



**AGENDA**  
**REGULAR MEETING OF THE OAK BROOK PARK DISTRICT**  
**BOARD OF COMMISSIONERS**  
**January 15, 2018 – 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 JANUARY 15, 2018 AGENDA
  - b. APPROVAL OF MINUTES
    - i. December 11, 2017 Regular Meeting Minutes
  - c. APPROVAL OF FINANCIAL STATEMENT ENDING DECEMBER 31, 2017
    - i. Approval of Warrant No. 607
4. COMMUNICATIONS/PROCLAMATIONS
  - a. Board of Commissioners to share communications
5. STAFF RECOGNITION
  - a. None
6. REPORTS:
  - a. Administrative, IT, and Marketing Report
  - b. Finance & Human Resources Report
  - c. Recreation & Facilities Report
  - d. Parks & Planning Report
7. UNFINISHED BUSINESS
  - a. Bids for Central Park Improvements
  - b. Purchase of Playground Equipment through the National Joint Powers Alliance (NJPA) Cooperative Purchasing Group
  - c. Ordinance 18-0115: An Ordinance Declaring Surplus Personal Property and Authorizing Conveyance or Sale Thereof
  - d. Amendment: Administrative Policies and Procedure Manual Section 4.7 Fixed Asset Policy and Procedure
  - e. Amendment: Personnel Policy Manual: Section VII: 7.6 Merit Pay Policy
  - f. Universal Playground Funding

Page 1 of 3

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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**7. UNFINISHED BUSINESS - CONTINUED:**

- g. Ordinance 18-0116: An Ordinance Approving the Oak Brook Park District Amended Sexual Harassment Policy
- h. Resolution 18-0117: A Resolution Approving an Intergovernmental Agreement for Pool Management Services Between the Village of Oak Brook and the Oak Brook Park District

**8. NEW BUSINESS**

- a. Ordinance 18-0219: An Ordinance Transferring Funds from the Corporate Fund to the Capital Projects Fund
- b. Ordinance No.18-0220: An Ordinance Authorizing the Destruction of the Verbatim Record of Certain Closed Meetings
- c. Market Based Salary Range Adjustments
- d. Purchase of Sport Lighting through The Interlocal Purchasing System (TIPS) Cooperative Purchasing Group (Requires Waiving the Board Rules to Approve at this Meeting.)
- e. Resolution 18-0118: A Resolution Authorizing and Approving a Change Order Involving an Increase in the Contract Price Of \$10,000.00 Or More For the Tennis Center HVAC Project
- f. Electric Vehicle Charging Stations

**9. ADJOURN TO CLOSED SESSION**

**10. CLOSED SESSION - For the purpose of discussing and approving Closed Meeting Minutes pursuant to 5 ILCS 120/2(c)(21) and for the Semi-Annual Review of Closed Meeting Minutes pursuant to 5 ILCS 120/2(c)(21) and 5 ILCS 120/2.06(d).**

- a. Discussion and Approval of Closed Special Meeting Minutes, October 5, 2017
- b. Semi-Annual Review of Closed Meeting Minutes for Release
  - i. Resolution 18-0221: A Resolution Regarding the Review of Minutes for Closed Meetings January 1989 through December 31, 2017

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11. RECONVENE TO OPEN SESSION
12. POTENTIAL ACTION ON ITEMS DISCUSSED IN CLOSED SESSION
13. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON FEBRUARY 19, 2018, 6:30 p.m.
14. ADJOURNMENT

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**BOARD OF COMMISSIONERS**  
**January 15, 2018 – 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 JANUARY 15, 2018 AGENDA
  - b. APPROVAL OF MINUTES
    - i. December 11, 2017 Regular Meeting Minutes
  - c. APPROVAL OF FINANCIAL STATEMENT ENDING DECEMBER 31, 2017
    - i. Approval of Warrant No. 607
4. COMMUNICATIONS/PROCLAMATIONS *[Discussion Only]*
  - a. Board of Commissioners to share communications
5. STAFF RECOGNITION
  - a. None
6. 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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**BOARD OF COMMISSIONERS**  
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**Canterberry Room**

**7. UNFINISHED BUSINESS**

- a. Bids for Central Park Improvements *[Request a motion and a second to accept the lowest qualified bids for the base scope of work, plus alternate 1, for a total cost not-to-exceed \$1,991,156. **Roll Call Vote...**]*
- b. Purchase of Playground Equipment through the National Joint Powers Alliance (NJPA) Cooperative Purchasing Group *[Request a motion and a second to approve the purchase of playground equipment from Playpower LT Farmington, Inc. through the National Joint Powers Alliance, for a cost of \$169,894.31. **Roll Call Vote...**]*
- c. Ordinance 18-0115: An Ordinance Declaring Surplus Personal Property and Authorizing Conveyance or Sale Thereof *[Request a motion and a second to approve Ordinance 18-0115: An Ordinance Declaring Surplus Personal Property and Authorizing the Sale or Conveyance Thereof. **Roll Call Vote...**]*
- d. Amendment: Administrative Policies and Procedure Manual Section 4.7 Fixed Asset Policy and Procedure *[Request a motion and a second to approve the Amendment to the Administrative Policies and Procedures Manual, Section 4.7: Fixed Asset Policy and Procedure. **Roll Call Vote...**]*
- e. Amendment: Personnel Policy Manual: Section VII: 7.6 Merit Pay Policy *[Request a motion and a second to approve the Amendment to the Personnel Policy Manual: Section VII: 7.6 Merit Pay Policy. **Roll Call Vote...**]*
- f. Universal Playground Funding *[Request a Motion and a second to accept the proposal from Wintrust Government Funds to provide \$500,000 in financing for the universal playground project. **Roll Call Vote...**]*
- g. Ordinance 18- 0116: An Ordinance Approving the Oak Brook Park District Amended Sexual Harassment Policy *[Request a motion and a second to approve Ordinance 18-0116: An Ordinance Approving the Oak Brook Park District Amended Sexual Harassment Policy. **Roll Call Vote...**]*
- h. Resolution 18-0117: A Resolution Approving an Intergovernmental Agreement for Pool Management Services Between the Village of Oak Brook and the Oak Brook Park District *[Request a motion and a second to Approve Resolution 18-0117: A Resolution Approving an Intergovernmental Agreement for Pool Management Services Between the Village of Oak Brook and the Oak Brook Park District. **Roll Call Vote...**]*

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**8. NEW BUSINESS**

- a. Ordinance 18-0219: An Ordinance Transferring Funds from the Corporate Fund to the Capital Projects Fund *[For Review and Discussion Only.]*
- b. Ordinance No.18-0220: An Ordinance Authorizing the Destruction of the Verbatim Record of Certain Closed Meetings *[For Review and Discussion Only.]*
- c. Market Based Salary Range Adjustments *[For Review and Discussion Only.]*
- d. Purchase of Sport Lighting through The Interlocal Purchasing System (TIPS) Cooperative Purchasing Group (Requires Waiving the Board Rules to Approve at this Meeting.) *[Request a motion and a second to waive the Board's Rules to approve, at this meeting, the purchase of Sports Lighting through the Interlocal Purchasing System (TIPS) Cooperative Purchasing Group by accepting the Proposal from Musco Sports Lighting, LLC for the purchase and installation of LED sports lighting on field number 1 for a total cost not-to-exceed \$288,650. **Roll Call Vote...***  
*Then request a motion and a second to approve the purchase of Sports Lighting through the Interlocal Purchasing System (TIPS) Cooperative Purchasing Group by accepting the Proposal from Musco Sports Lighting, LLC for the purchase and installation of LED sports lighting on field number 1 for a total cost not-to-exceed \$288,650. **Roll Call Vote...**]*
- e. Resolution 18-0118: A Resolution Authorizing and Approving a Change Order Involving an Increase in the Contract Price Of \$10,000.00 Or More For the Tennis Center HVAC Project *[For Review and Discussion Only.]*
- f. Electric Vehicle Charging Stations *[For Review and Discussion Only.]*

**9. ADJOURN TO CLOSED SESSION** *[Request a motion and second to adjourn the Open Session of the regular Board Meeting and convene the Closed Session for the purpose of discussing and approving Closed Meeting Minutes pursuant to 5 ILCS 120/2(c)(21) and for the Semi-Annual Review of Closed Meeting Minutes pursuant to 5 ILCS 120/2(c)(21) and 5 ILCS 120/2.06(d). **Roll Call Vote ...]***

**10. CLOSED SESSION – *[Discussion Only.]***

For the purpose of discussing and approving Closed Meeting Minutes pursuant to 5 ILCS 120/2(c)(21) and for the Semi-Annual Review of Closed Meeting Minutes pursuant to 5 ILCS 120/2(c)(21) and 5 ILCS 120/2.06(d).

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11. RECONVENE TO OPEN SESSION [*Request a motion and a second to adjourn the Closed Session. **Voice Vote** - "All in favor...". Then request a motion and a second to reconvene the Open Session of the Regular Meeting. **Roll Call Vote**...*]
12. POTENTIAL ACTION ON ITEMS DISCUSSED IN CLOSED SESSION [*None anticipated*]
13. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON FEBRUARY 19, 2018, 6:30 p.m. [*Announce the next Regular Meeting of The Oak Brook Park District Board of Park Commissioners Will Be Held on February 19, 2018, 6:30 p.m.*]
14. ADJOURNMENT [*Request a motion and a second to adjourn the January 15, 2018 regular meeting. **Voice Vote** – "All in favor..."*]



**MINUTES OF THE  
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

President Knitter called the Regular Meeting to order at 6:32 p.m. in the Recreation Center's Canterbury Room. Commissioners Tan, Carson, Trombetta, and President Knitter answered "present." Commissioner Truedson was absent at the time of roll call. Also present were Laure Kosey, Executive Director, Nicole Karas, Park District Attorney, Marco Salinas, Chief Financial Officer, Dave Thommes, Director of Recreation, and Bob Johnson, Director of Parks and Planning.

2. OPEN FORUM

President Knitter invited members of the audience to make public comments.

There were no public comments.

3. CONSENT AGENDA

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

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

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

Nays: None

Absent: Commissioner Truedson

Motion: Commissioner Tan made a motion, seconded by Commissioner Trombetta, to approve the December 11, 2017 Consent Agenda.

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

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

Nays: None

Absent: Commissioner Truedson

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

Motion: Commissioner Carson made a motion, seconded by Commissioner Trombetta, to convene to the Public Hearing at the hour of 6:33 p.m.

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

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

Nays: None

Absent: Commissioner Truedson

President Knitter called 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 to order at 6:33 p.m. in the Recreation Center's Canterbury Room. Commissioners Tan, Carson, Trombetta, and President Knitter answered "present." Commissioner Truedson was absent at the time of roll call. Also present were Laure Kosey, Executive Director, Nicole Karas, Park District Attorney, Marco Salinas, Chief Financial Officer, Dave Thommes, Director of Recreation, and Bob Johnson, Director of Parks and Planning.

The Notice of the Public Hearing was published on December 1, 2017 in the Chicago Daily Herald and on the District's website

President Knitter presented the proposed Tax Levy Ordinance.

President Knitter asked if anyone on the Board wished to discuss the proposed tax levy.

There were no comments or discussion.

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.

President Knitter asked if there was anyone in the audience who wished to comment on the proposed Tax Levy.

There were no comments.

c. Adjournment of Public Hearing

Motion: Commissioner Tan made a motion, seconded by Commissioner Carson, to adjourn the Public Hearing and to reconvene the Regular Meeting of the Board of Commissioners at the hour of 6:34 p.m.

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

## 5. COMMUNICATIONS/PROCLAMATIONS

- a. Board of Commissioners to share communications

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

There were no communications from the Board.

John Barr, Village Board Trustee, was present in the audience and thanked the Park Board for continuing to work with the Village on several issues. He said as a Village Trustee, he hopes to continue having a good working partnership between the Village and Park District.

President Knitter concurred with Trustee's Barr's sentiment.

Commissioner Truedson entered the meeting at 6:35 p.m.

## 6. STAFF RECOGNITION

- a. None

## 7. REPORTS:

- a. Administrative, IT, and Marketing Report

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

Ms. Kosey provided a status of the ballfield and playground projects, which includes a possible lease agreement for some of the playground equipment, which will be discussed later in the meeting per the agenda.

Ms. Kosey said a member of the newly formed Sports Core Advisory Committee was to be present this evening to discuss the possibility of the Park District managing the Bath and Tennis pool, but is currently stuck in traffic due to the inclement weather. With Trustee Barr present, Ms. Kosey suggested moving forward with discussion of this matter. The Board concurred.

Ms. Kosey said the Park District was recently approached by some members of the Village's Sports Core Advisory Committee requesting that the Park District consider submitting a proposal to the Village for running the Bath and Tennis (the "B&T") pool. Ms. Kosey said Jessica Gray, Aquatic Center Manager, has done an outstanding job in researching the possibility of this partnership with the Village, and although there are several issues to still hammer out, the ultimate goal is to do what is best for Oak Brook. Ms. Kosey said the proposed agreement from the Park District would ask that the Village pay the Park District approximately \$300,000 to run the pool next summer and all revenue received would be given to the Village to invest in the pool. She also said issues that still need to be addressed include insurance, programming, membership fees, and alcohol that is sold at the pool. Ms. Kosey said she would like to have the Park Board's authorization to move forward with submitting this proposal.

Commissioner Trombetta asked whether the B&T would continue to be run like a private club.

Ms. Kosey said the plan is to have the mornings dedicated to swim programming as this is not a busy time for the pool, and in the afternoon, the pool would revert to being run as a private club-like pool.

President Knitter said she believes the B&T pool has been neglected for many years and the infrastructure is in poor shape. She said she would like staff to list what needs to be improved before the Park District takes over operations of the pool. She said she also wants to ensure that there is enough money available so that Park District staff is not stretched, and as a result, suffers because of this partnership. President Knitter also said there needs to be very public vocal support among all Village Trustees regarding this partnership and that there are surely to be bumps along the way, but that they are in full support of the partnership.

President Knitter stressed that she wants the pool fixed and in good working order.

Ms. Kosey noted that Ms. Gray will also be working on a maintenance program for the pool.

Commissioner Trombetta said he has served six years on the Long Range Sports Core Committee and when thinking about the B&T and the Golf Pro Shop, the Village could easily spend two million dollars on needed improvements. He said when you look at the big picture, he wants to see the Village committed to maintaining this valuable property, but said he believes that the current Village Board is not committed and the Village Board thinks making the improvements would be frivolous spending.

Commissioner Tan said setting aside past experiences, part of the mission of the Park District is to provide the best recreational facilities to the residents of Oak Brook. He said to the extent that the Village has approached the Park District with a need for our help, he believes it is something that the Park District should explore. However, he said he agrees with President Knitter that it should be done in a way that does not harm the Park District's existing operations, and that there must be a right spirit from the Village Board for this partnership. He said he wants it made clear that the Park District is doing this to benefit the community.

Commissioner Truedson said he was under the impression from prior discussions that the Park District would only be providing guards at the B&T and asked when did it become a full proposal to manage the entire pool operation?

Ms. Kosey said part of the reason is that the prior Bath and Tennis Manager is no longer working for the Village and the other part is that she believes that if we are going to provide guards, then it is necessary to manage the entire pool operation in order to properly protect those guards and other Park District staff working at the site.

Commissioner Truedson agreed that only providing guards without managing the pool operations doesn't make sense.

Commissioner Truedson also said there will never be full compliance from the Village Board but that he is okay with that. He said that the Park District's priority in this partnership is that the Park District should come first.



President Knitter suggested the option of a joint membership between the Aquatic Center and the B&T.

Commissioner Truedson said joint membership was offered in the past but it was not successful. He said he does like the idea of the split hours: programming in the morning and a club pool in the afternoon.

President Knitter asked Ms. Gray, who was present in the audience, whether she wants to do this.

Ms. Gray said she and her staff of lifeguards and the maintenance crew, are excited about the idea. She said some of her guards worked at the B&T this past summer and saw many things they would like to see improved.

Commissioner Carson said her first concern is the timing of this proposed partnership since Park District staff is already busy with its own projects. She said she also wants assurance that the Park District's staff will not be micro-managed by the Sports Core Advisory Committee. She said it must be made clear that the Park District staff be allowed to do what they know how to do best.

Ms. Kosey agreed stating that any concerns that the Sports Core Advisory Committee has must be directed to herself, not staff.

Trustee Barr wanted to express his great gratitude for the Park Board's positive response.

Ms. Kosey noted to Trustee Barr that the sooner the Park District receives an answer from the Village, the better, as now is the time that lifeguards are recruited for the summer season.

There was no further discussion regarding Ms. Kosey's report.

b. Finance & Human Resources Report

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

Mr. Salinas reviewed the November financial reports with the Board and noted that all three major funds have surpluses.

Mr. Salinas said that work continues in preparing for the new accounting software installation.

Mr. Salinas noted that the budget process began today.

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 newly remodeled locker rooms and the new family locker room opened for use this past week. He said there are still a few punch list items being addressed but that the overall response from members has been positive.

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 said the ice rink is up but not open due to varying temperatures.

Mr. Johnson said he is considering installing electric vehicle charging stations. He noted that the electricity will be provided by the Park District.

Commissioner Tan suggested putting a credit card swipe system on the chargers for the electricity cost.

Ms. Kosey said staff will be evaluating ice rink usage via cameras at the rink to see if having it is justified. She said it is costly to set up and take down and noted that the Oak Brook mall is now offering an ice rink.

Ms. Angie Lopez, member of the Sports Core Advisory Committee, entered the audience. Ms. Kosey provided Ms. Lopez with a review on the outcome of the discussion regarding the proposed B&T pool partnership.

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

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.

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan, 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.

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

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

Nays: None

- 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

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Truedson, 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.

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

Ayes: Commissioners Truedson, Tan, Carson, Trombetta and President Knitter.  
Nays: None

c. Records Management and Disposal

- i. Application for Authority to Dispose of Local Records No. 15:098: Records Disposal Certificate for March 23, 2018

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan, 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.

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

Ayes: Commissioners Truedson, Tan, Carson, Trombetta and President Knitter.  
Nays: None

d. 2018 Board Meeting Dates

Motion: Commissioner Truedson made a motion, seconded by Commissioner Carson, to approve the 2018 Board Meeting Dates.

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

Ayes: Commissioners Truedson, Tan, Carson, Trombetta and President Knitter.  
Nays: None

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

Motion: Commissioner Carson made a motion, seconded by Commissioner Trombetta, 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.

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

Ayes: Commissioners Truedson, Tan, Carson, Trombetta and President Knitter.  
Nays: None

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.)

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan, 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.

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

Ayes: Commissioners Truedson, Tan, Carson, Trombetta and President Knitter.  
Nays: None

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan, to approve the Construction Management Agreement for Central Park Improvements with Wight Construction Services, Inc. for a sum not to exceed \$130,000.

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

Ayes: Commissioners Truedson, Tan, Carson, Trombetta and President Knitter.  
Nays: None

b. Bids for Central Park Improvements

This issue was presented for review and discussion only.

Bob Johnson provided a review of bid packages and deadlines and said staff will make recommendations at the January board meeting. Once the contract is awarded, he said he hopes to break ground in March or April 2018.

There was no further discussion regarding this matter.

c. Purchase of Playground Equipment through National Joint Powers Alliance (NJPA) Cooperative Purchasing Group

This issue was presented for review and discussion only.

Ms. Kosey said by purchasing this equipment through the cooperative, the Park District does not need to go out to bid as it has already been done by the cooperative. She said she will present all the details at next month's meeting.

Mr. Johnson said this purchase will cover the Little Tykes playground equipment.

There was no further discussion regarding this matter.

d. Ordinance 18-0115: An Ordinance Declaring Surplus Personal Property and Authorizing Conveyance or Sale Thereof

This issue was presented for review and discussion only.

Mr. Johnson said this ordinance relates to the existing playground equipment which staff will once again work with the non-profit organization, Playgrounds for Kids, to donate the equipment to a needy community in another country. He said PDRMA has advised us that when selling or donating the equipment to another community in the United States, the Park District's liability goes with the equipment. When donating to another country, there is no liability.

There was no further discussion regarding this matter.

- e. Amendment: Administrative Policies and Procedures Manual Section 4.7 Fixed Asset Policy and Procedure

This issue was presented for review and discussion only.

Marco Salinas presented and reviewed the minor changes to this section of the Administrative Policies and Procedures Manual.

There was no discussion regarding this matter.

- f. Amendment: Personnel Policy Manual: Section VII: 7.6 Merit Pay Policy

This issue was presented for review and discussion only.

Marco Salinas presented and reviewed the minor changes to this section of the Administrative Policies and Procedures Manual.

Mr. Salinas said the proposed changes to this policy makes the requirements for merit increases consistent throughout the Park District.

There was no further discussion regarding this matter.

- g. Universal Playground Funding

This issue was presented for review and discussion only.

Commissioner Tan presented this matter stating discussion last month favored leasing equipment for the playground so that donations can continue to be received during the lease term. He said after further review of the current reserves of the Park District, his recommendation is that staff explore the option of paying \$500,000 from reserves and to lease the balance of the project's cost. He said this way, the debt payment would be reduced, and donations could still be sought. This would have less of an impact on the Park District's annual operations and provide a more reasonable annual donation goal.

The Board concurred.

It was recommended by the Board to put a clause in the lease which states that the Park District can pay the lease off early if we want.

There was no further discussion regarding this matter.

- 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

This issue was presented for review and discussion only.

Ms. Kosey said the State is requiring this policy in light of the recent sexual harassment allegations throughout the country. She said the deadline for this policy to be in place is January 15, 2018; the same date as the Park District's next meeting. She said it will be on next month's meeting agenda for Board approval.

There was no further discussion regarding this matter.

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.

President Knitter announced 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

Motion: Commissioner Truedson made a motion, seconded by Commissioner Trombetta, to adjourn the December 11, 2017 Regular Board Meeting at 7:20 p.m.

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

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Laure L. Kosey, Executive Director

**Oak Brook Park District**  
**General Fund Revenue and Expenditure Summary - Unaudited**  
**Fiscal Year-to-Date Activity through December 31, 2017 and 2016**  
**66.67% completed (8 out of 12 months)**

	Highlighted items reflect more than 8.33% variance				Highlighted items reflect more than 10% change		
	Original 2017/2018 Annual Budget	December 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
<b><u>REVENUES</u></b>							
<b>Administration</b>							
Property Taxes	\$ 1,528,000	\$ 18,619	\$ 1,504,606	98.5%	\$ 1,457,621	\$ 46,985	3.2%
Personal Property Repl. Taxes	95,000	-	56,233	59.2%	53,833	2,400	4.5%
Investment Income	10,000	960	7,141	71.4%	5,867	1,275	21.7%
Other	3,000	-	1,146	38.2%	2,593	(1,446)	-55.8%
<b>Central Park</b>	97,000	614	95,655	98.6%	75,538	20,117	26.6%
<b>Dean Property</b>	-	250	2,250	N/A	3,000	(750)	-25.0%
<b>Building-Recreation Center</b>	987,062	37,107	521,848	52.9%	561,527	(39,679)	-7.1%
<b>Central Park West</b>	79,750	7,270	55,378	69.4%	68,838	(13,460)	-19.6%
<b>TOTAL REVENUES</b>	<b>\$ 2,799,812</b>	<b>\$ 64,820</b>	<b>\$ 2,244,259</b>	<b>80.2%</b>	<b>\$ 2,228,816</b>	<b>\$ 15,442</b>	<b>0.7%</b>
<b><u>EXPENDITURES</u></b>							
<b>Administration</b>	\$ 932,503	\$ 73,880	\$ 519,469	55.7%	\$ 514,489	\$ 4,980	1.0%
<b>Central Park</b>	608,519	66,588	381,194	62.6%	401,732	(20,538)	-5.1%
<b>Saddlebrook Park</b>	17,870	926	11,116	62.2%	6,840	4,276	62.5%
<b>Forest Glen Park</b>	28,631	1,104	17,632	61.6%	19,342	(1,710)	-8.8%
<b>Chillem Park</b>	7,465	184	5,628	75.4%	2,748	2,880	104.8%
<b>Dean Property</b>	13,948	301	10,345	74.2%	8,387	1,958	23.3%
<b>Professional Services</b>	81,200	2,026	16,728	20.6%	60,945	(44,218)	-72.6%
<b>Contracts- Maintenance DNS</b>	37,000	-	8,618	23.3%	25,142	(16,524)	-65.7%
<b>Building-Recreation Center</b>	964,376	80,880	523,066	54.2%	549,898	(26,832)	-4.9%
<b>Central Park West</b>	63,214	3,754	22,838	36.1%	21,543	1,295	6.0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,754,726</b>	<b>\$ 229,643</b>	<b>\$ 1,516,633</b>	<b>55.1%</b>	<b>\$ 1,611,067</b>	<b>\$ (94,434)</b>	<b>-5.9%</b>
<b>TRANSFERS OUT</b>	\$ 410,000	\$ -	\$ -	0.0%	\$ 142,500	\$ (142,500)	N/A
<b>TOTAL EXPENDITURES AND TRANSFERS OUT</b>	<b>\$ 3,164,726</b>	<b>\$ 229,643</b>	<b>\$ 1,516,633</b>	<b>47.9%</b>	<b>\$ 1,753,567</b>	<b>\$ (236,934)</b>	<b>-13.5%</b>
<b>REVENUES OVER (UNDER) EXPENDITURES AND TRANSFERS OUT</b>	<b>\$ (364,914)</b>	<b>\$ (164,823)</b>	<b>\$ 727,625</b>	<b>-199.4%</b>	<b>\$ 475,249</b>	<b>\$ 252,376</b>	<b>53.1%</b>

**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 December 31, 2017 and 2016**  
**66.67% completed (8 out of 12 months)**

	Highlighted items reflect more than 8.33% variance				Highlighted items reflect more than 10% change		
	Original 2017/2018 Annual Budget	December 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
<b><u>REVENUES</u></b>							
<b>Administration</b>							
Property Taxes	\$ 894,000	\$ 10,586	\$ 879,491	98.4%	\$ 828,702	\$ 50,789	6.1%
Personal Property Repl. Taxes	32,000	-	17,703	55.3%	16,947	756	4.5%
Investment Income	12,000	1,327	10,112	84.3%	8,566	1,546	18.1%
Other	3,000	30	1,095	36.5%	1,316	(221)	-16.8%
<b>Fitness Center</b>	849,212	70,983	554,104	65.2%	527,972	26,133	4.9%
<b>Aquatic Center</b>	474,032	26,752	298,983	63.1%	332,266	(33,283)	-10.0%
<b>Aquatic Recreation Programs</b>	607,588	74,810	406,296	66.9%	487,695	(81,399)	-16.7%
<b>Children's Programs</b>	83,960	9,761	82,549	98.3%	67,289	15,260	22.7%
<b>Preschool Programs</b>	309,767	48,855	197,305	63.7%	212,318	(15,013)	-7.1%
<b>Youth Programs</b>	168,335	6,616	173,658	103.2%	172,533	1,125	0.7%
<b>Adult Programs</b>	53,890	4,754	42,760	79.3%	42,765	(5)	0.0%
<b>Pioneer Programs</b>	169,850	6,584	64,238	37.8%	111,208	(46,970)	-42.2%
<b>Special Events and Trips</b>	91,765	2,678	74,643	81.3%	74,166	476	0.6%
<b>Marketing</b>	96,700	75,900	100,775	104.2%	25,107	75,668	301.4%
<b>TOTAL REVENUES</b>	<b>\$ 3,846,099</b>	<b>\$ 339,637</b>	<b>\$ 2,903,713</b>	<b>75.5%</b>	<b>\$ 2,908,850</b>	<b>\$ (5,137)</b>	<b>-0.2%</b>
<b><u>EXPENDITURES</u></b>							
<b>Administration</b>	\$ 896,234	\$ 51,403	\$ 421,025	47.0%	\$ 438,473	\$ (17,448)	-4.0%
<b>Fitness Center</b>	695,987	53,844	390,607	56.1%	400,859	(10,251)	-2.6%
<b>Aquatic Center</b>	864,800	68,389	463,638	53.6%	500,597	(36,959)	-7.4%
<b>Aquatic Recreation Programs</b>	319,880	22,990	156,484	48.9%	195,406	(38,922)	-19.9%
<b>Children's Programs</b>	80,668	4,415	35,855	44.4%	36,106	(251)	-0.7%
<b>Preschool Programs</b>	247,199	25,159	125,726	50.9%	130,439	(4,713)	-3.6%
<b>Youth Programs</b>	139,340	3,516	92,936	66.7%	90,521	2,415	2.7%
<b>Adult Programs</b>	49,351	3,150	26,808	54.3%	28,274	(1,465)	-5.2%
<b>Pioneer Programs</b>	166,191	6,206	57,788	34.8%	92,337	(34,549)	-37.4%
<b>Special Events and Trips</b>	91,430	1,308	62,986	68.9%	54,001	8,985	16.6%
<b>Marketing</b>	333,851	17,385	175,029	52.4%	203,319	(28,290)	-13.9%
<b>Capital Outlay</b>	363,000	105,000	137,761	38.0%	78,380	59,381	N/A
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,247,931</b>	<b>\$ 362,766</b>	<b>\$ 2,146,644</b>	<b>50.5%</b>	<b>\$ 2,248,711</b>	<b>\$ (102,066)</b>	<b>-4.5%</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>\$ (401,832)</b>	<b>\$ (23,129)</b>	<b>\$ 757,068</b>	<b>-188.4%</b>	<b>\$ 660,140</b>	<b>\$ 96,929</b>	<b>14.7%</b>

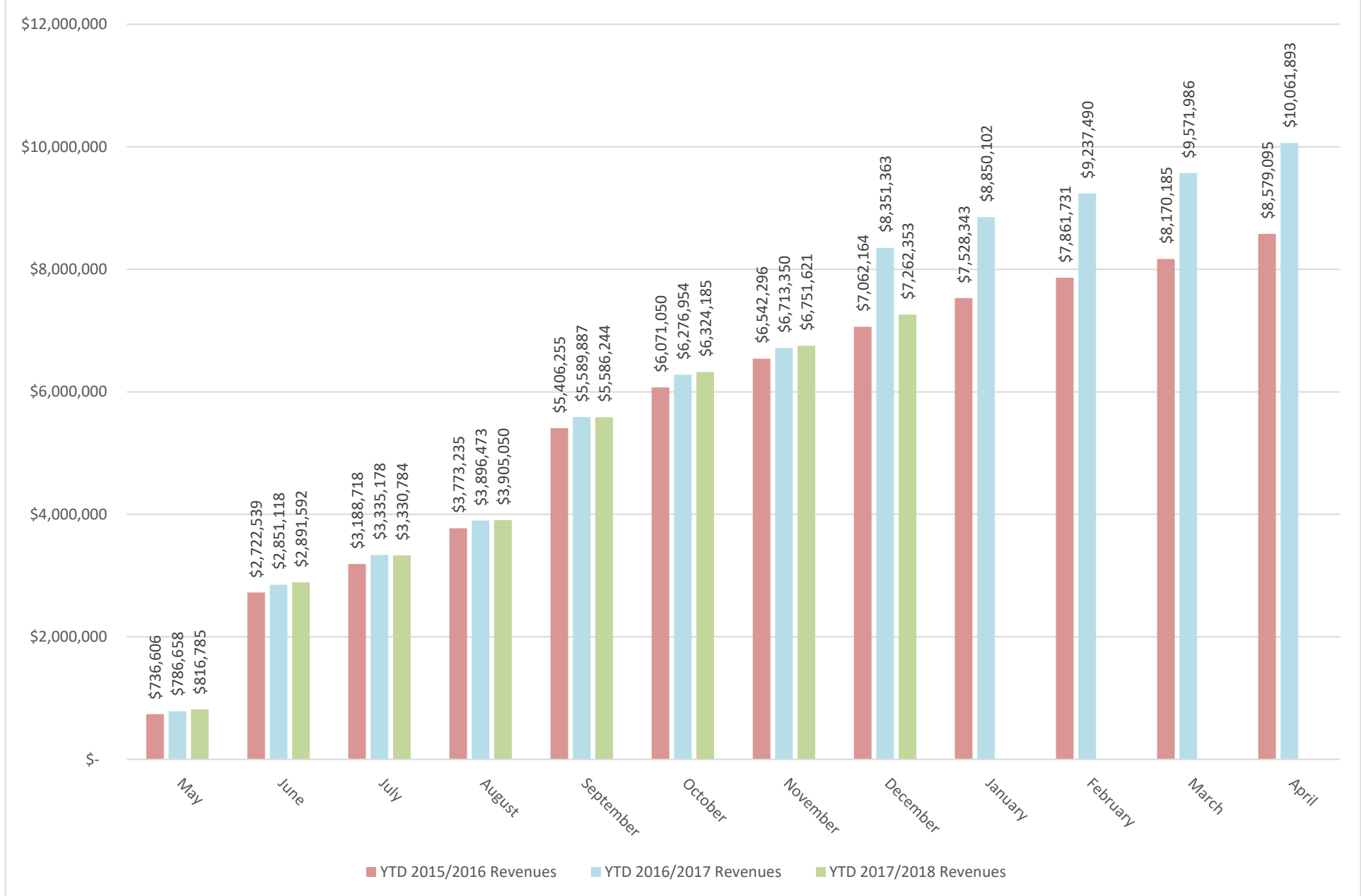
**Note>** Fiscal year 2017/2018 highlighted items reflect a variance of one month or greater (i.e. +/- 8.33%). When comparing current fiscal year to prior fiscal year, highlighted items reflect a variance of +/- 10.00% or greater.

