



Oak Brook Park District Board Packet

May 20, 2024

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

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

www.obparks.org



Agenda and Agenda Vote



AGENDA
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
May 20, 2024 – 6:30 p.m.
Canterberry Room

1. CALL TO ORDER THE REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF COMMISSIONERS AND CONDUCT THE ROLL CALL
2. OPEN FORUM
3. CONSENT AGENDA
 - a. APPROVAL OF THE MAY 20, 2024 AGENDA
 - b. APPROVAL OF MINUTES
 - i. April 15, 2024 Regular Board Meeting Minutes
 - c. APPROVAL OF FINANCIAL STATEMENT ENDING APRIL 30, 2024
 - i. Warrant 684
4. ANNUAL MEETING
 - a. Election of Park Board President and Vice President
 - b. Appointment of Board Secretary and Treasurer
5. STAFF RECOGNITION
 - a. None
6. COMMUNICATIONS/PROCLAMATIONS
 - a. Board of Commissioners to Share Communications
 - b. Review of the Oak Brook Park District Master Vision 2020-2030
 - c. Review of the Oak Brook Park District Strategic Plan 2020-2024
 - d. Articles of Agreement for Gateway Special Recreation Association
 - e. Gold Medal Finalist
7. REPORTS:
 - a. Administration and Enterprise Operations Report
 - b. Finance and Human Resources Report
 - c. Recreation and Communications Report
 - d. Parks and Facilities Report





AGENDA
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
May 20, 2024 – 6:30 p.m.
Canterberry Room

8. UNFINISHED BUSINESS

- a. Ordinance 24-0520: An Ordinance for Transferring Anticipated Unexpended Funds from Certain Appropriation Items to Other Items of Appropriation.
- b. Key/Key Card Access Policy
- c. Buy Board National Purchasing Cooperative
- d. Family Recreation Center Roof Replacement Phase 3
- e. IPRA Environmental Report Card for Oak Brook Park District
- f. HVAC Rooftop Units Replacement

9. NEW BUSINESS

- a. Tennis Center Window Replacement Project Bid
- b. Family Aquatic Center Paint Project Bid
- c. Unsupervised Minimum Age for Facility Usage
- d. Objectives and Key Results
- e. Purchase of Life Floor Material and Installation through Buy Board Purchasing Cooperative
- f. Resolution 24-0521: A Resolution Appointing the Human Resource and Risk Manager of the Oak Brook Park District as the Authorized Agent with the Illinois Municipal Retirement Fund (*Requires Waiving the Board Rules to Approve at this Meeting.*)
- g. Renewal of the Intergovernmental Agreement between the Board of Education of Butler School District #53 and the Oak Brook Park District for a Before and After School Program for School Year 2024-2025 through 2027-2028. (Dolphin Station)
- h. Approval of a Travel Expense for Commissioner Attendance at the National Recreation and Park Association Conference held in Atlanta, Georgia, October 8-10, 2024

10. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON JUNE 17, 2024, 6:30 P.M.

11. 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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REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
May 20, 2024 – 6:30 p.m.
Canterberry Room

1. CALL TO ORDER THE REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF COMMISSIONERS AND CONDUCT THE ROLL CALL
[Call to Order the Regular Meeting of the Oak Brook Park District Board of Commissioners and ask the Recording Secretary to conduct the Roll Call.]
2. OPEN FORUM *[Ask whether there are any Public Comments under “Open Forum.” If necessary, the President may advise speakers to observe the rules set forth in Section 1.1VII B of the Rules of the Board of Park Commissioners.]*
3. CONSENT AGENDA
*[Request a Motion (and a Second) to approve taking a Single Omnibus Vote on the Consent Agenda, as Presented. **Roll Call Vote—VOTE MUST BE UNANIMOUS.** Then ask for a Motion (and a Second) to approve the Consent Agenda, as presented. **Roll Call Vote...**]*
 - a. APPROVAL OF THE MAY 20, 2024 AGENDA
 - b. APPROVAL OF MINUTES
 - i. April 15, 2024 Regular Board Meeting Minutes
 - c. APPROVAL OF FINANCIAL STATEMENT ENDING APRIL 30, 2024
 - i. Warrant 684
4. ANNUAL MEETING
 - a. Election of Park Board President and Vice President
*[President Knitter asks for nominations for Board President. When all nominations have apparently been made, she announces that nominations are closed. If there is only one nomination, she asks for a Motion (and a Second) to elect _____ as President. **Voice Vote - "All in favor."** If there is more than one nomination, a Motion (and a Second) is taken for the first nominee. Roll Call Vote. If the first nominee is not elected by 3 votes, a Motion (and a Second) is taken for the second nominee, and the process is repeated until a President is elected by **Roll Call Vote**. Once a President is elected, the President takes the Chair, and repeats the above process for nominees for Vice President.]*





AGENDA
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
May 20, 2024 – 6:30 p.m.
Canterberry Room

b. Appointment of Board Secretary and Treasurer

*[The President states that the current Board Secretary is Executive Director Laure Kosey. The President proposes that, since the Board's Secretary has traditionally been the Executive Director, Laure Kosey should be reappointed to serve as Secretary unless any Board member has an objection. If not, the President asks for a Motion (and a Second) to appoint Laure Kosey as the District's Secretary. **Voice Vote – "All in favor."** If there is an objection, ask for proposed names for the appointment and proceed as with the appointment below.*

*Then, the President asks for nominations for Treasurer. When all nominations have apparently been made, the President announces that nominations are closed. If there is only one nomination, the President asks for a Motion (and a Second) to appoint _____ as Treasurer. **Voice Vote – "All in favor."** If there is more than one nomination, a Motion (and a Second) is taken for the first nominee. **Roll Call Vote**. If the first nominee is not approved for appointment by 3 votes, a Motion (and a Second) is taken for the second nominee, and the process is repeated until a Treasurer is appointed by **Roll Call Vote**.]*

5. STAFF RECOGNITION

- a. None

6. COMMUNICATIONS/PROCLAMATIONS *[For Review and Discussion Only]*

- a. Board of Commissioners to Share Communications
- b. Review of the Oak Brook Park District Master Vision 2020-2030
- c. Review of the Oak Brook Park District Strategic Plan 2020-2024
- d. Articles of Agreement for Gateway Special Recreation Association
- e. Gold Medal Finalist

7. REPORTS: *[For Review and Discussion Only]*

- a. Administration and Enterprise Operations Report
- b. Finance and Human Resources Report
- c. Recreation and Communications Report
- d. Parks and Facilities Report





AGENDA
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
May 20, 2024 – 6:30 p.m.
Canterberry Room

8. UNFINISHED BUSINESS

- a. Ordinance 24-0520: An Ordinance for Transferring Anticipated Unexpended Funds from Certain Appropriation Items to Other Items of Appropriation *[Request a Motion (and a Second) to approve Ordinance 24-0520: An Ordinance for Transferring Anticipated Unexpended Funds from Certain Appropriation Items to Other Items of Appropriation. Roll Call Vote...]*
- b. Key/Key Card Access Policy *[Request a Motion (and a Second) to approve Key/Key Card Access Policy. Roll Call Vote...]*
- c. Buy Board National Purchasing Cooperative *[Request a Motion (and a Second) to approve the Buy Board National Purchasing Cooperative. Roll Call Vote...]*
- d. Family Recreation Center Roof Replacement Phase 3 *[Request a Motion (and a Second) to approve the Family Recreation Center Roof Replacement Phase 3. Roll Call Vote...]*
- e. IPRA Environmental Report Card for Oak Brook Park District *[Request a Motion (and a Second) to approve the IPRA Environmental Report Card for Oak Brook Park District. Roll Call Vote...]*
- f. HVAC Rooftop Units Replacement *[Request a Motion (and a Second) to approve the HVAC Rooftop Units Replacement. Roll Call Vote...]*

9. NEW BUSINESS

- a. Tennis Center Window Replacement Bid *[For Review and Discussion Only]*
- b. Family Aquatic Center Paint Project Bid *[For Review and Discussion Only]*
- c. Unsupervised Minimum Age for Facility Usage *[For Review and Discussion Only]*
- d. Objectives and Key Results *[For Review and Discussion Only]*
- e. Purchase of Life Floor Material and Installation through Buy Board Purchasing Cooperative *[For Review and Discussion Only]*
- f. Resolution 24-0521: A Resolution Appointing the Human Resource and Risk Manager of the Oak Brook Park District as the Authorized Agent with the Illinois Municipal Retirement Fund (Requires Waiving the Board Rules to Approve at this Meeting.)
[Request a Motion (and a Second) to approve Waiving the Board Rules to approve at this meeting Resolution 24-0521: A Resolution Appointing the Human Resource and Risk Manager of the Oak Brook Park District as the Authorized Agent with the Illinois Municipal Retirement Fund. Roll Call Vote...]

Then ask for a Motion (and a Second) to approve Resolution 24-0521: A Resolution Appointing the Human Resource and Risk Manager of the Oak Brook Park District as the Authorized Agent with the Illinois Municipal Retirement Fund. Roll Call Vote...]





AGENDA
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
May 20, 2024 – 6:30 p.m.
Canterberry Room

- g. Renewal of the Intergovernmental Agreement between the Board of Education of Butler School District #53 and the Oak Brook Park District for a Before and After School Program for School Year 2024-2025 through 2027-2028. (Dolphin Station) *[For Review and Discussion Only]*
 - h. Approval of a Travel Expense for Commissioner Attendance at the National Recreation and Park Association Conference held in Atlanta, Georgia, October 8-10, 2024 *[For Review and Discussion Only]*
10. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON JUNE 17, 2024, 6:30 P.M.
[Announce the Next Regular Meeting of the Oak Brook Park District Board of Park Commissioners will be held on June 17, 2024, 6:30 p.m.]
11. ADJOURNMENT *[Request a Motion and a Second to adjourn the May 20, 2024 Regular Meeting of the Oak Brook Park District Board of Commissioners. Voice Vote, All in Favor...]*

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



Regular Meeting
Oak Brook Park District Board of Commissioners
April 15, 2024

Minutes

Minutes
PUBLIC HEARING AND
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
APRIL 15, 2024 – 6:30 p.m.
Canterberry Room

1. PUBLIC HEARING- FOR THE PROPOSED BUDGET AND APPROPRIATION ORDINANCE FOR FISCAL YEAR MAY 1, 2024 – APRIL 30, 2025 (*Notice of the Public Hearing was published in the Doings-Oak Brook Newspaper – April 4, 2024.*)

- a. Call to Order the Public Hearing

President Knitter called to order the Public Hearing for the Proposed Budget and Appropriation Ordinance for Fiscal Year May 1, 2024 – April 30, 2025 at the hour of 6:30 p.m. Commissioners Gondek, Ivkovic Kelley, Suleiman, and President Knitter answered “present” from the Oak Brook Park District Family Recreation Center, Canterbury Conference Room. Also present in Canterbury Conference Room was Laure Kosey, Executive Director; Marco Salinas, Chief Financial Officer; Bob Johnson, Deputy Director; Robert Pechous, Director of Recreation and Communications; and David J Freeman, District Attorney.

- b. Open Forum for the Proposed Budget and Appropriation Ordinance for Fiscal Year May 1, 2024 – April 30, 2025

President Knitter Announced: “In accordance with state statute, a notice of today’s public hearing was published in The Doings-Oak Brook Newspaper on Thursday April 4, 2024. A copy of the proposed budget and related budget ordinance has been available for public inspection in hard copy form at the Park District’s Administration Office as well as in electronic form on our website for at least 30 days prior to today’s hearing.”

Dr. Laure Kosey presented a summary of the proposed budget and appropriation ordinance.

Dr. Kosey stated there were good questions and feedback. She explained the governmental fund accounting is not like a regular checking account. Some funds can go to other funds, some cannot. The General, Recreation, and Tennis Center Funds have some flexibility. She reminded the public that the Tennis Center does not receive any tax levies, and the Tennis Center Fund stays in the Tennis Center and cannot be transferred to the General or Recreation Funds. However, the General can be transferred to other funds.

Dr. Kosey explained the Consolidated Budget must be displayed as it is in the Board Packet. Also, the Ten Year Capital Improvement Plan is a planned budget to ensure there is enough money to cover future major expenses. Therefore, although the General Fund appears to be losing money, it is not. When reviewing the Actuals 2023/2024 FY Projected Actuals, there is a surplus which then goes to the “savings account” or in governmental funding accounting terms, it goes into reserves.

Dr. Kosey stated that the 2024/2025 FY Budget Request is conservative. The estimated revenues and expenditure show a surplus.

Dr. Kosey used a gas tank analogy to describe the Park District reserve. She explained that it is necessary to have three to nine months of reserve per District policy. Cannot have over nine months of reserve; otherwise, the excess will need to be returned to the residents. Over nine months of reserve had occurred at one point at the Park District, so the Park District provided free summer camps to the residents.

President Knitter stated that when she began as a commissioner at the Park District, there were no long-term capital plan. So, if the HVAC broke down, there would not be the budget to replace it. Now the Park District plans for the major expenses with the Ten Year Capital Improvement Plan.

Dr. Kosey explained that the 2023/2024 FY had close to nine months of reserve, because there was a budget set aside for the HVAC which is now going to be replaced in 2024/2025 FY.

Dr. Kosey announced that the Park District Tax Levy is a 7.54% increase from 2022. Without the Special Recreation, the levy is only a 5.69% increase.

President Knitter asked if there were any public comments on the Proposed Budget and Appropriation Ordinance. She announced there would be a 5-minute time limit on comments and questions.

Ms. Amber Quirk, the Regional Superintendent of Schools for DuPage County, thanked Dr. Kosey for explaining how funding works. She stated that her family has participated at the Park District for basketball, birthday parties, Winter Lights, and other events. Ms. Quirk communicated that the Park District is vital in supporting schools such as for after school programs. She announced to please reach out to her if the Park District would like to partner with her office.

Ms. Lisa Giangrande commented that she has been involved with the Park District and was on the committee that constructed the Sandlot. She is a resident and business owner. Ms. Giangrande stated that the Park District adds value to our community, and it is amazing. She communicated that she has worked with Dr. Kosey and has observed the phenomenal improvements that Dr. Kosey has made to the Park District.

Ms. Denise Marro stated that as a resident, the Park District has been a staple for her family. Her husband is retired from the Chicago Park District, and he has stated that Oak Brook Park District is "state of the art." Ms. Marro stated that Dr. Kosey is a testament and is amazing in bringing in grants, "so please do not change."

Ms. Natalie Cappetta, a resident, stated that she wants appropriate funding for the Park District, so the Commissioners should know every single line item. She stated that if the Commissioners do not understand a line item, then they should not approve the budget. Ms. Cappetta continued with a few repeated questions she had asked at the March 18, 2024 Board Meeting.

Ms. Marro, an earlier speaker who has experience working at York Township, stated that it is

not out of line for the Park District to request the maximum tax levy.

Ms. Tina Chan, a resident, asked line-item questions at the March 18, 2024 Board Meeting. She received a link to answer her previous questions; however, she wanted direct answers for each of her line-item questions. Ms. Chan asked for a breakdown of the marketing expense; she asked about how the Park District is encouraging more residential usage; she asked what the facility rental expense is. Ms. Chan concluded with strongly supporting not approving the budget, because she did not receive answers to all her questions.

Mr. Frank Trombetta, a resident, communicated that budgets are educated guesses that cannot be specific on many line items. Every year the Park District is audited so residents can see the expenses.

c. Adjournment of Public Hearing

Motion: Commissioner Suleiman made a motion, seconded by Commissioner Ivkovic Kelley, to adjourn the April 15, 2024, Public Hearing for the Proposed Budget and Appropriation Ordinance for Fiscal Year May 1, 2024 – April 30, 2025, at the hour of 6:57 p.m.

2. CALL TO ORDER THE REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF COMMISSIONERS AND CONDUCT THE ROLL CALL

President Knitter called to order the Regular Meeting of the Oak Brook Park District Board of Commissioners at the hour of 6:58 p.m. Commissioners Gondek, Ivkovic Kelley, Suleiman, and President Knitter answered “present” from the Oak Brook Park District Family Recreation Center, Canterbury Conference Room. Also present in Canterbury Conference Room was Laure Kosey, Executive Director; Marco Salinas, Chief Financial Officer; Bob Johnson, Deputy Director; Robert Pechous, Director of Recreation and Communications; and David J Freeman, District Attorney.

3. OPEN FORUM

President Knitter asked the Board if there were any comments that are not budget related. There was no additional discussion.

4. CONSENT AGENDA

- a. APPROVAL OF THE APRIL 15, 2024 AGENDA
- b. APPROVAL OF MINUTES
 - i. March 18, 2024 Regular Board Meeting Minutes
- c. APPROVAL OF FINANCIAL STATEMENT ENDING MARCH 31, 2024
 - i. Warrant 683

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

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

Ayes: Commissioners Gondek, Ivkovic Kelley, Suleiman, and President Knitter
Nays: None
Absent: Vescovi

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

Ayes: Commissioners Gondek, Ivkovic Kelley, Suleiman, and President Knitter
Nays: None
Absent: Vescovi

5. STAFF RECOGNITION

- a. Hlay Aliotte, Information Technology Administrator
- b. Joshua DeSalvo, Park Technician

The Board welcomed Mr. Hlay Aliotte and Mr. Joshua DeSalvo.

6. COMMUNICATIONS/PROCLAMATIONS

- a. Board of Commissioners to share communications.

Commissioner Suleiman announced that on September 21, 2024 the Park District is planning with the Village of Oak Brook a “Celebraion of International Cultures.” Please contact Ms. Valerie Louthan, Superintendent of Facilities, if you have any questions. As of today, there are fifteen countries represented, there could be up to twenty.

President Knitter shared that Representative Sean Casten and his team toured the Ginger Creek location to see where the bridge will be constructed.

- b. Proclamation in Support of The Conservation Foundation DuPage County River Sweep

Dr. Kosey stated May 4th will be the Proclamation Day.

Ms. Haley Colucci, Marketing & Communications Manager, stated that volunteers can sign up on the website. The river sweep will occur from 9 a.m. to 11:30 a.m.

- c. Naming of the Ginger Creek Pavilion and the Oaks Amphitheater

Dr. Kosey announced that the in-staff survey proposed the names Ginger Creek Pavilion and the Oaks Amphitheater at the new North Athletic Field. Concessions will open May 4th.

7. REPORTS:

- a. Administration and Enterprise Operations Report

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

Dr. Kosey stated that she has reported on the naming of the pavilion and amphitheater. She also communicated that the Tennis Center construction of the front desk is going well.

President Knitter stated that the membership adjustment will attract residents. She asked if marketing had begun.

Mr. Robert Pechous replied that postcards were recently mailed to residents.

Commissioner Suleiman quoted Mr. Asif Yusuf that the Park District goes through cycles, so the Park District cannot deny nonresidents because the Park District would not be able to function without them. She loves the new program Oak Brook First.

b. Finance and Human Resources Report

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

Mr. Salinas reported on the past eleven months of the 2023/2024 FY. General, Recreation, and Tennis Center have a surplus. The next few weeks will be busy paying bills. Anything dated by April 30, 2024 will be marked for the 2023/2024 Fiscal Year (FY) payment.

Mr. Salinas communicated that Ms. Allison Siamis started today as the Human Resource and Risk Manager. She comes from the Arlington Heights Park District and has experience with the onboarding and financial software.

c. Recreation and Communications Report

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

Mr. Pechous reported that Pickleball tournament occurred this past weekend. The Park District will be purchasing more nets.

President Knitter stated the Pickleball Tournament went well.

Mr. Pechous communicated that Pioneers for Purpose helped stuff eggs for the Bunny Basket Deliveries.

Dr. Kosey added that the Bunny Basket Deliveries were only available for Oak Brook residents.

d. Parks and Facilities Report

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

Mr. Johnson reported there were 477 registrants for the Aquatics Egg Hunt.

Mr. Johnson stated that staff will be meeting with representatives for roofing and HVAC.

Mr. Johnson reported that Ms. Valerie Louthan, Superintendent of Facilities, and Ms. Kate Sniegowski, Facility Supervisor, are preparing the concessions stand at the North Athletic Field for the opening.

President Knitter asked how the bees are doing.

Mr. Johnson replied they are doing well.

8. UNFINISHED BUSINESS

- a. Ordinance 24-0415: An Ordinance Setting Forth the Budget and Making Appropriations of Sums of Money for All of the Necessary Expenditures of the Oak Brook Park District of Cook and DuPage Counties, Illinois, for the Corporate Purpose for the Fiscal Year Beginning May 1, 2024 and Ending April 30, 2025.

Motion: Commissioner Suleiman made a motion, seconded by Commissioner Ivkovic Kelley, to approve Ordinance 24-0415: An Ordinance Setting Forth the Budget and Making Appropriations of Sums of Money for All of the Necessary Expenditures of the Oak Brook Park District of Cook and DuPage Counties, Illinois, for the Corporate Purpose for the Fiscal Year Beginning May 1, 2024 and Ending April 30, 2025.

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

Ayes: Commissioners Gondek, Ivkovic Kelley, Suleiman, and President Knitter

Nays: None

Absent: Vescovi

- b. Ten Year Capital Improvement Plan

Motion: Commissioner Suleiman made a motion, seconded by Commissioner Ivkovic Kelley, to approve the Ten Year Capital Improvement Plan.

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

Ayes: Commissioners Gondek, Ivkovic Kelley, Suleiman, and President Knitter

Nays: None

Absent: Vescovi

- c. Resolution 24-0416: A Resolution Amending the Agreement between the Oak Brook Park District and SBC Waste Solutions, Inc. for Waste and Recycling Collection Services

Motion: Commissioner Suleiman made a motion, seconded by Commissioner Ivkovic Kelley, to approve Resolution 24-0416: A Resolution Amending the Agreement between the Oak Brook Park District and SBC Waste Solutions, Inc. for Waste and Recycling Collection Services.

President Knitter asked if the Park District was happy with SBC Waste Solutions.

Mr. Johnson answered that the Park District is happy with SBC Waste Solutions.

The motion passed by roll call vote.

Ayes: Commissioners Gondek, Ivkovic Kelley, Suleiman, and President Knitter

Nays: None

Absent: Vescovi

- d. Ordinance 24-0417: An Ordinance Authorizing the Destruction of the Verbatim Record of Certain Closed Meetings

Motion: Commissioner Suleiman made a motion, seconded by Commissioner Ivkovic Kelley, to approve Ordinance 24-0417: An Ordinance Authorizing the Destruction of the Verbatim Record of Certain Closed Meetings.

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

Ayes: Commissioners Gondek, Ivkovic Kelley, Suleiman, and President Knitter

Nays: None

Absent: Vescovi

- e. Resolution 24-0418: A Resolution Regarding the Review of Minutes for Closed Meetings January 1989 through February 29, 2024 (Pursuant to 5 ILCS 120/2(c)(21) and 5 ILCS 120/2.06(d) of the Open Meetings Act).

Motion: Commissioner Suleiman made a motion, seconded by Commissioner Ivkovic Kelley, to approve Resolution 24-0418: A Resolution Regarding the Review of Minutes for Closed Meetings January 1989 through February 29, 2024 (Pursuant to 5 ILCS 120/2(c)(21) and 5 ILCS 120/2.06(d) of the Open Meetings Act).

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

Ayes: Commissioners Gondek, Ivkovic Kelley, Suleiman, and President Knitter

Nays: None

Absent: Vescovi

- f. Memberships Adjustments, Facility Fees Policies

Motion: Commissioner Suleiman made a motion, seconded by Commissioner Ivkovic Kelley, to approve Memberships Adjustments, Facility Fees Policies.

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

Ayes: Commissioners Gondek, Ivkovic Kelley, Suleiman, and President Knitter

Nays: None

Absent: Vescovi

- g. 2024 Amendment to the Oak Brook Park District Executive Director Employment Agreement

Motion: Commissioner Suleiman made a motion, seconded by Commissioner Ivkovic Kelley, to approve the 2024 Amendment to the Oak Brook Park District Executive Director Employment Agreement.

President Knitter communicated that Dr. Kosey's salary is in the middle tier. Many Executive Directors do not achieve \$4m grants and have a Ph.D. Dr. Kosey completed all the objectives, so President Knitter would like to approve the amendment and have Dr. Kosey remain on to 2027.

Commissioner Suleiman added that adjustment for inflation should be included in the contract. Commissioner Suleiman stated that the Commissioners are confident in her and would like her to stay.

Dr. Kosey thanked the Commissioners.

The motion passed by roll call vote.

Ayes: Commissioners Gondek, Ivkovic Kelley, Suleiman, and President Knitter

Nays: None

Absent: Vescovi

9. NEW BUSINESS

- a. Ordinance 24-0520: An Ordinance for Transferring Anticipated Unexpended Funds from Certain Appropriation Items to Other Items of Appropriation.

Mr. Salinas stated this is an annual process where the Board can make transfers from one line item to another. There is a contingency, so the reallocation is net zero. By law the Board can choose to reallocate.

- b. Key/Key Card Access for Commissioners (*Requires Waiving the Board Rules to Approve at this Meeting.*)

Motion: Commissioner Suleiman made a motion, seconded by Commissioner Ivkovic Kelley, to waive the Board Rules to approve at this meeting the Key/Key Card Access for Commissioners.

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

Ayes: Commissioners Gondek, Ivkovic Kelley, Suleiman, and President Knitter

Nay: None

Absent: Vescovi

Motion: Commissioner Suleiman made a motion, seconded by Commissioner Ivkovic Kelley, to approve Key/Key Card Access for Commissioners.

President Knitter reported that Commissioner Vescovi requested a key to have all-access to the facility. President Knitter decided that the Commissioners can vote on whether Commissioners should have key access to District facilities.

Commissioner Gondek stated that he prefers not to have an all-access key. Commissioner Gondek communicated that in having a key he would not want to be responsible if anything such as a laptop went missing.

Commissioner Ivkovic Kelley stated she would not want an all-access key.

Commissioner Suleiman reported that there was never a time for a commissioner to access the office. In the past, the staff interviewed other Park Districts about commissioners' access and found that only a few Park District commissioners had access to specific areas for a valid reason. Commissioners should not have an all-access key.

The motion did not pass by roll call vote.

Ayes: None

Nays: Commissioners Gondek, Ivkovic Kelley, Suleiman, and President Knitter

Absent: Vescovi

- c. Agreement for Professional Engineering Services for Phase Three of the Ginger Creek Bridge Project (*Requires Waiving the Board Rules to Approve at this Meeting.*)

Motion: Commissioner Suleiman made a motion, seconded by Commissioner Ivkovic Kelley, to waive the Board Rules to approve at this meeting the Agreement for Professional Engineering Services for Phase Three of the Ginger Creek Bridge Project.

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

Ayes: Commissioners Gondek, Ivkovic Kelley, Suleiman, and President Knitter

Nays: None

Absent: Vescovi

Motion: Commissioner Suleiman made a motion, seconded by Commissioner Ivkovic Kelley, to approve the Agreement for Professional Engineering Services for Phase Three of the Ginger Creek Bridge Project.

President Knitter communicated that Representative Sean Casten asked when will the Park District break ground for the Ginger Creek Bridge Project.

Mr. Johnson answered that the groundbreaking would not take place for approximately twelve months, since some of the permits required for this project to begin could take 9-12 months to acquire. Initial information indicates that once the Park District receives the funding it would have twelve months to complete the project.

The motion passed by roll call vote.

Ayes: Commissioners Gondek, Ivkovic Kelley, Suleiman, and President Knitter

Nays: None

Absent: Vescovi

d. Buy Board National Cooperative Purchasing Cooperative

Mr. Johnson explained the Buy Board National Cooperative. He reported that the Park District is already in a couple of coops which helps with the bidding process. Buy Board provides a service to help obtain products which then saves on legal fees. Many Illinois agencies use the Buy Board National Cooperative.

President Knitter added that this allows small park districts to have more buying power.

e. Family Recreation Center Phase 3 Roof Replacement

Mr. Johnson reported that the roof project has three phases, and it is now in Phase 3. Omnia Partners Purchasing Cooperative is the Park District's purchasing partner. The scope of work cost was found to be less than the original quote. Work will begin either in the summer or fall.

President Knitter asked if the facility will be closed.

Mr. Johnson answered that the facility will not be closed.

f. IPRA Environmental Report Card for Oak Brook Park District

Mr. Johnson explained this is an exercise that the Park District goes through every few years. The Park District does a great job according to this self-evaluation tool.

President Knitter asked if there were any weaknesses.

Mr. Johnson answered that there is an opportunity to use products that are green solutions.

g. HVAC Rooftop Unit Replacement

Dr. Kosey clarified that this HVAC replacement is not for the aquatic center.

Mr. Johnson stated there are eleven HVAC units at the Family Recreation Center. Three of the oldest HVAC units will be replaced. Trane works well with the automated system, and they will determine if more substantial savings can be found. He will meet with Trane to finalize the contract. The HVAC is a budgeted capital item.

10. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON MAY 20, 2024, 6:30 P.M.

President Knitter announced the next Regular Meeting of the Oak Brook Park District Board of Park Commissioners will be held on May 20, 2024, at 6:30 pm.

11. ADJOURNMENT

Motion: Commissioner Suleiman made a motion, seconded by Commissioner Ivkovic Kelley, to adjourn the April 15, 2024, regular meeting of the Oak Brook Park District Board of Commissioners. The motion passed by voice vote, and the meeting adjourned at the hour of 7:34 p.m.

Laure L. Kosey, Executive Director

Financial Statement



General Fund

The General Fund is used to account for all activity of the Park District, except for activity required to be accounted for in another fund. The General Fund is comprised of the following departments:

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

Among the major activities accounted for in this fund are field and facility rentals, general administration and finance services, information technology services, facility maintenance services for our Family Recreation Center and Central Park West facility, and maintenance of our Central Park and other satellite parks.



General Fund: Revenues and Expenditures Summary (Unaudited)

Fiscal Year-to-Date Activity through April 30 2024 and 2023

100.00% completed (12 out of 12 months)

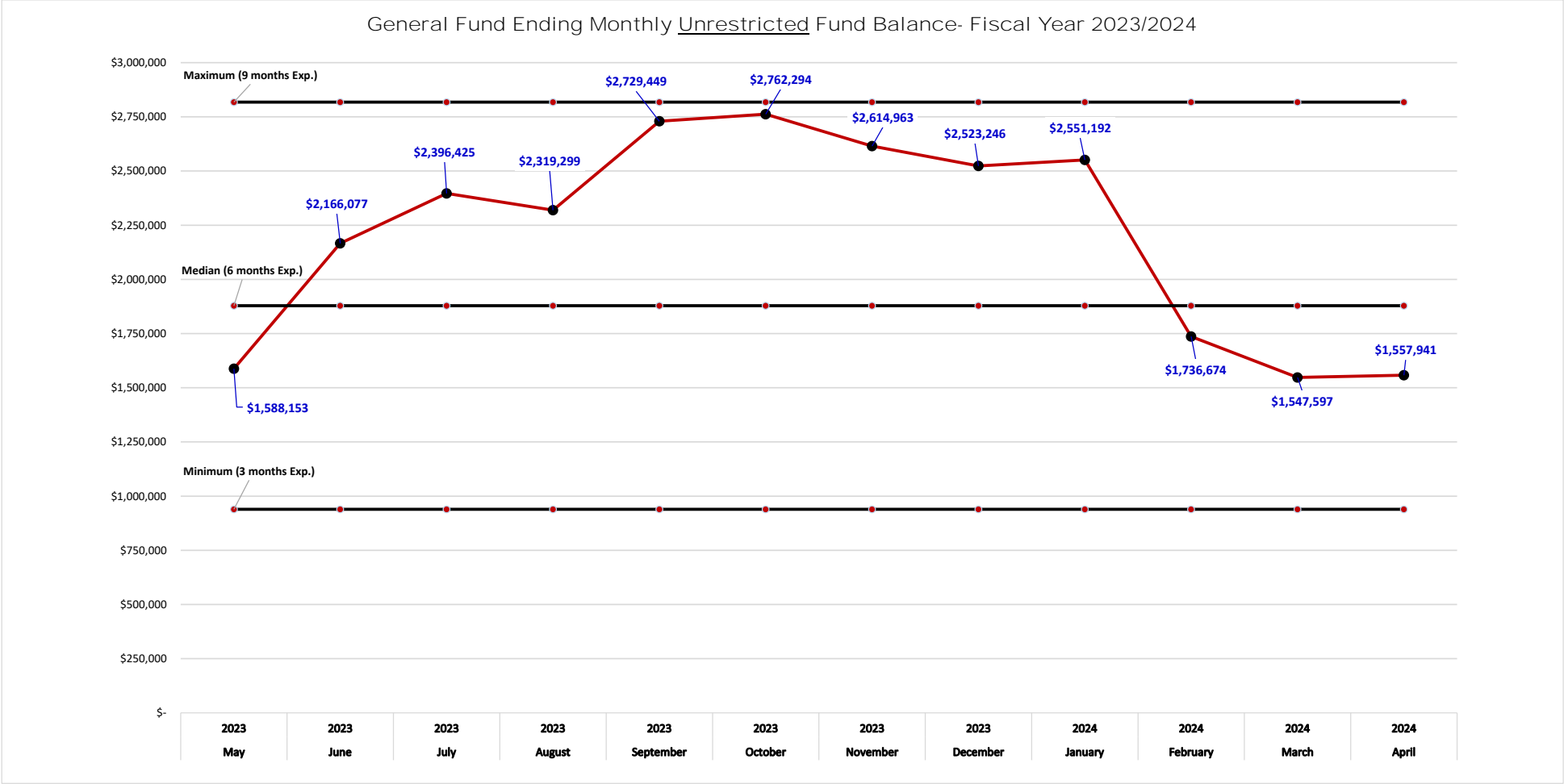
	Fiscal Year 2023/2024- Highlighted items reflect more than 8.33% variance							FY 2023/2024 compared to FY 2022/2023- Highlighted items reflect more than 10% variance		
	Original Annual Budget	April 2024 Actual	Year-To-Date (YTD) Actual	Encumbered	YTD Actual + Encumbered	YTD Actual, as a % of Original Annual Budget		Fiscal Year 2022/2023 YTD Actual	FY 2023/2024 YTD Actual Higher/(Lower) than 2022/2023 YTD Actual	Percent Change
REVENUES										
Administration	\$ -	\$ -	\$ -	N/A	\$ -	N/A		\$ -	\$ -	N/A
Finance										
Property Taxes	1,773,687	151	1,802,760	N/A	1,802,760	101.6%		1,473,554	329,205	22.3%
Personal Prop. Repl. Taxes	324,515	15,220	238,463	N/A	238,463	73.5%		329,788	(91,324)	-27.7%
Investment Income	7,500	5,407	69,408	N/A	69,408	925.4%		14,963	54,446	363.9%
Other	9,250	-	1,385	N/A	1,385	15.0%		7,965	(6,580)	-82.6%
Central Park North	88,500	1,500	79,404	N/A	79,404	89.7%		102,408	(23,004)	-22.5%
Central Park	196,000	18,355	240,674	N/A	240,674	122.8%		241,553	(879)	-0.4%
Saddlebrook Park	500	-	-	N/A	-	0.0%		407	(407)	-100.0%
Forest Glen Park	500	750	750	N/A	750	150.0%		-	750	N/A
Chillem Park	250	-	-	N/A	-	0.0%		-	-	N/A
Dean Property	500	-	-	N/A	-	0.0%		2,715	(2,715)	-100.0%
Information Technology	117,124	29,256	117,493	N/A	117,493	100.3%		-	117,493	N/A
Building-Recreation Center	1,040,726	167,351	1,011,819	N/A	1,011,819	97.2%		1,007,697	4,123	0.4%
Central Park West	83,094	8,270	69,915	N/A	69,915	84.1%		74,639	(4,724)	-6.3%
TOTAL REVENUES	\$ 3,642,146	\$ 246,260	\$ 3,632,071	\$ -	\$ 3,632,071	99.7%		\$ 3,255,689	\$ 376,382	11.6%
EXPENDITURES										
Administration	\$ 385,411	\$ 42,070	\$ 379,248	\$ 736	379,983	98.4%		\$ 488,895	\$ (109,647)	-22.4%
Finance	313,016	27,850	260,300	46	260,346	83.2%		368,507	(108,207)	-29.4%
Central Park North	45,021	2,192	42,734	12,783	55,517	94.9%		36,697	6,037	16.5%
Central Park	818,078	47,442	672,717	14,997	687,715	82.2%		753,363	(80,646)	-10.7%
Saddlebrook Park	15,659	700	11,448	1,578	13,026	73.1%		14,871	(3,422)	-23.0%
Forest Glen Park	27,543	3,119	21,893	1,314	23,207	79.5%		20,690	1,204	5.8%
Chillem Park	7,909	500	6,015	459	6,474	76.0%		4,789	1,226	25.6%
Dean Property	30,177	2,032	25,206	1,650	26,856	83.5%		22,375	2,832	12.7%
Professional Services	29,500	-	28,267	16,512	44,779	95.8%		34,915	(6,647)	-19.0%
Contracts- Maint. DNS	-	-	-	-	-	N/A		25,000	(25,000)	-100.0%
Information Technology	314,889	25,992	289,280	16,596	305,876	91.9%		-	289,280	N/A
Building-Recreation Center	1,034,404	79,169	1,030,900	16,996	1,047,896	99.7%		1,002,358	28,541	2.8%
Central Park West	81,528	4,851	65,117	4,768	69,886	79.9%		65,564	(447)	-0.7%
TOTAL EXPENDITURES	\$ 3,103,134	\$ 235,916	\$ 2,833,126	\$ 88,435	\$ 2,921,561	91.3%		\$ 2,838,022	\$ (4,897)	-0.2%
TRANSFERS OUT	\$ 654,000	\$ -	\$ 654,000	\$ -	\$ 654,000	100.0%		\$ 382,575	\$ 271,425	70.9%
TOTAL EXPENDITURES AND TRANSFERS OUT	\$ 3,757,134	\$ 235,916	\$ 3,487,126	\$ 88,435	\$ 3,575,561	92.8%		\$ 3,220,597	\$ 266,528	8.3%
REVENUES OVER (UNDER) EXPENDITURES AND TRANSFERS OUT	\$ (114,988)	\$ 10,345	\$ 144,945	\$ (88,435)	\$ 56,510	-126.1%		\$ 35,092	\$ 109,854	313.0%

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

Note 2> Encumbered balances represent the commitment of appropriated (budgeted) funds to purchase goods and services. They set aside (encumber) appropriated funds for future expenditure and are used by staff to manage spending activity.

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

Actuals- Unaudited													
	May	June	July	August	September	October	November	December	January	February	March	April	Fiscal
	2023	2023	2023	2023	2023	2023	2023	2023	2024	2024	2024	2024	Y-T-D
Beginning Unrestricted	\$ 1,412,996	\$ 1,588,153	\$ 2,166,077	\$ 2,396,425	\$ 2,319,299	\$ 2,729,449	\$ 2,762,294	\$ 2,614,963	\$ 2,523,246	\$ 2,551,192	\$ 1,736,674	\$ 1,547,597	
Monthly Net Surplus/(Deficit)	175,157	577,924	230,348	(77,126)	410,150	32,846	(147,331)	(91,717)	27,946	(814,518)	(189,078)	10,345	\$ 144,945
Ending Unrestricted	\$ 1,588,153	\$ 2,166,077	\$ 2,396,425	\$ 2,319,299	\$ 2,729,449	\$ 2,762,294	\$ 2,614,963	\$ 2,523,246	\$ 2,551,192	\$ 1,736,674	\$ 1,547,597	\$ 1,557,941	



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



Recreation Fund

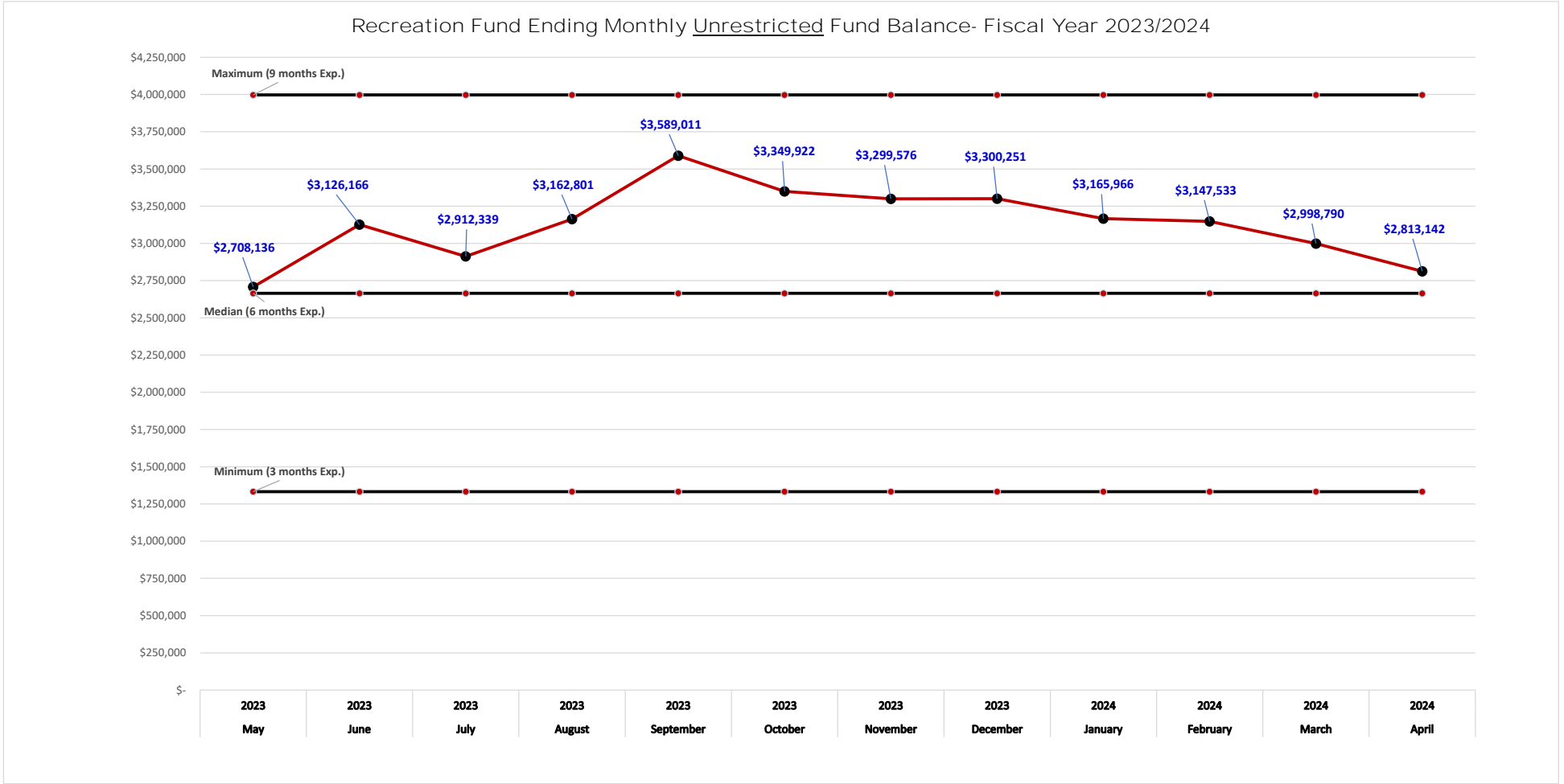
The Recreation Fund is used to account for all recreation programming activity of the Park District; except for programming accounted for in our Tennis and Special Recreation funds. The Recreation Fund is comprised of the following departments:

- Recreation Administration
- Fitness Center
- Aquatic Center
- Aquatic Recreation Programming
- Childrens Programs
- Preschool Programs
- Youth Programs
- Adult Programs
- Pioneer Programs
- Special Events and Trips
- Marketing
- Capital Outlay

The primary focus of this fund is to account for recreational programming activities, client memberships, special events, preschool, and the marketing of these services. This fund also accounts for resources used to fund capital improvements.

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

Actuals- Unaudited													
	May	June	July	August	September	October	November	December	January	February	March	April	Fiscal
	2023	2023	2023	2023	2023	2023	2023	2023	2024	2024	2024	2024	Y-T-D
Beginning Unrestricted	\$ 2,011,373	\$ 2,708,136	\$ 3,126,166	\$ 2,912,339	\$ 3,162,801	\$ 3,589,011	\$ 3,349,922	\$ 3,299,576	\$ 3,300,251	\$ 3,165,966	\$ 3,147,533	\$ 2,998,790	
Monthly Net Surplus/(Deficit)	696,763	418,030	(213,827)	250,462	426,210	(239,089)	(50,345)	674	(134,284)	(18,433)	(148,744)	(185,647)	\$ 801,769
Ending Unrestricted	\$ 2,708,136	\$ 3,126,166	\$ 2,912,339	\$ 3,162,801	\$ 3,589,011	\$ 3,349,922	\$ 3,299,576	\$ 3,300,251	\$ 3,165,966	\$ 3,147,533	\$ 2,998,790	\$ 2,813,142	



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



Tennis Fund

The Tennis Fund is used to account for the activities of our tennis center. The Tennis Fund is comprised of the following departments:

- Tennis Administration
- Building- Racquet Club
- Programs- Racquet Club
- Capital Outlay

The primary focus of this fund is to account for all tennis administration, recreational programming activities, client memberships, and special events. This fund also accounts for resources used to fund capital improvements at the tennis center.



Tennis Center Fund (Recreational Facilities): Revenues and Expenses Summary (Unaudited)

Fiscal Year-to-Date Activity through April 30 2024 and 2023

100.00% completed (12 out of 12 months)

REVENUES

Administration

Building- Racquet Club

Programs- Racquet Club

TOTAL REVENUES

EXPENSES

Administration

Building- Racquet Club

Programs- Racquet Club

Capital Outlay

TOTAL EXPENSES

**REVENUES OVER
(UNDER) EXPENSES**

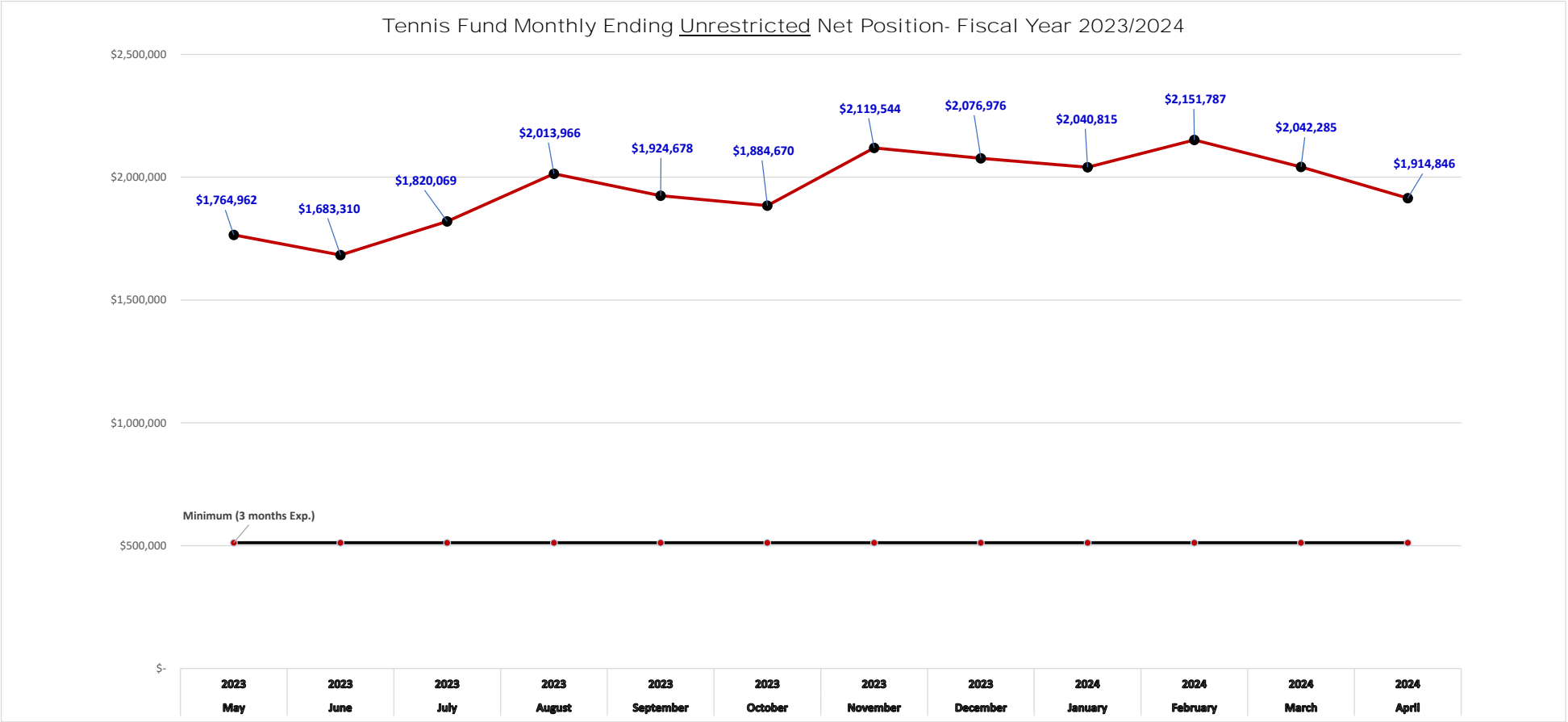
Fiscal Year 2023/2024- Highlighted items reflect more than 8.33% variance							FY 2023/2024 compared to FY 2022/2023- Highlighted items reflect more than 10% variance		
Original Annual Budget	April 2024 Actual	Year-To-Date (YTD) Actual	Encumbered	YTD Actual + Encumbered	YTD Actual, as a % of Original Annual Budget		Fiscal Year 2022/2023 YTD Actual	FY 2023/2024 YTD Actual Higher/(Lower) than 2022/2023 YTD Actual	Percent Change
\$ 12,220	\$ 13,214	\$ 91,274	N/A	\$ 91,274	746.9%		\$ (16,940)	\$ 108,214	-638.8%
500	97	688	N/A	688	137.7%		-	688	N/A
2,051,500	78,592	2,252,886	N/A	2,252,886	109.8%		2,040,847	212,038	10.4%
\$ 2,064,220	\$ 91,903	\$ 2,344,848	\$ -	\$ 2,344,848	113.6%		\$ 2,023,908	\$ 320,941	15.9%
\$ 808,599	\$ 56,368	\$ 700,400	\$ 88	\$ 700,488	86.6%		\$ 644,237	\$ 56,162	8.7%
381,971	22,848	300,613	27,964	328,577	78.7%		311,662	(11,048)	-3.5%
858,000	51,151	673,223	-	673,223	78.5%		887,163	(213,940)	-24.1%
430,000	44,488	109,640	18,783	128,423	25.5%		-	109,640	#DIV/0!
\$ 2,478,571	\$ 174,855	\$ 1,783,875	\$ 46,835	\$ 1,830,710	72.0%		\$ 1,843,061	\$ (59,186)	-3.2%
\$ (414,351)	\$ (82,952)	\$ 560,973	\$ (46,835)	\$ 514,138	-135.4%		\$ 180,846	\$ 380,127	210.2%

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

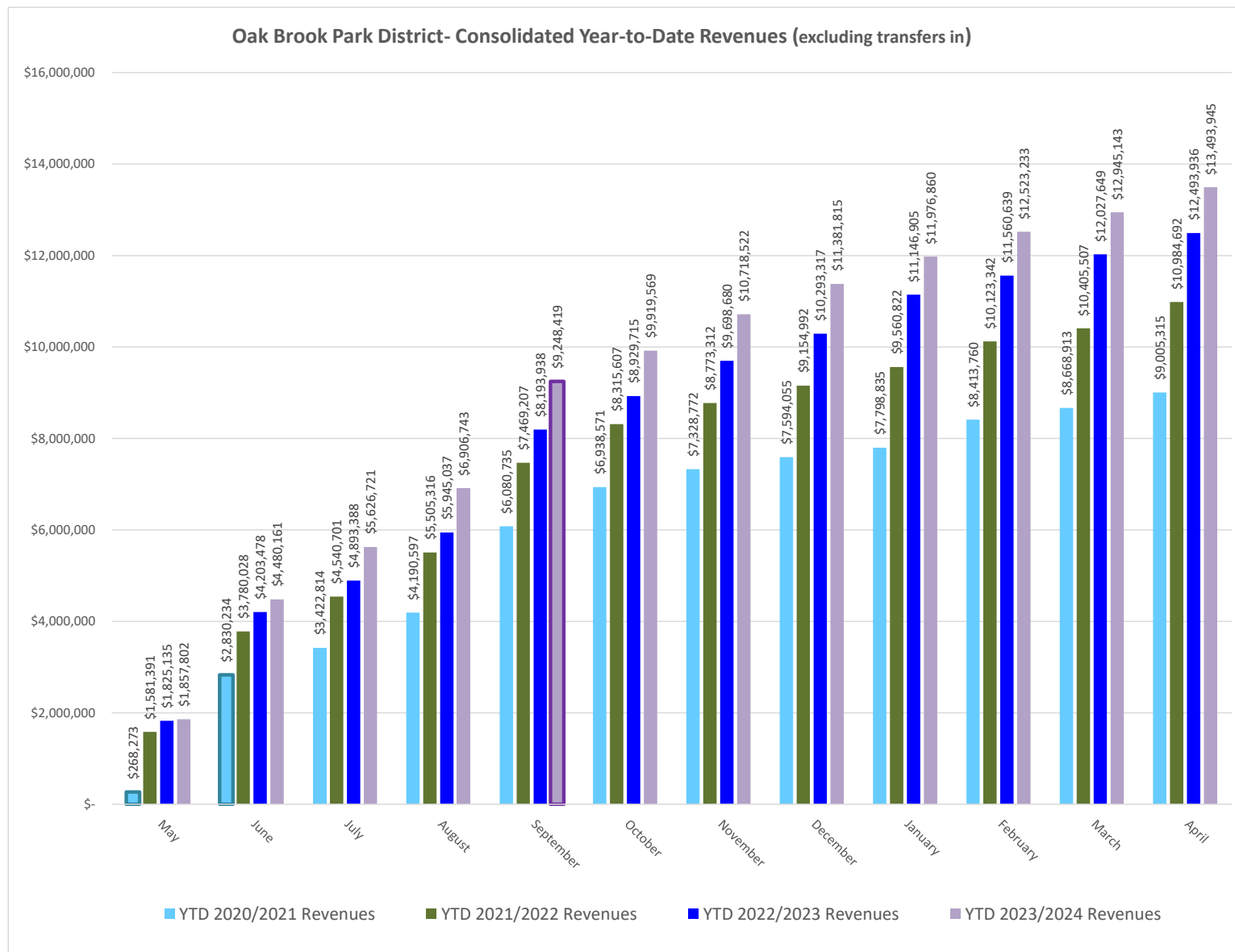
Note 2> Encumbered balances represent the commitment of appropriated (budgeted) funds to purchase goods and services. They set aside (encumber) appropriated funds for future expense and are used by staff to manage spending activity.

