



Oak Brook Park District Board Packet

February 17, 2025

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

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

www.obparks.org



Agenda and Agenda Vote



AGENDA
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
February 17, 2025 – 6:30 p.m.
Canterberry Room

1. CALL TO ORDER THE REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF COMMISSIONERS AND CONDUCT THE ROLL CALL
2. OPEN FORUM
3. CONSENT AGENDA
 - a. APPROVAL OF THE FEBRUARY 17, 2025 AGENDA
 - b. APPROVAL OF MINUTES
 - i. January 20, 2025 Regular Board Meeting Minutes
 - c. APPROVAL OF FINANCIAL STATEMENT ENDING JANUARY 31, 2025
 - i. Warrant 693
4. STAFF RECOGNITION
 - a. Distinguished Member Award
 - i. Haley Colucci, Marketing & Communications Manager - IPRA Diversity Section
 - ii. Bob Johnson, Deputy Director - IPRA Parks and Natural Resources Section
5. COMMUNICATIONS/PROCLAMATIONS
 - a. Board of Commissioners to share communications
 - b. Conference Session Summaries
 - c. Rebranding of the Fitness and Aquatic Center
6. REPORTS:
 - a. Administration and Enterprise Operations Report
 - b. Finance and Human Resources Report
 - c. Recreation and Communications Report
 - d. Parks and Facilities Report
7. UNFINISHED BUSINESS
 - a. Market Based Salary Range Adjustment
 - b. Ordinance 25-0217: An Ordinance Transferring Funds to and from Several Park District Funds
 - c. Tennis Center Exterior Windows Replacement Project Bid
 - d. Travel Reimbursement for Commissioner Attendance at the 2025 IAPD/IPRA Annual Conference, January 23 - 25, 2025





AGENDA
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
February 17, 2025 – 6:30 p.m.
Canterberry Room

8. NEW BUSINESS

- a. Mowing Services Bid
- b. Request for Proposals: Waste and Recycling Collection Services
- c. Resolution 25-0218: A Resolution Authorizing and Approving a Change Order Involving a Decrease in The Contract Price with Red Feather Group, Inc. For Central Park West ADA Improvements (*Requires waiving the Board Rules to approve at this meeting.*)
- d. Elevator Control Systems

9. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON MARCH 17, 2025, 6:30 P.M.

- a. A special budget workshop meeting of the Oak Brook Park District Board of Park Commissioners will be held on February 24, 2025, 6:30 p.m.

10. ADJOURNMENT

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





AGENDA
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
February 17, 2025 – 6:30 p.m.
Canterberry Room

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

Then ask for a Motion and a Second to approve the Consent Agenda, as presented. Roll Call Vote...]
 - a. APPROVAL OF THE FEBRUARY 17, 2025 AGENDA
 - b. APPROVAL OF MINUTES
 - i. January 20, 2025 Regular Board Meeting Minutes
 - c. APPROVAL OF FINANCIAL STATEMENT ENDING JANUARY 31, 2025
 - i. Warrant 693
4. STAFF RECOGNITION *[Congratulate Haley Colucci and Bob Johnson.]*
 - a. Distinguished Member Award
 - i. Haley Colucci, Marketing & Communications Manager - IPRA Diversity Section
 - ii. Bob Johnson, Deputy Director - IPRA Parks and Natural Resources Section
5. COMMUNICATIONS/PROCLAMATIONS *[For Review and Discussion Only]*
 - a. Board of Commissioners to share communications
 - b. Conference Session Summaries
 - c. Rebranding of the Fitness and Aquatic Center
6. REPORTS: *[For Review and Discussion Only]*
 - a. Administration and Enterprise Operations Report
 - b. Finance and Human Resources Report
 - c. Recreation and Communications Report
 - d. Parks and Facilities Report





AGENDA
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
February 17, 2025 – 6:30 p.m.
Canterberry Room

7. UNFINISHED BUSINESS

- a. Market Based Salary Range Adjustment
[Request a Motion and a Second to approve Market Based Salary Range Adjustment.]
- b. Ordinance 25-0217: An Ordinance Transferring Funds to and from Several Park District Funds *[Request a Motion and a Second to approve Ordinance 25-0217: An Ordinance Transferring Funds to and from Several Park District Funds.]*
- c. Tennis Center Exterior Windows Replacement Project Bid *[Request a Motion and a Second to accept the bid submittal from Bee Liner Lean Services from Bridgeview, IL in an amount of \$88,500 for the base bid, and approve an agreement between the Oak Brook Park District and Bee Liner Lean Services from Bridgeview, IL, for a not-to-exceed total contract cost, of \$88,500.]*
- d. Travel Reimbursement for Commissioner Attendance at the 2025 IAPD/IPRA Annual Conference, January 23 - 25, 2025 *[Request a Motion and a Second to approve the Travel Reimbursement for Commissioners Attendance at the 2025 IAPD/IPRA Annual Conference.]*

8. NEW BUSINESS

- a. Mowing Services Bid *[For Review and Discussion Only]*
 - b. Request for Proposals: Waste and Recycling Collection Services *[For Review and Discussion Only]*
 - c. Resolution 25-0218: A Resolution Authorizing and Approving a Change Order Involving a Decrease in The Contract Price with Red Feather Group, Inc. For Central Park West ADA Improvements (Requires *waiving the Board Rules to approve at this meeting.*)
*[Request a Motion and a Second to approve waiving the Board Rules to approve at this meeting Resolution 25-0218: A Resolution Authorizing and Approving a Change Order Involving a Decrease in The Contract Price with Red Feather Group, Inc. for Central Park West ADA Improvements. **Roll Call Vote...***
 - d. Elevator Control Systems *[For Review and Discussion Only]*
- Then ask for a Motion and a Second to approve Resolution 25-0218: A Resolution Authorizing and Approving a Change Order Involving a Decrease in The Contract Price with Red Feather Group, Inc. for Central Park West ADA Improvements. **Roll Call Vote...***





AGENDA
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
February 17, 2025 – 6:30 p.m.
Canterberry Room

9. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON MARCH 17, 2025, 6:30 P.M.
 - a. A special budget workshop meeting of the Oak Brook Park District Board of Park Commissioners will be held on February 24, 2025, 6:30 p.m.
[Announce the Special Budget Workshop Meeting of the Oak Brook Park District Board of Commissioners will be held on February 24, 2025, 6:30 p.m. Announce the next Regular Meeting of the Oak Brook Park District Board of Commissioners will be held on March 17, 2025, 6:30 p.m.]
10. ADJOURNMENT *[Request a Motion and a Second to adjourn the February 17, 2025 Regular Meeting of the Oak Brook Park District Board of Commissioners. All in Favor...]*

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



Minutes

MINUTES
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
January 20, 2025 – 6:30 p.m.
Canterberry Room

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

President Knitter called to order the Regular Meeting of the Oak Brook Park District at the hour of 6:31 p.m. Commissioners Gondek, Ivkovic Kelley, Suleiman, Vescovi, and President Knitter answered “present” from the Oak Brook Park District Family Recreation Center, Canterberry Conference Room. Also present in Canterberry Conference Room was Laure Kosey, Executive Director; Marco Salinas, Chief Financial Officer; Bob Johnson, Deputy Director; Robert Pechous, Director of Recreation and Communications; and Steve Adams, District Attorney.

2. OPEN FORUM

President Knitter asked if there were any public comments and reminded attendees that each speaker will be allotted a five-minute time limit.

President Knitter announced to the audience that there is an audience member who is video recording the meeting.

Alan Koren from the Saddlebrook Association distributed packets concerning the Saddlebrook Horse Barn to the commissioners. Koren presented a picture of the horse barn shown in a Chicago Tribune article. Koren described the horse barn and stated that it was built to look more like a home. Koren continued to present the history of the relationship of the horse barn and Park District.

Derek Brenczewski introduced himself as a representative from Electrical Solutions Network and Halo Solar. Brenczewski stated that the company will be submitting a request for proposal (RFP) if there is a solar energy project at the Park District.

3. CONSENT AGENDA

- a. APPROVAL OF THE JANUARY 20, 2025 AGENDA
- b. APPROVAL OF MINUTES
 - i. December 16, 2024 Regular Board Meeting Minutes
- c. APPROVAL OF FINANCIAL STATEMENT ENDING DECEMBER 31, 2024
 - i. Warrant 692

Motion: Commissioner Suleiman made a motion, seconded by Commissioner Ivkovic Kelley, to approve taking a Single Omnibus Vote on the Consent Agenda as presented.

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

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

Nays: None

Motion: Commissioner Suleiman made a motion, seconded by Commissioner Ivkovic Kelley, to approve the Consent Agenda.

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

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

Nays: None

4. STAFF RECOGNITION

- a. None

5. COMMUNICATIONS/PROCLAMATIONS

- a. Board of Commissioners to share communications.

Commissioner Gondek stated that the Park District did a nice job clearing the snow and ice.

President Knitter reported that a resident had discovered a website spreading misinformation intended to discredit the Park District. In response, President Knitter requested that Dr. Laure Kosey address the inaccuracies on the website and ensure that factual information is provided to the Commissioners so they can share it with residents.

- b. Electric Vehicle Charging Stations

Bob Johnson presented information on the Electric Vehicle Charging Stations.

Johnson reported that the Illinois Climate Bank has received funding to deploy EV Charging Stations statewide. The Park District has funding earmarked for installation of these charging stations; however, additional contributions from the Park District would be required to fully fund the project. Tennis Center members expressed interest in having EV Charging Stations installed. A proposal for EV Charging Station was previously brought to a Board meeting in 2018 but was rejected at that time.

Johnson reported that the installation of the EV Charging Stations requires a minimum of two pedestals, each with two charging ports. The Park District would also be required to charge a fee for the use of the charging stations. The Client Bank would initiate the RFP process, but this process has not yet occurred.

President Knitter stated that she had inquired at a previous meeting about the Tesla ports and other ports. Johnson reported that there is now a universal charging port available. Johnson asked the Board for direction on whether the Park District should pursue the installation of the charging stations.

President Vescovi asked if the Park District would own the charging stations. Johnson responded that the Park District would own them.

President Knitter expressed that as soon as the Park District has these charging stations, then anyone in the public could charge their vehicle. The Park District should consider that nonmembers who have no relationship with the Park District will be coming to the Park District.

Commissioner Vescovi asked about other locations that have these charging stations.

President Knitter stated that the Village had previously installed charging stations; however, they were not functional or financially viable and were therefore removed. President Knitter further mentioned that individuals utilizing the Park District are typically local and may not require charging stations.

Commissioner Vescovi suggested exploring charging stations at other Park Districts.

Commissioner Suleiman asked if these charging stations are required to be in specific locations.

Johnson responded that for charging stations to be operational, they would need to be accessible to a power source, so they would need to be located near a building.

Commissioner Suleiman stated that the charging stations should not take over handicapped spaces.

Commissioner Vescovi asked for the possible profit.

Johnson clarified the charging stations would not replace handicapped spaces. Johnson further noted that the potential profitability of the charging stations would depend on the rate the Park District is allowed to charge. In 2018, the Park District was not permitted to charge a fee for the use of the stations, but current regulations now require them to charge. The exact rate will be determined later while Client Bank goes through the approval process.

President Knitter asked Johnson to explore the possibility of implementing a variable rate for the charging stations, with a lower rate for residents.

Johnson stated the Park District will research other park districts with EV Charging Stations.

Commissioner Suleiman questioned the technology and equipment.

Attorney Adams followed up with a question about operating costs.

Johnson stated that the operating cost would be offset by the charge rate.

Commissioner Vescovi asked if the installation cost comes from the earmarked funds.

Johnson confirmed that the installation costs for charging stations are included in the earmarked funds. Johnson stated that he will continue to explore the options and feasibility for the EV Charging Stations.

c. Jim Belden, Solar Panel Options for the Family Recreation Center

Dr. Kosey introduced Jim Belden, who will present information on the solar panel initiative. Dr. Kosey also requested that the Board provide direction on whether the Park District should proceed with leasing or purchasing the solar panels for the Family Recreation Center (FRC).

Jim Belden, an energy consultant with Belden Energy Solutions, presented a PowerPoint on the financial analysis for Power Purchase Agreement (PPA) and Ownership. The presentation can be found in the Park District's records.

Belden explained that the PPA can be viewed as a lease with a 15-to-20-year term. Belden recommended opting for a non-escalated PPA rate. Belden further noted that the PPA requires no upfront investment. ComEd costs will increase due to inflation and the Illinois policy for clean energy. With the PPA, installation, maintenance, and repairs would be the responsibility of the PPA investor, not the Park District. Additionally, the Park District would receive indirect tax incentive benefits through rebates, resulting in a reduction in the rate.

Belden communicated that Self-Funding is another option where the Park District would own the solar panels. This option would involve an initial out-of-pocket cost to purchase and install the solar panels. Any repairs and replacements of the panels would also be the Park District's responsibility. However, with Self-Funding, the Park District would be eligible for ComEd, federal, and state rebates and credits. Additionally, any overproduction of energy would be returned to the ComEd grid, and the Family Recreation Center (FRC) would receive a credit for the energy produced.

President Knitter asked if the Park District could use the overproduction of energy at the Tennis Center.

Belden responded that the Tennis Center will indirectly benefit from the overproduction. If there is an oversupply of energy, the energy will return to the grid when the Park District buildings do not need it.

Belden recommended installing solar panels due to the current incentives. Belden highlighted that the Family Recreation Center (FRC) is a prime candidate for solar panels because of the recent roof renovation and the building is expected to be in use for the next twenty years. Belden cautioned that future incentives may change with the new administration, so a decision should be made sooner rather than later.

Attorney Adams asked about the possibility of Federal tax credits ending sooner through executive order.

Belden responded that in his opinion, the ending of Federal tax credits would be difficult to implement immediately, as it would require Congressional action. However, Belden recommended starting the process in 2025 to increase the chances of receiving the incentives.

Attorney Adams also asked if PPA rates would be subject to change if the incentives were no longer available, and how much of a benefit the Park District would lose if the incentives end.

Belden stated that the Solar Investors would need to review the contract for an option that allows customers to exit if the incentives end. Belden further explained that even without the incentives, there would be tremendous savings. Belden suggested if there are available funds to purchase the solar panels, the Park District could sign a service agreement to ensure the Park District is not overwhelmed by repairs and maintenance. To plan for future expenses, Johnson and Belden have reviewed the equipment that may need to be replaced. Overall, Belden emphasized that the solar systems are static, and solar panels that Belden uses are Tier One Equipment, which come with a warranty for twenty-five to thirty years.

President Knitter asked about the permitting and approval process with the Village.

Belden stated that the solar panels are mounted on a racking system that is held in place by cement ballasts, ensuring there is no penetration of the roof and no voiding of the roof warranty. Belden explained that the racking system is not visible from below.

Dr. Kosey added that the Park District discussed the possibility of installing solar panels with the Village. The Village responded that it is possible and to begin the process when ready.

President Knitter confirmed that the Tennis Center is not a good candidate for solar panels until the roof is replaced.

Belden recommended acting sooner than later at the FRC, then he suggested working with a roofing contractor to determine the life expectancy of the roof at the Tennis Center.

Commissioner Vescovi asked about the changing technology of the solar panels and inquired if, when a more practical and improved solar panel is manufactured, the existing solar panels would be replaced.

Belden stated with the PPA, the Park District would not need to worry about the technology. The Solar Investor would decide whether to replace the panels.

President Knitter stated that the Solar Investor could be encouraged to switch out the solar panels, but the Park District would have difficulty doing so if the panels were purchased. However, President Knitter noted that solar panels have not changed significantly in the last ten years.

Belden agreed with President Knitter and stated that purchasing the solar panels could also be rewarding because, with the incentives, the funds could be recouped in less than four years, after which upgrades could occur.

Attorney Adams asked about the credited quarterly payments from the Illinois Renewable Credit and whether those are equal amounts.

Belden responded that one to seven quarterly payments are equal, and the last credit being much less. Johnson will be provided with the projections.

Attorney Adams asked if all PPA's are twenty years.

Belden answered that not all PPA's are for twenty years; they could be negotiated. However, the minimum term is fifteen years due to IRS stipulations for owning the solar panels for a certain number of years. Belden emphasized that the PPA is a custom agreement that can be negotiated.

Attorney Adams asked if there is a bid process for purchasing and installing the panels or if there is another option.

Belden responded that there can be a bid process or "turn-key" option. Belden also offered to assist with procurement of request for quote (RFQ) specifications.

President Knitter asked Dr. Kosey what action she would like the Board to take regarding the solar panel proposal.

Dr. Kosey is asking the Board to provide direction on whether to pursue leasing or purchasing the solar panels.

President Knitter asked if there are grants.

Belden responded that grants are not available, but if grants were available then the tax credits would be reduced.

Dr. Kosey stated that the Park District will explore both options of either leasing or purchasing.

Commissioner Vescovi stated that the Park District should evaluate both leasing and purchasing but suggested that purchasing the solar panels seems to have a bigger advantage.

President Knitter agreed to consider both options and recommended reviewing the service agreement as part of the decision-making process.

6. REPORTS:

a. Administration and Enterprise Operations Report

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

Dr. Kosey provided clarification regarding last month's questions about the tax levy and fiscal year (FY) start dates for park districts. The Illinois Association of Park Districts (IAPD) reported that 42 park districts have January 1 FY, 64 have May 1 FY, and a few of them have July 1 FY. The IAPD explained why many park districts have May 1 FY. 1) Tax Levy Alignment: the tax levy must be submitted by the end of December, but park districts do not receive the final tax levy figures until March. May 1 FY allows park districts to adjust their budget accordingly. 2) Election Cycle: new commissioners begin their term in May, allowing them to have a say in the budgeting process from the start of the FY. In contrast, January 1 FY would place them five months into the budget cycle, limiting their influence. 3) Seasonal Revenue Generation: the spring season, which starts around May, generates more revenue due to increased use of fields and park facilities. A May 1 FY captures this peak season's revenue earlier in the cycle

Dr. Kosey explained the Market Based Salary Range Adjustment refers to the salary range associated with a specific job description. Dr. Kosey used the example of the Administrative Services Specialist position, where the previous Specialist retired after over twenty years of service and was at the higher end of the salary range. The newly hired Specialist, in contrast, was hired at the minimum rate of the range and will receive a merit increase at her next evaluation, although she will remain within the minimum of the salary range. Dr. Kosey emphasized that the Market Based Salary Range is based on a market analysis of the salary range for that particular job description.

President Knitter explained that all companies have a salary range.

Commissioner Vescovi asked if all park districts follow criteria depending on the job description.

Dr. Kosey confirmed that all park districts follow a criterion and contribute to that information. Market Based Salary Range Adjustment considers information such as the area demographics, the experience of the position, and the job description.

President Knitter emphasized that the Market Based Salary Range Adjustment is purely based on the job description.

b. Finance and Human Resources Report

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

Salinas reported that the Park District completed eight months of the fiscal year. The three major funds have a surplus.

President Knitter asked why the Central Park field rental revenue is down.

Robert Pechous suggested that the Central Park field rental revenue could be down due to lower baseball field revenue which is an industry-wide issue.

Salinas reported that although there is a surplus in the Recreation Fund, the surplus is lower than the prior year due to Capital Improvement projects expenditures.

President Knitter asked why is there \$10 million in the bank.

Salinas responded that there is a schedule as of December 31, 2024 in the Board Packet that shows there is over \$9 million in investments across ten funds. Six funds are restricted funds and can only be used for specific purposes, meaning that portions of the investments are not available for general use. The remaining funds are attributed to the General, Recreation, and Capital Projects Funds. The previous Park District Board adopted a Fund Balance Policy that mandates maintaining a reserve of either cash or investments equivalent to a minimum of three months and a maximum of nine months of operating expenditure.

Salinas explained that during the COVID-19 pandemic, the Park District used the reserve funds to continue minimal operations while programs were shut down. Currently, the reserve fund holds approximately six months of operating expenditure. However, this amount will fluctuate, particularly during the slow season. The Park District as a result of the restricted funds and the reserve will have around \$1 million for possible general use.

Dr. Kosey asked about Moody's credit rating for the Park District.

Salinas stated that the Park District received the highest rating, Aaa, from Moody's credit rating when the Park District issued bonds for 2023 and 2019.

Attorney Adams added that, in order to be rated highly, Moody's encourages maintaining Fund Balance surplus in reserve for emergencies.

President Knitter shared that the Park District made every effort to stay open during COVID but ultimately had to use the reserve to continue operations. Park District has been able to grow its reserve in the last two years.

Salinas stated that the Park District takes a conservative approach by maintaining a reserve of at least three months, but no more than nine months of operating expenses. Salinas added that taxing bodies with reserves exceeding two years can face challenges.

Dr. Kosey asked Salinas to address the last tax levy in December.

Salinas communicated that the Park District requested a 3.15% increase for the tax levy. As a result, a homeowner with a property value at \$750,000 would see an increase in taxes of \$26.00.

Commissioner Suleiman asked about having a policy to keep certain funds for growth.

Salinas responded that the benchmark for investments is a three-month US Treasury note. Additionally, there is a policy that prevents overconcentration, while aiming to diversify the investments.

Dr. Kosey reminded the audience members that all of this information is on the website.

c. Recreation and Communications Report

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

Pechous reported that the Get Better League (GBL) is sold out and has a waiting list. Many toys have been collected from the Breakaway clinic. Pioneers were busy with lunch at Fogo de Chao and Holiday tea at the Drake.

President Knitter addressed a false statement on the website she had mentioned earlier. The website inaccurately suggested that the Park District spent a significant amount of money on commissioners and employees at restaurants. However, President Knitter clarified that it is the seniors in Pioneers who pay for the program fees to go to restaurant outings and events. When an

employee accompanies the seniors to these events, the employee's expenses are covered by the program fees, which is a standard practice at other park districts and businesses.

Dr. Kosey stated that the Park District tries to spend money within the community.

President Knitter has received a lot of great feedback on Winter Lights.

Pechous presented the Sponsorship Book, which is available on the Park District website. Additionally, physical copies of the book are also available.

President Knitter asked about the Frosty Float Boat Regatta.

Rob Bond, Superintendent of Aquatic and Maintenance Operations, reported that the event was a success. The boats began by making one crossing of the pool as quickly as possible, followed by a challenge to complete as many crossings as possible within a five-minute period. Most boats were able to complete multiple crossings.

Pechous stated that the Park District has been collaborating with ActiveNet to improve reporting, specifically to distinguish between residents and nonresidents utilizing the Park District.

President Knitter received great feedback for the new fitness equipment.

Commissioner Suleiman added that the instruction on the new fitness equipment has been beneficial for the seniors. A fitness instructor led a workshop to teach them how to properly use the new equipment.

Commissioner Suleiman inquired about the reporting of numbers for swim team and swim lessons. Commissioner Suleiman noted a significant loss in revenue for the 2024/25 winter/spring registration and suggested adding another column to the report, as the spring session has not been completed.

Bond stated that Summer has four registrations, Fall is two, Winter/Spring is three. Bond will review and break down the data more to make it more accurate.

d. Parks and Facilities Report

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

Johnson reported that the Park District has received the final payment of the OSLAD grant for the North Fields. The ice rink is open, but the sled hill remains closed due to a lack of snow. When the weather warms up, Winter Lights decorations will be taken down. Additionally, an ADA lift chair has been installed at the Aquatic Center, and the in-house team has been conducting HVAC preventative maintenance this past month. The New Year Fitness program is doing well, and Oak Brook First has gained thirty-two new memberships. Fitness instructors are available in the fitness center to assist members with the new equipment.

Johnson stated that the Facility Department is currently managing the Hope's Front Door collection drive.

President Knitter asked if the Park District received the grant for pickleball and playground.

Dr. Kosey reported that the Park District did not receive the grant for pickleball and playground. As a result, the project will be delayed, and the Capital Improvement Project will be reevaluated.

President Knitter responded to a question from a previous board meeting regarding whether the projects would be completed without the grant. President Knitter clarified, without the grant, the project will not be completed.

7. UNFINISHED BUSINESS

a. Section 1 – Administrative Policies and Procedures Manual

Motion: Commissioner Suleiman made a motion, seconded by Commissioner Ivkovic Kelley, to approve Section 1 – Administrative Policies and Procedures Manual as amended.

President Knitter stated the Section 1 pertains to the conduct and responsibilities of the commissioners.

Dr. Kosey reported that two amendments were made to Section 1.2. The first amendment deleted Part A, which read “For the purpose of assisting Commissioners in collecting feedback and ideas regarding the facilities, memberships, special events and programs of the District, the Park Board of Commissioners permits up to 8 guests of each Commissioner, per quarter, to participate in and attend District facilities, memberships, special events and programs without charge.” Since Commissioners don’t utilize these passes for special events and programs, Part A was deleted.

The second change was an amendment to Part B, which granted each Commissioner eight guest passes for inviting guests to the Park District facilities, special events, and programs. The amendment excluded special events and programs. Therefore, the eight guest passes will only be valid for use at the Park District facilities. The purpose of these passes is to gather valuable feedback from residents regarding the Park District.

Dr. Kosey communicated that Part A of Section 1.3 stipulated that a Commissioner who has completed a full term on the Board would be eligible for a free lifetime “Fitness Club Membership” upon submission of an application. The term “Fitness Club Membership” has been updated to “Family Recreation Center Membership.”

The motion passed by roll call vote.

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

Nays: None

8. NEW BUSINESS

a. Ordinance 17-0116: An Ordinance Amending Ordinance No. 17-0116 Regulating Travel, Meal and Lodging Expenses in Accordance with The Local Government Travel Expense Control Act *(Requires waiving the Board Rules to approve at this meeting.)*

Motion: Commissioner Suleiman made a motion, seconded by Commissioner Ivkovic Kelley, to waive the Board Rules to approve at this meeting for Ordinance 17-0116: An Ordinance Amending Ordinance No. 17-0116 Regulating Travel, Meal and Lodging Expenses in Accordance with The Local Government Travel Expense Control Act.

Commissioner Vescovi asked for more explanation of Ordinance 17-0116.

Dr. Kosey explained that now that Section 1 has been approved this ordinance aims to clarify the Personnel Policy Manual and the Administrative Policies and Procedures. The purpose is to ensure consistency regarding travel, meals, and lodging expenses, which will be based on the General Services Admission (GSA) per diem rates for the event location, excluding gratuity.

