



Oak Brook Park District Board Packet

June 20, 2022

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

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

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AGENDA
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
June 20, 2022 – 6:30 p.m.
Canterberry Room

1. CALL TO ORDER THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS AND ROLL CALL
2. OPEN FORUM
3. CONSENT AGENDA
 - a. APPROVAL OF THE JUNE 20, 2022 AGENDA
 - b. APPROVAL OF MINUTES
 - i. May 16, 2022 Regular Board Meeting Minutes
 - c. APPROVAL OF FINANCIAL STATEMENT ENDING May 31, 2022
 - i. Warrant 660
4. COMMUNICATIONS/PROCLAMATIONS
 - a. Board of Commissioners to share communications
 - b. Proclamation “July is Park and Recreation Month”
 - c. OSLAD Project Plan Review
5. STAFF RECOGNITION
 - a. Caroline Reimann, Aquatic Programming Supervisor
 - b. Michelle Beczarski, Director of Tennis Operations
6. REPORTS:
 - a. Communications, IT, and Administration Report
 - b. Finance & Human Resources Report
 - c. Recreation & Facilities Report
 - d. Parks & Planning Report

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BOARD OF COMMISSIONERS
June 20, 2022 – 6:30 p.m.
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7. UNFINISHED BUSINESS

- a. Ordinance 22-0620: An Ordinance Declaring Surplus Personal Property and Authorizing Conveyance or Sale Thereof
- b. Resolution 22-0621: A Resolution Amending the Agreement Between the Oak Brook Park District and Davey Resource Group, Inc., for Natural Areas Stewardship Project
- c. Approval of a Travel Expense for Commissioner Attendance at the National Recreation and Park Association Conference Held September 20-22, 2022 in Phoenix, AZ
- d. Amending: Administrative Policies and Procedures: Section 4.12 Purchasing Policy
- e. Amending: Administrative Policies and Procedures: Section 4:11 Procurement Card Policy
- f. Amending: Administrative Policies and Procedures: Section 4.4 Contracts- Policy for the Review and Authority to Approve and Execute Contracts
- g. Amending: Personnel Policy Section 3.10 Time Off Benefits – Vacation Time
- h. Amending: Personnel Policy Section 8.1 Exit Interview Policy

8. NEW BUSINESS

- a. Bid: Family Recreation Center Roof Replacement Phase 2
- b. Asphalt Paving Project Bid

9. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON JULY 18, 2022, 6:30 P.M.

10. ADJOURNMENT

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

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BOARD OF COMMISSIONERS
June 20, 2022 – 6:30 p.m.
Canterberry Room

1. CALL TO ORDER THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS AND ROLL CALL
[Call to Order the Regular Meeting of the Oak Brook Park District Board of Commissioners and ask the Recording Secretary to conduct the Roll Call.]
2. OPEN FORUM *[Ask whether there are any Public Comments under “Open Forum.” If necessary, the President may advise speakers to observe the rules set forth in Section 1.1VII B of the Rules of the Board of Park Commissioners.]*
3. CONSENT AGENDA *[Request a Motion (and a second) to approve taking a Single Omnibus Vote on the Consent Agenda, as Presented. **Roll Call Vote—VOTE MUST BE UNANIMOUS.***

*Then ask for a Motion (and a Second) to approve the Consent Agenda, as presented. **Roll Call Vote...**]*
 - a. APPROVAL OF THE JUNE 20, 2022 AGENDA
 - b. APPROVAL OF MINUTES
 - i. May 16, 2022 Regular Board Meeting Minutes
 - c. APPROVAL OF FINANCIAL STATEMENT ENDING MAY 31, 2022
 - i. Warrant 660
4. COMMUNICATIONS/PROCLAMATIONS *[For Review and Discussion Only.]*
 - a. Board of Commissioners to share communications
 - b. Proclamation “July is Park and Recreation Month”
 - c. OSLAD Project Plan Review
5. STAFF RECOGNITION *[Introduce Caroline and Michelle.]*
 - a. Caroline Reimann, Aquatic Programming Supervisor
 - b. Michelle Beczarski, Director of Tennis Operations
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. Ordinance 22-0620: An Ordinance Declaring Surplus Personal Property and Authorizing Conveyance or Sale Thereof *[Request a motion and a second to approve Ordinance 22-0620: An Ordinance Declaring Surplus Personal Property and Authorizing Conveyance or Sale Thereof. Roll Call Vote...]*
- b. Resolution 22-0621: A Resolution Amending the Agreement Between the Oak Brook Park District and Davey Resource Group, Inc., for Natural Areas Stewardship Project *[Request a motion and a second to approve Resolution 22-0621: A Resolution Amending the Agreement Between the Oak Brook Park and Davey Resource Group, Inc. for Natural Areas Stewardship Project at the Dean Nature Sanctuary for a total annual cost not-to-exceed \$26,000. Roll Call Vote.]*
- c. Approval of a Travel Expense for Commissioner Attendance at the National Recreation and Park Association Conference Held September 20-22, 2022 in Phoenix, AZ. *[Request a motion and a second to approve the travel expenses for Commissioner attendance at the National Recreation and Park Association Conference held September 20 – 22, 2022 in Phoenix, AZ for the following Commissioners: (please state the names of the commissioners attending the conference in the motion.) Roll Call Vote...]*
- d. Amending: Administrative Policies and Procedures: Section 4.12 Purchasing Policy *[Request a motion and a second to approve the amendment to the Administrative Policies and Procedures Manual: Section 4.12 Purchasing Policy. Roll Call Vote...]*
- e. Amending: Administrative Policies and Procedures: Section 4.11 Procurement Card Policy *[Request a motion and a second to approve the amendment to the Administrative Policies and Procedures Manual: Section 4.11 Procurement Card Policy. Roll Call Vote...]*
- f. Amending: Administrative Policies and Procedures: Section 4.4 Contracts- Policy for the Review and Authority to Approve and Execute Contracts *[Request a motion and a second to approve the amendment to the Administrative Policies and Procedures Manual: Section 4.4 Contracts - Policy for the Review and Authority to Approve and Execute Contracts. Roll Call Vote...]*
- g. Amending: Personnel Policy Section 3.10 Time Off Benefits – Vacation Time *[Request a motion and a second to approve the amendment to the Personnel Policy Section 3.10 Time Off Benefits – Vacation Time. Roll Call Vote...]*
- h. Amending: Personnel Policy Section 8.1 Exit Interview Policy *[Request a motion and a second to approve the amendment to the Personnel Policy Section 8.1 Exit Interview Policy. Roll Call Vote...]*





AGENDA
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
June 20, 2022 – 6:30 p.m.
Canterberry Room

8. NEW BUSINESS *[For Review and Discussion Only.]*
 - a. Bid: Family Recreation Center Roof Replacement Phase 2
 - b. Asphalt Paving Project Bid
9. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON JULY 18, 2022, 6:30 P.M. *[Announce the Next Regular Meeting of the Oak Brook Park District Board of Park Commissioners will be held on July 18, 2022, 6:30 p.m.]*
10. ADJOURNMENT *[Request a Motion and a Second to adjourn the June 20, 2022 Regular Meeting of the Oak Brook Park District Board of Commissioners. **Voice Vote, All in Favor...**]*

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

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Minutes

MINUTES
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
May 16, 2022 – 6:30 p.m.
Canterberry Room

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

President Knitter called to order the Regular Meeting of the Oak Brook Park District Board of Commissioners at the hour of 6:30 p.m. Commissioners Suleiman, Trombetta, and President Knitter answered "present" from the Oak Brook Park District Family Recreation Center, Canterbury Conference Room. Also present in Canterbury Conference Room were Laure Kosey, Executive Director; Marco Salinas, Chief Financial Officer; Dave Thommes, Deputy Director; and Bob Johnson, Director of Parks and Planning.

- a. Approval by a majority of the Commissioners present to allow Commissioner Tom Truedson to attend the meeting by audio conference, as he is unable to physically attend because of employment purposes as provided in section I-G-1 of the Board Rules.

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Suleiman, to allow Commissioner Tom Truedson to attend the meeting by video conference, as he is unable to physically attend because of employment purposes as provided in section 1-G-1 of the Board Rules.

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

Ayes: Commissioners Suleiman, Trombetta, and President Knitter

Nays: None

Absent: Commissioner Ivkovic Kelley

Commissioner Truedson entered at 6:31 p.m.

2. OPEN FORUM

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

3. CONSENT AGENDA

- a. APPROVAL OF THE MAY 16, 2022 AGENDA
- b. APPROVAL OF MINUTES
 - i. April 18, 2022, Regular Board Meeting Minutes
- c. APPROVAL OF FINANCIAL STATEMENT ENDING April 30, 2022
 - i. Warrant 659

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

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

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

Nays: None

Absent: Commissioner Ivkovic Kelley

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

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

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

Nays: None

Absent: Commissioner Ivkovic Kelley

4. ANNUAL MEETING

a. Election of Park Board President and Vice President

President Knitter asked for nominations for Board President.

Commissioner Trombetta nominated Sharon Knitter as President of the Oak Brook Park District Board of Commissioners.

No other nominations were made, and President Knitter closed nominations.

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Suleiman, to elect Sharon Knitter as President of the Oak Brook Park District Board of Commissioners.

The motion passed by voice vote, and Sharon Knitter became President of the Oak Brook Park District Board of Commissioners.

President Knitter asked for nominations for Board Vice President.

Commissioner Trombetta nominated Laura Suleiman as Vice President of the Oak Brook Park District Board of Commissioners.

No other nominations were made, and President Knitter closed nominations.

Motion: Commissioner Trombetta made a motion, seconded by President Knitter, to elect Lara Suleiman as Vice President of the Oak Brook Park District Board of Commissioners.

The motion passed by voice vote, and Lara Suleiman became Vice President of the Oak Brook Park District Board of Commissioners.

4. ANNUAL MEETING - CONTINUED

b. Appointment of Board Secretary and Treasurer

President Knitter stated the current Board Secretary is Executive Director, Laure Kosey.

President Knitter proposed since 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 was no discussion, and the Board moved to vote.

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Suleiman, to appoint Executive Director, Laure Kosey as Secretary of the Oak Brook Park District Board of Commissioners.

The motion passed by voice vote, and Executive Director, Laure Kosey, became Secretary of the Oak Brook Park District Board of Commissioners.

President Knitter asked for nominations for Board Treasurer.

Commissioner Trombetta nominated Tom Truedson for Board Treasurer.

No other nominations were made, and President Knitter closed nominations.

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Suleiman, to elect Tom Truedson as Treasurer by voice vote.

The motion passed by voice vote to elect Tom Truedson as Treasurer of the Oak Brook Board of Commissioners.

5. COMMUNICATIONS/PROCLAMATIONS

a. Board of Commissioners to share communications

There were no communications between Board Members.

b. Strategic Plan of the Oak Brook Park District

Dr. Kosey informed the Board the Strategic Plan will expire in 2024. There were some items delayed due to the pandemic, but the staff is back on track. In 2024, a new Strategic Plan will be created.

President Knitter stated the QR code placed on the back of the Pink 5k bibs leading to the event survey was great and would like to see more signs at events with the QR codes leading to event surveys.

c. Restroom, Concession, Storage Building Drawings

Mr. Johnson showed the Board colored renderings of Central Park North's restroom, concession, and storage building. The renderings show a limestone exterior with an

updated look, steel roofing, concession window, canopies, a wooden pergola, and a secure fireplace. The look is to pay homage to the history and mimic the style of Oak Brook. The ADA Accessible building will be heated and cooled, with men, women, and gender-neutral restrooms. An exterior drinking fountain will have a water bottle filling station and dog watering bowl.

Commissioner Trombetta asked Mr. Johnson about the interior flooring.

Mr. Johnson stated they had not begun the particulars of the interior and only have drawings of the interior.

Commissioner Trombetta asked Mr. Johnson the price of the project.

Mr. Johnson stated the project is a little over one million dollars. There are essential items needed to complete the project, such as water and sewer, electricity, and other utility costs, that raise the price.

Commissioner Suleiman inquired about after-hours security.

Mr. Johnson informed the Board the building would have smart controls and magnetic locks that would automatically lock, allowing patrons to get out of the building but not re-enter after hours. There will be light sensors and video cameras on-premise for additional security.

Commissioner Suleiman believes the look matches the aesthetic of the other buildings of Oak Brook, and this building will be a great addition to the community. She would like some colors reevaluated for a more seamless look.

Mr. Johnson stated the finishes would come later; the design needed to be approved.

Commissioner Truedson asked if the roof would be shingled.

Mr. Johnson stated the roof would be asphalt shingles, and the color could be chosen at a later date.

Commissioner Knitter wanted to know if the area could be solar.

Mr. Johnson stated the building is not large enough, and the roof is too small take advantage of solar power.

6. STAFF RECOGNITION

- a. Sally Beaumont, Landscape Specialist

The Board welcomed Sally Beaumont.

7. REPORTS:

- a. Communications, IT, and Administration Report

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

Dr. Kosey reported on the monitoring of the Dean Nature Sanctuary. Since the Park District began to monitor the area, there have been no police calls, break-ins, or vandalism. After hours cars have come to turn around in the lot. There has been some loitering, but nothing nefarious. The Park District has expressed an interest in purchasing a locking gate. The Park District will need to add electricity and fiber-optics to the area for the entrance to lock automatically.

Dr. Kosey has sent a letter to the residents on Canterbury Road asking them to pay for half of the gate expense. The residents on the block have agreed.

Dr. Kosey stated the leadership team building day went well. The team began to talk about a potential recession and how that would impact the community regarding Parks and Recreation.

Commissioner Truedson stated he is pleased to hear staff trying to plan for this, as he has spoken to Mr. Salinas about this. Commissioner Truedson wants the Park District to be prepared because it is just a matter of when this will come and be prepared.

b. Finance & Human Resources Report

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

Mr. Salinas reported on the closing of the 2021/2022 fiscal year. Stating the auditors will be out in July, and the report will be issued to the Board with final numbers in September.

Mr. Salinas stated the General Fund has a net surplus and looks favorable over two years prior.

Whereas the Rec Fund ended with a net deficit from two years prior. The Rec Fund was hit hardest by the pandemic as memberships and programing had the most restrictive guidelines.

Mr. Salinas stated the Tennis Center Fund is doing well compared to two years ago.

Dr. Kosey stated the leadership staff created a one-year goal to recreate the financial reserves in all three major funds, and this goal has gone well.

Mr. Salinas showed the Board a chart indicating where the reserves are.

President Knitter asked Mr. Salinas about the anomaly in January at the Tennis Center on the graphs.

Mr. Thommes stated the Tennis Center paid on a capital expenditure.

Commissioner Truedson stated it was nice to see the reserve funds built back up.

c. Recreation & Facilities Report

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

Mr. Thommes reported the Family Recreation Center currently has no hot water. A breaker keeps tripping, causing the water not to heat properly. An electrician will be out.

Mr. Thommes stated the tennis courts would be resurfaced.

Mr. Thommes stated there had been a lot of positive feedback from the Pink 5k.

Mr. Thommes stated the Park District had its first soccer tournament with the Wizards. Over 200 teams played over 400 games over the weekend. Coming up is a lacrosse tournament with Lakeshore Lacrosse.

President Knitter asked how hiring was going.

Dr. Kosey stated there had been a lot of outdoor pools closing this season, and it has been very challenging for some towns. However, the Park District is doing alright on summer staff. Having a year-round indoor pool option helps.

Mr. Thommes stated staff is seeking a full-time Fitness Supervisor and have received a flood of resumes.

d. Parks & Planning Report

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

Mr. Johnson reported the restrooms, concession, and storage area will develop the construction plans with the Village and then go to bid in late summer or early fall.

President Knitter asked about the line striper Turf Tank, Parks has been using.

Mr. Johnson stated they are leasing the machine, and there have been a few hiccups, but the company has been quick and helpful.

Mr. Johnson stated there had been a couple of insurance claims from the tornado damage.

President Knitter stated that a resident informed her she was swimming at the Aquatic Center when the tornado hit. The staff was very calm and helpful in getting everyone into the basement.

Mr. Johnson stated there had been some fence and tree damage on the park's west end near route 83. A car drove through the area and leveled the fence.

Mr. Johnson shared about the pollinator garden. The Preschoolers were helpful and were able to learn about plants.

8. UNFINISHED BUSINESS

- a. Ordinance 22-0516: An Ordinance for Transferring Anticipated Unexpended Funds from Certain Appropriation Items to Other Items of Appropriation

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Suleiman, to approve Ordinance No. 22-0516: An Ordinance for Transferring Anticipated Unexpended Funds from Certain Appropriation Items to Other Items of Appropriation.

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

Nays: None

Absent: Commissioner Ivkovic Kelley

- b. Tennis Center Membership Pricing

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Suleiman, to approve the Tennis Center Member Pricing as proposed.

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

Nays: None

Absent: Commissioner Ivkovic Kelley

9. NEW BUSINESS

- a. Restroom/Storage/Concession Building Construction Bid

Mr. Johnson stated once the construction plans with the Village are approved, the Park District will go out to bid in late Summer or early Fall.

- b. Ordinance 22-0620: An Ordinance Declaring Surplus Personal Property and Authorizing Conveyance or Sale Thereof

Mr. Thommes stated that Katie Basile, Superintendent of Facilities, will work on this project.

- c. Resolution 22-0621: A Resolution Amending the Agreement Between the Oak Brook Park District and Davey Resource Group, Inc., for Natural Areas Stewardship Project

Mr. Johnson stated staff seeks to renew this for the Dean Nature Sanctuary.

- d. Approval of a Travel Expense for Commissioner Attendance at the National Recreation and Park Association Conference Held September 20-22, 2022, in Phoenix, AZ

President Knitter stated last time they went to the conference, the team was sitting around in rooms, not doing much. They are welcome if any commissioners would like to go, but she will pass this time.

Commissioner Trombetta will not go.

Commissioner Suleiman would still like to go.

Commissioner Truedson will not go.

Dr. Kosey will reach out to Commissioner Ivkovic Kelley.

- e. Amending: Administrative Policies and Procedures: Section 4.12 Purchasing Policy

Dr. Kosey stated that the purchasing cards' policy needs to reflect this due to inflation as price increases.

- f. Amending: Administrative Policies and Procedures: Section 4:11 Procurement Card Policy

Dr. Kosey stated staff has been working on the updates.

- g. Amending: Administrative Policies and Procedures: Section 4.4 Contracts- Policy for the Review and Authority to Approve and Execute Contracts

Dr. Kosey stated this change will be helpful.

- h. Amending: Personnel Policy Section 3.10 Time Off Benefits – Vacation Time

Dr. Kosey stated that this policy would help the Park District save money, and payment distribution will be given out throughout the year, not in one lump sum, assisting the district when an employee chooses to leave. This will take time about one year to get to this year to adjust vacation time. Implementation will begin September 1st.

- i. Amending: Personnel Policy Section 8.1 Exit Interview Policy

Dr. Kosey stated exit interviews would no longer be with the Executive Director or direct supervisor. The HR Manager will conduct them; as there have been times when employees leave and may not have been honest due to not liking their supervisor or the Executive Director.

10. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON JUNE 20, 2022, at 6:30 p.m.

President Knitter announced the next Regular Meeting of the Oak Brook Park District of Park Commissioners would be held on June 20, 2022, at 6:30 p.m.

11. ADJOURNMENT

Motion: Commissioner Truedson made a motion, seconded by Commissioner Trombetta, to adjourn the May 16, 2022, regular meeting of the Oak Brook Park District Board of Commissioners. The motion passed by voice vote, and the meeting adjourned at the hour of 7:13 p.m.

