



AGENDA
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
October 21, 2019 – 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 OCTOBER 21, 2019 AGENDA
 - b. APPROVAL OF MINUTES
 - i. September 16, 2019 Regular Meeting Minutes
 - c. APPROVAL OF FINANCIAL STATEMENT ENDING SEPTEMBER 30, 2019
 - i. Approval of Warrant No. 628
4. COMMUNICATIONS/PROCLAMATIONS
 - a. Board of Commissioners to share communications
 - b. Presentation of the Comprehensive Annual Financial Report FY 2018-2019 of the Oak Brook Park District by Ann Van Vooren, Principal at Lauterbach & Amen, LLP.
 - c. Presentation of the Oak Brook Park District Master Vision 2020-2030
5. STAFF RECOGNITION
 - a. Katie Garrett, new Marketing and Communications Administrator
6. REPORTS:
 - a. Administrative, IT, and Marketing Report
 - b. Finance & Human Resources Report
 - c. Recreation & Facilities Report
 - d. Parks & Planning Report





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BOARD OF COMMISSIONERS
October 21, 2019 – 6:30 p.m.
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7. UNFINISHED BUSINESS

- a. Amendment: Personnel Policy Manual: Section III: 3.10 Time-Off Benefits – Vacation Time

8. NEW BUSINESS

- a. Records Management and Disposal
 - i. Application for Authority to Dispose of Local Records No. 15:098: Records Disposal Certificate for Video Surveillance Digital Records (Requires Waiving the Board Rules to Approve at this Meeting.)
- b. RFP for Waste & Recycling Services
- c. Approval of a Travel Expense for Commissioner Attendance at the 2020 IAPD/IPRA Annual Conference, January 24-25, 2020 at the Hyatt Regency Chicago
- d. 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
- e. Central Park West Project Bid
- f. Lacrosse Agreement
- g. Resolution 19-1021: A Resolution Authorizing and Approving a Change Order Involving an Increase in The Contract Price with Evans & Son Blacktop, Inc. for Asphalt Work (Requires Waiving the Board Rules to Approve at this Meeting.)

9. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON NOVEMBER 18, 2019

10. ADJOURNMENT





AGENDA
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
October 21, 2019 – 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 OCTOBER 21, 2019 AGENDA
 - b. APPROVAL OF MINUTES
 - i. September 16, 2019 Regular Meeting Minutes
 - c. APPROVAL OF FINANCIAL STATEMENT ENDING SEPTEMBER 30, 2019
 - i. Approval of Warrant No. 628
4. COMMUNICATIONS/PROCLAMATIONS
 - a. Board of Commissioners to share communications *[For Review and Discussion Only.]*
 - b. Presentation of the Comprehensive Annual Financial Report FY 2018-2019 of the Oak Brook Park District by Ann Van Vooren, Principal at Lauterbach & Amen, LLP. *[For Review and Discussion Only.]*
 - c. Presentation of the Oak Brook Park District Master Vision 2020-2030 *[For Review and Discussion Only.]*
 5. STAFF RECOGNITION
 - a. Katie Garrett, new Marketing and Communications Administrator *[Welcome Katie Garrett, new Marketing and Communications Administrator.]*





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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. Amendment: Personnel Policy Manual: Section III: 3.10 Time-Off Benefits – Vacation Time
[Request a motion (and second) to approve the Amendment: Personal Policy Manual: Section III: 3.10 Time-off Benefits- Vacation Time. Roll Call Vote...]

8. **NEW BUSINESS**
 - a. Records Management and Disposal
 - i. Application for Authority to Dispose of Local Records No. 15:098: Records Disposal Certificate for Video Surveillance Digital Records (Requires Waiving the Board Rules to Approve at this Meeting.)
[Request a motion (and second) to Waive the Board Rules to approve at this meeting the Records Management and Disposal Application for the Authority to Dispose of Local Records No. 5:098, Records Disposal Certificate for Video Surveillance Digital Records. Roll Call Vote...]

Then request a motion (and second) to approve the Records Management and Disposal Application for the Authority to Dispose of Local Records No. 5:098, Records Disposal Certificate for Video Surveillance Digital Records. Roll Call Vote...]
 - b. RFP for Waste & Recycling Services *[For Review and Discussion Only.]*
 - c. Approval of a Travel Expense for Commissioner Attendance at the 2020 IAPD/IPRA Annual Conference, January 24-25, 2020 at the Hyatt Regency Chicago *[For Review and Discussion Only.]*
 - d. 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 *[For Review and Discussion Only.]*
 - e. Central Park West Project Bid *[For Review and Discussion Only.]*
 - f. Lacrosse Agreement *[For Review and Discussion Only.]*





AGENDA
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
October 21, 2019 – 6:30 p.m.
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- g. Resolution 19-1021: A Resolution Authorizing and Approving a Change Order Involving an Increase in The Contract Price with Evans & Son Blacktop, Inc. for Asphalt Work (Requires Waiving the Board Rules to Approve at this Meeting.) *[Request a motion (and second) to waive the Board's Rules to approve at this meeting, Resolution 19-1021: A Resolution Authorizing and Approving a Change Order Involving an Increase to the Contract Price with Evans and Son Blacktop, Inc. in the Amount of \$12,018 for a New Total Cost Not-To-Exceed \$46,827.38. Roll Call Vote...]*

Then Request a Motion (and Second) to approve Resolution 19-1021: A Resolution Authorizing and Approving a Change Order Involving an Increase to the Contract Price with Evans and Son Blacktop, Inc. in the Amount of \$12,018 for a New Total Cost Not-To-Exceed \$46,827.38. Roll Call Vote...]

9. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON NOVEMBER 18, 2019 *[Announce the next Regular Meeting of the Oak Brook Park District Board of Park Commissioners will be held on November 18, 2019, 6:30 p.m.]*
10. ADJOURNMENT *[Request a motion and a second to adjourn the October 21, 2019 Regular Meeting of the Oak Brook Park District Board of Commissioners. All in Favor...]*



**MINUTES OF THE
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
September 16, 2019 – 6:30 p.m.
Canterberry Room**

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

Commissioner Truedson called the Regular Meeting of the Oak Brook Park District to order at 6:30 p.m. Commissioners Tan, and Trombetta answered, “present”. President Knitter and Commissioner Suleiman 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.

Commissioner Suleiman entered the meeting at 6:31 p.m.

2. OPEN FORUM

Commissioner Truedson asked if there was anyone in the audience who wished to address the Board.

No one addressed the Board.

3. CONSENT AGENDA

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

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

Ayes: Commissioners Suleiman, Tan, Trombetta and Truedson

Nays: None

Absent: President Knitter

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

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

Ayes: Commissioners Suleiman, Tan, Trombetta and Truedson

Nays: None

Absent: President Knitter

a. APPROVAL OF SEPTEMBER 16, 2019 AGENDA

b. APPROVAL OF MINUTES

i. August 19, 2019 Regular Meeting Minutes

c. APPROVAL OF FINANCIAL STATEMENT ENDING August 31, 2019

i. Approval of Warrant No. 627

4. COMMUNICATIONS/PROCLAMATIONS

- a. Board of Commissioners to share communications.

Commissioner Truedson asked the Board members if they had any communications to share.

Commissioner Trombetta said he has received complaints about the length of time it is taking to complete the ceiling project in the Recreation Center.

Dave Thommes said the original timeline for the project was August 19th through September 16th, but there was a delay due to Village inspections, so it is hoped that it will be completed this Friday, September 20th.

Commissioner Suleiman said the Universal Playground anniversary party that was held on September 5th, was fantastic and that there was a huge turnout.

There were no further communications.

5. STAFF RECOGNITION

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 reviewed the various items up for Board approval this evening.

Ms. Kosey said a new benefit is being considered to attract new employees that fall in the minimum wage range, which is going up to \$15.00 in Illinois in 2025. The benefit would be to offer to new and existing employees the option of using their vacation time to pay off student loans or to invest in College Savings 529 plans. This will be discussed later under New Business.

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

- b. Finance & Human Resources Report

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

Mr. Salinas said we have now completed one third of the current fiscal year, and all funds continue to show a surplus, with the brightest spot being the Tennis Center which has a \$303,000 surplus.

Mr. Salinas said the annual audit report will be presented at the October 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 annual Autumn Fest is being held this Saturday, and will offer more kid activities. He also noted that the location of the fest will be moved more toward Central Park West.

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

d. Parks & Planning Report

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

Mr. Johnson said he is working with Wight & Co. with the design of the North Fields. He said we just had our initial site visit with a representative from Illinois Department of Natural Resources as part of the OSLAD grant application. Mr. Johnson said we should hear in the November whether we made the first cut for receiving an OSLAD Grant. He said the final decision should be announced in January.

Commissioner Suleiman asked if there is an appeal process if we don't make the first cut.

Mr. Johnson said if we are rejected due to missing documents, OSLAD will reach out to us to obtain what is needed.

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

7. UNFINISHED BUSINESS

a. Asphalt Replacement

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Tan, to accept the base bid from Evans & Son Blacktop, Inc. for the Asphalt Replacement Project and to approve an Agreement between the Oak Brook Park District and Evans & Son Blacktop, Inc. for a not-to-exceed cost of \$25,100.

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

Ayes: Commissioners Suleiman, Tan, Trombetta and Truedson

Nays: None

Absent: President Knitter

b. Ordinance 19-0916: An Ordinance Declaring Surplus Personal Property and Authorizing Conveyance or Sale

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Tan, to approve Ordinance 19-0916: An Ordinance Declaring Surplus Personal Property and Authorizing the Sale or Conveyance Thereof.

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

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

8. NEW BUSINESS

- a. Resolution 19-0917: A Resolution Authorizing and Approving a Change Order Involving an Increase in The Contract Price with Kandu Construction, Inc. (Requires Waiving the Board Rules to Approve at this Meeting.)

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Tan, to waive the Board Rules to approve, at this meeting, Resolution 19-0917: A Resolution authorizing and approving a change order involving an increase to the contract price with Kandu Construction, Inc., in the amount of \$14,000 for a new total not-to-exceed contract cost of \$234,121.65.

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

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

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Tan, to approve Resolution 19-0917: A Resolution authorizing and approving a change order involving an increase to the contract price with Kandu Construction, Inc., in the amount of \$14,000 for a new total not-to-exceed contract cost of \$234,121.65.

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

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

- b. Amendment: Personnel Policy Manual: Section III: 3.10 Time-Off Benefits – Vacation Time

This issue was presented for review and discussion only.

Commissioner Suleiman said we should encourage staff to take vacation time and that we should not put a price on time off. She said it is better for every one's mental health to take time off and that other incentives should be sought to entice people to work at the Park District.

Commissioner Trombetta said he is ambivalent on the issue. He said he can see how some would like to use vacation to pay down student loans. He suggested to offer both options.

Commissioner Tan agreed with Commissioner Suleiman that we should encourage people to take time off because they will be better employees if they take time to relax. However,

he said he believes that employees should be able to decide how to use their time off and agreed with Commissioner Trombetta to offer both options.

Commissioner Truedson asked staff whether there is any research on how offering this incentive has worked with other companies.

Mr. Salinas said this incentive is offered at a lot of other companies and noted that vacation time could be used to pay off various kinds of debt or be used to save for a child's college fund.

There was further discussion regarding this issue and ultimately the Board concurred to offer the option of using only up to 50% and no more than 40 hours of an employee's vacation time per year to pay off debt.

9. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON OCTOBER 21, 2019

Commissioner Truedson announced the next Regular Meeting of The Oak Brook Park District Board of Park Commissioners will be held on October 21, 2019, 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 6:53 p.m.

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

Laure L. Kosey, Executive Director

Oak Brook Park District
General Fund Revenue and Expenditure Summary - Unaudited
Fiscal Year-to-Date Activity through September 30, 2019 and 2018
41.67% completed (5 out of 12 months)

	Fiscal Year 2019/2020- Highlighted items reflect more than 8.33% variance						Highlighted items reflect more than 10% change		
	Original Annual Budget	September 2019 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 2018/2019 Year-To-Date Actual	2019/2020 Y-T-D Actual Higher/ (Lower) than 2018/2019 Y-T-D	Percent Change
REVENUES									
Administration	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	N/A
Finance									
Property Taxes	1,511,116	431,087	1,400,979	-	1,400,979	92.7%	1,319,855	81,123	6.1%
Personal Prop. Repl. Taxes	86,504	-	42,707	-	42,707	49.4%	34,644	8,063	23.3%
Investment Income	12,500	941	4,785	-	4,785	38.3%	4,887	(102)	-2.1%
Other	21,500	1,224	6,925	-	6,925	32.2%	8,855	(1,929)	-21.8%
Central Park North	16,000	7,616	24,057	-	24,057	150.4%	-	24,057	N/A
Central Park	115,450	23,637	91,621	-	91,621	79.4%	68,470	23,150	33.8%
Dean Property	-	-	-	-	-	N/A	-	-	N/A
Building-Recreation Center	946,320	30,795	305,863	-	305,863	32.3%	307,822	(1,959)	-0.6%
Central Park West	85,000	5,694	33,705	-	33,705	39.7%	43,668	(9,963)	-22.8%
TOTAL REVENUES	\$ 2,794,390	\$ 500,994	\$ 1,910,641	\$ -	\$ 1,910,641	68.4%	\$ 1,788,201	\$ 122,440	6.8%
EXPENDITURES									
Administration	\$ 467,670	\$ 30,243	\$ 174,608	\$ 3,112	\$ 177,720	37.3%	\$ 171,593	\$ 3,015	1.8%
Finance	493,901	32,590	159,650	12,317	171,966	32.3%	155,333	4,317	2.8%
Central Park North	15,800	2,821	8,817	1,117	9,935	55.8%	-	8,817	N/A
Central Park	622,485	53,488	267,480	23,174	290,654	43.0%	230,029	37,452	16.3%
Saddlebrook Park	24,500	888	6,837	1,897	8,734	27.9%	12,863	(6,027)	-46.9%
Forest Glen Park	29,650	3,668	8,369	1,469	9,838	28.2%	14,132	(5,763)	-40.8%
Chillem Park	8,750	230	1,489	552	2,041	17.0%	4,139	(2,650)	-64.0%
Dean Property	15,212	433	6,045	859	6,904	39.7%	3,064	2,981	97.3%
Professional Services	52,200	6,399	18,240	-	18,240	34.9%	16,478	1,762	10.7%
Contracts- Maint. DNS	26,000	-	11,602	-	11,602	44.6%	-	11,602	N/A
Building-Recreation Center	956,460	73,613	340,789	38,883	379,673	35.6%	320,514	20,276	6.3%
Central Park West	73,667	3,048	19,691	3,364	23,055	26.7%	13,371	6,320	47.3%
TOTAL EXPENDITURES	\$ 2,786,294	\$ 207,420	\$ 1,023,618	\$ 86,744	\$ 1,110,362	36.7%	\$ 941,515	\$ 82,103	8.7%
TRANSFERS OUT	\$ 326,575	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	N/A
TOTAL EXPENDITURES AND TRANSFERS OUT	\$ 3,112,869	\$ 207,420	\$ 1,023,618	\$ 86,744	\$ 1,110,362	32.9%	\$ 941,515	\$ 82,103	8.7%
REVENUES OVER (UNDER) EXPENDITURES AND TRANSFERS OUT	\$ (318,479)	\$ 293,574	\$ 887,022	\$ (86,744)	\$ 800,279	-278.5%	\$ 846,685	\$ 40,337	4.8%

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

Oak Brook Park District
Recreation Fund Revenue and Expenditure Summary - Unaudited
Fiscal Year-to-Date Activity through September 30, 2019 and 2018
41.67% completed (5 out of 12 months)

	Fiscal Year 2019/2020- Highlighted items reflect more than 8.33% variance						Highlighted items reflect more than 10% change		
	Original Annual Budget	September 2019 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 2018/2019 Year-To-Date Actual	2019/2020 Y-T-D Actual Higher/ (Lower) than 2018/2019 Y-T-D	Percent Change
REVENUES									
Administration									
Property Taxes	\$ 894,120	\$ 255,124	\$ 829,121	\$ -	\$ 829,121	92.7%	\$ 852,516	\$ (23,396)	-2.7%
Personal Prop. Repl. Taxes	27,233	-	13,445	-	13,445	49.4%	10,907	2,538	23.3%
Investment Income	17,500	991	7,097	-	7,097	40.6%	6,735	362	5.4%
Other	2,100	110	850	-	850	40.5%	30,416	(29,565)	-97.2%
Fitness Center	824,288	63,888	358,629	-	358,629	43.5%	372,511	(13,882)	-3.7%
Aquatic Center	487,200	42,495	219,614	-	219,614	45.1%	225,725	(6,111)	-2.7%
Aquatic Recreation Prog.	573,646	43,304	318,624	-	318,624	55.5%	307,616	11,008	3.6%
Children's Programs	108,469	6,415	66,561	-	66,561	61.4%	57,882	8,679	15.0%
Preschool Programs	275,956	22,576	71,683	-	71,683	26.0%	79,836	(8,153)	-10.2%
Youth Programs	191,733	3,611	197,510	-	197,510	103.0%	161,564	35,946	22.2%
Adult Programs	50,280	623	30,418	-	30,418	60.5%	33,878	(3,460)	-10.2%
Pioneer Programs	73,700	1,621	45,726	-	45,726	62.0%	48,131	(2,405)	-5.0%
Special Events and Trips	97,245	6,696	66,196	-	66,196	68.1%	59,055	7,141	12.1%
Marketing	49,000	3,900	30,675	-	30,675	62.6%	14,300	16,375	114.5%
TOTAL REVENUES	\$ 3,672,469	\$ 451,353	\$ 2,256,149	\$ -	\$ 2,256,149	61.4%	\$ 2,261,073	\$ (4,924)	-0.2%
EXPENDITURES									
Administration	\$ 847,508	\$ 40,611	\$ 265,187	\$ 27,280	\$ 292,467	31.3%	\$ 238,923	\$ 26,264	11.0%
Fitness Center	660,790	39,412	242,955	25,336	268,291	36.8%	234,705	8,250	3.5%
Aquatic Center	807,631	41,522	312,771	39,032	351,803	38.7%	274,553	38,219	13.9%
Aquatic Recreation Prog.	286,016	2,645	91,547	7	91,554	32.0%	86,318	5,229	6.1%
Children's Programs	84,865	4,166	31,694	8,758	40,452	37.3%	25,122	6,572	26.2%
Preschool Programs	238,979	13,492	50,149	895	51,044	21.0%	50,091	58	0.1%
Youth Programs	141,793	4,445	86,723	30	86,753	61.2%	79,104	7,619	9.6%
Adult Programs	44,389	1,679	12,682	15,004	27,686	28.6%	10,445	2,236	21.4%
Pioneer Programs	71,334	-	24,204	13,369	37,573	33.9%	27,293	(3,089)	-11.3%
Special Events and Trips	81,940	6,238	49,313	866	50,179	60.2%	53,774	(4,462)	-8.3%
Marketing	363,335	12,365	127,789	36,070	163,859	35.2%	119,295	8,494	7.1%
Capital Outlay	220,000	43,674	43,674	20,000	63,674	19.9%	205,722	(162,048)	-78.8%
TOTAL EXPENDITURES	\$ 3,848,579	\$ 210,248	\$ 1,338,687	\$ 186,648	\$ 1,525,335	34.8%	\$ 1,405,344	\$ (66,657)	-4.7%
TRANSFERS OUT	\$ 81,011	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	N/A
TOTAL EXPENDITURES AND TRANSFERS OUT	\$ 3,929,590	\$ 210,248	\$ 1,338,687	\$ 186,648	\$ 1,525,335	34.1%	\$ 1,405,344	\$ (66,657)	-4.7%
REVENUES OVER (UNDER) EXPENDITURES	\$ (257,120)	\$ 241,105	\$ 917,462	\$ (186,648)	\$ 730,814	-356.8%	\$ 855,728	\$ 61,733	7.2%