The motion passed by roll call vote.

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

Nays: None

Motion: Commissioner Suleiman made a motion, seconded by Commissioner Ivkovic Kelley, to approve Ordinance 17-0116: An Ordinance Amending Ordinance No. 17-0116 Regulating Travel, Meal and Lodging Expenses in Accordance with The Local Government Travel Expense Control Act.

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

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

Nays: None

b. Market Based Salary Range Adjustment

President Knitter stated that the Market Based Salary Range Adjustment was discussed earlier.

c. Ordinance 25-0217: An Ordinance Transferring Funds to and from Several Park District Funds

Salinas communicated that Exhibit A is included in the Board Packet. Exhibit A outlines the amount of the transfers to and from funds, along with the purpose of each transfer, as part of the budget process. Salinas noted that this is the last year for transferring the debt certificates and the loan to the Village.

d. Tennis Center Exterior Windows Replacement Project Bid

Dr. Kosey reported that the previous bid was over budget. The Park District reevaluated the project and will go out to bid again.

9. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON FEBRUARY 17, 2025, 6:30 P.M.

President Knitter announced the next Regular Meeting of the Oak Brook Park District Board of Park Commissioners will be held on February 17, 2025, at 6:30 p.m.

10. ADJOURNMENT

Motion: Commissioner Suleiman made a motion, seconded by Commissioner Ivkovic Kelley, to adjourn the January 20, 2025, regular meeting of the Oak Brook Park District Board of Commissioners. The motion passed by voice vote, and the meeting adjourned at the hour of 8:03 p.m.

Dr. Laure L. Kosey, Executive Director

Financial Statement



General Fund

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

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

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



General Fund: Revenues and Expenditures Summary (Unaudited)

Fiscal Year-to-Date Activity through January 31, 2025 and 2024

75.00% completed (9 out of 12 months)

	Fiscal Year 2024/2025- Highlighted items reflect more than 8.33% variance						FY 2024/2025 compared to FY 2023/2024- Highlighted items reflect more than 10% variance		
	Original Annual Budget	January 2025 Actual	Year-To-Date (YTD) Actual	Encumbered	YTD Actual + Encumbered	YTD Actual, as a % of Original Annual Budget	Fiscal Year 2023/2024 YTD Actual	Actual Higher/(Lower) than 2023/2024 YTD Actual	Percent Change
REVENUES									
Administration	\$ -	\$ -	\$ -	N/A	\$ -	N/A	\$ -	\$ -	N/A
Finance									
Property Taxes	1,754,965	-	1,889,400	N/A	1,889,400	107.7%	1,802,211	87,189	4.8%
Personal Prop. Repl. Taxes	252,617	20,849	129,671	N/A	129,671	51.3%	206,180	(76,509)	-37.1%
Investment Income	52,000	11,118	79,990	N/A	79,990	153.8%	50,721	29,270	57.7%
Other	1,250	500	1,500	N/A	1,500	120.0%	1,385	115	8.3%
Central Park North	90,000	(300)	92,785	N/A	92,785	103.1%	77,904	14,881	19.1%
Central Park	238,650	1,810	192,936	N/A	192,936	80.8%	210,889	(17,953)	-8.5%
Saddlebrook Park	500	-	-	N/A	-	0.0%	-	-	N/A
Forest Glen Park	500	-	200	N/A	200	40.0%	-	200	N/A
Chillem Park	250	-	-	N/A	-	0.0%	-	-	N/A
Dean Property	9,000	-	-	N/A	-	0.0%	-	-	N/A
Information Technology	133,693	33,398	100,300	N/A	100,300	75.0%	88,237	12,063	13.7%
Building-Recreation Center	1,103,748	187,351	825,906	N/A	825,906	74.8%	752,732	73,174	9.7%
Central Park West	20,597	5,320	15,967	N/A	15,967	77.5%	49,165	(33,198)	-67.5%
TOTAL REVENUES	\$ 3,657,770	\$ 260,047	\$ 3,328,655	\$ -	\$ 3,328,655	91.0%	\$ 3,239,422	\$ 89,232	2.8%
EXPENDITURES									
Administration	\$ 413,556	\$ 42,512	\$ 249,383	\$ 73	249,455	60.3%	\$ 271,185	\$ (21,802)	-8.0%
Finance	317,125	28,946	185,967	1,060	187,027	58.6%	184,146	1,821	1.0%
Central Park North	94,954	8,280	69,189	4,591	73,780	72.9%	37,601	31,588	84.0%
Central Park	826,659	72,616	541,637	24,941	566,578	65.5%	534,502	7,136	1.3%
Saddlebrook Park	16,187	-	8,591	4,552	13,143	53.1%	10,708	(2,117)	-19.8%
Forest Glen Park	32,326	63	15,317	5,283	20,600	47.4%	18,485	(3,168)	-17.1%
Chillem Park	7,481	-	3,785	838	4,624	50.6%	5,105	(1,320)	-25.9%
Dean Property	40,423	38	18,274	9,221	27,496	45.2%	22,823	(4,548)	-19.9%
Professional Services	31,000	-	19,846	1,072	20,918	64.0%	22,437	(2,590)	-11.5%
Information Technology	349,743	25,983	233,748	26,493	260,241	66.8%	205,443	28,305	13.8%
Building-Recreation Center	1,145,015	111,500	806,318	32,357	838,675	70.4%	740,616	65,702	8.9%
Central Park West	57,990	6,823	40,361	3,045	43,406	69.6%	48,176	(7,815)	-16.2%
TOTAL EXPENDITURES	\$ 3,332,459	\$ 296,761	\$ 2,192,417	\$ 113,525	\$ 2,305,942	65.8%	\$ 2,101,226	\$ 91,191	4.3%
TRANSFERS OUT	\$ 502,000	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	N/A
TOTAL EXPENDITURES AND TRANSFERS OUT	\$ 3,834,459	\$ 296,761	\$ 2,192,417	\$ 113,525	\$ 2,305,942	57.2%	\$ 2,101,226	\$ 91,191	4.3%
REVENUES OVER (UNDER) EXPENDITURES AND TRANSFERS OUT	\$ (176,689)	\$ (36,714)	\$ 1,136,237	\$ (113,525)	\$ 1,022,713	-643.1%	\$ 1,138,196	\$ (1,959)	-0.2%

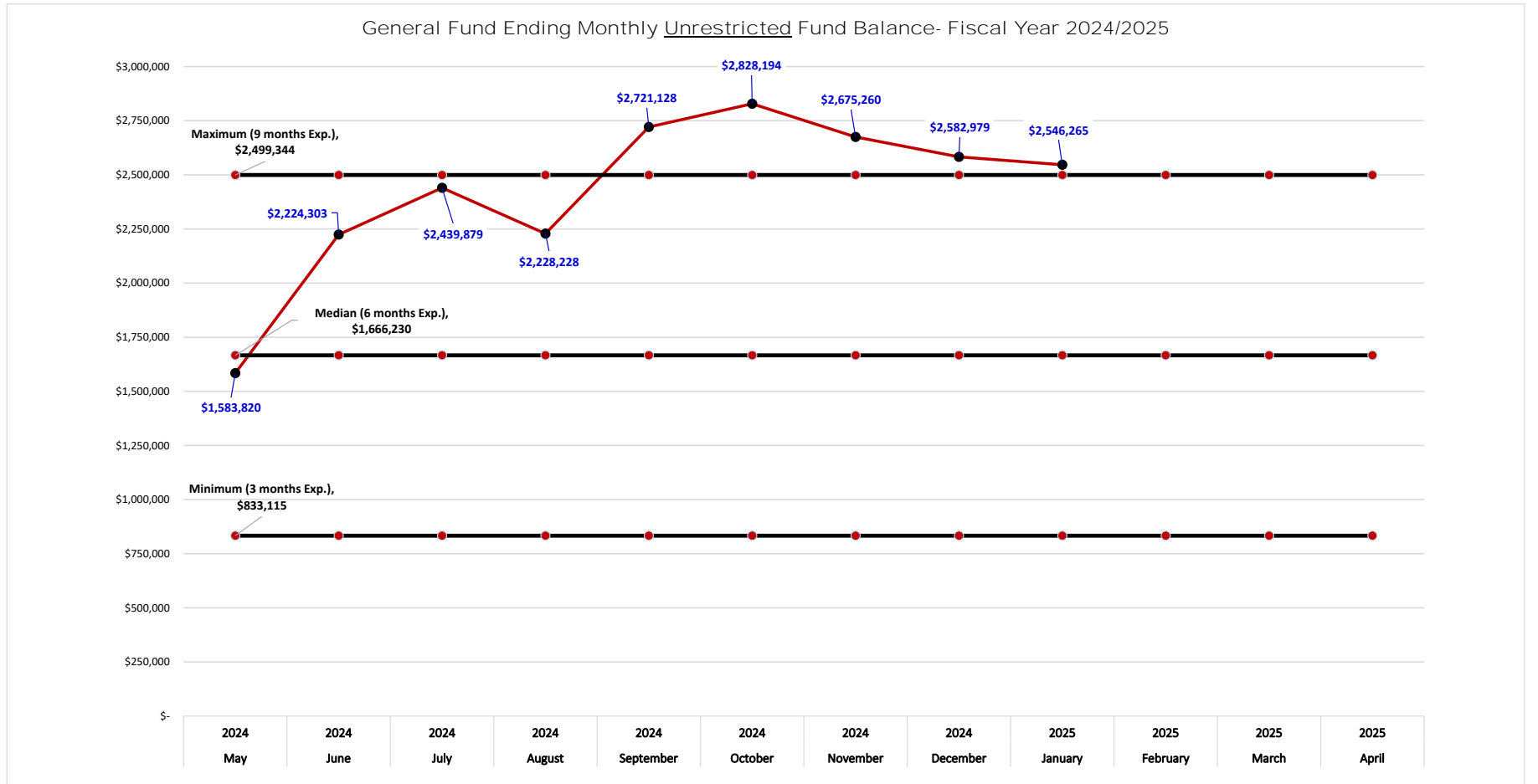
Note 1 > Fiscal year 2024/2025 highlighted items reflect a variance of one month or greater (i.e. +/- 8.33%). When comparing the current fiscal year to fiscal year 2023/2024, the highlighted items reflect a variance of +/-10.00% or greater.

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

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

Actuals- Unaudited

	May	June	July	August	September	October	November	December	January	February	March	April	Fiscal
	2024	2024	2024	2024	2024	2024	2024	2024	2025	2025	2025	2025	Y-T-D
Beginning Unrestricted	\$ 1,410,027	\$ 1,583,820	\$ 2,224,303	\$ 2,439,879	\$ 2,228,228	\$ 2,721,128	\$ 2,828,194	\$ 2,675,260	\$ 2,582,979				
Monthly Net Surplus/(Deficit)	173,793	640,482	215,576	(211,651)	492,900	107,066	(152,935)	(92,281)	(36,714)				\$ 1,136,237
Ending Unrestricted	\$ 1,583,820	\$ 2,224,303	\$ 2,439,879	\$ 2,228,228	\$ 2,721,128	\$ 2,828,194	\$ 2,675,260	\$ 2,582,979	\$ 2,546,265	\$ -	\$ -	\$ -	



Minimum (3 months Exp.)	\$ 833,115	\$ 833,115	\$ 833,115	\$ 833,115	\$ 833,115	\$ 833,115	\$ 833,115	\$ 833,115	\$ 833,115	\$ 833,115	\$ 833,115	\$ 833,115	\$ 833,115
Median (6 months Exp.)	\$ 1,666,230	\$ 1,666,230	\$ 1,666,230	\$ 1,666,230	\$ 1,666,230	\$ 1,666,230	\$ 1,666,230	\$ 1,666,230	\$ 1,666,230	\$ 1,666,230	\$ 1,666,230	\$ 1,666,230	\$ 1,666,230
Maximum (9 months Exp.)	\$ 2,499,344	\$ 2,499,344	\$ 2,499,344	\$ 2,499,344	\$ 2,499,344	\$ 2,499,344	\$ 2,499,344	\$ 2,499,344	\$ 2,499,344	\$ 2,499,344	\$ 2,499,344	\$ 2,499,344	\$ 2,499,344



Recreation Fund

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

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

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



Recreation Fund: Revenues and Expenditures Summary (Unaudited)

Fiscal Year-to-Date Activity through January 31, 2025 and 2024

75.00% completed (9 out of 12 months)

	Fiscal Year 2024/2025- Highlighted items reflect more than 8.33% variance						FY 2024/2025 compared to FY 2023/2024- Highlighted items reflect more than 10% variance		
	Original Annual Budget	January 2025 Actual	Year-To-Date (YTD) Actual	Encumbered	YTD Actual + Encumbered	YTD Actual, as a % of Original Annual Budget	FY 2024/2025 YTD Actual		
							Fiscal Year 2023/2024 YTD Actual	Higher/(Lower) than 2023/2024 YTD Actual	Percent Change
REVENUES									
Administration									
Property Taxes	\$ 1,300,345	\$ -	\$ 1,399,491	N/A	\$ 1,399,491	107.6%	\$ 1,315,649	\$ 83,841	6.4%
Personal Prop. Repl. Taxes	79,528	6,564	40,822	N/A	40,822	51.3%	64,908	(24,086)	-37.1%
Investment Income	80,000	11,356	113,364	N/A	113,364	141.7%	69,732	43,631	62.6%
Other	3,000	244	5,967	N/A	5,967	198.9%	1,802	4,166	231.2%
Fitness Center	733,603	81,252	629,700	N/A	629,700	85.8%	573,496	56,204	9.8%
Aquatic Center	667,703	68,667	565,141	N/A	565,141	84.6%	477,751	87,390	18.3%
Aquatic Recreation Prog.	579,511	37,536	404,072	N/A	404,072	69.7%	384,359	19,714	5.1%
Children's Programs	519,207	14,110	497,852	N/A	497,852	95.9%	489,636	8,216	1.7%
Preschool Programs	328,366	37,013	264,418	N/A	264,418	80.5%	255,612	8,806	3.4%
Youth Programs	256,813	(562)	227,102	N/A	227,102	88.4%	208,909	18,193	8.7%
Adult Programs	131,628	4,402	129,706	N/A	129,706	98.5%	114,874	14,832	12.9%
Pioneer Programs	66,973	1,845	53,588	N/A	53,588	80.0%	49,291	4,297	8.7%
Special Events and Trips	139,340	3,388	125,645	N/A	125,645	90.2%	144,953	(19,308)	-13.3%
Marketing	46,000	-	27,162	N/A	27,162	59.0%	30,650	(3,488)	-11.4%
Capital Outlay	-	-	-	N/A	-	N/A	-	-	N/A
TOTAL REVENUES	\$ 4,932,017	\$ 265,817	\$ 4,484,031	\$ -	\$ 4,484,031	90.9%	\$ 4,181,623	\$ 302,408	7.2%
TRANSFERS IN	\$ 150,000	-	-	N/A	-	0.0%	-	-	N/A
TOTAL REVENUES & TRANSFERS IN	\$ 5,082,017	\$ 265,817	\$ 4,484,031	\$ -	\$ 4,484,031	88.2%	\$ 4,181,623	\$ 302,408	7.2%
EXPENDITURES									
Administration	\$ 1,099,291	\$ 150,688	\$ 768,064	\$ 13,932	\$ 781,996	69.9%	\$ 719,063	\$ 49,001	6.8%
Fitness Center	535,242	69,973	356,736	14,107	370,843	66.6%	309,781	46,955	15.2%
Aquatic Center	1,158,019	121,063	859,582	32,206	891,788	74.2%	773,758	85,825	11.1%
Aquatic Recreation Prog.	302,009	27,078	166,887	13,068	179,955	55.3%	173,624	(6,737)	-3.9%
Children's Programs	383,837	8,893	228,256	118,012	346,267	59.5%	223,479	4,777	2.1%
Preschool Programs	307,712	31,370	164,260	714	164,973	53.4%	139,447	24,813	17.8%
Youth Programs	202,400	6,367	120,627	74	120,701	59.6%	114,918	5,709	5.0%
Adult Programs	74,250	6,444	53,593	1,207	54,800	72.2%	42,557	11,037	25.9%
Pioneer Programs	101,932	7,425	70,662	1,468	72,130	69.3%	61,674	8,988	14.6%
Special Events and Trips	123,647	6,788	106,382	2,674	109,056	86.0%	112,727	(6,345)	-5.6%
Marketing	311,514	37,080	209,549	7,128	216,677	67.3%	166,908	42,641	25.5%
Capital Outlay	1,213,000	115,910	1,053,957	134,364	1,188,320	86.9%	189,094	864,863	457.4%
TOTAL EXPENDITURES	\$ 5,812,852	\$ 589,080	\$ 4,158,554	\$ 338,953	\$ 4,497,507	71.5%	\$ 3,027,029	\$ 1,131,525	37.4%
TRANSFERS OUT	\$ 177,971	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	N/A
TOTAL EXPENDITURES & TRANSFERS OUT	\$ 5,990,823	\$ 589,080	\$ 4,158,554	\$ 338,953	\$ 4,497,507	69.4%	\$ 3,027,029	\$ 1,131,525	37.4%
REVENUES & TRANSFERS IN, OVER (UNDER) EXPENDITURES & TRANSFERS OUT	\$ (908,806)	\$ (323,263)	\$ 325,477	\$ (338,953)	\$ (13,476)	-35.8%	\$ 1,154,594	\$ (829,117)	-71.8%

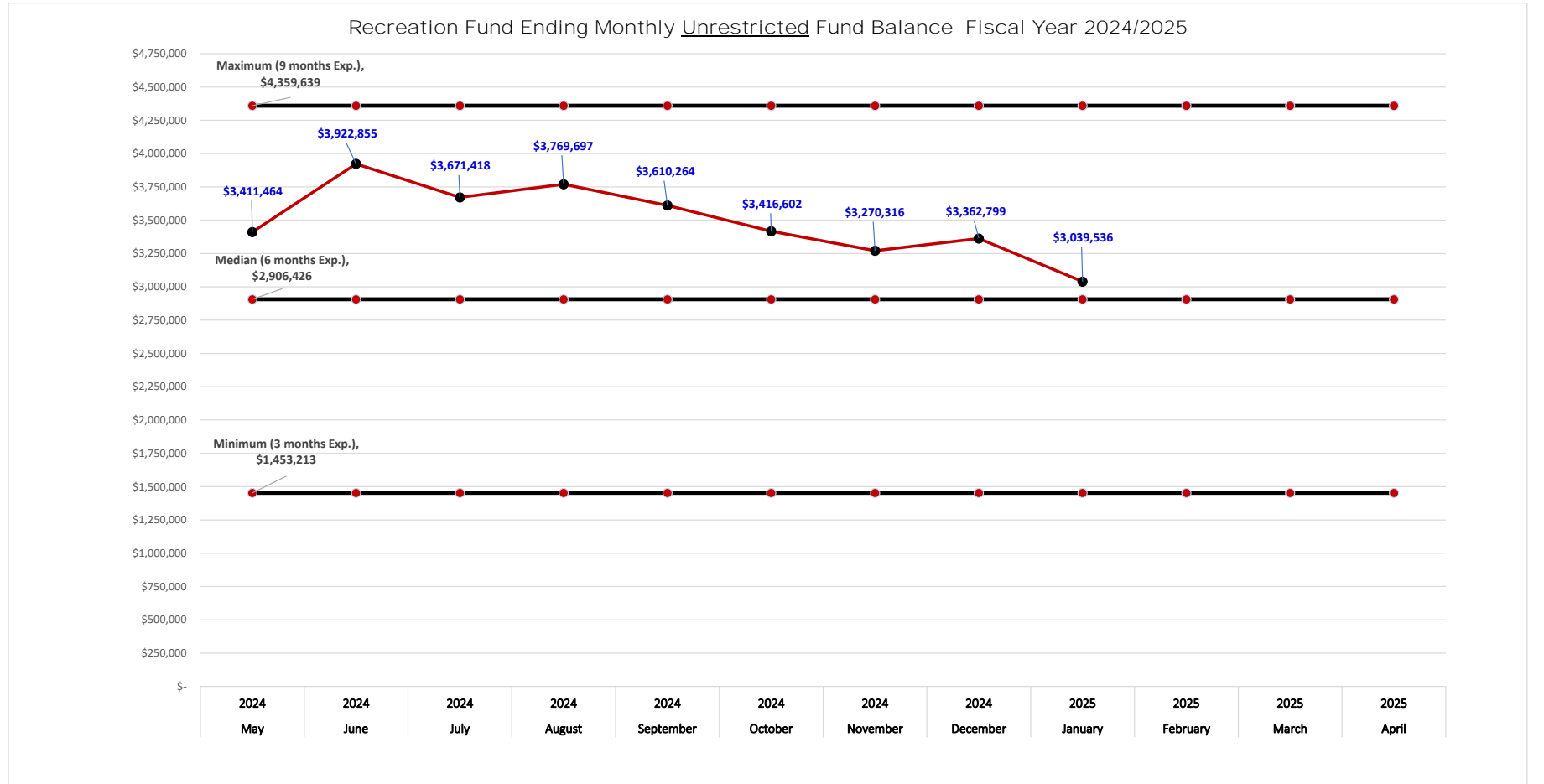
Note> Fiscal year 2024/2025 highlighted items reflect a variance of one month or greater (i.e. +/- 8.33%). When comparing the current fiscal year to fiscal year 2023/2024, the highlighted items reflect a variance of +/-10.00% or greater.

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

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

Actuals- Unaudited

	May	June	July	August	September	October	November	December	January	February	March	April	Fiscal
	2024	2024	2024	2024	2024	2024	2024	2024	2025	2025	2025	2025	Y-T-D
Beginning Unrestricted	\$ 2,714,059	\$ 3,411,464	\$ 3,922,855	\$ 3,671,418	\$ 3,769,697	\$ 3,610,264	\$ 3,416,602	\$ 3,270,316	\$ 3,362,799				
Monthly Net Surplus/(Deficit)	697,405	511,391	(251,437)	98,279	(159,433)	(193,662)	(146,286)	92,483	(323,263)				\$ 325,477
Ending Unrestricted	\$ 3,411,464	\$ 3,922,855	\$ 3,671,418	\$ 3,769,697	\$ 3,610,264	\$ 3,416,602	\$ 3,270,316	\$ 3,362,799	\$ 3,039,536	\$ -	\$ -	\$ -	



Minimum (3 months Exp.)	\$ 1,453,213	\$ 1,453,213	\$ 1,453,213	\$ 1,453,213	\$ 1,453,213	\$ 1,453,213	\$ 1,453,213	\$ 1,453,213	\$ 1,453,213	\$ 1,453,213	\$ 1,453,213	\$ 1,453,213	\$ 1,453,213
Median (6 months Exp.)	\$ 2,906,426	\$ 2,906,426	\$ 2,906,426	\$ 2,906,426	\$ 2,906,426	\$ 2,906,426	\$ 2,906,426	\$ 2,906,426	\$ 2,906,426	\$ 2,906,426	\$ 2,906,426	\$ 2,906,426	\$ 2,906,426
Maximum (9 months Exp.)	\$ 4,359,639	\$ 4,359,639	\$ 4,359,639	\$ 4,359,639	\$ 4,359,639	\$ 4,359,639	\$ 4,359,639	\$ 4,359,639	\$ 4,359,639	\$ 4,359,639	\$ 4,359,639	\$ 4,359,639	\$ 4,359,639



Tennis Fund

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

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

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



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

Fiscal Year-to-Date Activity through January 31, 2025 and 2024

75.00% completed (9 out of 12 months)

	Fiscal Year 2024/2025- Highlighted items reflect more than 8.33% variance						FY 2024/2025 compared to FY 2023/2024- Highlighted items reflect more than 10% variance		
	Original Annual Budget	January 2025 Actual	Year-To-Date (YTD) Actual	Encumbered	YTD Actual + Encumbered	YTD Actual, as a % of Original Annual Budget	Fiscal Year 2023/2024 YTD Actual	FY 2024/2025 YTD Actual Higher/(Lower) than 2023/2024 YTD Actual	Percent Change
REVENUES									
Administration	\$ 67,000	\$ 10,117	\$ 116,762	N/A	\$ 116,762	174.3%	\$ 55,641	\$ 61,121	109.8%
Building- Racquet Club	500	18	986	N/A	986	197.3%	517	469	90.8%
Programs- Racquet Club	2,186,500	201,617	1,957,328	N/A	1,957,328	89.5%	1,863,250	94,078	5.0%
TOTAL REVENUES	\$ 2,254,000	\$ 211,752	\$ 2,075,076	\$ -	\$ 2,075,076	92.1%	\$ 1,919,407	\$ 155,668	8.1%
EXPENSES									
Administration	\$ 922,009	\$ 78,468	\$ 541,116	\$ 1,037	\$ 542,153	58.7%	\$ 518,727	\$ 22,389	4.3%
Building- Racquet Club	379,379	23,985	220,630	36,336	256,966	58.2%	227,102	(6,472)	-2.8%
Programs- Racquet Club	885,000	73,885	552,223	180	552,403	62.4%	477,305	74,918	15.7%
Capital Outlay	310,000	-	83,567	19,468	103,035	27.0%	59,486	24,082	40.5%
TOTAL EXPENSES	\$ 2,496,388	\$ 176,339	\$ 1,397,536	\$ 57,021	\$ 1,454,557	56.0%	\$ 1,282,620	\$ 114,916	9.0%
REVENUES OVER (UNDER) EXPENSES	\$ (242,388)	\$ 35,413	\$ 677,540	\$ (57,021)	\$ 620,519	-279.5%	\$ 636,788	\$ 40,752	6.4%

Note> Fiscal year 2024/2025 highlighted items reflect a variance of one month or greater (i.e. +/- 8.33%). When comparing the current fiscal year to fiscal year 2023/2024, the highlighted items reflect a variance of +/-10.00% or greater.