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

Actuals- Unaudited													
	May	June	July	August	September	October	November	December	January	February	March	April	Fiscal
	2023	2023	2023	2023	2023	2023	2023	2023	2024	2024	2024	2024	Y-T-D
Beginning Investment in Capital Assets	\$ 1,610,979	\$ 1,610,979	\$ 1,633,799	\$ 1,633,799	\$ 1,639,694	\$ 1,656,335	1,656,335	1,659,475	1,665,755	1,670,465	1,670,465	1,676,131	
Beginning Unrestricted	1,463,513	1,764,962	1,683,310	1,820,069	2,013,966	1,924,678	1,884,670	2,119,544	2,076,976	2,040,815	2,151,787	2,042,285	
Monthly Net Surplus/(Deficit)	301,449	(58,832)	136,758	199,792	(72,648)	(40,008)	237,997	(36,270)	(31,451)	110,972	(103,835)	(82,951)	\$ 560,973
Ending Investment in Capital Assets	\$ 1,610,979	\$ 1,633,799	\$ 1,633,799	\$ 1,639,694	\$ 1,656,335	\$ 1,656,335	\$ 1,659,475	\$ 1,665,755	\$ 1,670,465	\$ 1,670,465	\$ 1,676,131	\$ 1,720,619	
Ending Unrestricted	\$ 1,764,962	\$ 1,683,310	\$ 1,820,069	\$ 2,013,966	\$ 1,924,678	\$ 1,884,670	\$ 2,119,544	\$ 2,076,976	\$ 2,040,815	\$ 2,151,787	\$ 2,042,285	\$ 1,914,846	



Minimum (3 months Exp.)	\$ 512,143	\$ 512,143	\$ 512,143	\$ 512,143	\$ 512,143	\$ 512,143	\$ 512,143	\$ 512,143	\$ 512,143	\$ 512,143	\$ 512,143	\$ 512,143	\$ 512,143
Median (6 months Exp.)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Maximum (9 months Exp.)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A



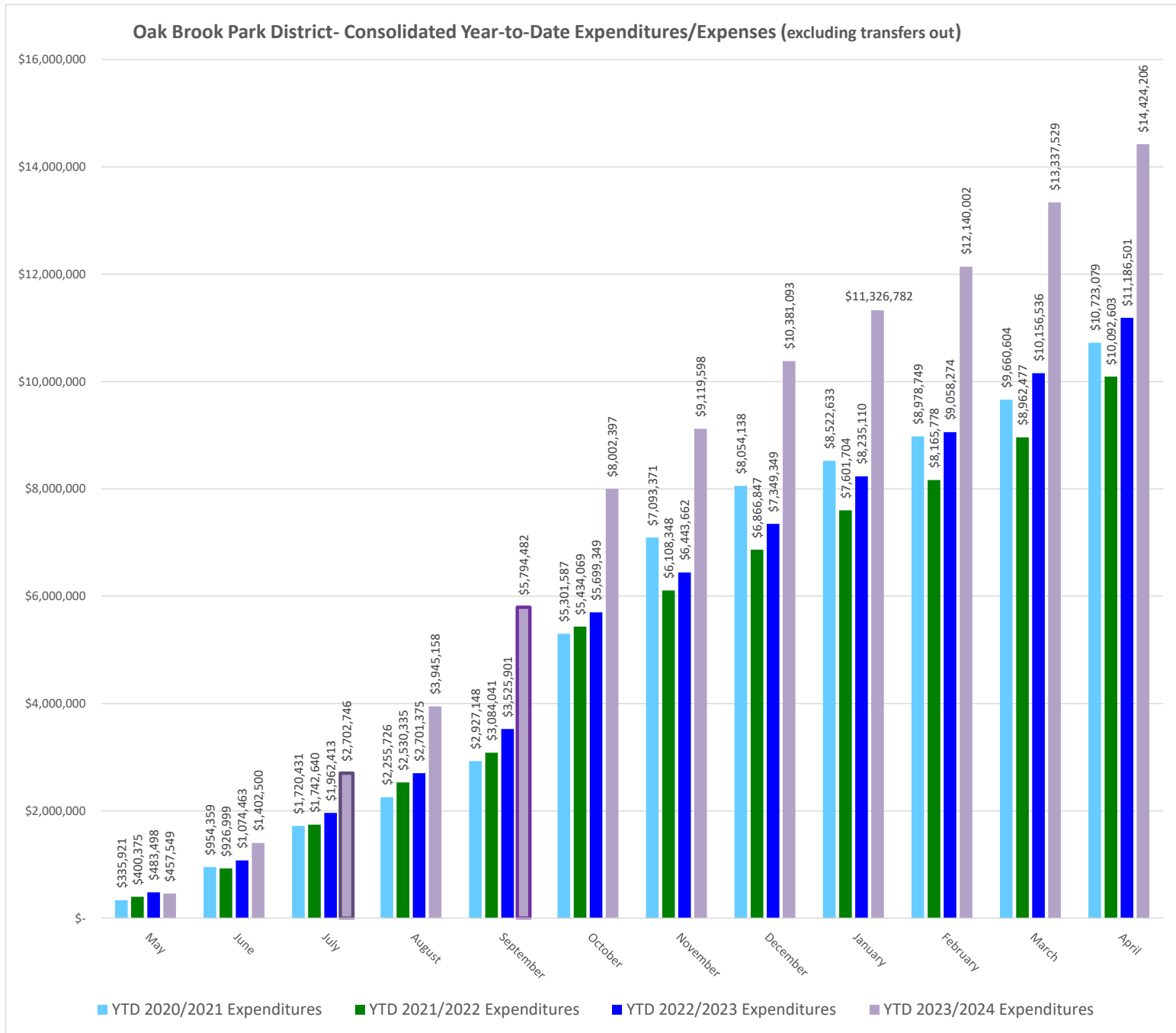
NOTES

2020/2021

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

2023/2024

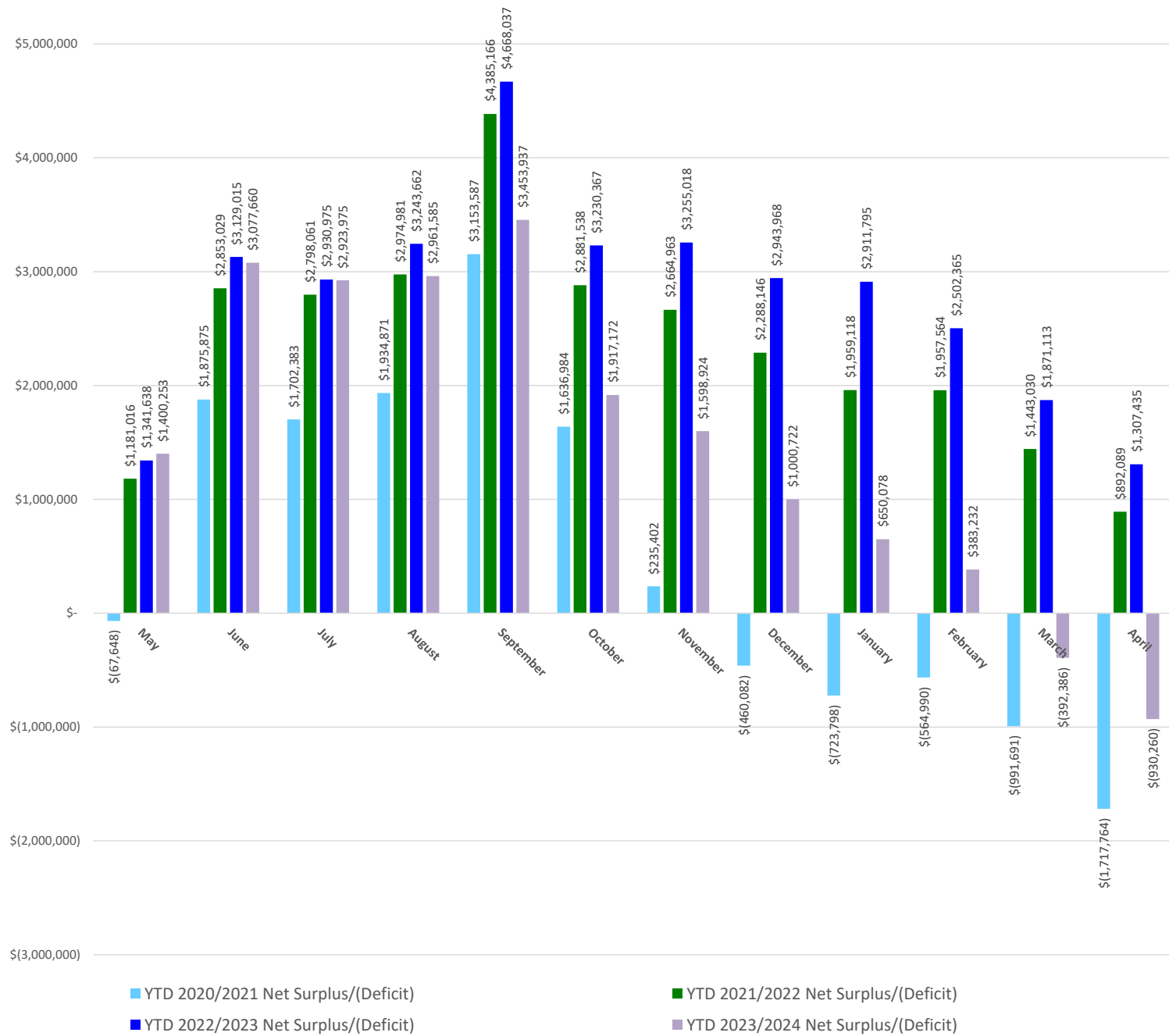
The large increase in Y-T-D revenues are being primarily driven by increased programming revenues in our fitness, aquatics, children's, special events departments, as well as in group tennis programming.



NOTES

2023/2024 The large increase in Y-T-D expenditures are being primarily driven by increased capital improvement costs for our Central Park improvements (e.g. bathrooms, pavilion, synthetic turf field).

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





OAK BROOK PARK DISTRICT
SUMMARIZED REVENUE & EXPENDITURE REPORT
April 2024

	FY 2023/2024 ANNUAL BUDGET	CURRENT MONTH ACTUAL	Y-T-D ACTUAL (12 months)
GENERAL CORPORATE FUND			
Revenues & transfers in	\$ 3,642,146	\$ 246,260	\$ 3,632,071
Expenditures & transfers out	3,757,134	235,916	3,487,126
Net surplus/(deficit)	\$ (114,988)	\$ 10,345	\$ 144,945
RECREATION FUND			
Revenues & transfers in	\$ 4,870,680	\$ 189,030	\$ 5,097,792
Expenditures & transfers out	5,329,904	374,677	4,296,022
Net surplus/(deficit)	\$ (459,225)	\$ (185,647)	\$ 801,770
IMRF FUND			
Revenues & transfers in	\$ 141,986	\$ 4,828	\$ 125,330
Expenditures & transfers out	175,000	13,422	178,150
Net surplus/(deficit)	\$ (33,014)	\$ (8,594)	\$ (52,820)
LIABILITY INSURANCE FUND			
Revenues & transfers in	\$ 110,730	\$ 1,681	\$ 109,732
Expenditures & transfers out	145,601	8,875	145,213
Net surplus/(deficit)	\$ (34,871)	\$ (7,194)	\$ (35,481)
AUDIT FUND			
Revenues & transfers in	\$ 16,903	\$ 30	\$ 17,794
Expenditures & transfers out	16,175	-	12,750
Net surplus/(deficit)	\$ 728	\$ 30	\$ 5,044
DEBT SERVICE FUND			
Revenues & transfers in	\$ 1,903,875	\$ 391	\$ 1,922,976
Expenditures & transfers out	1,887,377	276,106	1,887,343
Net surplus/(deficit)	\$ 16,498	\$ (275,716)	\$ 35,633
RECREATIONAL FACILITIES FUND (TENNIS CENTER)			
Revenues	\$ 2,064,220	\$ 91,903	\$ 2,344,848
Expenses	2,478,571	174,855	1,783,875
Net surplus/(deficit)	\$ (414,351)	\$ (82,951)	\$ 560,973
SPECIAL RECREATION FUND			
Revenues & transfers in	\$ 336,927	\$ 869	\$ 338,767
Expenditures & transfers out	378,217	(129)	317,363
Net surplus/(deficit)	\$ (41,290)	\$ 999	\$ 21,404



OAK BROOK PARK DISTRICT
SUMMARIZED REVENUE & EXPENDITURE REPORT
April 2024

	FY 2023/2024 ANNUAL BUDGET	CURRENT MONTH ACTUAL	Y-T-D ACTUAL (12 months)
CAPITAL PROJECTS FUND			
Revenues & transfers in	\$ 966,000	\$ 10,014	\$ 493,205
Expenditures & transfers out	3,470,100	(19,810)	2,880,529
Net surplus/(deficit)	\$ (2,504,100)	\$ 29,824	\$ (2,387,324)
SOCIAL SECURITY FUND			
Revenues & transfers in	\$ 272,324	\$ 3,795	\$ 266,823
Expenditures & transfers out	292,995	22,765	291,227
Net surplus/(deficit)	\$ (20,671)	\$ (18,970)	\$ (24,404)
CONSOLIDATED SUMMARY			
Revenues & transfers in	\$ 14,325,792	\$ 548,802	\$ 14,349,337
Expenditures/expenses & transfers out	17,931,074	1,086,677	15,279,598
Net surplus/(deficit)	\$ (3,605,282)	\$ (537,875)	\$ (930,260)

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

	CONSOLIDATED TOTALS
REVENUES & TRANSFERS IN	
Property Taxes	\$ 454
Replacement Taxes	28,185
Interest	38,540
Miscellaneous	303
Fitness Center Fees	69,663
Aquatic Center & Program Fees	63,723
Recreation Program Fees	120,652
Marketing	1,800
FRC Rental/Member Fees	49,891
Field Rentals- Central Park North	1,500
Field Rentals- Central Park	18,355
Satellite Parks & DNS	750
Information Technology	-
CPW Building Rentals & Other	8,270
Grant Proceeds	-
Overhead Revenues	146,716
Transfers In	-
TOTAL- REVENUES & TRANSFERS IN:	\$ 548,802
EXPENDITURES/EXPENSES & TRANSFERS OUT	
Accounts Payable and Other	\$ 436,429
Payroll and Related Benefits	503,532
Overhead Expenditures	146,716
Transfers Out	-
TOTAL EXPENDITURES/EXPENSES & TRANSFERS OUT:	\$ 1,086,677
NET REVENUES/(EXPENDITURES/EXPENSES)	\$ (537,875)

**Oak Brook Park District
Consolidated Balance Sheet
As of April 30, 2024**

ASSETS

	Consolidated Totals
Current Assets	
Cash and Investments	\$ 8,874,787
Receivables - Net of Allowances	-
Property Taxes	5,410,785
Accounts	843,048
Due from Other Funds	-
Prepays	5,157
Inventories	31,917
Total Current Assets	<u>\$ 15,165,693</u>
Noncurrent Assets	
Capital Assets	
Non-depreciable	\$ 40,475
Depreciable	5,400,929
Accumulated Depreciation	(3,830,424)
Total Noncurrent Assets	<u>\$ 1,610,980</u>
 Total Assets	 \$ 16,776,674

DEFERRED OUTFLOWS OF RESOURCES

Deferred Items-IMRF	\$ 210,773
Total Assets and Deferred Outflows of Resources	<u>\$ 16,987,447</u>

LIABILITIES

Current Liabilities	
Accounts Payable	\$ 69,428
Accrued Payroll	45,371
Retainage Payable	70,532
Unearned Revenue	1,444,595
Due To Other Funds	-
Unclaimed Property	917
Total Current Liabilities	<u>\$ 1,630,842</u>
Noncurrent Liabilities	
Compensated Absences Payable	\$ 30,841
Net Pension Liability - IMRF	185,023
Total OPEB Liability - RBP	167,291
Total Noncurrent Liabilities	<u>\$ 383,155</u>
 Total Liabilities	 \$ 2,013,997

DEFERRED INFLOWS OF RESOURCES

Deferred Items - IMRF	\$ 48,680
Property Taxes	5,410,785
Total Liabilities and Deferred Inflows of Resources	<u>\$ 7,473,462</u>

FUND/NET POSITION BALANCES

Non-spendable	\$ -
Restricted	320,130
Committed	3,991,827
Assigned	-
Unassigned	1,566,563
 Net Investment in Capital Assets	 1,720,619
Restricted	-
Unrestricted	1,914,846
Total Fund/Net Position Balances	<u>\$ 9,513,985</u>
 Total Liabilities, Deferred Inflows of Resources and Fund/ Net Position Balances	 <u>\$ 16,987,446</u>

OAK BROOK PARK DISTRICT
Treasurer's Report- As of April 30, 2024

Investment Type	Bank/Institution	Current Year Balance	Current Year Rate/APY	Prior Year Rate/APY	Description/Note	Concentration Percentage
<u>Money Market</u>						
	Evergreen Bank	\$ 3,268,397.50	5.100%	2.530%	Interest-bearing	38.22%
	Hinsdale Bank	824,886.33	5.570%	4.980%	Interest-bearing	9.65%
	Sub-Total:	\$ 4,093,283.83				47.87%
<u>Savings</u>						
	Evergreen Bank	\$ 207,174.34	4.600%	2.500%	Interest-bearing (Insured Cash Sweep)	2.42%
<u>Checking</u>						
	Fifth Third Bank	\$ 10,485.01	0.650%	0.650%	Interest-bearing	0.12%
<u>Investment Pool</u>						
	The Illinois Funds	\$ 4,240,168.43	5.422%	4.871%	Illinois Public Treasurers' Investment Pool	49.59%
	Grand Total Investments:	\$ 8,551,111.61				100.00%
<u>Benchmark</u>						
	Three-month U.S. Treasury Bill		5.384%	5.061%	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 4/30/24 and 4/28/2023 .	

Oak Brook Park District
Schedule of Capital Expenditures/Expenses
As of April 30, 2024

FUND & DESCRIPTION	VENDORS	Year-to-Date Expenditures
<u>Capital Projects Fund</u>		
Central Park North Phase 2- Design & engineering, soil borings, equipment, furnishings, permit fees, construction, etc. (82% allocation)	Zepole Restaurant Supply, Icon Shelter, Landscape Structures, Vacker Inc., Village of Oak Brook, Charles Vincent George, Geocon, Hinsdale Nurseries, Integral Construction, Robbins Schwartz, Amazon (p-card), Insight Direct, Doty & Sons Concrete, Lanshack, SK Electronics, Shambaugh & Son, Shamrock Hardscapes	\$ 1,979,124.48
Central Park North Phase 2- Legal fees	Robbins Schwartz	902.00
Ginger Creek bridge-Design & engineering	V3 Companies Ltd.	23,000.00
Ginger Creek bridge- Legal fees	Robbins Schwartz	908.00
Synthetic turf replacement- Central Park	Fieldturf USA, Inc.	671,755.40
License plate reader security system	Minuteman Security	7,254.36
Tennis Center outdoor patio improvements	A&A Paving, NuToys, Peerless Enterprise	38,009.50
Tennis courts resurfacing and sealing-Chillem Park	Perm-A-Seal Sports	19,480.00
Electrical service feed installation- Winter Lights	Oakwood Electric, Construction by Camco	27,404.63
FRC employee hallway, fitness center, and administration office (South end) door and wall project	Construction Solutions, Sonitrol Chicagoland, Home Depot, Preferred Window and Doors	26,726.89
FRC Painting & Carpeting- Common areas	CertaPro Painters, Floor Coverings International	35,689.91
CPW entryway and bathroom reconstruction project	Robbins Schwartz, Kluber Architects	32,167.31
FRC Gym Electronic Scoreboard	Correct Digital Displays, Nevco Inc.	18,106.63
Sub-total Balance:		\$ 2,880,529.11
<u>Recreation Fund</u>		
Tennis courts resurfacing- Saddle Brook	American Sealcoating	\$ 19,000.00
Tennis courts resurfacing- Forest Glen	American Sealcoating	19,000.00
Aquatics HVAC and tile deck	Kluber Architects, C. Acitelli Heating & Piping	48,292.99
Aquatics lap pool starting blocks	Spear Corporation	29,998.00
Asphalt replacement project	Chicagoland Paving Contractors	102,800.77
CPW entryway and bathroom reconstruction project	Robbins Schwartz	839.00
Sub-total Balance:		\$ 219,930.76
<u>Tennis Fund</u>		
Tennis Center outdoor patio improvements	A&A Paving, NuToys, Peerless Enterprise	\$ 45,355.72
Tennis Center registration front desk project	Kluber Architects & Engineering, Westworx, Ltd.	32,349.55
Tennis Center registration front desk project	Robbins Schwartz- Legal Fees	1,932.00
Indoor tennis courts resurfacing project	U.S. Tennis Court Construction, FedEx	30,002.51
Sub-total Balance:		\$ 109,639.78
<u>Special Recreation Fund</u>		
Adaptive changing table- Family Locker Room	eSpecial Needs	\$ 891.86
Central Park North Phase 2- Design & engineering, construction (18% allocation)	Charles Vincent George, Integral Construction	142,513.86
Tennis Center outdoor patio improvements	A&A Paving, Treetop Products	12,333.84
Tennis courts resurfacing- Saddle Brook	American Sealcoating	8,900.00
Tennis courts resurfacing- Forest Glen	American Sealcoating	8,900.00
Tennis courts resurfacing and sealing-Chillem Park	Perm-A-Seal Sports	5,000.00
Asphalt replacement project	Chicagoland Paving Contractors	14,999.23
Adult changing table-FRC locker room	MedicalEShop, Home Depost	2,078.80
CPW entryway and bathroom reconstruction project	Robbins Schwartz	839.00
Sub-total Balance:		\$ 196,456.59
TOTAL YEAR-TO-DATE CAPITAL EXPENDITURES:		\$ 3,406,556.24

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48002	A FREEDOM FLAG CO.	05/02/2024	05/20/2024	324.90	324.90	Open	N
48065	ABC MECHANICAL	11/02/2023	05/20/2024	2,000.00	2,000.00	Open	N
47936	ANDERSON LANDSCAPE SUPPLY	04/16/2024	05/20/2024	126.00	126.00	Open	N
47937	ANDERSON LANDSCAPE SUPPLY	04/17/2024	05/20/2024	84.00	84.00	Open	N
47953	AQUA PURE ENTERPRISES, INC.	04/25/2024	05/20/2024	2,617.04	2,617.04	Open	N
47942	BEST OFFICIALS	04/17/2024	05/20/2024	1,144.00	1,144.00	Open	N
47998	BEST OFFICIALS	04/25/2024	05/20/2024	792.00	792.00	Open	N
48026*	CARDMEMBER SERVICE	04/25/2024	05/20/2024	6,680.46	6,680.46	Open	N
48027	CARDMEMBER SERVICE	04/25/2024	05/20/2024	190.33	190.33	Open	N
48028*	CARDMEMBER SERVICE	04/25/2024	05/20/2024	58.99	58.99	Open	N
48029	CARDMEMBER SERVICE	04/25/2024	05/20/2024	229.18	229.18	Open	N
48030	CARDMEMBER SERVICE	04/25/2024	05/20/2024	252.94	252.94	Open	N
48031	CARDMEMBER SERVICE	04/25/2024	05/20/2024	1,216.91	1,216.91	Open	N
48032	CARDMEMBER SERVICE	04/25/2024	05/20/2024	387.42	387.42	Open	N
48033	CARDMEMBER SERVICE	04/25/2024	05/20/2024	123.66	123.66	Open	N
48034	CARDMEMBER SERVICE	04/25/2024	05/20/2024	181.33	181.33	Open	N
48035	CARDMEMBER SERVICE	04/25/2024	05/20/2024	575.98	575.98	Open	N
48036	CARDMEMBER SERVICE	04/25/2024	05/20/2024	13.00	13.00	Open	N
48037	CARDMEMBER SERVICE	04/25/2024	05/20/2024	147.00	147.00	Open	N
48038	CARDMEMBER SERVICE	04/25/2024	05/20/2024	1,762.05	1,762.05	Open	N
48039	CARDMEMBER SERVICE	04/25/2024	05/20/2024	75.00	75.00	Open	N
48040	CARDMEMBER SERVICE	04/25/2024	05/20/2024	1,012.66	1,012.66	Open	N
48041	CARDMEMBER SERVICE	04/25/2024	05/20/2024	754.35	754.35	Open	N
48042	CARDMEMBER SERVICE	04/25/2024	05/20/2024	88.67	88.67	Open	N
48043	CARDMEMBER SERVICE	04/25/2024	05/20/2024	764.04	764.04	Open	N
48044*	CARDMEMBER SERVICE	04/25/2024	05/20/2024	820.64	820.64	Open	N
48045	CARDMEMBER SERVICE	04/25/2024	05/20/2024	573.21	573.21	Open	N
48059	CARDMEMBER SERVICE	04/25/2024	05/20/2024	13,741.54	13,741.54	Open	N
48061	CARDMEMBER SERVICE	04/25/2024	05/20/2024	3,253.63	3,253.63	Open	N
48062	CARDMEMBER SERVICE	04/25/2024	05/20/2024	2,100.60	2,100.60	Open	N
48063	CARDMEMBER SERVICE	04/25/2024	05/20/2024	1,034.31	1,034.31	Open	N
48064	CARDMEMBER SERVICE	04/25/2024	05/20/2024	2,217.02	2,217.02	Open	N
48075	CARDMEMBER SERVICE	05/01/2024	05/20/2024	381.76	381.76	Open	N
47973	CASE LOTS INC.	04/30/2024	05/20/2024	463.20	463.20	Open	N
48056	CHICAGO CLASSIC COACH, LLC	05/01/2024	05/20/2024	1,725.00	1,725.00	Open	N
47873	CHICAGO TRIBUNE MEDIA GROUP	03/31/2024	05/20/2024	20.02	20.02	Open	N
48018	CHICAGO TRIBUNE MEDIA GROUP	04/30/2024	05/20/2024	33.74	33.74	Open	N
47978	CLASSIC LANDSCAPE, LTD.	04/30/2024	05/20/2024	5,402.25	5,402.25	Open	N
48070	CONSTRUCTION SOLUTIONS OF IL INC	04/30/2024	05/20/2024	156,311.08	156,311.08	Open	N
47914	DIRECT ENERGY BUSINESS, LLC	04/16/2024	05/20/2024	31.86	31.86	Open	N
47915	DIRECT ENERGY BUSINESS, LLC	04/22/2024	05/20/2024	18,194.51	18,194.51	Open	N
48007	DIRECT ENERGY BUSINESS, LLC	04/22/2024	05/20/2024	1,031.80	1,031.80	Open	N
47921	DU PAGE COUNTY HEALTH DEPT.	04/01/2024	05/20/2024	2,483.75	2,483.75	Open	N
47891	EBEL'S ACE HARDWARE #8313	04/15/2024	05/20/2024	30.07	30.07	Open	N
47906	EBEL'S ACE HARDWARE #8313	04/16/2024	05/20/2024	34.10	34.10	Open	N
47909	EBEL'S ACE HARDWARE #8313	04/11/2024	05/20/2024	11.69	11.69	Open	N
47955	EBEL'S ACE HARDWARE #8313	04/02/2024	05/20/2024	3.59	3.59	Open	N

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48024	EBEL'S ACE HARDWARE #8313	05/06/2024	05/20/2024	2.84	2.84	Open	N
48046	EBEL'S ACE HARDWARE #8313	05/08/2024	05/20/2024	20.12	20.12	Open	N
47880	ELMHURST OCCUPATIONAL HEALTH	03/31/2024	05/20/2024	379.00	379.00	Open	N
47969	ENERGIZE SPORTZ	04/14/2024	05/20/2024	3,924.20	3,924.20	Open	N
47999	ENERGIZE SPORTZ	05/06/2024	05/20/2024	2,286.90	2,286.90	Open	N
47967	FED EX	04/30/2024	05/20/2024	9.75	9.75	Open	N
47945	FERGUSON FACILITY #3400	04/26/2024	05/20/2024	110.71	110.71	Open	N
47946	FERGUSON FACILITY #3400	04/23/2024	05/20/2024	265.90	265.90	Open	N
47988	FERGUSON FACILITY #3400	04/17/2024	05/20/2024	77.29	77.29	Open	N
47962	FITNESS EQUIPMENT SERVICES	04/11/2024	05/20/2024	240.00	240.00	Open	N
47979	FITNESS EQUIPMENT SERVICES	05/01/2024	05/20/2024	780.00	780.00	Open	N
47916	FLAGG CREEK WATER RECLAMATION	04/26/2024	05/20/2024	31.68	31.68	Open	N
47917	FLAGG CREEK WATER RECLAMATION	04/26/2024	05/20/2024	22.23	22.23	Open	N
47918	FLAGG CREEK WATER RECLAMATION	04/26/2024	05/20/2024	82.61	82.61	Open	N
47919	FLAGG CREEK WATER RECLAMATION	04/26/2024	05/20/2024	15.93	15.93	Open	N
48008	FLAGG CREEK WATER RECLAMATION	04/26/2024	05/20/2024	1,541.98	1,541.98	Open	N
47968	FLOOR COVERINGS INTERNATIONAL	04/23/2024	05/20/2024	7,239.91	7,239.91	Open	N
47966	FULLIFE SAFETY CENTER	03/25/2024	05/20/2024	181.85	181.85	Open	N
48017	GFC LEASING	04/30/2024	05/20/2024	439.35	439.35	Open	N
48023	GFC LEASING	04/22/2024	05/20/2024	439.35	439.35	Open	N
47935	GOVERNMENT FINANCE OFF. ASSN.	10/18/2023	05/20/2024	460.00	460.00	Open	N
47889	GRAINGER	04/11/2024	05/20/2024	19.69	19.69	Open	N
47890	GRAINGER	04/11/2024	05/20/2024	17.91	17.91	Open	N
48012	GRAINGER	05/07/2024	05/20/2024	338.23	338.23	Open	N
48022	GUY MANNELLA	04/30/2024	05/20/2024	2,800.00	2,800.00	Open	N
47947	HAGG PRESS	04/30/2024	05/20/2024	117.00	117.00	Open	N
47948	HAGG PRESS	04/29/2024	05/20/2024	752.00	752.00	Open	N
47949	HAGG PRESS	04/25/2024	05/20/2024	120.00	120.00	Open	N
48013	HAGG PRESS	05/07/2024	05/20/2024	60.00	60.00	Open	N
48014	HAGG PRESS	05/07/2024	05/20/2024	225.00	225.00	Open	N
48019	HAGG PRESS	05/09/2024	05/20/2024	364.00	364.00	Open	N
48020	HAGG PRESS	04/30/2024	05/20/2024	170.00	170.00	Open	N
47923	HOME DEPOT CREDIT SERVICES	04/17/2024	05/20/2024	49.20	49.20	Open	N
47924	HOME DEPOT CREDIT SERVICES	04/08/2024	05/20/2024	64.85	64.85	Open	N
47925	HOME DEPOT CREDIT SERVICES	04/10/2024	05/20/2024	256.91	256.91	Open	N
47926	HOME DEPOT CREDIT SERVICES	04/11/2024	05/20/2024	163.27	163.27	Open	N
47928	HOME DEPOT CREDIT SERVICES	04/15/2024	05/20/2024	130.85	130.85	Open	N
47929	HOME DEPOT CREDIT SERVICES	04/15/2024	05/20/2024	491.93	491.93	Open	N
47930	HOME DEPOT CREDIT SERVICES	04/15/2024	05/20/2024	70.66	70.66	Open	N
47931	HOME DEPOT CREDIT SERVICES	04/17/2024	05/20/2024	17.97	17.97	Open	N
47932	HOME DEPOT CREDIT SERVICES	04/17/2024	05/20/2024	58.79	58.79	Open	N
47965	HOME DEPOT CREDIT SERVICES	01/29/2024	05/20/2024	2.07	2.07	Open	N
47981	HOME DEPOT CREDIT SERVICES	04/23/2024	05/20/2024	42.33	42.33	Open	N
47983	HOME DEPOT CREDIT SERVICES	04/24/2024	05/20/2024	37.97	37.97	Open	N
47985	HOME DEPOT CREDIT SERVICES	04/25/2024	05/20/2024	190.90	190.90	Open	N
48072	HOME DEPOT CREDIT SERVICES	04/29/2024	05/20/2024	1,898.06	1,898.06	Open	N
47884	IL STATE TOLL HWY AUTHORITY	04/05/2023	05/20/2024	31.20	31.20	Open	N

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47879	ILLINOIS STATE POLICE	03/31/2024	05/20/2024	60.00	60.00	Open	N
48055	INSIGHT DIRECT USA INC	04/30/2024	05/20/2024	816.99	816.99	Open	N
48069	INSIGHT DIRECT USA INC	04/19/2024	05/20/2024	1,175.41	1,175.41	Open	N
47885*	INTEGRAL CONSTRUCTION INC	01/31/2023	05/20/2024	45,715.89	45,715.89	Open	N
47883	JENNIFER A. RIDDLE	04/01/2023	05/20/2024	525.00	525.00	Open	N
47872	KLUBER ARCHITECTS & ENGINEERS	03/31/2024	05/20/2024	950.00	950.00	Open	N
47974	KLUBER ARCHITECTS & ENGINEERS	04/29/2024	05/20/2024	2,850.00	2,850.00	Open	N
48051	KLUBER ARCHITECTS & ENGINEERS	04/30/2024	05/20/2024	5,062.50	5,062.50	Open	N
47875	KONICA MINOLTA BUSINESS	03/31/2024	05/20/2024	346.36	346.36	Open	N
47876	KONICA MINOLTA BUSINESS	03/31/2024	05/20/2024	13.38	13.38	Open	N
47989	KONICA MINOLTA BUSINESS	04/30/2024	05/20/2024	564.29	564.29	Open	N
47990	KONICA MINOLTA BUSINESS	04/30/2024	05/20/2024	13.43	13.43	Open	N
48011	KWASIGROCH ELECTRIC INC	04/30/2024	05/20/2024	1,250.00	1,250.00	Open	N
47952	LENNO LASN	04/30/2024	05/20/2024	742.00	742.00	Open	N
47980	MARKET ACCESS CORP.	04/18/2024	05/20/2024	195.00	195.00	Open	N
47882	MASTERBLEND INTERNATIONAL LLC	03/29/2024	05/20/2024	1,768.00	1,768.00	Open	N
48001	MASTERBLEND INTERNATIONAL LLC	04/29/2024	05/20/2024	410.00	410.00	Open	N
47991	MEG ELIZABETH OLANDER	04/30/2024	05/20/2024	177.95	177.95	Open	N
47938	MENARDS	04/11/2024	05/20/2024	297.08	297.08	Open	N
47939	MENARDS	04/11/2024	05/20/2024	140.34	140.34	Open	N
47940	MENARDS	04/18/2024	05/20/2024	11.97	11.97	Open	N
48000	MONICA LOCKIE	04/30/2024	05/20/2024	220.30	220.30	Open	N
47877	NEXT GENERATION	04/03/2024	05/20/2024	765.75	765.75	Open	N
47878	NEXT GENERATION	04/04/2024	05/20/2024	715.50	715.50	Open	N
47975	NEXT GENERATION	04/22/2024	05/20/2024	9,900.00	9,900.00	Open	N
47994	NEXT GENERATION	04/15/2024	05/20/2024	226.10	226.10	Open	N
47910	NICOR GAS	04/02/2024	05/20/2024	1,509.59	1,509.59	Open	N
47911	NICOR GAS	04/02/2024	05/20/2024	401.68	401.68	Open	N
48073	NICOR GAS	05/01/2024	05/20/2024	1,314.25	1,314.25	Open	N
48074	NICOR GAS	05/01/2024	05/20/2024	308.42	308.42	Open	N
47912	NRG BUSINESS MARKETING LLC	04/04/2024	05/20/2024	968.46	968.46	Open	N
47913	NRG BUSINESS MARKETING LLC	04/04/2024	05/20/2024	7,155.35	7,155.35	Open	N
48004	OAKBROOK TERRACE PARK DISTRICT	05/08/2024	05/20/2024	176.40	176.40	Open	N
47943	O'REILLY AUTO PARTS	04/29/2024	05/20/2024	278.97	278.97	Open	N
47997	PIONEER MANUFACTURING CO.	04/25/2024	05/20/2024	1,742.40	1,742.40	Open	N
48016	PIONEER MANUFACTURING CO.	04/17/2024	05/20/2024	693.75	693.75	Open	N
47887	PORTER PIPE & SUPPLY CO.	04/09/2024	05/20/2024	459.39	459.39	Open	N
47888	PORTER PIPE & SUPPLY CO.	04/09/2024	05/20/2024	201.13	201.13	Open	N
47901	PORTER PIPE & SUPPLY CO.	05/16/2023	05/20/2024	13.72	13.72	Open	N
47950	PREFERRED WINDOW AND DOOR INC	04/24/2024	05/20/2024	5,835.27	5,835.27	Open	N
48054	PRODUCTIVE PARKS	04/30/2024	05/20/2024	3,024.00	3,024.00	Open	N
47944	PROTECH PROJECTION SYSTEMS INC	04/29/2024	05/20/2024	15,259.10	15,259.10	Open	N
47920	PROVEN BUSINESS SYSTEMS	03/14/2024	05/20/2024	20.00	20.00	Open	N
48003	PROVEN BUSINESS SYSTEMS	05/06/2024	05/20/2024	160.00	160.00	Open	N
47956	R.A. MAINTENANCE AND CLEANING LLC	04/29/2024	05/20/2024	1,426.00	1,426.00	Open	N
47957	R.A. MAINTENANCE AND CLEANING LLC	04/29/2024	05/20/2024	1,370.00	1,370.00	Open	N
47933	ROBBINS SCHWARTZ	03/28/2024	05/20/2024	732.00	732.00	Open	N

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47934	ROBBINS SCHWARTZ	03/28/2024	05/20/2024	8,338.00	8,338.00	Open	N
47987	ROBBINS SCHWARTZ	03/28/2024	05/20/2024	1,238.00	1,238.00	Open	N
48047	ROBBINS SCHWARTZ	04/19/2024	05/20/2024	924.00	924.00	Open	N
48048	ROBBINS SCHWARTZ	04/19/2024	05/20/2024	1,078.00	1,078.00	Open	N
48049	ROBBINS SCHWARTZ	04/19/2024	05/20/2024	968.00	968.00	Open	N
48050	ROBBINS SCHWARTZ	04/19/2024	05/20/2024	4,840.00	4,840.00	Open	N
48068	ROBBINS SCHWARTZ	04/19/2024	05/20/2024	94.00	94.00	Open	N
47908	RUSSO POWER EQUIPMENT	04/29/2024	05/20/2024	383.97	383.97	Open	N
48076	SBC WASTE SOLUTIONS	03/31/2024	05/20/2024	720.00	720.00	Open	N
47869	SERVICE SANITATION, INC.	03/29/2024	05/20/2024	100.94	100.94	Open	N
47871	SERVICE SANITATION, INC.	04/02/2024	05/20/2024	127.84	127.84	Open	N
47954	SERVICE SANITATION, INC.	04/02/2024	05/20/2024	398.20	398.20	Open	N
48071	SK ELECTRONICS	04/24/2024	05/20/2024	1,896.50	1,896.50	Open	N
48057	SONITROL CHICAGOLAND WEST	05/12/2004	05/20/2024	162.00	162.00	Open	N
48058	SONITROL CHICAGOLAND WEST	05/01/2024	05/20/2024	2,134.50	2,134.50	Open	N
47972	STERLING NETWORK INTEGRATION	04/25/2024	05/20/2024	4,630.95	4,630.95	Open	N
48006	STERLING NETWORK INTEGRATION	04/25/2024	05/20/2024	1,320.00	1,320.00	Open	N
48015	STERLING NETWORK INTEGRATION	05/02/2024	05/20/2024	495.00	495.00	Open	N
48066	STERLING NETWORK INTEGRATION	05/01/2024	05/20/2024	1,376.80	1,376.80	Open	N
47964	TAMELING INDUSTRIES INC.	04/11/2024	05/20/2024	129.00	129.00	Open	N
47993	THE LANGUAGE LABS	04/09/2024	05/20/2024	1,320.00	1,320.00	Open	N
47992	THE LIFEGUARD STORE	05/03/2024	05/20/2024	144.45	144.45	Open	N
47996	THE LIFEGUARD STORE	04/15/2024	05/20/2024	1,406.17	1,406.17	Open	N
48005	THE LIFEGUARD STORE	05/08/2024	05/20/2024	29.99	29.99	Open	N
48067	THE LIFEGUARD STORE	04/30/2024	05/20/2024	1,656.51	1,656.51	Open	N
47874	TOTAL FIRE & SAFETY, INC.	04/08/2024	05/20/2024	1,243.36	1,243.36	Open	N
47907	TRANE U.S. INC.	04/25/2024	05/20/2024	140.68	140.68	Open	N
47958	TURF TANK	04/03/2024	05/20/2024	10,000.00	10,000.00	Open	N
47971	ULTIMATE NINJAS ELMHURST	04/19/2024	05/20/2024	130.00	130.00	Open	N
47995	V3 COMPANIES LTD	04/12/2024	05/20/2024	2,760.00	2,760.00	Open	N
47959	VC3, INC	04/16/2024	05/20/2024	999.00	999.00	Open	N
47881	VILLA PARK ELECTRICAL SUPPLY	04/05/2024	05/20/2024	73.67	73.67	Open	N
47886	VILLA PARK ELECTRICAL SUPPLY	04/11/2024	05/20/2024	443.25	443.25	Open	N
47963	VILLAGE OF OAK BROOK	04/12/2024	05/20/2024	663.82	663.82	Open	N
47960	WAREHOUSE DIRECT INC.	04/15/2024	05/20/2024	165.45	165.45	Open	N
47961	WAREHOUSE DIRECT INC.	04/16/2024	05/20/2024	21.75	21.75	Open	N
47970	WAREHOUSE DIRECT INC.	05/01/2024	05/20/2024	374.40	374.40	Open	N
48052	WAREHOUSE DIRECT INC.	04/30/2024	05/20/2024	2,654.42	2,654.42	Open	N
47976	WESTWORX, LTD	04/30/2024	05/20/2024	7,700.00	7,700.00	Open	N
48021	WILSON SPORTING GOODS	05/08/2024	05/20/2024	167.12	167.12	Open	N
48060	WILSON SPORTING GOODS	05/08/2024	05/20/2024	1,027.20	1,027.20	Open	N
47951	ZAZZO'S PIZZA	04/01/2024	05/20/2024	704.37	704.37	Open	N
48053	ZAZZO'S PIZZA	04/30/2024	05/20/2024	2,800.29	2,800.29	Open	N

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WARRANT #684
INVOICE REGISTER REPORT FOR OAK BROOK PARK DISTRICT
EXP CHECK RUN DATES 05/20/2024 - 05/20/2024
UNJOURNALIZED
OPEN

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Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
# of Invoices:	184	# Due:	184	Totals:	444,488.39	444,488.39	
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00	
Net of Invoices and Credit Memos:				444,488.39	444,488.39		
* 4 Net Invoices have Credits Totalling:				(80,877.80)			
--- TOTALS BY FUND ---							
	01 - GENERAL CORPORATE FUND			83,857.04	83,857.04		
	02 - RECREATION FUND			84,462.25	84,462.25		
	07 - RECREATIONAL FACILITIES FUND			204,175.13	204,175.13		
	09 - SPECIAL RECREATION FUND			5,455.07	5,455.07		
	12 - CAPITAL PROJECTS FUND			66,538.90	66,538.90		
--- TOTALS BY DEPT/ACTIVITY ---							
	01 - ADMINISTRATION CORPORATE			15,225.82	15,225.82		
	02 - FINANCE			938.29	938.29		
	04 - CENTRAL PARK NORTH			7,702.28	7,702.28		
	05 - CENTRAL PARK			21,648.99	21,648.99		
	06 - SADDLEBROOK PARK			622.53	622.53		
	07 - FOREST GLEN PARK			673.89	673.89		
	08 - CHILLEM PARK			181.11	181.11		
	09 - DEAN PROPERTY			420.76	420.76		
	10 - PROFESSIONAL SERVICES			16,512.00	16,512.00		
	14 - INFORMATION TECHNOLOGY			19,584.48	19,584.48		
	15 - BUILDING/RECREATION CENTER			12,690.39	12,690.39		
	20 - CENTRAL PARK WEST			1,980.42	1,980.42		
	21 - FITNESS CENTER			5,629.79	5,629.79		
	25 - AQUATIC CENTER			22,007.30	22,007.30		
	26 - AQUATIC-RECREATION PROGRAMS			2,049.08	2,049.08		
	30 - CHILDRENS PROGRAMS			6,341.10	6,341.10		
	31 - PRESCHOOL PROGRAMS			17,725.30	17,725.30		
	32 - YOUTH PROGRAMS			2,054.43	2,054.43		
	40 - ADULT PROGRAMS			2,273.33	2,273.33		
	50 - PIONEER PROGRAMS			3,963.24	3,963.24		
	60 - SPECIAL EVENTS & TRIPS			10,126.35	10,126.35		
	71 - BUILDING/RACQUET CLUB			15,358.44	15,358.44		
	75 - TENNIS PROGRAMS			6,696.50	6,696.50		
	80 - MARKETING			185,543.67	185,543.67		
	95 - CAPITAL PROJECTS FUND			66,538.90	66,538.90		

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WARRANT #684
INVOICE REGISTER REPORT FOR OAK BROOK PARK DISTRICT
POST DATES 04/16/2024 - 05/13/2024
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Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
47870	SHAMROCK HARDSCAPES & RESTORATION	04/15/2024	04/16/2024	12,321.11	0.00	Paid	Y
47892	ACCRUE SOLUTIONS LLC	04/11/2024	04/25/2024	85.05	0.00	Paid	Y
47893	J.J. KELLER AND ASSOCIATES	03/26/2024	04/25/2024	2,530.00	0.00	Paid	Y
47894	VILLAGE OF OAK BROOK	03/22/2024	04/25/2024	335.92	0.00	Paid	Y
47895	VILLAGE OF OAK BROOK	03/14/2024	04/25/2024	1,158.81	0.00	Paid	Y
47896	VILLAGE OF OAK BROOK	04/09/2024	04/25/2024	270.82	0.00	Paid	Y
47897	VILLAGE OF OAK BROOK	04/15/2024	04/25/2024	10.00	0.00	Paid	Y
47898	VILLAGE OF OAK BROOK	04/09/2024	04/25/2024	38.98	0.00	Paid	Y
47899	VILLAGE OF OAK BROOK	04/09/2024	04/25/2024	10.00	0.00	Paid	Y
47900	VILLAGE OF OAK BROOK	04/09/2024	04/25/2024	82.45	0.00	Paid	Y
47902	VILLAGE OF OAK BROOK	04/11/2024	04/25/2024	4,922.11	0.00	Paid	Y
47903	U.S. POSTMASTER	04/25/2024	04/25/2024	1,400.00	0.00	Paid	Y
47905	ZAZZO'S PIZZA	03/31/2024	04/25/2024	3,206.97	0.00	Paid	Y
47904	MENARDS	02/15/2024	05/03/2024	44.46	0.00	Paid	Y
47922	U.S. POSTMASTER	05/01/2024	05/03/2024	2,000.00	0.00	Paid	Y
48009	SUTTON FORD INC	10/25/2023	05/09/2024	47,754.00	0.00	Paid	Y
48010	VILLAGE OF OAK BROOK	05/09/2024	05/09/2024	300.00	0.00	Paid	Y
48025	ILLINOIS DEPT OF PUBLIC HEALTH	05/09/2024	05/09/2024	975.00	0.00	Paid	Y
48077	VILLA PARK OFFICE EQUIPMENT	05/08/2024	05/13/2024	5,866.00	0.00	Paid	Y
# of Invoices:		19	# Due:	0	Totals:	83,311.68	0.00
# of Credit Memos:		0	# Due:	0	Totals:	0.00	0.00
Net of Invoices and Credit Memos:				83,311.68	0.00		

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INVOICE REGISTER REPORT FOR OAK BROOK PARK DISTRICT
POST DATES 04/16/2024 - 05/13/2024
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Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
--- TOTALS BY FUND ---							
	01 - GENERAL CORPORATE FUND			5,491.78	0.00		
	02 - RECREATION FUND			10,297.89	0.00		
	07 - RECREATIONAL FACILITIES FUND			6,471.90	0.00		
	12 - CAPITAL PROJECTS FUND			61,050.11	0.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	01 - ADMINISTRATION CORPORATE			3,544.79	0.00		
	02 - FINANCE			12.15	0.00		
	04 - CENTRAL PARK NORTH			10.00	0.00		
	05 - CENTRAL PARK			1,547.76	0.00		
	07 - FOREST GLEN PARK			44.46	0.00		
	14 - INFORMATION TECHNOLOGY			8.10	0.00		
	15 - BUILDING/RECREATION CENTER			1,248.76	0.00		
	20 - CENTRAL PARK WEST			82.45	0.00		
	21 - FITNESS CENTER			984.42	0.00		
	25 - AQUATIC CENTER			4,610.83	0.00		
	50 - PIONEER PROGRAMS			4.05	0.00		
	60 - SPECIAL EVENTS & TRIPS			300.00	0.00		
	71 - BUILDING/RACQUET CLUB			270.82	0.00		
	75 - TENNIS PROGRAMS			326.98	0.00		
	80 - MARKETING			9,266.00	0.00		
	95 - CAPITAL PROJECTS FUND			61,050.11	0.00		

Annual Meeting

A. Election of Park Board President and Vice President

*[President Knitter asks for nominations for Board President. When all nominations have apparently been made, she announces that nominations are closed. If there is only one nomination, she asks for a Motion (and a Second) to elect _____ as President. **Voice Vote - "All in favor."***

*If there is more than one nomination, a Motion (and Second) is taken for the first nominee. Roll Call Vote. If the first nominee is not elected by 3 votes, a Motion (and a Second) is taken for the second nominee, and the process is repeated until a President is elected by **Roll Call Vote**. Once a President is elected, the President takes the Chair, and repeats the above process for nominees for Vice President.]*

B. Appointment of Board Secretary and Treasurer

*[The President states that the current Board Secretary is Executive Director Laure Kosey. The President proposes that, since the Board's secretary has traditionally been the Executive Director, Laure Kosey should be reappointed to serve as Secretary unless any Board member has an objection. If not, the President asks for a Motion (and a Second) to appoint Laure Kosey as the District's Secretary. **Voice Vote – "All in favor."** If there is an objection, ask for proposed names for the appointment and proceed as with the appointment below.*

*Then, the President asks for nominations for Treasurer. When all nominations have apparently been made, the President announces that nominations are closed. If there is only one nomination, the President asks for a Motion (and a Second) to appoint _____ as Treasurer. **Voice Vote -- "All in favor."** If there is more than one nomination, a Motion (and Second) is taken for the first nominee. **Roll Call Vote**. If the first nominee is not approved for appointment by 3 votes, a Motion (and a Second) is taken for the second nominee, and the process is repeated until a Treasurer is appointed by **Roll Call Vote**.]*

Staff Recognition

(None)

Communications and Proclamations

Board of Commissioners to Share Communications

Review of the Oak Brook Park District Master Vision 2020-2030

Review of the Oak Brook Park District Strategic Plan 2020-2024

Articles of Agreement for Gateway Special Recreation Association

Gold Medal Finalist

Oak Brook
Park District
A National Gold Medal Agency



HAPPY | FIT | ACTIVE



Oak Brook Park District Master Vision 2020-2030



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



From the Board President

Dear Oak Brook Park District Community,

It is the mission of the Oak Brook Park District to provide the very best in park and recreational opportunities, facilities, and open lands for our community. Ever mindful of its mission, and recognizing the forces that shape the future of parks and recreation, the District realized the need to develop a vision for the next ten years. This vision would provide direction for the District, help staff creatively plan for opportunities of growth, and maintain fiscal responsibility in the management of the District's valuable resources.

The Oak Brook Park District hired Campfire Concepts to help develop the District's "Master Vision 2030". Campfire Concepts conducted research through focus group discussions and a community survey to gather opinions and insight on District operations and future recreational needs. The information was evaluated by park district staff and Campfire Concepts, who then applied national and local standards in parks and recreation as a benchmarking tool.

This document is the District's vision for the future. Staff will evaluate our progress every six months, to prevent unforeseen factors from changing our course. It may be ambitious, but it is attainable due to the talented Oak Brook Park District staff, passionate Board of Commissioners, and an enthusiastic Oak Brook community.

Sharon Knitter

Acknowledgments

Board of Commissioners

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

Oak Brook Park District Staff

Oak Brook Park District Community

Village of Oak Brook Trustees and Staff

Butler School District 53



Oak Brook Park District Principles

After nearly 60 years the parks, programs, and facilities of the Oak Brook Park District have become uniquely connected with the identity of Oak Brook. Over time, individual lives have also been enhanced through the Park District's mission to help its residents to be happy, fit, and active. A strong mission and core values have sustained an organizational culture focused on fiscal responsibility, communication, environmental stewardship, and accessibility.

Mission:

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

***Vision:**

To provide a diverse, inclusive and holistic range of opportunities designed to keep the community happy, fit and active.

***Core Values:**

Holistic Wellness: Provide programs, services, and opportunities designed to improve all aspects of the overall wellness of the community.

Environmental Stewardship: Foster the responsible use and protection of the natural environment through education, conservation, and sustainable practices.

Inclusion: Promote a sense of belonging and provide access to the very best in park and recreational opportunities for all.

Teamwork: Embrace the individuality and diverse viewpoints of our staff in order to foster recreational creativity and encourage a collaborative culture.

Community Engagement: Provide the very best customer experience with every interaction.

Open Communication: Engage in honest, and respectful communication, to connect and build relationships with our community.

* The Vision and Core Values were updated with the Board of Commissioners in August, 2023.

Oak Brook's History and Culture

Culture and history contribute to the vibrancy of the community and serve as a catalyst for economic activity, tourism, and development. The Oak Brook Park District is a reflection of the lively community it serves.

Historically, community residents have been important benefactors to the fabric of what makes Oak Brook unique. In the mid-1930s, homeowners and farmers formed the Community Club, which helped unincorporated Oak Brook establish an identity separate from its neighboring communities, resulting in the incorporation of the Village of Oak Brook in 1958. Soon after, the Oak Brook Park District was officially founded on November 5, 1962, when the first Board of Commissioners appointed a Park Commissioner and codified the articles of incorporation. We are grateful to the first elected Park Commissioners; Arthur G. Alexander, Edward J. Trager, Herbert C. Goetsch, Elmer T. Carlson, and Edward F. New, for their foresight as well as to the additional 30 residents whom have served as park commissioners for the community of Oak Brook since 1962 through 2020.

According to The Trust for Public Land, "Parks promote public health and revitalize local economies...they connect people to the great outdoors and to each other." Park Commissioners, representing the community, identified the need to provide parks and recreational programs and facilities. The first of those programs offered in the 1960s was outdoor ice-skating. The community came together through the joint efforts of the Park District, Civic Association, and the then volunteer fire department to create the ice rink. The ice rink continues to this day, connecting generations through the years.

Rapid expansion and construction in the late 1970s saw the development of the Central Park ball fields, the Tennis Center, the Shelter (now known as Central Park West), and the gazebo. The 1970s also saw the addition of Chillem Park, Forest Glen Park, and Saddle Brook Park, located in local neighborhoods. The Central Park Summer Concerts began in 1982, connecting all generations with a rich culture of music in Central Park. On October 7, 1983, a group of 30 people gathered for a luncheon at the Shelter, which served as the start of the Pioneers program and recreational programming for individuals aged 60 and above. The Gateway Special Recreation Association was formed in 1987, with cooperation from local park districts and village recreation departments as a way to bring recreational opportunities to individuals with disabilities. In 1995, the Family Recreation Center was built and the Dean family estate was acquired. The early 2000s saw many existing facilities receive upgrades and restorative maintenance, while the later part of the decade's focus was on increasing programs and services offered to the community.

Throughout the Park District's history, many individuals have supported the agency in continuing their mission to provide the very best in park and recreational opportunities, facilities, and open lands for the community. Most recently, residents formed a local grassroots organization to help raise community awareness for the need to preserve the 34 acres of open land directly north of Central Park, made available in part by the relocation of the McDonald's Corporation from its Oak Brook site. In response, during the November 2018 election Oak Brook residents voted in overwhelming support of the referendum that enabled the Park District to purchase the open space.

With this Master Vision for 2020 – 2030 and the continued support of the many people and businesses that call Oak Brook home, the Oak Brook Park District shall continue to provide a diverse range of opportunities designed to keep the Greater Oak Brook community happy, fit, and active.

Historical data provided by Village of Oak Brook New Resident Packet and Encyclopedia of Chicago.



our VIEW for 2030

Our Vow: *Be the very best.*

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

Our Intention: *Our resources will thrive.*

The Oak Brook Park District will honor the community's current and future investment in parks and recreation by maintaining and enhancing park district facilities, parks, and programming to meet the needs of our patrons and provide opportunities for individuals to feel their very best every day.

Our Example: *Include all in all.*

The Oak Brook Park District will continue to lead the universal recreation movement in our community and work to remove physical, social, and emotional barriers so that all people – regardless of age or ability – can take advantage of the incredible benefits of recreation. Oak Brook's diversity contributes to its culture of excellence, and we are committed to fostering a welcoming environment for all.

Our Work: *We are healthier together.*

The Oak Brook Park District cares for the safety and health of the environment, economy, and each individual at home, school, work or play. By providing the restorative benefits of open space, a variety of programming, and opportunities to share time together, we continue to proactively care for the health and wellbeing of our community in a fiscally responsible manner.



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

Awards & Recognition

The District has been nationally recognized as a leading provider of local parks and recreation with the following awards.

2023 Greater Oak Brook Chamber of Commerce Commitment to Diversity, Inclusion, and Equity Award

The Commitment to Diversity, Inclusion, and Equity Award recognizes a Chamber organization that best exemplifies awareness and best practices in creating an inclusive organization.

2022 CAPRA Accreditation

The District has become the eighth park and recreation agency in Illinois to be accredited by the Commission for Accreditation of Park and Recreation Agencies (CAPRA) and the National Recreation and Park Association (NRPA).

2022 Illinois Distinguished Agency Accreditation

Staff completed a rigorous assessment process that resulted in the District receiving Illinois Distinguished Accredited Agency by the Illinois Association of Park Districts and the Illinois Park and Recreation Association. The accreditation process focuses on efficient and effective operational practices and the implementation of professional standards.

2022 IPRA Champions for Change Award

The Champions for Change Award recognizes agencies with unique and exemplary practices of increasing access and fostering diversity and inclusion within their community or organization.

2019 Publicity Club of Chicago Golden Trumpet Award

The Publicity Club of Chicago awarded the District with a Golden Trumpet Award in Community Relations for the communications work done during the 2018 Open Space Referendum. This award recognizes exemplary communications programs that understand the audience's needs, careful planning, strategy, effective implementation, and evaluation.

2022 GFOA Award

The Government Finance Officers Association of the United States and Canada (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to the District for its Annual Comprehensive Financial Report (ACFR). This was the twenty-eighth consecutive year that the District has received this prestigious award.

2018 Illinois Park & Recreation Association Outstanding Park & Facility Award

The District was recognized for its use of creative design and ingenuity to bring maximum recreational value to Central Park. The project included connectivity and accessibility improvements to the walking paths, the installation of a universal playground, replaced a portion of the water control system at Ginger Creek, stabilized 1,500 ft. of eroded shoreline, improved parking, improved the accessibility and safety of the existing ball fields, replaced old sports lighting with energy efficient LED lights, and improved the Central Park sled hill.

2016 "Accreditation Award" from the Park District Risk Management Association ("PDRMA")

Since 2006, PDRMA has awarded the Level A recognition to the District for the District's efforts to maximize safe operations and minimize insurance claims. For this continued high caliber of safe operations, the Oak Brook Park District received the "Accreditation Award" from PDRMA in 2016.

2016 USTA Facility Award Winner

The Tennis Center was one of 12 winners in the 35th annual USTA Facility Awards program, which recognizes excellence in the construction and/or renovation of tennis facilities throughout the country. The Tennis Center was honored in New York City on September 1, 2016.

2015 National Gold Medal Award in Parks and Recreation

The American Academy for Park and Recreation Administration (AAPRA), in partnership with the National Recreation and Park Association (NRPA), awarded this honor to the District at the NRPA Annual Conference on Sept. 15, 2015, in Las Vegas.

VIEW for 2030 | OUR INTENTION: Your resources will thrive.

The District will honor the community's current and future investment in parks and recreation by maintaining and enhancing accessibility and inclusion within park district facilities, parks, and programming to meet the needs of our constituents and provide the opportunity for the individuals in our community to feel their very best every day.

Family Recreation Center

1450 Forest Gate Road

Family Recreation Center

Square footage: 80,000 square feet

- Administration offices
- Two meeting rooms
- Four studio rooms
- Locker rooms: Mens/Womens with adult-only sections
- Fully accessible, inclusive family locker rooms
- Five preschool and multi-purpose rooms
- Registration and Customer Services area

Aquatic Center

Square footage: 15,500 square feet

- The leisure pool features accessible, zero-depth entry, warm water, vortex pool, and 105-foot water slide
- The lap pool features six 25-yard lanes, accessible via lift
- One 10-person capacity whirlpool, fully accessible
- Splash Island features a zero depth-18" pool, four slides, sunshades, deck chairs, and interactive features
- Lifeguard office

Fitness Center

5000 square feet

- Three regulation-sized gymnasiums
- 1/8-mile indoor walking track
- Various cardio and weight equipment

Oak Brook Tennis Center

1300 Forest Gate Road

- Square footage: 87,000 square feet
- Eight indoor USTA blue/green courts with viewing lounges
- Fitness room
- Tennis pro shop
- Male and female locker rooms
- Three racquetball/wallyball courts
- One mini-tennis court
- Athletic training area
- Eight outdoor USTA blue/green courts

Central Park West

1500 Forest Gate Road

- Open event space; 5,600 square feet
- Full kitchen
- Double-sided wood-burning brick fireplace
- Two covered patios
- Outdoor Koi Pond

Maintenance Facility

1480 Forest Gate Road

Square footage: 8,500 square feet

- Three main garage bays measuring 65 ft. x 20 ft.
- One secondary garage bay measuring 12 ft. x 20 ft.
- One 14,000lb vehicle service lift
- One private office
- Two secondary workstations
- One kitchen/break-room
- One restroom
- Radiant floor heating with an auxiliary ceiling-hung heater for garage space
- Dedicated forced-air HVAC for office/break-room areas.

