

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

- I. Call to Order**
- II. Roll Call of Commissioners**
- III. Pledge of Allegiance**
- IV. Changes to the Agenda**
- V. Public Participation**
- VI. Voucher List of Bills Totaling \$213,090.58**
- VII. Monarch Butterfly Resolution**
- VIII. Wight Construction Management Agreement**
- IX. Lake Ellyn Park Improvement Bid Results Discussion**
- X. Travel Reimbursement policy update- Ordinance #17-01**
- XI. Staff Reports**
- XII. Commissioners' Reports**
- XIII. Adjourn to Executive Session**
Under Section 2 (c) 1 of the Open Meetings Act for the purpose of discussion of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees or legal counsel for the District, Section 2 (c) 6 for the discussion of setting a price for the sale or lease of a property owned by the District and Section 2 (c) 21 for the discussion of the minutes of prior executive session meetings, for the purpose of review, approval or release of such minutes.
- XIV. Reconvene to Open Session**
- XV. Adjourn**

Accounts Payable

Voucher Approval Document

Warrant Request Date: 2/7/2017



Glen Ellyn Park District

Voucher List Presented to the Board of Commissioners

To the Executive Director:

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

Treasurer: _____

Date: _____

<u>Fund</u>	<u>Description</u>	<u>Amount</u>
10	Corporate Fund	35,078.76
20	Recreation Fund	145,574.02
55	Special Recreation Fund	484.00
85	Asset Replacement Fund	7,827.71
94	Capital Improvements Fund	23,826.09
96	Cash In Lieu of Land Fund	300.00
	Report Total:	<u>213,090.58</u>

