



Oak Brook Park District Board Packet

February 20, 2023

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

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

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AGENDA
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
February 20, 2023 – 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 20, 2023 AGENDA
 - b. APPROVAL OF MINUTES
 - i. January 16, 2023 Regular Board Meeting Minutes
 - c. APPROVAL OF FINANCIAL STATEMENT ENDING JANUARY 31, 2023
 - i. Warrant 669
4. STAFF RECOGNITION
 - a. None
5. COMMUNICATIONS/PROCLAMATIONS
 - a. Board of Commissioners to share communications.
 - b. Presentation of the IPRA/IAPD Plaque of Recognition – Oak Brook Park District Has Exceeded the Standards of a Distinguished Park and Recreation Accredited Agency
 - c. License Plate Recognition (LPR) system to assist law enforcement
6. REPORTS:
 - a. Communications, IT, and Administration Report
 - b. Finance & Human Resources Report
 - c. Recreation & Facilities Report
 - d. Parks & Planning Report





AGENDA
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
February 20, 2023 – 6:30 p.m.
Canterberry Room

7. UNFINISHED BUSINESS

- a. Central Park North Phase II Bid
- b. Central Park North Restroom/Concession/Storage Facility Bid
- c. Appointment of Executive Director to Approve and Execute Change Orders not to Exceed \$30,000
- d. Ordinance 23-0220: An Ordinance Transferring Funds to and From Several Park District Funds
- e. Proposed Adjustment to Full Time Pay Grades – effective 5-1-23
- f. Resolution 23-0221: A Resolution Amending the Agreement Between the Oak Brook Park District and Classic Landscape, Ltd. For Turf Grass Mowing
- g. Family Aquatic Center HVAC Bid
- h. Family Aquatic Center Pool Deck Bid
- i. Ordinance 23-0222: An Ordinance amending an ordinance adopted by the Board of Park Commissioners of the Oak Brook Park District, DuPage and Cook Counties, Illinois on the 16th day of January 2023, providing for the issue of not to exceed \$3,060,000 General Obligation Limited Tax Park Bonds, Series 2023

8. NEW BUSINESS

- a. Ordinance 23-0320: An Ordinance Declaring Surplus Personal Property and Authorizing Conveyance or Sale Thereof
- b. Acceptance of Proposal for Audit Services from Lauterbach & Amen
- c. Tennis Center Patio Bid

9. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON MARCH 20, 2023, 6:30 P.M.

- a. A Special Meeting of the Oak Brook Park District Board of Commissioners will be held prior to the Regular March 20, 2023 Board Meeting for the purpose of a Groundbreaking Ceremony in celebration of the Commencement of the Central Park North Phase II Project and the Central Park North Restroom/Concession/Storage Facility Project. The Special Meeting of March 20, 2023 will be held at 5:30 p.m. at the Central Park North Fields Picnic Gazebo, 1315 Kensington Road, Oak Brook, IL 60523. The community is invited to attend.

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.



Minutes

Minutes
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
January 16, 2023 – 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 Board of Commissioners at the hour of 6:30 pm. Commissioners Ivkovic Kelley, Suleiman, Trombetta, Truedson, 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; Dave Thommes, Deputy Director; and Bob Johnson, Director of Parks and Planning.

2. OPEN FORUM

President Knitter asked if there were any public comments.

- a. Oak Brook Reserve: James and Sally Prescott, Prescott Group
 - i. James Prescott addresses the Board Members about the ongoing developments at the Oak Brook Reserve, formally the McDonald's Corporation Headquarters.

Commissioner Suliman asked about a residential component, as she has concerns about overwhelming the Oak Brook public school system.

Mr. Prescott informed the Board that a potential residential area would need to encompass the culture of the community, and decisions to create residential housing should be made with seriousness.

President Knitter thanked the Prescott Group for coming and sharing about the unique neighboring property.

3. CONSENT AGENDA

- a. APPROVAL OF THE JANUARY 16, 2023 AGENDA
- b. APPROVAL OF MINUTES
 - i. December 12, 2022, Regular Board Meeting Minutes
- c. APPROVAL OF FINANCIAL STATEMENTS ENDING December 31, 2022
 - i. Warrant 668

Motion: Commissioner Truedson made a motion, seconded by Commissioner Trombetta, 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 Ivkovic Kelley, Suleiman, Trombetta, Truedson, and President Knitter

Nays: None

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

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

Ayes: Commissioners Ivkovic Kelley, Suleiman, Trombetta, Truedson, and President Knitter

Nays: None

4. STAFF RECOGNITION

- a. None

5. COMMUNICATIONS/PROCLAMATIONS

- a. Board of Commissioners to share communications.

President Knitter stated she had received a lot of positive comments about the Winter Lights at Central Park from in-district attendees.

President Knitter also expressed concerns from in-district participants of the Family Aquatic Center, saying the HVAC unit has been too loud.

- b. Tennis Center Business Plan

Alin Pop, Superintendent of Tennis Operations at the Tennis Center, presented the Tennis Center Business Plan.

Mr. Pop stated that the Tennis Center has been conservative with its expenses. Additionally, he informed the Board of upcoming operational projects planned for the 2023/2024 fiscal year.

President Knitter congratulated Mr. Pop for returning to pre-pandemic levels so quickly and asked if the Tennis Center could cultivate its own program instructors to help with staffing shortages.

Mr. Pop stated that the Tennis Center currently has four assistant coaches who are also enrolled in their programs.

- c. License Plate Recognition (LPR) system to assist law enforcement

Robert Pechous, Superintendent of Communications and IT, informed the Board that he has been working with the Village of Oak Brook to gather additional information about the LPR system. The proposed system could assist the law enforcement. The system would assist with proactive policing. There is a rental fee associated with the equipment. Additionally, the LPR system raises concerns about privacy issues.

Commissioner Suleiman sees the LPR system as an asset to the community.

President Knitter stated it could be an asset as the Park District is in close proximity to the mall. However, with technology evolving rapidly, she would prefer a leasing program as opposed to purchasing.

Commissioner Truedson would like additional information with testimonials from both owners and leasers of the equipment.

Commissioner Trombetta is interested in the concept.

6. REPORTS:

a. Communications, IT, and Administration Report

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

Dr. Kosey reported that the Winter Lights at Central Park had over 27,700 participants with over \$4,500 in donations. Staff is planning for the future of expanding this event.

b. Finance & Human Resources Report

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

Mr. Salinas reported on producing the fiscal year-end reports. The General, Rec., and Tennis Center Funds are in surplus.

Mr. Salinas reminded the Board that the budgeting process began for staff.

Dr. Kosey stated there would be a new budget line for IT. This restructuring should better assist with fund allocation. The Board will hear more about the budget in the March and April Board Meetings.

c. Recreation & Facilities Report

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

Mr. Thommes reported there had been a lot of new members coming in the New Year and with the Silver Sneakers program.

d. Parks & Planning Report

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

Mr. Johnson stated that the Parks Department has gone out to bid on both projects at the North Fields. So far, they have received a good response from nine contractors interested in the development.

Mr. Johnson stated that they had received the prepayment for the OSLAD grant.

Mr. Johnson stated that the Winter Amenities are up, but the weather is not cooperating. The seasonally warmer weather has allowed Parks to provide winter pruning.

7. UNFINISHED BUSINESS

a. Family Aquatic Center HVAC and Deck Replacement Bid

Motion: Commissioner Truedson made a motion, seconded by Commissioner Trombetta, to reject all bids received for the Family Aquatic Center HVAC and Deck Replacement Bid.

Ayes: Commissioners Ivkovic Kelley, Suleiman, Trombetta, Truedson, and President Knitter

Nays: None

Absent: Commissioner

b. Ordinance No 23-0112: An Ordinance providing for the issue of not to exceed \$3,060,000 General Obligation Limited Tax Park Bonds, Series 2023, of the Oak Brook Park District, DuPage and Cook Counties, Illinois, for The Purpose Of Building, Maintaining And Improving The Land And Facilities Located At The District's Central Park, Including Building An Amphitheater, A Shelter, An Outdoor Challenge Course And A Structure Housing Restrooms, Storage And Concessions, Replacing Synthetic Soccer Field Turf, Building An Additional Bridge Spanning Ginger Creek, Replacing HVAC And Pool Tile Deck At The Aquatic Center And Painting At The Aquatic Center And For The Payment Of The Expenses Incident Thereto, Providing For The Levy Of A Direct Annual Tax To Pay The Principal And Interest On Said Bonds And Authorizing The Sale Of Said Bonds To The Purchaser Thereof.

Motion: Commissioner Truedson made a motion, seconded by Commissioner Trombetta, to approve Ordinance 23-0112: An ordinance providing for the issue of \$3,060,000 General Obligation Limited Tax Park Bonds, Series 2023, of the Oak Brook Park District, DuPage and Cook Counties, Illinois, for the purpose of building, maintaining and improving the land and facilities located at the District's Central Park, including building an amphitheater, a shelter, an outdoor challenge course, and a structure housing restrooms, storage, and concessions, replacing synthetic soccer field turf, building an additional bridge spanning Ginger Creek, replacing HVAC and pool tile deck at the Aquatic Center and painting at the Aquatic Center and for the payment of the expenses incident thereto, providing for the levy of a direct annual tax to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof.

Ayes: Commissioners Ivkovic Kelley, Suleiman, Trombetta, Truedson, and President Knitter

Nays: None

c. Oak Brook Park District Promise Scholarship for Part-Time Staff

Motion: Commissioner Truedson made a motion, seconded by Commissioner Trombetta, to approve the Oak Brook Park District Promise Scholarship.

Ayes: Commissioners Ivkovic Kelley, Suleiman, Trombetta, Truedson, and President Knitter

Nays: None

d. Objectives and Key Results for January 1, 2023, through April 30, 2024.

Motion: Commissioner Truedson made a motion, seconded by Commissioner Trombetta, to approve the Objectives and Key Results for January 1, 2023, through April 30, 2024.

Ayes: Commissioners Ivkovic Kelley, Suleiman, Trombetta, Truedson, and President Knitter
Nays: None

8. NEW BUSINESS

a. Central Park North Phase II Bid

Mr. Johnson stated that sections 8 a. and 8 b., of this Agenda, were in the bidding process. Both bids will be awarded to the same contractor.

b. Central Park North Concession/Restroom/Storage Bid

See section 8 a.

c. Appointment of Executive Director to Approve Change Orders not to Exceed \$30,000

Dr. Kosey stated that both 8 a. and 8 b., of this Agenda, would potentially entail the approval of large change orders for both projects. They are requesting the approval of change orders not to exceed \$30,000.

President Knitter understands the timeliness of the potential changes but would like a plan in place to be aware of said changes.

Commissioner Truedson also understands the timeliness and would like an awareness plan.

Commissioner Trombetta asked Mr. Johnson if he foresees a lot of “unknowns” for the project.

Mr. Johnson stated that at this time, it would be difficult to plan future extensions, as they have yet to begin land work, but he does assume there will be changes needed.

President Knitter would like any approved change orders added to the Board Report.

d. Ordinance 23-0220: An Ordinance Transferring Funds To And From Several Park District Funds

Mr. Salinas will begin transfers to pay on debt and capital improvements.

e. Market-Based Salary Range Adjustment

Dr. Kosey stated that is an annual adjustment of the salary range only.

f. Resolution 23-0221: A Resolution Amending The Agreement Between The Oak Brook Park District And Classic Landscape, Ltd. For Turf Grass Mowing

Mr. Johnson stated they would be renewing the agreement at the same price.

g. Family Aquatic Center HVAC Bid

Mr. Thommes stated they would break the Family Aquatic Center HVAC Bid into two parts. To assist in updating the HVAC unit faster. There is a 36-week lead time on the materials. Once received, the pool will need to be shut down.

h. Family Aquatic Center Pool Deck Bid

President Knitter asked about the replacement of the tile.

Mr. Rob Bond, Superintendent of Aquatic and Maintenance Operations, stated there are a couple of flooring options they are looking into. One is concrete to give a more industrial feel and the other is a life flooring made of a non-porous foam.

9. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON FEBRUARY 20, 2023, 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 20, 2023, at 6:30 p.m.

10. ADJOURNMENT

Motion: Commissioner Truedson made a motion, seconded by Commissioner Suleiman, to adjourn January 16, 2023, 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 7:19 p.m.

Laure L. Kosey, Executive Director

Financial Statement

Oak Brook Park District
General Fund Revenue and Expenditure Summary - Unaudited
Fiscal Year-to-Date Activity through January 31 2023 and 2022
75.00% completed (9 out of 12 months)

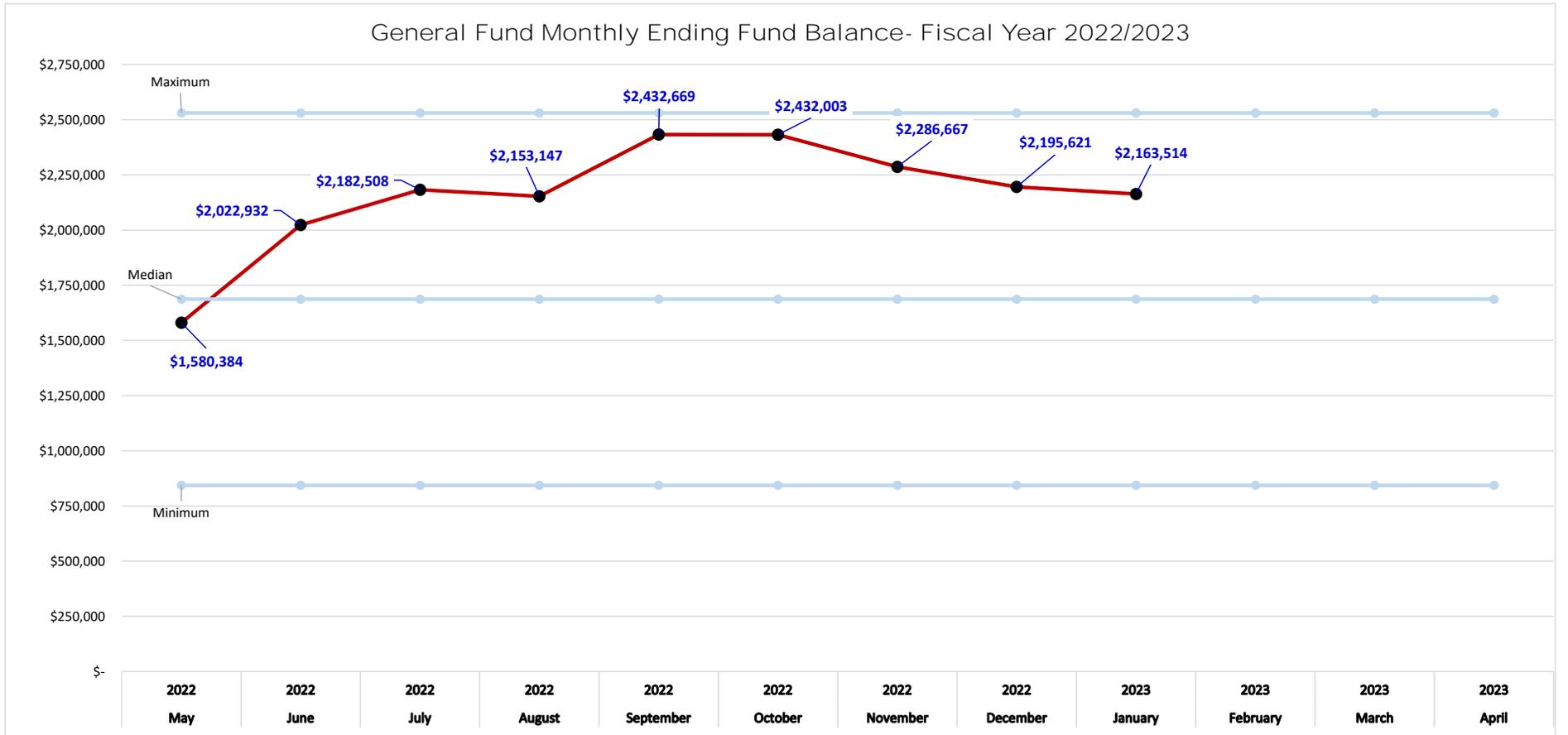
	Fiscal Year 2022/2023- Highlighted items reflect more than 8.33% variance						FY 2022/2023 compared to FY 2021/2022- Highlighted items reflect more than 10% variance		
	Original Annual Budget	January 2023 Actual	Year-To-Date (YTD) Actual	Encumbered	YTD Actual + Encumbered	YTD Actual, as a % of Original Annual Budget	Fiscal Year 2021/2022 YTD Actual	FY 2022/2023 YTD Actual Higher/(Lower) than 2021/2022 YTD Actual	Percent Change
REVENUES									
Administration	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	N/A
Finance									
Property Taxes	1,444,422	135	1,473,182	-	1,473,182	102.0%	1,587,092	(113,910)	-7.2%
Personal Prop. Repl. Taxes	164,900	49,277	266,596	-	266,596	161.7%	154,593	112,002	72.4%
Investment Income	3,000	1,439	6,582	-	6,582	219.4%	2,001	4,581	228.9%
Other	18,350	-	8,383	-	8,383	45.7%	15,028	(6,646)	-44.2%
Central Park North	105,500	-	99,121	-	99,121	94.0%	69,328	29,793	43.0%
Central Park	205,500	4,072	211,986	-	211,986	103.2%	199,385	12,601	6.3%
Saddlebrook Park	500	-	407	-	407	81.4%	-	407	N/A
Forest Glen Park	500	-	-	-	-	0.0%	-	-	N/A
Chillem Park	500	-	-	-	-	0.0%	-	-	N/A
Dean Property	500	-	(3,000)	-	(3,000)	-600.0%	-	(3,000)	N/A
Building-Recreation Center	889,916	152,978	697,629	-	697,629	78.4%	703,180	(5,552)	-0.8%
Central Park West	76,075	1,952	50,872	-	50,872	66.9%	34,250	16,623	48.5%
TOTAL REVENUES	\$ 2,909,662	\$ 209,852	\$ 2,811,758	\$ -	\$ 2,811,758	96.6%	\$ 2,764,858	\$ 46,900	1.7%
EXPENDITURES									
Administration	\$ 506,537	\$ 44,270	\$ 352,790	\$ 526	353,315	69.6%	\$ 331,122	\$ 21,668	6.5%
Finance	449,301	28,794	257,762	14,290	272,052	57.4%	266,579	(8,817)	-3.3%
Central Park North	36,520	1,321	33,401	1,255	34,656	91.5%	19,140	14,260	74.5%
Central Park	800,337	52,755	563,538	26,804	590,343	70.4%	477,808	85,730	17.9%
Saddlebrook Park	17,116	-	11,714	1,371	13,085	68.4%	17,746	(6,032)	-34.0%
Forest Glen Park	26,129	46	17,933	3,576	21,509	68.6%	14,353	3,580	24.9%
Chillem Park	8,889	-	3,868	399	4,267	43.5%	2,419	1,449	59.9%
Dean Property	14,632	279	18,465	1,700	20,164	126.2%	7,354	11,110	151.1%
Professional Services	55,500	5,203	17,615	-	17,615	31.7%	18,480	(864)	-4.7%
Contracts- Maint. DNS	26,000	3,091	20,585	-	20,585	79.2%	22,522	(1,937)	-8.6%
Building-Recreation Center	976,449	100,766	694,295	38,897	733,191	71.1%	553,045	141,250	25.5%
Central Park West	73,707	5,435	42,804	4,307	47,111	58.1%	33,048	9,756	29.5%
TOTAL EXPENDITURES	\$ 2,991,117	\$ 241,960	\$ 2,034,770	\$ 93,124	\$ 2,127,893	68.0%	\$ 1,763,616	\$ 271,153	15.4%
TRANSFERS OUT	\$ 382,575	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	N/A
TOTAL EXPENDITURES AND TRANSFERS OUT	\$ 3,373,692	\$ 241,960	\$ 2,034,770	\$ 93,124	\$ 2,127,893	60.3%	\$ 1,763,616	\$ 271,153	15.4%
REVENUES OVER (UNDER) EXPENDITURES AND TRANSFERS OUT	\$ (464,030)	\$ (32,107)	\$ 776,988	\$ (93,124)	\$ 683,864	-167.4%	\$ 1,001,241	\$ (224,253)	-22.4%

Note> Fiscal year 2022/2023 highlighted items reflect a variance of one month or greater (i.e. +/- 8.33%). When comparing the current fiscal year to fiscal year 2021/2022, the highlighted items reflect a variance of +/-10.00% or greater.

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

Actuals- Unaudited

	May 2022	June 2022	July 2022	August 2022	September 2022	October 2022	November 2022	December 2022	January 2023	February 2023	March 2023	April 2023
Beginning Unassigned	\$ 1,386,526	\$ 1,580,384	\$ 2,022,932	\$ 2,182,508	\$ 2,153,147	\$ 2,432,669	\$ 2,432,003	\$ 2,286,667	\$ 2,195,621			
Monthly Net Surplus/(Deficit)	193,858	442,548	159,576	(29,361)	279,522	(666)	(145,336)	(91,046)	(32,107)			
Ending Unassigned	\$ 1,580,384	\$ 2,022,932	\$ 2,182,508	\$ 2,153,147	\$ 2,432,669	\$ 2,432,003	\$ 2,286,667	\$ 2,195,621	\$ 2,163,514			



Minimum (3 months Exp.)	\$ 843,423	\$ 843,423	\$ 843,423	\$ 843,423	\$ 843,423	\$ 843,423	\$ 843,423	\$ 843,423	\$ 843,423	\$ 843,423	\$ 843,423	\$ 843,423
Median (6 months Exp.)	\$ 1,686,846	\$ 1,686,846	\$ 1,686,846	\$ 1,686,846	\$ 1,686,846	\$ 1,686,846	\$ 1,686,846	\$ 1,686,846	\$ 1,686,846	\$ 1,686,846	\$ 1,686,846	\$ 1,686,846
Maximum (9 months Exp.)	\$ 2,530,269	\$ 2,530,269	\$ 2,530,269	\$ 2,530,269	\$ 2,530,269	\$ 2,530,269	\$ 2,530,269	\$ 2,530,269	\$ 2,530,269	\$ 2,530,269	\$ 2,530,269	\$ 2,530,269

Oak Brook Park District
Recreation Fund Revenue and Expenditure Summary - Unaudited
Fiscal Year-to-Date Activity through January 31 2023 and 2022
75.00% completed (9 out of 12 months)

