



AGENDA
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
December 11, 2017 – 6:30 p.m.
Canterberry Room

1. CALL TO ORDER REGULAR MEETING OF THE BOARD OF COMMISSIONERS AND ROLL CALL
2. OPEN FORUM
3. CONSENT AGENDA
 - a. APPROVAL OF December 11, 2017 AGENDA
 - b. APPROVAL OF MINUTES
 - i. November 13, 2017 Regular Meeting Minutes
 - c. APPROVAL OF FINANCIAL STATEMENT ENDING November 30, 2017
 - i. Approval of Warrant No. 606
4. PUBLIC HEARING – TRUTH IN TAXATION ACT - For the Levying of Taxes and Assessing of Taxes for Fiscal Year 2018-2019 of the Oak Brook Park District, DuPage and Cook Counties, Illinois

(Notice was Published on December 1, 2017 in the Daily Herald Newspapers and on the District's Website.)

 - a. Call to Order the Public Hearing
 - b. Open Forum for the Receipt of Public Comments and Questions Regarding the Levying of Taxes and Assessing of Taxes for Fiscal Year 2018-2019 of the Oak Brook Park District, DuPage and Cook Counties, Illinois.
 - c. Adjournment of Public Hearing
5. COMMUNICATIONS/PROCLAMATIONS
 - a. Board of Commissioners to share communications
6. STAFF RECOGNITION
 - a. None
7. REPORTS:
 - a. Administrative, IT, and Marketing Report
 - b. Finance & Human Resources Report
 - c. Recreation & Facilities Report
 - d. Parks & Planning Report

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

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

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

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AGENDA
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
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8. UNFINISHED BUSINESS

- a. Ordinance No 17-1211: An Ordinance Levying Taxes and Assessing Taxes For The Fiscal Year 2018-2019 Of The Oak Brook Park District of DuPage and Cook Counties, Illinois.
A Public Hearing is scheduled to commence at the beginning of the December 11, 2017 Regular Meeting of the Board of Park Commissioners, 6:30 p.m. The Public Hearing is held to receive public comment regarding the levying taxes and assessing of taxes for Fiscal Year 2018-2019 for the Oak Brook Park District, DuPage and Cook Counties, Illinois.
- b. IAPD Credentials: An Appointment of Certain District Representative(s) to serve as Delegate(s) to the Annual Business Meeting of the Illinois Association of Park Districts
- c. Records Management and Disposal
 - i. Application for Authority to Dispose of Local Records No. 15:098: Records Disposal Certificate for March 23, 2018
- d. 2018 Board Meeting Dates
- e. Amendment: Administrative Policies and Procedures: Section 6.3 Membership Rates for Elected Officials and Employees of the Village of Oak Brook

9. NEW BUSINESS

- a. Construction Management Agreement for Central Park Improvements with Wight Construction Services, Inc. (**Requires Waiving the Board Rules to Approve At This Meeting.)
- b. Bids for Central Park Improvements
- c. Purchase of Playground Equipment through National Joint Powers Alliance (NJPA) Cooperative Purchasing Group
- d. Ordinance 18-0115: An Ordinance Declaring Surplus Personal Property and Authorizing Conveyance or Sale Thereof
- e. Amendment: Administrative Policies and Procedure Manual Section 4.7 Fixed Asset Policy and Procedure
- f. Amendment: Personnel Policy Manual: Section VII: 7.6 Merit Pay Policy
- g. Universal Playground Funding
- h. Ordinance 18-0116: A Resolution Approving the Oak Brook Park District Non-Discrimination and Anti-Harassment Policy in Accordance with Public Act 100-0554

10. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON January 15, 2018, 6:30 p.m.

11. ADJOURNMENT





AGENDA
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
December 11, 2017 – 6:30 p.m.
Canterberry Room

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

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

- a. APPROVAL OF December 11, 2017 AGENDA
 - b. APPROVAL OF MINUTES
 - i. November 13, 2017 Regular Meeting Minutes
 - c. APPROVAL OF FINANCIAL STATEMENT ENDING November 30, 2017
 - i. Approval of Warrant No. 606
4. PUBLIC HEARING – TRUTH IN TAXATION ACT - For the Levying of Taxes and Assessing of Taxes for Fiscal Year 2018-2019 of the Oak Brook Park District, DuPage and Cook Counties, Illinois

- a. Call to Order the Public Hearing

*[Request a Motion and a second to Convene to the Public Hearing. **Roll Call Vote....***

Call to Order the Public Hearing for the Truth In Taxation Act – For the Levying of Taxes and Assessing of Taxes for Fiscal Year 2018-2019 of the Oak Brook Park District, DuPage and Cook Counties, Illinois. The Notice of the Public Hearing was Published on December 1, 2017 in the Chicago Daily Herald and on the District’s Website. **Conduct a Roll Call.**

Ask for Presentation of the Tax Levy Ordinance. After Presentation Ask for Discussion or Questions of the Board, as appropriate]





AGENDA
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
December 11, 2017 – 6:30 p.m.
Canterberry Room

- b. Open Forum for the Receipt of Public Comments and Questions Regarding the Levying of Taxes and Assessing of Taxes for Fiscal Year 2018-2019 of the Oak Brook Park District, DuPage and Cook Counties, Illinois.
[After Presentation, Ask Whether There Are Any Public Comments or Questions Concerning the Tax Levy Ordinance Under This “Open Forum” Note, for purposes of the hearing, the individual may present his/her testimony within the 5-minute allotted for Public Comment pursuant 1.1VII B of the Rules of the Board of Commissioners.]
- c. Adjournment of Public Hearing *[Ask for Motion (and Second) to Adjourn the Public Hearing and to reconvene the Regular Meeting of the Board of Commissioners. **Voice Vote -- “All in favor. . .”**]*
- 5. COMMUNICATIONS/PROCLAMATIONS *[Discussion Only]*
 - a. Board of Commissioners to share communications
- 6. STAFF RECOGNITION
 - a. None
- 7. REPORTS: [Discussion Only]
 - a. Administrative, IT, and Marketing Report
 - b. Finance & Human Resources Report
 - c. Recreation & Facilities Report
 - d. Parks & Planning Report

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AGENDA
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
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8. UNFINISHED BUSINESS

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A Public Hearing is scheduled to commence at the beginning of the December 11, 2017 Regular Meeting of the Board of Park Commissioners, 6:30 p.m. The Public Hearing is held to receive public comment regarding the levying taxes and assessing of taxes for Fiscal Year 2018-2019 for the Oak Brook Park District, DuPage and Cook Counties, Illinois.
*[Request for a Motion and a second to approve Ordinance No. 17-1211: An Ordinance Levying Taxes and Assessing Taxes for the Fiscal Year 2018-2019 of the Oak Brook Park District of DuPage and Cook Counties, Illinois. **Roll Call Vote...**]*
- b. IAPD Credentials: An Appointment of Certain District Representative(s) to serve as Delegate(s) to the Annual Business Meeting of the Illinois Association of Park Districts
*[Request for a Motion and a second to appoint Bob Johnson, Director of Parks and Planning, as the District's delegate for the Annual Business Meeting of the Illinois Association of Park Districts. **Roll Call Vote...**]*
- c. Records Management and Disposal
 - i. Application for Authority to Dispose of Local Records No. 15:098: Records Disposal Certificate for March 23, 2018 *[Request for a Motion and a second to approve the Records Management and Disposal Application for the Authority to Dispose of Local Records Number 15:098: Records Disposal Certificate for March 23, 2018. **Roll Call Vote...**]*
- d. 2018 Board Meeting Dates *[Request for a Motion and a second to approve the 2018 Board Meeting Dates. **Roll Call Vote....]***
- e. Amendment: Administrative Policies and Procedures Manual: Section 6.3 Membership Rates for Elected Officials and Employees of the Village of Oak Brook *[Request a Motion and a second to approve the Amendment to the Administrative Policies and Procedures Manual: Section 6.3 Membership Rates for Elected Officials and Employees of the Village of Oak Brook. **Roll Call Vote...**]*





AGENDA
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
December 11, 2017 – 6:30 p.m.
Canterberry Room

9. NEW BUSINESS

- a. Construction Management Agreement for Central Park Improvements with Wight Construction Services, Inc. (**Requires Waiving the Board Rules to Approve At This Meeting.)
*[Request for a Motion and a second to waive the Board's Rules to approve at this meeting, the Construction Management Agreement for Central Park Improvements with Wight Construction Services, Inc. for a sum not to exceed \$130,000. **Roll Call Vote...***

*Then request a motion and a second to approve the Construction Management Agreement for Central Park Improvements with Wight Construction Services, Inc. for a sum not to exceed \$130,000. **Roll Call Vote.***

- b. Bids for Central Park Improvements *[For Review and Discussion Only.]*
c. Purchase of Playground Equipment through National Joint Powers Alliance (NJPA) Cooperative Purchasing Group *[For Review and Discussion Only.]*
d. Ordinance 18-0115: An Ordinance Declaring Surplus Personal Property and Authorizing Conveyance or Sale Thereof *[For Review and Discussion Only.]*
e. Amendment: Administrative Policies and Procedures Manual Section 4.7 Fixed Asset Policy and Procedure *[For Review and Discussion Only.]*
f. Amendment: Personnel Policy Manual: Section VII: 7.6 Merit Pay Policy *[For Review and Discussion Only.]*
g. Universal Playground Funding *[For Review and Discussion Only.]*
h. Ordinance 18-0116: An Ordinance Approving the Oak Brook Park District Non-Discrimination and Anti-Harassment Policy in Accordance with Public Act 100-0554 *[For Review and Discussion Only.]*

10. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON January 15, 2018, 6:30 p.m. *[Announce the next Regular Board Meeting of the Oak Brook Park District Board of Commissioners will be held on January 15, 2018 at 6:30 p.m.]*

11. ADJOURNMENT *[Request for a Motion and a second to adjourn the December 11, 2017 Board Meeting. **Voice Vote: "All in favor..."**]*



**MINUTES OF THE
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
November 13, 2017 – 6:30 p.m.
Canterberry Room**

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

President Knitter called the Regular Meeting to order at 6:31 p.m.in the Recreation Center’s Canterberry Room. Commissioners Truedson, Tan Carson, and President Knitter answered “present.” Commissioner Trombetta was absent. Also present were Laure Kosey, Executive Director, Marco Salinas, Chief Financial Officer, Dave Thommes, Director of Recreation, and Bob Johnson, Director of Parks and Planning.

2. OPEN FORUM

President Knitter asked if there were any public comments.

There were no public comments.

3. CONSENT AGENDA

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

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

Ayes: Commissioners Truedson, Tan, Carson, and President Knitter.

Nays: None

Absent: Commissioner Trombetta

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan, to approve the November 13, 2017 Consent Agenda.

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

Ayes: Commissioners Truedson, Tan, Carson, and President Knitter.

Nays: None

Absent: Commissioner Trombetta

a. APPROVAL OF November 13, 2017 AGENDA

b. APPROVAL OF MINUTES

i. October 16, 2017 Regular Meeting Minutes

c. APPROVAL OF FINANCIAL STATEMENT ENDING October 31, 2017

i. Approval of Warrant No. 605

4. COMMUNICATIONS/PROCLAMATIONS

a. Board of Commissioners to share communications

President Knitter asked the board members if they had any communications to share.

Commissioner Carson mentioned an email she and President Knitter received via the website from a parent of a child enrolled in the parent tot aquatic fitness program. The email concerned issues the parent had with the program, however, the parent chose to withhold his/her name. Commissioner Carson said she and President Knitter tried to reply to the email but received no response and no email or telephone number was provided. Ms. Kosey also said that staff has tried to reach out to the parent but did not receive a response. Ms. Kosey said that staff also attended the class to see if the parent would come forward, but no one did.

b. Ten-year Service Recognition of Commissioner Kathy Carson

Laure Kosey and President Knitter presented the IPRA/IAPD Ten Year Service Recognition Plaque to Commissioner Kathy Carson.

A picture was taken.

c. Strategic Plan Update

Ms. Kosey reviewed the updates to the Plan since it was last discussed with the Board. She said she would like to make the Strategic Plan a working document which will be posted on the website and updated every six months. The board concurred.

d. Tennis Center Business Plan

Ms. Kosey said she would also like to make the Tennis Center Business Plan into a working document and post it on the website with updates every six months. The board concurred.

Alin Pop asked the Board if they had any questions regarding the Tennis Center Business Plan.

President Knitter asked Mr. Pop if he is worried about anything in particular at the Tennis Center.

Mr. Pop said his biggest concern is staffing because it is very difficult to attract young tennis pros. He said there are fewer younger coaches in tennis today with many of that age group not willing to work nights and weekends. He said he tries to have a tennis assistant work with each tennis coach so that the assistant can be trained on the job in the hopes that they will become a coach.

President Knitter asked Mr. Pop who is the Park District's biggest competition in regard to memberships.

Mr. Pop said Five Seasons, then Hinsdale Racquet Club. He also said during the summer months, country clubs pull many coaches away as they can make more money there as

these types of clubs offer a much better pay structure. He said country clubs are only interested in the membership dues, and do not generate revenue from lessons.

Commissioner Carson asked whether the Tennis Center facility is now considered up-to-date.

Mr. Pop said there needs to be many more improvements made which he believes will take approximately 10 years to complete.

Commissioner Carson asked if the flooding issues at the Tennis Center have been fixed.

Mr. Pop said since the drainage project was completed, flooding is no longer a problem but roof leaking still persists.

e. Funding Options for Universal Playground

Ms. Kosey said \$3,000 in donations for the playground was received this past month. She also said she and staff met with Hinsdale Nursery today in hopes that in exchange for signage and advertising, they will donate their services and materials to the project. She said landscaping makes up about \$20,000 of the project's cost. She said she is also considering this type of arrangement with a fencing contractor.

Ms. Kosey presented the option to the Board of leasing the playground equipment rather than buying it outright. She said there are several terms that are offered for leasing with a five-year term costing \$200,000 per year. She said by choosing this option, the Park District would not have a deadline for fundraising and could instead continue to fundraise over the lease term.

Ms. Kosey confirmed that to buy the playground equipment outright, it would cost \$750,000.

Commissioner Tan said \$200,000 per year is a lot of money, but that it may be a good idea with interest rates so low and being able to continually fundraise for the playground. He also suggested to explore all available leasing terms, particularly a term longer than five years, which would bring the annual cost down.

The board concurred to have staff further explore the leasing option.

5. STAFF RECOGNITION

- a. None

6. REPORTS:

- a. Administrative, IT, and Marketing Report

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

Ms. Kosey noted that the November, 2018 meeting will be the only month next year where the meeting date will be changed to the second Monday of the month.

Ms. Kosey said the staff recognition party will be held on February 9, 2018, at Pinstripes from 5:00 p.m. to 9:30 p.m.

President Knitter asked for a status on the Master Plan with the Village.

Ms. Kosey said that all permitting is moving along as it should. She also said she was contacted by President Lalmalani and Trustee Saiyed to arrange a meeting to discuss Park District lifeguard services at the Bath and Tennis Club. She said no meeting was scheduled at the time of their first contact, and she has not yet year back from either of them.

President Knitter said she believes this type of arrangement would be great for the Village, but bad for the Park District.

There were no further comments regarding Ms. Kosey's report.

b. Finance & Human Resources Report

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

Mr. Salinas noted changes made to his monthly reports which has them reduced in size from previous months.

Mr. Salinas said with the locker room project nearing completion, the Park District has so far paid \$900,000 with an additional \$200,000 left for the project. He noted that the bulk of the funds have come for the capital projects fund and the rest from the recreation fund.

Noting that aquatic program revenue is down, President Knitter asked what is being done to bring it back up.

Mr. Thommes said he has met with the marketing department to discuss promotional options and is considering changing the scheduling structure for open swim and programming.

Mr. Salinas said he and his staff are continuing to prepare for the upcoming software conversion.

Regarding the proposed Merit Pay Policy, Ms. Kosey said this is something that was implemented but never put down formally in writing via a policy. By having the policy it will formally detail how we distribute funds after a merit payment is approved.

There were no comments regarding Mr. Salinas' report.

c. Recreation & Facilities Report

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

Mr. Thommes said the locker room project is still on target to be completed on time.

Mr. Thommes mentioned the new event, the Turkey Dri Tri, which is to be held the day after Thanksgiving.

There were no further comments regarding Mr. Thommes' report.

d. Parks & Planning Report

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

Mr. Johnson reviewed the various projects his staff is currently working on including planting several hundred bulbs and completing turf work at the soccer fields. He also noted that electrical and ethernet wiring was recently installed at the Dean Nature Sanctuary for security cameras to be located at the barn.

Commissioner Carson asked Mr. Johnson how he thinks the Park District can grow funding for park maintenance.

Mr. Johnson said he is not sure how funding can be increased, but that he does try wherever and whenever possible, to scale back on landscape maintenance by planting native prairie plant materials.

Commissioner Carson asked if there are areas of Park District property that could go greener by leaving them to grow naturally.

Mr. Johnson said the Park District has very limited space with almost all areas utilized.

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

7. UNFINISHED BUSINESS

- a. None

8. NEW BUSINESS

- a. Ordinance No 17-1211: An Ordinance Levying Taxes and Assessing Taxes For The Fiscal Year 2018-2019 Of The Oak Brook Park District of DuPage and Cook Counties, Illinois. A Public Hearing is scheduled to commence at the beginning of the December 11, 2017 Regular Meeting of the Board of Park Commissioners, 6:30 p.m. The Public Hearing is held to receive public comment regarding the levying taxes and assessing of taxes for Fiscal Year 2018-2019 for the Oak Brook Park District, DuPage and Cook Counties, Illinois.

This issue was presented for discussion only.

Ms. Kosey said the State did not impose a property tax freeze so the Park District will request the maximum allowed levy and will likely receive a little over 2%, which is in accordance with the current cost of living index.

There was no further discussion regarding this matter.

- b. IAPD Credentials: An Appointment of Certain District Representative(s) to serve as Delegate(s) to the Annual Business Meeting of the Illinois Association of Park Districts

This issue was presented for discussion only.

Ms. Kosey said that Bob Johnson will serve as delegate.

There was no further discussion regarding this matter.

- c. Records Management and Disposal
 - i. Application for Authority to Dispose of Local Records No. 15:098: Records Disposal Certificate for March 23, 2017

This issue was presented for discussion only.

There was no discussion regarding this matter.

- d. 2018 Board Meeting Dates

This issue was presented for discussion only.

This matter was discussed under Ms. Kosey's report.

- e. Amendment: Administrative Policies and Procedures: Section 6.3 Membership Rates for Elected Officials and Employees of the Village of Oak Brook

This issue was presented for discussion only.

Ms. Kosey said this offer to the Village Trustees was never formally put in writing, much like the merit policy discussed earlier. She said the Park District offers Village Board members the rate of \$10 per month for each Park District facility. She said currently, there are three trustees participating.

There was no further discussion regarding this matter.

9. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON December 11, 2017, 6:30 p.m.

President Knitter announced the next meeting of the Oak Brook Board of Commissioners will be held on December 11, 2017, at 6:30 p.m.

10. ADJOURNMENT

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan, to adjourn at the hour of p.m. 7:16 p.m.

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

Laure L. Kosey, Executive Director

Oak Brook Park District
General Fund Revenue and Expenditure Summary - Unaudited
Fiscal Year-to-Date Activity through November 30, 2017 and 2016
58.33% completed (7 out of 12 months)

	Highlighted items reflect more than 8.33% variance				Highlighted items reflect more than 10% change		
	Original 2017/2018 Annual Budget	November 2017 Actual	2017/2018 Year-To-Date Actual	2017/2018 Y-T-D Actual as a % of Annual Budget	2016/2017 Year- To-Date Actual	2017/2018 Y-T-D Actual Higher/ (Lower) than 2016/2017	Percent Change
REVENUES							
Administration							
Property Taxes	\$ 1,528,000	\$ 31,280	\$ 1,485,986	97.3%	\$ 1,440,479	\$ 45,508	3.2%
Personal Property Repl. Taxes	95,000	-	56,233	59.2%	49,746	6,487	13.0%
Investment Income	10,000	959	6,182	61.8%	5,005	1,177	23.5%
Other	3,000	-	1,146	38.2%	1,000	146	14.6%
Central Park	97,000	8,336	95,041	98.0%	76,357	18,684	24.5%
Dean Property	-	-	2,000	N/A	3,000	(1,000)	-33.3%
Building-Recreation Center	987,062	38,067	484,741	49.1%	520,232	(35,491)	-6.8%
Central Park West	79,750	9,910	48,108	60.3%	59,776	(11,667)	-19.5%
TOTAL REVENUES	\$ 2,799,812	\$ 88,552	\$ 2,179,439	77.8%	\$ 2,155,595	\$ 23,844	1.1%
EXPENDITURES							
Administration	\$ 932,503	\$ 59,664	\$ 445,589	47.8%	\$ 426,598	\$ 18,991	4.5%
Central Park	608,519	41,125	314,606	51.7%	351,178	(36,572)	-10.4%
Saddlebrook Park	17,870	474	10,190	57.0%	6,220	3,970	63.8%
Forest Glen Park	28,631	2,027	16,528	57.7%	18,486	(1,958)	-10.6%
Chillem Park	7,465	138	5,444	72.9%	2,568	2,876	112.0%
Dean Property	13,948	330	10,044	72.0%	8,097	1,947	24.0%
Professional Services	81,200	2,261	14,702	18.1%	41,943	(27,241)	-64.9%
Contracts- Maintenance DNS	37,000	300	8,618	23.3%	20,160	(11,542)	-57.3%
Building-Recreation Center	964,376	65,098	442,186	45.9%	460,712	(18,526)	-4.0%
Central Park West	63,214	3,138	19,083	30.2%	19,530	(446)	-2.3%
TOTAL EXPENDITURES	\$ 2,754,726	\$ 174,555	\$ 1,286,990	46.7%	\$ 1,355,493	\$ (68,502)	-5.1%
TRANSFERS OUT	\$ 410,000	\$ -	\$ -	0.0%	\$ 142,500	\$ (142,500)	N/A
TOTAL EXPENDITURES AND TRANSFERS OUT	\$ 3,164,726	\$ 174,555	\$ 1,286,990	40.7%	\$ 1,497,993	\$ (211,002)	-14.1%
REVENUES OVER (UNDER) EXPENDITURES AND TRANSFERS OUT	\$ (364,914)	\$ (86,003)	\$ 892,448	-244.6%	\$ 657,602	\$ 234,846	35.7%

Note> Fiscal year 2017/2018 highlighted items reflect a variance of one month or greater (i.e. +/- 8.33%). When comparing current fiscal year to prior fiscal year, highlighted items reflect a variance of +/- 10.00% or greater.

Oak Brook Park District
Recreation Fund Revenue and Expenditure Summary - Unaudited
Fiscal Year-to-Date Activity through November 30, 2017 and 2016
58.33% completed (7 out of 12 months)

	Highlighted items reflect more than 8.33% variance				Highlighted items reflect more than 10% change		
	Original 2017/2018 Annual Budget	November 2017 Actual	2017/2018 Year-To-Date Actual	2017/2018 Y-T-D Actual as a % of Annual Budget	2016/2017 Year-To-Date Actual	2017/2018 Y-T-D Actual Higher/ (Lower) than 2016/2017	Percent Change
REVENUES							
Administration							
Property Taxes	\$ 894,000	\$ 17,784	\$ 868,905	97.2%	\$ 818,956	\$ 49,949	6.1%
Personal Property Repl. Taxes	32,000	-	17,703	55.3%	15,661	2,042	13.0%
Investment Income	12,000	1,327	8,785	73.2%	7,327	1,457	19.9%
Other	3,000	75	1,065	35.5%	1,276	(211)	-16.5%
Fitness Center	849,212	69,525	483,122	56.9%	439,006	44,116	10.0%
Aquatic Center	474,032	24,782	272,230	57.4%	305,466	(33,235)	-10.9%
Aquatic Recreation Programs	607,588	7,278	331,486	54.6%	407,832	(76,345)	-18.7%
Children's Programs	83,960	7,422	72,788	86.7%	58,743	14,045	23.9%
Preschool Programs	309,767	30,913	148,450	47.9%	163,561	(15,111)	-9.2%
Youth Programs	168,335	3,991	167,042	99.2%	169,576	(2,535)	-1.5%
Adult Programs	53,890	150	38,006	70.5%	35,492	2,515	7.1%
Pioneer Programs	169,850	2,489	57,654	33.9%	104,624	(46,970)	-44.9%
Special Events and Trips	91,765	1,846	71,964	78.4%	81,121	(9,156)	-11.3%
Marketing	96,700	5,525	24,875	25.7%	25,107	(232)	-0.9%
TOTAL REVENUES	\$ 3,846,099	\$ 173,107	\$ 2,564,076	66.7%	\$ 2,633,745	\$ (69,669)	-2.6%
EXPENDITURES							
Administration	\$ 896,234	\$ 40,720	\$ 369,622	41.2%	\$ 382,340	\$ (12,718)	-3.3%
Fitness Center	695,987	39,105	336,763	48.4%	346,708	(9,945)	-2.9%
Aquatic Center	864,800	49,091	395,250	45.7%	441,740	(46,491)	-10.5%
Aquatic Recreation Programs	319,880	24,162	133,494	41.7%	173,896	(40,402)	-23.2%
Children's Programs	80,668	3,605	31,440	39.0%	33,934	(2,494)	-7.3%
Preschool Programs	247,199	22,785	100,567	40.7%	105,184	(4,616)	-4.4%
Youth Programs	139,340	2,800	89,420	64.2%	86,650	2,769	3.2%
Adult Programs	49,351	4,950	23,659	47.9%	25,251	(1,592)	-6.3%
Pioneer Programs	166,191	13,280	51,582	31.0%	92,138	(40,556)	-44.0%
Special Events and Trips	91,430	6,256	61,678	67.5%	50,047	11,631	23.2%
Marketing	333,851	17,216	157,644	47.2%	175,224	(17,580)	-10.0%
Capital Outlay	363,000	-	32,761	9.0%	78,380	(45,619)	N/A
TOTAL EXPENDITURES	\$ 4,247,931	\$ 223,970	\$ 1,783,879	42.0%	\$ 1,991,492	\$ (207,613)	-10.4%
REVENUES OVER (UNDER) EXPENDITURES	\$ (401,832)	\$ (50,863)	\$ 780,198	-194.2%	\$ 642,253	\$ 137,944	21.5%

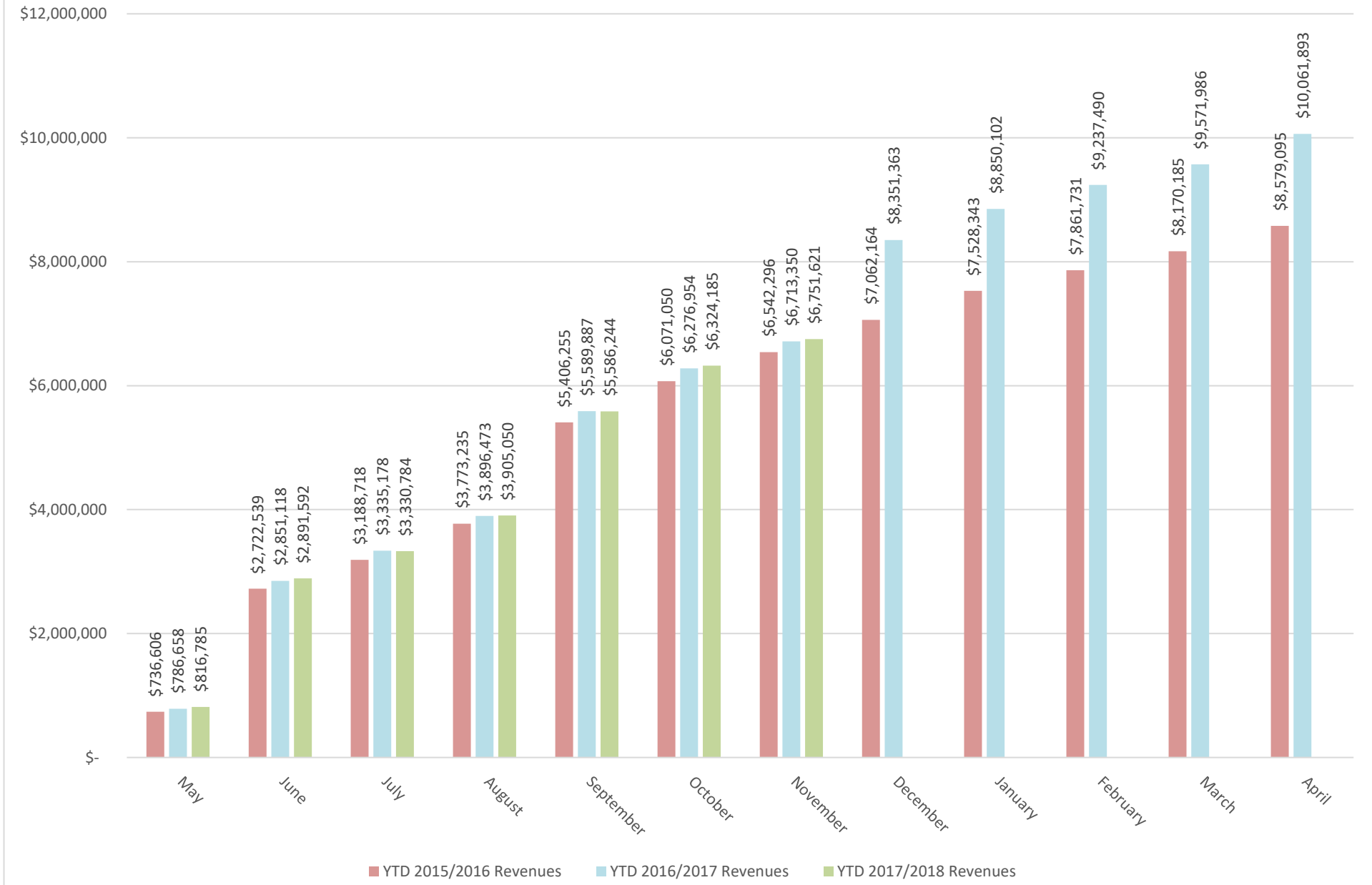
Note> Fiscal year 2017/2018 highlighted items reflect a variance of one month or greater (i.e. +/- 8.33%). When comparing current fiscal year to prior fiscal year, highlighted items reflect a variance of +/- 10.00% or greater.

