

**Glen Ellyn Park District
Board of Commissioners
Workshop Meeting
October 3, 2023
185 Spring Avenue
7:00 p.m.**

- I. Call to Order**
- II. Roll Call of Commissioners**
- III. Pledge of Allegiance**
- IV. Changes to the Agenda**
- V. Public Participation**
- VI. Voucher List of Bills Totaling \$366,853.00**
- VII. Draft Design of the Downtown Community Park Presentation**
- VIII. Amendment to the Purchase and Sale Agreement of Downtown Park**
- IX. W.B. Olson September Pay Application**
- X. Wight Construction Ackerman payout application #2**
- XI. Place the 2023 Tax Levy on file**
- XII. Policy Updates**
- XIII. 2023-2026 Project Update(s)**
- XIV. Staff Reports**
- XV. Commissioners' Reports**
- XVI. Adjourn**

Accounts Payable

Voucher Approval Document

Warrant Request Date: 10/3/2023



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	\$	9,095.87
20	Recreation Fund		58,125.66
85	Asset Replacement Fund		2,390.98
94	Capital Improvements Fund		297,240.49
	Report Total:	\$	<u>366,853.00</u>

Accounts Payable

Computer Check Proof List by Vendor

User: cyocum
Printed: 09/18/2023 - 1:02PM
Batch: 00007.09.2023



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 200423	Village of Glen Ellyn-Special			Check Sequence: 1	ACH Enabled: False
Sunset	Sunset Permit Fees	86,671.42	09/18/2023	94-91-930-575180-0000	
	Check Total:	86,671.42			
	Total for Check Run:	86,671.42			
	Total of Number of Checks:	1			

Accounts Payable

Computer Check Proof List by Vendor

User: cyocum
Printed: 09/18/2023 - 1:08PM
Batch: 00008.09.2023



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 200423	Village of Glen Ellyn-Special			Check Sequence: 1	ACH Enabled: False
ASFC	Ackerman Permit Fees	60,634.96	09/18/2023	94-91-805-575180-0000	
	Check Total:	60,634.96			
	Total for Check Run:	60,634.96			
	Total of Number of Checks:	1			

Accounts Payable

Computer Check Proof List by Vendor

User: cyocum
 Printed: 09/20/2023 - 2:38PM
 Batch: 00009.09.2023



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 202910	Century Twenty One Circle			Check Sequence: 1	ACH Enabled: False
Escrow	Lenox Property Escrow Payment	5,000.00	09/20/2023	94-91-000-575900-0000	
	Check Total:	5,000.00			
Vendor: 200461	KBee Leotards			Check Sequence: 2	ACH Enabled: False
131486	Leotards	1,782.00	09/20/2023	20-21-000-535500-1170	
	Check Total:	1,782.00			
	Total for Check Run:	6,782.00			
	Total of Number of Checks:	2			

Accounts Payable

Computer Check Proof List by Vendor

User: cyocum
Printed: 09/26/2023 - 12:56PM
Batch: 00010.09.2023



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 199286	Illinois Department of Public Health			Check Sequence: 1	ACH Enabled: False
Permit #3	Permit Fees	1,000.00	09/26/2023	94-91-930-575180-0000	
	Check Total:	1,000.00			
	Total for Check Run:	1,000.00			
	Total of Number of Checks:	1			

Accounts Payable

Computer Check Proof List by Vendor

User: cyocum
 Printed: 09/28/2023 - 9:17AM
 Batch: 00012.09.2023



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 101047 93093	Advantage Trailers & Hitches Trailer Repairs	19.10	10/03/2023	Check Sequence: 1 10-10-000-530210-0000	ACH Enabled: False
	Check Total:	19.10			
Vendor: 202879 GBW	Sophie Allaway Camp Instruction	108.00	08/02/2023	Check Sequence: 2 20-21-000-525500-1145	ACH Enabled: False
	Check Total:	108.00			
Vendor: 103689 6814754	American Soccer Company, Inc. Uniforms	32.60	10/03/2023	Check Sequence: 3 20-21-000-535500-1120	ACH Enabled: True
	Check Total:	32.60			
Vendor: 103977 51231228/7	Anderson Pest Control Pest Control	169.00	10/03/2023	Check Sequence: 4 20-30-200-521600-0000	ACH Enabled: False
	Check Total:	169.00			
Vendor: 202673 Reimbursement	Candice Arnold Supplies	322.63	10/03/2023	Check Sequence: 5 20-24-000-535500-4610	ACH Enabled: True
	Check Total:	322.63			
Vendor: 107690 404285	Bag Tags, Inc. Bag Tags	1,944.95	10/03/2023	Check Sequence: 6 20-21-000-535500-1125	ACH Enabled: False
	Check Total:	1,944.95			
Vendor: 108315 P65678078	Batteries Plus Battery Charger	56.64	10/03/2023	Check Sequence: 7 10-10-000-530340-0000	ACH Enabled: True
	Check Total:	56.64			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 202651 Reimbursement	Rebecca Brush Software	90.93	10/03/2023	Check Sequence: 8 20-30-100-521600-0000	ACH Enabled: True
	Check Total:	90.93			
Vendor: 202063 Reimbursement	Jennifer Budny Supplies	143.65	10/03/2023	Check Sequence: 9 20-24-000-535500-4610	ACH Enabled: True
	Check Total:	143.65			
Vendor: 200066	Walmart Capital One Supplies	63.36	10/03/2023	Check Sequence: 10 20-24-000-535500-4610	ACH Enabled: False
	Supplies	138.68	10/03/2023	20-24-000-535500-4643	
	Supplies	201.40	10/03/2023	20-24-000-535500-4610	
	Check Total:	403.44			
Vendor: 112895 Reimbursement	Julie Carlson Supplies	49.29	10/03/2023	Check Sequence: 11 20-24-000-535500-4610	ACH Enabled: True
	Check Total:	49.29			
Vendor: 113050 19810	Case Lots Inc. District Supplies	1,396.50	10/03/2023	Check Sequence: 12 10-10-000-530300-0000	ACH Enabled: True
	Check Total:	1,396.50			
Vendor: 113433 Summer	Center Ice Skating School Summer Classes	2,818.20	10/03/2023	Check Sequence: 13 20-21-000-525500-1211	ACH Enabled: False
	Check Total:	2,818.20			
Vendor: 199488 Summer120	Challenger Sports Summer Camps	6,935.00	10/03/2023	Check Sequence: 14 20-21-000-525500-1176	ACH Enabled: False
	Check Total:	6,935.00			
Vendor: 202339 1669	Chicagoland Whistles, Inc. Referee Fees	296.00	10/03/2023	Check Sequence: 15 20-21-000-525500-1141	ACH Enabled: True
	Check Total:	296.00			
Vendor: 115285	ComEd 8/7-9/6/2023 Electric	66.76	10/03/2023	Check Sequence: 16 10-00-000-570100-0000	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	66.76			
Vendor: 202882	ComEd			Check Sequence: 17	ACH Enabled: False
	Temporary Electrical Supply	1,680.39	10/03/2023	94-90-860-575180-0000	
	Check Total:	1,680.39			
Vendor: 115186	Commercial Tire Service Inc			Check Sequence: 18	ACH Enabled: False
2220082914	Tire Repair	25.00	10/03/2023	10-10-000-530340-0000	
	Check Total:	25.00			
Vendor: 169850	Constellation New Energy - Gas LLC			Check Sequence: 19	ACH Enabled: False
	August 2023 Gas	381.38	10/03/2023	20-30-200-570200-0000	
	August 2023 Gas	72.35	10/03/2023	20-30-150-570200-0000	
	August 2023 Gas	1,289.15	10/03/2023	20-30-500-570200-0000	
	August 2023 Gas	338.02	10/03/2023	20-30-450-570200-0000	
	August 2023 Gas	243.89	10/03/2023	20-30-300-570200-0000	
	August 2023 Gas	293.36	10/03/2023	20-30-100-570200-0000	
	August 2023 Gas	223.12	10/03/2023	20-30-350-570200-0000	
	Check Total:	2,841.27			
Vendor: 119690	DuPage Co. Public Works			Check Sequence: 20	ACH Enabled: False
	Churchill Water	359.86	10/03/2023	94-90-860-575180-0000	
	Check Total:	359.86			
Vendor: 202192	East Avenue Lacrosse			Check Sequence: 21	ACH Enabled: False
Fall2023	Fall Instruction	9,240.20	10/03/2023	20-21-000-525500-1174	
	Check Total:	9,240.20			
Vendor: 202906	Emerald Toners, LLC			Check Sequence: 22	ACH Enabled: True
45-1	Report Paper	184.00	10/03/2023	20-00-000-530100-0000	
	Check Total:	184.00			
Vendor: 125150	Esscoe, LLC			Check Sequence: 23	ACH Enabled: True
60962	Alarm Repairs	1,201.94	10/03/2023	20-30-100-521600-0000	
	Check Total:	1,201.94			
Vendor: 202672	Featherstone, Inc.			Check Sequence: 24	ACH Enabled: True

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
21-168-15R/16	FJC Construction	52,996.88	10/03/2023	94-90-860-575180-0000	
	Check Total:	52,996.88			
Vendor: 127652 4013436	Feece Oil Co. Diesel Fuel	1,709.02	10/03/2023	10-10-000-530500-0000	ACH Enabled: False
	Check Total:	1,709.02			
Vendor: 202649 Reimbursement	Martha Foley Supplies	513.18	10/03/2023	20-24-000-535500-4610	ACH Enabled: True
	Check Total:	513.18			
Vendor: 202911 Reimbursement	Mary Ann Gorman Supplies	8.23	10/03/2023	20-24-000-535500-4610	ACH Enabled: True
	Check Total:	8.23			
Vendor: 132271 9825422000 9843050536 9844264441	Grainger, Inc. Supplies Batteries Floor Scrubber	22.29 54.24 4,992.82	10/03/2023 10/03/2023 10/03/2023	20-00-000-541250-0000 10-10-000-530300-0000 20-30-150-541300-0000	ACH Enabled: True
	Check Total:	5,069.35			
Vendor: 133300 Reimbursement	Tracy Gustello Supplies	70.69	10/03/2023	20-24-000-535500-4610	ACH Enabled: True
	Check Total:	70.69			
Vendor: 137160 2805	Holsteins Garage Fleet Inspections	1,215.00	10/03/2023	10-10-000-530340-0000	ACH Enabled: True
	Check Total:	1,215.00			
Vendor: 199889 5386236263	Home City Ice Concessions	727.00	10/03/2023	20-21-000-535500-1125	ACH Enabled: False
	Check Total:	727.00			
Vendor: 141774 3386	Illinois Cheer Association Camp Deposit	500.00	10/03/2023	20-21-000-525500-1241	ACH Enabled: False
	Check Total:	500.00			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 141771	Illinois State Police Background Checks	1,500.00	10/03/2023	Check Sequence: 33 10-00-000-560600-0000	ACH Enabled: False
	Check Total:	1,500.00			
Vendor: 202604	Joeff Davis Photography Event Photography	200.00	10/03/2023	Check Sequence: 34 20-00-000-521650-0000	ACH Enabled: True
	Check Total:	200.00			
Vendor: 200461 131486	KBee Leotards Leotards	130.00	10/03/2023	Check Sequence: 35 20-21-000-535500-1170	ACH Enabled: False
	Check Total:	130.00			
Vendor: 202394 Reimbursement Reimbursement	Joann Kim Preschool Supplies Preschool Supplies	18.53 47.39	10/03/2023 10/03/2023	Check Sequence: 36 20-24-000-535500-4610 20-24-000-535500-4610	ACH Enabled: True
	Check Total:	65.92			
Vendor: 151470 36943	Landscape Material Top Soil	180.00	10/03/2023	Check Sequence: 37 10-10-000-550500-0000	ACH Enabled: False
	Check Total:	180.00			
Vendor: 154399	Magic of Gary Kantor Fall Classes	246.80	10/03/2023	Check Sequence: 38 20-22-000-525500-2310	ACH Enabled: False
	Check Total:	246.80			
Vendor: 200234 81192 82043	Marathon Sportswear Uniforms Event Shirts	517.50 1,754.64	10/03/2023 10/03/2023	Check Sequence: 39 20-21-000-535500-1124 20-30-100-535500-0000	ACH Enabled: True
	Check Total:	2,272.14			
Vendor: 156599 145511 15647 15664 19341 19809 19850 20099	Menard's, Inc. Event Trailer Supplies Supplies Sandpaper Topsoil Supplies Concrete Supplies	332.99 23.90 6.99 7.74 46.28 3.67 40.76	10/03/2023 10/03/2023 10/03/2023 10/03/2023 10/03/2023 10/03/2023 10/03/2023	Check Sequence: 40 20-00-000-541250-0000 20-30-500-530300-0000 20-22-000-535500-2375 10-10-000-550500-0000 10-10-000-530300-0000 10-10-000-530300-0000 20-30-200-530300-0000	ACH Enabled: True