Laure L. Kosey, Executive Director

Financial Statement

Oak Brook Park District
General Fund Revenue and Expenditure Summary - Unaudited
Fiscal Year-to-Date Activity through May 31 2022 and 2021
8.33% completed (1 out of 12 months)

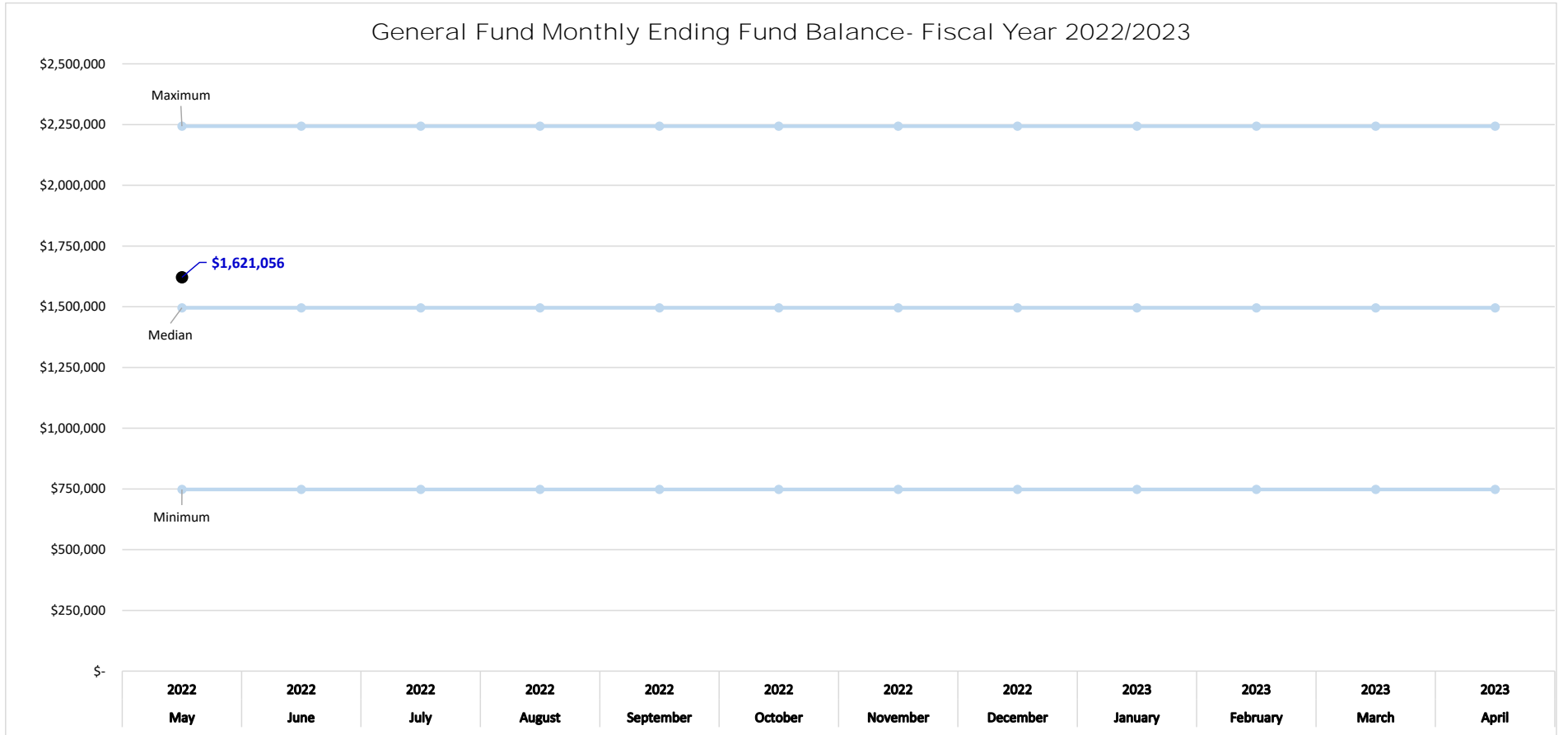
	Fiscal Year 2022/2023- Highlighted items reflect more than 8.33% variance						FY 2022/2023 compared to FY 2021/2022- Highlighted items reflect more than 10% variance		
	Original Annual Budget	May 2022 Actual	Year-To-Date (YTD) Actual	Year-To-Date Encumbered	YTD Actual + Encumbered	YTD Actual, as a % of Original Annual Budget	FY 2022/2023 YTD		
							Fiscal Year 2021/2022 YTD Actual	Actual Higher/(Lower) than 2021/2022 YTD Actual	Percent Change
REVENUES									
Administration	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	N/A
Finance									
Property Taxes	1,444,422	192,208	192,208	-	192,208	13.3%	125,770	66,438	52.8%
Personal Prop. Repl. Taxes	164,900	70,341	70,341	-	70,341	42.7%	36,704	33,637	91.6%
Investment Income	3,000	201	201	-	201	6.7%	194	7	3.7%
Other	18,350	541	541	-	541	2.9%	691	(150)	-21.7%
Central Park North	105,500	9,690	9,690	-	9,690	9.2%	938	8,753	933.6%
Central Park	205,500	20,776	20,776	-	20,776	10.1%	36,355	(15,579)	-42.9%
Saddlebrook Park	500	-	-	-	-	0.0%	-	-	N/A
Forest Glen Park	500	-	-	-	-	0.0%	-	-	N/A
Chillem Park	500	-	-	-	-	0.0%	-	-	N/A
Dean Property	500	-	-	-	-	0.0%	-	-	N/A
Building-Recreation Center	889,916	29,388	29,388	-	29,388	3.3%	38,364	(8,976)	-23.4%
Central Park West	76,075	5,819	5,819	-	5,819	7.6%	5,303	516	9.7%
TOTAL REVENUES	\$ 2,909,662	\$ 328,962	\$ 328,962	\$ -	\$ 328,962	11.3%	\$ 244,317	\$ 84,645	34.6%
EXPENDITURES									
Administration	\$ 506,537	\$ 45,650	\$ 45,650	\$ 4,663	50,313	9.0%	\$ 31,645	\$ 14,005	44.3%
Finance	449,301	25,463	25,463	5,065	30,528	5.7%	20,661	4,802	23.2%
Central Park North	36,520	-	-	14,707	14,707	0.0%	290	(290)	-100.0%
Central Park	800,337	42,170	42,170	73,319	115,489	5.3%	33,477	8,694	26.0%
Saddlebrook Park	17,116	-	-	7,303	7,303	0.0%	97	(97)	-100.0%
Forest Glen Park	26,129	-	-	14,023	14,023	0.0%	2,491	(2,491)	-100.0%
Chillem Park	8,889	-	-	4,186	4,186	0.0%	65	(65)	-100.0%
Dean Property	14,632	2,000	2,000	6,240	8,240	13.7%	198	1,802	908.8%
Professional Services	55,500	-	-	9,074	9,074	0.0%	-	-	N/A
Contracts- Maint. DNS	26,000	-	-	1,650	1,650	0.0%	-	-	N/A
Building-Recreation Center	976,449	66,025	66,025	54,074	120,100	6.8%	42,535	23,491	55.2%
Central Park West	73,707	2,065	2,065	8,023	10,088	2.8%	1,239	826	66.7%
TOTAL EXPENDITURES	\$ 2,991,117	\$ 183,374	\$ 183,374	\$ 202,327	\$ 385,701	6.1%	\$ 132,696	\$ 50,678	38.2%
TRANSFERS OUT	\$ 382,575	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	N/A
TOTAL EXPENDITURES AND TRANSFERS OUT	\$ 3,373,692	\$ 183,374	\$ 183,374	\$ 202,327	\$ 385,701	5.4%	\$ 132,696	\$ 50,678	38.2%
REVENUES OVER (UNDER) EXPENDITURES AND TRANSFERS OUT	\$ (464,030)	\$ 145,588	\$ 145,588	\$ (202,327)	\$ (56,738)	-31.4%	\$ 111,621	\$ 33,968	30.4%

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

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

Actuals- Unaudited

	May 2022	June 2022	July 2022	August 2022	September 2022	October 2022	November 2022	December 2022	January 2023	February 2023	March 2023	April 2023
Beginning Unassigned \$	1,475,468											
Monthly Net Surplus/(Deficit)	145,588											
Ending Unassigned \$	1,621,056											



Minimum (3 months Exp.) \$	747,779	\$ 747,779	\$ 747,779	\$ 747,779	\$ 747,779	\$ 747,779	\$ 747,779	\$ 747,779	\$ 747,779	\$ 747,779	\$ 747,779	\$ 747,779
Median (6 months Exp.) \$	1,495,559	\$ 1,495,559	\$ 1,495,559	\$ 1,495,559	\$ 1,495,559	\$ 1,495,559	\$ 1,495,559	\$ 1,495,559	\$ 1,495,559	\$ 1,495,559	\$ 1,495,559	\$ 1,495,559
Maximum (9 months Exp.) \$	2,243,338	\$ 2,243,338	\$ 2,243,338	\$ 2,243,338	\$ 2,243,338	\$ 2,243,338	\$ 2,243,338	\$ 2,243,338	\$ 2,243,338	\$ 2,243,338	\$ 2,243,338	\$ 2,243,338

Oak Brook Park District
Recreation Fund Revenue and Expenditure Summary - Unaudited
Fiscal Year-to-Date Activity through May 31 2022 and 2021
8.33% completed (1 out of 12 months)

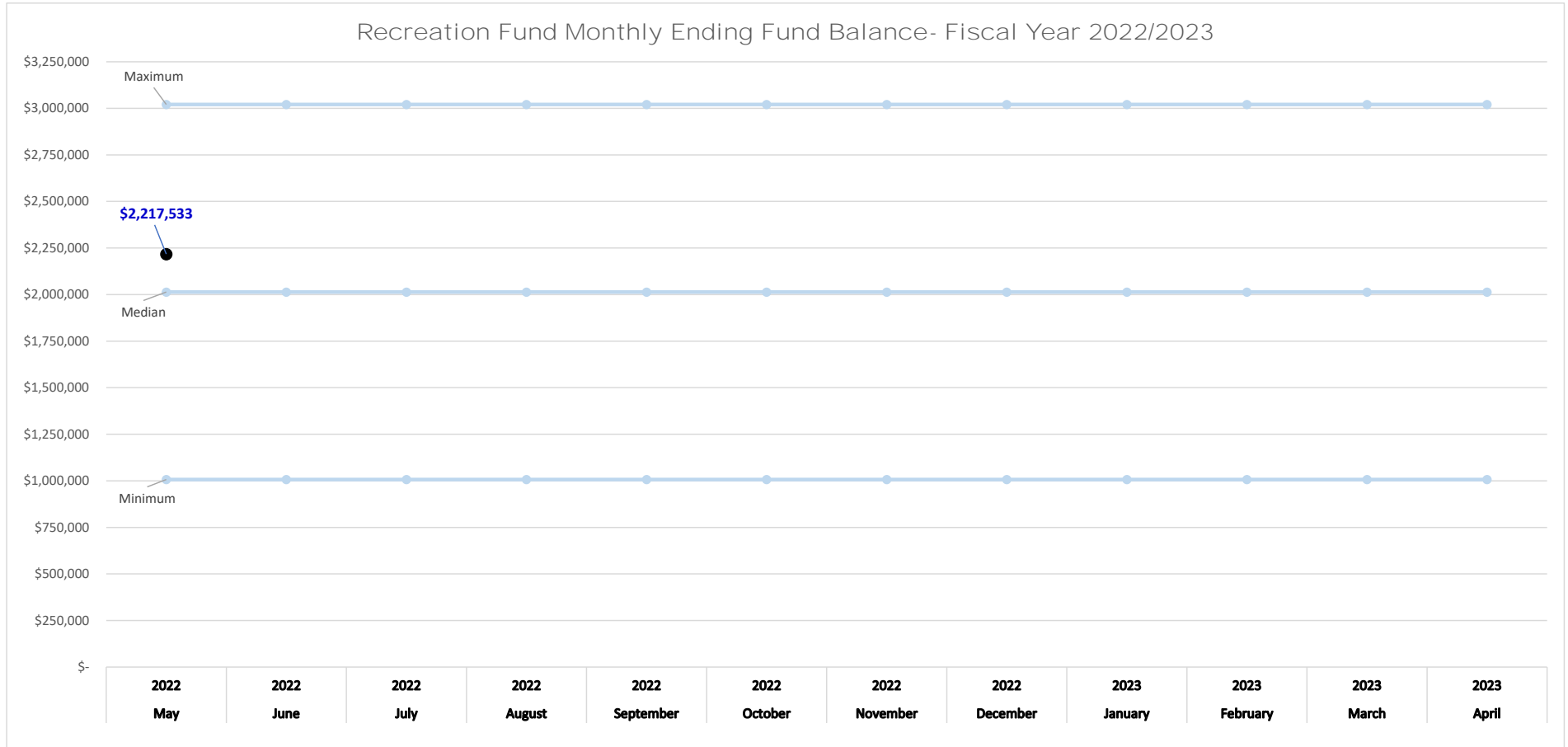
	Fiscal Year 2022/2023- Highlighted items reflect more than 8.33% variance							FY 2022/2023 compared to FY 2021/2022- Highlighted items reflect more than 10% variance		
	Original Annual Budget	May 2022 Actual	Year-To-Date (YTD) Actual	Encumbered	YTD Actual + Encumbered	YTD Actual, as a % of Original Annual Budget	Fiscal Year 2021/2022 YTD Actual	Actual Higher/(Lower) than 2021/2022 YTD Actual	Percent Change	
REVENUES										
Administration										
Property Taxes	\$ 1,244,269	\$ 165,481	\$ 165,481	\$ -	\$ 165,481	13.3%	\$ 97,703	\$ 67,778	69.4%	
Personal Prop. Repl. Taxes	51,913	22,144	22,144	-	22,144	42.7%	11,555	10,589	91.6%	
Investment Income	5,500	229	229	-	229	4.2%	216	13	6.2%	
Other	2,000	276	276	-	276	13.8%	246	30	12.2%	
Fitness Center	531,393	49,527	49,527	-	49,527	9.3%	22,539	26,988	119.7%	
Aquatic Center	421,187	73,264	73,264	-	73,264	17.4%	35,204	38,059	108.1%	
Aquatic Recreation Prog.	600,033	80,531	80,531	-	80,531	13.4%	63,010	17,521	27.8%	
Children's Programs	375,820	95,414	95,414	-	95,414	25.4%	61,571	33,843	55.0%	
Preschool Programs	312,646	58,596	58,596	-	58,596	18.7%	25,690	32,906	128.1%	
Youth Programs	222,904	193,551	193,551	-	193,551	86.8%	120,033	73,517	61.2%	
Adult Programs	49,235	15,561	15,561	-	15,561	31.6%	3,716	11,846	318.8%	
Pioneer Programs	73,675	16,122	16,122	-	16,122	21.9%	12,045	4,077	33.8%	
Special Events and Trips	115,370	23,307	23,307	-	23,307	20.2%	6,566	16,741	255.0%	
Marketing	49,000	5,200	5,200	-	5,200	10.6%	-	5,200	N/A	
Capital Outlay	-	-	-	-	-	N/A	-	-	N/A	
TOTAL REVENUES	\$ 4,054,945	\$ 799,204	\$ 799,204	\$ -	\$ 799,204	19.7%	\$ 460,094	\$ 339,110	73.7%	
EXPENDITURES										
Administration	\$ 896,944	\$ 41,612	\$ 41,612	\$ 20,738	\$ 62,350	4.6%	\$ 34,713	\$ 6,899	19.9%	
Fitness Center	411,456	10,274	10,274	20,649	30,923	2.5%	15,473	(5,199)	-33.6%	
Aquatic Center	958,416	46,207	46,207	36,882	83,088	4.8%	33,136	13,071	39.4%	
Aquatic Recreation Prog.	293,015	15,149	15,149	-	15,149	5.2%	9,824	5,325	54.2%	
Children's Programs	269,006	1,380	1,380	5,394	6,773	0.5%	9,421	(8,042)	-85.4%	
Preschool Programs	292,792	18,850	18,850	6,461	25,311	6.4%	7,192	11,658	162.1%	
Youth Programs	171,426	3,161	3,161	732	3,893	1.8%	879	2,281	259.5%	
Adult Programs	29,540	965	965	410	1,375	3.3%	469	496	105.7%	
Pioneer Programs	141,389	6,244	6,244	1,525	7,769	4.4%	5,170	1,073	20.8%	
Special Events and Trips	90,002	597	597	7,276	7,873	0.7%	489	108	22.2%	
Marketing	262,458	23,632	23,632	4,178	27,810	9.0%	10,521	13,111	124.6%	
Capital Outlay	211,250	-	-	-	-	0.0%	-	-	N/A	
TOTAL EXPENDITURES	\$ 4,027,692	\$ 168,070	\$ 168,070	\$ 104,245	\$ 272,314	4.2%	\$ 127,287	\$ 40,782	32.0%	
TRANSFERS OUT	\$ 177,972	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	N/A	
TOTAL EXPENDITURES AND TRANSFERS OUT	\$ 4,205,664	\$ 168,070	\$ 168,070	\$ 104,245	\$ 272,314	4.0%	\$ 127,287	\$ 40,782	32.0%	
REVENUES OVER (UNDER) EXPENDITURES	\$ (150,719)	\$ 631,134	\$ 631,134	\$ (104,245)	\$ 526,889	-418.8%	\$ 332,807	\$ 298,327	89.6%	

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

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

Actuals- Unaudited

	May 2022	June 2022	July 2022	August 2022	September 2022	October 2022	November 2022	December 2022	January 2023	February 2023	March 2023	April 2023
Beginning Committed \$	1,586,399											
Monthly Net Surplus/(Deficit)	631,134											
Ending Committed \$	2,217,533											



Minimum (3 months Exp.) \$	1,006,923	\$ 1,006,923	\$ 1,006,923	\$ 1,006,923	\$ 1,006,923	\$ 1,006,923	\$ 1,006,923	\$ 1,006,923	\$ 1,006,923	\$ 1,006,923	\$ 1,006,923	\$ 1,006,923
Median (6 months Exp.) \$	2,013,846	\$ 2,013,846	\$ 2,013,846	\$ 2,013,846	\$ 2,013,846	\$ 2,013,846	\$ 2,013,846	\$ 2,013,846	\$ 2,013,846	\$ 2,013,846	\$ 2,013,846	\$ 2,013,846
Maximum (9 months Exp.) \$	3,020,769	\$ 3,020,769	\$ 3,020,769	\$ 3,020,769	\$ 3,020,769	\$ 3,020,769	\$ 3,020,769	\$ 3,020,769	\$ 3,020,769	\$ 3,020,769	\$ 3,020,769	\$ 3,020,769

Oak Brook Park District
Tennis Center (Recreational Facilities Fund) Revenue and Expense Summary - Unaudited
Fiscal Year-to-Date Activity through May 31 2022 and 2021
8.33% completed (1 out of 12 months)

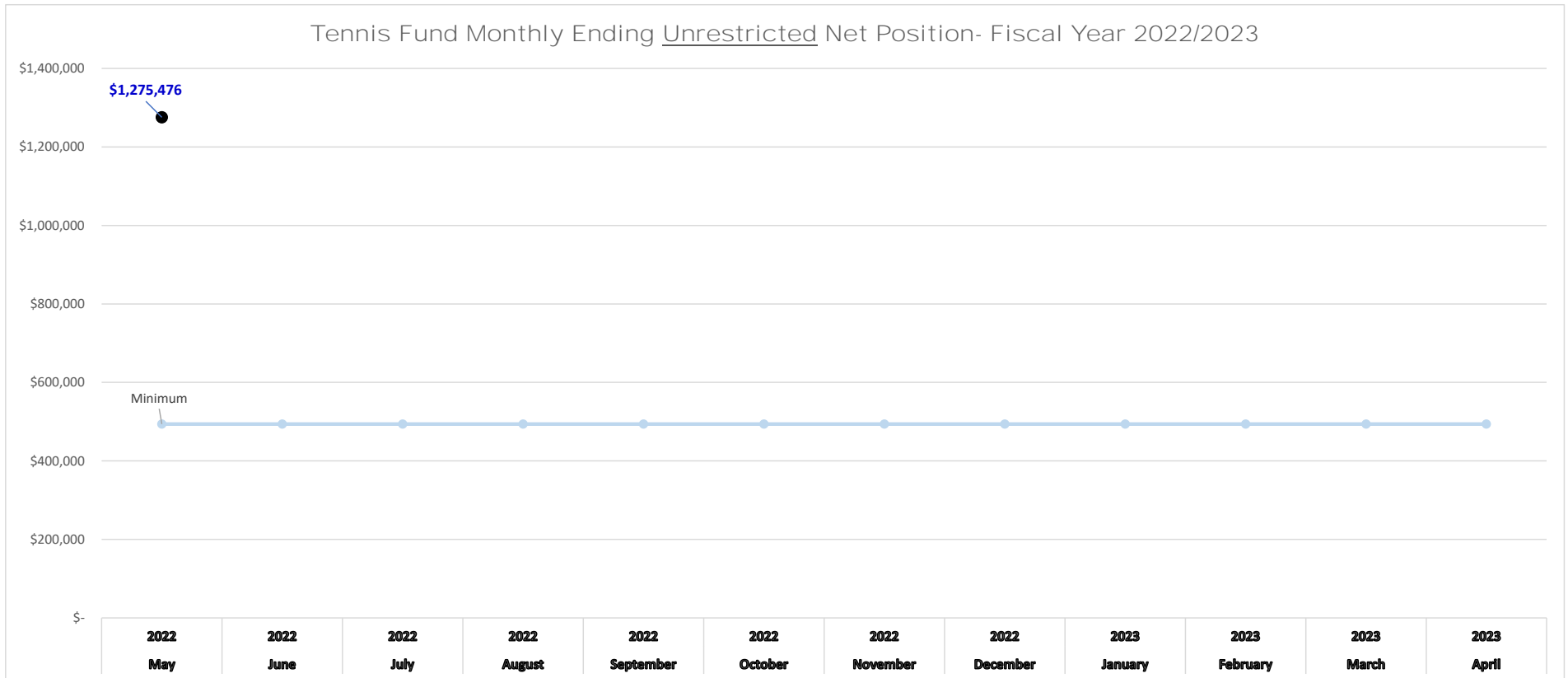
	Fiscal Year 2022/2023- Highlighted items reflect more than 8.33% variance						FY 2022/2023 compared to FY 2021/2022- Highlighted items reflect more than 10% variance		
	Original Annual Budget	May 2022 Actual	Year-To-Date (YTD) Actual	Encumbered	YTD Actual + Encumbered	YTD Actual, as a % of Original Annual Budget	Fiscal Year 2021/2022 YTD Actual	FY 2022/2023 YTD Actual Higher/(Lower) than 2021/2022 YTD Actual	Percent Change
REVENUES									
Administration	\$ 16,000	\$ 861	\$ 861	\$ -	\$ 861	5.4%	\$ 619	\$ 242	39.1%
Building- Racquet Club	500	-	-	-	-	0.0%	-	-	N/A
Programs- Racquet Club	1,886,500	347,933	347,933	-	347,933	18.4%	270,351	77,582	28.7%
TOTAL REVENUES	\$ 1,903,000	\$ 348,794	\$ 348,794	\$ -	\$ 348,794	18.3%	\$ 270,970	\$ 77,824	28.7%
EXPENSES									
Administration	\$ 760,230	\$ 38,107	\$ 38,107	\$ 3,966	\$ 42,073	5.0%	\$ 29,995	\$ 8,112	27.0%
Building- Racquet Club	387,912	10,338	10,338	43,507	53,845	2.7%	8,250	2,088	25.3%
Programs- Racquet Club	827,500	39,168	39,168	440	39,608	4.7%	32,161	7,007	21.8%
Capital Outlay	180,000	-	-	54,400	54,400	0.0%	-	-	N/A
TOTAL EXPENSES	\$ 2,155,641	\$ 87,613	\$ 87,613	\$ 102,314	\$ 189,926	4.1%	\$ 70,406	\$ 17,207	24.4%
REVENUES OVER (UNDER) EXPENSES	\$ (252,641)	\$ 261,181	\$ 261,181	\$ (102,314)	\$ 158,867	-103.4%	\$ 200,564	\$ 60,617	30.2%