Oak Brook Park District
Tennis Center (Recreational Facilities Fund) Revenue and Expense Summary - Unaudited
Fiscal Year-to-Date Activity through November 30, 2017 and 2016
58.33% completed (7 out of 12 months)

	Highlighted items reflect more than 8.33% variance				Highlighted items reflect more than 10% change			
	Original 2017/2018		2017/2018		2017/2018 Y-T-D			
	Annual Budget	November 2017 Actual	Year-To-Date Actual	2017/2018 Y-T-D Actual as a % of Annual Budget		2016/2017 Year- To-Date Actual	2017/2018 Y-T-D Actual Higher/ (Lower) than 2016/2017	Percent Change
<u>REVENUES</u>								
Administration	\$ 4,900	\$ 391	\$ 4,175	85.2%		\$ 50,750	\$ (46,575)	-91.8%
Building- Racquet Club	1,700	74	488	28.7%		596	(108)	-18.2%
Programs- Racquet Club	1,457,500	122,051	1,076,027	73.8%		957,824	118,203	12.3%
TOTAL REVENUES	\$ 1,464,100	\$ 122,516	\$ 1,080,690	73.8%		\$ 1,009,170	\$ 71,520	7.1%
<u>EXPENSES</u>								
Administration	\$ 710,040	\$ 42,399	\$ 298,820	42.1%		\$ 296,053	\$ 2,767	0.9%
Building- Racquet Club	366,920	12,314	121,628	33.1%		132,435	(10,807)	-8.2%
Programs- Racquet Club	490,371	37,117	254,947	52.0%		228,811	26,136	11.4%
Capital Outlay	495,000	(2,065)	375,302	75.8%		68,795	306,507	445.5%
TOTAL EXPENSES	\$ 2,062,331	\$ 89,764	\$ 1,050,697	50.9%		\$ 726,094	\$ 324,603	44.7%
REVENUES OVER (UNDER) EXPENSES	\$ (598,231)	\$ 32,751	\$ 29,992	-5.0%		\$ 283,075	\$ (253,083)	-89.4%

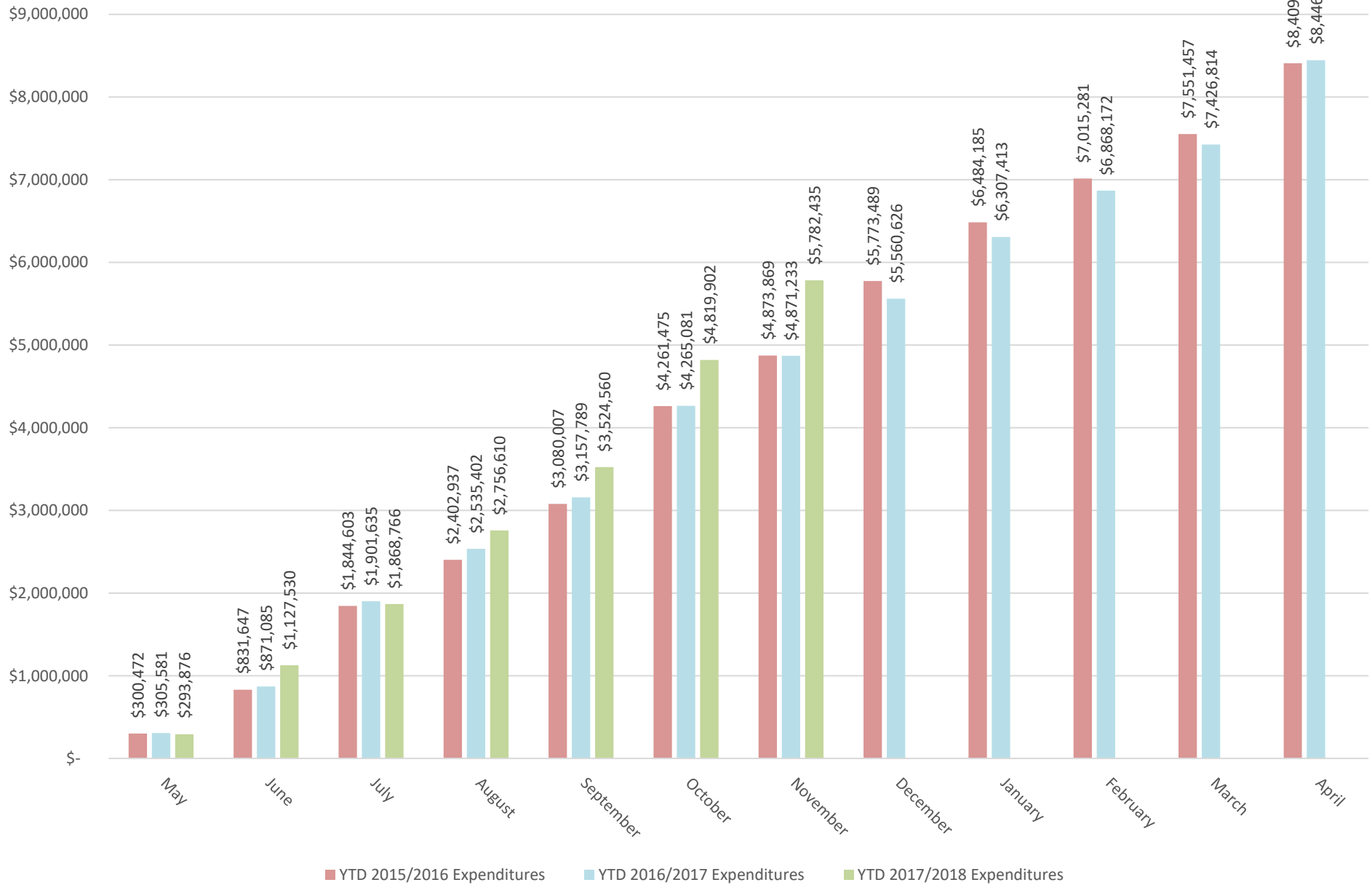
Note> Fiscal year 2017/2018 highlighted items reflect a variance of one month or greater (i.e. +/- 8.33%). When comparing current fiscal year to prior fiscal year, highlighted items reflect a variance of +/- 10.00% or greater.

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



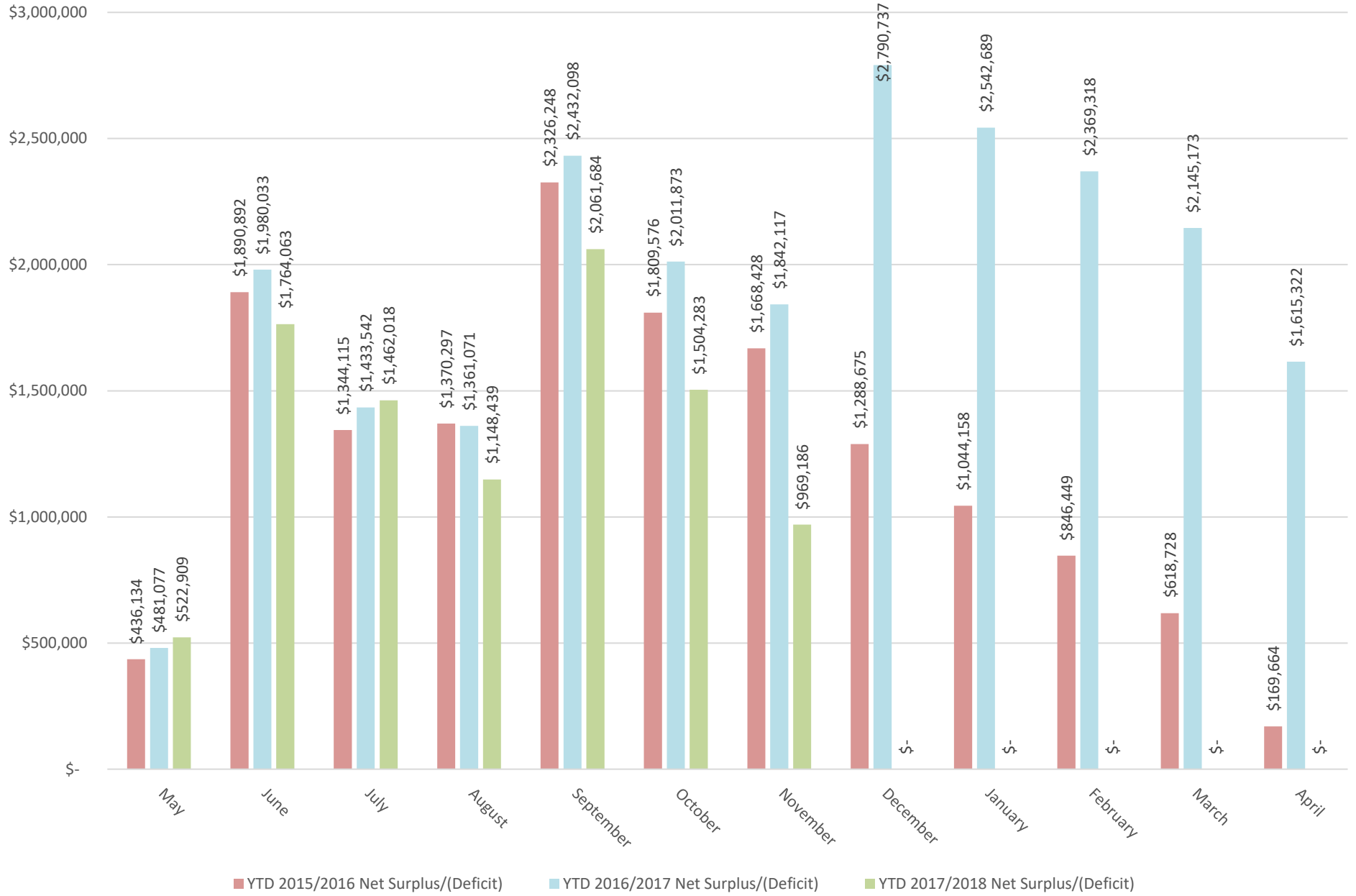
Note> In December 2016 the Park District recorded \$1,163,610 in bond proceeds in the Capital Projects Fund. This is the primary reason for the large increase in YTD revenues during FY 2016/2017.

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



Note> During June 2017 the Park District recognized three payroll disbursements when compared to two disbursements in the prior year. This is the primary reason for the increased Y-T-D expenditures in June 2017 over the same period in 2016 and 2015. The increases in August through November 2017 are primarily driven by increased capital expenditures in our Capital Projects Fund (family locker room) and Tennis Center (HVAC upgrade, reflective ceiling).

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





OAK BROOK PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT
NOVEMBER, 2017

FUND NAME	CURRENT MONTH ACTUAL	Y-T-D ACTUAL	ANNUAL BUDGET
GENERAL CORPORATE FUND			
REVENUE	\$ 88,552	\$ 2,179,439	\$ 2,799,812
EXPENSES	\$ 174,555	\$ 1,286,990	\$ 3,164,726
SURPLUS/(DEFICIT)	\$ (86,003)	\$ 892,448	\$ (364,914)
RECREATION FUND			
REVENUE	\$ 173,107	\$ 2,564,076	\$ 3,846,100
EXPENSES	\$ 223,970	\$ 1,783,879	\$ 4,247,931
SURPLUS/(DEFICIT)	\$ (50,863)	\$ 780,198	\$ (401,831)
IMRF FUND			
REVENUE	\$ 3,949	\$ 173,687	\$ 185,750
EXPENSES	\$ 14,902	\$ 111,246	\$ 200,000
SURPLUS/(DEFICIT)	\$ (10,953)	\$ 62,441	\$ (14,250)
LIABILITY INSURANCE FUND			
REVENUE	\$ 2,055	\$ 56,720	\$ 60,250
EXPENSES	\$ 2,574	\$ 73,500	\$ 168,305
SURPLUS/(DEFICIT)	\$ (519)	\$ (16,780)	\$ (108,055)
AUDIT FUND			
REVENUE	\$ 479	\$ 13,916	\$ 14,130
EXPENSES	\$ 1,500	\$ 13,013	\$ 27,850
SURPLUS/(DEFICIT)	\$ (1,021)	\$ 904	\$ (13,720)
DEBT SERVICE FUND			
REVENUE	\$ 29,425	\$ 318,877	\$ 331,250
EXPENSES	\$ -	\$ 330,988	\$ 330,914
SURPLUS/(DEFICIT)	\$ 29,425	\$ (12,111)	\$ 336



OAK BROOK PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT
NOVEMBER, 2017

FUND NAME	CURRENT MONTH ACTUAL	Y-T-D ACTUAL	ANNUAL BUDGET
RECREATIONAL FACILITIES FUND (TENNIS CENTER)			
REVENUE	\$ 122,516	\$ 1,080,690	\$ 1,464,100
EXPENSES	\$ 89,764	\$ 1,050,697	\$ 2,062,331
SURPLUS/(DEFICIT)	<u>\$ 32,751</u>	<u>\$ 29,992</u>	<u>\$ (598,231)</u>
SPECIAL RECREATION FUND			
REVENUE	\$ 1,931	\$ 94,056	\$ 117,750
EXPENSES	\$ 3,858	\$ 47,685	\$ 124,700
SURPLUS/(DEFICIT)	<u>\$ (1,927)</u>	<u>\$ 46,372</u>	<u>\$ (6,950)</u>
CAPITAL PROJECT FUND			
REVENUE	\$ 884	\$ 38,412	\$ 413,000
EXPENSES	\$ 433,559	\$ 947,115	\$ 2,352,884
SURPLUS/(DEFICIT)	<u>\$ (432,675)</u>	<u>\$ (908,703)</u>	<u>\$ (1,939,884)</u>
SOCIAL SECURITY FUND			
REVENUE	\$ 4,538	\$ 231,748	\$ 247,700
EXPENSES	\$ 17,850	\$ 137,323	\$ 258,000
SURPLUS/(DEFICIT)	<u>\$ (13,312)</u>	<u>\$ 94,425</u>	<u>\$ (10,300)</u>
SUMMARY			
REVENUE	\$ 427,435	\$ 6,751,620	\$ 9,479,842
EXPENSES	\$ 962,532	\$ 5,782,435	\$ 12,937,640
SURPLUS/(DEFICIT)	<u>\$ (535,097)</u>	<u>\$ 969,186</u>	<u>\$ (3,457,799)</u>

**OAK BROOK PARK DISTRICT
CONSOLIDATED AGENCY TREASURER'S REPORT
NOVEMBER, 2017**

		CONSOLIDATED TOTALS
REVENUES		
	Property Taxes	\$ 68,283
	Back Taxes	-
	Replacement Taxes	-
	Recreation Program Fees	168,661
	Rec/Fitness Center Fees	69,525
	Rec/Aquatic Center Fees	32,060
	FRC/Building Rental Fees	19,223
	Theme Party Rental Fees	1,620
	Recreation Center Fees	17,138
	CPW Building Rentals	9,910
	Field Rentals	8,336
	Interest	3,761
	Transfers	22,957
	Sponsorship	5,875
	Miscellaneous	86
	TOTAL- REVENUES	\$ 427,435
DISBURSEMENTS		
	Warrant No.605	\$ 656,178
	October Payroll	306,355
	TOTAL DISBURSEMENTS	\$ 962,532

**Oak Brook Park District
Consolidated Agency Balance Sheet
as of November 30, 2017**

ASSETS	Consolidated Totals
Current Assets	
Cash and Investments	\$ 7,348,698
Receivables - Net of Allowances	-
Property Taxes	3,231,020
Accounts	387,157
Due from Other Funds	14,773
Prepays	-
Inventories	16,707
Total Current Assets	<u>\$ 10,998,356</u>
Noncurrent Assets	
Capital Assets	
Nondepreciable	40,475
Depreciable	4,104,958
Accumulated Depreciation	<u>(2,934,780)</u>
Total Noncurrent Assets	1,210,653
Total Assets	12,209,009
DEFERRED OUTFLOWS OF RESOURCES	
Deferred Items-IMRF	<u>95,047</u>
Total Assets and Deferred outflows of Resources	<u>12,304,056</u>
LIABILITIES	
Accounts Payable	17,499
Accrued Payroll	19,766
Other Payables	751,121
Due To Other Funds	14,773
Compensated Absences Payable	<u>7,885</u>
Total Liabilities	811,045
Noncurrent Liabilities	
Compensated Absences Payable	6,200
Net Pension Liability - IMRF	<u>162,214</u>
Total Noncurrent Liabilities	168,414
Total Liabilities	979,459
DEFERRED INFLOWS OF RESOURCES	
Deferred Items - IMRF	21,693
Property Taxes	<u>3,231,741</u>
Total Liabilities and Deferred Inflows of Resources	<u>4,232,893</u>
FUND BALANCES	
Net Investment in Capital Assets	1,210,652
Nonspendable	-
Restricted	516,099
Committed	3,604,887
Unassigned	<u>2,739,524</u>
Total Fund Balances	<u>8,071,162</u>
Total Liabilities, Deferred Inflows of Resources and Fund Balances	<u>\$ 12,304,056</u>



Oak Brook Park District
Capital Expenditures
As of November 30, 2017

DESCRIPTION	VENDOR	DB/CR	CAPITAL ASSET REPLACEMENT	FACILITY/PARK IMPROVEMENTS
Gabion Weir Engineering	Manhard Consulting Ltd	\$ 15,807.77	\$ -	\$ 15,807.77
Gabion Weir Replacement	IDNR	2,825.00		2,825.00
Gabion Weir->Plan Review	Kane Dupage Soil & Conservation	1,439.00		1,439.00
IT Security Camera	Sterling Network Int	6,247.00	6,247.00	
IT Security Camera	Shoe Me Cables	454.38	454.38	
Electrical Work Locker Rooms	Airport Electric	60,789.84		60,789.84
Professional Svces - Central Park	Wight & Company	79,237.70		79,237.70
Locker Room Installment Pymt 1-4	Wight & Company	19,281.53		19,281.53
Demolition Locker Rooms	Alpine Demolition Services	56,610.00		56,610.00
Plumbing Locker Rooms Pymt 1-3	C.W. Burns Company, Inc.	84,690.00		84,690.00
Locker Room Tile Work 1	Kingston Tile Company	101,367.00		101,367.00
General Carpentry Locker Rooms Pymt 1-3	DBM Services Inc.	346,782.87		346,782.87
Hvac Units 2 & 5	Trane U.S. Inc	54,751.00		54,751.00
Hvac Install Family Locker Room Pymt 1-2	MG Mechanical Contractors	37,407.60		37,407.60
Legal Services for Capital Projects	Robbins Schwartz	23,693.00		23,693.00
Legal Notice for Special Use Hearing	Village of Oak Brook	483.00		483.00
Lighting Consultant Central Park	Hugh Lighting Design	1,007.49		1,007.49
Permit	Ill Dept of Public Health	1,000.00		1,000.00
Financial Suite Software 1	BS & A	24,240.00	24,240.00	
Relativity Software License	Harris Computer	1,043.00	1,043.00	
Demolition of Barn at DNS	Crunch Inc	5,000.00	5,000.00	
Capitalized Interest Expense	MB Financial	22,957.46		22,957.46
	Subtotal-Capital Improvement Fund	\$ 947,114.64	\$ 36,984.38	\$ 910,130.26
Fitness Cardio Equipment - Pymt 2 of 3	Lease Servicing Center National Coop Leasing	32,760.71	32,760.71	
	Subtotal-Recreation Fund Capital	\$ 32,760.71	32,760.71	\$ -
	TOTAL BALANCE	\$ 979,875.35	\$ 69,745.09	\$ 910,130.26

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OAK BROOK PARK DISTRICT
DETAIL BOARD REPORT

WARRANT NO.606

INVOICES DUE ON/BEFORE 12/11/2017

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
260 TYCO INTEGRATED SECURITY LLC								
29566870	11/11/17	01	QTRLY BILL	01-15-750-013			12/11/17	235.85
		02	REQ BY KC APPR BY DT	FIRE ALARM/SPRINKLER SERVI				
				** COMMENT **				
						INVOICE TOTAL:		235.85
29566871	11/11/17	01	FIRE ALARM MONITORING	01-05-770-009			12/11/17	273.00
		02	REQ BY BJ APPR BY LK	FIRE/SECURITY MAINTNCE GAR				
				** COMMENT **				
						INVOICE TOTAL:		273.00
						VENDOR TOTAL:		508.85
1002 ADVANCED DISPOSAL CHGO CENTRAL								
T80002159778	10/31/17	01	TRASH REMOVAL CPW	01-20-750-002			12/11/17	214.92
		02	REQ BY BJ APR BY LK	GARBAGE DISPOSAL				
				** COMMENT **				
						INVOICE TOTAL:		214.92
T80002159798	10/31/17	01	TRASH REMOVAL @ FRC	01-15-750-002			12/11/17	221.70
		02	REQ BY BJ APR BY LK	REFUGE DISPOSAL SERVICE				
				** COMMENT **				
						INVOICE TOTAL:		221.70
T80002162832	10/31/17	01	WASTE DISPOSAL	07-71-750-006			12/11/17	150.95
		02	REQ BY PS APR BY AP	GARBAGE HAULING				
				** COMMENT **				
						INVOICE TOTAL:		150.95
						VENDOR TOTAL:		587.57
3509 AIRPORT ELECTRIC								
PAYAPP2	11/28/17	01	ELECTRICAL WORK FAM LOCKER RM	12-95-940-065			12/11/17	55,437.47
		02	REQ BY DT APPR BY LK	BUILDING & PARK IMPROVEMEN				
				** COMMENT **				
						INVOICE TOTAL:		55,437.47
						VENDOR TOTAL:		55,437.47

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OAK BROOK PARK DISTRICT
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 12/11/2017

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT

3504	ALPINE DEMOLITION SERVICES							
ALPINEAPP2	11/29/17	01	DEMO FAM LOCKER RM PAYOUT 2	12-95-940-065			12/11/17	1,035.00
		02	REQ BY DT APPR BY LK	BUILDING & PARK IMPROVEMEN				
				** COMMENT **				
						INVOICE TOTAL:		1,035.00
						VENDOR TOTAL:		1,035.00
3072	APPLIED CONTROLS, INC.							
5583	11/02/17	01	ADD 2 INFRARED HEATERS	07-71-750-000			12/11/17	2,315.00
		02	REQ BY AP APR BY LK	BUILDING MAINTENANCE/REPAI				
				** COMMENT **				
						INVOICE TOTAL:		2,315.00
						VENDOR TOTAL:		2,315.00
171	AQUA PURE ENTERPRISES, INC.							
111277	10/19/17	01	POOL CHEMICALS	02-25-790-004			12/11/17	408.48
		02	REQ BY AB APPR BY JG	CHEMICALS				
				** COMMENT **				
						INVOICE TOTAL:		408.48
111553	10/10/17	01	8 CAL HYPO 12 BISULFATE	02-25-790-004			12/11/17	1,324.15
		02	REQ BY AB APPR BY JG	CHEMICALS				
				** COMMENT **				
						INVOICE TOTAL:		1,324.15
111749	11/22/17	01	15 BISULFATE, REAGENTS	02-25-790-004			12/11/17	651.11
		02	REQ BY JG APPR BY DT	CHEMICALS				
				** COMMENT **				
						INVOICE TOTAL:		651.11
						VENDOR TOTAL:		2,383.74
3226	AT&T U-VERSE							
13832265311-28-17	12/04/17	01	BACKUP INTERNET	01-01-720-000			12/11/17	11.00
				BUSINESS/LINE CHARGES				

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OAK BROOK PARK DISTRICT
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 12/11/2017

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
3226 AT&T U-VERSE								
13832265311-28-17	12/04/17	02	BACKUP INTERNET	01-15-720-000			12/11/17	11.00
				BUSINESS LINE USAGE				
		03	BACKUP INTERNET	01-20-720-000				11.00
				BUSINESS LINE USAGE				
		04	BACKUP INTERNET	02-01-720-000				11.00
				BUSINESS/LINE CHARGES				
		05	BACKUP INTERNET	02-21-720-000				11.00
				BUSINESS LINE USAGE				
		06	BACKUP INTERNET	02-25-720-000				10.44
				BUSINESS LINE USAGE				
		07	BACKUP INTERNET	07-01-720-000				10.00
				BUSINESS/LINE CHARGES				
		08	REQ BY RP APPR BY LK	** COMMENT **				
							INVOICE TOTAL:	75.44
							VENDOR TOTAL:	75.44
1502 BLICK ART MATERIALS								
11/28/17	11/28/17	01	CLAY ADULT PROGRAM	02-30-765-001			12/11/17	19.03
				ARTS AND CRAFTS				
		02	REQ BY KC APPR BY KS	** COMMENT **				
							INVOICE TOTAL:	19.03
							VENDOR TOTAL:	19.03
1802 BUTTREY RENTAL SERVICE INC.								
247045	11/10/17	01	TRENCHER RENTAL	01-05-790-019			12/11/17	253.00
				EQUIPMENT RENTAL				
		02	REQ BY BJ APR BY LK	** COMMENT **				
							INVOICE TOTAL:	253.00
247162	11/10/17	01	AIR COMPRESSOR RENTAL	01-05-790-019			12/11/17	353.11
				EQUIPMENT RENTAL				
		02	REQ BY BJ APR BY LK	** COMMENT **				
							INVOICE TOTAL:	353.11
							VENDOR TOTAL:	606.11

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OAK BROOK PARK DISTRICT
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 12/11/2017

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT

3505	C.W. BURNS CO. INC.							
CWBURNS#4	11/29/17	01	PLUMBING FAMILY LOCKER ROOM	12-95-940-065			12/11/17	26,432.10
		02	REQ BY DT APPR BY LK	BUILDING & PARK IMPROVEMEN ** COMMENT **				
							INVOICE TOTAL:	26,432.10
							VENDOR TOTAL:	26,432.10
2692	CTUC							
185-17	10/15/17	01	TOURNAMENT OFFICALS	07-75-782-000			12/11/17	348.50
		02	REQ BY AP APPR BY DT	TOURNAMENT EXPENSES ** COMMENT **				
							INVOICE TOTAL:	348.50
							VENDOR TOTAL:	348.50
2542	CHICAGO TRIBUNE MEDIA GROUP							
003425206	10/19/17	01	LEGAL NOTICE AUDIT AVAILABLE	01-01-680-001			12/11/17	18.69
		02	REQ BY NS APPR BY MS	NOTICES & ORDINANCES ** COMMENT **				
							INVOICE TOTAL:	18.69
							VENDOR TOTAL:	18.69
3042	CHICAGO WILDERNESS TRUST							
300001010	11/01/17	01	MEMBERSHIP DUES 2018	01-01-700-002			12/11/17	50.00
		02	REQ BY BG APPR BY LK	STATE & REGIONAL ORGANIZAT ** COMMENT **				
							INVOICE TOTAL:	50.00
							VENDOR TOTAL:	50.00
2289	CLASSIC LANDSCAPE, LTD.							
116398	12/01/17	01	TURF MOWS NOV 2017	01-05-750-008			12/11/17	3,916.80
				MOWING SERVICES				

