

**Glen Ellyn Park District
Board of Commissioners - Regular Meeting
December 3, 2019
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. State of Illinois Proclamation 100-Year Recognition – State Representative Terra Costa-Howard**
- VI. Recognition/Report – Eileen Mullin-Gasteier, Fall Fete recap**
- VII. Public Participation**
- VIII. Consent Agenda:** All items in Section VI are included in the Consent Agenda by the Board and will be enacted in one motion. There will be no separate discussion of these items unless a Board Member so requests, in which event the item will be removed from the Agenda.
 - A. Voucher List of Bills Totaling \$781,544.37
 - B. Minutes: November 12, 2019 Regular Meeting minutes
 - C. 2020 Proposed Board Meeting Schedule
- IX. Public Hearing for the 2020 Budget and Appropriation Ordinance**
- X. Unfinished Business**
 - A. Approval of the 2020 Budget & Appropriation Ordinance 19-02
 - B. Ackerman Park Improvements Phase IV – Payout Request #6
 - C. Walnut Glen Park Playground Request #2
 - D. Ackerman & Churchill Asphalt Improvements Payout Request #3
- XI. New Business**
 - A. Park District Policy Manual Updates
 - B. PARC Grant Resolution 19-04
 - C. ASFC Improvement Recommendations
- XII. Staff Reports**
 - A. Staff Reports
- XIII. Commissioners' Reports**
- XIV. Adjourn to Executive Session**

Under Section 2 (c) 6 of the Open Meetings Act for the purpose of setting a price for the sale or lease of property owned by the District and Section 2 (c) 1 for the discussion of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees or legal counsel for the District.
- XV. Reconvene to Open Session**
- XVI. Adjourn**



MEMO

November 25, 2019

TO: Park District Board of Commissioners
FROM: Kathleen Esposito, Superintendent of Recreation
CC: Dave Harris, Executive Director
RE: Recognition – Eileen Mullin-Gasteier

The Glen Ellyn Board of Commissioners would like to recognize Eileen Mullin-Gasteier for her outstanding efforts to plan, organize and stage the inaugural Fall Fête, *Whiskey, Wine and Whimsy* event held on Saturday, November 2, 2019.

The goal of the Fall Fete event was to create a fun and celebratory evening for our community while also promoting the District's 100-year anniversary as well as raise funds and awareness for the District's scholarship program through the Friends of Glen Ellyn Parks Foundation. Through Eileen's passion, event planning skills and community contacts, those goals were met and exceeded. Over 175 people who attended the event enjoyed an evening of excellent food and beverages supplied by Maize + Mash, socializing with neighbors and friends in the beautifully decorated Lake Ellyn Boathouse and generously donating over \$30,000 throughout the evening. Eileen's tireless energy to secure generous sponsors and creative raffle and auction items raised a total of \$61,000 for the Friends of Glen Ellyn Park Foundation with net proceeds of over \$25,000 earmarked for the scholarship program. Surveys received from attendees included positive remarks such as: *"We loved the atmosphere and diverse crowd"*, *"the event was very well organized"* and *"we really enjoyed the event and ambiance of the evening."*

The Park District is very grateful to Eileen for understanding our vision, and achieving both the financial and scholarship awareness goals of the event. Her passion, enthusiasm, authenticity and engagement created an amazing evening. Eileen, her husband Brian and their sons are active members of the Glen Ellyn community and participants and users of the Park District.

On behalf of the Glen Ellyn Park District and the Board of Commissioners, we would like to recognize Eileen Mullin-Gasteier for her efforts and hard work in providing the first Friends of Glen Ellyn Parks Foundation Fall Fête fundraising event to the community.



MEMO

November 21, 2019

TO: Park District Board of Commissioners
FROM: Kathleen Esposito, Superintendent of Recreation
CC: Dave Harris, Executive Director
RE: Fall Fête Summary

The final event of the Glen Ellyn Park District's 100-Year Anniversary celebration, the Fall Fête, *Whiskey, Wine and Whimsy* was held on November 2, 2019, almost 100 years from the first Board meeting held November 3, 1919.

The event was extremely successful raising over \$61,000 for the Friends of the Parks Foundation with the net proceeds of \$25,000 earmarked specifically for the Scholarship program. The event was created to bring people together in a fun and celebratory fashion while also raising funds and awareness for the District's scholarship program through the Friends of the Parks Foundation.

A critical part of the event's success was the creativity and community-based fundraising efforts of the District's consultant, Eileen Mullin-Gasteier of EMG Consultants and resident of Glen Ellyn. Her experience, vision and community networking contacts were evident throughout the planning process and right into the evening of the event. The event exceeded all financial expectations and the event goers had a wonderful time. The creative decorations inside the Boathouse and the white outdoor tent in the garden presented a beautiful setting for the 175 guests. The food provided by Maize + Mash was excellent, and the beverages were even better.

The program began with thanks to several special guests including past commissioners and current commissioners in attendance and to the event attendees for being part of a special evening. The audience was reminded about the celebration of the District's 100-year anniversary while also being informed on the District's scholarship program. The Falling Leaves Raffle drawing and the paddle raise followed with special help from Commissioner Bischoff who served as the auctioneer. Over \$30,000 was generated from the event attendees. It was a true testament to the giving and kind nature of our Park District residents and the Glen Ellyn community.

A press release was distributed at the conclusion of the event. (See attached). Also, as part of the decorations in the Boathouse, two posters were displayed that highlighted the benefits of

recreation in people's lives and how the Park District provides those benefits to over 200 families in the community. (Also attached)

Event Director, Mullin-Gasteier, will provide a short summary of the event at the Board meeting and will be available for any comments and questions.



FOR IMMEDIATE RELEASE

Contact: Kathleen Esposito
Phone: (630) 942-7261
Email: kesposito@gepark.org

Fall Fête raises \$61,000 for the Friends of Glen Ellyn Parks

Glen Ellyn, IL - Guests at Fall Fête experienced a night of whimsy at the Lake Ellyn Boathouse on Saturday, November 2nd as they helped raise \$61,000 for the Friends of Glen Ellyn Parks Foundation. Proceeds from the event will be donated to the Foundation's scholarship program, which allows residents experiencing financial hardship to attain reduced and/or no-fee recreation and athletic programs through the Glen Ellyn Park District. Each year, the program supports almost 200 Glen Ellyn families.

The evening included a catered meal from Maize + Mash, whiskey and wine tastings, a live auction, and the inaugural Falling Leaves Raffle. On the event's success, Fall Fête Director Eileen Mullin-Gasteier, owner of EMG Consulting and Glen Ellyn resident said, "I am so proud of what we accomplished with Fall Fête and was honored to lead it. The Park District is so often the backdrop of my family's Glen Ellyn life. Fall Fête's efforts will help the children of our neighbors who have less to partake in the activities that shape our own children, to enjoy the camaraderie of team sports and so much more."

For more information on the Friends of Glen Ellyn Parks Foundation or to get involved, please visit www.gepark.org/friends



Photos (Left to Right): 1) Guests peruse the Falling Leaves Raffle baskets, which totaled in value over \$20,000. 2) Joe and Maureen Rooney and Kathy and Brian Quaid of Event Sponsors Quaid & Rooney Distinctive Real Estate. 3) Glen Fête Director Eileen Mullin-Gasteier and event's Emcee and Glen Ellyn Park District Commissioner Paul Bischoff, Jr. 4) 175 guests filled the beautiful Boathouse decked out for the fundraiser. (Photo credit: Karly Tearney Photography)

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Help Us Provide Recreation for All!

We believe everyone should have an equal opportunity to participate in recreation. Our Scholarship Program allows residents experiencing financial hardship to attain reduced and/or no-fee recreation and athletic programs. Your gift could allow a child in need the chance to participate in programs such as soccer, piano, summer camp, swim lessons, gymnastics, and more.

Over two hundred Glen Ellyn families are assisted each year. However, the demands continue to increase, and funds are at times limited.

Recipient Testimonials

“Thank you once again for the extreme generosity of the Glen Ellyn Park District for giving my family the pool passes and the financial scholarship. It is a tremendous help to us. My boys live at the pool and it makes our summer a great deal less stressful and we are so grateful.”

“Thank you immensely for the scholarship. You don’t have any idea how happy this has made our girls and us as parents.”



Benefits of Recreation

Parks and recreation are essential parts of life in America. It brings our communities together by providing places where we can increase physical activity, meet with friends and family, reconnect with nature or help a neighbor in need. People from all walks of life have a personal relationship with their local park and recreation agency.

However, not all families can afford to participate in these programs or experience the benefits. In 2017, the Census Bureau found that 6.2 % of Glen Ellyn residents live below the poverty line - \$25,465 for a family with two adults and two children.



- According to the National Recreation and Parks Association (NRPRA), children who live close to and have access to multiple recreation centers were more physically active and less likely to be obese.



- Couples and families that play together tend to stay together. Family ties are improved by spending leisure time with each other.



- A critical benefit of community recreation centers is their impact on juvenile crime. According to a report by the NRPRA, adolescences who don't participate in afterschool activities are 27 percent more likely to be arrested. Drug use is 49 percent more likely among this group.



- Studies have found that people who participate in recreational activities are more resilient to stress and experience better mental health.

Accounts Payable

Voucher Approval Document

Warrant Request Date: 12/3/2019



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	\$	15,376.56
20	Recreation Fund		139,664.77
85	Asset Replacement Fund		13,550.70
94	Capital Improvements Fund		612,952.34
	Report Total:	\$	<u>781,544.37</u>

Accounts Payable

Computer Check Proof List by Vendor

User: cyocum
 Printed: 11/15/2019 - 12:59PM
 Batch: 00005.11.2019



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 199108	AAP Financial Services Advance Auto Parts			Check Sequence: 1	ACH Enabled: False
	Fleet Repairs	248.21	11/14/2019	10-10-000-530340-0000	
	Equipment Repairs	3.99	11/14/2019	10-10-000-530210-0000	
	Check Total:	252.20			
Vendor: 146213	Albertsons/Safeway			Check Sequence: 2	ACH Enabled: False
	Staff Meeting	11.98	11/14/2019	10-00-000-585290-0000	
	Staff Meeting	11.99	11/14/2019	20-00-000-585290-0000	
	Check Total:	23.97			
Vendor: 200722 11082019A	Cabernet & Company			Check Sequence: 3	ACH Enabled: False
	Fall Fete	480.00	11/14/2019	20-26-000-525500-6845	
	Check Total:	480.00			
Vendor: 199768	CCCNYS			Check Sequence: 4	ACH Enabled: False
	Crosss Country Meet	240.00	11/14/2019	20-21-000-525500-1222	
	Check Total:	240.00			
Vendor: 199573	First Bankcard			Check Sequence: 5	ACH Enabled: False
Babicz	Amazon-Office Supplies	47.79	11/14/2019	20-21-000-535500-1232	
Babicz	Adobe-Creative Cloud	28.15	11/14/2019	20-21-000-525500-1232	
Babicz	Adobe-Creative Cloud	28.15	11/14/2019	20-21-000-525500-1161	
Babicz	Outdoor Solar-Flagpole Light	375.00	11/14/2019	94-90-805-575160-0000	
Cinquegrani	Comcast-Internet	128.99	11/14/2019	10-10-000-570300-0000	
Cinquegrani	Comcast-Internet	234.00	11/14/2019	20-30-150-570300-0000	
Cinquegrani	Amazon-Battery Backup	86.82	11/14/2019	20-00-000-540550-0000	
Cinquegrani	Microsoft-Office 365	157.00	11/14/2019	10-00-000-521600-0000	
Cinquegrani	Microsoft-Office 365	42.26	11/14/2019	10-10-000-521600-0000	
Cinquegrani	Microsoft-Office 365	157.00	11/14/2019	20-00-000-521600-0000	
Cinquegrani	Microsoft-Office 365	50.00	11/14/2019	20-30-100-521600-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Cinquegrani	Microsoft-Office 365	2.00	11/14/2019	20-26-000-525500-6845	
Cinquegrani	Microsoft-Office 365	2.00	11/14/2019	20-23-000-525500-3510	
Cinquegrani	WOW-Internet	96.95	11/14/2019	20-30-500-570300-0000	
Cinquegrani	Crash Plan-Off-Site Backup	9.99	11/14/2019	10-00-000-521600-0000	
Cinquegrani	IPRA-Software Seminar	15.00	11/14/2019	10-00-000-585201-0000	
Cinquegrani	Comcast-Internet	125.82	11/14/2019	10-00-000-570300-0000	
Cinquegrani	Comcast-Internet	125.81	11/14/2019	20-00-000-570300-0000	
Cinquegrani	Verizon-9/21-10/20/19 Cell Phones	50.01	11/14/2019	10-00-000-570300-0000	
Cinquegrani	Verizon-9/21-10/20/19 Cell Phones	40.06	11/14/2019	10-10-000-570300-0000	
Cinquegrani	Verizon-9/21-10/20/19 Cell Phones	38.01	11/14/2019	20-00-000-570300-0000	
Cinquegrani	Verizon-9/21-10/20/19 Cell Phones	50.00	11/14/2019	20-00-000-570300-0000	
Cinquegrani	Verizon-9/21-10/20/19 Cell Phones	-22.00	11/14/2019	20-22-000-535500-2375	
Cinquegrani	Verizon-9/21-10/20/19 Cell Phones	30.27	11/14/2019	20-24-000-535500-4625	
Cinquegrani	Verizon-9/21-10/20/19 Cell Phones	89.37	11/14/2019	20-24-000-535500-4631	
Cinquegrani	Verizon-9/21-10/20/19 Cell Phones	30.12	11/14/2019	20-24-000-535500-4643	
Cinquegrani	Verizon-9/21-10/20/19 Cell Phones	-11.29	11/14/2019	20-30-400-570300-0000	
Cinquegrani	NNA-Notary Changes	-108.00	11/14/2019	10-00-000-585250-0000	
Cinquegrani	Amazon-IT Supplies	9.59	11/14/2019	10-00-000-540550-0000	
Cinquegrani	Comcast-Internet	87.95	11/14/2019	20-30-350-570300-0000	
Cinquegrani	Comcast-Internet	143.94	11/14/2019	20-30-300-570300-0000	
Cinquegrani	PAX8-Data Archiving	64.18	11/14/2019	10-00-000-521600-0000	
Cinquegrani	PAX8-Data Archiving	17.34	11/14/2019	10-10-000-521600-0000	
Cinquegrani	PAX8-Data Archiving	64.18	11/14/2019	20-00-000-521600-0000	
Cinquegrani	PAX8-Data Archiving	20.64	11/14/2019	20-30-100-521600-0000	
Cinquegrani	PAX8-Data Archiving	0.83	11/14/2019	20-26-000-525500-6845	
Cinquegrani	PAX8-Data Archiving	0.83	11/14/2019	20-23-000-525500-3510	
Cinquegrani	Amazon-Cardstock	83.94	11/14/2019	20-24-000-535500-4610	
Cinquegrani	Comcast-Internet	153.94	11/14/2019	20-00-000-570300-0000	
Cinquegrani	USPS-Postage	15.95	11/14/2019	10-00-000-521800-0000	
Cinquegrani	IPRA-Membership Dues	264.00	11/14/2019	10-00-000-585250-0000	
Cinquegrani	Amazon-Office Supplies	6.60	11/14/2019	10-00-000-530100-0000	
Cinquegrani	Comcast-Internet/Cable	483.83	11/14/2019	20-30-100-570300-0000	
Cinquegrani	Amazon-Monitors	199.98	11/14/2019	20-00-000-540550-0000	
Cinquegrani	FedEx-Postage	21.57	11/14/2019	20-00-000-521650-0000	
Cinquegrani	Comcast-Internet/Cable	227.90	11/14/2019	20-30-150-570300-0000	
Cinquegrani	Comcast-Internet/Cable	129.23	11/14/2019	10-10-000-570300-0000	
Cinquegrani	Amazon-Office Supplies	30.75	11/14/2019	10-00-000-530100-0000	
Cinquegrani	Jewel-Office Supplies	12.00	11/14/2019	10-00-000-530100-0000	
Cinquegrani	Splashtop-Remote Support Fee	60.00	11/14/2019	10-00-000-521400-0000	
Defiglia	Direct TV-Cable	145.98	11/14/2019	20-30-350-521300-0000	
Defiglia	Home Depot-Fencing	74.90	11/14/2019	20-30-300-530907-0000	
Defiglia	Amazon-Supplies	12.99	11/14/2019	20-30-450-521600-0000	
Defiglia	Direct TV-Cable	145.98	11/14/2019	20-30-350-521300-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Dikker	ID Wholesaler-Lanyards	510.00	11/14/2019	20-30-475-530425-0000	
Dikker	PDRMA-Risk Management	65.00	11/14/2019	10-00-000-585101-0000	
Dikker	GE Prayer-Prayer Breakfast	56.32	11/14/2019	10-00-000-585101-0000	
Dikker	GE Prayer-Prayer Breakfast	56.32	11/14/2019	20-00-000-585101-0000	
Dikker	IPRA-Annual Dues DH	264.00	11/14/2019	10-00-000-585201-0000	
Dikker	IPRA-Annual Dues KD	264.00	11/14/2019	10-00-000-585201-0000	
Dikker	Jimmy Johns-Staff Meeting	163.72	11/14/2019	10-00-000-585290-0000	
Dikker	Jimmy Johns-Staff Meeting	163.72	11/14/2019	20-00-000-585290-0000	
Dikker	Edible-Staff Get Well	64.78	11/14/2019	20-00-000-585290-0000	
Esposito	Main Street Pub-New Employee	150.94	11/14/2019	20-00-000-585800-0000	
Esposito	PDRMA-Risk Management	65.00	11/14/2019	20-00-000-585201-0000	
Esposito	Refill-Calendar Refill	17.00	11/14/2019	20-00-000-530100-0000	
Harris	Panera-Staff Meeting	41.80	11/14/2019	10-00-000-585290-0000	
Harris	V of GE-Permit Fees	110.00	11/14/2019	94-90-945-575120-0000	
Hartnett	BSN-Coaches Shirts	38.66	11/14/2019	20-21-000-535500-1170	
Hartnett	Gym Digs-Leotards	56.70	11/14/2019	20-21-000-535500-1170	
Hartnett	PDRMA-RMI	65.00	11/14/2019	20-00-000-585201-0000	
Hartnett	Amazon-Leotards	111.00	11/14/2019	20-21-000-535500-1170	
Hartnett	Gym Digs-Leotards	56.70	11/14/2019	20-21-000-535500-1170	
Miller	Marathon-Camp Shirts	343.78	11/14/2019	20-30-100-530102-0000	
Miller	Jewel-Marketing Referral	100.00	11/14/2019	20-30-100-521650-0000	
Miller	Amazon-Studio Bars	2,000.00	11/14/2019	20-30-100-530210-0000	
Miller	Amazon-Studio Bars	1,085.90	11/14/2019	85-30-100-541300-0000	
Miller	Papa Severios-Tournament Concessions	783.60	11/14/2019	20-21-000-535500-1125	
Miller	Papa Severios-Birthday Parties	186.00	11/14/2019	20-30-100-530102-0000	
Miller	Amazon-Fitness Equipment	215.74	11/14/2019	20-30-100-530102-0000	
Miller	Dollar Tree-Tween Night	20.00	11/14/2019	20-30-100-530102-0000	
Miller	Dollar Tree-Fitness Equipment	101.38	11/14/2019	20-30-100-530102-0000	
Miller	Marathon-Werqathon Shirts	287.50	11/14/2019	20-30-100-530260-0000	
Norman	Just Tires-Alignment	60.00	11/14/2019	10-10-000-530340-0000	
Norman	Panera-Safety Meeting	23.70	11/14/2019	10-10-000-530300-0000	
Norman	Iron Sleek-Skating Liner	1,326.00	11/14/2019	10-10-000-550200-0000	
Norman	Bass Pro Shop-Tracking Motor	214.99	11/14/2019	10-10-000-530907-0000	
Okray	Adobe-Stock Photography	39.99	11/14/2019	10-00-000-530450-0000	
Okray	Adobe-Stock Photography	40.00	11/14/2019	20-00-000-530450-0000	
Okray	Amazon-Kwik Covers	131.56	11/14/2019	20-00-000-585100-0000	
Okray	Amazon-Photo Contest	180.00	11/14/2019	20-00-000-521650-0000	
Okray	Facebook-Social Media	264.12	11/14/2019	20-00-000-521650-0000	
Okray	Facebook-Social Media	131.13	11/14/2019	20-30-100-521650-0000	
Okray	Accurate Repro-Signs	521.82	11/14/2019	20-21-000-535500-1125	
Okray	AMI-Banners	122.86	11/14/2019	20-00-000-521650-0000	
Okray	AMI-Banners	160.36	11/14/2019	20-30-100-521650-0000	
Okray	Standout-Stickers	48.60	11/14/2019	20-00-000-521650-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Okray	Totally Promotional-Tumblers	269.05	11/14/2019	20-30-100-521650-0000	
Okray	iStock-Stock Photography	33.00	11/14/2019	20-00-000-530450-0000	
Okray	Network Solutions-Domain Renewal	259.90	11/14/2019	20-00-000-521600-0000	
Okray	Totally Promo-Tablecloths	390.00	11/14/2019	20-00-000-521650-0000	
Okray	Totally Promotional-Tablecloths	162.00	11/14/2019	20-30-100-521650-0000	
Okray	Accurate Repro-Posters	64.10	11/14/2019	20-00-000-521650-0000	
Okray	Amazon-Name Badges	13.99	11/14/2019	20-26-000-535500-6845	
Okray	UPrinting-Business Cards	16.86	11/14/2019	20-00-000-521700-0000	
Okray	UPrinting-Business Cards	16.85	11/14/2019	10-00-000-521700-0000	
Okray	N2-Advertising	250.00	11/14/2019	20-30-100-521650-0000	
Okray	iStock-Stock Photography	24.50	11/14/2019	10-00-000-530450-0000	
Okray	iStock-Stock Photography	24.50	11/14/2019	20-00-000-530450-0000	
Okray	Mailchimp-Email Marketing	93.15	11/14/2019	20-00-000-521650-0000	
Okray	Mailchimp-Email Marketing	25.00	11/14/2019	20-30-100-521650-0000	
Okray	UPrinting-Business Cards	29.77	11/14/2019	20-00-000-521700-0000	
Okray	UPrinting-Business Cards	29.77	11/14/2019	10-00-000-521700-0000	
Okray	UPrinting-Trifolds	318.08	11/14/2019	20-00-000-521650-0000	
Okray	WuFoo-Contact Form	349.00	11/14/2019	20-00-000-521600-0000	
Okray	Best Version-Advertising	156.80	11/14/2019	20-30-100-521650-0000	
Okray	iStock-Photography	33.00	11/14/2019	20-00-000-530450-0000	
Okray	iStock-Photography	33.00	11/14/2019	20-00-000-530450-0000	
Okray	4Imprint-Giveaways	202.92	11/14/2019	20-00-000-521650-0000	
Okray	Adobe-Photography	39.99	11/14/2019	10-00-000-530450-0000	
Okray	Adobe-Photography	40.00	11/14/2019	20-00-000-530450-0000	
Robinson	Fun Express-Event Supplies	300.87	11/14/2019	20-26-000-535500-6813	
Robinson	Revolution-Costumes	78.15	11/14/2019	20-26-000-535500-6817	
Robinson	Walmart-Event Supplies	82.06	11/14/2019	20-21-000-535500-1259	
Robinson	Grandstand-Fall Fete	241.74	11/14/2019	20-00-000-541250-0000	
Robinson	Fun Express-Supplies	116.55	11/14/2019	20-24-000-535500-4610	
Robinson	Lee & Eddie's-Luncheon	212.95	11/14/2019	20-25-000-535500-5728	
Robinson	Walmart-Prizes	20.24	11/14/2019	20-25-000-535500-5728	
Robinson	Amazon-Toys	72.40	11/14/2019	20-24-000-535500-4610	
Robinson	Party City-Costumes	21.58	11/14/2019	20-26-000-535500-6813	
Robinson	PDRMA-RMI	65.00	11/14/2019	20-00-000-585201-0000	
Robinson	Paramount-Senior Trip	130.50	11/14/2019	20-25-000-525500-5702	
Robinson	Sonny Acres-Event Supplies	547.76	11/14/2019	20-26-000-535500-6813	
Robinson	Amazon-Supplies	35.98	11/14/2019	20-24-000-535500-4643	
Robinson	Gifts Intl-Fall Fete	340.84	11/14/2019	20-00-000-541250-0000	
Robinson	Amazon-Monitor Stand	29.99	11/14/2019	20-00-000-540550-0000	
Robinson	Little Caesars-Dad's Night	98.50	11/14/2019	20-24-000-535500-4610	
Robinson	Sonny Acres-Dad's Night	173.75	11/14/2019	20-24-000-535500-4610	
Robinson	Sonny Acres-Pumpkins	347.73	11/14/2019	20-26-000-535500-6801	
Robinson	Cosley Zoo-Field Trip	245.00	11/14/2019	20-24-000-535500-4610	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Robinson	Dollar Tree-Table Cloths	10.00	11/14/2019	20-26-000-535500-6801	
Robinson	Walmart-FallFete	16.28	11/14/2019	20-00-000-541250-0000	
Robinson	Amazon-Supplies	27.98	11/14/2019	20-24-000-535500-4610	
Robinson	Walmart-Supplies	41.72	11/14/2019	20-24-000-535500-4610	
Robinson	Lombardi-Fall Classes	315.00	11/14/2019	20-22-000-525500-2350	
Robinson	Walmart-Supplies	135.82	11/14/2019	20-24-000-535500-4610	
Shingler	Les Mills-BodyPump	209.00	11/14/2019	20-30-100-521600-0000	
Shingler	Amazon-Supplies	250.93	11/14/2019	20-30-100-530260-0000	
Shingler	Easy Ice-Concessions	85.00	11/14/2019	20-30-500-530095-0000	
Shingler	Amazon-Shelves	382.40	11/14/2019	20-30-100-530260-0000	
Shingler	When to Work-Scheduling	315.00	11/14/2019	20-30-100-525500-0000	
Shingler	People-Subscription	50.70	11/14/2019	20-30-100-530260-0000	
Shingler	Amazon-Supplies	127.38	11/14/2019	20-30-100-530260-0000	
Shingler	Jeff Ellis-CPR Classes	209.00	11/14/2019	20-30-100-525500-0000	
Shingler	Amazon-Program Supplies	103.45	11/14/2019	20-30-100-530260-0000	
Shingler	Amazon-Program Supplies	12.99	11/14/2019	20-30-100-535500-0000	
Shingler	Marathon-Camp Tshirts	164.99	11/14/2019	20-30-100-530250-0000	
Shingler	Amazon-Supplies	12.99	11/14/2019	20-30-500-530401-0000	
Stirmell	Party City-Event Supplies	96.30	11/14/2019	20-26-000-535500-6816	
Thomas	Aldi-Concessions	106.31	11/14/2019	20-21-000-535500-1125	
Thomas	YSSL-Player Cards	40.00	11/14/2019	20-21-000-535500-1123	
	Check Total:	23,838.05			
Vendor: 148305	Rebecca Karales			Check Sequence: 6	ACH Enabled: False
	9/19-10/19 Mileage	24.36	11/14/2019	20-00-000-585270-0000	
	Check Total:	24.36			
Vendor: 200107	Ryan Miller			Check Sequence: 7	ACH Enabled: False
	9/19 & 10/19 Mileage	100.57	11/14/2019	20-00-000-585270-0000	
	Check Total:	100.57			
Vendor: 200495	Village of Glen Ellyn-Fuel			Check Sequence: 8	ACH Enabled: False
	10/19 Fuel	2,687.44	11/14/2019	10-10-000-530500-0000	
	Check Total:	2,687.44			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Total for Check Run:	27,646.59			
	Total of Number of Checks:	8			

