



AGENDA
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
June 15, 2020 – 6:30 p.m.
Zoom Video Teleconference Meeting

Please Note: As the State of Illinois and our community enter into Restore Illinois Plan Phase 3, the Oak Brook Park District's focus will be to provide for the safety of staff, park commissioners, our constituents, and the public at large from possible exposure to the COVID 19 virus. Restore Illinois Phase 3 limits gatherings to 10 people or less, requires the continued wearing of masks, and maintaining 6' of social distancing. The Oak Brook Park District Board of Park Commissioners has determined that it is not practical and prudent to conduct the June 15, 2020 Board Meeting in person because of the continued risks of COVID-19. Therefore the June 15, 2020 Board Meeting will be conducted by teleconference using Zoom Video Teleconferencing and as permitted by the Gubernatorial Disaster Proclamation in Response to COVID-19 (Executive Orders 2020-7 and 2020-39) exempting the requirement of the Open Meetings Act for the physical presence of the Commissioners at the meeting and permitting Commissioner attendance by video, audio, or telephone access.

Public participation instructions:

Computer Access: Join the Zoom Meeting: <https://zoom.us/j/93458140046> **Meeting ID: 934 5814 0046**

Phone access: Audio Participation for Chicago Region: Dial 1 312 626 6799 **Meeting ID: 934 5814 0046**

Android phones & tablets, iPad, iPhone: Download the "Zoom Cloud Meeting" app through the Google Play Store or Apple App Store. Open the app on your device. **Meeting ID: 934 5814 0046**

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- You can use the following link to view a tutorial on how to connect with your computer:
https://www.youtube.com/watch?v=hIkCmbvAHQQ&list=PLKpRxBfeD1kEM_I1ld3N_XI77fKDzSXe&index=2
- In accordance with the provisions of the Americans with Disabilities Act, any individual who is in need of a reasonable accommodation in order to participate in or benefit from attendance at a public meeting of the Oak Brook Park District Board of Commissioners should contact Laure Kosey, Executive Director at 630-645-9535.

AGENDA

1. **CALL TO ORDER THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS AND ROLL CALL**
2. **OPEN FORUM**

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

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

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3. CONSENT AGENDA

- a. APPROVAL OF JUNE 15, 2020 AGENDA
- b. APPROVAL OF MINUTES
 - i. May 18, 2020 Regular Meeting Minutes
- c. APPROVAL OF FINANCIAL STATEMENT ENDING MAY 31, 2020
 - i. Warrant 636

4. COMMUNICATIONS/PROCLAMATIONS

- a. Board of Commissioners to share communications
- b. Proclamation “July is Park and Recreation Month”
- c. Oak Brook Park District Protocols and Procedures to Minimize the Spread of COVID-19

5. STAFF RECOGNITION

- a. None

6. REPORTS:

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

7. UNFINISHED BUSINESS

- a. Oak Brook Park District Strategic Plan 2020-2024
- b. Natural Areas Stewardship Bid
- c. Upland Design Group Contract Amendment
- d. Policy and Safety Standards for the Workplace to Minimize the Spread of COVID-19

8. NEW BUSINESS

- a. Resolution 20-0616: A Resolution Authorizing and Approving a Change Order Involving an Increase in the Contract Price with MG Mechanical Contracting, Inc., for the Central Park West Mechanical Renovation Project (**Requires Waiving the Board Rules to Approve at this Meeting.)
- b. Ordinance 20-0617 An Ordinance Declaring Surplus Personal Property and Authorizing Conveyance or Sale Thereof (** Requires Waiving the Board Rules to Approve at this Meeting.)

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9. ENTER CLOSED SESSION: For the purpose of discussing and approving Closed Meeting Minutes pursuant to 5 ILCS 120/2(c)(21) and for the Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the District, pursuant to 5 ILCS 120/2(c)(1) of the Open Meetings Act, and for Collective Negotiating Matters Between the Public Body and its Employees or Their Representatives or Deliberations Concerning Salary Schedules for One or More Classes of Employees; Pursuant to 5 ILCS 120/2(c)(2)
10. CLOSED SESSION
 - a. Discussion and Approval of Closed Meeting Minutes, March 16, 2020
 - b. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the District
 - c. Collective Negotiating Matters Between the Public Body, and its Employees or Their Representatives or Deliberations Concerning Salary Schedules for One or More Classes of Employees
11. ARISE FROM CLOSED SESSION
12. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON JULY 20, 2020.
13. ADJOURNMENT

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AGENDA

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.]*

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2. OPEN FORUM *[Ask whether there are any public comments under the “Open Forum.” Individuals wishing to speak during the Open Forum should indicate their interest by typing in the Zoom Meeting Chat Box of their desire to speak, at which point their microphone will be unmuted.” If necessary, the President may advise speakers to observe the rules set forth in Section 1.1VII B of the Rules of the Board of Park Commissioners. At the end of the public speaking during Open Forum, the Executive Director shall read any Public Comments received by email.]*
3. 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 JUNE 15, 2020 AGENDA
 - b. APPROVAL OF MINUTES
 - i. May 18, 2020 Regular Meeting Minutes
 - c. APPROVAL OF FINANCIAL STATEMENT ENDING MAY 31, 2020
 - i. Warrant 636
4. COMMUNICATIONS/PROCLAMATIONS *[For Review and Discussion Only]*
 - a. Board of Commissioners to share communications
 - b. Proclamation “July is Park and Recreation Month”
 - c. Oak Brook Park District Protocols and Procedures to Minimize the Spread of COVID-19
 5. STAFF RECOGNITION
 - a. None
 6. REPORTS: *[For Review and Discussion Only]*
 - a. Communications IT, and Administration Report
 - b. Finance & Human Resources Report
 - c. Recreation & Facilities Report
 - d. Parks & Planning Report

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7. UNFINISHED BUSINESS

- a. Oak Brook Park District Strategic Plan 2020-2024 *[Request a motion and a second to approve the Oak Brook Park District Strategic Plan 2020-2024. **Roll Call Vote...**]*
- b. Natural Areas Stewardship Bid *[Request a motion and a second to accept the bid from Davey Resource Group for Natural Areas Stewardship and to approve an agreement between the Oak Brook Park District and Davey Resource Group for the fees outlined in the bid for a not to exceed cost of \$25,000. **Roll Call Vote...**]*
- c. Upland Design Group Contract Amendment *[Request a motion and a second to approve the Upland Design Group Contract Amendment. **Roll Call Vote...**]*
- d. Policy and Safety Standards for the Workplace to Minimize the Spread of COVID-19 *[Request a motion and a second to approve the Policy and Safety Standards for the Workplace to Minimize the Spread of COVID-19. **Roll Call Vote...**]*

8. NEW BUSINESS

- a. Resolution 20-0616: A Resolution Authorizing and Approving a Change Order Involving an Increase in the Contract Price with MG Mechanical Contracting, Inc., for the Central Park West Mechanical Renovation Project (**Requires Waiving the Board Rules to Approve at this Meeting.) *[Request a motion and a second to waive the Board Rules to approve at this meeting Resolution 20-0616: A Resolution Authorizing and Approving a Change Order Involving an Increase in the Contract Price with MG Mechanical Contracting, Inc., for the Central Park West Mechanical Renovation Project. **Roll Call Vote...**]*

*Then request a motion and a second to approve Resolution 20-0616: A Resolution Authorizing and Approving a Change Order Involving an Increase in the Contract Price with MG Mechanical Contracting, Inc., for the Central Park West Mechanical Renovation Project. **Roll Call Vote...**]*

- b. Ordinance 20-0617 An Ordinance Declaring Surplus Personal Property and Authorizing the Conveyance or Sale Thereof (** 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 Ordinance 20-0617: An Ordinance Declaring Surplus Personal Property and Authorizing the Conveyance of Sale Thereof. **Roll Call Vote...**]*

*Then request a motion and a second to approve Ordinance 20-0617: An Ordinance Declaring Surplus Property and Authorizing the Conveyance or Sale Thereof. **Roll Call Vote...**]*





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REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
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9. **ENTER CLOSED SESSION:** For the purpose of discussing and approving Closed Meeting Minutes pursuant to 5 ILCS 120/2(c)(21); for the Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the District pursuant to 5 ILCS 120/2(c)(1), and for Collective Negotiating Matters Between the Public Body and its Employees or Their Representatives or Deliberations Concerning Salary Schedules for One or More Classes of Employees; Pursuant to 5 ILCS 120/2(c)(2). *[Request a motion and a second to Enter Closed Session for the purpose of discussing and approving Closed Meeting Minutes pursuant to 5 ILCS 120/2(c)(21); discussing the Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the District pursuant to 5 ILCS 120/2(c)(1), and for Collective Negotiating Matters Between the Public Body and its Employees or Their Representatives or Deliberations Concerning Salary Schedules for One or More Classes of Employees; Pursuant to 5 ILCS 120/2(c)(2). Roll Call Vote.]*
10. **CLOSED SESSION**
 - a. Discussion and Approval of Closed Meeting Minutes, March 16, 2020
 - b. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the District
 - c. Collective Negotiating Matters Between the Public Body, and its Employees or Their Representatives or Deliberations Concerning Salary Schedules for One or More Classes of Employees
11. **ARISE FROM CLOSED SESSION AND RESUME TO OPEN SESSION** *[Request a motion and a second to arise from Closed Session and resume to open session of the June 15, 2020 Regular Meeting. Voice Vote.]*
12. **THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON JULY 20, 2020.** *[Announce the next Regular Meeting of the Oak Brook Park District Board of Commissioners will be held on July 20, 2020, 6:30 p.m.]*
13. **ADJOURNMENT** *[Request a motion and a second to adjourn the June 15, 2020 Regular Meeting of the Oak Brook Park District Board of Commissioners. All in Favor...]*

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MINUTES
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
May18, 2020 – 6:30 p.m.
Zoom Meeting

Please Note: Due to the shut-down of all Park District facilities in response to COVID-19, the Oak Brook Park District used Zoom conferencing for the Regular Meeting (“Meeting”) of the Oak Brook Park District Board of Park Commissioners. The Meeting was held by video conference as permitted by the Gubernatorial Disaster Proclamation in Response to COVID-19 (COVID-19 Executive Order 5) exempting the requirement of the Open Meetings Act for the physical presence of the Commissioners at the meeting and permitting Commissioner attendance by video, audio, or telephone access. Instructions for Public attendance through the Zoom Meeting Audio Conference application was provided. (Zoom Meeting ID 842 7354 6764 <https://us02web.zoom.us/j/84273546764>)

1. CALL TO ORDER THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS AND ROLL CALL President Sharon Knitter called the May 18, 2020 Regular Meeting to order at the hour of 6:30 p.m. via Zoom conferencing. Commissioners Suleiman, Truedson, Tan, Trombetta, and President Knitter answered “present.” Also present were Laure Kosey, Executive Director, Steven 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.

No one addressed the Board or had sent an email to Executive Director Laure Kosey to be read during Open Forum.

3. CONSENT AGENDA

- a. APPROVAL OF MAY 18, 2020 AGENDA

- b. APPROVAL OF MINUTES

- i. April 20, 2020 Regular Meeting Minutes

- c. APPROVAL OF FINANCIAL STATEMENT ENDING April 30, 2020

- i. Approval of Warrant No. 635

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

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

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

Nays: None

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

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

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

Nays: None

4. ANNUAL MEETING

a. Election of Park Board President and Vice President

President Knitter asked for nominations for Board President.

Motion: Commissioner Trombetta made a motion to nominate Commissioner Sharon Knitter as Board President. Commissioner Tan seconded the motion.

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

President Knitter asked for nomination for Board Vice President.

Motion: Commissioner Trombetta made a motion to nominate Commissioner Tom Truedson as Vice President. Commissioner Tan seconded the motion.

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

b. Appointment of Board Secretary and Treasurer

President Knitter stated the current Board Secretary is Executive Director Laure Kosey. The President proposes that since the Board's Secretary has traditionally been the Executive Director, Laure Kosey should be reappointed to serve as Secretary unless any Board member has an objection.

There were no objections.

Motion: President Knitter made a motion, seconded by Frank Trombetta to appoint Laure Kosey as the Board Secretary.

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

President Knitter requested nominations for Treasurer.

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Tom Truedson to nominate Commissioner Kevin Tan as Treasurer.

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

5. COMMUNICATIONS/PROCLAMATIONS

a. Board of Commissioners to share communications

President Knitter said she has been getting questions about the park district's plans in regards to the current COVID 19 status requiring the park district to close its facilities and playgrounds due to the COVID19 Pandemic. Commissioner Suleiman said she hasn't been getting any negative feedback, but more inquiry as to when we are going to open.

b. Oak Brook Park District Strategic Plan 2020-2024 –

Executive Director Laure Kosey introduced the Strategic Plan, explaining that it was only in the draft form, but that it was based on the District's Master Vision and the identified short-term goals derived from Board input at the March 12, 2020 Board Meeting. When approved, it will provide the strategic planning for the next 4 years.

Ms. Kosey explained the Strategic Plan has been changed from a SWAT analyses to a SWOC analysis for Strengths, Weaknesses, Opportunities and Challenges.

Sharon Knitter said she has reviewed the listed weaknesses as she did not agree with all of them and is concerned that the list was not strategic. Based on current impact caused by COVID 19, she does not think the world is going to go back to the way it was prior to the pandemic all too soon. She said she thinks that overall, we have been meeting the needs of the community.

After lengthy conversation, the commissioners made the following determinations for review:

- Revisit impacts on the budget including health insurance.
- Evaluate the Human Resources new hire process, onboarding processes, providing career growth and opportunities for staff.
- Including more inclusion throughout the District to welcome people with special needs and marketing the availability of the inclusive programs.
- Through marketing, highlight the District's accomplishments of "meeting the needs of everyone in the community."
- Link with organizations that are providing specialized programming for individuals with special needs, but also have programs offering inclusion.
- Create more programs for inclusion for young adults with special needs.
- Consider the possibility of a tight economy and how the District should prepare.

Ms. Kosey thanked the Board for all the input and that she has heard all of the points presented. She said the strategic plan is important and will be used over the next 4 years. She will work with staff over the next month to see what can be developed.

6. STAFF RECOGNITION

c. None

7. REPORTS:

a. Communications IT, and Administration Report

Ms. Kosey presented this report. She is hopeful the district will be in Phase 3 for the month of June and we can begin to offer personal training one on one, group programs with groups of no more than 10 and held outdoors. Staff has been doing great job creating the plans and programs effective for June 1, which is in a couple of weeks. There are many great programs planned, including summer camp pods, which will be with 8 kids and 2 adults. We have 25 staff that have the ability to work from home. There are many moving parts to help the District move ahead safely.

President Knitter inquired further on the summer camp pods, questioning if we can have 8 kids and 2 adults – how many of the pods can we offer? Are we assuming that people will want to participate?

Ms. Kosey said she has received confirmation of people's interest. Camp will be held from 9-3, Monday – Friday. The focus will be on therapeutic recreation which will form a major part of the curriculum.

President Knitter commented there is such a pent-up need – we may get more people to register than we can accommodate. We need to be very cognizant that there is so much need.

Ms. Kosey said the park district did a survey and from the responders to the survey, 50% had indicated they are not willing to send their kids yet.

Ms. Kosey said we are planning pods of 10 and need to make sure we have a place for the pods to meet inside in case of inclement weather. The aquatic center and fitness center can not open until we go to the next phase – perhaps July 1, 2020.

Commissioner Tan noted because of the social distancing there are going to be more parents at home off of work. We also need to be aware of the concern for the expense to families.

Ms. Kosey said the Tennis Center is looking at offering an outdoor tennis program June 1, 2020.

Ms. Kosey said the District is looking to hire back 20 – 30 part time staff – still sorting out, to help with the program.

Fields will be starting June 1 and we are dividing the fields so that only 10 can play on a field.

The Board thanked Ms. Kosey for the report.

b. **Finance & Human Resources Report**

Marco Salinas presented the 2019-2020 financials. General fund shows a deficit of \$37,000. He noted we still have to pick up one additional pay period and we still need to go through the audit so there may still be some adjustments. Expenditures are very favorable to the budget.

President Knitter said she would like to know the status of the fund balances and how much we have in reserves.

Commissioner Tan noted on page two of the summarized report that we ended the year at pretty much at a break even. That is good. He is concerned for the Tennis Center as it is an enterprise fund, noting we may have to fund that.

Mr. Salinas said he will prepare the fund balance reports.

Mr. Salinas also noted from his report under Human Resources of the need to process the many unemployment claims.

The Board thanked Mr. Salinas for his report.

c. **Recreation and Facilities Report**

Dave Thommes reported 50 people have signed up for the 50K for Universal Play with 50% of the proceeds going to the Oak Brook Park District Foundation for to support universal play.

The Bath & Tennis Center will open June 1, however, there are some repairs needed to the clay courts because of the rain.

250 people have signed up to participate in the virtual programming classes.

The return air units in the gym are being completed this week.

The Fitness Center has been painted and has 6 new TVs.

The project to replace the doors and windows at Central Park West will be started in the next two weeks. This project is partially funded by a grant.

The Board thanked Mr. Thommes for his report.

d. Parks & Planning Report

Bob Johnson reported the Dean Nature Sanctuary bees are doing well and is anticipating a nice harvest of honey.

Fertilizer and weed prevention have been applied in all parks.

Unfortunately, the ongoing rain is holding up the LED lights project

Residents appreciated the free tree saplings program in which 400 trees were given to residents

The OSLAD grant agreement is being signed by the IDNR and the District will be able to begin the project.

The Board thanked Mr. Johnson for his report.

8. UNFINISHED BUSINESS

a. New Administrative Policy: Section 5.7 Private and Group Instruction and Training Policy

This topic was presented during the April Board Meeting and the policy was developed to codify the District's standing policy.

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Tan to approve the New Administrative Policy: Section 5.7 Private and Group Instruction and Training Policy.

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

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

9. NEW BUSINESS

a. Natural Areas Stewardship Bid

This topic was presented for discussion only. Bob Johnson, Director of Parks and Planning, said that the District is seeking bids for the Natural Areas Stewardship as the current contract has reached the end of its term and does not provide for any more additional extensions to the term.

b. Safety Standards for Workplace Infectious Disease Outbreaks

For discussion only. Ms. Kosey said she is starting to put policies and procedures in place for when we are able to open.

c. Upland Design Group Contract Amendment

This topic is for discussion only. Bob Johnson said regarding the finances for the Central Park project, the District had received \$2.1 million in bond funding and \$400,000 from the OSLAD grant. The bids received for this project were very well priced. The District has all together \$2.5 million for the project; therefore, we are under budget \$216,000. We have the opportunity to tackle some of the other projects originally scheduled for Phase 2, such as expanding the parking lot. We will probably never have a better opportunity to get the parking lot completed. The estimated cost for the Phase 2 parking lot is \$166,000. The District has reached out to Upland Design Group to assist with the development of the plans for the Phase 2 Parking Lot. The cost for additional design for the Phase 2 parking lot, requires the architects to include the utilities needed for future restroom facilities. Keeping the spoils on site will enable us to save considerable money.

d. Integral Construction, Inc. Change Order

This topic was for discussion only. Bob Johnson said that with the plans for the Phase 2 parking lot, Integral Construction will then be able to give us a cost to include the Phase 2 Parking Lot with the work for Phase 1 Parking Lot. Phase 1 Parking Lot is included in Upland's awarded bid and contract

Commissioner Tan commented that we need to be careful as projects tend to have additional costs incur.

Mr. Johnson confirmed there is a contingency fund for the project.

10. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON JUNE 15, 2020.

President Knitter announced the next Regular Board Meeting of the Oak Brook Park District Board of Commissioners will be held on June 15, 2020, 6:30 p.m.

Ms. Kosey noted the next meeting will probably require participation by Zoom Conferencing, or a hybrid of Zoom and in-person, because of the 10-person limit.

11. ADJOURNMENT

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan to adjourn the May 18, 2020 Regular Meeting of the Oak Brook Park District Board of Commissioners at the hour of 7:34 p.m.

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

Laure L. Kosey, Executive Director

Oak Brook Park District

General Fund Revenue and Expenditure Summary - Unaudited

Fiscal Year-to-Date Activity through April 30, 2020 and 2019

100.00% completed (12 out of 12 months)

UPDATED

	Fiscal Year 2019/2020- Highlighted items reflect more than 8.33% variance							Highlighted items reflect more than 10% change		
	Original Annual Budget	Amended Annual Budget	April 2020 Actual	Year-To-Date Actual	Encumbered	Year-To-Date Actual + Encumbered	Y-T-D Actual, as a % of Amended Annual Budget	Fiscal Year 2018/2019 Year-To-Date Actual	2019/2020 Y-T-D Actual Higher/(Lower) than 2018/2019 Y-T-D	Percent Change
REVENUES										
Administration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	N/A
Finance										
Property Taxes	1,511,116	1,511,116	-	1,497,991	-	1,497,991	99.1%	1,378,805	119,187	8.6%
Personal Prop. Repl. Taxes	86,504	86,504	22,026	114,780	-	114,780	132.7%	87,182	27,598	31.7%
Investment Income	12,500	12,500	1,009	11,567	-	11,567	92.5%	11,524	43	0.4%
Other	21,500	21,500	1,389	18,344	-	18,344	85.3%	20,194	(1,850)	-9.2%
Central Park North	16,000	16,000	-	25,734	-	25,734	160.8%	-	25,734	N/A
Central Park	115,450	115,450	(241)	133,746	-	133,746	115.8%	124,801	8,945	7.2%
Dean Property	-	-	-	-	-	-	N/A	3,000	(3,000)	-100.0%
Building-Recreation Center	946,320	946,320	109,359	847,909	-	847,909	89.6%	893,546	(45,637)	-5.1%
Central Park West	85,000	85,000	(1,648)	50,719	-	50,719	59.7%	65,823	(15,104)	-22.9%
TOTAL REVENUES	\$ 2,794,390	\$ 2,794,390	\$ 131,895	\$ 2,700,790	\$ -	\$ 2,700,790	96.7%	\$ 2,584,873	\$ 115,916	4.5%
EXPENDITURES										
Administration	\$ 467,670	\$ 466,715	\$ 47,375	\$ 436,846	\$ (303)	\$ 436,543	93.6%	\$ 435,082	\$ 1,763	0.4%
Finance	493,901	433,901	56,752	413,460	6,023	419,483	95.3%	407,637	5,822	1.4%
Central Park North	15,800	17,650	324	14,480	1,227	15,707	82.0%	358	14,122	3945.7%
Central Park	622,485	637,397	51,882	584,516	4,763	589,279	91.7%	558,590	25,926	4.6%
Saddlebrook Park	24,500	25,000	198	20,063	119	20,181	80.3%	15,831	4,231	26.7%
Forest Glen Park	29,650	29,650	3,524	21,536	(2,219)	19,316	72.6%	22,428	(892)	-4.0%
Chillem Park	8,750	8,750	58	5,183	35	5,218	59.2%	5,071	112	2.2%
Dean Property	15,212	15,362	207	10,506	50	10,555	68.4%	8,614	1,892	22.0%
Professional Services	52,200	94,338	8,397	80,037	-	80,037	84.8%	55,932	24,105	43.1%
Contracts- Maint. DNS	26,000	26,000	7,596	24,999	-	24,999	96.2%	24,650	349	1.4%
Building-Recreation Center	956,460	956,760	102,707	861,511	6,813	868,324	90.0%	841,446	20,065	2.4%
Central Park West	73,667	74,772	7,462	54,126	774	54,901	72.4%	46,159	7,967	17.3%
TOTAL EXPENDITURES	\$ 2,786,294	\$ 2,786,294	\$ 286,482	\$ 2,527,261	\$ 17,281	\$ 2,544,542	90.7%	\$ 2,421,798	\$ 105,463	4.4%
TRANSFERS OUT	\$ 326,575	\$ 326,575	\$ -	\$ 326,575	\$ -	\$ 326,575	100.0%	\$ 150,000	\$ 176,575	117.7%
TOTAL EXPENDITURES AND TRANSFERS OUT	\$ 3,112,869	\$ 3,112,869	\$ 286,482	\$ 2,853,836	\$ 17,281	\$ 2,871,117	91.7%	\$ 2,571,798	\$ 282,038	11.0%
REVENUES OVER (UNDER) EXPENDITURES AND TRANSFERS OUT	\$ (318,479)	\$ (318,479)	\$ (154,587)	\$ (153,046)	\$ (17,281)	\$ (170,327)	48.1%	\$ 13,076	\$ (166,122)	-1270.5%

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

Oak Brook Park District
Recreation Fund Revenue and Expenditure Summary - Unaudited
Fiscal Year-to-Date Activity through April 30, 2020 and 2019
100.00% completed (12 out of 12 months)

