

**Glen Ellyn Park District
Board of Commissioners
Special Meeting – December 19, 2023
185 Spring Avenue – 7:00 p.m.
Agenda**

- I. Call to Order**
- II. Roll Call of Commissioners**
- III. Pledge of Allegiance**
- IV. Changes to the Agenda**
- V. Recognition – BGYFL Super Bowl Champions**
- VI. Public Participation**
- VII. Consent Agenda:** All items in Section VII are included in the Consent Agenda by the Board and will be enacted in one motion. There will be no separate discussion of these items unless a Board Member so requests, in which event the item will be removed from the agenda.
 - A. Voucher list of bills totaling \$2,383,277.24
 - B. Minutes from the November 14, 2023, Regular Meeting and the November 15, 2023, Special Joint Meeting with the Village of Glen Ellyn
- VIII. Public Hearing for the 2024 Budget & Appropriation Ordinance 23-04**
- IX. Approval of the 2024 Budget & Appropriation Ordinance 23-04**
- X. Personnel Policy Updates**
- XI. Family Leave Care Policy Discussion**
- XII. Frank Johnson Center – Featherstone, Inc. December payout**
- XIII. W.B. Olson November Pay Application**
- XIV. Wight Pay Application #5**
- XV. Ackerman Sports & Fitness Center HVAC Recommendation**
- XVI. Staff Reports**
 - A. Finance Report (For information only)
 - B. Staff Reports
- XVII. Commissioners' Reports**
- XVIII. Adjourn**



MEMO

December 14, 2023

TO: Park District Board of Commissioners

FROM: Stacey Lim, Director of Recreation and Facilities
Clint Babicz, Superintendent of Athletics

CC: Dave Thommes, Executive Director

RE: Program Recognition – Glen Ellyn Golden Eagles Football

The Glen Ellyn Park District Board of Commissioners would like to recognize and congratulate the Glen Ellyn Golden Eagles JV Gold and Varsity Silver Green football teams for winning BGYFL Super Bowl Championships this season. Celebrating the program's 60th anniversary, these were the program's first Super Bowl wins since the Varsity Gold team did so in 2017.

Led by head coach Chris Dietzler and assistant coaches J.J. Chaudoir (pronounced sha-door), Matt Coe, Adam Ortega, DJ Busch, Jim Plumb and Chris Kovich, the JV Gold team finished the regular season undefeated and outscoring their opponents by a 192-20 margin. The team continued their impressive play throughout the playoffs, defeating Bloomingdale by a score of 18-0 and Wheaton by a score of 12-0 to advance to the Super Bowl against Bartlett.

In a battle of undefeated teams for the championship, the game was scoreless until the Golden Eagles took the lead with 52 seconds remaining in the 3rd quarter on a quarterback sneak, followed by a two-point conversion. Ahead 8-0, the defense continued their stellar play, keeping Bartlett off the board and giving the offense opportunities to extend the lead. With 3:06 remaining in the 4th quarter, the offense did just that with a 15-yard touchdown pass followed by a one-point conversion, providing the final margin of victory in their 15-0 win.

Not to be outdone, the Varsity Silver Green team, led by head coach Mark Gilhuly and assistant coaches Brian Donahue, Jeff Lloyd, James Risner and Ted Skodol, entered the playoffs with only one loss, a close 14-8 defeat at the hands of the Naperville White team. Undeterred, the Varsity Silver Green team began their pursuit of a championship with a 20-13 win against Bartlett, followed by a 30-27 win against Oswego to set up a rematch with the Naperville White team in the Super Bowl.

In what would be a close game, Naperville appeared to take an early lead on a 95-yard touchdown run only to see it called back due to a holding penalty. Unable to get a first down, Naperville punted from their own endzone, and the Golden Eagles returned the ball to the 11-yard line. After a run for loss, the Golden Eagles took advantage and found the endzone on a 16-yard pass, followed by an unconventional

two-point conversion for an 8-0 lead. Midway through the 2nd quarter, Naperville scored to cut the deficit to two points. The score remained 8-6 in favor of the Golden Eagles until they scored again, this time on a 21-yard pass with 6 minutes left in the 3rd quarter.

Trailing 14-6, Naperville closed the gap, scoring with 1:51 remaining in the quarter and needing a two-point conversion for the tie. In one of the defining moments of the game, on the conversion attempt, the Golden Eagles defense deflected Naperville's pass, which was then caught by a Naperville player attempting to score. They were not successful, as the Golden Eagles defense did not give up on the play and tackled the ball carrier one yard short of the goal line, preserving their 14-12 lead. Neither team scored for the remainder of the game as the Varsity Silver Green team emerged victorious, winning the rematch, and securing their own Super Bowl championship.

In addition, the District is also grateful to the many coaches, volunteers, parents, and families who freely give of their time and talents to help support the players and the Golden Eagles program.

On behalf of the Glen Ellyn Park District and the Board of Commissioners, we would again like to recognize and congratulate the Glen Ellyn Golden Eagles JV Gold and Varsity Silver Green football teams for their success this season.

Accounts Payable

Voucher Approval Document

Warrant Request Date: 12/19/2023



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	\$	78,901.59
20	Recreation Fund		320,973.75
55	Special Recreation Fund		577.38
85	Asset Replacement Fund		81,334.00
94	Capital Improvements Fund		1,901,490.52
	Report Total:	\$	<u>2,383,277.24</u>

Accounts Payable

Computer Check Proof List by Vendor

User: cyocum
 Printed: 12/14/2023 - 9:06AM
 Batch: 00007.12.2023



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 202849 185158	AAC Auto Clinic Inc. Repair #425	536.64	12/13/2023	10-10-000-530340-0000	ACH Enabled: False
	Check Total:	536.64			
Vendor: 100144 54425	AALCO Manufacturing Company Belts Basketball Hoops	49.50	12/13/2023	20-30-100-530300-0000	ACH Enabled: False
	Check Total:	49.50			
Vendor: 200411 Enchanted Fall Ball	Abbington Distinctive Banquets Deposit 2024 Event Deposit 2024 Event	1,000.00 1,000.00	12/13/2023 12/13/2023	20-26-000-525500-6816 20-26-000-525500-6816	ACH Enabled: False
	Check Total:	2,000.00			
Vendor: 103201 237003	All Star Sports Instruction Fall Classes	21,619.00	12/13/2023	20-21-000-525500-1261	ACH Enabled: True
	Check Total:	21,619.00			
Vendor: 202513 69031 69031	Allegra Print & Imaging Accounts Payable Checks Accounts Payable Checks	287.57 287.58	12/13/2023 12/13/2023	10-00-000-521700-0000 20-00-000-521700-0000	ACH Enabled: False
	Check Total:	575.15			
Vendor: 199180 F23-IL	Alpha Youth Sports, Inc. Fall Classes	4,025.00	12/13/2023	20-21-000-525500-1120	ACH Enabled: False
	Check Total:	4,025.00			
Vendor: 103965 100573	Ancel Glink, P.C. November 2023 Attorney Fees	717.86	12/13/2023	10-00-000-521100-0000	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	717.86			
Vendor: 103977	Anderson Pest Control			Check Sequence: 8	ACH Enabled: False
53631932	Pest Control	60.00	12/13/2023	20-30-200-521600-0000	
55532781	Pest Control	99.00	12/13/2023	20-30-100-521600-0000	
55532782	Pest Control	78.00	12/13/2023	20-30-450-521600-0000	
	Check Total:	237.00			
Vendor: 105167	Armbrust Plumbing and Heating			Check Sequence: 9	ACH Enabled: False
61735211	Water Heater Repair	1,505.46	12/13/2023	20-30-300-530210-0000	
61751636	Plumbing Repairs	3,650.00	12/13/2023	10-10-000-550300-0000	
	Check Total:	5,155.46			
Vendor: 202673	Candice Arnold			Check Sequence: 10	ACH Enabled: True
Reimbursement	October Supplies	144.81	12/13/2023	20-24-000-535500-4610	
Reimbursement	November Supplies	178.32	12/13/2023	20-24-000-535500-4610	
	Check Total:	323.13			
Vendor: 107285	Clint Babicz			Check Sequence: 11	ACH Enabled: True
Cell Reimb	Qtrly Phone Reimbursement	150.00	12/13/2023	20-00-000-570300-0000	
	Check Total:	150.00			
Vendor: 199528	Baseball 365			Check Sequence: 12	ACH Enabled: False
11U	Tournament Fees	595.00	12/13/2023	20-21-000-525500-1233	
	Check Total:	595.00			
Vendor: 108315	Batteries Plus			Check Sequence: 13	ACH Enabled: True
67658844/723032	Tractor Battery	47.62	12/13/2023	10-10-000-530340-0000	
	Check Total:	47.62			
Vendor: 202457	Laurie Bellmar			Check Sequence: 14	ACH Enabled: True
Cell Reimb	Qtrly Phone Reimbursement	150.00	12/13/2023	10-10-000-570300-0000	
Mileage	11/2023 Mileage	129.69	12/13/2023	20-00-000-585270-0000	
	Check Total:	279.69			
Vendor: 202987	Samantha Benson			Check Sequence: 15	ACH Enabled: True
Reimbursement	Certification Fees	300.00	12/13/2023	20-30-100-585202-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	300.00			
Vendor: 202043	BIG3 Sports			Check Sequence: 16	ACH Enabled: True
68	Training Clinic	1,589.00	12/13/2023	20-21-000-525500-1141	
68	Evaluations	1,600.00	12/13/2023	20-21-000-525500-1141	
75	Fall Programs	725.25	12/13/2023	20-30-100-525500-0000	
	Check Total:	3,914.25			
Vendor: 110210	Caryn Borgetti			Check Sequence: 17	ACH Enabled: False
328	Fall Classes	579.60	12/13/2023	20-22-000-525500-2351	
	Check Total:	579.60			
Vendor: 202651	Rebecca Brush			Check Sequence: 18	ACH Enabled: True
Cell Reimb	Qtrly Phone Reimbursement	150.00	12/13/2023	20-00-000-570300-0000	
	Check Total:	150.00			
Vendor: 107310	B-Sharp, LLC			Check Sequence: 19	ACH Enabled: True
Fall	Fall Classes	10,012.00	12/13/2023	20-22-000-525500-2311	
Fall	Fall Classes	602.00	12/13/2023	20-24-000-525500-4610	
	Check Total:	10,614.00			
Vendor: 202063	Jennifer Budny			Check Sequence: 20	ACH Enabled: True
Reimbursement	Supplies	79.78	12/13/2023	20-24-000-535500-4610	
Reimbursement	Supplies	112.99	12/13/2023	20-24-000-535500-4610	
	Check Total:	192.77			
Vendor: 200176	Bullpen Tournaments			Check Sequence: 21	ACH Enabled: False
13U	Tournament Fees	895.00	12/13/2023	20-21-000-525500-1233	
	Check Total:	895.00			
Vendor: 112895	Julie Carlson			Check Sequence: 22	ACH Enabled: True
Reimbursement	October Supplies	20.24	12/13/2023	20-24-000-535500-4610	
	Check Total:	20.24			
Vendor: 113050	Case Lots Inc.			Check Sequence: 23	ACH Enabled: True
21340	Garbage Bags	269.40	12/13/2023	10-10-000-530300-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	269.40			
Vendor: 113456 7679254	Central Turf & Irrigation Relocating Irrigation Lines	3,168.74	12/13/2023	Check Sequence: 24 94-91-000-575900-0000	ACH Enabled: False
	Check Total:	3,168.74			
Vendor: 202217 1132	Cheryl Rausch Art LLC Fall Classes	150.00	12/13/2023	Check Sequence: 25 20-22-000-525500-2315	ACH Enabled: False
	Check Total:	150.00			
Vendor: 114260 Cell Reimb Cell Reimb	Nicholas Cinquegrani Qtrly Phone Reimbursement Qtrly Phone Reimbursement	75.00 75.00	12/13/2023 12/13/2023	Check Sequence: 26 10-00-000-570300-0000 20-00-000-570300-0000	ACH Enabled: True
	Check Total:	150.00			
Vendor: 198934	Diane Cole Fall Classes	504.00	12/13/2023	Check Sequence: 27 20-25-000-525500-5706	ACH Enabled: False
	Check Total:	504.00			
Vendor: 115285	ComEd 10/11-11/9/2023 Electricity 11/3-12/6/2023 Electricity 11/3-12/6/2023 Electricity	69.58 27.02 413.88	12/13/2023 12/13/2023 12/13/2023	Check Sequence: 28 10-00-000-570100-0000 10-00-000-570100-0000 94-90-860-575180-0000	ACH Enabled: False
	Check Total:	510.48			
Vendor: 199406 23120623 23120623	Commeg Systems, Inc. 11/2023 Time Keeping System 11/2023 Time Keeping System	271.00 271.00	12/13/2023 12/13/2023	Check Sequence: 29 10-00-000-521400-0000 20-00-000-521400-0000	ACH Enabled: True
	Check Total:	542.00			
Vendor: 115370 6427992 6428071 6428106 6428146	Conserv FS, Inc. Road Salt Fertilizer Grass Seed Fertilizer	669.60 2,400.00 550.00 540.00	12/13/2023 12/13/2023 12/13/2023 12/13/2023	Check Sequence: 30 10-10-000-530620-0000 10-10-000-550400-0000 10-10-000-550400-0000 10-10-000-550400-0000	ACH Enabled: False
	Check Total:	4,159.60			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 169850	Constellation New Energy - Gas LLC			Check Sequence: 31	ACH Enabled: False
	10/2023 Gas	821.03	12/13/2023	20-30-200-570200-0000	
	10/2023 Gas	77.33	12/13/2023	20-30-150-570200-0000	
	10/2023 Gas	408.25	12/13/2023	20-30-500-570200-0000	
	10/2023 Gas	640.76	12/13/2023	20-30-450-570200-0000	
	10/2023 Gas	337.36	12/13/2023	20-30-300-570200-0000	
	10/2023 Gas	631.49	12/13/2023	20-30-100-570200-0000	
	10/2023 Gas	486.09	12/13/2023	20-30-350-570200-0000	
	Check Total:	3,402.31			
Vendor: 133390	Core & Main LP			Check Sequence: 32	ACH Enabled: False
T943811	Plumbing Supplies	82.64	12/13/2023	10-10-000-550300-0000	
	Check Total:	82.64			
Vendor: 199529	Crown Trophy-20			Check Sequence: 33	ACH Enabled: False
23135	Awards	1,063.98	12/13/2023	20-21-000-535500-1170	
	Check Total:	1,063.98			
Vendor: 200084	Cyclones Volleyball			Check Sequence: 34	ACH Enabled: True
1359	Fall Classes	3,240.00	12/13/2023	20-21-000-525500-1230	
	Check Total:	3,240.00			
Vendor: 200460	Dawsons Tree Service			Check Sequence: 35	ACH Enabled: False
47405	Tree Removal	2,685.00	12/13/2023	94-90-000-575170-0000	
	Check Total:	2,685.00			
Vendor: 201591	Justin Diener			Check Sequence: 36	ACH Enabled: True
Cell Reimb	Quarterly Cell Phone	150.00	12/13/2023	20-00-000-570300-0000	
	Check Total:	150.00			
Vendor: 198843	Kimberly Dikker			Check Sequence: 37	ACH Enabled: True
Cell Reimb	Qtrly Cell Reimbursement	75.00	12/13/2023	20-00-000-570300-0000	
Cell Reimb	Qtrly Cell Reimbursement	75.00	12/13/2023	10-00-000-570300-0000	
	Check Total:	150.00			
Vendor: 119687	Dunham Woods Farm, Inc.			Check Sequence: 38	ACH Enabled: False
1302	Fall Classes	414.00	12/13/2023	20-22-000-525500-2301	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	414.00			
Vendor: 123370 1242	Elmhurst Park District Day Trips	169.89	12/13/2023	Check Sequence: 39 20-25-000-525500-5702	ACH Enabled: False
	Check Total:	169.89			
Vendor: 127652 4030178	Feece Oil Co. Diesel Fuel	1,495.18	12/13/2023	Check Sequence: 40 10-10-000-530500-0000	ACH Enabled: False
	Check Total:	1,495.18			
Vendor: 200723 22-3556.01-10 22-3556.01-11 22-3598-01-9	FGM Architects Professional Services Professional Services Professional Services	23,326.65 11,597.58 29,336.95	12/13/2023 12/13/2023 12/13/2023	Check Sequence: 41 94-90-860-575180-0000 94-90-860-575180-0000 94-91-930-575180-0000	ACH Enabled: False
	Check Total:	64,261.18			
Vendor: 202649 Reimbursement	Martha Foley Supplies	346.98	12/13/2023	Check Sequence: 42 20-24-000-535500-4610	ACH Enabled: True
	Check Total:	346.98			
Vendor: 128650	Forest Preserve of DuPage Cty. Churchill IGA Payment	30,000.00	12/13/2023	Check Sequence: 43 94-91-000-575900-0000	ACH Enabled: False
	Check Total:	30,000.00			
Vendor: 129093 647472	Fox Valley Fire & Safety Monitoring	154.20	12/13/2023	Check Sequence: 44 20-21-000-525500-1161	ACH Enabled: True
	Check Total:	154.20			
Vendor: 130257 11U 13U	Game Day USA Tournament Fees Tournament Fees	595.00 695.00	12/13/2023 12/13/2023	Check Sequence: 45 20-21-000-525500-1233 20-21-000-525500-1233	ACH Enabled: False
	Check Total:	1,290.00			
Vendor: 132271 9925872047	Grainger, Inc. Laminator Swittech	6.75	12/13/2023	Check Sequence: 46 20-24-000-535500-4610	ACH Enabled: True
	Check Total:	6.75			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 133300	Tracy Gustello			Check Sequence: 47	ACH Enabled: True
Reimbursement	Supplies	61.13	12/13/2023	20-24-000-535500-4610	
Reimbursement	Supplies	12.48	12/13/2023	20-24-000-535500-4610	
	Check Total:	73.61			
Vendor: 202389	Christopher Gutmann			Check Sequence: 48	ACH Enabled: True
Cell Reimb	Qtrly Phone Reimbursement	150.00	12/13/2023	10-10-000-570300-0000	
	Check Total:	150.00			
Vendor: 202350	Jennifer Hammer			Check Sequence: 49	ACH Enabled: True
Reimbursement	Supplies	238.91	12/13/2023	20-24-000-535500-4610	
	Check Total:	238.91			
Vendor: 202990	Katie Hillemeier			Check Sequence: 50	ACH Enabled: False
	Fundraiser Overflow	125.00	12/13/2023	20-21-000-535500-1149	
	Check Total:	125.00			
Vendor: 202326	Hitchcock Design, Inc.			Check Sequence: 51	ACH Enabled: True
31714	Design Services	6,400.00	12/13/2023	94-91-870-575110-0000	
	Check Total:	6,400.00			
Vendor: 141774	Illinois Cheer Association			Check Sequence: 52	ACH Enabled: False
8064	Competition Fees	3,185.00	12/13/2023	20-21-000-525500-1241	
	Check Total:	3,185.00			
Vendor: 198911	Imagetec LP Supplies			Check Sequence: 53	ACH Enabled: True
718331	Contract 11/30/2023-2/28/2024	768.79	12/13/2023	10-00-000-521520-0000	
718331	Contract 11/30/2023-2/28/2024	953.00	12/13/2023	20-00-000-521520-0000	
	Check Total:	1,721.79			
Vendor: 199968	Hugh Johnson			Check Sequence: 54	ACH Enabled: True
Cell Reimb	Qtrly Phone Reimbursement	150.00	12/13/2023	10-10-000-570300-0000	
	Check Total:	150.00			
Vendor: 145940	JP Sports			Check Sequence: 55	ACH Enabled: False
11U	Tournament Fees	550.00	12/13/2023	20-21-000-525500-1233	
12U	Tournament Fees	700.00	12/13/2023	20-21-000-525500-1112	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
13U	Tournament Fees	700.00	12/13/2023	20-21-000-525500-1112	
	Check Total:	1,950.00			
Vendor: 166407	KH Kim's Taekwondo			Check Sequence: 56	ACH Enabled: False
20006	Fall Classes	1,501.50	12/13/2023	20-21-000-525500-1275	
	Check Total:	1,501.50			
Vendor: 202394	Joann Kim			Check Sequence: 57	ACH Enabled: True
Reimbursement	October Supplies	95.59	12/13/2023	20-24-000-535500-4610	
Reimbursement	November Supplies	63.95	12/13/2023	20-24-000-535500-4610	
	Check Total:	159.54			
Vendor: 202366	Carolyn Klein			Check Sequence: 58	ACH Enabled: True
Reimbursement	Supplies	13.75	12/13/2023	20-24-000-535500-4610	
	Check Total:	13.75			
Vendor: 151470	Landscape Material			Check Sequence: 59	ACH Enabled: False
40505	Brush Disposal	40.00	12/13/2023	10-10-000-550600-0000	
41578	Top Soil	136.00	12/13/2023	10-10-000-550200-0000	
	Check Total:	176.00			
Vendor: 152045	Len's Ace Hardware			Check Sequence: 60	ACH Enabled: True
	Pipe Fittings	13.86	12/13/2023	10-10-000-530300-0000	
	Nuts/Bolts	10.28	12/13/2023	10-10-000-530300-0000	
	Key Duplication	26.91	12/13/2023	10-10-000-530900-0000	
	Sink Repairs	53.05	12/13/2023	20-30-450-530210-0000	
	Filter	19.79	12/13/2023	10-10-000-550300-0000	
	Wrench	17.99	12/13/2023	10-10-000-530300-0000	
	Check Total:	141.88			
Vendor: 200711	Stacey Lim			Check Sequence: 61	ACH Enabled: True
Cell Reimb	Qtrly Phone Reimbursement	150.00	12/13/2023	20-30-100-570300-0000	
	Check Total:	150.00			
Vendor: 202346	David MacDonald			Check Sequence: 62	ACH Enabled: True
Cell Reimb	Qtrly Phone Reimbursement	150.00	12/13/2023	20-00-000-570300-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	150.00			
Vendor: 198983	Stacey Martinez			Check Sequence: 63	ACH Enabled: True
328	Fall Classes	869.40	12/13/2023	20-22-000-525500-2351	
	Check Total:	869.40			
Vendor: 156599	Menard's, Inc.			Check Sequence: 64	ACH Enabled: True
23380	Plumbing Repairs	165.47	12/13/2023	10-10-000-550300-0000	
23387	Supplies	58.92	12/13/2023	10-10-000-550300-0000	
23618	Hardware	33.67	12/13/2023	10-10-000-530300-0000	
23738	Supplies	60.57	12/13/2023	10-10-000-550300-0000	
23987	Deck Boards	209.99	12/13/2023	20-30-500-530300-0000	
23987	Pond Pump	122.53	12/13/2023	20-30-150-530300-0000	
24032	Grab Bar	79.98	12/13/2023	20-21-000-535500-1170	
24067	Supplies	93.48	12/13/2023	10-10-000-530300-0000	
24075	District Decorations	69.68	12/13/2023	10-10-000-550600-0000	
24130	Water Treatment	14.58	12/13/2023	10-10-000-550300-0000	
24175	Plumbing Repairs	7.09	12/13/2023	10-10-000-550300-0000	
24461	Holiday Lights	47.93	12/13/2023	20-30-100-530100-0000	
24462	Fleet Supplies	113.56	12/13/2023	10-10-000-530300-0000	
24472	Ice Rink Sand Bags	606.45	12/13/2023	10-10-000-550200-0000	
24518	Supplies	44.73	12/13/2023	20-30-100-530300-0000	
24765	Supplies	18.97	12/13/2023	10-10-000-530300-0000	
24886	Supplies	12.85	12/13/2023	20-30-450-530310-0000	
24886	Supplies	16.47	12/13/2023	20-30-200-530300-0000	
24901	Batteries/Torch	36.22	12/13/2023	10-10-000-530300-0000	
24916	Supplies	10.99	12/13/2023	10-10-000-550200-0000	
24980/895	Supplies	44.92	12/13/2023	10-10-000-521370-0000	
25020	Bleacher Repairs	46.25	12/13/2023	20-30-100-530300-0000	
25202	Supplies	26.89	12/13/2023	10-10-000-530300-0000	
25205	Eagle Scout Chess Table	26.73	12/13/2023	10-10-000-550200-0000	
25337	Eagle Scout Chess Table	11.97	12/13/2023	10-10-000-550200-0000	
25347	Copy Room Tables	42.77	12/13/2023	20-30-450-530210-0000	
25427	Picnic Table Repairs	85.95	12/13/2023	10-10-000-550200-0000	
	Check Total:	2,109.61			
Vendor: 202644	Midwest Mechanical			Check Sequence: 65	ACH Enabled: False
MC0000133317	Maintenance 11/3/2023-4/30/2024	4,398.00	12/13/2023	20-30-450-521600-0000	
N23057P-01	HVAC Repairs	33,315.00	12/13/2023	85-30-100-541300-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	37,713.00			
Vendor: 198805 311145985	Molitor Athletic Fields Irrigation Repair	5,000.00	12/13/2023	Check Sequence: 66 10-10-000-521315-0000	ACH Enabled: False
	Check Total:	5,000.00			
Vendor: 202186 875	MyPlate2Yours, LLC Fall Classes	347.43	12/13/2023	Check Sequence: 67 20-22-000-525500-2314	ACH Enabled: True
	Check Total:	347.43			
Vendor: 200085 62866	Naperville Yard Field Rental	12,690.00	12/13/2023	Check Sequence: 68 20-21-000-525500-1123	ACH Enabled: False
	Check Total:	12,690.00			
Vendor: 161205	Nicor Gas 10/16-11/13/2023 Gas	110.06	12/13/2023	Check Sequence: 69 10-00-000-570200-0000	ACH Enabled: False
	Check Total:	110.06			
Vendor: 161204 Cell Reimb	Scott Norman Qtrly Phone Reimbursement	150.00	12/13/2023	Check Sequence: 70 10-10-000-570300-0000	ACH Enabled: True
	Check Total:	150.00			
Vendor: 161208	Northern Tool & Equipment Leaf Blower Gloves	216.49 45.96	12/13/2023 12/13/2023	Check Sequence: 71 20-30-100-530300-0000 10-10-000-530300-0000	ACH Enabled: False
	Check Total:	262.45			
Vendor: 163300	Office Depot Business Solutions, LLC Office Supplies Office Supplies Office Supplies Office Supplies	118.82 118.82 123.24 12.67	12/13/2023 12/13/2023 12/13/2023 12/13/2023	Check Sequence: 72 10-00-000-530100-0000 20-00-000-530100-0000 10-10-000-530100-0000 20-24-000-535500-4610	ACH Enabled: False
	Check Total:	373.55			
Vendor: 163593 Cell Reimb	Courtney O'Kray Qtrly Phone Reimbursement	150.00	12/13/2023	Check Sequence: 73 20-00-000-570300-0000	ACH Enabled: True

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	150.00			
Vendor: 199793	P A Crimson Fire Risk Services Inc.			Check Sequence: 74	ACH Enabled: False
29742	Extinguisher Inspection	463.88	12/13/2023	20-30-200-521600-0000	
29744	Extinguisher Inspection	170.00	12/13/2023	20-30-300-521600-0000	
29748	Extinguisher Inspection	43.00	12/13/2023	20-30-150-521600-0000	
29750	Extinguisher Inspection	143.88	12/13/2023	20-30-450-521600-0000	
29752	Extinguisher Inspection	23.00	12/13/2023	10-10-000-521600-0000	
	Check Total:	843.76			
Vendor: 101134	PDRMA			Check Sequence: 75	ACH Enabled: False
	11/2023 Health Insurance	4,550.34	12/13/2023	10-00-000-565100-0000	
	11/2023 Health Insurance	16,385.24	12/13/2023	10-10-000-565100-0000	
	11/2023 Health Insurance	17,152.41	12/13/2023	20-00-000-565100-0000	
	11/2023 Health Insurance	3,830.16	12/13/2023	20-30-100-565100-0000	
	11/2023 Health Insurance	246.99	12/13/2023	20-30-150-565100-0000	
	11/2023 Health Insurance	225.56	12/13/2023	20-30-200-565100-0000	
	11/2023 Health Insurance	125.51	12/13/2023	20-30-300-565100-0000	
	11/2023 Health Insurance	1,332.72	12/13/2023	20-30-350-565100-0000	
	11/2023 Health Insurance	125.51	12/13/2023	20-30-400-565100-0000	
	11/2023 Health Insurance	85.53	12/13/2023	20-30-450-565100-0000	
	11/2023 Health Insurance	206.94	12/13/2023	20-30-500-565100-0000	
	11/2023 Health Insurance	577.38	12/13/2023	55-00-000-565100-0000	
	11/2023 Property Insurance	4,706.19	12/13/2023	10-00-000-560600-0000	
	11/2023 Liability Insurance	2,274.62	12/13/2023	10-00-000-560600-0000	
	11/2023 Workers Compensation	3,493.67	12/13/2023	10-00-000-560200-0000	
	11/2023 Employment Practice	902.84	12/13/2023	10-00-000-560600-0000	
	11/2023 Pollution Liability	137.73	12/13/2023	10-00-000-560600-0000	
	Check Total:	56,359.34			
Vendor: 200177	Performance Chemical & Supply, Inc.			Check Sequence: 76	ACH Enabled: False
297043	Supplies	49.68	12/13/2023	20-30-450-530300-0000	
297043	Supplies	1,732.57	12/13/2023	20-30-100-530300-0000	
297289	Supplies	383.59	12/13/2023	20-30-100-530300-0000	
	Check Total:	2,165.84			
Vendor: 198883	Paul Pitts			Check Sequence: 77	ACH Enabled: True
Cell Reimb	Qtrly Phone Reimbursement	150.00	12/13/2023	20-30-100-570300-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	150.00			
Vendor: 171043 10929-120	Plaques Plus, Inc. Medals	72.74	12/13/2023	Check Sequence: 78 20-30-100-535500-0000	ACH Enabled: True
	Check Total:	72.74			
Vendor: 202935 GLPRK	Rainbow Animal Assisted Therapy, Inc. Fall Classes	77.00	12/13/2023	Check Sequence: 79 20-30-100-535500-0000	ACH Enabled: False
	Check Total:	77.00			
Vendor: 173290 Cell Reimb	Dave Rajeck Qtrly Phone Reimbursement	150.00	12/13/2023	Check Sequence: 80 10-10-000-570300-0000	ACH Enabled: True
	Check Total:	150.00			
Vendor: 174009 622348-8 623224-8	Rental Max Lift Rental Camera Rental	957.23 291.20	12/13/2023 12/13/2023	Check Sequence: 81 94-90-000-575170-0000 20-30-200-530210-0000	ACH Enabled: False
	Check Total:	1,248.43			
Vendor: 202855	Bret Richter Assignor Fees Assignor Fees	1,397.00 151.00	12/13/2023 12/13/2023	Check Sequence: 82 20-21-000-525500-1127 20-21-000-525500-1123	ACH Enabled: False
	Check Total:	1,548.00			
Vendor: 201435 GEFII23	Rock 'n' Kids, Inc. Fall Classes	2,193.00	12/13/2023	Check Sequence: 83 20-22-000-525500-2331	ACH Enabled: True
	Check Total:	2,193.00			
Vendor: 202697 Cell Reimb	Robert Rupcich Qtrly Phone Reimbursement	150.00	12/13/2023	Check Sequence: 84 20-00-000-570300-0000	ACH Enabled: False
	Check Total:	150.00			
Vendor: 176093 20450572 20458607	Russo Power Equipment Supplies Fertilizer Spreader	201.95 739.99	12/13/2023 12/13/2023	Check Sequence: 85 94-90-000-575170-0000 10-10-000-550400-0000	ACH Enabled: True
	Check Total:	941.94			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 200491	Safe Haven IT, Inc.			Check Sequence: 86	ACH Enabled: True
2023-QB-114	IT Maintenance December 2023	1,890.00	12/13/2023	10-00-000-521400-0000	
2023-QB-114	IT Maintenance December 2023	1,890.00	12/13/2023	20-00-000-521400-0000	
2023-QB-116	IT Maintenance November 2023	1,890.00	12/13/2023	20-00-000-521400-0000	
2023-QB-116	IT Maintenance November 2023	1,890.00	12/13/2023	10-00-000-521400-0000	
	Check Total:	7,560.00			
Vendor: 178050	Selsor's Pumping Service Inc.			Check Sequence: 87	ACH Enabled: False
214912	Septic Tank Pump Out	690.00	12/13/2023	10-10-000-521600-0000	
	Check Total:	690.00			
Vendor: 202614	Lisa Semetko			Check Sequence: 88	ACH Enabled: True
Cell Reimb	Quarterly Cell Phone	150.00	12/13/2023	20-00-000-570300-0000	
	Check Total:	150.00			
Vendor: 178058	Seminole Sports, LLC			Check Sequence: 89	ACH Enabled: False
	Tournament Fees	670.00	12/13/2023	20-21-000-525500-1233	
	Check Total:	670.00			
Vendor: 178253	Debra Shakin			Check Sequence: 90	ACH Enabled: True
Reimbursement	Supplies	24.96	12/13/2023	20-24-000-535500-4643	
Reimbursement	Supplies	42.36	12/13/2023	20-24-000-535500-4643	
	Check Total:	67.32			
Vendor: 178275	Shaw Media			Check Sequence: 91	ACH Enabled: False
2114097	Chamber Guide	895.00	12/13/2023	20-00-000-521650-0000	
	Check Total:	895.00			
Vendor: 178680	Shining Star Productions			Check Sequence: 92	ACH Enabled: False
	Fall Classes	1,200.00	12/13/2023	20-22-000-525500-2301	
	Check Total:	1,200.00			
Vendor: 179030	Signarama			Check Sequence: 93	ACH Enabled: False
2636	Yard Signs	1,125.00	12/13/2023	20-21-000-535500-1160	
2683	Yard Signs	560.00	12/13/2023	20-21-000-535500-1125	
	Check Total:	1,685.00			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 200464 13786	Smart Industry Products, LLC Pet Waste Bags	990.00	12/13/2023	Check Sequence: 94 20-30-475-530425-0000	ACH Enabled: False
	Check Total:	990.00			
Vendor: 202986	Susan Smentek Cell Phone Reimbursement	100.00	12/13/2023	Check Sequence: 95 20-00-000-570300-0000	ACH Enabled: True
	Check Total:	100.00			
Vendor: 202615 Cell Reimb	Kathryn Speck Quarterly Cell Phone	150.00	12/13/2023	Check Sequence: 96 20-00-000-570300-0000	ACH Enabled: True
	Check Total:	150.00			
Vendor: 202989 13657807-16	Stanley Steemer International Inc. Duct Cleaning	1,600.00	12/13/2023	Check Sequence: 97 20-30-100-521600-0000	ACH Enabled: False
	Check Total:	1,600.00			
Vendor: 181118	Staples Advantage Office Supplies Office Supplies Office Supplies Office Supplies Office Supplies Office Supplies	75.86 75.87 43.82 43.83 49.61 49.60	12/13/2023 12/13/2023 12/13/2023 12/13/2023 12/13/2023 12/13/2023	Check Sequence: 98 10-00-000-530100-0000 20-00-000-530100-0000 10-00-000-530100-0000 20-00-000-530100-0000 10-00-000-530100-0000 20-00-000-530100-0000	ACH Enabled: False
	Check Total:	338.59			
Vendor: 182096 127641	Sunburst Sportswear Inc. Uniforms	11,228.00	12/13/2023	Check Sequence: 99 20-21-000-535500-1141	ACH Enabled: False
	Check Total:	11,228.00			
Vendor: 128351 11072355 55005 55079	The Fitness Connection Equipment Equipment Repair Equipment Repairs	10,443.00 1,191.67 350.00	12/13/2023 12/13/2023 12/13/2023	Check Sequence: 100 20-30-100-530102-0000 20-30-100-521600-0000 20-30-100-521600-0000	ACH Enabled: True
	Check Total:	11,984.67			
Vendor: 200061 8810 8810	The Perfect Swing & TPS Sports Equipment Equipment	846.00 35.00	12/13/2023 12/13/2023	Check Sequence: 101 20-21-000-535500-1233 20-21-000-535500-1170	ACH Enabled: True

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	881.00			
Vendor: 199807	Michael Thomas Jr.			Check Sequence: 102	ACH Enabled: True
Cell Reimb	Qtrly Phone Reimbursement	150.00	12/13/2023	20-00-000-570300-0000	
	Check Total:	150.00			
Vendor: 184207	TK Elevator			Check Sequence: 103	ACH Enabled: False
5002305565	Elevator Repairs	1,293.00	12/13/2023	20-30-100-521600-0000	
	Check Total:	1,293.00			
Vendor: 202338	Total Body Wellness & Performance, Inc.			Check Sequence: 104	ACH Enabled: True
1265	Sideline Trainers	3,040.00	12/13/2023	20-21-000-525500-1161	
	Check Total:	3,040.00			
Vendor: 202650	Daniel Tripp			Check Sequence: 105	ACH Enabled: True
Cell Reimb	Qtrly Phone Reimbursement	150.00	12/13/2023	20-00-000-570300-0000	
Mileage	November 2023 Mileage	60.92	12/13/2023	20-00-000-585270-0000	
	Check Total:	210.92			
Vendor: 200610	Nathan Troia			Check Sequence: 106	ACH Enabled: True
Cell Reimb	Qtrly Phone Reimbursement	150.00	12/13/2023	10-00-000-570300-0000	
	Check Total:	150.00			
Vendor: 199517	Uline			Check Sequence: 107	ACH Enabled: False
171074809	Supplies	161.96	12/13/2023	20-30-100-530300-0000	
171135280	Vacuum Belt	38.34	12/13/2023	20-30-100-530300-0000	
171267421	Supplies	129.72	12/13/2023	20-30-100-530300-0000	
	Check Total:	330.02			
Vendor: 189350	V3 Companies			Check Sequence: 108	ACH Enabled: True
1123478	Professional Services	2,060.00	12/13/2023	94-91-815-575110-0000	
	Check Total:	2,060.00			
Vendor: 200659	Francisco Vargas			Check Sequence: 109	ACH Enabled: True
Cell Reimb	Phone Reimbursement	150.00	12/13/2023	10-10-000-570300-0000	
	Check Total:	150.00			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 199084 Cell Reimb	Javier Vargas Qtrly Phone Reimbursement	150.00	12/13/2023	Check Sequence: 110 10-10-000-570300-0000	ACH Enabled: True
	Check Total:	150.00			
Vendor: 200495	Village of Glen Ellyn-Fuel 11/2023 Fuel	3,195.96	12/13/2023	Check Sequence: 111 10-10-000-530500-0000	ACH Enabled: False
	Check Total:	3,195.96			
Vendor: 190330	Village of Glen Ellyn-Water			Check Sequence: 112	ACH Enabled: False
	10/16-11/14/2023 Water	134.75	12/13/2023	20-30-200-570400-0000	
	10/16-11/14/2023 Water	42.53	12/13/2023	20-00-000-570400-0000	
	10/16-11/14/2023 Water	50.62	12/13/2023	20-00-000-570400-0000	
	10/16-11/14/2023 Water	76.57	12/13/2023	20-30-150-570400-0000	
	10/16-11/14/2023 Water	23.29	12/13/2023	20-30-500-570400-0000	
	10/16-11/14/2023 Water	174.10	12/13/2023	20-30-450-570400-0000	
	10/16-11/14/2023 Water	740.44	12/13/2023	20-30-100-570400-0000	
	10/16-11/14/2023 Water	181.32	12/13/2023	20-30-300-570400-0000	
	10/16-11/14/2023 Water	48.30	12/13/2023	20-00-000-570400-0000	
	10/16-11/14/2023 Water	649.91	12/13/2023	20-00-000-570400-0000	
	Check Total:	2,121.83			
Vendor: 199264 2612793	Warehouse Direct Supplies	599.89	12/13/2023	Check Sequence: 113 20-30-100-530300-0000	ACH Enabled: True
	Check Total:	599.89			
Vendor: 192415 Cell Reimb	Eric Wassell Qtrly Phone Reimbursement	150.00	12/13/2023	Check Sequence: 114 10-10-000-570300-0000	ACH Enabled: True
	Check Total:	150.00			
Vendor: 199401 220194-008	Wight & Company Professional Services	15,587.12	12/13/2023	Check Sequence: 115 94-91-805-575180-0000	ACH Enabled: False
	Check Total:	15,587.12			
Vendor: 202232	WM Corporate Services, Inc.			Check Sequence: 116	ACH Enabled: False
	11/2023 Scavenger Services	356.30	12/13/2023	10-00-000-521300-0000	
	11/2023 Scavenger Services	217.56	12/13/2023	20-30-200-521300-0000	
	11/2023 Scavenger Services	289.86	12/13/2023	20-30-450-521300-0000	
	11/2023 Scavenger Services	206.35	12/13/2023	20-30-300-521300-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	11/2023 Scavenger Services	364.17	12/13/2023	20-30-500-521300-0000	
	11/2023 Scavenger Services	275.02	12/13/2023	20-30-100-521300-0000	
	11/2023 Scavenger Services	185.16	12/13/2023	20-30-150-521300-0000	
	Check Total:	1,894.42			
Vendor: 197578	Cathy Yocum			Check Sequence: 117	ACH Enabled: True
Cell Reimb	Qtrly Phone Reimbursement	75.00	12/13/2023	10-00-000-570300-0000	
Cell Reimb	Qtrly Phone Reimbursement	75.00	12/13/2023	20-00-000-570300-0000	
	Check Total:	150.00			
Vendor: 200441	Jared Zaino			Check Sequence: 118	ACH Enabled: True
Cell Reimb	Qtrly Phone Reimbursement	150.00	12/13/2023	10-10-000-570300-0000	
	Check Total:	150.00			
	Total for Check Run:	384,878.51			
	Total of Number of Checks:	118			

