

**Glen Ellyn Park District
Board of Commissioners
Workshop Meeting
April 7, 2020
185 Spring Avenue
7:00 p.m.**

- I. Call to Order**
- II. Roll Call of Commissioners**
- III. Pledge of Allegiance**
- IV. Changes to the Agenda**
- V. Public Participation**
- VI. Voucher List of Bills Totaling \$153,367.22**
- VII. Coronavirus (COVID-19) District update**
- VIII. Discussion of Board officers and advisory committee liaisons for May 2020-May 2021**
- IX. Staff Reports**
- X. Commissioners' Reports**
- XI. Adjourn to Executive Session**
Under section 2 (c) 1 for the appointment, employment, compensation, discipline, performance, or dismissal of specific employees or legal counsel for the District.
- XII. Reconvene to Open Session**
- XIII. Adjourn**

Accounts Payable

Voucher Approval Document

Warrant Request Date: 4/7/2020



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	\$	22,518.28
20	Recreation Fund		51,078.69
94	Capital Improvement Fund		76,592.25
96	Cash In Lieu of Land Fund		3,178.00
	Report Total:	\$	<u>153,367.22</u>

Accounts Payable

Computer Check Proof List by Vendor

User: cyocum
 Printed: 04/02/2020 - 11:21AM
 Batch: 00002.04.2020



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 199154 Deposit	A.C.B. Masonry, LLC Pond Restorations	3,178.00	04/08/2020	Check Sequence: 1 96-00-880-575110-0000	ACH Enabled: False
	Check Total:	3,178.00			
Vendor: 200222 159574	Accurate Repro Inc. Bid Plan Hosting	300.00	04/08/2020	Check Sequence: 2 94-90-880-575150-0000	ACH Enabled: False
	Check Total:	300.00			
Vendor: 200791	Advanced Disposal 2/2020 Scavenger	87.99	04/08/2020	Check Sequence: 3 10-00-000-521300-0000	ACH Enabled: False
	Check Total:	87.99			
Vendor: 103201 202018	All Star Sports Instruction Winter Classes	5,928.00	04/08/2020	Check Sequence: 4 20-21-000-525500-1261	ACH Enabled: False
	Check Total:	5,928.00			
Vendor: 100182 880488/156 880488/156 880488/156	AMI Graphics, LLC Banners Banners Banners	63.20 494.86 119.89	04/08/2020 04/08/2020 04/08/2020	Check Sequence: 5 20-30-100-521650-0000 20-00-000-521650-0000 20-00-000-521650-0000	ACH Enabled: False
	Check Total:	677.95			
Vendor: 105167 I26224 I26225	Armbrust Plumbing and Heating Back Flow Test RPZ Replacement	104.95 990.55	04/08/2020 04/08/2020	Check Sequence: 6 20-30-200-550300-0000 10-10-000-550300-0000	ACH Enabled: False
	Check Total:	1,095.50			
Vendor: 108315	Batteries Plus			Check Sequence: 7	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
P25001248	Batteries	27.80	04/08/2020	20-30-200-541300-0000	
	Check Total:	27.80			
Vendor: 108508 516708	Beacon Athletics Garden Plot Message Center	874.00	04/08/2020	94-90-000-575110-0000	Check Sequence: 8 ACH Enabled: False
	Check Total:	874.00			
Vendor: 107310	B-Sharp, LLC Winter Classes	645.00	04/08/2020	20-24-000-525500-4610	Check Sequence: 9 ACH Enabled: False
	Check Total:	645.00			
Vendor: 113050 3497/123	Case Lots Inc. District Maintenance Supplies	1,991.05	04/08/2020	10-10-000-530300-0000	Check Sequence: 10 ACH Enabled: False
	Check Total:	1,991.05			
Vendor: 115285	ComEd 2/19-3/19/2020 Electric	59.26	04/08/2020	10-00-000-570100-0000	Check Sequence: 11 ACH Enabled: False