UPDATED

	Fiscal Year 2019/2020- Highlighted items reflect more than 8.33% variance							Highlighted items reflect more than 10% change		
	Original Annual Budget	Amended Annual Budget	April 2020 Actual	Year-To-Date Actual	Year-To-Date Encumbered	Year-To-Date Actual + Encumbered	Y-T-D Actual, as a % of Amended Annual Budget	Fiscal Year 2018/2019 Year-To-Date Actual	2019/2020 Y-T-D Actual Higher/(Lower) than 2018/2019 Y-T-D	Percent Change
REVENUES										
Administration										
Property Taxes	\$ 894,120	\$ 894,120	\$ -	\$ 886,534	\$ -	\$ 886,534	99.2%	\$ 890,592	\$ (4,058)	-0.5%
Personal Prop. Repl. Taxes	27,233	27,233	6,934	36,134	-	36,134	132.7%	27,446	8,688	31.7%
Investment Income	17,500	17,500	1,611	17,188	-	17,188	98.2%	17,619	(431)	-2.4%
Other	2,100	2,100	-	1,425	-	1,425	67.9%	1,741	(316)	-18.2%
Fitness Center	824,288	824,288	12,534	770,162	-	770,162	93.4%	842,827	(72,665)	-8.6%
Aquatic Center	487,200	487,200	4,293	436,984	-	436,984	89.7%	492,888	(55,904)	-11.3%
Aquatic Recreation Prog.	573,646	573,646	(32,052)	471,011	-	471,011	82.1%	516,851	(45,839)	-8.9%
Children's Programs	108,469	108,469	(3,200)	103,261	-	103,261	95.2%	105,454	(2,193)	-2.1%
Preschool Programs	275,956	275,956	10,512	235,511	-	235,511	85.3%	272,172	(36,660)	-13.5%
Youth Programs	191,733	191,733	3,629	227,622	-	227,622	118.7%	204,447	23,176	11.3%
Adult Programs	50,280	50,280	(894)	43,306	-	43,306	86.1%	52,327	(9,020)	-17.2%
Pioneer Programs	73,700	73,700	(1,359)	60,121	-	60,121	81.6%	64,388	(4,267)	-6.6%
Special Events and Trips	97,245	97,245	-	96,781	-	96,781	99.5%	96,714	67	0.1%
Marketing	49,000	49,000	-	84,208	-	84,208	171.9%	61,433	22,775	37.1%
Capital Outlay	-	143,000	143,000	143,000	-	143,000	100.0%	-	143,000	N/A
TOTAL REVENUES	\$ 3,672,469	\$ 3,815,469	\$ 145,008	\$ 3,613,250	\$ -	\$ 3,613,250	94.7%	\$ 3,646,899	\$ (33,648)	-0.9%
EXPENDITURES										
Administration	\$ 847,508	\$ 816,660	\$ 159,711	\$ 801,023	\$ 2,515	\$ 803,537	98.1%	\$ 724,762	\$ 76,260	10.5%
Fitness Center	660,790	663,390	84,289	626,957	3,084	630,041	94.5%	641,149	(14,192)	-2.2%
Aquatic Center	807,631	821,324	99,896	756,372	15,883	772,255	92.1%	741,093	15,279	2.1%
Aquatic Recreation Prog.	286,016	286,016	25,588	248,747	-	248,747	87.0%	255,602	(6,855)	-2.7%
Children's Programs	84,865	88,845	9,720	86,073	3,151	89,225	96.9%	82,955	3,118	3.8%
Preschool Programs	238,979	242,879	29,965	198,032	-	198,032	81.5%	209,603	(11,571)	-5.5%
Youth Programs	141,793	148,168	8,579	119,993	-	119,993	81.0%	117,122	2,871	2.5%
Adult Programs	44,389	44,389	1,643	32,373	5,205	37,578	72.9%	40,650	(8,276)	-20.4%
Pioneer Programs	71,334	71,334	766	51,120	5,867	56,987	71.7%	56,110	(4,990)	-8.9%
Special Events and Trips	81,940	81,940	758	65,248	1,004	66,252	79.6%	66,647	(1,399)	-2.1%
Marketing	363,335	363,635	27,322	285,596	18,100	303,697	78.5%	303,788	(18,192)	-6.0%
Capital Outlay	220,000	363,000	117,733	221,248	33,610	254,858	60.9%	336,413	(115,164)	-34.2%
TOTAL EXPENDITURES	\$ 3,848,579	\$ 3,991,579	\$ 565,970	\$ 3,492,783	\$ 88,419	\$ 3,581,202	87.5%	\$ 3,575,895	\$ (83,111)	-2.3%
TRANSFERS OUT	\$ 81,011	\$ 81,011	\$ -	\$ 81,011	\$ -	\$ 81,011	100.0%	\$ 81,011	\$ 0	0.0%
TOTAL EXPENDITURES AND TRANSFERS OUT	\$ 3,929,590	\$ 4,072,590	\$ 565,970	\$ 3,573,794	\$ 88,419	\$ 3,662,213	87.8%	\$ 3,656,906	\$ (83,111)	-2.3%
REVENUES OVER (UNDER) EXPENDITURES	\$ (257,120)	\$ (257,120)	\$ (420,961)	\$ 39,456	\$ (88,419)	\$ (48,963)	-15.3%	\$ (10,007)	\$ 49,463	-494.3%

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

Oak Brook Park District
Tennis Center (Recreational Facilities Fund) Revenue and Expense Summary - Unaudited
Fiscal Year-to-Date Activity through April 30, 2020 and 2019
100.00% completed (12 out of 12 months)

UPDATED

	Fiscal Year 2019/2020- Highlighted items reflect more than 8.33% variance							Highlighted items reflect more than 10% change		
	Original Annual Budget	Amended Annual Budget	April 2020 Actual	Year-To-Date Actual	Encumbered	Year-To-Date Actual + Encumbered	Y-T-D Actual, as a % of Amended Annual Budget	Fiscal Year 2018/2019 Year-To-Date Actual	2019/2020 Y-T-D Actual Higher/ (Lower) than 2018/2019 Y-T-D	Percent Change
REVENUES										
Administration	\$ 18,000	\$ 18,000	\$ 1,191	\$ 21,655	\$ -	\$ 21,655	120.3%	\$ 30,546	\$ (8,891)	-29.1%
Building- Racquet Club	500	500	-	479	-	479	95.9%	350	129	36.8%
Programs- Racquet Club	1,688,500	1,688,500	(78,224)	1,783,165	-	1,783,165	105.6%	1,911,880	(128,715)	-6.7%
TOTAL REVENUES	\$ 1,707,000	\$ 1,707,000	\$ (77,033)	\$ 1,805,299	\$ -	\$ 1,805,299	105.8%	\$ 1,942,776	\$ (137,477)	-7.1%
EXPENSES										
Administration	\$ 708,843	\$ 629,845	\$ 60,461	\$ 563,893	\$ 1,336	\$ 565,229	89.5%	\$ 558,920	\$ 4,973	0.9%
Building- Racquet Club	365,010	350,008	25,618	270,816	3,150	273,966	77.4%	297,346	(26,530)	-8.9%
Programs- Racquet Club	694,500	788,500	53,036	608,787	753	609,540	77.2%	743,744	(134,957)	-18.1%
Capital Outlay	260,000	260,000	28,040	287,167	-	287,167	110.4%	-	287,167	N/A
TOTAL EXPENSES	\$ 2,028,353	\$ 2,028,353	\$ 167,154	\$ 1,730,663	\$ 5,239	\$ 1,735,902	85.3%	\$ 1,600,010	\$ 130,653	8.2%
REVENUES OVER (UNDER) EXPENSES	\$ (321,353)	\$ (321,353)	\$ (244,188)	\$ 74,636	\$ (5,239)	\$ 69,397	-23.2%	\$ 342,766	\$ (268,129)	-78.2%

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



OAK BROOK PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT - UPDATED
APRIL, 2020

	UPDATED		CURRENT MONTH ACTUAL	Y-T-D ACTUAL	AMENDED ANNUAL BUDGET	
FUND NAME						
GENERAL CORPORATE FUND						
REVENUE	\$	131,895	\$	2,700,790	\$	2,794,390
EXPENSES	\$	286,482	\$	2,853,836	\$	3,112,869
SURPLUS/(DEFICIT)	\$	(154,587)	\$	(153,046)	\$	(318,479)
RECREATION FUND						
REVENUE	\$	145,009	\$	3,613,250	\$	3,815,469
EXPENSES	\$	565,970	\$	3,573,794	\$	4,072,590
SURPLUS/(DEFICIT)	\$	(420,961)	\$	39,455	\$	(257,120)
IMRF FUND						
REVENUE	\$	6,183	\$	181,953	\$	174,687
EXPENSES	\$	15,307	\$	180,809	\$	200,000
SURPLUS/(DEFICIT)	\$	(9,124)	\$	1,145	\$	(25,313)
LIABILITY INSURANCE FUND						
REVENUE	\$	1,663	\$	181,763	\$	180,816
EXPENSES	\$	4,211	\$	133,446	\$	162,207
SURPLUS/(DEFICIT)	\$	(2,548)	\$	48,317	\$	18,608
AUDIT FUND						
REVENUE	\$	20	\$	232	\$	250
EXPENSES	\$	-	\$	13,013	\$	13,113
SURPLUS/(DEFICIT)	\$	20	\$	(12,781)	\$	(12,863)
DEBT SERVICE FUND						
REVENUE	\$	35	\$	1,642,131	\$	1,978,533
EXPENSES	\$	335,731	\$	1,977,968	\$	1,977,969
SURPLUS/(DEFICIT)	\$	(335,696)	\$	(335,837)	\$	564



OAK BROOK PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT - UPDATED
APRIL, 2020

<u>UPDATED</u>	CURRENT MONTH ACTUAL	Y-T-D ACTUAL	AMENDED ANNUAL BUDGET
FUND NAME			
RECREATIONAL FACILITIES FUND (TENNIS CENTER)			
REVENUE	\$ (77,033)	\$ 1,805,299	\$ 1,707,000
EXPENSES	\$ 167,154	\$ 1,730,663	\$ 2,028,353
SURPLUS/(DEFICIT)	\$ (244,188)	\$ 74,636	\$ (321,353)
SPORTS CORE FUND			
REVENUE	\$ 40,113	\$ 218,973	\$ 222,929
EXPENSES	\$ 22,730	\$ 198,628	\$ 221,223
SURPLUS/(DEFICIT)	\$ 17,383	\$ 20,344	\$ 1,705
SPECIAL RECREATION FUND			
REVENUE	\$ 10	\$ 116,431	\$ 130,321
EXPENSES	\$ 4,013	\$ 112,531	\$ 117,200
SURPLUS/(DEFICIT)	\$ (4,004)	\$ 3,899	\$ 13,121
CAPITAL PROJECT FUND			
REVENUE	\$ 2,989	\$ 1,270,157	\$ 317,000
EXPENSES	\$ 67,128	\$ 675,805	\$ 756,000
SURPLUS/(DEFICIT)	\$ (64,138)	\$ 594,352	\$ (439,000)
SOCIAL SECURITY FUND			
REVENUE	\$ 4,129	\$ 285,902	\$ 282,469
EXPENSES	\$ 18,491	\$ 254,550	\$ 266,563
SURPLUS/(DEFICIT)	\$ (14,363)	\$ 31,352	\$ 15,906
SUMMARY			
REVENUE	\$ 255,012	\$ 12,016,881	\$ 11,603,863
EXPENSES	\$ 1,487,217	\$ 11,705,043	\$ 12,928,087
SURPLUS/(DEFICIT)	\$ (1,232,205)	\$ 311,838	\$ (1,324,224)

Oak Brook Park District
General Fund Revenue and Expenditure Summary - Unaudited
Fiscal Year-to-Date Activity through May 31, 2020 and 2019
8.33% completed (1 out of 12 months)

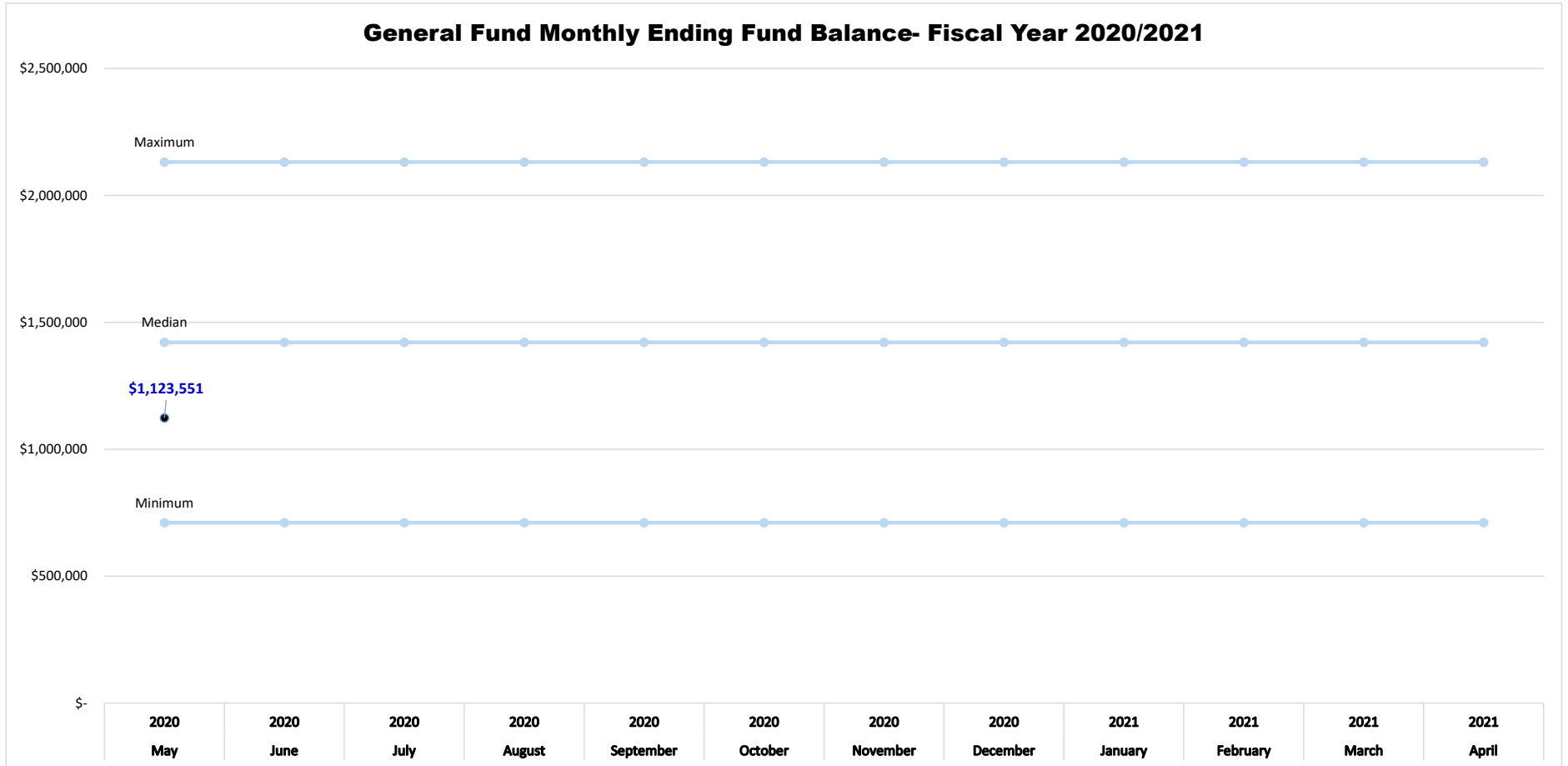
	Fiscal Year 2020/2021- Highlighted items reflect more than 8.33% variance						Highlighted items reflect more than 10% change		
	Original Annual Budget	May 2020 Actual	Year-To-Date Actual	Year-To-Date Encumbered	Year-To-Date Actual + Encumbered	Y-T-D Actual, as a % of Amended Annual Budget	Fiscal Year 2019/2020 Year-To-Date Actual	2020/2021 Y-T-D Actual Higher/ (Lower) than 2019/2020 Y-T-D	Percent Change
REVENUES									
Administration	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	N/A
Finance									
Property Taxes	1,549,013	20,931	20,931	-	20,931	1.4%	36,725	(15,794)	-43.0%
Personal Prop. Repl. Taxes	95,154	14,082	14,082	-	14,082	14.8%	25,703	(11,622)	-45.2%
Investment Income	11,500	918	918	-	918	8.0%	968	(50)	-5.1%
Other	19,000	1,185	1,185	-	1,185	6.2%	1,577	(393)	-24.9%
Central Park North	111,200	-	-	-	-	0.0%	-	-	N/A
Central Park	111,200	973	973	-	973	0.9%	37,951	(36,978)	-97.4%
Dean Property	-	-	-	-	-	N/A	-	-	N/A
Building-Recreation Center	1,076,020	10,484	10,484	-	10,484	1.0%	27,631	(17,147)	-62.1%
Central Park West	72,120	(860)	(860)	-	(860)	-1.2%	4,046	(4,906)	-121.3%
TOTAL REVENUES	\$ 3,045,207	\$ 47,712	\$ 47,712	\$ -	\$ 47,712	1.6%	\$ 134,602	\$ (86,889)	-64.6%
EXPENDITURES									
Administration	\$ 464,071	\$ 24,596	\$ 24,596	\$ 3,648	\$ 28,244	5.3%	\$ 38,951	\$ (14,355)	-36.9%
Finance	500,880	25,309	25,309	6,379	31,687	5.1%	32,721	(7,412)	-22.7%
Central Park North	23,950	1,550	1,550	1,227	2,777	6.5%	3,823	(2,273)	-59.5%
Central Park	685,469	29,915	29,915	8,561	38,476	4.4%	37,605	(7,690)	-20.4%
Saddlebrook Park	15,871	314	314	119	433	2.0%	812	(498)	-61.3%
Forest Glen Park	23,490	316	316	92	408	1.3%	668	(352)	-52.7%
Chillem Park	7,125	150	150	35	185	2.1%	-	150	N/A
Dean Property	11,786	127	127	(17)	110	1.1%	2,702	(2,575)	-95.3%
Professional Services	46,000	-	-	-	-	0.0%	325	(325)	-100.0%
Contracts- Maint. DNS	26,000	2,000	2,000	-	2,000	7.7%	-	2,000	N/A
Building-Recreation Center	965,541	31,493	31,493	12,681	44,174	3.3%	53,075	(21,582)	-40.7%
Central Park West	71,777	1,025	1,025	709	1,734	1.4%	1,474	(449)	-30.5%
TOTAL EXPENDITURES	\$ 2,841,960	\$ 116,795	\$ 116,795	\$ 33,433	\$ 150,227	4.1%	\$ 172,155	\$ (55,360)	-32.2%
TRANSFERS OUT									
	\$ 385,742	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	N/A
TOTAL EXPENDITURES AND TRANSFERS OUT	\$ 3,227,702	\$ 116,795	\$ 116,795	\$ 33,433	\$ 150,227	3.6%	\$ 172,155	\$ (55,360)	-32.2%
REVENUES OVER (UNDER) EXPENDITURES AND TRANSFERS OUT	\$ (182,495)	\$ (69,082)	\$ (69,082)	\$ (33,433)	\$ (102,515)	37.9%	\$ (37,553)	\$ (31,529)	84.0%

Note> Fiscal year 2020/2021 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
Schedule of Ending Monthly Fund Balance- General Fund

Actuals- Unaudited

	May 2020	June 2020	July 2020	August 2020	September 2020	October 2020	November 2020	December 2020	January 2021	February 2021	March 2021	April 2021
Beginning Unassigned	\$ 1,192,633											
Monthly Net Surplus/(Deficit)	(69,082)											
Ending Unassigned	1,123,551											



Minimum (3 months Exp.)	\$ 710,490	\$ 710,490	\$ 710,490	\$ 710,490	\$ 710,490	\$ 710,490	\$ 710,490	\$ 710,490	\$ 710,490	\$ 710,490	\$ 710,490	\$ 710,490
Median (6 months Exp.)	\$ 1,420,980	\$ 1,420,980	\$ 1,420,980	\$ 1,420,980	\$ 1,420,980	\$ 1,420,980	\$ 1,420,980	\$ 1,420,980	\$ 1,420,980	\$ 1,420,980	\$ 1,420,980	\$ 1,420,980
Maximum (9 months Exp.)	\$ 2,131,470	\$ 2,131,470	\$ 2,131,470	\$ 2,131,470	\$ 2,131,470	\$ 2,131,470	\$ 2,131,470	\$ 2,131,470	\$ 2,131,470	\$ 2,131,470	\$ 2,131,470	\$ 2,131,470

Oak Brook Park District
Recreation Fund Revenue and Expenditure Summary - Unaudited
Fiscal Year-to-Date Activity through May 31, 2020 and 2019
8.33% completed (1 out of 12 months)

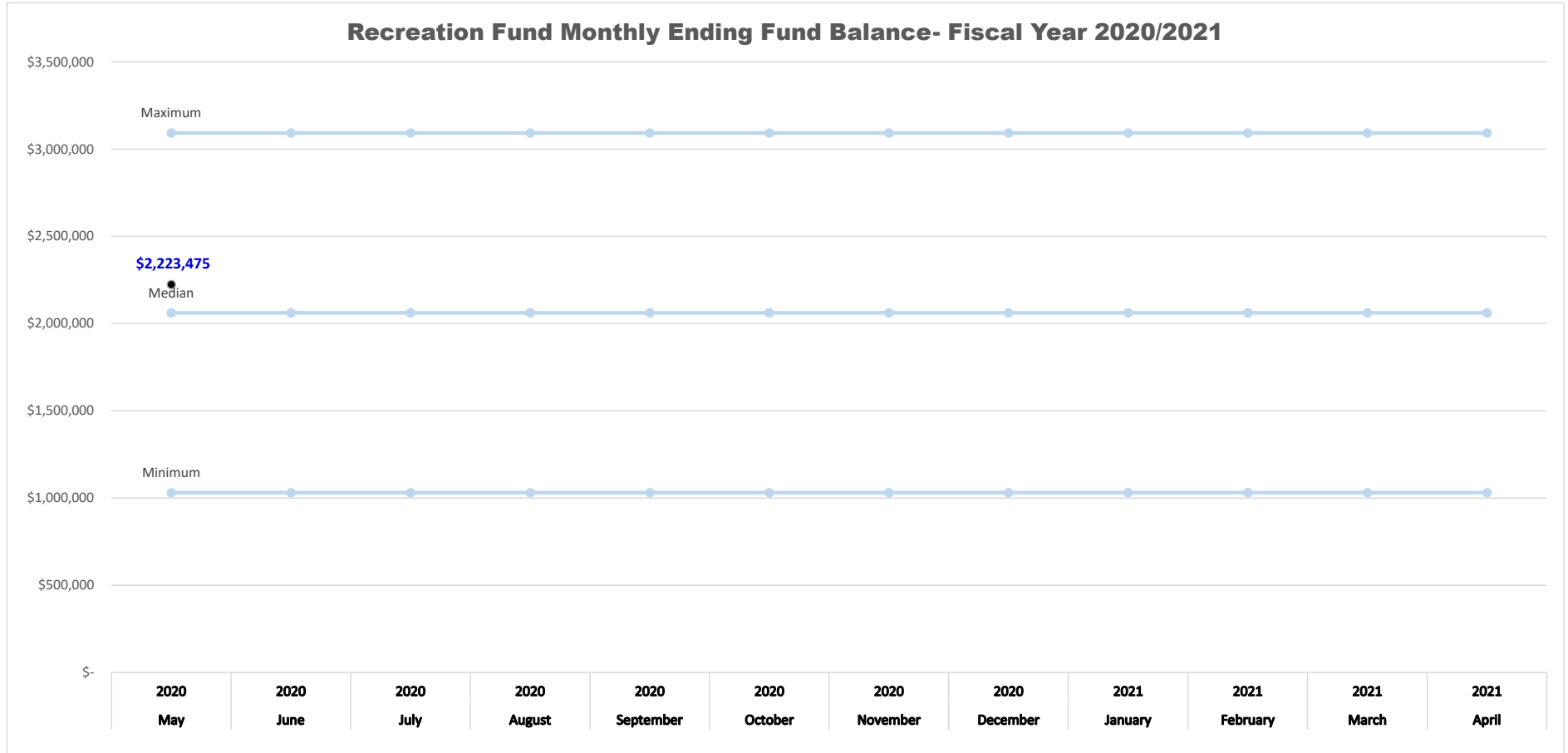
	Fiscal Year 2020/2021- Highlighted items reflect more than 8.33% variance						Highlighted items reflect more than 10% change		
	Original Annual Budget	May 2020 Actual	Year-To-Date Actual	Encumbered	Year-To-Date Actual + Encumbered	Y-T-D Actual, as a % of Amended Annual Budget	Fiscal Year 2019/2020 Year-To-Date Actual	2020/2021 Y-T-D Actual Higher/Lower than 2019/2020 Y-T-D	Percent Change
REVENUES									
Administration									
Property Taxes	\$ 961,938	\$ 13,007	\$ 13,007	\$ -	\$ 13,007	1.4%	\$ 21,735	\$ (8,728)	-40.2%
Personal Prop. Repl. Taxes	29,956	4,433	4,433	-	4,433	14.8%	8,092	(3,659)	-45.2%
Investment Income	17,500	1,160	1,160	-	1,160	6.6%	1,545	(386)	-25.0%
Other	2,100	5	5	-	5	0.2%	166	(161)	-97.0%
Fitness Center	846,508	7,232	7,232	-	7,232	0.9%	77,202	(69,970)	-90.6%
Aquatic Center	516,413	5,556	5,556	-	5,556	1.1%	40,594	(35,038)	-86.3%
Aquatic Recreation Prog.	619,549	15,960	15,960	-	15,960	2.6%	128,094	(112,134)	-87.5%
Children's Programs	119,517	9,869	9,869	-	9,869	8.3%	31,843	(21,974)	-69.0%
Preschool Programs	269,592	17,313	17,313	-	17,313	6.4%	31,835	(14,521)	-45.6%
Youth Programs	214,029	77,103	77,103	-	77,103	36.0%	162,312	(85,209)	-52.5%
Adult Programs	50,580	(186)	(186)	-	(186)	-0.4%	14,074	(14,260)	-101.3%
Pioneer Programs	74,200	3,319	3,319	-	3,319	4.5%	20,757	(17,438)	-84.0%
Special Events and Trips	106,970	1,038	1,038	-	1,038	1.0%	42,513	(41,475)	-97.6%
Marketing	49,000	-	-	-	-	0.0%	7,650	(7,650)	-100.0%
Capital Outlay	30,000	-	-	-	-	0.0%	-	-	N/A
TOTAL REVENUES	\$ 3,907,851	\$ 155,809	\$ 155,809	\$ -	\$ 155,809	4.0%	\$ 588,412	\$ (432,603)	-73.5%
EXPENDITURES									
Administration	\$ 1,029,672	\$ 68,825	\$ 68,825	\$ 6,839	\$ 75,664	6.7%	\$ 42,524	\$ 26,301	61.8%
Fitness Center	652,420	10,463	10,463	3,067	13,531	1.6%	34,608	(24,145)	-69.8%
Aquatic Center	907,552	24,682	24,682	23,715	48,397	2.7%	41,185	(16,503)	-40.1%
Aquatic Recreation Prog.	283,056	2,806	2,806	-	2,806	1.0%	14,083	(11,277)	-80.1%
Children's Programs	90,860	175	175	3,151	3,327	0.2%	3,661	(3,486)	-95.2%
Preschool Programs	240,653	2,681	2,681	-	2,681	1.1%	16,136	(13,455)	-83.4%
Youth Programs	152,865	739	739	(8)	731	0.5%	3,243	(2,504)	-77.2%
Adult Programs	43,169	85	85	5,205	5,290	0.2%	754	(669)	-88.7%
Pioneer Programs	70,997	70	70	5,797	5,867	0.1%	2,243	(2,172)	-96.9%
Special Events and Trips	74,983	55	55	949	1,004	0.1%	4,638	(4,583)	-98.8%
Marketing	337,029	16,179	16,179	18,549	34,729	4.8%	19,546	(3,367)	-17.2%
Capital Outlay	240,000	21,661	21,661	33,610	55,271	9.0%	-	21,661	N/A
TOTAL EXPENDITURES	\$ 4,123,254	\$ 148,423	\$ 148,423	\$ 100,875	\$ 249,298	3.6%	\$ 182,622	\$ (34,199)	-18.7%
TRANSFERS OUT	\$ 201,673	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	N/A
TOTAL EXPENDITURES AND TRANSFERS OUT	\$ 4,324,927	\$ 148,423	\$ 148,423	\$ 100,875	\$ 249,298	3.4%	\$ 182,622	\$ (34,199)	-18.7%
REVENUES OVER (UNDER) EXPENDITURES	\$ (417,076)	\$ 7,386	\$ 7,386	\$ (100,875)	\$ (93,489)	-1.8%	\$ 405,790	\$ (398,404)	-98.2%