Accounts Payable

Computer Check Proof List by Vendor

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Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 199534	AARP Fall Classes	95.00	12/04/2019	Check Sequence: 1 20-25-000-525500-5728	ACH Enabled: False
	Check Total:	95.00			
Vendor: 200725	Accu-Paving Company Pay Application 1	80,257.50	12/04/2019	Check Sequence: 2 94-90-930-575150-0000	ACH Enabled: False
	Check Total:	80,257.50			
Vendor: 200222	Accurate Repro Inc.			Check Sequence: 3	ACH Enabled: False
155561	Signs	61.00	12/04/2019	10-10-000-550250-0000	
155563	Posters	127.68	12/04/2019	20-30-100-521650-0000	
155563	Posters	117.92	12/04/2019	20-00-000-521650-0000	
	Check Total:	306.60			
Vendor: 200676	Molly Adduci Supplies	139.35	12/04/2019	Check Sequence: 4 20-21-000-535500-1241	ACH Enabled: False
	Check Total:	139.35			
Vendor: 101047	Advantage Trailers & Hitches			Check Sequence: 5	ACH Enabled: False
54794	Generator Parts	105.57	12/04/2019	10-10-000-530210-0000	
	Check Total:	105.57			
Vendor: 200434	Advocate Occupational Health Pre-Employment Physicals	378.00	12/04/2019	Check Sequence: 6 10-00-000-585820-0000	ACH Enabled: False
	Check Total:	378.00			
Vendor: 100182	AMI Graphics, LLC			Check Sequence: 7	ACH Enabled: False
872616	Banners	698.71	12/04/2019	20-00-000-521650-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
872616	Banners	37.50	12/04/2019	20-30-100-521650-0000	
872887	Banners	56.66	12/04/2019	20-00-000-521650-0000	
	Check Total:	792.87			
Vendor: 103965	Ancel Glink, P.C.			Check Sequence: 8	ACH Enabled: False
72842	10/19 Attorney Fees	376.25	12/04/2019	10-00-000-521100-0000	
	Check Total:	376.25			
Vendor: 103977	Anderson Pest Control			Check Sequence: 9	ACH Enabled: False
5408258	11/19 Pest Control	32.67	12/04/2019	10-10-000-521600-0000	
5408258	11/19 Pest Control	26.08	12/04/2019	20-30-150-521600-0000	
5408258	11/19 Pest Control	75.01	12/04/2019	20-30-200-521600-0000	
5408258	11/19 Pest Control	27.74	12/04/2019	20-00-000-521600-0000	
5408258	11/19 Pest Control	59.36	12/04/2019	20-30-100-521600-0000	
5408258	11/19 Pest Control	34.86	12/04/2019	20-30-500-521600-0000	
5408258	11/19 Pest Control	109.18	12/04/2019	20-30-450-521600-0000	
5408258	11/19 Pest Control	38.81	12/04/2019	20-30-300-521600-0000	
5408258	11/19 Pest Control	15.36	12/04/2019	20-21-000-525500-1236	
	Check Total:	419.07			
Vendor: 105167	Armbrust Plumbing and Heating			Check Sequence: 10	ACH Enabled: False
I23854	Pipe Repair	346.79	12/04/2019	20-30-450-521600-0000	
	Check Total:	346.79			
Vendor: 199130	Athletico Management, LLC			Check Sequence: 11	ACH Enabled: False
	Trainer Fees	725.10	12/04/2019	20-21-000-525500-1161	
	Check Total:	725.10			
Vendor: 107285	Clint Babicz			Check Sequence: 12	ACH Enabled: False
	New Phone Reimbursement	100.00	12/04/2019	20-00-000-570300-0000	
	Check Total:	100.00			
Vendor: 108175	Barn Owl Feed & Garden			Check Sequence: 13	ACH Enabled: False
32550	Sled Hill Straw Bales	95.88	12/04/2019	10-10-000-550600-0000	
	Check Total:	95.88			
Vendor: 200724	Charlie's Corner Foundation			Check Sequence: 14	ACH Enabled: False
	Lurie Children's Donation	2,185.00	12/04/2019	20-26-000-525500-6801	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	2,185.00			
Vendor: 113916 R51818	Chicago Fire & Burglar Inc. Quarterly Monitoring	89.85	12/04/2019	Check Sequence: 15 20-30-500-521600-0000	ACH Enabled: False
	Check Total:	89.85			
Vendor: 115285	ComEd 10/7-11/5/19 Electric	62.22	12/04/2019	Check Sequence: 16 10-00-000-570100-0000	ACH Enabled: False
	Check Total:	62.22			
Vendor: 169850	Constellation New Energy - Gas LLC 9/19 Gas 9/19 Gas 9/19 Gas 9/19 Gas 9/19 Gas 9/19 Gas 9/19 Gas 9/19 Gas	307.04 161.86 80.79 710.38 209.54 163.11 341.21 219.17	12/04/2019 12/04/2019 12/04/2019 12/04/2019 12/04/2019 12/04/2019 12/04/2019 12/04/2019	Check Sequence: 17 20-30-200-570200-0000 10-00-000-570200-0000 20-30-150-570200-0000 20-30-500-570200-0000 20-30-450-570200-0000 20-30-300-570200-0000 20-30-100-570200-0000 20-30-350-570200-0000	ACH Enabled: False
	Check Total:	2,193.10			
Vendor: 115438 72529	Cooling Equipment Service, Inc. HVAC Repairs	224.00	12/04/2019	Check Sequence: 18 20-30-450-521600-0000	ACH Enabled: False
	Check Total:	224.00			
Vendor: 200084 1252	Cyclones Volleyball Fall Classes	2,812.50	12/04/2019	Check Sequence: 19 20-21-000-525500-1230	ACH Enabled: False
	Check Total:	2,812.50			
Vendor: 200467	D & J Landscape, Inc. Payment #1	53,403.84	12/04/2019	Check Sequence: 20 94-90-945-575120-0000	ACH Enabled: False
	Check Total:	53,403.84			
Vendor: 118633 16876 16987	Discovery Foreign Language Fall Classes Fall Classes	340.00 476.00	12/04/2019 12/04/2019	Check Sequence: 21 20-22-000-525500-2301 20-22-000-525500-2301	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	816.00			
Vendor: 200723 192749.01	FGM Architects Professional Services Sunset	5,000.00	12/04/2019	Check Sequence: 22 94-90-930-575110-0000	ACH Enabled: False
	Check Total:	5,000.00			
Vendor: 199283 111919	Stephanie Frantz Fall Classes	200.00	12/04/2019	Check Sequence: 23 20-22-000-525500-2364	ACH Enabled: False
	Check Total:	200.00			
Vendor: 200727 436069	Free Motion Fitness Incline Training Machines	12,464.80	12/04/2019	Check Sequence: 24 85-30-100-541300-0000	ACH Enabled: False
	Check Total:	12,464.80			
Vendor: 129900	Future Pros Payment #2 Payment #2	4,869.28 59,567.54	12/04/2019 12/04/2019	Check Sequence: 25 20-21-000-525500-1123 20-21-000-525500-1127	ACH Enabled: False
	Check Total:	64,436.82			
Vendor: 200708 7	David Genty Mom Prom Photography	200.00	12/04/2019	Check Sequence: 26 20-00-000-521650-0000	ACH Enabled: False
	Check Total:	200.00			
Vendor: 132271 9332541078 9336625935 9347203003	Grainger, Inc. Filters Gas Heaters Batteries	59.88 1,231.65 25.00	12/04/2019 12/04/2019 12/04/2019	Check Sequence: 27 20-30-450-541300-0000 20-30-350-541300-0000 20-30-100-521600-0000	ACH Enabled: False
	Check Total:	1,316.53			
Vendor: 199895	Christine Hartnett 11/19 Mileage League Award	46.65 50.00	12/04/2019 12/04/2019	Check Sequence: 28 20-00-000-585270-0000 20-21-000-525500-1230	ACH Enabled: False
	Check Total:	96.65			
Vendor: 141774	Illinois Recreational Cheer State Competition	6,750.00	12/04/2019	Check Sequence: 29 20-21-000-525500-1241	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	6,750.00			
Vendor: 200711	Stacey Lim			Check Sequence: 30	ACH Enabled: False
	10/19 Mileage	17.75	12/04/2019	20-00-000-585270-0000	
	Check Total:	17.75			
Vendor: 200672	Maize + Mash			Check Sequence: 31	ACH Enabled: False
	Food/Drinks Fall Fete	5,370.00	12/04/2019	20-26-000-525500-6845	
	Check Total:	5,370.00			
Vendor: 156599	Menard's, Inc.			Check Sequence: 32	ACH Enabled: False
29140/575	Irrigation Repairs	16.48	12/04/2019	10-10-000-521315-0000	
29653	Screws	25.03	12/04/2019	10-10-000-550250-0000	
29667	Hand Pump	22.98	12/04/2019	10-10-000-521315-0000	
29669	Salt Shelter	389.00	12/04/2019	10-10-000-530340-0000	
29727	Hooks	19.92	12/04/2019	10-10-000-530300-0000	
29875	Nuts/Bolts	21.52	12/04/2019	10-10-000-530300-0000	
	Check Total:	494.93			
Vendor: 157018	Midwest Groundcovers LLC.			Check Sequence: 33	ACH Enabled: False
Various	Sedges/Grasses	252.90	12/04/2019	94-90-000-575170-0000	
	Check Total:	252.90			
Vendor: 198916	Nameplate & Panel Technology			Check Sequence: 34	ACH Enabled: False
251751	Memorial Plaques	82.55	12/04/2019	20-00-000-530213-0000	
	Check Total:	82.55			
Vendor: 161205	Nicor Gas			Check Sequence: 35	ACH Enabled: False
	10/14-11/13/19 Gas	82.52	12/04/2019	10-00-000-570200-0000	
	Check Total:	82.52			
Vendor: 163300	Office Depot			Check Sequence: 36	ACH Enabled: False
	Office Supplies	39.53	12/04/2019	10-00-000-530100-0000	
	Office Supplies	39.53	12/04/2019	20-00-000-530100-0000	
	Check Total:	79.06			
Vendor: 162999	Official Finders			Check Sequence: 37	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
9366	Officials Fees	1,818.00	12/04/2019	20-21-000-525500-1120	
9366	Officials Fees	37.00	12/04/2019	20-21-000-525500-1111	
9366	Officials Fees	1,482.00	12/04/2019	20-21-000-525500-1232	
	Check Total:	3,337.00			
Vendor: 117155	Paddock Publications			Check Sequence: 38	ACH Enabled: False
	11/20-1/14/20 Subscription	99.60	12/04/2019	10-00-000-585250-0000	
	11/20-1/14/20 Subscription	99.60	12/04/2019	20-00-000-585250-0000	
	Check Total:	199.20			
Vendor: 200726 82467W	Parvin-Clauss Sign Company Inc. Deposit Park Sign	4,741.00	12/04/2019	Check Sequence: 39 94-90-945-575120-0000	ACH Enabled: False
	Check Total:	4,741.00			
Vendor: 171043 E1104-06	Plaques Plus, Inc. Awards	60.00	12/04/2019	Check Sequence: 40 20-21-000-535500-1141	ACH Enabled: False
	Check Total:	60.00			
Vendor: 173930 1808992	Reinders, Inc. Plow Repairs	118.83	12/04/2019	Check Sequence: 41 10-10-000-530210-0000	ACH Enabled: False
	Check Total:	118.83			
Vendor: 200709 2019014	Revolution Skate Studio LLC Fall Classes	826.00	12/04/2019	Check Sequence: 42 20-21-000-525500-1285	ACH Enabled: False
	Check Total:	826.00			
Vendor: 174978	Jeannie Robinson Supplies	50.16	12/04/2019	Check Sequence: 43 20-24-000-535500-4610	ACH Enabled: False
	Check Total:	50.16			
Vendor: 199058 7314 7314	Rotary Club of Glen Ellyn Monthly Dues Monthly Dues	73.50 73.50	12/04/2019 12/04/2019	Check Sequence: 44 20-00-000-585250-0000 10-00-000-585250-0000	ACH Enabled: False
	Check Total:	147.00			
Vendor: 200491 2019-199	Safe Haven IT, Inc. 11/19 IT Maintenance	1,800.00	12/04/2019	Check Sequence: 45 10-00-000-521400-0000	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
2019-199	11/19 IT Maintenance	1,800.00	12/04/2019	20-00-000-521400-0000	
	Check Total:	3,600.00			
Vendor: 178680	Shining Star Productions Fall Classes	336.00	12/04/2019	20-22-000-525500-2301	ACH Enabled: False
	Check Total:	336.00			
Vendor: 200493	Claire Simeo League Award	75.00	12/04/2019	20-21-000-525500-1230	ACH Enabled: False
	Check Total:	75.00			
Vendor: 199260	Single Path, LLC			Check Sequence: 48	ACH Enabled: False
20661179	11/19 Anti-Virus	298.88	12/04/2019	10-00-000-521400-0000	
20661179	11/19 Anti-Virus	298.88	12/04/2019	20-00-000-521400-0000	
	Check Total:	597.76			
Vendor: 181118	Staples Advantage			Check Sequence: 49	ACH Enabled: False
	Office Supplies	20.72	12/04/2019	10-00-000-530100-0000	
	Office Supplies	20.72	12/04/2019	20-00-000-530100-0000	
	Office Supplies	5.90	12/04/2019	20-00-000-530100-0000	
	Office Supplies	5.89	12/04/2019	10-00-000-530100-0000	
	Toner	324.86	12/04/2019	20-30-100-530100-0000	
	Office Supplies	15.69	12/04/2019	10-00-000-530100-0000	
	Office Supplies	46.18	12/04/2019	20-24-000-535500-4610	
	Check Total:	439.96			
Vendor: 182050	Suburban Door Check & Lock			Check Sequence: 50	ACH Enabled: False
520280	Key Duplication	58.00	12/04/2019	20-30-100-521600-0000	
	Check Total:	58.00			
Vendor: 199127	Luis Vargas			Check Sequence: 51	ACH Enabled: False
	Phone Reimbursement	50.00	12/04/2019	10-10-000-570300-0000	
	Check Total:	50.00			
Vendor: 200197	Veritiv Operating Company			Check Sequence: 52	ACH Enabled: False
30068320	Report Paper	70.00	12/04/2019	20-30-100-530100-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	70.00			
Vendor: 199451	Viking Sports, LLC			Check Sequence: 53	ACH Enabled: False
V9020530	Platform Balls	6,383.52	12/04/2019	20-30-350-541300-0000	
V9020560	Platform Paddles	914.71	12/04/2019	20-30-350-541300-0000	
	Check Total:	7,298.23			
Vendor: 200423	Village of Glen Ellyn-Special			Check Sequence: 54	ACH Enabled: False
30057	Inspection/Registration	150.00	12/04/2019	20-30-300-521600-0000	
30063	Inspection/Registration	150.00	12/04/2019	20-30-100-521600-0000	
	Check Total:	300.00			
Vendor: 199401	Wight Construction			Check Sequence: 55	ACH Enabled: False
#5	Ackerman Park Improvements	468,812.10	12/04/2019	94-90-805-575160-0000	
	Check Total:	468,812.10			
	Total for Check Run:	733,885.24			
	Total of Number of Checks:	55			

Accounts Payable

Computer Check Proof List by Vendor

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Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 108315 18658812/589319	Batteries Plus Batteries/Lightbulbs	212.23	11/20/2019	Check Sequence: 1 20-30-100-530300-0000	ACH Enabled: False
	Check Total:	212.23			
Vendor: 200044 136918 137767	Boombah Uniforms Uniforms	5,408.54 669.27	11/20/2019 11/20/2019	Check Sequence: 2 20-21-000-535500-1161 20-21-000-535500-1161	ACH Enabled: False
	Check Total:	6,077.81			
Vendor: 119690	DuPage Co. Public Works 7/31-9/30/19 Water	59.00	11/20/2019	Check Sequence: 3 20-00-000-570400-0000	ACH Enabled: False
	Check Total:	59.00			
Vendor: 129900	Future Pros Fall Classes	9,313.50	11/20/2019	Check Sequence: 4 20-21-000-525500-1126	ACH Enabled: False
	Check Total:	9,313.50			
Vendor: 199940	Illinois Department of Employment Security Unemployment Compensation	4,350.00	11/20/2019	Check Sequence: 5 10-00-000-560700-0000	ACH Enabled: False
	Check Total:	4,350.00			
	Total for Check Run:	20,012.54			
	Total of Number of Checks:	5			

**Glen Ellyn Park District
Board of Commissioners
Regular Meeting
November 12, 2019
185 Spring Avenue**

I. Call to Order

President Ward called the meeting to order at 7:00 p.m.

II. Roll Call of Commissioners

Upon roll call, those answering present were Commissioners Stortz, Durham, Bischoff and President Ward. Commissioner Nephew arrived at 7:02 p.m. and Commissioner Cornell and Weber were absent.

Staff members present were Executive Director Harris, Superintendent of Finance & Personnel Cinquegrani, Superintendent of Recreation Esposito, Project Manager Nate Troia, Executive Assistant Dikker and Marketing & Communications Supervisor O’Kray.

III. Pledge of Allegiance

President Ward led the Pledge of Allegiance

IV. Changes to the Agenda

None.

V. Volunteer Recognition – Denis Kania

Manager of Natural Areas and Outdoor Education Frigo stated that for the past 10 years, Denis Kania has been contributing and volunteering behind the scenes of the Glen Ellyn Park District’s environmental efforts. He has selflessly expended hundreds of hours of his personal time and energy, has offered invaluable advice and guidance, while facilitating the donation of thousands of dollars of plant material.

Frigo discussed Denis Kania’s extensive background in Natural Areas while at the St. Charles Park District and said Denis has assisted with the District’s restoration efforts by cutting, hauling and stacking invasive trees and shrubs; planting trees and plugs; collecting and dispersing seeds; helping with burns and spreading woodchips; pulling weeds and inventorying plant communities.

Additionally, Denis has served as an environmental educator, volunteering to teach bird classes and to guide nature walks. He has worked with hundreds of St. Petronille and District 41 students who come to our parks for service projects and field trips.

While Denis was with the St. Charles Park District, the two Districts have worked collaboratively to purchase trees and swap native seeds on an annual basis. He has even contributed many seeds and plants from his personal property and this year has taken on the role of stewarding the oak restoration area of Lake Ellyn Park. He has volunteered over 100 hours on site and at home, completing restoration tasks and updating the area's survey records.

Frigo thanked Denis on behalf of the Glen Ellyn Park District Board of Commissioners and the Glen Ellyn Park District, for his volunteerism and contributions over the past 10 years. She said that he has been a loyal mentor, a true friend and the Glen Ellyn Park District's natural sites and outreach efforts would not be where they are today without his dedication, service, passion and efforts.

VI. Public Participation

None.

VII. Consent Agenda

Commissioner Nephew moved, seconded by Commissioner Bischoff, to approve the Consent Agenda including the Voucher List of Bills totaling \$1,027,344.34 and the October 15, 2019 Regular Meeting minutes.

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

Motion Carried.

VIII. Unfinished Business

A. Approval of 2019 Tax Levy Ordinance 19-01

Commissioner Stortz moved, seconded by Commissioner Durham, to approve the 2019 Tax Levy (Ordinance 19-01).

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

Motion Carried.

B. 2020 Budget Discussion

Director Harris stated that at the October 15th Board meeting a draft of the 2020 Budget & Appropriation Ordinance was placed on file, presented to the Park Board, and discussed. Since that time, a few 2019 budgeted projects will be deferred to 2020 due to scheduling challenges and inability to address in 2019. Harris discussed those projects, status and details. Harris also reviewed per Board direction, two new full-time positions and depending on Board approval could be included within the 2020 Budget. The positions, Human Resources / Safety Coordinator and the Community Events and Sponsorship Specialist were identified including job descriptions and financial impact. The Board held discussion and was supportive. However, Director Harris apprised the Board if there were further questions or comments, they can direct those to his

attention prior to the next Board meeting. Based on board consensus, the positions will be included in the final budget presented at the December 3 Board meeting with anticipation of approval following the public hearing also taking place at that meeting.

C. Ackerman Park Phase IV Improvement Project Payout Request #5

Executive Director Harris presented the Ackerman Park Phase IV Improvement Project Payout Request #5 from Wight Construction and discussed the status of the project. Following a brief discussion, Commissioner Bischoff moved, seconded by Commissioner Stortz, to approve Wight Construction payout request #5 for the Ackerman Park Phase IV Improvements-Construction Management Services in the amount of \$468,812.10.

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

Motion Carried.

D. 2019 Asphalt Project(s) Payout Request #1

Project Manager Troia discussed the first payout request for the asphalt improvements at Safety Village and Sunset Park Tennis Courts from Accu-Paving and provided an update on the project. Troia stated that final details will be completed in the Spring and signage has been placed at the Tennis Courts notifying patrons. After a brief discussion Commissioner Bischoff moved, seconded by Commissioner Durham to approve Accu-Paving Co. payout request #1 for the Asphalt Improvements at Safety Village and Sunset Tennis Courts in the amount of \$80,257.50.

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

Motion Carried.

E. Walnut Glen Park Playground Replacement Payout Request #1

Project Manager Troia then presented Walnut Glen Park Playground payout request #1 from D & J Landscape Inc. Troia provided an update to the project and the Park Board held a brief discussion stating they were excited to see the completion as it was very complimentary to the Parks surroundings. Following discussion, Commissioner Durham moved, seconded by Commissioner Bischoff to approve D & J Landscape Inc. payout request #1 for Walnut Glen Playground Renovation project in the amount of \$53,403.84.

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

Motion Carried.

IX. New Business

A. 2020 Proposed Meeting Schedule Discussion

Executive Director Harris presented the 2020 Proposed Meeting Schedule and stated that after input from some Commissioners an updated redlined schedule has been provided. The Park Board discussed and amended the updated schedule. The new 2020 Proposed Meeting Schedule

will be revised and placed in the Consent Agenda at the December 1, 2019 Regular Meeting for final approval. Harris stated that any further input or discussion can be directed to him if needed.

B. Approval of Designate for IAPD Credentials for Annual Meeting

Executive Director Harris 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 2020. This enables the District representative to attend and participate in any action or matters of business that might be presented. Harris 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 Stortz to appoint Executive Director Harris as the delegate and Superintendent Esposito as the alternate delegate to represent the Glen Ellyn Park District at the 2020 Illinois Association of Park District's annual meeting.

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

Motion Carried.

X. Staff Reports

A. Finance Report (For Information Only)

B. Staff Reports

Executive Director Harris thanked the Board for their attendance and support at the Fall Fete event on November 2nd. Harris thanked Commissioner Bischoff for his role in the event and commended Superintendent Esposito for her hard work, vision and dedication as it was a tremendous success. Superintendent Esposito stated that Winter registration goes live on Sunday, November 10th at 10pm and hoped all received and had a chance to peruse the Winter Brochure.

XI. Commissioners' Reports

Commissioner Nephew had a wonderful time at Fall Fete and thoroughly enjoyed the food. Commissioner Bischoff stated it was great to see the community at the event and said it was tremendous exposure for such a worthy cause. Commissioner Durham said it was an excellent event and President Ward echoed the sentiment stating the Boathouse looked wonderful that evening.

XII. Adjourn to Executive Session

At 8:13 p.m. Commissioner Durham moved, seconded by Commissioner Stortz, to convene into executive session under Section 2(c)6 for the purpose of setting a price for the sale or lease of property owned by the District.

XIII. Reconvene to Open Session

The Regular meeting reconvened at 9:40 p.m.

XIV. Adjourn

There being no further business, Commissioner Nephew moved, seconded by Commissioner Durham to adjourn the Regular Meeting at 9:40 p.m.

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

Motion Carried.

Respectfully submitted,

Kimberly Dikker

(Revised)

**2020 Board of Commissioners
Meeting Schedule**

In accordance with the Illinois Open Meetings Act, “5 ILCS 120/11” public notice is hereby given that otherwise noted, the Workshop Meetings of the Board of Commissioners of the Glen Ellyn Park District shall be held the first Tuesday of each month; and the Regular Meetings shall be held on the third Tuesday of the month for 2020 calendar year. These meetings will be held at the Spring Avenue Recreation Center, 185 Spring Avenue, Glen Ellyn, Illinois, and shall begin at 7:00 p.m. The meeting schedule is as follows:

Workshop Meeting

Regular Meeting

	January 14, 2020 (Workshop Meeting & Regular Meeting)
February 4, 2020	February 18, 2020
	Wednesday, March 18 (Workshop Meeting & Regular Meeting)
April 7, 2020	April 21, 2020
May 5, 2020	May 19, 2020
June 2, 2020	June 16, 2020
	July 14, 2020* (Workshop Meeting & Regular Meeting)
August 4, 2020	August 18, 2020
September 1, 2020	September 15, 2020
October 6, 2020	October 20, 2020
	November 17, 2020 (Workshop Meeting & Regular Meeting)
	December 1, 2020* (Workshop Meeting & Regular Meeting)

* Denotes deviation in regular schedule.



MEMO

November 26, 2019

TO: Park District Board of Commissioners
FROM: Nicholas Cinquegrani, Superintendent of Finance & Personnel
CC: Dave Harris, Executive Director
RE: Public Hearing for the 2020 Budget and Appropriation Ordinance

The Park District will hold a public hearing prior to formal adoption of the 2020 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 budget and appropriation ordinance placed on file on October 15th and any Board discussion that has taken place since.

Recommendation and Motions

The Board will need to make two motions:

- 1) Motion to open the public hearing for the 2020 budget and appropriation ordinance.

- 2) Motion to close the public hearing for the 2020 budget and appropriation ordinance.



MEMO

November 26, 2019

TO: Park District Board of Commissioners
FROM: Nicholas Cinquegrani, Superintendent of Finance & Personnel
CC: Dave Harris, Executive Director
RE: 2020 Budget & Appropriation Ordinance

Please find attached an updated version of the 2020 Combined Budget & Appropriation (B & A) ordinance. Since the ordinance was originally placed on file October 15th, adjustments have been made through Board and staff discussions, resulting in a total net *increase* in fund balance as of 12/31/2020 in the amount of \$252,685. This amount is a combination of changes made to revenues and expenses during the 2019 *and* 2020 fiscal years.

In regards to the updated 2020 B & A ordinance (attached), the total expenditures increased \$538,795 (compared to the October 15th ordinance) and total revenues increased \$720,000 (revenue shown in Section 2b of the ordinance). This results in a total net increase in the 2020 budget of \$181,205. Included with the ordinance is the updated 2020 'Fund Balance Recap Report'.