Accounts Payable

Computer Check Proof List by Vendor

User: cyocum
 Printed: 02/01/2017 - 11:49AM
 Batch: 00001.02.2017



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 101047	Advantage Trailers & Hitches			Check Sequence: 1	ACH Enabled: False
28859	Bearing Buddy	34.91	02/08/2017	10-10-000-530210-0000	
28893	Coupler Pins	15.90	02/08/2017	10-10-000-530340-0000	
	Check Total:	50.81			
Vendor: 199822	Chad Allman			Check Sequence: 2	ACH Enabled: False
	Tournament Fees	494.59	02/08/2017	20-21-000-525500-1233	
	Check Total:	494.59			
Vendor: 199180	Alpha Youth Sports, Inc.			Check Sequence: 3	ACH Enabled: False
16-001	Coaches Training/Materials	3,590.00	02/08/2017	20-21-000-525500-1141	
	Check Total:	3,590.00			
Vendor: 100182	AMI Graphics, LLC			Check Sequence: 4	ACH Enabled: False
824172	Banner Printing	265.31	02/08/2017	20-00-000-521650-0000	
	Check Total:	265.31			
Vendor: 103965	Ancel, Glink, Diamond, Bush			Check Sequence: 5	ACH Enabled: False
54490	12/16 Attorney Fees	2,171.25	02/07/2017	10-00-000-521100-0000	
	Check Total:	2,171.25			
Vendor: 105807	AT&T			Check Sequence: 6	ACH Enabled: False
	1/21-2/20/17 Service	65.00	02/08/2017	20-00-000-570300-0000	
	Check Total:	65.00			
Vendor: 198894	AT&T			Check Sequence: 7	ACH Enabled: False
	1/16-2/15/17 T1 Line	271.61	02/08/2017	20-30-100-570300-0000	
	1/19-2/18/17 MSRC Fax	26.47	02/08/2017	20-00-000-570300-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	1/19-2/18/17 MSRC Elevator Alarm	280.00	02/08/2017	20-00-000-570300-0000	
	1/19-2/18/17 Facility Lines	846.48	02/08/2017	20-00-000-570300-0000	
	1/19-2/18/17 Facility Lines	846.49	02/08/2017	10-00-000-570300-0000	
	1/19-2/18/17 Facility Lines	60.46	02/08/2017	20-30-350-570300-0000	
	1/19-2/18/17 Facility Lines	24.64	02/08/2017	20-30-150-570300-0000	
	1/19-2/18/17 Facility Lines	18.27	02/08/2017	20-30-500-570300-0000	
	1/19-2/18/17 Facility Lines	27.48	02/08/2017	20-30-500-570300-0000	
	1/19-2/18/17 Facility Lines	27.18	02/08/2017	10-00-000-570300-0000	
	1/19-2/18/17 Facility Lines	62.04	02/08/2017	20-00-000-570300-0000	
	1/19-2/18/17 Facility Lines	35.55	02/08/2017	20-30-450-570300-0000	
	1/19-2/18/17 Facility Lines	22.35	02/08/2017	20-30-450-570300-0000	
	1/19-2/18/17 Facility Lines	31.80	02/08/2017	20-30-450-570300-0000	
	1/19-2/18/17 HVAC Modem	22.75	02/08/2017	20-30-450-570300-0000	
	1/19-2/18/17 Pavillion Fax	36.52	02/08/2017	20-30-450-570300-0000	
	1/19-2/18/17 Copy Room Fax	22.03	02/08/2017	20-00-000-570300-0000	
	1/19-2/18/17 Facility Lines	48.11	02/08/2017	20-30-300-570300-0000	
	1/19-2/18/17 Facility Lines	22.35	02/08/2017	20-30-300-570300-0000	
	1/19-2/18/17 Facility Lines	22.35	02/08/2017	20-30-300-570300-0000	
	1/19-2/18/17 Facility Lines	23.35	02/08/2017	20-30-300-570300-0000	
	Check Total:	2,778.28			
Vendor: 106034	Aubuchon Electrical			Check Sequence: 8	ACH Enabled: False
7	Repair Wires	105.00	02/07/2017	20-30-350-521600-0000	
8	Ran Cables/Install Equipment	1,042.50	02/08/2017	85-30-100-541300-0000	
	Check Total:	1,147.50			
Vendor: 198915	Kathleen Baehl			Check Sequence: 9	ACH Enabled: False
	Preschool Supplies	28.53	02/07/2017	20-24-000-535500-4610	
	Check Total:	28.53			
Vendor: 108186	Bartlett Park District			Check Sequence: 10	ACH Enabled: False
	Tournament Fees	425.00	02/08/2017	20-21-000-525500-1112	
	Check Total:	425.00			
Vendor: 198953	Batavia Youth Baseball			Check Sequence: 11	ACH Enabled: False
	Tournament Fees	325.00	02/08/2017	20-21-000-525500-1233	
	Check Total:	325.00			
Vendor: 108315	Batteries Plus			Check Sequence: 12	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
487280548	Batteries	33.90	02/08/2017	20-30-350-530210-0000	
487280708	Gator Batteries	52.86	02/08/2017	10-10-000-530210-0000	
487280750	Batteries	53.90	02/08/2017	10-10-000-530300-0000	
487280829	Lightbulbs	35.90	02/08/2017	20-30-100-530300-0000	
487280830	Batteries	15.95	02/08/2017	20-30-100-530300-0000	
487281017	Lightbulbs	38.43	02/08/2017	20-30-450-530300-0000	
	Check Total:	230.94			
Vendor: 109170 357596	Berland's House of Tools Drill Bits	93.46	02/08/2017	10-10-000-550300-0000	Check Sequence: 13 ACH Enabled: False
	Check Total:	93.46			
Vendor: 110210	Caryn Borgetti Winter Classes	669.00	02/08/2017	20-22-000-525500-2351	Check Sequence: 14 ACH Enabled: False
	Check Total:	669.00			
Vendor: 110470 3480	Bravo! Media On-Hold Recording	270.00	02/08/2017	20-00-000-521600-0000	Check Sequence: 15 ACH Enabled: False
	Check Total:	270.00			
Vendor: 198825 GEPD0130	Bricks 4 Kids Oak Brook Winter Classes	598.00	02/08/2017	20-22-000-525500-2370	Check Sequence: 16 ACH Enabled: False
	Check Total:	598.00			
Vendor: 110934	Joan Bry Les Mills Certification Tabata Music	69.90 26.57	02/07/2017 02/07/2017	20-30-100-585202-0000 20-30-100-530270-0000	Check Sequence: 17 ACH Enabled: False
	Check Total:	96.47			
Vendor: 107310	B-Sharp, LLC Winter Music Classes	697.00	02/08/2017	20-24-000-525500-4610	Check Sequence: 18 ACH Enabled: False
	Check Total:	697.00			
Vendor: 112549	Brian Cannaday Cell Phone Reimbursement	40.32	02/08/2017	10-10-000-570300-0000	Check Sequence: 19 ACH Enabled: False
	Check Total:	40.32			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 112895	Julie Carlson Preschool Supplies	159.43	02/07/2017	Check Sequence: 20 20-24-000-535500-4610	ACH Enabled: False
	Check Total:	159.43			
Vendor: 199278	Chicago Bull/Sox Training Academy Winter Training	22,110.00	02/08/2017	Check Sequence: 21 20-21-000-525500-1233	ACH Enabled: False
	Check Total:	22,110.00			
Vendor: 199820	Chicago Cheetahs Tournament Fees	445.00	02/08/2017	Check Sequence: 22 20-21-000-525500-1112	ACH Enabled: False
	Check Total:	445.00			
Vendor: 113916 44862 44864	Chicago Fire & Burglar Inc. 2/17-4/17 Monitoring 2/17-1/18 Monitoring	72.00 359.40	02/08/2017 02/08/2017	Check Sequence: 23 20-30-200-521630-0000 20-21-000-525500-1232	ACH Enabled: False
	Check Total:	431.40			
Vendor: 199177	Chicagoland Sunday Baseball League Fees	500.00	02/08/2017	Check Sequence: 24 20-21-000-525500-1233	ACH Enabled: False
	Check Total:	500.00			
Vendor: 106040 Various Various Various	Cintas Corporation No. 2 Fire/Burglar Alarm Repairs/Upgrades Fire/Burglar Alarm Repairs/Upgrades Fire/Burglar Alarm Repairs/Upgrades	3,421.22 2,328.00 2,182.00	02/07/2017 02/07/2017 02/07/2017	Check Sequence: 25 10-10-000-521600-0000 10-10-000-530300-0000 10-10-000-575300-0000	ACH Enabled: False
	Check Total:	7,931.22			
Vendor: 199194	Jenny Clark 12/16 Mileage	41.58	02/07/2017	Check Sequence: 26 20-00-000-585270-0000	ACH Enabled: False
	Check Total:	41.58			
Vendor: 199223	College of Dupage Life Guard Training	1,800.00	02/08/2017	Check Sequence: 27 20-30-500-521600-0000	ACH Enabled: False
	Check Total:	1,800.00			
Vendor: 169850	Constellation Energy Services-Natural Gas LLC 12/16 Gas	2,495.05	02/07/2017	Check Sequence: 28 20-30-200-570200-0000	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	12/16 Gas	1,062.67	02/07/2017	10-00-000-570200-0000	
	12/16 Gas	88.68	02/07/2017	20-30-150-570200-0000	
	12/16 Gas	398.77	02/07/2017	20-30-500-570200-0000	
	12/16 Gas	2,207.49	02/07/2017	20-30-450-570200-0000	
	12/16 Gas	4,443.14	02/07/2017	20-30-100-570200-0000	
	12/16 Gas	1,398.28	02/07/2017	20-30-350-570200-0000	
	Check Total:	12,094.08			
Vendor: 115438	Cooling Equipment Service, Inc.			Check Sequence: 29	ACH Enabled: False
16204-1J	Regulator Blower Motor RTU #5	4,950.00	02/07/2017	94-90-920-575110-0000	
16219-2J	Regulator Repairs RTU #8	2,970.00	02/07/2017	94-90-920-575110-0000	
60920	Regulator Repairs RTU #8	702.50	02/07/2017	94-90-920-575110-0000	
61276	Replace Gas Valve/Flame Sensor RTU #1&4	2,035.65	02/08/2017	20-30-200-521600-0000	
	Check Total:	10,658.15			
Vendor: 199529	Crown Trophy-20			Check Sequence: 30	ACH Enabled: False
6012	Meet Awards	569.61	02/07/2017	20-21-000-535500-1170	
	Check Total:	569.61			
Vendor: 117803	Cindy Dayton			Check Sequence: 31	ACH Enabled: False
	Kindergarten Camp Supplies	145.38	02/07/2017	20-24-000-535500-4612	
	Check Total:	145.38			
Vendor: 118510	Lisa Marie DiMaggio			Check Sequence: 32	ACH Enabled: False
	Winter Classes	254.00	02/08/2017	20-22-000-525500-2358	
	Check Total:	254.00			
Vendor: 199414	Divine Signs and Graphics			Check Sequence: 33	ACH Enabled: False