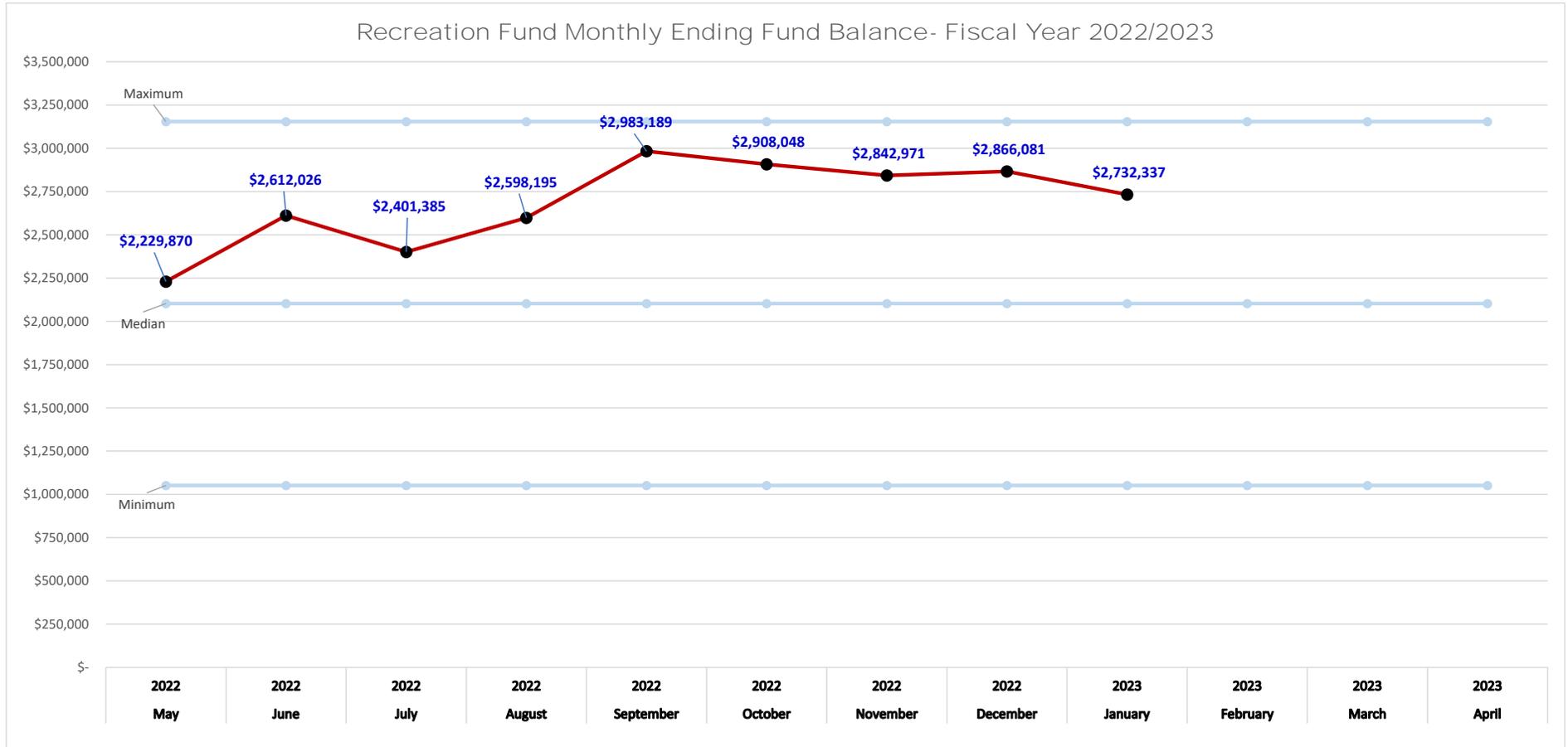
	Fiscal Year 2022/2023- Highlighted items reflect more than 8.33% variance						FY 2022/2023 compared to FY 2021/2022- Highlighted items reflect more than 10% variance		
	Original Annual Budget	January 2023 Actual	Year-To-Date (YTD) Actual	Encumbered	YTD Actual + Encumbered	YTD Actual, as a % of Original Annual Budget	Fiscal Year 2021/2022 YTD Actual	FY 2022/2023 YTD	
								Actual Higher/(Lower) than 2021/2022 YTD Actual	Percent Change
REVENUES									
Administration									
Property Taxes	\$ 1,244,269	\$ 116	\$ 1,268,336	\$ -	\$ 1,268,336	101.9%	\$ 1,232,920	\$ 35,416	2.9%
Personal Prop. Repl. Taxes	51,913	15,513	83,928	-	83,928	161.7%	48,668	35,260	72.5%
Investment Income	5,500	2,070	12,700	-	12,700	230.9%	2,687	10,013	372.6%
Other	2,000	1,435	4,039	-	4,039	202.0%	1,988	2,051	103.2%
Fitness Center	531,393	61,412	449,645	-	449,645	84.6%	292,778	156,867	53.6%
Aquatic Center	421,187	49,974	386,822	-	386,822	91.8%	227,542	159,280	70.0%
Aquatic Recreation Prog.	600,033	15,355	352,249	-	352,249	58.7%	302,005	50,244	16.6%
Children's Programs	375,820	10,402	410,306	-	410,306	109.2%	302,490	107,816	35.6%
Preschool Programs	312,646	41,543	287,364	-	287,364	91.9%	215,955	71,409	33.1%
Youth Programs	222,904	6,994	216,490	-	216,490	97.1%	146,448	70,042	47.8%
Adult Programs	49,235	3,410	75,603	-	75,603	153.6%	39,641	35,962	90.7%
Pioneer Programs	73,675	1,904	23,947	-	23,947	32.5%	38,702	(14,755)	-38.1%
Special Events and Trips	115,370	12,620	102,942	-	102,942	89.2%	79,134	23,808	30.1%
Marketing	49,000	1,900	73,050	-	73,050	149.1%	11,505	61,545	534.9%
Capital Outlay	-	-	-	-	-	N/A	-	-	N/A
TOTAL REVENUES	\$ 4,054,945	\$ 224,648	\$ 3,747,421	\$ -	\$ 3,747,421	92.4%	\$ 2,942,463	\$ 804,958	27.4%
EXPENDITURES									
Administration	\$ 896,944	\$ 83,279	\$ 545,482	\$ 25,277	\$ 570,759	60.8%	\$ 519,188	\$ 26,294	5.1%
Fitness Center	411,456	41,663	238,169	25,633	263,802	57.9%	257,607	(19,438)	-7.5%
Aquatic Center	958,416	76,725	657,679	46,626	704,305	68.6%	425,425	232,254	54.6%
Aquatic Recreation Prog.	293,015	20,172	168,333	23	168,356	57.4%	162,466	5,867	3.6%
Children's Programs	269,006	9,751	187,893	6,120	194,013	69.8%	131,804	56,089	42.6%
Preschool Programs	292,792	21,737	149,105	252	149,357	50.9%	127,409	21,696	17.0%
Youth Programs	171,426	6,041	110,376	56	110,432	64.4%	58,027	52,349	90.2%
Adult Programs	29,540	3,262	24,032	342	24,374	81.4%	12,706	11,326	89.1%
Pioneer Programs	141,389	5,359	55,128	327	55,455	39.0%	79,225	(24,097)	-30.4%
Special Events and Trips	90,002	3,788	80,266	(80)	80,186	89.2%	77,378	2,888	3.7%
Marketing	262,458	17,847	163,341	541	163,882	62.2%	142,694	20,647	14.5%
Capital Outlay	211,250	68,766	192,651	35,488	228,139	91.2%	268,442	(75,791)	-28.2%
TOTAL EXPENDITURES	\$ 4,027,692	\$ 358,390	\$ 2,572,455	\$ 140,605	\$ 2,713,060	63.9%	\$ 2,262,371	\$ 310,084	13.7%
TRANSFERS OUT	\$ 177,972	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	N/A
TOTAL EXPENDITURES AND TRANSFERS OUT	\$ 4,205,664	\$ 358,390	\$ 2,572,455	\$ 140,605	\$ 2,713,060	61.2%	\$ 2,262,371	\$ 310,084	13.7%
REVENUES OVER (UNDER) EXPENDITURES	\$ (150,719)	\$ (133,742)	\$ 1,174,966	\$ (140,605)	\$ 1,034,361	-779.6%	\$ 680,092	\$ 494,874	72.8%

Note> Fiscal year 2022/2023 highlighted items reflect a variance of one month or greater (i.e. +/- 8.33%). When comparing the current fiscal year to fiscal year 2021/2022, the highlighted items reflect a variance of +/-10.00% or greater.

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

Actuals- Unaudited

	May 2022	June 2022	July 2022	August 2022	September 2022	October 2022	November 2022	December 2022	January 2023	February 2023	March 2023	April 2023
Beginning Committed	\$ 1,557,371	\$ 2,229,870	\$ 2,612,026	\$ 2,401,385	\$ 2,598,195	\$ 2,983,189	\$ 2,908,048	\$ 2,842,971	\$ 2,866,081			
Monthly Net Surplus/(Deficit)	672,499	382,156	(210,640)	196,810	384,994	(75,141)	(65,077)	23,110	(133,743)			
Ending Committed	\$ 2,229,870	\$ 2,612,026	\$ 2,401,385	\$ 2,598,195	\$ 2,983,189	\$ 2,908,048	\$ 2,842,971	\$ 2,866,081	\$ 2,732,337			



Minimum (3 months Exp.)	\$ 1,051,416	\$ 1,051,416	\$ 1,051,416	\$ 1,051,416	\$ 1,051,416	\$ 1,051,416	\$ 1,051,416	\$ 1,051,416	\$ 1,051,416	\$ 1,051,416	\$ 1,051,416	\$ 1,051,416
Median (6 months Exp.)	\$ 2,102,832	\$ 2,102,832	\$ 2,102,832	\$ 2,102,832	\$ 2,102,832	\$ 2,102,832	\$ 2,102,832	\$ 2,102,832	\$ 2,102,832	\$ 2,102,832	\$ 2,102,832	\$ 2,102,832
Maximum (9 months Exp.)	\$ 3,154,248	\$ 3,154,248	\$ 3,154,248	\$ 3,154,248	\$ 3,154,248	\$ 3,154,248	\$ 3,154,248	\$ 3,154,248	\$ 3,154,248	\$ 3,154,248	\$ 3,154,248	\$ 3,154,248

Oak Brook Park District
Tennis Center (Recreational Facilities Fund) Revenue and Expense Summary - Unaudited
Fiscal Year-to-Date Activity through January 31 2023 and 2022
75.00% completed (9 out of 12 months)

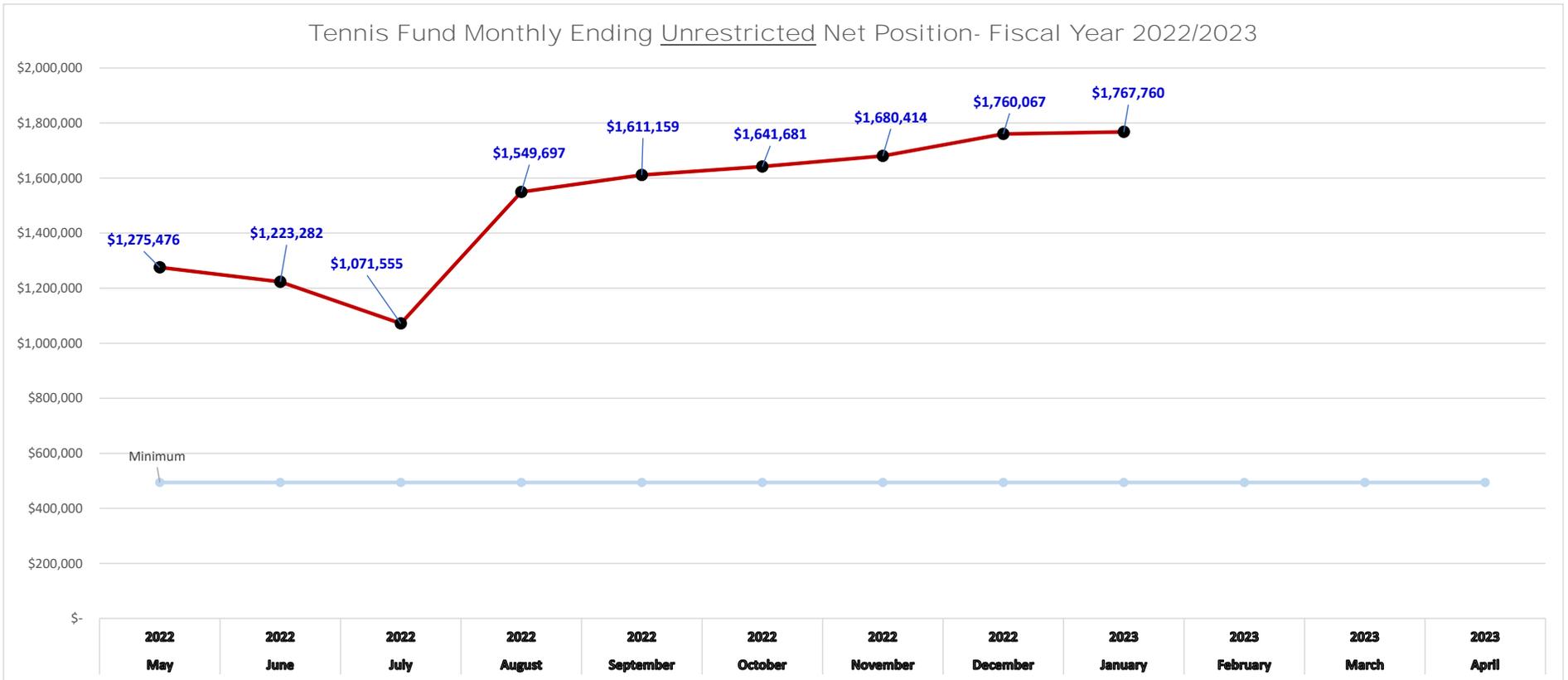
	Fiscal Year 2022/2023- Highlighted items reflect more than 8.33% variance						FY 2022/2023 compared to FY 2021/2022- Highlighted items reflect more than 10% variance		
	Original Annual Budget	January 2023 Actual	Year-To-Date (YTD) Actual	Encumbered	YTD Actual + Encumbered	YTD Actual, as a % of Original Annual Budget	Fiscal Year 2021/2022 YTD Actual	FY 2022/2023 YTD Actual Higher/(Lower) than 2021/2022 YTD Actual	Percent Change
REVENUES									
Administration	\$ 16,000	\$ 336	\$ 27,016	\$ -	\$ 27,016	168.9%	\$ 30,243	\$ (3,227)	-10.7%
Building- Racquet Club	500	-	-	-	-	0.0%	-	-	N/A
Programs- Racquet Club	1,886,500	161,933	1,710,449	-	1,710,449	90.7%	1,412,850	297,599	21.1%
TOTAL REVENUES	\$ 1,903,000	\$ 162,269	\$ 1,737,465	\$ -	\$ 1,737,465	91.3%	\$ 1,443,093	\$ 294,372	20.4%
EXPENSES									
Administration	\$ 760,230	\$ 41,824	\$ 423,718	\$ 4,953	\$ 428,671	55.7%	\$ 334,348	\$ 89,370	26.7%
Building- Racquet Club	387,912	41,486	208,858	41,041	249,899	53.8%	169,451	39,407	23.3%
Programs- Racquet Club	827,500	35,784	415,258	2,994	418,252	50.2%	370,316	44,942	12.1%
Capital Outlay	180,000	17,649	79,549	26,945	106,494	44.2%	124,882	(45,333)	-36.3%
TOTAL EXPENSES	\$ 2,155,641	\$ 136,743	\$ 1,127,383	\$ 75,933	\$ 1,203,316	52.3%	\$ 998,997	\$ 128,386	12.9%
REVENUES OVER (UNDER) EXPENSES	\$ (252,641)	\$ 25,526	\$ 610,082	\$ (75,933)	\$ 534,149	-241.5%	\$ 444,096	\$ 165,986	37.4%

Note> Fiscal year 2022/2023 highlighted items reflect a variance of one month or greater (i.e. +/- 8.33%). When comparing the current fiscal year to fiscal year 2021/2022, the highlighted items reflect a variance of +/-10.00% or greater.

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

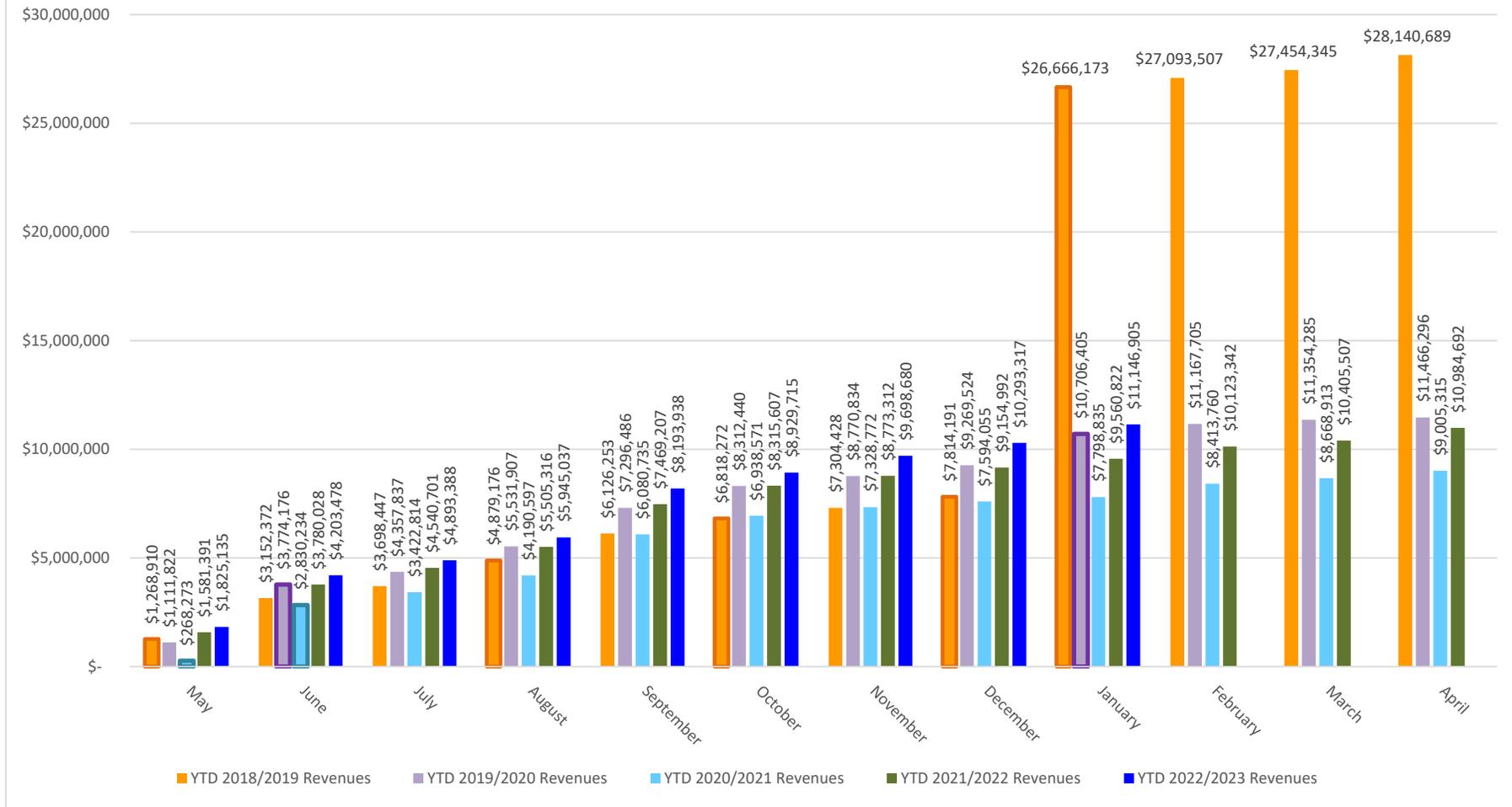
Actuals- Unaudited

	May 2022	June 2022	July 2022	August 2022	September 2022	October 2022	November 2022	December 2022	January 2023	February 2023	March 2023	April 2023
Beginning Investment in Capital Assets	\$ 1,656,416	\$ 1,820,731	\$ 1,820,731	1,882,631	1,718,316	1,718,316	1,718,316	1,718,316	1,718,316	1,718,316	1,718,316	1,718,316
Beginning Unrestricted	1,237,227	1,275,476	1,223,282	1,071,555	1,549,697	1,611,159	1,641,681	1,680,414	1,680,414	1,680,414	1,680,414	1,680,414
Monthly Net Surplus/(Deficit)	270,522	(42,479)	(81,730)	228,055	61,461	30,522	38,735	79,469	25,526			
Ending Investment in Capital Assets	1,820,731	1,820,731	1,882,631	1,718,316	1,718,316	1,718,316	1,718,316	1,718,316	1,735,965			
Ending Unrestricted	1,275,476	1,223,282	1,071,555	1,549,697	1,611,159	1,641,681	1,680,414	1,760,067	1,767,760			



Minimum (3 months Exp.)	\$ 493,910	\$ 493,910	\$ 493,910	\$ 493,910	\$ 493,910	\$ 493,910	\$ 493,910	\$ 493,910	\$ 493,910	\$ 493,910	\$ 493,910	\$ 493,910
Median (6 months Exp.)	N/A											
Maximum (9 months Exp.)	N/A											

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



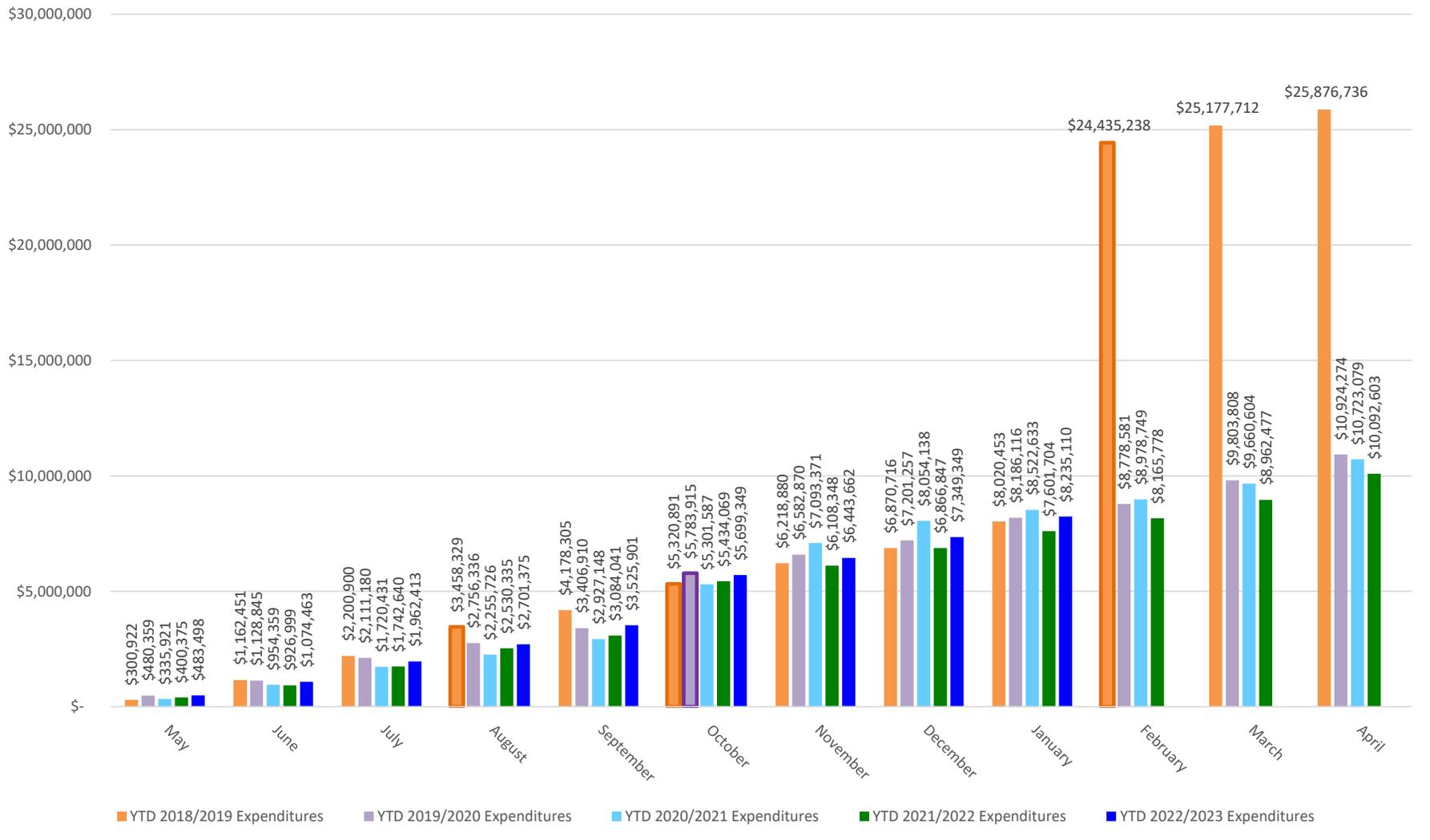
NOTES

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

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

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 and extended through the end of June 2020, with the resumption of limited on-site programming during the month of June.