Note> Fiscal year 2020/2021 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
Schedule of Ending Monthly Fund Balance- Recreation Fund

Actuals- Unaudited

	May 2020	June 2020	July 2020	August 2020	September 2020	October 2020	November 2020	December 2020	January 2021	February 2021	March 2021	April 2021
Beginning Committed	\$ 2,216,088											
Monthly Net Surplus/(Deficit)	7,386											
Ending Committed	\$ 2,223,475											



Minimum (3 months Exp.)	\$ 1,030,814	\$ 1,030,814	\$ 1,030,814	\$ 1,030,814	\$ 1,030,814	\$ 1,030,814	\$ 1,030,814	\$ 1,030,814	\$ 1,030,814	\$ 1,030,814	\$ 1,030,814	\$ 1,030,814
Median (6 months Exp.)	\$ 2,061,627	\$ 2,061,627	\$ 2,061,627	\$ 2,061,627	\$ 2,061,627	\$ 2,061,627	\$ 2,061,627	\$ 2,061,627	\$ 2,061,627	\$ 2,061,627	\$ 2,061,627	\$ 2,061,627
Maximum (9 months Exp.)	\$ 3,092,441	\$ 3,092,441	\$ 3,092,441	\$ 3,092,441	\$ 3,092,441	\$ 3,092,441	\$ 3,092,441	\$ 3,092,441	\$ 3,092,441	\$ 3,092,441	\$ 3,092,441	\$ 3,092,441

Oak Brook Park District
Tennis Center (Recreational Facilities Fund) Revenue and Expense Summary - Unaudited
Fiscal Year-to-Date Activity through May 31, 2020 and 2019
8.33% completed (1 out of 12 months)

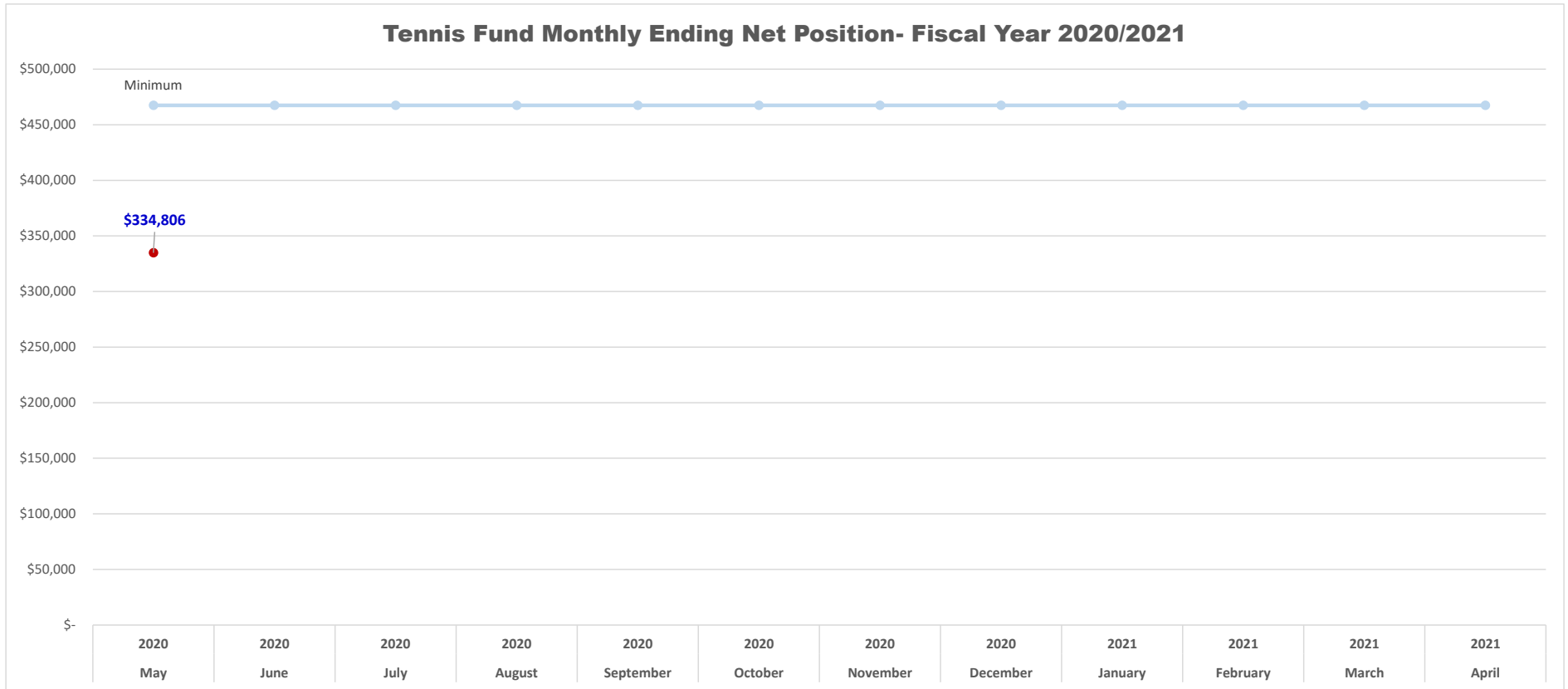
Fiscal Year 2020/2021- Highlighted items reflect more than 8.33% variance							Highlighted items reflect more than 10% change		
	Original Annual Budget	May 2020 Actual	Year-To-Date Actual	Encumbered	Year-To-Date Actual + Encumbered	Y-T-D Actual, as a % of Amended Annual Budget	Fiscal Year 2019/2020	2020/2021 Y-T-D	Percent Change
							Year-To-Date Actual	Actual Higher/ (Lower) than 2019/2020 Y-T-D	
REVENUES									
Administration	\$ 22,500	\$ 637	\$ 637	\$ -	\$ 637	2.8%	\$ 1,656	\$ (1,019)	-61.5%
Building- Racquet Club	500	-	-	-	-	0.0%	-	-	N/A
Programs- Racquet Club	1,773,500	26,950	26,950	-	26,950	1.5%	313,887	(286,937)	-91.4%
TOTAL REVENUES	\$ 1,796,500	\$ 27,587	\$ 27,587	\$ -	\$ 27,587	1.5%	\$ 315,544	\$ (287,956)	-91.3%
EXPENSES									
Administration	\$ 727,478	\$ 24,331	\$ 24,331	\$ 2,809	\$ 27,140	3.3%	\$ 39,002	\$ (14,672)	-37.6%
Building- Racquet Club	370,829	7,183	7,183	2,987	10,169	1.9%	9,760	(2,578)	-26.4%
Programs- Racquet Club	771,500	23,357	23,357	(33)	23,324	3.0%	48,825	(25,467)	-52.2%
Capital Outlay	255,000	-	-	-	-	0.0%	-	-	N/A
TOTAL EXPENSES	\$ 2,124,807	\$ 54,871	\$ 54,871	\$ 5,763	\$ 60,634	2.6%	\$ 97,587	\$ (42,717)	-43.8%
REVENUES OVER (UNDER) EXPENSES	\$ (328,307)	\$ (27,283)	\$ (27,283)	\$ (5,763)	\$ (33,046)	8.3%	\$ 217,956	\$ (245,240)	-112.5%

Note> Fiscal year 2020/2021 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
Schedule of Ending Monthly Net Position- Tennis Fund

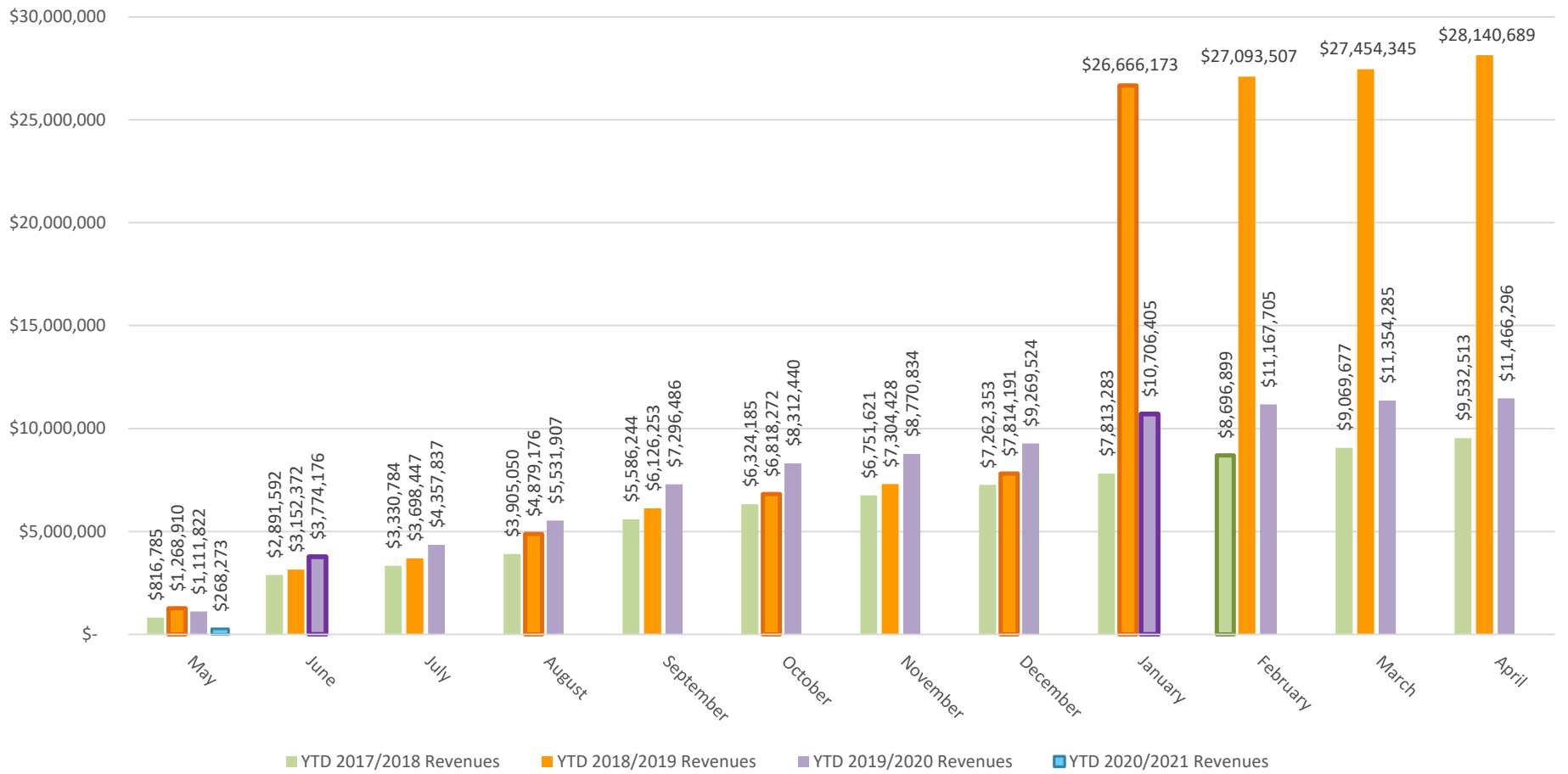
Actuals- Unaudited

	May 2020	June 2020	July 2020	August 2020	September 2020	October 2020	November 2020	December 2020	January 2021	February 2021	March 2021	April 2021
Beginning Investment in Capital Assets	\$ 1,788,649											
Beginning Unrestricted	362,090											
Monthly Net Surplus/(Deficit)	(27,283)											
Ending Investment in Capital Assets	1,788,649											
Ending Unrestricted	334,806											



Minimum (3 months Exp.)	\$ 467,452	\$ 467,452	\$ 467,452	\$ 467,452	\$ 467,452	\$ 467,452	\$ 467,452	\$ 467,452	\$ 467,452	\$ 467,452	\$ 467,452	\$ 467,452
Median (6 months Exp.)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Maximum (9 months Exp.)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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



NOTES

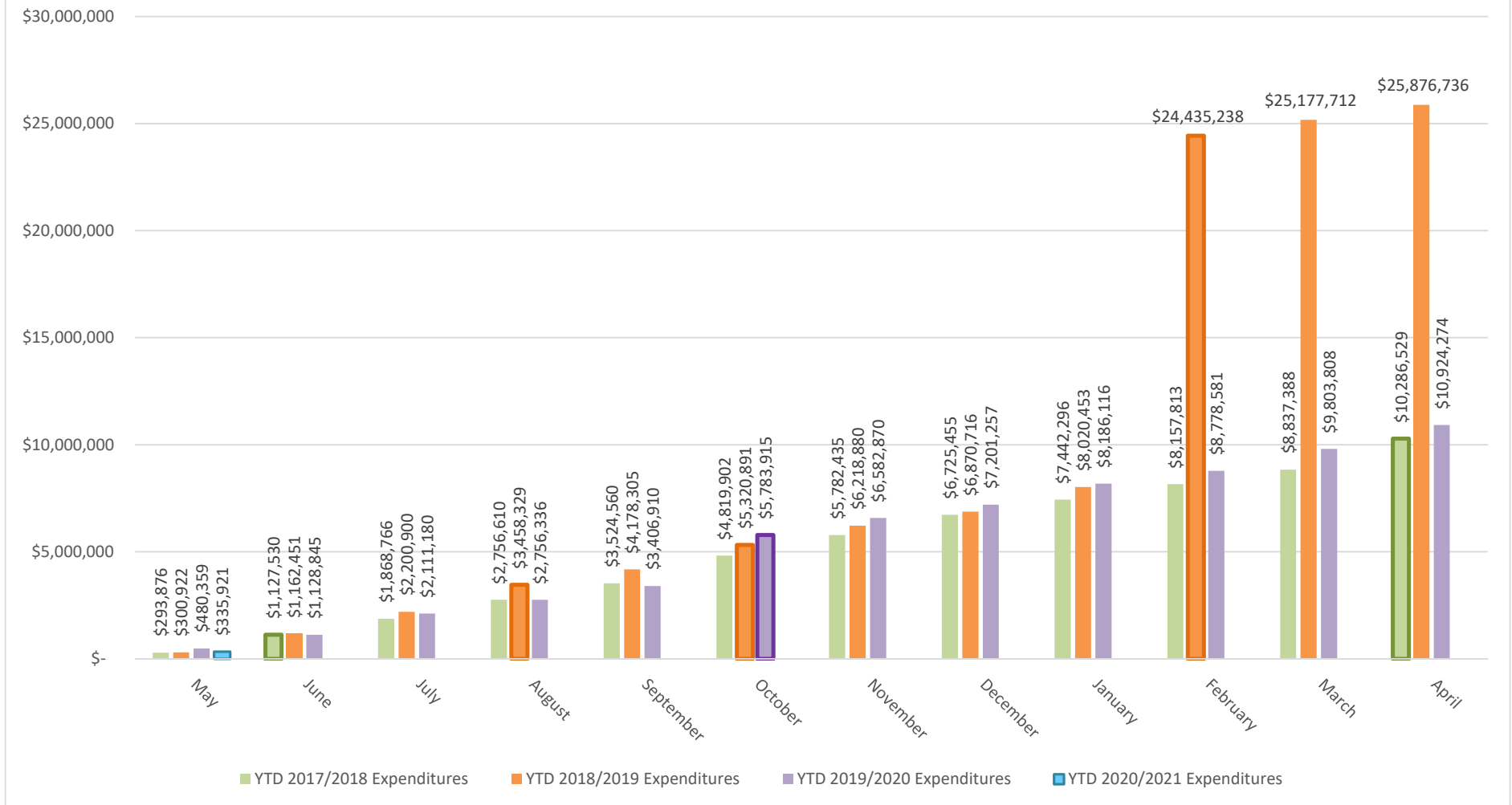
2017/2018: In February 2018 we recorded \$500,000 in debt certificate proceeds in the Capital Projects Fund and such proceeds are being used to fund the construction of the universal playground. This is one reason for the large increase in YTD revenues.

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

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

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

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



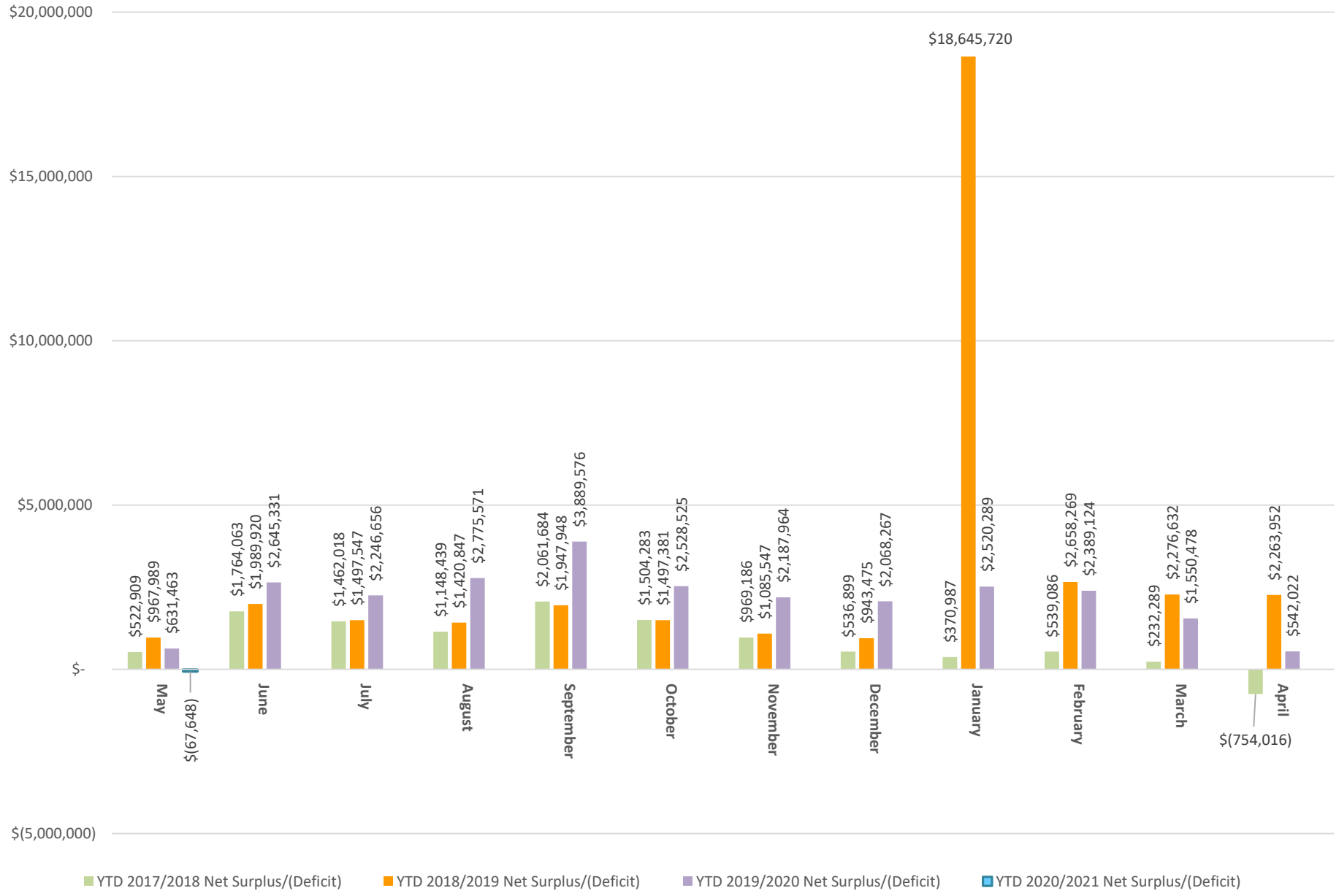
NOTES

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

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

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

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





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

FUND NAME	CURRENT MONTH ACTUAL	Y-T-D ACTUAL	ANNUAL BUDGET
GENERAL CORPORATE FUND			
REVENUE	\$ 47,712	\$ 47,712	\$ 3,045,207
EXPENSES	\$ 114,658	\$ 114,658	\$ 3,227,702
SURPLUS/(DEFICIT)	<u>\$ (66,945)</u>	<u>\$ (66,945)</u>	<u>\$ (182,495)</u>
RECREATION FUND			
REVENUE	\$ 155,809	\$ 155,809	\$ 3,907,851
EXPENSES	\$ 115,361	\$ 115,361	\$ 4,324,927
SURPLUS/(DEFICIT)	<u>\$ 40,448</u>	<u>\$ 40,448</u>	<u>\$ (417,076)</u>
IMRF FUND			
REVENUE	\$ 6,058	\$ 6,058	\$ 181,098
EXPENSES	\$ 22,193	\$ 22,193	\$ 216,000
SURPLUS/(DEFICIT)	<u>\$ (16,135)</u>	<u>\$ (16,135)</u>	<u>\$ (34,902)</u>
LIABILITY INSURANCE FUND			
REVENUE	\$ 3,090	\$ 3,090	\$ 186,491
EXPENSES	\$ 2,528	\$ 2,528	\$ 210,765
SURPLUS/(DEFICIT)	<u>\$ 562</u>	<u>\$ 562</u>	<u>\$ (24,274)</u>
AUDIT FUND			
REVENUE	\$ 124	\$ 124	\$ 7,982
EXPENSES	\$ -	\$ -	\$ 12,800
SURPLUS/(DEFICIT)	<u>\$ 124</u>	<u>\$ 124</u>	<u>\$ (4,818)</u>
DEBT SERVICE FUND			
REVENUE	\$ 19,994	\$ 19,994	\$ 1,849,159
EXPENSES	\$ -	\$ -	\$ 1,834,682
SURPLUS/(DEFICIT)	<u>\$ 19,994</u>	<u>\$ 19,994</u>	<u>\$ 14,477</u>



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

FUND NAME	CURRENT MONTH ACTUAL	Y-T-D ACTUAL	ANNUAL BUDGET
RECREATIONAL FACILITIES FUND (TENNIS CENTER)			
REVENUE	\$ 27,587	\$ 27,587	\$ 1,796,500
EXPENSES	\$ 53,117	\$ 53,117	\$ 2,124,807
SURPLUS/(DEFICIT)	\$ (25,530)	\$ (25,530)	\$ (328,307)
SPORTS CORE FUND			
REVENUE	\$ (164)	\$ (164)	\$ 486,267
EXPENSES	\$ 4,286	\$ 4,286	\$ 425,371
SURPLUS/(DEFICIT)	\$ (4,450)	\$ (4,450)	\$ 60,896
SPECIAL RECREATION FUND			
REVENUE	\$ 1,376	\$ 1,376	\$ 121,112
EXPENSES	\$ 381	\$ 381	\$ 118,559
SURPLUS/(DEFICIT)	\$ 995	\$ 995	\$ 2,553
CAPITAL PROJECT FUND			
REVENUE	\$ 516	\$ 516	\$ 671,000
EXPENSES	\$ -	\$ -	\$ 3,183,000
SURPLUS/(DEFICIT)	\$ 516	\$ 516	\$ (2,512,000)
SOCIAL SECURITY FUND			
REVENUE	\$ 6,170	\$ 6,170	\$ 277,936
EXPENSES	\$ 23,397	\$ 23,397	\$ 279,463
SURPLUS/(DEFICIT)	\$ (17,227)	\$ (17,227)	\$ (1,527)
SUMMARY			
REVENUE	\$ 268,273	\$ 268,273	\$ 12,530,603
EXPENSES	\$ 335,921	\$ 335,921	\$ 15,958,077
SURPLUS/(DEFICIT)	\$ (67,648)	\$ (67,648)	\$ (3,427,473)

