, to the newly created I.T. department. Costs in our Building-Recreation Center have increased when compared to the prior year primarily due to increased part-time personnel costs, increased health insurance costs for full-time personnel and utility costs (electricity, water/sewer, and natural gas). As in the past, the annual recording of any operating transfers-out is expected to occur in February 2024. Once recorded, it will decrease the current YTD surplus in this fund by approximately \$654,000.

## Recreation Fund

YTD revenues, expenditures, and transfers out for this fund equal \$4,181,623, \$3,027,039, and \$0, respectively. This is resulting in a YTD net surplus of \$1,154,584; which is a \$20,383 (2%) decrease when compared to the \$1,174,967 net surplus experienced in the prior fiscal year. Following is additional commentary:

- **Revenues-** Total YTD revenues are currently ahead of budgeted expectations at 86% of the annual budget, and have increased \$434,202 (12%) when compared to the prior year. All departments are either on target or favorable to the current annual budget. Property taxes, investment income, membership revenues, aquatics party rentals, youth basketball, Pioneer travel and classes, adult pickleball and winter lights sponsorships are some of the many activities that are currently driving the favorable increases in revenues. In our fitness

center department, FRC membership revenues for resident and non-resident customers have increased \$35,042 and \$45,042, respectively. In our aquatic center department, party rental revenues have increased \$16,936.

- **Expenditures-** Total YTD expenditures are currently favorable to budgeted expectations at 59% of the annual budget, and have increased \$454,585 (18%) when compared to the prior year. The increased expenditures in our Administration department are primarily due to increased full-time personnel wages (\$63,674), and the new quarterly I.T. overhead allocation (\$64,101) from the General Fund. The increased expenditures in our Aquatic Center department are primarily due to increased part-time staff wages (\$30,764), increased utility costs (electricity, water/sewer, and natural gas), and increased repair and maintenance costs (\$22,580). Similar to our General Fund, any operating transfers in/out activity is expected to occur in February 2024 and the net impact will be an increase in revenues over expenditures of \$98,608.

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

YTD revenues and expenses in this fund are currently at \$1,919,407 and \$1,282,620, respectively. This is resulting in a YTD net surplus of \$636,788; which is a \$26,706 (4%) increase over prior year's surplus of \$610,082. Following is additional commentary:

- **Revenues-** Total YTD revenues are currently ahead of budgeted expectations at 93% of the annual budget, and have increased \$181,942 when compared to the prior year. Similar to our aquatics and fitness departments, the tennis center is experiencing increased membership activity and the related revenues have increased \$35,088. Private lesson and group lesson revenues have also increased \$27,747 and \$88,348, respectively.
- **Expenses-** Total YTD expenses are currently favorable to budgeted expectations at 52% of the annual budget, and have increased \$155,236 when compared to the prior year. The increased expenses in the Administration department are partially due to the, new for this year, allocation of approximately 10% of finance personnel wage and health benefit costs, and the timing for recording the monthly credit card processing fees (slight delay in the prior year). In the Building department, we utility costs have increased by \$23,175 (78%). In the programs department, part-time wages and health insurance costs have increased \$39,257 and \$27,329, respectively. YTD capital expenses are currently \$20,064 lower than prior year.

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

Finance & H.R. personnel have been working on various tasks, including:

- Recruiting for a Human Resource and Risk Manager due to the announced retirement of our existing manager.
- Continuing work on our fiscal year 2024/2025 budget requests.



# Memo

To: Oak Brook Park District Board of Commissioners  
From: Robert Pechous, Director of Recreation and Communications  
Date: February 9, 2024  
Re: January 2024: Recreation and Communications Report

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## Recreation:

- Youth
  - Kim Catris was asked to be part of the Strategic Planning meetings hosted by District 53 in January.
  - New Enrichment classes started for Preschool with 69 students enrolled.
  
- Pioneers
  - 23 Pioneers attended a dramatic portrayal of the story of Diana Nyad at Central Park West. Jenny Riddle performed a wonderful program outlining how Diana swam from Cuba to Key West at age 64.
  - 20 Pioneers braved the below-zero temperatures on Tuesday to enjoy our first “for the love of pancake and friends” breakfast at CPW.
  
- Athletics
  - The Get Better Basketball League started in January with over 650 participants.
  - Staff met with Wizard FC and Lakeshore Lacrosse to talk about the current RFP and the potential to extend them.
  - Winter 2024 pickleball leagues began in January. We have a record number of 223 pickleball league players. In Winter 2023, we had 131 pickleball players.
  - The Indoor Youth Soccer League has 46 participants for this session. In Winter 2023, we had 28 participants.

## IT & Marketing Report:

Marketing researched data on how well the digital brochure performs vs the website. We are recommending staff use their time working on other tasks and projects to benefit the agency vs. full seasonal brochures.

We are getting quotes to replace our copiers and print services. In-person and virtual vendor meetings have taken place to find the best solution for our agency.



**Corporate and Community Relations:**

Sponsorships	\$	-
Advertising	\$	250.00
Vendors	\$	-
In-Kind Donations	\$	25.00
Oak Brook Park District Foundation	\$	1,852.63
<b>Total for January:</b>	<b>\$</b>	<b>2,127.63</b>

**Marketing & Communications Report:**

**Facebook Analytics**

Followers: 5,082 (up 33)  
 Posts: 28  
 Post Reach  
 (organic and paid): 44,489  
 Post Engagement: 5,448

**Instagram Analytics**

Total Followers: 2,131 (up 13)  
 Posts: 20  
 Top Post Reach: 271  
 Accounts Engaged: Unavailable

**Twitter Analytics**

Total Followers: 1,127 (down 4)  
 Posts: 4  
 Top Post Impressions: 57

**Oak Brook Park District**  
 Published by Robert Pechous · January 4 · 🌐

The last day for Winter Lights at Central Park is Sunday, January 7. Come out with your friends and family for this free walk through the beautiful music and lights.  
<https://www.obparks.org/specia.../winter-lights-central-park>

See insights and ads Boost again

👍❤️ 655 53 comments 54 shares

**Post Insights** [Close]

**The last day for Winter Lights at Central Park is Sunday, January 7. Come out with your friends and family for th...**  
 Published by Robert Pechous · January 4 · 🌐

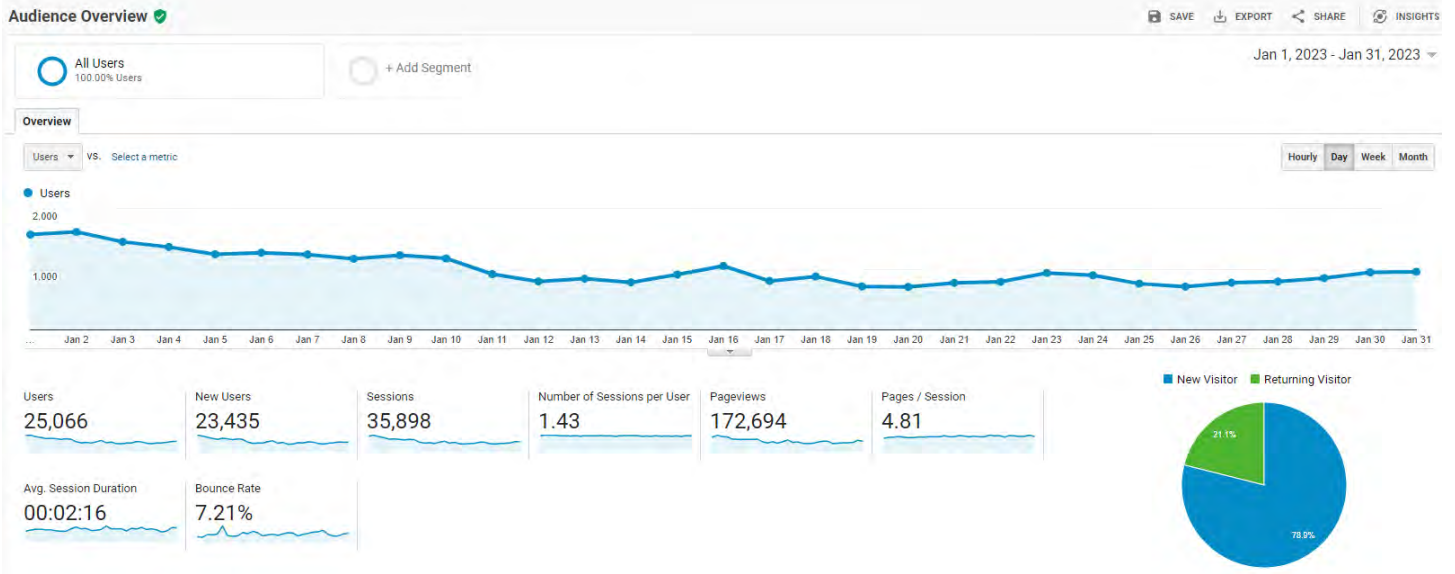
Post Impressions	Post reach	Engagement
<b>33,881</b>	<b>30,747</b>	<b>5,239</b>