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OAK BROOK PARK DISTRICT
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 12/11/2017

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
2289	CLASSIC LANDSCAPE, LTD.							
116398	12/01/17	02	4 TURF MOWS NOV 2017	01-07-750-008			12/11/17	489.60
				MOWING SERVICES				
		03	4 TURF MOWS NOV 2017	01-08-750-008				183.60
				MOWING SERVICES				
		04	4 TURF MOWS NOV 2017	01-06-750-008				632.40
				MOWING SERVICES				
		05	4 TURF MOWS NOV 2017	01-09-750-008				265.20
				MOWING				
		06	REQ BY BG APPR BY LK	** COMMENT **				
							INVOICE TOTAL:	5,487.60
							VENDOR TOTAL:	5,487.60
95	COM ED							
11/28/17	11/28/17	01	ELECTRIC DNS 10/26/17-11/28/17	01-09-770-001			12/11/17	35.88
				ELECTRIC				
		02	REQ BY MK APPR BY NS	** COMMENT **				
							INVOICE TOTAL:	35.88
							VENDOR TOTAL:	35.88
2313	COMCAST CABLE							
COMCAST11/22/17	11/22/17	01	INTERNET	01-01-720-000			12/11/17	34.50
				BUSINESS/LINE CHARGES				
		02	INTERNET	01-15-720-000				34.50
				BUSINESS LINE USAGE				
		03	INTERNET	01-20-720-000				34.50
				BUSINESS LINE USAGE				
		04	INTERNET	02-01-720-000				34.35
				BUSINESS/LINE CHARGES				
		05	INTERNET	02-21-720-000				34.00
				BUSINESS LINE USAGE				
		06	INTERNET	02-25-720-000				34.00
				BUSINESS LINE USAGE				

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OAK BROOK PARK DISTRICT
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 12/11/2017

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT

2313	COMCAST CABLE							
COMCAST11/22/17	11/22/17	07	INTERNET	07-01-720-000			12/11/17	34.00
		08	REQ BY RP APPR BY LK	BUSINESS/LINE CHARGES				
				** COMMENT **				
						INVOICE TOTAL:		239.85
						VENDOR TOTAL:		239.85
3033	COMCAST CABLE							
COMCAST11/20/17	11/20/17	01	WIFI AND CABLE	01-15-750-019			12/11/17	585.85
		02	REQ BY RP APPR BY LK	CABLE TV & WIFI				
				** COMMENT **				
						INVOICE TOTAL:		585.85
						VENDOR TOTAL:		585.85
3396	CONSERV F/S							
66017120	11/14/17	01	FUTERRA BLANKETS/BIO-PINS	01-05-800-006			12/11/17	857.50
		02	REQ BY BJ APPR BY LK	PARK EQUIP / REPLACE & REP				
				** COMMENT **				
						INVOICE TOTAL:		857.50
						VENDOR TOTAL:		857.50
1062	COSTCO WHOLESALE							
023418	11/22/17	01	SUPPLIES TURKEY TRI/GET TOUGH	02-21-730-001			12/11/17	116.85
		02	SUPPLIES TURKEY TRI/GET TOUGH	02-60-792-007				90.03
		03	REQ BY MD APPR BY DT	FOOD INDOOR TRIATHLON				
				** COMMENT **				
						INVOICE TOTAL:		206.88
052956	11/29/17	01	MISC SUPPLIES	07-75-790-004			12/11/17	24.88
		02	MISC SUPPLIES	PROGRAM SUPPLIES				74.52
				EMPLOYEE RECOGNITION				

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1062	COSTCO WHOLESALE							
052956	11/29/17	03	MISC SUPPLIES	07-71-750-000			12/11/17	29.99
		04	REQ BY LL APPR BY DT	BUILDING MAINTENANCE/REPAI ** COMMENT **				
						INVOICE TOTAL:		129.39
053518	11/29/17	01	TURKEY TOURNEY EVENT/FOOD	07-01-930-001			12/11/17	52.70
		02	REQ BY LL APPR BY AP	SPECIAL EVENTS ** COMMENT **				
						INVOICE TOTAL:		52.70
06322	11/15/17	01	COFFEE/DOLPHIN SNACKS	01-01-730-002			12/11/17	2.59
		02	COFFEE/DOLPHIN SNACKS	COFFEE & CONDIMENTS 02-32-765-002				42.86
		03	REQ BY KC APPR BY KS	YOUTH AFTER SCHOOL ** COMMENT **				
						INVOICE TOTAL:		45.45
071354	10/30/17	01	BATTERIES/DRINKS FOR CLASS	02-21-765-000			12/11/17	181.32
		02	REQ BY MD APPR BY DT	FITNESS EQUIP./NEW REPL.PA ** COMMENT **				
						INVOICE TOTAL:		181.32
						VENDOR TOTAL:		615.74
2022	CROWN TROPHY							
31970	11/07/17	01	AWARDS TURKEY TRI	02-60-794-007			12/11/17	104.06
		02	REQ BY MD APPR BY DT	PRIZES INDOOR TRIATHLON ** COMMENT **				
						INVOICE TOTAL:		104.06
						VENDOR TOTAL:		104.06
3503	DBM SERVICES INC.							
PAYAPP4	11/15/17	01	CARPENTRY FAM LOCKER RM #4	12-95-940-065			12/11/17	102,770.73
				BUILDING & PARK IMPROVEMEN				

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3503	DBM SERVICES INC.							
PAYAPP4	11/15/17	02	REQ BY DT	APPR BY LK	** COMMENT **		12/11/17	
							INVOICE TOTAL:	102,770.73
							VENDOR TOTAL:	102,770.73
3232	DIRECT ENERGY BUSINESS							
HS7362024	11/14/17	01	TC GAS SERVICE 10/5/17-11/2/17	07-71-770-000			12/11/17	345.15
		02	REQ BY MK	APPR BY NS	** COMMENT **			
							INVOICE TOTAL:	345.15
HS7362025	11/14/17	01	GAS SERVICE 10/5/17-11/2/17	01-15-770-000			12/11/17	1,253.83
		02	GAS SERVICE 10/5/17-11/2/17	02-01-770-000				1,003.07
		03	GAS SERVICE 10/5/17-11/2/17	02-21-770-005				1,003.07
		04	GAS SERVICE 10/5/17-11/2/17	02-25-770-005				1,755.37
		05	REQ BY MK	APPR BY NS	** COMMENT **			
							INVOICE TOTAL:	5,015.34
							VENDOR TOTAL:	5,360.49
2276	EBEL'S ACE HARDWARE #8313							
433573/4	11/30/17	01	LIGHTING CONNECTOR	01-05-790-011			12/11/17	6.45
		02	REQ BY BJ	APPR BY LK	** COMMENT **			
							INVOICE TOTAL:	6.45
							VENDOR TOTAL:	6.45
3380	ECLIPSE SELECT SOCCER CLUB							
ECLIPSEL111617	11/10/17	01	TOTS/LDL SOCCER CLASSES FALL 1	02-30-640-432			12/11/17	539.00
				SPORTS CAMP CONTRACT, SERV				

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3380	ECLIPSE SELECT SOCCER CLUB							
ECLIPSELDL111617	11/10/17	02	REQ BY MA	APPR BY DT	** COMMENT **		12/11/17	
							INVOICE TOTAL:	539.00
							VENDOR TOTAL:	539.00
3518	ECS MIDWEST LLC							
607248	08/09/17	01	SOIL BORING/LOCATES CP PROJECT	12-95-940-065		BUILDING & PARK IMPROVEMEN	12/11/17	6,850.00
		02	REQ BY BJ	APPR BY LK	** COMMENT **		INVOICE TOTAL:	6,850.00
							VENDOR TOTAL:	6,850.00
3342	ENVISION HEALTHCARE INC							
173810	12/01/17	01	COBRA ADMIN FEE	01-01-650-000		GROUP MEDICAL & LIFE	12/11/17	50.00
		02	REQ BY LN	APPR BY LK	** COMMENT **		INVOICE TOTAL:	50.00
							VENDOR TOTAL:	50.00
3519	ERIN CONVERSE							
112417	11/24/17	01	MISC SUPPLIES FOR TURKEY TOURN	07-01-930-001		SPECIAL EVENTS	12/11/17	66.94
		02	REQ BY LL	APPR BY AP	** COMMENT **		INVOICE TOTAL:	66.94
							VENDOR TOTAL:	66.94
134	FED EX							
6-002-16553	11/22/17	01	COOK,DUPAGE & WASTE MGMT.	01-01-710-001		SPECIAL DELIVERY	12/11/17	79.84
		02	REQ BY NS	APPR BY MS	** COMMENT **		INVOICE TOTAL:	79.84
							VENDOR TOTAL:	79.84

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3346	FIRST COMMUNICATION LLC							
114891482	11/01/17	01	PHONE SRV OCT 2017	01-01-720-000			12/11/17	104.22
				BUSINESS/LINE CHARGES				
		02	PHONE SRV OCT 2017	01-15-720-000				77.03
				BUSINESS LINE USAGE				
		03	PHONE SRV OCT 2017	01-20-720-000				36.25
				BUSINESS LINE USAGE				
		04	PHONE SRV OCT 2017	02-01-720-000				135.94
				BUSINESS/LINE CHARGES				
		05	PHONE SRV OCT 2017	02-21-720-000				49.84
				BUSINESS LINE USAGE				
		06	PHONE SRV OCT 2017	02-25-720-000				49.84
				BUSINESS LINE USAGE				
		07	PHONE SRV OCT 2017	07-01-720-000				588.55
				BUSINESS/LINE CHARGES				
		08	REQ BY NS APPR BY MS	** COMMENT **				
							INVOICE TOTAL:	1,041.67
							VENDOR TOTAL:	1,041.67
1064	FITNESS EQUIPMENT SERVICES							
17171	11/16/17	01	UPRIGHT BIKE PEDAL	02-21-760-000			12/11/17	59.00
				EXERCISE EQUIPMENT MAINTEN				
		02	REQ BY MD APPR BY DT	** COMMENT **				
							INVOICE TOTAL:	59.00
3526	11/20/17	01	AUDIO TREADMILL	02-21-760-000			12/11/17	148.00
				EXERCISE EQUIPMENT MAINTEN				
		02	REQ BY MD APPR BY DT	** COMMENT **				
							INVOICE TOTAL:	148.00
3530	11/22/17	01	NU-STEP CONSOLE	02-21-760-000			12/11/17	92.50
				EXERCISE EQUIPMENT MAINTEN				
		02	REQ BY MD APPR BY DT	** COMMENT **				
							INVOICE TOTAL:	92.50

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1064			FITNESS EQUIPMENT SERVICES					
3542	11/30/17	01	TREADMILL AUDIO WIRING	02-21-760-000			12/11/17	142.50
		02	REQ BY MD APPR BY DT	EXERCISE EQUIPMENT MAINTEN ** COMMENT **				
						INVOICE TOTAL:		142.50
						VENDOR TOTAL:		442.00
2025			FLAGG CREEK WATER RECLAMATION					
11/27/17	11/27/17	01	SEWER SRV NOV 2017	01-05-770-008			12/11/17	18.05
		02	SEWER SRV NOV 2017	SEWER MAINTENANCE GARAGE 01-15-770-003				1,213.57
		03	SEWER SRV NOV 2017	SEWER 01-20-770-002				18.05
		04	SEWER SRV NOV 2017	SEWER 02-01-770-003				970.87
		05	SEWER SRV NOV 2017	SEWER 02-21-770-015				970.87
		06	SEWER SRV NOV 2017	SEWER 02-25-770-015				1,699.02
		07	SEWER SRV NOV 2017	SEWER 07-71-770-003				81.80
		08	REQ BY MK APPR BY NS	SEWER ** COMMENT **				
						INVOICE TOTAL:		4,972.23
						VENDOR TOTAL:		4,972.23
182			GEORGELO PIZZA - CHICAGO, INC.					
13999	11/02/17	01	PIZZAS FOR PARTIES	02-25-705-001			12/11/17	123.00
		02	REQ BY AB APPR BY JG	BIRTHDAY PARTY-GROUP RENTA ** COMMENT **				
						INVOICE TOTAL:		123.00
14006	11/10/17	01	PIZZAS FOR PARTIES	02-25-705-001			12/11/17	61.50
				BIRTHDAY PARTY-GROUP, RENTA				

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182	GEORGELO PIZZA - CHICAGO, INC.							
14006	11/10/17	02	REQ BY AB APPR BY JG	** COMMENT **			12/11/17	
							INVOICE TOTAL:	61.50
14015	11/16/17	01	PIZZAS FOR PARTIES	02-25-705-001			12/11/17	189.50
		02	REQ BY AB APPR BY JG	BIRTHDAY PARTY-GROUP RENTA ** COMMENT **				
							INVOICE TOTAL:	189.50
14025	11/30/17	01	PIZZAS FOR PARTIES	02-25-705-001			12/11/17	128.00
		02	REQ BY JG APPR BY DT	BIRTHDAY PARTY-GROUP RENTA ** COMMENT **				
							INVOICE TOTAL:	128.00
							VENDOR TOTAL:	502.00
2404	GRAPHIC III PAPERS							
606577	12/04/17	01	PAPER FOR MARKETING PRINTER	02-80-950-000			12/11/17	57.25
		02	PAPER FOR MARKETING PRINTER	IN HOUSE PRINTED MATERIALS 01-01-730-001				29.55
		03	REQ BY GW APPR BY LK	OFFICE SUPPLIES ** COMMENT **				
							INVOICE TOTAL:	86.80
							VENDOR TOTAL:	86.80
173	HALOGEN SUPPLY COMPANY, INC.							
512185	11/13/17	01	CAULK	02-25-790-001			12/11/17	48.00
		02	REQ BY AB APPR BY JG	AQUATIC MAINTENANCE SUPPLI ** COMMENT **				
							INVOICE TOTAL:	48.00
512461	11/22/17	01	CAULK EXPANSION JOINT LEISURE	02-25-790-001			12/11/17	90.40
		02	REQ BY JG APPR BY DT	AQUATIC MAINTENANCE SUPPLI ** COMMENT **				
							INVOICE TOTAL:	90.40
							VENDOR TOTAL:	138.40

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3417	HINSDALE NURSERIES INC							
1590565	11/08/17	01	TULIP BULBS	01-07-790-010			12/11/17	270.00
		02	REQ BY BJ APR BY LK	LANDSCAPE / ORNAMENTAL SUP ** COMMENT **				
						INVOICE TOTAL:		270.00
						VENDOR TOTAL:		270.00
838	HOME DEPOT CREDIT SERVICES							
0183598	10/27/17	01	SOD	01-07-790-010			12/11/17	224.30
		02	REQ BY BJ APPR BY LK	LANDSCAPE / ORNAMENTAL SUP ** COMMENT **				
						INVOICE TOTAL:		224.30
1051246	11/28/17	01	DEORATIONS	07-71-750-000			12/11/17	88.27
		02	REQ BY LL APPR BY DT	BUILDING MAINTENANCE/REPAI ** COMMENT **				
						INVOICE TOTAL:		88.27
2011543	11/27/17	01	HOLIDAY DECORATIONS	01-05-790-011			12/11/17	154.08
		02	REQ BY BJ APPR BY LK	HOLIDAY DECORATIONS ** COMMENT **				
						INVOICE TOTAL:		154.08
3171654	10/27/17	01	MOUSE TRAPS SADDLE BROOK BARN	01-06-800-006			12/11/17	23.82
		02	REQ BY BJ APPR BY LK	PARK EQUIP / REPLACE & REP ** COMMENT **				
						INVOICE TOTAL:		23.82
4010362	11/15/17	01	HOLIDAY DECORATIONS	01-05-790-011			12/11/17	170.78
		02	REQ BY BJ APPR BY LK	HOLIDAY DECORATIONS ** COMMENT **				
						INVOICE TOTAL:		170.78
5010268	11/14/17	01	ELECTRICAL SUPPLIES	01-05-750-020			12/11/17	253.23
				ELECTRICAL SERVICIES				

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838	HOME DEPOT CREDIT SERVICES							
5010268	11/14/17	02	REQ BY BJ APPR BY LK	** COMMENT **			12/11/17	
							INVOICE TOTAL:	253.23
5010269	11/14/17	01	HAND TOOLS/CEILING FAN	01-15-800-000			12/11/17	30.03
		02	HAND TOOLS/CEILING FAN	BLDG EQUIP / REP & REPLACE				50.88
		03	REQ BY MM APPR BY DT	01-15-790-006				
				TOOLS				
				** COMMENT **				
							INVOICE TOTAL:	80.91
6052744	11/03/17	01	ELECTRICAL REPAIR/PAINTING	01-05-790-007			12/11/17	68.62
		02	REQ BY BJ APPR BY LK	MAINTENANCE SUPPLIES				
				** COMMENT **				
							INVOICE TOTAL:	68.62
8050152	11/21/17	01	HOLIDAY DECORATIONS	01-05-790-011			12/11/17	81.92
		02	REQ BY BJ APPR BY LK	HOLIDAY DECORATIONS				
				** COMMENT **				
							INVOICE TOTAL:	81.92
9021842	11/20/17	01	HOLIDAY DECORATIONS	01-05-790-011			12/11/17	188.28
		02	REQ BY BJ APPR BY LK	HOLIDAY DECORATIONS				
				** COMMENT **				
							INVOICE TOTAL:	188.28
9064570	11/20/17	01	ELECTRICAL TOOLS	01-05-790-018			12/11/17	28.25
		02	REQ BY BJ APPR BY LK	TOOLS & EQUIPMENT				
				** COMMENT **				
							INVOICE TOTAL:	28.25
							VENDOR TOTAL:	1,362.46
3012	HOME PLUMBING SUPPLY							
52038	11/09/17	01	MISC SUPPLIES	07-71-750-008			12/11/17	9.00
				PLUMBING MAINTENANCE & REP				

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3012	HOME PLUMBING SUPPLY							
52038	11/09/17	02	MISC SUPPLIES	01-15-750-004			12/11/17	87.30
		03	REQ BY MM APPR BY DT	PLUMBING SERVICE ** COMMENT **				
							INVOICE TOTAL:	96.30
							VENDOR TOTAL:	96.30
3335	HP PRODUCTS							
I3177122	09/17/17	01	CUSTODIAL SUPPLIES	07-71-790-001			12/11/17	150.64
		02	REQ BY PS APPR BY AP	JANITORIAL SUPPLIES ** COMMENT **				
							INVOICE TOTAL:	150.64
I3179110	09/19/17	01	CUSTODIAL SUPPLIES	07-71-790-001			12/11/17	126.44
		02	REQ BY PS APPR BY AP	JANITORIAL SUPPLIES ** COMMENT **				
							INVOICE TOTAL:	126.44
I3227707	11/01/17	01	COFFEE CREAMER/CLEANING SUPPLY	01-15-840-006			12/11/17	45.10
		02	COFFEE CREAMER/CLEANING SUPPLY	COFFEE BAR SUPPLIES 01-15-790-001				281.30
		03	REQ BY KC APPR BY DT	JANITORIAL SUPP./ CLEAN .P ** COMMENT **				
							INVOICE TOTAL:	326.40
I3228377	11/02/17	01	LOCKER ROOM SUPPLIES	01-15-790-007			12/11/17	500.20
		02	REQ BY KC APPR BY DT	LOCKER ROOM SUPPLIES ** COMMENT **				
							INVOICE TOTAL:	500.20
I3233069	11/07/17	01	LOCKER ROOM SUPPLIES	01-15-790-007			12/11/17	650.26
		02	REQ BY KC APR BY DT	LOCKER ROOM SUPPLIES ** COMMENT **				
							INVOICE TOTAL:	650.26

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3335 HP PRODUCTS								
I3240433	11/14/17	01	CUSTODIAL SUPPLIES	07-71-790-001			12/11/17	239.90
		02	REQ BY PS APPR BY AP	JANITORIAL SUPPLIES ** COMMENT **				
							INVOICE TOTAL:	239.90
I32447144`	11/16/17	01	CUSTODIAL SUPPLIES	07-71-790-001			12/11/17	222.04
		02	REQ BY PS APPR BY AP	JANITORIAL SUPPLIES ** COMMENT **				
							INVOICE TOTAL:	222.04
I3247589`	11/20/17	01	LAUNDRY NOVEMBER	01-15-790-007			12/11/17	330.95
		02	REQ BY KC APPR BY DT	LOCKER ROOM SUPPLIES ** COMMENT **				
							INVOICE TOTAL:	330.95
I3248705	11/21/17	01	CLEANING SUPPLIES CPW	01-20-790-002			12/11/17	119.40
		02	REQ BY KC APPR BY DT	ELECTRICAL PRODUCTS ** COMMENT **				
							INVOICE TOTAL:	119.40
							VENDOR TOTAL:	2,666.23
3402 JAMES LEZATTE								
103117	10/31/17	01	STRINGING OCTOBER 2017	07-75-870-007			12/11/17	300.00
		02	REQ BY AP APPR BY DT	RACQUET STRINGING & REPAIR ** COMMENT **				
							INVOICE TOTAL:	300.00
113017	11/30/17	01	STRINGING NOV 2017	07-75-870-007			12/11/17	307.00
		02	REQ BY AP APPR BY DT	RACQUET STRINGING & REPAIR ** COMMENT **				
							INVOICE TOTAL:	307.00
							VENDOR TOTAL:	607.00
3517 JMS AUTO REPAIR LTD INC								

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3517	JMS AUTO REPAIR LTD INC							
15040	11/01/17	01	08 FORD TRUCK BRAKES/ABS/HUB	01-05-790-017			12/11/17	1,167.45
		02	REQ BY BJ APPR BY LK	TRUCK& TRACT -REPLACE& REP ** COMMENT **				
						INVOICE TOTAL:		1,167.45
15059	11/07/17	01	2011 FORD TRUCK BRAKES/AIRBAG	01-05-790-017			12/11/17	614.90
		02	REQ BY BJ APPR BY LK	TRUCK& TRACT -REPLACE& REP ** COMMENT **				
						INVOICE TOTAL:		614.90
						VENDOR TOTAL:		1,782.35
3356	KEEPITSAFE INC.							
ILVUS23140	11/30/17	01	LIVE VAULT ONLINE BACKUP	01-01-670-000			12/11/17	438.40
		02	REQ BY RP APPR BY LK	MAINTENANCE/CONTRACT & LEA ** COMMENT **				
						INVOICE TOTAL:		438.40
						VENDOR TOTAL:		438.40
3512	KINGSTON TILE COMPANY LTD							
KINGSTONPAYAPP2	11/16/17	01	FAMILY LOCKER ROOM TILE WORK	12-95-940-065			12/11/17	6,220.80
		02	REQ BY DT APPR BY LK	BUILDING & PARK IMPROVEMEN ** COMMENT **				
						INVOICE TOTAL:		6,220.80
						VENDOR TOTAL:		6,220.80
2262	LPG MUSIC INC.							
LPGMusic11/12/17	11/12/17	01	MUSIC TOGETHER PARTIES	01-15-780-002			12/11/17	300.00
		02	REQ BY KC APR BY DT	THEME PARTY / PROGRAM MATE ** COMMENT **				
						INVOICE TOTAL:		300.00
						VENDOR TOTAL:		300.00

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OAK BROOK PARK DISTRICT
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 12/11/2017

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1697	MARKET ACCESS CORP.							
5072	11/06/17	01	ALCOHOL PERMITS	01-20-740-000			12/11/17	175.00
		02	REQ BY KC APPR BY DT	ALCOHOL PERMITS/PDMA ** COMMENT **				
							INVOICE TOTAL:	175.00
5130	12/01/17	01	ALCOHOL PERMITS	01-20-740-000			12/11/17	175.00
		02	REQ BY KC APPR BY DT	ALCOHOL PERMITS/PDMA ** COMMENT **				
							INVOICE TOTAL:	175.00
							VENDOR TOTAL:	350.00
3432	MATTHEW WRIGHT							
103117	10/31/17	01	PTR MEMBERSHIP REIM 50%	07-75-690-000			12/11/17	74.50
		02	REQ BY AP APPR BY DT	WORKSHOPS/SEMINARS ** COMMENT **				
							INVOICE TOTAL:	74.50
							VENDOR TOTAL:	74.50
2624	MEDIA NUT							
11900	11/06/17	01	WEBSITE HOSTING	01-01-800-005			12/11/17	283.32
		02	WEBSITE HOSTING	NON-CAPITAL/COMPUTER & PRI 02-01-800-005				283.32
		03	WEBSITE HOSTING	NON-CAPITAL/COMPUTER & PRI 07-01-800-005				283.31
		04	REQ BY RP APPR BY LK	NON CAPITAL/COMPUTER & PRI ** COMMENT **				
							INVOICE TOTAL:	849.95
11901	11/06/17	01	WEBSITE DEVELOPMENT	01-10-823-010			12/11/17	1,253.75
		02	REQ BY RP APPR BY LK	COMPUTER. TECH./OUT-SOURCE ** COMMENT **				
							INVOICE TOTAL:	1,253.75
							VENDOR TOTAL:	2,103.70

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INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
3327			MENARDS					
91809	11/13/17	01	HOLIDAY LIGHTS	01-05-790-011			12/11/17	340.18
		02	REQ BY BJ APR BY LK	HOLIDAY DECORATIONS ** COMMENT **				
							INVOICE TOTAL:	340.18
92504	11/21/17	01	HOLIDAY DECORATIONS	01-05-790-011			12/11/17	75.95
		02	REQ BY BJ APPR BY LK	HOLIDAY DECORATIONS ** COMMENT **				
							INVOICE TOTAL:	75.95
							VENDOR TOTAL:	416.13
2682			NEXT GENERATION					
14863	11/22/17	01	T-SHIRTS TURKEY DRI TRI	02-60-793-007			12/11/17	242.70
		02	REQ BY MD APPR BY DT	SHIRTS INDOOR TRIATHLON ** COMMENT **				
							INVOICE TOTAL:	242.70
							VENDOR TOTAL:	242.70
265			NICOR GAS					
11/13/17	11/13/17	01	GAS SERVICE 10/4/17-11/2/17	01-15-770-000			12/11/17	156.26
		02	GAS SERVICE 10/4/17-11/2/17	GAS 02-01-770-000				125.00
		03	GAS SERVICE 10/4/17-11/2/17	GAS 02-21-770-005				125.00
		04	GAS SERVICE 10/4/17-11/2/17	GAS 02-25-770-005				218.76
		05	REQ BY MK APPR BY NS	GAS ** COMMENT **				
							INVOICE TOTAL:	625.02
111317	11/13/17	01	GAS SRV TC 10/4/17-11/2/17	07-71-770-000			12/11/17	188.95
				GAS				

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265			NICOR GAS					
111317	11/13/17	02	REQ BY MK	APPR BY NS	** COMMENT **		12/11/17	
							INVOICE TOTAL:	188.95
							VENDOR TOTAL:	813.97
3122			NORMAN J. LANDRUM					
LANDRUM112817	11/28/17	01	BALLROOM DANCE ENDING 11/28/17	02-40-640-185			12/11/17	817.00
				BALLROOM INSTRUCTORS	** COMMENT **			
		02	REQ BY KC	APPR BY KS			INVOICE TOTAL:	817.00
							VENDOR TOTAL:	817.00
3355			OAK BROOK PARK DISTRICT					
Q2-2017	11/15/17	01	REMIT FUNDS RECEIVED	02-01-074-000			12/11/17	3,224.65
				RECEIVABLE FROM DUE TO FOU	** COMMENT **			
		02	REQ BY MS	APPR BY LK			INVOICE TOTAL:	3,224.65
							VENDOR TOTAL:	3,224.65
3360			OAK BROOK HISTORICAL SOCIETY					
120117	12/01/17	01	MEMBERSHIP DUES 2018	01-01-700-001			12/11/17	100.00
				COMMUNITY ORGANIZATIONS	** COMMENT **			
		02	REQ BY BG	APPR BY LK			INVOICE TOTAL:	100.00
							VENDOR TOTAL:	100.00
2799			BRIAN PANEK					
12/4/17	12/04/17	01	NOV 2017 BBALL OFFICIALS	02-40-640-171			12/11/17	1,476.00
				MEN'S BASKETBALL	** COMMENT **			
		02	REQ BY MA	APPR BY DT			INVOICE TOTAL:	1,476.00
							VENDOR TOTAL:	1,476.00

