



AGENDA
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
January 21, 2019 – 6:30 p.m.
Canterberry Room

1. CALL TO ORDER THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS AND ROLL CALL
2. Public Hearing (the “TEFRA Hearing”) Concerning the Intent of the Board of Park Commissioners of the Oak Brook Park District, DuPage and Cook Counties, Illinois to Sell Not to Exceed \$17,900,000 Voted Park Bonds (Notice of Public Hearing was published December 28, 2018 in the Daily Herald Newspaper.)
 - a. Call to Order the Public TEFRA Hearing
 - b. Public TEFRA Hearing being held pursuant to the Internal Revenue Code of 1986, as amended, to receive public comments on the proposal to sell bonds in an amount not to exceed \$17,900,000 voted park bonds for the purpose of purchasing and improving the approximately 34 acres commonly known as the “McDonald’s Soccer Fields,” located north of the District’s Central Park and between Kingery Highway (Route 83), Kensington Road, and Jorie Boulevard.
 - c. Open Forum for the Receipt of Public Comments and Questions
 - d. Adjournment of Public TEFRA Hearing
3. OPEN FORUM
4. CONSENT AGENDA
 - a. APPROVAL OF January 21, 2019 AGENDA
 - b. APPROVAL OF MINUTES
 - i. December 17, 2018 Regular Meeting Minutes
 - c. APPROVAL OF FINANCIAL STATEMENT ENDING December 31, 2018
 - i. Approval of Warrant No. 619
5. COMMUNICATIONS/PROCLAMATIONS
 - a. Board of Commissioners to share communications
 - b. Central Park Improvements Project Report
 - c. Website Analytics “365 Impact Report”
6. STAFF RECOGNITION
 - a. None





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7. REPORTS:

- a. Administrative, IT, and Marketing Report
- b. Finance & Human Resources Report
- c. Recreation & Facilities Report
- d. Parks & Planning Report

8. UNFINISHED BUSINESS

- a. Aquatic Supervisor
- b. Amendment: Safety Manual Chapter 10, Confined Space Program

9. NEW BUSINESS

- a. Resolution 19-0121: A Resolution Approving the conduct of the TEFRA Hearing pursuant to Section 147(f) of the Internal Revenue Code of 1986, as amended, with respect to the issuance of bonds by the Oak Brook Park District, DuPage and Cook Counties, Illinois, to purchase and improve the approximately 34 acres commonly known as the “McDonald’s Soccer Fields,” located north of said Park District’s Central Park and between Kingery Highway (Route 83), Kensington Road, and Jorie Boulevard and approving the proposed plan of the financing of the same through the issuance of 501(c)(3) Bonds. (Requires Waiving the Board Rules to Approve at this Meeting.)
- b. Ordinance 19-0218: An Ordinance Transferring Funds To and From Several Park District Funds
- c. Ordinance No.19-0219: An Ordinance Authorizing the Destruction of the Verbatim Record of Certain Closed Meetings
- d. Market Based Salary Range Adjustments
- e. Discussion of Forest Gate Median

10. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON February 18, 2019, 6:30 p.m.

- a. A Special Meeting of the Oak Brook Board of Park Commissioners will be held 10 minutes after the adjournment of the February 18, 2019 Regular Meeting for the purpose of discussing the Fiscal Year 2019 – 2020 Budget of the Oak Brook Park District.

11. ADJOURNMENT





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BOARD OF COMMISSIONERS
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1. CALL TO ORDER THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS AND ROLL CALL *[Call to Order the Regular Meeting of the Oak Brook Park District Board of Commissioners and ask the Recording Secretary to conduct the Roll Call.]*
2. Public Hearing (the “TEFRA Hearing”) Concerning the Intent of the Board of Park Commissioners of the Oak Brook Park District, DuPage and Cook Counties, Illinois to Sell Not to Exceed \$17,900,000 Voted Park Bonds (Notice of Public Hearing was published December 28, 2018 in the Daily Herald Newspaper.)
 - a. Call to Order the Public TEFRA Hearing *[Request a motion and a second to Convene to the Public Hearing. Roll Call Vote...]*
Public TEFRA Hearing being held pursuant to the Internal Revenue Code of 1986, as amended, to receive public comments on the proposal to sell bonds in an amount not to exceed \$17,900,000 voted park bonds for the purpose of purchasing and improving the approximately 34 acres commonly known as the “McDonald’s Soccer Fields,” located north of the District’s Central Park and between Kingery Highway (Route 83), Kensington Road, and Jorie Boulevard. *President will read prepared talking points. Ask for Discussion or Questions of the Board as appropriate.]*
 - b. Open Forum for the Receipt of Public Comments and Questions *[Ask Whether There Are Any Public Comments or Questions Concerning the Bonds. Note, for purposes of the hearing, the individual may present his/her testimony within the 5-minute allotted for Public Comment pursuant 1.1VII B of the Rules of the Board of Commissioners.]*
 - c. Adjournment of Public TEFRA Hearing *[Request a motion and a second to Adjourn the Public Hearing and reconvene the January 21, 2019 Board Meeting. Voice Vote – “All in Favor...”]*
3. OPEN FORUM *[Ask whether there are any public comments for topics other than the Bonds under “Open Forum.” If necessary, the President may advise speakers to observe the rules set forth in Section 1.1VII B of the Rules of the Board of Park Commissioners.]*





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4. CONSENT AGENDA *[Request a motion (and second) to approve taking a Single Omnibus Vote on the Consent Agenda, as Presented. Roll Call Vote—VOTE MUST BE UNANIMOUS.]*

[Then ask for a motion (and second) to approve the Consent Agenda, as presented. Roll Call Vote...]

- a. APPROVAL OF January 21, 2019 AGENDA
 - b. APPROVAL OF MINUTES
 - i. December 17, 2018 Regular Meeting Minutes
 - c. APPROVAL OF FINANCIAL STATEMENT ENDING December 31, 2018
 - i. Approval of Warrant No. 619
5. COMMUNICATIONS/PROCLAMATIONS
- a. Board of Commissioners to share communications *[For Review and Discussion Only.]*
 - b. Central Park Improvements Project Report *[For Review and Discussion Only: Bob Johnson, Director of Parks and Planning will present a report on the Central Park Improvements Project.]*
 - c. Website Analytics “365 Impact Report” *[For Review and Discussion Only: Jessica Cannaday, Marketing and Communications Manager, will present a report on the website.]*
6. STAFF RECOGNITION
- a. None





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BOARD OF COMMISSIONERS
January 21, 2019 – 6:30 p.m.
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7. REPORTS: [For Review and Discussion Only.]
 - a. Administrative, IT, and Marketing Report
 - b. Finance & Human Resources Report
 - c. Recreation & Facilities Report
 - d. Parks & Planning Report
8. UNFINISHED BUSINESS
 - a. Aquatic Supervisor *[Request a motion and a second to approve the job description for Aquatic Supervisor, as presented. **Roll Call Vote...**]*
 - b. Amendment: Safety Manual Chapter 10, Confined Space Program *[Request a motion and a second to approve the Amendment to Safety Manual Chapter 10, Confined Space Program. **Roll Call Vote...**]*
9. NEW BUSINESS
 - a. Resolution 19-0121: A Resolution Approving the conduct of the TEFRA Hearing pursuant to Section 147(f) of the Internal Revenue Code of 1986, as amended, with respect to the issuance of bonds by the Oak Brook Park District, DuPage and Cook Counties, Illinois, to purchase and improve the approximately 34 acres commonly known as the "McDonald's Soccer Fields," located north of said Park District's Central Park and between Kingery Highway (Route 83), Kensington Road, and Jorie Boulevard and approving the proposed plan of the financing of the same through the issuance of 501(c)(3) Bonds. (Requires Waiving the Board Rules to Approve at this Meeting.)

*[Request a motion (and a second) to waive the Board Rules to approve at this meeting: Resolution 19-0121: A Resolution approving the conduct of the TEFRA Hearing pursuant to Section 147(f) of the Internal Revenue Code of 1986, as amended, with respect to the issuance of bonds by the Oak Brook Park District, DuPage and Cook Counties, Illinois, to purchase and improve the approximately 34 acres commonly known as the "McDonald's Soccer Fields," located north of said Park District's Central Park and between Kingery Highway (Route 83), Kensington Road and Jorie Boulevard and approving the proposed plan of the financing of the same through the issuance of 501(c)(3) bonds. **Roll Call Vote...**]*

Then Request a motion (and a second) to approve Resolution 19-0121: A Resolution approving the conduct of the TEFRA Hearing pursuant to Section 147(f) of the Internal Revenue Code of 1986, as amended, with respect to the issuance of bonds by the Oak Brook Park District, DuPage and Cook Counties, Illinois, to purchase and improve the approximately 34 acres commonly known as the "McDonald's Soccer Fields," located north of said Park District's Central Park and between Kingery

Page 3 of 4

In accordance with the provisions of the Americans with Disabilities Act, any individual who is in need of a reasonable accommodation in order to participate in or benefit from attendance at a public meeting of the Oak Brook Park District Board of Commissioners should contact: Laure Kosey, Executive Director at 630-645-9535.

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

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

www.obparks.org





AGENDA
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
January 21, 2019 – 6:30 p.m.
Canterberry Room

*Highway (Route 83), Kensington Road and Jorie Boulevard and approving the proposed plan of the financing of the same through the issuance of 501(c)(3) bonds. **Roll Call Vote...***

- b. Ordinance 19-0218: An Ordinance Transferring Funds To and From Several Park District Funds *[For Review and Discussion Only.]*
- c. Ordinance No.19-0219: An Ordinance Authorizing the Destruction of the Verbatim Record of Certain Closed Meetings *[For Review and Discussion Only.]*
- d. Market Based Salary Range Adjustments *[For Review and Discussion Only.]*
- e. Discussion of Forest Gate Median *[For Review and Discussion Only.]*

10. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON February 18, 2019, 6:30 p.m.

- a. A Special Meeting of the Oak Brook Board of Park Commissioners will be held 10 minutes after the adjournment of the February 18, 2019 Regular Meeting for the purpose of discussing the Fiscal Year 2019 – 2020 Budget of the Oak Brook Park District.

[Announce the next Regular Board Meeting of the Oak Brook Park District Board of Commissioners will be held on February 18, 2019 at 6:30 p.m. A Special Meeting of the Oak Brook Park District Board of Park Commissioners will be held 10 minutes after the adjournment of the February 18, 2019 Regular Meeting for the purpose of discussing the Fiscal Year 2019 – 2020 Budget of the Oak Brook Park District.]

11. ADJOURNMENT *[Request for a Motion and a second to adjourn the January 21, 2019 Board Meeting. **Voice Vote: "All in favor..."]***

In accordance with the provisions of the Americans with Disabilities Act, any individual who is in need of a reasonable accommodation in order to participate in or benefit from attendance at a public meeting of the Oak Brook Park District Board of Commissioners should contact: Laure Kosey, Executive Director at 630-645-9535.

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NOTICE OF PUBLIC
HEARING CONCERNING
THE INTENT
OF THE BOARD OF PARK
COMMISSIONERS OF THE
OAK BROOK PARK
DISTRICT, DUPAGE AND
COOK COUNTIES,
ILLINOIS
TO SELL NOT TO
EXCEED \$17,900,000
VOTED PARK BONDS

PUBLIC NOTICE IS
HEREBY GIVEN that on
the 21st day of January,
2019, at 6:30 o'clock P.M.,
the Board of Park Commis-
sioners of the Oak Brook
Park District, DuPage and
Cook Counties, Illinois (the
"District"), will conduct a
public hearing to be held at
the District Family Recrea-
tion Center, 1450 Forest
Gate Road, Oak Brook, Illi-
nois. The purpose of the
hearing will be to receive
public comments on the pro-
posal to sell bonds, namely
Voted Park Bonds in an
amount not to exceed
\$17,900,000 (the "Bonds"),
for the purpose of purchas-
ing and improving the ap-
proximately 34 acres com-
monly known as the
"McDonald's Soccer
Fields," located north of the
District's Central Park and
between Kingery Highway
(Route 83), Kensington
Road and Jorie Boulevard
(the "Project"). The Pro-
ject will be owned and op-
erated by the District. A por-
tion of the proceeds of the
Bonds will be used to pay
certain expenses incurred in
connection with the Bonds.

The above-noticed public
hearing is required by Sec-
tion 147(f) of the Internal
Revenue Code of 1986, as
amended. At the time and
place set for the public hear-
ing, residents, taxpayers
and other interested persons
will be given the opportunity
to express their views on the
Project, the proposed plan
of financing and the issu-
ance of the Bonds. Written
comments may also be sub-
mitted to the District at 1450
Forest Gate Road, Oak
Brook, Illinois 60523, Atten-
tion: Laure Kosey, Execu-
tive Director, on or before
the 21st day of January,
2019.

By order of the President
of the Board of Park Com-
missioners of the Oak Brook
Park District, DuPage and
Cook Counties, Illinois.

Dated: December 22, 2018.
OAK BROOK
PARK DISTRICT,
DuPage and Cook Counties,
Illinois
/s/Laure Kosey
Secretary, Board of Park
Commissioners
Published in Daily Herald
December 28, 2018 (4515258)

CERTIFICATE OF PUBLICATION

Paddock Publications, Inc.

DuPage County Daily Herald

Corporation organized and existing under and by virtue of the laws of
the State of Illinois, DOES HEREBY CERTIFY that it is the publisher
of the **DuPage County DAILY HERALD**. That said **DuPage County
DAILY HERALD** is a secular newspaper, published in Naperville and
has been circulated daily in the Village(s) of:

Addison, Aurora, Bartlett, Bensenville, Bloomingdale, Carol Stream,
Darien, Downers Grove, Elmhurst, Glen Ellyn, Glendale Heights,
Hanover Park, Hinsdale, Itasca, Keeneyville, Lisle, Lombard, Medinah,
Naperville, Oakbrook, Oakbrook Terrace, Plainfield, Roselle, Villa Park,
Warrenville, West Chicago, Westmont, Wheaton, Willowbrook,
Winfield, Wood Dale, Woodridge

County(ies) of DuPage

and State of Illinois, continuously for more than one year prior to the
date of the first publication of the notice hereinafter referred to and is of
general circulation throughout said Village(s), County(ies) and State.

I further certify that the DuPage County DAILY HERALD is a
newspaper as defined in "an Act to revise the law in relation to notices"
as amended in 1992 Illinois Compiled Statutes, Chapter 715, Act 5,
Section 1 and 5. That a notice of which the annexed printed slip is a true
copy, was published December 28, 2018
in said DuPage County DAILY HERALD.

IN WITNESS WHEREOF, the undersigned, the said PADDOCK
PUBLICATIONS, Inc., has caused this certificate to be signed by, this
authorized agent, at Arlington Heights, Illinois.

PADDOCK PUBLICATIONS, INC.
DAILY HERALD NEWSPAPERS

BY Laure Baltz
Designee of the Publisher and Officer of the Daily Herald

Control # 4515258

**MINUTES OF THE
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
December 17, 2018 – 6:30 p.m.
Canterberry Room**

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

President Knitter called the Regular Meeting of the Oak Brook Park District to order at 6:30 p.m. in the Recreation Center's Canterbury Room. Commissioners Carson, Tan, Truedson and Trombetta answered "present." Also present were Laure Kosey, Executive Director, Steve Adams, Park District Attorney, 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 was anyone in the audience who wished to address the Board.

John Barr, Village of Oak Brook Trustee, thanked the Board for the installation of the playground at York Woods. He also said the Village Board recently approved the Intergovernmental Agreement (IGA) for the Park District to continue managing the Bath and Tennis Club's pool for the 2019 season. He thanked the Park District for continuing with this Agreement and commended the Park District staff for doing a great job last season.

Ray Cesca, an Oak Brook resident, thanked the Board for its efforts to obtain the McDonald's fields and that it is a step in the right direction for the future of Oak Brook.

3. CONSENT AGENDA

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

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

Ayes: Commissioners Carson, Tan, Truedson, Trombetta, and President Knitter

Nays: None

Motion: Commissioner Truedson made a motion seconded by Commissioner Trombetta, to approve the Consent Agenda, as presented.

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

Ayes: Commissioners Carson, Tan, Truedson, Trombetta, and President Knitter

Nays: None

a. APPROVAL OF December 17, 2018 AGENDA

b. APPROVAL OF MINUTES

i. November 12, 2018 Regular Meeting Minutes

ii. November 29, 2018 Special Meeting Minutes

c. APPROVAL OF FINANCIAL STATEMENT ENDING November 30, 2018

i. Approval of Warrant No. 618

4. PUBLIC HEARING – TRUTH IN TAXATION ACT - For the Levying of Taxes and Assessing of Taxes for Fiscal Year 2019-2020 of the Oak Brook Park District, DuPage and Cook Counties, Illinois (Notice of the Public Hearing was Published on December 6, 2018 in the Daily Herald Newspaper and on the District's Website.)

a. Call to Order the Public Hearing

Motion: Commissioner Truedson made a motion, seconded by Commissioner Trombetta, to convene to the Public Hearing at the hour of 6:34 p.m.

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

Ayes: Commissioners Carson, Tan, Truedson, Trombetta, and President Knitter

Nays: None

President Knitter read a statement regarding the levy, a copy of which can be found in the Park District records.

b. Open Forum for the Receipt of Public Comments and Questions Regarding the Levying of Taxes and Assessing of Taxes for Fiscal Year 2019-2020 of the Oak Brook Park District, DuPage and Cook Counties, Illinois.

President Knitter asked if anyone present in the audience wished to address the Board concerning the proposed tax levy.

No one addressed the Board.

c. Adjournment of Public Hearing

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan, to adjourn the Public Hearing and to reconvene the Regular Meeting of the Board of Commissioners at the hour of 6:36 p.m.

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

5. COMMUNICATIONS/PROCLAMATIONS

a. Board of Commissioners to share communications

President Knitter asked if there was anyone on the Board who wished to share communications.

Commissioner Carson said she has received many compliments about Pickle Ball.

President Knitter said the recent Santa Deliveries event was well received by the community.

b. Family Locker Room Project Report

Dave Thommes presented his report on the Family Locker Room Project, which can be found in the Park District records.

Mr. Thommes said this report is a recap of the locker room project detailing, what went right and what went wrong. He noted that the project came under budget.

Mr. Thommes said moving forward, a project report will be presented to the Board for each project once it is complete.

6. STAFF RECOGNITION

a. None

7. REPORTS:

a. Administrative, IT, and Marketing Report

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

Ms. Kosey said the ballot from the November election was officially certified on November 27, 2018, so due diligence can now proceed.

Ms. Kosey said between the tax levy, budget, and issuance of bonds, staff has been very busy, and she commended Mr. Salinas for doing an excellent job in handling these matters.

Mr. Kosey said the corporate and community relations staff continues to do a great job.

Ms. Kosey said there will be a presentation regarding the website and media efforts at next month's Board meeting.

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

b. Finance & Human Resources Report

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

Mr. Salinas said all three funds continue to have net surpluses.

Mr. Salinas said he and staff are currently researching a couple of areas in the budget including building rental revenue which has become a little soft.

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

c. Recreation & Facilities Report

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

Mr. Thommes said Holiday Express will be held this Wednesday and sold out two weeks ago.

Mr. Thommes said Pickle Ball has been well received and there will be a Friday night drive-in movie this week.

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

d. Parks & Planning Report

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

Mr. Johnson said the annual athletic field light measurement will be performed immediately following tonight's Board meeting. He also said the ice rink will be opened once the weather cooperates, and that positive feedback was received regarding the sled hill after the last snow. He said the bee hives at the Dean Nature Sanctuary have been winterized and that 13 gallons of honey was harvested.

Mr. Johnson discussed the two change orders concerning landscaping work at Central Park. One change order was for additional seeding and grading work and the other was a deductive change for watering that was in the contract but was ultimately not required.

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

8. ADJOURN TO CLOSED SESSION

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Truedson, to adjourn the Open Session of the regular Board Meeting at the hour of 6:44 p.m. and convene the Closed Session for the purpose of discussing and approving Closed Meeting Minutes pursuant to 5 ILCS 120/2(c)(21) and for the discussion regarding the Purchase or Lease of Real Property for the Use of the Public Body Pursuant to 5 ILCS 120/2(c)(5).

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

Ayes: Commissioners Carson, Tan, Truedson, Trombetta, and President Knitter

Nays: None

9. CLOSED SESSION

- a. Discussion and Approval of Closed Regular Meeting Minutes, November 12, 2018
- b. Discussion and Approval of Closed Special Meeting Minutes, November 29, 2018
- c. The Purchase or Lease of Real Property for the Use of the Public Body - Pursuant to 5 ILCS 120/2(c)(5)

10. RECONVENE TO OPEN SESSION

Motion: Commissioner Truedson made a motion, seconded by Commissioner Trombetta, to reconvene the Open Session of the December 17, 2018 Regular Meeting at the hour of 7:19 p.m.

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

Ayes: Commissioners Carson, Tan, Truedson, Trombetta, and President Knitter

Nays: None

11. UNFINISHED BUSINESS

- a. Ordinance No 18-1217: An Ordinance Levying Taxes and Assessing Taxes for the Fiscal Year 2019-2020 of the Oak Brook Park District of DuPage and Cook Counties, Illinois

Motion: Commissioner Truedson made a motion, seconded by Commissioner Trombetta, to approve Ordinance 18-1217: An ordinance levying taxes and assessing taxes for Fiscal Year 2019-2020 of the Oak Brook Park District of DuPage and Cook Counties, Illinois.

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

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

- b. IAPD Credentials: An Appointment of Certain District Representative(s) to serve as Delegate(s) to the Annual Business Meeting of the Illinois Association of Park Districts

Motion: Commissioner Tan made a motion, seconded by Commissioner Carson, to a appoint Laure Kosey, Executive Director, as the District's delegate for the Annual Business Meeting of the Illinois Association of Park Districts.

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

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

- c. Records Management and Disposal
i. Application for Authority to Dispose of Local Records No. 15:098: Records Disposal Certificate for March 22, 2019

Motion: Commissioner Truedson made a motion, seconded by Commissioner Trombetta, to approve the application for authority to dispose of Local Records No 15:098, Records Disposal Certificate for March 22, 2019.

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

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

- d. Approval of a Travel Expense for Commissioner Attendance at the 2019 IAPD/IPRA Annual Conference, January 24-26, 2019 at the Hyatt Regency Chicago.

Motion: Commissioner Truedson made a motion, seconded by Commissioner Trombetta, to approve a travel expense for Commissioners Tan and Truedson to attend the 2019 IAPD/IPRA Annual Conference, held on January 24-26, 2019 at the Hyatt Regency Chicago.

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

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

e. 2019 Board Meeting Dates

Motion: Commissioner Truedson made a motion, seconded by Commissioner Trombetta, to approve the 2019 Board meeting dates.

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

Ayes: Commissioners Carson, Tan, Truedson, Trombetta, and President Knitter

Nays: None

f. Resolution 18-1221: A Resolution Approving an Intergovernmental Agreement for Pool Management Services Between the Village of Oak Brook and the Oak Brook Park District.

Motion: Commissioner Carson made a motion, seconded by Commissioner Truedson, to approve Resolution 18-1221: A Resolution approving an Intergovernmental Agreement for pool management services between the Village of Oak Brook and the Oak Brook Park District.

President Knitter asked for a status on the Village's proposal of having the Park District manage the tennis courts at the Bath & Tennis Club.

Ms. Kosey said we are not moving forward with this proposal as the Bath and Tennis Club Committee has decided to re-hire a tennis pro to manage the courts. She said Mr. Pop will offer his assistance with drafting their contract with the tennis pro.

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

Ayes: Commissioners Carson, Tan, Truedson, Trombetta, and President Knitter

Nays: None

g. Resolution 18-1218: A Resolution Approving and Authorizing Change Orders Involving an Increase in the Contract Price with Clauss Brothers, Inc. for the Central Park Improvement Project – Excavation and Site Utilities

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan, to approve Resolution 18-1218: A Resolution authorizing change orders involving an increase in the contract price with Clauss Brothers, Inc. for the Central Park improvement project – excavation and site utilities, in the amount of \$9,250 for a new total cost not-to-exceed \$325,810.

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

Ayes: Commissioners Carson, Tan, Truedson, Trombetta, and President Knitter

Nays: None

h. Resolution 18-1219: A Resolution Approving and Authorizing A Change Order Involving an Increase in the Contract Price with M & J Asphalt Paving Company for the Central Park Improvement Project.

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan, to approve Resolution 18-1219: A Resolution Approving and Authorizing a Change Order Involving an Increase in the Contract Price with M & J Asphalt Paving Company for the Central Park Improvement Project in the amount of \$3,594 for a new total cost not-to-exceed \$96,147.68.

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

Ayes: Commissioners Carson, Tan, Truedson, Trombetta, and President Knitter

Nays: None

- i. Resolution 18-1220 A Resolution Approving and Authorizing a Change Order Involving an Increase in the Contract Price with Peerless Enterprises, Inc. for the Central Park Improvement Project.

Motion: Commissioner Truedson made a motion, seconded by Commissioner Carson, to approve Resolution 18-1220: A Resolution approving and authorizing a change order involving an increase in the contract price with Peerless Enterprises, Inc. for the Central Park Improvement Project in the amount of \$715 for a new total cost not-to-exceed \$121,526.

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

Ayes: Commissioners Carson, Tan, Truedson, Trombetta, and President Knitter

Nays: None

12. NEW BUSINESS

- a. Resolution 18-1222: A Resolution for the Approval of a Real Estate Sales Contract for Real Property Commonly Known as "McDonalds Soccer Fields." (**Requires Waiving the Board Rules to Approve at this meeting.)

Motion: Commissioner Truedson made a motion, seconded by Commissioner Trombetta, to waive the Board Rules to approve at this meeting, Resolution 18-1222: A Resolution for the Approval of a Real Estate Sales Contract for Real Property Commonly Known As "McDonalds Soccer Fields."

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

Ayes: Commissioners Carson, Tan, Truedson, Trombetta, and President Knitter

Nays: None

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan, to approve Resolution 18-1222: A Resolution for the Approval of Real Estate Sales Contract for Real Property Commonly Known As "McDonalds Soccer Fields."

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

Ayes: Commissioners Carson, Tan, Truedson, Trombetta, and President Knitter

Nays: None

The Board thanked the residents and staff for their hard work in making this happen.

- b. Ordinance 18-1223: An Ordinance providing for the issue of not to exceed \$17,900,000 General Obligation Park Bonds, Series 2019, for the purpose of purchasing and improving the approximately 34 acres commonly known as the "McDonald's Soccer Fields," located north of the District's Central Park and between Kingery Highway (Route 83), Kensington Road and Jorie Boulevard, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof (**Requires Waiving the Board Rules to Approve at this meeting.)

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Truedson, to waive the Board Rules to approve at this meeting: Ordinance 18-1223: An Ordinance providing for the issue of bonds not to exceed \$17,900,000 General Obligation Park Bonds, Series 2019, for the purpose of purchasing and improving the approximately 34 acres commonly known as the "McDonald's Soccer Fields," located north of the District's Central Park and between Kingery Highway (Route 893), Kensington Road and Jorie Boulevard, providing for the levy of a direct annual tax sufficient to pay principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof.

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

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

Motion: Commissioner Truedson made a motion, seconded by Commissioner Trombetta, to approve Ordinance 18-1223: An Ordinance providing for the issue of not to exceed \$17,900,000 General Obligation Park Bonds, Series 2019, for the purpose of purchasing and improving the approximately 34 acres commonly known as the "McDonald's Soccer Fields," located north of the District's Central Park and between Kingery Highway (Route 893), Kensington Road and Jorie Boulevard, providing for the levy of a direct annual tax sufficient to pay principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof.

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

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

- c. Agreement with Chapman & Cutler, LLP for Bond Counsel and Disclosure Counsel Services (**Requires Waiving the Board Rules to Approve at this meeting.)

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan, to waive the Board Rules to approve at this meeting the agreement with Chapman and Cutler, LLP for Bond Counsel and Disclosure Counsel Services.

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

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

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan, to approve the agreement with Chapman and Cutler, LLP for Bond Counsel and Disclosure Counsel Services.

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

Ayes: Commissioners Carson, Tan, Truedson, Trombetta, and President Knitter

Nays: None

d. Aquatic Facility Coordinator

David Thommes presented this matter for review and discussion only.

Mr. Thommes said this would be a full-time position that would oversee day-to-day operations at the B&T pool and would assist at the Family Recreation Center pool for the balance of the year.

There were no questions or comments regarding this matter.

e. Conservation Easement Amendment for the Dean Nature Sanctuary

Laure Kosey presented this issue for review and discussion only. She said the Hinsdale Fire Department, through FEMA, is requesting to create another emergency access road to the Graue Mill Condominium complex. This access road would only be used when there is flooding and a need for evacuations and would run through an easement of the Dean Nature Sanctuary. Ms. Kosey said they assured her that this access road would only be used for an emergency and would be hidden with artificial turf. Keys to open the access gate would be held by the Hinsdale and Oak Brook Fire Departments and by the Park District.

President Knitter said the Park District should be compensated.

Ms. Kosey said she will further explore this issue and will have more detailed information at the January meeting.

f. Amendment: Safety Manual Chapter 10, Confined Space Program

This issue was presented for review and discussion only.

Commissioner Trombetta questioned the need for this policy.

Mr. Adams said it is important to have this policy updated and in place to offer staff clear guidelines.

There was no further discussion regarding this matter.

13. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON January 21, 2019, 6:30 p.m.

President Knitter announced the next Regular Meeting of The Oak Brook Park District Board of Park Commissioners will be held on January 21, 2019, at 6:30 p.m.

14. ADJOURNMENT

Motion: Commissioner Trombetta made a motion seconded by Commissioner Truedson, to adjourn the regular meeting at the hour of p.m. 7:33 p.m.

