



**AGENDA**  
**REGULAR MEETING OF THE OAK BROOK PARK DISTRICT**  
**BOARD OF COMMISSIONERS**  
**November 12, 2018 – 6:30 p.m.**  
**Canterberry Room**

1. CALL TO ORDER THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS AND ROLL CALL
2. OPEN FORUM
3. CONSENT AGENDA
  - a. APPROVAL OF November 12, 2018 AGENDA
  - b. APPROVAL OF MINUTES
    - i. October 15, 2018 Regular Meeting Minutes
  - c. APPROVAL OF FINANCIAL STATEMENT ENDING October 31, 2018
    - i. Approval of Warrant No. 617
4. COMMUNICATIONS/PROCLAMATIONS
  - a. Board of Commissioners to share communications
  - b. Strategic Plan Update
  - c. Tennis Center Business Plan
5. STAFF RECOGNITION
  - a. None
6. REPORTS:
  - a. Administrative, IT, and Marketing Report
  - b. Finance & Human Resources Report
  - c. Recreation & Facilities Report
  - d. Parks & Planning Report
7. UNFINISHED BUSINESS
  - a. None





**AGENDA**  
**REGULAR MEETING OF THE OAK BROOK PARK DISTRICT**  
**BOARD OF COMMISSIONERS**  
**November 12, 2018 – 6:30 p.m.**  
**Canterberry Room**

**8. NEW BUSINESS**

- a. Ordinance No 18-1217: An Ordinance Levying Taxes and Assessing Taxes for the Fiscal Year 2019-2020 of the Oak Brook Park District of DuPage and Cook Counties, Illinois.  
A Public Hearing is scheduled to commence at the beginning of the December 17, 2018 Regular Meeting of the Board of Park Commissioners, 6:30 p.m. The Public Hearing is held to receive public comment regarding the levying taxes and assessing of taxes for Fiscal Year 2019-2020 for the Oak Brook Park District, DuPage and Cook Counties, Illinois.
- b. IAPD Credentials: An Appointment of Certain District Representative(s) to serve as Delegate(s) to the Annual Business Meeting of the Illinois Association of Park Districts
- c. Records Management and Disposal
  - i. Application for Authority to Dispose of Local Records No. 15:098: Records Disposal Certificate for March 22, 2019
- d. Approval of a Travel Expense for Commissioner Attendance at the 2019 IAPD/IPRA Annual Conference, January 24-26, 2019 at the Hyatt Regency Chicago.
- e. 2019 Board Meeting Dates
- f. Intergovernmental Agreement for Pool Management Services – Village of Oak Brook and the Oak Brook Park District
- g. Resolution 18-1218: A Resolution Approving and Authorizing Change Orders Involving an Increase in the Contract Price with Clauss Brothers, Inc. for the Central Park Improvement Project – Excavation and Site Utilities
- h. Resolution 18-1219: A Resolution Approving and Authorizing A Change Order Involving an Increase in the Contract Price with M & J Asphalt Paving Company for the Central Park Improvement Project
- i. Resolution 18-1220 A Resolution Approving and Authorizing a Change Order Involving an Increase in the Contract Price with Peerless Enterprises, Inc. for the Central Park Improvement Project

**9. ADJOURN TO CLOSED SESSION**





**AGENDA**  
**REGULAR MEETING OF THE OAK BROOK PARK DISTRICT**  
**BOARD OF COMMISSIONERS**  
**November 12, 2018 – 6:30 p.m.**  
**Canterberry Room**

10. CLOSED SESSION
  - a. The Purchase or Lease of Real Property for the Use of the Public Body - Pursuant to 5 ILCS 120/2(c)(5)
11. RECONVENE TO OPEN SESSION
12. POTENTIAL ACTION ITEMS DISCUSSED IN CLOSED SESSION
13. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON December 17, 2018, 6:30 p.m.
14. ADJOURNMENT





**AGENDA**  
**REGULAR MEETING OF THE OAK BROOK PARK DISTRICT**  
**BOARD OF COMMISSIONERS**  
**November 12, 2018 – 6:30 p.m.**  
**Canterberry Room**

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

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

- a. APPROVAL OF November 12, 2018 AGENDA
- b. APPROVAL OF MINUTES
  - i. October 15, 2018 Regular Meeting Minutes
- c. APPROVAL OF FINANCIAL STATEMENT ENDING October 31, 2018
  - i. Approval of Warrant No. 617
4. COMMUNICATIONS/PROCLAMATIONS *[For Review and Discussion Only]*
  - a. Board of Commissioners to share communications
  - b. Strategic Plan Update
  - c. Tennis Center Business Plan
5. STAFF RECOGNITION
  - a. None

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

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

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

[www.obparks.org](http://www.obparks.org)







**AGENDA**  
**REGULAR MEETING OF THE OAK BROOK PARK DISTRICT**  
**BOARD OF COMMISSIONERS**  
**November 12, 2018 – 6:30 p.m.**  
**Canterberry Room**

6. **REPORTS:** *[For Review and Discussion Only]*
  - a. Administrative, IT, and Marketing Report
  - b. Finance & Human Resources Report
  - c. Recreation & Facilities Report
  - d. Parks & Planning Report
7. **UNFINISHED BUSINESS**
  - a. None
8. **NEW BUSINESS** *[For Review and Discussion Only]*
  - a. Ordinance No 18-1217: An Ordinance Levying Taxes and Assessing Taxes for the Fiscal Year 2019-2020 of the Oak Brook Park District of DuPage and Cook Counties, Illinois.  
A Public Hearing is scheduled to commence at the beginning of the December 17, 2018 Regular Meeting of the Board of Park Commissioners, 6:30 p.m. The Public Hearing is held to receive public comment regarding the levying taxes and assessing of taxes for Fiscal Year 2019-2020 for the Oak Brook Park District, DuPage and Cook Counties, Illinois.
  - b. IAPD Credentials: An Appointment of Certain District Representative(s) to serve as Delegate(s) to the Annual Business Meeting of the Illinois Association of Park Districts
  - c. Records Management and Disposal
    - i. Application for Authority to Dispose of Local Records No. 15:098: Records Disposal Certificate for March 22, 2019
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  - e. 2019 Board Meeting Dates
  - f. Intergovernmental Agreement for Pool Management Services – Village of Oak Brook and the Oak Brook Park District
  - g. Resolution 18-1218: A Resolution Approving and Authorizing Change Orders Involving an Increase in the Contract Price with Clauss Brothers, Inc. for the Central Park Improvement Project – Excavation and Site Utilities
  - h. Resolution 18-1219: A Resolution Approving and Authorizing A Change Order Involving an Increase in the Contract Price with M & J Asphalt Paving Company for the Central Park Improvement Project
  - i. Resolution 18-1220: A Resolution Approving and Authorizing a Change Order Involving an Increase in the Contract Price with Peerless Enterprises, Inc. for the Central Park Improvement Project





**AGENDA**  
**REGULAR MEETING OF THE OAK BROOK PARK DISTRICT**  
**BOARD OF COMMISSIONERS**  
**November 12, 2018 – 6:30 p.m.**  
**Canterberry Room**

9. ADJOURN TO CLOSED SESSION *[Request a motion and second to adjourn the Open Session of the regular Board Meeting and convene the Closed Session for the purpose of discussing The Purchase or Lease of Real Property for the Use of the Public Body Pursuant to 5 ILCS 120/2(c)(5). **Roll Call Vote...**]*
10. CLOSED SESSION *[Review and Discussion Only]*
  - a. The Purchase or Lease of Real Property for the Use of the Public Body - Pursuant to 5 ILCS 120/2(c)(5)
11. RECONVENE TO OPEN SESSION *[Request a motion and a second to adjourn the Closed Session. **Roll Call Vote...**. Then request a motion and a second to reconvene the Open Session of the November 12, 2018 Regular Meeting. **Roll Call Vote...**]*
12. POTENTIAL ACTION ITEMS DISCUSSED IN CLOSED SESSION *[None anticipated]*
13. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON December 17, 2018, 6:30 p.m. *[Announce the next Regular Meeting of The Oak Brook Park District Board of Park Commissioners Will Be Held on December 17, 2018, 6:30 p.m.]*
14. ADJOURNMENT *[Request a motion and a second to adjourn the November 12, 2018 regular meeting. **Voice Vote – All in Favor...**]*



**MINUTES OF THE  
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT  
BOARD OF COMMISSIONERS  
October 15, 2018 – 6:30 p.m.  
Canterberry Room**

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

President Knitter called the Regular Meeting of the Oak Brook Park District to order at 6:30 p.m. in the Recreation Center's Canterbury Room. Commissioners Tan and Trombetta answered "present." Commissioners Carson and Truedson were absent. Also present were Laure Kosey, Executive Director, Marco Salinas, Chief Financial Officer, Dave Thommes, Deputy Director, and Bob Johnson, Director of Parks and Planning.

- a. Approval by a majority of the Commissioners present to allow Commissioner Carson to attend the meeting by audio conference, as she is unable to physically attend because of family or other emergency as provided in Section 1.1 I.G.1 of the Board Rules.

Motion: Commissioner Tan made a motion, seconded by Commissioner Trombetta, to allow Commissioner Carson to attend the meeting by audio conference, as she is unable to physically attend because of family or other emergency as provided in Section 1.1 I.G.1 of the Board Rules.

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

Ayes: Commissioner Tan, Trombetta, and President Knitter

Nays: None

Absent: Commissioners Truedson and Carson

After the motion passed, Commissioner Carson joined the meeting by audio conference.

2. OPEN FORUM

President Knitter asked if there was anyone in the audience who wished to address the board.

There were no requests to address the board and President Knitter closed Open Forum.

3. CONSENT AGENDA

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

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

Ayes: Commissioners Tan, Trombetta, Carson and President Knitter

Nays: None

Absent: Commissioner Truedson

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

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

Ayes: Commissioners Tan, Trombetta, Carson and President Knitter

Nays: None

Absent: Commissioner Truedson

- a. APPROVAL OF October 15, 2018 AGENDA
- b. APPROVAL OF MINUTES
  - i. September 17, 2018 Regular Meeting Minutes
- c. APPROVAL OF FINANCIAL STATEMENT ENDING September 30, 2018
  - i. Approval of Warrant No. 616

#### 4. COMMUNICATIONS/PROCLAMATIONS

- a. Board of Commissioners to share communications

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

There were no communications shared.

- b. Presentation of the Comprehensive Annual Financial Report FY 2017-2018 of the Oak Brook Park District by Matt Beran, Partner, Lauterbach & Amen, LLP.

Matt Beran, Partner of Lauterbach & Amen, LLP, presented the Comprehensive Annual Financial Report and Management Letter from Lauterbach & Amen, LLP.

Mr. Beran stated that the Park District received the Certificate of Achievement for last year's audit, and his firm will be applying for it again this year as he sees no reason why it would not be received.

Mr. Beran briefly reviewed the audit report making note of the Opinion Page wherein his firm gave the Park District an Unmodified Opinion, which is the highest level you can receive.

Mr. Beran noted that the Park District has very healthy fund balances.

Mr. Beran reviewed the Management Letter which he said provides comments from his firm which do not fit into the audit report. He said there are three types of comments given: informational, best practices, and comments regarding internal control issues which need to be remediated right away. He said the Park district only received four information comments which is excellent.

Mr. Beran concluded his presentation and the board thanked him for his time.

- c. Annual Report of the Oak Brook Park District

Laura Kosey presented the Annual Report of the Oak Brook Park District, and a copy of the related documents can be found in the Park District records. Ms. Kosey said the

biggest challenge with the Report is that the Park District bases the report on its fiscal year which is goes from May to May. She said this allows for a lot of over-lap in projects but stilled offers a snap shot of what was accomplished the past year.

President Knitter said the Annual Report is very comprehensive and nice. She did ask Ms. Kosey whether, when drafting the Report, if she has identified any areas that she thinks should be addressed.

Ms. Kosey said rather than the Annual Report, she relies heavily on the Strategic Plan for this purpose because it spans over five years.

There was no further discussion regarding the Annual Report.

5. STAFF RECOGNITION

- a. None

6. REPORTS:

- a. Administrative, IT, and Marketing Report

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

Ms. Kosey reminded everyone of the open house being held on October 18<sup>th</sup> from 4:00 p.m. to 7:00 p.m. She said staff and commissioners will be available to answer questions regarding the referendum.

Ms. Kosey said Liz Littwin continues to do a great job in obtaining sponsors for the Foundation.

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

- b. Finance & Human Resources Report

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

Mr. Salinas reviewed each fund noting that the Recreation Fund surplus is slightly higher than last year due to increased property taxes and a donation from the Foundation which relates to the Universal Playground project.

Mr. Salinas said the Tennis Center is experiencing a fund surplus as well which is largely due to an increase in programming revenue.

Mr. Salinas said the estimated tax levy will be presented to the board at next month's regular meeting.

Mr. Salinas noted that there recently were some changes made on how payroll checks are distributed.

Commissioner Tan congratulated Mr. Salinas on the excellent audit.

Ms. Kosey said the Park District has settled the final accounting with the Village for managing the Bath & Tennis Club this past summer and returned \$25,000 to the Village. She said staff is currently putting together a proposal for managing the B&T next year and will present it to the Sports Core Advisory Committee at their October 25<sup>th</sup> meeting. She also said the Village approached the Park District to manage the tennis courts at the Bath & Tennis Club next year and that Mr. Pop is currently putting together a proposal. This proposal will also be presented at the Sports Core Advisory Committee at their October 25<sup>th</sup> meeting.

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

c. Recreation & Facilities Report

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

Mr. Thommes said the Haunted Forest was very successful and had the best attendance when compared to the last few years. He said a pumpkin swim will be held this Friday and Trick or Treating along with a hayride will be held for the preschool classes.

President Knitter suggested having actors in costume work the long lines to keep people interested while waiting at the Haunted Forest.

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

d. Parks & Planning Report

Mr. Johnson said his staff recently planted the fall mums throughout Central Park that were donated by Hinsdale Nursery.

Mr. Johnson said work is wrapping up on punch list items for the Central Park projects.

Commissioner Carson's telephone connection was lost at 6:52 p.m. President Knitter attempted to reconnect the telephone call, but ultimately, Commissioner Carson called back, and a connection was once again made at 6:52 p.m.

President Knitter asked if there was any feedback received on the new LED lights at the ballfield.

Mr. Johnson said not yet, but that testing was done to ensure that they are indeed compliant and that he is very confident with their usage.

President Knitter asked why the honey bees are being relocated to another location at the Dean Nature Sanctuary.

Mr. Johnson said they are being moved to try and better protect them during the winter and that the move will take place later this week or next week.

President Knitter asked for a status on the Pickle Ball court set up at the Tennis Center.

Mr. Johnson said they will be ready for the Spring as tennis nets will soon be taken down for the winter. It was noted that Pickle Ball is/will be available at the satellite parks as well.

Commissioner Tan said he recently walked the Naperville River Walk and noticed that there were trees with donation plaques throughout the area. He asked if this could be something that the Park District offers.

Mr. Johnson and Ms. Kosey both confirmed that this is already done with not only trees but also benches throughout the parks.

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

7. UNFINISHED BUSINESS

a. None

8. NEW BUSINESS

a. None

9. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON November 12\*, 2018, 6:30 p.m.

\*Due to the Thanksgiving Holiday occurring during the third week of November, the Board Meeting has been scheduled to occur on the second Monday of the month

President Knitter announced that due to the Thanksgiving Holiday occurring during the third week of November, the next Regular Meeting of The Oak Brook Park District Board of Park Commissioners will be held on November 12, 2018, 6:30 p.m.

10. ADJOURNMENT

Motion: Commissioner Trombetta made a motion seconded by Commissioner Tan, to adjourn the regular meeting at the hour of 6:57 p.m.

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

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Laure L. Kosey, Executive Director



**Oak Brook Park District**  
**General Fund Revenue and Expenditure Summary - Unaudited**  
**Fiscal Year-to-Date Activity through October 31, 2018 and 2017**  
**50.00% completed (6 out of 12 months)**

	Fiscal Year 2018/2019- Highlighted items reflect more than 8.33% variance							Highlighted items reflect more than 10% change		
	Original Annual Budget	October 2018 Actual	Year-To-Date Actual	Year-To-Date Encumbered	Year-To-Date Actual + Encumbered	Y-T-D Actual, as a % of Original Annual Budget		Fiscal Year 2017/2018 Year-To-Date Actual	2018/2019 Y-T-D Actual Higher/ (Lower) than 2017/2018 Y-T-D	Percent Change
<b>REVENUES</b>										
Administration	\$ -	\$ -	\$ -	\$ -	\$ -	N/A		\$ 1,517,310	\$ (1,517,310)	-100.0%
Finance										
Property Taxes	1,305,765	31,847	1,351,703	-	1,351,703	103.5%		-	1,351,703	N/A
Personal Prop. Repl. Taxes	84,012	13,149	47,793	-	47,793	56.9%		-	47,793	N/A
Investment Income	11,000	966	5,852	-	5,852	53.2%		-	5,852	N/A
Other	3,000	(156)	8,699	-	8,699	290.0%		-	8,699	N/A
Central Park	97,000	12,831	81,301	-	81,301	83.8%		86,705	(5,404)	-6.2%
Dean Property	-	-	-	-	-	N/A		2,000	(2,000)	N/A
Building-Recreation Center	978,204	30,817	338,639	-	338,639	34.6%		446,674	(108,035)	-24.2%
Central Park West	80,625	4,551	48,219	-	48,219	59.8%		38,198	10,020	26.2%
<b>TOTAL REVENUES</b>	<b>\$ 2,559,606</b>	<b>\$ 94,004</b>	<b>\$ 1,882,205</b>	<b>\$ -</b>	<b>\$ 1,882,205</b>	<b>73.5%</b>		<b>\$ 2,090,887</b>	<b>\$ (208,682)</b>	<b>-10.0%</b>
<b>EXPENDITURES</b>										
Administration	\$ 436,174	\$ 29,367	\$ 200,960	\$ 5,367	\$ 206,327	46.1%		\$ 385,925	\$ (184,965)	-47.9%
Finance	494,615	32,167	187,500	8,817	196,317	37.9%		-	187,500	N/A
Central Park	605,602	44,778	274,806	30,645	305,452	45.4%		273,481	1,325	0.5%
Saddlebrook Park	30,262	632	13,496	3,004	16,499	44.6%		9,716	3,780	38.9%
Forest Glen Park	27,961	1,148	15,280	2,326	17,606	54.6%		14,501	779	5.4%
Chillem Park	9,621	184	4,323	874	5,197	44.9%		5,307	(983)	-18.5%
Dean Property	10,641	470	3,534	1,317	4,852	33.2%		9,713	(6,179)	-63.6%
Professional Services	62,200	221	16,699	7,620	24,319	26.8%		12,441	4,259	34.2%
Contracts- Maint. DNS	27,000	-	-	-	-	0.0%		8,318	(8,318)	-100.0%
Building-Recreation Center	923,174	62,701	383,215	53,470	436,685	41.5%		377,088	6,127	1.6%
Central Park West	63,066	2,888	16,259	946	17,204	25.8%		15,946	313	2.0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,690,316</b>	<b>\$ 174,557</b>	<b>\$ 1,116,073</b>	<b>\$ 114,386</b>	<b>\$ 1,230,459</b>	<b>41.5%</b>		<b>\$ 1,112,435</b>	<b>\$ 3,637</b>	<b>0.3%</b>
<b>TRANSFERS OUT</b>	<b>\$ 150,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>		<b>\$ -</b>	<b>\$ -</b>	<b>N/A</b>
<b>TOTAL EXPENDITURES AND TRANSFERS OUT</b>	<b>\$ 2,840,316</b>	<b>\$ 174,557</b>	<b>\$ 1,116,073</b>	<b>\$ 114,386</b>	<b>\$ 1,230,459</b>	<b>39.3%</b>		<b>\$ 1,112,435</b>	<b>\$ 3,637</b>	<b>0.3%</b>
<b>REVENUES OVER (UNDER) EXPENDITURES AND TRANSFERS OUT</b>	<b>\$ (280,710)</b>	<b>\$ (80,553)</b>	<b>\$ 766,132</b>	<b>\$ (114,386)</b>	<b>\$ 651,746</b>	<b>-272.9%</b>		<b>\$ 978,452</b>	<b>\$ (212,320)</b>	<b>-21.7%</b>

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

**Oak Brook Park District**  
**Recreation Fund Revenue and Expenditure Summary - Unaudited**  
**Fiscal Year-to-Date Activity through October 31, 2018 and 2017**  
**50.00% completed (6 out of 12 months)**

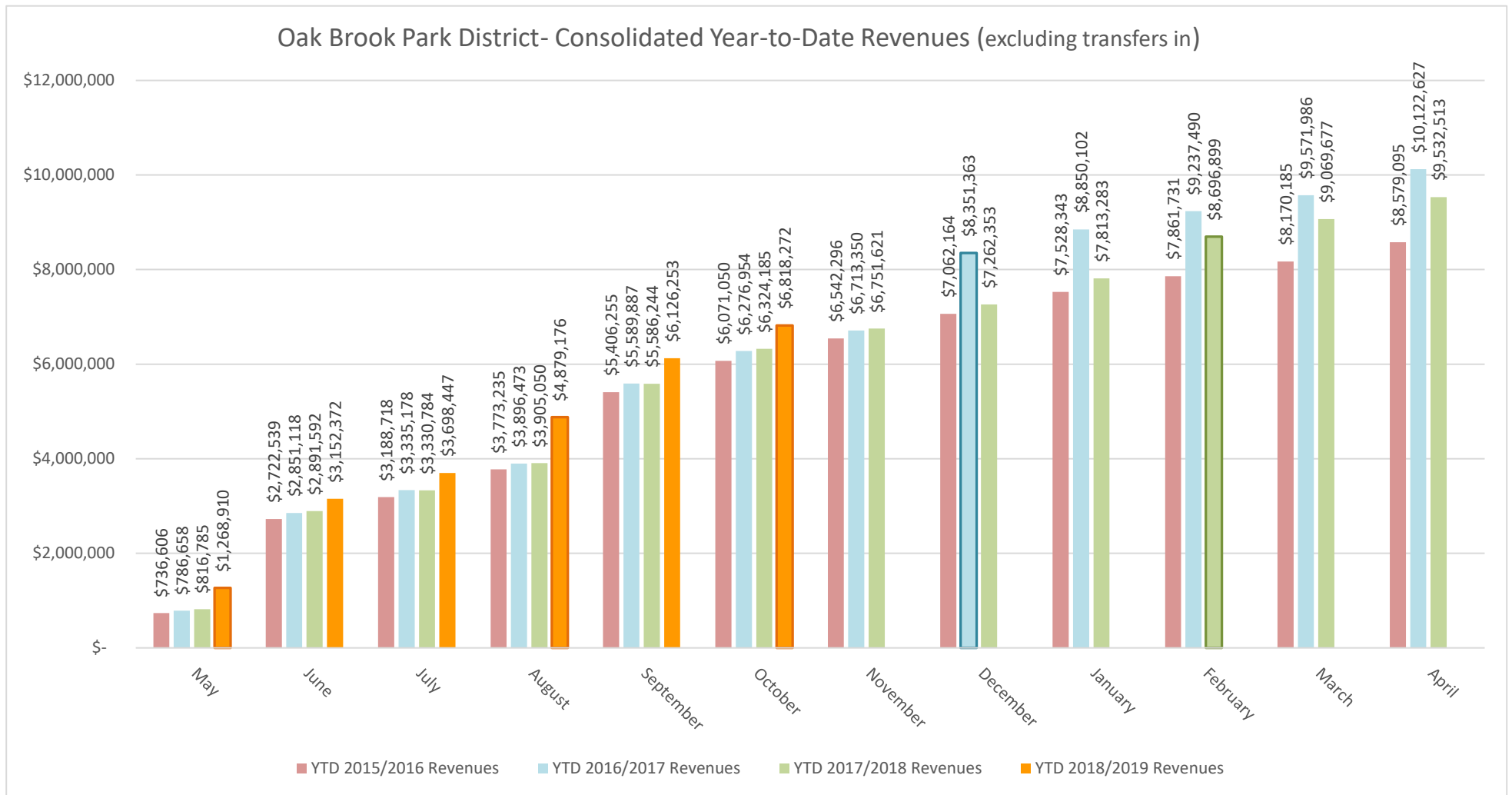
	Fiscal Year 2018/2019- Highlighted items reflect more than 8.33% variance						Highlighted items reflect more than 10% change		
	Original Annual Budget	October 2018 Actual	Year-To-Date Actual	Year-To-Date Encumbered	Year-To-Date Actual + Encumbered	Y-T-D Actual, as a % of Original Annual Budget	Fiscal Year 2017/2018 Year-To-Date Actual	2018/2019 Y-T-D Actual Higher/ (Lower) than 2017/2018 Y-T-D	Percent Change
<b>REVENUES</b>									
<b>Administration</b>									
Property Taxes	\$ 900,000	\$ 20,571	\$ 873,087	\$ -	\$ 873,087	97.0%	\$ 851,122	\$ 21,965	2.6%
Personal Prop. Repl. Taxes	26,448	4,139	15,046	-	15,046	56.9%	17,703	(2,657)	-15.0%
Investment Income	12,000	1,411	8,146	-	8,146	67.9%	7,458	688	9.2%
Other	3,000	215	30,630	-	30,630	1021.0%	990	29,640	2994.0%
<b>Fitness Center</b>	857,121	79,289	451,800	-	451,800	52.7%	413,597	38,203	9.2%
<b>Aquatic Center</b>	485,062	25,164	250,889	-	250,889	51.7%	247,448	3,440	1.4%
<b>Aquatic Recreation Prog.</b>	574,212	26,160	333,777	-	333,777	58.1%	324,208	9,569	3.0%
<b>Children's Programs</b>	90,890	9,317	67,199	-	67,199	73.9%	65,367	1,832	2.8%
<b>Preschool Programs</b>	313,993	23,609	103,445	-	103,445	32.9%	117,537	(14,092)	-12.0%
<b>Youth Programs</b>	182,733	6,177	167,742	-	167,742	91.8%	163,051	4,691	2.9%
<b>Adult Programs</b>	52,490	1,289	35,167	-	35,167	67.0%	37,856	(2,689)	-7.1%
<b>Pioneer Programs</b>	84,500	2,439	50,570	-	50,570	59.8%	55,165	(4,595)	-8.3%
<b>Special Events and Trips</b>	87,715	16,057	75,112	-	75,112	85.6%	70,118	4,994	7.1%
<b>Marketing</b>	24,000	1,200	15,500	-	15,500	64.6%	19,350	(3,850)	-19.9%
<b>TOTAL REVENUES</b>	<b>\$ 3,694,164</b>	<b>\$ 217,037</b>	<b>\$ 2,478,110</b>	<b>\$ -</b>	<b>\$ 2,478,110</b>	<b>67.1%</b>	<b>\$ 2,390,969</b>	<b>\$ 87,140</b>	<b>3.6%</b>
<b>EXPENDITURES</b>									
<b>Administration</b>	\$ 952,031	\$ 52,304	\$ 291,226	\$ 43,450	\$ 334,677	30.6%	\$ 328,901	\$ (37,675)	-11.5%
<b>Fitness Center</b>	687,190	38,883	273,588	26,220	299,808	39.8%	297,657	(24,070)	-8.1%
<b>Aquatic Center</b>	806,398	51,977	326,530	48,855	375,385	40.5%	346,158	(19,628)	-5.7%
<b>Aquatic Recreation Prog.</b>	297,857	21,819	108,137	13,244	121,381	36.3%	109,332	(1,195)	-1.1%
<b>Children's Programs</b>	77,825	6,060	31,182	5,960	37,142	40.1%	27,835	3,347	12.0%
<b>Preschool Programs</b>	245,478	17,327	67,418	2,642	196,038	27.5%	77,783	(10,365)	-13.3%
<b>Youth Programs</b>	142,630	2,363	81,467	2,791	84,258	57.1%	86,620	(5,153)	-5.9%
<b>Adult Programs</b>	46,469	8,532	18,977	10,545	29,522	40.8%	18,709	269	1.4%
<b>Pioneer Programs</b>	82,230	850	28,143	12,051	40,194	34.2%	38,301	(10,159)	-26.5%
<b>Special Events and Trips</b>	87,340	(910)	52,864	11,451	64,315	60.5%	55,422	(2,558)	-4.6%
<b>Marketing</b>	337,410	23,726	143,020	35,730	178,750	42.4%	140,428	2,592	1.8%
<b>Capital Outlay</b>	375,000	-	205,722	-	205,722	54.9%	32,761	172,962	528.0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,137,858</b>	<b>\$ 222,931</b>	<b>\$ 1,628,276</b>	<b>\$ 212,939</b>	<b>\$ 1,841,214</b>	<b>39.4%</b>	<b>\$ 1,559,909</b>	<b>\$ 68,367</b>	<b>4.4%</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>\$ (443,694)</b>	<b>\$ (5,894)</b>	<b>\$ 849,834</b>	<b>\$ (212,939)</b>	<b>\$ 636,895</b>	<b>-191.5%</b>	<b>\$ 831,060</b>	<b>\$ 18,774</b>	<b>2.3%</b>

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

**Oak Brook Park District**  
**Tennis Center (Recreational Facilities Fund) Revenue and Expense Summary - Unaudited**  
**Fiscal Year-to-Date Activity through October 31, 2018 and 2017**  
**50.00% completed (6 out of 12 months)**

	Fiscal Year 2018/2019- Highlighted items reflect more than 8.33% variance							Highlighted items reflect more than 10% change		
	Original Annual Budget	October 2018 Actual	Year-To-Date Actual	Year-To-Date Encumbered	Year-To-Date Actual + Encumbered	Y-T-D Actual, as a % of Original Annual Budget		Fiscal Year 2017/2018 Year-To-Date Actual	2018/2019 Y-T-D Actual Higher/ (Lower) than 2017/2018 Y-T-D	Percent Change
<b><u>REVENUES</u></b>										
Administration	\$ 6,500	\$ 3,413	\$ 6,891	\$ -	\$ 6,891	106.0%		\$ 3,784	\$ 3,107	82.1%
Building- Racquet Club	1,000	-	-	-	-	0.0%		414	(414)	-100.0%
Programs- Racquet Club	1,543,700	313,641	1,135,832	-	1,135,832	73.6%		953,976	181,856	19.1%
<b>TOTAL REVENUES</b>	<b>\$ 1,551,200</b>	<b>\$ 317,053</b>	<b>\$ 1,142,723</b>	<b>\$ -</b>	<b>\$ 1,142,723</b>	<b>73.7%</b>		<b>\$ 958,174</b>	<b>\$ 184,549</b>	<b>19.3%</b>
<b><u>EXPENSES</u></b>										
Administration	\$ 688,492	\$ 71,638	\$ 260,536	\$ 8,838	\$ 269,373	37.8%		\$ 256,421	\$ 4,115	1.6%
Building- Racquet Club	357,077	23,920	138,799	31,056	169,855	38.9%		109,314	29,485	27.0%
Programs- Racquet Club	624,873	47,561	255,361	2,150	257,511	40.9%		217,831	37,531	17.2%
Capital Outlay	225,000	74,506	89,816	40,926	130,741	39.9%		377,367	(287,552)	-76.2%
<b>TOTAL EXPENSES</b>	<b>\$ 1,895,442</b>	<b>\$ 217,624</b>	<b>\$ 744,511</b>	<b>\$ 82,969</b>	<b>\$ 827,480</b>	<b>39.3%</b>		<b>\$ 960,933</b>	<b>\$ (216,422)</b>	<b>-22.5%</b>
<b>REVENUES OVER (UNDER) EXPENSES</b>	<b>\$ (344,242)</b>	<b>\$ 99,429</b>	<b>\$ 398,212</b>	<b>\$ (82,969)</b>	<b>\$ 315,243</b>	<b>-115.7%</b>		<b>\$ (2,759)</b>	<b>\$ 400,971</b>	<b>-14534.8%</b>