Accounts Payable

Computer Check Proof List by Vendor

User: cyocum
 Printed: 12/12/2023 - 9:50AM
 Batch: 00005.12.2023



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 199573	First Bankcard			Check Sequence: 1	ACH Enabled: False
Addanki	Champions Park-Tournament Fee	850.00	12/12/2023	20-21-000-525500-1123	
Babicz	Midwest Baseball-Tournament Fee	51.95	12/12/2023	20-21-000-525500-1233	
Babicz	Wheaton PD-Tournament Fee	595.00	12/12/2023	20-21-000-525500-1233	
Babicz	GoDaddy-Domain Registration	36.16	12/12/2023	20-21-000-525500-1123	
Babicz	Adobe-Creative Cloud	29.22	12/12/2023	20-21-000-525500-1111	
Babicz	Adobe-Creative Cloud	29.21	12/12/2023	20-21-000-525500-1232	
Babicz	21st Century-Super Bowl Video	600.00	12/12/2023	20-21-000-535500-1161	
Babicz	Midwest Baseball-Tournament Fees	51.95	12/12/2023	20-21-000-525500-1233	
Babicz	Adobe-Subscription	21.24	12/12/2023	20-21-000-525500-1127	
Babicz	Constant Contact-Bulk Email	20.00	12/12/2023	20-21-000-525500-1111	
Babicz	Constant Contact-Bulk Email	52.00	12/12/2023	20-21-000-525500-1232	
Babicz	Constant Contact-Bulk Email	45.00	12/12/2023	20-21-000-525500-1161	
Blanco	Staples-Supplies	25.19	12/12/2023	20-00-000-530100-0000	
Blanco	Staples-Supplies	75.98	12/12/2023	20-00-000-530100-0000	
Blanco	Toda Madre-Staff Appreciation	105.29	12/12/2023	10-00-000-585290-0000	
Blanco	Toda Madre-Staff Appreciation	105.29	12/12/2023	20-00-000-585290-0000	
Blanco	Amazon-Supplies	19.97	12/12/2023	20-00-000-530100-0000	
Blanco	Amazon-Supplies	11.99	12/12/2023	20-00-000-530100-0000	
Blanco	Amazon-Supplies	12.74	12/12/2023	20-00-000-530100-0000	
Blanco	Amazon-Supplies	29.99	12/12/2023	20-00-000-530100-0000	
Blanco	Cafe Zupas-Staff Appreciation	39.05	12/12/2023	20-00-000-585290-0000	
Brush	Amazon-Party Supplies	38.19	12/12/2023	20-30-100-530170-0000	
Brush	Shannon's-Employee Recognition	20.00	12/12/2023	20-30-100-530100-0000	
Brush	Dunkin-Senior Bingo	9.41	12/12/2023	20-30-100-535500-0000	
Brush	Dollar Tree-Supplies	37.50	12/12/2023	20-30-100-535500-0000	
Brush	Amazon-Supplies	29.71	12/12/2023	20-30-100-530170-0000	
Brush	Amazon-Supplies	162.59	12/12/2023	20-30-100-535500-0000	
Brush	Canva-Software	12.99	12/12/2023	20-30-100-530100-0000	
Brush	Amazon-Supplies	43.27	12/12/2023	20-30-100-530170-0000	
Brush	IPRA-Conference	560.00	12/12/2023	20-00-000-585201-0000	
Brush	Chick-Fil-A-Employee Recognition	20.00	12/12/2023	20-30-100-530100-0000	
Brush	Party City-Helium	53.00	12/12/2023	20-30-100-530170-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Brush	Amazon-Supplies	14.99	12/12/2023	20-30-100-530100-0000	
Brush	Amazon-Supplies	35.98	12/12/2023	20-30-100-530170-0000	
Brush	Jimmy Johns-Birthday Parties	88.98	12/12/2023	20-30-100-530170-0000	
Brush	Amazon-Equipment	23.68	12/12/2023	20-30-100-535500-0000	
Cinquegrani	Comcast-Internet	149.52	12/12/2023	10-00-000-570300-0000	
Cinquegrani	Comcast-Internet	149.53	12/12/2023	20-00-000-570300-0000	
Cinquegrani	Comcast-Internet	122.99	12/12/2023	20-30-350-570300-0000	
Cinquegrani	Comcast-Internet	176.19	12/12/2023	20-30-300-570300-0000	
Cinquegrani	Comcast-Internet	217.64	12/12/2023	20-30-200-570300-0000	
Cinquegrani	Comcast-Internet	154.90	12/12/2023	10-10-000-570300-0000	
Cinquegrani	Comcast-Internet/Cable	902.42	12/12/2023	20-30-100-570300-0000	
Cinquegrani	Comcast-Internet	314.45	12/12/2023	10-10-000-570300-0000	
Cinquegrani	Comcast-Internet/Cable	347.62	12/12/2023	20-30-150-570300-0000	
Cinquegrani	Microsoft-Office 365	211.25	12/12/2023	10-00-000-521600-0000	
Cinquegrani	Microsoft-Office 365	48.00	12/12/2023	10-10-000-521600-0000	
Cinquegrani	Microsoft-Office 365	285.50	12/12/2023	20-00-000-521600-0000	
Cinquegrani	Microsoft-Office 365	142.50	12/12/2023	20-30-100-521600-0000	
Cinquegrani	Microsoft-Office 365	2.00	12/12/2023	20-26-000-525500-6845	
Cinquegrani	Microsoft-Office 365	9.00	12/12/2023	20-22-000-525500-2301	
Cinquegrani	Microsoft-Office 365	9.00	12/12/2023	20-23-000-525500-3510	
Cinquegrani	Crash Plan-Off-Site Backup	9.99	12/12/2023	10-00-000-521600-0000	
Cinquegrani	IPRA-Job Posting	165.00	12/12/2023	20-00-000-521150-0000	
Cinquegrani	Lands End-Staff Recognition	3,038.49	12/12/2023	20-00-000-585290-0000	
Cinquegrani	SplashTop-Remote Desktop	99.00	12/12/2023	10-00-000-521400-0000	
Cinquegrani	Verizon-Cell Phone 10/21-11/20/2023	92.72	12/12/2023	10-00-000-570300-0000	
Cinquegrani	Verizon-Cell Phone 10/21-11/20/2023	77.73	12/12/2023	10-10-000-570300-0000	
Cinquegrani	Verizon-Cell Phone 10/21-11/20/2023	73.02	12/12/2023	20-00-000-570300-0000	
Cinquegrani	Verizon-Cell Phone 10/21-11/20/2023	66.69	12/12/2023	20-24-000-535500-4625	
Cinquegrani	Verizon-Cell Phone 10/21-11/20/2023	237.62	12/12/2023	20-24-000-535500-4631	
Cinquegrani	Verizon-Cell Phone 10/21-11/20/2023	66.69	12/12/2023	20-24-000-535500-4643	
Cinquegrani	Amazon-Office Supplies	311.32	12/12/2023	10-00-000-585990-0000	
Cinquegrani	Astound-Internet	105.99	12/12/2023	20-30-500-570300-0000	
Cinquegrani	Dell-PC Replacement	1,298.00	12/12/2023	20-00-000-540700-0000	
Cinquegrani	Amazon-IT Supplies	138.26	12/12/2023	10-10-000-540700-0000	
Cinquegrani	Jimmy Johns-Staff Recognition	37.52	12/12/2023	10-00-000-585290-0000	
Cinquegrani	Ellyn's-Staff Recognition	138.13	12/12/2023	10-00-000-585290-0000	
Cinquegrani	Todra Madre-Foundation Meeting	158.79	12/12/2023	10-00-000-585290-0000	
Cinquegrani	Adobe-Subscription	42.51	12/12/2023	10-00-000-521600-0000	
Cinquegrani	BambooHR-HR Software	581.01	12/12/2023	10-00-000-521400-0000	
Cinquegrani	BambooHR-HR Software	581.02	12/12/2023	20-00-000-521400-0000	
Cinquegrani	DirectTV-Cable	176.99	12/12/2023	20-30-350-521600-0000	
Cinquegrani	IPRA-Annual Dues	265.00	12/12/2023	10-00-000-585201-0000	
Dikker	Lands End-Staff Recognition	339.15	12/12/2023	10-00-000-585290-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Dikker	Lands End-Staff Recognition	339.15	12/12/2023	20-00-000-585290-0000	
Dikker	Adobe-Subscription	21.24	12/12/2023	10-00-000-585100-0000	
Dikker	IAPD-FOIA Publication	55.00	12/12/2023	10-00-000-585101-0000	
Dikker	Dollar Tree-Staff Recognition	30.62	12/12/2023	10-00-000-585290-0000	
Dikker	Dollar Tree-Staff Recognition	30.63	12/12/2023	20-00-000-585290-0000	
Dikker	Dunkin-Staff Recognition	32.16	12/12/2023	10-00-000-585290-0000	
Dikker	IAPD-Confernece	310.00	12/12/2023	10-00-000-585201-0000	
Gutmann	IDNR-Training	11.00	12/12/2023	10-10-000-521370-0000	
Gutmann	Michaels-Program Supplies	13.48	12/12/2023	20-22-000-535500-2375	
Gutmann	Goodwill-Program Supplies	22.87	12/12/2023	20-22-000-535500-2375	
Gutmann	Amazon-Program Supplies	27.18	12/12/2023	20-22-000-535500-2375	
Lim	Kuipers-Staff Lunch	25.43	12/12/2023	20-00-000-585290-0000	
Lim	Kuipers-Staff Lunch	84.37	12/12/2023	20-00-000-585290-0000	
Lim	Amazon-Supplies	3.99	12/12/2023	20-00-000-530100-0000	
Lim	Jewel-Staff Lunch	55.30	12/12/2023	20-00-000-585290-0000	
Lim	Amazon-Scholarship Fundraiser	18.99	12/12/2023	20-00-000-585980-0000	
Lim	Amazon-Supplies	35.63	12/12/2023	20-30-100-530300-0000	
Lim	Amazon-Supplies	108.40	12/12/2023	20-00-000-541250-0000	
Lim	Amazon-Scholarship Fundraiser	31.98	12/12/2023	20-00-000-585980-0000	
Lim	Amazon-Supplies	38.89	12/12/2023	20-00-000-541250-0000	
Lim	Amazon-Scholarship Fundraiser	24.99	12/12/2023	20-00-000-585980-0000	
Lim	Amazon-Scholarship Fundraiser	24.99	12/12/2023	20-00-000-585980-0000	
Lim	Amazon-Scholarship Fundraiser	29.89	12/12/2023	20-00-000-585980-0000	
Lim	Adobe-Subscription	21.24	12/12/2023	20-00-000-521600-0000	
Lim	Culligan-Water Service	71.56	12/12/2023	20-30-450-521600-0000	
Lim	Amazon-Supplies	14.99	12/12/2023	20-00-000-521600-0000	
Lim	Amazon-Scholarshp Fundraiser	28.98	12/12/2023	20-00-000-585980-0000	
Lim	SBD-Tournament Refund	-895.00	12/12/2023	20-21-000-525500-1127	
Lim	Amazon-Decor	71.96	12/12/2023	20-30-150-541300-0000	
Lim	Amazon-Decor	251.91	12/12/2023	20-30-100-530300-0000	
Lim	Portillos-Staff Lunch	47.28	12/12/2023	20-00-000-585250-0000	
Lim	Amazon-Decor	45.72	12/12/2023	20-30-150-541300-0000	
Lim	Walgreens-Staff Recognition	86.85	12/12/2023	20-00-000-585290-0000	
Lim	IPRA-Conference	365.00	12/12/2023	20-00-000-585201-0000	
Lim	Adobe-Subscription	22.30	12/12/2023	20-30-100-530100-0000	
MacDonald	Fun Express-Event Supplies	751.96	12/12/2023	20-26-000-535500-6808	
MacDonald	Discount School-Supplies	58.62	12/12/2023	20-24-000-535500-4610	
MacDonald	Scholastic-Event Supplies	689.03	12/12/2023	20-26-000-535500-6808	
MacDonald	Fun Express-Supplies	128.22	12/12/2023	20-24-000-535500-4610	
MacDonald	Amazon-Event Supplies	505.89	12/12/2023	20-26-000-535500-6808	
MacDonald	Amazon-Event Supplies	711.84	12/12/2023	20-26-000-535500-6808	
MacDonald	Einnim-Fall Classes	637.05	12/12/2023	20-22-000-525500-2350	
MacDonald	Amazon-Event Supplies	170.30	12/12/2023	20-26-000-535500-6808	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
MacDonald	Jewel-Event Supplies	214.55	12/12/2023	20-26-000-535500-6813	
MacDonald	Amazon-Event Supplies	339.96	12/12/2023	20-26-000-535500-6808	
Norman	Great Lakes-Storage Container	278.00	12/12/2023	94-90-860-575180-0000	
Norman	Great Lakes-Storage Container	149.00	12/12/2023	94-91-930-575180-0000	
Okray	UPrinting-Business Cards	54.60	12/12/2023	20-00-000-521650-0000	
Okray	Yelp-Digital Advertising	90.00	12/12/2023	20-00-000-521650-0000	
Okray	Accurate Repro-Print Materials	97.50	12/12/2023	20-00-000-521650-0000	
Okray	Zoom-Virtual Meeting	189.90	12/12/2023	20-00-000-521600-0000	
Okray	N2-Print Advertising	500.00	12/12/2023	20-00-000-521650-0000	
Okray	Shuttershock-Photo Credits	229.00	12/12/2023	20-00-000-521650-0000	
Okray	ChatGPT-ChatGPT	20.00	12/12/2023	20-00-000-521650-0000	
Okray	Mailchimp-Email Marketing	13.00	12/12/2023	20-00-000-521650-0000	
Okray	Rival IQ-Social Media	329.00	12/12/2023	20-00-000-521650-0000	
Okray	Font Awesome-Icon Plug-In	99.00	12/12/2023	20-00-000-521650-0000	
Okray	FontSpring-Font	125.00	12/12/2023	20-00-000-521650-0000	
Okray	Identity Graphics-Print Materials	53.56	12/12/2023	20-00-000-521650-0000	
Okray	Identity Graphics-Print Materials	729.26	12/12/2023	20-00-000-521650-0000	
Okray	Mailchimp-Email Marketing	187.00	12/12/2023	20-00-000-521650-0000	
Okray	AMI-Banners	480.06	12/12/2023	20-00-000-521650-0000	
Okray	iStockphoto-Photo Credits	129.00	12/12/2023	20-00-000-521650-0000	
Okray	Rainbow-Event Supplies	106.40	12/12/2023	20-00-000-521650-0000	
Okray	UPrinting-Envelopes	491.16	12/12/2023	20-00-000-521650-0000	
Okray	Amazon-Hard Drive	134.99	12/12/2023	20-00-000-521650-0000	
Pitts	Northern Tool-Supplies	649.99	12/12/2023	20-30-100-530300-0000	
Rupcich	Les Mills-Group Fitness	248.00	12/12/2023	20-30-100-521600-0000	
Rupcich	Taco Bout It-Staff Meeting	91.00	12/12/2023	20-30-100-521675-0000	
Semetko	Jewel-Staff Lunch	110.83	12/12/2023	20-00-000-585250-0000	
Semetko	Illinois Basset-Certification	19.75	12/12/2023	20-00-000-585202-0000	
Semetko	Absolutely Entertainment-Event Entertainment	405.00	12/12/2023	20-26-000-525500-6830	
Semetko	RouteXL-Route Map Maker	39.18	12/12/2023	20-26-000-525500-6830	
Semetko	Fun Express-Crafts	69.75	12/12/2023	20-26-000-535500-6830	
Semetko	Red Cross-CPR	36.00	12/12/2023	20-00-000-585202-0000	
Semetko	Jewel-Carnations	11.98	12/12/2023	20-22-000-535500-2301	
Semetko	Potbelly-Event Supplies	40.11	12/12/2023	20-26-000-535500-6830	
Semetko	IPRA-Membership	265.00	12/12/2023	20-00-000-585250-0000	
Semetko	IPRA-Conference	365.00	12/12/2023	20-00-000-585201-0000	
Speck	Amazon-Costumes	27.98	12/12/2023	20-22-000-535500-2301	
Speck	Amazon-Supplies	23.66	12/12/2023	20-23-000-535500-3510	
Speck	Amazon-Costumes	28.99	12/12/2023	20-22-000-535500-2301	
Speck	Party City-Supplies	22.40	12/12/2023	20-00-000-585250-0000	
Speck	Party City-Fall Ball	183.30	12/12/2023	20-26-000-535500-6816	
Speck	Amazon-Costumes	516.25	12/12/2023	20-22-000-535500-2301	
Speck	Amazon-Headsets	1,636.00	12/12/2023	20-22-000-535500-2301	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Speck	Walmart-Supplies	23.07	12/12/2023	20-22-000-535500-2301	
Speck	Sam's-Supplies	49.96	12/12/2023	20-22-000-535500-2301	
Speck	Amazon-Costumes	11.16	12/12/2023	20-22-000-535500-2301	
Speck	Dollar Tree-Supplies	5.40	12/12/2023	20-22-000-535500-2301	
Speck	Pete's-Flowers	30.98	12/12/2023	20-22-000-535500-2301	
Speck	Amazon-Costumes	9.99	12/12/2023	20-22-000-535500-2301	
Speck	Amazon-Event Supplies	60.99	12/12/2023	20-26-000-535500-6835	
Speck	Fun Express-Event Supplies	196.00	12/12/2023	20-26-000-535500-6835	
Thomas	IPRA-Membership	265.00	12/12/2023	20-00-000-585250-0000	
Thomas	Amazon-Supplies	24.02	12/12/2023	20-30-100-530300-0000	
Thomas	Rosati's-Birthday Parties	2,524.00	12/12/2023	20-30-100-530170-0000	
Thomas	Peoria Web-Reservation Website	360.00	12/12/2023	20-30-350-521600-0000	
Thomas	Amazon-Supplies	42.45	12/12/2023	20-30-100-530100-0000	
Thomas	Amazon-Towels	112.47	12/12/2023	20-30-100-530102-0000	
Thomas	Pickleball Central-Nets	253.93	12/12/2023	20-30-100-535500-0000	
Thomas	IPRA-Conference	270.00	12/12/2023	20-00-000-585201-0000	
Thomas	Amazon-Supplies	49.99	12/12/2023	20-30-350-521600-0000	
Thomas	SBD-Tournament Refund	-921.85	12/12/2023	20-21-000-525500-1123	
Thomas	Sam's-Event Supplies	233.60	12/12/2023	20-21-000-535500-1201	
Thomas	Walmart-Event Supplies	78.50	12/12/2023	20-21-000-535500-1201	
Thomas	Amazon-Soccer Goals	173.96	12/12/2023	20-30-100-530170-0000	
Thommes	Maize & Mash-Staff Lunch	149.94	12/12/2023	10-00-000-585290-0000	
Thommes	Event Brite-Director's Luncheon	65.00	12/12/2023	10-00-000-585290-0000	
Tripp	Amazon-Bibs	169.93	12/12/2023	20-21-000-535500-1141	
Tripp	Amazon-Equipment	129.10	12/12/2023	20-21-000-535500-1141	
Troia	AIA-Contract Documents	99.99	12/12/2023	94-90-870-575110-0000	
Troia	AIA-Contract Documents	99.99	12/12/2023	94-90-870-575110-0000	
Troia	WSPN-Webinar	15.00	12/12/2023	10-00-000-585202-0000	
Troia	IPRA-Membership	265.00	12/12/2023	10-00-000-585250-0000	
Troia	IAPD-Conference	310.00	12/12/2023	10-00-000-585201-0000	
	Check Total:	35,450.22			
	Total for Check Run:	35,450.22			
	Total of Number of Checks:	1			

Accounts Payable

Computer Check Proof List by Vendor

User: cyocum
 Printed: 12/07/2023 - 1:30PM
 Batch: 00004.12.2023



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 145940 12U	JP Sports Tournament Fees	730.00	12/07/2023	Check Sequence: 1 20-21-000-525500-1112	ACH Enabled: False
	Check Total:	730.00			
Vendor: 202988	William Kavanagh Event Entertainment	735.00	12/07/2023	Check Sequence: 2 20-26-000-535500-6816	ACH Enabled: False
	Check Total:	735.00			
Vendor: 178058 13U 13U	Seminole Sports, LLC Tournament Fees Tournament Fees	570.00 570.00	12/07/2023 12/07/2023	Check Sequence: 3 20-21-000-525500-1112 20-21-000-525500-1112	ACH Enabled: False
	Check Total:	1,140.00			
	Total for Check Run:	2,605.00			
	Total of Number of Checks:	3			

Accounts Payable

Computer Check Proof List by Vendor

User: cyocum
 Printed: 12/05/2023 - 1:47PM
 Batch: 00002.12.2023



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 103170	Alexander Equipment Company			Check Sequence: 1	ACH Enabled: True
201871	Saw Poles	517.92	12/05/2023	94-90-000-575170-0000	
202550	Saw Poles	117.95	12/05/2023	94-90-000-575170-0000	
	Check Total:	635.87			
Vendor: 110070	Bob Ridings Fleet Sales			Check Sequence: 2	ACH Enabled: False
23141	2023 Ford Van	39,853.00	12/05/2023	85-10-000-575200-0000	
	Check Total:	39,853.00			
Vendor: 200066	Walmart Capital One			Check Sequence: 3	ACH Enabled: False
	Supplies	108.27	12/05/2023	20-24-000-535500-4643	
	Supplies	112.34	12/05/2023	20-24-000-535500-4610	
	Supplies	37.75	12/05/2023	20-24-000-535500-4610	
	Check Total:	258.36			
Vendor: 202476	Chicago Metro Fire Prevention			Check Sequence: 4	ACH Enabled: False
421054	Alarm Repairs	337.50	12/05/2023	20-30-450-521630-0000	
	Check Total:	337.50			
Vendor: 202808	Ryan Deacy			Check Sequence: 5	ACH Enabled: False
	Referee Fees	45.00	10/18/2023	20-21-000-525500-1123	
	Check Total:	45.00			
Vendor: 202509	Helm Mechanical			Check Sequence: 6	ACH Enabled: False
193099	Heater Repairs	1,062.00	12/05/2023	20-30-500-521600-0000	
	Check Total:	1,062.00			
Vendor: 200210	Illinois Environmental Protection Agency			Check Sequence: 7	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Site Remediation	500.00	12/05/2023	94-90-860-575180-0000	
	Check Total:	500.00			
Vendor: 202358	Sue Klein			Check Sequence: 8	ACH Enabled: False
	Event Entertainment	262.50	12/05/2023	20-26-000-525500-6835	
	Check Total:	262.50			
Vendor: 202982	Edna Lundeen			Check Sequence: 9	ACH Enabled: False
	Meet Judging Fee	230.00	12/05/2023	20-21-000-525500-1170	
	Check Total:	230.00			
Vendor: 200131	Theresa Miceli			Check Sequence: 10	ACH Enabled: False
	Meet Judging Fees	230.00	12/05/2023	20-21-000-525500-1170	
	Check Total:	230.00			
Vendor: 200132	Jackie Moravik			Check Sequence: 11	ACH Enabled: False
	Meet Judging Fees	145.00	12/05/2023	20-21-000-525500-1170	
	Check Total:	145.00			
Vendor: 163300	Office Depot Business Solutions, LLC			Check Sequence: 12	ACH Enabled: False
	Office Supplies	98.06	12/05/2023	10-00-000-530100-0000	
	Office Supplies	98.05	12/05/2023	20-00-000-530100-0000	
	Check Total:	196.11			
Vendor: 200150	Paddock Publications, Inc.			Check Sequence: 13	ACH Enabled: False
257936	Legal Publications	197.80	12/05/2023	94-90-865-575110-0000	
271333	Legal Publications	101.20	12/05/2023	94-91-930-575180-0000	
	Check Total:	299.00			
Vendor: 101134	PDRMA			Check Sequence: 14	ACH Enabled: False
	Risk Management	90.00	12/05/2023	20-00-000-585201-0000	
	Check Total:	90.00			
Vendor: 202881	Sam's Club MC/SYNCB			Check Sequence: 15	ACH Enabled: False
	Event Supplies	97.98	12/05/2023	20-26-000-535500-6816	
	Check Total:	97.98			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 202614	Lisa Semetko			Check Sequence: 16	ACH Enabled: True
Reimbursement	Event Supplies	72.50	12/05/2023	20-30-100-535500-0000	
	Check Total:	72.50			
Vendor: 178058	Seminole Sports, LLC			Check Sequence: 17	ACH Enabled: False
13U	Tournament Fees	600.00	12/05/2023	20-21-000-525500-1112	
	Check Total:	600.00			
Vendor: 202862	Site Design Group, Ltd.			Check Sequence: 18	ACH Enabled: True
9586-04	Professional Services	32,914.61	12/05/2023	94-90-830-575110-0000	
	Check Total:	32,914.61			
Vendor: 201768	S-NET Communications			Check Sequence: 19	ACH Enabled: True
196983	District-Wide Phones 12/2023	606.11	12/05/2023	10-00-000-570300-0000	
196983	District-Wide Phones 12/2023	133.08	12/05/2023	10-10-000-570300-0000	
196983	District-Wide Phones 12/2023	606.11	12/05/2023	20-00-000-570300-0000	
196983	District-Wide Phones 12/2023	275.56	12/05/2023	20-30-100-570300-0000	
196983	District-Wide Phones 12/2023	18.63	12/05/2023	20-30-150-570300-0000	
196983	District-Wide Phones 12/2023	105.16	12/05/2023	20-30-300-570300-0000	
196983	District-Wide Phones 12/2023	55.71	12/05/2023	20-30-500-570300-0000	
	Check Total:	1,800.36			
Vendor: 202983	Spartan Classic			Check Sequence: 20	ACH Enabled: False
12U	Tournament Fees	575.00	12/05/2023	20-21-000-525500-1112	
	Check Total:	575.00			
Vendor: 202914	Sean Stewart			Check Sequence: 21	ACH Enabled: False
	Referee Fees	195.00	10/18/2023	20-21-000-525500-1127	
	Referee Fees	45.00	10/18/2023	20-21-000-525500-1123	
	Check Total:	240.00			
Vendor: 137161	The Home Depot CRC/GECE			Check Sequence: 22	ACH Enabled: False
	Hot Water Heater	195.15	12/05/2023	20-30-450-541300-0000	
	District Decorations	83.40	12/05/2023	10-10-000-550600-0000	
	District Decorations	67.82	12/05/2023	10-10-000-550600-0000	
	Tools	49.80	12/05/2023	20-30-450-530210-0000	
	Tools	60.44	12/05/2023	20-30-450-530300-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	456.61			
Vendor: 200670 1285	The Sweet Girls Desserts, LLC Event Supplies	1,855.00	12/05/2023	20-26-000-525500-6816	Check Sequence: 23 ACH Enabled: True
	Check Total:	1,855.00			
	Total for Check Run:	82,756.40			
	Total of Number of Checks:	23			

Accounts Payable

Computer Check Proof List by Vendor

User: cyocum
 Printed: 11/27/2023 - 10:12AM
 Batch: 00010.11.2023



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 200434	Advocate Occupational Health			Check Sequence: 1	ACH Enabled: False
850947	Pre-Employment Physicals	456.00	11/30/2023	10-00-000-585820-0000	
851310	Pre-Employment Physicals	196.00	11/30/2023	10-00-000-585820-0000	
	Check Total:	652.00			
Vendor: 202129	AEP Energy			Check Sequence: 2	ACH Enabled: False
	10/6-11/6/2023 Electric	2,283.20	11/30/2023	20-30-200-570100-0000	
	10/6-11/6/2023 Electric	1,259.08	11/30/2023	20-30-450-570100-0000	
	10/6-11/6/2023 Electric	159.77	11/30/2023	20-30-150-570100-0000	
	10/6-11/6/2023 Electric	324.37	11/30/2023	10-00-000-570100-0000	
	10/6-11/6/2023 Electric	83.70	11/30/2023	10-00-000-570100-0000	
	10/6-11/6/2023 Electric	22,801.62	11/30/2023	20-30-100-570100-0000	
	10/6-11/6/2023 Electric	672.88	11/30/2023	20-30-300-570100-0000	
	10/6-11/6/2023 Electric	624.47	11/30/2023	20-30-350-570100-0000	
	10/6-11/6/2023 Electric	912.53	11/30/2023	20-00-000-570100-0000	
	10/6-11/6/2023 Electric	843.63	11/30/2023	20-30-500-570100-0000	
	10/6-11/6/2023 Electric	39.49	11/30/2023	20-00-000-570100-0000	
	10/6-11/6/2023 Electric	99.09	11/30/2023	20-00-000-570100-0000	
	10/6-11/6/2023 Electric	62.66	11/30/2023	20-00-000-570100-0000	
	10/6-11/6/2023 Electric	1,454.40	11/30/2023	20-00-000-570100-0000	
	10/6-11/6/2023 Electric	174.73	11/30/2023	10-00-000-570100-0000	
	10/6-11/6/2023 Electric	1,025.47	11/30/2023	20-30-350-570100-0000	
	Check Total:	32,821.09			
Vendor: 103965	Ancel Glink, P.C.			Check Sequence: 3	ACH Enabled: False
100129	October 2023 Attorney Fees	980.00	11/30/2023	10-00-000-521100-0000	
	Check Total:	980.00			
Vendor: 105167	Armbrust Plumbing and Heating			Check Sequence: 4	ACH Enabled: False
60270101	Hot Water Heater Repairs	5,258.61	11/30/2023	20-30-450-541300-0000	
61244863	Hot Water Heater Repairs	1,994.62	11/30/2023	20-30-300-530210-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	7,253.23			
Vendor: 108315	Batteries Plus			Check Sequence: 5	ACH Enabled: True
P67053965	Batteries	22.91	11/30/2023	20-30-100-530300-0000	
P67379688	Batteries	95.91	11/30/2023	20-30-100-530300-0000	
	Check Total:	118.82			
Vendor: 202457	Laurie Bellmar			Check Sequence: 6	ACH Enabled: True
Mileage	10/2023 Mileage	151.96	11/30/2023	20-00-000-585270-0000	
	Check Total:	151.96			
Vendor: 202975	Amanda Blanco			Check Sequence: 7	ACH Enabled: True
Mileage	11/2023 Mileage	39.34	11/30/2023	20-00-000-585270-0000	
	Check Total:	39.34			
Vendor: 198825	Bricks 4 Kids Oak Brook			Check Sequence: 8	ACH Enabled: True
11062023	Fall Classes	500.00	11/30/2023	20-22-000-525500-2370	
	Check Total:	500.00			
Vendor: 170268	Cash			Check Sequence: 9	ACH Enabled: False
	Meet Cash Bank	200.00	11/30/2023	20-21-000-525500-1170	
	Check Total:	200.00			
Vendor: 202476	Chicago Metro Fire Prevention			Check Sequence: 10	ACH Enabled: False
420898	Alarm Repairs	260.00	11/30/2023	20-30-200-521630-0000	
	Check Total:	260.00			
Vendor: 115285	ComEd			Check Sequence: 11	ACH Enabled: False
	10/21-11/3/2023 FJC Electric	78.82	11/30/2023	94-90-860-575180-0000	
	10/5-11/3/2023 Chrurchill Electric	75.92	11/30/2023	94-90-860-575180-0000	
	Check Total:	154.74			
Vendor: 199406	Commeg Systems, Inc.			Check Sequence: 12	ACH Enabled: True
23110923	October 2023 Time Keeping System	293.00	11/30/2023	10-00-000-521400-0000	
23110923	October 2023 Timekeeping System	293.00	11/30/2023	20-00-000-521400-0000	
	Check Total:	586.00			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 115272 23137	Computer Explorers Fall Classes	616.00	11/30/2023	Check Sequence: 13 20-22-000-525500-2370	ACH Enabled: False
	Check Total:	616.00			
Vendor: 202977 1050	Do Art Productions Winter Classes	350.00	11/30/2023	Check Sequence: 14 20-22-000-525500-2310	ACH Enabled: False
	Check Total:	350.00			
Vendor: 119690	DuPage Co. Public Works Water 7/28-9/28/2023	207.11	11/30/2023	Check Sequence: 15 94-90-860-575180-0000	ACH Enabled: False
	Check Total:	207.11			
Vendor: 119710 57830	DuPage Training Academy Cage Rental	910.00	11/30/2023	Check Sequence: 16 20-21-000-525500-1233	ACH Enabled: True
	Check Total:	910.00			
Vendor: 123370 1219	Elmhurst Park District One Day Trip	1,257.34	11/30/2023	Check Sequence: 17 20-25-000-525500-5702	ACH Enabled: False
	Check Total:	1,257.34			
Vendor: 125150 62051	Esscoe, LLC Alarm Repairs	665.00	11/30/2023	Check Sequence: 18 20-30-100-521600-0000	ACH Enabled: True
	Check Total:	665.00			
Vendor: 129900	Future Pros, Inc. Fall Classes	3,003.00	11/30/2023	Check Sequence: 19 20-21-000-525500-1126	ACH Enabled: True
	Check Total:	3,003.00			
Vendor: 132271 9898175972	Grainger, Inc. Faucet Handle/Shower Cartridge	234.57	11/30/2023	Check Sequence: 20 20-30-100-521600-0000	ACH Enabled: True
	Check Total:	234.57			
Vendor: 202389 Reimbursement	Christopher Gutmann Boot Reimbursement	50.00	11/30/2023	Check Sequence: 21 10-00-000-585815-0000	ACH Enabled: True
	Check Total:	50.00			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 199009 09046	Haiges Machinery, Inc. Washer Repair	245.00	11/30/2023	Check Sequence: 22 20-30-100-530300-0000	ACH Enabled: True
	Check Total:	245.00			
Vendor: 145940 9U	JP Sports Tournament Fees	625.00	11/30/2023	Check Sequence: 23 20-21-000-525500-1233	ACH Enabled: False
	Check Total:	625.00			
Vendor: 202358	Sue Klein Donuts with Santa	1,750.00	11/30/2023	Check Sequence: 24 20-26-000-525500-6808	ACH Enabled: False
	Check Total:	1,750.00			
Vendor: 200243 2023Fall	Tracy Lapshin Fall Classes	946.40	11/30/2023	Check Sequence: 25 20-21-000-525500-1155	ACH Enabled: False
	Check Total:	946.40			
Vendor: 202965	James Lavin Referee Fees	35.00	11/30/2023	Check Sequence: 26 20-21-000-525500-1127	ACH Enabled: False
	Check Total:	35.00			
Vendor: 202635 1751	Mad Science of Northern Illinois Fall Classes	2,430.00	11/30/2023	Check Sequence: 27 20-22-000-525500-2350	ACH Enabled: False
	Check Total:	2,430.00			
Vendor: 200234 83466	Marathon Sportswear Uniforms	1,333.76	11/30/2023	Check Sequence: 28 20-00-000-530250-0000	ACH Enabled: True
	Check Total:	1,333.76			
Vendor: 154610 7884 7899	Market Access Corporation Special Use Permits Special Use Permits	1,225.00 1,750.00	11/30/2023 11/30/2023	Check Sequence: 29 20-30-150-460205-0000 20-30-150-460205-0000	ACH Enabled: True
	Check Total:	2,975.00			
Vendor: 156599 22663 22930 23014	Menard's, Inc. Forestry Supplies Event Supplies Event Supplies	85.93 39.85 83.98	11/30/2023 11/30/2023 11/30/2023	Check Sequence: 30 10-10-000-521370-0000 20-30-100-535500-0000 20-30-100-535500-0000	ACH Enabled: True

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
23069	Event Supplies	65.97	11/30/2023	20-30-100-535500-0000	
23215	Forestry Supplies	169.97	11/30/2023	94-90-000-575170-0000	
23247	Shovels	76.93	11/30/2023	20-30-350-530210-0000	
23312	Space Heaters	248.96	11/30/2023	20-30-100-530300-0000	
23362	Forestry Supplies	202.94	11/30/2023	94-90-000-575170-0000	
23616	Forestry Supplies	54.99	11/30/2023	94-90-000-575170-0000	
	Check Total:	1,029.52			
Vendor: 202660 1004	Sarah Merryweather Event photography	150.00	11/30/2023	20-00-000-521650-0000	ACH Enabled: True
	Check Total:	150.00			
Vendor: 202644 Mc0000133318 MC0000133319	Midwest Mechanical Maintenance 11/3-4/30/2024 Maintenance 11/3-4/30/2024	8,166.00 3,120.00	11/30/2023 11/30/2023	85-30-100-541300-0000 20-30-200-521600-0000	ACH Enabled: False
	Check Total:	11,286.00			
Vendor: 117155 269692	Paddock Publications Legal Publications	317.40	11/30/2023	10-00-000-521150-0000	ACH Enabled: False
	Check Total:	317.40			
Vendor: 202550 49226814	Pepsi-Cola Concessions	618.23	11/30/2023	20-30-300-530095-0000	ACH Enabled: False
	Check Total:	618.23			
Vendor: 199468	Pitney Bowes Reserve Account Replenish Meter Replenish Meter	755.60 2,303.77	11/30/2023 11/30/2023	10-00-000-521800-0000 20-00-000-521800-0000	ACH Enabled: False
	Check Total:	3,059.37			
Vendor: 202936	Michael Richardson Referee Fees	55.00	11/30/2023	20-21-000-525500-1127	ACH Enabled: False
	Check Total:	55.00			
Vendor: 176093 20402205	Russo Power Equipment Chainsaw/Pruner	497.95	11/30/2023	94-90-000-575170-0000	ACH Enabled: True

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	497.95			
Vendor: 202976 101290272	S&S Worldwide, Inc. Equipment	289.98	11/30/2023	Check Sequence: 38 20-21-000-525500-1170	ACH Enabled: False
	Check Total:	289.98			
Vendor: 202581 657	See Jane Work LLC Fall Class	1,344.00	11/30/2023	Check Sequence: 39 20-22-000-525500-2364	ACH Enabled: True
	Check Total:	1,344.00			
Vendor: 199963 758	SFC Chicagoland Fall Classes	792.00	11/30/2023	Check Sequence: 40 20-22-000-525500-2314	ACH Enabled: False
	Check Total:	792.00			
Vendor: 181118	Staples Advantage Office Supplies Office Supplies	91.09 355.47	11/30/2023 11/30/2023	Check Sequence: 41 10-00-000-530100-0000 20-00-000-530100-0000	ACH Enabled: False
	Check Total:	446.56			
Vendor: 202679 0003	The Able Press Fall Classes	600.00	11/30/2023	Check Sequence: 42 20-22-000-525500-2364	ACH Enabled: True
	Check Total:	600.00			
Vendor: 202607	The Little Bits Workshop Fall Classes	728.00	11/30/2023	Check Sequence: 43 20-22-000-525500-2375	ACH Enabled: True
	Check Total:	728.00			
Vendor: 200670 1284	The Sweet Girls Desserts, LLC Birthday Party Supplies	85.00	11/30/2023	Check Sequence: 44 20-30-100-530170-0000	ACH Enabled: True
	Check Total:	85.00			
Vendor: 200963	T-Mobile AED Monitoring 10/12-11/11/2023	35.60	11/30/2023	Check Sequence: 45 10-00-000-585815-0000	ACH Enabled: False
	Check Total:	35.60			
Vendor: 183005	T-Rexplorers LLC			Check Sequence: 46	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
1854	Fall Classes	330.00	11/30/2023	20-22-000-525500-2311	
	Check Total:	330.00			
Vendor: 200740 12U	Triple Crown Sports Headquarters Tournament Registration	2,400.00	11/30/2023	20-21-000-525500-1233	ACH Enabled: False
	Check Total:	2,400.00			
Vendor: 202650 Mileage	Daniel Tripp 10/2023 Mileage	27.51	11/30/2023	20-00-000-585270-0000	ACH Enabled: True
	Check Total:	27.51			
Vendor: 199517 1700418155 170249905 170574909/87730	Uline Mail Sorter Mopheads Towels	1,285.21 155.75 236.47	11/30/2023 11/30/2023 11/30/2023	94-90-000-575110-0000 20-30-100-521600-0000 20-30-100-530102-0000	ACH Enabled: False
	Check Total:	1,677.43			
Vendor: 199170 11713GD23	US LAX Events Tournament Fees	2,500.00	11/30/2023	20-21-000-525500-1172	ACH Enabled: False
	Check Total:	2,500.00			
Vendor: 199401 220194-007	Wight & Company Professional Services	17,000.00	11/30/2023	94-91-805-575180-0000	ACH Enabled: False
	Check Total:	17,000.00			
	Total for Check Run:	106,619.91			
	Total of Number of Checks:	51			