23618	Posters	230.00	02/08/2017	20-00-000-521650-0000	
23649	Posters	174.00	02/08/2017	20-00-000-521650-0000	
23649	Posters	220.72	02/08/2017	20-30-100-521650-0000	
	Check Total:	624.72			
Vendor: 199465	Engineering Resource Associates, Inc.			Check Sequence: 34	ACH Enabled: False
161117.01	Lighting Variance	1,737.75	02/08/2017	94-90-885-575110-0000	
	Check Total:	1,737.75			
Vendor: 199224	Experiential Systems, Inc.			Check Sequence: 35	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Deposit	Annual Climbing Wall Inspection	600.00	02/08/2017	20-30-100-521600-0000	
	Check Total:	600.00			
Vendor: 132065 35-37	Kenneth J. Froslid Winter Training	810.00	02/08/2017	20-21-000-525500-1171	ACH Enabled: False
	Check Total:	810.00			
Vendor: 129900	Future Pros Winter Classes Skills Training	6,164.00 5,196.00	02/07/2017 02/08/2017	20-21-000-525500-1126 20-21-000-525500-1126	ACH Enabled: False
	Check Total:	11,360.00			
Vendor: 130257	Game Day USA Tournament Fees Tournament Fees	595.00 495.00	02/08/2017 02/08/2017	20-21-000-525500-1233 20-21-000-525500-1233	ACH Enabled: False
	Check Total:	1,090.00			
Vendor: 198996	Geneva Foxes Tournament Fees	525.00	02/08/2017	20-21-000-525500-1112	ACH Enabled: False
	Check Total:	525.00			
Vendor: 132271 9326688794	Grainger, Inc. Replace Broken Court Heaters	1,885.32	02/08/2017	20-30-350-530210-0000	ACH Enabled: False
	Check Total:	1,885.32			
Vendor: 132749	Nora Greeno Preschool Supplies	226.58	02/07/2017	20-24-000-535500-4610	ACH Enabled: False
	Check Total:	226.58			
Vendor: 133300	Tracy Gustello Preschool Supplies	27.70	02/07/2017	20-24-000-535500-4610	ACH Enabled: False
	Check Total:	27.70			
Vendor: 136140 53824	High PSI LTD. Repair Pressure Washer	237.60	02/08/2017	10-10-000-530210-0000	ACH Enabled: False
	Check Total:	237.60			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 141764	Illinois Power League Tournament Fees	400.00	02/08/2017	Check Sequence: 44 20-21-000-525500-1112	ACH Enabled: False
	Check Total:	400.00			
Vendor: 198881 9643	Integrity Fitness Battery	65.96	02/07/2017	Check Sequence: 45 20-30-450-530102-0000	ACH Enabled: False
	Check Total:	65.96			
Vendor: 145530	J.J. Jones Electrical Scissor Lift Rental	500.00	02/07/2017	Check Sequence: 46 20-30-100-530300-0000	ACH Enabled: False
	Check Total:	500.00			
Vendor: 199575 9001948684	Johnson Health Tech NA Inc. Arm Curl Pad	49.04	02/08/2017	Check Sequence: 47 20-30-100-530300-0000	ACH Enabled: False
	Check Total:	49.04			
Vendor: 145940	JP Sports Tournament Fees Tournament Fees Tournament Fees	1,525.00 625.00 600.00	02/08/2017 02/08/2017 02/08/2017	Check Sequence: 48 20-21-000-525500-1233 20-21-000-525500-1233 20-21-000-525500-1233	ACH Enabled: False
	Check Total:	2,750.00			
Vendor: 199814	JR. Badger Baseball Tournament Fees	375.00	02/08/2017	Check Sequence: 49 20-21-000-525500-1233	ACH Enabled: False
	Check Total:	375.00			
Vendor: 148305	Rebecca Karales 12/16 Mileage	7.56	02/08/2017	Check Sequence: 50 20-00-000-585270-0000	ACH Enabled: False
	Check Total:	7.56			
Vendor: 199816	Kettle Moraine Jr. Lasers Tournament Fees	425.00	02/08/2017	Check Sequence: 51 20-21-000-525500-1233	ACH Enabled: False
	Check Total:	425.00			
Vendor: 199594 8696651	Kimley-Horn And Associates, Inc. Permit Coordination	1,935.00	02/07/2017	Check Sequence: 52 94-90-880-575110-0000	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	1,935.00			
Vendor: 199806 1	Joel Kline Boathouse Photo Use	50.00	02/08/2017	Check Sequence: 53 20-00-000-521650-0000	ACH Enabled: False
	Check Total:	50.00			
Vendor: 199141	Lombard Lightning Baseball Tournament Fees	500.00	02/08/2017	Check Sequence: 54 20-21-000-525500-1233	ACH Enabled: False
	Check Total:	500.00			
Vendor: 154399	Magic of Gary Kantor Winter Classes	391.50	02/08/2017	Check Sequence: 55 20-22-000-525500-2310	ACH Enabled: False
	Check Total:	391.50			
Vendor: 154610 4467	Market Access Corporation Special Permit Fees	525.00	02/07/2017	Check Sequence: 56 20-30-150-521205-0000	ACH Enabled: False
	Check Total:	525.00			
Vendor: 198983	Stacey Martinez Winter Classes	360.00	02/08/2017	Check Sequence: 57 20-22-000-525500-2351	ACH Enabled: False
	Check Total:	360.00			
Vendor: 156220 96962466	McMaster Carr Supply Wheel Assembly	113.67	02/08/2017	Check Sequence: 58 10-10-000-530210-0000	ACH Enabled: False
	Check Total:	113.67			
Vendor: 156599 38701 41832 41833 41869 42213 42346 43089 43101	Menard's Electrical Equipment Flotilla Supplies Ice Maintenance Supplies Repair Steps Storage Supplies Paint Electrical Supplies Rubber Mallets	9.95 254.53 21.14 38.65 124.89 37.35 42.59 7.98	02/07/2017 02/08/2017 02/08/2017 02/08/2017 02/08/2017 02/08/2017 02/08/2017 02/08/2017	Check Sequence: 59 20-30-350-530210-0000 20-00-000-541250-0000 10-10-000-530300-0000 10-10-000-530900-0000 10-10-000-550300-0000 10-10-000-530340-0000 20-30-200-530300-0000 10-10-000-530300-0000	ACH Enabled: False
	Check Total:	537.08			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 159801	National Seed			Check Sequence: 60	ACH Enabled: False
22750/27802	Athletic Mix	103.65	02/08/2017	10-10-000-550400-0000	
565274	Fall Fertilizer	2,380.00	02/07/2017	94-90-000-575160-0000	
565301	Umaxx Athletic Fields	1,020.00	02/07/2017	94-90-000-575160-0000	
566275	Ice Melt	1,080.00	02/07/2017	10-10-000-530620-0000	
566425	Athletic Mix	1,845.00	02/08/2017	10-10-000-550400-0000	
	Check Total:	6,428.65			
Vendor: 161204	Scott Norman			Check Sequence: 61	ACH Enabled: False
	Conference Expenses	28.57	02/08/2017	10-10-000-585250-0000	
	Check Total:	28.57			
Vendor: 199799	Northstar Events			Check Sequence: 62	ACH Enabled: False
	Tournament Fees	425.00	02/08/2017	20-21-000-525500-1233	
	Check Total:	425.00			
Vendor: 199628	Pete Notter			Check Sequence: 63	ACH Enabled: False
	Tournament Fees	624.66	02/08/2017	20-21-000-525500-1233	
	Check Total:	624.66			
Vendor: 163300	Office Depot			Check Sequence: 64	ACH Enabled: False
	Office Supplies	71.37	02/08/2017	20-00-000-530100-0000	
	Office Supplies	71.36	02/08/2017	10-00-000-530100-0000	
	Check Total:	142.73			
Vendor: 167080	PACHS II/Northwestern Med Occ Health			Check Sequence: 65	ACH Enabled: False
194989	Post Offer Physical	196.66	02/07/2017	10-00-000-585820-0000	
	Check Total:	196.66			
Vendor: 117155	Paddock Publications			Check Sequence: 66	ACH Enabled: False
	Oaklee's Guide	100.00	02/07/2017	20-00-000-521650-0000	
	Legal Notice	174.80	02/07/2017	10-00-000-521150-0000	
	Check Total:	274.80			
Vendor: 168990	Diana Palermo			Check Sequence: 67	ACH Enabled: False
	Preschool Supplies	67.84	02/07/2017	20-24-000-535500-4610	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	67.84			
Vendor: 171043 B1212/1205	Plaques Plus, Inc. Football Plaques	124.46	02/07/2017	Check Sequence: 68 20-21-000-535500-1161	ACH Enabled: False
	Check Total:	124.46			
Vendor: 199137	Premier Sports and Events Management Tournament Fees	415.00	02/08/2017	Check Sequence: 69 20-21-000-525500-1233	ACH Enabled: False
	Check Total:	415.00			
Vendor: 172920	Quickscores LLC			Check Sequence: 70	ACH Enabled: False
162585	Online Scheduling	35.00	02/08/2017	20-21-000-525500-1101	
162585	Online Scheduling	35.00	02/08/2017	20-21-000-525500-1102	
162585	Online Scheduling	200.00	02/08/2017	20-21-000-525500-1111	
162585	Online Scheduling	30.00	02/08/2017	20-21-000-525500-1112	
162585	Online Scheduling	200.00	02/08/2017	20-21-000-525500-1114	
162585	Online Scheduling	750.00	02/08/2017	20-21-000-525500-1120	
162585	Online Scheduling	575.00	02/08/2017	20-21-000-525500-1121	
162585	Online Scheduling	425.00	02/08/2017	20-21-000-525500-1141	
162585	Online Scheduling	650.00	02/08/2017	20-21-000-525500-1232	
	Check Total:	2,900.00			
Vendor: 158500	Ref's Inc.			Check Sequence: 71	ACH Enabled: False
	1/17 Basketball Officials	1,960.00	02/08/2017	20-21-000-525500-1140	
	1/17 Basketball Officials	2,244.00	02/08/2017	20-21-000-525500-1141	
	Check Total:	4,204.00			
Vendor: 173930	Reindeers, Inc.			Check Sequence: 72	ACH Enabled: False
1668012	Ty Crop Repairs	1,317.53	02/08/2017	10-10-000-530210-0000	
1669249	Mower Service Parts	1,423.97	02/08/2017	10-10-000-530210-0000	
1669680	V-Belts	173.56	02/08/2017	10-10-000-530210-0000	
4045408	Plow Blade	4,236.92	02/07/2017	10-10-000-550700-0000	