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3388	PCM SALES							
B05585590101	12/05/17	01	REPLACEMENT COMPUTERS	01-01-800-005			12/11/17	1,239.98
		02	REQ BY RP APPR BY LK	NON-CAPITAL/COMPUTER & PRI ** COMMENT **				
							INVOICE TOTAL:	1,239.98
							VENDOR TOTAL:	1,239.98
1349	PETTY CASH-RECREATION DEPT.							
PCRECDEC17	12/04/17	01	PETTY CASH RECREATION	02-31-765-001			12/11/17	96.18
		02	PETTY CASH RECREATION	EC PRESCHOOL MORNING 02-01-690-000				12.90
		03	PETTY CASH RECREATION	WORKSHOPS 02-01-660-002				70.04
		04	REQ BY LP APPR BY DT	MILEAGE REIMBURSEMENT ** COMMENT **				
							INVOICE TOTAL:	179.12
							VENDOR TOTAL:	179.12
850	PETTY CASH/ RECREATION CENTER							
PCFD11/5/17	11/05/17	01	CHECKED BAG	01-15-690-001			12/11/17	25.00
		02	REQ BY KC APPR BY DT	CONFERENCES ** COMMENT **				
							INVOICE TOTAL:	25.00
							VENDOR TOTAL:	25.00
3476	PFEIFFER'S PEST CONTROL							
0257	10/26/17	01	PEST CONTROL FRC OCT 2017	01-15-750-007			12/11/17	100.00
		02	REQ BY KC APPR BY DT	PEST CONTROL SERVICE ** COMMENT **				
							INVOICE TOTAL:	100.00
0258	10/26/17	01	PEST CONTROL	07-71-750-003			12/11/17	100.00
				PEST CONTROL				

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3476	PFEIFFER'S PEST CONTROL							
0258	10/26/17	02	REQ BY PS APPR BY AP		** COMMENT **		12/11/17	
							INVOICE TOTAL:	100.00
0259	11/30/17	01	PEST CONTROL	07-71-750-003			12/11/17	100.00
		02	REQ BY PS APPR BY AP		** COMMENT **			
							INVOICE TOTAL:	100.00
0260	11/30/17	01	PEST CONTROL FRC NOV 2017	01-15-750-007			12/11/17	100.00
		02	REQ BY KC APPR BY DT		** COMMENT **			
							INVOICE TOTAL:	100.00
							VENDOR TOTAL:	400.00
3316	CARDMEMBER SERVICE							
ABAMAZON11/9/17	11/09/17	01	PHONE CASE	01-01-670-003			12/11/17	14.99
		02	REQ BY AB APPR BY JG		** COMMENT **			
							INVOICE TOTAL:	14.99
ABCHIPOTLE11/8/17	11/08/17	01	LUNCH FOR CLEANING STAFF	02-25-790-001			12/11/17	8.90
		02	REQ BY AB APPR BY JG		** COMMENT **			
							INVOICE TOTAL:	8.90
ABDUNKIN11/24/17	11/24/17	01	DOUGHNUTS /COFFEE DRY TRI	02-60-792-007			12/11/17	59.96
		02	REQ BY AB APPR BY JG		** COMMENT **			
							INVOICE TOTAL:	59.96
ABGFS11/11/17	11/11/17	01	PARTY SUPPLIES	02-25-705-001			12/11/17	37.59
		02	PARTY SUPPLIES	01-15-780-002				12.53
					** COMMENT **			

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3316	CARDMEMBER SERVICE							
ABGFS11/11/17	11/11/17	03	REQ BY AB APPR BY JG	** COMMENT **			12/11/17	
							INVOICE TOTAL:	50.12
ABGFS11/16/17	11/16/17	01	PARTY SUPPLIES	02-25-705-001			12/11/17	14.96
		02	PARTY SUPPLIES	BIRTHDAY PARTY-GROUP RENTA				4.99
		03	REQ BY AB APPR BY JG	01-15-780-002				
				THEME PARTY / PROGRAM MATE				
				** COMMENT **				
							INVOICE TOTAL:	19.95
ABGFS12/1/17	12/01/17	01	PARTY SUPPLIES	02-25-705-001			12/11/17	77.86
		02	PARTY SUPPLIES	BIRTHDAY PARTY-GROUP RENTA				25.96
		03	REQ BY AB APPR BY DT	01-15-780-002				
				THEME PARTY / PROGRAM MATE				
				** COMMENT **				
							INVOICE TOTAL:	103.82
ABGIO11/8/17	11/08/17	01	PRESCHOOL HOT LUNCH 11/8/17	02-31-792-001			12/11/17	65.00
		02	REQ BY AB APPR BY JG	EC PRESCHOOL MORNING				
				** COMMENT **				
							INVOICE TOTAL:	65.00
ABIPRA11/28/17	11/28/17	01	IPRA MEMBERSHIP RENEWAL	02-25-700-000			12/11/17	254.00
		02	REQ BY AB APPR BY JG	DUES & MEMBERSHIPS				
				** COMMENT **				
							INVOICE TOTAL:	254.00
ABJET11/15/17	11/15/17	01	REPLACEMENT RIM BBALL HOOP	02-25-704-000			12/11/17	79.75
		02	REQ BY AB APPR BY JG	OPEN SWIM SUPPLIES				
				** COMMENT **				
							INVOICE TOTAL:	79.75
ABPARTYCITY11/11/17	11/11/17	01	PARTY SUPPLIES TABLE CLOTHS	02-25-705-001			12/11/17	114.68
				BIRTHDAY PARTY-GROUP RENTA				

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3316	CARDMEMBER SERVICE							
ABPARTYCITY11/11/17	11/11/17	02	PARTY SUPPLIES TABLE CLOTHS	01-15-780-002			12/11/17	38.23
		03	REQ BY AB APPR BY JG	THEME PARTY / PROGRAM MATE ** COMMENT **				
							INVOICE TOTAL:	152.91
ABPETES12/1/17	12/01/17	01	POP FOR BIRTHDAY PARTIES	02-25-705-001			12/11/17	12.73
		02	REQ BY AB APPR BY DT	BIRTHDAY PARTY-GROUP RENTA ** COMMENT **				
							INVOICE TOTAL:	12.73
ABSTARGUARD11/6/17	11/06/17	01	4 LICENSES	02-25-690-005			12/11/17	120.00
		02	REQ BY AB APPR BY JG	EMPLOYEE TRAINING ** COMMENT **				
							INVOICE TOTAL:	120.00
APAMAZON112717	11/27/17	01	TENNIS BOTTLES	07-01-740-000			12/11/17	29.95
		02	REQ BY AP APPR BY DT	EMPLOYEE RECOGNITION ** COMMENT **				
							INVOICE TOTAL:	29.95
APBARRINGTON111617	11/16/17	01	JR TEAM TENNIS MATCH FEES	07-75-790-008			12/11/17	90.00
		02	REQ BY AP APPR BY DT	OTHER PROGRAM EXPENSE ** COMMENT **				
							INVOICE TOTAL:	90.00
APEGGHARBOUR12117	12/01/17	01	LUNCH WITH PRO	07-01-740-000			12/11/17	28.01
		02	REQ BY AP APPR BY DT	EMPLOYEE RECOGNITION ** COMMENT **				
							INVOICE TOTAL:	28.01
APGAMMA113017	11/30/17	01	BALLS	07-71-790-003			12/11/17	58.28
		02	BALLS	TENNIS COURTS/SUPPLIES 07-75-870-001 TENNIS BALLS				100.00

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3316	CARDMEMBER SERVICE							
APGAMMA113017	11/30/17	03	REQ BY AP	APPR BY DT	** COMMENT **		12/11/17	
							INVOICE TOTAL:	158.28
APGAMMASPORTS111017	11/10/17	01	STRING		07-75-870-007		12/11/17	83.17
		02	REQ BY AP	APPR BY DT	RACQUET STRINGING & REPAIR ** COMMENT **			
							INVOICE TOTAL:	83.17
APHEAD11-2-17	11/02/17	01	ACCESSORIES		07-75-870-006		12/11/17	137.48
		02	REQ BY AP	APPR BY DT	ACCESORIES ** COMMENT **			
							INVOICE TOTAL:	137.48
APHEAD11-20-17	11/20/17	01	RACQUET		07-75-870-000		12/11/17	69.86
		02	REQ BY AP	APPR BY DT	TENNIS RACQUETS ** COMMENT **			
							INVOICE TOTAL:	69.86
APHEAD11-7-17	11/07/17	01	RACQUET		07-75-870-000		12/11/17	145.46
		02	REQ BY AP	APPR BY DT	TENNIS RACQUETS ** COMMENT **			
							INVOICE TOTAL:	145.46
APHEAD11/2/17	12/04/17	01	RACQUET		07-75-870-000		12/11/17	138.26
		02	REQ BY AP	APPR BY DT	TENNIS RACQUETS ** COMMENT **			
							INVOICE TOTAL:	138.26
APHEAD112017	11/20/17	01	BALLS		07-75-870-001		12/11/17	723.34
		02	REQ BY AP	APPR BY DT	TENNIS BALLS ** COMMENT **			
							INVOICE TOTAL:	723.34
APHEAD11217	11/02/17	01	ACCESSORIES		07-75-870-006		12/11/17	361.24
					ACCESORIES			

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3316	CARDMEMBER SERVICE							
APHEAD11217	11/02/17	02	REQ BY AP APPR BY DT	** COMMENT **			12/11/17	
							INVOICE TOTAL:	361.24
APHEAD11717	11/07/17	01	RACQUET	07-75-870-000			12/11/17	138.26
		02	REQ BY AP APPR BY DT	TENNIS RACQUETS				
				** COMMENT **			INVOICE TOTAL:	138.26
APHEAD1172017	11/07/17	01	RACQUET AND ACCESSORIES	07-75-870-000			12/11/17	138.60
		02	RACQUET AND ACCESSORIES	TENNIS RACQUETS				
		03	REQ BY AP APPR BY DT	07-75-870-006				165.83
				ACCESORIES				
				** COMMENT **			INVOICE TOTAL:	304.43
APMADMIMI112417	11/24/17	01	MAD MIMI FEE	07-01-670-000			12/11/17	444.00
		02	REQ BY AP APPR BY DT	MAINTENANCE/CONTRACTS & LE				
				** COMMENT **			INVOICE TOTAL:	444.00
APSANCTION11717	11/07/17	01	TOURNAMENT SANCTION FEE	07-75-782-000			12/11/17	53.00
		02	REQ BY AP APPR BY DT	TOURNAMENT EXPENSES				
				** COMMENT **			INVOICE TOTAL:	53.00
APTEN/FIT111317	11/13/17	01	JR TEAM TENNIS MATCH FEES	07-75-790-008			12/11/17	180.00
		02	REQ BY AP APPR BY DT	OTHER PROGRAM EXPENSE				
				** COMMENT **			INVOICE TOTAL:	180.00
APTOWELS112717	11/27/17	01	TOWELS	07-71-750-005			12/11/17	2,432.53
		02	REQ BY AP APPR BY DT	TOWEL SERVICE				
				** COMMENT **			INVOICE TOTAL:	2,432.53

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3316	CARDMEMBER SERVICE							
APTS11117	11/01/17	01	TENNIS SOURCE MONTHLY FEE	07-01-670-000			12/11/17	399.00
		02	REQ BY AP APPR BY DT	MAINTENANCE/CONTRACTS & LE ** COMMENT **				
						INVOICE TOTAL:		399.00
APTS12117	12/01/17	01	TENNIS SOURCE MONTHLY FEE	07-01-670-000			12/11/17	399.00
		02	REQ BY AP APPR BY DT	MAINTENANCE/CONTRACTS & LE ** COMMENT **				
						INVOICE TOTAL:		399.00
APUSTA11-15-17	11/15/17	01	JR TEAM TENNIS REG FEE	07-75-790-008			12/11/17	133.84
		02	REQ BY AP APPR BY DT	OTHER PROGRAM EXPENSE ** COMMENT **				
						INVOICE TOTAL:		133.84
APUSTA11-15-2017	11/15/17	01	JR TEAM TENNIS REG FEE	07-75-790-008			12/11/17	133.84
		02	REQ BY AP APPR BY DT	OTHER PROGRAM EXPENSE ** COMMENT **				
						INVOICE TOTAL:		133.84
APUSTA11/15/17	11/15/17	01	JR TEAM TENNIS REG FEE	07-75-790-008			12/11/17	172.08
		02	REQ BY AP APPR BY DT	OTHER PROGRAM EXPENSE ** COMMENT **				
						INVOICE TOTAL:		172.08
APUSTA11/15/2017	11/15/17	01	JR TEAM TENNIS REG FEE	07-75-790-008			12/11/17	133.84
		02	REQ BY AP APPR BY DT	OTHER PROGRAM EXPENSE ** COMMENT **				
						INVOICE TOTAL:		133.84
APUSTA111517	11/15/17	01	JR TEAM TENNIS REG FEE	07-75-790-008			12/11/17	95.60
		02	REQ BY AP APPR BY DT	OTHER PROGRAM EXPENSE ** COMMENT **				
						INVOICE TOTAL:		95.60

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3316	CARDMEMBER SERVICE							
APUSTA11152017	11/20/17	01	JR TEAM TENNIS REG FEE	07-75-790-008			12/11/17	152.96
		02	REQ BY AP APPR BY DT	OTHER PROGRAM EXPENSE ** COMMENT **				
						INVOICE TOTAL:		152.96
APWILSON111417	11/14/17	01	STRING AND ACCESSORIES	07-75-870-007			12/11/17	99.87
		02	REQ BY AP APPR BY DT	RACQUET STRINGING & REPAIR ** COMMENT **				
						INVOICE TOTAL:		99.87
APWILSON112217	11/22/17	01	RACQUET AND ACCESSORIES	07-75-870-000			12/11/17	120.00
		02	RACQUET AND ACCESSORIES	TENNIS RACQUETS 07-75-870-006				44.60
		03	REQ BY AP APPR BY DT	ACCESORIES ** COMMENT **				
						INVOICE TOTAL:		164.60
BGHILTON11-03-17	11/03/17	01	HOTEL STAY KOSEY	01-01-690-001			12/11/17	142.05
		02	REQ BY BG APPR BY LK	CONFERENCES ** COMMENT **				
						INVOICE TOTAL:		142.05
BGIPRA11-6-17	11/06/17	01	IPRA MEMBERSHIP BG	01-01-700-002			12/11/17	254.00
		02	REQ BY BG APPR BY LK	STATE & REGIONAL ORGANIZAT ** COMMENT **				
						INVOICE TOTAL:		254.00
BGIPRA12117	12/01/17	01	IPRA/IAPD CONF KS,AB,MA, & KC	02-01-690-001			12/11/17	815.00
		02	IPRA/IAPD CONF KS,AB,MA, & KC	CONFERENCES 02-25-690-001				365.00
		03	REQ BY BG APPR BY LK	CONFERENCES ** COMMENT **				
						INVOICE TOTAL:		1,180.00
BGJUSTESCAPE11-14-17	11/29/17	Q1	TEAMBUILDING EVENT 11-16-17	01-01-690-000			12/11/17	200.00
				WORKSHOPS				

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3316	CARDMEMBER SERVICE							
BJUSTESCAPE11-14-17	11/29/17	02	REQ BY BG APPR BY LK		** COMMENT **		12/11/17	
							INVOICE TOTAL:	200.00
BJAMAZON11-13-17	11/13/17	01	SALT SPREADER GEAR BOX	01-05-790-017			12/11/17	197.90
		02	REQ BY BJ APPR BY LK		TRUCK& TRACT -REPLACE& REP ** COMMENT **			
							INVOICE TOTAL:	197.90
BJAMAZON111317	11/13/17	01	PIN ASSORTMENTS	01-05-790-017			12/11/17	50.37
		02	REQ BY BJ APPR BY LK		TRUCK& TRACT -REPLACE& REP ** COMMENT **			
							INVOICE TOTAL:	50.37
BJHILTON11317	11/03/17	01	IPRA HOTEL ROOM	01-05-690-001			12/11/17	142.50
		02	REQ BY BJ APPR BY LK		CONFERENCES ** COMMENT **			
							INVOICE TOTAL:	142.50
BJIPRA11317	11/03/17	01	IPRA CONFERENCE REG	01-05-690-001			12/11/17	290.00
		02	REQ BY BJ APPR BY LK		CONFERENCES ** COMMENT **			
							INVOICE TOTAL:	290.00
BJLIGHTINGSPOT112917	11/29/17	01	INDUCTION LIGHT BULB	01-05-800-006			12/11/17	229.49
		02	REQ BY BJ APPR BY LK		PARK EQUIP / REPLACE & REP ** COMMENT **			
							INVOICE TOTAL:	229.49
COMCAST11/28/17	11/28/17	01	COMCAST CABLE	01-01-670-001			12/11/17	50.00
		02	REQ BY RP APPR BY LK		COMPUTER PARTS & REPAIRS ** COMMENT **			
							INVOICE TOTAL:	50.00
DTAMAZON11/21/17	11/21/17	01	PARK DISTRICT PRIME ACCOUNT	02-01-730-001			12/11/17	99.00
					OFFICE SUPPLIES			

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3316	CARDMEMBER SERVICE							
DTAMAZON11/21/17	11/21/17	02	REQ BY DT APPR BY LK	** COMMENT **			12/11/17	
							INVOICE TOTAL:	99.00
DTHILTON11/1/17	11/01/17	01	IPRA CONFERENCE HOTEL DEPOSIT	02-01-690-001			12/11/17	142.05
		02	REQ BY DT APPR BY LK	CONFERENCES ** COMMENT **				
							INVOICE TOTAL:	142.05
DTIPRA11/21/17	11/21/17	01	IPRA MEMBERSHIP RENEWAL	02-01-700-000			12/11/17	254.00
		02	REQ BY DT APPR BY LK	PROFESSIONAL ORGANIZATIONS ** COMMENT **				
							INVOICE TOTAL:	254.00
DTIPRA11/8/17	11/08/17	01	IPRA CONFERENCE	02-01-690-001			12/11/17	290.00
		02	REQ BY DT APPR BY LK	CONFERENCES ** COMMENT **				
							INVOICE TOTAL:	290.00
DTTACO11/30/17	11/30/17	01	STAFF MTG LUNCH	02-01-690-000			12/11/17	20.75
		02	REQ BY DT APPR BY LK	WORKSHOPS ** COMMENT **				
							INVOICE TOTAL:	20.75
JCAWARDS111517	11/15/17	01	ADA SIGNS LOCKER ROOM	09-01-800-000			12/11/17	1,439.50
		02	REQ BY DT APPR BY LK	NON-CAPITAL / SMALL EQUIPM ** COMMENT **				
							INVOICE TOTAL:	1,439.50
JCHEROPATCHES112717	11/27/17	01	TKD PATCHES	02-30-765-219			12/11/17	132.00
		02	REQ BY JC APPR BY LK	TAE KWON DO ** COMMENT **				
							INVOICE TOTAL:	132.00
JCJBSIGN11117	11/01/17	01	YOUTH BBALL LEAGUE SIGNAGE	02-80-960-000			12/11/17	90.00
				PRINTED MATERIALS				

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3316	CARDMEMBER SERVICE							
JCJBSIGN111117	11/01/17	02	REQ BY JC APPR BY LK	** COMMENT **			12/11/17	
							INVOICE TOTAL:	90.00
JCJBSIGN111617	11/16/17	01	MISC SIGNS	02-80-960-000			12/11/17	398.00
		02	REQ BY JC APPR BY LK	PRINTED MATERIALS				
				** COMMENT **			INVOICE TOTAL:	398.00
JGCROWN11/22/17	11/22/17	01	ENGRAVING PLATES	02-26-702-000			12/11/17	13.00
		02	REQ BY JG APPR BY DT	SWIM TEAM EXPENSE				
				** COMMENT **			INVOICE TOTAL:	13.00
JGHOMEDEPOT11/09/17	11/09/17	01	WINTERIZING SPLASH PARK	02-25-750-065			12/11/17	59.70
		02	REQ BY JG APPR BY DT	SPLASH PARK				
				** COMMENT **			INVOICE TOTAL:	59.70
JGHOMEDEPOT11/16/17	11/16/17	01	CAULK LEISURE EXPANSION JOINT	02-25-790-001			12/11/17	5.27
		02	REQ BY JG APPR BY DT	AQUATIC MAINTENANCE SUPPLI				
				** COMMENT **			INVOICE TOTAL:	5.27
JGHOMEDEPOT11/9/17	11/09/17	01	CAULK FOR LOCKER ROOMS	01-15-750-000			12/11/17	22.44
		02	REQ BY JG APPR BY DT	GENERAL MAINTENANCE				
				** COMMENT **			INVOICE TOTAL:	22.44
JGIPRA11/27/17	11/27/17	01	IPRA MEMBERSHIP RENEWAL	02-25-700-000			12/11/17	254.00
		02	REQ BY JG APPR BY DT	DUES & MEMBERSHIPS				
				** COMMENT **			INVOICE TOTAL:	254.00
JGMIDAMER11/9/17	11/09/17	01	MIDAMERICA REG. CRILLY/GRAY	02-25-690-000			12/11/17	100.00
				WORKSHOPS				

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3316	CARDMEMBER SERVICE							
JGMIDAMER11/9/17	11/09/17	02	REQ BY JG APPR BY DT		** COMMENT **		12/11/17	
							INVOICE TOTAL:	100.00
KCATTILAGLATZ11/29/17	11/29/17	01	BAL PIO SALUTE TO VIENNA	02-50-754-300			12/11/17	3,499.91
		02	REQ BY KC APPR BY KS	TRIP ADMISSIONS	** COMMENT **			
							INVOICE TOTAL:	3,499.91
KCDRURYLANE11/2/17	11/02/17	01	LUNCH/42ND STREET	02-50-757-300			12/11/17	53.69
		02	REQ BY KC APPR BY DT	TRIPS - DINNER & TICKETS	** COMMENT **			
							INVOICE TOTAL:	53.69
KCDRURYLANE11/14/17	11/14/17	01	ADDITIONAL TIX 42ND STREET	02-50-757-300			12/11/17	53.69
		02	REQ BY KC APPR BY KS	TRIPS - DINNER & TICKETS	** COMMENT **			
							INVOICE TOTAL:	53.69
KCGFS11/1/17	11/01/17	01	CREAM CHEESE FOR BAGEL DAY	01-01-740-002			12/11/17	22.00
		02	REQ BY KC APPR BY KS	BOARD/EMPLOYEE RECOGNITION	** COMMENT **			
							INVOICE TOTAL:	22.00
KCIPRA11/29/17	11/29/17	01	IPRA MEMBERSHIP	02-01-700-000			12/11/17	270.00
		02	REQ BY KC APPR BY KS	PROFESSIONAL ORGANIZATIONS	** COMMENT **			
							INVOICE TOTAL:	270.00
KCJACOB11/29/17	11/29/17	01	BAL PIO LUNCH/WHITE CHRISTMAS	02-50-757-300			12/11/17	2,536.00
		02	REQ BY KC APPR BY KS	TRIPS - DINNER & TICKETS	** COMMENT **			
							INVOICE TOTAL:	2,536.00
KCJACOB12/1/17	12/01/17	01	ADDTL TIX PIO LUNCH/WHITE XMAS	02-50-757-300			12/11/17	48.00
				TRIPS - DINNER & TICKETS				

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3316 CARDMEMBER SERVICE								
KCJACOB12/1/17	12/01/17	02	REQ BY KC APPR BY KS	** COMMENT **			12/11/17	
							INVOICE TOTAL:	48.00
KCWALMART11917	11/09/17	01	PIO BINGO PRIZES	02-50-765-305			12/11/17	8.82
		02	REQ BY KC APPR BY KS	PIONEER DROP IN SUPPLIES	** COMMENT **			
							INVOICE TOTAL:	8.82
KELAMAZON11/20/17	11/20/17	01	HOOKS FOR LOCKER ROOMS	01-15-790-007			12/11/17	175.95
		02	REQ BY KC APPR BY DT	LOCKER ROOM SUPPLIES	** COMMENT **			
							INVOICE TOTAL:	175.95
KELAMERICAN11917	11/09/17	01	CHECKED BAG	01-15-690-001			12/11/17	25.00
		02	REQ BY KC APPR BY DT	CONFERENCES	** COMMENT **			
							INVOICE TOTAL:	25.00
KELBESTBUY111917	11/19/17	01	PROJECTOR EQUIPMENT	01-20-790-003			12/11/17	19.99
		02	REQ BY KC APPR BY DT	REPAIR & REPLACEMENT SUPPL	** COMMENT **			
							INVOICE TOTAL:	19.99
KELBOXED112917	11/29/17	01	VENDING`	01-15-840-025			12/11/17	528.83
		02	REQ BY KC APPR BY DT	VENDING SNACKS	** COMMENT **			
							INVOICE TOTAL:	528.83
KELDOLLAR11917	11/09/17	01	RENTAL CAR	01-15-690-001			12/11/17	159.86
		02	REQ BY KC APPR BY DT	CONFERENCES	** COMMENT **			
							INVOICE TOTAL:	159.86
KELGLASSWORKS11717	11/07/17	01	MEAL TRAVEL	01-15-690-001			12/11/17	18.29
				CONFERENCES				

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3316	CARDMEMBER SERVICE							
KELGLASSWORKS11717	11/07/17	02	REQ BY KC APPR BY DT	** COMMENT **			12/11/17	
							INVOICE TOTAL:	18.29
KELMCD11917	11/09/17	01	MEAL DURING TRAVEL	01-15-690-001			12/11/17	8.04
		02	REQ BY KC APPR BY DT	CONFERENCES ** COMMENT **				
							INVOICE TOTAL:	8.04
KELSIRIUS12117	12/01/17	01	SIRIUS XM	01-15-750-020			12/11/17	57.94
		02	REQ BY KC APPR BY DT	MUSIC ** COMMENT **				
							INVOICE TOTAL:	57.94
KSAMAZON11617	11/06/17	01	PRESCHOOL SUPPLIES BOOKS/GAMES	02-31-765-001			12/11/17	57.37
		02	REQ BY KS APPR BY DT	EC PRESCHOOL MORNING ** COMMENT **				
							INVOICE TOTAL:	57.37
KSDICKS111017	11/10/17	01	PDS SHIRT TBR IPRA	02-60-765-028			12/11/17	109.89
		02	REQ BY KS APPR BY DT	PRGM MTRLS TBD ** COMMENT **				
							INVOICE TOTAL:	109.89
KSDISCOUNT111017	11/10/17	01	PRESCHOOL SUPPLIES	02-31-765-001			12/11/17	187.25
		02	REQ BY KS APPR BY DT	EC PRESCHOOL MORNING ** COMMENT **				
							INVOICE TOTAL:	187.25
KSGFS11817	11/08/17	01	PDS SUPPLIES TBR IPRA	02-60-765-028			12/11/17	98.96
		02	REQ BY KS APPR BY DT	PRGM MTRLS TBD ** COMMENT **				
							INVOICE TOTAL:	98.96
KSGFS11817`	11/08/17	01	DOLPHIN SNACKS	02-32-765-002			12/11/17	16.97
				YOUTH AFTER SCHOOL				

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3316	CARDMEMBER SERVICE							
KSGFS11817`	11/08/17	02	REQ BY KS APPR BY DT	** COMMENT **			12/11/17	
							INVOICE TOTAL:	16.97
KSGIO113017	11/30/17	01	PRESCHOOL HOT LUNCH	02-31-792-001			12/11/17	80.00
		02	REQ BY KS APPR BY DT	EC PRESCHOOL MORNING				
				** COMMENT **			INVOICE TOTAL:	80.00
KSIPRA112917	11/29/17	01	KS IPRA RENEWAL	02-01-700-000			12/11/17	254.00
		02	REQ BY KS APPR BY DT	PROFESSIONAL ORGANIZATIONS				
				** COMMENT **			INVOICE TOTAL:	254.00
KSMCDONALDS111517	11/15/17	01	LUNCH PDS TRAVEL	02-01-690-000			12/11/17	6.76
		02	REQ BY KS APPR BY DT	WORKSHOPS				
				** COMMENT **			INVOICE TOTAL:	6.76
KSNETFLIX11417	11/04/17	01	MOVIE PIO/DOLPHIN STATION	02-50-765-305			12/11/17	5.99
		02	MOVIE PIO/DOLPHIN STATION	PIONEER DROP IN SUPPLIES				6.00
		03	REQ BY KS APPR BY DT	02-32-765-002				
				YOUTH AFTER SCHOOL			INVOICE TOTAL:	11.99
				** COMMENT **				
KSOBCLEANERS112217	11/22/17	01	EASTER BUNNY CLEANING	02-60-765-008			12/11/17	20.00
		02	REQ BY KS APPR BY DT	PRGM MTRLS EASTER				
				** COMMENT **			INVOICE TOTAL:	20.00
KSOBCLEANERS11617	11/06/17	01	CLEANERS SANTA	02-60-765-036			12/11/17	9.00
		02	CLEANERS SANTA	PRGM MTRLS SANTA				9.00
				02-60-765-014				
				PRGM MTRLS HOLIDAY				