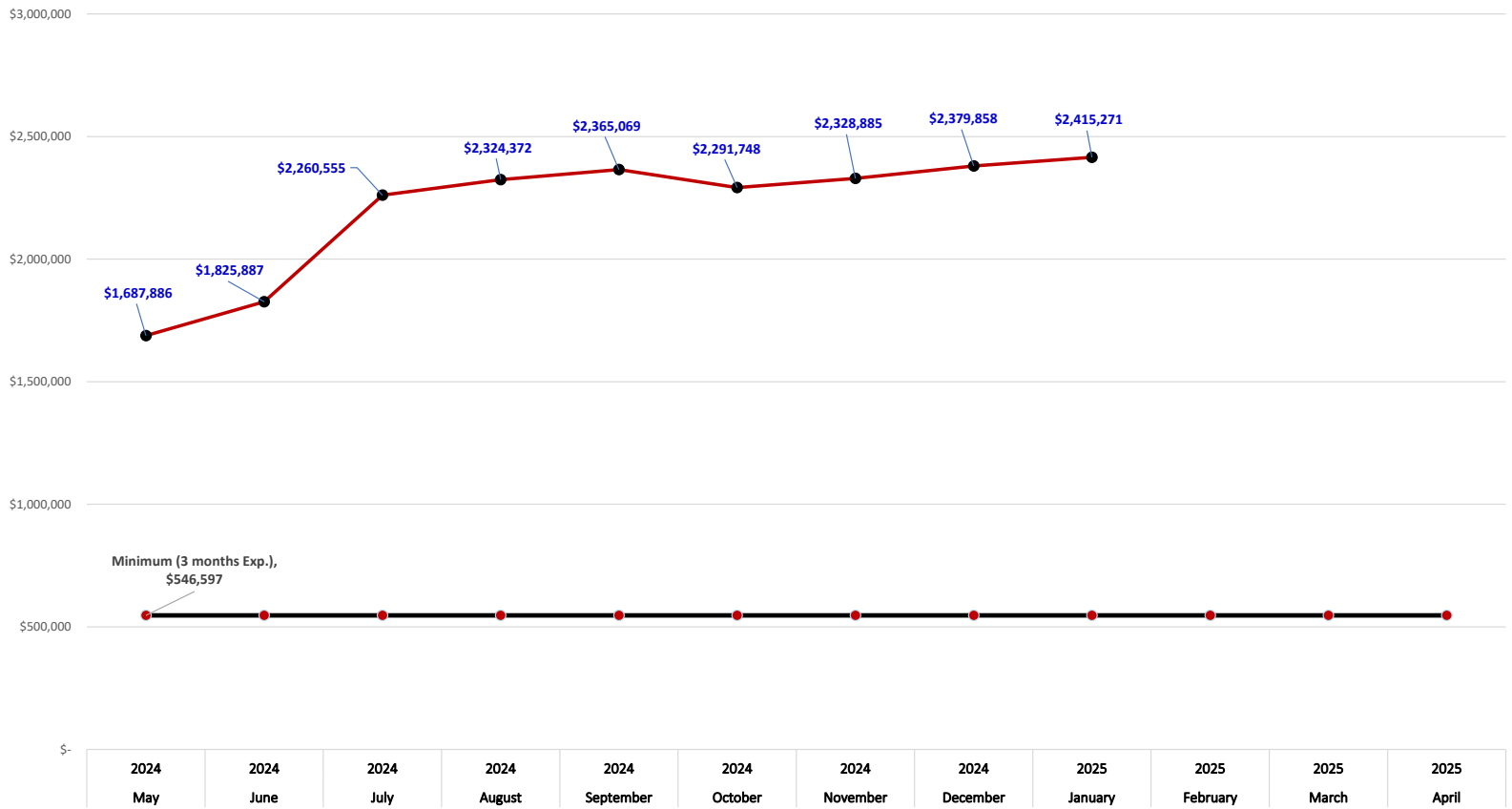
Note 2> Encumbered balances represent the commitment of appropriated (budgeted) funds to purchase goods and services. They set aside (encumber) appropriated funds for future expense and are used by staff to manage spending activity.

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

Actuals- Unaudited

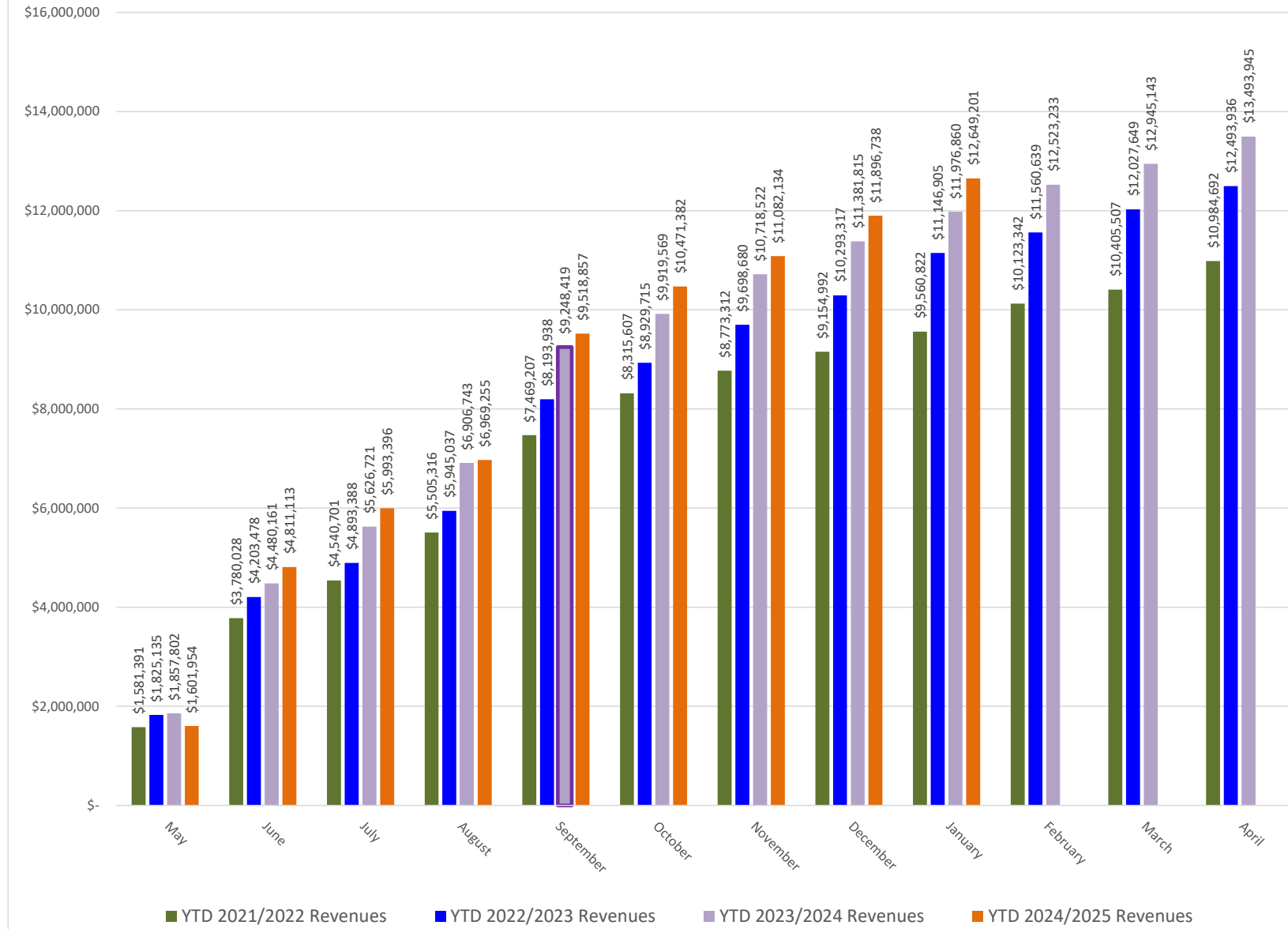
	May 2024	June 2024	July 2024	August 2024	September 2024	October 2024	November 2024	December 2024	January 2025	February 2025	March 2025	April 2025	Fiscal Y-T-D
Beginning Investment in Capital Assets	\$ 1,753,845	\$ 1,911,683	\$ 1,919,169	\$ 1,779,682	\$ 1,795,258	\$ 1,795,258	\$ 1,805,661	\$ 1,834,236	\$ 1,837,412				
Beginning Unrestricted	1,821,299	1,687,886	1,825,887	2,260,555	2,324,372	2,365,069	2,291,748	2,328,885	2,379,858				
Monthly Net Surplus/(Deficit)	24,425	322,803	165,993	72,808	(18,214)	(46,934)	67,096	54,149	35,413				\$ 677,540
Ending Investment in Capital Assets	\$ 1,911,683	\$ 1,919,169	\$ 1,779,682	\$ 1,795,258	\$ 1,795,258	\$ 1,805,661	\$ 1,834,236	\$ 1,837,412	\$ 1,837,412				
Ending Unrestricted	\$ 1,687,886	\$ 1,825,887	\$ 2,260,555	\$ 2,324,372	\$ 2,365,069	\$ 2,291,748	\$ 2,328,885	\$ 2,379,858	\$ 2,415,271				

Tennis Fund Monthly Ending Unrestricted Net Position- Fiscal Year 2024/2025



Minimum (3 months Exp.)	\$ 546,597	\$ 546,597	\$ 546,597	\$ 546,597	\$ 546,597	\$ 546,597	\$ 546,597	\$ 546,597	\$ 546,597	\$ 546,597	\$ 546,597	\$ 546,597	\$ 546,597
Median (6 months Exp.)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Maximum (9 months Exp.)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

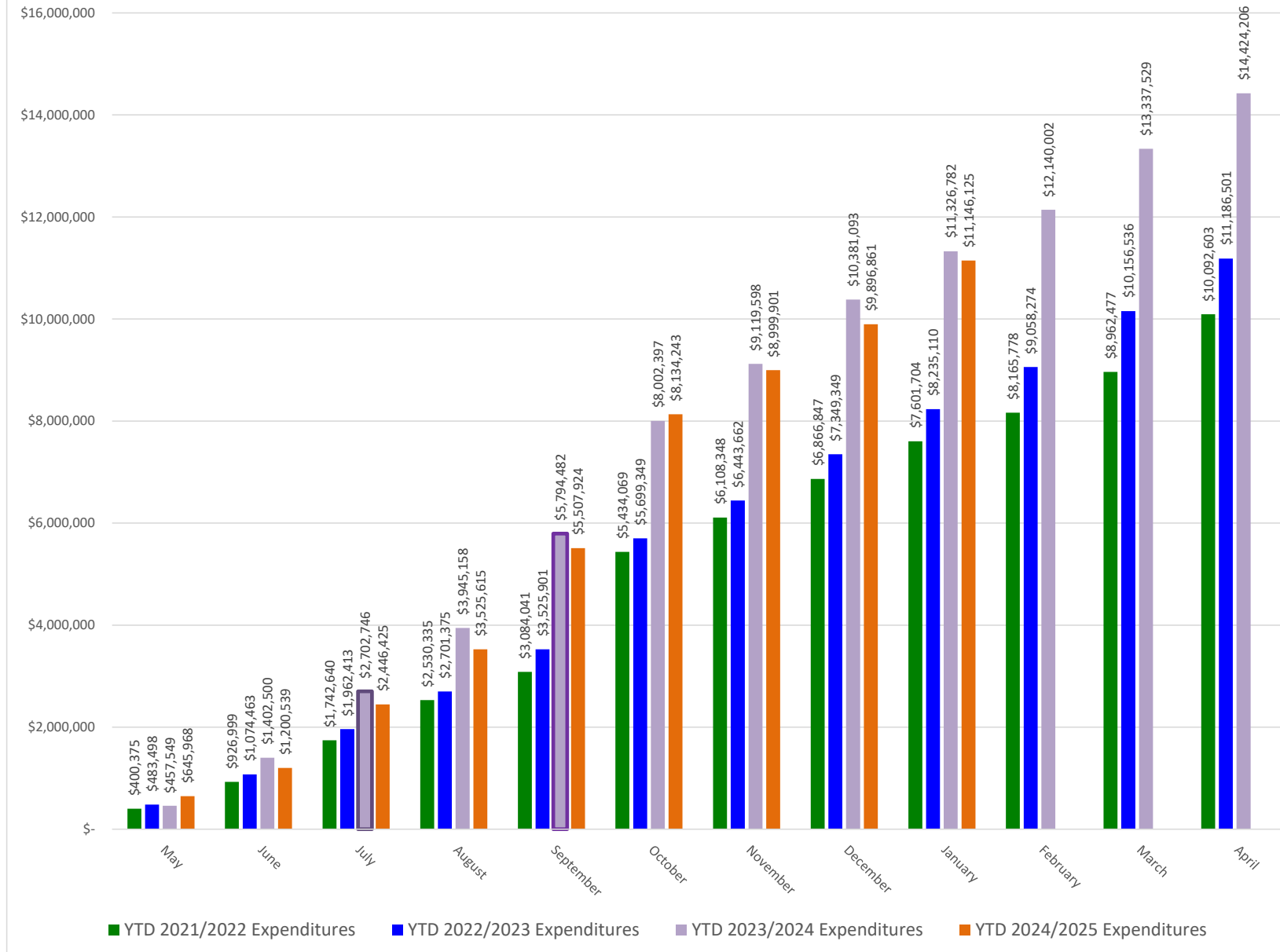
Oak Brook Park District- Consolidated Year-to-Date Revenues (excluding transfers in)



NOTES

2023/2024 The large increase in Y-T-D revenues are being primarily driven by increased programming revenues in our fitness, aquatics, children's, special events departments, as well as in group tennis programming.

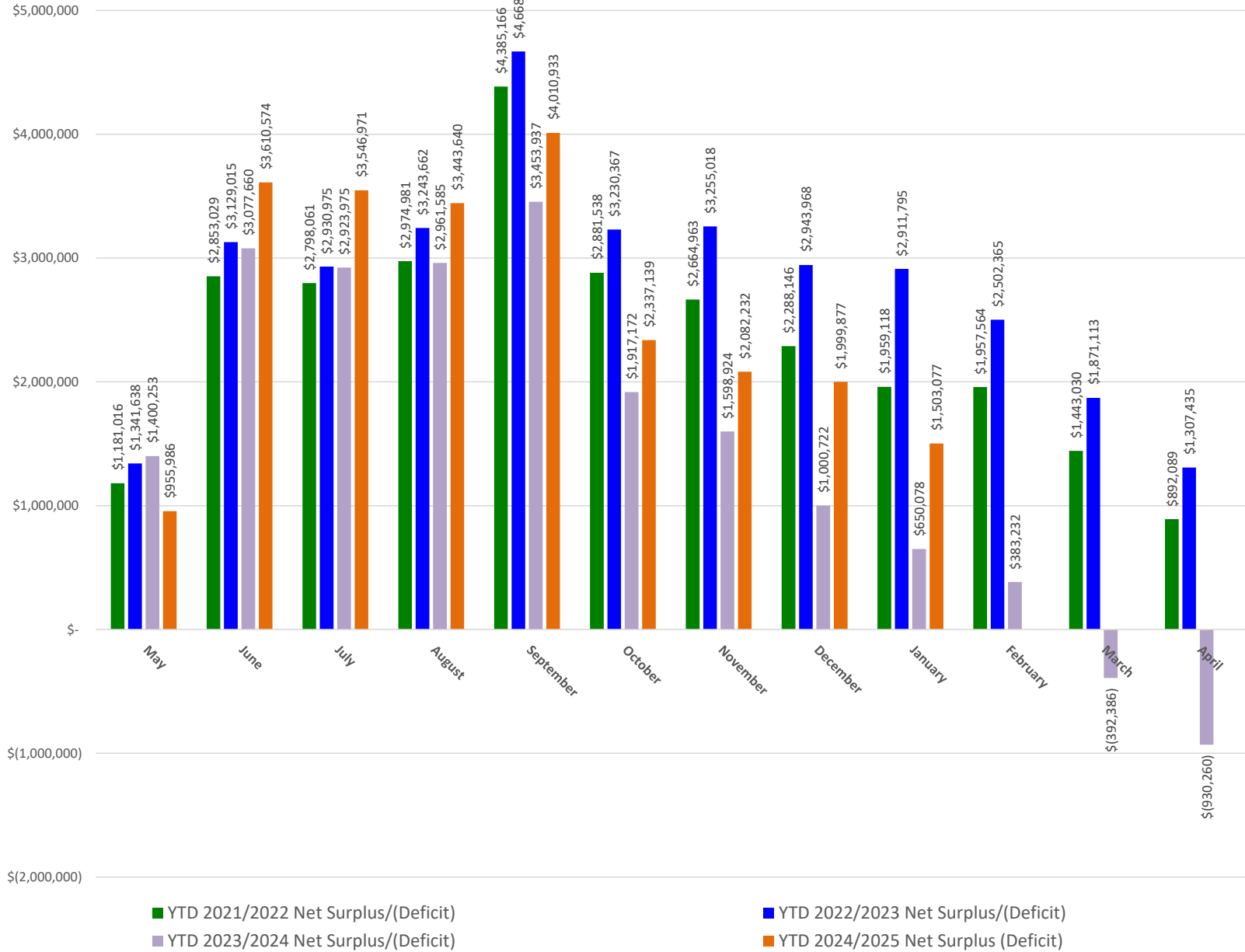
Oak Brook Park District- Consolidated Year-to-Date Expenditures/Expenses (excluding transfers out)



NOTES

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

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





OAK BROOK PARK DISTRICT
SUMMARIZED REVENUE & EXPENDITURE REPORT
 January 2025

	FY 2024/2025 ANNUAL BUDGET	CURRENT MONTH ACTUAL	Y-T-D ACTUAL (9 months)
GENERAL CORPORATE FUND			
Revenues & transfers in	\$ 3,657,770	\$ 260,047	\$ 3,328,655
Expenditures & transfers out	3,834,459	296,761	2,192,417
Net surplus/(deficit)	\$ (176,689)	\$ (36,714)	\$ 1,136,237
RECREATION FUND			
Revenues & transfers in	\$ 5,082,017	\$ 265,817	\$ 4,484,031
Expenditures & transfers out	5,990,823	589,080	4,158,554
Net surplus/(deficit)	\$ (908,806)	\$ (323,263)	\$ 325,477
IMRF FUND			
Revenues & transfers in	\$ 153,789	\$ 6,309	\$ 126,761
Expenditures & transfers out	180,000	19,559	134,471
Net surplus/(deficit)	\$ (26,211)	\$ (13,250)	\$ (7,710)
LIABILITY INSURANCE FUND			
Revenues & transfers in	\$ 148,557	\$ 2,092	\$ 147,880
Expenditures & transfers out	159,061	4,363	82,593
Net surplus/(deficit)	\$ (10,504)	\$ (2,271)	\$ 65,288
AUDIT FUND			
Revenues & transfers in	\$ 10,181	\$ 26	\$ 12,527
Expenditures & transfers out	13,550	-	14,750
Net surplus/(deficit)	\$ (3,369)	\$ 26	\$ (2,223)
DEBT SERVICE FUND			
Revenues & transfers in	\$ 1,943,812	\$ 645	\$ 1,701,538
Expenditures & transfers out	1,924,411	65,250	1,489,432
Net surplus/(deficit)	\$ 19,401	\$ (64,605)	\$ 212,106
RECREATIONAL FACILITIES FUND (TENNIS CENTER)			
Revenues	\$ 2,254,000	\$ 211,752	\$ 2,075,076
Expenses	2,496,388	176,339	1,397,536
Net surplus/(deficit)	\$ (242,388)	\$ 35,413	\$ 677,540
SPECIAL RECREATION FUND			
Revenues & transfers in	\$ 434,837	\$ 914	\$ 411,592
Expenditures & transfers out	449,590	39,234	365,312
Net surplus/(deficit)	\$ (14,753)	\$ (38,319)	\$ 46,280



OAK BROOK PARK DISTRICT
SUMMARIZED REVENUE & EXPENDITURE REPORT
 January 2025

	FY 2024/2025 ANNUAL BUDGET	CURRENT MONTH ACTUAL	Y-T-D ACTUAL (9 months)
CAPITAL PROJECTS FUND			
Revenues & transfers in	\$ 2,143,779	\$ 97	\$ 94,017
Expenditures & transfers out	2,549,779	14,842	1,079,958
Net surplus/(deficit)	\$ (406,000)	\$ (14,746)	\$ (985,941)
SOCIAL SECURITY FUND			
Revenues & transfers in	\$ 272,846	\$ 4,765	\$ 267,125
Expenditures & transfers out	318,428	32,862	231,102
Net surplus/(deficit)	\$ (45,582)	\$ (28,096)	\$ 36,023
CONSOLIDATED SUMMARY			
Revenues & transfers in	\$ 16,101,589	\$ 752,463	\$ 12,649,201
Expenditures/expenses & transfers out	17,916,489	1,238,289	11,146,125
Net surplus/(deficit)	\$ (1,814,900)	\$ (485,826)	\$ 1,503,077

**OAK BROOK PARK DISTRICT
CONSOLIDATED REVENUES AND EXPENDITURES REPORT
Month: January 2025**

		CONSOLIDATED TOTALS
REVENUES & TRANSFERS IN		
Property Taxes	\$	-
Replacement Taxes		38,610
Interest		36,242
Miscellaneous		744
Fitness Center Fees, Memberships, Sponsorships		81,252
Aquatic Center Program Fees, Memberships, Rentals		106,203
Other Recreation Program Fees		261,832
Marketing Service Fees, Sponsorships, Donations		-
FRC Rental/Member Fees		54,487
Field Rentals & Concessions- Central Park North		(300)
Field Rentals- Central Park		1,810
Satellite Parks & DNS		-
Information Technology		-
CPW Building Rentals & Other		5,320
Grant Proceeds		-
Overhead Revenues		166,263
Transfers In		-
TOTAL REVENUES & TRANSFERS IN:	\$	752,463
EXPENDITURES/EXPENSES & TRANSFERS OUT		
Accounts Payable and Other	\$	430,804
Payroll and Related Benefits		641,223
Overhead Expenditures		166,263
Transfers Out		-
TOTAL EXPENDITURES/EXPENSES & TRANSFERS OUT:	\$	1,238,289
NET REVENUES/(EXPENDITURES/EXPENSES)	\$	(485,826)

**Oak Brook Park District
Consolidated Balance Sheet
As of January 31, 2025**

<u>ASSETS</u>	<u>Consolidated Totals</u>
Current Assets	
Cash and Investments	\$ 9,345,728
Receivables - Net of Allowances	
Property Taxes	5,818,600
Accounts	583,933
Due from Other Funds	-
Prepays	3,264
Inventories	24,987
Total Current Assets	<u>\$ 15,776,511</u>
Noncurrent Assets	
Capital Assets	
Non-depreciable	\$ 259,955
Depreciable	5,476,288
Accumulated Depreciation	<u>(3,982,396)</u>
Total Noncurrent Assets	<u>\$ 1,753,846</u>
Total Assets	\$ 17,530,357
<u>DEFERRED OUTFLOWS OF RESOURCES</u>	
Deferred Items-IMRF	\$ 135,948
Total Assets and Deferred Outflows of Resources	<u>\$ 17,666,305</u>
 <u>LIABILITIES</u>	
Current Liabilities	
Accounts Payable	\$ 11,936
Accrued Payroll	51,032
Retainage Payable	17,368
Unearned Revenue	788,395
Due To Other Funds	-
Unclaimed Property	108
Total Current Liabilities	<u>\$ 868,840</u>
Noncurrent Liabilities	
Compensated Absences Payable	\$ 17,201
Net Pension Liability - IMRF	17,176
Total OPEB Liability - RBP	<u>221,449</u>
Total Noncurrent Liabilities	<u>\$ 255,826</u>
Total Liabilities	\$ 1,124,666
<u>DEFERRED INFLOWS OF RESOURCES</u>	
Deferred Items - IMRF	\$ 42,440
Property Taxes	5,818,600
Total Liabilities and Deferred Inflows of Resources	<u>\$ 6,985,706</u>
 <u>FUND/NET POSITION BALANCES</u>	
Non-spendable	\$ -
Restricted	666,063
Committed	3,213,460
Assigned	-
Unassigned	2,548,392
Net Investment in Capital Assets	1,837,412
Restricted	-
Unrestricted	<u>2,415,271</u>
Total Fund/Net Position Balances	<u>\$ 10,680,599</u>
Total Liabilities, Deferred Inflows of Resources and Fund/ Net Position Balances	<u>\$ 17,666,305</u>

OAK BROOK PARK DISTRICT
Treasurer's Report- As of January 31, 2025 and 2024

Investment Type	Bank/Institution	Current Year Balance	Current Year Rate/APY	Prior Year Rate/APY	Description/Note	Concentration Percentage
<u>Money Market</u>						
	Evergreen Bank	\$ 3,434,866.25	4.860%	3.100%	Interest-bearing	38.10%
	Hinsdale Bank	1,165,654.04	4.650%	5.540%	Interest-bearing	12.93%
	Sub-Total:	<u>\$ 4,600,520.29</u>				<u>51.03%</u>
<u>Savings</u>						
	Evergreen Bank	\$ -	4.500%	2.500%	Interest-bearing (Insured Cash Sweep)	0.00%
<u>Checking</u>						
	Fifth Third Bank	\$ 8,924.14	0.500%	0.660%	Interest-bearing	0.10%
<u>Investment Pool</u>						
	The Illinois Funds	\$ 4,406,242.90	4.556%	5.392%	Illinois Public Treasurers' Investment Pool	48.87%
	Grand Total Investments:	<u><u>\$ 9,015,687.33</u></u>				<u><u>100.00%</u></u>
<u>Benchmark</u>						
	Three-month U.S. Treasury Bill		4.286%	5.375%	Highly liquid short-term security. Payment of principal and interest guaranteed by the full faith and credit of the U.S. government. Rate is as of the day's close on 1/31/2025 and 1/31/2024 .	