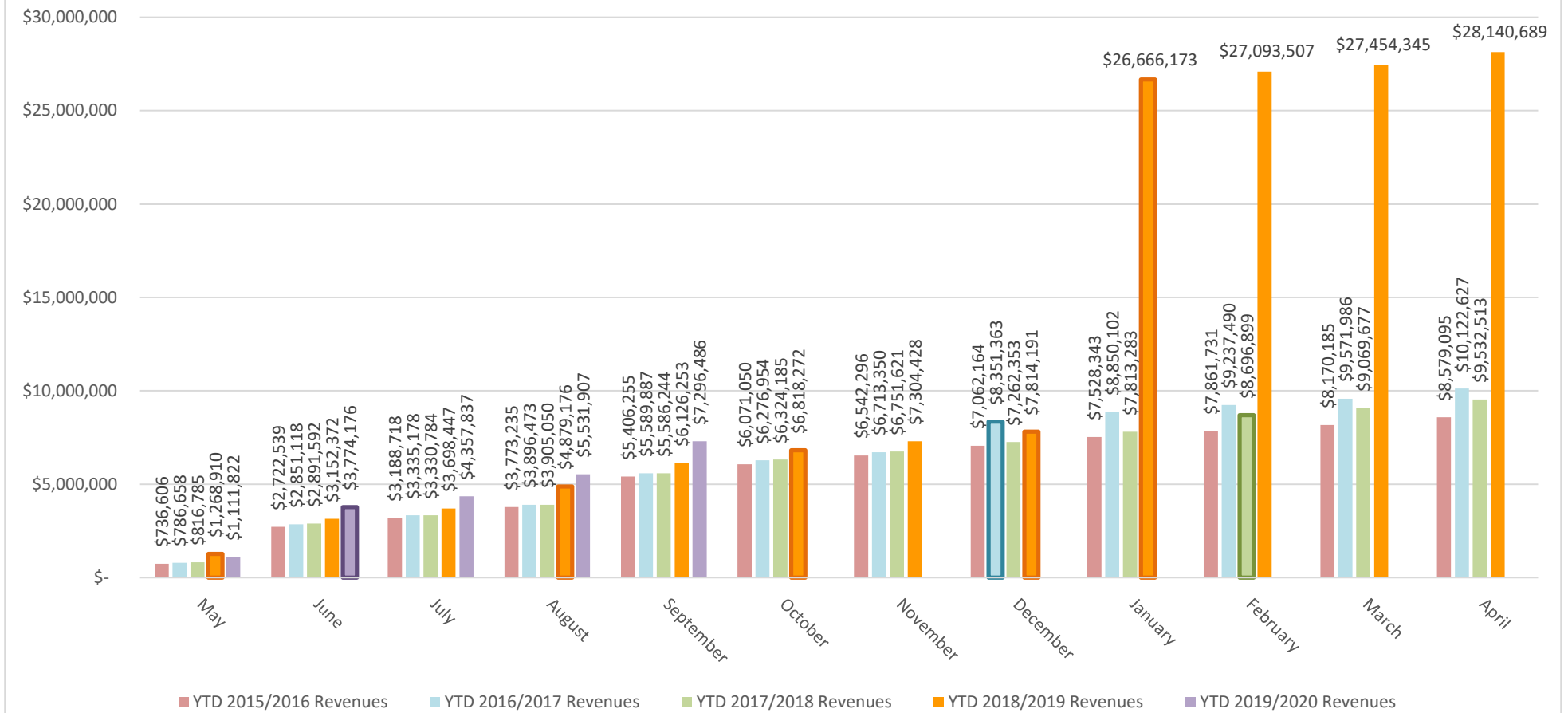
Note> Fiscal year 2019/2020 highlighted items reflect a variance of one month or greater (i.e. +/- 8.33%). When comparing current fiscal year to prior fiscal year, highlighted items reflect a variance of +/-10.00% or greater.

Oak Brook Park District
Tennis Center (Recreational Facilities Fund) Revenue and Expense Summary - Unaudited
Fiscal Year-to-Date Activity through September 30, 2019 and 2018
41.67% completed (5 out of 12 months)

	Fiscal Year 2019/2020- Highlighted items reflect more than 8.33% variance						Highlighted items reflect more than 10% change		
	Original Annual Budget	September 2019 Actual	Year-To-Date Actual	Encumbered	Year-To-Date Actual + Encumbered	Y-T-D Actual, as a % of Original Annual Budget	Fiscal Year 2018/2019 Year-To-Date Actual	2019/2020 Y-T-D Actual Higher/ (Lower) than 2018/2019 Y-T-D	Percent Change
REVENUES									
Administration	\$ 18,000	\$ 2,270	\$ 9,766	\$ -	\$ 9,766	54.3%	\$ 3,479	\$ 6,288	180.8%
Building- Racquet Club	500	155	479	-	479	95.9%	-	479	N/A
Programs- Racquet Club	1,688,500	148,747	898,006	-	898,006	53.2%	822,192	75,815	9.2%
TOTAL REVENUES	\$ 1,707,000	\$ 151,172	\$ 908,252	\$ -	\$ 908,252	53.2%	\$ 825,670	\$ 82,582	10.0%
EXPENSES									
Administration	\$ 708,843	\$ 37,459	\$ 199,388	\$ 11,080	\$ 210,468	28.1%	\$ 188,898	\$ 10,490	5.6%
Building- Racquet Club	365,010	21,075	106,164	30,946	137,110	29.1%	114,879	(8,714)	-7.6%
Programs- Racquet Club	694,500	30,033	217,083	3,706	220,789	31.3%	207,801	9,282	4.5%
Capital Outlay	260,000	19,461	45,243	5,535	50,778	17.4%	15,310	29,933	195.5%
TOTAL EXPENSES	\$ 2,028,353	\$ 108,027	\$ 567,878	\$ 51,267	\$ 619,145	28.0%	\$ 526,887	\$ 40,991	7.8%
REVENUES OVER (UNDER) EXPENSES	\$ (321,353)	\$ 43,145	\$ 340,374	\$ (51,267)	\$ 289,107	-105.9%	\$ 298,783	\$ 41,590	13.9%

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

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



NOTES

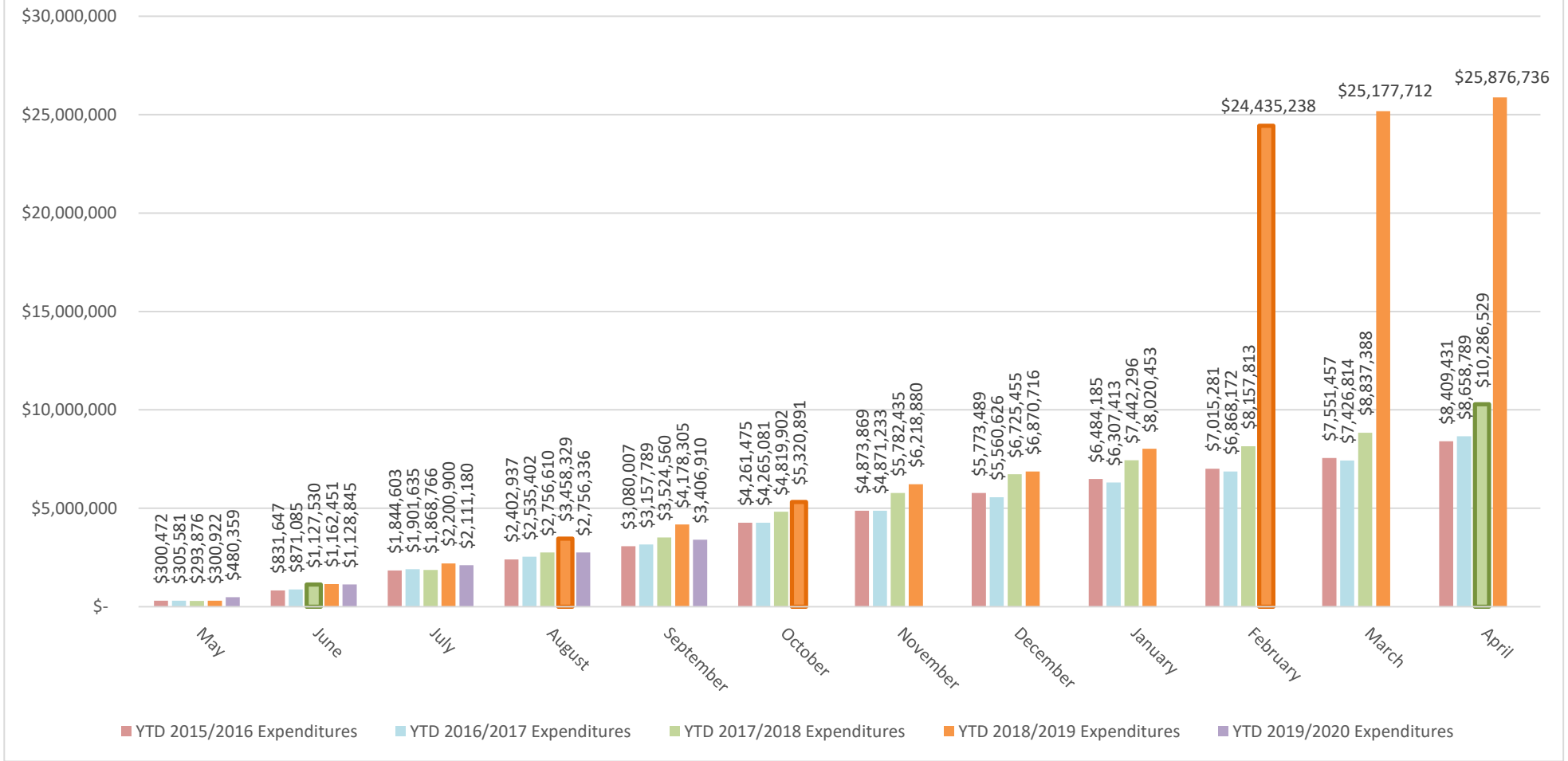
2016/2017: In December 2016 we recorded \$1,163,610 in bond proceeds in the Capital Projects Fund. This is the primary reason for the large increase in YTD revenues during FY 2016/2017.

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 \$229,000 in new revenues related to our management of the Village's aquatic center. Tennis group lesson revenue is also significantly higher than prior year. In January 2019 the District received approximately \$18.1 million in bond proceeds to be used for the purchase of 34 acres of land.

2019/2020: The large increase in YTD revenues beginning in June 2019 is attributed to the increase in property tax receipts in our Debt Service Fund for the repayment of our 2019 "referendum" bonds. The 1st payment on these bonds is scheduled for October 30, 2019.

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

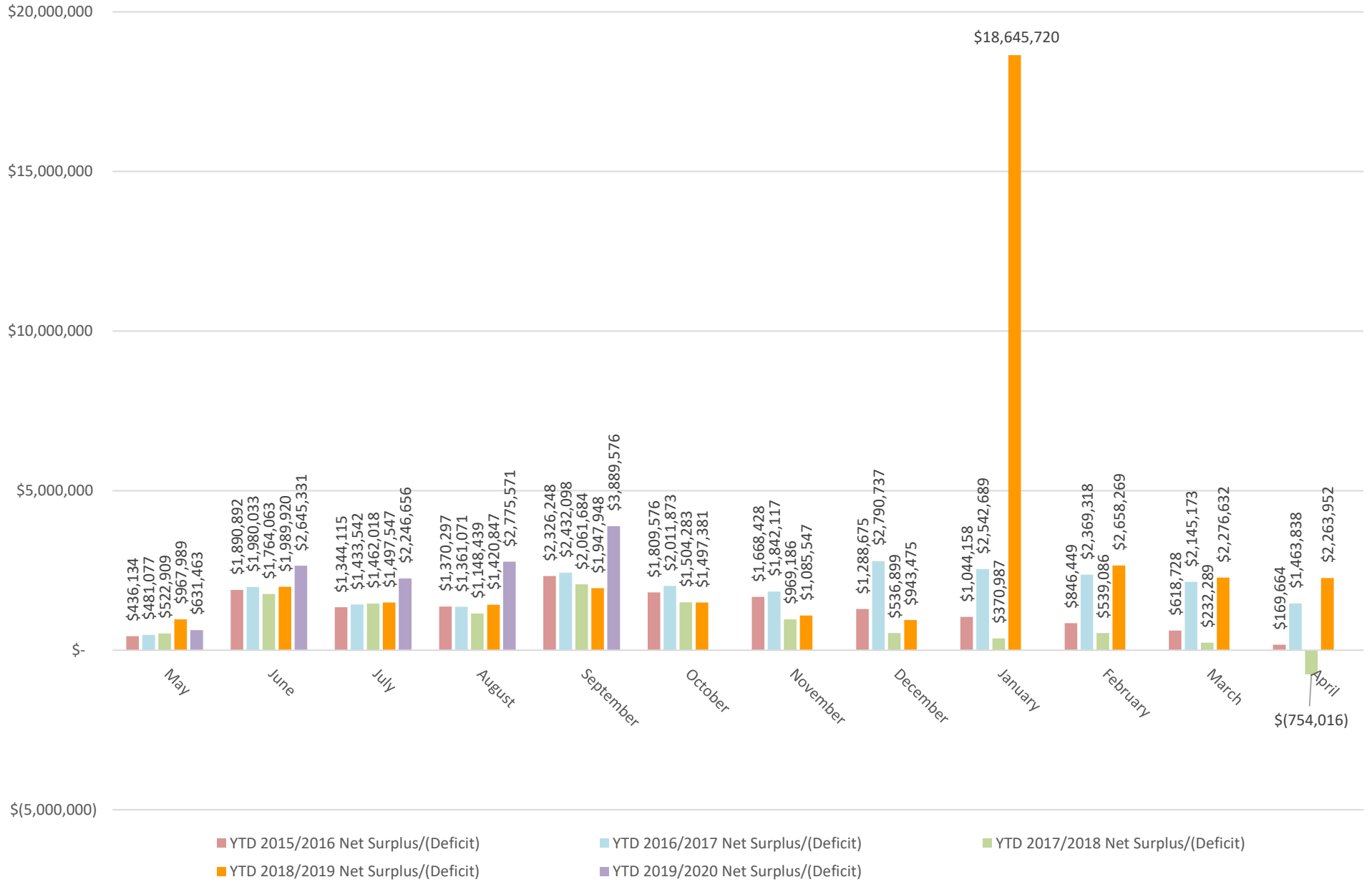


NOTES

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

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

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





OAK BROOK PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT
SEPTEMBER, 2019

FUND NAME	CURRENT MONTH ACTUAL	Y-T-D ACTUAL	ANNUAL BUDGET
GENERAL CORPORATE FUND			
REVENUE	\$ 500,994	\$ 1,910,640	\$ 2,794,390
EXPENSES	\$ 207,420	\$ 1,023,618	\$ 3,112,869
SURPLUS/(DEFICIT)	\$ 293,574	\$ 887,022	\$ (318,479)
RECREATION FUND			
REVENUE	\$ 451,353	\$ 2,256,149	\$ 3,672,469
EXPENSES	\$ 210,248	\$ 1,338,687	\$ 3,929,590
SURPLUS/(DEFICIT)	\$ 241,105	\$ 917,462	\$ (257,120)
IMRF FUND			
REVENUE	\$ 43,033	\$ 151,827	\$ 174,687
EXPENSES	\$ 12,530	\$ 74,553	\$ 200,000
SURPLUS/(DEFICIT)	\$ 30,503	\$ 77,274	\$ (25,313)
LIABILITY INSURANCE FUND			
REVENUE	\$ 49,787	\$ 165,018	\$ 180,816
EXPENSES	\$ 2,834	\$ 67,762	\$ 162,207
SURPLUS/(DEFICIT)	\$ 46,953	\$ 97,256	\$ 18,608
AUDIT FUND			
REVENUE	\$ 19	\$ 96	\$ 250
EXPENSES	\$ -	\$ 11,513	\$ 13,113
SURPLUS/(DEFICIT)	\$ 19	\$ (11,417)	\$ (12,863)
DEBT SERVICE FUND			
REVENUE	\$ 441,524	\$ 1,434,957	\$ 1,978,533
EXPENSES	\$ -	\$ 7,073	\$ 1,977,969
SURPLUS/(DEFICIT)	\$ 441,524	\$ 1,427,884	\$ 564



OAK BROOK PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT
SEPTEMBER, 2019

FUND NAME	CURRENT MONTH ACTUAL	Y-T-D ACTUAL	ANNUAL BUDGET
RECREATIONAL FACILITIES FUND (TENNIS CENTER)			
REVENUE	\$ 151,172	\$ 908,252	\$ 1,707,000
EXPENSES	\$ 108,027	\$ 567,878	\$ 2,028,353
SURPLUS/(DEFICIT)	<u>\$ 43,145</u>	<u>\$ 340,373</u>	<u>\$ (321,353)</u>
SPORTS CORE FUND			
REVENUE	\$ 18,628	\$ 98,928	\$ 222,929
EXPENSES	\$ 15,219	\$ 98,928	\$ 221,223
SURPLUS/(DEFICIT)	<u>\$ 3,409</u>	<u>\$ (0)</u>	<u>\$ 1,705</u>
SPECIAL RECREATION FUND			
REVENUE	\$ 33,483	\$ 108,832	\$ 130,321
EXPENSES	\$ 14,709	\$ 39,698	\$ 117,200
SURPLUS/(DEFICIT)	<u>\$ 18,774</u>	<u>\$ 69,135</u>	<u>\$ 13,121</u>
CAPITAL PROJECT FUND			
REVENUE	\$ 400	\$ 6,669	\$ 317,000
EXPENSES	\$ 7,457	\$ 60,449	\$ 756,000
SURPLUS/(DEFICIT)	<u>\$ (7,057)</u>	<u>\$ (53,780)</u>	<u>\$ (439,000)</u>
SOCIAL SECURITY FUND			
REVENUE	\$ 76,041	\$ 255,118	\$ 282,469
EXPENSES	\$ 16,799	\$ 116,749	\$ 266,563
SURPLUS/(DEFICIT)	<u>\$ 59,242</u>	<u>\$ 138,369</u>	<u>\$ 15,906</u>
SUMMARY			
REVENUE	\$ 1,766,434	\$ 7,296,486	\$ 11,460,863
EXPENSES	\$ 595,245	\$ 3,406,909	\$ 12,785,087
SURPLUS/(DEFICIT)	<u>\$ 1,171,189</u>	<u>\$ 3,889,577</u>	<u>\$ (1,324,224)</u>