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

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

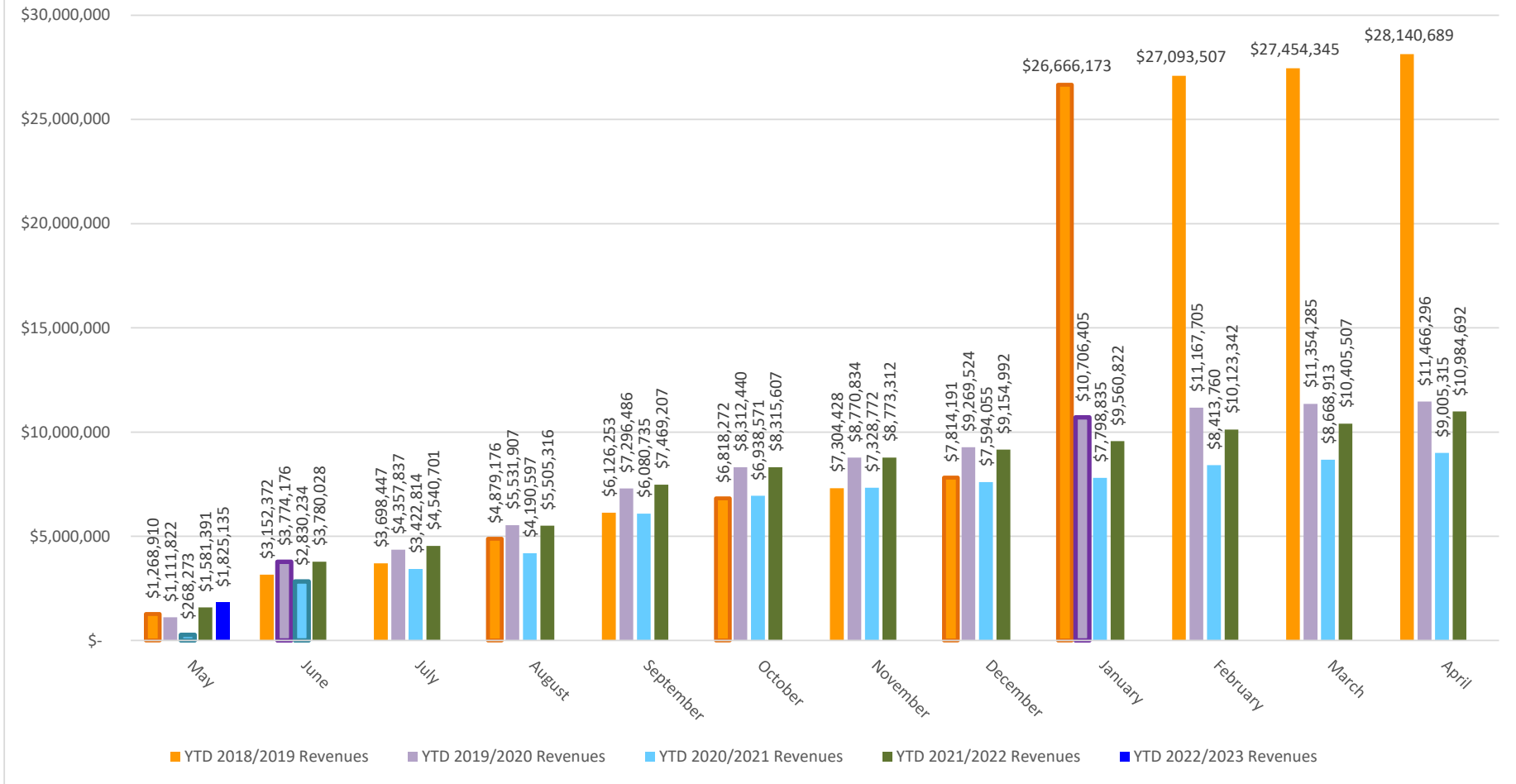
Actuals- Unaudited

	May 2022	June 2022	July 2022	August 2022	September 2022	October 2022	November 2022	December 2022	January 2023	February 2023	March 2023	April 2023
Beginning Investment in Capital Assets	\$ 1,820,731											
Beginning Unrestricted	1,014,295											
Monthly Net Surplus/(Deficit)	261,181											
Ending Investment in Capital Assets	1,820,731											
Ending Unrestricted	1,275,476											



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



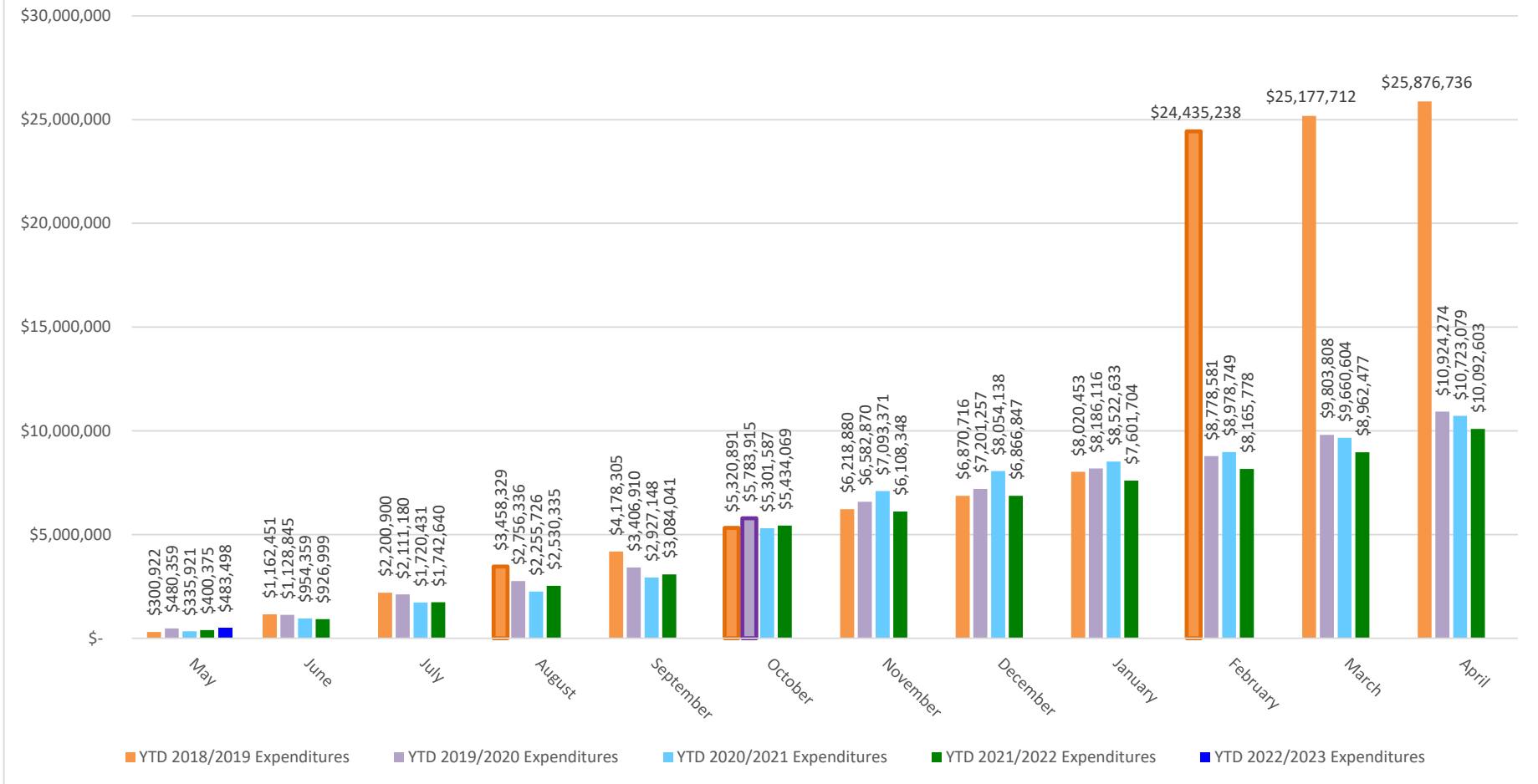
NOTES

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

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

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

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

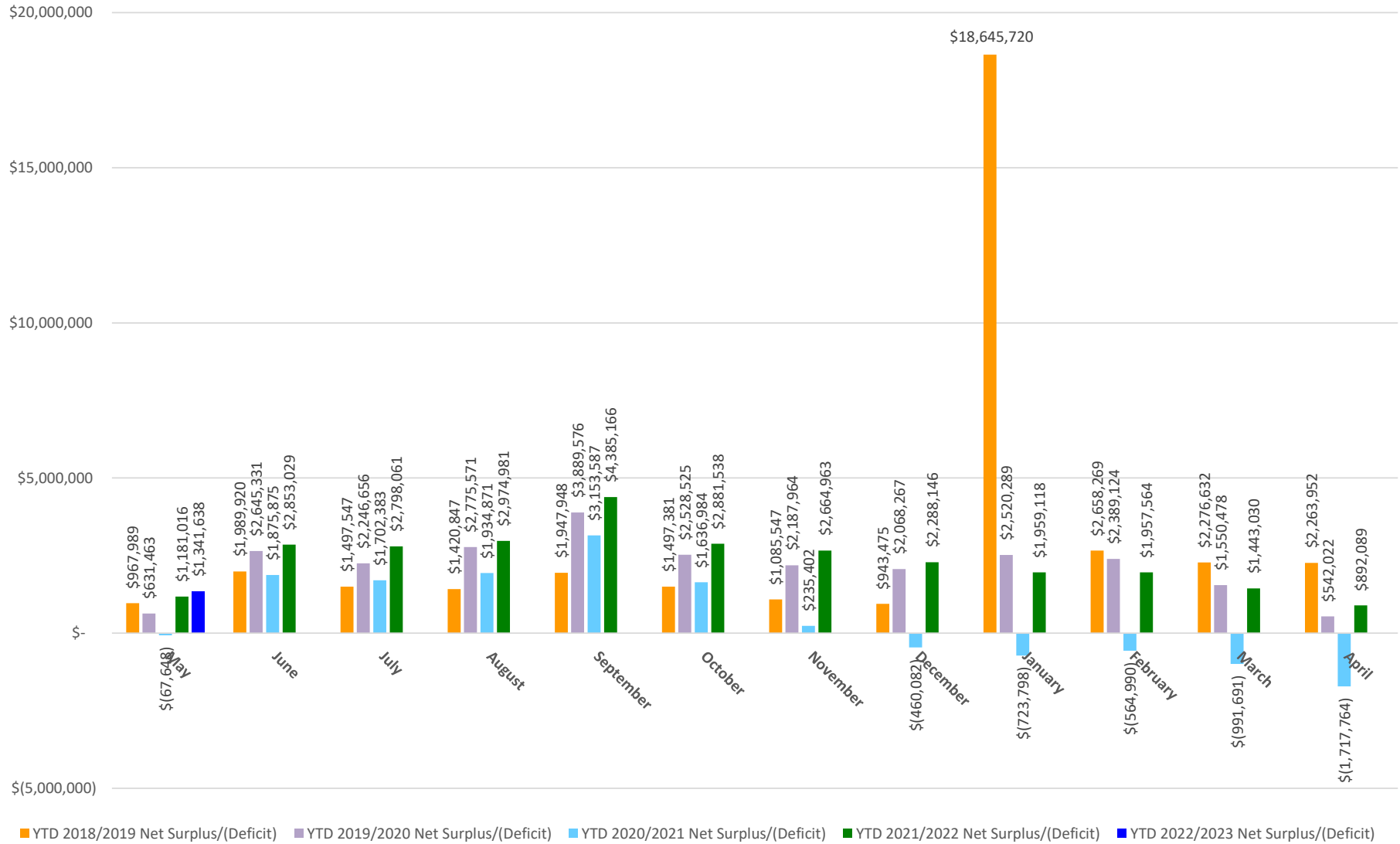


NOTES

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

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

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





OAK BROOK PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT
May 2022

FUND NAME	FY 2022/2023 ANNUAL BUDGET	CURRENT MONTH ACTUAL	Y-T-D ACTUAL (1 month)
GENERAL CORPORATE FUND			
REVENUES	\$ 2,909,662	\$ 328,962	\$ 328,962
EXPENDITURES	3,373,692	183,374	183,374
SURPLUS/(DEFICIT)	\$ (464,030)	\$ 145,588	\$ 145,588
RECREATION FUND			
REVENUES	\$ 4,054,945	\$ 799,204	\$ 799,204
EXPENDITURES	4,205,664	168,070	168,070
SURPLUS/(DEFICIT)	\$ (150,719)	\$ 631,134	\$ 631,134
IMRF FUND			
REVENUES	\$ 157,555	\$ 34,478	\$ 34,478
EXPENDITURES	195,000	15,099	15,099
SURPLUS/(DEFICIT)	\$ (37,445)	\$ 19,379	\$ 19,379
LIABILITY INSURANCE FUND			
REVENUES	\$ 149,199	\$ 23,482	\$ 23,482
EXPENDITURES	158,808	3,221	3,221
SURPLUS/(DEFICIT)	\$ (9,609)	\$ 20,261	\$ 20,261
AUDIT FUND			
REVENUES	\$ 12,240	\$ 1,787	\$ 1,787
EXPENDITURES	13,295	-	-
SURPLUS/(DEFICIT)	\$ (1,055)	\$ 1,787	\$ 1,787
DEBT SERVICE FUND			
REVENUES	\$ 1,843,916	\$ 202,239	\$ 202,239
EXPENDITURES	1,828,422	-	-
SURPLUS/(DEFICIT)	\$ 15,494	\$ 202,239	\$ 202,239
RECREATIONAL FACILITIES FUND (TENNIS CENTER)			
REVENUES	\$ 1,903,000	\$ 348,794	\$ 348,794
EXPENSES	2,155,641	87,613	87,613
SURPLUS/(DEFICIT)	\$ (252,641)	\$ 261,181	\$ 261,181
SPECIAL RECREATION FUND			
REVENUES	\$ 325,473	\$ 39,201	\$ 39,201
EXPENDITURES	290,977	4,185	4,185
SURPLUS/(DEFICIT)	\$ 34,496	\$ 35,017	\$ 35,017
CAPITAL PROJECT FUND			
REVENUES	\$ 3,520,500	\$ 96	\$ 96
EXPENDITURES	1,108,100	-	-
SURPLUS/(DEFICIT)	\$ 2,412,400	\$ 96	\$ 96



OAK BROOK PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT
May 2022

FUND NAME	FY 2022/2023 ANNUAL BUDGET	CURRENT MONTH ACTUAL	Y-T-D ACTUAL (1 month)
SOCIAL SECURITY FUND			
REVENUES	\$ 284,184	\$ 46,893	\$ 46,893
EXPENDITURES	272,000	21,937	21,937
SURPLUS/(DEFICIT)	\$ 12,184	\$ 24,956	\$ 24,956
CONSOLIDATED SUMMARY			
REVENUES	\$ 15,160,674	\$ 1,825,135	\$ 1,825,135
EXPENDITURES/EXPENSES	13,601,599	483,498	483,498
SURPLUS/(DEFICIT)	\$ 1,559,075	\$ 1,341,638	\$ 1,341,638

**OAK BROOK PARK DISTRICT
CONSOLIDATED REVENUES AND EXPENDITURES REPORT
Month: May 2022**

	CONSOLIDATED TOTALS
REVENUES	
Property Taxes	\$ 667,938
Replacement Taxes	130,261
Recreation Program Fees	750,484
Fitness Center Fees	49,527
Aquatic Center & Program Fees	153,795
Marketing	5,200
FRC Rental/Member Fees	29,388
CPW Building Rentals	5,819
Field Rentals- Central Park	20,776
Field Rentals- Central Park North	9,690
Satellite Parks & DNS	-
Interest	911
Grant Proceeds	-
Transfers	-
Donations	-
Sponsorship	-
Overhead Revenue	-
Miscellaneous	1,347
TOTAL- REVENUES	\$ 1,825,135
EXPENDITURES/EXPENSES	
Accounts Payable and Other	\$ 84,774
Overhead Expenditures	-
May Payroll and Related Benefits	398,723
TOTAL EXPENDITURES/EXPENSES	\$ 483,498
NET REVENUES/(EXPENDITURES/EXPENSES)	\$ 1,341,638

Oak Brook Park District
Consolidated Balance Sheet
As of May 31, 2022

ASSETS

	Consolidated Totals
Current Assets	
Cash and Investments	\$ 6,417,998
Receivables - Net of Allowances	
Property Taxes	4,805,629
Accounts	714,372
Due from Other Funds	-
Prepays	210,961
Inventories	18,191
Total Current Assets	\$ 12,167,151
Noncurrent Assets	
Capital Assets	
Non-depreciable	\$ 40,475
Depreciable	5,153,403
Accumulated Depreciation	(3,498,029)
Total Noncurrent Assets	\$ 1,695,849
Total Assets	\$ 13,863,000

DEFERRED OUTFLOWS OF RESOURCES

Deferred Items-IMRF	\$ 46,593
Total Assets and Deferred outflows of Resources	\$ 13,909,593

LIABILITIES

Current Liabilities	
Accounts Payable	\$ 41,728
Accrued Payroll	77,141
Retainage Payable	-
Unearned Revenue	541,088
Due To Other Funds	-
Unclaimed Property	3,463
Total Current Liabilities	\$ 663,419
Noncurrent Liabilities	
Compensated Absences Payable	\$ 17,154
Net Pension Liability - IMRF	(104,738)
Total OPEB Liability - RBP	86,345
Total Noncurrent Liabilities	\$ (1,239)
Total Liabilities	\$ 662,180

DEFERRED INFLOWS OF RESOURCES

Deferred Items - IMRF	\$ 224,437
Property Taxes	4,805,629
Total Liabilities and Deferred Inflows of Resources	\$ 5,692,246

FUND/NET POSITION BALANCES

Net Investment in Capital Assets	\$ 1,820,731
Non-spendable	-
Restricted	509,604
Committed	2,990,480
Unassigned/Unrestricted	2,896,532
Total Fund Balances	\$ 8,217,347
Total Liabilities, Deferred Inflows of Resources and Fund Balances	\$ 13,909,593

OAK BROOK PARK DISTRICT
Treasurer's Report- As of May 31, 2022

Investment Type	Bank/Institution	Balance	Rate/APY	Description/Note	Concentration Percentage
<u>Money Market</u>					
	Evergreen Bank	\$ 5,048,643.41	0.200%	Interest-bearing	89.60%
	Hinsdale Bank	261,937.14 *	0.470%	Interest-bearing	4.65%
	Sub-Total:	<u>\$ 5,310,580.55</u>			<u>94.25%</u>
<u>Savings</u>					
	Evergreen Bank	\$ 97,261.70	0.650%	Interest-bearing (Insured Cash Sweep)	1.73%
<u>Checking</u>					
	Fifth Third Bank	\$ 171,549.96	0.150%	Interest-bearing	3.04%
<u>Investment Pool</u>					
	The Illinois Funds	\$ 55,194.60	0.795%	Illinois Public Treasurers' Investment Pool	0.98%
	Grand Total Investments:	<u><u>\$ 5,634,586.81</u></u>			<u><u>100.00%</u></u>

<u>Benchmark</u>					
Three-month U.S. Treasury Bill			1.067%	Highly liquid short-term security. Payment of principal and interest guaranteed by the full faith and credit of the U.S. government. Rate is as of the day's close on 5/31/2022.	

* Balance and yield rate have been estimated because the corresponding month-end bank statement was not available as of the date of this schedule.