Lastly, as requested at a previous Board meeting, staff is working with the Citizens' Finance Committee to provide an additional 'simplified' fund balance summary sheet which will accompany the final budget document.

Motion:

Motion to approve Ordinance 19-02 "A Combined annual budget and appropriation ordinance for purposes of the Glen Ellyn Park District for the year beginning January 1, 2020 and ending December 31, 2020."



Expanded Fund Balance Recap Report

DRAFT 2020 Budget

Fund #	FUND NAME	Estimated 12/31/2019 Fund Balance	Revenues	Transfers & Chargebacks	Revenues Net of Transfers & Chargebacks	Expenditures	Transfers & Chargebacks	Expenditures Net of Transfers & Chargebacks	Estimated 12/31/2020 Fund Balance	2020 Estimated Net Income/Loss
<i>Operating Budgets</i>										
10	Corporate	1,142,266	2,241,395	(88,595)	2,152,800	2,702,228	(2,374)	2,699,854	681,433	(460,833)
	Restricted - Working Cash	200,000	-	-	-	-	-	-	200,000	-
20	Recreation	1,815,183	8,988,912	(544,940)	8,443,972	9,088,018	(2,241,990)	6,846,028	1,716,077	(99,106)
	Assigned - Sports Programs	599,567	-	-	-	-	-	-	599,567	-
	<i>Total Operating Budgets</i>	3,757,016	11,230,307	(633,535)	10,596,772	11,790,246	(2,244,364)	9,545,882	3,197,077	(559,939)
	Operating Transfers to Capital Funds									1,613,829
	Operating Expenditures in Capital Funds									(91,584)
	Change in Operating Funds Net of Transfers to Capital Budgets									962,306
<i>Capital Budgets</i>										
45	Debt Service	10,557	1,232,072	-	1,232,072	1,235,072	(3,000)	1,232,072	7,557	(3,000)
55	Special Recreation	173,771	690,000	-	690,000	678,393	-	678,393	185,378	11,607
85-00-000	Asset Replacement Fund	57,038	1,395,500	(1,363,000)	32,500	1,450,000	(1,450,000)	-	2,538	(54,500)
85-10-000	Assigned - Vehicles & Equipment	304,010	233,233	(227,733)	5,500	146,300	-	146,300	390,943	86,933
85-30-100	Assigned - Ackerman	208,100	125,000	(125,000)	-	160,000	-	160,000	173,100	(35,000)
85-30-300	Assigned - Maryknoll	85,467	25,000	(25,000)	-	-	-	-	110,467	25,000
85-30-350	Assigned - Platform Facility	20,000	5,000	(5,000)	-	-	-	-	25,000	5,000
94	Capital Improvements - Non-Referendum	808,088	2,317,160	(1,450,000)	867,160	3,100,154	(131,904)	2,968,250	25,094	(782,994)
96	Cash in Lieu of Land	168,255	20,250	-	20,250	140,000	-	140,000	48,505	(119,750)
	<i>Total Capital Budgets</i>	\$ 1,835,286	\$ 6,043,215	\$ (3,195,733)	\$ 2,847,482	\$ 6,909,919	\$ (1,584,904)	\$ 5,325,015	\$ 968,582	\$ (866,704)
	Grand Totals	5,592,302	17,273,522	(3,829,268)	13,444,254	18,700,165	(3,829,268)	14,870,897	4,165,658	(1,426,643)

(Less: \$14,810 -
2018 Audit
Services)



UPDATED

*** Revised 11/22/2019



Expanded Fund Balance Recap Report

2020 Budget

Fund #	FUND NAME	Estimated 12/31/2019 Fund Balance	Revenues	Transfers & Chargebacks	Revenues Net of Transfers & Chargebacks	Expenditures	Transfers & Chargebacks	Expenditures Net of Transfers & Chargebacks	Estimated 12/31/2020 Fund Balance	2020 Estimated Net Income/Loss
<i>Operating Budgets</i>										
10	Corporate	1,202,266	2,241,395	(88,595)	2,152,800	2,753,086	(2,374)	2,750,712	690,575	(511,691)
	Restricted - Working Cash	200,000	-	-	-	-	-	-	200,000	-
20	Recreation	1,815,183	8,988,912	(544,940)	8,443,972	9,076,955	(2,181,990)	6,894,965	1,727,140	(88,043)
	Assigned - Sports Programs	599,567	-	-	-	-	-	-	599,567	-
	<i>Total Operating Budgets</i>	3,817,016	11,230,307	(633,535)	10,596,772	11,830,041	(2,184,364)	9,645,677	3,217,282	(599,734)
	Operating Transfers to Capital Funds									1,553,829
	Operating Expenditures in Capital Funds									(91,584)
	Change in Operating Funds Net of Transfers to Capital Budgets									862,511
<i>Capital Budgets</i>										
45	Debt Service	10,557	1,232,072	-	1,232,072	1,235,072	(3,000)	1,232,072	7,557	(3,000)
55	Special Recreation	179,344	690,000	-	690,000	692,143	-	692,143	177,201	(2,143)
85-00-000	Asset Replacement Fund	797,038	1,335,500	(1,303,000)	32,500	1,850,000	(1,850,000)	-	282,538	(514,500)
85-10-000	Assigned - Vehicles & Equipment	304,010	233,233	(227,733)	5,500	146,300	-	146,300	390,943	86,933
85-30-100	Assigned - Ackerman	208,100	125,000	(125,000)	-	160,000	-	160,000	173,100	(35,000)
85-30-300	Assigned - Maryknoll	85,467	25,000	(25,000)	-	-	-	-	110,467	25,000
85-30-350	Assigned - Platform Facility	20,000	5,000	(5,000)	-	-	-	-	25,000	5,000
94	Capital Improvements - Non-Referendum	88,805	3,117,160	(1,850,000)	1,267,160	3,205,404	(131,904)	3,073,500	561	(88,244)
96	Cash in Lieu of Land	168,255	20,250	-	20,250	140,000	-	140,000	48,505	(119,750)
	<i>Total Capital Budgets</i>	\$ 1,861,576	\$ 6,783,215	\$ (3,535,733)	\$ 3,247,482	\$ 7,428,919	\$ (1,984,904)	\$ 5,444,015	\$ 1,215,872	\$ (645,704)
	Grand Totals	5,678,592	18,013,522	(4,169,268)	13,844,254	19,258,960	(4,169,268)	15,089,692	4,433,153	(1,245,438)

ORDINANCE 19-02
A COMBINED ANNUAL BUDGET AND APPROPRIATION ORDINANCE FOR
PURPOSES OF THE GLEN ELLYN PARK DISTRICT FOR THE YEAR
BEGINNING JANUARY 1, 2020 AND ENDING DECEMBER 31, 2020

WHEREAS, the Combined Budget and Appropriation Ordinance for the Glen Ellyn Park District for its 2020 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 3, 2019, 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 TWENTY TWO MILLION ONE HUNDRED FORTY SEVEN THOUSAND EIGHT HUNDRED SIX DOLLARS (\$22,147,806) 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, 2020 and ending December 31, 2020.

Section 2.

I. The amount Budgeted and Appropriated for Corporate Purposes:	<u>Budget</u>	<u>Appropriation</u>
Salaries & Wages	\$ 1,318,880	\$ 1,516,712
Contractual Services	290,540	334,121
Materials & Supplies	192,200	221,030
Equipment	23,300	26,795
Building & Landscaping	109,000	125,350
Insurance	196,250	225,688
Employment Expenses	520,714	598,821
Utilities	47,850	55,028
Miscellaneous	54,352	62,505
Total amount Budgeted-Corporate Fund	<hr/> 2,753,086	
Total amount Appropriated-Corporate Fund		3,166,050

II. The amount Budgeted and Appropriated for Recreation Purposes:

	<u>Budget</u>	<u>Appropriation</u>
Salaries & Wages	\$ 2,967,377	\$ 3,412,484
Contractual Services	1,629,494	1,873,918
Materials & Supplies	736,652	847,150
Equipment	44,500	51,175
Building & Landscaping	13,675	15,726
Employment Expenses	656,437	754,903
Utilities	492,200	566,030
Miscellaneous	2,536,620	2,917,113
	<hr/>	
Total amount Budgeted-Recreation Fund	9,076,955	
Total amount Appropriated-Recreation Fund		10,438,499

III. The amount Budgeted and Appropriated for Bond and Interest Expense:

	<u>Budget</u>	<u>Appropriation</u>
Principal, Interest, Registrar Fees	\$ 1,235,072	\$ 1,420,333
	<hr/>	
Total amount Budgeted-Bond and Interest Fund	1,235,072	
Total amount Appropriated-Bond and Interest Fund		1,420,333

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	\$ 692,143	\$ 795,964
W.D.S.R.A. Contribution and Accessibility Improvements		
	<hr/>	
Total amount Budgeted-Special Rec. Fund	692,143	
Total amount Appropriated-Special Rec. Fund		795,964

V. The amount Budgeted and Appropriated for Asset Replacement Fund Expense:

	<u>Budget</u>	<u>Appropriation</u>
Equipment	\$ 306,300	\$ 352,245
Miscellaneous	1,850,000	2,127,500
	<hr/>	
Total amount Budgeted Asset Replacement Fund	2,156,300	
Total amount Appropriated Asset Replacement Fund		2,479,745

VI. The amount Budgeted and Appropriated for
Capital Projects Fund Expense:

	<u>Budget</u>	<u>Appropriation</u>
Capital Improvements	\$ 3,073,500	\$ 3,534,525
Miscellaneous	131,904	151,690
Total amount Budgeted Capital Improvement Fund	3,205,404	
Total amount Appropriated Capital Improvement Fund		3,686,215

VII The amount Budgeted and Appropriated for
Cash in Lieu of Land Fund Expense:

	<u>Budget</u>	<u>Appropriation</u>
Capital Improvements	\$ 140,000	\$ 161,000
Total amount Budgeted Capital Improvement. Fund	140,000	
Total amount Appropriated Capital Improvement. Fund		161,000

SUMMARY

	<u>BUDGET</u>	<u>APPROPRIATION</u>
Corporate Fund	\$ 2,753,086	\$ 3,166,050
Recreation Fund	9,076,955	10,438,499
Bond and Interest Fund	1,235,072	1,420,333
Special Recreation Fund	692,143	795,964
Asset Replacement Fund	2,156,300	2,479,745
Capital Projects Fund	3,205,404	3,686,215
Cash in Lieu of Land	140,000	161,000
Total Estimated Expenditures	\$ 19,258,960	\$ 22,147,806

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: | \$ 5,678,592 |
| (b) That the estimated cash expected to be received during the fiscal year from all sources is: | \$ 18,013,522 |
| (c) That the estimated expenditures contemplated for the fiscal year are: | \$ 22,147,806 |
| (d) That the estimated GROSS cash expected to be on hand at the end of the fiscal year is: | \$ 1,544,308 |
| 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: | \$ 1,344,308 |
| (e) That the estimated amount of taxes, including Personal Property Replacement Tax and prior year taxes, to be received by the Glen Ellyn Park District during the fiscal year is: | \$ 5,509,572 |

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 2020**

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

I, Julia Nephew, 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, 2020 and ending December 31, 2020 to be as follows:

<u>SOURCE</u>	<u>AMOUNT</u>
Tax Receipts	\$ 5,509,572
Interest	\$ 98,250
Fees & Miscellaneous Sources	\$ 11,164,700
Bond Proceeds	\$ -
Grant Proceeds	\$ 1,241,000

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said park district this 3rd day of December, 2019.

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, 2020 and Ending December 31, 2020, as adopted by said Board of Park Commissioners at its properly convened meeting held on the 3rd day of December, 2019, 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 3rd day of December, 2019.

Secretary, Glen Ellyn Park District

(SEAL)



MEMO

November 26, 2019

TO: Park District Board of Commissioners
FROM: Dave Harris, Executive Director
RE: Ackerman Park Phase IV Improvements – Construction Management Payout Request #6

Attached is payout request #6 for Ackerman Park Phase IV improvement project- Construction Management Services in the amount of \$111,895.12. This is the sixth payout request from Wight Construction, who is overseeing construction for Ackerman Park improvements. Wight's services include bidding services, quality control, project scheduling, purchasing oversight, identifying cost savings (value engineering), provides checks and balances between owner and architect, and acts as an extension Park District staff. The sixth payout requests include continued earthwork, irrigation, concrete, and fencing. Payout #6 request also included previously approved change orders for the concrete work related to the outdoor exercise area and sidewalk extension towards Ackerman Sports and Fitness Center

Recommendations: As the services identified within the payout request have been performed, staff recommends Board approval for the payout request.

Motion: Motion to approve Wight Construction payout request #6 for the Ackerman Park Phase IV Improvements - Construction Management Services in the amount of \$111,895.12

APPLICATION AND CERTIFICATE FOR PAYMENT

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

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

PROJECT: Glen Ellyn Park District-Ackermann Park
800 St. Charles Road
Glen Ellyn, IL 60137

APPLICATION NO.: 6
APPLICATION Nov 22, 2019
PERIOD TO : Dec 15, 2019
PROJECT NO: 180002
CONTRACT DATE : Jun 19, 2019

Distribution to:
 OWNER
 ARCHITECT
 CONTRACTOR

VIA ARCHITECT:

CONTRACT FOR: Glen Ellyn Park District-Ackermann Park

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	\$	3,456,919.00
2. Net change by change orders	\$	-42,716.11
3. CONTRACT SUM TO DATE (Line1 +/- 2)	\$	3,414,202.89
4. TOTAL COMPLETED & STORED TO DATE	\$	3,135,041.34
(Column G on G703)		
5. RETAINAGE:		
(Total retainage Column I of G703)	\$	268,222.72
6. TOTAL EARNED LESS RETAINAGE	\$	2,866,818.62
(Line 4 less Line 5 Total)		
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT		
(Line 6 from prior Certificate)	\$	2,754,963.50
8. CURRENT PAYMENT DUE	\$	111,855.12
9. BALANCE TO FINISH, INCLUDING RETAINAGE		
(Line 3 less Line 6)	\$	547,384.27

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: _____ Date: November 25, 2019

State of: Illinois

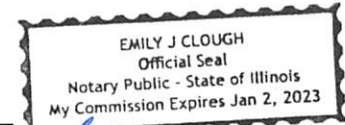
County of: Will

Subscribed and sworn to before

me this 25th day of November, 2019

Notary Public: Emily J. Clough

My Commission expires: January 2, 2023



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		355,411.89	-453,828.00
APPROVED THIS MONTH			
Number	Date Approved		
OCO07	Nov 22, 2019	55,700.00	0.00
Current Total:		55,700.00	0.00
Net Change by Change Orders			-42,716.11

Wight Construction Services, Inc.

CONTINUATION SHEET		Page: 2	
Project:	Glen Ellyn Park District-Ackermann Park 800 St. Charles Road Glen Ellyn, IL 60137	APPLICATION NUMBER:	6
		APPLICATION DATE:	Nov 22, 2019
		PERIOD TO:	Dec 15, 2019
		PROJECT NO:	180002

A ITEM NO.	B DESCRIPTION OF WORK		C SCHEDULED VALUE			D E 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						
010200	CM Fee & General Conditions	Wight Construction Services, Inc.	355,753.61	6,930.39	362,684.00	322,660.89	10,355.56	0.00	333,016.45	91.82	29,667.55	0.00	10,411.52
023200	Geotechnical Investigations	Testing Service Corporation	0.00	2,486.00	2,486.00	2,486.00	0.00	0.00	2,486.00	100.00	0.00	0.00	0.00
030000	Site Concrete	Lindblad Construction Company of Joliet, Inc.	399,900.00	34,500.00	434,400.00	403,100.00	11,300.00	0.00	414,400.00	95.40	20,000.00	41,440.00	10,170.00
260000	Electrical	Richmond Electric Co., Inc.	0.00	32,965.00	32,965.00	32,965.00	0.00	0.00	32,965.00	100.00	0.00	0.00	0.00
265600	Exterior Lighting	Musco Sports Lighting, LLC	0.00	4,150.00	4,150.00	4,150.00	0.00	0.00	4,150.00	100.00	0.00	0.00	0.00
310000	Earthwork	Elgin Augering, Inc.	1,250.00	0.00	1,250.00	1,250.00	0.00	0.00	1,250.00	100.00	0.00	0.00	0.00
310000-01	Earthwork	S&J Construction Co., Inc.	5,680.39	0.00	5,680.39	5,680.39	0.00	0.00	5,680.39	100.00	0.00	0.00	0.00
310000-02	Earthwork	A.R.S. Contracting, Inc.	2,500.00	0.00	2,500.00	0.00	2,500.00	0.00	2,500.00	100.00	0.00	0.00	2,500.00
312000	Excavation and Site Utilities	Hoppy's Landscaping, Inc.	941,441.00	115,400.00	1,056,841.00	1,027,991.00	28,850.00	0.00	1,056,841.00	100.00	0.00	105,684.10	25,965.00
320000	New Pathways	CPMH Construction	0.00	141,532.50	141,532.50	141,532.50	0.00	0.00	141,532.50	100.00	0.00	7,076.62	7,076.63
321800	Synthetic Turf	.	453,828.00	-453,828.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
323100	Fencing	Action Fence Contractors, Inc.	546,780.00	55,700.00	602,480.00	522,648.00	51,902.00	0.00	574,550.00	95.36	27,930.00	57,455.00	46,711.80
328000	Irrigation	Aqua Designs, Inc.	356,386.00	6,063.00	362,449.00	348,282.59	10,022.41	0.00	358,305.00	98.86	4,144.00	35,830.50	9,020.17
329000	Landscaping	Breezy Hill Nursery, Inc.	393,400.00	11,385.00	404,785.00	207,365.00	0.00	0.00	207,365.00	51.23	197,420.00	20,736.50	0.00
Project Total:			3,456,919.00	-42,716.11	3,414,202.89	3,020,111.37	114,929.97	0.00	3,135,041.34	91.82	279,161.55	268,222.72	111,855.12

WAIVER OF LIEN

STATE OF ILLINOIS } SS
COUNTY OF WILL

Whereas, the undersigned has been employed by **Glen Ellyn Park District** to provide
Design Build Services for the premises known as **Ackermann Park**
of which **Glen Ellyn Park District** is Owner.

The undersigned, for and in consideration of **\$111,855.12** for good and valuable considerations, the receipt
whereof is hereby acknowledged, do(es) hereby waive and release any and all lien or claim of, or right to, lien, under the
the status of the State of Illinois, relating to mechanics liens, with respect to and on said above described premises,
and the improvements thereon, and on the material, fixtures, apparatus or machinery furnished, and on the moneys, funds
or other considerations due from the owner, on account of labor, services, material, fixtures, apparatus or machinery
furnished to this date by the undersigned for the above described premises.

Given under my hand and my seal on this **25-Nov-19**

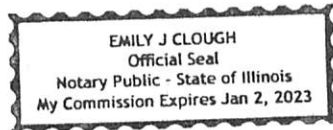
Subscribed and sworn before me on

November 25, 2019

Wight Construction Services, Inc.

Emily J. Clough

NOTARY PUBLIC 1/2/2023



Jason Dwyer

Jason Dwyer, Group President, Design & Construction

APPLICATION AND CERTIFICATE FOR PAYMENT

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

PROJECT: ACKERMAN PARK

APPLICATION NUMBER : 5
PERIOD TO: 12/15/2019
PROJECT NUMBER: 180002
CONTRACT DATE: 2/27/2019

FROM CONTRACTOR: Lindblad Construction Company of Joliet, Inc.
717 East Cass St. Joliet, IL 60432

VIA ARCHITECT:

CONTRACT FOR:

CONTRACTOR'S APPLICATION FOR PAYMENT

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

1	ORIGINAL CONTRACT SUM	<u>\$399,900.00</u>
2	Net change by Change Order	<u>\$34,500.00</u>
3	CONTRACT SUM TO DATE (line 1+2)	<u>\$434,400.00</u>
4	TOTAL COMPLETED & STORED TO DATE	<u>\$414,400.00</u>
	(Column G on G703)	
5	RETAINAGE:	
	a. 10% of Completed Work..... <u>(\$41,440.00)</u>	
	(Columns D + E on G703)	
	b. 10% of Stored Material..... <u>\$0.00</u>	
	(Column F on G703)	
	Total Retainage (line 5a + 5b or Total in Column I of G703)..... <u>(\$41,440.00)</u>	
6	TOTAL EARNED LESS RETAINAGE	<u>\$372,960.00</u>
	(line 4 less Line 5 Total)	
7	LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate).....	<u>(\$362,790.00)</u>
8	CURRENT PAYMENT DUE	<u>\$10,170.00</u>
9	BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less line 6)	<u>\$61,440.00</u>

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$0.00	\$0.00
Total approved this Month	\$34,500.00	\$0.00
TOTALS	\$34,500.00	\$0.00
NET CHANGES BY CHANGE ORDER	\$34,500.00	

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

CONTRACTOR: [Signature] Date: 1/20/19

State of: Illinois
County of: Will
Subscribed and sworn to before me this 20th day of November 2019
Notary Public: Gina Bianchetta
My Commission expires: 3/5/2022



ARCHITECT'S CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED

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

ARCHITECT: _____ 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.



9540 Carls Drive
 Plainfield, IL 60585
 Ph. (800) 358-8444 Fax (630) 364-5778

Wight Construction Services
 2500 North Frontage Road
 Darien, IL 60561
 USA

Invoice

6010

Invoice Date: Thursday, September 19, 2019
 Customer: WIG002
 Job No : C-19497T
 Salesperson: Ted Bianchi
 Ordered By: Craig Polte

Job Site :
 Ackerman Park
 Glen Ellyn, IL

Terms: Net 30 Days

Customer P.O. No:

Date	Description	Unit No	Qty	Unit Meas	Rate	Extension
9/19/2019	Scope of work: Light Pole Rigging - To rig (1) Light Pole, hoist up off of existing, lower pole, and set on new pole as directed.					\$2,500.00

Total Invoice: \$2,500.00

**TO REMIT PAYMENT BY ACH ONLY, USE:
 RT# 021052053 ACCT# 45325467**

**Past due invoices will be charged
 1.5% service charge per month (annual rate of 18%).**

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

PROJECT:
Ackerman Park
800 St. Charles Road
Glen Ellyn, IL 60137

APPLICATION NO: 5
PERIOD FROM: 11/15/2019
TO: 12/15/2019

Distribution to:
 OWNER
 ARCHITECT
 CONTRACTOR

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

VIA ARCHITECT: Wight & Company
2500 North frontage Road
Dairen, IL 60561

PROJECT NO: 180002

CONTRACT FOR: Ackerman Park - Excavation / Site Utilities

CONTRACT DATE: 2/26/2019

CONTRACTOR'S APPLICATION FOR PAYMENT

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

ORIGINAL CONTRACT SUM	<u>\$941,441.00</u>
Net change by Change Orders	<u>\$115,400.00</u>
CONTRACT SUM TO DATE	<u>\$1,056,841.00</u>
TOTAL COMPLETED & STORED TO DATE	<u>\$1,056,841.00</u>
(Column G on G703)	
RETAINAGE <u>10</u> %	<u>\$105,684.10</u>
or total in Column 1 on G703	
<u>0</u> % of Stored Material (Column F)	<u>\$0.00</u>
TOTAL EARNED LESS RETAINAGE	<u>\$951,156.90</u>
LESS PREVIOUS CERTIFICATES FOR PAYMENT	<u>\$925,191.90</u>
CURRENT PAYMENT DUE	<u>\$25,965.00</u>
Balance to Finish, Including Retainage	<u>\$105,684.10</u>

(Contract to date less Total Earned less Retainage)

CHANGE ORDER SUMMARY		
	ADDITIONS	DEDUCTIONS
Change Orders approved in previous months by Owner	0.00	0.00
Total approved this Month	115,400.00	0.00
Number	Date Approved	
TOTALS	115,400.00	0.00
Net change by Change Orders	115,400.00	

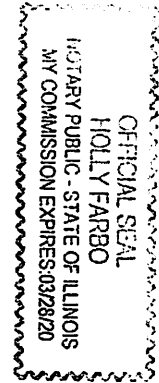
The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates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

CONTRACTOR: Hoppy's Landscaping, Inc.

BY: [Signature] Date: 11/18/19
State of: Illinois

County of: Will
Subscribed and sworn to before me this 18th day of November, 2019

Notary Public: [Signature]
My Commission expires: March 28, 2020



ARCHITECT'S CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED \$

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

ARCHITECT:
By: _____ Date: _____

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

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 2 OF 2 PAGES

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing

APPLICATION NUMBER: 5

Contractor's signed Certification is attached.

APPLICATION DATE: 11/18/19

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

PERIOD FROM: 11/15/19

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

TO: 12/15/19

Hoppy's Landscaping, Inc.

ARCHITECT'S PROJECT NO: 180002

Ackerman Park - Excavation / Site Utilities

A ITEM No.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED			G TOTAL COMPLETED AND STORED		H BALANCE TO FINISH (C-G)	I RETAINAGE
			Previous Applications	This Application		TO DATE (D + E + F)	% (G ÷ C)		
				Work in Place	Stored Materials (NOT IN D OR E)				
	Bond	14750.00	14750.00	0.00		14750.00	100%	0.00	1,475.00
	Mobilization	14350.00	14350.00	0.00		14350.00	100%	0.00	1,435.00
	Excavation	250141.00	250141.00	0.00		250141.00	100%	0.00	25,014.10
	CA-7 Aggregate	124650.00	124650.00	0.00		124650.00	100%	0.00	12,465.00
	McCook P210 Aggregate	151550.00	151550.00	0.00		151550.00	100%	0.00	15,155.00
	Allowance	100000.00	100000.00	0.00		100000.00	100%	0.00	10,000.00
	Erosion Control	13500.00	13500.00	0.00		13500.00	100%	0.00	1,350.00
	Tree Removal	6500.00	6500.00	0.00		6500.00	100%	0.00	650.00
	RE-Spread	30500.00	30500.00	0.00		30500.00	100%	0.00	3,050.00
	Site Utilities	235500.00	235500.00	0.00		235500.00	100%	0.00	23,550.00
	Change order #001	115400.00	86550.00	28850.00		115400.00	100%	0.00	11,540.00
		1056841.00	1027991.00	28850.00	0.00	1056841.00	100%	0.00	105,684.10

APPLICATION AND CERTIFICATE FOR PAYMENT AIA DOCUMENT G702

PAGE ONE OF THREE PAGES

TO OWNER: Glen Ellyn Park District
 Wight Construction Services, Inc.
 2500 N Frontage Road
 Darien, IL 60561

PROJECT: Ackerman Park Path
 800 St. Charles Rd., Glen Ellyn, IL 60137

APPLICATION NO. 4
 PERIOD TO: 12/15/2019
 PROJECT NOS.: 180002

Distribution to:
 OWNER
 ARCHITECT
 CONTRACTOR

FROM CONTRACTOR: CPMH Construction
 3129 S. Shields
 Chicago, IL 60616

VIA ARCHITECT: CONTRACT DATE: 5/6/2019

CONTRACT FOR:

CONTRACT 'S APPLICATION FOR PAYMENT

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

1. ORIGINAL CONTRACT SUM.....\$	139,900.00
2. Net change by Change Orders	1,632.50
3. CONTRACT SUM TO DATE (Line 1 + 2).....\$	141,532.50
4. TOTAL COMPLETED & STORED TO DATE.....\$	141,532.50
(Column G on G703)	
5. RETAINAGE:	
a. 5 % of Completed Work \$	7,076.63
(Columns D + E on G703)	
b. 10 % of Stored Material \$	0.00
(Columns F on G703)	
Total Retainage (Line 5a + 5b or Total in Column I of G703).....\$	0.00
6. TOTAL EARNED LESS RETAINAGE.....\$	134,455.87
(Line 4 less Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate).....\$	127,379.25
8. CURRENT PAYMENT DUE.....\$	7,076.63
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	7,076.62

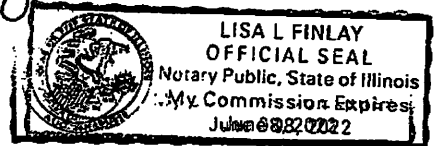
CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	1,632.50	0.00
Total approved this Month	0.00	0.00
TOTALS	1,632.50	0.00
NET CHANGES by Change Order	1,632.50	

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:
 By: Conrado Perez Date: 11/21/2019

State of: Illinois
 County of: Cook
 Subscribed and sworn to before me this 21st day of November 2019

Notary Public: Lisa L. Finlay
 My Commission Expires: 6/8/2022



ARCHITECT'S CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED.....\$

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on 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 of Contractor under the Contract.