Accounts Payable

Computer Check Proof List by Vendor

User: cyocum
 Printed: 11/17/2023 - 8:35AM
 Batch: 00007.11.2023



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 202968	Joe Chiavaroli			Check Sequence: 1	ACH Enabled: False
Raffle	2nd Place Raffle	500.00	11/16/2023	20-21-000-525500-1160	
	Check Total:	500.00			
Vendor: 202972	Ryan Coop			Check Sequence: 2	ACH Enabled: False
	Referee Fees	35.00	11/16/2023	20-21-000-525500-1127	
	Check Total:	35.00			
Vendor: 202340	Evans & Son Blacktop Inc.			Check Sequence: 3	ACH Enabled: False
1	Parking Lot/Court Resurfacing	194,158.25	11/16/2023	94-90-940-575110-0000	
	Check Total:	194,158.25			
Vendor: 202672	Featherstone, Inc.			Check Sequence: 4	ACH Enabled: True
4	Construction Management	818,189.83	11/16/2023	94-90-860-575180-0000	
	Check Total:	818,189.83			
Vendor: 202517	Glen Ellyn Brewing Company			Check Sequence: 5	ACH Enabled: True
1256	Event Supplies	105.00	11/16/2023	20-30-100-525500-0000	
	Check Total:	105.00			
Vendor: 202733	Michael Gurgone			Check Sequence: 6	ACH Enabled: False
	Referee Fees	80.00	11/16/2023	20-21-000-525500-1127	
	Check Total:	80.00			
Vendor: 202867	Macson Hernandez			Check Sequence: 7	ACH Enabled: False
	Referee Fees	35.00	11/16/2023	20-21-000-525500-1127	
	Check Total:	35.00			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 202969	Joaquin Martinez Referee Fees	115.00	11/16/2023	Check Sequence: 8 20-21-000-525500-1127	ACH Enabled: False
	Check Total:	115.00			
Vendor: 202973	Eduin Pachon Referee Fees	45.00	11/16/2023	Check Sequence: 9 20-21-000-525500-1127	ACH Enabled: False
	Check Total:	45.00			
Vendor: 202970	Kevin Perez Referee Fees	90.00	11/16/2023	Check Sequence: 10 20-21-000-525500-1127	ACH Enabled: False
	Check Total:	90.00			
Vendor: 202974	Mia Rodriguez Referee Fees	45.00	11/16/2023	Check Sequence: 11 20-21-000-525500-1123	ACH Enabled: False
	Check Total:	45.00			
Vendor: 199088 718	W.B. Olson, Inc. Construction Management	259,264.00	11/16/2023	Check Sequence: 12 94-91-930-575180-0000	ACH Enabled: False
	Check Total:	259,264.00			
Vendor: 202971	William Waterman Referee Fees	35.00	11/16/2023	Check Sequence: 13 20-21-000-525500-1127	ACH Enabled: False
	Check Total:	35.00			
Vendor: 199401 220195	Wight & Company Ackerman Construction	448,763.14	11/16/2023	Check Sequence: 14 94-91-805-575180-0000	ACH Enabled: False
	Check Total:	448,763.14			
	Total for Check Run:	1,721,460.22			
	Total of Number of Checks:	14			

Accounts Payable

Computer Check Proof List by Vendor



User: cyocum
 Printed: 11/14/2023 - 12:58PM
 Batch: 00006.11.2023

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 200523	CSTSBA			Check Sequence: 1	ACH Enabled: False
13U	Tournament Fees	650.00	11/14/2023	20-21-000-525500-1112	
	Check Total:	650.00			
Vendor: 199573	First Bankcard			Check Sequence: 2	ACH Enabled: False
Babicz	Adobe-Creative Cloud	23.63	11/14/2023	20-21-000-525500-1111	
Babicz	Adobe-Creative Cloud	29.21	11/14/2023	20-21-000-525500-1232	
Babicz	Adobe-Subscription	21.24	11/14/2023	20-21-000-525500-1127	
Babicz	YSSL-Game Change Fee	75.00	11/14/2023	20-21-000-525500-1127	
Babicz	YSSL-Game Change Fee	75.00	11/14/2023	20-21-000-525500-1127	
Babicz	Constant Contact-Bulk Email	20.00	11/14/2023	20-21-000-525500-1111	
Babicz	Constant Contact-Bulk Email	52.00	11/14/2023	20-21-000-525500-1232	
Babicz	Constant Contact-Bulk Email	45.00	11/14/2023	20-21-000-525500-1161	
Babicz	GoDaddy-Domain Registration	104.48	11/14/2023	20-21-000-525500-1232	
Blanco	Jewel-Staff Recognition	100.00	11/14/2023	10-00-000-585290-0000	
Blanco	Amazon-Name Tags	38.69	11/14/2023	20-00-000-530100-0000	
Blanco	Amazon-Supplies	19.99	11/14/2023	10-10-000-530100-0000	
Blanco	Amazon-Supplies	33.97	11/14/2023	20-00-000-585290-0000	
Blanco	Staples-Supplies	72.55	11/14/2023	20-24-000-535500-4610	
Brush	Jewel-Birthday Party	26.96	11/14/2023	20-30-100-530170-0000	
Brush	Amazon-Supplies	50.46	11/14/2023	20-30-100-530170-0000	
Brush	Canva-Monthly Fee	12.99	11/14/2023	20-30-100-521600-0000	
Brush	Amazon-Supplies	72.00	11/14/2023	20-30-100-530170-0000	
Brush	Amazon-Supplies	56.47	11/14/2023	20-30-100-530170-0000	
Brush	Amazon-Supplies	110.87	11/14/2023	20-30-100-530170-0000	
Brush	Jewel-Supplies	31.98	11/14/2023	20-30-100-530170-0000	
Brush	Menard's-Supplies	61.73	11/14/2023	20-30-100-535500-0000	
Brush	Jimmy Johns-Birthday Party	100.08	11/14/2023	20-30-100-530170-0000	
Brush	Amazon-Supplies	41.98	11/14/2023	20-30-100-530170-0000	
Brush	Jimmy Johns-Birthday Party	152.85	11/14/2023	20-30-100-530170-0000	
Brush	Amazon-Supplies	135.12	11/14/2023	20-30-100-530170-0000	
Brush	Party City-Supplies	53.00	11/14/2023	20-30-100-530170-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Brush	Party City-Supplies	184.50	11/14/2023	20-30-100-530170-0000	
Brush	Amazon-Supplies	27.87	11/14/2023	20-30-100-535500-0000	
Brush	Jimmy Johns-Birthday Party	93.12	11/14/2023	20-30-100-530170-0000	
Brush	Spirit Halloween-Event Supplies	92.94	11/14/2023	20-30-100-535500-0000	
Brush	Amazon-Supplies	14.99	11/14/2023	20-30-100-530100-0000	
Brush	Amazon-Supplies	35.71	11/14/2023	20-30-100-535500-0000	
Brush	Amazon-Supplies	35.71	11/14/2023	20-30-100-535500-0000	
Brush	Amazon-Supplies	35.71	11/14/2023	20-30-100-535500-0000	
Brush	Walgreens-Batteries	58.98	11/14/2023	20-30-100-530300-0000	
Brush	Amazon-Supplies	39.37	11/14/2023	20-30-100-535500-0000	
Brush	Spirit Halloween-Supplies	19.97	11/14/2023	20-30-100-535500-0000	
Brush	Sam's-Supplies	205.44	11/14/2023	20-30-100-530170-0000	
Brush	Jimmy Johns-Birthday Party	93.12	11/14/2023	20-30-100-530170-0000	
Cinquegrani	Comcast-Internet	149.22	11/14/2023	10-00-000-570300-0000	
Cinquegrani	Comcast-Internet	149.22	11/14/2023	20-00-000-570300-0000	
Cinquegrani	Comcast-Internet	122.65	11/14/2023	20-30-350-570300-0000	
Cinquegrani	Comcast-Internet	175.94	11/14/2023	20-30-300-570300-0000	
Cinquegrani	Comcast-Internet	217.32	11/14/2023	20-30-200-570300-0000	
Cinquegrani	Comcast-Internet	154.90	11/14/2023	10-10-000-570300-0000	
Cinquegrani	Comcast-Internet/Cable	901.75	11/14/2023	20-30-100-570300-0000	
Cinquegrani	Comcast-Internet	65.10	11/14/2023	10-10-000-570300-0000	
Cinquegrani	Comcast-Internet/Cable	347.62	11/14/2023	20-30-150-570300-0000	
Cinquegrani	Microsoft-Office 365	209.77	11/14/2023	10-00-000-521600-0000	
Cinquegrani	Microsoft-Office 365	48.00	11/14/2023	10-10-000-521600-0000	
Cinquegrani	Microsoft-Office 365	241.00	11/14/2023	20-00-000-521600-0000	
Cinquegrani	Microsoft-Office 365	117.50	11/14/2023	20-30-100-521600-0000	
Cinquegrani	Microsoft-Office 365	2.00	11/14/2023	20-26-000-525500-6845	
Cinquegrani	Microsoft-Office 365	9.00	11/14/2023	20-22-000-525500-2301	
Cinquegrani	Microsoft-Office 365	9.00	11/14/2023	20-23-000-525500-3510	
Cinquegrani	Crash Plan-Off-Site Backup	19.98	11/14/2023	10-00-000-521600-0000	
Cinquegrani	FedEx-Postage	30.05	11/14/2023	20-21-000-535500-1241	
Cinquegrani	IPRA-Membership	265.00	11/14/2023	10-00-000-585250-0000	
Cinquegrani	Amazon-IT Supplies	392.98	11/14/2023	20-00-000-540700-0000	
Cinquegrani	IAPD-Seminar	15.00	11/14/2023	20-00-000-585201-0000	
Cinquegrani	Verizon-9/21-10/20/2023 Cellphone	72.42	11/14/2023	10-00-000-570300-0000	
Cinquegrani	Verizon-9/21-10/20/2023 Cellphone	77.72	11/14/2023	10-10-000-570300-0000	
Cinquegrani	Verizon-9/21-10/20/2023 Cellphone	76.43	11/14/2023	20-00-000-570300-0000	
Cinquegrani	Verizon-9/21-10/20/2023 Cellphone	66.28	11/14/2023	20-24-000-535500-4625	
Cinquegrani	Verizon-9/21-10/20/2023 Cellphone	236.42	11/14/2023	20-24-000-535500-4631	
Cinquegrani	Verizon-9/21-10/20/2023 Cellphone	66.28	11/14/2023	20-24-000-535500-4643	
Cinquegrani	Amazon-Deposit Bags	179.99	11/14/2023	20-00-000-530100-0000	
Cinquegrani	Astound-Internet	105.99	11/14/2023	20-30-500-570300-0000	
Cinquegrani	Dell-PC Replacement	2,247.00	11/14/2023	20-00-000-540700-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Cinquegrani	Amazon-IT Supplies	2,738.16	11/14/2023	20-00-000-540700-0000	
Cinquegrani	IAPD-Conference Registration	310.00	11/14/2023	10-00-000-585201-0000	
Cinquegrani	IPRA-Staff Education	925.00	11/14/2023	10-00-000-585202-0000	
Cinquegrani	PDRMA-Training Reimbursement	-199.00	11/14/2023	20-00-000-585201-0000	
Cinquegrani	Amazon-IT Supplies	349.31	11/14/2023	10-00-000-540550-0000	
Cinquegrani	PDRMA-Training	40.00	11/14/2023	10-00-000-585810-0000	
Cinquegrani	BambooHR-Monthly Fee	602.87	11/14/2023	10-00-000-521400-0000	
Cinquegrani	BambooHR-Monthly Fee	602.88	11/14/2023	20-00-000-521400-0000	
Cinquegrani	Direct TV-Cable	176.99	11/14/2023	20-30-350-521600-0000	
Cinquegrani	Adobe-Subscription	42.48	11/14/2023	10-00-000-521600-0000	
Dikker	Adobe-Subscription	21.24	11/14/2023	10-00-000-585100-0000	
Dikker	Jimmy Johns-Staff Luncheon	119.93	11/14/2023	20-00-000-585290-0000	
Dikker	Jimmy Johns-Staff Luncheon	119.94	11/14/2023	10-00-000-585290-0000	
Dikker	Jimmy Johns-Staff Luncheon	105.27	11/14/2023	10-00-000-585250-0000	
Dikker	PDRMA-Risk Management	70.00	11/14/2023	10-00-000-585202-0000	
Gutmann	Fun Express-Program Supplies	201.49	11/14/2023	20-22-000-535500-2375	
Gutmann	Forestry-Herbicide	59.95	11/14/2023	10-10-000-521370-0000	
Gutmann	Walmart-Program Supplies	20.40	11/14/2023	20-22-000-535500-2375	
Gutmann	Natural Areas-Membership	99.00	11/14/2023	10-10-000-521370-0000	
Gutmann	Wildlife Society-Membership	116.00	11/14/2023	10-10-000-521370-0000	
Gutmann	Walmart-Program Supplies	26.58	11/14/2023	20-22-000-535500-2375	
Gutmann	Forestry-Supplies	203.85	11/14/2023	94-90-000-575170-0000	
Gutmann	Forestry-Lake Sampling Supplies	921.48	11/14/2023	10-10-000-521370-0000	
Lim	Amazon-Office Supplies	58.99	11/14/2023	20-00-000-541250-0000	
Lim	Amazon-Office Supplies	11.83	11/14/2023	20-00-000-530100-0000	
Lim	Amazon-Event Supplies	256.90	11/14/2023	20-30-100-535500-0000	
Lim	Amazon-Supplies	14.99	11/14/2023	20-30-100-530100-0000	
Lim	Los Burritos-Staff Lunch	34.67	11/14/2023	20-00-000-585250-0000	
Lim	Culligan-Water Service	76.03	11/14/2023	20-30-450-521600-0000	
Lim	Amazon-Office Furniture	304.86	11/14/2023	20-00-000-541250-0000	
Lim	Amazon-Office Supplies	31.06	11/14/2023	20-00-000-530100-0000	
Lim	Amazon-Monitors	179.94	11/14/2023	20-00-000-540700-0000	
Lim	CVS-Staff Appreciates	71.98	11/14/2023	20-00-000-585290-0000	
Lim	Amazon-Office Furniture	179.99	11/14/2023	20-00-000-541250-0000	
Lim	Amazon-Office Furniture	494.98	11/14/2023	20-00-000-541250-0000	
Lim	Amazon-Event Supplies	68.08	11/14/2023	20-30-100-535500-0000	
Lim	Amazon-Supplies	149.98	11/14/2023	20-00-000-541250-0000	
Lim	Amazon-Supplies	65.86	11/14/2023	20-30-100-530300-0000	
Lim	Walgreens-Event Supplies	57.58	11/14/2023	20-30-100-535500-0000	
Lim	Strawberries BBQ-Staff Appreciation	22.47	11/14/2023	20-00-000-585290-0000	
Lim	Raising Canes-Staff Lunch	153.24	11/14/2023	20-00-000-585290-0000	
Lim	Adobe-Subscription	22.30	11/14/2023	20-30-100-530100-0000	
Lim	Starship-Conference	10.74	11/14/2023	20-00-000-585201-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Lim	Salsa Limon-Conference	13.87	11/14/2023	20-00-000-585201-0000	
Lim	Lyft-Conference	58.46	11/14/2023	20-00-000-585201-0000	
Lim	Amazon-Supplies	12.30	11/14/2023	20-30-100-530300-0000	
Lim	Adobe-Susbscription	22.30	11/14/2023	20-30-100-530100-0000	
Lim	Party City-Event Supplies	176.00	11/14/2023	20-30-100-535500-0000	
Lim	Spirit Halloween-Event Supplies	507.30	11/14/2023	20-30-100-535500-0000	
Lim	Amazon-Event Supplies	6.99	11/14/2023	20-30-100-535500-0000	
Lim	Amazon-Event Supplies	20.69	11/14/2023	20-30-100-535500-0000	
Lim	Amazon-Event Supplies	74.46	11/14/2023	20-30-100-535500-0000	
Lim	SBD-Tournament Fee	895.00	11/14/2023	20-21-000-525500-1125	
Lim	Target-Tournament Supplies	35.00	11/14/2023	20-21-000-525500-1125	
Lim	TST-Conference	13.21	11/14/2023	20-00-000-585201-0000	
Lim	Salsa Limon-Conference	13.47	11/14/2023	20-00-000-585201-0000	
Lim	Chop House-Conference	21.11	11/14/2023	20-00-000-585201-0000	
Lim	Cheersounds-Music	51.50	11/14/2023	20-21-000-535500-1241	
Lim	Berkley-Conference	31.42	11/14/2023	20-00-000-585201-0000	
Lim	Lyft-Conference	24.11	11/14/2023	20-00-000-585201-0000	
Lim	Starbucks-Conference	11.04	11/14/2023	20-00-000-585201-0000	
Lim	Starbucks-Conference	11.04	11/14/2023	20-00-000-585201-0000	
Lim	Lyft-Conference	20.39	11/14/2023	20-00-000-585201-0000	
Lim	Terry Black-Conference	65.34	11/14/2023	20-00-000-585201-0000	
Lim	Salsa Limon-Conference	10.48	11/14/2023	20-00-000-585201-0000	
Lim	Frankies-Conference	36.23	11/14/2023	20-00-000-585201-0000	
MacDonald	Walmart-Event Supplies	139.72	11/14/2023	20-21-000-535500-1259	
MacDonald	Amazon-Event Supplies	108.21	11/14/2023	20-26-000-535500-6816	
MacDonald	Gigi Caricatures-Event Vendor	290.00	11/14/2023	20-26-000-525500-6816	
MacDonald	Walmart-Event Supplies	149.07	11/14/2023	20-26-000-535500-6816	
MacDonald	Jewel-Event Supplies	173.50	11/14/2023	20-26-000-535500-6816	
MacDonald	Cheryl Rausch-Fall Classes	330.00	11/14/2023	20-22-000-525500-2315	
MacDonald	Walmart-Event Supplies	16.61	11/14/2023	20-26-000-535500-6816	
MacDonald	Discount School-Supplies	71.56	11/14/2023	20-24-000-535500-4610	
MacDonald	Lisa Lombardi-Fall Classes	600.60	11/14/2023	20-22-000-525500-2350	
MacDonald	Red Cross-Class Supplies	21.81	11/14/2023	20-24-000-535500-4598	
MacDonald	Red Cross-Class Supplies	530.18	11/14/2023	20-24-000-535500-4598	
MacDonald	Fun Express-Supplies	56.31	11/14/2023	20-24-000-535500-4610	
MacDonald	Old Salem-Senior Lunch	517.28	11/14/2023	20-25-000-535500-5728	
MacDonald	Party City-Senior Lunch	74.32	11/14/2023	20-25-000-535500-5728	
MacDonald	PDRMA-Risk Managment	70.00	11/14/2023	20-00-000-585201-0000	
Macdonald	Ennem-Event Supplies	42.90	11/14/2023	20-22-000-525500-2350	
Macdonald	Jewel-Supplies	124.75	11/14/2023	20-24-000-535500-4610	
Macdonald	Dollar Tree-Event Supplies	65.00	11/14/2023	20-26-000-535500-6801	
Macdonald	Jewel-Event Supplies	829.19	11/14/2023	20-26-000-535500-6801	
Norman	Great Lakes-Storage	278.00	11/14/2023	94-90-860-575180-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Norman	Great Lakes-Storage	149.00	11/14/2023	94-91-930-575180-0000	
Okray	Openai-Supplies	15.00	11/14/2023	20-00-000-521650-0000	
Okray	Identity-Business Cards	39.14	11/14/2023	20-00-000-521650-0000	
Okray	Yelp-Advertising	90.00	11/14/2023	20-00-000-521650-0000	
Okray	Facebook-Social Media	263.67	11/14/2023	20-00-000-521650-0000	
Okray	Zoom-Virtual Meetings	40.00	11/14/2023	20-00-000-521600-0000	
Okray	Type Network-Fonts	297.50	11/14/2023	20-00-000-521650-0000	
Okray	N2-Advertising	500.00	11/14/2023	20-00-000-521650-0000	
Okray	Linkedin-Linkedin Learning	239.88	11/14/2023	20-00-000-521650-0000	
Okray	Amazon-Supplies	15.99	11/14/2023	20-00-000-521650-0000	
Okray	Mailchimp-Email Marketing	13.00	11/14/2023	20-00-000-521650-0000	
Okray	UPrinting-Business Cards	159.99	11/14/2023	20-30-100-530270-0000	
Okray	Accurate Repro-Print Materials	613.25	11/14/2023	20-00-000-521650-0000	
Okray	Subplot-Production Logo	225.00	11/14/2023	20-00-000-521650-0000	
Okray	Rival IQ-Social Media	329.00	11/14/2023	20-00-000-521650-0000	
Okray	Mailchimp-Email Marketing	187.00	11/14/2023	20-00-000-521650-0000	
Okray	AMI-Banners	251.72	11/14/2023	20-00-000-521650-0000	
Okray	iStock-Stock Photos	129.00	11/14/2023	20-00-000-521650-0000	
Okray	Identity-Business Cards	45.32	11/14/2023	20-00-000-521650-0000	
Okray	Accurate Repro-Print Materials	784.75	11/14/2023	20-00-000-521650-0000	
Rupcich	Les Mills-Group Fitness	248.00	11/14/2023	20-30-100-521600-0000	
Rupcich	Marathon-Event Shirts	602.46	11/14/2023	20-30-100-521675-0000	
Rupcich	Pete's-Event Supplies	17.97	11/14/2023	20-30-100-521675-0000	
Rupcich	Dunkin-Event Supplies	32.78	11/14/2023	20-30-100-521675-0000	
Rupcich	Jimmy Johns-Staff Meeting	81.27	11/14/2023	20-00-000-585250-0000	
Rupcich	Dunkin-Member Appreciation	140.93	11/14/2023	20-30-100-521675-0000	
Rupcich	Sam's-Member Appreciation	66.34	11/14/2023	20-30-100-521675-0000	
Rupcich	Dunkin-Member Appreciation	68.97	11/14/2023	20-30-100-521675-0000	
Rupcich	Fitness Connection-Equipment Maintenance	192.25	11/14/2023	20-30-100-530210-0000	
Rupcich	Fitness Connection-Equipment Maintenance	364.25	11/14/2023	20-30-100-530210-0000	
Semetko	Giordano's-Staff Appreciation	175.89	11/14/2023	20-00-000-585290-0000	
Semetko	Sonny Acres-Event Supplies	335.07	11/14/2023	20-26-000-535500-6813	
Semetko	Whentowork-Scheduling	468.00	11/14/2023	20-30-200-521600-0000	
Semetko	Amazon-First Aid Supplies	50.97	11/14/2023	10-00-000-585815-0000	
Semetko	Sonny Acres-Event Supplies	203.56	11/14/2023	20-26-000-535500-6801	
Semetko	Dollar Tree-Event Supplies	5.00	11/14/2023	20-26-000-535500-6813	
Speck	Dramanotebook-Music	12.95	11/14/2023	20-23-000-535500-3510	
Speck	Best Booth-Event Entertainment	450.00	11/14/2023	20-26-000-525500-6816	
Speck	Amazon-Event Supplies	730.73	11/14/2023	20-26-000-525500-6816	
Speck	Fun Express-Event Entertainment	144.65	11/14/2023	20-26-000-525500-6816	
Thomas	Rosati's-Birthday Parties	1,715.83	11/14/2023	20-30-100-530170-0000	
Thomas	Dick's-Soccer Balls	72.36	11/14/2023	20-30-100-535500-0000	
Thomas	Jimmy Johns-Birthday Party	90.98	11/14/2023	20-30-100-530170-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Thomas	SBD-Tournament Fees	895.00	11/14/2023	20-21-000-525500-1127	
Thomas	SBD-Tournament Fees	895.00	11/14/2023	20-21-000-525500-1123	
Thomas	Jimmy Johns-Birthday Party	90.98	11/14/2023	20-30-100-530170-0000	
Thomas	Rosati's-Event Supplies	556.00	11/14/2023	20-30-100-535500-0000	
Thomas	Staples-Toner	479.97	11/14/2023	20-30-100-540700-0000	
Thomas	Qdoba-Staff Lunch	86.32	11/14/2023	20-00-000-585250-0000	
Thomas	Sports TV-Subscription	249.00	11/14/2023	20-30-100-521600-0000	
Thommes	IPRA-Membership	265.00	11/14/2023	10-00-000-585250-0000	
Thommes	IAPD-Legal Symposium	215.00	11/14/2023	10-00-000-585202-0000	
Thommes	Wolfgang Puck-Conference	23.56	11/14/2023	10-00-000-585201-0000	
Thommes	American Airlines-Conference	30.00	11/14/2023	10-00-000-585201-0000	
Thommes	American Taxi-Conference	40.80	11/14/2023	10-00-000-585201-0000	
Thommes	Flying House-Conference	8.64	11/14/2023	10-00-000-585201-0000	
Thommes	Chilangos-Conference	22.35	11/14/2023	10-00-000-585201-0000	
Thommes	Baboushi-Conference	15.22	11/14/2023	10-00-000-585201-0000	
Thommes	Owners Box-Conference	23.40	11/14/2023	10-00-000-585201-0000	
Thommes	Uber-Conference	15.06	11/14/2023	10-00-000-585201-0000	
Thommes	Uber-Conference	53.57	11/14/2023	10-00-000-585201-0000	
Thommes	Uber-Conference	26.92	11/14/2023	10-00-000-585201-0000	
Thommes	American Airlines-Conference	30.00	11/14/2023	10-00-000-585201-0000	
Thommes	American Taxi-Conference	44.00	11/14/2023	10-00-000-585201-0000	
Thommes	Uber-Conference	58.27	11/14/2023	10-00-000-585201-0000	
Thommes	7-Eleven-Conference	3.60	11/14/2023	10-00-000-585201-0000	
Thommes	IAPD-Conference Registration	365.00	11/14/2023	10-00-000-585201-0000	
Thommes	Amazon-Office Supplies	10.11	11/14/2023	10-00-000-530100-0000	
Thommes	Amazon-Office Supplies	59.49	11/14/2023	10-00-000-530100-0000	
Thommes	Nobel House-Staff Lunch	148.52	11/14/2023	10-00-000-585290-0000	
Thommes	Amazon-Office Supplies	44.99	11/14/2023	10-00-000-530100-0000	
Tripp	Enduro-Membership	26.00	11/14/2023	20-21-000-525500-1222	
Tripp	YSSL-Game Change Fee	75.00	11/14/2023	20-21-000-525500-1127	
Tripp	PDRMA-Risk Management	70.00	11/14/2023	20-00-000-585202-0000	
Tripp	Dunkin-Staff Appreciation	12.28	11/14/2023	20-21-000-535500-1120	
Troia	Trimble-SketchUp	349.00	11/14/2023	10-00-000-540550-0000	
Troia	AIA-Dredging	199.98	11/14/2023	94-90-870-575110-0000	
	Check Total:	42,034.67			
Vendor: 130257	Game Day USA			Check Sequence: 3	ACH Enabled: False
10U	Tournament Fees	650.00	11/14/2023	20-21-000-525500-1233	
	Check Total:	650.00			
Vendor: 132690	Greater Midwest Baseball			Check Sequence: 4	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
10U	Tournament Fees	600.00	11/14/2023	20-21-000-525500-1233	
	Check Total:	600.00			
Vendor: 202967	Trent Grossman Pictures with Santa	800.00	11/14/2023	20-26-000-535500-6830	ACH Enabled: False
	Check Total:	800.00			
Vendor: 145940	JP Sports			Check Sequence: 6	ACH Enabled: False
10U	Tournament Fees	1,195.00	11/14/2023	20-21-000-525500-1233	
9U	Tournament Fees	625.00	11/14/2023	20-21-000-525500-1233	
	Check Total:	1,820.00			
Vendor: 163300	Office Depot Business Solutions, LLC Office Supplies	154.23	11/14/2023	20-00-000-530100-0000	ACH Enabled: False
	Check Total:	154.23			
Vendor: 202966	Palatine Stingrays			Check Sequence: 8	ACH Enabled: False
12U	Tournament Fees	525.00	11/14/2023	20-21-000-525500-1112	
	Check Total:	525.00			
Vendor: 200177	Performance Chemical & Supply, Inc.			Check Sequence: 9	ACH Enabled: False
295493	Supplies	846.54	11/14/2023	20-30-200-530310-0000	
295493	Supplies	846.54	11/14/2023	20-30-450-530310-0000	
	Check Total:	1,693.08			
Vendor: 199769	Tumbling Times Meet Fees	380.00	11/14/2023	20-21-000-525500-1170	ACH Enabled: False
	Check Total:	380.00			
Vendor: 202015	Village of Glen Ellyn Alarms			Check Sequence: 11	ACH Enabled: False
5379	False Alarms Fee	200.00	11/14/2023	20-30-200-521630-0000	
	Check Total:	200.00			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Total for Check Run:	49,506.98			
	Total of Number of Checks:	11			

**Glen Ellyn Park District
Board of Commissioners
Regular Meeting Minutes
November 14, 2023
185 Spring Avenue**

I. Call to Order

President Stortz called the meeting to order at 7:01 p.m.

II. Roll Call of Commissioners

Upon roll call, those answering present were Commissioners Crickmore, Nephew, Ward, and President Stortz. Commissioner Weber and Durham were absent, and Commissioner Cornell participated via Zoom and arrived in person at 7:19 p.m.

Commissioner Ward moved, seconded by Commissioner Crickmore, and voted unanimously by the Park Board of Commissioners who were physically present at the Spring Avenue location, to allow Commissioner Cornell to vote via Zoom for tonight's meeting.

*Roll Call: Aye: Commissioners Ward, Crickmore, Nephew and President Stortz.
 Nay: None*

Motion Carried.

Staff members present were Executive Director Dave Thommes, Executive Deputy Director Cinquegrani, Director of Planning and Natural Resources Troia, Director of Recreation & Facilities Lim and Board Secretary & Directors' Assistant Dikker.

III. Pledge of Allegiance

President Stortz led the pledge of allegiance.

IV. Changes to the Agenda

None.

V. Public Participation

None.

VI. Consent Agenda

Commissioner Cornell moved, seconded by Commissioner Ward, to approve the Consent Agenda including the Voucher List of Bills totaling \$2,059,795.09 and minutes from the October 17, 2023, Regular Meeting, the October 26, 2023, Special Meeting, and the October 26, 2023, Special Joint Meeting with the Village of Glen Ellyn.

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

Motion Carried.

VII. Public hearing concerning the intent of the Board of Park Commissioners to sell \$10,000,000 General Obligation Limited Tax Park Bonds for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District and for the payment of the expenses incident thereto.

MINUTES of a special public meeting of the Board of Park Commissioners of the Glen Ellyn Park District, DuPage County, Illinois, held in the Spring Avenue Recreation Center, 185 Spring Avenue, Glen Ellyn, Illinois, in said Park District at 7:00 o'clock P.M., on the 14th day of November 2023.

* * *

The meeting was called to order by the President, and upon the roll being called, Ben Stortz, the President, and the following Park Commissioners were physically present at said location: Commissioners Crickmore, Nephew and Ward.

The following Park Commissioners were allowed by a majority of the members of the Board of Park Commissioners in accordance with and to the extent allowed by rules adopted by the Board of Park Commissioners to attend the meeting by video or audio conference: Cornell

The following Park Commissioners were absent and did not participate in the meeting in any manner or to any extent whatsoever: Commissioners Weber and Durham

At 7:07 o'clock P.M., the President announced that the next agenda item for the Board of Park Commissioners was a public hearing (the "*Hearing*") to receive public comments on the proposal to sell \$10,000,000 General Obligation Limited Tax Park Bonds (the "*Bonds*"), for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District and for the payment of the expenses incident thereto, and explained that all persons desiring to be heard would have an opportunity to present written or oral testimony with respect thereto.

The President opened the discussion and explained that the reasons for the proposed issuance of the Bonds were as follows: for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District and for the payment of the expenses incident thereto.

Whereupon the President asked for additional comments from the Park Commissioners. Additional comments were made by the following: None

Written testimony concerning the proposed issuance of the Bonds was read into the record by the Secretary and is attached hereto as *Exhibit I*. None

Whereupon the President asked for oral testimony or any public comments concerning the proposed issuance of the Bonds. Statements were made by the following: None

The President then announced that all persons desiring to be heard had been given an opportunity to present oral and written testimony with respect to the proposed issuance of the Bonds.

Park Commissioner Ward moved, and Park Commissioner Crickmore seconded the motion that the Hearing be finally adjourned.

After a full discussion thereof, the President directed that the roll be called for a vote upon the motion.

Upon the roll being called, the following Park Commissioners voted AYE: Ward, Crickmore, Cornell, Nephew, and President Ward.

The following Park Commissioners voted NAY: None

Whereupon the President declared the motion carried and the Hearing was finally adjourned.

VIII. Truth in Taxation Hearing for 2023 Tax Levy

President Stortz announced that the next agenda item for the Board of Park Commissioners was a public hearing to receive public comments on the 2023 Tax Levy. President Stortz stated the Park District is holding a Truth in Taxation Hearing for the 2023 Tax Levy. The purpose of the

hearing is in order to capture all the “new growth” within the community, in addition to the CPI increase. The Park District has proposed a 2023 Levy that represents an aggregate tax levy increase of 10%. Once the actual assessed valuation is known, the tax levy will be reduced to an amount legally allowed through the Property Tax Extension Limitation Law (PTELL).

There being no comments from the public, Commissioner Ward moved, seconded by Commissioner Crickmore, to close the public hearing for the Truth in Taxation Hearing for the 2023 Tax Levy.

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

Motion Carried.

IX. New Business

A. Place the 2024 Budget & Appropriation Ordinance on File

Director of Finance & Personnel Cinquegrani presented the 2024 Budget and Appropriation Ordinance 24-01 to the Board to be placed on file for public inspection.

Commissioner Ward moved, seconded by Commissioner Crickmore, to place on file a tentative draft of the 2024 Budget and Appropriation Ordinance (B&A Ordinance 24-01), a Combined Annual Budget and Appropriation Ordinance for Purposes of the Glen Ellyn Park District for the year beginning January 1, 2024, and ending December 31, 2024.

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

Motion Carried.

B. Budget Discussion

Director of Finance & Personnel Cinquegrani discussed that the Board placed a draft of the 2023 Budget & Appropriation Ordinance on file and reminded the Park Board that questions and comments can be directed to staff at any time and discussion would continue at the December meeting. Staff presented the proposed 2024 Budget and the proposed timeline for this year. Cinquegrani then discussed the 2023 Estimated Year-End, reviewing the estimated year-end operating surplus. He then previewed the 2024 Proposed budget and discussed areas of revenue including investment income, Personal Property Replacement Taxes (PPRT) and Program & Membership Fees. Expenses were then discussed including staffing levels, utilities, and various other expenses. Staff reviewed and discussed full-time staffing levels for 2024 and reviewed projected fund balances, 2024 capital funding and then reviewed recreation program margin trends and operating contributions. Cinquegrani reviewed the Districts tax history and compared them to the other surrounding districts.

Lastly, Cinquegrani reviewed the referendum capital improvements of Sunset Pool, Ackerman Sports & Fitness Center, Land Acquisition, Babcock Grove, Churchill Park, Lake Foxcroft, Lenox Road, and various athletic improvements. Staff then reviewed other non-referendum capital

improvements including HVAC and parking lot improvements to Ackerman, HVAC, roof replacement and various improvements to Main Street Recreation Center as well as Spring Avenue Recreation Center. Parks Maintenance improvements were discussed along with the Downtown Park in collaboration with the Village.

The Park Board reviewed various proposed improvements and asked questions. Cinquegrani along with Director of Planning and Natural Resources Troia answered their questions and relayed they would be available should any other questions arise during the budget planning process.

C. 2024 Proposed Board Meeting and Decennial Committee Meeting Schedules
Board Secretary Dikker presented the 2024 proposed Board Meeting schedule stating that dates have been reviewed by staff. Following a brief discussion, Commissioner Ward moved, seconded by Commissioner Crickmore, to approve the 2024 Board Meeting schedule and Decennial Committee Meeting Schedule as presented.

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

Motion Carried.

D. Approval of Designate for IAPD Credentials for Annual Meeting
Board Secretary Dikker stated that as a member of the Illinois Association of Park Districts, the Glen Ellyn Park District is required to formally designate a representative and an alternate to attend the association's annual Board meeting held in late January 2024. This enables the District representatives to attend and participate in any action or matters of business that might be presented. Dikker stated that should a Board member be interested in representing the District, the Board may vote and approve either tonight or later if interested should a Board member's schedule allow. The Park Board held a brief discussion and following, Commissioner Nephew moved, seconded by Commissioner Ward, to appoint Executive Director Thommes as the delegate and Director of Finance & Personnel Cinquegrani as the alternate delegate to represent the Glen Ellyn Park District at the 2024 Illinois Association of Park District's annual meeting.

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

Motion Carried.

E. Frank Johnson Center – Featherstone, Inc. November payout
Director of Planning and Natural Resources Troia briefed the Board on the status of the Frank Johnson Center providing that this payout included roof construction, masonry, concrete slabs and more. Troia provided details on the timeline stating all is still on time for completion.

The Park Board was happy with the progress and following Commissioner Crickmore moved, seconded by Commissioner Ward, to approve Featherstone, Inc.'s November payout request for

the Frank Johnson Center construction in the amount of \$818,189.83 as the services identified within the payout request have been performed.

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

Motion Carried.

F. Frank Johnson Center – Playground Discussion & change order

Director of Planning and Natural Resources Troia briefed the Board on the status of the Frank Johnson Center playground stating it has been closed as a proactive safety measure in response to the recent discovery of unsuitable soils at depth. Troia reviewed the steps to be taken for voluntary remediation with the Park Board and stated that TSC, Testing Service Corporation, is already mobilized at the Frank Johnson Center and has extensive experience with the IEPA and voluntary Site Remediation Program.

Troia discussed the proposed financials of the remediation process stating the cost for remediation is higher than originally proposed and the district is hoping to salvage the playground equipment, but determination will be made once the remediation is in process and more information can be assessed. The playground is not slated to be replaced until 2029 but if necessary following remediation it would be escalated. Troia reviewed the most recent financial impact of remediation and stated he would keep the Board apprised of any changes and the status when the remediation begins. The Park Board had a brief discussion on the remediation, the cost, and the remaining contingency amounts of the project. After further discussion, the Park Board felt that they would prefer to authorize staff the ability to assess and make a final decision on the Johnson Center Playground once the remediation process is complete.

Commissioner Ward motioned, seconded by Commissioner Crickmore, to approve the proposal to TSC for conducting remediation work and if needed purchase new equipment for the Johnson Center playground pending final assessment in an amount not to exceed \$500,000.00.

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

Motion Carried.

G. Sunset Pool – WB Olson October pay application

Director Troia presented the Sunset Pool October pay application stating that this includes excavation, building demolition, interior electrical work, foundation walls and plumbing. Following, Commissioner Crickmore moved, seconded by Commissioner Cornell, to approve the W.B. Olson October payout request for the Sunset Pool construction in the amount of \$259,624.00.

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

Motion Carried.

Director Troia then discussed the proposed change order #6 totaling \$82,736.00 and which was a direct result of the IDPH review comments requesting replacing existing drainpipes from the pool by the large slide towers back to the pump room. Troia stated this work is extensive and will include demolition and reconstruction of the existing concrete pool wall and this cost would be taken out of our contingency which is currently at \$233,355.00.

The Park Board had a brief discussion and following Commissioner Cornell moved, seconded by Commissioner Crickmore, to approve the proposed Change Order #6 in the amount of \$82,736.00.

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

Motion Carried.

H. Sunset Pool – Shade system purchase

Director Troia stated that part of the Sunset Pool improvements, shade sails are proposed near the new children’s pool area. Purchasing through cooperative purchase is the most cost-effective means and W. B. Olson, the construction manager, would pour the concrete footers and install the shade sails when construction is completed. Following, Commissioner Ward moved, seconded by Commissioner Nephew, to approve the Sunset Pool Shade Sail purchase through Parkreation, Inc. for the amount of \$60,906.80.

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

Motion Carried.

I. Village Green Parking Lot Pay Application #1

Director Troia relayed that public bids were noticed in the Spring for asphalt improvements at Village Green Park. The scope included resurfacing both parking lots and the basketball court as well as color striping of the basketball court. Troia stated \$250,000 was budgeted for the project in 2023. Evans & Son Blacktop, Inc. is the general contractor on the project and to date 85% of the work is complete, including both parking lots and the basketball court have been resurfaced. The remainder of the work includes color coating of the basketball court which will take place in the Spring. The total contract amount is \$230,829.39 and the retainage amount of \$36,671.14 will be paid following completion of the project.