Oak Brook Park District		
Schedule of Capital Expenditures/Expenses		
As of May 31, 2022		
DESCRIPTION	VENDOR	Year-to-Date Expenditures
Capital Project Fund		
	SUBTOTAL BALANCE	\$ -
Recreation Fund		
	SUBTOTAL BALANCE	\$ -
Tennis Fund		
	SUBTOTAL BALANCE	\$ -
Special Recreation Fund		
	SUBTOTAL BALANCE	\$ -
TOTAL YEAR-TO-DATE CAPITAL EXPENDITURES		\$ -

Warrant

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
43813	ADOBE SYSTEMS INCORPORATED	12/21/2021	04/30/2022	100.00	100.00	Open	N
43881	AED PROFESSIONALS	12/13/2021	04/30/2022	539.40	539.40	Open	N
43730	ALPHA GRAPHICS	04/06/2022	04/30/2022	140.01	140.01	Open	N
43767	ALPHA GRAPHICS	04/29/2022	04/30/2022	92.01	92.01	Open	N
43786	ALPHA GRAPHICS	05/18/2022	06/20/2022	117.11	117.11	Open	N
43833	ALPHA GRAPHICS	05/31/2022	06/20/2022	113.32	113.32	Open	N
43727	AMPEST EXTERMINATING &	04/18/2022	04/30/2022	970.00	970.00	Open	N
43784	ANDERSON LANDSCAPE SUPPLY	05/13/2022	06/20/2022	120.00	120.00	Open	N
43740	BEST OFFICIALS	05/11/2022	04/30/2022	410.00	410.00	Open	N
43847	BEST OFFICIALS	06/02/2022	06/20/2022	1,312.00	1,312.00	Open	N
43747	BUTTREY RENTAL SERVICE INC.	05/09/2022	06/20/2022	95.00	95.00	Open	N
43904	CARDMEMBER SERVICE	05/26/2022	06/20/2022	276.23	276.23	Open	N
43905	CARDMEMBER SERVICE	05/26/2022	06/20/2022	440.08	440.08	Open	N
43906	CARDMEMBER SERVICE	05/26/2022	06/20/2022	1,433.88	1,433.88	Open	N
43907	CARDMEMBER SERVICE	05/26/2022	06/20/2022	14.98	14.98	Open	N
43908	CARDMEMBER SERVICE	05/26/2022	06/20/2022	197.90	197.90	Open	N
43909	CARDMEMBER SERVICE	05/26/2022	06/20/2022	1,615.55	1,615.55	Open	N
43910	CARDMEMBER SERVICE	05/26/2022	06/20/2022	426.50	426.50	Open	N
43911	CARDMEMBER SERVICE	05/26/2022	06/20/2022	159.93	159.93	Open	N
43912*	CARDMEMBER SERVICE	05/26/2022	06/20/2022	1,163.98	1,163.98	Open	N
43913	CARDMEMBER SERVICE	05/26/2022	06/20/2022	222.88	222.88	Open	N
43914	CARDMEMBER SERVICE	05/26/2022	06/20/2022	83.96	83.96	Open	N
43915	CARDMEMBER SERVICE	05/26/2022	04/30/2022	70.86	70.86	Open	N
43916	CARDMEMBER SERVICE	05/26/2022	06/20/2022	1,770.81	1,770.81	Open	N
43917	CARDMEMBER SERVICE	05/26/2022	06/20/2022	497.84	497.84	Open	N
43918	CARDMEMBER SERVICE	05/26/2022	04/30/2022	174.70	174.70	Open	N
43919	CARDMEMBER SERVICE	05/26/2022	04/30/2022	1,140.02	1,140.02	Open	N
43920	CARDMEMBER SERVICE	05/26/2022	04/30/2022	314.00	314.00	Open	N
43921	CARDMEMBER SERVICE	05/26/2022	06/20/2022	125.25	125.25	Open	N
43922	CARDMEMBER SERVICE	05/26/2022	06/20/2022	9.25	9.25	Open	N
43923	CARDMEMBER SERVICE	05/26/2022	04/30/2022	25.99	25.99	Open	N
43924	CARDMEMBER SERVICE	05/26/2022	06/20/2022	382.17	382.17	Open	N
43925	CARDMEMBER SERVICE	05/26/2022	04/30/2022	842.24	842.24	Open	N
43926	CARDMEMBER SERVICE	05/26/2022	06/20/2022	3,266.72	3,266.72	Open	N
43927	CARDMEMBER SERVICE	05/26/2022	06/20/2022	76.20	76.20	Open	N
43928	CARDMEMBER SERVICE	05/26/2022	06/20/2022	2,585.18	2,585.18	Open	N
43929	CARDMEMBER SERVICE	05/26/2022	06/20/2022	37.96	37.96	Open	N
43930	CARDMEMBER SERVICE	05/26/2022	04/30/2022	1,158.06	1,158.06	Open	N
43931	CARDMEMBER SERVICE	05/26/2022	06/20/2022	10,115.19	10,115.19	Open	N
43939*	CARDMEMBER SERVICE	05/31/2022	04/30/2022	536.17	536.17	Open	N
43940	CARDMEMBER SERVICE	05/31/2022	06/20/2022	2,851.73	2,851.73	Open	N
43941	CARDMEMBER SERVICE	05/26/2022	04/30/2022	4,302.52	4,302.52	Open	N
43942	CARDMEMBER SERVICE	05/26/2022	04/30/2022	2,310.00	2,310.00	Open	N
43943	CARDMEMBER SERVICE	05/31/2022	06/20/2022	2,948.71	2,948.71	Open	N
43753	CATAPULT	05/20/2022	06/20/2022	119.00	119.00	Open	N
43773	CENTRAL SOD FARMS INC.	05/11/2022	06/20/2022	687.00	687.00	Open	N
43901	CHARLES VINCENT GEORGE ARCHITECTS	05/23/2022	06/20/2022	3,015.47	3,015.47	Open	N

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43734	CHICAGO TRIBUNE MEDIA GROUP	04/07/2022	04/30/2022	32.02	32.02	Open	N
43802	CLARKE AQUATIC SERVICES INC.	03/25/2022	06/20/2022	2,426.00	2,426.00	Open	N
43803	CLARKE AQUATIC SERVICES INC.	03/25/2022	06/20/2022	2,495.00	2,495.00	Open	N
43895	CLASSIC LANDSCAPE, LTD.	04/30/2022	04/30/2022	(180.07)	(180.07)	Open	N
43935	CLASSIC LANDSCAPE, LTD.	06/01/2022	06/20/2022	7,203.00	7,203.00	Open	N
43735	COM ED	05/03/2022	04/30/2022	142.49	142.49	Open	N
43738	COM ED	04/29/2022	04/30/2022	29.55	29.55	Open	N
43782	CONSERV FS, INC	05/09/2022	06/20/2022	180.00	180.00	Open	N
43785	CONSERV FS, INC	05/17/2022	06/20/2022	230.00	230.00	Open	N
43870	CROWN TROPHY	05/31/2022	06/20/2022	673.80	673.80	Open	N
43858	DIGGING RECORDS, INC.	01/21/2022	06/20/2022	1,500.00	1,500.00	Open	N
43718	DIRECT ENERGY BUSINESS	05/09/2022	04/30/2022	13,802.52	13,802.52	Open	N
43751	DIRECT ENERGY BUSINESS	05/13/2022	04/30/2022	3,366.38	3,366.38	Open	N
43752	DIRECT ENERGY BUSINESS	05/13/2022	04/30/2022	355.72	355.72	Open	N
43772	EBEL'S ACE HARDWARE #8313	05/25/2022	06/20/2022	23.20	23.20	Open	N
43886	ELMHURST OCCUPATIONAL HEALTH	05/31/2022	06/20/2022	96.00	96.00	Open	N
43789	ENERGIZE SPORTZ	05/11/2022	06/20/2022	5,357.01	5,357.01	Open	N
43811	ENVISION HEALTHCARE INC	06/01/2022	06/20/2022	41.00	41.00	Open	N
43768	FED EX	05/04/2022	06/20/2022	82.85	82.85	Open	N
43769	FED EX	05/18/2022	06/20/2022	22.00	22.00	Open	N
43750	FERGUSON FACILITY #3400	04/27/2022	04/30/2022	6,295.00	6,295.00	Open	N
43815	FERGUSON FACILITY #3400	05/04/2022	06/20/2022	118.11	118.11	Open	N
43817	FERGUSON FACILITY #3400	05/18/2022	06/20/2022	128.40	128.40	Open	N
43880	FERGUSON FACILITY #3400	04/14/2022	06/20/2022	2,633.51	2,633.51	Open	N
43896	FERGUSON FACILITY #3400	05/13/2022	04/30/2022	2,832.62	2,832.62	Open	N
43879	FITNESS EQUIPMENT SERVICES	05/17/2022	06/20/2022	2,500.00	2,500.00	Open	N
43805	FLAGG CREEK WATER RECLAMATION	05/26/2022	06/20/2022	912.92	912.92	Open	N
43806	FLAGG CREEK WATER RECLAMATION	05/26/2022	06/20/2022	65.60	65.60	Open	N
43807	FLAGG CREEK WATER RECLAMATION	05/26/2022	06/20/2022	29.82	29.82	Open	N
43808	FLAGG CREEK WATER RECLAMATION	05/26/2022	06/20/2022	26.87	26.87	Open	N
43861	FLUID RUNNING LLC	06/02/2022	06/20/2022	8,196.75	8,196.75	Open	N
43857	FRANK CANINO	01/26/2022	06/20/2022	1,000.00	1,000.00	Open	N
43849	GEOCON PROFESSIONAL SERVICES, LLC	05/31/2022	06/20/2022	5,500.00	5,500.00	Open	N
43902	GRAINGER	05/09/2022	06/20/2022	186.12	186.12	Open	N
43851	GREGG COMMUNICATIONS SYSTEMS	04/27/2022	04/30/2022	3,338.00	3,338.00	Open	N
43761	HAGG PRESS	05/12/2022	06/20/2022	360.00	360.00	Open	N
43766	HAGG PRESS	05/23/2022	06/20/2022	384.00	384.00	Open	N
43831	HAGG PRESS	06/01/2022	06/20/2022	195.00	195.00	Open	N
43832	HAGG PRESS	05/31/2022	06/20/2022	70.00	70.00	Open	N
43848	HINSDALE NURSERIES INC	06/06/2022	06/20/2022	661.00	661.00	Open	N
43739	HOME DEPOT CREDIT SERVICES	04/26/2022	04/30/2022	36.94	36.94	Open	N
43776	HOME DEPOT CREDIT SERVICES	05/06/2022	06/20/2022	475.30	475.30	Open	N
43777	HOME DEPOT CREDIT SERVICES	05/10/2022	06/20/2022	(228.94)	(228.94)	Open	N
43778	HOME DEPOT CREDIT SERVICES	05/28/2022	06/20/2022	31.16	31.16	Open	N
43779	HOME DEPOT CREDIT SERVICES	05/10/2022	06/20/2022	16.97	16.97	Open	N
43780	HOME DEPOT CREDIT SERVICES	05/09/2022	06/20/2022	8.98	8.98	Open	N
43781	HOME DEPOT CREDIT SERVICES	04/25/2022	04/30/2022	120.62	120.62	Open	N

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43812	HOME DEPOT CREDIT SERVICES	05/17/2022	06/20/2022	109.32	109.32	Open	N
43820	HOME DEPOT CREDIT SERVICES	04/20/2022	06/20/2022	74.48	74.48	Open	N
43823	HOME DEPOT CREDIT SERVICES	05/12/2022	06/20/2022	182.20	182.20	Open	N
43824	HOME DEPOT CREDIT SERVICES	05/18/2022	06/20/2022	134.08	134.08	Open	N
43825	HOME DEPOT CREDIT SERVICES	05/18/2022	06/20/2022	36.82	36.82	Open	N
43826	HOME DEPOT CREDIT SERVICES	05/26/2022	06/20/2022	316.05	316.05	Open	N
43827	HOME DEPOT CREDIT SERVICES	05/26/2022	06/20/2022	368.26	368.26	Open	N
43828	HOME DEPOT CREDIT SERVICES	05/26/2022	06/20/2022	16.47	16.47	Open	N
43732	HR SOURCE	05/04/2022	06/20/2022	1,465.00	1,465.00	Open	N
43719	ILLINOIS STATE POLICE	04/30/2022	04/30/2022	60.00	60.00	Open	N
43860	JAMES P. TAN	01/26/2022	06/20/2022	1,200.00	1,200.00	Open	N
43787	JOHNSON CONTROLS SECURITY SOLUTION	05/07/2022	06/20/2022	273.24	273.24	Open	N
43816	JOHNSON CONTROLS SECURITY SOLUTION	05/07/2022	06/20/2022	292.99	292.99	Open	N
43837	JONES TRAVEL	04/18/2022	06/20/2022	925.00	925.00	Open	N
43765	JULIA BACHRACH CONSULTING LLC	05/27/2022	06/20/2022	700.00	700.00	Open	N
43741	KONICA MINOLTA BUSINESS	04/30/2022	04/30/2022	28.04	28.04	Open	N
43742	KONICA MINOLTA BUSINESS	04/30/2022	04/30/2022	496.86	496.86	Open	N
43754	KONICA MINOLTA BUSINESS	03/31/2022	04/30/2022	13.96	13.96	Open	N
43809	KONICA MINOLTA BUSINESS	05/31/2022	06/20/2022	450.17	450.17	Open	N
43810	KONICA MINOLTA BUSINESS	05/31/2022	06/20/2022	15.71	15.71	Open	N
43717	KONICA MINOLTA PREMIER FINANCE	04/30/2022	04/30/2022	739.00	739.00	Open	N
43871	LAKESHORE ATHLETIC SERVICES	04/21/2022	06/20/2022	2,582.50	2,582.50	Open	N
43873	LAKESHORE ATHLETIC SERVICES	05/07/2022	06/20/2022	2,615.00	2,615.00	Open	N
43775	LANGUAGE IN ACTION, INC	05/20/2022	04/30/2022	400.00	400.00	Open	N
43897	LEASE SERVICING CENTER INC	05/13/2022	06/20/2022	39,111.66	39,111.66	Open	N
43835	LENNO LASN	05/31/2022	06/20/2022	326.00	326.00	Open	N
43836	LISLE PARK DISTRICT	05/27/2022	06/20/2022	226.00	226.00	Open	N
43862	LPG MUSIC INC.	05/24/2022	04/30/2022	5,737.95	5,737.95	Open	N
43733	MARKET ACCESS CORP.	05/04/2022	06/20/2022	935.00	935.00	Open	N
43721	MASTERBLEND INTERNATIONAL LLC	05/02/2022	06/20/2022	5,710.90	5,710.90	Open	N
43722	MASTERBLEND INTERNATIONAL LLC	05/02/2022	06/20/2022	628.90	628.90	Open	N
43757	McMASTER-CARR	05/26/2022	06/20/2022	268.12	268.12	Open	N
43934	McMASTER-CARR	06/01/2022	06/20/2022	32.19	32.19	Open	N
43852	MEDIA NUT	05/15/2022	06/20/2022	599.95	599.95	Open	N
43853	MEDIA NUT	05/15/2022	06/20/2022	2,273.75	2,273.75	Open	N
43845	MEG OLANDER	06/07/2022	06/20/2022	100.00	100.00	Open	N
43760	NEXT GENERATION	05/16/2022	06/20/2022	90.00	90.00	Open	N
43814	NEXT GENERATION	04/30/2022	04/30/2022	113.00	113.00	Open	N
43869	NEXT GENERATION	05/31/2022	06/20/2022	695.00	695.00	Open	N
43872	NEXT GENERATION	04/27/2022	06/20/2022	3,319.90	3,319.90	Open	N
43737	NICOR GAS	05/11/2022	04/30/2022	326.85	326.85	Open	N
43755	NICOR GAS	05/11/2022	04/30/2022	1,363.35	1,363.35	Open	N
43799	NuTOYS	05/04/2022	06/20/2022	2,045.00	2,045.00	Open	N
43834	OAK BROOK CIVIC ASSOCIATION	06/06/2022	06/20/2022	65.00	65.00	Open	N
43749	OAKBROOK TERRACE PARK DISTRICT	05/05/2022	04/30/2022	487.80	487.80	Open	N
43748	P.D.R.M.A.	05/06/2022	06/20/2022	35.00	35.00	Open	N
43797	P.E.I. INC	05/12/2022	06/20/2022	580.00	580.00	Open	N

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43798	P.E.I. INC	05/12/2022	06/20/2022	580.00	580.00	Open	N
43888	P.E.I. INC	05/31/2022	06/20/2022	870.00	870.00	Open	N
43821	PFEIFFER'S PEST CONTROL	05/26/2022	06/20/2022	250.00	250.00	Open	N
43846	PFEIFFER'S PEST CONTROL	05/26/2022	06/20/2022	200.00	200.00	Open	N
43725	PIONEER MANUFACTURING CO.	04/28/2022	04/30/2022	4,723.00	4,723.00	Open	N
43726	PIONEER MANUFACTURING CO.	04/29/2022	04/30/2022	924.00	924.00	Open	N
43801	PIONEER MANUFACTURING CO.	05/23/2022	06/20/2022	3,326.40	3,326.40	Open	N
43763	PORTER PIPE & SUPPLY CO.	05/05/2022	06/20/2022	39.31	39.31	Open	N
43764	PORTER PIPE & SUPPLY CO.	05/05/2022	06/20/2022	8.69	8.69	Open	N
43878	PRODUCTIVE PARKS	06/01/2022	06/20/2022	2,800.00	2,800.00	Open	N
43794	PROFESSIONAL PAVING & CONCRETE	04/30/2022	04/30/2022	5,677.86	5,677.86	Open	N
43944	QUADIENT FINANCE USA	06/15/2022	06/20/2022	242.13	242.13	Open	N
43774	QUENCH USA, INC	06/01/2022	06/20/2022	122.37	122.37	Open	N
43724	RICHMOND FISHERIES	04/26/2022	04/30/2022	650.00	650.00	Open	N
43899	ROBBINS SCHWARTZ	05/20/2022	04/30/2022	3,580.00	3,580.00	Open	N
43759	RUSSO POWER EQUIPMENT	05/11/2022	06/01/2022	23.26	23.26	Open	N
43936	SBC WASTE SOLUTIONS	05/31/2022	06/20/2022	140.00	140.00	Open	N
43937	SBC WASTE SOLUTIONS	05/31/2022	06/20/2022	280.00	280.00	Open	N
43938	SBC WASTE SOLUTIONS	05/31/2022	06/20/2022	1,290.00	1,290.00	Open	N
43898	SECOND HAND SOUL BAND INC	01/26/2022	06/20/2022	1,100.00	1,100.00	Open	N
43840	SERVICE SANITATION, INC.	04/29/2022	06/09/2022	325.00	325.00	Open	N
43841	SERVICE SANITATION, INC.	04/29/2022	06/09/2022	628.30	628.30	Open	N
43842	SERVICE SANITATION, INC.	04/29/2022	06/09/2022	139.05	139.05	Open	N
43874	SERVICE SANITATION, INC.	05/09/2022	06/20/2022	970.00	970.00	Open	N
43889	SERVICE SANITATION, INC.	05/24/2022	06/20/2022	770.00	770.00	Open	N
43890	SERVICE SANITATION, INC.	05/24/2022	06/20/2022	320.00	320.00	Open	N
43891	SERVICE SANITATION, INC.	05/24/2022	06/20/2022	950.00	950.00	Open	N
43892	SERVICE SANITATION, INC.	05/27/2022	06/20/2022	628.30	628.30	Open	N
43893	SERVICE SANITATION, INC.	05/27/2022	06/20/2022	325.00	325.00	Open	N
43894	SERVICE SANITATION, INC.	05/27/2022	06/20/2022	139.05	139.05	Open	N
43729	SHERWIN WILLIAMS	04/26/2022	04/30/2022	452.40	452.40	Open	N
43795	SITEONE LANDSCAPE SUPPLY LLC	05/12/2022	06/20/2022	718.28	718.28	Open	N
43796	SITEONE LANDSCAPE SUPPLY LLC	05/13/2022	06/20/2022	578.76	578.76	Open	N
43758	SMART INDUSTRY PRODUCTS	05/10/2022	06/20/2022	155.00	155.00	Open	N
43855	SONITROL CHICAGOLAND WEST	05/10/2022	06/20/2022	1,474.50	1,474.50	Open	N
43856	SONITROL CHICAGOLAND WEST	05/10/2022	06/20/2022	162.00	162.00	Open	N
43728	SPORTSFIELDS INC.	05/04/2022	06/20/2022	1,899.00	1,899.00	Open	N
43866	SPORTSFIELDS INC.	06/02/2022	06/20/2022	1,370.00	1,370.00	Open	N
43867	SPORTSFIELDS INC.	05/31/2022	06/20/2022	2,213.62	2,213.62	Open	N
43771	STERLING NETWORK INTEGRATION	05/10/2022	06/20/2022	155.00	155.00	Open	N
43854	STERLING NETWORK INTEGRATION	05/18/2022	06/20/2022	1,240.00	1,240.00	Open	N
43875	STERLING NETWORK INTEGRATION	05/31/2022	06/20/2022	2,952.00	2,952.00	Open	N
43876	STERLING NETWORK INTEGRATION	05/31/2022	06/20/2022	1,649.10	1,649.10	Open	N
43877	STERLING NETWORK INTEGRATION	06/01/2022	06/20/2022	225.15	225.15	Open	N
43731	SUBURBAN DOOR CHECK & LOCK	04/25/2022	04/30/2022	657.00	657.00	Open	N
43838	SWANK MOTION PICTURES, INC.	03/02/2022	06/20/2022	900.00	900.00	Open	N
43723	TAMELING INDUSTRIES INC.	04/28/2022	04/30/2022	198.00	198.00	Open	N