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
20122/19862	Supplies	45.22	10/03/2023	20-30-100-530300-0000	
20419	Supplies	12.99	10/03/2023	10-10-000-530300-0000	
20551	Supplies	36.03	10/03/2023	10-10-000-550300-0000	
20585	Tournament Supplies	119.52	10/03/2023	20-21-000-535500-1125	
	Check Total:	676.09			
Vendor: 161205	Nicor Gas			Check Sequence: 41	ACH Enabled: False
	8/16-9/15/2023 Gas	52.06	10/03/2023	10-00-000-570200-0000	
	8/16-9/15/2023 Gas	27.02	10/03/2023	94-90-860-575180-0000	
	Check Total:	79.08			
Vendor: 161208	Northern Tool & Equipment			Check Sequence: 42	ACH Enabled: False
4932008336	Event Trailer Supplies	849.99	10/03/2023	20-00-000-541250-0000	
	Check Total:	849.99			
Vendor: 200677	Oakbrook Terrace Park District			Check Sequence: 43	ACH Enabled: False
95311	Theatre Rental	2,350.00	10/03/2023	20-22-000-525500-2301	
	Check Total:	2,350.00			
Vendor: 162999	Official Finders, LLC			Check Sequence: 44	ACH Enabled: True
18695	Referee Fees	1,350.00	10/03/2023	20-21-000-525500-1161	
18701	Umpire Fees	712.50	10/03/2023	20-21-000-525500-1232	
18702	Umpire Fees	600.00	10/03/2023	20-21-000-525500-1111	
18778	Referee Fees	1,765.00	10/03/2023	20-21-000-525500-1120	
18779	Referee Fees	100.00	10/03/2023	20-21-000-525500-1124	
	Check Total:	4,527.50			
Vendor: 200150	Paddock Publications, Inc.			Check Sequence: 45	ACH Enabled: False
265123	Legal Notices	188.60	10/03/2023	10-00-000-521150-0000	
	Check Total:	188.60			
Vendor: 200177	Performance Chemical & Supply, Inc.			Check Sequence: 46	ACH Enabled: False
294303	Supplies	1,408.02	10/03/2023	20-30-100-530300-0000	
	Check Total:	1,408.02			
Vendor: 170852	Pioneer Manufacturing Company			Check Sequence: 47	ACH Enabled: False
901081	Field paint	726.68	10/03/2023	20-21-000-535500-1161	
901081	Field paint	726.69	10/03/2023	20-21-000-535500-1125	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	1,453.37			
Vendor: 199468	Pitney Bowes Reserve Account			Check Sequence: 48	ACH Enabled: False
	Replenish Meter	750.00	10/03/2023	10-00-000-521800-0000	
	Replenish Meter	750.00	10/03/2023	20-00-000-521800-0000	
	Check Total:	1,500.00			
Vendor: 171043	Plaques Plus, Inc.			Check Sequence: 49	ACH Enabled: True
10830-102	Awards	2,485.18	10/03/2023	20-21-000-535500-1120	
109013-17	Awards	405.00	10/03/2023	20-21-000-535500-1232	
10912-95	Awards	127.48	10/03/2023	20-30-100-535500-0000	
	Check Total:	3,017.66			
Vendor: 199378	Race Time			Check Sequence: 50	ACH Enabled: False
U0917	Race Timing	975.00	10/03/2023	20-21-000-525500-1201	
	Check Total:	975.00			
Vendor: 173930	Reinders, Inc.			Check Sequence: 51	ACH Enabled: True
6037011-01	Mower Tire	137.83	10/03/2023	10-10-000-530210-0000	
	Check Total:	137.83			
Vendor: 202614	Lisa Semetko			Check Sequence: 52	ACH Enabled: True
Reimbursement	Supplies	85.56	10/03/2023	20-30-300-530907-0000	
	Check Total:	85.56			
Vendor: 178125	Service Sanitation, Inc.			Check Sequence: 53	ACH Enabled: True
8702309	Port-O-Let Fees	292.72	10/03/2023	20-21-000-525500-1232	
8702311/10	Port-O-Let Fees	306.44	10/03/2023	10-10-000-521600-0000	
	Check Total:	599.16			
Vendor: 178253	Debra Shakin			Check Sequence: 54	ACH Enabled: True
Reimbursement	Supplies	37.00	10/03/2023	20-24-000-535500-4643	
	Check Total:	37.00			
Vendor: 179033	Sign Identity			Check Sequence: 55	ACH Enabled: False
2309018A	Signs	168.00	10/03/2023	20-21-000-535500-1182	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	168.00			
Vendor: 201768	S-NET Communications			Check Sequence: 56	ACH Enabled: True
189761	District-Wide Phone Service 10/2023	564.05	10/03/2023	10-00-000-570300-0000	
189761	District-Wide Phone Service 10/2023	132.29	10/03/2023	10-10-000-570300-0000	
189761	District-Wide Phone Service 10/2023	564.05	10/03/2023	20-00-000-570300-0000	
189761	District-Wide Phone Service 10/2023	274.17	10/03/2023	20-30-100-570300-0000	
189761	District-Wide Phone Service 10/2023	18.55	10/03/2023	20-30-150-570300-0000	
189761	District-Wide Phone Service 10/2023	104.77	10/03/2023	20-30-300-570300-0000	
189761	District-Wide Phone Service 10/2023	55.51	10/03/2023	20-30-500-570300-0000	
	Check Total:	1,713.39			
Vendor: 202838	Testing Service Corporation			Check Sequence: 57	ACH Enabled: False
128378	PIP Evaluation	3,500.00	10/03/2023	94-91-870-575110-0000	
	Check Total:	3,500.00			
Vendor: 200649	The Beer Cellar, LLC			Check Sequence: 58	ACH Enabled: False
2023-08	Event Supplies	149.74	10/03/2023	20-26-000-525500-6809	
	Check Total:	149.74			
Vendor: 200048	The Fun Ones			Check Sequence: 59	ACH Enabled: False
80814	Event Supplies	1,457.50	10/03/2023	20-26-000-525500-6801	
	Check Total:	1,457.50			
Vendor: 137161	The Home Depot CRC/GEFC			Check Sequence: 60	ACH Enabled: False
	District Plantings	363.70	10/03/2023	10-10-000-550600-0000	
	Check Total:	363.70			
Vendor: 200963	T-Mobile			Check Sequence: 61	ACH Enabled: False
	AED Monitoring 8/12-9/11/2023	35.60	10/03/2023	10-00-000-585815-0000	
	Check Total:	35.60			
Vendor: 201657	Trashcans Warehouse			Check Sequence: 62	ACH Enabled: True
44471	Recycling Cans	2,390.98	10/03/2023	85-30-100-541300-0000	
	Check Total:	2,390.98			
Vendor: 185380	TYCO Integrated Security			Check Sequence: 63	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Monitoring 10/1-12/31/2023	255.00	10/03/2023	20-30-100-570300-0000	
	Check Total:	255.00			
Vendor: 200675 5306	Village of Glen Ellyn Administration Wetland Delineation	1,070.00	10/03/2023	94-91-815-575110-0000	Check Sequence: 64 ACH Enabled: False
	Check Total:	1,070.00			
Vendor: 202015 5283	Village of Glen Ellyn Alarms False Alarms	450.00	10/03/2023	20-30-100-521600-0000	Check Sequence: 65 ACH Enabled: False
	Check Total:	450.00			
Vendor: 199088 718-7	W.B. Olson, Inc. Sunset Construction Project	74,560.00	10/03/2023	94-91-930-575180-0000	Check Sequence: 66 ACH Enabled: False
	Check Total:	74,560.00			
Vendor: 200738 32979	Webster, McGrath & Ahlberg, Ltd Plat of Easement	1,200.00	10/03/2023	94-91-930-575180-0000	Check Sequence: 67 ACH Enabled: False
	Check Total:	1,200.00			
Vendor: 193195 42837 42838	West Side Tractor Sales Fuel Pump Mower Repairs	60.18 176.15	10/03/2023 10/03/2023	10-10-000-530210-0000 10-10-000-530210-0000	Check Sequence: 68 ACH Enabled: False
	Check Total:	236.33			
Vendor: 199401 220194-005	Wight & Company Professional Services	8,539.96	10/03/2023	94-91-805-575180-0000	Check Sequence: 69 ACH Enabled: False
	Check Total:	8,539.96			
	Total for Check Run:	211,764.62			
	Total of Number of Checks:	69			



MEMO

September 28, 2023

TO: Park District Board of Commissioners
FROM: Nathan Troia, PLA, Superintendent of Planning and Natural Resources
CC: Dave Thommes, Executive Director
RE: Draft Design of the Downtown Community Park Presentation and Approval

The Village of Glen Ellyn and the Glen Ellyn Park District are 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 will develop the area into a multi-use event and Downtown Park/open space, to be utilized by the entire Glen Ellyn community.

During the Board meeting, our staff and the Site Design team will provide an update on the progress of conceptual planning efforts and present a draft design of the Downtown Community Park. They will also summarize the public engagement activities conducted thus far, discuss the various design components of the project, and address any current cost implications.

Additionally, plans will be presented for potential construction phasing and how certain components would align with funding opportunities.

Following this presentation, the team will be available to answer any questions you may have and listen to your comments.

Recommendations: Through various public engagement events, online surveys, and virtual interactions, staff solicited feedback from the community. Additionally, staff engaged the Village of Glen Ellyn Board of Trustees as well as several citizen committees. A conceptual plan for the Downtown Event Park was developed based on this input. The final concept has been presented to the Park District Board of Commissioners and will be presented to the Village Trustees on October 9. Staff is seeking Board approval of the Downtown Event Park Conceptual

Plan. As the design, its components, and finishes are further refined, additional input will be sought.

Motion: I make the motion to authorize Staff to present the Draft Design of the Downtown Community Park dated October 3, 2023, to the Village Board for its approval as per the Intergovernmental Purchase and Sale Agreement.



MEMO

September 28, 2023

TO: Park District Board of Commissioners
FROM: Nathan Troia, PLA, Superintendent of Planning and Natural Resources
CC: Dave Thommes, Executive Director
RE: First Amendment to the Purchase and Sale Agreement of the Downtown Community Park

The Village of Glen Ellyn and the Glen Ellyn Park District are collaborating on the purchase, development, and operation of the downtown plaza, located at 453 Forest Avenue in downtown Glen Ellyn.

