

**Glen Ellyn Park District  
Board of Commissioners  
Regular Meeting  
February 21, 2017  
185 Spring Avenue  
7:00 p.m.**

**Agenda**

- I. Call to Order**
- II. Roll Call of Commissioners**
- III. Pledge of Allegiance**
- IV. Changes to the Agenda**
- V. Recognition – Ackerman Sports and Fitness Center Staff**
- VI. Public Participation**
- VII. Consent Agenda:** All items in Section VII are included in the Consent Agenda by the Board and will be enacted in one motion. There will be no separate discussion of these items unless a Board Member so requests, in which event the item will be removed from the Agenda.
  - A. Voucher List of Bills Totaling \$151,436.26
  - B. Minutes: January 10, 2017 Regular Meeting & February 7, 2017 Workshop Meeting
  - C. Travel Reimbursement policy update – Ordinance #17-01
- VIII. Unfinished Business**
  - A. Wight Construction Management Agreement
  - B. Lake Ellyn Park Improvement Bid Results
- IX. Staff Reports**
  - A. Finance Report
- X. Commissioners' Reports**
- XI. Adjourn**



# MEMO

February 15, 2017

**TO: Park District Board of Commissioners**

**FROM: Jenny Clark, Facility Manager  
Kathleen Esposito, Superintendent of Recreation**

**CC: Dave Harris, Executive Director**

**RE: Staff Recognition – Ackerman SFC Employees**

The Glen Ellyn Park District would like to recognize the hard work and outstanding dedication of the following part-time employees from Ackerman Sports and Fitness Center: Joan Bry, Beatriz Clark, Cheryl Conley, Stan Emmert, Pete Heinrich, Carlos Hernandez, Karen Johnson, Jen Karlson, Ken Karlson, Jessica Lang, Matt Larmore, Patti Lawler, Brett Love, Gerry Smith, Janet Vargas, Scott Watkins and full time employee, Myron Yocum.

Ackerman SFC has developed significantly over the past few years and continues to grow at a fast rate. Fitness membership revenue, group fitness classes and personal training numbers continue to increase, keeping the facility very busy. Ackerman SFC has over 5000 members, 50 plus group fitness classes per week, personal training, nutrition counseling, youth and adult programming, rentals, open gym/turf, open climb and more. The operating hours at Ackerman SFC span 17 hours a day during the weekdays and 12 hours each weekend day. The growth and success that has been achieved could not have occurred or be sustained without the efforts and contribution of the exemplary staff we have at Ackerman SFC.

The outset of any new year brings in our busiest quarter at Ackerman SFC with peak usage in the fitness center, fitness classes, track, gymnasiums and turf. A consistent compliment for Ackerman is regarding the cleanliness of the facility. Leading the maintenance team to keep the facility clean and equipment running smoothly is Myron Yocum. Myron has been with Ackerman SFC since the building opened in 2010. Myron is always willing to go above and beyond to get the job done. His work ethic and ownership mentality provides the leadership and direction and is supported by equally dedicated employees, Carlos Hernandez and Gerry Smith. Carlos has also been on staff at Ackerman since 2010 and Gerry joined the team about a year and half ago. Both excel at their jobs providing outstanding support for the patrons, staff and facility. The three are always willing to help a customer or assist in any way they can to ensure a patrons experience is enjoyable and productive.

Scott Watkins joined the team as a Manager on Duty just over a year ago and Matt Larmore has been with Ackerman for just under a year. The Manager on Duty is an extremely important role, which assists

in overseeing the facility operations and staff in the absence of the Facility Manager and Assistant Facility Manager. As the Manager on Duty, Scott and Matt have excelled in overseeing the staff and ensuring the operations are functioning at peak performance. They are also great role models and leaders when it comes to customer service, always going the extra step to assist members and guests. Matt has recently accepted the role of Member Service Associate to assist with member retention and acquisition of new fitness members. As the facility is open seven days a week, and on average over 15 hours a day, Scott and Matt are vital to the overall operation providing engaged management, excellent leadership, mature decision making and outstanding customer service.

Pete Heinrich has been with the park district for over three years, Jen Karlson for four years and Ken Karlson has been here for two years. Pete, Jen and Ken work the opening shift at Ackerman SFC which begins around 5:00 a.m. on weekdays and 6:30 a.m. on the weekend and know just about every single member by name. Their consistent presence has helped create a tight knit group in the morning with an example being they contact a member if they have not been in for a while to make sure they are okay. Their dedication and reliability in opening the building every day deserves recognition and a big thank you from management. The facility is in good hands when Pete, Jen and Ken are on-site servicing our members.

Beatriz Clark, Jessica Lang and Janet Vargas all came on board about a year ago and have been great additions to the front desk, providing outstanding customer service. The front desk responsibilities can be demanding, as the facility is very busy and they are the gatekeepers of the facility often the first contact for the facility patrons. Their duties vary from checking in members, processing registrations and memberships, collecting rental or open gym fees, answering questions relevant to Ackerman, the Park District or life in general! Customer feedback regarding all three is outstanding. They have been great additions to the team and keep our front desk operations running smoothly.

Joan Bry is our Group Fitness Coordinator, as well as a Group Fitness Instructor and has been with Ackerman SFC for five years. Joan manages the group fitness schedule, teaches over 15 classes per week and oversees the group fitness instructors. Joan has done an amazing job growing the group fitness classes and keeping up with the latest trends. Over the past two years the average participation number increased from 11 participants per class to 18 participants per class. We are always receiving feedback from members on what a great instructor Joan is and how fantastic her classes are.

Karen Johnson serves a double duty at Ackerman SFC, as a Group Fitness Instructor and our Registered Dietitian providing nutrition counseling. Karen has been with the facility since it opened in 2010 and the members love her fitness classes. Patti Lawler also has a dual role, as a Group Fitness Instructor and a Personal Trainer. Patti has been teaching classes for the past four years and started personal training about two years ago. Both are well received by the members, with high attendance numbers for each of their classes.

The personal training team has over 40 years of experience when combined with excellent knowledge and guidance for our members. Cheryl Conley has been with the facility since it opened and Stan Emmert has been on board for the past five years. Their knowledge and dedication to their clients is top notch and they are always exceeding their client's expectations.

Brett Love has been with the facility since 2011 and has maintained many roles including Assistant Facility Manager, Personal Trainer and Basketball Trainer. Currently Brett focuses solely on training with a majority of his clients partaking in basketball lessons. Ackerman SFC is one of the few facilities who

offer a basketball trainer on staff to provide basketball training for the community. Brett has tremendous experience with sports, training and basketball which makes him an asset to the park district. During the offseason Brett can schedule as many as 80 basketball lessons a month and is constantly getting new referrals. Brett does a great job with all his clients and the feedback on his abilities is always positive.

The Glen Ellyn Park District is fortunate to have such a wide range of extraordinary and devoted employees. Ackerman SFC certainly would not be as successful without the dedication, knowledge and reliability of the numerous staff listed above and others that are not present.

On behalf of the Glen Ellyn Park District and the Board of Commissioners, we would like to recognize Joan Bry, Beatriz Clark, Cheryl Conley, Stan Emmert, Pete Heinrich, Carlos Hernandez, Karen Johnson, Jen Karlson, Ken Karlson, Jessica Lang, Matt Larmore, Patti Lawler, Brett Love, Gerry Smith, Janet Vargas, Scott Watkins and Myron Yocum for their hard work, dedication and knowledge to make Ackerman SFC a great community-based facility which enhances the quality of life for the Glen Ellyn community.



# Accounts Payable

## Voucher Approval Document

Warrant Request Date: 2/21/2017



### Glen Ellyn Park District

Voucher List Presented to the Board of Commissioners

#### To the Executive Director:

The payment of the attached list of bills has been approved by the Park District Board of Commissioners and as of the date signed below, you are hereby authorized to pay them from the appropriate funds.

Treasurer: \_\_\_\_\_

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

<b>Fund</b>	<b>Description</b>	<b>Amount</b>
10	Corporate Fund	40,857.50
20	Recreation Fund	93,114.11
55	Special Recreation Fund	2,936.52
85	Asset Replacement Fund	4,345.00
94	Capital Improvements Fund	<u>10,183.13</u>
	<b>Report Total:</b>	<b>151,436.26</b>

# Accounts Payable

## Computer Check Proof List by Vendor

User: cyocum  
 Printed: 02/16/2017 - 12:34PM  
 Batch: 00008.02.2017



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 199534	AARP Smart Driver Course	80.00	02/22/2017	Check Sequence: 1 20-25-000-525500-5728	ACH Enabled: False
	Check Total:	80.00			
Vendor: 199108	AAP Financial Services Advance Auto Parts Vehicle Repairs Vehicle Repairs	136.92 121.51	02/22/2017 02/22/2017	Check Sequence: 2 10-10-000-530340-0000 10-10-000-530210-0000	ACH Enabled: False
	Check Total:	258.43			
Vendor: 101047 29123	Advantage Trailers & Hitches Clearance Markers	18.09	02/22/2017	Check Sequence: 3 10-10-000-530340-0000	ACH Enabled: False
	Check Total:	18.09			
Vendor: 103181 47222	Allegra Printing and Imaging Business Cards	110.00	02/22/2017	Check Sequence: 4 20-30-100-530100-0000	ACH Enabled: False
	Check Total:	110.00			
Vendor: 103965 55079	Ancel, Glink, Diamond, Bush 1/17 Attorney Fees	398.75	02/22/2017	Check Sequence: 5 10-00-000-521100-0000	ACH Enabled: False
	Check Total:	398.75			
Vendor: 103977 4135972 4135972 4135972 4135972 4135972 4135972 4135972	Anderson Pest Control 2/17 Pest Control 2/17 Pest Control 2/17 Pest Control 2/17 Pest Control 2/17 Pest Control 2/17 Pest Control 2/17 Pest Control	33.50 24.72 73.65 26.38 58.00 31.31 107.82	02/22/2017 02/22/2017 02/22/2017 02/22/2017 02/22/2017 02/22/2017 02/22/2017	Check Sequence: 6 10-10-000-521600-0000 20-30-150-521600-0000 20-30-200-521600-0000 20-00-000-521600-0000 20-30-100-521600-0000 20-30-500-521600-0000 20-30-450-521600-0000	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
4135972	2/17 Pest Control	37.45	02/22/2017	20-30-300-521600-0000	
4135972	2/17 Pest Control	14.00	02/22/2017	20-21-000-525500-1236	
	Check Total:	406.83			
Vendor: 198946	AT&T Long Distance			Check Sequence: 7	ACH Enabled: False
	2/17 Long Distance	7.47	02/22/2017	20-00-000-570300-0000	
	2/17 Long Distance	7.47	02/22/2017	10-00-000-570300-0000	
	Check Total:	14.94			
Vendor: 106034 9	Aubuchon Electrical Install Data Lines ASFC	1,680.00	02/22/2017	Check Sequence: 8 85-30-100-541300-0000	ACH Enabled: False
	Check Total:	1,680.00			
Vendor: 107285	Clint Babicz Conference Expenses	15.25	02/22/2017	Check Sequence: 9 20-00-000-585201-0000	ACH Enabled: False
	Check Total:	15.25			
Vendor: 108315 48710784001 487281370 487281370 487281565	Batteries Plus Ballasts/Batteries Ballasts/Lightbulbs Ballasts/Lightbulbs Battery #465	72.22 109.58 109.59 106.95	02/22/2017 02/22/2017 02/22/2017 02/22/2017	Check Sequence: 10 20-30-100-530300-0000 20-30-200-530210-0000 20-30-450-530210-0000 10-10-000-530340-0000	ACH Enabled: False
	Check Total:	398.34			
Vendor: 161208	Blue Tarp Financial Nuts/Bolts	108.22	02/22/2017	Check Sequence: 11 10-10-000-530340-0000	ACH Enabled: False
	Check Total:	108.22			
Vendor: 135160 98673384 98697486	BSN Sports Tension Straps Coaches Jackets	43.95 464.60	02/22/2017 02/22/2017	Check Sequence: 12 20-21-000-535500-1141 20-21-000-535500-1172	ACH Enabled: False
	Check Total:	508.55			
Vendor: 112510	Call One 2/15-3/14/17 Facility Lines 2/15-3/14/17 PRI 2/15-3/14/17 PRI 2/15-3/14/17 Facility Lines	98.30 200.00 200.00 261.05	02/22/2017 02/22/2017 02/22/2017 02/22/2017	Check Sequence: 13 20-30-100-570300-0000 10-00-000-570300-0000 20-00-000-570300-0000 20-00-000-570300-0000	ACH Enabled: False