Oak Brook Park District
Schedule of Capital Expenditures/Expenses
As of January 31, 2025

FUND & DESCRIPTION	VENDORS	Year-to-Date Expenditures
<u>Capital Projects Fund</u>		
Purchase of pick-up truck & related snow plow and salt spreader	Sutton Ford. Monroe Truck Equipment	\$ 59,592.00
Aquatic center tile deck replacement project	Il Dept. of Public Health, Concrete & Demolition Plus Inc., Progressive Commercial, RR & R Services, Kluber Architects and Engineers, Sunbelt Rentals (p-card)	256,084.29
Concrete and ADA pad replacements at Central Park (FRC)	A&A Paving Contractors, Classic Landscape	13,297.41
Central Park video surveillance/security upgrades	Insight Direct USA, Sterling Network Integration	7,971.91
FRC HVAC unit replacement	Trane U.S., Inc.	145,980.00
Central Park Ginger Creek bridge	V3 Companies, Ltd.	92,131.00
Central Park Phase II- OSLAD	Upland Design	4,535.25
Aquatics Tile, FRC Roofing, Ginger Creek Bridge, Central Park Asphalt- Legal Fees	Robbins, Schwartz	3,760.00
FRC Administration office carpet replacement and work/office space reconfiguration	Floor Coverings International, Office Furniture Center	44,743.20
FRC Roof replacement- Phase III	Anthony Roofing TECTA	400,000.00
Pond aerators- Forest Glen Ponds	Reinders, Inc.	25,738.58
Outdoor tennis/pickleball courts reconstruction & expansion	Upland Design Ltd.	10,221.92
FRC patio pad and sidewalk for aquatic center	Heartland Professional	14,502.20
Sub-total Balance:		\$ 1,078,557.76
<u>Recreation Fund</u>		
Aquatics Center sound system project	SK Electronics, Pentegra Systems	\$ 27,464.00
CPW bathroom, entryway and ADA improvements	Kluber Architects & Engineers, Red Feather Group, Max-Ability Inc., Securitas Technology	211,232.16
Aquatics Center painting & window coverings	Precision Window Tinting, RR&R Services, CertaPro Painters, Sunbelt Rentals (p-card)	47,236.00
Aquatics Center HVAC project	C. Acitelli Heating & Piping Inc., Kluber Architects & Engineers	694,208.01
Aquatics Center painting & window coverings- Legal Fees	Robbins, Schwartz	963.50
John Deere utility vehicle- Parks maintenance	Arends Hogan Walker	24,741.56
Fitness equipment	Lease Servicing Center	48,111.35
Sub-total Balance:		\$ 1,053,956.58
<u>Tennis Fund</u>		
Tennis Center building registration front desk, offices & carpeting project	Villa Park Office Equipment, Securitas Technology, Ubiquiti Store (p-card), CB2 (p-card), SP Progressive Desk (p-card), Crate & Barrel (p-card), Wetworx, Poppin (p-card), Villa Park Office (p-card)	\$ 38,524.97
Tennis Center building exterior windows	Kluber Architects & Engineers	3,087.50
Tennis Center exterior windows- Legal Fees	Robbins, Schwartz	1,206.00
Indoor tennis courts lighting project	OEO Energy Solutions	28,575.65
Outdoor tennis/pickleball courts reconstruction & expansion	Upland Design Ltd.	12,102.80
Outdoor tennis/pickleball courts reconstruction & expansion- Legal Fees	Robbins, Schwartz	70.50
Sub-total Balance:		\$ 83,567.42
<u>Special Recreation Fund</u>		
Concrete and ADA pad replacements at Central Park (FRC)	A&A Paving Contractors	\$ 5,000.00
CPW bathroom, entryway and ADA improvements	Kluber Architects & Engineers, Red Feather Group, Max-Ability Inc., Securitas Technology	207,244.55
Aquatic center tile deck replacement project	Progressive Commercial	33,009.93
Sub-total Balance:		\$ 245,254.48
TOTAL YEAR-TO-DATE CAPITAL EXPENDITURES:		\$ 2,461,336.24

Warrant

Invoice Register Report

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
49632	A FREEDOM FLAG CO.	01/09/2025	02/17/2025	324.90	324.90	Open	N
49673	ACCRUE SOLUTIONS LLC	02/03/2025	02/17/2025	125.00	125.00	Open	N
49674	ACCRUE SOLUTIONS LLC	02/03/2025	02/17/2025	97.20	97.20	Open	N
49675	ADOBE SYSTEMS INCORPORATED	01/16/2025	02/17/2025	3,428.88	3,428.88	Open	N
49633	ANN ROHALY	01/14/2025	02/17/2025	100.00	100.00	Open	N
49742	ANNA BODENHAGEN	01/14/2025	02/17/2025	100.00	100.00	Open	N
49653	BATTERIES PLUS LLC	01/16/2025	02/17/2025	60.95	60.95	Open	N
49616	BLUEALLY TECHNOLOGY SOLUTIONS LLC	01/14/2025	02/17/2025	4,925.76	4,925.76	Open	N
49731	BS&A SOFTWARE	02/01/2025	02/17/2025	9,665.00	9,665.00	Open	N
49638	BSN SPORTS	01/02/2025	02/17/2025	1,065.00	1,065.00	Open	N
49741	BUTTREY RENTAL SERVICE INC.	01/30/2025	02/17/2025	418.50	418.50	Open	N
49694	CARDMEMBER SERVICE	02/07/2025	02/17/2025	607.38	607.38	Open	N
49695	CARDMEMBER SERVICE	01/24/2025	02/17/2025	114.69	114.69	Open	N
49696	CARDMEMBER SERVICE	01/24/2025	02/17/2025	99.99	99.99	Open	N
49697	CARDMEMBER SERVICE	01/24/2025	02/17/2025	673.60	673.60	Open	N
49698	CARDMEMBER SERVICE	01/24/2025	02/17/2025	1,800.84	1,800.84	Open	N
49699	CARDMEMBER SERVICE	01/24/2025	02/17/2025	557.84	557.84	Open	N
49700	CARDMEMBER SERVICE	01/24/2025	02/17/2025	328.00	328.00	Open	N
49701*	CARDMEMBER SERVICE	01/24/2025	02/17/2025	752.11	752.11	Open	N
49702	CARDMEMBER SERVICE	01/24/2025	02/17/2025	3,043.42	3,043.42	Open	N
49703	CARDMEMBER SERVICE	01/24/2025	02/17/2025	111.28	111.28	Open	N
49704	CARDMEMBER SERVICE	01/24/2025	02/17/2025	237.86	237.86	Open	N
49705	CARDMEMBER SERVICE	01/24/2025	02/17/2025	19.71	19.71	Open	N
49706*	CARDMEMBER SERVICE	01/24/2025	02/17/2025	181.87	181.87	Open	N
49707	CARDMEMBER SERVICE	01/24/2025	02/17/2025	113.15	113.15	Open	N
49708	CARDMEMBER SERVICE	01/24/2025	02/17/2025	386.79	386.79	Open	N
49709	CARDMEMBER SERVICE	01/24/2025	02/17/2025	465.68	465.68	Open	N
49710	CARDMEMBER SERVICE	01/24/2025	02/17/2025	482.22	482.22	Open	N
49711	CARDMEMBER SERVICE	01/24/2025	02/17/2025	561.98	561.98	Open	N
49712	CARDMEMBER SERVICE	01/24/2025	02/17/2025	200.77	200.77	Open	N
49713*	CARDMEMBER SERVICE	01/24/2025	02/17/2025	1,508.30	1,508.30	Open	N
49714	CARDMEMBER SERVICE	01/24/2025	02/17/2025	516.67	516.67	Open	N
49715	CARDMEMBER SERVICE	01/24/2025	02/17/2025	71.91	71.91	Open	N
49727	CARDMEMBER SERVICE	01/24/2025	02/17/2025	444.09	444.09	Open	N
49728*	CARDMEMBER SERVICE	01/24/2025	02/17/2025	808.56	808.56	Open	N
49729	CARDMEMBER SERVICE	01/24/2025	02/17/2025	2,546.90	2,546.90	Open	N
49732	CARDMEMBER SERVICE	01/24/2025	02/17/2025	4,797.00	4,797.00	Open	N
49737	CARDMEMBER SERVICE	01/24/2025	02/17/2025	1,751.21	1,751.21	Open	N
49743	CARDMEMBER SERVICE	01/24/2025	02/17/2025	2,009.16	2,009.16	Open	N
49744	CARDMEMBER SERVICE	01/24/2025	02/17/2025	1,103.49	1,103.49	Open	N
49735	CASE LOTS INC.	01/10/2025	02/17/2025	343.20	343.20	Open	N
49736	CASE LOTS INC.	01/30/2025	02/17/2025	343.20	343.20	Open	N
49740	DALE E. KLEBER	01/28/2025	02/17/2025	600.10	600.10	Open	N
49722	DISCOUNT TIRE	01/22/2025	02/17/2025	1,253.08	1,253.08	Open	N
49738	DU PAGE CONVENTION & VISITORS	01/01/2025	02/17/2025	250.00	250.00	Open	N
49652	EBEL'S ACE HARDWARE #8313	01/14/2025	02/17/2025	34.19	34.19	Open	N
49624	EVANS & SONS BLACKTOP INC	01/14/2025	02/17/2025	84,101.62	84,101.62	Open	N

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
49716	FERGUSON FACILITIES #3400	01/07/2025	02/17/2025	117.19	117.19	Open	N
49717	FERGUSON FACILITIES #3400	01/09/2025	02/17/2025	2,950.03	2,950.03	Open	N
49718	FERGUSON FACILITIES #3400	01/09/2025	02/17/2025	(21.79)	(21.79)	Open	N
49719	FERGUSON FACILITIES #3400	01/09/2025	02/17/2025	28.22	28.22	Open	N
49720	FERGUSON FACILITIES #3400	01/14/2025	02/17/2025	81.58	81.58	Open	N
49721	FERGUSON FACILITIES #3400	01/16/2025	02/17/2025	(144.81)	(144.81)	Open	N
49726	FERGUSON FACILITIES #3400	01/30/2025	02/17/2025	1,615.91	1,615.91	Open	N
49730	FERGUSON FACILITIES #3400	01/09/2025	02/17/2025	(21.79)	(21.79)	Open	N
49615	FITNESS EQUIPMENT SERVICES	01/13/2025	02/17/2025	1,000.00	1,000.00	Open	N
49676	FITNESS EQUIPMENT SERVICES	01/14/2025	02/17/2025	337.00	337.00	Open	N
49677	FITNESS EQUIPMENT SERVICES	01/14/2025	02/17/2025	147.00	147.00	Open	N
49679	FITNESS EQUIPMENT SERVICES	01/23/2025	02/17/2025	606.00	606.00	Open	N
49625	FLAGG CREEK WATER RECLAMATION	01/28/2025	02/17/2025	40.03	40.03	Open	N
49626	FLAGG CREEK WATER RECLAMATION	01/28/2025	02/17/2025	72.02	72.02	Open	N
49627	FLAGG CREEK WATER RECLAMATION	01/28/2025	02/17/2025	23.78	23.78	Open	N
49628	FLAGG CREEK WATER RECLAMATION	01/28/2025	02/17/2025	20.53	20.53	Open	N
49734	FLAGG CREEK WATER RECLAMATION	01/28/2025	02/17/2025	1,536.04	1,536.04	Open	N
49745	FP MAILING SOLUTIONS	01/31/2025	02/17/2025	150.00	150.00	Open	N
49620	GORDON FLESCH COMPANY	01/30/2025	02/17/2025	453.95	453.95	Open	N
49637	GORDON FLESCH COMPANY	01/01/2025	02/17/2025	439.35	439.35	Open	N
49683	GRAINGER	01/22/2025	02/17/2025	15.58	15.58	Open	N
49610	HAGG PRESS	01/09/2025	02/17/2025	116.00	116.00	Open	N
49611	HAGG PRESS	01/09/2025	02/17/2025	88.00	88.00	Open	N
49612	HAGG PRESS	01/09/2025	02/17/2025	759.00	759.00	Open	N
49614	HAGG PRESS	01/13/2025	02/17/2025	74.00	74.00	Open	N
49622	HAGG PRESS	01/24/2025	02/17/2025	190.00	190.00	Open	N
49618	HI TOUCH BUSINESS SERVICES LLC	01/17/2025	02/17/2025	324.22	324.22	Open	N
49655	HOME DEPOT CREDIT SERVICES	01/26/2025	02/17/2025	5.18	5.18	Open	N
49656	HOME DEPOT CREDIT SERVICES	01/22/2025	02/17/2025	37.32	37.32	Open	N
49657	HOME DEPOT CREDIT SERVICES	01/15/2025	02/17/2025	27.44	27.44	Open	N
49658	HOME DEPOT CREDIT SERVICES	01/15/2025	02/17/2025	46.00	46.00	Open	N
49659	HOME DEPOT CREDIT SERVICES	01/11/2025	02/17/2025	104.15	104.15	Open	N
49660	HOME DEPOT CREDIT SERVICES	01/09/2025	02/17/2025	59.95	59.95	Open	N
49661	HOME DEPOT CREDIT SERVICES	01/18/2025	02/17/2025	110.18	110.18	Open	N
49662	HOME DEPOT CREDIT SERVICES	01/09/2025	02/17/2025	458.00	458.00	Open	N
49663	HOME DEPOT CREDIT SERVICES	01/03/2025	02/17/2025	35.54	35.54	Open	N
49664	HOME DEPOT CREDIT SERVICES	01/02/2025	02/17/2025	79.97	79.97	Open	N
49665	HOME DEPOT CREDIT SERVICES	01/23/2025	02/17/2025	17.92	17.92	Open	N
49666	HOME DEPOT CREDIT SERVICES	01/22/2025	02/17/2025	97.93	97.93	Open	N
49667	HOME DEPOT CREDIT SERVICES	01/21/2025	02/17/2025	4.30	4.30	Open	N
49668	HOME DEPOT CREDIT SERVICES	01/07/2025	02/17/2025	94.98	94.98	Open	N
49669	HOME DEPOT CREDIT SERVICES	01/24/2025	02/17/2025	59.82	59.82	Open	N
49640	ILLINOIS STATE POLICE	12/31/2024	02/17/2025	30.00	30.00	Open	N
49631	ILLINOIS TOLLWAY	01/08/2025	02/17/2025	78.50	78.50	Open	N
49609	IMPRINT PLUS	01/13/2025	02/17/2025	295.72	295.72	Open	N
49753	IVANA IVKOVIC KELLEY	02/10/2025	02/17/2025	285.02	285.02	Open	N
49754	JAKE STACHOWIAK	02/10/2025	02/17/2025	77.28	77.28	Open	N

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
49647	KIDLIST LLC	01/17/2025	02/17/2025	500.00	500.00	Open	N
49690	LENNO LASN	01/31/2025	02/17/2025	672.00	672.00	Open	N
49692	MEG ELIZABETH OLANDER	01/31/2025	02/17/2025	106.77	106.77	Open	N
49651	MENARDS	01/09/2025	02/17/2025	61.38	61.38	Open	N
49654	MENARDS	01/20/2025	02/17/2025	81.91	81.91	Open	N
49686	NEXT GENERATION	01/29/2025	02/17/2025	218.50	218.50	Open	N
49689	NEXT GENERATION	01/31/2025	02/17/2025	3,827.00	3,827.00	Open	N
49635	NICOR GAS	01/10/2025	02/17/2025	543.09	543.09	Open	N
49636	NICOR GAS	01/10/2025	02/17/2025	1,665.81	1,665.81	Open	N
49619	NRG BUSINESS MARKETING LLC	01/29/2025	02/17/2025	1,606.18	1,606.18	Open	N
49634	NRG BUSINESS MARKETING LLC	01/14/2025	02/17/2025	6,860.09	6,860.09	Open	N
49739	OAKBROOK TERRACE PARK DISTRICT	01/08/2025	02/17/2025	88.20	88.20	Open	N
49645	O'REILLY AUTO PARTS	01/23/2025	02/17/2025	162.95	162.95	Open	N
49684	O'REILLY AUTO PARTS	01/28/2025	02/17/2025	150.62	150.62	Open	N
49755	OSPREY RECOGNITION INC	08/30/2024	02/17/2025	1,000.00	1,000.00	Open	N
49629	P.D.R.M.A.	12/04/2024	02/17/2025	150.00	150.00	Open	N
49670	P.D.R.M.A.	04/01/2025	02/17/2025	35.00	35.00	Open	N
49746	P.D.R.M.A.	12/31/2024	02/17/2025	79,081.20	79,081.20	Open	N
49747	P.D.R.M.A.	12/04/2024	02/17/2025	150.00	150.00	Open	N
49623	PADDOCK PUBLICATIONS, INC.	01/27/2025	02/17/2025	158.70	158.70	Open	N
49639	PFEIFFER'S PEST CONTROL	01/09/2025	02/17/2025	350.00	350.00	Open	N
49680	ROBBINS SCHWARTZ	12/31/2024	02/17/2025	484.18	484.18	Open	N
49681	ROBBINS SCHWARTZ	12/31/2024	02/17/2025	587.50	587.50	Open	N
49748	ROBBINS SCHWARTZ	01/21/2025	02/17/2025	943.00	943.00	Open	N
49749	ROBBINS SCHWARTZ	01/21/2025	02/17/2025	352.50	352.50	Open	N
49750	ROBBINS SCHWARTZ	01/21/2025	02/17/2025	3,501.50	3,501.50	Open	N
49752	RON GONDEK	02/10/2025	02/17/2025	102.99	102.99	Open	N
49682	RUSSO POWER EQUIPMENT	01/20/2025	02/17/2025	1,035.83	1,035.83	Open	N
49691	SBC WASTE SOLUTIONS	01/31/2025	02/17/2025	720.00	720.00	Open	N
49641	SECURITAS TECHNOLOGY CORPORATION	01/22/2025	02/17/2025	225.00	225.00	Open	N
49751	SHARON KNITTER	02/10/2025	02/17/2025	54.70	54.70	Open	N
49621	SHERWIN WILLIAMS	01/21/2025	02/17/2025	144.75	144.75	Open	N
49646	SHERWIN WILLIAMS	01/24/2025	02/17/2025	64.64	64.64	Open	N
49725	SHERWIN WILLIAMS	01/31/2025	02/17/2025	30.95	30.95	Open	N
49643	STERLING NETWORK INTEGRATION	12/27/2024	02/17/2025	4,257.20	4,257.20	Open	N
49644	STERLING NETWORK INTEGRATION	01/10/2025	02/17/2025	1,389.75	1,389.75	Open	N
49687	STERLING NETWORK INTEGRATION	01/31/2025	02/17/2025	856.00	856.00	Open	N
49723	STERLING NETWORK INTEGRATION	01/31/2025	02/17/2025	3,698.00	3,698.00	Open	N
49724	STERLING NETWORK INTEGRATION	02/01/2025	02/17/2025	1,433.20	1,433.20	Open	N
49202	THE LIFEGUARD STORE	10/22/2024	11/18/2024	(680.00)	(680.00)	Open	Y
49613	THE LIFEGUARD STORE	01/10/2025	02/17/2025	432.45	432.45	Open	N
49642	TOTAL FIRE & SAFETY, INC.	01/23/2025	02/17/2025	213.80	213.80	Open	N
49688	TOWERSTREAM CORPORATION	02/01/2025	02/17/2025	215.00	215.00	Open	N
49685	TRANE U.S. INC.	01/29/2025	02/17/2025	316.86	316.86	Open	N
49693	V3 COMPANIES LTD	02/07/2025	02/17/2025	2,032.00	2,032.00	Open	N
49617	VC3, INC	01/15/2025	02/17/2025	999.00	999.00	Open	N
49630	VILLAGE OF OAK BROOK	01/10/2025	02/17/2025	607.65	607.65	Open	N

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
49648	WAREHOUSE DIRECT INC.	01/28/2025	02/17/2025	162.84	162.84	Open	N
49649	WAREHOUSE DIRECT INC.	01/28/2025	02/17/2025	408.32	408.32	Open	N
49650	WAREHOUSE DIRECT INC.	11/25/2024	02/17/2025	100.56	100.56	Open	N
49678	ZAZZO'S PIZZA	01/14/2025	02/17/2025	2,918.40	2,918.40	Open	N
# of Invoices:	141	# Due:	141	Totals:	272,481.65	272,481.65	
# of Credit Memos:	4	# Due:	4	Totals:	(868.39)	(868.39)	
Net of Invoices and Credit Memos:					271,613.26	271,613.26	

* 4 Net Invoices have Credits Totalling: (93.49)

--- TOTALS BY FUND ---

01 - GENERAL CORPORATE FUND	60,910.95	60,910.95
02 - RECREATION FUND	74,731.26	74,731.26
04 - LIABILITY INSURANCE FUND	59,310.90	59,310.90
07 - RECREATIONAL FACILITIES FUND	27,571.33	27,571.33
09 - SPECIAL RECREATION FUND	15,000.00	15,000.00
12 - CAPITAL PROJECTS FUND	34,088.82	34,088.82

--- TOTALS BY DEPT/ACTIVITY ---

01 - ADMINISTRATION CORPORATE	21,721.13	21,721.13
02 - FINANCE	1,333.31	1,333.31
04 - CENTRAL PARK NORTH	89.18	89.18
05 - CENTRAL PARK	5,823.89	5,823.89
09 - DEAN PROPERTY	1,635.93	1,635.93
10 - PROFESSIONAL SERVICES	5,868.68	5,868.68
14 - INFORMATION TECHNOLOGY	32,532.76	32,532.76
15 - BUILDING/RECREATION CENTER	11,926.79	11,926.79
20 - CENTRAL PARK WEST	801.87	801.87
21 - FITNESS CENTER	6,065.99	6,065.99
25 - AQUATIC CENTER	5,986.87	5,986.87
26 - AQUATIC-RECREATION PROGRAMS	1,224.95	1,224.95
30 - CHILDRENS ATHLETICS	150.00	150.00
31 - PRESCHOOL PROGRAMS	713.52	713.52
32 - YOUTH PROGRAMS	161.75	161.75
40 - ADULT PROGRAMS	63.00	63.00
50 - PIONEER PROGRAMS	1,477.47	1,477.47
60 - SPECIAL EVENTS & TRIPS	151.56	151.56
71 - BUILDING/RACQUET CLUB	24,262.25	24,262.25
75 - TENNIS PROGRAMS	1,502.02	1,502.02
80 - MARKETING	9,720.62	9,720.62
81 - CAPITAL OUTLAY	45,000.00	45,000.00
90 - LIABILITY INSURANCE FUND	59,310.90	59,310.90
95 - CAPITAL PROJECTS FUND	34,088.82	34,088.82

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
49598	VILLAGE OF OAK BROOK	01/10/2025	01/30/2025	4,748.23	0.00	Paid	Y
49599	VILLAGE OF OAK BROOK	01/10/2025	01/30/2025	24.49	0.00	Paid	Y
49600	VILLAGE OF OAK BROOK	01/10/2025	01/30/2025	227.35	0.00	Paid	Y
49601	VILLAGE OF OAK BROOK	01/10/2025	01/30/2025	10.00	0.00	Paid	Y
49602	VILLAGE OF OAK BROOK	01/10/2025	01/30/2025	38.98	0.00	Paid	Y
49603	VILLAGE OF OAK BROOK	01/10/2025	01/30/2025	111.43	0.00	Paid	Y
49604	IL DEPT OF REVENUE	01/15/2025	01/30/2025	496.00	0.00	Paid	Y
49605	DONNA ROMANOWSKI	01/17/2025	01/30/2025	27.00	0.00	Paid	Y
49606	DIRECT ENERGY BUSINESS, LLC	01/08/2025	01/30/2025	21,428.12	0.00	Paid	Y
49607	DIRECT ENERGY BUSINESS, LLC	01/08/2025	01/30/2025	1,333.76	0.00	Paid	Y
49608	FP MAILING SOLUTIONS	01/29/2025	01/30/2025	200.00	0.00	Paid	Y
49671	JOHNSON CONTROLS SECURITY SOLUTION	12/14/2024	02/06/2025	228.98	0.00	Paid	Y
49672	JOHNSON CONTROLS SECURITY SOLUTION	12/14/2024	02/06/2025	228.98	0.00	Paid	Y
49733	TOTAL FIRE & SAFETY, INC.	08/30/2024	02/06/2025	1,886.98	0.00	Paid	Y
# of Invoices: 14 # Due: 0 Totals:				30,990.30	0.00		
# of Credit Memos: 0 # Due: 0 Totals:				0.00	0.00		
Net of Invoices and Credit Memos:				30,990.30	0.00		

--- TOTALS BY FUND ---

01 - GENERAL CORPORATE FUND	9,572.59	0.00
02 - RECREATION FUND	13,588.92	0.00
07 - RECREATIONAL FACILITIES FUND	7,828.79	0.00

--- TOTALS BY DEPT/ACTIVITY ---

00 - NON-DEPARTMENTAL	241.00	0.00
01 - ADMINISTRATION CORPORATE	3,653.85	0.00
02 - FINANCE	20.00	0.00
04 - CENTRAL PARK NORTH	1,358.25	0.00
05 - CENTRAL PARK	866.83	0.00
07 - FOREST GLEN PARK	63.00	0.00
15 - BUILDING/RECREATION CENTER	4,487.31	0.00
20 - CENTRAL PARK WEST	2,536.20	0.00
21 - FITNESS CENTER	3,626.85	0.00
25 - AQUATIC CENTER	6,308.22	0.00
71 - BUILDING/RACQUET CLUB	7,573.79	0.00
75 - TENNIS PROGRAMS	255.00	0.00

Staff Recognition

Haley Colucci, Marketing & Communications Manager
(IPRA Diversity Section)

Bob Johnson, Deputy Director
(IPRA Parks and Natural Resources Section)

Communications and Proclamations

Board of Commissioners to Share Communications
Conference Session Summaries
Rebranding of the Fitness and Aquatic Center

IPRA/IAPD Conference Sessions 2025

1 – AI in Parks and Recreation: The Next Level

AI is changing by the day. You can engage in real-time conversations with people that speak a different language, including American Sign Language. Some programs will automate your schedule for you and can partner with other AI that will transcribe and summarize your meetings for you. Geocaching AI such as Placer can be great leverage in sponsorship negotiations. There are tremendous benefits and efficiencies in what AI can do. Get comfortable with it and learn to adapt to remain relevant in the work force.

2 - Leadership Through Laughter: The Power of Listening & Collaborating

- Learning techniques to become better listeners, fostering a more inclusive and effective leadership style, active listening.
- Understand how to create a supportive environment where team members feel safe to share and build on it, perfection is the enemy of creativity.
- How to incorporate humor into their leadership approach, boosting team morale and communication.

