

**Glen Ellyn Park District
Board of Commissioners
Regular Meeting
March 21, 2023
185 Spring Avenue
7:00 p.m.**

Meetings of the Park Board of Commissioners will be held in-person while also enabling attendance remotely by Zoom conference until further notice as permitted by the Gubernatorial Disaster Proclamation in Response to COVID-19 (COVID-19 Executive Order 5) exempting the requirement of the Open Meetings Act for the physical presence of the Commissioners at the meeting and permitting Commissioner attendance by video, audio, or telephone access.

This meeting will be conducted in – person also with the opportunity to attend and participate by audio or video conference without a physically present quorum of the Glen Ellyn Park District Board of Commissioners because of a disaster declaration related to COVID-19 public health concerns affecting the jurisdiction of the Park District. Commissioners, the Executive Director, Staff, and chief legal counsel might not all be physically present at the 185 Spring Avenue address in Glen Ellyn, due to the disaster. Physical public attendance at the 185 Spring Avenue address in Glen Ellyn may be limited or not feasible, so alternative arrangements for public access to hear the meeting are available via the instructions listed below. The meeting will also be audio or video recorded and made available to the public, as provided by law.

The public is invited to attend in-person or join the conference. Please email Amanda Blanco at ablanco@gepark.org for the Meeting ID and password by 6:00pm on the Tuesday of the meeting. Plan to join the meeting 5-10 minutes before the start of the meeting at 7pm.

Public participation instructions:

Members of the public will be automatically muted, therefore, please email any public comment to Amanda Blanco at ablanco@gepark.org by 6:00pm on the Tuesday of the meeting. Emailed comments will be read into the official record during this meeting.

- I. Call to Order**
- II. Roll Call of Commissioners**
- III. Pledge of Allegiance**
- IV. Changes to the Agenda**
- V. Public Participation**

VI. Consent Agenda: All items in Section VI 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 \$237,758.10
- B. Minutes from the March 7, 2023, Workshop Meeting

VII. Policy Manual Update

VIII. Professional Services Contracts for Downtown Park

IX. 2023-2025 Project Update(s)

X. Staff Reports

- A. Finance Report (For Information Only)
- B. Staff Reports

XI. Commissioners' Reports

XII. Adjourn to Executive Session

Under Section 2 (c) 5 for the discussion of the purchase or lease of real property for the use of the district, including discussion of whether a particular parcel should be acquired and under Section 2 (c) 1 for the discussion of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees or legal counsel for the district.

XIII. Executive Director Recruitment Contract

XIV. Adjourn

Accounts Payable

Voucher Approval Document

Warrant Request Date: 3/21/2023



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: _____

10	Corporate Fund	\$	39,134.61
20	Recreation Fund		78,445.62
94	Capital Improvements Fund		120,177.87
		Report Total:	<u>\$ 237,758.10</u>

Accounts Payable

Computer Check Proof List by Vendor

User: cyocum
 Printed: 03/16/2023 - 11:30AM
 Batch: 00007.03.2023



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 101047	Advantage Trailers & Hitches			Check Sequence: 1	ACH Enabled: False
87327	Trailer Locks	122.70	03/22/2023	10-10-000-530210-0000	
87594	Trailer Repairs	10.75	03/22/2023	10-10-000-530210-0000	
	Check Total:	133.45			
Vendor: 200434	Advocate Occupational Health			Check Sequence: 2	ACH Enabled: False
842119	Pre-Employment Physicals	429.00	03/22/2023	10-00-000-585820-0000	
	Check Total:	429.00			
Vendor: 199686	AHW LLC			Check Sequence: 3	ACH Enabled: False
11556159	Z Turn Parts	28.00	03/22/2023	10-10-000-530210-0000	
11556183	Z Turn Parts	152.46	03/22/2023	10-10-000-530210-0000	
11556664	Z Turn Parts	824.74	03/22/2023	10-10-000-530210-0000	
11558111	Z Turn Parts	169.16	03/22/2023	10-10-000-530210-0000	
11561328	Z Turn Parts	20.42	03/22/2023	10-10-000-530210-0000	
	Check Total:	1,194.78			
Vendor: 103170	Alexander Equipment Company			Check Sequence: 4	ACH Enabled: True
195471	Chainsaw Supplies	155.00	03/22/2023	10-10-000-530210-0000	
195472	Chainsaw Supplies	57.90	03/22/2023	10-10-000-530210-0000	
	Check Total:	212.90			
Vendor: 103965	Ancel Glink, P.C.			Check Sequence: 5	ACH Enabled: False
94951	February 2023 Attorney Fees	5,635.00	03/22/2023	10-00-000-521100-0000	
	Check Total:	5,635.00			
Vendor: 202688	Aramark			Check Sequence: 6	ACH Enabled: False
6020102990	Uniforms	64.45	03/22/2023	10-10-000-530250-0000	
6020105184	Uniforms	64.45	03/22/2023	10-10-000-530250-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	128.90			
Vendor: 107285	Clint Babicz			Check Sequence: 7	ACH Enabled: True
Cell Reimb	Qtrly Phone Reimbursement	150.00	03/22/2023	20-00-000-570300-0000	
	Check Total:	150.00			
Vendor: 108315	Batteries Plus			Check Sequence: 8	ACH Enabled: True
P60461237	Battery	57.45	03/22/2023	10-10-000-530210-0000	
P60507634	Battery	57.45	03/22/2023	10-10-000-530210-0000	
	Check Total:	114.90			
Vendor: 202457	Laurie Bellmar			Check Sequence: 9	ACH Enabled: True
Cell Reimb	Qtrly Phone Reimbursement	150.00	03/22/2023	10-10-000-570300-0000	
	Check Total:	150.00			
Vendor: 198825	Bricks 4 Kids Oak Brook			Check Sequence: 10	ACH Enabled: True
	Winter Classes	950.00	03/22/2023	20-22-000-525500-2370	
	Check Total:	950.00			
Vendor: 202651	Rebecca Brush			Check Sequence: 11	ACH Enabled: True
Cell Reimb	Qtrly Phone Reimbursement	150.00	03/22/2023	20-00-000-570300-0000	
	Check Total:	150.00			
Vendor: 202701	Adam Buhot			Check Sequence: 12	ACH Enabled: False
	Baseball Evaluations	216.97	03/22/2023	20-21-000-535500-1232	
	Check Total:	216.97			
Vendor: 114260	Nicholas Cinquegrani			Check Sequence: 13	ACH Enabled: True
Cell Reimb	Qtrly Phone Reimbursement	75.00	03/22/2023	10-00-000-570300-0000	
Cell Reimb	Qtrly Phone Reimbursement	75.00	03/22/2023	20-00-000-570300-0000	
	Check Total:	150.00			
Vendor: 115186	Commercial Tire Service Inc			Check Sequence: 14	ACH Enabled: False
2220079736	Trailer Tire	200.00	03/22/2023	10-10-000-530210-0000	
	Check Total:	200.00			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 115370 6421681	Conserv FS, Inc. Salt	487.55	03/22/2023	Check Sequence: 15 10-10-000-530620-0000	ACH Enabled: False
	Check Total:	487.55			
Vendor: 115438 83599	Cooling Equipment Service, Inc. HVAC Repairs	1,465.11	03/22/2023	Check Sequence: 16 20-30-100-521600-0000	ACH Enabled: True
	Check Total:	1,465.11			
Vendor: 201591 Cell Reimb	Justin Diener Quarterly Cell Phone	150.00	03/22/2023	Check Sequence: 17 20-00-000-570300-0000	ACH Enabled: True
	Check Total:	150.00			
Vendor: 119687 1264	Dunham Woods Farm, Inc. Winter Classes	276.00	03/22/2023	Check Sequence: 18 20-22-000-525500-2301	ACH Enabled: False
	Check Total:	276.00			
Vendor: 202411 899438	Easy Ice, LLC Ice Machine Rental	101.86	03/22/2023	Check Sequence: 19 20-30-500-530095-0000	ACH Enabled: False
	Check Total:	101.86			
Vendor: 199465 C1905300.02	Engineering Resource Associates, Inc. Lake Ellyn Dam Inspection	2,800.00	03/22/2023	Check Sequence: 20 10-00-000-521210-0000	ACH Enabled: False
	Check Total:	2,800.00			
Vendor: 200723 22-3556.01-3	FGM Architects Design Services	46,605.25	03/22/2023	Check Sequence: 21 94-90-860-575180-0000	ACH Enabled: False
	Check Total:	46,605.25			
Vendor: 129093 573188 579247 585152	Fox Valley Fire & Safety Monitoring Monitoring Monitoring	105.00 105.00 300.00	03/22/2023 03/22/2023 03/22/2023	Check Sequence: 22 20-30-500-521600-0000 20-30-500-521600-0000 20-30-450-521600-0000	ACH Enabled: True
	Check Total:	510.00			
Vendor: 202211 LQ01641879	GFL Environmental Services Used Oil Pick Up	299.88	03/22/2023	Check Sequence: 23 10-10-000-530500-0000	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	299.88			
Vendor: 202699	Go Green Glen Ellyn Sports Swap	475.00	03/22/2023	Check Sequence: 24 20-00-000-470230-0000	ACH Enabled: False
	Check Total:	475.00			
Vendor: 132271	Grainger, Inc.			Check Sequence: 25	ACH Enabled: True
9624306248	Door Lock Batteries	23.40	03/22/2023	10-10-000-550300-0000	
9628462492	Door Lock Batteries	93.81	03/22/2023	10-10-000-550300-0000	
9635812523	Fountain Repairs	34.76	03/22/2023	20-30-100-530300-0000	
9635913446	Bathroom Repairs	138.62	03/22/2023	10-10-000-550300-0000	
9637508640	Bathroom Repairs	-52.98	03/22/2023	10-10-000-550300-0000	
9637795510	Bathroom Repairs	27.30	03/22/2023	10-10-000-550300-0000	
	Check Total:	264.91			
Vendor: 202389	Christopher Gutmann			Check Sequence: 26	ACH Enabled: True
Cell Reimb	Qtrly Phone Reimbursement	150.00	03/22/2023	10-10-000-570300-0000	
	Check Total:	150.00			
Vendor: 198800	Hawk Ford			Check Sequence: 27	ACH Enabled: False
64612	Parts #430	102.32	03/22/2023	10-10-000-530340-0000	
	Check Total:	102.32			
Vendor: 202326	Hitchcock Design, Inc.			Check Sequence: 28	ACH Enabled: True
29918	Design Services	15,527.57	03/22/2023	94-91-873-575110-0000	
	Check Total:	15,527.57			
Vendor: 137160	Holsteins Garage			Check Sequence: 29	ACH Enabled: True
22115	Tires #428	1,325.00	03/22/2023	10-10-000-530340-0000	
22125	Tires #424	880.00	03/22/2023	10-10-000-530340-0000	
22149	Repairs #428	1,385.00	03/22/2023	10-10-000-530340-0000	
	Check Total:	3,590.00			
Vendor: 138345	Hydrotex			Check Sequence: 30	ACH Enabled: False
241580	Motor Oil	1,570.39	03/22/2023	10-10-000-530500-0000	
	Check Total:	1,570.39			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 141761	IAPD			Check Sequence: 31	ACH Enabled: False
Dues2023	Annual Membership Dues	3,472.09	03/22/2023	10-00-000-585250-0000	
Dues2023	Annual Membership Dues	3,472.08	03/22/2023	20-00-000-585250-0000	
	Check Total:	6,944.17			
Vendor: 141774	Illinois Cheer Association			Check Sequence: 32	ACH Enabled: False
Competition	Competition Fees	7,665.00	03/22/2023	20-21-000-525500-1241	
	Check Total:	7,665.00			
Vendor: 198911	Imagetec LP Supplies			Check Sequence: 33	ACH Enabled: True
691968	3/1-5/31/2023 Contract	1,400.00	03/22/2023	20-00-000-521520-0000	
691968	3/1-5/31/2023 Contract	953.56	03/22/2023	10-00-000-521520-0000	
	Check Total:	2,353.56			
Vendor: 199968	Hugh Johnson			Check Sequence: 34	ACH Enabled: True
Cell Reimb	Qtrly Phone Reimbursement	150.00	03/22/2023	10-10-000-570300-0000	
	Check Total:	150.00			
Vendor: 151470	Landscape Material			Check Sequence: 35	ACH Enabled: False
20445	Log Disposal	75.00	03/22/2023	10-10-000-550700-0000	
	Check Total:	75.00			
Vendor: 152045	Len's Ace Hardware			Check Sequence: 36	ACH Enabled: True
	Key Duplication	17.93	03/22/2023	10-10-000-530900-0000	
	Nuts/Bolts	3.18	03/22/2023	10-10-000-530300-0000	
	Nuts/Bolts	1.29	03/22/2023	10-10-000-530300-0000	
	Nuts/Bolts	1.82	03/22/2023	10-10-000-530300-0000	
	Nuts/Bolts	6.64	03/22/2023	10-10-000-530300-0000	
	Check Total:	30.86			
Vendor: 200711	Stacey Lim			Check Sequence: 37	ACH Enabled: True
Cell Reimb	Qtrly Phone Reimbursement	150.00	03/22/2023	20-30-100-570300-0000	
	Check Total:	150.00			
Vendor: 200721	Lou Fusz Soccer Club			Check Sequence: 38	ACH Enabled: False
	Tournament Fees	2,555.00	03/22/2023	20-21-000-525500-1123	
	Tournament Fees	5,910.00	03/22/2023	20-21-000-525500-1127	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	8,465.00			
Vendor: 202346	David MacDonald			Check Sequence: 39	ACH Enabled: True
Cell Reimb	Qtrly Phone Reimbursement	150.00	03/22/2023	20-00-000-570300-0000	
	Check Total:	150.00			
Vendor: 154399	Magic of Gary Kantor			Check Sequence: 40	ACH Enabled: False
	Winter Classes	539.00	03/22/2023	20-22-000-525500-2310	
	Check Total:	539.00			
Vendor: 156220	McMaster Carr Supply			Check Sequence: 41	ACH Enabled: False
93985986	Lift Battery	580.96	03/22/2023	10-10-000-530210-0000	
93987472	Oil Totes	346.97	03/22/2023	10-10-000-530210-0000	
	Check Total:	927.93			
Vendor: 156599	Menard's, Inc.			Check Sequence: 42	ACH Enabled: True
7494/4184	Supplies	55.12	03/22/2023	20-30-100-530300-0000	
7855/8654	Supplies	71.53	03/22/2023	10-10-000-521370-0000	
7926	Building Supplies	71.48	03/22/2023	10-10-000-530300-0000	
8130	Supplies	110.44	03/22/2023	10-10-000-530300-0000	
8170	Supplies	14.98	03/22/2023	20-22-000-535500-2375	
8172	Cleaning Supplies	54.07	03/22/2023	20-30-150-530300-0000	
8173	Boiler Repair	8.99	03/22/2023	10-10-000-550300-0000	
8267	Supplies	15.95	03/22/2023	10-10-000-530300-0000	
8321	Supplies	36.04	03/22/2023	20-30-150-530300-0000	
8586	Shelving	449.97	03/22/2023	20-21-000-535500-1111	
8676	Tools	90.42	03/22/2023	10-10-000-530300-0000	
	Check Total:	978.99			
Vendor: 202700	Midwest Environmental Services, Inc.			Check Sequence: 43	ACH Enabled: False
23-157	Asbestos Testing	560.00	03/22/2023	94-90-875-575110-0000	
	Check Total:	560.00			
Vendor: 202186	MyPlate2Yours, LLC			Check Sequence: 44	ACH Enabled: True
870	Winter Classes	424.97	03/22/2023	20-22-000-525500-2314	
	Check Total:	424.97			
Vendor: 202218	Napa Auto Parts			Check Sequence: 45	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Repair Equipment	72.35	03/22/2023	10-10-000-530210-0000	
	Check Total:	72.35			
Vendor: 161204 Cell Reimb	Scott Norman Qtrly Phone Reimbursement	150.00	03/22/2023	10-10-000-570300-0000	Check Sequence: 46 ACH Enabled: True
	Check Total:	150.00			
Vendor: 161590 53959	Nutoys Leisure Products Trash Cans	4,320.00	03/22/2023	94-90-875-575110-0000	Check Sequence: 47 ACH Enabled: False
	Check Total:	4,320.00			
Vendor: 200677	Oakbrook Terrace Park District Theatre Rental Final Payment	1,075.00	03/22/2023	20-22-000-525500-2301	Check Sequence: 48 ACH Enabled: False
	Check Total:	1,075.00			
Vendor: 163593 Cell Reimb	Courtney O'Kray Qtrly Phone Reimbursement	150.00	03/22/2023	20-00-000-570300-0000	Check Sequence: 49 ACH Enabled: True
	Check Total:	150.00			
Vendor: 200150 243406	Paddock Publications, Inc. Legal Ads	195.50	03/22/2023	10-00-000-521150-0000	Check Sequence: 50 ACH Enabled: False
	Check Total:	195.50			
Vendor: 200149 65993/52/94	Pentegra Systems Security Camer Installation	21,030.89	03/22/2023	94-90-000-575110-0000	Check Sequence: 51 ACH Enabled: False
	Check Total:	21,030.89			
Vendor: 199578 MSRC	Perfected Painting MSRC Painting	8,000.00	03/22/2023	94-90-875-575110-0000	Check Sequence: 52 ACH Enabled: False
	Check Total:	8,000.00			
Vendor: 199121 3105902499 3105902499	Pitney Bowes Global 12/30/22-3/29/2023 Lease 12/30/22-3/29/2023 Lease	196.23 196.23	03/22/2023 03/22/2023	10-00-000-521400-0000 20-00-000-521400-0000	Check Sequence: 53 ACH Enabled: False
	Check Total:	392.46			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 173290	Dave Rajeck			Check Sequence: 54	ACH Enabled: True
Cell Reimb	Qtrly Phone Reimbursement	150.00	03/22/2023	10-10-000-570300-0000	
Reimbursement	Tire Repair	93.50	03/22/2023	10-10-000-530300-0000	
	Check Total:	243.50			
Vendor: 173350	Randall Pressure Systems Inc.			Check Sequence: 55	ACH Enabled: True
51874-0	Hose Repairs	7.52	03/22/2023	10-10-000-530210-0000	
	Check Total:	7.52			
Vendor: 173885	Regional Truck Equipment			Check Sequence: 56	ACH Enabled: False
277209	Plow Repairs	88.20	03/22/2023	10-10-000-530210-0000	
277210	Plow Repairs	28.81	03/22/2023	10-10-000-530210-0000	
	Check Total:	117.01			
Vendor: 200783	Warren Rickert			Check Sequence: 57	ACH Enabled: False
	Supplies	50.00	03/22/2023	20-21-000-535500-1233	
	Check Total:	50.00			
Vendor: 174360	Riddell/All American Sports Corp			Check Sequence: 58	ACH Enabled: True
442146482	Helmets	6,099.95	03/22/2023	20-21-000-535500-1161	
	Check Total:	6,099.95			
Vendor: 174978	Jeannie Robinson			Check Sequence: 59	ACH Enabled: True
Cell Reimb	Qtrly Phone Reimbursement	150.00	03/22/2023	20-00-000-570300-0000	
	Check Total:	150.00			
Vendor: 202697	Robert Rupcich			Check Sequence: 60	ACH Enabled: False
Cell Reimb	Qtrly Phone Reimbursement	50.00	03/22/2023	20-00-000-570300-0000	
	Check Total:	50.00			
Vendor: 200491	Safe Haven IT, Inc.			Check Sequence: 61	ACH Enabled: True
2023-QB-21	IT Maintenance-March 2023	1,890.00	03/22/2023	10-00-000-521400-0000	
2023-QB-21	IT Maintenance-March 2023	1,890.00	03/22/2023	20-00-000-521400-0000	
	Check Total:	3,780.00			
Vendor: 200543	Segal Consulting			Check Sequence: 62	ACH Enabled: False
458381-11	Actuarial Valuation	2,500.00	03/22/2023	10-00-000-220100-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	2,500.00			
Vendor: 202614	Lisa Semetko			Check Sequence: 63	ACH Enabled: True
Cell Reimb	Quarterly Cell Phone	150.00	03/22/2023	20-00-000-570300-0000	
	Check Total:	150.00			
Vendor: 178125	Service Sanitation, Inc.			Check Sequence: 64	ACH Enabled: True
8557585	Port O Let Fees	306.66	03/22/2023	94-90-000-575110-0000	
	Check Total:	306.66			
Vendor: 202615	Kathryn Speck			Check Sequence: 65	ACH Enabled: True
Cell Reimb	Quarterly Cell Phone	150.00	03/22/2023	20-00-000-570300-0000	
	Check Total:	150.00			
Vendor: 182470	Swank Motion Pictures			Check Sequence: 66	ACH Enabled: False
RG 2017997	Movies in the Park	2,125.00	03/22/2023	20-26-000-525500-6801	
	Check Total:	2,125.00			
Vendor: 183781	Terrace Supply Company			Check Sequence: 67	ACH Enabled: True
1046181	CO2	143.92	03/22/2023	20-30-500-521600-0000	
	Check Total:	143.92			
Vendor: 200061	The Perfect Swing & TPS Sports			Check Sequence: 68	ACH Enabled: True
7883	Equipment	277.00	03/22/2023	20-21-000-535500-1232	
7883	Equipment	607.00	03/22/2023	20-21-000-535500-1111	
7909	Practice Balls	1,960.00	03/22/2023	20-21-000-535500-1232	
	Check Total:	2,844.00			
Vendor: 199807	Michael Thomas Jr.			Check Sequence: 69	ACH Enabled: True
Cell Reimb	Qtrly Phone Reimbursement	150.00	03/22/2023	20-00-000-570300-0000	
	Check Total:	150.00			
Vendor: 200735	Jordann Tomasek			Check Sequence: 70	ACH Enabled: True
333	Event Logos	600.00	03/22/2023	20-00-000-521650-0000	
	Check Total:	600.00			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 202650 Cell Reimb	Daniel Tripp Qtrly Phone Reimbursement	150.00	03/22/2023	Check Sequence: 71 20-00-000-570300-0000	ACH Enabled: True
	Check Total:	150.00			
Vendor: 200610 Cell Reimb	Nathan Troia Qtrly Phone Reimbursement	150.00	03/22/2023	Check Sequence: 72 10-00-000-570300-0000	ACH Enabled: True
	Check Total:	150.00			
Vendor: 199170 30723	US LAX Events Tournament Fees	5,070.00	03/22/2023	Check Sequence: 73 20-21-000-525500-1172	ACH Enabled: False
	Check Total:	5,070.00			
Vendor: 202698 60015	USA Fence Rental and Silt Fencing Fence Rental	3,993.50	03/22/2023	Check Sequence: 74 94-90-860-575180-0000	ACH Enabled: False
	Check Total:	3,993.50			
Vendor: 189350 223368	V3 Companies Design Services	15,365.00	03/22/2023	Check Sequence: 75 94-90-815-575110-0000	ACH Enabled: True
	Check Total:	15,365.00			
Vendor: 200659 Cell Reimb	Francisco Vargas Phone Reimbursement	150.00	03/22/2023	Check Sequence: 76 10-10-000-570300-0000	ACH Enabled: True
	Check Total:	150.00			
Vendor: 199084 Cell Reimb	Javier Vargas Qtrly Phone Reimbursement	150.00	03/22/2023	Check Sequence: 77 10-10-000-570300-0000	ACH Enabled: True
	Check Total:	150.00			
Vendor: 190330	Village of Glen Ellyn-Water			Check Sequence: 78	ACH Enabled: False
	1/13-2/14/2023 Water	117.64	03/22/2023	20-30-200-570400-0000	
	1/13-2/14/2023 Water	45.72	03/22/2023	20-00-000-570400-0000	
	1/13-2/14/2023 Water	19.86	03/22/2023	20-00-000-570400-0000	
	1/13-2/14/2023 Water	45.78	03/22/2023	10-00-000-570400-0000	
	1/13-2/14/2023 Water	26.45	03/22/2023	20-30-150-570400-0000	
	1/13-2/14/2023 Water	22.86	03/22/2023	20-30-500-570400-0000	
	1/13-2/14/2023 Water	118.52	03/22/2023	20-30-350-570400-0000	
	1/13-2/14/2023 Water	370.87	03/22/2023	20-30-450-570400-0000	
	1/13-2/14/2023 Water	1,070.66	03/22/2023	20-30-100-570400-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	1/13-2/14/2023 Water	48.30	03/22/2023	20-00-000-570400-0000	
	1/13-2/14/2023 Water	42.72	03/22/2023	20-00-000-570400-0000	
	Check Total:	1,929.38			
Vendor: 199264 5453342	Warehouse Direct Supplies	823.78	03/22/2023	20-30-100-530300-0000	Check Sequence: 79 ACH Enabled: True
	Check Total:	823.78			
Vendor: 192415 Cell Reimb	Eric Wassell Qtrly Phone Reimbursement	150.00	03/22/2023	10-10-000-570300-0000	Check Sequence: 80 ACH Enabled: True
	Check Total:	150.00			
Vendor: 193195 N34596	West Side Tractor Sales Z Turn Repairs	151.52	03/22/2023	10-10-000-530210-0000	Check Sequence: 81 ACH Enabled: False
	Check Total:	151.52			
Vendor: 200441 Cell Reimb	Jared Zaino Qtrly Phone Reimbursement	150.00	03/22/2023	10-10-000-570300-0000	Check Sequence: 82 ACH Enabled: True
	Check Total:	150.00			
	Total for Check Run:	196,693.16			
	Total of Number of Checks:	82			