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	2/15-3/14/17 Facility Lines	261.06	02/22/2017	10-00-000-570300-0000	
	Check Total:	1,020.41			
Vendor: 112920	Carol Stream Park District Tournament Fees	420.00	02/22/2017	20-21-000-525500-1112	ACH Enabled: False
	Check Total:	420.00			
Vendor: 199278	Chicago Bull/Sox Training Academy Tournament Fees	600.00	02/22/2017	20-21-000-525500-1112	ACH Enabled: False
	Check Total:	600.00			
Vendor: 199194	Jenny Clark 1/17 Mileage	29.16	02/22/2017	20-00-000-585270-0000	ACH Enabled: False
	Check Total:	29.16			
Vendor: 115285	ComEd 12/16/16-1/20/17 Electric 1/10-2/9/17 Electric 1/10-2/9/17 Electric	31.04 22.68 33.33	02/22/2017 02/22/2017 02/22/2017	10-00-000-570100-0000 10-00-000-570100-0000 10-00-000-570100-0000	ACH Enabled: False
	Check Total:	87.05			
Vendor: 199836	Common Goals Soccer LLC Tournament Fees	750.00	02/22/2017	20-21-000-525500-1127	ACH Enabled: False
	Check Total:	750.00			
Vendor: 115272	Computer Explorers Winter Classes	496.00	02/22/2017	20-24-000-525500-4697	ACH Enabled: False
	Check Total:	496.00			
Vendor: 115438 60851	Cooling Equipment Service, Inc. Heater Repairs	355.00	02/22/2017	10-10-000-530300-0000	ACH Enabled: False
	Check Total:	355.00			
Vendor: 199529 6406	Crown Trophy-20 Team Plaque	138.69	02/22/2017	20-21-000-535500-1170	ACH Enabled: False
	Check Total:	138.69			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 118510	Lisa Marie DiMaggio Daddy/Daughter Dance	1,000.00	02/22/2017	Check Sequence: 22 20-26-000-525500-6816	ACH Enabled: False
	Check Total:	1,000.00			
Vendor: 118633 13900	Discovery Foreign Language Winter Classes	890.00	02/22/2017	Check Sequence: 23 20-22-000-525500-2301	ACH Enabled: False
	Check Total:	890.00			
Vendor: 123370	Elmhurst Park District Winter Classes	50.00	02/22/2017	Check Sequence: 24 20-22-000-525500-2364	ACH Enabled: False
	Check Total:	50.00			
Vendor: 125150 25485	Esscoe, LLC Monitoring 2/1-4/30/17	225.00	02/22/2017	Check Sequence: 25 20-30-100-521600-0000	ACH Enabled: False
	Check Total:	225.00			
Vendor: 198979 3756109	Ferguson Enterprises, Inc. Wax Ring/PVC	30.23	02/22/2017	Check Sequence: 26 10-10-000-550300-0000	ACH Enabled: False
	Check Total:	30.23			
Vendor: 199553 17295	First Goal LLC LaCrosse Goals	1,155.00	02/22/2017	Check Sequence: 27 20-21-000-535500-1172	ACH Enabled: False
	Check Total:	1,155.00			
Vendor: 199283	Stephanie Frantz Winter Classes	150.00	02/22/2017	Check Sequence: 28 20-22-000-525500-2364	ACH Enabled: False
	Check Total:	150.00			
Vendor: 130257	Game Day USA Tournament Fees	550.00	02/22/2017	Check Sequence: 29 20-21-000-525500-1233	ACH Enabled: False
	Check Total:	550.00			
Vendor: 198997	Geneva Baseball Tournament Fees	575.00	02/22/2017	Check Sequence: 30 20-21-000-525500-1233	ACH Enabled: False
	Check Total:	575.00			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 198838 37672	GotSoccer.com Scheduling Lakers Classic	2,550.00	02/22/2017	Check Sequence: 31 20-21-000-525500-1125	ACH Enabled: False
	Check Total:	2,550.00			
Vendor: 132271 9339220551 9345032859	Grainger, Inc. Caution Sign Fuses	14.84 12.12	02/22/2017 02/22/2017	Check Sequence: 32 10-10-000-550250-0000 10-10-000-530340-0000	ACH Enabled: False
	Check Total:	26.96			
Vendor: 132395 583759/58/57 583759/58/57 583759/58/57 583759/58/57	Graphics III Paper Report Paper Report Paper Report Paper Report Paper	137.13 137.14 102.24 73.90	02/22/2017 02/22/2017 02/22/2017 02/22/2017	Check Sequence: 33 10-00-000-530100-0000 20-00-000-530100-0000 20-24-000-535500-4610 20-30-100-530100-0000	ACH Enabled: False
	Check Total:	450.41			
Vendor: 199560	Grayslake Park District Tournament Fees	450.00	02/22/2017	Check Sequence: 34 20-21-000-525500-1112	ACH Enabled: False
	Check Total:	450.00			
Vendor: 199790 129614	Hollman Inc. Triple Tier Lockers	2,665.00	02/22/2017	Check Sequence: 35 85-30-100-541300-0000	ACH Enabled: False
	Check Total:	2,665.00			
Vendor: 141774	Illinois Recreational Cheer Membership Dues	150.00	02/22/2017	Check Sequence: 36 20-21-000-525500-1241	ACH Enabled: False
	Check Total:	150.00			
Vendor: 199338	IPDGC State Meet Fees	301.00	02/22/2017	Check Sequence: 37 20-21-000-535500-1170	ACH Enabled: False
	Check Total:	301.00			
Vendor: 199831 N 6935-060-7	Jesse White, Secretary of State Annual Report Fee	10.00	02/22/2017	Check Sequence: 38 10-00-000-585150-0000	ACH Enabled: False
	Check Total:	10.00			
Vendor: 148305	Rebecca Karales			Check Sequence: 39	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	1/17 Mileage	14.04	02/22/2017	20-00-000-585270-0000	
	Check Total:	14.04			
Vendor: 199835	Kingdom Sports			Check Sequence: 40	ACH Enabled: False
	Tournament Fees	625.00	02/22/2017	20-21-000-525500-1127	
	Check Total:	625.00			
Vendor: 152045	Len's Ace Hardware			Check Sequence: 41	ACH Enabled: False
	Spray Paint	22.46	02/22/2017	10-10-000-530340-0000	
	Gloves/Paint Brushes	16.14	02/22/2017	94-90-000-575170-0000	
	Compressor Plugs	23.38	02/22/2017	10-10-000-530210-0000	
	Chainsaw Chain	26.99	02/22/2017	94-90-000-575120-0000	
	Spring Snap	5.38	02/22/2017	10-10-000-530300-0000	
	Filters	38.68	02/22/2017	20-30-350-530210-0000	
	Gas Supply Line	25.19	02/22/2017	20-30-350-530210-0000	
	LED Light	6.99	02/22/2017	20-30-350-530210-0000	
	Paint Rollers	11.69	02/22/2017	20-30-450-530600-0000	
	Hand Dryer Parts	47.63	02/22/2017	20-30-200-550300-0000	
	Nuts/Bolts	3.78	02/22/2017	10-10-000-530210-0000	
	Paint Can	5.39	02/22/2017	10-10-000-530340-0000	
	Metal/Bracing Chipper	56.66	02/22/2017	10-10-000-530210-0000	
	Electrical Cord	19.79	02/22/2017	20-30-450-530210-0000	
	Check Total:	310.15			
Vendor: 199284	Life Fitness			Check Sequence: 42	ACH Enabled: False
5192052	Tread Mill Mat	34.82	02/22/2017	20-30-100-530100-0000	
	Check Total:	34.82			
Vendor: 199833	LSSC			Check Sequence: 43	ACH Enabled: False
	Tournament Fees	500.00	02/22/2017	20-21-000-525500-1112	
	Check Total:	500.00			
Vendor: 155350	McCann Industries Inc.			Check Sequence: 44	ACH Enabled: False
1390281	Coupling Gasket	8.60	02/22/2017	10-10-000-530300-0000	
	Check Total:	8.60			
Vendor: 156599	Menard's			Check Sequence: 45	ACH Enabled: False
42999	Paint Supplies	51.63	02/22/2017	10-10-000-530210-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
43080	Bolts	16.91	02/22/2017	10-10-000-550850-0000	
43603	Fence Repairs	336.12	02/22/2017	10-10-000-550850-0000	
43603	Paint/Putty/Flanges	106.45	02/22/2017	10-10-000-550300-0000	
43627/38	Shims/Tapon Bit	42.14	02/22/2017	10-10-000-550300-0000	
43695	P-Trap/Caulk	31.53	02/22/2017	10-10-000-550300-0000	
43707	Wood	30.90	02/22/2017	10-10-000-550850-0000	
43793	Dryer SARC	299.00	02/22/2017	20-30-450-530210-0000	
43804	Corner Brace	22.32	02/22/2017	10-10-000-550300-0000	
44124	Hand Dryer Parts	53.02	02/22/2017	20-30-200-541300-0000	
	Check Total:	990.02			
Vendor: 199782	Midwest Commercial Fitness			Check Sequence: 46	ACH Enabled: False
119595	Equipment Parts	185.00	02/22/2017	20-30-100-530210-0000	
	Check Total:	185.00			
Vendor: 199834	Midwest Floating Island, LLC			Check Sequence: 47	ACH Enabled: False
1235	Floating Restorer Lake Ellyn	8,490.00	02/22/2017	94-90-865-575110-0000	
	Check Total:	8,490.00			
Vendor: 199481	N.T.I. Linen Inc.			Check Sequence: 48	ACH Enabled: False
31868	Fitness Towels	525.00	02/22/2017	20-30-100-530300-0000	
	Check Total:	525.00			
Vendor: 199151	New Pig			Check Sequence: 49	ACH Enabled: False
22106268	Oil Waste Can	111.84	02/22/2017	10-10-000-530500-0000	
	Check Total:	111.84			
Vendor: 161205	Nicor Gas			Check Sequence: 50	ACH Enabled: False
	12/28-1/26/17 Gas	141.74	02/22/2017	10-00-000-570200-0000	
	Check Total:	141.74			
Vendor: 199826	NSWPTL			Check Sequence: 51	ACH Enabled: False
	Team Dues	2,400.00	02/22/2017	20-30-350-521600-0000	
	Check Total:	2,400.00			
Vendor: 163300	Office Depot			Check Sequence: 52	ACH Enabled: False
	Office Supplies	26.98	02/22/2017	10-00-000-530100-0000	
	Office Supplies	26.99	02/22/2017	20-00-000-530100-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Office Supplies	4.89	02/22/2017	20-30-100-530100-0000	
	Office Supplies	123.95	02/22/2017	10-00-000-530100-0000	
	Office Supplies	123.95	02/22/2017	20-00-000-530100-0000	
	Office Supplies	261.05	02/22/2017	20-30-100-530100-0000	
	Check Total:	567.81			
Vendor: 117155	Paddock Publications			Check Sequence: 53	ACH Enabled: False
	Legal Notice	121.90	02/22/2017	10-00-000-521150-0000	
	Check Total:	121.90			
Vendor: 168768	Paetec			Check Sequence: 54	ACH Enabled: False
	2/8-3/7/17 Facility Lines	511.91	02/22/2017	20-30-100-570300-0000	
	Check Total:	511.91			
Vendor: 101134	PDRMA			Check Sequence: 55	ACH Enabled: False
	1/17 Health Insurance	4,797.80	02/22/2017	10-00-000-565100-0000	
	1/17 Health Insurance	14,184.11	02/22/2017	10-10-000-565100-0000	
	1/17 Health Insurance	9,865.84	02/22/2017	20-00-000-565100-0000	
	1/17 Health Insurance	2,780.08	02/22/2017	20-30-100-565100-0000	
	1/17 Health Insurance	196.74	02/22/2017	20-30-150-565100-0000	
	1/17 Health Insurance	315.47	02/22/2017	20-30-200-565100-0000	
	1/17 Health Insurance	163.24	02/22/2017	20-30-300-565100-0000	
	1/17 Health Insurance	184.99	02/22/2017	20-30-350-565100-0000	
	1/17 Health Insurance	163.24	02/22/2017	20-30-400-565100-0000	
	1/17 Health Insurance	1,170.94	02/22/2017	20-30-450-565100-0000	
	1/17 Health Insurance	584.65	02/22/2017	20-30-500-565100-0000	
	1/17 Health Insurance	565.52	02/22/2017	55-00-000-565100-0000	
	1/17 Property Insurance	5,188.44	02/22/2017	10-00-000-560600-0000	
	1/17 Liability Insurance	2,546.66	02/22/2017	10-00-000-560600-0000	
	1/17 Workers Compensation Insurance	4,179.58	02/22/2017	10-00-000-560200-0000	
	1/17 Employment Practice Insurance	884.37	02/22/2017	10-00-000-560600-0000	
	1/17 Pollution Liability	154.58	02/22/2017	10-00-000-560600-0000	
	Check Total:	47,926.25			
Vendor: 199273	Pitney Bowes Inc			Check Sequence: 56	ACH Enabled: False
1003196236	Postage Tape Strips	39.99	02/22/2017	10-00-000-521800-0000	
1003196236	Postage Tape Strips	39.99	02/22/2017	20-00-000-521800-0000	
	Check Total:	79.98			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 199281	Portable Communications Specialists, Inc.			Check Sequence: 57	ACH Enabled: False
170215	Portable Radios	322.00	02/22/2017	20-30-200-541300-0000	
170215	Portable Radios	322.00	02/22/2017	20-30-450-541300-0000	
170215	Portable Radios	322.00	02/22/2017	20-30-300-541300-0000	
170215	Portable Radios	322.00	02/22/2017	20-30-400-530907-0000	
170215	Portable Radios	805.00	02/22/2017	20-30-500-530401-0000	
	Check Total:	2,093.00			
Vendor: 173930	Reindeers, Inc.			Check Sequence: 58	ACH Enabled: False
1669927	Driveshaft Keeper	105.70	02/22/2017	10-10-000-530210-0000	
1670560	Fuel Filters	311.97	02/22/2017	10-10-000-530210-0000	
1671127	V-Belts	144.49	02/22/2017	10-10-000-530210-0000	
	Check Total:	562.16			
Vendor: 174978	Jeannie Robinson			Check Sequence: 59	ACH Enabled: False
	12/16 & 1/17 Mileage	81.00	02/22/2017	20-00-000-585270-0000	
	Check Total:	81.00			
Vendor: 149156	Rock 'N' Kids, Inc.			Check Sequence: 60	ACH Enabled: False
GLELW117	Winter Classes	910.00	02/22/2017	20-22-000-525500-2331	
	Check Total:	910.00			
Vendor: 175540	Roselynn Fashions, LTD			Check Sequence: 61	ACH Enabled: False
20170076	Staff Shirts	195.00	02/22/2017	20-21-000-535500-1141	
	Check Total:	195.00			
Vendor: 199827	Scott Ruoti			Check Sequence: 62	ACH Enabled: False
	Tournament Fees	516.00	02/22/2017	20-21-000-525500-1233	
	Check Total:	516.00			
Vendor: 176093	Russo Power Equipment			Check Sequence: 63	ACH Enabled: False
3714967	Fuel Cap	17.24	02/22/2017	10-10-000-530210-0000	
3722668	Gas Cap	33.36	02/22/2017	10-10-000-530210-0000	
	Check Total:	50.60			
Vendor: 178058	Seminole Sports, LLC			Check Sequence: 64	ACH Enabled: False
	Tournament Fees	500.00	02/22/2017	20-21-000-525500-1112	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	500.00			
Vendor: 199065 183788	Servicemaster Commercial 2/17 Janitorial Service	2,350.00	02/22/2017	Check Sequence: 65 20-30-450-521600-0000	ACH Enabled: False
	Check Total:	2,350.00			
Vendor: 178275	Shaw Media Print Advertising	303.49	02/22/2017	Check Sequence: 66 20-00-000-521650-0000	ACH Enabled: False
	Check Total:	303.49			
Vendor: 199832	Deb Sinta Cheer Supplies	45.66	02/22/2017	Check Sequence: 67 20-21-000-535500-1149	ACH Enabled: False
	Check Total:	45.66			
Vendor: 199040 1114	RJ Sisson, Inc. Winter Classes	11,264.80	02/22/2017	Check Sequence: 68 20-22-000-525500-2362	ACH Enabled: False
	Check Total:	11,264.80			
Vendor: 199568 4002	Skeeter Kell Sports Field Hockey Uniforms	1,043.50	02/22/2017	Check Sequence: 69 20-21-000-535500-1171	ACH Enabled: False
	Check Total:	1,043.50			
Vendor: 199531 02-003637 02-003637	Soccer 2000 Soccer Goals Soccer Goals	517.00 517.00	02/22/2017 02/22/2017	Check Sequence: 70 20-21-000-535500-1127 20-30-100-535500-0000	ACH Enabled: False
	Check Total:	1,034.00			
Vendor: 154660 210984	Sodexo, Inc. & Affiliates 1/17 Luncheon	125.00	02/22/2017	Check Sequence: 71 20-25-000-525500-5728	ACH Enabled: False
	Check Total:	125.00			
Vendor: 181118	Staples Advantage Office Supplies Office Supplies Office Supplies Office Supplies Toner	30.15 90.98 3.79 3.79 88.99	02/22/2017 02/22/2017 02/22/2017 02/22/2017 02/22/2017	Check Sequence: 72 10-10-000-530100-0000 20-00-000-530100-0000 10-00-000-530100-0000 20-00-000-530100-0000 10-10-000-530100-0000	ACH Enabled: False