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

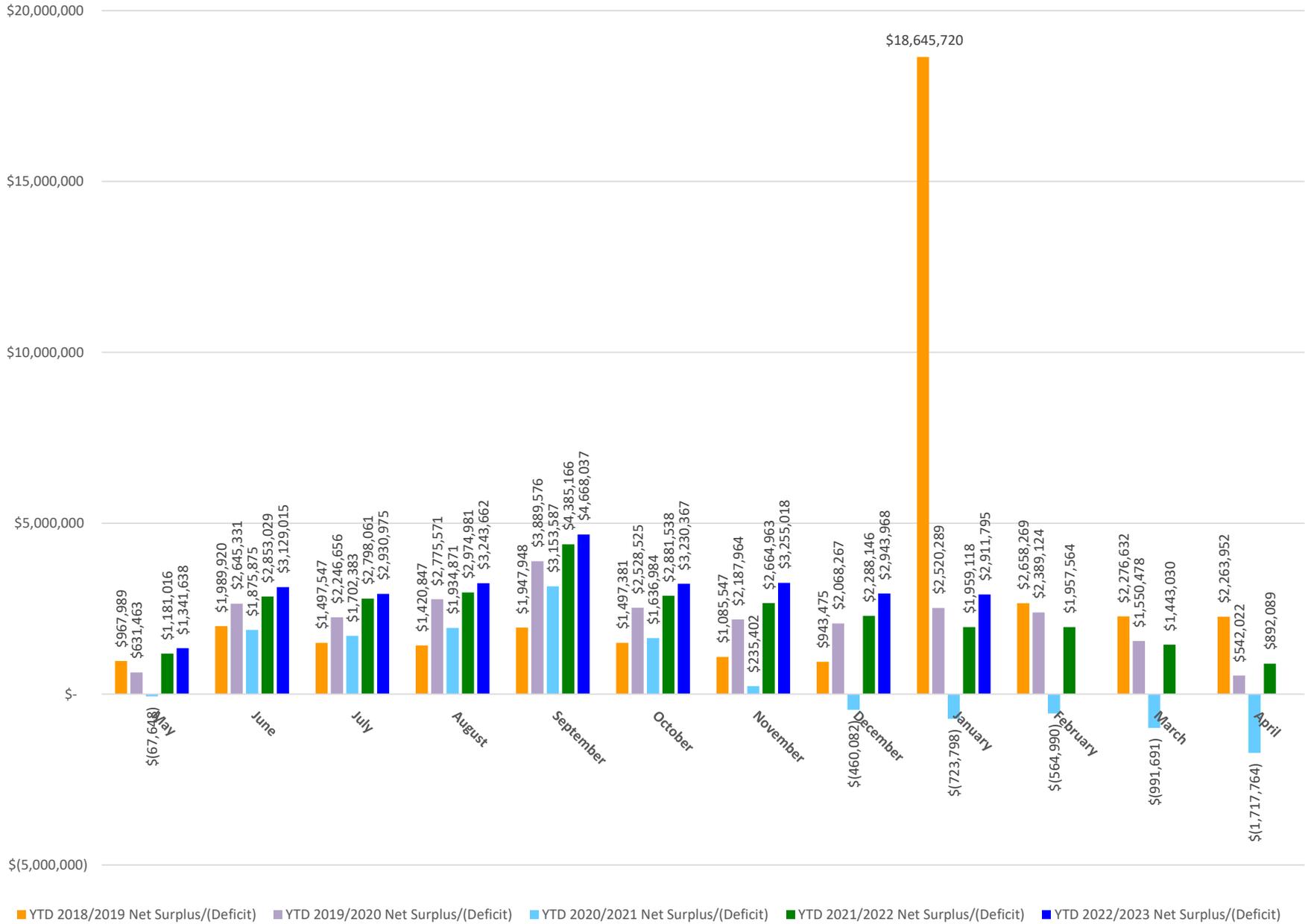


NOTES

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

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

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





OAK BROOK PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT
 January 2023

FUND NAME	FY 2022/2023 ANNUAL BUDGET	CURRENT MONTH ACTUAL	Y-T-D ACTUAL (9 months)
GENERAL CORPORATE FUND			
REVENUES	\$ 2,909,662	\$ 209,852	\$ 2,811,758
EXPENDITURES	3,373,692	241,960	2,034,770
SURPLUS/(DEFICIT)	\$ (464,030)	\$ (32,107)	\$ 776,988
RECREATION FUND			
REVENUES	\$ 4,054,945	\$ 224,648	\$ 3,747,420
EXPENDITURES	4,205,664	358,391	2,572,454
SURPLUS/(DEFICIT)	\$ (150,719)	\$ (133,743)	\$ 1,174,967
IMRF FUND			
REVENUES	\$ 157,555	\$ 13,750	\$ 188,785
EXPENDITURES	195,000	12,036	128,174
SURPLUS/(DEFICIT)	\$ (37,445)	\$ 1,714	\$ 60,612
LIABILITY INSURANCE FUND			
REVENUES	\$ 149,199	\$ 4,060	\$ 160,887
EXPENDITURES	158,808	58,235	142,542
SURPLUS/(DEFICIT)	\$ (9,609)	\$ (54,175)	\$ 18,345
AUDIT FUND			
REVENUES	\$ 12,240	\$ 4	\$ 13,730
EXPENDITURES	13,295	-	13,675
SURPLUS/(DEFICIT)	\$ (1,055)	\$ 4	\$ 55
DEBT SERVICE FUND			
REVENUES	\$ 1,843,916	\$ 142	\$ 1,550,113
EXPENDITURES	1,828,422	-	1,365,381
SURPLUS/(DEFICIT)	\$ 15,494	\$ 142	\$ 184,732
RECREATIONAL FACILITIES FUND (TENNIS CENTER)			
REVENUES	\$ 1,903,000	\$ 162,269	\$ 1,737,466
EXPENSES	2,155,641	136,743	1,127,384
SURPLUS/(DEFICIT)	\$ (252,641)	\$ 25,526	\$ 610,082
SPECIAL RECREATION FUND			
REVENUES	\$ 325,473	\$ 965	\$ 302,969
EXPENDITURES	290,977	23,095	214,540
SURPLUS/(DEFICIT)	\$ 34,496	\$ (22,130)	\$ 88,428



OAK BROOK PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT
 January 2023

FUND NAME	FY 2022/2023 ANNUAL BUDGET	CURRENT MONTH ACTUAL	Y-T-D ACTUAL (9 months)
CAPITAL PROJECT FUND			
REVENUES	\$ 3,520,500	\$ 200,221	\$ 324,013
EXPENDITURES	1,108,100	35,038	446,559
SURPLUS/(DEFICIT)	<u>\$ 2,412,400</u>	<u>\$ 165,183</u>	<u>\$ (122,546)</u>
SOCIAL SECURITY FUND			
REVENUES	\$ 284,184	\$ 9,427	\$ 309,765
EXPENDITURES	272,000	19,832	189,632
SURPLUS/(DEFICIT)	<u>\$ 12,184</u>	<u>\$ (10,405)</u>	<u>\$ 120,132</u>
CONSOLIDATED SUMMARY			
REVENUES	\$ 15,160,674	\$ 825,338	\$ 11,146,905
EXPENDITURES/EXPENSES	13,601,599	885,329	8,235,110
SURPLUS/(DEFICIT)	<u>\$ 1,559,075</u>	<u>\$ (59,991)</u>	<u>\$ 2,911,795</u>

**OAK BROOK PARK DISTRICT
CONSOLIDATED REVENUES AND EXPENDITURES REPORT
Month: January 2023**

	CONSOLIDATED TOTALS
REVENUES	
Property Taxes	\$ 468
Replacement Taxes	91,254
Recreation Program Fees	238,805
Fitness Center Fees	61,412
Aquatic Center & Program Fees	65,329
Marketing	1,900
FRC Rental/Member Fees	58,457
CPW Building Rentals	1,952
Field Rentals- Central Park	4,072
Field Rentals- Central Park North	-
Satellite Parks & DNS	-
Interest	5,733
Grant Proceeds	200,000
Transfers	-
Donations	-
Sponsorship	-
Overhead Revenue	94,521
Miscellaneous	1,435
TOTAL- REVENUES	\$ 825,338
EXPENDITURES/EXPENSES	
Accounts Payable and Other	\$ 362,588
Overhead Expenditures	94,521
January Payroll and Related Benefits	428,220
TOTAL EXPENDITURES/EXPENSES	\$ 885,329
NET REVENUES/(EXPENDITURES/EXPENSES)	\$ (59,991)

**Oak Brook Park District
Consolidated Balance Sheet
As of January 31, 2023**

ASSETS

	Consolidated Totals
Current Assets	
Cash and Investments	\$ 8,155,754
Receivables - Net of Allowances	
Property Taxes	5,122,622
Accounts	690,119
Due from Other Funds	-
Prepays	4,356
Inventories	22,977
Total Current Assets	\$ 13,995,829
Noncurrent Assets	
Capital Assets	
Non-depreciable	\$ 41,275
Depreciable	5,277,485
Accumulated Depreciation	(3,662,343)
Total Noncurrent Assets	\$ 1,656,417
Total Assets	\$ 15,652,246

DEFERRED OUTFLOWS OF RESOURCES

Deferred Items-IMRF	\$ 57,447
Total Assets and Deferred outflows of Resources	\$ 15,709,693

LIABILITIES

Current Liabilities	
Accounts Payable	\$ (16,185)
Accrued Payroll	3,748
Retainage Payable	-
Unearned Revenue	775,702
Due To Other Funds	-
Unclaimed Property	7,685
Total Current Liabilities	\$ 770,950
Noncurrent Liabilities	
Compensated Absences Payable	\$ 23,589
Net Pension Liability - IMRF	(274,756)
Total OPEB Liability - RBP	58,097
Total Noncurrent Liabilities	\$ (193,070)
Total Liabilities	\$ 577,880

DEFERRED INFLOWS OF RESOURCES

Deferred Items - IMRF	\$ 302,416
Property Taxes	5,122,622
Total Liabilities and Deferred Inflows of Resources	\$ 6,002,918

FUND/NET POSITION BALANCES

Net Investment in Capital Assets	\$ 1,735,965
Non-spendable	-
Restricted	675,826
Committed	3,363,711
Unassigned/Unrestricted	3,931,274
Total Fund Balances	\$ 9,706,775
Total Liabilities, Deferred Inflows of Resources and Fund Balances	\$ 15,709,693

OAK BROOK PARK DISTRICT
Treasurer's Report- As of January 31, 2023

Investment Type	Bank/Institution	Balance	Rate/APY	Description/Note	Concentration Percentage
<u>Money Market</u>					
	Evergreen Bank	\$ 5,464,404.50	0.600%	Interest-bearing	82.73%
	Hinsdale Bank	772,749.09	4.300%	Interest-bearing	11.70%
	Sub-Total:	<u>\$ 6,237,153.59</u>			<u>94.43%</u>
<u>Savings</u>					
	Evergreen Bank	\$ 200,042.74	0.650%	Interest-bearing (Insured Cash Sweep)	3.03%
<u>Checking</u>					
	Fifth Third Bank	\$ 111,907.73	0.650%	Interest-bearing	1.69%
<u>Investment Pool</u>					
	The Illinois Funds	\$ 56,233.47	4.217%	Illinois Public Treasurers' Investment Pool	0.85%
	Grand Total Investments:	<u><u>\$ 6,605,337.53</u></u>			<u><u>100.00%</u></u>

<u>Benchmark</u>					
Three-month U.S. Treasury Bill			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 01/31/2023.	

Oak Brook Park District		
Schedule of Capital Expenditures/Expenses		
As of January 31, 2023		
DESCRIPTION	VENDOR	Year-to-Date Expenditures
Capital Project Fund		
Central Park North Phase 2- Design & engineering, soil borings, equipment, permit fees, etc. (82% allocation)	Charles Vincent George; Geocon Professional Services, Construction by Camco, Upland Design, Village of Oak Brook, Flagg Creek	\$ 180,598.45
Central Park North Phase 2- Legal fees	Robbins Schwartz	11,212.00
FRC preschool playground	Perfect Turf, Peerless Enterprise	42,235.00
FRC roof improvements- Legal fees	Robbins Schwartz	844.00
FRS roof improvements	Anthony Roofing,	115,026.34
Central Park asphalt paving	Chicagoland Paving	91,750.00
Tennis Center outdoor bathroom improvements	Kluber Architects	4,893.00
	SUBTOTAL BALANCE	\$ 446,558.79
Recreation Fund		
Fitness equipment- capital lease payment No. 3 of 3	Lease Servicing Center	\$ 39,111.66
Saddle Brook playground replacement	Play Illinois, C.E. Rentals Inc., Village of Oak Brook	89,097.03
Preschool entryway door	Kluber Architects	5,775.00
Aquatics HVAC and tile deck	Kluber Architects	57,603.02
Aquatics improvements- Legal fees	Robbins Schwartz	1,064.00
	SUBTOTAL BALANCE	\$ 192,650.71
Tennis Fund		
Outdoor tennis court resurfacing and coating	American Sealcoating, Inc.	\$ 61,900.00
Indoor tennis court safety padding	Putterman Athletics	17,649.40
	SUBTOTAL BALANCE	\$ 79,549.40
Special Recreation Fund		
Central Park North Phase 2- Design & engineering, soil borings, etc. (18% allocation)	Charles Vincent George	\$ 7,823.28
FRC preschool playground	Perfect Turf	20,000.00
Central Park asphalt paving	Chicagoland Paving	20,000.00
Saddle Brook playground replacement	Play Illinois	93,750.00
	SUBTOTAL BALANCE	\$ 141,573.28
TOTAL YEAR-TO-DATE CAPITAL EXPENDITURES		\$ 860,332.18

Warrant

WARRANT #669

INVOICE REGISTER REPORT FOR OAK BROOK PARK DISTRICT

POST DATES 02/20/2023 - 02/20/2023

UNJOURNALIZED

OPEN

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
45187	ACCRUE SOLUTIONS LLC	01/16/2023	02/20/2023	67.15	67.15	Open	N
45225	ADOBE SYSTEMS INCORPORATED	01/31/2023	02/20/2023	2,349.96	2,349.96	Open	N
45173	ANDERSON ELEVATOR CO.	01/01/2023	02/20/2023	607.00	607.00	Open	N
45288	ANTHONY ROOFING TECTA AMERICA LLC	02/09/2023	02/20/2023	99,415.66	99,415.66	Open	N
45170	AQUA PURE ENTERPRISES, INC.	01/09/2023	02/20/2023	1,170.45	1,170.45	Open	N
45226	AQUA PURE ENTERPRISES, INC.	01/18/2023	02/20/2023	2,489.41	2,489.41	Open	N
45270	BEST OFFICIALS	02/01/2023	02/20/2023	1,408.00	1,408.00	Open	N
45202	BLICK ART MATERIALS	01/18/2023	02/20/2023	101.97	101.97	Open	N
45290	BREAKAWAY BASKETBALL INC	02/08/2023	02/20/2023	78,048.60	78,048.60	Open	N
45131	BS&A SOFTWARE	02/01/2023	02/20/2023	8,919.00	8,919.00	Open	N
45175	BUTTREY RENTAL SERVICE INC.	01/11/2023	02/20/2023	220.00	220.00	Open	N
45241	CARDMEMBER SERVICE	01/25/2023	02/20/2023	14.42	14.42	Open	N
45242	CARDMEMBER SERVICE	01/25/2023	02/20/2023	688.19	688.19	Open	N
45243	CARDMEMBER SERVICE	01/25/2023	02/20/2023	250.29	250.29	Open	N
45244	CARDMEMBER SERVICE	01/25/2023	02/20/2023	2,290.12	2,290.12	Open	N
45245	CARDMEMBER SERVICE	01/25/2023	02/20/2023	164.86	164.86	Open	N
45246	CARDMEMBER SERVICE	01/25/2023	02/20/2023	56.96	56.96	Open	N
45247	CARDMEMBER SERVICE	01/25/2023	02/20/2023	1,731.39	1,731.39	Open	N
45248	CARDMEMBER SERVICE	01/25/2023	02/20/2023	354.85	354.85	Open	N
45249*	CARDMEMBER SERVICE	01/25/2023	02/20/2023	331.79	331.79	Open	N
45250	CARDMEMBER SERVICE	01/25/2023	02/20/2023	684.42	684.42	Open	N
45251	CARDMEMBER SERVICE	01/25/2023	02/20/2023	278.99	278.99	Open	N
45252	CARDMEMBER SERVICE	01/25/2023	02/20/2023	26.99	26.99	Open	N
45253	CARDMEMBER SERVICE	01/25/2023	02/20/2023	1,092.16	1,092.16	Open	N
45254	CARDMEMBER SERVICE	01/25/2023	02/20/2023	6,301.36	6,301.36	Open	N
45255	CARDMEMBER SERVICE	01/25/2023	02/20/2023	271.49	271.49	Open	N
45256	CARDMEMBER SERVICE	01/25/2023	02/20/2023	1,489.40	1,489.40	Open	N
45257	CARDMEMBER SERVICE	01/25/2023	02/20/2023	57.96	57.96	Open	N
45258	CARDMEMBER SERVICE	01/25/2023	02/20/2023	2,604.21	2,604.21	Open	N
45259	CARDMEMBER SERVICE	01/25/2023	02/20/2023	364.80	364.80	Open	N
45260	CARDMEMBER SERVICE	01/25/2023	02/20/2023	96.49	96.49	Open	N
45261	CARDMEMBER SERVICE	01/25/2023	02/20/2023	112.40	112.40	Open	N
45262	CARDMEMBER SERVICE	01/25/2023	02/20/2023	450.89	450.89	Open	N
45264	CARDMEMBER SERVICE	01/15/2023	02/20/2023	53.54	53.54	Open	N
45265	CARDMEMBER SERVICE	01/25/2023	02/20/2023	3,300.82	3,300.82	Open	N
45266	CARDMEMBER SERVICE	01/25/2023	02/20/2023	359.99	359.99	Open	N
45271	CARDMEMBER SERVICE	01/25/2023	02/20/2023	1,751.80	1,751.80	Open	N
45272	CARDMEMBER SERVICE	01/25/2023	02/20/2023	1,405.85	1,405.85	Open	N
45159	CAROL GRAMAROSSA	01/09/2023	02/20/2023	0.68	0.68	Open	N
45150	CATAPULT	01/20/2023	02/20/2023	112.00	112.00	Open	N
45164	CHARLES VINCENT GEORGE ARCHITECTS	01/17/2023	02/20/2023	2,806.60	2,806.60	Open	N
45168	COM ED	01/04/2023	02/20/2023	140.35	140.35	Open	N
45239	COM ED	02/02/2023	02/20/2023	121.48	121.48	Open	N
45240	COM ED	01/31/2023	02/20/2023	31.00	31.00	Open	N
45167	CONSTRUCTION SOLUTIONS OF IL INC	01/18/2023	02/20/2023	19,820.00	19,820.00	Open	N
45160	DAILY HERALD	01/21/2023	02/20/2023	328.90	328.90	Open	N
45174	DAILY HERALD	01/08/2023	02/20/2023	285.20	285.20	Open	N

User: NLAWLER

POST DATES 02/20/2023 - 02/20/2023

DB: Oak Brook Park I

UNJOURNALIZED

OPEN

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
45127	DIRECT ENERGY BUSINESS	01/18/2023	02/20/2023	1,025.77	1,025.77	Open	N
45128	DIRECT ENERGY BUSINESS	01/17/2023	02/20/2023	581.37	581.37	Open	N
45129	DIRECT ENERGY BUSINESS	01/17/2023	02/20/2023	10,353.68	10,353.68	Open	N
45281	DU PAGE CONVENTION & VISITORS	12/15/2022	02/20/2023	250.00	250.00	Open	N
45155	EBEL'S ACE HARDWARE #8313	01/18/2023	02/20/2023	63.00	63.00	Open	N
45179	EBEL'S ACE HARDWARE #8313	01/16/2023	02/20/2023	41.38	41.38	Open	N
45217	EBEL'S ACE HARDWARE #8313	01/31/2023	02/20/2023	3.87	3.87	Open	N
45172	ELMHURST OCCUPATIONAL HEALTH	12/31/2022	02/20/2023	45.00	45.00	Open	N
45234	ELMHURST OCCUPATIONAL HEALTH	01/23/2023	02/20/2023	45.00	45.00	Open	N
45230	ENERGIZE SPORTZ	01/20/2023	02/20/2023	4,720.10	4,720.10	Open	N
45289	ENERGIZE SPORTZ	02/08/2023	02/20/2023	2,202.90	2,202.90	Open	N
45204	ENGINEERING RESOURCE ASSOCIATES	01/25/2023	02/20/2023	688.95	688.95	Open	N
45193	FERGUSON FACILITY #3400	01/04/2023	02/20/2023	1,374.83	1,374.83	Open	N
45219	FERGUSON FACILITY #3400	01/20/2023	02/20/2023	445.07	445.07	Open	N
45221	FLAGG CREEK WATER RECLAMATION	01/26/2023	02/20/2023	23.90	23.90	Open	N
45222	FLAGG CREEK WATER RECLAMATION	01/26/2023	02/20/2023	20.95	20.95	Open	N
45223	FLAGG CREEK WATER RECLAMATION	01/26/2023	02/20/2023	56.30	56.30	Open	N
45224	FLAGG CREEK WATER RECLAMATION	01/26/2023	02/20/2023	881.95	881.95	Open	N
45190	GAME OF IRONS, INC.	01/23/2023	02/20/2023	1,400.00	1,400.00	Open	N
45194	HAGG PRESS	01/27/2023	02/20/2023	270.00	270.00	Open	N
45195	HAGG PRESS	01/23/2023	02/20/2023	65.00	65.00	Open	N
45196	HAGG PRESS	01/18/2023	02/20/2023	25.00	25.00	Open	N
45197	HAGG PRESS	01/09/2023	02/20/2023	270.00	270.00	Open	N
45198	HAGG PRESS	01/12/2023	02/20/2023	190.00	190.00	Open	N
45199	HAGG PRESS	01/12/2023	02/20/2023	107.00	107.00	Open	N
45203	HAGG PRESS	01/30/2023	02/20/2023	985.88	985.88	Open	N
45181	HI TOUCH BUSINESS SERVICES	01/18/2023	02/20/2023	263.82	263.82	Open	N
45186	HOME DEPOT CREDIT SERVICES	12/28/2022	02/20/2023	42.86	42.86	Open	N
45205	HOME DEPOT CREDIT SERVICES	01/04/2023	02/20/2023	100.60	100.60	Open	N
45206	HOME DEPOT CREDIT SERVICES	01/07/2023	02/20/2023	69.98	69.98	Open	N
45207	HOME DEPOT CREDIT SERVICES	01/16/2023	02/20/2023	41.88	41.88	Open	N
45208	HOME DEPOT CREDIT SERVICES	01/11/2023	02/20/2023	53.27	53.27	Open	N
45209	HOME DEPOT CREDIT SERVICES	01/11/2023	02/20/2023	76.38	76.38	Open	N
45210	HOME DEPOT CREDIT SERVICES	01/20/2023	02/20/2023	41.79	41.79	Open	N
45211	HOME DEPOT CREDIT SERVICES	01/20/2023	02/20/2023	76.32	76.32	Open	N
45212	HOME DEPOT CREDIT SERVICES	01/24/2023	02/20/2023	16.48	16.48	Open	N
45213	HOME DEPOT CREDIT SERVICES	01/24/2023	02/20/2023	40.89	40.89	Open	N
45214	HOME DEPOT CREDIT SERVICES	01/16/2023	02/20/2023	(20.96)	(20.96)	Open	N
45215	HOME DEPOT CREDIT SERVICES	01/24/2023	02/20/2023	54.34	54.34	Open	N
45218	HOME DEPOT CREDIT SERVICES	01/27/2023	02/20/2023	108.47	108.47	Open	N
45154	HOME PLUMBING & HEATING	01/18/2023	02/20/2023	99.47	99.47	Open	N
45267	HOUSE OF GLASS	02/03/2023	02/20/2023	1,412.30	1,412.30	Open	N
45162	IL STATE TOLL HWY AUTHORITY	01/11/2023	02/20/2023	35.95	35.95	Open	N
45282	ILLINOIS ASSOCIATION OF PARK	01/04/2023	02/20/2023	60.00	60.00	Open	N
45145	ILLINOIS STATE POLICE	12/31/2022	02/20/2023	60.00	60.00	Open	N
45148	JENNIFER A. RIDDLE	01/18/2023	02/20/2023	400.00	400.00	Open	N
45236	KONICA MINOLTA BUSINESS	01/31/2023	02/20/2023	499.76	499.76	Open	N