Attached is proposed Addendum 1 to the Purchase and Sale Agreement that extends the timeline to May 1st. This allows additional time for entitlement, including Architectural Appearance Commission, Plan Commission and Zoning. However, if achievable in a shorter time period, that is also acceptable.

This change does not affect the payment schedule outlined in the IGA.

Recommendations: Staff recommends approving the Amendment to the Purchase and Sale Agreement to provide additional time for the entitlement, expiring May 1, 2024.

Motion: I make the motion approving the Amendment to the Purchase and Sale Agreement to provide additional time for the entitlement, expiring May 1, 2024.

**FIRST AMENDMENT TO INTERGOVERNMENTAL
PURCHASE AND SALE AGREEMENT**

THIS FIRST AMENDMENT TO INTERGOVERNMENTAL PURCHASE AND SALE AGREEMENT (“First Amendment”) is made and entered into this 9 day of October, 2023 between the **Village of Glen Ellyn**, an Illinois municipal corporation and home rule unit of local government with offices located at 535 Duane Street, Glen Ellyn, Illinois (“**Seller**”), and the **Glen Ellyn Park District**, an Illinois unit of local government with offices located at 185 Spring Avenue, Glen Ellyn, Illinois (“**Purchaser**”) (collectively, the Seller and Purchaser are the “**Parties**” and, sometimes, individually, a “**Party**”).

Commented [A1]: Used this date as it is the later of the public Board meetings.

RECITALS

A. On or about April 24, 2023, Seller and Purchaser entered into an Intergovernmental Purchase and Sale Agreement (“**Agreement**”) relating to the property commonly known as 453 Forest Avenue in Glen Ellyn, Illinois (“**Property**”).

B. The Parties wish to amend the Agreement to extend the duration of the Inspection Period (as defined in the Agreement) to allow the Purchaser additional time to finalize the Development’s (as defined in the Agreement) design and pursue the necessary regulatory approvals for the Development.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency are hereby acknowledged, the Parties agree as follows:

1. Recitals Incorporated. The foregoing recitals are incorporated as though fully set forth in this Section 1.

2. Capitalized Terms; Conflict. Any capitalized term used herein, but not defined herein, shall have the meaning given to such term in the Agreement. In the event of any conflict between the terms and conditions hereof and those set forth in the Agreement, the terms and conditions of this First Amendment shall control.

3. Agreement Amended. Agreement Section 5(a) is amended to state that the Inspection Period will expire on May 1, 2024.

Commented [A2]: Provide ample time to get through the entitlement process, so we don’t have to amend again.

4. Binding Effect. This First Amendment shall be binding upon and inure to the benefit of the successors and permitted assigns of Seller and the Purchaser.

5. One Agreement. The Agreement and the First Amendment shall be construed as one instrument. The terms and provisions of the Agreement not specifically modified by this First Amendment shall remain in full force and effect and shall not be construed to have been modified, waived, discharged or otherwise altered by this First Amendment. The terms and provisions of the Agreement are incorporated herein by reference as if fully stated herein.

6. Amendment. The terms and conditions of the First Amendment may not be modified,

amended, altered, or otherwise affected except by instrument in writing executed by Seller and Purchaser.

7. Final Form. This First Amendment represents the final agreement between Seller and Purchaser and may not be contradicted by evidence of prior, contemporaneous, or subsequent oral agreements between Seller and Purchaser. There are no unwritten oral agreements between Seller and Purchaser.

8. Severability. If any term or provision of this First Amendment, or the application thereof to any person or circumstance shall to any extent be invalid or unenforceable, the remainder of this First Amendment, or the application of such provision to persons or circumstances other than those as to which it is invalid or unenforceable, shall not be affected thereby. Each provision of this First Amendment shall be valid and shall be enforceable to the extent permitted by law.

9. Authority. Each Party represents and warrants to the other that it has the requisite authority to enter into this First Amendment, and each party shall, upon request, provide evidence of such authority acceptable to the other at the time of execution of this First Amendment.

10. Counterparts. This First Amendment may be executed in multiple counterparts, each of which for all purposes is deemed an original, and all of which constitute collectively but one instrument; but in making proof of this First Amendment, it shall not be necessary to produce or account for more than one such counterpart.

[Signature page follows]

IN WITNESS WHEREOF, this First Amendment has been executed by the Parties as of the date first above written.

PURCHASER:

Glen Ellyn Park District,
an Illinois unit of local government

Attest

Name:
Title:

Name:
Title:

Date: _____

Date: _____

SELLER:

Village of Glen Ellyn,
an Illinois municipal corporation

Attest

Name:
Title:

Name:
Title:

Date: _____

Date: _____



MEMO

September 28, 2023

TO: Park District Board of Commissioners
FROM: Nathan Troia, PLA, Director of Planning and Natural Resources
CC: Dave Thommes, Executive Director
RE: Sunset Pool Improvements – September Pay Application

Originally constructed in the 1950s, Sunset Pool has had no major improvements for more than 20 years. It is one of the most well-attended facilities within Glen Ellyn and always rated as a highly valued community asset. Implementing periodic improvements will ensure the pool continues to serve our residents.

As part of the approved 2022 referendum, planned expansion and improvements include: Adding new water slide features, new splash pad, new zero-depth water play area, new family changing areas, new shade structures and outdoor seating, upgrades to food service, and entry improvements so individuals can easily access the pool without going through locker rooms. Unseen but important infrastructure upgrades—to benefit first-time swimmers and adult lap swimmers alike—include upgrades to pool pumps to keep pool water clean and safe.

Staff and the Construction Manager W.B. Olson publicly noticed invitations for bid in May. Requesting contractors to provide proposals for all improvements at Sunset Pool associated with the referendum.

Attached is the September 26th Payment Application for the improvements in the amount of \$301,400. This payout is from W.B. Olson, who is the Construction Manager for this project. This includes excavation, building demolition and utility disconnects.

Recommendations: As the services identified within the payout request have been performed, staff recommends Board approval for W.B. Olson September payout request for the Sunset Pool construction in the amount of \$301,400.

Motion: I make a motion to approve W.B. Olson September payout request for the Sunset Pool construction in the amount of \$301,400.

GLEN ELLYN PARK DISTRICT
SUNSET POOL

PERIOD : SEPTEMBER 2023
CHANGE ORDERS :

CONTRACTOR TRADE	ADJUSTED CONTRACT	WORK COMPLETED	% CMPL	TOTAL RETAINED	PREVIOUS BILLINGS	AMOUNT DUE	BALANCE
ARTLOW SYSTEMS EPOXY FLOORING	113,271	0	0%	0	0	0	113,271
BIRD EXCAVATING EXCAVATION	361,500	113,213	31%	11,321	0	101,892	259,608
BREEZY HILL NURSERY LANDSCAPING	169,800	0	0%	0	0	0	169,800
DES PLAINES GLASS ALUMINUM & GLAZING	49,990	0	0%	0	0	0	49,990
ELLOIT CONSTRUCTION CONCRETE	395,000	0	0%	0	0	0	395,000
HAMILTON ELECTRIC ELECTRIC	337,422	8,859	3%	886	0	7,973	329,449
JAC MASONRY MASONRY	88,150	0	0%	0	0	0	88,150
JENSEN'S PLUMBING SITE UTILITIES	197,890	5,090	3%	509	4,581	0	193,309
JENSEN'S PLUMBING HVAC	109,767	2,780	3%	278	2,502	0	107,265
JOHLER DEMOLITION DEMOLITION	123,375	25,800	21%	2,580	0	23,220	100,155
MATAN GROUP PAINTING	48,050	0	0%	0	0	0	48,050
METALMASTER ROOFMASTER ROOFING	99,670	27,391	27%	2,739	0	24,652	75,018
PROLINE FENCE FENCING	75,422	0	0%	0	0	0	75,422
STAFFORD SMITH FOOD SERVICE	43,309	0	0%	0	0	0	43,309
STUCKEY CONSTRUCTION POOLS	1,408,400	28,526	2%	2,853	8,753	16,920	1,382,727
STUCKEY CONSTRUCTION SLIDES	471,000	55,877	12%	5,588	3,624	46,665	420,711
WARREN THOMAS PLUMBING BUILDING PLUMBING	182,900	0	0%	0	0	0	182,900
W B OLSON INC GENERAL TRADES	306,000	12,747	4%	1,275	0	11,472	294,528
PERMIT ALLOWANCE	20,000						20,000
UNAWARDED	70,911						70,911
CONSTRUCTION CONTINGENCY	239,666						239,666
W.B. OLSON, INC.							
WBO GENERAL CONDITIONS	410,407	112,415	27%	11,241	70,892	30,282	309,233
JOBSITE REQUIREMENTS	162,900	30,814	19%	3,081	0	27,733	135,167
CGL	52,213	52,213	100%	0	52,213	0	0
FEE	207,638	18,690	9%	1,869	6,230	10,591	190,817
TOTALS	5,744,651	494,415	9%	44,220	148,795	301,400	5,294,456

ORIGINAL CONTRACT: 5,744,651
CHANGES: 0
TOTAL CONTRACT: 5,744,651

0
0
0

WORK COMPLETED: 494,415
TOTAL RETAINED: 44,220
PREVIOUS BILLINGS: 148,795
AMOUNT DUE: 301,400



MEMO

September 28, 2023

TO: Park District Board of Commissioners
FROM: Nathan Troia, PLA, Director of Planning and Natural Resources
CC: Dave Thommes, Executive Director
RE: Ackerman Sports and Fitness Center – Payment Application 02

Ackerman Sports & Fitness Center has been Glen Ellyn Park District’s most active facility since it opened in 2010. The center has something for everyone: whether it be recreational players, people with disabilities, elite athletes, seniors, families with young children, youth, or young adults among others.

As part of the approved 2022 referendum, planned expansion and improvements include: a new 6,000 square-foot gymnastics center, a new first and second floor exercise and multipurpose studio, an improved customer service center, covered entry, and expanded parking.

Attached is Payment Application # 2 for the improvements in the amount of \$89,480.02. This payout is from Wight Construction, which is the Construction Manager for this project.

This payout includes the demolition of the interior, including the rock-climbing wall, along with preparations for studio construction.

Recommendations: As the services identified within the payout request have been performed, staff recommends Board approval for Wight Construction payout request #2 for the Ackerman addition and renovation in the amount of \$89,480.02.

Motion: I make a motion to approve Wight Construction payout request #2 for the Ackerman addition and renovation in the amount of \$89,480.02.

INVOICE



Wight Construction
wightco.com
.....
2500 North Frontage Road
Darien, IL 60561
.....
P 630.969.7000
F 630.737.0518

To: Glen Ellyn Park District
185 Spring Avenue
Glen Ellyn, IL 60137

Attn: Nathan Troia, Director
(Ntroia@gepark.org)

Date: August 31, 2023
Project: Ackerman Center
Addition & Renovation

APPLICATION FOR PAYMENT NO. 2

VCS Project No. 220195

Net Due Upon Receipt

Partial billing for work completed on the above referenced project.

Original Lump Sum Contract Amount	\$	6,532,897.37
Modifications to Contract	\$	-
Total Adjusted Contract to Date	\$	6,532,897.37
Work Completed to Date	\$	209,572.94
Less: Retention	\$	11,367.20
Less: Previously Billed	\$	108,725.72
Total Amount Due This Invoice	\$	89,480.02

Wight Construction Services, Inc.