**Oak Brook Park District**  
**Tennis Center (Recreational Facilities Fund) Revenue and Expense Summary - Unaudited**  
**Fiscal Year-to-Date Activity through December 31, 2017 and 2016**  
**66.67% completed (8 out of 12 months)**

Highlighted items reflect more than 8.33% variance					Highlighted items reflect more than 10% change		
Original 2017/2018 Annual Budget					2017/2018 Y-T-D Actual Higher/ (Lower) than 2016/2017		
	December 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	Percent Change	
<b><u>REVENUES</u></b>							
Administration	\$ 4,900	\$ 661	\$ 4,835	98.7%	\$ 51,112	\$ (46,276)	-90.5%
Building- Racquet Club	1,700	62	550	32.3%	596	(46)	-7.8%
Programs- Racquet Club	1,457,500	93,027	1,169,054	80.2%	1,070,159	98,895	9.2%
<b>TOTAL REVENUES</b>	<b>\$ 1,464,100</b>	<b>\$ 93,750</b>	<b>\$ 1,174,439</b>	<b>80.2%</b>	<b>\$ 1,121,867</b>	<b>\$ 52,573</b>	<b>4.7%</b>
<b><u>EXPENSES</u></b>							
Administration	\$ 710,040	\$ 51,754	\$ 350,574	49.4%	\$ 349,102	\$ 1,472	0.4%
Building- Racquet Club	366,920	24,294	145,922	39.8%	163,461	(17,539)	-10.7%
Programs- Racquet Club	490,371	56,008	310,955	63.4%	272,616	38,340	14.1%
Capital Outlay	495,000	680	375,982	76.0%	69,137	306,845	443.8%
<b>TOTAL EXPENSES</b>	<b>\$ 2,062,331</b>	<b>\$ 132,736</b>	<b>\$ 1,183,433</b>	<b>57.4%</b>	<b>\$ 854,316</b>	<b>\$ 329,117</b>	<b>38.5%</b>
<b>REVENUES OVER (UNDER) EXPENSES</b>	<b>\$ (598,231)</b>	<b>\$ (38,987)</b>	<b>\$ (8,994)</b>	<b>1.5%</b>	<b>\$ 267,550</b>	<b>\$ (276,545)</b>	<b>-103.4%</b>

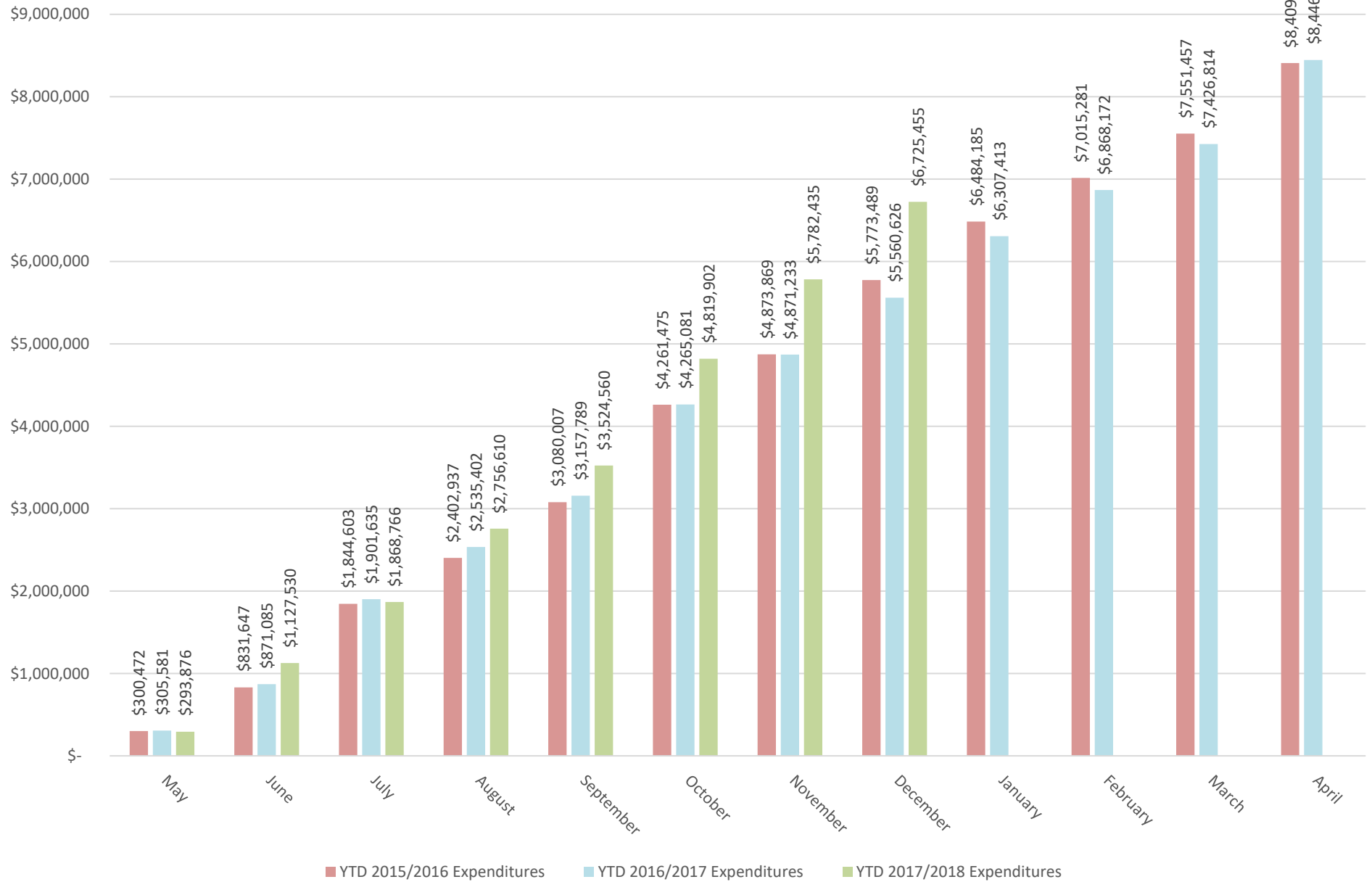
**Note>** Fiscal year 2017/2018 highlighted items reflect a variance of one month or greater (i.e. +/- 8.33%).  
When comparing current fiscal year to prior fiscal year, highlighted items reflect a variance of  
+/- 10.00% or greater.

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



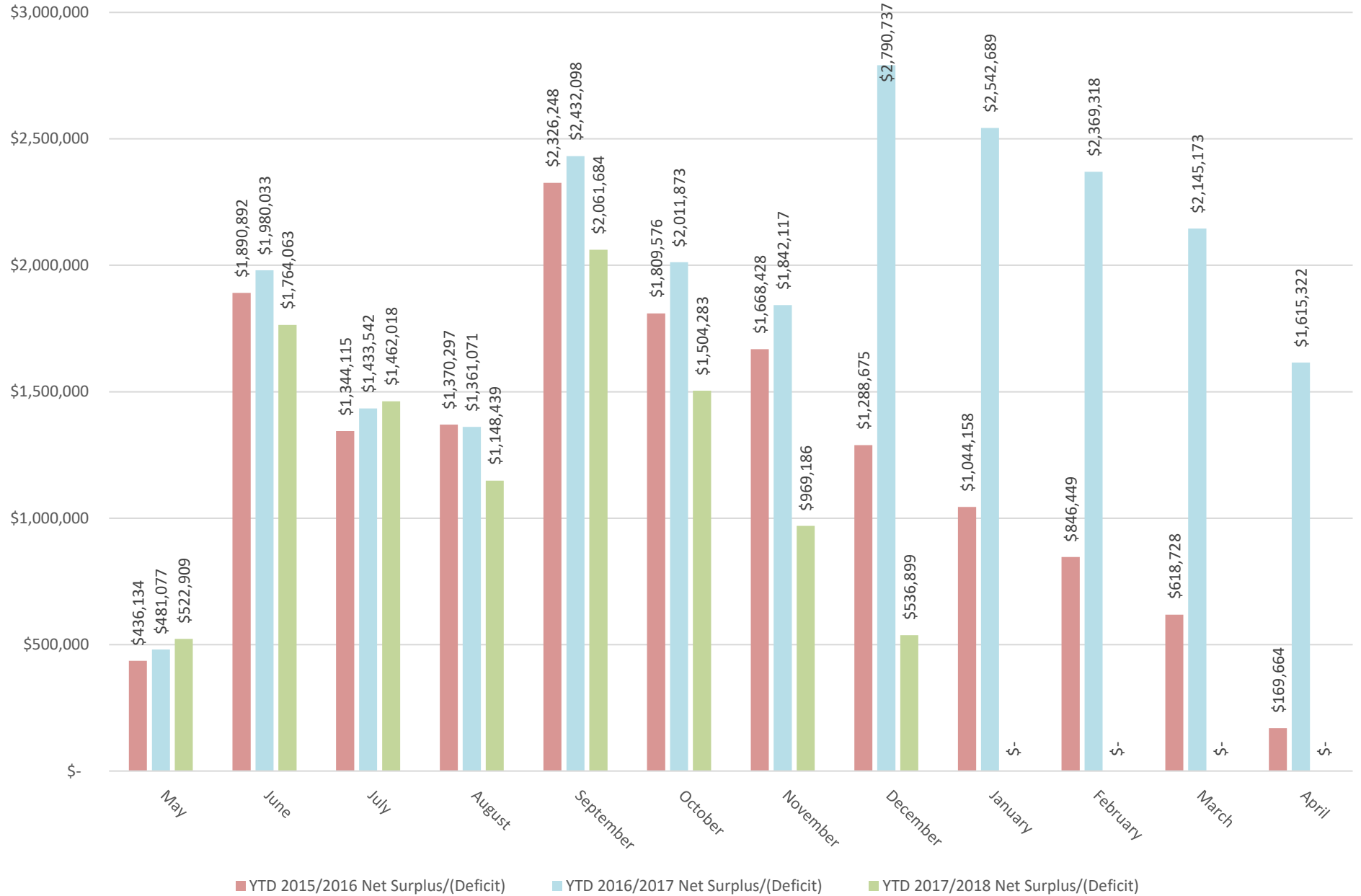
**Note>** In December 2016 the Park District recorded \$1,163,610 in bond proceeds in the Capital Projects Fund. This is the primary reason for the large increase in YTD revenues during FY 2016/2017.

## 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  
DECEMBER, 2017

FUND NAME	CURRENT MONTH ACTUAL	Y-T-D ACTUAL	ANNUAL BUDGET
GENERAL CORPORATE FUND			
REVENUE	\$ 64,820	\$ 2,244,259	\$ 2,799,812
EXPENSES	\$ 229,643	\$ 1,516,633	\$ 3,164,726
SURPLUS/(DEFICIT)	\$ (164,823)	\$ 727,625	\$ (364,914)
RECREATION FUND			
REVENUE	\$ 339,637	\$ 2,903,713	\$ 3,846,100
EXPENSES	\$ 362,766	\$ 2,146,644	\$ 4,247,931
SURPLUS/(DEFICIT)	\$ (23,129)	\$ 757,068	\$ (401,831)
IMRF FUND			
REVENUE	\$ 2,376	\$ 176,062	\$ 185,750
EXPENSES	\$ 22,372	\$ 133,617	\$ 200,000
SURPLUS/(DEFICIT)	\$ (19,996)	\$ 42,445	\$ (14,250)
LIABILITY INSURANCE FUND			
REVENUE	\$ 1,235	\$ 57,955	\$ 60,250
EXPENSES	\$ 2,970	\$ 76,470	\$ 168,305
SURPLUS/(DEFICIT)	\$ (1,735)	\$ (18,515)	\$ (108,055)
AUDIT FUND			
REVENUE	\$ 293	\$ 14,209	\$ 14,130
EXPENSES	\$ -	\$ 13,013	\$ 27,850
SURPLUS/(DEFICIT)	\$ 293	\$ 1,196	\$ (13,720)
DEBT SERVICE FUND			
REVENUE	\$ 3,863	\$ 322,740	\$ 331,250
EXPENSES	\$ -	\$ 330,988	\$ 330,914
SURPLUS/(DEFICIT)	\$ 3,863	\$ (8,248)	\$ 336



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

FUND NAME	CURRENT MONTH ACTUAL	Y-T-D ACTUAL	ANNUAL BUDGET
RECREATIONAL FACILITIES FUND (TENNIS CENTER)			
REVENUE	\$ 93,750	\$ 1,174,439	\$ 1,464,100
EXPENSES	\$ 132,736	\$ 1,183,433	\$ 2,062,331
SURPLUS/(DEFICIT)	\$ (38,987)	\$ (8,994)	\$ (598,231)
 SPECIAL RECREATION FUND			
REVENUE	\$ 1,153	\$ 95,209	\$ 117,750
EXPENSES	\$ 5,788	\$ 53,472	\$ 124,700
SURPLUS/(DEFICIT)	\$ (4,634)	\$ 41,737	\$ (6,950)
 CAPITAL PROJECT FUND			
REVENUE	\$ 884	\$ 39,296	\$ 413,000
EXPENSES	\$ 160,996	\$ 1,108,111	\$ 2,352,884
SURPLUS/(DEFICIT)	\$ (160,111)	\$ (1,068,814)	\$ (1,939,884)
 SOCIAL SECURITY FUND			
REVENUE	\$ 2,721	\$ 234,469	\$ 247,700
EXPENSES	\$ 25,749	\$ 163,072	\$ 258,000
SURPLUS/(DEFICIT)	\$ (23,029)	\$ 71,397	\$ (10,300)
 SUMMARY			
REVENUE	\$ 510,732	\$ 7,262,352	\$ 9,479,842
EXPENSES	\$ 943,020	\$ 6,725,455	\$ 12,937,640
SURPLUS/(DEFICIT)	\$ (432,287)	\$ 536,899	\$ (3,457,799)



OAK BROOK PARK DISTRICT		
CONSOLIDATED AGENCY TREASURER'S REPORT		
DECEMBER, 2017		
		<b>CONSOLIDATED</b>
		<b>TOTALS</b>
<b>REVENUES</b>		
	Property Taxes	\$ 41,530
	Back Taxes	-
	Replacement Taxes	-
	Recreation Program Fees	248,238
	Rec/Fitness Center Fees	70,983
	Rec/Aquatic Center Fees	101,146
	FRC/Building Rental Fees	17,995
	Theme Party Rental Fees	299
	Recreation Center Fees	18,718
	CPW Building Rentals	7,270
	Field Rentals	614
	Interest	2,857
	Transfers	-
	Sponsorship	667
	Miscellaneous	416
<b>TOTAL- REVENUES</b>		<b>\$ 510,732</b>
<b>DISBURSEMENTS</b>		
	Warrant No.606	\$ 536,069
	December Payroll	406,950
<b>TOTAL DISBURSEMENTS</b>		<b>\$ 943,020</b>

**Oak Brook Park District  
Consolidated Agency Balance Sheet  
as of December 31, 2017**

<u>ASSETS</u>	Consolidated Totals
Current Assets	
Cash and Investments	\$ 6,942,170
Receivables - Net of Allowances	-
Property Taxes	3,231,020
Accounts	405,305
Due from Other Funds	15,779
Prepays	-
Inventories	16,707
Total Current Assets	<u>\$ 10,610,981</u>
Noncurrent Assets	
Capital Assets	
Nondepreciable	40,475
Depreciable	1,170,178
Accumulated Depreciation	-
Total Noncurrent Assets	<u>1,210,653</u>
<b>Total Assets</b>	<b>11,821,634</b>
DEFERRED OUTFLOWS OF RESOURCES	
Deferred Items-IMRF	<u>95,047</u>
Total Assets and Deferred outflows of Resources	<u>11,916,681</u>
<u>LIABILITIES</u>	
Accounts Payable	17,535
Accrued Payroll	25,493
Other Payables	788,139
Due To Other Funds	17,743
Compensated Absences Payable	<u>7,885</u>
Total Liabilities	856,796
Noncurrent Liabilities	
Compensated Absences Payable	6,200
Net Pension Liability - IMRF	<u>162,214</u>
Total Noncurrent Liabilities	168,414
<b>Total Liabilities</b>	<b>1,025,210</b>
DEFERRED INFLOWS OF RESOURCES	
Deferred Items - IMRF	21,693
Property Taxes	<u>3,231,741</u>
Total Liabilities and Deferred Inflows of Resources	<u>4,278,644</u>
<u>FUND BALANCES</u>	
Net Investment in Capital Assets	1,210,652
Nonspendable	-
Restricted	470,861
Committed	3,421,647
Unassigned	<u>2,534,876</u>
<b>Total Fund Balances</b>	<b><u>7,638,036</u></b>
Total Liabilities, Deferred Inflows of Resources and Fund Balances	<u>\$ 11,916,681</u>

[illegible]



Oak Brook Park District  
Capital Expenditures  
As of December 31, 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	116,227.31		116,227.31
Professional Svces - Central Park	Wight & Company	79,237.70		79,237.70
Soil Borings - Central Park	ECS Midwest, LLC	6,850.00		6,850.00
Central Park Pymt 1	Wight & Company	51,126.02		51,126.02
Locker Room Installment Pymt 1-5	Wight & Company	24,216.36		24,216.36
Demolition Locker Rooms	Alpine Demolition Services	57,645.00		57,645.00
Plumbing Locker Rooms Pymt 1-3	C.W. Burns Company, Inc.	111,122.10		111,122.10
Locker Room Tile Work 1	Kingston Tile Company	107,587.80		107,587.80
General Carpentry Locker Rooms Pymt 1-3	DBM Services Inc.	449,553.60		449,553.60
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	29,251.50		29,251.50
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	
Financial Suite Software Server Hardware	SHI International Company	3,630.00	3,630.00	
Financial Suite Software Server Install	Sterling Network Int	2,000.50	2,000.50	
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
Allocation to Rec Capital - Family Locker Room	Per amount budgeted.	(105,000.00)		(105,000.00)
	Subtotal-Capital Improvement Fund	\$ 1,108,110.59	\$ 42,614.88	\$ 1,065,495.71
	Lease Servicing Center National			
Fitness Cardio Equipment - Pymt 2 of 3	Coop Leasing	32,760.71	32,760.71	
Allocation to Rec Capital - Family Locker Room	Per amount budgeted.	105,000.00		105,000.00
	Subtotal-Recreation Fund Capital	\$ 137,760.71	32,760.71	\$ 105,000.00
	TOTAL BALANCE	\$ 1,245,871.30	\$ 75,375.59	\$ 1,170,495.71

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OAK BROOK PARK DISTRICT  
DETAIL BOARD REPORT  
WARRANT NO. 607

INVOICES DUE ON/BEFORE 01/15/2018

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
260			TYCO INTEGRATED SECURITY LLC					
29746617	12/09/17	01	QUARTERLY SERVICE	01-20-750-003			01/15/18	228.98
		02	REQ BY KC APPR BY DT	SECURITY SYSTEM ** COMMENT **				
						INVOICE TOTAL:		228.98
29746618	12/09/17	01	FIRE ALARM MONITERING	07-71-750-002			01/15/18	228.98
		02	REQ BY PS APPR BY AP	SECURITY SYSTEM ** COMMENT **				
						INVOICE TOTAL:		228.98
						VENDOR TOTAL:		457.96
1002			ADVANCED DISPOSAL CHGO CENTRAL					
2166333	11/30/17	01	DUMPSTERS AT CPW	01-20-750-002			01/15/18	214.92
		02	REQ BY BJ APPR BY LK	GARBAGE DISPOSAL ** COMMENT **				
						INVOICE TOTAL:		214.92
2166353	11/30/17	01	DUMPSTER AT FRC	01-15-750-002			01/15/18	221.70
		02	REQ BY BJ APPR BY LK	REFUGE DISPOSAL SERVICE ** COMMENT **				
						INVOICE TOTAL:		221.70
T80002169352	11/30/17	01	WASTE DISPOSAL	07-71-750-006			01/15/18	150.95
		02	REQ BY PS APPR BY AP	GARBAGE HAULING ** COMMENT **				
						INVOICE TOTAL:		150.95
						VENDOR TOTAL:		587.57
3509			AIRPORT ELECTRIC					
PAYAPP3	01/03/18	01	ELECTRICAL FAMILY LOCKER ROOM	12-95-940-065			01/15/18	8,090.48
		02	REQ BY DT APPR BY LK	BUILDING & PARK IMPROVEMEN ** COMMENT **				
						INVOICE TOTAL:		8,090.48
						VENDOR TOTAL:		8,090.48

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OAK BROOK PARK DISTRICT  
DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 01/15/2018

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
3508	ALL STAR SPORTS INSTRUCTION							
177247	11/27/17	01	JR BBALL & JR T-BALL FALL2	02-30-640-432			01/15/18	1,696.00
		02	REQ BY MA APPR BY DT	SPORTS CAMP CONTRACT. SERV				
				** COMMENT **				
						INVOICE TOTAL:		1,696.00
						VENDOR TOTAL:		1,696.00
3062	ANDERSON ELEVATOR CO.							
216570	12/01/17	01	QUARTERLY MAINTENEANCE	07-71-750-001			01/15/18	567.84
		02	REQ BY PS APPR BY AP	ELEVATOR SERVICE AND REPAI				
				** COMMENT **				
						INVOICE TOTAL:		567.84
217539	01/01/18	01	ELEVATOR INSPECTION	01-15-750-006			01/15/18	567.84
		02	REQ BY KC APPR BY DT	ELEVATOR SERVICE				
				** COMMENT **				
						INVOICE TOTAL:		567.84
						VENDOR TOTAL:		1,135.68
3434	BOB JOHNSON							
12192017	12/19/17	01	TUTITION REIMBURSEMENT	01-05-650-001			01/15/18	747.20
		02	REQ BY BJ APPR BY LK	COLLEGE COURSES				
				** COMMENT **				
						INVOICE TOTAL:		747.20
						VENDOR TOTAL:		747.20
1802	BUTTREY RENTAL SERVICE INC.							
248053	12/05/17	01	TRACK LOADER RENTAL	01-05-790-019			01/15/18	340.00
		02	REQ BY BJ APPR BY LK	EQUIPMENT RENTAL				
				** COMMENT **				
						INVOICE TOTAL:		340.00
						VENDOR TOTAL:		340.00

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OAK BROOK PARK DISTRICT  
DETAIL BOARD REPORT

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INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
3412	CHRISTINA HOUPY							
NASM/AFAARECERT	10/19/17	01	NASM/AFAA RECERTIFIATION	02-21-690-010			01/15/18	99.00
		02	REQ BY MD APPR BY DT	CONTINUING EDUCATION				
				** COMMENT **				
						INVOICE TOTAL:		99.00
						VENDOR TOTAL:		99.00
95	COM ED							
12/29/17	12/29/17	01	ELECTRIC DNS 11/28/17-12/29/17	01-09-770-001			01/15/18	42.31
		02	REQ BY MK APPR BY NS	ELECTRIC				
				** COMMENT **				
						INVOICE TOTAL:		42.31
						VENDOR TOTAL:		42.31
2993	COMCAST							
58380441	11/01/17	01	PRI TRUNK ALLOCATION NOV 17	01-01-720-000			01/15/18	50.86
		02	PRI TRUNK ALLOCATION NOV 17	BUSINESS/LINE CHARGES				
				01-15-720-000				37.59
		03	PRI TRUNK ALLOCATION NOV 17	BUSINESS LINE USAGE				
				01-20-720-000				17.69
		04	PRI TRUNK ALLOCATION NOV 17	BUSINESS LINE USAGE				
				02-01-720-000				66.34
		05	PRI TRUNK ALLOCATION NOV 17	BUSINESS/LINE CHARGES				
				02-21-720-000				24.32
		06	PRI TRUNK ALLOCATION NOV 17	BUSINESS LINE USAGE				
				02-25-720-000				24.32
		07	PRI TRUNK ALLOCATION NOV 17	BUSINESS LINE USAGE				
				07-01-720-000				339.91
		08	REQ BY NS APPR BY MS	BUSINESS/LINE CHARGES				
				** COMMENT **				
						INVOICE TOTAL:		561.03
5937106	12/01/17	01	PRI TRUNK ALLOCATION DEC 17	01-01-720-000			01/15/18	50.86
				BUSINESS/LINE CHARGES				



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OAK BROOK PARK DISTRICT  
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INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
2993	COMCAST							
5937106	12/01/17	02	PRI TRUNK ALLOCATION DEC 17	01-15-720-000			01/15/18	37.59
				BUSINESS LINE USAGE				
		03	PRI TRUNK ALLOCATION DEC 17	01-20-720-000				17.69
				BUSINESS LINE USAGE				
		04	PRI TRUNK ALLOCATION DEC 17	02-01-720-000				66.34
				BUSINESS/LINE CHARGES				
		05	PRI TRUNK ALLOCATION DEC 17	02-21-720-000				24.32
				BUSINESS LINE USAGE				
		06	PRI TRUNK ALLOCATION DEC 17	02-25-720-000				24.32
				BUSINESS LINE USAGE				
		07	PRI TRUNK ALLOCATION DEC 17	07-01-720-000				339.91
				BUSINESS/LINE CHARGES				
		08	REQ BY NS APPR BY MS	** COMMENT **				
						INVOICE TOTAL:		561.03
60383527	01/01/18	01	PRI TRUNK ALLOCATION JAN 18	01-01-720-000			01/15/18	57.55
				BUSINESS/LINE CHARGES				
		02	PRI TRUNK ALLOCATION JAN 18	01-15-720-000				42.54
				BUSINESS LINE USAGE				
		03	PRI TRUNK ALLOCATION JAN 18	01-20-720-000				20.02
				BUSINESS LINE USAGE				
		04	PRI TRUNK ALLOCATION JAN 18	02-01-720-000				75.07
				BUSINESS/LINE CHARGES				
		05	PRI TRUNK ALLOCATION JAN 18	02-21-720-000				27.52
				BUSINESS LINE USAGE				
		06	PRI TRUNK ALLOCATION JAN 18	02-25-720-000				27.52
				BUSINESS LINE USAGE				
		07	PRI TRUNK ALLOCATION JAN 18	07-01-720-000				324.99
				BUSINESS/LINE CHARGES				
		08	REQ BY NS APPR BY MS	** COMMENT **				
						INVOICE TOTAL:		575.21
						VENDOR TOTAL:		1,697.27

2313 COMCAST CABLE

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OAK BROOK PARK DISTRICT  
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INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
-----								
2313	COMCAST CABLE							
COMCAST12/20/17	12/20/17	01	WIFI AND CABLE	01-15-750-019			01/15/18	588.63
		02	REQ BY RP APPR BY LK	CABLE TV & WIFI				
				** COMMENT **				
						INVOICE TOTAL:		588.63
COMCAST12/22/17	12/22/17	01	INTERNET	01-01-720-000			01/15/18	34.50
		02	INTERNET	BUSINESS/LINE CHARGES				
				01-15-720-000				34.50
		03	INTERNET	BUSINESS LINE USAGE				
				01-20-720-000				34.50
		04	INTERNET	BUSINESS LINE USAGE				
				02-01-720-000				34.35
		05	INTERNET	BUSINESS/LINE CHARGES				
				02-21-720-000				34.00
		06	INTERNET	BUSINESS LINE USAGE				
				02-25-720-000				34.00
		07	INTERNET	BUSINESS LINE USAGE				
				07-01-720-000				34.00
		08	REQ BY RP APPR BY LK	BUSINESS/LINE CHARGES				
				** COMMENT **				
						INVOICE TOTAL:		239.85
						VENDOR TOTAL:		828.48
1062	COSTCO WHOLESALE							
020246	11/30/17	01	COFFEE/BATTERIES/DOLPHIN SNACK	01-01-730-002			01/15/18	49.95
		02	COFFEE/BATTERIES/DOLPHIN SNACK	COFFEE & CONDIMENTS				
				01-15-730-001				63.96
		03	COFFEE/BATTERIES/DOLPHIN SNACK	OFFICE SUPPLIES				
				02-32-765-002				63.83
		04	REQ BY KS APPR BY DT	YOUTH AFTER SCHOOL				
				** COMMENT **				
						INVOICE TOTAL:		177.74
039026	12/13/17	01	ALL STAFF LUNCH/WATER BOTTLES	01-01-740-002			01/15/18	12.98
				BOARD/EMPLOYEE RECOGNITION				

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1062 COSTCO WHOLESALE								
039026	12/13/17	02	ALL STAFF LUNCH/WATER BOTTLES	02-25-790-005			01/15/18	31.30
		03	REQ BY AB APPR BY KS	CUSTODIAL SUPPLIES ** COMMENT **				
						INVOICE TOTAL:		44.28
05/8726	12/21/17	01	STAFF MTG FOOD	01-15-690-001			01/15/18	25.97
		02	REQ BY RH APPR BY KC	CONFERENCES ** COMMENT **				
						INVOICE TOTAL:		25.97
						VENDOR TOTAL:		247.99
114 DAILY HERALD								
T4488166	01/03/18	01	LEGAL NOTICE TAX LEVY	01-01-680-001			01/15/18	257.60
		02	REQ BY NS APPR BY MS	NOTICES & ORDINANCES ** COMMENT **				
						INVOICE TOTAL:		257.60
T4488748	12/07/17	01	BID NOTICE CP IMPROVEMENTS	01-01-680-001			01/15/18	216.20
		02	REQ BY BG APPR BY LK	NOTICES & ORDINANCES ** COMMENT **				
						INVOICE TOTAL:		216.20
						VENDOR TOTAL:		473.80
3453 DANGRIA BUDGINAITE								
ZUMBA7/9/17	07/09/17	01	ZUMBA CERTIFICATION	02-21-690-010			01/15/18	100.00
		02	REQ BY MD APPR BY DT	CONTINUING EDUCATION ** COMMENT **				
						INVOICE TOTAL:		100.00
						VENDOR TOTAL:		100.00
3232 DIRECT ENERGY BUSINESS								
HS74122946	12/21/17	01	GAS SRV 11/3/17-12/4/17	01-15-770-000			01/15/18	1,612.52
				GAS				

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-----								
3232	DIRECT ENERGY BUSINESS							
HS74122946	12/21/17	02	GAS SRV 11/3/17-12/4/17	02-01-770-000 GAS			01/15/18	1,290.01
		03	GAS SRV 11/3/17-12/4/17	02-21-770-005 GAS				1,290.01
		04	GAS SRV 11/3/17-12/14/17	02-25-770-005 GAS				2,257.52
		05	REQ BY MK APPR BY NS	** COMMENT **				
						INVOICE TOTAL:		6,450.06
HS7422945	12/21/17	01	TC GAS SRV 11/3/17-12/4/17	07-71-770-000 GAS			01/15/18	760.96
		02	REQ BY MK APPR BY NS	** COMMENT **				
						INVOICE TOTAL:		760.96
						VENDOR TOTAL:		7,211.02
3381	DREISILKER ELECTRIC MOTORS INC							
P0069850	12/08/17	01	EXHAUST FAN MOTOR PUMP ROOM	02-25-750-040 HVAC			01/15/18	227.41
		02	REQ BY MM APPR BY DT	** COMMENT **				
						INVOICE TOTAL:		227.41
						VENDOR TOTAL:		227.41
2694	DU PAGE CONVENTION & VISITORS							
3553	11/20/17	01	2018 DCVB MEMBERSHIP	02-80-823-000 PUBLIC RELATIONS			01/15/18	250.00
		02	REQ BY JC APPR BY LK	** COMMENT **				
						INVOICE TOTAL:		250.00
						VENDOR TOTAL:		250.00
2737	DUPAGE TOPSOIL, INC.							
045556	11/28/17	01	TOPSOIL FOR SOCCER FIELDS	01-05-790-021 ATHLETIC FIELDS			01/15/18	975.00

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INVOICES DUE ON/BEFORE 01/15/2018

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2737	DUPAGE TOPSOIL, INC.							
045556	11/28/17	02	REQ BY BJ APPR BY LK	** COMMENT **			01/15/18	
							INVOICE TOTAL:	975.00
045599	11/30/17	01	TOPSOIL FOR SOCCER FIELDS	01-05-790-021			01/15/18	975.00
		02	REQ BY BJ APPR BY LK	ATHLETIC FIELDS ** COMMENT **				
							INVOICE TOTAL:	975.00
							VENDOR TOTAL:	1,950.00
2276	EBEL'S ACE HARDWARE #8313							
433562/4	11/29/17	01	MAINTENANCE ITEMS/LIGHT BULBS	01-05-750-020			01/15/18	5.39
		02	MAINTENANCE ITEMS/LIGHT BULBS	ELECTRICAL SERVICES 01-15-750-000				21.57
		03	REQ BY MM APPR BY DT	GENERAL MAINTENANCE ** COMMENT **				
							INVOICE TOTAL:	26.96
433704/4	12/19/17	01	REPLACEMENT HOSE END	01-15-750-000			01/15/18	4.49
		02	REQ BY MC APPR BY LK	GENERAL MAINTENANCE ** COMMENT **				
							INVOICE TOTAL:	4.49
433751/4	12/27/17	01	TOOLS/SUPPLIES	01-15-750-000			01/15/18	4.48
		02	TOOLS/SUPPLIES	GENERAL MAINTENANCE 01-15-750-005				2.50
		03	TOOLS/SUPPLIES	ELECTRIC SERVICE 01-15-750-006				21.75
		04	REQ BY MM APPR BY DT	ELEVATOR SERVICE ** COMMENT **				
							INVOICE TOTAL:	28.73
							VENDOR TOTAL:	60.18
3111	ELEVATOR INSPECTION SERVICES							

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3111	ELEVATOR INSPECTION SERVICES							
73373	12/22/17	01	ELEVATOR INSPECTION	07-71-750-001			01/15/18	165.00
		02	REQ BY PS APPR BY AP	ELEVATOR SERVICE AND REPAI ** COMMENT **				
							INVOICE TOTAL:	165.00
							VENDOR TOTAL:	165.00
3342	ENVISION HEALTHCARE INC							
174620	01/01/18	01	COBRA ADMIN FEE	01-01-650-000			01/15/18	36.00
		02	REQ BY LN APPR BY LK	GROUP MEDICAL & LIFE ** COMMENT **				
							INVOICE TOTAL:	36.00
							VENDOR TOTAL:	36.00
134	FED EX							
6-038-80280	12/27/17	01	LEVY FILINGS/F.G. PRPTY EXEMPT	01-01-710-001			01/15/18	44.64
		02	REQ BY BG APPR BY LK	SPECIAL DELIVERY ** COMMENT **				
							INVOICE TOTAL:	44.64
							VENDOR TOTAL:	44.64
3346	FIRST COMMUNICATION LLC							
115060481	12/01/17	01	PHONE SRV NOV 2017	01-01-720-000			01/15/18	101.53
		02	PHONE SRV NOV 2017	BUSINESS/LINE CHARGES 01-15-720-000				75.05
		03	PHONE SRV NOV 2017	BUSINESS LINE USAGE 01-20-720-000				35.32
		04	PHONE SRV NOV 2017	BUSINESS LINE USAGE 02-01-720-000				132.44
		05	PHONE SRV NOV 2017	BUSINESS/LINE CHARGES 02-21-720-000				48.56
				BUSINESS LINE USAGE				

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OAK BROOK PARK DISTRICT  
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INVOICES DUE ON/BEFORE 01/15/2018

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
-----								
3346	FIRST COMMUNICATION LLC							
115060481	12/01/17	06	PHONE SRV NOV 2017	02-25-720-000			01/15/18	48.56
				BUSINESS LINE USAGE				
		07	PHONE SRV NOV 2017	07-01-720-000				573.37
				BUSINESS/LINE CHARGES				
		08	REQ BY NS APPR BY MS	** COMMENT **				
						INVOICE TOTAL:		1,014.83
						VENDOR TOTAL:		1,014.83
1064	FITNESS EQUIPMENT SERVICES							
3501	10/26/17	01	FITNESS EQUIPMENT SRV	07-71-750-013			01/15/18	925.50
				EXERCISE ROOM				
		02	REQ BY AP APPR BY DT	** COMMENT **				
						INVOICE TOTAL:		925.50
						VENDOR TOTAL:		925.50
2025	FLAGG CREEK WATER RECLAMATION							
12/26/17	12/26/17	01	SEWER SRV DEC 2017	01-05-770-008			01/15/18	12.65
				SEWER MAINTENANCE GARAGE				
		02	SEWER SRV DEC 2017	01-15-770-003				1,181.21
				SEWER				
		03	SEWER SRV DEC 2017	01-20-770-002				23.45
				SEWER				
		04	SEWER SRV DEC 2017	02-01-770-003				944.96
				SEWER				
		05	SEWER SRV DEC 2017	02-21-770-015				944.96
				SEWER				
		06	SEWER SRV DEC 2017	02-25-770-015				1,653.68
				SEWER				
		07	SEWER SRV DEC 2017	07-71-770-003				84.02
				SEWER				
		08	REQ BY MK APPR BY NS	** COMMENT **				
						INVOICE TOTAL:		4,844.93
						VENDOR TOTAL:		4,844.93