User: NLAWLER

POST DATES 02/20/2023 - 02/20/2023

DB: Oak Brook Park I

UNJOURNALIZED

OPEN

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
45237	KONICA MINOLTA BUSINESS	01/31/2023	02/20/2023	12.39	12.39	Open	N
45144	KONICA MINOLTA PREMIER FINANCE	01/01/2023	02/20/2023	739.00	739.00	Open	N
45275	LDL	02/08/2023	02/20/2023	567.00	567.00	Open	N
45220	LENNO LASN	01/31/2023	02/20/2023	670.00	670.00	Open	N
45182	MARI KADAR-MORGAN	05/27/2022	02/20/2023	100.00	100.00	Open	N
45235	MEDIA NUT	02/05/2023	02/20/2023	255.00	255.00	Open	N
45216	MICHAEL CONTRERAS	01/30/2023	02/20/2023	53.54	53.54	Open	N
45156	NEUCO INC	01/13/2023	02/20/2023	722.24	722.24	Open	N
45201	NEUCO INC	01/25/2023	02/20/2023	98.76	98.76	Open	N
45200	NEXT GENERATION	01/05/2023	02/20/2023	930.00	930.00	Open	N
45151	NICOR GAS	01/09/2023	02/20/2023	1,852.47	1,852.47	Open	N
45152	NICOR GAS	01/09/2023	02/20/2023	521.76	521.76	Open	N
45228	NuTOYS	12/19/2022	02/20/2023	6,878.00	6,878.00	Open	N
45178	OAK BROOK PARK DISTRICT	01/17/2023	02/20/2023	4,021.06	4,021.06	Open	N
45141	O'REILLY AUTO PARTS	01/10/2023	02/20/2023	128.32	128.32	Open	N
45142	O'REILLY AUTO PARTS	12/29/2022	02/20/2023	41.75	41.75	Open	N
45176	O'REILLY AUTO PARTS	01/11/2023	02/20/2023	28.48	28.48	Open	N
45177	P&M MERCURY MECHANICAL CORPORATION	01/05/2023	02/20/2023	8,982.00	8,982.00	Open	N
45231	P.D.R.M.A.	03/08/2023	02/20/2023	175.00	175.00	Open	N
45229	P.E.I. INC	09/29/2022	02/20/2023	1,000.00	1,000.00	Open	N
45227	PARKREATION, INC.	01/16/2023	02/20/2023	10,310.35	10,310.35	Open	N
45274	PC CONNECTION	02/07/2023	02/20/2023	2,900.00	2,900.00	Open	N
45166	PFEIFFER'S PEST CONTROL	01/18/2023	02/20/2023	150.00	150.00	Open	N
45191	PFEIFFER'S PEST CONTROL	01/18/2023	02/20/2023	350.00	350.00	Open	N
45238	PORTER PIPE & SUPPLY CO.	01/26/2023	02/20/2023	241.82	241.82	Open	N
45263	QUADIENT FINANCE USA	01/15/2023	02/20/2023	200.00	200.00	Open	N
45153	QUADIENT LEASING	01/09/2023	02/20/2023	384.81	384.81	Open	N
45232	RENE RONQUILLO	02/01/2023	02/20/2023	302.00	302.00	Open	N
45285	SBC WASTE SOLUTIONS	01/31/2023	02/20/2023	140.00	140.00	Open	N
45286	SBC WASTE SOLUTIONS	01/31/2023	02/20/2023	280.00	280.00	Open	N
45287	SBC WASTE SOLUTIONS	01/31/2023	02/20/2023	200.00	200.00	Open	N
45165	SERVICE SANITATION, INC.	01/06/2023	02/20/2023	97.85	97.85	Open	N
45284	SERVICE SANITATION, INC.	02/02/2023	02/20/2023	97.85	97.85	Open	N
45163	SONITROL CHICAGOLAND WEST	01/12/2023	02/20/2023	700.00	700.00	Open	N
45143	SOUTH SIDE CONTROL SUPPLY CO	12/27/2022	02/20/2023	142.27	142.27	Open	N
45169	SOUTH SIDE CONTROL SUPPLY CO	12/21/2022	02/20/2023	365.22	365.22	Open	N
45233	SOUTH SIDE CONTROL SUPPLY CO	01/23/2023	02/20/2023	89.74	89.74	Open	N
45269	STANLEY CONVEGENT SECURITY SOLUTIC	11/25/2022	02/20/2023	1,359.00	1,359.00	Open	N
45273	STANLEY CONVEGENT SECURITY SOLUTIC	01/25/2023	02/20/2023	1,374.09	1,374.09	Open	N
45147	STATE FIRE MARSHALL	12/27/2022	02/20/2023	695.00	695.00	Open	N
45171	STATE FIRE MARSHALL	01/10/2023	02/20/2023	140.00	140.00	Open	N
45161	STERLING NETWORK INTEGRATION	01/23/2023	02/20/2023	800.00	800.00	Open	N
45189	STERLING NETWORK INTEGRATION	02/01/2023	02/20/2023	213.30	213.30	Open	N
45149	TOTAL FIRE & SAFETY, INC.	01/12/2023	02/20/2023	549.38	549.38	Open	N
45183	TOTAL FIRE & SAFETY, INC.	01/17/2023	02/20/2023	421.15	421.15	Open	N
45180	TOWERSTREAM CORPORATION	01/01/2023	02/20/2023	215.00	215.00	Open	N
45185	TOWERSTREAM CORPORATION	02/01/2023	02/20/2023	215.00	215.00	Open	N

INVOICE REGISTER REPORT FOR OAK BROOK PARK DISTRICT
 POST DATES 02/20/2023 - 02/20/2023
 UNJOURNALIZED
 OPEN

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
45157	TRANE U.S. INC.	01/12/2023	02/20/2023	54.40	54.40	Open	N
45158	TRANE U.S. INC.	01/13/2023	02/20/2023	299.68	299.68	Open	N
45192	UNITED LABORATORIES	01/10/2023	02/20/2023	249.27	249.27	Open	N
45268	UPLAND DESIGN LTD	02/03/2023	02/20/2023	14,780.45	14,780.45	Open	N
45184	VC3, INC	01/27/2023	02/20/2023	999.00	999.00	Open	N
45146	VILLAGE OF OAK BROOK	12/31/2022	02/20/2023	1,191.99	1,191.99	Open	N
45276	VILLAGE OF OAK BROOK	02/07/2023	02/20/2023	3,202.80	3,202.80	Open	N
45277	VILLAGE OF OAK BROOK	02/07/2023	02/20/2023	10.00	10.00	Open	N
45278	VILLAGE OF OAK BROOK	02/07/2023	02/20/2023	34.56	34.56	Open	N
45279	VILLAGE OF OAK BROOK	02/07/2023	02/20/2023	59.12	59.12	Open	N
45280	VILLAGE OF OAK BROOK	02/07/2023	02/20/2023	218.76	218.76	Open	N
45283	VILLAGE OF OAK BROOK	01/23/2023	02/20/2023	675.00	675.00	Open	N
# of Invoices:	152	# Due:	152	Totals:	347,206.93	347,206.93	
# of Credit Memos:	1	# Due:	1	Totals:	(20.96)	(20.96)	
Net of Invoices and Credit Memos:					<u>347,185.97</u>	<u>347,185.97</u>	
* 1 Net Invoices have Credits Totalling:					(80.13)		

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
--- TOTALS BY FUND ---							
	01 - GENERAL CORPORATE FUND			45,186.46	45,186.46		
	02 - RECREATION FUND			134,895.04	134,895.04		
	07 - RECREATIONAL FACILITIES FUND			26,293.83	26,293.83		
	09 - SPECIAL RECREATION FUND			5,453.58	5,453.58		
	12 - CAPITAL PROJECTS FUND			135,357.06	135,357.06		
--- TOTALS BY DEPT/ACTIVITY ---							
	01 - ADMINISTRATION CORPORATE			24,817.51	24,817.51		
	02 - FINANCE			11,196.32	11,196.32		
	04 - CENTRAL PARK NORTH			261.83	261.83		
	05 - CENTRAL PARK			5,370.82	5,370.82		
	07 - FOREST GLEN PARK			119.00	119.00		
	09 - DEAN PROPERTY			636.31	636.31		
	10 - PROFESSIONAL SERVICES			3,155.00	3,155.00		
	14 - INFORMATION TECHNOLOGY			3.95	3.95		
	15 - BUILDING/RECREATION CENTER			16,188.68	16,188.68		
	20 - CENTRAL PARK WEST			995.00	995.00		
	21 - FITNESS CENTER			5,655.03	5,655.03		
	25 - AQUATIC CENTER			12,266.09	12,266.09		
	26 - AQUATIC-RECREATION PROGRAMS			41.59	41.59		
	30 - CHILDRENS PROGRAMS			86,938.60	86,938.60		
	31 - PRESCHOOL PROGRAMS			270.10	270.10		
	32 - YOUTH PROGRAMS			74.45	74.45		
	40 - ADULT PROGRAMS			1,749.89	1,749.89		
	50 - PIONEER PROGRAMS			828.89	828.89		
	60 - SPECIAL EVENTS & TRIPS			139.87	139.87		
	71 - BUILDING/RACQUET CLUB			8,412.67	8,412.67		
	75 - TENNIS PROGRAMS			3,966.07	3,966.07		
	80 - MARKETING			13,921.24	13,921.24		
	81 - CAPITAL OUTLAY			14,820.00	14,820.00		
	95 - CAPITAL PROJECTS FUND			135,357.06	135,357.06		

WARRANT #669
 INVOICE REGISTER REPORT FOR OAK BROOK PARK DISTRICT
 POST DATES 01/17/2023 - 02/19/2023
 JOURNALIZED
 PAID

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
45139	ACCRUE SOLUTIONS LLC	12/19/2022	01/26/2023	125.00	0.00	Paid	Y
45137	DELORES SIEJA	01/18/2023	01/26/2023	20.00	0.00	Paid	Y
45126	DIRECT ENERGY BUSINESS	01/10/2023	01/26/2023	12,187.50	0.00	Paid	Y
45140	FED EX	01/10/2023	01/26/2023	31.46	0.00	Paid	Y
45188	IL DEPT OF REVENUE	01/20/2023	01/31/2023	604.00	0.00	Paid	Y
45132	SARA GORDON	01/23/2023	01/26/2023	20.00	0.00	Paid	Y
45133	VILLAGE OF OAK BROOK	01/10/2023	01/26/2023	46.84	0.00	Paid	Y
45134	VILLAGE OF OAK BROOK	01/10/2023	01/26/2023	169.64	0.00	Paid	Y
45135	VILLAGE OF OAK BROOK	01/10/2023	01/26/2023	34.56	0.00	Paid	Y
45136	VILLAGE OF OAK BROOK	01/10/2023	01/26/2023	2,527.40	0.00	Paid	Y
45138	VILLAGE OF OAK BROOK	01/10/2023	01/26/2023	10.00	0.00	Paid	Y

# of Invoices:	11	# Due:	0	Totals:	15,776.40	0.00
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00
Net of Invoices and Credit Memos:					15,776.40	0.00

--- TOTALS BY FUND ---

01 - GENERAL CORPORATE FUND	4,413.76	0.00
02 - RECREATION FUND	6,875.68	0.00
07 - RECREATIONAL FACILITIES FUND	4,486.96	0.00

--- TOTALS BY DEPT/ACTIVITY ---

00 - NON-DEPARTMENTAL	83.74	0.00
01 - ADMINISTRATION CORPORATE	1,894.31	0.00
02 - FINANCE	125.00	0.00
05 - CENTRAL PARK	459.68	0.00
07 - FOREST GLEN PARK	45.96	0.00
15 - BUILDING/RECREATION CENTER	2,278.56	0.00
20 - CENTRAL PARK WEST	1,389.36	0.00
21 - FITNESS CENTER	1,822.85	0.00
25 - AQUATIC CENTER	3,189.98	0.00
71 - BUILDING/RACQUET CLUB	3,966.70	0.00
75 - TENNIS PROGRAMS	520.26	0.00

Staff Recognition

(None)

Communications and Proclamations

Board of Commissioners to share communications.

Presentation of the IPRA/IAPD Plaque of Recognition – Oak Brook Park District Has Exceeded the Standards of a Distinguished Park and Recreation Accredited Agency.

License Plate Recognition (LPR) system to assist law enforcement

Reports

Communications, IT, and Administration Report

Finance & Human Resources Report

Recreation & Facilities Report

Parks & Planning Report



Memo

To: Oak Brook Park District Board of Commissioners
From: Laure Kosey, Executive Director
Date: February 10, 2023
Re: January/February 2023: Communications, IT & Administration

January Board Meeting Follow Up:

IPRA/IAPD State Conference

Staff has shared some of the sessions that were attended at the conference. The summary of sessions is included after this report. These are only just a small sample of the sessions attended.

Central Park North Phase II Bids/HVAC & Pool Deck Bids

A total of six bids were received for the restroom/concession building and Central Park phase II improvements. Five bids were received for the HVAC. Staff is reviewing the submittals and will make a recommendation at the board meeting.

Objectives and Key Results (OKR's) Staff Training

Department heads have started to train staff about the OKR's starting with OKR's being top on each agenda. Staff has started in-service training, scripting phone calls and adding front end team meetings.

February Board Meeting Discussion Points:

License Plate Recognition Cameras

Robert will be presenting the options to lease or purchase these cameras for the District.

Park District Commissioner Election

Mario Vescovi and Ron Gondek are the two candidates that have submitted paperwork to run as "write-in" candidates at the April 4th election.

IT Report:

We have integrated 27 of the district's security cameras to a system called Fusus. This is the system the village police department is starting to use to view cameras in real time during emergency situations. We prioritized cameras in each facility and two at the Dean Nature Center to be added.

The budgeting for IT related costs will look different this year in the proposed budget. A new department was created to help organize all the IT expenses. Going forward this will give better transparency of all the costs associated with technology.

Corporate and Community Relations:

Sponsorships	\$	500.00
Advertising	\$	1,100.00
Vendors	\$	175.00
In-Kind Donations	\$	-
Oak Brook Park District Foundation	\$	220.00
Total for January:		\$ 1,995.00

Marketing & Communications Report:

Facebook Analytics

Followers: 4,644 (up 28)
 Posts: 33
 Post Reach
 (organic and paid): 25,634

Instagram Analytics

Total Followers: 1,751 (up 24)
 Posts: 23
 Top Post Reach: 690

Twitter Analytics

Total Followers: 1,112 (down 2)
 Posts: 22
 Top Post Impressions: 64



January 2023 Top pages*

1. Obparks.org
2. Facilities/Family Aquatic Center
3. Programs/Aquatics
4. Facilities/Family Recreation Center
5. Programs/Aquatics/Swim Lessons
6. /Membership Opportunities
7. Facilities/Central Park West
8. Programs/Tennis Programs
9. /Program Guides
10. Programs/Summer Camps

January 2023 Top Products*

1. Shooting Stars Basketball Clinic Sunday #22498
2. Tae Kwon Do Wednesday #22245
3. Aqua Egg Hunt Friday 10am
4. Aqua Egg Hunt Thursday 6pm
5. Dare to Tri Series 2023

obparks.org Ecommerce Overview – Jan 2023*

	January 2022	January 2023
Total Revenue	\$94,577	\$93,567
Transactions:	1,012	510

	2022	2023
Year to date total	\$94,577	\$93,567
Transactions:	1,012	510

obparks.org Acquisition Value*

Referral Percentage Values	Jan. 2023	Jan. 2022
Direct:	42.3%	34.5%
Organic Search:	52.2%	51.1%
Social:	2%	10.1%
Referrals:	3.5%	4%

IPRA/IAPD Conference Session Summaries

Hyper-Focused Facility Services – Top 10 Things to Improve in FM - Dave

Session focused on internal customer service as it relates to external customer service. Included in the presentation was a District wide schedule of events by facility to assist front-line staff in directing people. Another interesting document that was handed out was the custodial map, that color coded areas by cleaning priority, time and who was responsible for the work throughout the day.

Trends in Evaluations: What's New, What's Changed - Dave

Biggest trend that the evaluation industry is seeing is how short evaluations have become; some being as short as one question. Survey fatigue exists because surveying of consumers has increased. Identify what you want to know and ask it – then stop. Pretty good session.

Use of Video Surveillance in Parks and Facilities – Robert

This session was presented by Megan Mack, an attorney at Ancel Glink. Megan focused on the benefits and legal implications of using video surveillance in parks and facilities. We reviewed retention periods, agency policies and how to handle FOIA requests of video footage. Additionally, recent law cases were discussed and how they affect the use of video surveillance. After her presentation there was a lively question and answer period for about 20 minutes that I found very beneficial.

Think Like A Disrupter -Haley, Rob & Monica

The speaker encouraged us to start thinking differently when it comes to products that have historically and are presently “disrupting” what we know. For example, Uber disrupted the Taxi business. The speaker related this ideology back to parks and rec agencies, and how after the pandemic, it is more important now than ever to adapt to the times.

Branding your Agency from the Inside Out – Rachel

This session discussed residents wanting to be recognized within their community to feel welcomed. This will help your community receive a sense of belonging. Brand equity is a value derived from your residents' perception of the brand name, agency name, and offers provided. Additionally, having successful branding can help create a culture where everyone is on the same page and raise residents' perceived value of your Park District.

Marketing and Communication Round Table – Rachel, Erik

The Marketing and Communications Round Table was very informative. We all had the opportunity to discuss our Agency and learn what other Agencies were doing in real time. By being able to brainstorm alternatives to the challenges, everyone faces—finding out that many

Successfully Incorporating Inclusive Restrooms and Locker Rooms -Erik

This session was run by Jan Arnold, the Executive Director at the Park District of Oak Park. The presenter informed us about recent major upgrades they being doing to the restrooms and locker rooms to provide a safer and more inclusive environment for everyone.

Leading Below the Surface

Laure attended this leadership session which focused on Leadership Teams all having a voice at the table as well as psychology safety in those meetings.

Help! My Staff are ALL So Different - Katie

In this session we discussed embracing staff differences. We explored different factors like personality, gender roles, life experiences, and age that can impact how we motivate and communicate with staff.

Move the Needle: Increase your Productivity and Optimize Your Time- Ryan

The key topics addressed in this session involved strategies to prioritize, organize, and manage your tasks and time.

But What Can I do? It's as Easy as Nails- Kate

This session highlighted the importance of letting employees know about mental health resources for themselves or to be a reference for co-workers.

The steps to take were in the acronym NAILS. Most of it is common sense, but mental health is somewhat of a taboo subject and people tend to not want to get involved.

Notice/ Approach/ Inquire/ Listen/ Support

Courageous conversations-improving dialogue in the workplace - Katie

This session focused on preparing yourself for the conversation. Being in the mindset willing to learn, monitoring reality versus perceptions, mindful of producing results and following through with action, and trying to strengthen the relationship.

Parks as Community Wellness Hubs: A Public Health Solution - Kara

In this powerful session, we looked at the vital role of parks and recreation in community health and wellbeing. Furthermore, NRPA's 7 dimensions of Well-Being, how to put them into practice all with health equity at the center.

Girl Power 5 - Kate

The 5th in the Girl Power series, this session focused on influencing others, improving your visibility and negotiations in a newly offered position. Strong focus on the importance of being authentic, listening and expanding your knowledge.

Effective Delegation – Ryan & Kara

More than just delegation, this session focused on how to make your staff “delegation ready” and ways to coach and teach staff to be able to handle more delegation in their role.

Managing Employee Leave Rights Under the FMLA, ADA, and Illinois Law - Marco.

One key takeaway that I was not previously aware of is the Illinois Victims Economic Security and Safety Act (VESSA). In summary, this law gives employees up to 12 weeks of unpaid leave to address/manage issues related to domestic, sexual and gender violence.

Phase 3 Programming: Meaningful Senior Programming for the Third Phase of Life - Monica

Ian Hill talked about Senior Programming for seniors in the 3rd phase of their life - 85+

Mission is to keep seniors independent for longer – challenge is that seniors have changed over the past years but our resources have not. Key points:

- Seniors are user driven; want to have a say in their experiences
- We need to program to attitude - not age
- Key elements to keeping seniors independent; socialization, educational opportunities, physical activity

Prescribed Burning within Illinois -Bob

This session focused on the benefits of prescribed burning prairies and natural sites. The presenters explained the qualifications required to perform burns and provided resources for becoming certified to perform burns.

Strategic Diversity Planning- Bob

Building, executing, and measuring DEI goals was the focus of this session. The presenter explained how to perform a gap analysis, define a DEI statement, and develop strategic and measurable goals. Attendees then formed break-out groups to practice these techniques on different scenarios.

Bidding 101 -Jake & Bonnie

Aside from bidding requirements, this session also reviewed joint purchasing through the Cooperative Purchasing Groups. Some key points – the district needs to be sure that the contract we enter is with the lowest responsible bidder or highest ranked proposer.

Grants and Funding- Jake

How and why, it is important to understand all requirements and how your organization can accomplish them. When applying for Grants and funding make sure that you are creating a benefit for your agency and not a burden.

In the Trenches – Jake

Talked about the stages of a construction project and expectations within each stage. Differences and similarities of a CM (Construction Manager) and CG (General Contractor)

Crushing Your Pickleball Budget- Brian, Mike & Sharon

- Northbrook Park District has a very successful Pickleball program.
- We need implement some type of outdoor pickleball court reservation process for our residents of Oak Brook so they have an opportunity to use the courts.
- Northbrook also uses ActiveNet so we can reach out to them to see how they allow residents and other participants to rent their outdoor courts.

Champions for Change, Our DEI Journey – Kim & Bonnie

This journey can have resistance from some individuals and it is always best to focus on the good. I think that this can be applied in so many situations and is so important to remember and not let the one bad person over shadow the good. It was nice to hear the Skokie journey.

DEI: Small Changes, Big Rewards – Rob, Grant, Mike, Brian & Kim

Rob, Grant and Mike presented to 70 people in the session. Take the extra step to help others feel like they are included

- Example, at your next staff celebration, have a gluten free option. Maybe not everyone can eat the birthday cake or cookies you are providing
- Example, at your next Halloween event, hand out allergy free candies so all children can feel included

Lifeguards...They're Stressed - Grant

COVID-19 pandemic took away a lot of social aspects for upcoming teenagers and possible lifeguards and created this new level of anxiety. A huge aspect of managing lifeguards now is building connects with other people. Something learned was pairing new lifeguards with more veteran staff “mentor/buddy program” to help them build relationships with their team and confidence in themselves.

Recreation Revenue - HACKING Your Way to Additional Revenue – Grant & Caroline

Stop thinking of branding to residents and start thinking of them as consumers/customers. How do we package the service? Who is your customer TODAY? Customers today are different than 30 years ago; their experience starts on the website and program registration.

Aquatics Roundtable – Caroline

We talked about programming, training and recruitment. Along with our team, many park districts are struggling to hire, train and keep lifeguards and swim instructors. We discussed what different areas were doing for employee incentives, and I brought up our own employee incentive of \$100 to an employee that refers a new hire and they work here for at least 90 days.



Memo

To: Board of Commissioners and Executive Director, Laure Kosey
From: Marco Salinas, Chief Financial Officer
Date: February 10, 2023
Re: January 2023 Financials

General Fund

We have now completed nine months of fiscal year 2022/2023 (75% completed). Year-to-date (YTD) revenues, expenditures, and transfers-out for this fund equals \$2,811,758, \$2,034,770 and \$0, respectively. This is resulting in a YTD net surplus of \$776,988; which is a \$224,253 decrease from the \$1,001,241 net surplus experienced in the prior fiscal year. Following is additional commentary:

- **Revenues-** Total current year revenues are ahead of current budgeted expectations at 97% and approximately 2% higher than prior year. Current year property tax collections have already exceeded the annual budget but are lower than prior year due to the fact that we budgeted a \$160,000 decrease in these collections in the current year (expected decrease). Personal Property Replacement Taxes (PPRT) are almost double the collections experienced last year and have steadily increased over the most recent 3 years. These taxes are distributed to local taxing bodies based on allocation percentages that were in place in 1977. Central Park North revenues are ahead of budget and prior year, primarily due to two national Lacrosse tournaments that were held this fiscal year that did not occur last fiscal year. Investment income is also favorable due to the increased interest rate environment. The \$3,000 in negative revenue in our Dean Property department is due to the write-off of a receivable that was recorded in August 2016 for the Little League's sponsorship of our beehive. This sponsorship was actually collected by the OBPD Foundation in that same month and therefore this receivable was not valid. Central Park West revenues are higher than prior year due to increased rental activity and the proceeds from Cocoa Cabin sales.
- **Expenditures-** Total current year expenditures are favorable at 68% of budgeted expenditures, and have increased approximately \$271,000 when compared to the prior year. The largest increases are in our Central Park and Building-Recreation Center departments. Full-time & part-time wages in Central Park increased due to the addition of one full-time staff person and the fact that in the prior year a portion of personnel costs were being charged to the Sports Core fund whereas this year no such re-allocation is occurring now that the Sports Core fund has been closed. In Building-Recreation Center, the increased costs are primarily due to increased part-time front desk and custodial personnel costs (\$68K increase). In addition, we incurred approximately \$28K for our FRC wallpaper and painting project, of which, \$11K was funded from a reimbursement received from FEMA. In the Dean property department, expenditures are higher than prior year due to the costs incurred to purchase and install a security gate.