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43756	TAMELING INDUSTRIES INC.	05/19/2022	06/20/2022	486.00	486.00	Open	N
43783	TAMELING INDUSTRIES INC.	05/05/2022	04/30/2022	492.00	492.00	Open	N
43830	TAMELING INDUSTRIES INC.	05/26/2022	06/20/2022	399.00	399.00	Open	N
43933	TAMELING INDUSTRIES INC.	06/02/2022	06/20/2022	377.00	377.00	Open	N
43818	TAYLOR PLUMBING	06/01/2022	06/20/2022	260.00	260.00	Open	N
43822	TAYLOR PLUMBING	06/01/2022	06/20/2022	475.80	475.80	Open	N
43829	TAYLOR PLUMBING	06/01/2022	06/20/2022	356.85	356.85	Open	N
43868	TAYLOR PLUMBING	06/01/2022	06/20/2022	1,080.00	1,080.00	Open	N
43900	TAYLOR PLUMBING	06/01/2022	06/20/2022	594.75	594.75	Open	N
43859	THE WAYOUTS, LLC	01/26/2022	06/20/2022	1,000.00	1,000.00	Open	N
43850	TITAN IMAGE GROUP, INC	04/27/2022	04/30/2022	500.00	500.00	Open	N
43770	TOWERSTREAM CORPORATION	06/01/2022	06/20/2022	215.00	215.00	Open	N
43762	TRANE U.S. INC.	05/11/2022	06/20/2022	5.29	5.29	Open	N
43883	TRANE U.S. INC.	06/01/2022	06/20/2022	62.39	62.39	Open	N
43884	TRANE U.S. INC.	05/26/2022	06/20/2022	112.43	112.43	Open	N
43885	TRANE U.S. INC.	05/26/2022	06/20/2022	305.05	305.05	Open	N
43790	TRUGREEN	05/18/2022	06/20/2022	329.70	329.70	Open	N
43791	TRUGREEN	05/02/2022	06/20/2022	331.80	331.80	Open	N
43792	TRUGREEN	05/02/2022	06/20/2022	157.50	157.50	Open	N
43863	TRUGREEN	05/26/2022	06/20/2022	1,890.00	1,890.00	Open	N
43864	TRUGREEN	05/27/2022	06/20/2022	3,255.00	3,255.00	Open	N
43865	TRUGREEN	05/26/2022	06/20/2022	3,171.00	3,171.00	Open	N
43793	TURF TANK	05/03/2022	06/20/2022	10,000.00	10,000.00	Open	N
43819	UNITED LABORATORIES	05/27/2022	06/20/2022	254.91	254.91	Open	N
43720	UPLAND DESIGN LTD	04/29/2022	04/30/2022	5,000.00	5,000.00	Open	N
43800	VACKER INC.	05/18/2022	06/20/2022	836.00	836.00	Open	N
43903	VC3, INC	05/24/2022	06/20/2022	999.00	999.00	Open	N
43788	VILLA PARK ELECTRICAL SUPPLY	05/25/2022	06/20/2022	108.00	108.00	Open	N
43887	VILLA PARK ELECTRICAL SUPPLY	06/03/2022	06/20/2022	112.50	112.50	Open	N
43882	WAREHOUSE DIRECT INC.	06/07/2022	06/20/2022	192.75	192.75	Open	N
43932	WINDY CITY NINJAS	05/27/2022	06/20/2022	480.00	480.00	Open	N

of Invoices: 217 # Due: 217
 # of Credit Memos: 2 # Due: 2

Totals: 285,017.71 285,017.71
 Totals: (409.01) (409.01)

Net of Invoices and Credit Memos: 284,608.70 284,608.70

* 2 Net Invoices have Credits Totalling: (838.97)

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
--- TOTALS BY FUND ---							
01	- GENERAL CORPORATE FUND			130,522.34	130,522.34		
02	- RECREATION FUND			116,674.40	116,674.40		
07	- RECREATIONAL FACILITIES FUND			25,031.49	25,031.49		
08	- SPORTS CORE			0.00	0.00		
09	- SPECIAL RECREATION FUND			824.10	824.10		
12	- CAPITAL PROJECTS FUND			11,556.37	11,556.37		
--- TOTALS BY DEPT/ACTIVITY ---							
01	- ADMINISTRATION CORPORATE			23,227.30	23,227.30		
02	- FINANCE			3,725.51	3,725.51		
03	- FIELDS			0.00	0.00		
04	- CENTRAL PARK NORTH			19,759.63	19,759.63		
05	- CENTRAL PARK			43,788.83	43,788.83		
06	- SADDLEBROOK PARK			1,139.00	1,139.00		
07	- FOREST GLEN PARK			7,259.08	7,259.08		
08	- CHILLEM PARK			2,392.95	2,392.95		
09	- DEAN PROPERTY			2,843.41	2,843.41		
10	- PROFESSIONAL SERVICES			9,268.70	9,268.70		
12	- CONTRACTS. MAINTENANCE DNS			650.00	650.00		
15	- BUILDING/RECREATION CENTER			25,245.54	25,245.54		
20	- CENTRAL PARK WEST			3,277.99	3,277.99		
21	- FITNESS CENTER			5,861.65	5,861.65		
25	- AQUATIC CENTER			11,517.97	11,517.97		
26	- AQUATIC-RECREATION PROGRAMS			8,234.71	8,234.71		
30	- CHILDRENS PROGRAMS			5,944.41	5,944.41		
31	- PRESCHOOL PROGRAMS			7,636.13	7,636.13		
32	- YOUTH PROGRAMS			2,413.97	2,413.97		
40	- ADULT PROGRAMS			1,722.00	1,722.00		
50	- PIONEER PROGRAMS			2,991.89	2,991.89		
60	- SPECIAL EVENTS & TRIPS			18,628.94	18,628.94		
71	- BUILDING/RACQUET CLUB			14,530.24	14,530.24		
75	- TENNIS PROGRAMS			5,844.25	5,844.25		
80	- MARKETING			6,036.57	6,036.57		
81	- CAPITAL OUTLAY			39,111.66	39,111.66		
95	- CAPITAL PROJECTS FUND			11,556.37	11,556.37		

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
43736	VILLAGE OF OAK BROOK	05/10/2022	04/30/2022	2,538.40	2,538.40		Y
43743	VILLAGE OF OAK BROOK	05/10/2022	04/30/2022	190.60	190.60		Y
43744	VILLAGE OF OAK BROOK	05/10/2022	04/30/2022	70.20	70.20		Y
43745	VILLAGE OF OAK BROOK	05/10/2022	04/30/2022	58.16	58.16		Y
43746	VILLAGE OF OAK BROOK	05/10/2022	04/30/2022	10.00	10.00		Y

# of Invoices:	5	# Due:	5	Totals:	2,867.36	2,867.36
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00

Net of Invoices and Credit Memos: 2,867.36 2,867.36 CHECK # 55935

--- TOTALS BY FUND ---

01 - GENERAL CORPORATE FUND	772.96	772.96
02 - RECREATION FUND	1,903.80	1,903.80
07 - RECREATIONAL FACILITIES FUND	190.60	190.60

--- TOTALS BY DEPT/ACTIVITY ---

01 - ADMINISTRATION CORPORATE	507.68	507.68
05 - CENTRAL PARK	68.16	68.16
15 - BUILDING/RECREATION CENTER	634.60	634.60
20 - CENTRAL PARK WEST	70.20	70.20
21 - FITNESS CENTER	507.68	507.68
25 - AQUATIC CENTER	888.44	888.44
71 - BUILDING/RACQUET CLUB	190.60	190.60

06/13/2022 03:35 PM
 User: NLAWLER
 DB: Oak Brook Park D

WARRANT #660
 INVOICE REGISTER REPORT FOR OAK BROOK PARK DISTRICT
 POST DATES 06/02/2022 - 06/13/2022
 JOURNALIZED
 PAID

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
43844	FED EX	05/11/2022	06/09/2022	38.80	0.00	Paid	Y
43804	VILLAGE OF OAK BROOK	06/02/2022	06/02/2022	350.00	0.00	Paid	Y
43839	WASTE MANAGEMENT CORPORATE SERVICE	04/29/2022	06/09/2022	674.42	0.00	Paid	Y
# of Invoices:	3	# Due:	0	Totals:	1,063.22	0.00	
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00	
Net of Invoices and Credit Memos:				1,063.22	0.00		

--- TOTALS BY FUND ---

01 - GENERAL CORPORATE FUND	561.66	0.00
02 - RECREATION FUND	350.00	0.00
07 - RECREATIONAL FACILITIES FUND	151.56	0.00

--- TOTALS BY DEPT/ACTIVITY ---

02 - FINANCE	38.80	0.00
15 - BUILDING/RECREATION CENTER	333.41	0.00
20 - CENTRAL PARK WEST	189.45	0.00
60 - SPECIAL EVENTS & TRIPS	350.00	0.00
71 - BUILDING/RACQUET CLUB	151.56	0.00

Communications and Proclamations

Board of Commissioners to share communications
Proclamation "July is Park and Recreation Month"
OSLAD Project Plan Review



**JULY 2022 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 20th Day of June 2022



Tom Truedson, Treasurer

Lara Suleiman, Vice President

Frank Trombetta, Commissioner

Ivana Ivkovic, Commissioner

Sharon R. Knitter, President

Staff Recognition

Caroline Reimann, Aquatic Programming Supervisor
Michelle Beczarski, Director of Tennis Operations

Getting To Know

Caroline Reimann

Aquatic Programming Supervisor



Birthday: November 23rd

OBPD Occupation: Aquatic Programming Supervisor

I decided to work at the OBPD because I love aquatics and being able to help kids and adults of all ages learn how to swim and enjoy the water!

My favorite childhood memory is swimming off the pier or boat in Lake Geneva, Wisconsin.

The last good movie I saw was Last Night in SoHo.

The last good book I read was "Where the Grass is Green and the Girls are Pretty" by Lauren Weisberger. It was a great beach book and had tones of the college acceptance scandal a few years ago in Hollywood!

My favorite meal: Chicken Enchiladas.

My personal hero is my mom! She has her own business, and while I was growing up, she always showed me that if you love something and work hard, you will be successful. She's the most hardworking person I know.

I'd love to meet Jennifer Aniston.

I'm better than anyone else when it comes to being able to be very positive and energetic very early in the morning

My dream/goals are: 1.) owning a dog (or two!), 2.) growing OBPARKS swim lesson program like crazy, and 3.) owning a home in IL and someplace warm!

Three words that best describe me: Smiley, Kind, Energetic

Little known fact about me is that I have two cats named (not by me!) Rachel Green and Phoebe Buffay. Friends is my favorite TV show and when I learned the cats were named after the characters from Friends, I knew the cats were meant to be mine!

My most humbling experience was being able to grow a swim program called "Unsinkable" that focuses on offering swim lessons to children in the foster system.

My greatest accomplishment so far is becoming part of the OBPARKS family. Everyone has been so kind and welcoming here, that I know this is the right job for me!

Getting To Know
Michelle Beczarski
Director of Tennis
Operations



Birthday: November 7th

I decided to work at the OBPD because I love tennis as well as being in a leadership role. I also played tennis for about 15 years.

My favorite childhood memory is going to Poland every summer.

The last good movie I saw was King Richard.

The last good book I read was Rich Dad, Poor Dad.

My favorite meal is my Grandma's Pierogi.

My personal heroes are my parents.

I'd love to meet Serena Williams.

My favorite place to vacation is Poland, because I like to visit my family.

My dream/goal is to travel as much as possible.

Three words that best describe me: kind, caring, understanding.

Little known fact about me is that I have an identical twin sister.

My greatest accomplishment is getting this role.

Reports

Communications, IT, and Administration Report

Finance & Human Resources Report

Recreation & Facilities Report

Parks & Planning Report



Memo

To: Oak Brook Park District Board of Commissioners
From: Laure Kosey, Executive Director
Date: June 13, 2022
Re: May/June 2022: Communications, IT & Administration

May Board Meeting Follow Up:

Amending Policies

The State has updated the purchasing threshold for park districts, so the District's purchasing policy will reflect this update. Accrued time off benefits is being adjusted to allow for potential savings to the District. Our Exit Interview Policy needed clarification on how, who and when the exit interview takes place at the District.

June Board Meeting Discussion Points:

North Athletic Fields

The staff would like to review the OSLAD Phase II plan with the Commissioners. We are attempting to be "shovel ready", so when the state makes a funding decision, we will be prepared.

IT Report:

New anti-virus software has been installed at all endpoints. We switched from Trend Micro to Sentinel One as Trend did not have a full EDR solution available. This new software is more robust as it uses AI to detect any threats.

All staff that use email and computers regularly completed an online security training course. This class focused on phishing emails and other ways hackers try to gain information.

Corporate and Community Relations:

Sponsorships	\$ 8,800.00
Advertising	\$ 3,250.00
Vendors	\$ 750.00
In-Kind Donations	\$ 5,004.58
Oak Brook Park District Foundation	\$ 103.00
Total for May:	<hr/> \$ 17,907.58

Marketing & Communications Report:

Facebook Analytics

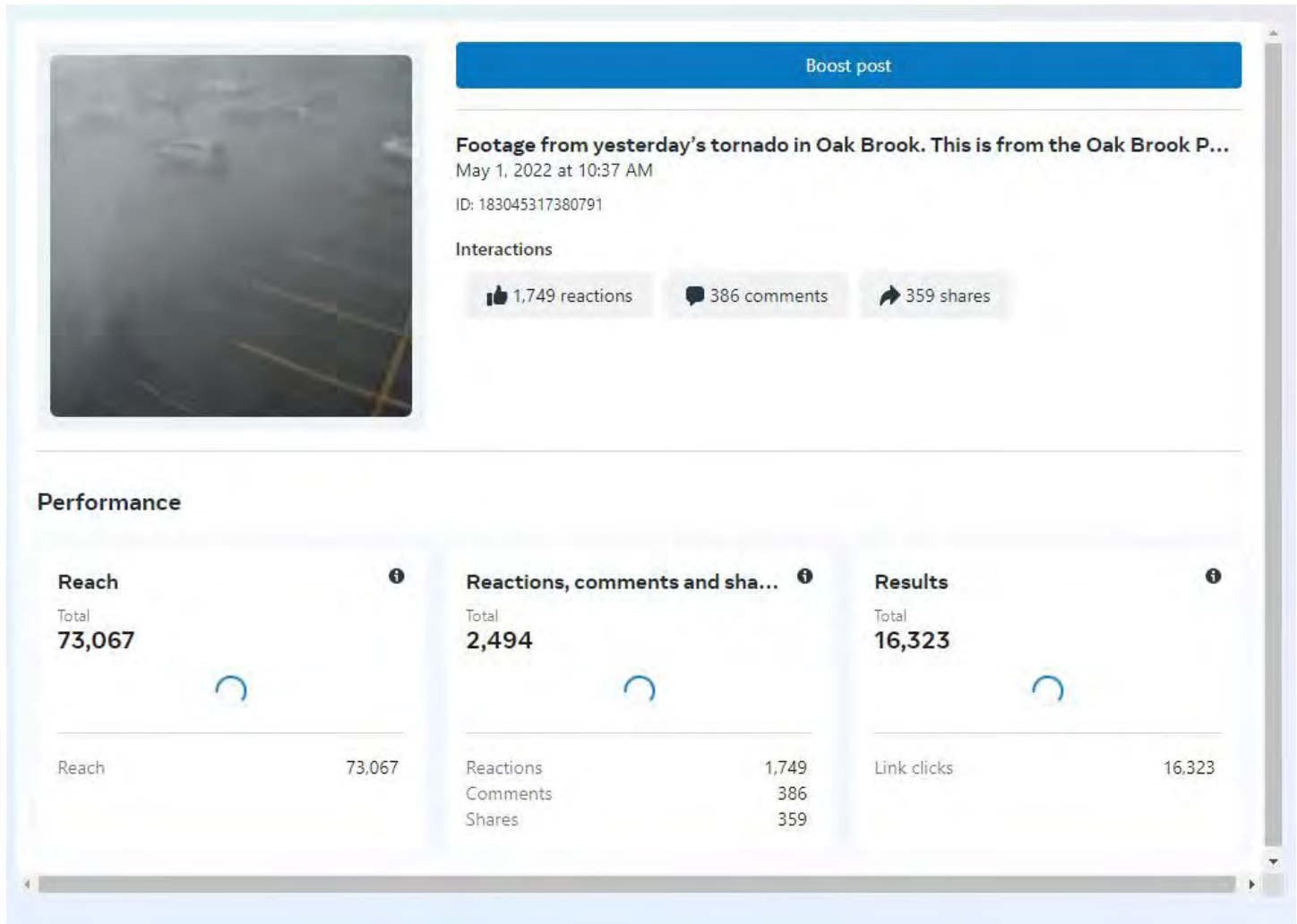
Followers: 4,340 (up 29)
Posts: 44
Overall Page Reach
(organic and paid): 110,948

Instagram Analytics

Total Followers: 1,597 (up 10)
Posts: 29
Top Post Reach: 261

Twitter Analytics

Total Followers: 1,100 (down 2)
Posts: 28
Top Post Impressions: 63





May 2022 Top pages*

1. Obparks.org
2. Facilities/Family Aquatic Center
3. Facilities/Splash Island
4. Programs/Aquatics
5. Facilities/Family Recreation Center
6. /Program Guides
7. Programs/Tennis Programs
8. Facilities/Central Park West
9. Programs/Aquatics/Swim Lessons
10. /Parties and Rentals

May 2022 Top Products*

1. Cori's Kids Tri
2. Pickleball – 5/27 Intermediate/Advanced Open Play
3. Pickleball – 5/06 Intermediate/Advanced Open Play
4. Pickleball – 5/02 Beginner Open Play
5. Pickleball – 5/23 Beginner Open Play

obparks.org Ecommerce Overview – May 2022*

obparks.org Acquisition Value*

Referral Percentage Values	May 2022	May 2021
Direct:	43.1%	42.1%
Organic Search:	48.2%	46%
Social:	2.2%	4.4%
Referrals:	6.4%	7.1%

	May 2021	May 2022
Total Revenue	\$113,672	\$136,516
Transactions:	985	1,065
	2021	2022
Year to date total	\$856,896	\$716,022



Memo

To: Board of Commissioners and Executive Director, Laure Kosey
From: Marco Salinas, Chief Financial Officer
Date: June 13, 2022
Re: May 2022 Financials

General Fund

We have now completed the first month of fiscal year 2022/2023 (8.33% completed). Year-to-date (YTD) revenues, expenditures, and transfers-out for this fund equals \$328,962, \$183,374, and \$0, respectively. This is resulting in a YTD net surplus of \$145,588; which is a \$33,968 increase over the \$111,621 net surplus experienced in the prior fiscal year. Following is additional commentary:

- **Revenues-** Total revenues have increased approximately \$85,000 when compared to the prior year. The largest drivers of this increase are property taxes and personal property replacement taxes (PPRT). PPRT receipts are currently at 43% of the annual budget.
- **Expenditures-** Total expenditures have increased approximately \$51,000 when compared to the prior year. All departments are favorable or close to the current year's budgeted expectations.

Recreation Fund

YTD revenues, expenditures, and transfers out for this fund equal \$799,204, \$168,070, and \$0, respectively. This is resulting in a YTD net surplus of \$631,134; which is a \$298,327 increase over the \$332,807 net surplus experienced in the prior fiscal year. Following is additional commentary:

- **Revenues-** Total revenues have increased approximately \$460,094 when compared to the prior year. In the current year, several departments are favorable when compared to the annual budget. This fund is also benefitting from increased PPRT receipts, and in our youth programs department, revenues for our youth pee-wee camp have already surpassed our annual budget. This year we added an afternoon pee-wee camp which has resulted in the increased revenues. Additionally, youth playground revenues have increased from \$77,000 last year to \$110,000 in the current year due to increased enrollments primarily due to the easing of COVID-19 restrictions.
- **Expenditures-** Total expenditures have increased approximately \$40,782 when compared to the prior year. All departments are favorable or close to the current year's budgeted expectations.

Recreational Facilities Fund (Tennis Center)

YTD revenues and expenses in this fund are currently at \$348,794 and \$87,613, respectively. This is resulting in a YTD net surplus of \$261,181; which is a \$60,617 increase over the prior year. Following is additional commentary:

- **Revenues-** Total revenues have increased \$77,824 when compared to the prior year. In the current year, group lessons revenues have increased approximately \$85,000 over the prior year due to increased enrollments that are the result of the easing of previously imposed COVID-19 restrictions.
- **Expenses-** Total expenses have increased \$17,207 when compared to prior year. All departments are currently lower than budgeted expectations.