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154	GATEWAY SRA							
17-18b	12/22/17	01	GATEWAY 2ND INSTALLMENT	09-01-700-000			01/15/18	17,353.71
		02	REQ BY KS APPR BY DT	GATEWAY SPECIAL RECREATION				
				** COMMENT **				
						INVOICE TOTAL:		17,353.71
						VENDOR TOTAL:		17,353.71
182	GEORGELO PIZZA - CHICAGO, INC.							
14033	12/07/17	01	PIZZAS FOR PARTIES	02-25-705-001			01/15/18	184.50
		02	REQ BY AB APPR BY KS	BIRTHDAY PARTY-GROUP RENTA				
				** COMMENT **				
						INVOICE TOTAL:		184.50
14040	12/14/17	01	PIZZAS FOR PARTIES	02-25-705-001			01/15/18	123.00
		02	REQ BY AB APPR BY KS	BIRTHDAY PARTY-GROUP RENTA				
				** COMMENT **				
						INVOICE TOTAL:		123.00
						VENDOR TOTAL:		307.50
2404	GRAPHIC III PAPERS							
606847	12/06/17	01	PAPER FOR MARKETING PRINTER	02-80-950-000			01/15/18	53.25
		02	REQ BY GW APPR BY LK	IN HOUSE PRINTED MATERIALS				
				** COMMENT **				
						INVOICE TOTAL:		53.25
						VENDOR TOTAL:		53.25
2789	HAGG PRESS							
103661	11/22/17	01	IPRA POSTCARD TOBE REIM	02-80-941-000			01/15/18	372.00
		02	REQ BY JC APPR BY LK	GENERAL MARKETING /SPONSOR				
				** COMMENT **				
						INVOICE TOTAL:		372.00
103736	11/30/17	01	WINTER/SPRING BROCHURE	02-80-970-000			01/15/18	8,855.00
				SEASONAL PROGRAM BROCHURE				



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2789	HAGG PRESS							
103736	11/30/17	02	REQ BY JC	APPR BY LK	** COMMENT **		01/15/18	
						INVOICE TOTAL:		8,855.00
73670	11/30/17	01	PRINTING WINTER/SPRING 18 POST	02-50-681-000			01/15/18	1,013.00
				PRINTING & PUBLIC RELATION				
		02	REQ BY KC	APPR B7Y KS	** COMMENT **			
						INVOICE TOTAL:		1,013.00
						VENDOR TOTAL:		10,240.00
2927	HARRIS COMPUTER SYSTEMS							
XT00006250	11/30/17	01	W2,1094,1095 FORMS/ENVELOPES	01-01-680-000			01/15/18	319.65
				STATIONERY & ENVELOPES				
		02	REQ BY LN	APPR BY LK	** COMMENT **			
						INVOICE TOTAL:		319.65
						VENDOR TOTAL:		319.65
838	HOME DEPOT CREDIT SERVICES							
0014333	12/19/17	01	MAINTENANCE SUPPLIES	07-71-800-002			01/15/18	93.04
				CUSTODIAL TOOLS & EQUIPMEN				
		02	REQ BY PS	APPR BY AP	** COMMENT **			
						INVOICE TOTAL:		93.04
0054357	12/19/17	01	POOL SUPPLIES	02-25-790-001			01/15/18	45.87
				AQUATIC MAINTENANCE SUPPLI				
		02	POOL SUPPLIES	01-15-750-000				47.91
				GENERAL MAINTENANCE				
		03	REQ BY MM	APPR BY DT	** COMMENT **			
						INVOICE TOTAL:		93.78
1014293	12/18/17	01	AIR FILTERS AND SEALANT	01-05-790-005			01/15/18	59.70
				MAINTENANCE GARAGE SUPPLIE				
		02	REQ BY BJ	APPR BY LK	** COMMENT **			
						INVOICE TOTAL:		59.70

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838 HOME DEPOT CREDIT SERVICES								
2010110	12/27/17	01	ICE RINK SUPPLIES	01-05-800-006			01/15/18	116.06
		02	REQ BY BJ APPR BY LK	PARK EQUIP / REPLACE & REP ** COMMENT **				
						INVOICE TOTAL:		116.06
3012837	12/06/17	01	MAINTENANCE SUPPLIES	07-71-800-002			01/15/18	187.03
		02	REQ BY PS APPR BY AP	CUSTODIAL TOOLS & EQUIPMEN ** COMMENT **				
						INVOICE TOTAL:		187.03
4012695	12/05/17	01	ICE RINK SCREWS	01-05-800-006			01/15/18	37.16
		02	REQ BY BJ APPR BY LK	PARK EQUIP / REPLACE & REP ** COMMENT **				
						INVOICE TOTAL:		37.16
5052181	12/04/17	01	ELECTRICAL TOOLS/SUPPLIES	01-05-750-020			01/15/18	46.04
		02	REQ BY BJ APPR BY LK	ELECTRICAL SERVICES ** COMMENT **				
						INVOICE TOTAL:		46.04
5097445	12/14/17	01	CLEANING SUPPLIES	01-15-790-000			01/15/18	50.61
		02	REQ BY KC APPR BY DT	JANITORIAL SUPPLY / PAPER ** COMMENT **				
						INVOICE TOTAL:		50.61
6013835	12/13/17	01	MAINTENANCE SUPPLIES	07-71-800-002			01/15/18	98.33
		02	REQ BY PS APPR BY AP	CUSTODIAL TOOLS & EQUIPMEN ** COMMENT **				
						INVOICE TOTAL:		98.33
						VENDOR TOTAL:		781.75
3012 HOME PLUMBING SUPPLY								
52440	12/21/17	01	VACUUM BREAKER FOR DEEP SINK	01-20-750-004			01/15/18	39.00
				PLUMBING SERVICE & REPAIRS				

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3012	HCME PLUMBING SUPPLY							
52440	12/21/17	02	ERQ BY MM APPR BY DT	** COMMENT **			01/15/18	
							INVOICE TOTAL:	39.00
							VENDOR TOTAL:	39.00
3335	HP PRODUCTS							
I3225247	10/31/17	01	LARGE TOWELS	02-21-750-000			01/15/18	1,713.99
		02	REQ BY MD APPR BY DT	TOWEL SERVICES/REPLACEMENT				
				** COMMENT **			INVOICE TOTAL:	1,713.99
I3226558	10/31/17	01	LARGE TOWELS	02-21-750-000			01/15/18	1,293.01
		02	REQ BY MD APPR BY DT	TOWEL SERVICES/REPLACEMENT				
				** COMMENT **			INVOICE TOTAL:	1,293.01
I3238757	11/12/17	01	CUSTODIAL SUPPLIES	07-71-790-001			01/15/18	1,414.41
		02	REQ BY PS APPR BY DT	JANITORIAL SUPPLIES				
				** COMMENT **			INVOICE TOTAL:	1,414.41
I3244803	11/16/17	01	CLEANING/PAPER PRODCUTS	01-15-790-007			01/15/18	1,000.40
		02	REQ BY KC APPR BY DT	LOCKER ROOM SUPPLIES				
				** COMMENT **			INVOICE TOTAL:	1,000.40
I3258729	12/03/17	01	CUSTODIAL SUPPLIES	07-71-790-001			01/15/18	539.15
		02	REQ BY PS APPR BY AP	JANITORIAL SUPPLIES				
				** COMMENT **			INVOICE TOTAL:	539.15
I3260623	12/05/17	01	CUSTODIAL SUPPLIES	07-71-790-001			01/15/18	47.73
		02	REQ BY PS APPR BY AP	JANITORIAL SUPPLIES				
				** COMMENT **			INVOICE TOTAL:	47.73

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3335	HP PRODUCTS							
I3261588	12/05/17	01	HAIR/BODY WASH LOCKER ROOM	01-15-790-001			01/15/18	51.92
		02	REQ BY KC APPR BY DT	JANITORIAL SUPP./ CLEAN .P				
				** COMMENT **				
						INVOICE TOTAL:		51.92
I3269239	12/12/17	01	CUSTODIAL SUPPLIES	07-71-790-001			01/15/18	92.40
		02	REQ BY PS APPR BY AP	JANITORIAL SUPPLIES				
				** COMMENT **				
						INVOICE TOTAL:		92.40
I3275819	12/18/17	01	CLEANING SUPPLY/PAPER PRODUCTS	01-15-790-000			01/15/18	805.60
		02	CLEANING SUPPLY/PAPER PRODUCTS	JANITORIAL SUPPLY / PAPER				
				01-15-790-001				580.80
		03	REQ BY KC APPR BY DT	JANITORIAL SUPP./ CLEAN .P				
				** COMMENT **				
						INVOICE TOTAL:		1,386.40
I3275820	12/18/17	01	LAUNDRY DECEMBER	01-15-790-001			01/15/18	330.95
		02	REQ BY KC APPR BY DT	JANITORIAL SUPP./ CLEAN .P				
				** COMMENT **				
						INVOICE TOTAL:		330.95
I3287380	12/22/17	01	PAPER PRODUCTS	01-15-790-000			01/15/18	252.52
		02	REQ BY KS APPR BY DT	JANITORIAL SUPPLY / PAPER				
				** COMMENT **				
						INVOICE TOTAL:		252.52
I3287777	01/03/18	01	CAT RIGHT SIDE BROOM REPAIR	07-71-750-014			01/15/18	701.60
		02	REQ BY PS APPR BY AP	SWEEPER REPAIR				
				** COMMENT **				
						INVOICE TOTAL:		701.60
						VENDOR TOTAL:		8,824.48

3269 HUGH LIGHTING DESIGN LLC

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3269	HUGH LIGHTING DESIGN LLC							
3006	12/26/17	01	ANNUAL LIGHT MEASURMENT	01-05-790-021			01/15/18	1,207.49
		02	REQ BY BJ APPR BY LK	ATHLETIC FIELDS				
				** COMMENT **				
						INVOICE TOTAL:		1,207.49
						VENDOR TOTAL:		1,207.49
178	ILLINOIS ASSOCIATION OF PARK							
DUES2018	12/20/17	01	2018 MEMBERSHIP DUES	01-01-700-002			01/15/18	6,944.17
		02	REQ BY BG APPR BY LK	STATE & REGIONAL ORGANIZAT				
				** COMMENT **				
						INVOICE TOTAL:		6,944.17
						VENDOR TOTAL:		6,944.17
3236	J.J. KELLER AND ASSOCIATES							
9102534544	12/05/17	01	SDS SYSTEM SUBSCRIPTION 3YR	01-01-740-020			01/15/18	284.28
		02	SDS SYSTEM SUBSCRIPTION 3YR	SAFETY				
		03	SDS SYSTEM SUBSCRIPTION 3YR	01-05-840-020				284.29
		04	SDS SYSTEM SUBSCRIPTION 3YR	SAFETY				
		05	SDS SYSTEM SUBSCRIPTION 3YR	01-15-740-020				284.29
		06	SDS SYSTEM SUBSCRIPTION 3YR	SAFETY				
		07	SDS SYSTEM SUBSCRIPTION 3YR	02-01-840-020				284.28
		08	SDS SYSTEM SUBSCRIPTION 3YR	SAFETY				
		09	SDS SYSTEM SUBSCRIPTION 3YR	02-21-840-020				284.28
		10	SDS SYSTEM SUBSCRIPTION 3YR	SAFETY				
		11	SDS SYSTEM SUBSCRIPTION 3YR	02-25-840-020				284.29
		12	SDS SYSTEM SUBSCRIPTION 3YR	SAFETY				
		13	SDS SYSTEM SUBSCRIPTION 3YR	07-01-740-020				284.29
		14	SDS SYSTEM SUBSCRIPTION 3YR	SAFETY				
		15	REQ BY LN APPR BY LK	** COMMENT **				
						INVOICE TOTAL:		1,990.00
						VENDOR TOTAL:		1,990.00
191	JACKSON-HIRSCH, INC.							

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-----								
191	JACKSON-HIRSCH, INC.							
0980042	12/29/17	01	LAMINATING SUPPLIES	02-26-765-002			01/15/18	85.00
				EVENT-SUPPLIES				
		02	LAMINATING SUPPLIES	02-31-765-001				85.83
				EC PRESCHOOL MORNING				
		03	LAMINATING SUPPLIES	02-32-765-005				85.00
				YOUTH TEEN CAMP				
		04	LAMINATING SUPPLIES	02-80-950-000				85.00
				IN HOUSE PRINTED MATERIALS				
		05	REQ BY KS APPR BY LK	** COMMENT **				
							INVOICE TOTAL:	340.83
							VENDOR TOTAL:	340.83
3176	JONES TRAVEL							
105912A	10/14/17	01	ADDITIONAL CITY FEE	02-50-755-300			01/15/18	9.00
				TRIP TRANSPORTATION				
		02	REQ BY KC APPR BY KS	** COMMENT **				
							INVOICE TOTAL:	9.00
105914	12/19/17	01	2 BUSES PIO TRIP 12/6/17	02-50-755-300			01/15/18	1,250.00
				TRIP TRANSPORTATION				
		02	2 BUSES PIO TRIP 12/6/17	09-01-900-000				100.00
				MISC. PROGRAM EXPENSES				
		03	REQ BY KC APPR BY KS	** COMMENT **				
							INVOICE TOTAL:	1,350.00
							VENDOR TOTAL:	1,359.00
3526	JWC MEDIA							
103916	12/19/17	01	HOLIDAY CARD/GUEST PASSES	02-80-940-000			01/15/18	1,223.00
				GENERAL MARKETING / PROMOT				
		02	HOLIDAY CARD/GUEST PASSES	02-80-960-000				1,800.00
				PRINTED MATERIALS				
		03	REQ BY JC APPR BY LK	** COMMENT **				
							INVOICE TOTAL:	3,023.00

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3526	JWC MEDIA							
51999	11/20/17	01	HINSDALE CHAMBER OF C.C. GUIDE	02-80-930-000			01/15/18	515.00
		02	REQ BY JC APPR BY LK	ADVERTISEMENTS ** COMMENT **				
							INVOICE TOTAL:	515.00
							VENDOR TOTAL:	3,538.00
3356	KEEPITSAFE INC.							
ILVUS24697	12/31/17	01	LIVE VAULT ONLINE BACKUP	01-01-670-000			01/15/18	443.23
		02	REQ BY RP APPR BY LK	MAINTENANCE/CONTRACT & LEA ** COMMENT **				
							INVOICE TOTAL:	443.23
							VENDOR TOTAL:	443.23
2389	KONICA MINOLTA BUSINESS							
9004095249	11/30/17	01	MONTHLY COPY CHARGES TC	07-01-670-000			01/15/18	39.67
		02	REQ BY NS APPR BY MS	MAINTENANCE/CONTRACTS & LE ** COMMENT **				
							INVOICE TOTAL:	39.67
9004107351	12/01/17	01	COLOR COPY + B/W CHARGES	01-01-670-000			01/15/18	74.28
		02	COLOR COPY + B/W CHARGES	MAINTENANCE/CONTRACT & LEA 01-15-670-000				74.28
		03	COLOR COPY + B/W CHARGES	MAINT.CONTRACTS/OFFICE EQU 02-01-670-000				74.28
		04	COLOR COPY + B/W CHARGES	MAINTENANCE/ CONTRACT & LE 02-21-670-000				74.28
		05	COLOR COPY + B/W CHARGES	MAINTENANCE/CONTRACTS & LE 02-25-670-000				74.28
		06	COLOR COPY + B./W CHARGES	MAINTENANCE/CONTRACTS & LE 07-01-670-000				64.36
		07	REQ BY NS APPR BY MS	MAINTENANCE/CONTRACTS & LE ** COMMENT **				
							INVOICE TOTAL:	435.76

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2389 KONICA MINOLTA BUSINESS								
9004184408	12/31/17	01	MONTHLY COPY CHARGES TC	07-01-670-000			01/15/18	19.32
		02	REQ BY NS APPR BY MS	MAINTENANCE/CONTRACTS & LE				
				** COMMENT **				
						INVOICE TOTAL:		19.32
9004197365	01/02/18	01	COLOR COPY + B/W CHARGES	01-01-670-000			01/15/18	46.36
		02	COLOR COPY + B/W CHARGES	MAINTENANCE/CONTRACT & LEA				46.36
				01-15-670-000				46.36
		03	COLOR COPY + B/W CHARGES	MAINT.CONTRACTS/OFFICE EQU				46.36
				02-01-670-000				46.36
		04	COLOR COPY + B/W CHARGES	MAINTENANCE/ CONTRACT & LE				46.36
				02-21-670-000				46.36
		05	COLOR COPY + B/W CHARGES	MAINTENANCE/CONTRACTS & LE				46.36
				02-25-670-000				46.36
		06	COLOR COPY + B/W CHARGES	MAINTENANCE/CONTRACTS & LE				34.77
				07-01-670-000				
		07	REQ BY NS APPR BY MS	MAINTENANCE/CONTRACTS & LE				
				** COMMENT **				
						INVOICE TOTAL:		266.57
						VENDOR TOTAL:		761.32
2627 LESLIE' S POOLMART, INC.								
389-01-001	11/20/17	01	POOL CHEMICALS	02-25-790-001			01/15/18	9.10
		02	REQ BY AB APPR BY KS	AQUATIC MAINTENANCE SUPPLI				
				** COMMENT **				
						INVOICE TOTAL:		9.10
						VENDOR TOTAL:		9.10
3521 LIZ LITTWIN								
12/19/17	12/19/17	01	MILEAGE REIMBURSEMENT	02-01-660-002			01/15/18	65.17
		02	REQ BY LL APPR BY LK	MILEAGE REIMBURSEMENT				
				** COMMENT **				
						INVOICE TOTAL:		65.17
						VENDOR TOTAL:		65.17



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1697	MARKET ACCESS CORP.							
5199	01/04/18	01	ALCOHOL PERMITS	01-20-740-000			01/15/18	350.00
		02	REQ BY KC APPR BY DT	ALCOHOL PERMITS/PDMA ** COMMENT **				
						INVOICE TOTAL:		350.00
						VENDOR TOTAL:		350.00
2714	MY OFFICE PRODUCTS							
WO-12168448	11/10/17	01	MISC SUPPLIES	07-01-730-000			01/15/18	33.34
		02	MISC SUPPLIES	PAPER PRODUCTS 07-01-730-001				455.55
		03	REQ BY LL APPR BY AP	OFFICE SUPPLIES ** COMMENT **				
						INVOICE TOTAL:		488.89
WO-12168448-1	11/13/17	01	OFFICE SUPPLIES	07-01-730-000			01/15/18	247.19
		02	OFFICE SUPPLIES	PAPER PRODUCTS 07-01-730-001				241.70
		03	REQ BY LL APPR BY AP	OFFICE SUPPLIES ** COMMENT **				
						INVOICE TOTAL:		488.89
WO-12266676	12/26/17	01	OFFICE SUPPLIES	01-01-730-001			01/15/18	87.40
		02	OFFICE SUPPLIES	OFFICE SUPPLIES 01-15-730-001				23.10
		03	OFFICE SUPPLIES	OFFICE SUPPLIES 02-01-730-001				36.05
		04	OFFICE SUPPLIES	OFFICE SUPPLIES 02-21-730-001				8.86
		05	OFFICE SUPPLIES	OFFICE SUPPLIES 02-25-730-001				8.86
		06	REQ BY MK APPR BY NS	OFFICE SUPPLIES ** COMMENT **				
						INVOICE TOTAL:		164.27

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-----								
2714	MY OFFICE PRODUCTS							
WO-12270517-1	12/29/17	01	MISC SUPPLIES	07-01-730-001			01/15/18	171.71
		02	REQ BY LL APPR BY AP	OFFICE SUPPLIES ** COMMENT **				
						INVOICE TOTAL:		171.71
						VENDOR TOTAL:		1,313.76
3524	NELSON FIRE PROTECTION							
NELSONPAYAPP#1	01/03/18	01	FIRE PROTECTION FAMILY L.ROOM	12-95-940-065			01/15/18	17,661.60
		02	REQ BY DT APPR BY LK	BUILDING & PARK IMPROVEMEN ** COMMENT **				
						INVOICE TOTAL:		17,661.60
						VENDOR TOTAL:		17,661.60
1090A	NEOFUNDS BY NEOPOST							
POSTAGEJAN2018	01/05/18	01	POSTAGE JAN 2018	01-01-710-000			01/15/18	100.00
		02	POSTAGE JAN 2018	POSTAGE METER 01-15-710-000				100.00
		03	POSTAGE JAN 2018	POSTAGE METER 02-01-710-000				266.66
		04	POSTAGE JAN 2018	POSTAGE METER 02-21-710-000				266.66
		05	POSTAGE JAN 2018	POSTAGE 02-25-710-000				266.68
		06	REQ BY MK APPR BY NS	POSTAGE ** COMMENT **				
						INVOICE TOTAL:		1,000.00
						VENDOR TOTAL:		1,000.00
1090	MAILFINANCE							
N6932136	01/15/18	01	QRTLY LEASE/POSTAGE MACHINE	01-01-670-000			01/15/18	699.00
				MAINTENANCE/CONTRACT & LEA				

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-----								
1090	MAILFINANCE							
N6932136	01/15/18	02	REQ BY MK APPR BY NS	** COMMENT **			01/15/18	
							INVOICE TOTAL:	699.00
							VENDOR TOTAL:	699.00
2682	NEXT GENERATION							
14517	09/21/17	01	OKTOBERFEST SHIRTS	02-60-765-005			01/15/18	408.70
		02	REQ BY JC APPR BY LK	PRMG MTRLS OKTOBERFEST				
				** COMMENT **			INVOICE TOTAL:	408.70
14618	10/26/17	01	YOUTH EVENT SHIRTS	02-80-810-005			01/15/18	173.25
		02	REQ BY JC APPR BY LK	UNIFORMS				
				** COMMENT **			INVOICE TOTAL:	173.25
14681	11/22/17	01	EMBROIDERED HATS	02-80-810-005			01/15/18	300.00
		02	REQ BY JC APPR LK	UNIFORMS				
				** COMMENT **			INVOICE TOTAL:	300.00
14682	11/22/17	01	PARKS LONGSLEEVE SHIRTS	02-80-810-005			01/15/18	299.70
		02	REQ BY JC APPR BY LK	UNIFORMS				
				** COMMENT **			INVOICE TOTAL:	299.70
							VENDOR TOTAL:	1,181.65
265	NICOR GAS							
12/15/17	12/15/17	01	GAS SRV 11/2/17-12/4/17	01-15-770-000			01/15/18	285.21
		02	GAS SRV 11/2/17-12/4/17	GAS				
				02-01-770-000				228.17
		03	GAS SRV 11/2/17-12/4/17	GAS				
				02-21-770-005				228.17
				GAS				

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265	NICOR GAS							
12/15/17	12/15/17	04	GAS SRV 11/2/17-12/4/17	02-25-770-005			01/15/18	399.29
		05	REQ BY MK APPR BY NS	GAS	** COMMENT **			
						INVOICE TOTAL:		1,140.84
12/15/2017	12/15/17	01	GAS SRV TC 11/2/17-12/4/17	07-71-770-000			01/15/18	265.39
		02	REQ BY MK APPR BY NS	GAS	** COMMENT **			
						INVOICE TOTAL:		265.39
						VENDOR TOTAL:		1,406.23
3344	O'REILLY AUTO PARTS							
260557	12/05/17	01	ROLLER BATTERY	01-05-790-017			01/15/18	46.07
		02	REQ BY BJ APPR BY LK	TRUCK& TRACT -REPLACE& REP	** COMMENT **			
						INVOICE TOTAL:		46.07
261208	12/12/17	01	BRAKE CLEANER/LUBRICANT	01-05-790-017			01/15/18	79.81
		02	REQ BY BJ APPR BY LK	TRUCK& TRACT -REPLACE& REP	** COMMENT **			
						INVOICE TOTAL:		79.81
261403	12/14/17	01	FUEL & OIL FILTER STABLIZER	01-05-790-017			01/15/18	20.76
		02	REQ BY BJ APPR BY LK	TRUCK& TRACT -REPLACE& REP	** COMMENT **			
						INVOICE TOTAL:		20.76
261405	12/14/17	01	PENETRATING OIL	01-05-790-017			01/15/18	22.36
		02	REQ BY BJ APPR BY LK	TRUCK& TRACT -REPLACE& REP	** COMMENT **			
						INVOICE TOTAL:		22.36
4357-252859	09/13/17	01	RETURNED TRAILER HUBS	01-05-790-017			01/15/18	-179.52
				TRUCK& TRACT -REPLACE& REP				

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3344	O'REILLY AUTO PARTS							
4357-252859	09/13/17	02	REQ BY BJ APPR BY LK	** COMMENT **			01/15/18	
						INVOICE TOTAL:		-179.52
4357-256813	10/24/17	01	AIR COMPRESSOR SERVICE PARTS	01-05-800-006			01/15/18	27.58
				PARK EQUIP / REPLACE & REP				
		02	REQ BY BJ APPR BY LK	** COMMENT **				
						INVOICE TOTAL:		27.58
						VENDOR TOTAL:		17.06
289	P.D.R.M.A.							
1507119989	11/17/17	01	RMI TRAINING	01-05-690-002			01/15/18	65.00
				RISK MANAGEMENT TRAINING				
		02	REQ BY BJ APPR BY LK	** COMMENT **				
						INVOICE TOTAL:		65.00
						VENDOR TOTAL:		65.00
2799	BRIAN PANEK							
1/2/18	01/02/18	01	DEC 2017 BASKETBALL OFFICALS	02-40-640-171			01/15/18	984.00
				MEN'S BASKETBALL				
		02	REQ BY MA APPR BY DT	** COMMENT **				
						INVOICE TOTAL:		984.00
						VENDOR TOTAL:		984.00
3113	PATRICK J. DRINKARD							
CABLERUN12/14/17	12/14/17	01	SECURITY CAMERA PROJECT PART 2	12-95-940-065			01/15/18	660.00
				BUILDING & PARK IMPROVEMEN				
		02	REQ BY RP APPR BY LK	** COMMENT **				
						INVOICE TOTAL:		660.00
						VENDOR TOTAL:		660.00
3388	PCM SALES							

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3388	PCM SALES							
B06139760101	12/11/17	01	REPLACEMENT IPAD	01-01-670-001			01/15/18	749.00
		02	REQ BY RP APPR BY LK	COMPUTER PARTS & REPAIRS				
				** COMMENT **				
						INVOICE TOTAL:		749.00
B06279610101	12/20/17	01	REPLACEMENT COMPUTERS	02-01-800-005			01/15/18	1,250.00
		02	REQ BY RP APPR BY LK	NON-CAPITAL/COMPUTER & PRI				
				** COMMENT **				
						INVOICE TOTAL:		1,250.00
						VENDOR TOTAL:		1,999.00
732	PEPSI							
2482451	12/08/17	01	POP PARTY SUPPLIES	02-25-705-001			01/15/18	214.02
		02	POP PARTY SUPPLIES	BIRTHDAY PARTY-GROUP RENTA				
				01-15-780-000				71.34
		03	REQ BY AB APPR BY JG	THEME PARTY / FOOD & BEVER				
				** COMMENT **				
						INVOICE TOTAL:		285.36
						VENDOR TOTAL:		285.36
1314	PETTY CASH - CORPORATE ADMIN.							
PCCORPJAN18	01/08/18	01	PETTY CASH CORP	01-01-660-002			01/15/18	10.59
		02	REQ BY LP APPR BY DT	MILEAGE REIMBURSEMENT				
				** COMMENT **				
						INVOICE TOTAL:		10.59
						VENDOR TOTAL:		10.59
850	PETTY CASH/ RECREATION CENTER							
PCRECJAN18	01/08/18	01	PETTY CASH RECREATION	02-31-765-001			01/15/18	129.32
		02	PETTY CASH RECREATION	EC PRESCHOOL MORNING				
				02-60-765-014				11.96
				PRGM MTRL'S HOLIDAY				

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850	PETTY CASH/ RECREATION CENTER							
PCRECJAN18	01/08/18	03	PETTY CASH RECREATION	02-60-751-014			01/15/18	30.00
		04	PETTY CASH RECREATION	CONTRACT SVCS HOLIDAY				
				02-01-660-002				34.88
		05	REQ BY LP APPR BY DT	MILEAGE REIMBURSEMENT				
				** COMMENT **				
						INVOICE TOTAL:		206.16
						VENDOR TOTAL:		206.16
3476	PFEIFFER'S PEST CONTROL							
0266	12/19/17	01	PEST CONTROL	07-71-750-003			01/15/18	150.00
		02	REQ BY PS APPR BY AP	PEST CONTROL				
				** COMMENT **				
						INVOICE TOTAL:		150.00
0267	12/19/17	01	PEST CONTROL FRC DEC2017	01-15-750-007			01/15/18	100.00
		02	REQ BY KC APPR BY DT	PEST CONTROL SERVICE				
				** COMMENT **				
						INVOICE TOTAL:		100.00
						VENDOR TOTAL:		250.00
3525	PLEASANT DALE PARK DISTRICT							
BLOWER	07/07/17	01	COMPENSATION BROKEN BLOWER	02-80-940-000			01/15/18	100.00
		02	REQ BY JC APPR BY LK	GENERAL MARKETING / PROMOT				
				** COMMENT **				
						INVOICE TOTAL:		100.00
						VENDOR TOTAL:		100.00
2625	PORTER PIPE & SUPPLY CO.							
116665000-00	11/27/17	01	REPLACE FAN LAP HEATER #1	02-25-750-040			01/15/18	210.00
		02	REQ BY MC APPR BY JG	HVAC				
				** COMMENT **				
						INVOICE TOTAL:		210.00
						VENDOR TOTAL:		210.00

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3316	CARDMEMBER SERVICE							
AB4IMPRINT12/12/17	12/12/17	01	TUMBLERS FOR HOLIDAY GIFTS	02-32-793-003			01/15/18	50.00
				YOUTH PEE WEE CAMP				
		02	TUMBLRES FOR HOLIDAY GIFTS	02-31-793-001				100.00
				EC PRESCHOOL MORNING				
		03	TUMBLERS FOR HOLIDAY GIFTS	02-30-765-215				70.00
				YOUTH BASKETBALL				
		04	TUMBLERS FOR HOLIDAY GIFTS	01-01-740-003				16.00
				STAFF INCENTIVES				
		05	TUMBLERS FOR HOLIDAY GIFTS	02-25-690-010				288.92
				EMPLOYEE RECOGNITION				
		06	REQ BY AB APPR BY DT	** COMMENT **				
						INVOICE TOTAL:		524.92
ABAMAZON12/11/17	12/11/17	01	BINDERS AND DIVIDERS	02-25-730-001			01/15/18	28.98
				OFFICE SUPPLIES				
		02	REQ BY AB APPR BY DT	** COMMENT **				
						INVOICE TOTAL:		28.98
ABGFS12/16/17	12/16/17	01	MISC SUPPLIES	02-25-690-010			01/15/18	92.18
				EMPLOYEE RECOGNITION				
		02	MISC SUPPLIES	02-26-702-005				21.48
				YOUTH SWIM MEET EXPENSE				
		03	MISC SUPPLIES	02-26-765-000				8.99
				CHILDRENS PROGRAMS-SUPPLIE				
		04	REQ BY AB APPR BY KS	** COMMENT **				
						INVOICE TOTAL:		122.65
ABGFS12/8/17	12/08/17	01	PARTY SUPPLIES/FOOD FOR MASTER	02-25-705-001			01/15/18	78.74
				BIRTHDAY PARTY-GROUP RENTA				
		02	PARTY SUPPLIES/FOOD FOR MASTER	01-15-780-002				26.25
				THEME PARTY / PROGRAM MATE				
		03	PARTY SUPPLIES/FOOD FOR MASTER	02-26-765-002				54.95
				EVENT-SUPPLIES				
		04	REQ BY AB APPR BY KS	** COMMENT **				
						INVOICE TOTAL:		159.94



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3316	CARDMEMBER SERVICE							
ABHOBBYLOBBY12/13/17	12/13/17	01	HOLIDAY EXPRESS CRAFTS	02-60-791-014			01/15/18	45.91
		02	REQ BY AB APPR BY KS	A & C HOLIDAY ** COMMENT **				
						INVOICE TOTAL:		45.91
ABJEWEL12/17/17	12/12/17	01	WATERMELON BALL	02-25-704-000			01/15/18	7.98
		02	REQ BY AB APPR BY KS	OPEN SWIM SUPPLIES ** COMMENT **				
						INVOICE TOTAL:		7.98
ABLIFEGUARD12/4/17	12/04/17	01	LANE LINE WIRE	02-26-702-000			01/15/18	156.15
		02	REQ BY AB APPR BY DT	SWIM TEAM EXPENSE ** COMMENT **				
						INVOICE TOTAL:		156.15
AHAMAZON122817	12/28/17	01	CARD PRINTERCLEANING CARD	01-15-840-010			01/15/18	40.60
		02	REQ BY RH APPR BY KC	OPEN GYM SUPPLIES / ID CAR ** COMMENT **				
						INVOICE TOTAL:		40.60
APAMAZON112717A	11/27/17	01	TENNIS BOTTLES	07-01-740-000			01/15/18	284.10
		02	REQ BY AP APPR BY DT	EMPLOYEE RECOGNITION ** COMMENT **				
						INVOICE TOTAL:		284.10
APAMAZON12517	12/05/17	01	TENNIS KEY CHAINS	07-01-740-000			01/15/18	30.91
		02	REQ BY AP APPR BY DT	EMPLOYEE RECOGNITION ** COMMENT **				
						INVOICE TOTAL:		30.91
APBABOLAT12517	12/05/17	01	RACQUETS	07-75-870-000			01/15/18	426.58
		02	REQ BY AP APPR BY DT	TENNIS RACQUETS ** COMMENT **				
						INVOICE TOTAL:		426.58

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-----								
3316	CARDMEMBER SERVICE							
APHEAD12/5/17	11/22/17	01	RACQUET AND ACCESSORIES	07-75-870-000			01/15/18	131.40
		02	RACQUET AND ACCESSORIES	TENNIS RACQUETS				
				07-75-870-006				104.22
		03	REQ BY AP APPR BY DT	ACCESORIES				
				** COMMENT **				
						INVOICE TOTAL:		235.62
APHEAD120517	11/17/17	01	ACCESSORIES	07-75-870-006			01/15/18	11.55
				ACCESORIES				
		02	REQ BY AP APPR BY DT	** COMMENT **				
						INVOICE TOTAL:		11.55
APHEAD12517	11/17/15	01	ACCESSORIES	07-75-870-006			01/15/18	39.54
				ACCESORIES				
		02	REQ BY AP APPR BY DT	** COMMENT **				
						INVOICE TOTAL:		39.54
APTENIND121917	12/19/17	01	TIA MEMBERSHIP	07-01-700-000			01/15/18	100.00
				PROFESSIONAL ORGANIZATIONS				
		02	REQ BY AP APPR BY DT	** COMMENT **				
						INVOICE TOTAL:		100.00
APWHEATON12917	12/09/17	01	JR TEAM TENNIS MATCH FEE	07-75-790-008			01/15/18	360.00
				OTHER PROGRAM EXPENSE				
		02	REQ BY AP APPR BY DT	** COMMENT **				
						INVOICE TOTAL:		360.00
APWILSON12717	12/07/17	01	RACQUET	07-75-870-000			01/15/18	158.01
				TENNIS RACQUETS				
		02	REQ BY AP APPR BY DT	** COMMENT **				
						INVOICE TOTAL:		158.01
BGBIGLOTS12-11-17	12/11/17	01	RIBBON-RIBBON CUTTING CEREMONY	02-01-730-001			01/15/18	10.00
				OFFICE SUPPLIES				