OAK BROOK PARK DISTRICT
CONSOLIDATED AGENCY TREASURER'S REPORT
SEPTEMBER, 2019

		CONSOLIDATED
		TOTALS
REVENUES		
Property Taxes	\$	1,329,902
Back Taxes		-
Replacement Taxes		-
Recreation Program Fees		188,739
Rec/Fitness Center Fees		63,888
Rec/Aquatic Center Fees		85,799
Sports Core - Bath & Tennis		18,628
FRC/Building Rental Fees		18,358
Theme Party Rental Fees		618
Recreation Center Fees		11,819
CPW Building Rentals		5,694
Field Rentals Central Park		23,637
Field Rentals Central Park North		7,616
Interest		4,365
Grant Proceeds		-
Debt Certificate Proceeds		-
Transfers		-
Donations		-
Sponsorship		5,450
Miscellaneous		1,922
TOTAL- REVENUES	\$	1,766,434
DISBURSEMENTS		
Warrant No.627	\$	262,842
September Payroll		332,403
TOTAL DISBURSEMENTS	\$	595,245

**Oak Brook Park District
Consolidated Agency Balance Sheet
as of September 30, 2019**

<u>ASSETS</u>	Consolidated Totals
Current Assets	
Cash and Investments	\$ 10,627,315
Receivables - Net of Allowances	-
Property Taxes	4,671,112
Accounts	600,818
Due from Other Funds	-
Prepays	200
Inventories	16,089
Total Current Assets	<u>\$ 15,915,535</u>
Noncurrent Assets	
Capital Assets	
Nondepreciable	40,475
Construction in Process	-
Depreciable	4,788,320
Accumulated Depreciation	<u>(3,187,312)</u>
Total Noncurrent Assets	1,641,483
Total Assets	17,557,017
DEFERRED OUTFLOWS OF RESOURCES	
Deferred Items-IMRF	<u>180,242</u>
Total Assets and Deferred outflows of Resources	<u>17,737,259</u>
<u>LIABILITIES</u>	
Accounts Payable	47,345
Accrued Payroll	14,732
Unearned Revenue	614,558
Due To Other Funds	-
Compensated Absences Payable	<u>3,432</u>
Total Liabilities	680,067
Noncurrent Liabilities	
Compensated Absences Payable	13,723
Net Pension Liability - IMRF	239,549
Total OPEB Liability - RBP	<u>76,570</u>
Total Noncurrent Liabilities	329,842
Total Liabilities	1,009,909
DEFERRED INFLOWS OF RESOURCES	
Deferred Items - IMRF	36,643
Property Taxes	<u>4,671,112</u>
Total Liabilities and Deferred Inflows of Resources	<u>5,717,664</u>
<u>FUND BALANCES</u>	
Net Investment in Capital Assets	1,882,361
Nonspendable	200
Restricted	2,184,027
Committed	5,183,305
Unassigned	<u>2,769,702</u>
Total Fund Balances	<u>12,019,595</u>
Total Liabilities, Deferred Inflows of Resources and Fund Balances	<u>17,737,259</u>



Oak Brook Park District
Capital Expenditures
As of September 30, 2019

DESCRIPTION	VENDOR	DB/CR	CAPITAL ASSET REPLACEMENT	FACILITY/PARK IMPROVEMENTS
Wetland Survet - Central Park North	Cencom, LTD	\$ 1,865.00	\$ -	\$ 1,865.00
Professional Svcs FRC Ceiling Project	Kluber Architects & Engineers	7,084.20		7,084.20
Central Park North Initial Phase	Wight & Company	8,092.88		8,092.88
Central Park North Preliminary Design	Wight & Company	8,812.00		8,812.00
Central Park North Schematic Design	Wight & Company	19,942.50		19,942.50
Central Park North Reimbursable	Wight & Company	251.84		251.84
OSLAD Grant Audit	Lauterbach & Amen	2,000.00		2,000.00
Capital Projects	Robins Schwartz	2,320.50		2,320.50
Stormwater Permit Review	Village of Oak Brook	290.00		290.00
Three "Hearing" Signs	Village of Oak Brook	150.00		150.00
Grant Preparation	Wight & Company	9,640.71		9,640.71
	SUBTOTAL BALANCE	\$ 60,449.63	\$ -	\$ 60,449.63
Recreation Capital				
Parking Lot Maintenance	Denlar, Inc	\$ 20,000.00	\$ -	\$ 20,000.00
Public Facilitation	JSD Professional Services, Inc	480.00		480.00
Forest Glen Playground	Reese Recreation	20,000.00	20,000.00	
2 Replacement Outdoor Basketball Hoops CPW	Tulsa Hoops, inc	3,164.00	3,164.00	
	SUBTOTAL BALANCE	\$ 43,644.00	\$ 23,164.00	\$ 20,480.00
	TOTAL CAPITAL EXPENDITURES	\$ 104,093.63	\$ 23,164.00	\$ 80,929.63

INVOICE REGISTER REPORT FOR OAK BROOK PARK DISTRICT
 EXP CHECK RUN DATES 10/21/2019 - 10/21/2019
 BOTH JOURNALIZED AND UNJOURNALIZED
 OPEN

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
38817	DIRECT ENERGY BUSINESS	09/27/2019	10/21/2019	2,087.72	2,087.72	Open	Y
38857	DORIN IACOB	07/19/2019	10/21/2019	79.50	79.50	Open	Y
38765	EBEL'S ACE HARDWARE #8313	09/04/2019	10/21/2019	17.98	17.98	Open	Y
38766	EBEL'S ACE HARDWARE #8313	09/06/2019	10/21/2019	3.96	3.96	Open	Y
38767	EBEL'S ACE HARDWARE #8313	09/12/2019	10/21/2019	7.19	7.19	Open	Y
38768	EBEL'S ACE HARDWARE #8313	09/17/2019	10/21/2019	15.35	15.35	Open	Y
38840	EBEL'S ACE HARDWARE #8313	09/11/2019	10/21/2019	8.37	8.37	Open	Y
38918	EBEL'S ACE HARDWARE #8313	10/03/2019	10/21/2019	13.11	13.11	Open	N
38919	EBEL'S ACE HARDWARE #8313	10/03/2019	10/21/2019	136.35	136.35	Open	N
38832	ELMHURST MEMORIAL OCCUPATIONAL	09/30/2019	10/21/2019	91.00	91.00	Open	Y
38824	ENVISION HEALTHCARE INC	10/01/2019	10/21/2019	36.00	36.00	Open	Y
38916	FIRST COMMUNICATION LLC	10/01/2019	10/21/2019	947.20	947.20	Open	N
38789	FITNESS EQUIPMENT SERVICES	09/25/2019	10/21/2019	730.00	730.00	Open	Y
38872	FITNESS EQUIPMENT SERVICES	09/12/2019	10/21/2019	929.00	929.00	Open	N
38790	FLAGG CREEK WATER RECLAMATION	09/28/2019	10/21/2019	2,244.86	2,244.86	Open	Y
38791	FLAGG CREEK WATER RECLAMATION	09/28/2019	10/21/2019	30.20	30.20	Open	Y
38792	FLAGG CREEK WATER RECLAMATION	09/28/2019	10/21/2019	122.44	122.44	Open	Y
38793	FLAGG CREEK WATER RECLAMATION	09/28/2019	10/21/2019	51.96	51.96	Open	Y
38859	GRAINGER	08/29/2019	10/21/2019	277.34	277.34	Open	N
38860	GRAINGER	09/20/2019	10/21/2019	48.82	48.82	Open	N
38876	Guido, Staci	04/25/2019	10/21/2019	100.00	100.00	Open	N
38769	HAGG PRESS	09/20/2019	10/21/2019	300.00	300.00	Open	Y
38873	HALOGEN SUPPLY COMPANY, INC.	10/10/2019	10/21/2019	364.60	364.60	Open	N
38842	HINSDALE NURSERIES INC	09/17/2019	10/21/2019	5,383.00	5,383.00	Open	Y
38861	HINSDALE NURSERIES INC	09/27/2019	10/21/2019	95.00	95.00	Open	Y
38903	HOME DEPOT CREDIT SERVICES	09/03/2019	10/21/2019	19.66	19.66	Open	N
38904	HOME DEPOT CREDIT SERVICES	09/19/2019	10/21/2019	52.71	52.71	Open	N
38905	HOME DEPOT CREDIT SERVICES	09/12/2019	10/21/2019	215.96	215.96	Open	N
38906	HOME DEPOT CREDIT SERVICES	09/17/2019	10/21/2019	94.22	94.22	Open	N
38907	HOME DEPOT CREDIT SERVICES	09/17/2019	10/21/2019	42.88	42.88	Open	N
38917	HOME DEPOT CREDIT SERVICES	09/03/2019	10/21/2019	10.41	10.41	Open	N
38866	HP PRODUCTS	09/16/2019	10/21/2019	1,950.82	1,950.82	Open	N
38871	HP PRODUCTS	09/04/2019	10/21/2019	1,563.50	1,563.50	Open	N
38771	HTBSCREDIT	09/10/2019	10/21/2019	159.46	159.46	Open	Y
38819	HTBSCREDIT	09/24/2019	10/21/2019	142.62	142.62	Open	Y
38820	HTBSCREDIT	10/02/2019	10/21/2019	143.39	143.39	Open	Y
38902	HTBSCREDIT	10/08/2019	10/21/2019	69.62	69.62	Open	N
38878	JACKIE YU	04/25/2019	10/21/2019	93.91	93.91	Open	N
38825	JAMES LEZATTE	09/30/2019	10/21/2019	414.00	414.00	Open	Y
38796	JOHNSTONE SUPPLY	09/04/2019	10/21/2019	820.82	820.82	Open	Y
38850	JOHNSTONE SUPPLY	09/16/2019	10/21/2019	64.78	64.78	Open	Y
38894	JOHNSTONE SUPPLY	07/01/2019	10/21/2019	214.64	214.64	Open	N
38895	JOHNSTONE SUPPLY	07/02/2019	10/21/2019	16.94	16.94	Open	N
38787	JSD PROFESSIONAL SERVICES INC	09/13/2019	10/21/2019	9,277.02	9,277.02	Open	Y
38923	KANDU CONSTRUCTION	10/07/2019	10/21/2019	122,103.81	122,103.81	Open	N
38899	KEEPER GOALS	10/03/2019	10/21/2019	178.00	178.00	Open	N
38882	KIM CATRIS	10/08/2019	10/21/2019	258.35	258.35	Open	N

INVOICE REGISTER REPORT FOR OAK BROOK PARK DISTRICT
 EXP CHECK RUN DATES 10/21/2019 - 10/21/2019
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Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
38762	KLUBER ARCHITECTS & ENGINEERS	08/31/2019	10/21/2019	737.50	737.50	Open	Y
38763	KLUBER ARCHITECTS & ENGINEERS	08/31/2019	10/21/2019	1,125.00	1,125.00	Open	Y
38838	KONICA MINOLTA BUSINESS	09/30/2019	10/21/2019	310.00	310.00	Open	Y
38839	KONICA MINOLTA BUSINESS	09/30/2019	10/21/2019	34.35	34.35	Open	Y
38868	MARKET ACCESS CORP.	09/10/2019	10/21/2019	1,285.00	1,285.00	Open	N
38853	MASTERBLEND INTERNATIONAL LLC	09/05/2019	10/21/2019	310.00	310.00	Open	Y
38874	MAVERICK WINE CO. LLC	10/02/2019	10/21/2019	76.00	76.00	Open	N
38841	MCHENRY SAVINGS BANK	10/02/2019	10/21/2019	334,605.27	334,605.27	Open	Y
38834	McMASTER-CARR	09/19/2019	10/21/2019	77.76	77.76	Open	Y
38815	NATIONAL RECREATION & PARK	09/28/2019	10/21/2019	1,150.00	1,150.00	Open	Y
38797	NEXT GENERATION	09/26/2019	10/21/2019	396.00	396.00	Open	Y
38865	NEXT GENERATION	09/30/2019	10/21/2019	278.25	278.25	Open	Y
38901	NEXT GENERATION	09/30/2019	10/21/2019	1,063.50	1,063.50	Open	N
38794	NICOR GAS	09/26/2019	10/21/2019	374.13	374.13	Open	Y
38869	NORMAN J. LANDRUM	10/07/2019	10/21/2019	731.00	731.00	Open	N
38772	NORTHERN PRINT NETWORK	09/12/2019	10/21/2019	233.50	233.50	Open	Y
38822	NORTHERN PRINT NETWORK	09/24/2019	10/21/2019	153.10	153.10	Open	Y
38830	NORTHERN PRINT NETWORK	09/30/2019	10/21/2019	149.50	149.50	Open	Y
38854	NuTOYS	09/05/2019	10/21/2019	364.00	364.00	Open	Y
38831	OAKBROOK TERRACE PARK DISTRICT	10/02/2019	10/21/2019	64.80	64.80	Open	Y
38843	OZINGA READY MIX CONCRETE INC	09/16/2019	10/21/2019	537.50	537.50	Open	Y
38883	PETTY CASH - CORPORATE ADMIN.	10/07/2019	10/21/2019	73.30	73.30	Open	N
38881	PETTY CASH - RACQUET CLUB	09/16/2019	10/21/2019	50.00	50.00	Open	N
38885	PETTY CASH-RECREATION DEPT.	10/07/2019	10/21/2019	312.99	312.99	Open	N
38798	PFEIFFER'S PEST CONTROL	09/23/2019	10/21/2019	200.00	200.00	Open	Y
38799	PFEIFFER'S PEST CONTROL	09/23/2019	10/21/2019	200.00	200.00	Open	Y
38849	PROVEN BUSINESS SYSTEMS	09/11/2019	10/21/2019	1,278.00	1,278.00	Open	Y
38788	PUTTERMAN ATHLETICS LLC	09/26/2019	10/21/2019	5,535.00	5,535.00	Open	Y
38784	QUEST DIAGNOSTICS	09/25/2019	10/21/2019	433.20	433.20	Open	Y
38884	REVOLUTION SKATE STUDIO LLC	10/12/2019	10/21/2019	406.00	406.00	Open	N
38920	ROBBINS SCHWARTZ	09/30/2019	10/21/2019	6,045.00	6,045.00	Open	N
38835	SERVICE SANITATION, INC.	09/20/2019	10/21/2019	404.00	404.00	Open	Y
38836	SERVICE SANITATION, INC.	09/20/2019	10/21/2019	222.50	222.50	Open	Y
38897	SERVICE SANITATION, INC.	04/05/2019	10/21/2019	404.00	404.00	Open	N
38776	SITEONE LANDSCAPE SUPPLY LLC	09/11/2019	10/21/2019	231.26	231.26	Open	Y
38856	SMART INDUSTRY PRODUCTS	09/12/2019	10/21/2019	360.00	360.00	Open	Y
38823	SOUTH SIDE CONTROL SUPPLY CO	09/24/2019	10/21/2019	452.79	452.79	Open	Y
38898	SOUTH SIDE CONTROL SUPPLY CO	10/07/2019	10/21/2019	24.23	24.23	Open	N
38877	SPRINT PHONE	09/29/2019	10/21/2019	17.25	17.25	Open	N
38851	TAMELING INDUSTRIES INC.	08/29/2019	10/21/2019	196.50	196.50	Open	Y
38852	TAMELING INDUSTRIES INC.	08/22/2019	10/21/2019	126.00	126.00	Open	Y
38770	THE EMPLOYERS ASSOCIATION	09/18/2019	10/21/2019	133.00	133.00	Open	Y
38826	TOM TRUEDSON	09/30/2019	10/21/2019	211.99	211.99	Open	Y
38827	TOM TRUEDSON	09/30/2019	10/21/2019	158.00	158.00	Open	Y
38844	TRUGREEN	09/18/2019	10/21/2019	3,100.00	3,100.00	Open	Y
38845	TRUGREEN	09/16/2019	10/21/2019	3,800.00	3,800.00	Open	Y
38855	TYCO INTEGRATED SECURITY LLC	09/07/2019	10/21/2019	228.98	228.98	Open	Y

INVOICE REGISTER REPORT FOR OAK BROOK PARK DISTRICT
 EXP CHECK RUN DATES 10/21/2019 - 10/21/2019
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Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
38801	UMB BANK N.A.	08/30/2019	10/21/2019	1,226,621.08	1,226,621.08	Open	Y
38773	UNITED LABORATORIES	09/03/2019	10/21/2019	250.74	250.74	Open	Y
38755	VERIZON WIRELESS	09/15/2019	10/21/2019	1,193.72	1,193.72	Open	Y
38858	VILLA PARK ELECTRICAL SUPPLY	10/02/2019	10/21/2019	322.00	322.00	Open	N
38870	VILLA PARK ELECTRICAL SUPPLY	08/22/2019	10/21/2019	652.70	652.70	Open	N
38786	VILLAGE OF OAK BROOK	09/13/2019	10/21/2019	692.25	692.25	Open	Y
38888	VILLAGE OF OAK BROOK	09/30/2019	10/21/2019	9,575.50	9,575.50	Open	N
38889	VILLAGE OF OAK BROOK	09/30/2019	10/21/2019	52.00	52.00	Open	N
38890	VILLAGE OF OAK BROOK	09/30/2019	10/21/2019	241.00	241.00	Open	N
38891	VILLAGE OF OAK BROOK	09/30/2019	10/21/2019	73.00	73.00	Open	N
38892	VILLAGE OF OAK BROOK	09/30/2019	10/21/2019	52.00	52.00	Open	N
38893	VILLAGE OF OAK BROOK	09/30/2019	10/21/2019	10.00	10.00	Open	N
38922	VILLAGE OF OAK BROOK	10/07/2019	10/21/2019	751.06	751.06	Open	N
38775	WAREHOUSE DIRECT WORKPLACE	09/06/2019	10/21/2019	275.40	275.40	Open	Y
38900	WASTE MANAGEMENT OF ILLINOIS I	09/30/2019	10/21/2019	695.85	695.85	Open	N
38785	WIGHT & COMPANY	08/31/2019	10/21/2019	15,030.71	15,030.71	Open	Y
38821	WILSON SPORTING GOODS	09/19/2019	10/21/2019	75.90	75.90	Open	Y
38833	WM J CASSIDY TIRE & AUTO SUPPLY C	10/04/2019	10/21/2019	39.54	39.54	Open	Y
# of Invoices: 159 # Due: 159				Totals:	1,831,359.36	1,831,359.36	
# of Credit Memos: 0 # Due: 0				Totals:	0.00	0.00	
Net of Invoices and Credit Memos:					1,831,359.36	1,831,359.36	

* 3 Net Invoices have Credits Totalling: (129.89)

10/16/2019 09:54 AM
 User: mkorman
 DB: Oak Brook Park

INVOICE REGISTER REPORT FOR OAK BROOK PARK DISTRICT
 EXP CHECK RUN DATES 10/21/2019 - 10/21/2019
 BOTH JOURNALIZED AND UNJOURNALIZED
 OPEN