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Blue Prints	4.26	02/22/2017	10-10-000-530100-0000	
	Check Total:	221.96			
Vendor: 182050 483799	Suburban Door Check & Lock ADA Door Repairs	2,371.00	02/22/2017	55-00-000-575915-0000	ACH Enabled: False
	Check Total:	2,371.00			
Vendor: 182096 116238	Sunburst Sportswear Inc. Staff Uniforms	672.00	02/22/2017	20-30-100-530250-0000	ACH Enabled: False
	Check Total:	672.00			
Vendor: 199341 17020601	Team 6 Soccer Soccer Referee Fees	7,383.00	02/22/2017	20-21-000-525500-1121	ACH Enabled: False
	Check Total:	7,383.00			
Vendor: 183781	Terrace Supply Company CO2	42.16	02/22/2017	20-30-500-530600-0000	ACH Enabled: False
	Check Total:	42.16			
Vendor: 199769	Tumbling Times Sectional T-Shirts	587.00	02/22/2017	20-21-000-535500-1170	ACH Enabled: False
	Check Total:	587.00			
Vendor: 188120 320403 320857 322275 322747 322974	Unique Products & Service Corporation Maintenance Supplies Maintenance Supplies Maintenance Supplies Repair Floor Scrubber Maintenance Supplies	321.11 190.28 11.92 503.68 348.29	02/22/2017 02/22/2017 02/22/2017 02/22/2017 02/22/2017	20-30-450-530310-0000 20-30-200-530310-0000 20-30-200-530310-0000 20-30-200-530300-0000 20-30-450-530310-0000	ACH Enabled: False
	Check Total:	1,375.28			
Vendor: 190330 Fuel	Village of Glen Ellyn 1/17 Fuel	1,278.95	02/22/2017	10-10-000-530500-0000	ACH Enabled: False
	Check Total:	1,278.95			
Vendor: 199264 3339878	Warehouse Direct Cold Packs	25.80	02/22/2017	20-30-100-530300-0000	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
3349193	Paper Towels/Detergent	215.39	02/22/2017	20-30-100-530300-0000	
3360621	Paper Towels/Shower Soap	163.91	02/22/2017	20-30-100-530300-0000	
	Check Total:	405.10			
Vendor: 192405	Washington Park District Tournament Fees	2,350.00	02/22/2017	20-21-000-525500-1172	ACH Enabled: False
	Check Total:	2,350.00			
Vendor: 199593	WDBA Tournament Fees Tournament Fees	800.00 400.00	02/22/2017 02/22/2017	20-21-000-525500-1112 20-21-000-525500-1112	ACH Enabled: False
	Check Total:	1,200.00			
Vendor: 193117	Western Springs Recreation Tournament Fees	1,725.00	02/22/2017	20-21-000-525500-1172	ACH Enabled: False
	Check Total:	1,725.00			
Vendor: 194647	Winfield Wolverines Tournament Fees	450.00	02/22/2017	20-21-000-525500-1112	ACH Enabled: False
	Check Total:	450.00			
Vendor: 197710	Young Rembrandts Winter Classes Winter Classes	225.00 637.50	02/22/2017 02/22/2017	20-22-000-525500-2315 20-22-000-525500-2315	ACH Enabled: False
	Check Total:	862.50			
Vendor: 198800	Zimmerman Ford, Inc. Fuel Tank/Fittings Switch	812.54 36.42	02/22/2017 02/22/2017	10-10-000-530340-0000 10-10-000-530340-0000	ACH Enabled: False
	Check Total:	848.96			
	Total for Check Run:	125,513.49			
	Total of Number of Checks:	86			

# Accounts Payable

## Computer Check Proof List by Vendor

User: cyocum  
 Printed: 02/06/2017 - 11:42AM  
 Batch: 00003.02.2017



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 169850	Constellation Energy Services-Natural Gas LLC 12/16 Gas	147.07	02/08/2017	Check Sequence: 1 20-30-150-570200-0000	ACH Enabled: False
	Check Total:	147.07			
Vendor: 199338	IPDGC Sectional Fees	444.00	02/08/2017	Check Sequence: 2 20-21-000-535500-1170	ACH Enabled: False
	Check Total:	444.00			
	Total for Check Run:	591.07			
	Total of Number of Checks:	2			

# Accounts Payable

## Computer Check Proof List by Vendor

User: cyocum  
Printed: 02/06/2017 - 1:26PM  
Batch: 00004.02.2017



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 199175	Conquest Entertainment			Check Sequence: 1	ACH Enabled: False
	Photobooth Daddy/Daughter Dance	500.00	02/08/2017	20-26-000-525500-6816	
	Check Total:	500.00			
	Total for Check Run:	500.00			
	Total of Number of Checks:	1			

# Accounts Payable

## Computer Check Proof List by Vendor

User: cyocum  
 Printed: 02/15/2017 - 11:08AM  
 Batch: 00007.02.2017



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 105807	AT&T			Check Sequence: 1	ACH Enabled: False
	1/23-2/22/17 Service	166.62	02/17/2017	20-30-150-570300-0000	
	1/23-2/22/17 Service	65.00	02/17/2017	20-30-350-570300-0000	
	Check Total:	231.62			
Vendor: 199573	First Bankcard			Check Sequence: 2	ACH Enabled: False
Babicz	Mailchimp-Bulk Email	17.00	02/17/2017	20-21-000-525500-1232	
Babicz	Amazon-Tamper Resistant Keys	66.80	02/17/2017	20-21-000-535500-1141	
Babicz	Amazon-Monitor Cables	49.48	02/17/2017	20-00-000-540700-0000	
Babicz	Adobe-Creative Cloud	26.56	02/17/2017	20-21-000-525500-1232	
Babicz	Adobe-Creative Cloud	26.55	02/17/2017	20-21-000-525500-1161	
Babicz	Managed.com-Website Hosting	340.00	02/17/2017	20-21-000-525500-1232	
Babicz	Team Express-Baseballs	639.25	02/17/2017	20-21-000-535500-1233	
Babicz	IPRA-Membership Dues	269.00	02/17/2017	20-00-000-585250-0000	
Babicz	Amazon-Zip Ties	29.94	02/17/2017	20-21-000-535500-1172	
Babicz	GoDaddy-Domain Renewal	138.70	02/17/2017	20-21-000-525500-1111	
Babicz	GoDaddy-Domain Renewal	138.70	02/17/2017	20-21-000-525500-1112	
Babicz	GoDaddy-Domain Renewal	111.36	02/17/2017	20-21-000-525500-1127	
Babicz	GoDaddy-Domain Renewal	228.72	02/17/2017	20-21-000-525500-1172	
Babicz	IAPD-Conference	80.00	02/17/2017	20-00-000-585201-0000	
Babicz	GoDaddy-Domain Renewal	8.17	02/17/2017	20-21-000-525500-1172	
Cannaday	Tribute Signs-Skating Signs	276.20	02/17/2017	10-10-000-550250-0000	
Cannaday	Tribute Signs-Vehicle Signs	656.66	02/17/2017	10-10-000-550250-0000	
Cannaday	Amazon-Brackets	172.50	02/17/2017	10-10-000-530300-0000	
Cannaday	Amazon-Work Lights Spreaders	-242.38	02/17/2017	10-10-000-530340-0000	
Cannaday	U of I-Pesticide Licenses	450.00	02/17/2017	10-10-000-585250-0000	
Cannaday	Amazon-Roof Vents	-133.28	02/17/2017	10-10-000-530300-0000	
Cannaday	Magnet Paint-Truck Paint	210.65	02/17/2017	10-10-000-530340-0000	
Cannaday	U of I-Pesticide Licenses	195.00	02/17/2017	10-10-000-585250-0000	
Cinquegrani	WOW-Sunset Internet	1.61	02/17/2017	20-30-500-570300-0000	
Cinquegrani	IGFOA-Annual Membership	300.00	02/17/2017	10-00-000-585250-0000	
Cinquegrani	Amazon-WiFi Extender	69.86	02/17/2017	10-00-000-540550-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Cinquegrani	USPS-Bond Documents	7.35	02/17/2017	10-00-000-521800-0000	
Cinquegrani	Amazon-WiFi Extender	55.88	02/17/2017	10-00-000-540550-0000	
Cinquegrani	Amazon-Prime Membership	99.00	02/17/2017	10-00-000-585250-0000	
Clark	EZ Facility-Scheduling	206.47	02/17/2017	20-30-100-521600-0000	
Clark	Les Mills-Group Fitness	197.00	02/17/2017	20-30-100-521600-0000	
Clark	Elkay-Water Fountain Filters	375.00	02/17/2017	20-30-100-530300-0000	
Clark	ACE-Recertification Fees	129.00	02/17/2017	20-30-100-585202-0000	
Clark	Direct TV-Cable	160.98	02/17/2017	20-30-100-521600-0000	
Clark	Amazon-Bolt Cutters	79.94	02/17/2017	20-30-100-530300-0000	
Clark	Gaiam-Foam Rollers/Med Ball	173.78	02/17/2017	20-30-100-530102-0000	
Clark	Amazon-Audio Cables	21.16	02/17/2017	20-30-100-530300-0000	
Clark	Amazon-Replacement TV's	1,342.40	02/17/2017	20-30-100-530102-0000	
Defiglia	IPRA-Conference	255.00	02/17/2017	20-00-000-585201-0000	
Defiglia	Lakeside-Conference Parking	23.00	02/17/2017	20-00-000-585201-0000	
Defiglia	NMMA-Conference Tickets	28.00	02/17/2017	20-00-000-585201-0000	
Defiglia	Direct TV-Cable	70.99	02/17/2017	20-30-350-521600-0000	
Esposito	GE Chamber-Luncheon	25.00	02/17/2017	20-00-000-585250-0000	
Esposito	IAPD-Conference	269.00	02/17/2017	20-00-000-585201-0000	
Esposito	Hilton-Conference Parking	30.00	02/17/2017	20-00-000-585201-0000	
Esposito	Eleven City Dinner-Lunch 5 Staff Members	90.28	02/17/2017	20-00-000-585201-0000	
Harris	IPRA-Annual Dues	134.50	02/17/2017	10-00-000-585250-0000	
Harris	IPRA-Annual Dues	134.50	02/17/2017	20-00-000-585250-0000	
Harris	Identisource-Dog Park Cards	509.45	02/17/2017	20-30-475-530425-0000	
Hopkins	Vof GE-Permit Fees	1,650.00	02/17/2017	94-90-880-575110-0000	
Hopkins	Lukes-Conference Lunch	12.13	02/17/2017	10-00-000-585201-0000	
Hopkins	Metra-Conference	12.50	02/17/2017	10-00-000-585201-0000	
Hopkins	IAPD-Conference	80.00	02/17/2017	10-00-000-585201-0000	
Kleefisch	LuckXT-Gator Mascot Costume	139.00	02/17/2017	20-30-500-530910-0000	
Kleefisch	Auto Ice-Concessions	85.00	02/17/2017	20-30-500-530095-0000	
Kleefisch	Aquatic Council-CPO Training	345.00	02/17/2017	20-30-500-521600-0000	
Marquez	Walmart-Bingo Snacks	7.94	02/17/2017	20-25-000-535500-5728	
Marquez	IPRA-Membership Renewal	269.00	02/17/2017	20-00-000-585250-0000	
Marquez	Balloons Etc.-Daddy/Daughter Dance	148.74	02/17/2017	20-26-000-535500-6816	
Marquez	IAPD-Conference	230.00	02/17/2017	20-00-000-585201-0000	
Marquez	Amazon-Dance Supplies	12.99	02/17/2017	20-23-000-535500-3510	
Marquez	Amazon-Monitor Cords	32.16	02/17/2017	20-21-000-535500-1170	
Marquez	Dollar Tree-Luncheon Supplies	10.00	02/17/2017	20-25-000-535500-5728	
Marquez	Jewel-Luncheon Supplies	12.00	02/17/2017	20-25-000-535500-5728	
Marquez	Athletic Equipment-Sting Mat	212.00	02/17/2017	20-21-000-535500-1170	
Marquez	Revolution-Dance Supplies	47.85	02/17/2017	20-26-000-535500-6817	
Marquez	Starbucks-Staff Appreciation	45.00	02/17/2017	20-23-000-535500-3510	
Marquez	Photoboothframes-Frames	144.00	02/17/2017	20-26-000-535500-6816	
Marquez	Trophy Depot-Medals	292.95	02/17/2017	20-21-000-535500-1170	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Marquez	IAPD-Conference	160.00	02/17/2017	10-00-000-585201-0000	
Marquez	Oriental-Daddy Daughter Dance	533.02	02/17/2017	20-26-000-535500-6816	
Marquez	Revolution-Dance Supplies	71.00	02/17/2017	20-26-000-535500-6817	
Okray	Glancer-Advertising	2,360.00	02/17/2017	20-00-000-521650-0000	
Okray	Network Solutions-Domain Renewal	155.94	02/17/2017	20-00-000-521600-0000	
Okray	Amazon-Bungee Cords	60.30	02/17/2017	20-00-000-521650-0000	
Okray	AMI-Banners	168.38	02/17/2017	20-00-000-521650-0000	
Okray	Divine Signs-Posters	147.30	02/17/2017	20-00-000-521650-0000	
Okray	Divine Signs-Posters	43.50	02/17/2017	20-30-100-521650-0000	
Okray	KidList-Party Guide	550.00	02/17/2017	20-00-000-521650-0000	
Okray	ZoHo-Sponsorship	7.00	02/17/2017	20-00-000-585175-0000	
Okray	Mailchimp-Email Marketing	127.50	02/17/2017	20-00-000-521650-0000	
Okray	AMI-Banners	168.38	02/17/2017	20-00-000-521650-0000	
Okray	IPRA-Job Posting	290.00	02/17/2017	20-00-000-521650-0000	
Okray	IPRA-Membership Dues	269.00	02/17/2017	20-00-000-585250-0000	
Okray	Amazon-Hard Drive	122.99	02/17/2017	20-00-000-521650-0000	
Okray	Adobe-Photography	9.99	02/17/2017	20-00-000-530450-0000	
Okray	Crowdspring-Logo Design	348.00	02/17/2017	20-00-000-521650-0000	
Okray	IStock-Photography	33.00	02/17/2017	20-00-000-530450-0000	
Okray	99Designs-Logo Design	253.00	02/17/2017	20-00-000-521650-0000	
Okray	Office Depot-Office Supplies	39.00	02/17/2017	20-00-000-530100-0000	
Okray	Adobe-Creative Cloud	49.99	02/17/2017	20-00-000-521650-0000	
Robinson	IPRA-Membership Dues	269.00	02/17/2017	20-00-000-585250-0000	
Robinson	IAPD-Conference	390.00	02/17/2017	20-00-000-585201-0000	
Robinson	Walmart-BH Supplies	93.07	02/17/2017	20-30-150-541300-0000	
Robinson	Leslies-Life Ring/Throw Rope	107.78	02/17/2017	20-30-150-541300-0000	
Robinson	Walmart-Preschool Snacks	96.87	02/17/2017	20-24-000-535500-4610	
Robinson	IPRA-Job Postings	165.00	02/17/2017	20-00-000-585175-0000	
Robinson	Discount School-Markers/Glue	180.21	02/17/2017	20-24-000-535500-4610	
Robinson	Discount School-Paint/Paper	192.48	02/17/2017	20-24-000-535500-4610	
Robinson	Amazon-Supplies	25.96	02/17/2017	20-24-000-535500-4610	
Robinson	Fun Express-Supplies	127.36	02/17/2017	20-24-000-535500-4610	
Robinson	Fun Express-Supplies	23.97	02/17/2017	20-24-000-535500-4643	
Robinson	Peoples Auto-Conference Parking	21.00	02/17/2017	20-00-000-585201-0000	
Robinson	Amazon-Supplies	30.55	02/17/2017	20-24-000-535500-4610	
Robinson	Fun Express-Supplies	59.02	02/17/2017	20-24-000-535500-4610	
Thomas	Appointment Plus-Scheduling	607.58	02/17/2017	20-21-000-525500-1127	
Thomas	USA Field Hockey-Tournament Fees	1,103.00	02/17/2017	20-21-000-525500-1171	
Thomas	USA Field Hockey-Tournament Fees	1,103.00	02/17/2017	20-21-000-525500-1171	
	Check Total:	22,896.13			