Recreation Fund

YTD revenues, expenditures, and transfers out for this fund equal \$3,747,421, \$2,572,455, and \$0, respectively. This is resulting in a YTD net surplus of \$1,174,966; which is a \$494,874 increase over the \$680,092 net surplus experienced in the prior fiscal year. Following is additional commentary:

- **Revenues-** Total revenues are currently favorable at 92% when compared to the annual budget, and have increased approximately \$804,958 when compared to the prior year. Every department, except for aquatic recreation programming and pioneer programs, are either in line or surpassing current budgeted expectations. This fund is benefitting from overall increased programming revenues; primarily due to the elimination of the Covid-19 restrictions that were in place for a portion of the previous year. In our fitness center, membership revenues have increased significantly and personal training has also increased. The marketing department is reflecting the receipt of a \$50,000 donation from the Foundation, This donation helps fund the repayment of the debt certificates that were previously issued for the benefit of the universal playground. In our aquatic recreation programs department, children's private lesson and swim team revenues are slightly unfavorable and currently at 47% and 50% of budgeted expectations, respectively. A shortage of staffing is dampening our private lesson offerings, and participation in our swim team has decreased approximately 40%; likely due to competition from the FMC natatorium.
- **Expenditures-** All departments, except for special events and trips and capital outlay, are either in line or favorable with current year's budgeted expectations. In total, expenditures have increased approximately \$310K when compared to the prior year. The largest increase in expenditures is in our aquatic center department and is the result of increased full-time and part-time wages due to expanded programming and the fact that we are no longer allocating any such costs and related benefits to the sports core fund as was the case in the prior year. The increased expenditures in our youth programs department are being driven by increased camp counselor wages and programming commodities; however, these increased costs are being offset by related increased programming revenues

Recreational Facilities Fund (Tennis Center)

YTD revenues and expenses in this fund are currently at \$1,737,465 and \$1,127,383, respectively. This is resulting in a YTD net surplus of \$610,082; which is a \$165,986 increase over the prior year's surplus of \$444,096. Following is additional commentary:

- **Revenues-** Total revenues are favorable when compared to the annual budget and have increased \$294,372 when compared to the prior year. Driving this are increased member enrollment fees, non-resident memberships, and group lessons (\$1.03 million versus \$813K). In addition, tournament fees are currently at \$46k versus \$16k in the prior year.
- **Expenses-** Total expenses are favorable when compared to the annual budget, despite having increased \$165,986 when compared to the prior year. All departments are favorable or within current budgeted expectations. In the administration department, full-time wages and related benefits have increased due to the restructuring that occurred at the end of the prior fiscal year and the addition of a full-time staff person. In the programs department, part-time wages have increased due to the expanded programming as a result of the elimination of the previously imposed COVID-19 restrictions. Current year capital expenses are lower than prior year.

FINANCE & HUMAN RESOURCES:

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

- Continued work on the FY 2023/2024 operating budget requests and the five-year capital improvement plan. Some of the recent adjustments are due to the receipt of updated cost estimates for several of our anticipated capital projects.
- Continued work on populating the new health insurance web portal. This portal will be rolled-out to eligible employees in the near future and will be utilized for annual open enrollment as well as to process benefit modifications (changes in coverage, beneficiaries, etc.).
- The requests for proposal (RFP) for auditing and actuarial services have now been received and evaluated. Finance has submitted its recommendation to the Board for review at the February 20, 2023 Board meeting.



Memo

To: Oak Brook Park District Board of Commissioners
From: Dave Thommes, Deputy Director
Date: February 10, 2023
Re: Recreation & Facilities Report

Recreation

- With 29 kids enrolled, our new indoor youth soccer league began on January 15th!
- The Get Better Basketball League began in January with 542 kids in 8 leagues.
- Pickleball programming began in January including six leagues with 130 participants and seven classes with 55 participants.
- Staff members met with District 53 to keep in touch about ABC Preschool.
- The preschool enrichment classes began with 46 children enrolled.
- Fourteen people attended the Travel Club meeting to learn about our upcoming Canadian Rockies and Grand Canyon trips.
- Forty-two Pioneers gathered on January 18th to hear Jenny Riddle bring the book “The Palace Papers” to life! The Pioneers loved to hearing about the story of the Royal Family.
- A new session of Maj Jong began with 46 participants enrolled, along with 8 enrolled in the Learn to Play Mah Jongg class.
- Twenty-two Pioneers attended January’s movie, Top Gun: Maverick.

Aquatics

- Stars Swim Team has two more home meets this season including a dual meet with the Schaumburg Park District and the Divisional Championships on March 5th.
- The first session of swim lessons has produced good numbers, which should continue for sessions II and III this spring. As new staff gains more experience, we will look to further expand class sizes into the summer.
- Staff is trialing two aquatic reporting and documentation software products.
- Staff is working on offering a swim lesson subscription that would permit certain days and times for swim lessons to resemble a perpetual model. The hope is to have it offered to some degree by summer.

Facilities

- Matt and Josh are attended the NFPA 70E – Electricity Safety seminar in Joliet.
- Family Aquatic Center SDS binders were updated.
- In-house maintenance repairs for the month included:
 - Repaired RTU’s 1 & 2 at the Tennis center
 - Repaired two wall heaters in the foyers at CPW.
 - Replaced a faulty gas valve on RTU 6 at the Family Recreation Center.
 - Repaired vapor leak and wall timer for spa jet pumps along with replacing of chlorinator, chemical control chlorine sensor and backwash plunger.
 - Installed new circuit board on RTU2 at the Family Recreation Center.

Fitness

- The Membership Report indicates on-going membership growth, with the number of membership packages in January being 1,531. The retention rate remains above 90%
- Congratulations to member Kamil Muzaffar, who won the Membership Challenge for the month of January!
- Mirror edges have been installed along the borders of the studio mirrors

- New yoga mats, resistance bands, and stability balls were placed in Studios A & B.
- A TRX training system was installed in the new stretching / functional training space in the Fitness Center.
- Two new Concept 2 Rowers were placed in fitness center cardio area.
- There are 17 participants registered in the evening Tai Chi Session and 9 in the Saturday session.
- Nine participants are registered for Get Fit Get Tough.
- There are 19 people registered for the Tackle the Tri.

Tennis

- The Tennis Center hosted a Level 7 tournament for ages 12-14 with 64 participants on January 14th and 15th.
- New padding was installed for indoor courts 1 – 4.
- The Tennis Center Outdoor Restroom remodeling is in progress. Staff opted to complete this project in-house to save on costs.



Oak Brook Park District Membership Statistics 2022

Individual Member Data													
	January	February	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total
Members, Start of Month	1740	1850	1972	2063	2065	2086	2143	2188	2111	2142	2193	2349	NA
Members, Month End	1615	1737	1843	1947	1950	1928	2060	2042	2018	2026	2099	2208	NA
New Members	245	207	211	136	154	231	162	106	159	207	301	289	2408
Members Cancelled/Expired	125	113	129	116	115	158	83	146	93	116	94	141	1429
Net Members	120	94	82	20	39	73	79	-40	66	91	207	148	979
Total Health Care Members									51	77	124	187	NA
% Health Care Members	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	2.45%	3.64%	5.38%	7.94%	#VALUE!
Individual Member Total	1735	1831	1925	1967	1989	2001	2139	2002	2084	2117	2306	2356	NA
Retention Percentage	92.82%	93.89%	93.46%	94.38%	94.43%	92.43%	96.13%	93.33%	95.59%	94.58%	95.71%	94.00%	94%
Membership Package Data													
	January	February	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total
Memberships, Start of Month	936	971	1019	1081	1120	1141	1152	1159	1139	1147	1190	1263	NA
Memberships, Month End	864	912	970	1036	1061	1064	1099	1096	1072	1088	1139	1196	NA
New Memberships	121	101	115	96	96	107	77	70	117	134	184	157	1375
Cancelled/Expired	72	59	49	45	59	77	53	63	67	59	51	67	721
Net Memberships	49	42	66	51	37	30	24	7	50	75	133	90	654
Total Health Care Memberships									51	77	124	187	NA
% Health Care Memberships	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	4.55%	6.62%	9.75%	14.54%	#VALUE!
Membership Package Total	913	954	1036	1087	1098	1094	1123	1103	1122	1163	1272	1286	NA
Retention Percentage	92.31%	93.92%	95.19%	95.84%	94.73%	93.25%	95.40%	94.56%	94.12%	94.86%	95.71%	94.70%	94.55%
Resident	41%	41%	42%	42%	42%	44%	45%	45%	42%	42%	43%	42%	NA
Non-Resident	59%	59%	58%	58%	58%	56%	55%	55%	58%	58%	57%	58%	NA



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
21 - 22	Uses	20	21	23	35	10	15	18	16	9	17	26	27	237
	Parties	\$0	\$0	\$9,672	\$13,727	\$4,395	\$6,443	\$6,931	\$6,234	\$4,009	\$6,353	\$9,313	\$10,498	\$77,575
	Rentals	\$6,018	\$7,980	\$0	\$0	\$0	\$1,674	\$1,060	\$700	\$0	\$715	\$3,206	\$2,990	\$24,343
	TOTAL	\$6,018	\$7,980	\$9,672	\$13,727	\$4,395	\$8,117	\$7,991	\$6,934	\$4,009	\$7,068	\$12,519	\$13,488	\$101,917

22 - 23	Uses	28	47	55	20	14	27	22	23	29	24	15		304
	Parties	\$10,312	\$12,650	\$16,505	\$7,765	\$6,895	\$10,411	\$9,738	\$8,445	\$10,230	\$10,945	\$7,125		\$111,021
	Rentals	\$980	\$5,047	\$7,015	\$903	\$0	\$3,520	\$1,320	\$1,174	\$3,700				\$23,659
	TOTAL	\$11,292	\$17,697	\$23,520	\$8,668	\$6,895	\$13,931	\$11,058	\$9,619	\$13,930	\$10,945	\$7,125	\$0	\$134,680

Swim Lesson

FY	Season	SUMMER	FALL	W/S	TOTAL
21 - 22	Registrations	982	1,248	1,811	4,041
	Private	\$49,030	\$30,707	\$40,398	\$120,136
	Group	\$26,011	\$39,522	\$65,807	\$131,340
	TOTAL	\$75,042	\$70,229	\$106,205	\$251,476

22 - 23	Registrations	888	899	468	2,255
	Private	\$38,751	\$37,077	\$19,830	\$95,658
	Group	\$47,168	\$58,794	\$28,301	\$134,263
	TOTAL	\$85,919	\$95,871	\$48,131	\$229,921

Swim Team

FY	Season	SUMMER	FALL	WINTER	SPRING	TOTAL
21 - 22	Registrations	59	75	63	46	243
	Revenue	\$13,816	\$17,174	\$13,967	\$11,399	\$56,356

22 - 23	Registrations	32	60	50		142
	Revenue	\$8,610	\$20,942	\$13,798		\$43,350



Oak Brook Park District Facility Statistics and Data

Facility Rentals

21/22 FY	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	Total
Gym Rentals Hours	456	415	351	523	293	364	476	458	522	369	325	323	4,874
Gym Revenue	\$16,306	\$11,298	\$15,833	\$22,385	\$15,288	\$18,700	\$25,595	\$24,175	\$26,913	\$19,795	\$17,638	\$17,408	\$231,331
Room Rentals	0	0	0*	0*	0*	0*	0*	0*	2	3	3	2	10
Room Revenue	\$0	\$0	0*	0*	0*	0*	0*	0*	\$100	\$240	\$240	\$120	\$700
CPW Rentals	6	10	6	10	6	6	7	0	3	5	4	10	73
CPW Revenue	\$3,156	\$5,697	\$4,762	\$6,509	\$5,087	\$5,326	\$4,551	\$0	\$1,664	\$2,915	\$2,437	\$6,126	\$48,226

22/23 FY	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	Total
Gym Rentals Hours	316	253	263	483	274	485	393	372	529				3,368
Gym Revenue	\$17,089	\$12,969	\$14,075	\$25,157	\$14,324	\$21,145	\$21,701	\$19,871	\$27,335				\$173,665
Room Rentals	2	0	1	8	4	7	4	3	12				41
Room Revenue	\$160	\$0	\$280	\$1,855	\$420	\$910	\$700	\$780	\$240				\$5,345
CPW Rentals	7	10	10	10	8	7	7	1	2				62
CPW Revenue	\$5,524	\$5,359	\$7,443	\$7,620	\$4,113	\$2,601	\$4,379	\$330	\$1,510				\$38,878



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
21 - 22	Hours	254	214	121	122	193	195	92	8	0	2	58	168	1,426
	Revenue	\$13,006	\$64,381	\$8,998	\$4,467	\$6,689	\$7,184	\$5,050	\$903	\$0	\$235	\$6,530	\$9,604	\$127,045

22 - 23	Hours	204	158	132	102	174	187	83	13	8				1,061
	Revenue	\$8,419	\$8,838	\$5,181	\$5,068	\$4,243	\$6,077	\$4,926	\$1,273	\$914				\$109,138
Wizards	Revenue			\$50,000										
Lakeshore	Revenue			\$14,200										

Natural Grass Soccer Fields

FY	Month	May	June	July	August	September	October	November	December	January	Feb	March	April	TOTALS
21 - 22	Hours	3,468	1,095	875	1,056	1556	1,698	512	0	0	0	0	1315	11,575
	Revenue	\$46,925	\$98,846	\$28,504	\$17,345	\$18,536	\$24,001	\$3,455	\$0	\$0	\$0	\$0	\$3,706	\$241,319

22 - 23	Hours	1,923	1,240	558	1,040	1370	1,426	542	0	0				8,099
	Revenue	\$17,170	\$8,095	\$14,900	\$10,315	\$8,169	\$7,860	\$748	\$0	\$0				\$125,257
Wizards	Revenue			\$50,000										
Lakeshore	Revenue			\$8,000										

Baseball Fields

FY	Month	May	June	July	August	September	October	November	December	January	Feb	March	April	TOTALS
21 - 22	Hours	233	206	135	71	177	158	35	0	0	0	0	119	1,133
	Revenue	\$5,458	\$5,154	\$2,183	\$3,320	\$7,095	\$7,050	\$2,218	\$0	\$0	\$0	\$0	\$4,776	\$37,253

22 - 23	Hours	304	297	226	42	175	143	10	0	0				1,196
	Revenue	\$8,301	\$13,145	\$4,450	\$1,064	\$6,208	\$5,027	\$273	\$0	\$0				\$38,468

Totals

FY	Month	May	June	July	August	September	October	November	December	January	Feb	March	April	TOTALS
21 - 22	Hours	3,954	1,515	1,131	1,249	1,926	2,051	638	8	0	2	58	1,602	14,134
	Revenue	\$65,389	\$168,381	\$39,684	\$25,132	\$32,320	\$38,235	\$10,723	\$903	\$0	\$235	\$6,530	\$18,086	\$405,617

22 - 23	Hours	2,431	1,695	916	1,184	1,719	1,756	635	13	8	0	0	0	10,356
	Revenue	\$33,890	\$30,078	\$146,731	\$16,446	\$18,620	\$18,964	\$5,946	\$1,273	\$914	\$0	\$0	\$0	\$272,862



Memo

To: Board of Commissioners
From: Bob Johnson, Director of Parks and Planning
Date: February 14, 2023
Re: Board Report

- The Restroom/Concession Building and OSLAD Phase II project bids have been received. A total of five contractors submitted bids. The low bidder for each of the projects is Integral Construction. This contractor completed the Phase I improvements at the site in 2020. Please see the agenda histories for further details.
- Park staff is developing a district-wide landscaping plan. The three-year plan evaluates and makes recommendations for all the landscaped areas throughout the district. The intent is to improve the aesthetics at each park location, while introducing low-maintenance perennials and native plants that reduce maintenance costs.
- The ice rink and sledding hill have had limited use this season due to high temperatures and a lack of snow. Staff continues to inspect and maintain the two sites for the remainder of the winter months.
- Staff is completing winter fleet service and preventative maintenance on vehicles and equipment. The mild temperatures have allowed some outdoor work to resume, including tree pruning and grounds cleanup.
- A controlled burn is anticipated for March at the Dean Nature Sanctuary. The burn will be weather dependent when the site conditions are dry enough.

Unfinished Business



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: CENTRAL PARK NORTH PHASE II BID

AGENDA No.: 7A

MEETING DATE: FEBRUARY 20, 2023

STAFF REVIEW: Director of Parks and Planning, Bob Johnson:

RECOMMENDED FOR BOARD ACTION: Executive Director, Laure Kosey:

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

The Oak Brook Park District was awarded an OSLAD (Open Space Land Acquisition and Development) Grant in 2022 to partially fund Phase II improvements to the North Athletic Fields at Central Park. The project will take place simultaneously with the construction of a restroom/concession/storage facility at the same location which is partially funded by a DCEO (Department of Commerce and Economic Opportunity) Grant.

The Park District elected to bid both the Phase II improvements and the restroom/concession/storage facility together, as one bid, in order to award the two projects to a single contractor to maximize cost savings. Because each project is funded by a different grant program, each with its own set of grant requirements, the successful bidder (contractor) will enter into two separate contracts with the Park District for completion of the two projects.

- The Phase II improvements bid includes four alternate bids.
- Alternate 1- Install athletic fields irrigation on the east soccer fields.
- Alternate 2- Specialty paving at the amphitheater.
- Alternate 3- Install irrigation at the amphitheater.
- Alternate 4- Install additional wiring and amphitheater lighting.

Bids for the Phase II improvements were solicited from January 6, 2023 until February 2, 2023, at which time the bids were publicly opened and read aloud. The low bidder for the project was Integral Construction, Inc.

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

Staff recommends accepting the low base bid only from Integral Construction, Inc. for construction of the phase II improvements at the north athletic fields.

ACTION PROPOSED: A Motion (and a Second) to accept the base bid from Integral Construction, Inc. in the amount of \$1,232,000 for construction of the phase II improvements at the north athletic fields, to reject alternate bids 1-4, and approve an agreement between the Park District and Integral Construction, Inc for a Not-To-Exceed Cost of \$1,232,000.



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

Central Park Phase II Project and Restroom/Concession Support Building Project
 Bid Opening - February 2, 2023

					Base Bid		Base Bid					Total Base & Alternate Bids	Total Base Bids
Vendor Name	Bid Bonds	Add 1 & 2	Certifications	References	Restroom - Concession Bldg		Central Park Phase II	Alt 1	Alt 2	Alt 3	Alt 4	Central Pk Phase II	Concession Bldg. & Central Pk Phase II
Cordos Development and Associates 10 W. Hubbard Street, Suite 2b Chicago, IL 60654	x	x	x	x	\$ 1,745,200.00		\$ 1,335,490.00	\$ 258,750.00	\$ 33,045.15	\$ 46,900.00	\$ 46,128.00	\$ 1,720,313.15	\$ 3,080,690.00
F.H. Paschen, S.N. Nielsen & Associates LLC 5515 N. East River Road Chicago, IL 60656	x	x	x	x	\$ 2,023,000.00		\$ 1,800,138.52	\$ 199,000.00	\$ 43,093.00	\$ 55,000.00	\$ 61,306.00	\$ 2,158,537.52	\$ 3,823,138.52
E.P. Doyle & Son LLC 1100 Wheaton Oaks Court Wheaton, IL 60187	x	o	x	x	\$ 1,554,679.00		\$ 1,155,028.21	\$ 127,102.50	\$ 51,694.53	\$ 26,145.00	\$ 7,968.45	\$ 1,367,938.69	\$ 2,709,707.21
Boller Construction 3045 West Washington Street Waukegan, IL 60085	X	x	x	x	\$ 1,738,100.00		\$ 1,632,940.00	\$ 245,227.00	\$ 31,626.51	\$ 36,000.00	No bid	\$ 1,945,793.51	\$ 3,371,040.00
Integral Construction, Inc., 320 Rocbaar Dr. Romeoville, IL 60446	x	x	x	x	\$ 1,432,000.00		\$ 1,232,000.00	\$ 137,555.00	\$ 15,895.00	\$ 27,280.00	\$ 100,107.00	\$ 1,512,837.00	\$ 2,664,000.00

Alternate 1 - Irrigation at Sports Field
 Alternate 2 - Specialty Paving
 Alternate 3 - Irrigation at Amphitheater
 Alternate 4 - Electrical at Amphitheater Shelter and Wall



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: CENTRAL PARK NORTH
RESTROOM/CONCESSION/STORAGE BID**

AGENDA No.: 7B

MEETING DATE: FEBRUARY 20, 2023

STAFF REVIEW: Director of Parks and Planning, Bob Johnson:

RECOMMENDED FOR BOARD ACTION: Executive Director, Laure Kosey:

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

The Oak Brook Park District was awarded a DCEO (Department of Commerce and Economic Opportunity) Grant in 2022 to partially fund a restroom/concession/storage facility at the North Athletic Fields at Central Park. The project will take place simultaneously with the Phase II improvements at Central Park which is partially funded by an OSLAD (Open Space Land Acquisition and Development) Grant.

The Park District elected to bid both the Phase II improvements and the restroom/concession/storage facility together, as one bid, in order to award the two projects to a single contractor to maximize cost savings. Because each project is funded by a different grant program, each with its own set of grant requirements, the successful bidder (contractor) will enter into two separate contracts with the Park District for completion of the two projects.

Bids for the restroom/storage/concession facility were solicited from January 6, 2023 until February 2, 2023, at which time the bids were publicly opened and read aloud. The low bidder for the project was Integral Construction, Inc.

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

Staff recommends accepting the low bid from Integral Construction, Inc. for construction of the restroom/storage/concession facility at the north athletic fields.

ACTION PROPOSED: A Motion (and a Second) to accept the base bid from Integral Construction, Inc. in the amount of \$1,432,000 for construction of the restroom/storage/concession facility, and to approve an agreement between the Park District and Integral Construction, Inc for a Not-To-Exceed Cost of \$1,432,000.



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

Central Park Phase II Project and Restroom/Concession Support Building Project
 Bid Opening - February 2, 2023

					Base Bid		Base Bid					Total Base & Alternate Bids	Total Base Bids
Vendor Name	Bid Bonds	Add 1 & 2	Certifications	References	Restroom - Concession Bldg		Central Park Phase II	Alt 1	Alt 2	Alt 3	Alt 4	Central Pk Phase II	Concession Bldg. & Central Pk Phase II
Cordos Development and Associates 10 W. Hubbard Street, Suite 2b Chicago, IL 60654	x	x	x	x	\$ 1,745,200.00		\$ 1,335,490.00	\$ 258,750.00	\$ 33,045.15	\$ 46,900.00	\$ 46,128.00	\$ 1,720,313.15	\$ 3,080,690.00
F.H. Paschen, S.N. Nielsen & Associates LLC 5515 N. East River Road Chicago, IL 60656	x	x	x	x	\$ 2,023,000.00		\$ 1,800,138.52	\$ 199,000.00	\$ 43,093.00	\$ 55,000.00	\$ 61,306.00	\$ 2,158,537.52	\$ 3,823,138.52
E.P. Doyle & Son LLC 1100 Wheaton Oaks Court Wheaton, IL 60187	x	o	x	x	\$ 1,554,679.00		\$ 1,155,028.21	\$ 127,102.50	\$ 51,694.53	\$ 26,145.00	\$ 7,968.45	\$ 1,367,938.69	\$ 2,709,707.21
Boller Construction 3045 West Washington Street Waukegan, IL 60085	X	x	x	x	\$ 1,738,100.00		\$ 1,632,940.00	\$ 245,227.00	\$ 31,626.51	\$ 36,000.00	No bid	\$ 1,945,793.51	\$ 3,371,040.00
Integral Construction, Inc., 320 Rocbaar Dr. Romeoville, IL 60446	x	x	x	x	\$ 1,432,000.00		\$ 1,232,000.00	\$ 137,555.00	\$ 15,895.00	\$ 27,280.00	\$ 100,107.00	\$ 1,512,837.00	\$ 2,664,000.00

Alternate 1 - Irrigation at Sports Field
 Alternate 2 - Specialty Paving
 Alternate 3 - Irrigation at Amphitheater
 Alternate 4 - Electrical at Amphitheater Shelter and Wall



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: APPOINTMENT OF THE EXECUTIVE DIRECTOR TO APPROVE AND EXECUTE CHANGE ORDERS FOR A NOT TO EXCEED COST OF \$30,000.

AGENDA No.: 7 C

MEETING DATE: FEBRUARY 20, 2023

STAFF REVIEW: Director of Parks and Planning, Bob Johnson:

RECOMMENDED FOR BOARD ACTION: Executive Director, Laure Kosey:

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

Change orders issued by the District for any contract for goods, services or construction, whether or not the District awarded the contract through the bidding process, is subject to the requirements set forth in Section 33E-9 of the Illinois Criminal Code (720 ILCS 5/33E-9).

The Park District will commence construction of the Central Park Phase II Project in the near future. The District anticipates circumstances arising during this Project where certain change orders to construction contracts will need to be approved and executed expeditiously to avoid delay. In order to keep this Project on schedule, the Board may authorize the Executive Director, to approve and execute such change orders in accordance with Section 33E-9 of the Criminal Code.

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

Staff recommends authorizing the Executive Director to approve and execute change orders for the Central Park North restroom/concession building and Phase II projects not to exceed \$30,000. Doing so will allow progress to continue on the projects will little or no interruption in the work schedule.

All change orders approved and executed pursuant to this Motion shall be presented as information items to the Board at the Board’s next regularly scheduled meeting as required by Section 33E-9 of the Criminal Code, 720 ILCS 5/33E-9.