	Check Total:	7,151.98			
Vendor: 103185	Republic Services #933			Check Sequence: 73	ACH Enabled: False
	2/17 Scavenger Services	643.00	02/08/2017	10-00-000-521300-0000	
	2/17 Scavenger Services	68.00	02/08/2017	20-30-200-521300-0000	
	2/17 Scavenger Services	87.00	02/08/2017	20-30-450-521300-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	2/17 Scavenger Services	92.00	02/08/2017	20-30-350-521300-0000	
	2/17 Scavenger Services	150.16	02/08/2017	10-00-000-521300-0000	
	2/17 Scavenger Services	79.29	02/08/2017	20-30-500-521300-0000	
	2/17 Scavenger Services	173.00	02/08/2017	20-30-100-521300-0000	
	2/17 Scavenger Services	188.00	02/08/2017	20-30-150-521300-0000	
	Check Total:	1,480.45			
Vendor: 199728 36150	Richmond Electric Co., Inc. Install Electrical Feed/Switch	2,375.00	02/07/2017	94-90-865-575110-0000	Check Sequence: 74 ACH Enabled: False
	Check Total:	2,375.00			
Vendor: 175540 20161090 20170052	Roselynn Fashions, LTD Basketball Uniforms Jersey	7,134.50 9.50	02/07/2017 02/08/2017	20-21-000-535500-1141 20-21-000-535500-1141	Check Sequence: 75 ACH Enabled: False
	Check Total:	7,144.00			
Vendor: 199058 6638 6638	Rotary Club of Glen Ellyn Dues Dues	73.50 73.50	02/08/2017 02/08/2017	20-00-000-585250-0000 10-00-000-585250-0000	Check Sequence: 76 ACH Enabled: False
	Check Total:	147.00			
Vendor: 176971	Sam's Club Direct Ice Skating Concessions Towels/Coffee Ice Skating Concessions Cleaning Supplies Preschool Supplies	218.15 291.26 59.73 59.73 297.38	02/08/2017 02/07/2017 02/08/2017 02/08/2017 02/08/2017	20-30-150-530095-0000 20-30-100-530102-0000 20-30-150-541300-0000 20-30-150-541300-0000 20-24-000-535500-4610	Check Sequence: 77 ACH Enabled: False
	Check Total:	926.25			
Vendor: 178058	Seminole Sports, LLC Tournament Fees Tournament Fees Tournament Fees	1,020.00 550.00 575.00	02/08/2017 02/08/2017 02/08/2017	20-21-000-525500-1233 20-21-000-525500-1233 20-21-000-525500-1233	Check Sequence: 78 ACH Enabled: False
	Check Total:	2,145.00			
Vendor: 178253	Debra Shakin Adventuretime Supplies	128.03	02/07/2017	20-24-000-535500-4643	Check Sequence: 79 ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	128.03			
Vendor: 178275	Shaw Media Print Advertising	299.00	02/07/2017	Check Sequence: 80 20-00-000-521650-0000	ACH Enabled: False
	Check Total:	299.00			
Vendor: 178570 5980-7	Sherwin Williams Co. Paint	60.00	02/08/2017	Check Sequence: 81 20-30-450-530600-0000	ACH Enabled: False
	Check Total:	60.00			
Vendor: 179030 9598	Sign A Rama Registration Signs	150.00	02/08/2017	Check Sequence: 82 20-21-000-535500-1172	ACH Enabled: False
	Check Total:	150.00			
Vendor: 199260	Single Path, LLC			Check Sequence: 83	ACH Enabled: False
20652632	Kaspersky Renewal	427.13	02/08/2017	10-00-000-521400-0000	
20652632	Kaspersky Renewal	427.13	02/08/2017	20-00-000-521400-0000	
20652837	ASFC Firewall Installation	1,991.98	02/08/2017	85-30-100-541300-0000	
20652838	ASFC Wifi Access Project	1,648.90	02/08/2017	85-30-100-541300-0000	
20652864	1/17 IT Support	1,190.00	02/08/2017	10-00-000-521400-0000	
20652864	1/17 IT Support	1,190.00	02/08/2017	20-00-000-521400-0000	
20652893	Meraki License Renewals	487.50	02/08/2017	10-00-000-521400-0000	
20652893	Meraki License Renewals	487.50	02/08/2017	20-00-000-521400-0000	
	Check Total:	7,850.14			
Vendor: 199567 78518518	Site One Landscape Supply, LLC Native Trees	150.00	02/07/2017	Check Sequence: 84 96-00-880-575110-0000	ACH Enabled: False
	Check Total:	150.00			
Vendor: 199794 5574	SportFloors Direct Inc. Skating Flooring	1,338.00	02/08/2017	Check Sequence: 85 94-90-865-575110-0000	ACH Enabled: False
	Check Total:	1,338.00			
Vendor: 199205	St. Charles Angels Tournament Fees	450.00	02/08/2017	Check Sequence: 86 20-21-000-525500-1112	ACH Enabled: False
	Check Total:	450.00			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 182050	Suburban Door Check & Lock			Check Sequence: 87	ACH Enabled: False
482412	Key Duplication	41.00	02/08/2017	20-00-000-530100-0000	
483216	Repair ADA Door	484.00	02/08/2017	55-00-000-575915-0000	
	Check Total:	525.00			
Vendor: 199693	Suburban Elevator Company			Check Sequence: 88	ACH Enabled: False
149120	1/17-6/17 Service	354.49	02/08/2017	20-30-200-521600-0000	
	Check Total:	354.49			
Vendor: 182096	Sunburst Sportswear Inc.			Check Sequence: 89	ACH Enabled: False
116143	Staff Sweatshirts	280.00	02/07/2017	10-00-000-585290-0000	
116143	Staff Sweatshirts	280.00	02/07/2017	20-00-000-585290-0000	
	Check Total:	560.00			
Vendor: 199815	Sycamore Titans Baseball			Check Sequence: 90	ACH Enabled: False
	Tournament Fees	325.00	02/08/2017	20-21-000-525500-1233	
	Check Total:	325.00			
Vendor: 199808	TAGSports Graphics			Check Sequence: 91	ACH Enabled: False
44986	Helmet Decals	290.72	02/08/2017	20-21-000-535500-1233	
	Check Total:	290.72			
Vendor: 199821	Nicki Tazelaar			Check Sequence: 92	ACH Enabled: False
	Gymnastic Supplies	39.99	02/08/2017	20-21-000-535500-1170	
	Check Total:	39.99			
Vendor: 110180	The BOMC			Check Sequence: 93	ACH Enabled: False
	Tournament Fees	695.00	02/08/2017	20-21-000-525500-1233	
	Check Total:	695.00			
Vendor: 137161	The Home Depot CRC/GECF			Check Sequence: 94	ACH Enabled: False
	Plugs/Mounting Tape	67.47	02/07/2017	20-30-200-530300-0000	
	Battery Tenders	139.88	02/08/2017	10-10-000-530210-0000	
	Wood/Cord	54.18	02/08/2017	94-90-865-575110-0000	
	Paint/Supplies	90.47	02/08/2017	10-10-000-530300-0000	
	Thermostat	266.36	02/08/2017	20-30-350-541300-0000	
	Door Handle	23.98	02/08/2017	10-10-000-530300-0000	
	Pins/Bolts	12.75	02/08/2017	20-30-350-530210-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	655.09			
Vendor: 188120 322275	Unique Products & Service Corporation Maintenance Supplies	264.94	02/08/2017	Check Sequence: 95 20-30-200-530310-0000	ACH Enabled: False
	Check Total:	264.94			
Vendor: 199170 PD11217	US LAX Events Tournament Fees	900.00	02/08/2017	Check Sequence: 96 20-21-000-525500-1172	ACH Enabled: False
	Check Total:	900.00			
Vendor: 101537	Verizon Wireless			Check Sequence: 97	ACH Enabled: False
	1/21-2/20/17 Parks Cell Phones	97.49	02/08/2017	10-10-000-570300-0000	
	1/21-2/20/17 Harris Cell Phone	39.92	02/08/2017	20-00-000-570300-0000	
	1/21-2/20/17 Harris Cell Phone	39.91	02/08/2017	10-00-000-570300-0000	
	1/21-2/20/17 Program Cell Phone	28.91	02/08/2017	20-24-000-535500-4625	
	1/21-2/20/17 Program Cell Phones	113.50	02/08/2017	20-24-000-535500-4631	
	1/21-2/20/17 Program Cell Phone	28.91	02/08/2017	20-24-000-535500-4643	
	1/21-2/20/17 Program Cell Phone	38.01	02/08/2017	20-00-000-570300-0000	
	Check Total:	386.65			
Vendor: 199191	VHCBS			Check Sequence: 98	ACH Enabled: False
	Tournament Fees	485.00	02/08/2017	20-21-000-525500-1233	
	Tournament Fees	1,455.00	02/08/2017	20-21-000-525500-1233	
	Check Total:	1,940.00			
Vendor: 190330 2737 2739 2740	Village of Glen Ellyn Event Permit Conservation Foundation Road Salt	50.00 500.00 1,003.73	02/08/2017 02/08/2017 02/07/2017	Check Sequence: 99 20-21-000-525500-1201 94-90-000-575170-0000 10-10-000-530620-0000	ACH Enabled: False
	Check Total:	1,553.73			
Vendor: 192340 3331737 3341450	Warehouse Direct Deodorizer Toilet Paper/Paper Towels Proforce 1500XP Vacuum Garbage Bags/Toilet Paper	30.96 216.12 404.23 141.79	02/07/2017 02/08/2017 02/08/2017 02/08/2017	Check Sequence: 100 20-30-100-530300-0000 20-30-100-530300-0000 20-30-100-530300-0000 20-30-100-530300-0000	ACH Enabled: False
	Check Total:	793.10			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 199353	Wheaton PD Tournament Fees	495.00	02/08/2017	Check Sequence: 101 20-21-000-525500-1233	ACH Enabled: False
	Check Total:	495.00			
Vendor: 194647	Winfield Wolverines Tournament Fees	450.00	02/08/2017	Check Sequence: 102 20-21-000-525500-1112	ACH Enabled: False
	Check Total:	450.00			
Vendor: 199800	Winfield Wolves Tournament Fees Tournament Fees	450.00 450.00	02/08/2017 02/08/2017	Check Sequence: 103 20-21-000-525500-1233 20-21-000-525500-1233	ACH Enabled: False
	Check Total:	900.00			
Vendor: 199798	Woodstock Youth Baseball Tournament Fees	500.00	02/08/2017	Check Sequence: 104 20-21-000-525500-1233	ACH Enabled: False
	Check Total:	500.00			
	Total for Check Run:	158,541.72			
	Total of Number of Checks:	104			