Accounts Payable

Computer Check Proof List by Vendor

User: cyocum
 Printed: 03/08/2023 - 8:11AM
 Batch: 00005.03.2023



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 130257	Game Day USA Tournament Fees	595.00	03/09/2023	Check Sequence: 1 20-21-000-525500-1112	ACH Enabled: False
	Check Total:	595.00			
Vendor: 145940	JP Sports Tournament Fees	685.00	03/09/2023	Check Sequence: 2 20-21-000-525500-1112	ACH Enabled: False
	Check Total:	685.00			
Vendor: 202696	Jeff Manz Tournament Fees	575.00	03/09/2023	Check Sequence: 3 20-21-000-525500-1112	ACH Enabled: False
	Check Total:	575.00			
Vendor: 178058	Seminole Sports, LLC Tournament Fees	1,830.00	03/09/2023	Check Sequence: 4 20-21-000-525500-1112	ACH Enabled: False
	Check Total:	1,830.00			
Vendor: 181118	Staples Advantage Supplies	295.78	03/08/2023	Check Sequence: 5 10-00-000-530100-0000	ACH Enabled: False
	Check Total:	295.78			
Vendor: 199800	Winfield Wolves Tournament Fees	595.00	03/09/2023	Check Sequence: 6 20-21-000-525500-1112	ACH Enabled: False
	Check Total:	595.00			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Total for Check Run:	4,575.78			
	Total of Number of Checks:	6			