CONTINUATION SHEET

AIA DOCUMENT G703 (Instructions on reverse side)

PAGE 2 OF

2 PAGES

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT,

containing Contractor's signed Certification, is attached.

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

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

Ackerman Park Path

APPLICATION NO.: 4

APPLICATION DATE: 11/21/2019

PERIOD TO: 12/15/2019

SPECIFICATION NO.:

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)	
			FROM PREVIOUS APPLICATION	THIS PERIOD					
	Mobilization	\$ 3,007.54	\$ 3,007.54	\$ -	\$ -	\$ 3,007.54	100%	\$ -	\$ 150.38
	Earthwork	\$ 22,112.50	\$ 22,112.50	\$ -	\$ -	\$ 22,112.50	100%	\$ -	\$ 1,105.63
	Respread Top Soil	\$ 2,025.00	\$ 2,025.00	\$ -	\$ -	\$ 2,025.00	100%	\$ -	\$ 101.25
	Silt Fence	\$ 5,950.00	\$ 5,950.00	\$ -	\$ -	\$ 5,950.00	100%	\$ -	\$ 297.50
	Temp Seed	\$ 3,220.00	\$ 3,220.00	\$ -	\$ -	\$ 3,220.00	100%	\$ -	\$ 161.00
	Erosion Blanket	\$ 2,737.00	\$ 2,737.00	\$ -	\$ -	\$ 2,737.00	100%	\$ -	\$ 136.85
	Aggregate Base CA-6 4"	\$ 26,000.00	\$ 26,000.00	\$ -	\$ -	\$ 26,000.00	100%	\$ -	\$ 1,300.00
	Screening FA-5	\$ 45,147.96	\$ 45,147.96	\$ -	\$ -	\$ 45,147.96	100%	\$ -	\$ 2,257.40
	Layout by Surveyor	\$ 8,700.00	\$ 8,700.00	\$ -	\$ -	\$ 8,700.00	100%	\$ -	\$ 435.00
	Allowance	\$ 20,000.00	\$ 20,000.00	\$ -	\$ -	\$ 20,000.00	100%	\$ -	\$ 1,000.00
	Permits	\$ 1,000.00	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	100%	\$ -	\$ 50.00
	Change Order 1 Silt Fence - Allowance \$2,782.50								
	Change Order 2 Credit - Allowance (\$2,950.00)								
	Change Order 3 Path & Sewer Repairs - Allowance \$20,167.50								
	Change Order 4 Path & Sewer Repairs	\$ 1,632.50	\$ 1,632.50	\$ -	\$ -	\$ 1,632.50	100%	\$ -	\$ 81.63
		\$ 141,532.50	\$ 141,532.50	\$ -	\$ -	\$ 141,532.50	100.00%	\$ -	\$ 7,076.63

APPLICATION AND CERTIFICATE FOR PAYMENT
AIA DOCUMENT G702

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

Ackerman Park
 800 St. Charles Road
 Glen Ellyn, IL 60137

APPLICATION NO: 5 Distribution to:
 PERIOD TO: 12/15/2019 OWNER
 PROJECT NO: CONSTRUCTION
 MANAGER
 ARCHITECT
 CONTRACTOR

FROM CONTRACTOR:
 Action Fence Contractors, Inc
 945 Tower Rd. Mundelein, IL 60060

CONTRACT DATE:

VIA CONSTRUCTION MANAGER: Wight Construction Services, Inc.
 VIA ARCHITECT:

CONTRACT FOR: Fencing

CONTRACTOR'S APPLICATION FOR PAYMENT

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

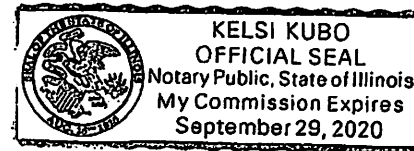
The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates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

1. ORIGINAL CONTRACT SUM	546,780.00
2. Net change by Change Orders	55,700.00
3. CONTRACT SUM TO DATE (Line 1 + 2)	602,480.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G702)	574,550.00
5. RETAINAGE:	
a. 10% of Completed Work	\$57,455.00
b. 10% of Stored Material (Column F on G703)	\$0.00
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	57,455.00
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)	517,095.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	470,383.20
8. CURRENT PAYMENT DUE	46,711.80
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	85,385.00

CONTRACTOR Action Fence Contractors, Inc.

By: Dyan Kahlgrun Date: 11/20/2019

State of: Illinois County of: Lake
 Subscribed and sworn to before me this 20th day of November, 2019
 Notary Public:
 My Commission expires: 11-11-20



CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$0.00	\$0.00
Total approved this Month	\$0.00	\$0.00
TOTALS	\$0.00	\$0.00
NET CHANGES by Change Order		\$0.00

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

SCHEDULE OF VALUES

CONTINUATION SHEET

PAGES 2 OF 2 PAGES

<u>Glen Ellyn Park District</u> <u>185 Spring Ave.</u> <u>Glen Ellyn, IL 60137</u>	<u>Ackerman Park</u> <u>800 St. Charles Road</u> <u>Glen Ellyn, IL 60137</u>	Application Number: <u>5</u> Application Date: <u>11/20/19</u> Period to: <u>12/15/19</u> Architect's Project No: _____
Application and Certificate for Payment, containing contractor's signed certificate (attached). In tabulation below, amounts are stated to the nearest dollar. Use Column I on contracts where variable retainage for line items may apply.		Contractor: <u>Action Fence Contractors, Inc.</u> <u>945 Tower Road</u> <u>Mundelein, IL 60060</u>

Item No.	Description of Work	Scheduled Value	WORK COMPLETED		Materials Presently Stored (Not in D or E)	Total Completed and Stored To Date (D+E+F)	% (G / C)	Balance to Finish (C-G)	Retainage
			Previous Applications	This Application					
A	B	C	D	E	F	G	H	I	
1	Arched backstops	\$134,660.00	\$134,660.00	\$0.00	\$0.00	\$134,660.00	100%	\$0.00	\$13,466.00
2	Chain link fencing	\$89,770.00	\$71,816.00	\$17,954.00	\$0.00	\$89,770.00	100%	\$0.00	\$8,977.00
3	Flag pole	\$7,760.00	\$0.00	\$7,760.00	\$0.00	\$7,760.00	100%	\$0.00	\$776.00
4	Dugout structure	\$161,600.00	\$161,600.00	\$0.00	\$0.00	\$161,600.00	100%	\$0.00	\$16,160.00
5	Shade structure	\$120,960.00	\$150,472.00	-\$29,512.00	\$0.00	\$120,960.00	100%	\$0.00	\$12,096.00
6	12' Helmet combo rack	\$9,200.00	\$0.00	\$0.00	\$0.00	\$0.00		\$9,200.00	\$0.00
7	6' Screen fence at maintenance building	\$13,730.00	\$0.00	\$0.00	\$0.00	\$0.00		\$13,730.00	\$0.00
8	Performancce & payment bond	\$4,100.00	\$4,100.00	\$0.00	\$0.00	\$4,100.00	100%	\$0.00	\$410.00
9	Allowance	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00		\$5,000.00	\$0.00
10	CO#1 Home run	\$42,000.00	\$0.00	\$42,000.00	\$0.00	\$42,000.00	100%	\$0.00	\$4,200.00
11	CO#2 Backstop tie in	\$13,700.00	\$0.00	\$13,700.00	\$0.00	\$13,700.00	100%	\$0.00	\$1,370.00
12		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00
13		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00
14		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00
15		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00
Total This Page 2		\$602,480.00	\$522,648.00	\$51,902.00	\$0.00	\$574,550.00	95%	\$27,930.00	\$57,455.00

_____ CONTRACTOR
 _____ SUBCONTRACTOR

APPLICATION AND CERTIFICATE FOR PAYMENT
AIA DOCUMENT G702

PAGE ONE OF TWO PAGES

TO: Wight Construction
 2500 North Frontage Rd
 Darden IL 60581

PROJECT: Ackerman Park
 800 St Charles Rd
 Glen Ellyn IL 60137

APPLICATION NO: 4
APPLICATION DATE: 11/18/19
PERIOD TO: 12/15/19
PROJECT NO: 180002

FROM CONTRACTOR:

Aqua Designs Inc
 2133 Gould Ct
 Rockdale IL 60436

CONTRACT DATE: 03/04/19

CONTRACT FOR:

irrigation

OWNER: Glen Ellyn Park Dist

CONTRACTOR'S APPLICATION FOR PAYMENT

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

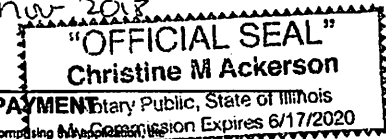
The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates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

1. ORIGINAL CONTRACT SUM	\$356,386.00
2. Net change by Change Orders	\$6,063.00
3. CONTRACT SUM TO DATE (Line 1 +/- 2)	\$362,449.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$ 358,305.00
5. RETAINAGE:	
a. 10% of Completed Work (Column D + E on G703)	\$ 35,830.50
b. 10% of Stored Material (Column F on G703)	
TOTAL RETAINAGE	\$35,830.50
<small>(Lines 5a + 5b or Total in Column I of G703)</small>	
6. TOTAL EARNED LESS RETAINAGE	\$322,474.50
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 8 from prior Certificate)	\$313,454.33
8. CURRENT PAYMENT DUE	\$9,020.17
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$39,974.50

CONTRACTOR: Aqua Designs Inc

By: Ernest P. McCasor Date: 11-18-19

State of IL County of Will
 Subscribed and sworn to before me this 18 day of Nov 2019
 Notary Public: Christine MacKerson



GENERAL CONTRACTOR'S CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED

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

GENERAL CONTRACTOR:

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.

Owner: (if applicable)

By: _____ Date: _____

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months	\$6,063.00	
Total approved this Month		
TOTALS:	\$6,063.00	
NET CHANGES by Change Order:	\$6,063.00	

AIA DOCUMENT G702 APPLICATION AND CERTIFICATE FOR PAYMENT CONSTRUCTION MANAGER ADVISER 1992 EDITION AIA
 THE AMERICAN INSTITUTE OF ARCHITECTS, 1745 NEW YORK AVE. N.W. WASHINGTON, DC 20006-5292
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CONTINUATION SHEET

AIA DOCUMENT G703

AIA DOCUMENT G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.
 In labulations below, amounts are stated to the nearest dollar.
 Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 4
 APPLICATION DATE: 11/18/19
 PERIOD TO: 12/15/19
 PROJECT NO: 180002

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (Not in D or E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE
			FROM PREVIOUS APPLICATION	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G / C)		
irrigation	irrigation installation	\$ 352,242.00	\$ 342,219.59	\$ 10,022.41		\$ 352,242.00	100%	\$ -	\$ 35,224.20
allowance		\$ 4,144.00	\$ -			\$ -	0%	\$ 4,144.00	
CHANGE ORDER #1	Additonal 4 valves, decoders	\$ 6,063.00	\$ 6,063.00			\$ 6,063.00	100%	\$ -	\$ 606.30
4		\$ -	\$ -	\$ -		\$ -	#DIV/0!	\$ -	\$ -
5		\$ -	\$ -	\$ -		\$ -	#DIV/0!	\$ -	\$ -
6		\$ -	\$ -	\$ -		\$ -	#DIV/0!	\$ -	\$ -
7		\$ -	\$ -	\$ -		\$ -	#DIV/0!	\$ -	\$ -
8		\$ -	\$ -	\$ -		\$ -	#DIV/0!	\$ -	\$ -
9		\$ -	\$ -	\$ -		\$ -	#DIV/0!	\$ -	\$ -
10		\$ -	\$ -	\$ -		\$ -	#DIV/0!	\$ -	\$ -
11		\$ -	\$ -	\$ -		\$ -	#DIV/0!	\$ -	\$ -
12		\$ -	\$ -	\$ -		\$ -	#DIV/0!	\$ -	\$ -
13		\$ -	\$ -	\$ -		\$ -	#DIV/0!	\$ -	\$ -
14		\$ -	\$ -	\$ -		\$ -	#DIV/0!	\$ -	\$ -
15		\$ -	\$ -	\$ -		\$ -	#DIV/0!	\$ -	\$ -
16		\$ -	\$ -	\$ -		\$ -	#DIV/0!	\$ -	\$ -
17		\$ -	\$ -	\$ -		\$ -	#DIV/0!	\$ -	\$ -
18		\$ -	\$ -	\$ -		\$ -	#DIV/0!	\$ -	\$ -
19		\$ -	\$ -	\$ -		\$ -	#DIV/0!	\$ -	\$ -
20		\$ -	\$ -	\$ -		\$ -	#DIV/0!	\$ -	\$ -
	Grand Total	\$ 362,449.00	\$ 348,282.59	\$ 10,022.41	\$ -	\$ 358,305.00	99%	\$ 4,144.00	\$ 35,830.50

Pending Change Orders - Do not add to schedule of values above until properly executed change order is issued.

1	Description of PCO	\$ -
2	Description of PCO	\$ -
3	Description of PCO	\$ -
4	Description of PCO	\$ -
5	Description of PCO	\$ -
6	Description of PCO	\$ -
7	Description of PCO	\$ -
8	Description of PCO	\$ -
	TOTAL PCOS	\$ -



MEMO

December 3, 2019

TO: Park District Board of Commissioners
FROM: Nathan Troia, PLA, Parks Project Manager
CC: Dave Harris, Executive Director
RE: Walnut Glen Playground Renovation – Payout Request #2

Attached is payout request #2 for the Walnut Glen Playground Renovation Project in the amount of \$34,619.76. This is the second and final payout request from D & J Landscape Inc., who is the general contractor for this project. The second payout request includes the completion of the playground equipment installation, concrete seating area, sidewalk, tree planting, and landscape restoration.

Recommendations: As the services identified within the payout request have been performed, staff recommends Board approval for the payout request.

Motion: Motion to approve D & J Landscape Inc. payout request #2 for the Walnut Glen Playground Renovation project in the amount of \$34,619.76

FINAL WAIVER OF LIEN



STATE OF ILLINOIS

COUNTY OF _____

TO WHOM IT MAY CONCERN:

WHEREAS the undersigned has been employed by Glen Ellyn Park District
 to furnish Glen Ellyn Playground Renovation work
 for the premises known as Walnut Glen Park 860 Walnut St. Glen Ellyn, IL 60137
 of which Glen Ellyn Park District is the owner.

THE undersigned, for and in consideration of Thirty-four thousand, six hundred nineteen and 76/100
 (\$ 34,619.76) 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 on 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,
 heretofore furnished, or which may be furnished at anytime time hereafter, by the undersigned for the above-described premises. INCLUDING EXTRAS.*

COMPANY NAME: D & J Landscape Inc.

DATE: November 25, 2019 ADDRESS: 22803 W. Renwick Rd. Plainfield, IL 60544

SIGNATURE _____ TITLE Corp Official

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

CONTRACTOR'S AFFIDAVIT

STATE OF ILLINOIS

COUNTY OF _____

TO WHOM IT MAY CONCERN:

THE undersigned, Griselda Davalos, being duly sworn, deposes and says that he or she is Corporate Official
 of D & J Landscape Inc. who is the Contractor furnishing Glen Ellyn Playground Renovation work on the
 building located at 860 Walnut St. Glen Ellyn, IL 60137 owned by Glen Ellyn Park District

That the total amount of the contract including extras* is \$ 88,023.60 on which he or she has received payment of \$ 53,403.84

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 and addresses of all parties who have furnished material or labor, or both, for said work and all parties having contracts or subcontracts for specific portions of said work or for 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 INCLUDING EXTRAS*	AMOUNT PAID	THIS PAYMENT	BALANCE DUE
D & J Landscape Inc.	Playground Renovation	\$ 88,023.60	\$ 53,403.84	\$ 34,619.76	\$ 0.00
		\$	\$	\$	\$ 0.00
		\$	\$	\$	\$ 0.00
		\$	\$	\$	\$ 0.00
		\$	\$	\$	\$ 0.00
		\$	\$	\$	\$ 0.00
		\$	\$	\$	\$ 0.00
ALL MATERIALS TAKEN FROM OUR FULLY PAID STOCK AND DELIVERED IN OUR OWN VEHICLES TO THE JOBSITE. ALL LABOR PAID IN FULL.					
TOTAL LABOR AND MATERIAL INCLUDING EXTRAS* TO COMPLETE.		\$ 113,755.17	\$ 53,403.84	\$ 34,619.76	\$ 0.00

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: _____ SIGNATURE: _____

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ day of _____

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

NOTARY

TO OWNER: Walnut Glen Playground Renc APPLICATION NO: 1
 185 Spring Ave
 860 Walnut St.
 Glen Ellyn, IL 60137

Distribution to:
 OWNER
 ARCHITECT
 CONTRACTOR

PERIOD TO: 11/25/2019

VIA ARCHITECT:

FROM CONTRACTOR:

D & J Landscape Inc.
 22803 W. Renwick Rd.
 Plainfield, IL 60544

PROJECT NOS:

CONTRACT DATE 10/2/2019

CONTRACT Walnut Glen Playground Renovation

CONTRACTOR'S APPLICATION FOR PAYMENT

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

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.

- 1. ORIGINAL CONTRACT SUM \$ 71,715.00
- 2. Net change by Change Orders \$ 16,308.60
- 3. CONTRACT SUM TO DATE (Line 1 ± 2) \$ 88,023.60
- 4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$ 88,023.60

- 5. RETAINAGE:
 - a. 0 % of Completed Work \$ 0.00
(Column D + E on G703)
 - b. 0 % of Stored Material \$ 0.00
(Column F on G703)

- Total Retainage (Lines 5a + 5b or Total in Column I of G703) \$ 0.00
- 6. TOTAL EARNED LESS RETAINAGE \$ 88,023.60
- (Line 4 Less Line 5 Total)
- 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ 53,403.84
- 8. CURRENT PAYMENT DUE \$ 34,619.76
- 9. BALANCE TO FINISH, INCLUDING RETAINAGE \$ 0.00
(Line 3 less Line 6)

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$16,308.60	\$0.00
Total approved this Month	\$0.00	\$0.00
TOTALS	\$16,308.60	\$0.00
NET CHANGES by Change Order	\$16,308.60	

CONTRACTOR: D & J Landscape Inc.

By: Griselda Davalos Date:

State of: County of:
 Subscribed and sworn to before me this day of
 Notary Public:
 My Commission expires:

ARCHITECT'S CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED\$

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

By: Date:

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

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE OF PAGES 1

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.

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

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

APPLICATION NO: 1
 APPLICATION DATE: 11/25/2019
 PERIOD TO: 11/25/2019
 ARCHITECT'S PROJECT NO:

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED FROM PREVIOUS APPLICATION (D + E)	E WORK COMPLETED THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
1	Playground Renovation	\$71,715.00	\$43,029.00	\$28,686.00	\$0.00	\$0.00	100.00%	\$0.00	
CO1	Change Order #1	\$3,603.60	\$3,603.60	\$0.00	\$0.00	\$0.00	100.00%	\$0.00	
CO2	Change Order #2	\$8,085.00	\$8,085.00	\$0.00	\$0.00	\$0.00	100.00%	\$0.00	
CO3	Change Order #3	\$4,620.00	\$4,620.00	\$0.00	\$0.00	\$0.00	100.00%	\$0.00	
GRAND TOTALS		\$88,023.60	\$59,337.60	\$28,686.00	\$0.00	\$0.00	100%	\$0.00	

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MEMO

November 26, 2019

TO: Park District Board of Commissioners

FROM: Dave Harris, Executive Director

RE: Payout Request #3 – Chicagoland Paving

As of Tuesday, November 26, the Glen Ellyn Park District has not received a payout request from Chicagoland Paving for the December 3rd Regular Board meeting even though they were provided the required submittal dates in advance. If a submittal is received prior to the Board meeting and staff can confirm and verify the payout request, the information will be presented to the Board on the evening of December 3rd. If not, the District will wait for a payout request for a future Board meeting in 2020. Below is the Board memo without the payout request amount.

Attached is the payout request #3 for the Ackerman & Churchill Park Parking Lot & Maintenance Drive Improvements in the amount of \$_____. This is the third and final payout request from Chicagoland Paving Contractors, Inc., who is the general contractor for the project. To date, the ASFC parking lot and Ackerman Drive improvements along with Churchill Park have been completed. As a reminder, while the Ackerman improvements were completed by November 2018, the Churchill Park portion of the project was delayed due to unfavorable weather conditions in late fall. That work was completed in spring, 2019.

A punch list was established collaboratively by the engineering consultant, GEPC and the contractor in late spring of this year. Chicagoland has since addressed all items.

The District will recommend withholding 5% retainage to ensure errors and irregularities have been remediated. The payout request has been reviewed by the Park District’s consulting engineer and they recommend proceeding with the payout request.

<i>Payout Summary:</i>	
<i>Full Contract Price</i>	<i>\$487,710.00</i>
<i>Payout Request #1</i>	<i>(\$221,397.00)</i>
<i>Payout Request #2</i>	<i>(\$161,097.00)</i>
<i>Payout Request #3</i>	<i>\$_____</i>

Recommendation: *The application and certification for Payout Request #3 presented by Chicagoland Paving Contractors, Inc. is complete. Staff recommends Board approval for the payout request.*

Motion: *I make the motion to approve Payout Request #3 from Chicagoland Paving Contractors, Inc. in the amount of \$_____*



MEMO

November 26, 2019

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

Please find attached proposed updates to the Park District's policy manual. In order to expedite the approval process, all policies below have been reviewed and approved by legal counsel. The rationale for each of the changes are detailed below; however, all policies were based off a combination of previous park district policies, recommendations from the Park District Risk Management Agency (PDRMA) and/or the Society for Human Resource Management (SHRM).

The sections include:

Chapter II – Financial Policies

- Section 2.00 – Investment Policy ([Blue Pages 1 - 5](#))

Chapter III – Personnel Policies

- Section 6.05 (G) – Victim's Economic Security and Safety Act ("VESSA") ([Blue Pages 6 - 11](#))
- Section 8.32 – Pregnancy Discrimination Policy ([Blue Pages 12 - 14](#))
- Section 11.00 – Disciplinary Action Policy ([Blue Pages 15 - 22](#))
- Section 12.00 – Alcohol and Drug Free Workplace Policy ([Blue Pages 23 - 51](#))

#1 Chapter II – Financial Policies

- **Section 2.00 – Investment Policy (Blue Pages 1 - 5)**

Pursuant to Public Act 101-0473 (HB 2460), all public agencies are required to amend their existing investment policies to include a statement that material, relevant, and decision-useful sustainability factors have been or are regularly considered by the agency, within the bounds of financial and fiduciary prudence, in evaluating investment decisions.

The added language (**blue pages 2 - 3**) was reviewed and approved by legal counsel and subsequently reviewed by the Citizens' Finance Committee at their last meeting on November 8th.

The additional language has no impact on current Park District investment practices. The bill takes effect January 1, 2020.

Recommendation: Staff recommends amending Chapter II, Section 2.00, Investment Policy, as presented.

#2 Chapter III – Personnel Policies

- **Section 6.05 (G) – Victim's Economic Security and Safety Act ("VESSA") (Blue Pages 6 - 11)**

The Park District's current policy (**blue page 7**) is recommended by PDRMA to have an actual policy opposed to a brief one-line statement. The updated policy follows (**blue pages 8-11**) and will *replace* the previous policy in its entirety.

Recommendation: Staff recommends amending Chapter III, Section 6.05, Victims' Economic Security and Safety Act (VESSA) Policy, as presented.

#3 Chapter III – Personnel Policies

- **Section 8.32 – Pregnancy Discrimination Policy (Blue Pages 12 - 14)**

The Park District currently does not have a separate policy. On January 1, 2015, the Illinois Pregnancy Accommodation Law, an amendment to the Illinois Human Rights Act, went into effect, providing greater protection for pregnant employees. Now all employers in the State of Illinois are required to make reasonable accommodations for "pregnancy, childbirth, or medical or common conditions related to pregnancy or childbirth" upon request by the affected employee. The new amendment expands the protections of prior disability discrimination laws in Illinois, which did not cover accommodations for most pregnant employees who were otherwise healthy. Under the new law, virtually every pregnant employee is entitled to a pregnancy-related accommodation. The Illinois Pregnancy Discrimination Law and Illinois Human Rights Act are State laws which provide protections to pregnant employees in Illinois in addition to those protections under the Federal Pregnancy Discrimination Act under Title VII.

Recommendation: Staff recommends approving Chapter III, Section 8.32, Pregnancy Discrimination Policy, as presented.

#4 Chapter III – Personnel Policies

- **Section 11.00 – Disciplinary Action Policy (Blue Pages 15 - 22)**

The Disciplinary Action Policy had not been updated in some time and needed to provide further clarification as to the process and also, the Causes for Disciplinary Action needed to be updated to correspond with PDRMA’s recommendations. Due to the restructuring of the policy, a red-line version is not included. Instead, the current park district policy is attached in its entirety (blue pages 16 – 18) and the recommended new policy follows (blue pages 19 - 22).

Recommendation: Staff recommends amending Chapter III, Section 11, Disciplinary Action Policy, as presented.

#5 Chapter III – Personnel Policies

- **Section 12.00 – Alcohol and Drug Free Workplace Policy (Blue Pages 23 - 51)**

The current park district policies (Chapter III, Sections 14, 15, and 16) are attached (blue pages 24 – 38). The current policies are somewhat redundant and need to be modified to include the legalization of cannabis in Illinois. Amending the policy(ies) is/are imperative to provide direction and clarification to employees and supervisors on what can and cannot be done with regards to pre-employment, post-accident and reasonable suspicion testing as well as disciplinary action and possible discharge. Additionally, clarifying expectations and restrictions for what is acceptable at work and off work. The new policy would become Section 12 (currently vacant in the numbering sequence of the Personnel Policy Manual) and is included (blue pages 39 – 51).