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
--- TOTALS BY FUND ---							
	01 - GENERAL CORPORATE FUND			61,525.44	61,525.44		
	02 - RECREATION FUND			44,030.83	44,030.83		
	06 - DEBT SERVICE FUND			1,561,226.35	1,561,226.35		
	07 - RECREATIONAL FACILITIES FUND			138,179.72	138,179.72		
	08 - SPORTS CORE			427.19	427.19		
	12 - CAPITAL PROJECTS FUND			25,969.83	25,969.83		
--- TOTALS BY DEPT/ACTIVITY ---							
	01 - ADMINISTRATION CORPORATE			10,943.89	10,943.89		
	02 - FINANCE			2,524.31	2,524.31		
	04 - CENTRAL PARK NORTH			4,575.67	4,575.67		
	05 - CENTRAL PARK			21,262.49	21,262.49		
	06 - SADDLEBROOK PARK			6,691.40	6,691.40		
	07 - FOREST GLEN PARK			4,077.10	4,077.10		
	08 - CHILLEM PARK			1,180.50	1,180.50		
	09 - DEAN PROPERTY			367.50	367.50		
	10 - PROFESSIONAL SERVICES			6,823.64	6,823.64		
	15 - BUILDING/RECREATION CENTER			10,379.46	10,379.46		
	20 - CENTRAL PARK WEST			1,784.79	1,784.79		
	21 - FITNESS CENTER			8,880.31	8,880.31		
	25 - AQUATIC CENTER			14,756.55	14,756.55		
	26 - AQUATIC-RECREATION PROGRAMS			485.84	485.84		
	30 - CHILDRENS PROGRAMS			406.00	406.00		
	31 - PRESCHOOL PROGRAMS			1,188.33	1,188.33		
	32 - YOUTH PROGRAMS			94.45	94.45		
	40 - ADULT PROGRAMS			2,999.88	2,999.88		
	50 - PIONEER PROGRAMS			772.50	772.50		
	60 - SPECIAL EVENTS & TRIPS			5,027.28	5,027.28		
	71 - BUILDING/RACQUET CLUB			2,732.62	2,732.62		
	75 - PROGRAMS/RACQUET CLUB			4,368.28	4,368.28		
	80 - MARKETING			131,723.39	131,723.39		
	81 - CAPITAL OUTLAY			117.00	117.00		
	94 - DEBT SERVICE FUND			1,561,226.35	1,561,226.35		
	95 - CAPITAL PROJECTS FUND			25,969.83	25,969.83		

Inv Ref#	Vendor	PAID		Inv Amt	Amt Due	Status	Jrnlized
		INTERIM AND REFUND CHECKS Inv Date	Due Date				
38783	AGNES PHILLIPS	09/16/2019	09/26/2019	186.00	0.00	Paid	Y
38777	CHRISTINE KUCZORA	09/03/2019	09/26/2019	118.00	0.00	Paid	Y
38750	DIRECT ENERGY BUSINESS	09/06/2019	09/26/2019	21,313.59	0.00	Paid	Y
38753	FIRST COMMUNICATION LLC	09/01/2019	09/26/2019	947.20	0.00	Paid	Y
38828	GOVERNMENT FINANCE OFF. ASSN.	10/07/2019	10/07/2019	560.00	0.00	Paid	Y
38781	JOAN CIUS	09/03/2019	09/26/2019	112.00	0.00	Paid	Y
38754	JOHN NATALE	09/16/2019	09/26/2019	344.28	0.00	Paid	Y
38800	KONICA MINOLTA PREMIER FINANCE	07/31/2019	09/13/2019	739.00	0.00	Paid	Y
38751	MANDY GLASENER	09/22/2019	09/26/2019	360.00	0.00	Paid	Y
38779	MARY GANNON	09/03/2019	09/26/2019	118.00	0.00	Paid	Y
38778	MARY HALLMAN	09/03/2019	09/26/2019	118.00	0.00	Paid	Y
38752	MEREDITH WERNER	09/23/2019	09/26/2019	700.00	0.00	Paid	Y
38780	SANDY WILCZAK	09/03/2019	09/26/2019	112.00	0.00	Paid	Y
38744	VILLAGE OF OAK BROOK	09/09/2019	09/19/2019	6,026.50	0.00	Paid	Y
38745	VILLAGE OF OAK BROOK	09/09/2019	09/19/2019	335.50	0.00	Paid	Y
38746	VILLAGE OF OAK BROOK	09/09/2019	09/19/2019	199.00	0.00	Paid	Y
38747	VILLAGE OF OAK BROOK	09/09/2019	09/19/2019	73.00	0.00	Paid	Y
38748	VILLAGE OF OAK BROOK	09/09/2019	09/19/2019	146.50	0.00	Paid	Y
38749	VILLAGE OF OAK BROOK	09/09/2019	09/19/2019	10.00	0.00	Paid	Y
38782	YVONNE STOREY	09/03/2019	09/26/2019	112.00	0.00	Paid	Y

# of Invoices:	20	# Due:	0	Totals:	32,630.57	0.00
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00
Net of Invoices and Credit Memos:					32,630.57	0.00

--- TOTALS BY FUND ---

01 - GENERAL CORPORATE FUND	8,730.89	0.00
02 - RECREATION FUND	16,764.69	0.00
07 - RECREATIONAL FACILITIES FUND	7,134.99	0.00

--- TOTALS BY DEPT/ACTIVITY ---

01 - ADMINISTRATION CORPORATE	5,525.42	0.00
02 - FINANCE	789.27	0.00
04 - CENTRAL PARK NORTH	10.00	0.00
05 - CENTRAL PARK	1,799.43	0.00
07 - FOREST GLEN PARK	381.96	0.00
15 - BUILDING/RECREATION CENTER	4,941.44	0.00
20 - CENTRAL PARK WEST	808.79	0.00
21 - FITNESS CENTER	3,969.45	0.00
25 - AQUATIC CENTER	6,811.50	0.00
60 - SPECIAL EVENTS & TRIPS	1,060.00	0.00
71 - BUILDING/RACQUET CLUB	6,189.03	0.00
75 - PROGRAMS/RACQUET CLUB	344.28	0.00



Oak Brook Park District

1450 Forest Gate Road
Oak Brook, IL 60523

Petty Cash Corporate

Petty Cash for Oct. 2019

Received By	Date	Description	Account Number	Amount
L. Kosey	9/23/2019	Transporation NRPA Conference-Baltimore	01-01-690-001	\$44.00
		Total		\$44.00
L. Noonan	9/12/19	Chamber Breakfast	01-02-660-002	\$4.52
N. Strathdee	10/7/19	Lauterbach & Amen, Naperville	01-02-660-002	\$24.78
		Total		\$29.30
		Grand Total		\$73.30



Oak Brook Park District

1450 Forest Gate Road
Oak Brook, IL 60523

Petty Cash Recreation

Petty Cash for Oct. 2019

Received By	Date	Description	Account Number	Amount
D. Thommes	9/4/19	Preschool Supplies	02-31-765-001	\$20.21
	9/11/19	Preschool Supplies	02-31-765-001	\$8.00
	9/11/19	Preschool Supplies	02-31-765-001	\$16.00
	9/11/19	Preschool Supplies	02-31-765-001	\$15.93
	9/11/19	Preschool Supplies	02-31-765-001	\$13.98
	9/11/19	Preschool Supplies	02-31-765-001	\$49.56
	9/20/19	Preschool Supplies	02-31-765-001	\$7.50
	9/24/19	Preschool Supplies	02-31-765-001	\$24.93
	9/26/19	Preschool Supplies	02-31-765-001	\$5.00
	10/1/19	Preschool Supplies	02-31-765-001	\$29.98
	10/1/19	Preschool Supplies	02-31-765-001	\$7.98
	10/1/19	Preschool Supplies	02-31-765-001	\$23.93
	10/2/19	Preschool Supplies	02-31-765-001	\$11.76
	10/4/19	Preschool Supplies	02-31-765-001	\$25.77
		Total		\$260.53
	9/11/19	Office Supplies	02-01-730-001	\$28.15
		Total		\$28.15
L. Littwin	9/12/19	Valet for Parking	02-01-660-002	\$3.00
	9/19/19	Valet for Parking	02-01-660-002	\$2.00
	9/12,18,19,24	Mileage Waterford Banquet,Gibsons,King Bruwaert, OB PD	02-01-660-002	\$19.31
		Total		\$24.31
		Grand Total		\$312.99



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: PRESENTATION OF THE OAK BROOK PARK DISTRICT MASTER VISION 2020-2030

AGENDA No.: 4 C

MEETING DATE: OCTOBER 21, 2019

STAFF REVIEW:

Deputy Director, Dave Thommes:

RECOMMENDED FOR BOARD ACTION:

Executive Director, Laura Kosey:

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

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

The Oak Brook Park District hired Jarrod Scheunemann, Campfire Concepts, to help develop the Park District's Master Vision 2020–2030. Campfire Concepts conducted community outreach through focus group discussions and a community survey to derive data for the community's views on the operation of the Park District and future recreational needs. Simultaneously, Wight and Company also received community, Board of Park Commissioners, and Park District staff input regarding the community's needs for the development of Central Park North Fields.

This rich amount of data was evaluated by Campfire Concepts and by the Park District staff. The data was utilized as a benchmark to national and local standards in parks and recreation. Additionally, as a foundation to the Master Vision 2020–2030, the standards of the Illinois Distinguished Agency Accreditation and the Commission of Accreditation of Park and Recreation Agencies (CAPRA) were also utilized.

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

The Master Vision 2020–2030 is being presented for the Board's first review at this October 21, 2019 Board Meeting to receive additional commissioner input.

The Master Vision 2020–2030 will then be presented for possible Board approval at the November 18, 2019 Board Meeting.

ACTION PROPOSED:

For Review and Discussion Only.

Getting To Know

Katie Garrett

**Marketing &
Communications
Administrator**



Birth date: October 26

I decided to work at the OBPD because: I had heard wonderful things about the staff (which has turned out to be so true!), and working for a CAPRA-Accredited, National Gold Medal Award-winning, Illinois Distinguished Agency is a big deal!

My favorite childhood memory is: Summers playing outside (usually barefoot) with my two closest friends in my neighborhood almost every day – we would ride our bikes, play at the nearby school’s playground, and get other kids together to play ghost in the graveyard.

The last good movie I saw: ‘Vice’, a 2018 bio-pic of former U.S. Vice President Dick Cheney.

The last good book I read: The Road to Little Dribbling by Bill Bryson. If you’re looking for a new author to fall in love with, it’s Bill Bryson. I recommend starting with A Walk in the Woods.

My favorite meal: Irish Shepherd’s Pie **My personal hero:** (The Notorious) Ruth Bader Ginsburg

I’d love to meet: The aforementioned author, Bill Bryson. He is very dry and witty; I think we would get along just fine.

I’m better than anyone else when it comes to: Belting songs in the car like nobody is watching.

My favorite place to vacation is: Vancouver, British Columbia, **because I like to** walk along the coast near Coal Harbour and watch the sea planes take off / land with the water and mountains in the background. It’s fantastic.

My dream/goal is: Make sure our future generations have it better than we do.

Three words that best describe me: Creative, easy-going, optimistic.

Little known fact about me: I play the ukulele!

My most humbling experience: Being diagnosed with cancer. I was lucky that it wasn’t serious and quickly taken care of, but little else puts life in perspective, especially at a relatively young age.

My greatest accomplishment is: working in a daily mindfulness meditation practice into my busy life!



Memo

To: Oak Brook Park District Board of Commissioners
From: Laure Kosey, Executive Director
Date: October 15, 2019
Re: September/October 2019: Communications, IT & Administration

September Board Meeting Follow Up:

Vacation Time Benefit

A new benefit to use vacation time toward student loans or college savings accounts (529) has been amended for board approval. The amendment includes staff may only use up to 50% of vacation time towards this benefit.

October Board Meeting Discussion Points:

National Conference

Please see attached memo regarding National Conference in Baltimore.

Waste & Recycling Services

Staff is recommending the park district go out for RFP to explore better options for waste management.

Lacrosse Agreement

This agreement is a smaller partnership on Wednesdays and the weekends. It also utilizes fewer fields, so there are plenty of options available for the general public.

September Corporate & Community Relations Report:

	FY 2018	FY 2019
Sponsorships	\$30,490.00	\$31,740.00
Ad Space	\$16,950.00	\$21,625.00
Vendors	\$7,600.00	\$10,000.00
In-Kind Donations	\$30,892.30	\$26,098.57
Oak Brook Park District Foundation	\$32,925.95	\$7,265.82

September Revenues:

Sponsorships: \$1,000.00 **Advertising:** \$3,700.00 **Vendors:** \$1,350.00 **In-Kind Donations:** \$5,994.90
Oak Brook Park District Foundation: \$1,151.41

September IT Report:

- Wifi tablets were purchased for staff use around the facilities for inspections. We will be using Productive Park software to digitally record and store inspections.

- New credit card terminals are being configured and installed at the Tennis Center. They are similar to the current chip ones but were needed to be replaced so they are compatible with our new merchant.

September Marketing & Communications Report:

Facebook Analytics

Total Likes: 2695 (up 40)
 Posts: 3
 Total Reach Average: 1,074

Instagram Analytics

Total Followers: 786 (up 17)
 Posts: 1
 Reach: 162
 Impressions: 230

Twitter Analytics

Total Likes: 2695 (up 40)
 Posts: 3
 Total Reach Average: 1,074

Top performing Facebook post for September

Post Details

Performance for Your Post

1,068 People Reached

15 Reactions, Comments & Shares

9 Like	9 On Post	0 On Shares
1 Love	1 On Post	0 On Shares
2 Comments	2 On Post	0 On Shares
3 Shares	3 On Post	0 On Shares

50 Post Clicks

0 Photo Views	27 Link Clicks	23 Other Clicks
---------------	----------------	-----------------

NEGATIVE FEEDBACK

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

Reported stats may be delayed from what appears on posts

obparks.org acquisition value

Referral Values September 2019

Direct: \$47,427.12
 Referrals: \$3,623.00
 Organic Search: \$2,215.00
 Email/Other: \$0

E-Commerce Total:

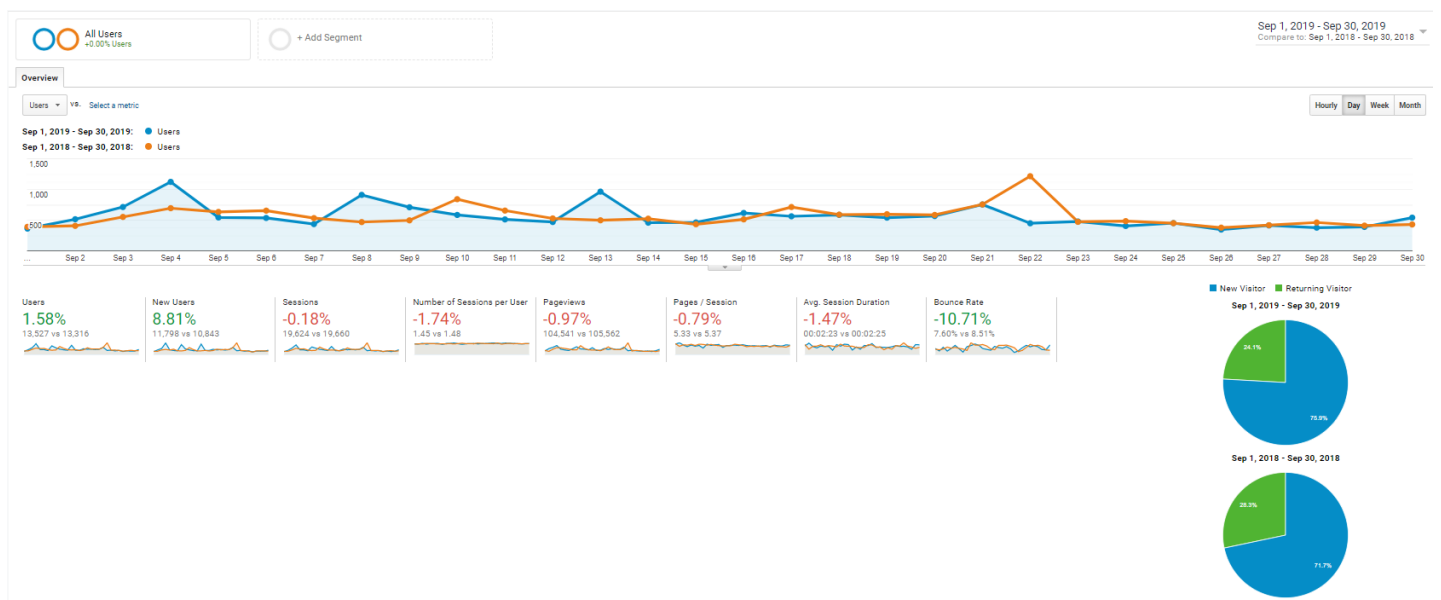
Sept 2019: \$53,344 v. Sept 2018: \$49,294
 YTD 2019: \$757,524 v. YTD 2018: \$616,906

Top Pages

1. Home
2. Facilities/FAC
3. Programs/aquatics
4. Facilities/FRC
5. Facilities/Splash Island
6. Facilities/CPW
7. /parties and rentals
8. /Tennis Programs
9. Rentals/CPW
10. /Programs/Swim lessons


Top Referral Sites/User: Facebook, mykidlist.com, Tennis Source, ActiveNet

Top Referral Site/Revenue: ActiveNet





Memo

To: Oak Brook Park District Board of Commissioners
From: Laure Kosey, Executive Director 
Date: October 10, 2019
Re: National Conference Review

National Conference in Baltimore was very beneficial. Staff focused on sustainability. Over the next 3-5 years, the park district will be creating and implementing a sustainability plan. Below are the sessions that were attended by the Executive Director and at times, the Deputy Director and The Director of Parks & Planning. The Deputy Director and Director of Parks & Planning attended additional sustainability, facility, and customer service sessions. Thank you to the Board of Commissioners for the professional development opportunity.

CAPRA Visitor Training: Attended session to become a CAPRA visitor as well as any new certification protocol for our recertification in 2022.

Opening Session: Cal Ripkin Jr. discussed creating your own brand of success.

Does Your Agency Stifle or Facilitate Innovative Ideas: Presenter (professor from Texas A&M) encouraged leaders to “think outside of the box”. Reiterated that it is okay to fail as long as you learn from mistake and proceed forward.

Creating and Expanding Nature Play Experiences with Plants that Promote Play Value and Education: What plants are friendly near playgrounds as well as a database for native planting in our area.

Tools for Measuring Green Infrastructure Results in Parks: Data analysis of green initiatives (rain barrels, recycling, garbage in, garbage out) in large park systems.

Parks as Green Infrastructure – Some initiatives in city planning: Boring session about bioswales and rain gardens.

Parks with Purpose – Collaborative Models for Community: Presented parks in Atlanta, GA and Baltimore, MD where the community assisted with the plan, design, implementation AND maintenance. Very interesting.



Memo

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

General Fund

We have now completed five months of our current fiscal year. Year-to-date (YTD) revenues, expenditures, and transfers out in this fund equal \$1,910,641, \$1,023,618 and \$0, respectively. This is resulting in a YTD net surplus of \$887,022, which is an increase over last year's net surplus of \$846,685. Following is additional commentary:

- **Revenues-** Total YTD revenues are favorable against budget at 68%, and are also \$122,000 higher than the previous year. Property and PPRT tax receipts account for approximately \$89,000 of this increase. We are also benefitting from increased Central Park field rentals and with Fall soccer season underway, our Central Park North fields have been very busy as well. The preceding is slightly offset by a decrease in rental revenue from our Central Park West facility.
- **Expenditures-** Overall expenditures are favorable against budget at 37%, and are approximately \$82,000 (8.7%) higher than the prior year. The majority of this increase is being driven by our Central Park and Building-Recreation Center departments.
- **Central Park-** Expenditures in this department have increased approximately \$37,000 due to a variety of reasons. During the current year we purchased a field striping machine and paint supplies totaling \$11,933, \$2,300 in playground mulch, an infield grader attachment for \$2,800, portable baseball mounds for \$2,900, and spent \$1,930 to repair a Ford Pickup truck. In addition, we have incurred increased expenditures on weed and grub control services and tree maintenance. During September, \$7,500 in crack sealing and sealcoating costs incurred for our main parking lot was also allocated to this department.
- **Building-Recreation Center-** YTD expenditures are higher than prior year primarily due to the incursion of \$9,400 in costs to upgrade the control panel and other equipment for our Sonitrol security alarm and access control system. We also incurred \$5,296 in costs for the emergency replacement of a boiler pump.