The Park Commissioners were happy with the outcome and following Commissioner Crickmore moved, seconded by Commissioner Ward, to approve the Evans & Son payout request #1 for the Village Green Asphalt Improvements in the amount of \$194,158.25 as the services identified have been performed.

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

Motion Carried.

J. Wight Pay Application #4

Director Troia stated that construction is going smoothly at the Ackerman Sports & Fitness Center and reviewed Wight payment application #4 for improvements in the amount of \$448,763.14. Troia stated this payout includes the construction of the structural steel of both fitness studios, the demolition and preparation of the office spaces, as well as the foundation for the gymnastics building.

Commissioner Nephew questioned some of the construction elements and following, Commissioner Nephew moved, seconded by Commissioner Ward, to approve Wight Construction payout request #4 for the Ackerman addition and renovation in the amount of \$448,763.14.

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

Motion Carried.

K. Ackerman new office and gymnastics lobby furniture purchase

Director of Planning and Natural Resources Troia stated that as part of the Ackerman Sports & Fitness Center Improvements, new furniture will need to be purchased for the lobby and viewing area to the new gymnastics center and to the existing offices and front desk of Ackerman. Troia stated that the gymnastics equipment and office furnishings were accounted for in the Ackerman Improvements budget.

Troia stated that staff is recommending the proposal from Educational Environments which is through OMNIA cooperative purchase in the amount of \$90,672.71. This amount includes delivery and installation, all have been reviewed by Architect and staff and would be ordered immediately following Board approval to allow for the 6–8-week lead time.

Commissioner Cornell moved, seconded by Commissioner Crickmore, to award the Ackerman furnishings purchase to Educational Environments, through cooperative purchase, for the amount of \$90,672.71.

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

Motion Carried.

L. Churchill Park Land Acquisition-IGA Forest Preserve of DuPage County

Troia reviewed the fruition of the 4.92-acre parcel of land that is owned by the DuPage County Forest Preserve and holds a shelter, boardwalks and is key for future improvements within Churchill Park. Troia presented the IGA documents that have been initially reviewed by both the Forest Preserve of DuPage County and our Attorneys. Troia reminded the Park Board that \$300,000 is the price for this transaction and will be spread over ten (10) payments over ten years. Troia also provided that for the long term good of the Park District, staff would like to consolidate parcels, as currently the parcel is in DuPage County and not Glen Ellyn proper, and

possibly annex it to the Village so as to make grant submissions, permitting a simpler process and to contain the area to one parcel number.

Following, Commissioner Crickmore moved, seconded by Commissioner Cornell, to enter the IGA with the Forest Preserve of DuPage County to purchase the 4.92-acre parcel at Churchill Park, pending final Attorney review.

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

Motion Carried.

VIII. Unfinished Business

A. Approve the 2023 Tax Levy Ordinance 23-03

Director of Finance & Personnel Cinquegrani presented the 2023 tax levy ordinance that was placed on file at the October 3, 2023, Board Meeting. At that meeting, the Board approved Resolution 23-05 "Truth in Taxation Law Resolution" and was required to hold a public hearing.

The Park Board had a brief discussion and following, Commissioner Ward moved, seconded by Commissioner Nephew, to approve the 2023 Tax Levy (Ordinance 23-03).

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

Motion Carried.

B. 2023-2025 Project Update(s)

Director Troia stated that most of the projects have been updated previously and asked should any Commissioner wish to tour the various facilities to let him know and it would be arranged. Commissioners were all happy with the progress so far.

X. Staff Reports

A. Finance Report (For information only)

B. Staff Reports

Board Secretary and Directors' Assistant Dikker stated that Executive Directors evaluations would be disseminated in early December and should be returned to her in early January. Board discussion will be held in Executive Session at the January meeting. Executive Director Thommes provided that Illinois Park & Recreation Association conference would be held January 25-27, 2024, should any Commissioner be willing to attend.

XI. Commissioners' Reports

Commissioner Crickmore stated she and her grandson attended Village Green Park and Marie Ulhorn, President's Park and had an enjoyable time. Commissioner Cornell looks forward to the Joint Meeting with the Village of Glen Ellyn tomorrow evening on November 15, 2023. Commissioner Nephew asked staff to bring information to the December meeting on potential

paid parental leave for the District. President Stortz closed suggesting staff look into site tours for future meetings as construction continues and also to have an update on park signage within the district.

XII. Adjourn

There being no further business, Commissioner Ward moved, seconded by Commissioner Crickmore, to adjourn the Meeting at 9:12 p.m.

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

Motion Carried.

**Glen Ellyn Park District Board of Commissioners
&
Village of Glen Ellyn Board of Trustees
Special Meeting Minutes
November 15, 2023 – 7:00 p.m.
185 Spring Avenue**

I. Call to Order

Village Board President Senak called the meeting to order at 7:02 p.m.

II. Pledge of Allegiance

President Senak led the pledge of allegiance.

III. Roll Call of Commissioners

Upon roll call, those answering present were Commissioners Cornell, Ward, Durham, Nephew, and President Stortz. Commissioner Crickmore and Weber were absent. Commissioner Nephew departed at 7:25 p.m.

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

Motion Carried.

Staff members present were Executive Director Dave Thommes, Director of Planning and Natural Resources Troia and Board Secretary & Directors' Assistant Dikker.

III. Roll Call of Trustees

Upon roll call, those answering present were Trustee Kalinich, Thompson, Gould, Simon, Christiansen, and President Senak. Trustees Fasules was absent.

*Roll Call: Aye: Trustees Kalinich, Thompson, Gould, Simon, Christiansen, and President Senak.
Nay: None*

Motion Carried.

Staff members present were Village Manager Mark Franz and Director of Public Works Dave Buckley.

IV. Public Participation

Several members of the public were in attendance to observe the discussion. Norris Eber, a neighbor of Panfish Park, inquired about the status of improvements within Panfish Park that are slated to take place. Village Manager Franz responded and provided some information on the timeline of the Panfish Park Improvements and information that has already been forthcoming to residents. During discussion of the Downtown Community Park, Diana Martinez, Director of

the McAninch Arts Center, offered some suggestions for future planning of the proposed stage/pavilion for the Downtown Community Park and was complimentary of the updated design.

IV. Old Business

A. Discussion of Community Event Park at the U.S. Bank site with the Glen Ellyn Board of Commissioners and the Glen Ellyn Village Board Members

Director of Planning and Natural Resources for the Glen Ellyn Park District, Nate Troia, welcomed everyone and stated that members of Site Design were here to present and walk through the updated design of the Downtown Community Park.

Clare Johnson, Project Manager at Site Design Group, Ltd., led a presentation of the updated design that was based off feedback from the October 26, 2023, Joint Meeting with the Village of Glen Ellyn Trustees and the Glen Ellyn Park Board of Commissioners.

Johnson presented the updated design and highlighted the changes from the previous design presented at the October 26th meeting. She stated that the location of the pavilion and support building remained in the Southeast corner and would be elevated to aid in the topography planning for the park while the restrooms and smaller support building were moved to the Northeast corner of the park and were scaled down in size. The play area would now be located on the North side of the park just off the Prairie Path and would be separated by a berm with trees and plantings. The central lawn would now be a level area of lawn that would allow for a large ice rink in winter and offer plenty of open space for park events. Terraced seating would surround areas of the central lawn and accommodate the slope of the site and provide seating and elevated landscaped beds for sights of interest. A smaller reading lawn along with a picnic grove of trees would surround the central lawn area. Seating benches would be placed in various areas of the park and a seating nook would be located on the North side of the park along the Prairie Path. There would be several entrances/egresses to the park with two (2) larger entrances/egresses coming from the site of the proposed train underpass and prairie path as well as from the corner of Duane and Forest Avenue. Lastly, Johnson reviewed the areas of Forest Avenue and Duane Street that could be used as spillover should that be needed for a larger community event.

The Park Board of Commissioners and Village Board of Trustees then held a discussion of the proposed draft design. Trustee Christiansen inquired about the variety of plantings encompassing the park during the various seasons and whether permeable pavers would be used within the site. It was stated that greenery would be provided for all seasons and permeable pavers would be used within the park, to what extent has yet to be determined. Trustee Simon inquired on the sustainability of the products used within the park and Trustee Thompson asked about irrigation of the park. Project Managers of Site Design stated that sustainability is regarded when assessing the products used for projects and they highly recommended using an irrigation system within this park. Irrigation would help to keep a highly used park such as this in good condition and can be tailored with sensors to monitor rain etc. Lastly Trustee Christiansen inquired on safety and fencing within the area. Staff and Site Design

personnel stated that several entrances, along with permanent fencing would aid in the safety of park goers and allow for securing the park should a large event or an event with alcohol take place. Other required items for safety would be assessed during the detailed planning of the park.

Trustees along with Park Board Commissioners expressed their approval and appreciation for the design presented and following Village Board President Senak moved, seconded by Park Board Commissioner Cornell, to approve the updated and presented design concept dated 11/15/2023 for the Community Event Park at 453 Forest Avenue in downtown Glen Ellyn per the Intergovernmental Purchase and Sale Agreement.

Roll Call: Aye: Village Board President Senak, Park Board Commissioner Cornell, Trustee Kalinich, Trustee Simon, Trustee Christiansen, Trustee Gould, Trustee Thompson, Commissioner Ward, Commissioner Durham, and Park Board President Stortz

Nay: None

Motion Carried

V. Adjourn

Park Board President Ben Stortz thanked everyone for their collaboration and especially thanked Director of Planning and Natural Resources Nate Troia on his time and dedication to this project and looks forward to its fruition.

There being no further business, Trustee Kalinich moved, seconded by Trustee Christiansen, to adjourn the joint meeting at 8:42 p.m.

*Roll Call: Aye: All Commissioners and Trustees present voted Aye to adjourn said meeting.
Nay: None*

Motion Carried

Respectfully submitted,

Kimberly Dikker
Board Secretary
Glen Ellyn Park District



MEMO

December 14, 2023

TO: Park District Board of Commissioners
FROM: Nicholas Cinquegrani, Director of Finance & Personnel
CC: Dave Thommes, Executive Director
RE: Public Hearing for the 2024 Budget and Appropriation Ordinance

The Park District will hold a public hearing prior to formal adoption of the 2024 Budget and Appropriation ordinance Tuesday evening. The purpose of the public hearing is to allow any members of the public to comment on the proposed ordinance placed on file on November 14, 2023, and any Board discussion that has taken place since.



MEMO

December 14, 2023

TO: Park District Board of Commissioners

FROM: Nicholas Cinquegrani, Director of Finance & Personnel

CC: Dave Thommes, Executive Director

RE: 2024 Budget & Appropriation Ordinance

Please find attached an updated version of the 2024 Combined Budget & Appropriation ordinance. Since the ordinance was originally placed on file on November 14th, adjustments have been made through Board and staff discussions, resulting in a total net decrease in fund balance as of 12/31/2024 in the amount of (\$220,000). A summary of those changes is below.

Summary of Changes

	<u>Fiscal Year 2024</u>			
	<u>First Draft</u>	<u>Final Budget</u>	<u>Net Change</u>	<u>Notes</u>
<u>Capital Projects</u>				
<u>Expenditures:</u>				
Spring Avenue Plumbing Repair	\$ -	\$ 85,000	\$ (85,000)	Plumbing Repairs needed at Spring Avenue
Main Street Roof Repair	-	135,000	(135,000)	Recommend expediting a portion of the roof at MSRC previously scheduled for 2025
Total Fund Balance Change FYE 2024			\$ (220,000)	
Combined Net Fund Balance Change			\$ (220,000)	

Motion:

Motion to approve Ordinance 23-04 “A Combined Annual Budget and Appropriation Ordinance for purposes of the Glen Ellyn Park District for the year beginning January 1, 2024 and ending December 31, 2024.”



Expanded Fund Balance Recap Report

FIRST DRAFT

2024 Budget

Fund #	FUND NAME	Estimated 12/31/2023 Fund Balance	Revenues	Transfers & Chargebacks	Revenues Net of Transfers & Chargebacks	Expenditures	Transfers & Chargebacks	Expenditures Net of Transfers & Chargebacks	Estimated 12/31/2024 Fund Balance	2024 Estimated Net Income/Loss
<i>Operating Budgets</i>										
10	Corporate	1,458,929	2,661,083	(104,983)	2,556,100	3,242,303	(2,374)	3,239,929	877,709	(581,220)
	Restricted - Working Cash	200,000	-	-	-	-	-	-	200,000	-
20	Recreation	2,099,394	11,507,613	(589,058)	10,918,555	11,258,721	(1,931,341)	9,327,380	2,348,286	248,892
	Assigned - Sports Programs	550,928	-	-	-	-	-	-	550,928	-
	Total Operating Budgets	\$ 4,309,251	14,168,696	(694,041)	\$ 13,474,655	14,501,024	(1,933,715)	\$ 12,567,309	\$ 3,976,923	\$ (332,328) → (332,328)
										Operating Transfers to Capital Funds 1,242,674
										Operating Expenditures in Capital Funds (87,750)
										Change in Operating Funds Net of Transfers to Capital Budgets 822,596
<i>Capital Budgets</i>										
45	Debt Service	47,043	2,588,756	-	2,588,756	2,591,750	(3,000)	2,588,750	44,049	(2,994)
55	Special Recreation	328,861	780,000	-	780,000	872,268	-	872,268	236,593	(92,268)
85-00-000	Asset Replacement Fund	191,451	997,800	(965,300)	32,500	975,000	(950,000)	25,000	214,251	22,800
85-10-000	Assigned - Vehicles & Equipment	634,786	72,374	(62,374)	10,000	99,500	-	99,500	607,660	(27,126)
85-30-100	Assigned - Ackerman	246,808	175,000	(175,000)	-	325,000	-	325,000	96,808	(150,000)
85-30-300	Assigned - Maryknoll	164,224	25,000	(25,000)	-	-	-	-	189,224	25,000
85-30-350	Assigned - Platform Facility	16,760	15,000	(15,000)	-	-	-	-	31,760	15,000
94-90	Capitals - Non-Referendum	0	8,730,995	(950,000)	7,780,995	7,724,331	(2,358,016)	5,366,315	1,006,664	1,006,664
94-91	Capitals - Referendum	6,779,462	2,358,016	(2,358,016)	-	8,940,101	-	8,940,101	197,377	(6,582,085)
96	Cash in Lieu of Land	239,895	21,000	-	21,000	82,000	-	82,000	178,895	(61,000)
	Total Capital Budgets	\$ 8,649,290	\$ 15,763,941	\$ (4,550,690)	\$ 11,213,251	\$ 21,609,950	\$ (3,311,016)	\$ 18,298,934	\$ 2,803,281	\$ (5,846,009)
	Grand Totals	\$ 12,958,541	29,932,637	(5,244,731)	24,687,906	36,110,974	(5,244,731)	30,866,243	6,780,204	(6,178,337)



Expanded Fund Balance Recap Report

FINAL

2024 Budget

Fund #	FUND NAME	Estimated 12/31/2023 Fund Balance	Revenues	Transfers & Chargebacks	Revenues Net of Transfers & Chargebacks	Expenditures	Transfers & Chargebacks	Expenditures Net of Transfers & Chargebacks	Estimated 12/31/2024 Fund Balance	2024 Estimated Net Income/Loss
<i>Operating Budgets</i>										
10	Corporate	1,458,929	2,661,083	(104,983)	2,556,100	3,242,303	(2,374)	3,239,929	877,709	(581,220)
	Restricted - Working Cash	200,000	-	-	-	-	-	-	200,000	-
20	Recreation	2,099,394	11,507,613	(589,058)	10,918,555	11,258,721	(1,931,341)	9,327,380	2,348,286	248,892
	Assigned - Sports Programs	550,928	-	-	-	-	-	-	550,928	-
	Total Operating Budgets	\$ 4,309,251	14,168,696	(694,041)	\$ 13,474,655	14,501,024	(1,933,715)	\$ 12,567,309	\$ 3,976,923	\$ (332,328) → (332,328)
										Operating Transfers to Capital Funds 1,242,674
										Operating Expenditures in Capital Funds (87,750)
										Change in Operating Funds Net of Transfers to Capital Budgets 822,596
<i>Capital Budgets</i>										
45	Debt Service	47,043	2,588,756	-	2,588,756	2,591,750	(3,000)	2,588,750	44,049	(2,994)
55	Special Recreation	328,861	780,000	-	780,000	886,268	-	886,268	222,593	(106,268)
85-00-000	Asset Replacement Fund	191,451	997,800	(965,300)	32,500	975,000	(950,000)	25,000	214,251	22,800
85-10-000	Assigned - Vehicles & Equipment	634,786	72,374	(62,374)	10,000	99,500	-	99,500	607,660	(27,126)
85-30-100	Assigned - Ackerman	246,808	175,000	(175,000)	-	325,000	-	325,000	96,808	(150,000)
85-30-300	Assigned - Maryknoll	164,224	25,000	(25,000)	-	-	-	-	189,224	25,000
85-30-350	Assigned - Platform Facility	16,760	15,000	(15,000)	-	-	-	-	31,760	15,000
94-90	Capitals - Non-Referendum	0	8,730,995	(950,000)	7,780,995	7,755,331	(2,358,016)	5,397,315	975,664	975,664
94-91	Capitals - Referendum	6,779,462	2,358,016	(2,358,016)	-	8,940,101	-	8,940,101	197,377	(6,582,085)
96	Cash in Lieu of Land	239,895	21,000	-	21,000	257,000	-	257,000	3,895	(236,000)
	Total Capital Budgets	\$ 8,649,290	\$ 15,763,941	\$ (4,550,690)	\$ 11,213,251	\$ 21,829,950	\$ (3,311,016)	\$ 18,518,934	\$ 2,583,281	\$ (6,066,009)
	Grand Totals	\$ 12,958,541	29,932,637	(5,244,731)	24,687,906	36,330,974	(5,244,731)	31,086,243	6,560,204	(6,398,337)

ORDINANCE 23-04
A COMBINED ANNUAL BUDGET AND APPROPRIATION ORDINANCE FOR
PURPOSES OF THE GLEN ELLYN PARK DISTRICT FOR THE YEAR
BEGINNING JANUARY 1, 2024 AND ENDING DECEMBER 31, 2024

WHEREAS, the Combined Budget and Appropriation Ordinance for the Glen Ellyn Park District for its 2024 fiscal year has been prepared in tentative form and has been conveniently made available to public inspection for at least 30 days prior to final action thereon; and

WHEREAS, a public hearing on said Ordinance was held at 7:00 p.m. at the Spring Avenue Recreation Center, 185 Spring Avenue, Glen Ellyn, Illinois, on Tuesday, December 19, 2023, pursuant to a notice which was published in the Daily Herald, a paper having a general circulation in this District, and all other legal requirements having been complied with.

BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE GLEN ELLYN PARK DISTRICT OF THE COUNTY OF DU PAGE AND STATE OF ILLINOIS:

Section 1. That the following sums of money in the total amount of FORTY ONE MILLION SEVEN HUNDRED EIGHTY THOUSAND SIX HUNDRED TWENTY DOLLARS (\$41,780,620) so much thereof as may be authorized by law and as may be needed, are hereby budgeted and appropriated for the purposes of the Glen Ellyn Park District, as hereinafter specified for the year beginning January 1, 2024 and ending December 31, 2024.

Section 2.

I. The amount Budgeted and Appropriated for Corporate Purposes:	<u>Budget</u>	<u>Appropriation</u>
Salaries & Wages	\$ 1,631,454	\$ 1,876,172
Contractual Services	324,025	372,629
Materials & Supplies	223,550	257,083
Equipment	38,000	43,700
Building & Landscaping	125,000	143,750
Insurance	197,900	227,585
Employment Expenses	585,000	672,750
Utilities	48,350	55,603
Miscellaneous	69,024	79,378
Total amount Budgeted-Corporate Fund	\$ 3,242,303	
Total amount Appropriated-Corporate Fund		\$ 3,728,650

II. The amount Budgeted and Appropriated for Recreation Purposes:	<u>Budget</u>	<u>Appropriation</u>
Salaries & Wages	\$ 3,891,027	\$ 4,474,681
Contractual Services	2,726,140	3,135,061
Materials & Supplies	877,563	1,009,197
Equipment	50,500	58,075
Building & Landscaping	12,600	14,490
Employment Expenses	734,783	845,000
Utilities	539,835	620,810
Miscellaneous	2,426,273	2,790,214
Total amount Budgeted-Recreation Fund	\$ 11,258,721	
Total amount Appropriated-Recreation Fund		\$ 12,947,528

III. The amount Budgeted and Appropriated for Bond and Interest Expense:	<u>Budget</u>	<u>Appropriation</u>
Principal, Interest, Registrar Fees	\$ 2,591,750	\$ 2,980,513
Total amount Budgeted-Bond and Interest Fund	\$ 2,591,750	
Total amount Appropriated-Bond and Interest Fund		\$ 2,980,513

IV. The amount Budgeted and Appropriated for District's Share of Expense of Joint Recreation Programs for the Handicapped:	<u>Budget</u>	<u>Appropriation</u>
Special Recreation Programs for the Disabled	\$ 872,268	\$ 1,003,108
W.D.S.R.A. Contribution and Accessibility Improvements		
Total amount Budgeted-Special Rec. Fund	\$ 872,268	
Total amount Appropriated-Special Rec. Fund		\$ 1,003,108

V. The amount Budgeted and Appropriated for Asset Replacement Fund Expense:	<u>Budget</u>	<u>Appropriation</u>
Equipment	\$ 449,500	\$ 516,925
Miscellaneous	950,000	1,092,500
Total amount Budgeted Asset Replacement Fund	\$ 1,399,500	
Total amount Appropriated Asset Replacement Fund		\$ 1,609,425

VI. The amount Budgeted and Appropriated for Capital Projects Fund Expense:	<u>Budget</u>	<u>Appropriation</u>
Capital Improvements	\$ 14,337,416	\$ 16,488,028
Miscellaneous	2,358,016	2,711,718
Total amount Budgeted Capital Improvement Fund	\$ 16,695,432	
Total amount Appropriated Capital Improvement Fund		\$ 19,199,746

VII The amount Budgeted and Appropriated for Cash in Lieu of Land Fund Expense:	<u>Budget</u>	<u>Appropriation</u>
Capital Improvements	\$ 257,000	\$ 295,550
Total amount Budgeted Capital Improvement. Fund	\$ 257,000	
Total amount Appropriated Capital Improvement. Fund		\$ 295,550

<u>SUMMARY</u>	<u>BUDGET</u>	<u>APPROPRIATION</u>
Corporate Fund	\$ 3,242,303	\$ 3,728,650
Recreation Fund	11,258,721	12,947,528
Bond and Interest Fund	2,591,750	2,980,513
Special Recreation Fund	886,268	1,019,208
Asset Replacement Fund	1,399,500	1,609,425
Capital Projects Fund	16,695,432	19,199,746
Cash in Lieu of Land	257,000	295,550
Total Estimated Expenditures	\$ 36,330,974	\$ 41,780,620

As part of the annual budget and appropriations, it is stated:

(a) That the estimated funds on hand at the beginning of the fiscal year are:	\$ 12,958,541
(b) That the estimated cash expected to be received during the fiscal year from all sources is:	\$ 29,932,637
(c) That the estimated expenditures contemplated for the fiscal year are:	\$ 41,780,620
(d) That the estimated GROSS cash expected to be on hand at the end of the fiscal year is:	\$ 1,110,558
Less \$200,000 Working Cash Fund established per law	\$ (200,000)
Estimated NET cash to be on hand at the end of the fiscal year is:	\$ 910,558

Section 3.

That all unexpended balances of any item or items or any general appropriations made in this ordinance be expended in making up any insufficiency in any item or items in the same general appropriations and for the same general purpose of any like appropriations for this ordinance.

Section 4.

That all unexpended balances from annual appropriations of previous years are hereby re-appropriated.

**Certificate of Estimate of
Revenues for Fiscal Year 2024**

**CHIEF FISCAL OFFICER'S CERTIFICATE OF ESTIMATED REVENUE
FOR THE GLEN ELLYN PARK DISTRICT, DU PAGE COUNTY, ILLINOIS**

I, Kathy Cornell, do hereby certify as follows:

1. I am the **CHIEF FISCAL OFFICER** of the Glen Ellyn Park District, DuPage County, Illinois.

2. I estimate the revenue, by source, of said district for the fiscal year beginning January 1, 2024 and ending December 31, 2024 to be as follows:

<u>SOURCE</u>	<u>AMOUNT</u>
Tax Receipts	\$ 7,728,256
Interest	\$ 564,000
Fees & Miscellaneous Sources	\$ 14,782,986
Bond Proceeds	\$ 6,457,395
Grant Proceeds	\$ 400,000

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said park district this 19th day of December, 2023.

Treasurer and Chief Fiscal Officer
Glen Ellyn Park District

(SEAL)
STATE OF ILLINOIS)

COUNTY OF DU PAGE)

I, Kimberly Dikker, do hereby certify that I am the duly qualified Secretary of the Glen Ellyn Park District, in the County of State aforesaid, and as such Secretary I am the keeper of the records and files of the Board of Park Commissioners of said park district. I do further certify that the attached and foregoing is a full, true and correct copy of the Combined Annual Budget and Appropriation Ordinance of the Glen Ellyn Park District, DuPage County, Illinois, for the Fiscal Year Beginning January 1, 2024 and Ending December 31, 2024, as adopted by said Board of Park Commissioners at its properly convened meeting held on the 19th day of December, 2024, as appears from the official records of said Park District in my care and custody.

IN WITNESS WHEREOF, I have hereunto affixed my official signature and the corporate seal of said Glen Ellyn Park District, at Glen Ellyn, Illinois, on this 19th day of December, 2023.

Secretary, Glen Ellyn Park District

(SEAL)



MEMO

December 14, 2023

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

Please find attached proposed updates to Section 4.00, Employment Policies and Procedures, of the Park District’s Personnel Policy manual. To streamline the updating process, the entire section has been included. Many of the policies simply have updated language due to a clarification in the law pertaining to certain characteristics of race for example, or changes to how an employee is identified by neutralizing gender such as “you or his/her” changed to “an employee” or similar. A couple of policies have been combined and/or removed and there are four (4) new policies as recommended by PDRMA. Those new policies are:

- **4.04 Criminal Convictions Policy (different from the current policy 4.03 Criminal Background)**
- **4.15 Orientation Policy**
- **4.20 Children in the Workplace**
- **4.21 Telecommuting/Remote Work Policy**

Additionally, a redlined version with a summary is provided before each policy to summarize the reason for the change or if no changes were proposed. A clean version has also been provided.

Recommendation:

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

Motion:

I make a motion to adopt the proposed changes to the Glen Ellyn Park District Personnel Policy and approve Chapter III, Section 4.00 – Employment Policies and Procedures, as presented.

Proposed updates to Section 4.00 Employment Policies and Procedures of the Full-time and Part-time Personnel Policy Manuals. Since many of the policies in this section have updated language, we felt it would be advantageous to present the entire section together as opposed to individual policies.

*Additionally, there are four (4) NEW Proposed policies that have been recommended. All text that is in **Red** are proposed changes or additions. Text that is intended to be removed has a strike through line. All text highlighted in **Yellow** are staff's comments to assist with understanding the proposed changes. The New Proposed Policies have their number and Title highlighted in **Aqua**.*

4.00 Employment Policies and Procedures

4.01 Hiring Procedures

Introduction

The Glen Ellyn Park District attempts to hire and retain the best available, suitable, and qualified individuals for all staff positions determined at its sole discretion. The Park District may need to reorganize departments or reassign responsibilities within a department or position from time to time in order to best serve the public and better utilize its limited resources.

Procedures for Employee Recruitment

Attracting and selecting qualified employees is vital to the success of the Park District. All open positions will be posted in a place accessible by all employees; however, it is the policy of the District to use a variety of recruitment resources to attract and select the best available qualified applicants for employment.

When position openings occur, it is the policy of the Park District to encourage promotion and transfer from within whenever this is consistent with the best interests of the Park District. In all cases, employment will be based upon selection by appointed or supervisory employees, with ratification by the succeeding level of authority. It shall be the express practice of the Park District to employ the best available qualified applicant for any position, and employment and advancement shall be based strictly on merit.

Recruitment Objectives

- Attract and identify highly qualified applicants.
- Attract and identify applicants who possess the desired education, certifications, talent, and passion for the position.
- Utilize a variety of recruitment resources to attract and select the best available qualified applicants for employment.
- Encourage diversity in the workplace by following all applicable laws related to equal opportunity employment.
- Select applicants who meet all requirements of employment as detailed in the Personnel Policy Manual and/or job description.

Employee Recruitment Process

1. Approval of vacant positions.

Before recruitment can begin, staff must receive the appropriate approval to fill any new or existing positions.

- Seasonal, Part-Time, Temporary positions: Staff must receive approval from their direct supervisor before beginning the recruitment process to ensure that the number and type of positions being advertised is consistent with department needs and budget.
- Full-Time Positions: Staff must receive approval from their direct supervisor and the Executive Director before beginning the recruitment process of a full-time employee.

2. Job Description Review

- Existing Position: Staff shall review job descriptions at the time of position turnover to determine if any essential functions or requirements have changed. If changes to the job description are necessary, the hiring staff must submit the changes to their direct supervisor and the Human Resources (HR) department. Once HR approves the changes, they will make the changes to the official copy of the job description.
- All existing job descriptions are available on the District's Common Drive. Any changes to the Word or PDF version will be completed by an employee of the HR Department.
- When reviewing and posting a job, staff shall use the version available on the Common Drive.
- New Position: A job description must be created for any authorized new positions. New job descriptions will be created within the hiring department. Once the hiring department's superintendent approves the job description, it must receive final approval from the HR department.

3. Advertise Position

Once the position has been approved and reviewed, staff shall use a variety of resources to post the job. At minimum, all open positions will be posted:

- On the District's website and/or through its Human Resource Management software.
- All job postings must be approved by the department head and HR prior to being posted live on the website.
- At all District owned facilities in a prominent location that is accessible to all employees, such as at the time-clock or in the employee break room.

The hiring supervisor and his/her supervisor will determine if any additional recruitment methods are needed and will identify sources which would yield the most qualified candidates. The hiring supervisor and his/her supervisor are responsible for ensuring that funds exist in the budget prior to utilizing any recruitment resources that charge a fee.

Position Vacancies

~~The Park District will attempt to post all position vacancies on the Park District website, and facility bulletin boards. The Park District will consider qualified internal applicants but will usually also recruit applicants for position vacancies from outside of the organization.~~

Transfer and Promotion

Employees interested in a particular opening should apply, in writing, to the position's hiring supervisor and notify their immediate supervisor. All transfers and advancements will be made on the basis of past performance, ability, attitude, aptitude, and other relevant job-related criteria as determined by the Park District in its sole discretion. Whenever, in the sole discretion of the Park District, there are two equally qualified candidates, preference may be given to the Park District employee. Please note that employees requesting a transfer or promotion are subject to the same selection process and employment test requirements as outside applicants.

Employees may check with their immediate supervisor and/or Human Resources to inquire about current vacancies and/or opportunities for additional hours.

Application and Selection Process

Individuals interested in a particular position opening must complete an application for employment. The initial application may consist of a Park District application form, **cover letter, and/or resume,** ~~with an optional resume and cover letter.~~ Applicants, including current employees, are required to furnish information and complete requested forms, to satisfactorily inform the Park District of an applicant's qualifications and suitability for the position. Only those applicants who possess the skills and abilities to meet the job requirements shall be eligible to be considered for employment. ~~The Park District attempts to hire and retain the best available, suitable, and qualified individuals for all positions determined at its sole discretion.~~

The provision of false, incomplete, or misleading information in the employment application or other materials submitted in connection with an application or in response to any questions, no matter when discovered, may result in a non-hire decision, rescission of an offer of employment, or dismissal of an employee.

The selection process involves an evaluation of the applicant's apparent qualifications for the position sought. Representatives of the District shall attempt to determine a qualified applicant's ability through reference checks, or any testing deemed necessary. Testing may be written, oral, physical, or in the form of a demonstration of skill, or any combination of these and shall be designed to test and determine the relative ability of a qualified applicant. The Park District shall be responsible for any expenses incurred due to testing.

The Glen Ellyn Park District, through the appropriate agencies, may conduct background investigations, validate/check driver's licenses, conduct psychological surveys and other post-offer employment assessments, conduct oral and written interviews, drug and alcohol testing and post-offer physical examinations on any phase of physical requirements stated in specific job description.

~~Whenever job openings exist; it shall be the practice to consider qualified Glen Ellyn Park District personnel first. However, the District is not bound to consider District personnel exclusively, and the District may properly expand its search to consider applicants from outside the District. We attempt to base employment, advancement, and promotion decisions on a person's apparent suitability for the position including, without limitation, their ability, past performance, experience, future potential, character, aptitude, and job attitude which are carefully reviewed prior to making a final decision. All employees of the Glen Ellyn Park District shall be hired and retained solely on the basis of their ability and efficiency.~~

These two additions replace the need for Policy 4.04 which, if approved, will become the NEW Criminal Convictions Policy.

Proof of Right to Work

Within three business days of the date employment begins, Park District employees must provide adequate documentation of their eligibility to work in the United States. The Park District requires all new employees to furnish proof of citizenship or right to work by completing the Federal Form I-9 and providing appropriate supporting documentation within the first three days of employment.

Proof of Birth Date

The Park District requires all employees to furnish certified proof of date of birth at the time of hire.

4.02 Notification **No Change.**

The Park District will make every effort to notify qualified applicants of acceptance or rejection as soon as possible.

New employees of the Park District shall receive a verbal conditional offer followed by a notice of employment or payroll change which indicates position, date of employment, department, rate of pay, a copy of the District's Personnel Policy Manual, and applicable benefit information along with other policies, terms, and conditions of employment. This notice and any supplemental material are not intended to create a contract of employment. All employees of the Park District are at-will.

4.03 Criminal Background Investigation **Updated (New Proposed Policy is referenced and highlighted in Aqua)**

The Park District is required by state statute (70 ILCS 1205/8-23) to obtain criminal conviction information concerning all applicants, and shall ~~will initiate perform~~ a criminal background check ~~for~~ on applicants for all positions following a conditional job offer and prior to the applicant starting work. Pursuant to the statute, any conviction of offenses enumerated in subsection (c) of said statute (regardless of when the conviction sentenced ended) shall ~~will~~ automatically disqualify the applicant from consideration for working for the Park District, and any conviction of offenses enumerated in subsection (d) of said statute where the conviction sentence ended within the seven years prior to employment will automatically disqualify the applicant from consideration for working for the Park District. Any other conviction(s) shall ~~will~~ not automatically disqualify the applicant from consideration, but rather, the Park District will consider such conviction(s) pursuant to its Criminal Convictions Policy (4.04) (Proposed new policy from PDRMA.) the conviction(s) will be considered in relationship to the specific job. Applicants are not required to disclose sealed or expunged records of corrections. ~~or convictions. The District may require applicants to submit fingerprints and/or other identification information to facilitate such an investigation. All information concerning the record of convictions will be confidential and only transmitted to those persons who are necessary to the decision process.~~ Applicants may be required to submit fingerprints and/or other identification information in order to facilitate such an investigation. All information concerning the record of convictions shall be confidential and will only be transmitted to those persons who are necessary to the decision process.

Additionally, ALL Volunteer Coaches and any other volunteer responsible for the care or oversight of children will be required to complete a Volunteer Application and agree to a criminal background check before starting in that capacity. Following the initial check, any volunteer continuing in this type of role will have their background re-checked every three years.

4.04 Pre-Employment Verification **NEW: Criminal Convictions Policy recommended by PDRMA.**

~~Within three business days of the date employment begins, ALL Park District employees are required to provide adequate documentation of their eligibility to work in the United States. All new employees will be required to furnish the Park District with proof of citizenship or right to work by completing the Federal Form I-9 and providing appropriate supporting documentation within the first three days of employment.~~

~~For payroll and reporting purposes, all new employees are required to provide the exact spelling of their name and social security number as it appears on their Social Security Card. Additionally, employees are required to provide date of birth at time of appointment.~~

~~A failure to provide adequate documentation of eligibility to work will disqualify an applicant from employment. The provision of false, incomplete, or misleading information on new hire paperwork may result in disciplinary action up to and including dismissal.~~

As previously indicated, State statute (70 ILCS 1205/8-23) requires park districts to obtain criminal conviction information concerning all applicants, and the Agency will initiate a criminal background check on applicants for all positions prior to the applicant starting work. Pursuant to the statute, any conviction of offenses enumerated in subsection (c) of said statute (regardless of when the conviction sentenced ended) will automatically disqualify the applicant from consideration for working for the Park District, and any conviction of offenses enumerated in subsection (d) of said statute, where the conviction sentence ended within the seven years prior to employment, will automatically disqualify the applicant from consideration for working for the District. Any other conviction(s) will not automatically disqualify the applicant from consideration (or employee from continued employment), but the Park District will consider whether the convictions are substantially related to the employment sought or held or whether granting or continuing employment would involve an unreasonable risk to property or to the safety and welfare of specific individuals or the general public, as discussed below.

Sealed or Expunged Records

The Park District does not require applicants to disclose sealed or expunged records of corrections, nor will the Park District take adverse employment action based on the same.

Consent

The Park District may require applicants to submit fingerprints and/or other identification information to facilitate a criminal conviction background check. All information concerning the record of convictions will be confidential and only transmitted to those persons necessary to the decision process, or as required by law.

Disqualifying Convictions

In some circumstances, the law may require the Park District to disqualify an applicant (or dismiss an employee) with certain criminal convictions automatically. In all other instances, the District will not consider conviction records in making adverse employment decisions regarding applicants and employees unless: (1) there is a substantial relationship between one or more of the previous criminal offenses and the employment sought or held; or (2) the granting or continuation of the employment would involve an unreasonable risk to property or to the safety and welfare of specific individuals or the general public.

- “Substantial relationship” means a consideration of whether the employment position offers the opportunity for the same or a similar offense to occur and whether the circumstances leading to the conduct for which the person was convicted will recur in the employment position.
- Showing that a conviction record poses an “unreasonable risk” means that before making a decision to bar employment, the Park District will assess the risk the employee poses to the workplace in the particular position and determine whether the risk is unreasonable under the circumstances.
- The Park District will consider the following factors in determining whether a substantial relationship or unreasonable risk exists:
 - (1) length of time since the conviction(s);
 - (2) number of convictions;
 - (3) nature and severity of the conviction(s) and its relationship to the safety and security of others;
 - (4) facts or circumstances surrounding the conviction;
 - (5) age of the applicant/employee at the time of conviction; and
 - (6) evidence of rehabilitation efforts.

Notice of Pending Adverse Action and Interactive Process

The Park District gives notice to, and has an interactive process with, applicants/employees prior to making a final adverse employment decision based on any conviction record. In particular:

- If, after considering the listed factors, the Park District makes a preliminary decision the applicant's/ employee's conviction record may result in an adverse employment action, the District will notify the employee of the preliminary decision in writing that contains:
 - (1) the potentially disqualifying conviction(s);
 - (2) a copy of the conviction history report; and
 - (3) an explanation of the employee's right to respond to the notice before that decision becomes final, including (but not limited to) submission of evidence challenging the accuracy of the conviction record or evidence of mitigation.
- The employee/applicant then receives at least five business days to respond before the Park District will make a final decision.
- The District will consider any documentation or information submitted by the applicant/employee.

Notice of Adverse Action or Hiring/Continued Employment

After engaging in this interactive process, the Park District will either notify the applicant/employee they can continue with hiring/employment or will give written notice to applicant/employee of a final adverse employment decision based on any conviction record. Any written notice of a final adverse employment decision based on a conviction record will contain:

- (1) notice of the disqualifying conviction(s) that is the basis for the final decision and the Park District's reasoning for the disqualification;
- (2) any existing procedure the District has for the applicant/employee to challenge the decision or request reconsideration (if any); and
- (3) the right to file a Charge of Discrimination with the IDHR.

Update to the Equal Employment Opportunity Policy to address description of race to include hair texture and hairstyles as well as work authorization status. This update will be included in both the FT and PT personnel manuals.

4.05 Equal Employment Opportunity Policy

Equal Employment Opportunity has been, and will continue to be, a fundamental principle at the Glen Ellyn Park District, where employment is based upon personal capabilities and qualifications without discrimination because of an individual's actual or perceived race (including but not limited to traits associated with race such as hair texture and protective hairstyles such as braids, locks, and twists), color, religion, sex, gender (including gender identity and expression), age, national origin, citizenship status, work authorization status (i.e., the status of being a person born outside the U.S., who is not a U.S. citizen but is authorized by the federal government to work in the United States), ancestry, marital status, veteran status, disability, association with a person with a disability, sexual orientation, genetic information, unfavorable discharge from military service or military status, civil union partnership, order of protection status, pregnancy, childbirth, or a medical condition related to pregnancy or childbirth, or any other protected characteristic as established by law.