Current Vehicles and Equipment

Multi-Use Vehicles:

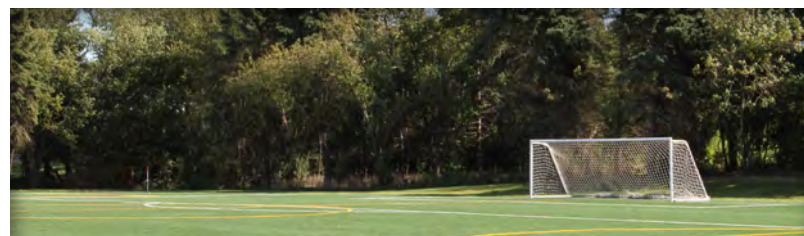
- 2011 Ford Explorer
- 2021 Ford Explorer

Fleet Trucks:

- 2015 Ford F-550 dump truck w/ plow
- 2011 Ford F-250 pickup truck w/ plow
- 2008 Ford F-250 pickup truck w/ plow
- 2020 Ford F-450 dump truck

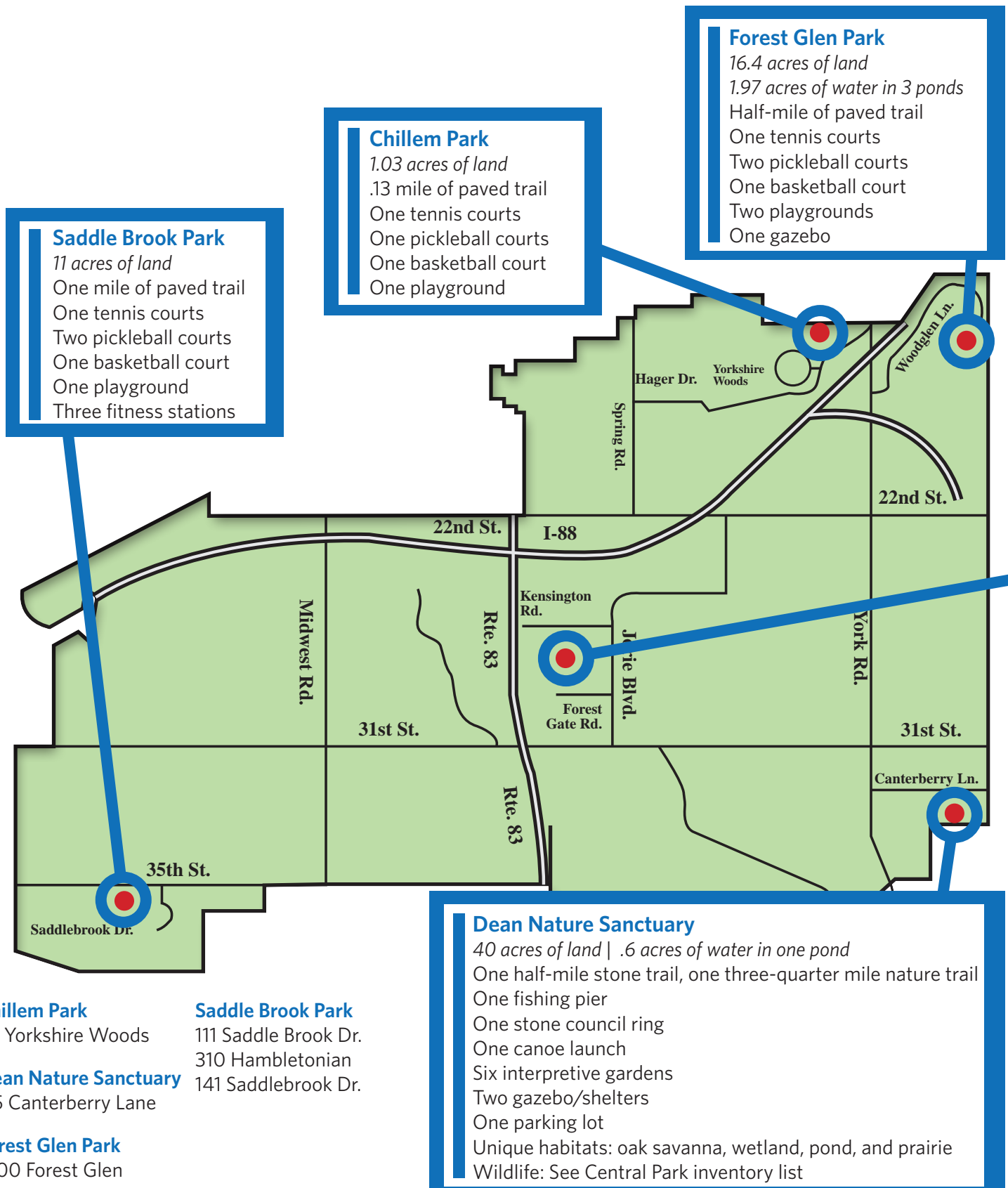
Fleet Equipment:

- 2018 Kubota tractor
- 2016 Kubota RTV 1100C
- 2021 Kubota RTV-X1140
- 2021 John Deere 325G Track Loader
- 2008 John Deere Gator utility vehicle
- 1998 Yamaha golf cart
- 2018 Land Pride 12 ft batwing mower
- 2014 Walker zero-turn mower
- 2020 Kubota zero-turn mower
- 12 ft. utility trailer
- 16 ft. Skid Steer trailer
- 500-gallon water trailer
- Various small-engine landscape tools
- Various tractor and skid-loader attachments



Satellite Park Inventories

All Parks Open From Dawn To Dusk



Chillem Park

32 Yorkshire Woods

Dean Nature Sanctuary

115 Canterbury Lane

Forest Glen Park

1300 Forest Glen

Saddle Brook Park

111 Saddle Brook Dr.

310 Hambletonian

141 Saddlebrook Dr.

Central Park Inventories

Central Park | 1450 Forest Gate Road

Amenities

3 miles of paved trails
Seven natural grass soccer fields
One artificial turf soccer fields
One seasonal outdoor ice rink
Two basketball courts
Four baseball/softball fields
Eight outdoor tennis courts
Five playgrounds
One sledding hill
One seasonal sand volleyball court
Three fishing ponds
One fishing pier
Six drinking fountains
One nine-hole disc golf course
Eight parking lots
Two gazebos/pavilions
Three outdoor pickleball courts

Native plants:

Little bluestem
Big bluestem
Slender wheatgrass
Sedge
Virginia wild rye
Prairie switchgrass
Swamp milkweed
Purple prairie clover
St. John's wort
Blue flag iris
Bergamot
Goldenrod
Rattlesnake master
Black-eyed susan
Yellow coneflower
New England aster
Cup plant
Golden alexander

Trees:

obparks.org/facilities/central-park

Wildlife:

Birds

Canada goose
Great blue heron
Green heron
Great egret
Mallard
Cormorant
Pied-billed grebe
Killdeer
Cooper's hawk
Red-tailed hawk
Baltimore oriole
American robin
Northern cardinal
American crow
Eastern bluebird
Blue jay
Downy woodpecker
Red-bellied woodpecker
Red-breasted nuthatch
White-breasted nuthatch
Dark-eyed junco
Red-winged blackbird
Barn swallow
Tree swallow
Goldfinch
Mourning dove
Grackle
Starling
Brown headed cowbird
Chickadee

Fish:

Largemouth bass
Catfish
Red-ear sunfish
Bluegill
Carp

Reptiles & Amphibians:

American bullfrog
Spiny softshell turtle

Mammals:

Fox squirrels
Gray squirrels
Coyote
Muskrat
Skunk
White-tailed deer
Bats

Insects:

Various bees, butterflies,
dragonflies, damselflies

Water:

6.36 acres of creek surface area,
1.94 acres of pond surface area

Land:

105 acres of land

For local, state, and national data, see Appendix C.

The Oak Brook Park District will continue to lead the universal recreation movement in our community and work to remove physical, social, and emotional barriers so that all people – regardless of age or ability – can take advantage of the benefits of recreation. The Oak Brook Park District also desires to be a partner in local mobility for all. Safe, convenient, comfortable, and active movement for all creates healthy communities. Oak Brook’s commitment to diversity, equity, and inclusion contributes to its culture of excellence, and we are committed to fostering a welcoming environment for all people at all times.

Recreation Facilities:

Family Recreation Center (FRC)

Meeting the diverse needs of the community requires expansion. Originally built in 1995, the FRC was designed as a multipurpose community center with a variety of fitness and recreational opportunities. Over the last 10 years, the facility has expanded to serve a wider audience, providing additional programs and services to reach a broader range of clientele.

Striving to meet the growing needs of the community, stakeholders identified renovating the FRC locker rooms by adding a fully accessible, inclusive locker room.

Having an accessible, inclusive locker room allows the District to serve an increasingly diverse population and sets an example for other agencies to meet the growing and changing needs of their communities.

With expansion, the FRC has continued to remain a valuable resource for community recreation and wellness.

Tennis Center

Built in 1973, the District’s flagship facility, the Tennis Center, originally contained four tennis courts, lockers rooms, and support spaces. Due to its early success and the popularity of tennis at the time, an addition was built in 1976 which included four more tennis courts, six racquetball courts, additional offices, exterior access restrooms, and concessions to serve the park.

After the Tennis Center’s nearly three decades of initial success began to fade, due to changing patron demands and declining tennis participation industry-wide, a new business plan was created. New management was hired, with a strong focus on programming and year-round participation as the two key revenue drivers.

The addition of a club-wide teaching curriculum, innovative management practices, and a solid business plan has allowed the Tennis Center to achieve record numbers in program participation, court sales, and overall revenue.

Central Park West (CPW)

Central Park West has served the community primarily as a rental space and is used to host District events. A need was identified to reassess the facility’s usage to optimize efficiency and profitability.

Recently, in order to make the facility more attractive to corporate rentals, several upgrades were made. A new AV system was installed, which included a pull-down projection screen and modern audio/visual hookups. New tables were purchased that function better for lecture-style events, and a repainting of the main room helped to brighten the space.

In 2019, CPW went through a facility analysis to diagnose what core and shell upgrades were needed and how the facility is currently being used. This analysis has helped staff understand and explore untapped opportunities for Central Park West.



Finance & Human Resources:

Efficiency helps the District communicate faster and more effectively with staff and residents. New applications of automation increases that efficiency. The Finance & HR Departments have begun to streamline these efficiencies through new BS&A financial software.

Prior to purchase, the District researched different software options and created benchmarks based on other park districts to better measure the best fit among the software options available, and how those options fit into different workflows.

The District will continue to transparently provide information from BS&A to their residents. The Finance Department's goal is to put as much information as possible on the park district website.

The Finance and HR Departments have successfully implemented financial software which has consolidated our human resource data, accounts payable, purchase orders, and general ledgers.

Information Technology Management:

The older version of the www.obparks.org website had become difficult to maintain, looked dated, and no longer functioned optimally when visited by today's more mobile user. While the site still performed well on search engines, there was room for improvement in the SEO results.

The park district redesigned the website to be more mobile-friendly, easier to navigate, and added the capability for staff to update it from anywhere. Several improvements were made on the back end to increase the SEO score, making the site more searchable both internally and on the Web.

As a result, a more adaptive website design, along with easier navigation, led to more accurate engagement data and a better user experience. The District launched the new website, increasing ease of use and transparency for the community, and allowing park district staff access to more detailed analytics and data trends.

Marketing and Communications:

The 34-acre parcel of land known today as Central Park North Fields was listed for sale in 2018 by the McDonald's Corporation. The District decided it was interested in purchasing the land due to its proximity to Central Park and the opportunities the property presented.

Stakeholders and staff decided the best way to hear from the community regarding what to do with the newly available land was place an Open Space Referendum on the November 6, 2018 ballot asking the community if it was in favor of the District purchasing the land.

The Open Space Referendum passed with 68% of voters supporting the District acquiring the land. The referendum's success enabled the District to advance its mission to provide the very best in park and r open lands for our community.

After acquiring the land, the District held a series of focus groups to hear from the community what they would like to see done with the 34 acres. Responses were varied, with soccer fields, outdoor restrooms, and walking paths being the majority of requests.

OUR **EXAMPLE:** Include all in all.

Partnerships, Community and Corporate Relations:

The District has developed a wide range of strong partnerships to better serve the Oak Brook community. Using an Open Space Lands Acquisition and Development (OSLAD) grant in 2017, the District incorporated a universal playground in its plans to provide the very best in accessible and inclusive play to the community.

To reach the goal of building a universal playground, partnerships with Unlimited Play and the Oak Brook Park District Foundation (the Foundation) were essential. Unlimited Play provided guidance and the Foundation started raising the matching funds.

The District was awarded an OSLAD grant in 2017, allowing the District the resources and partners to realize the dream of building a universal playground.

The District opened its universal playground, called 'The Sandlot' in September 2018. The preview of the playground opening received local television coverage, winning WGN reporter Ana Belaval the Illinois Parks' Top Journalist award for her 'Around Town' segment.



Recreation Programming:

The Recreation Department made a conscious shift from offering predominantly contracted programs to more in-house programming. Over the past seven years, recreation staff has worked to develop and offer programs taught by in-house staff. By offering more in-house programs, the staff is better able to control quality and experience.

With more control over park district programs, staff is able to respond better to community needs and ensure the product is meeting the District's mission.

Fortunately, the District was able to identify the programs and classes it could offer as in-house programs, while being able to recognize when it was necessary to contract out the program when staff credentials could not meet the demand.

By taking a systematic looking at in-house vs. contractual offerings, the District was able to balance its program portfolio. Since bringing more programs in-house, and hiring out those that can't, revenue has increased, particularly in youth programming and athletics.

Parks & Trails:

Combining natural elements that support sustainability with recreation for all is a priority of the District. The Central Park Improvement Project was implemented with plans and features that support sustainability.

The gabion weir/Ginger Creek restoration required replacing the east gabion weir with rock vanes and restoring the south shoreline of Ginger Creek from the east weir to west weir, and the north shoreline from the east weir approximately halfway to the west weir. This helped to stabilize the shoreline from erosion, and reintroduced native wetland species. Parks staff is removing the Central Park ash trees that were lost to the emerald ash borer and replacing them with diverse native species. The ash trees are chipped, and those wood chips are used throughout the disc golf course. Excavated spoils from the Central Park Improvement Project were kept on-site to increase the size of the sled hill.

In designing areas of the Central Park Improvement Project, the District took advantage of a “Best Management Practices Stormwater Grant” to increase sustainability at the park. A permeable-paver parking lot was constructed adjacent to the Sandlot, and stormwater from the lot drains into a natural bio-swale planted with native grasses and forbs.

The sustainable parking area and bio-swale adjacent to The Sandlot, and economical project planning throughout Central Park, contribute to the overall mission of the District to incorporate sustainable practices in the planning and execution of park spaces.

Maintenance Facility:

Maintenance facilities provide support for park operations. Having a location to store equipment, perform fleet maintenance, and stage park maintenance services is critical for successful and effective park management.

Constructed in 2013, the 7,000 square foot maintenance facility houses vehicles, tools, equipment, etc. It serves as the hub for all park operations year-round. The garage bays feature both an energy-efficient radiant floor, and secondary forced-air heating, so staff can work comfortably during cold weather.

Preserving the life of the vehicles and equipment is essential, and the facility is equipped with tools and resources to perform both preventative maintenance and repair work. A five-ton vehicle lift station allows staff to properly service fleet vehicles, and a wash-down and service bay makes cleaning and repairing equipment more efficient.

The maintenance facility is ideally positioned at Central Park adjacent to the Family Recreation Center. Having the parks department centrally located increases staff efficiency and reduces response and travel time to 70% of the department’s work assignments.



The Oak Brook Park District cares for the health and wellness of the community through social equity, the mentally restorative benefits of open space, a range of accessible opportunities for physical activity, and a number of inclusive programs that bring us together. The District cares for the wellbeing of the ecosystem, economy, and every individual, whether they are at home, school, work, or play.

2030 Facility Priorities

Recreation Facility

Explore Family Recreation Center (FRC) expansion opportunities, including gymnasium and programming space.

Assess and prioritize repair of the facility interior and exterior, including roof, mechanical systems, the administrative offices, conference/meeting rooms, facility lighting and ceilings.

Continue to upgrade and repair with emphasis upon trending sustainability options such as solar panels, replacement of standard with LED lighting, as well as addressing recycling concerns.

Strengthen member recruitment and retention as well as customer service by administering surveys to assess customer needs and the implementation of a district-wide customer service initiative based on the Districts' core values.

Tennis Center

Assess the feasibility of several indoor and outdoor expansion opportunities. Improvements to the front entrance and back patio areas prioritized, including the creation of a welcoming entrance with an attractive outdoor space for players to congregate after their matches.

Evaluate the condition of the outdoor courts. The courts must be renovated in the near future. Staff will choose between replacing the asphalt court with new asphalt or overhauling the courts into clay courts.

Improve and replace mechanical systems as needed to maintain optimal comfort. Tennis and racquetball court HVAC systems will be replaced.

Explore different areas of indoor expansion, including the re-purposing of the racquetball courts. In addition, the front desk and its operations will be renovated in order to improve the customer experience.

Explore an investment in staff in order to maintain the level of success the Tennis Center is currently experiencing. Administrative procedures will be optimized and the membership pricing structure will be evaluated and overhauled if needed.

Central Park West

Upgrades to the core and shell of the facility are required including ADA accessibility upgrades, HVAC, plumbing, electric, and acoustical improvements. Updates to the interior aesthetics of the facility will keep it competitive.

Explore and implement expanded event and programming opportunities, including programming for the active adult population and outdoor recreational opportunities based on community and facility feasibility survey results.

Re-branding of the facility will be communicated effectively to the community via enhanced marketing and graphics to promote rentals, programs, and special events.

Increase the quality of the overall product offered to the community through re-branding and enhanced facility services.

Possibilities for CPW include expanding district programming, including active adult programming as well as diverse programming during non-peak rental times, and allowing community rentals during peak days on the weekend.

2030 Historical/Cultural Priorities

Identify programs, special events, parks and facilities which have historical/cultural significance to the community and devote necessary resources for their preservation.

Work with local historical organizations and partners to connect residents with other cultural and historical resources to add place-based value and meaning to the local landscape and community.

Conducting an inventory of the District's historical and cultural resources, incorporating opportunities for the future acquisition/development of resources, and finding opportunities for collaboration with local historical and cultural stewards.

Preserve the District's cultural and historical resources, so the community will continue to strengthen family and community connections and improve the overall wellness of the Greater Oak Brook Community.

2030 Finance/HR Priorities

Continue transparency throughout the District by making all financials and relevant human resource documents available for the public. Expand the Capital Improvement Plan from 5 to 10 years.

Measure key performance indicators for HR inclusion effectiveness via a dashboard that highlights real-time progress toward business and service goals, and incorporating staffing needs from recreation and maintenance.

Incorporate documents into a multi-use system for all, such as new hire software and a Spanish translation of the Personnel Policy Manual.

Create a strategic system to annually address legal mandates such as minimum wage increases and recreational marijuana use, and work to address new policies within the fiscal year of required implementation.

Create an all-inclusive budget document to be submitted to the Government Finance Officers Association.

2030 Information & Technology Priorities

Increasing public Wi-Fi accessibility in parks. Staff will look into adding interactive features like kiosks, QR codes, social media prompts, and more to the parks and facilities.

Optimize ActiveNet to increase online functionality for facility booking, memberships, and personal training. To increase security awareness among staff, the District will implement the use of features such as multi-factor authentications and password encryptions.

The District will establish a dashboard system to access the current use patterns of each facility to optimize efficiency.

2030 Marketing and Communication Priorities

Evaluate the community's needs through interest and program surveys, ensuring the District's offerings will accurately reflect the needs and wants of its constituency.

Collaborate with the Village of Oak Brook, local police, local businesses, and civic organizations to allow the District to reach the largest audience possible. Install location sign system in partnership with DuComm and Village of Oak Brook.

Continue to provide strong communication to and from agency staff. The District will continue to make use of social media platforms to allow the public to conveniently give feedback.

Consistent branding will be implemented across all facilities, programs, and events, including signage, giveaways, and uniforms.

OUR **WORK**: We are healthier together.

2030 Corporate and Community Relations Priorities

Use technology, including invoicing software, to develop efficiencies for the partnership program.

Identify new opportunities for sponsorship and naming rights. With the acquisition of the Central Park North fields, there are more opportunities for current and prospective sponsors to be involved.

Create new relationships with businesses and organizations, and build upon existing relationships to increase non-tax revenue for the District.

Grow the Park District Foundation to increase the District's revenue and help fund capital projects.

2030 Recreation Programming Priorities

Meet the needs of the 60+ community, as indicated by surveys. Accomplish this goal through the renovation of existing facilities and investigating the feasibility of expanding facilities as well.

Conduct a program analysis to evaluate current program offerings and identify any gaps in service. With the assistance of a consultant, the District will undertake an entire program and event analysis.

Move to become a fully inclusive park district. Education of staff members will be prioritized so staff can begin weaving universal recreation principles into all of their programs and events.

Follow up on growth opportunities within the community, such as land acquisition or intergovernmental management agreements. Meet this growth by evaluating the current organizational chart, staff size, and leadership roles to ensure the District is being managed in the most efficient manner possible.



2030 Parks/Trail Priorities

Forest Glen Park/Chillem Park/Saddle Brook Park

Replace pond fountains and aeration equipment, replace/resurface paved amenities and courts & existing wood bridge.

Create a 10-year pavement repair/replace plan.

Enhance recreation with technology in the parks by adding Geocaching, Interactive tree maps, QR codes.

Amend to ADA standards, including trail grades, playgrounds and surfacing, and accessible courts.

At Saddle Brook Park, replace the playground structures. Investigate removing wood barn, and replace/resurface paved amenities and courts

At Chillem Park, replace/repair the playground structures and condense into a single play area, replace/resurface paved amenities and courts. Add a trail connection to York Woods.

Purchase the vacant lots located at 201 and 203 Wood Glen Lane adjacent to Forest Glen Park if the properties become available and if the purchase is in the best interest of the Park District.

Dean Nature Sanctuary

Design / install a nature center and investigate feasibility of installing public restrooms

Upgrade kayak canoe launch to a user-friendly alternative

Replace limestone trails with an ADA approved alternative.

Create a "Natural Areas Management" plan.

Central Park

Re-forest Central Park with an additional 500 native deciduous and evergreen trees over 10 years.

Replace /resurface paved amenities and courts and create a 10-year pavement plan.

Upgrade all parking lot lighting with LED fixtures.

Amend to ADA standards, including trail grades, playgrounds and surfacing, and accessible courts.

Completed phase I of master vision for the Central Park North fields.

Implement phase 2 development of Central Park North (Autumn Oaks) to construct recreational amenities as supported by the community. Investigate the potential to relocate and enlarge existing pavilion or construct a new and larger amphitheater structure at Central Park North (Autumn Oaks) to improve accessibility and access to restrooms and parking.

Improve connectivity across Ginger Creek with at least one new bridge.

Install permanent restrooms on-site.

Address future needs of the park, including the possible addition of Pickleball courts, a unity garden, additional ballfields, and more.

2030 Maintenance Priorities

Park District Maintenance

Expand existing facility with one additional primary garage bay and expanded outdoor storage.

Explore solar technology integration and replace all garage lighting with LED fixtures.

2030 Vehicles/Equipment Priorities

Add one additional SUV and an additional pickup truck.

Rededicate older District SUV to facility maintenance staff.

Replace fleet equipment per capital budget schedule, and modernize snow removal equipment fleet.





Appendix A

References and Sources

Planning References

The 2020-2030 Master Vision for the Oak Brook Park District is based on a number of planning resources that have been created by the park district. Many of the concepts in the Master Vision are explored in more detail in the plans listed below.

- 2016-2020 Oak Brook Park District Strategic Plan
 - Annual Reports
 - ADA Plan
 - Recreation Plan
 - Marketing Plan
 - Tennis Center Business Plan
 - 5-year Capital Plan
 - Community Survey Report
 - Bike Friendly Community
-



Appendix B

Demographic Information

Oak Brook, IL Census Data General Demographic Characteristics & Trends		
Demographic Characteristic	2000 Census	2010 Census
Total Population	8,702	7,883
Under 5 years of age	3.2%	3.14%
5 to 18 years of age	18.7%	16.41%
20 to 54 years of age	38.59%	31.19%
55 to 64 years of age	17.52%	19.96%
+65 years of age	21.9%	29.28%
Gender		
Female	52.3%	52.1%
Male	47.7%	47.9%
Race/Ethnicity		
Caucasian	76.6%	71.8%
Hispanic or Latino	2.4%	4.3%
African American	1.4%	2.0%
Native American	0.0%	0.1%
Asian	20.1%	23.2%
Two or More Races	1.7%	2.2%
Household Status		
Married/Couple Family	76.6%	80.4%
Nonfamily Household	23.4%	19.6%
Average Household Size	2.74	2.62%
Housing Status		
Owner-Occupied Housing	97%	95.6%
Renter-Occupied Housing	3%	4.4%
Education Level (25 years and over)		
Less than HS Graduate	5.8%	2.9%
HS Graduate	94.19%	97.1%
Bachelor's Degree or Higher	57.58%	64.4%
Median Earnings		
Median Household Income	\$146,537	\$131,719
Overall Poverty Rate	2.1%	1.7%



Economic Information

Village of Oak Brook Census Data: General Characteristics & Trends		
Economic Characteristic	2000 Census	2010 Census
Workforce Type		
Management (Business, Science, & Arts)	62.7%	60.4%
Service Occupations	6.6%	5.2%
Sales & Office Occupations	25.9%	25.7%
Natural Resources/Construction/Maintenance	2.6%	4.5%
Production/Transportation/Material Moving	2.2%	4.1%
Commuting Stats		
Personal Vehicle	86.8%	77%
Carpool	4.3%	10.3%
Public Transportation (excluding taxicab)	4.0%	3.2%
Walked	0.9%	7%
Other Means	0.0%	2%
Worked from Home	3.9%	8.7%
Mean Travel Time to Work	29.2 minutes	31.5 minutes
Household Income Breakdown		
Less than \$10,000	1.3%	2.1%
\$10,000 to \$14,999	1.9%	.9%
\$15,000 to \$24,999	3.1%	6%
\$25,000 to \$34,999	3.6%	2.1%
\$35,000 to \$49,999	5.8%	5.4%
\$50,000 to \$74,999	12.2%	8.1%
\$75,000 to \$99,999	8.4%	13.0%
\$100,000 to \$149,999	14.6%	18.9%
\$150,000 to \$199,999	11.0%	11.3%
\$200,000 or more	38.1%	32.2%
Employer Types in Oak Brook		
Agriculture	0.9%	0.5%
Construction	4.3%	9.6%
Manufacturing	9.8%	7.6%
Wholesale Trade	6.4%	7.8%
Retail Trade	8.4%	7.4%
Transportation/Utilities	1.8%	3.1%
Information	1.9%	2.2%
Finance & Insurance/Real Estate	10.7%	11.2%
Professional/Scientific/Technical Service	14.2%	13%
Educational Services/Health/Social	33.2%	27.2%
Arts/Entertainment/Recreation/Food Services	4.0%	6.9%
Other Services	3.2%	1.6%
Public Administration	1.3%	1.9%



Appendix C

Inventories | Local, State, and National

Park District	Population	Total Budget	Number of Parks	Residents Per Park	Acres	Acres per 1,000
Oak Brook	7,883	\$12,377,000	5	1577	174	22
Glencoe	8,500	\$8,700,000	30	283	100	12
Lake Bluff	7,500	\$5,300,000	10	750	264	35
Bensenville	18,000	\$9,000,000	20	900	335	19
State Average			19	1671	352	11
National Average			--	2181	--	10

Park District	Natural Area Acres	Natural Area Acres Per 1,000	Trail Miles	Trail Miles Per 1,000
Oak Brook	45	5	15	1.92
Glencoe	10	1	1	0.12
Lake Bluff	10	1	0	0.00
Bensenville	25	1	1	0.06
State Average	89	3	4	0.13
National Average	--	--	--	--

Park District	Outdoor Pool	Spray Ground	Indoor Pool	Playground	Disc Golf Course	Skate Park
Oak Brook	1	1	2	7	1	0
Glencoe	0	1	0	15	1	1
Lake Bluff	1	0	0	6	0	1
Bensenville	1	1	0	16	0	0

Park District	Basketball	Tennis Courts	Pickleball	Bocceball	Horseshoes
Oak Brook	5	14	5	0	0
Glencoe	3	14	0	0	0
Lake Bluff	2	7	4	0	0
Bensenville	4	5	0	0	0

Park District	Baseball field	Softball Field	Soccer Field	Football Field	Lacrosse Field	Outdoor Ice Rink
Oak Brook	3	1	3	0	1	1
Glencoe	5	1	8	2	2	2
Lake Bluff	7	1	1	0	0	1
Bensenville	10	0	1	1	0	0

Park District	Picnic Shelter	Fishing piers	Canoe ramp	Botanical Garden	Nature Center	Amphitheater
Oak Brook	6	2	1	0	0	1
Glencoe	3	0	1	1	1	1
Lake Bluff	5	0	0	0	1	0
Bensenville	5	0	0	1	0	0



Inventories | Park District and Competition

Outdoor Recreation Facilities Within the Oak Brook Park District Boundaries

		Baseball/Softball Fields	Basketball Courts	Canoe Launch	Cross Country Skiing	Disc Golf	Dog Exercise Area	ADA Fishing Pier	Fishing Pond	Gazebo	Golf Course	Hiking Trail	Ice Skating	Jogging/Bike Path	Open Fields	Outdoor Splash Park	Picnic Shelter	Public Picnic Area	Playgrounds	Polo Fields	Sand Volleyball Court	Sled Hill	Soccer Fields	Synthetic Athletic Fields	Swimming Pools	Tennis Courts	Pickleball Courts
Location/Park Type																											
Community Parks																											
Oak Brook Park District																											
Central Park	105	4	2			1		1	3	1			1	1		1	3		4		3	1	7	1		8	3
Neighborhood Parks																											
Oak Brook Park District																											
Forest Glen Park	16.4		1						3					1			1		1							2	
Saddle Brook Park	11		1											1					1			1				2	
Chillem Park	1		1																1							2	
Spring Road Park															1												
Dean Nature Sanctuary	40			1	1			1	1	1																	
Oak Brook Park District Subtotal	173.4	4	5	1	1	1		2	7	2			1	3	1	1	4		7		3	1	8	1		14	3
Other Public Open Space																											
Village of Oak Brook																											
Sports Core	260				1				1		1		1		1					1	1		8		3	8	
Library																						1					
Forest Preserve District																											
DuPage County																											
Mayslake Preserve	90						1		1					1	1			1									
York Woods Preserve	75				1				1					1			2	1									
Fullersburg Woods Preserve	226			1	1				1			1		1				1									
Subtotal	651			1	3		1		4		1	1	1	3	2		2	3		1	1	1	8		3	8	
Grand Total	790.4	4	5	2	4	1	1	2	11	3	1	1	2	3	3	1	6	3	7	1	4	2	16	1	3	22	3



**Indoor Recreation Facilities & Recreation Programs
Within the Oak Brook Park District Boundaries**

Local Public Provider	Indoor Walking Track	Indoor Swimming Pool	Indoor Spa	Sauna	Indoor Basketball Courts	Indoor Tennis Courts	Raquetball Courts	Fitness Centers	Athletics Programs	Food Service	Birthday Parties	Senior Day Trips	Senior Overnight Trips	Museum	Banquets	Preschool	Day Camps	Afterschool Programs	Performing Arts (Dance, Theater)	Cultural Arts (Ar, Ceramics, Paint)	General Interest Programs	Special Events	Swim Lessons	Nature Programs	Babysitting Service	Martial Arts Programming	Gymnasium/Tumbling	Bowling	Bocce
Oak Brook Park District	X	X	X	X	X	X	X	X	X		X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X		
Village of Oak Brook										X	X				X		X				X	X	X						
Oak Brook Library									X											X	X	X							
Forest Preserve District of DuPage County											X			X					X	X	X	X		X					
Butler 53 School District					X				X	X									X	X	X								
Local Private Provider																													
LA Fitness		X	X	X	X		X	X		X														X		X			
Life Time		X	X	X	X			X	X	X													X		X				X
Pinstripes										X	X				X													X	X
Local Non-Profit Provider																													
Oak Brook Historical Society														X							X								
Bright Horizons - Oak Brook																X		X							X				
Christ Church - Oak Brook														X	X						X	X			X				



Appendix D

Participation Comparisons

The District is a leader in recreation, tennis, aquatics, fitness programming, and facility management. Trends and statistics research and application will be strong factors in maintaining this high level of success in the future.

Recreation Programming

According to the Illinois Association of Park District's 2019 recreation programming report, the Oak Brook Park District Aquatic and Fitness Center receives three times the state average of visits and has a retention rate that is 25% higher than average.

Park District	Total Programs	Participants	Visits to Aquatic - Fitness Centers	Fitness Member Retention Rate	Cancellation Rate
Oak Brook	1574	13,831	402,622	96.9%	11%
State Avg.	473	12,409	127,125	71.4%	20%

Park District	# of Preschool Programs	# of Youth Athletics Programs	# of Youth Classes	# of Adult Athletics Programs	# of Adult Classes	# of Senior Programs
Oak Brook	66	67	120	19	16	47
State Avg.	71	120	133	50	83	33

The District comprehensively meets the community's park and recreation needs. Only slightly more than 1/3 of Illinois communities have all of the following facilities: aquatic center, fitness center, recreation center, and tennis center. The District offers all of these amenities and more.

According to research conducted by the Illinois Association of Park Districts and Aquity Research, only 29% of Illinois' local park and recreation agencies provide family programs, summer camps, trips, and nature programs. The Oak Brook Park District offers all of these programs and more.

OAK BROOK PARK DISTRICT MASTER VISION 2020-2030



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Mission Statement:

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



Oak Brook
Park District

A National Gold Medal Agency



STRATEGIC PLAN

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Years

2020-2024

Updated May, 2024



Strategic Plan 2020-2024

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ACKNOWLEDGMENTS

Board of Park Commissioners

Sharon Knitter	President
Lara Suleiman	Vice President
Ivana Ivkovic Kelley	Treasurer
Ron Gondek	Commissioner
Mario C. Vescovi	Commissioner

Staff

Laure Kosey	Executive Director
Mallory Price	Administrative Services Specialist
Grace Harrast	Administrative Services Assistant
Marco Salinas	Chief Financial Officer
Alli Siamis	Human Resource & Risk Manager
Nicole Lawler	Finance Manager
Bob Johnson	Deputy Director
Jake Stachowiak	Superintendent of Parks
Sally Beaumont	Landscape Specialist
Santiago Escobedo	Park Specialist
Josh DeSalvo	Park Technician
Bob Sleva	Landscape Specialist
Felipe Perez	Park Specialist
Valerie Louthan	Superintendent of Facilities
Kathy Chartrand	Registration Coordinator
Ryan Husch	Facility Manager
Kara Smith	Fitness Supervisor
Gloria Marquez	Lead Custodian
Patricia Ornelas	Custodian
Rafael Rodriguez	Custodian
Maria Medina	Custodian

Strategic Planning Input and Review Schedule

September, 2016

Comprehensive Community Wide Survey

June, 2018

Community Focus Groups

November 21, 2019

All Staff Strategic Planning Workshop

March 12, 2020

Board of Commissioners Strategic Planning Workshop

June 15, 2020 Regular Board Meeting

Strategic Plan Approved

November 16, 2020

Strategic Plan Update

Robert Pechous

Haley Colucci
Erik Ruiz
Rachel Jones

Director of Recreation & Communication

Marketing & Communications Manager
Graphic Designer
Corporate and Community Relations

Rob Bond

Josh Chartrand
Matt Murtaugh
Steve Nemitz
Grant Gilchrist
Caroline Reimann

Superintendent of Aquatics

Building Technician
Building Engineer
Facility Maintenance Manager
Aquatic Manager
Aquatic Programming Supervisor

Mike Contreras

Kim Catris
Brian DeWolf
Monica Lockie
Kate Sniegowski

Superintendent of Recreation

Recreation Manager, Youth & Camp
Recreation Manager, Athletics
Recreation Manager, Adult
Recreation Manager, Specialty Programming

Alin Pop

Michelle Beczarski
Alice Belden
Leticia Limonez
Craig Tuley

Superintendent of Enterprise Operations

Director of Tennis Operations
Tennis Admin/Programming
Tennis Customer Service Manager
Facility Maintenance Manager

Mission:

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

Vision:

To provide a diverse range of opportunities designed to keep the community happy, fit and active while being its very best and feeling its very best.

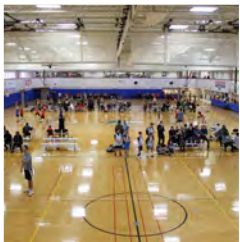


Strategic Initiatives:

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

Core Values:

Holistic Wellness



Provide programs, services, and opportunities designed to improve all aspects of the overall wellness of the community.

Environmental Stewardship



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

Inclusion



Promote a sense of belonging and provide access to the very best in park and recreational opportunities for all.

Teamwork



Embrace the individuality and diverse viewpoints of our staff in order to foster recreational creativity and encourage a collaborative culture.

Community Engagement



Provide the very best customer experience with every interaction.

Open Communication



Engage in honest, and respectful communication, to connect and build relationships with our community.

PROCESS

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

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

2020 Strategic Planning Workshop

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

Review

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

History of Oak Brook Park District's Strategic Plan

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

Staff Involvement

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

Board Involvement

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

Community Involvement

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

PERFORMANCE MEASURES

Mission:

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

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

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























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IMPLEMENTATION

-  The Very Best Facilities
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Primary Goals: Completion by November, 2022

Initiative(s)	Goal	Objectives	Lead/Department & Updates
	Install electronic schedule displays and online registration kiosks	<ul style="list-style-type: none"> • Increase the amount of information to patrons. • Identify locations and equipment needed. • Create an installation plan recognizing accessibility and inclusion. 	Facilities, IT Completion set for fall, 2024.
 	Electronic personal training tracking	<ul style="list-style-type: none"> • Evaluate current process and inefficiencies. • Develop a better tracking system. 	Facilities, IT Completion set for November, 2024.
Secondary Goals: Completion by November, 2024			
 	Increase safety of the pathway system	<ul style="list-style-type: none"> • Repair and pave pathways. • Apply for grants to assist with funding. 	Parks Completion set for November, 2024.
 	Increase path system	<ul style="list-style-type: none"> • Assess areas of growth. • Work with Village. • Develop long term development plan. • Charging stations and water refill options. 	Parks Completion set for November, 2024.
 	Develop pocket parks	<ul style="list-style-type: none"> • Develop an implementation strategy with the Village. 	Parks, Administration Completion set for November, 2024.
  	Better utilize Studio D	<ul style="list-style-type: none"> • Continue to evaluate feasibility of offering nighttime classes. • Created timed opening/closing of exterior door to allow for better security during class times. 	Recreation, Fitness Completion set for November, 2024.
   	Diversify outdoor Tennis space	<ul style="list-style-type: none"> • Add clay courts. • Add U10 Courts. • Consider accessibility and inclusion. 	Tennis, Finance, Parks Due to lack of funding, this initiative will be moved to the 2025-2029 Strategic Plan.
   	Reconfigure outdoor courts	<ul style="list-style-type: none"> • Expand outdoor courts bookings and programming. • Offer different playing surfaces. • Organize bigger tennis events/tournaments. 	Tennis Due to lack of funding, this initiative will be moved to the 2025-2029 Strategic Plan.
 	Establish an updated interior and exterior Family Recreation Center maintenance plan	<ul style="list-style-type: none"> • Maintenance is provided and administered for Family Recreation Center on a consistent basis. • Staff will continue to work on the development of a structured plan. 	Facilities Completion set for November 2024.

IMPLEMENTATION

Secondary Goals: Completion by November, 2024

Initiative(s)	Goal	Objectives	Lead/Department & Updates
■ ■ ■	Update Family Recreation Center appearance and quality of use with new flooring, paint, window treatment, HVAC system and water treatment tools	<ul style="list-style-type: none"> • Improve the aesthetics of the Family Aquatics Center to a more modern look. • Replace 1" tile with safe and easier to maintain surfacing. • Replace current window shade treatment. • Replace HVAC system for better air circulation and reduced noise pollution. • Implement UV disinfection system for improved water treatment. 	Aquatics Completion set for November, 2024.
■ ■	Install video analytics on tennis courts	<ul style="list-style-type: none"> • Improve patron's overall experience through availability of video recording their matches and line-call assistance. • Improve programming quality by offering video analytics. 	Tennis Moving to 2025-2029 Strategic Plan.
■ ■	Establish a recruitment plan	<ul style="list-style-type: none"> • Assess the recruitment needs of each department for hiring full-time and part-time employees. • Identify and select sources to recruit various types of employees. • Prepare a recruitment template that identifies the essential functions of the job and that promotes the District as a great place to work. • Assess the feasibility of integrating the recruitment process with the on-boarding process. 	Human Resources, Administration Completion set for November, 2024.

IMPLEMENTATION

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- Fiscal Responsibility

Completed

Initiative(s)	Goal	Objectives	Lead/Department & Updates
■ ■ ■	Develop a corporate team building facility	<ul style="list-style-type: none"> • Build a challenge course near Central Park West. • Consider accessibility and inclusion. 	Parks COMPLETED.
■	Automate HR on-boarding process (part 2)	<ul style="list-style-type: none"> • Prepare a plan for implementation of the software. • Train supervisors on system use. 	HR COMPLETED.
■ ■	Increase music availability in fitness studios	<ul style="list-style-type: none"> • Research streaming music platforms. • Install equipment in studios. 	Facilities, IT COMPLETED.
■ ■ ■	Construct restrooms at Central Park North site	<ul style="list-style-type: none"> • Research the feasibility of constructing outdoor restrooms. • Determine the size and amenities of the restrooms. • Work with architect and engineer to develop cost opinion. • Construct restrooms that best serve the needs of the site. 	Parks, Recreation COMPLETED.
■ ■	Examine the perpetual swim lesson model	<ul style="list-style-type: none"> • Improve swim lesson program management by having more control over registration levels and number of participants. • Allow for better budget planning with consistent revenue flow through monthly installments. • Understand concerns with staffing and scheduling consistency. • Evaluate the feasibility of implementing the model. 	Aquatics COMPLETED.
■ ■ ■ ■	Improve picnic area at Tennis Center patio	<ul style="list-style-type: none"> • Repair damage and make improvements. • Develop into a family picnic area/rental opportunity. • Consider accessibility and inclusion. 	Parks, Tennis, Facilities COMPLETED.
■ ■ ■	Replace synthetic soccer field	<ul style="list-style-type: none"> • 10-year life span on current turf surfacing. • Replace to maintain high-quality, safe playing field. 	Parks COMPLETED.
■ ■	Implement consistent customer service throughout our facilities	<ul style="list-style-type: none"> • Quarterly customer service training is provided to the service desk team, including the new COVID-19 protocol. • Positive reinforcement for staff customer service excellence is provided through direct staff acknowledgment and Action Awards. • The District Core Values will continue to be used for the development of a quarterly customer service training plan for all departments. 	Facilities COMPLETED.
■ ■ ■ ■	Improve security	<ul style="list-style-type: none"> • Develop a purchasing/replacement plan. • Identify locations that need access control. 	Parks, Facilities, IT COMPLETED.
■ ■ ■ ■	Update and distribute the new member welcome packet	<ul style="list-style-type: none"> • New Member Welcome Packet has been developed and is set to launch. 	Facilities, Marketing COMPLETED.
■ ■ ■ ■ ■	Update and implement tour procedure for Family Recreation Center	<ul style="list-style-type: none"> • Redesign Family Recreation Center tour process. • Consider accessibility and inclusion. 	Facilities COMPLETED.

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IMPLEMENTATION

Completed

Initiative(s)	Goal	Objectives	Lead/Department & Updates
■ ■	Focus on member retention at Family Recreation Center	<ul style="list-style-type: none"> Member retention efforts are ongoing, including the member referral program & the monthly member challenge incentive program. The New Member Welcome Packet has been developed and will be sent to all new members via e-mail. This member retention initiative will be launched September 2022 and will be provided on an on-going basis to all new members. A partnership has been created with Silver Sneakers and Renew Active. The Aquatics and Fitness 3 year Business Plans were developed, which provided additional member retention services and programs that will be explored and/or provided. 	Facilities COMPLETED.
■ ■ ■	Update lighting in Family Recreation Center to LED	<ul style="list-style-type: none"> Several regions within the facility, including the gymnasium, has been upgraded to LED lighting. Future budgetary and operational plans include on-going upgrades for Family Recreation Center to LED lighting. 	Facilities COMPLETED.
■	Automate HR on-boarding process (part 1)	<ul style="list-style-type: none"> Identify system capabilities needed to improve the efficiency of the on-boarding process (i.e., recruitment, hire, on-boarding, orientation). Research system options, feasibility of integration with BS&A Software, and cost. Establish a budget to purchase and implement software. Prepare a Request for Proposal. 	COMPLETED.
■ ■ ■ ■	Offer more outdoor recreational opportunities at Dean Nature Sanctuary	<ul style="list-style-type: none"> Create 4 programs at Dean Nature Sanctuary. Evaluate programming and adjust accordingly. Consider accessibility and inclusion opportunities. 	Recreation COMPLETED.
■ ■ ■	Analyze program offerings to identify gaps in service	<ul style="list-style-type: none"> Identify times of the day where new programs can be offered. Conduct surveys with current participants to identify new program ideas. 	Recreation COMPLETED.
■ ■ ■	Incorporate fitness stations and new technology throughout Central Park	<ul style="list-style-type: none"> Explore cost and feasibility of installing fitness stations. Research apps to incorporate with stations to link technology. Consider accessibility and inclusion with new stations and technology. Two new fitness stations added to the north fields central plaza in the fall of 2020. 	Parks, IT COMPLETED.
■ ■	Develop community garden plots	<ul style="list-style-type: none"> Develop a plan to create community garden plots at a park Research how other Park Districts are managing garden plots. Create plots and work with marketing to advertise to the public. 	Parks, Marketing COMPLETED.

IMPLEMENTATION

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Initiative(s)	Goal	Objectives	Lead/Department & Updates
■ ■ ■	Conduct an inventory of the District's historical and cultural resources	<ul style="list-style-type: none"> Identify programs, events, parks, and facilities which have historical and/or cultural significance. Find opportunities for collaboration with local historical and cultural stewards. 	Administration, Marketing COMPLETED.
■ ■	Reorganizing staff job descriptions	<ul style="list-style-type: none"> Optimize administrative operation. Review and adjust administrative staff tasks. Include new COVID-19 requirement. 	Tennis, HR COMPLETED.
■ ■	Upgrade outdoor lighting to energy efficient LED fixtures	<ul style="list-style-type: none"> Research energy grants and rebates. Conduct an energy efficiency audit of all outdoor lighting. Select new LED fixtures with a life-expectancy of at least 10 years. Replace all parking lot lighting and select new security lighting at Central Park. 	Facilities, Parks COMPLETED.
■ ■ ■	Create new relationships with local businesses and retail existing sponsors	<ul style="list-style-type: none"> Keep touch with existing sponsors and partners to retain their business and keep inquiring how we can make the relationship better. Reach out to local businesses and organizations to see how we can work together with programming and special events. 	Marketing COMPLETED.
■ ■ ■	Develop Sustainability Team	<ul style="list-style-type: none"> Further develop the role of the team to undertake challenges like recycling, reduction of single-use plastics, and increased awareness. Develop and facilitate internal and external educational on the new rules of recycling. Considering adding community engagement, composting, zero-waste events. 	Parks, Marketing, Administration COMPLETED.
■	Add one SUV and pick-up truck to vehicle fleet and replace skid steer	<ul style="list-style-type: none"> The District's only SUV is in high demand by all departments. Purchase a second SUV to accommodate demand. Purchase a pickup truck to support the increasing responsibilities of the Parks department. Replace current undersized skid-steer with an appropriate model. 	Parks COMPLETED.
■ ■ ■ ■	Central Park West improvements	<ul style="list-style-type: none"> Fix drainage and basement issues. Upgrade plumbing. Create better storage. 	Facilities, Parks COMPLETED.
■ ■ ■ ■	Continue to develop junior and adult Tennis programming	<ul style="list-style-type: none"> Increase participation numbers. Add teams Add match play opportunities Add cross-fit programming. 	Tennis COMPLETED.
■ ■	Organize storage areas	<ul style="list-style-type: none"> Evaluate inefficiencies. Evaluate storage needs. 	Recreation, Facilities, Marketing, Tennis COMPLETED.

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IMPLEMENTATION

Completed

Initiative(s)	Goal	Objectives	Lead/Department & Updates
■ ■	Implement a formal departmental training plan	<ul style="list-style-type: none"> Staff training on District policies & procedures, including the Emergency Action Plan, is provided on a consistent monthly and quarterly basis. Consistent staff training for all departments will continue into the future. 	Facilities COMPLETED.
■ ■	Transition group training into specialized fitness/tennis classes	<ul style="list-style-type: none"> Create fitness focus groups to determine specialty classes. Implement 2 classes. 	Fitness, Tennis COMPLETED.
■ ■ ■	Use technology in our parks for education	<ul style="list-style-type: none"> Investigate geocaching opportunities within parks. Determine feasibility of QR code technology and research comparable technology for nature education and tours via mobile devices in the parks. 	Recreation, IT COMPLETED.
■ ■ ■	Convert Central Park basketball courts to pickleball courts	<ul style="list-style-type: none"> Evaluate the cost to convert the existing courts to pickleball. Design courts to make the most effective use of the space. Hire qualified court surface professionals to perform the conversion. Work with marketing team to advertise the new courts. 	Parks, Marketing COMPLETED.
■ ■ ■ ■	Complete phase 1 of Master Vision for Central Park North Fields	<ul style="list-style-type: none"> Begin construction in summer of 2020. Perform value-engineering throughout project to provide the best improvements at the lowest cost. Ensure new soccer fields feature high-quality and resilient turf grass. Have park open for use in the spring of 2021 with fields open in fall of 2021. 	Parks COMPLETED.
■ ■	Streamline front desk operations	<ul style="list-style-type: none"> Assess streamlining service desk staff. Consider COVID-19 requirements, accessibility and inclusion. 	Facilities, IT COMPLETED.
■ ■ ■ ■	Increase cross promotion of programming and events within departments	<ul style="list-style-type: none"> Create more awareness of programming and facility options available our members and guests. Develop programming that brings departments together in designing and managing the program/event. Offer new and innovative programming that showcases the Park District staff and facilities. 	Marketing, Aquatics, Recreation, Fitness COMPLETED.
■	Increased cross promotion of programming and events within departments	<ul style="list-style-type: none"> Create more awareness of programming and facility options available our members and guests post COVID-19. Develop programming that brings departments together in designing and managing the program/event. Offer new and innovative programming that showcases the Park District. 	Marketing, Aquatics, Recreation, Facilities COMPLETED.

IMPLEMENTATION

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Initiative(s)	Goal	Objectives	Lead/Department & Updates
■ ■ ■	Co-op programming with local library, schools, and surrounding park districts	<ul style="list-style-type: none"> • Create and improve relations with local organizations by serving on committees and attending meetings. • Collaborate with other local organizations to limit duplications and provide the best program opportunities. • Focus on accessibility and inclusion. 	Recreation COMPLETED.
■ ■ ■ ■	Install front entrance pavers at Tennis Center	<ul style="list-style-type: none"> • Improve front entrance aesthetic. • Replace front pavers and parking lot curb. 	Tennis COMPLETED.
■	Increase low-impact/balance/ Pioneer fitness programming	<ul style="list-style-type: none"> • Offer at least 2 new programs in the Pioneer fitness area. • Creating a paid progressive balance program for Pioneers. • Create virtual programming post COVID-19. 	Recreation, Facilities COMPLETED.
■ ■	Perform roof and mechanical repairs to Family Recreation Center	<ul style="list-style-type: none"> • Roof and mechanical repairs have been completed and are on-going. • Additional funds have been allocated within the capital budget for future repairs. 	Facilities COMPLETED.
■ ■ ■ ■	Offer more outdoor recreational opportunities in the winter	<ul style="list-style-type: none"> • Offer one new winter event. • Explore virtual programming in winter months. 	Recreation COMPLETED.
■	Expand obparks.org email addresses	<ul style="list-style-type: none"> • Identify which staff need official email addresses. • Determine the benefit vs. the cost. 	Facilities, IT, Tennis, Recreation COMPLETED.
■	Develop a bi-annual all part time staff PDRMA training	<ul style="list-style-type: none"> • Provide a unified message and training to all part time staff emphasizing inclusion and anti-racism. • Provide the opportunity for staff to get to know each other across departments. . 	Recreation, Aquatics, Tennis, Parks, HR COMPLETED.
■	Tennis Pro retention	<ul style="list-style-type: none"> • Create an attractive employment package.. • Support continuing education and training. • Promote a positive working environment. • Began offering health benefits to certain Tennis Pros. 	Tennis, HR COMPLETED.
■ ■	Do a feasibility study and renovate existing facilities as needed to meet programming needs	<ul style="list-style-type: none"> • Evaluate existing facilities to identify areas of improvements. • Evaluate existing programming to identify areas of improvements. 	Recreation, Fitness COMPLETED.
■ ■ ■	Expand custodial hours and schedule	<ul style="list-style-type: none"> • Determine feasibility of adding additional shifts for cleaning high-traffic areas after hours. • Explore shifting responsibilities and expanding hours and duties of custodial staff to alleviate other departmental cleaning needs. 	Facilities COMPLETED.



SWOC Analysis

Strengths

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

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

Weaknesses

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

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

SWOC Analysis

Opportunities

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

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

Challenges

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

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

APPENDIX

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

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

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

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

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

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

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

Nays: None

Absent: Commissioner Truedson

3) OPEN FORUM

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

4) SPECIAL MEETING BUSINESS

a.) COVID-19 Discussions

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

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

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

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

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

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

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

6) ADJOURNMENT

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



Laure L. Kosey, Executive Director



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www.obparks.org | [Facebook.com/obparks](https://www.facebook.com/obparks) | [Twitter.com/obparks](https://twitter.com/obparks) | [Pinterest.com/obparks](https://www.pinterest.com/obparks) | [Instagram.com/obparks](https://www.instagram.com/obparks)

To ensure that the very best facilities are available to our constituents.



North Area of Central Park

Phase II construction north of Ginger Creek is complete! The concession/restroom building, Oaks Amphitheater, Ginger Creek Pavilion, a fitness challenge course for all ages, table games including ping pong, chess, and checkers, as well as a bocce court, are all open for use.

Road and Trail Maintenance

The Park District resurfaced over 40,000 square feet of walking trails and roadways in the parks.

Project Planning

The Tennis Center office and reception desk spaces are being updated to improve efficiency and guest experience. The Central Park West facility restrooms are being remodeled for ADA compliance while adding two exterior-facing all-gender restrooms for public use.

To provide the very best in park and open space to our constituents and to be a community leader in environmental conservation and stewardship.



The Sustainability Team hosted a month-long celebration for Earth Day in April! Tree saplings were available for pickup at the Family Recreation Center entrance.

Reusable grocery bags, kneelers and hand shovels were also handed out at the Family Recreation Center. The Team also hosted a lunch and learn in April! Staff gathered at the Forest Glen Park to plant a pollinator garden.



The Park District also received a tree donation through the Morton Arboretum! 20 new trees were planted.

To provide a diverse range of the very best passive and active recreational programs and opportunities to our entire community, regardless of age or ability.



ADA Accessible Bridge Funding!

In March, the Oak Brook Park District received a \$1,466,279 Grant from the Federal Government! The Oak Brook Park District will allocate the grant funds to the Ginger Creek Accessible Pedestrian Bridge and Shoreline Improvement project.



Staff implemented several new inclusive programs such as Adaptive Private Swim Lessons, Adaptive Tennis, and Sensory Sensitive Hours at both the Family Recreation Center and Family Aquatic Center.

To foster a work environment that encourages collaborative teamwork and the development of the very best in park and recreation professionals.



IPRA Conference

Staff attended the IPRA Conference in January and 11 staff members presented educational sessions!

NRPA Gold Medal

The American Academy for Park and Recreation Administration (AAPRA), in partnership with the National Recreation and Park Association (NRPA), announced the Oak Brook Park District as a finalist for the 2024 National Gold Medal Awards for Excellence in Park and Recreation Management.

Planning for Future Success

Staff and Commissioners attended a series of workshops and meetings to create the goals and objectives for the 2025-2030 Strategic Plan.

To prioritize the fiscally responsible use of resources in all aspects of our operations.



With the introduction of Bamboo HR management software, the onboarding process for new and returning employees is more efficient and automated. This paperless alternative is saving hours of staff time!

Oak Brook Park District Foundation

The Oak Brook Park District Foundation joined forces with Oakbrook Orthodontics for a Candy Buyback Donation initiative in support of our Sandlot Playground. Together, we collected an astonishing 563 pounds of candy, a testament to the kindness and generosity of our community.

BEING THE VERY BEST

Every now and then, staff is reminded that the dedication and commitment they demonstrate, does not go unnoticed. Here are just a few of the “thank you’s” we have received over the last six months!



VOICES OF OAK BROOK

Making Memories...

The Mozart's Women program was excellent!! It was well crafted and beautifully presented. The writing was not only well adapted from the book and focused for this setting but smoothly transitioned from the third person to a variety of first-person characterizations. Jenny Riddle mesmerized the audience, leading us through a spontaneous time travel into Mozart's timeline, life, loves, family, friends, and struggles. I enjoyed the custom-designed period costume; it added to the realism of the character, Constanze. Mr. Panko's contribution of playing some of Mozart's well-known and well-loved compositions on the keyboard was wonderful; he is such an outstanding musician and the selections were not only beautiful but perfectly selected, placed, and played for the presentation. Thank you Jenny and thank you Oak Brook Park District for the program.

Joby Kennedy, program participant

Appreciation from Members...

We have been members of OBPD for many years. Especially now, since I work from home, my visits are a welcome part of my daily routine. Jean greets me every morning with a warm smile and friendly banter. I have enjoyed so many experiences over the years. The Pink, Indoor Tri's (it's been a few years since I've done one of these), Spin Classes with Dolly Kern (I really miss those, but she remains a cherished friend), and learning to play Pickleball. You have an amazing staff and know that they make a difference.