Recreation Fund

YTD revenues, expenditures, and transfers out in this fund equal \$2,256,149, \$1,338,687 and \$0, respectively. This is resulting in a YTD net surplus of \$917,462; which is an increase over prior year's net surplus of \$855,728. Following is additional commentary:

- **Revenues-** Although YTD revenues are favorable against budget at 61%, they are slightly below prior year's total of \$2,261,073. Property taxes in the Administration department are lower than the prior year due to the timing of our collections. In early October 2019 we received an additional \$171,555 in property taxes and such revenue will be reflected in the October financials. In addition, last year we received a \$29,533 donation from the Foundation to benefit our universal playground. This year, we have not yet received a similar donation. In our preschool department, full day preschool revenues have decreased from \$28,169 in the prior year, to \$17,138 in the current year.
- **Expenditures-** Overall expenditures have decreased approximately \$67,000 (4.7%) over the prior year. The primary driver of this decrease is the large decrease in capital expenditures; \$205,722 last year versus \$43,674 in the current year. The current year expenditures were incurred to sealcoat our main parking lot

(\$20,000), purchase playground equipment for installation at Forest Glen Park (\$20,000), and upgrades to our basketball courts at Central Park (\$3,200).

- **Aquatic Center-** Total expenditures are favorable when compared to the budget but higher than the prior year. Full-time wages are higher in the current year due to the fact that in the prior year, the Aquatic Manager position was vacant from mid-April 2018 through July 11, 2018. This resulted in a one-time decrease in wages and health insurance costs.

Recreational Facilities Fund (Tennis Center)

YTD revenues and expenses in this fund are currently at \$908,252 and \$567,878, respectively. This is resulting in a YTD net surplus of \$340,374; which is an increase of \$41,590 (13.9%) over prior year's net surplus of \$298,783.

Following is additional commentary:

- **Revenues-** Total YTD revenues have increased approximately 10% over prior year. Investment income has increased from \$3,241 in the prior year to \$7,413 in the current year. This is due to having a larger cash balance on deposit with Illinois Funds as well as higher investment yields than prior year. In addition, resident and non-resident memberships have increased slightly over prior year. The largest increase is with group lesson revenue (e.g. adult, junior, high performance, camps). Total group lesson revenue has increased from \$434,176 last year to \$504,247 in the current year and is due to increased registrations as many of the classes are currently at their maximum capacity. Tournament fees have also increased from \$10,953, to \$22,103 in the current year and that increase is simply due to timing of the cash receipts. In the prior year, one large payment from the United States Tennis Association wasn't received until October 2018. There has also been a slight decrease in private lesson revenue and daily court fees.
- **Expenses-** Expenses across all departments are currently favorable against the budget despite the increase when compared to last year. Part-time wages in the Programs department have increased approximately \$10,000 (7%) which is expected in light of the increased programming revenue.
- **Capital Outlay-** YTD capital expenditures are approximately three times what they were last year. This year we have incurred \$24,800 in costs to have 4 indoor tennis courts color coated. We have also incurred \$17,181 for the installation of replacement tennis court backdrops, and \$3,262 for the HVAC project that was budgeted at \$200,000 for the current fiscal year.

FINANCE OPERATIONS:

- Finance has begun work on the 2019 property tax levy which will be announced at the November 18, 2019 Board Meeting.
- We established an account with the Electronic Municipal Market Access (EMMA) in order to file the annual continuing disclosures for our 2019 referendum bonds. We are working with Piper Jaffray to assist us with our first filing.
- Marco prepared and filed the 3rd quarter sales tax return with the Illinois Department of Revenue.

HUMAN RESOURCES:

- Linda N. reviewed the potential impact of the recent legalization of recreational cannabis on our existing procedures over pre-employment drug testing as well as documentation of suspected employee impairment. Park District supervisors will be receiving training on this topic in November 2019.



Memo

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

Recreation

- Twelve Pioneers enjoyed a week-long trip with great views and weather in the Black Hills and Badlands of South Dakota! They enjoyed Mt. Rushmore, a cowboy dinner and show, an old steam engine train ride, and many more activities.
- Pioneers activities for the month included: the movie matinee 'The Green Book', Pinstripes, Brain Games, and Hearing Screening.
- Preschool started on September 3rd! The 2's and Bridge to Preschool program are happily transitioned into the Cori's Way Hallway. Parents are happy to have morning drop off at the curb which is new this year.
- Preschool hosted a Book Fair on September 19th and 20th. Due to its popularity, the fair was now been extended to 6 pm.

Aquatics

- Swim Lessons numbers are at 98% of our overall Fall 2018 numbers and 89% of the way to our goal of 110% over the previous years' season.
- Swim team is very comparable to last fall and pretty much at capacity for our staff and space. Staff is looking for assistant coaches to help, but no luck yet.
- Parties are down a bit from last year for September, but looking to rebound in October to be as good or better than last year. With swim lessons going strong, staff will now put their focus into building party numbers back up.
- Bath & Tennis is closed for the season and work has begun on a major facelift for the facility. The season went very well and our survey showed an improvement in our overall score from the feedback over last season. Still, many voices want longer hours and open on Labor Day.
- Staff has been working to make the Pumpkin Swim (October 18) more allergen-friendly to help promote a more inclusive approach to the event. Candy and toys were purchased for the event with a consideration for kids with allergies. We have a capacity for 160, but currently sit at 86 registered.

Fitness

- Group Exercise Spotlight: with the help of the marketing department staff created a "Group Exercise Spotlight" poster to highlight a deserving participant and instructor. It has been placed over the drinking fountain just outside of Studio A and will be updated quarterly.
- Tai Chi has just completed its first 4 weeks of the new session. There are 13 participants in the Wednesday class and 11 in the Saturday class.
- Fitness and recreation staff have made several road trips to visit facilities in pursuit of evaluating the purchase of new cardio equipment in 2020. In the next few months, new pieces of equipment will be on demo to help gauge member feedback.

Tennis

- The Tennis Center hosted the Oak Brook Fall I tournament with 78 participants, September 13th – 15th.
- Roof repairs were completed during September.

Athletics

- With ballfield 1 back from construction, the fall soccer/lacrosse usage on ballfield 1 has filled all of the M-Th. gaps and continues to be used heavily.
- The turf field had one day of the OBSC tournament that spanned into September which accounted for a slight increase in revenue. Typically, the full tournament spans in August every year. The others were just an increase in usage across the board.
- The grass soccer fields have been busy with weekend rentals for games, such as Chicago Blast, Eclipse, and AYSO. This accounts for the large increase in addition to the weather helping with few rainouts. Out of the \$7,075 in grass soccer field rentals, \$5,912.50 came from CPN.
- Despite the weather, Autumn Fest was very successful with participation that filled the parking lots by Central Park West, the soccer fields and even filled up ¾ of one of the soccer fields. New this year was a slingshot, a show with a live crocodile, and many different inflatables and obstacle courses. Families appreciated having all of the children's activities free.
- Open Pickleball has returned for the fall season on October 1st. New this year we have added a Pickleball for Beginners class and have made the open play for intermediate and advanced players.

Facilities

- Preventive maintenance on all tennis center rooftop and air handling HVAC equipment has been completed in house with fan belt and filter replacement.
- Maintenance staff assisted with lobby ceiling project directing traffic, creating alternate gym, fitness center, and track accessibility routing. Maintenance also removed furniture and assisted contractors as well during the evolution.
- A bearing pillow block was replaced on one of the large fans in the unit above the aquatic center in house after the fan bearing assembly had failed. The fan was electrically bypassed to allow the remaining fan to operate while better pricing and recovery of a new bearing system was acquired with a 7-day lead time. The fan was repaired, tested and is back in full operation.
- Retention Results

2019-Sep			
	Retained	Total	Rate
Aquatic	181	186	97.30%
Aqua/Ten	3	3	100.00%
Fitness	330	336	98.20%
Fit/Aqua	179	182	98.40%
Fit/Ten	7	7	93.50%
Premiere	36	37	97.30%
Yearly Total	736	751	98.00%
EFT Aqua	657	664	98.90%
EFT Aqua/Ten	47	48	97.90%
EFT Fitness	1063	1098	96.80%
EFT Fit/Aqua	540	570	94.70%
EFT Fit/Ten	87	90	96.70%
EFT Premiere	128	130	98.50%
Yearly & EFT	3258	3351	97.20%

We gained 44 new members in September.

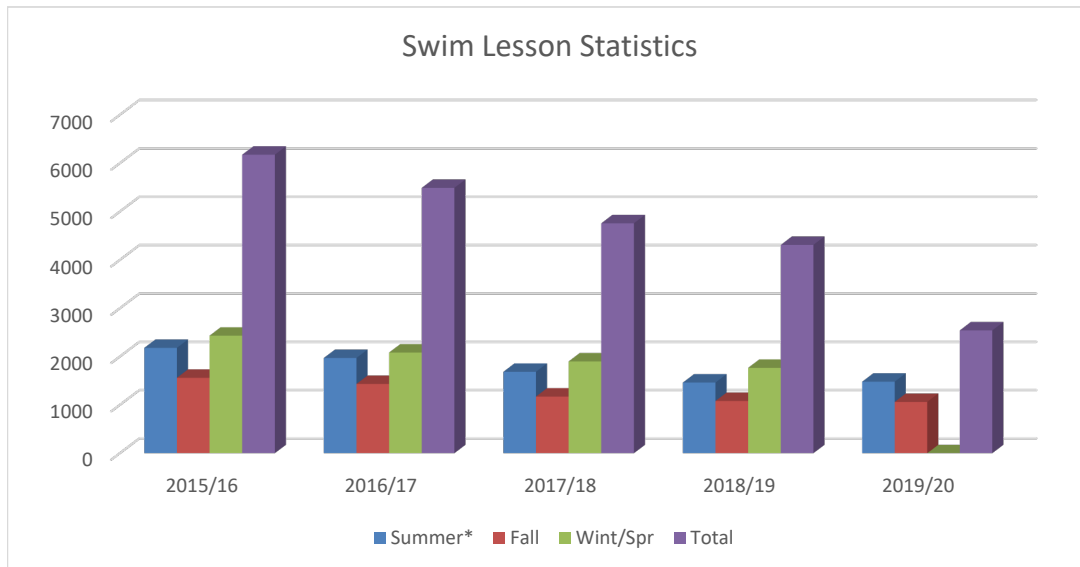


Oak Brook Park District Aquatic Center Swim Lesson and Swim Team Statistics

Swim Lesson Statistics				
	Summer*	Fall	Wint/Spr	Total
2015/16	2181	1562	2433	6176
2016/17	1972	1434	2084	5490
2017/18	1685	1173	1900	4758
2018/19	1463	1082	1767	4312
2019/20	1481	1062	0	2543

*stroke clinic numbers removed from summer lesson totals and moved to swim team numbers for better accuracy

Swim Team Statistics						
	Summer	Fall/Winter	Spring	Spring Training	Stroke Clinic*	Total
2015/16	34	56	53	84	18	245
2016/17	51	68	35	52	6	212
2017/18	32	65	46	73	9	225
2018/19	71	80	77	100	18	346
2019/20	79	78	0	0	not offered	157





Oak Brook Park District
 Aquatic Center
 Aquatic Party Statistics

2019 Aquatic Party Statistics													
Total # Parties	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
Splash Birthday	15	9	24	15	15	12	6	5	8	8			117
Super Splash Birthday	7	3	11	10	10	10	11	12	9	6			89
Group (by day)	7	8	2	8	7	9	13	11	3	4			72
Private (indoors only)	6	4	4	2	2	2	1	2	0	2			25
Private (indoor/outdoor combo)	0	0	0	0	0	1	2	1	0	0			4
Splash Island Birthday	0	0	0	0	0	8	11	6	0	0			25
Camp Rentals	0	0	2	0	1	4	8	1	0	1			17
Lane Rental (lap only)	0	0	0	0	11	7	0	0	0	0			18
Scout	2	1	1	1	0	0	0	0	0	2			7
Total # Parties	37	25	44	36	46	53	52	38	20	23	0	0	374

2018	47	44	48	57	47	60	49	40	36	26	23	25	502
2017	46	52	60	54	43	61	75	37	2*	41	29	52	550



Oak Brook Park District Athletic Fields Rental Report

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

Month	May	June	July	August	September	October	November	December	January	Feb	March	April	18/19 YTD	17/18 Actual
Hours	172	126	79	168	203	210	81	28	0	0	87	155	1,307	1,316
Revenue	\$15,258	\$9,005	\$3,813	\$12,280	\$12,714	\$15,670	\$5,880	\$3,080	\$0	\$0	\$7,465	\$16,085	101,248	\$87,638

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

Month	May	June	July	August	September	October	November	December	January	Feb	March	April	18/19 YTD	17/18 Actual
Hours	91	154	131	145	195	80	0	0	0	0	0	177	971	1,119
Revenue	\$3,156	\$2,081	\$725	\$1,625	\$2,688	\$1,413	\$0	\$0	\$0	\$0	\$0	\$5,575	17,263	\$18,987

Athletic Field Usage 2018/2019 Fiscal Year Baseball Fields

	May	June	July	August	September	October	November	December	January	Feb	March	April	18/19 YTD	17/18 Actual
Hours	116	96	37	24	116	89	12	0	0	0	0	83	572	941
Revenue	\$1,740	\$595	\$100	\$75	\$200	\$800	\$475	\$0	\$0	\$0	\$0	\$1,734	5,719	\$18,160

Grand Total Hours:	2849	3376
Grand Total Revenue:	\$124,230	\$124,785

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

Month	May	June	July	August	September	October	November	December	January	Feb	March	April	19/20 YTD	18/19 YTD
Hours	192	190	153	142	192								868	748
Revenue	\$13,832	\$12,280	\$6,813	\$11,885	\$17,585								\$62,394	\$53,068

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

Month	May	June	July	August	September	October	November	December	January	Feb	March	April	19/20 YTD	18/19 YTD
Hours	254	251	161	153	163								981	715
Revenue	\$10,650	\$8,338	\$3,150	\$4,838	\$7,075								\$34,050	\$10,275

Athletic Field Usage 2019/2020 Fiscal Year Baseball Fields

Month	May	June	July	August	September	October	November	December	January	Feb	March	April	19/20 YTD	18/19 YTD
Hours	155	200	167	101	153								776	388
Revenue	\$3,487	\$3,997	\$1,036	\$1,633	\$6,438								\$16,591	\$2,710

YTD Total Hours:	2626	1850
YTD Total Revenue:	\$113,035	\$66,053



Oak Brook Park District Facility Statistics and Data

Facility Rentals													
	JAN	Feb	March	April	May	June	July	AUG	SEPT	OCT	NOV	DEC	Total
2019													
Gym Rentals	136	134	109	93	83	77	65	82	113				892
Gym Revenue	\$ 19,800.00	\$ 18,003.00	\$ 13,045.00	\$ 10,695.00	\$ 9,665.00	\$ 10,400.00	\$ 8,370.00	\$ 12,755.00	\$ 15,930.00				\$ 118,663.00
Room Rentals	43	57	60	52	50	57	45	46	47				457
Room Revenue	\$ 1,170.00	\$ 2,618.50	\$ 1,055.00	\$ 1,945.00	\$ 3,134.00	\$ 4,249.50	\$ 2,212.00	\$ 1,816.00	\$ 2,475.00				\$ 20,675.00
CPW Rentals	11	9	14	10	11	20	13	17	15				120
CPW Revenue	\$4,990.00	\$3,597.50	\$4,990.00	\$2,760.00	\$4,540.00	\$10,589.00	\$7,312.50	\$7,475.00	\$6,025.00				\$52,279.00
2018													
Gym Rentals	152	131	137	101	78	73	70	96	98	119	139	118	1,312
Gym Revenue	\$ 19,245.00	\$ 18,237.00	\$ 14,510.00	\$ 11,025.00	\$ 6,490.00	\$ 7,412.50	\$ 7,340.00	\$ 20,500.00	\$ 8,950.00	\$ 15,396.00	\$ 17,165.00	\$ 16,075.00	\$ 162,345.50
Room Rentals	57	48	66	64	45	56	47	45	52	52	48	55	635
Room Revenue	\$ 4,409.00	\$ 4,202.00	5,385	4,430	1,900	5,180	4,170	\$ 3,117.00	\$ 4,569.00	\$ 2,980.00	\$ 3,365.00	\$ 3,568.00	\$ 47,275.00
CPW Rentals	8	9	13	12	9	20	11	17	8	8	13	9	137
CPW Revenue	\$4,307.50	\$3,457.50	\$5,501	\$4,950	\$4,590	\$10,325	\$5,780	\$5,340	\$6,182	\$4,720	\$6,013	\$4,465	\$65,631.00
Theme Parties													
	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
2019	0	3	1	0	1	3	2	1	2				13
2018	5	5	8	2	5	5	2	1	4	4	3	6	50



Oak Brook Park District Facility Usage

Facility Usage													
	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
2017	43,582	37,431	45,170	31,760	31,932	35,136	33,194	27,695	17,587	15,789	24,693	24,856	368,825
Weekday Avg.	1,355	1,252	1,597	1,107	1,069	1,342	1,165	911	637	853	976	1,174	1,120
Weekend Avg.	1,531	1,551	1,054	1,071	736	700	944	887	467	672	896	1,037	962
2018	27,978	41,768	44,831	40,154	37,099	41,229	51,465	41,786	33,111	15,789	N/A	38,518	413,728
Weekday Avg.	1,453	1,397	1,510	1,338	1,283	1,522	1,646	1,368	1,150	853	N/A	1,372	1,354
Weekend Avg.	1,499	1,729	1,291	1,339	949	1,031	1,693	1,145	1,011	672	N/A	1,106	1,224
2019	35,683	37,845	45,404	32,925	32,834	36,793	38,389	29,144	6648*				
Weekday Avg.	1,183	1,300	1,354	946	916	1,081	1,096	981	N/A				
Weekend Avg.	1,207	1,317	1,890	1,515	1,586	1,517	1,648	838	N/A				

*Usage counter broken for most of the month. New counter has been purchased and installed.