OAK BROOK PARK DISTRICT
CONSOLIDATED AGENCY TREASURER'S REPORT
MAY, 2020

		CONSOLIDATED
		TOTALS
REVENUES		
	Property Taxes	\$ 62,976
	Back Taxes	-
	Replacement Taxes	26,077
	Recreation Program Fees	135,406
	Rec/Fitness Center Fees	7,232
	Rec/Aquatic Center Fees	21,516
	Sports Core - Bath	545
	Sports Core - Fields	(882)
	Sports Core - Tennis	173
	FRC/Building Rental Fees	10,484
	Theme Party Rental Fees	-
	Recreation Center Fees	-
	CPW Building Rentals	(860)
	Field Rentals Central Park	973
	Field Rentals Central Park North	-
	Interest	3,048
	Grant Proceeds	-
	Debt Certificate Proceeds	-
	Transfers	-
	Donations	-
	Sponsorship	-
	Miscellaneous	1,585
	TOTAL- REVENUES	\$ 268,273
DISBURSEMENTS		
	Warrant No.635	\$ 90,857
	May Payroll	245,064
	TOTAL DISBURSEMENTS	\$ 335,921

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

<u>ASSETS</u>	Consolidated Totals
Current Assets	
Cash and Investments	\$ 7,207,096
Receivables - Net of Allowances	-
Property Taxes	4,671,112
Accounts	407,634
Due from Other Funds	-
Prepays	8,364
Inventories	16,089
Total Current Assets	<u>\$ 12,310,294</u>
Noncurrent Assets	
Capital Assets	
Nondepreciable	40,475
Construction in Process	-
Depreciable	4,788,320
Accumulated Depreciation	<u>(3,187,312)</u>
Total Noncurrent Assets	1,641,483
Total Assets	13,951,778

DEFERRED OUTFLOWS OF RESOURCES	
Deferred Items-IMRF	<u>180,242</u>
Total Assets and Deferred outflows of Resources	<u>14,132,020</u>

<u>LIABILITIES</u>	
Accounts Payable	215,372
Accrued Payroll	16,158
Unearned Revenue	460,476
Due To Other Funds	-
Compensated Absences Payable	<u>3,432</u>
Total Liabilities	695,438
Noncurrent Liabilities	
Compensated Absences Payable	13,723
Net Pension Liability - IMRF	239,549
Total OPEB Liability - RBP	<u>76,570</u>
Total Noncurrent Liabilities	329,842
Total Liabilities	1,025,280

DEFERRED INFLOWS OF RESOURCES	
Deferred Items - IMRF	36,643
Property Taxes	<u>4,671,112</u>
Total Liabilities and Deferred Inflows of Resources	<u>5,733,035</u>

<u>FUND BALANCES</u>	
Net Investment in Capital Assets	1,882,361
Nonspendable	5,964
Restricted	109,938
Committed	5,004,957
Unassigned	<u>1,395,765</u>
Total Fund Balances	<u>8,398,985</u>
 Total Liabilities, Deferred Inflows of Resources and Fund Balances	 <u>14,132,020</u>



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

DESCRIPTION	VENDOR	FACILITY/PARK IMPROVEMENTS
Capital Project Fund		
		\$ -
	SUBTOTAL BALANCE	\$ -
Recreation Fund		
CPW Improvements - Sidewalk Replacement	Professional Paving & Concrete Inc.	\$ 21,661.00
	SUBTOTAL BALANCE	\$ 21,661.00
Tennis Fund		
		\$ -
	SUBTOTAL BALANCE	\$ -
	TOTAL CAPITAL EXPENDITURES	\$ 21,661.00

OPEN
 Warrant 636

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
40156	ABAAN JUNAID	06/02/2020	06/15/2020	256.91	256.91	Open	N
40128	ABC PRINTING COMPANY	03/09/2020	06/15/2020	795.70	795.70	Open	N
40105	ABED RAHMAN	05/15/2020	06/15/2020	237.27	237.27	Open	Y
40117	ACTIVE NETWORK LLC	05/28/2020	06/15/2020	30,000.00	30,000.00	Open	N
40059	ADVANCED DISPOSAL CHGO CENTRAL	04/30/2020	06/15/2020	337.74	337.74	Open	Y
40077	ALAN GOODSITT	05/14/2020	06/15/2020	70.00	70.00	Open	Y
40116	ALPHA GRAPHICS	05/27/2020	06/15/2020	131.77	131.77	Open	N
40088	AMLINGS FLOWERLAND	04/07/2020	06/15/2020	64.26	64.26	Open	Y
40104	ANDERSON LANDSCAPE SUPPLY	06/01/2020	06/15/2020	11.00	11.00	Open	Y
40191	AQUA PURE ENTERPRISES, INC.	05/29/2020	06/15/2020	75.70	75.70	Open	N
40192	AQUA PURE ENTERPRISES, INC.	05/29/2020	06/15/2020	256.35	256.35	Open	N
40061	BOB JOHNSON	04/25/2020	06/15/2020	179.40	179.40	Open	Y
40098	CARDMEMBER SERVICE	05/28/2020	06/15/2020	390.23	390.23	Open	Y
40126	CARDMEMBER SERVICE	05/28/2020	06/15/2020	54.90	54.90	Open	N
40127	CARDMEMBER SERVICE	05/28/2020	06/15/2020	880.00	880.00	Open	N
40131	CARDMEMBER SERVICE	05/28/2020	06/15/2020	472.75	472.75	Open	N
40132	CARDMEMBER SERVICE	05/28/2020	06/15/2020	78.26	78.26	Open	N
40133	CARDMEMBER SERVICE	05/28/2020	06/15/2020	57.94	57.94	Open	N
40134	CARDMEMBER SERVICE	05/28/2020	06/15/2020	111.54	111.54	Open	N
40135	CARDMEMBER SERVICE	05/28/2020	06/15/2020	(411.71)	(411.71)	Open	N
40152	CARDMEMBER SERVICE	05/28/2020	06/15/2020	65.00	65.00	Open	N
40153	CARDMEMBER SERVICE	05/28/2020	06/15/2020	(114.73)	(114.73)	Open	N
40154	CARDMEMBER SERVICE	05/28/2020	06/15/2020	175.75	175.75	Open	N
40155	CARDMEMBER SERVICE	05/28/2020	06/15/2020	204.23	204.23	Open	N
40162	CARDMEMBER SERVICE	05/28/2020	06/15/2020	295.90	295.90	Open	N
40163	CARDMEMBER SERVICE	05/28/2020	06/15/2020	4.90	4.90	Open	N
40169	CARDMEMBER SERVICE	05/28/2020	06/15/2020	1,367.12	1,367.12	Open	N
40170	CARDMEMBER SERVICE	05/28/2020	06/15/2020	211.34	211.34	Open	N
40171	CARDMEMBER SERVICE	05/28/2020	06/15/2020	1,518.07	1,518.07	Open	N
40188	CARDMEMBER SERVICE	05/28/2020	06/15/2020	1,300.44	1,300.44	Open	N
40189	CARDMEMBER SERVICE	05/28/2020	06/15/2020	371.07	371.07	Open	N
40190	CARDMEMBER SERVICE	05/28/2020	06/15/2020	(119.97)	(119.97)	Open	N
40114	CEMCON LTD	05/27/2020	06/15/2020	723.50	723.50	Open	Y
40187	CENTURY TILE	05/06/2019	06/15/2020	582.00	582.00	Open	N
40140	CHICAGO FILTER SUPPLY	04/14/2020	06/15/2020	186.16	186.16	Open	N
40113	CINDY FRIEDL	05/18/2020	06/15/2020	111.00	111.00	Open	Y
40208	CLASSIC LANDSCAPE, LTD.	06/01/2020	06/15/2020	8,575.05	8,575.05	Open	N
40060	CLIMATEZONE HEATING & AIR CONDITI	03/31/2020	06/15/2020	5,740.00	5,740.00	Open	Y
40083	COMCAST	04/01/2020	06/15/2020	584.08	584.08	Open	Y
40099	DAVEY RESOURCE GROUP INC	05/04/2020	06/15/2020	5,800.93	5,800.93	Open	Y
40100	DAVEY RESOURCE GROUP INC	05/04/2020	06/15/2020	1,081.50	1,081.50	Open	Y
40075	DAVID FEHRENKAMP	05/14/2020	06/15/2020	122.50	122.50	Open	Y
40202	DAVID J.SHAMROCK	06/05/2020	06/15/2020	1,000.00	1,000.00	Open	N
40084	DIRECT ENERGY BUSINESS	05/20/2020	06/15/2020	299.95	299.95	Open	Y
40085	DIRECT ENERGY BUSINESS	05/20/2020	06/15/2020	2,788.81	2,788.81	Open	Y
40111	DU PAGE COUNTY HEALTH DEPT.	04/26/2020	06/15/2020	540.00	540.00	Open	Y
40072	EBEL'S ACE HARDWARE #8313	05/07/2020	06/15/2020	5.39	5.39	Open	Y

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
40073	EBEL'S ACE HARDWARE #8313	05/12/2020	06/15/2020	6.46	6.46	Open	Y
40071	ENVISION HEALTHCARE INC	05/01/2020	06/15/2020	35.00	35.00	Open	Y
40137	ENVISION HEALTHCARE INC	06/01/2020	06/15/2020	37.00	37.00	Open	N
40193	FED EX	05/27/2020	06/15/2020	17.00	17.00	Open	N
40082	FIRST COMMUNICATION LLC	04/30/2020	06/15/2020	942.17	942.17	Open	Y
40118	FLAGG CREEK WATER RECLAMATION	05/25/2020	06/15/2020	709.01	709.01	Open	N
40119	FLAGG CREEK WATER RECLAMATION	05/25/2020	06/15/2020	23.15	23.15	Open	N
40120	FLAGG CREEK WATER RECLAMATION	05/25/2020	06/15/2020	20.30	20.30	Open	N
40121	FLAGG CREEK WATER RECLAMATION	05/25/2020	06/15/2020	20.30	20.30	Open	N
40176	GREGG COMMUNICATIONS SYSTEMS	05/26/2020	06/15/2020	2,465.00	2,465.00	Open	N
40183	HAGG PRESS	05/28/2020	06/15/2020	225.00	225.00	Open	N
40074	HELENE HOSKING	05/12/2020	06/15/2020	183.70	183.70	Open	Y
40070*	HINSDALE NURSERIES INC	05/11/2020	06/15/2020	414.00	414.00	Open	Y
40138	HOME DEPOT CREDIT SERVICES	05/14/2020	06/15/2020	28.94	28.94	Open	N
40139	HOME DEPOT CREDIT SERVICES	05/29/2020	06/15/2020	20.41	20.41	Open	N
40063	HP PRODUCTS	03/13/2020	06/15/2020	49.64	49.64	Open	Y
40160	HP PRODUCTS	11/04/2019	06/15/2020	157.62	157.62	Open	N
40186	HP PRODUCTS	06/03/2019	06/15/2020	1,264.12	1,264.12	Open	N
40141	IL STATE TOLL HWY AUTHORITY	04/20/2020	06/15/2020	20.70	20.70	Open	N
40115	ILLINOIS STATE POLICE	05/01/2020	06/15/2020	500.00	500.00	Open	N
40177	INSIGHT DIRECT USA INC	05/19/2020	06/15/2020	440.30	440.30	Open	N
40201	JOELLYN MORONEY	06/05/2020	06/15/2020	1,000.00	1,000.00	Open	N
40107	JOHN ROGERS	05/27/2020	06/15/2020	207.00	207.00	Open	Y
40195	JULIE CARPENTER	06/04/2020	06/15/2020	477.82	477.82	Open	N
40130	KLUBER ARCHITECTS & ENGINEERS	04/30/2020	06/15/2020	862.50	862.50	Open	N
40080	KONICA MINOLTA BUSINESS	04/30/2020	06/15/2020	5.14	5.14	Open	Y
40081	KONICA MINOLTA BUSINESS	04/30/2020	06/15/2020	25.22	25.22	Open	Y
40079	KONICA MINOLTA PREMIER FINANCE	05/30/2020	06/15/2020	739.00	739.00	Open	Y
40157	KRISTEN COUNTER	06/02/2020	06/15/2020	193.91	193.91	Open	N
40199	LAKE EFFECT	06/05/2020	06/15/2020	1,000.00	1,000.00	Open	N
40108	LAUREAN ANTOGNOLI	05/27/2020	06/15/2020	340.00	340.00	Open	Y
40207	LEASE SERVICING CENTER INC	05/25/2020	06/15/2020	39,111.66	39,111.66	Open	N
40129	LEGAT ARCHITECTS INC	04/11/2020	06/15/2020	640.00	640.00	Open	N
40149	LINDA NOONAN	04/21/2020	06/15/2020	76.99	76.99	Open	N
40150	LINDA TOMKO	06/03/2020	06/15/2020	12.00	12.00	Open	N
40122	LIZ LITWIN	04/21/2020	06/15/2020	13.74	13.74	Open	N
40123	LIZ LITWIN	04/21/2020	06/15/2020	40.97	40.97	Open	N
40076	MARILN ADLER	05/14/2020	06/15/2020	96.70	96.70	Open	Y
40151	MARY GANNON	06/03/2020	06/15/2020	133.00	133.00	Open	N
40143	MENARDS	05/29/2020	06/15/2020	142.92	142.92	Open	N
40203	METRO STAR ORCHESTRA	06/05/2020	06/15/2020	1,375.00	1,375.00	Open	N
40168	MUSCO LIGHTING	05/21/2020	06/15/2020	59,557.00	59,557.00	Open	N
40158	NAHESWARI MOORTHY	06/02/2020	06/15/2020	247.50	247.50	Open	N
40078	NANCY PRITZEL	05/13/2020	06/15/2020	190.00	190.00	Open	Y
40197	NEXT GENERATION	06/05/2020	06/15/2020	186.50	186.50	Open	N
40086	NICOR GAS	05/18/2020	06/15/2020	255.74	255.74	Open	Y
40087	NICOR GAS	05/18/2020	06/15/2020	965.89	965.89	Open	Y

User: mkorman

EXP CHECK RUN DATES 06/15/2020 - 06/15/2020

DB: Oak Brook Park

BOTH JOURNALIZED AND UNJOURNALIZED

OPEN

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
40148	NuTOYS	05/29/2020	06/15/2020	383.00	383.00	Open	N
40204	OAK BROOK MECHANICAL SERVICES INC	12/23/2019	06/15/2020	6,675.50	6,675.50	Open	N
40205	OAK BROOK MECHANICAL SERVICES INC	05/27/2020	06/15/2020	12,280.00	12,280.00	Open	N
40165	P.E.I. INC	05/25/2020	06/15/2020	903.00	903.00	Open	N
40102	PENTEGRA SYSTEMS LLC	04/25/2020	06/15/2020	1,152.50	1,152.50	Open	Y
40064	PFEIFFER'S PEST CONTROL	04/16/2020	06/15/2020	200.00	200.00	Open	Y
40065	PFEIFFER'S PEST CONTROL	04/16/2020	06/15/2020	200.00	200.00	Open	Y
40066	PFEIFFER'S PEST CONTROL	05/11/2020	06/15/2020	200.00	200.00	Open	Y
40067	PFEIFFER'S PEST CONTROL	05/11/2020	06/15/2020	200.00	200.00	Open	Y
40090	PIONEER MANUFACTURING CO.	05/07/2020	06/15/2020	555.00	555.00	Open	Y
40058	PROFESSIONAL PAVING & CONCRETE	05/05/2020	06/15/2020	21,661.00	21,661.00	Open	Y
40103	QUENCH	06/01/2020	06/15/2020	111.24	111.24	Open	Y
40196	RIDE ILLINOIS	06/01/2020	06/15/2020	35.00	35.00	Open	N
40174	ROBBINS SCHWARTZ	04/30/2020	06/15/2020	12,140.00	12,140.00	Open	N
40175	ROBBINS SCHWARTZ	05/22/2020	06/15/2020	5,900.00	5,900.00	Open	N
40101	RUSSO POWER EQUIPMENT	05/13/2020	06/15/2020	166.25	166.25	Open	Y
40142	RUSSO POWER EQUIPMENT	05/28/2020	06/15/2020	344.90	344.90	Open	N
40109	SANDBURG PTA	05/21/2020	06/15/2020	580.00	580.00	Open	Y
40069	SERVICE SANITATION, INC.	05/01/2020	06/15/2020	60.50	60.50	Open	Y
40144	SERVICE SANITATION, INC.	05/29/2020	06/15/2020	12.27	12.27	Open	N
40145	SERVICE SANITATION, INC.	05/29/2020	06/15/2020	4.32	4.32	Open	N
40146	SERVICE SANITATION, INC.	05/29/2020	06/15/2020	3.63	3.63	Open	N
40147	SERVICE SANITATION, INC.	05/29/2020	06/15/2020	7.95	7.95	Open	N
40179	SERVICE SANITATION, INC.	05/29/2020	06/15/2020	121.00	121.00	Open	N
40180	SERVICE SANITATION, INC.	05/29/2020	06/15/2020	222.50	222.50	Open	N
40181	SERVICE SANITATION, INC.	05/29/2020	06/15/2020	101.50	101.50	Open	N
40182	SERVICE SANITATION, INC.	05/29/2020	06/15/2020	404.00	404.00	Open	N
40167	SLIDE GUYS RESORTATION	05/21/2020	06/15/2020	13,500.00	13,500.00	Open	N
40159	SMART INDUSTRY PRODUCTS	06/03/2020	06/15/2020	396.00	396.00	Open	N
40172	SONITROL CHICAGOLAND WEST	05/10/2020	06/15/2020	1,410.00	1,410.00	Open	N
40173	SONITROL CHICAGOLAND WEST	05/10/2020	06/15/2020	162.00	162.00	Open	N
40178	STERLING NETWORK INTEGRATION	05/26/2020	06/15/2020	2,717.40	2,717.40	Open	N
40200	STEVE JACOBS	06/05/2020	06/15/2020	1,700.00	1,700.00	Open	N
40106	SUZANNE GORDEN	05/27/2020	06/15/2020	12.00	12.00	Open	Y
40068	TAMELING INDUSTRIES INC.	04/30/2020	06/15/2020	370.00	370.00	Open	Y
40091	TAMELING INDUSTRIES INC.	05/07/2020	06/15/2020	322.00	322.00	Open	Y
40136	THE EMPLOYERS ASSOCIATION	05/22/2020	06/15/2020	133.00	133.00	Open	N
40198	THE EMPLOYERS ASSOCIATION	04/17/2020	06/15/2020	133.00	133.00	Open	N
40166	TOTAL FIRE & SAFETY, INC.	04/17/2020	06/15/2020	484.53	484.53	Open	N
40092	TRUGREEN	05/06/2020	06/15/2020	150.00	150.00	Open	Y
40093	TRUGREEN	05/06/2020	06/15/2020	314.00	314.00	Open	Y
40094	TRUGREEN	05/06/2020	06/15/2020	1,550.00	1,550.00	Open	Y
40095	TRUGREEN	05/06/2020	06/15/2020	316.00	316.00	Open	Y
40096	TRUGREEN	05/06/2020	06/15/2020	3,020.00	3,020.00	Open	Y
40097	TRUGREEN	05/06/2020	06/15/2020	1,600.00	1,600.00	Open	Y
40124	TWO BROTHERS COFFEE ROASTERS	05/01/2020	06/15/2020	320.00	320.00	Open	N
40125	TWO BROTHERS COFFEE ROASTERS	05/01/2020	06/15/2020	480.00	480.00	Open	N

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
40062	TYCO INTEGRATED SECURITY LLC	03/07/2020	06/15/2020	228.98	228.98	Open	Y
40089	TYCO INTEGRATED SECURITY LLC	05/09/2020	06/15/2020	273.00	273.00	Open	Y
40161	TYCO INTEGRATED SECURITY LLC	05/09/2020	06/15/2020	253.53	253.53	Open	N
40184	U.S. POSTMASTER	05/20/2020	06/15/2020	240.00	240.00	Open	N
40206	U.S. TENNIS COURT CONSTRUSTION	05/25/2020	06/15/2020	24,800.00	24,800.00	Open	N
40110	UNDERGROUND IMAGING	05/20/2020	06/15/2020	6,512.45	6,512.45	Open	Y
40057	UPLAND DESIGN LTD	05/11/2020	06/15/2020	5,962.22	5,962.22	Open	Y
40185	VERIZON WIRELESS	05/15/2020	06/15/2020	1,619.65	1,619.65	Open	N
40112	VILLAGE OF OAK BROOK	05/15/2020	06/15/2020	198.53	198.53	Open	Y
40164	VILLAGE OF OAK BROOK	05/22/2020	06/15/2020	1,057.00	1,057.00	Open	N
40194	ZAGORKA JAMES	06/04/2020	06/15/2020	270.82	270.82	Open	N
# of Invoices: 149 # Due: 149				Totals:	318,723.60	318,723.60	
# of Credit Memos: 3 # Due: 3				Totals:	(646.41)	(646.41)	
Net of Invoices and Credit Memos:					318,077.19	318,077.19	
* 1 Net Invoices have Credits Totalling:					(28.98)		

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
--- TOTALS BY FUND ---							
	01 - GENERAL CORPORATE FUND			46,315.17	46,315.17		
	02 - RECREATION FUND			139,622.07	139,622.07		
	07 - RECREATIONAL FACILITIES FUND			33,100.24	33,100.24		
	08 - SPORTS CORE			2,365.49	2,365.49		
	12 - CAPITAL PROJECTS FUND			96,674.22	96,674.22		
--- TOTALS BY DEPT/ACTIVITY ---							
	01 - ADMINISTRATION CORPORATE			44,753.05	44,753.05		
	02 - FINANCE			653.88	653.88		
	03 - FIELDS			2,280.32	2,280.32		
	04 - CENTRAL PARK NORTH			1,780.45	1,780.45		
	05 - CENTRAL PARK			15,040.78	15,040.78		
	06 - SADDLEBROOK PARK			1,302.15	1,302.15		
	07 - FOREST GLEN PARK			1,984.00	1,984.00		
	08 - CHILLEM PARK			437.50	437.50		
	09 - DEAN PROPERTY			646.98	646.98		
	10 - PROFESSIONAL SERVICES			4,900.00	4,900.00		
	12 - CONTRACTS. MAINTENANCE DNS			5,800.93	5,800.93		
	15 - BUILDING/RECREATION CENTER			6,427.99	6,427.99		
	20 - CENTRAL PARK WEST			380.41	380.41		
	21 - FITNESS CENTER			1,674.69	1,674.69		
	25 - AQUATIC CENTER			30,123.98	30,123.98		
	32 - YOUTH PROGRAMS			7.99	7.99		
	50 - PIONEER PROGRAMS			70.26	70.26		
	60 - SPECIAL EVENTS & TRIPS			6,129.90	6,129.90		
	71 - BUILDING/RACQUET CLUB			3,027.79	3,027.79		
	75 - TENNIS PROGRAMS			2,943.37	2,943.37		
	80 - MARKETING			26,763.89	26,763.89		
	81 - CAPITAL OUTLAY			64,272.66	64,272.66		
	95 - CAPITAL PROJECTS FUND			96,674.22	96,674.22		



JULY 2020 IS PARK AND RECREATION MONTH A PROCLAMATION BY THE NATIONAL RECREATION AND PARK ASSOCIATION AND THE OAK BROOK PARK DISTRICT

WHEREAS parks and recreation programs are an integral part of communities throughout this country, including Oak Brook, Illinois and

WHEREAS our parks and recreation are vitally important to establishing and maintaining the quality of life in our communities, ensuring the health of all citizens, and contributing to the economic and environmental well-being of a community and region; and

WHEREAS parks and recreation programs build healthy, active communities that aid in the prevention of chronic disease, provide therapeutic recreation services for those who are mentally or physically disabled, and also improve the mental and emotional health of all citizens; and

WHEREAS parks and recreation programs increase a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and

WHEREAS parks and recreation areas are fundamental to the environmental well-being of our community; and

WHEREAS parks and natural recreation areas improve water quality, protect groundwater, prevent flooding, improve the quality of the air we breathe, provide vegetative buffers to development, and produce habitat for wildlife; and

WHEREAS our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and

WHEREAS the U.S. House of Representatives has designated July as Parks and Recreation Month; and

WHEREAS the Oak Brook Park District recognizes the benefits derived from parks and recreation resources as we strive to fulfill our mission statement, "...to provide the *very best* in park and recreational opportunities, facilities and open lands for our community."

THEREFORE, WITH THE U.S. HOUSE OF REPRESENTATIVES AND THE NATIONAL RECREATION AND PARK ASSOCIATION, the **Oak Brook Park District** does hereby proclaim the month of July as "Park and Recreation Month." We call upon park and recreation supporters to join us in recognizing the importance of our nation's parks and recreation facilities and to learn more about how to support the places that bring our communities a higher quality of life, safer places to play and healthy alternatives through recreation programming for everyone.

WE DO ALSO RESOLVE that during "Park and Recreation Month" all citizens enjoy what their community has to offer by taking part in their favorite sports, visiting the outdoors, spending time with family and friends or just relaxing.

Given under our Hand and Seal this 15th Day of June 2020

Tom Truedson, Vice President

Kevin Tan, Treasurer

Frank Trombetta, Commissioner

Lara Suleiman, Commissioner

Sharon R. Knitter, President

OAK BROOK PARK DISTRICT
Security Protocol and Expectations during visit

Part I: Screening of employees/patrons

1. Employee screening
 - If you suspect that an employee may have been in contact with or is sick with COVID-19 please refer to the employee health questionnaire.
 - Employee health questionnaire should then be filled out.
 - If employee answered yes to any of the questions on the employee health questionnaire, then they should leave work immediately and seek medical attention.
 - In order to return back to work you must be symptom free for 14 days or provide a doctor's note.
2. Patron Screening
 - See instructors' script at the end of this document
3. Symptoms
 - An employee, or patron, who appears to have acute respiratory illness symptoms upon arrival to Park District facilities or become sick during their time on campus. Refer to CDC guidelines regarding COVID-19 illness for a complete and updated list of symptoms. These generally include:
 - Fever/chills
 - Cough
 - Shortness of breath/respiratory restrictions
 - Fatigue or muscle ache
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion

Part II: Expectations before, during and after attending a program or being on campus

1. Before you arrive
 - Do a self-wellness check. If you have any of the symptoms referred to in Part I, please stay home.
 - Wash/sanitize your hands thoroughly before arriving to class
 - Have face coverings/masks on to/from the program
 - Gather your equipment/belongings needed for the program
2. During the program
 - Social distance of at least 6 feet should be maintained between non-household individuals. Where 6 feet isn't possible participants must wear a face covering/mask
 - Bags and personal equipment should be placed at least 6 feet apart.
 - Wash/sanitize your hands when needed
 - Do not touch or share each other's equipment.
3. After the program
 - Wash/sanitize your hands thoroughly
 - Have face coverings/masks on to/from the program

- Continue to monitor your health. If symptoms occur after the program, please get medical attention. Notify the instructor so that we can take the appropriate guidelines to clean and notify participants.