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



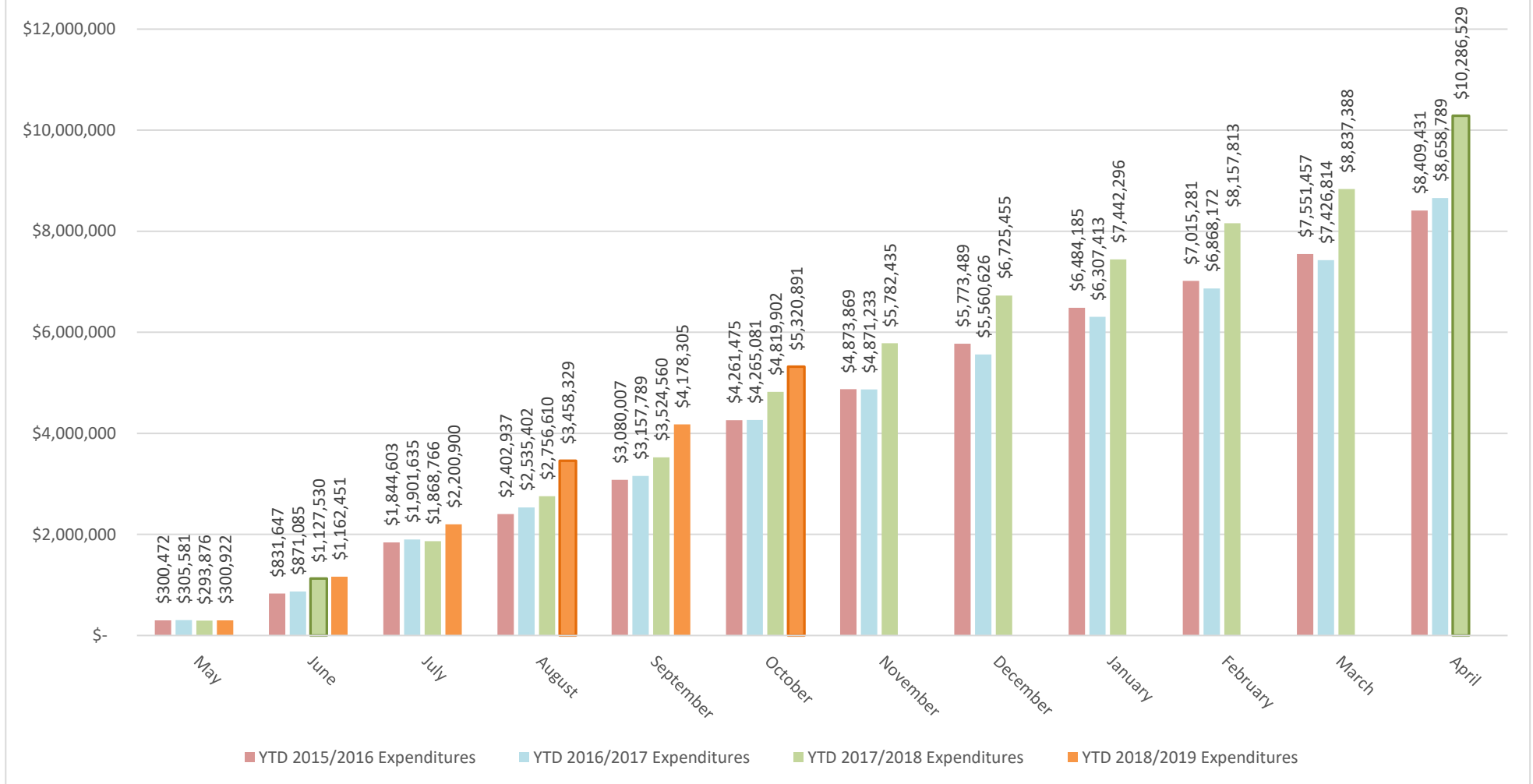
#### NOTES

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

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

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

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

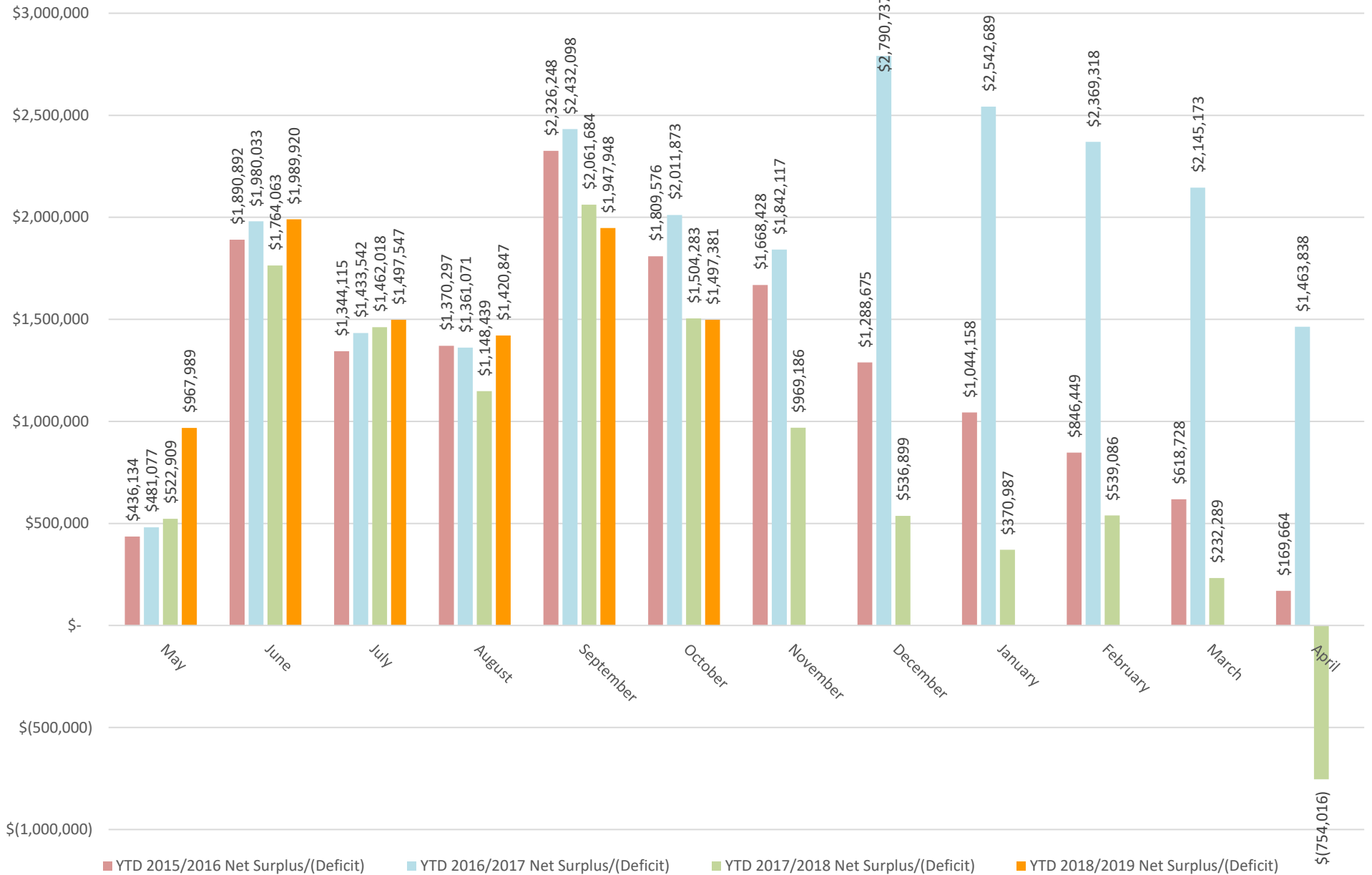


### NOTES

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

**2018/2019:** The large increase in expenditures during August 2018 is due to the additional capital costs incurred for our Central Park improvement project. During this month we recognized \$502,035 in capital costs which brings the YTD total to \$896,177. In the prior year we had only recognized \$43,525 in capital costs as of the end of August 2017. Additionally, this fiscal year includes new expenditures related to our management of the Village's aquatic center.

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





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

FUND NAME	CURRENT MONTH ACTUAL	Y-T-D ACTUAL	ANNUAL BUDGET
GENERAL CORPORATE FUND			
REVENUE	\$ 94,004	\$ 1,882,205	\$ 2,559,606
EXPENSES	\$ 174,557	\$ 1,116,073	\$ 2,840,316
SURPLUS/(DEFICIT)	\$ (80,553)	\$ 766,132	\$ (280,710)
RECREATION FUND			
REVENUE	\$ 217,037	\$ 2,478,110	\$ 3,694,164
EXPENSES	\$ 222,951	\$ 1,628,276	\$ 4,137,858
SURPLUS/(DEFICIT)	\$ (5,914)	\$ 849,834	\$ (443,694)
IMRF FUND			
REVENUE	\$ 7,509	\$ 174,725	\$ 189,312
EXPENSES	\$ 16,066	\$ 98,623	\$ 205,000
SURPLUS/(DEFICIT)	\$ (8,557)	\$ 76,103	\$ (15,688)
LIABILITY INSURANCE FUND			
REVENUE	\$ 6,286	\$ 227,908	\$ 236,563
EXPENSES	\$ 2,723	\$ 72,699	\$ 161,836
SURPLUS/(DEFICIT)	\$ 3,563	\$ 155,208	\$ 74,727
AUDIT FUND			
REVENUE	\$ 19	\$ 117	\$ 201
EXPENSES	\$ -	\$ 11,513	\$ 13,263
SURPLUS/(DEFICIT)	\$ 19	\$ (11,395)	\$ (13,062)
DEBT SERVICE FUND			
REVENUE	\$ 7,229	\$ 305,586	\$ 412,409
EXPENSES	\$ 334,605	\$ 342,730	\$ 411,999
SURPLUS/(DEFICIT)	\$ (327,377)	\$ (37,144)	\$ 410





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

FUND NAME	CURRENT MONTH ACTUAL	Y-T-D ACTUAL	ANNUAL BUDGET
RECREATIONAL FACILITIES FUND (TENNIS CENTER)			
REVENUE	\$ 317,053	\$ 1,142,723	\$ 1,551,200
EXPENSES	\$ 217,624	\$ 744,502	\$ 1,895,442
SURPLUS/(DEFICIT)	\$ 99,429	\$ 398,221	\$ (344,242)
SPORTS CORE FUND			
REVENUE	\$ 31,069	\$ 213,191	\$ 265,000
EXPENSES	\$ 27,836	\$ 203,728	\$ 265,000
SURPLUS/(DEFICIT)	\$ 3,233	\$ 9,463	\$ -
SPECIAL RECREATION FUND			
REVENUE	\$ 2,952	\$ 124,976	\$ 144,155
EXPENSES	\$ 2,706	\$ 37,884	\$ 129,200
SURPLUS/(DEFICIT)	\$ 246	\$ 87,091	\$ 14,955
CAPITAL PROJECT FUND			
REVENUE	\$ 562	\$ 12,720	\$ 686,500
EXPENSES	\$ 58,634	\$ 924,328	\$ 1,289,806
SURPLUS/(DEFICIT)	\$ (58,072)	\$ (911,608)	\$ (603,306)
SOCIAL SECURITY FUND			
REVENUE	\$ 8,299	\$ 256,011	\$ 271,133
EXPENSES	\$ 29,269	\$ 140,528	\$ 253,000
SURPLUS/(DEFICIT)	\$ (20,970)	\$ 115,483	\$ 18,133
SUMMARY			
REVENUE	\$ 692,020	\$ 6,818,275	\$ 9,745,243
EXPENSES	\$1,086,972	\$ 5,320,885	\$ 11,337,720
SURPLUS/(DEFICIT)	\$ (394,953)	\$ 1,497,389	\$ (1,592,477)

OAK BROOK PARK DISTRICT		
CONSOLIDATED AGENCY TREASURER'S REPORT		
OCTOBER, 2018		
		<b>CONSOLIDATED</b>
		<b>TOTALS</b>
<b>REVENUES</b>		
	Property Taxes	\$ 77,750
	Back Taxes	-
	Replacement Taxes	24,349
	Recreation Program Fees	372,229
	Rec/Fitness Center Fees	79,289
	Rec/Aquatic Center Fees	51,174
	Sports Core - Bath & Tennis	31,069
	FRC/Building Rental Fees	16,206
	Theme Party Rental Fees	1,634
	Recreation Center Fees	12,976
	CPW Building Rentals	4,551
	Field Rentals	12,831
	Interest	4,244
	Debt Certificate Proceeds	-
	Transfers	-
	Donations	-
	Sponsorship	1,350
	Miscellaneous	2,368
<b>TOTAL- REVENUES</b>		<b>\$ 692,020</b>
<b>DISBURSEMENTS</b>		
	Warrant No.616	\$ 720,157
	October Payroll	366,816
<b>TOTAL DISBURSEMENTS</b>		<b>\$ 1,086,972</b>

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

	<u>ASSETS</u>	
		Consolidated Totals
Current Assets		
Cash and Investments	\$ 6,886,415	
Receivables - Net of Allowances	-	
Property Taxes	3,351,979	
Accounts	401,782	
Due from Other Funds	-	
Prepays	1,000	
Inventories	15,238	
Total Current Assets	<u>\$ 10,656,414</u>	
Noncurrent Assets		
Capital Assets		
Nondepreciable	40,475	
Construction in Process	-	
Depreciable	4,608,995	
Accumulated Depreciation	<u>(3,051,661)</u>	
Total Noncurrent Assets	1,597,809	
<b>Total Assets</b>	<b>12,254,223</b>	
	DEFERRED OUTFLOWS OF RESOURCES	
Deferred Items-IMRF	<u>96,253</u>	
Total Assets and Deferred outflows of Resources	<u>12,350,476</u>	
	<u>LIABILITIES</u>	
Accounts Payable	204,878	
Accrued Payroll	11,762	
Other Payables	729,582	
Due To Other Funds	-	
Compensated Absences Payable	<u>2,827</u>	
Total Liabilities	949,048	
Noncurrent Liabilities		
Compensated Absences Payable	11,310	
Net Pension Liability - IMRF	<u>21,014</u>	
Total Noncurrent Liabilities	32,324	
<b>Total Liabilities</b>	<b>981,372</b>	
	DEFERRED INFLOWS OF RESOURCES	
Deferred Items - IMRF	182,013	
Property Taxes	<u>3,351,979</u>	
Total Liabilities and Deferred Inflows of Resources	<u>4,515,364</u>	
	<u>FUND BALANCES</u>	
Net Investment in Capital Assets	1,597,808	
Nonspendable	1,000	
Restricted	640,907	
Committed	2,891,677	
Unassigned	<u>2,703,719</u>	
<b>Total Fund Balances</b>	<b><u>7,835,111</u></b>	
Total Liabilities, Deferred Inflows of Resources and Fund Balances	<u>\$ 12,350,476</u>	

[illegible]



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

DESCRIPTION	VENDOR	DB/CR	CAPITAL ASSET REPLACEMENT	FACILITY/PARK IMPROVEMENTS
Shade Structure for CP Playground	Parkreation, Inc	\$ 23,331.00	\$ -	\$ 23,331.00
Central Park Improvement - Landscaping	Allied Landscaping Corp	133,884.00		133,884.00
Central Park Improvement - Excavation & Site Utilities	Clauss Brothers	237,415.47		237,415.47
Central Park Improvement - Grading of Sled Hill	Lee Werner Excavating	9,885.00		9,885.00
Central Park Improvement - Playground Equipment Pkg 6	The Kenneth Company	218,619.00		218,619.00
Gabian Wier Bid Documents	Manhard Consulting	3,094.30		3,094.30
Legal Fees	Robbins Schwartz	1,444.00		1,444.00
Trees for Central Park Improvement	Hinsdale Nurseries	7,724.00		7,724.00
Central Park Improvements Mgmt Services	Wight and Company	25,900.00		25,900.00
Central Park Improvements	Wight and Company	17,710.00		17,710.00
Central Park Improvements - Fencing	Peerless Enterprise	43,200.00		43,200.00
Central Park Improvements - Electrical Outlet Install	Barton Electric Inc.	4,790.00		4,790.00
Central Park Improvements	Dawson's Tree Service	530.00		530.00
Court Resurfacing	Construction By Camco	9,425.00		9,425.00
Parking Lot Cameras	Construction By Camco	2,175.00		2,175.00
Paver Installation ->Playground Parking	LPS Paving Company	74,970.00		74,970.00
Ballfield Lighting	Musco Lighting	86,975.10		86,975.10
Ballfield Light Measurement	Hugh Lighting	968.75		968.75
Locker Room Mirrors	House of Glass	1,004.00		1,004.00
Countertop Men's Locker Room	Premiere Woodworking Concepts	2,150.00		2,150.00
Exhaust Return Grates Locker Room	Air Products Equipment	200.00		200.00
Directional Borings - Central Park	Richmond Electric Co. Inc	12,700.00		12,700.00
Parking Lot Security Camera	Lucky Locators Inc	645.00		645.00
Gabian Wier Project	Nettle Creek Nursery, Inc.	115,405.09		115,405.09
Bleachers & Benches	Kay Park Rec Corp	5,815.00		5,815.00
Athletic Court Resurfacing	Perma-Seal	42,276.00		42,276.00
Axis P1447-LE Camera	SHI International	5,576.00		5,576.00
	Cyberdyne Masonry	9,477.50		9,477.50
Capital expense allocation to 02-81 per budget.		(172,961.50)		(172,961.50)
	Subtotal-Capital Improvement Fund	\$ 924,327.71	\$ -	\$ 924,327.71
Capital expense allocation to 02-81 per budget.		172,961.50		172,961.50
Cardio Fitness Equipment Payment 3 of 3	Lease Servicing Center Inc	32,760.71		32,760.71
	Subtotal-Recreation Fund Capital	\$ 205,722.21	-	\$ 205,722.21
	TOTAL BALANCE	\$ 1,130,049.92	\$ -	\$ 1,130,049.92

POST DATES 10/16/2018 - 11/12/2018

BOTH JOURNALIZED AND UNJOURNALIZED

OPEN

## WARRANT NO. 617

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
36676	ALL STAR SPORTS INSTRUCTION	10/08/2018	11/12/2018	689.00	689.00	Open	Y
36718	ANDERSON ELEVATOR CO.	10/01/2018	11/12/2018	567.84	567.84	Open	Y
36743	ANDERSON LANDSCAPE SUPPLY	10/18/2018	11/12/2018	64.00	64.00	Open	Y
36744	ANDERSON LANDSCAPE SUPPLY	10/24/2018	11/12/2018	32.00	32.00	Open	Y
36757	AQUA PURE ENTERPRISES, INC.	10/01/2018	11/12/2018	410.63	410.63	Open	Y
36714	BRIAN PANEK	10/29/2018	11/12/2018	3,280.00	3,280.00	Open	Y
36715	BRIAN PANEK	10/29/2018	11/12/2018	741.00	741.00	Open	Y
36761	BSN SPORTS	10/15/2018	11/12/2018	321.50	321.50	Open	Y
36727	BULLS/SOX TRAINING ACADEMY	10/17/2018	11/12/2018	300.00	300.00	Open	Y
36728	BULLS/SOX TRAINING ACADEMY	10/17/2018	11/12/2018	300.00	300.00	Open	Y
36680	BURRIS EQUIPMENT COMPANY	09/12/2018	11/12/2018	333.49	333.49	Open	Y
36678	BUTTREY RENTAL SERVICE INC.	10/15/2018	11/12/2018	374.00	374.00	Open	Y
36679	BUTTREY RENTAL SERVICE INC.	10/02/2018	11/12/2018	277.60	277.60	Open	Y
36806	CARDMEMBER SERVICE	10/15/2018	11/12/2018	11.95	11.95	Open	N
36807	CARDMEMBER SERVICE	10/26/2018	11/12/2018	2,409.33	2,409.33	Open	N
36808	CARDMEMBER SERVICE	10/26/2018	11/12/2018	903.01	903.01	Open	N
36809	CARDMEMBER SERVICE	10/26/2018	11/12/2018	2,472.87	2,472.87	Open	N
36810	CARDMEMBER SERVICE	10/26/2018	11/12/2018	4,459.29	4,459.29	Open	N
36811	CARDMEMBER SERVICE	10/26/2018	11/12/2018	1,356.71	1,356.71	Open	N
36812	CARDMEMBER SERVICE	10/26/2018	11/12/2018	423.99	423.99	Open	N
36813*	CARDMEMBER SERVICE	10/26/2018	11/12/2018	2,408.55	2,408.55	Open	N
36814	CARDMEMBER SERVICE	10/26/2018	11/12/2018	529.70	529.70	Open	N
36815	CARDMEMBER SERVICE	10/26/2018	11/12/2018	1,245.36	1,245.36	Open	N
36816	CARDMEMBER SERVICE	10/26/2018	11/12/2018	104.77	104.77	Open	N
36817	CARDMEMBER SERVICE	10/26/2018	11/12/2018	626.35	626.35	Open	N
36818	CARDMEMBER SERVICE	10/26/2018	11/12/2018	120.07	120.07	Open	N
36819	CARDMEMBER SERVICE	10/26/2018	11/12/2018	1,025.47	1,025.47	Open	N
36820	CARDMEMBER SERVICE	10/26/2018	11/12/2018	783.84	783.84	Open	N
36821	CARDMEMBER SERVICE	10/26/2018	11/12/2018	268.82	268.82	Open	N
36822	CARDMEMBER SERVICE	10/26/2018	11/12/2018	3,335.50	3,335.50	Open	N
36823	CARDMEMBER SERVICE	10/26/2018	11/12/2018	376.84	376.84	Open	N
36824	CARDMEMBER SERVICE	10/26/2018	11/12/2018	1,283.91	1,283.91	Open	N
36825	CARDMEMBER SERVICE	10/26/2018	11/12/2018	1,609.92	1,609.92	Open	N
36835	CARDMEMBER SERVICE	10/26/2018	11/12/2018	350.42	350.42	Open	N
36836	CARDMEMBER SERVICE	10/26/2018	11/12/2018	4,645.09	4,645.09	Open	N
36832	CLASSIC LANDSCAPE, LTD.	11/01/2018	11/12/2018	5,488.00	5,488.00	Open	N
36767	COM ED	10/26/2018	11/12/2018	38.96	38.96	Open	Y
36685	COMCAST	10/01/2018	11/12/2018	579.89	579.89	Open	Y
36762	COMCAST CABLE	10/20/2018	11/12/2018	1,178.24	1,178.24	Open	Y
36702	COMPLIANCE POSTER CO.	10/17/2018	11/12/2018	89.32	89.32	Open	Y
36731	COSTCO MEMBERSHIP	10/02/2018	11/12/2018	180.00	180.00	Open	Y
36724	CTUC	10/08/2018	11/12/2018	408.00	408.00	Open	Y
36711	DIRECT ENERGY BUSINESS	10/18/2018	11/12/2018	4,030.55	4,030.55	Open	Y
36712	DIRECT ENERGY BUSINESS	10/18/2018	11/12/2018	56.40	56.40	Open	Y
36732	DUPAGE COUNTY CLERK	10/15/2018	11/12/2018	197.75	197.75	Open	Y
36750	EBEL'S ACE HARDWARE #8313	10/18/2018	11/12/2018	25.16	25.16	Open	Y
36791	ENVISION HEALTHCARE INC	11/01/2018	11/12/2018	35.00	35.00	Open	Y

## INVOICE REGISTER REPORT FOR OAK BROOK PARK DISTRICT

POST DATES 10/16/2018 - 11/12/2018

BOTH JOURNALIZED AND UNJOURNALIZED

OPEN

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
36675	FACTORY CLEANING EQUIPMENT	10/09/2018	11/12/2018	599.60	599.60	Open	Y
36713	FITNESS EQUIPMENT SERVICES	10/18/2018	11/12/2018	152.00	152.00	Open	Y
36739	FITNESS EQUIPMENT SERVICES	10/25/2018	11/12/2018	493.00	493.00	Open	Y
36763	FLAGG CREEK WATER RECLAMATION	10/26/2018	11/12/2018	3,081.86	3,081.86	Open	Y
36764	FLAGG CREEK WATER RECLAMATION	10/26/2018	11/12/2018	47.86	47.86	Open	Y
36765	FLAGG CREEK WATER RECLAMATION	10/26/2018	11/12/2018	29.85	29.85	Open	Y
36766	FLAGG CREEK WATER RECLAMATION	10/26/2018	11/12/2018	94.71	94.71	Open	Y
36670	FLUID RUNNING LLC	10/18/2018	11/12/2018	3,860.38	3,860.38	Open	Y
36829	FLUID RUNNING LLC	10/27/2018	11/12/2018	11,144.62	11,144.62	Open	N
36760	GAME TIME	09/28/2018	11/12/2018	203.78	203.78	Open	Y
36664	GEORGE E. QUILL & SONS INC	10/13/2018	11/12/2018	26,027.47	26,027.47	Open	Y
36826	GEORGE E. QUILL & SONS INC	10/26/2018	11/12/2018	40,926.29	40,926.29	Open	N
36754	GEORGELO PIZZA - CHICAGO, INC.	09/13/2018	11/12/2018	187.50	187.50	Open	Y
36755	GEORGELO PIZZA - CHICAGO, INC.	10/18/2018	11/12/2018	192.50	192.50	Open	Y
36756	GEORGELO PIZZA - CHICAGO, INC.	09/06/2018	11/12/2018	187.50	187.50	Open	Y
36730	GRAINGER	10/02/2018	11/12/2018	193.01	193.01	Open	Y
36753	GRAINGER	10/19/2018	11/12/2018	44.79	44.79	Open	Y
36733	HAGG PRESS	09/19/2018	11/12/2018	968.00	968.00	Open	Y
36734	HAGG PRESS	10/02/2018	11/12/2018	1,081.00	1,081.00	Open	Y
36735	HAGG PRESS	10/17/2018	11/12/2018	300.00	300.00	Open	Y
36736	HAGG PRESS	10/19/2018	11/12/2018	150.00	150.00	Open	Y
36794	HALOGEN SUPPLY COMPANY, INC.	10/15/2018	11/12/2018	6,364.30	6,364.30	Open	Y
36830	HALOGEN SUPPLY COMPANY, INC.	10/29/2018	11/12/2018	12,921.52	12,921.52	Open	N
36740	HI TOUCH BUSINESS SERVICES	10/18/2018	11/12/2018	359.61	359.61	Open	Y
36741	HI TOUCH BUSINESS SERVICES	10/16/2018	11/12/2018	223.39	223.39	Open	Y
36697	HINSDALE NURSERIES INC	10/17/2018	11/12/2018	147.50	147.50	Open	Y
36751	HINSDALE NURSERIES INC	10/17/2018	11/12/2018	147.50	147.50	Open	Y
36687	HP PRODUCTS	10/01/2018	11/12/2018	28.13	28.13	Open	Y
36688	HP PRODUCTS	09/17/2018	11/12/2018	347.77	347.77	Open	Y
36786	HP PRODUCTS	10/16/2018	11/12/2018	1,144.77	1,144.77	Open	Y
36796	HP PRODUCTS	06/04/2018	11/12/2018	215.76	215.76	Open	N
36797	HP PRODUCTS	06/05/2018	11/12/2018	841.96	841.96	Open	N
36798	HP PRODUCTS	05/21/2018	11/12/2018	831.10	831.10	Open	N
36799	HP PRODUCTS	06/05/2018	11/12/2018	1,797.45	1,797.45	Open	N
36800	HP PRODUCTS	06/28/2018	11/12/2018	559.69	559.69	Open	N
36801	HP PRODUCTS	05/28/2018	11/12/2018	432.24	432.24	Open	N
36802	HP PRODUCTS	07/18/2018	11/12/2018	729.16	729.16	Open	N
36803	HP PRODUCTS	08/06/2018	11/12/2018	650.66	650.66	Open	N
36804	HP PRODUCTS	08/06/2018	11/12/2018	1,082.52	1,082.52	Open	N
36805	HP PRODUCTS	09/03/2018	11/12/2018	687.60	687.60	Open	N
36749	IL STATE TOLL HWY AUTHORITY	10/09/2018	11/12/2018	31.05	31.05	Open	Y
36725	INDUSTRIAL ELECTRIC	09/27/2018	11/12/2018	36.00	36.00	Open	Y
36788	IPS PACKAGING-IS2	10/25/2018	11/12/2018	1,611.68	1,611.68	Open	Y
36772	JAMES LEZATTE	09/30/2018	11/12/2018	287.00	287.00	Open	Y
36773	JAMES LEZATTE	10/29/2018	11/12/2018	461.00	461.00	Open	Y
36827	JONES TRAVEL	10/26/2018	11/12/2018	875.00	875.00	Open	N
36828	JONES TRAVEL	10/26/2018	11/12/2018	884.00	884.00	Open	N