Suzanne Maicke, Member



SIXTH AMENDED ARTICLES OF AGREEMENT

These Sixth Amended Articles of Agreement (hereinafter the “Agreement”) dated as of May 9, 2024, are entered into by and between certain duly organized and operating park districts and municipalities under the provisions of Acts of the General Assembly of the State of Illinois, including the Park District Code, Illinois Municipal Code, the Illinois Constitution and the Illinois Intergovernmental Cooperation Act, respectively, which provisions allow intergovernmental agency cooperation for the purpose of providing joint recreational programs for persons with mental and physical disabilities.

WITNESSETH:

WHEREAS, the public agencies which are parties to this Agreement (“Members”) desire to provide recreational programs for persons within their communities with mental and physical disabilities and to share the expenses of such programs on a cooperative basis; and

WHEREAS, the Sixth Amended Articles of Agreement amends and supersedes all prior Articles of Agreement, including the original Articles of Agreement dated September 1, 1989 and the First, Second, Third, Fourth, and Fifth Amended Articles of Agreement, by and between the Members; and

WHEREAS, the parties to this Agreement are authorized to enter into this Agreement by applicable laws of the State of Illinois ruled by their respective corporate authorities.

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. Name. For the purpose of the Agreement, the Members shall be known collectively as the Gateway Special Recreation Association (“Gateway SRA”).
2. Purpose. The purpose of Gateway SRA is to provide recreational programs for persons with mental and physical disabilities, whether temporary or permanent in nature.
3. Members. The Members of Gateway SRA are:

Burr Ridge Park District	City of Countryside
Elmhurst Park District	Oak Brook Park District
Pleasant Dale Park District	Village of Hinsdale
Westchester Park District	
York Center Park District	(Village of Willowbrook)

*Noting that the Village of Willowbrook’s withdrawal from Gateway SRA becomes official at midnight on August 31, 2024.

Other agencies may be admitted as Members upon obtaining the consents of a majority of then current Members and approval and execution of these Sixth Amended Articles of Agreement and upon such other terms and conditions as may be from time to time determined by the Board of Trustees of the Gateway SRA (herein after referred to as "Board").

4. Board, Officers, and By-laws. Gateway SRA shall have a Board of Trustees and a Chairman, Secretary, and Treasurer who shall be members of that Board and elected by that Board. The Board and officers shall act only in accordance with and exercise those powers and duties as provided by law or in the By-laws of Gateway SRA approved by the Trustees as provided therein. The By-laws in effect at the time of approval of this Sixth Amended Agreement are attached hereto and made a part hereof as Exhibit A.

5. Consent of Member. Any consent or approval required of a Member under this Agreement shall be given by that Member in accordance with the laws made and provided for that particular Member in effect at the time such consent or approval is authorized.

6. Agreement to Make Resources Available. Each Member agrees to reasonably make available to Gateway SRA its recreation areas, equipment, and transportation facilities in recognition that Gateway SRA's programs are an integral part of each Member's recreational programs. It is the intent of the Members that they shall each provide resources and assistance, such as, but not necessarily limited to, staff, time, and equipment as may be reasonably considered necessary to the proper functioning of Gateway's programs. The degree to which each Member contributes resources and assistance shall be determined by it, giving due consideration to the needs of its own programs and the needs of Gateway, and no Member shall be required to equalize its expenditure of resources and assistance with that of any other Member. Reimbursement of costs in this regard shall be as follows:

- a. Each Member shall be entitled to full reimbursement for any extraordinary cost incurred as a result of Gateway SRA's use of said recreation areas, equipment, and transportation facilities. In any case, the Board shall determine whether an expenditure is extraordinary for the purposes hereof.
- b. When a resident of a Member (the "Home Member") registers for a recreation program of another Member (the "Host Member"), the Home Member shall reimburse the Host Member for its direct program cost in accommodating the special needs of such resident (i.e. staffing, adaptive equipment, and the like) at the market rates for such services as

agreed by the Home and Host Members. The Host Member and the Home Member shall cooperate in determining an appropriate method and schedule for billing, in consideration of case-by-case factors, including but not limited to the length and frequency of the program, and the need for services. Host Members shall not seek reimbursement for any indirect costs associated with assessment, evaluation, training, and consulting with a resident of a Home Member or such resident's family. The registration requirements of a Host Member or such resident's family. The registration requirements of a Host Member shall apply to a resident of any Home Member, including but not limited to any resident priority registration period and non-resident fees. Each Host Member may implement and keep in place its own method for receipt of inclusion requests and implementation of necessary accommodations. If a resident of a Home Member registers for a recreation program of a Host Member, the Host Member shall contact the Home Member to jointly coordinate the accommodation and, on a case-by-case basis, to determine and implement the necessary accommodations. Each Member shall use its best efforts to agree on the appropriate actions and services required to accommodate such resident. If no concurrence can be reached by the two Members on any of these issues, the Board of Trustees shall resolve any dispute under this Section and its decision is final.

7. Dismissal from Membership. If any Member (a) refuses to provide use of its facilities for Gateway SRA programs, upon reasonable request by Gateway SRA; (b) fails to make any payment as required herein; or (c) is in default of any other provisions of this Agreement or the By-laws or any rule promulgated by the Board, that Member may be declared by the Board to be dismissed from membership in Gateway SRA. No Member may be dismissed, however, except in accordance with the procedures here in below. The Board shall give at least ten (10) days' written notice to the Member to be dismissed, which notice shall specify the ground or grounds for such declaration of dismissal and shall set a date, time, and place for a hearing before the Board as to the proposed declaration of dismissal. The allegedly defaulting Member shall be permitted to appear at said hearing and submit testimony and evidence as to why it should not be dismissed from membership in Gateway SRA. After conclusion of said hearing and upon approval of such dismissal duly passed by the Board on an affirmative vote of at least 2/3rds of the duly appointed and serving Trustees, the defaulting Member shall be dismissed from membership in Gateway SRA. The reasons for such dismissal shall be set forth in the action of the Board approving the dismissal. Such dismissal shall become effective as determined by the Board unless a

different effective date shall be mutually agreed to by Gateway SRA and the Member. Unless otherwise agreed in writing by Gateway SRA such withdrawing Member shall continue to be responsible for its share of any and all liabilities incurred by Gateway SRA until the end of the current fiscal year, as if still a Member.

Upon withdrawal by a Member under this Agreement, whether voluntarily or involuntarily, such withdrawing Member shall have no further claim, right, or interest whatsoever to or in any of the assets, properties or policies of Gateway SRA.

8. Fees. The Board may establish from time to time fees for individuals who are participating in Gateway SRA programs.

9. Additional Funding. The Board shall endeavor to obtain funds from other organizations, to assist in delivering the best possible service to the participants within Gateway SRA at the lowest possible cost to the Members.

10. Annual Assessment. Each Member shall pay to Gateway SRA an annual assessment based upon the following formula:

a. Each agency will pay the following percentage of the overall member contribution expenses:

Burr Ridge	6.69%	Oak Brook	7.13%
Countryside	3.62%	Pleasant Dale	7.42%
Elmhurst	40.45%	Westchester	15.12%
Hinsdale	15.21%	York Center	4.36%

b. The Each Member shall pay one-half (50%) of its annual assessment on or before November 1st of the fiscal year for which the assessment is made; the balance shall be paid on or before March 1st of the following year.

11. Withdrawal from Agreement.

a. Voluntary Withdrawal. Notwithstanding anything to the contrary, any Member may voluntarily withdraw from the Agreement by so notifying the Board of its decision in writing by no later than July 1st and in such event, said voluntarily withdrawal shall be effective as of midnight on August 31, of the following fiscal year (14 months from withdrawal deadline date). The Member shall pay two months of annual contributions prorated on the final year of participation. Any and all liability and privileges of the withdrawing Member shall cease as of the Withdrawal Date, except for liabilities incurred by Gateway SRA and not fully repaid

prior to the Withdrawal Date. The withdrawn Member shall continue to be liable for its share of Gateway's liabilities as if still a Member, until such a time as those liabilities are settled or otherwise abated.

- b. Default Payment. From and after the Withdrawal Date of any Member, whether voluntarily and involuntarily, the other remaining Members shall share on a per capita basis the costs and liabilities as if the withdrawn Member had not been a party to this Agreement.

12. Fiscal Year. The fiscal year of Gateway SRA shall begin July 1st and end June 30th.

13. Indemnification. Each Member agrees to indemnify and defend every other Member with respect to any and all claims and liabilities for bodily injury to or death of one or more persons and/or property damage which may arise as a result of the acts or omissions of the indemnifying Member or its agents or employees in performing this Agreement or in any way related to the Gateway SRA. Each Member shall provide to every other Member a certificate of insurance or proof of self-insurance coverage, in an amount of not less than the combined single limit of \$1,000,000.00 as evidence of its ability to meet the obligation established in this paragraph.

14. Dissolution. In the event that, at any time, there are fewer than two (2) Members to the Agreement, or in the event that the Board, by unanimous vote of all Board Members, approves dissolution of Gateway SRA, then this Agreement shall be deemed terminated and the assets of Gateway SRA shall be distributed to the Members hereunder immediately prior to such termination occurring. Such distribution to be in accordance with the same per capita formula as determined for the annual assessment. In no event, however, shall any such distribution of assets be made until all of the debts and liabilities of Gateway SRA shall first be paid, satisfied or discharged or adequate provision therefore is made.

15. Amendments. The terms of this Agreement may be altered, amended or repealed, or a new Agreement may be adopted, by the consent and approval of 2/3rds of all the Members. Separate signature pages for each Member are attached and are all are incorporated as a part hereof. This Agreement will become effective as of the date of the fifth (5) Member's execution of its signature page and dated as such hereinabove.

16. Commencement and Term. This Agreement shall be effective May 9, 2024 and shall continue until dissolution occurs under the provisions of paragraph 15 hereof.

IN WITNESS WHEREOF, the undersigned Member has caused these Sixth Amended Articles of Agreement to be executed by its duly authorized officers pursuant to an action adopted by its Corporate Authorities in accordance with applicable law.

Park District or Municipality

By: _____
President or Mayor

Attest

Date

Corporate Seal

FOR IMMEDIATE RELEASE



Media Contact:

Brit Kramer, Gold Medal Administrator

206.823.3164

goldmedal@aapra.org

**2024 Finalists Announced for the National Gold Medal Awards
in Parks and Recreation Management**

Lacey, WA. (May 2, 2024) – The [American Academy for Park and Recreation Administration](#) (AAPRA), in partnership with the [National Recreation and Park Association](#) (NRPA), is pleased to announce the finalists for the 2024 National Gold Medal Awards for Excellence in Park and Recreation Management. Musco Lighting, LLC continues its 20+ years as the proud sponsor of the National Gold Medal Awards program.

Founded in 1965, the Gold Medal Awards program honors communities in the United States that demonstrate excellence in parks and recreation through long-range planning, resource management, volunteerism, environmental stewardship, program development, professional development and agency recognition. Applications are separated into seven classes, with five classes based on population, one class for armed forces recreation and one class, awarded on odd numbered years, for state park systems.

Agencies are judged on their ability to address the needs of those they serve through the collective energies of community members, staff and elected officials. Four finalists in each class are chosen to compete for grand honors each year.

In announcing the 2024 National Gold Medal Finalists, AAPRA Executive Director Jane H. Adams shared, “Each agency is commended for submitting a 2024 application for the prestigious National Gold Medal Award. The Academy congratulates the 20 local park and recreation agencies and the four-armed forces installations on receiving the Finalist award. We look forward to presenting these awards at the Gold Medal Gala Reception in Atlanta, Georgia, as part of the National Recreation and Park Association’s annual conference.”

The 2024 Gold Medal finalists are:

Class I (population 400,001 and over)

- Gwinnett County Parks & Recreation, Lawrenceville, GA
- Hillsborough County Parks and Recreation, Tampa, FL
- Johnson County Park & Recreation District, Shawnee Mission, KS
- Minneapolis Park and Recreation Board, Minneapolis, MN

Class II (population 150,001 – 400,000)

- Arlington County Department of Parks and Recreation, Arlington, VA

- Lexington-Fayette Urban County Government Division of Parks and Recreation, Lexington, KY
- Roseville Parks, Recreation & Libraries Department, Roseville, CA
- South Suburban Park and Recreation District, Littleton, CO

Class III (population 75,001 – 150,000)

- City of New Braunfels Parks and Recreation, New Braunfels, TX
- City of North Port Parks & Recreation Department, North Port, FL
- Plainfield Park District, Plainfield, IL
- Waukegan Park District, Waukegan, IL

Class IV (population 30,001 – 75,000)

- Bristol Parks, Recreation, Youth and Community Services, Bristol, CT
- Douglasville Parks and Recreation, Douglasville, GA
- Glenview Park District, Glenview, IL
- Park District of Oak Park, Oak Park, IL

Class V (population less than 30,000)

- City of Macedonia Parks & Recreation, Macedonia, OH
- Dickinson Parks and Recreation District, Dickinson, ND
- Oak Brook Park District, Oak Brook, IL
- Valley City Parks and Recreation District, Valley City, ND

Armed Forces Recreation (Worldwide)

- Joint Base Charleston, United States Air Force, Charleston, SC
- Naval Air Station Whiting Field, Milton, FL
- Misawa Air Base, Misawa, Japan
- U.S. Army Garrison Fort Knox, Fort Knox, KY

A panel of five park and recreation professionals reviews and judges all application materials. Judges are chosen for their considerable experience and knowledge in parks and recreation both locally and nationally.

This year's Finalists awardees will compete for Grand Plaque Award honor, and the Grand Plaque recipients will be announced at the 2024 NRPA Annual Conference in Atlanta, GA.

For information on the National Gold Medal Awards, visit [AAPRA](#) or [NRPA](#).

#

The American Academy for Park and Recreation Administration is a non-profit organization founded to advance knowledge related to the administration of recreation and parks; to encourage scholarly efforts by both practitioners and educators that would enhance the practice of park and recreation administration; to promote broader public understanding of the importance of parks and recreation to the public good; and, to conduct research, publish

scholarly papers and sponsor seminars related to the advancement of park and recreation administration. For information, visit www.aapra.org.

The National Recreation and Park Association

The National Recreation and Park Association (NRPA) is the leading not-for-profit organization dedicated to building strong, vibrant and resilient communities through the power of parks and recreation. With more than 60,000 members, NRPA advances this mission by investing in and championing the work of park and recreation professionals and advocates — the catalysts for positive change in service of equity, climate-readiness, and overall health and well-being. For more information, visit nrpa.org. For digital access to NRPA's flagship publication, Parks & Recreation, visit parksandrecreation.org.

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Reports

Administration and Enterprise Operations Report

Finance and Human Resources Report

Recreation and Communications Report

Parks and Facilities Report



Memo

To: Oak Brook Park District Board of Commissioners
From: Laure Kosey, Executive Director
Date: May 13, 2024
Re: May Board Report: Administration & Enterprise Operations

Upcoming Dates at the Oak Brook Park District:

Friday, May 17	Department Head Team Building	Canterberry
Monday, May 20	Park District Board Meeting	Canterberry
Saturday, June 1	Tom's Try-athalon	OBPD
Saturday, June 8	Shred Event	North Athletic Fields

May Board Meeting Discussion Points:

Tennis Center Report

- Indoor courts 1-4 resurfacing project was completed.
- During April 12th -14th the junior match plays were WTN (World Tennis Number) events, with scoring counting towards player rating, 75 programming participants were registered.
- On Saturday, April 19th the Junior Tennis teams played matches for 10, 12, 14 & Under divisions.
- Nazareth Academy High School has practices and matches scheduled on our outdoor tennis courts.

Master Vision and Strategic Plan

These documents are updated every six months to make sure OBPD is achieving are short term and long-term goals. The Strategic Plan expires at the end of this year. Staff is already working on the 2025-2030 Strategic Plan with board member input. The Master Vision expires in 2030.

Articles of Agreement for Gateway Special Recreation Association

A consensus in needed for the new contract with the Ray Graham Association. This agreement is for 18-months and includes an adult day program, ELEVATE, to begin in September.

Objectives and Key Results (OKR's)

Staff has prepared the OKR's for 2024-2025. If our team just meets the membership, programming and the cost saving objectives, there is a potential of \$130,820 in combined revenue and savings.



Memo

To: Board of Commissioners and Executive Director, Laure Kosey
From: Marco Salinas, Chief Financial Officer
Date: May 13, 2024
Re: April 2024 Financials

NOTE: The FY 2023/2024 financial information presented below is subject to change as staff continues to record additional year-end financial activity.

General Fund

We have now completed twelve months of our current fiscal year (2023/2024). Year-to-date (YTD) revenues, expenditures, and transfers-out for this fund equals \$3,632,071, \$2,833,126 and \$654,000, respectively. This is resulting in a YTD net surplus of \$144,945; which is a \$109,854 increase from the \$35,092 YTD net surplus experienced in the prior fiscal year. Following is additional commentary:

- **Revenues-** Total YTD revenues are in-line with budgeted expectations at 99.7% of the annual budget, and have increased \$376,382 (12%) when compared to the prior year. Property taxes, investment income, and I.T. overhead activity are the primary drivers of this increase whereas Personal Property Replacement Taxes (PPRT) are currently unfavorable to budget and lower than the prior year. Although I.T. revenues are a new revenue source (new department) this year, such activity is being offset by the recognition of increased expenditures in that department. Revenues in our Central Park North department are unfavorable to budget and have also decreased from prior year due to the disruptions caused by the construction activity that occurred earlier in the fiscal year.
- **Expenditures-** Total YTD expenditures are currently favorable to budgeted expectations at 91% of the annual budget, and have decreased \$4,897 (.2%) when compared to the prior year. All departments are currently favorable or in-line with budgeted expectations (no department is currently unfavorable). The amount of the annual transfers-out increased significantly when compared to the prior year due to the newly budgeted \$300,000 operating transfer to our Recreation fund.

Recreation Fund

YTD revenues, expenditures, transfers-in, and transfers-out for this fund equal \$5,097,792, \$4,094,630, \$300,000, and \$201,392, respectively. This is resulting in a YTD net surplus of \$801,770; which is a \$346,413 (76%) increase when compared to the \$455,357 net surplus experienced in the prior fiscal year. Following is additional commentary:

- **Revenues-** Total YTD revenues and transfers-in are currently ahead of budgeted expectations at 105% of the annual budget, and have increased \$770,495 (18%) when compared to the prior year. The majority of our departments are either on target or favorable to the current annual budget. Property taxes, investment income, membership revenues, aquatics party rentals, youth basketball, morning preschool, and adult pickleball, are some of the many activities that are currently driving the favorable increases in revenues. In our Aquatics Recreation Programming department, adult contracted revenues are only at 36% of the amount budgeted due to the temporary halt of our fluid running program, which commenced October 2023. In our

Marketing department, we have not yet recognized the expected \$25,000 donation from the Oak Brook Park District Foundation.

- **Expenditures-** Total YTD expenditures are currently favorable to budgeted expectations at 80% of the annual budget, and have increased \$400,662 (11%) when compared to the prior year. With the exception of our Adult Programs department, all departments are either on target or favorable to the current annual budget. Contractual youth basketball costs are driving the increased expenditures in our Children's Programs department, and increased pickleball instruction costs are driving the increased expenditures in our Adult Programs department.

Recreational Facilities Fund (Tennis Center)

YTD revenues and expenses in this fund are currently at \$2,344,848 and \$1,783,875, respectively. This is resulting in a YTD net surplus of \$560,973; which is a \$380,127 (210%) increase over prior year's surplus of \$180,846.

Following is additional commentary:

- **Revenues-** Total YTD revenues are currently ahead of budgeted expectations at 114% of the annual budget, and have increased \$320,941 when compared to the prior year. Please note that the prior year activity in our Administration department reflects a year-end audit adjustment that reduced revenues in the amount of \$52,719. This adjustment was required in order to comply with GASB Statement No. 68 "Accounting and Financial Reporting for Pensions". A similar adjustment for the current year has not yet been identified. In our Programs department, membership activity has increased and the related revenues have increased \$40,012 over the prior year. Private lesson and group lesson revenues have also increased \$35,291 and \$113,436, respectively.
- **Expenses-** Total YTD expenses are currently favorable to budgeted expectations at 72% of the annual budget, and have decreased \$59,186 (3%) when compared to the prior year. The decreased expenses in our Programs department are partially due to the fact that the annual depreciation expense adjustment is not yet reflected in these financials. Last year's adjustment is reflected in these financials, and totaled \$168,081. The current year capital expenses of \$109,640 will be eliminated (capitalized) as part of the year-end accounting adjustments.

FINANCE & HUMAN RESOURCES:

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

- Reconciling various balance sheet accounts through April 30, 2024, and recording several fiscal year-end financial adjustments.
- Processing the annual merit-based adjustments, and the beginning fiscal year (FY 2024/2025) paid-time-off (PTO) allocations.
- Updating our personnel policy manual for recent board-approved amendments.



Memo

To: Oak Brook Park District Board of Commissioners
From: Robert Pechous, Director of Recreation and Communications
Date: May 13, 2024
Re: April 2024: Recreation and Communications Report

Recreation:

- **Preschool**
 - ABC Preschool had two fantastic visitors in April. Bandit, the Oak Brook Police Department Therapy Dog, and the Oak Brook Library came out to read stories to the students.
 - Preschool held an enjoyable and successful STEAM day for Earth Month! Parents brought in recyclables and garbage to create sculptures, art, robots, or anything else they would like!
 - Preschool held its annual Galaxy Gallop race on Friday, April 27th.
- **Athletics**
 - We had 64 players compete in our second annual pickleball tournament.
 - The winter/spring adult basketball league finished in April. Congrats to the league champs, the Outlaws!
 - Laure, Mike, and Brian met with Wizard FC and Lakeshore Lacrosse to continue discussions for future RFP.
 - Spring pickleball leagues have 220+ players enrolled across seven leagues!
- **Pioneers**
 - 72 Pioneers came out to see Jenny Riddle's fantastic presentation on Mozart's Women: His Family, His Friends, His Music.
 - 20 Pioneers visited the Park District to watch "The Bucket List."
- **Other Areas**
 - The DEI team presented on DEI 101 at Glen Ellyn Park District on Friday, April 5th.
 - Bob, Jake, Brian, and Mike had an article published in the IPRA newsletter on their presentation at January's State Conference.

Marketing & Information Technology:

- The fiber data lines were completed from the Recreation Center to the Concessions building.
- A new point-of-sale system was installed at concessions with tap pay and Apple pay for the cashless operation.

The new campaign, Oak Brook First on the 1st, was launched. On the first of each month, Oak Brook Park District is offering Central Park Campus Membership benefits at the Family Recreation Center, Family Aquatic Center, and Tennis Center FREE of charge for everyone living within district boundaries! This includes all the innovative wellness opportunities and services the Oak Brook Park District offers. The campaign has been marketed in various ways, including postcards to all households, social media, flyers, our website, and a press release.

Corporate and Community Relations:

Sponsorships	\$ 11,650.00
Advertising	\$ 3,750.00
Vendors	\$ 3,000.00
In-Kind Donations	\$ 1,850.50
Oak Brook Park District Foundation	\$ -
Total for April:	\$ 20,250.50

Marketing & Communications Report:

Facebook Analytics

Followers: 5,190 (up 46)
Posts: 28
Post Reach
(organic and paid): 16,685
Post Engagement: 1,022

Instagram Analytics

Total Followers: 2,171 (up 19)
Posts: 17
Top Post Reach: 502
Accounts Engaged: 67

Twitter Analytics

Total Followers: 1,125 (down 2)
Posts: 2
Top Post Impressions: 9.8k

The image shows a Facebook post from the Oak Brook Park District. The post is a hiring advertisement for Group Fitness Instructors. It features the Oak Brook Park District logo at the top, followed by the text "WE'RE HIRING" in large, bold, green letters. Below this, it says "Group Fitness Instructors" and "Openings: 1-3". The pay range is listed as "\$25-45 DOQ". The post also mentions that all positions provide multiple benefits, including complimentary Central Park Campus Memberships, substantial discounts on programming, and more. The background of the post is a photo of a group of people in a gym setting. The post is published by Haley Tess on April 9. At the bottom of the post, there is a "Boost again" button and a comment count of 9.

Oak Brook Park District
Published by Haley Tess · April 9 · 🌐

Are you an instructor specializing in general fitness classes, seniors, pilates, and indoor cycling?
Our community needs you! Apply online! <https://oakbrookpark.bamboohr.com/careers/39>

WE'RE HIRING
Group Fitness Instructors
Openings: 1-3
Pay range: \$25-45 DOQ

All positions provide multiple benefits including
complimentary Central Park Campus
Memberships, substantial discounts on
programming, and MORE!

Oak Brook Park District
www.obparks.org

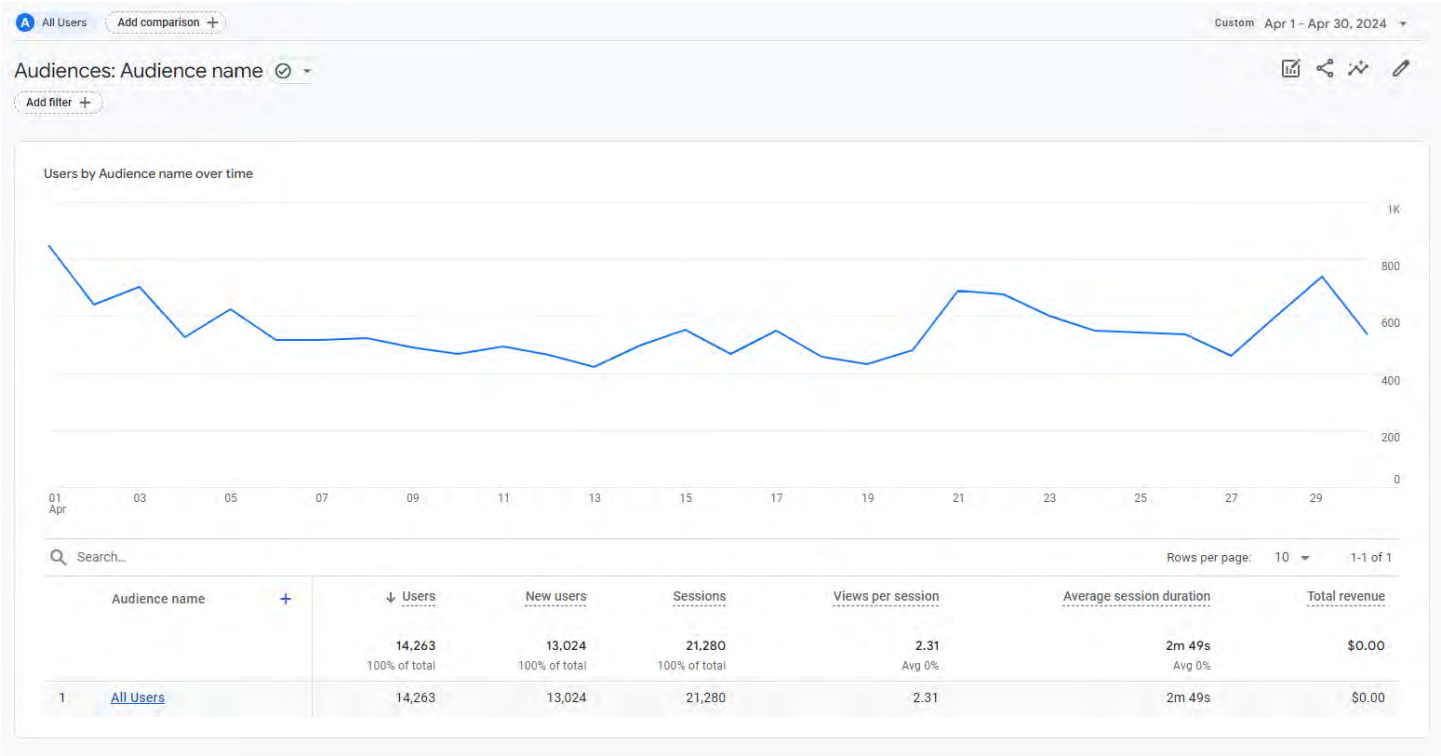
See insights and ads [Boost again](#)

196 9 comments

Old Platform: April 2023 Audience



New Platform: April 2024 Audience



April 2024 Top pages*

1. /Obparks.org
2. /Family Aquatic Center
3. /Family Recreation Center
4. /Program Guides
5. /Membership Opportunities
6. /Pink 5k
7. /Pickleball
8. /Swim Lessons
9. /Aquatics
10. /Aquatic Parties and Private Rentals

obparks.org Acquisition Value*

Referral Percentage Values April 2024 April 2023

Direct:	24.3%	46.9%
Organic Search:	71.6%	46.6%
Social:	1%	3.5%
Referrals:	2%	3%

April 2024 Top Products*

Not available this month due to Google Analytics update.

obparks.org Ecommerce Overview – April 2024*

Not available this month due to Google Analytics update.



Oak Brook Park District Facility Statistics and Data

Facility Rentals

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

23/24 FY	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	Total
Gym Rentals Hours	286	212	268	481	264	430	405	377	540	442	385	352	4,441
Gym Revenue	\$15,360	\$11,720	\$14,625	\$24,818	\$13,696	\$20,666	\$21,900	\$19,612	\$24,606	\$23,426	\$18,974	\$18,522	\$227,924
Room Rentals	12	14	11	15	22	20	24	15	16	17	17	20	203
Room Revenue	\$340	\$360	\$440	\$760	\$560	\$760	\$1,675	\$200	\$400	\$350	\$830	\$680	\$7,355
CPW Rentals	4	7	11	9	6	6	2	1	2	8	9	9	74
CPW Revenue	\$1,555	\$4,869	\$9,586	\$6,437	\$4,656	\$4,089	\$1,020	\$330	\$1,840	\$5,345	\$5,535	\$5,690	\$50,951

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



Oak Brook Park District Facility Statistics and Data

Outdoor Pickleball Court Rentals

23/24 FY	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	Total
Court Rentals	60	141	152	137	104	83	27	NA	NA	11	39	67	821
Court Hours	102	332	400	377	319	295	78	NA	NA	34	142	249	2,326
Revenue	\$ 220.00	\$ 740.00	\$ 640.00	\$ 800.00	\$ 410.00	\$ 40.00	\$ -	\$ -	\$ -	\$ 120.00	\$ 80.00	\$ 230.00	\$ 3,280.00



Oak Brook Park District Athletic Fields Rental Report

Athletic Field Usage Report Evergreen Bank Group Athletic Turf Field

FY	Month	May	June	July	August	September	October	November	December	January	Feb	March	April	TOTALS
22 - 23	Hours	204	158	132	102	174	187	83	13	8	12	73	142	1,288
	Revenue	\$8,419	\$8,838	\$69,381	\$5,068	\$4,243	\$6,077	\$4,926	\$1,273	\$914	\$1,410	\$7,643	\$6,063	\$124,253

23 - 24	Hours	211	139	72	12	171	179	80	7	3	27	89	198	1,188
	Revenue	\$9,375	\$8,441	\$3,867	\$593	\$2,637	\$5,456	\$4,543	\$685	\$370	\$2,288	\$8,400	\$9,665	\$121,494
Wizards	Revenue			\$50,000		\$975								
Lakeshore	Revenue			\$14,200										

Natural Grass Soccer Fields

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

23 - 24	Hours	2,254	1,183	461	839	1,838	1,236	651	0	0	0	0	1532	9,994
	Revenue	\$24,922	\$9,650	\$9,508	\$7,940	\$3,750	\$5,591	\$1,125	\$0	\$0	\$0	\$0	\$4,563	\$126,023
Wizards	Revenue			\$50,000		\$975								
Lakeshore	Revenue			\$8,000										

Baseball Fields

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

23 - 24	Hours	314	241	171	92	357	155	11	0	0	0	0	174	1,515
	Revenue	\$8,235	\$10,610	\$4,324	\$4,438	\$7,269	\$7,321	\$385	\$0	\$0	\$0	\$0	\$6,148	\$48,729

Totals

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

23 - 24	Hours	2,779	1,563	704	943	2,366	1,570	742	7	3	27	89	1,904	12,697
	Revenue	\$42,532	\$28,701	\$139,898	\$12,971	\$13,656	\$18,368	\$6,053	\$685	\$370	\$2,288	\$8,400	\$20,376	\$294,296

OBJECTIVES AND KEY RESULTS

May 1, 2023 - April 30, 2024

MONTHLY UPDATE May 1, 2024

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

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

1. ACHIEVE CUSTOMER ACQUISITION AND RETENTION RATES

COMPLETE? ☒

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

Objective 1, Figure A: FRC Membership Revenue



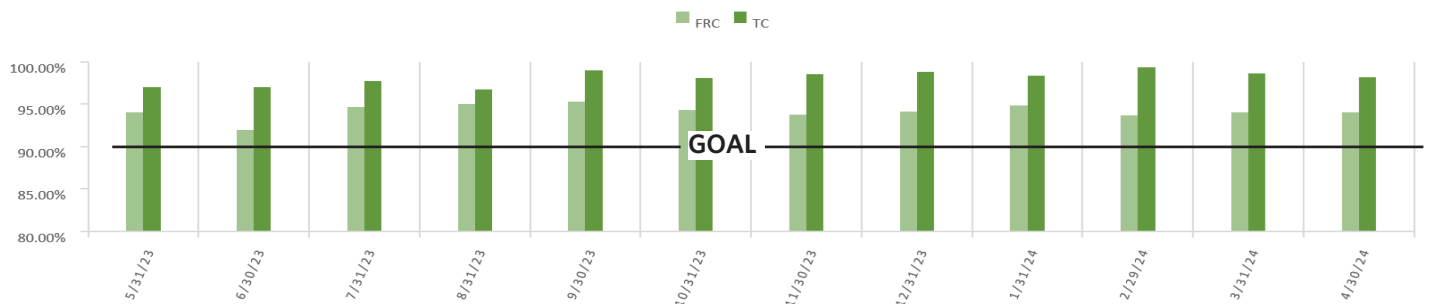
Objective 1, Figure B: TC Membership Revenue



Objective 1, Figure C: Corporate Membership Revenue



Objective 1, Figure D: Membership Retention



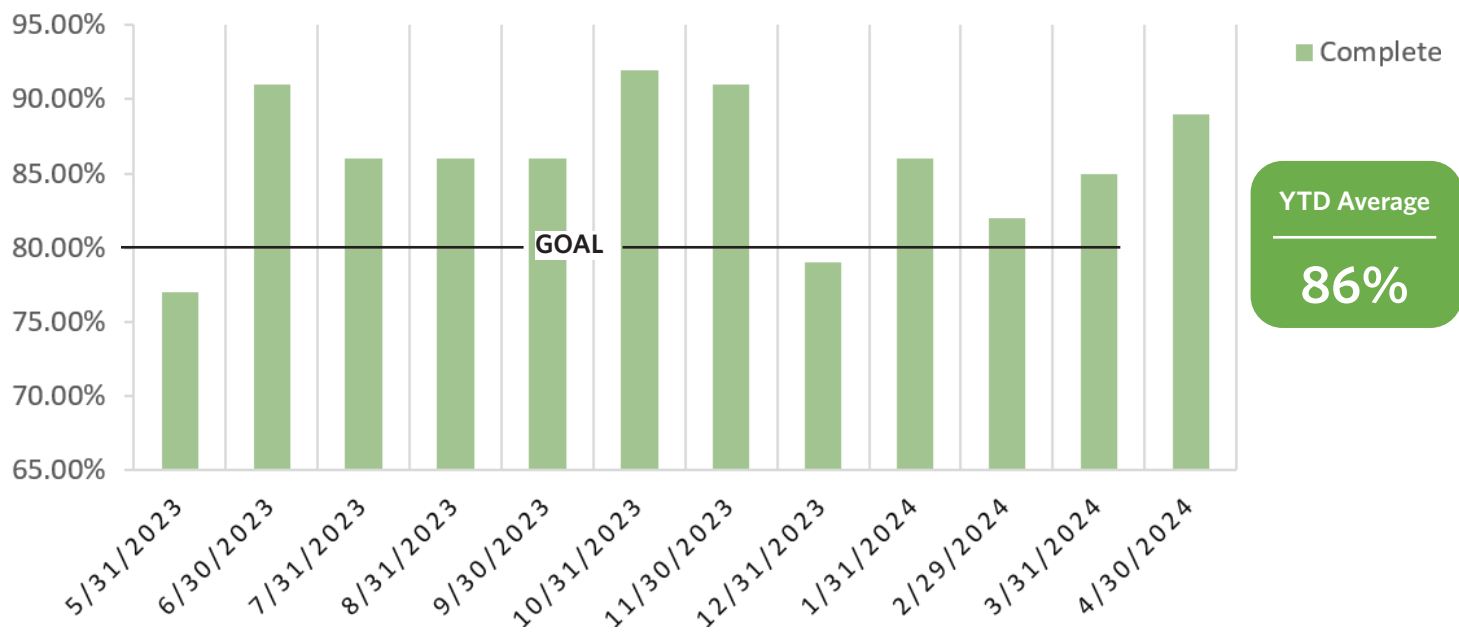
OBJECTIVES AND KEY RESULTS

2. ACHIEVE INTERNAL AND EXTERNAL CUSTOMER RESPONSE RATES

COMPLETE? ☒

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

Objective 2, Figure A: Completed Work Orders



Objective 2, Figure C: Internal Communication Open Rate



OBJECTIVES AND KEY RESULTS

3. ACHIEVE PROGRAM ENROLLMENT AND FACILITY USAGE GOALS

COMPLETE? ☒

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

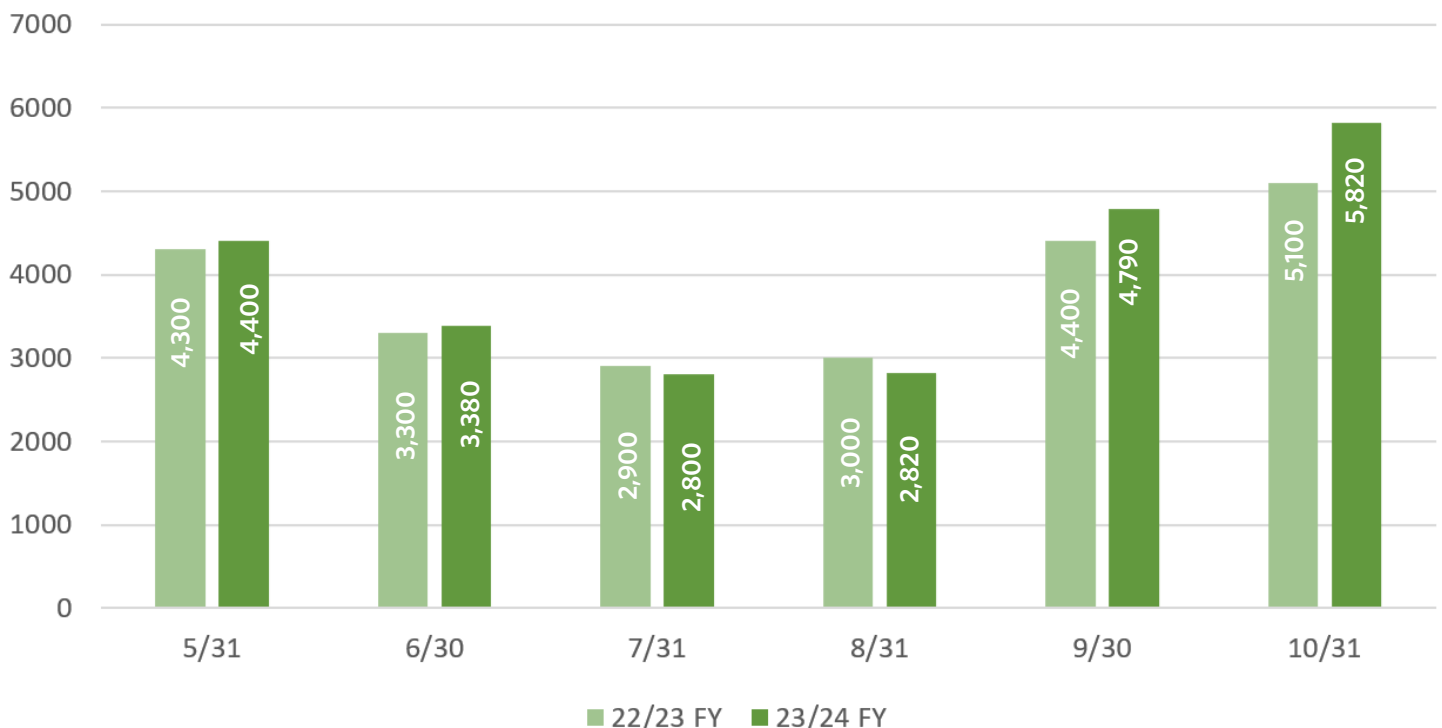
Objective 3, Figure A: Park District Program Revenue



Objective 3, Figure B: Tennis Center Program Revenue

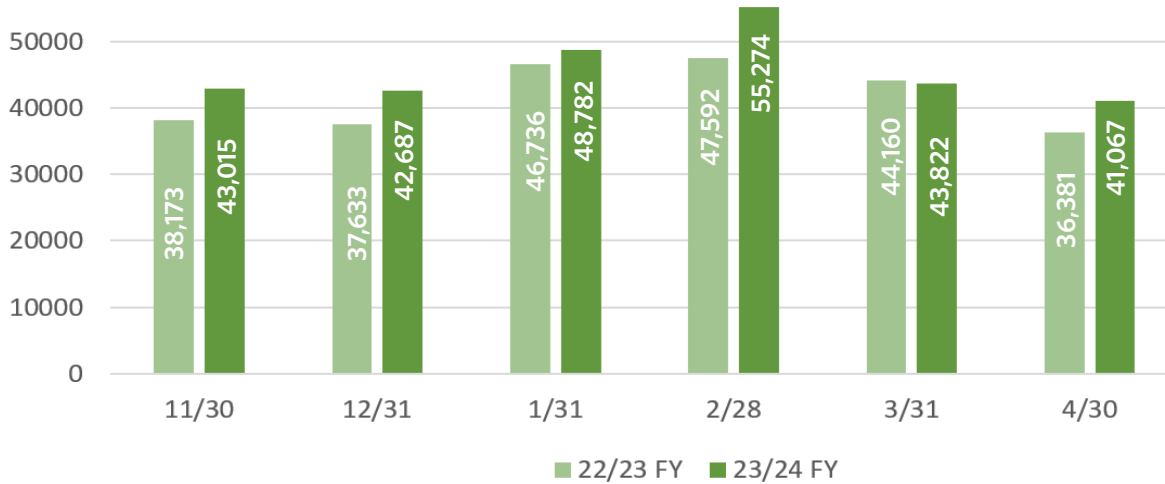


Objective 3, Figure D.1: Tennis Center Member Usage



OBJECTIVES AND KEY RESULTS

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

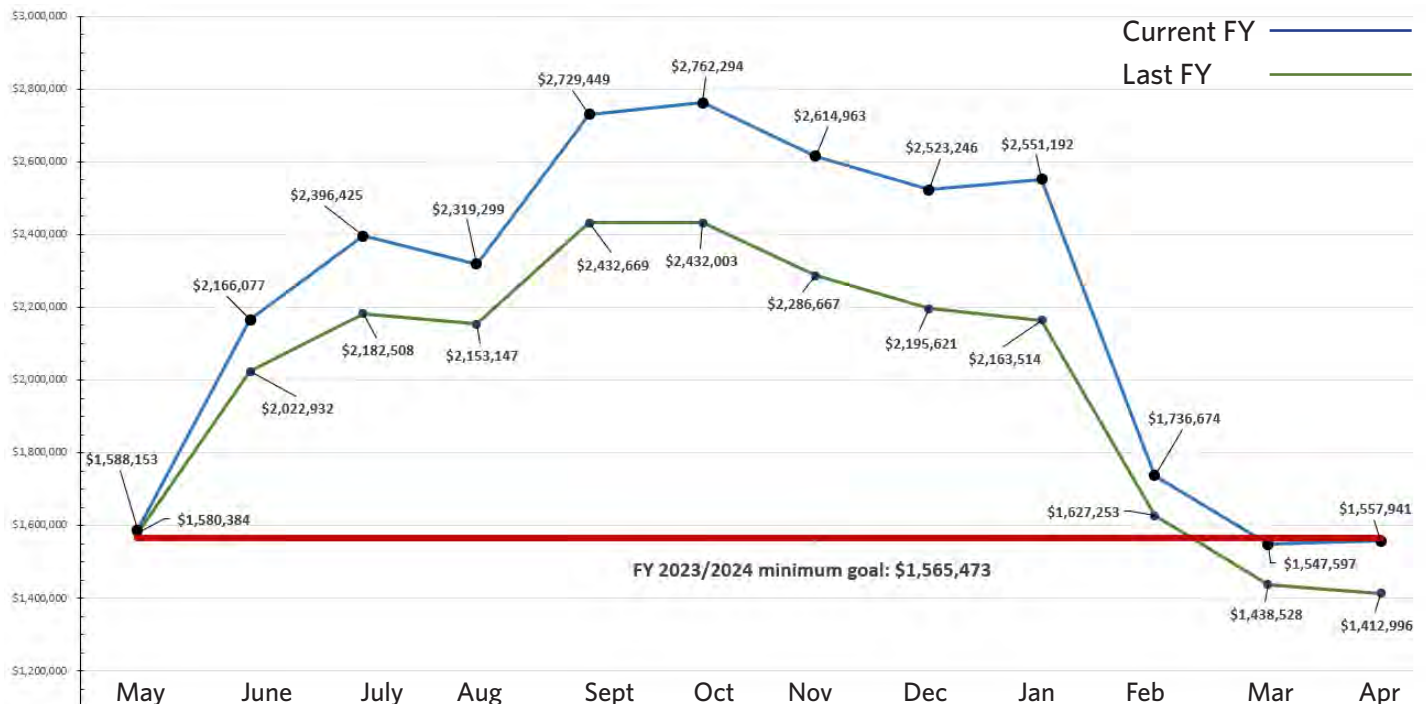


4. FUND BALANCES AS OF APRIL 30, 2024

COMPLETE? ☒

- A 5 months of reserves for General Fund. ☐
- B 5 months of reserves for the Recreation Fund. ☒
- C 7 months of reserves for the Tennis Center Fund. ☒
- D Find 3 alternative funding sources. i.e., Grants or donations. ☒
 - 1. Evergreen Bank Group Synthetic Turf Field Naming Rights
 - 2. Federal Grant for Ginger Creek Bridge
 - 3. Tree Grant through CRTI and Morton Arboretum

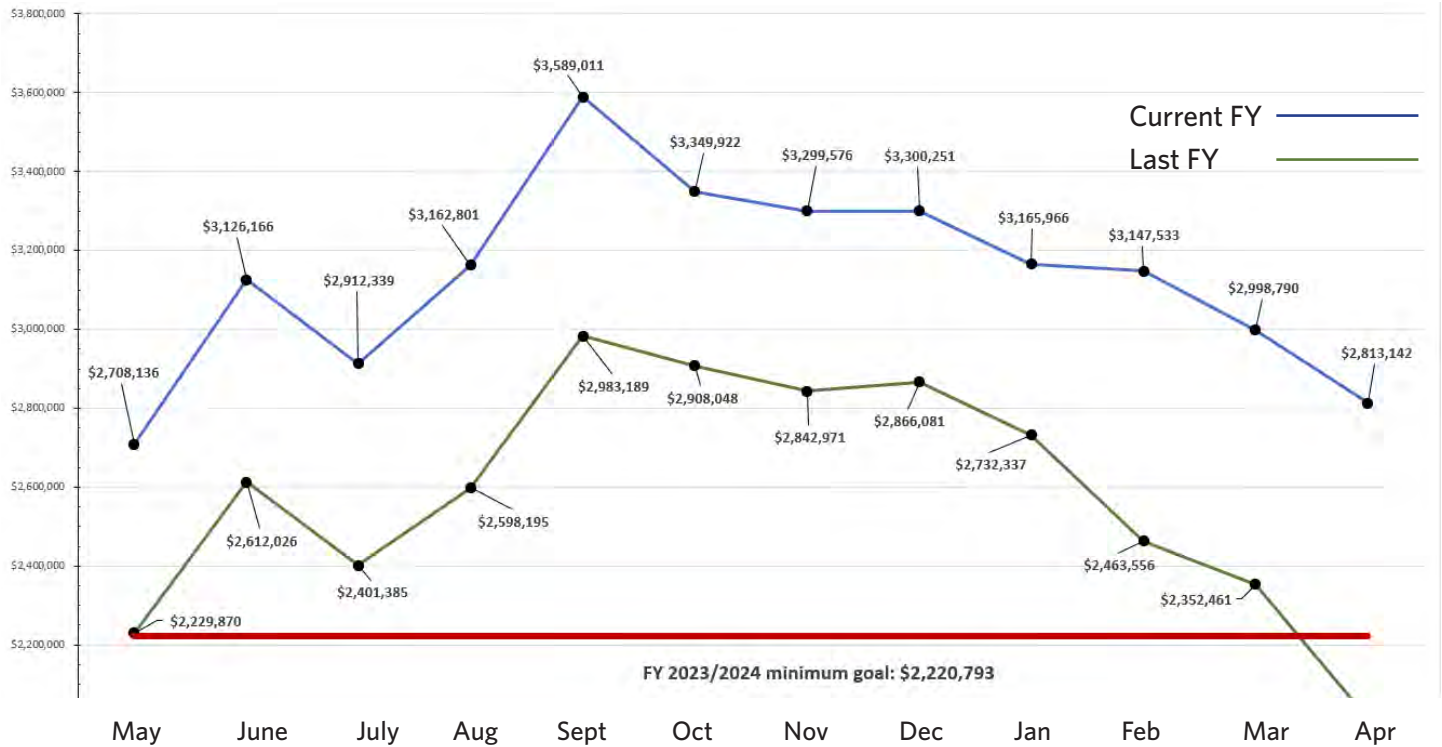
Objective 4, Figure A: General Fund



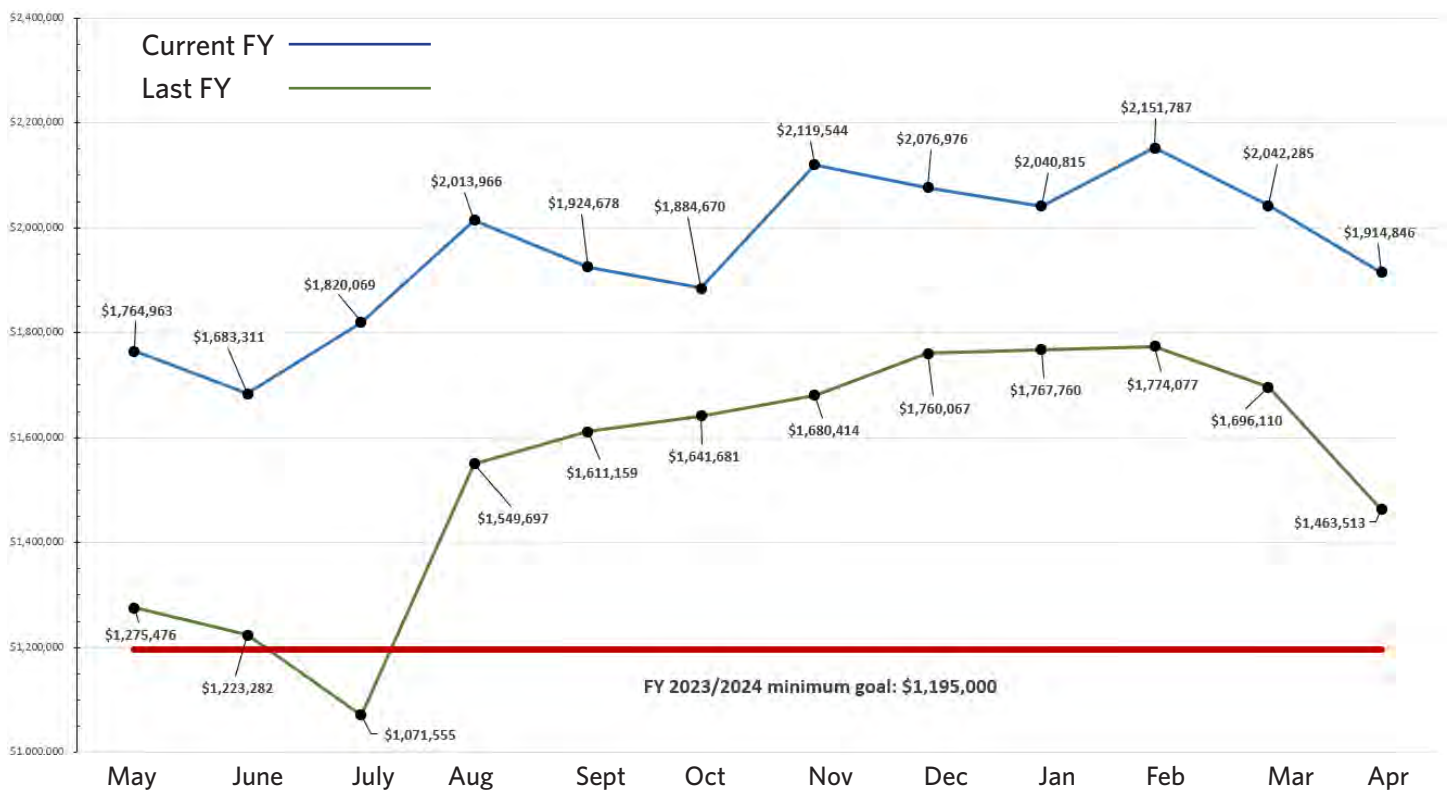


OBJECTIVES AND KEY RESULTS

Objective 4, Figure B: Recreation Fund



Objective 4, Figure C: Tennis Fund





May 1, 2023 - April 30,2024

Employee Status	Accomplish 4 of 4 OKR's
Part-Time<400 Hours Annually	No Bonus PTO hours
Part-Time 400-999 Hours Annually	Cash payout of 8 PTO hours
Part-Time 1000-1,500 Hours Annually	Cash payout of 16 PTO hours
*CPI & Full-Time 1,501 and Greater Hours Annually	Credit of 24 bonus PTO hours. Hours do not roll forward into the subsequent fiscal year.

*CPI employees and full-time employees with 20 or more years of service, can elect to receive a pay-out of any bonus PTO hours awarded to them. Each hour is paid out at \$20.00 an hour.



Memo

To: Board of Commissioners
From: Bob Johnson, Deputy Director
Date: May 14, 2024
Re: Board Report

Parks

- Five additional handicap parking stalls have been added to the front of the Family Recreation Center.
- Staff completed installation of the fiber optic cable for the concession building communications.
- Free Oak and Pecan tree saplings were available for pickup in front of the FRC as part of Earth Month. The sapling giveaway is made possible through the Living Lands and Waters Million Trees Program.
- Staff has been protecting young trees from Cicada damage by wrapping them in tulle fabric. Female Cicadas can kill or damage young trees as they lay their eggs within smaller branches.
- Staff planted 10 new trees at Saddlebrook Park which were donated by the Morton Arboretum with assistance from Rich Kittner

Aquatics and Maintenance

- Rob, Grant, Mike, and Kate represented the Oak Brook Park District DEI Team in a presentation at Glen Ellyn Park District about starting a DEI Committee.
- Rob completed the IPRA Financial Sustainability Certification program.
- Rob attended the IPRA DEI Institute.
- Grant attended the IPRA Aquatic Roundtable.
- Final session of Spring swim lessons is up and running.
- Caroline attended Northern Illinois Swim Conference Summer planning meeting.
- STARS Spring Training season is underway.
- Masters Swim Team has 4 members qualified for the Illinois State Championships in May.
- The water slide pump was replaced by maintenance staff.
- A wall with door was built to create a new office space at the end of the administrative hallway.
- Preventative maintenance was completed on all rooftop HVAC units.
- Staff repaired several roof leaks discovered after some heavy rain.
- Matt and Rob conducted contractor meetings to acquire estimates on upcoming summer projects throughout the recreation and aquatic centers.

Facilities

- The North Field Concessions opened on Saturday, May 4 selling prepacked items, bottled water, sports drinks, and snacks. It was a collaboration between all departments to open successfully. It was well received by the players and fans, and sales exceeded \$900.

- The Fitness Center is demoing a new treadmill for members to try out and provide feedback. Currently, the Fitness Center has treadmills manufactured by Precor, and the demo treadmill is provided by Matrix Fitness.
- Local artist, Nina Angelillo, is creating the mural in the Family Recreation Center break room. Nina is a former Oak Brook resident and is the Visual Art Teacher at Butler Jr. High.
- The Park District hosted “Bring Your Child to Work Day” on Thursday, April 25.
- Oak Brook First started on May 1. This new initiative welcomes residents to enjoy a day at the Family Recreation Center. The Daily Fee is waived so residents can enjoy a day of swimming, open gym, and access to the Fitness Center. The Fitness Center also waived the Enrollment Fee for residents who join that day; three members took advantage of the special.