Part III: Consequences for not following guidelines

1. What if someone forget/refuses to wear a mask
 - Employee
 - i. Remind staff member that by not wearing a mask, that they are in violation of the dress code policy. Masks are required to be worn as a daily uniform.
 - ii. Offer staff member a disposable mask until they can replace it with their cloth mask.
 - iii. If they continue to violate this policy, disciplinary action may be taken.
 - Patron
 - i. Offer patron a disposable mask. Notify them that they must provide their own mask in the future or they will not be allowed to enter the program/campus.
 - ii. If they continue to violate this policy, 911 will be called.
2. What if someone isn't following the rules. Both employee or patron
 - Refer to the guidelines provided by the CDC and IDPH that are posted.
 - Let the person know that if they are not following these guidelines, then we will have to ask them to leave the program/campus.
 - If they continue to refuse to following the guidelines then 911 will be call.

Part IV: Tips for dealing with disgruntled employee/patron

1. Remember to remain patient and calm.
2. Call in a co-worker to be present to assist and be a witness to the situation.
3. Try to isolate the disgruntled person. Make sure that you have your mask on and approach the individual. Separate the individual from the group to have a conversation.
4. Never touch or try to physically restrain the disgruntled person
5. If they continue to disregard the policies or become a threat, call 911 for assistance.
6. Key Phrases that could be used
 - "What can we do to follow our guidelines and still make both you and the class feel comfortable?"
 - "We want everyone to have an enjoyable experience but we also have to a make sure everyone feels safe and abides by the guidelines given to us by the CDC/IDPH.
 - "Safety is our #1 concern and these guidelines help assure that. If you do not feel comfortable wearing a mask, please be sure to stay at least 6 feet away from other participants."

OAK BROOK PARK DISTRICT PROTOCOL FOR ONSITE VENDORS

Part I: Before they arrive

- Will need to make an appointment with their main contact at the park district.
- Employee will inform the vendor of our staff safety expectations and guidelines during the visit.

Part II: When they arrive

- Verify they are feeling healthy and have had no contact with any suspected COVID-19 illness.
- Make sure they are wearing their mask properly.
- If vender forgets a mask offer the vendor a disposable mask until they can replace it with their cloth mask.

Part III: During their visit

- Social distance of at least 6 feet should be maintained.
- Bags and personal equipment should be placed at least 6 feet apart.
- Wash/sanitize their hands when needed.
- Do not touch or share each other's equipment.

OAK BROOK PARK DISTRICT
PROTOCOL FOR SUSPECTED OR CONFIRMED CASE OF COVID-19 OF AN EMPLOYEE OR GUEST

Part I: Identification

1. Confirmed case
 - An employee, or patron, who has been in a Park District facility within the past 7 days has been tested, resulting in a positive infection result.
2. Suspected case
 - An employee, or patron, who appears to have acute respiratory illness symptoms upon arrival to Park District facilities or become sick during their time on campus. Refer to CDC guidelines regarding COVID-19 illness for a complete and updated list of symptoms. These generally include:
 - Fever/chills
 - Cough
 - Shortness of breath/respiratory restrictions
 - Fatigue or muscle ache
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion

Part II: Immediate Response

1. Prevention
 - Do not allow anyone that has tested positive for COVID-19 into the facility until they meet the return to facility guidelines.
2. Isolation
 - Any person that becomes ill should be separated from other employees and patrons immediately.
3. Removal from Park District facilities
 - The ill person should be sent home immediately if they are able to leave on their own accord.
 - The FAC party room can be used for isolation if the ill individual needs to wait for transportation.
 - Any person too ill, or otherwise unable to leave on their own should remain in isolation until someone from their household can pick them up.
 - If nobody is available to take the ill person home, have an ambulance called for transportation.

Part III: Attention to Facility

1. If 7 days or less have passed since ill person was in a Park District facility
 - Allow 24 hours from the most recent visit to facility before cleaning and disinfecting.
 - After 24 hours from the most recent visit, thoroughly clean and disinfect any space or equipment the individual occupied for more than 10 minutes utilizing CDC guidelines.
2. If more than 7 days have passes since the ill person was last in Park District facilities
 - Continue cleaning and disinfecting on a regular schedule. There is no need for site specific disinfecting.

Part IV: Tracing & controlling the spread

1. Tracing confirmed cases
 - If a person was sent home ill and later found to have tested positive for COVID-19, determine any staff and visitors that may be at risk for contamination from the ill person using the following considerations:
 - Shared household
 - Intimate relations
 - Direct personal care for ill person
 - 15 or more minutes of direct contact (less than 6 feet of spacing) with ill person
2. Controlling the spread
 - Alert the staff and public of the confirmed case, respecting the right to privacy of the ill person by simply providing impersonal details such as day, time and location of their most recent visit.
 - If any employees or visitors can be traced to the confirmed case, direct the individual at risk to remain out of Park District facilities in self quarantine for 14 days from the last date of contact.
 - Employees that are able to should work remotely if able to
 - Individuals should monitor symptoms and track fevers
 - Instruct at risk person to seek CDC guidelines for determining if they should be tested

Part V: Communication

1. Staff
 - Ensure all staff are aware of the confirmed case, respecting privacy of the ill individual.
 - Provide staff specific instructions on answering questions they may receive from visitors.
2. Public
 - A public statement should be made noting only the day, time and location of the most recently known visit. Any person that may feel they are at risk from this visit should self-quarantine and follow CDC guidelines for monitoring and testing.

Part VI: Return to Campus

1. Symptomatic cases
 - If a test was used to confirm a person was ill with COVID-19 OR if a person is directed to self-quarantine and monitor COVID-like symptoms, they may return to work after 3 days of no fever without the aid of medicine AND improvement to their respiratory and cough symptoms.
2. Non-symptomatic cases
 - Any person that has tested positive for COVID-19 but has not experienced symptoms should remain in isolation from the Park District for at least 10 days from the date of the positive test.
3. Test based return
 - Anyone that has had a positive test for COVID-19 or has experienced COVID-like symptoms may return to work if symptom free and they have received negative results from an FDA Emergency Use Authorized COVID-19 molecular assay for detection SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected within 24 hours of each other.



OAK BROOK PARK DISTRICT

Employee Health Questionnaire

Employee Name: _____ Date: _____

1. Have you experienced one of the following symptoms over the past seven days?

Symptom	Please circle one:	
Persistent cough?	Yes	No
Shortness of breath?	Yes	No
Fever (temperature of above 100.4 F)	Yes	No
Chills	Yes	No
Repeated shaking/chills	Yes	No
Muscle Pain/Aches	Yes	No
Headache	Yes	No
Sore Throat	Yes	No
Loss of Taste/Smell	Yes	No

2. Have you recently (in the past 14 days) been in close contact with anyone who has exhibited any of the above symptoms? (Close contact means within less than six feet for a prolonged period of time).

Yes No

3. Have you recently (in the past 14 days) been in contact with someone who has tested positive for COVID-19 or been advised to self-isolate by a medical professional due to COVID-19 reasons?

Yes No

4. Have you recently (in the past 14 days) traveled internationally?

Yes No

These responses are accurate to the best of my knowledge. I agree to follow the instructions provided to me by the employer. If I believe that my symptoms are related to a separate condition, I will seek documentation from my physician and provide it to my employer.

Employee's Signature: _____

Script for Phase 3 Programming

Instructors are to use this wording, **every day**, at the beginning of **every class/program**, to provide these important guidelines for participants. Please remind participants of the guidelines throughout the duration of the class/program.

Hello everyone! We're glad you're here at the: _____!
(Class/Program name)

How is everyone feeling? This is a very important question so we're going to review some health self-assessments. If you have any of the following symptoms, or are uncertain if you have any of the following symptoms, it is important for you to not attend this class to prevent the spread of COVID-19 and we must ask you to leave the class now:

- Fever above 100.4
- Shortness of breath
- Persistent cough
- Repeated chills
- Sore Throat, Muscle pains/aches and/or headaches
- Sudden loss of taste/smell

Does anyone feel that they may be experiencing any of these symptoms? *(Watch each participant's response to see if there is hesitation indicating that the participant may be uncertain. Encourage participants to leave if they are uncertain or are experiencing any of the symptoms.)*

Please understand that we are in this together. In order to continue hosting programs during Phase 3 of Restore Illinois we need to abide by the CDC and IDPH guidelines. We ask that you follow these program guidelines:

- Social distance of at least 6 feet should be maintained between non-household individuals. Where 6 feet isn't possible participants must wear a face covering/mask.
- Bags and personal equipment should be placed at least 6 feet apart.
- Wash/sanitize your hands thoroughly before arriving to class.
- Do not touch or share each other's equipment.

It is my responsibility to remind everyone of these rules throughout our class. If there are situations during the activity where someone is not following the guidelines repeatedly, the offender will be asked to leave the class/activity. Thank you for doing your part as a participant to keep everyone safe! Now, let's have some fun!

Proceed with class/activity.

Tips for dealing with disgruntled employee/patron

1. Remember to remain patient and calm.
2. Call in a co-worker to be present to assist and be a witness to the situation when possible/warranted.
3. Make sure you have your mask on as you approach the individual and separate the individual from the group to have a conversation.
4. Never touch or try to physically restrain the disgruntled person.
5. If they continue to disregard the policies or become a threat, call 911 for assistance.
6. Key Phrases that could be used
 - "What can we do to follow our guidelines and still make both you and the class feel comfortable?"
 - "We want everyone to have an enjoyable experience but we also have to make sure everyone feels safe and abides by the guidelines given to us by the CDC/IDPH.
 - "Safety is our #1 concern and these guidelines help with this mission. If you do not feel comfortable wearing a mask, please be sure to stay at least 6 feet away from other participants.



Memo

To: Oak Brook Park District Board of Commissioners
From: Laure Kosey, Executive Director
Date: June 5, 2020
Re: May/June 2020: Communications, IT & Administration

May Board Meeting Follow Up:

2020-2024 Strategic Plan

The Strategic Plan is ready for Board approval. The SWOC analysis has been updated, COVID-19 implications have been added and a focus on inclusion has been reinforced.

Safety Standards for the Workplace to Minimize the Spread of COVID-19

A new policy needs approval for the procedures and protocols put in place during a pandemic.

June Board Meeting Discussion Points:

Protocol and Procedures during Phase 3 of Restore Illinois

The COVID-19 procedures, the script for programming and the employee health questionnaire are all put in place to be used during Phase 3 of Restore Illinois.

Surplus Property

Declaring the Musco Lighting used on the Evergreen Bank Group Synthetic Field surplus will enable the Park District to resell the athletic field lighting to another entity at a discounted rate.

IT Report:

Licensing for Microsoft Office365 emails has been renewed. The previous 3-year price lock had expired so we had to shop around to find the best price. Microsoft changed their licensing structure for government accounts so there was a slight increase.

IT is researching ways to have more flexible technology for staff. This includes purchasing laptops in the future instead of micro desktops so employees can easily work anywhere.

Corporate and Community Relations Report:

AMITA agreement

AMITA has received the annual agreement, however, there have been some organizational changes in leadership, so there will be a delay.

Foundation Relief Fund

The OBPD Foundation has donated over \$3,000 to part-time staff who applied for assistance.

Marketing & Communications Report:

Facebook Analytics

Total Likes: 2900 (up 47)

Posts: 58

Total Reach Average: 19,546

Instagram Analytics

Total Followers: 1,033 (up 39)

Posts: 21

Top Post Reach: 217

Twitter Analytics

Total Followers: 1,058 (up 11)

Posts: 5

Top Post Impressions: 727



Oak Brook Park District
Published by Katie Garrett [?] · May 23 at 5:58 PM · 🌐

A huge congratulations to each **Butler School District 53** graduate 🎓👏👏👏 from the Oak Brook Park District! 🎉🎉🎉🎉 We hope you celebrate now, as best you can, and dream big for your futures. You can do anything!

Butler School District 53
May 23 at 12:10 PM · 🌐

The main image shows a woman in a blue shirt standing on a white car decorated with stars and a 'BUTLER 2020' balloon. Below are three smaller images: a banner for Butler Junior High Class of 2020, a woman holding a 'TEAM BUTLER' sign, and a truck with a '+9' sign.

Performance for Your Post

584 People Reached

20 Reactions, Comments & Shares ⓘ

18	18	0
Like	On Post	On Shares

2	2	0
Love	On Post	On Shares

0	0	0
Comments	On Post	On Shares

0	0	0
Shares	On Post	On Shares

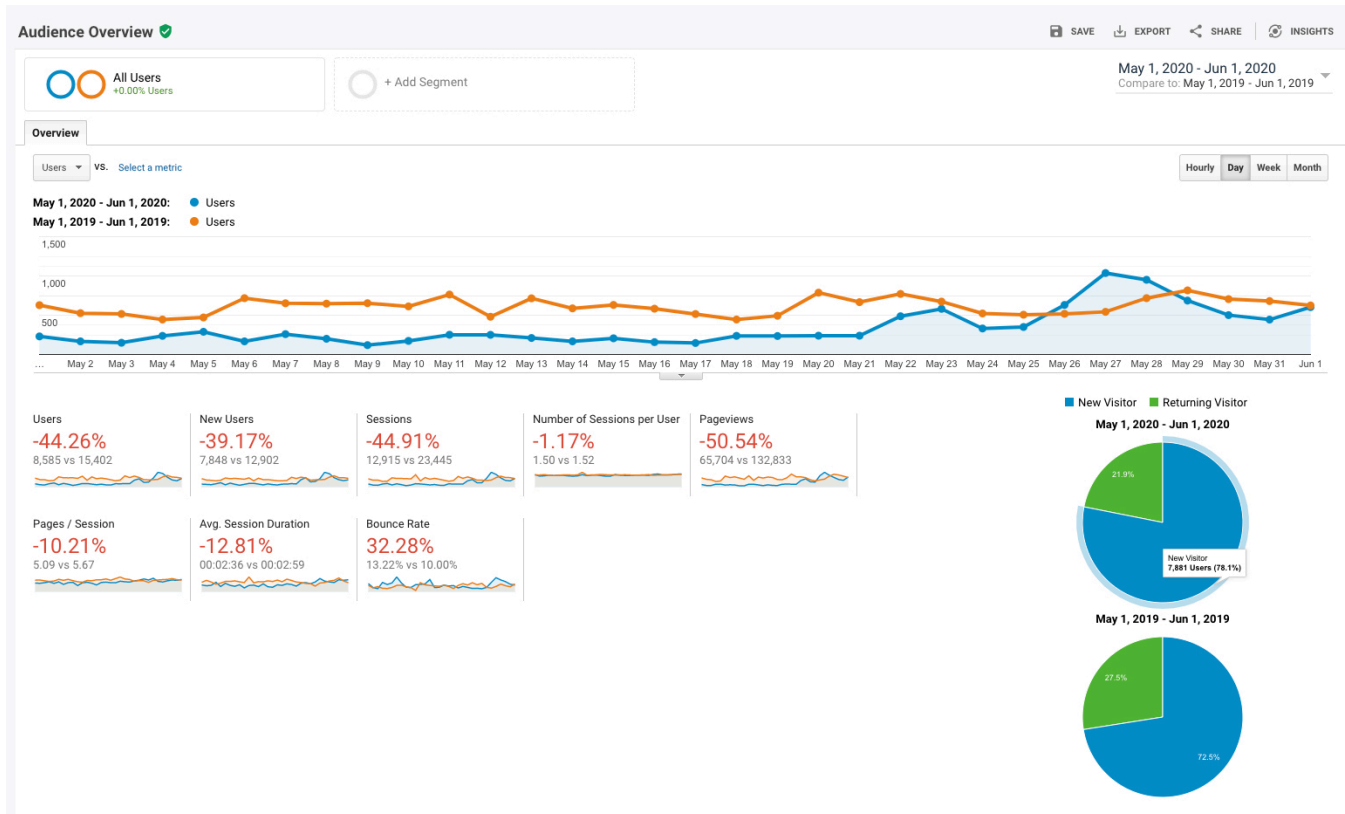
141 Post Clicks

62	0	79
Photo Views	Link Clicks ⓘ	Other Clicks ⓘ

NEGATIVE FEEDBACK

0	0
Hide Post	Hide All Posts
0	0
Report as Spam	Unlike Page

Reported stats may be delayed from what appears on posts



May 2020 Top pages*

1. Obparks.org
2. Cancellations and Status Updates
3. Programs/June programs
4. Facilities/Tennis Center
5. Programs/aquatics
6. Facilities/Family Recreation Center
7. Facilities/Dean Nature Sanctuary
8. Home
9. Programs/Tennis Programs
10. Facilities/Splash Island

May 2020 Top Products*

1. Breakaway Hoops Clinic
2. Multi-Sport Blast
3. Tennis Only Membership-Nonresident
4. Volleyball clinic ages 10-12
5. Volleyball clinic ages 7-9

obparks.org Acquisition Value*

Referral Values	May 2020	May 2019
Direct:	\$31,806	\$71,903
Organic Search:	\$792	\$1,897
Social:	\$63	\$152
Referrals:	\$4,121	\$9,672

obparks.org Ecommerce Overview – May 2020*

	May 2020	May 2019
Total Revenue	\$36,782	\$84,269
Transactions:	280	516
	2020	2019
Year to date total	\$309,196	\$462,203



Memo

To: Board of Commissioners and Executive Director, Laure Kosey
From: Marco Salinas, Chief Financial Officer
Date: June 9, 2020
Re: May 2020 Financials

General Fund

We have completed the first month of our current fiscal year. Year-to-date (YTD) revenues, expenditures, and transfers-out in this fund equal \$47,712, \$116,795, and \$0, respectively. This is resulting in a YTD net deficit of \$69,082; which is an increase over last year's YTD net deficit of \$37,553. Following is additional commentary:

- **Revenues-** YTD revenues reflect the negative impact that the COVID-19 pandemic has had on the park district's operations and finances. In our Central Park department, field rental revenues are almost non-existent at \$973 in the current year whereas last year's amount totaled \$37,951. In our Building/Recreation Center department we have recognized \$0 in daily fees, and new member enrollment fees, whereas in the prior year this activity resulted in revenues totaling \$12,640. Property taxes have also decreased when compared to the prior year, however, this is due to the timing of our receipt.
- **Expenditures-** Overall expenditures are favorable against the annual budget and have decreased significantly when compared to the prior year. This decrease is attributed to cost savings that have materialized due to the closure of our facilities. The vast majority of the part-time personnel were laid-off effective May 1, 2020 and we have experienced significant savings in part-time front desk and part-time custodial personnel wages. Additionally, last year's expenditures reflect merit pay increases that were processed in May, whereas this year no merit increases have been processed.

Recreation Fund

YTD revenues, expenditures, and transfers out in this fund equal \$155,809, \$148,423 and \$0, respectively. This is resulting in a YTD net surplus of \$7,386; which is a decrease of \$398,404 over prior year's YTD net surplus of \$405,790. Following is additional commentary:

- **Revenues-** Similar to our general fund, this fund is being negatively impacted by the closure of our facilities and the suspension of our programming. This year's revenues have dropped from \$588,412 in the prior year to \$155,809 in the current year; a decrease of 74%.
- **Expenditures-** Expenditures across all departments are favorable against the annual budgets and reflect a decrease of approximately 19% when compared to the prior year. Similar to our general fund, this fund is benefitting from cost savings in our part-time and full-time wages. These cost savings are being partially offset by the increase in a number of maintenance and repair costs. Such costs were previously expected to occur later in the fiscal year but their timing was accelerated in order to take advantage of the current closure of our facilities with an eye toward minimizing the disruptions for our patrons. The two slides located at our Splash Island were refurbished, a leak detection analysis was completed and the filtering sand media was also replaced.

Recreational Facilities Fund (Tennis Center)

YTD revenues and expenses in this fund are currently at \$27,587 and \$54,871, respectively. This is resulting in a YTD net deficit of \$27,283; which is a decrease of \$245,240 when compared to last year's YTD net surplus of \$217,956. Following is additional commentary:

- **Revenues-** Total revenues are down approximately 91% due to closure of the tennis center. With memberships on hold, related revenues have plummeted from \$40,953 in the prior year, to \$169 in the current year. In addition, group lesson revenue has decreased from \$230,608 in 2019, to \$26,942 in 2020.
- **Expenses-** Overall expenses are favorable against the annual budget and have decreased when compared to the prior year. Part-time personnel costs are the biggest driver of this decrease.

FINANCE OPERATIONS:

- Marco reviewed the "final" 2019 property tax levy reports received from DuPage and Cook County. He also responded to PDRMA with financial information they requested and that will be utilized in setting our 2021 insurance premiums. He also worked on several reconciliations in preparation for the annual audit, which is scheduled to begin next month.
- Nancy calculated the required FY 2019/2020 payroll accruals, and entered and posted them in our financial software. She also completed the required annual compensation disclosure which has now been posted on our website.

HUMAN RESOURCES:

- Linda N. has been supporting various departments with the process of recalling a limited number of recently laid-off part-time personnel. This process is in anticipation of the restart of various recreational programming during the month of June 2020.
- Linda N. updated and distributed health insurance open enrollment information to all eligible employees. She was also notified by the Village of Oak Brook that health insurance premiums for HMO and PPO coverage will increase 4% and 8%, respectively, effective July 1, 2020. Our FY 2020/2021 budgets incorporated an estimated increase of 10% for all health, dental and vision premiums.



Memo

To: Oak Brook Park District Board of Commissioners
From: Dave Thommes, Deputy Director
Date: June 8, 2020
Re: Recreation & Facilities Report

Recreation

- We had 23 virtual programs that ran successfully. There were 188 participants enrolled in these programs.
- Miles for Mom's 5K had 50 participants
- Karen averaged 11 Pioneers in her weekly coffee break meeting on Zoom
- Athletics has been in constant contact with rental stakeholders to secure rentals for when fields open on June 1
- The District delivered Preschool signs to the graduates of ABC preschool. We are hoping to do an in-person graduation when we get to phase 4.
- Mike and Kim attended the Butler 53 Community Outreach Committee meeting on May 28.
- All staff have attended different webinars in May to stay on top of current trends during the COVID-19 pandemic

Aquatics

- Communication from the DuPage Dept of Public Health on June 1 declared that all licensed aquatic facilities in the state of IL are to remain closed through Phase 3. This put an immediate end to plans for private coaching and private rentals. No confirmation that aquatic facilities will be given permission to open in Phase 4, but we have been told, for over a week, that guidelines are expected to be released soon. We will be ready with programming and parameters for public use as soon as the guidelines are released.
- The only program we are currently able to offer is our Dryland Training for the Competitive Swimmer as an outdoor exercise class. There are 23 participants registered.
- Construction of Bath & Tennis pools are still on hold awaiting permits.

Fitness

- New Precor Cardio Equipment was installed.
- Fitness center painting and baseboard installation was completed.
- Six new 50" televisions have been installed in the fitness center. Two more will go up when the electric work needed is completed.
- Two gym wipe wall units have been installed in the fitness center and more are going to be installed. One unit was also installed in each of the fitness studios.
- Katie did a fantastic job with creating and teaching Sit and Be Fit virtually to our community.

Facilities

- The team put a great deal of time into prepping the building for opening with tape on the floors and construction of temporary plexiglass shields.
- Gymnasium RTU project has 2 of the units turned over to us. Trane needs to replace a part under warranty on the third unit before they can get it up and fully running.
- CPW doors and windows project is nearing completion. Staff needed to move some conduit associated with the fire alarm system to allow installation to continue.
- Splash Island is assembled and ready to fill. With the delay in opening noted above, the custodial team has been working on power washing the deck to ensure it looks as good as possible when we do get to open it.

Tennis

- Tennis Operations opened at the Sports Core on June 1st. Memberships are being sold and programming is being offered.
- The Tennis Center opened their doors on June 1st, as well. Programming is running indoors and out.

Retention Results

May 1, 2019			
	Retained	Total	Rate
Aquatic	146	156	93.60%
Aqua/Ten	3	3	100.00%
Fitness	257	281	91.50%
Fit/Aqua	116	132	87.90%
Fit/Ten	11	11	100.00%
Premiere	26	30	86.70%
Yearly Total	559	613	91.20%
EFT Aqua	3	4	75.00%
EFT Aqua/Ten	0	0	#DIV/0!
EFT Fitness	8	11	72.70%
EFT Fit/Aqua	5	9	55.60%
EFT Fit/Ten	0	0	#DIV/0!
EFT Premiere	13	13	100.00%
Yearly & EFT	588	650	90.50%

*Due to the COVID-19 pandemic, all facilities were closed starting March 14th, 2020 and all EFT memberships were suspended during the duration of the closure.