CONTINUATION SHEET

Page: 2

Project: GLE002 - Ackerman Center Addition & Renovation
800 St. Charles Road
Glen Ellyn, IL 60137

APPLICATION NUMBER: 2
APPLICATION DATE: Aug 31, 2023
PERIOD TO: Aug 31, 2023
PROJECT NO: 220195

A ITEM NO.	B DESCRIPTION OF WORK		C SCHEDULED VALUE			D WORK COMPLETED (D+E)		F MATERIAL PRESENTLY STORED	G TOTAL COMPLETED AND STORED TO DATE	PERCENT COMPLETED	H BALANCE TO FINISH	I RETAINAGE	J NET AMOUNT DUE
			ORIGINAL	CHANGE ORDERS	CURRENT	FROM PREVIOUS APPLICATION	THIS PERIOD						
010100	PreConstruction Services	Wight Construction Services, Inc.	25,000.00	0.00	25,000.00	15,000.00	10,000.00	0.00	25,000.00	100.00	0.00	0.00	10,000.00
010200	CM Services	Wight Construction Services, Inc.	193,731.92	0.00	193,731.92	3,525.92	2,692.87	0.00	6,218.79	3.21	187,513.13	0.00	2,692.87
011000	General Conditions	Wight Construction Services, Inc.	500,000.00	0.00	500,000.00	0.00	0.00	0.00	0.00	0.00	500,000.00	0.00	0.00
012100	Insurance	Wight Construction Services, Inc.	64,682.15	0.00	64,682.15	0.00	64,682.15	0.00	64,682.15	100.00	0.00	0.00	64,682.15
024100	Demolition	Midwest Wrecking Company	87,013.00	0.00	87,013.00	0.00	0.00	0.00	0.00	0.00	87,013.00	0.00	0.00
030100	Concrete Maintenance	Elliot Construction Corporation, Inc.	108,900.00	0.00	108,900.00	0.00	0.00	0.00	0.00	0.00	108,900.00	0.00	0.00
033100	Structural Concrete	Abbey Paving	271,950.00	0.00	271,950.00	0.00	0.00	0.00	0.00	0.00	271,950.00	0.00	0.00
042000	Masonry	Cyberdyne Masonry Corporation	47,950.00	0.00	47,950.00	0.00	0.00	0.00	0.00	0.00	47,950.00	0.00	0.00
051000	Structural Metal Framing	Tri-State Enterprises, Inc.	797,786.00	-35,000.00	762,786.00	83,722.00	0.00	0.00	83,722.00	10.98	679,064.00	8,372.20	0.00
051200-01	Structural Steel Framing	K&K Iron Works LLC	381,865.00	0.00	381,865.00	16,500.00	4,500.00	0.00	21,000.00	5.50	360,865.00	2,100.00	4,050.00
062200	Millwork	Heartland Cabinet Supply, Inc.	182,041.00	0.00	182,041.00	0.00	0.00	0.00	0.00	0.00	182,041.00	0.00	0.00
088000	Glazing	LS Glass LLC	186,000.00	0.00	186,000.00	0.00	0.00	0.00	0.00	0.00	186,000.00	0.00	0.00
090000	General Trades	Manusos General Contracting, Inc.	730,922.00	0.00	730,922.00	0.00	0.00	0.00	0.00	0.00	730,922.00	0.00	0.00
095100	Acoustical Ceilings	Just Rite Acoustics, Inc.	77,900.00	0.00	77,900.00	0.00	0.00	0.00	0.00	0.00	77,900.00	0.00	0.00
096000	Flooring	Central Rug & Carpet	115,000.00	0.00	115,000.00	0.00	0.00	0.00	0.00	0.00	115,000.00	0.00	0.00
099100	Painting	Oosterbaan & Sons Co.	108,300.00	0.00	108,300.00	0.00	0.00	0.00	0.00	0.00	108,300.00	0.00	0.00
211300	Sprinkler Systems	Absolute Fire Protection, Inc.	71,950.00	0.00	71,950.00	0.00	0.00	0.00	0.00	0.00	71,950.00	0.00	0.00
220000	Plumbing	Jensen's Plumbing & Heating	98,960.00	0.00	98,960.00	0.00	0.00	0.00	0.00	0.00	98,960.00	0.00	0.00
260000	Electrical	Prospect Electric Company	375,000.00	0.00	375,000.00	0.00	0.00	0.00	0.00	0.00	375,000.00	0.00	0.00
310000	Earthwork	Hoppy's Landscaping, Inc.	465,741.00	0.00	465,741.00	0.00	8,950.00	0.00	8,950.00	1.92	456,791.00	895.00	8,055.00
329000	Landscaping	Hoppy's Landscaping, Inc.	194,741.00	0.00	194,741.00	0.00	0.00	0.00	0.00	0.00	194,741.00	0.00	0.00
991000	Contingency	Wight Construction Services, Inc.	522,680.30	35,000.00	557,680.30	0.00	0.00	0.00	0.00	0.00	557,680.30	0.00	0.00
992000	Unlet Subcontracts	Wight Construction Services, Inc.	924,784.00	0.00	924,784.00	0.00	0.00	0.00	0.00	0.00	924,784.00	0.00	0.00
Project Total:			6,532,897.37	0.00	6,532,897.37	118,747.92	90,825.02	0.00	209,572.94	3.21	6,323,324.43	11,367.20	89,480.02

WAIVER OF LIEN

STATE OF: ILLINOIS }
COUNTY OF: COOK } SS

Whereas, the undersigned has been employed by **Glen Ellyn Park District** to provide
Design Build Services for the premises known as **Central Public Health Interior Renovations**
of which **Glen Ellyn Park District** is Owner.
The undersigned, for and in consideration of **\$89,480.02** for good and valuable considerations, the receipt
whereof is hereby acknowledged, do(es) hereby waive and release any and all lien or claim of, or right to, lien, under the
the status of the State of Illinois, relating to mechanics liens, with respect to and on said above described premises,
and the improvements thereon, and on the material, fixtures, apparatus or machinery furnished, and on the moneys, funds
or other considerations due from the owner, on account of labor, services, material, fixtures, apparatus or machinery
furnished to this date by the undersigned for the above described premises.

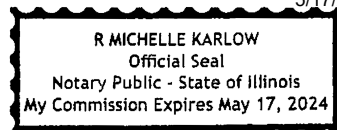
Given under my hand and my seal on this **31-Aug-23**

Subscribed and sworn before me on **August 31, 2023**

R. Michelle Karlow

NOTARY PUBLIC

5/17/2024



Carol Roglin

Carol Roglin, CFO

APPLICATION AND CERTIFICATE FOR PAYMENT

To (OWNER): Wight & Company
2500 N. Frontage Road
Darien, IL 60561

Project: Ackerman Center Addn. & Reno.
800 St. Charles Road
Glen Ellyn, IL 60137

Application No: 2
Invoice No: 2046
Period To: 8/31/2023

From: K & K Iron Works, LLC
5100 S Lawndale Ave
McCook, IL 60525

Via (Architect):

Architect's
Project No:

Contract Date: 4/27/2023

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet is attached.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Approved previous months	0.00	0.00
Approved this month	0.00	0.00
TOTALS	0.00	0.00
Net change by change orders	0.00	

1. ORIGINAL CONTRACT SUM	\$	381,865.00
2. Net change by Change Orders	\$	0.00
3. CONTRACT SUM TO DATE (LINE 1+/-2)	\$	381,865.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on Continuation Sheet)	\$	21,000.00
5. RETAINAGE	\$	2,100.00
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5)	\$	18,900.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	14,850.00
8. SALES TAX	\$	0.00
9. CURRENT PAYMENT DUE	\$	4,050.00
10. BALANCE TO FINISH, PLUS RETAINAGE (Line 3 less Line 6)	\$	362,965.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payment received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: K & K Iron Works, LLC
By: Ruben Ojeda Date: 8/9/2023

State of: IL County of: Cook
Subscribed and sworn to before me this 9th day of August, 2023

Notary Public: Anne Doyle
My Commission expires:



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED.....\$
(Attach explanation if amount certified differs from the amount applied for.)

ARCHITECT:

By _____ Date _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET

APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.

Application Number: 2
 Application Date: 8/9/2023
 Period To: 8/31/2023
 Architect's Project No:

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK BILLED FROM PREV APPLICATION (D+E+F)	WORK BILLED THIS PERIOD	MATERIALS STORED THIS PERIOD	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G/C)	BALANCE TO FINISH (C-G)	RETAINAGE
1	Bond	6,500.00	6,500.00	0.00	0.00	6,500.00	100	0.00	650.00
2	Drawings/Measurements and Calcs (Structural)	20,500.00	10,000.00	0.00	0.00	10,000.00	49	10,500.00	1,000.00
3	Drawings/Measurements and Calcs (Stairs & Railings)	9,100.00	0.00	4,500.00	0.00	4,500.00	49	4,600.00	450.00
4	Structural Steel (Materials/Fabrication)	178,865.00	0.00	0.00	0.00	0.00	0	178,865.00	0.00
5	Structural Steel (Installation)	47,900.00	0.00	0.00	0.00	0.00	0	47,900.00	0.00
6	Stairs/Railings (Materials/Fabrication)	38,000.00	0.00	0.00	0.00	0.00	0	38,000.00	0.00
7	Stairs/Railings (Installation)	11,000.00	0.00	0.00	0.00	0.00	0	11,000.00	0.00
8	Roof Framing (Allowance)	50,000.00	0.00	0.00	0.00	0.00	0	50,000.00	0.00
9	Unforeseen (Allowance)	20,000.00	0.00	0.00	0.00	0.00	0	20,000.00	0.00
		381,865.00	16,500.00	4,500.00	0.00	21,000.00	5	360,865.00	2,100.00

APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702

PAGE 1 OF 2 PAGES

TO OWNER: Naperville Community Unit School District 20:
203 W. Hillside Road
Naperville, IL 60540

PROJECT: Ackermen Center Additions and Renovations
800 St. Charles Road
Glen Ellyn, IL 60137

APPLICATION NO: 1
PERIOD FROM: 7/15/2023
TO: 8/15/2023

Distribution to:
 OWNER
 ARCHITECT
 CONTRACTOR

FROM CONTRACTOR: Hoppy's Landscaping, Inc.
15041 New Ave.
Lockport, IL 60441

VIA ARCHITECT: Wight & Company/Wight Construction Services, Inc.
2500 North frontage Road
Darien, IL 60561

PROJECT NO: 220195

CONTRACT FOR: Excavation & Site Utilities at Ackerman Center

CONTRACT DATE: 7/11/2023

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

ORIGINAL CONTRACT SUM	\$465,741.00
Net change by Change Orders	\$0.00
CONTRACT SUM TO DATE	\$465,741.00
TOTAL COMPLETED & STORED TO DATE	\$8,950.00
(Column G on G703)	
RETAINAGE <u>10</u> %	\$895.00
or total in Column 1 on G703	
<u>0</u> % of Stored Material (Column F)	\$0.00
TOTAL EARNED LESS RETAINAGE	\$8,055.00
LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$0.00
CURRENT PAYMENT DUE	\$8,055.00
Balance to Finish, Including Retainage	\$457,686.00
(Contract to date less Total Earned less Retainage)	

CHANGE ORDER SUMMARY		ADDITIONS	DEDUCTIONS
Change Orders approved in previous months by Owner		0.00	0.00
Total approved this Month		0.00	0.00
Number	Date Approved		
TOTALS		0.00	0.00
Net change by Change Orders			0.00

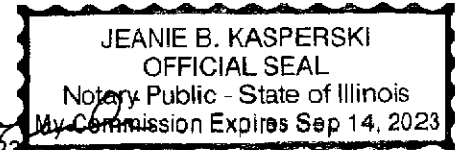
The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner and that current payment shown herein is now due.

CONTRACTOR: Hoppy's Landscaping, Inc.

BY: Mark Lal Date: 08/09/23

State of: Illinois
County of: Will
Subscribed and sworn to before me this 9th day of August, 2023

Notary Public: Jeanie B. Kasperski
My Commission expires: September 14, 2023



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on the Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:
By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET

AIA DOCUMENT G703

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing

Contractor's signed Certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

Hoppy's Landscaping, Inc.