Oak Brook Park District Membership Counts

Membership Counts													
	January												Total
	Adult NR	Adult Res	Adult +1 NR	Adult +1 Res	Junior NR	Junior Res	60+ NR	60+ Res	60+1 NR	60+1 Res	Family NR	Family Res	
Central Park Campus	7	9	4	5	0	0	11	7	3	1	16	21	84
Family Recreation Center	141	89	53	40	17	11	327	207	107	91	120	117	1,320
Renew Active							181	68					249
Silver Sneakers							585	180					765
Corporate		160											160
On Hold													37
Cancel													16
Totals	148	258	57	45	17	11	1104	462	110	92	136	138	2,578

	February												Total
	Adult NR	Adult Res	Adult +1 NR	Adult +1 Res	Junior NR	Junior Res	60+ NR	60+ Res	60+1 NR	60+1 Res	Family NR	Family Res	
Central Park Campus	7	9	4	4	0	0	11	6	3	1	16	20	81
Family Recreation Center	141	86	57	39	19	12	301	202	103	94	121	116	1,291
Renew Active							194	69					263
Silver Sneakers							629	183					812
Corporate		172											172
On Hold													44
Cancel													16
Totals	148	267	61	43	19	12	1135	460	106	95	137	136	2,619

	March												Total
	Adult NR	Adult Res	Adult +1 NR	Adult +1 Res	Junior NR	Junior Res	60+ NR	60+ Res	60+1 NR	60+1 Res	Family NR	Family Res	
Central Park Campus	7	8	4	4	0	0	11	6	3	1	16	19	79
Family Recreation Center	146	83	59	43	18	12	308	203	102	95	114	110	1,293
Renew Active							212	74					286
Silver Sneakers							659	187					846
Corporate		173											173
On Hold													38
Cancel													18
Totals	153	264	63	47	18	12	1190	470	105	96	130	129	2,677

	April												Total
	Adult NR	Adult Res	Adult +1 NR	Adult +1 Res	Junior NR	Junior Res	60+ NR	60+ Res	60+1 NR	60+1 Res	Family NR	Family Res	
Central Park Campus	7	6	4	4	0	0	10	6	2	1	15	20	75
Family Recreation Center	139	80	57	44	21	11	305	208	104	100	107	106	1,282
Renew Active							220	76					296
Silver Sneakers							681	191					872
Corporate		170											170
On Hold													29
Cancel													16
Totals	146	256	61	48	21	11	1216	481	106	101	122	126	2,695



Oak Brook Park District

Aquatic Rental/Programming Revenue Report

Aquatic Usage/Financial Report Parties and Rentals														
FY	Month	May	June	July	August	September	October	November	December	January	Feb	March	April	TOTALS
22-23	Uses	28	47	55	20	14	27	22	23	29	29	32	29	355
	Parties	\$10,312	\$12,650	\$16,505	\$7,765	\$6,895	\$10,411	\$9,738	\$8,445	\$10,230	\$10,645	\$9,845	\$10,281	\$123,722
	Rentals	\$980	\$5,047	\$7,015	\$903	\$0	\$3,520	\$1,320	\$1,174	\$3,700	\$2,540	\$4,890	\$4,720	\$35,809
	TOTAL	\$11,292	\$17,697	\$23,520	\$8,668	\$6,895	\$13,931	\$11,058	\$9,619	\$13,930	\$13,185	\$14,735	\$15,001	\$159,531

23-24	Uses	26	52	45	25	26	25	22	27	34	33	36	29	380
	Parties	\$9,418	\$17,097	\$12,978	\$5,722	\$11,126	\$10,818	\$8,531	\$9,859	\$12,006	\$12,891	\$13,670	\$11,019	\$135,135
	Rentals	\$536	\$6,642	\$9,730	\$5,640	\$2,320	\$2,960	\$2,526	\$3,401	\$5,381	\$2,452	\$4,138	\$3,601	\$49,327
	TOTAL	\$9,954	\$23,739	\$22,708	\$11,362	\$13,446	\$13,778	\$11,057	\$13,260	\$17,387	\$15,343	\$17,808	\$14,620	\$184,462

Swim Lesson					
FY	Season	SUMMER	FALL	W/S	TOTAL
22-23	Registrations	888	899	1,489	3,276
	Private	\$38,751	\$37,077	\$54,177	\$130,005
	Group	\$47,168	\$58,794	\$90,253	\$196,215
	TOTAL	\$85,919	\$95,871	\$144,430	\$326,220

23-24	Registrations	998	918	1,450	3,366
	Private	\$36,058	\$30,485	\$53,494	\$120,037
	Group	\$57,232	\$68,714	\$118,237	\$244,183
	TOTAL	\$93,290	\$99,199	\$171,731	\$364,220

Swim Team						
FY	Season	SUMMER	FALL	WINTER	SPRING	TOTAL
22-23	Registrations	32	60	50	57	199
	Revenue	\$8,610	\$20,942	\$13,798	\$11,718	\$55,068

23-24	Registrations	46	75	63	55	239
	Revenue	\$11,186	\$27,453	\$15,682	\$10,941	\$65,262

Unfinished Business



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: ORDINANCE NO. 24-0520: AN ORDINANCE FOR TRANSFERRING ANTICIPATED UNEXPENDED FUNDS FROM CERTAIN APPROPRIATION ITEMS TO OTHER ITEMS OF APPROPRIATION

AGENDA NO.: 8 A

MEETING DATE: MAY 20, 2024

STAFF REVIEW:

Chief Financial Officer, Marco Salinas:

RECOMMENDED FOR BOARD ACTION: Executive Director, Laure Kosey:

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

This ordinance authorizes staff to transfer anticipated fiscal year 2023/2024 unexpended funds from certain appropriation line items to other certain appropriation line items. Per Section 4-4 of the Illinois Park District Code, such transfers may only occur after the first six months of any fiscal year have elapsed and requires approval by two-thirds of the Park District Board.

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

Exhibit A lists the updated proposed appropriation transfers for fiscal year 2023/2024. The items shaded in yellow are additional adjustments identified by staff, subsequent to the first reading of this ordinance that occurred at the April 15, 2024 Board meeting.

ACTION PROPOSED:

A Motion (and a second) to approve Ordinance No. 24-0520: An Ordinance for transferring anticipated unexpended funds from certain appropriation items to other items of appropriation.

ORDINANCE NO. 24-0520

AN ORDINANCE FOR TRANSFERRING ANTICIPATED UNEXPENDED FUNDS FROM CERTAIN APPROPRIATION ITEMS TO OTHER ITEMS OF APPROPRIATION

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

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

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

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

Section 1: Anticipated unexpended funds from certain specified budget and appropriation line items in the Budget and Appropriation Ordinance for fiscal year 2023-2024, in the amounts set forth in Exhibit A attached hereto, are hereby transferred to those specific line items and in the amounts, which are also set forth in such Exhibit A, such line items to be increased to the extent of the amount so transferred.

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

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

Passed and approved this 20th day of May, 2024.

AYES: _____

NAYS: _____

ABSENT: _____

Approved:

Sharon Knitter, President

ATTEST:

Laure L. Kosey, Secretary

OAK BROOK PARK DISTRICT

EXHIBIT A

BUDGET TRANSFERS- FISCAL YEAR 2023-2024

Fund and Department	Account Description	Original/ Updated Budget Balance	Transfer To	Transfer From	Revised Budget Balance
Administration (01-01)					
01-01-690-001	Conferences	\$ 9,000.00	\$ 4,500.00	\$ -	\$ 13,500.00
01-01-740-002	Board/Employee Recognition	3,000.00	5,000.00	-	8,000.00
01-01-631-000	Administration Part-Time	9,420.56	-	(3,500.00)	5,920.56
01-01-650-000	Group Medical & Life	59,238.76	-	(1,000.00)	58,238.76
01-01-800-001	Non-Capital/Furniture	1,000.00	-	(1,000.00)	-
01-05-630-000	Administration Full-Time	450,334.64	-	(4,000.00)	446,334.64
Total:			\$ 9,500.00	\$ (9,500.00)	

Finance (01-02)					
01-02-630-000	Full-Time Personnel	\$ 195,195.04	\$ 10,000.00	\$ -	\$ 205,195.04
01-02-680-000	Stationary & Envelopes	685.00	500.00	-	1,185.00
01-02-680-001	Notices & Ordinances	605.00	300.00	-	905.00
01-02-700-002	State & Regional Organizations	2,425.00	200.00	-	2,625.00
01-02-710-000	Postage (Meter Refills)	160.00	30.00	-	190.00
01-02-631-000	Part-Time Personnel	6,594.39	-	(2,500.00)	4,094.39
01-02-650-000	Group Medical & Life	44,575.08	-	(3,500.00)	41,075.08
01-05-630-000	Administration Full-Time	446,334.64	-	(5,030.00)	441,304.64
Total:			\$ 11,030.00	\$ (11,030.00)	

Central Park North (01-04)					
01-04-770-000	Electricity	\$ 4,000.00	\$ 3,000.00	\$ -	\$ 7,000.00
01-04-750-005	Security System/Fire	2,750.00	-	(1,000.00)	1,750.00
01-04-750-022	Road/Trail Maintenance	1,250.00	-	(1,250.00)	-
01-04-790-010	Landscape Supplies	2,500.00	-	(750.00)	1,750.00
Total:			\$ 3,000.00	\$ (3,000.00)	

Central Park (01-05)					
01-05-631-000	Administration Part-Time	\$ 15,523.20	\$ 8,000.00	\$ -	\$ 23,523.20
01-05-700-000	Professional Organizations	1,720.00	300.00	-	2,020.00
01-05-840-002	Mastercard/Visa Fees	2,100.00	400.00	-	2,500.00
01-05-650-000	Group Medical & Life	133,932.00	-	(8,700.00)	125,232.00
Total:			\$ 8,700.00	\$ (8,700.00)	

OAK BROOK PARK DISTRICT

EXHIBIT A

BUDGET TRANSFERS- FISCAL YEAR 2023-2024

Fund and Department	Account Description	Original/ Updated Budget Balance	Transfer To	Transfer From	Revised Budget Balance
Forest Glen Park (01-07)					
01-07-770-000	Electricity	\$ 3,000.00	\$ 350.00	\$ -	\$ 3,350.00
01-07-750-006	Pond/Creek/Drainage Services	4,000.00	-	(350.00)	3,650.00
Total:			\$ 350.00	\$ (350.00)	
Professional Services (01-10)					
01-10-821-000	General Counsel	\$ 20,000.00	\$ 20,000.00	\$ -	\$ 40,000.00
01-10-822-000	Design and Development	7,000.00	4,000.00	-	11,000.00
01-02-740-025	Contingency	50,000.00	-	(24,000.00)	26,000.00
Total:			\$ 24,000.00	\$ (24,000.00)	
Information Technology (01-14)					
01-14-630-000	Full-Time Personnel	\$ 61,607.73	\$ 11,000.00	\$ -	\$ 72,607.73
01-14-650-000	Group Medical & Life	21,162.38	1,250.00	-	22,412.38
01-14-700-000	Professional Organizations	250.00	250.00	-	500.00
01-14-631-000	Part-Time Personnel	9,880.00	-	(7,000.00)	2,880.00
01-02-740-025	Contingency	26,000.00	-	(2,750.00)	23,250.00
01-07-750-006	Pond/Creek/Drainage	4,000.00	-	(1,500.00)	2,500.00
01-07-800-012	Picnic Tables/Park Benches	500.00	-	(250.00)	250.00
01-07-800-014	Aerators	3,500.00	-	(1,000.00)	2,500.00
Total:			\$ 12,500.00	\$ (12,500.00)	
Building/Recreation Center (01-15)					
01-15-631-000	Recreation Center Part-Time Custod.	\$ 119,810.56	\$ 18,000.00	\$ -	\$ 137,810.56
01-15-650-000	Group Medical & Life	135,244.53	9,000.00	-	144,244.53
01-15-770-000	Gas	13,900.00	500.00	-	14,400.00
01-15-770-001	Electricity	22,000.00	6,500.00	-	28,500.00
01-15-770-002	Water	12,400.00	5,000.00	-	17,400.00
01-15-770-003	Sewer	4,400.00	1,600.00	-	6,000.00
01-15-790-000	Janitorial Supply/Paper Products	9,540.00	5,000.00	-	14,540.00
01-15-630-000	Recreation Center Full-Time	257,735.61	-	(12,000.00)	245,735.61
01-15-630-001	Recreation Center Full-Time Custodial	174,699.20	-	(5,000.00)	169,699.20
01-15-750-003	Security System Service	13,000.00	-	(7,500.00)	5,500.00
01-15-800-009	Lobby Furniture/Repair & Replace	3,000.00	-	(600.00)	2,400.00
01-02-740-025	Contingency	23,250.00	-	(20,500.00)	2,750.00
Total:			\$ 45,600.00	\$ (45,600.00)	

OAK BROOK PARK DISTRICT

EXHIBIT A

BUDGET TRANSFERS- FISCAL YEAR 2023-2024

Fund and Department	Account Description	Original/ Updated Budget Balance	Transfer To	Transfer From	Revised Budget Balance
Central Park West (01-20)					
01-20-750-001	HVAC	\$ 200.00	\$ 200.00	\$ -	\$ 400.00
01-20-790-003	Repair & Replacement Supplies	2,000.00	500.00	-	2,500.00
01-20-765-500	Cocoa Cabin Supplies	1,700.00	900.00	-	2,600.00
01-20-630-000	CPW Admin. Full-Time	16,935.36	-	(1,600.00)	15,335.36
Total:			\$ 1,600.00	\$ (1,600.00)	

Grand Total General Fund Budget Transfers:		\$ 116,280.00
Total FY 2023/2024 General Fund Original Appropriation Amount:		\$ 3,103,135.00
Maximum Amt. of Intra-Fund Budget Transfers (Limited to 10%):		\$ 310,313.50

Administration (02-01)					
02-01-630-000	Administration Full-Time	\$ 471,110.43	\$ 40,000.00	\$ -	\$ 511,110.43
02-01-740-060	Banking Fees	750.00	600.00	-	1,350.00
02-01-770-001	Electricity	17,600.00	5,000.00	-	22,600.00
02-01-770-002	Water	9,900.00	4,000.00	-	13,900.00
02-01-770-003	Sewer	3,500.00	1,500.00	-	5,000.00
02-01-650-000	Group Medical & Life	158,884.48	-	(20,000.00)	138,884.48
02-01-700-000	Professional Organizations	5,420.00	-	(2,500.00)	2,920.00
02-01-840-025	Contingency	50,000.00	-	(19,100.00)	30,900.00
02-21-800-000	Non-Capital Small Equipment	34,785.00	-	(9,500.00)	25,285.00
Total:			\$ 51,100.00	\$ (51,100.00)	

Fitness Center (02-21)					
02-21-740-005	Mastercard/Visa Fees	\$ 19,500.00	\$ 6,000.00	\$ -	\$ 25,500.00
02-21-770-000	Electricity	17,600.00	5,000.00	-	22,600.00
02-21-770-010	Water	9,900.00	4,000.00	-	13,900.00
02-21-770-015	Sewer	3,560.00	1,500.00	-	5,060.00
02-21-800-000	Non-Capital Small Equipment	25,285.00	\$ -	(16,500.00)	8,785.00
Total:			\$ 16,500.00	\$ (16,500.00)	

OAK BROOK PARK DISTRICT

EXHIBIT A

BUDGET TRANSFERS- FISCAL YEAR 2023-2024

Fund and Department	Account Description	Original/ Updated Budget Balance	Transfer To	Transfer From	Revised Budget Balance
Aquatic Center (02-25)					
02-25-705-001	Birthday Party- Group Rentals	\$ 29,260.00	\$ 5,500.00	\$ -	\$ 34,760.00
02-25-740-005	Mastercard/Visa Fees	12,000.00	8,200.00	-	20,200.00
02-25-750-021	Pool Repairs	10,000.00	6,000.00	-	16,000.00
02-25-750-060	Electrical Service and Repair	5,000.00	4,000.00	-	9,000.00
02-25-770-000	Electricity	30,800.00	9,000.00	-	39,800.00
02-25-770-010	Water	17,400.00	5,500.00	-	22,900.00
02-25-770-015	Sewer	6,200.00	2,500.00	-	8,700.00
02-25-630-000	Full-Time Staff	253,961.76	-	(12,000.00)	241,961.76
02-25-650-000	Group Medical & Life	75,784.00	-	(4,500.00)	71,284.00
02-25-670-000	Maintenance/Contract & Leases	3,900.00	-	(3,000.00)	900.00
02-25-790-004	Chemicals	21,000.00	-	(5,000.00)	16,000.00
02-01-840-025	Contingency	30,900.00	-	(16,200.00)	14,700.00
Total:			\$ 40,700.00	\$ (40,700.00)	

Aquatic- Recreation Programs (02-26)					
02-26-681-000	Children's Programs-Print & Pub.	\$ 200.00	\$ 25.00	\$ -	\$ 225.00
02-26-765-002	Event Supplies	3,200.00	400.00	-	225.00
02-26-702-000	Swim Team Expense	4,200.00	-	(425.00)	3,775.00

Total: \$ 425.00 \$ (425.00)

Children's Programs (02-30)					
02-30-631-432	Sports Camps	\$ 11,280.00	\$ 2,000.00	\$ -	\$ 13,280.00
02-30-840-002	Mastercard/Visa Fees	16,600.00	4,000.00	-	20,600.00
02-30-640-215	Youth Basketball	189,300.00	30,000.00	-	219,300.00
02-30-640-216	Youth Soccer Contractual Instruction	-	6,000.00	-	6,000.00
02-01-840-025	Contingency	14,700.00	-	(14,700.00)	-
02-81-805-000	Capital Outlay	962,500.00	-	(27,300.00)	935,200.00

Total: \$ 42,000.00 \$ (42,000.00)

Youth Programs (02-32)					
02-32-740-005	Mastercard/Visa Fees	\$ 3,806.00	\$ 7,000.00	\$ -	\$ 10,806.00
02-32-755-004	Youth Playground Camp Transport	4,800.00	600.00	-	5,400.00
02-32-631-002	Youth After School	28,925.00	-	(7,600.00)	21,325.00

Total: \$ 7,600.00 \$ (7,600.00)

OAK BROOK PARK DISTRICT

EXHIBIT A

BUDGET TRANSFERS- FISCAL YEAR 2023-2024

Fund and Department	Account Description	Original/ Updated Budget Balance	Transfer To	Transfer From	Revised Budget Balance
Adult Programs (02-40)					
02-40-631-181	Pickleball/Various Athletics Staff	\$ 26,450.00	\$ 9,000.00	\$ -	\$ 35,450.00
02-40-840-002	Mastercard/Visa Fees	3,750.00	1,000.00	-	4,750.00
02-81-805-000	Capital Outlay	935,200.00	-	(10,000.00)	925,200.00
Total:			\$ 10,000.00	\$ (10,000.00)	
Pioneer Programs (02-50)					
02-50-840-002	Mastercard/Visa Fees	\$ 975.00	\$ 300.00	\$ -	\$ 1,275.00
02-50-754-300	Trip Admissions	12,000.00	2,000.00		14,000.00
02-50-760-000	Pioneer Classes	1,800.00	3,750.00	-	5,550.00
02-50-631-230	PT Pioneer (Lunch, pass, class, Etc.)	3,600.00	-	(2,750.00)	850.00
02-50-650-000	Group Medical & Life	12,717.00		(3,300.00)	9,417.00
Total:			\$ 6,050.00	\$ (6,050.00)	
Special Events and Trips (02-60)					
02-60-792-001	Food Pink 5K	\$ 700.00	\$ 1,000.00	\$ -	\$ 1,700.00
02-60-792-026	Food Experience OBPD	1,125.00	500.00	-	1,625.00
02-60-793-001	Shirts Pink 5K	6,300.00	1,500.00	-	7,800.00
02-60-840-002	Mastercard/Visa Fees	1,000.00	1,750.00	-	2,750.00
02-60-751-001	Contract Services. Pink 5K	12,000.00	10,000.00	-	22,000.00
02-60-794-001	Prizes Pink 5K	500.00	2,000.00		2,500.00
02-60-765-031	Program materials- Winter Lights	40,000.00	-	(10,000.00)	30,000.00
02-60-752-001	Contract Svcs. Equipment Pink 5K	7,290.00	-	(2,000.00)	5,290.00
02-60-752-002	Contract Svcs. Equip. Kids Triathlon	2,565.00	-	(2,000.00)	565.00
02-81-805-000	Capital Outlay	925,200.00		(2,750.00)	922,450.00
Total:			\$ 16,750.00	\$ (16,750.00)	

OAK BROOK PARK DISTRICT

EXHIBIT A

BUDGET TRANSFERS- FISCAL YEAR 2023-2024

Fund and Department	Account Description	Original/ Updated Budget Balance	Transfer To	Transfer From	Revised Budget Balance
Marketing (02-80)					
02-80-631-000	Administration Part-Time	\$ 2,700.00	\$ 300.00	\$ -	\$ 3,000.00
02-80-710-001	Special Delivery	2,275.00	1,000.00	-	3,275.00
02-80-941-000	General Marketing/Sponsorship	750.00	25.00	-	775.00
02-80-960-000	Printed Materials	6,500.00	3,500.00	-	10,000.00
02-80-980-000	Education/Training	6,300.00	2,900.00	-	9,200.00
02-81-805-000	Capital Outlay	922,450.00	-	(7,725.00)	914,725.00
Total:			\$ 7,725.00	\$ (7,725.00)	

Grand Total Recreation Fund Budget Transfers:		\$ 198,850.00
Total FY 2023/2024 Recreation Fund Original Appropriation Amount:		\$ 5,128,513.00
Maximum Amt. of Intra-Fund Budget Transfers (Limited to 10%):		\$ 512,851.30

Tennis Center- Administration (07-01)					
07-01-670-000	Maintenance/Contract & Leases	\$ 4,530.00	\$ 5,000.00	\$ -	\$ 9,530.00
07-01-740-025	Contingency	50,000.00	-	(5,000.00)	45,000.00
Total:			\$ 5,000.00	\$ (5,000.00)	

Tennis Center- Building (07-71)					
07-71-750-000	Building Maintenance/Repair	\$ 35,000.00	\$ 10,000.00	\$ -	\$ 45,000.00
07-71-770-001	Electricity	47,600.00	12,000.00	-	59,600.00
07-01-740-025	Contingency	45,000.00	-	(22,000.00)	23,000.00
Total:			\$ 22,000.00	\$ (22,000.00)	

OAK BROOK PARK DISTRICT

EXHIBIT A

BUDGET TRANSFERS- FISCAL YEAR 2023-2024

Fund and Department	Account Description	Original/ Updated Budget Balance	Transfer To	Transfer From	Revised Budget Balance
Tennis Center- Programs (07-75)					
07-75-631-000	Part-Time Salaries	\$ 460,000.00	\$ 50,000.00	\$ -	\$ 510,000.00
07-75-650-000	Group Medical & Life	75,000.00	10,000.00	-	85,000.00
07-75-915-000	Social Security Contributions	30,000.00	500.00	-	30,500.00
07-01-631-000	Administration Part-Time	140,000.00	-	(20,000.00)	120,000.00
07-71-630-000	Administration Full-Time	85,000.00	-	(10,000.00)	75,000.00
07-01-910-000	IMRF-Employer Contribution	35,000.00	-	(10,000.00)	25,000.00
07-75-782-000	Tournament Expenses	10,000.00	-	(5,000.00)	5,000.00
07-80-805-000	Capital Outlay	430,000.00	-	(15,500.00)	414,500.00

Total: \$ 60,500.00 \$ (60,500.00)

Grand Total Recreational Facilities Fund Budget Transfers: \$ 87,500.00

Total FY 2023/2024 Rec. Fac. Fund Original Appropriation Amount: \$ 2,478,570.00

Maximum Amount of Intra-Fund Budget Transfers (Limited to 10%): \$ 247,857.00

Special Recreation (09-01)					
09-01-630-000	Administration Full-Time	\$ 20,583.68	\$ 1,000.00	\$ -	\$ 21,583.68
09-01-700-000	Professional Organizations	39,233.08	200.00	-	39,433.08
09-01-900-000	Misc. Program Expenses	2,000.00	4,000.00	-	6,000.00
09-01-800-000	Capital/Small Equipment	258,400.00	-	(5,200.00)	253,200.00

Total: \$ 5,200.00 \$ (5,200.00)

Grand Total Special Recreation Fund Budget Transfers: \$ 5,200.00

Total FY 2023/2024 Special Rec. Fund Original Appropriation Amount: \$ 378,217.00

Maximum Amount of Intra-Fund Budget Transfers (Limited to 10%): \$ 37,821.70



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: KEY/KEY CARD ACCESS POLICY

AGENDA No.: 8 B

MEETING DATE: MAY 20, 2024

STAFF REVIEW: Human Resources and Risk Manager, Alli Siamis:

RECOMMENDED FOR BOARD ACTION: Executive Director, Laure Kosey:

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

The Park District Personnel Manual provides the policies pertaining to the assignment of keys and key card access to employees. Keys/key cards are assigned to staff in accordance to their job responsibilities, after receiving safety training and operational training relating to the routine functions, assigned activities, responsibilities of the job position, and with the understanding of the necessity to protect the park district's physical and digital assets, patrons and employees in accordance with safe operating procedures, insurance requirements, local laws, and state statutes.

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

The District's insurer, Park District Risk Management Association (PDRMA), and the District's legal counsel have advised not to assign keys/key cards to the commissioners to protect the safety and liability of the commissioners and the District.

Upon the commissioners' affirmative consensus, a policy has been drafted for the Administrative Policy and Procedure Manual and Personnel Policy Manual, which allows only staff members access to key/key cards for the District.

ACTION PROPOSED:

A Motion (and a Second) to approve the Key/Key Card Access Policy.

Administrative Policy and Procedure Manual

1.9 Key Access to Park District Facilities

In the interest of safety and protection of property, strict control over access to District property, work locations, records, computer information, cash and other items of value or confidential nature must be maintained. Only employees are assigned keys/access cards, safe combinations, or other access to District property in connection with their job responsibilities. Keys/access cards may not be transferred from one employee to another individual.

Personnel Policy Manual

6.3 Key/Access Card

In the interest of safety and protection of property, strict control over access to District property, work locations, records, computer information, cash and other items of value or confidential nature must be maintained. Only employees are assigned keys/access cards, safe combinations, or other access to District property in connection with their job responsibilities. Keys/access cards may not be transferred from one employee to another individual.



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: BUY BOARD NATIONAL PURCHASING COOPERATIVE

AGENDA No.: 8 C

MEETING DATE: MAY 20, 2024

STAFF REVIEW:

Deputy Director, Bob Johnson:

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RECOMMENDED FOR BOARD ACTION:

Executive Director, Laure Kosey:

A handwritten signature in black ink, appearing to read "Laure Kosey", written over a horizontal line.

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

The Park District intends to purchase equipment and site amenities from vendors that participate in a joint purchasing cooperative program called Buy Board. There is neither a cost to join and participate, nor an obligation to make purchases, through the Buy Board program. There are however cost savings available through this program.

The Park District currently belongs to several joint purchasing cooperatives which allows purchases to be made through various vendors using existing competitively bid contracts. These cooperative programs must conform to The Intergovernmental Cooperation Act (5 ILCS 220/1 *et seq.*), which authorizes any Illinois unit of local government to combine, transfer, and enjoy jointly any of its “power or powers, privileges, functions, or authority exercised.... with any public agency of any other state....to the extent that laws of such other state do not prohibit joint exercise or enjoyment.” 5 ILCS 220/3. In addition, the Governmental Joint Purchasing Act (30 ILCS 525/0.01, *et seq.*) (the “Purchasing Act”) permits any governmental unit to purchase personal property, supplies and services jointly with one or more other governmental units. 30 ILCS 525/2. The Purchasing Act defines governmental units as “any public authority which has the power to tax, or any other public entity created by statute” 30 ILCS 525/1. In the absence of case law to the contrary, governmental units are not limited to those located in the State of Illinois.

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

There are currently 265 public agencies in Illinois, including park districts, school districts, villages, cities, and towns, that are members of Buy Board. Should the Oak Brook Park District choose to purchase a product, service, or combination of the two through Buy Board, the park district’s legal counsel would draft additional terms and conditions to be included in an Oak Brook Park District Board-approved purchase order.

Staff recommends Board approval for participation in this program.

ACTION PROPOSED:

A motion (and a second) to approve entering into an interlocal participation agreement with Buy Board National Cooperative.



NATIONAL PURCHASING COOPERATIVE INTERLOCAL PARTICIPATION AGREEMENT

This Interlocal Participation Agreement (“Agreement”) is made and entered into on the date indicated below by and between the National Purchasing Cooperative (“Cooperative”), an administrative agency of cooperating local governments and other governmental entities, acting on its own behalf and the behalf of all participating governmental entities, and the undersigned governmental entity (“Cooperative Member”).

I. RECITALS

WHEREAS, the National Purchasing Cooperative was formed on May 26, 2010, by certain local governments that entered into an Organizational Interlocal Agreement; and

WHEREAS, the purpose of the Cooperative is to facilitate compliance with state procurement requirements, to identify qualified vendors of commodities, goods and services, to relieve the burdens of the governmental purchasing function, and to realize potential economies of scale, including administrative cost savings, for Cooperative Members;

NOW THEREFORE, in consideration of the mutual covenants, promises and obligations contained herein, the undersigned Cooperative Member and the Cooperative agree as follows:

II. TERMS AND CONDITIONS

1. **Adopt Organizational Interlocal Cooperation Agreement.** The Cooperative Member by the execution or acceptance of this Agreement hereby adopts and approves the Organizational Interlocal Agreement, as last amended and restated, which agreement is incorporated herein by reference (and is available from the Cooperative upon request). The Organizational Interlocal Agreement establishes the Cooperative as an administrative agency of its collective participants, and Cooperative Member agrees to become a participant or additional party to the Organizational Interlocal Agreement.

2. **Term.** The initial term of this Agreement shall commence on the date it is executed by both parties and shall automatically renew for successive one-year terms unless sooner terminated in accordance with the provisions of this Agreement. If the Cooperative Member is an existing Cooperative Member that joined the Cooperative by executing a participation agreement which authorized amendment upon the Cooperative providing prior written notice, then this Agreement will be deemed an Amendment by Notice, effective on the 61st day that the Cooperative Member is sent notice of this Agreement. In addition, this Agreement will continue to automatically renew for successive one-year terms on the anniversary date of the Cooperative Member’s initial term (not the effective date of the amendment), unless the Agreement is sooner terminated in accordance with the provisions herein.

3. Termination.

(a) **By the Cooperative Member.** This Agreement may be terminated by the Cooperative Member at any time by 30 days prior written notice to the Cooperative as provided in Article III, Section 14, provided any amounts owed to any vendor have been fully paid.

(b) **By the Cooperative.** The Cooperative may terminate this Agreement by:

(1) Giving 10 days notice as provided in Article III, Section 14, to the Cooperative Member if the Cooperative Member breaches this Agreement; or

(2) Giving 30 days notice as provided in Article III, Section 14, to the Cooperative Member with or without cause.

(c) **Termination Procedure.** If the Cooperative Member terminates its participation under this Agreement or breaches this Agreement, or if the Cooperative terminates participation of the Cooperative Member, the Cooperative Member shall bear the full financial responsibility for all of its purchases made from vendors under or through this Agreement. The Cooperative may seek the whole amount due, if any, from the terminated Cooperative Member. In addition, the Cooperative Member agrees it will not be entitled to any distribution which may occur after the Cooperative Member terminates from the Cooperative.

4. **Payments by Cooperative Member.** The Cooperative Member will make timely payments to the vendor for the goods, materials and services received in accordance with the terms and conditions of the bid invitation, instructions, and all other applicable procurement documents. Payment for goods, materials and services and inspections and acceptance of goods, materials and services ordered by the procuring Cooperative Member shall be the exclusive obligation of the procuring Cooperative Member, and not the Cooperative. Furthermore, the Cooperative Member is solely responsible for negotiating and securing ancillary agreements from the vendor on such other terms and conditions, including provisions relating to insurance or bonding, that the Cooperative Member deems necessary or desirable under federal, state or local law, local policy or rule, or within its business judgment.

5. **Payments by Vendors.** The parties agree that the Cooperative will require payment from vendors which are selected to provide goods, materials or services to Cooperative Members. Such payment (hereafter "Vendor Fees") may be up to two percent (2%) of the purchase price paid by Cooperative Members or a flat fee amount that may be set from time to time by the Cooperative Board of Directors. Cooperative Member agrees that these Vendor Fees fairly compensate the Cooperative for the services and functions performed under this Agreement and that these Vendor Fees enable the Cooperative to pay the administrative, licensing, marketing, and other expenses involved in successfully operating a program of electronic commerce for the Cooperative Members. Further, Cooperative Member affirmatively disclaims any rights to such Vendor Fees, acknowledging all such fees are the property of the Cooperative. Similarly, in no event shall a Cooperative Member be responsible for payment of Vendor Fees.

6. **Distribution.** From time to time, and at the sole discretion of the Cooperative Board of Directors, the Cooperative may issue a distribution to Cooperative Members under a plan developed by the Cooperative Board of Directors. The Cooperative Member acknowledges that a distribution is never guaranteed and will depend on the overall financial condition of the Cooperative at the time of the distribution and the purchases made by the Cooperative Member.
7. **Administration.** The Cooperative may enter into contracts with others, including non-profit associations, for the administration, operation and sponsorship of the purchasing program provided through this Agreement. The Cooperative will provide reports, at least annually, to the Cooperative Member electronically or by mail. Cooperative Member will report purchase orders generated under this Agreement to the Cooperative or its designee, in accordance with instructions of the Cooperative.
8. **BuyBoard®.** Cooperative Member will have a non-exclusive license to use the BuyBoard electronic purchasing application during the term of this Agreement. Cooperative Member acknowledges and agrees that the BuyBoard electronic application and BuyBoard trade name are owned by the Texas Association of School Boards, Inc. ("TASB"), and that neither the Cooperative nor the Cooperative Member has any proprietary rights in the BuyBoard electronic application or trade name. The Cooperative Member will not attempt to resell, rent, or otherwise distribute any part of BuyBoard to any other party; nor will it attempt to modify the BuyBoard programs on the server or acquire the programming code. The Cooperative Member may not attempt to modify, adapt, translate, distribute, reverse engineer, decompile, or disassemble any component of the application. The Cooperative Member will use BuyBoard in accordance with instructions from the Cooperative (or its designee) and will discontinue use upon termination of participation in the Cooperative. The Cooperative Member will maintain equipment, software and conduct testing to operate the BuyBoard system at its own expense.

III. GENERAL PROVISIONS

1. **Amendment by Notice.** The Board may amend this Agreement, provided that prior written notice is sent to the Cooperative Member at least 60 days prior to the effective date of any change described in such amendment and provided that the Cooperative Member does not terminate its participation in the Cooperative before the expiration of said 60 days.
2. **Authorization to Participate and Compliance with Local Policies.** Each Cooperative Member represents that its governing body has duly authorized its participation in the Cooperative and that the Cooperative Member will comply with all state and local laws and policies pertaining to purchasing of goods and services through its membership in the Cooperative.
3. **Bylaws.** The Cooperative Member agrees to abide by the Bylaws of the Cooperative, as they may be amended, and any and all written policies and procedures established by the Cooperative that apply to Cooperative Members. The Cooperative shall provide written notice to the Cooperative Member of any amendment to the Bylaws of the Cooperative and any written policy or procedure of the Cooperative that is intended to be binding on and applicable to the Cooperative Member. In addition to any other notice method specified in this Agreement, notice under this Section may be satisfied by posting of the applicable bylaws,

policy, or procedure on the Cooperative's website or BuyBoard application landing page for Cooperative Members.

4. **Cooperation and Access.** The Cooperative Member agrees that it will cooperate in compliance with any reasonable requests for information and/or records made by the Cooperative. The Cooperative reserves the right to review and audit the relevant and available records of any Cooperative Member. Any breach of this provision shall be considered material and shall make the Agreement subject to termination on 10 days written notice to the Cooperative Member.

5. **Coordinator.** The Cooperative Member agrees to appoint a program coordinator who shall have express authority to represent and bind the Cooperative Member, and the Cooperative will not be required to contact any other individual regarding program matters. Any notice to or any agreements with the coordinator shall be binding upon the Cooperative Member. The Cooperative Member reserves the right to change the coordinator as needed by giving written notice to the Cooperative. Such notice is not effective until actually received by the Cooperative.

6. **Current Revenue.** The Cooperative Member hereby represents that all payments, fees, and disbursements required of it hereunder shall be made from current revenues budgeted and available to the Cooperative Member.

7. **Defense and Prosecution of Claims.** The Cooperative Member authorizes the Cooperative to handle the commencement, defense, intervention, or participation in a judicial, administrative, or other governmental proceeding or in an arbitration, mediation, or any other form of alternative dispute resolution, or other appearances of the Cooperative (as an entity) in any litigation, claim or dispute which arises from the services provided by the Cooperative. Neither this provision nor any other provision in this Agreement will create a legal duty for the Cooperative to provide a defense or prosecute a claim; rather, the Cooperative may exercise this right in its sole discretion and to the extent permitted or authorized by law. The Cooperative Member shall reasonably cooperate and supply any information necessary or helpful in such prosecution or defense. Subject to specific revocation, the Cooperative Member hereby designates the Cooperative to act as a class representative on its behalf in matters arising out of this Agreement and pertaining to the collective or predominant interest of Cooperative Members. Nothing herein grants the Cooperative any rights to file, defend, or settle any claim on behalf of the Cooperative Member in its individual capacity.

8. **Governance.** The Board of Directors (Board) will govern the Cooperative in accordance with the Bylaws.

9. **Legal Authority.** The Cooperative Member represents to the Cooperative the following:

- a) The Cooperative Member has conferred with legal counsel and determined it is duly authorized by the laws of the jurisdiction in which the Cooperative Member lies to participate in cooperative purchasing, and specifically, the National Purchasing Cooperative.
- b) The Cooperative Member possesses the legal authority to enter into this Agreement and can allow this Agreement to automatically renew without subsequent action of its governing body.
- c) Purchases made under this Agreement will satisfy all procedural procurement requirements that the Cooperative Member must meet under all applicable local policy, regulation, or state law.

d) All requirements—local or state—for a third party to approve, record or authorize the Agreement have been met.

10. **Disclaimer.** THE COOPERATIVE, ITS ENDORSERS, SPONSORS, AND SERVICING CONTRACTORS, WHETHER CURRENT OR FORMER AND INCLUDING TASB, (“COOPERATIVE AND ASSOCIATES”) DO NOT WARRANT THAT THE OPERATION OR USE OF COOPERATIVE SERVICES WILL BE UNINTERRUPTED OR ERROR FREE.

THE COOPERATIVE AND ASSOCIATES HEREBY DISCLAIM ANY AND ALL WARRANTIES, EXPRESS OR IMPLIED, IN REGARD TO ANY INFORMATION, PRODUCT OR SERVICE FURNISHED UNDER THIS AGREEMENT, INCLUDING WITHOUT LIMITATION, ANY AND ALL IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

11. **Limitation of Liability.** To the extent permitted by law and without waiver of the disclaimer or other limitation of liability in this Agreement, the parties agree that:

- a) Neither party waives any immunity from liability afforded under law;
- b) In regard to any lawsuit or formal adjudication arising out of or relating to this Agreement, neither party shall be liable to the other under any circumstance for special, incidental, consequential, or exemplary damages;
- c) The maximum amount of damages recoverable will be limited to the amount of fees which the Cooperative received as a direct result of the Cooperative Member’s purchase activity, within 12 months of when the lawsuit or action was filed; and
- d) In the event of a lawsuit or formal adjudication the prevailing party will be entitled to recover reasonable attorney’s fees.

Without waiver of the disclaimer or other limitation of liability in this Agreement, the parties further agree to limit the liability of Cooperative and Associates up to the maximum amount each received from or through the Cooperative, as a direct result of the undersigned Cooperative Member’s purchase activity, within 12 months of the filing of any lawsuit or action.

12. **Limitation of Rights.** Except as otherwise expressly provided in this Agreement, nothing in this Agreement is intended to confer upon any person, other than the parties hereto, any benefits, rights, or remedies under or by reason of this Agreement.

13. **Merger/Entirety.** This Agreement, together with the Cooperative’s Bylaws and Organizational Interlocal Agreement, as amended and restated, represents the complete understanding of the Cooperative and Cooperative Member. To the extent there exists any conflict between the terms of this Agreement and that of prior agreements, the terms of this Agreement shall control and take precedence over all prior participation agreements.

14. **Notice.** Any written notice to the Cooperative may be given by email to BuyBoard Administrator at membership@buyboard.com; by U.S. mail, postage prepaid, and delivered to the National Purchasing Cooperative, P.O. Box 400, Austin, Texas 78767-0400; by overnight courier or hand delivery to National Purchasing Cooperative, 12007 Research Blvd., Austin, Texas 78759; or by other mode of delivery typically

used in commerce and accessible to the intended recipient. Notices to Cooperative Member may be given by email to the Cooperative Member's Coordinator or other email address of record provided by the Cooperative Member; by U.S. mail, postage prepaid, and delivered to the Cooperative Member's Coordinator or chief executive officer (e.g., superintendent, city manager, county judge or mayor); or by other mode of delivery typically used in commerce and accessible to the intended recipient.

15. **Severability.** If any portion of this Agreement shall be declared illegal or held unenforceable for any reason, the remaining portions shall continue in full force and effect.

16. **Signatures/Counterparts.** The failure of a party to provide an original, manually executed signature to the other party will not affect the validity, enforceability or binding effect of this Agreement because either party may rely upon an electronic or facsimile signature as if it were an original, including any Cooperative Member signature executed by click and accept or similar electronic signature and acceptance. Furthermore, this Agreement may be executed in several separate counterparts, each of which shall be an original and all of which shall constitute one and the same instrument.

17. **Authority.** By the execution and delivery of this Agreement, the undersigned individual represents that the individual is duly authorized by all requisite administrative action required to enter into and bind the entity that is a party to this Agreement.

[Signature page follows.]



WHEREFORE, the parties, acting through their duly authorized representatives, accept this Agreement.

NATIONAL PURCHASING COOPERATIVE:

By: _____
Dan Troxell, Ph.D.
Assistant Secretary

Date: _____

COOPERATIVE MEMBER:

[Signature required unless accepted as an Amendment by Notice as described in the Agreement.]

(Government Entity Name)

By: _____
Signature of authorized representative of Cooperative Member

Date: _____

Printed name and title of authorized representative

Coordinator for the Cooperative Member is:

Name

Title

Mailing Address

City

State

Zip Code

Telephone

Fax

Email



ONE-STOP SHOP FOR PROCUREMENT

WHAT BUYBOARD® CAN DO FOR YOU

Combining the purchase power of local governments provides members—big and small—the leverage to achieve better pricing on products, equipment, and services they use every day. There is power in numbers, and BuyBoard has delivered the vast economies of scale in purchasing products and services to members since 1998.

VALUE AND CHOICE

With a wide range of contracts available, members will find almost everything needed to support their organization. The BuyBoard philosophy has always been that members know best which products they need, and the choice of vendor is their decision to make.

MEMBER GOVERNED

The Cooperative is governed by an eight-member board of directors representing members from different parts of the country. The board's only function is to govern the Cooperative and award all the contracts directly with no delegation of authority to staff.

EFFICIENCY AND COST SAVINGS

Because the competitive procurement process has been completed, members save time and resources that would have been spent preparing and conducting a formal RFP. Cost savings can be achieved through the competitive price of the product and the reduction of internal administrative time and effort.

COMPLIANCE AND TRANSPARENCY

BuyBoard contracts have already been through a competitive procurement process, saving members the time and cost of preparing RFPs and bids. In many states, a purchasing cooperative enables public entities governed by competitive bidding requirements to take advantage of proposals awarded by a cooperative.

This provides members compliance with local and state procurement requirements and a documented audit trail. Transparency in the procurement process is treated with a high degree of focus and is of paramount importance. All vendors are treated on equal terms and are on the same plane of competition.

REQUEST FOR QUOTES (RFQ) APPLICATION

BuyBoard's RFQ functionality allows members to request pricing on volume needs from multiple vendors. This convenient and efficient process can be finalized in a matter of days, versus weeks or months, for a typical formal bid/proposal.

SUPPORT OF PUBLIC EDUCATION AND LOCAL GOVERNMENTS

BuyBoard was created to support and serve public schools, municipalities, counties, and all types of local government agencies and nonprofits. That support and service is evidenced in the list of organizations that sponsor the BuyBoard and in turn support their respective membership. Purchasing through the BuyBoard means your agency is helping to support the statewide organizations that support you.



Contact David Ricketts to see how the
BuyBoard can help you save money!
david.ricketts@buyboard.com | (913) 424-5758





Frequently Asked Questions

What Illinois laws govern the use of cooperative contracts or 'piggybacking'?

A: Illinois law allows for the use of cooperative contracts as an alternative to a competitive bidding process, § 5 ILCS 220/3 (<https://ilga.gov/legislation/ILCS/ilcs3.asp?ActID=92&ChapterID=2>).

Does the BuyBoard meet the definition of a Public (Lead) Agency in Illinois?

A: Yes. Under Illinois § 5 ILCS 220/3, political subdivisions of states other than Illinois, to the extent authorized by laws of the other states ... The National Purchasing Cooperative (BuyBoard) is a political subdivision created in accordance with Maryland state statutes, MD. Code Ann., State Fin. & Proc. §13-110 (West 2009). Its purpose is to obtain the benefits and efficiencies that can accrue to members of a cooperative, to comply with state bidding requirements, and to identify qualified vendors of commodities, goods and services.

What does it cost to become a BuyBoard member?

A: There is no cost to join or use any of the contracts and is open to all types of local government agencies as well as non-profits. Revenue to operate the BuyBoard comes from a small service fee payable by participating contracted vendors and is generated only when a member makes a purchase.

How do I order products through the BuyBoard?

A: All awarded items, services or catalogs will be posted on the BuyBoard website, so that cooperative members can search for and select items. The steps for making a purchase are listed below:

1. Select an Awarded BuyBoard Vendor
2. Request a Quote per the BuyBoard Contract
3. Issue and send the PO to the Vendor and List Contract Number
4. Email copy of the PO to info@buyboard.com

How do I join and who should I reach out to if I have further questions?

A: Membership is super easy. You can go to the BuyBoard website, click on the National Tab and then "How to Join".

For questions - You can reach out to your BuyBoard contact, David Ricketts (david.ricketts@buyboard.com) at (913) 424-5758 for assistance or questions



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: FAMILY RECREATION CENTER ROOF
REPLACEMENT PHASE 3**

AGENDA No.: 8 D

MEETING DATE: MAY 20, 2024

STAFF REVIEW:

Deputy Director, Bob Johnson:

Handwritten signature of Bob Johnson 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):**

In 2021, the Oak Brook Park District had a roof study conducted at the Family Recreation Center to determine the condition of the roofing systems, and to help develop a plan for maintenance and repair. The District determined that the roofs, all of which were over twenty years old and approaching the end of their useful life, should be replaced in three phases. The first two sections were replaced in 2021, and 2022. In July of 2022, the District solicited bids for phase two, but all bids came in substantially over budget, and all bids were rejected. The District chose to pursue phase two roof replacement by utilizing the TIPS Purchasing Cooperative. Through the cooperative, the District hired Anthony Roofing-Tecta America to complete the project.

The final and largest phase of the roof replacement is budgeted for fiscal year 2024-2025, with an anticipated budget of \$400,000.

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

The district was very satisfied with the quality and workmanship provided by Anthony Roofing-Tecta America, and recommends accepting the proposal from the contractor through the Omnia Partners Purchasing Cooperative, of which the District is already a member. The scope of work is included in the attached proposal. The proposed cost is \$400,000 which includes required performance and payment bonds.

ACTION PROPOSED:

A motion (and a second) to accept the proposal from Anthony Roofing-Tecta America through the TIPS Purchasing Cooperative in the amount of \$400,000, and to approve an agreement between the Oak Brook Park District and Anthony Roofing-Tecta America for a total cost not-to-exceed \$400,000.

DATE: May 9th, 2024

TO: Bob Johnson, Deputy Director
Oak Brook Park District

PROJECT: Oak Brook Park District,
Recreation Center Phase 3
1450 Forest Gate Rd,
Oak Brook, IL 60523



APPROXIMATE SQUARE FEET: Base Bid (33,338 S.F.)

ROOF PREPERATION:

- Provide and install all safety equipment in accordance with OSHA guidelines and Anthony Roofing's internal safety procedures.
- Disable Existing PVC membrane.
- During the time of the project, core cuts will be conducted every 500 SF. If the roof components are found to be in need of repair or replacement, this work will be addressed as an increase change order to the project at the rate prescribed in our proposal.
- Remove existing Sheet metal perimeter metal and flashings.

ROOF INSULATION:

- Provide and install one (1) Layer of 2" polyisocyanurate insulation, mechanically attach per manufacture specifications.

TPO MEMBRANE:

- Provide and install a new 60 mil TPO membrane roof system (Induction welded), including all accessories to comprise a manufacture's approved roof system.

OTHER:

- Provide and install new membrane flashing at walls per manufacture's specifications and design details.
- Provide and install new flashing components for all roof penetrations and curbs as required by the membrane manufacture and installed per manufacture's specifications and standard details.
- Remove and replace existing pipe stands/pads with new pads to accommodate new roof height.
- Provide and install extensions on overflow drainpipe to match existing height over new insulation height.
- Provide and install new Retro fit drain inserts on all Drains.
- Provide and install new Walk pad to match existing walkway layout.

TPO SHEET METAL:

- Provide and install new 24Ga Perimeter Coping.
- Provide and install new 24Ga Counter flashing where existing.
- Provide and install 26Ga Counter flashing at curbs.
- Color to be selected by owner from provided manufacture standard color chart.

EXCLUSIONS:

- Any and all HVAC, electrical (including but not limited to conduits or wiring improperly installed at the underside of the roof deck) and plumbing work not specifically listed above. Roof drain/Plumbing work. Winter conditions. Snow removal. Interior protection. Masonry work. Design. Engineering. Asbestos work. Temporary roofing. EIFS work. Fireproofing. Cold formed steel. Structural steel edges. Bonds, curbs, smoke vents, through-wall flashing, or any sheet metal not part of the roofing or stated above. Vapor barrier on exterior walls. Insulation for exterior walls. Gypsum wall panels.

WARRANTIES:

Manufacturer's 20-year Labor-and-Material warranty and AR's standard 2-year workmanship warranty.

ROOFING BID PRICE:

\$400,000.00

Alternates:

1. Provide and install Overlay at two East Entrance Canopies. 1/2" HD ISO board to be used in Lieu of 2" due to height restrictions.

Total - \$13,000.00
Add to total contract.

SALES TAX:

Excluded

P & P BOND:

Included

ADDITIONAL WORK:

Any additional work required will be priced as follows:

Time and material	-- All pricing per TIPS contract.
Subcontractor	-- All pricing per TIPS contract.

NOTES:

- Due to the instability of asphalt, oil, and other raw material prices, AR can only protect prices for materials shipped within 30 days of this proposal. This proposal is subject to requote due to any material price increases after that time elapses.
- The prices quoted are subject to requote if not accepted within 30 days of this proposal.**

**ANTHONY ROOFING
TECTA AMERICA LLC**

ACCEPTED BY:

By: Corey Fratus

By: Authorized Signature

Date: May 9th, 2024
Illinois License #104.01505

Date: _____



TERMS AND CONDITIONS

1. **Nature of Work.** Anthony Roofing Tecta America LLC ("Contractor") shall furnish the labor and material to perform the work described herein or in the referenced contract documents. Contractor does not provide engineering, consulting, or architectural services. It is the Owner's responsibility to retain a licensed architect or engineer to determine proper design and code compliance. Contractor is not responsible for structural integrity and design, including compliance with codes. If plans, specifications, or other design documents have been furnished to Contractor, Customer warrants that they are sufficient and conform to all applicable laws and building codes. Contractor is not responsible for loss, damage, or expense due to defects in plans or specifications or building code violations unless such damage results from a deviation by Contractor from the contract documents. Customer warrants all structures to be in sound condition capable of withstanding normal roofing construction equipment and operations. Contractor is not responsible for location of roof drains, adequacy of drainage or ponding on the roof.
2. **Work Not Included.** Unless specifically stated on the face of this proposal, no repairs to roof deck, installation of wood strips or cant strips, furnishing and application of sheet metal work or roof drains, repairs or alterations to the building, or other items not stated on the face of this proposal are included in this contract.
3. **Asbestos and Toxic Materials.** This proposal and contract is based upon the work to be performed by Contractor not involving asbestos-containing or toxic materials and that such materials will not be encountered or disturbed during the course of performing the roofing work. Contractor is not responsible for expenses, claims or damages arising out of the presence, disturbance, or removal of asbestos-containing or toxic material. In the event that such materials are encountered, Contractor shall be entitled to reasonable compensation for all additional expenses incurred as a result of the presence of asbestos-containing or toxic materials at the work site.
4. **Insurance.** Contractor shall carry worker's compensation, automobile liability, commercial general liability and such other insurance as required by law. Contractor will furnish a Certificate of Insurance, evidencing the types and amounts of its coverages, upon request. [REDACTED]
5. **Additional Insured.** If Customer requires and Contractor agrees to name Customer or others as an additional insured on Contractor's liability insurance policy, Customer and Contractor agree that the naming of Customer or other parties as an additional insured is intended to apply to claims made against the additional insured to the extent the claim is due to the negligence of Contractor and is not intended to make the Contractor's insurer liable for claims that are due to the fault of the additional insured.
6. **Changes in the Work and Extra Work.** Customer shall be entitled to order changes in the Work and the total contract price adjusted accordingly. Any penetrations through the roofing to be installed by Contractor not shown on the plans provided to Contractor prior to submittal of this proposal shall be considered an order for extra work. Any carpentry work required to replace rotten or missing wood or deteriorated decking shall be done on a labor and material basis as an extra unless specifically included in the Scope of Work section.
7. **Availability of Site.** Contractor shall be provided with direct access to the work site for the passage of trucks and materials and direct access to the roof. Contractor shall not be required to begin work until underlying areas are ready and acceptable to receive Contractor's work and sufficient areas of roof deck are available and free from dirt, snow, ice, water or debris to allow continuous full operation until job completion. The expense of snow, ice, water or debris removal and any extra trips by Contractor to the job as a result of the job not being ready for roof application after Contractor has been notified to proceed will be charged as an extra.
8. **Site Conditions.** Contractor shall not be responsible for additional costs due to the existence of utilities, wet insulation, deteriorated deck or other subsurface or latent conditions that are not disclosed in writing to Contractor. The raising, disconnection, or re-connection of any mechanical equipment on the roof that may be necessary for Contractor to perform the roofing work shall be performed by others or treated as an extra. [REDACTED]
9. [REDACTED]
10. **Fumes and Emissions.** Owner and Contractor acknowledge that asphalt may be heated by Contractor, odors and emissions from roofing products will be released and noise will be generated as part of the roofing operations to be performed by Contractor. Customer shall be responsible for interior air quality, including controlling mechanical equipment, HVAC units, intake vents, wall vents, windows, doors, and other openings to prevent fumes and odors from entering the building. Customer is aware that roofing products emit fumes, vapors, and odors during the application process. [REDACTED]
11. **Back Charges.** No back charges or claims for payment of services rendered or materials and equipment furnished by Customer to Contractor shall be valid unless previously authorized in writing by Contractor and unless written notice is given to Contractor within ten (10) days of the event, act or omission which is the basis of the back charge.
12. **Damages and Delays.** Contractor will not be responsible for damage done to Contractor's work by others. Any repairing of the same by Contractor will be charged at regular scheduled rates over and above the amount of this proposal. Contractor shall not be responsible for loss, damage or delay caused by circumstances beyond its reasonable control, including but not limited to acts of God, weather, accidents, fire, vandalism, strikes, jurisdictional disputes, failure or delay of transportation, shortage of or inability to obtain materials, equipment or labor; changes in the work and delays caused by others. In the event of these occurrences, Contractor's time for performance under this proposal shall be extended for a time sufficient to permit completion of the Work.
13. **Electrical Conduit.** Contractor's price is based upon there not being electrical conduit or other materials embedded within the roof assembly unless expressly identified on the face of this proposal. [REDACTED]
14. **Right to Stop Work.** The failure of Customer to make proper payment to Contractor when due shall entitle Contractor, at its discretion, to suspend all work and shipments, including furnishing warranty, until full payment is made or terminate this contract. The contract sum to be paid Contractor shall be increased by the amount of Contractor's reasonable costs of shut-down, delay and start-up.
15. **Interior Protection.** Customer acknowledges that re-roofing of an existing building may cause disturbance, dust, or debris to fall into the interior and possibly, if hot asphalt or pitch is used, drip page may occur depending upon deck conditions. Customer agrees to remove or protect property directly below the roof in order to minimize potential interior damage. Customer shall notify tenants of re-roofing and the need to provide protection underneath areas being re-roofed. [REDACTED]
16. **Working Hours.** This proposal is based upon the performance of all work under Contractor's regular working hours. Extra charges will be made for overtime and all work performed other than during Contractor's regular working hours, if required by Customer.
17. **Warranty.** Contractor's work will be warranted by Contractor in accordance with its standard warranty, which is made a part of this proposal and contract and incorporated by reference. A copy of Contractor's standard warranty is attached or, if not, will be furnished upon request. [REDACTED]

[REDACTED] A manufacturer's warranty shall be furnished to Customer if a manufacturer's warranty is called for on the face of this proposal. It is expressly agreed that in the event of any defects in the materials furnished pursuant to this contract, Customer shall have recourse only against the manufacturer of such material.
18. **Tolerances.** All materials and work shall be furnished in accordance with normal industry tolerances for color, variation, thickness, and size, weight, amount, finish, and texture and performance standards. Specified quantities are intended to represent an average over the entire roof area.
19. **Mold.** Contractor and Customer are committed to acting promptly so that roof leaks are not a source of potential interior mold growth. Customer will make periodic inspections for signs of water intrusion and act promptly, including notice to Contractor if Customer believes there are roof leaks, to correct the condition. Upon receiving notice, Contractor will make repairs promptly so that water entry through the roofing installed by Contractor is not a source of moisture. [REDACTED]
20. **Material References.** Contractor is not responsible for the actual verification of technical specifications of product manufacturers; i.e., R value or ASTM or UL compliance, but rather the materials used are represented as such by the material manufacturer. [REDACTED]
21. [REDACTED]
22. [REDACTED]

AGREEMENT BETWEEN OWNER AND CONTRACTOR FOR ROOF SERVICES

This Agreement between and Owner and Contractor for Roof Services (the "Agreement") is made as of the ____ day of ____, 2024 by and between the Oak Brook District, an Illinois unit of local government (the "Park District" or the "Owner"), with its principal place of business at 1450 Forest Gate Road, Oak Brook, Illinois 60523 and Tecta America Corp., a Wisconsin corporation ("Contractor") with its principal place of business at 9450 W. Bryn Mawr, Suite 500, Rosemont, Illinois 60018. The Park District and Contractor may hereinafter be referred to together as the "Parties" or individually as a "Party".

- A. Owner desires to employ Contractor to certain roof centers at the Owner's Family Recreation Center (the "Project").
- B. The Parties agree that this Contract is made pursuant to the TIPS Vendor RCSP 220107 for Trades, Labor, and Materials JOC (Part 2) ("TIPS Procurement Contract #22010702").
- C. Contractor agrees to provide the services for the Project based on the following terms and conditions.

1. Labor and Materials. The Contractor shall provide all labor, equipment and materials required to complete the following work: provide the roof services as indicated in Contractor's Proposal dated February 9, 2024 (the "Work"), attached to and incorporated as part of this Agreement as **Exhibit A** ("Contractor's Proposal").

2. Contract Documents. The Contract Documents consist of this Agreement between the Park District and the Contractor, TIPS Procurement Contract #22010702 and all other documents associated with TIPS Procurement Contract #22010702, attached to and incorporated as part of this Agreement by reference ("TIPS Contract"), Contractor's Proposal, Contractor's Certifications, attached to and incorporated as part of this Agreement as **Exhibit B**, Contractor's Performance Bond and Payment Bond, attached to and incorporated as part of this Agreement as **Exhibit C**, and any modifications issued after the execution of this Agreement. All of the terms, conditions and specifications contained in the Contract Documents are incorporated herein. In the event of conflict between the Contract Documents, this Agreement shall control.