**Interactions** [Filter]

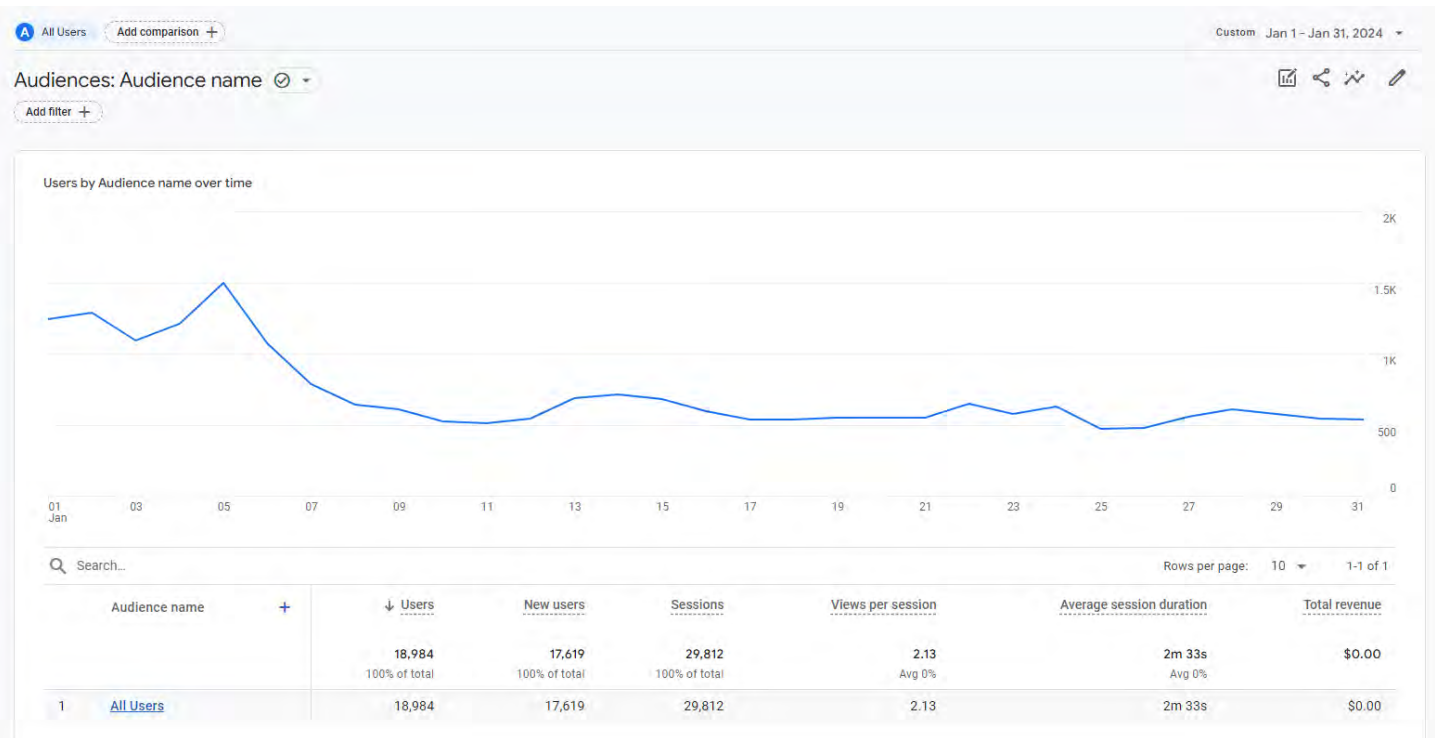
👍	❤️	😄	😱	😬	😡
600	103	0	3	0	0

- Reactions: 705
- Comments: 66
- Link Clicks: 649
- Shares: 56
- Other Clicks: 3,138

# Old Platform: 2023 Audience



# New Platform: 2023 Audience



**January 2024 Top pages\***

1. /Obparks.org
2. /Family Aquatic Center
3. /Winter Lights at Central Park
4. /Family Recreation Center
5. /Membership Opportunities
6. /Pickleball
7. / Program Guides
8. /Aquatics
9. /Central Park West
10. /Tennis Center

**obparks.org Acquisition Value\***

<u>Referral Percentage Values</u>	<u>Jan. 2024</u>	<u>Jan. 2023</u>
Direct:	27.6%	42.3%
Organic Search:	66.2%	52.2%
Social:	5.2%	2%
Referrals:	3%	3.5%

**January 2024 Top Products\***

**Not available this month due to Google Analytics update.**

**obparks.org Ecommerce Overview – January 2024\***

**Not available this month due to Google Analytics update.**

# OBJECTIVES AND KEY RESULTS

May 1, 2023 - April 30, 2024

MONTHLY UPDATE February 13, 2024

## Accomplish 4 of 4 OKR's: May 1, 2023 – April 30, 2024

“Accomplish” means 3 of 4 subgoals under each main objective, are completed.

### 1. ACHIEVE CUSTOMER ACQUISITION AND RETENTION RATES

COMPLETE?

- A FRC to increase membership revenue by 19% compared to April 30 of previous year to date.
- B TC to increase membership revenue by 2% compared to April 30 of previous year to date.
- C Increase Corporate membership revenue by 2% compared to April 30 of previous year to date.
- D Monthly goal for 90%> customer retention rate.

#### Objective 1, Figure A: FRC Membership Revenue



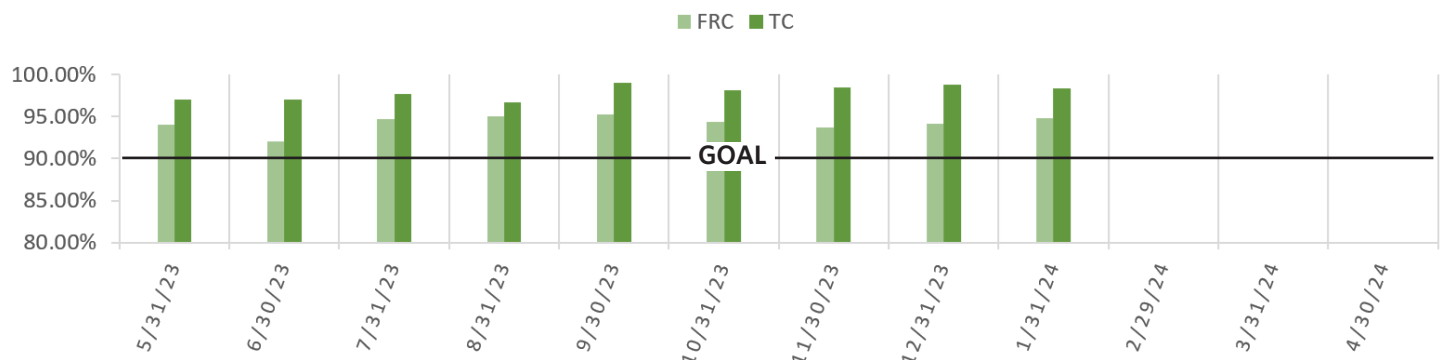
#### Objective 1, Figure B: TC Membership Revenue



#### Objective 1, Figure C: Corporate Membership Revenue



#### Objective 1, Figure D: Membership Retention



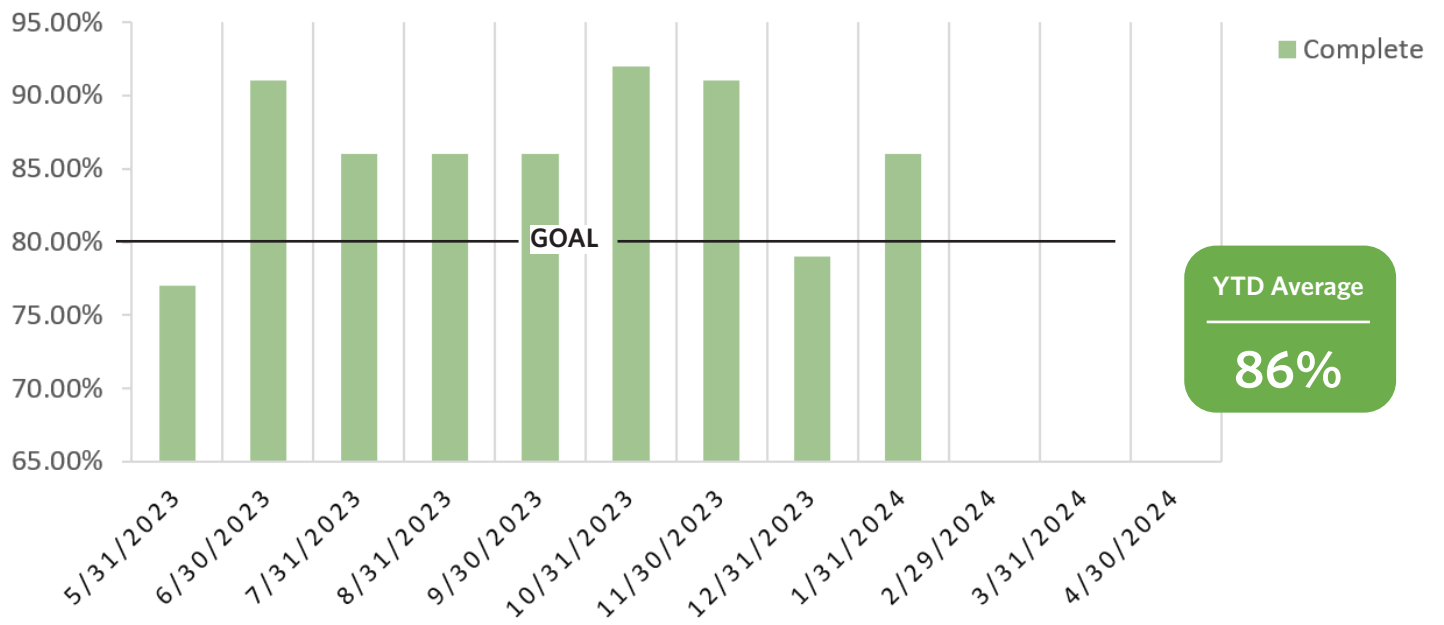
# OBJECTIVES AND KEY RESULTS

## 2. ACHIEVE INTERNAL AND EXTERNAL CUSTOMER RESPONSE RATES

COMPLETE?

- A Have 80% of completed work orders on an average monthly basis.
- B Implement HR onboarding software by December 31, 2023.
- C Measure open rates on a monthly basis of FT/PT employee communication.  
FT = 80% PT = 65%.
- D Employee Engagement Task Force to meet after staff survey.

Objective 2, Figure A: Completed Work Orders



Objective 2, Figure C: Internal Communication Open Rate







# OBJECTIVES AND KEY RESULTS

## 3. ACHIEVE PROGRAM ENROLLMENT AND FACILITY USAGE GOALS

COMPLETE?

- A Increase District program revenue by 3% compared to April 30 of previous year.
- B Increase Tennis program revenue by 1% compared to April 30 of previous year to date.
- C Implement three inclusive programs. 
  1. Sensory Sensitivity Hours at the Family Aquatic Center
  2. Adaptive Tennis at the Tennis Center
  3. \_\_\_\_\_
- D Compare 6 months with previous year data of FRC facility counter TC counts.