In accordance with federal, state, and local laws, it is the policy of the Glen Ellyn Park District to provide equal employment opportunities to all qualified persons. All of the Park District's personnel policies, procedures and decisions pertaining to hire, promotion, transfer, layoff, rates of pay, discipline, discharge and other terms and conditions of employment are made and executed without regard to an individual's actual or perceived race (including but not limited to traits associated with race such

as hair texture and protective hairstyles such as braids, locks, and twists), color, religion, sex, gender (including gender identity and expression), national origin, citizenship status, work authorization status (i.e., the status of being a person born outside the U.S., who is not a U.S. citizen but is authorized by the federal government to work in the United States), ancestry, age, marital status, veteran status, civil union partnership, order of protection status, genetic information, disability, association with a person with a disability, unfavorable discharge from military service or military status, sexual orientation, pregnancy, childbirth, or a medical condition related to pregnancy or childbirth, or any other category protected by law.

We make reasonable accommodations when necessary for all employees and/or applicants with disabilities, provided the individual is otherwise qualified to perform the essential functions of the job with or without the reasonable accommodations. Such individuals are encouraged to discuss their need for a reasonable accommodation with Human Resources (See ADA Policy).

Human Resources has overall responsibility for this policy and maintains reporting and monitoring procedures. Employees' questions or concerns should be referred to Human Resources. If the employee is uncomfortable reporting to Human Resources, the employee should report to his or her Department Head, Executive Director, or President of the Board of Commissioners. (For the full complaint reporting procedure, see the agency's Non-Discrimination and Anti-Harassment Policy).

Updated American with Disabilities Policy based on PDRMA's recommendations. Mostly clarifying words, content is not dramatically changed.

4.06 Americans With Disabilities

The Park District is committed to complying with all applicable provisions of the Americans With Disabilities Act ("ADA"). It is the Park District's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of non-discrimination, the Park District will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the Park District aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the Park District.

The Park District will make all decisions concerning recruitment, placement, selection, training, hiring, advancement, discharge or other terms, conditions, or privileges of employment based on job-related qualifications and abilities.

Request for Reasonable Accommodation – Interactive Process

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact Human Resources or their department head. The Park District encourages individuals with disabilities to come forward and request reasonable accommodation when needed. If you employees feel uncomfortable making an accommodation request to Human Resources or their your department head, or you they believe your the accommodation request was not properly managed when made, they should report this to Human Resources or the matter to the Executive Director.

On receipt of an accommodation request, the Park District (usually Human Resources or designee) your department head and your immediate supervisor will meet with you the requesting employee as part of an investigative process. During this interactive process, the employee and the Park District will to discuss and identify the precise limitations or restrictions resulting from the disability and the potential accommodation(s) that the Park District might make to help overcome those

limitations/restrictions and allow the employee to perform the essential job functions of your the employee's position.

The Park District will determine the feasibility and reasonableness of the requested accommodation considering various factors, including but not limited to, the nature and cost of the accommodation, the Park District's overall financial and other resources, the accommodation's impact on the operation of your the department, including the ability of other employees to perform their duties, and on the Park District's ability to provide its services to the public.

~~What is considered~~ The Park District determines what is a reasonable accommodation ~~will be based~~ on a case-by-case analysis. The ADA does not require the Park District to make the best possible accommodation, reallocate essential job functions, create new positions or provide personal use items (i.e., eyeglasses, hearing aids, wheelchairs, etc.). However, when the Park District denies a particular request, it will endeavor to find and offer a reasonable alternative.

Decision on Accommodations and Appeal Process

The Park District will inform the employee of its decision on the accommodation request. ~~or on how to make the accommodation.~~ If the Park District denies accommodation requests, ~~is denied,~~ employees will be advised ~~it will advise the employee~~ of their right to appeal the decision by submitting a written statement explaining the reasons for the request to Human Resources or (if the denial came from Human Resources) to the Executive Director. If the Executive Director denies the appeal request, ~~an appeal is denied,~~ that decision is final.

~~The ADA does not require the Park District to make the best possible accommodation, to reallocate essential job functions, to create new positions, or to provide personal use items (i.e., eyeglasses, hearing aids, wheelchairs, etc.). In response to every request for reasonable accommodation, the Park District will endeavor to provide a reasonable accommodation that allows an employee to perform the essential functions of their position.~~

Questions on Policy – Reporting Disability Discrimination/Harassment

An employee or job applicant who has questions regarding this policy or believes they that he or she had have been discriminated against or harassed based on an actual or perceived disability (or based on an association with a person with a disability) should immediately follow the Complaint Reporting Procedure outlined in the Park District's Non-Discrimination and Anti-Harassment Policy. ~~notify the department head, Human Resources or Executive Director.~~ The Park District will treat all such inquiries or complaints as confidentially as possible. However, the District cannot guarantee absolute confidentiality, as it must share information as needed to investigate complaints promptly and take remedial action when warranted. ~~will be treated as confidential to the extent permissible by law.~~

No Retaliation

The antiretaliation provisions in the District's Non-Discrimination and Anti-Harassment Policy apply to this ADA Policy in equal force.

Summary

In summary, employees have a right to: be free from unlawful discrimination or harassment in the workplace; file a charge of discrimination or harassment; and obtain reasonable accommodations for disabilities.

While the Park District hopes to resolve any complaints of discrimination within the District, it acknowledges each employee's right to contact the IDHR at the James R. Thompson Center, 100 West Randolph Street, Suite 10-100, Chicago, Illinois, 60601, about filing a formal complaint. If the IDHR determines there is sufficient evidence of discrimination to proceed further, it will file a complaint with the IHRC, located at the same address on the fifth floor. If the IDHR does not complete its investigation

within 365 days, an employee may file a complaint directly with the IHRC between the 365th and the 395th day.

Update to the Anti-Nepotism Policy. With this modification there is potential for immediate family members of the Board, Executive Director, and department heads to work for the Park District but not in a direct supervisor/subordinate relationship.

4.07 Anti-Nepotism Policy

The employment of relatives can cause various problems, including charges of favoritism, **actual or perceived** conflicts of interest, family discord, and scheduling conflicts that work to the disadvantage of both the Park District and its employees.

The Park District will consider members of an employee's immediate family for employment on the basis of their qualifications only, but may not hire immediate family if employment would create any of the following circumstances:

1. Supervisor/subordinate relationship with a family member.
2. Potential for an adverse impact on work performance.
3. Actual conflict of interest or the appearance of a conflict of interest.

Therefore, the Park District has implemented the following:

- A. ~~Immediate family members of current elected Commissioners, the Executive Director, and department heads may not be employed for any full-time, part-time, or seasonal job within the Park District.~~ **We currently have immediate family members of a department head and Board member working within the District.**
- B. ~~Immediate family members of all other full-time employees may be employed for a full-time, part-time, or seasonal job within the same or other department as long as the family member is not directly supervised, in-line, by the full-time employee as determined by the Executive Director. In addition to not creating a supervisor/subordinate relationship, the District does not want to create an actual or perceived conflict of interest or adverse impact on work performance.~~

This policy must also be considered when assigning, transferring, or promoting an employee. For the purpose of this section, immediate family member includes: spouse, civil union **or domestic** partner, parent, children, sibling, in-law, aunt, uncle, niece, nephew, grandparent, grandchildren, and members of household. **This policy also applies to romantic relationships (Please review the District's policy on Romantic or Sexual Relationships).**

Employees who **later** become immediate family members or establish a romantic relationship may continue employment as long as it does not involve any of the above. If one of the conditions outlined should occur, **the Park District will try to find a suitable position to which one of the employees can transfer and will make reasonable efforts to assign job duties so as to minimize problems of supervision, safety, security or morale. If changes of this nature are not feasible or reasonable, the Park District will ordinarily allow employees to determine which of them will resign. If the employees cannot make a decision, the Park District will decide, in its sole discretion, who will remain employed.** ~~attempts will be made to find a suitable position within the Park District to which one of the employees will transfer. If employees become immediate family members or establish a romantic relationship, the Park District will make reasonable efforts to assign job duties so as to minimize problems of~~

supervision, safety, security or morale. If accommodations of this nature are not feasible, the employees will ordinarily be permitted to determine which of them will resign. If the employees cannot make a decision, the Park District will decide in its sole discretion who will remain employed.

This policy may be waived by the Executive Director under special circumstances for current employees who become related after becoming employed by the Park District or other special circumstances.

4.08 Child Labor Laws: Employment of Minors **Updated and clarified.**

The Glen Ellyn Park District complies with all applicable federal, state, and Illinois local Child Labor Laws regarding the employment of minors. This policy does not seek to list all of those laws but to highlight key provisions generally.

1. All minors under age 16 must have an Employment Certificate/Work Permit **BEFORE** they will be allowed to work for the Park District. The **Regional or District Superintendent of Schools, or duly authorized agent issues** employment certificates **and must give the certificate to the Park District for employment purposes, so the Park District can produce the certificate upon request to the Illinois Department of Labor.** ~~are issued by the Superintendent of Schools or a duly authorized agent.~~ Students should visit their school's office.
2. For purposes of this policy, "School Day" means any day when school is in session and "School Week" means any week where one or more days are school days.
3. Federal and Illinois Child Labor Laws mandate that a minor **under the age of 16 cannot** work the following hours:
 - a. During school hours when school is in session.
 - b. More than six (6) consecutive days in a calendar week.
 - c. ~~Over~~ **More than** forty (40) hours in a calendar week and ~~over~~ **more than** eight (8) hours a day when school is out.
 - d. Earlier than 7 am and later than 7 pm, except from June 1 to Labor Day, when the minor may work up to 9 pm.
 - e. Over three (3) hours a day when school is in session.
 - f. Over eight (8) hours a day combining school and work **hours when school is in session;** and
 - g. Over eighteen (18) hours in a calendar week when school is in session.
4. **The Park District will provide** an unpaid meal period of at least thirty (30) minutes ~~must be provided~~ to minors **under the age of 16** no later than the fifth consecutive hour of work.
5. Employees under age 16 ~~are not permitted to~~ **cannot** supervise any part of the transportation of camp, field trips, or other District/SRA sponsored program participants to or from District/SRA sponsored activities, including loading participants or materials onto a bus prior to departure, supervising the participants (or performing any other work) during the ride to and from the activity, and unloading participants or materials upon arrival at the activity or back at the point of departure. Employees under the age of 16 are relieved of **ALL** duties during this time and are not to resume their duties until all participants and materials have been unloaded from the bus.

Under applicable federal, state and local laws, certain duties or positions may be prohibited for certain age groups, such as those under the age of 16 or under the age of 18. The Park District complies with

all such limitations and may put relevant age restrictions in applicable job descriptions and/or postings for clarity.

4.09 Pre-employment Tests **Updated**

Introduction

One or more tests may be required of employees hired for certain positions, including without limitation, transferred, and promoted employees.

Pre-Placement Medical Examination

The Park District requires all full-time employees, maintenance staff, trades, security staff, drivers of agency vehicles and other **safety-sensitive** positions deemed appropriate, to successfully complete a medical examination after a position has been offered to the employee, but prior to starting employment. This medical examination is necessary to determine if the employee can perform the essential functions of the job offered to him with or without reasonable accommodations ~~on the part of the Park District.~~ The Park District will also require **pre-employment** drug testing, **in accordance with the District's Alcohol and Drug Abuse Policy**, for all applicants offered a full-time position with the Park District and other applicants based upon the position offered. However, pre-employment testing will not include testing for alcohol or cannabis, absent a federal, state, or local law requiring the agency to do so.

A ~~physician~~ **healthcare provider** of the Park District's choice and at Park District expense will perform the examination. Employees must consent to the disclosure of the ~~physician's~~ findings, conclusions, and opinions to the Park District. ~~Your~~ **The Park District will maintain employee** medical records, ~~will be maintained~~ **including pre-employment medical examinations and drug tests**, in a separate confidential file. Information contained in your medical file will not be released or disclosed without your written consent, ~~by~~ **pursuant to court order**, or except to persons with a lawful right or need to know.

Employees may be required to undergo subsequent medical examinations when such examinations are job-related and consistent with business necessity. Such examinations will be conducted under the same procedures and guidelines as outlined above for pre-employment medical examinations.

Pre-Employment Drug Test

The Park District will require drug testing, in accordance with its Alcohol and Drug Abuse Policy, for all applicants offered a full-time position with the Park District and other applicants based upon the position offered.

Employees who are required to have a commercial driver's license (CDL) for their position with the Park District will be tested in accordance with the Park District's Alcohol and Drug **Procedures for CDL Employees Abuse Policy** which is in Section 11.00.

Driver's License Abstract

Although employees are not generally required to have a driver's license as a condition of their employment, any employee who may be expected to drive either his personal vehicle or a Park District vehicle in the course of ~~his normal~~ **their job** duties will be required to have a valid driver's license with the proper classification for the vehicle(s) the employee is expected to operate.

Before such an employee has started work or shortly thereafter, and generally on an annual basis thereafter, the Park District will request a driver's license abstract review from the Illinois Secretary of State's office.

A history of severe and/or excessive driving violations may result in an applicant/employee being unable to drive as part of their work duties, and if driving is an essential function of their position, may result in rescission of an offer or discipline up to and including dismissal from employment. Similarly, a driver's license being placed on suspended or restricted status may result in an applicant/employee being unable to drive as part of their work duties, and if driving is an essential function of their position, may result in rescission of an offer or discipline up to and including dismissal from employment. However, if a restriction or suspension is a result of an applicant's/employee's disability or pregnancy, the applicant/employee will have all rights available under the District's ADA and Pregnancy Discrimination Policies, and the Park District will engage in the interactive process to determine what reasonable accommodations, if any, are available to the employee pursuant to the relevant policy.

4.10 Employer's Requirement to Report New Hires – New Hire Reporting Procedures

~~The Personal Responsibility and Work Opportunity Reconciliation Act of 1996; Public Law 104-193), requires employers to report New Hired employees to a State agency. All Illinois employers, including private firms, unions, nonprofit and religious organizations, and government agencies, must comply with the Illinois Department of Employment Security's New Hire Reporting program. Federal legislation defines an employer for New Hire Reporting purposes the same as for federal income tax purposes (Section 3401(d) of the Internal Revenue Code of 1996). The Illinois Department of Employment Security New Hire Reporting law requires employers to report all new employees within 20 calendar days of their start date, including full-time, part-time, temporary and rehires (persons who had been off the payroll for 180 or more days).~~

The Glen Ellyn Park District electronically reports new hires online through the IDES New Hire Reporting form as part of the employment process within 20 days of their start date. Employees who have been off payroll due to lay-off, furlough, medical leave, leave of absence or separation from work for 180 days or more are also reported to IDES as a new hire by the first pay date after they return to work.

Updated 4.11 Introductory Employment Period reflects PDRMA's recommendations and neutralizes gender by changing he/she to the employee and his/her to their. It also reinforces the At-will employment relationship.

4.11 Introductory Employment Period

Every new employee goes through an initial period of **adjustment** ~~in order~~ to learn about the Park District and ~~about his/her~~ **their** job. During this time, the employee will have an opportunity to find out if they are suited to, and like, their new position.

~~Additionally,~~ The initial employment period **also** gives the employee's supervisor a reasonable period of time to evaluate the new employee's performance, including determining if ~~he/she~~ **the employee** appears to possess the aptitude and attitude necessary ~~for them~~ to meet the required standards and expectations of the position ~~they have been offered~~. The introductory employment period is 90 days (3 months) for full-time staff and for part-time and seasonal staff ~~it~~ is thirty (30) working days.

The immediate supervisor will utilize the Introductory Period to conduct orientation, training and assist the new employee in adjusting to their new position. The employee may be discharged at any time during this period if ~~his/her~~ **their** supervisor concludes that ~~he/she~~ **the employee** is not progressing or performing satisfactorily. Under appropriate circumstances, the introductory period may be extended. **Additionally, as is true at all times during an employee's employment with the**

Park District, employment is not for any specific time, and the Park District may terminate it at will, with or without cause and without prior notice. ~~may be terminated at will. Completion of the Introductory period does not change the at-will employment relationship and employment may be terminated for any lawful reason with or without cause and without prior notice.~~

- A. New **full-time** employees of the Park District, promoted employees, and certain transferred employees shall be employed on an introductory basis for a period of at least 90 days. The introductory period may be extended by the department head to six (6) months when deemed necessary. Under unusual circumstances the introductory **employment** period may be extended beyond six (6) months by the Executive Director.
- B. During the introductory **employment** period employees accrue vacation and sick days. However, paid vacation or sick days may not be taken until after the introductory period is completed. Employees are not eligible to participate in the District's health or life insurance program until 30 days after employment commences.

At the end of the introductory **employment** period, the **employee and immediate supervisor may will evaluate, review, and discuss the employee's performance and/or the immediate supervisor may provide a written evaluation for the employee to include** goals and future development going forward. The supervisor may also recommend an increase in pay to be approved by the department head, Superintendent of Finance & Personnel and Executive Director at this time.

Provided the employee's job performance meets the expectations of the Park District at the end of the introductory employment period, the employee will continue in employment as an at-will employee. Successful completion of the introductory period does not guarantee continued employment for any specific period of time or otherwise create an employment contract between the employee and the Park District, and employees remain at-will at all times.

4.12 Personnel File **Updated**

A personnel file shall be established for each employee **that contains all with** pertinent **employment information and forms, recorded including without limitation, but not limited to,** employment application, references, job performance evaluations, recognition for service, outstanding performance **or other commendations, or suggestions implemented,** disciplinary action and other employment records. Any medical and/or benefit records, **as well as any other confidential personnel records,** will be maintained in a separate **confidential** file.

Information contained in your personnel **(and confidential medical or benefit)** files will not be released or disclosed without ~~your~~ **an employee's** written consent, except to persons with a lawful right or need to know, including without limitation, pursuant to a court order.

The Park District will not disclose an employee's disciplinary report, letter of reprimand or other disciplinary action to a third party or to a party outside of the District's organization (except in the event of union representation) without first providing written notice to the employee mailed first-class mail to the employee's last known address on or before the day the information is divulged. (When the request for such a record is made pursuant to IL FOIA, the Park District may send the written notice to the employee via first-class mail or through electronic mail). This paragraph is inapplicable, however, if (1) the employee specifically waived written notice as part of a written, signed employment application with another employer; (2) the disclosure is ordered in a legal action or arbitration; or (3) a government agency requested the information as a result of a claim or complaint by the employee or as a result of a criminal investigation by such agency.

~~You~~ **Employees** may review ~~your~~ **their** personnel file in accordance with applicable law and established Park District procedures. If you wish to review your personnel file, you should contact Human Resources to complete the appropriate forms.

All requests must be in writing, ~~indicating reason for request~~, and all inspections must be conducted at the District's Administrative Office.

It is to ~~your~~ **an employee's** advantage to ~~see that~~ **ensure** all of ~~your~~ personnel records are accurate and up-to-date. ~~You~~ **Employees** are responsible for and must promptly advise the Park District of any changes in:

- Name and/or marital status
- Address and/or telephone number
- W-4 deductions for taxes
- Banking information for direct deposit
- Person(s) to contact in case of emergency
- **Number** #of eligible dependents (FT Only)
- Other personal information that the Park District needs to know to contact ~~you~~ **an employee** or properly administer its ~~District~~ benefits programs or general operational concerns
- ~~Your~~ **An employee's** immigration status (if ~~your~~ eligibility for employment in the United States is affected).

IMPORTANT: Employees should immediately notify Human Resources of any changes in pertinent information.

4.13 Dual Jobs Within the District **Updated**

Full-time and part-time employees are usually hired for a specific position in a department. Provided ~~that~~ the employee's primary job is not compromised in any manner, **and the employee and/or supervisor receives written, advanced permission from the employee's Department Head (which may be withheld for any lawful reason in the Park District's sole discretion), it is permissible that an employee may work an additional part-time or seasonal job can be undertaken at with the Park District with pay. (Employees may not have more than one full-time job with the Park District.)** Dual positions with the Park District are subject to approval by the employee's **current** supervisor and Department Head and require that hours be closely monitored **for overtime and IMRF purposes.** ~~Permission may be subsequently revoked, however, if the Park District determines in its sole discretion that such additional job adversely interferes with your primary job. The Park District may subsequently revoke permission, however, if it determines in its sole discretion that such an additional job adversely interferes with an employee's primary job or for any other lawful business reason.~~

Please Note: For non-exempt hourly employees, all hours worked in ALL positions count toward the 40-hour overtime threshold in a given workweek. If an employee is working for multiple supervisors, at the same time, the supervisors must communicate and coordinate work schedules to minimize overtime.

4.14 Job Descriptions **No Change**

All full-time positions generally shall be as completely described as possible in a job description. Each job description shall contain three types of information: (1) qualifications, (2) required knowledge or skills and physical requirements, (3) duties and responsibilities, including essential duties of the position. Job descriptions shall be given to each employee when employment begins and will be periodically reviewed by the employee and his supervisor as well as human resources.

4.15 Re-Employment *This is a duplication of Policy 12.07 and will be replaced with a NEW Policy: Orientation*

~~An employee who has resigned while in good standing and who subsequently applies for re-employment shall be given consideration in filling positions in the Park District for which he is qualified.~~

Newly hired employees or employees who, because of a transfer, promotion, or reclassification, are in a different employment classification, or qualify for different benefits must report to the Human Resources Department on or before the first day in that position to complete the necessary paperwork.

The Park District may require each new employee, including transferred or promoted employees, to complete pre-employment testing, job training, and/or an orientation session within the first two weeks of their employment in their new position. The orientation process may include training required by both governmental regulations and compliance with the regulations and guidance promulgated by the Park District Risk Management Agency. The Park District requires employees to sign an Employee Orientation Checklist or Acknowledgement to confirm they received and understand the new position and any necessary material.

4.16 Outside Employment *Updated (Not currently included in the PT Personnel Manual. Will include applicable information)*

~~If full-time employees shall be allowed to secure employment outside of their job with the Park District, they must inform their Department Head and the Executive Director. providing permission is requested and received from their department head.~~ If it appears, in the sole discretion of your Department Head or Executive Director, that the outside employment presents a possible conflict of interest or interferes with you fulfilling your responsibilities at the Park District, your Department Head and/or the Executive Director can require you employees to quit you their outside employment or resign from the District if unwilling to quit their outside employment.

To avoid potential conflicts of interest, you full-time, part-time and short-term/seasonal employees may not accept work from or work for persons or companies with whom the Park District conducts any form of business. No full-time employee may work for another employer when they are scheduled or requested to work for the Park District.

- A. While working outside employment, District employees are not covered by the District's Workers' Compensation insurance.
- B. Employees are prohibited from entering into contracts with an individual or a company for the performance of personal services while on District time or using District equipment.
- C. Employees shall not receive outside compensation for performing services on District time.
- D. For the purpose of this section, outside employment shall be defined as any form of non-District activity whether full-time, part-time, or short-term, for which an employee receives money, goods, services, or other forms of compensation.

Failure to terminate outside employment when so directed by your department head may be cause for disciplinary action, up to and including dismissal from employment.

Update to the Non-Discrimination and Anti-Harassment Policy to address description of race to include hair texture and hairstyles as well as work authorization status. This update will be included in both the FT and PT personnel manuals.

4.17 Non-Discrimination and Anti-Harassment Policy

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

It is the responsibility of each and every employee, intern, officer, official, Park Commissioner, agent, volunteer, and vendor of the Park District, as well as anyone using the Park District's facilities, to refrain from sexual and other harassment. The Park District will not tolerate sexual or any other type of harassment of or by any of its employees, interns, elected officials, or any other person in an employee's work environment. Actions, words, jokes or comments based on an individual's actual or perceived gender (including gender identity or expression), sex, race (including but not limited to traits associated with race, such as hair texture and protective hairstyles such as braids, locks, and twists), color, national origin, citizenship status, work authorization status (i.e., the status of being a person born outside the U.S., who is not a U.S. citizen but is authorized by the federal government to work in the United States), ancestry, marital status, veteran status, genetic information, unfavorable discharge from military service or military status, age, religion, disability, association with a person with a disability, sexual orientation, civil union partnership, order of protection status, pregnancy, childbirth, or a medical condition related to pregnancy or childbirth, or any other legally protected characteristic will not be tolerated.

This policy should not, and may not, be used as a basis for excluding or separating individuals because of his or her actual or perceived gender (including gender identity or expression), sex, sexual orientation, civil union partnership, race (including but not limited to traits associated with race, such as hair texture and protective hairstyles such as braids, locks, and twists), color, national origin, citizenship status, work authorization status (i.e., the status of being a person born outside the U.S., who is not a U.S. citizen but is authorized by the federal government to work in the United States), ancestry, marital status, veteran status, genetic information, unfavorable discharge from military service or military status, age, religion, disability, association with a person with a disability, order of protection status, pregnancy, childbirth, or a medical condition related to pregnancy or childbirth, or any other protected characteristic, from participating in business or work-related social activities or discussions in order to avoid allegations of harassment.

The law and policies of the Park District prohibit disparate treatment ~~on the basis of sex~~ based on an individual's actual or perceived gender (including gender identity or expression), sex, sexual orientation, civil union partnership, race (including but not limited to traits associated with race, such as hair texture and protective hairstyles such as braids, locks, and twists), color, national origin, citizenship status, work authorization status (i.e., the status of being a person born outside the U.S., who is not a U.S. citizen but is authorized by the federal government to work in the United States), ancestry, marital status, veteran status, genetic information, unfavorable discharge from military service or military status, age, religion, disability, association with a person with a disability, order of protection status, pregnancy, childbirth or a medical condition related to pregnancy or childbirth, or any other protected characteristic, with regard to terms, conditions, privileges, and prerequisites of employment. The Park District intends the prohibition against harassment, discrimination and retaliation ~~are intended~~ to complement and further these policies, not to form the basis of an exception to them.

In addition to this policy and the District's EEO Policy, the Park District provides training on discrimination, harassment, and retaliation to its employees at or near the time of hire and annually thereafter.

Definitions of Harassment

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

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender or sex. Depending on the circumstances, these behaviors may include, but are not limited to:

- unwanted sexual advances or requests for sexual favors;
- sexual jokes and innuendo;
- verbal abuse of a sexual nature;
- commentary about an individual's body, sexual prowess or sexual deficiencies;
- leering;
- catcalls or touching;
- insulting or obscene comments or gestures;
- display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail);
- and other physical, verbal or visual conduct of a sexual nature.

2. Harassment on the basis of any other **legally** Protected Characteristic is also strictly prohibited. Under this policy, harassment is unwelcome verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of an individual's actual or perceived race (**including but not limited to traits associated with race, such as hair texture and protective hairstyles such as braids, locks, and twists**), color, religion, gender (including gender identity or expression), sex, sexual orientation, civil union partnership, age, national origin, citizenship status, **work authorization status (i.e., the status of being a person born outside the U.S., who is not a U.S. citizen but is authorized by the federal government to work in the United States)**, ancestry, marital status, veteran status, genetic information, unfavorable discharge from military service or military status, disability, **association with a person with a disability**, order of protection status, pregnancy, childbirth, or a medical condition related to childbirth or pregnancy, or any other characteristic protected by law or that of an individual's relatives, friends or associates, and that **results in any of the following**:
 - a. Has the purpose or effect of creating an intimidating, hostile or offensive work environment.
 - b. Has the purpose or effect of unreasonably interfering with an individual's work performance.

- c. Otherwise adversely affects an individual's employment opportunities.

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

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, professional conferences, business meetings, and business-related social events, and any other location where the individual is assigned to perform his or her job duties.

~~Note~~ IMPORTANT: Any employee/intern engaging in practices or conduct constituting sexual harassment, discrimination, harassment, or retaliation (as discussed later in this policy) of any kind shall will be subject to disciplinary action, up to and including termination. The Park District will take appropriate remedial action against any other individual (e.g., board members, independent contractors, patrons, vendors, etc.) engaging in practices or conduct constituting sexual harassment, discrimination, harassment, or retaliation.

Retaliation is Prohibited

The Park District prohibits retaliation against any individual, because ~~he or she~~ the individual reports discrimination, harassment, or retaliation; participates in an investigation of such reports; and/or ~~who~~ files a charge of discrimination, harassment, or retaliation. Retaliation against an individual for reporting harassment, discrimination, or retaliation; participating in an investigation of a claim of harassment, discrimination, or retaliation; or for filing a charge of discrimination, harassment, or retaliation is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action, up to and including termination of employment and/or other remedial action as warranted by the circumstances.

In addition to the Park District's prohibition on retaliation, various state and federal laws prohibit retaliation for reports of discrimination, harassment, or retaliation. For instance, protections against retaliation exist under the Illinois Human Rights Act and, depending on the circumstances, protections against retaliation may exist under the Illinois Whistleblower Act and/or the State Officials and Employee Ethics Act.

Complaint Reporting Procedure

The Park District strongly urges the reporting of all incidents of discrimination, harassment, or retaliation, regardless of the offender's identity or position. This policy applies to all full-time, part-time, temporary and seasonal employees, and interns. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment, discrimination, or retaliation. Therefore, while no fixed reporting period has been established, the Park District strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken.

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

If you an employee experiences or witnesses harassment, discrimination, or retaliation of any kind, you the employee should deal with the incident(s) as directly and firmly as possible by clearly communicating your their position to your their immediate supervisor, department head, Human Resources, or the Executive Director. You The employee should also document or record each incident (what was said or done, by whom, the date, time and place, and any witnesses to the incident). Written records such as letters, notes, memos, texts, social media postings, tweets, e-mails, and telephone messages can strengthen documentation. Any employee, even when the discrimination, harassment, or retaliation is not directed at them, can and should make a complaint. ~~It is not necessary that the discrimination, harassment, or retaliation be directed at you to make a complaint.~~

1. Direct Communication with Offender

If there is harassing, discriminatory, or retaliatory behavior in the workplace, and if you feel comfortable doing so, you should directly and clearly express your objection to the offending person(s) regardless of whether the behavior is directed at you. If you are the harassed individual, and if you feel comfortable doing so, you should also clearly state that the conduct is unwelcome, and the offending behavior must stop. However, you are **not** required to directly confront the person who is the source of your report, question, or complaint before notifying any of those individuals listed below. Further, you are **not** required to directly confront the person who is the source of your report, question, or complaint if you feel uncomfortable doing so. The initial message may be oral or written, but documentation of the notice should be made. If subsequent messages are needed, they should be put in writing.

2. Report to Supervisory and Administrative Personnel

At the same time direct communication is undertaken, or in the event you feel threatened or intimidated by the offending person, you should promptly report the offending behavior to your immediate supervisor and/or your department head. If you feel uncomfortable doing so, or if your immediate supervisor and/or department head are the source of the problem, condones the problem or ignores the problem, please report the conduct directly to Human Resources or the Executive Director. If the **Executive** Director is the source of the problem, condones the problem, or ignores the problem, you should immediately report the incident or incidents in writing directly to the President of the Board.

3. Report to **Executive** Director/President of the Board of Park Commissioners

An individual may also report incidents of harassment, discrimination, or retaliation directly to the Executive Director. If your complaint alleges harassment, discrimination, or retaliation by the Executive Director, or if the Executive Director condones the problem or ignores the problem, you should immediately report the incident or incidents in writing directly to the President of the Board of Park Commissioners.

4. Complaint against a Board Member

If a complaint is made about alleged discrimination, harassment, or retaliation by an elected official of the Glen Ellyn Park District (such as a **Board** Commissioner), the allegations should be reported to the Human Resources Department, the President of the Board, or any other Board member not involved in the alleged discrimination, harassment, or retaliation. If a complaint is made against an elected official of the District under this Section, the matter must be referred to the Park District's legal counsel. The complaint and any investigation into the complaint will be thoroughly investigated by the Human Resources Department (or his or her designee) or an independent attorney or consultant. **A committee made up of other board members who are not subjects of the allegations will review the findings.** ~~and will be independently reviewed by a committee made up of other Board members who are not the subject of the allegations.~~

When an allegation of discrimination, harassment, or retaliation is reported, an investigation will be conducted within a prompt period of time and appropriate remedial action will be taken **when the investigation determines the** an allegation is determined to be a substantiated **violation of policy**. At no time will personnel involved in the alleged discrimination, harassment, or retaliation conduct the investigation.

Nothing in this policy precludes a report of discrimination, harassment, or retaliation to the Illinois Department of Human Rights (IDHR), which is the State agency responsible for enforcing the Illinois Human Rights Act, as described in the “Conclusion” section below. Further, the IDHR maintains a hotline for confidential reports of sexual harassment **at 877-236-7703**.

Harassment Allegations Against Non-Employees/Third Parties

If ~~you~~ **an employee** makes a complaint alleging harassment, discrimination, or retaliation against an agent, vendor, supplier, contractor, volunteer, or person using Park District programs or facilities, the Superintendent of Finance & Personnel will investigate the incident(s) and determine the appropriate remedial action, if any. The Park District will ~~not~~ take reasonable efforts to protect ~~you~~ **the reporting/impacted employee(s)** from further contact with such persons when warranted or will take other reasonable steps to remediate the situation, **including (but not limited to) evaluating interim steps warranted while the Park District investigates the allegations**. Please recognize, however, that ~~the Park District has limited control over the actions of non-employees.~~

Important Notice to All Employees: Individuals who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of this reporting procedure.

Harassment Allegations by Elected Officials Against Other Elected Officials

Alleged harassment by one elected official against another can be reported to the District’s Board President. If the Board President is the person reporting the harassment or is implicated by the allegation, the report can be made to any other District commissioner. If a complaint is made against an elected official of the District by another elected official of the District under this Section, the matter must be referred to the District’s legal counsel. The allegations of the complaint will be thoroughly investigated through an independent review, which may include referring the matter to a qualified, independent attorney or consultant to review and investigate the allegations. Further, if warranted (as determined, where possible, by a committee of the other commissioners who are not the reporting official or the official who is the subject of the complaint), **the Park District will take** reasonable remedial measures ~~will be taken~~.

Harassment of Non-Employees

Harassment of non-employees by employees is strictly forbidden **by the Park District** and will be subject to discipline, up to and including termination. If a non-employee has a complaint of harassment, the non-employee should notify the Park District’s Human Resources Department. If the Human Resources Department is implicated by the allegation, the report can be made to the Executive Director of the District. If both the Human Resources Department and the Executive Director are implicated by the allegation, the report can be made to the Board President. The allegations of the complaint will be thoroughly investigated by the Human Resources Department, Executive Director, or Board President (or his or her designee) as appropriate and, if warranted, reasonable remedial measures will be taken. For the purposes of this Section, “non-employee” means a person who is not otherwise an employee of the ~~agency~~ **Park District** and is directly performing services for the employer pursuant to a contract with the employer; it includes **independent** contractors and consultants.

Responsibilities of Supervisors and Witnesses

Any supervisor or manager who becomes aware of any possible sexual or other harassment, discrimination, and/or retaliation of or by any individual should immediately advise Human Resources who will investigate the conduct promptly and take prompt remedial action if the **investigation substantiates the allegations** ~~are substantiated~~. ~~In the event the allegations implicate Human Resources, the supervisory or managerial employee who becomes aware of any possible sexual or other harassment, discrimination and/or retaliation should immediately advise the Executive Director, and the Park District will investigate the conduct promptly and take prompt remedial action, if the investigation substantiates the allegations.~~

~~The Park District encourages all individuals are encouraged to report incidents of harassment, discrimination, and retaliation, regardless of who the offender may be or whether or not you are the reporting employee is the intended victim.~~

The Investigation

Any reported allegations of harassment, discrimination, or retaliation will be investigated promptly. The Park District will make every reasonable effort to conduct an investigation in a responsible and confidential manner. However, it is impossible to guarantee **absolute** confidentiality, as the District must be able to fully investigate and take prompt remedial action when necessary. The investigation may include individual interviews with the parties involved, and where necessary, with individuals who may have observed the alleged conduct or may have other knowledge relevant to the allegations. The Park District reserves the right and hereby provides notice that **it may use** third parties ~~may be used~~ to investigate claims of harassment, discrimination, or retaliation. ~~You~~ **Employees** must cooperate in any investigation of workplace wrongdoing or risk disciplinary action, up to and including termination of employment.

Responsive Action

After investigation, the Park District will determine whether **the investigation substantiates** a complaint of harassment, discrimination or retaliation ~~has been substantiated or not based on a~~ **after** reviewing of the facts and circumstances of each situation. ~~The Park District will deal with~~ **M**isconduct constituting a violation of this policy (such as engaging in harassment, discrimination, or retaliation), ~~will be dealt with~~ appropriately. Appropriate **responsive remedial** action for a substantiated complaint may include, by way of example only: training, referral to counseling and/or disciplinary action (such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay, or termination of employment), as the Park District believes appropriate under the circumstances.

False and Frivolous Complaints

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

Annual Sexual Harassment Training

All employees of the Park District shall be required to attend annual sexual harassment training. Refusal or failure to attend such training shall be grounds for disciplinary action up to and including dismissal.

Conclusion

In summary, employees have a right to: be free from unlawful discrimination, harassment, or retaliation in the workplace (see this policy and the District's EEO Policy); file a charge of

discrimination, harassment, or retaliation (see this policy); and obtain reasonable accommodations, such as those based on pregnancy, childbirth, or medical conditions related to pregnancy or childbirth (see the District's ADA Policy and Pregnancy Discrimination Policy).

While ~~we~~ the Park District hopes to be able to resolve any complaints of discrimination, harassment, or retaliation within the Park District, ~~we~~ it acknowledges ~~your~~ each employee's right to contact the Illinois Department of Human Rights (IDHR) at the James R. Thompson Center, 100 West Randolph Street, Suite 10-100, Chicago, Illinois 60601, about filing a formal complaint. The IDHR also has a reporting hotline, which includes a method for the intake of anonymous phone calls regarding allegations of sexual harassment: 877-236-7703. If the IDHR determines that there is sufficient evidence of harassment to proceed further, it will file a complaint with the Illinois Human Rights Commission (HRC), located at the same address on the fifth floor. If the IDHR does not complete its investigation within 365 days, ~~you~~ an employee may file a complaint directly with the HRC between the 365th and the 395th day.

Updated Pregnancy Discrimination Policy (4.18) as provided by PDRMA updates tense and clarifying statements to match Illinois Department of Human Rights (IDHR) verbiage to include the use of the term Interactive Process.

4.18 Pregnancy Discrimination Policy

The Glen Ellyn Park District prohibits and does not tolerate discrimination against anyone on the basis of pregnancy, ~~childbirth or medical or common conditions related to pregnancy or childbirth.~~ ~~and is~~ The Park District committeds to making reasonable accommodations related to pregnancy, childbirth, and medical or common conditions related to pregnancy or childbirth. ~~The Park District will~~ It treats all applicants and employees who are pregnant in the same manner as any other applicant or employee with regard to job-related functions, benefits, ~~and~~ opportunities. ~~and purposes.~~ No person or employee, no matter ~~his or her~~ their title or position, has the authority, whether express, actual, apparent or implied, to discriminate against a pregnant employee or applicant.

The Park District will not deny or remove ~~an pregnant~~ employee from a position, because they ~~employee is~~ are pregnant, considering pregnancy, or experiencing any pregnancy-related problems. All decisions regarding a pregnant employee's placement in or continuation in a job will be based on the same consideration that governs all employment decisions—the employee's ability to satisfactorily perform the essential duties of the job in question, with or without reasonable accommodation.

If you have a question, complaint, or problem related to pregnancy discrimination, you should relate such question, complaint, or problem to your department head. If you feel uncomfortable doing so, or if your department head is the source of the problem, condones the problem, or ignores the problem, report to the Executive Director.

If neither of these alternatives is satisfactory to you, then you can direct your questions, problems, complaints, or reports to the President of the Board of Park Commissioners. You are not required to directly confront the person who is the source of your report, question, or complaint before notifying any of those individuals listed.

Requests for Reasonable Accommodations – Interactive Process

Employees who believe they need a reasonable accommodation to perform the essential functions of their job should contact **Human Resources** or their department head. The Park District encourages employees to come forward and request reasonable accommodation **when needed for pregnancy, childbirth or medical or common conditions related to pregnancy or childbirth.** If ~~you~~ employees feel uncomfortable making an accommodation request to **Human Resources** or ~~their~~ ~~you~~ department

head, or you they believe the your accommodation request was not properly managed when made, they should report the occurrence to the Executive Director.

On receipt of an accommodation request, your department head and your immediate supervisor the Park District (usually Human Resources or designee) will meet with you the requesting employee to begin the interactive process. During this interactive process, the employee and District will discuss and identify the precise limitations or restrictions resulting from the pregnancy, childbirth or a related medical or common condition, and the potential accommodation(s) the Park District might make to help overcome those limitations/restrictions to allow you the employee to perform the essential job functions of the your position. The Park District may request employees obtain medical documentation supporting their reported need for reasonable accommodations in compliance with applicable laws.