Ackerman Center Addition & Renovation

APPLICATION NUMBER: 1

APPLICATION DATE: 08/09/23

PERIOD FROM: 07/15/23

TO: 08/15/23

ARCHITECT'S PROJECT NO: 220195

A ITEM No.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D E F WORK COMPLETED			G TOTAL COMPLETED AND STORED		H BALANCE TO FINISH (C-G)	I RETAINAGE
			D Previous Applications	E This Application		G TO DATE (D + E + F)	% (G + C)		
				F Work in Place	F Stored Materials (NOT IN D OR E)				
	Bond	8950.00	0.00	8950.00		8950.00	100%	0.00	895.00
	Mobilization	5500.00	0.00	0.00		0.00	0%	5,500.00	0.00
	Demolition	10500.00	0.00	0.00		0.00	0%	10,500.00	0.00
	Building Excavation & Prep	109950.00	0.00	0.00		0.00	0%	109,950.00	0.00
	Building Backfill	26138.59	0.00	0.00		0.00	0%	26,138.59	0.00
	Lot Excavation	96785.00	0.00	0.00		0.00	0%	96,785.00	0.00
	Lot Stone	80350.00	0.00	0.00		0.00	0%	80,350.00	0.00
	Storm Sewer	61975.00	0.00	0.00		0.00	0%	61,975.00	0.00
	Topsoil Re-spread	10935.00	0.00	0.00		0.00	0%	10,935.00	0.00
	Allowance	50000.00	0.00	0.00		0.00	0%	50,000.00	0.00
	Closeout	4657.41	0.00	0.00		0.00	0%	4,657.41	0.00
		465741.00	0.00	8950.00	0.00	8950.00	2%	456,791.00	895.00



MEMO

September 28, 2023

TO: Park District Board of Commissioners
FROM: Nicholas Cinquegrani, Director of Finance & Personnel
CC: Dave Thommes, Executive Director
RE: 2023 Tax Levy

Attached please find the 2023 tax levy ordinance. Consistent with previous years, staff is recommending approving a tax levy ordinance for 2023 that encompasses the amount of tax dollars allowed under the Property Tax Extension Limitation Law (PTELL). PTELL states a non-home rule taxing district can raise the 'aggregate tax levy' (also known as 'Cap Funds' or the 'operating levy', which is explained in further detail below) by the lesser of 5% or the current year CPI, plus any new growth. The 2022 CPI used for PTELL purposes for the 2023 tax levy is 5.0%. However, since the new growth is not yet known, historically the Board's policy has been to increase the tax levy by an amount that would include the CPI plus any potential new growth within the District. If the tax levy increase allowed by PTELL is lower than what the park district levied, the County Clerk's office will do the proper calculation for the Park District to reduce the levy increase from the amount approved by the park district to the amount allowed by PTELL. However, if the increase allowed by PTELL is higher than what the district levies, the park district will only receive the amounts approved in the tax levy ordinance.

While this method of levying property taxes is not ideal, this practice is common for local taxing districts. Since the final assessed value of properties will not be known until the spring, taxing bodies are forced to guess what the new growth valuations are six months in advance. In order for taxing bodies to capture as much new growth as possible, a higher than expected increase is often used.

What are the effects if the Board chooses to decrease the tax levy?

The Park District Board of Commissioners certainly has the option to decrease the tax levy in any given year. However, the portion of the tax levy being reduced could have negative ramifications in future years.

There are two portions of the tax levy DuPage County classifies; Cap Funds and Non-Cap Funds.

- **Cap Funds:** or the 'Aggregate Levy', is based off the prior year revenue base and must adhere to PTELL. If the Board were to reduce this portion of the levy, future year's

revenue bases would be reduced and, in turn, would decrease the amount allowed to be collected by the Park District going forward.

- **Non-Cap Funds:** consists of Debt Service (both referendum and non-referendum bonds) as well as the Special Recreation levy. Generally, these levies can be decreased and increased from year to year either through the tax levy process or through the issuance or non-issuance of bonds.

What is required from the Truth in Taxation law?

The Truth in Taxation law requires the determination of the proposed aggregate tax levy to be made not less than 20 days before the adoption of the tax levy ordinance. In addition, a notice of public hearing must be placed in the newspaper between 7 and 14 days prior to the public hearing for adoption of the tax levy.

To comply with the Truth in Taxation law, staff proposes the following schedule:

October 3, 2023	Board places on file proposed tax levy.
November 2, 2023	Publish public hearing notice in the newspaper.
November 14, 2023	Adoption of the 2022 Tax Levy.

Motion #1

Motion to approve Resolution 23-05 "Truth in Taxation Law Resolution."

Motion #2

Motion to place on file an ordinance for the levy and assessment of taxes for the year 2023.

Glen Ellyn Park District Proposed 2023 Tax Levy

	2022		Proposed 2023 Tax Levy					
	<u>Max Rate</u>	<u>Actual Rate</u>	<u>Taxes Extended</u>	<u>Proposed Dollars</u>	<u>Difference</u>	<u>% Change</u>	<u>Projected Rate (1)</u>	<u>Projected Rate % Change</u>
Corporate	0.350	0.1013	1,937,450	2,100,000	162,550		0.1056	
Recreation	0.370	0.0879	1,681,163	1,877,788	196,625		0.0944	
Police Protection	0.025	0.0001	1,913	1,913	-		0.0001	
Paving/Lighting	0.005	0.0001	1,913	1,913	-		0.0001	
IMRF	N/A	0.0068	130,056	130,000	(56)		0.0065	
Judgement/Liability	N/A	0.0058	110,930	110,000	(930)		0.0055	
Audit	0.005	0.0007	13,388	13,000	(388)		0.0007	
Special Recreation (2)	0.040	0.0400	765,034	825,000	59,966		0.0400	
TAX CAP LEVY (3)		0.2427	4,641,847	5,059,614	417,767	9.00%	0.2529	4.20%
Actual EAV 2022							1,912,586,181	
Projected EAV 2023							1,989,089,628	(1)

(1) Assumes 4% Increase in EAV

(2) Levy will be reduced, if required, to achieve a tax rate no greater than .04. The proposed amount reflects a levy amount should the EAV increase by approximately 10%.

(3) Once EAV is determined, the aggregate tax levy will be reduced to an amount allowed by the Property Tax Extension Limitation Law (PTELL)



RESOLUTION 23-05

TRUTH IN TAXATION LAW RESOLUTION

BE IT RESOLVED, by the Board of Park Commissioners of the Glen Ellyn Park District, DuPage County, Illinois (“Park District”) that, based upon the most recently ascertainable information, the following determinations are hereby made in accordance with the “Truth in Taxation Law”:

1. The amount of real estate taxes, exclusive of election costs, public building commission leases and debt service levies, extended by the Park District, plus any amount abated by the Park District before extension, upon the final 2022 aggregate levy (2023 tax bill) is \$4,641,847.
2. The amount of real estate taxes, exclusive of election costs, public building commission leases and debt service levies, proposed to be levied by the Park District for 2023 (2024 tax bill) is \$5,059,614.
3. Based on the foregoing, the estimated percentage increase in the proposed 2023 aggregate levy over the amount of real estate taxes extended upon the final 2022 aggregate levy is 9%.

BE IT FURTHER RESOLVED, that a public hearing on the proposed 2023 aggregate levy of the Park District be held on November 14, 2023, at 7:00 p.m. at 185 Spring Ave, Glen Ellyn, Illinois; and that the Secretary cause notice of said hearing to be published, all in accordance with the requirements of the Truth in Taxation Law.

AYES:
NAYS:
ABSENT:

Passed this ___ day of _____, 2023.

President, Board of Park Commissioners

Attested and Filed this ___ day of _____, 2023.

Secretary, Board of Park Commissioners

ORDINANCE NO. 23-03
AN ORDINANCE FOR THE LEVY AND ASSESSMENT OF
TAXES FOR THE YEAR 2023
OF THE GLEN ELLYN PARK DISTRICT OF DU PAGE COUNTY, ILLINOIS

BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE GLEN ELLYN PARK DISTRICT OF DUPAGE COUNTY, ILLINOIS, AS FOLLOWS:

Section 1: That the sum of FOUR MILLION, EIGHT HUNDRED FIFTEEN THOUSAND, SIX HUNDRED EIGHTEEN (\$5,059,614), or so much thereof as may be extended by law, be and the same is hereby assessed and levied for and against all of the taxable real property within the limits of this Park District, as the same is addressed and equalized for said taxes, for the year 2023, said total levy being for the various purposes of this Park District more particularly hereinafter set forth:

1. Corporate Expenses

Total hereby levied for general corporate purposes in accordance with Illinois Compiled Statute 70 ILCS 1205/5-1, 5-3, and P.A. 97-974 for the year 2023: **\$2,100,000**

2. Recreation Expenses

Total hereby levied for the purpose of planning, establishing, and maintaining recreation programs, in accordance with Illinois Compiled Statute 70 ILCS 1205/5-2, 5-3a, and P.A. 97-974 for the year 2023: **\$1,877,788**

3. Police Protection Expenses

Total hereby levied for the paying of costs for police protection, in accordance with Illinois Compiled Statute 70 ILCS 1205/5-9 for the year 2023: **\$1,913**

4. Paving & Lighting Expenses

Total hereby levied for Paving & Lighting program costs, in accordance with Illinois Compiled Statute 70 ILCS 1205/5-6 for the year 2023: **\$1,913**

5. Illinois Municipal Retirement Expenses

Total hereby levied for the purpose of providing monies for the district's contribution to the Illinois Municipal Retirement Fund, in accordance with Illinois Compiled Statute 40 ILCS 5/7-171, for the year 2023: **\$130,000**

6. Liability Insurance Expenses

Total hereby levied for the purpose of paying costs of risk management expenses and insurance to protect against any liability which may be incurred as provided by The Local Government and Governmental Employees Tort Immunity Act, in accordance with Illinois Compiled Statute 745 ILCS 10/9-107 for 2023: **\$110,000**

7. Audit Expenses

Total hereby levied for the purpose of paying charges incident to the audit of the records of the Park District, in accordance with Illinois Compiled Statute 50 ILCS 310/9 for the year 2023: **\$13,000**

8. Joint Agreement Recreation Programs for the Handicapped Expenses

Total hereby levied to provide recreation programs for the handicapped in accordance with Sec. 5-8 of "The Park District Code" for the year 2023: **\$825,000**

Total Amount Levied for 2023: **\$5,059,614**

Summary of the 2023 Tax Levy:

Corporate Expenses	\$ 2,100,000
Recreation Expenses	1,877,788
Police Protection Expenses	1,913
Paving & Lighting Expenses	1,913
Illinois Municipal Retirement Expenses	130,000
Liability Insurance Expenses	110,000
Audit Expenses	13,000
Joint Agreement Recreation Programs for the Handicapped Expenses	825,000

Total Amount Levied for 2023: **\$ 5,059,614**

Section 2: That the taxes so levied and assessed as set forth by this ordinance upon the taxable property within the limits of this Park District, or so much thereof as may be extended by law, shall be collected and enforced in the same manner and by the same officers as general taxes are now collected and enforced for city and village purposes in the County of DuPage, State of Illinois, and shall be paid over by the officers so collecting the same to the Treasurer of this Park District.

Section 3: Pursuant to Section 4-4 of the Park District Code (70 ILCS 1205/4-4) neither the Budget and Appropriation Ordinance of the District for the current fiscal year beginning January 1 2023 and ending December 31, 2023 nor any other Budget and Appropriation Ordinance is intended or required to be in support of the tax levy made in this ordinance.