Accounts Payable

Computer Check Proof List by Vendor



User: cyocum
 Printed: 03/16/2023 - 12:41PM
 Batch: 00008.03.2023

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 199573	First Bankcard			Check Sequence: 1	ACH Enabled: False
Babicz	Constant Contact-Bulk Email	20.00	03/15/2023	20-21-000-525500-1111	
Babicz	Constant Contact-Bulk Email	45.00	03/15/2023	20-21-000-525500-1232	
Babicz	Constant Contact-Bulk Email	45.00	03/15/2023	20-21-000-525500-1161	
Babicz	Adobe-Creative Cloud	29.22	03/15/2023	20-21-000-525500-1111	
Babicz	Adobe-Creative Cloud	29.21	03/15/2023	20-21-000-525500-1232	
Babicz	MyFonts-Fonts	41.44	03/15/2023	20-21-000-535500-1232	
Babicz	Amazon-Supplies	274.38	03/15/2023	20-21-000-535500-1232	
Babicz	GoDaddy-Domain Renewal	19.62	03/15/2023	20-21-000-525500-1111	
Babicz	GoDaddy-Domain Renewal	55.77	03/15/2023	20-21-000-525500-1172	
Babicz	Aldi-Supplies	13.26	03/15/2023	20-21-000-535500-1232	
Babicz	Skillshark-Evaluations	1,050.52	03/15/2023	20-21-000-525500-1232	
Babicz	DoDesign-Website Maintenance	70.00	03/15/2023	20-21-000-525500-1232	
Babicz	Sportstop-Equipment	214.98	03/15/2023	20-21-000-535500-1232	
Babicz	IYSA-Players Card	20.50	03/15/2023	20-21-000-535500-1127	
Brush	Amazon-Program Supplies	10.71	03/15/2023	20-30-100-535500-0000	
Brush	Amazon-Program Supplies	30.30	03/15/2023	20-30-100-535500-0000	
Brush	Amazon-Program Supplies	228.13	03/15/2023	20-30-100-535500-0000	
Brush	Dunkin-Member Retention	68.97	03/15/2023	20-30-100-521675-0000	
Brush	Walgreens-Member Retention	33.24	03/15/2023	20-30-100-521675-0000	
Cinquegrani	IPRA-Job Posting	180.00	03/15/2023	20-00-000-521150-0000	
Cinquegrani	IPRA-Job Posting	180.00	03/15/2023	20-00-000-521150-0000	
Cinquegrani	Microsoft-Office 365	170.00	03/15/2023	10-00-000-521600-0000	
Cinquegrani	Microsoft-Office 365	28.00	03/15/2023	10-10-000-521600-0000	
Cinquegrani	Microsoft-Office 365	183.46	03/15/2023	20-00-000-521600-0000	
Cinquegrani	Microsoft-Office 365	75.00	03/15/2023	20-30-100-521600-0000	
Cinquegrani	Microsoft-Office 365	2.00	03/15/2023	20-26-000-525500-6845	
Cinquegrani	Microsoft-Office 365	9.00	03/15/2023	20-22-000-525500-2301	
Cinquegrani	Microsoft-Office 365	9.00	03/15/2023	20-23-000-525500-3510	
Cinquegrani	Crash Plan-Off-Site Backup	19.98	03/15/2023	10-00-000-521600-0000	
Cinquegrani	Chamber-Seminar	30.00	03/15/2023	10-00-000-585201-0000	
Cinquegrani	PDRMA-Risk Management	105.00	03/15/2023	10-00-000-585201-0000	
Cinquegrani	Amazon-Supplies	19.99	03/15/2023	10-00-000-530100-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Cinquegrani	Comcast-Internet	148.88	03/15/2023	10-00-000-570300-0000	
Cinquegrani	Comcast-Internet	148.88	03/15/2023	20-00-000-570300-0000	
Cinquegrani	Amazon-IT Supplies	379.92	03/15/2023	20-30-100-540700-0000	
Cinquegrani	Verizon-Cell Phone 1/21-2/20/2023	77.65	03/15/2023	10-10-000-570300-0000	
Cinquegrani	Verizon-Cell Phone 1/21-2/20/2023	38.01	03/15/2023	20-00-000-570300-0000	
Cinquegrani	Verizon-Cell Phone 1/21-2/20/2023	66.46	03/15/2023	20-24-000-535500-4625	
Cinquegrani	Verizon-Cell Phone 1/21-2/20/2023	236.87	03/15/2023	20-24-000-535500-4631	
Cinquegrani	Verizon-Cell Phone 1/21-2/20/2023	66.73	03/15/2023	20-24-000-535500-4643	
Cinquegrani	Astound-Internet	105.99	03/15/2023	20-30-500-570300-0000	
Cinquegrani	Comcast-Internet	122.24	03/15/2023	20-30-350-570300-0000	
Cinquegrani	Comcast-Internet	175.63	03/15/2023	20-30-300-570300-0000	
Cinquegrani	Adobe-Subscription	15.93	03/15/2023	10-00-000-521600-0000	
Cinquegrani	PAX8-Data Archiving	37.64	03/15/2023	10-00-000-521600-0000	
Cinquegrani	PAX8-Data Archiving	6.20	03/15/2023	10-10-000-521600-0000	
Cinquegrani	PAX8-Data Archiving	40.73	03/15/2023	20-00-000-521600-0000	
Cinquegrani	PAX8-Data Archiving	16.60	03/15/2023	20-30-100-521600-0000	
Cinquegrani	PAX8-Data Archiving	0.45	03/15/2023	20-26-000-525500-6845	
Cinquegrani	PAX8-Data Archiving	3.98	03/15/2023	20-23-000-525500-3510	
Cinquegrani	BambooHR-Monthly Fee	662.85	03/15/2023	10-00-000-521400-0000	
Cinquegrani	BambooHR-Monthly Fee	662.85	03/15/2023	20-00-000-521400-0000	
Cinquegrani	Comcast-Internet	216.92	03/15/2023	20-00-000-570300-0000	
Cinquegrani	Comcast-Internet/Cable	904.97	03/15/2023	20-30-100-570300-0000	
Cinquegrani	IGFOA-Webinar	120.00	03/15/2023	10-00-000-585201-0000	
Cinquegrani	IGFOA-Annual Dues	300.00	03/15/2023	10-00-000-585250-0000	
Gutmann	Adobe-Illustrator Renewal	239.88	03/15/2023	10-00-000-540550-0000	
Gutmann	Amazon-Program Supplies	47.88	03/15/2023	20-22-000-535500-2375	
Gutmann	Walmart-Program Supplies	16.07	03/15/2023	20-22-000-535500-2375	
Gutmann	Fun Express-Program Supplies	90.83	03/15/2023	20-22-000-535500-2375	
Gutmann	Amazon-Herbicide	149.99	03/15/2023	10-10-000-521370-0000	
Gutmann	Amazon-Herbicide	339.00	03/15/2023	10-10-000-521370-0000	
Gutmann	Goodwill-Program Supplies	10.92	03/15/2023	20-22-000-535500-2375	
Gutmann	Walmart-Program Supplies	41.10	03/15/2023	20-22-000-535500-2375	
Harris	IAPD-Bootcamp	105.00	03/15/2023	10-00-000-585101-0000	
Lim	Amazon-Return	-109.99	03/15/2023	20-30-100-530300-0000	
Lim	Amazon-Return	-149.99	03/15/2023	10-10-000-530250-0000	
Lim	Amazon-Office Supplies	69.99	03/15/2023	20-00-000-530100-0000	
Lim	Les Mills-Fitness Classes	248.00	03/15/2023	20-30-100-521600-0000	
Lim	Amazon-Return	-324.85	03/15/2023	10-10-000-550220-0000	
Lim	Pete's-Staff Lunch	85.52	03/15/2023	20-00-000-585250-0000	
Lim	Amazon-Maintenance Supplies	75.07	03/15/2023	20-30-100-530102-0000	
Lim	Amazon-Maintenance Supplies	27.95	03/15/2023	20-30-100-530102-0000	
Lim	Amazon-Vandalism Repair	334.99	03/15/2023	10-10-000-550220-0000	
Lim	Amazon-Supplies	135.98	03/15/2023	20-30-100-530300-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Lim	Amazon-Supplies	41.07	03/15/2023	20-30-100-530300-0000	
Lim	Pete's-Staff Meeting	77.39	03/15/2023	20-00-000-585250-0000	
Lim	Amazon-Supplies	134.85	03/15/2023	20-30-100-530300-0000	
Lim	Cafe Zupas-Staff Meeting	225.89	03/15/2023	20-00-000-585250-0000	
Lim	Cafe Zupas-Staff Meeting	225.88	03/15/2023	10-00-000-585250-0000	
Lim	Amazon-Supplies	14.99	03/15/2023	20-30-100-521600-0000	
Lim	EDX.org-Writing Course	149.00	03/15/2023	20-00-000-585202-0000	
Lim	Amazon-Program Supplies	36.89	03/15/2023	20-30-100-535500-0000	
Lim	Amazon-Program Supplies	18.99	03/15/2023	20-30-100-535500-0000	
Lim	Amazon-Program Supplies	24.99	03/15/2023	20-30-100-535500-0000	
Lim	Amazon-Program Supplies	116.72	03/15/2023	20-30-100-535500-0000	
Lim	Amazon-First Aid Supplies	31.36	03/15/2023	20-30-100-530320-0000	
Lim	Amazon-Maintenance Supplies	19.86	03/15/2023	20-30-100-530300-0000	
Lim	Amazon-Maintenance Supplies	40.88	03/15/2023	20-30-100-530300-0000	
Lim	Five Below-Program Supplies	73.66	03/15/2023	20-30-100-535500-0000	
Lim	Amazon-Maintenance Supplies	124.99	03/15/2023	10-10-000-530300-0000	
Lim	Pete's-Staff Meeting	80.04	03/15/2023	20-00-000-585250-0000	
MacDonald	Amazon-Mats	111.74	03/15/2023	20-30-200-530300-0000	
MacDonald	FLWright-Day Trip	270.00	03/15/2023	20-25-000-525500-5702	
MacDonald	Amazon-Special Event Supplies	469.36	03/15/2023	20-26-000-535500-6813	
MacDonald	Lisa Lombardi-Winter Classes	508.20	03/15/2023	20-22-000-525500-2350	
MacDonald	Rakow Center-Day Trip	9.00	03/15/2023	20-25-000-525500-5702	
MacDonald	Rosati's-Senior Luncheon	155.88	03/15/2023	20-25-000-525500-5728	
MacDonald	Jewel-Senior Luncheon	98.13	03/15/2023	20-25-000-525500-5728	
MacDonald	Jewel-Senior Luncheon	48.43	03/15/2023	20-25-000-525500-5728	
MacDonald	Jewel-Event Supplies	228.03	03/15/2023	20-26-000-535500-6813	
MacDonald	Lisa Lombardi-Winter Classes	161.70	03/15/2023	20-22-000-525500-2350	
MacDonald	Amazon-Supplies	69.54	03/15/2023	20-30-200-530210-0000	
MacDonald	Amazon-Supplies	34.36	03/15/2023	20-30-200-530210-0000	
Norman	ILCA-Seminar	135.00	03/15/2023	10-10-000-585250-0000	
Norman	Kiwik Storage-Storage	359.00	03/15/2023	94-90-860-575180-0000	
Norman	Frost Inc.-Fleet Parts	28.12	03/15/2023	10-10-000-530340-0000	
Norman	Direct Tools-Tools	599.20	03/15/2023	10-10-000-530300-0000	
Okray	Yelp-Advertising	90.00	03/15/2023	20-00-000-521650-0000	
Okray	UPrinting-Banners	305.75	03/15/2023	20-00-000-521650-0000	
Okray	UPrinting-Business Cards	32.79	03/15/2023	20-00-000-521650-0000	
Okray	Zoom-Virtual Meeting	40.00	03/15/2023	20-00-000-521650-0000	
Okray	Accurate Repro-Banners	52.50	03/15/2023	20-00-000-521650-0000	
Okray	MyFonts-Fonts	249.00	03/15/2023	20-00-000-521650-0000	
Okray	N2-Advertising	500.00	03/15/2023	20-00-000-521650-0000	
Okray	Postup Stand-Banners	151.93	03/15/2023	20-00-000-521650-0000	
Okray	AMI-Banners	98.32	03/15/2023	20-00-000-521650-0000	
Okray	Rival IQ-Social Media	329.00	03/15/2023	20-00-000-521650-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Okray	MailChimp-Email Marketing	204.00	03/15/2023	20-00-000-521650-0000	
Okray	AMI-Banners	62.02	03/15/2023	20-00-000-521650-0000	
Okray	iStockPhoto-Photography	64.50	03/15/2023	10-00-000-530450-0000	
Okray	iStockPhoto-Photography	64.50	03/15/2023	20-00-000-530450-0000	
Okray	Downtown Alliance-Membership	125.00	03/15/2023	10-00-000-585250-0000	
Okray	Downtown Alliance-Membership	125.00	03/15/2023	20-00-000-585250-0000	
Okray	GE Chamber-Community Awards	200.00	03/15/2023	10-00-000-585800-0000	
Okray	GE Chamber-Community Awards	200.00	03/15/2023	20-00-000-585800-0000	
Robinson	Indeed-Job Posting	128.71	03/15/2023	20-24-000-535500-4643	
Robinson	Apple-Event Music	10.99	03/15/2023	20-26-000-535500-6801	
Robinson	Dollar Tree-Containers	31.25	03/15/2023	20-24-000-535500-4610	
Robinson	Amazon-IT Supplies	25.43	03/15/2023	20-00-000-530100-0000	
Robinson	Amazon-Supplies	32.99	03/15/2023	20-24-000-535500-4610	
Robinson	ContainerStore-Shelving	709.94	03/15/2023	20-22-000-525500-2311	
Robinson	Amazon-Connectors	13.98	03/15/2023	20-24-000-535500-4610	
Robinson	Amazon-Storage	38.00	03/15/2023	20-30-150-541300-0000	
Robinson	Amazon-Supplies	33.24	03/15/2023	20-24-000-535500-4610	
Robinson	Amazon-Supplies	33.38	03/15/2023	20-24-000-535500-4610	
Robinson	Amazon-Supplies	196.36	03/15/2023	20-24-000-535500-4610	
Robinson	Discount School-Supplies	242.26	03/15/2023	20-24-000-535500-4610	
Robinson	Fun Express-Supplies	92.59	03/15/2023	20-24-000-535500-4610	
Robinson	Amazon-Supplies	9.19	03/15/2023	20-22-000-525500-2311	
Semetko	Whentowork-Scheduling	97.00	03/15/2023	20-30-500-521600-0000	
Semetko	Whentowork-Scheduling	170.41	03/15/2023	20-30-500-530320-0000	
Semetko	Whentowork-Scheduling	170.40	03/15/2023	20-30-450-530320-0000	
Semetko	Whentowork-Scheduling	170.41	03/15/2023	20-30-200-530320-0000	
Semetko	Whentowork-Scheduling	170.41	03/15/2023	10-10-000-530320-0000	
Speck	Party City-Event Supplies	138.70	03/15/2023	20-26-000-535500-6816	
Speck	Amazon-Event Supplies	13.96	03/15/2023	20-23-000-535500-3510	
Speck	Amazon-Event Supplies	113.74	03/15/2023	20-23-000-535500-3510	
Speck	Amazon-Supplies	12.99	03/15/2023	10-00-000-585815-0000	
Speck	Amazon-Supplies	143.96	03/15/2023	20-22-000-535500-2311	
Speck	Dollar Tree-Supplies	13.75	03/15/2023	20-00-000-585250-0000	
Speck	Revolution-Dance Shoes	26.95	03/15/2023	20-23-000-535500-3510	
Speck	Menard's-Lumber	106.35	03/15/2023	20-22-000-535500-2301	
Speck	Hobby Lobby-Fabric	9.72	03/15/2023	20-22-000-535500-2301	
Speck	Revolution-Dance Shoes	89.80	03/15/2023	20-23-000-535500-3510	
Speck	Menard's-Lumber	13.11	03/15/2023	20-22-000-535500-2301	
Speck	Menard's-Supplies	51.92	03/15/2023	20-22-000-535500-2301	
Speck	Revolution-Dance Shoes	25.95	03/15/2023	20-23-000-535500-3510	
Thomas	Amazon-Supplies	26.39	03/15/2023	20-30-100-530100-0000	
Thomas	Amazon-Supplies	230.00	03/15/2023	20-21-000-535500-1182	
Thomas	Amazon-Supplies	44.40	03/15/2023	20-30-100-535500-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Thomas	Key Me-Keys	193.02	03/15/2023	20-30-100-541300-0000	
Thomas	Pickleball Central-Pickleballs	169.95	03/15/2023	20-21-000-535500-1182	
Thomas	Sam's-Member Appreciation	200.60	03/15/2023	20-30-100-521675-0000	
Thomas	Dunkin-Member Appreciation	96.70	03/15/2023	20-30-100-521675-0000	
Thomas	Amazon-Safe	509.59	03/15/2023	20-30-100-541300-0000	
Thomas	Amazon-Event Supplies	129.91	03/15/2023	20-30-100-535500-0000	
Thomas	Qdoba-New Staff Lunch	55.19	03/15/2023	20-00-000-585290-0000	
Thomas	Amazon-Event Supplies	27.18	03/15/2023	20-30-100-535500-0000	
Thomas	IPRA-Membership Dues	279.00	03/15/2023	20-00-000-585250-0000	
Thomas	Amazon-Supplies	129.99	03/15/2023	20-30-100-530300-0000	
Thomas	Rosati's-Birthday Party	51.00	03/15/2023	20-30-100-535500-0000	
Thomas	Two Hound Red-Event Supplies	150.00	03/15/2023	20-30-100-535500-0000	
Thomas	Concept2-Repair Equipment	21.02	03/15/2023	20-30-100-530210-0000	
Thomas	Jacobs Ladder-Repair Equipment	25.50	03/15/2023	20-30-100-530210-0000	
Thomas	Amazon-Batteries	91.11	03/15/2023	20-30-100-530300-0000	
Thomas	Augustinos-Staff Lunch	181.83	03/15/2023	20-00-000-585250-0000	
Thomas	Amazon-Soccer Nets	893.22	03/15/2023	20-21-000-535500-1120	
Thomas	Amazon-Hut Improvements	578.94	03/15/2023	20-30-350-530210-0000	
Tripp	Jewel-Supplies	211.90	03/15/2023	20-21-000-525500-1141	
Tripp	Amazon-Supplies	67.40	03/15/2023	20-21-000-525500-1141	
Tripp	Amazon-Supplies	17.00	03/15/2023	20-21-000-525500-1111	
	Check Total:	24,437.53			
Vendor: 202332	PlanSource			Check Sequence: 2	ACH Enabled: False
	Health Insurance March 2023	1,116.94	03/15/2023	10-00-000-565100-0000	
	Health Insurance March 2023	1,116.93	03/15/2023	20-00-000-565100-0000	
	Check Total:	2,233.87			
Vendor: 200675	Village of Glen Ellyn Administration			Check Sequence: 3	ACH Enabled: False
	Permit Fees	4,110.00	03/15/2023	94-90-860-575180-0000	
	Check Total:	4,110.00			
Vendor: 200495	Village of Glen Ellyn-Fuel			Check Sequence: 4	ACH Enabled: False
	2/2023 Fuel	1,596.79	03/15/2023	10-10-000-530500-0000	
	Check Total:	1,596.79			
Vendor: 202232	WM Corporate Services, Inc.			Check Sequence: 5	ACH Enabled: False
92166-2754-8	3/2023 Scavenger Services	2,060.35	03/15/2023	10-00-000-521300-0000	
92166-2754-8	3/2023 Scavenger Services	217.56	03/15/2023	20-30-200-521300-0000	
92166-2754-8	3/2023 Scavenger Services	313.86	03/15/2023	20-30-450-521300-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
92166-2754-8	3/2023 Scavenger Services	377.52	03/15/2023	20-30-300-521300-0000	
92166-2754-8	3/2023 Scavenger Services	140.64	03/15/2023	10-00-000-521300-0000	
92166-2754-8	3/2023 Scavenger Services	325.15	03/15/2023	20-30-500-521300-0000	
92166-2754-8	3/2023 Scavenger Services	510.57	03/15/2023	20-30-100-521300-0000	
92166-2754-8	3/2023 Scavenger Services	165.32	03/15/2023	20-30-150-521300-0000	
	Check Total:	4,110.97			
	Total for Check Run:	36,489.16			
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**Glen Ellyn Park District
Board of Commissioners
Workshop Meeting
March 7, 2023
185 Spring Avenue**