Vendor: 190330	Village of Glen Ellyn		Check Sequence: 6	ACH Enabled: False
	12/16 Water	48.99	02/17/2017	20-30-200-570400-0000
	12/16 Water	23.42	02/17/2017	20-00-000-570400-0000
	12/16 Water	45.99	02/17/2017	20-00-000-570400-0000
	12/16 Water	122.21	02/17/2017	10-00-000-570400-0000
	12/16 Water	33.47	02/17/2017	20-30-150-570400-0000
	12/16 Water	110.81	02/17/2017	20-30-350-570400-0000
	12/16 Water	139.24	02/17/2017	20-30-450-570400-0000
	12/16 Water	46.43	02/17/2017	10-00-000-570400-0000
	12/16 Water	896.22	02/17/2017	20-30-100-570400-0000
	12/16 Water	126.97	02/17/2017	20-30-400-570400-0000
	12/16 Water	48.30	02/17/2017	20-00-000-570400-0000
	12/16 Water	42.40	02/17/2017	20-00-000-570400-0000
	12/16 Water	19.50	02/17/2017	20-30-400-570400-0000
	Check Total:	<u>1,703.95</u>		
	Total for Check Run:	<u>24,831.70</u>		
	Total of Number of Checks:	<u>3</u>		



**Glen Ellyn Park District  
Board of Commissioners  
Regular Meeting  
January 10, 2017  
185 Spring Avenue**

**I. Call to Order**

President Kinzler called the meeting to order at 7:03 p.m.

**II. Roll Call of Commissioners**

Upon roll call, those answering present were Commissioners Pierce, Nephew, Weber, Wilson and President Kinzler. Commissioners Cornell and Creech were absent.

Staff members present were Executive Director Harris, Superintendent of Recreation Esposito, Superintendent of Finance & Personnel Cinquegrani, Superintendent of Parks & Planning Hopkins, Marketing & Communications Supervisor O’Kray and Executive Assistant Dikker.

**III. Pledge of Allegiance**

President Kinzler led the Pledge of Allegiance.

**IV. Changes to the Agenda**

None.

**V. Employee(s) Recognition- Glen Ellyn Park District Gymnastics Staff**

The Glen Ellyn Park Board of Commissioners and staff recognized Nicki Tazelaar, Beth Rosch, Nick Maruyama, Donna Murphy, Maggie Wilhite, Lauren Rayer, and Sarah DeStefano for their hard work, commitment and dedication to the Park District Gymnastics program.

Superintendent of Recreation Esposito stated that the Gymnastics Program runs approximately 25 classes each session for children ages 18 months to 14 years old and the program has grown in popularity over the last few years, due in large part to the coaching staff. Several classes, in all age ranges, have been added to help accommodate demand; along with the addition of the Glen Ellyn Grasshoppers Tumbling Team. The team is now in their second season, and is one of the largest in the Illinois Park District Gymnastics Conference with 37 tumblers competing. The team hosted their first meet at Ackerman Sports & Fitness Center this past December. Many of the aforementioned coaches have been with the park district for five or more years and can be credited for much of the growth of the program.

Superintendent Esposito said the Glen Ellyn Park District is fortunate to have these truly extraordinary and devoted coaches and on behalf of the Glen Ellyn Park District and the Board of Commissioners presented a small token of appreciation to Nicki Tazelaar, Beth Rosch, Nick Maruyama, Donna Murphy, Maggie Wilhite, Lauren Rayer, and Sarah DeStefano for their

commitment and dedication to providing a positive experience for the participants in the Glen Ellyn Park District Gymnastics Program.

**VI. Public Participation**

None.

**VII. Consent Agenda**

Commissioner Pierce moved, seconded by Commissioner Weber, to approve the Consent Agenda including the Voucher List of Bills totaling \$277,932.42 and the December 13, 2016 Regular Meeting minutes.

*Roll Call: Aye: Commissioners Pierce, Weber, Nephew, Wilson, and President Kinzler  
Nay: None.*

*Motion Carried.*

**VIII. New Business**

**A. WDSRA Review & Update / Sandy Gbur, Executive Director**

Executive Director Harris welcomed the Western Dupage Special Recreation (WDSRA) Executive Director Sandy Gbur and stated that W.D.S.R.A. is a recreation agency serving those with special needs. They provide support and assistance to people with special needs who reside in nine park districts including Glen Ellyn and services well over 4500 children and adults. W.D.S.R.A. Executive Director, Sandy Gbur, gave a brief overview and update regarding the organization. Ms. Gbur described the five strategic plan visions that will be put into place over the next few years including culture, service excellence, talent management, partnerships and sustainability. A new collaborative adaptive sports program that has been implemented and its significance to those involved were highlighted. Ms. Gbur emphasized the importance of the program and the benefits of working with other S.R.A. organizations to be able to fund this program. The Rec and Roll Adult program that occurs at five sites including the Ackerman Sports and Fitness Center is at near full enrollment. This program services high school through adulthood and takes place 50 weeks out of the year. Lastly, Ms. Gbur reviewed the Lekotek Family Play program that provides families guidance and support in therapeutic play. Ms. Gbur thanked the Glen Ellyn Park District for the facilities and space that they provide the organization and for their help with the inclusion process in various programs.

Ms. Gbur thanked her staff for dedication in navigating the financial changes that occur and for all of the external help that is provided throughout the year from their Foundations, trustees and individuals. Ms. Gbur thanked all of those that supported W.D.S.R.A. over the years and then answered questions from the Board. The Park Board of Commissioners thanked Executive Director Gbur for her insight into such a well deserving and well run program.

**B. IMET Tolling Agreement Extension**

Superintendent of Finance & Personnel stated that back in October 2014, the Illinois Metropolitan Investment Fund (IMET) informed participants of defaults on certain investments within the IMET Convenience Fund (CF). On behalf of several member participants affected by

this possible fraudulent activity, a Tolling Agreement was negotiated between attorneys representing participants and IMET. The primary purpose of the agreement was to preserve all potential claims that may be available to all parties, notwithstanding the passage of time, including applicable statutes of limitation. Thus, on February 17, 2015 the Glen Ellyn Park District Board approved a tolling agreement extending the timeline to file a claim to June 30, 2016 and further extended the agreement until January 31, 2017 at the June 7, 2016 Workshop meeting.

Cinquegrani stated that the District has recovered \$14,372.81 to date and while additional dollars have been recovered through the legal process they have yet to be disbursed to any IMET participants. Negotiations continue as the case ensues and Counsel's recommendation at the present time is to extend the tolling agreement with IMET through January 31, 2018 at which time all parties should have more information on additional disbursement of assets.

After a brief discussion of the status of the case Commissioner Nephew moved, seconded by Commissioner Pierce to approve the extension of the Tolling Agreement between the Illinois Metropolitan Investment Fund and the Glen Ellyn Park District through January 31, 2018.

*Roll Call: Aye: Commissioners Nephew, Pierce, Weber, Wilson and President Kinzler.  
Nay: None*

*Motion Carried*

#### C. Sunset Pool Filter

Superintendent of Parks & Planning Hopkins discussed as part of the approved 2017 Capital Improvement Plan, funds were budgeted to continue implementing some of the identified recommendations from the 2014 Sunset Pool Assessment Study. One of the top priorities was to address the replacement of the three vertical sand filters for the zero depth pool. The filters, integral to the pool operation, are in very poor condition, beyond their useful life and their ability to function properly and efficiently throughout the 2017 season is highly questionable. USAquatics, who performed the pool assessment in 2014, strongly recommends the three existing and original sand filters be replaced with one large regenerative media filter that is more efficient, has a much smaller footprint, and is green friendly using 1/50<sup>th</sup> of the water used by traditional sand filters. Hopkins discussed the improved efficiencies of the regenerative media filter and some of the benefits that have been experienced of the filter replacement at the Sunset lap pool this past year.

Staff concurs with the recommendation of the 2014 Sunset Pool Assessment Study that the regenerative filter system would provide improved water quality would be more environmentally friendly and reduces expenses. Hopkins stated that the Neptune Benson is the exclusive manufacturer and provider of regenerative media filtration systems specific to an aquatic facility and while there are a several companies that make regenerative media filtration systems, Neptune Benson is currently the only company the makes them specifically for aquatics facilities. The other producers of regenerative media filtration systems are designed for industrial applications (mine water clarification, fish hatcheries, power plants, etc.).

Staff sought the advice of Park District counsel regarding the purchase of the unit. Counsel's recommendation is that since the item can be purchased directly from the manufacturer and is not available from other competitive sources, that it is not adapted to competitive bidding. Based on the recommendation by counsel, staff has been in contact with Neptune Benson and the Park District is able to purchase the unit directly, eliminating any additional charges from intermediary vendors, for a cost of \$129,637.

Hopkins said additional expenses will be incurred for installation and other related equipment, which is estimated at \$123,900. There is \$230,000 set aside in the 2017 Budget for the filter replacement, but due to unforeseen circumstances during the Illinois Department of Health's (IDPH) review of the filter replacement plans, the cost has risen to beyond the budgeted amount. Park District staff recommends, based on the recommendation of the 2014 Sunset Pool Assessment Study, proceeding with the purchase and installation of a single regenerative media filter, specifically the Neptune Benson – Defender filter, for the replacement of the declining sand filters at Sunset Park's Zero Depth Pool at a cost not to exceed of \$253,537.

The Board asked questions of staff in regards to the additional costs involved and the efficiencies moving forward and wherein Commissioner Pierce moved seconded by Commissioner Nephew to authorize the purchase of the Neptune Benson regenerative media filter for the Sunset Park's Zero Depth Pool for the amount not to exceed \$253,537 and on the basis of the facts presented that by its nature, is not adapted to competitive bidding.

*Roll Call: Aye: Commissioners Pierce, Nephew, Weber, Wilson and President Kinzler.  
Nay: None*

*Motion Carried*

## **IX. Staff Reports**

### **A. Finance Reports**

Superintendent of Finance and Personnel presented the December Finance Report and stated that the District closed on the Non-Referendum bonds and the proceeds were received.