The Park District will determine the feasibility and reasonableness of the requested accommodation, considering various factors, including but not limited to, the nature and cost of the accommodation, the Park District's overall financial and other resources, the accommodation's impact on the operation of the your department, including the ability of other employees to perform their duties, and the Park District's ability to provide its services to the public.

The Park District will determine what it considered a reasonable accommodation will be based on a case-by-case analysis. When it denies a particular request, the Agency will endeavor to find and offer a reasonable alternative.

Decision on Accommodations and Appeal Process

The Park District will inform the employee of its decision on the accommodation request or on how to make the accommodation. If the accommodation request is denied, employees/unpaid interns will be advised of their right to appeal the decision by submitting a written statement explaining the reasons for the request to Human Resources or (if the denial came from Human Resources) to the Executive Director. If the Executive Director denies the appeal request, that decision is final.

Questions on Policy – Reporting Disability Discrimination/Harassment

An employee or job applicant who has questions regarding this policy or believes they have been discriminated against or harassed based on their pregnancy, childbirth or medical or common conditions related to pregnancy or childbirth should immediately follow the Complaint Reporting Procedure outlined in the Agency's Nondiscrimination and Antiharassment Policy. The Agency will treat all such inquiries or complaints as confidentially as possible. However, the Agency cannot guarantee absolute confidentiality, as it must share information as needed to investigate complaints promptly and take remedial action when warranted.

No Retaliation

The antiretaliation provisions in the Agency's Nondiscrimination and Antiharassment Policy apply to this Pregnancy Discrimination Policy in equal force.

Summary

Employees have a right to: be free from unlawful discrimination or harassment in the workplace; file a charge of discrimination or harassment; and obtain reasonable accommodations for pregnancy, childbirth and/or related medical or common conditions.

While we the Park District hopes to be able to resolve any complaints of discrimination within the Park District, we it acknowledges your each employee's right to contact the Illinois Department of Human Rights (IDHR) at the James R. Thompson Center, 100 West Randolph Street, Suite 10-100, Chicago, Illinois, 60601, about filing a formal complaint. and If it the IDHR determines there is sufficient evidence of discrimination to proceed further, it will file a complaint with the Illinois Human Rights Commission (IHRC), located at the same address on the fifth floor. If the IDHR does not complete its

investigation within 365 days, ~~you~~ **an employee** may file a complaint directly with the IHRC between the 365th and the 395th day.

4.19 Job Abandonment **Updated to neutralize gender.**

The Glen Ellyn Park District expects employees to report for work on time for every scheduled shift. An employee who is unable to report to work at the designated time is required to notify ~~his or her~~ **their** supervisor as soon as practical but no later than the employee's scheduled start time in accordance with Park District policies. Absent a compelling reason accepted in the sole discretion of the Executive Director, employees who fail to report to work for three consecutive business days and/or scheduled shifts without notifying the District of the absence will be considered as having voluntarily resigned as a result of job abandonment.

If the employee is unable to contact the Park District for any absence, ~~he or she~~ **they** should ask a representative (such as a family member or friend) to do so on the employee's behalf. If the employee or a representative is unable to contact the Park District due to extreme circumstances (such as a medical emergency or natural disaster that prohibits the employee or ~~his or her~~ **their** representative from contacting the Park District within three days), the employee or ~~his or her~~ **their** representative must contact the Park District as soon as feasible to explain the situation. In extreme circumstances, the employer will consider the explanation and its timing before determining if the voluntary resignation will be upheld.

4.20 Children in the Workplace **(New Policy recommended by PDRMA)**

The presence of children in the workplace with the employee parent during the employee's workday is inappropriate, and the Park District requires employees to avoid this situation except in extraordinary emergency situations. This policy exists to avoid disruptions and distractions in job duties of the employee and coworkers, reduce property and general liability, increase safety, and help maintain the District's professional work environment.

Childcare is the personal responsibility of the employee, and it is the further responsibility of the employee to prearrange for childcare in the event of an emergency. Bringing a child to work is only an option when the employee has exhausted all other emergency alternatives.

If bringing a child to work is unavoidable, employees must contact their immediate supervisor as soon as possible to discuss the situation and obtain permission to have the child accompany them while working. Factors the supervisor will consider are the age of the child, how long the child needs to be present, the work environment in the employee's area and any possible disruption to the employee's and coworkers' work. The Park District will not allow a child with an illness to come to work with the employee and considerations for remote work should be discussed.

A child brought to the workplace in unavoidable situations will be the responsibility of the employee parent, and the employee must accompany and supervise the child at all times. Excessive need to bring a child to the workplace and/or unauthorized bringing of a child to the workplace may result in discipline, up to and including dismissal from employment.

4.21 Telecommuting/Remote Work Policy **(New Policy recommended by PDRMA)**

To accommodate our employees' needs, the Glen Ellyn Park District will permit some employees in specific positions to telecommute and work at home for temporary periods of time as long as telecommuting does not impact the employee's productivity or adversely affect the efficient operation or business needs of the Park District. Some positions within the District, by their very nature, do not

lend themselves to telecommuting. For example, positions that require frequent supervision of other employees do not lend themselves to telecommuting, since it is an integral part of those positions for the supervisors to be available on-site to answer questions and coach employees in their growth and development. Similarly, positions that require manual work (such as maintenance or parks labor) also do not lend themselves to telecommuting, since it is an integral part of those positions to be on-site to complete the work. The Park District will determine whether employees can perform a specific job effectively off site and whether an individual is effective working without direct supervision at home. Employees should understand the ability to telecommute may vary based on business needs that change over time depending on the circumstances.

If an employee wishes the Park District to consider telecommuting, they must submit their request in writing to their immediate supervisor, including the proposed dates/times for the arrangement and all the reasons for the arrangement. The immediate supervisor may then meet with the employee to discuss the request prior to the District making a decision.

When considering a telecommuting request, the immediate supervisor and employee are responsible for ensuring they meet the following conditions:

- Telecommuting does not adversely affect the Park District, departmental assignments/projects, customer relations or other departments.
- There is adequate and suitable work available for the employee to perform at home with no direct supervision.
- The position is appropriate for a telecommuting arrangement.

Prior to giving approval, the immediate supervisor must discuss the terms of the arrangement with the Department Head, Human Resources, and the Executive Director to ensure fair and consistent practices are considered. Following discussion, and if approved, the terms of the arrangement will be put in writing and outline the following:

- 1) The reason for the arrangement
- 2) The agreed schedule of the employee
- 3) The need for any additional equipment or access
- 4) The duration of the arrangement
- 5) The expectation and communication of work being performed with regular updates for accountability and the understanding that the arrangement can be terminated at any time if adequate work is not being performed at the sole discretion of the supervisor.

Clean version of the proposed updates to Section 4.00 Employment Policies and Procedures of the Personnel Policy Manual. The four (4) NEW Proposed policies that have been added are highlighted in Aqua.

4.00 Employment Policies and Procedures

4.01 Hiring Procedures

Introduction

The Glen Ellyn Park District attempts to hire and retain the best available, suitable, and qualified individuals for all staff positions determined at its sole discretion. The Park District may need to reorganize departments or reassign responsibilities within a department or position from time to time in order to best serve the public and better utilize its limited resources.

Procedures for Employee Recruitment

Attracting and selecting qualified employees is vital to the success of the Park District. All open positions will be posted in a place accessible by all employees; however, it is the policy of the District to use a variety of recruitment resources to attract and select the best available qualified applicants for employment.

When position openings occur, it is the policy of the Park District to encourage promotion and transfer from within whenever this is consistent with the best interests of the Park District. In all cases, employment will be based upon selection by appointed or supervisory employees, with ratification by the succeeding level of authority. It shall be the express practice of the Park District to employ the best available qualified applicant for any position, and employment and advancement shall be based strictly on merit.

Recruitment Objectives

- Attract and identify highly qualified applicants.
- Attract and identify applicants who possess the desired education, certifications, talent, and passion for the position.
- Utilize a variety of recruitment resources to attract and select the best available qualified applicants for employment.
- Encourage diversity in the workplace by following all applicable laws related to equal opportunity employment.
- Select applicants who meet all requirements of employment as detailed in the Personnel Policy Manual and/or job description.

Employee Recruitment Process

1. Approval of vacant positions.

Before recruitment can begin, staff must receive the appropriate approval to fill any new or existing positions.

- Seasonal, Part-Time, Temporary positions: Staff must receive approval from their direct supervisor before beginning the recruitment process to ensure that the number and type of positions being advertised is consistent with department needs and budget.
- Full-Time Positions: Staff must receive approval from their direct supervisor and the Executive Director before beginning the recruitment process of a full-time employee.

2. Job Description Review

- Existing Position: Staff shall review job descriptions at the time of position turnover to determine if any essential functions or requirements have changed. If changes to the job description are necessary, the hiring staff must submit the changes to their direct supervisor and the Human Resources (HR) department. Once HR approves the changes, they will make the changes to the official copy of the job description.
- All existing job descriptions are available on the District's Common Drive. Any changes to the Word or PDF version will be completed by an employee of the HR Department.
- When reviewing and posting a job, staff shall use the version available on the Common Drive.
- New Position: A job description must be created for any authorized new positions. New job descriptions will be created within the hiring department. Once the hiring department's superintendent approves the job description, it must receive final approval from the HR department.

3. Advertise Position

Once the position has been approved and reviewed, staff shall use a variety of resources to post the job. At minimum, all open positions will be posted:

- On the District's website and/or through its Human Resource Management software.
- All job postings must be approved by the department head and HR prior to being posted live on the website.
- At all District owned facilities in a prominent location that is accessible to all employees, such as at the time-clock or in the employee break room.

The hiring supervisor and his/her supervisor will determine if any additional recruitment methods are needed and will identify sources which would yield the most qualified candidates. The hiring supervisor and his/her supervisor are responsible for ensuring that funds exist in the budget prior to utilizing any recruitment resources that charge a fee.

Transfer and Promotion

Employees interested in a particular opening should apply, in writing, to the position's hiring supervisor and notify their immediate supervisor. All transfers and advancements will be made on the basis of past performance, ability, attitude, aptitude, and other relevant job-related criteria as determined by the Park District in its sole discretion. Whenever, in the sole discretion of the Park District, there are two equally qualified candidates, preference may be given to the Park District employee. Please note that employees requesting a transfer or promotion are subject to the same selection process and employment test requirements as outside applicants.

Employees may check with their immediate supervisor and/or Human Resources to inquire about current vacancies and/or opportunities for additional hours.

Application and Selection Process

Individuals interested in a particular position opening must complete an application for employment. The initial application may consist of a Park District application form, cover letter, and/or resume. Applicants, including current employees, are required to furnish information and complete requested forms, to satisfactorily inform the Park District of an applicant's qualifications and suitability for the

position. Only those applicants who possess the skills and abilities to meet the job requirements shall be eligible to be considered for employment.

The provision of false, incomplete, or misleading information in the employment application or other materials submitted in connection with an application or in response to any questions, no matter when discovered, may result in a non-hire decision, rescission of an offer of employment, or dismissal of an employee.

The selection process involves an evaluation of the applicant's apparent qualifications for the position sought. Representatives of the District shall attempt to determine a qualified applicant's ability through reference checks, or any testing deemed necessary. Testing may be written, oral, physical, or in the form of a demonstration of skill, or any combination of these and shall be designed to test and determine the relative ability of a qualified applicant. The Park District shall be responsible for any expenses incurred due to testing.

The Glen Ellyn Park District, through the appropriate agencies, may conduct background investigations, validate/check driver's licenses, conduct psychological surveys and other post-offer employment assessments, conduct oral and written interviews, drug and alcohol testing and post-offer physical examinations on any phase of physical requirements stated in specific job description.

Proof of Right to Work

Within three business days of the date employment begins, Park District employees must provide adequate documentation of their eligibility to work in the United States. The Park District requires all new employees to furnish proof of citizenship or right to work by completing the Federal Form I-9 and providing appropriate supporting documentation within the first three days of employment.

Proof of Birth Date

The Park District requires all employees to furnish certified proof of date of birth at the time of hire.

4.02 Notification

The Park District will make every effort to notify qualified applicants of acceptance or rejection as soon as possible.

New employees of the Park District shall receive a verbal conditional offer followed by a notice of employment or payroll change which indicates position, date of employment, department, rate of pay, a copy of the District's Personnel Policy Manual, and applicable benefit information along with other policies, terms, and conditions of employment. This notice and any supplemental material are not intended to create a contract of employment. All employees of the Park District are at-will.

4.03 Criminal Background

The Park District is required by state statute (70 ILCS 1205/8-23) to obtain criminal conviction information concerning **all** applicants and will initiate a criminal background check on applicants for **all** positions following a conditional job offer and prior to the applicant starting work. Pursuant to the statute, any conviction of offenses enumerated in subsection (c) of said statute (regardless of when the conviction sentenced ended) will automatically disqualify the applicant from consideration for working for the Park District, and any conviction of offenses enumerated in subsection (d) of said statute where the conviction sentence ended within the seven years prior to employment will automatically disqualify the applicant from consideration for working for the Park District. Any other conviction(s) will not automatically disqualify the applicant from consideration, but rather, the Park District will consider such conviction(s) pursuant to its Criminal Convictions Policy (4.04) Applicants are not required to disclose sealed or expunged records of corrections. The Park District may require

applicants to submit fingerprints and/or other identification information to facilitate such an investigation. All information concerning the record of convictions will be confidential and only transmitted to those persons who are necessary to the decision process.

Applicants may be required to submit fingerprints and/or other identification information in order to facilitate such an investigation. All information concerning the record of convictions shall be confidential and will only be transmitted to those persons who are necessary to the decision process.

Additionally, ALL Volunteer Coaches and any other volunteer responsible for the care or oversight of children will be required to complete a Volunteer Application and agree to a criminal background check before starting in that capacity. Following the initial check, any volunteer continuing in this type of role will have their background re-checked every three years.

4.04 NEW: Criminal Convictions Policy

As previously indicated, State statute (70 ILCS 1205/8-23) requires park districts to obtain criminal conviction information concerning all applicants, and the Agency will initiate a criminal background check on applicants for all positions prior to the applicant starting work. Pursuant to the statute, any conviction of offenses enumerated in subsection (c) of said statute (regardless of when the conviction sentenced ended) will automatically disqualify the applicant from consideration for working for the Park District, and any conviction of offenses enumerated in subsection (d) of said statute, where the conviction sentence ended within the seven years prior to employment, will automatically disqualify the applicant from consideration for working for the District. Any other conviction(s) will not automatically disqualify the applicant from consideration (or employee from continued employment), but the Park District will consider whether the convictions are substantially related to the employment sought or held or whether granting or continuing employment would involve an unreasonable risk to property or to the safety and welfare of specific individuals or the general public, as discussed below.

Sealed or Expunged Records

The Park District does not require applicants to disclose sealed or expunged records of corrections, nor will the District take adverse employment action based on the same.

Consent

The Park District may require applicants to submit fingerprints and/or other identification information to facilitate a criminal conviction background check. All information concerning the record of convictions will be confidential and only transmitted to those persons necessary to the decision process, or as required by law.

Disqualifying Convictions

In some circumstances, the law may require the Park District to disqualify an applicant (or dismiss an employee) with certain criminal convictions automatically. In all other instances, the District will not consider conviction records in making adverse employment decisions regarding applicants and employees unless: (1) there is a substantial relationship between one or more of the previous criminal offenses and the employment sought or held; or (2) the granting or continuation of the employment would involve an unreasonable risk to property or to the safety and welfare of specific individuals or the general public.

- “Substantial relationship” means a consideration of whether the employment position offers the opportunity for the same or a similar offense to occur and whether the circumstances leading to the conduct for which the person was convicted will recur in the employment position.

- Showing that a conviction record poses an “unreasonable risk” means that before making a decision to bar employment, the Park District will assess the risk the employee poses to the workplace in the particular position and determine whether the risk is unreasonable under the circumstances.
- The Park District will consider the following factors in determining whether a substantial relationship or unreasonable risk exists:
 - (1) length of time since the conviction(s);
 - (2) number of convictions;
 - (3) nature and severity of the conviction(s) and its relationship to the safety and security of others;
 - (4) facts or circumstances surrounding the conviction;
 - (5) age of the applicant/employee at the time of conviction; and
 - (6) evidence of rehabilitation efforts.

Notice of Pending Adverse Action and Interactive Process

The Park District gives notice to, and has an interactive process with, applicants/employees prior to making a final adverse employment decision based on any conviction record. In particular:

- If, after considering the listed factors, the Park District makes a preliminary decision the applicant’s/ employee’s conviction record may result in an adverse employment action, the District will notify the employee of the preliminary decision in writing that contains:
 - (1) the potentially disqualifying conviction(s);
 - (2) a copy of the conviction history report; and
 - (3) an explanation of the employee’s right to respond to the notice before that decision becomes final, including (but not limited to) submission of evidence challenging the accuracy of the conviction record or evidence of mitigation.
- The employee/applicant then receives at least five business days to respond before the Park District will make a final decision.
- The District will consider any documentation or information submitted by the applicant/employee.

Notice of Adverse Action or Hiring/Continued Employment

After engaging in this interactive process, the Park District will either notify the applicant/employee they can continue with hiring/employment or will give written notice to applicant/employee of a final adverse employment decision based on any conviction record. Any written notice of a final adverse employment decision based on a conviction record will contain:

- (1) notice of the disqualifying conviction(s) that is the basis for the final decision and the Park District’s reasoning for the disqualification;
- (2) any existing procedure the Park District has for the applicant/employee to challenge the decision or request reconsideration (if any); and
- (3) the right to file a Charge of Discrimination with the IDHR.

4.05 Equal Employment Opportunity Policy

Equal Employment Opportunity has been, and will continue to be, a fundamental principle at the Glen Ellyn Park District, where employment is based upon personal capabilities and qualifications without discrimination because of an individual’s actual or perceived race (including but not limited to traits associated with race such as hair texture and protective hairstyles such as braids, locks, and twists), color, religion, sex, gender (including gender identity and expression), age, national origin, citizenship status, work authorization status (i.e., the status of being a person born outside the U.S., who is not a

U.S. citizen but is authorized by the federal government to work in the United States), ancestry, marital status, veteran status, disability, association with a person with a disability, sexual orientation, genetic information, unfavorable discharge from military service or military status, civil union partnership, order of protection status, pregnancy, childbirth, or a medical condition related to pregnancy or childbirth, or any other protected characteristic as established by law.

In accordance with federal, state, and local laws, it is the policy of the Glen Ellyn Park District to provide equal employment opportunities to all qualified persons. All of the Park District's personnel policies, procedures and decisions pertaining to hire, promotion, transfer, layoff, rates of pay, discipline, discharge and other terms and conditions of employment are made and executed without regard to an individual's actual or perceived race (including but not limited to traits associated with race such as hair texture and protective hairstyles such as braids, locks, and twists), color, religion, sex, gender (including gender identity and expression), national origin, citizenship status, work authorization status (i.e., the status of being a person born outside the U.S., who is not a U.S. citizen but is authorized by the federal government to work in the United States), ancestry, age, marital status, veteran status, civil union partnership, order of protection status, genetic information, disability, association with a person with a disability, unfavorable discharge from military service or military status, sexual orientation, pregnancy, childbirth, or a medical condition related to pregnancy or childbirth, or any other category protected by law.

We make reasonable accommodations when necessary for all employees and/or applicants with disabilities, provided the individual is otherwise qualified to perform the essential functions of the job with or without the reasonable accommodations. Such individuals are encouraged to discuss their need for a reasonable accommodation with Human Resources (See ADA Policy).

Human Resources has overall responsibility for this policy and maintains reporting and monitoring procedures. Employees' questions or concerns should be referred to Human Resources. If the employee is uncomfortable reporting to Human Resources, the employee should report to his or her Department Head, Executive Director, or President of the Board of Commissioners. (For the full complaint reporting procedure, see the agency's Non-Discrimination and Anti-Harassment Policy).

4.06 Americans With Disabilities

The Park District is committed to complying with all applicable provisions of the Americans With Disabilities Act ("ADA"). It is the Park District's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of non-discrimination, the Park District will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the Park District aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the Park District.

The Park District will make all decisions concerning recruitment, placement, selection, training, hiring, advancement, discharge or other terms, conditions, or privileges of employment based on job-related qualifications and abilities.

Request for Reasonable Accommodation – Interactive Process

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact Human Resources or their department head. The Park District encourages individuals with disabilities to come forward and request reasonable accommodation when needed. If employees feel uncomfortable making an accommodation request

to Human Resources or their department head, or they believe the accommodation request was not properly managed when made, they should report the matter to the Executive Director.

On receipt of an accommodation request, the Park District (usually Human Resources or designee) will meet with the requesting employee as part of an investigative process. During this interactive process, the employee and the Park District will discuss and identify the precise limitations or restrictions resulting from the disability and the potential accommodation(s) the Park District might make to help overcome those limitations/restrictions and allow the employee to perform the essential job functions of the employee's position.

The Park District will determine the feasibility and reasonableness of the requested accommodation considering various factors, including but not limited to, the nature and cost of the accommodation, the Park District's overall financial and other resources, the accommodation's impact on the operation of the department, including the ability of other employees to perform their duties, and on the Park District's ability to provide its services to the public.

The Park District determines what is a reasonable accommodation on a case-by-case analysis. The ADA does not require the Park District to make the best possible accommodation, reallocate essential job functions, create new positions or provide personal use items (i.e., eyeglasses, hearing aids, wheelchairs, etc.). However, when the Park District denies a particular request, it will endeavor to find and offer a reasonable alternative.

Decision on Accommodations and Appeal Process

The Park District will inform the employee of its decision on the accommodation request. If the Park District denies accommodation requests, it will advise the employee of their right to appeal the decision by submitting a written statement explaining the reasons for the request to Human Resources or (if the denial came from Human Resources) to the Executive Director. If the Executive Director denies the appeal request, that decision is final.

Questions on Policy – Reporting Disability Discrimination/Harassment

An employee or job applicant who has questions regarding this policy or believes they have been discriminated against or harassed based on an actual or perceived disability (or based on an association with a person with a disability) should immediately follow the Complaint Reporting Procedure outlined in the Park District's Non-Discrimination and Anti-Harassment Policy. The Park District will treat all such inquiries or complaints as confidentially as possible. However, the District cannot guarantee absolute confidentiality, as it must share information as needed to investigate complaints promptly and take remedial action when warranted.

No Retaliation

The antiretaliation provisions in the District's Non-Discrimination and Anti-Harassment Policy apply to this ADA Policy in equal force.

Summary

In summary, employees have a right to: be free from unlawful discrimination or harassment in the workplace; file a charge of discrimination or harassment; and obtain reasonable accommodations for disabilities.

While the Park District hopes to resolve any complaints of discrimination within the District, it acknowledges each employee's right to contact the IDHR at the James R. Thompson Center, 100 West Randolph Street, Suite 10-100, Chicago, Illinois, 60601, about filing a formal complaint. If the IDHR determines there is sufficient evidence of discrimination to proceed further, it will file a complaint with the IHRC, located at the same address on the fifth floor. If the IDHR does not complete its investigation

within 365 days, an employee may file a complaint directly with the IHRC between the 365th and the 395th day.

4.07 Anti-Nepotism Policy

The employment of relatives can cause various problems, including charges of favoritism, actual or perceived conflicts of interest, family discord, and scheduling conflicts that work to the disadvantage of both the Park District and its employees.

The Park District will consider members of an employee's immediate family for employment on the basis of their qualifications only, but may not hire immediate family if employment would create any of the following circumstances:

1. Supervisor/subordinate relationship with a family member.
2. Potential for an adverse impact on work performance.
3. Actual conflict of interest or the appearance of a conflict of interest.

This policy must also be considered when assigning, transferring, or promoting an employee. For the purpose of this section, immediate family member includes: spouse, civil union or domestic partner, parent, children, sibling, in-law, aunt, uncle, niece, nephew, grandparent, grandchildren, and members of household. This policy also applies to romantic relationships (Please review the Park District's policy on Romantic or Sexual Relationships).

Employees who later become immediate family members or establish a romantic relationship may continue employment as long as it does not involve any of the above. If one of the conditions outlined should occur, the Park District will try to find a suitable position to which one of the employees can transfer and will make reasonable efforts to assign job duties so as to minimize problems of supervision, safety, security or morale. If changes of this nature are not feasible or reasonable, the Park District will ordinarily allow employees to determine which of them will resign. If the employees cannot make a decision, the Park District will decide, in its sole discretion, who will remain employed.

4.08 Child Labor Laws: Employment of Minors

The Glen Ellyn Park District complies with all applicable federal, state, and local Child Labor Laws regarding the employment of minors. This policy does not seek to list all of those laws but to highlight key provisions generally.

1. All minors under age 16 must have an Employment Certificate/Work Permit **BEFORE** they will be allowed to work for the Park District. The Regional or District Superintendent of Schools, or duly authorized agent issues employment certificates and must give the certificate to the Park District for employment purposes, so the Park District can produce the certificate upon request to the Illinois Department of Labor. Students should visit their school's office.
2. For purposes of this policy, "School Day" means any day when school is in session and "School Week" means any week where one or more days are school days.
3. Federal and Illinois Child Labor Laws mandate that a minor under the age of 16 **cannot** work the following hours:
 - a. During school hours when school is in session.
 - b. More than six (6) consecutive days in a calendar week.
 - c. More than forty (40) hours in a calendar week and more than eight (8) hours a day when school is out.

- d. Earlier than 7 am and later than 7 pm, except from June 1 to Labor Day, when the minor may work up to 9 pm.
 - e. Over three (3) hours a day when school is in session.
 - f. Over eight (8) hours a day combining school and work hours when school is in session; and
 - g. Over eighteen (18) hours in a calendar week when school is in session.
- 4. The Park District will provide an unpaid meal period of at least thirty (30) minutes to minors under the age of 16 no later than the fifth consecutive hour of work.
 - 5. Employees under age 16 cannot supervise any part of the transportation of camp, field trips, or other District/SRA sponsored program participants to or from District/SRA sponsored activities, including loading participants or materials onto a bus prior to departure, supervising the participants (or performing any other work) during the ride to and from the activity, and unloading participants or materials upon arrival at the activity or back at the point of departure. Employees under the age of 16 are relieved of **ALL** duties during this time and are not to resume their duties until all participants and materials have been unloaded from the bus.

Under applicable federal, state and local laws, certain duties or positions may be prohibited for certain age groups, such as those under the age of 16 or under the age of 18. The Park District complies with all such limitations and may put relevant age restrictions in applicable job descriptions and/or postings for clarity.

4.09 Pre-employment Tests

Introduction

One or more tests may be required of employees hired for certain positions, including without limitation, transferred, and promoted employees.

Pre-Placement Medical Examination

The Park District requires all full-time employees, maintenance staff, trades, security staff, drivers of agency vehicles and other safety-sensitive positions deemed appropriate, to successfully complete a medical examination after a position has been offered to the employee, but prior to starting employment. This medical examination is necessary to determine if the employee can perform the essential functions of the job offered with or without reasonable accommodation. The Park District will also require pre-employment drug testing, in accordance with the District's Alcohol and Drug Abuse Policy, for all applicants offered a full-time position with the Park District and other applicants based upon the position offered. However, pre-employment testing will not include testing for alcohol or cannabis, absent a federal, state, or local law requiring the agency to do so.

A healthcare provider of the Park District's choice and at Park District expense will perform the examination. Employees must consent to the disclosure of the findings, conclusions, and opinions to the Park District. The Park District will maintain employee medical records, including pre-employment medical examinations and drug tests, in a separate confidential file. Information contained in your medical file will not be released or disclosed without your written consent, pursuant to court order, or except to persons with a lawful right or need to know.

Employees may be required to undergo subsequent medical examinations when such examinations are job-related and consistent with business necessity. Such examinations will be conducted under the same procedures and guidelines as outlined above for pre-employment medical examinations.

Pre-Employment Drug Test

The Park District will require drug testing, in accordance with its Alcohol and Drug Abuse Policy, for all applicants offered a full-time position with the Park District and other applicants based upon the position offered.

Employees who are required to have a commercial driver's license (CDL) for their position with the Park District will be tested in accordance with the Park District's Alcohol and Drug Procedures for CDL Employees which is in Section 11.00.

Driver's License Abstract

Although employees are not generally required to have a driver's license as a condition of their employment, any employee who may be expected to drive either his personal vehicle or a Park District vehicle in the course of their job duties will be required to have a valid driver's license with the proper classification for the vehicle(s) the employee is expected to operate.

Before such an employee has started work or shortly thereafter, and generally on an annual basis thereafter, the Park District will request a driver's license abstract review from the Illinois Secretary of State's office.

A history of severe and/or excessive driving violations may result in an applicant/employee being unable to drive as part of their work duties, and if driving is an essential function of their position, may result in rescission of an offer or discipline up to and including dismissal from employment. Similarly, a driver's license being placed on suspended or restricted status may result in an applicant/employee being unable to drive as part of their work duties, and if driving is an essential function of their position, may result in rescission of an offer or discipline up to and including dismissal from employment. However, if a restriction or suspension is a result of an applicant's/employee's disability or pregnancy, the applicant/employee will have all rights available under the District's ADA and Pregnancy Discrimination Policies, and the Park District will engage in the interactive process to determine what reasonable accommodations, if any, are available to the employee pursuant to the relevant policy.

4.10 New Hire Reporting Procedures

The Glen Ellyn Park District electronically reports new hires online through the IDES New Hire Reporting form as part of the employment process within 20 days of their start date. Employees who have been off payroll due to lay-off, furlough, medical leave, leave of absence or separation from work for 180 days or more are also reported to IDES as a new hire by the first pay date after they return to work.

4.11 Introductory Employment Period

Every new employee goes through an initial period of adjustment to learn about the Park District and their job. During this time, the employee will have an opportunity to find out if they are suited to, and like, their new position.

The initial employment period also gives the employee's supervisor a reasonable period of time to evaluate the new employee's performance, including determining if the employee appears to possess the aptitude and attitude necessary to meet the required standards and expectations of the position. The introductory employment period is 90 days (3 months) for full-time staff and for part-time and seasonal staff it is thirty (30) working days.

The immediate supervisor will utilize the Introductory Period to conduct orientation, training and assist the new employee in adjusting to their new position. The employee may be discharged at any time during this period if their supervisor concludes that the employee is not progressing or

performing satisfactorily. Under appropriate circumstances, the introductory period may be extended. **Additionally, as is true at all times during an employee's employment with the Park District, employment is not for any specific time, and the Park District may terminate it at will, with or without cause and without prior notice.**

- A. New full-time employees of the Park District, promoted employees, and certain transferred employees shall be employed on an introductory basis for a period of at least 90 days. The introductory period may be extended by the department head to six (6) months when deemed necessary. Under unusual circumstances the introductory employment period may be extended beyond six (6) months by the Executive Director.
- B. During the introductory employment period employees accrue vacation and sick days. However, paid vacation or sick days may not be taken until after the introductory period is completed. Employees are not eligible to participate in the Park District's health or life insurance program until 30 days after employment commences.

At the end of the introductory employment period, the employee and immediate supervisor may discuss the employee's performance and/or the immediate supervisor may provide a written evaluation for the employee to include goals and future development going forward. The supervisor may also recommend an increase in pay to be approved by the department head, Superintendent of Finance & Personnel and Executive Director at this time.

Provided the employee's job performance meets the expectations of the Park District at the end of the introductory employment period, the employee will continue in employment as an at-will employee. **Successful completion of the introductory period does not guarantee continued employment for any specific period of time or otherwise create an employment contract between the employee and the Park District, and employees remain at-will at all times.**

4.12 Personnel File

A personnel file shall be established for each employee that contains all pertinent employment information and forms, including without limitation, employment application, references, job performance evaluations, recognition for service, outstanding performance or other commendations, disciplinary action, and other employment records. Any medical and/or benefit records, as well as any other confidential personnel records, will be maintained in a separate confidential file.

Information contained in your personnel (and confidential medical or benefit) files will not be released or disclosed without an employee's written consent, except to persons with a lawful right or need to know, including without limitation, pursuant to a court order.

The Park District will not disclose an employee's disciplinary report, letter of reprimand or other disciplinary action to a third party or to a party outside of the Park District's organization (except in the event of union representation) without first providing written notice to the employee mailed first-class mail to the employee's last known address on or before the day the information is divulged. (When the request for such a record is made pursuant to IL FOIA, the Park District may send the written notice to the employee via first-class mail or through electronic mail). This paragraph is inapplicable, however, if (1) the employee specifically waived written notice as part of a written, signed employment application with another employer; (2) the disclosure is ordered in a legal action or arbitration; or (3) a government agency requested the information as a result of a claim or complaint by the employee or as a result of a criminal investigation by such agency.

Employees may review their personnel file in accordance with applicable law and established Park District procedures. If you wish to review your personnel file, you should contact Human Resources to complete the appropriate forms.

All requests must be in writing, and all inspections must be conducted at the District's Administrative Office.

It is to an employee's advantage to ensure all personnel records are accurate and up-to-date. Employees are responsible for and must promptly advise the Park District of any changes in:

- Name and/or marital status
- Address and/or telephone number
- W-4 deductions for taxes
- Banking information for direct deposit
- Person(s) to contact in case of emergency
- Number of eligible dependents (FT Only)
- Other personal information that the Park District needs to know to contact an employee or properly administer Park District benefits programs or general operational concerns
- An employee's immigration status (if eligibility for employment in the United States is affected).

IMPORTANT: Employees should immediately notify Human Resources of any changes in pertinent information.

4.13 Dual Jobs Within the District

Full-time and part-time employees are usually hired for a specific position in a department. Provided the employee's primary job is not compromised in any manner, and the employee and/or supervisor receives written, advanced permission from the employee's Department Head (which may be withheld for any lawful reason in the Park District's sole discretion), an employee may work an additional part-time or seasonal job with the Park District with pay. (Employees may not have more than one full-time job with the Park District.) Dual positions with the Park District are subject to approval by the employee's current supervisor and Department Head and require that hours be closely monitored for overtime and IMRF purposes. The Park District may subsequently revoke permission, however, if it determines in its sole discretion that such an additional job adversely interferes with an employee's primary job or for any other lawful business reason.

Please Note: For non-exempt hourly employees, all hours worked in ALL positions count toward the 40-hour overtime threshold in a given workweek. If an employee is working for multiple supervisors, at the same time, the supervisors must communicate and coordinate work schedules to minimize overtime.

4.14 Job Descriptions

All full-time positions generally shall be as completely described as possible in a job description. Each job description shall contain three types of information: (1) qualifications, (2) required knowledge or skills and physical requirements, (3) duties and responsibilities, including essential duties of the position. Job descriptions shall be given to each employee when employment begins and will be periodically reviewed by the employee and his supervisor as well as human resources.

4.15 **NEW Policy: Orientation Policy**

Newly hired employees or employees who, because of a transfer, promotion, or reclassification, are in a different employment classification, or qualify for different benefits must report to the Human Resources Department on or before the first day in that position to complete the necessary paperwork.

The Park District may require each new employee, including transferred or promoted employees, to complete pre-employment testing, job training, and/or an orientation session within the first two weeks of their employment in their new position. The orientation process may include training required by both governmental regulations and compliance with the regulations and guidance promulgated by the Park District Risk Management Agency. The Park District requires employees to sign an Employee Orientation Checklist or Acknowledgement to confirm they received and understand the new position and any necessary material.

4.16 **Outside Employment**

If full-time employees secure employment outside of their job with the Park District, they must inform their Department Head and the Executive Director. If it appears, in the sole discretion of your Department Head or Executive Director, that the outside employment presents a possible conflict of interest or interferes with fulfilling your responsibilities at the Park District, your Department Head and/or the Executive Director can require employees to quit their outside employment or resign from the Park District if unwilling to quit their outside employment.

To avoid potential conflicts of interest, full-time, part-time, and short-term/seasonal employees may not accept work from or work for persons or companies with whom the Park District conducts **any form of business**. No employee may work for another employer when they are scheduled or requested to work for the Park District.

- A. While working outside employment, District employees are not covered by the District's Workers' Compensation insurance.
- B. Employees are prohibited from entering into contracts with an individual or a company for the performance of personal services while on District time or using District equipment.
- C. Employees shall not receive outside compensation for performing services on District time.
- D. For the purpose of this section, outside employment shall be defined as any form of non-District activity whether full-time, part-time, or short-term, for which an employee receives money, goods, services, or other forms of compensation.

Failure to terminate outside employment when so directed by your department head may be cause for disciplinary action, up to and including dismissal from employment.

4.17 **Non-Discrimination and Anti-Harassment Policy**

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

It is the responsibility of each and every employee, intern, officer, official, Park Commissioner, agent, volunteer, and vendor of the Park District, as well as anyone using the Park District's facilities, to refrain from sexual and other harassment. The Park District will not tolerate sexual or any other type of harassment of or by any of its employees, interns, elected officials, or any other person in an employee's work environment. Actions, words, jokes or comments based on an individual's actual or perceived gender (including gender identity or expression), sex, race (including but not limited to traits associated with race, such as hair texture and protective hairstyles such as braids, locks, and twists), color, national origin, citizenship status, work authorization status (i.e., the status of being a person born outside the U.S., who is not a U.S. citizen but is authorized by the federal government to work in the United States), ancestry, marital status, veteran status, genetic information, unfavorable discharge from military service or military status, age, religion, disability, association with a person with a disability, sexual orientation, civil union partnership, order of protection status, pregnancy, childbirth, or a medical condition related to pregnancy or childbirth, or any other legally protected characteristic will not be tolerated.

This policy should not, and may not, be used as a basis for excluding or separating individuals because of his or her actual or perceived gender (including gender identity or expression), sex, sexual orientation, civil union partnership, race (including but not limited to traits associated with race, such as hair texture and protective hairstyles such as braids, locks, and twists), color, national origin, citizenship status, work authorization status (i.e., the status of being a person born outside the U.S., who is not a U.S. citizen but is authorized by the federal government to work in the United States), ancestry, marital status, veteran status, genetic information, unfavorable discharge from military service or military status, age, religion, disability, association with a person with a disability, order of protection status, pregnancy, childbirth, or a medical condition related to pregnancy or childbirth, or any other protected characteristic, from participating in business or work-related social activities or discussions in order to avoid allegations of harassment.

The law and policies of the Park District prohibit disparate treatment based on an individual's actual or perceived gender (including gender identity or expression), sex, sexual orientation, civil union partnership, race (including but not limited to traits associated with race, such as hair texture and protective hairstyles such as braids, locks, and twists), color, national origin, citizenship status, work authorization status (i.e., the status of being a person born outside the U.S., who is not a U.S. citizen but is authorized by the federal government to work in the United States), ancestry, marital status, veteran status, genetic information, unfavorable discharge from military service or military status, age, religion, disability, association with a person with a disability, order of protection status, pregnancy, childbirth or a medical condition related to pregnancy or childbirth, or any other protected characteristic, with regard to terms, conditions, privileges, and prerequisites of employment. The Park District intends the prohibition against harassment, discrimination and retaliation to complement and further these policies, not to form the basis of an exception to them.

In addition to this policy and the District's EEO Policy, the Park District provides training on discrimination, harassment, and retaliation to its employees at or near the time of hire and annually thereafter.

Definitions of Harassment

1. Sexual harassment may occur whenever there are unwelcome sexual advances, requests for sexual favors, or any other verbal, physical or visual conduct of a sexual nature when any of the following occur:
 - a. Submission to the conduct is made either implicitly or explicitly a condition of the individual's employment;

- b. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the individual; or
- c. The harassment has the purpose or effect of interfering with the individual's work performance or creating an environment that is intimidating, hostile or offensive to the individual.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender or sex. Depending on the circumstances, these behaviors may include, but are not limited to:

- unwanted sexual advances or requests for sexual favors;
 - sexual jokes and innuendo;
 - verbal abuse of a sexual nature;
 - commentary about an individual's body, sexual prowess or sexual deficiencies;
 - leering;
 - catcalls or touching;
 - insulting or obscene comments or gestures;
 - display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail);
 - and other physical, verbal or visual conduct of a sexual nature.
2. Harassment on the basis of any other legally Protected Characteristic is also strictly prohibited. Under this policy, harassment is unwelcome verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of an individual's actual or perceived race (including but not limited to traits associated with race, such as hair texture and protective hairstyles such as braids, locks, and twists), color, religion, gender (including gender identity or expression), sex, sexual orientation, civil union partnership, age, national origin, citizenship status, work authorization status (i.e., the status of being a person born outside the U.S., who is not a U.S. citizen but is authorized by the federal government to work in the United States), ancestry, marital status, veteran status, genetic information, unfavorable discharge from military service or military status, disability, association with a person with a disability, order of protection status, pregnancy, childbirth, or a medical condition related to childbirth or pregnancy, or any other characteristic protected by law or that of an individual's relatives, friends or associates, and that results in any of the following:
- a. Has the purpose or effect of creating an intimidating, hostile or offensive work environment.
 - b. Has the purpose or effect of unreasonably interfering with an individual's work performance.
 - c. Otherwise adversely affects an individual's employment opportunities.