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3316			CARDMEMBER SERVICE					
BGBIGLOTS12-11-17	12/11/17	02	REQ BY BG APPR BY LK	** COMMENT **			01/15/18	
							INVOICE TOTAL:	10.00
BGIPRA12717	12/07/17	01	IPRA/IAPD CONFERENCE 7 STAFF	01-01-690-001			01/15/18	290.00
				CONFERENCES				
		02	IPRA/IAPD CONFERENCE 7 STAFF	01-15-690-001				235.00
				CONFERENCES				
		03	IPRA/IAPD CONFERENCE 7 STAFF	02-01-690-001				5.00
				CONFERENCES				
		04	IPRA/IAPD CONFERENCE 7 STAFF	02-25-690-001				290.00
				CONFERENCES				
		05	IPRA/IAPD CONFERENCE 7 STAFF	02-80-980-000				235.00
				EDUCATION / TRAINING				
		06	IPRA/IAPD CONFERENCE 7 STAFF	07-01-690-001				478.00
				CONFERENCES				
		07	REQ BY BG APPR BY LK	** COMMENT **				
							INVOICE TOTAL:	1,533.00
BGSPRA12-4-17	12/04/17	01	SPRA MEMBERSHIP 13 STAFF	01-01-700-002			01/15/18	30.00
				STATE & REGIONAL ORGANIZAT				
		02	SPRA MEMBERSHIP 13 STAFF	02-01-700-000				50.00
				PROFESSIONAL ORGANIZATIONS				
		03	SPRA MEMBERSHIP 13 STAFF	02-21-700-000				10.00
				DUES & SUBSCRIPTIONS				
		04	SPRA MEMBERSHIP 13 STAFF	02-25-700-000				20.00
				DUES & MEMBERSHIPS				
		05	SPRA MEMBERSHIP 13 STAFF	01-15-700-002				20.00
				STATE&REGIONAL ORGANIZATIO				
		06	REQ BY BG APPR BY LK	** COMMENT **				
							INVOICE TOTAL:	130.00
BJIPRA12817	12/08/17	01	RENEAL DUES	01-05-700-000			01/15/18	254.00
				PROFESSIONAL ORGANIZATIONS				
		02	REQ BY BJ APPR BY LK	** COMMENT **				
							INVOICE TOTAL:	254.00

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3316	CARDMEMBER SERVICE							
BJTERRACE12/2/17	12/02/17	01	CUTTING TORCH FUELS	01-05-790-005			01/15/18	103.25
		02	REQ BY BJ APPR BY LK	MAINTENANCE GARAGE SUPPLIE ** COMMENT **				
						INVOICE TOTAL:		103.25
GWIPRA010218	01/02/18	01	IPRA MEMBERSHIP RENEWAL FEE	02-01-700-000			01/15/18	269.00
		02	REQ BY GW APPR BY JC	PROFESSIONAL ORGANIZATIONS ** COMMENT **				
						INVOICE TOTAL:		269.00
JCCHIWILS1218	01/02/18	01	WILS MEMBERSHIP	02-80-980-000			01/15/18	40.00
		02	REQ BY JC APPR BY LK	EDUCATION / TRAINING ** COMMENT **				
						INVOICE TOTAL:		40.00
JCIPRA1218	01/02/18	01	IPRA MEMBERHIP	02-01-700-000			01/15/18	269.00
		02	REQ BY JC APPR BY LK	PROFESSIONAL ORGANIZATIONS ** COMMENT **				
						INVOICE TOTAL:		269.00
JCIPRA121817	12/18/17	01	IPRA	02-80-823-000			01/15/18	95.00
		02	REQ BY JC APPR BY LK	PUBLIC RELATIONS ** COMMENT **				
						INVOICE TOTAL:		95.00
JCJBSIGN12517	12/05/17	01	LOCKER ROOM SIGNAGE	01-15-800-000			01/15/18	694.00
		02	REQ BY JC APPR BY LK	BLDG EQUIP / REP & REPLACE ** COMMENT **				
						INVOICE TOTAL:		694.00
KAAMAZON12-13-17	12/13/17	01	GOODY BAGS	02-60-765-014			01/15/18	10.95
		02	REQ BY KS APPR BY DT	PRGM MTRLS HOLIDAY ** COMMENT **				
						INVOICE TOTAL:		10.95

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-----								
3316	CARDMEMBER SERVICE							
KCEINSTEIN12417	12/04/17	01	CREAM CHEESE BAGEL DAY	01-01-740-002			01/15/18	19.95
		02	REQ BY KC APPR BY KS	BOARD/EMPLOYEE RECOGNITION				
				** COMMENT **				
						INVOICE TOTAL:		19.95
KCGFS12417	12/04/17	01	CREAM CHEESE BAGEL DAY	01-01-740-002			01/15/18	33.99
		02	REQ BY KC APPR BY KS	BOARD/EMPLOYEE RECOGNITION				
				** COMMENT **				
						INVOICE TOTAL:		33.99
KCGIO12717	12/07/17	01	PRESCHOOL HOT LUNCH	02-31-792-001			01/15/18	80.00
		02	REQ BY KC APPR BY KS	EC PRESCHOOL MORNING				
				** COMMENT **				
						INVOICE TOTAL:		80.00
KCWALMART121217	12/12/17	01	STOCKING DELIVERY 2 ADDITIONAL	02-60-765-036			01/15/18	11.96
		02	REQ BY KC APPR BY KS	PRGM MTRLS SANTA				
				** COMMENT **				
						INVOICE TOTAL:		11.96
KELAMAZON12/12/17	12/12/17	01	HAIR DRYERS	01-15-790-007			01/15/18	104.95
		02	REQ BY KC APPR BY DT	LOCKER ROOM SUPPLIES				
				** COMMENT **				
						INVOICE TOTAL:		104.95
KELAMAZON12/28/17	12/18/17	01	NEW COMPUTER MOUSE	01-15-730-001			01/15/18	17.01
		02	REQ BY KC APPR BY DT	OFFICE SUPPLIES				
				** COMMENT **				
						INVOICE TOTAL:		17.01
KELAMAZON122017	12/20/17	01	ADDITIONAL HOOKS LOCKER ROOMS	01-15-750-000			01/15/18	97.75
		02	REQ BY KC APPR BY DT	GENERAL MAINTENANCE				
				** COMMENT **				
						INVOICE TOTAL:		97.75

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-----								
3316	CARDMEMBER SERVICE							
KELAMAZON12417	12/04/17	01	BLOW DRYERS	01-15-790-007			01/15/18	62.97
		02	REQ BY KC APPR BY DT	LOCKER ROOM SUPPLIES ** COMMENT **				
						INVOICE TOTAL:		62.97
KELAMAZON12617	12/06/17	01	RUBBER GLOVES	01-15-840-000			01/15/18	110.96
		02	REQ BY KC APPR BY DT	FIRST AID SUPPLIES ** COMMENT **				
						INVOICE TOTAL:		110.96
KELAMFLOOR12517	12/05/17	01	CARPET RUNNERS CPW	01-20-750-000			01/15/18	192.00
		02	REQ BY KC APPR BY DT	GENERAL MAINTENANCE ** COMMENT **				
						INVOICE TOTAL:		192.00
KELDM1118	01/01/18	01	SIRIUS XM	01-15-750-020			01/15/18	57.94
		02	REQ BY KC APPR BY DT	MUSIC ** COMMENT **				
						INVOICE TOTAL:		57.94
KELIPRA12/18/17	12/18/17	01	IPRA MEMBERSHIP	01-15-700-002			01/15/18	254.00
		02	REQ BY KC APPR BY DT	STATE&REGIONAL ORGANIZATIO ** COMMENT **				
						INVOICE TOTAL:		254.00
KELPRIMA121117	12/11/17	01	FOOD CUSTODIAL MTG	01-15-690-003			01/15/18	125.27
		02	REQ BY KC APPR BY DT	STAFF TRAINING ** COMMENT **				
						INVOICE TOTAL:		125.27
KELSHOPLET12/6/17	12/06/17	01	COAT RACK FOR GYMS	01-15-800-001			01/15/18	144.22
		02	REQ BY KC APPR BY DT	GYM EQUIP. / REPAIR & REPL ** COMMENT **				
						INVOICE TOTAL:		144.22

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3316	CARDMEMBER SERVICE							
KIMGLATZ121417	12/14/17	01	ADDITIONAL TIX PIO TRIP 12/30	02-50-754-300			01/15/18	67.15
		02	REQ BY KC APPR BY KS	TRIP ADMISSIONS ** COMMENT **				
						INVOICE TOTAL:		67.15
KINLABARRA12517	01/05/18	01	FOOD FOR PRESCHOOL LUNCHEON	02-31-792-001			01/15/18	98.25
				EC PRESCHOOL MORNING				
		02	FOOD FOR PRESCHOOL LUNCHEON	02-32-792-004				
				YOUTH PLAYGROUND CAMP				100.00
		03	REQ BY KC APPR BY KS	** COMMENT **				
						INVOICE TOTAL:		198.25
KSAMAZON12-13-17	12/13/17	01	GOODY BAGS	02-60-765-014			01/15/18	10.95
		02	REQ BY KS APPR BY DT	PRGM MTRLS HOLIDAY ** COMMENT **				
						INVOICE TOTAL:		10.95
KSAMAZON12-18-17	12/18/17	01	PRESCHOOL BOOKS	02-31-765-002			01/15/18	25.39
		02	REQ BY KS APPR BY DT	EC PRESCHOOL FULL DAY ** COMMENT **				
						INVOICE TOTAL:		25.39
KSAMAZON12/13/17	12/13/17	01	CLEANER FOR PLAYROOM	01-15-840-008			01/15/18	23.58
		02	REQ BY KS APPR BY DT	CHILD CARE SUPPLIES ** COMMENT **				
						INVOICE TOTAL:		23.58
KSAMAZON121317	12/13/17	01	SANTA GIVEAWAY	02-60-765-014			01/15/18	72.94
		02	REQ BY KS APPR BY DT	PRGM MTRLS HOLIDAY ** COMMENT **				
						INVOICE TOTAL:		72.94
KSAMAZON121617	12/16/17	01	IN THE SNOW BOOK	02-31-765-002			01/15/18	4.99
				EC PRESCHOOL FULL DAY				

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3316	CARDMEMBER SERVICE							
KSAMAZON121617	12/16/17	02	REQ BY KS APPR BY DT	** COMMENT **			01/15/18	
						INVOICE TOTAL:		4.99
KSAMAZON121717	12/17/17	01	IN THE SNOW BOOK 3	02-31-765-002			01/15/18	4.99
		02	REQ BY KS APPR BY DT	EC PRESCHOOL FULL DAY				
				** COMMENT **				
						INVOICE TOTAL:		4.99
KSAMAZON121817	12/18/17	01	IN THE SNOW BOOK 2	02-31-765-002			01/15/18	4.98
		02	REQ BY KS APPR BY DT	EC PRESCHOOL FULL DAY				
				** COMMENT **				
						INVOICE TOTAL:		4.98
KSCHITROLLEY121417	12/14/17	01	BAL TROLLEY	02-60-751-014			01/15/18	297.50
		02	REQ BY KS APPR BY DT	CONTRACT SVCS HOLIDAY				
				** COMMENT **				
						INVOICE TOTAL:		297.50
KSDISCOUNT122617	12/26/17	01	PRESCHOOL SUPPLIES	02-31-765-002			01/15/18	127.51
		02	REQ BY KS APPR BY DT	EC PRESCHOOL FULL DAY				
				** COMMENT **				
						INVOICE TOTAL:		127.51
KSDOLLARTREE121817	12/18/17	01	PLUSH GIVEAWAY HOLIDAY EXPRESS	02-60-765-014			01/15/18	47.00
		02	REQ BY KS APPR BY DT	PRGM MTRLS HOLIDAY				
				** COMMENT **				
						INVOICE TOTAL:		47.00
KSDOLLARTREE12417	12/04/17	01	SANTA STOCKINGS	02-60-765-036			01/15/18	116.00
		02	REQ BY KS APPR BY DT	PRGM MTRLS SANTA				
				** COMMENT **				
						INVOICE TOTAL:		116.00
KSGFS121817	12/18/17	01	HOLIDAT EXPRESS FOOD	02-60-792-014			01/15/18	182.12
				FOOD HOLIDAY				



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3316	CARDMEMBER SERVICE							
KSGFS121817	12/18/17	02	REQ BY KS APPR BY DT	** COMMENT **			01/15/18	
						INVOICE TOTAL:		182.12
KSGFS122117	12/21/17	01	HOLIDAY EXPRESS FOOD	02-60-792-014			01/15/18	15.87
				FOOD HOLIDAY				
		02	HOLIDAY EXPRESS FOOD	02-60-765-014				11.96
				PRGM MTRLS HOLIDAY				
		03	REQ BY KS APPR BY DT	** COMMENT **				
						INVOICE TOTAL:		27.83
KSGIO121417	12/14/17	01	PRESCHOOL HOT LUNCH12/14/17	02-31-792-001			01/15/18	80.00
				EC PRESCHOOL MORNING				
		02	REQ BY KS APPR BY DT	** COMMENT **				
						INVOICE TOTAL:		80.00
KSLAWRYS123017	12/30/17	01	LUNCH SALUTE TO VIENNA	02-50-758-300			01/15/18	2,392.80
				TRIPS - RESTAURANT				
		02	REQ BY KS APPR BY LK	** COMMENT **				
						INVOICE TOTAL:		2,392.80
KSNETFLIX12/4/17	12/04/17	01	MOVIE PIONEER/DOLPHIN STATION	02-50-765-305			01/15/18	5.99
				PIONEER DROP IN SUPPLIES				
		02	MOVIE PIONEER/DOLPHIN STATION	02-32-765-002				6.00
				YOUTH AFTER SCHOOL				
		03	REQ BY KS APPR BY DT	** COMMENT **				
						INVOICE TOTAL:		11.99
KSWALGREENS122617	12/26/17	01	PIONEER SNACKS	02-50-792-300			01/15/18	21.43
				TRIPS - EXTRA FOOD				
		02	REQ BY KS APPR BY DT	** COMMENT **				
						INVOICE TOTAL:		21.43
LKJALEX12-4-17	12/04/17	01	EXEC DIR & VOB MGR LUNCH MTG	01-01-740-002			01/15/18	50.95
				BOARD/EMPLOYEE RECOGNITION				

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3316	CARDMEMBER SERVICE							
LKJALEX12-4-17	12/04/17	02	REQ BY BG APPR BY LK	** COMMENT **			01/15/18	
							INVOICE TOTAL:	50.95
LKLABARRA12-19-17	12/19/17	01	EXEC DIR FUNDING MTG	01-01-740-002			01/15/18	27.71
		02	REQ BY BG APPR BY LK	BOARD/EMPLOYEE RECOGNITION				
				** COMMENT **			INVOICE TOTAL:	27.71
LLCAFE122017	12/20/17	01	MTG FUNDRAISING COMMITTEE	02-80-740-020			01/15/18	9.50
		02	REQ BY LL APPR BY LK	HOSPITALITY				
				** COMMENT **			INVOICE TOTAL:	9.50
LLCRAIGSLIST12517	12/05/17	01	JOB POSTING	07-01-680-002			01/15/18	45.00
		02	REQ BY LL APPR BY AP	NOTICES/HELP WANTED				
				** COMMENT **			INVOICE TOTAL:	45.00
LLDOLLARTREE121317	12/13/17	01	HOLIDAY DECORATIONS	07-75-790-005			01/15/18	42.00
		02	REQ BY LL APPR BY AP	SPECIAL EVENT SUPPLIES				
				** COMMENT **			INVOICE TOTAL:	42.00
LLFONTANOS12617	12/06/17	01	TAX REFUND	07-75-790-005			01/15/18	-12.15
		02	REQ BY LL APPR BY AP	SPECIAL EVENT SUPPLIES				
				** COMMENT **			INVOICE TOTAL:	-12.15
LLOLDNAVY12-16-17	12/16/17	01	TAX REFUND	07-75-790-001			01/15/18	-23.10
		02	REQ BY LL APPR BY AP	STAFF UNIFORMS				
				** COMMENT **			INVOICE TOTAL:	-23.10
LLOLDNAVY120617	12/06/17	01	STAFF UNIFORMS	07-75-790-001			01/15/18	214.20
				STAFF UNIFORMS				

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3316	CARDMEMBER SERVICE							
LLOLDNAVY120617	12/06/17	02	REQ BY LL APPR BY AP	** COMMENT **			01/15/18	
							INVOICE TOTAL:	214.20
LLOLDNAVY121617	12/16/17	01	TAX REFUND	07-75-790-001			01/15/18	-12.60
		02	REQ BY LL APPR BY AP	STAFF UNIFORMS				
				** COMMENT **			INVOICE TOTAL:	-12.60
LLOLDNAVY12617	12/06/17	01	STAFF UNIFORMS	07-75-790-001			01/15/18	392.70
		02	REQ BY LL APPR BY AP	STAFF UNIFORMS				
				** COMMENT **			INVOICE TOTAL:	392.70
LLPORTILLOS121917	12/19/17	01	PASTA FOR STAFF POTLUCK	07-01-740-000			01/15/18	31.74
		02	REQ BY LL APPR BY AP	EMPLOYEE RECOGNITION				
				** COMMENT **			INVOICE TOTAL:	31.74
LLPORTILLOS122017	12/20/17	01	PASTA FOR STAFF POTLUCK	07-01-740-000			01/15/18	51.49
		02	REQ BY LL APPR BY AP	EMPLOYEE RECOGNITION				
				** COMMENT **			INVOICE TOTAL:	51.49
LLTARGET121517	12/15/17	01	HOLIDAY MATCH PLAY	07-75-790-005			01/15/18	78.66
		02	REQ BY LL APPR BY AP	SPECIAL EVENT SUPPLIES				
				** COMMENT **			INVOICE TOTAL:	78.66
LLWALGREENS121817	12/18/17	01	STAFF GIFT BAGS	07-01-740-000			01/15/18	14.39
		02	REQ BY LL APPR BY AP	EMPLOYEE RECOGNITION				
				** COMMENT **			INVOICE TOTAL:	14.39
LLWALMART121917	12/18/17	01	STAFF DRINKS/SODA	07-01-740-000			01/15/18	7.98
				EMPLOYEE RECOGNITION				

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3316	CARDMEMBER SERVICE							
LLWALMART121917	12/18/17	02	REQ BY LL APPR BY AP	** COMMENT **			01/15/18	
							INVOICE TOTAL:	7.98
LNSHRM122017	12/20/17	01	SHRM MEMBERSHIP RENEWAL	01-01-700-000			01/15/18	209.00
		02	REQ BY LN APPR BY LK	PROFESSIONAL ORGANIZATIONS				
				** COMMENT **			INVOICE TOTAL:	209.00
MAAMAZON121117	12/11/17	01	BASKETBALLS	02-30-765-215			01/15/18	118.93
		02	REQ BY MA APPR BY DT	YOUTH BASKETBALL				
				** COMMENT **			INVOICE TOTAL:	118.93
MAAMZON121217	12/12/17	01	SCOREBOOKS	02-30-765-215			01/15/18	10.00
		02	SCOREBOOKS	YOUTH BASKETBALL				
		03	REQ BY MA APPR BY DT	02-40-765-171				39.30
				MEN'S BASKETBALL				
				** COMMENT **			INVOICE TOTAL:	49.30
MADOLLARTREE121217	12/12/17	01	ITEMS FOR SANTA STOCKINGS	02-60-765-036			01/15/18	39.00
		02	REQ BY MA APPR BY DT	PRGM MTRLS SANTA				
				** COMMENT **			INVOICE TOTAL:	39.00
MAGIO12/13/17	12/13/17	01	PRESCHOOL LUNCH	02-31-792-001			01/15/18	65.00
		02	REQ BY MA APPR BY DT	EC PRESCHOOL MORNING				
				** COMMENT **			INVOICE TOTAL:	65.00
MAGIO12/6/17	12/06/17	01	PRESCHOOL LUNCH	02-31-792-001			01/15/18	65.00
		02	REQ BY MA APPR BY DT	EC PRESCHOOL MORNING				
				** COMMENT **			INVOICE TOTAL:	65.00

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3316	CARDMEMBER SERVICE							
MD4IMPRINT12517	12/05/17	01	CHOOSE TO LOOSE SHAKER BOTTLES	02-21-705-000			01/15/18	852.66
		02	REQ BY MD APPR BY DT	SPECIAL EVENTS ** COMMENT **				
						INVOICE TOTAL:		852.66
MDHSI121117	12/11/17	01	UPGRADE CPR CERT. M.AZZARETTO	01-01-740-020			01/15/18	35.00
		02	REQ BY MD APPR BY DT	SAFETY ** COMMENT **				
						INVOICE TOTAL:		35.00
MDWALMART122017	12/20/17	01	GATORADE FITNESS CLASS	02-21-765-000			01/15/18	93.52
		02	REQ BY MD APPR BY MS	FITNESS EQUIP./NEW REPL.PA ** COMMENT **				
						INVOICE TOTAL:		93.52
MKDOLLARTREE12/15/17	12/15/17	01	SUPPLIES FOR HOLIDAY EXPRESS	02-60-765-014			01/15/18	78.00
		02	REQ BY MK APPR BY NS	PRGM MTRLS HOLIDAY ** COMMENT **				
						INVOICE TOTAL:		78.00
MKLORMANS121417	12/14/17	01	1099 WEBINAR	01-15-690-000			01/15/18	175.20
		02	REQ BY MK APPR BY NS	WORKSHOPS ** COMMENT **				
						INVOICE TOTAL:		175.20
MMAMAZON122617	12/26/17	01	SQUEGEES BLUE SCRUBBER	01-15-790-003			01/15/18	58.95
		02	REQ BY MM APPR BY DT	JANITORIAL EQUIP/REP & REP ** COMMENT **				
						INVOICE TOTAL:		58.95
MSCARAY'S121517	12/15/17	01	HOLIDAY LUNCH FINANCE/HR	01-01-740-002			01/15/18	129.93
		02	REQ BY MS APPR BY LK	BOARD/EMPLOYEE RECOGNITION ** COMMENT **				
						INVOICE TOTAL:		129.93

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3316	CARDMEMBER SERVICE							
MSLORMAN121217	12/12/17	01	1099 ONDEMAND WEBINAR	01-01-690-000			01/15/18	175.20
		02	REQ BY NS APPR BY MS	WORKSHOPS				
				** COMMENT **				
						INVOICE TOTAL:		175.20
NSIPRA/IAPD12417	12/04/17	01	IPRA PRE CONFERENCE SESSIONS	01-01-690-001			01/15/18	160.00
		02	REQ BY NS APPR BY MS	CONFERENCES				
				** COMMENT **				
						INVOICE TOTAL:		160.00
NSIPRA12417	12/04/17	01	2018 MEMBERSHIP IPRA	01-01-700-000			01/15/18	254.00
		02	REQ BY NS APPR BY MS	PROFESSIONAL ORGANIZATIONS				
				** COMMENT **				
						INVOICE TOTAL:		254.00
PAABT12517	12/05/17	01	ABT DRYER MOTOR	07-71-750-000			01/15/18	221.32
		02	REQ BY PS APPR BY AP	BUILDING MAINTENANCE/REPAI				
				** COMMENT **				
						INVOICE TOTAL:		221.32
RHAMAZON12/15/17	12/15/17	01	PRO SHOP EARPHONES	01-15-840-005			01/15/18	21.26
		02	REQ BY RH APPR BY DT	PRO SHOP				
				** COMMENT **				
						INVOICE TOTAL:		21.26
RHAMAZON12/27/17	12/27/17	01	BADGE CLIPS	01-15-840-010			01/15/18	20.48
		02	REQ BY RH APPR BY KC	OPEN GYM SUPPLIES / ID CAR				
				** COMMENT **				
						INVOICE TOTAL:		20.48
RHAMAZON12/4/17	12/04/17	01	CARD PRINTER COLOR RIBBON	01-15-840-010			01/15/18	100.00
		02	REQ BY RH APPR BY KC	OPEN GYM SUPPLIES / ID CAR				
				** COMMENT **				
						INVOICE TOTAL:		100.00

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3316	CARDMEMBER SERVICE							
RHIPRA12/18/17	12/18/17	01	CONFERENCE REGISTRATION	01-15-690-001			01/15/18	260.00
		02	REQ BY RH APPR BY KC	CONFERENCES ** COMMENT **				
						INVOICE TOTAL:		260.00
RHIPRA12/4/17	12/04/17	01	IPRA MEMBERSHIP	01-15-690-001			01/15/18	273.83
		02	REQ BY RH APPR BY KC	CONFERENCES ** COMMENT **				
						INVOICE TOTAL:		273.83
RHWALMART12/30/17	12/30/17	01	LOCKS	01-15-840-005			01/15/18	37.67
		02	REQ BY RH APPR BY KC	PRO SHOP ** COMMENT **				
						INVOICE TOTAL:		37.67
RPAMAZON12/13/17	12/13/17	01	IPAD CASE AND CHARGING CABLES	01-01-670-001			01/15/18	27.97
		02	REQ BY RP APPR BY LK	COMPUTER PARTS & REPAIRS ** COMMENT **				
						INVOICE TOTAL:		27.97
RPAMAZON12/21/17	12/21/17	01	MONITOR BATTERIES CABLES ETC	02-01-670-001			01/15/18	275.11
		02	REQ BY RP APPR BY LK	COMPUTER PARTS & REPAIRS ** COMMENT **				
						INVOICE TOTAL:		275.11
RPAMAZON12/21/2017	12/21/17	01	COMPRESSED AIR CLEANER	01-01-670-001			01/15/18	10.63
		02	REQ BY RP APPR BY LK	COMPUTER PARTS & REPAIRS ** COMMENT **				
						INVOICE TOTAL:		10.63
RPAMAZON12/7/17	12/07/17	01	TONER AND TAPE	01-01-730-001			01/15/18	122.00
		02	TONER AND TAPE	OFFICE SUPPLIES 01-01-670-001				9.75
				COMPUTER PARTS & REPAIRS				

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3316	CARDMEMBER SERVICE							
RPAMAZON12/7/17	12/07/17	03	REQ BY RP APPR BY LK	** COMMENT **			01/15/18	
						INVOICE TOTAL:		131.75
RPAMAZON12/12/17	12/12/17	01	RACKMOUNT KIT AND PC SPEAKERS	01-01-670-001			01/15/18	44.27
				COMPUTER PARTS & REPAIRS				
		02	REQ BY RP APPR BY LK	** COMMENT **				
						INVOICE TOTAL:		44.27
RPB&HPHOTO12/13/17	12/13/17	01	TONER AND APPLE AV CABLES	01-15-730-001			01/15/18	179.97
				OFFICE SUPPLIES				
		02	TONER AND APPLE AV CABLES	07-01-730-001				95.88
				OFFICE SUPPLIES				
		03	TONER AND APPLE AV CABLES	01-01-670-001				86.00
				COMPUTER PARTS & REPAIRS				
		04	REQ BY RP APPR BY LK	** COMMENT **				
						INVOICE TOTAL:		361.85
RPB&HPHOTO12/18/17	12/18/17	01	IT CAPITAL OUTDOOR CAMERA/PART	12-95-940-065			01/15/18	651.90
				BUILDING & PARK IMPROVEMEN				
		02	REQ BY RP APPR BY LK	** COMMENT **				
						INVOICE TOTAL:		651.90
RPCOMCAST11/28/17	11/28/17	01	COMCAST CABLE	01-01-670-001			01/15/18	-50.00
				COMPUTER PARTS & REPAIRS				
		02	REQ BY RP APPR BY LK	** COMMENT **				
						INVOICE TOTAL:		-50.00
RPDEJAVOO12/15/17	12/15/17	01	PENS FOR CREDIT CARD MACHINES	07-01-670-001			01/15/18	88.62
				COMPUTER PARTS & REPAIRS				
		02	REQ BY RP APPR BY LK	** COMMENT **				
						INVOICE TOTAL:		88.62
RPPAYPAL12/21/17	12/02/17	01	OBDP FOUNDATION PAYPAL	01-01-074-000			01/15/18	5.00
				RECEIVABLE DUE FROM FOUNDT				



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3316	CARDMEMBER SERVICE							
RPPAYPAL12217	12/02/17	02	REQ BY RP	APPR BY LK	** COMMENT **		01/15/18	
							INVOICE TOTAL:	5.00
RPTTEMPALERT12/28/17	12/28/17	01	SENSOR CLOUD WIRELESS PLAN	01-01-670-001			01/15/18	21.00
		02	REQ BY RP	APPR BY LK	COMPUTER PARTS & REPAIRS ** COMMENT **			
							INVOICE TOTAL:	21.00
RPTRUSTEL120717	12/07/17	01	COMPUTER PARTS	01-01-800-005			01/15/18	149.60
		02	REQ BY NS	APPR BY LK	NON-CAPITAL/COMPUTER & PRI ** COMMENT **			
							INVOICE TOTAL:	149.60
							VENDOR TOTAL:	17,301.43
1887	QUEST DIAGNOSTICS							
9174003415	12/26/17	01	DRUG TESTING DEC 2017	02-01-840-010			01/15/18	375.44
		02	REQ BY MK	APPR BY NS	DRUG TESTING EXPENSE ** COMMENT **			
							INVOICE TOTAL:	375.44
							VENDOR TOTAL:	375.44
2205	REGIONAL TRUCK EQUIPMENT CO.							
207726	12/12/17	01	SNOW PLOW HYDRAULIC OIL	01-05-790-017			01/15/18	27.20
		02	REQ BY BJ	APPR BY LK	TRUCK& TRACT -REPLACE& REP ** COMMENT **			
							INVOICE TOTAL:	27.20
							VENDOR TOTAL:	27.20
3386	ROBBINS SCHWARTZ							
278708	12/31/17	01	LEGAL SRV NOV 2017	01-10-821-000			01/15/18	570.00
				GENERAL COUNSEL				

DATE: 01/10/18  
TIME: 10:33:09  
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OAK BROOK PARK DISTRICT  
DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 01/15/2018

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
3386	ROBBINS SCHWARTZ							
278708	12/31/17	02	LEGAL SRV NOV 2017	12-95-940-065			01/15/18	1,187.50
		03	REQ BY BG APPR BY LK	BUILDING & PARK IMPROVEMEN ** COMMENT **				
						INVOICE TOTAL:		1,757.50
						VENDOR TOTAL:		1,757.50
2004	SAFEGUARD							
032600630	12/28/17	01	PAYROLL ENVELOPES	01-01-680-000			01/15/18	367.44
		02	REQ BY LN APPR BY LK	STATIONERY & ENVELOPES ** COMMENT **				
						INVOICE TOTAL:		367.44
						VENDOR TOTAL:		367.44
3437	SCHOLASTIC INC							
M63601447	12/05/17	01	BOOK ORDERS PRESCHOOL	02-31-765-003			01/15/18	235.95
		02	REQ BY KS APPR BY DT	EC BEGINNING PRESCHOOL ** COMMENT **				
						INVOICE TOTAL:		235.95
						VENDOR TOTAL:		235.95
40	SERVICE SANITATION, INC.							
7457169	12/15/17	01	PORTABLE RESTROOM CENTRALPARK	01-05-750-055			01/15/18	58.50
		02	REQ BY BJ APPR BY LK	PORT-A -POTTY SERVICE ** COMMENT **				
						INVOICE TOTAL:		58.50
						VENDOR TOTAL:		58.50
3067	SHAW MEDIA							
1477372	11/30/17	01	2017/2018 WEEKLY AD OCT	02-80-930-000			01/15/18	200.00
				ADVERTISEMENTS				

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INVOICES DUE ON/BEFORE 01/15/2018

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
3067	SHAW MEDIA							
1477372	11/30/17	02	REQ BY JC	APPR BY LK	** COMMENT **		01/15/18	
							INVOICE TOTAL:	200.00
							VENDOR TOTAL:	200.00
3326	SMART INDUSTRY PRODUCTS							
7200	12/01/17	01	PET WASTE BAGS	01-05-800-006			01/15/18	290.00
				PARK EQUIP / REPLACE & REP				
		02	REQ BY BJ	APPR BY LK	** COMMENT **			
							INVOICE TOTAL:	290.00
							VENDOR TOTAL:	290.00
2466	KAREN SPANDIKOW							
MARIANOS12/21/17	12/21/17	01	GINGERBREAD COOKIES PRESCHOOL	02-31-765-003			01/15/18	43.89
				EC BEGINNING PRESCHOOL				
		02	REQ BY KS	APPR BY DT	** COMMENT **			
							INVOICE TOTAL:	43.89
							VENDOR TOTAL:	43.89
2608	SPRINT PHONE							
486632944-094	12/29/17	01	TENNIS IPAD NOV 2017	07-01-720-001			01/15/18	17.25
				MOBILE CHARGES				
		02	REQ BY RP	APPR BY LK	** COMMENT **			
							INVOICE TOTAL:	17.25
							VENDOR TOTAL:	17.25
1774	STARBUCKS COFFEE COMPANY							
10185395836/17	12/08/17	01	COFFEE SUPPLIES	01-15-840-006			01/15/18	573.30
				COFFEE BAR SUPPLIES				
		02	REQ BY KC	APPR BY LK	** COMMENT **			
							INVOICE TOTAL:	573.30
							VENDOR TOTAL:	573.30

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INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
-----								
3276	STARFISH AQUATICS INSTITUTE							
15915	12/22/17	01	ANNUAL AGREEMENT FEE	02-25-690-005			01/15/18	350.00
		02	REQ BY AB APPR BY JG	EMPLOYEE TRAINING ** COMMENT **				
						INVOICE TOTAL:		350.00
						VENDOR TOTAL:		350.00
3523	STATE CHEMICAL SOLUTIONS							
900299319	12/19/17	01	DRAIN AND LOCKER CLEANER	01-15-790-001			01/15/18	322.00
		02	REQ BY KC APPR BY DT	JANITORIAL SUPP. / CLEAN .P ** COMMENT **				
						INVOICE TOTAL:		322.00
						VENDOR TOTAL:		322.00
2469	SWANK MOTION PICTURES, INC.							
RG2446825	12/12/17	01	DIVE IN MOVIE	02-26-765-002			01/15/18	193.00
		02	REQ BY AB APPR BY KS	EVENT-SUPPLIES ** COMMENT **				
						INVOICE TOTAL:		193.00
						VENDOR TOTAL:		193.00
3321	SWEET COMB CHICAGO							
0000245	12/16/17	01	DNS APIARY PAYOUT 2 2017 SRV	01-12-750-001			01/15/18	4,355.50
		02	REQ BY BG APPR BY LK	CONTRACTS MAINTENANCE-DNS ** COMMENT **				
						INVOICE TOTAL:		4,355.50
250	01/02/18	01	3 LB BOXES OF BEES W/QUEENS	01-12-750-001			01/15/18	276.00
		02	REQ BY JC APPR BY LK	CONTRACTS MAINTENANCE-DNS ** COMMENT **				
						INVOICE TOTAL:		276.00
						VENDOR TOTAL:		4,631.50