Accounts Payable

Computer Check Proof List by Vendor

User: cyocum
 Printed: 01/25/2017 - 12:13PM
 Batch: 00009.01.2017



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 198894	AT&T 1/6-2/5/17 Service	80.00	01/25/2017	Check Sequence: 1 20-30-100-570300-0000	ACH Enabled: False
	Check Total:	80.00			
Vendor: 119690	DuPage Co. Public Works 9/16-12/16 Water	86.82	01/25/2017	Check Sequence: 2 20-00-000-570400-0000	ACH Enabled: False
	Check Total:	86.82			
Vendor: 195480	WOW Business 1/13-2/12/17 Service	99.62	01/25/2017	Check Sequence: 3 10-10-000-570300-0000	ACH Enabled: False
	Check Total:	99.62			
	Total for Check Run:	266.44			
	Total of Number of Checks:	3			

Accounts Payable

Computer Check Proof List by Vendor

User: cyocum
 Printed: 01/19/2017 - 9:38AM
 Batch: 00007.01.2017



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 199217	Bloomington Park District Tumbling Meet	259.00	01/19/2017	Check Sequence: 1 20-21-000-525500-1170	ACH Enabled: False
	Check Total:	259.00			
Vendor: 112920	Carol Stream Park District Tumbling Meet	259.00	01/19/2017	Check Sequence: 2 20-21-000-525500-1170	ACH Enabled: False
	Check Total:	259.00			
Vendor: 115180	Comcast Cable 1/18-2/17/17 Service 1/18-2/17/17 Service	114.92 114.93	01/19/2017 01/19/2017	Check Sequence: 3 10-00-000-570300-0000 20-00-000-570300-0000	ACH Enabled: False
	Check Total:	229.85			
Vendor: 199475	Joliet Park District Tumbling Meet	259.00	01/19/2017	Check Sequence: 4 20-21-000-525500-1170	ACH Enabled: False
	Check Total:	259.00			
Vendor: 199530	Kane-Dupage SWCD Land Use Opinion Platform Expansion	847.00	01/19/2017	Check Sequence: 5 94-90-880-575110-0000	ACH Enabled: False
	Check Total:	847.00			
	Total for Check Run:	1,853.85			
	Total of Number of Checks:	5			