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

Laure L. Kosey, Executive Director

Oak Brook Park District
General Fund Revenue and Expenditure Summary - Unaudited
Fiscal Year-to-Date Activity through December 31, 2018 and 2017
66.67% completed (8 out of 12 months)

	Fiscal Year 2018/2019- Highlighted items reflect more than 8.33% variance						Highlighted items reflect more than 10% change		
	Original Annual Budget	December 2018 Actual	Year-To-Date Actual	Year-To-Date Encumbered	Year-To-Date Actual + Encumbered	Y-T-D Actual, as a % of Original Annual Budget	Fiscal Year 2017/2018 Year-To-Date Actual	2018/2019 Y-T-D Actual Higher/ (Lower) than 2017/2018 Y-T-D	Percent Change
REVENUES									
Administration	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ 1,569,127	\$ (1,569,127)	-100.0%
Finance									
Property Taxes	1,305,765	12,977	1,378,658	-	1,378,658	105.6%	-	1,378,658	N/A
Personal Prop. Repl. Taxes	84,012	3,215	51,008	-	51,008	60.7%	-	51,008	N/A
Investment Income	11,000	970	7,757	-	7,757	70.5%	-	7,757	N/A
Other	3,000	3,077	13,362	-	13,362	445.4%	-	13,362	N/A
Central Park	97,000	1,915	90,869	-	90,869	93.7%	95,655	(4,786)	-5.0%
Dean Property	-	-	-	-	-	N/A	2,250	(2,250)	N/A
Building-Recreation Center	978,204	40,232	525,692	-	525,692	53.7%	521,848	3,844	0.7%
Central Park West	80,625	5,219	58,525	-	58,525	72.6%	55,378	3,147	5.7%
TOTAL REVENUES	\$ 2,559,606	\$ 67,605	\$ 2,125,872	\$ -	\$ 2,125,872	83.1%	\$ 2,244,259	\$ (118,387)	-5.3%
EXPENDITURES									
Administration	\$ 436,174	\$ 29,822	\$ 275,916	\$ 3,289	\$ 279,205	63.3%	\$ 519,469	\$ (243,553)	-46.9%
Finance	494,615	29,444	258,976	7,269	266,244	52.4%	-	258,976	N/A
Central Park	605,602	34,989	366,943	23,903	390,847	60.6%	381,194	(14,251)	-3.7%
Saddlebrook Park	30,262	-	14,602	1,897	16,499	48.3%	11,116	3,486	31.4%
Forest Glen Park	27,961	146	19,438	2,204	21,642	69.5%	17,632	1,806	10.2%
Chillem Park	9,621	-	4,645	552	5,197	48.3%	5,628	(983)	-17.5%
Dean Property	10,641	200	4,327	3,136	7,463	40.7%	10,345	(6,018)	-58.2%
Professional Services	62,200	7,315	31,344	1,233	32,577	50.4%	16,728	14,617	87.4%
Contracts- Maint. DNS	27,000	6,151	5,451	-	5,451	20.2%	8,618	(3,167)	-36.7%
Building-Recreation Center	923,174	62,706	541,038	47,529	588,566	58.6%	523,066	17,972	3.4%
Central Park West	63,066	3,870	23,715	2,603	26,318	37.6%	22,838	877	3.8%
TOTAL EXPENDITURES	\$ 2,690,316	\$ 174,644	\$ 1,546,395	\$ 93,615	\$ 1,640,010	57.5%	\$ 1,516,633	\$ 29,761	2.0%
TRANSFERS OUT	\$ 150,000	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	N/A
TOTAL EXPENDITURES AND TRANSFERS OUT	\$ 2,840,316	\$ 174,644	\$ 1,546,395	\$ 93,615	\$ 1,640,010	54.4%	\$ 1,516,633	\$ 29,761	2.0%
REVENUES OVER (UNDER) EXPENDITURES AND TRANSFERS OUT	\$ (280,710)	\$ (107,039)	\$ 579,477	\$ (93,615)	\$ 485,862	-206.4%	\$ 727,625	\$ (148,148)	-20.4%

Note> Fiscal year 2018/2019 highlighted items reflect a variance of one month or greater (i.e. +/- 8.33%). When comparing current fiscal year to prior fiscal year, highlighted items reflect a variance of +/-10.00% or greater.

Oak Brook Park District
Recreation Fund Revenue and Expenditure Summary - Unaudited
Fiscal Year-to-Date Activity through December 31, 2018 and 2017
66.67% completed (8 out of 12 months)

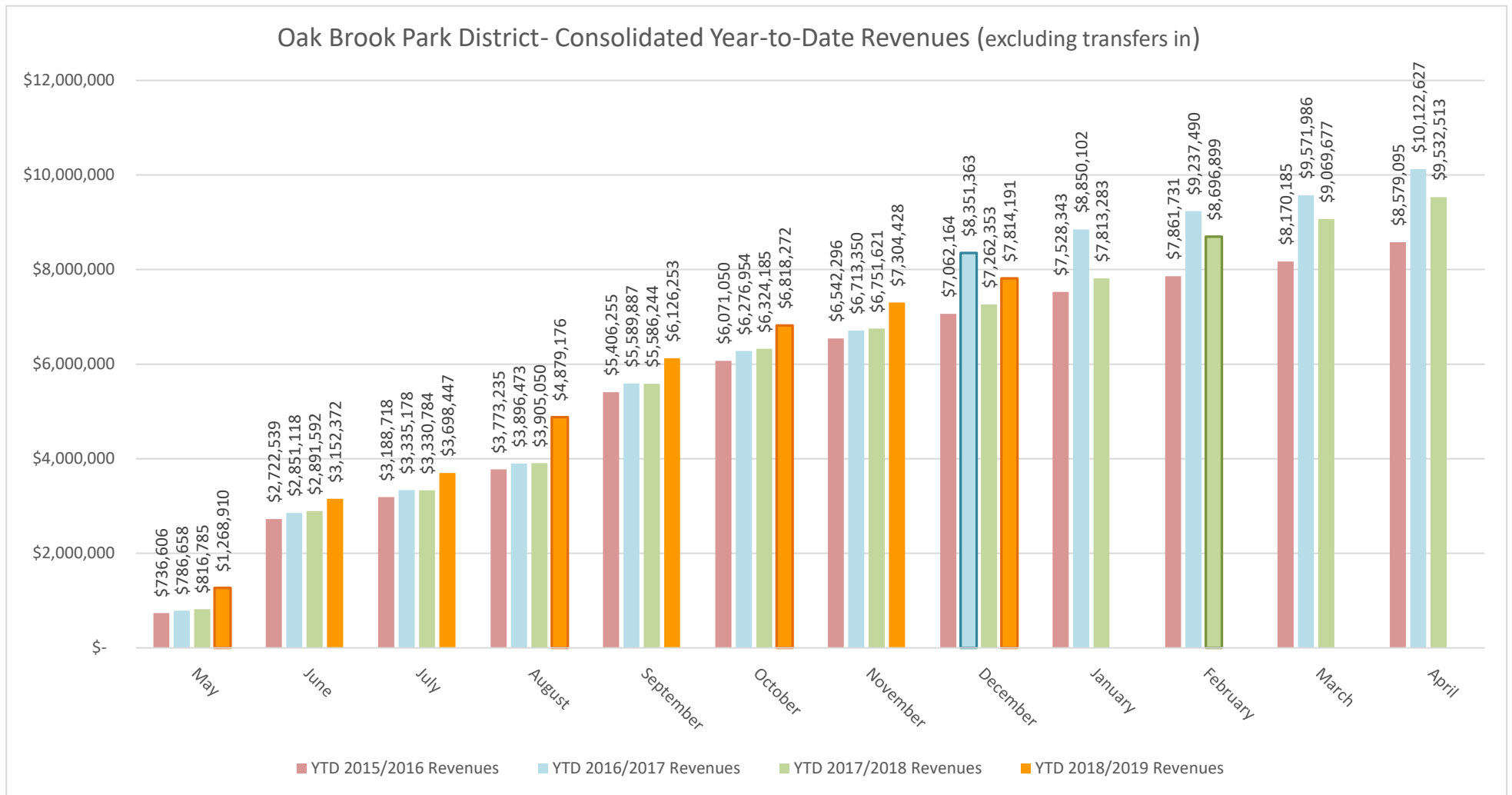
	Fiscal Year 2018/2019- Highlighted items reflect more than 8.33% variance						Highlighted items reflect more than 10% change		
	Original Annual Budget	December 2018 Actual	Year-To-Date Actual	Year-To-Date Encumbered	Year-To-Date Actual + Encumbered	Y-T-D Actual, as a % of Original Annual Budget	Fiscal Year 2017/2018 Year-To-Date Actual	2018/2019 Y-T-D Actual Higher/ (Lower) than 2017/2018 Y-T-D	Percent Change
REVENUES									
Administration									
Property Taxes	\$ 900,000	\$ 8,382	\$ 890,498	\$ -	\$ 890,498	98.9%	\$ 879,491	\$ 11,007	1.3%
Personal Prop. Repl. Taxes	26,448	1,012	16,058	-	16,058	60.7%	17,703	(1,645)	-9.3%
Investment Income	12,000	1,021	10,152	-	10,152	84.6%	10,112	40	0.4%
Other	3,000	110	30,862	-	30,862	1028.7%	1,095	29,767	2718.4%
Fitness Center	857,121	77,435	562,250	-	562,250	65.6%	554,104	8,145	1.5%
Aquatic Center	485,062	26,571	330,472	-	330,472	68.1%	298,983	31,489	10.5%
Aquatic Recreation Prog.	574,212	80,143	419,072	-	419,072	73.0%	406,296	12,776	3.1%
Children's Programs	90,890	11,561	91,932	-	91,932	101.1%	82,549	9,383	11.4%
Preschool Programs	313,993	32,979	166,207	-	166,207	52.9%	197,305	(31,098)	-15.8%
Youth Programs	182,733	4,974	178,700	-	178,700	97.8%	173,658	5,043	2.9%
Adult Programs	52,490	4,169	39,910	-	39,910	76.0%	42,760	(2,850)	-6.7%
Pioneer Programs	84,500	7,877	58,719	-	58,719	69.5%	64,238	(5,519)	-8.6%
Special Events and Trips	87,715	10,870	86,350	-	86,350	98.4%	74,643	11,707	15.7%
Marketing	24,000	600	24,300	-	24,300	101.3%	100,775	(76,475)	-75.9%
TOTAL REVENUES	\$ 3,694,164	\$ 267,705	\$ 2,905,482	\$ -	\$ 2,905,482	78.7%	\$ 2,903,713	\$ 1,770	0.1%
EXPENDITURES									
Administration	\$ 952,031	\$ 44,596	\$ 438,006	\$ 37,755	\$ 475,760	46.0%	\$ 421,025	\$ 16,981	4.0%
Fitness Center	687,190	37,616	391,312	28,141	419,453	56.9%	390,607	705	0.2%
Aquatic Center	806,398	43,174	454,938	58,361	513,299	56.4%	463,638	(8,701)	-1.9%
Aquatic Recreation Prog.	297,857	14,844	159,399	10,657	170,056	53.5%	156,484	2,915	1.9%
Children's Programs	77,825	2,990	42,452	5,960	48,412	54.5%	35,855	6,597	18.4%
Preschool Programs	245,478	16,002	120,364	803	196,038	49.0%	125,726	(5,363)	-4.3%
Youth Programs	142,630	2,895	93,193	2,728	95,922	65.3%	92,936	257	0.3%
Adult Programs	46,469	2,529	25,179	8,916	34,095	54.2%	26,808	(1,629)	-6.1%
Pioneer Programs	82,230	176	39,328	8,486	47,814	47.8%	57,788	(18,460)	-31.9%
Special Events and Trips	87,340	1,881	60,154	7,193	67,347	68.9%	62,986	(2,832)	-4.5%
Marketing	337,410	25,924	192,038	27,684	219,722	56.9%	175,029	17,009	9.7%
Capital Outlay	375,000	43,540	283,565	-	283,565	75.6%	137,761	145,804	105.8%
TOTAL EXPENDITURES	\$ 4,137,858	\$ 236,167	\$ 2,299,927	\$ 196,684	\$ 2,496,612	55.6%	\$ 2,146,644	\$ 153,283	7.1%
REVENUES OVER (UNDER) EXPENDITURES	\$ (443,694)	\$ 31,538	\$ 605,555	\$ (196,684)	\$ 408,871	-136.5%	\$ 757,068	\$ (151,513)	-20.0%

Note> Fiscal year 2018/2019 highlighted items reflect a variance of one month or greater (i.e. +/- 8.33%). When comparing current fiscal year to prior fiscal year, highlighted items reflect a variance of +/-10.00% or greater.

Oak Brook Park District
Tennis Center (Recreational Facilities Fund) Revenue and Expense Summary - Unaudited
Fiscal Year-to-Date Activity through December 31, 2018 and 2017
66.67% completed (8 out of 12 months)

	Fiscal Year 2018/2019- Highlighted items reflect more than 8.33% variance							Highlighted items reflect more than 10% change		
	Original Annual Budget	December 2018 Actual	Year-To-Date Actual	Year-To-Date Encumbered	Year-To-Date Actual + Encumbered	Y-T-D Actual, as a % of Original Annual Budget		Fiscal Year 2017/2018 Year-To-Date Actual	2018/2019 Y-T-D Actual Higher/ (Lower) than 2017/2018 Y-T-D	Percent Change
<u>REVENUES</u>										
Administration	\$ 6,500	\$ 2,362	\$ 11,273	\$ -	\$ 11,273	173.4%		\$ 4,835	\$ 6,437	133.1%
Building- Racquet Club	1,000	-	-	-	-	0.0%		550	(550)	-100.0%
Programs- Racquet Club	1,543,700	159,499	1,432,027	-	1,432,027	92.8%		1,169,054	262,973	22.5%
TOTAL REVENUES	\$ 1,551,200	\$ 161,860	\$ 1,443,300	\$ -	\$ 1,443,300	93.0%		\$ 1,174,439	\$ 268,860	22.9%
<u>EXPENSES</u>										
Administration	\$ 688,492	\$ 38,710	\$ 360,503	\$ 6,740	\$ 367,243	52.4%		\$ 350,574	\$ 9,929	2.8%
Building- Racquet Club	357,077	23,285	180,867	50,314	231,180	50.7%		145,922	34,945	23.9%
Programs- Racquet Club	624,873	49,728	379,265	168	379,432	60.7%		310,955	68,310	22.0%
Capital Outlay	225,000	(7,500)	142,802	-	142,802	63.5%		375,982	(233,180)	-62.0%
TOTAL EXPENSES	\$ 1,895,442	\$ 104,223	\$ 1,063,436	\$ 57,221	\$ 1,120,657	56.1%		\$ 1,183,433	\$ (119,997)	-10.1%
REVENUES OVER (UNDER) EXPENSES	\$ (344,242)	\$ 57,637	\$ 379,864	\$ (57,221)	\$ 322,642	-110.3%		\$ (8,994)	\$ 388,858	-4323.5%

Note> Fiscal year 2018/2019 highlighted items reflect a variance of one month or greater (i.e. +/- 8.33%). When comparing current fiscal year to prior fiscal year, highlighted items reflect a variance of +/-10.00% or greater.



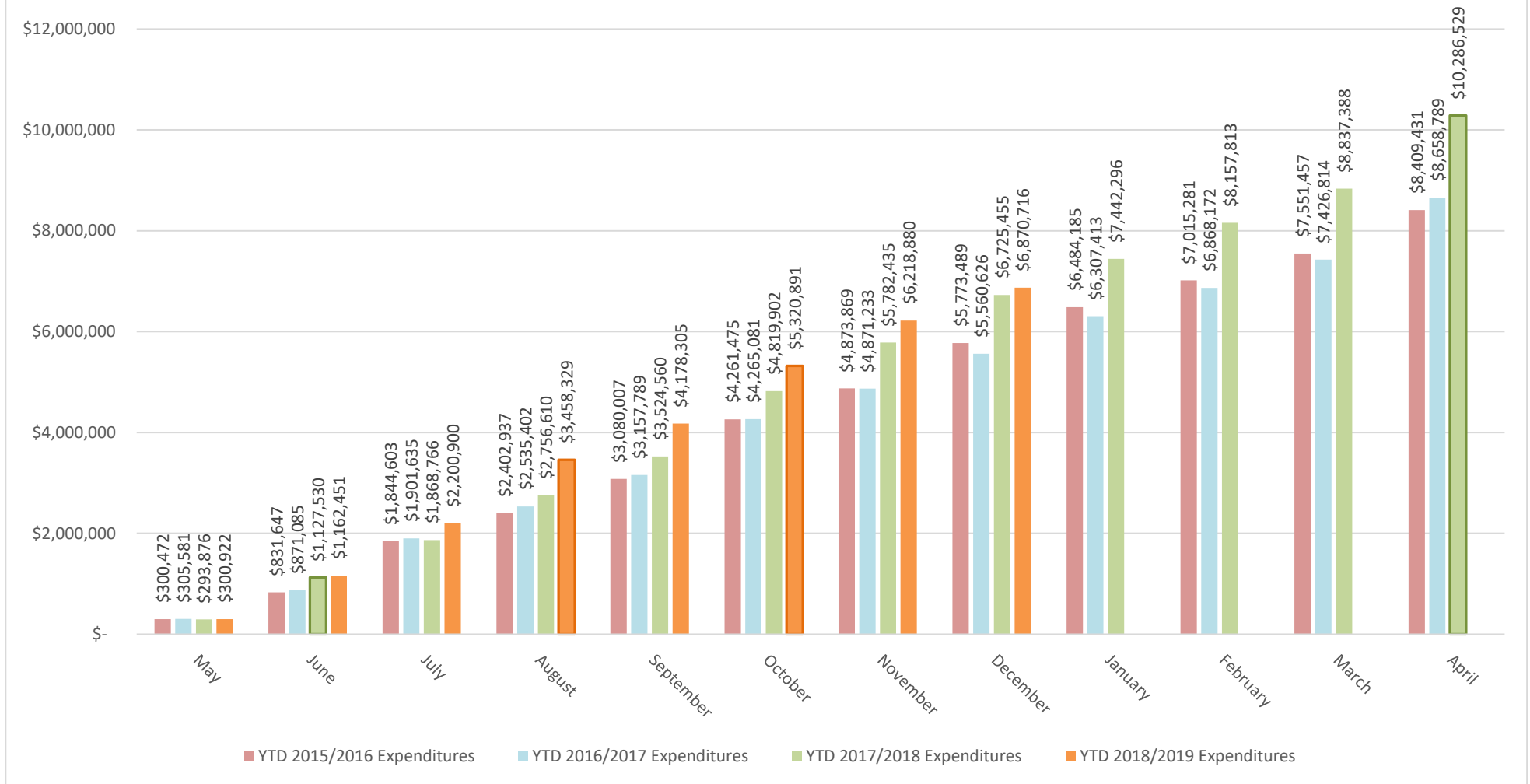
NOTES

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

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

2018/2019: Historically, we have received the largest portions of our property taxes in June and September. In FY 2018/2019 we received approximately \$418,000 in property taxes in May and another \$522,000 in August; a month earlier than usual. In addition, this fiscal year is benefitting from approximately \$213,000 in new revenues related to our management of the Village's aquatic center. Tennis group lesson revenue is also significantly higher than prior year.

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

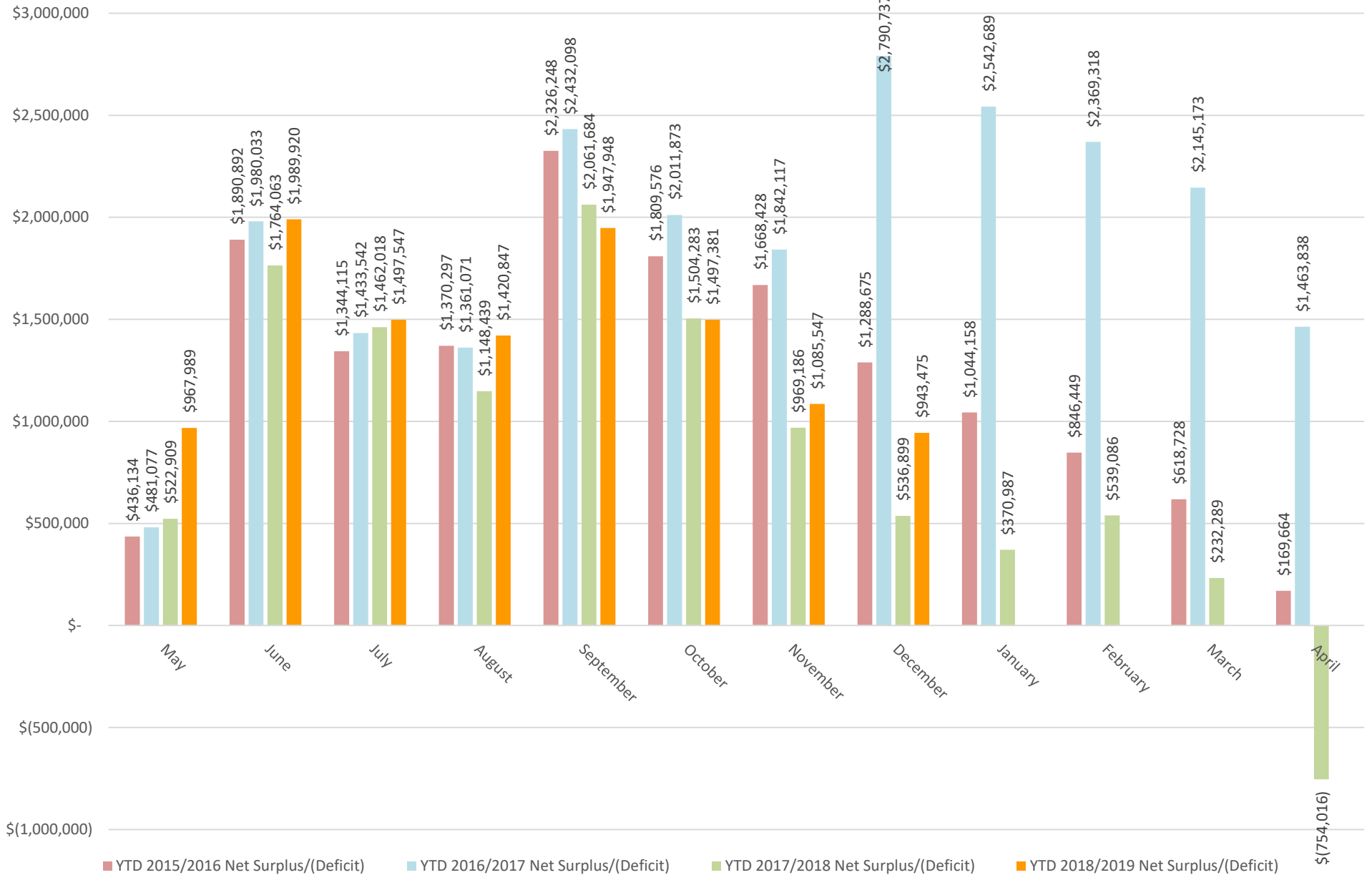


NOTES

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

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

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





OAK BROOK PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT
DECEMBER, 2018

FUND NAME	CURRENT MONTH ACTUAL	Y-T-D ACTUAL	ANNUAL BUDGET
GENERAL CORPORATE FUND			
REVENUE	\$ 67,605	\$ 2,125,872	\$ 2,559,606
EXPENSES	\$ 174,644	\$ 1,546,395	\$ 2,840,316
SURPLUS/(DEFICIT)	\$ (107,039)	\$ 579,478	\$ (280,710)
RECREATION FUND			
REVENUE	\$ 267,705	\$ 2,905,482	\$ 3,694,164
EXPENSES	\$ 236,167	\$ 2,299,927	\$ 4,137,858
SURPLUS/(DEFICIT)	\$ 31,538	\$ 605,556	\$ (443,694)
IMRF FUND			
REVENUE	\$ 2,502	\$ 178,953	\$ 189,312
EXPENSES	\$ 12,543	\$ 135,183	\$ 205,000
SURPLUS/(DEFICIT)	\$ (10,041)	\$ 43,770	\$ (15,688)
LIABILITY INSURANCE FUND			
REVENUE	\$ 2,420	\$ 232,675	\$ 236,563
EXPENSES	\$ 2,723	\$ 87,953	\$ 161,836
SURPLUS/(DEFICIT)	\$ (303)	\$ 144,722	\$ 74,727
AUDIT FUND			
REVENUE	\$ 19	\$ 155	\$ 201
EXPENSES	\$ -	\$ 13,013	\$ 13,263
SURPLUS/(DEFICIT)	\$ 19	\$ (12,857)	\$ (13,062)
DEBT SERVICE FUND			
REVENUE	\$ 29,540	\$ 338,317	\$ 412,409
EXPENSES	\$ -	\$ 342,730	\$ 411,999
SURPLUS/(DEFICIT)	\$ 29,540	\$ (4,413)	\$ 410



OAK BROOK PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT
DECEMBER, 2018

FUND NAME	CURRENT MONTH ACTUAL	Y-T-D ACTUAL	ANNUAL BUDGET
RECREATIONAL FACILITIES FUND (TENNIS CENTER)			
REVENUE	\$ 161,860	\$ 1,443,300	\$ 1,551,200
EXPENSES	\$ 104,223	\$ 1,063,436	\$ 1,895,442
SURPLUS/(DEFICIT)	\$ 57,637	\$ 379,864	\$ (344,242)
SPORTS CORE FUND			
REVENUE	\$ -	\$ 213,191	\$ 265,000
EXPENSES	\$ 37	\$ 223,390	\$ 265,000
SURPLUS/(DEFICIT)	\$ (37)	\$ (10,199)	\$ -
SPECIAL RECREATION FUND			
REVENUE	\$ 1,209	\$ 127,485	\$ 144,155
EXPENSES	\$ 3,314	\$ 46,327	\$ 129,200
SURPLUS/(DEFICIT)	\$ (2,106)	\$ 81,158	\$ 14,955
CAPITAL PROJECT FUND			
REVENUE	\$ 463	\$ 13,711	\$ 686,500
EXPENSES	\$ 80,432	\$ 963,571	\$ 1,289,806
SURPLUS/(DEFICIT)	\$ (79,969)	\$ (949,860)	\$ (603,306)
SOCIAL SECURITY FUND			
REVENUE	\$ 3,014	\$ 261,624	\$ 271,133
EXPENSES	\$ 17,522	\$ 175,364	\$ 253,000
SURPLUS/(DEFICIT)	\$ (14,508)	\$ 86,259	\$ 18,133
SUMMARY			
REVENUE	\$ 536,337	\$ 7,840,765	\$ 10,010,243
EXPENSES	\$ 631,604	\$ 6,897,290	\$ 11,602,720
SURPLUS/(DEFICIT)	\$ (95,266)	\$ 943,475	\$ (1,592,477)

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OAK BROOK PARK DISTRICT		
CONSOLIDATED AGENCY TREASURER'S REPORT		
DECEMBER, 2018		
		CONSOLIDATED
		TOTALS
REVENUES		
	Property Taxes	\$ 37,514
	Back Taxes	-
	Replacement Taxes	-
	Recreation Program Fees	231,578
	Rec/Fitness Center Fees	77,435
	Rec/Aquatic Center Fees	105,665
	Sports Core - Bath & Tennis	-
	FRC/Building Rental Fees	19,506
	Theme Party Rental Fees	985
	Recreation Center Fees	19,699
	CPW Building Rentals	5,219
	Field Rentals	1,915
	Interest	4,492
	Debt Certificate Proceeds	-
	Transfers	26,575
	Donations	-
	Sponsorship	950
	Miscellaneous	4,805
TOTAL- REVENUES		\$ 536,337
DISBURSEMENTS		
	Warrant No.618	\$ 335,488
	December Payroll	296,116
TOTAL DISBURSEMENTS		\$ 631,604

**Oak Brook Park District
Consolidated Agency Balance Sheet
as of December 31, 2018**

	<u>ASSETS</u>	
		Consolidated Totals
Current Assets		
Cash and Investments	\$ 6,202,410	
Receivables - Net of Allowances	-	
Property Taxes	3,351,979	
Accounts	313,597	
Due from Other Funds	391	
Prepays	275	
Inventories	15,238	
Total Current Assets	<u>\$ 9,883,889</u>	
Noncurrent Assets		
Capital Assets		
Nondepreciable	40,475	
Construction in Process	-	
Depreciable	4,608,995	
Accumulated Depreciation	<u>(3,051,661)</u>	
Total Noncurrent Assets	1,597,809	
Total Assets	11,481,698	
	DEFERRED OUTFLOWS OF RESOURCES	
Deferred Items-IMRF	<u>96,253</u>	
Total Assets and Deferred outflows of Resources	<u>11,577,951</u>	
	<u>LIABILITIES</u>	
Accounts Payable	16,820	
Accrued Payroll	11,395	
Other Payables	692,822	
Due To Other Funds	-	
Compensated Absences Payable	<u>-</u>	
Total Liabilities	721,037	
Noncurrent Liabilities		
Compensated Absences Payable	11,310	
Net Pension Liability - IMRF	<u>21,014</u>	
Total Noncurrent Liabilities	32,324	
Total Liabilities	753,361	
	DEFERRED INFLOWS OF RESOURCES	
Deferred Items - IMRF	182,013	
Property Taxes	<u>3,351,979</u>	
Total Liabilities and Deferred Inflows of Resources	<u>4,287,352</u>	
	<u>FUND BALANCES</u>	
Net Investment in Capital Assets	1,597,808	
Nonspendable	275	
Restricted	593,979	
Committed	2,604,694	
Unassigned	<u>2,493,844</u>	
Total Fund Balances	<u>7,290,599</u>	
Total Liabilities, Deferred Inflows of Resources and Fund Balances	<u>\$ 11,577,951</u>	

[illegible]



Oak Brook Park District
Capital Expenditures
As of December 31, 2018

DESCRIPTION	VENDOR	DB/CR	CAPITAL ASSET REPLACEMENT	FACILITY/PARK IMPROVEMENTS
Shade Structure for CP Playground	Parkreation, Inc	\$ 23,331.00	\$ -	\$ 23,331.00
Central Park Improvement - Landscaping	Allied Landscaping Corp	133,884.00		133,884.00
Central Park Improvement - Excavation & Site Utilities	Clauss Brothers	237,415.47		237,415.47
Central Park Improvement - Grading of Sled Hill	Lee Werner Excavating	9,885.00		9,885.00
Central Park Improvement - Playground Equipment Pkg 6	The Kenneth Company	253,099.00		253,099.00
Gabian Wier Bid Documents	Manhard Consulting	3,094.30		3,094.30
Legal Fees	Robbins Schwartz	1,653.00		1,653.00
Trees for Central Park Improvement	Hinsdale Nurseries	7,724.00		7,724.00
Central Park Improvements Mgmt Services	Wight and Company	88,440.00		88,440.00
Central Park Improvements	Wight and Company	19,915.00		19,915.00
Central Park Improvements - Fencing	Peerless Enterprise	43,200.00		43,200.00
Central Park Improvements - Electrical Outlet Install	Barton Electric Inc.	4,790.00		4,790.00
Central Park Improvements	Dawson's Tree Service	530.00		530.00
Court Resurfacing	Construction By Camco	9,425.00		9,425.00
Parking Lot Cameras	Construction By Camco	2,175.00		2,175.00
Paver Installation ->Playground Parking	LPS Paving Company	74,970.00		74,970.00
Ballfield Lighting	Musco Lighting	86,975.10		86,975.10
Ballfield Light Measurement	Hugh Lighting	968.75		968.75
Locker Room Mirrors	House of Glass	1,004.00		1,004.00
Countertop Men's Locker Room	Premiere Woodworking Concepts	2,150.00		2,150.00
Exhaust Return Grates Locker Room	Air Products Equipment	200.00		200.00
Directional Borings - Central Park	Richmond Electric Co. Inc	22,400.00		22,400.00
Parking Lot Security Camera	Lucky Locators Inc	645.00		645.00
Gabian Wier Project	Nettle Creek Nursery, Inc.	115,405.09		115,405.09
Bleachers & Benches	Kay Park Rec Corp	5,815.00		5,815.00
Athletic Court Resurfacing	Perma-Seal	42,276.00		42,276.00
Axis P1447-LE Camera	SHI International	5,576.00		5,576.00
	Cyberdyne Masonry	9,477.50		9,477.50
	Airport Electric	377.13		377.13
Family Locker Room				
Capital expense allocation to 02-81 per budget.		(250,803.82)		(250,803.82)
Capital expense allocation to 07-80 per budget.		(19,000.00)		(19,000.00)
	Subtotal-Capital Improvement Fund	\$ 936,996.52	\$ -	\$ 936,996.52
Capital expense allocation to 02-81 per budget.		250,803.82		250,803.82
Cardio Fitness Equipment Payment 3 of 3	Lease Servicing Center Inc	32,760.71		32,760.71
	Subtotal-Recreation Fund Capital	\$ 283,564.53	-	\$ 283,564.53
	TOTAL BALANCE	\$ 1,220,561.05	\$ -	\$ 1,220,561.05