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Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
36778	JWC MEDIA	10/23/2018	11/12/2018	515.00	515.00	Open	Y
36759	KEEPER GOALS	10/22/2018	11/12/2018	73.00	73.00	Open	Y
36831	KEEPI SAFE INC.	10/31/2018	11/12/2018	545.22	545.22	Open	N
36692	KEVIN TAN	09/24/2018	11/12/2018	214.20	214.20	Open	Y
36674	KLUBER ARCHITECTS & ENGINEERS	09/30/2018	11/12/2018	1,128.12	1,128.12	Open	Y
36790	LAUTERBACH & AMEN LLP	10/15/2018	11/12/2018	2,200.00	2,200.00	Open	Y
36663	LEE WERNER EXCAVATING INC	10/13/2018	11/12/2018	9,885.00	9,885.00	Open	Y
36723	LESLIE' S POOLMART, INC.	10/19/2018	11/12/2018	139.98	139.98	Open	Y
36781	LPG MUSIC INC.	10/03/2018	11/12/2018	1,719.00	1,719.00	Open	Y
36746	MANHARD CONSULTING LTD	10/24/2018	11/12/2018	115.00	115.00	Open	Y
36667	MARTIN IMPLEMENT SALES, INC.	10/11/2018	11/12/2018	1,524.01	1,524.01	Open	Y
36668	MASTERBLEND INTERNATIONAL LLC	10/10/2018	11/12/2018	834.50	834.50	Open	Y
36758	MASTERBLEND INTERNATIONAL LLC	10/05/2018	11/12/2018	450.00	450.00	Open	Y
36789	MENARDS	10/30/2018	11/12/2018	1,055.16	1,055.16	Open	Y
36673	MODESTO TECHNOLOGIES	10/04/2018	11/12/2018	1,080.00	1,080.00	Open	Y
36671	MUSCO LIGHTING	10/12/2018	11/12/2018	86,975.10	86,975.10	Open	Y
36737	NEXT GENERATION	09/30/2018	11/12/2018	1,802.15	1,802.15	Open	Y
36738	NEXT GENERATION	10/08/2018	11/12/2018	785.75	785.75	Open	Y
36661	NICOR GAS	10/17/2018	11/12/2018	862.84	862.84	Open	Y
36662	NICOR GAS	10/17/2018	11/12/2018	175.91	175.91	Open	Y
36694	NORTHERN IL WINTER SWIM CONF	10/10/2018	11/12/2018	450.00	450.00	Open	Y
36689	OAKBROOK TERRACE PARK DISTRICT	10/03/2018	11/12/2018	129.60	129.60	Open	Y
36721	P.D.R.M.A.	10/23/2018	11/12/2018	150.00	150.00	Open	Y
36722	P.D.R.M.A.	10/23/2018	11/12/2018	150.00	150.00	Open	Y
36776	P.D.R.M.A.	10/31/2018	11/12/2018	300.00	300.00	Open	Y
36774	PETTY CASH - CORPORATE ADMIN.	10/31/2018	11/12/2018	35.40	35.40	Open	Y
36775	PETTY CASH-RECREATION DEPT.	10/31/2018	11/12/2018	202.03	202.03	Open	Y
36693	PFEIFFER'S PEST CONTROL	10/03/2018	11/12/2018	150.00	150.00	Open	Y
36770	PFEIFFER'S PEST CONTROL	10/31/2018	11/12/2018	150.00	150.00	Open	Y
36698	PIONEER MANUFACTURING CO.	10/10/2018	11/12/2018	215.00	215.00	Open	Y
36777	PROVEN BUSINESS SYSTEMS	10/19/2018	11/12/2018	623.55	623.55	Open	Y
36701	QUENCH	09/11/2018	11/12/2018	111.24	111.24	Open	Y
36833	QUEST DIAGNOSTICS	10/26/2018	11/12/2018	115.52	115.52	Open	N
36785	RICHMOND ELECTRIC CO. INC.	08/27/2018	11/12/2018	9,700.00	9,700.00	Open	Y
36779	ROBBINS SCHWARTZ	09/30/2018	11/12/2018	3,682.00	3,682.00	Open	Y
36780	ROBBINS SCHWARTZ	08/31/2018	11/12/2018	3,857.00	3,857.00	Open	Y
36784	ROSE PAVING LLC	10/11/2018	11/12/2018	1,924.39	1,924.39	Open	Y
36677	ROYAL PRINCESS PARTIES	10/08/2018	11/12/2018	300.00	300.00	Open	Y
36666	RUSSO POWER EQUIPMENT	10/18/2018	11/12/2018	1,958.04	1,958.04	Open	Y
36695	SCHOLASTIC INC	09/12/2018	11/12/2018	227.70	227.70	Open	Y
36747	SERVICE SANITATION, INC.	10/19/2018	11/12/2018	404.00	404.00	Open	Y
36748	SERVICE SANITATION, INC.	10/19/2018	11/12/2018	165.50	165.50	Open	Y
36690	SHARON KNITTER	10/12/2018	11/12/2018	35.01	35.01	Open	Y
36691	SHARON KNITTER	09/24/2018	11/12/2018	214.20	214.20	Open	Y
36726	SINAL'S CARPET CLEANING	10/13/2018	11/12/2018	370.00	370.00	Open	Y
36745	SITEONE LANDSCAPE SUPPLY LLC	10/24/2018	11/12/2018	8.73	8.73	Open	Y
36699	SMART INDUSTRY PRODUCTS	10/11/2018	11/12/2018	435.00	435.00	Open	Y

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36672	SPORTS KIDS INC.	10/12/2018	11/12/2018	1,890.00	1,890.00	Open	Y
36792	SPRINT PHONE	10/29/2018	11/12/2018	17.25	17.25	Open	Y
36720	TAMELING INDUSTRIES INC.	10/23/2018	11/12/2018	117.80	117.80	Open	Y
36782	TAYLOR PLUMBING	10/03/2018	11/12/2018	6,305.00	6,305.00	Open	Y
36771	TEAM FITZ GRAPHICS	10/29/2018	11/12/2018	150.00	150.00	Open	Y
36682	THE EMPLOYERS ASSOCIATION	10/18/2018	11/12/2018	119.00	119.00	Open	Y
36669	THOMAS PUMP COMPANY INC	09/24/2018	11/12/2018	886.00	886.00	Open	Y
36729	TOTAL FIRE & SAFETY, INC.	10/25/2018	11/12/2018	108.15	108.15	Open	Y
36686	TYCO INTEGRATED SECURITY LLC	09/08/2018	11/12/2018	228.98	228.98	Open	Y
36769	TYCO INTEGRATED SECURITY LLC	10/05/2018	11/12/2018	144.21	144.21	Open	Y
36834	ULINE, INC.	10/25/2018	11/12/2018	315.64	315.64	Open	N
36793	UNITED LABORATORIES	10/17/2018	11/12/2018	224.77	224.77	Open	Y
36768	VERIZON WIRELESS	10/15/2018	11/12/2018	1,012.60	1,012.60	Open	Y
36665	VERNON HILLS PARK DISTRICT	10/17/2018	11/12/2018	1,400.00	1,400.00	Open	Y
36752	VILLA PARK ELECTRICAL SUPPLY	10/23/2018	11/12/2018	262.45	262.45	Open	Y
36696	VILLA PARK OFFICE EQUIPMENT	10/24/2018	11/12/2018	100.00	100.00	Open	Y
36716	VILLAGE OF OAK BROOK	10/19/2018	11/12/2018	401.38	401.38	Open	Y
36717	VILLAGE OF OAK BROOK	10/17/2018	11/12/2018	547.81	547.81	Open	Y
36700	WAREHOUSE DIRECT WORKPLACE	10/11/2018	11/12/2018	39.95	39.95	Open	Y
36742	WAREHOUSE DIRECT WORKPLACE	10/18/2018	11/12/2018	309.00	309.00	Open	Y
36783	WASTE MANAGEMENT OF ILLINOIS I	09/25/2018	11/12/2018	984.51	984.51	Open	Y
36795	WIGHT & COMPANY	08/31/2018	11/12/2018	2,205.00	2,205.00	Open	Y
36683	WILSON SPORTING GOODS	09/07/2018	11/12/2018	231.83	231.83	Open	Y
36684	WILSON SPORTING GOODS	09/24/2018	11/12/2018	138.51	138.51	Open	Y
36719	WILSON SPORTING GOODS	10/23/2018	11/12/2018	406.67	406.67	Open	Y
36787	WILSON SPORTING GOODS	10/18/2018	11/12/2018	552.27	552.27	Open	Y

# of Invoices: 167 # Due: 167  
# of Credit Memos: 0 # Due: 0

Totals: 331,656.80 331,656.80  
Totals: 0.00 0.00

Net of Invoices and Credit Memos:

331,656.80 331,656.80

\* 1 Net Invoices have Credits Totalling:

(269.29)

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Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
--- TOTALS BY FUND ---							
	01 - GENERAL CORPORATE FUND			57,197.70	57,197.70		
	02 - RECREATION FUND			63,908.35	63,908.35		
	05 - AUDIT FUND			1,500.00	1,500.00		
	07 - RECREATIONAL FACILITIES FUND			80,163.24	80,163.24		
	08 - SPORTS CORE			19,598.41	19,598.41		
	09 - SPECIAL RECREATION FUND			200.00	200.00		
	12 - CAPITAL PROJECTS FUND			109,089.10	109,089.10		
--- TOTALS BY DEPT/ACTIVITY ---							
	01 - ADMINISTRATION CORPORATE			15,221.16	15,221.16		
	02 - FINANCE			1,972.19	1,972.19		
	05 - CENTRAL PARK			18,081.27	18,081.27		
	06 - SADDLEBROOK PARK			632.40	632.40		
	07 - FOREST GLEN PARK			736.35	736.35		
	08 - CHILLEM PARK			184.00	184.00		
	09 - DEAN PROPERTY			527.40	527.40		
	10 - PROFESSIONAL SERVICES			7,330.00	7,330.00		
	15 - BUILDING/RECREATION CENTER			21,243.70	21,243.70		
	20 - CENTRAL PARK WEST			578.59	578.59		
	21 - FITNESS CENTER			5,392.59	5,392.59		
	25 - AQUATIC CENTER			26,891.05	26,891.05		
	26 - AQUATIC-RECREATION PROGRAMS			16,724.92	16,724.92		
	30 - CHILDRENS PROGRAMS			3,179.00	3,179.00		
	31 - PRESCHOOL PROGRAMS			2,950.34	2,950.34		
	32 - YOUTH PROGRAMS			254.30	254.30		
	40 - ADULT PROGRAMS			4,404.59	4,404.59		
	50 - PIONEER PROGRAMS			4,473.10	4,473.10		
	60 - SPECIAL EVENTS & TRIPS			6,138.45	6,138.45		
	71 - BUILDING/RACQUET CLUB			5,124.50	5,124.50		
	75 - PROGRAMS/RACQUET CLUB			5,045.63	5,045.63		
	80 - MARKETING			73,982.17	73,982.17		
	92 - AUDIT FUND			1,500.00	1,500.00		
	95 - CAPITAL PROJECTS FUND			109,089.10	109,089.10		

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PAID

## INTERIM AND REFUNDS

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
36660	COMMEG SYSTEMS, INC.	10/17/2018	10/25/2018	1,500.00	0.00	Paid	Y
36658	CYBERDYNE MASONRY CORPORATION	10/05/2018	10/18/2018	9,477.50	0.00	Paid	Y
36709	DIRECT ENERGY BUSINESS	10/05/2018	10/25/2018	5,824.77	0.00	Paid	Y
36710	DIRECT ENERGY BUSINESS	10/12/2018	11/01/2018	18,952.47	0.00	Paid	Y
36708	MARIA MACIAS	10/09/2018	10/31/2018	220.00	0.00	Paid	Y
36706	MARVIN PHILLIPS	10/09/2018	10/31/2018	164.00	0.00	Paid	Y
36681	MB FINANCIAL	09/07/2018	10/30/2018	334,605.14	0.00	Paid	Y
36703	PATRICA DALTON	09/27/2018	10/31/2018	100.00	0.00	Paid	Y
36704	ROSEANN ABRAHAM	10/09/2018	10/31/2018	34.00	0.00	Paid	Y
36707	SAYAN BAGCHI	10/09/2018	10/31/2018	239.75	0.00	Paid	Y
36705	SONIA SISODIA	10/09/2018	10/31/2018	44.00	0.00	Paid	Y
36659	WAREHOUSE DIRECT WORKPLACE	08/21/2018	10/25/2018	629.00	0.00	Paid	Y

# of Invoices: 12 # Due: 0

Totals:

371,790.63

0.00

# of Credit Memos: 0 # Due: 0

Totals:

0.00

0.00

Net of Invoices and Credit Memos:

371,790.63

0.00

## --- TOTALS BY FUND ---

01 - GENERAL CORPORATE FUND	8,882.74	0.00
02 - RECREATION FUND	13,402.13	0.00
06 - DEBT SERVICE FUND	334,605.14	0.00
07 - RECREATIONAL FACILITIES FUND	5,423.12	0.00
12 - CAPITAL PROJECTS FUND	9,477.50	0.00

## --- TOTALS BY DEPT/ACTIVITY ---

01 - ADMINISTRATION CORPORATE	4,161.85	0.00
02 - FINANCE	1,500.00	0.00
05 - CENTRAL PARK	1,662.96	0.00
07 - FOREST GLEN PARK	411.68	0.00
15 - BUILDING/RECREATION CENTER	4,829.13	0.00
20 - CENTRAL PARK WEST	478.97	0.00
21 - FITNESS CENTER	3,360.10	0.00
25 - AQUATIC CENTER	5,880.18	0.00
71 - BUILDING/RACQUET CLUB	5,423.12	0.00
94 - DEBT SERVICE FUND	334,605.14	0.00
95 - CAPITAL PROJECTS FUND	9,477.50	0.00



## Oak Brook Park District

1450 Forest Gate Road  
Oak Brook, IL 60523

### Petty Cash      Corporate

Petty Cash for      Nov. 2018

Received By	Date	Description	Account Number	Amount
K. Basile	10/3/2018	Caution Tape for Event	01-15-730-001	\$8.97
		Total		\$8.97
	10/3/18	Conference Meals	01-15-690-001	\$19.67
		Total		\$19.67
L. Noonan	9/24,25/18	Conference Drury Lane Theater	01-01-660-002	\$6.76
		Total		\$6.76
		Grand Total		\$35.40



## Oak Brook Park District

1450 Forest Gate Road  
Oak Brook, IL 60523

### Petty Cash      Recreation

Petty Cash for      Nov. 2018

Received By	Date	Description	Account Number	Amount
D. Thommes	10/2/18	Food for Preschool	02-31-765-001	\$18.95
	10/23/18	Preschool Supplies	02-31-765-001	\$25.76
	10/24/18	Preschool Supplies	02-31-765-001	\$3.00
	10/24/18	Preschool Supplies	02-31-765-001	\$11.99
	10/29/18	Preschool Supplies	02-31-765-001	\$9.96
	10/29/18	Preschool Supplies	02-31-765-001	\$11.32
		Total		\$80.98
	9/24/18	National Conference Lunches (4)	02-01-690-001	\$40.00
		Total		\$40.00
	10/4/18	Gordon Food Service	02-32-765-002	\$14.00
		Total		\$14.00
D. Thommes	10/2/18	Illinois Election Workshop	02-01-660-002	\$14.72
M. Murtaugh	10/17, 18/18	Irwin Community Center, Lockport	02-01-660-002	\$52.33
		Total		\$67.05
		Grand Total		\$202.03



Oak Brook  
Park District

*A National Gold Medal Agency*



# STRATEGIC PLAN



HAPPY | FIT | ACTIVE



**2016-2020**

**Updated November 2018**

[www.obparks.org](http://www.obparks.org)





# Strategic Plan 2016-2020

1. Mission, Vision and Core Values
2. Process
3. Performance Measures
4. Short Term Goals
8. Long Term Goals
10. SWOT Analysis
13. Appendix

## ACKNOWLEDGMENTS

### Board of Park Commissioners

Sharon Knitter	President
Kathleen Carson	Vice President
Kevin Tan	Treasurer
Frank Trombetta	Commissioner
Tom Truedson	Commissioner

### Strategic Planning Input and Review Schedule

#### September 2016

Comprehensive Community Wide Survey

#### October 2016 Employee Satisfaction Survey

#### February 5-11, 2017

Facility Usage Surveys Available

#### February 19-25, 2017:

Tennis Usage Survey Available

#### July 2017 Regular Board Meeting

Strategic Plan Updates Presented

#### May 21, 2018 Regular Board Meeting

Strategic Plan Updates Presented

#### June 2018 Community Focus Groups

#### November 12, 2018 Regular Board Meeting

Strategic Plan Updates Presented

### Staff

Laure Kosey	Executive Director
Dave Thommes	Deputy Director
Santos Alvarado	Landscape Specialist
Mike Azzaretto	Athletic and Recreation Manager
Katie Basile	Facility Manger/Rentals
Alex Bonarirgo	Aquatic Supervisor
Alice Belden	Tennis Admin Assistant/Programming
Rob Bond	Family Aquatic Center Manager
Jessica Cannaday	Marketing & Communications Manager
Kim Catris	Rec Supervisor/Pioneers/Camp
Kathy Chartrand	Registration Coordinator
Matthew Crilly	Building Technician
Mike Delgado	Fitness Supervisor
Carmen Enriquez	Facility Coordinator/Rentals
Santiago Escobedo	Park Technician
Bonnie Gibellina	Executive Administrative Assistant
Ryan Husch	Facility Supervisor/Membership
Bob Johnson	Director of Parks and Planning
Michelle Korman	Account Clerk
Leticia Limonez	Tennis Center Assistant Manager
Liz Littwin	Corporate and Community Relations
Gloria Marquez	Lead Custodian
Olga Martinez	Custodian
Matt Murtaugh	Building Engineer
Linda Noonan	Human Resources Manager
Patricia Ornelas	Custodian
Robert Pechous	IT Manager
Felipe Perez	Parks Specialist
Linda Pizzello	Administrative Assistant
Alin Pop	Superintendent of Enterprise Operations
Marco Salinas	Chief Financial Officer
Karen Spandikow	Assistant Director of Recreation
Jake Stachowiak	Park Technician
Nancy Strathdee	Finance Manager
Deanna Terrafino	Tennis Admin Assistant/Accounting
Greg Wooley	Graphic Designer

# Mission:

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

## Vision:

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

BE YOUR VERY BEST  
HAPPY | FIT | ACTIVE



FEEL YOUR VERY BEST

## Strategic Initiatives:

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

## Core Values:

### Communication



Engaging in open, honest, and respectful communication both internally and externally will educate our community as to

the benefits of parks & recreation and help to foster creativity, program development, encouragement, motivation, and loyalty among our staff and constituents.

### Collaboration



Working together to incorporate the diverse culture and viewpoints of our staff and community to effectively bring the numerous

benefits of park and recreational opportunities and open space to our community.

### Accessibility & Inclusion



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

life and help them work to be their very best and feel their very best.

### Holistic Wellness



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

### Consistent Customer Service



Providing the very best experience to each individual who visits park district facilities or participates in programming.

### Environmental Conservation & Stewardship



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

# PROCESS

*The Oak Brook Park District's Strategic Planning process focuses on developing a tactical and adaptive working plan linking our mission and vision with policy making and organization. This will ensure the operational goals for the next three years fall within the parameters of our mission and vision.*

*The following plan was guided by the Oak Brook Park District's continuous effort to provide the very best in park and recreational opportunities, facilities, and open lands for our community.*

## 2016 Strategic Planning Workshop

On May 18, 2016 a Special Meeting of the Board of Park Commissioners was held to discuss the strategic plans of the District with Park District staff. The meeting reviewed the accomplishments completed under the previous strategic plan that was developed in 2010, discussed the needs identified through the community wide interest and assessment survey, and identified strategic initiatives and projects to guide the District for the future.

### Review

Oak Brook Park District Board and Staff participate in an annual strategic planning session each May. The Oak Brook Park District Leadership Team reviews the progress of Strategic Plan initiatives throughout the year 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 SWOT 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 annual assessment of the Oak Brook Park District's operational strengths, weaknesses, opportunities and threats.

### Board Involvement

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

### 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 year.



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

**Be Your Very Best. Feel Your Very Best.**

HAPPY | FIT | ACTIVE

# IMPLEMENTATION

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## Short Term Goals: Completion by December 2018

Initiative(s)	Goal	Objectives	Lead/Department & Updates
<span style="color: red;">■</span> <span style="color: blue;">■</span> <span style="color: brown;">■</span>	Develop Monthly Facility Inspections	<ul style="list-style-type: none"> <li>Develop inspections- <b>COMPLETED</b></li> <li>Assign inspections - <b>COMPLETED</b></li> <li>Create inspection schedule - <b>COMPLETED</b></li> <li>Follow-up - <b>COMPLETED/ONGOING</b></li> </ul> <i>Parks developed and implemented park, playground, athletic field, and equipment inspections. Data is documented.</i>	Facilities and Parks <i>Staff is working on a technology based system for inputting and tracking inspection data to be implemented in early 2018.</i>
<span style="color: red;">■</span> <span style="color: green;">■</span> <span style="color: brown;">■</span>	Create a Preventative Maintenance Plan	<ul style="list-style-type: none"> <li>Inventory equipment - <b>COMPLETED</b></li> <li>Identify tasks - <b>ONGOING</b></li> <li>Identify frequently contracted/outsourced jobs <b>COMPLETED</b></li> </ul> <i>An HVAC schedule has been implemented.</i>	Facilities and Parks <i>Parks developed a comprehensive maintenance plan, park classifications, and operating standards for equipment and park sites.</i>
<span style="color: red;">■</span> <span style="color: blue;">■</span>	Better Utilize Studio D	<ul style="list-style-type: none"> <li>Develop free programming outside of fitness</li> <li>Increase paid fitness classes offered in Studio D - <b>ONGOING</b></li> <li>Solve public accessibility issues and investigate renovation options</li> </ul>	Recreation and Facilities <i>Added Younguns LIFT and Interval Training for Winter 2018. PAIN and Get Tough or Give Up also use Studio D.</i>
<span style="color: red;">■</span> <span style="color: orange;">■</span> <span style="color: brown;">■</span>	Organize Storage Areas	<ul style="list-style-type: none"> <li>Evaluate inefficiencies - <b>ONGOING</b></li> <li>Evaluate storage needs - <b>ONGOING</b></li> </ul>	Recreation, Facilities, AIM, Tennis <i>FRC storage was reorganized in 2017.</i>
<span style="color: red;">■</span> <span style="color: green;">■</span> <span style="color: blue;">■</span> <span style="color: orange;">■</span> <span style="color: brown;">■</span>	Increase Recycling at the Park District	<ul style="list-style-type: none"> <li>Educate staff members <b>ONGOING</b></li> <li>Training provided by WM employees</li> <li>Develop visuals for key locations <b>COMPLETED</b></li> <li>Recycling at special events <b>COMPLETE/ONGOING</b></li> <li>Reduce the use of styrofoam</li> </ul>	Director of Parks and Planning, Facilities, Marketing <i>A formal recycling plan has been developed.</i>
<span style="color: red;">■</span> <span style="color: blue;">■</span> <span style="color: orange;">■</span>	Promote Current Family Locker Rooms <i>Installed Family Locker Rooms</i>	<ul style="list-style-type: none"> <li>Increase staff training - <i>Trained staff on new locker room use</i></li> <li>Add security access to boiler room <i>No longer applicable</i></li> <li>Increase signage <i>Completely new sign system for all locker rooms was completed</i></li> <li>Make the locker rooms more fun <b>COMPLETED</b></li> <li>Increase benches, hooks, and lockers <b>COMPLETED</b></li> </ul>	Facilities, IT, and Marketing <i>This initiative has been completed through the Locker Room Renovation Project.</i>
<span style="color: orange;">■</span>	Employee Open House For New Improvements	<ul style="list-style-type: none"> <li>Team building events at facilities</li> <li>Host department meeting in different facilities</li> </ul>	All Departments
<span style="color: red;">■</span> <span style="color: green;">■</span> <span style="color: blue;">■</span> <span style="color: brown;">■</span>	Improved Security	<ul style="list-style-type: none"> <li>Identify locations that need access control - <b>ONGOING</b></li> <li>Develop a purchasing plan</li> </ul> <i>20 security cameras have been replaced at the FRC and 4 new cameras have been added. A plan is in place to increase security at the Dean Nature Sanctuary and Tennis Center.</i>	Facilities & IT <i>2 Access Control Points were added to the FRC in Spring of 2017</i>
<span style="color: red;">■</span> <span style="color: green;">■</span> <span style="color: blue;">■</span>	Improve Parking by Tennis Center & Soccer Fields <i>COMPLETED through the CP Improvement Plan</i>	<ul style="list-style-type: none"> <li>Add signage and increase communication</li> <li>Develop central scheduling procedures to better communicate rental of Central Park West (CPW) with field use, and Tennis Center use.</li> <li>Incorporate Pioneer Parking into communication</li> </ul>	Facilities, Recreation, Marketing, Athletic and Recreation Manager, Tennis Center Manager <i>COMPLETED through the CP Improvement Plan</i>

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# IMPLEMENTATION

## Short Term Goals: Completion by December 2018

Initiative(s)	Goal	Objectives	Lead/Department & Updates
<span style="color: red;">■</span> <span style="color: green;">■</span> <span style="color: blue;">■</span> <span style="color: brown;">■</span>	Develop renovation plan for outdoor basketball and tennis courts	<ul style="list-style-type: none"> <li>Assess amenities and prioritize need - <b>COMPLETED</b></li> <li>Prioritize safety improvements - <b>COMPLETED</b></li> <li>Increase public use</li> <li>Increase value of the satellite parks - <b>ONGOING</b></li> </ul> <i>2018 Tennis Court renovations included the addition of Pickleball lines.</i>	Parks <i>Basketball Court and Tennis Court renovation plan will begin in the 2018/19 Fiscal Year.</i>
<span style="color: green;">■</span> <span style="color: orange;">■</span>	Increase staff knowledge of parks and facilities	<ul style="list-style-type: none"> <li>Improve staff orientation <b>COMPLETED/ONGOING</b></li> <li>Improve cross training staff</li> <li>Market amenities in newsletters and employee communication <b>COMPLETED/ONGOING</b></li> </ul>	Parks, HR, and Marketing
<span style="color: blue;">■</span> <span style="color: orange;">■</span>	Update Passport and online orientation annually	<ul style="list-style-type: none"> <li>Provide the most up to date training to all new staff <b>COMPLETED/ONGOING</b></li> <li>Provide continuous training to existing staff in the review process <b>COMPLETED/ONGOING</b></li> </ul>	Marketing, HR <i>Marketing and HR work to update this program annually or as needed.</i>
<span style="color: blue;">■</span> <span style="color: orange;">■</span>	Revamp the BOB Award	<ul style="list-style-type: none"> <li>Allow supervisors to distribute the awards to staff <b>COMPLETED</b></li> <li>Improve morale/attitude - <b>COMPLETED/ONGOING</b></li> </ul>	HR, Directors/Managers, Executive Director
<span style="color: orange;">■</span>	Make leadership more visible/accessible	<ul style="list-style-type: none"> <li>Directors/Department heads to make appearances at other departmental meetings <b>COMPLETED</b></li> <li>Develop a central staff/department meeting schedule</li> <li>Create more open lines of communication</li> </ul>	All Directors <i>Finance &amp; Human Resources Department implemented weekly staff meetings.</i>
<span style="color: blue;">■</span> <span style="color: orange;">■</span>	Create staff focus groups	<ul style="list-style-type: none"> <li>Determine the types of activities in which staff prefers to participate</li> <li>Improve staff recognition programs</li> <li>Teambuild across departments</li> </ul>	HR and Executive Director <i>Fitness staff &amp; group ex instructors were included in a focus group to discuss using a potential meditation garend for fitness opportunities.</i>
<span style="color: orange;">■</span>	Develop a bi-annual All Part Time Staff PDRMA Training	<ul style="list-style-type: none"> <li>Provide a unified message and training to all part time staff</li> <li>Provide the opportunity for staff to get to know each other across departments</li> </ul>	Recreation, Aquatics, Tennis, Parks, HR
<span style="color: orange;">■</span>	Create an annual coupon book for staff <b>NOT FEASIBLE</b>	<ul style="list-style-type: none"> <li>Solicit coupons from local businesses</li> <li>Create an employee appreciation book</li> </ul> <b>NOT FEASIBLE</b>	Marketing/Corporate and Community Relations <b>NOT FEASIBLE</b>
<span style="color: red;">■</span> <span style="color: blue;">■</span> <span style="color: orange;">■</span>	Tennis Pro Retention	<ul style="list-style-type: none"> <li>Create an attractive employment package <b>ONGOING</b></li> <li>Support continuing education and training</li> <li>Promote a positive working environment</li> </ul>	Tennis Center Manager and HR <i>Began offering health benefits for certain Tennis Pros</i>

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<span style="color: red;">■</span> <span style="color: blue;">■</span> <span style="color: orange;">■</span> <span style="color: brown;">■</span>	Continue to develop Junior and Adult Tennis Programming	<ul style="list-style-type: none"> <li>• Increase participation numbers - <b>ONGOING</b></li> <li>• Add teams</li> <li>• Add match play opportunities</li> <li>• Add crossfit programming</li> <li>• Increase revenue - <b>COMPLETED/ONGOING</b></li> </ul>	Tennis Center Manager
<span style="color: red;">■</span> <span style="color: blue;">■</span> <span style="color: orange;">■</span> <span style="color: brown;">■</span>	Diversify Tennis Membership	<ul style="list-style-type: none"> <li>• Increase membership revenue - <b>ONGOING</b></li> <li>• Increase adult memberships - <b>ONGOING</b></li> <li>• Promote Combo memberships - <b>ONGOING</b></li> <li>• Increase fees/dues - <b>ONGOING</b></li> <li>• Increase percentage of EFT members - <b>ONGOING</b></li> </ul>	Tennis Center Manager, Marketing, Finance <i>All members were upgraded to Premiere status during construction.</i>
<span style="color: blue;">■</span>	Offer more social recreational special events	<ul style="list-style-type: none"> <li>• Create 2 new special events <b>COMPLETED</b> <i>In 2018, staff added a wagon and wine tour and revamped Oktoberfest to Autumn Fest. The park district also hosted Ground Breaking and Ribbon Cutting events for the Universal Playground. In 2017, Unwine Wednesday was introduced.</i></li> </ul>	Recreation and Marketing <i>Staff offered the Mutt Miler, Turkey Dri Tri, Hockey Day, and Haunted Hustle.</i>
<span style="color: blue;">■</span> <span style="color: brown;">■</span>	Increase participation in current special events	<ul style="list-style-type: none"> <li>• Create a plan to increase revenue and attendance at The Pink 5k, Concerts, and Autumnfest <b>ONGOING</b></li> </ul>	Marketing and Recreation <i>Staff recorded record numbers and revenue at 2018 Haunted Forest</i>
<span style="color: red;">■</span> <span style="color: green;">■</span> <span style="color: blue;">■</span>	Offer more outdoor recreational opportunities at Dean Nature Sanctuary	<ul style="list-style-type: none"> <li>• Create 4 programs at Dean Nature Sanctuary</li> </ul>	Recreation, Early Childhood <i>Offered a Pollinator Education Course in 2017- did not run. Offered Bee Aware in 2018 to a limited audience.</i>
<span style="color: blue;">■</span> <span style="color: brown;">■</span>	Transition group training into specialized fitness/ tennis classes	<ul style="list-style-type: none"> <li>• Create fitness focus groups to determine specialty classes <b>COMPLETED/ONGOING</b> <i>Fitness staff has added a wide range of opportunities to effectively transition group training into specialized classes. This includes Get Tough, Fit for a 5K, Younguns Lift, and more.</i></li> </ul>	Fitness <b>COMPLETED/ONGOING</b>
<span style="color: blue;">■</span>	Explore the possibility to offer more Martial Arts Programming	<ul style="list-style-type: none"> <li>• Add exploratory questions to Community Wide Survey <b>COMPLETED</b></li> </ul>	Recreation, Marketing <i>Exploratory questions were included in the Community Attitude and Assessment.</i>
<span style="color: red;">■</span> <span style="color: blue;">■</span>	Utilize unique spaces to increase programming	<ul style="list-style-type: none"> <li>• Create new programming opportunities for Central Park West <b>ONGOING</b></li> <li>• Utilize racquetball courts for programming <b>ONGOING</b></li> <li>• Utilize Studio D for programming <b>COMPLETED/ONGOING</b></li> </ul>	Recreation, Facilities <i>Paint Nights were offered at CPW but did not run. Staff is implementing rental procedures for Studio D. In 2018, Open Pickleball gained traction at the</i>