	Check Total:	59.26			
Vendor: 115186 2220060922	Commercial Tire Service Inc Tires 580D	249.00	04/08/2020	10-10-000-530210-0000	Check Sequence: 12 ACH Enabled: False
	Check Total:	249.00			
Vendor: 115272	Computer Explorers Winter Classes	438.75	04/08/2020	20-24-000-525500-4697	Check Sequence: 13 ACH Enabled: False
	Check Total:	438.75			
Vendor: 115438 73487	Cooling Equipment Service, Inc. RTU #8 Repairs	697.05	04/08/2020	20-30-450-521600-0000	Check Sequence: 14 ACH Enabled: False
	Check Total:	697.05			
Vendor: 200163	Dynergy Energy Services 2/11-3/10/2020 Electricity 2/11-3/10/2020 Electricity 2/11-3/10/2020 Electricity 2/11-3/10/2020 Electricity 2/11-3/10/2020 Electricity	1,650.56 324.75 1,680.15 123.56 250.87	04/08/2020 04/08/2020 04/08/2020 04/08/2020 04/08/2020	20-30-200-570100-0000 10-00-000-570100-0000 20-30-450-570100-0000 20-30-150-570100-0000 10-00-000-570100-0000	Check Sequence: 15 ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	2/11-3/10/2020 Electricity	55.65	04/08/2020	10-00-000-570100-0000	
	2/11-3/10/2020 Electricity	6,843.55	04/08/2020	20-30-100-570100-0000	
	2/11-3/10/2020 Electricity	157.94	04/08/2020	20-30-300-570100-0000	
	2/11-3/10/2020 Electricity	347.89	04/08/2020	20-30-350-570100-0000	
	2/11-3/10/2020 Electricity	1,032.61	04/08/2020	20-00-000-570100-0000	
	2/11-3/10/2020 Electricity	576.37	04/08/2020	20-30-500-570100-0000	
	2/11-3/10/2020 Electricity	19.06	04/08/2020	20-00-000-570100-0000	
	2/11-3/10/2020 Electricity	78.63	04/08/2020	20-00-000-570100-0000	
	2/11-3/10/2020 Electricity	24.93	04/08/2020	20-00-000-570100-0000	
	2/11-3/10/2020 Electricity	95.95	04/08/2020	20-00-000-570100-0000	
	2/11-3/10/2020 Electricity	292.73	04/08/2020	20-30-350-570100-0000	
	2/11-3/10/2020 Electricity	24.33	04/08/2020	10-00-000-570100-0000	
	Check Total:	13,579.53			
Vendor: 125150 40596	Esscoe, LLC Panic Button Replacements	1,657.94	04/08/2020	20-30-100-521600-0000	Check Sequence: 16 ACH Enabled: False
	Check Total:	1,657.94			
Vendor: 199162 Various	Faulks Brothers Construction, Inc. Field Improvements Ackerman Park	58,995.93	04/08/2020	94-90-805-575160-0000	Check Sequence: 17 ACH Enabled: False
	Check Total:	58,995.93			
Vendor: 129093 341456 341457 341458 341954 345590 345597	Fox Valley Fire & Safety Alarm Monitoring Alarm Monitoring Alarm Monitoring Alarm Monitoring Annual Inspection Annual Inspection	300.00 150.00 300.00 105.00 150.00 125.00	04/08/2020 04/08/2020 04/08/2020 04/08/2020 04/08/2020 04/08/2020	20-30-450-521630-0000 20-30-350-521600-0000 20-30-200-521630-0000 20-30-300-521600-0000 20-30-150-521600-0000 10-10-000-521600-0000	Check Sequence: 18 ACH Enabled: False
	Check Total:	1,130.00			
Vendor: 132271 9459733177 9468610812 9471448028 9478564322	Grainger, Inc. Fuses Plumbing Repairs Batteries Pipe Thread	11.42 12.60 79.53 7.83	04/08/2020 04/08/2020 04/08/2020 04/08/2020	10-10-000-550300-0000 10-10-000-550300-0000 20-30-500-530300-0000 10-10-000-530300-0000	Check Sequence: 19 ACH Enabled: False
	Check Total:	111.38			
Vendor: 200720	Heartline Fitness Systems				Check Sequence: 20 ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
118760	Repair Equipment	538.59	04/08/2020	20-30-100-530210-0000	