FINANCE & HUMAN RESOURCES:

Finance personnel has been working on various tasks, including:

- Assembling and distributing health insurance open enrollment information to eligible employees. The newest plan year will begin on July 1, 2022 and HMO and PPO health premiums will increase by 8.50% and 2.50%, respectively. Dental and vision insurance premiums will remain unchanged.
- Assembling and publishing the final budget document for the fiscal year ending April 30, 2023. The document can be accessed on our website.
- Implementing Positive Pay for our operating and payroll bank accounts.



Memo

To: Oak Brook Park District Board of Commissioners
From: Dave Thommes, Deputy Director
Date: June 10, 2022
Re: Recreation & Facilities Report

Recreation

- Staff helped facilitate Dodgeball at this year's Brook Forest Elementary School Exploremore Day.
- The Gateway board has all new elected positions. Mike is now the Secretary for that board.
- On Wednesday, May 25, 21 pioneers enjoyed a walk at Northerly Island and then a wonderful cruise on the New Odyssey 360 boat on the Chicago River. The rain held off and it was a beautiful day!
- Our ABC Preschoolers wrapped up another successful year. Good luck to our graduates headed off to kindergarten!
- The DEI Committee met on Wednesday. Topics included unconscious bias, creating a best practices DEI Handbook and June celebrations for Pride and Juneteenth.
- Wizards Soccer club (200+ teams) and US Lacrosse (75+) held their first tournament on our campus this past May.
- Summer camp staff attended multiple trainings including participating to the South Suburban Parks and Recreation Camp Conference.

Aquatics

- The Lifeguard staff received a 5 Star audit from Star Guard Elite. This is the highest score possible. Guards present for the audit and contributing to the score were:
 - Brigid Anderson
 - Avery Hoerman
 - Charlotte Risten
 - John Swastek
 - Eva Vukajlovic
 - Sam Weinheimer
- Spring swim lessons wrapped up in May with registration demand continuing to outpace our staff availability. With recent new hires and returning season staff, class roster availability and enrollment will increase into the summer to meet this demand.
- Caroline has settled in quite nicely to her Aquatic Programming Supervisor role. She is a great addition to the staff and we are excited to have her on board.
- Splash Island is up and running. The repainted slides look brand new and replacing the faded plexi-glass with see through and colorful stainless-steel panels has provided a huge upgrade in appearance, durability and safety.
- Lifeguard classes have been conducted throughout May and will continue into June as we recertify seasonal staff and build our roster by training new staff.
- May was great for parties and June is proving to be even better.

Fitness

- Kara Smith was hired as the new Fitness Manager. She comes to us with many years of experience and was most recently the Group Fitness Coordinator at the University of Illinois at Chicago. Her first day will be June 27th.

- Cori's was a great success with 85 finishers. It was very much appreciated to have President Knitter at the finish line handing out the medals.
- Membership numbers continue to grow each month and our retention has remained strong at 94%.

Facilities

- Maintenance staff repairs and projects for the month included:
 - Replaced a faulty supply fan high limit switch on the Family Aquatic Center RTU.
 - Completed preseason opening maintenance on Splash Island
 - Assisted with the installation of the gymnasium equipment control system and trained several staff on its operation.
 - Replaced a transformer on the domestic hot water system that was causing failure of the hot water boilers
 - Assisted with the testing of all of the backflow preventers within our facilities
 - Closed out Family Recreation Center roof replacement.

Tennis

- The outdoor Tennis Center tennis court resurfacing project has been completed.



Oak Brook Park District Membership Statistics 2022

Individual Member Data													
	January	February	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total
Members, Start of Month	1740	1850	1972	2063	2065								NA
Members, Month End	1615	1737	1843	1947	1950								NA
Retention Percentage	92.82%	93.89%	93.46%	94.38%	94.43%								94%
New Members	245	207	211	136	154								953
Members Cancelled/Expired	125	113	129	116	115	0	0	0	0	0	0	0	598
Net Members	120	94	82	20	39	0	0	0	0	0	0	0	355
Resident	41%	41%	42%	42%	42%								NA
Non-Resident	59%	59%	58%	58%	58%								NA
Membership Package Data													
	January	February	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total
Memberships, Start of Month	936	971	1019	1081	1120								NA
Memberships, Month End	864	912	970	1036	1061								NA
Retention Percentage	92.31%	93.92%	95.19%	95.84%	94.73%								94.40%
New Memberships	121	101	115	96	96								529
Cancelled/Expired	72	59	49	45	59	0	0	0	0	0	0	0	284
Net Memberships	49	42	66	51	37	0	0	0	0	0	0	0	245

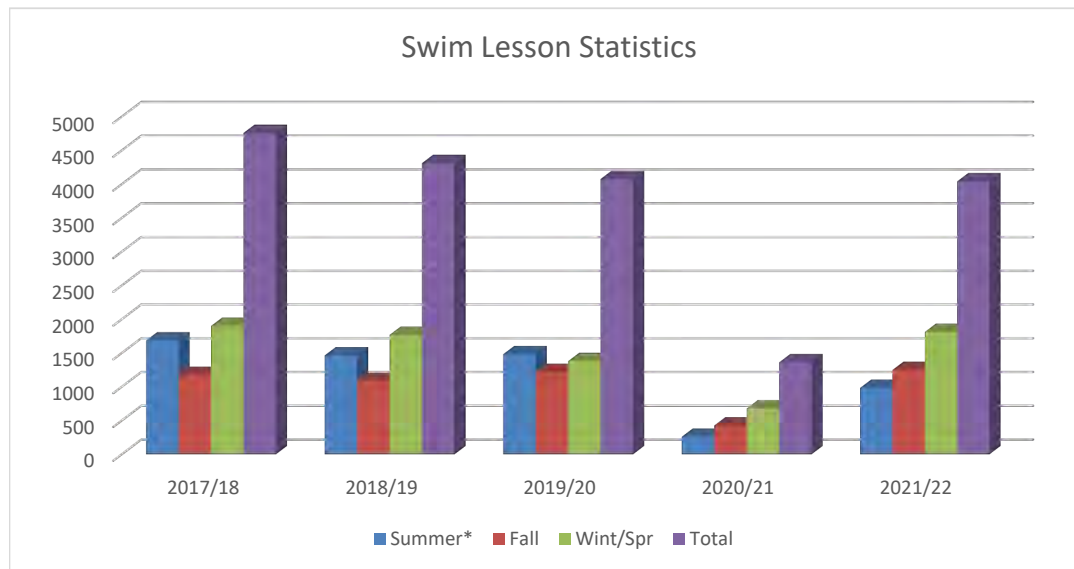
Chart includes CPC and FRC Memberships (Tennis Only & Summer Aquatic are not included within report)



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	1379	4077
2020/21	258	425	678	1361
2021/22	982	1248	1811	4041

Swim Team Statistics					
	Summer	Fall	Wint/Spr	Spring Training	Total
2017/18	32	65	46	73	216
2018/19	71	80	77	100	328
2019/20	79	90	83	0	252
2020/21	52	213	141	63	469
2021/22	59	75	63	47	244





Oak Brook Park District
 Aquatic Center
 Aquatic Party Statistics

2022 Aquatic Party Statistics													
Total # Parties	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
Deck Party	4	8	8	8	9	9	0	0	0	0	0	0	46
Studio Party	5	7	12	14	15	13	0	0	0	0	0	0	66
Group (by day)	0	1	1	0	0	0	0	0	0	0	0	0	2
Private (indoors only)	0	1	3	5	1	2	0	0	0	0	0	0	12
Private (indoor/outdoor combo)	0	0	0	0	0	4	0	0	0	0	0	0	4
Splash Island Birthday	0	0	0	0	0	8	0	0	0	0	0	0	8
Camp Rentals	0	0	0	0	0	0	0	0	0	0	0	0	0
Lane Rental (lap only)	0	0	0	0	2	0	0	0	0	0	0	0	2
Scout	0	0	1	0	1	0	0	0	0	0	0	0	2
Total # Parties	9	17	25	27	28	36	0	0	0	0	0	0	142

2021	29	40	27	28	20	22	23	35	10	16	18	16	284
2020	22	32	15	0	0	0	44	48	44	44	32	31	312
2019	37	25	44	36	46	53	52	38	20	27	37	25	440



Memo

To: Board of Commissioners
From: Bob Johnson, Director of Parks and Planning
Date: June 14, 2022
Re: Board Report

- Plans for the concession/restroom/storage facility at the north athletic fields are still being developed by CVG Architects. Permitting and bidding is expected to begin at the end of July.
- Staff is working through the stipulations of the D.C.E.O. grant which is being used to partially fund the north athletic field restroom/concession facility. The requirements will be included in bid documents, and contractors as well as professional service providers must adhere to them to be compliant with the grant rules.
- Staff re-planted the seven interpretive gardens at the Dean Nature Sanctuary with appropriate native plants. The honey bees are doing well and each of the four hives has been expanded to accommodate their activity.
- The district worked with Oak Brook Little League to make modifications to baseball field #4 at Central Park. The infield was enlarged to accommodate both softball and baseball for multiple age groups. OBLL is covering the cost of materials for the project.
- Staff met with Upland Design to further discuss elements of the phase II developments at the north athletic fields.
- On June 11th, the Park District is hosting a community shredding event at the end of Kensington Road near the gravel parking lot. Patrons can bring their unwanted papers to have them destroyed conveniently and securely.
- Please see the agenda histories regarding stewardship services at the Dean Nature Sanctuary and asphalt paving.

Unfinished Business



Oak Brook Park District

BOARD MEETING

AGENDA ITEM -HISTORY/COMMENTARY

ITEM TITLE: ORDINANCE 22-0620 AN ORDINANCE DECLARING SURPLUS PERSONAL PROPERTY AND AUTHORIZING CONVEYANCE OR SALE THEREOF

AGENDA NO.: 7 A

MEETING DATE: JUNE 20, 2022

STAFF REVIEW:

Deputy Director, Dave Thommes:

Handwritten signature of Dave Thommes in black ink.

RECOMMENDED FOR BOARD ACTION:

Executive Director, Laure Kosey:

Handwritten signature of Laure Kosey in black ink.

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

The Park District Code (70 ILCS 1205/8-22) provides that whenever a Park District owns any personal property that in the opinion of three-fifths (3/5) of the Board members then holding office, is no longer necessary, useful to or for the best interests of the District, three-fifths (3/5) of the Board members then holding office may, by ordinance, authorize the conveyance or sale of that personal property in any manner they may designate.

Items that have been recently identified as surplus are listed in the attached ordinance 22-0621.

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

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

ACTION PROPOSED:

Motion to approve Ordinance 22-0620: An Ordinance Declaring Surplus Personal Property and Authorizing Conveyance or Sale Thereof.

**ORDINANCE NO. 22-0620
AN ORDINANCE DECLARING
SURPLUS PERSONAL PROPERTY AND
AUTHORIZING CONVEYANCE OR SALE THEREOF**

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

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

<i>Quantity</i>	<i>Item</i>	<i>Brand</i>	<i>Color</i>	<i>Disposal Method</i>
1	Hot Dog Roller Machine	Wyott	Silver	Metal Recycle
2	Lobby Chairs	Not labeled	brown	Donation
2	Lobby Benches	Hon Co.	Tan	Donation
12	Stackable Conference Room Chairs	Perry	Tan/Blue	Donation
1	Piano	Hamilton	Brown/Wood	Donation

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

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

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

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

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

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

Section 2: The Board hereby authorizes:

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

b) All other Property to be discarded.

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

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

PASSED AND APPROVED THIS 20th DAY OF JUNE, 2022

Ayes: _____

Nays: _____

Absent: _____

OAK BROOK PARK DISTRICT

By:

Sharon Knitter, President

ATTEST:

By:

Laure L. Kosey, Secretary



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: RESOLUTION 22-0621: A RESOLUTION AMENDING THE AGREEMENT BETWEEN THE OAK BROOK PARK DISTRICT AND DAVEY RESOURCE GROUP, INC., FOR NATURAL AREAS STEWARDSHIP PROJECT

AGENDA No.: 7 B

MEETING DATE: JUNE 20, 2022

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

RECOMMENDED FOR BOARD ACTION: Executive Director, Laure Kosey:

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

The 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 Park District solicited bids in 2020 for natural areas stewardship, and awarded the contract to Davey Resource Group for the 2020-2021 season. The contract was subsequently extended for the 2021-2022 season, which ends in June 2022. The current contract with Davey Resource Group, Inc. allows for a final extension until June 2023.

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

Staff is pleased with the contractor’s performance and maintenance plan for the Dean Nature Sanctuary, and recommends extending the contract with Davey Resource Group until June 2023.

ACTION PROPOSED: A motion (and a second) to approve resolution 22-0621: A Resolution Amending The Agreement Between The Oak Brook Park District And Davey Resource Group, Inc. For Natural Areas Stewardship Project at the Dean Nature Sanctuary for a total annual cost not-to-exceed \$26,000.

RESOLUTION NO. 22-0621

**A RESOLUTION AMENDING THE AGREEMENT BETWEEN THE OAK BROOK
PARK DISTRICT AND DAVEY RESOURCE GROUP, INC.,
FOR NATURAL AREAS STEWARDSHIP PROJECT**

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

WHEREAS, on July 15, 2020, the District and Davey Resource Group, Inc. (the “Contractor”) entered “An Agreement Between the Oak Brook Park District and Davey Resource Group, Inc. for Natural Areas Stewardship Project” (the “Agreement”), and Section 3 of the Agreement provided that it could be extended for an additional two (2) one-year terms upon approval of such an extension by the District and the Contractor, and upon prior appropriation therefor; and

WHEREAS, the Contractor and the District have now agreed to extend the Agreement by an Amendment to the Agreement, for an additional term of one (1) year through June 20, 2023, and the District has appropriated sufficient funds for such extension,

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

Section 1. The Board of Park Commissioners of the District hereby approves a one (1) year extension of the Agreement, from June 21, 2022 to June 20, 2023, subject to the terms and conditions of an “Amendment to An Agreement Between the Oak Brook Park District and Davey Resource Group, Inc. for Natural Areas Stewardship Project” (the "Amendment"), and the President and Secretary of the District are hereby authorized, respectively, to execute and attest the Amendment in substantially the form attached hereto and made a part of this Resolution as Exhibit "A".

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

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

PASSED AND APPROVED THIS 20th DAY OF JUNE, 2021.

AYES: _____

NAYS: _____

ABSENT: _____

President

ATTEST:

Secretary

**AMENDMENT TO AN AGREEMENT BETWEEN THE OAK BROOK PARK
DISTRICT AND DAVEY RESOURCE GROUP, INC.
FOR NATURAL AREAS STEWARDSHIP PROJECT**

THIS AMENDMENT (the "Amendment") to "An Agreement Between the Oak Brook Park District and Davey Resource Group, Inc. for Natural Areas Stewardship Project" (the "Agreement"), is made and entered into by and between the Oak Brook Park District (the "District") and Davey Resource Group, Inc. (the "Contractor").

WITNESSETH:

WHEREAS, the Agreement was entered between the District and the Contractor and dated July 15, 2020, for services to be provided by the Contractor for the Natural Areas Stewardship Project at the District's Dean Nature Sanctuary; and

WHEREAS, pursuant to Section 3, the term of the Agreement was to be from the execution of the Agreement through June 20, 2021; provided, however, that the Agreement could be extended for two additional one-year terms, with the final term ending on June 20, 2023, subject to the same terms and conditions, upon approval of such an extension by the Contractor and the District, and provided that sufficient funds are appropriated by the District for such extension; and

WHEREAS, the Contractor and the District have agreed to an extension of one year for the Agreement, through June 20, 2023, and the District has appropriated sufficient funds for such extension,

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

ARTICLE I
THE RECITALS ARE PART OF THIS AMENDMENT

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

ARTICLE II
EXTENSION OF TERM OF AGREEMENT

A. Section 3 of the Agreement is amended to extend the term of the Agreement until June 20, 2023.

B. All other terms and conditions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement this 20th day of June, 2022.

OAK BROOK PARK DISTRICT

DAVEY RESOURCE GROUP, INC.

By: _____
Its President

By: _____
Its: _____

Attest: _____
Its Secretary

Attest: _____
Its: _____



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: APPROVAL OF A TRAVEL EXPENSE FOR COMMISSIONER ATTENDANCE AT THE NATIONAL RECREATION AND PARK ASSOCIATION CONFERENCE HELD SEPTEMBER 20-22, 2022 IN PHOENIX, AZ

AGENDA No.: 7 C

MEETING DATE: JUNE 20, 2022

STAFF REVIEW: Chief Financial Officer, Marco Salinas:

RECOMMENDED FOR BOARD ACTION: Executive Director, Laure Kosey:

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

In accordance with the Local Government Travel Expense Act (ILCS 50/150 *et. seq.*) the Board of Commissioners must approve any commissioner travel expenses by roll call vote during an open meeting.

The National Recreation and Park Association annual conference will be held September 20 – 22, 2022 in Phoenix, AZ.

The 2022 NRPA Annual Conference provides more than 60 education sessions through 12 education tracks specifically tailored to parks and recreation and include a wide variety of topics such as equity and inclusion, leadership and personnel management, recreation and sports programming, revenue development, customer service and much more. Attendees also will have the opportunity to earn up to 1.4 Continuing Education Units (CEUs).

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

A cost estimate for commissioner travel is presented on the attached travel cost form. Staff will investigate and use every cost savings available to reduce any travel expense. NRPA is also offering a virtual conference package.

As it is anticipated registration filling up quickly for the NRPA Conference, staff is seeking a confirmation from each commissioner regarding their attendance at the 2022 NRPA conference and to approve the travel expenses for commissioners attending the conference.

ACTION PROPOSED:

Motion to approve the travel expenses for Commissioner attendance at the National Recreation and Park Association Conference held September 20 – 22, 2022 in Phoenix, AZ for the following Commissioners: (Please state names of the commissioners attending the conference when making the motion.)

OAK BROOK PARK DISTRICT
Travel, Meal, and Lodging Expense & Reimbursement Form

Name: Commissioner	Department:	Date: 05/16/22	Purpose for Travel: NRPA Conference- Phoenix AZ
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ESTIMATED EXPENSES											
Travel/ Event Date (xx/xx/xx)	Registration	Airfare	Taxi/Bus/ Train/ Mileage (\$)	Lodging	Meals			Parking	Misc. (Tolls)	Total Estimated Costs	Notes
					Breakfast	Lunch	Dinner				
09/19/22	\$ 615.00	\$365	\$ 50.00	\$ 229.00	\$ 15.00	\$ 25.00	\$ 35.00			\$ 1,334.00	Full Conference Package
09/20/22			20.00	\$ 229.00	\$ 15.00	\$ 25.00	\$ 35.00			324.00	Sheraton Hotel - Conf. Headquarters
09/21/22			20.00	\$ 229.00	\$ 15.00	\$ 25.00	\$ 35.00			324.00	
09/22/22			20.00	\$ 229.00	\$ 15.00	\$ 25.00	\$ 35.00			324.00	
09/23/22			50.00		\$ 15.00	\$ 25.00	\$ 35.00			125.00	
										-	
Total:	\$ 615.00	\$ 365.00	\$ 160.00	\$ 916.00	\$ 75.00	\$ 125.00	\$ 175.00	\$ -	\$ -	\$ 2,431.00	

Department Director Approval:	Date:
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ACTUAL EXPENSES													
Travel/ Event Date (xx/xx/xx)	Registration	Airfare	Taxi/Bus/ Train/ Mileage (\$)	Lodging	Meals			Parking	Misc. (Tolls)	Total Actual Costs	Paid With P-Card	Reimb. Amount	Notes
					Breakfast	Lunch	Dinner						
										\$ -		\$ -	
										-		-	
										-		-	
										-		-	
										-		-	
										-		-	
Total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

Requestor Signature:	Date:
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By signing this form, I hereby certify that the expenses listed above were incurred for official business or for any training, professional development or education, beneficial to the Park District and are allowed pursuant to Park District policy.

2022 Mileage Reimbursement Rate: \$.585 per mile
Scan final approved form and supporting documentation to travel@obparks.org

Department Director Approval:	Date:	Executive Director Approval:	Date:
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Attach Accounts Payable Voucher(s), original receipts for all expenses, supporting documentation describing the nature of the official business, event or program, and any other documentation that would assist the Board in considering your request for reimbursement, to this form. At the discretion of the Board, additional documentation relevant to the request for reimbursement may be required prior to action by the Board.

Education | NRPA Annual Conference

 nrpa.org/conference/program-schedule

The NRPA Annual Conference is the go-to event for inspirational education sessions and energetic networking opportunities with some of the top leaders in the park and recreation profession.

Education Tracks

- Aquatics
- Career Development
- Conservation
- Customer Service
- Equity and Inclusion
- Health and Wellness
- Leadership and Personnel Management
- Planning, Design and Maintenance
- Programming
- Public Policy and Advocacy
- Public Relations and Marketing

- Revenue Development

Session Formats

- **One-Hour Education Sessions (In-Person Only):** All one-hour education sessions will be delivered in either lecture or panel style.

- **One-Hour Hybrid Track Education Sessions (In-Person + Livestreamed):** The Hybrid Track consists of 18 one-hour education sessions that will be live-streamed on the virtual platform while delivered in-person. All one-hour education sessions will be delivered in either lecture or panel style. NRPA will assign a moderator for all Hybrid Track sessions to assist the speakers with fielding questions from the virtual and in-person audiences.