I. Call to Order

President Durham called the meeting to order at 7:05 p.m.

II. Roll Call of Commissioners

Upon roll call, those answering present were Commissioners, Cornell, Crickmore, Ward, Weber, Stortz, Nephew, and President Durham.

Staff members present were Executive Director Harris, Superintendent of Planning and Natural Resources Troia, and Administration & Special Services Supervisor Blanco. Deputy Director Cinquegrani participated remotely.

III. Pledge of Allegiance

President Durham led the Pledge of Allegiance.

IV. Changes to the Agenda

President Durham stated that the Appointment of Interim Executive Director would be removed from the agenda.

V. Public Participation

None.

VI. Consent Agenda

Commissioner Cornell moved, seconded by Commissioner Ward to approve the Consent Agenda including the Voucher List of Bills totaling \$206,675.06 and Minutes from February 21, 2023, Regular Meeting.

Roll Call: Aye: Commissioners Cornell, Ward, Crickmore, Weber, Stortz, Nephew, and President Durham.

Nay: None

Motion Carried.

VII. Appointment of Board Secretary

Board Secretary Dave Harris will be resigning his employment with the Park District as of March 7th. Amanda Blanco, Administration and Special Services Supervisor, will assume the responsibility of Board Secretary on a permanent basis.

Commissioner Crickmore moved, seconded by Commissioner Nephew to appoint Amanda Blanco as the Board Secretary for the Glen Ellyn Park District.

Roll Call: Aye: Commissioners Crickmore, Nephew, Cornell, Ward, Weber, Stortz, and President Durham.
Nay: None

Motion Carried.

VIII. Director Agreement

As Executive Director Harris is retiring at the conclusion of the March 7th Board meeting, the Glen Ellyn Park District Board of Commissioners has agreed to a separation agreement as part of the process.

Commissioner Ward moved, seconded by Commissioner Crickmore to approve the separation agreement as presented.

Roll Call: Aye: Commissioners Ward, Crickmore, Cornell, Weber, Stortz, Nephew and President Durham.
Nay: None

Motion Carried.

IX. 2023-2025 Project Update(s)

Superintendent Troia informed the Park Board that all current referendum projects are moving forward and progressing smoothly. During the month of March, several meetings will be taking place to discuss and pick out finishes with the hopes of presenting an update on the next Board meeting on March 21st.

X. Staff Reports

Administration & Special Services Supervisor Blanco shared that she attended the WDSRA The Bash on Saturday, March 4th which was a very successful event where more than \$230,000 was raised to support WDSRA participants and families. The evening was a huge success for a great cause and \$55,950 in donations were raised during the Raise the Paddle portion of the evening.

XI. Commissioners' Reports

Commissioner Crickmore shared comments from constituents who praised Pickleball at ASFC and also commented on improving accessibility to Ackerman via bicycle due to no sidewalk on the north side of St. Charles Road. Commissioner Cornell and Nephew shared that they attended the WDSRA The Bash and what a wonderful and fun event it was.

XII. Adjourn to Executive Session

At 7:20 p.m., Commissioner Stortz moved, seconded by Commissioner Ward, to convene into Executive Session under Section 2 (c) 5 for the discussion of the purchase or lease of real property for the use of the district, including discussion of whether a particular parcel should be acquired and under Section 2 (c) 1 for the discussion of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees or legal counsel for the district.

XIII. Reconvene to Open Session

The regular meeting reconvened at 8:09 p.m.

XIV. Adjourn

There being no further business, Commissioner Ward moved, seconded by Commissioner Nephew to adjourn the Meeting at 8:10 p.m.

*Roll Call: Aye: Commissioners Nephew, Ward, Cornell, Crickmore, Weber, Stortz, and President Durham
Nay: None*

Motion Carried.

Respectfully submitted,
Amanda Blanco
Board Secretary



MEMO

March 16, 2023

TO: Park District Board of Commissioners
FROM: Nicholas Cinquegrani, Deputy Director
RE: Fixed Asset Policy Update

Please find attached proposed updates to the Park District's Fixed Asset Policy.

The Park District's auditors, Lauterbach & Amen, recommend the Park District updates its Fixed Asset Policy to state the 'Useful Life' of each asset classifications. The Useful Life's stated in the updated policy are consistent with those already stated in the Park District Annual Comprehensive Financial Report.

To expedite the approval process, the updated policy has been reviewed and approved by legal counsel. Attached is a red-line version with those changes, as well as a final clean copy.

Staff Recommendation:

Staff recommends the Board approve the policy at the Regular Board meeting on Tuesday, March 21st.

Motion:

Motion to amend Chapter II, Section 4 'Fixed Asset Policy' of the Glen Ellyn Park District's Policy Manual, as presented.

4.08 Classification

Fixed Assets should be classified in one of the following major control groups:

A. Land – Estimated Useful Life – N/A

Land is defined as the surface of the earth which can be used to support structures and may be used to grow crops, shrubs or trees. Land is characterized as having unlimited life. Improvements to land consist of betterments, site preparation and site improvements (other than buildings) that ready the land for its intended use. The costs associated with the improvements to the land are added to the cost of the land and are non-depreciable.

B. Buildings and Building Improvements – Estimated Useful Life – 20-50 Years

A building is a structure that is permanently attached to the land, has a roof, is partially or completely enclosed by walls, and is not intended to be transportable or moveable. Building improvements are capital events that materially extend the life of a building, increase the value of a building, or both.

C. Land Improvements – Estimated Useful Life – 20 Years

Assets (other than buildings) built, installed or established to enhance the quality or facilitate the use of land for a particular purpose. Land improvements are such items as sidewalks/pathways, hard surface courts and their improvements, field renovation and permanent attachments to the land including fences, railings, gazebos, lighting and fountains.

D. Machinery, Equipment and Furnishings – Estimated Useful Life – 10-20 Years

These are fixed or movable tangible assets to be used for operations, the benefits of which extend beyond one year.

E. Vehicles – Estimated Useful Life – 8 Years

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

Infrastructure – Estimated Useful Life – 50 Years

F. _____

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

G. ~~E.~~ Construction in Progress

Construction in progress reflects construction activity status of buildings and other structures, additions, reconstruction, installation and maintenance which are substantially incomplete.

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4.00 Fixed Asset Policy

4.01 Introduction

The Fixed Asset Policy was adopted by the Board of Commissioners for the monitoring and safeguarding of Park District assets.

4.02 Statement of Purpose

The Fixed Asset Policy was established in order to safeguard Park District assets and to gather and maintain information needed for the preparation of financial statements. Adequate accounting procedures and records for fixed assets are essential to ensure the protective custody of Park District property and to insure compliance with governmental financial reporting standards. Fixed asset management addresses the Park District's investment in property which is a significant resource.

4.03 Overview

This policy is meant to ensure compliance with various accounting and reporting standards including Generally Accepted Accounting Principles (GAAP), Governmental Audit Standards (GAS), and any applicable State and Federal capital asset and regulatory reporting requirements related to property. Specifically, it reflects the Park District's desire to meet the reporting requirements set forth in the Governmental Accounting Standards Board (GASB) *Statement No. 4 of the Governmental Standards Board, Basic Financial Statements and Management's Discussion and Analysis - for State and Local Governments* (GASB 34).

4.04 Scope

The Finance Department is responsible for ensuring that all fixed assets are accounted for by fund and asset category. Department Heads are responsible for ensuring that proper budgeting and purchasing guidelines are followed, that fixed assets are adequately controlled and used for appropriate Park District purposes and that such fixed assets are secured and identified.

4.05 Capital Asset

Fixed assets of the Park District are to be shown in the Capital Assets Used by Governmental Funds Group (formerly the General Fixed Assets Account Group). The sources through which general fixed assets are acquired are recorded in the accounts and are expressed as "Investment in Capital Assets". Maintaining these general ledger accounts is recommended as a means of:

- A. Maintaining a physical inventory of assets
- B. Fixing accountability
- C. Establishing replacement costs
- D. Determining adequate insurance costs
- E. Preparing a capital budget

4.06 Fixed Asset Definition

A specific piece of property must possess three characteristics to be classified as a General Fixed Asset:

- A. Must be tangible in nature.
- B. Must have a useful life greater than one year
- C. Must be of significant value.

The significant value test is important because the Park District has individual assets that are tangible and long-lived, but whose value is so small that the time and expense incurred in maintaining detailed accounting and inventory records for them are not justified.

Maintaining a complete and accurate accounting for fixed assets with significant value is important for several reasons. Adequate accounting procedures and records for fixed assets are essential to effective property management and control. The stewardship responsibility involved in safeguarding such a large public investment is of the utmost important to sound financial administration.

4.07 Capitalization Policy

All items purchased under the Capital Outlay budget codes that have a useful life of more than one year, are of a tangible nature and have a value of \$10,000 or more, net cost, not including trade-ins or any taxes, licenses, etc. are considered fixed assets.

Items of less than \$10,000 are not considered to be fixed assets unless they form an integral and essential part of another piece of equipment or structure considered to be a fixed asset or part of a Capital Project.

4.08 Classification

Fixed Assets should be classified in one of the following major control groups:

A. Land – Estimated Useful Life – N/A

Land is defined as the surface of the earth which can be used to support structures and may be used to grow crops, shrubs or trees. Land is characterized as having unlimited life. Improvements to land consist of betterments, site preparation and site improvements (other than buildings) that ready the land for its intended use. The costs associated with the improvements to the land are added to the cost of the land and are non-depreciable.

B. Buildings and Building Improvements – Estimated Useful Life – 20-50 Years

A building is a structure that is permanently attached to the land, has a roof, is partially or completely enclosed by walls, and is not intended to be transportable or moveable. Building improvements are capital events that materially extend the life of a building, increase the value of a building, or both.

C. Land Improvements – Estimated Useful Life – 20 Years

Assets (other than buildings) built, installed or established to enhance the quality or facilitate the use of land for a particular purpose. Land improvements are such items as sidewalks/pathways, hard surface courts and their improvements, field renovation and permanent attachments to the land including fences, railings, gazebos, lighting and fountains.

D. Machinery, Equipment and Furnishings – Estimated Useful Life – 10-20 Years

These are fixed or movable tangible assets to be used for operations, the benefits of which extend beyond one year.

E. Vehicles – Estimated Useful Life – 8 Years

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

F. Infrastructure – Estimated Useful Life – 50 Years

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

G. Construction in Progress

Construction in progress reflects construction activity status of buildings and other structures, additions, reconstruction, installation and maintenance which are substantially incomplete.

4.09 Additions and Modifications to Existing Areas

A. Costs are often incurred in connection with fixed assets after the original acquisition cost has been established. In general, any expenditure which is definitely an addition to a fixed asset, or an integral part of it, that significantly increases the value of, enhances the performance of or changes its useful life, should be classified as a capital expenditure and the original acquisition cost adjusted. Costs should include any fees to install or otherwise put a fixed asset in place or service.

For example, the addition of an air conditioner system to a building, equipment to outfit a new truck, or a dump truck to a truck chassis where none existed before are some examples. When modifications, which enhance the performance or life of an asset, are made, the value of the asset should be adjusted by the difference in cost between the original cost and the cost with the modification.

B. Improvements to existing fixed assets will be presumed (by definition) to extend the useful life of the related fixed asset and, therefore, will be subject to capitalization only if the cost of the improvement meets the \$10,000 threshold. In theory, an improvement to a fixed asset that had an original cost of less than \$10,000, but now exceeds the threshold as a result of the improvement, should be combined as single assets at the total cost (original cost plus the cost of the improvement) and capitalized.

4.10 Monitored Expensed Assets

Assets with an original cost of less than \$10,000, including ancillary cost, and with a useful life of more than one year that have been or will be identified by the Park District as sensitive in nature (i.e. audiovisual equipment, computer peripherals, etc.), will be identified for monitoring and insurance purposes, but will not be included as a part of the Park District's fixed assets for financial reporting purposes.