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<span style="color: red;">■</span> <span style="color: green;">■</span> <span style="color: blue;">■</span> <span style="color: brown;">■</span>	Offer more outdoor recreational opportunities in the winter	<ul style="list-style-type: none"> <li>Offer one new winter event <b>COMPLETED/ONGOING</b> Snowshoeing Clinic, Hockey Night, Wagon/Wine Tour</li> </ul>	Assistant Director of Recreation
<span style="color: red;">■</span> <span style="color: green;">■</span> <span style="color: blue;">■</span> <span style="color: orange;">■</span> <span style="color: brown;">■</span>	Increase revenue generated by athletic programs	<ul style="list-style-type: none"> <li>Offer new in house programs each season <b>COMPLETED/ONGOING</b></li> <li>Utilize unique programming space/Synthetic Field <b>COMPLETED/ONGOING</b></li> <li>Develop feeder programs <b>COMPLETED/ONGOING</b></li> </ul>	Athletic and Recreation Manager <i>2016 Summer General Athletic Camp Net Revenue: \$1,389</i> <i>2017 Summer General Athletic Camp Net Revenue: \$8,042</i>
<span style="color: blue;">■</span>	Attract teens and college students to Central Park	<ul style="list-style-type: none"> <li>Promote Disc Golf</li> <li>Promote unstructured recreational opportunities in Central Park</li> <li>Create targeted summer camp <b>COMPLETED</b></li> </ul>	Assistant Director of Recreation <i>Teen Service Camp that was introduced in 2017 saw continued success in 2018.</i>
<span style="color: blue;">■</span> <span style="color: brown;">■</span>	Collaborate programs with other community groups	<ul style="list-style-type: none"> <li>Co-op one event with Kiwanis <b>COMPLETED/ONGOING</b></li> <li>Co-op one event or program with School District <b>COMPLETED/ONGOING</b></li> </ul> <i>We currently partner with Kiwanis on the Pancake Breakfast, Oak Brook Police on National Night Out, and we co-op with the School District on Dolphin Station. We also participated in Butler 53's Trunk or Treat in 2017.</i>	Assistant Director of Recreation <i>In 2017/2018, the Oak Brook Park District and Village partnered to execute the summer Sports Core Aquatic Operations.</i>
<span style="color: red;">■</span> <span style="color: blue;">■</span> <span style="color: orange;">■</span> <span style="color: brown;">■</span>	Increase efficiency of communication systems	<ul style="list-style-type: none"> <li>Explore technological alternatives to improve program evaluation and survey distribution. <b>COMPLETED/ONGOING</b></li> <li>Utilize new technology to better communicate with patrons and promote programming <b>COMPLETED/ONGOING</b></li> </ul> <i>In 2018, staff implemented content-driven marketing strategies.</i>	Marketing Manager, IT Manager <i>Program evaluations are now automatically delivered upon the last session of a program. NPS is also being tracked.</i> <i>A new obparks.org was launched in Nov. 2017.</i>





# IMPLEMENTATION

## Long Term Goals: Completion by December 2020

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Initiative(s)	Goal	Objectives	Lead/Department & Updates
<span style="color: red;">■</span> <span style="color: green;">■</span> <span style="color: brown;">■</span>	Develop Underutilized Space at the Garage	<ul style="list-style-type: none"> <li>Add additional loft</li> <li>Pave "trailer area"</li> <li>Create material storage area</li> </ul>	Parks <i>The unpaved portion on the west side of the garage has been cleared of debris, greatly increasing storage.</i>
<span style="color: red;">■</span> <span style="color: blue;">■</span> <span style="color: brown;">■</span>	Build Family Locker Rooms	<ul style="list-style-type: none"> <li>Prioritize in Capital Improvement Plan <b>COMPLETED</b></li> <li>Develop focus group with participants <b>COMPLETED</b></li> <li>Engineering consultation <b>COMPLETED</b></li> </ul>	Facilities & Recreation <b>COMPLETED</b>
<span style="color: red;">■</span> <span style="color: green;">■</span> <span style="color: blue;">■</span> <span style="color: brown;">■</span>	Improve Picnic area at Tennis Center Patio	<ul style="list-style-type: none"> <li>Repair damage and make improvements <b>ONGOING</b></li> <li>Develop into family picnic area/rental opportunity</li> </ul>	Parks, Tennis, Facilities <i>Brick pavers have been replaced while a permanent solution is developed.</i>
<span style="color: green;">■</span> <span style="color: blue;">■</span> <span style="color: brown;">■</span>	Ginger Creek Restoration	<ul style="list-style-type: none"> <li>Shoreline restoration <b>ONGOING</b></li> <li>Geese Mitigation <b>IN PROGRESS</b></li> </ul> <p><i>In 2018, a \$140,000 project to replace the failed Gabion Weir and restore the shoreline on the lower end of Ginger Creek.</i></p>	Parks <i>A phased approach addressing shoreline stabilization will begin in 2018.</i>
<span style="color: green;">■</span> <span style="color: blue;">■</span>	Increase Safety of the Pathway System	<ul style="list-style-type: none"> <li>Develop a repaving plan</li> <li>Repair and pave pathways <b>ONGOING</b></li> </ul>	Parks <i>Paving is prioritized by condition until a long-term plan is completed.</i>
<span style="color: green;">■</span> <span style="color: blue;">■</span>	Increase Path System	<ul style="list-style-type: none"> <li>Assess areas of growth <b>IN PROGRESS</b></li> <li>Work with Village <b>IN PROGRESS</b></li> <li>Develop longterm development plan <b>IN PROGRESS</b></li> </ul>	Parks
<span style="color: green;">■</span> <span style="color: blue;">■</span>	Develop Pocket Parks	<ul style="list-style-type: none"> <li>Develop implementation strategy with the Village</li> <li>Utilize the Foundation to supply benches</li> </ul>	OBPARKS Foundation Executive Director; Director of Parks and Planning, Marketing
<span style="color: red;">■</span> <span style="color: green;">■</span> <span style="color: blue;">■</span> <span style="color: brown;">■</span>	Diversify Outdoor Tennis Space	<ul style="list-style-type: none"> <li>Add clay courts</li> <li>Add Pickleball courts <b>COMPLETED</b></li> <li>Add U10 Courts</li> </ul>	Tennis Center Manager, Finance, Director of Parks and Planning
<span style="color: red;">■</span> <span style="color: green;">■</span> <span style="color: blue;">■</span> <span style="color: brown;">■</span>	Central Park West (CPW) Improvements	<ul style="list-style-type: none"> <li>Fix drainage and basement issues</li> <li>Replace gutters and repair water damage <b>GUTTERS REPLACED</b></li> <li>Plumbing upgrades</li> <li>Create better storage</li> </ul>	Facility Manger, Director of Parks and Planning <b>ONGOING</b>
<span style="color: red;">■</span> <span style="color: green;">■</span> <span style="color: blue;">■</span>	Increase CPW Capacity <b>NOT FEASIBLE</b>	<ul style="list-style-type: none"> <li>Evaluate funding feasibility</li> <li>Consult an architect</li> </ul> <p><b>NOT FEASIBLE</b></p>	Facility Manager, Finance, Director of Parks & Planning <b>NOT FEASIBLE</b>
<span style="color: red;">■</span> <span style="color: blue;">■</span> <span style="color: brown;">■</span>	Increase awareness of CPW	<ul style="list-style-type: none"> <li>Promote to corporate rentals <b>IN PROGRESS</b></li> <li>Research other rental rates <b>COMPLETED/ONGOING</b></li> <li>Add signage <b>COMPLETED</b></li> </ul>	Marketing Manager <i>Weekday events have increased.</i>

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Initiative(s)	Goal	Objectives	Lead/Department & Updates
<span style="color: red;">■</span> <span style="color: blue;">■</span> <span style="color: brown;">■</span>	Develop a Corporate Team Building Facility	<ul style="list-style-type: none"> <li>Build a challenge course</li> <li>Hire an Event Planner</li> </ul>	Executive Director
<span style="color: red;">■</span> <span style="color: blue;">■</span>	Improve technology at Central Park West (CPW)	<ul style="list-style-type: none"> <li>Replace sound system <b>COMPLETED</b></li> <li>Add TVs <b>COMPLETED</b></li> </ul>	Facility Manager <i>A new projector was installed in lieu of TVs.</i>
<span style="color: red;">■</span> <span style="color: blue;">■</span>	Offer unique program space for Gateway	<ul style="list-style-type: none"> <li>Utilize our facilities to provide two new programs for Gateway Special Recreation</li> </ul>	Assistant Director of Recreation
<span style="color: red;">■</span> <span style="color: blue;">■</span> <span style="color: brown;">■</span>	Offer OBPD incentives to party participants	<ul style="list-style-type: none"> <li>Provide a giveaway to new trial party participants to encourage them to return to the facility <b>IN PROGRESS</b></li> <li>Increase daily admission/membership revenue <b>IN PROGRESS</b></li> </ul>	Facilities and Marketing <i>Party offerings and structure are currently under evaluation.</i>
<span style="color: red;">■</span> <span style="color: green;">■</span> <span style="color: blue;">■</span> <span style="color: brown;">■</span>	Ballfield Renovation	<ul style="list-style-type: none"> <li>Evaluate funding feasibility <b>COMPLETED</b></li> <li>Prioritize usage to determine amenities <b>COMPLETED</b></li> <li>Develop Capital Plan <b>COMPLETED</b></li> </ul>	Executive Director, Director of Parks and Planning, Corporate Relations <i>Breaking ground in 2018</i>
<span style="color: red;">■</span> <span style="color: green;">■</span> <span style="color: blue;">■</span> <span style="color: orange;">■</span> <span style="color: brown;">■</span>	Utilize new technology in program development	<ul style="list-style-type: none"> <li>Monitor technological trends and how they can be applied to new programming and operations</li> <li>Increase adult education programming on trending technologies</li> </ul>	Recreation, IT, Marketing



# SWOT Analysis

## Strengths

- Location
- Affordable fees
- Cleanliness
- Programming
- Equipment is protected
- Rentals
- High Standards
- Strong nonresident participation/visits
- Attractive open space
- Wide range of outdoor amenities
- Mature trees
- Centralized flagship park location
- Village pathway system
- Synthetic Soccer Field
- Outdoor Special Events
- Strong niche programming
- 55+ programming
- Aquatic programming location
- Good name recognition
- Solid signature special events
- Staff diversity
- Staff loyalty
- Part time staff recruitment
- Tennis membership value
- Tennis Center customer service
- Indoor & outdoor tennis courts
- Captive audience
- Consistent tennis programming
- Facility reinvestment (Tennis)

## Weaknesses

- Entrance to Central Park West (CPW)
- Basement and concrete of CPW
- Parking capacity at CPW
- Gutters
- Amenities surrounding CPW need updating
- Number of contracted programs
- Customer service Family Recreation Center (FRC)
- Repair and replacement planning
- Lack of rentable space
- Field and tennis courts need improvements
- Signage to different locations
- Staff is not aware of all the park locations and amenities
- Inadequate canoe launch at Dean Nature Sanctuary
- Landlocked
- Lack of programming space
- Teen programming
- In house athletic programming
- Youth and adult cultural arts programming
- Time management for training
- Passport for new hires
- Staff at Tennis Center and FRC do not know each other
- Employee appreciation
- Morale
- Drainage at the Tennis Center
- Membership demographic
- Tennis Center staff knowledge of all park services
- Aging facility
- Young adult participation at Tennis Center

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

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

# SWOT Analysis

## Opportunities

- Increase the capacity of Central Park West (CPW)
- Corporate rentals
- Room for rental fee increase
- Corporate team building challenge course
- Monthly visual facility inspections
- New work order software
- New uses for underutilized spaces
- Studio D
- Storage utilization at maintenance facility
- Cooperation with Village
- Pocket parks in subdivisions
- Land acquisition
- Update landscaping
- Picnic area for large groups
- Increased police presence
- Grant funding or cooperative funding for trails
- Financial assistance from OBPARKS Foundation
- Community Survey
- Feeder programming
- Increasing niche paid fitness classes
- Tennis and recreation cross promotion
- Oktoberfest
- Library and school district audience
- Social hours at the Tennis Center
- Stay at home moms/childcare service
- Cross training Tennis Center and FRC staff
- Team building for part time staff
- One on one time with staff and supervisors
- Staff recognition
- Jr. programming development
- Adult program development
- Promoting Combo/Premiere memberships
- Transition from yearly to monthly memberships
- Ability to increase fees
- Adult club teams

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

## Threats

- Competition
- Aging facilities
- Lack of advertising/awareness of CPW
- Perception that the park district belongs to the village
- Wear and tear
- Limited funding for park maintenance
- Limited staffing for park maintenance
- Unknown or new diseases or insects
- Geese
- Weather
- Aging amenities/playgrounds
- Residents aging out of programming
- Duplication of services with library and school district
- Club teams
- Staff training
- Aging Tennis Center
- Limited availability of Tennis Pros
- Technology and security

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



# APPENDIX 1

## MINUTES OF THE SPECIAL MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF COMMISSIONERS May 18, 2016

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

Vice President Kathy Carson called to order the Special Meeting of the Oak Brook Park District Board of Commissioners, at the hour of 9:11 a.m., held on Wednesday, May 18, 2016. at the Oak Brook Park District Central Park West Facility, 1500 Forest Gate Road, Oak Brook, IL 60523. Commissioners Trombetta, Tan, and Carson answered "present". Commissioners Knitter and Truedson were absent.

Also present were Laure Kosey, Executive Director and staff representing the various departments of the Park District.

### 2) APPROVAL OF AGENDA FOR THE SPECIAL MEETING OF May 18, 2016

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Tan to approve the Agenda of the Special Meeting of May 18, 2016.

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

Ayes: Commissioners: Trombetta, Tan, and Vice President Carson  
Nays: None

### 3) OPEN FORUM

No one addressed the Board.

### 4) COMMUNICATIONS

a) Commissioners to share communications  
No communications were shared.

### 5) NEW BUSINESS

a) Strategic Planning Workshop

Laure Kosey opened the Strategic Planning session of the meeting. Ms. Kosey reviewed the prior history of the park district's strategic planning.

She also stated that preliminary meetings were held in preparation of this meeting. Now we need to get everyone's input. She encourages commissioners and staff to make a goal to speak up at least once or twice. She reminded all that this is our park district and that we need to make the park district the best it can be.



The park district's Mission Statement was reviewed. Ms. Kosey asked staff to think of the Mission Statement as a personal mission statement such as "I am trying to provide the very best for our customers."

The park district's Vision Statement and Core Values were reviewed. The Core Values' seven pillars incorporate the park district's "4 C's" – Communication, Collaboration, Consistency and Customer Service, with the three remaining pillars standing for Environmental Conservation Stewardship, Accessibility and Inclusion, and Holistic Wellness.

Staff with the commissioners were divided into five teams to conduct a SWOT (Strengths, Weaknesses, Opportunities, and Threats) Analysis pertaining to the group topic assigned, keeping the Mission Statement, Vision Statement and Core Values in mind.

The five teams addressed the SWOT Analysis in the following categories:

- Family Recreation Center and Maintenance Garage, chaired by Dave Thommes, Director of Recreation and Facilities
- Tennis Center and Central Park West Facilities, chaired by Laure Kosey, Executive Director
- Staff/Human Resources, chaired by Nancy Strathdee, director of Finance and HR
- Parks, chaired by Bob Johnson, Director of Parks and Planning
- Programming, chaired by Karen Spandikow, Assistant Director of Recreation.

A short recess was held at 10:00 a.m.

After returning from the recess, the five team chairs remained at their assigned topic, while the rest of the team moved to the next table to discuss the assigned category SWOT analysis and to offer additional ideas. The teams rotated through each of the categories until all were reviewed.

Ms. Kosey said the SWOT Analyses will be reviewed by department heads to develop the strategic plan of the park district, which will then be presented to the Board of Commissioners for review and approval at the July 2016 Board Meeting.

#### 6) NEXT REGULAR MEETING June 20, 2016

Vice President Carson announced the next regular meeting of the Board of Commissioners would be held on June 20, 2016 at 6:30 p.m.

#### 7) ADJOURNMENT

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Tan to adjourn the Special Board Meeting at the hour of 11:32 a.m.

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

Ayes: Commissioners: Trombetta, Tan, and Vice President Carson

Nays: None



Laure Kosey, Executive Director

# APPENDIX 2

## Situation Analysis

The Oak Brook Park District has currently identified that it is working with an aging community. According to 2010 census information, the median age in Oak Brook is 54.5 (29.3% households are 65 and above).

The Village of Oak Brook has 5 school districts and a large corporate corridor, but no central business district. The Oak Brook Park District has the potential of serving the need for a downtown as it is easily accessible. The median household income is \$132,389 (census of 2010) and residents of Oak Brook expect a very high level of service and quality.

## Current Membership and Client Profile

The Oak Brook Park District currently has over 3,900 members. The Oak Brook Park District's Family Recreation Center serves over 2,100 members and boasts an average retention rate of just over 96% (well above the industry standard average retention rate of 72.4% as reported by the International Health, Racquet and Sportsclub Association, IHRSA).

<b>Aquatic</b>	6.10% Corporate	21.7% Resident	72.2% Nonresident
<b>Aquatic/Tennis</b>	4.30% Corporate	39.2% Resident	56.5% Nonresident
<b>Fitness</b>	19.3% Corporate	54.6% Resident	26.1% Nonresident
<b>Fit/Aquatic</b>	8.30% Corporate	47.9% Resident	43.8% Nonresident
<b>Fit/Tennis</b>	8.50% Corporate	66.1% Resident	25.4% Nonresident
<b>Premiere</b>	8.00% Corporate	61.3% Resident	30.7% Nonresident
<b>Tennis</b>	N/A	21.7% Resident	78.3% Nonresident

According to staff, the agency attracts many nonresidents and corporate professionals. Current members and customers of the Oak Brook Park District are predominantly Caucasian, Asian and Middle Eastern.

# APPENDIX 3

## Key Stake Holders

The Oak Brook Park District has identified key stake holders as residents and non-residents, Commissioners, Village Board and Administration, Oak Brook employees and families, members, corporations, volunteers, outside vendors, Library, School District, Historical Society, Illinois Park and Recreation Association, Illinois Association of Park Districts, National Recreation and Park Association, and Gateway Special Recreation Association for people with special needs.

## Competition

The Oak Brook Park District has identified key competitors as private clubs, Village Sports Core, forest preserves, library, home gyms, home owner associations, churches, other park districts, sport programs at schools, clubs and travel teams, YMCA, country clubs and corporate fitness centers.

## Oak Brook Park District Community Wide Interest and Assessment Survey Synopsis

In early 2014, the Oak Brook Park District mailed a Community Wide Interest and Assessment Survey to each household in Oak Brook to determine the level of recreational usage and needs of the resident constituency. 328 surveys were returned representing 940 Oak Brook residents.

### **Interest and Usage:**

Approximately 43% of the respondents were members of the Oak Brook Park District. 88.5% of the respondents regularly participate in recreational programming at the Oak Brook Park District with swim lessons and group exercise being the most utilized programming.

All of the respondents indicated using facilities or outdoor amenities in some way, with the outdoor walking paths and fitness center being the highest utilized. 14.6% of the respondents indicated that they preferred facilities outside of the Oak Brook Park District for their recreational and wellness needs.

### **Satisfaction and Needs Assessment:**

Overall, the residents of the Oak Brook Park District expressed an above average satisfaction rating of Oak Brook Park District facilities.

Outdoor parks and amenities also received above average satisfaction ratings, with the exception of the Community Ice Rink, Forest Glen Park, and outdoor basketball courts in Central Park.

All age groups communicated a high level of satisfaction with the quality of programming offered. However, residents of the Oak Brook Park District requested a significant increase in the number and variety of group exercise and wellness programming, as well as improved childcare in order to better meet the recreational demands of the community.

Residents also expressed a need for the addition of a sauna or steam room at the Family Recreation Center, increased indoor exercise space, and expressed a need for increased outdoor swimming opportunities.

Information regarding the Community Wide Interest and Assessment Survey may be found at [www.obparks.org](http://www.obparks.org).





HAPPY | FIT | ACTIVE

1300-1500 Forest Gate Road, Oak Brook, IL 60523 | 630-990-4233  
[www.obparks.org](http://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)



The Tennis Center Business Plan will be presented during the Board Meeting.

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](http://www.obparks.org)





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

# Memo

To: Oak Brook Park District Board of Commissioners  
From: Laure Kosey, Executive Director  
Date: November 6, 2018  
Re: October/November 2018: Admin., Corporate Relations, IT & Marketing

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## **October Board Meeting Follow Up:**

No follow up from October.

## **November Board Meeting Discussion Points:**

### **Referendum Question on November ballot**

The question on the November ballot has been confirmed. A final Open House is November 5<sup>th</sup> from 11:30am to 5pm at the FRC. Election day is November 6<sup>th</sup>. Confirmation of the referendum decision will not be verified until November 27<sup>th</sup> due to mail-in ballots.

### **Village Pool Management Services**

The Aquatics staff has submitted a proposal to the Village for management services of the pool in the Summer of 2019 with the option to renew for an additional two years.

## **October Corporate & Community Relations Report**

	<b>FY 2017</b>	<b>FY 2018</b>
<b>Sponsorships</b>	\$44,425.00	\$30,990.00
<b>Ad Space</b>	\$15,150.01	\$17,550.00
<b>Vendors</b>	\$4,193.95	\$8,750.00
<b>In-Kind Donations</b>	\$15,667.00	\$29,250.30
<b>Oak Brook Park District Foundation</b>	\$10,878.00	\$33,671.69

### **October Revenues**

**Sponsorships:** \$500.00   **Advertising:** \$600.00   **Vendors:** \$1,150.00   **In-Kind Donations:** \$4,708.00  
**Oak Brook Park District Foundation:** \$825.74

## October Marketing & IT Report

### obparks.org October Audience Report



### October Facebook Analytics

Facebook Page	Total Likes	Total Posts	Reach
Haunted Forest	785 (38 new)	16	8,514
OBPARKS	2242 (42 new)	33	52,512

The following is one of our highest performing organic posts of all time. It generated an additional 357 engagements on pages where it was shared:

**Oak Brook Park District**  
Published by Jessica Cannaday · October 18 at 12:25 PM ·

Congratulations Lara! Thank you for your tireless efforts in making The Sandlot - A Universal Playground a reality. You have helped to provide a place where everyone can play and grow together. #PlaywithHeart #BeYourVeryBest #FeelYourVeryBest #HappyFitActive

<http://www.chicagotribune.com/.../chi-ugc-article-oak-brook-r...>

**CHICAGOTRIBUNE.COM**  
**Oak Brook Resident Receives Prestigious Citizen Volunteer Award**

**Get More Likes, Comments and Shares**  
Boost this post for \$35 to reach up to 6,300 people.

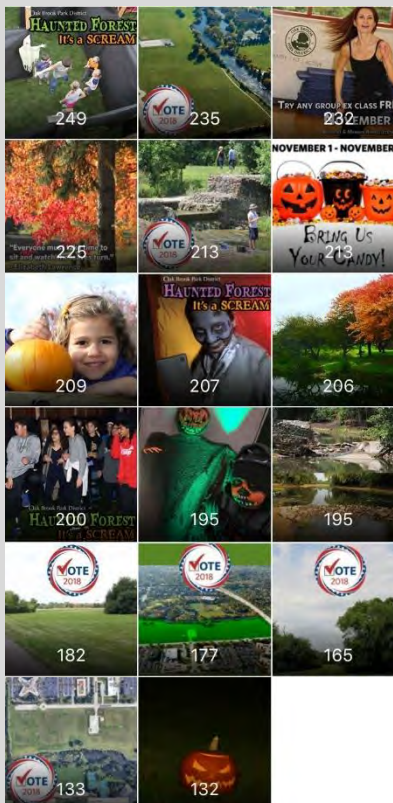
**3,499** People Reached  
**1,526** Engagements

**Boost Post**

Katey Andrew Groya, Gina Hassett and 71 others · 21 Comments · 15 Shares

Like Comment Share

### October Instagram Reach



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

### October Audience Analysis

More than 7,986 people visited the Haunted Forest Special event page, resulting in a nice October YOY increase in overall users and new users at obparks.org.

### Top Referral Sites:

Facebook, Tennis Source, Illinois Haunted Houses.

**Oct. Ecommerce Total:**  
**\$45,701**

### Obparks.org acquisition value

Referral Values	Oct.	Sept.	August
Direct:	\$42,937	\$44,174	\$114K
External Refs:	\$1,285	\$3,372	\$3,034
Organic Search:	\$1,182	\$1,685	\$7,442
Social Media:	\$297	\$93	\$514
Email:	\$0	\$0	\$488

### October Top Pages

1. Home
2. Haunted-forest
3. Programs/aquatics
4. Programs/tennis
5. Facilities/family-aquatic-center

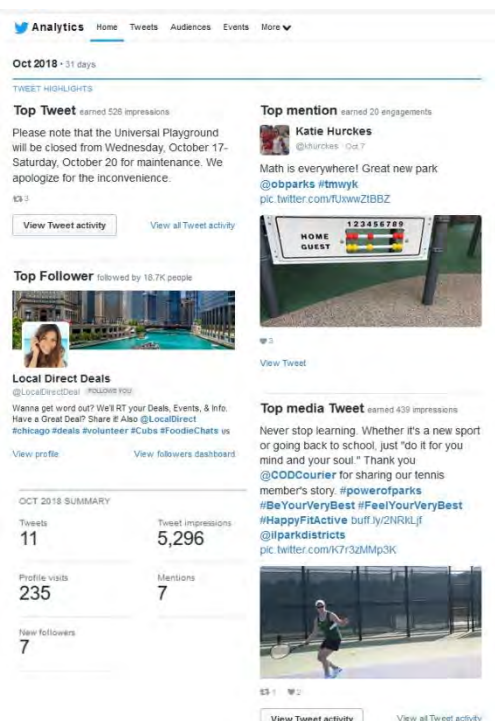
### Email Marketing

Email	Date	Open	Clicks
General eNews	10/25	34%	7%
October Pioneer	10/26	51%	16%

### IT Initiatives

The Park District joined the MS-ISAC (Multi-State Information Sharing & Analysis Center). The mission of the MS-ISAC is to improve the overall cybersecurity posture of the nation's state, local, tribal and territorial governments through focused cyber threat prevention, protection, response, and recovery. As part of the program we submitted our domains and public IPs for monitoring.

### October Twitter Analytics





# Memo

To: Board of Commissioners and Executive Director, Laure Kosey  
From: Marco Salinas, Chief Financial Officer  
Date: November 6, 2018  
Re: October 2018 Financials

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## General Fund

We have now completed the first half of our current fiscal year. Year-to-date (YTD) revenues and expenditures in this fund equal \$1,882,205 and \$1,116,073, respectively, which is resulting in a YTD net surplus of \$766,132. This surplus is approximately \$212,000 (22%) lower than prior year's surplus of \$978,452. Following is additional commentary:

- YTD property tax revenues have decreased approximately \$103,000; from \$1.454 million in the prior year to \$1.352 million in the current year. This is due to the fact that we decreased our tax levy for corporate purposes in order to increase our levies for liability insurance, social security, and special recreation purposes (i.e. a re-distribution of our tax levy);
- YTD Personal Property Replacement Tax (PPRT) revenues have decreased from \$56,233 in the prior year, to \$47,793 in the current year. Last year we benefitted from a one-time increase in revenues during the month of September 2017 which resulted in approximately \$12K in additional revenue. This one-time increase also impacted several other funds that also receive PPRT revenues;
- On a quarterly basis the Building/Recreation Center department charges the Recreation, Fitness and Aquatic Center departments an overhead charge. This overhead charge represents reimbursement for various building/facility costs such as custodial personnel and towel service. Due to timing, the second quarter charge of \$79,406 is not reflected in these financials and will be reflected in the November 2018 financials.
- Expenditures in our Saddlebrook Park department are higher than prior year due to the costs of removing 7 trees and trimming several others adjacent to the tennis courts;
- Our Professional Services department has experienced increased expenditures when compared to prior year. In the current year we have incurred \$4,500 in costs for continued work on our Master Plan whereas no such costs were incurred in the prior year;
- In our Contracts-Dean Nature Sanctuary department we have yet to incur any costs related to maintenance of the sanctuary. Our maintenance contractor has delayed the start of the annual maintenance work; therefore, we should see an increase in expenditures in the near future.

## Recreation Fund

YTD revenues and expenditures in this fund are currently at \$2,478,110 and \$1,628,276, respectively. This is resulting in a YTD net surplus of \$849,834, which is slightly higher than prior year's net surplus of \$831,060. Following is additional commentary over this fund's activities:

Continued on following page



- Property tax receipts have increased approximately \$22K over prior year;
- The Other revenue category reflects receipt of a \$29,533 donation from the Foundation. This donation will be used to partially fund the current year debt service payments on our \$500K debt certificates;
- In our Preschool Programs department, revenues have decreased 12% over prior year. This decreased revenue is partially offset by a 13% decrease in corresponding program expenditures;
- The \$205,702 in expenditures in our Capital Outlay department are for our Central Park Improvement project (\$172,942) and a lease payment for our fitness equipment (\$32,761). The prior year's activity only reflects the fitness equipment lease payment.

### **Recreational Facilities Fund (Tennis Center)**

YTD revenues and expenses in this fund are currently at \$1,142,723 and \$744,511, respectively. This is resulting in a YTD net surplus of \$398,212, which is favorable to prior year's net deficit of \$2,759. This surplus is primarily being driven by the following activity:

- Earlier collection of season court time fees for the current tennis season which runs from September 2018 through May 2019. We expect another spike in this revenue in December 2018 when the second and final installment will be due. The tennis center increased its efforts to have members pay their fees via credit card versus direct billing which has resulted in quicker collections;
- Increased indoor daily court time revenue- \$77,238 in the current year versus \$58,869 in the prior year, an increase of 31%;
- Increased private lesson revenue- \$111,352 in the current year versus \$85,683 in the prior year, an increase of 30%;
- Increased group lesson revenues- \$664,060 in the current year versus \$539,790 in the prior year, an increase of 23%.

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### **FINANCE OPERATIONS:**

- Finance has continued work on the upcoming FY 2019/2020 budget process. We plan on granting budget access to staff no later than November 16, 2018.
- Marco and Linda N. will be attending the annual Legal Symposium hosted by the Illinois Association of Park Districts. The agenda includes the latest developments in labor and employment law, best practices for investigating employee misconduct, and recent court decisions affecting local taxing districts.

### **HUMAN RESOURCES:**

- Linda N. is conducting preparation work for the processing of the annual Affordable Care Act Forms and related filings, as well as the Forms W-2.
- Annual open enrollment forms for our Flexible Spending Account plan have been distributed to eligible staff. Completed forms are due at the end of November so that the related benefits are available to participants on January 1, 2019.



# Memo

To: Oak Brook Park District Board of Commissioners  
From: Dave Thommes, Deputy Director  
Date: November 5, 2018  
Re: Recreation & Facilities Report

---

## Recreation

- Preschool Trick or Treating took place on October 31<sup>st</sup> throughout the Family Recreation Center. The students also participated in a parade outside for their families.
- The fall preschool hayride was Monday, October 22<sup>nd</sup>. Sixty preschoolers took a wagon ride to a Central Park pumpkin patch.
- Haunted Forest took place October 11<sup>th</sup> – 13<sup>th</sup>. Attendance was estimated at 800 on Friday and 1500 on Saturday. The event included a haunted hayride, candy hunt, bonfires, concessions, bounce houses, arts and crafts, a pumpkin patch, haunted maze, storyteller, face painter and more.
- Pioneers enjoyed bingo, brain games, movie matinee, Pinstripes Club and Mah Jongg. Twenty-four Pioneers enjoyed the movie The Last Word. Mah Jongg dates were extended through the beginning of December due to popularity.
- Twenty-one Pioneers enjoyed lunch at Maggiano's and a Judy Garland show in Evanston.
- Thirty-one Pioneers adventured out to Open House Chicago visiting buildings downtown Chicago with a lunch at Harry Caray's Restaurant.