Oak Brook Park District Family Recreation Center Membership Usage Data

*Members												
	January	February	March	April	May	June	July	August	September	October	November	December
2016	3,524	3,456	3,704	3,623	4,053	4,204	4,333	4,220	3,603	3,571	3,600	3,757
Resident	54%	53%	54%	56%	54%	52%	52%	52%	56%	55%	57%	56%
Non Resident	46%	47%	46%	44%	46%	48%	48%	48%	44%	45%	43%	44%
EFT	2,216	2,674	2,188	2,170	2,205	2,177	2,212	2,207	2,207	2,197	2,209	2,329
2017	3,901	3,715	3,686	3,848	4,150	4,230	4,283	3,812*	3711*	3,665*	3,751	3,859
Resident	55%	53%	53%	54%	53%	52%	52%	54%	55%	55%	53%	52%
Non Resident	45%	47%	47%	46%	47%	48%	48%	46%	45%	45%	47%	48%
EFT	2,481	2,495	2,514	2,538	2,499	2,499	2,511	2,529	2,513	2,520	2,617	2,736
2018	3,902	3,888	4,015	4,132	4,283	4,422	4,457	4,252	3,888	3,816	3,808	3,843
Resident	52%	52%	52%	52%	51%	50%	51%	52%	53%	53%	53%	52%
Non Resident	48%	48%	48%	48%	49%	50%	49%	48%	47%	47%	47%	48%
EFT	2,827	2,836	2,845	2,829	2,810	2,781	2,765	2,763	2,756	2,705	2,724	2741
2019	3,920	3,910	4,053	4,164	4,261	4,386	4,444	4,291	3,707			
Resident	52%	52%	52%	51%	50%	50%	50%	49%	53%			
Non Resident	48%	48%	48%	49%	50%	50%	50%	51%	47%			
EFT	2,806	2,790	2,747	2,746	2,705	2,680	2,678	2,557	2,567			
Usage												
	January	February	March	April	May	June	July	August	September	October	November	December
2016	13,418	13,216	12,915	12,360	11,828	11,750	11,538	10,900	9,097	10,625	10,233	10,034
2017	12,631	11,559	12,351	11,245	14,711	16,596	17,065	12,568*	8238*	12,812	13,327	14,178
2018	15,909	13,043	16,047	14,383	14,333	14,782	15,768	13,472	11,150	13,441	13,424	13,933
2019	15,079	14,004	16,220	13,972	13,287	14,710	17,004	12,887	11,176			

*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: October 15, 2019
Re: Board Report

- The asphalt walking path replacement project has been completed at Saddle Brook and Forest Glen Parks. Additional sections of pavement outside the base scope of work were replaced due to their condition. Additional haul-off of material was required at Saddle Brook Park due to pavement thickness over some areas. Please see agenda history for change order details.
- Staff has continued working with Wight & Company to complete the design/development phase of the Central Park North/Autumn Oaks project.
- Staff planted 40 new evergreen trees at Central Park, including White Pine, Colorado Spruce, and Norway Spruce. The trees are primarily located along Jorie Blvd.
- Fall weed control and turf fertilization was completed in September. The timing of the application was ideal and the turf responded well. The fall turf feeding is an important step for healthy grass in the spring.
- Annual flowers have been removed and over 200 fall mums are planted, thanks to a donation from Hinsdale Nursery.
- The “bee team” is preparing to winterize the hives for the season. Going into the fall the three active colonies are healthy, and the electronic hive monitors installed earlier this year should provide data on the activity in the hives during the cold months.



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: AMENDMENT: PERSONNEL POLICY MANUAL: SECTION III: 3.10 TIME-OFF BENEFITS – VACATION TIME

AGENDA No.: 7 A

MEETING DATE: OCTOBER 21, 2019

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 Board of Park Commissioners most recently approved Section 3.10 Time-off Benefits - Vacation Time, of the Personnel Policy Manual on March 20, 2017. This proposed new benefit is being added with the intent of helping eligible employees save for higher education costs, as well as facilitating employees with the repayment of existing higher education debt. If enacted, it is anticipated that these changes would have a positive impact towards retaining existing employees as well as providing a valuable benefit that can be advertised during the employment recruiting process.

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

The revisions currently being proposed would allow eligible staff to request the conversion of up to 40 hours of available vacation time into cash. The resulting cash proceeds would be remitted by the District directly to the appropriate loan servicer for the repayment of existing college debt. The employee could also elect to have the cash proceeds remitted directly to an existing 529 College Savings Account. This proposed benefit would only apply to debt incurred by the employee, the employee’s spouse, or the employee’s children and any 529 College Savings Account would also need to be for the benefit of these same individuals.

At the September 16, 2019 Board meeting, the Board Commissioners discussed this proposed amendment and directed staff to revise the amendment language to include a percentage limit on the amount of vacation time that may be converted into cash under this new benefit. The accompanying amendment now reflects this additional limit.

ACTION PROPOSED:

Motion (and a second) to approve Amendment: Personnel Policy Manual: Section III: 3.10 Time-off Benefits- Vacation Time.

College Savings and Loan Payment

An employee may elect to cash in no more than 50% of their allotted Vacation time per calendar year, up to a maximum of 40 hours, ~~of available Vacation time per calendar year~~ and direct the funds to an established 529 College Savings Account and/or to a College Loan in their own name, their spouse's name, or their child's name. This election is limited to a one-time request per calendar year, per employee. Contributions/payments will be made directly to the applicable account(s). To take advantage of this benefit, the employee shall complete the 529 College Savings Account Contribution Form and/or the College Loan Payment Form and submit it to the Human Resource Manager no later than November 30th for processing. The employee is responsible for confirming receipt and crediting of the funds to their account(s).

**OAK BROOK PARK DISTRICT
529 COLLEGE SAVINGS ACCOUNT CONTRIBUTION FORM**

Employee Name: _____ Date: _____

I would like to cash in the following benefit hours and forward the funds for deposit to the 529 College Savings Account listed below.

Benefit Hours: _____ Vacation Hours

Please direct the contribution to:

Savings Company Name: _____

Street Address: _____

City/State/Zip: _____

ACCOUNT NUMBER	NAME ON ACCOUNT	RELATIONSHIP TO EMPLOYEE	PERCENT CONTRIBUTION

Employee Signature

Date

**OAK BROOK PARK DISTRICT
COLLEGE LOAN PAYMENT FORM**

Employee Name: _____ Date: _____

I would like to cash in the following benefit hours and forward payment on the student loan(s) listed below.

Benefit Hours: _____ Vacation Hours

Please direct the payment to:

Loan Company Name: _____

Street Address: _____

City/State/Zip: _____

ACCOUNT NUMBER	NAME ON ACCOUNT	RELATIONSHIP TO EMPLOYEE	PERCENT CONTRIBUTION

Employee Signature

Date



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
VIDEO SURVEILLANCE DIGITAL RECORDS**

AGENDA No.: 8 A

MEETING DATE: OCTOBER 21, 2019

STAFF REVIEW:

RECOMMENDED FOR BOARD ACTION: Executive Director, Laura 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.

The District recently identified a new record category which is for the District’s surveillance video data. The Secretary of State has added this record category to the District’s record inventory.

This record category’s retention is as follows:

“When the video recording captures information that contains potentially probative evidence in criminal and civil litigation, it is retained for thirty (30) days after final judgment has been entered and all appeals have been exhausted in the case, then the recording is disposed. When the video recording captures no potentially probative evidence; the recording may be recorded over/over written thirty (30) days after an approved Disposal Certificate is in place.”

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

The District is managing this record category in accordance to the above retention requirements.

The attached “Records Disposal Certificate” is presented to the Board for information, discussion, and possible approval at this meeting. Staff is requesting the Board waive the Board rules to approve the certificate at this meeting so that the District may be prepared for the ongoing management of the video recordings.

Upon the Board’s approval, the “Records Disposal Certificate” the District will submit the paperwork to the Local Records Commission.

ACTION PROPOSED:

A Motion and a second to waive the Board Rules to approve at this meeting the Records Management and Disposal Application for Authority to Dispose of Local Records No. 15:098, Records Disposal Certificate for Video Surveillance Digital Records.

A Motion and a second to approve the Records Management and Disposal Application for Authority to Dispose of Local Records No. 15:098, Records Disposal Certificate for Video Surveillance Digital Records.

RECORDS DISPOSAL CERTIFICATE

TO: Local Records Commission
Margaret Cross Norton Building
Springfield, IL 62756
217-782-7075

Directions:

1. Fill in all blanks and columns.
2. Application item numbers must be listed in numerical order.
3. Record series titles must be listed as they appear on application.
4. Sign and send certificate to above address sixty (60) days prior to disposal date.
5. Retain records until approved copy is returned.
6. This form can be found online at <http://www.cyberdriveillinois.com/>.

APPLICATION #: 15:098

COUNTY: DuPage

FROM: Oak Brook Park District

ADDRESS: 1450 Forest Gate Road
(Agency Division)
Oak Brook, IL 60523
(Street, P.O. Box)
(City, ZIP Code)

CONTACT TELEPHONE: (630) 645-9544

CONTACT EMAIL: bgibellina@obparks.org

APPLICATION ITEM NO.	RECORD SERIES TITLE	INCLUSIVE DATES (MONTH/YEAR)	VOLUME OF RECORDS (Cu. Ft. or MB/GB)
82	Video SrvInc Rcrdings - Dispose daily on May 1-31, 2019	April 2019	15.5 TB
82	Video SrvInc Rcrdings - Dispose daily on June 1-30, 2019	May 2019	15 TB
82	Video SrvInc Rcrdings - Dispose daily on July 1-31, 2019	June 2019	15.5 TB
82	Video SrvInc Rcrdings - Dispose daily on Aug 1-31, 2019	July 2019	15.5 TB
82	Video SrvInc Rcrdings - Dispose daily on Sept 1-30, 2019	Aug 2019	15 TB
82	Video SrvInc Rcrdings - Dispose daily on Oct 1, 31, 2019	Sept 2019	15.5 TB
82	Video SrvInc Rcrdings - Dispose daily on Nov 1-30, 2019	Oct 2019	15 TB
82	Video SrvInc Rcrdings - Dispose daily on Dec 1-31, 2019	Nov 2019	15.5 TB
82	Video SrvInc Rcrdings - Dispose daily on Jan 1-31, 2020	Dec 2019	15.5 TB
82	Video SrvInc Rcrdings - Dispose daily on Feb 1-29, 2020	Jan 2020	14.5 TB
82	Video SrvInc Rcrdings - Dispose daily on Mar 1-31, 2020	Feb 2020	15.5 TB
82	Video SrvInc Rcrdings - Dispose daily on Apr 1-30, 2020	Mar 2020	15 TB
82	Video SrvInc Rcrdings - Dispose daily on May 1-31, 2020	April 2020	15.5 TB
			Total Volume from all pages
			Cu. Ft. _____
			MB/GB <u>198.5</u>

If any of the above records are microfilmed, I hereby certify that they have been reproduced in compliance with standards given in Sections 4000.50 and 4500.50 of the Regulations of the Local Records Commissions.

If the records are digitized, I certify that they have been reproduced in compliance with standards given in Sections 4000.70 / 4500.70 and will be maintained in compliance with standards given in Sections 4000.80 / 4500.80 of the Regulations of the Local Records Commissions.

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:

Date

Approved by ILSOS

Signature

Date

Laure L Kosey, Executive Director

Print name and title on line above

Prepared by: _____

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



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: RFP FOR REFUSE AND RECYCLING SERVICES

AGENDA No: 8-B

MEETING DATE: OCTOBER 21,2019

STAFF REVIEW:

Director of Parks & Planning, Bob Johnson:

Handwritten signature of Bob Johnson in black ink.

RECOMMENDED FOR BOARD ACTION:

Executive Director, Laure Kosey:

Handwritten signature of Laure Kosey in black ink.

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

On October 17, 2017 the Oak Brook Park District and Waste Management, Inc. entered into an agreement for refuse and recycling collection services. The contract provided that the contract could be extended for one (1) year terms, for up to three (3) years, upon approval of such an extension by Waste Management, Inc. and the Park District. The term began on January 1st, 2018. After that term, the contract was extended for one (1) additional year which expires on January 1st, 2020.

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

In lieu of extending the contract for another term, staff would like to pursue pricing from other contractors for refuse and recycling collection services through a request for proposal (RFP).

ACTION PROPOSED: For Review and Discussion Only.



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: APPROVAL OF A TRAVEL EXPENSE FOR COMMISSIONER ATTENDANCE AT THE 2020 IAPD/IPRA ANNUAL CONFERENCE, JANUARY 23-25, 2020 AT THE HYATT REGENCY CHICAGO.

AGENDA No.: 8 C

MEETING DATE: OCTOBER 21, 2019

STAFF REVIEW: Chief Financial Officer, Marco Salinas:

RECOMMENDED FOR BOARD ACTION: Executive Director, Laure Kosey:

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

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 2020 Illinois Association of Park Districts (IAPD) and the Illinois Park and Recreation Association (IPRA) annual conference will be held January 23-25, 2020 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 2020 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 based upon the early bird conference registration discount, which will end December 9, 2019.

At this meeting, staff is seeking a tentative confirmation from each commissioner regarding interest in attending the 2020 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

Name: Commissioner	Department:	Date:	Purpose for Travel: 2020 IAPD/IPRA Conference, Hyatt, Chicago, IL
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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				
01/24/20	\$270	\$0		\$ 125.00	\$ 15.00	\$ 25.00	\$ 35.00	\$ 30.00		\$ 500.00	No Frills Conference Package for Fri & Sat.
					15.00	25.00	35.00			75.00	
										-	
										-	
										-	
										-	
Total:	\$ 270.00	\$ -	\$ -	\$ 125.00	\$ 30.00	\$ 50.00	\$ 70.00	\$ 30.00	\$ -	\$ 575.00	

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

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

2018 Mileage Reimbursement Rate: \$.545 per mile
Scan final approved form and supporting documentation to travel@obparks.org

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



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 D

MEETING DATE: OCTOBER 21, 2019

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 25, 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 16, 2019 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 1, 2019

RE: **CREDENTIALS CERTIFICATE**

The IAPD/IPRA Soaring to New Heights Conference will be held at the Hyatt Regency Hotel, Chicago, Illinois, January 23-25, 2020.

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 25, 2020 at 3:30 p.m. in the Grand Ballroom E/F 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

_____ held at
(Name of Agency)
_____ 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 25, 2020 at 3:30 p.m. in the Grand Ballroom E/F:**

Name **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 1, 2019
RE: **RESOLUTIONS**

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

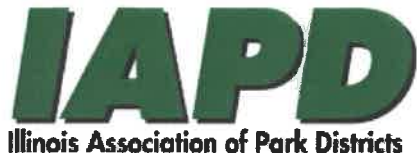
"Section 1. Resolutions for presentation at the Annual Meeting of the Association may be proposed by any member district, the Honors and Resolutions Committee and by the Board of Trustees.

(a) Resolutions must be submitted to the President/CEO no later than sixty (60) days prior (November 26, 2019) 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 11, 2019) 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 26, 2019.



TO: ALL MEMBER DISTRICTS
FROM: Peter M. Murphy, President/CEO
DATE: October 1, 2019
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 26, 2019 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 11, 2019) 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 26, 2019 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: CENTRAL PARK WEST PROJECT BID

AGENDA No.: 8 E

MEETING DATE: OCTOBER 21, 2019

STAFF REVIEW:

Deputy Director, Dave Thommes:

RECOMMENDED FOR BOARD ACTION:

Executive Director, Laura Kosey:

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

Central Park West, previously named “The Shelter,” was built in 1979.

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

With the assistance of Legat Architects and JSD Professional Services, Inc. a facility assessment was conducted on Central Park West. This building evaluation concentrated on building envelope components (roof, walls, windows, and doors), building structure, and building infrastructure (mechanical, electrical, plumbing and fire protection. Upon completion of the assessment, the District was provided with a summary of the existing conditions and recommended actions, prioritized by 1, 5 and 10 years. The total estimated cost for all recommended actions is \$565,000.

In June, the Park District was awarded a \$143,000 grant from the Department of Commerce and Economic Opportunity for costs associated with renovations at Central Park West.

Staff has identified the highest priority projects to be completed with the grant funds.

The current sidewalk access does not meet ADA requirements for exterior accessible routes and staff has been obtaining quotes to complete this work. The cost of this work is anticipated to cost around \$20,000.

Along with the concrete work, the meeting room HVAC equipment is well beyond its useful life, utilizes electricity for heating, which is not cost-effective and cannot provide code required outside airflow. Also, the meeting room sliding doors exceed the pull force to open and the existing door threshold is too high to meet ADA requirements. Staff is in the process of working with Legat Architects to develop the specifications for a bid packet. Bids will go out in the next few weeks and a recommendation will be made at the November Board Meeting.

ACTION PROPOSED:

For Review and Discussion Only.



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: LACROSSE AGREEMENT

AGENDA No.: 8 F

MEETING DATE: OCTOBER 21, 2019

STAFF REVIEW:

Deputy Director, Dave Thommes:

RECOMMENDED FOR BOARD ACTION:

Executive Director, Laure Kosey:

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

Illinois Girls Lacrosse Association (“IGLA”) is a 501c3 organizations founded to provide recreational, community-based lacrosse for girls. The IGLA is the largest girl’s lacrosse organization in Illinois, run by women to support 2,000 players annually. Additionally, the IGLA maintains a partnership with Lakeshore Lacrosse, an organization that offers high-level lacrosse opportunities to girls and women.

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

The IGLA is interested in partnering with the Oak Brook Park District per the conditions of the attached agreement.

The IGLA has a proven success in running events in the area for over 16 years. They enjoy a long-standing relationship in the community.

The District’s attorney has prepared the attached agreement.

ACTION PROPOSED:

For Review and Discussion Only.

**LICENSE AND USE AGREEMENT
CENTRAL PARK NORTH FIELDS
OAK BROOK PARK DISTRICT—ILLINOIS GIRLS LACROSSE ASSOCIATION**

This LICENSE AGREEMENT (“**Agreement**”) is made as of this ____ day of October, 2019 (“**Effective Date**”), by and between the OAK BROOK PARK DISTRICT, DuPage County, Illinois, an Illinois park district (“**District**” or “**Park District**”), and ILLINOIS GIRLS LACROSSE ASSOCIATION, an Illinois not-for-profit corporation (“**Licensee**”). District and Licensee are hereinafter sometimes referred to individually as a “**Party**,” and together as the “**Parties**.”

RECITALS

- A. District owns, operates, manages, and controls certain real property located at 1450 Forest Gate Road, Oak Brook, Illinois, known as “**Central Park**”.
- B. District has identified times when certain portions of Central Park, including those more particularly described below, will not be needed or useful for District purposes.
- C. Licensee is organized for the purpose of promoting the healthy physical, and mental development of the youth who reside in Oak Brook and surrounding communities through lacrosse.
- D. In its proposal, Licensee represented to the District that:
 - i. The Illinois Girls Lacrosse Association (“**IGLA**”) is a 501c3 organization that was founded in 2006 and is the largest girl’s lacrosse organization in Illinois, run by women to support 2,000 players annually.
 - ii. it is an experienced operator and manager of a highly rated community-based lacrosse program for girls, fully capable of providing the highest quality lacrosse instruction, practice and league play, as well as less competitive “house” developmental leagues at Central Park fields.
 - iii. it provides beginner, intermediate and elite training for over 2,000 female athletes to develop their skills, test their strengths, embrace sportsmanship and experience camaraderie with others who love the game of lacrosse. it provides two levels of travel teams for competition during separate spring/summer, fall and winter seasons for 4th-12th graders..
- E. Construction of the Central Park North Fields Facilities is scheduled to commence after the completion of the spring season in 2020 and the Parties anticipate the Central Park North Fields Facilities to be completed on or before August 2021.
- F. The Board of Park Commissioners of the District (“**Park Board**”) has determined that the best interests of the District and the public will be served by the grant of a license to Licensee to use those portions of Central Park identified below for the

purposes designated herein and at such times as are set forth in this Agreement, in exchange for good and valuable consideration.