13 - The Power of PechaKucha

This was one of those sessions I was on the fence about but glad I went to it. This was about giving a presentation in 20 slides with the slides changing every 20 seconds. The presenters had to be to the point and give the proper information because their slide was going to change again. One funny moment was when the presenter stated, “If you don’t like the topic, don’t worry, it will be over in 6 minutes and 40 seconds.” In a society now that is on demand, I thought it was very interesting how you can get your point across in 6 minutes and 20 seconds.

14 - “Engaging the New-Collar Work” – Presented by Bob Johnson & Jake Stachowiak

This session explored the various barriers to entry for staff and potential candidates seeking positions with antiquated qualifications. Attendees were presented with resources for improving resumes, earning certifications, and gaining access to mentoring opportunities. A key takeaway is there are various ways to achieve career goals via different pathways.

17 - Leading When Promoted from Within

Even though I was promoted just over two years ago I still understand there is always room for improvement and I recognize there will always be challenges ahead. The dynamics within the team and my responsibilities will evolve, and it’s important for me to adopt a new perspective and mindset. I need to learn how to engage my team, take responsibility, and be proactive in managing tasks and taking control. Being a supervisor doesn’t mean communication stops with me—it’s crucial for me to keep my supervisor and peers in the loop as well. While I’m not alone in this journey and can lean on the support of others, I also understand that I must fulfill my role and meet expectations. Two key takeaways from this presentation are the importance of maintaining relationships and the importance of staff recognition. It’s essential to balance authority with maintaining the trust and relationships I’ve built. Transitioning from a peer to a supervisor can be tricky, so continuing open communication with the Parks team and being transparent about expectations will help ensure smooth team dynamics. Recognizing the efforts and achievements of my staff is a vital part of leadership. Regularly providing recognition not only boosts morale but also encourages continued productivity and engagement. Taking the time to acknowledge hard work creates a positive work environment.

101 - Conversation on Implicit Bias

This session helped me see how we make opinions about others before even knowing them. We talked about different types of bias and microaggressions and did exercises to recognize our own biases and privileges. One of my favorite activities was partnering with someone we didn't know and making guesses about their favorite music, age, hobbies, or job. It really showed how quickly we make assumptions! The speakers also talked about allyship and ways to create a more inclusive environment. Now I can be more aware of bias in my work and community.

107 - Girl Power - Get Your Questions Answered

The best takeaway from this was solely motivation. Motivation to reach any opportunity you have been trying to. Motivation to investigate who you are and where you want to go professionally, some places to start, and some resources along the way. Motivation to work hard and network along the way. Most importantly, motivation for how to take time for yourself to recover. You can't be the best version of yourself if you do not leave this time, and it is something I know I am very guilty of.

110 - "Legal/Legislative Part 1"

IAPD General Counsel Jason Anselment and Ancel-Glink attorney Derke Price presented updates on numerous congressional bills and provided insights on topics such as regulating drone, e-bikes, and e-scooter uses in parks.

- Senate Bill 536 expanded investment options. Will need to review to determine impact on our investment policy.
- Senate Bill 3567 states that once tax levy public hearing has been conducted, the public hearing notice must remain published on our website for 30 additional days.
- Local governments, including us, can seek funds (borrowing) from the Illinois Finance Authority to fund conservation/clean energy projects.
- Illinois' "Click to Cancel" law for memberships and subscriptions. If memberships automatically renew monthly (not annual memberships that are paid in installments), customers must be given the option to readily cancel their membership/subscription services.
- Public Act 103-727 provides guidance concerning a current employee's and former employee's right to view their personnel records information. Financial record such as internal salary studies, internal pay discussions are exempt from this act.

113 - Unified Actions: Managing Protest Scenarios through Municipal Intergovernmental Cooperation

Hosted by Chris Leiner, Executive Director Northbrook Park District and Cara Pavlicek Village of Northbrook, discussed how they both successfully navigated a local protest by understanding the law, collaborating with organizations and the police department, and providing a safe space within the park. One takeaway is to begin pre-planning right away between all the government agencies.

115 - Responding to First Amendment Audits

Hosted by Steve Adams, Robbins Schwartz discussed the Do's and Don'ts for when a First Amendment Auditor arrives to avoid a violation or displaying embarrassing behavior. One takeaway is providing the continually training for the Front Desk and Administrative personnel so they can provide the best experience for both the Auditor and the park district.

116 - Social Media & The Law: Facebook? Instagram? X?

In Attorney Julie Tappendorf's session guided us through managing government social media accounts while staying compliant with the First Amendment and copyright laws. The discussion focused on the importance of treating government accounts as public forums, ensuring protected speech is not deleted or hidden, and defining clear rules for unprotected content like threats or obscenity. AI-related risks, such as inaccuracies and copyright concerns, were also covered. A 10-point checklist for social media policies highlighted key elements, including comment rules, privacy considerations, and records retention. The session provided practical advice for navigating legal challenges in government social media management.

120 - Can We and Should We Have Video Surveillance in Parks and Facilities

In this session we reviewed what policies and procedures do park districts need to have in place before they start recording in parks and facilities. A topic that was highlighted was the implications of the Freedom of Information Act (FOIA) and the Local Records Act. With more video surveillance everywhere, everything is getting more complicated. Updates were provided on recent case law related to the use of video surveillance that I found very beneficial to learn for our agency from the attorneys that presented.

128 – Parks Reinvented: Harnessing the Potential of Your 501(c)(3) Nonprofit

Presented by Laure Kosey and Rachel Jones. We learned how 501(c)(3) nonprofits can help park districts grow programs and secure funding to support our parks. The speakers explained the steps to starting and running a nonprofit, along with strategies for fundraising and community engagement. The audience was very engaged, asking questions and sharing their experiences—whether they had already used nonprofits in their park districts or were looking to start one.

134 - “So, you’re thinking of going solar”

This panel discussion focused on the various opportunities that park districts can implement to bring solar to their facilities. Tax credits and rebates were discussed, as well as the future of these incentives with a new federal administration in place. The key takeaway is solar is a good option for large facilities, and the return on investment can be significant.

137 – Funding capital projects: Bonding versus spending reserves in the current market

- When considering these two options, need to assess impact on existing bond ratings, market conditions, political climate, type and useful life of underlying projects, and existing resources on hand.
- S&P ratings services changed their methodology for assigning a credit rating to bond issuers. They assess borrowers on 5 key categories, each given 20% weight of the overall rating score. Moody's has a different methodology. May need to assess which rating service may be most advantageous to the borrower's situation.
- When assessing, compare foregone interest of spending down reserves versus interest costs on borrowing. Also assess payments through call date versus payments through full maturity period.

201 – Contracting for Rookies

Last year, I was introduced to the contract side of construction projects, where I gained several key insights but still had a number of questions. I learned important aspects of managing contracts, particularly when starting a project. First, it's crucial to establish the project start date, as this helps determine the entire timeline, including the bidding process and necessary board and legal approvals. Projects must be publicly posted for at least 10 days (typically two weeks), allowing time for public notice. Permitting is another essential factor, as it can be a lengthy process, especially with multiple agencies involved. Scheduling is vital, and it's recommended to hold weekly check-ins to keep everyone on track, review checklists, address any delays, and stay informed about the status of closeout paperwork. Additionally, for tight deadlines, we should consider early completion bonuses or penalties for delays, which can motivate timely completion and hold contractors accountable. From previous projects I have been involved with at the park district, I have learned that there will always be unexpected delays, which is why constant communication is a must for a successful construction project.

203 - "The Journey from Parks to Executive Director"

Executive Directors from three agencies shared their career paths to Executive Director. They provided a wealth of resources for new and upcoming leaders in the field and focused on the challenges they faced as new directors at their agencies.

301 - Eliminating Annual Performance Reviews: Embracing Continuous Feedback, Agile Goals, and Shifting Priorities

As Kristin Strunk said it best, many individuals view the word feedback in a negative connotation. Most people don't look forward to reviews because they assume they are going to be receiving bad feedback. What this session expressed is how to change the thought process around feedback. Some Key notes from the workshop:

- Eliminating annual performance reviews in favor of continuous feedback would shift the focus from one-time, often formal evaluations to ongoing, real-time conversations. This approach fosters a more dynamic process for addressing performance, allowing for quicker identification of strengths, areas for improvement, and development opportunities for the employee.
- It can enhance communication between employees and managers, create a more supportive environment, and lead to better alignment of individual goals with organizational objectives.
- Separating merit increase from annual performance evaluations can help boost moral as most employees dread their review as they know it has a monetary impact
- What I also enjoyed was being given a different perspective on goals. I like that Kirstin mentioned looking at your overall yearly goals and break them down. She mentioned why not take a goal and try to make small monthly/quarterly goals out of it that way it seems more achievable and less of a hassle at attacking it.

302-Human Resource Orienteering: Learn to Navigate Recruitment & Onboarding at Your Agency

Presented by Laure Kosey and Haley Colucci. This session walked attendees through their experience navigating and developing an inclusive recruitment, hiring, and onboarding process. Many people often ask the same question on their first day at a new job – “So, what do I do now” Sometimes supervisors and/or managers don’t always have the tools to help guide new staff through unfamiliar terrain, and the process can be challenging and lack efficiency. This may often result in a confused new employee and a stressed manager! Kosey and Colucci explained how they have mapped out Oak Brook’s process and implemented tools that not only empower new staff to be successful in their new role but answer that very question everyone has on their first day. They also shared the “New Hire Orientation Passport Experience” booklet that is distributed to new full-time employees!

305 - Part-Time Staff: The Crux of our Success!

The presenters of this session spoke about their Part-Time Advisor Committee. (When I worked at AHPD, I was a foundational member of establishing their PTAC committee.) It was a great review on how to grow your part-time staff buy in, how to communicate, and how important it is to connect with part-time staff. I believe this is information that can easily be carried into our Employee Task Force.

314 - Tech-Forward Parks & Rec: Transforming Recreation with AI and Innovation

This session was very interesting as it introduced various AI tools and their benefits related to parks and recreation. The best part was one of the presenters showed in real-time how to install a local AI system on a computer or server and use your data to enhance operational efficiency and improve decision-making. I am excited to continue exploring these new technologies and how they can benefit everyone.

318 – Microsoft’s AI Vision

Highlighted Microsoft's integration of AI across its products, aiming to empower individuals and organizations globally. The presentation covered AI’s transformative impact on tools, business applications, and its focus on responsible and secure AI solutions. Attendees explored Microsoft's strategy and real-world successes, illustrating how AI can drive innovation and productivity within organizations.

413 – "Breakaway" from the Traditional Basketball League

Presented by Brian Dewolf, Mike Contreras and Greg Ktistou discussed the innovative "Get Better" Basketball League, a collaboration between the Oak Brook Park District and Breakaway Basketball, born out of the COVID-19 pandemic. The league features a 3-on-3 format with Breakaway coaches running both practices and games. Players are organized into "pods" based on skill level, with parent involvement in practices and games. The program has grown to nearly 1,500 kids over three sessions, offering a unique, community-focused basketball experience.

417 - Survival Kit for Recreation Rookies: Navigating the Good, the Bad, and the Unknown

This session focused on how to use your resources and essentially, to work smarter, not harder. They recommended how to expand our network and reach out to other people in our positions to open doors, provide alternate perspectives, and create a support system. They suggested being part of the IPRA recreation section and included resources like Pro Connect, PDs, and Park Pursuit as other resources to meet other people in recreation.

501 - PURPOSEFUL PLAY: Quick, Cool, Original, No-Prop Games that Teach Young People (and Staff) Skills for Life & Leadership

Michael Brandwein led a very engaging session, jam-packed with tools and ideas on how to lead intentionally. He spoke about several activities you can do with staff to teach them respect, rules, and expectations without them even realizing it because you intentionally teach them the skills you want to see every day from the start; including communicating with each other. We were on our feet, talking, engaged, and learning from the start of the session. He was intentional to make sure this was possible and led the room with ease.

He also spoke about observing during these activities, by using games and intentional instruction. These are easy techniques to incorporate in your very first training and every day after.

504 - Staff Development Across Different Stages of Employment

Engaged and invested staff have an energy that is contagious and investing in staff development is key to having engaged and invested staff. Staff not knowing that they can express needs and not being asked about development opportunities prohibit staff development. As a supervisor, try to find where the company's goals and needs overlap with an employee's goals and preferences. Doing things like empowering staff with responsibilities, exploring various types of learning and incorporating trial and error and building on theory can benefit the development process.

505 - How to Have Difficult Conversations and How to Mentor and Guide Others (part time staff) Through the Process

Michelle Smith of Z&B Consulting, Inc. led a session on handling difficult conversations and mentoring part-time staff through these processes. Drawing on her decades of experience, Michelle shared practical steps for navigating tough conversations and offered strategies for guiding staff. She also provided real-life examples from her work and gave attendees actionable insights to improve communication and enhance staff and client experiences.

508 - Anatomy of a Meltdown

I attended a session under Therapeutic Recreation. The session provided key differences between tantrums and meltdowns and the stages of each behavior.

Definition:

- **Tantrum:** A behavior-driven response is often intended to achieve a specific goal or gain attention. It is more common in neurotypical children but can also occur in autistic children.
- **Meltdown:** An involuntary neurological response to overwhelming sensory, emotional, or cognitive input. It is not goal-driven and occurs when a child's coping mechanisms are overwhelmed.

Tantrums are often triggered by denial of a desired object, activity, or attention and the child often retains some degree of control. A meltdown is triggered by sensory overload, changes in routine, high anxiety, or other external stressors and the child has no control over the situation and cannot stop the response until they've processed the overwhelming stimuli.

The most important takeaway for me from this session is the recovery stage. When a child has a tantrum, the recovery is much quicker than recovery from a meltdown. When a child has a meltdown, the recovery can be lengthy, and the child may be drained and need comforting afterward. With our blended program, it is so important to understand the meltdown to provide the proper support. I will be presenting what I learned at our next monthly preschool meeting.

601 - Aquatics Roundtable

Attending the aquatic roundtable is a great networking opportunity and a chance to put what was talked about in the Survival Kit for Recreation Rookies session into action. We spoke about the upcoming training and hiring process and suggestions on how to make that smoother. We then talked through new programs that were offered, which got me excited about starting Junior Guards here, and gave me a great jump start on ideas on where to start to get this started within the park district and different agendas for how to break down the skills for the kids. Working with others who have already done this is something I know I would benefit from. I tend to want to “do it all,” which I learned at the Girl Power session. Using my resources will be a huge step in moving forward and growing the program.

605 – Elevating Skills: The Vital Role of Continuing Education for Trades Employees in Parks and Recreation

Shared some great ideas for staff cross training internally based on their area of expertise to build familiarity with project needs for all staff. Loved the idea of partnering with local community college for internship opportunities of students in trades program. Also liked the idea of a quarterly “Home Ownership 101” class where the Maintenance Team teaches a class on a basic home owner process, such as changing out a ceiling fan.

606 – Bridging Generations: Customer Service Excellence and Facility Management in Recreation

Took a deep dive into the differences in generational abilities, expectations and needs and stirred up great conversation on how to ensure we are meeting each generation “where they are” to best service their needs. Key take aways were to focus on the individual’s communication preference and utilize that (phone call, text, email, Snap or other app, etc) and always be patient in understanding their ask before giving your answer – regardless of generation.

609 - Curveballs to Comebacks; Navigating Patron Challenges in Facilities

Hosted by supervisors from St. Charles Park District, Palatine Park District and Dundee Park District shared their experiences with patrons whether negative or positive. Their experiences were not just to their facilities, but to all that attended. One takeaway is to being more aware with seniors that may have cognitive issues and signs and symptoms.

610 - Leveraging AI Tools and Virtual Assistance for Parks & Recreation

This session provided an overview of what AI is, different applications such as ChatGPT and Sora, and how it can be harnessed to help those in parks and recreation . The presenters proceeded to give examples and create videos, images, as well as how to create P&R programs. From an HR and safety standpoint, it was eye-opening to see how I could use this technology to create training ideas and videos for staff.

1001 - Building and Supporting Staff Resilience

- Help employees stay strong and cope with challenges at work.
- Provide stress management training to help employees handle pressure, offer mental health support to ensure employees' well-being.
- Be flexible with work schedules and demands to accommodate individual needs.
- Recognize and appreciate hard work to motivate and uplift employees, ensure employees feel supported and valued in their roles.
- Resilient staff are less likely to burn out and perform better overall, a resilient workforce contributes to the success of the entire workplace.

1003 – Bridging Communities: Empowering Diversity through Parks & Recreation

The PD of Highland Park allows any children attending Highland Park schools to benefit from in-district recreational program rates so kids that go to school together can recreate together. This brings in a large Hispanic population from neighboring Highwood. We learned about the importance of seeking this population in their comfort zone and building community first to build relations bringing them out to District events.

1004 - Equitable Youth Suicide Prevention

Hosted by Linda Henderson-Smith, ATC Consulting, discussed the current youth suicide crisis that increased dramatically after COVID, particularly among people of color, the LGBTQIA+ community, and individuals with autism. Lastly, Linda introduced the QPR, (Question, Persuade, Refer) Emergency Response to help save lives. One takeaway is the staff would benefit from informational sessions on this topic considering all the interaction with youth age patrons.

1006 - Stepping Away from Stigmas and Spotlights: Veterans in Outdoor Spaces

I learned best practices for engaging with veterans in our community. The speakers provided attendees with a ton of resources that can guide park professionals in servicing veterans. There was an emphasis on doing things “with” instead of “for” veterans – like multi-generational community advisory boards. Additionally, we learned about the stigmas veterans and their dependents experience, and how we can avoid this in our own work. This was an excellent session that made me even more excited to continue research and planning so that we can better serve our veterans in Oak Brook and the greater DuPage County area.

1104 - Harnessing Passion and Collaboration: Evaluating Community Engagement and Education to New heights through Social Media

I attended a collaborative session hosted by the DuPage Forest Preserve. They shared their successful approach to infusing humor into educational posts, which significantly boosted engagement across all social media platforms. This strategy led to their content going viral, gaining global attention through various news articles and TV appearances.

During the session, they detailed their approach to maintaining this momentum. Key points included:

- Persistence: Continuously posting and engaging with their audience.
- Educational Content: Ensuring posts remain informative and valuable.
- Trend Awareness: Keeping up with current trends to stay relevant.
- Humor: Consistently adding a touch of humor to capture attention and encourage "likes."

They also highlighted that while not every post can be humorous, they strive to use humor as a tool to foster a sense of connection with their audience. This balanced approach has proven effective in keeping their followers interested and engaged over time. These insights could be valuable for our own social media strategy. Let's consider how we might incorporate similar techniques to enhance our engagement and reach.

The Tip Jar Culture: An Inspiring Approach to Rediscovering our Passion

Delivered by Gregory Offner, addressed the critical workforce challenge of low morale and engagement. Offner, a former dueling pianist turned award-winning speaker, revealed three principles of engaging experiences from piano bars that can be applied to the workplace to enhance employee connection and passion. He discussed how the employment experience, rather than workforce culture itself, is the root of low engagement and shared actionable steps for leaders and employees alike to rediscover excitement and fulfillment in their work. He related the entire employee engagement experience by playing the piano, singing songs and engaging all 2,000 of us with his message. This was the best Keynote I have heard in a long time.



Reports

Administration and Enterprise Operations Report

Finance and Human Resources Report

Recreation and Communications Report

Parks and Facilities Report



Memo

To: Oak Brook Park District Board of Commissioners
From: Laure Kosey, Executive Director
Date: February 11, 2025
Re: February Board Report: Administration & Enterprise Operations

Upcoming Dates at the Oak Brook Park District:

Monday, February 17	Park District Board Meeting	Canterberry
Monday, February 24	Budget Meeting – 6:30pm	Canterberry

February Board Meeting Discussion Points:

Tennis Center Report

- January 17th-18th the Tennis Center hosted the Winter Junior Open tournament with 64 participants.
- Thursday January 23rd Alin Pop, Michelle Terrazas, Leticia Limonez and Stephan Garay attended the IPRA conference.

Electric Charging Stations

After Board input, the Park District will not pursue Electric Charging Stations as the intent was for In-District patrons' convenience, however, the grant stipulates it must be available to all.

Market Based Salary Range Adjustment

Annually, HR Source makes market-based recommendations for the salary ranges of each job description. This is not a merit increase. It is an adjusted salary range based the market analysis of industry norms.

State Conference

Staff is very grateful to have the opportunity to attend conference. Several staff presented and received great feedback. A summary of some of the sessions that were attended is located under Communications.



Memo

To: Board of Commissioners and Executive Director, Laure Kosey
From: Marco Salinas, Chief Financial Officer
Date: February 12, 2025
Re: January 2025 Financials

General Fund

We have now completed nine months of our current fiscal year (75% of the year). Year-to-date (YTD) revenues, expenditures, and transfers-out for this fund equal \$3,328,655, \$2,192,417, and \$0, respectively. This is resulting in a YTD net surplus of \$1,136,237, which is a \$1,959 (.2%) decrease from the \$1,138,196 YTD net surplus experienced in the prior fiscal year. The following is additional commentary:

- **Revenues-** Total current YTD revenues are favorable at 91% when compared to the annual budget. Driving this favorable variance are property tax collections, investment earnings, and field rental fees at Central Park North. Unfortunately, Personal Property Replacement Taxes (PPRT) are below expectations, and I anticipate that this source will end the year in an unfavorable status. As expected, and budgeted, Central Park West (CPW) revenues are significantly lower than the prior year due to the recent improvements at that facility which precluded us from conducting any programming or rental activity earlier in the fiscal year. Now that the construction activity has been completed, programming activity at this facility has resumed and is resulting in increased revenues. The \$9,000 budget in the Dean Property department is for a tree planting grant that we expect to collect by the end of the current fiscal year.
- **Expenditures-** Total current YTD expenditures are favorable at 65.8% when compared to the annual budget. All departments are currently favorable or in-line with current year budgeted expectations. As expected, and budgeted, expenditures in our Central Park North department have increased \$31,588 (84%) over the prior year primarily due to the costs (\$10,048 YTD) incurred to purchase concession equipment and supplies for use at our newly constructed concession building. These costs are being partially offset by the \$7,560 in YTD concessions sales revenue. In addition, we purchased several outdoor trash receptacles (\$4,885), installed a weather warning system, and water commodity costs have also increased with the opening of our new public restroom facilities. Expenditures in our Building-Recreation Center department have increased \$65,702 (8.9%) when compared to the prior year due to a variety of reasons, including increased wages for part-time front desk staff, increased health insurance costs, incursion of costs to inspect and adjust the ceiling-mounted basketball courts in the gym, and increased utility costs (natural gas, electricity, water, and sewer). This is being partially offset by decreased general maintenance and plumbing services costs. Expenditures in our Information Technology department have increased \$28,305 (8.9%) primarily due to increased software licensing fees and increased health insurance costs.

Recreation Fund

YTD revenues, transfers-in, expenditures, and transfers-out for this fund equal \$4,484,031, \$0, \$4,158,554, and \$0, respectively. This is resulting in a YTD net surplus of \$325,477, which is an \$829,117 (71.8%) decrease from the \$1,154,594 YTD net surplus experienced in the prior fiscal year. Following is additional commentary:

- **Revenues-** Total current YTD revenues are favorable at 90.9% when compared to the annual budget and have increased \$302,408 (7.2%) when compared to the prior year. Similar to our General fund, this fund is

experiencing reduced collections of PPRT and increased returns on investments. All departments, except for our Marketing department, are favorable or in-line with budgeted expectations. We are expecting a \$25,000 donation from the Foundation to help fund debt service on our 2018 debt certificates and once that donation has been received and recorded, the Marketing department will be favorable to budget.

- **Expenditures-** Total current YTD expenditures are in-line with budgeted expectations at 71.5% of the annual budget and have increased \$1,131,525 (37.4%) when compared to the prior year. Except for our Special Events and Capital Outlay departments, all departments are currently favorable, or in-line with current year budgeted expectations. The largest driver of these increased expenditures is in our capital outlay department where expenditures have increased \$864,863 due to various capital improvement activity, including the installation of an HVAC system, painting, window tinting, upgraded sound system in our aquatics center, the purchase of a replacement utility vehicle, as well as extensive bathroom and ADA improvements at our Central Park West facility. Expenditures in our Aquatic Center department have increased over prior year due to increased full-time staff wages, credit card processing fees, installation of two replacement lifeguard chairs, and sealing and caulking of flooring joints at our Splash Island. Expenditures in our fitness department are primarily due to increased personal trainer wages, and increased utility costs.

Recreational Facilities Fund (Tennis Center)

YTD revenues and expenses in this fund are currently at \$2,075,076 and \$1,397,536, respectively. This is resulting in a YTD net surplus of \$677,540, which is a \$40,752 (6.4%) increase over the prior year's surplus of \$636,788. The following is additional commentary:

- **Revenues-** Total current YTD revenues are favorable at 92.1% when compared to the annual budget and have increased \$155,668 (8.1%) when compared to the prior year. Approximately \$60,000 of this revenue increase is attributed to better-than-expected investment returns, \$64,000 is due to increased group lesson revenues, and \$20,000 is due to increased private lesson revenues.
- **Expenses-** Total current YTD expenses are favorable to budgeted expectations at 56% of the annual budget and have increased \$114,916 (9%) when compared to the prior year. The increases in the Administration department are due to the increased I.T. overhead allocation from the General Fund, and smaller increases in full-time and part-time wages. In the Programs department, part-time wages have increased approximately \$58,000, however this increase is being recouped via the increased programming revenues described above. Capital improvement costs have also increased due to continued improvements to the administration offices and registration area. In addition, upgrades to the lighting at the indoor tennis courts was also completed in the current year.

FINANCE & HUMAN RESOURCES UPDATES:

- The annual Forms W-2 and 1099 have been distributed/mailed and the related filings have been completed with the corresponding government agencies. We continue to work on the annual filings related to employee health insurance and the Affordable Care Act (ACA).
- Staff has been working on numerous schedules and graphs in preparation for the upcoming budget special board meeting, which is scheduled for Monday February 24, 2025.
- Staff has been assembling comprehensive guidance and procedures for use during the upcoming summer season hiring as well as the annual performance review process. This will be shared with hiring managers in an effort to streamline these processes.