INVOICE REGISTER REPORT FOR OAK BROOK PARK DISTRICT

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Warrant NO. 619

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
37089	ADVANCED AUTO PARTS	12/18/2018	01/21/2019	254.24	254.24	Open	N
37090	ADVANCED AUTO PARTS	12/19/2018	01/21/2019	131.96	131.96	Open	N
37152*	AIRPORT ELECTRIC	01/09/2019	01/21/2019	28,470.68	28,470.68	Open	N
37051	ANDERSON ELEVATOR CO.	12/01/2018	01/21/2019	567.84	567.84	Open	N
37193	ANDERSON ELEVATOR CO.	01/01/2019	01/21/2019	567.84	567.84	Open	N
37052	AQUA PURE ENTERPRISES, INC.	12/10/2018	01/21/2019	1,525.47	1,525.47	Open	N
37147	BEST BUY AUTOMOTIVE EQUIPMENT	12/27/2018	01/21/2019	1,635.00	1,635.00	Open	N
37047	BRIAN PANEK	12/10/2018	01/21/2019	287.00	287.00	Open	N
37080	BUTTREY RENTAL SERVICE INC.	12/06/2018	01/21/2019	264.00	264.00	Open	N
37180	CARDMEMBER SERVICE	12/27/2018	01/21/2019	430.70	430.70	Open	N
37181	CARDMEMBER SERVICE	12/27/2018	01/21/2019	150.00	150.00	Open	N
37182	CARDMEMBER SERVICE	12/27/2018	01/21/2019	269.36	269.36	Open	N
37183	CARDMEMBER SERVICE	12/27/2018	01/21/2019	2,859.22	2,859.22	Open	N
37197	CARDMEMBER SERVICE	12/27/2018	01/21/2019	1,809.20	1,809.20	Open	N
37198	CARDMEMBER SERVICE	12/27/2018	01/21/2019	367.38	367.38	Open	N
37199	CARDMEMBER SERVICE	12/27/2018	01/21/2019	295.26	295.26	Open	N
37200	CARDMEMBER SERVICE	12/27/2018	01/21/2019	867.16	867.16	Open	N
37201	CARDMEMBER SERVICE	12/27/2018	01/21/2019	99.20	99.20	Open	N
37202*	CARDMEMBER SERVICE	12/27/2018	01/21/2019	2,975.15	2,975.15	Open	N
37203	CARDMEMBER SERVICE	12/27/2018	01/21/2019	1,239.00	1,239.00	Open	N
37204	CARDMEMBER SERVICE	12/27/2018	01/21/2019	647.78	647.78	Open	N
37205	CARDMEMBER SERVICE	12/27/2018	01/21/2019	147.51	147.51	Open	N
37206	CARDMEMBER SERVICE	12/27/2018	01/21/2019	1,150.53	1,150.53	Open	N
37207	CARDMEMBER SERVICE	12/27/2018	01/21/2019	19.89	19.89	Open	N
37208	CARDMEMBER SERVICE	12/27/2018	01/21/2019	583.36	583.36	Open	N
37209	CARDMEMBER SERVICE	12/27/2018	01/21/2019	1,483.76	1,483.76	Open	N
37210	CARDMEMBER SERVICE	12/27/2018	01/21/2019	26.66	26.66	Open	N
37211	CARDMEMBER SERVICE	12/27/2018	01/21/2019	1,517.42	1,517.42	Open	N
37212	CARDMEMBER SERVICE	12/27/2018	01/21/2019	1,003.57	1,003.57	Open	N
37213	CARDMEMBER SERVICE	12/27/2018	01/21/2019	1,629.96	1,629.96	Open	N
37214	CARDMEMBER SERVICE	12/27/2018	01/21/2019	1,089.86	1,089.86	Open	N
37215	CARDMEMBER SERVICE	12/27/2018	01/21/2019	1,904.13	1,904.13	Open	N
37144	CLAUSS BROTHERS INC.	10/05/2018	01/21/2019	7,821.50	7,821.50	Open	N
37094	COM ED	01/02/2019	01/21/2019	34.89	34.89	Open	N
37050	COMCAST	12/01/2018	01/21/2019	589.09	589.09	Open	N
37109	COMMERICAL SPECIALITIES	11/30/2018	01/21/2019	178.00	178.00	Open	N
37125	DAILY HERALD	12/06/2018	01/21/2019	257.60	257.60	Open	N
37068	DIRECT ENERGY BUSINESS	12/12/2018	01/21/2019	7,174.35	7,174.35	Open	N
37069	DIRECT ENERGY BUSINESS	12/12/2018	01/21/2019	927.48	927.48	Open	N
37111	DREISILKER ELECTRIC MOTORS INC	12/05/2018	01/21/2019	33.52	33.52	Open	N
37112	DREISILKER ELECTRIC MOTORS INC	12/17/2018	01/21/2019	155.80	155.80	Open	N
37159	DU PAGE CONVENTION & VISITORS	12/10/2018	01/21/2019	250.00	250.00	Open	N
37091	DUPAGE SECURITY SOLUTIONS INC.	12/20/2018	01/21/2019	129.84	129.84	Open	N
37071	EBEL'S ACE HARDWARE #8313	12/19/2018	01/21/2019	4.13	4.13	Open	N
37113	EBEL'S ACE HARDWARE #8313	01/02/2019	01/21/2019	17.98	17.98	Open	N
37114	EBEL'S ACE HARDWARE #8313	01/04/2019	01/21/2019	4.13	4.13	Open	N
37115	EBEL'S ACE HARDWARE #8313	12/10/2018	01/21/2019	23.69	23.69	Open	N

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Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
37118	EBEL'S ACE HARDWARE #8313	01/04/2019	01/21/2019	50.36	50.36	Open	N
37119	EBEL'S ACE HARDWARE #8313	10/05/2018	01/21/2019	22.57	22.57	Open	N
37179	EBEL'S ACE HARDWARE #8313	12/31/2018	01/21/2019	3.23	3.23	Open	N
37096	ENVISION HEALTHCARE INC	01/01/2019	01/21/2019	36.00	36.00	Open	N
37108	FED EX	12/15/2018	01/21/2019	85.82	85.82	Open	N
37049	FIRST COMMUNICATION LLC	12/01/2018	01/21/2019	976.28	976.28	Open	N
37154	FIRST COMMUNICATION LLC	01/01/2019	01/21/2019	1,003.02	1,003.02	Open	N
37081	FITNESS EQUIPMENT SERVICES	07/21/2018	01/21/2019	38.00	38.00	Open	N
37082	FITNESS EQUIPMENT SERVICES	05/01/2018	01/21/2019	82.00	82.00	Open	N
37062	FLAGG CREEK WATER RECLAMATION	12/26/2018	01/21/2019	1,543.38	1,543.38	Open	N
37063	FLAGG CREEK WATER RECLAMATION	12/26/2018	01/21/2019	19.05	19.05	Open	N
37064	FLAGG CREEK WATER RECLAMATION	12/26/2018	01/21/2019	24.45	24.45	Open	N
37065	FLAGG CREEK WATER RECLAMATION	12/26/2018	01/21/2019	98.62	98.62	Open	N
37054	FLUID RUNNING LLC	12/17/2018	01/21/2019	9,857.25	9,857.25	Open	N
37058	FULLIFE SAFETY CENTER	12/10/2018	01/21/2019	836.34	836.34	Open	N
37120	GEORGELO PIZZA - CHICAGO, INC.	11/14/2018	01/21/2019	187.50	187.50	Open	N
37171	GREENBERG FARROW ARCHITECTURE INC	12/24/2018	01/21/2019	910.00	910.00	Open	N
37190	GREENBERG FARROW ARCHITECTURE INC	12/24/2018	01/21/2019	1,043.98	1,043.98	Open	N
37045	HAGG PRESS	11/16/2018	01/21/2019	1,013.00	1,013.00	Open	N
37061	HAGG PRESS	12/20/2018	01/21/2019	2,158.00	2,158.00	Open	N
37173	HI TOUCH BUSINESS SERVICES	10/11/2018	01/21/2019	102.08	102.08	Open	N
37174	HI TOUCH BUSINESS SERVICES	10/11/2018	01/21/2019	(37.68)	(37.68)	Open	N
37175	HI TOUCH BUSINESS SERVICES	12/11/2018	01/21/2019	213.58	213.58	Open	N
37176	HI TOUCH BUSINESS SERVICES	12/20/2018	01/21/2019	181.30	181.30	Open	N
37177	HI TOUCH BUSINESS SERVICES	01/04/2019	01/21/2019	274.41	274.41	Open	N
37178	HI TOUCH BUSINESS SERVICES	01/09/2019	01/21/2019	169.37	169.37	Open	N
37196	HI TOUCH BUSINESS SERVICES	12/19/2018	01/21/2019	14.27	14.27	Open	N
37162	HOME DEPOT CREDIT SERVICES	12/06/2018	01/21/2019	138.55	138.55	Open	N
37163	HOME DEPOT CREDIT SERVICES	12/11/2018	01/21/2019	58.51	58.51	Open	N
37164	HOME DEPOT CREDIT SERVICES	12/12/2018	01/21/2019	107.72	107.72	Open	N
37165	HOME DEPOT CREDIT SERVICES	12/05/2018	01/21/2019	41.66	41.66	Open	N
37166	HOME DEPOT CREDIT SERVICES	12/17/2018	01/21/2019	33.95	33.95	Open	N
37167	HOME DEPOT CREDIT SERVICES	12/11/2018	01/21/2019	83.56	83.56	Open	N
37040	HP PRODUCTS	12/05/2018	01/21/2019	1,036.40	1,036.40	Open	N
37056	HP PRODUCTS	11/28/2018	01/21/2019	1,420.12	1,420.12	Open	N
37057	HP PRODUCTS	10/05/2018	01/21/2019	1,208.41	1,208.41	Open	N
37137	HP PRODUCTS	12/14/2018	01/21/2019	2,163.02	2,163.02	Open	N
37138	HP PRODUCTS	12/19/2018	01/21/2019	370.35	370.35	Open	N
37139	HP PRODUCTS	12/12/2018	01/21/2019	143.12	143.12	Open	N
37140	HP PRODUCTS	12/18/2018	01/21/2019	22.42	22.42	Open	N
37141	HP PRODUCTS	09/18/2018	01/21/2019	165.24	165.24	Open	N
37142	HP PRODUCTS	09/18/2018	01/21/2019	206.55	206.55	Open	N
37143	HP PRODUCTS	10/24/2018	01/21/2019	143.84	143.84	Open	N
37172	HP PRODUCTS	11/27/2018	01/21/2019	(232.10)	(232.10)	Open	N
37191	HP PRODUCTS	11/30/2018	01/21/2019	721.68	721.68	Open	N
37192	HP PRODUCTS	12/28/2018	01/21/2019	961.42	961.42	Open	N
37169	HUGH LIGHTING DESIGN LLC	01/06/2019	01/21/2019	1,200.00	1,200.00	Open	N

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Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
37168	ILLINOIS ASSOCIATION OF PARK	12/12/2018	01/21/2019	6,944.17	6,944.17	Open	N
37055	INDUSTRIAL ELECTRIC	10/30/2018	01/21/2019	1,055.00	1,055.00	Open	N
37086	INDUSTRIAL ELECTRIC	11/28/2018	01/21/2019	37.38	37.38	Open	N
37121	INDUSTRIAL ELECTRIC	08/03/2018	01/21/2019	136.74	136.74	Open	N
37146	J.B METAL WORKS INC	10/30/2018	01/21/2019	1,065.00	1,065.00	Open	N
37097	JAMES LEZATTE	01/01/2019	01/21/2019	342.00	342.00	Open	N
37053	JONES TRAVEL	11/28/2018	01/21/2019	834.00	834.00	Open	N
37123	JONES TRAVEL	01/02/2019	01/21/2019	825.00	825.00	Open	N
37124	JONES TRAVEL	01/02/2019	01/21/2019	834.00	834.00	Open	N
37099	KAREN SPANDIKOW	12/10/2018	01/21/2019	90.00	90.00	Open	N
37131	KEEPIPSAFE INC.	12/31/2018	01/21/2019	528.34	528.34	Open	N
37122	KIM CATRIS	12/12/2018	01/21/2019	70.00	70.00	Open	N
37116	KONICA MINOLTA BUSINESS	12/02/2018	01/21/2019	380.21	380.21	Open	N
37117	KONICA MINOLTA BUSINESS	11/30/2018	01/21/2019	32.73	32.73	Open	N
37126	KONICA MINOLTA BUSINESS	12/31/2018	01/21/2019	20.41	20.41	Open	N
37145	KONICA MINOLTA BUSINESS	01/02/2019	01/21/2019	300.63	300.63	Open	N
37153	LPS PAVEMENT COMPANY	01/09/2019	01/21/2019	8,330.00	8,330.00	Open	N
37216*	M & J ASPHALT PAVING CO. INC.	12/27/2018	01/21/2019	96,147.68	96,147.68	Open	N
37155	M&M LOCK & SAFE, LTD	12/14/2018	01/21/2019	24.50	24.50	Open	N
37161	MARI KADAR-MORGAN	09/29/2018	01/21/2019	100.00	100.00	Open	N
37160	McMASTER-CARR	01/02/2019	01/21/2019	98.17	98.17	Open	N
37101	MEDIA NUT	01/06/2019	01/21/2019	318.75	318.75	Open	N
37043	MUSCO LIGHTING	12/10/2018	01/21/2019	9,663.90	9,663.90	Open	N
37060	NEXT GENERATION	12/21/2018	01/21/2019	1,242.00	1,242.00	Open	N
37067	NEXT GENERATION	12/21/2018	01/21/2019	2,363.60	2,363.60	Open	N
37148	NEXT GENERATION	12/31/2018	01/21/2019	669.10	669.10	Open	N
37149	NEXT GENERATION	01/04/2019	01/21/2019	319.10	319.10	Open	N
37150	NEXT GENERATION	08/17/2018	01/21/2019	158.25	158.25	Open	N
37132	NICOR GAS	12/10/2018	01/21/2019	1,438.02	1,438.02	Open	N
37133	NICOR GAS	12/10/2018	01/21/2019	328.57	328.57	Open	N
37046	NORMAN J. LANDRUM	12/04/2018	01/21/2019	817.00	817.00	Open	N
37093	OAK BROOK REAL ESTATE	11/02/2018	01/21/2019	300.00	300.00	Open	N
37085	OAKBROOK TERRACE PARK DISTRICT	12/20/2018	01/21/2019	83.70	83.70	Open	N
37072	O'REILLY AUTO PARTS	11/27/2018	01/21/2019	46.73	46.73	Open	N
37130	O'REILLY AUTO PARTS	01/03/2019	01/21/2019	59.41	59.41	Open	N
37098	P.D.R.M.A.	01/01/2019	01/21/2019	150.00	150.00	Open	N
37070	PCM SALES	11/30/2018	01/21/2019	220.00	220.00	Open	N
37151	PEERLESS ENTERPRISE	08/31/2018	01/21/2019	78,326.00	78,326.00	Open	N
37156	PETTY CASH - CORPORATE ADMIN.	01/08/2019	01/21/2019	20.40	20.40	Open	N
37157	PETTY CASH-RECREATION DEPT.	01/08/2019	01/21/2019	188.17	188.17	Open	N
37102	PFEIFFER'S PEST CONTROL	12/20/2018	01/21/2019	200.00	200.00	Open	N
37189	PFEIFFER'S PEST CONTROL	01/08/2019	01/21/2019	200.00	200.00	Open	N
37100	PORTER PIPE & SUPPLY CO.	12/06/2018	01/21/2019	268.26	268.26	Open	N
37095	QUEST DIAGNOSTICS	12/26/2018	01/21/2019	202.16	202.16	Open	N
37127	REINDERS, INC.	01/02/2019	01/21/2019	182.33	182.33	Open	N
37170	ROBBINS SCHWARTZ	12/19/2018	01/21/2019	9,405.00	9,405.00	Open	N
37078	RUSSO POWER EQUIPMENT	12/10/2018	01/21/2019	229.07	229.07	Open	N

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Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
37079	RUSSO POWER EQUIPMENT	12/10/2018	01/21/2019	31.72	31.72	Open	N
37195	RUSSO POWER EQUIPMENT	12/19/2018	01/21/2019	6,103.50	6,103.50	Open	N
37087	SERVICE SANITATION, INC.	12/14/2018	01/21/2019	60.50	60.50	Open	N
37158	SHAW MEDIA	12/31/2018	01/21/2019	150.00	150.00	Open	N
37059	SMART INDUSTRY PRODUCTS	12/20/2018	01/21/2019	675.00	675.00	Open	N
37073	SOUTHWEST ELECTRIC	12/06/2018	01/21/2019	170.00	170.00	Open	N
37134	SPRINT PHONE	12/29/2018	01/21/2019	17.25	17.25	Open	N
37194	STARBUCKS COFFEE COMPANY	12/19/2018	01/21/2019	545.89	545.89	Open	N
37042	STERLING NETWORK INTEGRATION	12/10/2018	01/21/2019	942.50	942.50	Open	N
37135	SWANK MOTION PICTURES, INC.	12/11/2018	01/21/2019	218.00	218.00	Open	N
37048	SWEET COMB CHICAGO	12/10/2018	01/21/2019	2,309.50	2,309.50	Open	N
37066	THE LIFEGUARD STORE	12/05/2018	01/21/2019	1,408.60	1,408.60	Open	N
37044	TIRE TRACKS	12/21/2018	01/21/2019	710.96	710.96	Open	N
37110	TOTAL FIRE & SAFETY, INC.	10/31/2018	01/21/2019	81.35	81.35	Open	N
37092	TRANE U.S. INC.	12/19/2018	01/21/2019	70.92	70.92	Open	N
37103	TYCO INTEGRATED SECURITY LLC	12/15/2018	01/21/2019	228.98	228.98	Open	N
37107	TYCO INTEGRATED SECURITY LLC	12/15/2018	01/21/2019	228.98	228.98	Open	N
37106	UNITED LABORATORIES	12/13/2018	01/21/2019	225.77	225.77	Open	N
37041	VERIZON WIRELESS	12/15/2018	01/21/2019	1,057.37	1,057.37	Open	N
37074	VILLA PARK ELECTRICAL SUPPLY	12/04/2018	01/21/2019	125.48	125.48	Open	N
37075	VILLA PARK ELECTRICAL SUPPLY	12/18/2018	01/21/2019	390.00	390.00	Open	N
37076	VILLA PARK ELECTRICAL SUPPLY	12/06/2018	01/21/2019	72.00	72.00	Open	N
37077	VILLA PARK ELECTRICAL SUPPLY	12/06/2018	01/21/2019	116.00	116.00	Open	N
37136	VILLA PARK ELECTRICAL SUPPLY	12/17/2018	01/21/2019	58.37	58.37	Open	N
37104	VILLAGE OF OAK BROOK	12/13/2018	01/21/2019	490.20	490.20	Open	N
37105	VILLAGE OF OAK BROOK	12/27/2018	01/21/2019	260.00	260.00	Open	N
37184	VILLAGE OF OAK BROOK	01/08/2019	01/21/2019	4,700.00	4,700.00	Open	N
37185	VILLAGE OF OAK BROOK	01/08/2019	01/21/2019	30.00	30.00	Open	N
37186	VILLAGE OF OAK BROOK	01/08/2019	01/21/2019	600.00	600.00	Open	N
37187	VILLAGE OF OAK BROOK	01/08/2019	01/21/2019	30.00	30.00	Open	N
37188	VILLAGE OF OAK BROOK	01/08/2019	01/21/2019	240.00	240.00	Open	N
37088	WAREHOUSE DIRECT WORKPLACE	12/13/2018	01/21/2019	41.35	41.35	Open	N
37128	WAREHOUSE DIRECT WORKPLACE	12/31/2018	01/21/2019	61.00	61.00	Open	N
37129	WASTE MANAGEMENT OF ILLINOIS I	12/28/2018	01/21/2019	559.26	559.26	Open	N
37083	WILSON SPORTING GOODS	12/06/2018	01/21/2019	281.12	281.12	Open	N
37084	WILSON SPORTING GOODS	12/12/2018	01/21/2019	68.51	68.51	Open	N

of Invoices: 175 # Due: 175
 # of Credit Memos: 2 # Due: 2

Totals: 353,998.03 353,998.03
 Totals: (269.78) (269.78)

Net of Invoices and Credit Memos: 353,728.25 353,728.25

* 3 Net Invoices have Credits Totalling: (11,762.64)

01/11/2019 02:26 PM
User: mkorman
DB: Oak Brook Park

INVOICE REGISTER REPORT FOR OAK BROOK PARK DISTRICT
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Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
--- TOTALS BY FUND ---							
	01 - GENERAL CORPORATE FUND			52,722.65	52,722.65		
	02 - RECREATION FUND			49,123.52	49,123.52		
	07 - RECREATIONAL FACILITIES FUND			12,243.81	12,243.81		
	08 - SPORTS CORE			36.53	36.53		
	09 - SPECIAL RECREATION FUND			300.00	300.00		
	12 - CAPITAL PROJECTS FUND			239,301.74	239,301.74		
--- TOTALS BY DEPT/ACTIVITY ---							
	01 - ADMINISTRATION CORPORATE			19,994.46	19,994.46		
	02 - FINANCE			3,056.59	3,056.59		
	05 - CENTRAL PARK			14,695.89	14,695.89		
	09 - DEAN PROPERTY			2,433.75	2,433.75		
	10 - PROFESSIONAL SERVICES			2,078.25	2,078.25		
	15 - BUILDING/RECREATION CENTER			17,687.17	17,687.17		
	20 - CENTRAL PARK WEST			1,805.01	1,805.01		
	21 - FITNESS CENTER			6,955.38	6,955.38		
	25 - AQUATIC CENTER			11,526.54	11,526.54		
	26 - AQUATIC-RECREATION PROGRAMS			10,267.56	10,267.56		
	30 - CHILDRENS PROGRAMS			2,488.94	2,488.94		
	31 - PRESCHOOL PROGRAMS			1,052.12	1,052.12		
	32 - YOUTH PROGRAMS			132.16	132.16		
	40 - ADULT PROGRAMS			1,173.78	1,173.78		
	50 - PIONEER PROGRAMS			3,965.72	3,965.72		
	60 - SPECIAL EVENTS & TRIPS			1,353.77	1,353.77		
	71 - BUILDING/RACQUET CLUB			5,489.57	5,489.57		
	75 - PROGRAMS/RACQUET CLUB			3,081.85	3,081.85		
	80 - MARKETING			5,188.00	5,188.00		
	95 - CAPITAL PROJECTS FUND			239,301.74	239,301.74		

01/11/2019 02:21 PM
User: mkorman
DB: Oak Brook Park

INVOICE REGISTER REPORT FOR OAK BROOK PARK DISTRICT
POST DATES 12/10/2018 - 01/21/2019
BOTH JOURNALIZED AND UNJOURNALIZED

Page: 1/1

PAID
INTERIM CHECKS

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
37037	DIRECT ENERGY BUSINESS	12/04/2018	12/24/2018	15,705.30	0.00	Paid	Y
37026	HOME DEPOT CREDIT SERVICES	10/31/2018	12/13/2018	32.91	0.00	Paid	Y
37027	HOME DEPOT CREDIT SERVICES	10/29/2018	12/13/2018	123.57	0.00	Paid	Y
37028	HOME DEPOT CREDIT SERVICES	10/29/2018	12/13/2018	36.34	0.00	Paid	Y
37029	HOME DEPOT CREDIT SERVICES	11/27/2018	12/13/2018	158.77	0.00	Paid	Y
37030	HOME DEPOT CREDIT SERVICES	11/05/2018	12/13/2018	675.24	0.00	Paid	Y
37031	HOME DEPOT CREDIT SERVICES	11/14/2018	12/13/2018	403.67	0.00	Paid	Y
37032	HOME DEPOT CREDIT SERVICES	11/14/2018	12/13/2018	37.40	0.00	Paid	Y
37033	HOME DEPOT CREDIT SERVICES	11/15/2018	12/13/2018	39.81	0.00	Paid	Y
37034	HOME DEPOT CREDIT SERVICES	11/16/2018	12/13/2018	74.90	0.00	Paid	Y
37035	HOME DEPOT CREDIT SERVICES	11/02/2018	12/13/2018	121.34	0.00	Paid	Y
37036	HOME DEPOT CREDIT SERVICES	11/20/2018	12/13/2018	72.67	0.00	Paid	Y
37038	THE KENNETH COMPANY	10/25/2018	12/20/2018	34,480.00	0.00	Paid	Y
37020	VILLAGE OF OAK BROOK	12/07/2018	12/13/2018	3,960.00	0.00	Paid	Y
37021	VILLAGE OF OAK BROOK	12/07/2018	12/13/2018	260.00	0.00	Paid	Y
37022	VILLAGE OF OAK BROOK	12/07/2018	12/13/2018	50.00	0.00	Paid	Y
37023	VILLAGE OF OAK BROOK	12/07/2018	12/13/2018	30.00	0.00	Paid	Y
37024	VILLAGE OF OAK BROOK	12/07/2018	12/13/2018	580.00	0.00	Paid	Y
37025	WASTE MANAGEMENT OF ILLINOIS I	11/29/2018	12/13/2018	596.29	0.00	Paid	Y

# of Invoices:	19	# Due:	0	Totals:	57,438.21	0.00
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00

Net of Invoices and Credit Memos:	57,438.21	0.00
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--- TOTALS BY FUND ---

01 - GENERAL CORPORATE FUND	8,645.43	0.00
02 - RECREATION FUND	9,674.44	0.00
07 - RECREATIONAL FACILITIES FUND	4,638.34	0.00
12 - CAPITAL PROJECTS FUND	34,480.00	0.00

--- TOTALS BY DEPT/ACTIVITY ---

01 - ADMINISTRATION CORPORATE	2,579.85	0.00
05 - CENTRAL PARK	3,401.48	0.00
07 - FOREST GLEN PARK	146.41	0.00
09 - DEAN PROPERTY	158.77	0.00
15 - BUILDING/RECREATION CENTER	3,261.16	0.00
20 - CENTRAL PARK WEST	1,677.61	0.00
21 - FITNESS CENTER	2,579.85	0.00
25 - AQUATIC CENTER	4,514.74	0.00
71 - BUILDING/RACQUET CLUB	4,638.34	0.00
95 - CAPITAL PROJECTS FUND	34,480.00	0.00



Oak Brook Park District

1450 Forest Gate Road
Oak Brook, IL 60523

Petty Cash Corporate

Petty Cash for January 2019

Received By	Date	Description	Account Number	Amount
N. Strathdee	12/11/2018	KMBS Open House, Downers Grove	01-02-660-002	\$6.43
M. Salinas	12/20/18	DuPage County Clerk's Office	01-02-660-002	\$14.17
		Total		\$20.60

Grand Total \$20.60



Oak Brook Park District

1450 Forest Gate Road
Oak Brook, IL 60523

Petty Cash Recreation

Petty Cash for January 2019

Received By	Date	Description	Account Number	Amount
D. Thommes	11/29/18	Preschool Supplies	02-31-765-001	\$11.00
	12/3/18	Preschool Supplies	02-31-765-001	\$20.00
	12/10/18	Preschool Supplies	02-31-765-001	\$7.08
	12/18/18	Preschool Supplies	02-31-765-001	\$20.38
	12/18/18	Preschool Supplies	02-31-765-001	\$7.00
	12/19/18	Preschool Supplies	02-31-765-001	\$23.85
	12/19/18	Preschool Supplies	02-31-765-001	\$7.45
	12/19/18	Preschool Supplies	02-31-765-001	\$31.41
	12/19/18	Preschool Supplies	02-31-765-001	\$10.00
		Total		\$138.17
	12/19/18	Printed Materials	02-80-960-000	\$50.00
		Total		\$50.00
		Grand Total		\$188.17

Project Final Report

Project Name	Central Park Improvement Project
Description	-Replace existing playground area with a Universal Playground. -Replace existing deteriorated parking lot with permeable pavers and create additional parking for Universal Playground. -Convert fields 2 and 3 from grass to "skinned" dirt infields. -Re-position field 1 and replace backstop, fencing, and sports lighting (LED). -Improve ADA accessibility of ball fields.
Project Manager	Bob Johnson, Director of Parks and Planning
Project Team	<ul style="list-style-type: none"> • Laure Kosey, Executive Director • Dave Thommes, Deputy Director • Bob Johnson, Director of Parks & Planning • Athletic and Recreation Manager • Assistant Director of Recreation
Date	January 11, 2019

Project Successes

Name	Description
Universal Playground	<ul style="list-style-type: none"> • Replaced antiquated playground equipment with a barrier free solution designed for users of all ages and abilities. • Newly designed site is a community destination. • Ample seating and shade create a more pleasant experience, and encourages users to spend more time at the site. • The playground is 100% accessible from the adjacent parking lot and pathway system. • Synthetic poured-in-place surfacing is low maintenance and provides the best wheelchair friendly playground surface available. • The design includes several custom elements, most notably the dual-track ride (zipline). • The "Sandlot" baseball theme is well-incorporated into the playground, including the entrance arch, baseball traffic bollards, stadium seating, and the baseball elements in the surfacing.
Parking	<ul style="list-style-type: none"> • The existing parking lot south of the Tennis Center was underutilized and severely deteriorated. • The Universal Playground presented the need for additional parking. • A new accessible parking lot was designed, the existing lot was renovated, and an additional 19 parking spaces were created. • Favorable bids allowed the Park District to accept an alternate for permeable pavers in lieu of asphalt for the parking lots.