4.11 Unmonitored Expensed Assets

Assets with an original cost of less than \$10,000, including ancillary cost and with a useful life of more than one year, will not be monitored and will not be included as a part of the Park District's fixed assets for financial reporting purposes.

4.12 Valuation, Capitalization and Depreciation of Fixed Assets

A. Valuation

Fixed assets should be valued at historical cost including all ancillary charges necessary to place the asset in its intended location and condition for use or market value on the date of donation.

1. Land and Land Improvements

Land is valued at the purchase price plus such costs as legal fees, filing and any work necessary to put the land in condition for its intended use.

2. Building and Building Improvements, Facilities and Land Improvements

Value is determined as all historical costs including both acquisition and capital improvement costs. Furniture and equipment are not included as a part of the building, but are included under the Machinery, Equipment and Furnishings category where applicable.

3. Machinery, Equipment and Furnishings

The actual purchase price is used for valuation of these assets. The cost of extended maintenance/warranty contracts may be included in the cost of the asset if the contract is purchased at the same time (or soon thereafter) as the capital asset.

4. Vehicles

All equipment that must be titled by the State of Illinois Division of Motor Vehicles and bears a license tag are considered vehicles. Cars, trucks and trailers are examples.

B. Capitalization of Fixed Assets

Assets are capitalized at the time of acquisition according to the capitalization requirements:

1. Capitalization Threshold

To be considered an asset for financial reporting purposes, an item must be at or above the capitalization threshold of \$10,000 and have a useful life of at least one year.

2. Individual Units

The \$10,000 capitalization threshold applies to an individual unit of purchase, not to the total purchase order amount.

3. Components

A unit composed of components, such as a computer composed of monitor, keyboard, etc., would not have the capitalization threshold applied to the individual components, but rather to the unit as a whole.

4. Repairs and Improvements

Capitalization of repairs and improvements is done only if the repair meets the capitalization threshold and extends the useful life of the asset.

5. Capital Projects

All capital projects are classified as "Construction in Progress" until completed.

C. Depreciation

Fixed assets will be depreciated on a straight-line basis using the approved schedule of standard new life. Certain assets may be depreciated differently, based on current governmental accounting practices and procedures. The straight-line depreciation method [(historical cost - residual value)/ useful life] is used for all but not the following exceptions:

1. Land and improvements to land are inexhaustible assets and do not depreciate over time.
2. Construction in Progress - Depreciation is not applicable while assets are accounted for as Construction in Progress. These assets are capitalized to their appropriate capital asset category upon the earlier occurrence of execution of substantial completion contract documents, occupancy, or when the asset is placed into service.

4.13 Recording and Accounting of Fixed Assets

The Park District shall classify capital expenditures as capital outlays with the fund from which the expenditure was made in accordance with the Chart of Accounts of the Glen Ellyn Park District. When an asset is purchased for cash, the acquisition is recorded at the moment of cash paid. Assets may be acquired under other arrangements including:

- A. Purchased on a deferred payment plan.
- B. Acquisition under capital lease.
- C. Acquisition by exchange of non-monetary assets.
- D. Acquisition by issuance of securities.
- E. Acquisition by self-construction.
- F. Acquisition by donation or self-discovery
(Donated items that meet the criteria for Fixed Assets are approved for acceptance by the Park Board and added to the asset record. In accordance with GAAP, donated items should be accounted for at the Fair Market Value at the time of acquisition.)
- G. Acquisition of assets by means other than purchase for cash or donation will be recorded in accordance with GAAP.

4.14 Disposal of Fixed Assets

A disposal represents the physical removal of an asset from custody or accountability. Assets deemed of no further use to the Park District may be identified as surplus and may be disposed of as follows:

- A. Auction
Items identified as no longer of value which are sold at an approved public auction.
- B. Donation
Items no longer of value to the Park District may be donated to approved third party non-profit organizations.
- C. Conversion to Another Asset

Items deemed no longer of value in their current condition may be converted to another asset. An example of which is the plow attachment of a truck that is to be auctioned may be removed from the truck and converted for use on another Park District vehicle.

D. Deletion

Items for which the Park District no longer has a use, for which there is no interested third party desiring purchase and no option of recouping any cost. These items are thrown away.

E. Sale

All parameters of the Glen Ellyn Park District Policy Manual, Chapter I, Board and Administration, Section 2.12, Disposition of District Personal Property, must be followed when items (not applicable to auction or donation) are identified for sale.

F. A written record shall be kept of any and all disposition of Park District personal property.

4.15 Physical Inventory

The existence, location and condition of all fixed assets should be verified by meticulous record keeping. Each department has the responsibility to complete an annual year-end physical inventory of its assigned fixed assets. It is the responsibility of the Department Heads to notify the Finance Department of fixed asset acquisitions and deletions.

Fixed assets are subject to inventory control if they meet at least one of the following criteria:

- A. The original cost of the fixed asset is equal to or greater than \$10,000.
- B. An asset that costs less than \$10,000 but is requested to be inventoried by a department head. This may include certain machinery and equipment that, due to portability, value outside of the office, or character, is susceptible to theft or loss. It may also include an asset that has been requested by a department to be controlled in order to satisfy an internal (operational) requirement.

For example, the Park District may wish to inventory all computer hardware and software to establish replacement and upgrade requirements for both hardware and software.

- C. An asset is required to be controlled and separately reported pursuant to externally imposed reporting requirement. For example, a grant program that has funded the acquisition of a fixed asset may impose a requirement that the fixed asset be tracked and identified as a grant-funded asset.

4.16 Reports

Year-end reports will be processed and maintained within these guidelines. Departmental inventory reports will be made available upon request. The Finance Department should be notified of any discrepancies found in these reports without delay.

4.17 Items Not Considered to be Fixed Assets

In order to clarify the question of asset classification, the following list of specific examples is provided.

A. Maintenance and Repair/Replacement

The replacement cost of component parts of a fixed asset, not the entire asset itself, during a maintenance and repair operation which also enhances the performance or life of the asset, are not generally considered to be capital asset additions or modifications. For example, replacing an original disk drive with a higher capacity disk drive in a microcomputer, or a more powerful engine in a mower, would be considered maintenance and repair.

B. Draperies and Carpet

The original purchase of draperies and carpet is considered an addition to the total asset value of the building. Replacement of either of these items is classified as maintenance to the building.

C. Supplies

Any supply, regardless of cost, that is not permanent and will be consumed within a year is not considered a fixed asset.

D. Aggregate Purchases

A purchase of items in quantity with an extended cost equal to, or more than the fixed asset limit of \$10,000. For example, 100 chairs at \$100 each were purchased on a single purchase order for a total of \$10,000. Even though the total is at the policy limit, the chairs are not considered as fixed assets since the individual cost does not qualify.

Approved by Board of Commissioners: June 20, 2006

Revised by Board of Commissioners: March 21, 2023



MEMO

March 16, 2023

TO: Park District Board of Commissioners
FROM: Nathan Troia, PLA, Superintendent of Planning and Natural Resources
CC: Nicholas Cinquegrani, Deputy Director
RE: Professional Services – Downtown Park

The Village of Glen Ellyn and the Glen Ellyn Park District is collaborating on the purchase, development, and operation of the downtown plaza. The property, formally the U.S. Bank site, located at 453 Forest Avenue in downtown Glen Ellyn was purchased recently by the Village. The Park District, with Village participation, will lead the process of planning and development of the site. Once the park is completed, the Park District will operate, and the Village and Park District develop the area into a multi-use event and Downtown Park/open space, to be utilized by the entire Glen Ellyn community.

Staff is recommending the Architectural and Engineering services of Site Design Group, Ltd. and Featherstone, Inc. Construction Management to implement the project.

Site Design Group, Ltd. is an award-winning landscape architecture and urban design firm based in Chicago. They are known for their expertise as innovators and creative thinkers in the public realm. Site gives particular attention to the importance of creative contextually based planning and design. Awards include the IL American Society of Landscape Architects, Firm of the Year.

The core design team includes Woodhouse Tinucci Architects, and V3 Engineers inclusive of the contract and fees. Woodhouse Tinucci is a notable firm, with finished outcomes that are fresh and distinct. An award-winning firm, including Chicago AIA Firm of the Year. V3 Engineers is a multidisciplinary civil engineering firm, that the Park District has prior experience with and is currently under contract for Churchill Park.

Featherstone, Inc. is a reputable Construction Management firm that is currently under contract for the Park District's Frank Johnson Center. Current project experience includes the recent expansion at Cantigny, Morton Arboretum Grand Garden, and Ball Seed Headquarters and Lab expansion.

A Summary of the fees are as follows:

- Site Design Group, Ltd. (Schematic Design, Public Engagement, Design Development, Construction Documents): \$344,180
- Featherstone, Inc. (Pre-Construction Services, Cost Estimating, Bidding and Negotiation): \$73,548

The first steps of getting through Schematic Design and Public Engagement will result in valuable tool kit of drawings and cost estimates to use for fundraising. Total costs to get through Schematic Design and Public Engagement from Site Design and Featherstone total \$98,429.

Furthermore, Staff has checked references in both public and private sectors for the Site Design Group, Ltd. Team.

While all agreements are not finalized with the Village, progress has been made. The original schedule had the design beginning in January to be prepared for meaningful public engagement and to start fundraising. To stay on track and meet expectations for 2024 construction, staff is recommending starting the design process.

Further discussion will take place at the Board meeting, and if the Board chooses to, they may make motion to approve both contracts.

GLEN ELLYN DOWNTOWN EVENT AREA & OPEN-SPACE PARK

453 Forest Avenue, Glen Ellyn, Illinois
 Proposal for Professional Design Services
 for Glen Ellyn Park District
 Project No. 9586
 November 29, 2022



PROJECT UNDERSTANDING

Glen Ellyn Park District (Client/Owner) has requested a proposal for professional design services for the Glen Ellyn Downtown Event Area & Open-Space Park at 453 Forest Avenue, Glen Ellyn, Illinois. Scope of Work shall include Schematic Design, Public Engagement, Design Development, and Construction Documents. Construction Contract Administration shall provided on a Time and Expense Basis. Professional services shall include landscape architecture, architecture, civil engineering, mechanical electrical plumbing engineering, acoustical consulting, and structural engineering. Design elements shall consider:

- Streetscapes along Forest Avenue, and Duane Street
- Stage with service drive
- Restroom and storage building
- Gateway arch with columns
- Paved plaza(s) for farmer’s market, food trucks, vendor tents, and/or synthetic ice-rink
- Play area with earth mounds and boulders
- Picnic grove
- Synthetic turf lawn
- Trees, shrubs, and plantings
- Site furnishings (e.g., bike racks, site seating, site fencing, bollards, etc.)
- Site electrical power and lighting

In response, *site design group, ltd.* (*site*) proposes to provide the following services:

1.00 SCHEMATIC DESIGN

- 1.01. Kick-Off Meeting: *site* shall participate in a Kick-Off Meeting with Owner to review the proposed program and evaluate it in respect to the proposed scope, budget, and schedule to make recommendations.
- 1.02. Site Review & Evaluation: *site* shall review the site and existing conditions, data and documents, planning department, streetscape or other guidelines, and local governing statutes and ordinances related to landscaping and landscape design. *site* shall be provided with architectural building drawings and a topographic land survey in electronic format compatible with AutoCAD for *site*’s use on this project.
- 1.03. Concept Design: *site* shall develop a concept landscape design considering the selected program for the site and the design elements described in the Project Understanding above. *site* shall prepare initial sketches (no renderings) along with precedent imagery. *site* shall provide up to one (1) revision of the selected design per feedback. *site* shall provide a design narrative.
- 1.04. Outline Specifications: *site* shall prepare outline specifications for initial material selections and to establish a level of quality for the work.

site design group, ltd.
 888 south michigan avenue #1000
 chicago, illinois 60605
 tel 312.427.7240 fax 312.427.7241
 www.site-design.com

- 1.05. Opinion of Probable Costs Review: *site* shall review an opinion of probable construction (OPC) costs prepared by others for landscape related elements and/or systems contained within this scope based on experience and qualifications representing this professional's best judgment. If necessary, *site* shall participate in limited Value Engineering to coordinate the design with the OPC and Owner budget.
- 1.06. Team Coordination Meeting: *site* shall participate in up to five (5) virtual Team Coordination Meetings during this phase.
- 1.07. Owner Review Meeting: *site* shall participate in up to five (5) in-person Owner Review Meetings during this phase. *site* shall provide written meeting notes within three days of the meeting.

2.00 PUBLIC ENGAGEMENT

- 2.01. Presentation Materials: *site* shall prepare presentation materials for the public engagement meetings including rendered site plans illustrating the selected design, supporting images and graphics.
- 2.02. Preparation Meetings: *site* shall participate in up to two (2) virtual meetings with Owner prior to public engagement meetings to review meeting materials and agenda.
- 2.03. Public Meetings: *site* shall lead engagement sessions along with Owner in up to three (3) in-person Public Meetings.
- 2.04. Documentation & Analysis: *site* shall provide written meeting notes and analysis of the public meetings.
- 2.05. Team Coordination Meeting: *site* shall participate in up to eight (8) virtual Team Coordination Meetings during this phase.

3.00 DESIGN DEVELOPMENT

- 3.01. Design Development: From the approved concept design in the previous phase, *site* shall work with the Owner to refine the design, layout, dimensions, details, and materials. Revisions shall be made based on review meeting comments. Drawings shall be suitable for submission to the Local Governing Authorities.
- 3.02. Technical Specifications: *site* shall prepare specifications for material selections and establishment of the level of quality for the work.
- 3.03. Opinion of Probable Costs Review: *site* shall review an opinion of probable construction (OPC) costs prepared by others for landscape related elements and/or systems contained within this scope based on experience and qualifications representing this professional's best judgment. If necessary, *site* shall participate in limited Value Engineering to coordinate the design with the OPC and Owner budget.
- 3.04. Team Coordination Meeting: *site* shall participate in up to five (5) virtual Team Coordination Meetings during this phase.
- 3.05. Owner Review Meeting: *site* shall participate in up to five (5) in-person Owner Review Meetings during this phase. *site* shall provide written meeting notes within three days of the meeting.

4.00 CONSTRUCTION DOCUMENTS

- 4.01. Construction Drawings: *site* shall refine the design drawings with notations, dimensions and detailing suitable for bidding, procurement, construction, and installation. Hardscape, Architectural, Mechanical, Electrical, Plumbing, and Civil drawings shall show layouts and installation details. Landscape Planting Drawings shall show planting bed and tree locations. Plant schedule shall show quantities, species and sizes of plant material. Irrigation drawings, if required, shall show planting zones to coordinate with a design build specification. Site furnishing drawings shall show layouts and installation details.
- 4.02. Technical Specifications: *site* shall finalize technical specifications for all new construction work for this project designed in this scope of work.
- 4.03. Opinion of Probable Costs Review: *site* shall review an opinion of probable construction (OPC) costs prepared by others for landscape related elements and/or systems contained within this scope based on experience and qualifications representing this professional's best judgment. If necessary, *site* shall participate in limited Value Engineering to coordinate the design with the OPC and Owner budget.
- 4.04. Permit Review & Revisions: *site* shall be available for permit review meeting with the Authorities Having Jurisdiction and shall make permit required revisions.
- 4.05. Team Coordination Meeting: *site* shall participate in up to five (5) virtual Team Coordination Meetings during this phase.
- 4.06. Owner Review Meeting: *site* shall participate in up to five (5) in-person Owner Review Meetings during this phase. *site* shall provide written meeting notes within three days of the meeting.