### **B. Staff Reports**

Executive Director Harris complimented staff for their efforts in regards to conditioning the outdoor ice areas over the Holiday and past week. Harris said the holiday events were all well attended and Ackerman was a hub of activity with the fitness center being quite crowded the day after New Years. Harris also thanked Supervisor of Marketing and Communications O'Kray on the 3<sup>rd</sup> Annual Report which will be completed and available in early February.

## **X. Commissioners' Reports**

Commissioner Nephew discussed a recent Director's report regarding the Newton Park athletic lights project and discussed possibly delaying the initiation of the project until April when the new Board is elected. The Board discussed the ramifications and rather than expend the time of staff and the Village of Glen Ellyn, it would be in the best interest of the Park District to delay

the project. The related parking improvements will continue to be discussed. Commissioner Wilson was happy to see skating take place at Lake Ellyn.

**XI. Adjourn to Executive Session**

At 8:40 p.m. Commissioner Pierce moved, seconded by Commissioner Wilson to convene into executive session under Section 2 (c) 21 of the Open Meetings Act for the discussion of prior executive session meetings, for the purpose of review, approval or release of such minutes.

*Roll Call: Aye: Commissioners Pierce, Wilson, Nephew, Weber, and President Kinzler.  
Nay: None.*

*Motion Carried.*

**XII. Reconvene to Open Session**

The Regular Meeting reconvened at 8:48 p.m.

**XIII. Adjourn**

There being no further business, Commissioner Weber moved, seconded by Commissioner Wilson to adjourn the Regular Meeting at 8:49 p.m.

*Roll Call: Aye: Commissioners Weber, Wilson, Pierce, Nephew, and President Kinzler.  
Nay: None.*

*Motion Carried.*

Respectfully submitted,

Kimberly Dikker  
Board Secretary

**Glen Ellyn Park District  
Board of Commissioners  
Workshop Meeting  
February 7, 2017  
185 Spring Avenue**

**I. Call to Order**

President Kinzler called the meeting to order at 7:02 p.m.

**II. Roll Call of Commissioners**

Upon roll call, those answering present were Commissioners Pierce, Nephew, Wilson, and President Kinzler. Commissioner Cornell arrived at 7:22 p.m. and Commissioner Creech and Weber were absent.

Staff members present were Executive Director Harris, Superintendent of Finance & Personnel Cinquegrani, Superintendent of Recreation Esposito, Superintendent of Parks & Planning Hopkins, Marketing & Communications Supervisor O’Kray, and Executive Assistant Dikker.

**III. Pledge of Allegiance**

President Kinzler led the Pledge of Allegiance.

**IV. Changes to the Agenda**

None

President Kinzler discussed the passing of Stuart Steven “Stu” Stone, who was a dedicated volunteer within the Glen Ellyn Community and a longtime volunteer and Fire Chief for the Glen Ellyn Volunteer Fire Department. President Kinzler discussed Mr. Stones many accolades and asked for a moment of silence to honor his name.

**V. Public Participation**

**VI. Voucher List of Bills Totaling \$213,090.58**

Commissioner Pierce moved, seconded by Commissioner Nephew, to approve the Voucher List of Bills totaling \$213,090.58.

*Roll Call: Aye: Commissioners Pierce, Nephew, Wilson and President Kinzler.  
Nay: None.*

*Motion Carried.*

**VII. Monarch Butterfly Resolution – Resolution #17-01**

Glen Ellyn Park District Naturalist, Renae Frigo, stated that the Glen Ellyn Park District was approached by the DuPage Monarch Project requesting that the Park District adopt a

Resolution to support and expand available habitats for Monarch butterflies and other native pollinators. The DuPage Monarch Project is in collaboration with various municipal and local entities with a mission of supporting Monarch conservation.

Naturalist Frigo discussed the many Monarch conservation projects and programs that have been provided for the community over the past few years. Connie Schmidt of the DuPage Monarch Project spoke and stated that this Resolution would reinforce the Glen Ellyn Park District's commitment to supporting and enhancing the Monarch butterfly population and praised the Glen Ellyn Park District's leadership in this cause. The Park Board of Commissioners posed a few questions to Ms. Schmidt regarding Monarch conservation and Commissioner Nephew then moved, seconded by Commissioner Pierce, to approve Resolution #17-01 "A Resolution Authorizing The Glen Ellyn Park District To Enhance And Expand Available Habitat For Monarch Butterflies And Other Pollinators".

*Roll Call:      Aye:    Commissioners Nephew, Pierce, Wilson, and President Kinzler  
                      Nay:    None*

*Motion Carried*

#### **VIII.    Wight Construction Management Agreement**

Executive Director Harris discussed the various components of the Lake Ellyn Park Improvement Project from fruition. Harris stated that certain elements were deferred as a significant source of funding (\$400,000 O.S.L.A.D. matching grant) was suspended by Governor Rauner when he took office. After completion of the Boathouse restoration, the Park District was notified that funding for the O.S.L.A.D. grant was to be reinstated in the coming months.

Harris discussed the elements of the O.S.L.A.D. grant that were included in the previous plans provided with direction from Conservation Design Forum (CDF). These elements have been publically noticed and the results of the sealed bids would be discussed later in the meeting. In anticipation of implementation of the O.S.L.A.D. project, staff recommended engaging Wight Construction to provide management services on this project. Harris discussed Wight Construction's prior engagement with the Lake Ellyn Park Improvement project and the Boathouse renovation, stating that their services were well received, within budget and attained project completion in a timely manner.

The Park Board of Commissioners discussed Wight's involvement with the project to date and discussed the fees involved. Commissioners questioned the fees for compilation of the bid packages and the management services fee of \$57, 180 for the O.S.L.A.D. component project. Director Harris stated that the fees fall within the specifications of the O.S.L.A.D. grant and after further favorable discussion the recommendation of construction management services with Wight Construction will advance to the Regular Board meeting on February 21, 2017 for formal approval.

#### **IX.      Lake Ellyn Park Improvement Bid Results Discussion**

Superintendent of Parks & Planning Hopkins stated that the legal bid notice for the Lake Ellyn Park Improvements (O.S.L.A.D.) project was publically noticed on January 17, 2017 and bids were opened and publically read on Wednesday, February 1<sup>st</sup>. This portion of the Lake Ellyn Master plan will involve playground replacement, fishing pier, interpretive and landmark signage, reconfiguration of paths, park amenities, vegetative restorers and landscape improvements.

The bid packages were divided amongst five (5) various trades including concrete, electrical, playground installation, landscaping and signage. Staff along with Wight Construction conducted a full review of all bids and presented their findings to the Park Board. The Park Board of Commissioners had a discussion of the various elements and monetary amounts of the presented bids. Bids presented were within the proposed scope of the O.S.L.A.D. grant. Staff recommended upon full review of the individual bids and references of the various contractors, advancing the approval of the Lake Ellyn Park Improvements (O.S.L.A.D.) bid results to the Regular Board Meeting held on February 21, 2017 for Board approval. The Board looked forward to the final completion of review.

**X. Travel Reimbursement policy update – Ordinance #17-01**

Superintendent of Finance & Personnel Cinquegrani stated that the Local Government Travel Expense Control Act (Public Act 099-0604), which went in to effect last year, requires all local governments to update its travel reimbursement policy prior to June 29, 2017. Subsequent to this memo is ordinance 17-01 which would repeal two sections of the park district policy manual (Exhibit A - regulating employee travel reimbursements and Exhibit B – regulating Board of Commissioners travel reimbursements) and replacing those policies with the new updated policy which satisfies the new requirements. The updated policy (Exhibit C) has been drafted by park district legal counsel and has been recommended for formal Board approval.

The Park Board of Commissioners had a brief discussion of this proposed policy and will hold a formal approval of this amended policy at the Regular Meeting held on February 21, 2017.

**XI. Staff Reports**

Superintendent of Recreation Esposito announced that the annual Daddy/Daughter dance will take place this weekend on both Friday and Saturday nights at the Main Street Recreation Center. The event will host roughly 175 people each evening and is a popular event. Executive Director Harris stated that Ackerman has been very busy over the past few months and staff has been commended for managing this increase in membership and activity. Harris hopes to recognize various employees of the Ackerman facility at a future Board Meeting.

**XII. Commissioners' Reports**

Commissioner Pierce was happy to hear the upgraded Ackerman Lights have been installed and inquired on the status of the Ackerman Parking lot. Pierce also thanked Renae for the work day workshops with the various Alliances of Glen Ellyn. Commissioner Cornell discussed the productive meeting for the Environmental committee and the ideas brought forth for



community outreach. President Kinzler complimented the Park District annual report and commended former Commissioner Mayo for keeping in touch with the Park District.

**XIII. Adjourn to Executive Session**

At 8:32 p.m. Commissioner Nephew moved, seconded by Commissioner Pierce, to convene into executive session under Section 2 (c) 1 of the Open Meetings Act for the purpose of discussion of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees or legal counsel for the District, Section 2 (c) 6 for the discussion of setting a price for the sale or lease of a property owned by the District and Section 2 (c) 21 for the discussion of the minutes of prior executive session meetings, for the purpose of review, approval or release of such minutes.

*Roll Call: Aye: Commissioners Nephew, Pierce, Cornell, Wilson and President Kinzler  
Nay: None.*

*Motion Carried.*

**XIV. Reconvene to Open Session**

The Workshop Meeting reconvened at 10:44 p.m.

**XV. Adjourn**

There being no further business, Commissioner Pierce moved, seconded by Commissioner Wilson to adjourn the Workshop Meeting at 10:45 p.m.

*Roll Call: Aye: Commissioners Pierce, Wilson, Cornell, Nephew, and President Kinzler  
Nay: None.*

*Motion Carried.*

Respectfully submitted,

Kimberly Dikker  
Board Secretary

**ORDINANCE 17-01**

**AN ORDINANCE ESTABLISHING A TRAVEL REIMBURSEMENT POLICY  
FOR THE GLEN ELLYN PARK DISTRICT, DUPAGE COUNTY, ILLINOIS IN ACCORDANCE WITH  
THE LOCAL GOVERNMENT TRAVEL EXPENSE CONTROL ACT  
(PUBLIC ACT 099-0604)**

**WHEREAS**, the Glen Ellyn Park District is a non-home rule unit of local government; and

**WHEREAS**, Public Act 099-0604 established the Local Government Travel Expense Control Act, which requires all non-home rule units of local government to adopt by resolution or ordinance a policy governing reimbursement of all travel, meal, and lodging expenses of officers and employees; and

**WHEREAS**, the Board of Commissioners of the Glen Ellyn Park District finds it to be in the best interest of the Glen Ellyn Park District to adopt such a policy;

**NOW, THEREFORE, BE IT ORDAINED by the President and Board of Commissioners of the Glen Ellyn Park District, DuPage County, Illinois, as follows:**

**Section 1:** The above recitals are incorporated into and made part of this Ordinance.

**Section 2:** The Board of Commissioners of the Glen Ellyn Park District repeals Chapter III Section 6.14 (C) of the Personnel Policy, attached as Exhibit A.

**Section 3:** The Board of Commissioners of the Glen Ellyn Park District repeals Chapter I Section 1.02 (J) (2) of the Personnel Policy, attached as Exhibit B.

**Section 4:** The Board of Commissioners of the Glen Ellyn Park District adopts the "Reimbursement of Travel, Meal and Lodging Expenses Policy" attached as Exhibit C.

**Section 5:** All ordinances, resolutions, and regulations in conflict with this Ordinance are hereby repealed to the extent of such conflict.

**Section 6:** This Ordinance is effective beginning \_\_\_\_\_, 2017.

VOTE:

Ayes:

Nays:

Abstentions:

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2017.

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President

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Secretary

## **Exhibit A**

### **C. *Conferences and Seminars***

Opportunities to attend and participate in professional conferences, conventions, seminars and technical meetings may be provided to all employees. With prior approval of the Director and department head and subject to budgetary provisions, an employee may attend such functions without loss of pay and at District expense. Reimbursable expenses may include registration fees, transportation, lodging, meals and other legitimate expenses. The per diem rate is \$75 per day for food only. We do not require receipts. Parking, limos, airfare, taxis etc. are all paid for also usually on a GEPD credit card.

## **Exhibit B**

### *2. Conferences and Seminars*

Opportunities to attend and participate in professional conferences, conventions, workshops, seminars, and technical meetings shall be provided at District expense subject to budgetary provisions. Reimbursable expenses shall include registration fees, transportation, lodging, meals, and other legitimate expenses. If personal schedule will not allow Board member to make reservations according to travel package offered by travel agencies, Park District will cover up to 25% of cost to make separate arrangements. Park District will cover the cost, one time, of any change made to airline/hotel reservations.

## Exhibit C

### **Policy Governing Reimbursement**

#### **of Employee and Officer Travel, Meal and Lodging Expenses**

##### **A. Purpose.**

The Board of Commissioners of the Glen Ellyn Park District will reimburse employee and officer travel, meal, and lodging expenses incurred in connection with pre-approved travel, meal, and lodging expenses incurred on behalf of the Park District. Employees and officers are expected to exercise the same care in incurring expenses for official business as a prudent person would in spending personal funds.

##### **B. Definitions.**

"Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

"Travel" means any expenditure directly incident to official travel by employees and officers of the Park District or by wards or charges of the Park District involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

##### **C. Authorized Types of Official Business.**

Travel, meal and lodging expenses shall be reimbursed for employees and officers of Park District only for purposes of official business conducted on behalf of the Park District, which includes but is not limited to off-site or out-of-town meetings related to official business and pre-approved seminars, conferences and other educational events related to the employee's or officer's official duties. If you are unsure whether an expense is reimbursable, please contact the Executive Director.

##### **D. Categories of Expenses.**

1. **Airfare** – Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Travelers are encouraged to book flights at least thirty (30) days in advance to avoid premium airfare pricing. Only coach or economy tickets will be paid or reimbursed. The traveler will pay for the difference between higher priced tickets and coach or economy tickets with his or her personal funds.