	<ul style="list-style-type: none"> • The paver lots solved a drainage issue in the lower parking lot, and alleviated the need for additional stormwater detention to be built.
Ball Fields	<ul style="list-style-type: none"> • Field #1 was repositioned allowing for a larger outfield making the field more versatile to different playing levels. • The existing sports lighting on field #1 was replaced with energy efficient LED equipment. The result is exceptional visibility during night play and a safer user experience. • The lighting control hardware and software for fields 2-4 was upgraded so all athletic field lights at Central Park can be monitored and controlled with one system. • Drainage issues on field #1 were corrected with underdrainage and proper grading. • Fields #2 and #3 were converted from grass infields to “skinned” dirt infields. This change makes the fields more versatile and safer for both softball and baseball activities. • The accessibility of fields 1-3 was made compliant with additional paving which created access to spectator areas and dugouts.
Sled Hill	<ul style="list-style-type: none"> • Excavated spoils were kept on site and deposited at the sled hill. Not having the material trucked off-site saved money and allowed to sled hill to increase in size.

Significant Unexpected Events

Description	Impact	Actions Taken
Weather	Rainy weather in the spring through mid-summer caused delays in work schedules.	Contractor schedules were adjusted where possible to “work around” wet site conditions.
Shallow depth of unmarked buried cables	Numerous unmarked electrical, data, and cable feeds were uncovered and/or damaged during excavation at the site.	Worked with contractors to make repairs or bore new lines as needed. Some unearthed but undamaged lines were relocated.
Timing and deadlines	Due to OSLAD deadlines, there was a short window of time to complete the project from ground-breaking in April to completion in August.	Worked closely with Construction Manager to pressure contractors to meet deadline. Frequent adjustments in scheduling due to weather.

Significant Unexpected Events - Continued

Limited space at project site.	The largest available area for staging project was the parking lot which was to be renovated as part of the project.	Worked closely with contractors to temporarily stage portions of the project from other areas near the work site.
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Lessons Learned

Description	Recommendation
Access to historical knowledge about the site in the form of notes, photos, and as-built drawings is crucial to avoiding, or preparing for, unexpected buried and unknown obstacles.	Take photos and record notes throughout the project, and add them to project files along with accurate as-built drawings.
Assume the worst-case scenario with weather impacts.	If at all possible, prepare a schedule for outdoor work that includes significant weather delays.
If supplemented by grant funding, permeable paver parking can be cost effective and reduce the need for compensatory storm water storage.	Permeable pavers should be bid as an alternate for parking lot construction whenever possible.
LED sports lighting is longer lasting, more consistent, energy efficient, and provides a superior light source for athletic fields.	Purchase LED lighting for future sports lighting projects. Offset the cost with rebate programs when available.

Project Performance

<i>Schedule</i>					
Planned Finish Date	Actual Finish Date	Variance (in days)	On Schedule	Ahead of Schedule	Behind Schedule
8-18-18	8-18-18* OSLAD		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Punch list items not pertinent to OSLAD 8-18-18 deadline completed by August 24 th Sled hill completed October 9 th .					

<i>Budget</i>					
Approved Budget	Spent Budget	Variance Under/(over)	On Budget	Under Budget	Over Budget
\$1975000	\$1973120.5	\$1879.50	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>



HAPPY | FIT | ACTIVE

About this Report

On November 1, 2017, staff launched a new version of www.obparks.org.

The fully responsive site was developed using the Drupal content management system, and provides a user-friendly platform that allows us to focus on content, conversion, and commerce strategies. We wanted the new design to prioritize intuitive navigation, clear calls to action, easy routes to conversion, and engaging content.

Drupal allows us to stay on the cutting edge of responsive and mobile technology, improving user experience across platforms, enhancing SEO, and predictive analytics capabilities. It also allows multiple staff to easily execute updates from mobile devices.

In FY 2017/2018, Oak Brook Park District enlisted MediaNut to help develop the site. MediaNut worked with staff to create a navigational structure while we built and transferred content. The 950+ nodes of our site are now hosted by MediaNut for \$849.95 per year. This provides for higher availability (lower downtime), prioritizes the latest security updates, and ensures that we have access to the latest server technology for enhanced speed and connections. The district no longer has to purchase hardware or software licensing to host and maintain the website.

FY: 2017/2018 Investment including hosting: \$10,216.95

Since November 1, 2017, staff continues to monitor user behavior to modify content strategies, navigation, and marketing efforts. The following pages highlight the performance of www.obparks.org from January 1, 2018-December 31, 2018 as compared to January 1, 2017-December 31, 2017.

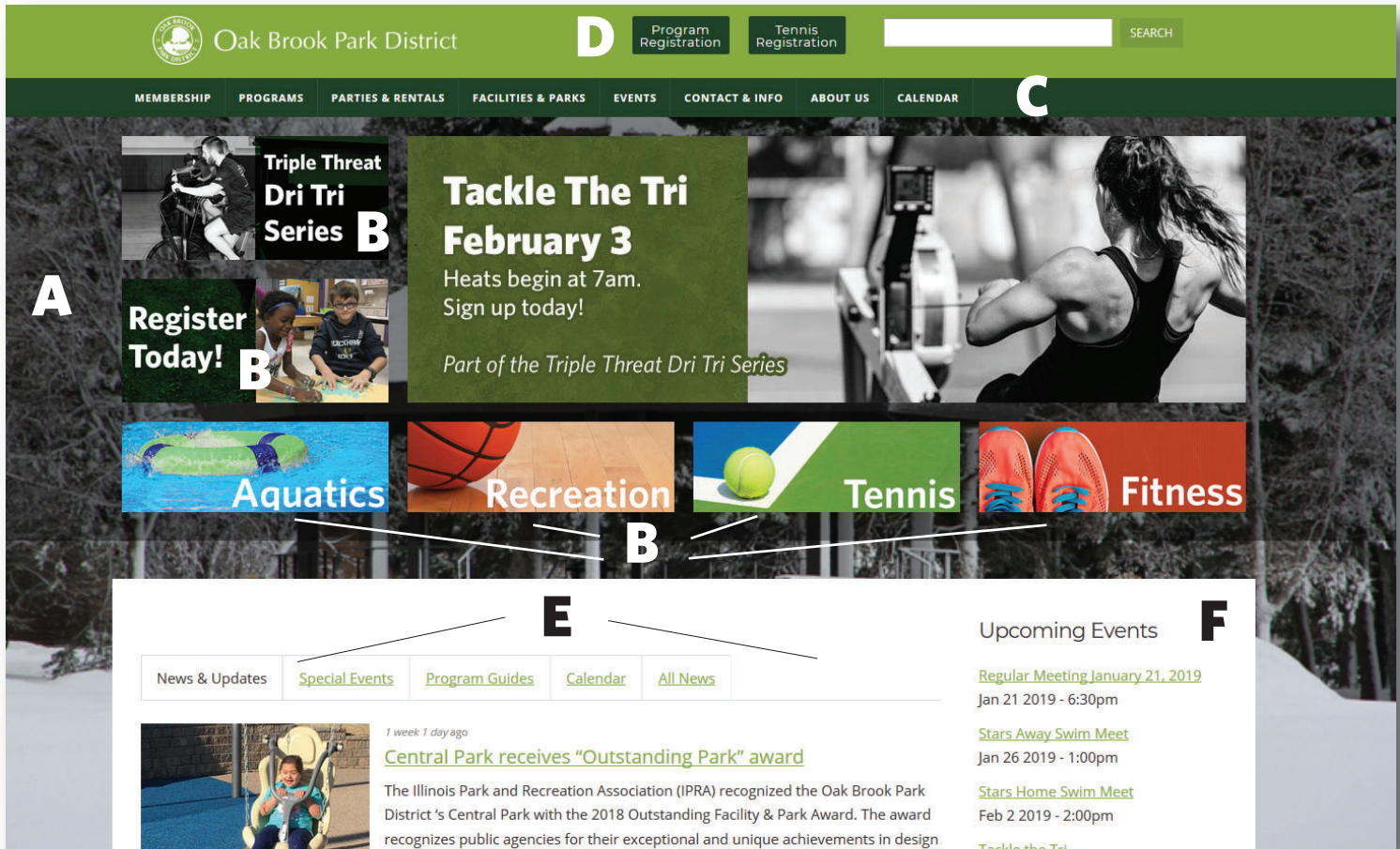
We would like to thank the residents and staff that took the time to test the new site prior to its launch. We would also like to thank President Knitter for her time, expertise, and insight throughout the project development.

Respectfully Submitted,

Jessica Cannaday

Marketing & Communications Manager

new site features



Desktop view

A. Fully responsive design & dynamic background

B. Strategic static and dynamic call to action buttons

C. Revised navigation prioritized by conversion potential

D. Easy to find registration buttons for recreation and tennis programming

E. Dynamic content feed on the homepage

F. Interactive calendar

The results of responsive design and improving mobile experience:

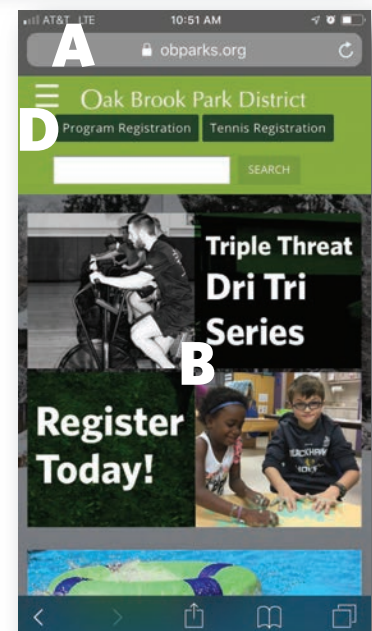
Mobile transactions **increased** 258.59% from 2017 to 2018

Mobile users **increased** 8.5% from 2017 to 2018

Desktop users **decreased** 5.54% from 2017 to 2018

Revenue generated from **mobile transactions increased** from \$39K to \$119K

Revenue generated from desktop transactions **decreased** from \$647K to \$621K



Mobile view

2018 vs. 2017

New Users

131,145 vs. 129,797

1.04%

user report

Total Users

134,833 vs. 134,522

.23%

Total Sessions

242,234 vs. 241,109

.23%

Session per User 1.8 vs. 1.79

users are more engaged

The percentage of single page sessions in which there were no interactions with the page. A bounced session has a duration of 0 seconds.

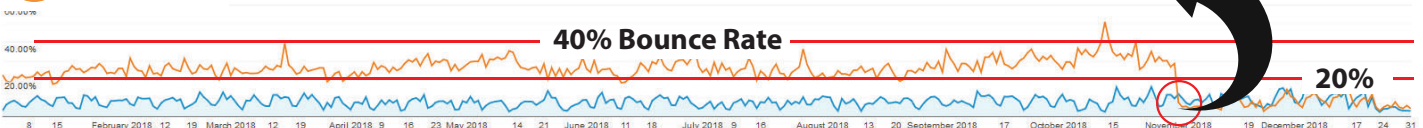
BOUNCE RATE

-66.28% 8.16% vs. 24.20%

January 1, 2018 December 31, 2018

January 1, 2017- December 31, 2017

www.obparks.org relaunch
November 1, 2017



staying on the site longer

Pages per Session

5.69 vs. 4.41

29%

Page Views

1.4 million vs. 1.06 million

30%

Session Duration

0:02:45 vs. 0:02:30

10%

and making more purchases

14.2%

Conversion Rate

2.01% vs. 1.76%

8.89%

Revenue

\$802,861.60 vs. \$737,303.31

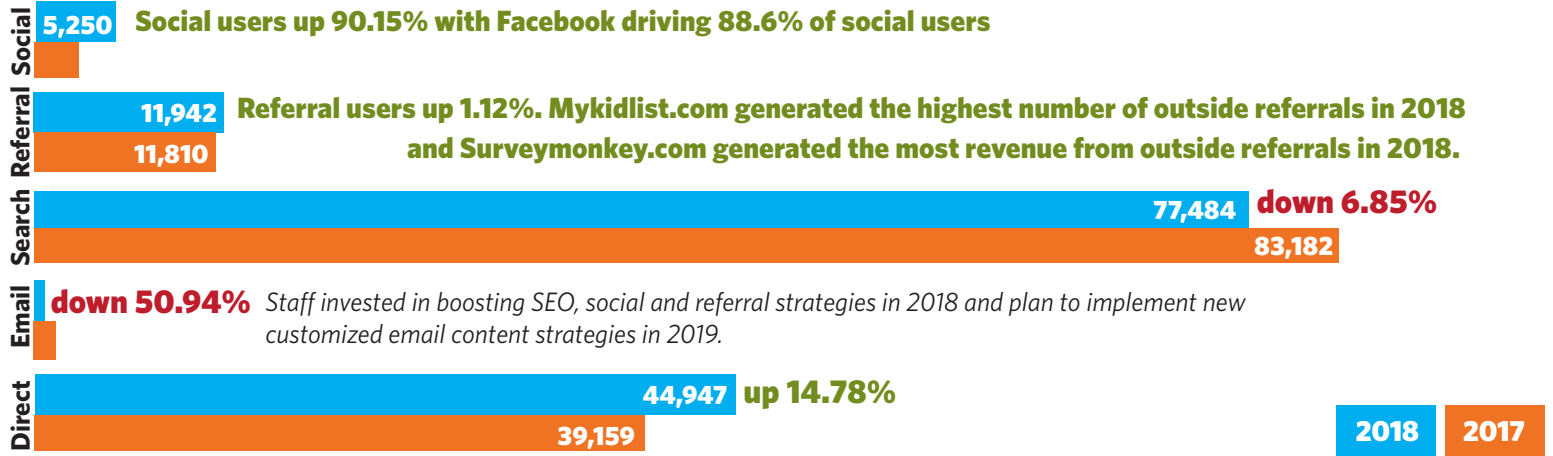
14.8%

Transactions

2.01 vs 1.76

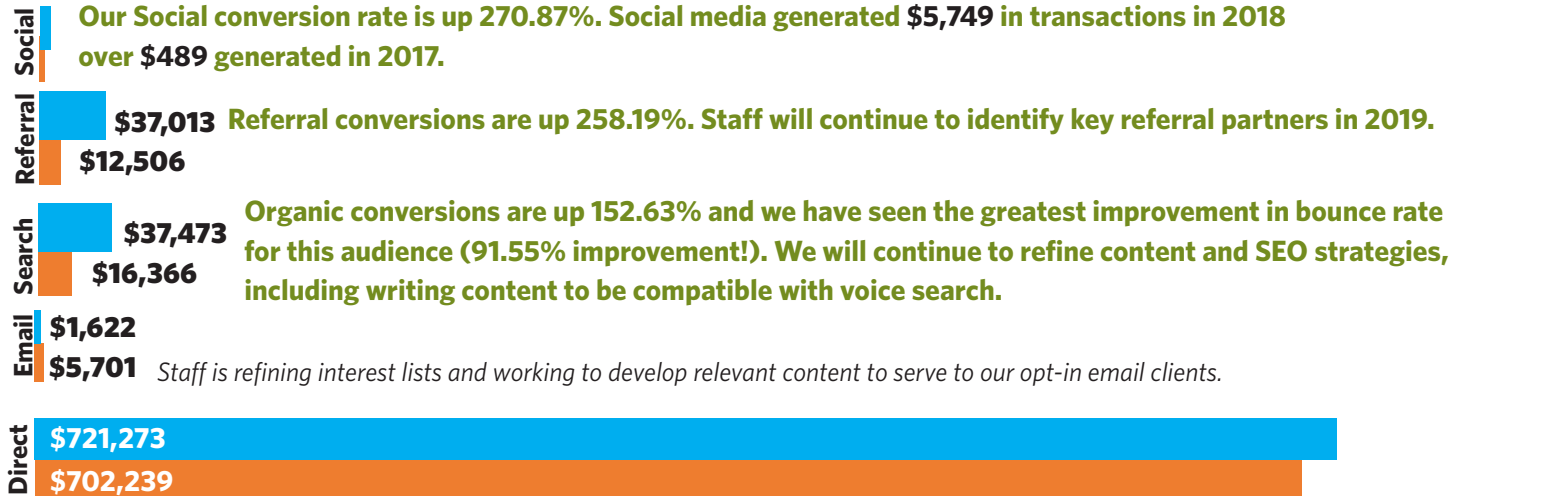
where users come from acquisition 2018 vs. 2017

The new sight provides more opportunity to drive potential customers to landing pages and allows us to track the success of our marketing initiatives.



are users purchasing? ecommerce 2018 vs. 2017

Yes! New and returning users are finding the information they want and are provided a clear path to purchase.



Improved Behavior Data!

The reorganized design has provided more succinct user data through analytics. We can better track top pages, top performing products, and top referral sites by month. This allows staff to develop and serve relevant information on our site and social platforms that is more likely to generate conversions.

It also allows us to better analyze and refine advertising investments, campaign results, and provide insight on rec program audiences and behaviors.



Oak Brook
Park District
www.obparks.org
1450 Forest Gate Road • Oak Brook, IL 60523-2151
Providing the very best in park and recreational
opportunities, facilities and open lands for our community.

Memo

To: Oak Brook Park District Board of Commissioners
From: Laure Kosey, Executive Director
Date: January 14, 2019
Re: November/December 2018: Admin., Corporate Relations, IT & Marketing

December Board Meeting Follow Up:

McDonald's Soccer Fields

The Park District has entered into a contract to purchase the "McDonald's Soccer Fields." The closing date is on or before February 4.

Competitive Bid Bond Purchase

The Park District went for a competitive bid bond purchase for \$17,900,000 on January 15. The bonds are for the purchase and improvement of the "McDonald's Soccer Fields."

January Board Meeting Discussion Points:

TEFRA Hearing

A special hearing is needed as the Park District anticipates entering into long-term agreements with certain 501(c)(3) organizations in connection with the use of the Project (revenue generating field rentals). If the Bonds are issued as "qualified 501(c)(3) bonds" under federal tax law the use of the Project by the 501(c)(3) Organizations would not be considered private business use. At this time the Park District has no organization wanting to enter into a long-term agreement.

Gold Medal Award

Applications are due in March for the Gold Medal Award. If the park district becomes a finalist, a video will need to be made for submission in addition to the text and photo requirements.

December Corporate & Community Relations Report

	FY 2017	FY 2018
Sponsorships	\$112,425.00 (Includes Synthetic Soccer Field Partnership)	\$31,390.00
Ad Space	\$20,075.01	\$17,550.00
Vendors	\$5,043.95	\$9,550.00
In-Kind Donations	\$18,187.00	\$34,964.10
Oak Brook Park District Foundation	\$15,940.64	\$35,836.08

December Revenues

Sponsorships: \$400.00 **Advertising:** \$0.00 **Vendors:** \$200.00 **In-Kind Donations:** \$200
Oak Brook Park District Foundation: \$200

December Marketing & IT Report

obparks.org December Audience Report



December Facebook Analytics

Facebook Page	Total Likes	Total Posts	Reach
OBPARKS	2310 (39 new)	45	40,018

The McDonald's Fields purchase was our highest performing post in December, followed by our IPRA Outstanding Facility and Park award announcement, Aaa bond rating announcement, and aquatic job opening announcement-all of which reached over 1K people each.

Oak Brook Park District
Published by Chicago Tribune [?] · December 18, 2018 at 3:17 PM ·

We're excited to move forward with this opportunity!

Oak Brook Park Board approves \$15.8 million deal with McDonald's for vacant property

CHICAGOTRIBUNE.COM

Get More Likes, Comments and Shares
Boost this post for \$20 to reach up to 1,100 people.

2,984 People Reached
713 Engagements

Boost Post

73 Reactions
4 Comments 8 Shares

December Instagram Reach

549 followers (up 13)



December Twitter Analytics



We have revised our Pinterest account and are developing a plan to better utilize this top search engine in 2019.



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



Memo

To: Board of Commissioners and Executive Director, Laure Kosey
From: Marco Salinas, Chief Financial Officer
Date: January 15, 2019
Re: December 2018 Financials

General Fund

We have now completed eight months of our current fiscal year. Year-to-date (YTD) revenues and expenditures in this fund equal \$2,125,872 and \$1,546,395, respectively, which is resulting in a YTD net surplus of \$579,477. This YTD surplus is \$148,148 lower than prior year's surplus of \$727,625. Following is additional commentary:

- YTD property tax revenues have decreased \$125,948; from \$1.505 million in the prior year, to \$1.379 million in the current year. This decrease has been expected due to the fact that we decreased our tax levy for corporate purposes in order to increase our levies for liability insurance, social security, and special recreation purposes (i.e. a re-distribution of our 2017 tax levy);
- YTD Personal Property Replacement Tax (PPRT) revenues have decreased slightly, from \$56,233 in the prior year, to \$51,008 in the current year. Last fiscal year we benefitted from a one-time \$12K increase in revenues. This one-time increase was distributed to this fund and several other funds that also collect PPRT revenues;
- Although revenues in the Building-Recreation Center department are unfavorable compared to budget at \$525,692 (54% of budget), they are slightly higher than last year's revenues of \$521,848. Building rental revenue has decreased by \$13,616, or 11%, however, daily non-resident fees have increased \$22,992, or 24%;
- Expenditures across all departments are either on target or favorable against budget. In our Saddlebrook Park department, expenditures are higher than prior year due to the costs of removing 7 trees and trimming several others adjacent to the tennis courts;
- Our Professional Services department has experienced increased expenditures when compared to prior year. In the current year we have incurred \$4,500 in fees for continued work on our Master Plan whereas no such costs were incurred in the prior year. In addition, this year we have incurred increased legal costs related to the general election referendum question and related bond issuance.

Recreation Fund

YTD revenues and expenditures in this fund are currently at \$2,905,482 and \$2,299,927, respectively. This is resulting in a YTD net surplus of \$605,555, which is \$151,513 lower than prior year's net surplus of \$757,068. Following is additional commentary over this fund's activities:

- In the Administration department, other revenue reflects a large increase over prior year. This increase is primarily due to the receipt of a \$29,533 donation from the Foundation. This donation will be used to partially fund the current year debt service payments on our \$500K debt certificates;

- Preschool program revenues have decreased \$31,098, or 16% over prior year. Finance is gathering more details over this.
- Expenditures across all departments, except for Capital Outlay, are currently on target or favorable against budget.
- As expected, capital expenditures have increased significantly over prior year. The \$283,565 in YTD expenditures is comprised of \$250,804 for our Central Park improvement project, and a \$32,761 lease payment for various fitness equipment. The prior year's expenditures of \$137,761 is comprised of the \$32,761 fitness equipment lease payment, as well as \$105,000 in costs incurred for our family locker room project.

Recreational Facilities Fund (Tennis Center)

YTD revenues and expenses in this fund are currently at \$1,443,300 and \$1,063,436, respectively. This is resulting in a YTD net surplus of \$379,864; which is an increase of \$388,858 over prior year's net deficit of \$8,994. This year's surplus is being primarily driven by the following activity:

- Earlier collection of season court time fees for the current tennis season which runs from September 2018 through May 2019. The second and final installment for this season was due in December and such amounts have now been substantially collected. The tennis center increased its efforts to have members pay their season fees via credit card versus direct billing which has resulted in quicker collections;
- Increased indoor daily court time revenue- \$125,304 in the current year versus \$107,449 in the prior year, an increase of 17%;
- Increased private lesson revenue- \$171,282 in the current year versus \$131,404 in the prior year, an increase of 30%;
- Increased group lesson revenues- \$735,134 in the current year versus \$595,854 in the prior year, an increase of 23%;
- The above revenue increases have also resulted in increased instructor wages. Part-time wages have increased from \$223,830 in the prior year to \$275,771 in the current year. Instructional and program supplies have also experienced modest growth from \$8,322 in the prior year to \$11,943 in the current year.

FINANCE OPERATIONS:

- Finance along with the Administration department have been busy with all things related to the issuance of our referendum bonds. We have worked on the Moody's bond rating process as well as reviewed numerous documents including the Official Statement.
- Finance has made last minute adjustments to our five-year capital improvement plan. These are the result of continued discussions with Laure and management staff.
- Nancy has been working on developing the FY 2019/2020 operating budgets for various activities, including utilities (water, sewer, natural gas and electricity) as well as the cost allocations for activities such as towel service, and maintenance staff personnel costs.

HUMAN RESOURCES:

- Linda N. has been busy working on various year-end payroll activities. This included reviewing wage/compensation data for accuracy in preparation for the printing of W-2 forms.
- Linda assisted in the development of the requested wage and benefits budgets for the Finance and Administration departments as well as the unemployment compensation budget.



Memo

To: Oak Brook Park District Board of Commissioners
From: Dave Thommes, Deputy Director
Date: January 15, 2019
Re: Recreation & Facilities Report

Recreation

- The preschoolers had their Gingerbread Play on their last day of school before winter break. After they performed, the students decorated gingerbread cookies with their parents.
- The Holiday Express took place on December 19th. 225 people enjoyed trolley rides to the North Pole to see Santa. Other activities included holiday movie room, popcorn, crafts and bounce house.
- Santa Stocking deliveries took place on December 12th and 13th. Santa visited thirteen different homes in Oak Brook.
- Fifty Pioneers enjoyed lunch at Lawry's and then a holiday show, Salute to Vienna, at the Orchestra Hall at Symphony Center on December 30th.
- Seventeen Pioneers attended Miracle on 34th Street at Theatre at the Center in Munster, Indiana on December 12th.
- Pee Wee and Playground Winter Camp was very well attended with as many as sixteen Playground campers and eleven Pee Wee campers on a given day.

Aquatics

- Fifty-two participants took advantage of our new swim lesson placement days prior to the start of the new session of lessons.
- Alex & Rob are attending a Food Safety Certification course Jan 16th, which is required by the state due to the Aquatic Center serving food for parties.
- Staff adjusted weekday open swim hours featuring a reduced day rate to attract parents with not yet school age children.
- The December Dive-In movie was Arthur Christmas and was well attended.
- Swim team will be back to competition January 26th at the Carol Stream Park District. There are three home meets remaining: February 2nd vs. the Elk Grove Park District, February 23rd vs. the Bolingbrook Park District and March 10th for the Conference South District Championships.

Fitness

- Choose to Lose begins January 7th. Currently, there are 8 individuals registered for the 65+ division, 15 teams of two and 5 teams of four registered.
- Tackle the Tri, the first indoor triathlon in the series this year, is February 3rd. Currently there are twenty participants registered.
- Several exercise bands have been replaced in the fitness center and studios.

Tennis

- Tennis Winter Camp was a success with 30+ players attending each day.
- 2nd payment for Seasonal Court Time was charged December 1st.

Athletics

- The Youth Basketball League has begun with 177 kids enrolled.
- Adult basketball begins January 14th, with 12 teams enrolled.
- Thirteen kids enjoyed the Soccer Made in America Holiday Training Camp.

- Staff have decided to move the Build A Dream 3v3 Basketball Tournament from August to the end of October to capture a greater number of participants. This past year was great with 31 teams registered. By moving it to the end of October, staff hopes to attract teams before their league play starts.

Facilities

- Shelves were added to the ceramics closet in Studio C for better storage options.
- Staff replaced the majority of the stained ceiling tiles in women's and family locker rooms. Ongoing issues with loose and improperly working locking mechanism on locker room doors.
- A leaking heating boiler was inspected by an outside contractor to assist staff with repair or replacement options.

Retention Results

December-18			
	Retained	Total	Rate
Aquatic	168	180	93.3%
Aqua/Ten	1	1	100.0%
Fitness	303	347	87.3%
Fit/Aqua	171	182	94.0%
Fit/Ten	1	1	93.5%
Premiere	31	31	100.0%
Yearly Total	675	742	91.0%
EFT Aqua	636	664	95.8%
EFT Aqua/Ten	52	52	100.0%
EFT Fitness	1122	1148	97.7%
EFT Fit/Aqua	607	626	97.0%
EFT Fit/Ten	92	95	96.8%
EFT Premiere	145	148	98.0%
Yearly & EFT	3329	3475	95.8%

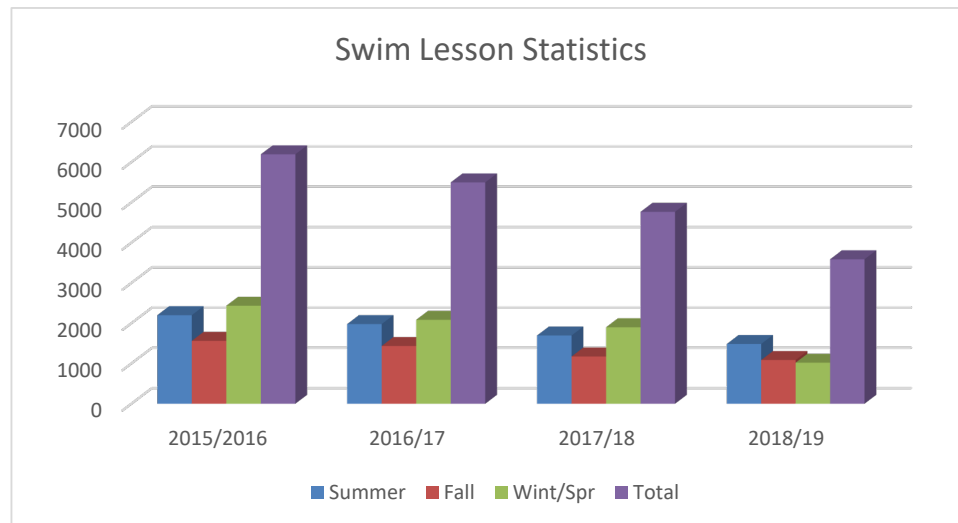
- We gained 96 members in December.