Accounts Payable

Computer Check Proof List by Vendor

User: cyocum
 Printed: 01/16/2017 - 10:41AM
 Batch: 00005.01.2017



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 199108	AAP Financial Services Advance Auto Parts Vehicle Repairs	71.43	01/17/2017	Check Sequence: 1 10-10-000-530340-0000	ACH Enabled: False
	Check Total:	71.43			
Vendor: 103977	Anderson Pest Control			Check Sequence: 2	ACH Enabled: False
4100819	1/17 Pest Control	33.50	01/17/2017	10-10-000-521600-0000	
4100819	1/17 Pest Control	24.72	01/17/2017	20-30-150-521600-0000	
4100819	1/17 Pest Control	73.65	01/17/2017	20-30-200-521600-0000	
4100819	1/17 Pest Control	26.38	01/17/2017	20-00-000-521600-0000	
4100819	1/17 Pest Control	58.00	01/17/2017	20-30-100-521600-0000	
4100819	1/17 Pest Control	31.31	01/17/2017	20-30-500-521600-0000	
4100819	1/17 Pest Control	107.82	01/17/2017	20-30-450-521600-0000	
4100819	1/17 Pest Control	37.45	01/17/2017	20-30-300-521600-0000	
4100819	1/17 Pest Control	14.00	01/17/2017	20-21-000-525500-1236	
	Check Total:	406.83			
Vendor: 104993	Aqua Pure Enterprises Inc.			Check Sequence: 3	ACH Enabled: False
106438	Postage Permit Application	36.01	01/17/2017	10-10-000-530100-0000	
	Check Total:	36.01			
Vendor: 112510	Call One			Check Sequence: 4	ACH Enabled: False
	1/17 Facility Lines	98.30	01/17/2017	20-30-100-570300-0000	
	1/17 PRI Line	200.00	01/17/2017	20-00-000-570300-0000	
	1/17 PRI Line	200.00	01/17/2017	10-00-000-570300-0000	
	1/17 Facility Lines	258.72	01/17/2017	10-00-000-570300-0000	
	1/17 Facility Lines	258.72	01/17/2017	20-00-000-570300-0000	
	Check Total:	1,015.74			
Vendor: 115285	ComEd			Check Sequence: 5	ACH Enabled: False
	12/16 Electricity	33.48	01/17/2017	10-00-000-570100-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	12/16 Electricity	45.04	01/17/2017	10-00-000-570100-0000	
	Check Total:	78.52			
Vendor: 142399	Constellation Energy Services, Inc.			Check Sequence: 6	ACH Enabled: False
	11/4-12/7/16 Electricity	2,430.29	01/17/2017	20-30-200-570100-0000	
	11/4-12/7/16 Electricity	484.70	01/17/2017	10-00-000-570100-0000	
	11/4-12/7/16 Electricity	1,697.31	01/17/2017	20-30-450-570100-0000	
	11/4-12/7/16 Electricity	111.62	01/17/2017	20-30-150-570100-0000	
	11/4-12/7/16 Electricity	226.61	01/17/2017	10-00-000-570100-0000	
	11/4-12/7/16 Electricity	118.18	01/17/2017	10-00-000-570100-0000	
	11/4-12/7/16 Electricity	8,761.71	01/17/2017	20-30-100-570100-0000	
	11/4-12/7/16 Electricity	693.36	01/17/2017	20-30-350-570100-0000	
	11/4-12/7/16 Electricity	1,761.16	01/17/2017	20-00-000-570100-0000	
	11/4-12/7/16 Electricity	1,139.56	01/17/2017	20-30-500-570100-0000	
	11/4-12/7/16 Electricity	19.31	01/17/2017	20-00-000-570100-0000	
	11/4-12/7/16 Electricity	84.88	01/17/2017	20-00-000-570100-0000	
	11/4-12/7/16 Electricity	36.33	01/17/2017	20-00-000-570100-0000	
	11/4-12/7/16 Electricity	1,114.79	01/17/2017	20-00-000-570100-0000	
	11/4-12/7/16 Electricity	43.38	01/17/2017	10-00-000-570100-0000	
	11/4-12/7/16 Electricity	328.97	01/17/2017	20-30-300-570100-0000	
	Check Total:	19,052.16			
Vendor: 199573	First Bankcard			Check Sequence: 7	ACH Enabled: False
Babicz	Mailchimp-Bulk Email	17.00	01/17/2017	20-21-000-525500-1232	
Babicz	Noodles-New Employee Lunch	29.16	01/17/2017	20-21-000-535500-1141	
Babicz	Adobe-Creative Cloud	26.56	01/17/2017	20-21-000-525500-1232	
Babicz	Adobe-Creative Cloud	26.55	01/17/2017	20-21-000-525500-1161	
Babicz	LAX.Com-Lacrosse Balls	187.89	01/17/2017	20-21-000-535500-1172	
Babicz	Myfonts-Font Package	52.91	01/17/2017	20-21-000-525500-1234	
Babicz	IPRA-Job Posting	220.00	01/17/2017	20-00-000-521150-0000	
Babicz	Mailchimp-Bulk Email	20.00	01/17/2017	20-21-000-525500-1161	
Babicz	Amazon-Computer Monitors	239.98	01/17/2017	20-00-000-540700-0000	
Cannaday	Secretary of State-Plates #441	122.82	01/17/2017	85-10-000-575200-0000	
Cannaday	Amazon-Key Locators	138.11	01/17/2017	10-10-000-530340-0000	
Cannaday	Groot-TV Disposal Fee	180.00	01/17/2017	10-10-000-521600-0000	
Cannaday	Corrosion Tech-Lubricant/Oil	349.01	01/17/2017	10-10-000-530500-0000	
Cannaday	Etrailer-Jump Starters	175.90	01/17/2017	10-10-000-530340-0000	
Cannaday	Amazon-Pen Holders	31.98	01/17/2017	10-10-000-530100-0000	
Cannaday	Amazon-Label Maker Refills	73.98	01/17/2017	10-10-000-550250-0000	
Cinquegrani	IPRA-Annual Dues	254.00	01/17/2017	10-00-000-585250-0000	
Cinquegrani	Amazon-IT Supplies	30.76	01/17/2017	10-00-000-540550-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Cinquegrani	Edible Arrangements-Get Well Gift	56.21	01/17/2017	10-00-000-585150-0000	
Cinquegrani	The Green Branch-Sympathy Arrangement	49.95	01/17/2017	20-00-000-585150-0000	
Cinquegrani	Q-BBQ-Staff Luncheon	257.50	01/17/2017	10-00-000-585290-0000	
Cinquegrani	Q-BBQ-Staff Luncheon	257.50	01/17/2017	20-00-000-585290-0000	
Cinquegrani	USPS-Postage	18.03	01/17/2017	10-00-000-521800-0000	
Cinquegrani	UPS-Postage	29.06	01/17/2017	10-00-000-521800-0000	
Cinquegrani	Amazon-Replacement Monitors	239.98	01/17/2017	10-00-000-540700-0000	
Cinquegrani	Amazon-IT Supplies	209.98	01/17/2017	10-00-000-540550-0000	
Cinquegrani	Amazon-Replacement Monitors	239.98	01/17/2017	10-00-000-540700-0000	
Clark	Walmart-December Promotion Supplies	43.58	01/17/2017	20-30-100-535500-0000	
Clark	Amazon-Situp Bar	44.90	01/17/2017	20-30-100-530102-0000	
Clark	Amazon-Volleyball Antennas	68.57	01/17/2017	20-30-100-535500-0000	
Clark	EZ Facilities-Scheduling	206.47	01/17/2017	20-30-100-521600-0000	
Clark	Amazon-Audio Cables	32.50	01/17/2017	20-30-100-530102-0000	
Clark	Walgreens-Daycare Supplies	11.96	01/17/2017	20-30-100-530260-0000	
Clark	Hobby Lobby-Daycare Supplies	32.07	01/17/2017	20-30-100-530260-0000	
Clark	IPRA-Membership Dues	254.00	01/17/2017	20-00-000-585250-0000	
Clark	Les Mills-Group Fitness	197.00	01/17/2017	20-30-100-521600-0000	
Clark	Amazon-Daycare Supplies	48.88	01/17/2017	20-30-100-530260-0000	
Clark	Power Systems-Wrap Pads	110.06	01/17/2017	20-30-100-530102-0000	
Clark	Auto Ice-Concessions	85.00	01/17/2017	20-30-500-530095-0000	
Clark	Power Systems-Straps/Weights	357.80	01/17/2017	20-30-100-530102-0000	
Clark	Amazon-Security Signs	30.71	01/17/2017	20-30-100-530300-0000	
Clark	Direct TV-Cable	160.98	01/17/2017	20-30-100-521600-0000	
Clark	Amazon-Medical Tape	10.47	01/17/2017	20-30-100-530320-0000	
Clark	Amazon-Extinguisher Housing	113.00	01/17/2017	20-30-100-530300-0000	
Clark	Jewel-Cream	15.92	01/17/2017	20-30-100-530300-0000	
Defiglia	Target-Staff Recognition	5.00	01/17/2017	20-00-000-585290-0000	
Defiglia	SGD-Scorecards	56.40	01/17/2017	20-30-300-530345-0000	
Defiglia	IPRA-Membership Dues	254.00	01/17/2017	20-00-000-585202-0000	
Defiglia	Direct TV-Cable	70.99	01/17/2017	20-30-350-521600-0000	
Esposito	IAPD-Conference	230.00	01/17/2017	20-00-000-585201-0000	
Esposito	Meatheads-Staff Lunch	58.86	01/17/2017	20-00-000-585290-0000	
Harris	Fond Du Lac-Weber Fund Donation	50.00	01/17/2017	10-00-000-585100-0000	
Henrichs	Westmont Yard-Tournament Fee	585.00	01/17/2017	20-21-000-525500-1127	
Henrichs	Longstreth-Field Hockey Supplies	50.00	01/17/2017	20-21-000-535500-1171	
Henrichs	Office Depot-Supplies	15.88	01/17/2017	20-21-000-535500-1141	
Henrichs	Schnitzel Platz-Soccer Meeting	93.51	01/17/2017	20-21-000-535500-1120	
Henrichs	Appointment Plus-Scheduling	59.00	01/17/2017	20-21-000-525500-1127	
Hopkins	IL Landscape-Conference	119.00	01/17/2017	10-10-000-585250-0000	
Hopkins	V of GE-Permit Fees Lake Ellyn	450.00	01/17/2017	94-90-865-575110-0000	
Hopkins	V of GE-Permit Fees Newton Lights	2,500.00	01/17/2017	94-90-885-575110-0000	
Kleefisch	Walmart-Tween Night Supplies	17.60	01/17/2017	20-30-100-535500-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Kleefisch	Rosati's-Tween Night Supplies	160.25	01/17/2017	20-30-100-535500-0000	
Marquez	Menards-Breakfast With Santa	20.42	01/17/2017	20-26-000-535500-6808	
Marquez	Party City-Breakfast With Santa	133.46	01/17/2017	20-26-000-535500-6808	
Marquez	Michaels-Breakfast With Santa	11.12	01/17/2017	20-26-000-535500-6808	
Marquez	Hobby Lobby-Breakfast With Santa	8.45	01/17/2017	20-26-000-535500-6808	
Marquez	GFS Store-Breakfast With Santa	12.99	01/17/2017	20-26-000-535500-6808	
Marquez	Walmart-Breakfast With Santa	89.43	01/17/2017	20-26-000-535500-6808	
Marquez	Walmart-Gingerbread Class	125.32	01/17/2017	20-24-000-535500-4684	
Marquez	Lincoln Park Zoo-Parking	35.00	01/17/2017	20-26-000-535500-6813	
Marquez	Jewel-Lincoln Park Zoo Trip	11.97	01/17/2017	20-26-000-535500-6813	
Marquez	Dollar Tree-Senior Lunch	6.00	01/17/2017	20-25-000-535500-5728	
Marquez	Panera Bread-Senior Lunch	50.00	01/17/2017	20-25-000-535500-5728	