2. **Personal Automobiles** –Mileage reimbursement will be based on mileage from the work location office to the off-site location of the official business, not from the employee’s or officer’s residence. When attending a training event or other off-site official business directly from an employee’s or officer’s residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the employee’s or officer’s normal commute, reimbursement will be paid based on the differential of the commute less the mileage of a normal commute to the workplace. An employee or officer will be reimbursed at the prevailing IRS mileage rate. The traveler will only be reimbursed up to the price of a coach airfare ticket if they drive to a location for which airfare would have been less expensive.
3. **Automobile Rentals** – Travelers will be reimbursed for the cost of renting an automobile including gasoline expense only as provided in this section. Travelers using rental cars to conduct official business are required to purchase insurance through the rental agency. Car rental insurance will cover the vehicle during personal use, e.g., using the vehicle after the conference has ended. Compact or mid– size cars are required for two or fewer employees or officers traveling together and a full– size vehicle may be used for three or more travelers. The traveler must refuel the vehicle before returning it to the rental company.
4. **Public Transportation** – In the case of local training or official business where an employee or officer chooses to use public transportation, reimbursement for use of public transportation is based on mileage from the agency office to the training site (not from the traveler’s residence), regardless of the transportation method chosen. When attending training or business directly from an employee’s or officer’s residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the traveler’s normal commute, reimbursement will be paid at the differential of the commute less the mileage of a normal commute to the workplace.
5. **Other Transportation** – The traveler should utilize hotel shuttle service or other shuttle services, if available. If none are offered, the use of the most economic transportation is encouraged.
6. **Hotel/Motel Accommodations** – The traveler will be reimbursed for a standard single-room at locations convenient to the business activity. Hotel/motel accommodations are to be reserved in advance and secured at a moderate or conference rate. Reimbursement for lodging shall be limited to the number of nights required to conduct the assigned Park District business. If a conference, for example, opens on a Sunday evening and closes Thursday noon, reimbursement

for Sunday through Wednesday night would be allowed. In the event of a change in plans or a cancellation, the traveler must cancel the hotel/motel reservation so as not to incur cancellation charges. Cancellation charges will not be reimbursed by the Park District unless approved by a vote of the Board of Commissioners.

7. **Meals** Meal reimbursement is limited to the current U.S. General Services Administration (GSA) regulations in place at the time the expense is occurred. Prior approval by the Board of Commissioners and submission of receipts are required for per diem allowances. Meals provided by the conference or seminar should be deducted from the per diem allowance. Partial reimbursement may be made for departure and return days based on time. Meals during in-state travel that is not an overnight stay will be reimbursed for actual cost not to exceed the GSA regulations.
  8. **Vacation in Conjunction with Business Travel** – In cases where vacation time is added to a business trip, any cost variance in airfare, car rental, lodging and/or any other expenses must be clearly identified on the Travel, Meal, and Lodging Expense Report form and paid by the traveler.
  9. **Accompanied Travel** – Family members may accompany the traveler when traveling on official Park District business. However, no expenses attributable to any family member will be reimbursable. All expenses will be calculated as if the traveler were traveling alone, using the minimum costs to the Park District for lodging, meals, and transportation.
  10. **Parking** – Parking fees at a hotel/motel will be reimbursed only with a receipt.
  11. **Entertainment Expenses** - No employee or officer of the Park District shall be reimbursed for any entertainment expense, unless ancillary to the purpose of the program, event or other official business.
- E. **Approval of Expenses.**
1. **Expenses for Members of the Board of Commissioners.** Travel, meal, and lodging expenses incurred by any member of the Board of Commissioners must be approved by roll call vote at an open meeting of the governing board or corporate authorities of the local public agency.
  2. **Expenses for Officials or Employees Other than Members of the Board of Trustees.** Travel, meal, and lodging expenses incurred by any official or employee not covered by paragraph 1 (member of the Board of Commissioners) in excess of the then-current per diem rate established by the GSA (\$286.00 per



day as of September 2016) must be previously approved in an open meeting by a majority roll-call vote of the Board of Commissioners.

3. **Advanced Expenses.** Travel, meal, and lodging expenses advanced as a per diem to any employee or official of the Park District must be approved by roll call vote at an open meeting of the Board of Commissioners prior to payment. Documentation of expenses must be provided in accordance with Sections C, D and F of this policy, and any excess from the per diem must be repaid.
4. **Other Expenses.** All other expenses that do not fall within paragraphs E.1, E.2, or E.3 are subject to the Executive Director's approval.

**F. Documentation of Expenses.**

Before an expense for travel, meals, or lodging may be approved under Section E of this Policy, the following minimum documentation must first be submitted, in writing, to the Executive Director on a Travel, Meal, and Lodging Expense form:

- (1) an estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred;
- (2) the name of the individual who received or is requesting the travel, meal, or lodging expense;
- (3) the job title or office of the individual who received or is requesting the travel, meal, or lodging expense; and
- (4) the date or dates and nature of the official business for which the travel, meal, or lodging expense was or will be expended.

All documents and information submitted under this Section are public records subject to disclosure under the Freedom of Information Act.

**G. Travel, Meal, and Lodging Expense Report Form.**

The Park District hereby adopts as its official standardized form for the submission of travel, meal, and lodging expenses the Travel, Meal, and Lodging Expense Report form attached hereto and incorporated herein as Attachment 1.

Attachment 1

GLEN ELLYN PARK DISTRICT

**TRAVEL, MEAL AND LODGING EXPENSE  
REIMBURSEMENT FORM**

Name of Official or Employee: \_\_\_\_\_

Title/Position of Official or Employees: \_\_\_\_\_

Name and Date of the Activity/Event: \_\_\_\_\_

Check Number (if applicable): \_\_\_\_\_

Credit Card Receipt Number (if applicable): \_\_\_\_\_

Description of the purpose of the expense:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Reimbursement Expense (Estimated Costs or Actual Costs with receipts, if applicable):**

Mileage: \_\_\_\_\_

Meals: \_\_\_\_\_

Parking: \_\_\_\_\_

Hotel/Lodging: \_\_\_\_\_

Car rental: \_\_\_\_\_

Airfare: \_\_\_\_\_

Other Transportation (bus, train, taxi, shuttle, etc): \_\_\_\_\_

Employee's/Officer's Signature: \_\_\_\_\_

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

Executive Director's Authorization: \_\_\_\_\_

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

**ATTACH ALL RECEIPTS**





# MEMO

February 15, 2017

**TO: Park District Board of Commissioners**  
**FROM: Dave Harris, Executive Director**  
**CC: Dan Hopkins, Superintendent of Parks and Planning**  
**RE: Construction Management Services for the Lake Ellyn Park Improvement Project (O.S.L.A.D.)**

Per discussion at the February 7, 2017 Workshop Meeting it was stated in 2011, the Glen Ellyn Park District recognized the need to review and develop a plan to maintain and improve Lake Ellyn Park. The Park Board of Commissioners determined that it was in the best interest of the Park District to develop an overall master plan for the property. This would include engagement with the community, immediate neighbors, stakeholders and other public agencies with the outcome being a template to provide direction and guidance enabling the park to remain the iconic destination, a signature Glen Ellyn landmark while serving the community for another 100 years. The master plan emphasized “polishing the gem” - maintaining the property consistent with its present layout. Since formally approving the plan in 2012, the Park District began implementation of various elements based on prioritization and available funding. Initial improvements included restoring the oak savannah in the northwest corner and collaborating with the Village on potential path expansion along the western edge of the park and improvements to Lenox Road. In 2015 - 2016, the subsequent phase involved historic restoration of the Boathouse and improvements to the central corridor of the park. Replacement of the playground, path reconfiguration, the addition of a fishing pier and other park improvements were to be included but were deferred as a significant source of funding (\$400,000 OSLAD matching grant) was suspended by Governor Rauner when he took office. Construction, minus the OSLAD elements, was completed on time and under budget in July, 2016. The project has since received national historic recognition, Gold LEED certification and is currently awaiting local landmark designation.

Shortly after the Boathouse restoration was completed, the Park District was notified that funding for the OSLAD grant was to be reinstated in the coming months. As the elements of the OSLAD grant were previously included within the previous plans, staff worked with Conservation Design Forum (CDF) to develop conceptual plans consistent with the master plan along with the grant requirements. Items that are within the plan include:

- Playground replacement (existing playground was installed in 1991)
- Fishing pier within northwest corner of Lake Ellyn

- Interpretative and landmark signage (in addition to the signage funded by anonymous donor)
- Reconfigured paths
- Park Amenities (benches, trash and recycling receptacles, tables, lighting)
- Vegetative restorers (improve Lake Ellyn water quality)
- Landscape

The project has since been publically noticed and sealed bids were submitted on February 1, 2017. The results were discussed with the Board at the February 7, 2017 Workshop Meeting and will be up for approval later this evening. In anticipation of implementation of the OSLAD project this spring and early summer with completion by June 23, 2017, staff recommended to further engage Wight Construction to provide construction management services for the OSLAD project. Wight Construction provided comparable services including estimating, project coordination, quality control, payout request and site management previously, enabling the project to be completed successfully. Their services and expectations for this \$800,000 project are adjusted proportionally to reflect the smaller scope with Wight's fee being \$57,180. Please note that this cost falls well within the acceptable limits of the OSLAD grant in relation to professional fees. Additionally, for this phase the District is not engaging any other professional services including CDF as their services are not necessary for successful completion. Finally, as noted at the last meeting, the Park District did previously engage Wight for \$9,000 to formulate the bid documents, advertise and compile results in order to bid at the most competitive opportunity as well as to begin and complete the project prior to the Cardboard Regatta. This was separate from the construction management services and did not obligate the District to retain Wight in that capacity.

**Recommendation:** Staff recommends approval of the construction management services with Wight Construction in the amount of \$57,180 for the Lake Ellyn Park improvements in relation to the OSLAD grant for preconstruction / construction services plus layout, mobilization, administrative expenses pending Park District counsel review.

**Motion:** I make the motion to approve Wight Construction, Inc. to serve as the Construction Manager for the Lake Ellyn Park improvement project in relation to the OSLAD grant in the amount of \$57,180 for preconstruction / construction services plus layout, mobilization, administrative expenses pending Park District counsel review.

December 6, 2016

Mr. Dave Harris  
Director, Glen Ellyn Park District  
185 Spring Ave.  
Glen Ellyn, Illinois 60137



Wight Construction

wightco.com

.....  
2500 North Frontage Road

Darien, IL 60561

.....  
P 630.969.7000

F 630.737.0518

RE: **Construction Management Services Proposal  
Lake Ellyn OSLAD Work**

Mr. Harris:

I wish to thank you for the opportunity to submit this proposal for the Lake Ellyn OSLAD Work. We have prepared the following proposal to provide construction management services, including the necessary redesign, for the entire project duration. This proposal is presented in four parts and includes:

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

## **PROJECT UNDERSTANDING**

This program will include the all work included in the scope of the OSLAD grant application, including the following:

- *Removal and installation of the new playground area*
- *Installation of new sidewalks and pathways*
- *Installation of ADA parking and access to the site*
- *Installation of the vegetative restorer*
- *Installation of a new boat dock*
- *Additional items as the budget allows*

## **SCOPE OF SERVICES**

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

The existing drawing and specification set, which already permitted, will be adjusted as necessary to align with the District's scope, all facets of the project will be publicly bid and Wight will provide project management and construction management services during construction and thru project closeout. Our construction management portion will include the services of a site superintendent one day a week during the anticipated thirteen week construction schedule.

## **SCHEDULE**

We understand that construction is expected to be completed before July 2017. Upon selection of the lowest qualified bidders, a detailed construction schedule would be developed to reflect the project milestones. We would anticipate construction work starting in early April.

**COMPENSATION**

Wight proposes to perform the services detailed above for a fee lump sum of **Fifty-Seven Thousand One Hundred Eighty Dollars (\$57,180.00)**. This fee is based on providing the following staffing to deliver the scope:

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

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

Respectfully submitted,

**Wight Construction Services, Inc.**

Craig Polte  
Director, Construction

Accepted by: \_\_\_\_\_ Date \_\_\_\_\_

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wightco.com  
.....



# MEMO

February 15, 2017

**TO: Park District Board of Commissioners**  
**FROM: Dan Hopkins, Superintendent of Parks & Planning**  
**CC: Dave Harris, Executive Director**  
**RE: Lake Ellyn Park Improvement Project (O.S.L.A.D.)**

Following ongoing discussion and refinement regarding the Lake Ellyn Park Improvement Project (OSLAD) bid results over the past several weeks, the Board has come to a consensus on the following:

- Move forward on the base bid which includes, but is not be limited to: playground replacement, fishing pier, interpretative and landmark signage, reconfigured paths, park amenities, vegetative restorers, and landscape improvements.
- Move forward on the alternate electrical bid for four (4) additional light poles and associated equipment to extend the new lighting system from the boathouse to Essex Road.
- The Park District will purchase the playground equipment through cooperative purchasing and receive the product once it has been manufactured. This will eliminate any mark ups from contractors.
- Reduction in the paver area near the playground. While the goal is keep costs down, the area should still be aesthetically consistent with the overall improvements.
- The Park District will purchase the floating vegetative restorers directly from the manufacturers.
- The Park District will purchase the fishing pier directly from the manufacturer and seek bids for the installation. The concrete abutment for the fishing pier is included in the concrete portion of the base bid.

The Park District has once again commissioned Wight Construction, Inc. to perform construction management services for the Lake Ellyn Park Improvement project. Funds have been allocated within the 2017 Capital Budget to cover project costs. Furthermore, the 2017 Capital Budget includes funds for professional services associated with project development.



As a reminder, Wight Construction, Inc. divided the total scope of work into five project bid packages. The bid opening took place on February 1, 2017, and a total of 17 bids were received and read aloud. Construction activity is planned to commence in March, 2017 with the intent to be completed by early June, 2017.

Eleven contractors submitted bids for the five project packages. See the attached recommendation letter from Wight Construction, Inc dated February 15, 2017 featuring the bid results.