NOW, THEREFORE, for and in consideration of the mutual promises hereinafter contained, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. Incorporation of Recitals. The recitals set forth above are hereby incorporated in this Agreement, and all covenants, terms, conditions and provisions hereinafter contained shall be interpreted and construed in accordance therewith. All exhibits referenced herein are hereby incorporated into, and made a part of this Agreement.

2. License Granted; Licensed Uses. Subject to the terms and conditions of this Agreement, District hereby grants Licensee, and Licensee hereby accepts and agrees to exercise, during the term of this Agreement, the following rights and privileges ("**License**"):

- (a) The Parties agree upon the usage of the Evergreen Bank Group Athletic Field and two (2) ball fields with lights or 2 natural grass fields set forth in **Exhibit A ("**Licensed Property**")** for the sole and limited purpose of conducting the lacrosse programming, training, practice games, league play as defined and described in **Exhibit B ("**Licensed Uses**")**.
- (b) the non-exclusive right to parking.

3. Term of License. The initial term of this Agreement shall commence upon April 1, 2020 ("**License Commencement Date**") and shall, unless terminated earlier as provided pursuant to Paragraph 21 of this Agreement, run for a continuous period of five (5) years, two and one-half (2 ½) months, ending on June 15, 2025 ("**Initial Term**"). Any agreed to extensions of the License term beyond the Initial Term shall be upon the same terms and conditions stated in this Agreement, unless otherwise agreed by the Parties. On or before July 1, 2024, the Parties agree to enter into discussions regarding extension of the license granted hereunder. Neither Party shall have the exclusive right to extend or renew this Agreement or the License granted herein.

4. License Fees and Capital Contribution Fees.

(a) License Fees: As consideration for the field use granted by this Agreement, Licensee shall pay to District a biannual license fee of \$21,000 on July 1, 2020, 2021, 2022, 2023 and 2024 and on December 1, 2020, 2021, 2022, 2023, and 2024, totaling \$210,000 for the five-year term of the agreement.

(b) Capital Contribution Fees: As consideration for use of the Central Park North Field Improvements, Licensee shall pay to District a capital contribution fee ("**Capital Contribution Fee**"). The Capital Contribution Fee shall be in addition to the annual License Fee set forth in subsection (a) above. The Capital Contribution Fee shall be \$75,000 (Seventy-Five Thousand Dollars) payable in two payments as follows: for years one (1) through five (5) of this Agreement shall be as follows:

- (i) July 1, 2021: Thirty-seven thousand, five hundred dollars (\$37,500.00).
- (ii) July 1, 2024: Thirty-seven thousand, five hundred dollars (\$37,500.00).

(c) Licensee shall pay to District additional capital contributions upon mutual agreement of the amounts and the purposes therefor.

(d) The Parties acknowledge and agree that a portion of the Capital Contribution Fee is to go towards the existing turf field. The District is committed to replacing the turf and adding lacrosse field lines to the replaced turf field.

5. Tournaments. In order to assist Licensee in paying District the required License and Capital Contribution Fees, District agrees to allow Licensee to conduct a series of lacrosse tournaments on the Licensed Property at Licensee's sole cost and expense, commencing in 2020 (the "**Tournament(s)**"). Any such tournaments shall be operated at Licensee's sole risk, liability and expense. Licensee shall save and hold harmless, defend and indemnify District from and against any and all claims, losses and damages arising from said tournaments, and District shall have no liability arising therefrom. A preliminary schedule of Licensee's tournaments and related details are set forth in **Exhibit C**. All revenues and expenses, including concession revenues, shall be allocated to Licensee. The Parties recognize and acknowledge that other fields may be required from time to time for certain Tournaments.

7. Rights and Duties.

(a) District: The District may: 1) sell merchandise as it deems appropriate; and 2) authorize other third-party organizations to sell merchandise on the Fields during special events such as sports/recreational tournaments, exhibition events and other Park District-sponsored or sanctioned events held at the Fields. The District will perform or cause to be performed all mowing, fertilizing, herbicide and pesticide application, and field striping, all to Park District standards. The District shall have the right to enter the Fields and to operate programming and recreation and leisure activities that do not interfere with Licensee's use. The District shall conduct inspections of the Licensed Property as it sees fit.

(b) Damage to Licensed Property: In the event that all or any portion of the Licensed Property is damaged during any Licensed Use (except when the damages are caused by the willful and wanton acts of the District), the District shall make any and all required repairs. Licensee will pay one hundred percent (100%) of the District's costs and expenses incurred to make the necessary repairs within thirty (30) days of receipt of an invoice from the District for its costs and expenses. Licensee shall further pay the District the sum of \$500 per day for each day that all or any portion of the Licensed Property is inoperable due to said damages, within thirty (30) days of receipt of a statement from the Park District setting forth the number of days that the Licensed Premises or any portion thereof were inoperable or unusable. The Parties acknowledge and agree that the sums payable under this subparagraph shall constitute liquidated damages and not penalties and are in addition to all other rights of the Park District including pursuit of all remedies for

breach of contract. The Parties further acknowledge that the amount of loss or damages likely to be incurred by Park District is incapable of precise estimate or difficult to estimate, and the amount specified herein bears a reasonable relationship to and is not plainly or grossly disproportionate to, the probable loss likely to be incurred in connection with Licensee's damages to the Licensed Premises. Licensee's obligations under this subsection 7(c) shall not apply to normal wear and tear or damage resulting solely from climate conditions. Licensee's obligations under this section shall continue in full force and effect after termination of this Agreement for any reason.

8. Intentionally deleted.

9. Compliance with Laws; Manner of Use. Licensee shall comply with all applicable federal, state, county and local statutes, ordinances, rules, regulations and codes in the conduct of Licensed Uses. Licensee shall conduct, and cause its members, employees, officers, and invitees to conduct, any Licensed Uses in a safe manner and in strict accordance with the terms of this Agreement. Licensee shall not make or permit to be made any use of the Licensed Property or Central Park North Fields which is directly or indirectly forbidden by law, ordinance, or government regulations, or which may be dangerous to life, limb or property, or which may increase District's insurable or uninsurable risk or liability. Licensee shall cooperate with District and the Oak Brook Police Department, and shall strictly follow all public safety requirements regarding its conduct of the Licensed Uses. Licensee shall provide adequate supervision during the conduct of the Licensed Uses.

10. Condition of Property. Except as otherwise specifically provided in this Agreement, District has not made, and by grant of the License hereunder does not make, any representations with respect to the suitability of Central Park North Fields or the Licensed Property for any purposes including but not limited to Licensee's intended purposes, it being acknowledged and agreed by Licensee that Licensee is solely responsible for ascertaining all conditions affecting Central Park North Fields and the Licensed Property prior to its execution of this Agreement and prior to each use thereof by Licensee, its directors, officers, employees, agents, students and invitees, or any of them.

11. Reservation of Rights. In addition to the rights reserved by District under Paragraph 2, above:

- (a) District reserves for the exclusive use of its Park Board, officers, employees, agents, invitees, and the general public the remainder of Central Park, other than the Licensed Property.
- (b) District and its Park Board, officials, employees, agents, invitees and the general public shall have the right to use Central Park in any manner that does not unreasonably interfere with any Licensed Uses, including permitting the construction, maintenance and operation on, over or under Central, of any public utility facility. District, its grantees, agents, and assigns shall have the right to enter upon the Licensed Property at any time(s) to inspect, maintain or repair the Licensed Property provided, that the District shall not unreasonably interfere with the Licensee's Licensed Use of the Licensed Property during the dates and times

set forth in the Master Use Schedule. District's exercise or failure to exercise any of its rights under this paragraph shall not impose or create any responsibility or liability on District or affect, reduce or nullify in any way Licensee's obligations under the Agreement.

12. Environmental Matters.

- (a) At all times during the term of this Agreement, Licensee and its members, officers, employees, agents, and invitees shall use the License Property and any other portion of Central Park North Fields, in strict compliance with all applicable Environmental Laws (as hereinafter defined) and, without limiting the generality of the foregoing, shall not cause any Hazardous Materials (as hereinafter defined) to be brought onto, introduced to or handled on any portion of Central Park North Fields or the Licensed Property in violation of such laws.
- (b) As used in this Agreement, the term "Hazardous Materials" means any hazardous or toxic substances, materials or wastes, including but not limited to solid, semi-solid, liquid or gaseous substances which are toxic, ignitable, corrosive, carcinogenic or otherwise dangerous or harmful to human, plant or animal health or well-being and those substances, materials, and wastes listed in the United States Department of Transportation Table (49 CFR §972.101) or by the Environmental Protection Agency as hazardous substances (49 CFR Part 302) and amendments thereto or such substances, materials, and wastes regulated under any applicable local, state or federal law including, without limitation, any material, waste or substance which is (i) petroleum, (ii) asbestos, (iii) polychlorinated biphenyls, (iv) biohazardous waste (v) designated as "hazardous substances" pursuant to Section 311 of the Federal Water Pollution Control Act (33 U.S.C. §1321) or listed pursuant to Section 307 of the Federal Water Pollution Control Act (33 U.S.C. §1317), (vi) defined as a "hazardous waste" pursuant to Section 1004 of the Resource Conservation and Recovery Act, 42 U.S.C. §§6901 et seq. or (vii) defined as a "hazardous substance" pursuant to Section 101 of the Comprehensive Environmental Response, Compensation and Liability Act 42 U.S.C. §§9601 et seq. or any other applicable Environmental Law.
- (c) As used in this Agreement, "Environmental Laws" means all federal, state and local environmental statutes, rules, regulations, ordinances, judicial or administrative decrees, orders or decisions, authorization or permits, and common law, including, but not limited to, the Resources Conservation and Recovery Act, 42 U.S.C. §§6901 et seq., the Clean Air Act, 42 U.S.C. §§7401 et seq., the Federal Water Pollution Control Act, 33 U.S.C. §§1251 et seq., the Emergency Planning and Community Right to Know Act, 42 U.S.C. §§11001 et seq., the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. §§9601 et seq., The Toxic Substances Control Act, 15 U.S.C. §§2601 et seq., the Oil Pollution Control Act, 33 U.S.C. §§2701 et seq., the National Environmental Policy Act, 42 U.S.C. §§4321 et seq., the Safe Drinking Water Act, 42 U.S.C. §§300 (f) et seq., the Illinois Environmental Protection Act, 415 ILCS 5/1 et seq. or any other comparable local,

state or federal statute or ordinance pertaining to the environment or natural resources, including, without limitation, the preservation of wetlands, and all regulations pertaining thereto.

- (d) Licensee shall provide District with written notice (i) upon Licensee's obtaining knowledge of any potential or known violations of applicable Environmental Laws or the release or threat of release of any Hazardous Materials affecting any portion of the Licensed Property or the Central Park or (ii) of Licensee's receipt of any notice, correspondence, demand or communication of any nature from any governmental authority related to any alleged or actual violation of any Environmental Laws affecting any portion of the Licensed Property or the Central Park.

13. Use of Licensed Property. Provided that Licensee is not in breach or default under the terms of this Agreement, Licensee shall be permitted to use the Licensed Property. Neither Licensee nor any of its respective employees, agents, volunteers or assigns shall place, keep, store or otherwise permit to be placed, kept or stored on the Licensed Property, any equipment or materials, except during such time as Licensee's employees or agents are physically present and conducting activities permitted under this Agreement. In the event that any Licensed Uses require Licensee or its employees or agents to use, place, locate or store any equipment or materials on the Licensed Property at any other time(s), Licensee shall obtain the written approval of District prior to each instance in which Licensee seeks to use, locate, or store such equipment or materials on the Property, which approval may be conditioned on or subject to reasonable requirements. In the event that the Park District constructs storage facilities in Central Park, it may grant Licensee the right to access such storage at times and in areas designated by the District and on other such terms as may be determined by the District in its sole discretion.

14. Suspension of Use. In the event of an emergency, safety issue, or failure to maintain insurance, or any other condition that constitutes a substantial threat to the health or safety of the District or its park commissioners, officers, employees, agents, invitees or others, as determined by the District in its sole reasonable discretion, the District may immediately suspend Licensee's activities hereunder until such condition has been remedied to the District's reasonable satisfaction in accordance with this Agreement. Licensee shall comply at all times with Zach's Law (430 ILCS 145/1 et seq.) during the Term of this Agreement.

15. Taxes. On the Effective Date, Central Park and the Licensed Property is exempt from real estate and other taxes by virtue of District's status as a unit of local government. Licensee shall be solely responsible for, and hereby indemnifies and holds District harmless against and from, all costs, taxes, charges and expenses, including without limitation any permits, special assessments, real estate, personal property, or other tax, fine or penalty, which arises or may arise out of the Licensee's use of the Licensed Property, or any other part of Central Park, its exercise of the privileges, or its performance or non-performance of its obligations, under this Agreement. In the event any real estate, leasehold, use, personal property or other taxes or charges of any kind are levied or assessed against Central Park or any portion thereof, including the Licensed Property, or improvement thereon, or against the District, by reason of the existence of this Agreement or Licensee's use of all or any part of Central Park, including the Licensed

Property, or any improvement thereon, Licensee shall pay promptly **all** such taxes or charges. District shall send to Licensee a copy of any tax bill or notice of assessment which District receives within a reasonable period of time after District's receipt of same, but in no event later than thirty (30) days prior to the deadline date for filing any protest or objection thereto or making any payment thereon (unless District does not receive any such notice or bill within thirty (30) days prior to the deadline date, in which case District shall provide a copy of the notice or bill within five (5) business days after its receipt). Licensee, in its own name or in the name of District, if necessary, shall have full right at its sole cost and expense to contest the imposition and/or amount of all taxes, assessments, charges, but the pendency of such contest shall not affect Licensee's obligations under this paragraph. In addition to the foregoing, in the event Central Park or the Licensed Property is determined to be subject to taxes as the result of this Agreement or the activities conducted by Licensee thereon or thereat, either Party may terminate this Agreement. In such event District shall return to Licensee: (i) an amount equal to the License Fee for the then-current year divided by 365 and multiplied by the number of days remaining until the anniversary date of the License; (ii) an amount by which the Capital Contributions paid, exceed the sum of: \$15,000 for each full July 1-June 30 one-year period completed, plus an amount in the year of termination equal to \$15,000 divided by 365 and multiplied by the number of days remaining in the July 1-June 30 year in which the termination is effective; provided however that District shall be permitted to withhold such payments until evidence of Licensee's payment of the tax assessed is received by District.

16. Waiver and Release of Liability. Licensee shall conduct all Licensed Uses entirely at its own risk. Licensee acknowledges that District shall not provide any supervision, security or protection in connection with any Licensed Uses. District shall not be liable or responsible for damage caused by fire, vandalism or other casualty to, or for the destruction, loss, or theft of, any vehicle, equipment, material, supply or other personal property at any time during the Agreement, except such proximately caused by the willful and wanton conduct of District. To the fullest extent permitted by the laws of the State of Illinois, Licensee hereby forever waives, relinquishes and discharges District, and its park commissioners, officers, employees and agents from, any and all claims of every nature whatsoever, which Licensee may have at any time against District, its Park Board, officers, employees and/or agents, including without limitation claims for personal injury or property damage sustained or incurred by Licensee or any person claiming by, through or under Licensee, relating directly or indirectly to any Licensed Uses, the condition of Central Park North Fields or the Licensed Property, or use by District or Licensee of Central Park North Fields or the Licensed Property except claims that involve actions proximately caused by the willful and wanton conduct of District.

17. Indemnification and Hold Harmless. Licensee hereby indemnifies and shall defend and hold harmless the District, its park commissioners, officers, employees, volunteers and agents (the "Park Indemnitees") from and against any and all suits, liabilities, claims, losses, costs, and damages, including but not limited to consequential damages, penalties, fines and expenses, of every kind or nature whatsoever, including without limitation court costs and attorneys', paralegals' and consultants' fees (the "Legal Expenses"), suffered, incurred or sustained by any of the Park Indemnitees, including without limitation, liabilities for the death of, or injury to, any person or the loss, destruction or theft of, or damage to, any property, or liabilities imposed under any Environmental Laws, to the extent relating directly or indirectly to, or arising directly or

indirectly from, the exercise by Licensee, its employees, agents and invitees, or any other person acting on its or their behalf or with its or their authority or permission, of the obligations, rights or privileges imposed upon, or granted to, Licensee under this Agreement or their use of the Licensed Property (regardless of whether Licensee or anyone operating with the knowledge and consent of Licensee is present on the Licensed Property at the time of the act or omission giving rise to said claim. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Paragraph 17. Licensee shall similarly defend, indemnify and hold harmless the Park Indemnitees against and from any and all suits, claims, losses, costs, damages (including but not limited to consequential damages), penalties, fines and expenses, including without limitation Legal Expenses, suffered, sustained or incurred by any of the Park Indemnitees to the extent resulting from Licensee's breach of any provision of this Agreement or otherwise incurred by District in enforcing the terms of this Agreement.

18. Insurance to be Maintained by Licensee. In addition to, and without limitation of, Licensee's obligations under Paragraphs 16 and 17 above, and at no cost to District, Licensee shall obtain and keep in full force and effect for so long as any claim relating to any Licensed Uses legally may be asserted, comprehensive general liability and property damage, and business auto liability insurance written to include the coverages for not less than the minimum limits (or greater if required by law) set forth in **Exhibit D** attached to and incorporated by reference in this Agreement. Prior to commencement of any of the Licensed Uses, Licensee shall obtain and deliver to District a certificate of insurance naming District as an additional insured.

19. No Property Interest. This Agreement and the License granted hereunder do not convey to, or create in favor of, Licensee, any legal or equitable title or property interest in whole or in part to Central Park or any portion thereof, including the Licensed Property; it being acknowledged that this Agreement is a license and not a lease and merely grants temporary and limited permission to Licensee to use the Licensed Property on and subject to the terms and conditions hereof. Licensee expressly acknowledges and agrees that any statute or ordinance relating to landlord/tenant matters or forcible entry and detainer is not applicable to this Agreement and Licensee expressly waives any and all rights to which Licensee might otherwise be entitled under said laws.

20. Assignment Prohibited. Licensee shall not assign, transfer, or otherwise convey to any person or entity whatsoever any of its rights or duties under this Agreement, in whole or in part, or otherwise permit the use of the Licensed Property or any portion thereof, by any person contrary to the provisions of this Agreement. Notwithstanding the foregoing, Licensee may sub-license its rights hereunder to Lakeshore Lacrosse ("Lakeshore") subject to the following conditions: (i) Lakeshore use of the Licensed Property shall be limited to the Licensed Uses; (ii) under no circumstances shall Lakeshore be permitted to use the Licensed Property more than fifty (50) days per year; (iii) Lakeshore shall pay a fee not less than fair market value for each period of use; (iv) the initial term of the sublicense agreement shall not exceed five (5) years; (v) the sublicense agreement shall terminate not later than the earlier of either termination of this Agreement or the License granted to Licensee hereunder, for any reason; (vi) Lakeshore shall be required to indemnify and insure the District against claims, losses, damages, expenses arising from Lakeshore's actions or omissions; (vii) prior to any access to or use of the Licensed Property

by Lakeshore, Licensee and Lakeshore shall approve and execute a written sub-license agreement on terms and conditions acceptable to District, in addition to those set forth immediately above.