By its execution of this Agreement, Contractor acknowledges, agrees, represents, and warrants that Contractor has carefully and thoroughly examined the Contract Documents, and the Contract Documents are full and complete, include all items necessary for the proper execution and completion of the Work, are sufficient to have enabled the Contractor to determine the cost of the Work and the time required for performance of the Work and to enable Contractor to construct the Work indicated therein in accordance with laws, ordinances, codes, regulations and rules applicable to the Work, and otherwise to fulfill all its obligations thereunder, including, but not limited to, Contractor's obligation to construct the Work for an amount not in excess of the Contract Sum on or before the date(s) of Final Completion. The failure or omission of Contractor to obtain, receive or examine the Contract Documents and become knowledgeable with respect to conditions of the Work, or to seek needed clarification from the Park District shall in no way be cause to alter this Agreement or the Contract Sum.

By its execution of this Agreement, Contractor represents and warrants that Contractor has visited the site, become familiar with local conditions under which the Work is to be performed, and correlated personal observations with requirements of the Contract Documents. Before commencing activities, the Contractor shall: a) take field measurements and verify field conditions; b) carefully compare this and other information known to the Contractor with the Contract Documents; and c) promptly report errors, inconsistencies, or omissions discovered to the Park District.

3. Commencement and Completion. The Work for the Contract shall commence on such date as may be agreed upon by the Parties. Contractor shall achieve Final Completion of the Work on or before August 30, 2024. Final Completion means the date the Work has been fully performed, all Work has been completed in accordance with the Contract Documents, including correction of any defective Work, and the Park District has inspected and accepted the completed Work and approved final payment to the Contractor.

4. Performance of Work.

a. Contractor shall perform all Work in a good and workmanlike manner. Contractor shall carry the Work forward regularly, diligently, uninterruptedly and expeditiously at such a rate of progress and with an adequate work force as will ensure the completion of the Work in accordance with the Contract Documents by the Final Completion date. It is expressly understood and agreed by and between Contractor and Park District that the time for completion of the Work is a reasonable time, taking into consideration the average climatic range, usual industrial conditions, and all other conditions and actors prevailing in this locality. Contractor shall promptly notify the Park District immediately in writing: (i) of any information required from the Park District and necessary for Contractor to complete its Work in a timely manner; and (ii) of any Work requested by the Park District or required for the Project that is not included in the scope of Work reflected in the Contract Documents. Contractor shall be solely responsible for means and methods selected in performing the Work. Contractor shall supervise all Work so that it is performed in a safe manner. Contractor shall be solely responsible for the Work of its employees and its subcontractors' and suppliers' employees. Contractor shall keep all documents and information related to the Project confidential and, except as required by law, shall not disclose such documents or information to any person or other party except the employees of Contractor and its subcontractors who need such documents or information to perform the Work and complete the Project.

b. Contractor shall confine all equipment, the storage of materials and the operations of its workers, to limits indicated by law, ordinances, permits, or directions of the Park District and shall not unreasonably encumber the Project site with such materials. The Project site shall not be utilized for the storage of vehicles, materials, equipment, or fixtures not intended for the Work to be performed.

c. Contractor shall notify all utility companies, public and private, as necessary in advance of commencing performance of the Work. The responsibility for moving water lines, gas lines, wire lines, service connections, water and gas meter boxes, water and gas valve boxes, light standards, cable ways, signals and all other utility appurtenances which are within the limits of the proposed construction will be assumed by the Contractor, at no additional compensation. The Contractor shall verify the location of all utilities prior to the start of construction and shall be responsible for the preservation of existing utility installation and the cost of providing precautionary supports, braces, or other equipment to insure against damage to said utility installation. The cost to repair and replace any new or existing utilities damaged will be paid for by the Contractor.

d. If Contractor uncovers or discovers any concealed condition differing materially from conditions depicted in the Contract Documents or differing from conditions reasonably anticipated or inherent in the Work, Contractor shall immediately stop the Work and notify the Park District of the condition in writing. The Park District shall then issue written directions. Contractor shall not proceed with the Work until the Park District has issued written directions. The contract time and Contract Sum shall be equitably adjusted if necessitated by such directions of the Park District.

5. Contract Sum. The Park District agrees to pay Contractor for the proper and timely performance of the Work in strict accordance with the Contract Documents the following amount: Four Hundred Thousand and 00/100 Dollars (\$400,000.00) (the "Contract Sum").

6. Payment. Payment of the Contract Sum shall be made by the Park District to the Contractor in accordance with the Local Government Prompt Payment Act, 50 ILCS 505/1 *et seq.* Progress payments will be made upon the Park District's receipt of an invoice itemizing the Work properly performed, as determined by the Park District, for the period covered by the invoice, and delivery of lien waivers and sworn statements in accordance with Section 7 below. Progress payments shall be made as a percentage of the Contract Sum which is equal to the percentage of completion of the Work, less retention of ten percent (10%) until fifty percent (50%) completion of the Work. Upon 50% completion of the Work, the Park District will reduce the retainage to five percent (5%). For each progress payment made after 50% completion of the Work, the Park District may withhold five percent (5%) retainage from the payment otherwise due.

Final payment shall not become due until Contractor has fully performed the Work in accordance with the Contract Documents, including but not limited to correction of any defective Work, delivery of all warranties, and delivery of all final lien waivers and sworn statements in accordance with Section 7 below. Acceptance of final payment by the Contractor, a subcontractor or material supplier shall constitute a waiver of claims by that payee except those previously made in writing and identified by that payee as unsettled at the time of the application for final payment. Final payment by the Park District shall not relieve Contractor of the responsibility for the correction of any and all defects in the Work performed. Contractor shall correct all defects as notified for the applicable warranty period after final payment.

Contractor shall require all subcontractors to comply with the retainage limits as set forth in the Public Construction Bond Act, 30 ILCS 550/1 *et seq.* when issuing payment.

7. Waiver of Liens. Prior to the payment of the Work, Contractor shall provide: a) for any payment other than final payment for the Work, a partial waiver of lien from Contractor and each sub-supplier and subcontractor reflecting any partial payouts, and for final payment, a final waiver of lien from Contractor and each sub-supplier and sub-contractor for the full amount of each subcontract for the Work, showing all materials and labor have been paid in full; and b) sworn affidavit, in triplicate, containing such information and in such form to comply with the Illinois Mechanics Lien Act (770 ILCS 60/23), showing in detail the sources of all labor and materials used in the Work, including the names and addresses of sub-suppliers and subcontractors and showing amounts paid for each.

Contractor for itself and for all its sub-suppliers and subcontractors, agrees that no mechanic's lien or other claim shall be filed or maintained by Contractor or by any sub-supplier, subcontractor, laborer or any other person, whatsoever, against the Park District's funds for or on account of any Work furnished under this Agreement. If at any time a mechanic's lien or other claim shall be filed, then Contractor shall promptly discharge, remove or otherwise dispose of such lien and, in the event Contractor fails to do, the Park District shall have the right to retain, out of any payment due or thereafter to become due to Contractor, an amount sufficient to completely indemnify the Park District against such lien or claim, including any reasonable attorneys' fees that have been or may be incurred by the Park District. If a lien remains unsatisfied after final payment is made, Contractor shall indemnify the Park District for all costs, expenses, and attorneys' fees incurred in the resolution of such lien.

Contractor warrants that title to all Work covered by an application for payment will pass to the Park District no later than the time of payment. Contractor further warrants that upon submittal of an application for payment all Work for which payments have been received from the Owner shall, to the best of the Contractor's knowledge, information, and belief, be free and clear of liens, claims, security interests, or encumbrances, in favor of the Contractor, subcontractors, suppliers, or other persons or entities that provided labor, materials, and equipment relating to the Work.

8. Changes in the Work.

a. By appropriate modification, changes in the Work may be accomplished after execution of the Agreement. The Park District may order changes in the Work within the general scope of the Agreement consisting of additions, deletions, or other revisions, with the Contract Sum and contract time being adjusted accordingly. Such changes in the Work shall be authorized by written change order signed by the Park District and Contractor ("Change Order"). Upon issuance of the Change Order, the Contractor shall proceed promptly with such changes in the Work, unless otherwise provided in the Change Order. Contractor shall be solely responsible for the cost of additional work and materials under any Change Order resulting from Contractor's negligent act or omission or failure to perform the Work in accordance with the Contract Documents.

b. No change in the Work, whether by way of alteration or addition to the Work, shall be the basis of an addition to the Contract Sum or change in the contract time unless and until such alteration or addition has been authorized by a Change Order executed and issued in accordance with and in strict compliance with the requirements of the Contract Documents and applicable law. In the event Contractor has a claim for an increase in the Contract Sum or time to complete the Work, Contractor shall provide written notice to the Park District before proceeding to execute the Work. Contractor shall not perform such Work associated with the claim until approved by written Change Order by the Park District. Accordingly, no course of conduct or dealing between the Parties, nor any express or implied acceptance of alterations or additions to the Work and no claim that the Park District has been unjustly enriched shall be the basis of any claim to an increase in the Contract Sum or change in the contract time.

c. No Change Order shall be approved or paid unless preceded by a written direction for the Change Order is provided by the Park District. This requirement cannot be waived by conduct, custom, or practice with respect to this Project or other projects. There shall be no implied or constructive change orders.

d. Adjustments to the Contract Sum for changes in the Work other than changes in the Work involving items for which unit prices were requested by Park District and provided in Contractor's Proposal, shall be made in accordance with the TIPS Contract.

9. Progress Meetings and Coordination. On a weekly basis until Final Completion, or as otherwise agreed by the Parties, the Park District and Contractor shall participate in weekly progress meetings as applicable and necessary. The Contractor shall require its subcontractors and suppliers to be present at such meetings as appropriate based on the status of ongoing and scheduled Work. The Contractor shall report on the status of the Work, and the Parties shall discuss and attempt to resolve all requests for information, submittals, Change Order requests, and all other open items then pending.

10. Correction of the Work. The Contractor shall promptly correct Work rejected by the Park District or failing to conform to the requirements of the Contract Documents, whether or not fabricated, installed or completed.

Costs of correcting such rejected Work, including additional testing and inspections, the cost of uncovering and replacement, the cost of repairing or replacing all adjacent work not necessarily provided by the Contractor, but damaged as a result of such defect or non-conformity or as a result of remedying them, and compensation for an architectural or engineering services and expenses made necessary thereby, shall be at the Contractor's expense. Contractor shall, within a reasonable time under the circumstances, after receipt of written notice thereof, correct, repair, replace and otherwise make good any defects or non-conformity in the Work. If the Contractor fails to correct nonconforming Work within a reasonable time, the Park District may correct it in accordance with Section 11.

11. Owner's Right to Correct the Work. If Contractor defaults or neglects to carry out the Work in accordance with this Agreement and fails within a seven (7) day period after receipt of written notice from the Park District to commence and continue correction of such default or neglect with diligence and promptness, the Park District may, without prejudice to other remedies the Park District may have, correct such deficiencies. In such case, the Park District shall deduct from payments then or thereafter due Contractor the cost of correcting such deficiencies, including compensation to the Park District for any and all expenses related thereto. If payments then or thereafter due Contractor are not sufficient to cover such amounts, Contractor shall pay the difference to the Park District.

The rights and remedies of the Park District stated in this Agreement shall be in addition to and not in limitation of, any other rights of the Park District granted at law or in equity.

12. Delays. In the event the Work is delayed due to a cause beyond the reasonable control of Contractor, including strikes, labor disputes, lockouts, fire, shortages of labor or material, inclemency of weather, accidents, casualties, pandemic outbreaks, or government orders, Contractor shall not be liable for any damages caused by such delays, shortages, or disruptions and, provided that Contractor is in compliance with all other relevant provisions of this Agreement, the contract time shall be extended for such reasonable time as the Park District may determine; provided, however, that such extension of contract time shall be net of any delays caused by or due to the fault or negligence of Contractor or which are otherwise the responsibility of Contractor and shall also be net of any contingency or "float" time allowance included in Contractor's construction schedule. Contractor shall, in the event of any occurrence likely to cause a delay, cooperate in good faith with the Park District to minimize and mitigate the impact of any such occurrence and do all things reasonable under the circumstances to achieve this goal. Any such extension of contract time pursuant to this section shall be reduced to a Change Order. Extension of contract time pursuant to this section shall be the Contractor's sole and exclusive remedy for delay.

13. Warranties. Contractor warrants to the Park District that materials and equipment furnished under the Agreement will be of the best quality and new, that the Work will be free from defects and deficiencies, and that the Work will conform to the requirements of the Contract Documents. Work not conforming to these requirements, including substitutions not properly approved and authorized, may be considered defective. Contractor shall promptly correct any defective Work. Payment by the Park District for any Work later determined to be defective shall not relieve Contractor of its obligation to correct defective Work.

All warranties shall include labor and materials and shall be signed by the manufacturer or subcontractor as the case may be and countersigned by Contractor. All warranties shall be addressed to the Park District and delivered to the Park District. All warranties shall become effective on the Final Completion of the Work and shall run as follows: a) the warranty for labor shall run for a two (2) year period in accordance with Contractor's Proposal;

and b) the warranty for the roof and its components shall run for twenty (20) years in accordance with Contractor's Proposal. Where warranties overlap, the more stringent requirement shall govern. Contractor shall promptly repair and replace, as determined by Owner, any defects or deficiencies at no charge to Owner during any warranty period.

14. Cleaning Up. The Contractor shall keep the Project site and surrounding area free from accumulation of waste materials or rubbish caused by operations under the Agreement. At completion of each site visit, the Contractor shall remove from and about the site waste materials, rubbish, the Contractor's tools, equipment, machinery and surplus materials. If the Contractor fails to clean up as provided herein, the Park District may do so and the cost thereof shall be charged to the Contractor.

15. Safety of Persons and Property.

- a. The Contractor shall take reasonable precautions for the health and safety of, and shall provide reasonable protection to prevent damage, injury or loss to:
 - (i). employees engaged in the Work, Park District employees and patrons and other persons who may be affected thereby; and
 - (ii). the Work and materials and equipment to be incorporated therein, whether in storage on or off the site, under care, custody or control of the Contractor or the Contractor's subcontractors or sub-subcontractors.
- b. The Contractor shall comply with and give notices required by applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities bearing on safety of persons or property or their protection from damage, injury or loss.
- c. The Contractor shall promptly remedy damage and loss to Park District property, or any property adjacent to Park District Property, caused in whole or in part by the Contractor, a subcontractor, a sub-subcontractor, or anyone directly or indirectly employed by any of them, or by anyone for whose acts they may be liable and for which the Contractor is responsible. The Park District reserves the right to restore any such property and deduct from payments then or thereafter due Contractor the cost of restoring such property, including compensation to the Park District for any and all expenses related thereto. If payments then or thereafter due Contractor are not sufficient to cover such amounts, Contractor shall pay the difference to the Park District.

16. Insurance.

- a. The Contractor shall acquire and keep in force the following insurance coverage:
 - (1) **Commercial General and Umbrella Liability Insurance.** Contractor shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$2,000,000 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 01 04 13, or a substitute form providing equivalent coverage, and shall cover liability arising from premises, operations, independent contractors, smoke and fire, 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 Park District, its elected and appointed officials, employees and agents shall be included as an additional insured under the CGL, using ISO additional insured endorsement CG 20 10 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 the Park District. Any insurance or self-insurance maintained by the Park District shall be excess of the Contractor's insurance and shall not contribute with it.

There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability arising from smoke, fire, pollution, explosion, collapse, or underground property damage.

If the Contractor maintains higher limits than the minimums shown above, the Park District requires and shall be entitled to coverage for the higher limits maintained by the Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the Park District.

(2) Continuing Completed Operations Liability Insurance. Contractor shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella liability insurance with a limit of not less than \$2,000,000 each occurrence for at least three years following completion of the Work. Continuing CGL insurance shall be written on ISO occurrence form CG 00 01 04 13, or substitute form providing equivalent coverage, and shall, at minimum, cover liability arising from products-completed operations and liability assumed under an insured contract. Continuing CGL insurance shall have a products-completed operations aggregate of at least two times its each occurrence limit. Continuing commercial umbrella coverage, if any, shall include liability coverage for damage to the insured's completed work equivalent to that provided under ISO form CG 00 01.

(3) 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.

(4) Workers Compensation Insurance. Contractor shall maintain workers compensation as required by statute 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.

If the Park District has not been included as an insured under the CGL using ISO additional insured endorsement CG 20 10 under the Commercial General and Umbrella Liability Insurance required in this Agreement, the Contractor shall waive subrogation and all other rights against the Park District and its officers, officials, employees, and agents for recovery of damages arising out of or incident to the Contractor's work.

(5) General Insurance Provisions

(a). Evidence of Insurance. Prior to beginning Work, Contractor shall furnish to the Park 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 Park District prior to the cancellation or material change of any insurance referred to therein. Written notice to the Park District shall be by certified mail, return receipt requested.

Failure of the Park District to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of the Park District to identify a deficiency from evidence that is provided shall not be construed as a waiver of Contractor's obligation to maintain such insurance. The Park District shall have the right, but not the obligation, of prohibiting Contractor or any subcontractor from beginning the Work until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by the Park District

Failure to maintain the required insurance may result in termination of this Agreement at the Park District's option. Contractor shall provide certified copies of all insurance policies required above within 10 days of the Park District's written request for said copies.

(b). Acceptability of Insurers. For insurance companies which obtain a rating from A.M. Best, that rating should be no less than A VII using 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 Park District has the right to reject insurance written by an insurer it deems unacceptable.

(c). Cross-Liability Coverage. If Contractor's liability policies do not contain the standard ISO separation of insureds provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.

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

(e). Subcontractors. Contractor shall cause each subcontractor employed by Contractor to purchase and maintain insurance of the type specified above. When requested by the Park District, Contractor shall furnish copies of certificates of insurance evidencing coverage for each subcontractor.

b. The Park District shall purchase and maintain property insurance on a course of construction policy form and shall insure against the perils of fire and extended coverage and physical loss or damage including, without duplication of coverage, theft, vandalism, malicious mischief, collapse, false work, windstorm, testing and start-up, temporary buildings and debris removal, including demolition. This property insurance shall cover portions of the Work stored off the site and paid for by the Park District after written approval of the Park District at the value established in the approval, and also portions of the Work in transit and paid for by the Park District. The Park District shall not be required to provide coverage for other perils.

Property insurance provided by the Park District shall not cover Contractor's, subcontractor's or sub-subcontractor's liability or any tools, apparatus, machinery, scaffolding, hoists, forms, staging, shoring or other similar items commonly referred to as construction equipment, which may be on the site and the capital value of which is not included in the Work. Contractor shall make its own arrangements for any insurance it may require on such construction equipment.

Contractor agrees that any obligation the Park District has to purchase property insurance shall be satisfied by the Park District's membership in a self-insured risk management agency or pool. Contractor further agrees that it will only have rights allowable to it under any coverage provided through the Park District's membership in a self-insured risk management agency or pool.

17. Indemnification and Hold Harmless. To the fullest extent permitted by law, Contractor shall indemnify, defend and hold harmless the Park District and its officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses including but not limited to legal fees (attorney's and paralegals' fees and court costs), arising out of or resulting from the performance of Contractor's performance of the Work, provided that any such claim, damage, loss or expense (i) is attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property, other than the work itself, including the loss of use resulting there from and (ii) is caused in whole or in part by any wrongful or negligent act or omission of Contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Paragraph. Contractor shall similarly protect, indemnify, defend and hold and save harmless the Park District, its officers, officials, employees, volunteers and agents against and from any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of Contractor's breach of any of its obligations under, or Contractor's default of, any provision of this Agreement.

Nothing contained herein shall be construed as prohibiting the Park 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 Park District's participation in its defense shall not remove the Contractor's duty to indemnify, defend and hold the Park District harmless as set forth herein.

The indemnification required hereunder shall not be limited by reason of the enumeration of insurance coverage herein provided. Contractor's indemnification of the Park District shall survive the termination or expiration of the Agreement.

18. Performance, Payment and Maintenance Bonds.

a. Contractor shall deposit with the Park District before commencing any work an *AIA A312-2010 Performance Bond and Payment Bond*, or an approved substitute, for 110% of the Contract Sum, guaranteeing the faithful performance of the Work, the payment of all indebtedness incurred for labor and materials, payment of the prevailing wage, and guarantee correction of Work. The surety must be approved by the Park District and be licensed to conduct business in the State of Illinois and be named in the current list of "Surety Companies Acceptable on Federal Bonds" as published in the Federal Register by the Audit Staff Bureau of Accounts, U.S. Treasury. The payment and performance bonds shall strictly comply with the Public Construction Bond Act, 30 ILCS 550/0.01, *et seq.* and this section. Contractor and all subcontractors shall name the Park District as an obligee on all bonds.

b. Whenever Contractor shall be and is declared by the Park District to be in default under the Agreement, the surety and the Contractor are each responsible to make full payment to the Park District for any and all extra work incurred by the Park District as a result of the Contractor's default and to pay to the Park District all attorneys' fees and court costs incurred by the Park District as a result of the Contractor's default, and in protecting the Park District's rights under the Contract Documents to remedy the Contractor's default.

19. Termination.

a. The Park District may, at any time, terminate the Agreement in whole or in part for the Park District's convenience and without cause. Termination by the Park District under this section shall be by a notice of termination delivered to the Contractor specifying the extent of the termination and the effective date. Upon receipt of a notice of termination, the Contractor shall immediately, in accordance with instructions from the Park District: (1) cease operation as specified in the notice; (2) place no further orders; (3) enter into no further subcontracts for materials, labors, services or facilities except as necessary to complete continued portions of the Work; (4) terminate all subcontracts and orders to the extent they relate to the Work terminated; (5) proceed to complete the performance of Work not terminated; and, (6) take actions that may be necessary or that the Park District may direct, for the protection and preservation of the terminated Work. The Contractor shall recover payment for approved and properly performed Work completed prior to the effective date of termination.

b. The Park District may terminate the Agreement, in whole or in part, for cause if Contractor fails to provide the Work as required in the Contract Documents, or otherwise breaches or defaults under any provision of this Agreement and does not remedy such failure, breach or default within seven (7) days after demand from the Park District to take corrective action, or in the event of repeated or multiple failures or defaults by Contractor, the Park District may immediately terminate this Agreement and enter into an agreement with another contractor or contractors to provide the Work. In such event: (1) the Park District shall not pay Contractor for any portion of the Work not completed in accordance with the Contract Documents; (2) the Park District shall deduct from payments due to the Contractor the cost of correcting any deficiencies in accordance with Section 11 of this Agreement; and (3) Contractor shall be liable to the Park District for the increased cost to the Park District of obtaining services from the substitute contractor(s).

c. Upon termination of this Agreement for any reason as provided herein: (1) Contractor shall not be entitled to damages or lost profits; and (2) except as otherwise provided herein, the rights and obligations of the Parties shall cease automatically except for the rights and obligations of the Parties accruing but unsatisfied prior to termination.

20. Compliance with Laws and Permits. 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. Contractor's Compliance and Certification Attachment is attached to and incorporated as **Exhibit B** to this Agreement.

The Work of this Project is subject to the Illinois *Prevailing Wage Act*, 820 ILCS 130/0.01 *et seq.* A prevailing wage determination has been made by the Illinois Department of Labor for public works projects in DuPage County. The Contract entered into for the Work will be drawn in compliance with said law and proposals should be prepared accordingly and provide for payment of all laborers, workmen, and mechanics needed to perform the Work at no less than the prevailing rate of wages (or the prevailing rate for legal holiday and overtime work) for each craft, type of worker, or mechanic.

21. Choice of Law and Venue. This Agreement is governed by the laws of the State of Illinois. Any suit or action arising under this Agreement shall be commenced in the Circuit Court of DuPage County, Illinois, the prevailing party shall be entitled to an award of reasonable attorneys' fees and costs of litigation. Contractor acknowledges that each provision of this Agreement is important and material to the business and success of the Park District, and agrees that any breach of any provision of this Agreement is a material breach of the Agreement and may be cause for immediate termination of this Agreement. In the event of a breach, Contractor shall also pay to the Park District all damages (including, but not limited to, compensatory, incidental, consequential, and punitive), which arise from the breach, together with interest, costs, and the Park District's reasonable attorneys' fees.

22. No Liability. The Park District is not responsible or liable for any injury, damages, loss or costs sustained or incurred by any person including, without limitation Contractor's employees, or for any damage to, destruction, theft or misappropriation of any property, relating in any way, directly or indirectly, to Contractor's Work and obligations under this Agreement. The Park District is not liable for acts or omissions of Contractor or any of Contractor's employees, subcontractor's, agents or other persons purporting to act at the direction or request, on behalf, or with the implied or actual consent, of Contractor.

23. No Third Party Beneficiary. This Agreement is entered into solely for the benefit of the contracting Parties, and nothing in this Agreement is intended, either expressly or impliedly, to provide any right or benefit of any kind whatsoever to any person and/or entity who is not a party to this Agreement or to acknowledge, establish or impose any legal duty to any third party. Nothing herein shall be construed as an express and/or implied waiver of any common law and/or statutory immunities, defenses and/or privileges of the Park District and/or Contractor, and/or any of their respective officials, officers and/or employees.

24. No Waiver. Waiver of any of the terms of this Agreement shall not be valid unless it is in writing and signed by all Parties. The failure of claimant to enforce the provisions of this Agreement or require performance by opponent of any of the provisions, shall not be construed as a waiver of such provisions or affect the right of claimant to thereafter enforce the provisions of this Agreement. Waiver of any breach of this Agreement shall not be held to be a waiver of any other or subsequent breach of the Agreement.

25. Independent Contractor. Contractor acknowledges that it is an independent contractor; that it alone retains control of the manner of conducting its activities in furtherance of this Agreement; that it, as well as any persons

or agents as it may employ, are not employees of the Park District; and that neither this Agreement, nor the administration thereof, shall operate to render or deem either Party hereto the agent or employee of the other.

26. Non-Assignment. This Agreement is non-assignable in whole or in part by the Contractor, and any assignment shall be void without prior written consent of the Park District.

27. Subcontracts. Any subcontract that Contractor enters into for the Work shall be in writing and shall specifically provide that the Park District is an intended third-party beneficiary of such subcontract and that the Park District shall have the right to enforce the subcontractor's obligations thereunder after the occurrence of a default under the Agreement by the Contractor. By appropriate written agreement, the Contractor shall require each subcontractor, to the extent of the Work to be performed by the subcontractor, to be bound to the Contractor by the terms of the Contract Documents, and to assume toward the Contractor all the obligations and responsibilities which the Contractor, by the Contract Documents, assumes toward the Park District.

28. Notices. Notices shall be deemed properly given hereunder if in writing and either hand delivered or sent by United States certified mail, return receipt requested, postage prepaid, or by email transmission with the sending Party retaining confirmation of receipt, to the Parties at their respective addresses provided below, or as either Party may otherwise direct in writing to the other Party from time to time:

If to the Park District:	Oak Brook Park District Attn: Bob Johnson 1450 Forest Gate Road Oak Brook, IL 60523 Email: bjohnson@obparks.org
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If to Contractor:

Notices personally delivered shall be deemed given on the date of delivery, notices sent by certified mail shall be deemed delivered the second business day following deposit in the mail, and notices sent by email transmission shall be deemed given on the date of transmission if sent on or before 5:00 PM on a business day, or, if later, the next business day.

29. Entire Agreement; No Amendment. This Agreement contains the entire agreement between the Parties, and no statement, promise or inducement made by either Party to the agency of either Party that is not contained in this written Agreement shall be valid or binding. No modification of this Agreement shall be effective unless in writing and dated subsequent to the date of this Agreement and signed by an authorized representative of each Party.

30. Headings. The headings for each paragraph of this Agreement are for convenience and reference purposes only and in no way define, limit or describe the scope or intent of said paragraphs or of this Agreement nor in any way affect this Agreement.

31. Severability. The invalidity of any section, paragraph or subparagraph of this Agreement shall not impair the validity of any other section, paragraph or subparagraph. If any provision of this Agreement is determined to be unenforceable, such provision shall be deemed severable and the Agreement may be enforced with such provision severed or as modified by such court.

IN WITNESS WHEREOF, each of the undersigned has caused this Agreement to be executed by a duly authorized official thereof effective as of date written above.

OAK BROOK PARK DISTRICT

TECTA AMERICA CORP.

By:

By:

Sharon Knitter
President, Board of Park Commissioners

Attest:

Its:

Laure Kosey
Secretary, Board of Park Commissioners

EXHIBIT B
CONTRACTOR COMPLIANCE AND CERTIFICATIONS ATTACHMENT

Note: The following certifications form an integral part of the Agreement between the Oak Brook Park District (the "Owner") and Tecta America Corp. (the "Contractor"). Breach by Contractor of any of the certifications may result in immediate termination of the Contractor's services by Owner.

THE UNDERSIGNED CONTRACTOR HEREBY ACKNOWLEDGES, CERTIFIES, AFFIRMS AND AGREES AS FOLLOWS:

- A. Contractor has carefully read and understands the contents, purpose and legal effect of this document as stated above and hereafter in this document. The certifications contained herein are true, complete and correct in all respects.
- B. Contractor shall abide by and comply with, and in contracts which it has with all persons providing any of the services or Work on this Project on its behalf shall require compliance with, all applicable Federal, State and local laws and rules and regulations including without limitation those relating to 1) fair employment practices, affirmative action and prohibiting discrimination in employment; 2) workers' compensation; 3) workplace safety; 4) wages and claims of laborers, mechanics and other workers, agents, or servants in any manner employed in connection with contracts involving public funds or the development or construction of public works, buildings or facilities; and 5) steel products procurement.
- C. All contracts for this Project are subject to the provisions of the Illinois Prevailing Wage Act (820 ILCS 130/0.01 *et seq.*), providing for the payment of the prevailing rate of wage to all laborers, workmen and mechanics engaged in the Work. Contractor shall pay prevailing rates of wages in accordance with the Illinois Department of Labor's wage determination and any subsequent determinations issued by the Illinois Department of Labor, all in accordance with applicable law. These revisions may be accessed by computer at <http://labor.illinois.gov/>. Contractor is responsible for determining the applicable prevailing wage rates at the time of bid submission and at the time of performance of the Work. Failure of Contractor to make such determination shall not relieve it of its obligations in accordance with the Contract Documents. Contractor shall also comply with all other requirements of the Act including without limitation those pertaining to inclusion of required language in subcontracts, job site posting, maintenance and submission of certified payroll records and inspection of records. Contractor is not barred from entering into public contracts under Section 11a of the Illinois Prevailing Wage Act due to its having been found to have disregarded its obligations under the Act.
- D. To the best of Contractor's knowledge, no officer or employee of Contractor has been convicted of bribery or attempting to bribe an officer or employee of the State of Illinois, or any unit of local government, nor has any officer or employee made an admission of guilt of such conduct which is a matter of record.
- E. Contractor is not barred from bidding on or entering into public contracts due to having been convicted of bid-rigging or bid rotating under paragraphs 33E-3 or 33E-4 of the Illinois Criminal Code. Contractor also certifies that no officers or employees of the Contractor have been so convicted and that Contractor is not the successor company or a new company created by the officers or owners of one so convicted. Contractor further certifies that any such conviction occurring after the date of this certification will be reported to the Owner, immediately in writing, if it occurs during the bidding process, or otherwise prior to entering into the Contract therewith.
- F. Pursuant to the Illinois Human Rights Act (775 ILCS 5/2-105), Contractor has a written sexual harassment policy that includes, at a minimum, the following information: (i) a statement on the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment utilizing examples; (iv) the Contractor's internal complaint process including penalties; (v) the legal

recourse, investigative and complaint process available through the Illinois Department of Human Rights and the Human Rights Commission and directions on how to contact both; and (vi) protection against retaliation as provided by Section 6-101 of the Illinois Human Rights Act. Contractor further certifies that such policy shall remain in full force and effect. A copy of the policy shall be provided to the Illinois Department of Human Rights upon request.

- G. (i) Contractor's bid proposal was made without any connection or common interest in the profits anticipated to be derived from the Contract by Contractor with any other persons submitting any bid or proposal for the Contract; (ii) the Contract terms are in all respects fair and the Contract will be entered into by Contractor without collusion or fraud; (iii) no official, officer or employee of the Owner has any direct or indirect financial interest in Contractor's bid proposal or in Contractor, (iv) the Contractor has not directly or indirectly provided, and shall not directly or indirectly provide, funds or other consideration to any person or entity (including, but not limited to, the Owner and the Owner's employees and agents), to procure improperly special or unusual treatment with respect to this Agreement or for the purpose of otherwise improperly influencing the relationship between the Owner and the Contractor. Additionally, the Contractor shall cause all of its officers, directors, employees, (as the case may be) to comply with the restrictions contained in the preceding sentence.
- H. Contractor knows and understands the Equal Employment Opportunity Clause administered by the Illinois Department of Human Rights, which is incorporated herein by this reference, and agrees to comply with the provisions thereof. Contractor further certifies that Contractor is an "equal opportunity employer" as defined by Section 2000 (e) of Chapter 21, Title 42 of the United States Code Annotated and Executive Orders #11246 and #11375 as amended, which are incorporated herein by this reference.
- I. Neither Contractor nor any substantially owned affiliated company is participating or shall participate in an international boycott in violation of the provisions of the U.S. Export Administration Act of 1979 or the regulations of the U.S. Department of Commerce promulgated under that Act.
- J. Contractor is not barred from contracting with the Owner because of any delinquency in the payment of any tax administered by the Illinois Department of Revenue, unless it is being contested. Contractor further certifies that it understands that making a false statement regarding delinquency in taxes is a Class A misdemeanor and, in addition, voids the Contract and allows the Owner, a municipal entity, to recover in a civil action all amounts paid to the Contractor.
- K. If Contractor has 25 or more employees at the time of letting of the Contract, Contractor knows, understands and acknowledges its obligations under the Illinois Drug Free Workplace Act (30 ILCS 580/1 *et seq.*) and certifies that it will provide a drug-free workplace by taking the actions required under, and otherwise implementing on a continuing basis, Section 3 of the Drug Free Workplace Act. Contractor further certifies that it has not been debarred and is not ineligible for award of this Contract as the result of a violation of the Illinois Drug Free Workplace Act.
- L. Contractor knows, understands and acknowledges its obligations under the Substance Abuse Prevention on Public Works Act, 820 ILCS 265/1 *et seq.* A true and complete copy of Contractor's Substance Abuse Prevention Program Certification is attached to and made a part of this Contractor Compliance and Certification Attachment.
- M. The Contractor shall comply with the requirements and provisions of the Freedom of Information Act (5 ILCS 140/1 *et seq.*) and, upon request of the Oak Brook Park District's designated Freedom of Information Act Officer (FOIA Officer), Contractor shall within two (2) business days of said request, turn over to the FOIA Officer any record in the possession of the Contractor that is deemed a public record under FOIA.

CONTRACTOR

By: _____
Its: _____

STATE OF _____)
)ss
COUNTY OF _____)

I, the undersigned, a notary public in and for the State and County, aforesaid, hereby certify that _____ appeared before me this day and, being first duly sworn on oath, acknowledged that he/she executed the foregoing instrument as his/her free act and deed and as the act and deed of the Contractor.

Dated: _____

(Notary Public)

(SEAL)

SUBSTANCE ABUSE PREVENTION PROGRAM CERTIFICATION

The Substance Abuse Prevention on Public Works Projects Act, 820 ILCS 265/1 et seq., ("Act") prohibits any employee of the Contractor or any Subcontractor on a public works project to use, possess or be under the influence of a drug or alcohol, as those terms are defined in the Act, while performing work on the project. The Contractor/Subcontractor **[circle one]**, by its undersigned representative, hereby certifies and represents to the Oak Brook Park District that **[Contractor/Subcontractor must complete either Part A or Part B below]**:

A. The Contractor/Subcontractor **[circle one]** has in place for all of its employees not covered by a collective bargaining agreement that deals with the subject of the Act a written substance abuse prevention program, a true and correct copy of which is attached to this certification, which meets or exceeds the requirements of the Substance Abuse Prevention on Public Works Act, 820 ILCS 265/1 et seq. **[Contractor/Subcontractor must attach a copy of its substance abuse prevention program to this Certification.]**

Name of Contractor/Subcontractor (print or type)

Name and Title of Authorized Representative (print or type)

Signature of Authorized Representative

Dated:

B. The Contractor/Subcontractor **[circle one]** has one or more collective bargaining agreements in effect for all of its employees that deal with the subject matter of the Substance Abuse Prevention on Public Works Projects Act, 820 ILCS 265/1 et seq.

Name of Contractor/Subcontractor (print or type)

Name and Title of Authorized Representative (print or type)

Signature of Authorized Representative

Dated:



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: IPRA ENVIRONMENTAL REPORT CARD FOR OAK BROOK PARK DISTRICT

AGENDA NO.: 8 E

MEETING DATE: MAY 20, 2024

STAFF REVIEW:

Deputy Director, Bob Johnson:

RECOMMENDED FOR BOARD ACTION:

Executive Director, Laure Kosey:

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

As part of the Oak Brook Park District's commitment to environmental stewardship as outlined in the Mission, Vision, and Core Values, the District evaluates the policies and procedures of the organization which are focused on sustainability using the Illinois Park and Recreation Association's (IPRA) Environmental Report Card. Completing the report card is also a requirement for maintaining the district's Illinois Distinguished Agency Accreditation.

As IPRA points out, "as park agencies, we often are the first responders of sustainability, managing green space and natural areas within our communities. Managing these resources and greening our operations is important to ensure we are good stewards of the environment."

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

The current report card is attached for review.

ACTION PROPOSED:

A motion (and a second) to approve the IPRA Environmental Report Card.

Environmental Report Card II

For Park & Recreation Agencies

INSTRUCTIONS: This is a self-evaluative tool. Please look over each category and determine who within the agency would best be able to answer the questions related to that category. Some questions are repeated in different sections. All questions require a simple "YES" or "NO" response. All "YES" responses receive 1 point, unless indicated at the end of the question. A "NO" response receives no points on that question. A "N/A" response receives no points on that question and does not affect your total points because the question does not pertain to your agency or its practices (i.e. Special Recreation Associations filling out the evaluative report card).

GENERAL		YES	NO	N/A	POINTS
1.	Does your agency have an environmental policy/plan or guidelines that help it become more environmentally responsible? (2 points)	✓		+	2
	a. Is this policy/plan or set of guidelines/initiatives approved by the board?	✓			1
	If you answer YES, proceed to questions 2, 3 and 5. If you answer NO, proceed to questions 4 and 5.				
2.	Do all staff members receive an orientation and/or training in regard to your agency's environmental policy/plan?	✓			1
3.	Has your agency established a staff-led Environmental Committee or 'Green Team' to encourage implementation of environmental efforts by all staff?	✓			1
	a. Does your Environmental Committee or 'Green Team' review and update board-approved policies/initiatives?	✓			1
4.	Does your agency have a staff led Environmental Committee or 'Green Team' to encourage implementation of environmental efforts by all staff?				
5.	Does your agency make (or has your agency made) use of IPRA's Model Environmental Policy and/or Environmental Toolkit?	✓			1

TOTAL POINTS (for this section) 7 of 7 (possible)

ADMINISTRATION AND FINANCE		YES	NO	N/A	POINTS
1.	Does your agency dedicate funds in its annual operations budget to support achievement of environmental goals? (1 point for each checked below, with a maximum of 5 points) Check all that apply	✓			
	Recycling		✓		
	Energy Audits		✓		
	Natural Areas Maintenance/Management		✓		
	Natural Areas Restoration/Re-creation		✓		
	Native Landscaping		✓		
	Storm Water Best Management Practices		✓		
	Environmentally Friendly Purchasing		✓		
	Alternative Fuel and/or Hybrid Vehicles				
	Energy Conservation		✓		
	Other: Please List				
	TOTAL NUMBER CHECKED	5			
		YES	NO	N/A	POINTS
2.	In the last 5 years, has your agency dedicated capital funding towards environmental initiatives? (1 point for each checked below, with a maximum of 5 points) Check all that apply	✓			
	Natural Area Restoration/Re-creation		✓		
	Natural Area Public Access		✓		
	Nature Program Facilities		✓		
	Energy Conservation		✓		
	Permeable Pavement		✓		
	Rain Gardens		✓		
	Bio-Swales		✓		
	Other: Please List				
	TOTAL NUMBER CHECKED	5			
		YES	NO	N/A	POINTS
3.	In the past 5 years, has your agency applied for grants to fund environmental goals/initiatives (i.e. recycling, environmental education, natural areas restoration, natural areas acquisition, alternative fuel use, energy conservation, etc.)?	✓			1
		YES	NO	N/A	POINTS
4.	Does your agency use a set of guidelines (EPA's Environmentally Preferred Products {EPP} program, Green Seal.org or similar) to assist in purchasing decisions of environmentally preferred products and services?	✓			1
		YES	NO	N/A	POINTS
5.	Does your agency make conscious efforts within all departments or have written criteria to purchase products that include the following. (1 point for each checked below, with a maximum of 5 points) check all that apply	✓			
	Minimal Packaging		✓		
	Recycled and Recyclable Content		✓		
	Renewable Resource Content		✓		
	Minimum 30% Post Consumer Materials				
	Energy Star Rated Appliances				
	Low VOC Furnishings, Paints, etc		✓		
	Low Toxicity Cleaning products		✓		
	Locally Produced Materials/Products				
	Other: Please List				
	TOTAL NUMBER CHECKED	5			
		YES	NO	N/A	POINTS
6.	Does your agency seek to identify and purchase from vendors of environmentally friendly products through the IPRA Cooperative Purchase Program or similar program? (2 points)	✓			2

ADMINISTRATION AND FINANCE CONT'D		YES	NO	N/A	POINTS
7.	When seeking proposals for professional services, does your agency request environmental references/qualifications as part of the RFP process (i.e. is the firm to be selected 'green,' or if an A/E or LA firm do they have LEED AP's on staff)?		✓		0
	a. Does your agency ask bidders to provide a Statement of Sustainability to ensure bidders are also incorporating sustainability into their firm's practices, policies and procedures related to waste minimization, energy efficiency, water efficiency, staff and education.				
		YES	NO	N/A	POINTS
8.	Are procedures in place to evaluate positive enduring effects of environmental goals/initiatives?	✓			1
	a. Are procedures in place to examine the cost of impacts and efficiencies of various plans and programs following implementation?	✓			1
		YES	NO	N/A	POINTS
9.	Does your agency collaborate with other agencies/organizations on environmental efforts?	✓			1

TOTAL POINTS (for this section) 22 of 23 (possible)

FACILITY MANAGEMENT & MAINTENANCE		YES	NO	N/A	POINTS
1.	Does your agency provide opportunities for staff to recycle waste products in office areas, lunchrooms, work areas, etc.?	✓			1
	a. Are staff encouraged to recycle via policies, training, memoranda and notices?	✓			1
		YES	NO	N/A	POINTS
2.	Does your agency provide opportunities for patrons to recycle waste products in public areas including lobbies, classrooms, facilities, etc.?	✓			1
	a. Are patrons encouraged to recycle via education, policies, promotion and signage?	✓			1
		YES	NO	N/A	POINTS
3.	Are recycling containers visible, well marked and easy to locate?	✓			1
		YES	NO	N/A	POINTS
4.	Are outside concessionaires required to minimize the use of disposable products? (2 points)		✓		0
	a. Are outside concessionaires required to offer recycling for patrons?				
		YES	NO	N/A	POINTS
5.	Does your agency encourage the use of electronic communication to conserve paper?	✓			1
		YES	NO	N/A	POINTS
6.	Is staff encouraged to use duplexing or double-sided copying of documents?	✓			1
		YES	NO	N/A	POINTS
7.	When contracting printing vendors or purchasing from vendors, does your agency specify:			✓	
	a. Paper for printing needs that is free of chlorine-bleaching in its manufacturing?				
	b. Paper that contains 30% or more post consumer recycled content?				
	c. Other: Please List				
		YES	NO	N/A	POINTS
8.	Do restrooms and locker rooms have water saving devices (low flow showers and toilets, and motion activated faucets)? Check only one.	✓			2
	a. Are at least 50% of fixtures low flow or motion activated?				
	b. Are at least 75% of fixtures low flow or motion activated?	✓			
	c. Are 100% of fixtures low flow or motion activated				
		YES	NO	N/A	POINTS
9.	Do restrooms and locker rooms have hand dryers in lieu of paper towels?	✓			1
	a. Do 100% of your restrooms/locker rooms have hand dryers?	✓			1
		YES	NO	N/A	POINTS
10.	Does your agency conduct energy audits?	✓			1
	a. Following audits, does your agency make changes?	✓			1
	b. After making changes, does your agency record differences in impact?	✓			1
		YES	NO	N/A	POINTS
11.	Is energy-efficient lighting used (compact fluorescents, T-8 fluorescents or LEDs)?	✓			1
	a. Are 100% of new or replacement lighting needs energy-efficient?	✓			1
		YES	NO	N/A	POINTS
12.	Are lights, where appropriate, on motion activated occupancy sensors?	✓			1

FACILITY MANAGEMENT & MAINTENANCE CONT'D		YES	NO	N/A	POINTS
13.	Is energy efficiency included as a specification when purchasing/replacing major appliances (i.e. EPA Energy Star rating)?	✓			1
		YES	NO	N/A	POINTS
14.	Are hot water heaters and hot water pipes insulated?	✓			1
		YES	NO	N/A	POINTS
15.	Are on-demand/tankless hot water heaters utilized where appropriate?			✓	
		YES	NO	N/A	POINTS
16.	Do facility HVAC systems included energy-saving features such as min./max. settings to reduce use during down time, interior recycling, regular cleaning and efficiency inspections, etc.?	✓			1
	a. Are particulate filters (with MERV8 rating or better) used in HVAC systems?	✓			1
		YES	NO	N/A	POINTS
17.	Does your agency promote the use of environmentally-friendly, low toxicity and/or fragrance free cleaning products that meet Green Seal, LEED or other standards? (2 points)	✓			2
		YES	NO	N/A	POINTS
18.	Does your agency seek to minimize the use of petroleum-based cleaners, solvents and inks?	✓			1
		YES	NO	N/A	POINTS
19.	To improve and protect indoor air quality does your agency seek to purchase low VOCs (volatile organic compounds) products?	✓			1
	a. Does your agency seek to purchase carpets that meet Carpet and Rug Institute Green Label or other standards?	✓			1
		YES	NO	N/A	POINTS
20.	Does your agency consider the use of sustainable, reclaimed and/or local materials when remodeling/renovating facilities?	✓			1
	a. Are building materials removed during remodeling/renovation reclaimed or recycled?	✓			1
		YES	NO	N/A	POINTS
21.	Does your agency properly dispose of/recycle any of the following per Material Safety Data Sheets (MSDS) or manufacturer's labels (1 point for each checked below, with a maximum of 5 points) check all that apply	✓			
	Energy Efficient Lighting			✓	
	Batteries			✓	
	Electronics			✓	
	Ink and Toner Cartridges			✓	
	Paints			✓	
	Cleaning Products			✓	
	Other: Please List				
	TOTAL NUMBER CHECKED			5	
		YES	NO	N/A	POINTS
22.	Does your agency have an integrated pest management program in place to reduce the use of pesticides within facilities? (2 points)	✓			2
		YES	NO	N/A	POINTS
23.	Does your agency make use of alternative energy systems to provide energy and/or conserve energy, such as passive or active solar systems, wind energy, or geo-thermal energy at any of your facilities? (2 points)		✓		0

TOTAL POINTS (for this section) 35 of 39 (possible)

FLEET MAINTENANCE AND MANAGEMENT		YES	NO	N/A	POINTS
1.	Does your agency perform regular engine tune-ups and scheduled preventative maintenance of motorized vehicles and equipment?	✓			1
		YES	NO	N/A	POINTS
2.	If you perform regular maintenance, does your agency recycle and/or properly dispose of all vehicle fluids and engine parts?	✓			1
		YES	NO	N/A	POINTS
3.	Does your agency properly use, store and dispose of hazardous materials according to Material Safety Data Sheets (MSDS) and/or manufacturers labels, as required by law?	✓			1
		YES	NO	N/A	POINTS
4.	Does your agency have a safety policy and training procedures in place regarding the handling of hazardous waste?	✓			1
		YES	NO	N/A	POINTS
5.	Does your agency provide the appropriate work environment with appropriate ventilation and safety gear for employees when handling hazardous materials, as required by law?	✓			1
		YES	NO	N/A	POINTS
6.	Does your agency have a program to conserve fuel and energy with respect to fleet operations (e.g. mileage/fuel efficiency tracking, no idling policy)?	✓			1
		YES	NO	N/A	POINTS
7.	Does your agency actively fund or apply for grants that promote and provide the Means for the use of clean energy (i.e. bio-diesel, liquid propane/LPG, compressed Natural gas/CN, use of electric utility or golf carts, etc.)? (2 points)	✓			2
		YES	NO	N/A	POINTS
8.	As part of your Equipment Asset Program, what percentage of your total fleet has been replaced with alternative fuel and/or hybrid vehicles? Check only one.				0
0% - 0 points		✓			
1-10% - 1 point					
11-20% - 2 points					
21-30% - 3 points					
30-50% - 4 points					
>50% - 5 points					
		YES	NO	N/A	POINTS
9.	Does your agency limit the use and refueling of, or not use at all, gas powered equipment and vehicles during ozone action days or when the Air Quality Index exceeds 100 (orange coded days) or higher?	✓			1

TOTAL POINTS (for this section) 9 of 10 (possible)

PARKS & NATURAL RESOURCES MANAGEMENT		YES	NO	N/A	POINTS
1.	Does your agency have natural resource management plans in place for District natural areas?	✓			1
		YES	NO	N/A	POINTS
2.	Does your agency dedicate funds in its annual operations budget for natural resource best management practices? (1 point for each checked below, with a maximum of 5 points) Check all that apply	✓			
	Restoration of Natural Areas			✓	
	Re-creation of Natural Areas			✓	
	Control Exotic Species			✓	
	Increase Biodiversity/Wildlife Habitat			✓	
	Storm water Best Management Practices (bio-swales, rain gardens, permeable paving)			✓	
	Improve Water Quality				
	Bank Stabilization			✓	
	Sediment & Erosion Control			✓	
	Integrated Pest Management Program (to reduce pesticide use w/in parks)			✓	
	Alternative/Biological Pest Control Practices in lieu of traditional chemical solutions				
	Other: Please List				
TOTAL NUMBER CHECKED		5			
		YES	NO	N/A	POINTS
3.	Does your agency actively apply for grants to fund natural resource best management practices? (1 point for each checked below, with a maximum of 5 points) Check all that apply	✓			
	Restoration of Natural Areas			✓	
	Re-creation of Natural Areas			✓	
	Control Exotic Species			✓	
	Increase Biodiversity/Wildlife Habitat			✓	
	Storm water Best Management Practices (bio-swales, rain gardens, permeable paving)			✓	
	Improve Water Quality				
	Bank Stabilization			✓	
	Sediment & Erosion Control			✓	
	Integrated Pest Management Program (to reduce the use of pesticides w/in parks)			✓	
	Alternative/Biological Pest Control Practices in lieu of traditional chemical solutions				
	Other: Please List				
TOTAL NUMBER CHECKED		5			
		YES	NO	N/A	POINTS
4.	Does your agency take precautions or protective measures during and after construction/development to protect soils in existing landscapes?	✓			1
		YES	NO	N/A	POINTS
5.	Does your agency use low environmental impact snow melt products (i.e. beet juice, calcium magnesium acetate)?	✓			1
	a. If you answered NO, does your agency modify application rates to limit/reduce the impact on surrounding areas?				
		YES	NO	N/A	POINTS
6.	Does your agency try to reduce the use of fertilizers and pesticides in parks by: (1 point for each checked below, with a maximum of 4 points) Check all that apply	✓			
	Utilization of drought and disease resistant native plant species			✓	
	Elimination of mowing in some areas			✓	
	Reduction of the number of applications or using a single-application product			✓	
	Use of Integrated Pest Management (IPM)			✓	
TOTAL NUMBER CHECKED		4			

PARKS & NATURAL RESOURCES MANAGEMENT CONT'D		YES	NO	N/A	POINTS
7.	Does your agency provide a no-mow buffer of native vegetation around water bodies to: (1 point for each checked below, with a maximum of 3 points) Check all that apply	✓			
	Reduce Erosion			✓	
	Reduce Non-Point Source Pollution			✓	
	Deter Canada Geese			✓	
	TOTAL NUMBER CHECKED			3	
		YES	NO	N/A	POINTS
8.	Is landscaping around facilities designed with energy conservation in mind? (1 point for each checked below, with a maximum of 4 points) Check all that apply	✓			
	Windbreaks/buffers			✓	
	Shade Trees Along Southern Exposures of Buildings			✓	
	Shade Trees Around Paved Areas			✓	
	Drought Tolerant Native Plants			✓	
	TOTAL NUMBER CHECKED			4	
		YES	NO	N/A	POINTS
9.	Does your agency incorporate native plantings into the landscape at: (1 point for each checked below, with a maximum of 5 points) Check all that	✓			
	Administrative Offices			✓	
	Recreational Building Facilities			✓	
	Aquatic Facilities			✓	
	Maintenance Facilities			✓	
	Active Use Park Landscapes (i.e. sign beds, entry areas, parking lot islands, beds around playgrounds and shelters)			✓	
	Golf Courses				
	TOTAL NUMBER CHECKED			5	
		YES	NO	N/A	POINTS
10.	Is your agency responsive to private landowner activities that impact your agency's natural resource best management practices? (1 point for each checked below, with a maximum of 3 points) Check all that apply.	✓			
	Encroachment			✓	
	Illegal Dumping			✓	
	Other: Please List				
	TOTAL NUMBER CHECKED			2	
		YES	NO	N/A	POINTS
11.	Does your agency properly dispose of any of the following per Material Safety Data Sheets (MSDS), manufacturer's labels or other authority's regulations? (1 point for each checked, with a maximum of 5 points) Check all that apply.	✓			
	Fertilizers			✓	
	Pesticides			✓	
	Excavated material			✓	
	Construction material			✓	
	Other hazardous materials: Please List				
	TOTAL NUMBER CHECKED			4	
		YES	NO	N/A	POINTS
12.	Does your agency distribute/have available resources to explain natural resource best management practices?	✓			1

TOTAL POINTS (for this section) 36 of 36 (possible)

PLANNING & OPEN SPACE PRESERVATION		YES	NO	N/A	POINTS
1.	Does your agency seek to acquire any of the following types of natural resource areas? (1 point for each checked below, with a maximum of 5 points) check all that apply	✓			
	Remnant Prairies				
	Wetlands				
	Rivers, Streams, Tributaries				
	Ponds/Lakes				
	Floodplains				
	Greenways/Corridors				
	Woodlands				
	Other: Please List Open Space that was going to be developed into housing or office space.			✓	
	TOTAL NUMBER CHECKED			1	
		YES	NO	N/A	POINTS
2.	For the above natural resource areas checked, are they identified to be acquired for any of the following reasons? (1 point for each checked below, with a maximum of 5 points) check all that apply	✓			
	Protect/Provide Habitats			✓	
	Increase Biodiversity				
	Improve Water Quality			✓	
	Control Exotic Species				
	Erosion Control				
	Other: Please List Keep it open space.			✓	
	TOTAL NUMBER CHECKED			3	
		YES	NO	N/A	POINTS
3.	Does your agency include natural resource best management practices when developing plans for park property? (1 point for each checked below, w/ a maximum of 5 points) Check all that apply	✓			
	Restoration of Natural Areas			✓	
	Re-creation of Natural Areas			✓	
	Control Exotic Species			✓	
	Increase Biodiversity/Wildlife Habitat			✓	
	Native Landscaping			✓	
	Storm water Best Management Practices (bio-swales, rain gardens, permeable paving)			✓	
	Improve Water Quality			✓	
	Bank Stabilization			✓	
	Sediment & Erosion Control			✓	
	Other: Please List				
	TOTAL NUMBER CHECKED			5	
		YES	NO	N/A	POINTS
4.	Does your agency actively apply for grants to fund natural resource best management practices and projects? (1 point for each checked below, with a maximum of 5 points) Check all that apply	✓			
	Restoration of Natural Areas			✓	
	Re-creation of Natural Areas			✓	
	Control Exotic Species			✓	
	Increase Biodiversity/Wildlife Habitat			✓	
	Native Landscaping			✓	
	Storm water Best Management Practices (bio-swales, rain gardens, permeable paving)			✓	
	Improve Water Quality				
	Bank Stabilization			✓	
	Sediment & Erosion Control			✓	
	Other: Please List				
	TOTAL NUMBER CHECKED			5	

PLANNING & OPEN SPACE PRESERVATION CONT'D		YES	NO	N/A	POINTS
5.	Does your agency provide access for the public to recreate in natural/preserved areas by means of (1 point for each checked below, with a maximum of 5 points) Check all that apply	✓			
	Boardwalks				
	Trails		✓		
	Fishing Piers		✓		
	Viewing Platforms				
	Canoe/kayak launches		✓		
	Other: Please List				
	TOTAL NUMBER CHECKED	3			
		YES	NO	N/A	POINTS
6.	Does your agency increase public awareness of natural/preserved areas with: (1 point for each checked below, with a maximum of 5 points) Check all that apply	✓			
	Interpretive Signs		✓		
	Educational Brochures/Pamphlets		✓		
	Educational Posters		✓		
	Agency Program Brochure		✓		
	Website		✓		
	Events/Programs		✓		
	Public Meetings		✓		
	Other: Please List				
	TOTAL NUMBER CHECKED	5			
		YES	NO	N/A	POINTS
7.	Does your agency create/maintain relationships with any of the following to ensure community-supported protection of open spaces: (1 point for each checked below, with a maximum of 4 points) Check all that apply	✓			
	Other Government Agencies		✓		
	Not-for-Profit Organizations		✓		
	Private Landowners		✓		
	Other: Please List				
	TOTAL NUMBER CHECKED	3			
		YES	NO	N/A	POINTS
8.	Does your agency partner with organizations and/or local developers in order to provide information on living around natural resource areas or manmade detention/retention sites?	✓			1
		YES	NO	N/A	POINTS
9.	Does your agency's planning and maintenance departments work together to incorporate natural resource best management practices into traditional park and building facility site plans?	✓			1

TOTAL POINTS (for this section) 27 of 27 (possible)

PROGRAMMING		YES	NO	N/A	POINTS
1.	Does your agency own and operate a nature center?	✓			1
	a. If you answered NO, does your agency provide on-going nature education or nature interpretive programming?				
		YES	NO	N/A	POINTS
2.	Does your agency partner to provide specific programming (e.g. Audubon Society, local garden clubs, Master Gardeners, conservation organizations, soil and water conservation districts, extension services, etc.)	✓			1
		YES	NO	N/A	POINTS
3.	Does your agency provide programs regarding sustainable living (e.g. native or organic gardening, low environmental impact, composting, etc.)	✓			1
		YES	NO	N/A	POINTS
4.	Does your agency proactively educate residents regarding wildlife issues on ways to avoid conflicts?	✓			1
		YES	NO	N/A	POINTS
5.	Does your agency inform the community of sustainable landscape options that would help resolve issues? (i.e. algal blooms in ponds and excessive goose droppings on lawns)	✓			1
		YES	NO	N/A	POINTS
6.	Do staff members consider any of the following "green" criteria when preparing for programs and purchasing program supplies? (1 point for each checked below, with a maximum of 5 points) Check all that apply.	✓			
	Minimal Packaging			✓	
	Recycled and Recyclable Content			✓	
	Renewable Resource Content			✓	
	Minimum 30% Post Consumer Materials			✓	
	Low VOC Furnishings, Paints, etc.			✓	
	Low Toxicity Cleaning Products			✓	
	Locally Produced Materials/Products			✓	
	Other: Please List				
TOTAL NUMBER CHECKED		5			
		YES	NO	N/A	POINTS
7.	Does your agency clearly communicate its expectation of waste reduction and recycling efforts for: (1 point for each checked below, with a maximum of 5 points) Check all that apply	✓			
	Facility Rentals			✓	
	Special Events			✓	
	Program Participants			✓	
	Contracted Vendors / Program Instructors				
	Other: Please List				
TOTAL NUMBER CHECKED		3			
PROGRAMMING CONT'D		YES	NO	N/A	POINTS
8.	Does your agency have and/or support a volunteer program to aid in the following? (1 point for each checked below, with a maximum of 3 points) Check all that apply.	✓			
	Land Stewardship			✓	
	Environmental Education				
	Other: Please List				
TOTAL NUMBER CHECKED		1			
		YES	NO	N/A	POINTS
9.	Are program staff provided training and encouragement from supervisors in energy and resource conservation (e.g. thermostat settings, lights, recycling, etc.)?	✓			1

PROGRAMMING CONT'D		YES	NO	N/A	POINTS
10.	Does your agency actively fund: (1 point for each checked below, with a maximum of 3 points) Check all that apply	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Environmental Programs		<input checked="" type="checkbox"/>		
	Interpretive Initiatives (i.e. signage, brochures, displays, etc.)		<input checked="" type="checkbox"/>		
	Other: Please List				
	TOTAL NUMBER CHECKED			2	
		YES	NO	N/A	POINTS
11.	Does your agency apply for grants for: (1 point for each checked below, with a maximum of 3 points) Check all that apply	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Environmental Programs		<input checked="" type="checkbox"/>		
	Interpretive Initiatives (signage, brochures, displays, etc.)		<input checked="" type="checkbox"/>		
	Other: Please List				
	TOTAL NUMBER CHECKED			2	
		YES	NO	N/A	POINTS
12.	Does your agency clearly communicate its expectation of energy conservation programs for: (1 point for each checked below, with a maximum of 5 points) Check all that apply	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Facility Rentals				
	Special Events				
	Program Participants / Facility Users				
	Contracted Vendors / Program Instructors				
	Other: Please List				
	TOTAL NUMBER CHECKED			0	

TOTAL POINTS (for this section) 19 of 20 (possible)

GRAND TOTAL OF ALL THE SECTIONS COMBINED 155

TOTAL POSSIBLE POINTS 162

PERCENTAGE 96 %

GRAND TOTAL POINT REVIEW

90% - 100% Your agency is an environmental leader in the field and has reason to be proud.