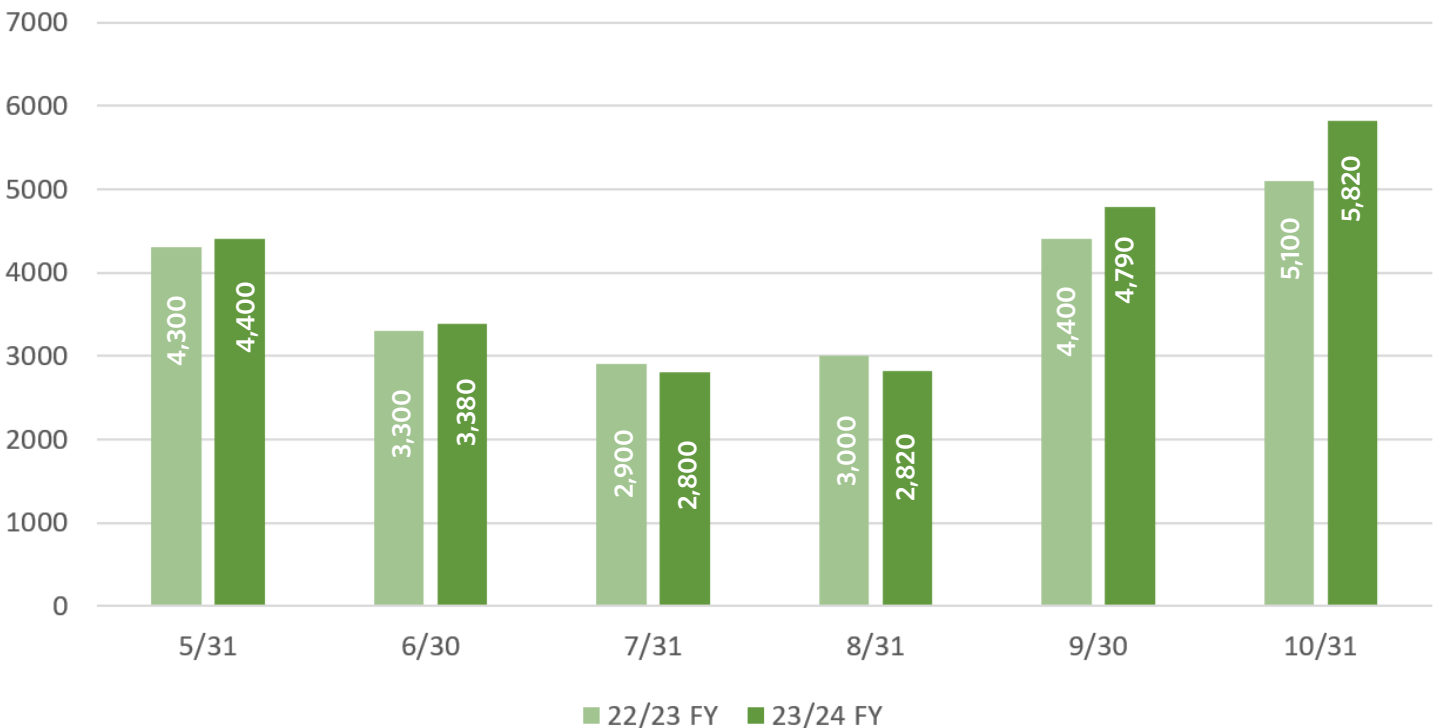
Objective 3, Figure A: Park District Program Revenue



Objective 3, Figure B: Tennis Center Program Revenue



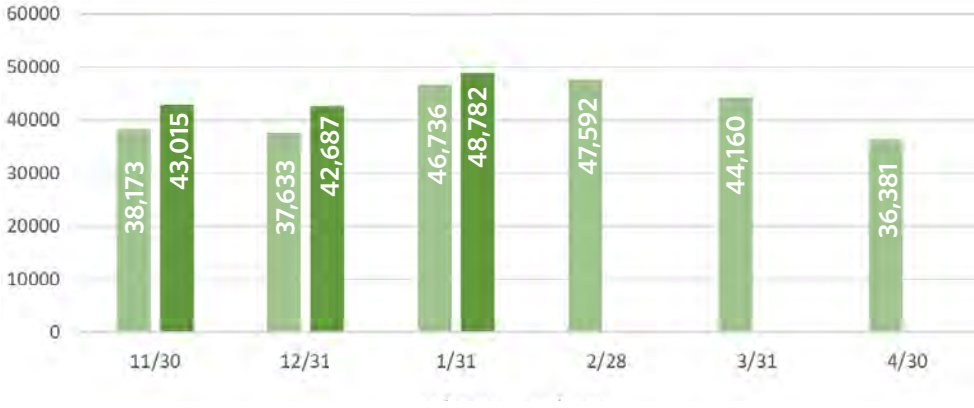
Objective 3, Figure D.1: Tennis Center Member Usage





# OBJECTIVES AND KEY RESULTS

## Objective 3, Figure D.2: Family Recreation Center Visits

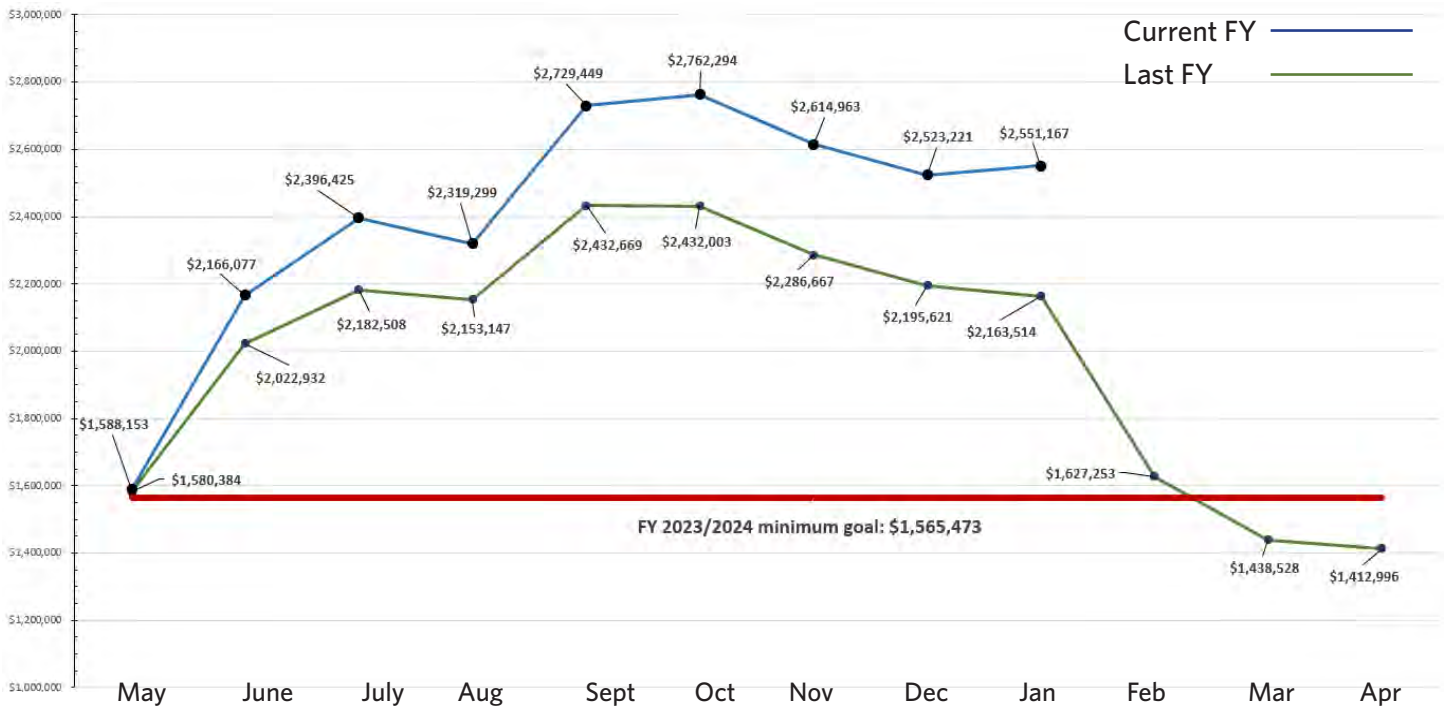


## 4. FUND BALANCES AS OF APRIL 30, 2024

COMPLETE?

- A 5 months of reserves for General Fund.
- B 5 months of reserves for the Recreation Fund.
- C 7 months of reserves for the Tennis Center Fund.
- D Find 3 alternative funding sources. i.e., Grants or donations. 
  1. Evergreen Bank Group Synthetic Turf Field Naming Rights
  2. \_\_\_\_\_
  3. \_\_\_\_\_