Memo

To: Oak Brook Park District Board of Commissioners
From: Robert Pechous, Director of Recreation and Communications
Date: February 11, 2025
Re: January 2025: Recreation and Communications Report

Recreation:

- Athletics
 - Brian, Mike, and Greg from Breakaway presented on the agency's Get Better League program at the IPRA Conference.
 - Adult Basketball League, Pickleball Leagues & classes, Tae Kwon Do, and Fencing all started this week with strong enrollment.
 - The Get Better League is off and running for the Winter Season.
- Youth/Preschool
 - ABC Preschool had a special visitor from the library to read and talk about the library to the children.
 - Kim, Lauren, and Mike met with Dr. Wilks from Butler 53 to discuss this year's preschool partnership since we are halfway through the school year.
- Pioneers
 - 26 pioneers gathered at Lou Malnati's for a Pizza By Me outing. Everyone made a personal deep-dish pizza. While the pizzas were cooking, they were treated to a kitchen tour.
 - 20 pioneers attended a travel club informational meeting. They learned about our upcoming trips to Albuquerque in Oct 2025 and the Rhine River Cruise in April 2026.
 - Participants made final payments for the Italy trip in April. Two staff members will lead this trip for the 31 travelers.
 - The first winter Pancake Breakfast for Pioneers was held in January.
- Specialty
 - Lora from Innovation Arts Connection ran a "Rise of Red" Dance Party in Studio C.
 - Kate met with Clarendon Hill Park District to discuss Co-oping dance and youth culinary programs.
- Other
 - Staff have been reviewing the ADA Transition Plan as we get into budget planning.
 - The new CPW rental model has been very successful, with 20 dates for Winter/Spring 2025 being reserved in the past month since open registration in December. We welcomed its first rental in January since the renovation.

Marketing & Information Technology:

- The 2025 Summer Camp and Aquatics Guide has been completed and posted on the website.
- Marketing worked on creating new logo designs for the Fitness Center and Aquatic Center similar to the Tennis Center's current logo.

- The main firewall was replaced with a newer, more secure, and faster device.
- The PDRMA (Park District Risk Management Agency) cyber security audit pilot program that the agency was part of is finishing up.

Corporate and Community Relations:

Sponsorships	\$4,700.00
Advertising	\$350.00
Vendors	-
In-Kind Donations	-
<u>Oak Brook Park District Foundation</u>	<u>\$721.00</u>

Total for January: \$5,771.00

Social Media and Website Engagement:

Facebook Analytics

Total Followers: 5,582 (up 17)
 Posts: 28
 Post Reach (organic and paid): 39,857
 Post Engagement: 3,965

Instagram Analytics:

Total Followers: 2,476 (up 19)
 Posts: 26
 Top Post Reach: 12,000
 Accounts Engaged: 1,416

X Analytics:

Total Followers: 1,127 (up 1)
 Posts: 1
 Top Post Impressions: 14

Top Facebook Post

Overview

Views ⓘ	Reach ⓘ	Interactions ⓘ	Link clicks ⓘ
45,119	21,974	45	875

Views ⓘ
45,119

Line graph showing views over time (15m, 9h, 1d 6h, 7d). The graph shows a steady increase in views, reaching approximately 45,000 views by 7 days. A legend indicates 'Views' (blue line) and 'Typical' (grey line). The graph shows that 98% of views are from followers and 91% are from organic reach.

Interactions ⓘ
45

Reactions ⓘ	Comments ⓘ	Shares ⓘ	Saves ⓘ
35	0	6	4

Feed preview

Oak Brook Park District
Published by Haley Tess
January 11 at 8:00 AM

Start the new year with a membership at the Oak Brook Park District! Zero enrollment fees from January 2-31, 2025.

Achieve your goals with new strength training equipment, updated Family Aquatic Center and a community dedicated to helping you succeed.

Sign up and receive an exclusive Oak Brook Park District SWAG bag! While supplies last... See more

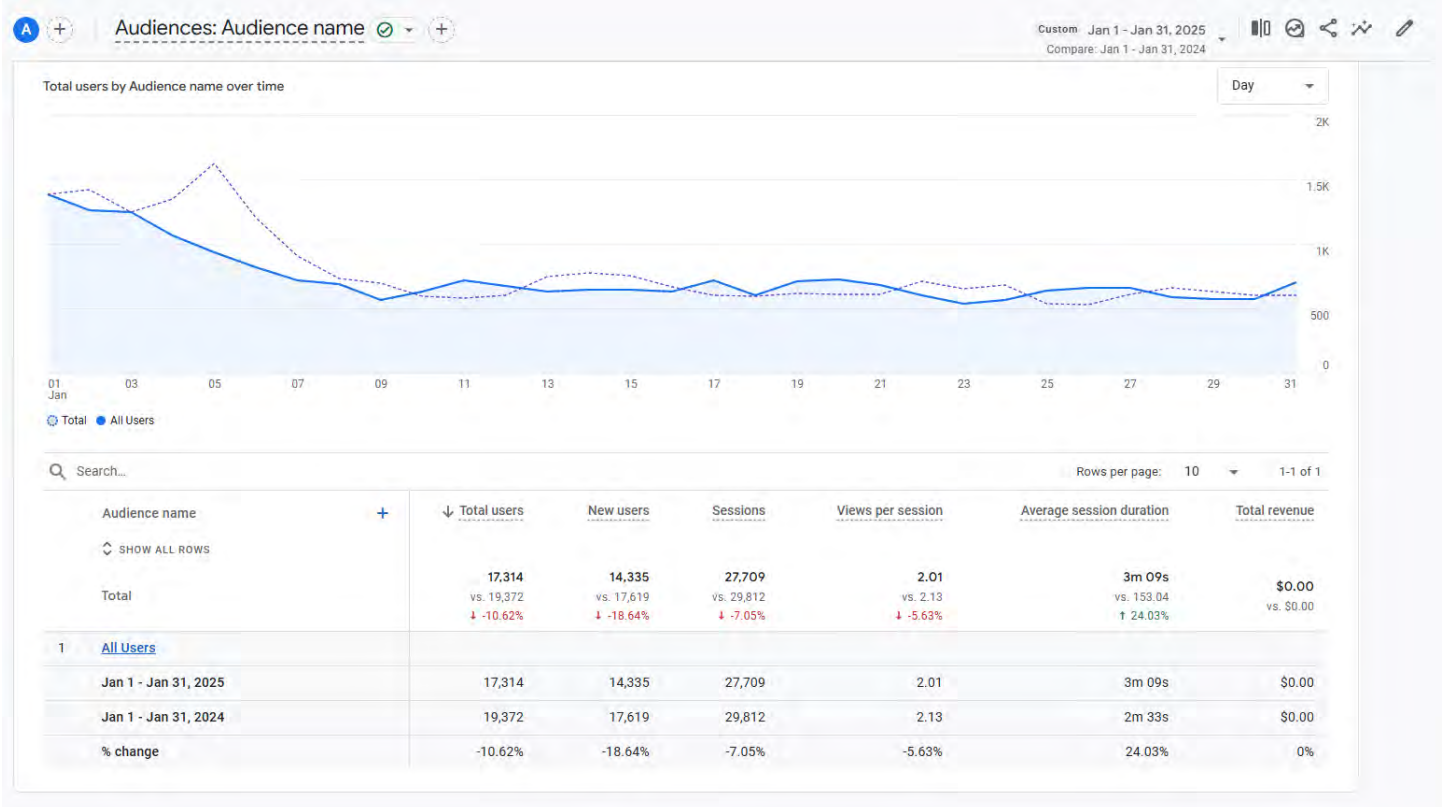
ENROLLMENT FEE!
JANUARY 2 - 31

NEW FITNESS & AQUATIC CENTER!

NEW YEAR! NEW YOU!

Oak Brook Park District
www.obparks.org

January 2025 Website Traffic



January 2025 Top Pages

1. /Obparks.org
2. /Family Aquatic Center
3. /Winter Lights at Central Park
4. /Membership Opportunities
5. /Family Recreation Center
6. /Program Guides
7. /Central Park West
8. /Pickleball
9. /Tennis Center
10. /Tennis Programs

obparks.org Acquisition Value

Referral Percentage Values	Jan 2025	Jan 2024
Direct:	23.7%	27.6%
Organic Search:	64%	66.2%
Social:	7.6%	5.2%
Referrals:	2.7%	3%



Oak Brook Park District Facility Statistics and Data

Facility Rentals

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

24/25 FY	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	Total
Gym Rentals Hours	242	272	259	376	307	400	376	322	448				3,001
Gym Revenue	\$13,287	\$14,079	\$13,610	\$20,647	\$16,279	\$22,172	\$20,101	\$18,352	\$23,661				\$162,187
Room Rentals	21	18	15	19	15	31	21	21	26				187
Room Revenue	\$900	\$520	\$700	\$1,250	\$430	\$1,650	\$1,190	\$2,320	\$2,096				\$11,056
CPW Rentals	NA	NA	NA	NA	NA	NA	NA	NA	1				1
CPW Revenue	NA	NA	NA	NA	NA	NA	NA	NA	\$650				\$650

Totals	20-21	21-22	22-23	23-24
Gym Rentals Hours	4,195	4,874	4,379	4,441
Gym Revenue	\$207,521	\$261,155	\$228,514	\$227,924
Room Rentals	0	10	79	203
Room Revenue	\$0	\$700	\$7,355	\$7,335
CPW Rentals	20	73	88	74
CPW Revenue	\$12,938	\$48,226	\$54,458	\$50,951



Oak Brook Park District Facility Statistics and Data

Outdoor Pickleball Court Rentals

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

24/25 FY	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	Total
Court Rentals	107	108	126	106	104	69	22	2	0				644
Court Hours	294	391	436	421	333	238	103	9	0				2,223
Revenue	\$ 680.00	\$ 660.00	\$ 650.00	\$ 510.00	\$ 260.00	\$ 260.00	\$ -	\$ -	\$ -				\$ 3,020.00



Oak Brook Park District Athletic Fields Rental Report

Athletic Field Usage Report Evergreen Bank Group Athletic Turf Field

FY	Month	May	June	July	August	September	October	November	December	January	Feb	March	April	TOTALS
23 - 24	Hours	211	139	72	12	171	179	80	7	3	27	89	198	1,188
	Revenue	\$9,375	\$8,441	\$68,067	\$593	\$3,612	\$5,456	\$4,543	\$685	\$370	\$2,288	\$8,400	\$9,665	\$121,494

24 - 25	Hours	193	189	127	87	187	199	101	16	5				1,103
	Revenue	\$8,183	\$9,843	\$8,982	\$3,740	\$6,283	\$8,098	\$5,975	\$1,954	\$383				\$131,839
Wizards	Revenue			\$50,000										
Lakeshore	Revenue			\$14,200					\$14,200					

Natural Grass Soccer Fields

FY	Month	May	June	July	August	September	October	November	December	January	Feb	March	April	TOTALS
23 - 24	Hours	2,254	1,183	461	839	1,838	1,236	651	0	0	0	0	1532	9,994
	Revenue	\$24,922	\$9,650	\$67,508	\$7,940	\$4,725	\$5,591	\$1,125	\$0	\$0	\$0	\$0	\$4,563	\$126,445

24 - 25	Hours	2,054	1,154	421	670	1930	1,753	557	0	0				8,539
	Revenue	\$16,100	\$9,856	\$9,025	\$6,720	\$7,480	\$11,280	\$1,563	\$0	\$0				\$128,024
Wizards	Revenue			\$50,000										
Lakeshore	Revenue			\$8,000					\$8,000					

Baseball Fields

FY	Month	May	June	July	August	September	October	November	December	January	Feb	March	April	TOTALS
23 - 24	Hours	314	241	171	92	357	155	11	0	0	0	0	174	1,515
	Revenue	\$8,235	\$10,610	\$4,324	\$4,438	\$7,269	\$7,321	\$385	\$0	\$0	\$0	\$0	\$6,148	\$48,729

24 - 25	Hours	411	288	161	75	149	201	0	0	0				1,285
	Revenue	\$7,740	\$9,798	\$3,429	\$3,298	\$5,529	\$7,758	\$0	\$0	\$0				\$37,551

Totals

FY	Month	May	June	July	August	September	October	November	December	January	Feb	March	April	TOTALS
23 - 24	Hours	2,779	1,563	704	943	2,366	1,570	742	7	3	27	89	1,904	12,697
	Revenue	\$42,532	\$28,701	\$139,899	\$12,971	\$15,606	\$18,368	\$6,053	\$685	\$370	\$2,288	\$8,400	\$20,376	\$296,247

24 - 25	Hours	2,658	1,630	709	832	2,266	2,153	658	16	5	0	0	0	10,926
	Revenue	\$32,023	\$29,497	\$143,635	\$13,758	\$19,291	\$27,135	\$7,538	\$1,954	\$383	\$0	\$0	\$0	\$275,213

OBJECTIVES AND KEY RESULTS

May 1, 2024 - April 30, 2025

MONTHLY UPDATE February 1, 2025

Accomplish 4 of 4 OKR's: May 1, 2024 – April 30, 2025

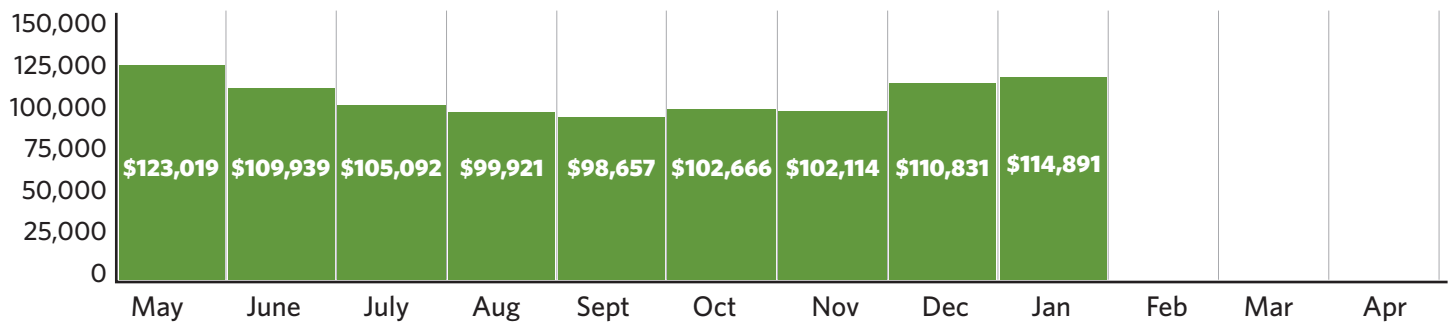
“Accomplish” means 3 of 4 subgoals under each main objective, are completed.

1. MEMBERSHIP & FACILITIES

COMPLETE?

- A FRC to increase membership revenue by 4% compared to April 30 of previous year to date.
- B Obtain 100 new Tennis Center Members to take programming.
- C Create 5 new opportunities to promote resident membership.
 1. Oak Brook First on the 1st
 2. Theater Thursday Giveaway
 3. Free Guest Pass on your Birthday
 4. _____
 5. _____
- D Healthcare Memberships, RenewActive, and Silver Sneakers, yearly goal of \$100,000 in membership revenue.

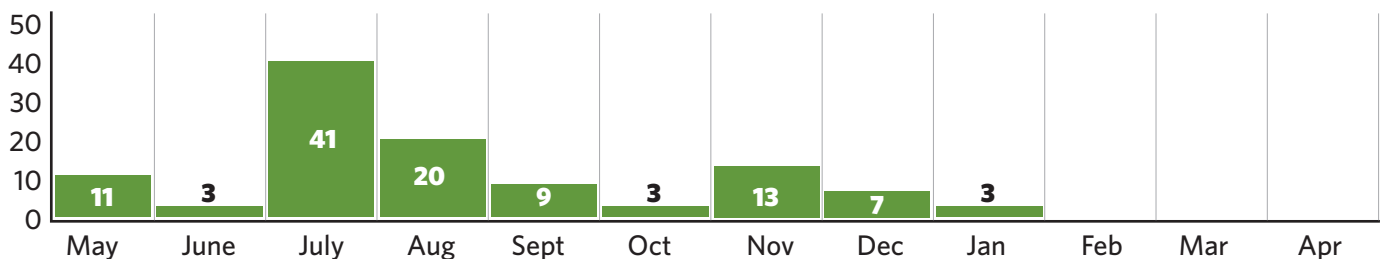
Objective 1, Figure A: FRC Membership Revenue



Current: \$967,130

Goal: \$1,176,502

Objective 1, Figure B: TC New Members



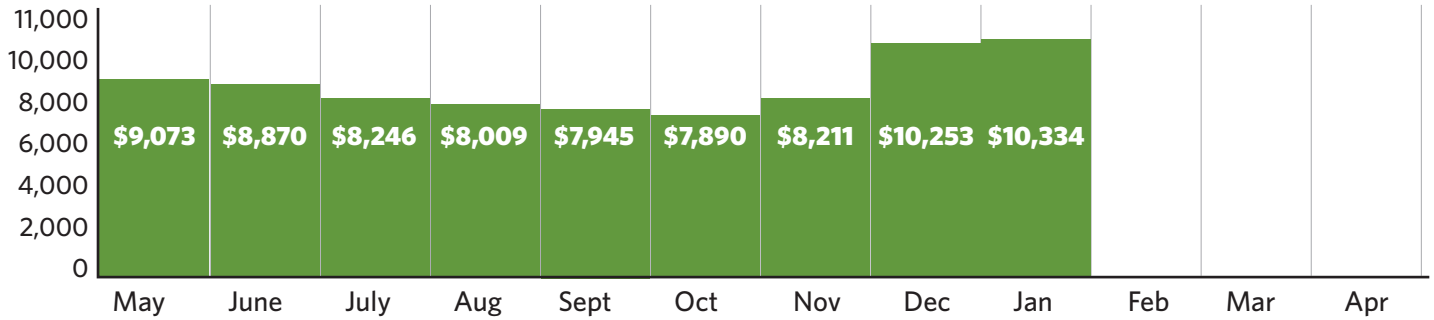
Current: 110

Goal: 100



OBJECTIVES AND KEY RESULTS

Objective 1, Figure D: Healthcare Membership Revenue

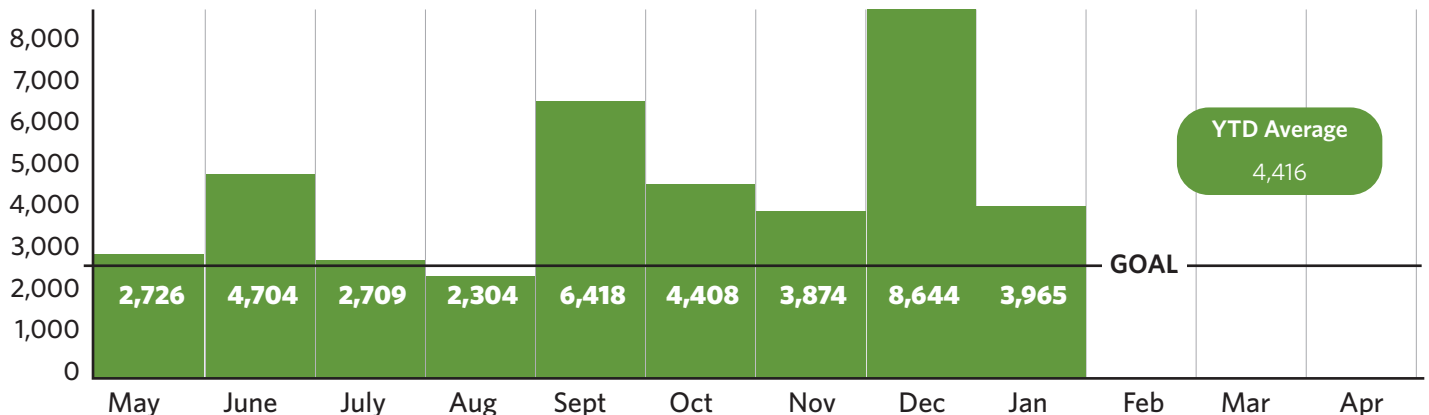


2. MARKETING & COMMUNICATIONS

COMPLETE?

- A Increase average engagement on Facebook to 2,500 from 1,865 per month.
- B Increase average reach on Facebook to 32,000 from 25,423 per month.
- C Measure open rates on a monthly basis of FT/PT employee communication.
FT = 87% PT = 65%.
- D Six in-house projects identifying cost savings.
 1. Gold Medal 2024 Finalist Video
 2. OBPD Mural from a Volunteer
 3. Building Lettering Installation - Ginger Creek Pavilion, Oaks Amphitheater, and 1315 Kensington Rd.
 4. New Pond Aerator Install at Forest Glen Park
 5. Purchase of two commercial carpet extractors to clean carpets in-house
 6. New pump installed in the Family Aquatic Center for the Lap Pool

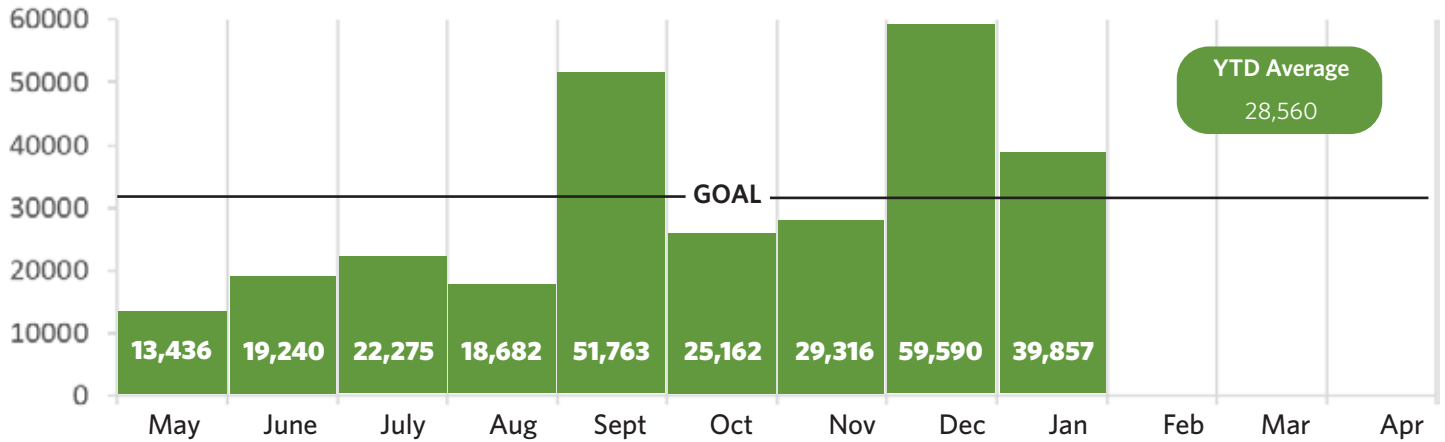
Objective 2, Figure A: Facebook Engagement



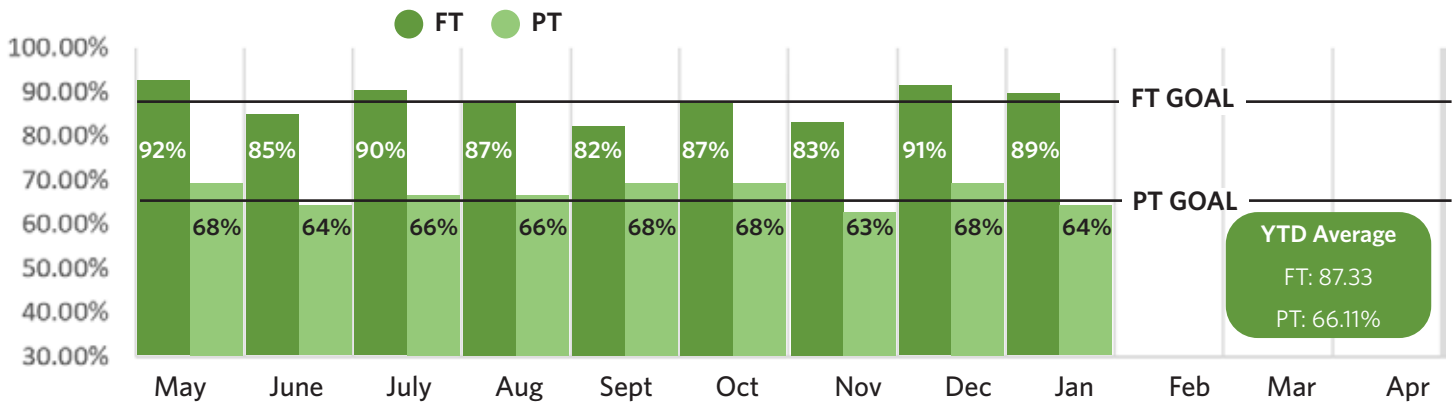


OBJECTIVES AND KEY RESULTS

Objective 2, Figure B: Facebook Reach



Objective 2, Figure C: Open Rate





OBJECTIVES AND KEY RESULTS

3. RECREATION & PROGRAMMING

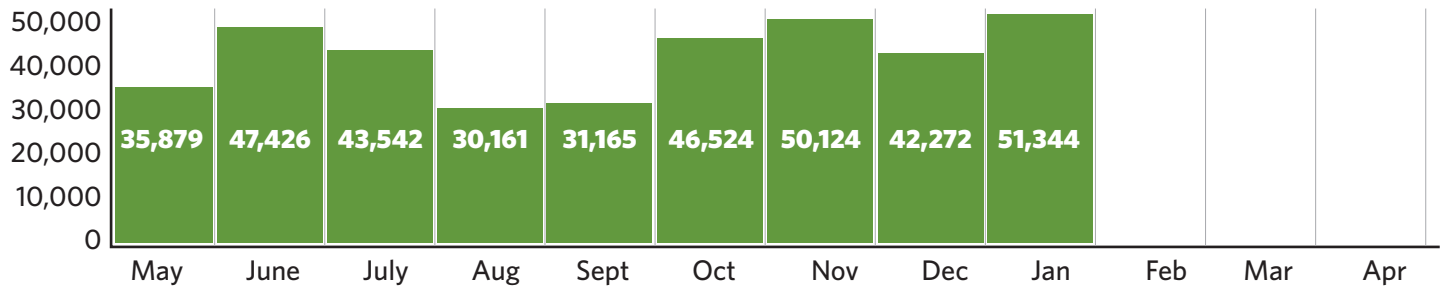
COMPLETE?