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

Swim Lesson Statistics				
	Summer	Fall	Wint/Spr	Total
2015/2016	2199	1562	2433	6194
2016/17	1978	1434	2084	5496
2017/18	1694	1173	1899	4766
2018/19	1483	1085	1019	3587

Swim Team Statistics					
	Summer	Fall/Winter	Spring	Spring Training	Total
2015/2016	34	56	53	84	227
2016/17	51	68	35	52	206
2017/18	32	65	46	73	216
2018/19	71	80	55		206





Oak Brook Park District Aquatic Center Aquatic Party Statistics

2018 Aquatic Party Statistics													
Total # Parties	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
Splash Birthday	20	21	25	23	19	17	14	7	19	14	24		203
Super Splash Birthday	10	8	7	14	9	13	8	10	12	4	13		108
Group (by day)	7	6	6	6	8	5	10	7	2	35	6		98
Private (indoors only)	5	3	4	6	2	5	1	3	2	2	3		36
Private (indoor/outdoor combo)	0	0	0	0	0	0	1	1	0	0	0		2
Splash Island Birthday	0	0	0	0	0	4	7	5	1	0	0		17
Camp Rentals	2	3	5	2	3	13	9	6	0	0	0		43
Lane Rental (lap only)	3	1	1	0	5	0	0	0	0	3	0		13
Scout	2	3	1	5	2	1	0	1	0	0	1		16
Total # Parties	49	45	49	56	48	58	50	40	36	58	47	0	536

2017	46	52	59	55	47	60	98	37	2	44	31	63	594
2016	65	60	61	80	84	90	80	68	34	49	44	46	761
2015	52	58	71	51	65	77	82	47	37	44	49	42	675



Oak Brook Park District Athletic Fields Rental Report

Athletic Field Usage 2017/2018 Fiscal Year Evergreen Bank Group Athletic Field

Month	May	June	July	August	September	October	November	December	January	Feb	March	April	17/18 YTD	16/17 Actual
Hours	177	103	109	180	188	183	109	8	7.5	3	80.5	168	1,316	1,233
Revenue	\$13,262	\$5,222	\$2,103	\$10,385	\$11,120	\$12,907	\$8,985	\$739	\$750	\$205	\$7,238	\$14,722	\$87,638	\$80,718

Athletic Field Usage 2017/2018 Fiscal Year Natural Grass Soccer Fields

Month	May	June	July	August	September	October	November	December	January	Feb	March	April	17/18 YTD	16/17 Actual
Hours	159	140	133	202	211	200	1	0	0	0	0	73	1,119	1,106
Revenue	\$4,203	\$2,248	\$833	\$1,138	\$6,713	\$2,088	\$25	\$0	\$0	\$0	\$0	\$1,742	\$18,987	\$9,850

Athletic Field Usage 2017/2018 Fiscal Year Baseball Fields

	May	June	July	August	September	October	November	December	January	Feb	March	April	17/18 YTD	16/17 Actual
Hours	88	148	151	209	183	81	2	0	0	0	0	79.25	941	987
Revenue	\$2,778	\$4,157	\$1,284	\$2,425	\$4,235	\$2,079	\$150	\$0	\$0	\$0	\$0	\$1,053	\$18,160	\$16,645

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

Month	May	June	July	August	September	October	November	December	January	Feb	March	April	18/19 YTD	17/18 YTD
Hours	172	126	79	168	203	210	81	28					1,065	1,057
Revenue	\$15,258	\$9,005	\$3,813	\$12,280	\$12,714	\$15,670	\$5,880	\$3,080					\$77,698	\$64,724

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

Month	May	June	July	August	September	October	November	December	January	Feb	March	April	18/19 YTD	17/18 YTD
Hours	91	154	131	145	195	80	0	0					794	1,046
Revenue	\$3,156	\$2,081	\$725	\$1,625	\$2,688	\$1,413	\$0	\$0					\$11,688	\$17,245

Athletic Field Usage 2018/2019 Fiscal Year Baseball Fields

Month	May	June	July	August	September	October	November	December	January	Feb	March	April	18/19 YTD	17/18 YTD
Hours	116	96	37	24	116	89	12	0					489	862
Revenue	\$1,740	\$595	\$100	\$75	\$200	\$800	\$475	\$0					\$3,985	\$17,107



Oak Brook Park District Facility Statistics and Data

Facility Rentals													
	JAN	Feb	March	April	May	June	July	AUG	SEPT	OCT	NOV	DEC	Total
2017	231	198	224	200	147	158	154	163	149	135	178	178	2,115
Gym Rentals	164	132	136	112	82	81	81	89	90	107	124	117	1,315
Gym Revenue								\$ 11,855.00	\$ 11,040.00	\$ 13,125.00	\$ 17,702.50	\$ 16,137.00	\$ 69,859.50
Room Rentals	57	56	69	77	55	56	57	58	45	51	54	47	682
Room Revenue								\$ 4,580.00	\$ 2,565.00	\$ 4,350.00	\$ 2,612.00	\$ 2,854.00	\$ 16,961.00
CPW Rentals	10	10	19	11	10	21	16	16	14	7	13	14	161
CPW Revenue	\$3,745.00	\$3,360.00	\$6,412.50	\$4,330.00	\$2,395.00	\$9,430.00	\$7,142.50	\$5,575.00	\$6,892.50	\$3,590.00	\$6,027.50	\$7,410.00	\$66,310.00
2018	217	188	216										621
Gym Rentals	152	131	137	101	78	73	70	96	98	119	139	118	1,312
Gym Revenue	\$ 19,245.00	\$ 18,237.00	\$ 14,510.00	\$ 11,025.00	\$ 6,490.00	\$ 7,412.50	\$ 7,340.00	\$ 20,500.00	\$ 8,950.00	\$ 15,396.00	\$ 17,165.00	\$ 16,075.00	\$ 162,345.50
Room Rentals	57	48	66	64	45	56	47	45	52	52	48	55	635
Room Revenue	\$ 4,409.00	\$ 4,202.00	5,385	4,430	1,900	5,180	4,170	\$ 3,117.00	\$ 4,569.00	\$ 2,980.00	\$ 3,365.00	\$ 3,568.00	\$ 47,275.00
CPW Rentals	8	9	13	12	9	20	11	17	8	8	13	9	137
CPW Revenue	\$4,307.50	\$3,457.50	\$5,501	\$4,950	\$4,590	\$10,325	\$5,780	\$5,340	\$6,182	\$4,720	\$6,013	\$4,465	\$65,631.00
Theme Parties													
	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
2017	4	2	4	7	5	4	9	2	5	6	2	2	52
2018	5	5	8	2	5	5	2	1	4	4	3	6	50

Oak Brook Park District Family Recreation Center Membership Usage Data

*Members												
	January	February	March	April	May	June	July	August	September	October	November	December
2015	2,368	2,412	2,467	2,489	2,520	2,572	2,628	2,464	2,636	2,564	2,534	3,299
Resident	67%	67%	67%	67%	67%	66%	66%	64%	65%	65%	63%	54%
Non Resident	33%	33%	33%	33%	33%	34%	34%	36%	35%	35%	37%	46%
EFT	2,123	2,141	2,195	2,192	2,149	2,243	2,207	2,263	2,318	2,277	2,556	2,492
2016	3,524	3,456	3,704	3,623	4,053	4,204	4,333	4,220	3,603	3,571	3,600	3,757
Resident	54%	53%	54%	56%	54%	52%	52%	52%	56%	55%	57%	56%
Non Resident	46%	47%	46%	44%	46%	48%	48%	48%	44%	45%	43%	44%
EFT	2,216	2,674	2,188	2,170	2,205	2,177	2,212	2,207	2,207	2,197	2,209	2,329
2017	3,901	3,715	3,686	3,848	4,150	4,230	4,283	3,812*	3711*	3,665*	3,751	3,859
Resident	55%	53%	53%	54%	53%	52%	52%	54%	55%	55%	53%	52%
Non Resident	45%	47%	47%	46%	47%	48%	48%	46%	45%	45%	47%	48%
EFT	2,481	2,495	2,514	2,538	2,499	2,499	2,511	2,529	2,513	2,520	2,617	2,736
2018	3,902	3,888	4,015	4,132	4,283	4,422	4,457	4,252	3,888	3,816	3,808	3,843
Resident	52%	52%	52%	52%	51%	50%	51%	52%	53%	53%	53%	52%
Non Resident	48%	48%	48%	48%	49%	50%	49%	48%	47%	47%	47%	48%
EFT	2,827	2,836	2,845	2,829	2,810	2,781	2,765	2,763	2,756	2,705	2,724	2741
Usage												
	January	February	March	April	May	June	July	August	September	October	November	December
2015	10,055	8,974	9,813	8,938	8,713	9,082	8,655	8,545	7,911	8,612	8,261**	10,880
2016	13,418	13,216	12,915	12,360	11,828	11,750	11,538	10,900	9,097	10,625	10,233	10,034
2017	12,631	11,559	12,351	11,245	14,711	16,596	17,065	12,568*	8238*	12,812	13,327	14,178
2018	15,909	13,043	16,047	14,383	14,333	14,782	15,768	13,472	11,150	13,441	13,424	13,933

*Locker Room Renovation began August 14, 2017

Re-opened December 1st, 2017



Oak Brook
Park District
www.obparks.org
1450 Forest Gate Road • Oak Brook, IL 60523-2151
Providing the very best in park and recreational
opportunities, facilities and open lands for our community.

Memo

To: Board of Commissioners
From: Bob Johnson, Director of Parks and Planning
Date: January 14, 2019
Re: Board Report

- The ice rink remains closed due to mild weather conditions. Staff continues to monitor temperatures and will open the rink only when conditions allow.
- Winter tree removals and trimming were completed in December. Dead trees were identified for removal in the fall, and completing the work in the winter months is more cost effective. The tree replacement program continues to be a priority each year.
- Staff met with landscape architects from Greenburg-Farrow to discuss options for the Unity Garden project.
- Leadership from the Graue Mill Country Condominiums has been contacted to discuss the fee for use of the Dean Nature Sanctuary as an emergency access for their community.
- The Park District was contacted by the Illinois Tollway Authority regarding upcoming expansion to I-294 beginning in 2020 or 2021. As part of the project, the Tollway will require a temporary easement during construction, and a wider permanent right-of-way than currently exists along the west side of I-294 at the Dean Nature Sanctuary. Width of the right-of-way is between 10 and 20 feet, and extends from approximately where Salt Creek passes under I-294, and continues north beyond Canterbury Lane. The trail access under the toll road will be inaccessible during the two-year construction schedule. Additional information will be available after an upcoming project site meeting in February.
- A request for qualifications (RFQ) has been made available to landscape architects and engineering firms for planning assistance at the "McDonalds" fields property.
- Please see the Central Park Improvements summary report in your packet.



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: AQUATIC SUPERVISOR

AGENDA NO.: 8 A

MEETING DATE: JANUARY 21, 2019

STAFF REVIEW:

Deputy Director, Dave Thommes:

RECOMMENDED FOR BOARD ACTION:

Executive Director, Laure Kosey:

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

The Board of Park Commissioners reviewed the draft job description at the December 17th, 2018 board meeting. The final job description is on the pages that follow. The most significant changes since the last review was determining that this position falls into the exempt category, along with a title change. The position has been reviewed internally by staff and externally by the Management Association, our human resource management consultant.

Once approved, staff intends on posting the position immediately and hopes to have a person in place by March, at the latest.

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

Staff has identified the need to add a new full-time position for the day to day management of aquatic operations at the Village of Oak Brook outdoor pool. With the new intergovernmental agreement including an option to renew for two more years after this summer, staff felt this was the appropriate time to add the additional staff. This past summer, staff used a seasonal, part-time employee in this role at 40 hours per week. This new position would work on bath operations from approximately February until the end of September. Their remaining time would be spent managing Family Recreation Center aquatic parties and assisting with operations at the Family Aquatic Center.

ACTION PROPOSED:

Motion (and a Second) to approve the job description for Aquatic Supervisor, as presented.

Oak Brook Park District Job Description

Job Title: Aquatic Supervisor
Classification: Full-time, Exempt
Department: Recreation and Facilities

SUMMARY:

The Aquatic Supervisor is primarily responsible for the seasonal administration of all tasks related to operation and management of the Oak Brook Bath and Tennis Club (OBBT) pools for the Park District. Additional year-round responsibilities include hiring, training, scheduling and supervising of lifeguards and party attendant staff. This person will also be responsible for operational organization of all aquatic rentals and parties for the Family Aquatic Center (FAC). This position will require time spent as an on-deck pool manager and may require time spent lifeguarding as needed.

SUPERVISORY:

The Aquatic Supervisor directly reports to the FAC Manager. All OBBT lifeguards and rental or party host/hostess staff report directly to the Aquatic Supervisor.

ESSENTIAL JOB DUTIES:

- Communicate with the FAC Manager regularly on Park District matters.
- Collaborate with the FAC Manager in planning and maintaining fiscal controls of the OBBT.
- Responsible for the operational management of the OBBT. This includes: seasonal maintenance planning, keeping appropriate records of all daily inspections, safety incidents, emergency closings and all staffing.
- Perform regular inspection and coordinate the maintenance and repair of aquatic pumps, motors, filters, pools, pool chemistry systems and all associated components for OBBT. Report any concerns to FAC Manager and follow up in correcting any problems in a timely manner.
- Develop preventive maintenance programs for the OBBT. Submit work orders, purchase parts and schedule contracted repairs as needed.
- Take inventory of supplies and make appropriate purchases, or recommendations for chemical, custodial supplies and general pool equipment.
- Manage all aspects of FAC aquatic parties, including maintaining a schedule of events, appropriately staffing lifeguards/attendants and ensuring all supplies are properly available.
- Recruit, hire, train and supervise lifeguard and party host/hostess personnel as needed to maintain sufficient staff.
- Schedule, supervise, and direct the work of up to 120 part-time employees.
- Approve payroll for all staff directly reporting to this position.
- Prepare performance appraisals for staff directly reporting to this position, including termination paperwork when necessary.
- Coordinate and conduct monthly in-service lifeguard training programming in cooperation with the Aquatic Lead Supervisor for FAC.
- Work with the Marketing Manager to effectively market the OBBT.
- Contribute to the development and submission of the seasonal brochure copy to the Marketing Department for OBBT in coordination with the Village of Oak Brook Sports Core Advisory Board.
- Work with IT Administrator to update and maintain the Park District web page.
- Demonstrate exceptional customer service skills in all communications.
- Communicate with StarGuard to keep up with latest trends.

- Prepare annual reports and data for StarGuard.
- On call for staff phone calls and emails.
- Support the District's safety initiative including adhering to policies and procedures, performing your job in a safe manner, attending required training, seeking additional training as needed, training and coaching your staff, promptly investigating and reporting accidents/incidents, and proactively addressing hazards in the workplace.
- Perform the job in compliance with District policies and procedures.
- Perform any duties as assigned by the Executive Director.

MARGINAL FUNCTIONS:

- Attend Park District meetings as necessary.
- Conduct regular staff meetings.
- Represent the Park District in various public functions.
- Assist the Recreation Department with special event programs.
- Perform lifeguard duties when necessary.
- Attend conferences and workshops to promote knowledge in related areas of responsibility.
- Perform other duties as assigned.

PSYCHOLOGICAL REQUIREMENTS:

- Ability to maintain positive and effective working relationships with supervisors and other staff.
- Ability to work independently in day-to-day operations.
- Ability to work in a team atmosphere.
- Ability to utilize computer skills, including proficiencies in work processing and basic spreadsheet applications.
- Ability to work effectively in a climate of political assertiveness and interaction, requiring timely administrative responsiveness and flexibility.
- Must be able to function effectively in a fast-paced environment.
- Must be able to deal with people under stressful and demanding situations.
- Must be able to function under stressful situations when first aid or CPR is required.

PHYSICAL REQUIREMENTS:

- General work area is an outdoor pool environment with an indoor, temperature controlled and smoke-free office under fluorescent lighting available on-site Memorial Day through Labor Day. From Labor Day through Memorial Day the primary work environment is indoors, in a smoke-free environment, with controlled temperature and fluorescent lighting.
- Perform tasks that require walking, bending, stooping, standing, kneeling, climbing, reaching and sitting.
- Drive motorized vehicle to travel to different locations.
- Perform physical work necessary for pool equipment operations or backwash procedures.
- Perform lifting tasks up to 50 pounds.

HOURS:

The Aquatic Supervisor is a full-time position working a minimum of 40 hours per week. This position will require schedule flexibility with hours regularly including evenings and weekends.

EDUCATION, EXPERIENCE AND TRAINING:

- Bachelor's Degree with a minimum of two (2) years of experience in facility management and customer service. In lieu of a Bachelor's Degree, consideration will be given to applicants with significant and material experience in aquatic programming and facility management. A strong understanding of pool pump and filtration systems preferred.
- Basic knowledge of computers and Microsoft software products.
- Valid Illinois Driver's License.
- Certifications: CPR/AED, First Aid, StarGuard Lifeguard Instructor and Certified Pool Operator or Aquatic Facility Operator preferred. Must have ability to acquire these certifications within 6 months of hire if not current.

The Oak Brook Park District is an Equal Opportunity Employer



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: AMENDMENT: SAFETY MANUAL CHAPTER 10,
CONFINED SPACE PROGRAM**

AGENDA NO.: 8 B

MEETING DATE: JANUARY 21, 2019

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):

Section 10 of the Safety Manual contains the District's Confined Space Program that provides the policy and procedures for the entry into the District's confined space locations.

The District's Confined Space Program was reviewed in 2018 and updated to clarify employee responsibilities, improve compliance with established procedures, and update space profiles. Following is a summary of changes:

- Added Employee Responsibilities (pages 2-3) Section to clarify employee training requirements and establish equipment inspection, maintenance and storage.
- Updated Confined Space Identification Options (pages 11-15):
 - Option #1: Permit-Required (Level 2) - Entry by outside contractor only
 - Option #2: Permit-Required (Level 1) – Entry by authorized, trained staff
 - Option #3: Alternate Confined Space Entry
- Updated Confined Space Profiles:
 - Updated profile contents (i.e., classification, equipment requirements, PPE)
 - Profile classifications were revised to permit authorized employee entry: 6, 12, 13, 16, 18, and 21.
 - Removed Ozone Tank Profile -- no longer in service
 - Added Oak Brook Bath & Tennis Facility Profiles 22, 23, 24 and 25
- Updated the Confined Space Entry Permits in Appendix B and Appendix C
- Removed the Confined Space Inventory Section as this information is already included in the Confined Space Profiles Section.

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

In addition to the Confined Space Program document, the following enhancements are being implemented to facilitate compliance with procedures:

- New confined space signage is being prepared.
- A confined space entry flowchart has been developed to facilitate compliance with established procedures.

- A ready-reference binder for use by authorized entrants is being created containing the space profiles, entry procedures, permit forms and equipment calibration forms

PDRMA recommends the District's Confined Space Program is reviewed and approved by the Board of Park Commissioners. Upon the Board's approval of the Confined Space Program, page one of the Confined Space Program shall be signed by the President of the Board and the Board Secretary/Executive Director.

The attached document was presented for the Board's review during the December 17, 2018 Board Meeting for possible approval at the January 21, 2019 Board Meeting.

ACTION PROPOSED:

Motion (and a Second) to approve the Amendment to Safety Manual Chapter 10, Confined Space Program.

10: Confined Space Program

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OAK BROOK PARK DISTRICT CONFINED SPACE PROGRAM

The following guidelines have been approved by the Board of Commissioners of the Oak Brook Park District on May 18, 2015. They are based on the requirements established by the Occupational Safety and Health Administrations 29 CFR Parts 1910.146-Permit-Required Confined Spaces for General Industry, as well as regulations adopted by the Illinois Department of Labor (IDOL). These guidelines may be revised from time to time, if deemed appropriate by the Board of Commissioners, as additional information becomes available.

The Oak Brook Park District recognizes that confined spaces pose significant risks and that the development of the confined space program is reasonably necessary to protect affected employees from those risks.

Attest:

President
Board of Commissioners

Laure Kosey
Secretary, Board of Commissioners

EMPLOYEE RESPONSIBILITIES

The District has identified specific confined spaces that may be entered by District personnel as well as which full-time job positions are authorized to enter those spaces. Entry into any other confined space by any other District personnel is strictly prohibited. Confined spaces classified for entry by a “Contractor Only” may be entered in emergency situations, with prior authorization by the Deputy Director or Director of Parks and Planning, only by an employee with in-depth confined space training.

The following full-time job positions are authorized to enter confined spaces identified for employee entry and are required to attend in-depth Confined Space training at time of hire (*conducted by a District designated outside vendor or other trained employee*) as well as attend in-depth retraining every two years (*conducted by the outside vendor*):

- Deputy Director
- Director of Parks and Planning
- Superintendent of Enterprise Operations
- Assistant Director of Recreation
- Facility Manager (Aquatic Center, Family Recreation Center, Tennis Center)
- Assistant Facility Manager (Tennis Center)
- Facility Supervisor (Aquatic Center, Family Recreation Center)
- Human Resource Manager (Safety Coordinator)
- Building Engineer
- Building Technician
- Tennis Center Lead Custodian
- Landscape Specialist
- Park Specialist
- Park Technician

Managers/Supervisors/Directors are responsible for:

- Scheduling in-depth Confined Space training for their authorized department staff positions allowed to enter confined spaces;
- Ensuring only authorized department staff who have completed in-depth Confined Space training enter confined spaces;
- Keeping accurate and complete records of required training;
- Ensuring confined space permit paperwork is completed and records maintained for their department;
- Ensuring staff authorized to enter confined spaces are following proper procedures; and

- Selecting only outside contractors qualified to enter confined spaces and making sure they are provided a copy of the space profile and ensuring they complete the applicable permit paperwork.

Employees authorized to enter confined spaces are responsible for:

- Attending the required training and retraining;
- Informing their department supervisor when planning to enter a confined space;
- Following proper procedure for entering a confined space;
- Completing and submitting required confined space permit paperwork to their supervisor; and
- Inspecting, maintaining, and storing confined space testing, rescue and PPE equipment.

District Designated Training Vendor

The following vendor shall be used for initial and refresher in-depth Confined Space training:

FullLife Safety LLC (Phone: 630-671-1140)
177 W. Irving Park Road
Roselle, IL

Inspection, Maintenance and Storage of Confined Space Equipment

The following confined space testing and rescue equipment is located in the storage closet across the hall from the break room at the Family Recreation Center. It is to be returned to this location after each use.

- Air quality monitor (Calibration is required every 6 months.)
- Ventilation fan
- Tripod, Harness and Winch
- Respirator (fitted to specific employee and maintained by that employee)

NOTE: This equipment is to be inspected before and after use and necessary maintenance performed before it is returned to storage.

DEFINITIONS

Acceptable Entry Conditions means the conditions that must exist in a confined space to allow entry and to ensure that employees involved with an alternate entry and/or permit-required confined space entry can safely enter into and work within the space.

Alternate Entry Confined Space means a confined space with only a reasonable or actual potential for hazardous atmosphere. Continued ventilation alone is sufficient to maintain that the space is safe to enter.

Attendant means a trained individual stationed outside one or more alternate entry and/or permit spaces who monitors the authorized entrants and who performs all attendant's duties assigned in the employer's permit space program.

Authorized Entrant means a trained employee who is authorized by the employer to enter an alternate entry and/or permit-required confined space.

Blanking or Blinding means the absolute closure of a pipe, line, or duct by the fastening of a solid plate that completely covers the bore and that is capable of withstanding the maximum pressure of the pipe, line, or duct with no leakage beyond the plate.

Confined Space means a space that:

1. Is large enough and so configured that an employee can bodily enter and perform assigned work; and
2. Has limited or restricted means for entry or exit; and
3. Is not designed for continuous human occupancy.

Emergency means any occurrence (including any failure of hazard control or monitoring equipment) or event internal or external to the confined space that could endanger entrants.

Engulfment means the surrounding and effective capture of a person by a liquid or finely divided (flowable) solid substance that can be aspirated or cause death by filling or plugging the respiratory system or that can exert enough force on the body to cause death by strangulation, constriction or crushing.

Entry means the action by which a person passes through an opening into an alternate entry and/or permit-required confined space. Entry includes ensuing work activities in that space and is

considered to have occurred as soon as any part of the entrant's body breaks the plane of an opening into the space.

Entry Permit means the written or printed document that is provided by the employer to allow and control entry into an alternate entry and/or permit-required confined space and that contains the information specified in OSHA 1910.146, paragraph (f).

Entry Supervisor means the trained person responsible for determining if acceptable entry conditions are present at a permit space where entry is planned, for authorizing entry and overseeing entry operations, and for terminating entry if required.

Hazardous Atmosphere means an atmosphere that may expose employees to the risk of death, incapacitation, impairment or ability to self-rescue, injury or acute illness from one or more of the following causes:

1. Flammable gas, vapor, or mist in excess of 10 percent of its Lower Flammable Limit (LFL);
(Note: LFL is the same as LEL, Lower Explosive Limit)
2. Airborne combustible dust at a concentration that meets or exceeds LFL;
3. Atmospheric oxygen concentration below 19.5 percent or above 23.5 percent;
4. Atmospheric concentration of any substance for which a dose of a permissible exposure limit is published in Subpart G, Occupational Health and Environmental Control, or in Subpart Z, Toxic and Hazardous Substances, of this part and which could result in employee exposure in excess of its dose of permissible exposure limit;
5. Any other atmospheric condition that is immediately dangerous to life or health.

Hot Work Permit means the employer's written authorization to perform operations capable of providing a source of ignition.

Immediately Dangerous to Life or Health (IDLH) means any condition that poses an immediate or delayed threat to life or that would cause irreversible adverse health effects or that would interfere with an individual's ability to escape unaided from a permit space.

Isolation means the process by which a permit space is removed from service and completely protected against the release of energy and material into the space by such means as: blanking or blinding; misaligning or removing sections of lines, pipes, or ducts; a double block and bleed system; lockout and/or tagout of all sources of energy; or blocking or disconnecting all mechanical linkages.

Line Breaking means the intentional opening of a pipe, line, or duct that is or has been carrying flammable, corrosive, or toxic material, an inert gas, or any fluid at a volume, pressure, or temperature capable of causing injury.

Non-Permit Confined Space means a confined space that does not contain or, with respect to atmospheric hazards, have the potential to contain any hazard capable of causing death or serious physical harm.

Oxygen Deficient Atmosphere means an atmosphere containing less than 19.5 percent oxygen by volume.

Oxygen Enriched Atmosphere means an atmosphere containing more than 23.5 percent oxygen by volume.

Permit-Required Confined Space means a confined space that has one or more of the following characteristics:

1. Contains or has the potential to contain a hazardous atmosphere;
2. Contains a material that has the potential for engulfing an entrant;
3. Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward or tapers to a smaller cross section; or
4. Contains any other recognized serious safety or health hazard.

Permit-Required Confined Space Program means the employer's overall program for controlling, and, where appropriate, for protecting employees from, confined permit space hazards and for regulating employee entry into alternate entry or permit-required confined spaces.

Permit System means the employer's written procedure for preparing and issuing permits for entry and for returning the alternate entry and/or confined permit space to service following termination of entry.

Prohibited Condition means any condition in a permit space that is not allowed by the permit during the period when entry is authorized.

Rescue Service means the personnel designated to rescue employees from alternate entry and/or permit-required confined spaces.

Retrieval System means the equipment used for non-entry rescue of persons from alternate entry and/or permit-required confined spaces.

Testing means the process by which the hazards that may confront entrants of an alternate entry and/or permit-required space are identified and evaluated. Testing includes specifying the tests that are to be performed prior to entry into the confined space, but also during entry in the space (i.e., atmospheric monitoring).

HAZARDS OF CONFINED SPACES

Atmospheric Hazards

Oxygen Deficiency

Oxygen deficiency occurs from chemical or biological reactions which displace or consume oxygen from a confined space. The consumption of oxygen takes place during combustion of flammable substances, as in welding, cutting, or braising. A more subtle form of consumption of oxygen occurs during bacterial action, as in the fermentation process. Oxygen deficiency can result from bacterial action in excavations and manholes which are near garbage dumps, landfills, or swampy areas. Oxygen may also be consumed during slow chemical reactions, as in the formation of rust on the exposed surface of metal tanks, vats, and manholes.

Ambient air has an oxygen content of 21%. When the oxygen level drops below 17%, the first sign of hypoxia is a deterioration of night vision, which is usually not noticed. Physiological effects included increased breathing volume and accelerated heart beat. Between 14% and 16% physiologic effects are increased breathing volume; accelerated heart beat, poor muscular coordination, rapid fatigue, and intermitted respiration. Between 6% and 10%, the effects are nausea, vomiting, inability to perform, and unconsciousness. At concentrations less than 6%, there is rapid loss of consciousness, and death in minutes.

Oxygen Displacement

Inert Gases and Simple Asphyxiants

A simple asphyxiating atmosphere contains a gas or gases that are physiologically inert and which do not produce any ill affects on the body. However, in sufficient quantity, a simple asphyxiant will displace oxygen and may result in an atmosphere unable to support respiration. The ambient or normal atmosphere is composed of approximately 21% oxygen, 78% nitrogen, and 1% argon with small amounts of various other gases. For example, if 100% nitrogen - a non-toxic, colorless, odorless gas is used to inert (displaced oxygen in) a confined space, it will cause immediate collapse and death to the worker if the confined space is not adequately ventilated before worker entry. Other

examples of simple asphyxiants which have claimed lives in confined spaces include carbon dioxide, argon and helium.

Flammable Atmospheres

A flammable atmosphere generally results from vaporization of flammable liquids, by-products of chemical reaction, enriched oxygen atmospheres, or concentrations of combustible dust. Three components are necessary for an atmosphere to become flammable: fuel and oxygen in the proper mixture and a source of ignition. The proper mixture of fuel and oxygen will vary from gas to gas within a fixed range and is referred to as the lower flammability limit (LFL) and upper flammability limit (UFL). These terms are synonymous with the lower exposure limit (LEL) and upper explosive limit (UEL). For example, the explosive range for methane is between 5% and 15% in air. Concentrations below 5% methane are below the explosive range, and concentrations above 15% are too rich to support combustion. If a confined space contains 27% methane, and forced air is started, the introduction of air into the confined space may dilute the methane in air, taking it into the explosive range.

Toxic Gases

Toxic gases may be present in confined spaces because:

1. There are biological or chemical processes occurring in the products stored in the confined space. For example, decomposing organic material in a tank or sump can liberate hydrogen sulphate.
2. The operation performed in the confined space can liberate a toxic gas. For example, welding can liberate oxides of nitrogen, ozone and carbon monoxide.

Some toxic gases such as carbon monoxide are particularly insidious because of their poor warning properties. Toxic gases that have been reported to cause death in workers in confined spaces include carbon monoxide, hydrogen cyanide, hydrogen sulphide, chlorine, oxides of nitrogen, and ammonia.

Toxic gases may be evolved when acids are used for cleaning the interior of a confined space.

Physical Hazards

In addition to the atmospheric hazards in a confined space, physical hazards must also be addressed. Physical hazards cover the entire spectrum of hazardous energy and its control. These hazards include those associated with mechanical, electrical, and hydraulic energy; engulfment; communication problems; noise; and the size of openings into the confined space.

Engulfment

Engulfment in loose materials is one of the leading cause of death from physical hazards in confined spaces. Engulfment and suffocation are hazards associated with storage bins, silos, and hoppers where grain, sand, gravel, or other loose material are stored, handled or transferred. The behavior of such materials is unpredictable and entrapment and burial can occur in a matter of seconds. In some cases, material being drawn from the bottom of storage bins can cause the surface to act like quicksand. When a storage bin is emptied from the bottom, the flow of materials forms a funnel-shaped path over the outlet. The rate of material flow increases towards the center of the funnel. During a typical unloading operation, the flow rate can become so great that once a worker is drawn into the flow path, escape is virtually impossible. The same engulfment hazard is true in regards to wet wells and surge pits.