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INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1086	TOTAL FIRE & SAFETY, INC.							
116251	11/30/17	01	FIRE EXTINGUISHER SERVICE	01-05-770-009			01/15/18	121.05
		02	REQ BY BJ APPR BY LK	FIRE/SECURITY MAINTNCE GAR				
				** COMMENT **				
						INVOICE TOTAL:		121.05
116252	11/30/17	01	FIRE EXTINGUISHER INSPECTION	01-15-750-013			01/15/18	337.80
		02	REQ BY KC APPR BY DT	FIRE ALARM/SPRINKLER SERVI				
				** COMMENT **				
						INVOICE TOTAL:		337.80
116253	11/30/17	01	FIRE EXTINGUISHER INSPECTION	01-20-750-003			01/15/18	81.35
		02	REQ BY KC APPR BY DT	SECURITY SYSTEM				
				** COMMENT **				
						INVOICE TOTAL:		81.35
116505	11/28/17	01	SPRINKLER SYSTEM INSPECTION	07-71-750-015			01/15/18	225.00
		02	REQ BY PS APPR BY AP	OTHER BUILDING MAINTENANCE				
				** COMMENT **				
						INVOICE TOTAL:		225.00
116506	11/30/17	01	FIRE SPRINKLER INSPECTION/TEST	01-05-770-009			01/15/18	195.00
		02	REQ BY BJ APPR BY LK	FIRE/SECURITY MAINTNCE GAR				
				** COMMENT **				
						INVOICE TOTAL:		195.00
						VENDOR TOTAL:		960.20
3153	ULINE, INC.							
92685658	11/29/17	01	BUILDING SUPPLIES	07-71-750-000			01/15/18	293.56
		02	REQ BY PS APPR BY AP	BUILDING MAINTENANCE/REPAI				
				** COMMENT **				
						INVOICE TOTAL:		293.56
						VENDOR TOTAL:		293.56
3228	VERIZON WIRELESS							

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INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
-----								
3228	VERIZON WIRELESS							
9798172502	12/15/17	01	CELL PHONE SRV NOV 2017	01-01-720-001			01/15/18	218.62
				MOBILE CHARGES				
		02	CELL PHONE SRV NOV 2017	01-05-720-001				187.22
				MOBILE CHARGES				
		03	CELL PHONE SRV NOV 2017	01-15-720-001				111.05
				MOBILE CHARGES				
		04	CELL PHONE SRV NOV 2017	02-01-720-001				237.02
				MOBILE CHARGES				
		05	CELL PHONE SRV NOV 2017	02-25-720-001				99.31
				MOBILE CHARGES				
		06	CELL PHONE SRV NOV 2017	07-01-720-001				136.11
				MOBILE CHARGES				
		07	CELL PHONE SRV NOV 2017	01-01-670-003				249.99
				TELEPHONE SYSTEM				
		08	REQ BY RP APPR BY LK	** COMMENT **				
							INVOICE TOTAL:	1,239.32
							VENDOR TOTAL:	1,239.32
2974	VILLA PARK ELECTRICAL SUPPLY							
117303	11/29/17	01	RECYCLED LIGHT BULB/LIGHT BULB	01-15-800-012			01/15/18	39.55
				LIGHT BULBS				
		02	RECYCLED LIGHT BULB/LIGHT BULB	01-05-750-020				3.66
				ELECTRICAL SERVICES				
		03	REQ BY MM APPR BY DT	** COMMENT **				
							INVOICE TOTAL:	43.21
							VENDOR TOTAL:	43.21
387	VILLAGE OF OAK BROOK							
17160	12/11/17	01	PARK FUEL/GASOLINE	01-05-790-025			01/15/18	447.44
				FUEL/GASOLINE				
		02	REQ BY BG APPR BY LK	** COMMENT **				
							INVOICE TOTAL:	447.44
							VENDOR TOTAL:	447.44

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OAK BROOK PARK DISTRICT  
DETAIL BOARD REPORT

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INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
-----								
3242	WAREHOUSE DIRECT WORKPLACE							
IN248757	01/03/18	01	FLOOR SCRUBBER REPAIR	01-15-750-000			01/15/18	59.00
				GENERAL MAINTENANCE				
		02	REQ BY KC APPR BY DT	** COMMENT **				
						INVOICE TOTAL:		59.00
						VENDOR TOTAL:		59.00
1843	WASHBURN MACHINERY							
120491	12/19/17	01	SERVICE CALL FOR WASHER	01-15-750-000			01/15/18	425.65
				GENERAL MAINTENANCE				
		02	REQ BY KC APPR BY DT	** COMMENT **				
						INVOICE TOTAL:		425.65
120519	12/21/17	01	SERVICE CALL FOR WASHER	01-15-750-000			01/15/18	209.00
				GENERAL MAINTENANCE				
		02	REQ BY KC APPR BY DT	** COMMENT **				
						INVOICE TOTAL:		209.00
						VENDOR TOTAL:		634.65
410	WILSON SPORTING GOODS							
4524144589	12/20/17	01	ACCESSORIES	07-75-870-006			01/15/18	95.00
				ACCESORIES				
		02	REQ BY AP APPR BY DT	** COMMENT **				
						INVOICE TOTAL:		95.00
						VENDOR TOTAL:		95.00
						TOTAL ALL INVOICES:		146,767.09

WARRANT NO. 607  
CHECKS

<u>Check #</u>	<u>Date</u>	<u>Vendor/Description</u>	<u>Amount:</u>
51215	12/14/2017	Dearborn National Life Insurance Life insurance Jan 2018	\$ 570.80
51217	12/15/2017	Village of Oak Brook Water bill Dec 2017	\$ 12,055.49
51228	12/27/2017	Lease Servicing Center dba National Escrow setup fee	\$ 500.00
ACH Transfer		KonicaMinolta Premiere Finance Bill paid by ACH transfer on 12/15/17	\$ 784.00
ACH Transfer		Direct Energy Bill paid by ACH transfer on 12/26/17	\$ 15,463.68
TOTAL INTERIM CHECKS & ACH TRANSFER			29,373.97
ACTUAL WARRANT			<u>\$ 146,767.09</u>
TOTAL WARRANT #607			<u>\$ 176,141.06</u>





## Oak Brook Park District

1450 Forest Gate Road  
Oak Brook, IL 60523

### Petty Cash - Corporate

Petty Cash for January 2018

Received By	Date	Description	Account Number	Amount
L. Noonan	12/5/2017	PDRMA Office, Lisle, IL	01-01-660-002	\$10.59
			Total	\$10.59
			Grand Total	\$10.59



## Oak Brook Park District

1450 Forest Gate Road  
Oak Brook, IL 60523

### Petty Cash - Recreation

Petty Cash for January 2018

Received By	Date	Description	Account Number	Amount
D. Thommes	12/4/2017	Preschool Supplies	02-31-765-001	\$7.98
	12/5/2017	Preschool Supplies	02-31-765-001	\$7.27
	12/7/2017	Preschool Supplies	02-31-765-001	\$5.28
	12/18/17	Preschool Supplies	02-31-765-001	\$16.35
	12/18/17	Preschool Supplies	02-31-765-001	\$8.49
	12/20/17	Preschool Supplies	02-31-765-001	\$19.07
	12/20/17	Preschool Supplies	02-31-765-001	\$48.88
	12/27/17	Preschool Supplies	02-31-765-001	\$16.00
		Total		\$129.32
	12/20/17	Tip for Holiday Express Trolley	02-60-751-014	\$30.00
		Total		\$30.00
	1/1/18	Holiday Express Supplies	02-60-765-014	\$11.96
		Total		\$11.96
A. Bonarirgo	12/13,14/17	HELP Training	02-01-660-002	\$34.88
		Total		\$34.88
		Grand Total		\$206.16



# Memo

To: Oak Brook Park District Board of Commissioners  
From: Laure Kosey, Executive Director  
Date: January 9, 2018  
Re: December 2017/January 2018: Admin., Corporate Relations, IT & Marketing

---

## **December Board Meeting Follow Up:**

### **Village Intergovernmental Agreement**

Approval of the IGA with the Village for the Park District to operate the Village Pool for the summer of 2018.

### **Universal Playground Funding**

The proposed funding will be using \$400,000 in reserves as well as financing over 7 years the remaining \$500,000.  
The financing proposal is on the board agenda.

### **Central Park Improvements**

The staff recommendations of the bids will be on the board agenda with construction starting in April.

## **January Board Meeting Discussion Points:**

### **Market Based Salary Range Adjustment**

The ranges have been adjusted 2% from this year for all full-time positions.

### **Musco LED Sports Lighting**

The Interlocal Purchasing System (TIPS) Cooperative Purchasing Group will be supplying the sports lighting.

### **Gabion Weir Replacement**

Staff is preparing bid documents for east gabion weir. We are also waiting to hear if we will receive a grant for this project.

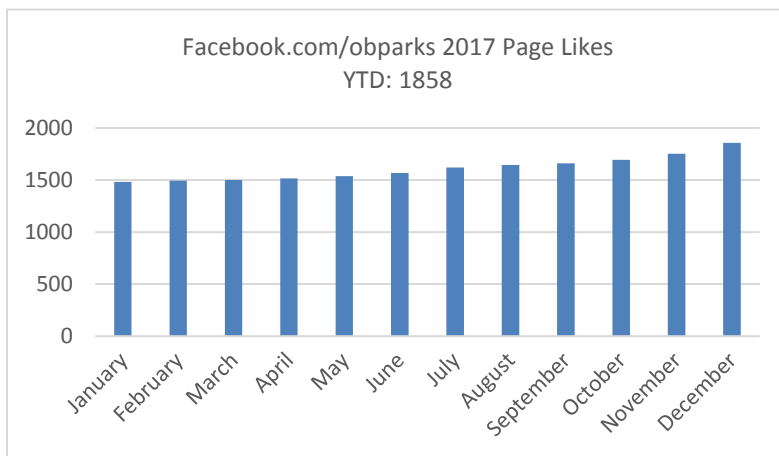
## November Marketing, IT, and Corporate Relations Report

### Obparks.org Analytics

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



### Social Media Analytics



Facebook Total Reach for November 2018: 23,916

Dec 2017 • 31 days

#### TWEET HIGHLIGHTS

##### Top Tweet

Our locker rooms, now featuring an inclusive family area, are now open! Please mark your calendars for December 7 and join us for a special ribbon cutting and celebration from 11:30-1pm.

1

View Tweet activity

View all Tweet activity

##### Top Follower



Joerg Seifert Law

@JoergSeifert22

Father, stepfather, husband, professional. Joerg Seifert Law Offices Elmhurst and Darien Locations 630-832-2333 Joerg@seifertlawpc.com

View profile

View followers dashboard

##### Top mention

Fluid Running

@FluidRunning · Dec 1

@FluidRunning FREE trials week! Register for @WestSuperior: ow.ly/4OE30g7qet Register for @obparks: ow.ly/UeFC30g7qpu #fluidrunning #waterworkout pic.twitter.com/hRgY5aBH1t



View Tweet

### December Twitter Totals:

#### DEC 2017 SUMMARY

Tweets

5

Profile visits

209

New followers

8

Tweet Impressions

3,030

Mentions

3

### 2017 Program Evaluation Summaries

#### Specialized Program and Special Event NPS Results:

(NPS Benchmarks: Over 0=Good, Over 50=Excellent, Over 70=World Class)

Pink 5K: 83 | Summer Camp: 69 | Cori's: 100 | Pumpkin Hunt: 92

Turkey Tri: 100 | Holiday Express: 91

#### General Recreation Programs - Overall Net Promoter Score: 71

Instructor Rating: 4.71/5

Overall Experience: 4.57/5

Facility Cleanliness: 4.65/5



**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.

### Revenue and conversion rates increased.

We attribute the lower number of users and sessions to the extended pool/locker room closure based on the notable downward traffic trend during that period.

### Facebook Dec. Events

#### Dive-In Movie

Published 11/21

Reach: 295,286

Responses: 8763

#### Holiday Express

Published 11/21

Reach: 4000

Responses: 179

#### Appreciation Day

Published 11/2

Reach: 320

Responses: 6

### Obparks.org acquisition value and visitor trends

Referral Values	Dec.	Nov	Oct.
Direct:	\$17,872	\$16,147	\$40,165
Organic Search:	\$388	\$0	\$1403
External Refs:	\$550	\$800	\$987
Email:	\$40	\$60	\$73
Social Media:	\$0	\$30	\$0

### Top Pages

1. Home	2. Programs/Aquatics
3. Facilities/FAC	4. Activity_Search
5. Programs/Recreation	

### IT Initiatives

Security camera wiring was finished in the lobby and front desk areas. This will complete the last part of the project in the Family Recreation Center.

Planning has begun to replace our main Cisco firewall and a few other network components during the next fiscal year. We are also working with the Village and Comcast on how to securely connect part of our networks together for communication at the Bath and Tennis.

### Corporate Relations

#### Sponsor/Partnership Agreements

Evergreen Bank Group renewed the synthetic field sponsorship for five years for \$67,500.

#### Member Appreciation

Collected \$1200 in total vendor fees from AMITA, Costco, LiveWell Chiropractor, Michael Jordan's Restaurant, 18|8, La Barra, and Chase Events.

#### Donations

\$200 (EFMV) in-kind donations collected to support Membership Appreciation.

#### Direct Mailings:

Holiday Appeal for Universal Playground



# Memo

To: Board of Commissioners and Executive Director, Laure Kosey  
From: Marco Salinas, Chief Financial Officer  
Date: January 10, 2018  
Re: December 2017 Financials

---

## **General Fund**

We have now completed eight months of the current fiscal year. Year-to-date (YTD) revenues in this fund equal \$2,244,259, which is a slight increase over prior year's revenues of \$2,228,816. YTD expenditures currently equal \$1,516,633, which is a decrease over prior year's expenditures of \$1,611,067. Combined, the fund is experiencing a YTD net surplus of \$727,625, which is an increase over last year's YTD net surplus of \$475,249. Following is a more detailed analysis of the General Fund's activities:

**Building-Recreation Center-** Revenues in this cost center are unfavorable against budget and prior year due to a number of reasons. Non-resident daily fees have decreased from \$109,292 in the prior year to \$96,612. Building rental revenues have decreased from \$144,973 to \$124,729, and child care fees have also decreased from \$16,200 to \$6,902. Finance is researching the causes for these decreases.

**Professional Services-** Legal counsel fees are budgeted in this cost center at \$60,000. Such costs are currently favorable at \$7,629, which is a significant decrease over prior year's costs of \$54,879. 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.

**Contracts- Maintenance DNS-** Expenditures in this cost center were much higher in the prior year due to the costs incurred to establish the apiary program (e.g. supplies and equipment). Current year expenditures are primarily related to recurring mowing and maintenance.

**Transfers Out-** This annual transfer to the Capital Projects Fund is expected to occur as of the end of January 2018. In the prior year, such transfer occurred earlier in the fiscal year. The transfer is carried-out to provide funding for various capital improvements.

## **Recreation Fund**

YTD revenues in this fund are currently at \$2,903,713 which is comparable to last year's revenues of \$2,908,850. YTD expenditures are currently at \$2,146,644 which represents a decrease over prior year's expenditures of \$2,248,711. There is currently a YTD net surplus of \$757,068, which is an increase over prior year's net surplus of \$660,140. Following is a more detailed analysis of the Recreation Fund's activities:

**Aquatic Recreation Programs-** Total revenues in this cost center continue to be lower than prior year. Adult contracted revenue has decreased approximately 20% and Children's program revenue has decreased approximately 23%. 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.

**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 \$137,761 consists of \$105,000 in costs for the family locker room and \$32,761 for lease payment number 2 of 3 on our fitness center exercise equipment.

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

Although YTD total revenues and expenses have increased over prior year, this fund is experiencing a net deficit of \$8,994. This deficit is primarily due to the increased capital expenditures. 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 9.2%, due to increased private lesson revenues (\$131,404 -vs- \$114,228) and group lesson revenues (\$595,854 -vs- \$482,106). This increased activity has also resulted in an increase in related program expenses.

**Capital Outlay-** Current YTD costs are higher than prior year due to expenses incurred for the HVAC upgrade (\$218,560) and reflective ceiling (\$156,300) projects.

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### **FINANCE OPERATIONS:**

- Finance personnel continue to work on the financial software (BS&A) conversion project. BS&A is scheduled to begin extracting final payroll data in late January 2018 and the first payroll in February will be duplicated using our existing and BS&A software and reviewed for accuracy. Onsite training is also scheduled for late January and early February.
- Beginning with the upcoming fiscal year, the Finance Department will be segregated from the Administration department for budgeting and financial reporting purposes. This change is being carried-out to provide better transparency and will enhance our ability to monitor performance against budget. This change will be reflected in the monthly Board financials beginning in May 2018.
- The 2017 property tax levy ordinances were filed with the DuPage and Cook County Clerk offices in advance of the deadline.
- The 2017 Taxing District Debt Disclosure as required by Cook County was also completed and filed in December as required by County ordinance.
- A preliminary budget for fiscal year ending April 30, 2019 will be presented to the Board at the February 2018 Board meeting.

### **HUMAN RESOURCES:**

- Linda continues to work on accumulating and/or updating data to be used in completing the annual IRS employer filings as well as the employee forms W-2. She has also been working on the various Affordable Care Act (ACA) reporting requirements.



# Memo

To: Oak Brook Park District Board of Commissioners  
From: Dave Thommes, Director of Recreation & Facilities  
Date: January 8, 2018  
Re: Recreation & Facilities Report

---

## Recreation

- The Holiday Express received excellent feedback. 182 people enjoyed a movie room, crafts, popcorn, bounce house and a trip to the 'North Pole' to meet Santa.
- Santa visited 18 children on December 12<sup>th</sup> and 13<sup>th</sup> this year. Families were excited to see Santa and his elf at their door and to receive stockings for the holidays.
- The Gingerbread Play took place on December 22<sup>nd</sup> in preschool. After the performance families decorated gingerbread cookies with their children.
- Playground and Pee Wee camps ran from December 26<sup>th</sup> through January 5<sup>th</sup> with attendance up to 26 per day for the camps combined.
- 64 Pioneer members enjoyed a delicious lunch at Lawry's in the McCormick Mansion followed by a Salute to Vienna performance at the Chicago Symphony Center on Saturday, December 30<sup>th</sup>.

## Aquatics

- An aquatic all staff in-service was held on December 17<sup>th</sup>. Training included sexual harassment, Park District updates, and team building.
- On December 29<sup>th</sup>, 187 people attend the dive-in movie, Despicable Me 3.
- Swim Lesson Mini Session had 26 participants over winter break.
- Head Lifeguard and Manager interviews began to take place for summer staffing.
- Alex completed HELP 1 Training; Jessica completed HELP 2 Training.
- Maintenance staff replaced the spa main pump, swapped out chemical control boards after the lap board was damaged, replaced exhaust fan motor, and a repaired a leak on a heater.

## Athletics

- The Youth Basketball League has begun with 151 participants registered. Last season we had 138 and the year before that we had 113. In 2 years, the program has grown 33%.
- The new session of Taekwondo starts January 8<sup>th</sup>. Currently there are 39 enrolled but that number will definitely grow as the week goes on. New this session we are giving out patches to kids who are green belt or higher. This addition makes our program more prestigious and helps market our program.
- A new program is being offered on February 3<sup>rd</sup> utilizing the ice rink called Hockey Day in Oak Brook. This is a free one-hour program that will introduce the sport of hockey to the community. With the help of nearby ice arenas, Play It Again Sports and staff, we were able to have everything donated except for screen printing on the donated jerseys. Donations included use of goals, skates, sticks, volunteers and jerseys.

## Fitness

- Choose to Lose began Monday, January 8<sup>th</sup>. There are: 11 Teams of 4, 11 Teams of 2 and 7 65+ individuals registered.
- Indoor "Super" Sprint Triathlon is Sunday, February 4<sup>th</sup>. 8 Participants are currently registered
- The Group Fitness "Holiday" Schedule was a hit. Offerings included family boot camp and several low impact classes

## Tennis

- New LED light fixtures were installed in the lower level hallways at the Tennis Center.



- New Winter Tennis Camps were offered Dec 26-28<sup>th</sup>. A total of 42 players participated during the 3 days of camp.

#### Facilities

#### Retention Results

December-17			
	Retained	Total	Rate
Aquatic	167	173	96.5%
Aqua/Ten	3	3	100.0%
Fitness	344	368	93.5%
Fit/Aqua	144	157	91.7%
Fit/Ten	28	29	93.5%
Premiere	23	28	82.1%
Yearly Total	709	758	93.5%
EFT Aqua	663	677	97.9%
EFT Aqua/Ten	33	33	100.0%
EFT Fitness	1084	1115	97.2%
EFT Fit/Aqua	575	595	96.6%
EFT Fit/Ten	66	67	98.5%
EFT Premiere	117	118	99.2%
Yearly & EFT	3247	3363	96.6%

We gained 98 new members in December.

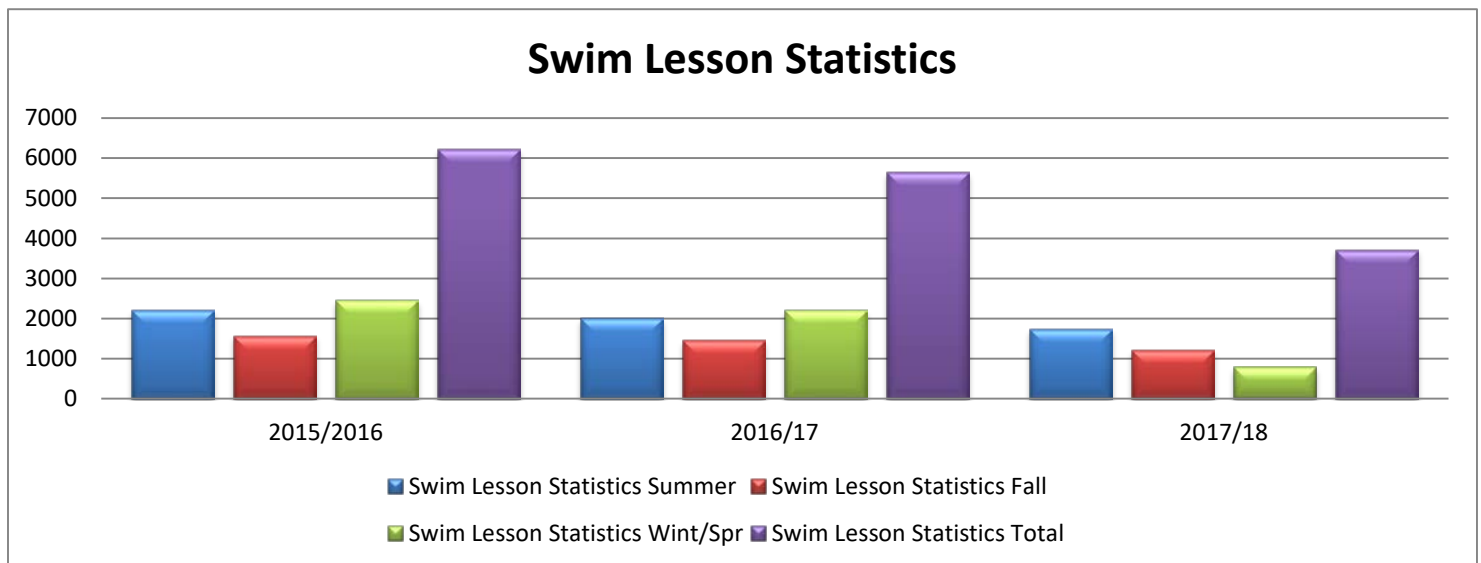




# Oak Brook Park District Aquatic Center Swim Lesson and Swim Team Statistics

Swim Lesson Statistics				
	Summer	Fall	Wint/Spr	Total
2015/2016	2202	1562	2457	6221
2016/17	1995	1451	2201	5647
2017/18	1721	1214	782	3717

Swim Team Statistics			
	Summer	Fall/Winter	Spring
2015/2016	34	56	27
2016/17	32	51	21
2017/18	25	50	11





# 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	18	245
Super Splash Birthday	11	6	11	12	8	12	10	7		10	5	9	101
Group (by day)	8	4	7	6	2	2	3	6		3	4	6	51
Private (indoors only)	6	7	7	3	2	2	0	0	1	4	1	4	37
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		1	5	5	55
Lane Rental (lap only)	0	0	0	1	8	0	26	0		0	3	21	59
Scout	1	3	4	3	2	3	12	0		1	1	0	30
<b>Total # Parties</b>	<b>46</b>	<b>52</b>	<b>59</b>	<b>55</b>	<b>47</b>	<b>60</b>	<b>98</b>	<b>37</b>	<b>2</b>	<b>44</b>	<b>31</b>	<b>63</b>	<b>594</b>

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



## Oak Brook Park District 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	8					1,057	960
Revenue	\$13,262	\$5,222	\$2,103	\$10,385	\$11,120	\$12,907	\$8,985	\$739					\$64,724	\$59,169

### 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	0					1,046	1,013
Revenue	\$4,203	\$2,248	\$833	\$1,138	\$6,713	\$2,088	\$25	\$0					\$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	0					862	930
Revenue	\$2,778	\$4,157	\$1,284	\$2,425	\$4,235	\$2,079	\$150	\$0					\$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	1,174	1,120
Weekend Avg	1,531	1,551	1,054	1,071	736	700	944	887	467	672	896	1,037	962

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	178	2,115
Gym Rentals	164	132	136	112	82	81	81	89	90	107	124	117	1,315
Gym Revenue								\$11,855.00	\$11,040.00	\$ 13,125.00	\$17,702.50	\$16,137.00	\$ 69,859.50
Room Rentals	57	56	69	77	55	56	57	58	45	51	54	47	682
Room Revenue								\$ 4,580.00	\$ 2,565.00	\$ 4,350.00	\$ 2,612.00	\$ 2,854.00	\$ 16,961.00
CPW Rentals	10	10	19	11	10	21	16	16	14	7	13	14	161
CPW Revenue	\$3,745	\$3,360	\$6,413	\$4,330	\$2,395	\$9,430	\$7,143	\$5,575	\$6,893	\$3,590	\$6,028	\$7,410	\$66,310

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	2	52

# Oak Brook Park District Family Recreation Center Membership Usage Data

*Members												
	January	February	March	April	May	June	July	August	September	October	November	December
<b>2014</b>	2,231	2,257	2,292	2,309	2,323	2,294	2,280	2,316	2,291	2,218	2,307	2,282
<b>Resident</b>	70%	70%	70%	70%	70%	70%	70%	69%	69%	69%	69%	67%
<b>Non Resident</b>	30%	30%	30%	30%	30%	30%	30%	31%	31%	31%	31%	33%
<b>EFT</b>	1,929	1,947	1,979	2,030	1,972	1,954	1,906	1,965	1,981	1,932	1,961	2,035
<b>2015</b>	2,368	2,412	2,467	2,489	2,520	2,572	2,628	2,464	2,636	2,564	2,534	3,299
<b>Resident</b>	67%	67%	67%	67%	67%	66%	66%	64%	65%	65%	63%	54%
<b>Non Resident</b>	33%	33%	33%	33%	33%	34%	34%	36%	35%	35%	37%	46%
<b>EFT</b>	2,123	2,141	2,195	2,192	2,149	2,243	2,207	2,263	2,318	2,277	2,556	2,492
<b>2016</b>	3,524	3,456	3,704	3,623	4,053	4,204	4,333	4,220	3,603	3,571	3,600	3,757
<b>Resident</b>	54%	53%	54%	56%	54%	52%	52%	52%	56%	55%	57%	56%
<b>Non Resident</b>	46%	47%	46%	44%	46%	48%	48%	48%	44%	45%	43%	44%
<b>EFT</b>	2,216	2,674	2,188	2,170	2,205	2,177	2,212	2,207	2,207	2,197	2,209	2,329
<b>2017</b>	3,901	3,715	3,686	3,848	4,150	4,230	4,283	3,812*	3711*	3,665*	3,751	3,859
<b>Resident</b>	55%	53%	53%	54%	53%	52%	52%	54%	55%	55%	53%	52%
<b>Non Resident</b>	45%	47%	47%	46%	47%	48%	48%	46%	45%	45%	47%	48%
<b>EFT</b>	2,481	2,495	2,514	2,538	2,499	2,499	2,511	2,529	2,513	2,520	2,617	2,736
Usage												
	January	February	March	April	May	June	July	August	September	October	November	December
<b>2014</b>	8,783	9,082	9,826	9,290	8,291	8,440	7,960	7,597	7,897	8,805	8,625	8,403
<b>2015</b>	10,055	8,974	9,813	8,938	8,713	9,082	8,655	8,545	7,911	8,612	8,261**	10,880
<b>2016</b>	13,418	13,216	12,915	12,360	11,828	11,750	11,538	10,900	9,097	10,625	10,233	10,034
<b>2017</b>	12,631	11,559	12,351	11,245	14,711	16,596	17,065	12,568*	8238*	12,812	13,327	14,178

\*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: January 9, 2018  
Re: Board Report

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- Parks staff is starting winter fleet service for all equipment and vehicles.
- The ice rink and sledding hill are both open for public use. The ice formed quickly once filled due to extremely cold temperatures resulting in a smooth surface.
- Bids were opened for the Central Park Improvements project on Wednesday December 20<sup>th</sup>. A substantial number of bids were received. Staff reviewed the contractors with representatives from Wight and Company. In addition to the base bid, staff is recommending pursuing alternate #1 which will make the new parking lot, as well as the existing small Tennis Center overflow lot, permeable pavers as opposed to asphalt. Please see the attached agenda histories for contractor recommendations and costs.
- Staff has been investigating an opportunity to provide electric vehicle charging stations at Central Park. The program is subsidized through Tesla Motors, and there is no cost to the District for the equipment and installation. Stations would be installed in parking stalls at the Family Recreation Center, Central Park West, and the Tennis Center. The cost to charge vehicles, per location, is up to one dollar per hour. Please see the agenda history for more details.



## Oak Brook Park District

### BOARD MEETING

#### AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: BIDS FOR CENTRAL PARK IMPROVEMENTS**

**AGENDA NO.:** 7 A

**MEETING DATE:** JANUARY 15, 2018

**STAFF REVIEW:**

Director of Parks and Planning, Bob Johnson

**RECOMMENDED FOR BOARD ACTION:**

Executive Director, Laure Kosey

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

Wight and Co. and Park District staff assembled a bid packet for the Central Park Improvements project. The bid packet includes all trade packages for the base project as well as four alternates.

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

The bids for the project were opened and read publicly on Wednesday, December 20, 2017. A substantial number of bids were received, and the costs for the base scope of work as well as alternates were compiled in a spreadsheet (attached). Staff and the Construction Manager (CM) reviewed the bids including alternates.

The alternates are: 1) Constructing the new parking lot as well as the small existing lower parking lot entirely in permeable pavers. 2) Overlaying the existing small lower parking lot with new asphalt. 3) Replacing the existing chain link outfield fencing of field #1 with new black chain link fencing. 4) Planting the existing drainage swale between the ball fields and the Tennis Center with native prairie grass.

Staff recommends acceptance of the lowest qualified bids, plus alternate 1 for a total cost not-to-exceed \$1,991,156. This cost includes a construction contingency of \$60,000.

**ACTION PROPOSED:**

Motion and a second to accept the lowest qualified bids for the base scope of work, plus alternate 1 for a total cost not-to-exceed \$1,991,156.





January 9, 2018

Bob Johnson, CPRP  
Director of Parks & Planning  
Oak Brook Park District  
1450 Forest Gate Road  
Oak Brook, IL 60523

Wight & Company  
wightco.com  
.....  
2500 North Frontage Road  
Darien, IL 60561  
.....  
P 630.969.7000  
F 630.969.7979

**Central Park**  
**Wight & Company Project No. 5646-03**

Dear Bob,

On December 20, 2017, public bids were received for the Central Park Improvements project. A total of forty-nine bids were received for nine separate bid packages for this work, please see full bid tabulation. Based on our discussions, the Oak Brook Park District would like to accept Alternate #1 for the Full Permeable Parking Lot.

Subsequently, we have conducted scope review meetings with the apparent low bidder on each bid package to verify that they accurately understood and priced the intended scope of work and schedule. As a result of this satisfactory review, Wight & Company recommends awards to the following contractors based on their formal qualified bids:

<b>Bid Package #1 (Base Bid + Alternate #1)</b>	
<u>Excavation &amp; Site Utilities</u>	<u>Clauss Brothers: \$316,560</u>
<b>Bid Package #2 (Base Bid + Alternate #1)</b>	
<u>Concrete</u>	<u>M &amp; J Asphalt: \$92,942</u>
<b>Bid Package #3 (Base Bid + Alternate #1)</b>	
<u>Electrical</u>	<u>Airport Electric: \$39,840</u>
<b>Bid Package #4 (Base Bid + Alternate #1)</b>	
<u>Asphalt Paving</u>	<u>Clauss Brothers: \$22,865</u>
<b>Bid Package #5 (Base Bid + Alternate #1)</b>	
<u>Landscaping</u>	<u>Allied Landscaping: \$160,830</u>
<b>Bid Package #6 (Base Bid + Alternate #1)</b>	
<u>Playground Equipment</u>	<u>Kenneth Company: \$253,044</u>
<b>Bid Package #7 (Base Bid + Alternate #1)</b>	
<u>Pavers</u>	<u>LPS Pavement: \$83,300</u>
<b>Bid Package #8 (Base Bid + Alternate #1)</b>	
<u>Fencing</u>	<u>Peerless Fence \$120,811</u>
<b>Bid Package #9 (Base Bid + Alternate #1)</b>	
<u>Masonry</u>	<u>Cybereddyne Masonry: \$10,400</u>



Oak Brook Park District  
January 9, 2018  
Page 2 of 2

Based on our understanding, the Oak Brook Park District will issue contracts to the recommended contractors on the District's behalf.

Please feel free to contact me if you need any further information or have any questions.