**Recommendation:** The construction management team conducted a scope review with the recommended contractors and contacted references. All references expressed that the contractors were reliable and completed contract work to the highest degree of satisfaction. In closing, staff has determined that the contractors recommended below are the lowest responsive responsible bidder for the reasons listed previously. As such, staff recommends that the Park Board award the five bid packages as presented below.

**Motion:** Move to award the contract(s) for:

Bid Package #1 Concrete for the Lake Ellyn Park Improvement (OSLAD) project to Linblad Construction in the amount of \$166,000

Bid Package #2a Electrical base bid for the Lake Ellyn Park Improvement project to Utility Dynamics Inc. in the amount of \$28,000

Bid Package #2b Electrical alternate bid for the Lake Ellyn Park Improvement project to Utility Dynamics Inc. in the amount of \$28,000

Bid Package #3 Landscaping for the Lake Ellyn Park Improvement project to Allied Landscaping Corporation in the amount of \$119,160

Bid Package #4 Playground Installation for the Lake Ellyn Park Improvement project to Claus Brothers, Inc. in the amount of \$74,050

Bid Package #5 Signage for the Lake Ellyn Park Improvement project to Bluestone and Associates in the amount of \$78,885



We have conducted scope reviews with all of the apparent low bidders and are satisfied that they have accurately understood the scope of their work and have bid the project accordingly. We recommend that the Park District award the necessary contracts in order to proceed with the scope of work that has been decided upon.

If you have any further questions or concerns regarding this recommendation, please do not hesitate to contact me.

Sincerely,

Wight Construction, Inc.

*Craig Polte*

Craig Polte  
Director

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wightco.com  
.....

# Glen Ellyn Park District

## Investment Report

January 31, 2017

<b>Bank Balances</b>	<b>January 2016</b>	<b>February 2016</b>	<b>March 2016</b>	<b>April 2016</b>	<b>May 2016</b>	<b>June 2016</b>	<b>July 2016</b>	<b>August 2016</b>	<b>September 2016</b>	<b>October 2016</b>	<b>November 2016</b>	<b>December 2016</b>	<b>January 2017</b>
Wheaton/Glen Ellyn Bank & Trust	\$ 367,631.21	\$ 304,327.78	\$ 399,968.91	\$ 327,843.48	\$ 349,172.06	\$ 637,866.82	\$ 370,915.42	\$ 805,213.48	\$ 643,435.80	\$ 373,314.19	\$ 322,191.28	\$ 378,894.05	\$ 327,951.05
Bridgeview Bank	247,753.23	247,772.91	247,788.96	247,814.32	247,835.37	247,855.74	247,876.79	247,897.84	247,918.22	247,939.28	247,959.65	247,980.71	248,001.77
Illinois Funds - 9347	3,017,383.00	2,467,857.89	2,477,070.31	2,508,486.43	2,534,030.71	3,534,881.57	3,563,026.11	3,567,347.40	3,568,532.07	3,594,394.57	3,595,705.79	3,603,816.07	3,629,980.49
Illinois Park District Liquid Asset Fund	-	-	-	-	200,024.98	200,070.80	200,111.44	200,163.48	200,216.81	200,274.67	200,336.06	200,409.84	200,508.26
Illinois Metropolitan Investment Fund	3,631,011.63	3,432,394.65	3,233,836.46	2,835,030.72	2,236,012.73	3,500,651.30	3,199,619.02	2,505,240.81	4,894,890.47	4,533,917.31	4,429,916.63	3,135,766.03	2,937,691.90
<b>Total Bank Balance</b>	<b>\$ 7,263,779.07</b>	<b>\$ 6,452,353.23</b>	<b>\$ 6,358,664.64</b>	<b>\$ 5,919,174.95</b>	<b>\$ 5,567,075.85</b>	<b>\$ 8,121,326.23</b>	<b>\$ 7,581,548.78</b>	<b>\$ 7,325,863.01</b>	<b>\$ 9,554,993.37</b>	<b>\$ 8,949,840.02</b>	<b>\$ 8,796,109.41</b>	<b>\$ 7,566,866.70</b>	<b>\$ 7,344,133.47</b>
Illinois Metropolitan - Liquidating Trust (1)	\$ 274,552.46	\$ 274,552.46	\$ 274,552.46	\$ 274,552.46	\$ 274,552.46	\$ 274,552.46	\$ 274,552.46	\$ 274,552.46	\$ 274,552.46	\$ 274,552.46	\$ 274,552.46	\$ 274,552.46	\$ 274,552.46
<b>Interest Rates</b>													
Bridgeview Bank	0.10%	0.10%	0.10%	0.10%	0.10%	0.10%	0.10%	0.10%	0.10%	0.10%	0.10%	0.10%	0.10%
Illinois Funds - 9347	0.20%	0.24%	0.27%	0.29%	0.30%	0.34%	0.36%	0.39%	0.40%	0.41%	0.44%	0.51%	0.59%
Illinois Park District Liquid Asset Fund	-	-	-	-	0.24%	0.28%	0.24%	0.31%	0.33%	0.34%	0.37%	0.43%	0.58%
Illinois Metropolitan Investment Fund	0.48%	0.49%	0.50%	0.48%	0.46%	0.48%	0.48%	0.51%	0.51%	0.50%	0.49%	0.65%	0.76%
<b>Interest</b>													
Wheaton/Glen Ellyn Bank & Trust	\$ 26.27	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bridgeview Bank	21.04	19.68	21.05	20.36	21.05	20.37	21.05	21.05	20.38	21.06	20.37	21.06	21.06
Illinois Funds - 9347	539.83	474.89	557.97	595.48	643.23	850.86	1,074.79	1,169.98	1,184.67	1,240.81	1,311.22	1,558.81	1,815.70
Illinois Park District Liquid Asset Fund	-	-	-	-	24.98	45.82	40.64	52.04	53.33	57.86	61.39	73.78	98.42
Illinois Metropolitan Investment Fund	1,488.41	1,383.02	1,441.81	1,194.26	982.01	1,393.13	1,453.19	1,343.29	1,825.87	1,939.70	1,782.13	1,168.25	1,925.87
<b>Total Interest</b>	<b>\$ 2,075.55</b>	<b>\$ 1,877.59</b>	<b>\$ 2,020.83</b>	<b>\$ 1,810.10</b>	<b>\$ 1,671.27</b>	<b>\$ 2,310.18</b>	<b>\$ 2,589.67</b>	<b>\$ 2,586.36</b>	<b>\$ 3,084.25</b>	<b>\$ 3,259.43</b>	<b>\$ 3,175.11</b>	<b>\$ 2,821.90</b>	<b>\$ 3,861.05</b>
<b>Weighted Average Calculation</b>													
Bridgeview Bank	247.75	247.77	247.79	247.81	247.84	247.86	247.88	247.90	247.92	247.94	247.96	247.98	248.00
Illinois Funds	6,155.46	5,898.18	6,663.32	7,324.78	7,602.09	12,018.60	12,684.37	13,769.96	14,416.87	14,665.13	15,964.93	18,379.46	21,416.88
Illinois Park District Liquid Asset Fund	-	-	-	-	480.06	560.20	480.27	620.51	660.72	680.93	741.24	861.76	1,162.95
Illinois Metropolitan Investment Fund	17,428.86	16,818.73	16,169.18	13,608.15	10,285.66	16,803.13	15,358.17	12,776.73	24,963.94	22,669.59	21,706.59	20,382.48	22,326.46
<b>Weighted Average</b>	<b>\$ 23,832.07</b>	<b>\$ 22,964.69</b>	<b>\$ 23,080.29</b>	<b>\$ 21,180.74</b>	<b>\$ 18,615.65</b>	<b>\$ 29,629.78</b>	<b>\$ 28,770.69</b>	<b>\$ 27,415.09</b>	<b>\$ 40,289.44</b>	<b>\$ 38,263.59</b>	<b>\$ 38,660.73</b>	<b>\$ 39,871.68</b>	<b>\$ 45,154.29</b>
GEPD Weighted Average	0.35%	0.37%	0.39%	0.38%	0.36%	0.40%	0.40%	0.42%	0.45%	0.45%	0.46%	0.55%	0.64%
90 Day T-Bill Average	0.26%	0.31%	0.29%	0.23%	0.27%	0.27%	0.30%	0.30%	0.29%	0.33%	0.45%	0.51%	0.51%
Rate Variance	0.09%	0.06%	0.10%	0.15%	0.09%	0.13%	0.10%	0.12%	0.16%	0.12%	0.01%	0.04%	0.13%
Annual Difference (compared to 90 day T-bill)	\$ 5,902.09	\$ 3,905.81	\$ 5,800.07	\$ 8,320.68	\$ 4,527.31	\$ 9,424.44	\$ 7,138.79	\$ 7,853.15	\$ 14,445.93	\$ 9,961.05	\$ 528.10	\$ 3,213.02	\$ 9,371.76
Monthly Difference	\$ 491.84	\$ 325.48	\$ 483.34	\$ 693.39	\$ 377.28	\$ 785.37	\$ 594.90	\$ 654.43	\$ 1,203.83	\$ 830.09	\$ 44.01	\$ 267.75	\$ 780.98

(1) The account value stated reflects the amount of funds yet to be recovered and does not represent the current market value of the asset.



General Ledger  
Consolidated Budget By  
Account Type



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Period 01 - 01  
Fiscal Year 2016 - 2017

<b>Fund</b>	<b>Description</b>	<b>2016 End Bal</b>	<b>2016 Budget</b>	<b>2017 End Bal</b>	<b>2017 Budget</b>
<b>10</b>	<b>Corporate Fund</b>				
<b>10</b>	<b>Revenue</b>				
10	Property Tax Receipts	<b>0.00</b>	2,126,800.00	<b>0.00</b>	2,103,300.00
10	Other Taxes	<b>10,774.31</b>	81,520.00	<b>0.00</b>	68,500.00
10	Charges for Services	<b>0.00</b>	0.00	<b>0.00</b>	0.00
10	Rentals	<b>500.00</b>	6,500.00	<b>0.00</b>	0.00
10	Interest Income	<b>909.45</b>	4,000.00	<b>669.48</b>	5,000.00
10	Grants & Donations	<b>0.00</b>	0.00	<b>0.00</b>	0.00
10	Miscellaneous Income	<b>0.00</b>	200.00	<b>0.00</b>	200.00
10	Transfers Received	<b>0.00</b>	75,324.00	<b>0.00</b>	76,874.00
10	Chargeback Revenue	<b>0.00</b>	<u>0.00</u>	<b>0.00</b>	<u>0.00</u>
<b>10</b>	<b>Revenue</b>	<b>12,183.76</b>	<b>2,294,344.00</b>	<b>669.48</b>	<b>2,253,874.00</b>
<b>10</b>	<b>Expense</b>				
10	Salaries & Wages	<b>50,433.56</b>	1,044,606.00	<b>46,375.00</b>	1,090,559.00
10	Contractual Labor	<b>0.00</b>	10,000.00	<b>0.00</b>	10,000.00
10	Contractual Services - Other	<b>6,250.42</b>	215,045.00	<b>1,281.00</b>	202,585.00
10	Materials & Supplies	<b>4,320.13</b>	182,450.00	<b>0.00</b>	199,250.00
10	Computer SoftHardware Equip.	<b>0.00</b>	14,125.00	<b>0.00</b>	11,500.00
10	Other Equipment	<b>0.00</b>	3,350.00	<b>0.00</b>	3,350.00
10	Building & Landscaping	<b>4,829.94</b>	110,500.00	<b>0.00</b>	114,500.00
10	Insurance Expenses (PCL)	<b>0.00</b>	180,900.00	<b>0.00</b>	188,289.27
10	Employment Expenses	<b>8,672.62</b>	456,685.00	<b>7,885.54</b>	460,185.00
10	Utilities	<b>1,100.55</b>	50,800.00	<b>673.26</b>	50,360.00
10	Capital	<b>0.00</b>	2,500.00	<b>0.00</b>	2,500.00
10	Miscellaneous Expenses	<b>1,511.00</b>	43,050.00	<b>49.20</b>	40,690.00
10	Transfers Out	<b>0.00</b>	<u>152,374.00</u>	<b>0.00</b>	<u>77,374.00</u>
<b>10</b>	<b>Expense</b>	<b>77,118.22</b>	<b>2,466,385.00</b>	<b>56,264.00</b>	<b>2,451,142.27</b>
<b>Revenue Total</b>		<b>12,183.76</b>	<b>2,294,344.00</b>	<b>669.48</b>	<b>2,253,874.00</b>
<b>Expense Total</b>		<b>77,118.22</b>	<b>2,466,385.00</b>	<b>56,264.00</b>	<b>2,451,142.27</b>
<b>Grand Total</b>		<b>-64,934.46</b>	<b>-172,041.00</b>	<b>-55,594.52</b>	<b>-197,268.27</b>
<b>10</b>	<b>Corporate Fund</b>	<b>-64,934.46</b>	<b>-172,041.00</b>	<b>-55,594.52</b>	<b>-197,268.27</b>

General Ledger  
Consolidated Budget By  
Account Type



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Period 01 - 01  
Fiscal Year 2016 - 2017