Other Physical Hazards

The nature of a confined space work may make it difficult to separate the worker from hazardous forms of energy such as powered machinery, electrical energy, and hydraulic or pneumatic lines.

Examples of physical hazards often encountered in a confined space include the following:

1. Activation of electrical or mechanical equipment can cause injury to workers in a confined space. Therefore, it is essential to de-energize and lock-out all electrical circuits and physically disconnect mechanical equipment prior to any work in confined spaces.
2. Release of material through lines which are an integral part of the confined space pose a life-threatening hazard. All lines should be physically disconnected, blanked off, or should use a double block and bleed system.
3. Falling objects can pose a hazard in confined spaces, particularly in spaces which have top side openings for entry, through which tools and other objects may fall and strike a worker.
4. Extremely hot or cold temperatures can make work inside a confined space hazardous. Communication between the entrant and attendee should monitor temperature and employee conditions.
5. Wet or slick surfaces can cause falls in confined spaces. In addition, wet surfaces can provide a grounding path and increase the hazard of electrocution in areas where electrical equipment, circuits, and tools are used.
6. Noise within confined spaces can be amplified because of the design and acoustic properties of the space. Excessive noise is not only harmful to the worker's hearing, but can also affect communication and cause shouted warnings to go unheard.

Conclusions

Confined spaces can be hazardous, and they can be hazardous in varied ways. Often times the confined space will not appear to be hazardous; it may have been entered on prior occasions without incident, and may give no apparent sign of danger. At other times, there may be ready indications of danger: the distinct odor of irritating or toxic atmospheres, the presence of arcing electrical equipment, continued mild shocks, or flowing grain or water. By their nature, confined spaces concentrate hazards: atmospheric hazards, in that certain gases will displace breathable air, or that the confined space will allow the accumulation of toxic hazards or flammable or explosive atmospheres; and physical hazards, in that confined spaces limit the ability to avoid contact with electricity, moving mechanical components or machinery, or unstable substances.

The following guidelines are intended to assist the Oak Brook Park District in maintaining a safe working environment for those employees whose job tasks require working in or around confined spaces.

HAZARD CONTROL

1. The Oak Brook Park District has determined that permit-required confined spaces exist within the District. The District shall inform employees, by posting danger signs or by any other equally effective means, of the existence and location of and the danger posed by the permit spaces.
2. Before any confined space entry, it must be determined by the Director of Parks and Planning as a necessary entry. If at all possible, the needed work will be completed without entry.
3. The District shall provide training so that all employees associated with working in or around permit-required spaces acquire the understanding, knowledge, and skills necessary to maintain a safe work environment and meet all compliance regulations.
4. The District will provide all personal protective equipment at no cost to the employees, maintain that equipment properly, and ensure that employees use the equipment properly. The equipment may include:
 - a. Testing and monitoring equipment needed to comply with the standard;
 - b. Ventilating equipment needed to obtain acceptable entry conditions;
 - c. Communication equipment necessary for compliance;
 - d. Personal protective equipment insofar as feasible; engineering and work practice controls that adequately protect employees;

- e. Lighting equipment needed to enable employees to see well enough to work safely and to exit the space quickly in an emergency;
 - f. Barriers and shields needed to protect the entrants from overhead hazards;
 - g. Equipment such as ladders for safe ingress and egress by authorized entrants;
 - h. Rescue and emergency equipment needed to comply with the standard; and
 - i. Any other equipment necessary for safe entry into and rescue from permit spaces.
5. Smoking in or around a confined space is prohibited.

CONFINED SPACE IDENTIFICATION

At each facility and work area, involving employees of the Oak Brook Park District the Safety Coordinator and Director of Parks and Planning shall perform an inventory to identify and classify confined spaces as either “Non-Permit”, “Alternate Entry”, or “Permit-Required (Level 1)” or “Permit-Required (Level 2)”. Upon completion of this survey, a "Confined Space Profile" form shall be completed for each identified space (Appendix A). Each profile will indicate whether or not employees will be allowed to enter the space.

It is the responsibility of the Safety Coordinator to maintain a current file of all "Confined Space Profile Sheets" and to notify affected employees of any change in status of a confined space. The completed “Confined Space Profile” forms shall give an employee pertinent information relative to safe entry into that particular confined space.

After reviewing the "Confined Space Profile" for a particular confined space to be entered, a determination will be made to use one of the following options:

Option #1 – Permit-Required (Level 2) – Entry by outside contractor ONLY

The District will not enter Permit-Required (Level 2) confined spaces and will secure the site to prevent unauthorized entry. Employees and patrons will be warned off of the site by appropriate signage. An outside contractor will be used to enter the space.

The Department Director (**or in the absence of the Department Director**, another department director or the facility manager, respectively) of the employee hiring the contractor will apprise the contractor of the hazards, history, and precautions of the confined space as identified by the "Confined Space Profile”. In addition, the Department Director (or alternate) shall:

1. Inform the contractor that the workplace contains permit spaces and that they must have their own Confined Space Program that meets or exceeds OSHA 1910.146 in order to perform work in the District's permit-required spaces.
2. Complete the applicable Entry Permit (Appendix B or C) and apprise the contractor of the elements, including the hazards identified and the host employer's experience with the space, that make the space in question a permit space.
3. Apprise the contractor of any precautions or procedures that the host employer has implemented for the protection of employees in or near permit spaces where contractor personnel will be working.
4. Coordinate entry operations with the contractor, when both District personnel and contractor personnel will be working in or near permit spaces, as required.
5. Debrief the contractor at the conclusion of the entry operations regarding the permit space program followed and any hazards confronted or created in permit spaces during entry operations.
6. The entry permit is to be canceled by the employee's Department Director (or alternate) upon completion of the work. The confined space shall then be returned to its working condition and secured to prohibit unauthorized entry.

In addition, the contractor shall:

1. Obtain any available information regarding permit space hazards and entry operations from the host employer.
2. Coordinate entry operations with the District, when both District personnel and contractor personnel will be working in or near permit spaces, as required.
3. Inform the Department Director (or alternate) of the permit space program that the contractor will follow and of any hazards confronted or created in permit spaces, either through a debriefing or during the entry operation.

Option #2 – Permit-Required (Level 1) -- Entry by authorized trained staff

Complete the Confined Space Permit-Required Entry Permit (Appendix C) and then follow the same procedures as Alternate Entry listed below in Option #3. Reference the applicable Confined Space Profile for a list of hazards and entry requirements (i.e., attendant, equipment, PPE).

Option #3 – Alternate Entry

Authorized employees of the District may enter Alternate Entry (Level 1) confined spaces that have a "Hazardous Atmosphere Only" or potential hazardous atmosphere, as determined by the "Confined Space Profile". The space may be entered following alternative entry procedures.

1. Prior to an entry, the Department Director (**or in the absence of the Department Director**, another department director or the facility manager, respectively) will:
 - a. Complete the Confined Space Alternate Entry Permit (Appendix B), review it in detail with the authorized Entrant(s) and Attendant, and post it outside at the entry point to the space.
 - b. Contact the Oak Brook Fire Department to inform them of the entry.
2. Prior to entry, complete the following activities:
 - a. Safely open the hatchway, access door, or access cover to the space.
 - b. Place a barricade, open hatch cover, or a warning device with appropriate signs at the point of entry. If entry is to be performed where pedestrian or vehicle traffic poses a danger, appropriate traffic control measures shall be used.
 - c. Complete atmospheric testing for oxygen concentration, combustibility, and toxicity (minimally for carbon monoxide and hydrogen sulfide, along with any other toxic that may be reasonably found in the space).
 - i. The atmosphere outside of the confined space shall be tested to determine if any hazards are present.
 - ii. The atmosphere within the confined space shall then be tested using a properly calibrated gas detector.

Vertical spaces must be tested at 4-foot increments in the direction of the entrant and side-to-side for a minimum response time as specified by the manufacturer of the testing equipment, down to the level where work is being performed.

- . Test readings must be taken simultaneously or in the order shown below. Acceptable atmospheric readings are to be regarded as follows:

Oxygen Concentration at > 19.5% and < 23.5 %

Combustibility

- 1) < 10% of LEL
- 2) > 5' of obscured vision due to dust

Toxicity

- 1) Hydrogen Sulfide < 10ppm
- 2) Carbon Monoxide < 35ppm

- d. Ventilate the confined space (for securing safe atmospheric levels) using a confined space ventilator or other appropriate air movement equipment. Sample air quality at the point of air intake for the ventilator (whenever possible). Retest the air quality for oxygen concentration, combustibility and toxicity (carbon monoxide and hydrogen sulfide) in the same manner indicated above.
 - e. Assure that all personnel entering the space wear appropriate protective clothing (at least: a hard hat, gloves, and safety glasses). All appropriate personal protective equipment shall be worn while entry is in progress.
 - f. Artificial lighting shall be explosion proof, if the space contains or has the potential to contain and explosive atmosphere.
3. For the entire duration of the entry, complete the following activities:
- a. An attendant shall be stationed outside the space while there are workers inside the space. The ratio of three entrants to one attendant shall not be exceeded. Constant communication shall be maintained between the entrants inside the space and the attendant.
 - b. Complete continuous atmospheric monitoring using a device that warns the entrant whenever the air quality deteriorates within the space.
 - c. Complete continuous ventilation of the space.
 - d. If a problem develops with the confined space, the attendant must be prepared to complete the following **non-entry rescue** activities:
 - i. Ventilation using the confined space entry ventilator (preferably at the victim's breathing zone).
 - ii. Retrieval using a mechanical advantage system and lifelines (for multiple entrants) meeting the following requirements:

1. Each authorized entrant shall use the appropriate type harness, with a retrieval line attached at the center of the entrant's back near shoulder level, or above the entrant's head.
2. The other end of the retrieval line shall be attached to a mechanical device or fixed point outside the permit space in such a manner that rescue can begin as soon as the rescuer becomes aware that rescue is necessary. A mechanical device shall be available to retrieve personnel from vertical type permit spaces more than 5 feet deep.
- iii. Call for emergency rescue and medical assistance (usually 911). If an injured entrant is exposed to a substance for which a SDS or other similar written information is required to be kept at the worksite, that SDS or written material shall be made available to the medical facility treating the exposed entrant.
4. Once the entry has been completed, return the completed permit to the Department Director.
5. The entry permit is to be canceled by the Department Director upon completion of assigned duties. The confined space shall then be returned to its working condition and secured to prohibit unauthorized entry.

ENTRY PERMIT

The entry permit shall identify:

1. The permit space to be entered;
2. The purpose of the entry;
3. The date and the authorized duration of the entry permit; (*Note: The duration of the permit may not exceed the time required to complete the assigned task or job identified on the permit.*)
4. The authorized entrants within the permit space by name to enable the attendant to determine quickly and accurately, for the duration of the permit, which authorized entrants are inside the permit space;
5. The personnel, by name, currently serving as attendants;
6. The name of the individual currently serving as entry supervisor, with a space for the signature or initials of the entry supervisor who originally authorizes entry;

7. The hazards of the permit space to be entered;
8. The measures used to isolate the permit space and to eliminate or control permit space hazards before entry;
9. The acceptable entry conditions;
10. The results of initial and periodic tests, accompanied by the names or initials of the testers and by an indication of when the tests were performed;
11. The rescue and emergency services that can be summoned and the means for summoning those services;
12. The communication procedures used by the authorized entrants and attendants to maintain contact during the entry;
13. Equipment, such as personal protective equipment, communications equipment, alarm systems, and rescue equipment, to be provided for compliance;
14. Any other information whose inclusion is necessary, given the circumstances of the particular confined space, in order to ensure employee safety; and
15. Any additional permits, such as for hot work (Appendix D), that have been issued to authorize work in the permit space.
16. The District shall retain each canceled entry permit for at least one (1) year to facilitate the review of the permit-required confined space program requirements. Any problems encountered during an entry operation shall be noted on the pertinent permit so that appropriate revisions to the permit space program can be made during the management required annual review of the permit process.

GENERAL TRAINING REQUIREMENTS

1. The District shall provide training so that all employees associated with working in or around permit-required confined spaces acquire the understanding, knowledge, and skills necessary to maintain a safe work environment and meet all compliance regulations.
2. Training shall be provided to each affected employee:
 - a. Before their first assignment;

- b. Before any change in duties;
- c. Whenever there is a change in permit space operations that presents a hazard about which an employee has not previously been trained; and
- d. Whenever any deviations in permit space procedures have been noted or if there are inadequacies in employee's knowledge of procedures.
- e. The District shall document all training including names and dates. This documentation should be available for review by employees and authorized personnel.

Duties of Authorized Entrants

- 1. The District shall ensure that all employees whose job task includes entering a permit-space:
 - a. Know the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure.
 - b. Properly use equipment as required.
 - c. Communicate with the attendant as necessary to enable the attendant to monitor entrant status and to enable the attendant to alert entrants of the need to evacuate the space as required.
 - d. Alert the attendant whenever:
 - i. The entrant recognizes any warning sign or symptoms of exposure to a dangerous situation, or
 - ii. The entrant detects a prohibited condition.
 - e. Exit from the permit space as quickly as possible whenever:
 - i. An order to evacuate is given by the attendant or the entry supervisor;
 - ii. The entrant recognizes any warning sign or symptom of exposure to a dangerous situation;
 - iii. The entrant detects a prohibited condition; or
 - iv. An evacuation alarm is activated.

Duties of the Attendant

1. The District shall ensure that each attendant:
 - a. Know the hazards and behavioral effects that may be faced by the entrant, including information about the signs and symptoms, and consequences of the exposure;
 - b. Maintain an accurate count of all authorized entrants.
 - c. Remains outside the permit space during entry operations until relieved by another attendant. Keeps unauthorized persons out of the space, is alert to possible hazards, and is able to provide information to rescue services.
 - d. Communicates with authorized entrants as necessary to monitor entrant status and is able to alert entrants of the need to evacuate when needed.
 - e. Monitors activities inside and outside the space to determine if it is safe for entrants to remain in the space and orders the entrant to evacuate the permit space immediately under any of the following conditions:
 - i. Detects a prohibited condition.
 - ii. Detects the behavioral effects of hazard exposure in an entrant.
 - iii. Detects a situation outside the permit space that could endanger entrants in the space.
 - iv. Cannot effectively and safely perform all the duties required under the standard.
 - f. Summon rescue and other emergency services as soon as the attendant determines that the entrant may need assistance to escape from the permit space.
 - g. Prevent unauthorized entrant from entering the permit space. The following actions should be taken when unauthorized persons approach or enter a permit space while entry is underway:
 - i. Warn unauthorized persons to stay away from the permit space.
 - ii. Advise unauthorized persons to exit immediately if they have entered the permit space.
 - iii. Inform the authorized entrants and the entry supervisor if unauthorized persons have entered the permit space.
 - h. Must be able to perform non-entry rescue as indicated by the District's rescue procedure.

Duties of the Entry Supervisor

1. Any employee designated by the Director of Parks and Planning who may authorize or supervise permit entry operations, would be designated the entry supervisor.
2. The entry supervisor must determine before entry that entry permit procedures are followed and that acceptable entry conditions exist. The District must ensure that each entry supervisor:
 - a. Knows the potential hazards during entry and work, including signs or symptoms, and consequences of the exposure;
 - b. Verifies, by checking that the appropriate entries have been made on the permit, that all test specified by the permit have been conducted and that all procedures and equipment specified by the permit are in place before endorsing the permit and allowing entry to begin;
 - c. Terminates the entry and cancels the permit when:
 - i. The entry operations covered by the entry permit have been completed; or a condition that is not allowed under the entry permit arises in or near the permit space.
 - ii. Verifies that rescue services are available and that the means for summoning them are operable;
 - iii. Removes unauthorized individuals who enter or who attempt to enter the permit space during entry operations; and
 - iv. Determines that entry and work operations remain consistent with entry permit terms and that acceptable entry conditions are maintained.

OUTSIDE RESCUE SERVICES

The District shall:

1. Provide the Oak Brook Fire Department with a copy of the District's Confined Space Program.
2. Provide the Oak Brook Fire Department with access to all permit spaces from which rescue may be necessary so that the rescue service can develop appropriate rescue plans and practice rescue operations.

PROGRAM REVIEW

In order to keep the "Confined Space Protection Program" current, and make sure it protects employees from confined space hazards, the Director of Parks and Planning shall review the program on an annual basis. This includes review of all "Confined Space Profile Sheets", canceled "Entry Permits", Confined Space Equipment inspection and calibration logs, as well as the written program.

ATTACHMENTS

Appendix A – Confined Space Profiles

Appendix B – Confined Space Alternate Entry Permit

Appendix C – Confined Space Entry Permit

Appendix D - Confined Space Hot Work Permit

Appendix E - Confined Space Protection Program Reviews

Appendix F - Gas Monitor Calibration Log

Appendix A

CONFINED SPACE PROFILES

Oak Brook Park District
Confined Space Inventory and Profiles

Location (facility/address): Tennis Center – Interior (Door 7)		
General Description: OBPD – 1 Elevator Shaft Pit		
<input checked="" type="checkbox"/> Is large enough and so configured that an employee can bodily enter and perform assigned work; and	<input checked="" type="checkbox"/> Has limited or restricted means of entry or exit; and	<input checked="" type="checkbox"/> Is not designed for continuous human occupancy
CLASSIFICATION <input checked="" type="checkbox"/> Non-Permit <input type="checkbox"/> Alternate Entry <input type="checkbox"/> Permit-Required (Level 1) <input type="checkbox"/> Permit-Required (Level 2)		
Entrance/Exits – Type/Location: Vertical access		
Confined space related hazards: Isolation		
Additional potential hazards:		
Confined Space Equipment needed: lockout/tagout equipment, “out of order” sign, barrier		
Additional equipment needed: As required by contractor		
Personal protective equipment needed to enter space: As required by contractor		
Warning signs posted? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> No action required		
Is space sealed/locked? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No action required		
Is it anticipated that employees will be working in this space at any time? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Other pertinent information: Space should only be entered by a licensed contractor performing elevator service.		



Oak Brook Park District
Confined Space Inventory and Profiles

Location (facility/address): Tennis Center – Mechanical Room		
General Description: OBPD – 2 HVAC Ductwork		
<input checked="" type="checkbox"/> Is large enough and so configured that an employee can bodily enter and perform assigned work; and	<input checked="" type="checkbox"/> Has limited or restricted means of entry or exit; and	<input checked="" type="checkbox"/> Is not designed for continuous human occupancy
CLASSIFICATION <input checked="" type="checkbox"/> Non-Permit <input type="checkbox"/> Alternate Entry <input type="checkbox"/> Permit Required (Level 1) <input type="checkbox"/> Permit Required (Level 2)		
Entrance/Exits – Type/Location: Horizontal access		
Confined space related hazards: Isolation		
Additional potential hazards:		
Confined Space Equipment needed:		
Additional equipment needed:		
Personal protective equipment needed to enter space: safety glasses, gloves		
Warning signs posted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No action required		
Is space sealed/locked? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No action required		
Is it anticipated that employees will be working in this space at any time? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Other pertinent information:		



Oak Brook Park District
Confined Space Inventory and Profiles

Location (facility/address): Oak Brook Park District – Outside Throughout property		
General Description: OBPD – 3 Catch Basin and Storm Sewer		
<input checked="" type="checkbox"/> Is large enough and so configured that an employee can bodily enter and perform assigned work; and	<input checked="" type="checkbox"/> Has limited or restricted means of entry or exit; and	<input checked="" type="checkbox"/> Is not designed for continuous human occupancy
CLASSIFICATION <input type="checkbox"/> Non-Permit <input type="checkbox"/> Alternate Entry <input checked="" type="checkbox"/> Permit Required (Level 1) <input type="checkbox"/> Permit Required (Level 2)		
Entrance/Exits – Type/Location: Vertical access		
Confined space related hazards: Air Quality and Engulfment		
Additional potential hazards:		
Confined Space Equipment needed: permit, attendant, barrier, atmospheric monitor, ventilator, harness w/ lifeline, tripod w/ winch		
Additional equipment needed:		
Personal protective equipment needed to enter space: safety glasses, hard hat, gloves		
Warning signs posted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> No action required		
Is space sealed/locked? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No action required		
Is it anticipated that employees will be working in this space at any time? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Other pertinent information:		



Oak Brook Park District
Confined Space Inventory and Profiles

Location (facility/address): Family Recreation Center		
General Description: OBPD – 4 Attic Area		
<input checked="" type="checkbox"/> Is large enough and so configured that an employee can bodily enter and perform assigned work; and	<input checked="" type="checkbox"/> Has limited or restricted means of entry or exit; and	<input checked="" type="checkbox"/> Is not designed for continuous human occupancy
CLASSIFICATION <input checked="" type="checkbox"/> Non-Permit <input type="checkbox"/> Alternate Entry <input type="checkbox"/> Permit-Required (Level 1) <input type="checkbox"/> Permit-Required (Level 2)		
Entrance/Exits – Type/Location: Hatch door – horizontal access		
Confined space related hazards: None		
Additional potential hazards:		
Confined Space Equipment needed:		
Additional equipment needed:		
Personal protective equipment needed to enter space:		
Warning signs posted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No action required		
Is space sealed/locked? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No action required		
Is it anticipated that employees will be working in this space at any time? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Other pertinent information:		



Oak Brook Park District
Confined Space Inventory and Profiles

Location (facility/address): Central Park West – Mechanical Room		
General Description: OBPD – 5 HVAC Ductwork		
<input checked="" type="checkbox"/> Is large enough and so configured that an employee can bodily enter and perform assigned work; and	<input checked="" type="checkbox"/> Has limited or restricted means of entry or exit; and	<input checked="" type="checkbox"/> Is not designed for continuous human occupancy
CLASSIFICATION <input checked="" type="checkbox"/> Non-Permit <input type="checkbox"/> Alternate Entry <input type="checkbox"/> Permit-Required (Level 1) <input type="checkbox"/> Permit-Required (Level 2)		
Entrance/Exits – Type/Location: Horizontal access		
Confined space related hazards: Isolation		
Additional potential hazards:		
Confined Space Equipment needed:		
Additional equipment needed:		
Personal protective equipment needed to enter space:		
Warning signs posted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No action required		
Is space sealed/locked? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No action required		
Is it anticipated that employees will be working in this space at any time? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Other pertinent information:		



Oak Brook Park District
Confined Space Inventory and Profiles

Location (facility/address): Central Park West – Mechanical Room		
General Description: OBPD – 6 Sump Pit		
<input checked="" type="checkbox"/> Is large enough and so configured that an employee can bodily enter and perform assigned work; and	<input checked="" type="checkbox"/> Has limited or restricted means of entry or exit; and	<input checked="" type="checkbox"/> Is not designed for continuous human occupancy
CLASSIFICATION <input type="checkbox"/> Non-Permit <input type="checkbox"/> Alternate Entry <input checked="" type="checkbox"/> Permit-Required (Level 1) <input type="checkbox"/> Permit-Required (Level 2)		
Entrance/Exits – Type/Location: Vertical access		
Confined space related hazards: Air Quality and Engulfment		
Additional potential hazards: slick/wet surface.		
Confined Space Equipment needed: permit, attendant, barrier, ventilator, atmospheric monitor, harness w/ lifeline, tripod w/ winch		
Additional equipment needed:		
Personal protective equipment needed to enter space: safety glasses, gloves		
Warning signs posted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No action required		
Is space sealed/locked? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No action required		
Is it anticipated that employees will be working in this space at any time? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Other pertinent information:		



Oak Brook Park District
Confined Space Inventory and Profiles

Location (facility/address): Oak Brook Park District – Outside Throughout Property		
General Description: OBPD – 7 Sanitary Sewer		
<input checked="" type="checkbox"/> Is large enough and so configured that an employee can bodily enter and perform assigned work; and	<input checked="" type="checkbox"/> Has limited or restricted means of entry or exit; and	<input checked="" type="checkbox"/> Is not designed for continuous human occupancy
CLASSIFICATION <input type="checkbox"/> Non-Permit <input type="checkbox"/> Alternate Entry <input type="checkbox"/> Permit-Required (Level 1) <input checked="" type="checkbox"/> Permit-Required (Level 2)		
Entrance/Exits – Type/Location: Vertical access		
Confined space related hazards: Air Quality and Engulfment		
Additional potential hazards:		
Confined Space Equipment needed: permit, attendant, barrier, ventilator, atmospheric monitor, harness w/ lifeline, tripod w/ winch		
Additional equipment needed:		
Personal protective equipment needed to enter space: As required by contractor		
Warning signs posted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> No action required		
Is space sealed/locked? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No action required		
Is it anticipated that employees will be working in this space at any time? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Other pertinent information: Contractor entry ONLY		



Oak Brook Park District
Confined Space Inventory and Profiles

Location (facility/address): Baseball Fields between Fields 3 and 4		
General Description: OBPD – 8 Main Water Shutoff		
<input checked="" type="checkbox"/> Is large enough and so configured that an employee can bodily enter and perform assigned work; and	<input checked="" type="checkbox"/> Has limited or restricted means of entry or exit; and	<input checked="" type="checkbox"/> Is not designed for continuous human occupancy
CLASSIFICATION <input type="checkbox"/> Non-Permit <input checked="" type="checkbox"/> Alternate Entry <input type="checkbox"/> Permit-Required (Level 1) <input type="checkbox"/> Permit-Required (Level 2)		
Entrance/Exits – Type/Location: 12' vertical access w/ ladder		
Confined space related hazards: Air Quality		
Additional potential hazards:		
Confined Space Equipment needed: permit, attendant, barrier, ventilator, atmospheric monitor, harness w/ lifeline, tripod w/ winch		
Additional equipment needed:		
Personal protective equipment needed to enter space: safety glasses, gloves		
Warning signs posted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No action required		
Is space sealed/locked? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No action required		
Is it anticipated that employees will be working in this space at any time? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Other pertinent information:		



Oak Brook Park District
Confined Space Inventory and Profiles

Location (facility/address): Baseball Fields 1,2,3 and 4		
General Description: OBPD – 9 Individual Water Valve Vaults		
<input checked="" type="checkbox"/> Is large enough and so configured that an employee can bodily enter and perform assigned work; and	<input checked="" type="checkbox"/> Has limited or restricted means of entry or exit; and	<input checked="" type="checkbox"/> Is not designed for continuous human occupancy
CLASSIFICATION <input type="checkbox"/> Non-Permit <input checked="" type="checkbox"/> Alternate Entry <input type="checkbox"/> Permit-Required (Level 1) <input type="checkbox"/> Permit-Required (Level 2)		
Entrance/Exits – Type/Location: 8' vertical access		
Confined space related hazards: Air Quality		
Additional potential hazards:		
Confined Space Equipment needed: permit, attendant, barrier, ventilator, atmospheric monitor, harness w/ lifeline, tripod w/ winch		
Additional equipment needed:		
Personal protective equipment needed to enter space: safety glasses, gloves		
Warning signs posted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No action required		
Is space sealed/locked? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No action required		
Is it anticipated that employees will be working in this space at any time? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Other pertinent information:		



Oak Brook Park District
Confined Space Inventory and Profiles

Location (facility/address): Aquatic Center – Mechanical Room		
General Description: OBPD – 10 Sand Filters (2)		
<input checked="" type="checkbox"/> Is large enough and so configured that an employee can bodily enter and perform assigned work; and	<input checked="" type="checkbox"/> Has limited or restricted means of entry or exit; and	<input checked="" type="checkbox"/> Is not designed for continuous human occupancy
CLASSIFICATION <input type="checkbox"/> Non-Permit <input type="checkbox"/> Alternate Entry <input type="checkbox"/> Permit-Required (Level 1) <input checked="" type="checkbox"/> Permit-Required (Level 2)		
Entrance/Exits – Type/Location: Horizontal access		
Confined space related hazards: Air Quality, Isolation and Engulfment		
Additional potential hazards:		
Confined Space Equipment needed: permit, attendant, barrier, lockout/tagout, ventilator, atmospheric monitor, harness w/ lifeline		
Additional equipment needed:		
Personal protective equipment needed to enter space: As required by contractor		
Warning signs posted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No action required		
Is space sealed/locked? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No action required		
Is it anticipated that employees will be working in this space at any time? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Other pertinent information: Contractor entry ONLY		



Oak Brook Park District
Confined Space Inventory and Profiles

Location (facility/address): Aquatic Center – Mechanical Room		
General Description: OBPD – 11A Surge Tank (<u>without</u> water in tank)		
<input checked="" type="checkbox"/> Is large enough and so configured that an employee can bodily enter and perform assigned work; and	<input checked="" type="checkbox"/> Has limited or restricted means of entry or exit; and	<input checked="" type="checkbox"/> Is not designed for continuous human occupancy
CLASSIFICATION <input type="checkbox"/> Non-Permit <input type="checkbox"/> Alternate Entry <input checked="" type="checkbox"/> Permit-Required (Level 1) <input type="checkbox"/> Permit-Required (Level 2)		
Entrance/Exits – Type/Location: 10' vertical access with built-in ladder		
Confined space related hazards: Air Quality		
Additional potential hazards:		
Confined Space Equipment needed: permit, attendant, barrier, lockout/tagout, ventilator, atmospheric monitor, harness w/ lifeline, tripod/winch		
Additional equipment needed:		
Personal protective equipment needed to enter space: safety glasses, gloves		
Warning signs posted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No action required		
Is space sealed/locked? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No action required		
Is it anticipated that employees will be working in this space at any time? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Other pertinent information: Tank must be isolated from the pool. Lockout/Tagout required. Pumps must be off.		