## Aquatics

- Pumpkin swim was biggest it has been in the past five years at 139 registrations. The next closest registration total was 2015 with 106 registered. Event was run well with many compliments from patrons. Marketing did a great job in helping to promote the event and draw in participants.
- Swim lesson numbers for the second half of the 2018 Fall Session (late October through end of year) are up significantly from the same time frame last year with 532 participants in 2018 compared with only 310 registrations in 2017. With 291 more open registration opportunities, we hope to continue to close the overall total with continuing registrations through the end of the year.
- The STARS swim team numbers are up with 77 current members. We had almost 40 kids attend the first swim meet of the season at Elk Grove, which is a great improvement over last year. The team will be hosting the Northern Illinois Winter Swim Conference (NIWSC) Divisional Meet on March 10 at the Family Aquatic Center
- An IGA has been submitted to the Village of Oak Brook to review that would have the park district again manage the OBBT pools again next year with options for mutual renewal through the 2021 season.

## Fitness

- Eleven people are registered for the 2<sup>nd</sup> annual "Turkey Dri Tri", which takes place Nov. 23<sup>rd</sup>
- Eleven participants are registered for a new session of "Get Tough."
- Thanksgiving weekend will feature a group fitness holiday schedule.

## Tennis

- The Tennis Center hosted the Oak Brook Fall II Junior Open tournament with 72 participants October 5<sup>th</sup> – 7<sup>th</sup>.
- Outdoor tennis courts were prepared for winter.

## Athletics

- Evergreen Bank Group Athletic Field revenue has increased by \$13,738 so far this year. The grass fields have decreased by \$5,532 and ballfields by \$13,447. The main reason for the ballfields is not having field 1. In the fall,

lacrosse and soccer groups use field 1 outfield, however, it has not been available this year. In addition, while the fields were down, a couple groups went elsewhere to play. These groups should be back next year.

- We are currently on pace with last year for youth basketball registration. We have 86 kids enrolled compared to 88 kids at this point last year. The deadline to register is December 1st.
- Tae Kwon Do has a new session that started with 45 kids enrolled.
- Open pickleball has been increasing since its inception in the spring. We have added an extra day on Friday and now we have about 16 participants consistently that show up on Tuesday and Friday mornings.

#### Retention Results

- We gained 74 new members in October

October-18			
	Retained	Total	Rate
Aquatic	180	183	98.4%
Aqua/Ten	1	2	50.0%
Fitness	327	335	97.6%
Fit/Aqua	181	186	97.3%
Fit/Ten	12	13	93.5%
Premiere	25	37	67.6%
Yearly Total	726	756	96.0%
EFT Aqua	670	695	96.4%
EFT Aqua/Ten	49	49	100.0%
EFT Fitness	1109	1144	96.9%
EFT Fit/Aqua	603	636	FALSE
EFT Fit/Ten	95	97	97.9%
EFT Premiere	135	136	99.3%
Yearly & EFT	3387	3513	96.4%

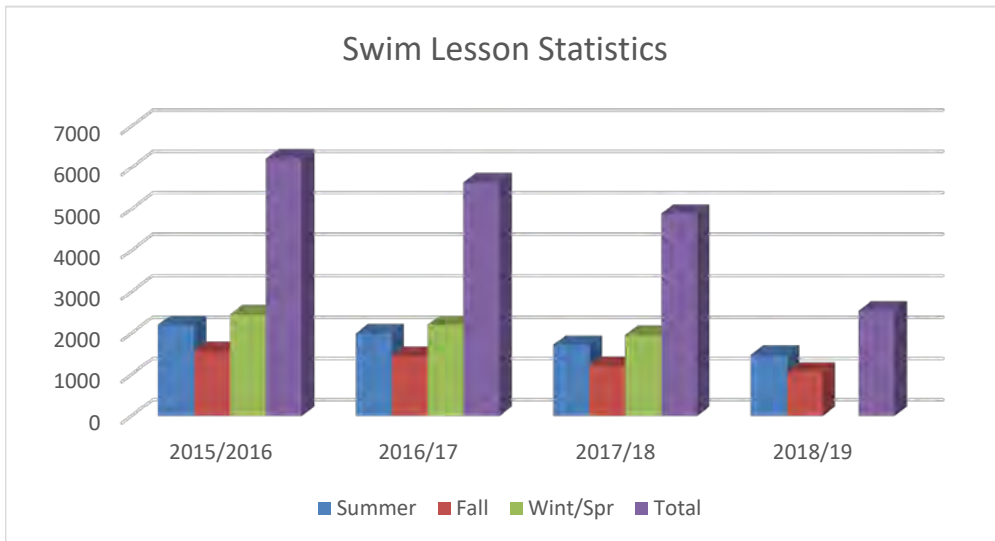




# Oak Brook Park District Aquatic Center Swim Lesson and Swim Team Statistics

Swim Lesson Statistics				
	Summer	Fall	Wint/Spr	Total
2015/2016	2202	1562	2457	6221
2016/17	1995	1451	2201	5647
2017/18	1721	1214	1957	4892
2018/19	1480	1064		2544

Swim Team Statistics			
	Summer	Fall/Winter	Spring
2015/2016	34	56	27
2016/17	32	51	21
2017/18	25	50	73
2018/19	55	77	





# Oak Brook Park District Aquatic Center Aquatic Party Statistics

2018 Aquatic Party Statistics													
Total # Parties	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
Splash Birthday	20	21	25	23	19	17	14	7	19	13			178
Super Splash Birthday	10	8	7	14	9	13	8	10	12	5			96
Group (by day)	7	6	6	6	8	5	10	7	2	3			60
Private (indoors only)	5	3	4	6	2	5	1	3	2	2			33
Private (indoor/outdoor combo)	0	0	0	0	0	0	1	1	0	0			2
Splash Island Birthday	0	0	0	0	0	4	7	5	1	0			17
Camp Rentals	2	3	5	2	3	13	9	6	0	0			43
Lane Rental (lap only)	3	1	1	0	5	0	0	0	0	3			13
Scout	2	3	1	5	2	1	0	1	0	0			15
<b>Total # Parties</b>	<b>49</b>	<b>45</b>	<b>49</b>	<b>56</b>	<b>48</b>	<b>58</b>	<b>50</b>	<b>40</b>	<b>36</b>	<b>26</b>	<b>0</b>	<b>0</b>	<b>457</b>

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





# Oak Brook Park District Facility Statistics and Data

Facility Rentals													
	JAN	Feb	March	April	May	June	July	AUG	SEPT	OCT	NOV	DEC	Total
2017	231	198	224	200	147	158	154	163	149	135	178	178	2,115
Gym Rentals	164	132	136	112	82	81	81	89	90	107	124	117	1,315
Gym Revenue								\$ 11,855.00	\$ 11,040.00	\$ 13,125.00	\$ 17,702.50	\$ 16,137.00	\$ 69,859.50
Room Rentals	57	56	69	77	55	56	57	58	45	51	54	47	682
Room Revenue								\$ 4,580.00	\$ 2,565.00	\$ 4,350.00	\$ 2,612.00	\$ 2,854.00	\$ 16,961.00
CPW Rentals	10	10	19	11	10	21	16	16	14	7	13	14	161
CPW Revenue	\$3,745.00	\$3,360.00	\$6,412.50	\$4,330.00	\$2,395.00	\$9,430.00	\$7,142.50	\$5,575.00	\$6,892.50	\$3,590.00	\$6,027.50	\$7,410.00	\$66,310.00
2018	217	188	216										621
Gym Rentals	152	131	137	101	78	73	70	96	98	119			1,055
Gym Revenue	\$ 19,245.00	\$ 18,237.00	\$ 14,510.00	\$ 11,025.00	\$ 6,490.00	\$ 7,412.50	\$ 7,340.00	\$ 20,500.00	\$ 8,950.00	\$ 15,396.00			\$ 129,105.50
Room Rentals	57	48	66	64	45	56	47	45	52	52			
Room Revenue	\$ 4,409.00	\$ 4,202.00	5,385	4,430	1,900	5,180	4,170	\$ 3,117.00	\$ 4,569.00	\$ 2,980.00			\$ 40,342.00
CPW Rentals	8	9	13	12	9	20	11	17	8	8			115
CPW Revenue	\$4,307.50	\$3,457.50	\$5,501	\$4,950	\$4,590	\$10,325	\$5,780	\$5,340	\$6,182	\$4,720			\$55,153.00
Theme Parties													
	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
2017	4	2	4	7	5	4	9	2	5	6	2	2	52
2018	5	5	8	2	5	5	2	1	4	4			41



## Oak Brook Park District Facility Usage

Facility Usage													
	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
<b>2017</b>	43,582	37,431	45,170	31,760	31,932	35,136	33,194	27,695	17,587	15,789	24,693	24,856	368,825
<b>Weekday Avg.</b>	1,355	1,252	1,597	1,107	1,069	1,342	1,165	911	637	853	976	1,174	1,120
<b>Weekend Avg.</b>	1,531	1,551	1,054	1,071	736	700	944	887	467	672	896	1,037	962
<b>2018</b>	27,978	41,768	44,831	40,154	37,099	41,229	51,465	41,786	33,111	15,789			375,210
<b>Weekday Avg.</b>	1,453	1,397	1,510	1,338	1,283	1,522	1,646	1,368	1,150	853			1,352
<b>Weekend Avg.</b>	1,499	1,729	1,291	1,339	949	1,031	1,693	1,145	1,011	672			1,236

# Oak Brook Park District Family Recreation Center Membership Usage Data

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

\*Locker Room Renovation began August 14, 2017

Re-opened December 1st, 2017



# Memo

To: Board of Commissioners  
From: Bob Johnson, Director of Parks and Planning  
Date: November 5, 2018  
Re: Board Report

---

- Three punch list items remain on the Central Park project. They are relatively minor and should be completed in the coming weeks.
- The annual athletic field light measurement is scheduled to take place Monday, December 17<sup>th</sup>.
- Work on the sledding hill is complete. The hill has been graded, seeded, and blanketed. Staff installed safety fencing and proper signage to direct users down the correct areas of the hill. It will be open for use once it snows.
- Parks Department staff is in the process of removing dead plant materials from the landscape beds, trimming trees, and winterizing systems in the parks. Fall mums will soon be removed to make way for fall bulb planting.
- Staff is in discussions with a team from Oracle and The World Bee Project to become an early participant in their “hive network”, by installing a series of sensors and monitors into a few of the bee hives at Dean Nature Sanctuary. The data is collected wirelessly, and it would allow scientists to better understand colony collapse disorder and the activities in the hives year-round.
- Two contractors on the Central Park project have allowances built into their base contracts. The contractors are Clauss Brothers, Inc (\$20,000 allowance in contract) and Allied Landscaping (\$15,000 allowance in contract). This is typical for work that includes a large amount of excavation, earth moving, and therefore restoration work by a landscaper. There are four change orders this month that do not require Board action because they come out of the contract allowance.
  1. A change order for Clauss Brothers, Inc. in the amount of \$3,275 for a revised layout of a walking path, additional backfilling, and fence removal.
  2. A change order for Clauss Brothers, Inc. in the amount of \$2,355.50 for installation of additional storm piping and end sections in new paver parking lot.
  3. A change order for Clauss Brothers, Inc. in the amount of \$6,255 for installation of geo-grid stabilization in lower paver parking lot to address poor soil conditions.
  4. A change order for Allied Landscaping, Inc. in the amount of \$4,185 for additional seed blanket to cover additional graded area in outfield of field #1.
- Please see agenda the agenda histories in the packet for change orders requiring Board action.



# AIA® Document G701/CMa™ – 1992

## Change Order - Construction Manager-Adviser Edition

<b>PROJECT</b> (Name and address): Oak Brook Park District Central Park Renovations	<b>CHANGE ORDER NUMBER:</b> CB-04 <b>INITIATION DATE:</b>	<b>OWNER:</b> <input checked="" type="checkbox"/> <b>CONSTRUCTION MANAGER:</b> <input checked="" type="checkbox"/> <b>ARCHITECT:</b> <input checked="" type="checkbox"/> <b>CONTRACTOR:</b> <input type="checkbox"/> <b>FIELD:</b> <input type="checkbox"/> <b>OTHER:</b> <input type="checkbox"/>
<b>TO CONTRACTOR</b> (Name and address): Clauss Brothers, Inc. 12N330 Switzer Road Elgin, IL 60124	<b>PROJECT NUMBERS:</b> 07-5646-04 / <b>CONTRACT DATE:</b> 1/15/18 <b>CONTRACT FOR:</b> Excavation	

### THE CONTRACT IS CHANGED AS FOLLOWS:

This owner finds this Change Order germane to the original contract signed with Clauss Brothers, Inc., and in the best interest of the owner.

**Change order taken from Allowance: \$20,000.00**

**This amount: \$6,255.00**

**Remaining Allowance: \$13,745.00**

The original Contract Sum was	\$	316,560.00
Net change by previously authorized Change Orders	\$	9,250.00
The Contract Sum prior to this Change Order was	\$	325,810.00
The Contract Sum will be increased by this Change Order in the amount of	\$	0.00
The new Contract Sum including this Change Order will be	\$	325,810.00

The Contract Time will be increased by Zero (0) days.

The date of Substantial Completion as of the date of this Change Order therefore is

**NOTE:** This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

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

Wight Construction Services, Inc.  
2500 N. Frontage Road  
Darien, IL 60561  
**CONSTRUCTION MANAGER** (Firm name)

Wight & Company  
2500 N. Frontage Road  
Darien, IL 60561  
**ARCHITECT** (Firm name)

**ADDRESS**

**ADDRESS**

**BY** (Signature)

**BY** (Signature)

(Typed name)

**DATE:**

(Typed name)

**DATE:**

Clauss Brothers, Inc.  
12N330 Switzer Road  
Elgin, IL 60124

**CONTRACTOR** (Firm name)

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

**OWNER** (Firm name)

**ADDRESS**

**ADDRESS**



---

BY (Signature)

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(Typed name)

DATE:

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BY (Signature)

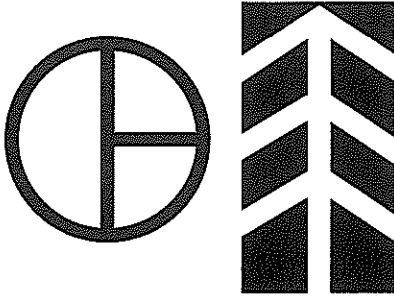
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(Typed name)

DATE:

*Charge Order*

12N330 Switzer Rd.  
Elgin, IL. 60124  
TEL (847) 488-0711  
FAX (847) 488-0551



**CLAUSS BROTHERS, Inc.**  
**Landscape Architects & Contractors**

**Work Authorization Request # 3**

To: Wight Construction Services  
2500 N. Frontage Rd.  
Darien, IL. 60561  
Phone: 630-969-7000  
Attn: Adam Tomsha

Date: 7-31-2016

---

Oakbrook Park District Central Park Improvements

Scope of Work:

- 1) To Furnish & Install the TX 190 L in Lower Parking Lot per Shawn Benson  
600 S.Y. @ \$10.45/S.Y.

**\$ 6,255.00**

Respectfully Submitted: \_\_\_\_\_  
Peter A. Stevenson , Senior Construction Manager

---

**ACCEPTANCE OF THIS WORK ORDER**

The above pricing is satisfactory and are hereby accepted. The proposed work has been authorized and shall be completed as specified. The amount accepted will be deducted from the allowance provided under this contract.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Company / Organization:** \_\_\_\_\_

# AIA<sup>®</sup> Document G701/CMa<sup>™</sup> – 1992

## Change Order - Construction Manager-Adviser Edition

<b>PROJECT</b> (Name and address): Oak Brook Park District Central Park Renovations	<b>CHANGE ORDER NUMBER:</b> CB-05 <b>INITIATION DATE:</b>	<b>OWNER:</b> <input checked="" type="checkbox"/> <b>CONSTRUCTION MANAGER:</b> <input checked="" type="checkbox"/> <b>ARCHITECT:</b> <input checked="" type="checkbox"/> <b>CONTRACTOR:</b> <input type="checkbox"/> <b>FIELD:</b> <input type="checkbox"/> <b>OTHER:</b> <input type="checkbox"/>
<b>TO CONTRACTOR</b> (Name and address): Clauss Brothers, Inc. 12N 330 Switzer Road Elgin, IL 60124	<b>PROJECT NUMBERS:</b> 07-5646-04 / <b>CONTRACT DATE:</b> 1/15/18 <b>CONTRACT FOR:</b> Excavation	

### THE CONTRACT IS CHANGED AS FOLLOWS:

This owner finds this Change Order germane to the original contract signed with Clauss Brothers, Inc., and in the best interest of the owner.

**Change order taken from allowance: Allowance: \$13,745.00**  
**This amount: \$3,275.00**  
**Remaining Allowance: \$10,470.00**

The original Contract Sum was	\$	316,560.00
Net change by previously authorized Change Orders	\$	9,250.00
The Contract Sum prior to this Change Order was	\$	325,810.00
The Contract Sum will be increased by this Change Order in the amount of	\$	0.00
The new Contract Sum including this Change Order will be	\$	325,810.00

The Contract Time will be increased by Zero (0) days.  
The date of Substantial Completion as of the date of this Change Order therefore is .

**NOTE:** This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

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

Wight Construction Services, Inc.  
2500 N. Frontage Road  
Darien, IL 60561

**CONSTRUCTION MANAGER** (Firm name)

**ADDRESS**

**BY** (Signature)

(Typed name)

**DATE:**

Clauss Brothers, Inc.  
12N330 Switzer Road  
Elgin, IL 60124

**CONTRACTOR** (Firm name)

**ADDRESS**

Wight & Company  
2500 N. Frontage Road  
Darien, IL 60561

**ARCHITECT** (Firm name)

**ADDRESS**

**BY** (Signature)

(Typed name)

**DATE:**

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

**OWNER** (Firm name)

**ADDRESS**

\_\_\_\_\_  
**BY** *(Signature)*

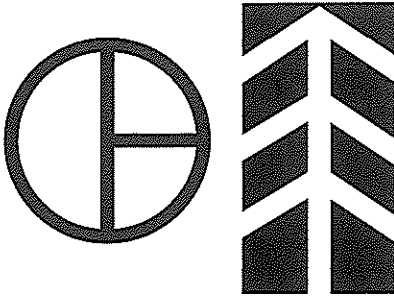
\_\_\_\_\_  
*(Typed name)*

**DATE:**

\_\_\_\_\_  
**BY** *(Signature)*

\_\_\_\_\_  
*(Typed name)*

**DATE:**



**CLAUSS BROTHERS, Inc.**  
**Landscape Architects & Contractors**

12N330 Switzer Rd.  
Elgin, IL. 60124  
TEL (847) 488-0711  
FAX (847) 488-0551

**Work Authorization Request # 4**

To: Wight Construction Services  
2500 N. Frontage Rd.  
Darien, IL. 60561  
Phone: 630-969-7000  
Attn: Adam Tomsha

Date: 8-4-2016

**Oakbrook Park District Central Park Improvements**

**Scope of Work: (Stated Allowance)**

- |   |                                |
|---|--------------------------------|
| 1) To Remove and Reset Fence East Side of Ballfields (Per Joe Webb) 3 Man Hours       | \$ 425.00 ✓                    |
| 2) Remove and Reset Fence South Ballfield Backstop (Per Joe Webb) 2 Man Hours         | \$ 285.00 ✓                    |
| 3) Backfill Behind Revised Wall near Structure that was raised (Per Joe Webb) 2 Hours | \$ 350.00 ✓                    |
| 4) Revised layout of Path near East Fields, Extra Cut, Extra Stone – 12 Man Hours     | \$ 1,580.00 ✓                  |
| 5) Removal of Additional Asphalt based on Redesign – 3 Man Hours                      | → \$ 635.00 ✓                  |
| (6) Restore Thickened ruined by Kenneth (Per Joe Webb) 5 Man Hours (Premium Time)     | \$ 1,465.00 <i>B/C to Kenn</i> |
| <b>Total:</b>   | <b>\$ 4,740.00</b>             |

Respectfully Submitted: \_\_\_\_\_  
Peter A. Stevenson , Senior Construction Manager

**ACCEPTANCE OF THIS WORK ORDER**

The above pricing is satisfactory and are hereby accepted. The proposed work has been authorized and shall be completed as specified. The amount accepted will be deducted from the allowance provided under this contract.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Company / Organization:** \_\_\_\_\_





# AIA® Document G701/CMa™ – 1992

## Change Order - Construction Manager-Adviser Edition

**PROJECT** (Name and address):  
Oak Brook Park District  
Central Park Renovations

**CHANGE ORDER NUMBER:** CB-06

**INITIATION DATE:**

**OWNER:** ☒

**CONSTRUCTION MANAGER:** ☒

**ARCHITECT:** ☒

**CONTRACTOR:** ☐

**FIELD:** ☐

**OTHER:** ☐

**TO CONTRACTOR** (Name and address):

Clauss Brothers, Inc.  
12N330 Switzer Road  
Elgin, IL 60124

**PROJECT NUMBERS:** 07-5646-04 /

**CONTRACT DATE:** 1/15/18

**CONTRACT FOR:** Excavation

### THE CONTRACT IS CHANGED AS FOLLOWS:

This owner finds this Change Order germane to the original contract signed with Clauss Brothers, Inc., and in the best interest of the owner.

**Change Order Taken from Allowance: \$10,470.00**

**This Amount: \$2,355.50**

**Remaining Allowance: \$8,114.50**

The original Contract Sum was

\$ 316,560.00

Net change by previously authorized Change Orders

\$ 9,250.00

The Contract Sum prior to this Change Order was

\$ 325,810.00

The Contract Sum will be increased by this Change Order in the amount of

\$ 0.00

The new Contract Sum including this Change Order will be

\$ 325,810.00

The Contract Time will be increased by Zero (0) days.

The date of Substantial Completion as of the date of this Change Order therefore is

**NOTE:** This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

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

Wight Construction Services, Inc.  
2500 N. Frontage Road  
Darien, IL 60561

**CONSTRUCTION MANAGER** (Firm name)

Wight & Company  
2500 N. Frontage Road  
Darien, IL 60561

**ARCHITECT** (Firm name)

**ADDRESS**

**ADDRESS**

**BY** (Signature)

**BY** (Signature)

(Typed name)

**DATE:**

(Typed name)

**DATE:**

Clauss Brothers, Inc.  
12N330 Switzer Road  
Elgin, IL 60124

**CONTRACTOR** (Firm name)

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

**OWNER** (Firm name)

**ADDRESS**

**ADDRESS**



---

**BY** *(Signature)*

---

*(Typed name)*

**DATE:**

---

**BY** *(Signature)*

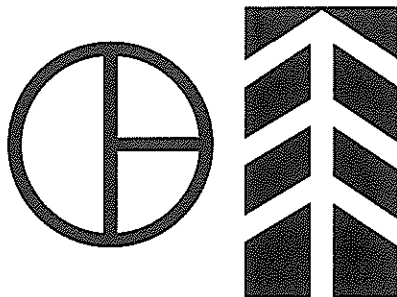
---

*(Typed name)*

**DATE:**

*Remove from Allowance*

12N330 Switzer Rd.  
Elgin, IL. 60124  
TEL (847) 488-0711  
FAX (847) 488-0551



**CLAUSS BROTHERS, Inc.**  
**Landscape Architects & Contractors**

**Work Authorization Request # 2 (Revised)**

To: Wight Construction Services  
2500 N. Frontage Rd.  
Darien, IL. 60561  
Phone: 630-969-7000  
Attn: Adam Tomsha

Date: 7-31-2016

---

Oakbrook Park District Central Park Improvements

Scope of Work:

- 1) To Furnish & Install the additional SDR 26 (45 L.F.) in Lower Lot per Doc Mod #1 and design revision 7/30/2018.  
With 2 Concrete Flared End Sections.  
1 L.S.
- 2) Credit for Structure not Installed

**Total:**

\$ 3,255.50  
\$ 900.00  
**\$ 2,355.50**

Respectfully Submitted: \_\_\_\_\_  
Peter A. Stevenson , Senior Construction Manager

---

**ACCEPTANCE OF THIS WORK ORDER**

The above pricing is satisfactory and are hereby accepted. The proposed work has been authorized and shall be completed as specified. The amount accepted will be deducted from the allowance provided under this contract.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Company / Organization:** \_\_\_\_\_



# AIA® Document G701/CMa™ – 1992

## Change Order - Construction Manager-Adviser Edition

<b>PROJECT</b> (Name and address): Oak Brook Park District Central Park Improvements	<b>CHANGE ORDER NUMBER:</b> AL-04 <b>INITIATION DATE:</b>	<b>OWNER:</b> <input checked="" type="checkbox"/> <b>CONSTRUCTION MANAGER:</b> <input checked="" type="checkbox"/> <b>ARCHITECT:</b> <input checked="" type="checkbox"/>
<b>TO CONTRACTOR</b> (Name and address): Allied Landscaping Corp 3197 S. Chicago St. Joliet, IL 60439	<b>PROJECT NUMBERS:</b> 07-5646-04 / <b>CONTRACT DATE:</b> 01/15/18 <b>CONTRACT FOR:</b> Landscaping	<b>CONTRACTOR:</b> <input type="checkbox"/> <b>FIELD:</b> <input type="checkbox"/> <b>OTHER:</b> <input type="checkbox"/>

### THE CONTRACT IS CHANGED AS FOLLOWS:

This owner finds this Change Order germane to the original contract signed with Allied Landscaping, and in the best interest of the owner.

**Change Order from Allowance: \$15,000.00**

**This Amount: \$4,185.00**

**Remaining Allowance: \$10,815.00**

The original Contract Sum was	\$ 160,830.00
Net change by previously authorized Change Orders	\$ 2,930.00
The Contract Sum prior to this Change Order was	\$ 163,760.00
The Contract Sum will be unchanged by this Change Order in the amount of	\$ 0.00
The new Contract Sum including this Change Order will be	\$ 163,760.00

The Contract Time will be increased by Zero (0) days.

The date of Substantial Completion as of the date of this Change Order therefore is .

**NOTE:** This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

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

Wight Construction Services, Inc.  
**CONSTRUCTION MANAGER** (Firm name)  
2500 N. Frontage Rd. Darien, IL 60561  
**ADDRESS**

Wight & Company  
**ARCHITECT** (Firm name)  
2500 N. Frontage Rd. Darien, IL 60561  
**ADDRESS**

**BY** (Signature)

(Typed name)

**DATE:**

Allied Landscaping Corp.

**CONTRACTOR** (Firm name)  
3197 S. Chicago Street Joliet, IL 60436  
**ADDRESS**

**BY** (Signature)

(Typed name)

**DATE:**

Oak Brook Park District

**OWNER** (Firm name)  
1450 Forest Gate Road Oak Brook, IL 60523  
**ADDRESS**

**BY** (Signature)

(Typed name)

**DATE:**

**BY** (Signature)

(Typed name)

**DATE:**

Allied Landscaping Corporation  
Joliet, IL 60436  
3197 S. Chicago Street  
815-722-3924

# Invoice

DATE	INVOICE #
10/15/2018	10768

BILL TO
WIGHT CONSTRUCTION SERVICES INC 2500 N. FRONTAGE ROAD DARIEN, IL 60561

P.O. NO.	PROJECT
	2018-3 Central Park Ballfield

DESCRIPTION	AMOUNT
ADDITIONAL CLASS 1 TURF SEED MIX, 5150 EROSION CONTROL BLANKET AND BIODEGRADABLE STAPLES ON BASEBALL FIELD AREAS NOT INCLUDED IN OUR CONTRACT  AREA DIMENSIONS 270' X 45' =1,350 SY	4,185.00
<b>Total</b> \$4,185.00	





## Oak Brook Park District

### BOARD MEETING

#### AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: ORDINANCE NO. 18-1217: AN ORDINANCE LEVYING TAXES AND ASSESSING TAXES FOR FISCAL YEAR 2019-2020 OF THE OAK BROOK PARK DISTRICT OF DuPAGE AND COOK COUNTIES, ILLINOIS**

**AGENDA No.: 8 A**

**MEETING DATE: NOVEMBER 12, 2018**

**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)**

The State of Illinois Truth in Taxation Act requires that no less than twenty days prior to any taxing body adopting its tax levies, it must determine how many dollars in property tax extensions will be necessary. This tax levy is for the 2018 levy year that will be collected in 2019 and beyond.

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

The total 2018 tax levy for the Park District is \$3,521,260. Of this amount, \$3,213,229 is comprised of the corporate and special purpose levies (i.e. aggregate levy) and \$308,031 represents the debt service levy for our 2012 General Obligation Limited Tax Park bonds. Although the aggregate levy amount represents a 5.68% increase over prior year's final levy amount of \$3,040,417, such amount will be reduced by DuPage and Cook County in accordance with the Property Tax Extension Limitation Law (PTELL). Under PTELL, our final levy extension should increase approximately 2.11% over prior year, plus any new growth in Equalized Assessed Value (EAV). Our levy for debt service has remained the same as the prior year at \$308,031.

A public hearing for our 2018 property tax levy will be scheduled for December 17, 2018 with final adoption of the levy scheduled subsequent to the public hearing on that same day. Notice of this public hearing will be published in a locally circulating newspaper in accordance with the Truth in Taxation Act.

#### **ACTION PROPOSED:**

For review and discussion only.

**ORDINANCE NO 18-1217**

**AN ORDINANCE LEVYING TAXES AND ASSESSING TAXES FOR FISCAL  
YEAR 2019-2020 OF THE OAK BROOK PARK DISTRICT OF DUPAGE AND  
COOK COUNTIES, ILLINOIS**

---

Be it ordained by the Board of Park Commissioners of the Oak Brook Park District,  
DuPage and Cook Counties, Illinois, that:

**SECTION 1:** A tax for the following sum of money, totaling \$3,521,260 or as much  
thereof as may be authorized by law, to defray expenses and liabilities of the Park District, be and  
the same, is hereby levied commencing on the 1<sup>st</sup> day of May, 2019 and ending on the 30<sup>th</sup> day of  
April, 2020.

**ARTICLE I - GENERAL CORPORATE FUND**

A. ADMINISTRATIVE EXPENSES	\$ 700,000
B. PARK EXPENSES	500,000
C. PROFESSIONAL SERVICES	40,000
D. BUILDING EXPENSES	<u>323,229</u>
TOTAL - GENERAL CORPORATE FUND	\$1,563,229

**ARTICLE II - RECREATION FUND**

A. ADMINISTRATIVE EXPENSES	\$695,000
B. RECREATION/FITNESS & AQUATIC PROGRAM EXPENSES	<u>230,000</u>
TOTAL - RECREATION FUND	\$925,000

**ARTICLE III - ILLINOIS MUNICIPAL RETIREMENT FUND**

ADMINISTRATIVE EXPENSES	\$155,000
-------------------------	-----------

**ARTICLE IV - SOCIAL SECURITY FUND**

ADMINISTRATIVE EXPENSES	\$275,000
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**ARTICLE V - LIABILITY INSURANCE FUND**

ADMINISTRATIVE EXPENSES	\$180,000
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**ARTICLE VI - AUDIT FUND**

CONTRACTUAL & PROFESSIONAL SERVICES	\$0
-------------------------------------	-----



**ARTICLE VII - DEBT SERVICE FUND**

PRINCIPAL & INTEREST EXPENSES	\$308,031
-------------------------------	-----------

**ARTICLE VIII – SPECIAL RECREATION FUND**

ADMINISTRATION EXPENSES	\$40,000
PROGRAM EXPENSES	<u>75,000</u>
TOTAL – SPECIAL RECREATION FUND	\$115,000

**ARTICLE IX - RECAPITULATION**

GENERAL CORPORATE FUND	\$1,563,229
RECREATION FUND	925,000
ILLINOIS MUNICIPAL RETIREMENT FUND	155,000
SOCIAL SECURITY FUND	275,000
LIABILITY INSURANCE FUND	180,000
AUDIT FUND	0
DEBT SERVICE FUND	308,031
SPECIAL RECREATION FUND	115,000
 TOTAL TAXES LEVIED	 \$3,521,260

Section 2. The secretary of the Park District is hereby directed to file a certified copy of this Ordinance with the County Clerk of DuPage County, Illinois and Cook County, Illinois as provided by law.