Oak Brook Park District
 Aquatic Center
 Aquatic Party Statistics

2020 Aquatic Party Statistics													
Total # Parties	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
Splash Birthday	6	15	8	0	0	0	0	0	0	0	0	0	29
Super Splash Birthday	6	3	1	0	0	0	0	0	0	0	0	0	10
Group (by day)	4	2	2	0	0	0	0	0	0	0	0	0	8
Private (indoors only)	3	5	3	0	0	0	0	0	0	0	0	0	11
Private (indoor/outdoor combo)	0	0	0	0	0	0	0	0	0	0	0	0	0
Splash Island Birthday	0	0	0	0	0	0	0	0	0	0	0	0	0
Camp Rentals	0	1	0	0	0	0	0	0	0	0	0	0	1
Lane Rental (lap only)	2	4	0	0	0	0	0	0	0	0	0	0	6
Scout	1	2	1	0	0	0	0	0	0	0	0	0	4
Total # Parties	22	32	15	0	0	0	0	0	0	0	0	0	69

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

March 14 - May 31, 2020 Park District Facilities were closed due to the COVID 19 Pandemic.

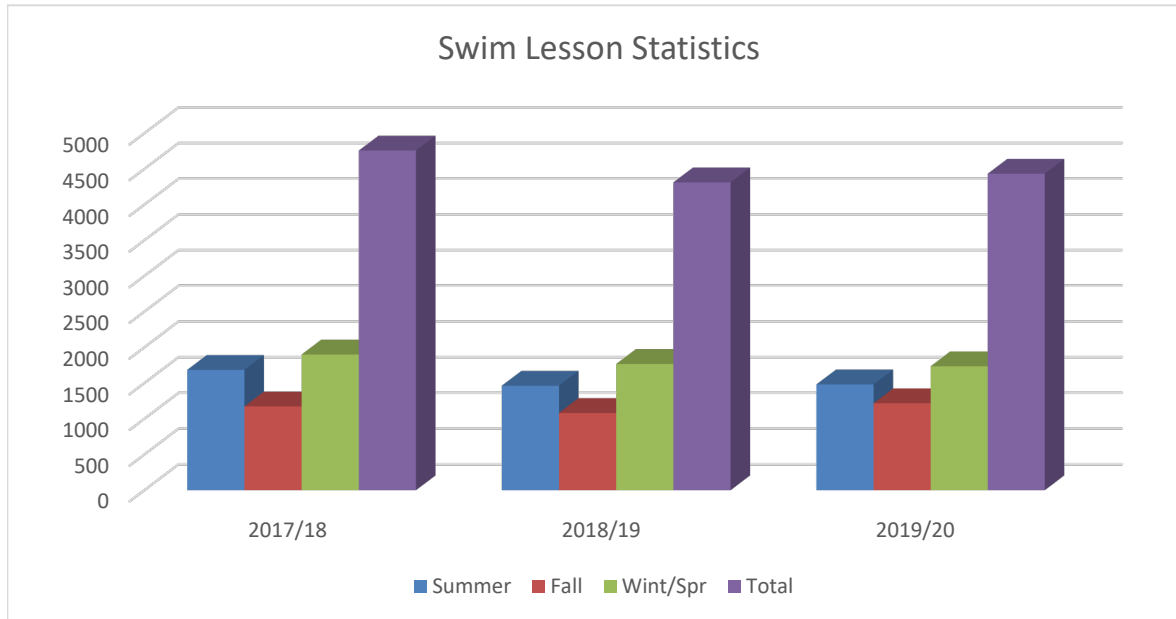


Oak Brook Park District Aquatic Center Swim Lesson and Swim Team Statistics

Swim Lesson Statistics				
	Summer	Fall	Wint/Spr	Total
2017/18	1685	1173	1900	4758
2018/19	1463	1082	1767	4312
2019/20	1481	1217	1735	4433
2020/21	0	0	0	0

NOTE: 1231 is number of registered lessons provided prior to shut down.
This means 504 registrations remain as credits in system after
refunds distributed through April 30.

Swim Team Statistics						
	Summer	Fall	Wint/Spr	Spring Training	Stroke Clinic	Total
2017/18	32	65	46	73	9	225
2018/19	71	80	77	100	18	346
2019/20	79	90	83	0	not offered	252
2020/21	0	0	0	0	0	0





Oak Brook Park District Athletic Fields Rental Report

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

Month	May	June	July	August	September	October	November	December	January	Feb	March	April	19/20 YTD	18/19 YTD
Hours	192	190	153	142	192	178	69	32	0	13.5	36.5	0	1,197	1,307
Revenue	\$13,832	\$12,280	\$6,813	\$11,885	\$17,585	\$16,962	\$6,568	\$3,308	\$0	\$1,163	\$2,763	\$0	\$93,156	\$101,248

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

Month	May	June	July	August	September	October	November	December	January	Feb	March	April	19/20 YTD	18/19 YTD
Hours	254	251	161	153	163	141	6	0	0	0	0	0	1,128	971
Revenue	\$10,650	\$8,338	\$3,150	\$4,838	\$7,075	\$8,697	\$150	\$0	\$0	\$0	\$0	\$0	\$42,897	\$17,263

Athletic Field Usage 2019/2020 Fiscal Year Baseball Fields

	May	June	July	August	September	October	November	December	January	Feb	March	April	19/20 YTD	18/19 YTD
Hours	155	200	167	101	153	65	0	0	0	0	0	0	841	572
Revenue	\$3,487	\$3,997	\$1,036	\$1,633	\$6,438	\$6,678	\$0	\$0	\$0	\$0	\$0	\$0	\$23,268	\$5,719

Grand Total Hours:	3165	2850
Grand Total Revenue:	\$159,321	\$124,230

Athletic Field Usage 2020/2021 Fiscal Year Evergreen Bank Group Athletic Field

Month	May	June	July	August	September	October	November	December	January	Feb	March	April	20/21 YTD	19/20 YTD
Hours	0												0	1,197
Revenue	\$0												\$0	\$93,156

Athletic Field Usage 2020/2021 Fiscal Year Natural Grass Soccer Fields

Month	May	June	July	August	September	October	November	December	January	Feb	March	April	20/21 YTD	19/20 YTD
Hours	0												0	1,128
Revenue	\$0												\$0	\$42,897

Athletic Field Usage 2020/2021 Fiscal Year Baseball Fields

Month	May	June	July	August	September	October	November	December	January	Feb	March	April	20/21 YTD	19/20 YTD
Hours	0												0	841
Revenue	\$0												\$0	\$23,268

YTD Total Hours:	0	3166
YTD Total Revenue:	\$0	\$159,321

March 14 - May 3, 2020 Park District Closed due to COVID 19 Pandemic



Oak Brook Park District Facility Usage

Facility Usage													
	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
2017	43,582	37,431	45,170	31,760	31,932	35,136	33,194	27,695	17,587	15,789	24,693	24,856	368,825
Weekday Avg.	1,355	1,252	1,597	1,107	1,069	1,342	1,165	911	637	853	976	1,174	1,120
Weekend Avg.	1,531	1,551	1,054	1,071	736	700	944	887	467	672	896	1,037	962
2018	27,978	41,768	44,831	40,154	37,099	41,229	51,465	41,786	33,111	15,789	NA	38,518	413,728
Weekday Avg.	1,453	1,397	1,510	1,338	1,283	1,522	1,646	1,368	1,150	853	NA	1,372	1,354
Weekend Avg.	1,499	1,729	1,291	1,339	949	1,031	1,693	1,145	1,011	672	NA	1,106	1,224
2019	35,683	37,845	45,404	32,925	32,834	36,793	38,389	29,144		27,461	26,199	27,917	370,593
Weekday Avg.	1,183	1,300	1,354	946	916	1,081	1,096	981		881	865	876	1,043
Weekend Avg.	1,207	1,317	1,890	1,515	1,586	1,517	1,648	838		900	891	961	1,297
2020	33,071	38,604	*17745	*0	*0								71,675
Weekday Avg.	1,022	1,332	*1369.5	*0	*0								1,177
Weekend Avg.	1,061	1,331	*1350	*0	*0								1,196

*March 14 - May 31, 2020 Park District Facilities were closed due to the COVID-19 pandemic.

Oak Brook Park District
Family Recreation Center
Membership Usage Data

*Members												
	January	February	March	April	May	June	July	August	September	October	November	December
2018	3,902	3,888	4,015	4,132	4,283	4,422	4,457	4,252	3,888	3,816	3,808	3,843
Resident	52%	52%	52%	52%	51%	50%	51%	52%	53%	53%	53%	52%
Non Resident	48%	48%	48%	48%	49%	50%	49%	48%	47%	47%	47%	48%
EFT	2,827	2,836	2,845	2,829	2,810	2,781	2,765	2,763	2,756	2,705	2,724	2741
2019	3,920	3,910	4,053	4,164	4,261	4,386	4,444	4,291	3,707	3,694	3,714	3,787
Resident	52%	52%	52%	51%	50%	50%	50%	49%	53%	53%	53%	53%
Non Resident	48%	48%	48%	49%	50%	50%	50%	51%	47%	47%	47%	47%
EFT	2,806	2,790	2,747	2,746	2,705	2,680	2,678	2,557	2,567	2,577	2,592	2,673
2020	3,916	3,948	3,904	3,900	3,872							
Resident	52%	52%	53%	53%	52%							
Non Resident	48%	48%	47%	48%	48%							
EFT	2,809	2,836	2,808	2,805	2,781							
Usage												
	January	February	March	April	May	June	July	August	September	October	November	December
2018	15,909	13,043	16,047	14,383	14,333	14,782	15,768	13,472	11,150	13,441	13,424	13,933
2019	15,079	14,004	16,220	13,972	13,287	14,710	17,004	12,887	11,176	12,904	13,586	13,744
2020	15,990	14,871	**5,971	0**	0**							

*** March 14 - May 31, 2020 Park District Facilities closed due to COVID 19 Pandemic.



Memo

To: Board of Commissioners
From: Bob Johnson, Director of Parks and Planning
Date: June 9, 2020
Re: Board Report

- The LED sports lighting retro-fit has been completed at Central Park. An initial lighting test will be conducted so that adjustments to the lights can be made if necessary, prior to the "official" test that will take place in the fall of 2020.
- A 3000 square foot connecting trail south of the basketball courts at Central Park has been replaced, along with several deteriorated portions drive lanes around Central Park West. The trail was non-ADA compliant and in poor condition.
- The soccer and lacrosse fields at both Central Park and the Sports Core have been prepared for the season. Barrier fencing has been installed on all the fields to help promote social distancing requirements.
- The honey bee colonies at Dean Nature Sanctuary are thriving. The wet weather has created an abundant food source for the bees. Staff anticipates splitting at least one colony into two sometime in July.
- The District is still awaiting receipt of the executed OSLAD grant agreement from the Illinois Department of Natural Resources. The signed agreement is required in order to begin the project.
- Please see agenda histories relating to surplus sports lighting equipment.



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: OAK BROOK PARK DISTRICT STRATEGIC PLAN
2020-2024**

AGENDA No.: 7A

MEETING DATE: JUNE 15, 2020

STAFF REVIEW:

Deputy Director, Dave Thommes:

Handwritten signature of Dave Thommes.

RECOMMENDED FOR BOARD ACTION:

Executive Director, Laure Kosey:

Handwritten signature of Laure Kosey.

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

It is the mission of the Oak Brook Park District to provide the very best in park and recreational opportunities, facilities, and open lands for our community. Ever mindful of its mission for the benefit of the community, and recognizing the changing forces that can shape the future of park and recreation, the District realized the need to develop a strategic plan for the next four years.

The Strategic Plan provides direction for the District, setting forth goals to help staff creatively manage for the opportunities of growth, and maintain fiscal responsibility in the management of the District's valuable resources.

The Strategic Plan is based on the District's Master Vision which encompasses community outreach through focus group discussions and a community survey. The community survey derived data for the community's views on the operation of the District and future recreational needs. The Strategic Plan also includes the identified short-term goals derived from the Board of Commissioners input at the March 12, 2020 Board Meeting.

Additionally, as a foundation to the Master Vision 2030, the standards of the Illinois Distinguished Agency Accreditation and the Commission of Accreditation of Park and Recreation Agencies (CAPRA) were also utilized.

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

The Strategic Plan 2020-2024 was presented for the Board's first review at the May 18, 2020 Board Meeting and to receive additional commissioner input.

The Strategic Plan 2020-2024 is being presented at this meeting for possible Board approval.

ACTION PROPOSED:

Motion (and a second) to approve the Oak Brook Park Strategic Plan 2020-2024.

Oak Brook
Park District

A National Gold Medal Agency



STRATEGIC PLAN

www.obparks.org



Years

2020-2024

Updated June 2020



Strategic Plan 2020-2024

Contents

Mission, Vision, and Core Values	1
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Performance Measures	3
SWOC Analysis	12
Appendix	14

ACKNOWLEDGMENTS

Board of Park Commissioners

Sharon Knitter	President
Tom Truedson	Vice President
Kevin Tan	Treasurer
Frank Trombetta	Commissioner
Lara Suleiman	Commissioner

Staff

Laure Kosey	Executive Director
Bonnie Gibellina	Executive Administrative Assistant
Liz Littwin	Corporate and Community Relations
Dave Thommes	Deputy Director
Bob Johnson	Director of Parks and Planning
Santos Alvarado	Landscape Specialist
Santiago Escobedo	Park Technician
Felipe Perez	Parks Specialist
Jake Stachowiak	Park Technician
Rob Bond	Superintendent of Aquatics
Alex Bonarirgo	Lead Aquatic Supervisor
Matthew Crilly	Building Technician
Matt Murtaugh	Building Engineer
Allegra Wozniak	Aquatic Supervisor
Mike Contreras	Superintendent of Recreation
Kim Catris	Recreation Manager, Youth & Camp
Brian DeWolf	Recreation Manager, Athletics
Karen Spandikow	Recreation Manager, Adult

Strategic Planning Input and Review Schedule

- September, 2016
Comprehensive Community Wide Survey
- June, 2018
Community Focus Groups
- November 21, 2019
All Staff Strategic Planning Workshop
- March 12, 2020
Board of Commissioners Strategic Planning Workshop
- May 18, 2020 Regular Board Meeting
Strategic Plan Presented
- June 15, 2020 Regular Board Meeting
Strategic Plan Approved

Katie Basile	Superintendent of Facilities
Kathy Chartrand	Registration Coordinator
Mike Delgado	Fitness Supervisor
Carmen Enriquez	Facility Coordinator/Rentals
Ryan Husch	Facility Supervisor/Membership
Gloria Marquez	Lead Custodian
Olga Martinez	Custodian
Patricia Ornelas	Custodian
Robert Pechous	Superintendent of Communications & IT
Katie Garrett	Marketing & Communications Admin
Greg Wooley	Creative Services Administrator
Alin Pop	Superintendent of Enterprise Operations
Alice Belden	Tennis Admin/Programming
Leticia Limonez	Tennis Center Assistant Manager
Paul Sykora	Tennis Center Lead Custodian
Deanna Terrafino	Tennis Admin/Accounting
Marco Salinas	Chief Financial Officer
Michelle Korman	Account Clerk
Linda Noonan	Human Resources Manager
Linda Pizzello	Human Resources Assistant
Nancy Strathdee	Finance Manager

Mission:

It is the mission of the Oak Brook Park District to provide the **very best** in **park** and **recreational opportunities, facilities,** and **open lands** for **our community**.

Vision:

To provide a diverse range of opportunities designed to keep the members of the Greater Oak Brook Community happy, fit and active. By maintaining fiscally responsible practices and focusing on communication, environmental stewardship, and accessibility, the Oak Brook Park District works to help our community as a whole be its very best and feel its very best.



Strategic Initiatives:

- To ensure that the very best facilities are available to our constituents.
- To provide the very best in parks and open space to our constituents and to be a community leader in environmental conservation and stewardship.
- To provide a diverse range of the very best passive and active recreational programs and opportunities to our entire community, regardless of age or ability.
- To foster a work environment that encourages collaborative teamwork and the development of the very best in park and recreation professionals.
- To prioritize the fiscally responsible use of resources in all aspects of our operations.

Core Values:

Communication



Engaging in open, honest, and respectful communication, both internally and externally, will educate our community on the benefits of parks and recreation.

Collaboration



Working together to incorporate the diverse culture and viewpoints of our staff and community to effectively foster recreational creativity, encouragement, and motivation.

Accessibility & Inclusion



Ensuring that everyone, regardless of age or ability, has access to the very best in park and recreational opportunities to enrich their quality of life.

Holistic Wellness



Providing programs, services, and opportunities designed to improve all aspects of the overall wellness of the Greater Oak Brook community.

Consistent Customer Service



Providing the very best experience to each individual who visits our park district facilities and to promote loyalty among our staff and constituents.

Environmental Conservation & Stewardship



Fostering the responsible use and protection of the natural environment through education, conservation, and sustainable practices.

PROCESS

The COVID-19 pandemic brought about unprecedented challenges and obstacles for the Oak Brook Park District. This Strategic Plan will reflect and incorporate these obstacles and serves as a working document. The Board of Commissioners and Staff are guided by the Oak Brook Park District's mission to provide the very best in park and recreational opportunities, facilities, and open lands for our community, and strive to do so even when faced with uncertain times.

The Oak Brook Park District's Strategic Planning process focuses on developing a tactical and adaptive working plan linking our mission, vision, and core values, with strategic initiatives. This will ensure the operational goals for the next four years fall within the parameters of our Master Vision.

2020 Strategic Planning Workshop

On March 12, 2020 the Oak Brook Park District Board of Park Commissioners held a planning workshop to discuss the strategic plans for the District with Park District staff. The workshop reviewed the accomplishments completed under the previous strategic plan identified strengths, weaknesses, opportunities, and challenges within the District, and identified strategic initiatives and projects to accomplish in the next four years.

Review

The Oak Brook Park District Leadership Team reviews the progress of Strategic Plan initiatives every six months during regular staff and department head meetings. The Strategic Plan progress is presented semiannually at regular board meetings.

History of Oak Brook Park District's Strategic Plan

Oak Brook Park District's Strategic Planning initiative began September 11, 2010 with a planning meeting lead by consultant John Fontana. During the meeting, staff and board members utilized a SWOC analysis to better understand critical challenges and needs, then prioritize them to create S.M.A.R.T. (specific, measurable, attainable, realistic, and timely) goals, acknowledging people accountable for results and identify potential obstacles.

Staff Involvement

To ensure the success and realization of strategic initiatives, staff on every level contributes to an accurate assessment of the Oak Brook Park District's operational strengths, weaknesses, opportunities and challenges.

Board Involvement

Elected board members participate in the Strategic Planning workshop to develop goals that are designed to help make the Oak Brook Community the very best.

Community Involvement

Through regular facility surveys, program evaluations, focus groups, and client engagement, the Oak Brook Park District actively solicits and incorporates formal as well as informal resident, participant, member, and community input throughout the strategic planning process.

PERFORMANCE MEASURES

Mission:

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

- The Very Best Facilities
- The Very Best Parks, Conservation, & Open Space
- The Very Best Recreational Opportunities
- The Very Best Team
- Fiscal Responsibility

Strategic Initiative	Performance Measures
■ To ensure that the very best facilities are available to our constituents.	<ul style="list-style-type: none"> • Facility usage, including accessibility and inclusion • Facility survey satisfaction scores • Increased membership revenue • Participant attendance
■ To provide the very best in parks and open space to our constituents and to be a community leader in environmental conservation and stewardship.	<ul style="list-style-type: none"> • Park survey satisfaction scores • Park usage, including accessibility and inclusion • Event attendance • Participation in outdoor special events • Recycling in parks
■ To provide a diverse range of the very best passive and active recreational programs and opportunities to our entire community, regardless of age or ability.	<ul style="list-style-type: none"> • Number of recreation programs offered each season • Registration numbers • Program survey satisfaction scores • Program evaluation scores • Resident participation • Nonresident participation • Inclusion statistics
■ To foster a work environment that encourages collaborative teamwork and the development of the very best in park and recreation professionals.	<ul style="list-style-type: none"> • Retention • CPRP and professional certification status • Employee satisfaction survey scores • Board participation and visibility • Volunteer hours served • Safety Audit scores • Orientation completion • Staff knowledge of Mission Statement • Participation in voluntary team building events • Goal achievement
■ To prioritize the fiscally responsible use of resources in all aspects of our operations.	<ul style="list-style-type: none"> • Fund balances-Budget vs. Actual • Financial audit results • Excellence in Financial Reporting status • OBPARKS Foundation involvement • Financial reserve balances

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Primary Goals: Completion by November, 2022

Initiative(s)	Goal	Objectives	Lead/Department & Updates
■ ■ ■	Co-op programming with local library, schools, and surrounding park districts	<ul style="list-style-type: none"> Create and improve relations with local organizations by serving on committees and attending meetings. Collaborate with other local organizations to limit duplications and provide the best program opportunities. Focus on accessibility and inclusion. 	Recreation
■ ■	Implement consistent customer service throughout our facilities	<ul style="list-style-type: none"> Quarterly customer service training is provided to the service desk team, including the new COVID-19 protocol. Positive reinforcement for staff customer service excellence is provided through direct staff acknowledgment and Action Awards. The District Core Values will continue to be used for the development of a quarterly customer service training plan for all departments. 	Facilities
■ ■	Upgrade outdoor lighting to energy efficient LED fixtures	<ul style="list-style-type: none"> Research energy grants and rebates. Conduct an energy efficiency audit of all outdoor lighting. Select new LED fixtures with a life-expectancy of at least 10 years. Replace all parking lot lighting and select new security lighting at Central Park. 	Facilities, Parks
■ ■ ■	Convert Central Park basketball courts to pickleball courts	<ul style="list-style-type: none"> Evaluate the cost to convert the existing courts to pickleball. Design courts to make the most effective use of the space. Hire qualified court surface professionals to perform the conversion. Work with marketing team to advertise the new courts. 	Parks, Marketing
■	Automate HR on-boarding process	<ul style="list-style-type: none"> Identify system capabilities needed to improve the efficiency of the on-boarding process (i.e., recruitment, hire, on-boarding, orientation). Research system options, feasibility of integration with BS&A Software, and cost. Establish a budget to purchase and implement software. Prepare a Request for Proposal. Prepare a plan for implementation of the software. Train supervisors on system use. 	HR
■ ■ ■ ■	Improve security	<ul style="list-style-type: none"> Develop a purchasing/replacement plan. Identify locations that need access control. 	Parks, Facilities, IT
■ ■ ■ ■	Install front entrance pavers at Tennis Center	<ul style="list-style-type: none"> Improve front entrance aesthetic. Replace front pavers and parking lot curb. 	Tennis
■ ■ ■	Create new relationships with local businesses and retail existing sponsors	<ul style="list-style-type: none"> Keep touch with existing sponsors and partners to retain their business and keep inquiring how we can make the relationship better. Reach out to local businesses and organizations to see how we can work together with programming and special events. 	Marketing

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IMPLEMENTATION

Primary Goals: Completion by November, 2022

Initiative(s)	Goal	Objectives	Lead/Department & Updates
■ ■ ■	Analyze program offerings to identify gaps in service	<ul style="list-style-type: none"> Identify times of the day where new programs can be offered. Conduct surveys with current participants to identify new program ideas. 	Recreation
■ ■ ■ ■	Complete phase 1 of Master Vision for Central Park North Fields	<ul style="list-style-type: none"> Begin construction in summer of 2020. Perform value-engineering throughout project to provide the best improvements at the lowest cost. Ensure new soccer fields feature high-quality and resilient turf grass. Have park open for use in the spring of 2021 with fields open in fall of 2021. 	Parks
■ ■	Focus on member retention at Family Recreation Center	<ul style="list-style-type: none"> The Annual Member Appreciation Day was provided and will be an on-going annual event. Additional member retention efforts will continue and are on-going, including the member referral program & free guest day on Fridays for members. A 2020-2021 initiative includes the New Member Welcome Packet and increasing the strength of the new member on-boarding program after COVID-19. The Aquatics and Fitness 3 year Business Plans were developed, which provided additional member retention services and programs that will be explored and/or provided. 	Facilities
■ ■ ■	Develop Sustainability Team	<ul style="list-style-type: none"> Further develop the role of the team to undertake challenges like recycling, reduction of single-use plastics, and increased awareness. Develop and facilitate internal and external educationals on the new rules of recycling. Investigate getting local students involved with public education if recycling fits in with school curriculum. 	Parks, Marketing, Administration
■ ■ ■ ■ ■	Update and implement tour procedure for Family Recreation Center	<ul style="list-style-type: none"> Redesign Family Recreation Center tour process. Consider accessibility and inclusion. Prepare the tour process before new post-COVID-19 memberships are launched. 	Facilities
■ ■ ■	Offer more outdoor recreational opportunities at Dean Nature Sanctuary	<ul style="list-style-type: none"> Create 4 programs at Dean Nature Sanctuary. Evaluate programming and adjust accordingly. Consider accessibility and inclusion opportunities. 	Recreation
■	Increase low-impact/balance/ Pioneer fitness programming	<ul style="list-style-type: none"> Offer at least 2 new programs in the Pioneer fitness area. Creating a paid progressive balance program for Pioneers. Create virtual programming post COVID-19. 	Recreation, Facilities
■ ■	Increase music availability in fitness studios	<ul style="list-style-type: none"> Research streaming music platforms. Install equipment in studios. 	Facilities, IT

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Primary Goals: Completion by November, 2022

Initiative(s)	Goal	Objectives	Lead/Department & Updates
■ ■ ■	Use technology in our parks for education	<ul style="list-style-type: none"> • Investigate geocaching opportunities within parks. • Determine feasibility of QR code technology and research comparable technology for nature education and tours via mobile devices in the parks. 	Recreation, IT
■ ■	Perform roof and mechanical repairs to Family Recreation Center	<ul style="list-style-type: none"> • Roof and mechanical repairs have been completed and are on-going. • Additional funds have been allocated within the capital budget for future repairs. 	Facilities
■ ■ ■ ■	Update and distribute the new member welcome packet	<ul style="list-style-type: none"> • The new member welcome packet is in process of being developed and will be launched within 2020-2021. 	Facilities, Marketing
■ ■	Streamline front desk operations	<ul style="list-style-type: none"> • Assess streamlining service desk staff. • Consider COVID-19 requirements, accessibility and inclusion. 	Facilities, IT
■	Install electronic schedule displays and online registration kiosks	<ul style="list-style-type: none"> • Increase the amount of information to patrons. • Identify locations and equipment needed. • Create installation plan recognizing accessibility and inclusion. 	Facilities, IT
■ ■ ■ ■	Offer more outdoor recreational opportunities in the winter	<ul style="list-style-type: none"> • Offer one new winter event. • Explore virtual programming in winter months. 	Recreation
■	Expand obparks.org email addresses	<ul style="list-style-type: none"> • Identify which staff need official email addresses. • Determine the benefit vs. the cost. 	Facilities, IT, Tennis, Recreation
■ ■	Examine the perpetual swim lesson model	<ul style="list-style-type: none"> • Improve swim lesson program management by having more control over registration levels and number of participants. • Allow for better budget planning with consistent revenue flow through monthly installments. • Understand concerns with staffing and scheduling consistency. • Evaluate the feasibility of implementing the model. 	Aquatics