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3316	CARDMEMBER SERVICE							
KSOBCLEANERS11617	11/06/17	03	REQ BY KS APPR BY DT				12/11/17	
							INVOICE TOTAL:	18.00
KSRAFTERS111117	11/11/17	01	LUNCH PDS TRAVEL	02-01-690-000			12/11/17	13.68
		02	REQ BY KS APPR BY DT	WORKSHOPS				
				** COMMENT **			INVOICE TOTAL:	13.68
KSSBR11/16/17	11/16/17	01	TIP FEAST DELIVERY	02-31-792-001			12/11/17	15.00
		02	REQ BY KS APPR BY DT	EC PRESCHOOL MORNING				
				** COMMENT **			INVOICE TOTAL:	15.00
KSSWEETBABYRAYS11117	11/01/17	01	THANKSGIVING FEAST	02-31-792-001			12/11/17	482.00
				EC PRESCHOOL MORNING				
		02	THANKSGIVING FEAST	02-31-765-000				110.00
		03	THANKSGIVING FEAST	EC ENRICHMENT				
		04	REQ BY KS APPR BY DT	02-31-765-002				100.00
				EC PRESCHOOL FULL DAY				
				** COMMENT **			INVOICE TOTAL:	692.00
KSTARGET11617	11/06/17	01	PDS SUPPLIES TBR IPRA	02-60-765-028			12/11/17	43.30
		02	REQ BY KS APPR BY DT	PRGM MTRLS TBD				
				** COMMENT **			INVOICE TOTAL:	43.30
KSWOODLANDS111217	11/12/17	01	LUNCH PDS TRAVEL	02-01-690-000			12/11/17	17.96
		02	REQ BY KS APPR BY DT	WORKSHOPS				
				** COMMENT **			INVOICE TOTAL:	17.96
LIZIPRA12117	12/01/17	01	IPRA MEMBERSHIP	01-01-700-000			12/11/17	254.00
				PROFESSIONAL ORGANIZATIONS				

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3316	CARDMEMBER SERVICE							
LIZIPRA12117	12/01/17	02	REQ BY LL APPR BY LK				12/11/17	
				** COMMENT **			INVOICE TOTAL:	254.00
LIZPAYPAL111617	11/16/17	01	CHI CHAPTER LUNCH	01-01-700-000			12/11/17	5.00
		02	REQ BY LL APPR BY LK	PROFESSIONAL ORGANIZATIONS				
				** COMMENT **			INVOICE TOTAL:	5.00
LKAUGUSTINOS111617	11/16/17	01	TEAMBUILDING EVENT 11-16-17	01-01-690-000			12/11/17	114.95
		02	REQ BY BG APPR BY LK	WORKSHOPS				
				** COMMENT **			INVOICE TOTAL:	114.95
LKGURNEE11-13-17	11/13/17	01	CHICAGOLAND DIRECTOR'S MTG	01-01-690-000			12/11/17	40.00
		02	REQ BY BG APPR BY LK	WORKSHOPS				
				** COMMENT **			INVOICE TOTAL:	40.00
LKIAPD111317	11/13/17	01	IPRA/IAPD CONF. 2017 KOSEY	01-01-690-001			12/11/17	200.00
		02	REQ BY BG APPR BY LK	CONFERENCES				
				** COMMENT **			INVOICE TOTAL:	200.00
LKIRPA11-13-17	11/13/17	01	IPRA MEMBERSHIP KOSEY	01-01-700-002			12/11/17	254.00
				STATE & REGIONAL ORGANIZAT				
							INVOICE TOTAL:	254.00
LLABT11617	11/06/17	01	DRYER REPAIR	07-71-750-000			12/11/17	216.49
		02	REQ BY LL APPR BY AP	BUILDING MAINTENANCE/REPAI				
				** COMMENT **			INVOICE TOTAL:	216.49
LLABT11817	11/08/17	01	CREDIT RETURN ON TAX	07-71-750-000			12/11/17	-4.66
				BUILDING MAINTENANCE/REPAI				

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3316			CARDMEMBER SERVICE					
LLABT11817	11/08/17	02	REQ BY LL APPR BY AP		** COMMENT **		12/11/17	
							INVOICE TOTAL:	-4.66
LLBIGLOTS112817	11/28/17	01	TREE STAND & DECORATIONS	07-71-750-000			12/11/17	18.80
		02	REQ BY LL APPR BY AP		** COMMENT **			
							INVOICE TOTAL:	18.80
LLEGGHARBOUR111017	11/10/17	01	STAFF BDAY LUNCH	07-01-740-000			12/11/17	50.50
		02	REQ BY LL APPR BY AP		** COMMENT **			
							INVOICE TOTAL:	50.50
LLFONTANOS112417	11/24/17	01	SAQNDWICHES TURKEY TOURNEY	07-75-790-005			12/11/17	147.15
		02	REQ BY LL APPR BY DT		** COMMENT **			
							INVOICE TOTAL:	147.15
LLGFS111517	11/15/17	01	MISC SUPPLIES	07-75-790-005			12/11/17	67.92
		02	MISC SUPPLIES	07-01-730-002				79.70
		03	REQ BY LL APPR BY AP		** COMMENT **			
							INVOICE TOTAL:	147.62
LLWALGREENS112817	11/28/17	01	CHRISTMAS DECORATIONS	07-71-750-000			12/11/17	23.97
		02	REQ BY LL APPR BY AP		** COMMENT **			
							INVOICE TOTAL:	23.97
LLWALGREENS113017	11/30/17	01	CHRISTMAS ORNAMENTS	07-71-750-000			12/11/17	20.97
		02	REQ BY LL APPR BY AP		** COMMENT **			
							INVOICE TOTAL:	20.97

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3316 CARDMEMBER SERVICE								
LLWALMART112717	11/27/17	01	CHRISTMAS TREE AND DECORATIONS	07-71-750-000			12/11/17	88.65
		02	REQ BY LL APPR BY AP	BUILDING MAINTENANCE/REPAI ** COMMENT **				
							INVOICE TOTAL:	88.65
LNAPA111017	11/10/17	01	2018 MEMBERSHIP APA	01-01-700-000			12/11/17	219.00
		02	REQ BY LN APPR BY LK	PROFESSIONAL ORGANIZATIONS ** COMMENT **				
							INVOICE TOTAL:	219.00
LNIPRA111317	11/13/17	01	2018 MEMBERSHIP IPRA	01-01-700-000			12/11/17	254.00
		02	REQ BY LN APPR BY LK	PROFESSIONAL ORGANIZATIONS ** COMMENT **				
							INVOICE TOTAL:	254.00
MAAMAZON11217	11/02/17	01	ALFONSO PORTFOLIO GIFT	02-01-730-001			12/11/17	26.97
		02	REQ BY MA APPR BY DT	OFFICE SUPPLIES ** COMMENT **				
							INVOICE TOTAL:	26.97
MAAMAZON112717	11/27/17	01	SHIPPING LABELS YBL EVAL	02-30-765-215			12/11/17	8.15
		02	REQ BY MA APPR BY DT	YOUTH BASKETBALL ** COMMENT **				
							INVOICE TOTAL:	8.15
MAGFS112717	11/27/17	01	TEAMBUILDING FOR YBL	02-30-765-215			12/11/17	4.29
		02	REQ BY MA APPR BY DT	YOUTH BASKETBALL ** COMMENT **				
							INVOICE TOTAL:	4.29
MAGIO11217	11/02/17	01	PRESCHOOL LUNCH 11/2/17	02-31-792-001			12/11/17	79.20
		02	REQ BY MA APPR BY DT	EC PRESCHOOL MORNING ** COMMENT **				
							INVOICE TOTAL:	79.20

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3316	CARDMEMBER SERVICE							
MAGIO112917	11/29/17	01	PRESCHOOL LUNCH	02-31-792-001			12/11/17	82.30
		02	REQ BY MA APPR BY DT	EC PRESCHOOL MORNING ** COMMENT **				
						INVOICE TOTAL:		82.30
MAGIO11917	11/09/17	01	PRESCHOOL LUNCH 11/9/17	02-31-792-001			12/11/17	80.00
		02	REQ BY MA APPR BY DT	EC PRESCHOOL MORNING ** COMMENT **				
						INVOICE TOTAL:		80.00
MAGOI11117	11/01/17	01	PRESCHOOL LUNCH	02-31-792-001			12/11/17	69.50
		02	REQ BY MA APPR BY DT	EC PRESCHOOL MORNING ** COMMENT **				
						INVOICE TOTAL:		69.50
MALITTLEKEG111517	11/15/17	01	GAS FOR EXPLORER TRIP GALENA	01-05-790-025			12/11/17	21.28
		02	REQ BY MA APPR BY DT	FUEL/GASOLINE ** COMMENT **				
						INVOICE TOTAL:		21.28
MCGIO111617	11/16/17	01	PIZZAS FOR PRESCHOOL	02-31-792-001			12/11/17	40.00
		02	REQ BY MC APPR BY KS	EC PRESCHOOL MORNING ** COMMENT **				
						INVOICE TOTAL:		40.00
MCHOME112717	11/27/17	01	DOOR STOPS FOR STUDIOS	01-15-800-000			12/11/17	29.94
		02	REQ BY MC APPR BY KC	BLDG EQUIP / REP & REPLACE ** COMMENT **				
						INVOICE TOTAL:		29.94
MCHOMEDEPOT11/16/17	11/16/17	01	DROP CEILING TILES	01-15-800-000			12/11/17	52.40
		02	REQ BY MC APPR BY KC	BLDG EQUIP / REP & REPLACE ** COMMENT **				
						INVOICE TOTAL:		52.40

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3316			CARDMEMBER SERVICE					
MCHOMEDEPOT11/20/17	11/20/17	01	MISC SUPPLIES	01-15-800-000			12/11/17	102.41
		02	REQ BY MC APPR BY KC	BLDG EQUIP / REP & REPLACE ** COMMENT **				
						INVOICE TOTAL:		102.41
MCMCMMASTER11117	11/01/17	01	REPLACEMENT POOL DECK SCREWS	02-25-790-001			12/11/17	193.73
		02	REQ BY MC APPR BY JG	AQUATIC MAINTENANCE SUPPLI ** COMMENT **				
						INVOICE TOTAL:		193.73
MCWALMART112217	11/22/17	01	PLASTIC CASE FOR MEDALS	02-21-730-001			12/11/17	7.97
		02	REQ BY MD APPR BY DT	OFFICE SUPPLIES ** COMMENT **				
						INVOICE TOTAL:		7.97
MDGIO112217	11/22/17	01	STAFF FOOD	02-21-730-001			12/11/17	44.68
		02	REQ BY MD APPR BY DT	OFFICE SUPPLIES ** COMMENT **				
						INVOICE TOTAL:		44.68
MDNCSF112717	11/27/17	01	NCSF CERTIFICATION MD	02-21-690-009			12/11/17	199.00
		02	REQ BY MD APPR BY DT	CERTIFICATION PROGRAM ** COMMENT **				
						INVOICE TOTAL:		199.00
MDWALMART11617	11/06/17	01	GATORADE	02-21-765-000			12/11/17	90.84
		02	REQ BY MD APPR BY DT	FITNESS EQUIP./NEW REPL.PA ** COMMENT **				
						INVOICE TOTAL:		90.84
MMAMAZON11617	11/06/17	01	HEATER ELEMENTS TC SAUNA	07-71-750-015			12/11/17	296.03
		02	REQ BY MM APPR BY DT	OTHER BUILDING MAINTENANCE ** COMMENT **				
						INVOICE TOTAL:		296.03

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3316 CARDMEMBER SERVICE								
MMIPRA113017	11/30/17	01	IPRA MEMBERSHIP	01-15-700-002			12/11/17	254.00
		02	REQ BY MM APPR BY DT	STATE®IONAL ORGANIZATIO ** COMMENT **				
						INVOICE TOTAL:		254.00
MSIAPDIPRA11/14/17	11/14/17	01	REGISTRATION FEE	01-01-690-001			12/11/17	200.00
		02	REQ BY MS APPR BY LK	CONFERENCES ** COMMENT **				
						INVOICE TOTAL:		200.00
MSIPRA111517	11/15/17	01	RENEWAL IPRA MEMBERSHIP	01-01-700-002			12/11/17	254.00
		02	REQ BY MS APPR BY LK	STATE & REGIONAL ORGANIZAT ** COMMENT **				
						INVOICE TOTAL:		254.00
MSMJRESTURANT111317	11/13/17	01	POST AUDIT LUNCH 5 STAFF	01-01-740-002			12/11/17	148.70
		02	REQ BY MS APPR BY LK	BOARD/EMPLOYEE RECOGNITION ** COMMENT **				
						INVOICE TOTAL:		148.70
RPAMAZON11/13/17	11/13/17	01	ADAPTER/EXTENSION CABLES	02-60-765-012			12/11/17	57.93
		02	REQ BY RP APPR BY DT	PRGM MTRLS HAUNTED FOREST ** COMMENT **				
						INVOICE TOTAL:		57.93
RPAMAZON11/15/17	11/15/17	01	SOUND EFFECTS SELF CHECK-IN	02-01-670-001			12/11/17	3.00
		02	REQ BY RP APPR BY LK	COMPUTER PARTS & REPAIRS ** COMMENT **				
						INVOICE TOTAL:		3.00
RPB&HPHOTO11/10/17	11/10/17	01	05A TONER	02-01-730-001			12/11/17	138.61
		02	05A TONER	OFFICE SUPPLIES 02-25-730-001 OFFICE SUPPLIES				138.60

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3316	CARDMEMBER SERVICE							
RPB&HPHOTO	11/10/17	03	REQ BY RP APPR BY LK	** COMMENT **			12/11/17	
							INVOICE TOTAL:	277.21
RPBARCODEINC	11/13/17	01	SCANNER AND CABLE	01-15-670-001			12/11/17	331.63
		02	REQ BY RP APPR BY LK	COMPUTER REPAIRS&REPLACEME ** COMMENT **				
							INVOICE TOTAL:	331.63
RPBARCODEINC	11/15/17	01	SCANNER AND CABLE	01-15-670-001			12/11/17	331.63
		02	REQ BY RP APPR BY LK	COMPUTER REPAIRS&REPLACEME ** COMMENT **				
							INVOICE TOTAL:	331.63
RPCOMCAST	11/29/17	01	COMCAST CABLE	07-01-670-000			12/11/17	71.44
		02	REQ BY RP APPR BY LK	MAINTENANCE/CONTRACTS & LE ** COMMENT **				
							INVOICE TOTAL:	71.44
RPGIO	11/15/17	01	PRESCHOOL HOT LUNCH 11/15/17	02-31-792-001			12/11/17	37.10
		02	REQ BY RP APPR BY LK	EC PRESCHOOL MORNING ** COMMENT **				
							INVOICE TOTAL:	37.10
RPPAYPAL	11/02/17	01	OBPS FOUNDATION PAYPAL	01-01-074-000			12/11/17	5.00
		02	REQ BY RP APPR BY LK	RECEIVABLE DUE FROM FOUNDT ** COMMENT **				
							INVOICE TOTAL:	5.00
RPSURVEYMONKEY	11/29/17	01	SURVEY YEARLY PLAN	02-01-800-005			12/11/17	252.00
		02	SURVEY YEARLY PLAN	NON-CAPITAL/COMPUTER & PRI 07-01-800-005				84.00
		03	REQ BY RP APPR BY LK	NON CAPITAL/COMPUTER & PRI ** COMMENT **				
							INVOICE TOTAL:	336.00

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3316 CARDMEMBER SERVICE								
RPTEMPALERT112817	11/28/17	01	SENSOR CLOUD WIRELESS PLAN	01-01-670-001			12/11/17	21.00
		02	REQ BY RP APPR BY LK	COMPUTER PARTS & REPAIRS ** COMMENT **				
							INVOICE TOTAL:	21.00
							VENDOR TOTAL:	29,336.96
3389 QUENCH								
982584	12/01/17	01	WATER COOLER MAINT. GARAGE	01-05-770-007			12/11/17	108.00
		02	REQ BY BJ APPR BY LK	WATER MAINTENANCE GARAGE ** COMMENT **				
							INVOICE TOTAL:	108.00
							VENDOR TOTAL:	108.00
1887 QUEST DIAGNOSTICS								
917358516	11/27/17	01	DRUG TESTING NOV 2017	02-01-840-010			12/11/17	202.16
		02	REQ BY MK APPR BY NS	DRUG TESTING EXPENSE ** COMMENT **				
							INVOICE TOTAL:	202.16
							VENDOR TOTAL:	202.16
3386 ROBBINS SCHWARTZ								
277976	10/31/17	01	LEGAL SERVICE OCT 2017	01-10-821-000			12/11/17	19.00
		02	LEGAL SERVICE OCT 2017	GENERAL COUNSEL 12-95-940-065				5,558.50
		03	LEGAL SERVICE OCT 2017	BUILDING & PARK IMPROVEMEN 01-10-821-000				152.00
		04	LEGAL SERVICE OCT 2017	GENERAL COUNSEL 01-10-821-000				323.00
		05	REQ BY BG APPR BY LK	GENERAL COUNSEL ** COMMENT **				
							INVOICE TOTAL:	6,052.50
							VENDOR TOTAL:	6,052.50

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3515			ROSE PAVING LLC					
50836	10/26/17	01	ASPHALT PAVING AT CENTRAL PARK	01-05-750-009			12/11/17	22,095.45
		02	REQ BY BJ APPR BY LK	ROADS / BIKE PATH SERVICE ** COMMENT **				
							INVOICE TOTAL:	22,095.45
							VENDOR TOTAL:	22,095.45
3404			ROYAL PRINCESS PARTIES					
RPP11/12/17	11/13/17	01	PRINCESS PARTY	01-15-780-002			12/11/17	300.00
		02	REQ BY JC APPR BY DT	THEME PARTY / PROGRAM MATE ** COMMENT **				
							INVOICE TOTAL:	300.00
							VENDOR TOTAL:	300.00
2275			RUSSO POWER EQUIPMENT					
4534121	11/02/17	01	UTILITY RECALL AND SERVICE	01-05-790-017			12/11/17	576.62
		02	REQ BY BJ APR BY LK	TRUCK& TRACT -REPLACE& REP ** COMMENT **				
							INVOICE TOTAL:	576.62
4543599	11/07/17	01	INITIAL MAINTENANCE KUBOTA	01-05-790-017			12/11/17	364.82
		02	REQ BY BJ APPR BY LK	TRUCK& TRACT -REPLACE& REP ** COMMENT **				
							INVOICE TOTAL:	364.82
							VENDOR TOTAL:	941.44
40			SERVICE SANITATION, INC.					
7444890	11/17/17	01	PORTABLE RESTROOM RENTAL	01-05-750-055			12/11/17	58.50
		02	REQ BY BJ APPR BY LK	PORT-A -POTTY SERVICE ** COMMENT **				
							INVOICE TOTAL:	58.50
							VENDOR TOTAL:	58.50

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3201	SHI INTERNATIONAL CORP.							
B07305908	10/31/17	01	SERVER HARDWARE FOR BS&A	12-95-940-065			12/11/17	3,630.00
		02	REQ BY RP APPR BY LK	BUILDING & PARK IMPROVEMEN				
				** COMMENT **				
						INVOICE TOTAL:		3,630.00
						VENDOR TOTAL:		3,630.00
3378	SITEONE LANDSCAPE SUPPLY LLC							
83471403	11/13/17	01	SPRINKLER HEADS	01-05-800-006			12/11/17	106.89
		02	REQ BY BJ APR BY LK	PARK EQUIP / REPLACE & REP				
				** COMMENT **				
						INVOICE TOTAL:		106.89
83471806	11/13/17	01	SPRINKLER PARTS	01-05-800-006			12/11/17	13.05
		02	REQ BY BJ APPR BY LK	PARK EQUIP / REPLACE & REP				
				** COMMENT **				
						INVOICE TOTAL:		13.05
83644253	11/29/17	01	STAW COVER MATS LESCO SEED	01-05-800-006			12/11/17	417.54
		02	REQ BY BJ APPR BY LK	PARK EQUIP / REPLACE & REP				
				** COMMENT **				
						INVOICE TOTAL:		417.54
						VENDOR TOTAL:		537.48
801	SONITROL CHICAGOLAND WEST							
232930	11/10/17	01	QUARTLY BILLING	01-15-750-003			12/11/17	1,257.00
		02	REQ BY KC APPR BY DT	SECURITY SYSTEM SERVICE				
				** COMMENT **				
						INVOICE TOTAL:		1,257.00
232931	11/10/17	01	SECURITY SVC--MAINT GARAGE	01-05-770-009			12/11/17	156.00
		02	RQ BY BJ APR BY LK	FIRE/SECURITY MAINTNCE GAR				
				** COMMENT **				
						INVOICE TOTAL:		156.00
						VENDOR TOTAL:		1,413.00

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3106	SOUTHWEST ELECTRIC							
10130	11/07/17	01	HVAC PROJECT WORK	07-80-805-000			12/11/17	680.00
		02	REQ BY AP APR BY LK	CAPITAL PROJECTS ** COMMENT **				
							INVOICE TOTAL:	680.00
							VENDOR TOTAL:	680.00
2608	SPRINT PHONE							
486632911-093	11/29/17	01	TENNIS IPAD NOV 2017	07-01-720-001			12/11/17	17.25
		02	REQ BY RP APPR BY LK	MOBILE CHARGES ** COMMENT **				
							INVOICE TOTAL:	17.25
							VENDOR TOTAL:	17.25
169	HSM - STANLEY CONVERGENT							
15110195	11/27/17	01	MAINT./MONITORING	07-71-750-002			12/11/17	3,321.30
		02	REQ BY PS APPR BY AP	SECURITY SYSTEM ** COMMENT **				
							INVOICE TOTAL:	3,321.30
15117519	11/21/17	01	MAINT./MONITORING	07-71-750-002			12/11/17	287.75
		02	REQ BY PS APPR BY AP	SECURITY SYSTEM ** COMMENT **				
							INVOICE TOTAL:	287.75
							VENDOR TOTAL:	3,609.05
1786	STERLING NETWORK INTEGRATION							
041204	12/02/17	01	CONFIG FIREWALL/LINK BAL	01-10-823-010			12/11/17	278.00
		02	REQ BY RP APPR BY LK	COMPUTER. TECH./OUT-SOURCE ** COMMENT **				
							INVOICE TOTAL:	278.00
081102	11/08/17	01	SERVER SOFTWARE & INSTALL-BS&A	12-95-940-065			12/11/17	2,000.50
				BUILDING & PARK IMPROVEMEN				

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1786	STERLING NETWORK INTEGRATION							
081102	11/08/17	02	REQ BY RP APR BY LK	** COMMENT **			12/11/17	
							INVOICE TOTAL:	2,000.50
141101	11/14/17	01	ARCHIVER/LINK BAL/SECURITY	01-01-800-005			12/11/17	549.00
		02	ARCHIVER/LINK BAL/SECURITY	NON-CAPITAL/COMPUTER & PRI				549.00
		03	ARCHIVER/LINK BAL/SECURITY	NON-CAPITAL/COMPUTER & PRI				549.00
		04	REQ BY RP APPR BY LK	07-01-800-005				549.00
				NON CAPITAL/COMPUTER & PRI				
				** COMMENT **				
							INVOICE TOTAL:	1,647.00
							VENDOR TOTAL:	3,925.50
3520	SUMMIT PROPERTY SERVICES INC							
10239	11/16/17	01	WATERSLIDE CEMENT REPAIR	02-25-750-021			12/11/17	2,578.94
		02	REQ BY JG APPR BY DT	POOL REPAIRS				
				** COMMENT **				
							INVOICE TOTAL:	2,578.94
							VENDOR TOTAL:	2,578.94
2469	SWANK MOTION PICTURES, INC.							
RG2429943	11/03/17	01	DIVE IN MOVIE CARS 3	02-26-765-002			12/11/17	193.00
		02	REQ BY AB APPR BY JG	EVENT-SUPPLIES				
				** COMMENT **				
							INVOICE TOTAL:	193.00
							VENDOR TOTAL:	193.00
2458	TAMELING INDUSTRIES INC.							
0120097	11/02/17	01	TOPSOIL	01-07-790-010			12/11/17	120.00
		02	REQ BY BJ APR BY LK	LANDSCAPE / ORNAMENTAL SUP				
				** COMMENT **				
							INVOICE TOTAL:	120.00

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2458	TAMELING INDUSTRIES INC.							
0120461	11/16/17	01	ROAD MIX STONE	01-06-750-022			12/11/17	270.00
		02	REQ BY BJ APPR BY LK	ROAD/TRAIL MAINTENANCE ** COMMENT **				
							INVOICE TOTAL:	270.00
							VENDOR TOTAL:	390.00
3272	TAYLOR PLUMBING							
6671517	12/04/17	01	BACK FLOW REPAIR FRC	01-15-800-000			12/11/17	795.00
		02	REQ BY KC APPR BY DT	BLDG EQUIP / REP & REPLACE ** COMMENT **				
							INVOICE TOTAL:	795.00
							VENDOR TOTAL:	795.00
2733	THE EMPLOYERS ASSOCIATION							
205611	11/20/17	01	FSA MONTHLY FEE	01-01-650-000			12/11/17	28.00
		02	FSA MONTHLY FEE	GROUP MEDICAL & LIFE 02-01-650-000				49.00
		03	FSA MONTHLY FEE	GROUP MEDICAL & LIFE 07-01-650-000				7.00
		04	REQ BY NS APPR BY MS	GROUP MEDICAL & LIFE ** COMMENT **				
							INVOICE TOTAL:	84.00
							VENDOR TOTAL:	84.00
1086	TOTAL FIRE & SAFETY, INC.							
115911	11/28/17	01	FIRE ALARM INSPECTION	01-15-750-013			12/11/17	795.00
		02	REQ BY KC APPR BY DT	FIRE ALARM/SPRINKLER SERVI ** COMMENT **				
							INVOICE TOTAL:	795.00
115912	11/28/17	01	SPRINKLER SYSTEM INSPECTION	01-15-750-013			12/11/17	350.00
				FIRE ALARM/SPRINKLER SERVI				

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1086	TOTAL FIRE & SAFETY, INC.							
115912	11/28/17	02	REQ BY KC	APPR BY DT	** COMMENT **		12/11/17	
							INVOICE TOTAL:	350.00
115913	11/28/17	01	FIRE ALARM INSPECTION	CPW	01-20-750-003		12/11/17	295.00
		02	REQ BY KC	APPR BY DT	SECURITY SYSTEM ** COMMENT **			
							INVOICE TOTAL:	295.00
115914	11/25/17	01	SPRINKLER SYSTEM INSPECT	CPW	01-20-750-003		12/11/17	215.00
		02	REQ BY KC	APPR BY DT	SECURITY SYSTEM ** COMMENT **			
							INVOICE TOTAL:	215.00
							VENDOR TOTAL:	1,655.00
3228	VERIZON WIRELESS							
9796378661	11/15/17	01	CELL PHONE SRV OCT 2017		01-01-720-001		12/11/17	218.62
		02	CELL PHONE SRV OCT 2017		MOBILE CHARGES 01-05-720-001			187.22
		03	CELL PHONE SRV OCT 2017		MOBILE CHARGES 01-15-720-001			110.76
		04	CELL PHONE SRV OCT 2017		MOBILE CHARGES 02-01-720-001			237.75
		05	CELL PHONE SRV OCT 2017		MOBILE CHARGES 02-25-720-001			99.31
		06	CELL PHONE SRV OCT 2017		MOBILE CHARGES 07-01-720-001			210.03
		07	CELL PHONE SRV OCT 2017		MOBILE CHARGES 01-01-670-003			48.73
		08	REQ BY RP	APPR BY LK	TELEPHONE SYSTEM ** COMMENT **			
							INVOICE TOTAL:	1,112.42
							VENDOR TOTAL:	1,112.42
2974	VILLA PARK ELECTRICAL SUPPLY							