Recommendation: Staff recommends *removing* Chapter III, Section 14, Drug-Free Workplace Policy, Chapter III, Section 15, Alcohol and Drug Abuse Policy, and Section 16, Alcohol and Drug Procedure for CDL Employees and approving Chapter III, Section 12, Alcohol and Drug Free Workplace Policy, as presented.

Motion:

Motion to amend Chapter II, Section 2.00, Investment Policy, amend Chapter III, Section 6.05, Victims’ Economic Security and Safety Act (VESSA) Policy, approve Chapter III, Section 8.32, Pregnancy Discrimination Policy, amend Chapter III, Section 11, Disciplinary Action Policy, remove Chapter III, Section 14, Drug-Free Workplace Policy, Chapter III, Section 15, Alcohol and Drug Abuse Policy, and Section 16, Alcohol and Drug Procedure for CDL Employees and approve Chapter III, Section 12, Alcohol and Drug Free Workplace Policy, as presented.

Chapter II – Financial Policies

- Section 2.00 – Investment Policy

(amending current policy)

**Glen Ellyn Park District
Policy Manual
Chapter II. Financial Policies**

2.00 Investment Policy

2.01 Scope

The Glen Ellyn Park District Investment Policy applies to the investment activities of all funds of the Glen Ellyn Park District. All financial assets will be administered in accordance with the provisions of this policy.

2.02 General Objectives

The purpose of this policy is to establish investment guidelines for Park District officials responsible for the safekeeping of public funds.

A. Management

The Park District's investment portfolio will be managed in a manner that will avoid any transaction that might impair public confidence in the Park District.

B. Safety

The investment portfolio should be designed with the objectives of maximum safety, liquidity, and return, in that order. Safety of principal is the foremost objective. Each transaction shall first ensure that principal losses are avoided, whether through defaults or erosion of value through fluctuations in market prices.

C. Liquidity

The Park District's investment portfolio will remain sufficiently liquid to enable the District to meet present and anticipated cash flow requirements.

D. Yield

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investment is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed.

E. Local Considerations

Where consistent with the management, safety and liquidity objectives, the Glen Ellyn Park District may invest funds in an eligible local institution which provides for a reduced rate of interest for the betterment of the local economy or that of local entities within the State. The Glen Ellyn Park District will maintain operating and investment accounts in financial institutions within the Park District boundaries and Village of Glen Ellyn whenever consistent with the Standards of Care in Section 2.03.

F. Sustainability

Material, relevant, and decision-useful sustainability factors have been or are regularly considered by the Park District, within the bounds of financial and fiduciary prudence, in evaluating investment

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decisions. Such factors include, but are not limited to: (i) corporate governance and leadership factors; (ii) environmental factors; (iii) social capital factors; (iv) human capital factors; and (v) business model and innovation factors, as provided under the Illinois Sustainable Investing Act.

2.03 Standards of Care

A. *Prudence*

The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy. The "prudent person" standard states that, "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

B. *Ethics and Conflicts of Interest*

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose to the Executive Director any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the Glen Ellyn Park District.

C. *Delegation of Authority*

Authority to manage the investment program is granted to the Executive Director, Park District Treasurer, and the Superintendent of Finance & Personnel. Responsibility for the operation of the investment program is hereby delegated to the Superintendent of Finance & Personnel, hereinafter referred to as the Investment Officer, who shall act in accordance with established written procedures and internal controls referenced within this policy for the operation of the investment program consistent with this investment policy. Procedures should include references to: safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements, and collateral/depository agreements. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the investment officer. The Investment Officer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

2.04 Safekeeping and Custody

A. Suitable and Authorized Investments - Investment Types

The Board of Commissioners has selected the following as approved investments as outlined in the State of Illinois Compiled Statutes, Section 30 ILCS 235/ "Public Funds Investment Act."

1. U.S. Treasury obligations which carry the full faith and credit guarantee of the United States government and are considered to be the most secure instruments available;
2. U.S. government agency and instrumentality obligations that have a liquid market with a readily determinable market value;
3. Canadian government obligations (payable in local currency);
4. Certificates of deposit and other evidences of deposit at financial institutions;
5. Bankers' acceptances;
6. Commercial paper, rated in the highest tier (e.g., A-1, P-1, F-1, or D-1 or higher) by a nationally recognized rating agency;
7. Investment-grade obligations of state, provincial and local governments and public authorities;
8. Repurchase agreements whose underlying purchased securities consist of the aforementioned instruments;
9. Money market mutual funds regulated by the Securities and Exchange Commission and whose portfolios consist only of dollar-denominated securities; and
10. Local government investment pools either state-administered or developed through joint powers statutes and other intergovernmental agreement legislation.

B. Collateral

Where allowed by state law, full collateralization will be required on all demand deposit accounts, including checking accounts and non-negotiable certificates of deposit.

C. Delivery vs. Payment

All trades of marketable securities will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible financial institution prior to the release of funds.

D. Diversification

The investments shall be diversified by:

1. Limiting investments to avoid overconcentration in securities from a specific issuer or business sector (excluding U.S. Treasury securities);
2. Limiting investment in securities that have higher credit risks;
3. Investing in securities with varying maturities; and
4. Continuously investing a portion of the portfolio in readily available funds such as local government investment pools (LGIPs), money market funds or overnight repurchase agreements to ensure that appropriate liquidity is maintained in order to meet ongoing obligations.

2.05 Internal Controls

The Superintendent of Finance & Personnel is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the Park District are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of the control should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits require estimates and judgments by management. Accordingly, the Superintendent of Finance & Personnel shall establish a process for annual independent review by an external auditor to assure compliance with policies and procedures.

The internal controls shall address the following points:

- Control of collusion

- Separation of transaction authority, in accordance with purchasing policy guidelines, from accounting and record keeping
- Custodial safekeeping
- Avoidance of physical delivery securities
- Clear delegation of authority to subordinate staff members
- Written confirmation of telephone transactions for investments and wire transfers

2.06 Reporting

It will be the responsibility of the Investment Officer to maintain current financial reports on all financial institutions in which the Park District maintains an account. The Superintendent of Finance & Personnel must maintain adequate records such as current statements of condition and statements of income that are deemed necessary to maintain an accurate view of the financial stability of the institution.

2.07 Separation Provisions of Policy and Conflicts with Illinois Law

The above policies shall remain in full force and effect until revoked by the Board of Commissioners. If, after adoption of this policy, there is any conflict with the Illinois Investment Statutes, current law shall dictate.

2.08 Adoption

The investment policy shall be formally approved and adopted by the Board of Commissioners of the Glen Ellyn Park District. Changes may be recommended by the Investment Officer and any other appropriate authority, as well as the individuals charged with maintaining internal controls. Any changes must be formally approved and adopted by the Board of Commissioners.

2.09 Exceptions

Exceptions to any of the criteria outlined in this Investment Policy for Suitable and Authorized Investments - Investment Types in Section 2.04A may be made only upon the specific prior approval of the Board of Commissioners upon a roll call vote at a regular or special meeting of the Board.

Chapter III – Personnel Policies

- **Section 6.05 (G) – Victim’s Economic Security and Safety Act (“VESSA”)**

(amending current policy)

Current Policy

6.05 Leave of Absence

~~G. *Victim's Economic Security and Safety Act ("VESSA")*~~

~~VESSA entitles a victim of domestic and sexual violence or members of the household, of up to twelve (12) weeks of unpaid leave during any twelve (12) month period.~~

New Policy

6.05 G

Victims' Economic Security and Safety Act- VESSA Policy

Introduction

This section briefly summarizes rights and regulations under the Victims' Economic Security and Safety Act of 2003 ("VESSA").

The VESSA provides employees with up to 12 workweeks of unpaid leave during a 12-month period to address the consequences of domestic violence or sexual violence to themselves or their family or household member who is a victim of domestic violence, gender violence or sexual violence.

Basis of Leave

The Park District will provide up to **twelve (12) weeks of unpaid leave** from work on an intermittent or reduced work schedule basis to an employee who is a victim of domestic, gender or sexual violence (or who has a family or household member who is a victim of domestic, gender or sexual violence) to address domestic, gender or sexual violence if the employee is:

- (A) **seeking medical attention** for, or recovering from, physical or psychological injuries caused by domestic, gender or sexual violence to the employee or the employee's family or household member;
- (B) **obtaining services from a victim services organization** for the employee or the employee's family or household member;
- (C) **obtaining psychological or other counseling** for the employee or the employee's family or household member;
- (D) **participating in safety planning, temporarily or permanently relocating**, or taking other actions to increase the safety of the employee or the employee's family or household member from future domestic, gender or sexual violence or ensure economic security; or
- (E) **seeking legal assistance or remedies** to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic, gender or sexual violence.

"Family or household member" means a spouse, civil union partner, parent, son, daughter, and persons jointly residing in the same household whose interests are not adverse to the employee as it relates to the domestic, gender or sexual violence.

"Parent" means the biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a son or daughter.

"Son or daughter" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is under 18 years of age, or is 18 years of age or older and incapable of self-care because of a mental or physical disability.

Period of Leave

Employee shall be entitled to a total of 12 workweeks of unpaid leave during any 12-month period. (This policy does not create a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act.)

Existing Leave

The employee may use any available paid or unpaid leave (including family, medical, sick, annual, personal, etc.) from employment, in substitution for any period of such leave for an equivalent period of leave.

Notice

The employee shall provide the Park District with **at least 48 hours' advance notice** of the employee's intention to take the leave, unless providing such notice is not practicable.

When an unscheduled absence occurs, the Park District will not take any action against the employee if the employee, **within a reasonable period after the absence** (generally defined herein as 15 days) provides certification as shown under the next section.

Certification

The Park District may require the employee to provide certification to the Park District that:

- (A) the employee or the employee's family or household member is a victim of domestic, gender or sexual violence; and
- (B) the leave is for one of the purposes enumerated in the above "Basis" paragraph.

The employee shall provide such certification to the Park District within a reasonable period after the Park District requests certification.

An employee may satisfy the above certification requirement by providing to the Park District a **signed and dated statement** of the employee, and upon obtaining such documents the employee shall provide:

- (A) **documentation** from an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee or the employee's family or household member has sought assistance in addressing domestic, gender or sexual violence and the effects of the violence;
- (B) a **police or court record**; or
- (C) other corroborating evidence.

Confidentiality

All information provided to the Park District, including a statement of the employee or any other documentation, record, or corroborating evidence, and the fact that the employee has requested or obtained leave pursuant to this policy, shall be retained in the strictest confidence by the Park District, except to the extent that disclosure is: (1) requested or consented to in writing by the employee; or (2) otherwise required by applicable Federal or State law.

Restoration to Position

In general, an employee who takes leave under this policy shall be entitled, on return from such leave:

- (A) to be restored by the Park District to the position of employment held by the employee when the leave commenced; or
- (B) to be restored to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

Loss of Benefits

The taking of leave under this policy shall not result in the loss of any employment benefit accrued prior to the date on which the leave commenced. However, the employee is not entitled to:

- the accrual of any seniority or employment benefits during any period of unpaid leave; or
- any right, benefit, or position of employment other than any right, benefit, or position to which the employee would have been entitled had the employee not taken the leave.

Reporting to the Park District

The Park District may require an employee on leave under this policy to **report periodically to the Park District** on the status and intention of the employee to return to work.

Maintenance of Health Benefits

Except as provided under "Loss of Benefits," during any period that an employee takes leave under this policy, the Park District shall maintain coverage for the employee and any family or household member under any group health plan for the duration of such leave at the level and under the conditions coverage would have been provided if the employee had continued in employment continuously for the duration of such leave.

Failure to Return from Leave

The Park District may recover the premium that the Park District paid for maintaining coverage for the employee and the employee's family or household member under such group health plan during any period of leave under this policy if:

- (i) the employee **fails to return** from leave under this policy after the period of leave to which the employee is entitled has expired; and
- (ii) the employee **fails to return** to work for a reason other than:
 - (I) the continuation, recurrence, or onset of domestic, gender or sexual violence that entitles the employee to leave; or
 - (II) other circumstances beyond the control of the employee.

The Park District may require an employee who claims that the employee is unable to return to work because of a reason described in (I) or (II) above to provide, within a reasonable period after making the claim, certification to the Park District that the employee is unable to return to work because of that reason.

An employee may satisfy the certification requirement of this clause by providing to the Park District:

- a sworn statement of the employee;
- documentation from an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee has sought assistance in addressing domestic, gender or sexual violence and the effects of that violence;
- a police or court record; or
- other corroborating evidence.

The Park District will not fail to hire, refuse to hire, discharge, or harass any individual exercising their rights under this policy or otherwise discriminate against any individual exercising their rights under this policy with respect to the compensation, terms, conditions, or privileges of employment of the individual, or retaliate against an individual in any form or manner for exercising their rights under this policy.

Chapter III – Personnel Policies

- **Section 8.32 – Pregnancy Discrimination Policy**

(New policy)

8.32 (NEW) - Not replacing a previous policy

Pregnancy Discrimination Policy

The Glen Ellyn Park District prohibits and does not tolerate discrimination against anyone on the basis of pregnancy and is committed to making reasonable accommodation related to pregnancy, childbirth, and medical or common conditions related to pregnancy or childbirth. The Park District will treat all applicants and employees who are pregnant in the same manner as any other applicant or employee with regard to job-related functions, benefits, opportunities, and purposes. No person or employee, no matter his or her 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 a pregnant employee from a position because the employee is 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.

Reasonable Accommodation

Employees who believe they need a reasonable accommodation to perform the essential functions of their job should contact their department head. The Park District encourages employees to come forward and request reasonable accommodation. If you feel uncomfortable making an accommodation request to your department head, or you believe your accommodation request was not properly managed, report the occurrence to the Executive Director.

On receipt of an accommodation request, your department head and your immediate supervisor will meet with you to discuss and identify the precise limitations resulting from the pregnancy and the potential accommodation the Park District might make to help overcome those limitations to allow you to perform the essential job functions of your position.

The Park District will determine the feasibility 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 resources, the accommodation's impact on the operation of 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.

What is considered a reasonable accommodation will be based on a case-by-case analysis. 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.

While we hope to be able to resolve any complaints of discrimination within the Park District, we acknowledge your 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 determines there is sufficient evidence of discrimination 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 may file a complaint directly with the HRC between the 365th and the 395th day.

Chapter III – Personnel Policies

- **Section 11.00 – Disciplinary Action Policy**

(Removing current policy and replacing with new policy)

OLD POLICY - TO BE REPLACED

11.00 Disciplinary Action

- A. The tenure of all employees shall be contingent upon acceptable conduct and satisfactory performance of duties as determined by the District. Failure to meet acceptable standards of conduct and job performance shall result in disciplinary action. This progressive disciplinary procedure is for the purpose of improving the behavior of an employee that may be detrimental or disruptive to the effective operation of his department and the District. This disciplinary procedure need not be followed under circumstances where the Director believes that an employee's unsatisfactory behavior warrants accelerated or compound disciplinary action up to and including discharge. Certain appointive, management, supervisory, and confidential personnel shall be considered at-will employees and may be discharged at any time without just cause.
- B. On occasion the actions of an employee may not warrant formal disciplinary action such as suspension or dismissal but may warrant a verbal or formal reprimand. Where such situations occur, the immediate supervisor concerned shall meet with the employee, ascertain the reasons for the act, and, if warranted, reprimand the employee and state the consequences if the act is repeated. A memorandum shall be written and sent to the Department Head and/or Director for placement in the employee's personal history file.

11.01 Causes for Disciplinary Action

You may be warned, suspended and/or dismissed whenever it is determined, in the Park District's sole discretion, to be in its best interests. Nevertheless, listed below are some examples of reasons for disciplinary action. This list, however, does not constitute an exhaustive list of all of the acts that may subject you to disciplinary action including discharge and does not change the employment-at-will relationship between the employee and the Park District. Instead, the following list sets forth some of the more typical cases that arise in the course of an employment relationship. They include but are not limited to:

- Failure to wear uniform or safety equipment (e.g. safety shoes, glasses, goggles and/or face shield) as required by the Personnel Policy, Safety Policy and/or department manuals, rules and/or procedures or the failure to wear appropriate clothing for duties as required.
- Being absent from work without permission.
- Reporting late for work.
- Failure to report absence or tardiness to supervisor and/or department head.
- Being habitually absent or late for work.
- Extending breaks or lunches and/or not taking breaks or lunches at scheduled times.
- Use of sick leave under false pretenses.
- Leaving the job during working hours without permission.
- Refusal or failure to obey the orders of one's supervisor or department head.
- Refusal or failure to do a job assignment.
- Incompetent, inefficient or negligent performance of duties; inability or failure to perform duties properly.
- Refusal or failure to cooperate with one's supervisor or fellow employees.
- Threatening, intimidating, coercing or interfering with fellow employees, one's supervisor or the public.
- Using abusive language to fellow employees, one's supervisor or the public.
- Accepting a fee, gift, gratuity, or other valuable thing in the course of or in connection with District work.
- Violation of the express responsibility to maintain and enforce the confidentiality of assigned duties.
- Being wasteful of District material, property or working time.
- Creating or contributing to unsanitary conditions.
- Willful destruction of District property.

- Failure to correct a safety hazard.
- Causing a safety hazard.
- Reporting to work under the influence of alcohol or illegal drugs, or the possession, use or sale of either while on duty or on District property.
- Theft or misappropriation of property belonging to the District, fellow employees or the public.
- Possession of weapons on Park District property or while on duty.
- Gambling while on the job.
- Uncooperative, hostile or discourteous attitude or conduct toward your supervisor(s), the Board of Commissioners, co-workers or members of the public or threatening or striking any person who is in or on Park District property or participating in Park District activities.
- Sabotage.
- Conviction of a crime.
- Immoral conduct or indecency.
- Violation of any District regulation, order or rule.
- Smoking in any District facility or District vehicle.
- Failure to maintain valid driver's license or other license or certification which may be required for your position or as provided in this Policy.
- Harassment of other employees or members of the public.
- Dishonesty; lying to Park District personnel or falsifying or providing misleading information on forms, records or reports provided to or on behalf of the Park District including without limitation accident reports, employment applications/resumes, financial reports, reimbursement reports and departmental reports.
- Sleeping on duty.
- Violation of employee policies, rules, or guidelines or engaging in any conduct determined by the Park District in its sole discretion not to be in its best interests.
- Any violation of policies or procedures regarding the privacy of individually identifiable health information (or protected health information), as mandated by the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and as defined by the U.S. Department of Health and Human Services.

11.02 Verbal Warning

A verbal warning is the first step in the disciplinary procedure. The immediate supervisor shall discuss the situation with the employee along with suggestions for correcting the problem. A discipline form, marked "verbal" is used and a copy is placed in the employee's personnel file. The verbal warning has an effective date of twelve (12) months, if not followed by any other discipline during that period.

11.03 Written Warning

A written warning may follow one or more verbal warnings issued to an employee for a repeated offense. Also, depending on the severity of the act, a written warning can be issued without a prior verbal warning. The immediate supervisor shall discuss the situation with the employee along with suggestions for correcting the problem and a warning of what discipline may follow up to and including discharge. A discipline form is used and a copy is placed in the employee's personnel file. The written warning has an effective date of twelve (12) months, if not followed by any other discipline during that period.

11.04 Suspension

The department head may suspend an employee without pay when lesser forms of disciplinary action have not corrected the employee's behavior. An employee may also be suspended for a first offense of a more serious nature. The suspension shall be for a period not to exceed five (5) working days. Written notice of suspension including the reasons and extent shall be forwarded to the Director within twenty-four (24) hours of the action and shall be placed in the employee's personnel file.

11.05 Discharge

The Director, upon recommendation of the department head, may discharge an employee when all other disciplinary steps have failed to correct the employee's behavior. The District reserves the right to immediately discharge any employee for any reason, without the use for progressive discipline. All employees without a written employment contract shall be considered at-will employees and may be discharged at any time without restriction. A written notice of discharge including effective date and time and stating the specific charges shall be placed in the employee's personnel file. A final job performance evaluation stating the details of unsatisfactory performance shall be completed as soon as possible.

Causes for discharge include, but are not limited to:

1. Conviction of a felony or conviction of any other crime connected with employment.
2. Acts of incompetency.
3. Absence without leave.
4. Acts of insubordination.
5. Intentional failure or refusal to carry out instructions.
6. Misappropriation, destruction, theft or conversion of District property.
7. Acts of misconduct while on duty.
8. Willful disregard of orders.
9. Habitual tardiness and/or absenteeism.
10. Falsification of any information required by the District.
11. Failure to report work related accidents or personal injuries.
12. Neglect or carelessness resulting in damage to District property or equipment.
13. Repeated convictions, during employment, of misdemeanors and/or traffic charges when such conviction results in absence from work.
14. Introduction, possession or use on District property or in District vehicles, of intoxicating liquors, or proceeding to or from work under the influence of liquor or drugs.
15. Failure, in the sole discretion of the Director, of the employee to adjust to job requirements or to otherwise competently perform employment responsibilities.

New Policy - Will Replace Section 11

Disciplinary Action Policy

Employee Discipline

It is the desire of the Glen Ellyn Park District to promote a spirit of cooperation among all who work for the District. All employees are expected to meet the Park District's standards of work performance, engage in acceptable conduct and to satisfactorily perform their duties under the policies, guidelines and rules contained in this manual. In addition, employees are expected to follow any other Park District policies, rules and guidelines, performance standards, the directions of Supervisors, and to act in accordance with federal, state and local law. To maintain these goals, certain conduct is required of all employees in the day-to-day performance of their jobs. Work performance encompasses many factors, including attendance, punctuality, personal conduct, job proficiency and general compliance with the Park District's policies and procedures. The supervisory staff will attempt, whenever possible, to resolve disciplinary and/or performance issues by use of verbal, written or other forms of coaching and/or counseling.

If an employee does not meet these standards, the Park District may, under appropriate circumstances, take corrective action, other than immediate dismissal. The intent of corrective action is to formally document problems or concerns while providing the employee with a reasonable time within which to improve performance. This process is designed to encourage development by providing employees with guidance in areas such as work performance, attendance problems, attitude, personal conduct, general compliance with the Park District's policies and procedures and/or other disciplinary problems.

While we hope and expect the need for disciplinary action will be rare, when your job performance, attitude, or conduct falls short of our established standards, we will not hesitate to take appropriate action. Such actions will range from verbal warnings to termination. This means that, as a general rule, you will be given an increasingly severe penalty each time an offense is committed. Some types of misconduct, however, are so intolerable that termination may be imposed for the first offense. Therefore, while reasonable effort will be made to provide advance warning regarding unacceptable conduct and/or performance, an employee can be dismissed without prior warning.

Verbal Warnings

Verbal warnings may be issued by your supervisor(s) and are generally the first step in correcting the behavior or performance concern. Verbal warnings are issued for the purpose of expressing disapproval of conduct or poor work performance and/or attendance, to clarify applicable procedures or guidelines, and to warn the employee that repetition of the conduct or failure to improve work performance and/or attendance may result in more severe discipline including discharge. The supervisor imposing the verbal warning will discuss the warning with you and suggest how to correct the offending conduct. The discussion will be noted by your supervisor and documentation of the verbal warning may be placed in your personnel file.

Written Warnings/Corrective Action

Written Warnings/Corrective Action may be issued by your supervisor(s) following a discussion with Human Resources and upon approval from the department head. A written warning may follow one or more verbal warnings issued to an employee for a repeated offense. Also, depending on the severity of the act, a written warning can be issued without a prior verbal warning.

Your immediate supervisor will meet with you to discuss the situation and provide corrective action documentation suggesting ways to improve and correct the problem. Another supervisor level or higher will also be present to serve as a witness. A written document expressing disapproval of conduct, poor work performance and/or attendance will be provided to warn you that repetition of the conduct or failure to improve may result in more severe discipline including discharge. Corrective Action Documentation will be used to address poor work performance, poor attendance, or repeated misconduct of a minor nature or for more serious misconduct which in the Park District's opinion does not warrant suspension or discharge.

You are required to sign the corrective action documentation indicating receipt of the warning and your understanding of the reason for the warning. You will also be given an opportunity to provide written comments on the form. If you refuse to sign, the Supervisor serving as a witness, will be asked to note your refusal. You will receive a copy of the Corrective Action Documentation and a copy will be placed in your personnel file.

Suspension

A suspension is defined as temporarily relieving an employee from duties and is typically issued when lesser forms of disciplinary action have not corrected the employee's behavior. An employee may also be suspended for a first offense of a more serious nature. Depending on the circumstances, a suspension may be with or without pay, at the sole discretion of the Executive Director. The supervisor(s) imposing the suspension will meet with you and give you a written memorandum outlining the details of your suspension, including without limitation, the reasons for and duration of your suspension. During this meeting, you will be given an opportunity to respond to the reason(s) for your suspension.

The duration of your suspension shall be determined by the department head and the Executive Director. Unpaid suspensions of non-exempt employees will be based on daily increments. To the extent permitted by law, unpaid suspensions of exempt employees will be based on weekly increments, except in instances of infraction of workplace conduct rules. Unpaid suspensions of exempt employees for infractions of workplace conduct rules may be based on daily increments.

You are required to sign the written notice of your suspension indicating receipt and understanding of the reason(s) provided in the suspension memorandum. You will also be given an opportunity to provide written comments on the notice. If you refuse to sign, another Supervisor will be asked to witness your refusal. You will be provided with a copy of the notice and a copy will be placed in your personnel file.

Dismissal

A dismissal is a termination of employment initiated by the Park District. You may be dismissed for any lawful reason at any time. All Park District employees serve at the will of the Park District.

Generally, if you are dismissed you will receive written notice of the reasons for your dismissal including effective date and time of dismissal. Under ordinary circumstances, a discussion will take place between your supervisor, department head, human resources and the Executive Director to determine that dismissal is appropriate and your supervisor or designee will meet with you, explain the reasons for your dismissal, and offer you the opportunity to respond.

You are required to sign the written notice of your dismissal indicating your receipt of the notice and understanding of the reason for the dismissal. If you refuse to sign, another supervisor will be asked to witness your refusal. You will be provided with a copy of the signed document and a copy of the notice will be placed in your personnel file.

Reasons for Disciplinary Action

You may be warned, suspended, and/or dismissed whenever it is determined, in the Park District's sole discretion, to be in its best interests. Nevertheless, listed below are some examples of reasons for disciplinary action. This list, however, does not constitute an exhaustive list of all of the acts that may subject you to disciplinary action including discharge and does not change the employment-at-will relationship between the employee and the Park District. Instead, the following list sets forth some of the more typical cases that arise in the course of an employment relationship. They include but are not limited to:

1. Failure to adhere to Park District policies and/or procedures including without limitation safety policies, ordinances and procedures.
2. Absence from duty without permission, habitual tardiness, excessive absenteeism, or misrepresentation of material facts relating to the use of leave.
3. Extending breaks or lunches and/or not taking breaks or lunches at scheduled times.
4. Leaving job during working hours without permission.
5. Failure to obey any lawful official rule, regulation or order, or failure to obey any proper direction made or given by your supervisor(s).
6. Inability or unwillingness to take orders from supervisor(s).
7. Uncooperative, hostile or discourteous attitude or conduct toward your supervisor(s), the Board, co-workers or members of the public or threatening or striking any person who is in or on Park District property or participating in Park District activities.
8. Being wasteful of or the willful destruction of Park District supplies, materials, vehicles, equipment, tools, working time or other Park District property.
9. Failure to wear uniform or safety equipment (*e.g.*, safety shoes, glasses, goggles and/or face shield) as required by this Manual and/or department manuals, rules and/or procedures or the failure to wear appropriate clothing for duties as required by this Manual or department manual, rules and/or procedures.
10. Endangering one's safety and/or the safety of others because of failure to act properly and safely in the performance of job duties.
11. Failure to follow any federal, state, local or Park District law, rule or regulation while on duty or while in or on Park District property or engaging in criminal activity while on duty or while in or on Park District property.