Respectfully submitted,  
**Wight & Company**



Craig Polte  
Director



# Central Park Improvements

## Oak Brook Park District

### BID SUMMARY-DRAFT



Bid Opening: December 20, 2017

Revised Date: January 3, 2017

Contractor	Bids					Potential Bid Award Options			
	Base Bid	Alt #1 Paver Parking Lot	Alt #2 Mill and Overlay Parking Lot	Alt #3 Remove & Replace Outfield Fencing	Alt #4 Native Landscape- Swale	Base + Alt #1 Paver Parking Lot	Base + Alt #2 Mill and Overlay Parking Lot	Base + Alt #3 Remove & Replace Outfield Fencing	Base + Alt #4 Native Landscape- Swale
<b>Bid Package #1-Excavation &amp; Site Utilities</b>									
DuPage Topsoil	\$ 279,000	\$ 63,235				\$ 342,235	\$ 279,000	\$ 279,000	\$ 279,000
Hoppy's Landscaping	\$ 357,441	\$ 107,441				\$ 464,882	\$ 357,441	\$ 357,441	\$ 357,441
Kendall Excavating	\$ 399,970	\$ 52,800				\$ 452,770	\$ 399,970	\$ 399,970	\$ 399,970
American Grading	\$ 379,321	\$ 65,556				\$ 444,877	\$ 379,321	\$ 379,321	\$ 379,321
Clauss Brothers	\$ 287,140	\$ 29,420				\$ 316,560	\$ 287,140	\$ 287,140	\$ 287,140
JS Reimer	\$ 419,000	\$ 79,000				\$ 498,000	\$ 419,000	\$ 419,000	\$ 419,000
Martam	\$ 594,402	\$ 15,000				\$ 609,402	\$ 594,402	\$ 594,402	\$ 594,402
Mancini	\$ 351,800	\$ 13,600				\$ 365,400	\$ 351,800	\$ 351,800	\$ 351,800
<b>Bid Package #2-Concrete</b>									
A Lamp Concrete Contractors	\$ 103,075	\$ 8,955				\$ 112,030	\$ 103,075	\$ 103,075	\$ 103,075
Clauss Brothers	\$ 95,315	\$ 5,830				\$ 101,145	\$ 95,315	\$ 95,315	\$ 95,315
American Grading	\$ 129,703	\$ 6,370				\$ 136,073	\$ 129,703	\$ 129,703	\$ 129,703
Schaeffgas Brothers	\$ 143,500	\$ 8,860				\$ 152,360	\$ 143,500	\$ 143,500	\$ 143,500
M & J Asphalt	\$ 84,742	\$ 8,200				\$ 92,942	\$ 84,742	\$ 84,742	\$ 84,742
Hacienda	\$ 90,492	\$ 324,050				\$ 414,542	\$ 90,492	\$ 90,492	\$ 90,492
Martam	\$ 154,750	\$ 7,500				\$ 162,250	\$ 154,750	\$ 154,750	\$ 154,750
Abbey Paving	\$ 89,530	\$ 6,865				\$ 96,395	\$ 89,530	\$ 89,530	\$ 89,530
<b>Bid Package #3 - Electrical</b>									
Airport Electric	\$ 39,840					\$ 39,840	\$ 39,840	\$ 39,840	\$ 39,840
ARC 1 Electric	\$ 67,780					\$ 67,780	\$ 67,780	\$ 67,780	\$ 67,780
Excel Electric	\$ 45,000					\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000
Jasco Electric	\$ 43,519					\$ 43,519	\$ 43,519	\$ 43,519	\$ 43,519
Richmond	\$ 40,700					\$ 40,700	\$ 40,700	\$ 40,700	\$ 40,700
Lyons and Pinner	\$ 48,500					\$ 48,500	\$ 48,500	\$ 48,500	\$ 48,500

Bid Package #4 - Asphalt Paving															
Accu Paving	\$	72,900	\$	(23,500)	\$	14,900		\$	49,400	\$	87,800	\$	72,900	\$	72,900
Chicagoland Paving	\$	54,900	\$	(3,000)	\$	12,900		\$	51,900	\$	67,800	\$	54,900	\$	54,900
M&J Asphalt Paving	\$	58,378	\$	(25,612)	\$	17,597		\$	32,766	\$	75,975	\$	58,378	\$	58,378
Evans and Son	\$	57,000	\$	(25,000)	\$	14,000		\$	32,000	\$	71,000	\$	57,000	\$	57,000
Clauss Brothers	\$	52,105	\$	(29,240)	\$	23,015		\$	22,865	\$	75,120	\$	52,105	\$	52,105
A Lamp	\$	83,665	\$	(18,000)	\$	23,200		\$	65,665	\$	106,865	\$	83,665	\$	83,665
Advantage Paving	\$	64,000	\$	(19,735)	\$	10,200		\$	44,265	\$	74,200	\$	64,000	\$	64,000
Orange Crush	\$	56,000	\$	-	\$	10,000		\$	56,000	\$	66,000	\$	56,000	\$	56,000
Abbey	\$	52,045	\$	(21,935)	\$	12,785		\$	30,110	\$	64,830	\$	52,045	\$	52,045
Brothers Asphalt	\$	77,116	\$	(4,863)	\$	13,389		\$	72,253	\$	90,504	\$	77,116	\$	77,116
Bid Package #5 - Landscaping															
Allied Landscaping	\$	160,830			\$	6,530		\$	160,830	\$	160,830	\$	160,830	\$	167,360
Breezy Hill Nursery	\$	206,200			\$	8,700		\$	206,200	\$	206,200	\$	206,200	\$	214,900
Clauss Brothers	\$	187,300			\$	7,495		\$	187,300	\$	187,300	\$	187,300	\$	194,795
Bid Package #6 - Playground Equipment															
Clauss Brothers	\$	312,250						\$	312,250	\$	312,250	\$	312,250	\$	312,250
Hacienda (poor references)	\$	252,995						\$	252,995	\$	252,995	\$	252,995	\$	252,995
Kenneth Company	\$	253,044						\$	253,044	\$	253,044	\$	253,044	\$	253,044
Bid Package #7 - Pavers															
CR Schmidt	\$	17,900	\$	89,900				\$	107,800	\$	17,900	\$	17,900	\$	17,900
LPS Pavement	\$	17,700	\$	65,600				\$	83,300	\$	17,700	\$	17,700	\$	17,700
Hoppy's	\$	27,041	\$	105,900				\$	132,941	\$	27,041	\$	27,041	\$	27,041
Bid Package #8 - Fencing															
Action Fence	\$	121,570			\$	19,720		\$	121,570	\$	121,570	\$	141,290	\$	121,570
Peerless Fence	\$	120,811			\$	15,600		\$	120,811	\$	120,811	\$	136,411	\$	120,811
Bid Package #9 - Masonry															
Cyberdyne Masonry	\$	10,400						\$	10,400	\$	10,400	\$	10,400	\$	10,400
Iwanski Masonry	\$	22,500						\$	22,500	\$	22,500	\$	22,500	\$	22,500
J&E Duff	\$	13,635						\$	13,635	\$	13,635	\$	13,635	\$	13,635
Jimmy Z Masonry	\$	15,100						\$	15,100	\$	15,100	\$	15,100	\$	15,100
Midwest Masonry	\$	16,689						\$	16,689	\$	16,689	\$	16,689	\$	16,689
GC Masonry	\$	15,800						\$	15,800	\$	15,800	\$	15,800	\$	15,800

	<u>Base Bid</u>	<u>Alt #1</u> Paver Parking Lot	<u>Alt #2</u> Mill and Overlay Parking Lot	<u>Alt #3</u> Remove & Replace Outfield Fencing	<u>Alt #4</u> Native Landscape- Swale	<u>Base + Alt #1</u> Paver Parking Lot	<u>Base + Alt #2</u> Mill and Overlay Parking Lot	<u>Base + Alt #3</u> Remove & Replace Outfield Fencing	<u>Base + Alt #4</u> Native Landscape- Swale
Subcontractors	\$ 1,018,412	\$ 82,180	\$ 12,785	\$ 15,600	\$ 6,530	\$ 1,100,592	\$ 1,031,197	\$ 1,034,012	\$ 1,024,942
<b>By Owner Items</b>									
Musco Lighting	\$ 285,000					\$ 285,000	\$ 285,000	\$ 285,000	\$ 285,000
Fitness Station	\$ 3,424					\$ 3,424	\$ 3,424	\$ 3,424	\$ 3,424
Playground	\$ 168,201					\$ 168,201	\$ 168,201	\$ 168,201	\$ 168,201
Dish Swing	\$ 8,922					\$ 8,922	\$ 8,922	\$ 8,922	\$ 8,922
We-saw	\$ 8,900					\$ 8,900	\$ 8,900	\$ 8,900	\$ 8,900
Shade Sail	\$ 16,000					\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000
Shade Cantilever Structure	\$ 7,500					\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500
Gateway Structure	\$ 13,917					\$ 13,917	\$ 13,917	\$ 13,917	\$ 13,917
Soil Borings	\$ 6,200					\$ 6,200	\$ 6,200	\$ 6,200	\$ 6,200
CPA Reporting	\$ 2,500					\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
Construction Contingency	\$ 60,000					\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000
Construction Testing	\$ 10,000					\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
<b>Design &amp; Engineering Services</b>									
DD, CD, Permitting, Bidding & CA	\$ 96,000					\$ 96,000	\$ 96,000	\$ 96,000	\$ 96,000
Special Use Permitting	\$ 15,000					\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Enhanced Playground	\$ 43,000					\$ 43,000	\$ 43,000	\$ 43,000	\$ 43,000
Reimbursable	\$ 2,500					\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
<b>Construction Services</b>									
CM & General Conditions	\$ 130,000					\$ 130,000	\$ 130,000	\$ 130,000	\$ 130,000
Fencing/Layout EST.	\$ 13,500					\$ 13,500	\$ 13,500	\$ 13,500	\$ 13,500
<b>Summary</b>									
<b>Total Project Costs</b>	<b>\$ 1,908,976</b>					<b>\$ 1,991,156</b>	<b>\$ 1,921,761</b>	<b>\$ 1,924,576</b>	<b>\$ 1,915,506</b>
Budget	\$ 1,975,000					\$ 1,975,000	\$ 1,975,000	\$ 1,975,000	\$ 1,975,000
Difference	\$ (66,024)					\$ 16,156	\$ (53,239)	\$ (50,424)	\$ (59,494)

\*Yellow indicates low bidder



## Oak Brook Park District

### BOARD MEETING

#### AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: PURCHASE OF PLAYGROUND EQUIPMENT  
THROUGH THE NATIONAL JOINT POWERS ALLIANCE (NJPA)**

**AGENDA No.: 7 B**

**MEETING DATE: JANUARY 15, 2018**

**STAFF REVIEW:**

Director of Parks and Planning, Bob Johnson

**RECOMMENDED FOR BOARD ACTION:**

Executive Director, Laure Kosey

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

As part of the Central Park 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 for the 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 as outlined in purchase order J011618.

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

**ACTION PROPOSED:**

A motion and a second to approve the purchase of playground equipment from Playpower LT Farmington, Inc., through the National Joint Powers Alliance, for a cost of \$169,894.31.

# Purchase Order

Purchase Order#: J011618

Order Date: January 16, 2018



# Oak Brook

www.obparks.org Park District

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.

<b>Vendor</b>			<b>Ship to:</b>	
Playpower LT Farmington Inc			Oak Brook Park District	
P.O. Box 204713			Attn: Bob Johnson	
Dallas, Texas 75320-4713			1300 Forest Gate Road (project site)	
			Oak Brook, IL 60523	
<b>Phone: 573-366-6337</b>			<b>Phone: 630-645-9540 Cell: 630-280-5469</b>	
<b>Email: david.sheedy@playpower.com</b>			<b>Email: bjohnson@obparks.org</b>	
Qty	Item #	Description	Unit Price	Extension
1		Little Tikes Commercial Playground Equipment as outlined in quote #P120517B	207,189.56	\$207,686.56
1		NJPA Discount	(\$40,107.54)	(\$40,107.54)
	<b>Subtotal</b>	\$167,579.02		
<b>Notes:</b> This purchase order is issued pursuant to NJPA procurement contract # 030117-LTS.  This Project is being financed, in part, with funds from the Illinois Department of Natural Resources "Open Space Lands Acquisition & Development" (OSLAD) program.			<b>Freight</b>	\$2,315.30
			<b>Total</b>	\$169,894.32

"Pursuant to the Illinois Prevailing Wage Act (820 ILCS 130/.01 et seq.) (the "Act"), for any construction for the Public Work, including minor repairs to the Public Work, the Contractor is required to comply with and notify all subcontractors in writing for any such construction, including minor repair to the Public Work, that they are required to comply with all provisions of the Act, including (i) all requirements for payment of the current general prevailing rate of hourly wages and fringe benefits, for each craft or type of worker or mechanic needed to perform such Work, and also the current general prevailing rate for legal holiday and overtime work, as ascertained by the Illinois Department of Labor for DuPage County, Illinois; and (ii) all record keeping requirements under the Act."

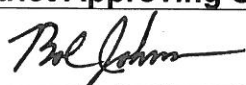


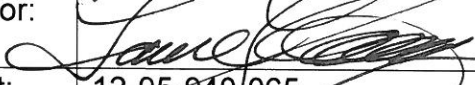
## Instructions to Vendor

- 1.) Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.
- 2.) Notify immediately if unable to ship as specified.



3.) Send all invoices and correspondence to:

Oak Brook Park District  
Marco Salinas, Chief Financial Officer  
1450 Forest Gate Road  
Oak Brook, IL 60523

Oak Brook Park District Approving Signatures	
Requester:	
Department Director:	
Chief Financial Officer:	
Executive Director:	
OBPD Account:	12-95-940-065

**This Purchase Order is subject to the following terms and conditions:**

1. Payment shall be made in accordance with the Local Government Prompt Payment Act (50 ILCS 505/1 *et seq.*) after the equipment has been delivered, inspected and accepted by the Oak Brook Park District ("District").
2. Contractor shall not grant rights in or to, or otherwise encumber the equipment or any parts of the equipment, to, in or by any third parties at any time, that would impair or delay the full exercise by District of any of its rights or remedies under this agreement. Clean and unencumbered title to the equipment shall be transferred to District upon acceptance of the equipment by District. Title to, and the risk of loss, injury or destruction from any casualty to the equipment, regardless of cause, will be the responsibility of Contractor until the equipment has been received, inspected and accepted by District.
3. The District is exempt for the Illinois Retailer's Occupational Tax, the Illinois Use Tax and the Federal Excise Tax as an exempt entity under the Internal Revenue Code. District shall provide Contractor with District's tax exemption identification number, for use by Contractor for this project only.
4. The District will have the right to inspect the equipment upon receipt and to reject any nonconforming or damaged equipment within a reasonable time after delivery. District will give notice to Contractor of any rejection of the equipment or claim for damages on account of condition, quality or grade of the equipment. Neither inspection nor acceptance by District shall act as District's acceptance of any defects or deficiencies in the equipment and shall not act as a waiver of any rights District has with respect to such defects, deficiencies or failure, including rights under any warranty.
5. Contractor shall procure and maintain insurance, and shall cause all subcontractors hired to perform any work in conjunction with this purchase, of the following types and amounts, naming the District, its commissioners, employee, agents and volunteers shall be named as additional insureds:
  - a. Commercial General Liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$1,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this project/location. C GL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 10 93, or a substitute form providing equivalent coverage, and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract). This insurance shall apply as primary insurance with respect to any other insurance or self-insurance afforded to District. Any insurance or self-insurance maintained by the District shall be deemed excess of such Contractor's insurance and shall not contribute with it.
  - b. Business Auto Liability Insurance and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of any auto including owned, hired and non-owned autos. Business auto insurance shall be written on Insurance Services Office (ISO) form CA 00 01, CA 00 05, CA 00 12, CA 00 20, or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in the 1990 and later editions of CA 00 01.
  - c. Workers Compensation Insurance and employers liability insurance. The commercial umbrella and/or employers liability limits shall not be less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease. Contractor waives all rights against the District and its officers, officials, employees, volunteers and agents for recovery of damages arising out of or incident to such Contractor's activities.
6. To the fullest extent permitted by law, the Contractor shall indemnify, hold harmless, protect and defend the District, its officers, employees and agents, from and against any and all liability, claims, damages, losses, suits, demands, proceedings and actions, including attorneys' fees, costs and expenses of defense, which may arise from, grow out of, result from or be related directly or indirectly to any loss, damage, injury, death or damage to property resulting from the performance of the work by the Contractor or any subcontractor under this agreement, or from any negligent or willful acts, errors or omissions in the performance of the work of the Contractor or any subcontractor hereunder, or from any breach of the Contractor's obligations or any material default by the Contractor under this agreement.
7. This agreement, its validity, enforceability and interpretation, shall be governed by the laws of the State of Illinois. Jurisdiction for any claims shall be only in the Circuit Court for the Eighteenth Judicial Circuit, DuPage County, Illinois.
8. Nothing contained in any provision of this agreement is intended to constitute nor shall constitute a waiver of the defenses and immunities available to the District under the Illinois Local Government and Governmental Employees Tort Immunity Act.





## Illinois Department of Revenue

Office of Local Government Services  
Sales Tax Exemption Section, 3-520  
101 W. Jefferson Street  
Springfield, IL 62702  
217 782-8881

January 2, 2015

OAK BROOK PARK DISTRICT  
1450 FOREST GATE ROAD

OAK BROOK IL 60521-2151

Effective January 1, 2015, we have renewed your governmental exemption from payment of the Retailers' Occupation Tax, the Service Occupation Tax (both state and local), the Use Tax, and the Service Use Tax, as required by Illinois law.

We have issued the following new tax exemption identification number:

E9997-4002-07

to

OAK BROOK PARK DISTRICT

of

OAK BROOK, IL

The terms and conditions governing use of your exemption number remain unchanged.

Office of Local Government Services  
Illinois Department of Revenue

**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)			\$ 2,315.30
		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](mailto: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.: 7 C**

**MEETING DATE: JANUARY 15, 2018**

**STAFF REVIEW:**

Director of Parks and Planning, Bob Johnson

**RECOMMENDED FOR BOARD ACTION:**

Executive Director, Laure Kosey

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

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:**

Motion (and a second) to approve Ordinance 18-0115: An Ordinance Declaring Surplus Personal Property and Authorizing the Sale or Conveyance Therof.

**ORDINANCE NO. 18-0115**

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

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**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:

<b>Property</b>		
<b>Quantity</b>	<b>Item</b>	<b>Description</b>
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 15<sup>th</sup> 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.:** 7. D.

**MEETING DATE:** JANUARY 15, 2018

**STAFF REVIEW:** Chief Financial Officer, Marco Salinas:

Handwritten signature of Marco Salinas in black ink.

**RECOMMENDED FOR BOARD ACTION:** Executive Director, Laure Kosey:

Handwritten signature of Laure Kosey in black ink.

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

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.

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

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).

Accompanying this Agenda Item History is a draft of our existing policy that reflects the proposed modifications summarized above.

#### **ACTION PROPOSED:**

A Motion (and a second) to approve Amendment: Administrative Policies and Procedure Manual Section 4.7 Fixed Asset Policy and Procedure.

## 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 purchase 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:

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

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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.: 7 E**

**MEETING DATE: JANUARY 15, 2018**

STAFF REVIEW:

Chief Financial Officer, Marco Salinas:

RECOMMENDED FOR BOARD ACTION:

Executive Director, Laure Kosey

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

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:**

A Motion (and a second) to approve the Amendment to the Personnel Policy Manual: Section VII: 7.6 Merit Pay Policy.

## 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.)**

<b><u>Performance Review Score</u></b>	<b><u>Merit Range</u></b>	
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.: 7 F**

**MEETING DATE: JANUARY 15, 2018**

**STAFF REVIEW:** Director of Parks and Planning, Bob Johnson:

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 Central Park Improvements project (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 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 Project.

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

The costs for the playground portion of the Project are estimated not to exceed \$800,000. At the December 11, 2017 Board meeting the Board discussed financing this playground and it was decided that the Park District should pursue financing for approximately \$500,000, with the remaining estimated costs to be funded from available reserves. The Park District has received three proposals from various firms and after a review of the terms of such proposals, staff is recommending accepting the proposal received from Wintrust Government Funds (Wintrust). This proposal provides \$500,000 in financing at an annual interest rate of 3.25% with a seven-year amortization period commencing September 1, 2018 and ending March 1, 2025. The interest rate offered by Wintrust is lower than the rates offered by the other two financial institutions which results in the lowest annual repayment amounts, as well as the lowest overall costs over the repayment period.

Once the proposal is accepted, the Park District will engage bond counsel to draft the necessary ordinance, installment contract and other required documents, and will provide such documents to the Board for approval at the February 19, 2018 regular board meeting.

#### **ACTION PROPOSED:**

A Motion (and a second) to accept the proposal from Wintrust Government Funds to provide \$500,000 in financing for the universal playground project.

# WINTRUST

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## GOVERNMENT FUNDS

January 10, 2018

Mr. Marco Salinas  
Chief Financial Officer  
Oak Brook Park District  
1450 Forest Gate Road  
Oak Brook, IL 60523

Dear Marco:

Thank you very much for your request for terms to finance the purchase and installation of playground equipment at the District's Central Park (the "Project").

**The Financing:** \$500,000 installment purchase contract to finance a portion of the Project evidenced by Debt Certificates, Series 2018 (the "Certificates").

**Term:** 7 year term. Principal will be payable annually (see attached "Illustrative Amortization Schedules").

**Interest:** Interest on the Certificates shall be payable semiannually.

The Bank is proposing tiered pricing based on the District establishing a depository relationship with the Bank:

Option 1: The District establishes a minimum depository relationship of \$250,000 with the Bank for the duration of the loan

3.25% (tax-exempt, Bank Qualified); 4.05% (taxable)

Option 2: No deposit relationship established

3.75% (tax-exempt, Bank Qualified); 4.65% (taxable)

If the District intends to borrow Bank Qualified, the Bank would require Bond Counsel to opine that the Certificates are a Bank Qualified federal tax-exempt obligation.

**Payment:** The Certificates shall be payable from all available funds of the District. No taxes will be levied to make payments on the Certificates.

**Legal** The District will engage, at its expense, Bond Counsel with recognized municipal bond expertise to draft the installment contract, the Certificates, the authorizing ordinance, and other documentation typical for a financing of this type. Bond Counsel will provide the Bank with an opinion that the Certificates are valid and binding obligation payable from all available funds, and will confirm the eligibility of the Certificates to qualify for bank qualification. Taft Stettinius & Hollister LLP has offered to serve as Bond Counsel for a fixed fees and expenses of \$3,500.

**Hinsdale Bank & Trust Company's Indication of Terms to Provide \$500,000 to finance playground construction**

Provided that the District permits the Bank to confer with Bond Counsel to address any issues that arise, we do not contemplate engaging Bank Counsel for this financing.

**Availability:** This offer is a commitment of the Bank. This Commitment shall expire unless extended in writing by the Bank, if the District has not returned a written acceptance of this offer by January 26, and closed by February 28, 2018.

If the foregoing is acceptable, please execute and return this Commitment at your earliest opportunity. Please contact us with any questions that arise.



Mike O'Malley  
Senior Vice President  
Wintrust Commercial Banking



Steven Trout, Vice President  
Vice President, Municipal Lending  
Wintrust Government Funds

Accepted By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Hinsdale Bank & Trust Company's Indication of Terms to Provide \$500,000 to finance playground construction

**Oak Brook Park District**

**\$500,000 Installment Contract**

**Illustrative Amortization Schedules: \$250M in Deposits**

Amount: 500,000.00  
 Rate (BQ): 3.25%  
 Term (Years): 7  
 Annual Payments: \$ 81,011.02

Date	Beginning Balance	Principal	Interest	Debt Service	Annual Debt Service	Ending Balance
9/1/2018			8,125.00	8,125.00		
3/1/2019	500,000.00	64,761.02	8,125.00	72,886.02	81,011.02	435,238.98
9/1/2019			7,072.63	7,072.63		
3/1/2020	435,238.98	66,865.75	7,072.63	73,938.38	81,011.02	368,373.23
9/1/2020			5,986.06	5,986.06		
3/1/2021	368,373.23	69,038.89	5,986.06	75,024.95	81,011.02	299,334.34
9/1/2021			4,864.18	4,864.18		
3/1/2022	299,334.34	71,282.65	4,864.18	76,146.84	81,011.02	228,051.69
9/1/2022			3,705.84	3,705.84		
3/1/2023	228,051.69	73,599.34	3,705.84	77,305.18	81,011.02	154,452.35
9/1/2023			2,509.85	2,509.85		
3/1/2024	154,452.35	75,991.32	2,509.85	78,501.17	81,011.02	78,461.03
9/1/2024			1,274.99	1,274.99		
3/1/2025	78,461.03	<u>78,461.03</u>	<u>1,274.99</u>	<u>79,736.03</u>	81,011.02	-
		500,000.00	67,077.13	567,077.13		

Amount: 500,000.00  
 Rate (Taxable): 4.05%  
 Term (Years): 7  
 Annual Payments: \$ 83,458.80

Date	Beginning Balance	Principal	Interest	Debt Service	Annual Debt Service	Ending Balance
9/1/2018			10,125.00	10,125.00		
3/1/2019	500,000.00	63,208.80	10,125.00	73,333.80	83,458.80	436,791.20
9/1/2019			8,845.02	8,845.02		
3/1/2020	436,791.20	65,768.76	8,845.02	74,613.78	83,458.80	371,022.45
9/1/2020			7,513.20	7,513.20		
3/1/2021	371,022.45	68,432.39	7,513.20	75,945.59	83,458.80	302,590.06
9/1/2021			6,127.45	6,127.45		
3/1/2022	302,590.06	71,203.90	6,127.45	77,331.35	83,458.80	231,386.15
9/1/2022			4,685.57	4,685.57		
3/1/2023	231,386.15	74,087.66	4,685.57	78,773.23	83,458.80	157,298.49
9/1/2023			3,185.29	3,185.29		
3/1/2024	157,298.49	77,088.21	3,185.29	80,273.50	83,458.80	80,210.28
9/1/2024			1,624.26	1,624.26		
3/1/2025	80,210.28	<u>80,210.28</u>	<u>1,624.26</u>	<u>81,834.54</u>	83,458.80	-
		500,000.00	84,211.59	584,211.59		

Hinsdale Bank & Trust Company's Indication of Terms to Provide \$500,000 to finance playground construction

**Oak Brook Park District**

**\$500,000 Installment Contract**

**Illustrative Amortization Schedules: NO DEPOSITS**

Amount: 500,000.00  
 Rate (BQ): 3.75%  
 Term (Years): 7  
 Annual Payments: \$ 82,536.85

Date	Beginning Balance	Principal	Interest	Debt Service	Annual Debt Service	Ending Balance
9/1/2018			9,375.00	9,375.00		
3/1/2019	500,000.00	63,786.85	9,375.00	73,161.85	82,536.85	436,213.15
9/1/2019			8,179.00	8,179.00		
3/1/2020	436,213.15	66,178.85	8,179.00	74,357.85	82,536.85	370,034.30
9/1/2020			6,938.14	6,938.14		
3/1/2021	370,034.30	68,660.56	6,938.14	75,598.70	82,536.85	301,373.74
9/1/2021			5,650.76	5,650.76		
3/1/2022	301,373.74	71,235.33	5,650.76	76,886.09	82,536.85	230,138.40
9/1/2022			4,315.10	4,315.10		
3/1/2023	230,138.40	73,906.66	4,315.10	78,221.75	82,536.85	156,231.75
9/1/2023			2,929.35	2,929.35		
3/1/2024	156,231.75	76,678.16	2,929.35	79,607.50	82,536.85	79,553.59
9/1/2024			1,491.63	1,491.63		
3/1/2025	79,553.59	79,553.59	1,491.63	81,045.22	82,536.85	-
		500,000.00	77,757.93	577,757.93		

Amount: 500,000.00  
 Rate (Taxable): 4.65%  
 Term (Years): 7  
 Annual Payments: \$ 85,317.10

Date	Beginning Balance	Principal	Interest	Debt Service	Annual Debt Service	Ending Balance
9/1/2018			11,625.00	11,625.00		
3/1/2019	500,000.00	62,067.10	11,625.00	73,692.10	85,317.10	437,932.90
9/1/2019			10,181.94	10,181.94		
3/1/2020	437,932.90	64,953.22	10,181.94	75,135.16	85,317.10	372,979.68
9/1/2020			8,671.78	8,671.78		
3/1/2021	372,979.68	67,973.55	8,671.78	76,645.32	85,317.10	305,006.13
9/1/2021			7,091.39	7,091.39		
3/1/2022	305,006.13	71,134.32	7,091.39	78,225.71	85,317.10	233,871.82
9/1/2022			5,437.52	5,437.52		
3/1/2023	233,871.82	74,442.06	5,437.52	79,879.58	85,317.10	159,429.75
9/1/2023			3,706.74	3,706.74		
3/1/2024	159,429.75	77,903.62	3,706.74	81,610.36	85,317.10	81,526.14
9/1/2024			1,895.48	1,895.48		
3/1/2025	81,526.14	81,526.14	1,895.48	83,421.62	85,317.10	-
		500,000.00	97,219.71	597,219.71		



## Oak Brook Park District

### BOARD MEETING

#### AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: ORDINANCE 18-0116: AN ORDINANCE  
APPROVING THE OAK BROOK PARK DISTRICT AMENDED  
SEXUAL HARASSMENT POLICY**

**AGENDA No.: 7 G**

**MEETING DATE: JANUARY 15, 2018**

**STAFF REVIEW:** Chief Financial Officer, Marco Salinas:

**RECOMMENDED FOR BOARD ACTION:** Executive Director, Laure Kosey:

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

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 have reviewed the requirements of the Act and the District's policy. Recommended amendments to the District's policy have been made and are shown in red on Attachment 1 to Ordinance 18-0116.

**ACTION PROPOSED:**

Motion and a second to Approve Ordinance 18-0116: An Ordinance Approving the Oak Brook Park District Amended Sexual Harassment Policy.

**ORDINANCE NO. 18-0116**  
**ORDINANCE APPROVING OAK BROOK PARK DISTRICT**  
**AMENDED SEXUAL HARASSMENT POLICY**

**WHEREAS**, The Illinois General Assembly has enacted amendments to the State Officials and Employees Ethics Act in Public Act 100-0554, effective November 16, 2017 (the "Act"); and

**WHEREAS**, the Act requires units of local government to enact a policy containing specific provisions by ordinance or resolution within 60 days of the effective date of the Act; and

**WHEREAS**, the Board of Park Commissioners of the Oak Brook Park District has determined, and hereby declares, that it is necessary and in the best interests of the District and its residents to modify its current sexual harassment policy, in order to ensure full compliance with the Act.

**NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF PARK COMMISSIONERS OF THE OAK BROOK PARK DISTRICT DUPAGE COUNTY, ILLINOIS, AS FOLLOWS:**

**SECTION ONE:** The recitals set forth hereinabove shall be and are hereby incorporated in this Section One as if said recitals were fully set forth herein.

**SECTION TWO:** The Oak Brook Park District Sexual Harassment Policy as amended to ensure compliance with the Act, in the form attached hereto as Exhibit No 1 and incorporated by this reference (the "Policy"), is hereby adopted, and the Executive Director and Board President are hereby authorized and directed to implement and administer the Policy in accordance with applicable law.

**SECTION THREE:** Any prior order, resolution, policy or ordinance of the Oak Brook Park District in conflict with the provisions of the Policy or this Ordinance, shall be and hereby are, repealed to the extent of such conflict.

**SECTION FOUR:** This Ordinance shall take effect upon its passage and approval in the manner provided by law.

PASSED THIS 15TH day of JANUARY, 2018.

AYES:

NAYS:

ABSENT:

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President, Oak Brook Park District  
Board of Park Commissioners

ATTEST:

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Secretary, Board of Park Commissioners

STATE OF ILLINOIS )  
 ) SS.  
DUPAGE COUNTY )

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Oak Brook Park District Board of Park Commissioners, DuPage County, Illinois, and as such I am the keeper of the records and files of the Board of Park Commissioners of said Park District.

I further certify that the foregoing is a full, true and complete copy of Ordinance No. 18-0116 titled,

**ORDINANCE APPROVING  
OAK BROOK PARK DISTRICT  
AMENDED SEXUAL-HARASSMENT POLICY**

adopted at a duly called Regular Meeting of the Board of Park Commissioners of the Oak Brook Park District, held at Oak Brook, Illinois at 6:30 p.m. on the 15th day of January, 2018.

I do further certify that the deliberations of the Board on the adoption of said Ordinance were conducted openly, that the vote on the adoption of said Ordinance was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Park District Code of the State of Illinois, as amended, and that the Board has complied with all the provisions of said Act and said Code and with all the procedural rules of the Board.

IN WITNESS WHEREOF I hereunto affix my official signature at Oak Brook, Illinois, this 15th day of January, 2018.

Park District Board Secretary



**EXHIBIT NO. 1**

**OAK BROOK PARK DISTRICT  
SEXUAL-HARASSMENT POLICY**

#### **4.15 Non-Discrimination and Anti-Harassment**

The District is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that prohibits discriminatory practices, including harassment. Therefore, the District expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice and harassment.

It is the responsibility of each and every employee, officer, official, park commissioner, agent, volunteer, and vendor of the District as well as anyone using the District's facilities, to refrain from sexual and other harassment. The District will not tolerate sexual or any other type of harassment. Actions, words, jokes, or comments based on an individual's sex, race, national origin, age, religion, sexual orientation, pregnancy, or any other legally protected characteristic will not be tolerated.

This policy should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, sexual orientation, or any other protected characteristic, from participating in business or work-related social activities or discussions in order to avoid allegations of harassment. The law and policies of the District prohibit disparate treatment on the basis of sex, sexual orientation, pregnancy, or any other protected characteristic, with regard to terms, conditions, privileges and prerequisites of employment. The prohibition against harassment, discrimination and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

##### **Definitions of Harassment**

1. **Sexual harassment** may occur whenever there are unwelcome sexual advances, requests for sexual favors, or any other verbal, physical, or visual conduct of a sexual nature when:
  - a.) Submission to the conduct is made, either implicitly or explicitly, a condition of the individual's employment;
  - b.) Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or
  - c.) The harassment has the purpose or effect of interfering with the employee's work performance or creating an environment that is intimidating, hostile, or offensive to the employee.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering; catcalls or touching; insulting or obscene comments or gestures; display or circulation

in the workplace of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal or visual conduct of a sexual nature.

It is a policy of the Park District to prohibit harassment of any person by any Park District employee, Park District commissioner, or Park District agent on the basis of sex or gender. All Park District employees, Park District commissioners, and Park District agents are prohibited from sexually harassing any person, regardless of any employment relationship or lack thereof.

2. **Harassment on the basis of any other protected characteristic** is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, sexual orientation, pregnancy, age, national origin, disability or any other characteristic protected by law or that of his/her relatives, friends or associates, and that: (i) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, professional conferences, business meetings and business-related social events.

#### Retaliation Is Prohibited

The District prohibits retaliation against any individual who reports discrimination, ~~or~~ harassment, or retaliation, who participates in an investigation of such reports, and/or files a charge of discrimination, ~~or~~ harassment or retaliation. Retaliation against an individual for reporting harassment, ~~or~~ discrimination, or retaliation, for participating in an investigation of a claim of harassment, ~~or~~ discrimination, or retaliation, or for filing a charge of discrimination, ~~or~~ harassment or retaliation is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action, up to and including termination.

Similar to the prohibition against retaliation contained herein, the State Officials and Employees Ethics Act (5 ILCS 430/15-10), the Whistleblower Act (740 ILCS 174/1 et seq.), and the Illinois Human Rights Act (775 ILCS 5/6-101) provide whistleblower protections from retaliatory action for reporting sexual allegations.

#### Reporting Procedure

The District strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Early reporting and intervention

have proven to be the most effective method of resolving actual or perceived incidents of harassment, ~~or~~ discrimination, or retaliation. Therefore, while no fixed reporting period has been established, the District strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken.

The availability of this reporting procedure does not preclude individuals who believe they are being subjected to harassing, ~~or~~ discriminatory, or retaliatory conduct from promptly advising the offender that his/her behavior is unwelcome and requesting that it be discontinued. However, nothing in this policy shall require individuals who believe they are being subjected to harassing, discriminatory, or retaliatory behavior to so advise the offender.

If an individual experiences or witnesses harassment, ~~or~~ discrimination, or retaliation of any kind, the individual should deal with the incident(s) as directly and firmly as possible by clearly communicating his/her position to the offending person, his/her immediate supervisor, his/her department director, and/or the Executive Director. The individual should also document or record each incident (what was said or done, by whom, the date, time and place, and any witnesses to the incident). Written records such as letters, notes, memos, texts, social media postings, tweets, e-mails, and telephone messages can strengthen documentation. It is not necessary that the harassment be directed at the individual reporting a complaint.