70% - 90% Your agency is doing a very good job, and should keep up the good work. Look at those questions for which you answered NO, and develop strategies to address those.

50% - 70% Your agency is doing a good job, and certainly more than most public agencies. Look at those questions for which you answered NO, and develop a strategy to address those.

30% - 50% Your agency is doing OK, and should be proud of what it has accomplished, but still has much to work on.

30 or less Your agency has no where to go but up in terms of improving its environmental practices.

FINAL QUESTION – Does your agency have a representative on IPRA's Environmental Committee? YES or ~~NO~~

Signature

Date

Board review and approval for Distinguished Park and Recreation Accreditation

Date



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: HVAC ROOFTOP UNITS REPLACEMENT

AGENDA NO.: 8 F

MEETING DATE: MAY 20, 2024

STAFF REVIEW:

Deputy Director, Bob Johnson:

RECOMMENDED FOR BOARD ACTION:

Executive Director, Laure Kosey:

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

The Family Recreation Center has a total of eleven rooftop HVAC units (RTU's). The manufacturer of the equipment is Trane, except for the unit which serves the aquatic center. Staff is very satisfied with the Trane equipment, and it communicates well with the District's building automation system. Trane's Commercial Division offers a special program called Trane Turn Key Contracting. The program allows the District to purchase equipment and services from Trane through the Omnia Partners Purchasing Cooperative which satisfies all bidding requirements. The benefit of purchasing the equipment and installation of the replacement HVAC units through the Turn Key program is cost savings to the District. The equipment and installation have already been competitively bid to control costs, and all design, engineering, installation, and commissioning services are included in the price, which would typically require multiple contractors and engineers in a typical bid process. This solution streamlines the entire process and increases efficiency and the timeframe for project completion.

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

Staff is seeking to replace the three oldest HVAC units at the Family Recreation Center, all of which are over twenty years old and past their useful life. After thoroughly evaluating the project and performing value-engineering to find cost savings, the project cost decreased from \$205,000 to \$145,980.

ACTION PROPOSED:

A motion (and a second) to accept the proposal from Trane Turnkey Contracting through the OMNIA Partners Cooperative in the amount of \$145,980, and to approve an agreement between Oak Brook Park District and Trane Turnkey Contracting for a total cost not-to-exceed \$145,980.



Trane® Turnkey Proposal



Oak Brook
Park District

**Family Recreation Center
Rooftop Unit Replacements (Qty 3) 2024**

1450 Forest Gate Road, Oak Brook, IL 60523

Proposal Prepared For:

- **Bob Johnson** – Deputy Director, CPRP, CPSI
- **Valerie Louthan** – Superintendent of Facilities, CPRP, CPO
- **Rob Bond** – Superintendent of Aquatics & Maintenance Operations, CPRE, AFO
- **Matt Murtaugh** – Building Engineer

Date:

REVISED April 24th, 2024

Payment Terms:

Net 30

Delivery Terms:

Freight Allowed and Prepaid – F.O.B Factory

Proposal Expiration Date:

30 Days

OMNIA Partners Cooperative Quote Number: R1-t42AAC-24-001

OMNIA Partners Cooperative Contract ID: Trane Racine #3341





Utilizing Trane's competitively bid & awarded Cooperative Contract (OMNIA Racine #3341) for services and equipment, we propose the following comprehensive solution:

Trane® Turnkey Scope of Work

"Scope of Work" and notations within are based on the existing as-built drawings of the facility and site surveys performed by the Trane Turnkey team with Oak Brook Park District staff's assistance and input.

Demolition/Removals:

- Mechanical and Electrical Disconnect of existing Rooftop Units
- Demo/Remove/Dispose of existing Rooftop Units (Qty 3)
- Recovery and handling/disposal of existing refrigerant
- Refrigerant can be returned to Park District if desired, owner to provide storage vessel
- Electrical disconnects/make safe

Furnish and Install New:

- Qty 1 - Trane 10-Ton High Efficiency Rooftop Unit ("RTU-6"), Single Zone VAV DX
- Qty 1 - Trane 2-Ton High Efficiency Rooftop Unit ("RTU-7"), Constant Volume DX
- Qty 1 - Trane 4-Ton High Efficiency Rooftop Unit ("RTU-8"), Single Zone VAV DX
 - *Includes 5-Year Parts & Labor Warranty on RTUs*
 - *Manufactured in USA*
- **Crane for 3 RTUs** (*removal of existing and setting of new, 2 locations for crane staging*)
- **All required lifting, hoisting, cartage, and work-planning for safe removal and installation of Equipment** (*existing access & site logistics reviewed by Trane*)
- **Mechanical Installation**
 - Set/Install Curb Adapters
 - Set/Install RTUs (Qty 3)
 - Install economizers
 - Install powered exhaust
 - Extend and reconnect gas piping
 - New condensate drain piping
 - All required piping, connections, ductwork tie-ins



Family Rec Center – RTU Replacements (Qty 3) 2024

- **Electrical Installation**
 - Extend existing power to RTUs
 - Connect new zone sensors
 - Wire return CO2 sensors
 - Install phase monitors
 - **Controls/BAS tie-in to existing system (RTU-6) and thermostats (RTU-7 & 8)**
 - **Trane Startup**
 - **Pre-and-Post Testing & Balancing**
 - **Final Commissioning**
-

Trane® Turnkey Inclusions:

- ✓ **Trane Turnkey Project Manager, single point of contact**
- ✓ **Temporary Storage of Equipment offsite by Trane, delivered to site at time of installation**
- ✓ **Mechanical, Electrical Engineering as required**
- ✓ **Structural Engineering roof analysis**
- ✓ **All required Installation/Subcontracting**
- ✓ **Design Drawings provided to District**

Exclusions:

- Permits, Permit costs/fees (*Trane will support with design documents required for permitting*)
- Taxes
- Performance & Payment Bonds
- Asbestos abatement
- Premium time (*beyond necessary/anticipated off-peak hour crane lifts*)
- Upgrading existing non-compliant code issues outside of our Scope of Work
- Temporary services
- Any other services not explicitly outlined within this Proposal



Family Rec Center – RTU Replacements (Qty 3) 2024

Trane® Turnkey Proposal Price.....\$145,980

We look forward to working together on this high efficiency facility modernization.

Respectfully submitted,

Tim Reynolds

Account Executive

Trane® Turnkey Contracting

312.771.7436 cell

Timothy.Reynolds@trane.com

Acceptance of Proposal By

Customer: Oak Brook Park District

Name

Title

Date

Signature

Purchase Order #: _____

(if applicable)

OMNIA Partners Cooperative Quote Number: R1-t42AAC-24-001

Trane® Commercial HVAC, Upper Midwest Region

7100 S. Madison Street Willowbrook, IL 60527 United States Tel (888) 770-6469

**AGREEMENT BETWEEN OWNER AND CONTRACTOR FOR THE
PURCHASE AND INSTALLATION OF ROOFTOP UNIT REPLACEMENTS**

This Agreement between and Owner and Contractor for the Purchase and Installation of Rooftop Unit Replacements (the "Agreement") is made as of the ____ day of ____, 2024 by and between the Oak Brook Park District, an Illinois unit of local government (the "Park District" or the "Owner"), with its principal place of business at 1450 Forest Gate Road, Oak Broo, IL 60523 and Trane U.S. Inc., a Delaware corporation ("Contractor"), with its principal place of business at 800 Beaty Street, Davidson, NC 28036-6924. The Park District and Contractor may hereinafter be referred to together as the "Parties" or individually as a "Party".

WITNESSETH

That the Park District and Contractor, for the consideration hereinafter named, agree as follows:

1. Labor and Materials. The Contractor shall provide all labor, equipment and materials required to complete the following work: supply and install the three (3) rooftop replacement units at the Park District's Family Center, and all other improvements as indicated in Contractor's Proposal dated April 24, 2024 (the "Work"), attached to and incorporated as part of this Agreement as **Exhibit A** ("Contractor's Proposal").

2. Contract Documents. The Contract Documents consist of this Agreement between the Park District and the Contractor, all of the terms and conditions included in the OMNIA Invitation for Bid IFB# RC2022-1001 and Contract No. 3341 for HVAC Products, Installation, Labor Based Solutions, and Related Products and Services ("OMNIA Contract"), which are incorporated as part of this Agreement by reference, Contractor's Proposal, Contractor's Certifications, attached to and incorporated as part of this Agreement as **Exhibit B** and any modifications issued after the execution of this Agreement. All of the terms, conditions and specifications contained in the Contract Documents are incorporated herein. In the event of conflict between the Contract Documents, this Agreement shall control.

3. Examination of Contract Documents and Site. By its execution of this Agreement, Contractor acknowledges, agrees, represents, and warrants that Contractor has carefully and thoroughly examined the Contract Documents, and the Contract Documents are full and complete, include all items necessary for the proper execution and completion of the Work, are sufficient to have enabled the Contractor to determine the cost of the Work and the time required for performance of the Work and to enable Contractor to construct the Work indicated therein in accordance with laws, ordinances, codes, regulations and rules applicable to the Work, and otherwise to fulfill all its obligations thereunder, including, but not limited to, Contractor's obligation to construct the Work for an amount not in excess of the Contract Sum on or before the date(s) of Final Completion. The failure or omission of Contractor to obtain, receive or examine the Contract Documents and become knowledgeable with respect to conditions of the Work, or to seek needed clarification from the Park District shall in no way be cause to alter this Agreement or the Contract Sum.

By its execution of this Agreement, Contractor represents and warrants that Contractor has visited the project site, become familiar with local conditions under which the Work is to be performed, and correlated personal observations with requirements of the Contract Documents. Before commencing activities, the Contractor shall: a) take field measurements and verify field conditions; b) carefully compare this and other information known to the Contractor with the Contract Documents; and c) promptly report errors, inconsistencies, or omissions discovered to the Park District.

4. Commencement and Completion Dates. Contractor shall commence the Work on August 1, 2024, or such other date as mutually agreed to by the Parties. Subject to the commencement date, Contractor shall achieve Substantial Completion of the Work on or before August 16, 2024 and shall Final Completion of the Work on or before August 23, 2024, unless otherwise agreed to by the Parties. Final Completion means the date the Work has been fully performed, all Work has been completed in accordance with the Contract Documents, including correction of any defective Work, and the Park District has inspected and accepted the completed Work and approved final payment to the Contractor.

The Contractor shall carry the Work forward regularly, diligently, uninterruptedly and expeditiously and in a good workmanlike and professional manner at such a rate of progress and with an adequate work force as will ensure the completion of the Work in accordance with the Contract Documents by the Final Completion date. It is expressly understood and agreed by and between Contractor and Park District that the time for completion of the Work is a reasonable time, taking into consideration the average climatic range, usual industrial conditions, and all other conditions prevailing in this locality.

5. Performance of Work.

a. Contractor shall perform all Work in a good and workmanlike manner. Contractor shall maintain sufficient staff and crews to perform all Work in an expeditious manner consistent with the interests of the Park District. Contractor shall promptly notify the Park District immediately in writing: (i) of any information required from the Park District and necessary for Contractor to complete its Work in a timely manner; and (ii) of any Work requested by the Park District or required for the project that is not included in the scope of Work reflected in the Contract Documents. Contractor shall be solely responsible for means and methods selected in performing the Work. Contractor shall supervise all Work so that it is performed in a safe and expeditious manner. Contractor shall be solely responsible for the Work of its employees and its subcontractors' and suppliers' employees. Contractor shall keep all documents and information related to the project confidential and, except as required by law, shall not disclose such documents or information to any person or other party except the employees of Contractor and its subcontractors who need such documents or information to perform the Work and complete the project.

b. Contractor shall confine all equipment, the storage of materials and the operations of its workers, to limits indicated by law, ordinances, permits, or directions of the Park District and shall not unreasonably encumber the project site with such materials. The project site shall not be utilized for the storage of vehicles, materials, equipment, or fixtures not intended for the Work to be performed.

c. Contractor shall notify all utility companies, public and private, as necessary in advance of commencing performance of the Work. The responsibility for moving water lines, gas lines, wire lines, service connections, water and gas meter boxes, water and gas valve boxes, light standards, cable ways, signals and all other utility appurtenances which are within the limits of the proposed construction will be assumed by the Contractor, at no additional compensation. The Contractor shall verify the location of all utilities prior to the start of construction and shall be responsible for the preservation of existing utility installation and the cost of providing precautionary supports, braces, or other equipment to insure against damage to said utility installation. The cost to repair and replace any new or existing utilities damaged will be paid for by the Contractor.

d. If Contractor uncovers or discovers any concealed condition differing materially from conditions depicted in the Contract Documents or differing from conditions reasonably anticipated or inherent in the Work, Contractor shall immediately stop the Work and notify the Park District of the condition in writing. The Park

District shall then issue directions. The contract time and Contract Sum shall be equitably adjusted if necessitated by such directions of the Park District.

6. Contract Sum. The Park District agrees to pay Contractor for the proper and timely performance of the Work in strict accordance with the Contract Documents the following amount: One Hundred Forty-five Thousand Nine Hundred Eighty and 00/100 Dollars (\$145,980.00) (the "Contract Sum").

7. Payment. Payment shall be made by the Park District to the Contractor upon the Park District's receipt of an invoice itemizing the Work properly performed as determined by the Park District, and delivery of lien waivers and sworn statements, for the period covered by the invoice. The Contract Sum shall be paid in accordance with the Local Government Prompt Payment Act, 50 ILCS 505/1 et seq.

Final payment shall not become due until Contractor has fully performed the Work in accordance with the Contract Documents, including but not limited to correction of any defective Work, and delivery of all required documentation in accordance with Section 8 below. Acceptance of final payment by the Contractor, a subcontractor or material supplier shall constitute a waiver of claims by that payee except those previously made in writing and identified by that payee as unsettled at the time of the application for final payment. Final payment by the Park District shall not relieve Contractor of the responsibility for the correction of any and all defects in the Work performed. Contractor shall correct all defects as notified for the applicable warranty period after final payment.

8. Waiver of Liens. Contractor for itself and for all its sub-suppliers and subcontractors, agrees that no mechanic's lien or other claim shall be filed or maintained by Contractor or by any sub-supplier, subcontractor, laborer or any other person, whatsoever, against the Park District's funds for or on account of any Work furnished under this Agreement. Prior to the payment of the Work, Contractor shall provide: a) for any payment other than final payment for the Work, a partial waiver of lien from Contractor and each sub-supplier and subcontractor reflecting any partial payouts, and for final payment, a final waiver of lien from Contractor and each sub-supplier and subcontractor for the full amount of each subcontract for the Work, showing all materials and labor have been paid in full; and b) sworn affidavit, in triplicate, containing such information and in such form to comply with the Illinois Mechanics Lien Act (770 ILCS 60/23), showing in detail the sources of all labor and materials used in the Work, including the names and addresses of sub-suppliers and subcontractors and showing amounts paid for each.

Final payment shall not become due until the Contractor has fully performed the Work, including but not limited to delivery of all manufacturer's and supplier's warranties, and has delivered to the Park District a complete release of all liens arising out of this Agreement or receipts in full covering all labor, materials and equipment for which a lien could be filed, or a bond satisfactory to the Park District to indemnify the Park District against such lien. If a lien remains unsatisfied after payments are made, the Contractor shall refund to the Park District all money that the Park District may be compelled to pay in discharging such lien, including costs and reasonable attorneys' fees.

9. Changes in the Work.

a. By appropriate modification, changes in the Work may be accomplished after execution of the Agreement. The Park District may order changes in the Work within the general scope of the Agreement consisting of additions, deletions, or other revisions, with the Contract Sum and contract time being adjusted accordingly. Such changes in the Work shall be authorized by written change order signed by the Park District

and Contractor ("Change Order"). Upon issuance of the Change Order, the Contractor shall proceed promptly with such changes in the Work, unless otherwise provided in the Change Order. Contractor shall be solely responsible for the cost of additional work and materials under any Change Order resulting from Contractor's negligent act or omission or failure to perform the Work in accordance with the Contract Documents.

b. No change in the Work, whether by way of alteration or addition to the Work, shall be the basis of an addition to the Contract Sum or change in the contract time unless and until such alteration or addition has been authorized by a Change Order executed and issued in accordance with and in strict compliance with the requirements of the Contract Documents and applicable law. Accordingly, no course of conduct or dealing between the Parties, nor any express or implied acceptance of alterations or additions to the Work and no claim that the Park District has been unjustly enriched shall be the basis of any claim to an increase in the Contract Sum or change in the contract time.

c. Adjustments to the Contract Sum for changes in the Work other than changes in the Work involving items for which unit prices were requested by Park District and provided in Contractor's Proposal, shall be made in accordance with the OMNIA Contract pricing and as approved by the Park District.

10. Progress Meetings and Coordination. On a weekly basis until Final Completion, or as otherwise agreed by the Parties, the Park District and Contractor shall participate in weekly progress meetings as applicable and necessary. The Contractor shall require its subcontractors and suppliers to be present at such meetings as appropriate based on the status of ongoing and scheduled Work. The Contractor shall report on the status of the Work, and the Parties shall discuss and attempt to resolve all requests for information, submittals, Change Order requests, and all other open items then pending.

11. Owner's Right to Correct the Work. If Contractor defaults or neglects to carry out the Work in accordance with this Agreement and fails within a seven (7) day period after receipt of written notice from the Park District to commence and continue correction of such default or neglect with diligence and promptness, the Park District may, without prejudice to other remedies the Park District may have, correct such deficiencies. In such case, the Park District shall deduct from payments then or thereafter due Contractor the cost of correcting such deficiencies, including compensation to the Park District for any and all expenses related thereto. If payments then or thereafter due Contractor are not sufficient to cover such amounts, Contractor shall pay the difference to the Park District.

The rights and remedies of the Park District stated in this Agreement shall be in addition to and not in limitation of, any other rights of the Park District granted at law or in equity.

12. Delays. In the event the Work is delayed due to a cause beyond the reasonable control of Contractor, including strikes, labor disputes, lockouts, fire, shortages of labor or material, inclemency of weather, accidents, casualties, pandemic outbreaks, or government orders, Contractor shall not be liable for any damages caused by such delays, shortages, or disruptions and, provided that Contractor is in compliance with all other relevant provisions of this Agreement, the contract time shall be extended for such reasonable time as the Park District may determine; provided, however, that such extension of contract time shall be net of any delays caused by or due to the fault or negligence of Contractor or which are otherwise the responsibility of Contractor and shall also be net of any contingency or "float" time allowance included in Contractor's construction schedule. Contractor shall, in the event of any occurrence likely to cause a delay, cooperate in good faith with the Park District to

minimize and mitigate the impact of any such occurrence and do all things reasonable under the circumstances to achieve this goal. Any such extension of contract time pursuant to this section shall be reduced to a Change Order. Extension of contract time pursuant to this section shall be the Contractor's sole and exclusive remedy for delay.

13. Title and Risk of Loss. Contractor shall not grant rights in or to, or otherwise encumber the Work, including but not limited to the equipment, or any parts thereof, provided as part of the Work, to, in or by any third parties at any time, that would impair or delay the full exercise by Park District of any of its rights or remedies under the Agreement. Clean and unencumbered title to the Work shall be transferred to the Park District upon acceptance of the Work by the Park District. Title to, and the risk of loss, injury or destruction from any casualty to the Work, regardless of cause, will be the responsibility of the Contractor until the Work has been received, inspected and accepted by the Park District.

14. Warranties. Contractor warrants to the Park District that materials and equipment furnished under the Agreement will be of the best quality and new, that the Work will be free from defects and deficiencies, and that the Work will conform to the requirements of the Contract Documents. Work not conforming to these requirements, including substitutions not properly approved and authorized, may be considered defective. Contractor shall promptly correct any defective Work. Payment by the Park District for any Work later determined to be defective shall not relieve Contractor of its obligation to correct defective Work.

All warranties shall include labor and materials and shall be signed by the manufacturer or subcontractor as the case may be and countersigned by Contractor. All warranties shall be addressed to the Park District and delivered to the Park District. Except as otherwise provided in this Agreement, all warranties shall become effective on the Final Completion of the Work and shall run for a twelve (12) month period, unless a longer period is provided for in the Contract Documents or by law. Where warranties overlap, the more stringent requirement shall govern. Contractor shall promptly repair and replace, as determined by the Park District, any defects or deficiencies at no charge to the Park District during any warranty period.

15. Correction of the Work. The Contractor shall promptly correct Work rejected by the Park District or failing to conform to the requirements of the Contract Documents, whether or not fabricated, installed or completed. Costs of correcting such rejected Work, including additional testing and inspections, the cost of uncovering and replacement, the cost of repairing or replacing all adjacent work not necessarily provided by the Contractor, but damaged as a result of such defect or non-conformity or as a result of remedying them, and compensation for an architectural or engineering services and expenses made necessary thereby, shall be at the Contractor's expense. Contractor shall, within a reasonable time under the circumstances, after receipt of written notice thereof, correct, repair, replace and otherwise make good any defects or non-conformity in the Work. If the Contractor fails to correct nonconforming Work within a reasonable time, the Park District may correct it in accordance with Section 11.

16. Cleaning Up. The Contractor shall keep the project site and surrounding area free from accumulation of waste materials or rubbish caused by operations under the Agreement. At completion of each site visit, the Contractor shall remove from and about the site waste materials, rubbish, the Contractor's tools, equipment, machinery and surplus materials. If the Contractor fails to clean up as provided herein, the Park District may do so and the cost thereof shall be charged to the Contractor.

17. Safety of Persons and Property.

- a. The Contractor shall take reasonable precautions for the health and safety of, and shall provide reasonable protection to prevent damage, injury or loss to:
 - (i). employees engaged in the Work, Park District employees and patrons and other persons who may be affected thereby; and
 - (ii). the Work and materials and equipment to be incorporated therein, whether in storage on or off the site, under care, custody or control of the Contractor or the Contractor's subcontractors or sub-subcontractors.
- b. The Contractor shall comply with and give notices required by applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities bearing on safety of persons or property or their protection from damage, injury or loss.
- c. The Contractor shall promptly remedy damage and loss to Park District property or other property caused in whole or in part by the Contractor, a subcontractor, a sub-subcontractor, or anyone directly or indirectly employed by any of them, or by anyone for whose acts they may be liable and for which the Contractor is responsible. The Park District reserves the right to restore any such property and deduct from payments then or thereafter due Contractor the cost of restoring such property, including compensation to the Park District for any and all expenses related thereto. If payments then or thereafter due Contractor are not sufficient to cover such amounts, Contractor shall pay the difference to the Park District.

18. Insurance. Contractor shall comply with all insurance requirements specified in the Contract Documents in performance of the Work pursuant to this Agreement. Contractor shall procure and maintain insurance policies as specified in Invitation to Bid, Section III.B of the OMNIA Contract with an insurance company(ies) licensed or authorized to do business in Illinois and shall name the Park District, its elected and appointed officials, employees and agents as additional insureds.

19. Indemnification and Hold Harmless. To the fullest extent permitted by law, Contractor shall indemnify, defend and hold harmless the Park District and its officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses including but not limited to legal fees (attorney's and paralegals' fees and court costs), arising out of or resulting from the performance of Contractor's performance of the Work, provided that any such claim, damage, loss or expense (i) is attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property, other than the work itself, including the loss of use resulting there from and (ii) is caused in whole or in part by any wrongful or negligent act or omission of Contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Paragraph. Contractor shall similarly protect, indemnify, defend and hold and save harmless the Park District, its officers, officials, employees, volunteers and agents against and from any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of Contractor's breach of any of its obligations under, or Contractor's default of, any provision of this Agreement.

Nothing contained herein shall be construed as prohibiting the Park 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 Park District's participation in its defense shall not remove the

Contractor's duty to indemnify, defend and hold the Park District harmless as set forth herein. The indemnification required hereunder shall not be limited by reason of the enumeration of insurance coverage herein provided. Contractor's indemnification of the Park District shall survive the termination or expiration of the Agreement.

20. Termination.

a. The Park District may, at any time, terminate the Agreement in whole or in part for the Park District's convenience and without cause. Termination by the Park District under this section shall be by a notice of termination delivered to the Contractor specifying the extent of the termination and the effective date. Upon receipt of a notice of termination, the Contractor shall immediately, in accordance with instructions from the Park District: (1) cease operation as specified in the notice; (2) place no further orders; (3) enter into no further subcontracts for materials, labors, services or facilities except as necessary to complete continued portions of the Work; (4) terminate all subcontracts and orders to the extent they relate to the Work terminated; (5) proceed to complete the performance of Work not terminated; and, (6) take actions that may be necessary or that the Park District may direct, for the protection and preservation of the terminated Work. The Contractor shall recover payment for approved and properly performed Work completed prior to the effective date of termination.

b. The Park District may terminate the Agreement, in whole or in part, for cause as follows:

(i) If Contractor fails to provide the Work as required in the Contract Documents, or otherwise breaches or defaults under any provision of this Agreement and does not remedy such failure, breach or default within seven (7) days after demand from the Park District to take corrective action, or in the event of repeated or multiple failures or defaults by Contractor, the Park District may immediately terminate this Agreement and enter into an agreement with another contractor or contractors to provide the Work. In such event: a) the Park District shall not pay Contractor for any portion of the Work not completed in accordance with the Contract Documents; b) the Park District shall deduct from payments due to the Contractor the cost of correcting any deficiencies in accordance with Section 11 of this Agreement; and c) Contractor shall be liable to the Park District for the increased cost to the Park District of obtaining services from the substitute contractor(s).

(ii) If Contractor is adjudged as bankrupt, or if Contractor makes a general assignment for insolvency, or if any provision of the bankruptcy law is invoked by or against Contractor, then notwithstanding any other rights or remedies granted the Park District, the Park District may, without prejudice to any other right or remedy, a) immediately terminate the retention of Contractor and/or b) finish or cause to be finished the Contractor's services required under this Agreement by whatever method and by whichever persons the Park District deems expedient. In such case, Contractor shall not be entitled to receive any payment until the Work is completed. If the unpaid balance of the Contract Sum exceeds: (1) the expenses of completing the Work, including compensation for additional managerial and administrative services, plus (2) the Park District's losses and damages because of Contractor's default (collectively "Park District Expenses and Damages"), such excess shall be paid to Contractor. If the Park District Expenses and Damages exceed such unpaid balance, Contractor shall pay the difference to the Park District promptly on demand and the Park District may resort to any other rights or remedies the Park District may have by law or under this Agreement.

c. Upon termination of this Agreement for any reason as provided herein: (1) Contractor shall not be entitled to damages or lost profits; and (2) except as otherwise provided herein, the rights and obligations of

the Parties shall cease automatically except for the rights and obligations of the Parties accruing but unsatisfied prior to termination.

21. Compliance with Laws and Permits. 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. Contractor's Compliance and Certification Attachment is attached to and incorporated as **Exhibit B** to this Agreement.

The Work of this Project is subject to the Illinois *Prevailing Wage Act*, 820 ILCS 130/0.01 *et seq.* A prevailing wage determination has been made by the Illinois Department of Labor for public works projects in DuPage County. The Contract entered into for the Work will be drawn in compliance with said law and proposals should be prepared accordingly and provide for payment of all laborers, workmen, and mechanics needed to perform the Work at no less than the prevailing rate of wages (or the prevailing rate for legal holiday and overtime work) for each craft, type of worker, or mechanic. The Contractor shall submit monthly, no later than the 10th day of each calendar month, electronically, a certified payroll to the to the Illinois Department of Labor's Certified Transcript of Payroll Portal, which can be accessed at: <http://labor.illinois.gov/>.

22. Choice of Law and Venue. This Agreement is governed by the laws of the State of Illinois. Any suit or action arising under this Agreement shall be commenced in the DuPage County, Illinois, the prevailing party shall be entitled to an award of reasonable attorneys' fees and costs of litigation. Contractor acknowledges that each provision of this Agreement is important and material to the business and success of the Park District, and agrees that any breach of any provision of this Agreement is a material breach of the Agreement and may be cause for immediate termination of this Agreement. In the event of a breach, Contractor shall also pay to the Park District all damages (including, but not limited to, compensatory, incidental, consequential, and punitive), which arise from the breach, together with interest, costs, and the Park District's reasonable attorneys' fees.

23. No Liability. The Park District is not responsible or liable for any injury, damages, loss or costs sustained or incurred by any person including, without limitation Contractor's employees, or for any damage to, destruction, theft or misappropriation of any property, relating in any way, directly or indirectly, to Contractor's Work and obligations under this Agreement. The Park District is not liable for acts or omissions of Contractor or any of Contractor's employees, subcontractor's, agents or other persons purporting to act at the direction or request, on behalf, or with the implied or actual consent, of Contractor.

24. No Third-Party Beneficiary. This Agreement is entered into solely for the benefit of the contracting Parties, and nothing in this Agreement is intended, either expressly or impliedly, to provide any right or benefit of any kind whatsoever to any person and/or entity who is not a party to this Agreement or to acknowledge, establish or impose any legal duty to any third party. Nothing herein shall be construed as an express and/or implied waiver of any common law and/or statutory immunities, defenses and/or privileges of the Park District and/or Contractor, and/or any of their respective officials, officers and/or employees.

25. No Waiver. Waiver of any of the terms of this Agreement shall not be valid unless it is in writing and signed by all Parties. The failure of claimant to enforce the provisions of this Agreement or require performance by opponent of any of the provisions shall not be construed as a waiver of such provisions or affect the right of

claimant to thereafter enforce the provisions of this Agreement. Waiver of any breach of this Agreement shall not be held to be a waiver of any other or subsequent breach of the Agreement.

26. Independent Contractor. Contractor acknowledges that it is an independent contractor; that it alone retains control of the manner of conducting its activities in furtherance of this Agreement; that it, as well as any persons or agents as it may employ, are not employees of the Park District; and that neither this Agreement, nor the administration thereof, shall operate to render or deem either Party hereto the agent or employee of the other.

27. Non-Assignment. This Agreement is non-assignable in whole or in part by the Contractor, and any assignment shall be void without prior written consent of the Park District.

28. Subcontracts. Any subcontract that Contractor enters into for the Work shall be in writing and shall specifically provide that the Park District is an intended third-party beneficiary of such subcontract and that the Park District shall have the right to enforce the subcontractor's obligations thereunder after the occurrence of a default under the Agreement by the Contractor. By appropriate written agreement, the Contractor shall require each subcontractor, to the extent of the Work to be performed by the subcontractor, to be bound to the Contractor by the terms of the Contract Documents, and to assume toward the Contractor all the obligations and responsibilities which the Contractor, by the Contract Documents, assumes toward the Park District.

29. Notices. Notices shall be deemed properly given hereunder if in writing and either hand delivered or sent by United States certified mail, return receipt requested, postage prepaid, or by email transmission with the sending Party retaining confirmation of receipt, to the Parties at their respective addresses provided below, or as either Party may otherwise direct in writing to the other Party from time to time:

If to the Park District:	Oak Brook Park District Attn: Bob Johnson 1450 Forest Gate Road Oak Brook, IL 60523 Email: bjohnson@obparks.org
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If to Contractor:	Trane Turnkey Contracting Attn: Tim Reynolds 7100 S. Madison Street Willowbrook, IL 60527 Email: Timothy.Reynolds@trane.com
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Notices personally delivered shall be deemed given on the date of delivery, notices sent by certified mail shall be deemed delivered the second business day following deposit in the mail, and notices sent by email transmission shall be deemed given on the date of transmission if sent on or before 5:00 PM on a business day, or, if later, the next business day.

30. Entire Agreement; No Amendment. This Agreement contains the entire agreement between the Parties, and no statement, promise or inducement made by either Party to the agency of either Party that is not contained in this written Agreement shall be valid or binding. No modification of this Agreement shall be effective unless in

writing and dated subsequent to the date of this Agreement and signed by an authorized representative of each Party.

31. Headings. The headings for each paragraph of this Agreement are for convenience and reference purposes only and in no way define, limit or describe the scope or intent of said paragraphs or of this Agreement nor in any way affect this Agreement.

32. Severability. The invalidity of any section, paragraph or subparagraph of this Agreement shall not impair the validity of any other section, paragraph or subparagraph. If any provision of this Agreement is determined to be unenforceable, such provision shall be deemed severable and the Agreement may be enforced with such provision severed or as modified by such court.

IN WITNESS WHEREOF, each of the undersigned has caused this Agreement to be executed by a duly authorized official thereof effective as of date written above.

OAK BROOK PARK DISTRICT

TRANE U.S. INC.

By:

By:

Sharon Knitter
President, Board of Park Commissioners

Attest:

Its:

Laure Kosey
Secretary, Board of Park Commissioners

EXHIBIT B
CONTRACTOR COMPLIANCE AND CERTIFICATIONS ATTACHMENT

Note: The following certifications form an integral part of the Agreement between the Oak Brook Park District (the "Owner") and Trane U.S. Inc. (the "Contractor"). Breach by Contractor of any of the certifications may result in immediate termination of the Contractor's services by Owner.

THE UNDERSIGNED CONTRACTOR HEREBY ACKNOWLEDGES, CERTIFIES, AFFIRMS AND AGREES AS FOLLOWS:

- A. Contractor has carefully read and understands the contents, purpose and legal effect of this document as stated above and hereafter in this document. The certifications contained herein are true, complete and correct in all respects.
- B. Contractor shall abide by and comply with, and in contracts which it has with all persons providing any of the services or Work on this Project on its behalf shall require compliance with, all applicable Federal, State and local laws and rules and regulations including without limitation those relating to 1) fair employment practices, affirmative action and prohibiting discrimination in employment; 2) workers' compensation; 3) workplace safety; 4) wages and claims of laborers, mechanics and other workers, agents, or servants in any manner employed in connection with contracts involving public funds or the development or construction of public works, buildings or facilities; and 5) steel products procurement.
- C. All contracts for this Project are subject to the provisions of the Illinois Prevailing Wage Act (820 ILCS 130/0.01 *et seq.*), providing for the payment of the prevailing rate of wage to all laborers, workmen and mechanics engaged in the Work. Contractor shall pay prevailing rates of wages in accordance with the Illinois Department of Labor's wage determination and any subsequent determinations issued by the Illinois Department of Labor, all in accordance with applicable law. These revisions may be accessed by computer at <http://labor.illinois.gov/>. Contractor is responsible for determining the applicable prevailing wage rates at the time of bid submission and at the time of performance of the Work. Failure of Contractor to make such determination shall not relieve it of its obligations in accordance with the Contract Documents. Contractor shall also comply with all other requirements of the Act including without limitation those pertaining to inclusion of required language in subcontracts, job site posting, maintenance and submission of certified payroll records and inspection of records. Contractor is not barred from entering into public contracts under Section 11a of the Illinois Prevailing Wage Act due to its having been found to have disregarded its obligations under the Act.
- D. To the best of Contractor's knowledge, no officer or employee of Contractor has been convicted of bribery or attempting to bribe an officer or employee of the State of Illinois, or any unit of local government, nor has any officer or employee made an admission of guilt of such conduct which is a matter of record.
- E. Contractor is not barred from bidding on or entering into public contracts due to having been convicted of bid-rigging or bid rotating under paragraphs 33E-3 or 33E-4 of the Illinois Criminal Code. Contractor also certifies that no officers or employees of the Contractor have been so convicted and that Contractor is not the successor company or a new company created by the officers or owners of one so convicted. Contractor further certifies that any such conviction occurring after the date of this certification will be reported to the Owner, immediately in writing, if it occurs during the bidding process, or otherwise prior to entering into the Contract therewith.
- F. Pursuant to the Illinois Human Rights Act (775 ILCS 5/2-105), Contractor has a written sexual harassment policy that includes, at a minimum, the following information: (i) a statement on the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment utilizing examples; (iv) the Contractor's internal complaint process including penalties; (v) the legal

recourse, investigative and complaint process available through the Illinois Department of Human Rights and the Human Rights Commission and directions on how to contact both; and (vi) protection against retaliation as provided by Section 6-101 of the Illinois Human Rights Act. Contractor further certifies that such policy shall remain in full force and effect. A copy of the policy shall be provided to the Illinois Department of Human Rights upon request.

- G. (i) Contractor's bid proposal was made without any connection or common interest in the profits anticipated to be derived from the Contract by Contractor with any other persons submitting any bid or proposal for the Contract; (ii) the Contract terms are in all respects fair and the Contract will be entered into by Contractor without collusion or fraud; (iii) no official, officer or employee of the Owner has any direct or indirect financial interest in Contractor's bid proposal or in Contractor, (iv) the Contractor has not directly or indirectly provided, and shall not directly or indirectly provide, funds or other consideration to any person or entity (including, but not limited to, the Owner and the Owner's employees and agents), to procure improperly special or unusual treatment with respect to this Agreement or for the purpose of otherwise improperly influencing the relationship between the Owner and the Contractor. Additionally, the Contractor shall cause all of its officers, directors, employees, (as the case may be) to comply with the restrictions contained in the preceding sentence.
- H. Contractor knows and understands the Equal Employment Opportunity Clause administered by the Illinois Department of Human Rights, which is incorporated herein by this reference, and agrees to comply with the provisions thereof. Contractor further certifies that Contractor is an "equal opportunity employer" as defined by Section 2000 (e) of Chapter 21, Title 42 of the United States Code Annotated and Executive Orders #11246 and #11375 as amended, which are incorporated herein by this reference.
- I. Neither Contractor nor any substantially owned affiliated company is participating or shall participate in an international boycott in violation of the provisions of the U.S. Export Administration Act of 1979 or the regulations of the U.S. Department of Commerce promulgated under that Act.
- J. Contractor is not barred from contracting with the Owner because of any delinquency in the payment of any tax administered by the Illinois Department of Revenue, unless it is being contested. Contractor further certifies that it understands that making a false statement regarding delinquency in taxes is a Class A misdemeanor and, in addition, voids the Contract and allows the Owner, a municipal entity, to recover in a civil action all amounts paid to the Contractor.
- K. If Contractor has 25 or more employees at the time of letting of the Contract, Contractor knows, understands and acknowledges its obligations under the Illinois Drug Free Workplace Act (30 ILCS 580/1 *et seq.*) and certifies that it will provide a drug-free workplace by taking the actions required under, and otherwise implementing on a continuing basis, Section 3 of the Drug Free Workplace Act. Contractor further certifies that it has not been debarred and is not ineligible for award of this Contract as the result of a violation of the Illinois Drug Free Workplace Act.
- L. Contractor knows, understands and acknowledges its obligations under the Substance Abuse Prevention on Public Works Act, 820 ILCS 265/1 *et seq.* A true and complete copy of Contractor's Substance Abuse Prevention Program Certification is attached to and made a part of this Contractor Compliance and Certification Attachment.
- M. The Contractor shall comply with the requirements and provisions of the Freedom of Information Act (5 ILCS 140/1 *et seq.*) and, upon request of the Oak Brook Park District's designated Freedom of Information Act Officer (FOIA Officer), Contractor shall within two (2) business days of said request, turn over to the FOIA Officer any record in the possession of the Contractor that is deemed a public record under FOIA.

CONTRACTOR

By: _____
Its: _____

STATE OF _____)
)ss
COUNTY OF _____)

I, the undersigned, a notary public in and for the State and County, aforesaid, hereby certify that _____ appeared before me this day and, being first duly sworn on oath, acknowledged that he/she executed the foregoing instrument as his/her free act and deed and as the act and deed of the Contractor.

Dated: _____

(Notary Public)

(SEAL)

SUBSTANCE ABUSE PREVENTION PROGRAM CERTIFICATION

The Substance Abuse Prevention on Public Works Projects Act, 820 ILCS 265/1 et seq., ("Act") prohibits any employee of the Contractor or any Subcontractor on a public works project to use, possess or be under the influence of a drug or alcohol, as those terms are defined in the Act, while performing work on the project. The Contractor/Subcontractor **[circle one]**, by its undersigned representative, hereby certifies and represents to the Oak Brook Park District that **[Contractor/Subcontractor must complete either Part A or Part B below]**:

A. The Contractor/Subcontractor **[circle one]** has in place for all of its employees not covered by a collective bargaining agreement that deals with the subject of the Act a written substance abuse prevention program, a true and correct copy of which is attached to this certification, which meets or exceeds the requirements of the Substance Abuse Prevention on Public Works Act, 820 ILCS 265/1 et seq. **[Contractor/Subcontractor must attach a copy of its substance abuse prevention program to this Certification.]**

Name of Contractor/Subcontractor (print or type)

Name and Title of Authorized Representative (print or type)

Signature of Authorized Representative

Dated:_____

B. The Contractor/Subcontractor **[circle one]** has one or more collective bargaining agreements in effect for all of its employees that deal with the subject matter of the Substance Abuse Prevention on Public Works Projects Act, 820 ILCS 265/1 et seq.

Name of Contractor/Subcontractor (print or type)

Name and Title of Authorized Representative (print or type)

Signature of Authorized Representative

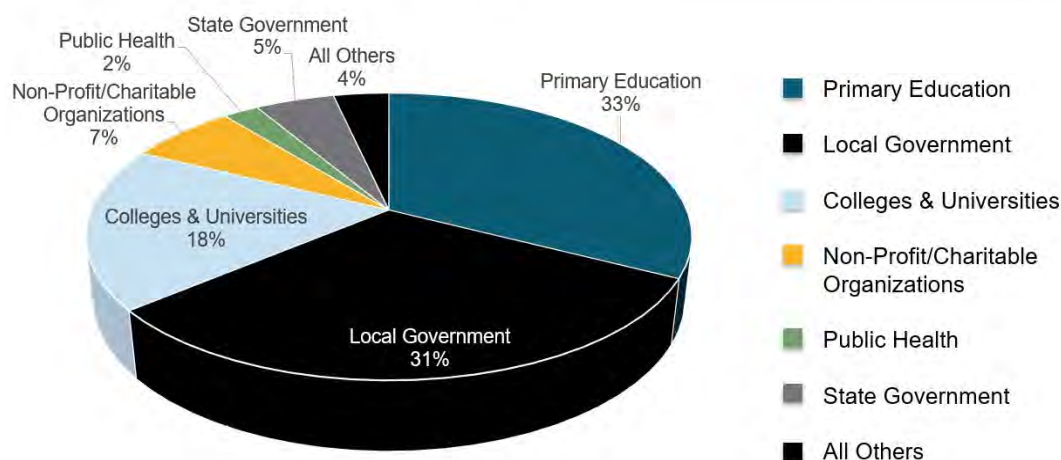
Dated:_____



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- Independent audit of coop compliance can be supplied free of charge.
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Participation by Segment



Regional Coop Contacts for Illinois:

- Tom Ford, IL Regional Manager tom.ford@omniapartners.com
- Ellen Stamm, Member Manager ellen.stamm@omniapartners.com
- **Trane can facilitate a meeting with OMNIA Partners if Owner desires (not required for execution of Turnkey contract...all handled via single Trane Contract)**

Tim Reynolds, Account Executive, 312.771.7436 Timothy.Reynolds@trane.com
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Building Automation Systems—Making precise control easier, mobile and data-rich



Rental Systems—Promptly provides temporary, scalable HVAC and power from standard applications to complex solutions



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New Business



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: TENNIS CENTER WINDOWS REPLACEMENT
PROJECT BID**

AGENDA No.: 9 A

MEETING DATE: MAY 20, 2024

STAFF REVIEW: Superintendent of Enterprise Operations, Alin Pop:

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):**

As part of the Upper-level remodeling project the original building exterior windows will be replaced. The windows are from 1974, lack proper insulation and are no longer considered energy efficient.

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

The new installed windows will provide:

- Better insulation and savings on heating and cooling costs
- Reduced glare from outside light
- Updated aesthetics

ACTION PROPOSED:

For Discussion Only.



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: FAMILY AQUATIC CENTER PAINT PROJECT BID

AGENDA No.: 9 B

MEETING DATE: MAY 20, 2024

STAFF REVIEW: Superintendent of Aquatic & Maintenance Operations, Rob Bond:

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):

This project will be part of a collection of improvements to update the Family Aquatic Center. The paint remains mostly original from the 1998 build of the facility and this project will help create an updated look and feel in the aquatic center. Estimates were collected to determine the need for the formal bidding process.

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

A bid packet is being completed for the painting of all walls, railings, doors, and other vertical surfaces in the Family Aquatic Center. Multiple estimates were collected for the project, which allows us to create consistent product for each type of surface to establish standards for the bid. The bid and project timeline are as follows:

- Bid Packets Available: 5/21/2024
- Mandatory Pre-Bid Meeting: 5/29/2024
- Bids Due: 6/4/2024
- Contract Awarded: 6/17/2024
- Project Commencement: 9/3/2024
- Project Substantial Completion: 9/13/2024

ACTION PROPOSED:

For Review and Discussion Only.



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: UNSUPERVISED MINIMUM AGE FOR FACILITY USAGE

AGENDA NO.: 9 C

MEETING DATE: MAY 20, 2024

STAFF REVIEW: Superintendent of Recreation & Communication, Robert Pechous

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):

Currently, each facility has different minimum age requirements.

Fitness Center:

Supervised- Age 11-13 must be with an adult supervisor (18+).

Unsupervised- Age 14+

Track:

Supervised- Age 13 and under must be with an adult supervisor (18+).

Unsupervised- Age 14+

Open Gym:

Supervised- Age 9 and under must be with an adult supervisor (16+).

Unsupervised- Age 10+

Family Aquatic Center:

Supervised- Age 9 and under must be with an adult supervisor (16+).

Unsupervised- Age 10+

Tennis Center:

Supervised- Age 13 and under must be with an adult supervisor (16+).

Unsupervised- Age 14+

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

Staff are recommending having the same minimum age requirements for open-use facilities. Any open-use opportunity includes, but is not limited to, open swim, open gym, fitness center, track, etc. The proposed age requirement would be 14 and older. Ages 13 and under require supervision by someone 16 or older. Updates would be made in the Administrative Policies and Procedures Manual, Chapter 2, Sec 2.1 Public Use Hours.

ACTION PROPOSED: For Review and Discussion Only.



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: OBJECTIVES AND KEY RESULTS FOR MAY 1, 2024, THROUGH APRIL 30, 2025.

AGENDA No.: 9 D

MEETING DATE: MAY 20, 2024

STAFF REVIEW: Superintendent of Recreation & Communication, Robert Pechous:

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):

Over the past year, staff has worked on four (4) primary annual goals to be accomplished from May 1, 2023, to April 30, 2024. Each goal is specific, measurable, achievable, relevant, and time bound. Each month, staff are updated on the status of the goals, and the report is distributed to staff in addition to being included in the monthly board packet.

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

The Leadership Team developed 4 new goals that will be measured from May 1, 2024, to April 30, 2025. If the objectives are met, full-time staff would receive paid time off (PTO), and part-time staff (working at least 400 hours) would receive a cash bonus equivalent to the PTO received by the full-time staff.

ACTION PROPOSED:

For Review and Discussion Only.



OBJECTIVES AND KEY RESULTS

May 1, 2024 - April 30, 2025

MONTHLY UPDATE June 1, 2024

Accomplish 4 of 4 OKR's: May 1, 2024 – April 30, 2025

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

1. MEMBERSHIP & FACILITIES

COMPLETE? ☐

- A FRC to increase membership revenue by 4% compared to April 30 of previous year to date. ☐
- B Obtain 100 new Tennis Center Members to take programming. ☐
- C Create 5 new opportunities to promote resident membership. ☐
 - 1. _____
 - 2. _____
 - 3. _____
 - 4. _____
 - 5. _____
- D Healthcare Memberships, RenewActive, and Silver Sneakers, yearly goal of \$100,000 in membership revenue. ☐

Objective 1, Figure A: FRC Membership Revenue

Goal: \$1,176,502

Objective 1, Figure B: TC New Members

Goal: 100

Objective 1, Figure D: Healthcare Membership Revenue

Goal: \$100,000

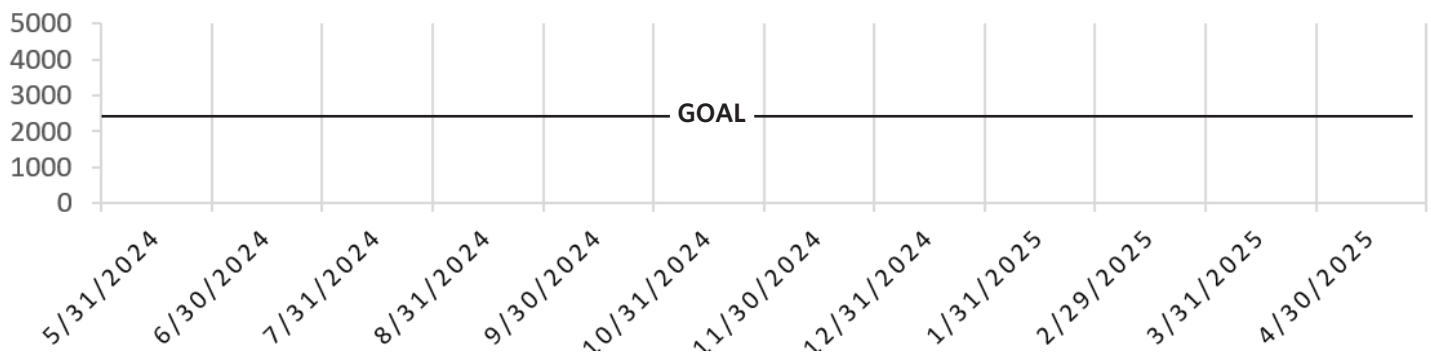
OBJECTIVES AND KEY RESULTS

2. MARKETING & COMMUNICATIONS

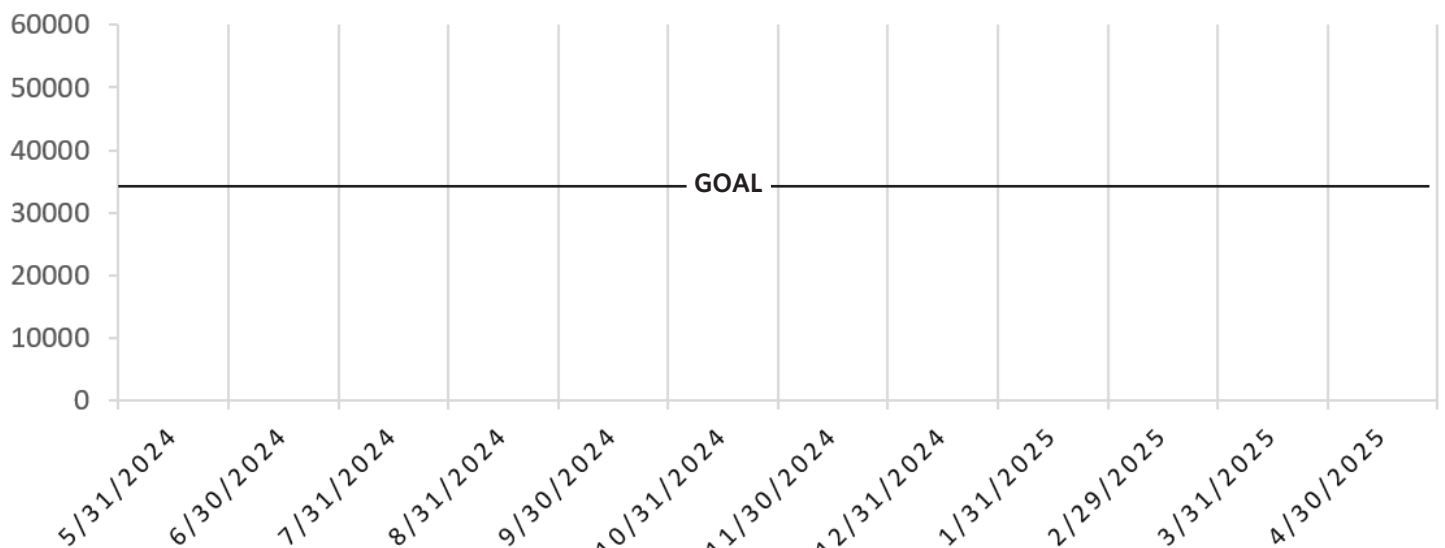
COMPLETE? ☐

- A Increase average engagement on Facebook to 2,500 from 1,865 per month. ☐
- B Increase average reach on Facebook to 32,000 from 25,423 per month. ☐
- C Measure open rates on a monthly basis of FT/PT employee communication.
FT = 87% PT = 65%. ☐
- D Six in-house projects identifying cost savings. ☐
 - 1. _____
 - 2. _____
 - 3. _____
 - 4. _____
 - 5. _____
 - 6. _____

Objective 2, Figure A: Facebook Engagement

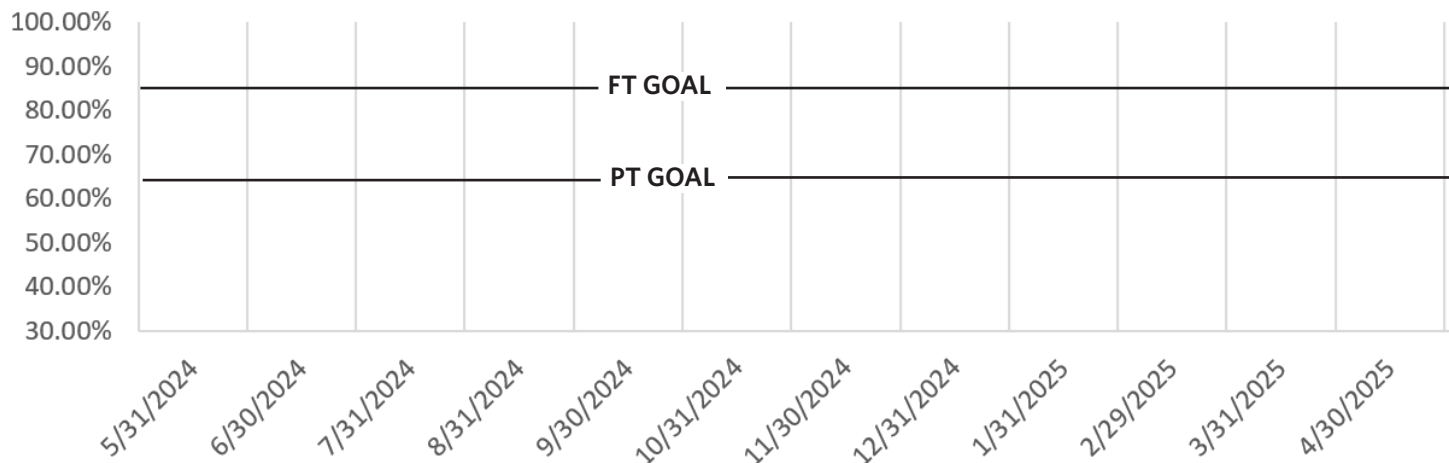


Objective 2, Figure B: Facebook Reach



OBJECTIVES AND KEY RESULTS

● FT Open Rate ● PT Open Rate



3. RECREATION & PROGRAMMING

COMPLETE? ☐

- A Add a minimum of 5 new programs/events with at least three departments. ☐
1. _____
 2. _____
 3. _____
 4. _____
 5. _____
- B Reaching a minimum net revenue total gain of \$50,000 from new programs. ☐
- C Provide an event at no cost to the in-district participants. _____ ☐
- D Increase the number of overall patron visits to the Family Recreation Center by 2%. ☐

Objective 3, Figure B: Park District Program Net Revenue

Goal: \$50,000

Objective 3, Figure D: FRC Patron Visits

Goal: 512,142



Oak Brook
Park District
A National Gold Medal Agency

www.obparks.org

[f /obparks.org/](https://www.facebook.com/obparks.org/)

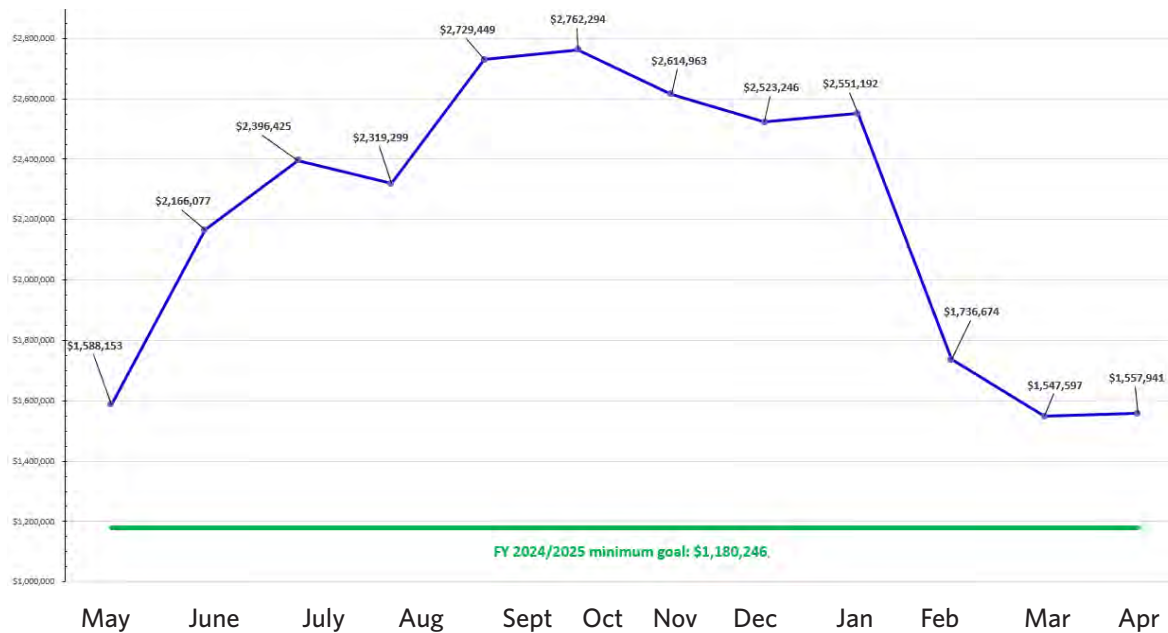
OBJECTIVES AND KEY RESULTS

4. FINANCE

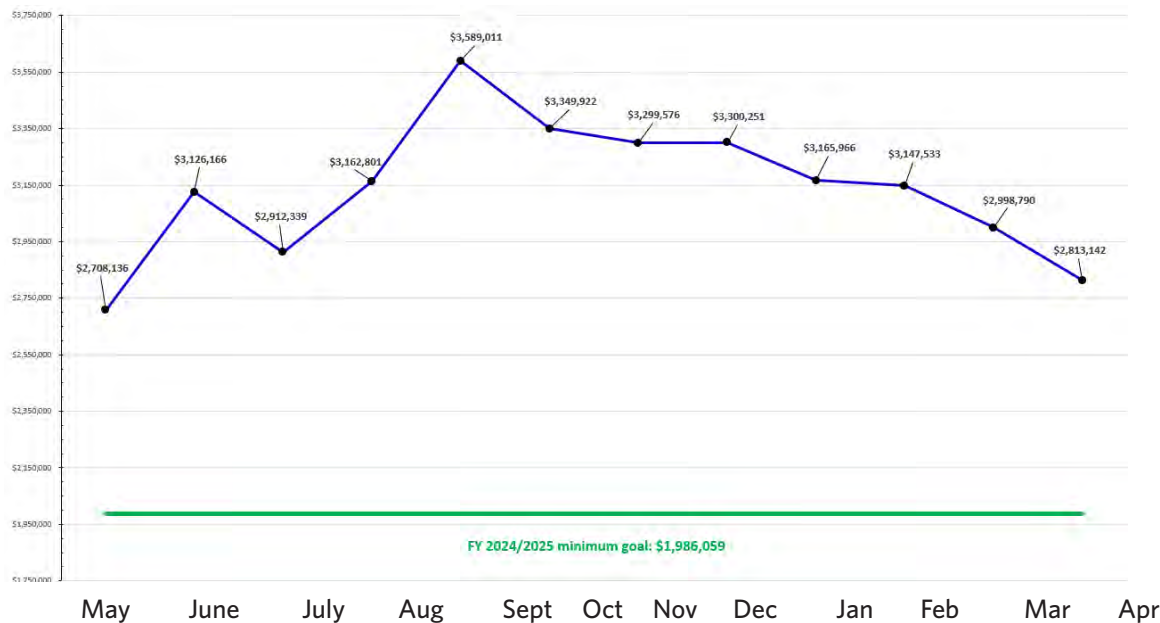
COMPLETE? ☐

- A Apply for the "Distinguished Budget Presentation Award" and is awarded by the Government Finance Officers Association (GFOA) ☐
- B General Fund FY 24/25 minimum goal of \$1,180,246. ☐
- C Recreation Fund FY 24/25 minimum goal of \$1,986,059. ☐
- D Tennis Center Fund FY 24/25 minimum goal of \$1,457,593. ☐

Objective 4, Figure B: General Fund



Objective 4, Figure C: Recreation Fund





OBJECTIVES AND KEY RESULTS

Objective 4, Figure D: Tennis Fund





May 1, 2024 - April 30,2025

Employee Status	Accomplish 4 of 4 OKR's
Part-Time<400 Hours Annually	No Bonus PTO hours
Part-Time 400-999 Hours Annually	Cash payout of 8 PTO hours
Part-Time 1000-1,500 Hours Annually	Cash payout of 16 PTO hours
*CPI & Full-Time 1,501 and Greater Hours Annually	Credit of 24 bonus PTO hours. Hours do not roll forward into the subsequent fiscal year.