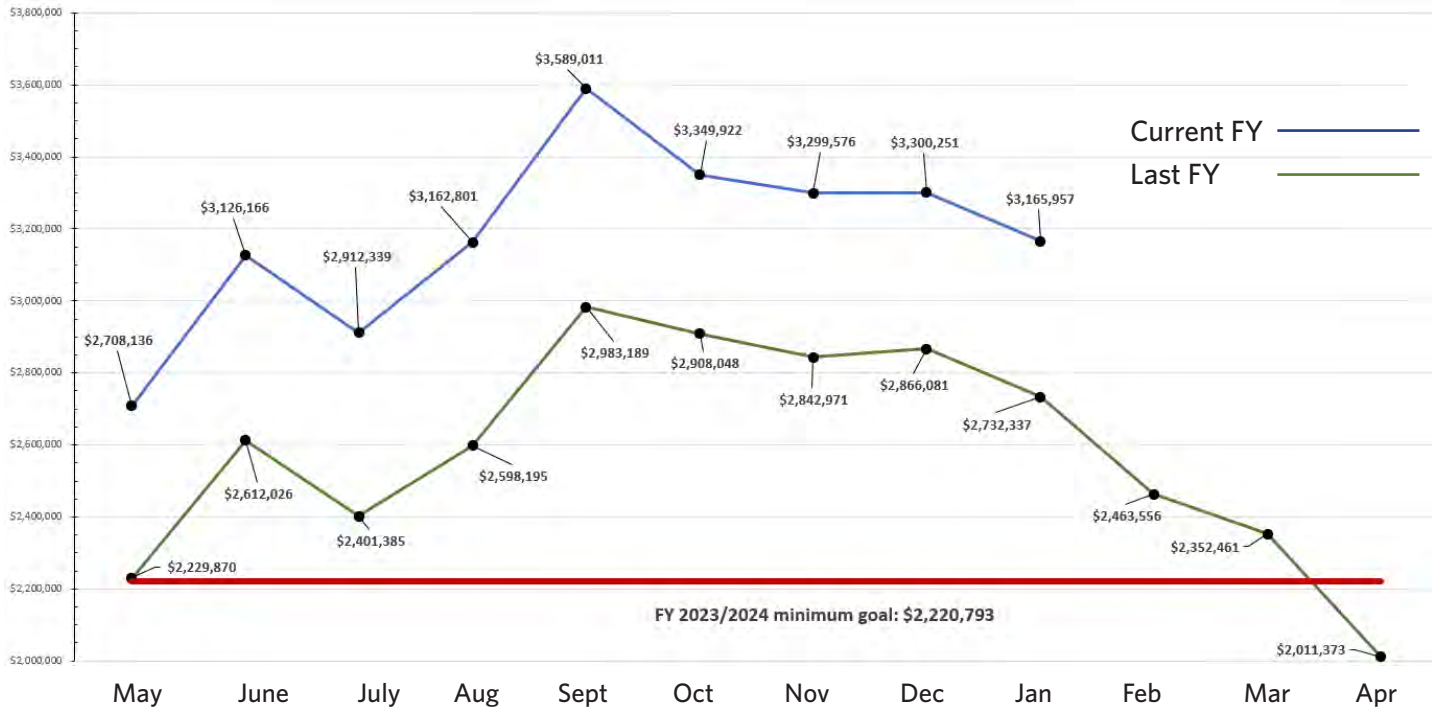
## Objective 4, Figure A: General Fund



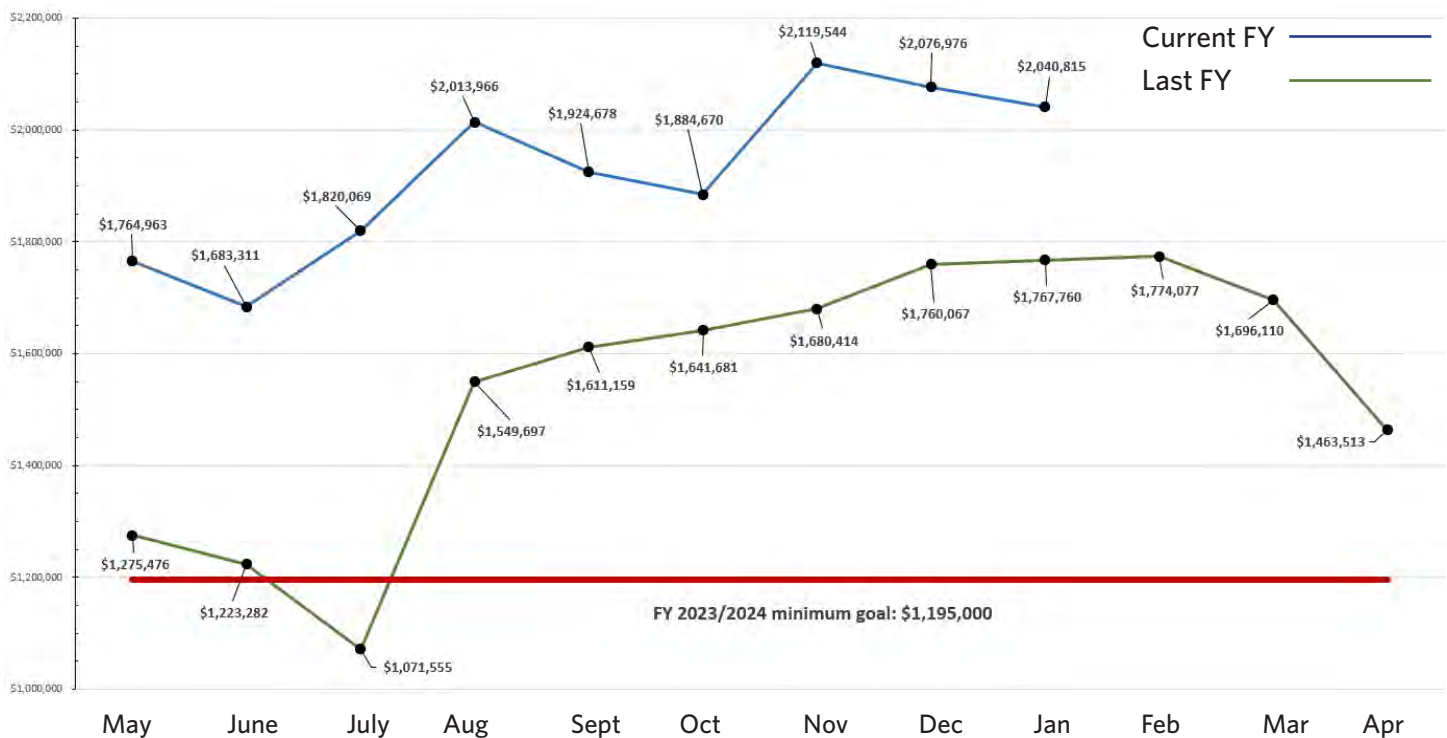


# OBJECTIVES AND KEY RESULTS

Objective 4, Figure B: Recreation Fund



Objective 4, Figure C: Tennis Fund





**May 1, 2023 - April 30, 2024**

<b>Employee Status</b>	<b>Accomplish 4 of 4 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.





# Memo

To: Board of Commissioners  
From: Bob Johnson, Deputy Director  
Date: February 13, 2024  
Re: Board Report

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## Parks

- The Central Park Winter Lights cleanup has been completed.
- Staff constructed a Little Sled Library. The library allows anyone the use of a sled if they do not have one of their own, and they can return it when they are finished.
- The ice rink and sled hill have had limited use this season due to high temperatures and a lack of snow. Staff continues to inspect and maintain these sites for the remainder of the season.
- Staff is completing winter fleet and preventative maintenance on vehicles and equipment.
- Staff has inspected and repaired picnic tables from Dean Nature Sanctuary, Forest Glen, Saddlebrook, and Chillem Parks.
- Josh DeSalvo has been hired as a full-time Park Technician. His duties will include athletic field upkeep and preparation in addition to regular maintenance tasks.

## Aquatics and Maintenance

- Rob, Grant and Caroline attended the IAPD/IPRA State Conference.
- Grant and Caroline presented a session at the Conference on Forward Thinking Aquatics, highlighting many of the systems and procedures that Oak Brook uses for aquatic operations.
- FULL SEASON swim lessons, offered on Thursdays and Sundays, has again sold out for the season. Staff will look at expanding the offering in the summer and fall seasons.
- Adaptive private swim lessons are being offered on a case-by-case basis this spring, with plans being explored for offering the lessons, along with inclusive group lessons, at dedicated times during the summer.
- Aquatic parties and rentals continue to trend ahead of pace from last year.
- Rob and Haley worked on designing a Summer Pool Pass giveaway for all families registering this summer. The goal is to improve registrations by 25% over last year.
- The team assisted with snow and ice removal around campus. They continue to monitor and repair any roof leaks as snow thaws on the roofs.
- The heat exchanger on HVAC roof top unit (RTU) #6 was replaced, and an ignitor on RTU #1 has been repaired.
- Staff has worked with the fire protection contractor to ensure deficiencies noted in the December 2023 inspection are promptly and properly addressed.
- Matt assisted with repairs to a malfunctioning boiler at the Tennis Center.

## **Facilities**

- The Family Recreation Center gymnasiums will undergo spring cleaning this month. High dusting will be performed to remove dirt from HVAC ducts, the ceiling, and light fixtures.
- The water fountain station outside Studio A was replaced with an ADA water bottle/fountain combination. This new option is touchless, more sanitary, and promotes eco-friendly practices.
- The Facilities team hosted a quarterly meeting for the Front Desk team members to review operations, policies, resident registration verifications, and situational scenarios. It was a terrific opportunity to discuss challenges and potential solutions, and plan for upcoming programs. Each month, situational awareness training exercises will be conducted to foster a safer work environment and help team members be more prepared for issues that arise at the front desk.
- The Tackle the Tri was held on Sunday February 11th. There were thirty participants who spent their Superbowl morning completing a “triathlon” via the row machine, assault bike, and treadmill. Each participant received a t-shirt, medal, and bragging rights.
- Long-standing Fitness Instructor, Meg Olander, returned this month to the Group Exercise schedule with a Monday morning 10:00am Zoom class. Her beloved followers were happy to see her name on the list.





## 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
22-23	Uses	28	47	55	20	14	27	22	23	29	29	32	29	<b>355</b>
	Parties	\$10,312	\$12,650	\$16,505	\$7,765	\$6,895	\$10,411	\$9,738	\$8,445	\$10,230	\$10,645	\$9,845	\$10,281	<b>\$123,722</b>
	Rentals	\$980	\$5,047	\$7,015	\$903	\$0	\$3,520	\$1,320	\$1,174	\$3,700	\$2,540	\$4,890	\$4,720	<b>\$35,809</b>
	<b>TOTAL</b>	<b>\$11,292</b>	<b>\$17,697</b>	<b>\$23,520</b>	<b>\$8,668</b>	<b>\$6,895</b>	<b>\$13,931</b>	<b>\$11,058</b>	<b>\$9,619</b>	<b>\$13,930</b>	<b>\$13,185</b>	<b>\$14,735</b>	<b>\$15,001</b>	<b>\$159,531</b>
23-24	Uses	26	52	45	25	26	25	22	27	34	28			<b>310</b>
	Parties	\$9,418	\$17,097	\$12,978	\$5,722	\$11,126	\$10,818	\$8,531	\$9,859	\$12,006	\$11,233			<b>\$108,788</b>
	Rentals	\$536	\$6,642	\$9,730	\$5,640	\$2,320	\$2,960	\$2,526	\$3,401	\$5,381	\$2,080	\$0	\$0	<b>\$41,216</b>
	<b>TOTAL</b>	<b>\$9,954</b>	<b>\$23,739</b>	<b>\$22,708</b>	<b>\$11,362</b>	<b>\$13,446</b>	<b>\$13,778</b>	<b>\$11,057</b>	<b>\$13,260</b>	<b>\$17,387</b>	<b>\$13,313</b>	<b>\$0</b>	<b>\$0</b>	<b>\$150,004</b>

Swim Lesson					
FY	Season	SUMMER	FALL	W/S	TOTAL
22-23	Registrations	888	899	1,489	<b>3,276</b>
	Private	\$38,751	\$37,077	\$54,177	<b>\$130,005</b>
	Group	\$47,168	\$58,794	\$90,253	<b>\$196,215</b>
	<b>TOTAL</b>	<b>\$85,919</b>	<b>\$95,871</b>	<b>\$144,430</b>	<b>\$326,220</b>
23-24	Registrations	998	918	552	<b>2,468</b>
	Private	\$36,058	\$30,485	\$24,171	<b>\$90,714</b>
	Group	\$57,232	\$68,714	\$53,000	<b>\$178,946</b>
	<b>TOTAL</b>	<b>\$93,290</b>	<b>\$99,199</b>	<b>\$77,171</b>	<b>\$269,660</b>

Swim Team						
FY	Season	SUMMER	FALL	WINTER	SPRING	TOTAL
22-23	Registrations	32	60	50	57	<b>199</b>
	Revenue	\$8,610	\$20,942	\$13,798	\$11,718	<b>\$55,068</b>
23-24	Registrations	46	75	59		<b>180</b>
	Revenue	\$11,186	\$27,453	\$15,551		<b>\$54,190</b>



# Oak Brook Park District Facility Statistics and Data

## Facility Rentals

22/23 FY	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	Total
<b>Gym Rentals Hours</b>	316	253	263	483	274	485	393	372	529	396	296	319	4,379
<b>Gym Revenue</b>	\$17,089	\$12,969	\$14,075	\$25,157	\$14,324	\$21,145	\$21,701	\$19,871	\$27,335	\$21,701	\$15,704	\$17,445	\$228,514
<b>Room Rentals</b>	2	0	1	8	4	7	4	3	12	15	11	12	79
<b>Room Revenue</b>	\$160	\$0	\$280	\$1,855	\$420	\$910	\$700	\$780	\$240	\$590	\$1,100	\$320	\$7,355
<b>CPW Rentals</b>	7	10	10	10	8	7	7	1	2	10	7	9	88
<b>CPW Revenue</b>	\$5,524	\$5,359	\$7,443	\$7,620	\$4,113	\$2,601	\$4,380	\$330	\$1,510	\$7,045	\$3,969	\$4,565	\$54,458