Your response to harassment in the workplace may include any or all of the following steps:

- **Direct Communication with Offender:** If there is harassing, ~~or~~ discriminatory, or retaliatory behavior in the workplace, any person who experiences or witnesses such behavior, if the individual feels comfortable doing so, should directly and clearly express objection to the offending person(s) regardless of whether the behavior is directed at the person objecting. If the person objecting is the harassed employee, he/she should clearly state that the conduct is unwelcome and that the offending behavior must stop. However, the person objecting is not required to directly confront the person who is the source of the report, question, or complaint before notifying the persons identified below as those designated to receive such reports, questions or complaints. Further, the person objecting is not required to directly confront the person who is the source of the report, question, or complaint if the individual is uncomfortable doing so. The initial message may be oral or written, but documentation of the notice should be made. If subsequent messages are needed, they should be put in writing.
- **Report to Supervisory and Administrative Employees:** At the same time direct communication is undertaken with the offender, or in the event an individual feels threatened or intimidated by the offending person, the person objecting should promptly report the offending behavior to his/her immediate supervisor or department director. If the person objecting feels uncomfortable doing so, or if his/her immediate supervisor and/or department director is the source of the problem, condones the

problem or ignores the problem, the offending behavior should be reported directly to the Executive Director.

- **Report to Executive Director:** A person objecting to offending behavior may also report incidents of harassment or discrimination directly to the Executive Director. The Executive Director or a designee will promptly investigate the facts and take corrective action when an allegation is determined to be valid.
- **Report to President of the District's Board:** If the Executive Director is the source of the problem, condones the problem, or ignores the problem, the person objecting should immediately contact the President of the District's Board.

Nothing in this policy precludes a report of discrimination, harassment, or retaliation to the Illinois Department of Human Rights, which is the State agency responsible for enforcing the Illinois Human Rights Act. Further, the IDHR maintains a hotline for confidential reports of sexual harassment.

#### Harassment Allegations Against Non-Employees/Third Parties

If an individual makes a complaint alleging harassment, ~~or~~ discrimination or retaliation against an agent, vendor, supplier, contractor, volunteer or person using District programs or facilities, the Executive Director will investigate the incident(s) and determine the appropriate action, if any. The District will make reasonable effort to protect the individual from further contact with such persons. All employees must recognize, however, that the District has limited control over the actions of non-employees.

<b><i>Important Notice to All Employees</i></b>	Employees who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of this reporting procedure. An employee's failure to fulfill this obligation could affect his/her rights in pursuing legal action.
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#### Responsibility of Supervisors and Witnesses

Any supervisor who becomes aware of any possible sexual or other harassment, ~~or~~ discrimination, or retaliation of or by any employee should immediately advise the Executive Director who will investigate the conduct and- take prompt remedial action if the allegations are substantiated~~resolve the matter as soon as possible~~. All employees are encouraged to report incidents of harassment, discrimination and retaliation, regardless of who the offender may be or whether or not the reporting employee is the intended victim.

#### The Investigation

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The District will make every reasonable effort to conduct an investigation in a responsible and confidential manner. *However, it is impossible to guarantee absolute*

confidentiality, as the Park District must be able to fully investigate and take prompt remedial action when necessary. The investigation may include individual interviews with the parties involved, and where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. The District reserves the right and hereby provides notice that third parties may be contacted to investigate claims of harassment. All employees must cooperate in any investigation of workplace wrongdoing or risk disciplinary action, up to and including termination of employment.

#### Responsive Action

After investigation, The District will determine whether a complaint of what constitutes harassment, discrimination or retaliation has been substantiated or not based on a review of the facts and circumstances of each situation. Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling and/or disciplinary action, such as a warning, a reprimand, withholding of a promotion or pay increase, a reassignment, a seasonal suspension without pay, or termination of employment, as the District believes appropriate under the circumstances.

#### False and Frivolous Complaints

Given the possibility of serious consequences for an individual accused of sexual harassment, discrimination or retaliation, complaints made in bad faith or otherwise false and frivolous charges are considered severe misconduct and may result in disciplinary action, up to and including termination of employment.

While the District hopes to be able to resolve any complaints of harassment, discrimination or retaliation within the District, the District acknowledges the right of individuals to contact the Illinois Department of Human Rights (IDHR) at the James R. Thompson Center, 100 West Randolph Street, Suite 10-100, Chicago, Illinois 60601, (312) 814-6200, (TDD 312-263-1579) and/or the United States Equal Employment Opportunity Commission (EEOC) 1-800-669-4000 (TDD 1-800-669-6820) about filing a formal complaint, and, if the Department determines that there is sufficient evidence of harassment to proceed further, it will file a complaint with the Illinois Human Rights Commission (HRC), located at the same address on the fifth floor. The IDHR also has a reporting hotline, which includes a method for the intake of anonymous phone calls regarding allegations of sexual harassment. If the IDHR does not complete its investigation within 365 days, an individual may file a complaint directly with the HRC between the 365<sup>th</sup> and the 395<sup>th</sup> day.



## Oak Brook Park District

### BOARD MEETING

#### AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: RESOLUTION 18-0117: A RESOLUTION APPROVING AN INTERGOVERNMENTAL AGREEMENT FOR POOL MANAGEMENT SERVICES BETWEEN THE VILLAGE OF OAK BROOK AND THE OAK BROOK PARK DISTRICT**

**AGENDA No.: 7 H**

**MEETING DATE: JANUARY 15, 2018**

**STAFF REVIEW:** Director of Recreation and 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):**

Members of the Village's Sports Core Advisory Committee requested for the Park District to consider submitting a proposal to the Village for running the Bath and Tennis (the "B&T") pool.

Jessica Gray, Aquatic Center Manager, has researched the possibility of this partnership with the Village and information was presented to the Board of Commissioners during the December 11, 2017 Board Meeting.

The Board, interested in doing what is best for the residents of Oak Brook, directed staff to continue discussions with the Village.

Staff met with the Sports Core Advisory Committee on December 18, 2017 and requested the park district to prepare and Intergovernmental Agreement for the park district's management and operation of the Sports Core Pool.

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

An Intergovernmental Agreement has been prepared by the park district's attorneys and the Village attorneys are currently reviewing the IGA.

**ACTION PROPOSED:** Request a motion and a second to Approve Resolution 18-0117: A Resolution Approving an Intergovernmental Agreement for Pool Management Services Between the Village of Oak Brook and the Oak Brook Park District.

## RESOLUTION NO. R18-0117

### A RESOLUTION APPROVING AN INTERGOVERNMENTAL AGREEMENT FOR POOL MANAGEMENT SERVICES BETWEEN THE VILLAGE OF OAK BROOK AND THE OAK BROOK PARK DISTRICT

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WHEREAS, Article VII, §10 of the Illinois Constitution of 1970 and the Intergovernmental Cooperation Act of the State of Illinois (5 ILCS 220/1, *et seq.*) authorize units of local government to contract or otherwise associate among themselves to exercise, combine or transfer any power or function, in any manner not prohibited by law; and to contract with any one or more other public agencies to perform any governmental service, activity or undertaking, or to combine, transfer or exercise any powers, functions, privileges or authority which any of the public agencies entering into the contract is authorized by law to perform; and

WHEREAS, Article VII, §10 of the 1970 Illinois Constitution further provides that units of local government may contract and otherwise associate with individuals, associations and corporations in any manner not prohibited by law or ordinance; and

WHEREAS, such provisions of the Illinois Constitution of 1970 and the Intergovernmental Cooperation Act of the State of Illinois encourage mutual cooperation for matters of mutual concern; and

WHEREAS, the Oak Brook Park District (the “Park District”) and the Village of Oak Brook (the “Village”) are “units of local government” as defined under Paragraph 2 of the Intergovernmental Cooperation Act, 5 ILCS 220/1, *et seq.*; and

WHEREAS, The Village owns the Village Pool located at 800 Oak Brook Road, Oak Brook Illinois (“Village Pool”), and desires to engage the Park District to perform management services at the Village Pool as described in the Intergovernmental Agreement For Pool Management Services; and.

WHEREAS, The Park District desires to perform management services at the Village Pool for the recreational benefit of the residents of the Village and the Park District.

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

**Section 1.** An “Intergovernmental Agreement For Pool Management Services Between the Village of Oak Brook and the Oak Brook Park District” (the “Agreement”), is hereby approved, and the President and Secretary of the Park District are hereby, respectively, authorized to execute and attest the Agreement in substantially the form attached hereto as Exhibit "A".

**Section 2.** All resolutions or parts of resolutions in conflict with the provisions of this Resolution are hereby repealed to the extent of the conflict.



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

**PASSED AND APPROVED THIS 15<sup>th</sup> DAY OF January, 2018.**

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

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

ABSENT: \_\_\_\_\_

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

ATTEST:

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

Exhibit A  
Intergovernmental Agreement for Pool Management Services  
Between the Village of Oak Brook and the Oak Brook Park District

**INTERGOVERNMENTAL AGREEMENT FOR POOL MANAGEMENT SERVICES  
VILLAGE OF OAK BROOK—OAK BROOK PARK DISTRICT**

This INTERGOVERNMENTAL AGREEMENT ("Agreement"), dated this \_\_\_\_ day of \_\_\_\_\_, 2018 ("Effective Date") is by and between the **VILLAGE OF OAK BROOK**, 1200 Oak Brook Road, Oak Brook Illinois 60523, an Illinois municipal corporation ("Village") and the **OAK BROOK PARK DISTRICT**, 1450 Forest Gate Road, Oak Brook, Illinois 60523 ("Park District"). The Village and the Park District are sometimes referred to herein as "Party" and collectively as "Parties."

In consideration of the mutual covenants and agreements hereinafter set forth, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

**SECTION 1. RECITALS.**

- A. The Village owns the Village Pool located at 800 Oak Brook Road, Oak Brook Illinois ("Village Pool"), and desires to engage the Park District to perform management services at the Village Pool as described in this Agreement.
- B. The Park District desires to perform management services at the Village Pool for the recreational benefit of the residents of the Village and the Park District.
- C. The services to be provided by the Park District consist generally of management of the Village Pool including membership services, pool staffing, pool cleaning, pool repair, winterization and de-winterization of the Village Pool (collectively, "Services"), which Services are more fully described in **Exhibit A**.

**SECTION 2. RETENTION, COMMENCEMENT AND REPORTING.**

- A. **Retention:** The Village hereby retains the Park District and the Park District agrees to perform the Services.
- B. **Services.** The Park District shall provide the Services pursuant to the terms and conditions of this Agreement.
- C. **Commencement; Time of Performance.** The Park District shall commence performance of the Services on February 1, 2018 ("Commencement Date") and shall continue to perform the Services until their completion, but in no event after October 1, 2018 ("Time of Performance"). Unless terminated earlier pursuant to the terms and conditions of this Agreement, the term of this Agreement shall be February 1, 2018 to October 1, 2018, inclusive. ("Term").
- D. **Reporting.** The Park District shall regularly report to the Village Manager, or his designee, regarding the progress of the Services during the term of this Agreement.

**SECTION 3. COMPENSATION AND METHOD OF PAYMENT.**

- A. **Cost of Services, Payment.** On or before the Effective Date, the Village shall pay to the Park

District the sum of \$255,000 ("Agreement Amount"), the Parties having determined that said sum approximates the actual cost of providing the Services for the Term ("Cost of Services"). If during the Term, the Park District estimates that the Cost of Services will exceed the Agreement Amount, the Park District shall promptly notify the Village, and the Parties shall meet and determine the costs estimated to be necessary to perform the Services remaining from the date of the meeting to end of the Term. The Village shall promptly pay said sum to the Park District. If applicable, the increased sum paid by the Village to the Park District shall be recognized by the Parties as the "Agreement Amount." All revenues from Village Pool membership and programming occurring at the Village Pool shall be remitted to the Village at the completion of the agreement.

- B. **Taxes, Benefits and Royalties.** The Agreement Amount and the Cost of Services includes all applicable federal, state, and local taxes of every kind and nature applicable to the Services as well as all taxes, contributions, and premiums for unemployment insurance, old age or retirement benefits, pensions, annuities, or similar benefits and all costs, royalties and fees arising from the use on, or the incorporation into, the Services, of patented or copyrighted equipment, materials, supplies, tools, appliances, devices, processes, or inventions.
- C. **Completion of Services.** The Park District shall complete all Services on or before the date of termination.

#### **SECTION 4. PERSONNEL: SUBCONTRACTORS.**

- A. **Key Project Personnel.** The Key Project Personnel identified in **Exhibit B**, shall be primarily responsible for carrying out the Services on behalf of the Park District. The Key Project Personnel shall not be changed without the Village's prior written approval, which shall not be unreasonably withheld or delayed.
- B. **Availability of Personnel.** The Park District shall provide all personnel necessary to complete the Services including, without limitation, any Key Project Personnel identified in this Agreement. The Park District shall notify the Village as soon as practicable after terminating the employment of, reassigning, or receiving notice of the resignation of, any Key Project Personnel.
- C. **Removal of Personnel and Subcontractors.** If any personnel or subcontractor fails to perform the Services or engages in any illegal or improper conduct in the course of performance of the Services, the Park District shall, within 14 days after its receipt of notice from the Village, remove and replace such personnel or subcontractor. Unless approved in advance by the Village, the Park District shall have no claim for damages, for compensation in excess of the amount contained in this Agreement or for a delay or extension of the Time of Performance as a result of any such removal or replacement.
- D. **Criminal Background Checks.** The Park District shall obtain a criminal background check as required by applicable law for each of the Park District's personnel assigned to provide the Services on Village property. The criminal background check required in this paragraph shall consist of, at a minimum, a criminal conviction history for at least the seven year period prior to the date of this Agreement. The criminal conviction history shall consist of, at a minimum, a search of the National Sex Offender Public Registry; the sex offender registries for Illinois, Indiana, Iowa and Wisconsin; criminal conviction searches for the states of

Illinois, Indiana, Iowa and Wisconsin; and criminal conviction searches for the Illinois counties of DuPage, Cook, Lake, Kane and Will. Park District shall be solely responsible for (i) making all employment decisions based on the criminal background check it receives; (ii) complying with all applicable laws (including, without limitation, the Fair Credit Reporting Act); and (iii) the costs of obtaining the consumer reports. Park District shall maintain and retain all criminal background checks obtained pursuant to this paragraph throughout the term of this Agreement and for the two year period following the end of the term of this Agreement.

#### **SECTION 5. CONFIDENTIAL INFORMATION.**

- A. **Confidential Information.** The term “Confidential Information” shall mean information in the possession or under the control of the Village relating to: the technical, business or corporate affairs of the Village; Village property; user information, including, without limitation, any information pertaining to usage of the Village's computer system, including and without limitation, any information obtained from server logs or other records of electronic or machine readable form; and the existence of, and terms and conditions of, this Agreement. Confidential Information shall not include information that can be demonstrated: (i) to have been rightfully in the possession of the Park District from a source other than the Village prior to the time of disclosure of said information to the Park District under this Agreement (*"Time of Disclosure"*); (ii) to have been in the public domain prior to the Time of Disclosure; (iii) to have become part of the public domain after the Time of Disclosure by a publication or by any other means except an unauthorized act or omission or breach of this Agreement on the part of the Park District or the Village; or (iv) to have been supplied to the Park District after the Time of Disclosure without restriction by a third party who is under no obligation to the Village to maintain such information in confidence.
- B. **No Disclosure of Confidential Information by the Park District.** The Park District acknowledges that it may, in performing the Services for the Village under this Agreement, have access to or be directly or indirectly exposed to Confidential Information. The Park District shall hold confidential all Confidential Information and shall not disclose or use such Confidential Information without express prior written consent of the Village. The Park District shall use reasonable measures at least as strict as those the Park District uses to protect its own confidential information. Such measures shall include, without limitation, requiring employees and subcontractors of the Park District to execute a non-disclosure agreement before obtaining access to Confidential Information.

#### **SECTION 6. INDEMNIFICATION; INSURANCE.**

- A. **Indemnification.** To the fullest extent permitted by law, each Party shall each indemnify, defend and hold harmless the other Party, its elected and appointed officers, officials, employees, attorneys, volunteers and agents (collectively, the “Indemnitees”), from and against any and all claims, damages, losses and expenses, including but not limited to legal fees (attorneys’ and paralegals’ fees and court costs), incurred by any of the Indemnitees for injuries to persons or for damage, destruction or theft of property arising out of or resulting from any activity, act or omission of the indemnifying Party (“Indemnitor”), or of any employee, agent, contractor or volunteer of the Indemnitor, but only to the extent caused in whole or in part by any wrongful or negligent act or omission of the Indemnitor. Similarly, each Party shall each indemnify, defend and hold harmless the other Party, its

elected and appointed officers, officials, employees, attorneys, volunteers and agents against and from any and all claims, damages, losses and expenses, including but not limited to legal fees (attorneys' and paralegals' fees and court costs), incurred by any of the Indemnitees by reason of the Indemnitor's non-performance or breach of any of its obligations under this Agreement.

- B. **Insurance.** Insurance. Each Party, at its sole cost and expense, shall keep in full force and effect at all times during the Term of this Agreement insurance against claims for injuries to persons or damages to property, which may arise from or in connection with this Agreement. Each Party shall provide coverage that is at least as broad as:
1. Comprehensive general public liability insurance, including contractual liability coverages, and such other types of insurance in such amounts and with such A-rated companies or through self-insurance risk pools as are reasonably acceptable to the Village and the District, but, in any event, no less than \$1,000,000.00 per occurrence. Such insurance shall be evidenced by annually providing to the other Party certificates of insurance. Each Party's policy (or in the event of self-insurance, coverage evidenced by certificate) will name the other Party, its board, board members, employees, volunteers and agents as an additional insureds and will further provide that the insurance may not be modified, terminated, cancelled or non-renewed without at least thirty (30) days advance written notice by certified mail, return receipt requested, to the other Party.
  2. Workers' Compensation Insurance covering all costs, statutory benefits and liabilities under State Workers' Compensation and similar laws for their respective employees. Any employee claim related to this Agreement will be the responsibility of the Party employer and the other Party shall have no obligation whatsoever to provide workers' compensation for the other Party's employees.
  3. The Village shall maintain property insurance for the full replacement cost of the Village Pool. The Park District will maintain insurance protecting against damage, destruction, theft or loss of any of its equipment located on the Village Pool.
- C. **No Personal Liability.** No elected or appointed official or employee of either Party shall be personally liable, in law or in contract, to the other Party, as the result of the execution of this Agreement.

#### **SECTION 7. RESPONSIBILITIES OF THE VILLAGE.**

- A. **Lighting, HVAC, Power, Water.** The Village shall furnish, at its expense, all utilities, including but not limited to, lighting, heating, cooling, power, hot and cold water, local telephone services, pest control, and trash and garbage disposal for the Village Pool. The Village is responsible for having all utilities turned on and removing trash from curbside.
- B. **Keys.** The Village shall provide to Park District 12 sets of keys to the Village Pool and all locations in the Village Pool during the term of this Agreement. Park District shall take all reasonable steps necessary to insure that the Village's keys are not used for any purpose other than for providing Services. The Park District shall not copy or provide keys to the Village Pool to someone other than a manager of Park District or the Park District's

Executive Director.

- C. **Facility Maintenance.** The Village shall maintain the Village Pool in accordance with all applicable federal, state and local laws, regulations, ordinances or rules. The Park District will work with the Village to create a list of major repairs and capital projects, prior to commencement of the season. All identified repairs agreed upon by the Parties will be completed by the Village, by April 1<sup>st</sup>. Any major repair prior to or during the pool season estimated to cost \$500 or more, will be the responsibility of the Village.
- D. **Concession Stand.** The Village will maintain and operate the Concession Stand, at its sole cost and expense for the season. The Village will be entitled to all revenues generated by the Concession Stand. The Park District will have access to the ice machine at all times that the Village Pool is open, during the summer season. The Village will notify management of any significant issues or early closures that will affect the operation of the pool.
- E. **Thorguard System.** The Village will provide and maintain a Thorguard Lightning Detection System at the Village Pool.
- F. **Golf Cart.** The Village will provide the Park District with a golf cart to be used at the Village Pool between May 1<sup>st</sup> and September 15<sup>th</sup>. The Village shall be responsible to repair and maintain the golf cart.
- G. **Office Space.** The Village will provide an air-conditioned space for management.

#### **SECTION 8. RELATIONSHIP OF THE PARTIES, DEFAULT, COOPERATION.**

- A. **Relationship of the Parties.** The Park District shall act as an independent contractor in providing and performing the Services. Nothing in, nor done pursuant to, this Agreement shall be construed (i) to create the relationship of principal and agent, employer and employee, partners, or joint venturers between the Village and Park District; or (ii) to create any relationship between the Village and any subcontractor of the Park District.
- B. **Conflict of Interest.** The Park District represents and certifies that, to the best of its knowledge, (i) no Village employee or agent is interested in the business of the Park District or this Agreement; (ii) as of the date of this Agreement neither the Park District nor any person employed or associated with the Park District has any interest that would conflict in any manner or degree with the performance of the obligations under this Agreement; and (iii) neither the Park District nor any person employed by or associated with the Park District will at any time during the term of this Agreement obtain or acquire any interest that would conflict in any manner or degree with the performance of the obligations under this Agreement. The Village represents and certifies that, to the best of its knowledge, (i) no Park District employee or agent is interested in the business of the Village or this Agreement; (ii) as of the date of this Agreement neither the Village nor any person employed or associated with the Village has any interest that would conflict in any manner or degree with the performance of the obligations under this Agreement; and (iii) neither the Village nor any person employed by or associated with the Village will at any time during the term of this Agreement obtain or acquire any interest that would conflict in any

manner or degree with the performance of the obligations under this Agreement.

- C. **Sexual Harassment Policy.** Each Party hereby certifies to the other Party that it has a written sexual harassment policy in full compliance with Section 2-105(A)(4) of the Illinois Human Rights Act, 775 ILCS 5/2-105(A)(4).
- D. **Compliance with Laws and Grants.** Each Party shall give all notices, pay all fees, and take all other action that may be necessary to ensure that their respective duties under this Agreement are performed in accordance with all required governmental permits, licenses, or other approvals and authorizations that may be required in connection with said duties, and with all applicable statutes, ordinances, rules, and regulations, including without limitation: the Fair Labor Standards Act; any statutes regarding qualification to do business; any statutes prohibiting discrimination because of, or requiring affirmative action based on, race, creed, color, national origin, age, sex, or other prohibited classification, including, without limitation, the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 *et seq.*, and the Illinois Human Rights Act, 775 ILCS 5/1-101 *et seq.* Each Party shall also comply with all conditions of any federal, state, or local grant received by the Village or Park District with respect to this Agreement or the Services. Each Party shall be solely liable for any fines or civil penalties that are imposed by any governmental or quasi-governmental agency or body that may arise, or be alleged to have arisen, out of or in connection with that Party's, or its subcontractors', performance of, or failure to perform, its duties hereunder, or any part thereof. Every provision of law required by law to be inserted into this Contract shall be deemed to be inserted herein.
- E. **Default.** If it should appear at any time that the Park District has failed or refused to prosecute, or has materially delayed in the prosecution of, the Services with diligence at a rate that assures completion of the Services in compliance with the requirements of this Agreement, ("Event of Default") and fails to cure any such Event of Default within ten business days after the Park District's receipt of written notice of such Event of Default from the Village, then the Village shall have the right, without prejudice to any and all legal and equitable remedies, to pursue any one or more of the following remedies:
1. **Cure by Park District.** The Village may require the Park District, within a reasonable time, to complete or correct all or any part of the Services that are the subject of the Event of Default; and to take any or all other action necessary to bring the Park District and the Services into compliance with this Agreement.
  2. **Termination of Agreement by Village.** The Village may terminate this Agreement without liability for further payment of amounts due or to become due under this Agreement.
- F. **No Additional Obligation.** The Parties acknowledge and agree that the Village is under no obligation under this Agreement or otherwise to negotiate or enter into any other or additional contracts or agreements with the Park District, or with any vendor solicited or recommended by the Park District.
- G. **Mutual Cooperation.** The Village agrees to cooperate with the Park District in the



performance of the Services, including meeting with the Park District and providing the Park District with such non-confidential information that the Village may have that may be relevant and helpful to the Park District's performance of the Services. Promptly after the Effective Date, the Village shall provide the Park District with operating manuals, operating checklists, safety information, audits, health department inspection data and financial statements, income/operating statements, warranty and any other information related to operation of the Village Pool over the last three years. The Park District agrees to cooperate with the Village in the performance of the Services. Notwithstanding the foregoing, the Village acknowledges and agrees that the Park District will retain full operational control of the Village Pool for the Term, except as otherwise expressly provided by this Agreement.

- H. **News Releases.** Neither Party shall issue any news releases or other public statements regarding any emergency, major personal injury or major property damage occurring at the Village Pool without prior approval from the Village Manager and the Park District's Executive Director. Nothing contained in this subsection shall be construed to require Village approval of the Park District's marketing, promotional activities at the Village Pool or the Park District's dissemination of information related to the general operations of the Village Pool.

#### **SECTION 9. GENERAL PROVISIONS.**

- A. **Amendment.** No amendment or modification to this Agreement shall be effective unless and until such amendment or modification is in writing, properly approved by both Parties, in accordance with applicable procedures, and executed.
- B. **Assignment.** This Agreement may not be assigned by the Village or by the Park District without the prior written consent of the other party.
- C. **Binding Effect.** The terms of this Agreement shall bind and inure to the benefit of the Parties hereto and their agents, successors, and assigns.
- D. **Notice.** Any notice or communication required or permitted to be given under this Agreement shall be in writing and shall be delivered (i) personally, (ii) by a reputable overnight courier, (iii) by certified mail, return receipt requested, and deposited in the U.S. Mail, postage prepaid, (iv) by facsimile, or (v) by electronic internet mail ("e-mail"). Facsimile notices shall be deemed valid only to the extent that they are (a) actually received by the individual to whom addressed and (b) followed by delivery of actual notice in the manner described in either (i), (ii), or (iii) above within three business days thereafter at the appropriate address set forth below. E-mail notices shall be deemed valid and received by the addressee thereof when delivered by e-mail and (a) opened by the recipient on a business day at the address set forth below, and (b) followed by delivery of actual notice in the manner described in either (i), (ii) or above within three business days thereafter at the appropriate address set forth below. Unless otherwise expressly provided in this Agreement, notices shall be deemed received upon the earlier of (a) actual receipt; (b) one business day after deposit with an overnight courier as evidenced by a receipt of deposit; or (c) three business days following deposit in the U.S. mail, as evidenced by a return receipt. By notice complying with the requirements of this Subsection, each party shall have the right to change the address or the addressee, or

both, for all future notices and communications to such party, but no notice of a change of addressee or address shall be effective until actually received.

Notices and communications to the Village shall be addressed to, and delivered at, the following address:

Village of Oak Brook  
1200 Oak Brook Road  
Oak Brook, Illinois  
60523

Attention: Rick Ginex, Village Manager  
E-mail: rginex@oak-brook.org

Notices and communications to the Park District shall be addressed to, and delivered at, the following address:

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

Attention: Jessica Gray, Aquatic Manager  
Manager Email: jgray@obparks.org

- E. **Third Party Beneficiary.** No claim as a third party beneficiary under this Agreement by any person, firm, or corporation other than a Party shall be made or be valid against either Party.
- F. **Provisions Severable.** If any term, covenant, condition, or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions shall remain in full force and effect and shall in no way be affected, impaired or invalidated.
- G. **Time.** Time is of the essence in the performance of this Agreement.
- H. **Governing Laws.** This Agreement shall be interpreted according to the laws of the State of Illinois.
- I. **Entire Agreement.** This Agreement constitutes the entire agreement between the Parties and supersedes any and all previous or contemporaneous oral or written agreements and negotiations between the Village and the Park District with respect to the Services.
- J. **Waiver.** No waiver of any provision of this Agreement shall be deemed to or constitute a waiver of any other provision of this Agreement (whether or not similar) nor shall any such waiver be deemed to or constitute a continuing waiver unless otherwise expressly provided in this Agreement.
- K. **Exhibits.** Exhibits A through C are attached hereto and, by this reference, incorporated in and made a part of this Agreement. In the event of a conflict between any Exhibit and the text of this Agreement, the text of this Agreement shall control.

L. **Rights Cumulative.** Unless expressly provided to the contrary in this Agreement, each and every one of the rights, remedies, and benefits provided to either Party by this Agreement shall be cumulative and shall not be exclusive of any other such rights, remedies, and benefits allowed by law.

M. **Counterpart Execution.** This Agreement may be executed in several counterparts, each of which, when executed, shall be deemed to be an original, but all of which together shall constitute one and the same instrument.

**IN WITNESS WHEREOF,** the Parties have executed the Agreement as of the date first above written.

**VILLAGE OF OAK BROOK**

By: \_\_\_\_\_  
Village President

**ATTEST:**

By: \_\_\_\_\_  
Village Clerk

**OAK BROOK PARK DISTRICT**

By: \_\_\_\_\_  
President, Board of Park Commissioners

**ATTEST:**

By: \_\_\_\_\_  
Secretary, Board of Park Commissioners

729255v4

**EXHIBIT A**  
**SCOPE OF SERVICES**

**The Services shall include:**

**1. Hours of Operation.**

- A. The Park District will operate the Village Pool and make the Village Pool and Pool available for public use, during the hours set forth in Appendix No 1 to this Exhibit A, attached hereto and incorporated herein by this reference (collectively, *"Hours of Operation"*).
- B. The Park District may close the Village Pool per regulations and directives of the Park District Risk Management Association ("PDRMA") and the Illinois Department of Public Health ("IDPH") Swimming Facility Code (Title 77, Ch.1, Subch. N, Part 820) as amended from time to time at the reasonable discretion of the Park District's managers.

2. **Village Pool Management.** Park District shall manage the Village Pool, which includes, without limitation, the associated deck areas, restrooms, mechanical and pump rooms, which management shall include, without limitation, managing the daily opening, closing, and maintenance of the Village Pool. Park District shall assign personnel to the Village Pool who shall be responsible for monitoring its lifeguards and other staff, coordinating the provision of the Services, and monitoring the operation of the Village Pool. At least one Park District supervisor shall be on duty: (i) during all Hours of Operation; and (ii) any time a Park District employee or subcontractor is at the Village Pool.

3. **Lifeguards.** Park District shall provide lifeguards to the Village Pool in accordance with applicable IDPH and PDRMA regulations during all Hours of Operation. I. Lifeguards shall provide cleaning and maintenance to the Village Pool and the pool. Lifeguards shall wear distinguishing and appropriate attire at all times while on duty during the Hours of Operation. All lifeguards shall be certified by Starfish Aquatics. The Park District shall retain all lifeguard licenses on site.

4. **De-winterization; Opening of Pool(s).** Park District shall facilitate the opening of the Village Pool. Park District will start up pools in advance of May 26, 2018 and pursuant to a schedule approved of in advance by the Village Manager or his designee. Park District will fill the pool and remain responsible for the water level and turning the water off when the pool has been filled. It is the responsibility of Park District to inspect and clean the pool before May 26, 2018. In addition, Park District is responsible for obtaining a pre-season inspection by the applicable county's health department and taking all steps that may be necessary to obtaining a passing inspection. Park District shall collect any and all trash in the Village Pool and deposit it at the designated curbside location or in the Village's dumpster.

Prior to May 26, 2018, Park District will remove all Village deck furniture from storage and place on pool deck. Park District will return all Village furniture to storage at the end of the Pool Season.

5. **Pool Chemicals.** Park District will supply any and all necessary chemicals to the Village for the operation of the Village's pools in sufficient quantity to comply with all applicable federal, state, county, and local regulations for the duration of the Pool Season. The cost of these chemicals is included in the Cost of Services and Agreement Amount.
6. **Pool Cleaning; Restroom Cleaning.** During the Pool Season, Park District will clean the pool(s) at the Village Pool. Park District employees will check on the cleanliness of the Village Pool's restrooms throughout each day of operation and clean or otherwise address any deficiencies as necessary. Park District shall not be responsible for providing cleaning supplies, which shall be provided by, and at the sole cost of, the Village.
7. **Inspections.** Park District shall regularly inspect the Village Pool and all equipment, personal property, and fixtures therein to insure that the Village Pool and all of its equipment, personal property, and fixtures are in proper repair ("Inspections"). Park District shall immediately notify the Village of any items relating to the Village Pool, including furniture and any pool equipment, which require repair or replacement. The Inspections shall include inspections of the Village Pool and pool by technicians certified as Certified Pool Operators or Aquatic Facility Operators. All inspections shall meet applicable standards established by IDPH and PDRMA.
8. **Winterization of Pools.** Park District shall perform the winterization of the Village Pool following standard operating procedures (the "Winterization"). The Winterization shall include an assessment and preventative maintenance report to the Village regarding the status of the pool(s). Winterization of the pool(s) shall not constitute a guarantee against damage by freezing or other causes. The Park District shall not be responsible for winterizing the Village Pool's restrooms.
9. **Safety Equipment.** Park District shall furnish all portable pool safety equipment required by IDPH and PDRMA, including automated electronic defibrillator(s) ("AEDs"). Village will supply lifeguard raised chairs and umbrellas in sufficient quantity to comply with the applicable laws and regulations.
10. **Programming.** Programming will be provided solely and exclusively by the Park District to benefit Village Pool users. The Village will conduct all swim team activities during specified swim team hours of 9:00 – 11:30 AM and 3:30 – 4:45 PM, Monday through Friday plus two home swim team meets starting at 4:00pm on two specified Thursday afternoons.
11. **Marketing.** Park District shall have sole and exclusive authority and control over all marketing, promotions, programs, cross-marketing with Park District programs, and other marketing of Village Pool activities with the exception of swim team. The Village will have sole and exclusive authority and control over all marketing, promotions, programs, cross-marketing related to swim team. Village may also market and cross-market Park District programs and activities at the Village Pool in Village marketing outlets, as agreed by the Parties.
12. **Membership and Program Registration.** The Park district shall be responsible for and have sole control and authority over all membership and program registration. When authorized by the Park District, Bath and Tennis Club members may access the Park District's Indoor Family Aquatic Center when the Village Pool is closed due to repairs, inclement weather or other unforeseen circumstances.

**EXHIBIT B  
KEY PERSONNEL**

**Village Key Personnel**

- A. Village Manager
- B. Aquatic Safety Manager
- C. Banquet Facility Manager
- D. Director, Department of Public Works

**Park District Key Personnel**

- A. Executive Director
- B. Aquatic Manager
- C. Building Technician



## Oak Brook Park District

### BOARD MEETING

#### AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: ORDINANCE 18-0219, TRANSFERRING FUNDS FROM THE CORPORATE FUND TO THE CAPITAL PROJECTS FUND.**

**AGENDA NO.: 8. A.**

**MEETING DATE: JANUARY 15, 2018**

**STAFF REVIEW:**

Chief Financial Officer, Marco Salinas:

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

**RECOMMENDED FOR BOARD ACTION:**

Executive Director, Laure Kosey:

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

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

For fiscal year 2017-2018 we have budgeted for a \$410,000 operating transfer from the Corporate (General) Fund to the Capital Projects Fund. The purpose for this transfer is to provide funding for various capital purchases and improvements that have been budgeted in our Capital Projects Fund for this same fiscal year.

This funding process has been in place for at least 10 years and is carried-out due to the fact that the Capital Projects Fund does not currently have a significant dedicated funding source other than the occasional grant, sponsorship, or proceeds raised from the issuance of debt, to pay for capital improvements.

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

The accompanying ordinance authorizes the transfer of funds from the Corporate Fund to the Capital Projects Fund for fiscal year 2017-2018.

#### **ACTION PROPOSED:**

For Review and Discussion Only.