ACTION PROPOSED: A motion and a second to authorize and designate the Executive Director to approve and execute change orders with a respect to any change order or any series of change orders for construction of the Central Park Phase II Project or the Restroom/Concession/Storage Facility Project, which authorize or necessitate an increase or decrease in the cost of a contract by a total of \$10,000 or more, or which change the time of completion by a total of 30 days or more, to make the written findings required by Section 33E-9 of the Criminal Code, and to preserve such findings in the contract file for public inspection as required by Section 33E-9 of the Criminal Code, 720 ILCS 5/33E-9. Any change order or series of change orders in aggregate, shall not exceed an increase in the contract cost of more than \$30,000 for each project, without prior Board approval. All change orders approved and executed pursuant to this Motion shall be presented as information items to the Board at the Board’s next regularly scheduled meeting.

Robbins Schwartz

Memo

TO: Bob Johnson
Bonnie Gibellina

FROM: Nicole Karas

DATE: November 30, 2022

RE: Change Orders

Bob and Bonnie,

In follow up to our conversation, change orders issued by the District for any contract for goods, services or construction, whether or not the District awarded the contract through the bidding process, is subject to the requirements set forth in Section 33E-9 of the Illinois Criminal Code (720 ILCS 5/33E-9).

Pursuant to Section 33E-9, for any change order or series of change orders which authorize or necessitate an increase or decrease in the cost of the contract by a total of \$10,000 or more, or which change the time of completion by a total of 30 days or more, requires the Board, or a designee authorized by the Board, to make a determination in writing that: (1) the circumstances said to necessitate the change in performance were not reasonably foreseeable at the time the contract was signed; **or** (2) the change is germane to the original contract as signed; **or** (3) the change order is in the best interest of the District and is authorized by law. Such written determination and all approved change orders shall be preserved in the contract's file and be open to the public for inspection. Approval of change order without first obtaining this determination is a Class 4 felony. 720 ILCS 5/33E-9.

As discussed, the Park District will commence construction of the Central Park Phase II Project in the near future. The District anticipates circumstances arising during this Project where certain change orders to construction contracts will need to be approved and executed expeditiously to avoid delay. In order to keep this Project on schedule, the Board may authorize Laure, as the Executive Director, to approve and execute such change orders in accordance with Section 33E-9 of the Criminal Code.

I recommend that the Board's authorization be made by motion:

Motion to authorize and designate the Executive Director and the Executive Director's designee, with respect to any change order or any series of change orders for construction of the Central Park Phase II Project, which authorize or necessitate an increase or decrease in the cost of a contract by a total of \$10,000 or more, or which change the time of completion by a total of 30 days or more, to make the written findings required by Section 33E-9 of the Criminal Code, and to preserve such findings in the contract file for public inspection as required by Section 33E-9 of the Criminal Code, 720 ILCS 5/33E-9. All change orders approved and executed pursuant to this Motion shall be presented as information items to the Board at the Board's next regularly scheduled meeting.

The "written findings" or determination required to be made in compliance with 33E-9 can be included on the actual change order. Additionally, the written findings approving the change order does not have to include all 3 reasons as listed in 33E-9, but if 2 or more of the reasons apply, listing all reasons that apply is recommended. For example:

The Owner finds that: 1) the circumstances that necessitated this Change Order were not reasonably foreseeable at the time the Contract was signed with _____; 2) this Change Order is germane to the original contract with _____; and 3) this Change Order is in the best interest of Owner.

An additional statute for the District to be aware of is the Public Works Contract Change Order Act (50 ILCS 525/5 *et seq.*) ("Change Order Act"). Unlike Section 33E-9 of the Criminal Code, which applies to most contracts for goods, services and construction, the Change Order Act only applies to "public works" projects (i.e. construction projects or any project which prevailing wage applies). Pursuant to the Change Order Act, if a change order authorizes either an increase in the contract price that is 50% or more of the original contract price or that authorizes an increase in the price of a subcontract by 50% or more of the original subcontract price, then that portion of the contract covered by the change order must be re-bid. 50 ILCS 525/5.

Please review and let me know if you want to discuss.

Thanks,
Nicole



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: ORDINANCE 23-0220: AN ORDINANCE TRANSFERRING FUNDS TO AND FROM SEVERAL PARK DISTRICT FUNDS.

AGENDA No.: 7 D

MEETING DATE: FEBRUARY 20, 2023

STAFF REVIEW: Chief Financial Officer, Marco Salinas:

Handwritten signature of Marco Salinas in black ink.

RECOMMENDED FOR BOARD ACTION: Executive Director, Laure Kosey:

Handwritten signature of Laure Kosey in black ink.

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

Included in the fiscal year 2022-2023 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 capital 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 2022-2023.

ACTION PROPOSED:

A motion and a second to approve Ordinance 23-0220: An Ordinance transferring funds to and from several park district funds.

ORDINANCE NO. 23-0220

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

WHEREAS, the first six months of fiscal year 2022-2023 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 2022-2023 for the Corporate (General) and Recreation Funds, are hereby transferred to the Debt Service, and Capital Project Funds, with the Debt Service, and Capital Project 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 20th Day of February, 2023.

AYES: _____

NAYS: _____

ABSENT: _____

Approved:

Sharon Knitter, President

ATTEST:

Laure L. Kosey, Secretary

Exhibit A

Fund	Operating Transfer Out	Operating Transfer In	Purpose
General	\$ 250,000.00		-To fund FY 2022/2023 capital purchases & improvements
Capital Project		\$ 250,000.00	
General	\$ 132,575.00		-To fund FY 2022/2023 debt service payments on our 2016 General Obligation Bonds, Series 2016, and 2020 Promissory Note
Debt Service		\$ 132,575.00	
Recreation	\$ 177,972.00		-To fund FY 2022/2023 debt service payments on our Debt Certificates, Series 2018 and 2020.
Debt Service		\$ 177,972.00	
Totals:	\$ 560,547.00	\$ 560,547.00	



Oak Brook Park District

BOARD MEETING
AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: PROPOSED ADJUSTMENT TO FT PAY GRADES EFFECTIVE 5-1-23

AGENDA No.: 7 E
MEETING DATE: FEBRUARY 20, 2023

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

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

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 1.91% since then through 2022.

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

HR Source is recommending a 2.5% adjustment to existing salary ranges for Park and Recreation Agencies, effective May 1, 2023. Therefore, the proposed full-time salary ranges reflect a 2.5% increase.

ACTION PROPOSED:
Motion and a second to Approve the Proposed Adjustment to Full Time Pay Grades, effective May 1, 2023.

Proposed Pay Grades for Board Approval

**Oak Brook Park District
Pay Grades
Effective: May 1, 2023***

Pay Grade	FLSA	Job Title	Minimum	Midpoint	Maximum
13		Hold for Future Restructuring	138,153.60	172,702.40	207,251.20
			66.42	83.03	99.64
12	E	Executive Director	121,638.40	152,027.20	182,436.80
			58.48	73.09	87.71
11	E	Deputy Director	107,078.40	133,827.20	160,576.00
	E	Chief Financial Officer	51.48	64.34	77.20
10	E	Director of Parks and Planning	94,244.80	117,811.20	141,377.60
			45.31	56.64	67.97
9	E	Superintendent of Enterprise Operations	82,950.40	103,708.80	124,446.40
	E	Superintendent of Facilities	39.88	49.86	59.83
	E	Superintendent of IT and Communications			
8	E	Superintendent of Aquatic and Maintenance Operations	73,028.80	91,291.20	109,532.80
	E	Superintendent of Parks	35.11	43.89	52.66
	E	Superintendent of Recreation			
	E	Human Resource Manager			
7	E	Finance Manager	64,272.00	80,350.40	96,428.80
	E	Marketing & Communications Manager	30.90	38.63	46.36
6	NE	Building Engineer	56,576.00	70,740.80	84,884.80
	E	Director of Tennis Operations	27.20	34.01	40.81
	E	Recreation Manager Adult Programs			
	E	Recreation Manager Athletics			
	E	Recreation Manager Youth Programs			
	E	FRC Facility Manager			
5	E	Administrative Services Specialist	49,816.00	62,275.20	74,734.40
	E	Aquatic Manager	23.95	29.94	35.93
	E	Corporate & Community Relations			
	E	FRC Facility Supervisor			
	E	Graphic Designer			
	E	Tennis Center Customer Service Manager			
	NE	Tennis Center Facility Maintenance Manager			
	E	Fitness Supervisor			
	E	Facility Supervisor			
4	NE	Landscape Specialist	43,846.40	54,808.00	65,769.60
	NE	Park Specialist	21.08	26.35	31.62
3	E	Aquatic Programming Supervisor	38,604.80	48,256.00	57,907.20
	NE	Registration Coordinator	18.56	23.20	27.84
2	NE	Building Technician	33,987.20	42,473.60	50,980.80
	NE	Park District Lead Custodian	16.34	20.42	24.51
	NE	Park Technician			
	NE	Facility Coordinator			
1	NE	Park District Custodian	31,990.40	39,977.60	47,964.80
			15.38	19.22	23.06

*NOTE: Per HR Source (formerly Management Association of IL), 2.5% market adjustment increase over May 1, 2022.



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: RESOLUTION 23-0221: A RESOLUTION AMENDING THE AGREEMENT BETWEEN THE OAK BROOK PARK DISTRICT AND CLASSIC LANDSCAPE, LTD. FOR TURF GRASS MOWING

AGENDA NO.: 7F

MEETING DATE: FEBRUARY 20, 2023

STAFF REVIEW: Director of Parks and Planning, Bob Johnson:

RECOMMENDED FOR BOARD ACTION: Executive Director, Laure Kosey:

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

In March of 2022, the Park District solicited bids for weekly turf grass mowing services and an alternate bid for fall leaf cleanup at the parks. Six mowing contractors submitted bids. The Park District accepted the low-bid from Classic Landscape, Ltd., and entered into an agreement for mowing services for an annual cost of \$60,514.

Terms of the contract may be extended for additional one-year period, up to two years. Staff has been satisfied with the performance of the contractor during the 2022 mowing season.

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

Staff has been informed that the mowing rates will remain unchanged for the 2023 mowing season, and recommends extending the term of the contract until March 2024.

ACTION PROPOSED: A motion (and a second) to approve Resolution 23-0221: A Resolution Amending the Agreement Between the Oak Brook Park District and Classic Landscape, LTD. for Turf Grass Mowing.

RESOLUTION NO. 23-0221

**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, 2023 to March 31, 2024 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 20th DAY OF FEBRUARY, 2023.

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 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, 2024.

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 20th day of February, 2023.

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: FAMILY AQUATIC CENTER HVAC BID

AGENDA No.: 7 G
MEETING DATE: FEB. 20, 2023

STAFF REVIEW: Deputy Director, Dave Thommes: 

RECOMMENDED FOR BOARD ACTION: Executive Director, Laure Kosey: 

ITEM HISTORY (PREVIOUS PARK DISTRICT BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, COMMITTEE ACTION, OTHER PERTINENT HISTORY):
Staff published a bid in December for the replacement of the pool deck and HVAC system at the Aquatic Center. As all of these bids were over budget, staff recommended the board reject them, and staff worked to republish them separately in anticipation of cost savings for both projects.

ITEM COMMENTARY (BACKGROUND, DISCUSSION, KEY POINTS, RECOMMENDATIONS):
Upon rebidding the project, 5 bids were received, with the bid results available on the page that follows. After conducting a full-scope review, Kluber Architects + Engineers recommends that the Park District proceed with the base and alternate bid received from C. Acitelli Heating & Piping Contractors, Inc. in the amount of \$766,770.

ACTION PROPOSED: Motion (and a Second) to accept the bid submittals from C. Acitelli Heat & Piping Contractors, Inc. for \$756,000 for the base bid and \$10,770 for alternate one for HVAC Controls and to approve an agreement between the Park District and C. Acitelli Heating & Piping Contractors for a total contract cost not to exceed \$766,770.

February 9, 2023

Mr. Dave Thommes
Deputy Director
Oak Brook Park District
1450 Forest Gate Road
Oak Brook, Illinois 60523

RE: Bid Results
Oak Brook Park District – Pool HVAC Replacement
Kluber Project No. 22-310-1444.01

Dear Mr. Thommes

On February 7, 2023, bids were publicly opened and read aloud for the above referenced project. Five contractors chose to submit bids for the project. The low base bid was submitted by C. Acitelli Heating & Piping Contractors, Inc. from Villa Park, Illinois in the amount of \$756,000.00. See attached bid tabulation for details on bid results.

We conducted a Contractor Bid Scope Review with C. Acitelli Heating & Piping Contractors, Inc. and believe their bid to be responsive and complete.

Therefore, the Board may wish to award a Contract to C. Acitelli Heating & Piping Contractors, Inc. in the amount of \$766,770.00, which would include acceptance of Alternate No.1 for HVAC controls in the amount of \$10,770.00.

The information contained herein and in the attached bid tabulation is provided to you for reference and use in its 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
Cc: Laure Kosey, Executive Director

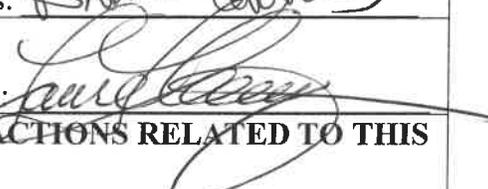
Oak Brook Park District
 1450 Forest Gate Road
 Oak Brook, IL 60523
 Bid opening February 7, 2023 11:00 a.m.

Family Aquatic Center HVAC Project Bid Results

Bidder	Bid Bond	Certs	Base Bid	Alternate 1	Total
F.E. Moran 15700 W. 103rd Street Lemont, IL 60439	x	x	\$ 816,000.00	\$ 10,800.00	\$ 826,800.00
C. Acitelli Heating & Piping Contractors, Inc. 813 S Villa Ave Villa Park IL 60181	x	x	\$ 756,000.00	\$ 10,770.00	\$ 766,770.00
Gatlin Plumbing & Heating, Inc. 1111 East Main Street Griffith, IN 46319	x	x	\$ 885,000.00	\$ 10,700.00	\$ 895,700.00
Voris Mechanical, Inc. 370 Windy Point Drive Glendale Heights, IL 60139	x	x	\$ 882,800.00	\$ 10,775.00	\$ 893,575.00
Amber Mechanical Contrators, Inc. 11950 S. Central Ave Alsip, IL 60803-9700	x	x	\$ 788,900.00	\$ 10,700.00	\$ 799,600.00
Alternate 1: HVAC Controls.					



Oak Brook Park District

<p>BOARD MEETING</p> <p>AGENDA ITEM –HISTORY/COMMENTARY</p>	
ITEM TITLE: FAMILY AQUATIC CENTER POOL DECK BID	<p>AGENDA No.: 7 H</p> <p>MEETING DATE: FEB. 20, 2023</p>
STAFF REVIEW:	Deputy Director, Dave Thommes: 
RECOMMENDED FOR BOARD ACTION:	Executive Director, Laure Kosey: 
<p>ITEM HISTORY (PREVIOUS PARK DISTRICT BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, COMMITTEE ACTION, OTHER PERTINENT HISTORY):</p> <p>Staff published a bid in December for the replacement of the pool deck and HVAC system at the Aquatic Center. As all of these bids were over budget, staff recommended the board reject them, and staff worked to republish them separately in anticipation of cost savings for both projects.</p>	
<p>ITEM COMMENTARY (BACKGROUND, DISCUSSION, KEY POINTS, RECOMMENDATIONS):</p> <p>We received one bid for the replacement of the pool deck, which is summarized on the next page. The bid was also well over budget. Staff recommends rejecting this bid and reallocating the funds to the Aquatic Center HVAC replacement project, which is a higher priority than the deck. The project is tentatively budgeted to be completed in fiscal year 2024-2025.</p>	
<p>ACTION PROPOSED: Motion (and a Second) to reject the bid received for the Family Aquatic Center Pool Deck Bid.</p>	

Oak Brook Park District
1450 Forest Gate Road
Oak Brook, IL 60523
February 7, 2023, 10:30 a.m.

Family Aquatic Center Pool Deck Bid Results

Bidder	Bid Bond	Certs	Base Bid	Alternate 1
Stuckey Construction Company 2020 N. Lewis Ave Wuakegan, IL 60087	x	x	\$ 347,000.00	\$ (55,000.00)

Alternate 1: Pool Deck Flooring Replacement - Copolymer Modified Cementitious Texture



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: ORDINANCE 23-0222: AN ORDINANCE AMENDING AN ORDINANCE ADOPTED BY THE BOARD OF PARK COMMISSIONERS OF THE OAK BROOK PARK DISTRICT, DUPAGE AND COOK COUNTIES, ILLINOIS, ON THE 16TH DAY OF JANUARY, 2023, PROVIDING FOR THE ISSUE OF NOT TO EXCEED \$3,060,000 GENERAL OBLIGATION LIMITED TAX PARK BONDS, SERIES 2023.

AGENDA NO.: 7I

MEETING DATE: FEBRUARY 20, 2023

STAFF REVIEW:

Chief Financial Officer, Marco Salinas:

RECOMMENDED FOR BOARD ACTION:

Executive Director, Laure Kosey:

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

Finance and Administration staff have been working with Chapman and Cutler LLP (bond counsel) and Piper Sandler (municipal advisor) to structure and identify the timeline for the issuance of the proposed bonds. At the October 17, 2022 Board meeting, the Board discussed several options for the structure of the bond issuance and reviewed the various capital improvements and repairs that will be funded from the bond proceeds. At this meeting, the Board stated that they desired to issue bonds in the not to exceed amount of \$3,060,000 and that such bonds be structured so they are repaid in the shortest amount of time. Additionally, at this meeting the Board passed two resolutions calling for two public hearings to be conducted on November 14, 2022 concerning the intent to sell the bonds, and to designate such bonds as “TEFRA” bonds. Notices for these two public hearings were subsequently published in the October 27, 2022 edition of the Doings Oak Brook newspaper.

On November 14, 2022 the Board conducted both public hearings and the public was afforded the opportunity to provide oral and written comments to the Board concerning the intent to sell the bonds. On January 16, 2023 the Board approved Ordinance 23-0112 that provided for the issue of not to exceed \$3,060,000 General Obligation Limited Tax Park Bonds, Series 2023. Soon thereafter, our municipal advisor notified six local banks of our intent to issue the bonds and requested that any bids to purchase our bonds were to be submitted no later than the morning of February 15, 2023. On that day, one bid was received and after discussions with two Board Commissioners and our municipal advisor, the sole bid that we received was deemed unsatisfactory and was rejected. Our municipal advisor has recommended that the Park District engage the services of an underwriter to broaden the pool of potential bond purchasers and obtain more competitive lending interest rates.

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

In response to the unsatisfactory bid received on February 15, 2023, the Park District will pursue a revised bond sale process that will push the expected sale to March 2023. Due to this delay and the existing March 1, 2023 deadline for filing the corresponding bond issue ordinance with DuPage and Cook County, we are amending previously adopted Ordinance 23-0112 to amend the levy amount for the 2022 tax year, from \$525,000 to \$65,393.21.

ACTION PROPOSED:

A motion (and a second) to approve Ordinance 23-0222: An ordinance amending an ordinance adopted by the Board of Park Commissioners of the Oak Brook Park District, DuPage and Cook Counties, Illinois, on the 16th day of January, 2023, providing for the issue of not to exceed \$3,060,000 General Obligation Limited Tax Park bonds, Series 2023.

EXTRACT OF MINUTES of a regular public meeting of the Board of Park Commissioners of the Oak Brook Park District, DuPage and Cook Counties, Illinois, held at the District Family Recreation Center, 1450 Forest Gate Road, Oak Brook, Illinois, in said Park District at 6:30 o'clock P.M., on the 20th day of February, 2023.

The President called the meeting to order and directed the Secretary to call the roll.

Upon the roll being called, Sharon Knitter, the President, and the following Park Commissioners were physically present at said location: _____

The following Park Commissioners were allowed by a majority of the members of the Board of Park Commissioners (the “Board”) in accordance with and to the extent allowed by rules adopted by the Board of Park Commissioners to attend the meeting by video or audio conference:

No Park Commissioner was not permitted to attend the meeting by video or audio conference.

The following Park Commissioners were absent and did not participate in the meeting in any manner or to any extent whatsoever: _____

The President announced that, on January 16, 2023, the Board adopted a parameters bond ordinance (the “Parameters Ordinance”) providing for the issuance of the District’s not to exceed \$3,060,000 General Obligation Limited Tax Park Bonds, Series 2023 (the “2023 Bonds”), for the purpose of building, maintaining and improving the land and facilities located at the District’s Central Park, including building an amphitheater, a shelter, an outdoor challenge course and a structure housing restrooms, storage and concessions, replacing synthetic soccer field turf, building an additional bridge spanning Ginger Creek, replacing HVAC and pool tile deck at the

Aquatic Center and painting at the Aquatic Center and for the payment of the expenses incident thereto. The President then stated that the Parameters Ordinance provides parameters for the sale of the 2023 Bonds and that the Board would now consider the adoption of an ordinance amending the Parameters Ordinance (the “*Amending Ordinance*”) to lower the levy amount in 2022 to \$65,393.21 (what is available in the District’s debt service extension base).

Whereupon Park Commissioner _____ presented and the Secretary read by title the Amending Ordinance as follows, a copy of which was provided to each Park Commissioner prior to said meeting and to everyone in attendance at said meeting who requested a copy:

ORDINANCE NO. 23-0222

AN ORDINANCE amending an ordinance adopted by the Board of Park Commissioners of the Oak Brook Park District, DuPage and Cook Counties, Illinois, on the 16th day of January, 2023, providing for the issue of not to exceed \$3,060,000 General Obligation Limited Tax Park Bonds, Series 2023.

* * *

WHEREAS, the Board of Park Commissioners (the “*Board*”) of the Oak Brook Park District, DuPage and Cook Counties, Illinois (the “*District*”), on the 16th day of January, 2023, adopted an ordinance entitled:

AN ORDINANCE providing for the issue of not to exceed \$3,060,000 General Obligation Limited Tax Park Bonds, Series 2023, of the Oak Brook Park District, DuPage and Cook Counties, Illinois, for the purpose of building, maintaining and improving the land and facilities located at the District’s Central Park, including building an amphitheater, a shelter, an outdoor challenge course and a structure housing restrooms, storage and concessions, replacing synthetic soccer field turf, building an additional bridge spanning Ginger Creek, replacing HVAC and pool tile deck at the Aquatic Center and painting at the Aquatic Center and for the payment of the expenses incident thereto, providing for the levy of a direct annual tax to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof.

(the “*Parameters Ordinance*”); and

WHEREAS, the Board has determined and does hereby determine that it is necessary and in the best interests of the District that Section 9 of the Parameters Ordinance be amended to lower the levy amount in 2022 to \$65,393.21 (what is available in the District’s debt service extension base):

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. Incorporation of Preambles. The Board hereby finds that all of the recitals contained in the preambles to this Ordinance are full, true and correct and does incorporate them into this Ordinance by this reference.

Section 2. Amendment of Parameters Ordinance. Section 9 of the Parameters Ordinance is hereby amended to lower the levy amount in 2022 to \$65,393.21 from the amount of \$525,000 as previously set forth therein.

Section 3. Filing. A certified copy of this Ordinance shall be filed with the Secretary and the Bond Registrar (each as defined in the Parameters Ordinance); and the Secretary shall in the future attach a certified copy of this Ordinance to the Parameters Ordinance whenever the Secretary makes available a copy of the Parameters Ordinance.

Section 4. Severability. If any section, paragraph, clause or provision of this Ordinance shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Ordinance.

Section 5. Superseder and Effective Date. All ordinances, resolutions, and orders, or parts thereof, in conflict herewith, are to the extent of such conflict hereby superseded; and this Ordinance shall be in full force and effect immediately upon its passage, approval and publication.

Adopted February 20, 2023.

President, Board of Park Commissioners

Attest:

Secretary, Board of Park Commissioners

Park Commissioner _____ moved and Park Commissioner _____ seconded the motion that the Amending Ordinance as presented and read by title be adopted.

After a full discussion thereof, the President of the Board of Park Commissioners directed that the roll be called for a vote upon the motion to adopt the Amending Ordinance.

Upon the roll being called, the following Park Commissioners voted AYE: _____

and the following Park Commissioners voted NAY: _____
_____.

Whereupon the President of the Board of Park Commissioners declared the motion carried and the Amending Ordinance adopted, approved and signed the same in open meeting and directed the Secretary of the Board of Park Commissioners to record the same in full in the records of the Board of Park Commissioners of the Oak Brook Park District, DuPage and Cook Counties, Illinois, which was done.

Other business not pertinent to the adoption of the Amending Ordinance was duly transacted at said meeting.

Upon motion duly made, seconded and carried, the meeting was adjourned.