23/24 FY	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	Total
<b>Gym Rentals Hours</b>	286	212	268	481	264	430	405	377	540				3,262
<b>Gym Revenue</b>	\$15,360	\$11,720	\$14,625	\$24,818	\$13,696	\$20,666	\$21,900	\$19,612	\$24,606				\$167,002
<b>Room Rentals</b>	12	14	11	15	22	20	24	15	16				149
<b>Room Revenue</b>	\$340	\$360	\$440	\$760	\$560	\$760	\$1,675	\$200	\$400				\$5,495
<b>CPW Rentals</b>	4	7	11	9	6	6	2	1	2				48
<b>CPW Revenue</b>	\$1,555	\$4,869	\$9,586	\$6,437	\$4,656	\$4,089	\$1,020	\$330	\$1,840				\$34,381

Totals	20-21	21-22	22-23
<b>Gym Rentals Hours</b>	4,195	4,874	4,379
<b>Gym Revenue</b>	\$207,521	\$261,155	\$228,514
<b>Room Rentals</b>	0	10	79
<b>Room Revenue</b>	\$0	\$700	\$7,355
<b>CPW Rentals</b>	20	73	88
<b>CPW Revenue</b>	\$12,938	\$48,226	\$54,458



# Oak Brook Park District Athletic Fields Rental Report

## 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
22 - 23	Hours	204	158	132	102	174	187	83	13	8	12	73	142	1,288
	Revenue	\$8,419	\$8,838	\$69,381	\$5,068	\$4,243	\$6,077	\$4,926	\$1,273	\$914	\$1,410	\$7,643	\$6,063	\$124,253

23 - 24	Hours	211	139	72	12	171	179	80	7	3				874
	Revenue	\$9,375	\$8,441	\$3,867	\$593	\$2,637	\$5,456	\$4,543	\$685	\$370				
Wizards	Revenue			\$50,000		\$975								
Lakeshore	Revenue			\$14,200										

### Natural Grass Soccer Fields

FY	Month	May	June	July	August	September	October	November	December	January	Feb	March	April	TOTALS
22 - 23	Hours	1,923	1,240	558	1,040	1624	1,426	542	0	0	0	0	1759	10,112
	Revenue	\$17,170	\$8,095	\$72,900	\$10,315	\$8,169	\$7,860	\$748	\$0	\$0	\$0	\$0	\$7,543	\$132,799

23 - 24	Hours	2,254	1,183	461	839	1,838	1,236	651	0	0				8,462
	Revenue	\$24,922	\$9,650	\$9,508	\$7,940	\$3,750	\$5,591	\$1,125	\$0	\$0				
Wizards	Revenue			\$50,000		\$975								
Lakeshore	Revenue			\$8,000										

### Baseball Fields

FY	Month	May	June	July	August	September	October	November	December	January	Feb	March	April	TOTALS
22 - 23	Hours	304	297	226	42	175	143	10	0	0	0	0	154	1,350
	Revenue	\$8,301	\$13,145	\$4,450	\$1,064	\$6,208	\$5,027	\$273	\$0	\$0	\$0	\$0	\$7,173	\$45,640

23 - 24	Hours	314	241	171	92	357	155	11	0	0				1,341
	Revenue	\$8,235	\$10,610	\$4,324	\$4,438	\$7,269	\$7,321	\$385	\$0	\$0				

### Totals

FY	Month	May	June	July	August	September	October	November	December	January	Feb	March	April	TOTALS
22 - 23	Hours	2,431	1,695	916	1,184	1,973	1,756	635	13	8	12	73	2,055	12,750
	Revenue	\$33,890	\$30,078	\$146,731	\$16,446	\$18,620	\$18,964	\$5,946	\$1,273	\$914	\$1,410	\$7,643	\$20,778	\$302,692

23 - 24	Hours	2,779	1,563	704	943	2,366	1,570	742	7	3	0	0	0	10,677
	Revenue	\$42,532	\$28,701	\$139,898	\$12,971	\$13,656	\$18,368	\$6,053	\$685	\$370	\$0	\$0	\$0	\$263,233

Unfinished Business





# Oak Brook Park District

## BOARD MEETING

### AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: TENNIS CENTER FRONT DESK RENOVATION BID**

**AGENDA No.: 7 A**

**MEETING DATE: FEBRUARY 19, 2024**

**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):**

The front desk, kitchen area and office space at the Oak Brook Tennis Center are areas that are original to the building. These areas are outdated, lack function and efficiency, and are not accessible. The park district worked with Kluber Architects to develop a renovation plan for the space, including ADA accessibility, functionality, and appearance.

This project was put out to public bid in January 2024. In addition to the base bid, an alternate was included in the bid documents for demolition and replacement of the front reception desk area. An owner’s cash allowance in the amount of \$20,000 is included to be applied towards the alternate bid scope should an alternate bid be accepted. The bid opening was held on January 31, 2024 at 11:00am at the Family Recreation Center, at which time the bids were opened and read aloud. A total of seven bids were submitted for this project. The bid tabulation results are included for review.

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

Both staff and Kluber Architects reviewed the bid submittals for accuracy and completeness. The low bid was submitted by Construction Solutions of Illinois, Inc. with a base bid cost of \$137,723 and an alternate bid cost of \$8,711 for a total contract cost, including the \$20,000 owner’s cash allowance, of \$166,434. Staff recommends accepting the low base bid plus alternate from, and entering a contract with, Construction Solutions of Illinois, Inc.

**ACTION PROPOSED:** Motion to accept bid submittals from Construction Solutions of Illinois, Inc. in an amount of \$137,723 for the base bid, an amount of \$8,711 for alternate 1 work, \$20,000 for owner’s cash allowance, and approve an agreement between the Oak Brook Park District and Construction Solutions of Illinois, Inc. for a not-to-exceed total contract cost, including owner’s cash allowance, of \$166,434.

# Oak Brook Park District

1450 Forest Gate Road

Oak Brook, IL 60523

## Tennis Center Front Desk Remodel

January 31, 2024 11:00 AM Bid Open

Bidder	Addendum	References	Bid Bond	Certifications	Base Bid	Alternate Bid		Total Base Bid + Alternate Bid + Cash Allowance
						Alternate Bid	Alternate Bid Cash Allowance	
Kandu Construction, INlc. 8055 Ridgeway Avenue Skokie, IL 600076	x	x	x	x	\$ 267,000.00	\$ 18,000.00	\$20,000	\$ 305,000.00
Construction Solutions of Illinois Inc. 5920 Lynwood Drive Oak Lawn, IL 60453	x	x	x	x	\$ 137,723.00	\$ 8,711.00	\$20,000	\$ 166,434.00
Efraim Carlson & Son 14052 Petronella Drive, Suite 105 Libertyville, IL 60048	x	x	x	x	\$ 137,800.00	\$ 9,800.00	\$20,000	\$ 167,600.00
Boller Construction 3045 West Washington St, Waukegan, IL 60523	x	x	x	x	\$ 190,800.00	\$ 9,200.00	\$20,000	\$ 220,000.00
Lite Construction, Inc. 711 S. Lake Street, PO Box 135 Montgomery, IL 60538-0135	x	x	x	x	\$ 217,213.00	\$ 13,700.00	\$20,000	\$ 250,913.00
Manusos General Contracting 91 Christopher Way Fox Lake, IL 60020	x	x	x	x	\$ 225,795.00	\$ 13,167.00	\$20,000	\$ 258,962.00
D Kersey Construction Co. 4130 Timberlane Drive Northbrook, IL 60062	x	x	x	x	\$ 188,800.00	\$ 8,000.00	\$20,000	\$ 216,800.00

February 1, 2024

Bob Johnson  
Deputy Director of Parks and Planning  
Oak Brook Park District  
1450 Forest Gate Road  
Oak Brook, Illinois 60523

RE: Bid Results  
Tennis Center Front Desk Renovation  
Kluber Project No. 23-310-1501

Dear Mr. Johnson,

On January 31, 2024, bids were publicly opened and read aloud for the above referenced project. Seven contractors chose to submit bids for the project. The low base bid was submitted by Construction Solutions of Illinois from Oak Lawn, Illinois in the amount of \$137,723.00. The second lowest base bid was submitted by Efraim Carlson & Son from Libertyville, Illinois in the amount of \$137,800.00. See attached bid tabulation for details on bid results.

We conducted a Contractor Bid Scope Review with the low bidder and believe their bid to be responsive and complete.

Therefore, the Board may wish to award a Contract to Construction Solutions of Illinois in the amount of \$166,434.00 which would include acceptance of Alternate No.1 for replacement of the front reception desk in the amount of \$28,711.00.

The information contained herein and in the attached bid tabulation and scope review is provided to you for reference and use in your decision to award the Contract. Thank you for the opportunity to be of service to the Oak Brook Park District and we look forward to the successful completion of this project with you.

Sincerely,



Charli Johnsos  
Project Manager  
Kluber Architects + Engineers

Attachments: Bid Tabulation, Bid Scope Review  
Cc: Alin Pop, Superintendent of Enterprise Operations

**BID SCOPE REVIEW**  
**TENNIS CENTER FRONT DESK RENOVATION**  
**Kluber Project No. 23-310-1501**

Contractor: Construction Solutions

Contact: Peter Schipma

Base Bid Amount: \$137,723.00

Phone: 708-239-0001

Alternate No. 1 Amount: \$8,711.00 + 20,000

Email: pschipma@csofi.com

Date: February 01, 2024

All Addenda have been included in the bid. Yes

All Alternates applicable to your contract package have been acknowledged in the bid. Yes

All pertinent Allowances are included in the bid. Yes

A bid bond was included in the bid package. Yes

Are there any qualifications to the bid? No

Are there any material deliveries which you feel could have a negative impact on the project schedule? **Only item of note is the electrified glass.** No

Are you aware of any discrepancies and/or have any questions on the bid documents? No

**SCOPE REVIEW:**

Base Bid:

Work includes interior remodeling, demolition, walls, doors, ceilings, plumbing, and electrical and mechanical rework.

Alternate #1:

Alternate includes demolition of custom casework, flooring, electrical and data. New systems furniture paid by allowance and flooring, electrical and data hook ups.

The above constitutes Kluber, Inc. interpretation of the Bid Scope Review telephone call on February 01, 2024. Any changes or discrepancies shall be received by Kluber, Inc. in writing within five business days.