21. Termination. District reserves the right to terminate the License and any and all rights and privileges hereby granted to Licensee under this Agreement immediately upon notice to Licensee in the event:

- (a) Licensee violates or fails to perform its obligations under any of the terms, conditions or provisions of this Agreement and fails to cure any such breach of this Agreement, which by its nature is susceptible to cure, within thirty (30) days after Licensee's receipt of written notice of such breach. Notwithstanding the foregoing, and depending upon the nature of the breach, the District reserves the right, in its sole discretion, to suspend the License until such time as Licensee has cured said breach or has provided the District with adequate security, as determined by the Park District in its sole discretion, to cover any potential liability that may arise as a result of said breach. In the event that Licensee violates or fails to perform its obligations under any of the terms, conditions or provisions of this Agreement and fails to cure any such breach of this Agreement as such cure process described above may apply, District may pursue any and all legal and equitable remedies.
- (b) District receives notice of an alleged violation of any federal, state, or local law, ordinance, rule or regulation relating to Licensee's conduct of any Licensed Uses on, or use of, all or any part of the Licensed Property. Notwithstanding the foregoing, in the event the District receives notice of an alleged violation, and depending upon the nature of said violation, the District may elect, in its sole discretion, to suspend the License until such time as the alleged violation has been fully adjudicated by the proper official or other authority. The District may also elect, in its sole discretion, to allow Licensee to continue its Licensed Uses under this Agreement provided that Licensee provides the District with adequate security, as determined by the Park District in its sole discretion, to cover any potential liability that may arise if the alleged violation is substantiated. In the event that the Park District elects to suspend the License after receipt of notice of an alleged violation, and said violation is later determined to be unfounded, the term of this Agreement shall be automatically extended for a period of time equal to the length of the suspension.
- (c) District is ordered to do so by any regulatory body or other governmental agency having jurisdiction.
- (d) Licensee shall have (a) filed a voluntary petition in bankruptcy or made an assignment for the benefit of creditors; (b) consented to the appointment of a receiver or trustee of all or part of its property; or (c) an involuntary petition in bankruptcy shall have been filed in regard to Licensee and the same shall not have been dismissed within ten (10) days of such filing.

- (e) The Licensed Property is taken by another governmental body through the exercise of its powers of eminent domain.
- (f) The Licensed Property, Central Park or any portion(s) thereof become subject to any tax as provided in Paragraph 15, above.
- (g) The Board of Park Commissioners of the District is unable to, or abandons its plans to construct the Improvements.

District further reserves the right to terminate the License and this Agreement if District requires any of the Licensed Property in furtherance of its park and recreation purposes, which would preclude the continuation of any Licensed Uses, in which event District will give Licensee not less than six (6) months prior written notice. In the event that this Agreement is terminated by District because District requires any of the Licensed Property in furtherance of its park and recreation purposes prior to an anniversary date, Licensee shall be entitled to a refund in an amount equal to the License Fee divided by 365 and multiplied by the number of days that would have been remaining until the anniversary date of the License.

The indemnification and hold harmless obligations and all other obligations of Licensee accruing prior to the expiration or termination of this Agreement or the License granted Licensee hereunder shall survive the expiration or termination of the Agreement or License.

Licensee reserves the right to terminate the License immediately upon notice to District in the event:

- (a) District violates or fails to perform its obligations under any of the terms, conditions or provisions of this Agreement and fails to cure any such breach of this Agreement, which by its nature is susceptible to cure, within thirty (30) days after District's receipt of written notice of such breach. In the event that District violates or fails to perform its obligations under any of the terms, conditions or provisions of this Agreement and failures to cure any such breach of this Agreement as such cure process described above may apply, Licensee may pursue any and all legal and equitable remedies.
- (b) Licensee shall have (a) filed a voluntary petition in bankruptcy or made an assignment for the benefit of creditors; (b) consented to the appointment of a receiver or trustee of all or part of its property; or (c) an involuntary petition in bankruptcy shall have been filed in regard to Licensee and the same shall not have been dismissed within ten (10) days of such filing.
- (c) The Licensed Property, Central Park or any portion(s) thereof become subject to any tax as provided in Paragraph 15, above.
- (d) The Board of Park Commissioners of the District is unable to, or abandons its plans to construct the Improvements.

Neither Party shall be liable for any consequential damages incurred by the other Party. Except for claims arising from District's willful and wanton conduct, in no event shall District's aggregate liability, if any, exceed the sum total of the License Fee paid during the six month period immediately preceding the accrual of such liability.

22. No Implied Waiver of District's Rights. No waiver of any rights which District has in the event of any default or breach by Licensee under this Agreement shall be implied from District's failure to take any action on any such breach or default and no express waiver shall affect any breach or default other than the breach or default specified in the express waiver and then only for the time and to the extent therein stated.

23. Notices. Notices shall be deemed properly given on the date received if given in writing and either (a) hand delivered; or (b) sent by facsimile transmission before 5:00 pm; or (c) sent by email before 5:00pm; or (d) sent by registered or certified mail, return receipt requested, and such notice is hand delivered or sent to the Parties at their respective addresses provided below, or as either Party may otherwise direct in writing to the other Party from time to time. Notices sent only by mail shall be deemed delivered the second business day after deposit in the mail. Notices sent by fax or email after 5:00pm shall be deemed delivered on the first day after transmission.

If to Licensee:

Bridget Olp
Founder
Illinois Girls Lacrosse Association
20 Danada Square West
Wheaton, IL 60189
Tel: 773-456-3362

E-Mail: bridget@iglox.org

With a copy to:

If to District:

Dr. Laure Kosey
Executive Director
Oak Brook Park District
1450 Forest Gate Road
Oak Brook, IL 60523
(630) 990-4233

E-Mail: lkosey@obparks.org

With a copy to:

sadams@robbins-schwartz.com

24. Contingencies The duties of the Parties shall be contingent upon issuance of all required zoning and construction permits to construct and maintain the improvements as set forth in the Site Plan attached as **Exhibit A**.

25. Miscellaneous.

- (a) This instrument contains the entire Agreement between the Parties with respect to Licensee's use of the Licensed Property and cannot be modified except by a written notice dated subsequent to the date hereof and signed by both Parties.

- (b) This Agreement is intended solely for the benefit of the Parties, and is not intended, and should not be construed, as creating any rights in favor of, or any duties or obligations to, any third party.
- (c) Nothing contained in or implied from any provision of this Agreement, including but not limited to Paragraphs 16 and 17, is intended to constitute or shall constitute a waiver of the rights, defenses and immunities provided or available to District under applicable Illinois law, including but not limited to the Illinois Local Governmental and Governmental Employees Tort Immunity Act.
- (d) Licensee shall pay all of District's costs, charges and expenses, including the Legal Expenses incurred by District in enforcing Licensee's obligations under this Agreement, or which are incurred by District in any litigation, negotiation or transaction, in which Licensee causes District, without District's fault, to become involved or concerned.
- (e) District shall pay all of Licensee's costs, charges and expenses, including the Legal Expenses incurred by Licensee in enforcing District's obligations under this Agreement, or which are incurred by Licensee in any litigation, negotiation or transaction, in which District causes Licensee, without Licensee's fault, to become involved or concerned.
- (f) No receipt of money by District from Licensee, after the termination of this Agreement or License, or after the services of any notice, or after the commencement of any suit, shall renew, reinstate, continue or extend the term of this Agreement or the License granted hereunder or affect any such termination notice or suit.
- (g) Headings of sections in this Agreement are for convenience of reference only and do not limit or affect the construction or interpretation of the provisions of this Agreement.
- (h) This Agreement shall be governed and construed in accordance with the laws of the State of Illinois. Any suit or action arising under this Lease shall be commenced in the Circuit Court of DuPage County, Illinois.
- (i) If any clause, phrase, provision or portion of this Agreement or the application thereof to any person or circumstances shall be invalid, or unenforceable under applicable law, such event shall not affect, impair or render invalid or unenforceable the remainder of this Agreement nor any other clause, phrase, provision or portion hereof, nor shall it affect the application of any clause, phrase, provision or portion thereof to other persons or circumstances.

IN WITNESS WHEREOF, each of the Parties has caused this Agreement to be executed by a duly authorized officer thereof as of the year and date first written above.

DISTRICT:

OAK BROOK PARK DISTRICT

By: _____

Its: _____

LICENSEE:

ILLINOIS GIRLS LACROSSE ASSOCIATION

By: _____

Its: _____

EXHIBIT A

Sketch/Depiction of Licensed Property

EXHIBIT B

FIELD USE SCHEDULE (“LICENSED USE”)

Oak Brook Field Schedule for April 1 to October 15 of each year.

Wednesdays and weekends utilizing the Evergreen Bank Group Athletic Field, 2 natural grass fields or 2 baseball fields with lights.

See attached Excel Spreadsheet provided yearly by IGLA

**EXHIBIT C
PRELIMINARY TOURNAMENT SCHEDULE**

Tournament details and this Exhibit are yet to be determined

Windy City-

2021- April 24-25	Not Available
2022- April 30-May 1	Not Available
2023- April 29-30	Not Available
2024- April 27-28	Not Available

IGLA Youth Fest-

2020 - May 30
2022 - May 29
2023 -May 28
2024 - May 26

NGLL Tourney- How many fields?

2021- May 1-2
2022- May 7-8
2023- May 6-7
2024- May 4-5

Summer WU- How many fields?

2021- June 12-13
2022-June 11-12
2023- June 10-11
2024- June 8-9

Chitown and Fall Fest-

2020- Oct 10-11	Must be completed by 4pm.
2021- Oct 9-10	Must be completed by 4pm.
2022- Oct 8-9	Must be completed by 4pm.
2023- Oct 14-15	Must be completed by 4pm.
2024- Oct 12-13	Must be completed by 4pm.

District agrees to allow Licensee to conduct a series of lacrosse tournaments on the Licensed Property commencing in 2020 on the dates set forth above (the “Tournaments”). Any such tournaments shall be operated at Licensee’s sole risk, liability and expense, and Licensee shall defend and indemnify District from and against any and all claims, losses and damages arising from said tournaments, and District shall have no liability arising therefrom. **Net proceeds from the operation of all tournaments shall be payable in full to Licensee, and such net proceeds shall be applied to the next License Fee due and payable by Licensee to District, for Licensee’s credit. All of District’s expenses arising from tournament operations shall be paid from gross tournament proceeds. Licensee shall be responsible for any of District’s expenses that exceed tournament revenues.**

EXHIBIT D
INSURANCE REQUIREMENTS

Licensee shall obtain insurance of the types and in the amounts listed below.

A. Commercial General and Umbrella Liability Insurance

Licensee shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$2,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this location.

CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 04 13, or a substitute form providing equivalent coverage, and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

District, and its park commissioners, officers, employees, agents, and volunteers (collectively the “Additional Insureds”) shall be included as an insured under the CGL, using ISO additional insured endorsement CG 20 26 or a substitute providing equivalent coverage, and under the commercial umbrella, if any. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance afforded to District. Any insurance or self-insurance maintained by the District shall be excess of Licensee's insurance and shall not contribute with it.

B. Business Auto and Umbrella Liability Insurance

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

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

C. General Insurance Provisions

1. Evidence of Insurance

Prior to using the Licensed Property, Licensee shall furnish District with a certificate(s) of insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above.

All certificates shall provide for 30 days' written notice to District prior to the cancellation or material change of any insurance referred to therein. Written notice to District shall be by certified mail, return receipt requested. In the event that the certificate does not provide for 30 days' written notice to District prior to cancellation or material change of any insurance referred to in the certificate, Licensee shall furnish such written notice to District by certified mail, return receipt requested, not less than fourteen (14) days of receiving a notice of cancellation or material change for any insurance referenced herein.

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

District shall have the right, but not the obligation, of prohibiting Licensee from occupying the Licensed Property until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by District.

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

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

2. Acceptability of Insurers

For insurance companies which obtain a rating from A.M. Best, that rating should be no less than A VII using the most recent edition of the A.M. Best's Key Rating Guide. If the Best's rating is less than A VII or a Best's rating is not obtained, the District has the right to reject insurance written by an insurer it deems unacceptable.

3. Cross-Liability Coverage

If Licensee's liability policies do not contain the standard ISO separation of insured's provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.

4. Deductibles and Self-Insured Retentions

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



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: RESOLUTION 19-1021: A RESOLUTION AUTHORIZING AND APPROVING A CHANGE ORDER INVOLVING AN INCREASE IN THE CONTRACT PRICE WITH EVANS AND SON BLACKTOP, INC. FOR ASPHALT WORK (REQUIRES WAIVING THE BOARD RULES TO APPROVE AT THIS MEETING)

AGENDA No.: 8-G

MEETING DATE: OCTOBER 21, 2019

STAFF REVIEW:

Director of Parks and Planning, Bob Johnson;

RECOMMENDED FOR BOARD ACTION:

Executive Director, Laure Kosey

ITEM HISTORY (PREVIOUS PARK DISTRICT BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, COMMITTEE ACTION, OTHER PERTINENT HISTORY): At the September 2019 Board Meeting, a contract was approved between the Oak Brook Park District and Evans and Son Blacktop, Inc. in the amount of \$25,100 for removal and replacement of deteriorated sections of asphalt walking trail at Saddle Brook and Forest Glen Parks. The budget for the project is \$50,000.

Prior to commencement, the Park District identified an additional section of trail pavement for replacement at Forest Glen Park. This resulted in a change order of \$9,709.38 calculated using the unit cost supplied in the base bid by the contractor. This change order did not require action by the Board.

ITEM COMMENTARY (BACKGROUND, DISCUSSION, KEY POINTS, RECOMMENDATIONS): During pavement replacement at Saddle Brook Park, an additional 1,888 square foot section of trail pavement was determined by Park Staff to be failing, unstable, and in need of replacement. In addition, several areas that were removed were thicker pavement than anticipated which required additional haul-off as well as additional materials. The result of these two items is an “add” change order in the amount of \$12,018.

Because this amount is over \$10,000, the change order requires Board approval.

Staff recommends the approval of the change order in the amount of \$12,018.

Action Proposed:

Motion (and a second) to waive the Board’s Rules to approve, at this meeting, Resolution 19-1021: A Resolution Authorizing and Approving A Change Order Involving an Increase to the Contract Price with Evans and Son Blacktop, Inc. in the Amount of \$12,018, for a New Total Cost Not-To-Exceed \$46,827.38.

Motion (and a second) to approve Resolution 19-1021: A Resolution Authorizing and Approving A Change Order Involving an Increase to the Contract Price with Evans and Son Blacktop, Inc. in the Amount of \$12,018, for a New Total Cost Not-To-Exceed \$46,827.38.

RESOLUTION NO. 19-1021

**A RESOLUTION AUTHORIZING AND APPROVING A CHANGE ORDER
INVOLVING AN INCREASE IN THE CONTRACT PRICE
WITH EVANS AND SON BLACKTOP, INC. FOR ASPHALT WORK.**

WHEREAS, during the September 16, 2019 Board Meeting, the Board of Commissioners accepted the bid and authorized an agreement between the Oak Brook Park District and Evans and Son Blacktop, Inc. for Asphalt Work, in the amount of \$25,100.00, and

WHEREAS, Change Order # 1 was received from Evans & Son Blacktop, Inc. and approved by the Executive Director in accordance with the Oak Brook Park District Purchasing Policy, and the details of Purchase Order # 1 as set forth in the following chart; and

<u>Change Order #</u>	<u>Description</u>	<u>Amount</u>
1	Additional section of trail pavement requiring replacement in Forest Glen Park.	\$9,709.38
	Change Order 1 Total	

WHEREAS, the Executive Director has presented and recommended the following proposed change order to the contract between the District and Evans and Son Blacktop, Inc. for the following amount:

<u>Change Order #</u>	<u>Description</u>	<u>Amount</u>
2	Replacement of an additional 1,888 square foot section of the trail in Saddle Brook Park. Additional hauling fee for the removal of unknown thicker pavement.	\$12,018.00

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 Board’s approval of Change Order 2, the new total for the contract price would be \$46,827.38, and

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

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

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

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

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

PASSED AND APPROVED THIS 21st DAY OF OCTOBER, 2019

AYES: _____

NAYS: _____

OTHER: _____

Sharon Knitter, President

ATTEST:

Laure Kosey, Secretary

Exhibit A
Change Orders



EXHIBIT "A" Change Order 1
CHANGE ORDER
September 30, 2019

PROJECT NAME	Asphalt Replacement Project
PROJECT OWNER	OAK BROOK PARK DISTRICT
PROJECT CONTRACTOR	Evans & Son Blacktop, Inc.

DESCRIPTION OF CHANGE:

To replace an additional 1,938 square feet of existing asphalt walking path at Forest Glen Park. This work is an extension of the base scope of work as outlined in the bid specifications. The unit price for this additional work is the same as the unit price in the base bid for the Forest Glen asphalt replacement portion of the project.

ORIGINAL CONTRACT AMOUNT	\$25,100
PREVIOUS CHANGE ORDER AMOUNT	0
CURRENT CHANGE ORDER AMOUNT	\$9,709.38
REVISED CONTRACT TOTAL	\$34,809.38

ORIGINAL CONTRACT COMPLETION TIME	
PREVIOUS CHANGE ORDER TO CONTRACT TIME	
CURRENT CHANGE ORDER TO CONTRACT TIME	
REVISED CONTRACT COMPLETION TIME	
ORIGINAL CONTRACT COMPLETION DATE	
PREVIOUS CHANGE ORDER TO CONTRACT DATE	
CURRENT CHANGE ORDER TO CONTRACT DATE	
REVISED CONTRACT COMPLETION DATE	

CONTRACTOR

Name: Isaac M Aburto

Title: Project Estimator

Date: 09/30/2019

OAK BROOK PARK DISTRICT

Name: Jane [Signature]

Title: Executive Director

Date: 9-30-19

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



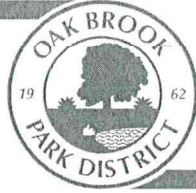


EXHIBIT "B" Change Order 2
CHANGE ORDER
October 7, 2019

PROJECT NAME	Asphalt Replacement Project
PROJECT OWNER	OAK BROOK PARK DISTRICT
PROJECT CONTRACTOR	Evans & Son Blacktop, Inc.

DESCRIPTION OF CHANGE:

To replace an additional 1,888 square feet of asphalt walking path at Saddle Brook Park. This is an area of walking path that was not included in the base project scope, but was determined to be substantially degraded beyond repair.

This change order also accounts for additional haul-off of material where path sections were 3" thicker than anticipated.

ORIGINAL CONTRACT AMOUNT	\$25,100
PREVIOUS CHANGE ORDER AMOUNT	\$9,709.38
CURRENT CHANGE ORDER AMOUNT	\$12,018
REVISED CONTRACT TOTAL	\$46,827.38

CONTRACTOR

Name: _____

Title: Vice president

Date: 10/09/2019

OAK BROOK PARK DISTRICT

Name: _____

Title: President

Date: 10/21/19

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

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