Oak Brook Park District
Confined Space Inventory and Profiles

Location (facility/address): **Aquatic Center – Mechanical Room**

General Description: **OBPD – 11B Surge Tank (with water in tank)**

<input checked="" type="checkbox"/> Is large enough and so configured that an employee can bodily enter and perform assigned work; and	<input checked="" type="checkbox"/> Has limited or restricted means of entry or exit; and	<input checked="" type="checkbox"/> Is not designed for continuous human occupancy
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CLASSIFICATION

☐ Non-Permit ☐ Alternate Entry ☐ Permit-Required (Level 1) ☒ Permit-Required (Level 2)

Entrance/Exits – Type/Location: 10' vertical access with built-in ladder

Confined space related hazards: Air Quality, Isolation and Engulfment

Additional potential hazards:

Confined Space Equipment needed: permit, attendant, barrier, lockout/tagout, ventilator, atmospheric monitor, harness w/ lifeline, tripod/winch

Additional equipment needed:

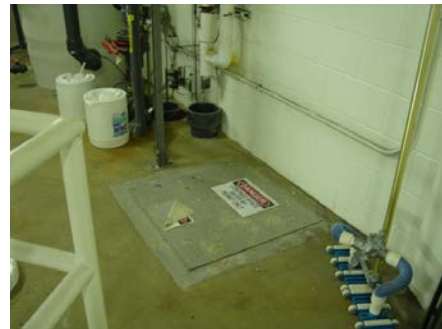
Personal protective equipment needed to enter space: As required by contractor

Warning signs posted? ☒ Yes ☐ No ☐ No action required

Is space sealed/locked? ☒ Yes ☐ No ☐ No action required

Is it anticipated that employees will be working in this space at any time? ☐ Yes ☒ No

Other pertinent information: Contractor entry **ONLY** with water in the tank



Oak Brook Park District
Confined Space Inventory and Profiles

Location (facility/address): **Aquatic Center – Spa Pump Room**

General Description: **OBPD – 12 Sump Pits (2)**

☒ Is large enough and so configured that an employee can bodily enter and perform assigned work; and

☒ Has limited or restricted means of entry or exit; and

☒ Is not designed for continuous human occupancy

CLASSIFICATION

☐ Non-Permit ☐ Alternate Entry ☒ Permit-Required (Level 1) ☐ Permit-Required (Level 2)

Entrance/Exits – Type/Location: Vertical access

Confined space related hazards: Air Quality and Isolation

Additional potential hazards:

Confined Space Equipment needed: permit, attendant, barrier, lockout/tagout, ventilator, atmospheric monitor, harness w/ lifeline, tripod w/ winch

Additional equipment needed:

Personal protective equipment needed to enter space: safety glasses, gloves

Warning signs posted? ☒ Yes ☐ No ☐ No action required

Is space sealed/locked? ☒ Yes ☐ No ☐ No action required

Is it anticipated that employees will be working in this space at any time? ☒ Yes ☐ No

Other pertinent information:



Oak Brook Park District
Confined Space Inventory and Profiles

Location (facility/address): **Aquatic Center – Mechanical Room**

General Description: **OBPD – 13 Sump Pit**

<input checked="" type="checkbox"/> Is large enough and so configured that an employee can bodily enter and perform assigned work; and	<input checked="" type="checkbox"/> Has limited or restricted means of entry or exit; and	<input checked="" type="checkbox"/> Is not designed for continuous human occupancy
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CLASSIFICATION

☐ Non-Permit ☐ Alternate Entry ☒ Permit-Required (Level 1) ☐ Permit-Required (Level 2)

Entrance/Exits – Type/Location: Vertical access

Confined space related hazards: Air Quality, Isolation and Engulfment

Additional potential hazards:

Confined Space Equipment needed: permit, attendant, barrier, lockout/tagout, ventilator, atmospheric monitor, harness w/ lifeline, tripod w/ winch

Additional equipment needed:

Personal protective equipment needed to enter space: safety glasses, hard hat, gloves

Warning signs posted? ☒ Yes ☐ No ☐ No action required

Is space sealed/locked? ☒ Yes ☐ No ☐ No action required

Is it anticipated that employees will be working in this space at any time? ☒ Yes ☐ No

Other pertinent information:



Oak Brook Park District
Confined Space Inventory and Profiles

Location (facility/address): **Aquatic Center – Splash Island**

General Description: **OBPD – 14A Surge Tank (without water in the tank)**

<input checked="" type="checkbox"/> Is large enough and so configured that an employee can bodily enter and perform assigned work; and	<input checked="" type="checkbox"/> Has limited or restricted means of entry or exit; and	<input checked="" type="checkbox"/> Is not designed for continuous human occupancy
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CLASSIFICATION

☐ Non-Permit ☐ Alternate Entry ☒ Permit-Required (Level 1) ☐ Permit-Required (Level 2)

Entrance/Exits – Type/Location: 8' vertical access (ladder built-in)

Confined space related hazards: Air Quality and Isolation

Additional potential hazards: .

Confined Space Equipment needed: permit, attendant, barrier, lockout/tagout, ventilator, atmospheric monitor, harness w/ lifeline, tripod w/ winch

Additional equipment needed:

Personal protective equipment needed to enter space: safety glasses, gloves

Warning signs posted? ☒ Yes ☐ No ☐ No action required

Is space sealed/locked? ☒ Yes ☐ No ☐ No action required

Is it anticipated that employees will be working in this space at any time? ☒ Yes ☐ No

Other pertinent information: Tank must be isolated off from Splash Island. Lockout/tagout required. Pumps must be off.



Oak Brook Park District
Confined Space Inventory and Profiles

Location (facility/address): **Aquatic Center – Splash Island**

General Description: **OBPD – 14B Surge Tank (with water in the tank)**

<input checked="" type="checkbox"/> Is large enough and so configured that an employee can bodily enter and perform assigned work; and	<input checked="" type="checkbox"/> Has limited or restricted means of entry or exit; and	<input checked="" type="checkbox"/> Is not designed for continuous human occupancy
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CLASSIFICATION

☐ Non-Permit ☐ Alternate Entry ☐ Permit-Required (Level 1) ☒ Permit-Required (Level 2)

Entrance/Exits – Type/Location: 8' vertical access (ladder built-in)

Confined space related hazards: Air Quality, Isolation and Engulfment

Additional potential hazards:

Confined Space Equipment needed: permit, attendant, barrier, lockout/tagout, ventilator, atmospheric monitor, harness w/ lifeline, tripod w/ winch

Additional equipment needed:

Personal protective equipment needed to enter space: As required by contractor

Warning signs posted? ☒ Yes ☐ No ☐ No action required

Is space sealed/locked? ☒ Yes ☐ No ☐ No action required

Is it anticipated that employees will be working in this space at any time? ☐ Yes ☒ No

Other pertinent information: Contractor entry **ONLY** with water in the tank



Oak Brook Park District
Confined Space Inventory and Profiles

Location (facility/address): **Family Recreation Center**

General Description: **OBPD – 15 Elevator Shaft Pit**

<input checked="" type="checkbox"/> Is large enough and so configured that an employee can bodily enter and perform assigned work; and	<input checked="" type="checkbox"/> Has limited or restricted means of entry or exit; and	<input checked="" type="checkbox"/> Is not designed for continuous human occupancy
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CLASSIFICATION

☒ Non-Permit ☐ Alternate Entry ☐ Permit-Required (Level 1) ☐ Permit-Required (Level 2)

Entrance/Exits – Type/Location: Vertical access

Confined space related hazards: Isolation

Additional potential hazards:

Confined Space Equipment needed: lockout/tagout equipment, "out of order" sign, barrier

Additional equipment needed:

Personal protective equipment needed to enter space:

Warning signs posted? ☐ Yes ☒ No ☒ No action required

Is space sealed/locked? ☒ Yes ☐ No ☐ No action required

Is it anticipated that employees will be working in this space at any time? ☐ Yes ☒ No

Other pertinent information: Space should only be entered by a licensed contractor performing elevator service.



Oak Brook Park District
Confined Space Inventory and Profiles

Location (facility/address): **Family Recreation Center – Studio D Stairwell**

General Description: **OBPD – 16 Access Under Stairwell to Ejector Pit**

<input checked="" type="checkbox"/> Is large enough and so configured that an employee can bodily enter and perform assigned work; and	<input checked="" type="checkbox"/> Has limited or restricted means of entry or exit; and	<input checked="" type="checkbox"/> Is not designed for continuous human occupancy
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CLASSIFICATION

☒ Non-Permit ☐ Alternate Entry ☐ Permit-Required (Level 1) ☐ Permit-Required (Level 2)

Entrance/Exits – Type/Location: Horizontal access

Confined space related hazards: Air Quality

Additional potential hazards:

Confined Space Equipment needed: permit, attendant, barrier, ventilator, atmospheric monitor

Additional equipment needed:

Personal protective equipment needed to enter space:

Warning signs posted? ☒ Yes ☐ No ☐ No action required

Is space sealed/locked? ☒ Yes ☐ No ☐ No action required

Is it anticipated that employees will be working in this space at any time? ☒ Yes ☐ No

Other pertinent information:



Oak Brook Park District
Confined Space Inventory and Profiles

Location (facility/address): **Family Recreation Center – Studio D Stairwell**

General Description: **OBPD – 17 Ejector Pit**

<input checked="" type="checkbox"/> Is large enough and so configured that an employee can bodily enter and perform assigned work; and	<input checked="" type="checkbox"/> Has limited or restricted means of entry or exit; and	<input checked="" type="checkbox"/> Is not designed for continuous human occupancy
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CLASSIFICATION

☐ Non-Permit ☐ Alternate Entry ☐ Permit-Required (Level 1) ☒ Permit-Required (Level 2)

Entrance/Exits – Type/Location: Vertical access

Confined space related hazards: Air Quality, Isolation and Engulfment

Additional potential hazards:

Confined Space Equipment needed: permit, attendant, barrier, lockout/tagout, ventilator, atmospheric monitor, harness w/ lifeline, tripod w/ winch

Additional equipment needed:

Personal protective equipment needed to enter space: As required by contractor

Warning signs posted? ☒ Yes ☐ No ☐ No action required

Is space sealed/locked? ☒ Yes ☐ No ☐ No action required

Is it anticipated that employees will be working in this space at any time? ☐ Yes ☒ No

Other pertinent information: Contractor entry ONLY



Oak Brook Park District
Confined Space Inventory and Profiles

Location (facility/address): **Family Recreation Center – Gym 1 Storage**

General Description: **OBPD – 18 Sump Pits (2)**

<input checked="" type="checkbox"/> Is large enough and so configured that an employee can bodily enter and perform assigned work; and	<input checked="" type="checkbox"/> Has limited or restricted means of entry or exit; and	<input checked="" type="checkbox"/> Is not designed for continuous human occupancy
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CLASSIFICATION

☐ Non-Permit ☐ Alternate Entry ☒ Permit-Required (Level 1) ☐ Permit-Required (Level 2)

Entrance/Exits – Type/Location: Vertical access

Confined space related hazards: Air Quality and Isolation

Additional potential hazards:

Confined Space Equipment needed: permit, attendant, barrier, lockout/tagout, ventilator, atmospheric monitor, harness w/ lifeline, tripod w/ winch

Additional equipment needed:

Personal protective equipment needed to enter space: safety glasses, gloves

Warning signs posted? ☒ Yes ☐ No ☐ No action required

Is space sealed/locked? ☒ Yes ☐ No ☐ No action required

Is it anticipated that employees will be working in this space at any time? ☒ Yes ☐ No

Other pertinent information:



Oak Brook Park District
Confined Space Inventory and Profiles

Location (facility/address): **Maintenance Facility**

General Description: **OBPD – 19 Lift Station**

☒ Is large enough and so configured that an employee can bodily enter and perform assigned work; and

☒ Has limited or restricted means of entry or exit; and

☒ Is not designed for continuous human occupancy

CLASSIFICATION

☐ Non-Permit ☐ Alternate Entry ☐ Permit-Required (Level 1) ☒ Permit-Required (Level 2)

Entrance/Exits – Type/Location: 6' vertical access

Confined space related hazards: Air Quality, Engulfment and Isolation

Additional potential hazards:

Confined Space Equipment needed: permit, attendant, barrier, lockout/tagout, ventilator, atmospheric monitor, harness w/ lifeline, tripod w/ winch

Additional equipment needed:

Personal protective equipment needed to enter space: As required by contractor

Warning signs posted? ☒ Yes ☐ No ☐ No action required

Is space sealed/locked? ☒ Yes ☐ No ☐ No action required

Is it anticipated that employees will be working in this space at any time? ☐ Yes ☒ No

Other pertinent information: Contractor entry ONLY



Oak Brook Park District
Confined Space Inventory and Profiles

Location (facility/address): **Maintenance Facility**

General Description: **OBPD – 20 Triple Garage Basin**

☒ Is large enough and so configured that an employee can bodily enter and perform assigned work; and

☒ Has limited or restricted means of entry or exit; and

☒ Is not designed for continuous human occupancy

CLASSIFICATION

☐ Non-Permit ☐ Alternate Entry ☐ Permit-Required (Level 1) ☒ Permit-Required (Level 2)

Entrance/Exits – Type/Location: 6' vertical access

Confined space related hazards: Air Quality and Isolation

Additional potential hazards:

Confined Space Equipment needed: permit, attendant, barrier, ventilator, atmospheric monitor, harness w/ lifeline, tripod w/ winch

Additional equipment needed:

Personal protective equipment needed to enter space: As required by contractor

Warning signs posted? ☒ Yes ☐ No ☐ No action required

Is space sealed/locked? ☒ Yes ☐ No ☐ No action required

Is it anticipated that employees will be working in this space at any time? ☐ Yes ☒ No

Other pertinent information: Contractor entry ONLY



Oak Brook Park District
Confined Space Inventory and Profiles

Location (facility/address): **Maintenance Facility**

General Description: **OBPD – 21 Mud Catch Basin**

☒ Is large enough and so configured that an employee can bodily enter and perform assigned work; and

☒ Has limited or restricted means of entry or exit; and

☒ Is not designed for continuous human occupancy

CLASSIFICATION

☐ Non-Permit ☐ Alternate Entry ☒ Permit Required (Level 1) ☐ Permit Required (Level 2)

Entrance/Exits – Type/Location: 5' vertical access

Confined space related hazards: Air Quality, Engulfment and Isolation

Additional potential hazards:

Confined Space Equipment needed: permit, attendant, barrier, ventilator, atmospheric monitor, harness w/ lifeline, tripod w/ winch

Additional equipment needed:

Personal protective equipment needed to enter space: safety glasses, gloves

Warning signs posted? ☐ Yes ☒ No ☒ No action required

Is space sealed/locked? ☒ Yes ☐ No ☐ No action required

Is it anticipated that employees will be working in this space at any time? ☒ Yes ☐ No

Other pertinent information:



Oak Brook Park District
Confined Space Inventory and Profiles

Location (facility/address): Bath and Tennis Club Filter Room		
General Description: OBPD – 22 Chemical Tanks (3)		
<input checked="" type="checkbox"/> Is large enough and so configured that an employee can bodily enter and perform assigned work; and	<input checked="" type="checkbox"/> Has limited or restricted means of entry or exit; and	<input checked="" type="checkbox"/> Is not designed for continuous human occupancy
CLASSIFICATION <input type="checkbox"/> Non-Permit <input type="checkbox"/> Alternate Entry <input type="checkbox"/> Permit-Required (Level 1) <input checked="" type="checkbox"/> Permit-Required (Level 2)		
Entrance/Exits – Type/Location: 5' vertical access		
Confined space related hazards: Air Quality, Engulfment and Isolation		
Additional potential hazards:		
Confined Space Equipment needed: permit, attendant, barrier, ventilator, atmospheric monitor, harness w/ lifeline, tripod w/ winch		
Additional equipment needed:		
Personal protective equipment needed to enter space: As required by contractor		
Warning signs posted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No action required		
Is space sealed/locked? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No action required		
Is it anticipated that employees will be working in this space at any time? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Other pertinent information: Contractor entry ONLY		



Oak Brook Park District
Confined Space Inventory and Profiles

Location (facility/address): Bath and Tennis Club Filter Room		
General Description: OBPD – 23 Sump Pump Pit		
<input checked="" type="checkbox"/> Is large enough and so configured that an employee can bodily enter and perform assigned work; and	<input checked="" type="checkbox"/> Has limited or restricted means of entry or exit; and	<input checked="" type="checkbox"/> Is not designed for continuous human occupancy
CLASSIFICATION <input type="checkbox"/> Non-Permit <input type="checkbox"/> Alternate Entry <input checked="" type="checkbox"/> Permit-Required (Level 1) <input type="checkbox"/> Permit-Required (Level 2)		
Entrance/Exits – Type/Location: 5' vertical access		
Confined space related hazards: Air Quality, Engulfment and Isolation		
Additional potential hazards:		
Confined Space Equipment needed: permit, attendant, barrier, ventilator, atmospheric monitor, harness w/ lifeline, tripod w/ winch		
Additional equipment needed:		
Personal protective equipment needed to enter space: Safety glasses, gloves		
Warning signs posted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No action required		
Is space sealed/locked? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No action required		
Is it anticipated that employees will be working in this space at any time? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Other pertinent information:		



Oak Brook Park District
Confined Space Inventory and Profiles

Location (facility/address): Bath and Tennis Club Filter Room		
General Description: OBPD – 24 D.E. filter unit <u>without water in unit</u>		
<input checked="" type="checkbox"/> Is large enough and so configured that an employee can bodily enter and perform assigned work; and	<input checked="" type="checkbox"/> Has limited or restricted means of entry or exit; and	<input checked="" type="checkbox"/> Is not designed for continuous human occupancy
CLASSIFICATION <input checked="" type="checkbox"/> Non-Permit <input type="checkbox"/> Alternate Entry <input type="checkbox"/> Permit-Required (Level 1) <input type="checkbox"/> Permit-Required (Level 2)		
Entrance/Exits – Type/Location: Vertical access		
Confined space related hazards: Isolation		
Additional potential hazards:		
Confined Space Equipment needed:		
Additional equipment needed:		
Personal protective equipment needed to enter space:		
Warning signs posted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No action required		
Is space sealed/locked? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> No action required		
Is it anticipated that employees will be working in this space at any time? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Other pertinent information: Unit must be isolated from the pool. Lock-out/tag-out required.		



Oak Brook Park District
Confined Space Inventory and Profiles

Location (facility/address): Bath and Tennis Club Filter Room		
General Description: OBPD – 25 D.E. filter unit <u>with water in unit</u>		
<input checked="" type="checkbox"/> Is large enough and so configured that an employee can bodily enter and perform assigned work; and	<input checked="" type="checkbox"/> Has limited or restricted means of entry or exit; and	<input checked="" type="checkbox"/> Is not designed for continuous human occupancy
CLASSIFICATION <input type="checkbox"/> Non-Permit <input type="checkbox"/> Alternate Entry <input type="checkbox"/> Permit-Required (Level 1) <input checked="" type="checkbox"/> Permit-Required (Level 2)		
Entrance/Exits – Type/Location: vertical access		
Confined space related hazards: Isolation		
Additional potential hazards:		
Confined Space Equipment needed: permit, attendant, barrier, ventilator, atmospheric monitor, harness w/ lifeline, tripod w/ winch		
Additional equipment needed:		
Personal protective equipment needed to enter space: As required by contractor		
Warning signs posted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No action required		
Is space sealed/locked? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> No action required		
Is it anticipated that employees will be working in this space at any time? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Other pertinent information: Contractor entry ONLY <u>with water in unit</u>		



CONFINED SPACE ALTERNATE ENTRY PERMIT

GENERAL INFORMATION

Permit No. _____

Space to be Entered: _____

Purpose of Entry: _____

Location/Building: _____

Authorized Duration of Permit: _____

Date: _____ to _____
Time: _____ to _____

PERMIT SPACE HAZARDS

- Oxygen levels must be greater than 19.5% and less than 23.5%
- Flammable gases or vapors must be less than 10% LEL/LFL (Lower Explosive Level / Lowest Flammability Limit)
- H₂S (Hydrogen Sulfide) levels must be less than 10ppm (parts per million). Presence of H₂S is usually accompanied by a "rotten egg" smell. Over exposure leads to eye and respiratory irritation, nausea, paralysis, and death.
- CO (Carbon Monoxide) levels must be less than 35ppm (parts per million). CO is colorless and odorless. Presence of CO can be determined using the atmospheric monitor.

EQUIPMENT REQUIRED FOR ENTRY AND WORK

Personal Protective Equipment:

Safety glasses, gloves

Respiratory Protection:

None

Atmospheric Testing/Monitoring:

Atmospheric monitor required

Communication:

Verbal with attendant

Ventilation Equipment:

Air ventilator required

PREPARATION FOR ENTRY (Check after steps are completed)

- ☐ Remove unsafe conditions to remove/open entrance cover.
- ☐ Guard opening with railing or barrier to prevent accidental fall.
- ☐ Test atmosphere prior to entry.
- ☐ Use continuous forced air ventilation during entire entry.
- ☐ Continuously monitor atmosphere during entire entry

Rescue Equipment:

Tri-pod retrieval system with harness required

Other:

EMERGENCY SERVICE NUMBERS TO HAVE READY

Oak Brook Fire 911 Supervisor _____
And Police _____

AUTHORIZED ENTRANTS AND ATTENDANTS

TESTING RECORD Measure at the top of the opening, then into the space in 4-foot increments. Record results below.

Time	Acceptable Conditions	Result Top	Result 4'	Result 8'	Result 12'	Result 16'	Result 20'	Result Vent
Oxygen-min.	>19.5%							
Oxygen-max.	<23.5%							
Flammability	<10% LEL/LFL							
H ₂ S	<10 ppm							
CO	<35 ppm							
Cl ₂								
Toxic (specify)								
Heat								
Other								

AUTHORIZATION BY ENTRY SUPERVISORS

I certify that all required precautions have been taken and necessary equipment is provided for safe entry and work in this confined space.

Printed Name	Signature	Date	Time

THIS PERMIT MUST BE POSTED ON JOB SITE ☐ VALID ONLY ON INDICATED DATE

CONFINED SPACE ENTRY PERMIT

GENERAL INFORMATION

Permit No. _____

Space to be Entered: _____

Purpose of Entry: _____

Location/Building: _____

Authorized Duration of Permit: _____

Date: _____ to _____
Time: _____ to _____

PERMIT SPACE HAZARDS

- Oxygen levels must be greater than 19.5% and less than 23.5%
- Flammable gases or vapors must be less than 10% LEL/LFL (Lower Explosive Level / Lowest Flammability Limit)
- H₂S (Hydrogen Sulfide) levels must be less than 10ppm (parts per million). Presence of H₂S is usually accompanied by a "rotten egg" smell. Over exposure leads to eye and respiratory irritation, nausea, paralysis, and death.
- CO (Carbon Monoxide) levels must be less than 35ppm (parts per million). CO is colorless and odorless. Presence of CO can be determined using the atmospheric monitor.
- Mechanical hazards may be present which could cause entrant to become tangled or trapped. Some mechanical hazards may include electrical hazards and moving parts.
- Engulfment hazards may be present. Check surroundings.

EQUIPMENT REQUIRED FOR ENTRY AND WORK

Personal Protective Equipment:

Safety glasses, gloves

Respiratory Protection:

None

Atmospheric Testing/Monitoring:

Atmospheric monitor required

Communication:

Verbal with attendant

Ventilation Equipment:

Air ventilator required

Rescue Equipment:

Tri-pod retrieval system with harness required

Other: _____

PREPARATION FOR ENTRY (Check after steps are completed)

- ☐ Remove unsafe conditions to remove/open entrance cover.
- ☐ Guard opening with railing or barrier to prevent accidental fall.
- ☐ Test atmosphere prior to entry.
- ☐ Use continuous forced air ventilation during entire entry.
- ☐ Continuously monitor atmosphere during entire entry.
- ☐ Pre-entry briefing on specific hazards and conditions.
- ☐ Notify contractors of permit and hazard conditions.

EMERGENCY SERVICE NUMBERS TO HAVE READY

Oak Brook Fire 911 Supervisor _____
And Police _____

AUTHORIZED ENTRANTS AND ATTENDANTS

TESTING RECORD

Measure at the top of the opening, then into the space in 4-foot increments. Record results below.

Time	Acceptable Conditions	Result Top	Result 4'	Result 8'	Result 12'	Result 16'	Result 20'	Result Vent
Oxygen-min.	>19.5%							
Oxygen-max.	<23.5%							
Flammability	<10% LEL/LFL							
H ₂ S	<10 ppm							
CO	<35 ppm							
Cl ₂								
Toxic (specify)								
Heat								
Other								

AUTHORIZATION BY ENTRY SUPERVISORS

I certify that all required precautions have been taken and necessary equipment is provided for safe entry and work in this confined space.

Printed Name

Signature

Date

Time

THIS PERMIT MUST BE POSTED ON JOB SITE ☐ VALID ONLY ON INDICATED DATE

Appendix D

Consult the Work Space Profile prior to using this form. Only authorized personnel may conduct confined space entry.

OAK BROOK PARK DISTRICT CONFINED SPACE HOT WORK PERMIT

INSTRUCTIONS					
<p>***A Hot Work Permit must be completed for all operations performed within a confined space that require workers to weld, cut, or use other open-flame or spark producing devices in a confined space. 1) Complete permit and eliminate or control all hazardous conditions before entry begins. 2) The Hot Work Permit must be signed by the person authorizing entry. 3) Attach signed permit to the Confined Space Entry Permit and post both permits at entrance to confined space. 4) Send permits to the Director of Parks and Maintenance upon completion of the work within the confined space. 5) NOTE: Do not cut, weld, or use other open-flame or spark producing equipment until the proper precautions have been taken.</p>					
GENERAL INFORMATION					
CONFINED SPACE LOCATION:					
PERMIT BEGINS: Date: _____ Time: _____ AM/PM PERMIT EXPIRES: Date: _____ Time: _____ AM/PM					
LOCATION & DESCRIPTION OF CONFINED SPACE:					
PURPOSE OF ENTRY:					
TYPE OF HOT WORK	Cut:	Weld:	Grind:	Repair:	Other:
TYPE OF EQUIPMENT:					
PRECAUTIONS (Please circle YES or NO.)					
Is an air sampling meter used to monitor the presence of flammables/combustibles?					YES NO
Does the confined space contain a flammable/combustible material or atmosphere? (<i>Flammables/combustibles must <u>not</u> exceed 10% Lower Explosive Limit (LEL).</i>)					YES NO
Does the confined space contain combustible dust or ignitable residue?					YES NO
Have cutting, welding, and other flame/spark producing devices been inspected and are they in good condition?					YES NO
Have flammable/combustible materials been purged from the confined space?					YES NO
Is a fire extinguisher, of the proper type, available and has it been inspected?					YES NO
Is a fire watch posted?					YES NO
Is electrical equipment (lights, air sampling instruments, blowers, etc.) intrinsically safe (explosion proof)?					YES NO
Have sewer and drain openings been covered?					YES NO
Is general ventilation of sufficient capacity (7 air changes per minute) provided and in use?					YES NO
Is local ventilation for welding and cutting arranged so as to remove fumes and smoke at the source?					YES NO
Are respirators, of the proper type, available and in use where required?					YES NO
Have precautions been taken to protect workers from electrical shock?					YES NO
Are welding machine and other equipment safely located, grounded, and spark controlled?					YES NO
TRAINING (Please circle YES or NO.)					
Have all workers been trained to work safely within a confined space?					YES NO
Have all workers completed a pre-entry briefing?					YES NO
Have all workers been trained in emergency procedures?					YES NO
Have all workers been trained to use fire extinguishers?					YES NO
Have all workers been instructed <u>not</u> to bring gas cylinders into the confined space?					YES NO
Have all workers been instructed to remove welding hoses and leads from the confined space when not in use?					YES NO
FIRE WATCH (Please print name clearly.)					
NAME:					
PERSON(S) PERFORMING HOT WORK (Please print name(s) clearly.)					
1)		2)		3)	
SIGNATURE OF PERSON AUTHORIZING ENTRY (ALL ABOVE QUESTIONS <u>MUST</u> BE ANSWERED YES.)					
SIGNATURE:			DATE:		TIME: AM/PM

THIS PERMIT HAS BEEN CANCELED BY: _____ TIME: _____ DATE: _____

Oak Brook Park District CONFINED SPACE PROTECTION PROGRAM REVIEWS

In order to keep our "Confined Space Protection Program" current, and make sure it protects our employees from Confined Space hazards, the Safety Coordinator and Director of Parks and Planning of the Oak Brook Park District shall review the program on no less than an annual basis. This includes review of all "Profile Sheets", canceled "Entry Permits", Confined Space Equipment inspection and calibration logs, as well as the written program.

[illegible]

OAK BROOK PARK DISTRICT GAS MONITOR CALIBRATION LOG

[illegible]



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: RESOLUTION 19-0121: A RESOLUTION APPROVING THE CONDUCT OF THE TEFRA HEARING PURSUANT TO SECTION 147(F) OF THE INTERNAL REVENUE CODE OF 1986, AS AMENDED, WITH RESPECT TO THE ISSUANCE OF BONDS BY THE OAK BROOK PARK DISTRICT, DuPAGE AND COOK COUNTIES, ILLINOIS, TO PURCHASE AND IMPROVE THE APPROXIMATELY 34 ACRES COMMONLY KNOWN AS THE "McDONALD'S SOCCER FIELDS," LOCATED NORTH OF SAID PARK DISTRICT'S CENTRAL PARK AND BETWEEN KINGERY HIGHWAY (ROUTE 83), KENSINGTON ROAD AND JORIE BOULEVARD AND APPROVING THE PROPOSED PLAN OF THE FINANCING OF THE SAME THROUGH THE ISSUANCE OF 501(C)(3) BONDS. (REQUIRES WAIVING THE BOARD RULES TO APPROVE AT THIS MEETING)

AGENDA No.: 9 A

MEETING DATE: JANUARY 21, 2019

STAFF REVIEW:

Chief Financial Officer, Marco Salinas:

A handwritten signature in blue ink that reads "Marco Salinas".

RECOMMENDED FOR BOARD ACTION: Executive Director, Laure Kosey:

A handwritten signature in blue ink that reads "Laure Kosey".

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

The results of the November 6, 2018 general election gave the Park District the authority to issue up to \$17.9 million in bonds to purchase land commonly known as the "McDonald's Soccer Fields."

The Park District anticipates entering into long-term agreements with certain 501(c)(3) organizations for the use of this newly purchased land, which could create private business use of the land. The Park District desires to issue "qualified 501(c)(3) bonds" to purchase the land so that use of the land by 501(c)(3) organizations would not be considered private business use under federal tax law.

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

In order to issue "qualified 501(c)(3) bonds", the Park District Board must conduct a public hearing (the "TEFRA Hearing") and publish notice of the TEFRA Hearing in accordance with Section 147(f) of the Internal Revenue Code. The TEFRA Hearing is scheduled for Monday, January 21, 2019, and the corresponding TEFRA Hearing notice was published in the Daily Herald newspaper on Friday December 28, 2018.

The accompanying Resolution approves the conduct of the TEFRA Hearing pursuant to Section 147(f) of the Internal Revenue Code of 1986. This Resolution has been prepared by the Park District's bond counsel, Chapman and Cutler LLP.

ORDER calling a public hearing concerning the intent of the Board of Park Commissioners of the Oak Brook Park District, DuPage and Cook Counties, Illinois, to sell not to exceed \$17,900,000 of Voted Park Bonds.