*CPI employees and full-time employees with 20 or more years of service, can elect to receive a pay-out of any bonus PTO hours awarded to them. Each hour is paid out at \$20.00 an hour.



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: PURCHASE OF LIFE FLOOR MATERIAL AND
INSTALLATION THROUGH BUY BOARD PURCHASING
COOPERATIVE**

AGENDA NO.: 9 E

MEETING DATE: MAY 20, 2024

STAFF REVIEW:

Deputy Director, Bob Johnson:

Handwritten signature of Bob Johnson 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 existing ceramic tile flooring in the Family Aquatic Center is original to the facility. Over the last several years, the floor has begun to deteriorate, causing tiles to crack and become dislodged, causing safety concerns. The cracked and loose tiles also allow water to permeate into the concrete substrate below, which causes further deterioration. Aquatic staff have researched various options for replacing the flooring with a modern solution which is designed for aquatic environments. Staff have visited several facilities to evaluate flooring in-person, and have chosen the Life Floor product as the best solution for flooring replacement. Life Floor is a cushioned tile system which offers slip resistance and a softer feel than the hard tile options. The existing tile flooring would be removed, the concrete substrate inspected and repaired, and finally the new Life Floor tiles will be installed. This work will take place during the annual Aquatic Center shutdown in August.

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

Staff recommends purchasing the product and installation through the Buy Board Purchasing Cooperative. Life Floor has provided a proposal which includes installation from one of their authorized installers, Progressive Commercial Aquatics in the amount of \$233,994. This project requires prevailing wage as well as payment and performance bonds.

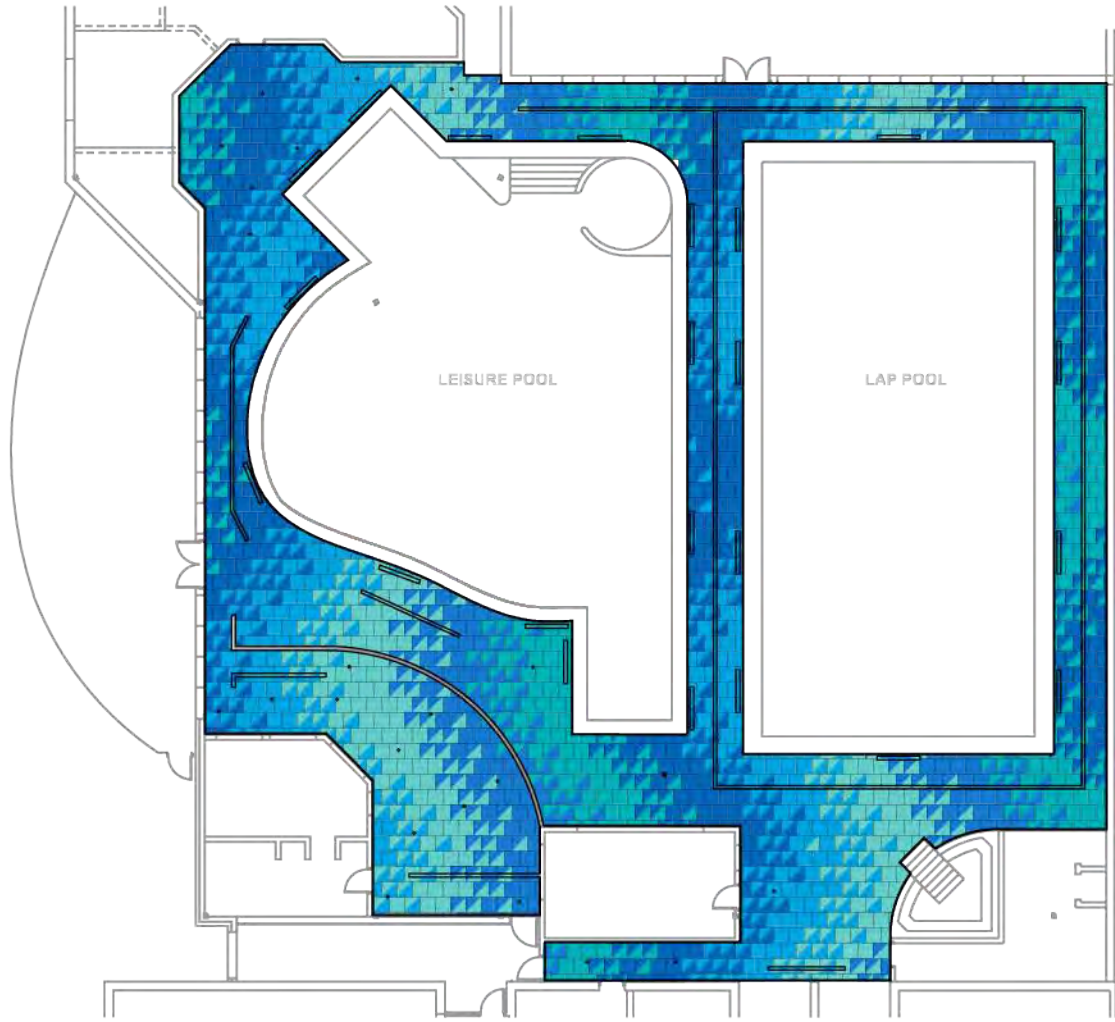
ACTION PROPOSED:

For Discussion Only.

OAK BROOK PARK

OAK BROOK, IL

- TURQUOISE
- SEAFOAM
- OCEAN
- BLUEBIRD
- AVIATOR



SCALE: 1" - 20'-0"		NOTES
DATE:	FEBRUARY 12, 2024	1. TWO LIFE FLOOR LOGO TILES ARE INCLUDED AS REQUIRED BY THE NSF/ANSI/CAN 50 SPLASH PAD SAFETY SURFACING STANDARD. 2. SOME VARIATION IN SHADING MAY OCCUR DUE TO MATERIAL PROPERTIES AND RANDOMIZED TEXTURE DIRECTION AT INSTALLATION. 3. INSTALLED LAYOUT MAY VARY FROM THIS DRAWING BASED ON INSTALLERS' VERIFICATION OF DIMENSIONS AND CONDITIONS ON SITE.
DESIGNER:	MM	
PROJECT AREA:	5528 SQ FT / 513 SQM	
OPP:	3125	



PROGRESSIVE COMMERCIAL AQUATICS

A LANDMARK AQUATIC COMPANY

Date: May 9th, 2024

Account: Oak Brook Park District

Project: Life Floor Family Rec Center

Buyboard#701-23

LABOR COSTS:

Labor Scope of Work WITHOUT office included:

- Landmark Aquatic will provide labor to install Life Floor on the pool deck at the rec center. Approx 5,528 SQ. FT.
- Landmark Aquatic will lay, cut, and adhere 3/8" Life Floor replacement Ripple 2.0 tiles in pattern approve on renderings.
- Landmark Aquatic will wipe down the new Life Floor to remove any residual adhesive left on the surface or seams of the tiles.
- Landmark Aquatic will roll the Life Floor tiles down to ensure proper tile adhesion.
- Landmark Aquatic will complete a final quality control check of tile installation and do a walk through with Site Supervisor before leaving the project.

**WITHOUT office Installation Labor Total: (includes labor only with travel):
\$106,597.33 (discounted on top of buyboard pricing for volume)**

(Buyboard Rate: 9hrs per day @\$170/man/hr x 6men x 13 days= \$119,340
normal rate) **Includes Prevailing wages.

MATERIALS COSTS:

- **OPTION 2 WITHOUT OFFICE INCLUDED ripple 2.0 3/8" tile with adhesive and freight in pattern on rendering: \$127,397.29 (Normal cost is \$138,087 on materials and freight)**

Material and Labor Total: \$233,994.62

Payment Performance Bond: \$2,000

Grand Total Labor/Materials/Bonds Included: \$235,994.62

EXCLUSIONS:

- Any tile or coating removal of existing surface
- any repairs to substrates once demo contractor is complete
- anything not specifically listed in the inclusions of this quote.
- Bid/performance bonds (can include if needed and will revise quote)
- taxes
- **In the case any concrete work needs to be done we will assess at that time and determine if your contractor is needed back or if we can handle it and bill at time and materials additional.
- **NOTE: Baseboard is not included at any room finish locations. Tiles to be installed tight against walls, bleachers etc.
- **NOTE: All finish caulking at joints etc. provided by others (if required)

Thank you,

Myles Phelps
Progressive Commercial Aquatics, Inc.

15616 Schmidt Loop Manor, Texas 78653 (949) 606-5869 Fax (512) 350-2154
Website www.proaquatic.com E-Mail: Mphelps@landmarkaquatic.com



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: RESOLUTION 24-0521: A RESOLUTION APPOINTING THE HUMAN RESOURCE AND RISK MANAGER OF THE OAK BROOK PARK DISTRICT AS THE AUTHORIZED AGENT WITH THE ILLINOIS MUNICIPAL RETIREMENT FUND

AGENDA No.: 9 F

MEETING DATE: MAY 20, 2024

STAFF REVIEW:

Chief Financial Officer, Marco Salinas:

A blue ink signature of Marco Salinas, Chief Financial Officer.

RECOMMENDED FOR BOARD ACTION: Executive Director, Laure Kosey:

A blue ink signature of Laure Kosey, Executive Director.

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

The Oak Brook Park District participates in the Illinois Municipal Retirement Fund to provide pension benefits to qualifying employees. The IMRF requires that each participating employer member appoint an Authorized Agent to oversee the administration of this pension program.

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

Linda Noonan, prior Human Resource Manager, is the appointed Authorized Agent, and with her recent departure from the District, it is now necessary to appoint Allison Siamis, Human Resource and Risk Manager, as the Authorized Agent for the District.

ACTION PROPOSED:

A Motion (and a Second) to waive the Board's Rules to approve at this meeting a Resolution appointing the Human Resource and Risk Manager of the Oak Brook Park District as the Authorized Agent with the Illinois Municipal Retirement Fund.

A Motion (and a Second) to approve a Resolution appointing the Human Resource and Risk Manager of the Oak Brook Park District as the Authorized Agent with the Illinois Municipal Retirement Fund.

RESOLUTION NO. 24-0521

A RESOLUTION APPOINTING THE HUMAN RESOURCE AND RISK MANAGER OF THE OAK BROOK PARK DISTRICT AS THE AUTHORIZED AGENT WITH THE ILLINOIS MUNICIPAL RETIREMENT FUND

WHEREAS, the Oak Brook Park District (District) participates in the Illinois Municipal Retirement Fund ("IMRF"), a pension plan that provides retirement, disability, and death benefits to its employees, pursuant to Section 7-132 of the Illinois Pension Code, 40 ILCS 5 /7-132; and

WHEREAS, Section 7-135 of the Illinois Pension Code, 40 ILCS 5/7-135, authorizes each participating member to appoint an authorized agent to act on behalf of the member with respect to the IMRF, in accordance with the powers and duties set forth in such section; and

WHEREAS, the Board of Commissioners of the District, after due consideration, finds that the appointment of the Human Resource and Risk Manager as the District's IMRF authorized agent is in the best interests of the District.

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

Section One:

The Human Resource and Risk Manager is hereby appointed to serve as the authorized agent to act on behalf of the District in connection with the Illinois Municipal Retirement Fund.

Section Two:

The Human Resource and Risk Manager is hereby vested with the power to execute all necessary documents with the IMRF incidental to administration of the plan and all of the powers and duties set forth in Section 7-135 of the Illinois Pension Code, including but not limited to the power to file petitions for nominations of an executive trustee of the IMRF and to cast a ballot for election of an executive trustee of the IMRF.

Section Three:

Upon approval of this Resolution, the Secretary of the Board of Park Commissioners is directed to (a) certify by signature on IMRF Form "Notice of Appointment of Authorized Agent," that the Human Resource and Risk Manager is appointed as the authorized agent for the District; and (b) transmit a certified copy of this Resolution and the completed Form "Notice of Appointment of Authorized Agent" to the Illinois Municipal Retirement Fund, 2211 York Road, Suite 500, Oak Brook, Illinois 60523-2337.

PASSED AND APPROVED THIS 20th day of May, 2024

Roll Call Vote:

AYES: _____

NAYS: _____

ABSENT: _____

By: _____
Sharon Knitter, President Board of Park Commissioners

ATTEST:

Laure Kosey, Secretary Board of Park Commissioners



FOR5J00-0001338

**Notice of Appointment of Authorized Agent**

Revised August 2023

Questions? Call 1-800-728-7971.

Upload this form through Employer Access*Please print in capital letters, using black ink.*

0	4	7	3	7	Oak Brook Park Dist
Employer Number					Employer Name

AUTHORIZED AGENT INFORMATION

ALLISON		SIAMIS	
First Name	M.I.	Last Name	Jr., Sr., II, etc.

PARK DISTRICT	
Type of Governing Body	

05/20/2024	05/20/2024	HUMAN RESOURCE AND RISK MANAGER
Date Appointment Made (MM/DD/YYYY)	Effective Date of Appointment (MM/DD/YYYY)	Position Title

Do you give the Authorized Agent the authority to:

- File a Petition for Nominations of an Executive Trustee of IMRF ☒ Yes ☐ No
- Cast the Ballot for Election of an Executive Trustee of IMRF ☒ Yes ☐ No

The Authorized Agent does ~~not need to participate~~ in IMRF to file a petition or cast a ballot. If you do not give the Authorized Agent the authority to petition and/or vote, the governing body must perform these duties.

Authorized Agent Signature (<i>write; do not print or type</i>)	Date (MM/DD/YYYY)
---	-------------------

IMPORTANT NOTE: By law, all new Authorized Agents must attend Authorized Agent training within three months of appointment. Visit the IMRF website at <https://www.imrf.org> to register for Authorized Agent training.

CERTIFICATION

I, LAURE KOSEY, do hereby certify that I am BOARD SECRETARY
Name Clerk or Secretary

of the OAK BROOK PARK DISTRICT
Name of Employer

and the keeper of its books and records and the foregoing appointment and delegation were made by resolution duly adopted on the date indicated.

Signature of Clerk or Secretary of the Board (*write; do not print or type*)



FOR5J00-0001338

0	4	7	3	7
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Employer Number

BUSINESS MAILING ADDRESS

ALLISON		SIAMIS	
First Name	M.I.	Last Name	Jr., Sr., II, etc.
1450 FOREST GATE ROAD		DUPAGE	
Mailing Address		County	
OAK BROOK	IL	60523	
City	State	Zip Code (zip+4 if known)	
630-645-9537	630-990-4233		
Daytime Telephone (with Area Code)	Alternate Telephone (with Area Code)		
630-990-8379	ASIAMIS@OBPARKS.ORG		
Fax Number (with Area Code)	Email		

INSTRUCTIONS

- The governing body of an IMRF employer (including townships) can appoint any qualified party as the employer's IMRF Authorized Agent.
- The governing body makes the appointment by adopting a resolution.
- The clerk or secretary of the governing body must certify the appointment (see Certification on previous page).

IMRF, 2211 York Road, Suite 500, Oak Brook, Illinois 60523-2337
Employer Services: 1-800-728-7971 FAX: 630-706-4289
www.imrf.org



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: RENEWAL OF THE INTERGOVERNMENTAL AGREEMENT BETWEEN THE BOARD OF EDUCATION OF BUTLER SCHOOL DISTRICT #53 & THE OAK BROOK PARK DISTRICT FOR A BEFORE AND AFTER SCHOOL PROGRAM FOR SCHOOL YEAR 2024-2025 THROUGH 2027-2028

AGENDA No.: 9G

MEETING DATE: MAY 20, 2024

STAFF REVIEW: Superintendent of Recreation & Communication, Robert Pechous:

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 Intergovernmental Agreement between the Oak Brook Park District and District #53 has been updated. Staff is reviewing the agreement, and changes are being made to better the partnership with District #53.

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

In 2016 the Park District entered into a contract to provide a before and after-school recreational program for District 53 elementary-aged students. The program has been beneficial to the children by providing a social recreational outlet before and after school and the community by providing a needed service for working parents. This partnership also encourages collaboration and teamwork in the community. It is recommended that the Agreement be reviewed and signed for the 2024 – 2025 through the 2027-2028 school year.

ACTION PROPOSED:

For Review and Discussion Only.

**INTERGOVERNMENTAL AGREEMENT BY AND BETWEEN THE BOARD OF EDUCATION
OF BUTLER SCHOOL DISTRICT #53 AND THE OAK BROOK PARK DISTRICT FOR A
BEFORE AND AFTER SCHOOL PROGRAM**

AGREEMENT:

This Agreement dated this _____ of May, 2024 by and between the Board of Commissioners of Oak Brook Park District, DuPage County, Illinois (hereinafter the "Park District") and the Board of Education Butler School District 53, DuPage County, Illinois (hereinafter the "School District")(and hereinafter sometimes referred to collectively as the "Parties") provides for hosting of Park District Before and After School Recreational Programs (hereinafter the "Program", "Programs" or "Programming") as follows:

WITNESSETH:

WHEREAS, the Park District and the School District are "units of local government" as defined under Article VII, Section 10, of the Constitution of Illinois 1970 and are "public agencies" as defined under Paragraph 2 of the Intergovernmental Cooperation Act, 5 ILCS220/1 *et seq.*; and

WHEREAS, the Park District and the School District have mutually determined that it would be in the best interest of the citizens of the community to be able to utilize certain facilities at the Brook Forest Elementary School (the "School") for the Programs when it is not being used by the School District for its own after school program; and

WHEREAS, by this Agreement, the School District intends to authorize the Park District to use certain facilities at the School for a facility usage fee as provided in this Agreement; and

WHEREAS, parents of students who attend the School will benefit from the Programming to be provided by the Park District;

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by the Parties, the Parties hereby agree as follows:

1. Enabling Authority

- a. This Agreement is entered into between the Parties pursuant to the Constitution of the State of Illinois and the Intergovernmental Cooperation Act.

2. General Conditions

a. Program

- i. That subsidized fees shall be made available for the Programs for eligible low income families of the School District, through the Park District or other financial assistance programs; and
- ii. That Park District Programming will provide students of the School District with age-appropriate recreational physical, educational and social activities, including homework assistance; and
- iii. That a snack program is made available by the Park District at no additional cost to the families or participants; and
- iv. That both the Park District and the School District will actively promote the Programs to School District families.
- v. That the facility usage fee to be paid by the Park District to the School District shall be \$20.00 per week for after school care.

b. Park District and School District Facilities

- i. The Park District shall host the before-school portion of the Programs at its facilities located at 1450 Forest Gate Road in Oak Brook, Illinois.

The School District shall provide the Park District with the use of the following facilities at the School for the after-school portion of the Programs, without requiring any facility fee: the gymnasium, washrooms, designated classrooms, designated kitchen storage areas, designated exterior play area, and other designated storage areas, together with such corridors and entrance ways necessary to gain ingress and egress to and from said areas, which shall be limited to pre-established schedules and times (the "School Facilities"). The specific School Facilities shall be agreed upon by the Parties prior to the commencement of the Programming. The Park District Programs will periodically be required to share these School Facilities with other user groups scheduled within the School.

The School's Administrative Staff will notify the Park District site staff, with as much advance notice as possible, of any proposed conflicting or shared use of the School Facilities. When possible, the School's Administrative Staff may offer alternative spaces to accommodate the Programs when such conflicts or sharing occur.

c. Term of Agreement

- i. The term of this Agreement shall be for a period of three years, commencing with the 2024/2025 school year and ending upon

completion of the 2027/2028 school year (the "Term").

- ii. This Agreement may be renewed in writing for an additional terms ("Renewal Term") by mutual agreement of the Parties.
 - iii. The Park District has the right to discontinue any Program by written notification to the School District prior to August 15 of any school year during the Term or Renewal Term.
- d. Access to School
- i. The School shall provide ingress and egress to Park District Program employees and Program participants, as authorized by the School District, during hours of Program operation, and to other areas needed to meet crisis protocol and procedures.
 - ii. The Park District agrees to follow the School District's directive regarding the departure/pick-up location(s) for Program participants.
- e. Parking
- i. Authorized Park District employees and Program participants shall be permitted to park vehicles in any parking lot at the School during the hours of operation for the Programs without interference or hindrance, except reasonable periods of repair or construction or other School programming.

3. Use of School Facilities

- a. Time Scheduling
- i. During regular School attendance days, for the purposes of before school Programming, the Park District shall provide Programming at its facilities located at beginning at 7:00 a.m. and ending at the School's start time.
 - ii. The School District shall provide transportation for before-school Program participants from the Park District facilities to the School at the conclusion of the before-school Program.
 - iii. During regular School attendance days, for the purposes of after school Programming, the Park District shall have use of the School

Facilities beginning at the time of School dismissal and ending when all students have been picked up, with a published ending time of 6:00 p.m.

- iv. The School District will allow adequate time for Program set-up and take- down.
- v. If scheduling conflicts occur with the School, the School shall be given priority over the Programs. Both Parties will cooperate in adjusting their needs to eliminate such conflicts.

b. Site Use and Maintenance

- i. Refrigerator space is limited, but a small space will be designated for the Programs. The School's custodial staff shall have no responsibility for the cleanliness of this unit.
- ii. All kitchen surfaces and appliances must be cleaned after use.
- iii. The School has designated storage space for use by the Park District. Materials must be stored securely and within designated spaces. The School District has no responsibility for these supplies. If space allows, the Park District may provide its own storage cabinets with the permission of the School's Principal.
- iv. School District-owned equipment and/or supplies are available for use only as authorized by the School or School District. Authorized equipment and/or supplies must remain in the area authorized for use. All other supplies and equipment are not available for use. The Park District shall supply any needed games, educational materials, activities, art supplies and consumables.
- v. No supplies or materials shall be left in the gymnasium or any other space following Park District use, other than in spaces designated for storage.
- vi. Lunch tables are available for use on a regular basis. Park District staff will be responsible for the complete clean-up following all activities.
- vii. Snacks must be consumed at designated tables only and cleaned up after each use. Only peanut-free snacks will be offered by the Park

District during Program use.

- viii. School Facilities must be left in a clean orderly condition, including floors, walls and restrooms. Accidents and general clean-up that require custodial assistance during the Programs will be handled by the Park District's on-site staff. All areas of the School should be left ready for use at the end of each Program session.
- ix. The Park District agrees that it shall promptly reimburse the School District for the cost of necessary repairs to or replacements of furnishings, fixtures and other improvements at the School that may be caused by the Park District's operation of the Programs, normal wear and tear excepted.
- x. The School District agrees to provide reasonably required heating, electrical, and water services during such times as the Park District uses the School to operate the Programs.
- xi. The School office copier may be used upon request only and only for incidental, periodic use.
- xii. The School office and other non-designated classrooms are off-limits for Park District staff and participants unless previously scheduled.
- xiii. The School's custodial staff shall have authority to request compliance with Site Use and Maintenance Regulations and to report any non-compliance issues to the School's administration.

4. Access to Internet and Network

- a. The School shall make access to the Internet and the School's wireless network available to the Park District for the Programs.
- b. Park District participants and staff are subject to Park District and School District electronic use policies, and only for materials related to the Programs.

5. Supervision

- a. The Park District's Program Supervisor shall be responsible for adherence to all rules, regulations and procedures by the Park District and the participants, and shall serve as the primary contact between the School and the Park District regarding site operations and School-specific procedures for the Programs.

- b. Park District shall, at all times, maintain at least one qualified adult, over the age of 18, at the School during all Program operation, which adult shall be designated as the Site Supervisor.
- c. The Park District and the School District shall work cooperatively with regard to performance standards and issues for Program supervisory staff.
- d. The Park District shall provide supervision for parent drop-off and pick-up areas.
- e. Park District support supervision personnel shall have the following qualifications:
 - i. All such personnel shall be at least 18 years of age.
 - ii. Personnel in a counselor position shall have a high school diploma, shall have a minimum of six (6) months' experience in an environment with children 5-11 years of age, shall be trained in CPR and First Aid, and shall be required to pass an Illinois State Police Criminal Background Check and a drug test.
 - iii. Personnel in a supervisor position shall have a college degree or have a high school diploma and a minimum of three (3) years' child development experience with children 5-11 years of age, shall be trained in CPR and First Aid, and shall be required to pass an Illinois State Police Criminal Background Check, an employment history review in accordance with "Faith's Law" (105 ILCS 5/22-94) and a drug test.

6. Specific Safety Requirements

- a. The Park District shall follow the School District's Board of Education policies regarding local, state and federal licensing requirements and those regarding safety.
- b. Alcoholic beverages, smoking, drugs or weapons are strictly forbidden on School property.
- c. Access to the School building shall be limited to specified entrance(s) only. All other entrances must remain locked. Doors must not be propped open or

left ajar at any time.

d. Fire exits, doorways and hallways shall be kept passable at all times.

7. Insurance Requirements: Each Party shall be required to maintain the following insurance coverages:

a. General Liability Coverage, including Contractual Liability Coverage, specifically including bodily injury, personal injury, and property damage

i. Each occurrence: \$3,000,000, written on an occurrence basis

ii. General aggregate: \$2,000,000

b. Worker's Compensation Coverage

i. Statutory for Illinois

ii. Each accident: \$500,000

iii. Disease policy limit: \$500,000

iv. Disease each employee: \$500,000

c. Excess Liability/Umbrella Coverage

i. \$1,000,000

d. Sexual Misconduct and Molestation Liability Coverage

i. Each loss limit: \$1,000,000

ii. Aggregate limit: \$1,000,000

iii. Innocent party defense: \$300,000

e. Each Party shall include the other Party, its public officials, employees, volunteers and agents, as additional insureds for all liability coverage. In addition, each Party shall furnish the other Party with a certificate(s) of insurance, executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above.

- f. In the event that any Party is self-insured, member of an intergovernmental pool or provides for its risk financing by a means other than commercial insurance, that Party shall keep in force at all times during the term of this Agreement, all coverages provided for hereinabove notwithstanding provision of such coverages in such manner.
- g. The insurance company, self-insurance pool, or similar entity of the Party administering any claim, cause of action and the like, shall be allowed to raise on behalf of the other Party any and all defenses, statutory and/or common law, to such claim or action that the other Party might have raised, including, but not limited to, any defense contained within the Illinois Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1-101, *et seq.*

8. Indemnification

- a. To the maximum extent permitted by law, Park District and School District shall indemnify and hold each other harmless from any and all actions, costs, expenses, damages and liabilities, including reasonable attorneys' fees, resulting from death or bodily injury or damage to tangible physical property of the other, to the extent arising out of or resulting from the negligence or wrongful conduct of their respective employees or other authorized agents in connection with this Agreement. However, neither Party shall indemnify the other against actions, costs, expenses, damages and liabilities to the extent attributable to the negligent or wrongful acts or omissions of the other Party. If the Parties are both at fault hereunder, then any obligation to indemnify shall be proportional to their relative fault.

9. Termination

- a. Either Party has the right to terminate this Agreement upon written notice to the other Party on or before April 15 of any year of the Term or the Renewal Term; in such event, termination shall become effective on the first day after the last day of the then-current school year. The Parties may also mutually agree to terminate this Agreement at any time.

10. Suspension

- a. In the event the School must suspend in-school teaching and related activities

due to any applicable federal, state, or local law, regulation or order, or if the Parties agree to temporarily suspend the Program, the rights and obligations of each Party shall be suspended for the duration of the period of suspension.

11. Relationship of the Parties

- a. Nothing in this Agreement shall be deemed to create any joint venture or partnership between the Parties. Neither the Park District nor the School District shall have the power to bind or obligate the other except as to the extent expressly set forth in this Agreement.

12. No Third Party Beneficiary

- a. This Agreement is entered into solely for the benefit of the contracting Parties, and nothing in this Agreement is intended, either expressly or impliedly, to provide any right or benefit of any kind whatsoever to any person or entity who is not a Party to this Agreement, or to acknowledge, establish or impose any legal duty to any third party.

13. Assignment

- a. No part of this Agreement may be assigned by either of the Parties hereto without prior written consent of the other Party.

14. Right to Amend

- a. Except as provided in Section 2.c of this Agreement and unless otherwise agreed, in the event that either Party desires to modify or amend this Agreement, written notice thereof shall be given prior to April 15 of the preceding school year for modification to be adopted for the subsequent year. Modification to this Agreement must be in writing and approved by formal public action of the elected Board of each respective Party.

15. Authority

- a. The individual officers of the Park District and the School District who have executed this Agreement represent and warrant that they have full power and lawful authority to execute this Agreement and perform and fulfill the obligations and responsibilities contemplated hereunder on behalf of and in the name of their respective governing boards.

16. Successor

- a. It is the intention of the Parties hereto that this Agreement and each and all of the provisions be binding on their successors in office.

17. Multiple Counterparts

- a. This Agreement may be executed in multiple counterparts, each of which shall, for all purposes, constitute a duplicate original.

IN WITNESS WHEREOF, the Parties have hereunto set their hands and seals the day and year first above written.

Board of Education of Butler School District #53

Oak Brook Park District

By: _____
President

By: _____
President

Attest: _____
Secretary

Attest: _____
Secretary



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 IN ATLANTA, GEORGIA, OCTOBER 8-10, 2024

AGENDA No.: 9 H

MEETING DATE: MAY 20, 2024

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 October 8 – 10, 2024 in Atlanta, Georgia.

The 2024 NRPA Annual Conference provides more than 200 education sessions through 12 education tracks specifically tailored to parks and recreation. The sessions cover 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. The park district 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 2024 NRPA conference and to approve the travel expenses for commissioners attending the conference.

ACTION PROPOSED:

For Review and Discussion Only.

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

Name: Commissioner	Department:	Date: 05/13/24	Purpose for Travel: NRPA Conference 2024 - Atlanta, GA
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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				
10/08/24	\$ 695.00	\$400	\$ 55.00	\$ 289.00	\$ 15.00	\$ 25.00	\$ 35.00			\$ 1,514.00	
10/09/24			20.00	289.00	15.00	25.00	35.00			384.00	
10/10/24			20.00	289.00	15.00	25.00	35.00			384.00	
10/11/24			55.00		15.00	25.00				95.00	
										-	
										-	
Total:	\$ 695.00	\$ 400.00	\$ 150.00	\$ 867.00	\$ 60.00	\$ 100.00	\$ 105.00	\$ -	\$ -	\$ 2,377.00	

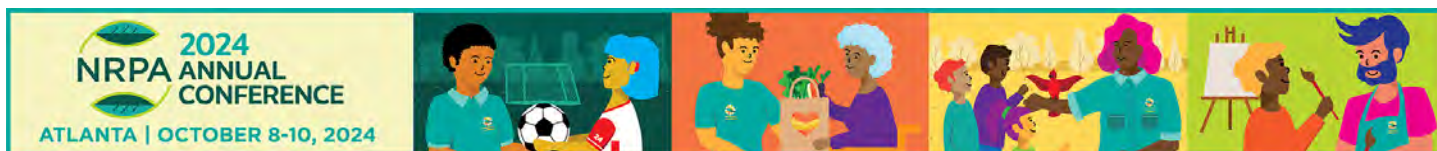
Department Director Approval:	Date:
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ACTUAL EXPENSES													
Travel/ Event Date (xx/xx/xx)	Registration	Airfare	Taxi/Bus/ Train/ Mileage (\$)	Lodging	Meals			Parking	Misc. (Tolls)	Total Actual Costs	Paid With P-Card	Reimb. Amount	Notes
					Breakfast	Lunch	Dinner						
10/08/24										\$ -		\$ -	
10/09/24										-		-	
10/10/24										-		-	
10/11/24										-		-	
										-		-	
										-		-	
Total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

Requestor Signature:	Date:	2024 Mileage Reimbursement Rate: \$.67 per mile
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.		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.



2024 NRPA ANNUAL CONFERENCE PREMIER MEMBER GROUP REGISTRATION

IN-PERSON REGISTRATION GENERAL INFORMATION

NRPA Premier Member agencies are eligible to receive a special discount for sending five or more employees to the **2024 NRPA Annual Conference in Atlanta, GA, October 8 - 10.**

Premier Member Agency groups who purchase four (4) in-person Full Package Registrations will receive two (2) free virtual conference registrations. Please complete a registration form for each attendee registering for the NRPA Annual Conference and select which registration type each person in your group should have — in-person or virtual. All forms must be sent with this cover letter and **must be submitted at the same time.** To ensure eligibility, each agency's roster must be up-to-date with NRPA to include the exact name and member number of each attendee registering in order for the discount to be valid.

Please be aware that all attendees will need to provide an emergency contact and will be required to agree to [NRPA's Policies and Terms of Registration](#) before a badge will be issued. This can be completed through the registration process. A separate request will be sent to those who do not complete this as a part of registration.

PAYMENT METHOD

Registrations submitted to NRPA without a method of payment will be considered incomplete, and therefore, the registrant will not be able to attend the NRPA Annual Conference until payment has been made. NRPA accepts checks, purchase orders,* Visa, MasterCard, Discover and American Express as forms of payment.

PURCHASE ORDERS

Registration form(s) or a copy of the online registration confirmation must accompany all purchase orders. All registrants will need to provide NRPA with (1) a valid Purchase Order number, and (2) a copy of

the Purchase Order with clear instructions to process the registration. NRPA has the right to contact the agency or organization issuing the purchase order to confirm its validity.

All Purchase Orders and accompanying information must be received by Friday, September 6, 2024, and all payments will be due NO LATER than Friday, September 20, 2024. Unpaid registrations secured through a purchase order will not be confirmed until full payment is received. No registrant will receive conference materials or be authorized to attend for any Purchase Order(s) that has not been paid in full by the opening of the conference dates. On-site payments via check or credit card will be accepted. Cash payments are permitted, however, NRPA's on-site registration is cashless, and no change will be provided.

CANCELLATIONS OR CHANGES FOR PREMIER GROUP REGISTRATIONS

A cancellation within a Premier group in-person registration may be replaced with another attendee in the same organization. Should there be more than one (1) cancellation, the free registration will be forfeited and each additional cancellation(s) will be subject to the \$100 processing fee.

To receive a refund, cancellation requests must be submitted by 5 p.m. CDT on Friday, September 13, 2024 and will incur a \$100 processing fee. **NO refunds will be issued if received and/or postmarked after Friday, September 13, 2024.**

Cancellation requests may be submitted by:

Mail:

NRPA c/o MCI USA
6100 W. Plano Parkway, Suite 3500
Plano, TX 75093

Email: nrpa@mcievents.com

☐ **YES! I would like to take advantage of the Premier Agency Group registration**

- ✓ I've read the [Policies and Terms of Registration](#)
- ✓ All eligible registration forms are submitted with this form
- ✓ Method of payment is included

Primary Contact for Premier Member Agency's Group:

Name: _____

Premier Agency: _____

Email: _____

Phone: _____ Fax: _____

You can also register online at nrpa.org/Conference

REGISTRATION FORM

Please print carefully.

NRPA Member #: _____

First Name: _____ MI: _____ Last Name: _____

Nickname (name for badge): _____ Title: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Office Phone: _____ Mobile Phone: _____

Fax: _____ Email: _____

Emergency Contact Name: _____ Emergency Contact Phone Number: _____



REGISTRATION QUESTIONS?

Call: 888.385.8010 (toll-free U.S. & Canada)
972.349.5891 (International)

Email: nrpa@mcievents.com

**PLEASE DO NOT MAIL REGISTRATION FORMS
AFTER FRIDAY, SEPTEMBER, 6 2024 — REGISTER
ONLINE.**

CERTIFICATION DESIGNATION: ☐ CPRE ☐ CPRP ☐ CTRS ☐ CPSI ☐ AFO ☐ APRP _____



Please tell us what you need to fully participate in the meeting or event, such as mobility, hearing or sight access needs; food, beverage, or scent allergies; sensory and communication, and neurodivergent needs. (Note: For hotel requests, please provide accommodation information when booking your room).

ATTENDEE INFORMATION:

Check here if you would **not** like to receive mailings and emails from NRPA on behalf of exhibitors promoting park and recreation products and services. (NRPA will never release your physical or email address.) ☐

- Is this your first NRPA Annual Conference?** ☐ Yes ☐ No
- What is your Employer type?**
 - ☐ College or University
 - ☐ Federal Government
 - ☐ Independent Consulting Firm
 - ☐ Landscape Architect/Design Firm
 - ☐ Municipality/Park District/County
 - ☐ Military
 - ☐ Playground Equipment Manufacturer/Supplier
 - ☐ School District
 - ☐ State Government
 - ☐ Option not listed
- What is your agency's Setting (if municipality/Park District/County)?**
 - ☐ County
 - ☐ Educational Institution
 - ☐ Military
 - ☐ Rural
 - ☐ Park/Special Park District
 - ☐ State
 - ☐ Suburban
 - ☐ Metropolitan/Urban
 - ☐ Option not listed
- What is your agency's Annual Operating Budget?**
 - ☐ Under \$500K
 - ☐ \$500K-\$2.5 million
 - ☐ \$2.5-\$5 million
 - ☐ \$5-\$10 million
 - ☐ Over \$10 million
 - ☐ Unsure about budget size
- What is your Occupation (select one)?**
 - ☐ Park & Recreation Professional
 - ☐ Armed Forces Recreation Professional
 - ☐ Park Advocate/Civic Leader
 - ☐ Consultant
 - ☐ Educator/Researcher
 - ☐ Supplier
 - ☐ Nonprofit Service Provider
 - ☐ Volunteer/Coach
 - ☐ Retired Professional
 - ☐ Student
 - ☐ Option not listed
- What is your area of Responsibility (check all that apply, if applicable)?**
 - ☐ Administration
 - ☐ Armed Forces Recreation
 - ☐ Arts & Cultural Resources
 - ☐ Aquatics
 - ☐ Athletics & Sports
 - ☐ Park Advocate
 - ☐ Education
 - ☐ Inclusion & Accessibility
 - ☐ Information Technology
 - ☐ Leisure & Aging
 - ☐ Maintenance & Facilities
 - ☐ Marketing & Communications
 - ☐ Park Resources
 - ☐ Tourism & Special Events
 - ☐ Volunteer Management
 - ☐ Youth Services
 - ☐ Option not listed
- What is your Occupational level (select one, if applicable)?**
 - ☐ Staff
 - ☐ Middle Management
 - ☐ Executive Management
- What is your Purchasing Role (if applicable)?**
 - ☐ Make final decision
 - ☐ Make final recommendation
 - ☐ Part of recommendation process
 - ☐ Do not have a purchasing role
- What Certifications are of interest to you?**
 - ☐ AFO (Aquatic Facility Operator)
 - ☐ CPRE (Certified Park and Recreation Executive)
 - ☐ CPRP (Certified Park and Recreation Professional)
 - ☐ CPSI (Certified Playground Safety Inspector)
 - ☐ Option not listed
- What is your Education level?**
 - ☐ Trade, Technical, Vocational Training
 - ☐ High School
 - ☐ Some College
 - ☐ Associate's Degree
 - ☐ Bachelor's Degree
 - ☐ Master's Degree
 - ☐ Doctorate
- Gender Identity (select all that apply)**
 - ☐ Woman
 - ☐ Man
 - ☐ Non-binary/non-conforming
 - ☐ Transgender
 - ☐ Option not listed
 - ☐ I prefer not to answer.
- Your badge will include your pronouns. What set of pronouns should your badge include?**
 - ☐ He/Him/His
 - ☐ She/Her/Hers
 - ☐ They/Them/Theirs
 - ☐ Option not listed
 - ☐ I prefer my badge not include my gender pronouns
- Please provide your birthdate*** _____
- To the extent you feel comfortable, please indicate whether you are of Hispanic, Latino or Spanish origin:**
 - ☐ Yes, I am of Hispanic, Latino or Spanish origin
 - ☐ No, I am not of Hispanic, Latino or Spanish origin
 - ☐ I prefer not to answer
- To the extent you feel comfortable, please indicate the options that best describe your race:**
 - ☐ American Indian or Alaska Native
 - ☐ Asian or Asian American
 - ☐ Black or African American
 - ☐ Native Hawaiian or Pacific Islander
 - ☐ White
 - ☐ Option not listed
 - ☐ I prefer not to answer
- Dietary restrictions: Please let us know of any food allergies, religious or dietary practices:**
 - ☐ None
 - ☐ Lactose Intolerance or Dairy Free
 - ☐ Peanut or Tree Nut Allergy
 - ☐ Diabetic
 - ☐ Celiac Disease (Gluten-Free)
 - ☐ Vegetarian Diet
 - ☐ Vegan Diet
 - ☐ Kosher
 - ☐ Halal
 - ☐ Option not listed
- Should NRPA provide one, what T-shirt size would you prefer?**
 - ☐ S ☐ M ☐ L ☐ XL ☐ 2XL

*Required only for non-member young professional registrations

Last Name: _____

First Name: _____

Membership #: _____ (PLEASE INCLUDE THIS INFORMATION FROM THE FIRST PAGE.)

IN-PERSON REGISTRATION FEES

	Full Package	Young Professional**	Student ***	Expo Only	Daily Passes	Opening General Session (Tues.)	Day 2 General Session (Wed.)	Spouse/ Guest	Retired*
ALL EDUCATION SESSIONS	✓	✓	✓		✓				✓
NRPA OPENING GENERAL SESSION	✓	✓	✓		✓	✓		✓	✓
EXHIBIT HALL DAILY ADMISSION	✓	✓	✓	✓	✓			✓	✓
NRPA OPENING RECEPTION	✓	✓			✓			✓	✓
DAY 2 GENERAL SESSION	✓	✓	✓		✓		✓	✓	✓
NRPA VIRTUAL CONFERENCE	✓	✓							✓
EARLY BIRD: On or Before 8/23/24	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Member	\$695	\$575	\$75	\$195	\$445	\$35	\$35	\$475	\$345
Non-member	\$865*	\$735*	\$135*	\$265	\$475	\$50	\$50	\$475	\$465*
REGULAR: 8/24/24 — 10/4/24	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Member	\$875	\$755	\$85	\$245	\$445	\$35	\$35	\$495	\$355
Non-member	\$1175*	\$955*	\$145*	\$315	\$475	\$50	\$50	\$495	\$465*
ONSITE: Starting 10/5/24	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Member	\$915	\$795	\$95	\$245	\$445	\$35	\$35	\$515	\$365
Non-member	\$1255*	\$1025*	\$155*	\$315	\$475	\$50	\$50	\$515	\$465*

*These non-member registration fees automatically include a 1-year NRPA Membership. To opt out of this benefit, check here: ☐ If you opt out, the fee remains the same. ** Young Professionals are defined as anyone 35 years and younger. *** Students are defined as anyone who is currently enrolled as a full-time or part-time student pursuing a degree in parks, recreation, conservation, or related matters, and is not simultaneously employed as a full-time professional. All non-member students must provide proof of student status prior to receiving registration materials. Student status must be verified one of the following ways: an original letter on the institution's letterhead signed by any qualified representative from your university program, student ID with valid dates, or a current transcript. Verification must be submitted at the same time as registration. NRPA student memberships purchased on or before 6/30/2024 will continue to be eligible for a complimentary conference registration. All student memberships purchased on or after 7/1/2024 will be charged for conference registration fees as charted above.

VIRTUAL REGISTRATION FEES

	Virtual Conference Pass	Student Virtual Conference Pass ***
VIRTUAL EDUCATION SESSIONS	✓	✓
EARLY BIRD: On or Before 8/23/24	<input type="radio"/>	<input type="radio"/>
Member	\$305	\$55
Non-member	\$405	\$75
REGULAR: 8/24/24 — 10/10/24	<input type="radio"/>	<input type="radio"/>
Member	\$355	\$85
Non-member	\$455	\$105

*** Students are defined as anyone who is currently enrolled as a full-time or part-time student pursuing a degree in parks, recreation, conservation, or related matters, and is not simultaneously employed as a full-time professional. All non-member students must provide proof of student status prior to receiving registration materials. Student status must be verified one of the following ways: an original letter on the institution's letterhead signed by any qualified representative from your university program, student ID with valid dates, or a current transcript. Verification must be submitted at the same time as registration. NRPA student memberships purchased on or before 6/30/2024 will continue to be eligible for a complimentary conference registration. All student memberships purchased on or after 7/1/2024 will be charged for conference registration fees as charted above.

TICKETED EVENTS

Golf Tournament
Monday, October 7 11:00 a.m. - 5:30 p.m.
Browns Mill Golf Course Golf Course

Qty x \$100 = \$ _____

NRPA Opening Reception
Tuesday, October 8 7:00 p.m. - 9:00 p.m.
Georgia Aquarium

Qty x \$95 = \$ _____

5K: Fun Run, Walk or Roll
Thursday, October 10 8:00a.m. - 10:00a.m.
(Includes: Radiant Race Bib, Exceptional Event Swag, Energizing Post Race Eats)
Atlanta Beltline Trail (Start/finish line)

Qty x \$40 = \$ _____

Ethnic Minority Society Luncheon
Thursday, October 12 11:00 a.m - 1:00 p.m.
Omni Atlanta Hotel

Qty x \$95 = \$ _____

Last Name _____

First Name _____

Membership # _____

(PLEASE INCLUDE THIS INFORMATION FROM THE FIRST PAGE)

Add-On Institutes, Workshops, Local Host Leisure Tours and Training Opportunities

Off-Site Institutes *(CEUs subject to change; For full session descriptions please visit nrpa.org/Conference)*

	New OSI #	Session Title	Date	Time (EST)	CEUs	Attendee/Member	Non-Member
<input type="radio"/>	OSI 1	Alpharetta/Roswell/Forsyth County Big Creek Greenway and Amenities Tour	Monday, Oct. 7	8:00 a.m. - 5:30 p.m.	0.4	\$50	\$70
<input type="radio"/>	OSI 2	Old Growth and Beyond! Conservation and Natural Resources in Gwinnett Parks	Monday, Oct. 7	8:00 a.m. - 3:00 p.m.	0.2	\$50	\$70
<input type="radio"/>	OSI 3	Park Partnerships	Monday, Oct. 7	8:00 a.m. - 3:00 p.m.	0.1	\$70	\$90
<input type="radio"/>	OSI 4	Atlanta BeltLine Arboretum Walk	Monday, Oct. 7	8:00 a.m. - 11:00 a.m.	0.1	\$75	\$95
<input type="radio"/>	OSI 5	Discover Historic Oakland Cemetery - A View from the Inside	Monday, Oct. 7	8:30 a.m. - 3:30 p.m.	0.3	\$75	\$95
<input type="radio"/>	OSI 6	Westside Park Tour	Monday, Oct. 7	8:30 a.m. - 11:30 a.m.	0.2	\$50	\$70
<input type="radio"/>	OSI 7	Chattahoochee RiverLands	Monday, Oct. 7	9:00 a.m. - 3:00 p.m.	0.3	\$50	\$70
<input type="radio"/>	OSI 8	Gwinnett's Incredible Water Journey!	Monday, Oct. 7	9:00 a.m. - 1:00 p.m.	0.2	\$50	\$70
<input type="radio"/>	OSI 9	The Martin Luther King, Jr. Center for Nonviolent Social Change ("The King Center")	Monday, Oct. 7	9:30 a.m. - 1:00 p.m.	0.2	\$70	\$90
<input type="radio"/>	OSI 10	Atlanta BeltLine Tour	Friday, Oct. 11	8:00 a.m. - 1:00 p.m.	0.3	\$80	\$100

Local Host Leisure Tours

	New LT #	Session Title	Date	Time (EST)	Attendee/Member	Non-Member
<input type="radio"/>	LT 1	Fernbank Science Museum	Monday, Oct. 7	9:30 a.m. - 2:00 p.m.	\$75	\$95

Welcome to Atlanta Reception

	Session Title	Date	Time (EST)	Attendee/Member	Non-Member
<input type="radio"/>	Welcome to Atlanta Reception	Monday, Oct. 7	6:30 p.m.	\$0	\$0

2024 Pre-Conference Workshops & Additional Training

	Session Title	Date	Time (EST)	CEUs	Attendee/Member	Non-Member
<input type="radio"/>	Rise to Gold CPRE Certification Prep Course	Monday, Oct. 7	9:00 a.m. - 5:00 p.m.	0.8	\$150	\$170
<input type="radio"/>	CPRP Exam Prep Course	Monday, Oct. 7	1:00 p.m. - 5:00 p.m.	0.4	\$130	\$150
<input type="radio"/>	Promoting Physical Activity Among Older Adults	Monday, Oct. 7	1:00 p.m. - 4:30 p.m.	0.0	\$0	\$0
<input type="radio"/>	Positive Youth Development for Coaches & Professionals	Monday, Oct. 7	10:00 a.m. - 3:00 p.m.	0.0	\$0	\$0
<input type="radio"/>	FUN!damentals of Program Evaluation for Park and Recreation Professionals	Monday, Oct. 7	9:00 a.m. - 4:30 p.m.	0.7	\$245	\$350
<input type="radio"/>	Federal Grants Boot Camp	Monday, Oct. 7	10:00 a.m. - 2:00 p.m.	0.2	\$0	\$0
<input type="radio"/>	Girls of Color Rising Through Mentorship, Wellness and Storytelling	Monday, Oct. 7	1:00 p.m. - 4:00 p.m.	0.0	\$0	\$0
<input type="radio"/>	Girls of Color Rising Through Mentorship, Wellness and Storytelling (with CEUs)	Monday, Oct. 7	1:00 p.m. - 4:00 p.m.	0.2	\$70	\$100
<input type="radio"/>	Armed Forces Recreation Network (AFRN) Professional Training Institute	Monday, Oct. 7	1:00 p.m. - 5:00 p.m.	0.0	\$0	\$0
<input type="radio"/>	Accessibility in Parks and Recreation	Monday, Oct. 7	9:00 a.m. - 11:00 a.m.	0.2	\$0	\$0
<input type="radio"/>	Sustainability in Practice Pre-Conference Workshop	Monday, Oct. 7	1:00 p.m. - 5:00 p.m.	0.2	\$0	\$0

AFO & CPSI Courses & Exams

	Session Title	Date	Time (EST)	CEUs	Attendee/Member	Non-Member
<input type="radio"/>	Aquatic Facility Operator (AFO) Blended Learning Course	Monday, Oct. 7	8:30 a.m. - 5:30 p.m.	1.5	\$350	\$375
<input type="radio"/>	Certified Playground Safety Inspector (CPSI) Course & Exam	Saturday, Oct. 5- Monday, Oct. 7	8:00 a.m. - 5:30 p.m.	1.5	\$575	\$600
<input type="radio"/>	Certified Playground Safety Inspector (CPSI) Course Only	Saturday, Oct. 5- Sunday, Oct. 6	8:00 a.m. - 5:30 p.m.	1.5	\$450	\$470
<input type="radio"/>	Certified Playground Safety Inspector (CPSI) EXAM ONLY	Monday, Oct. 7	9:00 a.m. - 11:00 a.m.	0.0	\$140	\$150

Last Name: _____ First Name: _____

Membership #: _____ (PLEASE INCLUDE THIS INFORMATION FROM THE FIRST PAGE.)

By completing and submitting this registration form, you agree to NRPA's [Policies and Terms of Registration](#). NRPA encourages you to read these policies and terms carefully. They also can be found at www.nrpa.org/Conference/registration-terms

Registration Summary and Payment

Full payment required for processing. Forms received without payment or authorized purchase order will be returned. If payment covers several registrations, staple check to all forms covered by payment.

Totals:

› Registration Fees \$ _____
› Ticketed Events (fee) \$ _____
› **Grand Total** (U.S. Funds) \$ _____

Return Form and Full Payment

Fax: 972.349.7715

Mail: NRPA Annual Conference Registration, P.O. Box 5004, Merrifield, VA 22116-5004

Cancellation and Refund Policy

Cancellation/Refund requests must be submitted in writing by Friday, September 13, 2024, and will incur a \$100 processing fee. As per NRPA's Policies and Terms of Registration, NO refunds will be issued for requests received or postmarked after Friday, September 13, 2024.

Method of Payment (SELECT one)

Type of card: ☐ AMEX ☐ MC ☐ Visa ☐ Discover

Card #: _____

Exp. date: _____ Security code: _____

Billing address: _____

Card holder's name: _____

Authorized signature: _____

☐ Check payable to NRPA ☐ *Purchase Order #: _____

Cashier #: _____

*All Purchase Orders and accompanying information must be received by Friday, September 6th, 2024, and all payments will be due NO LATER than Friday, September 20, 2024. Unpaid registrations secured through a purchase order will not be confirmed until full payment is received.

The next Regular Meeting of the Oak Brook Park District Board of Commissioners will be held on June 17, 2024, 6:30 p.m.

Adjournment