Section 4: Any funds on hand at the end of the fiscal year that are not pledged for or allocated to a particular purpose may, by action of the board of commissioners, be transferred to a capital improvement fund and accumulated therein, but the total amount accumulated in the fund may not exceed 1.5% of the aggregate assessed valuation of all taxable property in the park district.

Section 5: That the Secretary of this Park District be and is hereby directed to file with the County Clerk of DuPage County, Illinois, within the time limit prescribed by law, a certified copy of this Ordinance.

Section 6: If any item or portion of this Ordinance is for any reason held invalid, such decision shall not effect the validity of the remaining portions of this Ordinance.

Section 7: That this Ordinance shall be in full force and effect from and after its passage this _____ day of _____, 2023.

ATTEST:

Secretary of said Park District

(SEAL)

President, Board of Commissioners
Glen Ellyn Park District
DuPage County, Illinois



MEMO

September 28, 2023

TO: Park District Board of Commissioners
FROM: Nicholas Cinquegrani, Director of Finance & Personnel
CC: Dave Thommes, Executive Director
Lynn Wiltfong, Human Resources & Risk Manager
RE: Park District Policy Manual Updates

Please find attached proposed updates to the Park District's policy manual. To expedite the approval process, all policies below have either been provided by PDRMA or reviewed and approved by Dave Moore, Laner Muchin.

The sections include:

Chapter III – Personnel Policies

- **Section 5.04 – Family Bereavement Leave Policy**
 - **Red-Line Version (Blue Pages 1 - 3)**
 - **Clean Version (Blue Pages 4 - 6)**
- **Section 8.33 – Afterhours Communications & On-Call Policy for Supervisors (Blue Pages 7 - 10)**
- **Section 8.34 – Parks Department On-Call Policy and Procedures (Blue Pages 11 - 15)**

Recommendation:

Staff recommends the Park Board adopt the above changes to the Glen Ellyn Park District Personnel Policy.

Motion:

Motion to amend Chapter III, Section 5.04, Family Bereavement Leave and Other Leave Policy, and approve Section 8.33 Afterhours Communications & On-Call Policy for Supervisors and Section 8.34 Parks Department On-Call Policy and Procedures, as presented.

The following policy update was recommended by PDRMA to be in accordance with the Illinois Family Bereavement Leave Act that went into effect at the beginning of 2023. Information recommended to be removed has been lined out while the new proposed language is provided in red.

5.04 ~~Bereavement Leave for Immediate Family and Others~~ **Family Bereavement Leave and Other Leave**

Objective

The **Family** Bereavement Leave Policy establishes uniform guidelines for providing **unpaid as well as** paid time off to employees for absences related to the death of immediate family members and fellow employees or retirees of the Glen Ellyn Park District.

- For the purpose of this section, immediate family shall mean the employee's spouse, domestic partner, mother, mother-in-law, father, father-in-law, stepparent, child, stepchild, son-in-law, daughter-in-law, brother, sister, stepbrother, stepsister, grandchild or grandparents or any relative living in the same household with the employee or dependent upon the employee's care or an adult who stood in loco parentis to the employee during childhood.

Eligibility

All full-time, active employees **and all employees eligible for leave under the federal Family and Medical Leave Act (FMLA)*** are eligible for benefits under this policy **and in accordance with the Illinois Family Bereavement Leave Act (the Act).**

** To be eligible for FMLA benefits, the employee must be employed for one year and worked at least 1,250 hours in the previous 12-month period.*

Amount of Leave

The Act provides up to a maximum of two weeks (10 workdays) of **unpaid** bereavement leave.

Employees are entitled to a maximum of six weeks of leave if they experience more than one event during a 12-month period. Family Bereavement Leave may not be taken in addition to unpaid leave permitted under the Family and Medical Leave Act (FMLA) and may not exceed unpaid leave time allowed under the FMLA. However, at the discretion of the Park District, the Executive Director may grant an employee additional leave time in addition to FMLA.

Reasons for Leave

Bereavement leave is available under the Act for the following reasons:

- (1) attend the funeral or alternative to a funeral of a covered family member;
- (2) make arrangements necessitated by the death of a covered family member;
- (3) grieve the death of a covered family member; or
- (4) be absent from work due to
 - a) a miscarriage;
 - b) an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure;
 - c) a failed adoption match or an adoption that is not finalized because another party contests it;
 - d) a failed surrogacy agreement;
 - e) a diagnosis that negatively impacts pregnancy or fertility; or
 - f) a stillbirth.

"Covered family member" means an employee's child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent.

“Domestic partner,” used with respect to an unmarried employee under this policy, includes:

- (1) the person recognized as the domestic partner of the employee under any domestic partnership or civil union law of a state or political subdivision of a state; or
- (2) an unmarried adult person who is in a committed, personal relationship with the employee, who is not a domestic partner as described under subsection (1) to or in such a relationship with any other person, and who is designated to the employee's employer by such employee as that employee's domestic partner.

“Child” means an employee’s son or daughter who is a biological, adopted or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis.

Procedures and Notification

An employee who wishes to take time off due to the death of an immediate family member ~~should~~ **must** notify his or her supervisor **and Human Resources of the reason and the length of the employee’s absence. as soon as possible.** An employee must provide notice at least 48 hours in advance, unless **providing such notice is not reasonable and practical.** If an employee leaves work early on the day he or she is notified of the death, that day will not count towards bereavement leave.

In considering requests for such leave, the supervisor and department head shall evaluate whether or not the occasion actually requires that the employee be absent from work, along with the employee’s attendance record and general work record. Employees under discipline for attendance issues may be required to provide documentation regarding their bereavement leave.

Substitution of Paid Leave

Bereavement under the Act and this policy is unpaid. Eligible employees may elect, but are not required, to substitute accrued and unused paid leave for unpaid bereavement leave under the Act.

The Glen Ellyn Park District has opted to provide some paid Bereavement pay. This pay will be is calculated based on the base pay rate at the time of absence, and it will not include any special forms of compensation, such as incentives, commissions, bonuses, overtime, or shift differentials.

Paid bereavement leave will be granted according to the following schedule:

- ~~1.~~ In the case of death in the immediate family, the supervisor may approve a leave of absence with regular pay for a period up to three (3) days. This leave may be extended to five (5) days with the approval of the department head and/or Executive Director. ~~Leave may be extended further, with the Executive Director's approval, in extenuating circumstances. In the event of an approved extension, the employee will use any available vacation time as necessary.~~ **The law does not require an employer to give more than 10 days off in total for any one qualifying family bereavement leave event (i.e., if the GEPD *pays* three days, then the employee would be eligible for only seven additional *unpaid* days for that event, equaling 10 total days of leave required by law.)**
2. Employees are allowed one day off from regular scheduled duty with regular pay in the event of death of the employee’s brother-in-law, sister-in-law, aunt, uncle, or spouse’s grandparent.
3. Employees are allowed up to four hours of bereavement leave to attend the funeral of a fellow regular employee or retiree of the Park District, provided such absence from duty will not interfere with normal operations of the park district.
4. Upon notice and request to their supervisor at least 24 hours prior to the anticipated absence, an employee may be granted use of up to one full day of sick leave to attend the funeral or service of a person not otherwise identified in the section. Approval for use of sick leave is within the discretion of the Park District.

Use Within a Reasonable Time

Employees must take leave under this policy consecutively within a reasonable time after the death of the covered family member or other triggering event (typically 60 days) and generally cannot postpone it.

Reasonable Documentation of Leave

The Park District may require the employee to provide reasonable documentation. Documentation may include a death certificate, a published obituary or written verification of death, burial or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency.

For leave resulting from an event listed under reason (4) above, (i.e., related to pregnancy, surrogacy or adoption), reasonable documentation is a form provided by the Illinois Department of Labor, filled out by a health care practitioner who has treated the employee or the employee's spouse or domestic partner or surrogate for an event listed under reason (4) above, or documentation from the adoption or surrogacy organization the employee worked with related to an event listed under reason (4) above certifying the employee, spouse or domestic partner has experienced an event listed under reason (4) above. The Park District does not require the employee to identify which subcategory of event the leave pertains to under reason (4) above as a condition of exercising their rights under this Act.

Child Bereavement Leave

~~In addition to receiving three (3) days of paid leave, employees who have suffered the death of a child may receive seven (7) additional days of unpaid leave for a total of ten (10) days of leave. Child means an employee's son or daughter who is a biological, adopted, or foster child, a stepchild, a legal ward, or a child with whom the employee stands in loco parentis. In the event of the death of more than one child in a twelve (12) month period, an employee is entitled to a total of six (6) weeks of bereavement leave during the twelve (12) month period.~~

~~If an employee taking child bereavement leave also qualifies for FMLA leave, the leave time will run concurrently with FMLA leave. The employee may use paid benefit time for compensation purposes during this absence. This child bereavement leave must be taken within sixty (60) days after the date on which the employee receives notice of the death of the child.~~

The Child Bereavement Leave previously in place has been replaced with Family Bereavement Leave and thus this language has been incorporated into the language of the above policy.

5.04 Family Bereavement Leave and Other Leave

Objective

The Family Bereavement Leave Policy establishes uniform guidelines for providing unpaid as well as paid time off to employees for absences related to the death of immediate family members and fellow employees or retirees of the Glen Ellyn Park District.

- For the purpose of this section, immediate family shall mean the employee's spouse, domestic partner, mother, mother-in-law, father, father-in-law, stepparent, child, stepchild, son-in-law, daughter-in-law, brother, sister, stepbrother, stepsister, grandchild or grandparents or any relative living in the same household with the employee or dependent upon the employee's care or an adult who stood in loco parentis to the employee during childhood.

Eligibility

All full-time, active employees and all employees eligible for leave under the federal Family and Medical Leave Act (FMLA)* are eligible for benefits under this policy and in accordance with the Illinois Family Bereavement Leave Act (the Act).

** To be eligible for FMLA benefits, the employee must be employed for one year and worked at least 1,250 hours in the previous 12-month period.*

Amount of Leave

The Act provides up to a maximum of two weeks (10 workdays) of **unpaid** bereavement leave.

Employees are entitled to a maximum of six weeks of leave if they experience more than one event during a 12-month period. Family Bereavement Leave may not be taken in addition to unpaid leave permitted under the Family and Medical Leave Act (FMLA) and may not exceed unpaid leave time allowed under the FMLA. However, at the discretion of the Park District, the Executive Director may grant an employee additional leave time in addition to FMLA.

Reasons for Leave

Bereavement leave is available under the Act for the following reasons:

- (1) attend the funeral or alternative to a funeral of a covered family member;
- (2) make arrangements necessitated by the death of a covered family member;
- (3) grieve the death of a covered family member; or
- (4) be absent from work due to
 - a) a miscarriage;
 - b) an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure;
 - c) a failed adoption match or an adoption that is not finalized because another party contests it;
 - d) a failed surrogacy agreement;
 - e) a diagnosis that negatively impacts pregnancy or fertility; or
 - f) a stillbirth.

"Covered family member" means an employee's child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent.

"Domestic partner," used with respect to an unmarried employee under this policy, includes:

- (1) the person recognized as the domestic partner of the employee under any domestic partnership or civil union law of a state or political subdivision of a state; or

- (2) an unmarried adult person who is in a committed, personal relationship with the employee, who is not a domestic partner as described under subsection (1) to or in such a relationship with any other person, and who is designated to the employee's employer by such employee as that employee's domestic partner.

“**Child**” means an employee’s son or daughter who is a biological, adopted or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis.