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2974	VILLA PARK ELECTRICAL SUPPLY							
114983	11/01/17	01	ELECTRICAL REPAIR SUPPLIES	01-05-750-020			12/11/17	268.14
		02	REQ BY BJ APR BY LK	ELECTRICAL SERVICES ** COMMENT **				
						INVOICE TOTAL:		268.14
114987	11/06/17	01	ELECTRICAL REPAIR SUPPLIES	01-05-750-020			12/11/17	192.15
		02	REQ BY BJ APR BY LK	ELECTRICAL SERVICES ** COMMENT **				
						INVOICE TOTAL:		192.15
117407	11/30/17	01	LIGHT BULB REPLACEMENT PARKING	01-05-750-020			12/11/17	65.25
		02	REQ BY BJ APPR BY LK	ELECTRICAL SERVICES ** COMMENT **				
						INVOICE TOTAL:		65.25
						VENDOR TOTAL:		525.54
386	VILLAGE OF OAK BROOK							
11/8/17	11/08/17	01	WATER BILL NOV 2017	01-05-770-001			12/11/17	19.35
		02	WATER BILL NOV 2017	WATER 01-15-770-002				2,980.48
		03	WATER BILL NOV 2017	WATER 01-20-770-001				28.70
		04	WATER BILL NOV 2017	WATER 02-01-770-002				2,384.38
		05	WATER BILL NOV 2017	WATER 02-21-770-010				2,384.38
		06	WATER BILL NOV 2017	WATER 02-25-770-010				4,172.66
		07	WATER BILL NOV 2017	WATER 07-71-770-002				206.35
		08	WATER BILL NOV 2017	WATER 01-05-770-007				28.70
				WATER MAINTENANCE GARAGE				

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386	VILLAGE OF OAK BROOK							
11/8/17	11/08/17	09	REQ BY MK APPR BY NS		** COMMENT **		12/11/17	
							INVOICE TOTAL:	12,205.00
							VENDOR TOTAL:	12,205.00
387	VILLAGE OF OAK BROOK							
17101	11/10/17	01	PARKS FUEL/GASOLINE-OCT 2017	01-05-790-025			12/11/17	431.97
		02	REQ BY BG APR BY LK	FUEL/GASOLINE	** COMMENT **			
							INVOICE TOTAL:	431.97
485	11/17/17	01	RECORDING FEES VILLAGE ORDIN.	01-01-680-001			12/11/17	40.00
		02	REQ BY BG APPR BY LK	NOTICES & ORDINANCES	** COMMENT **			
							INVOICE TOTAL:	40.00
							VENDOR TOTAL:	471.97
3242	WAREHOUSE DIRECT WORKPLACE							
3610850	09/07/17	01	SHOP SUPPLIES	01-05-790-007			12/11/17	57.45
		02	REQ BY BJ APPR BY LK	MAINTENANCE SUPPLIES	** COMMENT **			
							INVOICE TOTAL:	57.45
							VENDOR TOTAL:	57.45
410	WILSON SPORTING GOODS							
4523573434	10/18/17	01	RACQUET	07-75-870-000			12/11/17	158.00
		02	REQ BY AP APPR BY DT	TENNIS RACQUETS	** COMMENT **			
							INVOICE TOTAL:	158.00
4523594046	10/21/17	01	RACQUET	07-75-870-000			12/11/17	271.00
				TENNIS RACQUETS				

DATE: 12/06/17
 TIME: 14:16:53
 ID: AP441000.WOW

OAK BROOK PARK DISTRICT
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 12/11/2017

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
410	WILSON SPORTING GOODS							
4523594046	10/21/17	02	REQ BY AP APPR BY DT		** COMMENT **		12/11/17	
							INVOICE TOTAL:	271.00
4523686738	11/02/17	01	TENNIS BALLS	07-75-870-001			12/11/17	1,516.11
		02	REQ BY AP APR BY LK	TENNIS BALLS	** COMMENT **			
							INVOICE TOTAL:	1,516.11
							VENDOR TOTAL:	1,945.11
3463	WIGHT & COMPANY							
1	10/31/17	01	PAYOUT 1 PROJECT 07-5646-01A	12-95-940-065			12/11/17	51,126.02
		02	REQ BY BG APPR BY LK	BUILDING & PARK IMPROVEMEN	** COMMENT **			
							INVOICE TOTAL:	51,126.02
410567	10/31/17	01	A&E FAMILY LOCKER ROOM	12-95-940-065			12/11/17	4,934.83
		02	REQ BY BG APPR BY LK	BUILDING & PARK IMPROVEMEN	** COMMENT **			
							INVOICE TOTAL:	4,934.83
							VENDOR TOTAL:	56,060.85
							TOTAL ALL INVOICES:	396,838.39

WARRANT NO. 606
CHECKS

<u>Check #</u>	<u>Date</u>	<u>Vendor/Description</u>	<u>Amount:</u>
51125	11/28/2017	Amlings Commisioner/staff recognition	\$ 65.35
51126	11/28/2017	Dearnborn National Life Insurance Dec 2017	\$ 570.80
51128	11/30/2017	Broadway in Chicago 45 Pio tix Hamilton	\$ 7,290.00
51129	11/30/2017	Kane/DuPage Soil & Water Conservation Dist. Plan review Gabion Weir	\$ 1,439.00
ACH Transfer		Konica Minolta Premiere Finance Bill paid by ACH transfer on 11/15/17	\$ 784.00
ACH Transfer		Direct Energy Bill paid by ACH transfer on 11/24/17	\$ 18,505.18
		TOTAL INTERIM CHECKS & ACH TRANSFER	\$ 28,654.33
		ACTUAL WARRANT	\$ 396,838.39
		TOTAL WARRANT #606	\$ 425,492.72



Oak Brook Park District

1450 Forest Gate Road
Oak Brook, IL 60523

Petty Cash - Corporate

Petty Cash for Dec. 2017

Received By	Date	Description	Account Number	Amount
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No Activity for Corporate Petty Cash - December



Oak Brook Park District

1450 Forest Gate Road
Oak Brook, IL 60523

Petty Cash - Recreation

Petty Cash for Dec. 2017

Received By	Date	Description	Account Number	Amount
D. Thommes	11/9/2017	Preschool Supplies	02-31-765-001	\$39.93
	11/14/2017	Preschool Supplies	02-31-765-001	\$41.96
	11/27/2017	Preschool Supplies	02-31-765-001	\$3.04
	12/1/17	Preschool Supplies	02-31-765-001	\$11.25
		Total		\$96.18
	11/3/17	Chili Cook-Off Staff Lunch	02-01-690-000	\$12.90
		Total		\$12.90
D. Thommes	11/16 & 17	Just Escape Teambuilding, Risk Management Institute	02-01-660-002	\$70.04
		Total		\$70.04
			Grand Total	\$179.12

CERTIFICATE OF PUBLICATION

Paddock Publications, Inc.

**DuPage County
Daily Herald**

**NOTICE OF PROPOSED PROPERTY
TAX LEVY FOR
OAK BROOK PARK DISTRICT**

I. A public hearing to approve a proposed property tax levy for Oak Brook Park District for 2017 will be held on Monday, December 11, 2017, at 6:30 p.m. at the Family Recreation Center, 1450 Forest Gate Road, Oak Brook, IL 60523.

Any person desiring to appear at the public hearing and present testimony to the taxing district may contact Laure Kosey, Executive Director, 1450 Forest Gate Road, Oak Brook, IL 60523, 630-645-9535.

II. The corporate and special purpose property taxes extended or abated for 2016 were \$2,920,020.95.

The proposed corporate and special purpose property taxes to be levied for 2017 are \$3,069,879.00. This represents a 5.13% increase over the previous year.

III. The debt service and public building commission leases property taxes extended or abated for 2016 were \$311,720.21.

The proposed debt service and public building commission leases property taxes to be levied for 2017 are \$308,031.00. This represents a 1.18% decrease over the previous year.

IV. The total property taxes extended or abated for 2016 were \$3,231,741.16.

The estimated total property taxes to be levied for 2017 are \$3,377,910.00. This represents a 4.52% increase over the previous year.

Corporation organized and existing under and by virtue of the laws of the State of Illinois, DOES HEREBY CERTIFY that it is the publisher of the **DuPage County DAILY HERALD**. That said **DuPage County DAILY HERALD** is a secular newspaper, published in Naperville and has been circulated daily in the Village(s) of:

Addison, Aurora, Bartlett, Bensenville, Bloomingdale, Carol Stream, Glen Ellyn, Glendale Heights, Hanover Park, Itasca, Keeneyville, Lisle, Lombard, Medinah, Naperville, Oakbrook, Oakbrook Terrace, Roselle, Villa Park, Warrenville, West Chicago, Wheaton, Winfield, Wood Dale

County(ies) of DuPage

and State of Illinois, continuously for more than one year prior to the date of the first publication of the notice hereinafter referred to and is of general circulation throughout said Village(s), County(ies) and State.

I further certify that the DuPage County DAILY HERALD is a newspaper as defined in "an Act to revise the law in relation to notices" as amended in 1992 Illinois Compiled Statutes, Chapter 715, Act 5, Section 1 and 5. That a notice of which the annexed printed slip is a true copy, was published December 1, 2017 in said DuPage County DAILY HERALD.

IN WITNESS WHEREOF, the undersigned, the said PADDOCK PUBLICATIONS, Inc., has caused this certificate to be signed by, this authorized agent, at Arlington Heights, Illinois.

PADDOCK PUBLICATIONS, INC.
DAILY HERALD NEWSPAPERS

BY *Danula Baltzman*
Designee of the Publisher and Officer of the Daily Herald



Memo

To: Oak Brook Park District Board of Commissioners
From: Laure Kosey, Executive Director
Date: December 5, 2017
Re: November/December 2017: Admin., Corporate Relations, IT & Marketing

November Board Meeting Follow Up:

2018 Board Meeting Dates

All board meetings will be on the third Monday of each month except for November.

Membership Rates

Points of clarification needed to be inserted into the policy and procedures for Elected Officials and Village of Oak Brook employees.

December Board Meeting Discussion Points:

Public Hearing – Truth in Taxation Act

Proposing the tax levy for the Fiscal Year 2018-2019 for public comment.

Central Park Improvements

A construction management agreement, purchasing playground equipment through the government co-op, and leasing options for the universal playground all kick off the process for the ballfield and playground project. We are scheduled to break ground in April.

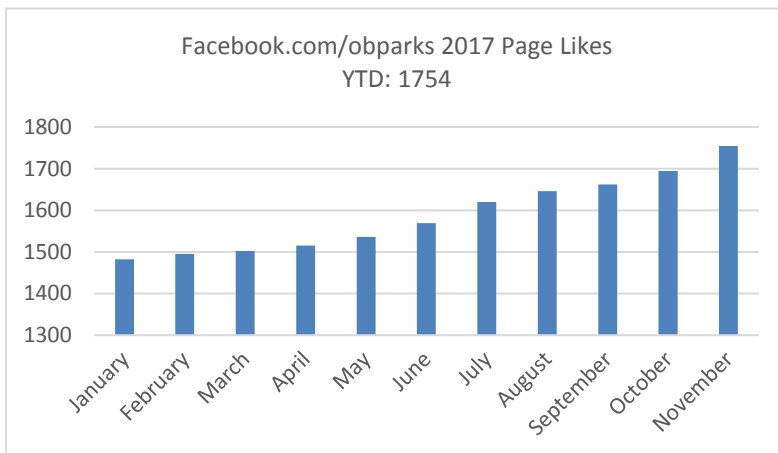
November Marketing, IT, and Corporate Relations Report

Obparks.org Analytics

Below is a year over year snapshot of our website performance.



Social Media Analytics



Facebook Total Reach for November 2017: 37,294 (Up 16,174)

Twitter

Nov 2017 • 30 days

TWEET HIGHLIGHTS

Top Tweet earned 387 impressions

Our STARS rocked today's swim meet. We took 1st place in all the relays!

#happyfitactivekids #teamwork
@chuckwriting @Doings_OakBrook
pic.twitter.com/w7dpkw4OVh



13 2

November Twitter Totals

Tweet impressions: 2,841 Profile visits: 193

New followers: 10

Advertising

Display advertising promoting memberships was placed in the Hinsdale Chamber Guide and Naperville Magazine (positioned in a special Oak Brook Feature section).

Display advertising for pool admission and parties was featured in the November/December issues of Oaklees Guide and Suburban Family Magazines.

Display ads for the Turkey Dri Tri and pool parties were placed in the Shaw Media newspapers.



Oak Brook Park District

www.obparks.org

1450 Forest Gate Road • Oak Brook, IL 60523-2151

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

Obparks.org acquisition value and visitor trends

Referral Values	Nov	Oct.	Sep.
Direct:	\$16,147	\$40,165	\$33,883
Organic Search:	\$0	\$1403	\$1606
External Refs:	\$800	\$987	\$790
Email:	\$60	\$73	\$0
Social Media:	\$30	\$0	\$0

Top Pages

- | | |
|------------------------|----------------------|
| 1. Home | 2. Programs/Aquatics |
| 3. Facilities/Aquatics | 4. Programs/Tennis |
| 5. Programs/Recreation | |

IT Initiatives

New network wiring was installed at the Family Recreation Center front desk, along with self-scan stations.

A new server has been installed and configured for the BS&A software.

Configuration on the firewall also was updated for this server to communicate securely to an online portal.

Corporate Relations

Sponsor/Partnership Agreements

Brook Forest Community Association and Timber Trails Merry Lane Property Owners Association sponsored the ice rink for \$250 each.

Pinstripes signed a 2018 partnership agreement.

In-Kind Donations

AMITA Health donated flu shots for the staff valued at \$675.

Ads

Ann & Robert H. Lurie Children's Hospital of Chicago purchased a 1-page ad in the Winter/Spring Brochure for \$3,000.

Michael Jordan's Restaurant purchased a 1/3 page ad in the brochure for a full year as well as LED TV ads for \$1,925.

Oak Brook Park District Foundation

Donations Collected = \$1,593.04

World's Finest Chocolate Revenue: \$340

Hinsdale Magazine December ad space donation: Minimum value: \$1,599



Memo

To: Board of Commissioners and Executive Director, Laure Kosey
From: Marco Salinas, Chief Financial Officer
Date: December 6, 2017
Re: November 2017 Financials

General Fund

We have now completed seven months of the current fiscal year. Year-to-date (YTD) revenues in this fund equal \$2,179,439, which is a slight increase over prior year's revenues of \$2,155,595. YTD expenditures currently equal \$1,286,990, which is a decrease over prior year's expenditures of \$1,355,493. Combined, the fund is experiencing a YTD net surplus of \$892,448, which is an increase over last year's YTD net surplus of \$657,602. Following is a more detailed analysis of the General Fund's activities:

Administration- Property Taxes- This revenue source is in-line with our expectations and is currently at 97.3% of budget. Although we have historically received additional taxes in December, the next significant collection is not expected until June 2018.

Building-Recreation Center- Revenues in this cost center are unfavorable against budget and prior year. Non-resident daily fees have decreased from \$96,992 in the prior year to \$84,588. In addition, building rental revenues have decreased from \$125,723 to \$106,734.

Professional Services- Legal counsel fees are budgeted in this cost center at \$60,000. Such costs are currently at \$7,135, which is a significant decrease over prior year's costs of \$40,140. A large portion of our current year costs are related to ongoing capital improvement projects (tennis court resurfacing, family locker room project, HVAC replacement, Central Park Improvements) and such costs are being capitalized in our Capital Projects Fund rather than being immediately expensed.

Transfers Out- Finance expects to record the first transfer from this fund to the Capital Project fund in January 2018. In the prior year, the first transfer occurred earlier in the fiscal year.

Recreation Fund

YTD revenues in this fund are currently at \$2,564,076 which is a decrease over prior year's revenues of \$2,633,745. YTD expenditures are currently at \$1,783,879 and have also decreased over prior year's expenditures of \$1,991,492. There is currently a YTD net surplus of \$780,198, which is an increase over prior year's net surplus of \$642,253. Following is a more detailed analysis of the Recreation Fund's activities:

Aquatic Recreation Programs- These revenues have decreased approximately 19%. Staff believes that this is due to the recent establishment of private swim schools in the villages of Elmhurst and Burr Ridge, which is diverting non-resident participants away from the Park District.

Preschool Programs- YTD revenues are currently unfavorable against budget and have also decreased over prior year. This variance is due to a change in our methodology for recording deferred revenues since registration levels are consistent with the prior year.

Special Events & Trips- YTD revenues are comparable to prior year however, expenditures are ahead of budget target and prior year. This is primarily due to the accelerated timing of our donation activity and expenditures incurred for our summer concert series and Oktoberfest.

Capital Outlay- The YTD expenditure balance of \$32,761 represents lease payment 2 of 3 for our fitness center exercise equipment.

Recreational Facilities Fund (Tennis Center)

YTD total revenues and expenses have increased over prior year and is resulting in a net surplus of \$29,992. Such surplus has decreased when compared to prior year primarily due to increased capital expenditures. This year's capital expenditures total \$375,302, which is a 446% increase over last year's capital expenditures of \$68,795. Following is a more detailed analysis of the Tennis Center's activities:

Programs- Racquet Club- Overall revenues in this cost center are higher than prior year by 12.3%, due to increased private lesson revenues (\$112,334 -vs- \$92,921) and group lesson revenues (\$586,789 -vs- \$464,797). As expected, this has also resulted in an increase in program expenses.

Capital Outlay- Current YTD costs are higher than prior year due to expenses incurred for our HVAC upgrade and reflective ceiling projects.

FINANCE OPERATIONS:

- Representative from BS&A were in our office last week to begin structuring our replacement financial software. One of the many process improvement to be implemented is the scanning of all invoices into the software to improve access to such documents and facilitate the process of obtaining approvals electronically. BS&A will be returning in late January 2018 to conduct staff training.
- The fiscal year 2018/2019 budget process will officially kick-off on Monday December 11, 2017. Each department will be afforded approximately one month to enter their requested budgets and once the requests have been completed, Finance will review the information and subsequently schedule meetings with Laure and Department Directors to discuss and refine the requests.
- The 2018 payroll and accounts payable calendars have now been distributed to personnel.

HUMAN RESOURCES:

- Linda and other personnel are working on revisions to our existing anti-harassment policies in response to recently enacted State legislation requiring specific language in such policy. Such revisions must be in place by January 15, 2018.



Memo

To: Oak Brook Park District Board of Commissioners
From: Dave Thommes, Director of Recreation & Facilities
Date: December 6, 2017
Re: Recreation & Facilities Report

Recreation

- Twenty-Six Pioneers attended 42nd Street at Drury Lane. They enjoyed a plated lunch onsite prior to the show.
- Kim attended SPRA showcase to view bands for 2018 Concerts in the Park planning.
- November Pioneer activities included Brain Games, Pinstripes Bocce/Bowling, Bingo and a Movie Matinee.
- Karen Spandikow is on the Board of Regents for Professional Development School and attended their annual conference in Galena on November 13.
- The Preschool Thanksgiving Feast took place on November 17th. Over 150 preschoolers and their families enjoyed a turkey feast after the toddlers gave a performance.

Aquatics

- In house maintenance repaired the expansion joint in the leisure pool, installed conditioners on the theme lighting and replaced parts in leisure heaters and chlorinators. In addition, Splash Island winterization was completed.
- The lifeguards received 5 stars on their final audit of the season. Auditors will be back in the area in the new year.
- Swim team has done well at their swim meets, most recently all of the relays that swam won first place.
- Staff underwent training on the new swim team software. The software will be up and running in December.
- The Dive in Movie (Cars 3) on November 3rd was very well attended. Over 150 people came to see the movie.
- The second session of lessons started. Sunday lessons were slightly reorganized in order to let more people into classes.
- Marketing, Aquatics, and Facility Staff met to start revamping birthday parties.

Athletics

- With the mild November weather, we have seen increased rentals and revenue on the turf field, compared to last year.
- The grass fields were shut down in November for maintenance for the spring.
- 124 kids are registered for the Youth Basketball League so far. Last season 138 kids were registered and staff is hoping to surpass that number.
- We are hosting a new Chicago Bulls Preseason Clinic through the Bulls/Sox Academy. This program is an intro into our youth basketball league. Currently there are 12 kids registered.
- Oak Brook Park District branded tae kwon do patches have been ordered and staff will start distributing them in January so students can put them on their uniform.

Fitness

- With fifty-four participants, the all-new "Turkey Dri Tri" was a huge success.
- Thanksgiving Group Fitness Classes were a huge success, especially Family Boot Camp.
- New sessions of "Pain" and "Get Tough or Give Up" are underway.
- Registration is underway for Choose to Lose 2018, which begins January 8th, 2018.

Tennis

- New programming session started November 6th and most classes are at full capacity.
- On November 24th the Tennis Center hosted a Turkey Try-out social event with 38 participants.

Facilities

Retention Results

November-17			
	Retained	Total	Rate
Aquatic	165	171	96.5%
Aqua/Ten	3	3	100.0%
Fitness	356	378	94.2%
Fit/Aqua	151	155	97.4%
Fit/Ten	28	28	93.5%
Premiere	28	28	100.0%
Yearly Total	731	763	95.8%
EFT Aqua	651	673	96.7%
EFT Aqua/Ten	38	38	100.0%
EFT Fitness	1064	1076	98.9%
EFT Fit/Aqua	564	568	99.3%
EFT Fit/Ten	66	66	100.0%
EFT Premiere	110	115	95.7%
Yearly & EFT	3224	3299	97.7%

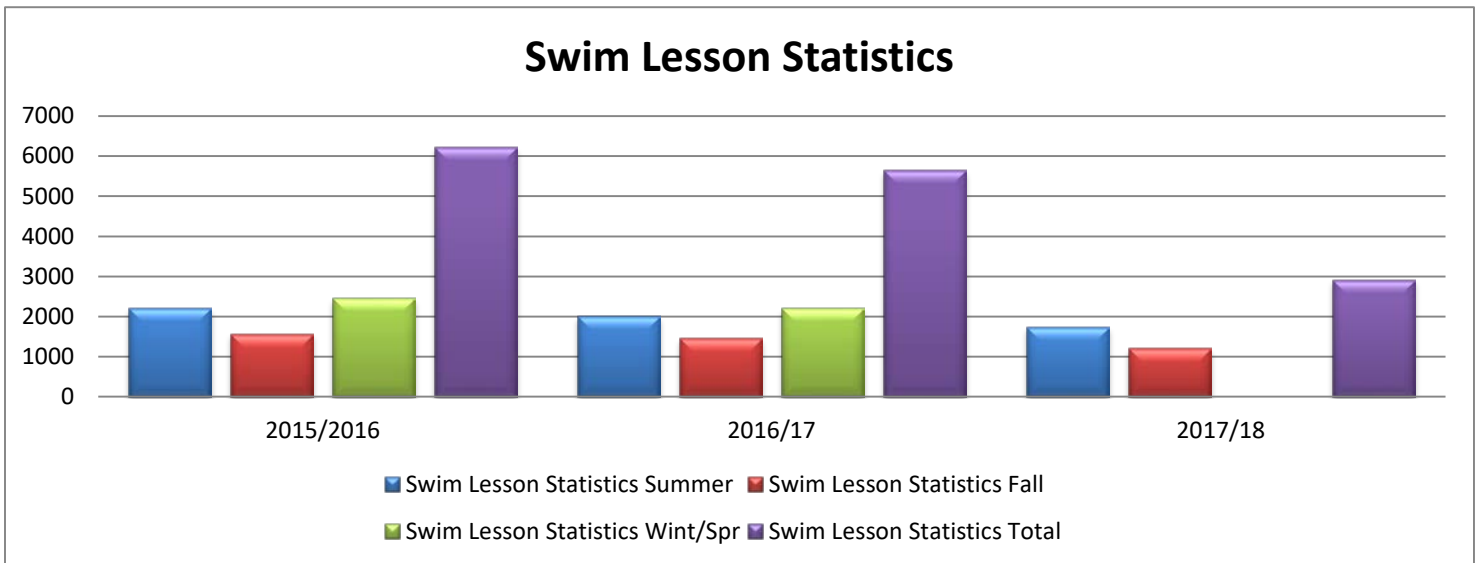
We gained 91 new members in November.