5.00 CONSTRUCTION CONTRACT ADMINISTRATION – **ADDITIONAL TIME & EXPENSE BASIS**

- 5.01. Pre-Bid Meeting: *site* shall participate in a Pre-Bid Meeting with to review the issued for bid documents to clarify design intent.
- 5.02. Pre-Construction Meeting: *site* shall participate in a Pre-Construction Meeting with to review the issued for construction documents to review schedules, conditions, and intent of the documents.
- 5.03. Addenda Q&A: *site* shall be available to answer questions from bidders regarding the landscape design during the bidding process. Addenda shall be prepared to clarify or modify the construction documents. Addenda prepared for changes to the approved design intent shall be considered additional services.
- 5.04. Bid Review: *site* shall assist in reviewing and making recommendations on construction bids regarding landscape architecture elements designed for this project.
- 5.05. Site Visits: During construction, *site* shall make site visits to review completion of the work in accordance with the foregoing plans and specifications prepared by *site*. *site* shall prepare brief field reports of each visit.
- 5.06. Submittal Review: *site* shall be available to review relevant submittals made by the Contractor for the items required by the Project Manual. *site* shall respond to contractor Requests For Information (RFI's) regarding the construction documents and the design intent.

- 5.07. Plant and Tree Tagging: *site* shall provide day trips to nursery suppliers, within a 100-mile distance of the project, to review and tag plants, shrubs, and/or trees for this project.
- 5.08. Punch List: *site* shall visit the site at Substantial Completion and prepare a Punch List for final acceptance of work still requiring completion. *site* shall visit the site for a review of completed punch list items.

PROPOSED FEES

site shall provide Professional Landscape Architecture Services for the referenced project as outlined above and per the attached Detailed Fee Proposal for a Stipulated Fee of **Three Hundred Forty-Four Thousand One Hundred Eighty And 00/100 Dollars (\$344,180.00)** plus reimbursable expenses.

EXCEPTIONS

Survey; Environmental Testing and Analysis; Soils Testing and Analysis; Cost Estimating; LEED/ Sustainable Certification Documentation; Photorealistic Renderings; Irrigation Design & Details (base scope limited to delegated design); Full Water Feature Design (base scope limited to conceptual design); IDPH Compliance; Branding/ Marketing/ Logo Design; Audio-Video Design and Engineering (base scope limited to aesthetic fixture selection and locations); etc.

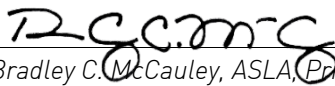
PROFESSIONAL SERVICES AND RATES

All Additional Services for this project beyond this Scope of Services shall be performed on a time and expense basis using the following hourly rates plus reimbursable expenses:

Design Principal	\$250.00
Director	\$200.00
Project Manager/ Architect/ Engineer	\$180.00
Project Designer/ Associate	\$150.00
Draftsperson.....	\$125.00
Technical Aide/ Administrative	\$110.00

Reimbursable Expenses as actual expenditures made in the interest of this project (plotting, reproduction costs, shipping and handling of Drawings & Documents, transportation, etc.) shall be billed at the amount billed *site design group, ltd.*

Submitted by:
SITE DESIGN GROUP, LTD.


Bradley C. McCauley, ASLA, Principal

November 29, 2022
Date

Accepted by:
GLEN ELLYN PARK DISTRICT

Authorized Signature

Date

Printed Name

Title

GLEN ELLYN DOWNTOWN EVENT AREA & OPEN-SPACE PARK

453 Forest Avenue, Glen Ellyn, Illinois
 Proposal for Professional Design Services
 for Glen Ellyn Park District
 Project No. 9586
 November 29, 2022

site design group, ltd.	Qn	Principal in Charge		Director		Project Manager/ Engineer		Project Designer		CAD Operator/ Draftsperson		Technical Aide		Subtotals	
		Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee
			\$250		\$200		\$180		\$150		\$125		\$110		

1.00 SCHEMATIC DESIGN																
1.01	Kick Off Meeting		1	\$250		\$0	2	\$360	2	\$300		\$0		\$0	5	\$910
1.02	Site Review & Evaluation		1	\$250		\$0	8	\$1,440	8	\$1,200		\$0		\$0	17	\$2,890
1.03	Concept Design		8	\$2,000	4	\$800	24	\$4,320	60	\$9,000	12	\$1,500	2	\$220	110	\$17,840
1.04	Outline Specifications			\$0	8	\$1,600	2	\$360		\$0		\$0		\$0	10	\$1,960
1.05	Opinion of Probable Costs Review			\$0	8	\$1,600	4	\$720	4	\$600	8	\$1,000		\$0	24	\$3,920
1.06	Team Coordination Meetings	5	2	\$500		\$0	5	\$900	5	\$750		\$0		\$0	12	\$2,150
1.07	Owner Review Meetings	5	5	\$1,250		\$0	20	\$3,600	20	\$3,000		\$0		\$0	45	\$7,850
	Civil Engineering															\$9,500
	Architecture															\$18,000
	Mechanical Electrical Plumbing															\$5,000
	Acoustical Consulting															\$2,025
	Structural Engineering															\$5,000
	Phase Subtotal		17	\$4,250	20	\$4,000	65	\$11,700	99	\$14,850	20	\$2,500	2	\$220	223	\$77,045

18.12%

2.00 PUBLIC ENGAGEMENT																
2.01	Presentation Materials	3	3	\$750		\$0	12	\$2,160	48	\$7,200	24	\$3,000	3	\$330	90	\$13,440
2.02	Preparation Meetings	2		\$0		\$0	8	\$1,440	8	\$1,200		\$0		\$0	16	\$2,640
2.03	Public Meetings	3	6	\$1,500		\$0	24	\$4,320	24	\$3,600	24	\$3,000		\$0	78	\$12,420
2.04	Document & Analysis	3	3	\$750		\$0	12	\$2,160	6	\$900		\$0		\$0	21	\$3,810
2.05	Team Coordination Meetings	3		\$0		\$0	3	\$540	3	\$450		\$0		\$0	6	\$990
	Civil Engineering															
	Architecture															\$1,000
	Mechanical Electrical Plumbing															
	Acoustical Consulting															
	Structural Engineering															
	Phase Subtotal		12	\$3,000	0	\$0	59	\$10,620	89	\$13,350	48	\$6,000	3	\$330	211	\$34,300

8.07%

3.00 DESIGN DEVELOPMENT																
3.01	Design Development		18	\$4,500	4	\$800	24	\$4,320	58	\$8,700	24	\$3,000	2	\$220	130	\$21,540
3.02	Technical Specifications			\$0	4	\$800		\$0	4	\$600		\$0		\$0	8	\$1,400
3.03	Opinion of Probable Costs Review			\$0	8	\$1,600	4	\$720	4	\$600	8	\$1,000		\$0	24	\$3,920
3.04	Team Coordination Meetings	5		\$0		\$0	5	\$900	5	\$750		\$0		\$0	10	\$1,650
3.05	Owner Review Meetings	5	5	\$1,250		\$0	20	\$3,600	20	\$3,000		\$0		\$0	45	\$7,850
	Civil Engineering															\$14,000
	Architecture															\$22,500
	Mechanical Electrical Plumbing															\$10,000
	Acoustical Consulting															\$5,400
	Structural Engineering															\$10,000
	Phase Subtotal		23	\$5,750	16	\$3,200	53	\$9,540	91	\$13,650	32	\$4,000	2	\$220	217	\$98,260

23.11%

4.00 CONSTRUCTION DOCUMENTS																
4.01	Construction Drawings		12	\$3,000	16	\$3,200	24	\$4,320	24	\$3,600	90	\$11,250	4	\$440	170	\$25,810
4.02	Technical Specifications			\$0	24	\$4,800	1	\$180	1	\$150		\$0		\$0	26	\$5,130
4.03	Opinion of Probable Costs Review			\$0	8	\$1,600	4	\$720	4	\$600	8	\$1,000		\$0	24	\$3,920
4.04	Permit Review & Revisions			\$0	8	\$1,600	2	\$360	2	\$300	16	\$2,000		\$0	28	\$4,260
4.05	Team Coordination Meetings	5	2	\$500		\$0	5	\$900	5	\$750		\$0		\$0	12	\$2,150
4.06	Owner Review Meetings	5	5	\$1,250		\$0	20	\$3,600	20	\$3,000		\$0		\$0	45	\$7,850
	Civil Engineering															\$27,000
	Architecture															\$32,000
	Mechanical Electrical Plumbing															\$12,000
	Acoustical Consulting															\$4,455
	Structural Engineering															\$10,000
	Phase Subtotal		19	\$4,750	56	\$11,200	56	\$10,080	56	\$8,400	114	\$14,250	4	\$440	305	\$134,575

31.65%

TOTAL PROPOSED HOURS & FEES SD-CD		71	\$17,750	92	\$18,400	233	\$41,940	335	\$50,250	214	\$26,750	11	\$1,210	956	\$344,180	100.0%
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Civil Engineering	V3	\$50,500	14.7%
Architecture	Woodhouse Tinucci	\$73,500	21.4%
Mechanical Electrical Plumbing	Advanced Consulting Group	\$27,000	7.8%
Acoustical Consulting	Shen Milsom & Wilke	\$11,880	3.5%
Structural Engineering	CE Anderson	\$25,000	7.3%
Subtotal Subconsultants		\$162,880	47.3%
Landscape Architecture/Project Mgmt	site design group, ltd.	\$181,300	52.7%



Featherstone, Inc.

PROJECT + CONSTRUCTION MANAGEMENT

4610 Roslyn Road, Downers Grove, Illinois 60515
P 630.737.1990 www.featherstoneinc.com

February 1, 2023

Mr. Nathan Troia
Superintendent of Planning and Natural Resources
Glen Ellyn Park District
185 Spring Avenue
Glen Ellyn, IL 60137

Re: Downtown Park
Project + Construction Management
Pre-Construction Services

Dear Nathan,

Thank you for the opportunity and consideration to submit a proposal for Project + Construction Management Pre-Construction Services for the Downtown Park Development Project. The staff at Featherstone, Inc. is excited about the opportunity to collaborate with your staff and the design team on such a great project.

Per your request, I have prepared a proposal to offer full Construction Management Adviser Pre-Construction Services on your Project. I have based the proposal on the attached Preliminary Project Schedule dated February 1, 2023, Glen Ellyn Park District's attached Schedule, Wight & Co. Construction Cost Opinion dated June 21, 2022, in the amount of \$4,743,200, and Wight & Co. Downtown Plaza Concept Plan dated June 21, 2022.

The proposal is also based on our AIA Document C132 – 2019 Standard Form of Agreement Between GEPC and Construction Manager as Adviser.

The proposal is broken down into the following sections, Basic Services, Additional Services, Miscellaneous Provisions, Insurance Limits, Compensation, Reimbursable Expenses, and Payment Terms.

Featherstone provides a unique delivery process that is transparent with no real or perceived conflicts of interest. Our project delivery method assures that we always have the Glen Ellyn Park District's best interest in mind as we manage the successful completion of the Downtown Park Development Project.

Please do not hesitate to contact me if you have any questions regarding the contents of this proposal or if you require additional information.

Thank you again for considering Featherstone, Inc.

Sincerely,

Thomas Featherstone

Basic Project Management Scope of Services

Planning and Design Phase

1. Review the program furnished by the GEPD and any evaluation of the GEPD's program provided by the Design Team to ascertain the requirements of the Project and arrive at a mutual understanding of such requirements with the GEPD and the Design Team.
2. Prepare a estimates of the Cost of the Work or the cost of the program requirements using area, volume, or similar estimating techniques for the Design Team's review and GEPD's approval. If the Design Team suggests alternative materials and systems, provide cost evaluations of those alternative materials and systems.
3. The agreement includes one detailed cost estimate at the conclusion of the following phases;
 - a. Schematic Design
 - b. Design Development
4. Expeditiously review design documents during their development and advise the GEPD and Design Team on proposed site use and improvements, suggestions of the selection of materials, and building systems and equipment.
5. Provide recommendations to the GEPD and Design Team on constructability, availability of materials and labor, sequencing for phased construction, time requirements for procurement, installation and construction, and factors related to construction cost including, but not limited to, costs of alternative designs or materials, preliminary budgets, and possible cost reductions.
6. Prepare and periodically update the Project schedule for the Design Team's review and the GEPD's acceptance. Obtain the Design Team's approval for the portion of the Project schedule relating to the performance of the Design Team's services. The Project schedule shall coordinate and integrate the Project Manager's services, the Design Team's services, other GEPD consultants' services, and the GEPD's responsibilities and highlight items that could affect the Project's timely completion.
7. As the Design Team progresses with the preparation of the Design Development and Construction Documents, consult with the GEPD and Design Team and make recommendations whenever the design details adversely affect constructability, cost, or schedules.
8. Provide recommendations and information to the GEPD and Design Team regarding the assignment of responsibilities for temporary Project facilities and equipment, materials, and services for common use of the Contractors. Verify that such requirements and assignment of responsibilities are included in the proposed Contract Documents.
9. Update the Project schedule to include the components of the Work, including phasing of construction, times of commencement and completion required of each Contractor, ordering and delivery of products, including those that must be ordered well in advance of construction, and the occupancy requirements of the GEPD.
10. Assist the GEPD and the Design Team in obtaining building permits and special permits for permanent improvements, except for permits required to be obtained directly by the various Multiple Prime Contractors.
11. Assist the GEPD and Design Team in connection with the GEPD's responsibility for filing documents required for the approvals of governmental authorities having jurisdiction over the Project.

Bidding / Contract Award

1. Assist the GEPD in obtaining information regarding applicable requirements for equal employment opportunity programs, and other programs as may be required by governmental and for quasi-governmental authorities for inclusion in the Contract Documents.
2. Prepare the general requirement specifications for the Project.
3. Prepare bid packages identifying the specific scope of Work for each trade or contract.

4. Prepare a detailed pre-bid schedule criteria identifying long lead material items and critical path construction activities.
5. Prepare bid forms and documents for solicitation of competitive public bids.
6. Prepare a list of potential contractors for each trade package and review with the GEPD and the Design Team prior to document disbursement.
7. Assist the GEPD in pre-qualifying contractors utilizing and AIA Document A305 – 2020 Contractor’s Qualification Statement.
8. Prepare legal notice for public bidding criteria.
9. Distribute bid documents to all interested contractors and conduct a public pre-bid conference to review all the bid documents and to allow the bidders an opportunity to visit the site and familiarize themselves with the existing conditions.
10. Assist the Design Team and the consultants in resolving questions or interpretations during the bid process.
11. Conduct formal public bid opening with an GEPD’s representative.
12. Evaluate and analyze the bids as to the adequacy and completeness.
13. Conduct scope reviews with the apparent low bidders and make recommendations for contract award.
14. Review the availability of labor and the capabilities of the trade contractors to perform the Work as defined in the contract documents.
15. Prepare and execute contracts for each trade or category of Work between the GEPD and the trade contractors.