Secretary, Board of Park Commissioners

STATE OF ILLINOIS)
) SS
COUNTY OF DUPAGE)

CERTIFICATION OF ORDINANCE AND MINUTES

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Oak Brook Park District, DuPage and Cook Counties, Illinois, and as such official I am the keeper of the records and files of the Board of Park Commissioners thereof (the “Board”).

I do further certify that the foregoing is a full, true and complete transcript of that portion of the minutes of the meeting of the Board held on the 20th day of February, 2023, insofar as the same relates to the adoption of Ordinance No. _____ entitled:

AN ORDINANCE amending an ordinance adopted by the Board of Park Commissioners of the Oak Brook Park District, DuPage and Cook Counties, Illinois, on the 16th day of January, 2023, providing for the issue of not to exceed \$3,060,000 General Obligation Limited Tax Park Bonds, Series 2023.

a true, correct and complete copy of which said ordinance as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the Board on the adoption of said ordinance were conducted openly, that the vote on the adoption of said ordinance was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 72 hours in advance of the holding of said meeting, that said agenda contained a separate specific item concerning the proposed adoption of said ordinance, that a true, correct and complete copy of said agenda as so posted is attached to this certificate as *Exhibit A*, that at least one copy of said agenda was continuously available for public review during the entire 72-hour period preceding said meeting, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Park District Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board.

IN WITNESS WHEREOF I hereunto affix my official signature and the seal of the District,
this 20th day of February, 2023.

Secretary, Board of Park Commissioners

[SEAL]

[Attach Agenda as Exhibit A]

New Business



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: ORDINANCE 23-0320 AN ORDINANCE DECLARING SURPLUS PERSONAL PROPERTY AND AUTHORIZING CONVEYANCE OR SALE THEREOF

AGENDA No.:8 A

MEETING DATE: FEBRUARY 20, 2023

STAFF REVIEW:

Superintendent of Facilities, Katie Basile:

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 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.

Items that have been recently identified as surplus are listed in the attached Ordinance 23-0320.

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

The recommended manner of conveyance for each item is provided in the ordinance.

ACTION PROPOSED:

For Review and Discussion Only.

**ORDINANCE NO. 23-0320
AN ORDINANCE DECLARING
SURPLUS PERSONAL PROPERTY AND
AUTHORIZING CONVEYANCE OR SALE THEREOF**

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>
18	Indoor Cycle Bikes	Keiser	Model M3	Indoor Cycle Bike	Sell
1	Hamstring Curl	Free Motion	White weight stack	Free motion hamstring curl	Sell
1	Decline bench	Matrix	Silver decline bench	Silver decline bench	Sell
1	Olympic decline bench	Matrix	Olympic bar decline bench	With weights	Sell
1	30lb slam ball	Rogue	Red slam ball	Red slam ball	Disposal
1	35lb slam ball	Rogue	Red slam ball	Red slam ball	Disposal
1	Bunn Coffee Maker	Bunn	Double burner coffee maker	Coffee maker	Recycle/Donate
2	Microwaves	Sunbeam	Microwaves, 900W	Microwaves	Recycle/Donate
1	Double burner	Bunn	Coffee heat pad warmer	Coffee warmer	Recycle/Donate
1	Single burner	Bunn	Coffee heat pad warmer	Coffee warmer	Recycle/Donate
20	Blue fitness mats	N/A	Blue fitness mats	Fitness mats	Disposal/Recycle
1	Fitness mat rack	N/A	Fitness mat rack	Fitness mat rack	Disposal/Recycle

Continued on next page.

<i>Quantity</i>	<i>Item</i>	<i>Brand</i>	<i>Color/Description/Model Number</i>	<i>Description</i>	<i>Disposal Method</i>
50	Floor Squares	N/A	Black w/blue, white, red flecks	Black Flecked Rubber Floor Squares	Disposal/Recycle
1	Upholstered Bench	Hausmann Industries	Blue upholstery with wooden frame	Wooden Locker Room Bench	Disposal/Recycle
2	Mobile Tables	Sure-Lock	Mobile folding tables	Plastic and metal tables	Disposal/Recycle
1	Desk	Marvel	OBPD #: 001138	Plastic and metal desk	Disposal/Recycle
4	Wooden tables	Mity-Lite	Wooden and metal 8' folding tables	Wooden and metal tables	Disposal/Recycle
1	Square Table	N/A	Brown wooden and metal 4' square table	Small wooden and metal table	Disposal/Recycle
1	Dumbbell Weight Rack	Power Systems	Multi-dumbbell weight rack	Black metal rack	Recycle/Sell
1	Gymnasium, Ball Rack	TC Sports	Silver metal rack	Silver metal	Disposal/Recycle
2	Circular Tables	N/A	OBPD#: 000316 & 000314	Brown Wooden and metal base	Disposal/Recycle
2	Lounge Chairs	KT Furniture	Multi-colored upholstered lounge chairs	Fabric/wooden base	Donate/Disposal
2	Badminton/Volleyball carts	Porter	White and blue sports carts	Metal and blue fabric	Recycle/Disposal
2	Soccer Goal Frames	Porter	White soccer goal frames	Metal	Disposal/Recycle
4	Folding gymnastic mats	Speith Anderson	Blue folding gymnastic mats	Tumbling mats that Velcro together	Disposal/Recycle

(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 20th DAY OF MARCH, 2023.

Ayes: _____

Nays: _____

Absent: _____

OAK BROOK PARK DISTRICT

By:

Sharon Knitter, President

ATTEST:

By:

Laure L. Kosey, Secretary



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: ACCEPTANCE OF PROPOSAL FOR AUDIT SERVICES FROM LAUTERBACH & AMEN

AGENDA NO.: 8 B

MEETING DATE: FEBRUARY 20, 2023

STAFF REVIEW:

Finance Manager Nicole Lawler:

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 Accounting Firm of Lauterbach & Amen, LLP was initially engaged to provide audit services for three years beginning FY 14/15. Their contract was extended for two years in 2018 and for three years in 2020.

The RFP-Audit Services was sent to eight local Public Accounting Firms with a due date of February 1st, 2023. Three firms submitted a proposal, four firms declined to submit a proposal, and one firm did not respond.

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

The RFP is intended for a multiyear engagement. The schedule of proposed audit fees is attached.

Lauterbach and Amen LLC (L&A) is the lowest bidder and are the only responding firm able to provide the actuarial services we have requested. Additionally, our prior experience has shown that they are capable and thorough. Should we continue our professional relationship with this firm, we would request that a new partner and support staff be assigned.

Staff recommendation is to accept the proposal from L&A for three years with an option to extend the contract for an additional two years. If approved, staff will obtain the engagement letter from L&A and arrange to have it executed by the board president.

ACTION PROPOSED:

For Review and Discussion Only.

Oak Brook Park District RFP for Multi-Year Audit Services

Annual Financial Report, Comptrollers Report, GFOA award assistance, and Foundation 990 tax return preparation							
Firm Name	Year 1	Year 2	Year 3	3 Year Total	Year 4 (option)	Year 5 (option)	5 Year Total
Lauterbach & Amen	\$ 17,220.00	\$ 17,730.00	\$ 18,240.00	\$ 53,190.00	\$ 18,750.00	\$ 19,360.00	\$ 91,300.00
Selden Fox	\$ 22,500.00	\$ 23,950.00	\$ 25,500.00	\$ 71,950.00	\$ 26,250.00	\$ 27,000.00	\$ 125,200.00
Sikich LLP	\$ 29,050.00	\$ 30,505.00	\$ 32,030.00	\$ 91,585.00	\$ 33,630.00	\$ 35,310.00	\$ 160,525.00

Single Audit Pricing (if required)							
	2023	2024	2025	3 Year Total	2026 (option)	2027 (option)	5 Year Total
Lauterbach & Amen	\$ 4,000.00	\$ 4,100.00	\$ 4,200.00	\$ 12,300.00	\$ 4,300.00	\$ 4,400.00	\$ 21,000.00
Selden Fox	\$ 5,000.00	\$ 5,250.00	\$ 5,500.00	\$ 15,750.00	\$ 5,725.00	\$ 6,000.00	\$ 27,475.00
Sikich LLP	\$ 4,500.00	\$ 4,725.00	\$ 4,960.00	\$ 14,185.00	\$ 5,205.00	\$ 5,465.00	\$ 24,855.00

Actuarial Valuation (alternating full/partial)							
	2023	2024	2025	3 Year Total	2026 (option)	2027 (option)	5 Year Total
Lauterbach & Amen *	\$ 2,750.00	\$ 930.00	\$ 2,970.00	\$ 6,650.00	\$ 1,000.00	\$ 3,210.00	\$ 10,860.00

Recent client references	
Lauterbach & Amen	Elmhurst, Glen Ellyn, Itasca, Carol Stream
Selden Fox	Bartlett, Hanover Park, Kenilworth, Roselle, Westchester
Sikich LLP	Fox Valley, Rockford, Naperville, Downers Grove

* L&A is the only responding firm to provide Actuarial services



Lauterbach & Amen, LLP

CERTIFIED PUBLIC ACCOUNTANTS

DUE DATE:

February 1, 2023

SERVICE PROPOSAL AUDIT SERVICES

PREPARED FOR:

Oak Brook Park District

FOR THE YEARS ENDING:

April 30, 2023, 2024,
2025, 2026 and 2027



SUBMITTED BY:

Ronald J. Amen, Partner
ramen@lauterbachamen.com

Jamie L. Wilkey, Partner
jwilkey@lauterbachamen.com

668 N. River Road
Naperville, Illinois 60563
Phone: 630.393.1483
Fax: 630.393.2516



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February 1, 2023

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

Lauterbach & Amen, LLP (L&A) is pleased to respond to your request to provide auditing services to the Oak Brook Park District (District).

Enclosed in this proposal are details about our practice, our people and our reputation for quality service, as well as an outline of our audit approach and scope of the audit process. L&A is a firm nearly entirely specialized in the governmental sector, allowing us to provide an unrivaled commitment to exceeding your expectations with regards to quality service, government specific expertise, and timing and approach of the audit process. Our five partners share a combined 130+ years of exclusive government experience, with past experience in nonprofit, tax and commercial clients. Their years of experience in the governmental sector will directly benefit the District. L&A possesses the resources and drive to continually exceed your expectations.

At L&A our mission is to provide accounting, compilation, assurance, and consulting services to governments in the spirit of excellence and altruism. As a firm, we are committed to adhering to stringent moral standards in addition to the legally imposed professional standards and guidelines, priding ourselves in our flexible attitude towards accommodating our clients, and continually striving to be an elite personal client service firm. L&A will attain the highest quality employees who share our core values and capacities in order to continue to service our clients at the level at which they are accustomed. Our staff utilizes their expertise to educate clients, with the anticipation that it will lead to accurate solutions to challenges that may arise in the daily course of financial activities. Our goal is to maintain personalized relationships with our current clients, while continuing to acquire new clients with the hopes of creating equally valuable bonds. At L&A we continually strive to distinguish ourselves from other accounting firms by emphasizing the following:

EXPERTISE

- Providing professional audit and consulting services to over 400 local governments on an annual basis, and providing compilation and benefit services to over 450 public pension funds.
- Possessing exclusive expertise in the area of local government, as evidenced by our exemplary retention rate of the Certificate of Achievement for Excellence in Financial Reporting for clients with continual submissions to the program. L&A is also in the top ten firms nationally that submit audits to the Certificate of Achievement Program.
- Striving to continually be a proven leader in the governmental accounting industry and assisting our clients on the implementation of new, complex pronouncements and issues affecting local government, including one-on-one assistance with the understanding and implementation of these new pronouncements and issues. We will provide thorough and timely answers to any of your questions or needs.
- Maintaining a highly professional staff, each of which possess extensive knowledge in the area of local government, continually broadening their knowledge of local government issues through in-house training, involvement in various local government organizations and through continuing professional education programs.
- Engaging in audit planning, preliminary work and continual communication with our clients to ensure an efficient and quality audit process. This also ensures that audit issues will be identified early and solutions will be implemented timely.



SERVICE AND QUALITY

- Allowing our clients to dictate scheduling needs related to the audit process and adhering to those needs. We continually meet or exceed the deadlines established by our clients.
- Identifying, communicating and assisting in the implementation of identified opportunities for improved and more efficient financial or procedural operations.
- Maintaining a program of continuity for multi-year engagements, including minimal rotation of the team, allowing for the establishment of efficient working relationships with the District.
- Continually promoting communication with management from the beginning of our engagement and throughout the year. This includes a planning meeting with the District, weekly updates with management to review the progress of the engagement, if requested, an exit conference to discuss our findings and report production issues, meetings with elected officials during the evenings to answer questions regarding the audit and any other related issues, and continual communication throughout the year. We are committed to listening to your needs and customizing the audit process to meet those needs.
- Customizing our audit approach to focus on those areas that represent significant risk to the District and any of the District's uniquely complex issues.

CLIENT TRAINING OPPORTUNITIES

- Providing a variety of training and educational opportunities to our clients covering topics such as: new GASB pronouncements, understanding the financial statements, identification of finance department efficiencies and best practices. This includes hosting other industry experts to assist in educating our clients using the most current information available. These opportunities are always included in our fee structure.
- Forming professional resource alliances with other businesses in the areas of human resources, tax and information technology so, if required and if permitted by current audit independence standards, we would be able to provide the District the highest level of service.

During the time we have worked with the District, our firm has gained valuable knowledge of District operations, work flow, and internal controls that assist in providing a thorough but efficient audit. We have enjoyed our working relationship with the District and look forward to hopefully continue working with Management and the Board for years to come.

We are very excited about the opportunity to continue to serve the District and are committed to providing the District with quality service and commit to perform the work within the established time period. We believe we have talented people and the appropriate experience to provide you with a quality audit at a fair and competitive price. The Partners that are signing this proposal are entitled to represent the Firm, empowered to submit the proposal and authorized to sign a contract with the District. This proposal is a firm and irrevocable offer for 60 days. If you have any questions about this proposal or need to discuss these matters further, please contact us. We look forward to your reply.

Respectfully Submitted,

Ronald J. Amen
Partner
ramen@lauterbachamen.com
630.393.1483

Jamie L. Wilkey
Partner
jwilkey@lauterbachamen.com
630.393.1483



FIRM PROFILE

Lauterbach & Amen, LLP (L&A) is based in Naperville, Illinois. Founded in 1997 by Sherry Lauterbach and Ron Amen, the firm provides clients with accurate, timely and personalized services that combine large-firm capabilities with small-firm values. Through the years, our services have evolved to meet the growing demands of our clients in the governmental, nonprofit and private sectors.

L&A clients can expect unparalleled service from an experienced team of knowledgeable professionals who double as valuable management resources.

OUR SERVICES



Actuarial



Audit



Financial



Pension



Tax

OUR TEAM

14 Partners
50+ Managers
135+ Staff



OUR INDUSTRIES

Government
Private Sector
Nonprofit

CRAIN'S
CHICAGO BUSINESS.

L&A was ranked as the 17th largest accounting firm in the Chicagoland area, according to an annual survey published by Crain's Chicago Business.





FIRM PROFILE

Firm Philosophy

We have a full-time commitment to accounting and financial reporting, with extensive expertise in the governmental and nonprofit sectors. Through our experience, we are able to help clients anticipate and prepare for changes in their operating environment. The value of our services lies not only in the performance of an efficient audit, but in our detailed review of finance practices, and our extensive knowledge of key topics affecting local governments. With our extensive experience in the field of local governmental accounting and auditing, we have served a substantial number of municipalities, park districts, libraries, special districts, school districts, pension funds, joint ventures, and various other governmental organizations. We have included a partial list of such entities as references, and would encourage you to contact any or all of them for references as to our qualifications and level of service. We have also provided our current client listing as evidence of our expertise in and commitment to governmental accounting and auditing.

Close Working Relationship with Management

A close working relationship with management on a year-round basis is the best way to provide our clients with the benefit of our depth of knowledge. This approach also allows for the timely resolution of questions and problems as they arise rather than after the fact. Through understanding the client's activities and a close working relationship with management, L&A can best respond to and help initiate programs that lead to improved operations and efficiencies and ultimately result in a more efficient audit.

We consider it essential to maintain the lines of communication throughout the year. To attain this, we both formally (via meetings, newsletters, etc.) and informally (via telephone calls, emails, etc.) keep our clients advised of changes and recent developments related to governments.

An Audit is a People-Oriented Endeavor

The team at L&A recognizes that we are involved in a people-oriented endeavor. Our goals and objectives, therefore, are centered around this understanding.

We strive:

- To create an environment that encourages a high level of communication between the client and our team
- To provide clients with the highest attainable level of staff capabilities through selective recruiting and creation of a work environment that aids personal growth
- To continually improve the quality of our services
- To support our financial, business, professional and social communities

FIRM PROFILE

A Strong Commitment to the Industry

Our involvement in the local government field includes active membership, support and participation in numerous professional organizations which serve the financial and management teams of local governments, including:



“Involvement in our industry’s organizations and providing educational support to those groups is a passion of our leadership team.”

- Government Finance Officers Association (GFOA)
- Wisconsin Government Finance Officers Association (WGFOA)
- Illinois Municipal Treasurers Association (IMTA)
- American Institute of Certified Public Accountants
- Illinois CPA Society Committees on Governmental Accounting
- AICPA Government Audit Quality Center
- AICPA Nonprofit Center
- Illinois Association of Park Districts/ Illinois Parks and Recreation Association (IAPD/IPRA)
- Illinois Public Pension Fund Association (IPPPFA)
- Illinois Government Finance Officers Association (IGFOA)
- Michigan Government Finance Officers Association (MGFOA)
- Illinois Association of School Business Officials (IASBO)
- Illinois Library Association
- IGFOA Technical Accounting and Review Committee (TARC)
- Township Officials of Illinois
- Illinois Department of Insurance—Task Force
- Special Review Committee - Certificate of Achievement for Excellence in Financial Reporting - GFOA



FIRM PROFILE

Additional Services and Resources

Sharing our knowledge and expertise in the governmental industry is one of the greatest values we can bring to our clients. We are committed to continually reviewing our process to ensure an efficient audit, ensuring exemplary communication with our clients, and providing education on issues affecting local governments on a year-round basis. With our strong background in government, many of our areas of expertise are complementary of one another.

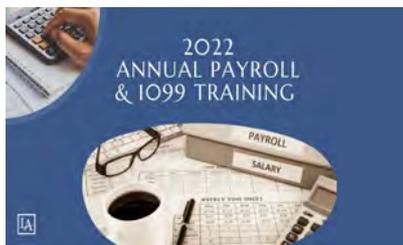
Client Educational Opportunities

We offer multiple training opportunities throughout the year, on-demand webinars and important newsletter updates to our clients, at no additional cost. Our client trainings cover a variety of relevant topics such as:

- Implementation of GASB pronouncements
- State and local government updates
- Changes to auditing standards
- Understanding of financial statements
- Identification of department efficiencies and best practices
- Other statutory or hot topics affecting governments

“L&A’s value add approach to an audit includes extensive no-cost client training throughout the year.”

We record and share all of our client trainings so that they may be accessed on-demand directly from our website. Below are some recent examples of previous training webinars that we hosted:



Payroll



Government Software



Audit Reports



Government Updates



GASB87



Management Software



FIRM PROFILE

Government Expertise Means Extensive Services Available

It has been our experience that questions or problems may arise during the year for which a client might call upon us for assistance. The following is a partial list of the services we can provide to our clients:

- Financial reporting-assistance in the implementation of authoritative pronouncement requirements
- Assistance in obtaining or securing the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA)
- Utility or enterprise funds-analysis, forecasting, rate structure, and consulting services
- Federal, state and local grant reporting requirements
- Budget-assistance in obtaining the Distinguished Budget Award from the GFOA, appropriation and tax levy documents
- Personnel issues-evaluation and executive search
- Policies and procedures documentation and implementation
- Temporary staffing and training
- Pension fund related issues, including benefit calculations, funding analysis, etc.
- Human resources-taxability issues, fringe benefits, policies, etc.
- Outsourced finance and accounting department functions, including all levels of finance functions
- Taxpayer compliance-specialized audits for selected revenue sources
- Capital asset services to track net book value, depreciation expense and accumulated depreciation





FIRM PROFILE

Quality Assurance

We are committed to providing the highest quality audit product to our clients during all phases of the audit. Our Quality Assurance Team is responsible for reviewing all financial statements before issuance, assisting in technical inquiries and reviewing workpapers and reports of all engagements to verify compliance with professional standards and our Firm’s policies. At L&A we pride ourselves in providing a quality audit. As such, we are a member of the Private Companies Practice Section (PCPS) of the Division for CPA Firms of the AICPA, submitting our accounting and auditing practice to quality control reviews of our compliance with professional standards as established by the AICPA.

Peer Review

The firm undergoes an independent peer review of our accounting and auditing practice as a condition of membership in the American Institute of Certified Public Accountants (AICPA), the national organization of CPA’s in public practice, industry, government and education. Our reports have been reviewed by numerous federal and state oversight agencies as well as other external professional agencies and organizations. Furthermore, there has never been any action taken against our Firm with any state or federal regulatory body or professional organization to which we have submitted our reports. A copy of our most recent peer review opinion is provided in the appendix section of this proposal.

Independence

We require that all personnel inform the Firm of any lack of independence with respect to all clients. Specific guidelines to be followed are those set forth in the AICPA’s Code of Professional Ethics. Additionally, we are in compliance with the standards established by the General Accounting Office (GAO). More specifically, we are completely independent with respect to the District.

License to Practice

We affirm that Lauterbach & Amen and all key personnel are duly licensed to practice in the State of Illinois.

Our State of Illinois license number is 066-003655.





FIRM PROFILE

DFK International/USA



Lauterbach and Amen is an independent member of DFK International, a worldwide association of independent accounting and management consulting firms, with locations in over 40 major markets throughout the United States and representation in over 85 countries worldwide. Our membership in DFK enhances our worldwide reach, provides us with additional resources, and expands the world of opportunity for our clients.

Other Information

L&A has not had any federal or state desk reviews of its audits during the last five years. No disciplinary action has been taken against the firm during the last five years by state regulatory bodies or professional associations.

Per our firm's quality control document, all audit staff are required to meet the AICPA's continuing professional education requirements. Because we are niched in government, the required CPE hours for all of the staff outlined in this proposal are focused on the government industry, with hours also dedicated to Uniform Guidance/Single Audit continuing professional education as required by our industry. The firm utilizes a mix of self-study, in-house training, state Society or AICPA programs, Government Audit Quality Center programs, and programs offered by various government associations, such as the IGFOA.

While we don't anticipate any significant issues during the course of the audit, we will certainly inform the appropriate representatives of Management depending on the nature of the issue and in accordance with our standards for communicating such matters.

Conclusion

We are thrilled to have the opportunity to continue to serve the District. We have a passion for the government industry and a passion for providing a level of service well beyond just issuing you audited financial statements. Our approach to client service includes open year-round communication, a large network of resources to assist with even non-audit related questions, and a dedication to furthering education on our industry technical standards and best practices. At L&A you will be served by partners who are dedicated to the government industry and a group of over 160 L&A employees that share in that passion and spend all twelve months of the year working on government engagements.

SOFTWARE & SECURITY

L&A Software



With threats constantly evolving, becoming riskier and more consequential, we must remain proactive, continually enhancing our approach to information security. To meet our clients' unique security expectations and address today's dynamic regulatory issues, L&A has purposefully selected tools and processes necessary to protect client data and mitigate security risks over the lifecycle of a client project. Multi-Factor Authentication, limited human access, anti-virus software and firewalls are some of the protections we have in place throughout the entire firm to minimize risk and maximize the security of client data.

L&A Portal Security

The application L&A has chosen for online access to client data uses a secure portal that is hosted at some of the largest, most secure data centers in the world. It uses the industry's most advanced security and reliability measures to keep your data safe. Built-in redundancy involves multiple data locations, internet connections, and power sources that keep our secure portal up and running at all times. We utilize secure password protection and 256-bit encryption which protects your data as it travels between the data center and your computer.

Disaster Contingency Plans

L&A has developed recovery strategies for our IT systems, applications and data. This includes networks, servers, desktops, laptops, wireless devices, data and connectivity. Our recovery strategies anticipate the loss of one or more of the following system components:

- Hardware (networks, servers, laptop computers)
- Internet connectivity
- Software applications
- Data and restoration





KEY ENGAGEMENT PERSONNEL

Ronald J. Amen, CPA

Managing Partner

Ron Amen has over 33 years of experience serving clients in the governmental sector. He has participated in numerous governmental engagements, including municipalities, park districts, school districts, State and Federal government entities, universities, nonprofits and other governments.