Marquez	Walmart-Senior Lunch	159.01	01/17/2017	20-25-000-535500-5728	
Marquez	Walmart-Meet Supplies	124.86	01/17/2017	20-21-000-535500-1170	
Marquez	Bed Bath & Beyond-Senior Luncheon	20.98	01/17/2017	20-25-000-535500-5728	
Marquez	Dollar Tree-Senior Luncheon	17.00	01/17/2017	20-25-000-535500-5728	
Marquez	McDonalds-Senior Luncheon	50.00	01/17/2017	20-25-000-535500-5728	
Marquez	Fun Express-Candy Cane Hunt	168.51	01/17/2017	20-26-000-535500-6813	
Marquez	Amazon-Bingo Balls	15.95	01/17/2017	20-25-000-535500-5728	
Marquez	Amazon-Meet Ribbons	6.98	01/17/2017	20-21-000-535500-1170	
Marquez	Jimmy Johns-Gymnastics Meet	99.90	01/17/2017	20-21-000-535500-1170	
Marquez	Rosati's-Gymnastics Meet	188.27	01/17/2017	20-21-000-535500-1170	
Marquez	Walmart-Bingo Snack	4.94	01/17/2017	20-25-000-535500-5728	
Marquez	Walmart-Storage Totes	27.28	01/17/2017	20-21-000-535500-1170	
Okray	Amazon-Binders	26.79	01/17/2017	20-00-000-521650-0000	
Okray	UPrinting-Business Cards	99.45	01/17/2017	20-00-000-521700-0000	
Okray	Facebook-Social Media	200.00	01/17/2017	20-00-000-521650-0000	
Okray	Displays 2 Go-Display Holder	57.75	01/17/2017	20-30-100-521650-0000	
Okray	KidList-Advertising	100.00	01/17/2017	20-30-100-521650-0000	
Okray	AMI-Banners	276.04	01/17/2017	20-00-000-521650-0000	
Okray	Amazon-USB Drives	28.60	01/17/2017	20-00-000-521650-0000	
Okray	UPrinting-Print Cards	82.89	01/17/2017	20-30-100-521650-0000	
Okray	Go West-Advertising	75.00	01/17/2017	20-30-100-521650-0000	
Okray	GoDaddy-Domain Name	295.17	01/17/2017	20-00-000-521650-0000	
Okray	Suburbian Media-Subscription	9.98	01/17/2017	20-00-000-521650-0000	
Okray	UPrinting-Rack Cards	66.42	01/17/2017	20-00-000-521650-0000	
Okray	ZoHo-Sponsorship	7.00	01/17/2017	20-00-000-521650-0000	
Okray	Mailchimp-Email Marketing	127.50	01/17/2017	20-00-000-521650-0000	
Okray	Adobe-Stock Photography	9.99	01/17/2017	20-00-000-530450-0000	
Okray	Shutterstock-Photography	49.00	01/17/2017	20-00-000-530450-0000	
Okray	Adobe-Creative Cloud	49.99	01/17/2017	20-00-000-521650-0000	
Robinson	Hobby Lobby-Ribbon	4.95	01/17/2017	20-26-000-535500-6835	
Robinson	Walmart-Snacks	78.90	01/17/2017	20-24-000-535500-4610	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Robinson	Fun Express-Wigs	31.85	01/17/2017	20-26-000-535500-6830	
Robinson	Fun Express-Hats/Buttons	4.76	01/17/2017	20-26-000-535500-6835	
Robinson	Fun Express-Crafts	81.38	01/17/2017	20-24-000-535500-4610	
Robinson	Amazon-Toys/Easels	197.67	01/17/2017	20-24-000-535500-4610	
Robinson	Party City-Santa Visits Supplies	108.81	01/17/2017	20-26-000-535500-6830	
Robinson	Party City-Polar Express Supplies	100.95	01/17/2017	20-26-000-535500-6835	
Robinson	Walmart-Santa Visits	251.37	01/17/2017	20-26-000-535500-6830	
Robinson	Walmart-Polar Express	10.79	01/17/2017	20-26-000-535500-6835	
Robinson	Container Store-Storage	14.39	01/17/2017	20-24-000-535500-4643	
Robinson	Walmart-Candy Canes	27.81	01/17/2017	20-24-000-535500-4610	
Robinson	Walmart-Candy	56.16	01/17/2017	20-24-000-535500-4643	
Robinson	Hobby Lobby-Stickers	8.76	01/17/2017	20-24-000-535500-4643	
Robinson	Walmart-Totes/Bags	61.59	01/17/2017	20-26-000-535500-6830	
Robinson	Glen Prairie-Staff Meeting	376.20	01/17/2017	20-24-000-535500-4610	
Robinson	Fun Express-Crafts	75.43	01/17/2017	20-24-000-535500-4610	
Robinson	Jewel-Elf Giftcards	136.11	01/17/2017	20-26-000-535500-6835	
Robinson	Amazon-Toys	136.04	01/17/2017	20-24-000-535500-4610	
Robinson	Amazon-Monitor	199.99	01/17/2017	20-00-000-540700-0000	
Robinson	Amazon-Printer	216.96	01/17/2017	20-00-000-540700-0000	
Robinson	Amazon-Ink/Printer	154.43	01/17/2017	20-24-000-535500-4610	
Robinson	Amazon-Ink	154.43	01/17/2017	20-24-000-535500-4643	
Robinson	Discount School-Glue/Paper/Markers	283.45	01/17/2017	20-24-000-535500-4610	
Robinson	Fun Express-Dad Night Supplies	164.54	01/17/2017	20-24-000-535500-4610	
	Check Total:	16,021.29			
Vendor: 129093	Fox Valley Fire & Safety			Check Sequence: 8	ACH Enabled: False
51877	12/16 Alarm Monitoring	150.00	01/17/2017	20-21-000-525500-1161	
	Check Total:	150.00			
Vendor: 132271	Grainger, Inc.			Check Sequence: 9	ACH Enabled: False
	Gas Heaters Paddle Courts	885.12	01/24/2017	20-30-350-530210-0000	
9243411460	Ball Valve Lockout	34.00	01/24/2017	94-90-865-575110-0000	
9248703366	Rust Inhibitor	180.72	01/24/2017	10-10-000-530500-0000	
92580090092	Drinking Fountains	3,021.51	01/24/2017	85-30-100-541300-0000	
	Check Total:	4,121.35			
Vendor: 198881	Integrity Fitness			Check Sequence: 10	ACH Enabled: False
9449	Elliptical Repairs	130.00	01/17/2017	20-30-450-530102-0000	
	Check Total:	130.00			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 123355 20079008	Jeff Ellis & Associates Instructor Course	425.00	01/17/2017	Check Sequence: 11 20-30-500-521600-0000	ACH Enabled: False
	Check Total:	425.00			
Vendor: 152045	Len's Ace Hardware			Check Sequence: 12	ACH Enabled: False
	Brass Hose/Tape	20.68	01/24/2017	20-30-100-530300-0000	
	Batteries	8.99	01/24/2017	10-10-000-530340-0000	
	Keys/Wrench	11.66	01/24/2017	20-30-350-530300-0000	
	Triflow Lube	8.09	01/24/2017	10-10-000-530500-0000	
	Heater Repairs	25.15	01/24/2017	20-30-350-530210-0000	
	Key Duplication	21.49	01/24/2017	10-10-000-530300-0000	
	Check Total:	96.06			
Vendor: 168768	Paetec			Check Sequence: 13	ACH Enabled: False
	1/17 Facility Lines	517.67	01/17/2017	20-30-100-570300-0000	
	Check Total:	517.67			
Vendor: 175540 20170003	Roselynn Fashions, LTD Coaches Shirts	825.75	01/17/2017	Check Sequence: 14 20-21-000-535500-1141	ACH Enabled: False
	Check Total:	825.75			
Vendor: 178125 7235234	Service Sanitations Port O Let Rental Fees	163.66	01/24/2017	Check Sequence: 15 20-21-000-525500-1161	ACH Enabled: False
	Check Total:	163.66			
Vendor: 199065 183315	Servicemaster Commercial 1/17 Janitorial Services	2,350.00	01/17/2017	Check Sequence: 16 20-30-450-521600-0000	ACH Enabled: False
	Check Total:	2,350.00			
Vendor: 178275	Shaw Media			Check Sequence: 17	ACH Enabled: False
	Legal Publication	53.70	01/17/2017	10-00-000-521150-0000	
	Legal Publication	53.70	01/17/2017	20-00-000-521150-0000	
	Check Total:	107.40			
Vendor: 178570 0717-9	Sherwin Williams Co. Paint	219.50	01/17/2017	Check Sequence: 18 20-30-450-530600-0000	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	219.50			
Vendor: 199567 92300611	Site One Landscape Supply, LLC Native Trees	150.00	01/17/2017	Check Sequence: 19 96-00-880-575110-0000	ACH Enabled: False
	Check Total:	150.00			
Vendor: 198934 102716blrm	Diane Smith Fall Classes	455.00	01/24/2017	Check Sequence: 20 20-25-000-525500-5706	ACH Enabled: False
	Check Total:	455.00			
Vendor: 154660 210973 210973 210980	Sodexho, Inc. & Affiliates Polar Express Cookies/Milk 12/16 Senior Lunch Polar Express Cookies/Milk	350.00 137.60 120.00	01/17/2017 01/17/2017 01/17/2017	Check Sequence: 21 20-26-000-525500-6835 20-25-000-525500-5728 20-26-000-525500-6835	ACH Enabled: False
	Check Total:	607.60			
Vendor: 181118	Staples Advantage Blueprints	32.66	01/17/2017	Check Sequence: 22 94-90-865-575110-0000	ACH Enabled: False
	Check Total:	32.66			
Vendor: 184207 3002987164	Thyssenkrup Elevator Service Maintenance 1/17-3/17	613.66	01/17/2017	Check Sequence: 23 20-30-100-521600-0000	ACH Enabled: False
	Check Total:	613.66			
Vendor: 190330	Village of Glen Ellyn 12/16 Fuel 10/18-11/17/16 Water 10/18-11/17/16 Water 10/18-11/17/16 Water 10/18-11/17/16 Water 10/18-11/17/16 Water 10/18-11/17/16 Water 10/18-11/17/16 Water 10/18-11/17/16 Water 10/18-11/17/16 Water 10/18-11/17/16 Water 10/18-11/17/16 Water 10/18-11/17/16 Water	2,267.45 118.80 32.75 54.41 62.61 64.31 164.79 46.43 809.37 186.50 48.29 222.88	01/24/2017 01/24/2017 01/24/2017 01/24/2017 01/24/2017 01/24/2017 01/24/2017 01/24/2017 01/24/2017 01/24/2017 01/24/2017 01/24/2017 01/24/2017 01/24/2017	Check Sequence: 24 10-10-000-530500-0000 20-30-200-570400-0000 20-00-000-570400-0000 20-00-000-570400-0000 10-00-000-570400-0000 20-30-150-570400-0000 20-30-450-570400-0000 10-00-000-570400-0000 20-30-100-570400-0000 20-00-000-570400-0000 20-00-000-570400-0000 20-00-000-570400-0000	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	4,078.59			
Vendor: 199264	Warehouse Direct			Check Sequence: 25	ACH Enabled: False
3312580	Cleaner/Toilet Paper/Paper Towels	299.09	01/17/2017	20-30-100-530300-0000	
3320569	Soap/Wax/Toilet Paper	203.60	01/17/2017	20-30-100-530300-0000	
	Check Total:	502.69			
Vendor: 199797	Nili Wronski			Check Sequence: 26	ACH Enabled: False
	Entertainment Day Off Program	200.00	01/17/2017	20-24-000-525500-4643	
	Check Total:	200.00			
	Total for Check Run:	52,428.57			
	Total of Number of Checks:	26			