* * *

WHEREAS, the Oak Brook Park District, DuPage and Cook Counties, Illinois (the “*District*”), is a duly organized and existing park district created under the provisions of the laws of the State of Illinois, and is now operating under the provisions of the Park District Code, and all laws amendatory thereof and supplementary thereto, including the Local Government Debt Reform Act, as amended; and

WHEREAS, the Board of Park Commissioners of the District (the “*Board*”) intends to sell bonds, namely Voted Park Bonds (the “*Bonds*”), in an amount not to exceed \$17,900,000 for the purpose of purchasing and improving the approximately 34 acres commonly known as the “McDonald’s Soccer Fields,” located north of the District’s Central Park and between Kingery Highway (Route 83), Kensington Road and Jorie Boulevard (the “*Project*”); and

WHEREAS, the District anticipates entering into long-term agreements with certain 501(c)(3) organizations (collectively, the “*501(c)(3) Organizations*”) in connection with the use of the Project, which could create private business use of the Project; and

WHEREAS, if the Bonds are issued as “qualified 501(c)(3) bonds” under federal tax law (“*Qualified 501(c)(3) Bonds*”), the use of the Project by the 501(c)(3) Organizations would not be considered private business use; and

WHEREAS, prior to the issuance of the Bonds as Qualified 501(c)(3) Bonds, the Internal Revenue Code of 1986, as amended, requires the Board to hold a public hearing concerning the Board’s intent to issue the Bonds and finance the Project (the “*TEFRA Hearing*”):

NOW, THEREFORE, Be It and It Is Hereby Ordered by the undersigned President of the Board of Park Commissioners of the Oak Brook Park District, DuPage and Cook Counties, Illinois, as follows:

1. I hereby call the TEFRA Hearing, to be held at 6:30 o'clock P.M. on the 21st day of January, 2019, in the District Family Recreation Center, 1450 Forest Gate Road, Oak Brook, Illinois, in the District, concerning the Board's intent to sell the Bonds and finance the Project.

2. I hereby direct that the Secretary of the Board (the "*Secretary*") shall (i) publish notice of the TEFRA Hearing at least once in *The Doings—Oak Brook* or the *Daily Herald*, the same being newspapers of general circulation in the District, not less than 14 days before the date of the TEFRA Hearing and (ii) post at least 72 hours before the TEFRA Hearing a copy of said notice at the principal office of the Board, which notice will be continuously available for public review during the entire 72-hour period preceding the TEFRA Hearing.

3. Notice of the TEFRA Hearing shall appear above the name of the Secretary and shall be in substantially the following form:

**NOTICE OF PUBLIC HEARING CONCERNING THE INTENT
OF THE BOARD OF PARK COMMISSIONERS OF THE
OAK BROOK PARK DISTRICT, DuPAGE AND COOK COUNTIES, ILLINOIS
TO SELL NOT TO EXCEED \$17,900,000 VOTED PARK BONDS**

PUBLIC NOTICE IS HEREBY GIVEN that on the 21st day of January, 2019, at 6:30 o'clock P.M., the Board of Park Commissioners of the Oak Brook Park District, DuPage and Cook Counties, Illinois (the "*District*"), will conduct a public hearing to be held at the District Family Recreation Center, 1450 Forest Gate Road, Oak Brook, Illinois. The purpose of the hearing will be to receive public comments on the proposal to sell bonds, namely Voted Park Bonds in an amount not to exceed \$17,900,000 (the "*Bonds*"), for the purpose of purchasing and improving the approximately 34 acres commonly known as the "McDonald's Soccer Fields," located north of the District's Central Park and between Kingery Highway (Route 83), Kensington Road and Jorie Boulevard (the "*Project*"). The Project will be owned and operated by the District. A portion of the proceeds of the Bonds will be used to pay certain expenses incurred in connection with the Bonds.

The above-noticed public hearing is required by Section 147(f) of the Internal Revenue Code of 1986, as amended. At the time and place set for the public hearing, residents, taxpayers and other interested persons will be given the opportunity to express their views on the Project, the proposed plan of financing and the issuance of the Bonds. Written comments may also be submitted to the District at 1450 Forest Gate Road, Oak Brook, Illinois 60523, Attention: Laure Kosey, Executive Director, on or before the 21st day of January, 2019.

By order of the President of the Board of Park Commissioners of the Oak Brook Park District, DuPage and Cook Counties, Illinois.

Dated: December 22, 2018.

OAK BROOK PARK DISTRICT,
DuPage and Cook Counties, Illinois

/s/ Laure Kosey
Secretary, Board of Park Commissioners

4. At the TEFRA Hearing the Board shall describe the Bonds and the Project and permit persons desiring to be heard an opportunity to present written or oral testimony within reasonable time limits.

Ordered this 19th day of December, 2018.

President, Board of Park Commissioners,
Oak Brook Park District, DuPage and Cook
Counties, Illinois

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 in 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 21st day of January, 2019.

* * *

The meeting was called to order by the President, and upon the roll being called, Sharon Knitter, the President, and the following members were physically present at said location:

The following members were allowed by a majority of the members of the Board of Park Commissioners 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 member was not permitted to attend the meeting by video or audio conference.

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

At ____ o'clock P.M., the President announced that the next agenda item for the Board of Park Commissioners was a public hearing (the "*TEFRA Hearing*") being held pursuant to the Internal Revenue Code of 1986, as amended (the "*Code*"), to receive public comments on the proposal to sell bonds in an amount not to exceed \$17,900,000 (the "*Bonds*") for the purpose of purchasing and improving the approximately 34 acres commonly known as the "McDonald's Soccer Fields," located north of the District's Central Park and between Kingery Highway (Route 83), Kensington Road and Jorie Boulevard (the "*Project*") and explained that all persons desiring to be heard would have an opportunity to present written or oral testimony with respect thereto.

The President opened the discussion and explained that the reasons for the proposed issuance of the Bonds were as follows: see *Exhibit I*.

The President presented a copy of the publisher's affidavit, with a newspaper clipping attached, showing the publication on the 28th day of December, 2018, of the notice of the TEFRA Hearing in the *Daily Herald*, a newspaper of general circulation in the District, which affidavit is on file in the office of the District as part of the permanent record of the District.

Whereupon the President asked for additional comments from the members of the Board of Park Commissioners. Additional comments were made by the following: _____.

Written testimony concerning the proposed issuance of the Bonds and the plan of financing for the Project was read into the record by the Secretary and is attached hereto as *Exhibit II*.

Whereupon the President asked for oral testimony or any public comments concerning the proposed issuance of the Bonds and the plan of financing for the Project. Statements were made by the following: _____.

The President then announced that all persons desiring to be heard had been given an opportunity to present oral and written testimony with respect to the proposed issuance of the Bonds and the financing of the Project.

Member _____ moved and Member _____ seconded the motion that the TEFRA Hearing be finally adjourned.

After a full discussion thereof, the President directed that the roll be called for a vote upon the motion.

Upon the roll being called, the following members voted AYE: _____

The following members voted NAY: _____

Whereupon the President declared the motion carried and the TEFRA Hearing was finally adjourned.

The President announced that the next item of business before the Board of Park Commissioners was the consideration of a resolution approving the conduct of the TEFRA Hearing pursuant to Section 147(f) of the Code with respect to the issuance of the Bonds and approving the proposed plan of the financing of the Project through the issuance of the 501(c)(3) Bonds.

Whereupon, Park Commissioner _____ presented and the Secretary read by title a resolution 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:

RESOLUTION 19-0221

RESOLUTION approving the conduct of the TEFRA Hearing pursuant to Section 147(f) of the Internal Revenue Code of 1986, as amended, with respect to the issuance of bonds by the Oak Brook Park District, DuPage and Cook Counties, Illinois, to purchase and improve the approximately 34 acres commonly known as the “McDonald’s Soccer Fields,” located north of said Park District’s Central Park and between Kingery Highway (Route 83), Kensington Road and Jorie Boulevard and approving the proposed plan of the financing of the same through the issuance of 501(c)(3) Bonds.

* * *

WHEREAS, the Oak Brook Park District, DuPage and Cook Counties, Illinois (the “*District*”), is a duly organized and existing park district created under the provisions of the laws of the State of Illinois, and is now operating under the provisions of the Park District Code, and all laws amendatory thereof and supplementary thereto, including the Local Government Debt Reform Act, as amended; and

WHEREAS, the Board of Park Commissioners of the District (the “*Board*”) intends to sell bonds, namely Voted Park Bonds (the “*Bonds*”), in an amount not to exceed \$17,900,000 for the purpose of purchasing and improving the approximately 34 acres commonly known as the “McDonald’s Soccer Fields,” located north of the District’s Central Park and between Kingery Highway (Route 83), Kensington Road and Jorie Boulevard (the “*Project*”); and

WHEREAS, the District anticipates entering into long-term agreements with certain 501(c)(3) organizations (collectively, the “*501(c)(3) Organizations*”) in connection with the use of the Project, which could create private business use of the Project; and

WHEREAS, if the Bonds are issued as “qualified 501(c)(3) bonds” under federal tax law (“*Qualified 501(c)(3) Bonds*”), the use of the Project by the 501(c)(3) Organizations would not be considered private business use; and

WHEREAS, pursuant to and in accordance with Section 147(f) of the Internal Revenue Code of 1986, as amended (the “Code”), the President of the Board, on the 19th day of December, 2018, executed an order calling a public hearing (the “TEFRA Hearing”) for the 21st day of January, 2019, concerning the intent of the Board to sell the Bonds and finance the Project; and

WHEREAS, notice of the TEFRA Hearing was published in the *Daily Herald*, the same being a newspaper of general circulation in the District, on the 28th day of December, 2018, being not less than fourteen (14) days before the date of the TEFRA Hearing; and

WHEREAS, the TEFRA Hearing was held on the date hereof with respect to the Project and the proposed Bonds, and at the TEFRA Hearing all interested persons were given an opportunity to appear and be heard, pursuant to the requirements of Section 147(f) of the Code; and

WHEREAS, the Board is the elected legislative body of the District and is the applicable elected representative required to approve the issuance of the Bonds within the meaning of Section 147(f) of the Code; and

NOW, THEREFORE, Be It and It Is Hereby Resolved 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 Resolution are full, true and correct and does incorporate them into this Resolution by this reference.

Section 2. Public Approval of Bonds. The publication of the notice of and the conduct of the TEFRA Hearing pursuant to Section 147(f) of the Code with respect to the issuance of the Bonds is hereby approved, confirmed and ratified. The proposed plan of the financing of the Project through the issuance of the Bonds is hereby approved, as required by Section 147(f) of the Code. The adoption of this Resolution shall constitute the public approval of the Bonds for purposes of Section 147(f) of the Code.

Section 3. Severability. If any section, paragraph, clause or provision of this Resolution 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 Resolution.

Section 4. Repealer and Effective Date. All resolutions and parts of resolutions in conflict herewith be and the same are hereby repealed, and that this Resolution be in full force and effect forthwith upon its adoption.

Adopted January 21, 2019.

President, Board of Park Commissioners

Attest:

Secretary, Board of Park Commissioners

After a full and complete discussion thereof, Park Commissioner _____ moved and Park Commissioner _____ seconded the motion that said resolution as presented and read by title be adopted.

The President directed the Secretary to call the roll for a vote upon the motion to adopt said resolution.

Upon roll call, the following Park Commissioners voted AYE: _____

The following Park Commissioners voted NAY: _____

Whereupon the President declared the motion carried and the resolution adopted, and in open meeting did approve and sign said resolution and did direct the Secretary 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 TEFRA Hearing was duly transacted at said meeting.

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

Secretary, Board of Park Commissioners

EXHIBIT I

TEFRA HEARING FOR THE VOTED PARK BONDS

The Park Board is required to hold a hearing for the Voted Park Bonds (the “*Bonds*”) that will pay for the purchase and improvement of the approximately 34 acres commonly known as the “McDonald’s Soccer Fields,” located north of the District’s Central Park and between Kingery Highway (Route 83), Kensington Road and Jorie Boulevard (the “*Property*”).

Federal tax law provides that interest on the Bonds would be tax-exempt.

The Bonds, however, cannot be tax-exempt if more than 10% of the Property is expected to be used or is used in a private business use. Private business use means use by someone other than a state or local government unit for a business purpose. For entities other than individuals, that would include almost any use (other than use as a member of the general public).

The District anticipates entering into long-term agreements with certain 501(c)(3) organizations in connection with the use of the Property, which could create private business use of the Property.

If the Bonds are issued as Qualified 501(c)(3) Bonds under federal law, the use of the Property by such 501(c)(3) organizations would not be considered private business use.

Prior to the issuance of the Bonds as Qualified 501(c)(3) Bonds, federal law requires that the Bonds be approved by the Park Board, following a public hearing conducted by the Park Board. Staff published the notice of the hearing in the *Daily Herald* at least 14 days before the hearing.

EXHIBIT II

WRITTEN TESTIMONY

STATE OF ILLINOIS)
) SS
COUNTY OF DUPAGE)

CERTIFICATION OF RESOLUTION AND MINUTES

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

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Board held on the 21st day of January, 2019, insofar as the same relates to a public hearing concerning the intent of the Board to sell not to exceed \$17,900,000 Voted Park Bonds and the adoption of a resolution entitled:

RESOLUTION approving the conduct of the TEFRA Hearing pursuant to Section 147(f) of the Internal Revenue Code of 1986, as amended, with respect to the issuance of bonds by the Oak Brook Park District, DuPage and Cook Counties, Illinois, to purchase and improve the approximately 34 acres commonly known as the “McDonald’s Soccer Fields,” located north of said Park District’s Central Park and between Kingery Highway (Route 83), Kensington Road and Jorie Boulevard and approving the proposed plan of the financing of the same through the issuance of 501(c)(3) Bonds.

I do further certify that the deliberations of the Board at said meeting were conducted 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 before said meeting, that at least one copy of said agenda was continuously available for public review during said period preceding said meeting, that a true, correct and complete copy of said agenda as so posted is attached hereto as *Exhibit A*, 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 the Park District Code, 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 the conduct of said meeting.

I do further certify that notice of said meeting was posted at least 72 hours before said meeting at the principal office of the Board, that at least one copy of said notice was continuously available for public review during the entire 72-hour period preceding said meeting and that attached hereto as *Exhibit B* is a true, correct and complete copy of said notice as so posted.

IN WITNESS WHEREOF, I hereunto affix my official signature and seal of the District, this
21st day of January, 2019.

(SEAL)

Secretary, Board of Park Commissioners



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: ORDINANCE 19-0218: AN ORDINANCE TRANSFERRING FUNDS TO AND FROM SEVERAL PARK DISTRICT FUNDS.

AGENDA No.: 9 B

MEETING DATE: JANUARY 21, 2019

STAFF REVIEW: Chief Financial Officer, Marco Salinas:

A handwritten signature in blue ink, reading "Marco Salinas", is written over the text.

RECOMMENDED FOR BOARD ACTION: Executive Director, Laure Kosey:

A handwritten signature in blue ink, reading "Laure Kosey", is written over the text.

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

Included in the fiscal year 2018-2019 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 funding for the repayment of outstanding 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 Projects Funds for fiscal year 2018-2019.

ACTION PROPOSED:

For Review and Discussion Only.

ACTION PROPOSED:

Request a motion (and a second) to waive the Board Rules to approve at this meeting: Resolution 19-0121: A Resolution approving the conduct of the TEFRA Hearing pursuant to Section 147(f) of the Internal Revenue Code of 1986, as amended, with respect to the issuance of bonds by the Oak Brook Park District, DuPage and Cook Counties, Illinois, to purchase and improve the approximately 34 acres commonly known as the "McDonald's Soccer Fields," located north of said Park District's Central Park and between Kingery Highway (Route 83), Kensington Road and Jorie Boulevard and approving the proposed plan of the financing of the same through the issuance of 501(c)(3) bonds.

A motion (and a second) to approve Resolution 19-0121: A Resolution approving the conduct of the TEFRA Hearing pursuant to Section 147(f) of the Internal Revenue Code of 1986, as amended, with respect to the issuance of bonds by the Oak Brook Park District, DuPage and Cook Counties, Illinois, to purchase and improve the approximately 34 acres commonly known as the "McDonald's Soccer Fields," located north of said Park District's Central Park and between Kingery Highway (Route 83), Kensington Road and Jorie Boulevard and approving the proposed plan of the financing of the same through the issuance of 501(c)(3) bonds.

ORDINANCE NO. 19-0218

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

WHEREAS, the first six months of fiscal year 2018-2019 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 2018-2019 for the Corporate (General), Recreation and Capital Projects Funds, are hereby transferred to the Debt Service and Capital Projects Funds, with the Debt Service and Capital Projects 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 18th Day of February, 2018.

AYES: _____

NAYS: _____

ABSENT: _____

Approved:

Sharon Knitter, President

ATTEST:

Laure L. Kosey, Secretary

Exhibit A

Fund	Operating Transfer Out	Operating Transfer In	Purpose
General Fund	\$150,000.00		-To fund FY 2018/2019 capital purchases & improvements.
Capital Projects Fund		\$150,000.00	
Recreation Fund	\$81,011.00		-To fund FY 2018/2019 debt service payments on our 2018 \$500K debt certificates.
Debt Service Fund		\$81,011.00	
Capital Projects Fund	\$26,574.56		-To fund FY 2018/2019 debt service payments on our General Obligation Bonds, Series 2016.
Debt Service Fund		\$26,574.56	
Totals:	\$257,585.56	\$257,585.56	



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ORDINANCE NO. 19-0219: AN ORDINANCE AUTHORIZING THE DESTRUCTION OF VERBATIM RECORD OF CERTAIN CLOSED MEETINGS

AGENDA NO.: 9 C

MEETING DATE: JANUARY 21, 2019

RECOMMENDED FOR BOARD ACTION:

Executive Director, Laure Kosey:

A handwritten signature in cursive script, appearing to read "Laure Kosey", is written over a horizontal line.

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

As required by the Open Meetings Act, the closed meeting sessions of the Board Meetings are recorded. After 18 months, the Act permits the Board to authorize the destruction of these recordings, as long as the written minutes have been approved by the Board. The written minutes of these meetings have been approved by the Board of Commissioners, routinely, which occurred at the next executive meeting held after the meeting date.

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

The following Closed Meeting recordings are now over 18 months in age.

March 20, 2017

July 17, 2017

Ordinance 19-0219 authorizes the destruction of the verbatim record of the above listed meetings. The ordinance will be presented for approval at February 18, 2019 Board Meeting.

ACTION PROPOSED:

For Review and Discussion Only.

ORDINANCE NO. 19-0219
AN ORDINANCE AUTHORIZING THE DESTRUCTION OF THE
VERBATIM RECORD OF CERTAIN CLOSED MEETINGS

WHEREAS, the Open Meetings Act (5 ILCS 120/1, *et seq.*) (the "Act") requires governmental bodies to keep a verbatim record of closed meetings by audio or video tape; and

WHEREAS, the Oak Brook Park District Board of Park Commissioners (the "Board") has complied with such requirement by providing for the Secretary of the Board to keep a verbatim record of all closed meetings by audio tape; and

WHEREAS, the Act also permits governmental bodies to destroy the verbatim record of closed meetings, no less than eighteen (18) months after the completion of the meeting recorded, without notification to or approval of a records commission or the State Archivist under the Local Records Act, but only after: i) the public body approves the destruction of a particular recording; and ii) the public body approves written minutes that meet the requirements of the Act for the closed meeting recorded; and

WHEREAS, at least eighteen (18) months have passed since the completion of certain closed meetings of the Board that are identified in Section 1 of this Ordinance, and the Board has approved written minutes for each of the such closed meetings; and

WHEREAS, the Board has determined that it is necessary and desirable to order the destruction of the verbatim record of the closed meetings identified in Section 1 of this Ordinance; and

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 Board hereby finds that at least eighteen (18) months have passed since the completion of the following closed meetings of the Board, and that the Board has approved written minutes for such closed meetings:

March 20 2017
July 17, 2017

Section 2. The Board hereby orders the destruction of the entire verbatim record, in the form of audio tapes, of the closed meetings identified in Section 1 of this Ordinance, and the Secretary is hereby authorized and directed to destroy said audio tapes in a suitable manner.

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

Section 4. This Resolution shall be in full force and effect from and after its passage

and approval as provided by law.

PASSED AND APPROVED This 18th Day of February, 2019.

AYES: _____

NAYS: _____

ABSENT: _____

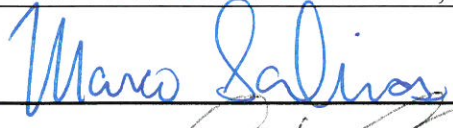
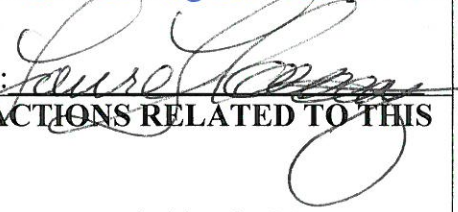
President Sharon Knitter

ATTEST:

Laure Kosey, Secretary



Oak Brook Park District

BOARD MEETING AGENDA ITEM –HISTORY/COMMENTARY	
ITEM TITLE: MARKET BASED SALARY RANGE ADJUSTMENTS	AGENDA No.: 9 D MEETING DATE: JANUARY 21, 2019
STAFF REVIEW: Chief Financial Officer, Marco Salinas: 	
RECOMMENDED FOR BOARD ACTION: Executive Director, Laure Kosey: 	
ITEM HISTORY (PREVIOUS PARK DISTRICT BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, COMMITTEE ACTION, OTHER PERTINENT HISTORY): The Park District's adoption of the market-based salary range adjustments as recommended by the Management Association of Illinois.	
ITEM COMMENTARY (BACKGROUND, DISCUSSION, KEY POINTS, RECOMMENDATIONS): The market-based range adjustments equal 1.95% for the full-time positions. The schedule is attached. This agenda item will be presented to the Board for possible approval at the February 18, 2019 Board Meeting. Upon the Board's approval, the full-time salary ranges, as presented on the following report, would become effective 5/1/19.	
ACTION PROPOSED: For Review and Discussion Only.	

11/20/2018

**Oak Brook Park District
Pay Grades
Effective: May 1, 2019***

Pay Grade	FLSA	Job Title	Minimum	Midpoint	Maximum
13		Hold for Future Restructuring	127,266.22	159,082.78	190,899.34
			61.19	76.48	91.78
12	E	Executive Director	112,031.84	140,037.50	168,045.20
			53.86	67.33	80.79
11	E	Deputy Director	98,618.27	123,271.82	147,926.39
			47.41	59.27	71.12
10	E	Chief Financial Officer	86,812.46	108,514.56	130,217.68
	E	Director of Recreation and Facilities	41.74	52.17	62.60
9	E	Director of Parks and Planning	76,418.66	95,522.05	114,628.50
			36.74	45.92	55.11
8	E	Superintendent of Enterprise Operations	67,269.67	84,086.32	100,906.03
	E **	Superintendent of Recreation	32.34	40.43	48.51
7	E	Tennis Center Manager	59,216.64	74,019.78	88,824.96
	E	Human Resource Manager	28.47	35.59	42.70
	E	Finance Manager			
	E	IT Manager			
	E	Assistant Director of Recreation			
	E	Marketing and Communications Manager			
6	NE	Building Engineer	52,128.05	65,158.28	78,190.55
	E	FRC Facility Manager	25.06	31.33	37.59
	E	Family Aquatic Center Manager			
5	E	Graphic Designer	45,886.68	57,358.09	68,829.50
	E	Corporate & Community Relations	22.06	27.58	33.09
	E	Athletic and Recreation Manager			
	E	Administrative Services Specialist			
4	E	Adult Recreation Supervisor	40,393.61	50,491.76	60,588.89
	E	Tennis Center Assistant Manager	19.42	24.27	29.13
	NE	Park Specialist			
	NE	Account Clerk			
	NE	Landscape Specialist			
	E	FRC Facility Supervisor			
	E	Fitness Supervisor			
	E	Aquatic Facility Supervisor			
3	NE	Registration Clerk	35,558.12	44,447.14	53,336.16
			17.10	21.37	25.64
2	NE	Park Technician	31,301.71	39,126.37	46,951.03
	NE	Park District Lead Custodian	15.05	18.81	22.57
	NE	Building Technician			
1	NE	Park District Custodian	27,553.01	34,440.75	41,329.51
			13.25	16.56	19.87

*NOTE: Per HR Source (formerly Management Association of IL), 1.95% market adjustment increase over May 1, 2018.

**New job description needed



Oak Brook Park District

BOARD MEETING

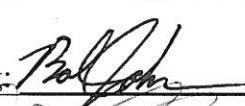
AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: DISCUSSION OF FOREST GATE MEDIAN

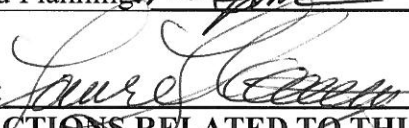
AGENDA No.: 9 E

MEETING DATE: JANUARY 21, 2019

STAFF REVIEW:

Bob Johnson, Director of Parks and Planning: 

RECOMMENDED FOR BOARD ACTION:

Executive Director, Laure Kosey: 

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

On January 22, 2019, the Village of Oak Brook is seeking bids to install vegetated medians on Jorie Boulevard and Forest Gate Road. The proposed Forest Gate median is a concern to the Park District as it would require eliminating 14 parking spaces on the north side of Forest Gate by the vicinity of the ball fields. These parking spaces are used when the ball field parking lot is full. Park District staff believes the median poses a safety concern for individuals exiting the ball field parking lot to head east on Forest Gate Road towards Jorie Blvd as the driver's vision could be obstructed by the median from seeing the approaching traffic.

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

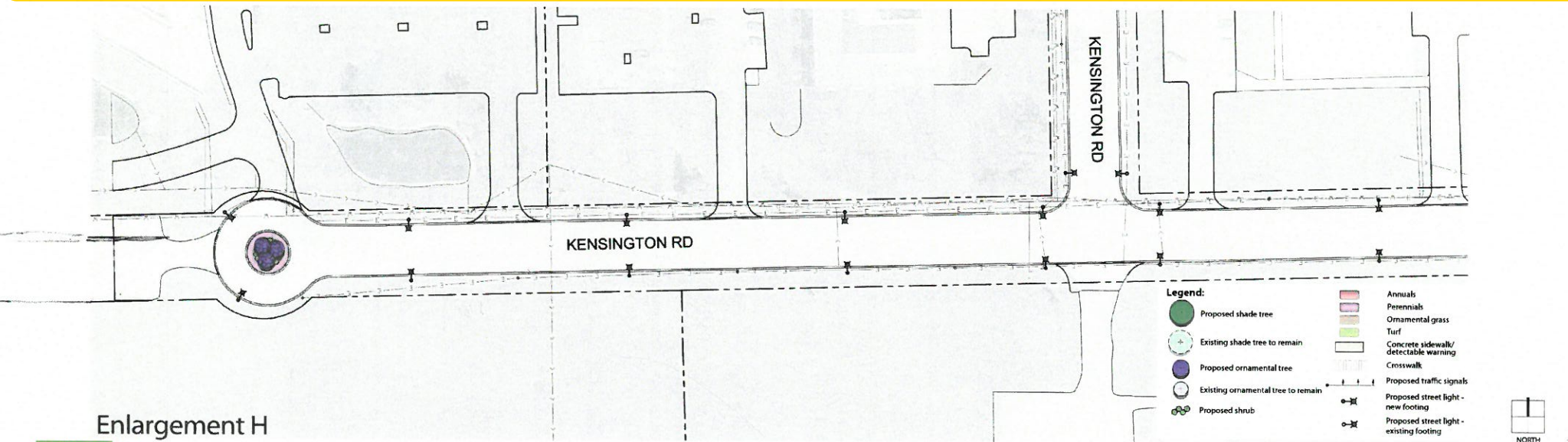
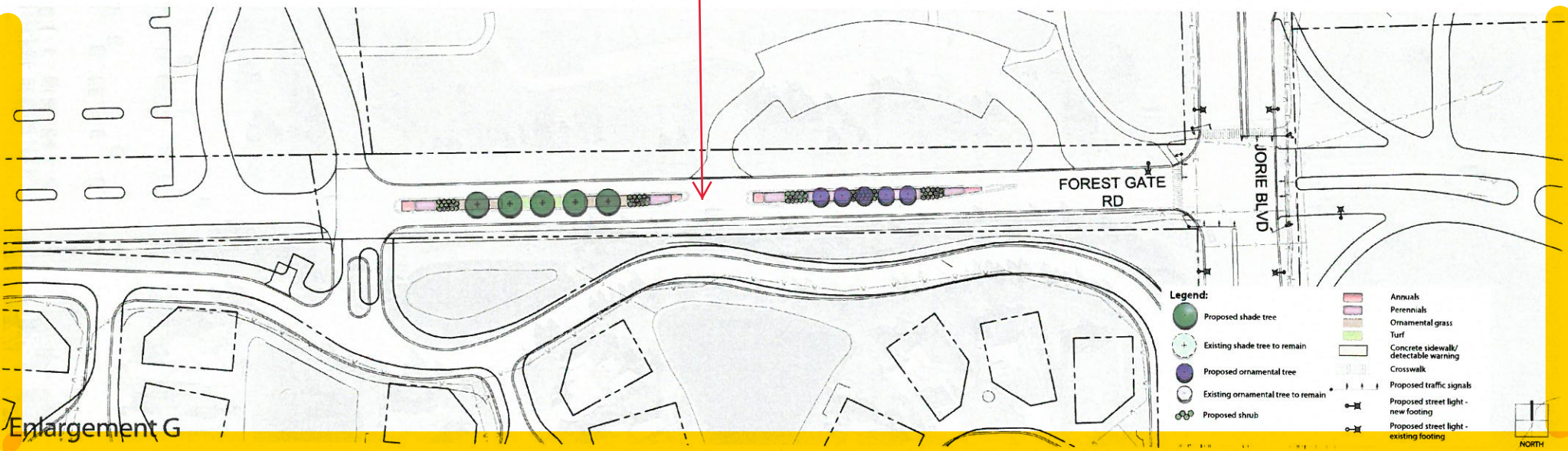
Over the past 15 years, the possible installation of the Forest Gate median has been discussed as solutions were sought pertaining to the installation of the Forest Gate stop sign, ball field lights, and use of the fields by youth league participants and coaches. A few of the key points derived from these previous communications are as follows:

1. September 10, 2004, the Park District received an email from the village stating the installation of the "median is problematic" as they had reviewed a previous analysis indicating the issues.
2. October 4, 2012, the Park District sent a letter to the village regarding the ball field light ordinance and included the necessity of the 14 parking spaces on the north side of Forest Gate Road.
3. October 22, 2012, a meeting was conducted with the Village, Park District, and Forest Gate residents. Forest Gate requested a landscaped median to be constructed to prevent parking on Forest Gate Road due to safety concerns. Chief Kruger pointed out that studies show parallel parking helps slow traffic flow and can act as a deterrent to speeding vehicles.

ACTION PROPOSED:

For Review and Discussion only.

Diagram of the proposed Forest Gate Median



Proposed Improvements - Enlargement G & H

Jorie Boulevard Enhancements

Oak Brook, Illinois

SCALE: 1"=40'

0' 20' 40' 80'

PLAN DATE: September 12, 2018
 All drawings are preliminary and subject to change
 © 2018 Hitchcock Design Group

PREPARED FOR:
Village of Oak Brook
 ENGINEERED BY:
Engineering Associates
 Resources Associates