12. Failing to report an accident or known hazardous conditions to your immediate supervisor.
13. Creating or contributing to unsanitary or unsafe conditions.
14. Gambling or fighting while on duty.
15. Being under the influence or possession of intoxicants or illegal drugs while on duty or on Park District property or failing to notify the Park District that you are taking legal drugs when such notice is required.
16. Theft or misappropriation or the careless, negligent or improper use of funds or property belonging to the Park District, fellow employees or the public.
17. Possession of weapons in or on Park District property or while on duty.
18. Felony conviction.
19. Incompetent, inefficient or negligent performance of duties; inability or failure to perform duties properly.
20. Failure to maintain valid driver's license or other license or certification which may be required for your position or as provided in this Manual.
21. Smoking in restricted areas.
22. Harassment or discrimination of other employees or members of the public.
23. Engaging in activities which interfere with other employees' job performance; acts of misconduct while on duty; acts of misconduct while off duty which interfere with the employee's performance on the job.
24. Use of offensive language or conduct toward fellow employees, Supervisor, Board of Commissioners, or members of the public.
25. Receiving from any person or organization for personal use, any fee, gift, or other item of value in the course of performing job duties when the item is given in the hope or expectation of receiving a favor or better treatment than accorded other persons.
26. Dishonesty; lying to Park District personnel or falsifying or providing misleading information on forms, records or reports provided to or on behalf of the Park District including without limitation accident reports, employment applications/resumes, financial reports, reimbursement reports and departmental reports.
27. Timecard or sign-in book violations. Falsifying time records by any means.
28. Unauthorized possession, use or copying of any records that are Park District property.
29. Sleeping on duty.
30. Violation of employee policies, rules or guidelines or engaging in any conduct determined by the Park District in its sole discretion not to be in its best interests.
31. Ignoring work limitations as directed by a physician while being treated under a Workers Compensation claim or following FMLA absence.
32. Any violation of policies or procedures regarding the privacy of individually identifiable health information (or protected health information), as mandated by the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

Chapter III – Personnel Policies

- **Section 12.00 – Alcohol and Drug Free Workplace Policy**

(Removing current policies and replacing with new policy)

OLD Policies - Section 14, 15, & 16 to be combined and replaced with 'NEW' Section 12

14.00 Drug-Free Workplace Policy

14.01 Statement of Purpose

It is the policy of the Glen Ellyn Park District to provide a safe, productive and drug-free work environment. While we have no intention of intruding into the private lives of our volunteers and employees, we expect all personnel (managers, employees and volunteers) to report to work and to remain in a condition suitable to perform their duties at the highest level of efficiency. The impairing influence of drugs and alcohol during working hours is inconsistent with this objective.

Engaging in any of the following conduct will cause disciplinary action up to and including discharge (employees) or disqualification for volunteer services (volunteers).

- A. *Drugs*
Reporting for work or working under the influence of narcotics, drugs or controlled substances.

- B. *Alcohol*
The use of alcohol while in working areas during working hours, or reporting for work or working under the influence of alcohol while on Park District business.

Individuals undergoing prescribed medical treatment with a controlled substance that may affect the individual's job performance must report this treatment to their supervisor. The use of controlled substances as part of a prescribed medical treatment program is not grounds for disciplinary action; it is important, however, for the Park District to know such use is occurring, if it may affect performance.

Individuals who voluntarily request help with alcohol or drug dependencies may do so without thereby jeopardizing their employment or continued volunteer work. Volunteering to participate in treatment programs will not of itself prevent disciplinary action for violations of this policy. Such matters will be handled with complete confidentiality.

14.02 Definitions

For purposes of this drug and alcohol abuse policy, the following terms shall have the following meanings:

- A. Working areas shall include without limitation:

Spring Avenue Recreation Center	Holes & Knolls Miniature Golf Course
Main Street Recreation Center	Lake Ellyn Boathouse
Sunset Pool	Newton Park Concession
Ackerman Park Concession (Upper & Lower)	Dr. Frank Johnson Center
All Park District Playgrounds	All Park District Parks/Open Spaces

- B. "Working time" includes all time during which an individual is performing work for the benefit of the Park District.

- C. "Legal drug" means any substance the possession or sale of which is not prohibited by law, including prescription drugs and over-the-counter drugs. Legal drugs also include any substance the possession or sale of which is not prohibited by law, including prescription drugs and over-the-counter drugs. "Legal drugs" shall also include, but not be limited to, medical cannabis when used or possessed by a registered qualifying patient in accordance with 410 ILCS 130/1, et seq.

- D. "Illegal drug" means any controlled substance the possession or sale of which is prohibited by law. Some of the drugs which are illegal under federal, state or local laws include, among others, marijuana, heroin, cannabis, hashish, cocaine, hallucinogens, and depressants and stimulants not prescribed for current personal treatment by an accredited physician.

- E. “Under the influence of drugs or alcohol” means that the employee or volunteer is affected by a legal or illegal drug or alcohol or the combination of a drug and alcohol in any detectable manner. An initial determination or suspicion of being under the influence can be established by a professional opinion, a scientifically valid test, a layperson's opinion, or the statement of a witness.
- F. “Traceable in the individual’s system” means that the results of the laboratory’s analysis of the employee’s urine or blood specimen are positive for the tested substance.
- G. “Individual” refers to an employee of or volunteer for the Park District.
- H. “Reasonable suspicion” shall mean suspicion based on specific personal observations that the Park District’s representatives can describe concerning the individual’s appearance, behavior, speech or breath or body odor. Suspicion is not reasonable and thus not a basis for testing if it is based solely on third-party observation and reports.
- I. “Work related accident”. An individual shall be deemed to have been involved in a work-related accident if he or she is injured or causes the injury of another person on Park District premises or during working time, or causes damage to any Park District leased or owned property.
- J. “Alcohol” means any substance containing any form of alcohol, including but not limited to: ethanol, methanol, propanol and isopropanol.
- K. “Cannabis” is defined as provided in the Cannabis Control Act (20 ILCS550/1 *et seq.*) which provisions are specifically incorporated in this Policy by reference.
- L. “Controlled Substance” means a controlled substance in schedules I through V of section 812 of Title 21 of the United States Code, which provisions are specifically incorporated in this Policy by reference.
- M. “Criminal Drug Statute” means a criminal statute involving the manufacture, distribution, dispensation, possession, or use of any controlled substance or cannabis.
- N. “Possess” means to have either in or on an employee’s person, personal effects, desk, files, or other similar areas.
- O. “Public Safety Responsibility” means a position in which the nature of an employee’s duties is such that impaired perception, reaction time, or judgment may place a member or members of the public or other employees at risk of serious bodily harm, or is responsible for the administration or enforcement of alcohol/drug policies.

14.03 Procedures

- A. *Testing*
The Park District may require employees whose job functions require them to operate or maintain vehicles or machinery, handle hazardous or toxic materials or substances of any kind, or have a public safety responsibility, to be screened or tested on a random basis, or may require any employee to be screened or tested following a work place accident involving a possible violation of safety rules, during and after an employee's participation in an alcohol or drug counseling or rehabilitation program, or upon reasonable suspicion that the employee is under the influence of alcohol or drugs. The screening or testing will be conducted by a medical facility

selected by the Park District at the Park District's expense. The screening or testing may require an analysis of the employee's breath, urine and/or blood or such similar substance as the medical facility may recommend. Employees who undergo alcohol or drug screening or testing will be given the opportunity, prior to the collection of a specimen or other testing, to disclose the use of legal or illegal drugs and to explain the circumstance of their use. If an initial test is positive, a second test will be conducted from the same sample. A confirmed positive drug and/or alcohol test may result in disciplinary action, up to and including discharge.

Each Park District employee is required to sign a consent form, a copy of which is included with this Policy Manual at Appendix A, at the time this Policy is distributed to the employee. Prospective employees applying for positions that require a commercial driver's license will be required to sign a consent form prior to taking the pre-employment drug screening. Prospective employees for positions that require a pre-employment physical will be required to sign a consent form prior to taking the pre-employment physical.

B. *Consents*

If requested, an individual must sign a consent form authorizing the clinic to withdraw a specimen of blood and/or urine, or to conduct a Breathalyzer test, and release the results of the laboratory testing to the Park District.

C. *Refusal to Provide Specimen or Consent*

Any volunteer or employee who refuses to provide a urine or blood specimen, or to take a Breathalyzer test, where the Park District may require such a urine or blood specimen or Breathalyzer test under this policy, or who refuses to sign a consent form, shall be subject to discharge or disqualification.

D. *Chain of Possession Procedures*

At the time specimens are taken the individual being tested shall be given a copy of the specimen collection procedures; the specimens must be immediately sealed and labeled. The individual shall initial the specimens to ensure that the specimens tested by the laboratory are those of the employee. The required procedure is as follows:

1. The blood specimen, if to be drawn, shall be drawn with as little delay as reasonably possible. Immediately after the specimens are drawn, the individual test tubes shall, in the presence of the individual, be labeled and then be initialed by the individual. The individual has an obligation to identify each specimen and initial same. The specimens shall be placed in the transportation container after being drawn.
2. The urine specimen, if to be taken, should be collected, and tested for Ph and temperature. If the initial test raises some doubt regarding the specimen, the individual being tested may be required to retake the test in the presence of an observer. The specimen shall then be sealed in the individual's presence and then be initialed by the employee. The individual being tested has an obligation to identify each specimen and initial same. The specimens will be placed in the transportation container. The container then will be sealed in the individual's presence and he or she shall be given an opportunity to initial or sign the container. If the samples are to be sent to an outside designated testing laboratory, the containers shall be sent on that day or the soonest normal business day by air courier or other fastest available method.
3. The clinic shall conduct all Breathalyzer tests, if any, in accordance with generally accepted procedures for the administration of such tests.

E. *Confidentiality*

The results of any blood or urine analysis or Breathalyzer test shall be kept strictly confidential among the tested individual, the clinic, any outside laboratory used by the clinic for analysis, and the Park District. However, the Park District may use the results to decide upon an action to be taken towards the tested individual, or to the extent necessary, to defend its actions in any subsequent legal or other proceeding.

F. Treatment

The Park District, in its sole discretion, may require any employee or volunteer who violates Section 14.01 of this policy, as a condition of employment or continued inclusion in the volunteer program and in lieu of discharge or disqualification, to submit to and pass a urinalysis or blood test within six weeks after the date on which the Park District determines that the employee violated the policy. In addition, the Park District may require the employee or volunteer to undergo, at the employee's or volunteer's expense, alcohol or drug rehabilitative treatment. The Park District may discharge any employee who fails or refuses to submit to urinalysis or a blood test or undergo rehabilitative treatment, whose urinalysis or blood test is positive, or who cannot pass the urinalysis or blood test within six weeks. The Park District may reinstate the employee provided that the employee submits a statement issued by the medical facility certifying successful completion of the treatment program, that the employee is released to return to work, and that the employee agrees to all conditions of reinstatement as determined by the Park District, which may include, but is not limited to, future alcohol and/or drug testing.

14.04 Use of Legal Drugs

Any employee who operates or maintains a vehicle or machinery, handles hazardous materials or substances of any kind, or has public safety responsibility, and who has taken a legal drug, including but not limited to medical cannabis when used by a registered qualifying patient in accordance with 410 ILCS 130/1, et seq., must report the use of such legal drug to their Immediate Supervisor or Manager if the legal drug may impair the employee's ability to work or function or cause drowsiness or if it may alter judgment, perception or reaction time. Employees are not required to state the reason for the medication. The burden is on the employee to find out from the employee's doctor or pharmacist whether or not the legal drug may have such a potential side effect. The information will be retained by the Park District in a confidential manner and will be disclosed only to persons who need to know. The employee's Manager and/or the Executive Director, after conferring with the Executive Director, will decide whether or not the employee may safely continue to perform the job while using the legal drug. Failure to declare the use of such legal drugs may be cause for discipline up to and including termination.

The following regulations shall apply to employees who may also qualify to obtain legal access to medical cannabis:

- A. Employees are strictly prohibited from possessing and/or using medical cannabis on any Park District owned property including but not limited to all buildings, facilities, and any and all other public places owned or operated by the Park District;
- B. Employees are strictly prohibited from using medical cannabis during work hours;
- C. Employees may not possess medical cannabis in their personal vehicles in any Park District parking lot unless the medical cannabis is in a sealed, tamper-evident medical cannabis container;

- D. Employees who possess a Commercial Driver’s License (“CDL”) shall not use medical cannabis; and
- E. Employees are strictly prohibited from reporting for work while under the influence of medical cannabis.

Notwithstanding the specific prohibitions set forth above, any employee who validly possesses a card allowing for the use of medical cannabis shall still be subject to all other provisions of this policy.

14.05 Conviction

Any individual convicted of violating any federal, state or local criminal drug law of the State of Illinois must notify the Executive Director of such conviction no later than five (5) days after such conviction. An individual convicted of violating any such criminal drug law may receive discipline up to and including discharge or disqualification from volunteer work or may have his or her continued employment/volunteer work conditioned on satisfactory participation in a drug abuse assistance or rehabilitation program.

14.06 Condition of Continued Employment

As a condition of continued employment or volunteer work participation, and when requested, an individual may be required to submit to a physical examination, including a drug or alcohol screening test. Such testing will be required whenever the individual’s supervisor or any member of the Park District’s management or governing board has a basis for believing that the employee’s or volunteer’s job performance is impaired, or his/her safety or the safety of others is endangered, due to the individual’s suspected use of alcohol or drugs.

Approved by Board of Commissioners:	<u>September 17, 1996</u>
Revised by Board of Commissioners:	<u>February 19, 2008</u>
Reviewed by Board of Commissioners:	<u>October 7, 2003</u>
Reviewed and approved by Board of Commissioners:	<u>September 15, 2015</u>

15.00 Alcohol and Drug Abuse Policy

15.01 Purpose

In addition to the Drug-Free workplace policy found in Section 14.01, *et seq.*, the Glen Ellyn Park District has implemented this policy in response to overwhelming evidence that alcohol and drug abuse has a detrimental impact on employees’ health, job performance, safety and efficiency. Since Park District employees operate, supervise and maintain parks, facilities, programs and equipment for use by members of the public and perform services that may have a direct effect on the health and safety of members of the public and fellow employees, the Park District wishes to assure the health and safety of its patrons and employees.

This policy also expresses the Park District’s desire to satisfy the requirements of the federal and state Drug Free Workplace Acts (41 U.S.C.A. 701 *et seq.* and 30 ILCS 580/1 *et seq.*). In accordance with these statutes and concerns, the Park District has resolved to maintain a drug-free workplace.

The purpose of this policy is to inform employees of the Park District's investigation, treatment and disciplinary policy relating to alcohol and drugs. As such, all Park District employees will abide by its

terms. As with all policies in this Manual, this policy is subject to periodic addition, modification or deletion.

This policy does not replace any of the provisions or requirements of the agency's Controlled Substance and Alcohol Testing Policy for positions that require a Commercial Driver's License (CDL). Agency employees who operate agency commercial motor vehicles and possess a commercial driver's license have special responsibilities necessitated by the fact that they operate vehicles that require additional skill and attentiveness over that of non-commercial motor vehicles. As part of its continuing commitment to safety and to comply with federal law, the agency has established a controlled substance and alcohol testing policy for agency positions that require a commercial drivers license (see Alcohol and Drug Procedures For CDL Employees which follows in Section 16). Both the agency and the federal government recognize that it is important to establish programs to help prevent accidents and injuries resulting from the misuse of alcohol or use of controlled substances by drivers of commercial motor vehicles. The Alcohol and Drug Procedures For CDL Employees in addition to and supplements and complements rather than supersedes all other agency policies, rules, procedures, and practices, including without limitation this Alcohol and Drug Abuse Policy. However, for persons to whom the Alcohol and Drug Procedures For CDL Employees applies, in the event of any conflict between and of the provisions of any other agency policy, rule, procedure, or practice, the provisions of the Alcohol and Drug Procedures For CDL Employees will control.

15.02 Acts Prohibited

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, including cannabis, medical marijuana/cannabis and alcohol, is prohibited on Park District property or while acting on behalf of the Park District, except that, with regard to medical marijuana, employees may not possess medical marijuana in their personal vehicles in any Park District parking lot unless the medical cannabis is in a sealed, tamper-evident medical cannabis container.

15.03 Voluntary Treatment

It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to disciplinary action. The Park District will not discipline an employee who voluntarily seeks treatment for a substance abuse problem if the employee is not in violation of the Park District's drug and alcohol policy or other rules of conduct. Seeking such assistance will not be a defense for violating the Park District's drug and alcohol policy, nor will it excuse or limit the employee's obligation to meet the Park District's policies, rules of conduct and standards including, but not limited to, those regarding attendance, job performance and safe and sober behavior on the job. Employees who suffer from alcohol or drug abuse are encouraged to consult voluntarily with Park District management and undergo appropriate medical treatment. Participation in such treatment will be at the employee's expense, although some of these expenses may be covered under the employee's group health plan. Park District management will attempt to keep such voluntary discussions and medical treatment confidential in accordance with this Policy. Employees returning to work from a drug or alcohol treatment program may be required to submit a statement issued by the medical facility certifying successful completion of the treatment program, that the employee is released to return to work, and that the employee agrees to all conditions of reinstatement as determined by the Park District, which may include, but is not limited to, future alcohol and/or drug testing.

15.04 Screening and Testing

The Park District may require employees whose job functions require them to operate or maintain vehicles or machinery, handle hazardous or toxic materials or substances of any kind, or have public safety responsibility to be screened or tested on a random basis, or may require any employee to be screened or tested following a work place accident involving a possible violation of safety rules, during

and after an employee's participation in an alcohol or drug counseling or rehabilitation program, or upon reasonable suspicion that the employee is under the influence of alcohol or drugs. The screening or testing will be conducted by a medical facility selected by the Park District at the Park District's expense. The screening or testing may require an analysis of the employee's breath, urine and/or blood or such similar substance as the medical facility may recommend. Employees who undergo alcohol or drug screening or testing will be given the opportunity, prior to the collection of a specimen or other testing, to disclose the use of legal drugs and to explain the circumstance of their use. If an initial test is positive, a second test will be conducted from the same sample. A confirmed positive drug and/or alcohol test may result in disciplinary action, up to and including discharge.

Each employee may also be required to sign a separate consent form requested by the medical facility conducting the screening or testing. Refusal to sign any requested consent form will result in disciplinary action up to and including dismissal, as deemed appropriate by the Park District, in its sole discretion, under the circumstances.

15.05 Treatment

If the medical facility recommends treatment, the Park District may, depending on the circumstances as determined in the sole discretion of the Park District, give the employee one opportunity to undergo treatment offered by a clinic or trained professional mutually acceptable to the Park District and employee.

Participation in such treatment will be at the employee's expense. The employee must enter the treatment program within ten (10) days from the time of recommendation of the treatment. The Park District may reinstate the employee provided that the employee submits a statement issued by the medical facility certifying successful completion of the treatment program, that the employee is released to return to work, and that the employee agrees to all conditions of reinstatement as determined by the Park District, which may include, but is not limited to, future alcohol and/or drug testing.

15.06 Use of Legal Drugs

Any employee who operates or maintains a vehicle or machinery, handles hazardous materials or substances of any kind, or has public safety responsibility and who has taken a legal drug, including medical marijuana/cannabis, must report the use of such legal drug to their immediate supervisor if the legal drug may cause drowsiness or if it may alter judgment, perception or reaction time. The burden is on the employee to ascertain from the employee's doctor or pharmacist whether or not the legal drug may have such a potential side effect. The information will be retained by the Park District in a confidential manner and will be disclosed only to persons who need to know. The employee's immediate supervisor, after conferring with the department head or Superintendent of Finance & Personnel, will decide whether or not the employee may safely continue to perform the job while using the legal drug. Failure to declare the use of such legal drugs may be cause for discipline up to and including dismissal.

15.07 Notice of Convictions

Any employee who is convicted of violating any federal or state criminal drug statute must notify the Superintendent of Finance & Personnel within five (5) days of such conviction. For purposes of this notice requirement, a conviction includes a finding of guilt, a no contest plea, and/or an imposition of sentence by any judicial body for any violation of a criminal statute involving the unlawful manufacture, distribution, sale, dispensation, possession or use of any controlled substance or cannabis. Failure to notify the Superintendent of Finance & Personnel may subject the employee to disciplinary action, up to and including dismissal.

15.08 Discipline/Penalties for Violation

- A. An employee who reports to work or is found during working hours to be or to have been under the influence of alcohol, controlled substances, or cannabis or who manufactures, possesses, uses, sells or dispenses alcohol, controlled substances or cannabis while on Park District property or while acting on behalf of the Park District, or convicted of a drug related crime, causes financial or physical damage to the Park District property, its employees or patrons as the result of alcohol or drug abuse, or fails to report the use of legal drugs in accordance with this Policy, will be disciplined in accordance with the Disciplinary Action section of the Park District's Personnel Policy. In addition to or in the alternative, depending on the circumstances as determined by the Park District in its sole discretion, the Park District may require the employee to successfully complete an alcohol and/or drug abuse assistance or rehabilitation program approved for such purposes by the Park District and by a federal, state or local health law enforcement or other appropriate agency. An employee who participates in a treatment program will be expected to meet job performance standards and comply with all rules established by the Park District. Participation in a treatment program will not, in itself, protect the employee from disciplinary actions should job performance remain unsatisfactory.

- B. In addition to the examples of misconduct that may subject an employee to disciplinary action contained in this Policy and the manual, the Park District will discipline an employee up to and including dismissal for the following:
 - (1) If the employee refuses to submit to diagnosis, testing or screening upon request of the Park District;
 - (2) If the employee tampers in any way with the specimen given to the medical facility for purposes of alcohol or drug screening or testing;
 - (3) If the medical facility recommends treatment and employee refuses to undergo such treatment;
 - (4) If, while undergoing treatment, the employee fails or refuses to follow the course of treatment;
 - (5) If the employee, during the course of or following treatment, is again under the influence of alcohol or drugs in violation of this Policy; or,
 - (6) If the employee fails to notify the Superintendent of Finance & Personnel of a conviction for violating a federal or state Criminal Drug Statute in accordance with the Notice of Conviction: section of this policy.

15.09 Post-Offer Screening

As a final prerequisite in the Park District's employment selection procedure, persons otherwise offered a full-time position with the Park District will be required to undertake a physical examination which shall include a drug and alcohol screening test.

15.10 Inspections

In order to assure that employees comply with the prohibition on manufacturing, distributing, dispensing, possessing, or using alcohol, controlled substances, or cannabis (including medical marijuana/cannabis), employees may be subject to inspection as follows:

- A. Lockers, desks, files, vehicles, equipment and other containers and property owned or leased by the Park District and which an employee is permitted to use during employment with the Park District, are and remain the property of the Park District. Employees are not permitted to keep controlled substances, cannabis or alcohol in or on such property, except that, with regard to medical marijuana, employees may not possess medical marijuana in their personal vehicles in any Park District parking lot unless the medical cannabis is in a sealed, tamper-evident medical cannabis container. Any such property reasonably suspected of having or holding such substances is subject to search by the Park District.

- B. Any refusal to submit to such an inspection will be treated as an act of insubordination and may result in disciplinary action up to and including dismissal.

15.11 Records

The Park District will maintain medical records relating to alcohol or drug abuse, diagnosis, and treatment confidential and in a file separate from the regular personnel files. Access will be limited to those who need to know. The Park District will not disclose these records to persons outside the Park District without the employee's consent unless disclosure of the records is necessary for legal or insurance purposes.

Approved by Board of Commissioners: August 19, 2003

Reviewed by Board of Commissioners: February 5, 2008

Revised by Board of Commissioners: September 15, 2015

**Glen Ellyn Park District
Consent to Drug and/or Alcohol Screening or Testing**

I hereby voluntarily consent to submit to drug and/or alcohol screening or testing by a physician, clinic, laboratory or medical facility chosen by the Glen Ellyn Park District ("Park District") at the Park District's expense. I hereby consent to the physician, clinic, laboratory or medical facility taking and analyzing a sample or specimen of my breath, urine, saliva, blood and other similar specimen. I also authorize the physician, clinic, laboratory or medical facility to disclose his, her or its findings, conclusions, and opinions regarding the drug and/or alcohol screening or testing to a Park District official or a designated representative.

I hereby further consent to Park District's contacting my physician or pharmacist to verify my reported use of legal drugs in accordance with the Park District's Alcohol and Drug Abuse Policy and authorize my physician or pharmacist to provide all information requested by the Park District regarding my use of such drugs, including without limitation the possible effects of such use on the performance of my job functions.

In consideration of my employment or continued employment, I hereby release and agree to hold the Park District and its elected officials, Commissioners, officers, members and agents harmless against any, and all claims, charges or causes of action whatsoever I now have or may have in the future which may arise from this testing or from my investigation or personnel action related to or arising out of any such testing.

I also acknowledge receiving, reading and understanding the Park District's Alcohol and Drug use Policy. I understand that, in accordance with this policy, failure to execute this document and submit to drug and/or alcohol screening or testing, or failure to report to the Park District the use of legal drugs as required by the policy, may result in non-hire or disciplinary action, up to and including termination. I further acknowledge that I have read this consent form carefully and that I am signing of my own free will.

Employee Name: _____
(Print)

Employee Signature: _____ **Date:** _____

Witness Signature: _____

16.00 Alcohol and Drug Procedures for CDL Employees

16.01 Purpose

In an effort to promote public safety and to help prevent accidents and injuries the U.S. Department of Transportation (D.O.T.) instituted regulations that establish a zero tolerance level for the presence of alcohol or controlled substances in the system of any individual who operates or maintains a commercial class vehicle. The regulations establish testing requirements to help ensure compliance with the alcohol and controlled substance prohibitions. The controlled substances prohibited by the D.O.T. regulations are: Marijuana, Cocaine, Opiates, Amphetamines, and Phencyclidine (PCP). The following procedures have been developed to implement the D.O.T. regulations which can be found in 49 CFR Parts 40 and 382. The numbers inside the parentheses appearing in many of the sections refer to 49 CFR Part 40 or 382 sections relevant to the particular procedure. Employees who violate this policy are subject to disciplinary action, up to and including discharge.