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

PASSED this 17th day of December, 2018.

APPROVED this 17th day of December, 2018.

AYES:

NAYS:

ABSENT:

\_\_\_\_\_  
PRESIDENT

ATTEST: \_\_\_\_\_  
SECRETARY



## Oak Brook Park District

### BOARD MEETING

#### AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: IAPD CREDENTIALS: AN APPOINTMENT OF CERTAIN DISTRICT REPRESENTATIVE(S) TO SERVE AS DELEGATE(S) TO THE ANNUAL BUSINESS MEETING OF THE ILLINOIS ASSOCIATION OF PARK DISTRICTS**

**AGENDA NO.: 8 B**

**MEETING DATE: NOVEMBER 12, 2018**

STAFF REVIEW:

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 Constitutional By-Laws of the Illinois Association of Park Districts (IAPD) entitles all member park districts to be represented at the Association's meetings and conferences by delegate(s) designated by each park district. Each delegate must present proper credentials consisting of a certificate by the Secretary of the member park district that the delegate represents the park district.

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

The attached document grants the proper credentials to the individual appointed to represent the Oak Brook Park District at the Association's Annual Business Meeting held during the IPRA/IAPD Conference, Saturday, January 26, 2019 at 3:30 p.m.

The Commissioners may wish to discuss their availability to attend conference and represent the District at the Annual Meeting.

The Commissioners may also appoint the Executive Director or her delegate to attend the meeting on their behalf.

The Board will be asked to make a motion during its December 17, 2018 Board Meeting to appoint the District's delegate for the Annual Business Meeting of the Illinois Association of Park Districts.

**ACTION PROPOSED:**

For review and discussion only.



TO: ALL MEMBER DISTRICTS

FROM: Peter M. Murphy, President/CEO

DATE: October 10, 2018

RE: **CREDENTIALS CERTIFICATE**

The IAPD/IPRA Soaring to New Heights Conference will be held at the Hyatt Regency Hotel, Chicago, Illinois, January 24-26, 2019.

Article V, Section 3 and 4 of the Constitutional By-Laws of the Illinois Association of Park Districts provides as follows:

"Section 3. Each member district shall be entitled to be represented at all Association meetings and conferences by a delegate or delegates. Delegates of the Association meetings or conference may include members of the governing boards of member districts, the Secretary, Attorney, Treasurer, Director or any paid employee of the member district. Each delegate shall present proper credentials consisting of a certificate by the Secretary of the member district said delegate or delegates represent, with seal of office affixed, showing that the governing board at a special or regular meeting authorized said delegate or delegates to represent said member district. On all questions each member district represented shall have one vote which shall be the majority expression of the delegation from that member district."

"Section 4. No member district shall be entitled to vote by proxy and only delegates of a member district shall cast a ballot for that member district."

Accordingly, we enclose herewith a certificate, which, when properly certified by the Secretary of your agency after its governing board authorizes such delegate and alternates at a regular or special meeting, shall be mailed to the Association's office, 211 East Monroe Street, Springfield, IL 62701.

This certificate will entitle the delegate or, in their absence, an alternate listed thereon to vote on matters presented during the Association's Annual Business meeting to be held on Saturday, January 26, 2019 at 3:30 p.m. in the Grand Ballroom A/B of the Hyatt Regency Hotel, 151 E. Upper Wacker Dr. in Chicago, Illinois.

Your agency must be in good standing, the Credentials Certificate must be signed by the Board President and Secretary with your agency seal affixed.

**NOTE:** If your agency does not have a seal, then write the word "SEAL" and circle it where indicated on the certificate.

Your careful and prompt attention to this important matter is requested.

## CREDENTIALS CERTIFICATE

This is to certify that at a meeting of the Governing Board of the

Oak Brook Park District held at \_\_\_\_\_  
(Name of Agency)  
1450 Forest Gate Rd, Oak Brook on \_\_\_\_\_ at \_\_\_\_\_  
(Location) (Month/Day/Year) (Time)

the following individuals were designated to serve as delegate(s) to the Annual Business Meeting of the ILLINOIS ASSOCIATION OF PARK DISTRICTS to be held at the Hyatt Regency Hotel, Chicago, Illinois on **Saturday, January 26, 2019 at 3:30 p.m. in the Grand Ballroom A/B:**

*Title*

Delegate: \_\_\_\_\_

1st Alternate: \_\_\_\_\_

2nd Alternate: \_\_\_\_\_

3rd Alternate: \_\_\_\_\_

This is to certify that the foregoing is a statement of action taken at the board meeting cited above.

**Affix Seal:**

Signed: \_\_\_\_\_  
(President of Board)

Attest: \_\_\_\_\_  
(Board Secretary)

Return this form to: Illinois Association of Park Districts  
211 East Monroe Street  
Springfield, IL 62701-1186





TO: ALL MEMBER DISTRICTS  
FROM: Peter M. Murphy, President/CEO  
DATE: October 10, 2018  
RE: **RESOLUTIONS**

To ensure our membership a voice in the Association, Article X, of the Constitutional By-Laws provides as follows:

"Section 1. Resolutions for presentation at the Annual Meeting of the Association may be proposed by any member district, the Honors and Resolutions Committee and by the Board of Trustees.

(a) Resolutions must be submitted to the President/CEO no later than sixty (60) days prior (November 27, 2018) to the Annual Business Meeting of the Association. All resolutions submitted shall be mailed to the membership not less than forty-five (45) days prior (December 12, 2018) to the Annual Business Meeting.

(b) The Honors and Resolutions Committee shall have the prerogative to determine which resolutions submitted by member districts shall be presented at the Annual Business Meeting of the Association; however, all resolutions received must be submitted to the membership. Any governing board of a member district shall have the right to appeal the Committee's decision to the delegates at the Annual Business Meeting of the Association.

(c) Notice of appeal by a member district for the resolution must be served by mail on the members of the Honors and Resolutions Committee so as to be received not less than forty-eight (48) hours in advance of the start of the Annual Conference. A majority of the official delegates present and voting at the Annual Business Meeting of the Association during the Annual Conference is required for consideration of appeals. Approval by a two-thirds (2/3rds) majority vote of the official delegates present and voting is required at the Annual Business Meeting of the Association for the introduction of additional resolutions. A member district seeking authority at the Annual Business Meeting of the Association to present an additional resolution must provide duplicated copies in number sufficient for all delegates present."

**NOTE: All resolutions must be received in the Association's office no later than November 27, 2018.**



TO: ALL MEMBER DISTRICTS  
FROM: Peter M. Murphy, President/CEO  
DATE: October 10, 2018  
RE: **RECOMMENDATIONS**

In order to comply with the provisions of the IAPD Constitutional By-Laws, recommended changes and/or amendments to the Constitutional By-Laws must be on file in the Association's office on or before November 27, 2018 to be considered by the committee.

This schedule has been adopted by the committee in order to provide adequate time for the office to publish and distribute the committee report to all member districts forty-five (45) days (December 12, 2018) in advance of the Annual Business Meeting. For your information, we list the following section of the Association's Constitutional By-Laws:

### **ARTICLE XIII -- AMENDMENTS TO CONSTITUTIONAL BY-LAWS**

"Section 1. These Constitutional By-Laws may be amended at the Annual Meeting of the association by a majority vote of the official delegates of the member districts present and voting subject to the compliance with the following procedure:

(a) Any member district, or the Board of Trustees, desiring to suggest an amendment to the Constitutional By-Laws, shall submit the proposed amendment to the President/CEO in writing not less than sixty (60) days prior to the Annual Business Meeting of the Association.

(b) The President/CEO shall thereupon cause a copy of the proposed amendment to be mailed to each member district of the Association not less than forty-five (45) days prior to the Annual Meeting of the Association."

**NOTE: November 27, 2018 is the deadline for all changes and/or amendments to be received in the Association's office.**





## Oak Brook Park District

### BOARD MEETING

#### AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: RECORDS MANAGEMENT AND DISPOSAL:  
APPLICATION FOR AUTHORITY TO DISPOSE OF LOCAL  
RECORDS NO. 15:098, RECORDS DISPOSAL CERTIFICATE FOR  
MARCH 22, 2019**

**AGENDA NO.: 8 C**

**MEETING DATE: NOVEMBER 12, 2018**

#### STAFF REVIEW:

RECOMMENDED FOR BOARD ACTION: Executive Director, Laure Kosey:

A handwritten signature in black ink, appearing to read "Laure Kosey", is written over the text "Executive Director, Laure Kosey:".

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

The *Illinois Local Records Act* establishes that the Local Records Commission will determine how long records are to be retained and it is the Commission that approves the destruction/disposal of records. Under the authority of the Local Records Act, the Secretary of State serves as the State Archivist. One of the duties of the State Archivist is to assist state and local government agencies with the disposal of records. In Illinois, no public record may be disposed without the approval of the appropriate Records Commission.

During 2009, an inventory of all the District's paper records was conducted. Upon completion, the inventory was consolidated into record retention categories, from which the State's Local Records Unit created the District's "Application for Authority to Dispose of Local Records." The Application for Authority to Dispose of Local Records identifies the categories and the required retention period for each.

Records that have been retained for their individual required retention periods, and are not required for litigation, are listed on a "Records Disposal Certificate", and are submitted to be approved by the Local Records Commission 60 days prior to disposal. The "Records Disposal Certificates" are attached for records that have reached the end of their required retention period and are eligible for disposal.

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

The attached "Records Disposal Certificates" are presented to the Board for information and discussion, if any. If the Board approves the Certificates at its December Board Meeting, the District will submit the paperwork to the Local Records Commission for approval. Commission rules require that a "Records Disposal Certificate" be filed with the Records Management Section of the Office of the Secretary of State sixty (60) days prior to disposal of any records. Once final approval is received, the District can dispose of the old records identified on the Records Disposal Certificate.

#### **ACTION PROPOSED:**

For review and discussion only.

# RECORDS DISPOSAL CERTIFICATE

TO: Local Records Commission  
Illinois State Archives Building  
Springfield, Illinois 62756  
(217) 782-7075

**Directions:**

1. Fill in all blanks and columns
2. Sign and send certificate to above address sixty (60) days prior to disposal date.
3. Retain records until approved copy is returned.

APPLICATION # 15:098

COUNTY: DuPage

AGENCY: Oak Brook Park District  
(Agency Division)

ADDRESS: 1450 Forest Gate Road  
(Street, P.O. Box)

Oak Brook, IL 60523  
(City, Zip Code)

TELEPHONE: 630-990-4233

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
2	Accident/Incident Reports	2011-2011	Negligible
3	Administrative/Miscellaneous, email correspondence	2017-2017	1 cu ft
4	Applications for Employment & electronic	2016-2016	Negligible
5	Applications for usage of Park District Facilities	2016-2016	Negligible
6	Aquatic Center Manager's Log	2016-2016	Negligible
7	Audits (1 copy retained, surplus copies destroyed)	2016-2016	Negligible
8	Backflow Test Results	2015-2015	Negligible
9	Bids, Specifications/RFP's - unsuccessful	2015-2015	1 cu ft
9	Bid, Specifications/RFP's - successful	2008-2008	Negligible
11	Budgets and/or Budget Worksheets	2011-2011	Negligible
12	Cancelled Bonds and Coupons	-	None
13	Cancelled Cks, Bnk Stmtns, Deposits & Reconcils	2011-2011	1 cu ft.
14	Certificate of Insurance	2015-2015	Negligible
15	Certs of Publications, Newspaper Clippings, Notice	2017-2017	Negligible
16	Certificate of Status of Exempt Property	-	None
18	Contracts, Leases & Agreements	2008-2008	1 cu ft
19	Customer Disputes & Complaints	2014-2014	Negligible
19	Customer Suggestions	2016-2016	Negligible
20	Election Records	2015-2015	Negligible
21	Electronic Fund Transfers	2011-2011	1 cu ft.
22	Elevator Inspections	2013-2013	Negligible
23	Employee Medical Records	2013-2013	Negligible
24	Employee's Sign-in Sheets for Training	2016-2016	Negligible
25	Employee Wage Reports & Statements	2011-2011	Negligible
26	Employer's Injury Summary for Employees Accidents	2011-2011	Negligible
27	Event Information (Park Openings, Ribbon Cuttings)	2011-2011	Negligible
28	Financial Aid Applications - Prgrm Fee Assistance	-	None
29	Fixed Asset Reports	2011-2011	Negligible
30	"Freedom of Information Act" Requests & Denials	2016-2016	Negligible

If any of the above records are filmed, I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the Local Records Commission. If records are digitized, I certify that the original is reproduced accurately and legibly in all details in a medium that does not permit additions, deletions, or changes to the images.

I hereby certify that in compliance with authorization received from the Local Records Commission the records listed above will be disposed of on or after

March 22, 2019

Signature

Date

Laure L. Kosey, Executive Director

(Signature required only if records have been microfilmed or digitized)

Please print name and title on the line above

# RECORDS DISPOSAL CERTIFICATE

**TO:** Local Records Commission  
Illinois State Archives Building  
Springfield, Illinois 62756  
(217) 782-7075

**Directions:**

1. Fill in all blanks and columns
2. Sign and send certificate to above address sixty (60) days prior to disposal date.
3. Retain records until approved copy is returned.

APPLICATION # 15:098

COUNTY: DuPage

AGENCY: Oak Brook Park District  
(Agency Division)

ADDRESS: 1450 Forest Gate Road  
(Street, P.O. Box)

Oak Brook, IL 60523  
(City, Zip Code)

TELEPHONE: 630-990-4233

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
32	Grant Records	2015-2015	Negligible
33	Group Lesson Records	2016-2016	Negligible
34	Illinois Municipal Retirement Fund Records	2011-2011	Negligible
35	Inspections (All Types)	2014-2014	Negligible
36	Insurance Claims	2011-2011	Negligible
37	Intergovernmental Agency Agreements	-	None
38	Internship Records	2011-2011	Negligible
39	Investment Records	2011-2011	Negligible
40	Invoices, Vouchers, Paid Bills (P.O's and Payables	2011-2011	6 cu ft
41	Job Descriptions	2013-2013	Negligible
42	Journal Entries and Worksheets	2016-2016	2 cu ft
43	Legal Case Files	2015-2015	Negligible
44	Licenses and Permits	2017-2017	Negligible
45	Lifeguard's Rescue Reports	2011-2011	Negligible
46	Lifeguard's Training Records	2013-2013	Negligible
47	Lists of Vendors Used	2016-2016	Negligible
48	Lost and Found Record Sheets	2011-2011	Negligible
49	Material Safety Data Sheets/Safety Data Sheets	-	None
50	Membership Database - retained until superceded	2018-2018	Negligible
52	Monthly, Annual, Year to Date Reports	2011-2011	Negligible
53	O.S.H.A Logs	2013-2013	Negligible
54	Park District Brochures Newsletters, Pamphlets	2017-2017	Negligible
55	Prk Dist Given Gift Certs & Donation - Public Grps	2015-2015	Negligible
56	Prk Dist Mission Statements, Strategic Planning	2015-2015	Negligible
58	Patron Attendance Sign-in Sheets	2016-2016	Negligible
59	Payroll Records	2011-2011	Negligible
60	PDRMA Risk Assessment Reprts	2011-2011	Negligible
61	Personnel Files	2013-2013	Negligible
62	Playground Audits	2008-2008	Negligible

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I hereby certify that in compliance with authorization received from the Local Records Commission the records listed above will be disposed of on or after

March 22, 2019

Signature

Date

Laure L.Kosey, Executive Director

(Signature required only if records have been microfilmed or digitized)

Please print name and title on the line above

# RECORDS DISPOSAL CERTIFICATE

TO: Local Records Commission  
Illinois State Archives Building  
Springfield, Illinois 62756  
(217) 782-7075

**Directions:**

1. Fill in all blanks and columns
2. Sign and send certificate to above address sixty (60) days prior to disposal date.
3. Retain records until approved copy is returned.

APPLICATION # 15:098

COUNTY: DuPage County

AGENCY: Oak Brook Park District  
(Agency Division)

ADDRESS: 1450 Forest Gate Road  
(Street, P.O. Box)

Oak Brook, IL 60523  
(City, Zip Code)

TELEPHONE: 630-990-4233

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
63	Potential Capital Projects Lists	2017-2017	Negligible
64	Program & Membership Cancellation & Refund Records	2016-2016	Negligible
65	Program & Membership Registrations & Waivers	2015-2015	12 cu. ft.
66	Prgm Reg. Database- retained until superceded	2018-2018	Negligible
67	Questionnaires & Surveys & Electronic	2016-2016	Negligible
68	Receipts	2016-2016	12 cu. ft.
69	Referendum Records	2017-2017	Negligible
70	Sales Tax Returns/Records	2011-2011	.5 cu ft.
71	Special Use Applications	-	None
72	Statements of Economic Interest	2016-2016	Negligible
73	Tax Objections	2015-2015	Negligible
74	Time Records (Employee)	2016-2016	2 cu. ft.
75	Tree & Park Bench Donations to Park District	-	None
76	U.S., Immigration & Naturalization Form I-9	2017-2017	Negligible
77	Vehicle & Equipment Maint Records Manuals	2017-2017	Negligible
78	Volunteer Records	2013-2013	Negligible
79	Water Sample Test Results- bacteriological	2013-2013	Negligible
79	Water Sample Test Results - Chemical	2007-2007	None
80	Work Orders & Electronic	2017-2017	Negligible
81	Worker's Compensation Records	2011-2011	Negligible
		-	
		-	
		-	
		-	
		-	
		-	
		-	
		-	

If any of the above records are filmed, I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the Local Records Commission. If records are digitized, I certify that the original is reproduced accurately and legibly in all details in a medium that does not permit additions, deletions, or changes to the images.

I hereby certify that in compliance with authorization received from the Local Records Commission the records listed above will be disposed of on or after

March 22, 2019

Signature

Date

Laure L. Kosey, Executive Director

(Signature required only if records have been microfilmed or digitized)

Please print name and title on the line above



## Oak Brook Park District

### BOARD MEETING

#### AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: APPROVAL OF A TRAVEL EXPENSE FOR COMMISSIONER ATTENDANCE AT THE 2019 IAPD/IPRA ANNUAL CONFERENCE, JANUARY 24 – 26, 2019 AT THE HYATT REGENCY CHICAGO.**

**AGENDA No.: 8 D**

**MEETING DATE: NOVEMBER 12, 2018**

**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 2019 Illinois Association of Park Districts (IAPD) and the Illinois Park and Recreation Association (IPRA) annual conference will be held January 24 – 26, 2019 at the Hyatt Regency Chicago. The conference brings together more than 4,200 professionals and elected officials for educational programming, networking and professional development.

The 2019 IAPD/IPRA Conference features over 160 educational sessions and workshops providing attendees with accredited Continuing Education Units to maintain certification.

The exhibit hall features more than 300 exhibitors showcasing the latest recreational products and services.

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

A cost estimate for commissioner travel by auto is presented on the attached estimated travel cost form. Staff will investigate and use every cost savings available to reduce any travel expense. Attached are the cost estimates for the Commissioners' Travel, Meal and Lodging Expenses.

At this meeting, staff is seeking a tentative confirmation from each commissioner regarding interest in attending the 2019 IAPD/IPRA conference so that travel costs may be finalized.

**ACTION PROPOSED:**

For review and discussion only.

# OAK BROOK PARK DISTRICT

## Travel, Meal, and Lodging Expense & Reimbursement Form

<b>Name:</b> Commissioner	<b>Department:</b> Board of Commissioners	<b>Date:</b> 11/12/18	<b>Purpose for Travel:</b> IAPD/IPRA Annual Conference - Hyatt Regency
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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				
01/25/18	\$ 325.00		\$ 11.33	\$ 133.00	\$ 15.00	\$ 25.00	\$ 35.00	\$ 34.50		\$ 578.83	2 day full conference package
01/26/18			11.33	133.00	\$15	25.00	\$35	34.50		253.83	
										-	
										-	
										-	
										-	
<b>Total:</b>	\$ 325.00	\$ -	\$ 22.66	\$ 266.00	\$ 30.00	\$ 50.00	\$ 70.00	\$ 69.00	\$ -	\$ 832.66	

<b>Department Director Approval:</b>	<b>Date:</b>
--------------------------------------	--------------

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

<b>Requestor Signature:</b>	<b>Date:</b>	
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.		

**2018 Mileage Reimbursement Rate: \$ .545 per mile**  
**Scan final approved form and supporting documentation to [travel@obparks.org](mailto:travel@obparks.org)**

<b>Department Director Approval:</b>	<b>Date:</b>	<b>Executive Director Approval:</b>	<b>Date:</b>
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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.



# 2019 PRELIMINARY PROGRAM

January 24-26 | Hyatt Regency Chicago

151 E. Wacker Drive, Chicago, Illinois



## IAPD/IPRA **SOARING** to **NEW HEIGHTS** CONFERENCE



# SCHEDULE - AT - A - GLANCE

## THURSDAY, JANUARY 24

7:30 am – 5:00 pm	Conference Registration Open
9:00 am – 12:00 pm	Career Development Symposium (0.3 CEUs)
9:00 am – 12:00 pm	Pre-Conference Workshops (0.3 CEUs)
12:30 pm – 6:00 pm	Grand Opening of the Exhibit Hall
1:30 pm – 4:30 pm	Pre-Conference Workshops (0.3 CEUs)
6:00 pm – 7:00 pm	Professional Connection
9:00 pm – 12:00 am	Welcome Social with Hey Jimmy

## FRIDAY, JANUARY 25

7:00 am – 5:00 pm	Conference Registration Open
8:15 am – 9:30 am	Conference Sessions (0.1 CEUs)
8:30 am – 4:00 pm	Agency Showcase
9:00 am – 12:00 pm	Exhibit Hall Open
9:45 am – 11:00 am	Conference Sessions (0.1 CEUs)
11:00 am – 12:00 pm	Exhibit Hall Dedicated Hours
12:15 pm – 2:15 pm	All-Conference Awards Luncheon *
1:00 pm – 2:15 pm	Conference Sessions (0.1 CEUs)
1:00 pm – 3:30 pm	Exhibit Hall Open
2:15 pm – 3:30 pm	Dessert in the Exhibit Hall
3:30 pm – 4:45 pm	Conference Sessions (0.1 CEUs)
5:00 pm – 6:30 pm	Commissioners' Reception
5:00 pm – 6:30 pm	IPRA Annual Business Meeting
9:30 pm – 11:00 pm	Chairmen's Reception **

## SATURDAY, JANUARY 26

7:45 am – 12:00 pm	Conference Registration Open
8:30 am – 9:45 am	Keynote General Session with Greg Schwem
10:15 am – 11:30 am	Conference Sessions (0.1 CEUs)
12:30 pm – 1:45 pm	Conference Sessions (0.1 CEUs)
2:00 pm – 3:15 pm	Conference Sessions (0.1 CEUs)
3:30 pm – 4:45 pm	Conference Sessions (0.1 CEUs)
3:30 pm – 5:00 pm	IAPD Annual Business Meeting
7:00 pm – 10:00 pm	Closing Social at Shedd Aquarium *

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\* Ticketed Event

\*\* By Invitation Only

Event photography provided by JHyde Photography.

## ALL-CONFERENCE AWARDS LUNCHEON

### Grand Ballroom, East Tower/Gold Level

Delegates who register for the "Full Package" will receive a ticket for this event. Additional tickets may be purchased through your registration or on-site. Please join us as we recognize and honor the leaders and volunteers of park districts, forest preserves, conservation, recreation, and special recreation agencies.

## ALL-CONFERENCE AWARDS LUNCHEON PREFERRED AGENCY SEATING (Includes Legislator Tables!)

**DEADLINE: Monday, January 14, 2019**

**Preferred Agency Seating** is available for delegates from the same agency/organization (**and legislators**) who wish to be seated together at a table during the Friday, All-Conference Awards Luncheon. An agency that opts to participate must indicate so on the registration form on page 46 or when registering online. There is a \$50 nonrefundable fee (per agency, per table) to participate, which must be paid for when registering for the conference. **Legislator preferred seating is reserved through this process as well.** The person who is the designated agency contact will receive an email with additional details and instructions on the preferred seating process. Agency contacts will be responsible for notifying those seated at their table(s) of the table assignment(s). After **January 14, 2019**, preferred agency seating requests WILL NOT be accepted, and **there will be no on-site requests taken.**

**Note:** Each table seats 12. IAPD/IPRA reserves the right to seat multiple agencies at a table in order to accommodate all requests. Remember to register early as preferred agency seating requests will be filled on a first-come, first-served basis.

Non-reserved tables for open general seating will be noted with a balloon.

## MAKE A DIFFERENCE AND IMPACT THE FUTURE: SPONSOR A STUDENT!

**Students:** Do you want an opportunity to attend the All-Conference Awards Luncheon at no additional cost? Register in advance to join over 1,500 park and recreation professionals! Event includes lunch, networking, and celebrating the accomplishments of those in the industry.

**IAPD/IPRA Members:** Do you want to donate a seat to a student at no additional cost? Register in advance to be matched with a student who will be a guest at your table during the All-Conference Awards Luncheon.

**Note:** Your agency must participate in the preferred agency seating program to be able to sponsor a student. And, as this program is intended to help students build their networks, we hope you will help your students by introducing him/her around.

Students will be randomly assigned with professionals/commissioners. Those who pre-registered will receive detailed instructions prior to the conference.

## ANNUAL MEETINGS FOR IAPD AND IPRA

The Illinois Park and Recreation Association's (IPRA) Annual Meeting will be held on Friday, January 25 at 5:00 pm in the Regency Ballroom A-B, West Tower/Gold Level. The Illinois Association of Park Districts' (IAPD) Annual Meeting will be held on Saturday, January 26 at 3:30 pm in the Grand Ballroom A-B, East Tower/Gold Level.

The associations have staggered their annual meetings in order to accommodate elected officials and professionals who would like to attend both meetings.

## COMMISSIONERS' RECEPTION

Attention all IAPD members!

Please join us on Friday, January 25 at 5:00 pm. This reception will be an excellent opportunity for commissioners to exchange ideas, network, and socialize. The IAPD board and staff will be present to answer questions and visit with commissioners.

## CONTINUING EDUCATION UNITS (CEUs)

- Sessions scheduled for 75 minutes award 0.1 CEUs.
- Pre-conference workshops and the Career Development Symposium scheduled for three hours award 0.3 CEUs.
- No additional CEU fees for Friday and Saturday apply; **CEUs for pre-conference workshops will be charged at \$5 per workshop.**
- If you would like to earn CEUs, **you must request them with your conference registration** See Page 46.
- CEU coupons will be included with your registration materials **only if you request CEUs with your conference registration.**

### CEUs are mobile!

Attendees have the option of earning and tracking their CEUs through the conference mobile app (mobile web excluded). In order to earn CEUs through the mobile app, please note the following procedures:

- Be sure you are logged in to the mobile app.
  - Click on **Agenda** in the Navigation Menu and search for the session/workshop you attended and wish to receive CEUs.
  - **At the end of the session/workshop**, click on **Check-In** in the session/workshop listing.
  - Once the **Check-In** feature has been activated, you will be prompted to enter a 4-digit code, which will be provided by the Moderator **at the end of the session/workshop.**
  - Type in the 4-digit code, then tap **Submit Code** to complete the check-in process.
  - To view and keep track of the CEUs you have earned, click on My Credits in the Navigation Menu.
- Note:** You may need to manually sync the app to see your CEUs. This is done by tapping the circular arrows next to the words "Last sync:" at the bottom of the Navigation Menu.
- Approximately four weeks after conference, attendees will receive an email from CTE, our conference registration company, with a link to their official CEU transcript. No hard copies will be distributed.

The CEU ticket system will also be available for those who prefer obtaining CEUs the traditional way. **Attendees should choose only one method of obtaining CEUs – either through the mobile app or through the ticket system.** Please **DO NOT** do both, as doing so may result in a delay in processing your CEUs.

# GENERAL INFORMATION

## EXHIBIT HALL

### Riverside Center, East Tower/Purple Level (Lower Level)

The exhibit hall will be open on Thursday and Friday, with [dedicated hours](#) on Friday.

Come visit more than 300 commercial manufacturers, distributors, designers, and educational booths. The exhibits will showcase the newest equipment, supplies, ideas, and services available to park, recreation, forest preserve, conservation, and therapeutic recreation agencies. Plan to spend several hours in the exhibit hall viewing the displays and visiting with exhibitors.

Each registered delegate will have multiple opportunities to win great prizes. Drawings will take place throughout the day Thursday and Friday. Entry blanks will be in the registration materials that you must pick up at Conference Registration. You must be present to win. Rules and regulations will apply.

The *IAPD/IPRA Soaring to New Heights* conference has the largest exhibit hall of any state park and recreation conference in the country. Be sure to visit!

## EXHIBIT HALL HOURS

### Thursday, January 24:

12:30 pm – 6:00 pm, Grand Opening

### Friday, January 25:

9:00 am – 12:00 pm

11:00 am – 12:00 pm (*dedicated hours*)

1:00 pm – 3:30 pm

2:15 pm – 3:30 pm (*dedicated hours*)

## HOUSING INFORMATION

### Hyatt Regency Chicago (Host)

151 E. Wacker Drive  
Chicago, Illinois 60601

**Reservations** (888) 421-1442 or (402) 592-6464  
**Group Code** Reference *IAPD/IPRA Soaring to New Heights* conference when making a reservation by phone.  
**Rates** \$123 Single/Double; \$133 Triple; \$143 Quad

**Note:** Surcharges apply to upgraded room types including Deluxe, Regency Club and Business Plan rooms.

### Swissôtel Chicago (Overflow)

323 E. Wacker Drive  
Chicago, Illinois 60601

**Reservations** (888) 737-9477  
**Group Code** Reference *IAPD/IPRA Soaring to New Heights* conference or **group code IAPD0119** when making a reservation by phone.  
**Rates** \$123 Single/Double; \$153 Triple; \$183 Quad

**Note:** Surcharges apply to upgraded room types including Lakeview and Corner King rooms.

For online reservations for either the Hyatt Regency Chicago or the Swissôtel Chicago, visit [ILparksconference.com](http://ILparksconference.com)

Rooms are reserved on a first-come, first-served basis.

- The reservation cut-off date for both the Hyatt and the Swissôtel is **January 4, 2019**. Reservations made after this date may be assessed at a higher rate and are subject to availability.
- One (1) night's room and tax advance deposit by check or credit card must accompany each reservation. This deposit is fully refundable before December 21, 2018. After December 21, 2018 there will be no refunds for cancelled rooms. The Joint Conference Committee implemented this policy in 1999 due to the high rate of rooms cancelled at the last minute.

### Suites:

IAPD member agencies or IPRA members interested in reserving a suite must first contact Leesa Kuo Johnson at IPRA ([leesa@ilipra.org](mailto:leesa@ilipra.org)). Once IPRA has given approval, you will be put in contact with the Hyatt Regency Chicago directly.

Exhibitors interested in reserving a suite must first contact Sue Triphahn at IAPD ([striphahn@ilparks.org](mailto:striphahn@ilparks.org)). Once IAPD has given approval, you will be put in contact with the Hyatt Regency Chicago directly.