# Oak Brook Park District

1450 Forest Gate Road

Oak Brook, IL 60523

## Tennis Center Front Desk Remodel

January 31, 2024 11:00 AM Bid Open

Bidder	Addendum	References	Bid Bond	Certifications	Base Bid	Alternate Bid	Alternate Bid Cash Allowance	Total Base + Alternate
Kandu Construction, INlc. 8055 Ridgeway Avenue Skokie, IL 60076	x	x	x	x	\$ 267,000.00	\$ 18,000.00	\$20,000	\$305,000
Construction Solution of Illinois Inc. 5920 Lynwood Drive Oak Lawn, IL 60453	x	x	x	x	\$ 137,723.00	\$ 8,711.00	\$20,000	\$166,434
Efraim Carlson & Son 14052 Petronella Drive, Suite 105 Libertyville, IL 60048	x	x	x	x	\$ 137,800.00	\$ 9,800.00	\$20,000	\$167,600
Boller Construction 3045 West Washington St, Waukegan, IL 60523	x	x	x	x	\$ 190,800.00	\$ 9,200.00	\$20,000	\$220,000
Lite Construction, Inc. 711 S. Lake Street, PO Box 135 Montgomery, IL 60538-0135	x	x	x	x	\$ 217,213.00	\$ 13,700.00	\$20,000	\$250,913
Manusos General Contracting 91 Christopher Way Fox Lake, IL 60020	x	x	x	x	\$ 225,795.00	\$ 13,167.00	\$20,000	\$258,962
D Kersey Construction Co. 4130 Timberlane Drive Northbrook, IL 60062	x	x	x	x	\$ 188,800.00	\$ 8,000.00	\$20,000	\$216,800



# Oak Brook Park District

## BOARD MEETING

### AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: CENTRAL PARK WEST ADA IMPROVEMENTS BID**

**AGENDA No.: 7B**

**MEETING DATE: FEBRUARY 19, 2024**

**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 August of 2023, Kluber Architects performed a study at the Central Park West facility, which focused on accessibility and inclusivity of the entrance, lobby, and restrooms inside the building. At the request of Park District staff, Kluber investigated the feasibility of renovating the restrooms in such a way that they could serve both the interior and exterior of the building. As a result of this study, Kluber provided several renovation options to the district. The preferred design will make the entrance to the building accessible by adding a push-button door opener and expansion of the entrance foyer. A reception area and sensory space will be created within the front lobby. The existing north restroom will be converted into two individual all-gender restrooms which can only be accessed from the exterior of the building. The south restroom will be expanded with a small building addition. This space will be an all-gender restroom with privacy stalls and a separate and private single-user restroom. The budget for this project is \$500,000.

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

The renovation project went out to public bid on January 15, 2024. The bid includes an owner’s contingency of \$45,000. Six bids were received and publicly opened and read aloud at 10am on February 7, 2024 at the Family Recreation Center. Both staff and Kluber Architects reviewed the bid submittals for accuracy and completeness. The low bid was submitted by Red Feather Group, Inc. in the amount of \$480,531. Staff recommends accepting the bid from, and entering a contract with, Red Feather Group, Inc.

**ACTION PROPOSED:** Motion to accept the bid submittal from Red Feather Group, Inc. in the amount of \$480,531, and approve an agreement between the Oak Brook Park District and Red Feather Group, Inc. for a not-to-exceed total contract cost, including the owner’s allowance, of \$480,531.

## Oak Brook Park District

1450 Forest Gate Road

Oak Brook, IL 60523

### Central Park West ADA Improvements

February 7, 2024 - 10:00 AM Bid Open

Bidder	References	Bid Bond	Certifications	Total Bid
Krause Construction 3330 Edison Avenue Blue Island, IL 60406	x	x	x	\$584,077
Efraim Carlson & Son 14052 Petronella Drive, Suite 105 Libertyville, IL 60048	x	x	x	\$566,000
Construction Solutions of Illinois, Inc. 5920 Lynwood Drive Oak Lawn, IL 60453	x	x	x	\$548,723
Kandu Construction, Inc. 8055 Ridgeway Ave. Skokie, IL 60076	x	x	x	\$789,000
Manusos General Contracting, Inc. 91 Christopher Way Fox Lake, IL 60020	x	x	x	\$550,927
Red Feather Group 711 Becker Road Glenview, IL 60025	X	x	x	\$480,531
Boller Construction 3045 West Washington Street Waukegan, IL 60085	x	x	x	\$646,500

February 12, 2024

Bob Johnson  
Deputy Director of Parks and Planning  
Oak Brook Park District  
1450 Forest Gate Road  
Oak Brook, Illinois 60523

RE: Bid Results  
Central Park West ADA Improvements  
Kluber Project No. 23-310-1502

Dear Mr. Johnson,

On February 7, 2024, bids were publicly opened and read aloud for the above referenced project. Six contractors chose to submit bids for the project. The low base bid was submitted by Red Feather Group from Glenview, IL in the amount of \$480,531.00. The second lowest base bid was submitted by Construction Solutions from Oak Lawn, IL in the amount of \$548,723.00. See attached bid tabulation for details on bid results.

We conducted a Contractor Bid Scope Review with Red Feather Group and believe their bid to be responsive and complete.

Therefore, the Board may wish to award a Contract to Red Feather Group in the amount of \$480,531.00.

The information contained herein and in the attached bid tabulation and scope review is provided to you for reference and use in your decision to award the Contract. Thank you for the opportunity to be of service to the Oak Brook Park District and we look forward to the successful completion of this project with you.

Sincerely,



Charli Johnsos  
Project Manager  
Kluber Architects + Engineers

Attachments: Bid Tabulation, Bid Scope Review



## Oak Brook Park District

1450 Forest Gate Road

Oak Brook, IL 60523

### Central Park West ADA Improvements

February 7, 2024 - 10:00 AM Bid Open

Bidder	References	Bid Bond	Certifications	Total Bid
Krause Construction 3330 Edison Avenue Blue Island, IL 60406	x	x	x	\$584,077
Efraim Carlson & Son 14052 Petronella Drive, Suite 105 Libertyville, IL 60048	x	x	x	\$566,000
Construction Solutions of Illinois, Inc. 5920 Lynwood Drive Oak Lawn, IL 60453	x	x	x	\$548,723
Kandu Construction, Inc. 8055 Ridgeway Ave. Skokie, IL 60076	x	x	x	\$789,000
Manusos General Contracting, Inc. 91 Christopher Way Fox Lake, IL 60020	x	x	x	\$550,927
Red Feather Group 711 Becker Road Glenview, IL 60025	X	x	x	\$480,531
Boller Construction 3045 West Washington Street Waukegan, IL 60085	x	x	x	\$646,500

**BID SCOPE REVIEW**  
**CENTRAL PARK WEST IMPROVEMENTS**  
**Kluber Project No.23-310-1502**

Contractor: Red Feather Group

Contact: John Sochacki / Damian Poleszuk

Base Bid Amount: \$480,531.00

Phone: 847-710-3930

Email: rfeathergroup@gmail.com

Date: February 8, 2024

All pertinent Allowances are included in the bid. \$45,000 Yes

A bid bond was included in the bid package. Yes

Are there any qualifications to the bid? No

Are there any material deliveries which you feel could have a negative impact on the project schedule? No

Potentially aluminum storefront would take time, but they do not think it would be an issue.

Are you aware of any discrepancies and/or have any questions on the bid documents? No

**SCOPE REVIEW:**

Base Bid:

ADA accessible restrooms, and two (2) single use exterior accessed restrooms. The Work will include: minor demolition, concrete work, wood construction, finishes, toilet accessories, mechanical modifications, electrical changes, plumbing upgrades, and fire suppression modifications.

The above constitutes Kluber, Inc.'s interpretation of the Bid Scope Review telephone call on February 8, 2024. Any changes or discrepancies shall be received by Kluber, Inc. in writing within five business days.



# Oak Brook Park District

## BOARD MEETING

### AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: UPDATE TO POLICY 6.2 GENERAL USE REGULATIONS, SECTION 7.5.**

**AGENDA No.: 7C**

**MEETING DATE: FEBRUARY 19, 2024**

**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):**

The Oak Brook Park District Administrative Policies and Procedures Manual Policy 6.2, Section 7.5, addresses exclusion and dismissal from Park District properties for individuals who violate the district’s regulations, any other law, ordinance, or rule that threatens the safety of the district’s patrons, staff, and/or property. The policy provides guidelines for exclusion and dismissal based on an escalating scale depending on the number of violations during a specified time span.

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

Staff recommends updating the policy to include a provision to forego the escalating scale of exclusion and dismissal, for unsatisfactory behavior warranting accelerated or compound exclusionary action, up to and including immediate exclusion from any Oak Brook Park District property for up to one year. The proposed update to the policy is included for review.

**ACTION PROPOSED:**

Motion to approve the update to Policy 6.2 of the General Use Regulations, Section 7.5.



Oak Brook Park District  
Administrative Policies and Procedures

**Sec. 7.4 Temporary Dismissal**

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

**Sec. 7.5 Exclusion**

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

**Exclusion for up to sixty (60) days:**

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

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

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

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

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



Oak Brook Park District  
Administrative Policies and Procedures

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

c) These guidelines shall not prevent, limit, or delay the District in taking any exclusionary action where the District deems such action to be appropriate. The guidelines for exclusion need not be followed under circumstances where the Executive Director believes that a person's unsatisfactory behavior warrants accelerated or compound exclusionary action, up to and including exclusion from any Oak Brook Park District property for a period up to one year.

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

**Sec. 7.6 General Penalty**

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

b) Where an act or omission is prohibited or declared unlawful and no penalty or fine or imprisonment is otherwise provided, the offending Person shall be fined not less than \$100 or more than \$1,000 for each offense. Each day that a violation continues shall be deemed a separate offense. In addition to any fine, the District may revoke the privilege to use all or some of the facilities of the District for such length of time as is determined appropriate by the District in accordance with section 7.4 and 7.5 hereof.

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

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



# Oak Brook Park District

## BOARD MEETING

### AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: RESOLUTION 24-0219: A RESOLUTION AMENDING THE AGREEMENT BETWEEN THE OAK BROOK PARK DISTRICT AND CLASSIC LANDSCAPE, LTD. FOR TURF GRASS MOWING.**

**AGENDA No.: 7 D**

**MEETING DATE: FEBRUARY 19, 2024**

**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):**

During the March 21, 2022 Board Meeting, the Board accepted a bid from Classic Landscape, Ltd. for Turf Mowing Services and entered into an agreement for turf grass mowing services until March 31, 2023.

Section 2 of the contract provided that the contract could be extended for an additional one-year period, up to two years, upon the approval by the District and Classic Landscape, Ltd.