Additional Services

If GEPD should request services not included within the Basic Services of this proposal, or if there are significant changes in the Project including, but not limited to, change in size, quality, complexity, or the schedule, Featherstone, Inc. reserves the right to submit an additional fee request for review and approval prior to the execution of the additional Work.

Miscellaneous Provisions

It is understood that written authorization to advance into each phase of the project will be required by the GEPD. Including;

- Design Development Phase
- Construction Documents Phase
- Bidding Phase

Note that the final Construction Management Fees for the Construction and Post Construction Phases will be determined at the conclusion of the public bidding and bid award acceptance by the Glen Ellyn Park District.

Insurance Limits

Featherstone, Inc. carries a \$5,000,000 insurance policy for General and Business Liability, and a \$2,000,000 policy for Professional Liability.

Compensation

Construction Management fee for the Basic Services for the Project is based on the following Fee Summary and Detail

Summary:

Description	Amount
1 Pre-Construction Phase Services	
2 Subtotal Schematic Design Phase:	21,384
3 Subtotal Design Development Phase:	19,116
4 Subtotal Construction Documents Phase:	7,128
5 Subtotal Bidding and Negotiation Phase Services:	25,920
6 Subtotal Pre-Construction Services	73,548

Detail:

Preconstruction Phase Services

Item #	Task	Hours	Billing Rate / Hour	Total
1 Schematic Design Phase				
2	Assist GEPD in selecting, retaining, and coordinating the professional services of surveyors, special consultants and testing laboratories required for the Project	0	162.00	0
3	Attend bi-weekly design meetings with GEPD Staff and design consultants (8 meetings)	16	162.00	2,592
4	Review the final SD deliverable with the project team to ascertain the project goals and reequipments	4	162.00	648
5	Field visit to review the existing site conditions	4	162.00	648
6	Prepare schematic design cost opinion	80	162.00	12,960
7	Prepare detailed project schedule	16	162.00	2,592
8	Preliminary meeting with design team to review the estimate and schedule	2	162.00	324
9	Meeting with project team to present cost estimate	2	162.00	324
10	Work with project team to align project scope, budget, and schedule	8	162.00	1,296
11	Formally present schematic design to GEPD	0	162.00	0
12 Subtotal Schematic Design Phase:		132		21,384
1 Design Development Phase				
2	Attend bi-weekly design meetings with GEPD Staff and design consultants (3 meetings)	6	162.00	972
3	Expediently review design documents during their development	4	162.00	648

4	Advise the GEPD and Design Consultants if it appears that the Cost of the Work may exceed the GEPD's budget and make recommendations for corrective action	8	162.00	1,296
5	Provide recommendations to the GEPD and Design Consultants on constructability, availability of materials and labor, sequencing for phased construction, time requirements for procurement, installation and construction, and factors related to construction cost including, but not limited to, costs of alternative designs or materials, preliminary budgets, and possible cost reductions	8	162.00	1,296
6	Prepare design development cost opinion	70	162.00	11,340
7	Update detailed project schedule	8	162.00	1,296
8	Preliminary meeting with design team to review the estimate and schedule	2	162.00	324
9	Meeting with project team to present cost estimate	2	162.00	324
10	Work with project team to align project scope, budget, and schedule	8	162.00	1,296
11	Formally present schematic design to GEPD	2	162.00	324
12	Subtotal Design Development Phase:	118		19,116
1 Construction Documents Phase				
2	Attend bi-weekly design meetings with GEPD Staff and design consultants (3 meetings)	6	162.00	972
3	Expediently review design documents during their development	4	162.00	648
4	Update detailed project schedule	4	162.00	648
5	Formally present final design to GEPD	2	162.00	324
6	Assist the GEPD and design consultants in obtaining building permits	20	162.00	3,240
7	Review final documents during preparation to minimize ambiguities, conflicts, overlaps, and omissions between proposed subcontracts and/or trade packages.	8	162.00	1,296
8	Subtotal Construction Documents Phase:	44		7,128

Bidding and Negotiation Phase Services

Item #	Task	Hours	Billing Rate / Hour	Total
1	Prepare General Requirements Section of the Project Manual including the general requirements specification sections, detailed scope of work for each trade contractor and a detail Prebid Schedule Criteria.	40	162.00	6,480

2	Prepare bidders list for each trade activity and review with project team	16	162.00	2,592
3	Distribute bid documents to all interested trade bidders	16	162.00	2,592
4	Conduct Public Prebid meeting	4	162.00	648
5	Administer the bidding process, coordinate the flow of information, interpret bid questions, issue any required addendums, maintain bidders' interest in the project	32	162.00	5,184
6	Conduct Public Bid Opening	4	162.00	648
7	Tabulate bids, scrutinize bids, conduct scope review with each apparent low bidders to assure compliance with the construction documents, prepare recommendations to the project team for contract award.	40	162.00	6,480
8	Attend meeting with project team to present the bid tabulation and make recommendations for contract award for each individual trade contract.	4	162.00	648
9	Attend meeting to formally present bid award recommendation	4	162.00	648
10	Subtotal Bidding and Negotiation Phase Services:	160		25,920

Reimbursable Expenses

Reimbursable Expenses are in addition to the compensation for Basic and Additional Services and are actual expenditures incurred by Featherstone, Inc. and Featherstone, Inc.'s employees in the interest of the Project, but are not related to any one construction activity or subcontract. Examples of Reimbursable Expenses are as follows:

General Office Items – Printing, reproduction, postage, and local messenger.

Payment Terms

Invoices will be submitted by the first day of each month for services rendered the preceding month in the amount indicated under Compensation for Construction Management Adviser fee. The invoice will also include any reimbursable expenses as defined under the Reimbursable Expenses of this proposal and will be billed at a 1.10 multiplier.

This proposal accepted as of the day and year first written above.

Glen Ellyn Park District

Featherstone, Inc.



Signature
Mr. Nathan Troia
Superintendent of Planning and Natural Resources

Signature
Thomas Featherstone
President

Proposed Terms
GLEN ELLYN PARK DISTRICT
Project Schedule

February 7, 2023 - GEPD approve contact with Design and Planning Consultant for schematic design and public engagement. Additionally, a construction manager will be engaged simultaneously.

March 2023 - Schematic Design and public engagement begins.

April 2023 – Fundraising efforts will begin with initial outreach to elected officials. Solicitation of philanthropic contributions will begin at the completion of schematic design.

August 2023 - Schematic design and public engagement concludes. A design with cost analysis, phasing plan, fundraising strategy and business plan will be presented based on community input, stakeholder engagement and Park District discussion along with Village feedback.

September 2023 - Design Development (D.D.) including construction documents and further cost review and projections will begin (As available funding will likely only support a phase I development, D.D. will focus on phase I elements)

January 2024 – Completion of D.D. and bid documents publicized.

February 2024 – Bid opening and approval/awarding of contract.

May 2024 – Phase I construction begins.

December 2024 – Phase I completion.

As identified beginning in April 2023, fundraising efforts will be initiated. Depending on the success and progress of those efforts, the implementation of Phase II will be determined.

Glen Ellyn Park District
Downtown Park
Preliminary Project Schedule

ID	Task Name	Duration	Start	Finish	2023				2024					
					Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
1	General	4316 days	Tue 1/1/08	Tue 8/6/24										
2	Request For Proposals (RFP)	19 days	Tue 11/1/22	Tue 11/29/22										
3	Review and Prepare Short List	3 days	Wed 11/30/22	Fri 12/2/22										
4	RFP Interviews	10 days	Mon 12/5/22	Fri 12/16/22										
5	Prepare Design Team Agreements	33 days	Mon 12/19/22	Mon 2/6/23										
6	RFP Board Approval	1 day	Tue 2/7/23	Tue 2/7/23										
7	Assemble Design Team	15 days	Wed 2/8/23	Tue 2/28/23										
8	Kick Off Meeting	1 day	Wed 3/1/23	Wed 3/1/23										
9	Schematic Design	86 days	Thu 3/2/23	Fri 6/30/23										
10	Public Engagement	15 days	Thu 3/2/23	Wed 3/22/23										
11	Prepare Schematic Design Estimate	15 days	Mon 7/3/23	Mon 7/24/23										
12	Prepare Detailed Project Schedule	3 days	Thu 7/20/23	Mon 7/24/23										
13	Align Project Design, Budget, and Schedule	10 days	Tue 7/25/23	Mon 8/7/23										
14	Staff Approval / Prepare Board Package	5 days	Tue 8/8/23	Mon 8/14/23										
15	Board Approval	1 day	Tue 8/15/23	Tue 8/15/23										
16	Fund Raising - Philanthropic Contributions Solicitation Begins	1 day	Wed 8/16/23	Wed 8/16/23										
17	Prepare Planning & Zoning Approval Package	5 days	Wed 8/16/23	Tue 8/22/23										
18	Prepare Architectural Appearance Review / Approval Package	5 days	Wed 8/16/23	Tue 8/22/23										

Glen Ellyn Park District
Downtown Park
Preliminary Project Schedule

ID	Task Name	Duration	Start	Finish	2023				2024					
					Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
19	Preliminary Approvals	30 days	Wed 8/23/23	Wed 10/4/23										
20	Design Development	30 days	Fri 9/1/23	Fri 10/13/23										
21	Update Project Estimate & Schedule	15 days	Tue 1/1/08	Mon 1/21/08										
22	Align Project Design, Budget, and Schedule	5 days	Tue 1/22/08	Mon 1/28/08										
23	Issued for Permit Construction Documents	34 days	Mon 10/16/23	Mon 12/4/23										
24	Building Permit Approval	40 days	Tue 12/5/23	Wed 1/31/24										
25	Preliminary Permit Review Comments	20 days	Tue 12/5/23	Wed 1/3/24										
26	Building Permit Approval	40 days	Tue 12/5/23	Wed 1/31/24										
27	Finalize Issued For Bidding Documents	22 days	Tue 12/5/23	Fri 1/5/24										
28	Prepare Bid Packages	5 days	Mon 1/8/24	Fri 1/12/24										
29	Bidding	15 days	Mon 1/15/24	Fri 2/2/24										
30	Review Bids	5 days	Mon 2/5/24	Fri 2/9/24										
31	Present Bid Recommendation	1 day	Mon 2/12/24	Mon 2/12/24										
32	Staff Approval to Present To Board	5 days	Tue 2/13/24	Mon 2/19/24										
33	Board Approval	1 day	Tue 2/20/24	Tue 2/20/24										
34	Award & Execute Prime Contracts	15 days	Wed 2/21/24	Tue 3/12/24										
35	Submittals	40 days	Wed 2/28/24	Tue 4/23/24										
36	Procure Materials	100 days	Wed 3/20/24	Tue 8/6/24										
37														
38	Construction	158 days	Wed 5/1/24	Fri 12/6/24										
39	Construction - Phase 1	158 days	Wed 5/1/24	Fri 12/6/24										

Proposed Terms
GLEN ELLYN PARK DISTRICT
Project Schedule

February 7, 2023 - GEPD approve contact with Design and Planning Consultant for schematic design and public engagement. Additionally, a construction manager will be engaged simultaneously. (Estimated cost for this stage is \$135,000)

March 2023 - Schematic Design and public engagement begins.

April 2023 – Fundraising efforts will begin with initial outreach to elected officials. Solicitation of philanthropic contributions will begin at the completion of schematic design.

August 2023 - Schematic design and public engagement concludes. A design with cost analysis, phasing plan, fundraising strategy and business plan will be presented based on community input, stakeholder engagement and Park District discussion along with Village feedback.

September 2023 - Design Development (D.D.) including construction documents and further cost review and projections will begin (As available funding will likely only support a phase I development, D.D. will focus on phase I elements)

January 2024 – Completion of D.D. and bid documents publicized. (Estimated cost for this phase is \$245,000)

February 2024 – Bid opening and approval/awarding of contract.

May 2024 – Phase I construction begins.

December 2024 – Phase I completion. (not to exceed \$2 million based on available funding by VGE and GEPD)

As identified beginning in April 2023, fundraising efforts will be initiated. Depending on the success and progress of those efforts, the implementation of Phase II will be determined.



MEMO

March 16, 2023

TO: Park District Board of Commissioners
FROM: Nathan Troia, PLA, Superintendent of Planning and Natural Resources
RE: Referendum and Capital Project Updates

The Glen Ellyn Park District referendum request for \$15.9 million to repair, improve and expand facilities, upgrade four park properties throughout the district, and purchase additional land for parks was approved in June of 2022. Additionally, there are other significant projects, including the Frank Johnson Center replacement is currently in progress.

All construction is expected to be completed within 3.5 years and staff has begun the process of implementation. To keep the Board informed of progress, a brief update, including scope and schedule, will be provided on the following projects:

- Frank Johnson Center
- Ackerman Gymnastics
- Sunset Pool
- Others

During the presentation, staff will be available for questions and comments.

Glen Ellyn Park District

Investment Report

February 28, 2023

	Prior Year February 2022	1st Quarter March 2022	2nd Quarter June 2022	3rd Quarter September 2022	4th Quarter December 2022	Current Year February 2023
Bank Balances						
Glen Ellyn Bank & Trust	\$ 260,141.86	\$ 1,479,898.50	\$ 498,155.30	\$ 382,456.14	\$ 816,785.28	\$ 837,310.85
Illinois Funds - 9347	4,238,952.47	4,311,196.57	4,517,092.37	4,631,902.42	4,819,350.14	4,932,742.33
Illinois Park District Liquid Asset Fund	210,810.62	210,816.44	211,080.00	212,060.78	213,896.25	215,393.35
Illinois Metropolitan Investment Fund	4,708,658.13	4,409,483.64	7,214,891.30	8,334,048.36	7,697,804.70	25,052,082.14
Total Bank Balance	\$ 9,418,563.08	\$ 10,411,395.15	\$ 12,441,218.97	\$ 13,560,467.70	\$ 13,547,836.37	\$ 31,037,528.67
Interest Rates						
Illinois Funds - 9347	0.12%	0.28%	1.12%	2.52%	3.93%	4.48%
Illinois Park District Liquid Asset Fund	0.03%	0.03%	0.89%	2.26%	3.96%	4.44%
Illinois Metropolitan Investment Fund	0.16%	0.22%	1.03%	2.33%	3.67%	4.06%
Interest (1)						
Illinois Funds - 9347	\$ 378.40	\$ 1,005.60	\$ 4,152.40	\$ 9,557.60	\$ 16,013.20	\$ 16,897.26
Illinois Park District Liquid Asset Fund	4.60	5.82	153.85	392.67	716.32	730.66
Illinois Metropolitan Investment Fund	579.12	825.51	5,557.96	14,741.36	23,931.84	50,309.29
Total Interest	\$ 962.12	\$ 1,836.93	\$ 9,864.21	\$ 24,691.63	\$ 40,661.36	\$ 67,937.21

(1) Interest shown is for only the month stated.