Procedures and Notification

An employee who wishes to take time off due to the death of an immediate family member must notify his or her supervisor and Human Resources of the reason and the length of the employee’s absence. An employee must provide notice at least 48 hours in advance, unless providing such notice is not reasonable and practical. If an employee leaves work early on the day he or she is notified of the death, that day will not count towards bereavement leave.

In considering requests for such leave, the supervisor and department head shall evaluate whether or not the occasion actually requires that the employee be absent from work, along with the employee's attendance record and general work record. Employees under discipline for attendance issues may be required to provide documentation regarding their bereavement leave.

Substitution of Paid Leave

Bereavement under the Act and this policy is unpaid. Eligible employees may elect, but are not required, to substitute accrued and unused paid leave for unpaid bereavement leave under the Act.

The Glen Ellyn Park District has opted to provide some paid Bereavement pay. This pay will be is calculated based on the base pay rate at the time of absence, and it will not include any special forms of compensation, such as incentives, commissions, bonuses, overtime, or shift differentials.

Paid bereavement leave will be granted according to the following schedule:

1. In the case of death in the immediate family, the supervisor may approve a leave of absence with regular pay for a period up to three (3) days. This leave may be extended to five (5) days with the approval of the department head and/or Executive Director. The law does not require an employer to give more than 10 days off in total for any one qualifying family bereavement leave event (i.e., if the GEPD *pays* three days, then the employee would be eligible for only seven additional *unpaid* days for that event, equaling 10 total days of leave required by law.)
2. Employees are allowed one day off from regular scheduled duty with regular pay in the event of death of the employee’s brother-in-law, sister-in-law, aunt, uncle, or spouse’s grandparent.
 1. Employees are allowed up to four hours of bereavement leave to attend the funeral of a fellow regular employee or retiree of the Park District, provided such absence from duty will not interfere with normal operations of the park district.
 2. Upon notice and request to their supervisor at least 24 hours prior to the anticipated absence, an employee may be granted use of up to one full day of sick leave to attend the funeral or service of a person not otherwise identified in the section. Approval for use of sick leave is within the discretion of the Park District.

Use Within a Reasonable Time

Employees must take leave under this policy consecutively within a reasonable time after the death of the covered family member or other triggering event (typically 60 days) and generally cannot postpone it.

Reasonable Documentation of Leave

The Park District may require the employee to provide reasonable documentation. Documentation may include a death certificate, a published obituary or written verification of death, burial or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency.

For leave resulting from an event listed under reason (4) above, (i.e., related to pregnancy, surrogacy or adoption), reasonable documentation is a form provided by the Illinois Department of Labor, filled out by a health care practitioner who has treated the employee or the employee's spouse or domestic partner or surrogate for an event listed under reason (4) above, or documentation from the adoption or surrogacy organization the employee worked with related to an event listed under reason (4) above certifying the employee, spouse or domestic partner has experienced an event listed under reason (4) above. The Park District does not require the employee to identify which subcategory of event the leave pertains to under reason (4) above as a condition of exercising their rights under this Act.

The personnel policy provided below is a NEW Policy developed by the Park District to clarify responsibilities and expectations for Facility Managers, including after hours, and who to contact in various emergency situations. This applies to Full-time staff and will not be included in the Part-time Personnel Policy Manual. This policy has been reviewed and approved by Dave Moore with Laner Muchin, LLC.

8.33 Afterhours Communications & On-Call Policy for Supervisors

Purpose of this Policy

The purpose of this policy and these procedures are to outline the responsibilities and expectations of supervisors and managers who manage facilities, manage programs, or who oversee employees who are on call or are on call themselves.

As stated in our Employee Code of Conduct, Park District employees serve the community and must cooperate with co-workers and the public to set a high standard of performance and conduct. It is important that we function as a team and each employee is expected to make a positive contribution in the interest of effective and efficient public service. As always, you are an ambassador of the Park District and should abide by all District policies and procedures.

The District expects all employees to use good judgment at all times, including addressing on-call situations. A “Safety First” mindset should be maintained at all times when responding to emergencies. Per District policy, if an employee observes another employee who is not performing their assigned duties or otherwise not acting in the best interest of our participants or the public while responding to an on-call emergency, including, but not limited to, an employee who appears to be impaired or under the influence, the employee has a duty to report it to the appropriate supervisor or manager. The appropriate supervisor or manager will then determine appropriate steps to address the inappropriate behavior. This may include, but is not limited to, the employee being asked to leave, sent for reasonable suspicion testing, and/or disciplinary action.

Expectations for Afterhours Communications

The Park District respects employees’ personal lives and strives to offer a work life balance to all employees. With that said, as a supervisor who is managing a facility or program or serving as the “back up,” you are expected to be available to receive phone calls on your District-issued cell phone or your personal phone (whichever you use to be reached during an emergency) at all times, including afterhours. Thus, in the event that you are needed to respond to an afterhours emergency in the middle of the night, for example, you are able to easily and promptly answer the call as it comes in. The District discourages setting your phone on vibrate or using the “do not disturb” setting for incoming phone calls.

In the event that a supervisor knows in advance that he or she will be unavailable, it is the supervisor’s responsibility to find sufficient coverage to respond to emergencies arising in his or her program or facility.

Failure to be available to receive and/or promptly respond to emergency calls can lead to disciplinary action.

Responsibilities for Facilities Emergency Contacts

The facility manager or other designee responsible for operation of a facility is the primary emergency contact and first line of defense for the facility. They must take care of and pay attention to the needs of the assigned facility. As such, the following are expected and required of a facility manager or other designee who is responsible for the operation of their respective facility:

1. Answer ALL incoming afterhours phone calls. Staff should be directed to contact you only in the case of an Emergency. Other issues should be directed to the Manager on Duty (MOD) or addressed during your regular hours.
2. Depending on the circumstances and especially for alarm calls, you may be able to address the issue over the phone or direct the call to another more qualified person or provider.
3. If your presence is needed at the facility, whether as a key-holder or otherwise, you must be able to reach the facility location within 60 minutes after the request for you to respond. When responding to emergencies, employees may not report to District facilities impaired.
4. Once on-site you will need to meet, as needed, with the Police, Fire, or other necessary staff to determine what is needed to address the situation and/or secure the site for safety.
5. Once the site is secure it is your responsibility to assess the damage, complete proper documentation and take pictures, and make the necessary decisions to get the facility, amenity or other damaged asset secured until repairs can be made.
6. Once the site is secure you must complete all required paperwork for PDRMA and submit to the HR & Risk Manager.

Facility Name and Location	Facility Manager and Cell Phone	First Alternate and Cell Phone	
Spring Ave. Rec. Center 185 Spring Ave.	Asst. Manager of Recreation Services	Facility Maint. Mgr.	
Main St. Rec. Center 501 Hill Ave.	Mgr. of Recreation Services	Facility Maint. Mgr.	
Ackerman SFC 800 St. Charles Rd.	ASFC Facility Mgr.	Facility Maint. Mgr.	
Maryknoll Holes & Knolls 845 Pershng Ave.	Special Facilities Mgr.	Parks Specialist 2 - Facilities	
Maryknoll Paddle Hut 845 Pershing Ave.	Dir. of Racquet Sports	Parks Specialist 2 - Facilities	
Lake Ellyn Boat House 645 Lenox Ave.	Supt. of Recreation Services	Facility Maint. Mgr.	
Sunset Pool 483 Fairview Ave.	Special Facilities Mgr.	Pool Maint. Specialist	
Newton Park 707 Fairview Ave.	Supt. of Athletics	Parks Foreman	
Village Green 130 S. Lambert Rd.	Supt. of Athletics	Parks Foreman	
Frank Johnson Center 490 Kenilworth Ave.	Supt. of Parks	Parks Foreman	

Alarm Information

General Alarm Information

The District has a specific account number and passcode to enable and disable alarms. Staff are directed to contact the facility or park manager if an alarm is triggered to discuss the issue if it is necessary for Police to be dispatched.

If unanswered or unable to address the alarm, on-call staff are directed to contact the Police and report to the facility/park and assess the situation. The Park District is charged for these visits and care should be taken to not set off the alarm by accident or have the ability to disarm the alarm in a timely fashion.

All staff who are responsible for opening or closing the facility MUST be properly trained on how to secure the facility and activate and deactivate the alarm appropriately.

If the alarm company indicates that the alarm is malfunctioning or there is a maintenance issue, the Parks On-Call staff should be notified to assess and address the problem.

Fire Alarm Information

In the event a fire alarm is triggered, the Fire Department (Fox Valley Fire & Safety (855-751-4025)) is dispatched right away. The Facility Manager will also be notified and will be expected to report to the facility as quickly as possible. The Facility Manager should let the Executive Director know as quickly as possible.

Specific Procedures for Various Emergencies

Power Outage:

In the case of a power outage, the supervisor for the facility should be notified immediately.

An assessment should be made to determine if the entire facility is out or only certain areas. Further assessment should determine if it is just our facility, within the neighborhood, district-wide, throughout Glen Ellyn, etc.

The facility manager or designee should go to <https://poweroutage.report/glen-elyn-illinois> if and when you have access to the internet to determine the extent of the outage and/or report the outage.

The phone number for reporting a power outage in Glen Ellyn is (800) 334-7661.

The facility manager or designee is responsible for contacting the Executive Director and Marketing to provide notification, obtain further direction, and update the District website. The Facility Manager should also inform staff to unplug all computers, TVs, exercise equipment and other electrical equipment to prevent short circuit or damage when the power is restored.

Trees Down/Other Storm Damage:

To report trees down and/or other storm damage, Scott Norman – Supt. of Park Operations should be notified on his cell at (630) 301-2150.

If facility related: Are roadways, parking lots, or entrances blocked? Is there damage to facility roof, windows, etc.? Are powerlines/power supply impacted?

If park related: Are roadways, parking lots, or trails blocked? Is there damage to any park facility, i.e. picnic structure, concession stand, restrooms, playground, etc.?

Flooding, Heating/Cooling/HVAC Issues, or Plumbing/Water Main Issues:

Call Scott Norman at (630) 301-2150 or Paul Pitts at (630) 945-2150.

Emergency Contact Numbers:

Police & Fire: 911

Glen Ellyn Police Non-Emergency Number:

Village of Glen Ellyn Public Works: 630-469-1187

Village of Glen Ellyn Water & Sewer Department: 630-469-1187

Rain Out Hotline: (630) 984-5075

Safe Haven IT: Goran (847) 338-1874

PDRMA Emergency After Hours: (630) 769-0332

For Current Staff Emergency Contact numbers please reference Emergency Phone List in the Appendix.

Executive Director: Dave Thommes 630-988-7697

Deputy Executive Director: Nick Cinquegrani 630-815-3962

Superintendent of Park Operations: Scott Norman 630-301-2150

Parks Specialist II – Facilities: Hugh Johnson 312-339-4467

Director of Recreation & Facilities: Stacey Lim 630-550-6050

Ackerman Fitness Facility Manager: Brad Thomas 630-310-9000

Special Facilities Manager: Lisa Semetko 734-664-8206

Superintendent of Recreation Services: Jeannie Robinson 630-667-6858

Manager of Recreation Services & Main St. Facility Mgr: David MacDonald 630-624-4066

Asst. Manager of Recreation & Spring Ave. Facility Mgr: Katy Speck 815-973-4074

Superintendent of Athletics: Clint Babicz 224-407-0956

Parks Specialist II – Projects: Dave Rajeck 630-740-8609

Parks Specialist II - Athletics: Dave Thoren 773-849-7198

Superintendent of Marketing & Communication: Courtney O’Kray 630-200-2384

The personnel policy provided below is a NEW Policy developed by the Park District to clarify responsibilities, expectations, and compensation for Park Operations staff performing On-Call duties as part of their responsibilities. The information provided for Emergency procedures is the same as the Afterhours Policy for Supervisors. This applies to Full-time staff and will not be included in the Part-time Personnel Policy Manual. This policy has been reviewed and approved by Dave Moore with Laner Muchin, LLC.