118797	Repair Equipment	521.04	04/08/2020	20-30-100-530210-0000	
	Check Total:	1,059.63			
Vendor: 137800 2003051	House of Graphics, Inc. Special Event Brochure	695.00	04/08/2020	20-00-000-521650-0000	Check Sequence: 21 ACH Enabled: False
	Check Total:	695.00			
Vendor: 141750	Illinois Dept of Agriculture Herbicide License Herbicide License	60.00 60.00	04/08/2020 04/08/2020	10-10-000-585250-0000 10-10-000-585250-0000	Check Sequence: 22 ACH Enabled: False
	Check Total:	120.00			
Vendor: 200710 20142	Internet Imagineering LLC Website Redevelopment	5,000.00	04/08/2020	20-21-000-525500-1165	Check Sequence: 23 ACH Enabled: False
	Check Total:	5,000.00			
Vendor: 166407	KH Kim's Taekwondo Winter Classes	2,827.50	04/08/2020	20-21-000-525500-1275	Check Sequence: 24 ACH Enabled: False
	Check Total:	2,827.50			
Vendor: 151470 37509	Landscape Material Log Disposal	20.00	04/08/2020	10-10-000-550700-0000	Check Sequence: 25 ACH Enabled: False
	Check Total:	20.00			
Vendor: 151620 44103	Lauterbach & Amen, LLP Annual Financial Audit	12,500.00	04/08/2020	10-00-000-521900-0000	Check Sequence: 26 ACH Enabled: False
	Check Total:	12,500.00			
Vendor: 154399	Magic of Gary Kantor Winter Classes	229.50	04/08/2020	20-22-000-525500-2310	Check Sequence: 27 ACH Enabled: False
	Check Total:	229.50			
Vendor: 156599 38542 38543 38748	Menard's, Inc. Party Wagon Supplies Plumbing Repairs Tools	37.95 30.35 76.94	04/08/2020 04/08/2020 04/08/2020	10-10-000-530300-0000 10-10-000-550300-0000 10-10-000-530300-0000	Check Sequence: 28 ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
39143	Maintenance Supplies	125.50	04/08/2020	20-30-100-530300-0000	
39144	Angle Valves	35.46	04/08/2020	20-30-500-530300-0000	
39229	Rope	29.94	04/08/2020	20-30-500-530300-0000	
	Check Total:	336.14			
Vendor: 199782	Midwest Commercial Fitness			Check Sequence: 29	ACH Enabled: False
124718	Core Trainers	498.00	04/08/2020	20-30-100-530102-0000	
	Check Total:	498.00			
Vendor: 149156	Multiple Funding Solutions, Inc.			Check Sequence: 30	ACH Enabled: False
GEWII20	Winter Classes	894.00	04/08/2020	20-22-000-525500-2331	
	Check Total:	894.00			
Vendor: 199252	Napco Steel, Inc.			Check Sequence: 31	ACH Enabled: False
	Repair Ballfield Rake	188.25	04/08/2020	10-10-000-530210-0000	
	Check Total:	188.25			
Vendor: 161205	Nicor Gas			Check Sequence: 32	ACH Enabled: False
	2/17-3/18/2020 Gas	117.05	04/08/2020	10-00-000-570200-0000	
	Check Total:	117.05			
Vendor: 163300	Office Depot			Check Sequence: 33	ACH Enabled: False
	Office Supplies	22.52	04/08/2020	10-00-000-530100-0000	
	Office Supplies	22.51	04/08/2020	20-00-000-530100-0000	
	Toner	418.72	04/08/2020	20-30-100-530100-0000	
	Toner	164.20	04/08/2020	20-24-000-535500-4610	
455204283	Toner	393.87	04/08/2020	20-30-100-530100-0000	
	Check Total:	1,021.82			
Vendor: 200561	PCM			Check Sequence: 34	ACH Enabled: False
901148115	Annual PC Replacement	1,818.09	04/08/2020	20-00-000-540700-0000	
	Check Total:	1,818.09			
Vendor: 101134	PDRMA			Check Sequence: 35	ACH Enabled: False
	Safety Seminar	7.50	04/08/2020	20-00-000-585202-0000	
	Safety Seminar	7.50	04/08/2020	10-00-000-585202-0000	