During the March 2023 Board Meeting, the Board of Commissioners approved extending the contract for an additional year, expiring March 31, 2024.

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

The Park District wishes to extend the contract term one final year to March 31, 2025 and has prepared the attached resolution and the Amendment to the Agreement for the Board of Commissioners' review and final decision at the February 19, 2024 Board Meeting.

Classic Landscape, Ltd. is willing to extend the contract under the same terms and conditions.

**ACTION PROPOSED:**

Motion to approve Resolution 24-0219: A Resolution Amending the Agreement Between the Oak Brook Park District and Classic Landscape, LTD. for Turf Grass Mowing.

**RESOLUTION NO. 24-0219**

**A RESOLUTION AMENDING THE AGREEMENT BETWEEN THE OAK BROOK  
PARK DISTRICT AND CLASSIC LANDSCAPE, LTD.  
FOR TURF GRASS MOWING**

---

**WHEREAS**, the Oak Brook Park District (the “District”) is authorized to enter contracts for supplies, materials and work (70 ILCS 1250/8-1); and

**WHEREAS**, on March 21, 2022, the District and Classic Landscape, Ltd. (the “Contractor”) entered a one-year Agreement for Turf Grass Mowing services (the “Agreement”) with a term remaining in full force and effect through March 31, 2023, and Section 2 of the Agreement provided that it could be extended for an additional one-year period, up to two years, upon approval of such an extension by the District and the Contractor, and upon prior appropriation therefor; and

**WHEREAS**, the District and the Contractor have agreed to an extension of one year, and the District has appropriated sufficient funds for such extension,

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

**Section 1.** The Board of Park Commissioners of the District hereby approves a one (1) year renewal of the Agreement, from April 1, 2024 to March 31, 2025 subject to the terms and conditions of the "Amendment to an Agreement Between the Oak Brook Park District and Classic Landscape, Ltd. for Turf Grass Mowing" (the "Amendment"), and the President and Secretary of the District are hereby authorized, respectively, to execute and attest the Amendment in substantially the form attached hereto and made a part of this Resolution as Exhibit "A".

**Section 2.** All resolutions or parts of resolutions in conflict with the provisions of this Resolution are hereby repealed to the extent of the conflict.

**Section 3.** This Resolution shall be in full force and effect from and after its passage and approval as provided by law.

**PASSED AND APPROVED THIS 19<sup>th</sup> DAY OF FEBRUARY, 2024.**

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Sharon Knitter, President

ATTEST:

\_\_\_\_\_  
Laure Kosey, Secretary



**AMENDMENT TO AN AGREEMENT BETWEEN THE  
OAK BROOK PARK DISTRICT AND CLASSIC LANDSCAPE, LTD.  
FOR THE TURF GRASS MOWING PROJECT**

---

**THIS AMENDMENT** (the "Amendment") to the "Agreement Between the Oak Brook Park District and Classic Landscape, Ltd. for the Turf Grass Mowing Project," dated March 21, 2022 (the "Agreement"), is made and entered into by and between the Oak Brook Park District ("District") and Classic Landscape, Ltd. ("Classic"). District and Classic are hereinafter sometimes referred to together as the "Parties."

**WITNESSETH:**

**WHEREAS**, the Parties entered into the Agreement for the provision of turf grass maintenance services to various District parks by Classic; and

**WHEREAS**, pursuant to Article II of the Agreement, the term of the Agreement expired on March 31, 2023 unless the Parties agree to extend the Agreement upon the same terms and conditions, for additional one-year period, up to two (2) years; provided that the District appropriated sufficient funds for such an extension; and

**WHEREAS**, the Parties extended the Agreement by one (1) additional year with an *Amendment to the Agreement* dated February 20, 2023, and the amended expiration of March 31, 2024; and

**WHEREAS**, the Parties desire to extend the Agreement by one (1) additional year; and

**WHEREAS**, the District has appropriated sufficient funds for such extension and increase of the Contract Price; and

**WHEREAS**, the Oak Brook Park District Board of Park Commissioners has determined that the best interest of the District and the public will be served to extend the Agreement based on the terms and conditions set forth in this Amendment.

**NOW, THEREFORE**, in consideration of the foregoing and the mutual covenants and agreements herein set forth, and other good and valuable consideration, the sufficiency of which is hereby acknowledged by the Parties, the District and Classic agree to the terms and conditions of this Amendment as follows:

**ARTICLE I**  
**THE RECITALS ARE PART OF THIS AMENDMENT**

The representations, covenants and recitations set forth in the foregoing recitals are material to this Amendment and are hereby incorporated into and made a part of this Amendment as though fully set forth in this Article I.

**ARTICLE II**  
**EXTENSION OF TERM OF AGREEMENT**

In accordance with Article II of the Agreement, the term of the Agreement is hereby extended for one (1) year, with an expiration date of March 31, 2025.

**ARTICLE III**  
**REMAINING AGREEMENT PROVISIONS**

All other provisions, terms and conditions of the Agreement not amended by this Amendment shall remain in full force and effect without revision. In the event of any conflict between the provisions of this Amendment and the provisions of the Agreement, the provisions of this Amendment will control.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement this 19th day of February, 2024.

OAK BROOK PARK DISTRICT

CLASSIC LANDSCAPE, LTD.

By: \_\_\_\_\_  
Sharon Knitter, Its President

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

Attest: \_\_\_\_\_  
Laure Kosey, Its Secretary

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



# Oak Brook Park District

## BOARD MEETING

### AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: ORDINANCE 24-0220: AN ORDINANCE TRANSFERRING FUNDS TO AND FROM SEVERAL PARK DISTRICT FUNDS.**

**AGENDA No.:** 7. E.

**MEETING DATE:** FEBRUARY 19, 2024

**STAFF REVIEW:**

Chief Financial Officer, Marco Salinas:

Handwritten signature of Marco Salinas in blue ink.

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

Handwritten signature of Laure Kosey in blue ink.

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

Included in the fiscal year 2023-2024 adopted budgets, are several operating transfers between our Corporate (General), Recreation, Debt Service, and Capital Projects Funds. The purposes of these transfers are to provide funding for our current year recreation programming, capital asset purchases and improvements, as well as the repayment of existing outstanding long-term debt.

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

The accompanying ordinance authorizes the transfer of funds between our Corporate (General), Recreation, Debt Service, and Capital Project Funds for fiscal year 2023-2024.

**ACTION PROPOSED:**

A motion and a second to approve Ordinance 24-0220: An Ordinance transferring funds to and from several park district funds.

**ORDINANCE NO. 24-0220**

**AN ORDINANCE TRANSFERRING FUNDS TO AND FROM  
SEVERAL PARK DISTRICT FUNDS**

---

**WHEREAS**, the first six months of fiscal year 2023-2024 of the Oak Brook Park District have elapsed; and

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

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

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

**Section 1:** Funds in the amounts listed in Exhibit A, which were appropriated in the Budget and Appropriation Ordinance for fiscal year 2023-2024 for the Corporate (General) and Recreation Funds, are hereby transferred to the Debt Service, Capital Project, and Recreation Funds, with the Debt Service, Capital Project, and Recreation Funds increased to the extent so transferred as listed in Exhibit A.

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

**Section 3.** All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed to the extent of the conflict, so that this Ordinance shall have full force and effect as written.

**PASSED AND APPROVED This 19th Day of February, 2024.**

**AYES:** \_\_\_\_\_

**NAYS:** \_\_\_\_\_

**ABSENT:** \_\_\_\_\_

Approved:

\_\_\_\_\_  
Sharon Knitter, President

ATTEST:

\_\_\_\_\_  
Laure L. Kosey, Secretary



## Exhibit A

Fund	Operating Transfer Out	Operating Transfer In	Purpose
General	\$ 300,000.00		-To fund FY 2023/2024 recreation programming and administration costs.
Recreation		\$ 300,000.00	
General	\$ 250,000.00		-To fund FY 2023/2024 capital asset purchases & improvements
Capital Project		\$ 250,000.00	
General	\$ 104,000.00		-To fund FY 2023/2024 debt service payments on our 2020 Promissory Note
Debt Service		\$ 104,000.00	
Recreation	\$ 201,392.00		-To fund FY 2023/2024 debt service payments on our Series 2018 and 2020 Debt Certificates, and a portion of our 2023 G.O. Limited Tax Bonds.
Debt Service		\$ 201,392.00	

**Totals: \$ 855,392.00    \$ 855,392.00**



# Oak Brook Park District

## BOARD MEETING

### AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: MARKET BASED SALARY RANGE ADJUSTMENT**

**AGENDA No.: 7 F**

**MEETING DATE: FEBRUARY 19, 2024**

**STAFF REVIEW:** Linda Noonan, Human Resource Manager:

Handwritten signature of Linda Noonan in cursive.

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

Handwritten signature of Laure Kosey in cursive.

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

HR Source developed a pay grade structure for the District's full-time positions, effective May 1, 2013. Each year they gather and analyze data from internal and external sources to provide general industry and specific industry structure adjustment recommendations. Their recommended annual adjustments have averaged 1.97% since then through 2023.

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

HR Source is recommending a 2.6% adjustment to existing salary ranges for Park and Recreation Agencies, effective May 1, 2024. Therefore, the proposed full-time salary ranges reflect a 2.6% increase.

**ACTION PROPOSED:**

Motion to approve the Market Based Salary Range Adjustment.

**Oak Brook Park District  
Pay Grades  
Effective: May 1, 2024\***

Pay Grade	FLSA	Job Title	Minimum	Midpoint	Maximum
13		Hold for Future Restructuring	141,752.00	177,195.20	212,638.40
			68.15	85.19	102.23
12	E	Executive Director	124,800.00	155,979.20	187,179.20
			60.00	74.99	89.99
11	E	Deputy Director	109,865.60	137,300.80	164,756.80
	E	Chief Financial Officer	52.82	66.01	79.21
10	E	Director of Recreation and Communications	96,699.20	120,868.80	145,059.20
			46.49	58.11	69.74
9	E	Superintendent of Enterprise Operations	85,113.60	106,412.80	127,691.20
	E	Superintendent of Facilities	40.92	51.16	61.39
	E	Superintendent of IT and Communications			
8	E	Superintendent of Aquatic and Maintenance Operations	74,921.60	93,662.40	112,382.40
	E	Superintendent of Parks	36.02	45.03	54.03
	E	Superintendent of Recreation			
	E	Human Resource Manager			
7	E	Finance Manager	65,936.00	82,430.40	98,945.60
	E	Marketing & Communications Manager	31.70	39.63	47.57
6	NE	Building Engineer	58,052.80	72,571.20	87,089.60
	E	FRC Facility Manager	27.91	34.89	41.87
	E	Recreation Manager Adult Programs			
	E	Recreation Manager Athletics			
	E	Recreation Manager Youth Programs			
	E	Tennis Operations Director			
5	E	Administrative Services Specialist	51,105.60	63,897.60	76,668.80
	E	Aquatic Manager	24.57	30.72	36.86
	E	Corporate & Community Relations			
	NE	Facility Maintenance Manager			
	E	Facility Supervisor			
	E	Fitness Supervisor			
	E	FRC Facility Supervisor			
	E	Graphic Designer			
	NE	IT Technology Administrator			
	E	Tennis Center Customer Service Manager			
NE	Tennis Center Facility Maintenance Manager				
4	NE	Landscape Specialist	44,990.40	56,243.20	67,475.20
	NE	Park Specialist	21.63	27.04	32.44
3	E	Aquatic Programming Supervisor	39,603.20	49,504.00	59,404.80
	NE	Registration Coordinator	19.04	23.80	28.56
2	NE	Building Technician	34,860.80	43,576.00	52,312.00
	NE	Facility Coordinator	16.76	20.95	25.15
	NE	Park District Lead Custodian			
	NE	Park Technician			
1	NE	Park District Custodian	32,822.40	41,017.60	49,212.80
			15.78	19.72	23.66

\*NOTE: Per HR Source (formerly Management Association of IL), 2.6% market adjustment increase over May 1, 2023.