8.34 Parks Department On-Call Policy and Procedures

Purpose

The purpose of this policy and these procedures are to outline the responsibilities and expectations of Parks Department staff members assigned to the On-Call rotation to perform afterhours work to ensure the safety and security of our facilities, assets, and park patrons.

As stated in our Employee Code of Conduct, Park District employees serve the community and must cooperate with co-workers and the public to set a high standard of performance and conduct. It is important that we function as a team and each employee is expected to make a positive contribution in the interest of effective and efficient public service. As always, you are an ambassador of the Park District and should abide by all District policies and procedures.

The District expects all employees to use good judgment at all times, including addressing on-call situations. A “Safety First” mindset should be maintained at all times to keep staff and participants safe during set up, the duration of the event, as well as tear down and clean up. Providing excellent customer service to patrons and their guests is also expected.

Per District policy, if an employee observes another employee who is not performing their assigned duties or otherwise not acting in the best interest of our participants or the public while responding to an on-call emergency, including, but not limited to, an employee who appears to be impaired or under the influence, the employee has a duty to report it to the appropriate supervisor or manager. The appropriate supervisor or manager will then determine appropriate steps to address the inappropriate behavior. This may include, but is not limited to, the employee being asked to leave, sent for reasonable suspicion testing, and/or disciplinary action.

Compensation

During each two-week period of the On-Call Rotation, employees will be compensated \$150.00 per week (\$300.00 per pay period) . In the event that an employee is called to address an issue or respond to an incident/emergency, the employee will be paid for the time spent in responding to the incident in minimum one-hour increments, on top of the \$300.00 rate per pay period for being on call. For example, if it takes the employee less than one hour to tend to the issue, the employee will be paid for the full hour. Alternatively, if the employee takes over an hour, the employee will be paid for two hours. Regular pay and overtime pay will be based on the District’s payroll guidelines.

Parks Department Afterhours Scheduling & Coverage

1. All Parks Department assigned staff will be placed on the On-Call Rotations for two-week periods. Each two-week period will coincide with the District’s payroll periods.
2. The On-Call Rotation schedule will be established and distributed to employees annually the first week of January to allow staff plenty of time to schedule their vacations and other time off during periods in which they will not be scheduled for the On-Call Rotation.
3. Coverage Procedures for Afterhours
 - a. In the event that an on-call employee knows in advance that he or she will be unavailable for part or all of their on-call period, it is the employee’s responsibility to find sufficient coverage

to fulfill their on-call responsibilities in responding to emergencies or other call-ins. This is not to say that employees who are on-call must tether themselves to being on-call (in other words, on-call employees may tend to personal matters during this time), however; they must be able to make themselves available when needed, unless other coverage is arranged in advance.

- b. If an on-call employee is unable to respond to on-call duties due to unforeseeable circumstances, such as illness or personal emergencies, employees must notify their supervisor as soon as they become aware of the issue, so other arrangements and coverage can be made.
 - c. Anyone on-call who is having another employee cover their on-call responsibilities must have approval from management if the covering employee is taking on three (3) or more hours of the on-call employee's rotation period. An On-Call Period Substitution Form must be completed as soon as possible (at least 48 hours in advance is preferred). The employee covering the other employee's on-call shift will not be compensated unless called to respond to respond to an emergency, in which case the employee will be paid in one-hour increments as described above.
4. It is the employee's responsibility to notify their supervisor of any incidents addressed or work performed while on call.

Responsibilities for On-Call Staff

1. Employees on-call must carry the on-call phone or have the on-call phone's number forwarded to their current District-issued phone. All calls must be answered an/or returned within fifteen (15) minutes of the original call. After two (2) missed calls, the employee will be subject to corrective action.
 - a. Park Emergency On-Call Phone Directions to Auto Forward to Your Personal Phone
 - i. **To activate:**
 - Press *72 on the On-Call Phone
 - Enter the phone number where you want calls to be forwarded (e.g., *72-(area code)-(phone number))
 - Press "SEND" and wait for confirmation. You should hear a confirmation tone or a message.
 - Press "END"
 - ii. **To deactivate:**
 - Press *73
 - Press "SEND" and wait for confirmation. You should hear a confirmation tone or a message.
 - Press "END"
 - iii. You must deactivate your number before forwarding to a new phone number when changing on-call staff.
2. Employees on their On-Call Rotation are expected and required to report to work on time and in an appropriate mental and physical condition for work. When responding to on-call responsibilities, employees may not report to District facilities impaired.

- If an employee is responding to an afterhours call for a Recreational Facility, he or she must contact the person listed below as the Facility Contact Person. The Facility contact Person will assess and contact anyone else necessary to resolve the call.

FACILITY NAME & BUILDING	ADDRESS	EMERGENCY - ALARM CONTACT PERSON	CONTACT PERSONS 24/7 PHONE NUMBER
Ackerman Sports & Fitness Center	800 St. Charles Road	ASFC Facility Manager - Brad Thomas	630-310-9000
Ackerman Park - Garages	800 St. Charles Road	Parks On-Call Person	630-947-3206
Johnson Center	490 Kenilworth Ave.	Parks On-Call Person	630-947-3206
Lake Ellyn Boat House	645 Lenox Road	Supt. of Recreation	
Main Street Rec Center	501 Hill Ave.	Mgr. of Recreation David MacDonald	630-624-4066
Maryknoll – Holes & Knolls	845 Pershing Ave	Special Facilities Mgr. Lisa Semetko	734-664-8206
Maryknoll – Platform Tennis	845 Pershing Ave	Mgr. of Racquet Sports/ Parks Specialist 2	
Newton Park - Concession	707 Fairview Ave.	Supt. of Athletics Clint Babicz	224-407-0956
Spring Ave Rec Center	185 Spring Ave.	Asst. Mgr. of Recreation Katy Speck	815-973-4074
Sunset Pool	483 Fairview Ave.	Special Facilities Mgr./Pool Maintenance	734-664-8206
Village Green	30 S. Lambert Road	Supt. of Athletics Clint Babicz	224-407-0956

- Document ALL calls requiring an action/response in the “**Parks On-Call Binder**” you received when given the On-Call Phone for your rotation. *(May be possible to record and track this in a new HR system once obtained)*
- If it is a park or parks facility that is listed above as a Parks On-Call Person, you are to respond, if needed, to the location within 60 minutes of the first phone call. **If you are unable to respond to the call for ANY reason you must notify your supervisor immediately!**
- Once on-site you will need to meet with the Police, Fire, or other necessary staff to determine what is needed to address the situation and/or secure the site for safety.
- Once the site is secure it is your responsibility to assess the damage, complete proper documentation, take pictures, and make the necessary decisions to get the facility, amenity or other damaged asset secured until repairs can be made.
- If needed, contact your supervisor to inform them of the issue and confirm your decision or seek further direction. Use your best judgement to be sure that proper notification is provided for situations that warrant it. The supervisor will contact the Executive Director of others when needed, unless already notified.
- Once the site is secure you must complete all required paperwork for PDRMA and submit to the HR & Risk Manager.

Alarm Information

General Alarm Information

The Park District has a specific account number and passcode to enable and disable alarms. If you are scheduled to be on call, please contact your supervisor for the specific information if an alarm is triggered while you are on your on-call rotation.

If an alarm is triggered, a call will be placed to the designated person on the Alarm profile for that facility or park. (See list above) They will call this person first to see if they are aware of the issue and if it is necessary for Police to be dispatched. If unanswered, the Parks On-Call person will be attempted, and the third attempt will be the Police.

If unable to address the alarm call, Police will be notified and will report to the facility/park and assess the situation. The Park District is charged for these visits and care should be taken to not set off the alarm by accident or have the ability to disarm the alarm in a timely fashion. All staff who are responsible for opening or closing the facility MUST be properly trained on how to secure the facility and activate and deactivate the alarm appropriately.

If the alarm company indicates that the alarm is malfunctioning or there is a maintenance issue, the Parks On-Call staff should be notified to assess and address the problem.

Fire Alarm Information

In the event a fire alarm is triggered, the Fire Department (Fox Valley Fire & Safety (855-751-4025)) is dispatched right away. The Facility Manager will also be notified and will be expected to report to the facility as quickly as possible. The Facility Manager should let the Executive Director know as quickly as possible.

Specific Procedures for Various Emergencies

Power Outage:

In the case of a power outage, the Emergency Contact for the facility should be notified immediately.

An assessment should be made to determine if the entire facility is out or only certain areas. Further assessment should determine if it is just our facility, within the neighborhood, district-wide, throughout Glen Ellyn, etc.

The Facility Manager or designee should go to <https://poweroutage.report/glen-elyn-illinois> if and when you have access to the internet to determine the extent of the outage and/or report the outage.

The phone number for reporting a power outage in Glen Ellyn is (800) 334-7661.

The Facility Manager or designee is responsible for contacting the Executive Director and Marketing to provide notification, obtain further direction, and update the GEPD website. The Facility Manager should also inform staff to unplug all computers, TVs, exercise equipment and other electrical equipment to prevent short circuit or damage when the power is restored.

Trees Down/Other Storm Damage:

To report trees down and/or other storm damage, Scott Norman – Supt. of Park Operations should be notified on his cell at (630) 301-2150.

If facility related: Are roadways, parking lots, or entrances blocked? Is there damage to facility roof, windows, etc.? Are powerlines/power supply impacted?

If park related: Are roadways, parking lots, or trails blocked? Is there damage to any park facility, i.e. picnic structure, concession stand, restrooms, playground, etc.?

Flooding, Heating/Cooling/HVAC Issues, or Plumbing/Water Main Issues:

Call Paul Pitts at (630) 945-2150 or Scott Norman at (630)301-2150.

Emergency Contact Numbers:

Police & Fire: 911

Glen Ellyn Police Non-Emergency Number: (630) 469-1187

Village of Glen Ellyn Public Works: (630) 469-1187

Village of Glen Ellyn Water& Sewer Department: (630) 469-1187

Rain Out Hotline: (630) 984-5075

Safe Haven IT: Goran (847) 338-1874

PDRMA Emergency After Hours: (630) 769-0332

For Current Staff Emergency Contact numbers please reference Emergency Phone List in the Appendix.

Executive Director: Dave Thommes 630-988-7697

Deputy Executive Director: Nick Cinquegrani 815-552-3962

Superintendent of Park Operations: Scott Norman 630-301-2150

Parks Specialist II – Facilities: Hugh Johnson 312-339-4467

Superintendent of Facilities: Stacey Lim 630-550-6050

Ackerman Fitness Facility Manager: Brad Thomas 630-310-9000

Special Facilities Manager: Lisa Semetko 734-664-8206

Superintendent of Recreation Services: Jeannie Robinson 630-667-6858

Manager of Recreation Services & Main St. Facility Mgr: David MacDonald 630-624-4066

Asst. Manager of Recreation & Spring Ave. Facility Mgr: Katy Speck 815-973-4074

Superintendent of Athletics: Clint Babicz 224-407-0956

Parks Specialist II – Projects: Dave Rajeck 630-740-8609

Parks Specialist II - Athletics: Dave Thoren 773-849-7198

Superintendent of Marketing & Communication: Courtney O’Kray 630-200-2384



MEMO

September 28, 2023

TO: Park District Board of Commissioners
FROM: Nathan Troia, PLA, Director of Planning and Natural Resources
CC: Dave Thommes, Executive Director
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 which is currently in progress.

All referendum projects are expected to be completed by 2026 and staff has begun the process of implementation. To keep the Board informed of progress, a brief update will be provided on the projects.

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