<b>Fund</b>	<b>Description</b>	<b>2016 End Bal</b>	<b>2016 Budget</b>	<b>2017 End Bal</b>	<b>2017 Budget</b>
<b>20</b>	<b>Recreation Fund</b>				
<b>20</b>	<b>Revenue</b>				
20	Property Tax Receipts	0.00	1,020,177.00	0.00	1,097,394.19
20	Other Taxes	10,774.31	81,520.00	0.00	68,500.00
20	Charges for Services	220,886.44	1,721,000.00	243,747.89	1,797,255.00
20	Program Fees	1,408,677.32	3,658,283.00	1,285,051.21	3,811,905.74
20	Rentals	84,809.70	495,933.00	116,949.32	569,800.00
20	Concessions	523.35	87,000.00	0.00	84,200.00
20	Product Sales	20.00	350.00	0.00	0.00
20	Interest Income	566.10	3,000.00	2,265.70	7,500.00
20	Licenses & Permits	0.00	4,225.00	3,990.00	7,380.00
20	Grants & Donations	1,660.00	6,000.00	357.00	11,000.00
20	Miscellaneous Income	280.00	13,950.00	0.00	15,200.00
20	Transfers Received	0.00	0.00	0.00	0.00
20	Chargeback Revenue	0.00	476,801.00	0.00	492,879.00
<b>20</b>	<b>Revenue</b>	<b>1,728,197.22</b>	<b>7,568,239.00</b>	<b>1,652,361.12</b>	<b>7,963,013.93</b>
<b>20</b>	<b>Expense</b>				
20	Salaries & Wages	78,239.64	1,720,488.00	78,140.75	1,872,982.00
20	Salaries & Wages - Programs	28,267.84	714,281.13	25,211.59	793,618.75
20	Contractual Services - Other	7,739.42	309,739.00	4,570.49	358,335.00
20	Contractual Services- Programs	61,212.96	1,217,594.50	23,711.00	1,214,941.78
20	Materials & Supplies	2,433.29	214,575.00	423.10	222,210.00
20	Materials & Supplies -Programs	4,196.81	391,560.00	756.25	410,110.13
20	Computer SoftHardware Equip.	0.00	13,125.00	0.00	10,500.00
20	Other Equipment	0.00	11,150.00	1,933.12	11,900.00
20	Building & Landscaping	390.57	16,000.00	0.00	17,425.00
20	Employment Expenses	15,234.61	518,600.00	15,023.60	555,556.00
20	Utilities	2,501.78	525,373.00	1,356.44	528,390.00
20	Capital	0.00	6,500.00	0.00	0.00
20	Debt Service	0.00	0.00	0.00	0.00
20	Miscellaneous Expenses	17,154.41	291,050.00	7,333.32	297,993.40
20	Transfers Out	0.00	1,038,677.00	0.00	1,291,852.00
20	Chargebacks & Indirect Expense	0.00	476,801.45	0.00	492,878.50
<b>20</b>	<b>Expense</b>	<b>217,371.33</b>	<b>7,465,514.08</b>	<b>158,459.66</b>	<b>8,078,692.56</b>
	<b>Revenue Total</b>	<b>1,728,197.22</b>	<b>7,568,239.00</b>	<b>1,652,361.12</b>	<b>7,963,013.93</b>
	<b>Expense Total</b>	<b>217,371.33</b>	<b>7,465,514.08</b>	<b>158,459.66</b>	<b>8,078,692.56</b>
	<b>Grand Total</b>	<b>1,510,825.89</b>	<b>102,724.92</b>	<b>1,493,901.46</b>	<b>-115,678.63</b>
<b>20</b>	<b>Recreation Fund</b>	<b>1,510,825.89</b>	<b>102,724.92</b>	<b>1,493,901.46</b>	<b>-115,678.63</b>

General Ledger  
 Consolidated Budget By  
 Account Type



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 Period 01 - 01  
 Fiscal Year 2016 - 2017

<b>Fund</b>	<b>Description</b>	<b>2016 End Bal</b>	<b>2016 Budget</b>	<b>2017 End Bal</b>	<b>2017 Budget</b>
<b>45</b>	<b>Debt Service Fund</b>				
<b>45</b>	<b>Revenue</b>				
45	Property Tax Receipts	<b>0.00</b>	2,855,213.00	<b>0.00</b>	2,444,655.00
45	Interest Income	<b>0.00</b>	500.00	<b>0.00</b>	1,000.00
45	Transfers Received	<b>0.00</b>	<u>20,000.00</u>	<b>0.00</b>	<u>0.00</u>
<b>45</b>	<b>Revenue</b>	<b>0.00</b>	<b>2,875,713.00</b>	<b>0.00</b>	<b>2,445,655.00</b>
<b>45</b>	<b>Expense</b>				
45	Debt Service	<b>0.00</b>	2,884,863.00	<b>0.00</b>	2,448,311.00
45	Transfers Out	<b>0.00</b>	<u>500.00</u>	<b>0.00</b>	<u>1,000.00</u>
<b>45</b>	<b>Expense</b>	<b>0.00</b>	<b>2,885,363.00</b>	<b>0.00</b>	<b>2,449,311.00</b>
	<b>Revenue Total</b>	<b>0.00</b>	<b>2,875,713.00</b>	<b>0.00</b>	<b>2,445,655.00</b>
	<b>Expense Total</b>	<b>0.00</b>	<b>2,885,363.00</b>	<b>0.00</b>	<b>2,449,311.00</b>
	<b>Grand Total</b>	<b>0.00</b>	<b>-9,650.00</b>	<b>0.00</b>	<b>-3,656.00</b>
<b>45</b>	<b>Debt Service Fund</b>	<b>0.00</b>	<b>-9,650.00</b>	<b>0.00</b>	<b>-3,656.00</b>

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 Period 01 - 01  
 Fiscal Year 2016 - 2017

<b>Fund</b>	<b>Description</b>	<b>2016 End Bal</b>	<b>2016 Budget</b>	<b>2017 End Bal</b>	<b>2017 Budget</b>
<b>55</b>	<b>Special Recreation Fund</b>				
<b>55</b>	<b>Revenue</b>				
55	Property Tax Receipts	<b>0.00</b>	568,839.00	<b>0.00</b>	599,639.00
55	Interest Income	<b>0.00</b>	0.00	<b>0.00</b>	0.00
55	Transfers Received	<b>0.00</b>	<u>0.00</u>	<b>0.00</b>	<u>0.00</u>
<b>55</b>	<b>Revenue</b>	<b>0.00</b>	<b>568,839.00</b>	<b>0.00</b>	<b>599,639.00</b>
<b>55</b>	<b>Expense</b>				
55	Salaries & Wages	<b>2,195.72</b>	32,000.00	<b>2,063.53</b>	40,000.00
55	Employment Expenses	<b>398.07</b>	14,900.00	<b>375.27</b>	15,300.00
55	Capital	<b>0.00</b>	783,843.00	<b>0.00</b>	571,544.00
55	Transfers Out	<b>0.00</b>	<u>0.00</u>	<b>0.00</b>	<u>0.00</u>
<b>55</b>	<b>Expense</b>	<b>2,593.79</b>	<b>830,743.00</b>	<b>2,438.80</b>	<b>626,844.00</b>
<b>Revenue Total</b>		<b>0.00</b>	<b>568,839.00</b>	<b>0.00</b>	<b>599,639.00</b>
<b>Expense Total</b>		<b>2,593.79</b>	<b>830,743.00</b>	<b>2,438.80</b>	<b>626,844.00</b>
<b>Grand Total</b>		<b>-2,593.79</b>	<b>-261,904.00</b>	<b>-2,438.80</b>	<b>-27,205.00</b>
<b>55</b>	<b>Special Recreation Fund</b>	<b>-2,593.79</b>	<b>-261,904.00</b>	<b>-2,438.80</b>	<b>-27,205.00</b>



General Ledger  
 Consolidated Budget By  
 Account Type



User: ncinquegrani  
 Printed: 2/16/2017 9:35:59 AM  
 Period 01 - 01  
 Fiscal Year 2016 - 2017

<b>Fund</b>	<b>Description</b>	<b>2016 End Bal</b>	<b>2016 Budget</b>	<b>2017 End Bal</b>	<b>2017 Budget</b>
<b>85</b>	<b>Asset Replacement Fund</b>				
<b>85</b>	<b>Revenue</b>				
85	Property Tax Receipts	<b>0.00</b>	0.00	<b>0.00</b>	0.00
85	Rentals	<b>0.00</b>	35,000.00	<b>0.00</b>	40,000.00
85	Interest Income	<b>0.00</b>	0.00	<b>0.00</b>	0.00
85	Grants & Donations	<b>0.00</b>	35,000.00	<b>0.00</b>	35,000.00
85	Miscellaneous Income	<b>0.00</b>	5,300.00	<b>0.00</b>	2,000.00
85	Transfers Received	<b>0.00</b>	1,189,848.00	<b>0.00</b>	1,393,167.00
<b>85</b>	<b>Revenue</b>	<b>0.00</b>	<b>1,265,148.00</b>	<b>0.00</b>	<b>1,470,167.00</b>
<b>85</b>	<b>Expense</b>				
85	Other Equipment	<b>1,500.00</b>	100,000.00	<b>0.00</b>	115,000.00
85	Capital	<b>0.00</b>	206,500.00	<b>0.00</b>	107,500.00
85	Transfers Out	<b>0.00</b>	1,095,000.00	<b>0.00</b>	1,415,000.00
<b>85</b>	<b>Expense</b>	<b>1,500.00</b>	<b>1,401,500.00</b>	<b>0.00</b>	<b>1,637,500.00</b>
<b>Revenue Total</b>		<b>0.00</b>	<b>1,265,148.00</b>	<b>0.00</b>	<b>1,470,167.00</b>
<b>Expense Total</b>		<b>1,500.00</b>	<b>1,401,500.00</b>	<b>0.00</b>	<b>1,637,500.00</b>
<b>Grand Total</b>		<b>-1,500.00</b>	<b>-136,352.00</b>	<b>0.00</b>	<b>-167,333.00</b>
<b>85</b>	<b>Asset Replacement Fund</b>	<b>-1,500.00</b>	<b>-136,352.00</b>	<b>0.00</b>	<b>-167,333.00</b>

General Ledger  
 Consolidated Budget By  
 Account Type



User: ncinquegrani  
 Printed: 2/16/2017 9:35:59 AM  
 Period 01 - 01  
 Fiscal Year 2016 - 2017

<b>Fund</b>	<b>Description</b>	<b>2016 End Bal</b>	<b>2016 Budget</b>	<b>2017 End Bal</b>	<b>2017 Budget</b>
<b>94</b>	<b>Capital Improvements Fund</b>				
<b>94</b>	<b>Revenue</b>				
94	Interest Income	<b>600.00</b>	4,000.00	<b>925.87</b>	6,000.00
94	Grants & Donations	<b>0.00</b>	839,000.00	<b>0.00</b>	539,000.00
94	Debt Proceeds	<b>0.00</b>	1,739,000.00	<b>0.00</b>	0.00
94	Miscellaneous Income	<b>0.00</b>	0.00	<b>0.00</b>	0.00
94	Transfers Received	<b>0.00</b>	<u>1,095,000.00</u>	<b>0.00</b>	<u>1,415,000.00</u>
<b>94</b>	<b>Revenue</b>	<b>600.00</b>	<b>3,677,000.00</b>	<b>925.87</b>	<b>1,960,000.00</b>
<b>94</b>	<b>Expense</b>				
94	Capital	<b>259,671.01</b>	3,905,160.00	<b>847.00</b>	2,480,232.00
94	Debt Service	<b>0.00</b>	0.00	<b>0.00</b>	0.00
94	Transfers Out	<b>0.00</b>	<u>93,621.00</u>	<b>0.00</b>	<u>99,815.00</u>
<b>94</b>	<b>Expense</b>	<b>259,671.01</b>	<b>3,998,781.00</b>	<b>847.00</b>	<b>2,580,047.00</b>
<b>Revenue Total</b>		<b>600.00</b>	<b>3,677,000.00</b>	<b>925.87</b>	<b>1,960,000.00</b>
<b>Expense Total</b>		<b>259,671.01</b>	<b>3,998,781.00</b>	<b>847.00</b>	<b>2,580,047.00</b>
<b>Grand Total</b>		<b>-259,071.01</b>	<b>-321,781.00</b>	<b>78.87</b>	<b>-620,047.00</b>
<b>94</b>	<b>Capital Improvements Fund</b>	<b>-259,071.01</b>	<b>-321,781.00</b>	<b>78.87</b>	<b>-620,047.00</b>

General Ledger  
 Consolidated Budget By  
 Account Type



User: ncinquegrani  
 Printed: 2/16/2017 9:35:59 AM  
 Period 01 - 01  
 Fiscal Year 2016 - 2017

<b>Fund</b>	<b>Description</b>	<b>2016 End Bal</b>	<b>2016 Budget</b>	<b>2017 End Bal</b>	<b>2017 Budget</b>
<b>96</b>	<b>Cash In Lieu of Land Fund</b>				
<b>96</b>	<b>Revenue</b>				
96	Interest Income	<b>0.00</b>	50.00	<b>0.00</b>	100.00
96	Miscellaneous Income	<b>0.00</b>	<u>40,000.00</u>	<b>0.00</b>	<u>20,000.00</u>
<b>96</b>	<b>Revenue</b>	<b>0.00</b>	<b>40,050.00</b>	<b>0.00</b>	<b>20,100.00</b>
<b>96</b>	<b>Expense</b>				
96	Capital	<b>0.00</b>	<u>133,315.00</u>	<b>0.00</b>	<u>205,000.00</u>
<b>96</b>	<b>Expense</b>	<b>0.00</b>	<b>133,315.00</b>	<b>0.00</b>	<b>205,000.00</b>
	<b>Revenue Total</b>	<b>0.00</b>	<b>40,050.00</b>	<b>0.00</b>	<b>20,100.00</b>
	<b>Expense Total</b>	<b>0.00</b>	<b>133,315.00</b>	<b>0.00</b>	<b>205,000.00</b>
	<b>Grand Total</b>	<b>0.00</b>	<b>-93,265.00</b>	<b>0.00</b>	<b>-184,900.00</b>
<b>96</b>	<b>Cash In Lieu of Land Fund</b>	<b>0.00</b>	<b>-93,265.00</b>	<b>0.00</b>	<b>-184,900.00</b>

General Ledger  
 Consolidated Budget By  
 Account Type



User: ncinquegrani  
 Printed: 2/16/2017 9:35:59 AM  
 Period 01 - 01  
 Fiscal Year 2016 - 2017

<b>Fund</b>	<b>Description</b>	<b>2016 End Bal</b>	<b>2016 Budget</b>	<b>2017 End Bal</b>	<b>2017 Budget</b>
<b>Revenue Total</b>		1,740,980.98	18,289,333.00	1,653,956.47	16,712,448.93
<b>Expense Total</b>		558,254.35	19,181,601.08	218,009.46	18,028,536.83
<b>Grand Total</b>		1,182,726.63	-892,268.08	1,435,947.01	-1,316,087.90