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

Swim Lesson Statistics				
	Summer	Fall	Wint/Spr	Total
2015/2016	2202	1562	2457	6221
2016/17	1995	1451	2201	5647
2017/18	1721	1193		2914

Swim Team Statistics			
	Summer	Fall/Winter	Spring
2015/2016	34	56	27
2016/17	32	51	21
2017/18	25	49	





Oak Brook Park District
 Aquatic Center
 Aquatic Party Statistics

2017 Aquatic Party Statistics													
Total # Parties	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
Splash Birthday	19	32	27	30	23	28	20	10	1	25	12		227
Super Splash Birthday	11	6	11	12	8	12	10	7	0	10	5		92
Group (by day)	8	4	7	6	2	2	3	6	0	3	4		45
Private (indoors only)	6	7	7	3	2	2	0	0	1	4	1		33
Private (indoor/outdoor combo)	0	0	0	0	0	0	3	2	0	0	0		5
Splash Island Birthday	0	0	0	0	0	2	6	3	0	0	0		11
Camp Rentals	1	0	3	0	2	11	18	9	0	1	5		50
Lane Rental (lap only)	0	0	0	1	8	0	26	0	0	0	3		38
Scout	1	3	4	3	2	3	12	0	0	1	1		30
Total # Parties	46	52	59	55	47	60	98	37	2	44	31	0	531

2016	65	60	61	80	84	90	80	68	34	49	44	46	761
2015	52	58	71	51	65	77	82	47	37	44	49	42	675



Oak Brook Park District Athletic Fields Rental Report

Athletic Field Usage 2016/2017 Fiscal Year Evergreen Bank Group Athletic Field

Month	May	June	July	August	September	October	November	December	January	Feb	March	April	16/17 YTD	15/16 Actual
Hours	149	116	86	130	165	190	97	28	5	26	108	135	1,233	1,113
Revenue	\$11,855	\$7,598	\$3,236	\$9,478	\$8,602	\$10,652	\$7,272	\$478	\$500	\$2,600	\$8,334	\$10,115	\$80,718	\$78,489

Athletic Field Usage 2016/2017 Fiscal Year Natural Grass Soccer Fields

Month	May	June	July	August	September	October	November	December	January	Feb	March	April	16/17 YTD	15/16 Actual
Hours	207	105	138	177	191	196	0	0	0	0	0	93	1,106	1,328
Revenue	\$2,500	\$2,200	\$600	\$650	\$1,550	\$1,075	\$0	\$0	\$0	\$0	\$0	\$1,275	\$9,850	\$14,981

Athletic Field Usage 2016/2017 Fiscal Year Baseball Fields

Month	May	June	July	August	September	October	November	December	January	Feb	March	April	16/17 YTD	15/16 Actual
Hours	118	118	147	70	222	246	9	0	0	0	0	57	987	1,179
Revenue	\$3,123	\$1,924	\$735	\$960	\$4,062	\$3,422	\$912	\$0	\$0	\$0	\$0	\$1,508	\$16,645	\$27,914

Athletic Field Usage 2017/2018 Fiscal Year Evergreen Bank Group Athletic Field

Month	May	June	July	August	September	October	November	December	January	Feb	March	April	17/18 YTD	16/17 YTD
Hours	177	103	109	180	188	183	109						1,049	932
Revenue	\$13,262	\$5,222	\$2,103	\$10,385	\$11,120	\$12,907	\$8,985						\$63,985	\$58,691

Athletic Field Usage 2017/2018 Fiscal Year Natural Grass Soccer Fields

Month	May	June	July	August	September	October	November	December	January	Feb	March	April	17/18 YTD	16/17 YTD
Hours	159	140	133	202	211	200	1						1,046	1,013
Revenue	\$4,203	\$2,248	\$833	\$1,138	\$6,713	\$2,088	\$25						\$17,245	\$8,575

Athletic Field Usage 2017/2018 Fiscal Year Baseball Fields

Month	May	June	July	August	September	October	November	December	January	Feb	March	April	17/18 YTD	16/17 YTD
Hours	88	148	151	209	183	81	2						862	921
Revenue	\$2,778	\$4,157	\$1,284	\$2,425	\$4,235	\$2,079	\$150						\$17,107	\$15,138



Oak Brook Park District Facility Statistics and Data

Facility Usage													
	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
2016	45,124	40,601	32,809	32,567	30,733	33,211	23,428	17,907	17,578	23,112	31,682	37,338	366,090
Weekday Avg.	1,475	1,387	1,107	1,077	1,083	1,240	854	646	631	814	1,014	1,267	1,050
Weekend Avg.	1,419	1,436	1,051	973	768	743	634	382	541	601	1,039	1,183	898
2017	43,582	37,431	45,170	31,760	31,932	35,136	33,194	27,695	17,587	15,789	24,693		343,969
Weekday Avg.	1,355	1,252	1,597	1,107	1,069	1,342	1,165	911	637	853	976		1,115
Weekend Avg.	1,531	1,551	1,054	1,071	736	700	944	887	467	672	896		955

Facility Rentals													
	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
2016	268	258	227	220	231	209	160	203	177	211	224	248	2,636
Gym Rentals	182	175	131	127	130	120	81	114	102	139	137	164	1,602
Room Rentals	79	83	86	81	88	64	56	68	61	70	75	74	885
CPW Rentals	9	8	10	12	13	25	23	21	14	2	12	10	159
CPW Revenue	\$2,763	\$3,325	\$3,258	\$4,840	\$4,713	\$10,105	\$9,535	\$6,335	\$5,650	\$593	\$3,823	\$4,325	\$59,263
2017	231	198	224	200	147	158	154	163	149	135	178		1,937
Gym Rentals	164	132	136	112	82	81	81	89	90	107	124		1,198
Gym Revenue								\$11,855.00	\$11,040.00	\$ 13,125.00	\$17,702.50		\$ 53,722.50
Room Rentals	57	56	69	77	55	56	57	58	45	51	54		635
Room Revenue								\$ 4,580.00	\$ 2,565.00	\$ 4,350.00	\$ 2,612.00		14,107
CPW Rentals	10	10	19	11	10	21	16	16	14	7	13		147
CPW Revenue	\$3,745	\$3,360	\$6,413	\$4,330	\$2,395	\$9,430	\$7,143	\$5,575	\$6,893	\$3,590	\$6,028		\$58,900

Theme Parties													
	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
2016	2	3	3	7	6	8	1	2	3	5	1	1	42
2017	4	2	4	7	5	4	9	2	5	6	2		50

Oak Brook Park District
Family Recreation Center
Membership Usage Data

*Members												
	January	February	March	April	May	June	July	August	September	October	November	December
2014	2,231	2,257	2,292	2,309	2,323	2,294	2,280	2,316	2,291	2,218	2,307	2,282
Resident	70%	70%	70%	70%	70%	70%	70%	69%	69%	69%	69%	67%
Non Resident	30%	30%	30%	30%	30%	30%	30%	31%	31%	31%	31%	33%
EFT	1,929	1,947	1,979	2,030	1,972	1,954	1,906	1,965	1,981	1,932	1,961	2,035
2015	2,368	2,412	2,467	2,489	2,520	2,572	2,628	2,464	2,636	2,564	2,534	3,299
Resident	67%	67%	67%	67%	67%	66%	66%	64%	65%	65%	63%	54%
Non Resident	33%	33%	33%	33%	33%	34%	34%	36%	35%	35%	37%	46%
EFT	2,123	2,141	2,195	2,192	2,149	2,243	2,207	2,263	2,318	2,277	2,556	2,492
2016	3,524	3,456	3,704	3,623	4,053	4,204	4,333	4,220	3,603	3,571	3,600	3,757
Resident	54%	53%	54%	56%	54%	52%	52%	52%	56%	55%	57%	56%
Non Resident	46%	47%	46%	44%	46%	48%	48%	48%	44%	45%	43%	44%
EFT	2,216	2,674	2,188	2,170	2,205	2,177	2,212	2,207	2,207	2,197	2,209	2,329
2017	3,901	3,715	3,686	3,848	4,150	4,230	4,283	3,812*	3711*	3,665*	3,751	
Resident	55%	53%	53%	54%	53%	52%	52%	54%	55%	55%	53%	
Non Resident	45%	47%	47%	46%	47%	48%	48%	46%	45%	45%	47%	
EFT	2,481	2,495	2,514	2,538	2,499	2,499	2,511	2,529	2,513	2,520	2,617	
Usage												
	January	February	March	April	May	June	July	August	September	October	November	December
2014	8,783	9,082	9,826	9,290	8,291	8,440	7,960	7,597	7,897	8,805	8,625	8,403
2015	10,055	8,974	9,813	8,938	8,713	9,082	8,655	8,545	7,911	8,612	8,261**	10,880
2016	13,418	13,216	12,915	12,360	11,828	11,750	11,538	10,900	9,097	10,625	10,233	10,034
2017	12,631	11,559	12,351	11,245	14,711	16,596	17,065	12,568*	8238*	12,812	13,327	

*Locker Room Renovation began August 14, 2017

Re-opened December 1st, 2017



Memo

To: Board of Commissioners
From: Bob Johnson, Director of Parks and Planning
Date: December 6, 2017
Re: Board Report

- The Central Park Improvements project bid was made publicly available on December 7, 2018. Bids will be opened on December 20th and recommendations made to the Board at the January Board Meeting. Playground equipment and some site amenities are being purchased directly by the Park District.
- Staff completed setting up all the holiday decorations in Central Park.
- The ice rink framework has been constructed at the sand volleyball courts in Central Park. When the weather conditions allow, the plastic liner will be installed and filled with water.
- Staff is investigating an opportunity to provide electric vehicle charging stations at Central Park. Funding is available through Tesla Motors which covers most or all of the installation cost for both dedicated and universal charging stations.



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: ORDINANCE NO. 17-1211: AN ORDINANCE LEVYING TAXES AND ASSESSING TAXES FOR FISCAL YEAR 2018-2019 OF THE OAK BROOK PARK DISTRICT OF DUPAGE AND COOK COUNTIES, ILLINOIS

AGENDA No.: 8 A

MEETING DATE: DECEMBER 11, 2017

STAFF REVIEW:

Chief Financial Officer, Marco Salinas:

RECOMMENDED FOR BOARD ACTION: Executive Director, Laure Kosey:

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

The State of Illinois Truth in Taxation Act requires that no less than twenty days prior to any taxing body adopting its tax levies, it must determine how many dollars in property tax extensions will be necessary. This tax levy is for the 2017 levy year that will be collected in 2018 and beyond. The Park District Board previously reviewed the tax levy, which was announced pursuant to state law, at the November 13, 2017 Board meeting.

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

The total 2017 tax levy for the Park District is \$3,377,910. Of this amount, \$3,069,879 is comprised of the corporate and special purpose levies (i.e. aggregate levy) and \$308,031 represents the debt service levy for our 2012 General Obligation Limited Tax Park bonds. Although the aggregate levy amount represents a 5.13% increase over prior year's final levy amount of \$2,920,021, such amount will be reduced by DuPage and Cook County in accordance with the Property Tax Extension Limitation Law (PTELL). Under PTELL, our final levy extension should increase approximately 2.07% over prior year, plus any new growth in Equalized Assessed Value (EAV). Our levy for debt service has decreased slightly; from \$311,720 in the prior year to \$308,031.

A public hearing for our 2017 property tax levy has been scheduled for December 11, 2017 with final adoption of the levy scheduled subsequent to the public hearing on that same day. Notice of this public hearing was published in the Friday December 1, 2017 edition of the Daily Herald newspaper in accordance with the Truth in Taxation Act.

ACTION PROPOSED:

A Motion (and a second) to approve Ordinance 17-1211: An Ordinance Levying Taxes and Assessing Taxes for Fiscal Year 2018-2019 of the Oak Brook Park District of DuPage and Cook Counties, Illinois.

ORDINANCE NO 17-1211

**AN ORDINANCE LEVYING TAXES AND ASSESSING TAXES FOR FISCAL
YEAR 2018-2019 OF THE OAK BROOK PARK DISTRICT OF DUPAGE AND
COOK COUNTIES, ILLINOIS**

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

SECTION 1: A tax for the following sum of money, totaling \$3,377,910 or as much
thereof as may be authorized by law, to defray expenses and liabilities of the Park District, be and
the same, is hereby levied commencing on the 1st day of May, 2018 and ending on the 30th day of
April, 2019.

ARTICLE I - GENERAL CORPORATE FUND

A. ADMINISTRATIVE EXPENSES	\$ 724,879
B. PARK EXPENSES	595,000
C. PROFESSIONAL SERVICES	60,000
D. BUILDING EXPENSES	<u>15,000</u>
TOTAL - GENERAL CORPORATE FUND	\$1,394,879

ARTICLE II - RECREATION FUND

A. ADMINISTRATIVE EXPENSES	\$690,000
B. RECREATION/FITNESS & AQUATIC PROGRAM EXPENSES	<u>210,000</u>
TOTAL - RECREATION FUND	\$900,000

ARTICLE III - ILLINOIS MUNICIPAL RETIREMENT FUND

ADMINISTRATIVE EXPENSES	\$165,000
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ARTICLE IV - SOCIAL SECURITY FUND

ADMINISTRATIVE EXPENSES	\$255,000
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ARTICLE V - LIABILITY INSURANCE FUND

ADMINISTRATIVE EXPENSES	\$230,000
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ARTICLE VI - AUDIT FUND

CONTRACTUAL & PROFESSIONAL SERVICES	\$0
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ARTICLE VII - DEBT SERVICE FUND

PRINCIPAL & INTEREST EXPENSES \$308,031

ARTICLE VIII – SPECIAL RECREATION FUND

ADMINISTRATION EXPENSES \$45,000
PROGRAM EXPENSES 80,000
TOTAL – SPECIAL RECREATION FUND \$125,000

ARTICLE IX - RECAPITULATION

GENERAL CORPORATE FUND \$1,394,879
RECREATION FUND 900,000
ILLINOIS MUNICIPAL RETIREMENT FUND 165,000
SOCIAL SECURITY FUND 255,000
LIABILITY INSURANCE FUND 230,000
AUDIT FUND 0
DEBT SERVICE FUND 308,031
SPECIAL RECREATION FUND 125,000

TOTAL TAXES LEVIED \$3,377,910

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

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

PASSED this 11th day of December, 2017.

APPROVED this 11th day of December, 2017.

AYES:

NAYS:

ABSENT:

PRESIDENT

ATTEST: _____
SECRETARY

TRUTH IN TAXATION
CERTIFICATE OF COMPLIANCE

I, Sharon Knitter, hereby certify that I am the Presiding Officer of the Oak Brook Park District, and as such Presiding Officer, I certify that the tax levy ordinance, a copy of which is attached, was adopted pursuant to, and is in all respects in compliance with the provisions of the Illinois Property Tax Code – Truth in Taxation Law, 35 ILCS 200/18-60 through 18-85, as amended.

This certificate applies to the 2017 tax levy.

Sharon Knitter, President
Board of Park Commissioners

Dated: December 11, 2017

STATE OF ILLINOIS)
) SS
COUNTIES OF COOK AND DUPAGE)

CERTIFICATE

I, Sharon Knitter, do hereby certify that I am the duly qualified President, and the presiding officer of the corporate authorities of the Oak Brook Park District, DuPage and Cook Counties, Illinois.

I further certify compliance with the provisions of Sections 18-60 through 18-85 of the Truth in Taxation Law (35ILCS 200/18-60, et seq.), in connection with the 2017 Tax Levy Ordinance of the Oak Brook Park District, being Ordinance No. 17-1211, "An Ordinance Levying Taxes and Assessing Taxes for Fiscal Year 2018-2019 of the Oak Brook Park District of DuPage and Cook Counties, Illinois", passed and approved on December 11, 2017.

IN WITNESS HEREOF, I hereunto affix my official signature and the seal of the Oak Brook Park District, at Oak Brook, Illinois, this 11th day of December, 2017.

Presiding Officer

SEAL



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

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

AGENDA No.: 8 B

MEETING DATE: DECEMBER 11, 2017

STAFF REVIEW:

Bob Johnson, Director of Parks & Planning:

RECOMMENDED FOR BOARD ACTION:

Executive Director, Laure Kosey:

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

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

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

The attached document grants the proper credentials to the individual appointed to represent the Oak Brook Park District at the Association's Annual Business Meeting held during the IPRA/IAPD Conference, Saturday, January 20, 2018 at 3:30 p.m.

Bob Johnson, Director of Parks and Planning, is willing to represent the Oak Brook Park District at the Annual Business Meeting.

If the Board concurs with this appointment, the Board will be asked to make a motion during its December 11, 2017 Board Meeting to appoint Bob Johnson as the District's delegate for the Annual Business Meeting of the Illinois Association of Park Districts.

ACTION PROPOSED:

Motion (and a second) to Appoint Bob Johnson, Director of Parks and Planning, as the District's delegate for the Annual Business Meeting of the Illinois Association of Park Districts.



TO: ALL MEMBER DISTRICTS

FROM: Peter M. Murphy, President/CEO

DATE: October 4, 2017

RE: **CREDENTIALS CERTIFICATE**

The IAPD/IPRA Soaring to New Heights Conference will be held at the Hilton Hotel, Chicago, Illinois, January 18-20, 2018.

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

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

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

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

This certificate will entitle the delegate or, in their absence, an alternate listed thereon to vote on matters presented during the Association's Annual Business meeting to be held on Saturday, January 20, 2018 at 3:30 p.m. in the Grand Ballroom of the Hilton Hotel, 720 S. Michigan Avenue in Chicago, Illinois.

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

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

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

CREDENTIALS CERTIFICATE

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

Oak Brook Park District _____ held at

(Name of Agency)

1450 Forest Gate Rd, Oak Brook, IL on December 11, 2017 at 6:30 p.m.

(Location)

(Month/Day/Year)

(Time)

the following individuals were designated to serve as delegate(s) to the Annual Business Meeting of the ILLINOIS ASSOCIATION OF PARK DISTRICTS to be held at the Hilton Hotel, Chicago, Illinois on **Saturday, January 20, 2018 at 3:30 p.m. in the Grand Ballroom:**

Name

Title

Delegate: Bob Johnson Director of Parks and Planning

1st Alternate: _____

2nd Alternate: _____

3rd Alternate: _____

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

Affix Seal:

Signed: _____
(President of Board)

Attest: _____
(Board Secretary)

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



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: RECORDS MANAGEMENT AND DISPOSAL:
APPLICATION FOR AUTHORITY TO DISPOSE OF LOCAL
RECORDS NO. 15:098: RECORDS DISPOSAL CERTIFICATE FOR
MARCH 23, 2018**

AGENDA NO.: 8 C

MEETING DATE: DECEMBER 11, 2017

STAFF REVIEW:

RECOMMENDED FOR BOARD ACTION: Executive Director, Laure Kosey:

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

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

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

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

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

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

ACTION PROPOSED:

Motion (and a second) to approve the Records Management and Disposal Application for the Authority to Dispose of Local Records Number 15:098: Records Disposal Certificate for March 23, 2018.

RECORDS DISPOSAL CERTIFICATE

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

APPLICATION # 15:098
 COUNTY: DuPage
 AGENCY: Oak Brook Park District
(Agency Division)
 ADDRESS: 1450 Forest Gate Road
(Street, P.O. Box)
Oak Brook, IL 60523
(City, Zip Code)
 TELEPHONE: 630-990-4233

Directions:

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

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
2	Accident/Incident Reports	2010-2010	Negligible
3	Administrative/Miscellaneous, email correspondence	2016-2016	1 cu ft
4	Applications for Employment & electronic	2015-2015	Negligible
5	Applications for usage of Park District Facilities	2015-2015	Negligible
6	Aquatic Center Manager's Log	2015-2015	Negligible
7	Audits (1 copy retained, surplus copies destroyed)	2015-2015	Negligible
8	Backflow Test Results	2014-2014	Negligible
9	Bids, Specifications/RFP's - unsuccessful	2014-2014	1 cu ft
9	Bid, Specifications/RFP's - successful	2007-2007	Negligible
11	Budgets and/or Budget Worksheets	2010-2010	Negligible
12	Cancelled Bonds and Coupons	-	None
13	Cancelled Cks, Bnk Stmtns, Deposits & Reconcils	2010-2010	1 cu ft.
14	Certificate of Insurance	2014-2014	Negligible
15	Certs of Publications, Newspaper Clippings, Notice	2016-2016	Negligible
16	Certificate of Status of Exempt Property	-	None
18	Contracts, Leases & Agreements	2007-2007	1 cu ft
19	Customer Disputes & Complaints	2013-2013	Negligible
19	Customer Suggestions	2015-2015	Negligible
20	Election Records	2014-2014	Negligible
21	Electronic Fund Transfers	2010-2010	1 cu ft.
22	Elevator Inspections	2012-2012	Negligible
23	Employee Medical Records	2012-2012	Negligible
24	Employee's Sign-in Sheets for Training	2015-2015	Negligible
25	Employee Wage Reports & Statements	2010-2010	Negligible
26	Employer's Injury Summary for Employees Accidents	2010-2010	Negligible
27	Event Information (Park Openings, Ribbon Cuttings)	2010-2010	Negligible
28	Financial Aid Applications - Prgrm Fee Assistance	-	None
29	Fixed Asset Reports	2010-2010	Negligible
30	"Freedom of Information Act" Requests & Denials	2015-2015	Negligible

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

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

March 23, 2018

Signature

Date

Laure L. Kosey, Executive Director

Please print name and title on the line above

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

RECORDS DISPOSAL CERTIFICATE

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

APPLICATION # 15:098
 COUNTY: DuPage
 AGENCY: Oak Brook Park District
(Agency Division)
 ADDRESS: 1450 Forest Gate Road
(Street, P.O. Box)
Oak Brook, IL 60523
(City, Zip Code)
 TELEPHONE: 630-990-4233

Directions:

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

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
32	Grant Records	2014-2014	Negligible
33	Group Lesson Records	2015-2015	Negligible
34	Illinois Municipal Retirement Fund Records	2010-2010	Negligible
35	Inspections (All Types)	2013-2013	Negligible
36	Insurance Claims	2010-2010	Negligible
37	Intergovernmental Agency Agreements	-	None
38	Internship Records	2010-2010	Negligible
39	Investment Records	2010-2010	Negligible
40	Invoices, Vouchers, Paid Bills (P.O's and Payables)	2010-2010	6 cu ft
41	Job Descriptions	2012-2012	Negligible
42	Journal Entries and Worksheets	2015-2015	2 cu ft
43	Legal Case Files	2014-2014	Negligible
44	Licenses and Permits	2016-2016	Negligible
45	Lifeguard's Rescue Reports	2010-2010	Negligible
46	Lifeguard's Training Records	2012-2012	Negligible
47	Lists of Vendors Used	2015-2015	Negligible
48	Lost and Found Record Sheets	2010-2010	Negligible
49	Material Safety Data Sheets/Safety Data Sheets	-	None
50	Membership Database - retained until superceded	2017-2017	Negligible
52	Monthly, Annual, Year to Date Reports	2010-2010	Negligible
53	O.S.H.A Logs	2012-2012	Negligible
54	Park District Brochures Newsletters, Pamphlets	2016-2016	Negligible
55	Prk Dist Given Gift Certs & Donation - Public Grps	2014-2014	Negligible
56	Prk Dist Mission Statements, Strategic Planning	2014-2014	Negligible
58	Patron Attendance Sign-in Sheets	2015-2015	Negligible
59	Payroll Records	2010-2010	Negligible
60	PDRMA Risk Assessment Reprts	2010-2010	Negligible
61	Personnel Files	2012-2012	Negligible
62	Playground Audits	2007-2007	Negligible

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

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

March 23, 2018

Signature

Date

Laure L.Kosey, Executive Director

Please print name and title on the line above

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



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: 2018 BOARD MEETING DATES

AGENDA NO.: 8 D

MEETING DATE: DECEMBER 11, 2017

STAFF REVIEW:

RECOMMENDED FOR BOARD ACTION: Executive Director, Laure Kosey:

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

In preparation for the publication notice of the Regularly Scheduled Board Meeting Dates, attached are the 2018 dates.

Meetings are scheduled for the third Monday of the month except when the third Monday would occur during a holiday week. In that event, the Board Meeting would be scheduled for the second Monday of the month. For the 2018 calendar, it was only necessary to schedule the November 2018 Board meeting to the second Monday, November 12, 2018 to avoid scheduling during the Thanksgiving week

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

The 2018 Board Meeting Dates were presented to the Board during the November 2017 Board Meeting.

ACTION PROPOSED:

Motion (and a second) to approve the 2018 Board Meeting Dates.



**2018 Calendar of the Regularly Scheduled Meeting Dates
of the
Oak Brook Park District Board of Commissioners**

The Board Meetings are held on the third Monday of the month, *except when such meeting would occur during a holiday week, in which the meeting will then be held on the second Monday of the month. The meetings begin at 6:30 p.m. and are held at the Oak Brook Park District Family Recreation Center, 1450 Forest Gate Road, Oak Brook, IL 60523.

January 15, 2018
February 19, 2018
March 19, 2018
April 16, 2018
May 21, 2018
June 18, 2018
July 16, 2018
August 20, 2018
September 17, 2018
October 15, 2018
November 12, 2018 *
December 17, 2018

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

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

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

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

www.obparks.org





Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: AMENDMENT: ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL: SECTION 6.3 MEMBERSHIP RATES FOR ELECTED OFFICIALS AND EMPLOYEES OF THE VILLAGE OF OAK BROOK

AGENDA No.: 8 E

MEETING DATE: DECEMBER 11, 2017

STAFF REVIEW:

Director of Recreation & Facilities, Dave Thommes

RECOMMENDED FOR BOARD ACTION:

Executive Director, Laure Kosey:

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

Staff is looking to update and clarify membership rates for the elected officials and employees of the Village of Oak Brook.

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

Staff is proposing the following membership rates for elected officials and employees of the Village of Oak Brook, collectively referred to as “employees” in the policy:

Employees of the Village of Oak Brook, and their spouses and household members 21 years of age and under may enroll for park district membership of their choice based on the following membership fee schedule:

1. Waiver of the enrollment fee.
2. \$10 per person, per month for a Fitness, Aquatic or Tennis membership. Employees or household members wishing to have a combo-membership pay \$10 per person, per month, per each type of membership or \$30 total per person for a Premiere membership. Employees or household members may also pay on an annual basis for a cost of \$120 per membership type or \$300 for a Premiere membership, per person.

ACTION PROPOSED:

Motion (and a second) to approve the Amendment to the Administrative Policies and Procedures Manual: Section 6.3 Membership Rates for Elected Officials and Employees of the Village of Oak Brook.

6.3 Membership Rates for Elected Officials and Employees of the Village of Oak Brook

The Board of Park Commissioners of the Oak Brook Park District recognizes the value of maintaining healthy work environments, and in providing physical fitness opportunities to employees, knowing that physical fitness will improve and individual's ability to perform job functions, reduce stress, and be better prepared physically and psychologically; and

The District and the Village of Oak Brook provide insurance to their employees through the same risk pool, and recognize the insurance costs savings in maintaining healthy lifestyles for employees of the District and the Village of Oak Brook.

The Board of Park Commissioners has approved a special membership category for the elected officials and employees of the Village of Oak Brook, (hereinafter referred to as "employees") for the use of and membership in the facilities of the District, and in particular for the use of and membership in the Fitness Center, the Family Aquatic Center, and the Tennis Center.

~~Employees of the Village of Oak Brook are eligible for the following membership rate:~~

~~A) Waiver of Enrollment Fee and Corporate Resident Rate:~~

~~Effective April 12, 2010, all personnel employed by the Village of Oak Brook shall be eligible for the special Corporate Membership Rate and the initial enrollment fee shall be waived.~~

AB) Village Employee Membership Fees:

Employees of the Village of Oak Brook, -and/or the employees' spouse and children 21 years of age and under (hereinafter referred to as "Household Members") may enroll for membership ~~in their choice of District facilities~~ based on the following fee/current membership fee schedule:

- Waiver of the enrollment fee.
- \$10 per person, per month for a Fitness, Aquatic or Tennis membership. Employees or the employees' household members wishing to have a combo-membership pay \$10 per person, per month, per each type of membership or \$30 total per person for a Premiere membership. Employees or the employees' household members may also pay on an annual basis for a cost of \$120 per membership or \$300 for a Premiere membership, per person. for Corporate Residents, as posted on the District's website (www.obparks.org) or published in the District's brochure at the time of enrollment. All standard registration policies apply. Membership fees may be increased as determined by the Board.

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C) Membership Enrollment Requirements:

Employees of the Village of Oak Brook are required to show a valid state I.D. and submit a letter from Village of Oak Brook's Human Resources Department, bearing the Village of Oak Brook's letterhead and verifying employment at the time of the initial membership application, which form shall be made

available by the District during enrollment. On an annual basis, on the anniversary date of the initial membership enrollment, the Employee of the Village of Oak Brook is required to submit a letter from the Village of Oak Brook's Human Resources Department verifying current employment.

Approved by Board of Commissioners April 12, 2010

[Reviewed and Updated, November 13, 2017](#)

Resolution 10-0415



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: CONSTRUCTION MANAGEMENT AGREEMENT FOR CENTRAL PARK IMPROVEMENTS WITH WIGHT CONSTRUCTION SERVICES, INC.

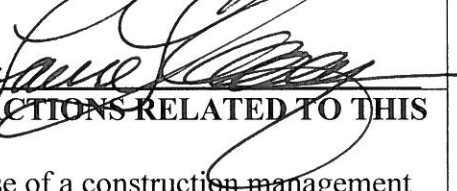
AGENDA No.: 9 A

MEETING DATE: DECEMBER 11, 2017

STAFF REVIEW:

Director of Parks and Planning, Bob Johnson, 

RECOMMENDED FOR BOARD ACTION:

Executive Director, Laure Kosey, 

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

The nature and scope of the Central Park Improvements project requires the use of a construction management team. The team will provide services related to planning, scheduling, bidding, and execution of the project. The services also include a full-time construction manager on the job site for the duration of the project, as well as dedicated project coordinator to assist with all documentation.

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

Oak Brook Park District staff wishes to engage the services of Wight Construction Services, Inc for a sum not to exceed \$130,000. Included in the contract agreement for these services is language requiring compliance with the IDNR grant agreement, compliance with the ball field lighting ordinance, and a liquidated damages clause for failure to meet the IDNR deadline of August 18, 2018. The construction management proposal is attached for review. The agreement will be available to the board for review at the Monday December 11, 2018 Board Meeting.

ACTION PROPOSED:

A Motion (and second) to waive the Board's Rules to approve at this meeting, the Construction Management Agreement for Central Park Improvements with Wight Construction Services, Inc. for a sum not to exceed \$130,000.

A motion (and second) to approve the Construction Management Agreement for Central Park Improvements with Wight Construction Services, Inc. for a sum not to exceed \$130,000.

November 22, 2017

Ms. Laure Kosey
Executive Director
Oak Brook Park District
1450 Forest Gate Road
Oak Brook, Illinois 60523



Wight Construction

wightco.com

.....
2500 North Frontage Road

Darien, IL 60561

.....
P 630.969.7000

F 630.737.0518

RE: **Construction Management Services Proposal
Central Park Improvements**

Ms. Kosey:

I wish to thank you for the opportunity to submit this proposal for the Central Park Improvements work. We have prepared the following proposal to provide construction management services for the entire project duration. This proposal is presented in four parts and includes:

- **Project Understanding**
- **Scope of Services**
- **Schedule**
- **Compensation**

PROJECT UNDERSTANDING

This program will include the renovation of the existing athletic fields, the addition of sports lighting and the installation of a new playground. A new parking lot with permeable pavers will also be added along with additional site concrete.

SCOPE OF SERVICES

This is a proposal for Wight to provide construction management services to support planning, scheduling, bidding and execution of the project. We understand that construction activities will have to be closely planned and coordinated to allow operations to continue uninterrupted throughout the park. Additionally, site access and logistics must be coordinated to maintain a safe environment for staff and visitors.

We understand that the project is currently in design and we will monitor the process and make design recommendations as needed. All facets of the project will be publicly bid using documentation provided by the Park District and Wight will provide pre-construction services, consisting of the bidding and procurement phase, and construction management services during construction and thru project closeout.

Our construction management portion will include the services of a full-time site superintendent during the anticipated four month construction schedule. Wight will collect payment applications from the subcontractors, verify percentages of completion of work, and forward on to the Park District for processing.

SCHEDULE

We understand that construction is expected to be completed by August 1, 2018. Upon selection of the lowest qualified bidders, a detailed construction schedule would be developed to reflect the project milestones. As previously discussed, construction work will start in April 2018.