16.02 Affected Employees

The following employees are subject to these alcohol and drug procedures, restrictions, and requirements: All employees who are required to have a valid CDL driver's license as a condition of employment and operate a commercial vehicle for the Glen Ellyn Park District are subject to these alcohol and drug procedures, restrictions, and requirements found in Section 16, as well as to all other policies found herein. This includes full-time and part-time employees. The above employees are subject to these procedures and regulations at all times while on duty including all overtime and call back time. An exception may be made by the Director to exempt an employee from alcohol use restrictions if the employee is attending off site training and is not expected to return to duty for the remainder of the day.

16.03 Employee Requirements (382.201 to .215):

To meet the D.O.T. regulations, the following requirements are placed upon affected employees. Exceptions to these requirements may be made by the Director in making temporary work assignments for employees.

- A. Affected employees will not consume any product containing alcohol or controlled substances while on duty.
- B. Affected employees will not report for duty while there is any alcohol or controlled substance in their system (unless the use is pursuant to the instruction of a physician who has been informed of

the affected employee's job duties, and has advised the affected employee that the substance does not adversely affect his/her ability to safely perform his/her job).

- C. Affected employees will not possess any product containing alcohol or controlled substances while on duty, except that, with regard to medical marijuana, employees may not possess medical marijuana in their personal vehicles in any Park District parking lot unless the medical cannabis is in a sealed, tamper-evident medical cannabis container.
- D. Affected employees cannot report for duty within four hours of having consumed alcohol and may not perform safety-sensitive functions (this includes but is not limited to operating motor vehicles or equipment) within four hours after using alcohol.
- E. Affected employees must immediately report for testing when so ordered, and must cooperate with testing personnel and procedures.
- F. Affected employees must agree to release testing results to the agency and to the substance abuse professional (S.A.P.), and to release the substance abuse professional's report to the agency.
- G. Affected employees cannot consume alcohol for eight hours following an accident involving a death or an accident for which the employee received a moving violation for their operation of a commercial class vehicle which contributed to the accident or until the employee undergoes a post-accident or controlled substance test, whichever occurs first. The employee must remain available for testing for a period of eight hours for an alcohol test or 72 hours for a controlled substance test.

16.04 Tests Performed

Detailed descriptions of the testing procedures are contained in 49 CFR Part 40 and Part 382. A brief description of the testing procedure follows.

Alcohol Test:

- Employee immediately reports to the designated testing facility, shows a photo identification card and signs testing form.
- Employee blows into alcohol testing device. If employee cannot exhale sufficient quality of air through the machine for a complete test a medical exam will be performed.
- If test results are negative the employee returns to work. Results will be reported to the Superintendent of Finance & Personnel.
- If test results are positive, another test will be performed after a 15-minute wait but before 20 minutes. The employee may not eat or drink anything nor belch during the waiting period for the retest.
- If retest results are negative, test is reported to the Superintendent of Finance & Personnel.
- If retest results are positive, the test results are immediately reported to the Superintendent of Finance & Personnel.

Controlled Substances Test:

- Testing will only be performed for the five controlled substances prohibited by the D.O.T. regs- Marijuana, Cocaine, Opiates, Amphetamines, and Phencyclidine.
- Employee immediately reports to the designated testing facility, shows a photo identification card, and signs the testing form.
- Employee provides a urine sample. If unable to provide sufficient quantity for testing, the employee will be asked to drink water (up to 24 oz. in two hours) and attempt again.
- Hospital personnel will perform required testing to verify that the specimen sample has not been

tampered with. The employee returns to work.

- Sample is sent to Lab where it is split in half. A screening test is performed on a portion of one of the sample splits. If negative results are obtained the testing is reported as negative to the medical review officer (M.R.O.) who in turn reports negative results to the Superintendent of Finance & Personnel.
- If the results are positive, confirming the presence of one of the five controlled substances, the M.R.O. will contact the employee to talk over the results of the test to determine if there is a legitimate clinical reason for the presence of the drug, and will decide if test results are negative or positive. If the employee cannot be reached by the M.R.O., the Superintendent of Finance & Personnel will be contacted to tell the employee to contact the M.R.O.. If contact is not made in 72 hours the M.R.O. will determine the test results as positive. The M.R.O. reports to the Superintendent of Finance & Personnel test results as positive or negative.
- If test results are positive, the employee will be removed from duties of operating or maintaining a commercial class vehicle. The employee has 72 hours in which to request a retest of the second split sample, and can request that the split sample be tested at a second lab. A negative retest of the split sample will cancel the first positive results.

16.05 Six circumstances under which testing will be performed:

A. *Pre-employment Testing (382.301, .413)*

Before a new employee is hired or before an existing employee may be transferred to a position in which operating or maintaining a commercial class vehicle is required, both alcohol and controlled substance testing is required.

If an employee has not been in a random testing pool for one month, then alcohol and controlled substance testing must be performed before the employee may operate or maintain a commercial class vehicle.

Alcohol test results must be below 0.04 and controlled substances negative or the employee cannot be hired to the position without a substance abuse professional evaluation. There is no requirement that the prospective employee be hired or that they see the M.R.O. or S.A.P., but an attempt must be made to inform the prospective employee of the test results and to seek an evaluation.

In addition to submitting to testing, the prospective employee must supply the agency with the names of all firms for which they have been employed in the previous two years operating or maintaining commercial class vehicles. The prospective employee must cooperate fully with the agency in obtaining from each of the previous employer's results of any positive test, S.A.P.'s reports, and any refusals to test.

B. *Random Testing (382.305)*

All affected employees will be placed in pool from which random selections for testing will be made. Random testing will be for both alcohol and controlled substances.

The annual rate of testing for the entire pool will be as directed by the U.S. Secretary of Transportation, currently 10% per year for alcohol and 50% per year for illegal drugs.

Every employee in the selection pool has an equal chance of being selected each time a drawing is made.

Selection for testing will be performed on a sufficiently random basis by the Consortium. Employees will not know when testing is complete for the year nor when to anticipate the next selection.

A surplus of names will be generated so that another selection may be made in place of an employee who is temporarily on leave.

C. *Reasonable Suspicion Testing (382.307)*

When a supervisor has reason to believe that an employee has alcohol or controlled substances in their system, they shall contact another supervisor or management official trained in the signs and symptoms of drug and/or alcohol misuse who will also attempt to observe the employee. If both supervisors are in agreement, the employee will be driven to the designated testing facility for alcohol or controlled substances testing as appropriate.

The supervisor's determination must be based upon specific, describable current observations of the employee's appearance, behavior, speech or body odor. Possession alone is not sufficient cause to require the employee to submit to testing.

When a reasonable suspicion determination has been made, the employee must immediately stop operation or maintenance of a commercial class vehicle. (For 24 hours or until a negative test result whichever comes first)

The employee will be informed of his or her right to consent or refuse testing, and the consequences of refusing testing or failing an alcohol drug test. The employee will be asked to review and sign a Consent/Refusal Form.

The supervisor calls the designated testing facility to advise that the employee will be reporting for the testing. The employee under suspicion must be accompanied to the testing facility, preferably by a supervisor.

If an employee refuses to submit to a test, he will be required to call someone to drive him home. If unable to find someone, a cab will be called. The Park District will pay for the cab with reimbursement by the employee when he returns to work. If the employee insists on driving himself, the local Police Department will be called and notified.

Testing for alcohol reasonable suspicion should be performed within two hours, but cannot be conducted if eight hours have passed since the determination was made. A written report must be submitted to the Superintendent of Finance & Personnel for file explaining why testing was not performed within two hours. Controlled substances testing should be performed as soon as possible but not after 32 hours since the determination was made.

The supervisor(s) making the determination must submit a signed written description citing the specific observations which led to the reasonable suspicion testing. The written description should be submitted before the test results have been received.

D. *Post Accident Testing (382.303)*

1. A surviving driver of a commercial class vehicle involved in an accident in which a death occurred or for which the driver received a ticket for the operation of their commercial vehicle having contributed to the accident, will be tested for both alcohol and controlled substances.

2. The driver will remain readily available for testing after an accident until 32 hours have passed or earlier if a supervisor advises that testing will not be necessary.
3. A driver cannot consume any alcohol within eight hours following an accident unless a supervisor advises that no testing will be required or testing has already been performed.
4. If a death occurs or a driving citation is issued, alcohol testing will be performed within two hours but no testing after eight hours, and controlled substance testing within 32 hours. A written record must be submitted to the file explaining why alcohol testing could not be performed within two hours if such is the case and a record if either testing could not be performed.

E. *Return to Duty Testing (382.309)*

Alcohol and controlled substances testing will be performed with negative results (less than 0.02 alcohol) on all affected employees who:

1. Have been removed from duty of operating or maintaining a commercial class vehicle for refusing to test or testing positive for controlled substances or alcohol greater than 0.04. Employee will be responsible for all costs associated with this classification of return to duty testing; or
2. Have not been in a random testing pool for more than 30 days. (Employees who have been on extended leave).

F. *Follow-up Testing (382.311.605)*

1. Any affected employee who has refused to test or who has tested positive for controlled substances or greater than 0.04 alcohol content and has been determined by a substance abuse professional to require help in dealing with their substance abuse problem will be subject to follow up testing.
2. The Superintendent of Finance & Personnel will order the affected employee to immediately report for surprise alcohol or controlled substance (or both) testing at the frequency prescribed by the substance abuse professional ("S.A.P"). The Superintendent will advise the S.A.P. of the test results. The duration of surprise testing will continue as long as required by the S.A.P. to a maximum of five (5) years.
3. At a minimum, six unannounced tests will be required within the first 12 months of return to duty. This minimum must be conducted regardless of whether the S.A.P. deems no more testing is required.
4. Employee is responsible for all costs associated with follow-up testing.

16.06 Consequences of failed or refused tests (382.605)

- A. An employee will be immediately removed from duty upon the employee's refusal to cooperate with testing procedures or upon receipt of positive test results. Employees who refuse to submit to testing or fail an alcohol or drug test are subject to disciplinary action, up to and including discharge.

The employee selects a substance abuse professional (S.A.P.). The employee is responsible for payment to the substance abuse professional and subsequent counseling and rehabilitation. The employee's medical insurance may be used to help pay for these services. A list of S.A.P.'s will be provided for the employee, however, the employee is free to choose any certified S.A.P.

The employee signs a release allowing the agency to release the test results to the S.A.P. and signs a release for the S.A.P. to report back to the Superintendent of Finance & Personnel.

The S.A.P. will report back to the Superintendent of Finance & Personnel that the employee:

1. Does not require any help in dealing with a substance abuse problem-in which case the employee may be returned to full duty.
 2. That the employee requires and is cooperating with continued counseling and rehabilitation and may return to full duty, or may not return to full duty yet.
 3. That the employee requires but is not cooperating with counseling and rehabilitation and may not return to duty. The employee is responsible for obtaining any counseling or rehabilitation prescribed by the S.A.P. and must provide appropriate releases for counseling and rehabilitation professionals to report back to the S.A.P. Employees are advised that the U.S D.O.T. regulations require that the additional counseling and rehabilitation not be performed by any business entity in which the S.A.P. has a financial interest.
- B. When S.A.P. reports to the Superintendent of Finance & Personnel that the employee may return to full duty of operating and maintaining commercial class vehicles the employee must:
1. Test negative in return to duty alcohol or controlled substances testing (or both tests if so indicated by the S.A.P.).
 2. Continue with any rehabilitation therapy if so prescribed by the S.A.P.
 3. Test negative in unannounced follow up testing as prescribed by the S.A.P. or at a minimum, six tests in the first 12 months of returning to duty as ordered by the Superintendent of Finance & Personnel.

16.07 Required Training

- A. All affected employees will be informed of the new D.O.T. regulations and these policies and procedures to implement the regulations.
- B. All supervisory personnel will receive training in recognizing physical signs of alcohol misuse and controlled substance use prior to any employee being ordered to submit to reasonable suspicion testing by that supervisor. Sixty minutes of training for alcohol misuse recognition and 60 minutes of training for controlled substance use recognition are required.
- C. All new employees and newly transferred employees to affected positions will receive training prior to operating or maintaining a commercial class vehicle. All newly hired supervisory personnel will receive 60 minutes of alcohol misuse recognition training and 60 minutes of controlled substances use training prior to their requiring any employee to submit to reasonable suspicion testing.
- D. All employees will sign a receipt that they attended the training. The receipt will be kept in agency records.

Reviewed and approved by Board of Commissioners: September 15, 2015

Alcohol and Drug Free Workplace Policy

Purpose

The Glen Ellyn Park District has implemented an Alcohol and Drug Abuse Policy (the "Policy") in response to overwhelming evidence that alcohol and drug abuse has a detrimental impact on employees' health, job performance, safety, and efficiency. Since district employees operate, supervise and maintain parks, facilities, programs and equipment for use by members of the public and perform services that may have a direct effect on the health and safety of members of the public and fellow employees, the Park District wishes to maximize the health and safety of its patrons and employees.

This Policy also expresses the District's desire to satisfy the requirements of the federal and state Drug Free Workplace Acts (41 U.S.C.A. § 701 *et seq.* and 30 ILCS 580/1 *et seq.*). In accordance with these statutes and concerns, the District has resolved to maintain a drug free workplace.

The purpose of this Policy is to inform employees of the Park District's investigation, treatment and disciplinary policy relating to alcohol and drugs. As such, **all** Park District employees will abide by its terms, as well as all applicable laws. As with all policies in this Manual, this Policy is subject to periodic addition, modification, or deletion.

The Policy does not replace any of the provisions or requirements of the District's Controlled Substance and Alcohol Testing Policy for positions that require a Commercial Driver's License (CDL). See Alcohol and Drug Procedures for CDL Employees following this Policy.

District employees who operate agency commercial motor vehicles and possess a CDL have special responsibilities necessitated by the fact that they operate vehicles that require additional skill and attentiveness over that of non-commercial motor vehicles. As part of its continuing commitment to safety and to comply with federal law, the District has established a controlled substance and alcohol testing policy for agency positions that require a CDL (see Alcohol and Drug Procedures for CDL Employees which follows at the end of this section). Both the District and the federal government recognize that it is important to establish programs to help prevent accidents and injuries resulting from the misuse of alcohol or use of controlled substances by drivers of commercial motor vehicles. The Alcohol and Drug Procedures for CDL Employees is in addition to and supplements and complements rather than supersedes all other District policies, rules, procedures and practices, including without limitation this Alcohol and Drug Abuse Policy. However, for persons to whom the Alcohol and Drug Procedures For CDL Employees applies, in the event of any conflict between any of the provisions of the Alcohol and Drug Procedures For CDL Employees and the provisions of any other agency policy, rule, procedure, or practice, the provisions of the Alcohol and Drug Procedures For CDL Employees will control.

Acts Prohibited

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, including cannabis, medical marijuana and alcohol, is prohibited on agency Property or while acting on behalf of the District.

Definitions

For purposes of this Policy, the following definitions apply:

1. "Alcohol" means any substance containing any form of alcohol, including but not limited to: ethanol, methanol, propanol and isopropanol.
2. "Cannabis" is defined as provided in the Cannabis Control Act (720 ILCS 550/1 *et seq.*) which provisions are specifically incorporated in this Policy by reference.
3. "Controlled Substance" means a controlled substance in schedules I through V of section 812 of Title 21 of the United States Code, which provisions are specifically incorporated in this Policy by reference.
4. "Criminal Drug Statute" means a criminal statute involving the manufacture, distribution, dispensation, possession, or use of any controlled substance or cannabis.
5. "Director" is the Executive Director of the Glen Ellyn Park District.
6. "District Property" means any building, gym, pool, office, common area, open space, vehicle, parking lot, or other area owned, leased, managed, used or controlled by the Park District. District Property also includes property used by agency patrons while on agency sponsored events or field trips or property of others when presence thereon by the agency employee is related to employment with the agency.
7. "Drugs" mean Prescription/OTC Drugs and controlled substances, including cannabis and medical marijuana.
8. "Medical Facility" means any physician, laboratory, clinic, hospital, or other similar entity.
9. "On Call" means the employee is scheduled with at least 24 hours' notice by the agency to be on standby or otherwise responsible for performing tasks related to his or her employment either at the agency's premises or other previously designated location by his or her employer or supervisor to perform a work-related task.
10. "Policy" means this Alcohol and Drug Abuse Policy of the Glen Ellyn Park District.
11. "Possess" means to have either in or on an employee's person, personal effects, desk, files, or other similar area.
12. "Prescription/OTC Drugs" means prescription drugs (including medical marijuana) and over-the-counter ("OTC") drugs obtained legally and being used in the manner and for the purpose for which they were prescribed or manufactured.
13. "Public Safety Responsibility" means a safety-sensitive position in which the nature of the employee's duties is such that impaired perception, reaction time or judgment may place the employee or members of the public or other employees at risk of serious bodily harm, or the employee is responsible for the administration or enforcement of alcohol/drug policies. As examples and not by way of limitation, employees with public safety responsibility may include lifeguards; non-CDL employees who drive agency vehicles; employees who operate heavy machinery; employees who handle hazardous or toxic materials or substances of any kind; and similar positions.

14. "Under the Influence" or "Impaired" means the employee is affected by alcohol or drugs in any determinable manner. A determination of being under the influence can be established by a professional opinion, scientifically valid test, layperson's opinion or the statement of a witness. For cannabis, this determination will be made based on whether the employee manifests while working or on-call specific, articulable symptoms of decreased or lessened performance of the duties or tasks of the employee's job position, including: symptoms of the employee's speech, physical dexterity, agility, coordination, demeanor, irrational or unusual behavior, or negligence or carelessness in operating equipment or machinery; disregard for the safety of the employee or others, or involvement in any accident that results in serious damage to equipment or property or personal injury; disruption of a production or manufacturing process; or carelessness that results in any injury to the employee or others.

Voluntary Treatment

It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to disciplinary action or violations of policies, rules of conduct or performance standards. The District will not discipline an employee who voluntarily seeks treatment for a substance abuse problem if the employee is not in violation of the District's drug and alcohol policy or other rules of conduct and standards. Seeking such assistance will not be a defense for violating the District's Alcohol and Drug Abuse Policy, nor will it excuse or limit the employee's obligation to meet the District's policies, rules of conduct, and standards including, but not limited to, those regarding attendance, job performance, and safe and sober behavior on the job. Employees who suffer from alcohol or drug abuse are encouraged to consult voluntarily with district management and/or the District's Employee Assistance Program ("EAP") and undergo appropriate medical treatment. Participation in such treatment will be at the employee's expense, although initial EAP visits are free and some of these expenses may be covered under the employee's group health plan. Please see Human Resources or Supt. of Finance & Personnel for details. We will attempt to keep such voluntary discussions and medical treatment confidential in accordance with this Policy.

Screening and Testing

Pre-employment Testing. The agency may require applicants whose job functions require them to operate or maintain vehicles or machinery, handle hazardous or toxic materials or substances of any kind or engage in other any Public Safety Responsibility to be drug screened or tested on a conditional post-offer, pre-employment basis as part of its hiring process. 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.

Reasonable Suspicion Testing. The agency will require screening or testing of an employee when that employee exhibits conduct or behavior that raises a reasonable suspicion the employee is under the influence of, or is impaired by, drugs or alcohol. (See Definition of "Under the Influence" or "Impaired" above.) The supervisor(s) who observes or receives information about the conduct or behavior that led to the request for reasonable suspicion testing, within a reasonable timeframe of observing or learning about the behavior or conduct, will document the objective, articulable signs of reasonable suspicion on a form provided by the agency.

Random Testing. The agency may require random screening or testing of employees whose job functions require them to operate or maintain vehicles or machinery, handle hazardous or toxic materials or substances of any kind or engage in any other Public Safety Responsibility.

Post-accident or Post-incident Testing. The agency may require the screening or testing of any employee following a workplace accident or injury that results in property damage to agency or third-party property, personal injury to another employee or third-party, or any personal injury to the employee himself or herself where the circumstances raise a reasonable suspicion that impairment may have played a role in the injury. When an accident or incident occurs, the agency will send all employees who may have contributed to the accident or injury for post-accident or post-incident testing, not just the employee injured (unless he or she was the only person who contributed to the accident or injury).

Post-rehabilitation Program Testing. The agency may require screening or testing of an employee during and after participation in an alcohol or drug counseling or rehabilitation program to ensure compliance with the recommended treatment and conditions of continued employment.

The Testing Process. A medical facility selected by the agency at the agency's expense will conduct drug or alcohol screening or testing. The screening or testing may require an analysis of the employee's breath, urine, saliva and/or blood or such similar substance as the medical facility may recommend. Employees who undergo alcohol or drug screening or testing will have the opportunity, prior to the collection of a specimen or other testing, to disclose the use of prescription/OTC drugs, including medical marijuana, and to explain the circumstance of their use. If an initial test is positive, the facility will conduct a second test from the same sample. A confirmed positive drug and/or alcohol test may result in disciplinary action, up to and including discharge.

Opportunity to Contest. After the agency receives a confirmed, positive drug or alcohol test and/or information indicating that the employee manifests specific, articulatable symptoms that demonstrate impairment or being under the influence, the employee will have a reasonable opportunity to contest the basis of the agency's determination. However, any the agency will make a final decision at its sole and exclusive discretion.

Consent Forms Required. The agency requires each employee to sign a consent form, a copy of which is included with this Policy. The agency will require prospective employees applying for positions that require a CDL or pre-employment drug testing to sign a consent form prior to taking the pre-employment drug screening.

The agency may also require each employee and prospective employee to sign a separate consent form requested by the medical facility conducting the screening or testing. Refusal to sign any requested consent form will result in non-hire or disciplinary action up to and including dismissal, as deemed appropriate by the agency, in its sole discretion, under the circumstances.

Treatment

If the medical facility recommends treatment, the District may, depending on the circumstances as determined in its sole discretion, give the employee one opportunity to undergo treatment offered by a clinic or trained professional mutually acceptable to the Park District and employee.

Participation in such treatment will be at the employee's expense. The employee must enter the treatment program within ten (10) days from the time of recommendation of treatment. The District

may reinstate the employee provided that the employee submits a statement issued by the medical facility certifying successful completion of the treatment program, that the employee is released to return to work, and that the employee agrees to all conditions of reinstatement as determined by the District, which may include, but is not limited to, future alcohol and/or drug testing.

Use of Prescription/OTC Drugs

Any employee who operates or maintains a vehicle or machinery, handles hazardous materials or substances of any kind or has any other Public Safety Responsibility and who has taken a prescription/OTC drug (including medical marijuana) must report the use of such prescription/OTC drug to his or her immediate supervisor if the prescription/OTC drug may cause drowsiness or if it may alter judgment, perception or reaction time. While the agency will not penalize an employee solely for his or her status as a registered qualifying patient under the Compassionate Use of Medical Cannabis Program Act or any similar law, any employee who is a registered qualifying patient is nevertheless required to comply with this Policy. The burden is on the employee to ascertain from the employee's doctor or pharmacist whether the prescription/OTC drug may have such a potential side effect or whether the employee may perform his or her job duties safely while using the prescription/OTC drug. The agency will retain the information in a confidential manner and only disclose it to persons who need to know. The employee's immediate supervisor, after conferring with the department head or Director, will decide whether the employee may safely continue to perform the job while using the prescription/OTC drug. Failure to declare the use of such prescription/OTC drugs may be cause for discipline up to and including dismissal.

Notice of Convictions

Any employee who is convicted of violating any federal or state criminal drug statute must notify the Director within five (5) days of such conviction. For purposes of this notice requirement, a conviction includes a finding of guilt, a no contest plea, and/or an imposition of sentence by any judicial body for any violation of a criminal statute involving the unlawful manufacture, distribution, sale, dispensation, possession or use of any controlled substance or cannabis. Failure to notify the Director may subject the employee to disciplinary action, up to and including dismissal.

Discipline/Penalties for Violation

1. The District reserves the right to discipline any employee suspected of being impaired by or under the influence of drugs or alcohol during working hours or any on-call period.
2. An employee who reports to work or is found during working hours to be or to have been under the influence of alcohol, controlled substances, or cannabis or who manufactures, possesses, uses, sells or dispenses alcohol, controlled substances, or cannabis while on agency property or while acting on behalf of the agency, is convicted of a drug related crime, causes financial or physical damage to the agency property, its employees or patrons as the result of alcohol or drug abuse, or fails to report the use of prescription/OTC drugs in accordance with this Policy, will be disciplined in accordance with the Disciplinary Action Section of the District's Personnel Policy Manual. In addition to or in the alternative, depending on the circumstances as determined by the District in its sole discretion, the District may require the employee to successfully complete an alcohol and/or drug abuse counseling or rehabilitation program approved for such purposes by the District and by a federal, state or local health law enforcement or other appropriate agency. An employee who participates in a treatment program will be expected to meet job performance

standards and comply with all rules established by the Park District. Participation in a treatment program will not protect the employee from disciplinary actions should job performance remain unsatisfactory.

3. In addition to the examples of misconduct that may subject an employee to disciplinary action contained in this Policy and the Manual, the District will discipline an employee up to and including dismissal for the following:
 - (1) if the employee refuses to submit to diagnosis, testing or screening upon request of the District;
 - (2) if the employee tampers in any way with the specimen given to the medical facility for purposes of alcohol or drug screening or testing;
 - (3) if the medical facility recommends treatment and the employee refuses to undergo such treatment;
 - (4) if, while undergoing treatment, the employee fails or refuses to follow the course of treatment;
 - (5) if the employee, during the course of or following treatment, is again under the influence of alcohol or drugs in violation of this Policy; or,
 - (6) if the employee fails to notify the Director of a conviction for violating any federal or state Criminal Drug Statute in accordance with the "Notice of Conviction" section of this policy.

Inspections

To assure employees comply with the prohibition on manufacturing, distributing, dispensing, possessing or using alcohol, controlled substances or cannabis (including medical marijuana), employees may be subject to inspection as follows:

1. Lockers, desks, files, vehicles, equipment and other containers and property owned or leased by the park district and which the District permits an employee to use during employment are and remain the property of the Park District at all times, and employees have no reasonable expectation of privacy regarding such property. The District does not permit employees to keep controlled substances, cannabis (including medical marijuana) or alcohol in or on such property.
2. Any such property reasonably suspected of having or holding such substances is subject to search by the agency.
3. The District will treat any refusal to submit to such an inspection as an act of insubordination, which may result in disciplinary action up to and including dismissal.

Records

The District will maintain medical records relating to alcohol or drug abuse, diagnosis, and treatment confidential and in a medical file separate from the regular personnel files. Access will be limited to those who need to know. The District will not disclose these records to persons outside the agency without the employee's consent unless disclosure of the records is necessary for legal or insurance purposes or the law requires it.

PLEASE READ AND SUBMIT TO HR THE CONSENT FORM ON THE NEXT PAGE

CONSENT TO DRUG AND/OR ALCOHOL SCREENING OR TESTING

I hereby voluntarily consent to submit to drug and/or alcohol screening or testing by a physician, clinic, hospital, laboratory or medical facility chosen by the Glen Ellyn Park District (the "District") at the District's expense to determine if I have alcohol or any controlled substance or cannabis in my system. I hereby consent to the physician, clinic, hospital, laboratory or medical facility taking and analyzing a sample or specimen of my breath, urine, saliva, blood and other similar substance. I also authorize the physician, clinic, hospital, laboratory or medical facility to disclose his/her/its findings, conclusions and opinions regarding the drug and/or alcohol screening or testing to a District official or a designated representative but to no other person without my written consent. If the results of such testing indicate I have violated the District's Alcohol and Drug Abuse Policy, I understand I will be subject to non-hire or disciplinary action up to and including immediate discharge.