- A Add a minimum of 5 new programs/events with at least three departments.
 1. Celebration of International Cultures Event
 2. Visiting Cultural Artist: Starr Chief Eagle
 3. Belly Dance Fusion - Fitness Class
 4. Rec Academy Classes (Foam-Tipped Archery and Drone Racing)
 5. Cardboard Regatta
- B Reaching a minimum net revenue total gain of \$50,000 from new programs.
- C Provide an event at no cost to the in-district participants.
 - Free Adult/Child/Infant CPR/AED Sessions
- D Increase the number of overall patron visits to the Family Recreation Center by 2%.

Objective 3, Figure B: Park District Program Net Revenue



Objective 3, Figure D: FRC Patron Visits





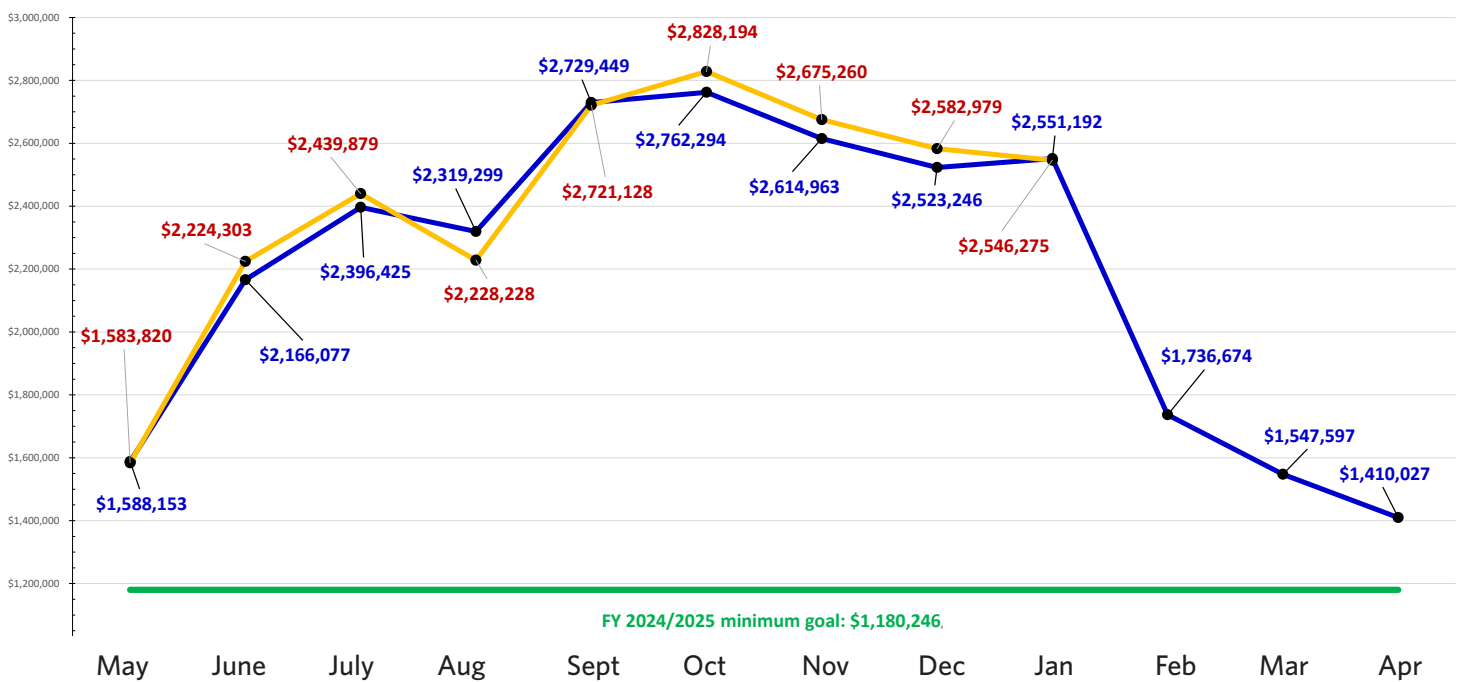
OBJECTIVES AND KEY RESULTS

4. FINANCE

COMPLETE?

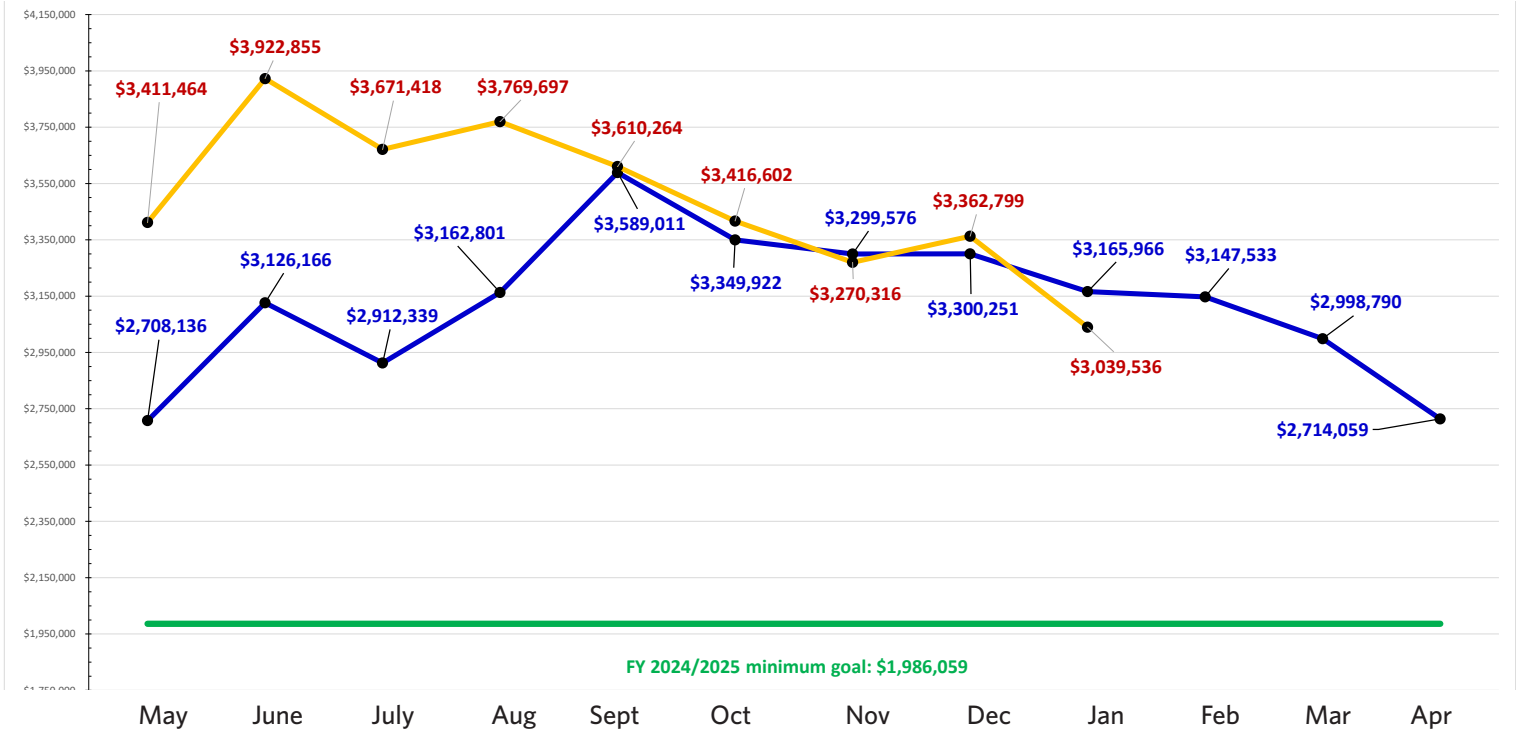
- A Apply for the "Distinguished Budget Presentation Award" and is awarded by the Government Finance Officers Association (GFOA)
- B General Fund FY 24/25 minimum goal of \$1,180,246.
- C Recreation Fund FY 24/25 minimum goal of \$1,986,059.
- D Tennis Center Fund FY 24/25 minimum goal of \$1,457,593.

Objective 4, Figure B: General Fund

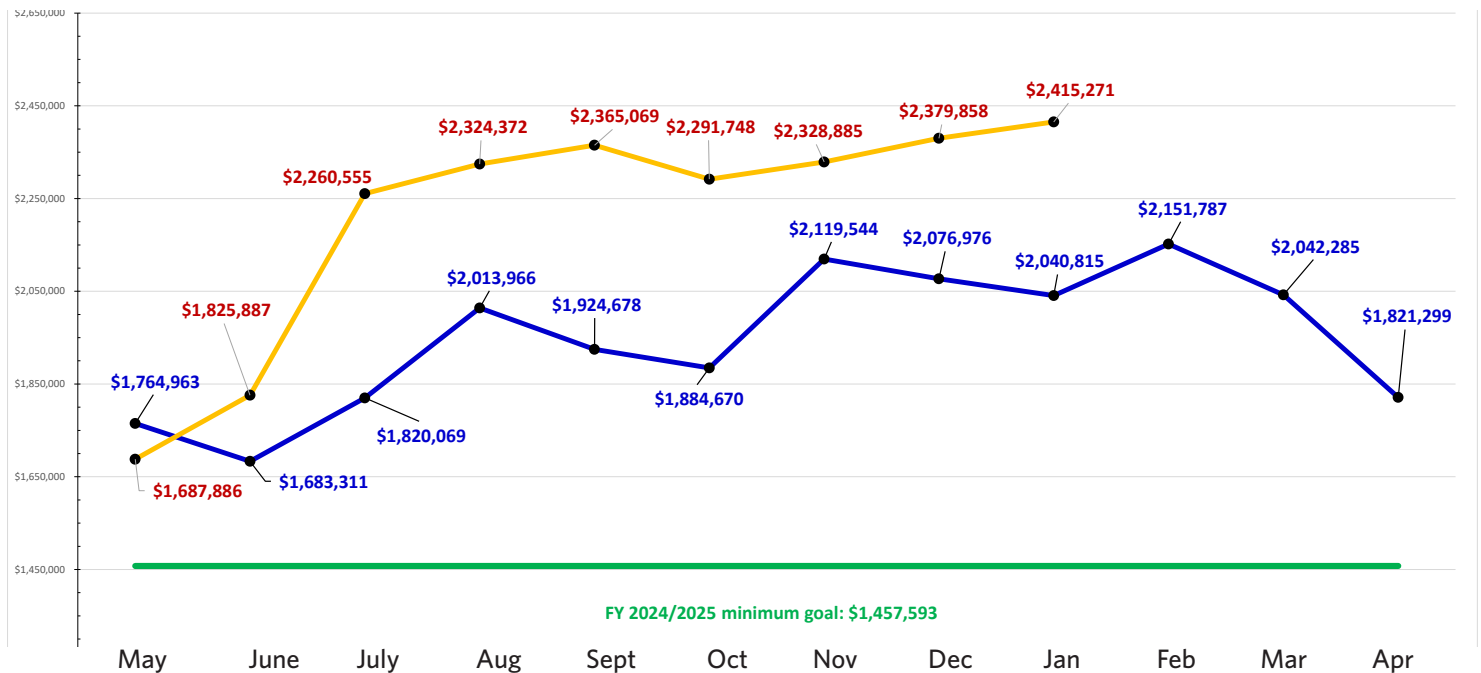


OBJECTIVES AND KEY RESULTS

Objective 4, Figure C: Recreation Fund



Objective 4, Figure D: Tennis Fund





May 1, 2024 - April 30, 2025

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

Refer to the Personnel Policy Manual for specific details on eligibility for cash payouts and PTO hours.



Memo

To: Board of Commissioners
From: Bob Johnson, Deputy Director
Date: February 11, 2025
Re: Board Report

Parks

- Two Purple Martin birdhouses by the Central Park West Pier have been replaced. These houses provide nesting sites for the birds which play an important role in controlling insect populations by feeding on wasps and beetles.
- The protective padding for the sand volleyball courts have been carefully repaired by sewing damaged sections, ensuring a secure and durable fix to maintain player safety.
- Park staff is re-painting the office areas in the maintenance garage, which has not been completed since 2013.
- Staff is researching bike path grants for 2025, aiming to secure funding for the development of new paths and rebuilding of others, while enhancing connectivity and accessibility throughout the parks.
- A controlled burn is anticipated for March at the Dean Nature Sanctuary. The burn will be weather dependent when the site conditions are dry enough. A controlled burn is important for improving soil health, promoting natural plant ecosystems by encouraging new plant growth, and preventing the encroachment of invasive species.

Aquatics and Maintenance

- STARS Swim Team had a swim meet at Carol Stream in January, has 2 in February and is gearing up for the Divisional Championship in March.
- The first session of lessons was a full registration with good numbers. We are seeing a shift towards private lessons over the past few registrations and are focusing on building up the group lesson numbers over the next few sessions.
- Rob, Stephanie, and Caroline all attended the IPRA/IAPD State Conference.
- The Maintenance Team repaired a hanging heater at the Maintenance Garage and got prices on replacing the heat exchanger on the garage boiler which provides radiant heat.
- Boiler inspections were completed throughout facilities.
- Building automation system software received a necessary update from Applied Controls, Inc.
- The team secured the backstop on Gym 2 after the raise cable got stuck in the pulley. Contractors were brought out to repair and replace the parts.
- Staff assisted the Fire Marshall with the safety inspection at the Family Recreation and Aquatic Centers. Additional facilities will be inspected later in February.
- Signs are being updated and replaced throughout the Family Recreation Center.
- All hand sanitizer stations throughout FRC were replaced with a newer and more cost-effective product.
- Staff installed updated automated external defibrillators (AED's) throughout the Family Recreation Center.

Facilities

- Staff is recommending a pause on any solar decision, at least until March. With the new Federal administration, there is some concern that the federal tax credits (ITC) for solar may change or be removed. Because the ITC for the solar project is potentially over \$450,000, not receiving the credit may impact the district's decision whether or not to pursue the project, or opt for the lease power-purchase-agreement instead.
- The Facility Department attended the Safety Committee's Lunch and Learn on Friday, January 31 on Dealing with an Angry Public; Practical Tips for De-Escalation and Customer Service. The guest speaker provided tips for talking with people who are upset and the importance of non-verbal communication. Ryan Husch, the Facility Manager, conducted the first-quarter Customer Service Representative staff meeting reviewing Emergency Operations, Manager on Duty Updates, and focus on upcoming recreation and fitness programming.
- The January Oak Brook First Resident Initiative was a success with 32 new Family Recreation Center Memberships and 22 free Daily Admissions.
- Kara Smith, the Fitness Supervisor, continues to upgrade the Fitness Center equipment offerings with two new 1-15 lbs. dumbbell weight trees, one new weight plate tree stand, a ProStretch Calf Stretcher and Airex Pad.



Oak Brook Park District
Total Membership Packages/In-District Percentage

2025 Membership Package Data												
	January	February	March	April	May	June	July	August	Sept	Oct	Nov	Dec
Total CPC Memberships	83											
Total FRC Memberships	1766											
Total SilverSneakers	1196											
Total Renew Active	407											
Total Memberships	3452	0	0	0	0	0	0	0	0	0	0	0
In-District	30%											
Out-of-District	70%											
2024 Membership Package Data												
	January	February	March	April	May	June	July	August	Sept	Oct	Nov	Dec
Total CPC Memberships	70	71	72	74	78	74	74	73	76	75	78	78
Total FRC Memberships	1240	1313	1361	1407	1470	1501	1515	1506	1527	1594	1618	1638
Total SilverSneakers	735	785	818	855	888	918	953	1008	1040	1075	1096	1119
Total Renew Active	240	256	280	294	305	320	328	337	350	362	377	390
Total Memberships	2285	2425	2531	2630	2741	2813	2870	2924	2993	3106	3169	3225
In-District	33%	33%	32%	32%	32%	32%	32%	31%	31%	31%	31%	31%
Out-of-District	67%	67%	68%	68%	68%	68%	68%	69%	69%	69%	69%	69%



Oak Brook Park District Aquatic Rental/Programming Revenue Report

Aquatic Usage/Financial Report														
Parties and Rentals														
FY	Month	May	June	July	August	September	October	November	December	January	Feb	March	April	TOTALS
23-24	Uses	26	52	45	25	26	25	22	27	34	33	36	29	380
	Parties	\$9,418	\$17,097	\$12,978	\$5,722	\$11,126	\$10,818	\$8,531	\$9,859	\$12,006	\$12,891	\$13,670	\$11,019	\$135,135
	Rentals	\$536	\$6,642	\$9,730	\$5,640	\$2,320	\$2,960	\$2,526	\$3,401	\$5,381	\$2,452	\$4,138	\$3,601	\$49,327
	TOTAL	\$9,954	\$23,739	\$22,708	\$11,362	\$13,446	\$13,778	\$11,057	\$13,260	\$17,387	\$15,343	\$17,808	\$14,620	\$184,462

24-25	Uses	28	59	42	10	15	25	22	21	32				254
	Parties	\$11,844	\$19,665	\$12,626	\$2,879	\$8,091	\$8,646	\$8,591	\$8,830	\$11,417				\$92,589
	Rentals	\$3,124	\$13,558	\$11,442	\$870	\$1,425	\$3,963	\$3,190	\$1,638	\$5,088	\$0	\$0	\$0	\$44,297
	TOTAL	\$14,968	\$33,223	\$24,068	\$3,749	\$9,516	\$12,609	\$11,781	\$10,468	\$16,505	\$0	\$0	\$0	\$136,886

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

24-25	Registrations	835	882	524*	1,717
	Private	\$36,882	\$33,024	\$33,642	\$103,548
	Group	\$55,371	\$61,670	\$43,819	\$160,860
	TOTAL	\$92,253	\$94,694	\$77,461	\$264,408

Swim Team						
FY	Season	SUMMER	FALL	WINTER	SPRING	TOTAL
23-24	Registrations	46	75	63	55	239
	Revenue	\$11,186	\$27,453	\$15,682	\$10,941	\$65,262

24-25	Registrations	40	72	71		183
	Revenue	\$10,147	\$21,376	\$17,932		\$49,455

*1ST OF 3 SEASON REGISTRATIONS TOTALED	524	\$77,461
LAST YEAR TOTAL AT SAME POINT	535	\$74,381

Unfinished Business



Oak Brook Park District


BOARD MEETING


AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: MARKET-BASED SALARY RANGE ADJUSTMENT

AGENDA NO.: 7 A

MEETING DATE: FEBRUARY 17, 2025

STAFF REVIEW: Alli Siamis, Human Resource & Risk Manager: 

RECOMMENDED FOR BOARD ACTION: Laure Kosey, Executive Director: 

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

HR Source developed a pay grade structure for the District's full-time positions, effective May 1, 2013. Each year they gather and analyze data from internal and external sources to provide general industry and specific industry structure adjustment recommendations. The 2024 increase was recommended at 2.6%.

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

Upon Review of our Pay Grades, HR Source is recommending a restructuring of the top two tiers of the District's pay grades to reflect the best practices in benchmarking, as well as combining the pay grades to the Human Resource industry standard. HR Source completed the benchmarking process for positions in Pay Grade 1 and 12 in November 2024, and ranges have been updated accordingly.

HR Source has also recommended 2.4% adjustment to existing salary ranges for Park and Recreation Agencies, effective May 1, 2025. Therefore, the proposed full-time pay ranges reflect a 2.4% increase.

ACTION PROPOSED:

A Motion (and a Second) to approve the Market-Based Salary Range Adjustment

**Oak Brook Park District
Pay Grades
Effective: May 1, 2025**

Pay Grade	FLSA	Job Title	Minimum	Midpoint	Maximum
12	E	Executive Director	137,120.00	171,400.00	205,680.00
			65.92	82.40	98.88
11	E	Deputy Director	112,486.40	140,587.20	168,708.80
	E	Chief Financial Officer	54.08	67.59	81.11
10	E	Director of Recreation and Communications	99,008.00	123,760.00	148,532.80
			47.60	59.50	71.41
9	E	Superintendent of Enterprise Operations	87,152.00	108,950.40	130,748.80
	E	Superintendent of Facilities	41.90	52.38	62.86
8	E	Superintendent of Aquatic and Maintenance Operations	76,710.40	95,908.80	115,065.60
	E	Superintendent of Marketing & Communications	36.88	46.11	55.32
	E	Superintendent of Parks			
	E	Superintendent of Recreation			
	E	Human Resource & Risk Manager			
7	E	Finance Manager	67,516.80	84,406.40	101,316.80
	E	Marketing & Communications Manager	32.46	40.58	48.71
6	E	Aquatic Manager	59,425.60	74,297.60	89,169.60
	E	FRC Facility Manager	28.57	35.72	42.87
	E	Recreation Manager Adult Programs			
	E	Recreation Manager Athletics			
	E	Recreation Manager of Specialty Programming			
	E	Recreation Manager Youth Programs			
5	E	Tennis Operations Director			
	E	Administrative Services Specialist	52,332.80	65,416.00	78,499.20
	E	Corporate & Community Relations	25.16	31.45	37.74
	NE	Facility Maintenance Manager			
	E	Fitness Supervisor			
	E	Graphic Designer			
4	NE	IT Technology Administrator			
	E	Tennis Center Customer Service Manager			
4	NE	Landscape Specialist	46,051.20	57,595.20	69,097.60
	NE	Park Specialist	22.14	27.69	33.22
3	E	Aquatic Programming Supervisor	40,560.00	50,689.60	60,819.20
	NE	Registration Coordinator	19.50	24.37	29.24
2	NE	Building Technician	35,692.80	44,616.00	53,560.00
	NE	Park District Lead Custodian	17.16	21.45	25.75
	NE	Park Technician			
1	NE	Park District Custodian	33,592.00	42,785.60	51,355.20
			16.15	20.57	24.69



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: ORDINANCE 25-0217: AN ORDINANCE TRANSFERRING FUNDS TO AND FROM SEVERAL PARK DISTRICT FUNDS.

AGENDA No.: 7 B

MEETING DATE: FEBRUARY 17, 2025

STAFF REVIEW:

Chief Financial Officer, Marco Salinas:

Handwritten signature of Marco Salinas in blue ink.

RECOMMENDED FOR BOARD ACTION: Executive Director, Laure Kosey:

Handwritten signature of Laure Kosey in blue ink.

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

Included in the fiscal year 2024-2025 adopted budgets, are several operating transfers between our Corporate (General), Recreation, Debt Service, and Capital Projects Funds. The purposes of these transfers are to provide funding for our current year's recreation programming, capital asset purchases and improvements, as well as the repayment of existing outstanding long-term debt.

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

The accompanying ordinance authorizes the transfer of funds between our Corporate (General), Recreation, Debt Service, and Capital Project Funds for fiscal year 2024-2025.

ACTION PROPOSED:

A Motion (and a Second) to approve Ordinance 25-0217: An Ordinance transferring funds to and from several park district funds.

ORDINANCE NO. 25-0217

**AN ORDINANCE TRANSFERRING FUNDS TO AND FROM
SEVERAL PARK DISTRICT FUNDS**

WHEREAS, the first six months of fiscal year 2024-2025 of the Oak Brook Park District have elapsed; and

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

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

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

Section 1: Funds in the amounts listed in Exhibit A, which were appropriated in the Budget and Appropriation Ordinance for fiscal year 2024-2025 for the Corporate (General) and Recreation Funds, are hereby transferred to the Debt Service, Capital Project, and Recreation Funds, with the Debt Service, Capital Project, and Recreation Funds increased to the extent so transferred as listed in Exhibit A.

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

Section 3. All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed to the extent of the conflict, so that this Ordinance shall have full force and effect as written.

PASSED AND APPROVED This 17th Day of February, 2025.

AYES: _____

NAYS: _____

ABSENT: _____

Approved:

Sharon Knitter, President

ATTEST:

Laure L. Kosey, Secretary



Fiscal Year 2024/2025

Exhibit A

Fund	Operating Transfer Out	Operating Transfer In	Purpose
General	\$ 150,000.00		-To fund FY 2024/2025 recreation programming and administration costs.
Recreation		\$ 150,000.00	
General	\$ 250,000.00		-To fund FY 2024/2025 capital asset purchases & improvements
Capital Project		\$ 250,000.00	
General	\$ 102,000.00		-To fund FY 2024/2025 debt service payments on our 2020 Promissory Note
Debt Service		\$ 102,000.00	
Recreation	\$ 177,971.00		-To fund FY 2024/2025 debt service payments on our Series 2018 and 2020 Debt Certificates
Debt Service		\$ 177,971.00	

Totals: \$ 679,971.00 \$ 679,971.00



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: TENNIS CENTER EXTERIOR WINDOWS REPLACEMENT PROJECT BID

AGENDA No.: 7 C

MEETING DATE: JANUARY 17, 2025

STAFF REVIEW: Superintendent of Enterprise Operations, Alin Pop:

RECOMMENDED FOR BOARD ACTION: Executive Director, Laure Kosey:

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

During the July 15, 2024 Board Meeting, all bids were rejected as they significantly exceeded the budget.

As part of the Upper-level remodeling project, the original building exterior windows will be replaced. The windows are from 1974, lack proper insulation and are no longer considered energy efficient.

The new installed windows will provide:

- Improved insulation, leading to savings on heating and cooling costs
- Reduced glare from outside light
- Updated aesthetics

Staff made small adjustments to the specifications and this project was put out to public bid in January 2025. The bid opening was held on February 5, 2025 at 11:00am at the Family Recreation Center, at which time the bids were opened and read aloud. A total of seven bids were submitted for this project. The bid tabulation results are included for review.

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

Both staff and Kluber Architects reviewed the bid submittals for accuracy and completeness. The low bid was submitted by Bee Liner Lean Services from Bridgeview, IL with a base bid cost of \$88,500. Staff recommends accepting the low bid and entering a contract with, Bee Liner Lean Services from Bridgeview, IL.