- **Speed Sessions:** All 20-minute speed sessions will have both a virtual and an optional in-person component at the conference center in Phoenix. A recording of each speed session will be available on the virtual platform for the duration of the conference. The recording will also be broadcast live in Phoenix with an in-person Q&A session to follow.
- **NRPA Research Sessions (NRS):** All NRPA Research Sessions (NRS) will have both a virtual and an in-person component at the conference center in Phoenix. Research sessions will be conducted during one of two one-hour periods in the exhibit hall in front of your poster. Research session posters will also be available on the virtual platform for the duration of the conference. Schedule and poster details will be forthcoming.

CEUs

Earn up to **1.4 CEUs** by attending the in-person or virtual conference. CEUs can be earned based on the number of sessions attended during the NRPA Annual Conference. Attendees are required to attend entire sessions and complete session evaluations to obtain CEU credit.

Education sessions for the NRPA Annual Conference are selected by the Conference Program Committee (CPC). The CPC is a dedicated group of professionals from around the country, representing all regions, specialties, and content areas that recruits, reviews, and selects education sessions for the annual conference.

Education Partner



NRPA Annual Conference Registration | National Recreation and Park Association

 nrpa.org/conference/registration



Join us for the NRPA Annual Conference — the largest gathering of park and recreation professionals in the world!

The 2022 NRPA Annual Conference is coming to Phoenix, Arizona, September 20-22. This year's conference will feature thought-provoking keynote speakers, dynamic education sessions, an exploration-worthy exhibit hall and plenty of unique ways to network and connect with peers from across the country. If you are passionate about parks and recreation, you should not miss this event.

You also can access all 45 Speed Sessions, 18 livestreamed 1-hour education sessions and digital versions of the research session posters through the NRPA Virtual Conference. All sessions will be available for 60 days post-conference.

[Register Online Now](#)

[Download the pdf registration form](#)

[Download the pdf group registration form](#)

For more information or assistance with registration please contact nrpa@mcievents.com or call us Monday-Friday, 8 a.m. - 5 p.m. CDT at: Domestic (U.S. & Canada): 888.385.8010; International: 972.349.5891

Registration Rates

Phoenix Conference						
Registration Type	Early Bird (until August 5)		Regular (August 6–September 19)		Onsite (starting September 20)	
	Members	Nonmembers	Members	Nonmembers	Members	Nonmembers
Full Package**	\$615	\$865*	\$775	\$1,045*	\$815	\$1,125*

Phoenix Conference						
Young Professional Package**	\$515	\$655*	\$675	\$855*	\$715	\$915*
Student Package**	\$55	\$115*	\$65	\$125*	\$75	\$135*
Expo Only	\$175	\$235	\$225	\$285	\$225	\$285
Daily Passes	\$395	\$425	\$395	\$425	\$395	\$425
Spouse/Guest	\$425	\$425	\$445	\$445	\$465	\$465
Retired**	\$315	\$415*	\$325	\$415*	\$335	\$415*

* Nonmember, full-package registration fees for the in-person event include a free one-year membership to NRPA.

** Registration fees include access to the virtual conference.

Virtual Conference				
Registration Type	Early Bird (until August 5)		Regular (starting August 6)	
	Members	Nonmembers	Members	Nonmembers
Virtual Conference Full Package	\$295	\$395	\$345	\$445
Virtual Conference Student Package	\$45	\$65	\$75	\$95

Save on Registration

- Register by **August 5** to take advantage of **early bird pricing**.
- NRPA Premier Member Agencies, who purchase **four in-person** registration passes, receive **two virtual** registration passes FREE!
- Volunteers who help with education sessions and conference events in Phoenix will be eligible for a **discount on registration**. Opportunities to volunteer are limited! Contact events@nrpa.org for more information.

NRPA Annual Conference Hotel Blocks

Hotel Information



Oak Brook Park District

BOARD MEETING AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: AMENDING: ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL: SECTION 4.12 PURCHASING POLICY

AGENDA No.: 7 D

MEETING DATE: JUNE 20, 2022

STAFF REVIEW: Finance Manager, Nicole Lawler:

RECOMMENDED FOR BOARD ACTION: Executive Director, Laure Kosey:

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

The Board of Park Commissioners last approved amendments to Section 4.12 Purchasing Policy in April 2021.

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

The current purchase order threshold of \$500 has been in place for over a decade and is being re-evaluated to reflect increases in the cost of goods and services. Not requiring the creation of purchase orders for purchases under \$1,000 will increase our efficiency and ability to pay our vendors quickly. Our current software provides robust approval tracking for all payments through the Accounts Payable module, so that all invoices will be thoroughly reviewed at several levels before payment is made.

ACTION PROPOSED:

A motion to approve the amendment to the Administrative Policies and Procedures Manual: Section 4.12 Purchasing Policy.

4.12 Purchasing Policy

Purpose:

This policy and procedure will define guidelines for the purchase of necessary goods and services for the Park District.

GENERAL GUIDELINES

- A. Purchases totaling \$499.99 or less will not require the issuance of a purchase order, with the exception of any purchases to be carried-out with a District issued procurement card ("P-Card"), regardless of the purchase amount. For further information specific to the District's P-Card program, refer to Section 4.11 Procurement Card Policy, which is incorporated into this Purchasing Policy, by reference.
- B. Purchases of \$500.00 or more will require the creation of a purchase requisition and subsequent issuance of a purchase order prior to the procurement of the goods and/or services. A purchase requisition is a written request to purchase goods and services and requires the appropriate approvals before a corresponding purchase order can be issued. A purchase order authorizes the actual purchase of goods and/or services on behalf of the district.
- C. Purchases in excess of \$25,000.00 are subject to additional procedures which are set forth in Section 4.4 Contracts – Policy for the Review, Approval and Execution of Contracts, which is incorporated into this Purchasing Policy, by reference.
- D. Purchases that are identified as "emergency" by the Executive Director are subject to additional procedures which are set forth in Section 4.6 Emergency Expenditures Policy, which is incorporated into this Purchasing Policy, by reference.
- E. The appropriate vendor(s) may need to be contacted to obtain pricing and other pertinent information so the employee ("requester") may create the corresponding purchase requisition using the District's purchase order software module ("P.O. module").
- F. Employee access to the P.O. module may only be granted by the Chief Financial Officer or Finance Manager in response to a written request from the appropriate supervisor.

Commented [NL1]: 999.99

Commented [NL2]: ",where a purchase order must be created regardless of purchase amount, yet the purchase order need not be created until after the monthly statement is received."

Commented [NL3]: 1,000.00

Commented [NL4]: Add, "Purchases \$2,000 or greater will require three quotes."

Commented [NL5]: 30,000

Commented [NL6]: Add
G. Intentionally dividing a larger purchase into a series of smaller charges in an attempt to avoid obtaining the required authorizations may result in disciplinary action or termination of employment.

PROCEDURES FOR THE CREATION OF A PURCHASE REQUISITION/ORDER

- A. Once a requester has been granted access to the District's P.O. module, he/she may create a purchase requisition as follows:
 - a. Requester shall log into the P.O. module and select "add" located in the Data Entry-Purchase Order Entry menu;
 - b. A purchase requisition form will appear on the computer screen, containing numerous fields that will need to be populated with information such as vendor number, name of approving department, posting date, quantities, pricing,

descriptions of the goods and services being requested, as well as the appropriate general ledger accounts. The P.O. module will automatically alert the requester if the requested purchase will result in an “over budget” state to any of the general ledger accounts being used. Once the purchase requisition has been finalized and saved, the corresponding supervisor will receive an electronic notice that the requisition is awaiting his/her review and approval.

- B. The supervisor shall review the purchase requisition for accuracy and completeness and may approve it without further modifications, modify it before approving it, permanently cancel it, or deny it and return it to the requester for additional modifications. If approved by the supervisor, the Chief Financial Officer (C.F.O.) will receive an electronic notice that the requisition is awaiting his/her review and approval.
- C. The C.F.O. shall review the purchase requisition for accuracy and completeness and may approve it without further modifications, modify it before approving it, permanently cancel it, or deny it and return it to either the supervisor or requester for additional modifications. If the requisition is approved by the C.F.O, the P.O. module will record the appropriate encumbrances and convert the purchase requisition into a purchase order. An email notice will subsequently be sent to the requester alerting him/her that a purchase order has been created, which provides confirmation that the requested purchase of goods and/or services has been approved.
- D. When warranted, the requester shall provide the vendor or service provider with a copy of the purchase order document which contains the details of the approved purchase, as well as language concerning the district’s terms and conditions and the Illinois Prevailing Wage Act. See Exhibit “A” for a sample of a completed purchase order.

Approved by Board of Commissioners October 18, 2010

Revisions approved August 15, 2016

Revised 1-16-17

Approved by Board of Commissioners October 18, 2010, with revisions approved August 15, 2016, January 17, 2016



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: AMENDING: ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL: SECTION 4.11 PROCUREMENT CARD POLICY

AGENDA No.: 7 E

MEETING DATE: JUNE 20, 2022

STAFF REVIEW: Finance Manager, Nicole Lawler:

RECOMMENDED FOR BOARD ACTION: Executive Director, Laure Kosey:

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

The Board of Park Commissioners last approved amendments to Section 4.11 Procurement Card Policy in April of 2021.

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

Since the last policy revision, we have found that the structure of our financial software makes it difficult to enter these purchases into the Purchase Order module the way it is described in the current policy. The suggested amendments revise the policy to accurately match the process that is necessary to efficiently record these purchases in our system. In addition, the revised policy reflects minor procedural changes, such as the way statements are made available to employees (electronically rather than on paper) and the process for requesting a new card (we no longer use a paper ‘form’). Finally, since job titles can change and positions may be added or eliminated, we’ve removed the list of eligible positions and streamlined the language to describe the types of employees who are eligible for a card (based on departmental recommendations and Executive Director approval).

ACTION PROPOSED:

Motion to approve the amendment to the Administrative Policies and Procedures Manual: Section 4.11- Procurement Card Policy.

4.11 PROCUREMENT CARD POLICY

OVERVIEW

The Oak Brook Park District Procurement Card Program (P Card) with ~~The Private Bank~~ is established to provide an efficient, cost-effective method of making purchases for the Park District.

Commented [NL1]: CIBC

The P Card is issued with specific spending limits assigned to designated individuals at the District. Eligibility to retain and use a P Card is subject to approval by the Executive Director. Cards may be issued to the following personnel:

~~ABC Preschool Coordinator~~
~~Accounting Administrative Assistant~~
~~Administrative Assistant~~
~~Administrative Services Assistant~~
~~Administrative Services Specialist~~
~~Building Engineer~~
~~Building Technician~~
~~Chief Financial Officer~~
~~Corporate and Community Relations~~
~~Custodian, Lead (2)~~
~~Director of Parks and Planning~~
~~Deputy Director~~
~~Executive Director~~
~~Facility Coordinator~~
~~Facility Supervisor~~
~~Finance Manager~~
~~Fitness Supervisor~~
~~Graphic Designer~~
~~Human Resources Manager~~
~~Landscape Specialist~~
~~Lead Aquatic Supervisor~~
~~Marketing and Communications Manager~~
~~Park Specialist~~
~~Programing Administrative Assistant~~
~~Recreation Manager~~
~~Recreation Manager Athletics~~
~~Registration Coordinator~~
~~Superintendent of Facilities~~
~~Superintendent of Aquatic and Maintenance Operations~~
~~Superintendent of IT and Communications~~
~~Superintendent of Recreation~~
~~Superintendent of Enterprise Operations~~
~~Tennis Center Assistant Manager~~

Commented [NL2]: I suggest replacing this section with the following:

"The P Card is issued with specific spending limits assigned to designated individuals at the District. Eligibility to retain and use a P Card is subject to approval by the Executive Director. Cards may be issued to most full time and some part time personnel at the written request of the appropriate superintendent or department manager, and upon approval by the Executive Director."

The P Card program is reconciled monthly by the Finance Department to ensure the P Card procedures are followed. The Finance Department is responsible for administering the P Card's purchasing dollar limits. The Executive Director or the individual's immediate supervisor will provide written authorization to the Finance Department when changes are to be made to an individual employee's spending limit.

ELIGIBILITY FOR A PROCUREMENT CARD

A Procurement Card Agreement form (Attachment A) must be completed and submitted to the Chief Financial Officer for review and processing. The application is subject to approval by the Executive Director.

CONDITIONS OF USE

- 1) The P Card is to be used by only the person listed on the card.
- 2) The cardholder will ensure the safe custody of the P Card at all times. When not in use, the P Card may be kept in a secure drawer in their desk or in their wallet.
- 3) The P Card is to be used for only Oak Brook Park District business related expenditures. The cardholder may place an order with a supplier: a) In person; b) by phone or fax; c) by mail; or d) via the internet only when the site has been deemed secure.
- 4) ~~If the P Card is used for a personal expense in error, a voucher is needed for processing, and the cardholder shall immediately provide cash reimbursement for the charges.~~
- 5) Examples of inappropriate uses for the P Card include, but are not limited to the following:
 - a. Personal expenses
 - b. Personal Identification Numbers (PINs) are not issued such that Cash Advances are not acceptable.
 - c. Alcoholic beverages
 - d. Airline tickets and hotel reservations, unless attending a conference with prior authorization from the Executive Director
 - e. Multiple charges to manipulate the purchase limits
 - f. Any purchases not related to Park District business
- 6) The cardholder will ensure sufficient budget funds are available to cover purchases. The cardholder will follow the guidelines of the District's Purchasing Policy (4.12), and Contracts – Policy for the Review, Approval and Execution of Contracts (4.4)
- 7) The Park District is exempt from paying taxes on its purchases. It is the cardholder's responsibility to ensure that the merchant does not charge sales tax on the purchase.
- 8) ~~P Card statements will be sent directly to the Finance Department for payment. The cardholder must submit an Accounts Payable Voucher for each purchase or credit receipt~~

Commented [NL3]: "The Individual's superintendent or department manager will provide written authorization to the Finance Department when changes are to be made to an individual employee's spending limit, subject to approval by the Executive Director."

Commented [NL4]: I've added wording to the section above stating that a written request is required, and it already states that it must be approved by the Executive Director. As we do not use a 'form', this segment is redundant and should be eliminated.

Commented [NL5]: Add, "...or their designated administrative assistant"

Commented [NL6]:
"4) if the P Card is used for a personal expense in error, the employee must notify the CFO as soon as possible, and shall reimburse the District promptly."

I suggest not designating a specific form of payment for this section.

to the Finance Department for use in reconciling the card statement and processing payment. Indicate "Visa" as the vendor name on the Accounts Payable Voucher. The invoice number field on the Accounts payable Voucher is to be used for the name of the location, i.e. Target, Hobby Lobby, Fed Ex and the USPS.

- 9) The cardholder will immediately report lost, stolen or damaged cards or any fraudulent transactions to the Chief Financial Officer, in addition to contacting Customer Service at The Private Bank (886-552-8855) to report lost, stolen or damaged cards immediately. A P Card found after it has been reported lost or stolen must be destroyed by cutting it in half.
- 10) In the event of a disputed charge, the cardholder should try to resolve the dispute directly with the merchant. If the dispute cannot be resolved, the cardholder should immediately contact the Chief Finance Officer. The nature of the dispute and the final resolution of the dispute must be documented by the cardholder.
- 11) Failure to comply with these conditions of use will result in the termination of the issued P Card and the cardholder may be subject to disciplinary action up to and including termination of employment. In addition, a cardholder found to have fraudulently used the P Card is personally liable for any fraudulent charges and shall be required to reimburse the Park District for such charges.
- 12) The P Card is the property of Oak Brook Park District. Upon resignation, termination or retirement, the card must be surrendered to the Chief Financial Officer.

Approved by Board of Commissioners May 14, 2007
Revised July 2, 2015
Revised August 15, 2016
Revised 1-16-17

Commented [NL7]: add

The cardholder will download their statement each month and create a purchase order with a line for every charge or credit on their statement. The PO number should be written on the statement, then a copy of the statement along with all receipts shall be sent to the finance manager for reconciliation and processing.

Commented [NL8]: CIBC

Commented [NL9]: t

Commented [NL10]: "...or Finance Manager, at which time the card will be cancelled."



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: AMENDING ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL: SECTION 4.4 CONTRACTS

AGENDA No.: 7 F

MEETING DATE: JUNE 20, 2022

STAFF REVIEW:

Finance Manager, Nicole Lawler:

RECOMMENDED FOR BOARD ACTION: Executive Director, Laure Kosey:

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

The Board of Park Commissioners last approved amendments to Section 4.12 Purchasing Policy in April 2021. In January of 2021, SB3050 was introduced. It was passed by both houses on 3/30, approved by Governor Pritzker on 5/27, and became effective immediately. This bill increases the amount for mandatory competitive bidding to \$30,000 (from \$25,000)

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

If approved, the accompanying proposed revisions to our Contract Policy will align our current policy with the recently revised Illinois Park District Code. In addition, recommended revisions to our policy would reflect the recommended changes to the Purchase Order policy. It will also increase the threshold for contracts to be approved by Department Heads from \$10,000 to \$14,999, and would allow select other employees to execute contracts between \$15,000 and \$29,999 in the Executive Director’s absence.

ACTION PROPOSED:

A motion to approve the amendment to the Administrative Policies and Procedures Manual: Section 4.4 Contracts.

4.4 Contracts – Policy for the Review, Approval and Execution of Contracts

Purpose:

The purpose of this policy is to set forth guidelines to determine: 1) when a contract requires review by legal counsel; and 2) who has the authority to approve and execute contracts on behalf of the Park District.

- A. Except as otherwise specifically provided in this Policy, all letting of contracts and purchases shall comply with the District’s Purchasing Policy (4.12) and Procurement Card Policy (4.11).
- B. Unless a purchase is exempt from bidding, contracts estimated to cost in excess of ~~\$25,000.00~~ \$30,000.00 are required to be bid in accordance with the Illinois Park District Code, 70 ILCS 1205/1-1 *et seq.* (the “Code”). Generally, a purchase is exempt from bidding if the purchase is not adapted to award by competitive bid, including those purchases listed in 70 ILCS 1205/8-1(c), or the purchase is for an emergency.
- C. For contracts estimated to cost in excess of ~~\$25,000.00~~ \$30,000.00 and are not exempt from bidding:
 - 1. Attorney shall review bid documents prior to advertisement for bid and distribution of bid documents.
 - 2. Contract shall be advertised in a newspaper published in the District to solicit bids.
 - 3. Staff will review the bids and make a recommendation to the Board for award of the contract to the lowest responsible bidder(s).
 - 4. The Board of Park Commissioners will award the contract to the bidder(s) the Board determines, in its sole discretion, to be the lowest responsible bidder in accordance with law.
 - 5. Execution by Board President and Secretary shall be required.
- C. For contracts estimated to cost in excess of ~~\$25,000~~ \$30,000.00 and are exempt from bidding:
 - 1. Three (3) price quotes shall be obtained.
 - 2. Attorney shall either prepare a contract or review a proposed contract presented from the vendor/contractor. Attorney should be contacted if District staff is uncertain whether the purchase is exempt from bidding.
 - 3. Execution by Board President and Secretary shall be required.
- D. For contracts estimated to cost \$2,000.00 - ~~\$24,999.99~~ \$29,999.99:
 - 1. Three (3) price quotes shall be obtained.
 - 2. Attorney shall either prepare a contract or review a proposed contract presented from the vendor/contractor. Alternatively, if the contractor includes any terms and conditions with its proposed contract, consult with the Executive Director to determine whether contractor’s terms and conditions require legal review. If legal

review is determined unnecessary, a Rider, substantially in the same form as attached to this Policy shall be included with the contract and executed by the contractor and the Park District.

3. Execution by Executive Director shall be required for contracts from ~~\$10,000.00~~ ~~\$15,000.00~~ and up to ~~\$24,999.99~~ ~~\$29,999.99~~. In the absence of the Executive Director, the Deputy Director, Chief Financial Officer, or the Director of Parks and Planning may execute the contract.; ~~execution~~—Execution by Department Head/Manager shall be required for contracts from \$2,000.00 and up to ~~\$9,999.99~~ ~~\$14,999.99~~.

E. For contracts estimated to cost \$1,999.99 or less:

1. A Purchase Order shall be required for contracts for which the cost is estimated to be ~~\$500.00~~ ~~\$1,000.00~~ or more, ~~including~~—~~excluding~~ purchases made with the Procurement Card (the “P Card”).
2. Execution by Department Head/Manager shall be required, and Chief Financial Officer shall initial the Purchase Order.
3. If the contractor includes any terms and conditions with its proposal or proposed contract, consult with the Executive Director to determine whether the contractor’s terms and conditions require legal review. If legal review is determined unnecessary, a Rider, substantially in the same form as attached to this Policy, shall be included with the proposal/contract and executed by the contractor and the Park District. The Rider may require further amendment depending on the contractor’s terms and conditions.