## PARKING

**Overnight Attendees:** Attendees staying overnight at the Hyatt Regency Chicago will receive a discounted parking rate of \$34.50 per day (valet only). Attendees staying overnight at the Swissôtel will receive a discounted parking rate of \$25 per day (self-park) or \$35 per day (valet).

**Note:** Rates above are subject to change. Parking information is accurate as of July 2018.

**Daily Commuters:** Delegates not staying at the hotels can park in any of the downtown garages at regular rates. Additional parking in the area can be viewed at [www.chicagoparkingmap.com](http://www.chicagoparkingmap.com).

All delegates are encouraged to take public transportation.

### Reserved Discounted Parking:

IAPD/IPRA has partnered with SpotHero, the nation's leading parking reservation app, to offer daily drivers the option to book convenient and affordable parking in advance.

**SPOT  
HERO**

To reserve your parking spot, visit the parking information page on the conference website and click on the SpotHero link to book a spot with rates up to 50% off drive up.

	BOARDSMANSHIP	DIVERSITY	FACILITIES	FINANCE/ INFORMATION TECHNOLOGY	GOVERNANCE/ LEGAL	HR/RISK MANAGEMENT
8:15 am - 9:30 am	<b>#107</b> – When the "%#*@" Hits the Fan, Will You Be Ready? Handling Crisis Issues With the Press, Public, and Employees	<b>#1005</b> – Benefits of Kayaking to Diverse Populations  <b>#1007</b> – Bye Bye Bias	<b>#608</b> – Stop Juggling Facility Emergencies & Position Yourself to Succeed With a Long-Range Action Plan  <b>#615</b> – Inclusivity by Design	<b>#143</b> – IMRF Pre-Retirement Workshop, Planning for Your Future	<b>#110</b> – Legal/Legislative, Part I  <b>#134</b> – Indemnity Provisions and Waivers: Avoiding Litigation and When to Require Liability Waivers  <b>#314</b> – FOIA "JEOPARDY!" The Interactive Game	<b>#130</b> – A Step-by-Step Guide to the ADA's Interactive Process  <b>#308</b> – Controlling Unemployment Costs and Claims  <b>#310</b> – Interviewing and Hiring the Best Candidates  <b>#313</b> – It's Up to Us: Preventing Child Sexual Abuse in Our Parks
9:45 am - 11:00 am		<b>#108</b> – Girl Power: Empowering Women in Leadership	<b>#610</b> – Net-Zero Energy: Within Reach or Out of This World?  <b>#616</b> – Finding Your District's Niche	<b>#323</b> – Strategies to Earn More Revenue for Your District  <b>#1012</b> – Cyber Resilience: Technology, People & Processes	<b>#111</b> – Legal/Legislative, Part II  <b>#119</b> – Managing a Harassment-Free Work Place  <b>#122</b> – The Seminar on Philanthropy: Grants You May Not Know About  <b>#124</b> – Bidding and Contract Administration  <b>#139</b> – Are Unions Knocking on Your Door?	<b>#131</b> – Conducting Effective Employee Misconduct Investigations  <b>#303</b> – If You Build It They Will Come AND Stay: Building an Onboarding Program From Scratch  <b>#318</b> – Might an Alternative Staffing Model Make Sense in Your Organization?
1:00 pm - 2:15 pm			<b>#609</b> – Deerpath Golf Course: Fast-Tracker Recreation Improvements Within Floodplain and Wetland... How Do You Do It?  <b>#614</b> – Aquatic Play in the Park: Smart Design Practice for Every Space		<b>#316</b> – You'll Never Believe Our Top Ten Crazy Employment Decisions	<b>#321</b> – LinkedIn for Networking and Recruiting
3:30 pm - 4:45 pm	<b>#136</b> – Bond Best Practices and Capital Planning for Boards	<b>#1008</b> – Park District Initiatives to Increase Access to Parks and Recreation Programs Among Underserved Populations	<b>#607</b> – Think Outside the Tank! Ways to Enhance Programming and User Enjoyment  <b>#613</b> – The Future of Facilities: Improving Operations, Revenue, Customers, and Opportunities	<b>#322</b> – Preparing for Property Tax Relief	<b>#104</b> – Local Government Fraud Risks and Effective Controls  <b>#123</b> – Commissioners and Social Media: New Rules and New Challenges  <b>#133</b> – Illinois Prevailing Wage Act: Avoiding the Pitfalls  <b>#216</b> – Zoning Approval? How to Take Your Park Project Through the Process	<b>#304</b> – Respect in the Workplace: Non-Harassment Policies, Investigations & Workplaces After #MeToo -- What's Changed & What's the Same?  <b>#306</b> – Why 'Drill Down' Interviewing Techniques Can Help You Hire Peak Performers  <b>#312</b> – Wage & Hour Slip-Ups

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LEADERSHIP/ MANAGEMENT	MARKETING/ COMMUNICATIONS	PARKS/NATURAL RESOURCES	RECREATION	THERAPEUTIC RECREATION
<p><b>#16</b> – How to Stay COOL When Things Heat UP!</p> <p><b>#19</b> – From the Front Line to the Bottom Line: Managing Your Front Line Staff for Success</p> <p><b>#24</b> – “Movin’ On Up”: How to Prepare Professionally and Advance in Your Career</p> <p><b>#109</b> – Understanding Your Role in Having a Successful Park Foundation</p>	<p><b>#605</b> – Your Presentation Stinks and Here’s Why</p> <p><b>#903</b> – A Four Year Journey of Branding a Mascot</p> <p><b>#913</b> – I Spy Excellent Service: A Customer Service Codebook</p>	<p><b>#203</b> – Integrated Pest Management for Trees</p> <p><b>#204</b> – Comprehensive Master Plans: Leveraging System-Wide Parks and Recreation Master Planning</p>	<p><b>#410</b> – Get GO-ing! Start Your Own GO Wellness Movement and Improve Your Residents’ Health!</p> <p><b>#414</b> – Let’s Get Critical: Developing Critical Thinking Skills in Early Childhood</p> <p><b>#417</b> – My Job: Supervisor, Parent, Guidance Counselor, Life Coach</p> <p><b>#422</b> – The Hidden Male</p>	<p><b>#509</b> – What’s the Function?</p>
<p><b>#18</b> – Financial Roulette</p> <p><b>#23</b> – They Spoke, We Listened</p> <p><b>#129</b> – Cal-Sag Trail Coalition: Building the Partnership to Build the Trail</p> <p><b>#1006</b> – Building Emotional Intelligence As a Leader</p>	<p><b>#908</b> – Getting in Your Customers’ Way? Policies, Procedures or People May Be Driving Them Away!</p> <p><b>#910</b> – Facts Matter</p>	<p><b>#207</b> – Recreational Improvements in Flood Prone Areas</p> <p><b>#218</b> – Public Meetings: Energize and Innovate Your Input Process</p>	<p><b>#403</b> – All the World’s a Stage: How to Run a Theater Program Without Conventional Resources</p> <p><b>#411</b> – Giving Your Best While Prepping for the Worst</p> <p><b>#416</b> – Making Down-Time Fun-Time at Camp</p> <p><b>#428</b> – Trauma Informed Coaching: An Introduction to Sports-Based Youth Development</p>	<p><b>#503</b> – Participant Care Requests for Personal Services, Medications, and Related Requests: Establishing a Balance Between Recreational Provider and Participant Rights</p> <p><b>#510</b> – How to Take Your Program Promotion From Good to Great Utilizing Storytelling</p>
<p><b>#425</b> – A Statewide Study of Hiring Practices for Interns and Entry-Level Professionals</p> <p><b>#911</b> – Developing Effective In-House Program, Class, and Facility Participant Surveys</p>		<p><b>#212</b> – How to Build a Sustainable Parking Lot, Pathway, and Road</p> <p><b>#217</b> – Tree Risk Management</p>	<p><b>#406</b> – Connecting Communities to Parks Through Healthy Kids Running Series</p>	<p><b>#506</b> – Breaking Down the Barriers: Creating Sensory Rich Play Experiences for All Children!</p>
<p><b>#15</b> – Creating a Culture of Innovation: Getting Good Ideas off the Ground</p> <p><b>#21</b> – Ten Tips for Young Professionals to Stand Out in Your New Job</p> <p><b>#22</b> – The Symphony of Difficult Discussions &amp; How to Orchestrate Them Effectively</p> <p><b>#106</b> – State Accreditation: A Blueprint to Excellence</p>	<p><b>#904</b> – Grow Your Own Monster Fans</p> <p><b>#905</b> – Do You Have a Brand Champion?</p> <p><b>#917</b> – Marketing Roundtable</p>	<p><b>#29</b> – IPRA Promotes Play Statewide Initiative: Turning Research Into Practice</p> <p><b>#208</b> – Chloride Reduction Through Improved Deicing Strategies</p>	<p><b>#405</b> – Clicking Links, Forgetting Passwords, and Other Haptic Hazards: Active Adult Technology</p> <p><b>#409</b> – Finance 101: The Recreation Professional’s Guide</p> <p><b>#413</b> – Become a Gym Ninja: Creative Programming Ideas to Generate and Increase Revenue</p> <p><b>#415</b> – Make It Stick! Activities to Make All of Your Trainings More Fun and Impactful</p>	<p><b>#508</b> – Kids, They Are A-changing! Strategies to Support Participation in Early Childhood and School Age Programs</p>

	BOARDSMANSHIP	DIVERSITY	FACILITIES	FINANCE/ INFORMATION TECHNOLOGY	GOVERNANCE/LEGAL	HR/RISK MANAGEMENT
10:15 am - 11:30 am	<p><b>#103</b> – Creating an Effective Executive Director Evaluation Tool</p> <p><b>#137</b> – Talk to Your Legislators: Why and How?</p>	<p><b>#1010</b> – Therapeutic Benefits of Horticulture Therapy in Communities of Disparity</p>	<p><b>#611</b> – Time to Train</p> <p><b>#612</b> – Recreation Center Design Trends and Customer Service Experiences That Create Vitality and Revenue</p>	<p><b>#127</b> – Budgets, Levies, and Bonds: Fundamentals, Fine Points, and Best Practices</p> <p><b>#317</b> – Unplugged Cyber: A Common Sense Approach to Cyber Security</p>	<p><b>#114</b> – Use of Video Surveillance in Parks and Facilities</p> <p><b>#135</b> – Complying With the Illinois Open Meetings Act</p> <p><b>#141</b> – Looking a Gift Horse in the Mouth: What Local Government Leadership Must Know About Ethics Laws and More</p>	<p><b>#112</b> – Public Festivals, Public Demonstrations, and Incident Preparedness</p> <p><b>#305</b> – Get Off the Treadmill: Explore Meaningful Performance Appraisals</p>
12:30 pm - 1:45 pm	<p><b>#105</b> – Board Member to Board Leader</p> <p><b>#125</b> – Boardsmanship, Part I</p>	<p><b>#1011</b> – Uniting Communities Through the Power of Inclusive Play</p>	<p><b>#617</b> – Examining the Challenges and Opportunities Facing the Future of Municipal Golf</p>		<p><b>#117</b> – Property Brothers: The A-Z in Acquiring, Disposing, and Leasing Real Property for Park District</p> <p><b>#118</b> – Social Media: Facebook? Instagram? What Now?</p> <p><b>#132</b> – Sexual Harassment: Prevention and Tips</p> <p><b>#142</b> – Practical Implications of the Tort Immunity Act: The Impact of Recent Court Cases on Parks, Playgrounds, and Other Public Property</p>	<p><b>#311</b> – Linking Research to Practice: A "Tried and Trusted" Performance Appraisal System</p> <p><b>#315</b> – FMLA (Why That Is Not a Password to Get Out of Work)</p>
2:00 pm - 3:15 pm	<p><b>#126</b> – Boardsmanship, Part II</p> <p><b>#138</b> – Ask the Commissioner</p>	<p><b>#1009</b> – Public Facility Accessibility for Transgender Populations</p>	<p><b>#606</b> – Member Retention and Loyalty Doesn't Happen by Accident</p>	<p><b>#309</b> – Funding Opportunities for Recreational Facilities</p>	<p><b>#113</b> – Not in My Park: Regulating Controversial Park Activities</p> <p><b>#115</b> – The Culture Code: Creating a Healthy Relationship Between Executive Directors and the Elected Officials</p> <p><b>#120</b> – Our Employees Are Retiring: What Do We Need to Know About IMRF Regulations?</p> <p><b>#121</b> – Park District Finance 101</p> <p><b>#128</b> – Commissioner Ethical Problems and Best Practices</p>	<p><b>#320</b> – Channel 5 News Is Calling: Is Your Background Check Program Up to National Standards?</p>
3:30 pm - 4:45 pm			<p><b>#618</b> – Lake Arlington of the Arlington Heights Park District: Past, Present, and Future</p> <p><b>#620</b> – Solving the Great Lakes Drowning Epidemic</p>		<p><b>#209</b> – Parkopoly! Winning the Purchase, Sale, and Management of Park Property</p> <p><b>#319</b> – Ouch! Safer Work Places and Workers' Compensation Claims</p>	<p><b>#307</b> – You Interview for Your Next Job Everyday</p>
	SCHEDULE AS OF AUGUST 2018 – SUBJECT TO CHANGE.					
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LEADERSHIP/ MANAGEMENT	MARKETING/ COMMUNICATIONS	PARKS/NATURAL RESOURCES	RECREATION	THERAPEUTIC RECREATION
<p><b>#14</b> – “We Get to Do This!” Making a Difference for Your Staff Through Teamwork and Engagement</p> <p><b>#28</b> – iLEARN</p> <p><b>#427</b> – Let's Break the Ice: Five Interactive Icebreakers for Your Staff</p>	<p><b>#909</b> – Influencer Marketing: Is It Right for Your Agency?</p> <p><b>#916</b> – S'MORE Marketing: Working Together for Sweet Results</p>	<p><b>#210</b> – Oak Savanna Restoration: Small Budget With Time, Patience, and Persistence</p> <p><b>#211</b> – Gardening With a Purpose</p>	<p><b>#420</b> – Teaching Empathy &amp; Community at Day Camp</p> <p><b>#423</b> – The Whole Wide World of Active Adults: 50 Plus</p> <p><b>#426</b> – What's Youth Development Got to Do With It?</p>	<p><b>#505</b> – Food for Thought: Bridging the Gap of Mental Health and Wellness in Youth</p>
<p><b>#17</b> – Creative Problem-Solving</p> <p><b>#20</b> – Link to Leverage: Developing a Community-Centric Organization</p> <p><b>#407</b> – Event Ready: Expanding Collaboration to Save Lives at Special Events</p>	<p><b>#912</b> – The Wow Factor: Steps to Providing Exceptional Guest Service</p> <p><b>#915</b> – Challenging Park Districts to Break the Website Mold</p>	<p><b>#206</b> – Parking Lot Improvements: Techniques to Stretching Your Dollars</p> <p><b>#215</b> – Does Your District Have a Plan for Success?</p>	<p><b>#404</b> – BIG Impact Outdoor Programs &amp; Events for SMALL Budgets</p> <p><b>#412</b> – Identifying and Supporting Social-Emotional Issues in the Early Childhood Classroom</p>	<p><b>#504</b> – Therapeutic Benefits of Adaptive Sailing</p>
<p><b>#25</b> – Zen and Spiritual Leadership</p> <p><b>#27</b> – IPRA Member Engagement Town Hall</p>	<p><b>#907</b> – First Impressions That Last</p> <p><b>#914</b> – The Power of Photography: A Professional Image in Parks and Recreation</p>	<p><b>#213</b> – How to Avoid Athletic Field Drainage Problems</p> <p><b>#214</b> – Sustainability: Parks, People, Planet</p>	<p><b>#418</b> – Passport to Partnership</p> <p><b>#419</b> – Starting from Scratch: How to Build a Successful Program</p>	<p><b>#511</b> – Proactively Managing Participant Behaviors: Strategies and Best Practices for the Special Recreation and Park District Professional</p>
<p><b>#26</b> – Executive Directors' Roundtable</p>	<p><b>#906</b> – The Forgotten Generation: 10 Strategic Reasons to Remember Generation X in Your Programs, Services, Marketing, and Administration</p> <p><b>#918</b> – Signage: Enhancing the Customer Experience</p>	<p><b>#205</b> – Bringing Nature to Suburban and Urban Parks</p>	<p><b>#421</b> – The 10-Minute Day Camp In-Service</p> <p><b>#424</b> – Turbulent to Sublime: Creating the Nation's First Fully Accessible, Free-Flowing, 120-Mile Water Trail</p>	



# 2019 Conference Registration Form

REGISTRATION DEADLINE IS JANUARY 14, 2019

**Register online at [ilparksconference.com](http://ilparksconference.com) for a \$25 per registration package discount!**

Registration for conference and any pre-conference workshops must be done at the same time.

Faxed or mailed registration forms will be accepted until January 14, 2019.

☐ I am completing this form on behalf of the attendee and would like a copy of the receipt; email to: \_\_\_\_\_

## SECTION I. ATTENDEE INFORMATION

NAME \_\_\_\_\_ TITLE \_\_\_\_\_

NICKNAME FOR BADGE \_\_\_\_\_ AGENCY \_\_\_\_\_

MAILING ADDRESS, CITY, STATE, ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ ATTENDEE EMAIL ADDRESS (REQUIRED FOR MOBILE APP ACCESS) \_\_\_\_\_

MEMBER: ☐ IAPD ☐ IPRA ☐ NON-MEMBER ☐ PPRP ☐ APRP ☐ CPRE ☐ CPRP ☐ CTRS

**MEMBER RATES:** All registrations are checked for membership status. Refer to the Policy on Members and Non-Members on page 24.

Is this your first time attending the IAPD/IPRA Soaring New Heights Conference? ☐ Yes ☐ No

If "No," how many years have you attended? ☐ 2-5 ☐ 6-9 ☐ 10-15 ☐ 16+

IAPD/IPRA makes available the email addresses of conference attendees to conference exhibitors who provide products and services to the park and recreation field. ☐ Please check here if you prefer your email address to NOT be provided.

ADA COMPLIANCE: CONTACT LEESA KUO JOHNSON AT IPRA AT [LEESA@ILIPRA.ORG](mailto:LEESA@ILIPRA.ORG) BY **JANUARY 14, 2019** IF YOU HAVE ANY SPECIAL ACCESSIBILITY/MEAL REQUIREMENTS.

### Emergency Contact (REQUIRED):

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

## SECTION II. PRE-CONFERENCE WORKSHOPS – THURSDAY, JANUARY 24, 2019 (Enrollment is limited – REGISTER EARLY!)

SESSION #	TITLE	FEE	CEUs
<b>9:00 am – 12:00 pm</b>			
10	Leader As Influencer: Impression Management in the Spotlight	<input type="checkbox"/> \$75	<input type="checkbox"/> \$5
101	Powered by Change: Strategies for Accelerating Growth During Change	<input type="checkbox"/> \$75	<input type="checkbox"/> \$5
201	Engagement and Conservation in Chicago Park District Natural Areas (Off-Site)	<input type="checkbox"/> \$75	<input type="checkbox"/> \$5
401	Reviews, Appraisals, and Feedback That Works	<input type="checkbox"/> \$75	<input type="checkbox"/> \$5
501	Super Staff SuperVision: The Key Powerful & Practical Skills for Leading, Motivating, and Managing at Camp	<input type="checkbox"/> \$75	<input type="checkbox"/> \$5
601	Chicago Parks Old and New, Pre-Conference Tour #1 (Off-Site)	<input type="checkbox"/> \$75	<input type="checkbox"/> \$5
603	Competing in the Fitness Business in the Year 2019	<input type="checkbox"/> \$75	<input type="checkbox"/> \$5
901	Small Staff, Big Results: Delivering High Quality Service & Marketing Outcomes Without All the Resources	<input type="checkbox"/> \$75	<input type="checkbox"/> \$5
1001	Critical Thinking: The #1 Skill of the 21st Century!	<input type="checkbox"/> \$75	<input type="checkbox"/> \$5
CDS	Career Development Symposium: Building Your Team Foundation	<input type="checkbox"/> \$89	<input type="checkbox"/> \$5
<b>1:30 pm – 4:30 pm</b>			
11	Repositioning Public Parks & Recreation – Joining the Smart Revolution	<input type="checkbox"/> \$75	<input type="checkbox"/> \$5
102	Own Your Leadership Voice: Increase Your Effectiveness and Influence	<input type="checkbox"/> \$75	<input type="checkbox"/> \$5
302	Are We Having Any Fun Yet? Strategies to Prevent Burnout	<input type="checkbox"/> \$75	<input type="checkbox"/> \$5
402	Life As a Workplace Coach: Redirecting Performance for Success	<input type="checkbox"/> \$75	<input type="checkbox"/> \$5
502	Conflict Communication: How to Deal With Disagreement, Conflicts & "Hot" People Without Using a Weed Wacker	<input type="checkbox"/> \$75	<input type="checkbox"/> \$5
602	Chicago Parks Old and New, Pre-Conference Tour #2 (Off-Site)	<input type="checkbox"/> \$75	<input type="checkbox"/> \$5
604	Active Shooter Training for Civilians – Facilities	<input type="checkbox"/> \$75	<input type="checkbox"/> \$5
1002	Creating a Culture of Wellness and Compassion	<input type="checkbox"/> \$75	<input type="checkbox"/> \$5
1004	Diversity Marketing	<input type="checkbox"/> \$75	<input type="checkbox"/> \$5
		<b>SECTION II SUBTOTAL \$</b>	



### SECTION III. CONFERENCE REGISTRATION – FRIDAY & SATURDAY

PACKAGE*	EARLY (BY 12/10/18)		REGULAR (12/11/18 – 01/14/19)		ONSITE	
	MEMBER	NON-MEMBER	MEMBER	NON-MEMBER	MEMBER	NON-MEMBER
Full	<input type="checkbox"/> \$325	<input type="checkbox"/> \$630	<input type="checkbox"/> \$390	<input type="checkbox"/> \$760	<input type="checkbox"/> \$430	<input type="checkbox"/> \$840
No Frills	<input type="checkbox"/> \$270	<input type="checkbox"/> \$520	<input type="checkbox"/> \$325	<input type="checkbox"/> \$630	<input type="checkbox"/> \$380	<input type="checkbox"/> \$740
Friday Only	<input type="checkbox"/> \$230	<input type="checkbox"/> \$445	<input type="checkbox"/> \$260	<input type="checkbox"/> \$505	<input type="checkbox"/> \$285	<input type="checkbox"/> \$555
Saturday Only	<input type="checkbox"/> \$250	<input type="checkbox"/> \$485	<input type="checkbox"/> \$280	<input type="checkbox"/> \$545	<input type="checkbox"/> \$305	<input type="checkbox"/> \$595
Student	<input type="checkbox"/> \$110	<input type="checkbox"/> \$210	<input type="checkbox"/> \$110	<input type="checkbox"/> \$210	<input type="checkbox"/> \$110	<input type="checkbox"/> \$210
Retiree	<input type="checkbox"/> \$135	<input type="checkbox"/> \$135	<input type="checkbox"/> \$145	<input type="checkbox"/> \$145	<input type="checkbox"/> \$175	<input type="checkbox"/> \$175
Guest/Spouse	<input type="checkbox"/> \$135	<input type="checkbox"/> \$135	<input type="checkbox"/> \$145	<input type="checkbox"/> \$145	<input type="checkbox"/> \$175	<input type="checkbox"/> \$175
CEUs <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Friday and Saturday					\$ N/C	
Friday, Awards Luncheon Ticket					<input type="checkbox"/> \$60 x ____ \$ _____	
Friday, Dessert Ticket					<input type="checkbox"/> \$15 x ____ \$ _____	
Friday, Awards Luncheon Preferred Agency Seating (Non-refundable; includes legislator tables; must have 12 people; see page 21 for details.)					<input type="checkbox"/> \$50 x ____ \$ _____	
Saturday, Closing Social Ticket to Shedd Aquarium <i>Note: Child = 12 and under</i>					<input type="checkbox"/> \$99 Adult x ____ \$ _____ <input type="checkbox"/> \$35 Child x ____ \$ _____	
CLE Package (3 CLEs = \$45; 4 CLEs = \$60; 7 CLEs = \$105; 8 CLEs = \$120)					<input type="checkbox"/> \$45 <input type="checkbox"/> \$60 <input type="checkbox"/> \$105 <input type="checkbox"/> \$120	
STUDENTS: I would like to participate in the Awards Luncheon at no additional cost.					<input type="checkbox"/> YES	
IAPD/IPRA Members: I would like to donate a seat to a student at the Awards Luncheon at no additional cost. (Requires Preferred Agency Seating participation.)					<input type="checkbox"/> YES	
<b>SECTION III SUBTOTAL</b>					<b>\$</b>	

### SECTION IV. SPECIAL EVENTS (Space is limited – REGISTER EARLY!)

<b>Rotary Fellowship Luncheon: Thursday, January 24, 11:30 am – 2:30 pm</b> (Open to all. See page 25 for details.)		
RFL	Rotary Club Name (if applicable): _____ District No: _____	<input type="checkbox"/> \$25
<b>Professional Connection: Thursday, January 24, 6:00 pm – 7:00 pm</b> (See page 26 for details.)		
PCS	Professional Connection – Student	<input type="checkbox"/> N/C
PCP	Professional Connection – Professional	<input type="checkbox"/> N/C
<b>Mock Interviews/Resume Review: Friday, January 25, 9:45 am – 11:00 am</b> (See page 26 for details.)		
MIS	Mock Interviews/Resume Review – Student	<input type="checkbox"/> N/C
MIP	Mock Interviews/Resume Review – Professional	<input type="checkbox"/> N/C

**Instructions:** Enter the subtotal from each section. Add Section II – IV line totals together to get the total amount now due.

<b>SECTION II: PRE-CONFERENCE WORKSHOPS</b>	<b>\$</b>
<b>SECTION III: CONFERENCE REGISTRATION</b>	<b>\$</b>
<b>SECTION IV: SPECIAL EVENTS</b>	<b>\$</b>
<b>TOTAL AMOUNT DUE</b>	<b>\$</b>

### SECTION V. PAYMENT

<b>METHOD OF PAYMENT</b>		* Should you make an error in calculating, your card will be charged for the correct amount.	
<input type="checkbox"/> Check # _____ (Please make checks payable to IAPD.)	<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<b>TOTAL \$</b> _____
Cardholder's Name _____			
Credit Card Number _____		Expiration Date _____	
Cardholder's Billing Address _____		Zip Code _____	
3-Digit CVC # _____		Signature _____	

FAXED OR MAILED REGISTRATION FORMS WILL BE ACCEPTED UNTIL JANUARY 14, 2019 AT:

2019 IAPD/IPRA CONFERENCE

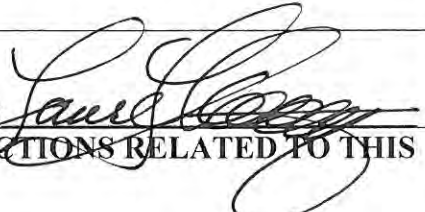
P.O. BOX 756, Park Ridge, IL 60068 OR FAX: (847) 957-4255

QUESTIONS? EMAIL YOUR QUESTION TO [ILPARKS2019@CTEUSA.COM](mailto:ILPARKS2019@CTEUSA.COM) OR CALL (847) 957-4255





## Oak Brook Park District

<b>BOARD MEETING</b> <b>AGENDA ITEM –HISTORY/COMMENTARY</b>	
<b>ITEM TITLE: 2019 BOARD MEETING DATES</b>	<b>AGENDA NO.: 8 E</b> <b>MEETING DATE: NOVEMBER 12, 2018</b>
<b>STAFF REVIEW:</b>	
<b>RECOMMENDED FOR BOARD ACTION:</b> Executive Director, Laure Kosey: 	
<b>ITEM HISTORY(PREVIOUS PARK DISTRICT BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, COMMITTEE ACTION, OTHER PERTINENT HISTORY):</b>  In preparation for the publication notice of the Regularly Scheduled Board Meeting Dates, attached are the 2019 dates.  Meetings are scheduled for the third Monday of the month except when the third Monday would occur during a holiday week. In that event, the Board Meeting would be scheduled for the second Monday of the month. For the 2019 calendar, it is not necessary to adjust the Board Meeting Schedule as no dates are affected by holidays.	
<b>ITEM COMMENTARY (BACKGROUND, DISCUSSION, KEY POINTS, RECOMMENDATIONS):</b> The Board will be asked to approve the 2019 meeting dates for the Regularly Scheduled Board Meetings at the Board's December 17, 2018 meeting.	
<b>ACTION PROPOSED:</b> For review and discussion only.	



**2019 Calendar of the Regularly Scheduled Meeting Dates  
of the  
Oak Brook Park District Board of Commissioners**

The Board Meetings are held on the third Monday of the month. The meetings begin at 6:30 p.m. and are held at the Oak Brook Park District Family Recreation Center, 1450 Forest Gate Road, Oak Brook, IL 60523.

January 21, 2019  
February 18, 2019  
March 18, 2019  
April 15, 2019  
May 20, 2019  
June 17, 2019  
July 15, 2019  
August 19, 2019  
September 16, 2019  
October 21, 2019  
November 18, 2019  
December 16, 2019

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

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

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

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

[www.obparks.org](http://www.obparks.org)





## Oak Brook Park District

### BOARD MEETING

#### AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: INTERGOVERNMENTAL AGREEMENT FOR POOL MANAGEMENT SERVICES – VILLAGE OF OAK BROOK AND OAK BROOK PARK DISTRICT**

**AGENDA No.: 8 F**

**MEETING DATE: NOVEMBER 12, 2018**

**STAFF REVIEW:**

Deputy Director, Dave Thommes:

**RECOMMENDED FOR BOARD ACTION:**

Executive Director, Laure Kosey:

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

The Board of Commissioners approved an Intergovernmental Agreement and a resolution at the January 15, 2018 board meeting for Pool Management Services Between the Village of Oak Brook and the Oak Brook Park District for the 2018 outdoor pool season.

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

Staff was pleased with the management experience this past summer at the Bath & Tennis Club. A post season survey was conducted by Park District staff which revealed that a majority of users were happy with the service the Park District provided and also highlighted a few areas that could be improved. Several of these items were noted by staff and incorporated into the new agreement.

Park District staff met with the Village Sports Core Advisory Committee in October to present the updated agreement for the 2019 outdoor pool season, which also includes the option to renew for two additional years. The committee was pleased with the updated agreement and was in favor of the Park District continuing to manage the aquatic operations at the Bath & Tennis Club.

Both the Village's and the Park District's attorneys are reviewing the Intergovernmental Agreement. The IGA will be presented to the Board at the December 2018 Board Meeting.

**ACTION PROPOSED:**

For review and discussion only.



## Oak Brook Park District

### BOARD MEETING

#### AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: RESOLUTION 18-1218: A RESOLUTION APPROVING AND AUTHORIZING CHANGE ORDERS INVOLVING AN INCREASE IN THE CONTRACT PRICE WITH CLAUSS BROTHERS, INC. FOR THE CENTRAL PARK IMPROVEMENT PROJECT – EXCAVATION AND SITE UTILITIES**

**AGENDA No.: 8 G**

**MEETING DATE: NOVEMBER 12, 2018**

**STAFF REVIEW:**

Director of Parks and Planning, Bob Johnson:

**RECOMMENDED FOR BOARD ACTION:**

Executive Director, Laure Kosey:

**ITEM HISTORY (PREVIOUS PARK DISTRICT BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, COMMITTEE ACTION, OTHER PERTINENT HISTORY):** On May 21<sup>st</sup> 2018, the Board approved an add change order #1 in the amount of \$8,385 from Clauss Brothers, Inc., a contractor that is performing earth work on the Central Park project. The change order involved moving an additional pile of spoils from a location at Central Park to the sled hill, where it could be incorporated into the hill along with the spoils that were already being stockpiled from the project.