**ORDINANCE NO. 18-0219**

**AN ORDINANCE TRANSFERRING FUNDS FROM  
THE CORPORATE FUND TO THE CAPITAL PROJECTS FUND**

---

**WHEREAS**, the first six months of fiscal year 2017-2018 of the Oak Brook Park District have elapsed; and

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

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

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

**Section 1:** Funds in the amount of \$410,000.00, which were appropriated in the Budget and Appropriation Ordinance for fiscal year 2017-2018 for the Corporate Fund, are hereby transferred to the Capital Projects Fund, with the Capital Projects Fund to be increased to the extent of the \$410,000.00 so transferred.

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

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



**PASSED AND APPROVED This 19<sup>th</sup> Day of February, 2018.**

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

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

**ABSENT:** \_\_\_\_\_

Approved:

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

ATTEST:

\_\_\_\_\_  
Laure L. Kosey, Secretary



## Oak Brook Park District

### BOARD MEETING

#### AGENDA ITEM –HISTORY/COMMENTARY

**ORDINANCE NO. 18-0220: AN ORDINANCE AUTHORIZING  
THE DESTRUCTION OF VERBATIM RECORD OF CERTAIN  
CLOSED MEETINGS**

AGENDA No.: 8 B

MEETING DATE: JANUARY 15, 2018

RECOMMENDED FOR BOARD ACTION:

Executive Director

A handwritten signature in black ink, likely of the Executive Director, is written over the line following the text "Executive Director".

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

As required by the Open Meetings Act, the closed meeting sessions of the Board Meetings are tape-recorded. After 18 months, the Act permits the Board to authorize the destruction of these recordings, as long as the written minutes have been approved by the Board. The written minutes of these meetings have been approved by the Board of Commissioners, routinely, which occurred at the next executive meeting held after the meeting date.

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

The following Closed Meeting recordings are now over 18 months in age.

April 13, 2016  
April 18, 2016  
July 18, 2016

Ordinance 18-0220 authorizes the destruction of the verbatim record of the above listed meetings. The ordinance will be presented for approval at February 19, 2018 Board Meeting.

**ACTION PROPOSED:**

For Review and Discussion Only.

**ORDINANCE NO. 18-0220**  
**AN ORDINANCE AUTHORIZING THE DESTRUCTION OF THE**  
**VERBATIM RECORD OF CERTAIN CLOSED MEETINGS**

---

**WHEREAS**, the Open Meetings Act (5 ILCS 120/1, *et seq.*) (the "Act") requires governmental bodies to keep a verbatim record of closed meetings by audio or video tape; and

**WHEREAS**, the Oak Brook Park District Board of Park Commissioners (the "Board") has complied with such requirement by providing for the Secretary of the Board to keep a verbatim record of all closed meetings by audio tape; and

**WHEREAS**, the Act also permits governmental bodies to destroy the verbatim record of closed meetings, no less than eighteen (18) months after the completion of the meeting recorded, without notification to or approval of a records commission or the State Archivist under the Local Records Act, but only after: i) the public body approves the destruction of a particular recording; and ii) the public body approves written minutes that meet the requirements of the Act for the closed meeting recorded; and

**WHEREAS**, at least eighteen (18) months have passed since the completion of certain closed meetings of the Board that are identified in Section 1 of this Ordinance, and the Board has approved written minutes for each of the such closed meetings; and

**WHEREAS**, the Board has determined that it is necessary and desirable to order the destruction of the verbatim record of the closed meetings identified in Section 1 of this Ordinance; and

**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 Board hereby finds that at least eighteen (18) months have passed since the completion of the following closed meetings of the Board, and that the Board has approved written minutes for such closed meetings:

April 13, 2016  
April 18, 2016  
July 18, 2016

**Section 2.** The Board hereby orders the destruction of the entire verbatim record, in the form of audio tapes, of the closed meetings identified in Section 1 of this Ordinance, and the Secretary is hereby authorized and directed to destroy said audio tapes in a suitable manner.

**Section 3.** All resolutions or parts of resolutions in conflict with the provisions of this Resolution are hereby repealed.

**Section 4.** This Resolution shall be in full force and effect from and after its passage

and approval as provided by law.

**PASSED AND APPROVED This 19th Day of February, 2018.**

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

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

**ABSENT:** \_\_\_\_\_

\_\_\_\_\_  
**President Sharon Knitter**

**ATTEST:**

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



## Oak Brook Park District

### BOARD MEETING

#### AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: MARKET BASED SALARY RANGE ADJUSTMENTS**

**AGENDA No.: 8C**

**MEETING DATE: JANUARY 15, 2018**

**STAFF REVIEW:** Chief Financial Officer, Marco Salinas:

Handwritten signature of Marco Salinas.

**RECOMMENDED FOR BOARD ACTION:** Executive Director, Laure Kosey:

Handwritten signature of Laure Kosey.

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

The Park District's adoption of the market based salary range adjustments as recommended by the Management Association of Illinois.

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

The market based range adjustments equal 2.0% for the full-time positions. The schedule is attached.

**ACTION PROPOSED:**

For Review and Discussion Only.

**Oak Brook Park District**  
**Pay Grades**  
**Effective: May 1, 2018\***

Pay Grade	FLSA	Job Title	Minimum	Midpoint	Maximum
13		Hold for Future Restructuring	\$ 124,832	\$ 156,040	\$ 187,248
			\$ 60.02	\$ 75.02	\$ 90.03
12	E	Executive Director	\$ 109,889	\$ 137,359	\$ 164,831
			\$ 52.84	\$ 66.03	\$ 79.24
11		Hold for Future Restructuring	\$ 96,732	\$ 120,914	\$ 145,097
			\$ 46.50	\$ 58.13	\$ 69.76
10	E	Chief Financial Officer	\$ 85,152	\$ 106,439	\$ 127,727
	E	Director of Recreation and Facilities	\$ 40.94	\$ 51.17	\$ 61.40
9	E	Director of Parks and Planning	\$ 74,957	\$ 93,695	\$ 112,436
			\$ 36.04	\$ 45.04	\$ 54.06
8		Hold for Future Restructuring	\$ 65,983	\$ 82,478	\$ 98,976
			\$ 31.72	\$ 39.66	\$ 47.58
7	E	Tennis Center Manager	\$ 58,084	\$ 72,604	\$ 87,126
	E	Human Resource Manager	\$ 27.93	\$ 34.90	\$ 41.89
	E	Finance Manager			
	E	IT Manager			
	E	Assistant Director of Recreation			
6	E	Marketing and Promotions Manager	\$ 51,131	\$ 63,912	\$ 76,695
	NE	Building Engineer	\$ 24.58	\$ 30.72	\$ 36.87
5	E	Graphic Designer	\$ 45,009	\$ 56,261	\$ 67,513
	E	Family Aquatic Center Manager	\$ 21.63	\$ 27.05	\$ 32.46
	E	Corporate & Community Relations			
	E	Athletic and Recreation Manager			
	NE	Executive Administrative Assistant			
	E	FRC Facility Manager			
4	E	Adult Recreation Supervisor	\$ 39,621	\$ 49,526	\$ 59,430
	E	Tennis Center Assistant Manager	\$ 19.04	\$ 23.81	\$ 28.57
	NE	Park Specialist			
	NE	Account Clerk			
	NE	Landscape Specialist			
	E	FRC Facility Supervisor			
	E	Fitness Supervisor			
	E	Aquatic Facility Supervisor			
3	NE	Registration Clerk	\$ 34,878	\$ 43,597	\$ 52,316
			\$ 16.77	\$ 20.96	\$ 25.15
2	NE	Park Technician	\$ 30,703	\$ 38,378	\$ 46,053
	NE	Park District Lead Custodian	\$ 14.76	\$ 18.45	\$ 22.14
	NE	Building Technician			
1	NE	Park District Custodian	\$ 27,026	\$ 33,782	\$ 40,539
			\$ 12.99	\$ 16.24	\$ 19.49

\*NOTE: Per Management Association of IL, 2.0% market adjustment increase over May 1, 2017.



## Oak Brook Park District

### BOARD MEETING

#### AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: PURCHASE OF SPORTS LIGHTING THROUGH THE INTERLOCAL PURCHASING SYSTEM (TIPS) COOPERATIVE PURCHASING GROUP (REQUIRES WAIVING THE BOARD RULES TO APPROVE AT THIS MEETING)**

**AGENDA No.: 8 D**

**MEETING DATE: JANUARY 15, 2018**

**STAFF REVIEW:**

Director of Parks and Planning, Bob Johnson

**RECOMMENDED FOR BOARD ACTION:**

Executive Director, Laure Kosey:

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

As part of the Central Park Improvements Project, the existing sports lighting on field number 1 will be removed and replaced with a new LED sports lighting system. Engineers from Musco Sports Lighting, LLC designed an LED sports lighting system to replace the existing. The system is designed to meet Village of Oak Brook Ordinance S-1403.

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

Staff obtained pricing for Musco Sports Lighting, LLC through The Interlocal Purchasing System (TIPS), a cooperative purchasing program. Staff recommends accepting the LED sports lighting and installation proposal for Musco Sports Lighting, LLC through TIPS for a cost not-to-exceed \$288,650.

Staff is respectfully requesting the Board to waive the Board Rules to approve the purchase at this meeting so that the manufacturing of the equipment may begin so as to meet the installation schedule required by the OSLAD grant deadline.

**ACTION PROPOSED:**

A Motion (and second) to waive the Board's Rules to approve, at this meeting, the purchase of Sports Lighting through the Interlocal Purchasing System (TIPS) Cooperative Purchasing Group by accepting the proposal from Musco Sports Lighting, LLC for the purchase and installation of LED sports lighting on field number 1 for a total cost not-to-exceed \$288,650.

A motion (and second) to approve the purchase of Sports Lighting through the Interlocal Purchasing System (TIPS) Cooperative Purchasing Group by accepting the proposal from Musco Sports Lighting, LLC for the purchase and installation of LED sports lighting on field number 1 for a total cost not-to-exceed \$288,650.

**Order Date: January 16, 2018**



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

<b>Notes:</b> This purchase order is issued pursuant to TIPS procurement contract # 7022516.  This Project is being financed, in part, with funds from the Illinois Department of Natural Resources "Open Space Lands Acquisition & Development" (OSLAD) program.	<b>Freight</b>	Included
	<b>Total</b>	\$288,650



*"Pursuant to the Illinois Prevailing Wage Act (820 ILCS 130/.01 et seq.) (the "Act"), for any construction for the Public Work, including minor repairs to the Public Work, the Contractor is required to comply with and notify all subcontractors in writing for any such construction, including minor repair to the Public Work, that they are required to comply with all provisions of the Act, including (i) all requirements for payment of the current general prevailing rate of hourly wages and fringe benefits, for each craft or type of worker or mechanic needed to perform such Work, and also the current general prevailing rate for legal holiday and overtime work, as ascertained by the Illinois Department of Labor for DuPage County, Illinois; and (ii) all record keeping requirements under the Act."*

2.) Notify immediately if unable to ship as specified.



3.) Send all invoices and correspondence to:

Oak Brook Park District  
Marco Salinas, Chief Financial Officer  
1450 Forest Gate Road  
Oak Brook, IL 60523

Oak Brook Park District Approving Signatures	
Requester:	
Department Director:	
Chief Financial Officer:	
Executive Director:	
OBPD Account:	12-95-940-065

**This Purchase Order is subject to the following terms and conditions:**

1. Payment shall be made in accordance with the Local Government Prompt Payment Act (50 ILCS 505/1 *et seq.*) after the equipment has been delivered, inspected and accepted by the Oak Brook Park District ("District").
2. Contractor shall not grant rights in or to, or otherwise encumber the equipment or any parts of the equipment, to, in or by any third parties at any time, that would impair or delay the full exercise by District of any of its rights or remedies under this agreement. Clean and unencumbered title to the equipment shall be transferred to District upon acceptance of the equipment by District. Title to, and the risk of loss, injury or destruction from any casualty to the equipment, regardless of cause, will be the responsibility of Contractor until the equipment has been received, inspected and accepted by District.
3. The District is exempt for the Illinois Retailer's Occupational Tax, the Illinois Use Tax and the Federal Excise Tax as an exempt entity under the Internal Revenue Code. District shall provide Contractor with District's tax exemption identification number, for use by Contractor for this project only.
4. The District will have the right to inspect the equipment upon receipt and to reject any nonconforming or damaged equipment within a reasonable time after delivery. District will give notice to Contractor of any rejection of the equipment or claim for damages on account of condition, quality or grade of the equipment. Neither inspection nor acceptance by District shall act as District's acceptance of any defects or deficiencies in the equipment and shall not act as a waiver of any rights District has with respect to such defects, deficiencies or failure, including rights under any warranty.
5. Contractor shall procure and maintain insurance, and shall cause all subcontractors hired to perform any work in conjunction with this purchase, of the following types and amounts, naming the District, its commissioners, employee, agents and volunteers shall be named as additional insureds:
  - a. Commercial General Liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$1,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this project/location. C GL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 10 93, or a substitute form providing equivalent coverage, and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract). This insurance shall apply as primary insurance with respect to any other insurance or self-insurance afforded to District. Any insurance or self-insurance maintained by the District shall be deemed excess of such Contractor's insurance and shall not contribute with it.
  - b. Business Auto Liability Insurance and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of any auto including owned, hired and non-owned autos. Business auto insurance shall be written on Insurance Services Office (ISO) form CA 00 01, CA 00 05, CA 00 12, CA 00 20, or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in the 1990 and later editions of CA 00 01.
  - c. Workers Compensation Insurance and employers liability insurance. The commercial umbrella and/or employers liability limits shall not be less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease. Contractor waives all rights against the District and its officers, officials, employees, volunteers and agents for recovery of damages arising out of or incident to such Contractor's activities.
6. To the fullest extent permitted by law, the Contractor shall indemnify, hold harmless, protect and defend the District, its officers, employees and agents, from and against any and all liability, claims, damages, losses, suits, demands, proceedings and actions, including attorneys' fees, costs and expenses of defense, which may arise from, grow out of, result from or be related directly or indirectly to any loss, damage, injury, death or damage to property resulting from the performance of the work by the Contractor or any subcontractor under this agreement, or from any negligent or willful acts, errors or omissions in the performance of the work of the Contractor or any subcontractor hereunder, or from any breach of the Contractor's obligations or any material default by the Contractor under this agreement.
7. This agreement, its validity, enforceability and interpretation, shall be governed by the laws of the State of Illinois. Jurisdiction for any claims shall be only in the Circuit Court for the Eighteenth Judicial Circuit, DuPage County, Illinois.
8. Nothing contained in any provision of this agreement is intended to constitute nor shall constitute a waiver of the defenses and immunities available to the District under the Illinois Local Government and Governmental Employees Tort Immunity Act.

## Quote

Oak Brook Baseball

Oak Brook, IL

December 21, 2017

TIPS / TAPS

Master Project: 163994, Contract Number: 7022516, Expiration: 02/28/2019

Commodity: Sports Facility Lighting - New

### **Quotation Price – Materials Delivered to Job Site and Installation**

**Baseball Field - .....\$ 288,650.**

*Pricing furnished is effective for 60 days unless otherwise noted and is considered confidential. See attached Scope of Work below for details.*

### **Light-Structure System with Total Light Control – TLC for LED™ technology**

#### **Guaranteed Lighting Performance**

- Guaranteed light levels of 50 footcandles infield, 30 footcandles outfield
- BallTracker™ technology – targeted light, optimizing visibility of the ball in play with no glare in the players typical line-of-sight

#### **System Description**

- (6) Pre-cast concrete bases with integrated lightning grounding
- (6) Galvanized steel poles
- Factory wired and tested remote electrical component enclosures
- Pole length, factory assembled wire harnesses
- Factory wired poletop luminaire assemblies
- (48) Factory aimed and assembled luminaries, including BallTracker™ luminaires and two security fixtures
- UL Listed as a complete system

#### **Environmental Light Control**

- Spill light and off site glare minimized to zero at the property line
- **The proposed LED lighting system will meet the Village of Oak Brook Ordinance S-1403 regarding the sports light at Central Park, 1450 Forest Gate Road, Oak Brook, Illinois."**

#### **Control Systems and Services**

- Control-Link® System for remote on/off control and performance monitoring with 24/7 customer support

#### **Operation and Warranty Services**

- Reduction of energy and maintenance costs by 50% to 85% over typical 1500W metal halide equipment
- Product assurance and warranty program that covers materials and onsite labor, eliminating 100% of your maintenance costs for 25 years
- Support from Musco's Lighting Services Team – over 170 Team members dedicated to operating and maintaining your lighting system – plus a network of 1800+ contractors



### ***Payment Terms***

Email or fax a copy of the Purchase Order to Musco Sports Lighting, LLC & TIPS:

Musco Sports Lighting, LLC  
Attn: Ryan Tighe  
Fax: 800-374-6402  
Email: [musco.contracts@musco.com](mailto:musco.contracts@musco.com)

TIPS  
Attn: Accounting  
Fax: 866-839-8472  
Email: [accounting@tips-usa.com](mailto:accounting@tips-usa.com)

**All purchase orders should note the following:**  
**TIPS purchase – Contract Number: 7022516**

### ***Delivery Timing***

6 - 8 weeks for delivery of materials to the job site from the time of order, submittal approval, and confirmation of order details including voltage, phase, and pole locations.

Due to the built-in custom light control per luminaire, pole locations need to be confirmed prior to production. Changes to pole locations after the product is sent to production could result in additional charges.

### ***Notes***

Quote is based on:

- Shipment of entire project together to one location
- 480 Volt, three Phase electrical system requirement
- Structural code and wind speed = 2009 IBC, 90 MPH.
- Owner is responsible for getting electrical power to the site, coordination with the utility, and any power company fees
- Scope of work included
- Confirmation of pole locations prior to production

Thank you for considering Musco for your lighting needs. Please contact me with any questions or if you need additional details.

David Miller  
Sales Representative  
Musco Sports Lighting, LLC  
Phone: 630.414.9060  
E-mail: [david.miller@musco.com](mailto:david.miller@musco.com)





### Light Structure System Turnkey Installation

Oak Brook Baseball, Oak Brook, IL

#### Scope of Work

##### Owner Responsibilities:

1. Total access to the site and pole locations for construction. Must be able to move from location to location on standard rubber tires.
2. Removal, replacement, and repair of all fencing necessary for construction.
3. Repair and replacement of any field turf, asphalt, curbs, and concrete damage. Potential damages resulting from necessary construction to be discussed prior to work commencing on site.
4. Locate and mark existing irrigation systems prior to excavation as necessary.
5. Pay for all permitting costs as required.
6. Foundation installation based on Geotech Report completed by ECS Midwest, LLC August 2, 2017. ECS Project Number 16:12009.
7. Costs for special inspections as required as well as soils or concrete testing as necessary.
8. Power company fees, if required.
9. Provide electrical design by electrical engineer as necessary.

##### Musco Responsibilities:

1. Provide required poles, fixtures, foundations, and associated designs.
2. Provide structural design for poles and foundations, certified by a professional engineer licensed in the State as required.
3. Provide layout of pole locations and aiming diagram.
4. Provide light test upon owner supplied electrical system.
5. Provide Project Management assistance as needed.
6. Provide review of electrical design as provided by Electrical Contractor or Electrical Engineer.

##### Musco Subcontractor Responsibilities:

1. Provide equipment and materials to off load equipment at jobsite per scheduled delivery.
2. Provide storage containers for materials and Musco product.
3. Provide adequate trash container for cardboard waste and packing debris.
4. Obtain required permits, owner to pay cost of permits. Subcontractor to advise Musco of costs to subcontractor, if any, before proceeding with permitting.
5. Provide materials and equipment to remove and properly dispose of (6) existing sports lighting poles and associated equipment.
6. Demo existing concrete foundations to a minimum of 18" below existing grade.
7. Provide proposed electrical routing layout for permitting as required. Also provide any as-built drawings as required following the completion of the project.
8. Provide materials and equipment to upgrade existing electrical service panels as required or necessary.
9. Provide materials and equipment to install all underground conduit, wiring, pull boxes, etc. and terminate wiring as required per electrical design. Conduit to be installed using a vibratory plow/trench method.
10. Install (1) GFCI circuit for 120v supply to pole C1.
11. Make appropriate contact to ensure utility locates have been done prior to excavation and trenching. Repair any such damage to existing utilities during construction.
12. Provide materials and equipment to install (6) Light Structure System foundations as specified on Layout and



## Quote

Foundation Design. Musco supplied pre cast foundations to include integrated grounding system for lightning and surge protection.

13. Remove augured drilling spoils from park jobsite.
14. Provide materials and equipment to assemble and install (48) TLC for LED fixtures and terminate all necessary wiring. This will also include installation of Balltracker fixtures on each pole, as well as one security light mounted at 30' on each A pole.
15. Provide equipment and materials to assemble and erect (6) Light Structure System Poles.
16. Verify aiming points have been located and are correct before sighting in lighting cross-arms.
17. Provide equipment and materials to install the new Controls and Monitoring Cabinet and terminate all necessary wiring. Cabinet to be installed near existing electrical transformer and service. Subcontractor to commission Control Link once system is energized.
18. Provide payment of prevailing wages and certified payroll as required.

*Quote signed subject to final approval on January 15, 2018.*

A handwritten signature in black ink, appearing to read "Laurie [unclear]", with a long horizontal line extending to the right.



## Oak Brook Park District

### BOARD MEETING

#### AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: RESOLUTION 18-0118: A RESOLUTION  
AUTHORIZING AND APPROVING A CHANGE ORDER INVOLVING  
AN INCREASE IN THE CONTRACT PRICE OF \$10,000.00 OR  
MORE FOR THE TENNIS CENTER HVAC PROJECT**

**AGENDA NO.: 8 E**

**MEETING DATE: JANUARY 15, 2018**

**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):**

The Board of Park Commissioners approved an agreement with Pandecon, Inc. to replace two HVAC units, duct work and to raise the ceiling in the lobby at the Tennis Center for a not to exceed price of \$306,678 at the April 17, 2017 regular meeting of the Board of Commissioners.

In the process of construction, several issues were discovered that necessitated change orders #4 and #5. In order to expedite the completion of the project, the contractor was given verbal permission to complete the work. The change order documents were only recently submitted to the Park District for formal approval of the change orders.

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

Change Order 004: Rewire fire alarm system, replace tennis court smoke detector, strobes and conduction full operational verification of all new components for a total cost of \$8,637.22

Change Order 005: Speaker installation and wiring that was not part of the base bid. Additional ceiling grid work based on inspection results for a total cost of \$4,400.

**ACTION PROPOSED:**

For Review and Discussion Only.

**RESOLUTION NO. 18-0118**

**A RESOLUTION AUTHORIZING AND APPROVING A CHANGE ORDER  
INVOLVING AN INCREASE IN THE CONTRACT PRICE OF \$10,000.00 OR MORE  
(TENNIS CENTER HVAC PROJECT  
WITH PANDECON, INC.)**

---

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

**WHEREAS**, during certain Regular Board Meetings of the Oak Brook Park District, the Board of Commissioners (“Board”) approved change orders 1, 2, and 3 as set forth in the following chart, and

Regular Board Meeting Date	Change Order Number and Description	Amount
August 21, 2017	#1. Water Line replacement of old galvanized piping with copper.	\$3,790.00
August 21, 2017	#2. Replace fluorescent light fixtures with LED, electrical corrective work to remediate numerous found non-code compliant above ceiling conditions.	\$7,495.00
September 18, 2017	#3. Provide fire protection sprinkler head above ceiling in exposed peak of the existing roof to remediate non-code compliant condition revealed after demolition of ceilings.	\$3,000.00
<b>Subtotal</b>		<b>\$14,285.00</b>

**WHEREAS**, said change orders increased the price of the contract between the District and Pandecon, Inc for the amount of \$\$14,285, and

**WHEREAS**, the Executive Director has presented and recommended the proposed change orders 4 and 5 to the contract between the District and Pandecon, Inc. for the following amounts:

Change Order	Description	Amount
Change Order 4	Fire alarm certification and testing	\$8,637.22
Change Order 5	Speaker Installation, corrections to ceiling grid	\$4,400.00
<b>Subtotal</b>		<b>\$13,037.22</b>

and a copy of said change orders 4 and 5 being attached hereto as Exhibit “A” and made part hereof, to the District’s Board of Park Commissioners (“Board”); and



**WHEREAS**, the total sum of change orders 1, 2, 3, 4 and 5 would increase the contract price by \$27,322.22 thereby requiring the Board's authorization to accept change orders 4 and 5.

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

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

- A. That the circumstances which necessitated said change orders were not reasonably foreseeable at the time the contract was entered into.
- B. That the basis of the change orders was not within the contemplation of the contract when the contract was signed.
- C. That it is in the best interests of the District to approve the change orders in its proposed forms.
- D. That to the extent that it may have been necessary to go to bid relative to the work contemplated by said change orders, bidding is hereby specifically waived as to the change order work.

**SECTION 2.** That having made the findings set forth in Section 1 above, the Board hereby approves the change order 3 attached hereto as Exhibit "A", and directs and authorizes the Board's President to execute said change order on behalf of the District.

PASSED AND APPROVED THIS 19<sup>th</sup> DAY OF FEBRUARY, 2018.

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

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

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

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

ATTEST:

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

Exhibit A  
Change Orders 4 and 5



# AIA® Document G701™ – 2001

## Change Order

<b>PROJECT</b> (Name and address):	<b>CHANGE ORDER NUMBER:</b> 004	<b>OWNER:</b> <input checked="" type="checkbox"/>
1053 - Oak Brook Park District - HVAC Upgrade	<b>DATE:</b> November 21, 2017	<b>ARCHITECT:</b> <input checked="" type="checkbox"/>
Oak Brook Tennis Center		<b>CONTRACTOR:</b> <input checked="" type="checkbox"/>
1300 Forest Gate Road		<b>FIELD:</b> <input type="checkbox"/>
Oak Brook, IL 60523		<b>OTHER:</b> <input type="checkbox"/>
<b>TO CONTRACTOR</b> (Name and address):	<b>ARCHITECT'S PROJECT NUMBER:</b> 16-310-1053	
Pandecon, Inc.	<b>CONTRACT DATE:</b> April 17, 2017	
725 Cheever Ave.	<b>CONTRACT FOR:</b> General Construction	
Geneva, IL 60134		

### THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)  
Provide Owner requested fire alarm rewiring certification and testing in association with renovation of the upper level of the tennis center. Replace defective tennis court smoke detector and toilet room strobe. Coordinate full operational verification of complete system and test system in witness of Oakbrook Fire Department.

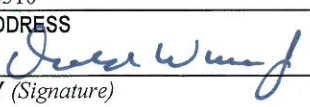
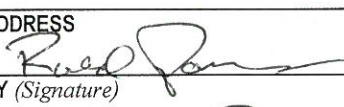
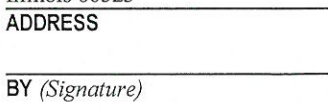
The original Contract Sum was	\$ 306,678.00
The net change by previously authorized Change Orders	\$ 14,285.00
The Contract Sum prior to this Change Order was	\$ 320,963.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 8,637.22
The new Contract Sum including this Change Order will be	\$ 329,600.22

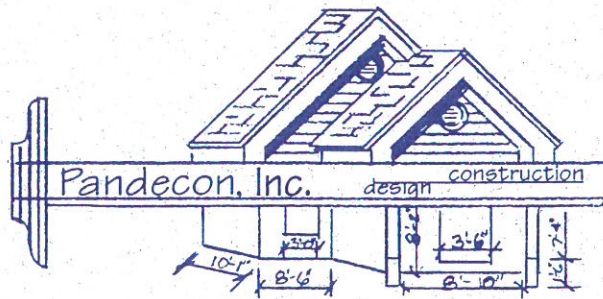
The Contract Time will be increased by Zero (0) days.

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

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

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

Kluber, Inc.	Pandecon, Inc.	Oak Brook Park District
<b>ARCHITECT</b> (Firm name)	<b>CONTRACTOR</b> (Firm name)	<b>OWNER</b> (Firm name)
10 S. Shumway Ave., Batavia, Illinois 60510	725 Cheever Ave., Geneva, IL 60134	1450 Forest Gate Road, Oak Brook, Illinois 60523
<b>ADDRESS</b>	<b>ADDRESS</b>	<b>ADDRESS</b>
		
<b>BY</b> (Signature)	<b>BY</b> (Signature)	<b>BY</b> (Signature)
Donald Ware, Jr.	Ronald Pandecon	
(Typed name)	(Typed name)	(Typed name)
11-21-17	12-11-17	
<b>DATE</b>	<b>DATE</b>	<b>DATE</b>



Oakbrook Tennis Club  
1300 Forrest Gate Dr  
Oakbrook,il

11/6/2017

#### Fire alarm certification & Testing

Rewiring system to raise ceiling elevation as quoted	\$ 6,000.00
Replace tennis court Smoke detector , toilet strobe and test operation	\$ 549.00
Condict full operational verification of all components - pull stations , smoke detectors , duct detectors , horn - strobes and programming , system shutdown ( 6am timing )	\$ 1,420.00
Conduct test for fire department for occupancy permit ( 6am Timing )	\$ 550.00
Invoice from Oakbrook Fire Dept. for testing	\$ 118.22
Total request	\$ 8,637.22





# AIA® Document G701™ – 2017

## Change Order

<b>PROJECT:</b> <i>(name and address)</i> 1053 - Oak Brook Park District - HVAC Upgrade Oak Brook Tennis Center 1300 Forest Gate Road Oak Brook, IL 60523	<b>CONTRACT INFORMATION:</b> Contract For: General Construction  Date: April 17, 2017	<b>CHANGE ORDER INFORMATION:</b> Change Order Number: 005  Date: December 8, 2017
<b>OWNER:</b> <i>(name and address)</i> Oak Brook Park District 1450 Forest Gate Road Oak Brook, Illinois 60523	<b>ARCHITECT:</b> <i>(name and address)</i> Kluber, Inc. 10 S. Shumway Ave. Batavia, Illinois 60510	<b>CONTRACTOR:</b> <i>(name and address)</i> Pandecon, Inc. 725 Cheever Ave. Geneva, IL 60134

### THE CONTRACT IS CHANGED AS FOLLOWS:

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

Provide Owner requested; speaker installation and wiring; additional conduit and junction box for future television; and lower level ceiling grid and ceiling tiles properly supported to pass Building Inspector requirements.

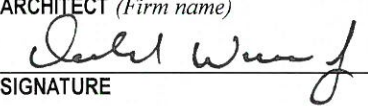
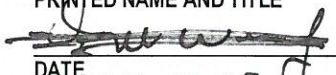
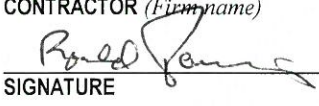
The original Contract Sum was	\$	306,678.00
The net change by previously authorized Change Orders	\$	23,222.22
The Contract Sum prior to this Change Order was	\$	329,900.22
The Contract Sum will be increased by this Change Order in the amount of	\$	4,400.00
The new Contract Sum including this Change Order will be	\$	334,300.22

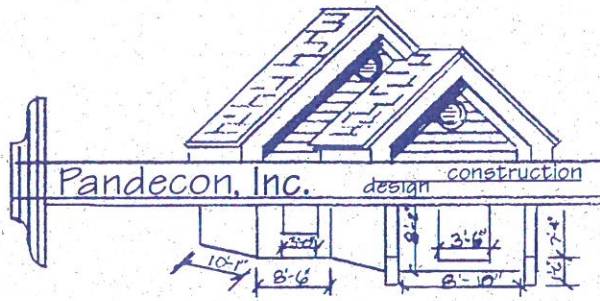
The Contract Time will be increased by Zero (0) days.

The new date of Substantial Completion will be unchanged.

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

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

Kluber, Inc. <b>ARCHITECT</b> <i>(Firm name)</i>  <b>SIGNATURE</b> Donald Ware, Jr., Project Manager <b>PRINTED NAME AND TITLE</b>  <b>DATE</b> 12-11-17	Pandecon, Inc. <b>CONTRACTOR</b> <i>(Firm name)</i>  <b>SIGNATURE</b> Ronald Pandecon <b>PRINTED NAME AND TITLE</b> 12-11-17 <b>DATE</b>	Oak Brook Park District <b>OWNER</b> <i>(Firm name)</i>  <b>SIGNATURE</b>  <b>PRINTED NAME AND TITLE</b>  <b>DATE</b>
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Kluber Architects  
10 S.Shumway  
Batavia,il 60519

10/2/17

ATTN: Clayton Haldeman

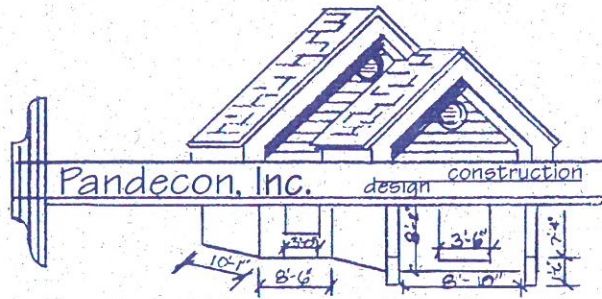
Oakbrook Tennis Center

#### Speaker Installation Quote :

Furnish 16 ga .sheilded speaker wire ,(appx 800 ft.)  
pull wire to all locations  
Install 9 speakers in ceiling grid  
Termination by others  
Labor requires 2 days

Wire & accessories	\$ 1,110.00
Labor	\$ 1,124.00
P&O	\$ 220.00
Total	\$ 2,454.00





Kluber Architects + Engineers  
10 S.Shumway  
Batavia,il 60510

11/3/17

ATTYN: Clayton Haldeman

Oakbrook Tennis Club Request for additional funds ;

Lower level locker rooms called to leave existing grid except where ductwork was replaced .

After inspection , its was necessary to provide new wires at most locations as the existing grid was hung from pipes , conduit , ductwork and sprinklers - all of which did not pass inspection .

The anchors that were in place in the lounge areas actually pulled out after the ceiling was installed and we had to install Tapcon anchors for many areas , per your inspection .

Reusing the existing tiles proved not a satisfactory application as the existing were discolored and did not match the new look .

We would request additional monies in the amount of \$3,200.00 for new grid , hangers , wire , anchors and new tiles for this area .

PORTION OF WORK REMOVED AT CONTRACTORS ~~DECISION~~ ~~\$3,200.00~~ ~~\$1,600.00~~

Some of the 2nd floor wires were replaced as the inspector would not allow extending them as needed for the new ceiling (No Charge )

We were also requested to add additional conduit and boxes for additional TV's in the upper soffits .

\$ 346.00



## Oak Brook Park District

### BOARD MEETING

#### AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: ELECTRIC VEHICLE CHARGING STATIONS**

**AGENDA No.: 8 F**

**MEETING DATE: JANUARY 15, 2018**

**STAFF REVIEW:**

Director of Parks and Planning, Bob Johnson

**RECOMMENDED FOR BOARD ACTION:**

Executive Director, Laure Kosey:

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

Staff has been researching the opportunity to install electric vehicle charging stations in the parking lots of the Family Recreation Center, Tennis Center, and Central Park West. The Village of Oak Brook is currently in the process of adding charging stations at their locations. The equipment and installation of the stations is subsidized through the Tesla Corporation.

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

After evaluating the three Park District facilities, Kapital Electric, Inc. provided a proposal which includes equipment and installation for the stations at zero cost to the Park District. On average, electricity used to charge vehicles at each facility location will cost the District approximately 70 cents to \$1.00 per hour.

**ACTION PROPOSED:**

For Review and Discussion only.