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

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, professional conferences, business meetings, business-related social events, and any other location where the individual is assigned to perform his or her job duties.

IMPORTANT: Any employee/intern engaging in practices or conduct constituting sexual harassment, discrimination, harassment, or retaliation (as discussed later in this policy) of any kind will be subject to disciplinary action, up to and including termination. The Park District will take appropriate remedial action against any other individual (e.g., board members, independent contractors, patrons, vendors, etc.) engaging in practices or conduct constituting sexual harassment, discrimination, harassment, or retaliation.

Retaliation is Prohibited

The Park District prohibits retaliation against any individual, because the individual reports discrimination, harassment, or retaliation; participates in an investigation of such reports; and/or files a charge of discrimination, harassment, or retaliation. Retaliation against an individual for reporting harassment, discrimination, or retaliation; participating in an investigation of a claim of harassment, discrimination, or retaliation; or for filing a charge of discrimination, harassment, or retaliation is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action, up to and including termination of employment and/or other remedial action as warranted by the circumstances.

In addition to the Park District's prohibition on retaliation, various state and federal laws prohibit retaliation for reports of discrimination, harassment, or retaliation. For instance, protections against retaliation exist under the Illinois Human Rights Act and, depending on the circumstances, protections against retaliation may exist under the Illinois Whistleblower Act and/or the State Officials and Employee Ethics Act.

Complaint Reporting Procedure

The Park District strongly urges the reporting of all incidents of discrimination, harassment, or retaliation, regardless of the offender's identity or position. This policy applies to all full-time, part-time, temporary and seasonal employees, and interns. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment, discrimination, or retaliation. Therefore, while no fixed reporting period has been established, the Park District strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken.

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

If an employee experiences or witnesses harassment, discrimination, or retaliation of any kind, the employee should deal with the incident(s) as directly and firmly as possible by clearly communicating their position to their immediate supervisor, department head, Human Resources, or the Executive Director. The employee should also document or record each incident (what was said or done, by whom, the date, time and place, and any witnesses to the incident). Written records such as letters, notes, memos, texts, social media postings, tweets, e-mails, and telephone messages can strengthen documentation. Any employee, even when the discrimination, harassment, or retaliation is not directed at them, can and should make a complaint.

1. **Direct Communication with Offender**

If there is harassing, discriminatory, or retaliatory behavior in the workplace, and if you feel comfortable doing so, you should directly and clearly express your objection to the offending person(s) regardless of whether the behavior is directed at you. If you are the harassed

individual, and if you feel comfortable doing so, you should also clearly state that the conduct is unwelcome, and the offending behavior must stop. However, you are **not** required to directly confront the person who is the source of your report, question, or complaint before notifying any of those individuals listed below. Further, you are **not** required to directly confront the person who is the source of your report, question, or complaint if you feel uncomfortable doing so. The initial message may be oral or written, but documentation of the notice should be made. If subsequent messages are needed, they should be put in writing.

2. Report to Supervisory and Administrative Personnel

At the same time direct communication is undertaken, or in the event you feel threatened or intimidated by the offending person, you should promptly report the offending behavior to your immediate supervisor and/or your department head. If you feel uncomfortable doing so, or if your immediate supervisor and/or department head are the source of the problem, condones the problem or ignores the problem, please report the conduct directly to Human Resources or the Executive Director. If the Executive Director is the source of the problem, condones the problem, or ignores the problem, you should immediately report the incident or incidents in writing directly to the President of the Board.

3. Report to Executive Director/President of the Board of Park Commissioners

An individual may also report incidents of harassment, discrimination, or retaliation directly to the Executive Director. If your complaint alleges harassment, discrimination, or retaliation by the Executive Director, or if the Executive Director condones the problem or ignores the problem, you should immediately report the incident or incidents in writing directly to the President of the Board of Park Commissioners.

4. Complaint against a Board Member

If a complaint is made about alleged discrimination, harassment, or retaliation by an elected official of the Glen Ellyn Park District (such as a Board Commissioner), the allegations should be reported to the Human Resources Department, the President of the Board, or any other Board member not involved in the alleged discrimination, harassment, or retaliation. If a complaint is made against an elected official of the District under this Section, the matter must be referred to the Park District's legal counsel. The complaint and any investigation into the complaint will be thoroughly investigated by the Human Resources Department (or his or her designee) or an independent attorney or consultant. A committee made up of other board members who are not subjects of the allegations will review the findings.

When an allegation of discrimination, harassment, or retaliation is reported, an investigation will be conducted within a prompt period of time and appropriate remedial action will be taken when the investigation determines the allegation is a substantiated violation of policy. At no time will personnel involved in the alleged discrimination, harassment, or retaliation conduct the investigation.

Nothing in this policy precludes a report of discrimination, harassment, or retaliation to the Illinois Department of Human Rights (IDHR), which is the State agency responsible for enforcing the Illinois Human Rights Act, as described in the "Conclusion" section below. Further, the IDHR maintains a hotline for confidential reports of sexual harassment at 877-236-7703.

Harassment Allegations Against Non-Employees/Third Parties

If an employee makes a complaint alleging harassment, discrimination, or retaliation against an agent, vendor, supplier, contractor, volunteer, or person using Park District programs or facilities, the Superintendent of Finance & Personnel will investigate the incident(s) and determine the appropriate remedial action, if any. The Park District will take reasonable efforts to protect the reporting/impacted

employee(s) from further contact with such persons when warranted or will take other reasonable steps to remediate the situation, including (but not limited to) evaluating interim steps warranted while the Park District investigates the allegations.

Important Notice to All Employees: Individuals who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of this reporting procedure.

Harassment Allegations by Elected Officials Against Other Elected Officials

Alleged harassment by one elected official against another can be reported to the District's Board President. If the Board President is the person reporting the harassment or is implicated by the allegation, the report can be made to any other District commissioner. If a complaint is made against an elected official of the Park District by another elected official of the District under this Section, the matter must be referred to the District's legal counsel. The allegations of the complaint will be thoroughly investigated through an independent review, which may include referring the matter to a qualified, independent attorney or consultant to review and investigate the allegations. Further, if warranted (as determined, where possible, by a committee of the other commissioners who are not the reporting official or the official who is the subject of the complaint), the Park District will take reasonable remedial measures.

Harassment of Non-Employees

Harassment of non-employees by employees is strictly forbidden by the Park District and will be subject to discipline, up to and including termination. If a non-employee has a complaint of harassment, the non-employee should notify the Park District's Human Resources Department. If the Human Resources Department is implicated by the allegation, the report can be made to the Executive Director of the District. If both the Human Resources Department and the Executive Director are implicated by the allegation, the report can be made to the Board President. The allegations of the complaint will be thoroughly investigated by the Human Resources Department, Executive Director, or Board President (or his or her designee) as appropriate and, if warranted, reasonable remedial measures will be taken. For the purposes of this Section, "non-employee" means a person who is not otherwise an employee of the Park District and is directly performing services for the employer pursuant to a contract with the employer; it includes independent contractors and consultants.

Responsibilities of Supervisors and Witnesses

Any supervisor or manager who becomes aware of any possible sexual or other harassment, discrimination, and/or retaliation of or by any individual should immediately advise Human Resources who will investigate the conduct promptly and take prompt remedial action if the investigation substantiates the allegations. In the event the allegations implicate Human Resources, the supervisory or managerial employee who becomes aware of any possible sexual or other harassment, discrimination and/or retaliation should immediately advise the Executive Director, and the Park District will investigate the conduct promptly and take prompt remedial action, if the investigation substantiates the allegations.

The Park District encourages all individuals to report incidents of harassment, discrimination, and retaliation, regardless of who the offender may be or whether the reporting employee is the intended victim.

The Investigation

Any reported allegations of harassment, discrimination, or retaliation will be investigated promptly. The Park District will make every reasonable effort to conduct an investigation in a responsible and confidential manner. However, it is impossible to guarantee **absolute** confidentiality, as the District must be able to fully investigate and take prompt remedial action when necessary. The investigation

may include individual interviews with the parties involved, and where necessary, with individuals who may have observed the alleged conduct or may have other knowledge relevant to the allegations. The Park District reserves the right and hereby provides notice that it may use third parties to investigate claims of harassment, discrimination, or retaliation. Employees must cooperate in any investigation of workplace wrongdoing or risk disciplinary action, up to and including termination of employment.

Responsive Action

After investigation, the Park District will determine whether the investigation substantiates a complaint of harassment, discrimination, or retaliation after reviewing the facts and circumstances of each situation. The Park District will deal with misconduct constituting a violation of this policy (such as engaging in harassment, discrimination, or retaliation), appropriately. Appropriate remedial action for a substantiated complaint may include, by way of example only: training, referral to counseling and/or disciplinary action (such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay, or termination of employment), as the Park District believes appropriate under the circumstances.

False and Frivolous Complaints

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

Annual Sexual Harassment Training

All employees of the Park District shall be required to attend annual sexual harassment training. Refusal or failure to attend such training shall be grounds for disciplinary action up to and including dismissal.

Conclusion

In summary, employees have a right to: be free from unlawful discrimination, harassment, or retaliation in the workplace (see this policy and the District's EEO Policy); file a charge of discrimination, harassment, or retaliation (see this policy); and obtain reasonable accommodations, such as those based on pregnancy, childbirth, or medical conditions related to pregnancy or childbirth (see the District's ADA Policy and Pregnancy Discrimination Policy).

While the Park District hopes to be able to resolve any complaints of discrimination, harassment, or retaliation within the Park District, it acknowledges each employee's right to contact the Illinois Department of Human Rights (IDHR) at the James R. Thompson Center, 100 West Randolph Street, Suite 10-100, Chicago, Illinois 60601, about filing a formal complaint. The IDHR also has a reporting hotline, which includes a method for the intake of anonymous phone calls regarding allegations of sexual harassment: 877-236-7703. If the IDHR determines that there is sufficient evidence of harassment to proceed further, it will file a complaint with the Illinois Human Rights Commission (IHRC), located at the same address on the fifth floor. If the IDHR does not complete its investigation within 365 days, an employee may file a complaint directly with the IHRC between the 365th and the 395th day.

4.18 Pregnancy Discrimination Policy

The Glen Ellyn Park District prohibits and does not tolerate discrimination against anyone on the basis of pregnancy, childbirth or medical or common conditions related to pregnancy or childbirth. The Park District commits to making reasonable accommodations related to pregnancy, childbirth, and medical or common conditions related to pregnancy or childbirth. It treats all applicants and employees who are pregnant in the same manner as any other applicant or employee with regard to job-related

functions, benefits, and opportunities. No person or employee, no matter their title or position, has the authority, whether express, actual, apparent or implied, to discriminate against a pregnant employee or applicant.

The Park District will not deny or remove an employee from a position, because they are pregnant, considering pregnancy, or experiencing any pregnancy-related problems. All decisions regarding a pregnant employee's placement in or continuation in a job will be based on the same consideration that governs all employment decisions—the employee's ability to satisfactorily perform the essential duties of the job in question, with or without reasonable accommodation.

If you have a question, complaint, or problem related to pregnancy discrimination, you should relate such question, complaint, or problem to your department head. If you feel uncomfortable doing so, or if your department head is the source of the problem, condones the problem, or ignores the problem, report to the Executive Director.

If neither of these alternatives is satisfactory to you, then you can direct your questions, problems, complaints, or reports to the President of the Board of Park Commissioners. You are not required to directly confront the person who is the source of your report, question, or complaint before notifying any of those individuals listed.

Requests for Reasonable Accommodations – Interactive Process

Employees who believe they need a reasonable accommodation to perform the essential functions of their job should contact Human Resources or their department head. The Park District encourages employees to come forward and request reasonable accommodation when needed for pregnancy, childbirth or medical or common conditions related to pregnancy or childbirth. If employees feel uncomfortable making an accommodation request to Human Resources or their department head, or they believe the accommodation request was not properly managed when made, they should report the occurrence to the Executive Director.

On receipt of an accommodation request, the Park District (usually Human Resources or designee) will meet with the requesting employee to begin the interactive process. During this interactive process, the employee and District will discuss and identify the precise limitations or restrictions resulting from the pregnancy, childbirth or a related medical or common condition, and the potential accommodation(s) the Park District might make to help overcome those limitations/restrictions to allow the employee to perform the essential job functions of the position. The Park District may request employees obtain medical documentation supporting their reported need for reasonable accommodations in compliance with applicable laws.

The Park District will determine the feasibility and reasonableness of the requested accommodation, considering various factors, including but not limited to, the nature and cost of the accommodation, the Park District's overall financial and other resources, the accommodation's impact on the operation of the department, including the ability of other employees to perform their duties, and the Park District's ability to provide its services to the public.

The Park District will determine what it considers a reasonable accommodation on a case-by-case analysis. When it denies a particular request, the Agency will endeavor to find and offer a reasonable alternative.

Decision on Accommodations and Appeal Process

The Park District will inform the employee of its decision on the accommodation request or on how to make the accommodation. If the accommodation request is denied, employees/unpaid interns will be advised of their right to appeal the decision by submitting a written statement explaining the reasons

for the request to Human Resources or (if the denial came from Human Resources) to the Executive Director. If the Executive Director denies the appeal request, that decision is final.

Questions on Policy – Reporting Disability Discrimination/Harassment

An employee or job applicant who has questions regarding this policy or believes they have been discriminated against or harassed based on their pregnancy, childbirth or medical or common conditions related to pregnancy or childbirth should immediately follow the Complaint Reporting Procedure outlined in the Agency’s Nondiscrimination and Antiharassment Policy. The Agency will treat all such inquiries or complaints as confidentially as possible. However, the Agency cannot guarantee absolute confidentiality, as it must share information as needed to investigate complaints promptly and take remedial action when warranted.

No Retaliation

The antiretaliation provisions in the Agency’s Nondiscrimination and Antiharassment Policy apply to this Pregnancy Discrimination Policy in equal force.

Summary

Employees have a right to: be free from unlawful discrimination or harassment in the workplace; file a charge of discrimination or harassment; and obtain reasonable accommodations for pregnancy, childbirth and/or related medical or common conditions.

While the Park District hopes to be able to resolve any complaints of discrimination within the Park District, it acknowledges each employee’s right to contact the Illinois Department of Human Rights (IDHR) at the James R. Thompson Center, 100 West Randolph Street, Suite 10-100, Chicago, Illinois, 60601, about filing a formal complaint. If the IDHR determines there is sufficient evidence of discrimination to proceed further, it will file a complaint with the Illinois Human Rights Commission (IHRC), located at the same address on the fifth floor. If the IDHR does not complete its investigation within 365 days, an employee may file a complaint directly with the IHRC between the 365th and the 395th day.

4.19 Job Abandonment

The Glen Ellyn Park District expects employees to report for work on time for every scheduled shift. An employee who is unable to report to work at the designated time is required to notify their supervisor as soon as practical but no later than the employee's scheduled start time in accordance with Park District policies. Absent a compelling reason accepted in the sole discretion of the Executive Director, employees who fail to report to work for three consecutive business days and/or scheduled shifts without notifying the District of the absence will be considered as having voluntarily resigned as a result of job abandonment.

If the employee is unable to contact the Park District for any absence, they should ask a representative (such as a family member or friend) to do so on the employee's behalf. If the employee or a representative is unable to contact the Park District due to extreme circumstances (such as a medical emergency or natural disaster that prohibits the employee or their representative from contacting the Park District within three days), the employee or their representative must contact the Park District as soon as feasible to explain the situation. In extreme circumstances, the employer will consider the explanation and its timing before determining if the voluntary resignation will be upheld.

4.20 Children in the Workplace

The presence of children in the workplace with the employee parent during the employee’s workday is inappropriate, and the Park District requires employees to avoid this situation except in extraordinary emergency situations. This policy exists to avoid disruptions and distractions in job

duties of the employee and coworkers, reduce property and general liability, increase safety, and help maintain the Park District's professional work environment.

Childcare is the personal responsibility of the employee, and it is the further responsibility of the employee to prearrange for childcare in the event of an emergency. Bringing a child to work is only an option when the employee has exhausted all other emergency alternatives.

If bringing a child to work is unavoidable, employees must contact their immediate supervisor as soon as possible to discuss the situation and obtain permission to have the child accompany them while working. Factors the supervisor will consider are the age of the child, how long the child needs to be present, the work environment in the employee's area and any possible disruption to the employee's and coworkers' work. The Park District will not allow a child with an illness to come to work with the employee and considerations for remote work should be discussed.

A child brought to the workplace in unavoidable situations will be the responsibility of the employee parent, and the employee must accompany and supervise the child at all times. Excessive need to bring a child to the workplace and/or unauthorized bringing of a child to the workplace may result in discipline, up to and including dismissal from employment.

4.21 Telecommuting/Remote Work Policy

To accommodate our employees' needs, the Glen Ellyn Park District will permit some employees in specific positions to telecommute and work at home for temporary periods of time as long as telecommuting does not impact the employee's productivity or adversely affect the efficient operation or business needs of the Park District. Some positions within the Park District, by their very nature, do not lend themselves to telecommuting. For example, positions that require frequent supervision of other employees do not lend themselves to telecommuting, since it is an integral part of those positions for the supervisors to be available on-site to answer questions and coach employees in their growth and development. Similarly, positions that require manual work (such as maintenance or parks labor) also do not lend themselves to telecommuting, since it is an integral part of those positions to be on-site to complete the work. The Park District will determine whether employees can perform a specific job effectively off site and whether an individual is effective working without direct supervision at home. Employees should understand the ability to telecommute may vary based on business needs that change over time depending on the circumstances.

If an employee wishes the Park District to consider telecommuting, they must submit their request in writing to their immediate supervisor, including the proposed dates/times for the arrangement and all the reasons for the arrangement. The immediate supervisor may then meet with the employee to discuss the request prior to the Park District making a decision.

When considering a telecommuting request, the immediate supervisor and employee are responsible for ensuring they meet the following conditions:

- Telecommuting does not adversely affect the Park District, departmental assignments/projects, customer relations or other departments.
- There is adequate and suitable work available for the employee to perform at home with no direct supervision.
- The position is appropriate for a telecommuting arrangement.

Prior to giving approval, the immediate supervisor must discuss the terms of the arrangement with the Department Head, Human Resources, and the Executive Director to ensure fair and consistent

practices are considered. Following discussion, and if approved, the terms of the arrangement will be put in writing and outline the following:

- 1) The reason for the arrangement
- 2) The agreed schedule of the employee
- 3) The need for any additional equipment or access
- 4) The duration of the arrangement
- 5) The expectation and communication of work being performed with regular updates for accountability and the understanding that the arrangement can be terminated at any time if adequate work is not being performed at the sole discretion of the supervisor.



MEMO

December 11, 2023

TO: Park District Board of Commissioners
FROM: Dave Thommes, Executive Director
RE: Family Care Leave Policy

Staff are investigating options for creating a Family Care Leave Policy. All WDSRA agencies were surveyed to determine which had a similar policy, which is summarized on the following page. Additionally, the Addison Public Library and Chicago Park District provided information. An initial draft of the policy was written by staff after the information was gathered. A staff review of the policy has taken place, but legal review is still required before the policy can be approved by the board.

Recommendation:

Refine the policy, obtain attorney review, and present it to the board in 2024.

Motion:

For discussion only.

<u>Agency</u>	<u>Maternity</u>	<u>Paternity</u>	<u>Other</u>	<u>FMLA Only</u>	<u>Details</u>	<u>Qualifying Event</u>					
Carol Stream				X							
Wheaton				X							
Winfield				X							
Warrenville				X							
Roselle	X	X			4 weeks of paid leave, for qualifying event, concurrent with FMLA	Birth or adoption of a child.					
Oak Brook			X		Up to 8 weeks of paid leave at 75% of the employee's base pay for Qualifying Events. Any employee can opt to take their available compensatory, vacation, personal, and/or sick hours to receive their full salary benefits.	<ul style="list-style-type: none"> • Birth of an employee's child. • Placement of a child with the employee for adoption or foster care. • To care for a family member with a serious health condition. • Any qualifying exigency due to an employee's spouse, child, or parent being on covered active duty (or having been notified of an impending call or order to cover active duty) in the armed forces. • To care for a service member who is the employee's spouse, 					
West Chicago				X							
Naperville			X		Up to ten (10) days of accumulated sick time may be converted to personal days and used as part of the employees Family and Medical Leave.		Birth or adoption of a child.				
WDSRA											
Bloomington				X							
Glen Ellyn Park District				X							
Chicago Park District	X	X			Approved paid parental leave may be taken at any time during the twelve month period immediately following the birth, adoption, or placement of a child with the Eligible Employee. Paid parental leave may not be used or extended beyond this 12 month period.	Birth, adoption, placement.					
Addison Public Library	X	X			Paid parental leave of up to 8 weeks.	Birth or adoption					

Family Care Leave

Purpose

The Glen Ellyn Park District recognizes the need for paid time off to allow employees to achieve work/life balance. This policy provides full-time employees paid leave to care for themselves or a family member, person in their legal guardianship, or any individual in which the employee is regularly responsible for providing care, which may include but is not limited to the employee's child, stepchild, spouse, domestic partner, domestic partner's child, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, stepparent, aunt, uncle, niece, nephew for certain Qualifying Events, as defined below.

Eligibility

Full-time employees who have worked for Glen Ellyn Park District for at least 12 months are eligible for Family Care Leave and have not exhausted other leaves of absence.

Family Care Leave

The Glen Ellyn Park District provides up to 4 weeks of paid leave for the following Qualifying Events:

1. Birth of an employee's child.
2. Placement of a child with the employee for adoption or foster care.
3. To care for themselves or a family member with a serious health condition.
4. Any qualifying exigency due to an employee's spouse, child, or parent being on covered active duty (or having been notified of an impending call or order to cover active duty) in the armed forces.
5. To care for a service member who is the employee's spouse, child, parent, or next of kin.

The employee must provide their supervisor with 30 days' notice of the Qualifying Event (or if the Qualifying Event was not foreseeable, within 48 hours of the Qualifying Event) and submit the leave request forms to the Human Resources Department. An employee's use of leave under this policy may be taken intermittently, if approved by the Human Resources Department. While the leave can be taken intermittently, it must be taken in a minimum of 4 hours per usage.

If the employee is asking to exceed 4 weeks of Family Care Leave, the employee must use other paid-time-off (PTO) hours or use unpaid leave time.

The employee will continue to be eligible to accrue benefit hours and pay rate increases while on Family Care Leave.

If the employee otherwise qualifies for any other leave of absence, such leave must be taken concurrently with Family Care Leave.

Certification

Human Resources may require an employee who requests Family Care Leave to sign a form of certification attesting to their relationship with the individual needing care. Human Resources may also require an employee who requests Family Care Leave for any Qualifying Event listed in 3-5 above to sign a form of certification attesting that such employee is taking Family Care Leave for the Qualifying Event. Any employee who refuses to sign such certifications may be denied the requested leave.

In the event an employee requests Family Leave Care for the care of a family member with a serious health condition or to care for service member who is the employee's spouse, child, parent, or next of kin, Human Resources may require certification issued by a health care provider stating the approximate date on which the serious health condition or the health condition of the service member commenced, the probable duration of the condition and the medical facts within the provider's knowledge showing that the family member's or service member's health condition, including hospitalizations or doctors' visits, and needs care. In the event an employee requests Family Leave Care for any qualifying

exigency due to an employee's spouse, child, or parent being on covered active duty (or having been notified of an impending call or order to cover active duty) in the armed forces, Human Resources may require the employee to provide a copy of the military member's active-duty orders.

The Glen Ellyn Park District may subject an employee to reasonable disciplinary measures, depending on the circumstances, when an employee intentionally misrepresents that such employee is taking Family Care Leave for a Qualifying Event.

Multiple Qualifying Events

Different rules apply if an employee has two potentially Qualifying Events. An employee may not take more than 4 weeks of Family Care Leave in a rolling twelve-month period. For the second Qualifying Event, the employee has one year from the second Qualifying Event to use Family Care Leave. The soonest the employee can begin to take the second Family Care Leave is a year from the first Family Care Leave start date. An employee may take multiple Family Care Leaves as long as they do not exceed 8 weeks in a rolling twelve-month period. For example, the employee may take 2 weeks for a birth of a child and then take another 2 weeks to care for a spouse with a serious health condition.

DRAFT



MEMO

December 14, 2023

TO: Park District Board of Commissioners
FROM: Nathan Troia, PLA, Director of Planning and Natural Resources
CC: Dave Thommes, Executive Director
RE: Frank Johnson Center Pay Application – Dec. 1

The Frank Johnson Center, FJC, is the maintenance headquarters for the Park District. Situated on two (2) acres of land, the building was formerly an ice manufacturing facility. Originally constructed in c.1930 and most recently renovated in 2001. FJC has served as a recreation, administration, and maintenance facility prior to becoming the maintenance headquarters.

To ensure the facility continues to remain capable of serving the demands and needs of the community for years to come, the Glen Ellyn Park District has budgeted for the construction of a new facility at the same location. This was the outcome of a master planning facility study that deemed the existing buildings were not worthy of renovation.

Featherstone Inc., the construction manager, in coordination with staff, publicly noticed invitations for bid in April of 2023, to complete all aspects of the project.

Attached is the December 1st Payment Application for the improvements in the amount of \$733,033.36 for work performed in November. This request is from Featherstone, Inc., who is the Construction Manager for this project. The total amount will be paid to Featherstone, who will pay subcontractors. This pay application includes the following construction to date: roof shingles, masonry, concrete slabs, plumbing, electrical and more.

Recommendations: As the services identified within the pay application have been performed, staff recommends Board approval for Featherstone, Inc. December pay application for the Frank Johnson Center construction in the amount of \$733,033.36.

Motion: I make a motion to approve Featherstone, Inc. December pay application for the Frank Johnson Center construction in the amount of \$733,033.36 as the services identified within the pay application have been performed.



Featherstone, Inc.

PROJECT + CONSTRUCTION MANAGEMENT

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

December 1, 2023

Mr. Nathan Troia
Glen Ellyn Park District
185 Spring Avenue
Glen Ellyn, IL. 60137

Re: Glen Ellyn Park District
Frank Johnson Center
Monthly Payment Report - #05

Dear Nathan,

Find attached is the contract payment summary report. This report includes the following:

1. Contract Summary Payment Report
2. Contractor Applications and Waivers
3. Trailing Waivers
4. Certified Payroll
5. Construction Manager General Conditions Invoice
6. Construction Manager Staff and CM Fee Invoice

Total Amount Due: **\$733,033.36**

If you should have any questions, please call.

Sincerely,

Tom Featherstone

Tom Featherstone



Featherstone, Inc.
PROJECT + CONSTRUCTION MANAGEMENT

4610 Reslyn Road, Downers Grove, Illinois 60015
P 630.337.1990 www.featherstoneinc.com

The Glen Elyn Park District
The Johnson Center
December 1, 2023
Contract Payment Report #05

Cont. #	Contract	Original Contract	Extra To Contract	Adjusted Contract	Work Completed To Date	Total Retained	Net Amount Earned	Previously Paid	Net Amount Due	Balance Due
01	Demolition - National Wrecking Company	69,900.00	3,416.29	73,316.29	73,316.29	7,331.63	65,984.66	65,984.66	0.00	7,331.63
02	Earthwork - J.S. Riener, Inc.	334,500.00	280,654.30	615,154.30	574,004.30	57,400.43	516,603.87	357,532.92	159,070.95	98,550.43
03	Site Utilities - Jensen's Plumbing & Heating, Inc.	204,900.00	31,501.21	236,401.21	219,504.00	21,950.40	197,553.60	149,436.90	48,116.70	38,847.61
04	Asphalt Paving - Accu-Paving Co.	104,410.00	0.00	104,410.00	60,000.00	6,000.00	54,000.00	5,400.00	48,600.00	50,410.00
05	Concrete - Mannus General Contracting, Inc.	657,000.00	41,045.00	698,045.00	507,682.63	50,768.26	456,914.37	400,951.37	55,963.00	241,130.63
06	Masonry - J & E Duff Inc.	494,600.00	5,856.00	500,456.00	462,165.00	46,216.50	415,948.50	415,948.50	0.00	84,507.50
07	Structural Steel - Ralph H. Simpson Co.	164,607.00	0.00	164,607.00	58,049.00	5,804.90	52,244.10	49,465.80	2,778.30	112,362.90
08	General Trades - Mannus General Contracting, Inc.	785,260.00	10,128.10	795,388.10	474,486.87	47,449.68	427,047.19	273,927.19	153,120.00	368,340.91
09	Roofing - J&F Chiatello Construction, Inc.	244,470.00	0.00	244,470.00	130,900.00	13,090.00	117,810.00	0.00	117,810.00	126,660.00
10	Doors, Frames and Hardware - Anderson Lock	84,540.00	0.00	84,540.00	0.00	0.00	0.00	0.00	0.00	84,540.00
11	Overhead Doors - A Better Door & Dock Services,	139,430.00	0.00	139,430.00	0.00	0.00	1,800.00	1,800.00	0.00	139,430.00
12	Glazing and Storefront - Mark Industries	32,450.91	0.00	32,450.91	2,000.00	200.00	0.00	0.00	0.00	32,450.91
13	Flooring - Commercial Carpet Consultants, Inc.	108,790.00	0.00	108,790.00	0.00	0.00	0.00	0.00	0.00	108,790.00
14	Painting - Midwest Decorating, Inc.	126,064.00	0.00	126,064.00	0.00	0.00	0.00	0.00	0.00	126,064.00
15	Epoxy Flooring - Arlow Systems	24,043.00	0.00	24,043.00	0.00	0.00	0.00	0.00	0.00	24,043.00
16	Signage - Parvin-Clauss Sign Company	31,550.00	0.00	31,550.00	0.00	0.00	0.00	0.00	0.00	31,550.00
17	Toilet Accessories & Misc. Specialties	225,000.00	0.00	225,000.00	57,500.00	5,750.00	51,750.00	0.00	0.00	173,250.00
18	Plumbing - Sherman Mechanical, Inc.	87,000.00	0.00	87,000.00	2,100.00	210.00	1,890.00	1,890.00	0.00	85,110.00
19	Fire Suppression - S.J. Carlson Fire Protection, Inc	270,900.00	8,174.00	279,074.00	9,350.00	935.00	8,415.00	8,415.00	0.00	270,659.00
20	HVAC - Premier Mechanical, Inc.	500,160.00	0.00	500,160.00	139,500.00	13,950.00	125,550.00	56,250.00	69,300.00	374,610.00
21	Electrical & Low Voltage - Correct Electric, Inc.	82,668.00	6,268.00	88,936.00	0.00	0.00	0.00	0.00	0.00	88,936.00
22	Fencing - Proline Fence Company	56,675.00	925.00	57,600.00	0.00	0.00	0.00	0.00	0.00	57,600.00
23	Landscaping - Cox Landscaping LLC	41,000.00	0.00	41,000.00	0.00	0.00	0.00	0.00	0.00	41,000.00
24	Vehicle Lifts - P.R. Straich & Sons, Inc.	5,002,714.91	387,967.90	5,390,682.81	2,770,568.09	277,056.80	2,493,511.29	1,838,752.34	654,758.95	2,897,171.52
	Subtotal:									
100	General Conditions - Featherstone, Inc.	277,444.08	0.00	277,444.08	200,019.50	0.00	200,019.50	125,144.80	74,874.70	77,424.58
101	Contingency	744,213.67	(286,569.04)	457,644.63	0.00	0.00	0.00	0.00	0.00	457,644.63
	Subtotal:	1,021,657.75	(286,569.04)	735,088.71	200,019.50	0.00	200,019.50	125,144.80	74,874.70	535,069.21
	Total Hard Cost:	6,024,372.66	101,398.86	6,125,771.52	2,970,587.59	277,056.80	2,693,530.79	1,963,897.14	729,633.65	3,432,240.73
102	Owner Purchase / Insurance	16,000.00	0.00	16,000.00	0.00	0.00	0.00	0.00	0.00	16,000.00
103	Owner Purchase / Building Permit	26,834.33	68,063.74	94,898.07	97,831.27	0.00	97,831.27	97,831.27	0.00	(2,933.20)
104	Owner Purchase / Utility Service - ComEd	22,000.00	0.00	22,000.00	10,469.28	0.00	10,469.28	10,469.28	0.00	11,530.72
105	Owner Purchase / Utility Service - Nicor Gas	8,800.00	0.00	8,800.00	120.24	0.00	120.24	120.24	0.00	8,679.76
106	Owner Purchase / Utility Service - Fiber Service (AT&T)	11,000.00	0.00	11,000.00	0.00	0.00	0.00	0.00	0.00	11,000.00
107	Owner Purchase / Residential Appliances	8,250.00	0.00	8,250.00	0.00	0.00	0.00	0.00	0.00	8,250.00
108	Owner Purchase / Owner Furniture	86,239.29	2,150.00	88,389.29	0.00	0.00	0.00	0.00	0.00	88,389.29
109	Owner Purchase / Allowance for Video & Security	7,500.00	0.00	7,500.00	0.00	0.00	0.00	0.00	0.00	7,500.00
110	Owner Purchase / IT Equipment	10,600.00	0.00	10,600.00	799.00	0.00	799.00	799.00	0.00	9,801.00
111	Owner Purchase / Shop Equipment	10,000.00	0.00	10,000.00	0.00	0.00	0.00	0.00	0.00	10,000.00
112	Design Fees	548,903.00	0.00	548,903.00	274,966.59	0.00	274,966.59	274,966.59	0.00	273,936.41
114	Construction Manager - Featherstone, Inc.	520,169.00	0.00	520,169.00	356,214.54	0.00	356,214.54	312,814.83	43,389.71	163,954.46
	Subtotal Soft Cost:	1,276,295.62	70,213.74	1,346,509.36	740,400.92	0.00	740,400.92	697,001.21	43,389.71	606,108.44
	Total Project Cost:	7,300,668.28	171,612.60	7,472,280.88	3,710,988.51	277,056.80	3,433,931.71	2,660,898.35	773,033.36	4,038,349.17



MEMO

December 14, 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 – November 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 November Payment Application for the improvements in the amount of \$465,866. This pay application is from W.B. Olson, who is the Construction Manager for this project. This includes substantial pool plumbing, interior walls to bathhouse, floors and more.

Recommendations: As the services identified within the pay application request have been performed, staff recommends Board approval for W.B. Olson November pay application for the Sunset Pool construction in the amount of \$465,866.

Motion: I make a motion to approve W.B. Olson November pay application for the Sunset Pool construction in the amount of \$465,866 as the services identified within the pay application have been performed.

05-Dec-23

RE: GLEN ELLYN PARK DISTRICT
SUNSET POOL

GLEN ELLYN PARK DISTRICT
185 SPRING AVENUE
GLEN ELLYN, IL 60137
ATTN: NATHAN TROIA

INVOICE NO. 718 10

Work completed in NOVEMBER 2023

Amount Due : \$ 465,866

Attached: Sworn Statement : # 10

cc:

Encl: G702
GENERAL CONSTRUCTION WAIVER

CONTRACTOR'S APPLICATION FOR PAYMENT AND ARCHITECT'S STATEMENT

TO (Owner): GLEN ELLEN PARK DISTRICT
 483 FAIRVIEW AVENUE
 GLEN ELLYN IL 60137

PROJECT: SUNSET POOL
 APPLICATION NO: 10
 PERIOD TO: NOVEMBER 2023
 DISTRIBUTION TO: OWNER ARCHITECT CONTRACTOR

FROM (Contractor) VIA:

ARCHITECTS
 PROJECT NO:
 CONTRACT DATE:

W. B. OLSON, INC.

CONTRACTOR'S APPLICATION FOR PAYMENT

CHANGE ORDER SUMMARY		ADDITIONS	DEDUCTIONS
Change orders approved in previous months by Owner			
TOTAL	0	0	0
Approved this Month			
Number	Date Approved	50,774	
1			
2			
3			
4			
5			
TOTALS		50,774	0
Net change by Change Orders		50,774	

Application is made for Payment, as shown below, in connection with the Contract.

Continuation Sheet is attached.

- 1. ORIGINAL CONTRACT SUM \$ 5,744,651
 - 2. Net change by Change Orders \$ 50,774
 - 3. CONTRACT SUM TO DATE (Line 1 ± 2) \$ 5,795,425
 - 4. TOTAL COMPLETED & STORED TO DATE \$ 1,281,766
- (Column G on Continuation Sheet)
- 5. Retainage \$ 122,908
 - a. % of Completed Work
 - (Column D + E on Continuation Sheet)
 - b. % of Stored Materials
 - (Column F on Continuation Sheet)
- Total Retainage (Line 5a + 5b or Total in Column I of Continuation Sheet)

The undersigned Contractor to the best of his 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 to him 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: W. B. OLSON, INC.

By: *[Signature]* Date: 12/6/23



State of: Illinois County of: Cook
 Subscribed and sworn to before me day of December, 2023
 Notary Public *Mary K Whiteside*
 My Commission expires:

ARCHITECT'S STATEMENT FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect states to the Owner that to the best of the Architect's knowledge, information and belief, the Contract Documents, and the Contractor is entitled to payment of the AMOUNT HEREIN STATED.

AMOUNT CONTRACTOR IS ENTITLED TO PAYMENT OF \$ 465,866

(Attach explanation if amount stated differs from the amount applied for.)

ARCHITECT:

By: _____ Date: _____

This Statement is not negotiable. The AMOUNT STATED 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

GLEN ELLYN PARK DISTRICT
SUNSET POOL

10

PERIOD : NOVEMBER 2023
CHANGE ORDERS : 1

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	369,800	164,050	44%	16,405	112,106	35,539	222,155
BREEZY HILL NURSERY LANDSCAPING	169,800	0	0%	0	0	0	169,800
DES PLAINES GLASS ALUMINUM & GLAZING	59,950	0	0%	0	0	0	59,950
ELLOIT CONSTRUCTION CONCRETE	395,000	157,500	40%	15,750	0	141,750	253,250
HAMILTON ELECTRIC ELECTRIC	337,422	58,609	17%	5,861	28,223	24,525	284,674
JAC MASONRY MASONRY	88,150	53,295	60%	5,330	0	47,965	40,185
JENSEN'S PLUMBING SITE UTILITIES	197,980	50,753	26%	5,075	28,780	16,898	152,302
JENSEN'S PLUMBING HVAC	109,767	2,780	3%	278	2,502	0	107,265
JOHLER DEMOLITION DEMOLITION	122,863	107,300	87%	10,730	96,570	0	26,293
MATAN GROUP PAINTING	48,050	0	0%	0	0	0	48,050
METALMASTER ROOFMASTER ROOFING	99,670	51,853	52%	5,185	10,975	35,693	53,002
PROLINE FENCE FENCING	73,350	0	0%	0	0	0	73,350
STAFFORD SMITH FOOD SERVICE	43,309	0	0%	0	0	0	43,309
STUCKEY CONSTRUCTION POOLS	1,420,954	49,098	3%	4,910	25,673	18,515	1,376,766
STUCKEY CONSTRUCTION SLIDES	471,000	55,877	12%	5,588	50,289	0	420,711
WARREN THOMAS PLUMBING BUILDING PLUMBING	192,326	127,157	66%	12,716	60,104	54,337	77,885
W B OLSON INC GENERAL TRADES	311,220	21,328	7%	2,133	14,849	4,346	292,024
MASONRY ALLOWANCE	5,000						5,000
PERMIT ALLOWANCE	20,000						20,000
UNAWARDED	71,803						71,803
CONSTRUCTION CONTINGENCY	232,971						232,971
W.B. OLSON, INC.							
WBO GENERAL CONDITIONS	412,687	213,924	52%	21,392	143,910	48,622	220,155
JOBSITE REQUIREMENTS	166,335	69,340	42%	6,934	42,507	19,899	103,929
CGL	52,691	52,691	100%	0	52,213	478	0
FEE	210,056	46,210	22%	4,621	24,291	17,298	168,467
TOTALS	5,795,425	1,281,766	22%	122,908	692,992	465,866	4,636,567

ORIGINAL CONTRACT: 5,744,651
CHANGES: 50,774
TOTAL CONTRACT: 5,795,425

0
0
0
WORK COMPLETED: 1,281,766
TOTAL RETAINED: 122,908
PREVIOUS BILLINGS: 692,992
AMOUNT DUE: 465,866

WAIVER OF LIEN TO DATE

STATE OF ILLINOIS }
 COUNTY OF Cook } SS
 TO WHOM IT MAY CONCERN:

Gty # _____
 Loan # _____

WHEREAS the undersigned has been employed by GLEN ELLYN PARK DISTRICT
 to furnish General Construction
 for the premises known as SUNSET POOL
 of which GLEN ELLYN PARK DISTRICT is the owner.