If I test positive for a drug that may be legally prescribed for prescription use (including medical marijuana), I hereby further consent to allow the Medical Review Officer of the medical facility that administered the test to contact my physician or pharmacist to verify my reported use of legally prescribed drugs. I authorize my physician or pharmacist to provide the Park District or its agents with any current prescription information or physician's letters authorizing the use of any such medicines, which many explain the positive test results, and I will execute any required consent or authorization forms. I understand the legal use of certain prescription or over-the-counter drugs may disqualify me from certain jobs due to safety risks.

I also confirm I will cooperate with any disclosure authorization requirements the physician, clinic, laboratory or medical facility has implemented pursuant to applicable law (including the Health Insurance Portability and Accountability Act of 1996, as amended (HIPAA)), that relate to its ability to disclose findings, conclusions and opinions, or other protected health information associated with the drug and/or alcohol screening or testing to an agency official or a designated representative. I hereby further confirm I will cooperate with any disclosure authorization requirements that my physician or pharmacist implemented pursuant to applicable law (including HIPAA) to allow it to share information with the medical facility or District regarding my reported use of prescription/OTC drugs in accordance with the District's Alcohol and Drug Abuse Policy.

In consideration of my employment or continued employment, I hereby release and agree to hold the Glen Ellyn Park District and its elected officials, Commissioners, officers, members and agents harmless against any and all claims, charges or causes of action whatsoever I now have or may have in the future that may arise from this testing or from any investigation or personnel action related to or arising out of any such testing or screening.

I also acknowledge receiving, reading and understanding the District's Alcohol and Drug Abuse Policy. I understand that, in accordance with this policy, failure to execute this document and submit to drug and/or alcohol screening or testing, or failure to report to the District the use of prescription/OTC drugs as required by the policy, may result in non-hire or disciplinary action up to and including termination. I further acknowledge I have read this consent form carefully, and I am signing of my own free will.

Employee Name: _____
(Print)

Date: _____

Employee Signature: _____

Witness Signature: _____

- I agree to the screening or testing I will not agree to the screening or testing

Employee Name: _____
(Print)

Date: _____

Employee Signature: _____

Alcohol and Drug Procedures for CDL Employees

D.O.T. DRUG AND ALCOHOL PROCEDURE

Introduction

To promote public safety and help prevent accidents and injuries, the U.S. Department of Transportation (DOT) instituted regulations that establish a zero-tolerance level for the presence of alcohol or controlled substances in the system of any individual who operates or maintains a commercial class vehicle. The regulations establish testing requirements to help ensure compliance with the alcohol and controlled substance prohibitions. The controlled substances prohibited by DOT regulations are: Marijuana, Cocaine, Opiates, Amphetamines and Phencyclidine (PCP). The following procedures have been developed to implement the DOT regulations found in 49 CFR Parts 40 and 382. The numbers inside the parentheses appearing in many of the sections refer to 49 CFR Part 40 or 382 sections relevant to the particular procedure. Employees who violate this policy are subject to disciplinary action, up to and including discharge.

Adverse Effects of Alcohol and Drug Use

Unlawful use of drugs and alcohol poses risks. Alcohol and drug abuse can lead to health problems such as lung cancer, obstructive pulmonary disease, chronic respiratory infections, liver disease, high blood pressure, cardiac disease and seizures. Drug abusers have an increased risk of AIDS and hepatitis.

The impairments drugs cause mean users (and their nearby coworkers) suffer more accidental injuries and motor vehicle accidents. Drugs can also rob the user of the ability to reach long-term goals, deal constructively with stress and anxiety or have successful and satisfying friendships and family relationships. Because drug use is unlawful, users ruin lives when they are arrested, jailed or injured by drug-related violence.

The District has gathered a variety of pamphlets and other materials about alcohol and drugs. These materials are available from the Supt. of Finance & Personnel or HR. In addition, full-time employees may access the confidential Employee Assistance Program (EAP) for information and assistance with alcohol or drug use. Full-time employees may obtain information about the agency's EAP through the employees' immediate supervisor, Supt. of Finance & Personnel or HR.

Affected Employees

The following employees are subject to these alcohol and drug procedures, restrictions and requirements: All employees required to have a valid CDL driver's license as a condition of employment and operate a commercial vehicle for the Glen Ellyn Park District. This includes full-time and part-time employees.

The above employees are subject to these procedures and regulations at all times while on duty including all overtime and call-back time. An exception may be made by the Director to exempt an employee from alcohol use restrictions if the employee is attending off-site training and is not expected to return to duty for the remainder of the day.

Employee Requirements (382.201 to .215)

To meet DOT regulations, the agency places the following requirements upon affected employees. The Director may make exceptions to these requirements in making temporary work assignments for employees.

- Affected employees will not consume any product containing alcohol or controlled substances while on duty.
- Affected employees will not report for duty while there is any alcohol or controlled substance in their system (unless the use is pursuant to the instruction of a physician who has been informed of the affected employee's job duties, and has advised the affected employee that the substance does not adversely affect his/her ability to safely perform his/her job).
- Affected employees will not possess any product containing alcohol or controlled substances while on duty.
- Affected employees cannot report for duty within four hours of having consumed alcohol and may not perform safety-sensitive functions (this includes but is not limited to operating motor vehicles or equipment) within four hours after using alcohol.
- Affected employees must immediately report for testing when so ordered and must cooperate with testing personnel and procedures.
- Affected employees must agree to release testing results to the agency and to the substance abuse professional (SAP) and to release the substance abuse professional's report to the agency.
- Affected employees cannot consume alcohol for eight hours following an accident involving a death or an accident for which the employee received a moving violation for operation of a commercial class vehicle which contributed to the accident or until the employee undergoes a post-accident or controlled substance test, whichever occurs first. The employee must remain available for testing for a period of eight hours for an alcohol test or 72 hours for a controlled substance test.

Tests Performed

Detailed descriptions of the testing procedures are contained in 49 CFR Part 40 and Part 382. A brief description of the testing procedure follows.

Alcohol Test:

- Employee immediately reports to the designated testing facility, shows a photo identification card, and signs testing form.
- Employee blows into alcohol testing device. If employee cannot exhale sufficient quality of air through the machine for a complete test a medical exam will be performed.
- If test results are negative the employee returns to work. Results will be reported to the Director.
- If test results are positive, another test will be performed after a 15-minute wait but before 20 minutes. The employee may not eat or drink anything nor belch during the waiting period for the retest.
- If retest results are negative, test is reported to the Director as negative.
- If retest results are positive, the test results are immediately reported to the Director.

Controlled Substances Test:

Testing will only be performed for the five controlled substances prohibited by the D.O.T. regs - Marijuana, Cocaine, Opiates, Amphetamines and Phencyclidine.

- Employee immediately reports to the designated testing facility, shows a photo identification card, and signs the testing form.
- Employee provides a urine sample. If unable to provide sufficient quantity for testing, the employee will drink water (up to 24 oz. in two hours) and attempt again.
- Hospital personnel will perform required testing to verify the specimen sample has not been tampered with. The employee returns to work.
- Sample is sent to lab where it is split in half. A screening test is performed on a portion of one of the sample splits. If negative results are obtained, the testing is reported as negative to the medical review officer (MRO) who, in turn, reports negative results to the Director.
- If screening tests are positive, sophisticated confirmation testing is performed on the rest of the split sample. Results are reported to the MRO. If negative, the MRO reports a negative result to the Director.
- If the results are positive, confirming the presence of one of the five controlled substances, the MRO will contact the employee to talk over the results of the test to determine if there is a legitimate clinical reason for the presence of the drug and will decide if test results are negative or positive. If the MRO cannot reach the employee, he will contact the Director and ask the Director to tell the employee to contact the MRO. If the employee does not contact the MRO within 72 hours, the MRO will determine the test results as positive. The MRO reports to the Director test results as positive or negative.
- If test results are positive, the employee will be removed from duties of operating or maintaining a commercial class vehicle. The employee has 72 hours in which to request a retest of the second split sample and can request the split sample be tested at a second lab. A negative retest of the split sample will cancel the first positive results.

Six Circumstances Under Which Testing Will Be Performed

1. Pre-employment Testing (382.301, 413)

Before a new employee is hired or before an existing employee may be transferred to a position in which operating or maintaining a commercial class vehicle is required, both alcohol and controlled substance testing is required.

If an employee has not been in a random testing pool for one month, then alcohol and controlled substance testing must be performed before the employee may operate or maintain a commercial class vehicle.

Alcohol test results must be below 0.04 and controlled substances negative or the employee cannot be hired to the position without a substance abuse professional (SAP) evaluation. There is no requirement that the prospective employee be hired or that they see the MRO or SAP, but an attempt must be made to inform the prospective employee of the test results and to seek an evaluation.

In addition to submitting to testing, the prospective employee must supply the agency with the names of all firms for which they have been employed in the previous two years operating or maintaining commercial class vehicles. The prospective employee must cooperate fully with the

agency in obtaining from each of the previous employer's results of any positive test, SAP's reports and any refusals to test.

2. Random Testing (382.305)

All affected employees will be placed in pool from which random selections for testing will be made. Random testing will be for both alcohol and controlled substances.

The annual rate of testing for the entire pool will be as directed by the U.S. Secretary of Transportation, currently 10 percent per year for alcohol and 50 percent per year for illegal drugs. Every employee in the selection pool has an equal chance of being selected each time a drawing is made.

Selection for testing will be performed on a sufficiently random basis by the Consortium. Employees will not know when testing is complete for the year nor when to anticipate the next selection. A surplus of names will be generated so that another selection may be made in place of an employee who is temporarily on leave.

3. Reasonable Suspicion Testing (382.307)

When a supervisor has reason to believe an employee has alcohol or controlled substances in his/her system, he contacts another supervisor or management official trained in the signs and symptoms of drug and/or alcohol misuse who will also observe the employee. If both supervisors agree, the employee will be driven to the designated testing facility for alcohol or controlled substances testing as appropriate.

The supervisor's determination must be based upon specific, describable current observations of the employee's appearance, behavior, speech or body odor. Possession alone is not sufficient cause to require the employee to submit to testing.

When a reasonable suspicion determination has been made, the employee must immediately stop operation or maintenance of a commercial class vehicle. (For 24 hours or until a negative test result whichever comes first.)

The employee will be informed of her right to consent or refuse testing and the consequences of refusing testing or failing an alcohol or drug test. The employee will be asked to review and sign a Consent/ Refusal Form.

The supervisor calls the designated testing facility to advise that the employee will report for testing. The employee under suspicion must be accompanied to the testing facility, preferably by a supervisor.

If an employee refuses to submit to a test, he will be required to call someone to drive him home. If unable to find someone, a cab will be called. The District will pay for the cab with reimbursement by the employee when he/she returns to work. If the employee insists on driving himself, the local police department will be called and notified.

Testing for alcohol reasonable suspicion should be performed within two hours but cannot be conducted if eight hours have passed since the determination was made. A written report must be submitted to the Director for the file explaining why testing was not performed within two hours. Controlled substances testing should be performed as soon as possible but not after 32 hours since the determination was made.

The supervisor(s) making the determination must submit a signed written description citing the specific observations which led to the reasonable suspicion testing. The written description should be submitted before the test results have been received.

4. Post-accident Testing (382.303)

A surviving driver of a commercial class vehicle involved in an accident in which a death occurred or for which the driver received a ticket for the operation of the commercial vehicle having contributed to the accident will be tested for both alcohol and controlled substances.

The driver will remain readily available for testing after an accident until 32 hours have passed or earlier, if a supervisor advises that testing will not be necessary.

A driver cannot consume any alcohol within eight hours following an accident unless a supervisor advises that no testing will be required, or testing has already been performed.

If a death occurs or a driving citation is issued, alcohol testing will be performed within two hours but no testing after eight hours and controlled substance testing within 32 hours. A written record must be submitted to file explaining why alcohol testing could not be performed within two hours if such is the case and a record if either testing could not be performed.

5. Return to Duty Testing (382.309)

Alcohol and controlled substances testing will be performed with negative test results (less than 0.02 alcohol) on all affected employees who:

- Have been removed from duty of operating or maintaining a commercial class vehicle for refusing to test or testing positive for controlled substances or alcohol greater than 0.04. Employee will be responsible for all costs associated with this classification of return to duty testing or
- Have not been in a random testing pool for more than 30 days. (Employees who have been on extended leave).

6. Follow-up Testing (382.311,.605)

Any affected employee who has refused to test or who has tested positive for controlled substances or greater than 0.04 alcohol content and has been determined by a substance abuse professional to require help in dealing with substance abuse problems will be subject to follow-up testing.

The Director will order the affected employee to report immediately for surprise alcohol or controlled substance (or both) testing at the frequency prescribed by the substance abuse professional (SAP). The Director will advise the SAP of the test results. The duration of surprise testing will continue as long as required by the SAP to a maximum of five years.

At a minimum, six unannounced tests will be required within the first 12 months of return to duty. This minimum must be conducted regardless of whether the SAP deems no more testing is required. Employee is responsible for all costs associated with follow-up testing.

Consequences of failed or refused tests (382.605)

An employee will be immediately removed from duty upon the employee's refusal to cooperate with testing procedures or upon receipt of positive test results. Employees who refuse to submit to testing or fail an alcohol or drug test are subject to disciplinary action, up to and including discharge. The employee selects a Substance Abuse Professional (SAP). The employee is responsible for payment to the substance abuse professional and subsequent counseling and rehabilitation. The

employee's medical insurance may be used to help pay for these services. A list of SAPs will be provided the employee. However, the employee is free to choose any certified SAP. The employee signs a release allowing the District to release the test results to the SAP and signs a release for the SAP to report back to the Director.

The SAP will report back to the Director that the employee:

- Does not require any help in dealing with a substance abuse problem – in which case the employee may be returned to full duty.
- That the employee requires and is cooperating with continued counseling and rehabilitation and may return to full duty or may not return to full duty yet.
- That the employee requires but is not cooperating with counseling and rehabilitation and may not return to duty.

The employee is responsible for obtaining any counseling or rehabilitation prescribed the SAP and must provide appropriate releases for counseling and rehabilitation professionals to report back to the SAP. Employees are advised that the DOT regs require that the additional counseling and rehabilitation not be performed by any business entity in which the SAP has a financial interest.

When the SAP reports to the Director that the employee may return to full duty of operating and maintaining commercial class vehicles the employee must:

- Test negative in return to duty alcohol or controlled substances testing (or both tests if indicated by the SAP).
- Continue with any rehabilitation therapy if prescribed by the SAP.
- Test negative in unannounced follow up testing as prescribed by the SAP or at a minimum, six tests in the first 12 months of returning to duty as ordered by the Director.

Required Training

- All affected employees will be informed of the new DOT regs and these policies and procedures to implement the regs.
- All supervisory personnel will receive training in recognizing physical signs of alcohol misuse and controlled substance use prior to any employee being ordered to submit to reasonable suspicion testing by that supervisor. Sixty minutes of training for alcohol misuse recognition and 60 minutes of training for controlled substance use recognition is required.
- All new employees and newly transferred employees to affected positions will receive training prior to operating or maintaining a commercial class vehicle. All newly hired supervisory personnel will receive 60 minutes of alcohol misuse recognition training and 60 minutes of controlled substances use training prior to their requiring any employee to submit to reasonable suspicion testing.
- All employees will sign a receipt that they attended the training. The receipt will be kept in District records.



MEMO

December 3, 2019

TO: Park District Board of Commissioners
FROM: Nathan Troia, PLA, Parks Project Manager
CC: Dave Harris, Executive Director
RE: PARC Grant Resolution 19-04

In anticipation of the Glen Ellyn Park District possibly implementing significant improvements to Ackerman Sports & Fitness Center beginning in 2020, the Park District will be submitting a PARC grant application for elements within the proposed project. Funds have been appropriated for the Parks and Recreational Facilities Construction Program Grant (PARC) during the next application cycle. Following is some background on the program:

About PARC

The Park and Recreational Facility Construction Act (PARC) was created by Public Act 096-0820 effective November 18, 2009 to provide grants to be disbursed by the DNR to eligible local governments for park and recreation unit construction projects. A park or recreation unit construction project means the acquisition, development, construction, reconstruction, rehabilitation, improvements, architectural planning, and installation of capital facilities consisting, but not limited to, buildings, structures, and land for park and recreation purposes and open spaces and natural areas.

Units of local government that are authorized by Illinois law to expend public funds for the acquisition and development of land for public indoor/outdoor park, recreation or conservation purposes are eligible to apply for funding assistance. School districts are not eligible.

What types of projects are eligible for grants?

“Bondable” or “brick and mortar” projects for capital expenditures may include, but are not limited to, demolition in preparation for additional indoor/outdoor recreation purposes, site preparation and improvements for indoor/outdoor recreation purposes, utility work for indoor/outdoor recreation purposes,

reconstruction or improvement of existing buildings or facilities for indoor/outdoor recreation purposes, expansion of buildings/facilities for indoor/outdoor recreation purposes, and new construction of buildings/structures.

Land acquisition projects for public park recreation and conservation purposes include, but are not limited to, acquisition of land for the following: to construct new public indoor/outdoor recreation buildings, structures and facilities; to expand existing public indoor/outdoor recreation buildings, structures and facilities; general park purposes such as regional, community and neighborhood parks and playfields; frontage on public surface waters for recreation use; open space/conservation purposes to protect floodplains, wetlands, natural areas, wildlife habitat and unique geologic and biologic features, and additions to such areas.

Please note that the priority of the program is the renovation or construction of indoor recreation facilities since they are not eligible under other IDNR grant programs.

What are the funding limits?

The DNR may limit any one single project to a maximum of no more than 10% of the amount released for any fiscal year.

The maximum grant amount available per project for the grant cycle is 3.1 million. Of the total amount of PARC projects awarded statewide, 20% shall be awarded to the Chicago Park District, provided that the Chicago Park District complies with the provisions of State law and PARC rules, and 80% shall be awarded to local government units outside of the City of Chicago.

The PARC program shall operate on a reimbursement basis providing up to the following maximum percentages for funding assistance: the State will provide up to 75% of approved project costs, with the exception of those local governments defined as “disadvantaged”, which will be eligible for up to 90% funding

What are the major evaluation priorities of the PARC grant program?

The primary priorities for evaluating PARC projects include, but are not limited to, the following criteria:

- (1) useful life of existing facilities and improvements in comparison to the Department’s schedule of Useful Life of Parks and Recreation Facilities;*
- (2) address public health and safety needs;*
- (3) sponsor has high economic need;*
- (4) correct accessibility deficiencies as defined by the Americans With Disability Act;*
- (5) projects that provide the greatest benefit in terms of cost per capita within the applicant’s jurisdictional boundaries; and*
- (6) land acquisition.*

Based on Boards direction and community interest, the District will compile an application and submit by the deadline of January 17, 2020 on behalf of the Ackerman Sports & Fitness Center project. The application will be formulated to include elements as presented – renovation of core program spaces including expanded group fitness opportunities and enlarged fitness center, a multi-purpose meeting and party room, realigned child care center, an addition of a gymnastics suite with multipurpose supporting spaces, and a new enlarged vestibule and lobby area with more space for reception and queuing.

While it is a competitive process and there is no guarantee, the Ackerman Park project has many redeeming qualities including, a public process, funding and a wide variety of recreational elements.

As part of the grant requirement, the Glen Ellyn Park District must approve a “Resolution of Authorization” including affirming that the Park District has the necessary funds for the project and that the Park District must comply with the conditions, terms and regulations of the PARC program should the District be fortunate to be selected as a grant recipient. The Resolution is attached. This by no means commits the District to the project should we successfully receive the grant and choose not to move forward with the project.

Recommendation

Staff recommends that the Park Board of Commissioners pass the Resolution which is a requirement of the PARC grant application.

Motion

I make the motion to approve the attached “Resolution of Authorization” specific to the PARC grant application for improvements to Ackerman Sports & Fitness Center.

PARC-3 RESOLUTION OF AUTHORIZATION

1. Project Sponsor: Glen Ellyn Park District

2. Project Title: Ackerman Sports & Fitness Center Improvements

The Glen Ellyn Park District hereby certifies and acknowledges that it has 100% of the funds
(local project sponsor)

necessary to complete the pending PARC project within the timeframes specified herein for project execution, and that failure to adhere to the specified project timeframe or failure to proceed with the project because of insufficient funds or change in local recreation priorities is sufficient cause for project grant termination which will also result in the ineligibility of the local project sponsor for subsequent Illinois DNR indoor or outdoor recreation grant assistance consideration in the next two (2) consecutive grant cycles following project termination.

ALL Projects

It is understood that the project should be completed within the timeframe established in the project agreement and the Final Billing reimbursement request must be submitted within one year of the expiration date. Failure to do so will result in the Project Sponsor forfeiting all project reimbursements, and relieves DNR from further payment obligations on the grant.

The Glen Ellyn Park District further acknowledges and certifies that it will comply with
(local project sponsor)

all terms, conditions and regulations of 1) the Park and Recreational Facility Construction Grant Program (PARC) (17 IL Adm. Code 3070) 2) the federal Uniform Relocation Assistance & Real Property Acquisition Policies Act of 1970 (P.L. 91-646) and/or the Illinois Displaced Persons Relocation Act (310 ILCS 40 et. seq.), as applicable, 3) the Illinois Human Rights Act (775 ILCS 5/1-101 et.seq.), 4) Title VI of the Civil Rights Act of 1964, (P.L. 83-352), 5) the Age Discrimination Act of 1975 (P.L. 94-135), 6) the Civil Rights Restoration Act of 1988, (P.L. 100-259) and 7) the Americans with Disabilities Act of 1990 (PL 101-336); and will maintain the project area in an attractive and safe condition, keep the facilities open to the general public during reasonable hours consistent with the type of facility, cease any farming operations, and obtain from the Illinois DNR written approval for any change or conversion of approved outdoor recreation use of the project site prior to initiating such change or conversion; and for property acquired with PARC assistance, agree to place a covenant restriction on the project property deed at the time of recording that stipulates the property must be used, in perpetuity, for public indoor or outdoor recreation purposes in accordance with the PARC programs and cannot be sold or exchanged, in whole or part, to another party without approval from the Illinois DNR.

BE IT FURTHER PROVIDED that the Glen Ellyn Park District certifies to the best of its knowledge that the information provided within the attached application is true and correct.

This Resolution of Authorization has been duly discussed and adopted by the Glen Ellyn Park District at a legal
(local project sponsor)
meeting held on the 3rd day of December, 2019.

(Authorized Signature and Title)

ATTESTED BY:

(Name and Title)



MEMO

November 26, 2019

TO: Park District Board of Commissioners
FROM: Dave Harris, Executive Director
CC: Kathleen Esposito, Superintendent of Recreation
RE: Architectural and Planning Services for Ackerman Sports and Fitness Center Improvements

As a reminder, in 2018, the Glen Ellyn Park District identified the need to review and develop a plan to maintain and improve Ackerman Sports and Fitness Center (ASFC) in the coming years. As the facility is enormously popular, well used and extensively programmed while being a significant revenue generator for the Park District that not only supports its operations but contributes to many other areas within the District, it is vital to ensure the operation and facility remains up to date and competitive. While opening in 2010, ASFC usage and value has met and exceeded expectations. Demand is a challenge to address and the operation is subject to considerable competition including private fitness operations, nearby athletic complexes and surrounding Park Districts. Additionally, while the facility is well maintained and operated efficiently, there seems to be opportunities to expand the programming capabilities while enhancing the patrons experience. However, to do so, likely would involve physical improvements and renovation of the existing facility.

To research the potential ideas for renovation while ensuring the facility continues to meet community demand and expectation while remaining competitive and vibrant, the Glen Ellyn Park District solicited proposals for architectural services for the redesign and renovation of the Ackerman Sports and Fitness Center development, an 88,000 square foot, sports and fitness facility. The intention is for the Park District to select a consultant team to provide professional and technical services to redesign and improve the existing facility with the goal to increase program opportunities while maximizing existing space.

Ackerman Sports & Fitness Center was opened in January 2010. Ackerman SFC is designed for a variety of sports including a 7,000 square foot fitness center. In addition to the fitness center, the facility includes, a 40 x 60 yard multi-sport turf field, three (3) high school-size basketball

courts with wood floors, an elevated multi-lane walking/running/jogging track around the perimeter of the basketball courts, two 30-ft climbing walls, one large fitness/dance room for exercise classes and one babysitting room. It also includes men's and women's locker rooms, one multi-purpose room leased to a special recreation association, one birthday party/meeting room, one 7,000 square foot room leased to a Sports Performance Company, and a small area off the reception desk for administrative offices.

The facility serves a variety of users, programs and organizations including youth and adult basketball; youth and adult soccer; pickleball; field hockey; youth and adult volleyball; walkers/runners; lacrosse, youth and adult football; rugby; cricket players, fitness members, group exercise participants; birthday party attendees, and large rentals. Glenbard High School District 87 utilizes the facility for a variety of activities including sports and academics. Ackerman SFC serves as the main indoor athletic and recreation hub for the Glen Ellyn community and beyond. It not only serves as a major resource for athletic related activities but is a social center particularly during the winter months.

ASFC is open 364 days a year with Christmas being the only day that it is closed and averages 15 – 18 hours per day. Over 300,000 people enter the building each year.

The Park District compiled a Request for Proposal (RFP) seeking Architectural Services to develop plans for ASFC improvements (copy is attached). The RFP was publicly noticed as well as distributed directly to several potential consultants. Eleven (11) submittals were received and after review by the selection team, six (6) top rated firms were interviewed. All the candidates were qualified and had relevant experience and the process was extremely competitive. Following the interview and check of references, Wight Construction, Darien, IL., was unanimously selected. With 70+ years of experience and being a full-service design and construction firm, Wight is uniquely qualified and able to provide both architectural and construction services. As a result, the review, planning and design process is anticipated to be more complete, practical and realistic with an outcome that can be efficiently transitioned to design development, construction documents and the bid process if the Park District so chooses.

Additionally, Wight's portfolio includes comparable projects such as the recently constructed Prairie Activity and Recreation Center for the Plainfield Park District, a 40,000sf Net Zero Energy Building. Other relevant projects are Fort Hill Recreation Center and Knoch Knolls Nature Center, Naperville Park District; Loverde Sports and Recreation Center, Niles Park District, and Takiff Center renovation, Glencoe Park District.

After several months of researching, planning and discussion, Wight will be presenting a preliminary a conceptual plan with cost estimates and potential phasing at the December 3rd Board meeting. At the meeting the planning team will take questions and comments from the Commissioners. This will be followed by an open house for the general public on December 10 which will allow input from community members. Finally, the plan with revisions based on

Board and community input will be shared with the Ackerman Sports and Fitness Center advisory committee in January.

An application for a PARC grant will then be submitted for the proposed improvements on January 17, 2020. This is a highly competitive grant available through the Illinois Department of Natural Resources for projects of this kind.

Following the presentation of the proposed recommendations, staff will be available for questions and comments.