General Ledger
Consolidated Budget By
Account Type



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Period 02 - 02
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Description	2022 End Bal	2022 Budget	2023 End Bal	2023 Budget
Revenue				
Property Tax Receipts	0.00	5,568,808.00	0.00	5,888,721.00
Other Taxes	54,395.70	202,690.00	78,991.23	576,000.00
Charges for Services	336,768.35	1,705,000.00	325,704.20	1,867,300.00
Program Fees	1,752,359.62	4,160,891.00	3,327,653.51	4,942,353.00
Rentals	321,755.08	796,950.00	299,697.92	847,800.00
Concessions	395.34	34,000.00	29.82	79,000.00
Product Sales	10.00	0.00	10.00	0.00
Interest Income	1,851.98	12,500.00	109,684.95	302,000.00
Licenses & Permits	8,305.00	14,655.00	7,075.00	20,275.00
Grants & Donations	159.37	788,660.00	15.00	1,250,852.00
Debt Proceeds	0.00	3,675,000.00	18,196,840.55	20,900,000.00
Miscellaneous Income	13,258.59	34,800.00	10,899.24	41,500.00
Transfers Received	0.00	2,099,597.00	0.00	7,598,674.00
Chargeback Revenue	0.00	492,647.00	0.00	571,977.00
Revenue	2,489,259.03	19,586,198.00	22,356,601.42	44,886,452.00

General Ledger
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Description	2022 End Bal	2022 Budget	2023 End Bal	2023 Budget
Expense				
Salaries & Wages	419,685.78	3,509,063.00	456,223.27	3,917,444.00
Salaries & Wages - Programs	73,548.41	724,542.00	76,406.57	863,624.00
Contractual Labor	0.00	12,000.00	0.00	12,000.00
Contractual Services - Other	41,016.53	546,828.00	30,682.19	666,807.00
Contractual Services- Programs	262,649.92	1,350,410.00	400,179.54	1,838,733.00
Materials & Supplies	26,499.67	390,408.00	29,394.90	493,750.00
Materials & Supplies -Programs	22,221.76	386,811.00	22,178.94	479,564.13
Computer SoftHardware Equip.	10,249.80	46,000.00	1,016.50	46,500.00
Other Equipment	83,765.20	227,000.00	218.30	138,500.00
Building & Landscaping	-3,765.15	116,475.00	1,447.95	124,975.00
Insurance Expenses (PCL)	9,536.65	194,500.00	11,515.05	187,800.00
Employment Expenses	127,355.68	1,209,970.00	110,002.85	1,245,720.00
Utilities	37,433.52	522,930.00	18,631.87	475,800.00
Capital	23,483.22	3,824,787.00	698,629.07	18,038,676.67
Debt Service	0.00	1,271,658.00	116,350.00	1,791,815.00
Miscellaneous Expenses	35,124.53	395,923.00	99,322.20	485,700.00
Transfers Out	0.00	2,019,597.00	0.00	7,598,674.00
Chargebacks & Indirect Expense	0.00	485,775.00	0.00	571,977.00
Expense	1,168,805.52	17,234,677.00	2,072,199.20	38,978,059.80

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Description	2022 End Bal	2022 Budget	2023 End Bal	2023 Budget
Revenue Total	2,489,259.03	19,586,198.00	22,356,601.42	44,886,452.00
Expense Total	1,168,805.52	17,234,677.00	2,072,199.20	38,978,059.80
Grand Total	1,320,453.51	2,351,521.00	20,284,402.22	5,908,392.20

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Fund	Description	2022 End Bal	2022 Budget	2023 End Bal	2023 Budget
10	Corporate Fund				
10	Revenue				
10	Property Tax Receipts	0.00	2,141,300.00	0.00	2,095,053.00
10	Other Taxes	27,197.85	101,345.00	39,495.61	288,000.00
10	Interest Income	930.75	3,600.00	43,436.38	84,000.00
10	Miscellaneous Income	5,622.80	5,000.00	1,550.00	5,000.00
10	Transfers Received	0.00	<u>104,223.00</u>	0.00	<u>106,000.00</u>
10	Revenue	33,751.40	2,355,468.00	84,481.99	2,578,053.00
10	Expense				
10	Salaries & Wages	168,073.74	1,418,006.00	173,551.13	1,485,806.00
10	Contractual Labor	0.00	12,000.00	0.00	12,000.00
10	Contractual Services - Other	15,895.11	286,060.00	17,181.79	309,100.00
10	Materials & Supplies	17,271.78	173,954.00	13,281.76	197,800.00
10	Computer SoftHardware Equip.	10,224.81	29,000.00	684.00	29,000.00
10	Other Equipment	2,358.00	3,300.00	0.00	3,300.00
10	Building & Landscaping	-4,482.33	105,000.00	45.48	112,500.00
10	Insurance Expenses (PCL)	9,536.65	194,500.00	11,515.05	187,800.00
10	Employment Expenses	53,774.57	552,000.00	50,267.69	555,000.00
10	Utilities	5,043.81	45,600.00	2,871.82	47,700.00
10	Miscellaneous Expenses	756.13	45,900.00	1,537.76	49,900.00
10	Transfers Out	0.00	<u>2,374.00</u>	0.00	<u>327,374.00</u>
10	Expense	278,452.27	2,867,694.00	270,936.48	3,317,280.00
Revenue Total		33,751.40	2,355,468.00	84,481.99	2,578,053.00
Expense Total		278,452.27	2,867,694.00	270,936.48	3,317,280.00
Grand Total		-244,700.87	-512,226.00	-186,454.49	-739,227.00
10	Corporate Fund	-244,700.87	-512,226.00	-186,454.49	-739,227.00

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Fund	Description	2022 End Bal	2022 Budget	2023 End Bal	2023 Budget
20	Recreation Fund				
20	Revenue				
20	Property Tax Receipts	0.00	1,474,857.00	0.00	1,719,853.00
20	Other Taxes	27,197.85	101,345.00	39,495.62	288,000.00
20	Charges for Services	336,768.35	1,705,000.00	325,704.20	1,867,300.00
20	Program Fees	1,752,359.62	4,160,891.00	3,327,653.51	4,942,353.00
20	Rentals	321,755.08	796,950.00	299,697.92	847,800.00
20	Concessions	395.34	34,000.00	29.82	79,000.00
20	Product Sales	10.00	0.00	10.00	0.00
20	Interest Income	921.23	4,800.00	41,939.28	84,000.00
20	Licenses & Permits	8,305.00	14,655.00	7,075.00	20,275.00
20	Grants & Donations	160.00	35,000.00	15.00	38,500.00
20	Miscellaneous Income	1,182.19	7,300.00	3,138.64	8,500.00
20	Chargeback Revenue	0.00	492,647.00	0.00	571,977.00
20	Revenue	2,449,054.66	8,827,445.00	4,044,758.99	10,467,558.00
20	Expense				
20	Salaries & Wages	242,912.09	2,046,057.00	274,232.91	2,386,638.00
20	Salaries & Wages - Programs	73,548.41	724,542.00	76,406.57	863,624.00
20	Contractual Services - Other	25,121.42	260,768.00	13,500.40	282,707.00
20	Contractual Services- Programs	262,649.92	1,350,410.00	400,179.54	1,838,733.00
20	Materials & Supplies	9,227.89	216,454.00	16,113.14	295,950.00
20	Materials & Supplies -Programs	22,221.76	386,811.00	22,178.94	479,564.13
20	Computer SoftHardware Equip.	24.99	17,000.00	332.50	17,500.00
20	Other Equipment	533.33	22,700.00	218.30	23,200.00
20	Building & Landscaping	717.18	11,475.00	1,402.47	12,475.00
20	Employment Expenses	71,743.38	639,720.00	58,129.97	672,470.00
20	Utilities	32,389.71	477,330.00	15,760.05	428,100.00
20	Miscellaneous Expenses	34,368.40	350,023.00	97,784.44	435,800.00
20	Transfers Out	0.00	2,016,223.00	0.00	2,268,300.00
20	Chargebacks & Indirect Expense	0.00	485,775.00	0.00	571,977.00
20	Expense	775,458.48	9,005,288.00	976,239.23	10,577,038.13
Revenue Total		2,449,054.66	8,827,445.00	4,044,758.99	10,467,558.00
Expense Total		775,458.48	9,005,288.00	976,239.23	10,577,038.13
Grand Total		1,673,596.18	-177,843.00	3,068,519.76	-109,480.13
20	Recreation Fund	1,673,596.18	-177,843.00	3,068,519.76	-109,480.13

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Fund	Description	2022 End Bal	2022 Budget	2023 End Bal	2023 Budget
45	Debt Service Fund				
45	Revenue				
45	Property Tax Receipts	0.00	1,228,658.00	0.00	1,338,815.00
45	Interest Income	0.00	<u>1,000.00</u>	0.00	<u>3,000.00</u>
45	Revenue	0.00	1,229,658.00	0.00	1,341,815.00
45	Expense				
45	Debt Service	0.00	1,231,658.00	0.00	1,341,815.00
45	Transfers Out	0.00	<u>1,000.00</u>	0.00	<u>3,000.00</u>
45	Expense	0.00	1,232,658.00	0.00	1,344,815.00
Revenue Total		0.00	1,229,658.00	0.00	1,341,815.00
Expense Total		0.00	1,232,658.00	0.00	1,344,815.00
Grand Total		0.00	-3,000.00	0.00	-3,000.00
45	Debt Service Fund	0.00	-3,000.00	0.00	-3,000.00

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Fund	Description	2022 End Bal	2022 Budget	2023 End Bal	2023 Budget
55	Special Recreation Fund				
55	Revenue				
55	Property Tax Receipts	<u>0.00</u>	<u>723,993.00</u>	<u>0.00</u>	<u>735,000.00</u>
55	Revenue	0.00	723,993.00	0.00	735,000.00
55	Expense				
55	Salaries & Wages	8,699.95	45,000.00	8,439.23	45,000.00
55	Employment Expenses	1,837.73	18,250.00	1,605.19	18,250.00
55	Capital	<u>0.00</u>	<u>693,177.00</u>	<u>0.00</u>	<u>1,000,638.00</u>
55	Expense	10,537.68	756,427.00	10,044.42	1,063,888.00
Revenue Total		0.00	723,993.00	0.00	735,000.00
Expense Total		10,537.68	756,427.00	10,044.42	1,063,888.00
Grand Total		-10,537.68	-32,434.00	-10,044.42	-328,888.00
55	Special Recreation Fund	-10,537.68	-32,434.00	-10,044.42	-328,888.00

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Fund	Description	2022 End Bal	2022 Budget	2023 End Bal	2023 Budget
85	Asset Replacement Fund				
85	Revenue				
85	Grants & Donations	0.00	32,500.00	0.00	32,500.00
85	Miscellaneous Income	1,062.50	2,500.00	0.00	8,000.00
85	Transfers Received	0.00	<u>1,995,374.00</u>	0.00	<u>2,492,674.00</u>
85	Revenue	1,062.50	2,030,374.00	0.00	2,533,174.00
85	Expense				
85	Contractual Services - Other	0.00	0.00	0.00	75,000.00
85	Other Equipment	80,873.87	201,000.00	0.00	112,000.00
85	Capital	0.00	58,000.00	0.00	65,000.00
85	Transfers Out	0.00	<u>0.00</u>	0.00	<u>5,000,000.00</u>
85	Expense	80,873.87	259,000.00	0.00	5,252,000.00
Revenue Total		1,062.50	2,030,374.00	0.00	2,533,174.00
Expense Total		80,873.87	259,000.00	0.00	5,252,000.00
Grand Total		-79,811.37	1,771,374.00	0.00	-2,718,826.00
85	Asset Replacement Fund	-79,811.37	1,771,374.00	0.00	-2,718,826.00

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Fund	Description	2022 End Bal	2022 Budget	2023 End Bal	2023 Budget
94	Capital Improvements Fund				
94	Revenue				
94	Interest Income	0.00	3,000.00	24,309.29	130,000.00
94	Grants & Donations	-0.63	721,160.00	0.00	1,179,852.00
94	Debt Proceeds	0.00	3,675,000.00	18,196,840.55	20,900,000.00
94	Transfers Received	0.00	<u>0.00</u>	0.00	<u>5,000,000.00</u>
94	Revenue	-0.63	4,399,160.00	18,221,149.84	27,209,852.00
94	Expense				
94	Capital	23,483.22	2,848,610.00	698,629.07	16,863,038.67
94	Debt Service	0.00	<u>40,000.00</u>	116,350.00	<u>450,000.00</u>
94	Expense	23,483.22	2,888,610.00	814,979.07	17,313,038.67
Revenue Total		-0.63	4,399,160.00	18,221,149.84	27,209,852.00
Expense Total		23,483.22	2,888,610.00	814,979.07	17,313,038.67
Grand Total		-23,483.85	1,510,550.00	17,406,170.77	9,896,813.33
94	Capital Improvements Fund	-23,483.85	1,510,550.00	17,406,170.77	9,896,813.33

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Fund	Description	2022 End Bal	2022 Budget	2023 End Bal	2023 Budget
96	Cash In Lieu of Land Fund				
96	Revenue				
96	Interest Income	0.00	100.00	0.00	1,000.00
96	Miscellaneous Income	<u>5,391.10</u>	<u>20,000.00</u>	<u>6,210.60</u>	<u>20,000.00</u>
96	Revenue	5,391.10	20,100.00	6,210.60	21,000.00
96	Expense				
96	Capital	<u>0.00</u>	<u>225,000.00</u>	<u>0.00</u>	<u>110,000.00</u>
96	Expense	0.00	225,000.00	0.00	110,000.00
Revenue Total		5,391.10	20,100.00	6,210.60	21,000.00
Expense Total		0.00	225,000.00	0.00	110,000.00
Grand Total		5,391.10	-204,900.00	6,210.60	-89,000.00
96	Cash In Lieu of Land Fund	5,391.10	-204,900.00	6,210.60	-89,000.00

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Fund	Description	2022 End Bal	2022 Budget	2023 End Bal	2023 Budget
Revenue Total		2,489,259.03	19,586,198.00	22,356,601.42	44,886,452.00
Expense Total		1,168,805.52	17,234,677.00	2,072,199.20	38,978,059.80
Grand Total		1,320,453.51	2,351,521.00	20,284,402.22	5,908,392.20



MEMO

March 16, 2023

TO: Park District Board of Commissioners
FROM: Nicholas Cinquegrani, Deputy Director
RE: Executive Director Recruitment Contract

The Glen Ellyn Park District Board of Commissioners will discuss recruitment efforts to fill the Executive Director position vacancy.