The pile was to be moved after all the spoils from the project had been moved to the hill, however, it became apparent that the hill design was not able to accommodate any additional materials beyond that of the excavated spoils from the Central Park project.

The work outlined in the change order was never executed, and the pile of spoils will remain untouched.

Deductive change order #2 in the amount of \$8,385 reverses change order #1.

As part of the Central Park project, additional earth work on the outfield of field #1 became necessary in order to achieve proper drainage. The result is an add change order #3 in the amount of \$9,250 with Clauss Brothers, Inc.

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

Staff recommends approval of the change orders as outlined above.

**ACTION PROPOSED**

For review and discussion only.

**RESOLUTION NO. 18-1218**

**A RESOLUTION AUTHORIZING AND APPROVING CHANGE ORDERS  
INVOLVING AN INCREASE IN THE CONTRACT PRICE  
WITH CLAUSS BROTHERS, INC.  
(CENTRAL PARK IMPROVEMENTS PROJECT – EXCAVATION & SITE UTILITIES)**

---

**WHEREAS**, during the January 15, 2018 Board Meeting, the Board of Commissioners accepted the bids and authorized agreements between the lowest responsible bidders and the Oak Brook Park District for the Central Park Improvements Project, and

**WHEREAS**, the bid from Claus Brothers, Inc. for the Central Park Improvement excavation and site utilities work was accepted by the Board of Commissioners as the lowest responsible bid and the Board of Commissioners authorized a contract between the Oak Brook Park District and Claus Brothers, Inc. in the amount of \$316,560.00, and

**WHEREAS**, at a prior Board Meeting of the Oak Brook Park District, the Board of Commissioners (“Board”) approved a change order with Clauss Brothers, Inc, as set forth in the following chart; and

<b><u>Change Order #</u></b>	<b><u>Description</u></b>	<b><u>Amount</u></b>
1 Approved at the May 21, 2018 Board Meeting	Additional cost for moving clay spoils to sled hill.	\$8,385.00

**WHEREAS**, the Executive Director has presented and recommended the following proposed change orders to the contract between the District and Clauss Brothers, Inc. for the following amounts:

<b><u>Change Order #</u></b>	<b><u>Description</u></b>	<b><u>Amount</u></b>
2	Deduct to reverse Change Order #1 for moving additional spoils to the sled hill. This work was not performed by this contractor.	(\$8,385.00)
3	Additional cost for additional grading on Field # 1	\$9250.00

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

**WHEREAS**, upon the approval of the change orders the new total for the contract price would be \$325,810.00.



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

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

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

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

PASSED AND APPROVED THIS 17th DAY OF DECEMBER, 2018.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

OTHER: \_\_\_\_\_

\_\_\_\_\_  
Sharon Knitter, President

ATTEST:

\_\_\_\_\_  
Laure Kosey, Secretary

Exhibit A  
Change Orders



# AIA<sup>®</sup> Document G701/CMa<sup>™</sup> – 1992

## Change Order - Construction Manager-Adviser Edition

**PROJECT** (Name and address):

Oak Brook Park District  
Central Park Renovations

**CHANGE ORDER NUMBER:** CB-02

**INITIATION DATE:**

**OWNER:** ☒

**CONSTRUCTION MANAGER:** ☒

**ARCHITECT:** ☒

**TO CONTRACTOR** (Name and address):

Clauss Brothers, Inc.  
12N330 Switzer Road  
Elgin, IL 60124

**PROJECT NUMBERS:** 07-5646-04 /

**CONTRACT DATE:** 1/15/18

**CONTRACT FOR:** Excavation

**CONTRACTOR:** ☐

**FIELD:** ☐

**OTHER:** ☐

### THE CONTRACT IS CHANGED AS FOLLOWS:

The owner finds this Change Order germane to the original contract signed with Clauss Brothers, Inc., and in the best interest of the owner.

The original Contract Sum was

\$ 316,560.00

Net change by previously authorized Change Orders

\$ 8,385.00

The Contract Sum prior to this Change Order was

\$ 324,945.00

The Contract Sum will be decreased by this Change Order in the amount of

\$ 8,385.00

The new Contract Sum including this Change Order will be

\$ 316,560.00

The Contract Time will be increased by Zero (0) days.

The date of Substantial Completion as of the date of this Change Order therefore is

**NOTE:** This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

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

Wight Construction Services, Inc.

2500 N. Frontage Road

Darien, IL 60561

**CONSTRUCTION MANAGER** (Firm name)

Wight & Company

2500 N. Frontage Road

Darien, IL 60561

**ARCHITECT** (Firm name)

**ADDRESS**

**ADDRESS**

**BY** (Signature)

**BY** (Signature)

(Typed name)

**DATE:**

(Typed name)

**DATE:**

Clauss Brothers, Inc.

12N330 Switzer Road

Elgin, IL 60124

**CONTRACTOR** (Firm name)

Oak Brook Park District

1450 Forest Gate Road

Oak Brook, IL 60523

**OWNER** (Firm name)

**ADDRESS**

**ADDRESS**

**BY** (Signature)

**BY** (Signature)

(Typed name)

**DATE:**

(Typed name)

**DATE:**

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User Notes:

(3B9ADA9D)



# Document G701/CMa™ - 1992

## Change Order - Construction Manager-Adviser Edition

<b>PROJECT</b> (Name and address): Oak Brook Park District Central Park Reconfiguration	<b>CHANGE ORDER NUMBER:</b> 001 <b>INITIATION DATE:</b> 5/3/18	<b>OWNER:</b> <input checked="" type="checkbox"/> <b>CONSTRUCTION MANAGER:</b> <input checked="" type="checkbox"/> <b>ARCHITECT:</b> <input checked="" type="checkbox"/> <b>CONTRACTOR:</b> <input type="checkbox"/> <b>FIELD:</b> <input type="checkbox"/> <b>OTHER:</b> <input type="checkbox"/>
<b>TO CONTRACTOR</b> (Name and address): Clauss Brothers, Inc. 12N330 Switzer Road Elgin, IL 60124	<b>PROJECT NUMBERS:</b> 07-5646-04 / <b>CONTRACT DATE:</b> 1/15/18 <b>CONTRACT FOR:</b> Excavation	

### THE CONTRACT IS CHANGED AS FOLLOWS:



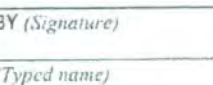
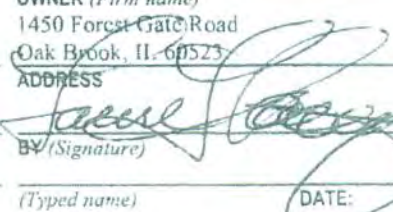
The owner finds this Change Order germane to the original contract signed with Clauss Brothers, Inc., and in the best interest of owner.

The original Contract Sum was	\$ 316,560.00
Net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 316,560.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 8,385.00
The new Contract Sum including this Change Order will be	\$ 324,945.00

The Contract Time will be increased by Zero (0) days.  
The date of Substantial Completion as of the date of this Change Order therefore is

**NOTE:** This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

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

<b>Wight Construction Services, Inc.</b> <b>CONSTRUCTION MANAGER</b> (Firm name) 2500 N. Frontage Road Darien, IL 60561 ADDRESS  BY (Signature) Craig Polte (Typed name) DATE: 5/30/18	<b>Wight &amp; Company</b> <b>ARCHITECT</b> (Firm name) 2500 N. Frontage Road Darien, IL 60561 ADDRESS  BY (Signature) Robert Jims (Typed name) DATE: 2018.6.4
<b>Clauss Brothers, Inc.</b> <b>CONTRACTOR</b> (Firm name) 12N330 Switzer Road Elgin, IL 60124 ADDRESS  BY (Signature) (Typed name) DATE:	<b>Oak Brook Park District</b> <b>OWNER</b> (Firm name) 1450 Forest Gate Road Oak Brook, IL 60521 ADDRESS  BY (Signature) (Typed name) DATE:





# AIA® Document G701/CMa™ – 1992

## Change Order - Construction Manager-Adviser Edition

**PROJECT** (Name and address):

Oak Brook Park District  
Central Park Renovations

**CHANGE ORDER NUMBER:** CB-03

**INITIATION DATE:**

**OWNER:** ☒

**CONSTRUCTION MANAGER:** ☒

**ARCHITECT:** ☒

**CONTRACTOR:** ☐

**FIELD:** ☐

**OTHER:** ☐

**TO CONTRACTOR** (Name and address):

Clauss Brothers, Inc.  
12N330 Switzer Road  
Elgin, IL 60124

**PROJECT NUMBERS:** 07-5646-04 /

**CONTRACT DATE:** 1/15/18

**CONTRACT FOR:** Excavation

### THE CONTRACT IS CHANGED AS FOLLOWS:

This owner finds this Change Order germane to the original contract signed with Clauss Brothers, Inc., and in the best interest of the owner.

The original Contract Sum was	\$ 316,560.00
Net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 316,560.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 9,250.00
The new Contract Sum including this Change Order will be	\$ 325,810.00

The Contract Time will be increased by Zero (0) days.

The date of Substantial Completion as of the date of this Change Order therefore is .

**NOTE:** This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

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

Wight Construction Services, Inc.  
2500 N. Frontage Road  
Darien, IL 60561

**CONSTRUCTION MANAGER** (Firm name)

**ADDRESS**

**BY** (Signature)

(Typed name)

**DATE:**

Clauss Brothers, Inc.  
12N330 Switzer Road  
Elgin, IL 60124

**CONTRACTOR** (Firm name)

**ADDRESS**

**BY** (Signature)

(Typed name)

**DATE:**

Wight & Company  
2500 N. Frontage Road  
Darien, IL 60561

**ARCHITECT** (Firm name)

**ADDRESS**

**BY** (Signature)

(Typed name)

**DATE:**

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

**OWNER** (Firm name)

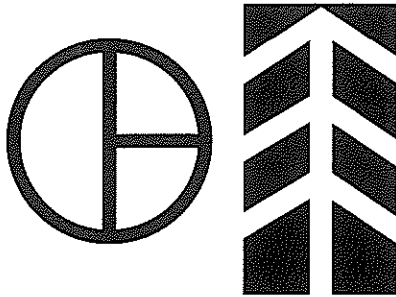
**ADDRESS**

**BY** (Signature)

(Typed name)

**DATE:**





**CLAUSS BROTHERS, Inc.**  
**Landscape Architects & Contractors**

12N330 Switzer Rd.  
Elgin, IL. 60124  
TEL (847) 488-0711  
FAX (847) 488-0551

**Work Authorization Request # 1**

To: Wight Construction Services  
2500 N. Frontage Rd.  
Darien, IL. 60561  
Phone: 630-969-7000  
Attn: Adam Tomsha

Date: 7-27-2016

---

Oakbrook Park District Central Park Improvements

Scope of Work:

- 1) To Complete Re Grading of the Outfield per Design Change – Haul Off Extra to Sled Hill  
1 L.S.

**\$ 9,250.00**

Respectfully Submitted: \_\_\_\_\_  
Peter A. Stevenson , Senior Construction Manager

---

**ACCEPTANCE OF THIS WORK ORDER**


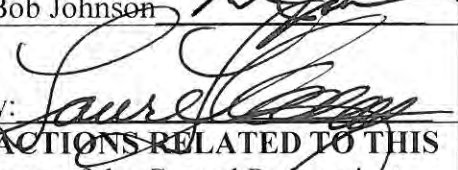
The above pricing is satisfactory and are hereby accepted. The proposed work has been authorized and shall be completed as specified. The amount accepted will be deducted from the allowance provided under this contract.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Company / Organization:** \_\_\_\_\_



## Oak Brook Park District

<b>BOARD MEETING</b> <b>AGENDA ITEM –HISTORY/COMMENTARY</b>	
<b>ITEM TITLE: RESOLUTION 18-1219: A RESOLUTION APPROVING AND AUTHORIZING A CHANGE ORDER INVOLVING AN INCREASE IN THE CONTRACT PRICE WITH M&amp;J ASPHALT PAVING COMPANY FOR THE CENTRAL PARK IMPROVEMENT PROJECT</b>	<b>AGENDA No.: 8 H</b> <b>MEETING DATE: NOVEMBER 12, 2018</b>
<b>STAFF REVIEW:</b> Director of Parks and Planning, Bob Johnson 	
<b>RECOMMENDED FOR BOARD ACTION:</b> Executive Director, Laure Kosey: 	
<b>ITEM HISTORY (PREVIOUS PARK DISTRICT BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, COMMITTEE ACTION, OTHER PERTINENT HISTORY):</b> As part of the Central Park project, backstop fencing was installed on field #1. The posts for the backstop were set in concrete with a concrete barrier curb surrounding them.  During a visit from the Village building inspector, the Park District and Wight Construction were instructed to widen the concrete curbing to provide additional support and to prevent post movement.  The cost of the additional concrete curbing is \$3,594.	
<b>ITEM COMMENTARY (BACKGROUND, DISCUSSION, KEY POINTS, RECOMMENDATIONS):</b> Staff recommends approval of the change order as outlined above.	
<b>ACTION PROPOSED</b> For review and discussion only.	

**RESOLUTION NO. 18-1219**

**A RESOLUTION AUTHORIZING AND APPROVING A CHANGE ORDER  
INVOLVING AN INCREASE IN THE CONTRACT PRICE  
WITH M & J ASPHALT PAVING COMPANY.  
(CENTRAL PARK IMPROVEMENTS PROJECT)**

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**WHEREAS**, during the January 15, 2018 Board Meeting, the Board of Commissioners accepted the bids and authorized agreements between the lowest responsible bidders and the Oak Brook Park District for the Central Park Improvements Project, and

**WHEREAS**, M & J Asphalt Paving Company's Base Bid and Alternate 1 Paver Parking Lot bid for the Concrete Work for the Central Park Improvements was accepted by the Board of Commissioners as the lowest responsible bid and the Board of Commissioners authorized a contract between the Oak Brook Park District and Allied Landscaping Corporation in the amount of \$92,942.00, and

**WHEREAS**, at a prior Board Meeting of the Oak Brook Park District, the Board of Commissioners ("Board") approved a change order with M & J Asphalt Paving Company, as set forth in the following chart, and

<b><u>Change Order #</u></b>	<b><u>Description</u></b>	<b><u>Notes</u></b>	<b><u>Amount</u></b>
1 – Approved at the June 18, 2018 Board Meeting.	Deduction to eliminate the 29ft section of concrete curbing	The concrete curbing work was eliminated as landscape block retaining wall will be built instead by Allied Landscape. The retaining wall prevents steep grass slope adjacent to the playing surface which may not be suitable for barrier-free playground	\$ -388.32

**WHEREAS**, the Executive Director has presented and recommended a proposed change order to the contract between the District and Allied Landscaping Corporation. for the following amount:

<b><u>Change Order #</u></b>	<b><u>Description</u></b>	<b><u>Amount</u></b>
2	Additional cost for the installation of wider curbing around field # 1 backstop.	\$3,594.00

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

**WHEREAS**, upon the approval of said change order, the new total for the contract price would be \$96,147.68.

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF PARK COMMISSIONERS OF THE OAK BROOK PARK DISTRICT, DuPage and Cook Counties, Illinois**, as follows:

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

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

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

PASSED AND APPROVED THIS 17th DAY OF DECEMBER, 2018.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

OTHER: \_\_\_\_\_

\_\_\_\_\_  
Sharon Knitter, President

ATTEST:

\_\_\_\_\_  
Laure Kosey, Secretary

Exhibit A  
Change Order





# AIA® Document G701/CMa™ – 1992

## Change Order - Construction Manager-Adviser Edition

**PROJECT** (Name and address):

Oak Brook Park District  
Central Park Renovations

**CHANGE ORDER NUMBER:** MJ-02

**INITIATION DATE:**

**OWNER:** ☒

**CONSTRUCTION MANAGER:** ☒

**ARCHITECT:** ☒

**CONTRACTOR:** ☐

**FIELD:** ☐

**OTHER:** ☐

**TO CONTRACTOR** (Name and address):

M&J Asphalt Paving Company, Inc.  
3124 S. 60th Court  
Cicero, IL 60804

**PROJECT NUMBERS:** 07-5646-04 /

**CONTRACT DATE:** 01/15/18

**CONTRACT FOR:** Concrete

### THE CONTRACT IS CHANGED AS FOLLOWS:

This owner finds this Change Order germane to the original contract signed with M&J Asphalt Paving Company, Inc., and in the best interest of the owner.

The original Contract Sum was	\$	92,942.00
Net change by previously authorized Change Orders	\$	-388.32
The Contract Sum prior to this Change Order was	\$	92,553.68
The Contract Sum will be increased by this Change Order in the amount of	\$	3,594.00
The new Contract Sum including this Change Order will be	\$	96,147.68

The Contract Time will be increased by Zero (0) days.

The date of Substantial Completion as of the date of this Change Order therefore is

**NOTE:** This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

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

Wight Construction Services, Inc.  
2500 N. Frontage Road  
Darien, IL 60561

**CONSTRUCTION MANAGER** (Firm name)

**ADDRESS**

**BY** (Signature)

(Typed name)

**DATE:**

M&J Asphalt Paving Company, Inc.  
3124 S. 60th Court  
Cicero, IL 60804

**CONTRACTOR** (Firm name)

**ADDRESS**

**BY** (Signature)

(Typed name)

**DATE:**

Wight & Company  
2500 N. Frontage Road  
Darien, IL 60561

**ARCHITECT** (Firm name)

**ADDRESS**

**BY** (Signature)

(Typed name)

**DATE:**

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

**OWNER** (Firm name)

**ADDRESS**

**BY** (Signature)

(Typed name)

**DATE:**



#2,099.00

Asphalt Paving & Patching • Concrete Installation & Repair • Sealcoating • Striping • Excavating • Decorative Paving • Snow & Ice Control

PROJECT:	CHANGE ORDER NUMBER:	CO-3
Oak Brook Park District Central Park Reconfiguration	DATE:	7/5/2018
	M & J PROPOSAL NO.:	2018-0002
	CONTRACT DATE:	1/17/2018
CONTRACTOR:	CONTRACT FOR:	Oak Brook Park District
Wight Construction Services, Inc.		

The Contract is changed as follows:

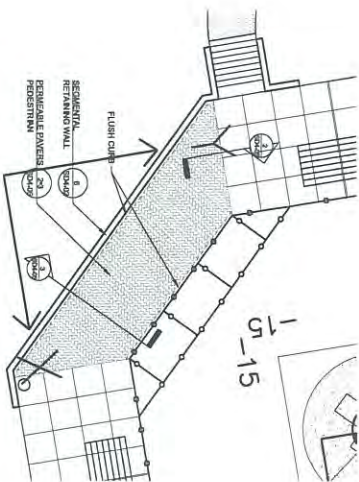
rip sidewalk along fence posts and side boards. 200' framing  
one and compact 1' area along fence posts and side boards. 200' grading  
frame sidewalk along fence posts and side boards that was extended 4" beyond the fence posts per the architects change.  
dig 30 fence posts per Wright Constructions request to solid concrete foundation base.  
frame and retie 40' curb and rebar due to not enough stone base under curb. 160' of rebar to be retied

NOTE: A signed Change Order will be Required before we can proceed.

The original (Contract Sum) was	\$92,942.00
at change by previously authorized Change orders	\$2,099.68
The (Contract Sum) prior to this Change order was	\$95,041.68
The (Contract Sum) will be (increased/decreased) by this Change Order in the amount of	\$3,594.00
The new (Contract Sum) including this Change order will be	\$98,635.68

GENERAL CONTRACTOR	M & J Asphalt Paving Co., Inc.
Address	SUBCONTRACTOR
PRINT NAME	3124 S. 60th Ct., Cicero, IL 60804
IGN	Address
ATE	Nicholas Distasio, VP of Operations
	PRINT NAME
	SIGN
	DATE

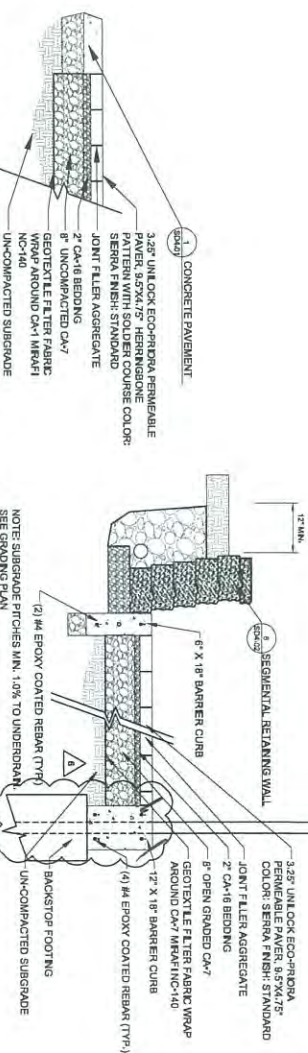




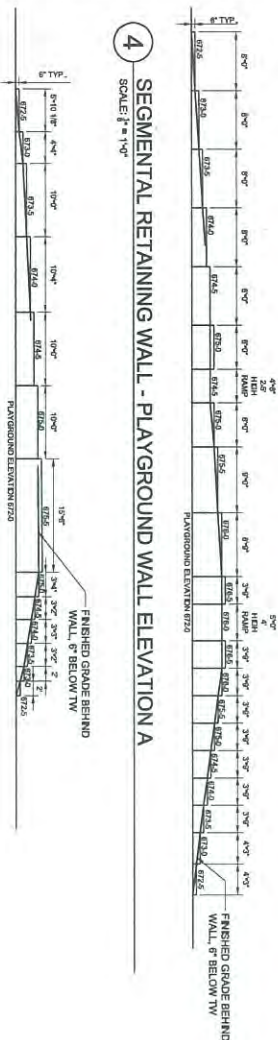
# 1 PERMEABLE PEDESTRIAN PAVERS

# 2 PERMEABLE PAVERS - PEDESTRIAN

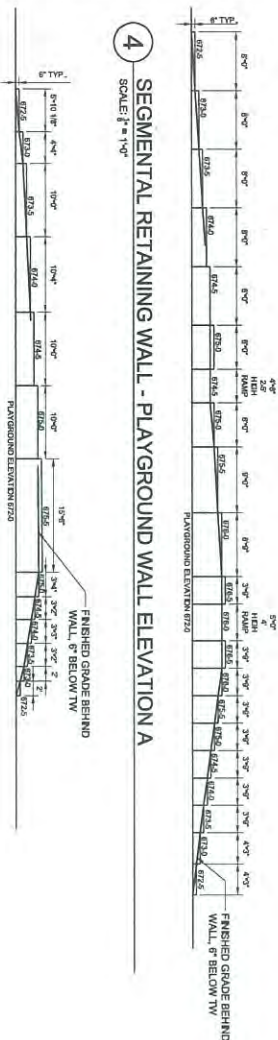
# 3 PERMEABLE PAVERS - PEDESTRIAN



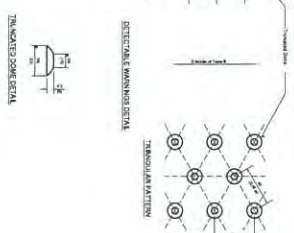
# 4 SEGMENTAL RETAINING WALL - PLAYGROUND WALL ELEVATION A



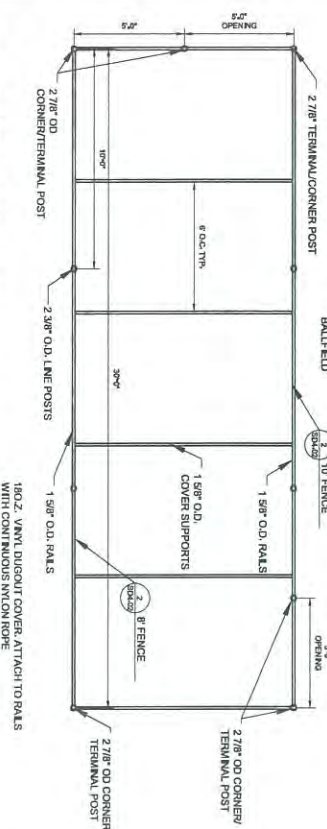
# 5 SEGMENTAL RETAINING WALL - PLAYGROUND ELEVATION B



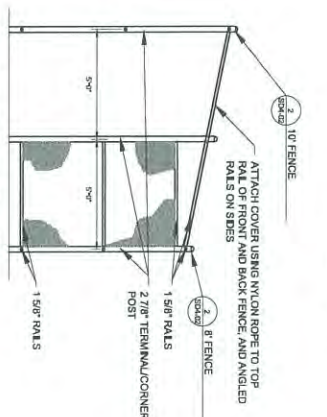
# 6 DETECTIBLE WARNING DETAIL



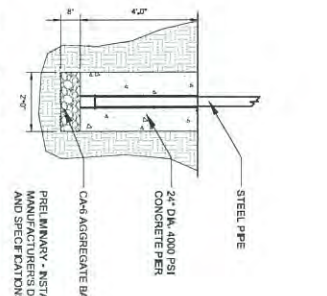
# 7 DUGOUT FRAME PLAN



# 8 DUGOUT ELEVATION



# 9 BARRIER NET FOOTING



**OAK BROOK PARK DISTRICT**  
 1450 Forest Gate Road  
 Oak Brook, IL 60523

**Wight & Company**  
 2500 North Frontage Road  
 Darien, IL 60531  
 P 630.860.7000  
 F 630.860.7879

**SD4.02**

**1450 FOREST GATE ROAD**  
**OAK BROOK, IL 60523**

REV	DESCRIPTION	DATE
1	ISSUED FOR CONSTRUCTION	2-14-18
2	PERMANENT REVISION #2	2-14-18
3	ADDITIONAL	2-14-18
4	ISSUED FOR CONSTRUCTION	2-14-18

**1450 FOREST GATE ROAD**  
**OAK BROOK, IL 60523**



## Oak Brook Park District

### BOARD MEETING

#### AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: RESOLUTION 18-1220: A RESOLUTION APPROVING AND AUTHORIZING A CHANGE ORDER INVOLVING AN INCREASE IN THE CONTRACT PRICE WITH PEERLESS ENTERPRISES, INC. FOR THE CENTRAL PARK IMPROVEMENT PROJECT**

**AGENDA NO.: 81**

**MEETING DATE: NOVEMBER 12, 2018**

**STAFF REVIEW:**

Director of Parks and Planning, Bob Johnson

**RECOMMENDED FOR BOARD ACTION:**

Executive Director, Laure Kosey:

**ITEM HISTORY (PREVIOUS PARK DISTRICT BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, COMMITTEE ACTION, OTHER PERTINENT HISTORY):** As part of the Central Park project, a 4-foot-wide fence gate was to be installed for access along the east side of the Universal Playground.

It became apparent that due to the layout of the walkways and fencing, a gate measuring 5-foot-wide would be more appropriate for the space.

The cost of the wider fence gate is \$715.

**ITEM COMMENTARY (BACKGROUND, DISCUSSION, KEY POINTS, RECOMMENDATIONS):**  
Staff recommends approval of the change order as outlined above.

**ACTION PROPOSED:**

For review and discussion only.

**RESOLUTION NO. 18-1220**

**A RESOLUTION AUTHORIZING AND APPROVING A CHANGE ORDER  
INVOLVING AN INCREASE IN THE CONTRACT PRICE  
WITH PEERLESS ENTERPRISES, INC.  
(CENTRAL PARK IMPROVEMENTS PROJECT)**

---

**WHEREAS**, during the January 15, 2018 Board Meeting, the Board of Commissioners accepted the bids and authorized agreements between the lowest responsible bidders and the Oak Brook Park District for the Central Park Improvements Project, and

**WHEREAS**, Peerless Enterprises, Inc.'s Base Bid and Alternate 1 Paver Parking Lot bid for the Fencing Work for the Central Park Improvements was accepted by the Board of Commissioners as the lowest responsible bid and the Board of Commissioners authorized a contract between the Oak Brook Park District and Peerless Enterprises, Inc. in the amount of \$120,811.00, and

**WHEREAS**, the Executive Director has presented and recommended a proposed change order to the contract between the District and Peerless Enterprises, Inc. for the following amount:

<u><b>Change Order #</b></u>	<u><b>Description</b></u>	<u><b>Amount</b></u>
1	Increase to install a wider access gate in playground fencing.	\$ 715.00

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

**WHEREAS**, upon the approval of said change order, the new total for the contract price would be \$121,526.00.

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF PARK COMMISSIONERS OF THE OAK BROOK PARK DISTRICT, DuPage and Cook Counties, Illinois**, as follows:

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

- A. That the circumstances which necessitated said change order were not reasonably foreseeable at the time the contract was entered into.



- B. That the basis of the change order was not within the contemplation of the contract when the contract was signed.
- C. That it is in the best interests of the District to approve the change order in its proposed forms.
- D. That the change order is germane to the original contract.

**SECTION 2.** That having made the findings set forth in Section 1 above, the Board hereby approves the change order attached hereto as Exhibit “A,” and directs and authorizes the Board’s President to execute said change order on behalf of the District.

PASSED AND APPROVED THIS 17th DAY OF DECEMBER, 2018.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

OTHER: \_\_\_\_\_

\_\_\_\_\_  
Sharon Knitter, President

ATTEST:

\_\_\_\_\_  
Laure Kosey, Secretary

Exhibit A  
Change Order



# AIA® Document G701/CMa™ – 1992

## Change Order - Construction Manager-Adviser Edition

**PROJECT** (Name and address):

Oak Brook Park District  
Central Park Renovations

**CHANGE ORDER NUMBER:** PF-01

**INITIATION DATE:**

**OWNER:** ☒

**CONSTRUCTION MANAGER:** ☒

**ARCHITECT:** ☒

**TO CONTRACTOR** (Name and address):

Peerless Fence  
33 W 401 Roosevelt Road  
West Chicago, IL 60185

**PROJECT NUMBERS:** 07-5646-04 /

**CONTRACT DATE:** 01/15/18

**CONTRACT FOR:** Fencing

**CONTRACTOR:** ☐

**FIELD:** ☐

**OTHER:** ☐

### THE CONTRACT IS CHANGED AS FOLLOWS:

This owner finds this Change Order germane to the original contract signed with Peerless Fence, and in the best interest of the owner.

The original Contract Sum was	\$	120,811.00
Net change by previously authorized Change Orders	\$	0.00
The Contract Sum prior to this Change Order was	\$	120,811.00
The Contract Sum will be increased by this Change Order in the amount of	\$	715.00
The new Contract Sum including this Change Order will be	\$	121,526.00

The Contract Time will be increased by Zero (0) days.

The date of Substantial Completion as of the date of this Change Order therefore is .

**NOTE:** This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

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

Wight Construction Services, Inc.  
2500 N. Frontage Road  
Darien, IL 60561

**CONSTRUCTION MANAGER** (Firm name)

**ADDRESS**

**BY** (Signature)

(Typed name)

**DATE:**

Peerless Fence  
33 W. 401 Roosevelt Road  
West Chicago, IL 60185

**CONTRACTOR** (Firm name)

**ADDRESS**

**BY** (Signature)

(Typed name)

**DATE:**

Wight & Company  
2500 N. Frontage Road  
Darien, IL 60561

**ARCHITECT** (Firm name)

**ADDRESS**

**BY** (Signature)

(Typed name)

**DATE:**

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

**OWNER** (Firm name)

**ADDRESS**

**BY** (Signature)

(Typed name)

**DATE:**