Educational and Membership Background

- University of Nebraska
- Certified Public Accountant
- American Institute of Certified Public Accountants
- Member of Government Finance Officers Association (GFOA) and Illinois GFOA
- Member of AICPA Government Audit Quality Center
- Member of Illinois Municipal Treasurers Association (IMTA)
- Member of Illinois Association of Park Districts/Illinois Parks and Recreation Association (IAPD/IPRA)
- GFOA Special Review Committee for the Certificate of Achievement for Excellence in Financial Reporting
- Instructor for IGFOA Training Courses
- Instructor for IMTA Training Courses



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ramen@lauterbachamen.com

Governmental Accounting and Auditing Experience

Ron has managed numerous governmental engagements during his experience in public accounting. Assignments ranging from audits, single audits, TIF audits, performance reviews, budgeting, strategic planning, and other projects is a brief history of his background. Due to his extensive government background, he is often used as a resource for providing creative solutions to issues affecting local governments. He functions as a working partner, in that he is available and present during each phase of the audit process.

Ron has also participated in the management of some large commercial and nonprofit engagements. This experience includes audits, tax preparation, consulting and strategic planning for both commercial and nonprofit clients.



KEY ENGAGEMENT PERSONNEL

Jamie L. Wilkey

Technical Partner

Jamie Wilkey has over 21 years of professional accounting experience exclusively in the governmental sector. She has participated in numerous governmental engagements, including municipalities, park districts, school districts, libraries, special districts and various other units of government.

Educational and Membership Background

- Truman State University
- Northern Illinois University
- Member of Illinois Government Finance Officers Association (IGFOA)
- Member of Technical Accounting Review Committee (TARC) with IGFOA
- Member of Illinois Municipal Treasurers Association (IMTA)
- Member of Illinois Association of Park Districts/Illinois Parks and Recreation Association (IAPD/IPRA)
- GFOA Special Review Committee for the Certificate of Achievement for Excellence in Financial Reporting
- Instructor for IGFOA Training Courses
- Instructor for IMTA Training Courses
- Instructor for IPPFA Training Courses

Governmental Accounting and Auditing Experience

Jamie’s experience in the governmental sector includes management of numerous units of government. Such assignments include annual audits, single audits, TIF audits, grant specific audits, and other related projects. Jamie has been responsible for the management of numerous annual audits for government units, all of which has either received the Certificate of Achievement for Excellence in Financial Reporting Award from the GFOA in the first year of their submittal to the program or maintained their Certificate standing.

Jamie also has extensive government consulting experience, which includes the responsibility for all financial operations of the government unit, including, but not limited to, the maintaining of the general ledger, trial balance, balance sheet and consolidated financials. Jamie has also assisted numerous clients with payroll processing, budget preparation, supervision of accounts receivable, accounts payable and utilities billing processing, tax levies and related documents, and the recommendation and implementation of various finance/accounting department procedures and policies.



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KEY ENGAGEMENT PERSONNEL

Matt R. Beran, CPA

Operations Partner

Matt Beran has over 19 years of professional accounting experience, 13 of those are exclusively in the governmental sector. Prior to working in government, Mr. Beran was a supervisor at one of the Big 4 accounting firms. He has participated in numerous governmental engagements, including municipalities, park districts, school districts, libraries, special districts, nonprofits and various other units of government.

Educational and Membership Background

- Truman State University
- Certified Public Accountant
- American Institute of Certified Public Accountants
- Member of Illinois Government Finance Officers Association (IGFOA)
- Member of Illinois Municipal Treasurers Association (IMTA)
- Member of Illinois Association of School Board Officials (IASBO)
- Instructor for IMTA Training Courses
- Instructor for IASBO Training Courses

Governmental Accounting and Auditing Experience

Matt’s experience in the government sector includes managing numerous governmental engagements. Assignments ranging from audits, single audits, TIF audits, performance reviews, budgeting, strategic planning, and other projects is a brief history of his background.

Matt has been responsible for the training of staff at Lauterbach and Amen. The training includes audit methodology and the specifics of governmental accounting, such as property taxes, debt, and full accrual versus modified accrual accounting. He researches new GASB pronouncements and gains an understanding of the change and how it will affect clients, audit staff, and the audit process. Then Matt passes along this knowledge to clients to ensure they understand what is changing.

Matt has also been responsible for various agreed-upon procedures including forensic audits. He has been able to observe various municipalities, park districts and libraries and prepare an extensive report on their current internal controls and procedures. Matt will also then give various suggestions on how to improve internal controls and procedures to improve efficiency and accuracy while still having proper segregation of duties.



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mberan@lauterbachamen.com

KEY ENGAGEMENT PERSONNEL

Audit Team Key Personnel

Monika Adamski



Monika has 13 years of professional accounting experience exclusively in the governmental sector. She is a graduate of DePaul University. Monika is specialized in municipal and state agency audits as well as school districts and nonprofit entities and also specializes in internal control assessment for all governmental clients.

Courtney Clement



Courtney has over 5 years of public accounting experience serving various types of clients. She is a graduate of North Central College and a Certified Public Accountant. She has participated as the lead in both auditing and financial services roles where she has been the direct contact for the clients and has managed L&A teams.

Jennifer Martinson



Jen has 10 years of professional accounting experience exclusively in the governmental sector. She is a graduate of the University of Miami and a Certified Public Accountant. Jen specializes in municipal audits, staff training and new hire training. The training includes audit methodology and the specifics of governmental accounting.

Brad Porter



Brad has 8 years of professional accounting experience exclusively in the governmental sector. He is a graduate of University of Saint Francis and a Certified Public Accountant. Brad specializes in staff development and the training and auditing of local governments and park districts.

Don Shaw



Don has 13 years of professional accounting experience, 8 of those years are exclusively in the governmental sector. He is a graduate of Northern Illinois University and is a Certified Public Accountant. Don specializes in municipalities, school districts and Uniform Grant Guidance single audit testing, reporting and submission.

Ann Scales



Ann has 13 years of professional accounting experience exclusively in the governmental sector. She is a graduate of Marquette University and is a Certified Public Accountant. Ann specializes in finalizing Comprehensive Annual Financial Reports for our clients - meeting the requirements established by the GFOA. Ann has completed the AICPA's Nonprofit Level I and Level II Certificate Program. She specializes in auditing and performing consulting services for municipalities and nonprofits.



AUDIT APPROACH

Overview

We are prepared to meet or exceed all requirements and expectations of the District. The partners of L&A will be involved in all phases of the audit of the District as outlined below. L&A does not use statistical sampling in any phase of the audit process. Sample sizes used for testing are in accordance with standards established by the profession and will be determined in the planning phase.

Throughout the audit process we will inform management of audit issues as they arise and maintain the highest level of professionalism in the identification and communication of these issues. Discussion of the issues will take place immediately following their discovery and will allow management ample time to rectify any issues.

GFOA Certificate of Achievement

L&A fully supports the Government Finance Officers Association's (GFOA) Certificate of Achievement for Excellence in Financial Reporting Program. We have assisted many clients in obtaining their certificates and have submitted over a thousand award applications to GFOA over the years. We also work with our clients in subsequent years on the implementation of any recommendations provided by the GFOA.



We will respond to GFOA comments for improvement and take care of the filing of the necessary documents each year. We currently submit in excess of one hundred reports to the GFOA on an annual basis and are in the top ten firms nationally that submit to the program.

Audit Scope and Standards

L&A will issue an opinion on the governmental activities, business-type activities, each major fund and the aggregate remaining fund information, including the notes to the financial statements, which collectively comprise the District's financial statements, with "in-relation-to" coverage provided on the combining and individual fund financial statements and on any supplementary information. We will not provide an opinion on the Management Discussion and Analysis, but will provide customary review of this information. Introductory and Statistical sections of the Comprehensive Annual Financial Report, if applicable, will not be audited by us.

The audit will be conducted in accordance with generally accepted auditing standards, and, if a single audit becomes necessary, the standards for financial audits contained in Governmental Auditing Standards (2004), issued by the Comptroller General of the United States, and the Single Audit Act of 1996; and the provisions of Uniform Grant Guidance 2CFR-2000/OMB Circular A-133, Audits of State and Local Governments and Nonprofit Organizations.



AUDIT APPROACH

Below is our proposed schedule for your audit phases in accordance with the requirements stated in the RFP:

PHASE		TIMING	PARTNER	MANAGER	IN-CHARGE	TOTAL HOURS (EST)
	Phase 1 Planning	May	2 Hours	4 Hours	2 Hours	8 Hours
	Phase 2 Preliminary Fieldwork	July	4 Hours	4 Hours	8 Hours	16 Hours
	Phase 3 Fieldwork	August	8 Hours	18 Hours	62 Hours	88 Hours
	Phase 4 Drafts	September	5 Hours	18 Hours	5 Hours	28 Hours
	Phase 5 Audit Completion	Early October	3 Hours	6 Hours	3 Hours	12 Hours

Phase 1: Planning



May

The purpose of the planning phase is to provide the foundation for the direction that the audit will take. During the planning phase of the audit, we will hold a planning meeting with the District to discuss the audit approach, develop a schedule for completing the audit, and review the areas that we will be focusing on during our fieldwork procedures and testing.

The following is an outline of the key steps performed during the planning phase of the audit:

- Discussing and agreeing upon report formats to provide information which complies with generally accepted accounting principles. The format should be agreed upon during the planning phase of the audit to ensure timely issuance of the report. Our plan is to adopt a format similar to the previous year.
- Discussing availability of accounting records and source documents and developing a detailed list of schedules to be prepared by the District.
- Developing a schedule for completing the subsequent phase of the audit.

AUDIT APPROACH

Phase 2: Preliminary Fieldwork



July

Preliminary fieldwork is the next phase of the audit process and involves expanding our understanding of the District and its operations through a review of various documents and through discussions with key District personnel. During this phase, we will begin the required study and evaluation of internal accounting controls as part of the financial and compliance audit.

The purpose of our study and evaluation will be to obtain sufficient knowledge and understanding of the internal accounting and administrative control systems used by the District for reliance on the system of internal control and the degree of such reliance; or to aid us in designing substantive tests in the absence of such reliance. We will hold progress meetings with key management, as necessary, to keep you apprised of the results of our preliminary review and to discuss the key internal controls to be tested.

Our approach to the study and evaluation of the internal accounting and administrative controls will be accomplished through the following techniques:

- We will perform an in-depth review of internal control documentation and working papers made available by the prior audit firm and the District.
- We will use internal control questionnaires, narratives and/or flowcharting techniques to document key flows of information. Because of our extensive commitment to government, the questionnaires utilized are designed specifically for use on governmental. We will utilize this information and identify key internal control procedures which will be tested in order to warrant reliance on the identified controls. The objectives of such reliance will be to reduce the extent of substantive work performed, resulting in a more cost-efficient audit approach.
- We will evaluate audit risk for all key financial statement assertions and compliance determinations using the procedures outlined above. Audit risk is the risk that material financial statement misstatements or material noncompliance will not be prevented or will not be detected and corrected in a timely manner.





AUDIT APPROACH

Phase 3: Fieldwork



August

This phase of the audit will consist primarily of substantive testing of year-end balances. If any audit issues come to our attention during the course of our work, we will immediately inform you so that action can be taken before the completion of our fieldwork.

We will design our detailed testing procedures to provide both compliance and financial audit coverage where applicable. We utilize custom designed audit programs that are specifically designed for government clients and therefore, provide for the most efficient and effective approach.

At a minimum, management is to provide supporting schedules for the following areas once we return for fieldwork:

Cash	Accounts Payable
Investments	Payroll
Governmental Revenues/Receivables	Debt Service
Proprietary Revenues/Receivables	Fund Balance/Net Position
Inventories	Grants
Interfunds	Risk Management
Capital Assets	

For financial audit purposes, we will assess the risk of material misstatement associated with a given objective, and perform substantive and compliance procedures. Our substantive procedures will gather evidence as to the completeness, accuracy, or validity of the information contained in the financial statements. These procedures will include confirmation of year-end balances, vouching documents and analytic reviews. Through our compliance procedures, we will gather evidence related to the existence and effectiveness of specific internal controls. These procedures includes examinations of documents for proper approval and review of procedures for compliance with rules, regulations and District policies.

At the conclusion of fieldwork, workpapers will be reviewed by the engagement partner and we will prepare the Annual Comprehensive Financial Report in accordance with generally accepted accounting principles for government entities. In addition, we will prepare a management letter and other required communication letters that we will review and discuss with the District during the draft phase of the audit.



AUDIT APPROACH

Phase 4: Drafts



September

The final completion and quality review of the initial draft of the Annual Comprehensive Financial Report will be completed at our office and a draft of the Annual Comprehensive Financial Report and related communication letters will be provided to the District no later than the date agreed to during the planning meeting. The District will then have a sufficient amount of time to review the draft for questions and/or changes. L&A will then coordinate with the District a final draft where we will review the District's questions and/or changes to the Annual Comprehensive Financial Report as well as the client communication letters and submit a final draft of the Annual Comprehensive Financial Report to the District.

Phase 5: Audit Completion



Early October

Upon approval of the drafts by the District, we will deliver final, bound financial Annual Comprehensive Financial Reports. At the completion of our audit, we will also provide a the final management letter addressing reportable conditions, if any, and other comments and observations for improvements. The management letter will be provided as a separate document. The management letter will contain, as warranted and appropriate:

- Specific recommendations for improvement of the accounting practice and procedures and the internal accounting and administrative controls.
- Comments on the design, controls and audit trails of new and redesigned automated systems, along with suggestions to improve processing methods and procedures.
- Suggestions for operational improvements or cost efficiencies noted during the course of our work.
- Findings relative to compliance with the applicable rules and regulations.
- Comments regarding compliance with laws.
- Other comments or recommendations and best practices that we believe may be relevant.
- Upcoming GASB Pronouncements or auditing standards that may affect the District's financial statements in the future.

L&A strives for continual communication with District staff and management as well as the Board. As such, the engagement partner will be available for meetings and/or formal presentations of the Annual Comprehensive Financial Report and communication letters with representatives of the District.



PRICE AND BILLING

AUDIT SERVICES RFP RESPONSE FORM

Firm:	Lauterbach & Amen, LLP
Firm Contact/Project Manager:	Ronald J. Amen, Partner
Email Address:	ramen@lauterbachamen.com
Address:	668 N. River Road
	Naperville, IL 60563
Telephone and Fax Numbers:	Phone: 630.393.1483 Fax: 630.393.2516
Signature of Authorized Agent:	 , Partner
Date of Proposal Submission:	February 1, 2023

PRICE STRUCTURE

	April 30, 2023	April 30, 2024	April 30, 2025	April 30, 2026	April 30, 2027
Annual Financial Report	\$17,000	\$17,500	\$18,000	\$18,500	\$19,100
IL Comptrollers Report	Included	Included	Included	Included	Included
OPEB Valuation (full/limited)	Separate Actuary Engagement				
GFOA award assistance	Included	Included	Included	Included	Included
990 tax return preparation	\$220	\$230	\$240	\$250	\$260

Single Audit Report, if Required *	\$4,000	\$4,100	\$4,200	\$4,300	\$4,400
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* L&A notes charge is for 1 Major Program testing. Additional \$1,500 per additional program tested.



PRICE AND BILLING

HOURS SCHEDULE

	Hours	Standard Rate	Quoted Rate	Total
Partner	22	\$170	\$160	\$3,520
Manager	50	\$140	\$130	\$6,500
In-Charge	80	\$100	\$90	\$7,200
	152			\$17,220

In 25 years of providing auditing services, Lauterbach & Amen, LLP has never increased an audit price from what was proposed in the RFP. This includes implementation of all future GASB and FASB pronouncements.

Our firm stresses that we are available throughout the year to provide technical accounting and financial reporting assistance to the District. We encourage clients to contact us with questions that may arise. In addition, we provide no cost client training to introduce new GASB pronouncements and auditing standards that may affect the District, as well as providing other training topics based on client requests and needs.

Schedules Requested

The proposed annual prices are based upon staff support at all levels from District personnel and that the District will provide adjusted trial balances and support (detailed schedules that reconcile to the trial balance) for all balance sheet accounts. At a minimum, management is to provide supporting schedules for the areas outlined in the Fieldwork Phase of the Audit Approach section of this proposal.

Additional Services

Should it become necessary for the District to request us to render additional services to either supplement the services requested in the RFP or to perform additional work as a result of the specific recommendations included in any report issued on this engagement or new accounting standards, then such additional work will be performed only after discussing with management the level of effort and estimated costs prior to performing any such work.

As independence standards have recently become more stringent related to the types of additional services auditors can perform, L&A would review these independence standards and the types of services requested prior to proposing on any additional services.



REFERENCES

We know that our best endorsement comes from satisfied clients. We invite you to contact the following clients who have been serviced by our firm to inquire about their experience and how our services continue to bring value to our clients. Additional references can be provided upon request.

	Client	Contact
	Elmhurst Park District*	Barbara Stembridge (630) 993-8196 bstembridge@epd.org
	Glen Ellyn Park District*	Nick Cinquegrani (630) 858-2462 NCinquegrani@gepark.org
	Itasca Park District	Maryfran Leno (630) 773-2257 maryfran@itascaparkdistrict.com
	Carol Stream Park District*	Lisa Scumaci (630) 784-6116 lisas@csparks.org

* Indicates governments who currently hold the GFOA Certificate of Achievement.

					
Municipalities 110+	Park Districts 65+	School Districts 35+	Libraries 45+	Pension Funds 450+	Other 110+



REFERENCES

L&A stands by our quality and service. As such, we encourage you to reach out to any of the clients listed below that we serve to learn more about their experience with our firm.

Park Districts | Special Recreation Districts | Forest Preserve Districts

PARK DISTRICTS			
Bensenville Park District	Geneva Park District*	Lockport Township Park District	Round Lake Area Park District
Big Rock Park District	Glen Ellyn Park District*	Manhattan Park District*	Schaumburg Park District*
Buffalo Grove Park District*	Glencoe Park District	Marengo Park District	St. Charles Park District*
Burbank Park District	Glenview Park District*	Maywood Park District	Sycamore Park District
Butterfield Park District	Golf Maine Park District	Memorial Park District	Tinley Park Park District
Byron Park District	Grayslake Park District	Mokena Community Park District	Vernon Hills Park District*
Carol Stream Park District*	Gurnee Park District*	Morton Grove Park District*	Veterans Park District
Cary Park District *	Hickory Hills Park District	Mundelein Park District*	Warrenville Park District*
Channahon Park District*	Hoffman Estates Park District*	Norridge Park District	Wauconda Park District
Crystal Lake Park District*	Homewood-Flossmoor Park District*	Northbrook Park District*	Waukegan Park District*
Darien Park District	Huntley Park District*	Northfield Park District	West Chicago Park District
Deerfield Park District	Itasca Park District	Oak Brook Park District*	Wheaton Park District*
DeKalb Park District	Kankakee Valley Park District	Oak Lawn Park District*	Wildwood Park District
Des Plaines Park District*	Kenilworth Park District	Oak Park Park District*	Wilmette Park District*
Elk Grove Park District*	La Grange Park Community Park District	Oswegoland Park District*	Winnetka Park District*
Elmhurst Park District*	La Grange Park District*	Palatine Park District*	Zion Park District*
Frankfort Square Park District	Lake Bluff Park District*	Park Ridge Park District*	
Geneseo Park District*	Lan-Oak Park District	Plainfield Township Park District*	
	Lemont Park District*	River Forest Park District*	

SPECIAL RECREATION ASSOCIATIONS

- Fox Valley Special Recreation Association
- Kishwaukee Special Recreation Association
- Lincolnway Special Recreation Association
- Maine-Niles Association of Special Recreation
- NISRA and Foundation
- Northeast DuPage Special Recreation Association
- Northern Suburban Special Recreation Association and Foundation
- Northern Will County Special Recreation Association

- Northwest Special Recreation Association
- South East Association Special Parks
- Special Recreation Association of Northern Lake County
- Warren Special Recreation Association
- West Suburban Special Recreation Association
- Western DuPage Special Recreation Association*

FOREST PRESERVE DISTRICTS

- Forest Preserve District of DuPage County*
- Forest Preserve District of Kane County *

* Indicates governments who currently hold the GFOA Certificate of Achievement.

Municipalities	Park Districts	School Districts	Libraries	Pension Funds	Other
110+	65+	35+	45+	450+	110+



APPENDIX

ELLIN & TUCKER

REPORT ON THE FIRM'S SYSTEM OF QUALITY CONTROL

To the Partners of
Lauterbach & Amen, LLP and the Peer Review Alliance Report Acceptance Committee

We have reviewed the system of quality control for the accounting and auditing practice of Lauterbach & Amen, LLP (Firm) in effect for the year ended June 30, 2019. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

FIRM'S RESPONSIBILITY

The Firm is responsible for designing a system of quality control and complying with it to provide the Firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The Firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and remediating weaknesses in its system of quality control, if any.

PEER REVIEWER'S RESPONSIBILITY

Our responsibility is to express an opinion on the design of the system of quality control and the Firm's compliance therewith based on our review.

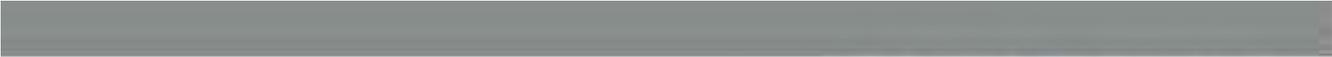
REQUIRED SELECTIONS AND CONSIDERATIONS

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act.

As part of our peer review, we considered reviews by regulatory entities as communicated by the Firm, if applicable, in determining the nature and extent of our procedures.



APPENDIX


ELLIN & TUCKER**OPINION**

In our opinion, the system of quality control for the accounting and auditing practice of Lauterbach & Amen, LLP in effect for the year ended June 30, 2019 has been suitably designed and complied with to provide the Firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Lauterbach & Amen, LLP has received a peer review rating of *pass*.

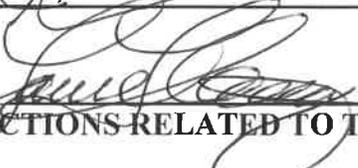
A handwritten signature in blue ink that reads 'Ellin & Tucker'.

ELLIN & TUCKER
Certified Public Accountants

Baltimore, Maryland
December 27, 2019



Oak Brook Park District

BOARD MEETING AGENDA ITEM –HISTORY/COMMENTARY	
ITEM TITLE: TENNIS CENTER PATIO BID	AGENDA No.: 8 C MEETING DATE: FEBRUARY 20, 2023
STAFF REVIEW: Director of Parks and Planning, Bob Johnson: 	
RECOMMENDED FOR BOARD ACTION: Executive Director, Laure Kosey: 	
ITEM HISTORY (PREVIOUS PARK DISTRICT BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, COMMITTEE ACTION, OTHER PERTINENT HISTORY): The outdoor patio at the Oak Brook Tennis Center services patrons from the Tennis Center, the Universal Playground, and surrounding park areas. The adjacent outdoor restrooms, ample space, and picnic tables make it an ideal gathering place for visitors. The patio surface is comprised of deteriorating concrete and uneven paver bricks, and the site lacks shade. The park district worked with Upland Design, LTD. to develop a renovation plan for the space, including a new concrete patio, underdrainage, shade structures, and additional landscaping.	
ITEM COMMENTARY (BACKGROUND, DISCUSSION, KEY POINTS, RECOMMENDATIONS): Staff will go out to bid for site demolition, underdrainage, and installation of a new poured concrete patio. Shade structure, picnic table, and landscape installation will be self-performed by the Parks Department. The work is anticipated to be completed in the spring of 2023.	
ACTION PROPOSED: For Review and Discussion Only.	

The next Regular Meeting of the Oak Brook Park District Board of Commissioners will be held on March 20, 2023, 6:30 p.m.

A Special Meeting of the Oak Brook Park District Board of Commissioners will be held prior to the Regular March 20, 2023 Board Meeting for the purpose of a Groundbreaking Ceremony in celebration of the Commencement of the Central Park North Phase II Project and the Central Park North Restroom/Concession/Storage Facility Project. The Special Meeting of March 20, 2023 will be held at 5:30 p.m. at the Central Park North Fields Picnic Gazebo, 1315 Kensington Road, Oak Brook, IL 60523. The community is invited to attend

[Announce the next Regular Meeting of the Oak Brook Park District Board of Park Commissioners will be held on March 20, 2023. A Special Meeting of the Oak Brook Park District Board of Commissioners will be held prior to the Regular March 20, 2023 Board Meeting for the purpose of a Groundbreaking Ceremony in celebration of the Commencement of the Central Park North Phase II Project and the Central Park North Restroom/Concession/Storage Facility Project. The Special Meeting of March 20, 2023 will be held at 5:30 p.m. at the Central Park North Fields Picnic Gazebo, 1315 Kensington Road, Oak Brook, IL 60523. The community is invited to attend.]

Adjournment

*[Request a motion and a second to adjourn the February 20, 2023 Regular Board Meeting.
Voice Vote - All in favor...]*