F. Notwithstanding the provisions of Divisions A – E of this Policy, contracts entered for emergency services shall be subject to the following:

1. An emergency shall be defined and determined as follows:
 - a. An emergency is defined as a circumstance requiring mitigation immediately, or as soon as reasonably possible, in order to prevent harm to public health, safety, or welfare or to prevent significant damage to Park District facilities, equipment, property or operations.
 - b. A declaration that such an emergency exists shall be made, in writing, signed by the Executive Director, and communicated to the Park Board of Commissioners. If the Executive Director is not available, then the Department Head/Manager responsible for the emergency mitigation shall present the circumstances of the emergency to the President of the Board of Park Commissioners, who may declare, in writing, that an emergency exists.
2. In the event the cost of the emergency is in excess of ~~\$25,000~~ ~~\$30,000~~ and is normally required to be bid in accordance with the Code, $\frac{3}{4}$ of the members of the Park Board of Commissioners must approve such an emergency purchase in order for the purchase to be exempt from bidding. See also the Emergency Expenditures Policy (4.6).

3. If the contract for the emergency is exempt from bidding as specified in Section B or because the cost is estimated to be from \$2,000.00 and up to ~~\$24,999.99~~ \$29,999.99:
 - a. Every effort shall be made to obtain more than one (1) price quote; provided, however, that if more than one (1) price quote cannot be obtained in a timely manner, the Executive Director may select a contractor to perform any necessary services at the best price that can be negotiated given the time constraints.
 - b. Execution by the Executive Director and the President of the Board of Park Commissioners shall be required for contracts for which the cost is ~~\$25,000.00~~ \$30,000.00 or more, and ratification of the contract by the Board of Park Commissioners shall be required at its next regular meeting.
 - c. Execution by the Executive Director, Deputy Director, Chief Financial Officer, or Director of Parks and Planning shall be required for contracts from ~~\$10,000.00~~ \$15,000.00 and up to ~~\$24,999.99~~ \$29,999.99; and execution by Department Head/Manager shall be required for contracts from \$2,000.00 and up to ~~\$9,999.99~~ \$14,999.99.
 - d. If the contractor includes terms and conditions with its contract, consult with the Executive Director to determine whether contractor's terms and conditions require legal review. If legal review is determined unnecessary, a Rider, substantially in the same form as attached to this Policy, shall be included with any such contract and executed by the contractor and the Park District.

5. Contracts for which bidding is not required by law and for which the cost is estimated to be \$1,999.99 or less:
 - a. A Purchase Order shall be required for any contract estimated to be ~~\$500.00~~ \$1,000.00 or more, ~~including-excluding~~ purchases made with the "P Card".
 - b. Execution by Department Head/Manager shall be required, and the purchase order approved by the Chief Financial Officer. ~~shall initial the Purchase Order.~~
 - c. If the contractor includes terms and conditions with its Purchase Order, consult with the Executive Director to determine whether contractor's terms and conditions require legal review. If legal review is determined unnecessary, a Rider, substantially in the same form as attached to this Policy, shall be included with the Purchase Order and executed by the contractor and the Park District.

**For all contracts, the Final Payout Check List shall be utilized
as appropriate for the nature of the contract.**

Policy Approved by Board of Commissioners August 16, 2016, Procedure Revisions 1-16-17, 3-15-21.

**RIDER TO AGREEMENT BETWEEN THE OAK BROOK PARK DISTRICT
AND _____ FOR _____**

This Rider amends, supplements and supersedes the Agreement between the Oak Brook Park District (the "District") and _____ (the "Contractor") for _____, including its Terms and Conditions (the "Agreement"). In the event of any conflict between any of the provisions of this Rider and the provisions of the Agreement, the provisions of this Rider shall control.

A. CONTRACTOR'S INSURANCE and HOLD HARMLESS

FAILURE TO MEET THESE INSURANCE REQUIREMENTS IS CAUSE FOR CANCELLATION OF THE AGREEMENT.

1. The Contractor shall obtain and maintain insurance of the types and in the amounts listed below.

a. Commercial General and Umbrella Liability Insurance

The Contractor shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$1,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this project/location.

CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 10 93, or a substitute form providing equivalent coverage, and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

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

b. Business Auto and Umbrella Liability Insurance

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

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

c. Workers Compensation Insurance

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

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

d. General Insurance Provisions

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

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

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

The District shall have the right, but not the obligation, of prohibiting such Contractor from entering the premises until such certificates or other

evidence that insurance has been placed in complete compliance with these requirements is received and approved by District.

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

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

ii. Acceptability of Insurers: All insurance companies shall maintain a rating no less than A-VII from A.M. Best, based on the most recent edition of the A.M. Best's Key Rating Guide. If the Best's rating is less than A-VII or a Best's rating is not obtained, the District has the right to reject insurance written by an insurer it deems unacceptable.

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

iv. District's Insurance: Under no circumstances shall the District be required to name the Contractor, its officers, employees, agents, subcontractors, suppliers and representatives as additional insureds under District's insurance coverage.

2. To the fullest extent permitted by law, the Contractor shall indemnify, hold harmless, protect and defend the District, its officers, employees and agents, from and against any and all liability, claims, damages, losses, suits, demands, proceedings and actions, including attorneys' fees, costs and expenses of defense, which may arise from, grow out of, result from or be related directly or indirectly to any loss, damage, injury, death or damage to property resulting from the performance of the work by the Contractor or any subcontractor under the Agreement, or from any negligent or willful acts, errors or omissions in the performance of the work of the Contractor or any subcontractor hereunder, or from any breach of the Contractor's obligations or any material default by the Contractor under the Agreement.

Nothing contained herein shall be construed as prohibiting the District, its officers, employees or agents from defending, through the selection and use of their own

agents, attorneys and experts, any claims, suits, demands, proceedings or actions brought against them. The District's participation in its defense shall not remove the Contractor's duty to indemnify, defend and hold the District harmless as set forth herein.

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

The Contractor's indemnification of the District shall survive the termination or expiration of the Agreement.

B. TERMINATION:

The District may, at any time, terminate the Agreement in whole or in part for the District's convenience and without cause. In the event of such termination or in the event the District terminates this Agreement in accordance with A.1 of this Rider: a) Contractor shall recover payment for approved and properly performed work completed prior to the effective date of termination; and b) Contractor shall not be entitled to damages or lost profits resulting from termination for convenience under this Section.

C. WARRANTIES:

Unless otherwise required by law, the Contractor shall provide, a minimum one (1)-year warranty on all workmanship and material provided to the District by the Contractor. **[NOTE: If Contractor provides longer warranty, this provision must be struck.]**

D. PAYMENT:

Payment shall be made by the District to the Contractor upon the District's receipt of an invoice itemizing the work properly performed, as determined by the District, for the period covered by the invoice. The contract sum shall be paid and shall bear interest in accordance with the Local Government Prompt Payment Act (50 ILCS 505/1 *et seq.*).

No Event of Default shall occur if the District complies with this Section. **[Note, contractor's terms may have other triggers for "Event of Default"].**

E. CHOICE OF LAW AND LIMITATIONS:

The Agreement, its validity, enforceability and interpretation, shall be governed by the laws of the State of Illinois, including the ten (10)-year statute of limitations in Illinois for contract claims. Jurisdiction for any claims shall be only in the Circuit Court for the Eighteenth Judicial Circuit, DuPage County, Illinois.

F. ASSIGNMENT:

Contractor shall not assign the Agreement to any person or entity other than an affiliate of the Contractor without the District's prior written consent.

G. LEGAL FEES:

The District shall be entitled to the award of attorneys' fees and costs in the event the District is the prevailing party in any suit or action in connection with the enforcement of the terms and conditions of the Agreement.

H. NO WAIVER OF TORT IMMUNITIES:

Nothing contained in any provision of this Agreement is intended to constitute nor shall constitute a waiver of the defenses and immunities available to the District under the Illinois Local Government and Governmental Employees Tort Immunity Act.

I. COMPLIANCE WITH LAWS:

Contractor shall comply with all applicable local, state and federal codes, laws, ordinances, rules and regulations. Contractor shall be licensed and bonded to perform the work hereunder and shall, at its sole cost and obligation, be responsible for obtaining all permits required to perform its duties under this Agreement. Any breach by Contractor of the foregoing laws, regulations and rules shall constitute a breach by Contractor of this Agreement.

The Contractor and the District hereby acknowledge and agree to the terms and conditions of this Rider.

CONTRACTOR:

OAK BROOK PARK DISTRICT:

Name of Contractor

By: _____

Signature of Authorized Representative

By: _____

Signature of Authorized Representative

Its: _____

Its: _____

Final Payout Checklist for Projects Encompassing Work on the Public Works of the Oak Brook Park District

The final payout to the contractor for projects on the public works is very important. Staff shall use this checklist to make sure that the District receives the documents required by the Contract.

_____ **Final Waiver of Lien for the contractor, all subcontractors, and supply houses.**

- Copies of the Waiver of Liens shall be included with the AP Voucher.
- Original Waiver of Liens shall be filed in the Contract File folder in the Executive Director's office.
- Waivers of Lien should be received from the contractor, subcontractors, and suppliers of materials used in the project.
- For partial payments (before the project is complete) the Waiver of Lien should match the requested invoice amount and shall reflect the total amount paid for the project to date.
- For FINAL payment, the contractor shall submit FINAL Waivers of Lien from its firm and all subcontractors. The Final Waivers of Lien should reflect that all payments have been received.

• _____ Contractors are responsible to submit their Wage and Hour report directly to the Illinois Department of Labor ("IDOL") through the portal provided on IDOL website:
<https://www2.illinois.gov/idol/Laws-Rules/CONMED/Pages/Prevailing-Wage-Portal.aspx>

_____ **Maintenance Bond**

- Contractor shall submit a maintenance bond as required by the contract. The maintenance bond insures the warranty period.
- The bond shall be filed in the Contract File in the Executive Director's office.

_____ **Warranty Certificate(s)**

- Manufacturer's warranty certificate(s) for the product(s) installed shall be filed in the contract files in the Executive Director's office. A copy of the warranty certificate(s) shall be filed in the Project File. The project files are located in Studio D storage file cabinets.

_____ **"As Builts" or Record Drawings in hard copy and PDF. (This requirement is for most projects, however, there are some projects that do not require blueprints/plans; check the contract for this requirement.)**

- The contractor is to return to the District the set of plans utilized in the project. This set of plans shall contain the signature of the contractor and a statement that the plans are the "as-builts" or record drawings. The documents should contain the contractor's notes regarding the project and any deviations from the original plans that were agreed by the District and the Architect/Engineer. In addition, certain

projects will need to have a surveyor confirm the project meets the requirements of the ADA.

- The paper as-built shall be filed in the Project Files with the blueprint/plans and the PDF is stored on the Shared Drive, S:/Parks/Parks and Facilities.

_____ **Copies** of the invoice(s), waivers of liens, and purchase order(s) shall be filed in the Contract File.

_____ **Change Orders:**

- If a change to the contract amount or term/date of completion is required and agreed upon by the District and contractor, a change order shall be issued. In accordance with IL Compiled Statutes Chapter 720, Section 5/33E-9, the District is required to make specific findings prior to authorizing -a Change Order or a range of Change Orders which would increase or decrease the dollar amount of the contract by \$10,000 or more. The change order(s) must be presented to the Board for review of the specific findings as stated in the Resolution and receive the Board's approval. After signed by the contractor and the District, change orders shall be filed in the contract files and project files.

_____ **Project File**

- Any documents pertaining to the project, meeting notes, correspondence, one copy of the bid packet, copy of warranty, blueprints or plans, should be filed in the Project Files. Project files are located in Studio D storage file cabinets or on the shared drive of the District's computer network.

Staff shall sign this checklist and include a copy of the checklist with the Final Payout voucher submitted to accounting and with a copy of the AP Voucher and Invoice filed in the Contract File.

Staff Signature: _____

Department: _____

Project Title: _____

Date: _____



Oak Brook Park District

BOARD MEETING

AGENDA ITEM – HISTORY/COMMENTARY

**ITEM TITLE: AMENDING PERSONNEL POLICY SECTION 3.10
TIME-OFF BENEFITS – VACATION TIME**

AGENDA NO.: 7 G

MEETING DATE: JUNE 20, 2022

STAFF REVIEW: Linda Noonan, Human Resource Manager:

RECOMMENDED FOR BOARD ACTION: Laure Kosey, Executive Director:

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

The current Vacation Time Policy (approved by the Board of Commissioners on 11/11/2021) requires an employee to accrue vacation time in the current calendar year to use in the subsequent calendar year.

Vacation Time

Paid vacation time shall be computed in conjunction with the calendar year from January 1 through December 31, and such time shall be accrued in the calendar year prior to that in which it is used. However, with respect to new employees, vacation time is computed on a monthly basis until they reach January 1 of the year following their date of hire. All paid vacation time that is not used by the end of the calendar year following the year in which it was accrued may be carried over for use in the new year and must be used by the end of the pay period in which February 28 occurs or it will be forfeited.

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

We are proposing to replace the current Vacation Time Policy with the attached policy, effective September 1, 2022. The proposed policy:

- Replaces the current calendar year annual accrual with a biweekly accrual based on the employee’s eligibility date and annual vacation time allotment. This will allow new hires access to vacation time during the year of hire as well as accurately align vacation hours/years of service. Moving to a biweekly accrual will also allow the benefit hours administration process to be automated and managed within the payroll system.
- Includes a maximum accrual balance of 1-1/2 times an employee’s annual vacation accrual at any point in time to encourage employees to use vacation time in order to continue to accrue.
- Aligns carry-over with the fiscal year budget and limits it to one time an employee’s annual accrual. Allowing carry-over provides employees flexibility in planning paid time-off.

ACTION PROPOSED:

A motion and second to approve amending Personnel Policy Manual Section 3.10 Time-off Benefits - Vacation Time Policy.

PERSONNEL POLICY MANUAL: SECTION 3.10 Time-Off Benefits

Vacation Time (Effective 9/1/2022)

Oak Brook Park District provides paid vacation for employees to take time for rest and recuperation.

Eligibility

All Full-time employees and Certified Professional Instructors are eligible for paid vacation leave benefits.

Vacation accruals begin on the first day of employment or the first day that an employee becomes eligible for such benefit. Vacation shall be accrued according to the following Vacation Accrual Schedule and will be credited to an employee’s vacation benefit account on a bi-weekly basis and timed to coincide with the District’s existing payroll disbursements schedule. Vacation leave will not be earned during an unpaid leave of absence and the length of vacation that can be used at any point in time is limited to the balance of the employee’s vacation benefit account.

Any exception to this policy is subject to approval by the Executive Director.

Length of Vacation Time for Existing Employees Changing from Part-time to Full-time Status:

Vacation time for an employee moving from an IMRF qualifying part-time position to a full-time position will be calculated based on their most current IMRF participation date. Vacation time for an employee going from a non-IMRF qualifying part-time position to a full-time position will be calculated from the start of their full-time employment date.

Vacation Accrual Schedule – Full-time Employees

Years of Service	Hours per Year	Approximate Hours per Biweekly Pay Period	Maximum Vacation Balance Carry-over from One Fiscal Year to Another (1 x Annual Accrual)	Maximum Vacation Balance at any Point in Time (1-1/2 x Annual Accrual)
Less than 2 years	80	3.08	80	120
2 years to 10 years	120	4.62	120	180
10 years to 20 years	160	6.15	160	240
20 or more years	200	7.69	200	300

Vacation Accrual Schedule – Certified Professional Instructors

Hours per Year	Approximate Hours per Biweekly Pay Period	Maximum Vacation Balance Carry-over from One Fiscal Year to Another (1 x Annual Accrual)	Maximum Vacation Balance at any Point in Time (1-1/2 x Annual Accrual)
30	1.15	30	45

Leave requests

To schedule vacation time, employees must submit a completed leave request form to their supervisor at least one week before the requested leave. Employees must ensure that the balance in their vacation benefit account is sufficient to cover the vacation hours requested.

Requests will be evaluated based on a number of factors, including department operating and staffing requirements. The supervisor should indicate on the leave request form whether the request has been approved or denied and should return the leave request form to the employee within three business days of the date the leave request form was submitted. If the request for vacation leave is denied, the supervisor should provide an explanation for the denial on the form returned to the employee.

Vacation Pay

Vacation will be paid at the employee's base rate at the time the leave is taken. For Certified Professional Instructors, vacation will be paid at the rate associated with the job having the greatest number of worked hours during the pay period in which the vacation time is taken. Vacation pay does not include overtime or any special forms of compensation such as incentives, commissions, bonuses or shift differentials. If a holiday falls during the employee's vacation, the day will be charged to holiday pay, if applicable, rather than to vacation pay.

Accrual of Vacation Leave

Oak Brook Park District encourages employees to use available vacation time. A maximum of one time the employee's annual vacation accrual may be carried-forward to the subsequent fiscal year. The measurement date for this shall be as of the end of the pay period in which April 30 occurs. Any hours in an employee's vacation benefit account in excess of this maximum will be forfeited.

If at any point in time an employee's vacation benefit account reaches 1-1/2 times the employee's annual vacation accrual, any additional vacation accruals (credits) will cease and only resume to the extent that the vacation benefit account balance has been reduced to allow for the resumption of additional accruals.

Termination

If employment is terminated, accrued, unused vacation leave that has been earned through the last pay period of active employment will be paid at the employee's base rate of pay at termination. If employment is terminated and the vacation balance is in the negative, the employee agrees to reimburse the company for the cost of the vacation advance. In the event of the employee's death, earned, unused vacation time will be paid to the employee's estate or designated beneficiary.



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: AMENDING PERSONNEL POLICY SECTION 8.1:
EXIT INTERVIEW POLICY**

AGENDA NO.: 7 H

MEETING DATE: JUNE 20, 2022

STAFF REVIEW: Linda Noonan, Human Resource Manager:

RECOMMENDED FOR BOARD ACTION: Laure Kosey, Executive Director:

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

The current Exit Interview Policy encourages all employees who resign from the District to pursue an exit interview with either their supervisor or the Executive Director.

It is the policy of the District that, whenever possible, an exit interview should be conducted for any full-time, part-time employee or certified professional instructor who resigns. The employee's supervisor or the Executive Director shall conduct any such interview for the purposes of determining, from the employee's point of view, the reasons for their resignation, positive and negative aspects of the employee's work experience, working conditions, relationship with supervisors, other employees and the District, as well as any recommendations from the employee for improvement of the working conditions for their position, or for continuance of favorable working conditions or benefits.

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

The purpose of the proposed revision to the policy is to better capture feedback regarding the employment experience at the District in order to make improvements.

ACTION PROPOSED:

A motion and second to approve the amendments to Personnel Policy Manual Section 8.1: Exit Interview Policy.

PERSONNEL POLICY MANUAL: SECTION 8.1 Exit Interview

It is the policy of the District that, whenever possible, an exit interview should be conducted for any full-time, part-time employee or certified professional instructor who resigns. The supervisor of a full-time employee, certified professional instructor, and other IMRF participating part-time employee shall schedule a meeting with the Human Resource Manager or Executive Director to conduct the exit interview. Other part-time employees have the option to request a meeting with their supervisor or superintendent of their department. The employee's supervisor or the Executive Director shall conduct any such purpose of such an interview is to determine for the purposes of determining, from the employee's point of view, the reasons for their resignation, positive and negative aspects of the employee's work experience, working conditions, relationship with supervisors, other employees and the District, as well as any recommendations from the employee for improvement of the working conditions for their position, or for continuance of favorable working conditions or benefits.

New Business



Oak Brook Park District

BOARD MEETING
AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: BID: FAMILY RECREATION CENTER ROOF REPLACEMENT PHASE 2

AGENDA NO.: 8 A
MEETING DATE: JUNE 10, 2021

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):

ITEM COMMENTARY (BACKGROUND, DISCUSSION, KEY POINTS, RECOMMENDATIONS):
Park District staff has put together a bid packet for Phase 2 of the replacement of the Family Recreation Roof. Phase 1 was just completed. Phase 2 includes the roof above the track, fitness center, Cori’s Way, administrative offices, studios and lobby area of the Family Recreation Center. A photo of the replacement sections is on the page that follows. The project timeline is as follows:

June 10, 2022: Bids Available
June 22, 2022: Mandatory Pre-Bid Meeting
June 29, 2022: Bid Opening
August 8, 2022: Project Begins
September 9, 2022: Project Completion

A recommendation based on bid results will be made at the July board meeting.

ACTION PROPOSED:
For Review and Discussion Only.



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: ASPHALT PAVING PROJECT BID

AGENDA No.: 8 B

MEETING DATE: JUNE 20, 2022

STAFF REVIEW:

Director of Parks and Planning, Bob Johnson

B. Johnson 4/12

RECOMMENDED FOR BOARD ACTION:

Executive Director, Laure Kosey

Laure Kosey

ITEM HISTORY (PREVIOUS PARK DISTRICT BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, COMMITTEE ACTION, OTHER PERTINENT HISTORY): The asphalt pavement in several trails and driveways/roadways at Central Park are in need of pavement replacement due to deterioration. The project scope at Central Park will include milling and overlaying sections of pavement that have been identified and replacing with new pavement at a thickness of 2-4 inches, depending on the location. The work is expected to take place in late summer 2022.

Unit pricing will also be requested for additional undercutting, stone base replacement, and extra patching/paving.

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

The bid will be available on June 22, 2022 and will be opened on July 5, 2022. The budget for this project is \$120,000

Action Proposed:

For review and discussion only.