COMPENSATION

Wight proposes to perform the services detailed above for a fee not to exceed **One Hundred Thirty Thousand Dollars (\$130,000.00)**. This fee is based on providing the following staffing to deliver the scope:

- Project Management support throughout the, preconstruction, bidding, construction and close-out phases of the project.
- A Project Coordinator to assist with bid documents, billings and project closeout.
- One full-time Construction Manager during the construction phase for site coverage and coordination along with Project Manager support.

We welcome the opportunity to work with the Oak Brook Park District by providing these services, and look forward to assisting you in any way possible through the completion of the project. Please feel free to call me if you desire any clarifications or if additional information would be helpful. I can be reached at 630.918.8120.

Respectfully submitted,

Wight Construction Services, Inc.

Craig Polte
Director, Construction

Accepted by:

Date

.....
wightco.com
.....



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: BIDS FOR CENTRAL PARK IMPROVEMENTS

AGENDA No.: 9 B

MEETING DATE: DECEMBER 11, 2017

STAFF REVIEW:

Director of Parks and Planning, Bob Johnson:

Handwritten signature of Bob Johnson, Director of Parks and Planning.

RECOMMENDED FOR BOARD ACTION:

Executive Director, Laure Kosey:

Handwritten signature of Laure Kosey, Executive Director.

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

Bid packages and project specifications have been prepared for the Central Park Improvements Project. Bid packages are publicly available as of 2:00pm on Thursday December 7th. Bids will be opened at 11:00am on Wednesday December 20th. Staff and the Construction Manager (CM) will review all bid documents and make recommendations to the Board of Commissioners at the January 15, 2018 board meeting.

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

The total project consists of ball field and access improvements on fields 1-3, new LED sports lighting on field 1, a parking lot expansion, and a new universal playground. The project is expected to break ground in early April of 2018 depending on weather. Completion is expected by the first week in August 2018.

ACTION PROPOSED:

For review and discussion only.



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: PURCHASE OF PLAYGROUND EQUIPMENT THROUGH NATIONAL JOINT POWERS ALLIANCE (NJPA) COOPERATIVE PURCHASING GROUP


AGENDA No.: 9 C

MEETING DATE: DECEMBER 11, 2017

STAFF REVIEW:

Director of Parks and Planning, Bob Johnson: 

RECOMMENDED FOR BOARD ACTION:

Executive Director, Laure Kosey: 

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

As part of the Central Park Improvements Project, the Oak Brook Park District is responsible for purchasing the Little Tikes brand playground equipment from Playpower LT Farmington, Inc., utilizing the cooperative purchasing alternative of the National Joint Powers Alliance (NJPA). The Oak Brook Park District has used the NJPA co-op for purchases as recently as 2017 (Kubota tractor).

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

The equipment to be purchased includes: Modular play structure with custom transition platforms and extra wide ramping/platforms, curved climbing wall, revolution spinner, concerto music pieces, dual track-ride (zipline), and scoreboard. The total cost for this equipment including the NJPA discount, is \$169,894.31.

The remaining playground pieces consisting of shade structures, a dish style swing, and a double see-saw will be purchased from separate suppliers.

ACTION PROPOSED:

For review and discussion only.

Playpower LT Farmington Inc. (prepared by Parkreation, Inc.)
Remit Payments to: P.O. Box 204713, Dallas, TX 75320-4713

December 5, 2017

Quotation Number: P120517B
 Project Name: Central Park - Sandlot
 Quoted By: Paul Gozder

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

<u>QTY.</u>	<u>Product #</u>	<u>Description</u>	<u>Price is based off 2017 costs – pricing valid until 1/31/18</u>	<u>Unit Price</u>	<u>Total Price</u>
		Little Tikes Commercial – Standard play per attached price and data sheet (QUO69858)			\$ 174,380.60
		Custom transfer decks with handles for slides and custom transitions plates			\$ 12,734.53
		NJPA co-op pricing discount applied to standard items @ 23% disc. from list price			\$ -40,107.54
		Little Tikes Commercial – Custom Score board			\$ 3,142.86
		Little Tikes Commercial - Custom 40' double track ride			\$ 17,428.57
		Shipping to Oak Brook IL (880605)			<u>\$ 2,315.30</u>
		Total			\$ 169,894.32

Allow 12 – 16 weeks for fabrication

A purchase order from Oak Brook Park District - along with NJPA customer # is required upon ordering

Terms:

1. "I/We understand that all accounts are payable to PlayPower LT Farmington Inc. according to the terms shown on each invoice, and if not paid on or before said date, are then delinquent. I/We agree to pay any and all service charges added each month to past due invoices. Terms are Net 30 days upon delivery with approved credit. All charges are due and payable in full at - PlayPower LT Farmington, Inc., P.O. Box 204713, Dallas, TX 75320-4713 unless notified in writing to the contrary. To the extent the terms and conditions of any purchase order/contract and/or any purchase order/contract confirmations are inconsistent with the terms and conditions of this signed quote, the terms and conditions of this signed quote shall prevail.
2. All pricing is valid for 30 days from the date above.
3. The above pricing (if more than one item) is based upon a package purchase. Any adjustments may be subject to a price revision.
4. Customer is responsible for the off-loading of the equipment and an accurate inventory should be taken at the time and all missing or damaged parts should be noted to the Driver. You have 60 days to report any missing or damaged parts to your sales representative. Truck Driver will not unload equipment.
5. Nontaxable entities are required to provide copy of tax exempt certificate or be taxed upon invoice.
6. Installation not included unless specifically quoted

Date _____ Purchaser's Signature _____ Purchaser's Title _____

Email Address _____ Special Instructions _____

Ship to address _____

Park Site Address _____

IllinoisOffice@Parkreation.com - 27 East Palatine Road, Prospect Heights, IL 60070 - Phone 847-419-7744, Fax 847-419-7747



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: ORDINANCE 18-0115: AN ORDINANCE DECLARING SURPLUS PERSONAL PROPERTY AND AUTHORIZING THE SALE OR CONVEYANCE THEREOF


AGENDA No.: 9 D

MEETING DATE: DECEMBER 11, 2017

STAFF REVIEW:

Director of Parks and Planning, Bob Johnson 

RECOMMENDED FOR BOARD ACTION:

Executive Director, Laure Kosey: 

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

Items that have been recently identified as surplus property are listed in the attached Ordinance 18-0115.

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

Staff is recommending the outdated Landscape Structures playground equipment located near the ball fields be declared surplus. The non-profit group, Kids Around the World, is willing to remove the playground and refurbish it, at which time it will be reinstalled in a community in need outside of the USA. Kids Around the World removed the playground located at Central Park West in 2016.

ACTION PROPOSED:

For review and discussion only.

ORDINANCE NO. 18-0115

**AN ORDINANCE DECLARING
SURPLUS PERSONAL PROPERTY AND
AUTHORIZING CONVEYANCE OR SALE THEREOF**

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

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

Property		
Quantity	Item	Description
1	Tennis Center Playground Equipment	Equipment to be donated to non-profit charitable group “Kids Around the World”

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

WHEREAS, the District’s staff has recommended that the Property referred to as Tennis Center Playground Equipment can best serve beneficial purpose to children of need through the not-for-profit charitable foundation “Kids Around the World,” with headquarters located at 4750 Hydraulic Road, Rockford, IL 61109; and

WHEREAS, the Board hereby accepts and adopts the recommendation of the District’s

staff with respect to the Property.

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

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

Section 2: The Board hereby authorizes:

a) The donation of the Property referred to as Tennis Center Playground Equipment to the not-for-profit charitable foundation “Kids Around the World,” with headquarters located at 4750 Hydraulic Road, Rockford, IL 61109.

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

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

PASSED AND APPROVED THIS 15th Day of January, 2018

Ayes: _____

Nays: _____

Absent: _____

OAK BROOK PARK DISTRICT


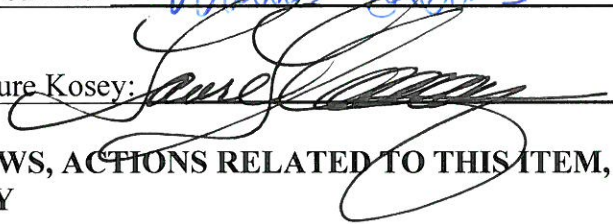
By: _____
Sharon Knitter, President

ATTEST:

By: _____
Laure L. Kosey, Secretary



Oak Brook Park District

BOARD MEETING AGENDA ITEM –HISTORY/COMMENTARY	
ITEM TITLE: AMENDMENT: ADMINISTRATIVE POLICIES AND PROCEDURE MANUAL SECTION 4.7 FIXED ASSET POLICY AND PROCEDURE	AGENDA No.: 9 E MEETING DATE: DECEMBER 11, 2017
STAFF REVIEW:	Chief Financial Officer, Marco Salinas: 
RECOMMENDED FOR BOARD ACTION:	Executive Director, Laure Kosey: 
ITEM HISTORY(PREVIOUS VILLAGE BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, COMMITTEE ACTION, OTHER PERTINENT HISTORY) <p>At the August 20, 2012 regular Board meeting, the Board adopted an Administrative Policy and Procedure regarding the District's fixed assets. On September 21, 2015 the Board approved a number of revisions to the policy to, among other things, provide greater detail over our various asset classes, depreciation methods and capitalization thresholds. During our most recent audit, Lauterbach & Amen (auditors), communicated to Finance staff the need to incorporate the useful lives of our asset classes into our policy.</p>	
ITEM COMMENTARY (BACKGROUND, DISCUSSION, KEY POINTS, RECOMMENDATIONS): <p>The District's capital assets are maintained and reported by major asset class. Each asset class is assigned a range of useful lives based on the historical and estimated lives of the underlying assets. These useful lives are used to calculate the annual depreciation expense which, in turn, are used to arrive at the net capital asset balances for financial reporting purposes. The revisions being proposed will list the range of useful lives for our major asset classes. Additionally, there are a number of proposed changes to language to enhance consistency throughout the policy and to mirror language used in our Comprehensive Annual Financial Report (CAFR).</p> <p>Accompanying this Agenda Item History is a draft of our existing policy that reflects the proposed modifications summarized above.</p>	
ACTION PROPOSED: <p>For review and discussion only.</p>	

4.7 Fixed Capital -Asset Policy and Procedure

Purpose

The purpose of this Fixed Capital -Asset policy is to provide control and accountability over fixed capital -assets, and to gather and maintain information needed for the preparation of financial statements. The Oak Brook Park District capital asset policy is herein established to safeguard assets and to insure compliance with GASB34 for governmental financial reporting.

Overview

This policy is herein established to safeguard and address the Oak Brook Park District's investment in Property, Plant and Equipment which comprises a significant resource. This policy is meant to ensure compliance with various accounting and financial reporting standards including Generally Accepted Accounting Principles (GAAP), and Governmental Accounting, Auditing, and Financial Reporting (GAAFR).

Further, this policy is meant to reflect the Oak Brook Park District's desire to meet the reporting requirements set forth in the Governmental Accounting Standards Board (GASB) Statement No. 34. Specifically, the GASB Statement No. 34 states that governments should provide additional disclosures in their summary of significant accounting policies including the policy for capitalizing assets and for estimating the useful lives of those assets which is used to calculate the depreciation expense. The Statement also requires disclosure of major classes of assets, beginning and end-of-year balances, capital acquisition, sales/dispositions, and current-period depreciation expense. The District currently utilizes AssetMaxx to inventory and monitor any and all additions and deletions of fixed capital -assets to Property, Plant and Equipment Inventory.

INVENTORY, VALUING, CAPITALIZING, AND DEPRECIATION

Inventory

Responsibility for control of capital assets will rest with the specific department wherein the asset is located. The Finance Department shall ensure that such control is maintained by establishing an inclusive capital asset inventory schedule. Asset purchases, which fall below the capitalization threshold, will not be included in the capital asset inventory.

Each Department will be responsible for control of capital assets for their department. The Department Director/Manager shall ensure that such control is maintained by establishing a capital asset inventory schedule. The inventory schedule will include the following for each asset:

- Asset Description – A description of the asset (serial #, model#)
- Asset Classification (Land and Land Improvements, Building and Building Improvements, Vehicles, Machinery and Equipment, and Infrastructure Assets)
- Department name and physical location of asset

- Date asset was purchased/acquired and or disposed
- Cost of Asset
- Method of acquisition (purchased or donated)
- Estimated useful life

This list will be maintained, updated, and reviewed by the Finance Department on an ongoing basis.

Valuing Capital Assets

Capital assets should be valued at cost or historical costs, plus those costs necessary to place the asset in its location (i.e. freight, installation charges.) In the absence of historical costs information, a realistic estimate will be used. Donated assets will be recorded at the estimated current fair market value.

Capitalizing

When to Capitalize Assets:

Assets are capitalized at the time of acquisition. To be considered a capital asset for financial reporting purposes an item must be at or above the capitalization threshold equal to \$15,000.00 and have a useful life of at least one year.

Assets not Capitalized:

Capital assets below the capitalization threshold of \$15,000.00 on a unit basis but warranting "control" shall be inventoried at the department level and an appropriate list will be maintained.

Capital Assets should be capitalized if they meet the following criteria:

- Tangible
- Useful life of more than one year (benefit more than a single fiscal period)

Capital Assets include the following major classes of assets:

Land and Land Improvements – Capitalized value is to include the purchases price plus costs such as legal fees and filing fees; improvements such as parking lots, fences, pedestrian bridges, landscaping.

Building and Building Improvements – Costs include purchase price plus costs such as legal fees and filing fees; improvements include structures and all other property permanently attached to, or an integral part of the structure. These costs include re-roofing, electrical/plumbing, carpet replacement, and HVAC.

Vehicles – Costs include purchase price plus costs such as title & registration.

Machinery and Equipment – Assets included in this category are heavy equipment, traffic equipment, generators, office equipment; phone system, and kitchen equipment.

Infrastructure Assets – Infrastructure Assets are long-lived capital assets that are stationary in nature and normally can be preserved for a significantly greater number of years than most capital assets.

Depreciation

Depreciation is computed on a straight-line method with depreciation computed on a monthly basis from the month of acquisition. Additions and improvements will only be capitalized if the cost either enhances the asset’s functionality or extends the asset’s useful life.

Projects in process will be considered Construction In Progress until completed. Once the entire project is completed it will be added to the District’s fixed asset inventory using the -AssetMaxx application or other suitable software, and a useful life will be assigned and depreciation computed.

Class Code List from AssetMaxx

AssetMaxx has a fixed asset class code listing that is detailed by category and contains useful life information that conforms to Generally Accepted Accounting Principles, (GAAP). The assigned useful lives for our major asset classes is as follows:

<u>Asset Class</u>	<u>Useful Life</u>
<u>Land</u>	<u>Indefinite</u>
<u>Land Improvements</u>	<u>20 Years</u>
<u>Buildings and Improvements</u>	<u>7 - 50 Years</u>
<u>Machinery and Equipment</u>	<u>5 - 30 Years</u>
<u>Vehicles</u>	<u>5 Years</u>

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OTHER

Removing Capital Assets from Inventory

Capital assets are to be removed from inventory once they are obsolete or claimed as surplus property. The item must be removed from the department inventory listing. The asset disposal form is to be completed and forwarded to the Finance Department.

Donations or Transfer

Each Department must add additions and deletions from donated or transferred assets to the inventory listing.

Surplus Property

Each Department must report all capital assets classified as surplus to the finance department. The Oak Brook Park District will have an auction or sealed bid as needed to sell the surplus property.

Lost or Stolen Property

When suspected or known losses of inventoried assets occur, the Department should conduct a search for the missing property. The search should include transfer to another department, storage, and scrapping surplus property. If the missing property is not found, the department must contact the Finance Department.

PROCEDURE

Purpose

The purpose of this fixed asset procedure is to provide documentation to use the AssetMaxx application to maintain an inventory of the District's Fixed Capital-Assets.

- A. Print the Detailed Revenue & Expense Report for each of the following funds: Capital Projects Funds: Capital Projects Fund, 12-940-65-XXX, or the Recreation Capital Fund, 02-81-805-000 and the Tennis Center, 07-81-805-000. Print the General Ledger Activity Report for period 1-12 for each of the funds referenced above. (Exhibit A. & B.)
- B. Complete the Asset Addition schedule using the actual invoices for all items that have posted to the General Ledger Activity report printed as part of step A. The schedule can be found on the Finance Drive:/Audit Workpapers/Fixed Asset Additions 4-30-xx.xls. (Exhibit C.)
- C. Log into AssetMaxx to enter the asset additions from the schedule created as part of step B. Choose Asset from the command bar, then choose New Asset from the Asset Entry & Maintenance screen. (Exhibit D. & E.)
- D. Choose Reports from the command bar, print the Net Change Summary – By Fund Report. The column, Current Year Acquisitions, should tie to the General Ledger Revenue & Expense reports for the capital project accounts referenced in step A. (Exhibit F. & G.)
- E. Asset disposal forms that have been completed and given to Accounting are to be entered into AssetMaxx. Log into AssetMaxx to enter the asset disposal using the information from the asset disposal form. Choose Asset from the command bar, choose Dispose Asset from the Asset Entry & Maintenance screen under the Financial Adjustments function. (Exhibit H. & I.)

Approved by Board of Commissioners August 20, 2012
Revisions Approved by Board of Commissioners: September 21, 2015



Oak Brook Park District

BOARD MEETING AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: AMENDMENT: PERSONNEL POLICY MANUAL:
SECTION VII: 7.6 MERIT PAY POLICY**

AGENDA NO.: 9 F

MEETING DATE: DECEMBER 11, 2017

STAFF REVIEW: Chief Financial Officer, Marco Salinas:

RECOMMENDED FOR BOARD ACTION: Executive Director, Laure Kosey:

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

During the most recent employee performance review process (early 2017), Finance and Human Resource staff began discussions over said process. Specifically, staff wanted to clarify the process for identifying when an employee would be eligible for a merit increase or bonus, how such increase or bonus amount would be calculated as well as the timing of any increase or bonus payout. In addition, staff reviewed the existing merit increase scale as well as the process for assigning a performance score to employees based on a formal performance evaluation process.

After numerous discussions amongst supervisory staff and the Executive Director, it was decided that in limited circumstances, employees identified as eligible for a merit based bonus would have such bonus amount calculated based on their respective performance review score rather than a set dollar amount, as has been carried-out in the past. In addition, staff has revised the merit increase scale to limit any such increase to those eligible employees receiving a performance review of “Achieves Normal Job Expectations” or better. Finally, the proposed policy also serves to notify employees in writing that the annual merit pool is subject to annual evaluation by the Board and subject to the proper appropriation, that is established during the annual budget process.

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

This proposed policy describes the annual employee performance evaluation process, the method for calculating any corresponding merit pay increases or bonuses, if any, the timing of any such increases, as well as provides management and supervisory staff with guidance for communicating the necessary information to all eligible employees. Staff is recommending that this policy be incorporated into our existing Personnel Policy Manual, as an amendment, and that the amended policy be distributed to all active personnel in advance of the fiscal year 2017/2018 performance evaluation process.

ACTION PROPOSED:

For review and discussion only.

MERIT PAY POLICY

A merit pay increase is awarded to an employee based on their annual performance review score and the merit pay percent increase approved by the Board of Commissioners.

Performance Review

An annual performance review will be conducted during the last quarter of the current fiscal year with each employee having a hire date prior to December 31 of the current fiscal year. Employees hired during the current fiscal year and after December 31 will not be eligible for an annual performance review and corresponding merit pay increase until the last quarter of the subsequent fiscal year.

Employees will be scored on 10 Specific Job Duties, 10 General Performance Characteristics, and Professional Development Goals (Part-time employees 2 goals; Full-time employees 4 goals). Professional Development Goals must be measurable, attainable, and enhance job performance. Each Specific Job Duty and General Performance Characteristic will be given a score ranging from 1 to 5 points, for a maximum score of 100 points. A point will be added to that score for each Professional Development Goal achieved and a point subtracted for each unmet Professional Development Goal. A performance review score with a fraction falling between two merit ranges shall be rounded to the nearest whole number to determine the applicable merit range. A score with a fraction of .5 or more shall be rounded up to the next whole number. A score with a fraction of less than .5 will be rounded down to the nearest whole number.

Merit Pay Increase

The Executive Director will propose a maximum merit pay increase percentage to the Board of Commissioners for consideration during the annual budget process. The Board will then decide if a merit pay increase will be awarded for the next fiscal year and at what percentage increase. If a merit increase is approved, it will be applied to the Merit Scale below and such Merit Scale used to determine the amount of merit pay to be awarded to each employee who “Achieves Normal Job Expectations” or better on their performance review.

MERIT SCALE (The following example is based on a maximum 4% merit increase.)

<u>Performance Review Score</u>	<u>Merit Range</u>	
94 - 100	3.6% - 4.0%	Far Exceeds Normal Job Expectations
86 - 93	3.1% - 3.5%	
79 - 85	2.6% - 3.0%	Exceeds Normal Expectations
71 - 78	2.1% - 2.5%	
61 - 70	1.6% - 2.0%	Achieves Normal Job Expectations
51 - 60	1.0% - 1.5%	

Approved Pay Ranges

All jobs have established pay ranges with minimum and maximum pay rates/hour. The maximum pay rate/hour may not be exceeded. A Merit Bonus will be awarded in situations where an employee’s merit increase will result in their pay rate for a job exceeding the maximum pay rate in the pay range.

Merit Bonus

A Merit Bonus will be awarded to an employee whose:

- current pay rate is at the maximum in the pay range for the job; or
- merit increase applied to their current pay rate will result in the pay rate exceeding the maximum pay rate in the pay range for the job.

Current Pay Rate is at the Maximum in the Pay Range

An employee with a pay rate currently at the maximum in the pay range for the job will receive a merit bonus based on the total dollars paid in the job during the prior fiscal year and the merit percent awarded during their performance review, calculated as follows:

- 1) **TOTAL DOLLARS PAID IN JOB DURING PRIOR FISCAL YEAR =**
Total hours paid in job x Maximum pay rate/hour
- 2) **MERIT BONUS =** TOTAL DOLLARS PAID IN JOB DURING PRIOR FISCAL YEAR x Merit %

Example: Sarah is currently being paid \$20/hour, the maximum pay rate in the pay range for her job as a manager. She was paid for 2,080 hours in that job in the fiscal year ending April 2018. She is awarded a 4% merit pay increase based on her performance review score. Her hourly rate will not increase. However, she will be awarded a Merit Bonus in the amount of \$1,664 which will be paid in June 2018, calculated as follows:

$$1) 2,080 \text{ hrs} \times \$20/\text{hr} = \$41,600$$

$$2) \$41,600 \times 4\% = \$1,664$$

Merit Increase will result in the Pay Rate Exceeding the Maximum in the Pay Range

An employee who is awarded a merit increase that will result in their current pay rate exceeding the maximum pay rate in the pay range shall be compensated at the full value of their merit percentage based on the total dollars earned in the job during the prior fiscal year. The Total Merit Value will be awarded as a combination of an Hourly Rate Increase to the maximum pay rate in the range plus a Merit Bonus, calculated as follows:

- 1) **TOTAL DOLLARS PAID IN THE JOB DURING PRIOR FISCAL YEAR =**
(Total hours paid in job) x (Current pay rate/hour)
- 2) **TOTAL MERIT VALUE =**
(TOTAL DOLLARS PAID IN THE JOB DURING PRIOR FISCAL YEAR) x (Merit Percent)
- 3) **HOURLY RATE INCREASE VALUE =**
(Maximum hourly pay rate - Current hourly pay rate) x (# of hours worked in job in prior fiscal year)
- 4) **MERIT BONUS =** TOTAL MERIT VALUE – HOURLY RATE INCREASE VALUE

Example: John is currently being paid \$16/hour in his job as a supervisor. The maximum pay rate in the pay range for the supervisor job is \$16.50. He was paid for 2,080 hours in that job in fiscal year ending April 2018. He is awarded a 4% merit pay increase during his performance review. Applying the 4% merit increase to his current hourly rate ($\$16 \times 4\% = \16.64) would result in exceeding the maximum pay rate in the range (\$16.50). So his hourly pay rate in May 2018 will be \$16.50 plus he will receive a Merit Bonus of \$291.20 which will be paid in June 2018, calculated as follows:

1) $2,080 \text{ hrs} \times \$16/\text{hr} = \$33,280$

2) $\$33,280 \times 4\% = \$1,331.20$

3) $\$16.50 - \$16.00 = \$.50$
 $\$.50 \times 2080 \text{ hrs} = \$1,040$

4) $\$1,331.20 - \$1,040 = \$291.20$

Effective Date of Merit Increase

Merit pay increases will be effective in the first pay period of the new fiscal year that begins with a May date.

Merit bonuses will be paid on the first pay date in June.

Communication of Merit Pay Increase

The Director/Manager/Supervisor conducting the performance review will:

- 1) Communicate the following information to staff during their annual performance review meeting:
 - Merit percent scale approved by the Board
 - Pay range for employee's job(s)
 - New pay rate(s): The *recommended* pay rate increase is subject to approval by the appropriate Department Director.
 - Full-time employee: The *recommended* pay rate increase must be approved by the applicable Department Director prior to conducting the performance review meeting.
 - Part-time employee: The *recommended* pay rate increase may be tentatively communicated to the employee in the performance review meeting prior to final approval by the applicable Department Director.
 - Merit Bonus calculation (if applicable)
- 2) Provide the employee a copy of the final approved Personnel Change Form listing the new pay rate(s) and/or any applicable Merit Bonus.

Management Notes

- During the budget process, Finance applies the Board approved maximum merit pay percent to the prior FY salary expense for each department. Therefore, there is a "merit pool" of dollars created for each department to distribute. A Department Head may choose to distribute their department's available budgeted "merit pool dollars" above the maximum merit scale percent to high performing employees with prior approval from the Executive Director.
- Full-time and Part-time pay ranges will be reviewed annually and proposed adjustments submitted to the Board of Commissioners for approval at the February Board meeting.



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: UNIVERSAL PLAYGROUND FUNDING

AGENDA No.: 9 G

MEETING DATE: DECEMBER 11, 2017

STAFF REVIEW:

Director of Parks and Planning, Bob Johnson:

RECOMMENDED FOR BOARD ACTION:

Executive Director, Laure Kosey

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

The Central Park Improvements project, in early designs, included a modest play area featuring a playground structure and several playground amenities. Staff elected to design an expanded play area which focused on a universal concept. This enhanced design is beyond the budgeted amount of 1.2 million dollars for the Central Park Improvements project. In order to achieve this vision and leverage the contractor resources already on site for other portions of the project, staff wishes to pursue alternative funding for the playground portion of the Central Park Improvements project.

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

Staff wishes to pursue a tax-exempt municipal lease or loan with a local financial institution.

The funding amount will be finalized once project bids have been received, but the dollar amount is expected to be in the range of 800-900 thousand dollars.

The lease must have flexible terms and the repayment would be spread over seven years with annual payments.

Interest rates must be competitive but will not be guaranteed until an agreement has been finalized.

There must be no pre-payment penalty for this lease or loan.

ACTION PROPOSED:

For review and discussion only.



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: ORDINANCE 18-0116: AN ORDINANCE APPROVING THE OAK BROOK PARK DISTRICT NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY IN ACCORDANCE WITH PUBLIC ACT 100-0554

AGENDA No.: 9 H
MEETING DATE: DECEMBER 11, 2017

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):

On November 16, 2017, Public Act 100-0554 became law, which amends several statutes including the State Officials and Employees Ethics Act and the Illinois Human Rights Act. The District was notified of the passing of the Act from its insurer, Park District Risk Management Agency (PDRMA), and the Illinois Association of Park Districts (IAPD).

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

PDRMA's information states, "The goal of the Act appears to be to impose sexual harassment policies and training on Illinois legislators and constitutional officer, state employees, and registered lobbyists. However, one of the amendments specifically applies to any "governmental entity" defined as a "unit of government" (including a community college district) or a school district but not a State agency or Regional Transit Board.. The amendment in section 70-5 requires each governmental entity to adopt an ordinance or resolution that establishes a policy to prohibit sexual harassment which must be adopted on or before January 15, 2018."

PDRMA has provided a sample policy and the District's current Personnel Policy 4.15 Non-Discrimination and Anti-Harassment Policy has been based on this policy. PDRMA also recommended for this policy to be reviewed by each park district's legal counsel.

The Oak Brook Park District's attorneys are reviewing the requirements of the Act and the District's policy along with the anti-harassment policies from other agency clients to create an ordinance in accordance to the Act. This ordinance will be presented to the Board at the January 15, 2018 Board Meeting for the required adoption.

ACTION PROPOSED:

For review and discussion only.