New Business



# Oak Brook Park District

## BOARD MEETING

### AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: REFUND POLICY**

(Requires waiving the Board Rules to approve at this meeting.)

**AGENDA No.:** 8 A

**MEETING DATE:** FEBRUARY 19, 2024

STAFF REVIEW: Robert Pechous, Director of Recreation & Communications:

RECOMMENDED FOR BOARD ACTION: Laure Kosey, Executive Director:

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

The Oak Brook Park District has refund policies pertaining to the programs and services of the park district of which each had its unique requirements and procedures and were published in various sections of the park district’s promotional offerings.

Staff realized the difficulty for patrons to locate the refund policies of the district.

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

Staff has gathered and reviewed the current refund policies for programs, events, trips, camps, preschool, and rentals and has compiled the policies into one Refund Policy with the desire to provide better communication and service to the park district’s patrons.

The proposed policy is attached for the Board’s review. Staff desires to make this policy available to patrons as soon as possible and is requesting the Board to waive the Board Rules to approve at this meeting.

**ACTION PROPOSED:** Motion to waive the Board Rules to approve at this meeting the Refund Policy. Then request a motion to approve the Refund Policy.

## **Refund Policy**

Except for cancellations by the District, all refunds are subject to a 10% processing fee. In the event the District cancels an activity, makeup classes may be offered or, if no make-up classes are offered, a credit to your account or a refund will be issued. Limitations on refunds may vary by activity and registration type. Please visit <insert website here> for refund terms by activity and registration type.

### **Programs, Athletics and Camps**

This section applies to all youth and adult programs, athletics, and camps (collectively or individually referred to as “program(s)”). This section does not apply to travel programs, pre-school programs, or special events.

Subject to the 10% processing fee, a full refund will be given if a withdrawal request is made 8 days or more prior to the start of the program.

No refund will be given if the registrant submits a withdrawal request 7 days or less prior to the start of the program except for medical reasons. A prorated refund may be issued if the participant withdraws for medical reasons. Medical refunds require a signed doctor’s note explaining the injury or illness and must be submitted within 10 business days of when the participant first misses the program due to the injury or illness. In the event the District cancels the program, the District may either offer makeup classes or, if no make-up classes are offered, the District will either issue a credit to the registrant’s account or a full refund.

For the Get Better League: 1) a full refund will be issued if the registrant withdraws before teams are assigned; 2) the registrant will be issued a 50% refund if the participant withdraws after teams have been assigned; and 3) no refund will be issued if the participant withdraws after the teams have been assigned and had their first practice.

### **Special Events**

No refund will be issued unless the Park District cancels the event.

### **Travel**

#### Travel Club Trips

Refunds for Pioneer trips are subject to the refund policy of the travel company used for the trip. A full refund will be provided if the District cancels the trip.

#### Pioneer Trips

For Pioneer trips, no refund will be given if the cancellation is given 7 days or less before the date of the trip except for medical reasons. A full refund, minus the direct costs incurred by the District and a 10% processing fee, may be issued if the participant withdraws for medical reasons. Medical refunds require a signed doctor’s note explaining the injury or illness and, to the extent possible, must be submitted 10 days prior to the trip.

For cancellations given 8 days or more before the date of the trip, a full refund will be issued minus the direct costs incurred by the District and a 10% processing fee. A full refund will be provided if the District cancels the trip.

### **Preschool**

If a participant intends to withdraw from a preschool program, the registrant must provide at least 30 days' notice to the District in order to receive a prorated refund of the program fees which, for purposes of a refund, will not include the pre-registration deposit, and will be issued based on the final withdrawal date. Any such refund is subject to a 10% processing fee.

No refunds, credits or reallocation of funds will be given for any days your child misses class, including but not limited to for sick days, program cancellations due to weather or any other day your child is absent. In the event of withdrawal from a pre-school program at any time for any reason, the pre-registration deposit is non-refundable.

In the event the District cancels a preschool program, the District may either offer makeup classes or, if no make-up classes are offered, the District will either issue a credit to the registrant's account or a full refund.

### **Parties & Rentals**

No refunds will be given if the cancellation for the rental is received 7 days or less of the scheduled rental date.

A refund of 60% will be given if the cancellation of the rental is received 8 – 13 days prior to the scheduled rental date.

A full refund, minus a 10% processing fee will be given for cancellations received 14 days or more prior to the scheduled rental date.



# Oak Brook Park District

## BOARD MEETING

### AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: COPIER CONTRACT**

**AGENDA No.: 8 B**

**MEETING DATE: FEBRUARY 19, 2024**

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

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

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

Oak Brook Park District currently uses Konica Minolta for the leasing and print services of the primary three copiers. A contract was signed in 2011, renewed in 2015, and 2019. The current contract ends in April 2024.

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

Staff are evaluating our current needs and meeting with four different vendors to obtain quotes.

**ACTION PROPOSED:**

For Review and Discussion Only.



# Oak Brook Park District

## BOARD MEETING

### AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: ORDINANCE 24-0318: AN ORDINANCE  
DECLARING SURPLUS PERSONAL PROPERTY AND  
AUTHORIZING CONVEYANCE OR SALE THEREOF**

**AGENDA NO.: 8 C**

**MEETING DATE: FEBRUARY 19, 2024**

**STAFF REVIEW:**

Superintendent of Facilities, Valerie Louthan:

**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):**

Items that have been recently identified as surplus are listed in the attached Ordinance 24-0318.

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

Staff recommends that the property be discarded or recycled.

**ACTION PROPOSED:** For Review and Discussion Only.

**ORDINANCE NO. 24-0318  
AN ORDINANCE DECLARING  
SURPLUS PERSONAL PROPERTY AND  
AUTHORIZING CONVEYANCE OR SALE THEREOF**

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**WHEREAS**, the Park District Code (70 ILCS 1205/8-22) provides that whenever a Park District owns any personal property that in the opinion of three-fifths (3/5) of the Board members then holding office, is no longer necessary, useful to or for the best interests of the District, three-fifths (3/5) of the Board members then holding office may, by ordinance, authorize the conveyance or sale of that personal property in any manner they may designate, with or without advertising for sale; and

**WHEREAS**, the Oak Brook Park District (the “District”) owns certain personal property as follows:

<i>Quantity</i>	<i>Item</i>	<i>Brand</i>	<i>Color/Description/ Model Number</i>	<i>Description</i>	<i>Disposal Method</i>
1	Square Table	N/A	4 x 4 Square Table	Minor rust on legs	Sell
1 bin	Wooden Blocks	N/A		Heavily worn/used	Recycle/dispose
1	Physician Scale	Detecto	White		Recycle/Dispose

(Hereinafter collectively referred to from time to time as the “Property”), which, according to the advice and recommendation of the District’s staff is no longer necessary, useful to or for the best interests of the District; and

**WHEREAS**, the District’s staff has recommended that the Property, except for the Property designated to be recycled/discarded or traded-in, can best be sold directly by the District’s Executive Director to a municipality, school district, or park district, or may be sold indirectly by utilizing the services of Obernauf Auction Services, Inc., 118 N. Orchard Street, Round Lake, IL 60073, (an Illinois Auction Firm; License # 444.000105), who shall post the availability of such Property, with a minimum

acceptable price as determined by the District's Executive Director, and shall conduct the auction on behalf of the District by accepting bids for the purchase of the Property to the highest bidder; provided that, in the event that no bid is received for any portion of the Property to be sold by Obernauf Auction Services, Inc., any remaining Property shall be donated or disposed of as determined by the Executive Director; and

**WHEREAS**, the Board hereby accepts and adopts the recommendation of the District's staff with respect to the Property.

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

**Section 1:** The Property is hereby declared, by a three-fifths (3/5) vote of the Board members now holding office, to be no longer necessary or useful to or for the best interests of the District, and the Board hereby finds that it is in the best interest of the District to dispose of the Property as set forth in Section 2 of this Ordinance. **Section 2:** The Board hereby authorizes:

a) The sale of the Property, not designated to be discarded or traded-in, may be sold directly by the District's Executive Director to a municipality, school district, or park district, or indirectly by utilizing the services of Obernauf Auction Services, Inc., 118 N. Orchard Street, Round Lake, IL 60073, (an Illinois Auction Firm; License # 444.000105), who shall post the availability of the Property, with a minimum acceptable price as determined by the District's Executive Director, and shall conduct the auction on behalf of the District by accepting bids for the purchase of the Property to the highest bidder; provided that, in the event that no bid is received for any portion of the Property to be sold by Obernauf Auction Services, Inc., any remaining Property shall be donated or disposed of as determined by the Executive Director; and

b) All other Property to be discarded.



**Section 3:** All ordinances or parts of ordinances in conflict with this Ordinance are hereby repealed to the extent of the conflict.

**Section 4:** This Ordinance shall be in full force and effect from and after its passage and approval as provided by law.

**PASSED AND APPROVED THIS 18th DAY OF MARCH, 2024.**

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

**OAK BROOK PARK DISTRICT**

By:

\_\_\_\_\_  
Sharon Knitter, President

**ATTEST:**

By:

\_\_\_\_\_  
Laure L. Kosey, Secretary

A Special Budget Workshop Meeting of the Oak Brook Park District Board of Park Commissioners will be held on March 4, 2024, 6:30 p.m.

The next Regular Meeting of the Oak Brook Park District Board of Commissioners will be held on March 18, 2024, 6:30 p.m.

Adjournment