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IMPLEMENTATION

Secondary Goals: Completion by November, 2024

Initiative(s)	Goal	Objectives	Lead/Department & Updates
■ ■	Electronic personal training tracking	<ul style="list-style-type: none"> Evaluate current process and inefficiencies. Develop a better tracking system. 	Facilities, IT
■ ■	Reorganizing staff job descriptions	<ul style="list-style-type: none"> Optimize administrative operation. Review and adjust administrative staff tasks. Include new COVID-19 requirement. 	Tennis, HR
■	Develop a bi-annual all part time staff PDRMA training	<ul style="list-style-type: none"> Provide a unified message and training to all part time staff emphasizing inclusion and anti-racism. Provide the opportunity for staff to get to know each other across departments. 	Recreation, Aquatics, Tennis, Parks, HR
■	Tennis Pro retention	<ul style="list-style-type: none"> Create an attractive employment package - ONGOING. Support continuing education and training. Promote a positive working environment. Began offering health benefits to certain Tennis Pros. 	Tennis, HR
■	Increased cross promotion of programming and events within departments	<ul style="list-style-type: none"> Create more awareness of programming and facility options available our members and guests post COVID-19. Develop programming that brings departments together in designing and managing the program/event. Offer new and innovative programming that showcases the Park District. 	Marketing, Aquatics, Recreation, Facilities
■	Add one SUV and pick-up truck to vehicle fleet and replace skid steer	<ul style="list-style-type: none"> The District's only SUV is in high demand by all departments. Purchase a second SUV to accommodate demand. Purchase a pickup truck to support the increasing responsibilities of the Parks department. Replace current undersized skid-steer with an appropriate model. 	Parks
■ ■ ■	Update lighting in Family Recreation Center to LED	<ul style="list-style-type: none"> Several regions within the facility, including the gymnasium, has been upgraded to LED lighting. Future budgetary and operational plans include on-going upgrades for Family Recreation Center to LED lighting. 	Facilities
■ ■ ■	Expand custodial hours and schedule	<ul style="list-style-type: none"> Determine feasibility of adding additional shifts for cleaning high-traffic areas after hours. Explore shifting responsibilities and expanding hours and duties of custodial staff to alleviate other departmental cleaning needs. 	Facilities
■ ■ ■ ■	Increase cross promotion of programming and events within departments	<ul style="list-style-type: none"> Create more awareness of programming and facility options available our members and guests. Develop programming that brings departments together in designing and managing the program/event - Fitness & Aquatics are in the process of creating a joint event involving Fluid Running and group fitness; creating a "Training for a Tri" type program. Offer new and innovative programming that showcases the Park District staff and facilities - in the process of creating a "dry land" training class for swim participants led by a fitness instructor. 	Marketing, Aquatics, Recreation, Fitness

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Secondary Goals: Completion by November, 2024

Initiative(s)	Goal	Objectives	Lead/Department & Updates
■ ■	Do a feasibility study and renovate existing facilities as needed to meet programming needs	<ul style="list-style-type: none"> Evaluate existing facilities to identify areas of improvements. Evaluate existing programming to identify areas of improvements. 	Recreation, Fitness
■ ■ ■ ■	Improve picnic area at Tennis Center patio	<ul style="list-style-type: none"> Repair damage and make improvements - ONGOING. Develop into a family picnic area/rental opportunity. Consider accessibility and inclusion. 	Parks, Tennis, Facilities
■ ■ ■	Construct restrooms at Central Park North site	<ul style="list-style-type: none"> Research the feasibility of constructing outdoor restrooms. Determine the size and amenities of the restrooms. Work with architect and engineer to develop cost opinion. Construct restrooms that best serve the needs of the site. 	Parks, Recreation
■ ■	Increase safety of the pathway system	<ul style="list-style-type: none"> Repair and pave pathways - ONGOING. Apply for grants to assist. 	Parks
■ ■	Increase path system	<ul style="list-style-type: none"> Assess areas of growth. Work with Village. Develop long term development plan. 	Parks
■ ■	Develop pocket parks	<ul style="list-style-type: none"> Develop an implementation strategy with the Village. Charging stations and water refill options 	Parks, Administration
■ ■ ■ ■	Diversify outdoor Tennis space	<ul style="list-style-type: none"> Add clay courts. Add U10 Courts. Consider accessibility and inclusion. 	Tennis, Finance, Parks
■ ■ ■ ■	Central Park West improvements	<ul style="list-style-type: none"> Fix drainage and basement issues. Upgrade plumbing. Create better storage. 	Facilities, Parks
■ ■ ■	Develop a corporate team building facility	<ul style="list-style-type: none"> Build a challenge course near Central Park West. Consider accessibility and inclusion. 	Parks
■ ■ ■ ■	Reconfigure outdoor courts	<ul style="list-style-type: none"> Expand outdoor courts bookings and programming. Offer different playing surfaces. Organize bigger tennis events/tournaments. 	Tennis

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IMPLEMENTATION

Secondary Goals: Completion by November, 2024

Initiative(s)	Goal	Objectives	Lead/Department & Updates
■ ■ ■ ■	Continue to develop junior and adult Tennis programming	<ul style="list-style-type: none"> Increase participation numbers - ONGOING Add teams Add match play opportunities Add cross-fit programming 	Tennis
■ ■	Incorporate fitness stations and new technology throughout Central Park	<ul style="list-style-type: none"> Explore cost and feasibility of installing fitness stations. Research apps to incorporate with stations to link technology. Consider accessibility and inclusion with new stations and technology. 	Parks, IT
■ ■	Transition group training into specialized fitness/tennis classes	<ul style="list-style-type: none"> Create fitness focus groups to determine specialty classes. Implement 2 classes. 	Fitness, Tennis
■ ■ ■	Replace synthetic soccer field	<ul style="list-style-type: none"> 10-year life span on current turf surfacing Replace to maintain high-quality, safe playing field. 	Parks
■ ■	Implement a formal departmental training plan	<ul style="list-style-type: none"> Staff training on District policies & procedures, including the Emergency Action Plan, is provided on a consistent monthly and quarterly basis. Consistent staff training for all departments will continue into the future. 	Facilities
■ ■	Establish an updated interior and exterior Family Recreation Center maintenance plan	<ul style="list-style-type: none"> Maintenance is provided and administered for Family Recreation Center on a consistent basis. Staff will continue to work on the development of a structured plan. 	Facilities
■ ■ ■	Develop community garden plots	<ul style="list-style-type: none"> Develop a plan to create community garden plots at a park Research how other Park Districts are managing garden plots. Create plots and work with marketing to advertise to the public. 	Parks, Marketing
■ ■	Install video analytics on tennis courts	<ul style="list-style-type: none"> Improve patron's overall experience through availability of video recording their matches and line-call assistance. Improve programming quality by offering video analytics. 	Tennis

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Secondary Goals: Completion by November, 2024

Initiative(s)	Goal	Objectives	Lead/Department & Updates
■ ■	Establish a recruitment plan	<ul style="list-style-type: none"> Assess the recruitment needs of each department for hiring full-time and part-time employees. Identify and select sources to recruit various types of employees. Prepare a recruitment template that identifies the essential functions of the job and that promotes the District as a great place to work. Assess the feasibility of integrating the recruitment process with the on-boarding process. 	Human Resources, Administration
■ ■ ■	Better utilize Studio D	<ul style="list-style-type: none"> Continue to evaluate feasibility of offering nighttime classes. Created timed opening/closing of exterior door to allow for better security during class times. 	Recreation, Fitness
■ ■	Organize storage areas	<ul style="list-style-type: none"> Evaluate inefficiencies Evaluate storage needs 	Recreation, Facilities, Marketing, Tennis
■ ■ ■	Update Family Recreation Center appearance and quality of use with new flooring, paint, window treatment, HVAC system and water treatment tools	<ul style="list-style-type: none"> Improve the aesthetics of the Family Aquatics Center to a more modern look. Replace 1" tile with safe and easier to maintain surfacing. Replace current window shade treatment. Replace HVAC system for better air circulation and reduced noise pollution. Implement UV disinfection system for improved water treatment. 	Aquatics
■ ■ ■	Conduct an inventory of the District's historical and cultural resources	<ul style="list-style-type: none"> Identify programs, events, parks, and facilities which have historical and/or cultural significance. Find opportunities for collaboration with local historical and cultural stewards. 	Administration, Marketing



SWOC Analysis

Strengths

- Leadership
- Brochure quality
- Quality programs/special events
- Facilities
- Good value for programs
- Oak Brook name/brand
- Community pride
- Dedicated staff
- Customer service and hospitality
- Board strives to meet community needs
- Desire to be center of community
- Financial reserves
- Board is involved/invested
- Intelligent staff-professionally accomplished
- Customer Retention
- Social media/marketing
- Executive director/board/staff working relationship
- Corporate relations /sponsorships/partnerships
- Parks and open space
- Website
- Cleanliness and atmosphere
- Master Vision
- Staff collaboration
- Diversity and accessibility
- Work/life balance
- Safety/risk management
- Good vision
- Human resource plans
- Maintenance
- Cooperation with Village and other organizations

Strategic initiatives capitalize on our strengths to further our mission and vision.

Weaknesses

- Size of the community
- Staff cross-training on systems
- Staff turnover/fatigue (part time)
- No bus transportation for programming
- Aging facilities
- Engaging teen participation
- Tennis court improvements
- Directional signage
- Landlocked
- Lack of program space
- Cultural arts programming

Strategic initiatives address areas of needed improvement to increase revenue and service successes.

SWOC Analysis

Opportunities

- Maintenance plans
- Branding plan/benchmarking
- Increase programming & co-op with other park districts
- Grants
- Sponsorships
- Marketing and communications
- Collaborative relationships with village, library, forest preserve, schools
- Reach out to the corporate community
- Capital plans – 10 years
- Staff development
- Human Resources
- Revenue
- Facilities
- Technology
- Cross-promotions
- Website
- Registration software program integration
- Master Vision
- Improve and update all park district equipment
- Studio D
- Pocket parks
- Tennis and recreation cross promotion
- The Village's Sports Core

Strategic initiatives evaluate the feasibility of opportunities that can increase service delivery and financial success.

Challenges

- Competition – Lifetime Fitness, Kidtopia, Natatorium
- Aging facilities
- Parking
- Customer expectations
- Burnout
- Minimum wage increase
- Resident turnover and retention
- Investing and maintaining Capital Projects
- Changing population demographics
- Parks and Recreation post-pandemic
- Unknown diseases and/or insects
- Climate change
- Duplication of services with other organizations
- Technology and security

Strategic initiatives work to prevent service and revenue interruptions and mitigate risks.

APPENDIX

MINUTES OF A SPECIAL MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF COMMISSIONERS March 12, 2020

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

President Sharon Knitter called the March 12, 2020 Special Meeting of the Oak Brook Park District Board of Commissioners to order at the hour of 9:00 a.m. Commissioners Tan, Suleiman, Trombetta and Knitter were present. Commissioner Truedson was absent. Also present were Laure Kosey, Executive Director, Dave Thommes, Deputy Director, Bob Johnson, Director of Parks and Planning, and Marco Salinas, Chief Financial Officer.

2) APPROVAL OF THE MARCH 12, 2020 AGENDA OF THE SPECIAL MEETING

Commissioner Kevin Tan made a motion, seconded by Commissioner Lara Suleiman, to approve the March 12, 2020 Agenda of the Special Meeting.

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

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

Nays: None

Absent: Commissioner Truedson

3) OPEN FORUM

President Knitter asked whether there are any public comments under the “Open Forum.” There were no public comments.

4) SPECIAL MEETING BUSINESS

a.) **COVID-19 Discussions**

- i. President Knitter requested Executive Director Kosey to reach out to other park districts to receive feedback regarding their action plan to address the COVID-19 concern.
- ii. Executive Director Kosey stated that a letter was going to be sent to all staff as well as a separate letter to the public. Executive Director Kosey also stated that she would be available during pre-designated times throughout the week and week end to directly address any concerns.
- iii. Specific action plans and processes were discussed to address staff feeling ill and the use of sick time. If the staff was diagnosed with COVID-19, the staff member would stay at home for 2 weeks and not have to utilize sick time. The diagnosis of COVID-19 would be promptly reported to OSHA. After 2 weeks, a note would need to be received confirming the diagnosis of COVID-19 as well as the ability for the staff person to return to work.
- iv. On-going discussions ensued, with the discussion including attorney approval of aspects in handling employee concerns and employee and public communications.
- v. Discussions included facility closure and actions steps that would be taken, in the event of facility closure. The Park District would consult with the local school district, coinciding the Park District in accordance with the school district action.
- vi. Discussions included ensuring staff were cross trained in multiple departments and prepared to work remotely, in the event of facility closure.

b.) Discussion of the strategic plan of the Oak Brook Park District

- i. Mission, Visions, and Core Values were reviewed by Executive Director, Laure Kosey. Executive Director Kosey discussed development process completed by staff, who worked on the strategic initiatives within November. The Mission, Vision, and Core Values were printed and posted on the walls of the rooms for all team and Commissioners to view during presentation.
- ii. Commissioner Suleiman commented that she would like the concept of inclusion within the Vision Statement. This was acknowledged. Inclusion was also reviewed, as part of our Core Values.
- iii. The Park District SWOT Analysis was discussed within small groups, which consisted of Commissioners, intermeshed with Park District staff.
- iv. The Strategic Initiatives were discussed and prioritized.
- v. The Autumn Oaks Property was addressed, with an overview presented by Bob Johnson, Director of Parks and Planning. Diagrams were provided and noted for the proposed phases of development for the open space.

c.) Training for the Prevention of Sexual Harassment Pursuant to Article 6 of the Workplace Transparency Act, Public Act 101-0221

- i. Training for Park District supervisory and administrative team as well as Commissioners was provided by Stanley Griggs, Employee Assistance Program, Perspectives Representative
- ii. Training included formal presentation as well as small group discussions which took place among 3-4 Park District team members and Commissioners

5) THE NEXT REGULAR MEETING WILL BE HELD ON MARCH 16, 2020, 6:30 p.m.

President Knitter announced the next regular Board Meeting of the Oak Brook Park District Board of Park Commissioners will be held on March 16, 2020, 6:30 p.m.

6) ADJOURNMENT

Commissioner Tan made a motion, seconded by Commissioner Trombetta to adjourn the March 12, 2020 Special Meeting at the hour of 1:00 p.m. There was no discussion and the motion passed by voice vote.



Laure L. Kosey, Executive Director



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Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: NATURAL AREAS STEWARDSHIP BID

AGENDA No: 7-B

MEETING DATE: JUNE 15, 2020

STAFF REVIEW:

Director of Parks & Planning, Bob Johnson:

RECOMMENDED FOR BOARD ACTION:

Executive Director, Laure Kosey:

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

The natural areas stewardship work at the Dean Nature Sanctuary includes maintenance of the nearly forty native acres throughout the property. This includes spot herbicide treatments to reduce invasive species, high-mowing, seeding, planting, and controlled burns to effectively maintain the natural areas.

The current contract with Conservation Land Stewardship, LLC will expire in June of 2020 and cannot be extended. The Park District solicited unit-cost bids for natural areas stewardship from qualified contractors. Three bids were received and opened on June 5, 2020.

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

Staff recommends accepting the bid from, and entering into an agreement with, Davey Resource Group for the fees outlined in the attached unit-cost bid results.

Davey Resource Group's per acre cost plus the price of the controlled burns (15 and 30 acres) make Davey the better value and the District will receive more per acre service for the cost.

ACTION PROPOSED: A motion (and a second) to accept the bid from Davey Resource Group for Natural Areas Stewardship and to approve an agreement between the Oak Brook Park District and Davey Resource Group for the fees outlined in the bid for a not to exceed cost of \$25,000.

Oak Brook Park District

Natural Area Stewardship for Dorothy and Sam Dean Nature Sanctuary

Bid Opening June 5, 2020

Bidder	Addendum	Bid Bond	Certs	Mowing	Spot Herbicide	Broadcast Herbicide	Broadcast Overseeding	Total	Prescribed Fire	Prescribed Fire
				Mowing/acre	Spot Herbicide/acre	Broadcast Herbicide/acre	Overseeding/acre	cost/acre	1-15 acres	16-30 acres
Tallgrass Restoration, LLC 221 Hammond Drive Schaumburg, IL 60173	y	y	y	\$ 147.00	\$ 178.00	\$ 230.00	\$ 1,135.00	\$ 1,690.00	\$330/acre \$4950.00/per burn	\$298/acre \$8950/per burn
Davey Resource Group 910 S. Riverside Drive, Suite 5 Elmhurst, IL 60126	y	y	y	\$ 119.64	\$ 247.79	\$ 232.87	\$ 1,211.80	\$ 1,812.10	\$174.90/Acre 15 acres = \$2623.50	\$174.90/Acre 30 acres = \$5257.00
Pizzo & Associates, Ltd. 10729 Pine Rd Leland, IL 60531	y		y	\$ 270.00	\$ 530.00	\$ 410.00	\$ 3,350.00	\$ 4,560.00	\$352/acre \$5280/per day	\$339/acre \$10175/per day



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: UPLAND DESIGN GROUP CONTRACT AMENDMENT

AGENDA No: 7-C

MEETING DATE: JUNE 15, 2020

STAFF REVIEW:

Director of Parks & Planning, Bob Johnson:

Handwritten signature of Bob Johnson, Director of Parks & Planning.

RECOMMENDED FOR BOARD ACTION:

Executive Director, Laure Kosey:

Handwritten signature of Laure Kosey, Executive Director.

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

At the regular Board Meeting on February 17, 2020, the Park District entered into a contract with Upland Design Group for construction administration services related to the Central Park North Fields project. The Park District went to bid for phase 1 development of the project site, and bids were received and opened on April 9th 2020. The lowest qualified bidder, Integral Construction, submitted a base bid that is under budget for the proposed site improvements.

Phase 1 of the development includes one-half of a proposed 200 + car parking lot. After discussions and research, staff determined that if the project budget allows, it would be most cost effective to complete construction of the entire proposed parking area in phase 1. Costs for installing future site utilities and a second basketball court originally planned for phase 2 will also be investigated. Completing these amenities will require additional design and engineering, and construction administration services.

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

Staff recommends approving an amendment to the contract with Upland Design to allow for additional design, engineering, and construction administration services related to completion of additional amenities at Central Park North Fields for a cost of \$36,464.

ACTION PROPOSED: A motion (and a second) to approve an amendment to the contract with Upland Design Group for design, engineering, and construction administration services related to completion of additional amenities at Central Park North Fields for a cost of \$36,464.

EXHIBIT 1



May 14, 2020

#825

Laure Kosey, Ph. D. Executive Director
Bob Johnson,
Director of Parks and Planning
Oak Brook Park District
1450 Forest Gate Road
Oak Brook, IL 60523

RE: Central Park North Parking Lot Addition Professional Services

Dear Laure and Bob,

We are thrilled that good bid prices were received for the Central Park North development project and that more amenities can be added during this construction season. Enclosed is a scope of services to prepare plans and assist with permit updates for those additional amenities. Upland Design Ltd along with WBK Engineering will work together as described herein.

Please let me know if you need any additional information or have questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Michelle Kelly".

Michelle A. Kelly, PLA, CPSI
Principal Landscape Architect

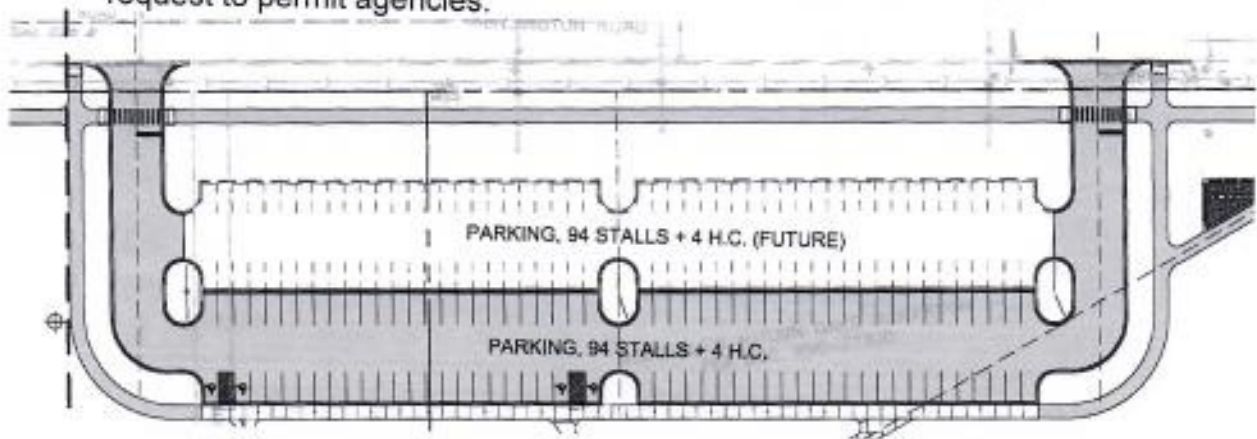
Project Background:

Central Park North Phase I was bid in May of 2020 and a contract was awarded by the Park District Board to Integral Construction. The favorable bids prices leave capital dollars available to add amenities to the park. Additionally, the contractor has suggested that they can reduce excavation costs to the project by keeping soils on site from the base bid items. The savings can potentially cover the cost of the added parking lot. Upland Design Ltd along with civil engineers, WBK Engineering, will work together to prepare the plans and submit for permit updates as described below.

Plan Updates and Permitting:

New plan sheets will be created for items below which are selected by the Park District. The construction details and specifications for the project will follow the base bid package except where new details are required which will be included in the new plan sheets.

- 1. Parking Lot & Basketball Addition:** Create construction documents for parking lot expansion to the north of the Phase I parking lot and a second basketball court. A sketch of the layout from the Phase I planning documents which provides the basis for parking design is below. The new parking will have asphalt paving and concrete curb and gutter at the edges. Drainage will follow proposed patterns from the Phase I plans. The basketball will be the same size as the Phase I court. Plans will include paving layout, grading, drainage, soil erosion control and restoration. The plans will not include separate lighting or electrical plans, but the location of the lights will be shown as provided by the light distributor and approved by the Oak Brook Park District. Updated plans will be submitted for permit modification request to permit agencies.



- 2. Keep Excess Soil On Site:** To reduce the excavation and haul off costs of excess soils, the Phase I construction plans will be revised to place excess soil on the proposed western soccer fields. The goal will be to use the excess soil only at the soccer field areas with only minor adjustments to other Phase I areas for transitions to the raised soccer fields. This work will include updating the grading, drainage

and soil erosion control plans. Updated plans will be submitted for permit modification request to permit agencies.

Permit Updates: For items above the following permits will be updated and resubmitted.

- Village of Oak Brook Stormwater
- Village of Oak Brook Building/Engineering
- IDNR-OWR Floodway Construction (Delegated to DuPage County)
- Corps (Courtesy Letter describing plan changes)
- IEPA NOI (Update of SWPPP)

3. Future Restroom Utility Design: The Park District plans to build a restroom and storage building for the site in the future. Since much of the site will be excavated, it may be a good time to bring water and sewer into the site for the future restroom building. The sewer is located on the south side of Kensington and the water is on the north side of Kensington. A utility plan will be created while grading, drainage and soil erosion will be updated to reflect this added work. Street repair will be noted and included on plans where required. Additional permit requests will be required for the utilities as follows: A. Flagg Creek Water Reclamation District for sanitary connection review and approval, B. IEPA for water connection, and C. additional review by the Village Building/Engineering Department.

Bulletin and Change Order:

The above items will be prepared as selected by the Park District. Once plans are approved, they will be submitted to Integral Construction in a bulletin with line item formatting for pricing. The Oak Brook Park District will determine which final construction items will to be included in the change order and Upland Design will prepare the change order papers for Park District review and approval. A set of plans will be prepared that includes plan sheets from the original Wight set of plans and new sheets and updated sheets for the added construction items. These sheets together will form one "Issued for Construction" plan set.

Construction Administration

Any approved construction work from above will be done in conjunction with base bid items and construction administration will take place at the same time. Additional time is included to allow landscape architects and civil engineers to review the new construction elements and perform additional submittal review for the additional work.

Professional Fees:

The fees below include the preparation of plans, preparing of bulletins, change orders, issued for construction plans and permitting.

Parking Lot & Basketball Addition

• Upland Design	\$ 9,384
• <u>WBK Engineering</u>	<u>\$ 8,582</u>
Total	\$17,966

Keep Excess Soil on Site

• Upland Design	\$ 4,416
• <u>WBK Engineering</u>	<u>\$ 5,302</u>
Total	\$ 9,718

Future Restroom Utility Design:

• Upland Design	\$ 3,864
• <u>WBK Engineering</u>	<u>\$ 4,916</u>
Total	\$ 8,780

The resubmittal of permits for all three elements above is included in the parking lot and basketball addition. The submittal for all will be done together. Printing of plans will be billed as a reimbursable at the direct cost. Permit resubmittal and/or review fees will be paid by the Oak Brook Park District.