MEMO

February 2, 2014

TO: Park District Board of Commissioners

FROM: Renae Frigo, Naturalist

CC: Dave Harris, Executive Director
Dan Hopkins, Superintendent of Parks and Planning

RE: Monarch Butterfly Resolution

The Glen Ellyn Park District has been contacted by the DuPage Monarch Project requesting the Park District adopt a resolution to support and expand available habitats for Monarch butterflies and other native pollinators. DuPage Monarch Project is a partnership of the Forest Preserve District of DuPage, Sierra Club's River Prairie Group, The Conservation Foundation and Wild Ones Greater DuPage Chapter with a mission of supporting monarch conservation by advocating for municipal resolutions or pledges and encouraging residents, businesses, schools and churches to plant monarch gardens.

In support of the Project's efforts to promote and advocate on behalf of Monarch habitats, several local municipalities and public agencies have adopted resolutions supporting those efforts. They include the Naperville Park District, Fox Valley Park District and Warrenville Park District along with the Village of Carol Stream, Elmhurst and the City of Warrenville.

The Glen Ellyn Park District has an excellent history of Monarch conservation projects and has shown exemplary leadership within the community over the past several years through native plantings, nature based programs, education and community collaboration. Approval of the resolution would reinforce the Glen Ellyn Park District's commitment to supporting and enhancing the Monarch butterfly population while consistent with the District's environmental goals.

Recommendation: Staff recommends that the Park Board of Commissioners adopt the resolution as presented.

Motion: I make the motion that the Glen Ellyn Park District adopts Resolution 17-01 authorizing the Glen Ellyn Park District to enhance and expand available habitats for Monarch butterflies and other pollinators.

RESOLUTION 17-01
GLEN ELLYN PARK DISTRICT

**A RESOLUTION AUTHORIZING THE GLEN ELLYN PARK DISTRICT TO
ENHANCE AND EXPAND AVAILABLE HABITAT FOR MONARCH BUTTERFLIES
AND OTHER POLLINATORS**

WHEREAS, the Park District's Environmental Policy calls for the reduced use of fertilizers and pesticides, to utilize drought resistant and native species for landscaping, to protect and restore indigenous natural communities, and to provide environmental education and interpretative opportunities related to nature and the environment; and

WHEREAS, the Park District land, located in northeastern Illinois, lies within the monarch butterflies' annual migration route from Mexico to Canada; and

WHEREAS, because milkweed is the only plant on which monarch butterflies lay their eggs and sole food source for monarch caterpillars, it is important to recognize that only native milkweed is vital to the restoration and survival of monarch habitat in Illinois; and

WHEREAS, scientific studies indicate the rapid decline of monarch butterflies of up to ninety percent in the past two decades is partly due to milkweed habitat loss caused by development, land management practices and chemically-aided agriculture in the United States and Canada; and

WHEREAS, because the decimation of pollinators, including the monarch butterfly, has potentially negative consequences for natural ecosystems as well as for human food production, the U.S. Fish and Wildlife Service is currently studying the species to determine if it should be listed under the Endangered Species Act; and

WHEREAS, on a national level, conservation organizations such as the National Wildlife Federation and the U.S. Fish and Wildlife Service, have undertaken efforts to restore and enhance milkweeds and other nectar-producing plants to help restore monarch habitat in open spaces, suburban and urban gardens, and other locations; and

WHEREAS, Illinois designated the monarch butterfly as the official state insect in 1975 as the result of lobbying by Illinois schoolchildren; and

WHEREAS, the Field Museum, Forest Preserve District of DuPage County, the River Prairie Group of the Sierra Club, and Greater DuPage Wild Ones, are encouraging communities to plant native milkweed and valuable nectar plants where appropriate; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Glen Ellyn Park District:

The Glen Ellyn Park District is directed to work with the DuPage Monarch Project to increase and improve available habitat for monarch butterflies and other native pollinators through the following actions:

- Increase plantings of milkweed and native pollinator plants on Park District lands.
- Install signage near monarch-friendly plantings about monarch butterflies and other pollinators and their habitat in order to increase public awareness and education.
- Refrain from the use of pesticides, including herbicides, in areas with milkweed during monarch butterfly breeding periods, and avoid the use of insecticides, like neonicotinoids, in milkweed areas at all times.
- Encourage residents to provide monarch friendly habitats on their own property by providing an educational program about the issue and encourage individuals to plant appropriate native milkweed.

PASSED this _____ day of _____, 2017

AYES: _____ NAYS: _____ ABSENT: _____ PASSED: _____

GLEN ELLYN PARK DISTRICT

PRESIDENT

ATTEST:

SECRETARY



MEMO

February 2, 2017

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

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

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

- Playground replacement (existing playground was installed in 1991)
- Fishing pier within northwest corner of Lake Ellyn
- Interpretative and landmark signage (in addition to the signage funded by anonymous donor)

- Reconfigured paths
- Park Amenities (benches, trash and recycling receptacles, tables, lighting)
- Vegetative restorers (improve Lake Ellyn water quality)
- Landscape

The project has since been publically noticed and sealed bids were submitted on February 1, 2017. The results are to be discussed within this Board meeting and advanced to the February 21 meeting for approval. In anticipation of implementation of the OSLAD project this spring and early summer with completion by June 23, 2017, staff is recommending continuing to further engage Wight Construction to provide construction management services for the OSLAD project. Wight Construction provided comparable services including estimating, project coordination, quality control, payout request and site management previously, enabling the project to be completed successfully. Their services and expectations for this \$800,000 project are adjusted proportionally to reflect the smaller scope with Wight's fee being \$57,180. Please note that this cost falls well within the acceptable limits of the OSLAD grant in relation to professional fees. Additionally, for this phase the District is not engaging any other professional services including CDF as their services are not necessary for successful completion.

Recommendation: Staff recommends advancing approval of the construction management services with Wight Construction in the amount of \$57,180 for the Lake Ellyn Park improvements in relation to the OSLAD grant to the Glen Ellyn Park District Regular Board meeting on February 21 for Board approval.

December 6, 2016

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



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

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

Mr. Harris:

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

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

PROJECT UNDERSTANDING

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

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

SCOPE OF SERVICES

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

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

SCHEDULE

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

COMPENSATION

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

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

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

Respectfully submitted,

Wight Construction Services, Inc.

Craig Polte
Director, Construction

Accepted by: _____ Date _____

.....
wightco.com
.....



MEMO

February 2, 2014

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

The legal bid notice for the Lake Ellyn Park Improvements (O.S.L.A.D.) was publically noticed on January 17th, distributed to potential contractors, and posted on the Park District website. This portion of the Master Plan will involve, but not be limited to: playground replacement, fishing pier, interpretative and landmark signage, reconfigured paths, park amenities, vegetative restorers, and landscape improvements.

The Park District engaged Wight Construction specifically at this time to create the Lake Ellyn Park Improvements bid package and the bids were opened and publically read on Wednesday, February 1st at 1:00 pm. The bid package is divided amongst the various trades (5), which includes:

1. Concrete
2. Electrical
3. Playground Installation
4. Landscaping
5. Signage

Staff along with Wight, will conduct a full scope review and evaluate all the bids and will be prepared to discuss the results at the February 7th Workshop meeting. Wight has been directed to research potential cost savings and/or scope changes that would be most beneficial to the Park District. Staff will have all the information compiled and will be ready to make a recommendation at the February 21st Regular Board meeting.

As a result of the continued evolvment of the project, the Board will not be asked to take action at the February 7th Workshop meeting. The goal will be to present the initial findings and gather feedback from the Board, which staff will take into account when making the final recommendation at the February 21st Regular meeting.

Recommendation: Staff recommends advancing the approval of the Lake Ellyn Park Improvements (O.S.L.A.D.) bid results to the Glen Ellyn Park District Regular Board meeting on February 21 for Board approval, pending a full scope review and evaluation by staff.



MEMO

February 2, 2017

TO: Park District Board of Commissioners
FROM: Nicholas Cinquegrani, Superintendent of Finance & Personnel
CC: Dave Harris, Executive Director
RE: Travel Reimbursement Policy Update

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

Recommendation:

Staff recommends placing Ordinance 17-01 “An ordinance establishing a travel reimbursement policy for the Glen Ellyn Park District, DuPage County, Illinois in accordance with the Local Government Travel Expense Control Act” on the consent agenda for the regular meeting on February 21st.

ORDINANCE 17-01

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

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

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

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

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

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

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

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

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

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

Section 6: This Ordinance is effective beginning _____, 2017.

VOTE:

Ayes:

Nays:

Abstentions:

Adopted this ____ day of _____, 2017.

President

Secretary

Exhibit A

C. *Conferences and Seminars*

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

Exhibit B

2. Conferences and Seminars

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

Exhibit C

Policy Governing Reimbursement

of Employee and Officer Travel, Meal and Lodging Expenses

A. Purpose.

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

B. Definitions.

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

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

C. Authorized Types of Official Business.

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

D. Categories of Expenses.

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

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

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

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

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

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

F. Documentation of Expenses.

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

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

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

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

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

Attachment 1

GLEN ELLYN PARK DISTRICT

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

Name of Official or Employee: _____

Title/Position of Official or Employees: _____

Name and Date of the Activity/Event: _____

Check Number (if applicable): _____

Credit Card Receipt Number (if applicable): _____

Description of the purpose of the expense:

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

Mileage: _____

Meals: _____

Parking: _____

Hotel/Lodging: _____

Car rental: _____

Airfare: _____

Other Transportation (bus, train, taxi, shuttle, etc): _____

Employee's/Officer's Signature: _____

Date: _____

Executive Director's Authorization: _____

Date: _____

ATTACH ALL RECEIPTS