The undersigned for and in consideration of \$465,866 Dollars, and other 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 statutes of the State of Illinois, relating to mechanics' liens, with respect to and on said above-described premises, and the improvements thereon, and the material, fixtures, apparatus or machinery furnished, and on the moneys, funds or other considerations due or to become due from the owner, on account of all labor services, material, fixtures, apparatus, or machinery furnished to this date by the undersigned for the above-described premises, INCLUDING EXTRAS.*

Date 12/05/23 Company Name W. B. Olson, Inc.
 Company Address 3235 Arnold Ln, Northbrook IL
 Signature and Title Ira Massarsky, Controller

* EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT.

CONTRACTOR'S AFFIDAVIT

STATE OF ILLINOIS }
 COUNTY OF Cook } SS
 TO WHOM IT MAY CONCERN:

THE undersigned, Ira Massarsky
 and says that he or she is the Controller of W. B. Olson, Inc.
 who is the contractor furnishing the General Construction work on the building
 located at 483 FAIRVIEW AVENUE, GLEN ELLYN, IL
 owned by GLEN ELLYN PARK DISTRICT

That the total amount of the contract including extras* is \$5,795,425 on which he has received payment of \$692,992 prior to this payment. That all waivers are true, correct and genuine and delivered unconditionally and that there

is no claim either legal or equitable to defeat the validity of said waivers. That the following are the names of all parties who have furnished material or labor, or both, for said work and all parties having contracts or sub contracts, for specific portions of said work or material entering into the construction thereof and the amount due or to become due to each, and that the items mentioned include all labor and material required to complete said work according to plans and specifications:

NAMES	WHAT FOR	CONTRACT PRICE	AMOUNT PAID	THIS PAYMENT	BALANCE DUE
See Appended Sworn Statement No	10	for Named	Parties		
TOTAL LABOR AND MATERIAL TO COMPLETE					

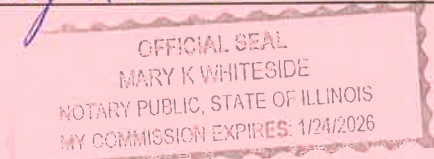
That there are no other contracts for said work outstanding, and that there is nothing due or to become due to any person for material, labor or other work of any kind done or to be done upon or in connection with said work other than above stated.

Date 12/05/23 Signature Ira Massarsky, Controller

Subscribed and sworn to before me this 5th day of December, 2023

*Extras include but are not limited to change orders, both oral and written, to the contract. orders, both oral and written, to the contract.

Mary K. Whiteside





MEMO

December 14, 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 05

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 # 5 for the improvements in the amount of \$717,727.27. This payment application is from Wight Construction, which is the Construction Manager for this project.

This payment application includes the construction of the concrete flooring to both fitness studios, the construction of walls in the office spaces, as well as the delivery of the gymnastics building components.

Recommendations: As the services identified within the payment application have been performed, staff recommends Board approval for Wight Construction payment application #5 for the Ackerman addition and renovation in the amount of \$717,727.27.

Motion: I make a motion to approve Wight Construction payment application #5 for the Ackerman addition and renovation in the amount of \$717,727.27 as the services identified within the payment application have been performed.

APPLICATION AND CERTIFICATE FOR PAYMENT

TO OWNER: Glen Ellyn Park District
185 Spring Avenue
Glen Ellyn, IL 60137

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

APPLICATION NO.: 5
APP. DATE: Nov 30, 2023
PERIOD TO : Nov 30, 2023
PROJECT NO: 220195

Distribution to:
 OWNER
 ARCHITECT
 CONTRACTOR

FROM
CONTRACTOR: Wight Construction Services, Inc.
2500 North Frontage Road
Darien, IL 60561

VIA ARCHITECT:

CONTRACT DATE : Jul 25, 2022

CONTRACT FOR: GLE002 - Ackerman Center Addition & Renovation

APPLICATION AND CERTIFICATE FOR PAYMENT

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

1. ORIGINAL CONTRACT SUM	\$	6,532,897.37
2. Net change by change orders	\$	0.00
3. CONTRACT SUM TO DATE (Line1 +/- 2)	\$	6,532,897.37
4. TOTAL COMPLETED & STORED TO DATE	\$	1,693,330.41
(Column G on G703)		
5. RETAINAGE:		
(Total retainage Column I of G703)	\$	143,197.35
6. TOTAL EARNED LESS RETAINAGE	\$	1,550,133.06
(Line 4 less Line 5 Total)		
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT		
(Line 6 from prior Certificate)	\$	832,405.79
8. CURRENT PAYMENT DUE	\$	717,727.27
9. BALANCE TO FINISH, INCLUDING RETAINAGE		
(Line 3 less Line 6)	\$	4,982,764.31

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: Wight Construction Services, Inc.

By: C. Rose

Date: November 30, 2023

State of: Illinois

County of: Cook

Subscribed and sworn to before

me this 30th day of November, 2023

Notary Public: Dianne Jean Putala

My Commission expires: 02/07/2026



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 Work is in accordance with the Contract Documents, and the Contractor is entitled to the payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED.....\$ _____

(Attach explanation if amount certified differs from the amount applied for. Initial figures on this 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.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Change Order approved in previous months by Owner	0.00	0.00
APPROVED THIS MONTH		
Number	Date Approved	
Current Total:	0.00	0.00
Net Change by Change Orders		0.00

Wight Construction Services, Inc.

CONTINUATION SHEET		Page: 2
Project:	GLE002 - Ackerman Center Addition & Renovation 800 St. Charles Road Glen Ellyn, IL 60137	APPLICATION NUMBER: 5 APPLICATION DATE: Nov 30, 2023 PERIOD TO: Nov 30, 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	25,000.00	0.00	0.00	25,000.00	100.00	0.00	0.00	0.00
010200	CM Services	Wight Construction Services, Inc.	193,731.92	0.00	193,731.92	26,754.38	23,460.93	0.00	50,215.31	25.92	143,516.61	0.00	23,460.93
011000	General Conditions	Wight Construction Services, Inc.	500,000.00	0.00	500,000.00	85,951.20	35,508.29	0.00	121,459.49	24.29	378,540.51	0.00	35,508.29
012100	Insurance	Wight Construction Services, Inc.	64,682.15	0.00	64,682.15	64,682.15	0.00	0.00	64,682.15	100.00	0.00	0.00	0.00
024100	Demolition	Midwest Wrecking Company	87,013.00	0.00	87,013.00	72,675.00	0.00	0.00	72,675.00	83.52	14,338.00	7,267.50	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	138,792.80	34,917.80	0.00	173,710.60	63.88	98,239.40	17,371.06	31,426.02
042000	Masonry	Cyberdyne Masonry Corporation	47,950.00	0.00	47,950.00	0.00	6,700.00	0.00	6,700.00	13.97	41,250.00	670.00	6,030.00
051000	Structural Metal Framing	Tri-State Enterprises, Inc.	797,786.00	-35,000.00	762,786.00	83,722.00	390,708.00	0.00	474,430.00	62.20	288,356.00	47,443.00	351,637.20
051200-01	Structural Steel Framing	K&K Iron Works LLC	381,865.00	0.00	381,865.00	157,269.00	11,546.00	0.00	168,815.00	44.21	213,050.00	16,881.50	10,391.40
062200	Millwork	Heartland Cabinet Supply, Inc.	182,041.00	0.00	182,041.00	28,696.27	42,195.00	0.00	70,891.27	38.94	111,149.73	7,089.13	37,975.50
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	31,100.00	27,150.00	0.00	58,250.00	7.97	672,672.00	5,825.00	24,435.00
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
096200	Specialty Flooring	Pinnacle Flooring Company, Inc.	83,700.00	0.00	83,700.00	0.00	0.00	0.00	0.00	0.00	83,700.00	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	8,710.00	0.00	0.00	8,710.00	12.11	63,240.00	871.00	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
230000	Mechanical	Flo-Tech Mechanical Systems, Inc.	693,000.00	0.00	693,000.00	0.00	0.00	0.00	0.00	0.00	693,000.00	0.00	0.00
260000	Electrical	Prospect Electric Company	375,000.00	0.00	375,000.00	55,150.00	64,000.00	0.00	119,150.00	31.77	255,850.00	11,915.00	57,600.00
310000	Earthwork	Hoppy's Landscaping, Inc.	465,741.00	0.00	465,741.00	123,905.00	154,736.59	0.00	278,641.59	59.83	187,099.41	27,864.16	139,262.93
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.	148,084.00	0.00	148,084.00	0.00	0.00	0.00	0.00	0.00	148,084.00	0.00	0.00
Project Total:			6,532,897.37	0.00	6,532,897.37	902,407.80	790,922.61	0.00	1,693,330.41	25.92	4,839,566.96	143,197.35	717,727.27



MEMO

December 14, 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 & Fitness Center HVAC Recommendation

Ackerman Sports & Fitness Center is heated and cooled by roof top units. These are controlled by a Pelican control system that can adjust the temperature of each area. The total system is aging and facing challenges. The pelican controls intermittently do not connect well, possibly overextending the recommended range and use for the system. Recently we replaced heat exchangers on several units. Several units are scheduled for full replacement in the next three years.

There is a new unit being installed for the gymnastics studio, as well as a new unit to cover the new fitness studios.

Staff have been working with the Architects, Engineers, and Contractors for the project to optimize the entire building system in the most cost-effective manner.

Recommendations are as follows:

- Replace Pelican controls with a new Trillium open systems controls for the entire building. This open-source system has additional capabilities, such as the ability to control humidity, air turnover and monitor specifics on status on components in the roof top units thus, allowing staff to remotely change the conditions of occupied spaces easily and get diagnostics of each unit. This will result in more comfort for patrons and reducing HVAC technician field time to evaluate units. This cost is \$97,900 and is coming out the low-voltage line item and contingency.
- Park District to utilize cooperative purchase roof top units that have been previously identified for 2024. Direct order saves costs and totals will be approximately \$87,000.
- Installation will be with already mobilized HVAC contractor for Ackerman. The proposal is forthcoming but estimated at \$100,000.

As the Trillium upgrades can be absorbed by the Ackerman Improvement low-voltage budget, there is no motion at this time.

At upcoming Board meetings there will be motions to approve the cooperative purchase for new roof top units and the labor to install. This is a budgeted item for 2024.



November 3, 2023

To: Craig Polte

Re: Ackerman RTU Integration
800 St Charles Rd
Glen Ellyn, IL 60137
Temperature Controls

Dear Craig Polte,

Interactive Building Solutions, LLC is submitting this proposal to accomplish the control work for the referenced project.

Interactive Building Solutions would provide all necessary project management, supervision, engineering, technical support, tools, and equipment to accomplish the following:

Integrate Roof Top Units into New BAS – Quantity 16 (15 RTUs and 1 MAU, Note that one existing RTU is not being integrated because it will already have been replaced as part of the renovation project)

Replace Pelican controls with open systems controls. This will replicate the Pelican functionality, which is control of the fans, cooling and heating stages and basic economizer. Note that with an open system controller installed in each RTU it would be possible to add additional functionality easily in the future.

- Replace space temp sensors, (14) reusing exist wiring and (2) that are currently wireless and IBS will run new wire. New thermostats will be JCI NS type with up and down arrow only on display
- Provide and install an open system controller in the RTU
- Run BACnet (open communication protocol) communication wiring to each RTU from the BAS front end (BAS front end is installed as part of the renovation project)
- Provide and install a graphical front end including trending, alarms and scheduling for the RTUs and MAU
- This proposal assumes that all RTU equipment, sensors and wiring are fully functional. No money is included to troubleshoot, repair or replace nonfunctional equipment, sensors or wiring

Project Notes

- All work on standard time

Your cost for the scope of work is: **\$67,200.00**

Alternate

Alternate 1 – Add Plastic Cover to Protect Thermostats – Quantity 16

Plastic covers for thermostats

- Provide and install plastic covers to protect thermostats

Your cost for the scope of work is: \$1,200.00

Alternate 2 – Better Economizer Control – Quantity 7 (RT1-7 - 10,000 CFM RTUs)

The RTUs currently use a very basic economizer control. This would provide better economizer control that will provide additional energy efficiency and better humidity control

- Provide and install supply and return air temp sensor
- Provide and install modulating Outside Air damper actuator

Your cost for the scope of work is: \$29,500.00

Miscellaneous

- Provide control conduit and wiring.
- Furnish and install the required control transformers.
- Write, test, and install the control programs.
- Provide system graphics
- Map the points to the new front end workstation

Exclusions/Clarifications

- No permits, fees or bonds
- No humidifier valves
- No software or software upgrades
- No test and balance handhelds, software, or test and balance work
- No fire alarm work, programming or testing
- No smoke, fire, control, or fire/smoke dampers
- No providing, mounting, or installation of contactors, starters, variable frequency drives (VFD) or disconnects
- No hand-off-auto switches or transformers for starters
- No patching, painting or general trade work
- No dumpsters
- No gauges, magnehelics, PT plugs or thermometers
- No pipefitting work, including pressure taps, differential pressure mounting or piping, flow meters, or thermo well installation



- No loose ship controls installation (roof top pressure sensors, temperature sensors, remote dampers, control panels/displays, boiler gas train, flue, or other vendor device installation) unless noted in the above scope.
- No liquidated damages
- No boots, curb portals, flashing, or roofing

Thank you for the opportunity to present this quotation. If you have any questions, or if I can be of further assistance, please contact me at your earliest convenience.

Signatures

This proposal is hereby accepted, and Interactive Building Solutions, LLC is authorized to proceed with the work, subject however, to credit approval by Interactive Building Solutions.

This proposal is valid for
30 Calendar Days
1919 Cherry Hill Rd

Signature

Name:

PO #:

Signature

Name:

Joe Crosetto

Title:

TERMS & CONDITIONS

By accepting this proposal, Purchaser agrees to be bound by the following terms and conditions:

1. **SCOPE OF WORK.** This proposal is based upon the use of straight time labor only. We do not include and we assume that the GENERAL CONTRACTOR or MECHANICAL CONTRACTOR or OWNER will cooperate and provide all associated architectural/general trade work of any kind such as: cutting and patching of walls, roof, and floors; sleeving of all required openings; concrete work; equipment pads or bases; roofing; building structural support steel; access doors or panels; ceiling removal or replacement; louvers; painting; decorating; framing or headering of openings; lintels; landscaping; adequate access to areas to perform our work; dumpsters; etc. We assume that all required openings would be provided by OTHERS.. "in-line" duct and piping devices, including, but not limited to, valves, dampers, humidifiers, wells, taps, flow meters, orifices, etc., if required hereunder to be furnished by our company shall be distributed and installed by others under our supervision but at no additional cost to us. Purchaser agrees to provide our company with required field utilities (electricity, toilets, drinking water, project hoist, elevator service, etc.) without charge. Our company agrees to keep the job site clean of debris arising out of its own operations. Purchaser shall not back charge our company for any costs or expenses without our written consent.

It is our mutual understanding that the existing equipment and the associated system components that we are to tie into and utilize are in proper operating condition. We did not anticipate any additional costs for service, maintenance, repairs, or replacement parts that may be required for the existing equipment or the associated components. The only service work that is included is outlined above.

Unless specifically noted in the statement of the scope of work or services undertaken by our company under this agreement, our company's obligations under this agreement expressly exclude any work or service of any nature associated or connected with the identification, abatement, clean up, control, removal, or disposal of hazardous or dangerous materials, to include but not be limited to asbestos or PCBs, discovered in or on the premises. Any language or provision of the agreement elsewhere contained which may authorize or empower the purchaser to change, modify, or alter the scope of work or services to be performed by our company shall not operate to compel us to perform any work relating to hazardous or dangerous materials without our company's express written consent.

2. **INVOICING & PAYMENTS.** Our company may invoice Purchaser monthly for all materials delivered to the job site or to an off-site storage facility and for all work performed on-site and off-site. Ten percent (10%) of the contract price is for mobilization, contract, fees, and insurance costs incurred prior to installation. This 10% shall be included in our company's initial invoice. Purchaser agrees to pay our company the amount invoiced upon receipt of the invoice. Waivers of lien will be furnished upon request, as the work progresses; to the extent payments are received. If our company's invoice is not paid within 30 days of its issuance, it is delinquent.
3. **MATERIALS.** If the materials or equipment included in this proposal become temporarily or permanently unavailable for reasons beyond the control and without the fault of our company, then in the case of such temporary unavailability, the time for performance of the work shall be extended to the extent thereof, and in the case of permanent unavailability, our company shall (a) be excused from furnishing said materials or equipment, and (b) be reimbursed for the difference between the cost of the materials or equipment permanently unavailable and the cost of a reasonably available substitute thereof.

4. SOFTWARE – As a component of this agreement, some portions of the work may comprise of software, software programs, intellectual property, databases, and/or software code, hereby referred to as SOFTWARE, for operation. This SOFTWARE, provided to the PURCHASER, is stored on and utilized by the component HARDWARE (controllers, computers, or other direct digital devices), and made available through access to such HARDWARE. This SOFTWARE may or may not be provided separately at substantial completion as defined by the SCOPE OF WORK. Our company will, in good faith, attempt to maintain duplicates or backups of said SOFTWARE for the period of (12) months from the date of substantial completion. In no event will we or our suppliers be liable for any lost revenue, profit, or data, or for special, indirect, consequential, incidental, or punitive damages however caused and regardless of the theory of liability arising out of the use of or inability to use the SOFTWARE even if we or our suppliers have been advised of the possibility of such damages. In no event will we or our suppliers be liable for the recreation, restoration, or repair of said SOFTWARE due to any corruption, failure, loss of data, or otherwise.
5. LIABILITY. Our company shall not be liable for any special, indirect or consequential damages arising in any manner from the equipment or material furnished or the work performed pursuant to this agreement.
6. TAXES. The price of this proposal does not include duties, sales, use, excise, or other similar taxes, unless required by federal, state or local law. Purchaser shall pay, in addition to the stated price; all taxes not legally required to be paid by our company or, alternatively, shall provide our company with acceptable tax exemption certificates. Our company shall provide purchaser with any tax payment certificate upon request and after completion and acceptance of the work.
7. DELAYS. Our company shall not be liable for any delay in the performance of the work resulting from or attributed to acts or circumstances beyond our control, including, but not limited to, acts of God, fire, riots, labor disputes, conditions of the premises, acts or omissions of the Purchaser, Owner or other Contractors or delays caused by suppliers or subcontractors of us.
8. COMPLIANCE WITH LAWS. Our company shall comply with all applicable federal, state and local laws and regulations and shall obtain all temporary licenses and permits required for the prosecution of the work. Licenses and permits of a permanent nature shall be procured and paid for by the Purchaser.
9. DISPUTES. All disputes involving more than \$15,000 shall be resolved by arbitration in accordance with the rules of the American Arbitration Association. The prevailing party shall recover all legal costs and attorney's fees incurred as a result. Nothing here shall limit any rights under construction lien laws.
10. INSURANCE. Insurance coverage in excess of our company's standard limits will be furnished when requested and required. No credit will be given or premium paid by our company for insurance afforded by others.
11. INDEMNITY. The Parties hereto agree to indemnify each other from all liabilities, claims, expenses, losses or damages, including attorney's fees, which may arise in connection with the execution of the work herein specified and which are caused, in whole or in part, by the negligent act or omission of the Indemnifying Party.
12. OCCUPATIONAL SAFETY AND HEALTH. The Parties hereto agree to notify each other immediately upon becoming aware of an inspection under, or any alleged violation of, the Occupational Safety and Health Act relating in any way to the project or project site.

13. ENTIRE AGREEMENT. This proposal, upon acceptance, shall constitute the entire agreement between the parties and supersedes any prior representations or understandings.
14. CHANGES. No change or modification of any of the terms and conditions stated herein shall be binding upon our company unless accepted by our company in writing.

Ackerman Sports and Fitness Center

HVAC Assessment

10/16/2023

							2023 Repairs										Replacement Estimate
		Heat, Cooling, Both	TON	Area Served*	MFG DATE	INSTALL DATE	Repairs	Estimated Cost	Notes	2024	2025	2026	2027	2028	2029	2030	Replacement Estimate
1	CARRIER	BOTH	25	Court 3	2009	ROOF	Recommendation is to disable heat, close the outdoor air and keep the fan on this winter so there is still air circulation in this portion of the space		Can heat comfortably with 2 units. Can hold the space with 1 unit from freezing but may not be comfortably occupiable.	\$75,000							\$75,000
2	CARRIER	BOTH	25	Court 2	2009	ROOF	Replace Heat Exchange	\$10,000	Can heat comfortably with 2 units. Can hold the space with 1 unit from freezing but may not be comfortably occupiable.		\$75,000						\$75,000
3	CARRIER	BOTH	25	Court 1	2009	ROOF	Replace Heat Exchange	\$10,000	Can heat comfortably with 2 units. Can hold the space with 1 unit from freezing but may not be comfortably occupiable.			\$75,000					\$75,000
4	CARRIER	BOTH	25	Turf	2009	ROOF	Recommendation is to disable heat, close the outdoor air and keep the fan on this winter so there is still air circulation in this portion of the space		Can heat comfortably with 3 units. Can hold the space with 2 units from freezing but may not be comfortably occupiable	\$75,000							\$75,000
5	CARRIER	BOTH	25	Turf 3	2009	ROOF			Can heat comfortably with 3 units. Can hold the space with 2 units from freezing but may not be comfortably occupiable		\$75,000						\$75,000
MA1	AAON	BOTH	30		2009	ROOF								\$90,000			\$90,000
6	CARRIER	BOTH	25	Turf 2	2009	ROOF	Replace Heat Exchange	\$10,000	Can heat comfortably with 3 units. Can hold the space with 2 units from freezing but may not be comfortably occupiable			\$75,000					\$75,000
7	CARRIER	BOTH	25	Turf 1	2009	ROOF	Condenser Motor, Fan Blade and Capacitor	\$3,315	Can heat comfortably with 3 units. Can hold the space with 2 units from freezing but may not be comfortably occupiable				\$75,000				\$75,000
8	CARRIER	BOTH	5	Studio North	2009	ROOF			Should be good to heat with one unit, but not cool		\$20,000						\$20,000

9	CARRIER	BOTH	5	Studio South	2009	ROOF	Recommendation is to disable heat, close the outdoor air and keep the fan on this winter so there is still air circulation on that half of the space.		Should be good to heat with one unit, but not cool	\$20,000								\$20,000
10	CARRIER	BOTH	18	Training Room	2009	ROOF												\$63,000
11	CARRIER	BOTH	5	Child Care	2009	ROOF	Do Not Replace Heat Exchange. Use Space Heaters	\$0		\$20,000								\$20,000
12	CARRIER	BOTH	15	Rock Wall	2009	ROOF			n/a New with Construction									\$52,500
13	CARRIER	BOTH	5	Second Floor Office	2009	ROOF	Do Not Replace Heat Exchange. Use Space Heaters	\$0		\$20,000								\$20,000
14	CARRIER	BOTH	4	Back Office	2009	ROOF	Do Not Replace Heat Exchange. Use Space Heaters	\$0		\$20,000								\$20,000
15	CARRIER	BOTH	12.5		2023	Jul-23							\$43,750					\$43,750
16	CARRIER	BOTH	12.5	Fitness Studio	2023	Jul-23						\$43,750						\$43,750
CU-1	CARRIER	COOLING	1.5		2009	ROOF							\$20,000					\$20,000
								\$33,315		\$230,000	\$170,000	\$193,750	\$138,750	\$90,000	\$0	\$0		

*Needs to be verified

Glen Ellyn Park District

Investment Report

November 30, 2023

	Prior Year <u>November 2022</u>	4th Quarter <u>December 2022</u>	1st Quarter <u>March 2023</u>	2nd Quarter <u>June 2023</u>	3rd Quarter <u>September 2023</u>	Current Year <u>November 2023</u>
Bank Balances						
Glen Ellyn Bank & Trust	\$ 555,527.63	\$ 816,785.28	\$ 312,606.11	\$ 559,534.89	\$ 451,464.26	\$ 854,907.89
Illinois Funds - 9347	4,767,528.07	4,819,350.14	4,991,675.80	5,219,374.80	12,436,579.76	12,619,859.12
Illinois Park District Liquid Asset Fund	213,179.93	213,896.25	216,221.99	218,839.05	221,693.67	223,648.23
Illinois Metropolitan Investment Fund	7,584,726.23	7,697,804.70	24,786,359.26	25,411,696.60	19,551,105.77	13,630,299.28
Total Bank Balance	\$ 13,120,961.86	\$ 13,547,836.37	\$ 30,306,863.16	\$ 31,409,445.34	\$ 32,660,843.46	\$ 27,328,714.52
Interest Rates						
Illinois Funds - 9347	3.40%	3.93%	4.70%	5.18%	5.51%	5.52%
Illinois Park District Liquid Asset Fund	3.15%	3.96%	4.53%	4.94%	5.24%	5.29%
Illinois Metropolitan Investment Fund	3.41%	3.67%	4.16%	4.55%	4.83%	5.01%
Interest (1)						
Illinois Funds - 9347	\$ 14,000.68	\$ 16,013.20	\$ 19,803.03	\$ 22,143.37	\$ 56,085.09	\$ 56,991.17
Illinois Park District Liquid Asset Fund	605.35	716.32	828.64	884.76	950.19	966.09
Illinois Metropolitan Investment Fund	21,765.99	23,931.84	94,277.12	99,044.84	74,501.02	60,232.46
Total Interest	\$ 36,372.02	\$ 40,661.36	\$ 114,908.79	\$ 122,072.97	\$ 131,536.30	\$ 118,189.72

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



General Ledger
Consolidated Budget By
Account Type



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Period 11 - 11
Fiscal Year 2022 - 2023

Description	2022 End Bal	2022 Budget	2023 End Bal	2023 Budget
Revenue				
Property Tax Receipts	5,643,622.03	5,568,808.00	7,083,024.89	5,888,721.00
Other Taxes	522,407.18	202,690.00	443,434.09	576,000.00
Charges for Services	1,794,757.09	1,714,000.00	1,832,838.28	1,867,300.00
Program Fees	4,690,508.54	4,160,891.00	5,374,996.20	4,942,353.00
Rentals	854,758.67	796,950.00	815,968.62	847,800.00
Concessions	77,453.60	34,000.00	71,209.80	79,000.00
Product Sales	50.00	0.00	60.00	0.00
Interest Income	147,954.55	12,500.00	1,190,132.36	302,000.00
Licenses & Permits	15,730.00	14,655.00	14,160.00	20,275.00
Grants & Donations	287,844.67	788,660.00	18,475.30	1,250,852.00
Debt Proceeds	0.00	3,675,000.00	18,196,840.55	20,900,000.00
Miscellaneous Income	184,514.29	34,800.00	167,691.90	41,500.00
Transfers Received	2,126,397.00	2,099,597.00	2,598,674.00	7,598,674.00
Chargeback Revenue	492,647.00	492,647.00	571,977.00	571,977.00
Revenue	16,838,644.62	19,595,198.00	38,379,482.99	44,886,452.00

General Ledger
Consolidated Budget By
Account Type



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Period 11 - 11
Fiscal Year 2022 - 2023

Description	2022 End Bal	2022 Budget	2023 End Bal	2023 Budget
Expense				
Salaries & Wages	3,056,997.06	3,535,363.00	3,686,913.11	3,917,444.00
Salaries & Wages - Programs	658,058.58	724,542.00	753,667.43	863,624.00
Contractual Labor	111.96	12,000.00	0.00	12,000.00
Contractual Services - Other	351,512.26	571,728.00	484,873.07	666,807.00
Contractual Services- Programs	1,743,949.93	1,355,235.00	2,206,865.75	1,838,733.00
Materials & Supplies	367,081.63	390,408.00	453,411.62	493,750.00
Materials & Supplies -Programs	466,837.97	401,811.00	523,927.38	479,564.13
Computer SoftHardware Equip.	30,353.11	46,000.00	32,393.20	46,500.00
Other Equipment	207,808.41	227,000.00	168,699.24	138,500.00
Building & Landscaping	76,023.64	116,475.00	48,710.51	124,975.00
Insurance Expenses (PCL)	102,111.97	194,500.00	124,357.78	187,800.00
Employment Expenses	823,398.12	1,209,970.00	912,714.21	1,245,720.00
Utilities	354,605.25	522,930.00	414,756.11	475,800.00
Capital	1,625,298.98	3,851,037.00	9,121,640.70	18,038,676.67
Debt Service	10,058.07	1,271,658.00	1,720,165.35	1,791,815.00
Miscellaneous Expenses	340,121.45	395,923.00	433,335.07	485,700.00
Transfers Out	2,046,397.00	2,019,597.00	2,598,674.00	7,598,674.00
Chargebacks & Indirect Expense	485,775.00	485,775.00	571,977.00	571,977.00
Expense	12,746,500.39	17,331,952.00	24,257,081.53	38,978,059.80

General Ledger
 Consolidated Budget By
 Account Type



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 Period 11 - 11
 Fiscal Year 2022 - 2023

Description	2022 End Bal	2022 Budget	2023 End Bal	2023 Budget
Revenue Total	16,838,644.62	19,595,198.00	38,379,482.99	44,886,452.00
Expense Total	12,746,500.39	17,331,952.00	24,257,081.53	38,978,059.80
Grand Total	4,092,144.23	2,263,246.00	14,122,401.46	5,908,392.20

General Ledger
Consolidated Budget By
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Period 11 - 11
Fiscal Year 2022 - 2023

Fund	Description	2022 End Bal	2022 Budget	2023 End Bal	2023 Budget
10	Corporate Fund				
10	Revenue				
10	Property Tax Receipts	2,114,229.64	2,141,300.00	2,213,111.69	2,095,053.00
10	Other Taxes	261,203.59	101,345.00	221,717.04	288,000.00
10	Interest Income	72,566.67	3,600.00	315,386.22	84,000.00
10	Miscellaneous Income	158,746.12	5,000.00	11,214.30	5,000.00
10	Transfers Received	104,223.00	104,223.00	106,000.00	106,000.00
10	Revenue	2,710,969.02	2,355,468.00	2,867,429.25	2,578,053.00
10	Expense				
10	Salaries & Wages	1,098,986.84	1,418,006.00	1,298,255.16	1,485,806.00
10	Contractual Labor	111.96	12,000.00	0.00	12,000.00
10	Contractual Services - Other	145,634.62	286,060.00	256,411.04	309,100.00
10	Materials & Supplies	136,687.67	173,954.00	138,424.97	197,800.00
10	Computer SoftHardware Equip.	23,054.87	29,000.00	16,740.16	29,000.00
10	Other Equipment	2,358.00	3,300.00	4,134.79	3,300.00
10	Building & Landscaping	59,221.09	105,000.00	44,501.01	112,500.00
10	Insurance Expenses (PCL)	102,111.97	194,500.00	124,357.78	187,800.00
10	Employment Expenses	355,128.98	552,000.00	385,294.53	555,000.00
10	Utilities	31,327.43	45,600.00	29,780.14	47,700.00
10	Miscellaneous Expenses	14,817.18	45,900.00	39,719.12	49,900.00
10	Transfers Out	2,374.00	2,374.00	327,374.00	327,374.00
10	Expense	1,971,814.61	2,867,694.00	2,664,992.70	3,317,280.00
Revenue Total		2,710,969.02	2,355,468.00	2,867,429.25	2,578,053.00
Expense Total		1,971,814.61	2,867,694.00	2,664,992.70	3,317,280.00
Grand Total		739,154.41	-512,226.00	202,436.55	-739,227.00
10	Corporate Fund	739,154.41	-512,226.00	202,436.55	-739,227.00

General Ledger
Consolidated Budget By
Account Type



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Period 11 - 11
Fiscal Year 2022 - 2023

Fund	Description	2022 End Bal	2022 Budget	2023 End Bal	2023 Budget
20	Recreation Fund				
20	Revenue				
20	Property Tax Receipts	1,558,590.88	1,474,857.00	1,783,340.65	1,719,853.00
20	Other Taxes	261,203.59	101,345.00	221,717.05	288,000.00
20	Charges for Services	1,794,757.09	1,714,000.00	1,832,838.28	1,867,300.00
20	Program Fees	4,690,508.54	4,160,891.00	5,374,996.20	4,942,353.00
20	Rentals	854,758.67	796,950.00	815,968.62	847,800.00
20	Concessions	77,453.60	34,000.00	71,209.80	79,000.00
20	Product Sales	50.00	0.00	60.00	0.00
20	Interest Income	74,287.88	4,800.00	330,918.25	84,000.00
20	Licenses & Permits	15,730.00	14,655.00	14,160.00	20,275.00
20	Grants & Donations	5,891.00	35,000.00	12,315.00	38,500.00
20	Miscellaneous Income	9,314.57	7,300.00	32,479.28	8,500.00
20	Chargeback Revenue	492,647.00	492,647.00	571,977.00	571,977.00
20	Revenue	9,835,192.82	8,836,445.00	11,061,980.13	10,467,558.00
20	Expense				
20	Salaries & Wages	1,921,145.56	2,072,357.00	2,345,192.67	2,386,638.00
20	Salaries & Wages - Programs	658,058.58	724,542.00	753,667.43	863,624.00
20	Contractual Services - Other	205,877.64	285,668.00	223,537.13	282,707.00
20	Contractual Services- Programs	1,743,949.93	1,355,235.00	2,206,865.75	1,838,733.00
20	Materials & Supplies	230,393.96	216,454.00	314,986.65	295,950.00
20	Materials & Supplies -Programs	466,837.97	401,811.00	523,927.38	479,564.13
20	Computer SoftHardware Equip.	7,298.24	17,000.00	15,653.04	17,500.00
20	Other Equipment	6,211.57	22,700.00	27,913.22	23,200.00
20	Building & Landscaping	16,802.55	11,475.00	4,209.50	12,475.00
20	Employment Expenses	457,777.72	639,720.00	517,580.88	672,470.00
20	Utilities	323,277.82	477,330.00	384,975.97	428,100.00
20	Miscellaneous Expenses	325,304.27	350,023.00	393,615.95	435,800.00
20	Transfers Out	2,043,023.00	2,016,223.00	2,268,300.00	2,268,300.00
20	Chargebacks & Indirect Expense	485,775.00	485,775.00	571,977.00	571,977.00
20	Expense	8,891,733.81	9,076,313.00	10,552,402.57	10,577,038.13
Revenue Total		9,835,192.82	8,836,445.00	11,061,980.13	10,467,558.00
Expense Total		8,891,733.81	9,076,313.00	10,552,402.57	10,577,038.13
Grand Total		943,459.01	-239,868.00	509,577.56	-109,480.13
20	Recreation Fund	943,459.01	-239,868.00	509,577.56	-109,480.13

General Ledger
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Fund	Description	2022 End Bal	2022 Budget	2023 End Bal	2023 Budget
45	Debt Service Fund				
45	Revenue				
45	Property Tax Receipts	1,234,053.29	1,228,658.00	2,295,887.31	1,338,815.00
45	Interest Income	<u>1,000.00</u>	<u>1,000.00</u>	<u>0.00</u>	<u>3,000.00</u>
45	Revenue	1,235,053.29	1,229,658.00	2,295,887.31	1,341,815.00
45	Expense				
45	Debt Service	10,058.07	1,231,658.00	1,603,815.35	1,341,815.00
45	Transfers Out	<u>1,000.00</u>	<u>1,000.00</u>	<u>3,000.00</u>	<u>3,000.00</u>
45	Expense	11,058.07	1,232,658.00	1,606,815.35	1,344,815.00
Revenue Total		1,235,053.29	1,229,658.00	2,295,887.31	1,341,815.00
Expense Total		11,058.07	1,232,658.00	1,606,815.35	1,344,815.00
Grand Total		1,223,995.22	-3,000.00	689,071.96	-3,000.00
45	Debt Service Fund	1,223,995.22	-3,000.00	689,071.96	-3,000.00

General Ledger
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Fund	Description	2022 End Bal	2022 Budget	2023 End Bal	2023 Budget
55	Special Recreation Fund				
55	Revenue				
55	Property Tax Receipts	<u>736,748.22</u>	<u>723,993.00</u>	<u>790,685.24</u>	<u>735,000.00</u>
55	Revenue	736,748.22	723,993.00	790,685.24	735,000.00
55	Expense				
55	Salaries & Wages	36,864.66	45,000.00	43,465.28	45,000.00
55	Employment Expenses	10,491.42	18,250.00	9,838.80	18,250.00
55	Capital	<u>346,783.51</u>	<u>693,177.00</u>	<u>373,566.98</u>	<u>1,000,638.00</u>
55	Expense	394,139.59	756,427.00	426,871.06	1,063,888.00
Revenue Total		736,748.22	723,993.00	790,685.24	735,000.00
Expense Total		394,139.59	756,427.00	426,871.06	1,063,888.00
Grand Total		342,608.63	-32,434.00	363,814.18	-328,888.00
55	Special Recreation Fund	342,608.63	-32,434.00	363,814.18	-328,888.00

General Ledger
Consolidated Budget By
Account Type



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Fiscal Year 2022 - 2023

Fund	Description	2022 End Bal	2022 Budget	2023 End Bal	2023 Budget
85	Asset Replacement Fund				
85	Revenue				
85	Grants & Donations	0.00	32,500.00	0.00	32,500.00
85	Miscellaneous Income	1,062.50	2,500.00	0.00	8,000.00
85	Transfers Received	2,022,174.00	1,995,374.00	2,492,674.00	2,492,674.00
85	Revenue	2,023,236.50	2,030,374.00	2,492,674.00	2,533,174.00
85	Expense				
85	Contractual Services - Other	0.00	0.00	4,924.90	75,000.00
85	Other Equipment	199,238.84	201,000.00	136,651.23	112,000.00
85	Capital	55,273.00	58,000.00	12,738.16	65,000.00
85	Transfers Out	0.00	0.00	0.00	5,000,000.00
85	Expense	254,511.84	259,000.00	154,314.29	5,252,000.00
Revenue Total		2,023,236.50	2,030,374.00	2,492,674.00	2,533,174.00
Expense Total		254,511.84	259,000.00	154,314.29	5,252,000.00
Grand Total		1,768,724.66	1,771,374.00	2,338,359.71	-2,718,826.00
85	Asset Replacement Fund	1,768,724.66	1,771,374.00	2,338,359.71	-2,718,826.00

General Ledger
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Account Type



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Fiscal Year 2022 - 2023

Fund	Description	2022 End Bal	2022 Budget	2023 End Bal	2023 Budget
94	Capital Improvements Fund				
94	Revenue				
94	Interest Income	0.00	3,000.00	543,827.89	130,000.00
94	Grants & Donations	281,953.67	721,160.00	6,160.30	1,179,852.00
94	Debt Proceeds	0.00	3,675,000.00	18,196,840.55	20,900,000.00
94	Miscellaneous Income	10,000.00	0.00	49,984.00	0.00
94	Transfers Received	0.00	0.00	0.00	5,000,000.00
94	Revenue	291,953.67	4,399,160.00	18,796,812.74	27,209,852.00
94	Expense				
94	Capital	1,182,638.51	2,874,860.00	8,708,963.29	16,863,038.67
94	Debt Service	0.00	40,000.00	116,350.00	450,000.00
94	Expense	1,182,638.51	2,914,860.00	8,825,313.29	17,313,038.67
Revenue Total		291,953.67	4,399,160.00	18,796,812.74	27,209,852.00
Expense Total		1,182,638.51	2,914,860.00	8,825,313.29	17,313,038.67
Grand Total		-890,684.84	1,484,300.00	9,971,499.45	9,896,813.33
94	Capital Improvements Fund	-890,684.84	1,484,300.00	9,971,499.45	9,896,813.33

General Ledger
 Consolidated Budget By
 Account Type



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 Fiscal Year 2022 - 2023

Fund	Description	2022 End Bal	2022 Budget	2023 End Bal	2023 Budget
96	Cash In Lieu of Land Fund				
96	Revenue				
96	Interest Income	100.00	100.00	0.00	1,000.00
96	Miscellaneous Income	5,391.10	<u>20,000.00</u>	74,014.32	<u>20,000.00</u>
96	Revenue	5,491.10	20,100.00	74,014.32	21,000.00
96	Expense				
96	Capital	40,603.96	<u>225,000.00</u>	26,372.27	<u>110,000.00</u>
96	Expense	40,603.96	225,000.00	26,372.27	110,000.00
Revenue Total		5,491.10	20,100.00	74,014.32	21,000.00
Expense Total		40,603.96	225,000.00	26,372.27	110,000.00
Grand Total		-35,112.86	-204,900.00	47,642.05	-89,000.00
96	Cash In Lieu of Land Fund	-35,112.86	-204,900.00	47,642.05	-89,000.00

General Ledger
 Consolidated Budget By
 Account Type



User: ncinquegrani
 Printed: 12/7/2023 11:59:28 AM
 Period 11 - 11
 Fiscal Year 2022 - 2023

Fund	Description	2022 End Bal	2022 Budget	2023 End Bal	2023 Budget
Revenue Total		16,838,644.62	19,595,198.00	38,379,482.99	44,886,452.00
Expense Total		12,746,500.39	17,331,952.00	24,257,081.53	38,978,059.80
Grand Total		4,092,144.23	2,263,246.00	14,122,401.46	5,908,392.20