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: SAFETY STANDARDS FOR WORKPLACE
INFECTIOUS DISEASE OUTBREAKS**

AGENDA No.: 7D

MEETING DATE: JUNE 15, 2020

STAFF REVIEW:

Human Resources Manager, Linda Noonan:

Handwritten signature of Linda Noonan in cursive.

RECOMMENDED FOR BOARD ACTION:

Executive Director, Laure Kosey:

Handwritten signature of Laure Kosey in cursive.

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

The purpose of this policy is to set forth standards for the District's workplace for the safety of employees and the public and to help prevent the spread of a highly contagious virus.

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

These standards are based on recommendations from the Center for Disease Control (CDC) and OSHA.

ACTION PROPOSED:

A motion (and a second) to approve the Policy and Safety Standards for the Workplace to Minimize the Spread of COVID-19.

OAK BROOK PARK DISTRICT

Safety Standards for the Workplace to Minimize the Spread of COVID-19

The purpose of this policy is to set forth standards for the workplace safety of employees and the public and to help prevent the spread of COVID-19. These standards are based on recommendations from the Center for Disease Control (CDC), Occupational Safety and Health Administration (OSHA), and Illinois Department of Health (IDPH). The Executive Director will determine and communicate when the standards included in this policy will be effective and to what extent these standards are required, including any modifications thereto.

PREVENTIVE MEASURES IN THE WORKPLACE FOR EMPLOYEES

Employees must practice the following measures in order to prevent the spread of COVID-19:

- Self-monitor for signs and symptoms of the virus (refer to CDC and public health guidance for a complete list of COVID-19 symptoms);
- Stay home if you are sick;
- Cover coughs and sneezes;
- Frequent and thorough hand washing with soap and water or with hand sanitizer containing 60% alcohol;
- Wear face coverings and appropriate PPE when required;
- Practice social distancing;
- Do not shake hands with others;
- Discard used tissues in a plastic bag lined trash receptacle;
- Clean and disinfect high-touch surfaces at a frequency higher than normal; and
- Refrain from using other workers' phones, desks, offices, or other work tools and equipment when possible.

Employee Wellness Self-Assessment

In order to minimize the spread of COVID-19, it is critical that employees do not report to work while they are ill and/or experiencing the symptoms of the virus (refer to CDC and public health guidance for a complete list of COVID-19 symptoms). Employees shall self-assess for virus symptoms prior to reporting to the workplace.

An employee experiencing a fever or symptoms of the virus should not report to work until:

- They have been fever-free for at least three (3) days, or such other period of time as may be directed, ordered or recommended by their personal physician, the CDC or IDPH, without taking medication to reduce fever during that time; AND
- Any respiratory symptoms have improved for at least three (3) days, or such other period of time as may be directed, ordered or recommended by their personal physician, the CDC or IDPH; AND
- At least ten (10) days, or such other period of time as may be directed, ordered or recommended by their personal physician, the CDC or IDPH, have passed since the symptoms began.

Also, an employee should not report to work for 14 days, or such other period of time as may be directed, ordered or recommended by their personal physician, the CDC or IDPH, if:

- They know they have been exposed to someone who has been diagnosed with the virus.

An employee may report to work earlier if a doctor confirms in writing that the employee is not at risk of transmitting the virus and releases the employee as fit to return to work.

Social Distancing Best Practices

Employees are required to keep at least a 6 feet distance, or such other distance as may be directed, ordered or recommended by the CDC or IDPH, from others. Subject to further guidance from the CDC and IDPH, during the workday, employees should:

- Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing, email or instant messaging to conduct business as much as possible, even when participants are in the same building.
- If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room and sit at least 6 feet, or such other distance as may be directed, ordered or recommended by the CDC or IDPH, from each other if possible; avoid person-to-person contact such as shaking hands.
- Avoid any unnecessary travel and cancel or postpone non-essential meetings, gatherings, workshops and training sessions.
- Do not congregate in work rooms, copier rooms, or other areas where people normally socialize.
- Bring lunch and eat at your work area or 6 feet distance, or such other distance as may be directed, ordered or recommended by the CDC or IDPH, from others.

Employer Administered Wellness Checks

As an added precaution, the District will follow the recommendations of the CDC, OSHA and IDPH as to the appropriate wellness check to perform in the workplace. This may include asking an employee if they have symptoms of the virus. Employees will be notified beforehand that they will be screened, what will be involved, and where to report before entering any other areas of the facility. Employees will be compensated for waiting and screening time. Social distancing shall be maintained while employees are waiting. The check will be performed in a private location.

Employee Temperature Assessment

If a temperature assessment is recommended by the CDC or IDPH, the District may conduct temperature checks on every employee reporting to the facility or property.

The employee administering the assessment will be trained on use of a scanning thermometer and will be provided the proper PPE to perform the task (i.e., mask, gloves, eye protection, apron).

An employee who has a fever at or above 100.4 degrees Fahrenheit or who is experiencing symptoms of the virus will be sent home. The employee should monitor their symptoms and call a doctor or use telemedicine if concerned about the symptoms.

An employee sent home can return to work when:

- They have had no fever for at least three (3) days, or such other period of time as may be directed, ordered or recommended by their personal physician, the CDC or IDPH, without taking medication to reduce fever during that time; AND
- Any symptoms have improved for at least three (3) days, or such other period of time as may be directed, ordered or recommended by their personal physician, the CDC or IDPH; AND
- At least ten (10) days, or such other period of time as may be directed, ordered or recommended by the CDC or IDPH, have passed since the symptoms began.

An employee may return to work earlier if a doctor confirms in writing that the employee is not at risk of transmitting the virus and releases the employee as fit to return to work in writing.

Reusable Face Coverings

Employees may be required to wear a face covering while working near others in a District facility or on District property. A face covering is intended to prevent the person wearing it from unknowingly transmitting the virus to others. The District will provide face coverings for employees if recommended by the CDC or local health officials.

A reusable face covering is a cloth, bandana, or other type of material that covers an employee's mouth and nose and meets the following criteria set forth by the CDC:

- Fit snugly but comfortably against the side of the face;
- Be secured with ties or ear loops;
- Include multiple layers of fabric or can be doubled over;
- Allow for breathing without restriction; and
- Be able to be laundered and machine-dried without damage or change to shape.

When employees are required to put on, remove, and maintain a clean face covering, it will be done as follows:

How to put on a face covering:

1. Clean your hands with soap and water or hand sanitizer before touching the face covering.
2. Determine which side of the covering is the top. The side of the face covering that may have a stiff bendable edge is the top and is meant to mold to the shape of the nose.
3. If the face covering has ear loops, hold the mask by the ear loops. Place a loop around each ear. If the face covering has ties, securely tie the upper and then the lower ties.

4. Pull the bottom of the face covering over your mouth and chin.
5. If you take off your face covering and then put it on again, make sure you reapply it with the same side against your face.

How to remove a face covering:

1. Clean your hands with soap and water or hand sanitizer before touching the face covering. Avoid touching the front of the face covering. The front of the face covering is contaminated. Only touch the ear loops/ties/band.
2. Hold both of the ear loops and gently lift and remove the face covering. If the face covering has ties, untie the top and then the lower ties.
3. If temporarily removing the face covering, place it on a paper towel while not in use.
4. The reusable face covering shall be placed in a paper bag for transportation home. Keep this bag for dirty masks only. Clean your hands with soap and water or hand sanitizer.

How to clean your reusable face covering:

1. Wash with warm water and detergent and dry after every use. Iron on high, if possible. Clean your hands with soap and water or hand sanitizer.

Environmental Controls for Social Distancing

The District will institute administrative and engineering controls to reduce social contact and limit exposure to COVID-19 when it deems such controls to be appropriate and practicable, and as may be recommended by the CDC or IDPH. Such measures may include, but are not limited to, the following:

- Telework;
- Flexible work schedules;
- Limit presence in the workplace to only essential workers for operations;
- Staggered and limited patron access to the facility;
- Installing physical barriers (i.e., clear plastic sneeze guard at registration desk); and
- Physical spacing indicators (i.e., 6 ft. floor markers).

Facility Maintenance

Regular housekeeping practices shall be maintained, including routine cleaning and disinfecting of surfaces and equipment. Appropriate cleaning products with EPA-approved emerging viral pathogens claims shall be used in disinfecting the surfaces. Employees shall be trained how to safely use the products (i.e., PPE, dilution of the product, precautions, hazards, hazard response). Outside cleaning services may be contracted as needed.

Responding to Confirmed Infection in the Workplace

The District will promptly take the following steps if an employee is confirmed to have tested positive for COVID-19:

1. Remove the employee from the workplace, while maintaining the confidentiality of employee's identity to the greatest extent possible.
2. Contact the local health department for direction and guidance.
3. Determine who was in prolonged/repeated contact with the employee or was in close contact with the employee (i.e., within 6 ft. for 1 hour or more).
4. Inform those who may have been in contact with the individual and direct them to:
 - a. Self-isolate and seek a doctor's exam if they are experiencing symptoms; OR
 - b. Self-quarantine for 14 days, or such other period of time as may be directed, ordered or recommended by the CDC or IDPH, if not experiencing symptoms.
5. Close off the affected area(s), wait at least 24 hours, and thoroughly disinfect the area(s).
6. Record any infection that is work-related as required by OSHA and IDPH.

4850-9620-9597, v. 2



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: ITEM TITLE: RESOLUTION 20-0616: A RESOLUTION AUTHORIZING AND APPROVING A CHANGE ORDER INVOLVING AN INCREASE IN THE CONTRACT PRICE WITH MG MECHANICAL CONTRACTING, INC., FOR THE CENTRAL PARK WEST MECHANICAL RENOVATION PROJECT
***** (REQUIRES WAIVING THE BOARD RULES TO APPROVE AT THIS MEETING.)**

AGENDA NO.: 8 A

MEETING DATE: JUNE 15, 2020

STAFF REVIEW:

Deputy Director, Dave Thommes:

RECOMMENDED FOR BOARD ACTION:

Executive Director, Laure Kosey:

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

The Park District Board of Commissioners approved an agreement between the Oak Brook Park District and MG Mechanical Contracting, Inc. at the December 16, 2019 board meeting, for Mechanical Renovations at Central Park West, for a not to exceed cost of \$128,200. After the contract was awarded and demolition began, Park District staff, along with representatives from Legat Architects and MG Mechanical Contracting, Inc., identified areas where costs could be reduced by eliminating unnecessary items and recognizing items that could be completed in-house by Park District staff.

At the March 2020 board meeting, the Park District Board of Commissioners approved a change order involving a decrease in the contract price with MG Mechanical Contracting, Inc. in the amount of \$16,874, which reduced the contract amount to \$111,329.

Several field changes required an additional change order in the amount of \$1,756.63. These field changes included:

- Addition of door louvers for return air to the new mechanical unit.
- Electrical disconnect to the mechanical unit. When we switched from a Trane to a Carrier unit for cost saving purposes, the Carrier unit did not come with an integrated electrical disconnect as the Trane unit did.
- Credit for deleting the turf protection.

These changes increase the contract amount to: \$113,082.63.

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

Staff recommends approval of the change order as detailed above and on the pages that follows.

ACTION PROPOSED:

Motion (and a Second) to waive the Board’s Rules to approve, at this meeting, Resolution 20-0616, a Resolution Authorizing and Approving a Change Order Involving an Increase in the Contract Price with MG

Mechanical Contracting, Inc., for the Central Park West Mechanical Renovation Project, in the Amount of \$1,756.63, for a New Not-to-Exceed Total Project Cost of \$113,082.63

Motion (and a Second) to approve Resolution 20-0616, a Resolution Authorizing and Approving a Change Order Involving an Increase in the Contract Price with MG Mechanical Contracting, Inc., for the Central Park West Mechanical Renovation Project, in the amount of \$1,756.63 for a New Not-to-Exceed Total Project Cost of \$113,082.63.

RESOLUTION NO. 20-0616
A RESOLUTION AUTHORIZING AND APPROVING A CHANGE ORDER
INVOLVING AN INCREASE IN THE CONTRACT PRICE
WITH MG MECHANICAL CONTRACTING, INC.
FOR THE CENTRAL PARK WEST MECHANICAL RENOVATIONS PROJECT.

WHEREAS, during the December 16, 2019 Board Meeting, the Board of Commissioners accepted the bid and authorized an agreement between the Oak Brook Park District and MG Mechanical Contracting, Inc. for the Central Park West Mechanical Renovations Project, in the amount of \$128,200, and

WHEREAS, Change Order # 1 was received from MG Mechanical Contracting, Inc. resulting in a deduction to the contract price and approved by the Board of Commissioners during the March 16, 2020 Board Meeting and the details of Change Order 1 are set forth in the following chart, and

Change Order #	Description	Amount
1	Deduction for eliminating the following items from the work at Central Park West: No temporary toilet <\$ 300> Maintain existing wood siding on interior wall <\$6,000> Delete one duct support <\$ 375> Replace exterior duct cladding with 2” liner <\$2,844> Delete landscaping restoration <\$2,880> Delete exhaust fan <\$4,475>	<\$16,874.00>

WHEREAS, the Executive Director has presented and recommended the following proposed change order to the contract between the District and MG Mechanical Contracting, Inc. for the following amount:

Change Order #	Description	Amount
2	Addition of 4 new gym grilles Model 96..... \$1,293.22 Furnish and Install Disconnect for RTU 1..... \$1,918.41 Credit for Ground Protection.....<\$1,455.00>	\$1,756.63

and a copy of said change order being attached hereto as Exhibit “A” and made part hereof, to the District’s Board of Park Commissioners (“Board”), and

WHEREAS, upon the Board’s approval of Change Order 2, the new total for the contract price would be \$113,082.63, and

WHEREAS, pursuant to the Illinois Compiled Statutes, Chapter 720, Section 5/33E-9, the Oak Brook Park District (the “District”) is required to make specific findings prior to authorizing any change order or range of change orders relative to a contract which would increase or decrease the dollar amount of the contract by \$10,000.00 or more; and

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF PARK COMMISSIONERS OF THE OAK BROOK PARK DISTRICT, DUPAGE AND COOK COUNTIES, ILLINOIS, AS FOLLOWS:

SECTION 1. That after reviewing the explanation of the Executive Director as to the necessity of and reason for the change orders attached hereto as Exhibit "A", the Board finds as follows:

- A. That the circumstances which necessitated said change orders were not reasonably foreseeable at the time the contract was entered into.
- B. That the basis of the change orders was not within the contemplation of the contract when the contract was signed.
- C. That it is in the best interest of the District to approve the change orders in its proposed forms.
- D. That the change orders are germane to the original contract.

SECTION 2. That having made the findings set forth in Section 1 above, the Board hereby approves the change orders attached hereto as Exhibit "A," and directs and authorizes the Board's President to execute said Change Order # 2 on behalf of the District.

PASSED AND APPROVED THIS 15th DAY OF JUNE, 2020

AYES: _____

NAYS: _____

OTHER: _____

Sharon Knitter, President

ATTEST:

Laure Kosey, Secretary

Exhibit A
Change Order



AIA Document G701™ – 2017

Change Order

PROJECT: <i>(Name and address)</i> Oak Brook Park District Central Park West Mechanical Renovations 1500 Forest Gate Road Oak Brook, Illinois	CONTRACT INFORMATION: Contract For: General Construction Date: December 16, 2019	CHANGE ORDER INFORMATION: Change Order Number: 002 Date: April 27, 2020
OWNER: <i>(Name and address)</i> Oak Brook Park District 1450 Forest Gate Road Oak Brook, Illinois 60523	ARCHITECT: <i>(Name and address)</i> Legat Architects, Inc. 2015 Spring Road, Suite 175 Oak Brook, Illinois 60523	CONTRACTOR: <i>(Name and address)</i> MG Mechanical Contracting, Inc. 1513 Lamb Road Woodstock, Illinois 60098

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)


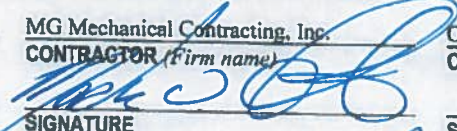
Modification Numbers 2,3 and 6 (attached) ADD \$1,756.63

The original Contract Sum was	\$	128,200.00
The net change by previously authorized Change Orders	\$	-16,874.00
The Contract Sum prior to this Change Order was	\$	111,326.00
The Contract Sum will be increased by this Change Order in the amount of	\$	1,756.63
The new Contract Sum including this Change Order will be	\$	113,082.63

The Contract Time will be unchanged by Zero (0) days.
The new date of Substantial Completion will be December 17, 2019

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

<u>Legat Architects, Inc.</u> ARCHITECT <i>(Firm name)</i>	<u>MG Mechanical Contracting, Inc.</u> CONTRACTOR <i>(Firm name)</i>	<u>Oak Brook Park District</u> OWNER <i>(Firm name)</i>
 SIGNATURE	 SIGNATURE	 SIGNATURE
Casey Frankiewicz / Principal PRINTED NAME AND TITLE	Mark W. Gibson Pres. PRINTED NAME AND TITLE	 PRINTED NAME AND TITLE
April 27, 2020 DATE	May 5, 2020 DATE	 DATE



M G Mechanical Contracting, Inc.
1513 Lamb Road
Woodstock IL 60098

CHANGE ORDER REQUEST

ORDER **2**
 ORDER DATE **02/21/2020**
 ORDERED BY **30 Mark Gibson**
 CUSTOMER ORDER

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

Attn: Legat Arch. Ted Haug

PROJECT 935

Oak Brook PD Central Park West
1450 Forest Gate Road
Oak Brook IL 60523

The contractor agrees to perform and the owner agrees to pay for the following changes to this contract

PLANS ATTACHED
 SPECIFICATIONS ATTACHED

Description of Work

	Amount
4 New Gym Grilles Model 96	505.00
Credit 1 42"x36" Return Grille	-75.00
Additional labor 8 Hours @ 111.54	892.32
Credit labor 2 Hours @ 111.54	-223.08
OH&P	193.98

Notes

CONDITIONS: After 15 days this quotation is void and subject to revision. This change proposal is based solely on direct cost elements such as labor, material and normal or contractually stipulated markups and does not include any amounts for changes in sequence of work, delays, disruption, rescheduling, extended overhead or impact cost. It is not possible to access any related impacts and costs at the present time and therefore all rights are expressly reserved to make claim for any and all such cost prior to final settlement of the contract. This proposal assumes and is based upon issuance of an executed change order in a timely manner such that work can be billed within the next billing cycle. No work will begin without executed change order.

Negative changes will lower the overall contract price requiring no additional payment by owner.

Requested Amount of Change

1,293.22

The original Contract Sum was.....	128,200.00
Net change by previous Change Orders	-16,874.00
The Contract Sum prior to this Change Order	111,326.00
The Contract Sum will be changed by this Change Order	1,293.22
The new Contract Sum including this Change Order will be.....	112,619.22
The Contract Time will be changed by.....	0 Days

Approved _____ Date _____ Date _____

Contractor _____ Owner _____



M G Mechanical Contracting, Inc.
1513 Lamb Road
Woodstock IL 60098

CHANGE ORDER REQUEST

ORDER **3**
 ORDER DATE **04/20/2020**
 ORDERED BY **30 Mark Gibson**
 CUSTOMER ORDER

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

Attn: Ted Haug

PROJECT 935

Oak Brook PD Central Park West
1450 Forest Gate Road
Oak Brook IL 60523

The contractor agrees to perform and the owner agrees to pay for the following changes to this contract

PLANS ATTACHED
SPECIFICATIONS ATTACHED

Description of Work	Amount
Furnish and Install Disconnect for RTU-1 Disconnect was not purchased by the owner, when they bought the Carrier unit.	1,822.49
Overhead and Profit	95.92

Notes

CONDITIONS: After 15 days this quotation is void and subject to revision. This change proposal is based solely on direct cost elements such as labor, material and normal or contractually stipulated markups and does not include any amounts for changes in sequence of work, delays, disruption, rescheduling, extended overhead or impact cost. It is not possible to access any related impacts and costs at the present time and therefore all rights are expressly reserved to make claim for any and all such cost prior to final settlement of the contract. This proposal assumes and is based upon issuance of an executed change order in a timely manner such that work can be billed within the next billing cycle. No work will begin without executed change order.

Negative changes will lower the overall contract price requiring no additional payment by owner. *Requested Amount of Change* 1,918.41

The original Contract Sum was _____	128,200.00
Net change by previous Change Orders _____	-16,874.00
The Contract Sum prior to this Change Order _____	111,326.00
The Contract Sum will be changed by this Change Order _____	1,918.41
The new Contract Sum including this Change Order will be _____	113,244.41
The Contract Time will be changed by _____	0 Days

Approved _____ Date _____ Date _____

Contractor _____ Owner _____



M G Mechanical Contracting, Inc.
1513 Lamb Road
Woodstock IL 60098

CHANGE ORDER REQUEST

ORDER **6**
 ORDER DATE **04/23/2020**
 ORDERED BY **30 Mark Gibson**
 CUSTOMER ORDER

TO Oak Brook Park District
1450 Forest Gate Road
Oak Brook IL 60523
 Attn: Ted Haug

PROJECT 935
Oak Brook PD Central Park West
1450 Forest Gate Road
Oak Brook IL 60523

The contractor agrees to perform and the owner agrees to pay for the following changes to this contract

PLANS ATTACHED
SPECIFICATIONS ATTACHED

Description of Work	Amount
Credit for Ground Protection	-1,455.00

Notes

CONDITIONS: After 15 days this quotation is void and subject to revision. This change proposal is based solely on direct cost elements such as labor, material and normal or contractually stipulated markups and does not include any amounts for changes in sequence of work, delays, disruption, rescheduling, extended overhead or impact cost. It is not possible to access any related impacts and costs at the present time and therefore all rights are expressly reserved to make claim for any and all such cost prior to final settlement of the contract. This proposal assumes and is based upon issuance of an executed change order in a timely manner such that work can be billed within the next billing cycle. No work will begin without executed change order.

Negative changes will lower the overall contract price requiring no additional payment by owner. *Requested Amount of Change* -1,455.00

The original Contract Sum was.....	128,200.00
Net change by previous Change Orders	-16,874.00
The Contract Sum prior to this Change Order	111,326.00
The Contract Sum will be changed by this Change Order	-1,455.00
The new Contract Sum including this Change Order will be	109,871.00
The Contract Time will be changed by	0 Days

Approved _____ Date _____ Date _____
 Contractor _____ Owner _____



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: ORDINANCE 20-0617: AN ORDINANCE DECLARING SURPLUS PERSONAL PROPERTY AND AUTHORIZING CONVEYANCE OR SALE THEREOF (*) REQUIRES WAIVING THE BOARD RULES TO APPROVE AT THIS MEETING.)**

AGENDA No.: 8-B

MEETING DATE: JUNE 15, 2020

STAFF REVIEW:

Director of Parks and Planning, Bob Johnson:

RECOMMENDED FOR BOARD ACTION:

Executive Director, Laure Kosey:

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

Items that have been recently identified as surplus property are listed in the attached ordinance 20-0617.

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

Staff has identified the Musco *Green Structures* HID Class II sports lighting equipment that was recently removed from the synthetic turf soccer field at Central Park as surplus property. The equipment includes a total of sixty (60) light fixtures mounted on four individual (4) fixture arms. Also included is a Musco electrical control panel. This lighting equipment was manufactured and installed in 2013, and has recently been replaced with new Musco LED sports lighting. The Park District will attempt to locate a buyer for the used equipment.

ACTION PROPOSED:

Motion (and a second) to waive the Board's Rules to approve, at this meeting, Ordinance 20-0617: An Ordinance Declaring Surplus Personal Property and Authorizing the Sale or Conveyance Thereof.

Motion (and a second) to approve Ordinance 20-0617: An Ordinance Declaring Surplus Personal Property and Authorizing the Sale or Conveyance Thereof.

**ORDINANCE NO. 20-0617
AN ORDINANCE DECLARING
SURPLUS PERSONAL PROPERTY AND
AUTHORIZING CONVEYANCE OR SALE THEREOF**

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

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

Property					
Equipment Type	Make	Model	Quantity	Reason for Surplus	Method of Disposal
Sports Lighting	Musco Green Structures	HID Class II	4 Fixture Arms 60 Light Fixtures	District replaced with LED Lights	Sale
Electrical Control Panel	Musco		1	District replaced to meet requirements of LED Lights	Sale
Televisions	Panasonic	2009 “Viesta”	4	Reached end of life expectancy. TVs were used an estimated 70,000 hours in the Fitness Center.	Recycle

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

WHEREAS, the District's staff has recommended that the Property, except for the Property designated to be recycled/discarded, can best be sold directly by the District's Executive Director to a municipality, school district, or park district, or may be sold indirectly by utilizing the services of Obernauf Auction Services, Inc., 118 N. Orchard Street, Round Lake, IL 60073, (an Illinois Auction Firm; License # 444.000105), who shall post the availability of such Property, with a minimum acceptable price as determined by the District's Executive Director, and shall conduct the auction on behalf of the District by accepting bids for the purchase of the Property to the highest bidder; provided that, in the event that no bid is received for any portion of the Property to be sold by Obernauf Auction Services, Inc., any remaining Property shall be donated or disposed of as determined by the Executive Director; and

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

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

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

Section 2: The Board hereby authorizes:

a) The sale of the Property, not designated to be discarded, may be sold directly by the District's Executive Director to a municipality, school district, or park district, or indirectly by utilizing the services of Obernauf Auction Services, Inc., 118 N. Orchard Street, Round Lake, IL 60073, (an Illinois Auction Firm; License # 444.000105), who shall post the availability of the

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

b) All other Property to be discarded.

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

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

PASSED AND APPROVED THIS 15th DAY OF JUNE, 2020

Ayes: _____

Nays: _____

Absent: _____

OAK BROOK PARK DISTRICT

By: _____
Sharon Knitter, President

ATTEST:

By: _____
Laure L. Kosey, Secretary