ACTION PROPOSED:

A motion (and a second) to accept the bid submittal from Bee Liner Lean Services from Bridgeview, IL in an amount of \$88,500 for the base bid, and approve an agreement between the Oak Brook Park District and Bee Liner Lean Services from Bridgeview, IL, for a not-to-exceed total contract cost, of \$88,500.

Oak Brook Park District

1450 Forest Gate Road
Oak Brook, IL 60523

Tennis Center Exterior Window Replacement

February 5, 2025 -11:00 AM Bid Opening

Bidder	Addendum	References	Bid Bond	Certifications	Total Bid
Orbis Construction 3907 Ashland Avenue Wausau, WI 55403	X	X	X	X	\$ 113,500.00
Auburn Construction 10490 W. 164th Place Orland Park, IL 60467	X	X	X	X	\$ 139,700.00
Preferred Window and Door 3280 E Lincoln Highway Lynwood, IL 60411	X	X	X	X	\$ 101,823.92
Lite Construction, Inc. 711 S. Lake Street, P.O. Box 135 Montgomery, IL 60538	X	X	X	X	\$ 184,713.00
Bee Liner Lean Services 8401 S. Thomas A2 Bridgeview, IL 60455	X	Will Provide	X	X	\$ 88,500.00
Walter Daniels Construction Company Inc. 6316 N Northwest Highway Chicago, IL 60631		X	X		\$ 149,000.00
Red Feather Group 711 Becker Road Glenview, IL 60025	X	X	X	X	\$ 168,000.00
Manusos General Contracting Inc. 91 Christopher Way Fox Lake, IL 60020	X	X	X	X	\$ 127,595.00



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: TRAVEL REIMBURSEMENT FOR COMMISSIONER ATTENDANCE AT THE 2025 IAPD/IPRA ANNUAL CONFERENCE, JANUARY 23 - 25, 2025

AGENDA NO.: 7 D

MEETING DATE: FEBRUARY 17, 2025

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):

Oak Brook Park District Ordinance 17-0116, An Ordinance Regulating Travel, Meal and Lodging Expenses in Accordance with the Local Government Travel Expense Control Act (50 ILCS 150/1 et seq.) was enacted by the Board of Park Commissioners during the January 16, 2017 Board Meeting and amended during the January 20, 2025 Board Meeting. Ordinance 17-0116 has been codified in Section 1.6 of the Administrative Policies and Procedure Manual.

In accordance with the Local Government Travel Expense Control Act certain travel expenses shall only be approved by a roll call vote of the Board at an open meeting of the Board. The following travel expenses require the approval of the Board by roll call vote during a regular meeting of the Board of Commissioners:

1. For the reimbursable travel expenses of any Park District Officer or Employee that exceed the maximum rates as established in the District’s Travel Expense Policy;
2. For the reimbursable travel expenses of any Park District Board Commissioner; and
3. When the reimbursable travel expenses exceed the maximum rates as established in the District’s Travel Expense Policy which were incurred because of an emergency or other extraordinary circumstance.

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

For the Board’s review and possible approval, attached to this Agenda History are the Commissioner Travel Forms and expense receipts for the costs associated with attendance at the IAPD/IPRA 2025 Conference for President Knitter, and Commissioners Ivkovic Kelley, Suleiman, and Gondek.

Approval for commissioner travel expenses related to attendance at the IAPD/IPRA 2025 Conference was granted during the November 18, 2024, Board Meeting.

Upon the approval of the Board of Commissioners, the travel expenses incurred directly by the commissioners may then be reimbursed.

ACTION PROPOSED:

Motion (and a Second) to Approve the Travel Reimbursement for Commissioners attendance at the 2025 IAPD/IPRA Conference.

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

Name: Sharon Knitter	Department: Board	Date: 10/10/24	Purpose for Travel: Estimate: IAPD/IPRA Conference 2025 @ Hyatt Regency
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ESTIMATED EXPENSES											
Travel/ Event Date (xx/xx/xx)	Registration	Airfare	Taxi/Bus/ Train/ Mileage (\$)	Lodging	Meals			Parking	Misc. (Tolls)	Total Estimated Costs	Notes
					Breakfast	Lunch	Dinner				
01/23/25	\$ 390.00		\$ 13.95	\$ 156.13	\$ 15.00	\$ 25.00	\$ 35.00	\$ 79.00		\$ 714.08	Full Conf Pckg for Thurs, Fri, Sat=\$390
01/24/25				\$ 156.13	15.00	25.00	35.00	79.00		310.13	*Friday Awards Luncheon cost in Full Pckg
01/25/25			\$ 13.95	\$ 156.13	15.00	25.00				210.08	
										-	No Frills Conf Pckg -Thurs, Fri, Sat, = \$330
										-	Fri Only = \$290, Sat Only = \$310
										-	Mileage to/from Oak Brook: Estimate 21.3 miles
Total:	\$ 390.00	\$ -	\$ 27.90	\$ 468.39	\$ 45.00	\$ 75.00	\$ 70.00	\$ 158.00	\$ -	\$ 1,234.29	

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						
01/23/25	\$ 310.00									\$ 310.00	\$ 310.00	\$ -	
01/24/25										-		-	
01/25/25			32.76			31.00		21.94		85.70	31.00	54.70	Lunch L.K. Pcard, 46.8 miles
										-		-	
										-		-	
										-		-	
Total:	\$ 310.00	\$ -	\$ 32.76	\$ -	\$ -	\$ 31.00	\$ -	\$ 21.94	\$ -	\$ 395.70	\$ 341.00	\$ 54.70	

Requestor Signature:	Date:	2025 Mileage Reimbursement Rate: \$.70 per mile
By signing this form, I hereby certify that the expenses listed above were incurred for official business or for any training, professional development or education, beneficial to the Park District and are allowed pursuant to Park District policy.		Scan final approved form and supporting documentation to travel@obparks.org

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

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

Name: Ivana Ivkovic Kelley	Department: Board	Date: 10/10/24	Purpose for Travel: Estimate: IAPD/IPRA Conference 2025 @ Hyatt Regency
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ESTIMATED EXPENSES											
Travel/ Event Date (xx/xx/xx)	Registration	Airfare	Taxi/Bus/ Train/ Mileage (\$)	Lodging	Meals			Parking	Misc. (Tolls)	Total Estimated Costs	Notes
					Breakfast	Lunch	Dinner				
01/23/25	\$ 390.00		\$ 13.95	\$ 156.13	\$ 15.00	\$ 25.00	\$ 35.00	\$ 79.00		\$ 714.08	Full Conf Pckg for Thurs, Fri, Sat=\$390
01/24/25				\$ 156.13	15.00	25.00	35.00	79.00		310.13	*Friday Awards Luncheon cost in Full Pckg
01/25/25			\$ 13.95	\$ 156.13	15.00	25.00				210.08	
										-	No Frills Conf Pckg -Thurs, Fri, Sat, = \$330
										-	Fri Only = \$290, Sat Only = \$310
										-	Mileage to/from Oak Brook: Estimate 21.3 miles
Total:	\$ 390.00	\$ -	\$ 27.90	\$ 468.39	\$ 45.00	\$ 75.00	\$ 70.00	\$ 158.00	\$ -	\$ 1,234.29	

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						
01/23/25	\$ 330.00									\$ 330.00	\$ 330.00	\$ -	Registration M.P. Pcard
01/24/25			14.84	156.13				49.50		220.47	\$ -	220.47	21.2 miles
01/25/25			15.05			31.00		49.50		95.55	\$ 31.00	64.55	Lunch L.K. Pcard, 21.5 miles
										-		-	
										-		-	
										-		-	
Total:	\$ 330.00	\$ -	\$ 29.89	\$ 156.13	\$ -	\$ 31.00	\$ -	\$ 99.00	\$ -	\$ 646.02	\$ 361.00	\$ 285.02	

Requestor Signature:	Date:	2025 Mileage Reimbursement Rate: \$.70 per mile
By signing this form, I hereby certify that the expenses listed above were incurred for official business or for any training, professional development or education, beneficial to the Park District and are allowed pursuant to Park District policy.		Scan final approved form and supporting documentation to travel@obparks.org

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

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

Name: Lara Suleiman	Department: Board	Date: 10/10/24	Purpose for Travel: Estimate: IAPD/IPRA Conference 2025 @ Hyatt Regency
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ESTIMATED EXPENSES											
Travel/ Event Date (xx/xx/xx)	Registration	Airfare	Taxi/Bus/ Train/ Mileage (\$)	Lodging	Meals			Parking	Misc. (Tolls)	Total Estimated Costs	Notes
					Breakfast	Lunch	Dinner				
01/23/25	\$ 390.00		\$ 13.95	\$ 156.13	\$ 15.00	\$ 25.00	\$ 35.00	\$ 79.00		\$ 714.08	Full Conf Pckg for Thurs, Fri, Sat=\$390
01/24/25				\$ 156.13	15.00	25.00	35.00	79.00		310.13	*Friday Awards Luncheon cost in Full Pckg
01/25/25			\$ 13.95	\$ 156.13	15.00	25.00				210.08	
										-	No Frills Conf Pckg -Thurs, Fri, Sat, = \$330
										-	Fri Only = \$290, Sat Only = \$310
										-	Mileage to/from Oak Brook: Estimate 21.3 miles
Total:	\$ 390.00	\$ -	\$ 27.90	\$ 468.39	\$ 45.00	\$ 75.00	\$ 70.00	\$ 158.00	\$ -	\$ 1,234.29	

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						
01/23/25	\$ 310.00									\$ 310.00	\$ 310.00	\$ -	Reg M.P. Pcard
01/24/25										-		-	
01/25/25						31.00				31.00	\$ 31.00	-	Lunch L.K. Pcard
										-		-	
										-		-	
										-		-	
Total:	\$ 310.00	\$ -	\$ -	\$ -	\$ -	\$ 31.00	\$ -	\$ -	\$ -	\$ 341.00	\$ 341.00	\$ -	

Requestor Signature:	Date:	2025 Mileage Reimbursement Rate: \$.70 per mile
By signing this form, I hereby certify that the expenses listed above were incurred for official business or for any training, professional development or education, beneficial to the Park District and are allowed pursuant to Park District policy.		Scan final approved form and supporting documentation to travel@obparks.org

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

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

Name: Ron Gondek	Department: Board	Date: 10/10/24	Purpose for Travel: Estimate: IAPD/IPRA Conference 2025 @ Hyatt Regency
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ESTIMATED EXPENSES											
Travel/ Event Date (xx/xx/xx)	Registration	Airfare	Taxi/Bus/ Train/ Mileage (\$)	Lodging	Meals			Parking	Misc. (Tolls)	Total Estimated Costs	Notes
					Breakfast	Lunch	Dinner				
01/23/25	\$ 390.00		\$ 13.95	\$ 156.13	\$ 15.00	\$ 25.00	\$ 35.00	\$ 79.00		\$ 714.08	Full Conf Pckg for Thurs, Fri, Sat=\$390
01/24/25				\$ 156.13	15.00	25.00	35.00	79.00		310.13	*Friday Awards Luncheon cost in Full Pckg
01/25/25			\$ 13.95	\$ 156.13	15.00	25.00				210.08	
										-	No Frills Conf Pckg -Thurs, Fri, Sat, = \$330
										-	Fri Only = \$290, Sat Only = \$310
										-	Mileage to/from Oak Brook: Estimate 21.3 miles
Total:	\$ 390.00	\$ -	\$ 27.90	\$ 468.39	\$ 45.00	\$ 75.00	\$ 70.00	\$ 158.00	\$ -	\$ 1,234.29	

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						
01/23/25	\$ 310.00									\$ 310.00	\$ 310.00	\$ -	Registration M.P. Pcard
01/24/25										-		-	
01/25/25			31.99			31.00		71.00		133.99	31.00	102.99	Lunch L.K. Pcard, 45.7 miles
										-		-	
										-		-	
										-		-	
Total:	\$ 310.00	\$ -	\$ 31.99	\$ -	\$ -	\$ 31.00	\$ -	\$ 71.00	\$ -	\$ 443.99	\$ 341.00	\$ 102.99	

Requestor Signature:	Date:	2025 Mileage Reimbursement Rate: \$.70 per mile
By signing this form, I hereby certify that the expenses listed above were incurred for official business or for any training, professional development or education, beneficial to the Park District and are allowed pursuant to Park District policy.		Scan final approved form and supporting documentation to travel@obparks.org

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

New Business



Oak Brook Park District

BOARD MEETING AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: MOWING SERVICES BID

AGENDA No.: 8 A

MEETING DATE: FEBRUARY 17, 2025

STAFF REVIEW:

Superintendent of Parks, Jake Stachowiak:

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 March 21, 2022 Board Meeting, the Board accepted a bid from Classic Landscape, Ltd. for Turf Mowing Services and entered into an agreement for turf grass mowing services until March 31, 2023. Section 2 of the contract provided that the contract could be extended for up to two additional years to March 31, 2025, upon the approval by the District and Classic Landscape, Ltd.

In March of 2023, the District approved extending the contract for an additional year, which expired March 31, 2024, and was subsequently renewed again as allowed by the contract, for one final year ending March 31, 2025.

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

The Park District is soliciting bids from qualified mowing contractors for the 2025 season.

ACTION PROPOSED:

For Discussion Only



Oak Brook Park District

BOARD MEETING

AGENDA ITEM -HISTORY/COMMENTARY

ITEM TITLE: REQUEST FOR PROPOSALS: WASTE AND RECYCLING COLLECTION SERVICES

AGENDA NO.: 8 B

MEETING DATE: FEBRUARY 17, 2025

STAFF REVIEW: Superintendent of Parks, Jake Stachowiak:

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 Oak Brook Park District is requesting proposals for waste and recycling services.

At the March 2022 meeting, the Board approved a proposal from, and entered into a contract with SBC Waste Solutions, Inc to provide waste and recycling services to the district at three facility locations.

On staff's recommendations, the Board approved extending the term of that contract through March 31st, 2025.

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

Staff is soliciting requests for proposals from waste and recycling service providers. The RFP's are due on March 4, at which time a recommendation will be made to the Board at the March 17, 2025 meeting.

ACTION PROPOSED: For Discussion Only



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: RESOLUTION 25-0218: A RESOLUTION AUTHORIZING AND APPROVING A CHANGE ORDER INVOLVING A DECREASE IN THE CONTRACT PRICE WITH RED FEATHER GROUP, INC. FOR CENTRAL PARK WEST ADA IMPROVEMENTS (REQUIRES WAIVING THE BOARD RULES TO APPROVE AT THIS MEETING.)

AGENDA No.: 8 C

MEETING DATE: FEBRUARY 17, 2025

STAFF REVIEW:

Deputy Director, Bob Johnson:

RECOMMENDED FOR BOARD ACTION:

Executive Director, Laure Kosey:

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

On February 19, 2024, the Board approved the low bid from, and entered a contract with, Red Feather Group, Inc. for Central Park West ADA improvements. The total bid was \$480,531, which included a \$45,000 owners' allowance to be used at the direction of the Park District for unforeseen or other necessary improvements during construction. Over the course of the project, a change order was issued for the manufacture and installation of an additional rain gutter on the east side of the building. As a last part of project closeout, the remainder of the owner's allowance is being reduced through change order. In addition, the district is being refunded for bath tissue dispensers which were ultimately provided by the park district.

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

Owner's allowance:	\$45,000
Change order 1 (gutter)	- \$2,530
Credit for dispensers	+ \$1,015
Equals total of unused allowance	\$43,485

*Original amount of contract (\$480,531) will be reduced by \$43,585 bringing the new total contract sum to \$437,046.

*The original project budget was \$500,000.

ACTION PROPOSED:

A motion (and a second) to waive the Board's Rules to approve, at this meeting, Resolution 25-0218: A Resolution Authorizing and Approving a Change Order Involving a Decrease in the Contract with Red Feather Group, Inc for Central Park West ADA Improvements.

A motion (and a second) to approve Resolution 25-0218: A Resolution Authorizing and Approving a Change Order Involving a Decrease in the Contract with Red Feather Group, Inc for Central Park West ADA Improvements.

**RESOLUTION NO. 25-0218
A RESOLUTION OF THE OAK BROOK PARK DISTRICT
AUTHORIZING AND APPROVING A CHANGE ORDER
INVOLVING A DECREASE IN THE CONTRACT PRICE WITH
RED FEATHER GROUP, INC. FOR CENTRAL PARK WEST ADA
IMPROVEMENTS**

WHEREAS, during the February 19, 2024 Board Meeting, the Board of Commissioners accepted the bid and authorized an agreement between the Oak Brook Park District and Red Feather Group, Inc. for Central Park West ADA improvements (“the “Project”), in the amount of \$480,531 and;

WHEREAS, the total project amount includes a \$45,000 owner’s/contingency allowance to be used at the direction of the Park District for unforeseen or other necessary improvements during construction; and

WHEREAS, Executive Director Laure Kosey had approved Change Order 1, which resulted in a decrease in the contingency balance as listed below and in which the fully executed Change Order 1 is attached hereto as Exhibit “A”:

Change Order #	Description	Amount
1	<ul style="list-style-type: none"> - Add gutters in the SW corner of 1500 Forest Gate Road. - Furnish and install gutter wedge. 	\$2,530.00

WHEREAS, the Executive Director has presented and recommended the following proposed change order to the contract between the District and Red Feather Group, Inc. for the following amount:

Change Order #	Description	Amount
2	<ul style="list-style-type: none"> - The cost of \$1,015.00 for six (6) toilet paper dispensers to be credited back to the Owner and subtracted from the Contract Sum - Total remaining Contingency Allowance, \$42,470.00, to be credited back to the Owner and subtracted from the Contract Sum. 	(\$43,485.00)

and a copy of said change order being attached hereto as Exhibit “B” 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 \$ 437,046.00, and

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

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

SECTION 1. That after reviewing the explanation of the Executive Director as to the necessity of and reason for the Change Order 1 attached hereto as Exhibit “A” and Change Order 2, attached hereto as Exhibit “B”, the Board finds as follows:

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

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

PASSED AND APPROVED THIS 17th DAY OF FEBRUARY 2025.

AYES: _____

NAYS: _____

ABSENT: _____

Sharon Knitter, President

ATTEST:

Laure L. Kosey, Secretary

 **AIA**® Document G701® – 2017

Change Order

PROJECT: <i>(Name and address)</i> 1502 - Oak Brook Park District - Central Park West ADA Improvements	CONTRACT INFORMATION: Contract For: General Construction Date: February 19, 2024	CHANGE ORDER INFORMATION: Change Order Number: 001 Date: August 8, 2024
OWNER: <i>(Name and address)</i> Oak Brook Park District 1450 Forest Gate Road Oak Brook, Illinois 60523	ARCHITECT: <i>(Name and address)</i> Kluber, Inc. 41 W. Benton Street Aurora, Illinois 60506	CONTRACTOR: <i>(Name and address)</i> Red Feather Group 711 Becker Road Glenview, Illinois 60025

THE CONTRACT IS CHANGED AS FOLLOWS:

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

Add Gutters in the SW corner of 1500 Forest Gate Rd.

- Furnish and install 6" K style gutters and one 3"x4" corrugated downspout in Classic Bronze (same finish as new gutter front of building).
- Furnish and install gutter wedge.


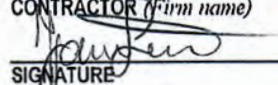

Contingency Allowance: \$45,000.00
Gutters: -\$2,530.00
Remaining Contingency: \$42,470.00

The original Contract Sum was	\$ 480,531.00
The net change by previously authorized Change Orders	\$
The Contract Sum prior to this Change Order was	\$ 480,531.00
The Contract Sum will be increased by this Change Order in the amount of	\$
The new Contract Sum including this Change Order will be	\$ 480,531.00

The Contract Time will be increased by Zero (0) days.
The new date of Substantial Completion will be

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

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

<u>Kluber, Inc.</u> ARCHITECT <i>(Firm name)</i>	<u>Red Feather Group</u> CONTRACTOR <i>(Firm name)</i>	<u>Oak Brook Park District</u> OWNER <i>(Firm name)</i>
 SIGNATURE	 SIGNATURE	 SIGNATURE
Charli Johnsons, Project Manager PRINTED NAME AND TITLE	John Sochacki, President PRINTED NAME AND TITLE	Laure Kosey, Executive Director PRINTED NAME AND TITLE
August 8, 2024 DATE	08/09/2024 DATE	 DATE

Red Feather Group

711 Becker Road
Glenview, IL 60025

Change Order

Date	Estimate No.
8/1/2024	22228

Name/Address

Oak Brook Park District
Bob Johnson

Project

Central Park West ADA

Description	Qty	Rate	Total
Oak Brook Park District Bob Johnson Deputy Director Project: Central Park West ADA Improvements Location: 1500 Forest Gate Rd, Oak Brook SCOPE OF WORK: ADD GUTTERS IN SW corner of 1500 Forest Gate Rd -Furnish and install 6" K style gutters and one 3"x4" corrugated downspout in Classic Bronze (same finish as new gutter front of bldg.) -Furnish and install gutter wedge Total cost for labor and materials PRICE BREAKDOWN: Labor: 8 hours, 1 person (or 4 hours, 2 people) x \$107/hr = \$856.00 Material:\$1,674.00 = 55 LF x \$30.44 per LF		2,530.00	2,530.00
Total			\$2,530.00

Contact: John Sochacki
Cell phone: 847 710 3930
Office: 847 724 4936
Payment to be made as follows:

AIA® Document G701® – 2017

Change Order

PROJECT: (Name and address) 1502 - Oak Brook Park District - Central Park West ADA Improvements	CONTRACT INFORMATION: Contract For: General Construction Date: February 19, 2024	CHANGE ORDER INFORMATION: Change Order Number: 002 Date: January 30, 2025
OWNER: (Name and address) Oak Brook Park District 1450 Forest Gate Road Oak Brook, Illinois 60523	ARCHITECT: (Name and address) Kluber, Inc. 41 W. Benton Street Aurora, Illinois 60506	CONTRACTOR: (Name and address) Red Feather Group 711 Becker Road Glenview, Illinois 60025

THE CONTRACT IS CHANGED AS FOLLOWS:

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

Description:

1. The cost of \$1,015.00 for six (6) toilet paper dispensers to be credited back to the Owner and subtracted from the Contract Sum. Deduct \$1,015.00 from the Contract Sum.
2. Total remaining Contingency Allowance, \$42,470.00, to be credited back to the Owner and subtracted from the Contract Sum. Deduct \$42,470.00 from the Contingency Allowance.

Total deduction from the Contract Sum: \$43,485.00

Remaining Contingency Balance: \$0.00

Attachments: Formal letter regarding the toilet paper dispenser credit dated January 20, 2025 as submitted by Red Feather Group.

The original Contract Sum was	\$ 480,531.00
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 480,531.00
The Contract Sum will be decreased by this Change Order in the amount of	\$ 43,485.00
The new Contract Sum including this Change Order will be	\$ 437,046.00
The Contract Time will be increased by Zero (0) days.	
The new date of Substantial Completion will be	

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

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

Kluber, Inc. _____ ARCHITECT (Firm name) _____ SIGNATURE Chari Johnsos, Project Manager _____ PRINTED NAME AND TITLE January 30, 2025 _____ DATE	Red Feather Group _____ CONTRACTOR (Firm name) _____ SIGNATURE John Sochacki, President _____ PRINTED NAME AND TITLE 2/4/2025 _____ DATE	Oak Brook Park District _____ OWNER (Firm name) _____ SIGNATURE Laure Kosey, Executive Director _____ PRINTED NAME AND TITLE _____ DATE
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RED FEATHER GROUP Co.

711 Becker Road
Glenview, IL 60025
(847) 710-3930
(773) 443-1835
feathergroup@gmail.com

Charli Johnsos

Kluber Architects + Engineers

41 W Benton Street, Aurora, IL 60506

Subject: Credit Back for TP Dispensers

Dear Charli,

I hope this letter finds you well.


We would like to formally confirm the credit back to the owner for the (6) toilet paper dispensers, total of \$1,015.00. We request that you apply this credit, along with the allowance credit, to the contract in accordance with our agreement.

We appreciate your attention to this matter and look forward to receiving confirmation of the credit being applied.

Sincerely,

John Sochacki
President
Red Feather Group
(847) 710 3930

711 Becker Rd, Glenview, IL 60025

x 

1/20/2025



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: ELEVATOR CONTROL SYSTEMS

AGENDA NO.: 8 D

MEETING DATE: FEBRUARY 17, 2025

STAFF REVIEW:

Deputy Director, Bob Johnson:

RECOMMENDED FOR BOARD ACTION:

Executive Director, Laure Kosey:

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

The Family Recreation Center is equipped with an elevator which travels between the main and ground floor. The elevator was installed during construction of the facility in 1996.

At present, the district contracts with Anderson Elevator Co. for routine maintenance and care of the equipment. Over the last eight weeks, the elevator has been malfunctioning sporadically causing the doors to not open, and on two occasions the elevator car became stuck between two floors. Technicians from Anderson Elevator have been on site repeatedly to replace components they suspected of failing. Ultimately, an electronic control circuit board was replaced as the presumed culprit. The technicians suspected that momentary change in electrical voltage to the control board was causing premature failure. Both an electrician and electrical engineer were brought in to meter and monitor incoming voltage, but did not observe fluctuations that should cause any disruptions.

Because of the age of the elevator mechanicals and controls, most of the available parts and circuitry are no longer manufactured, meaning the replacement parts are re-built obsolete technology which is becoming more difficult to source.

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

While the elevator has been maintained routinely since original installation, the mechanicals and control system are nearing their end of service, which is accelerated by the lack of available components. The district is investigating utilizing the OMNIA Partners Purchasing Cooperative, in order to purchase replacement equipment and installation through KONE Elevator, a nationally known and reputable company with local offices in Lisle, Lombard, and Chicago. By purchasing through the OMNIA program, the District satisfies the requirement of a traditional public bid.

ACTION PROPOSED:

For Discussion Only

A Special Budget Workshop Meeting of the Oak Brook Park District Board of Park Commissioners will be held on February 24, 2025, 6:30 p.m.

The next Regular Meeting of the Oak Brook Park District Board of Commissioners will be held on March 17, 2025, 6:30 p.m.

Adjournment