1585000153	HELP Seminar	99.50	04/08/2020	20-00-000-585202-0000	
1585000153	HELP Seminar	99.50	04/08/2020	10-00-000-585202-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	214.00			
Vendor: 200149	Pentegra Systems			Check Sequence: 36	ACH Enabled: False
59821	Annual Contract	605.64	04/08/2020	20-30-100-521600-0000	
59836	Camera Setup	72.50	04/08/2020	20-30-100-521600-0000	
	Check Total:	678.14			
Vendor: 200177	Performance Chemical & Supply, Inc.			Check Sequence: 37	ACH Enabled: False
245063	Maintenance Supplies	875.59	04/08/2020	20-30-100-530300-0000	
	Check Total:	875.59			
Vendor: 170852	Pioneer Manufacturing Company			Check Sequence: 38	ACH Enabled: False
753629/3991	Paint Machine Repairs	313.40	04/08/2020	10-10-000-530210-0000	
	Check Total:	313.40			
Vendor: 199121	Pitney Bowes Global			Check Sequence: 39	ACH Enabled: False
3103863419	3/30-6/29/2020 Lease	196.23	04/08/2020	10-00-000-521400-0000	
3103863419	3/30-6/29/2020 Lease	196.23	04/08/2020	20-00-000-521400-0000	
	Check Total:	392.46			
Vendor: 158500	Bob Morrow Ref's Inc.			Check Sequence: 40	ACH Enabled: False
	March Referee Fees	3,049.50	04/08/2020	20-21-000-525500-1140	
	Check Total:	3,049.50			
Vendor: 173885	Regional Truck Equipment			Check Sequence: 41	ACH Enabled: False
221683	Fleet Oil/Lube	183.60	04/08/2020	10-10-000-530210-0000	
	Check Total:	183.60			
Vendor: 173930	Reinders, Inc.			Check Sequence: 42	ACH Enabled: False
1819987	Mower Parts	26.66	04/08/2020	10-10-000-530210-0000	
	Check Total:	26.66			
Vendor: 176971	Sam's Club Direct			Check Sequence: 43	ACH Enabled: False
	Supplies	287.56	04/08/2020	20-24-000-535500-4610	
	Check Total:	287.56			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 200764 3	Michael Semprevivo Winter Training	550.00	04/08/2020	Check Sequence: 44 20-21-000-525500-1233	ACH Enabled: False
	Check Total:	550.00			
Vendor: 200368	Shawn Sargent Designs Winter Classes	252.00	04/08/2020	Check Sequence: 45 20-22-000-525500-2310	ACH Enabled: False
	Check Total:	252.00			
Vendor: 178570 7268-6	Sherwin Williams Co. Paint	488.74	04/08/2020	Check Sequence: 46 20-30-100-530300-0000	ACH Enabled: False
	Check Total:	488.74			
Vendor: 199260	Single Path, LLC			Check Sequence: 47	ACH Enabled: False
20662029	Anti-Virus 2/20	242.84	04/08/2020	10-00-000-521400-0000	
20662029	Anti-Virus 2/20	242.84	04/08/2020	20-00-000-521400-0000	
20662267	Anti-Virus 3/20	242.84	04/08/2020	10-00-000-521400-0000	
20662267	Anti-Virus 3/20	242.84	04/08/2020	20-00-000-521400-0000	
20662268	District-Wide Phone Service 3/20	764.27	04/08/2020	10-00-000-570300-0000	
20662268	District-Wide Phone Service 3/20	169.84	04/08/2020	10-10-000-570300-0000	
20662268	District-Wide Phone Service 3/20	764.27	04/08/2020	20-00-000-570300-0000	
20662268	District-Wide Phone Service 3/20	693.66	04/08/2020	20-30-100-570300-0000	
20662268	District-Wide Phone Service 3/20	33.97	04/08/2020	20-30-150-570300-0000	
20662268	District-Wide Phone Service 3/20	135.87	04/08/2020	20-30-300-570300-0000	
20662268	District-Wide Phone Service 3/20	101.90	04/08/2020	20-30-500-570300-0000	
	Check Total:	3,635.14			
Vendor: 200464 9575	Smart Industry Products, LLC Waste Bags	289.00	04/08/2020	Check Sequence: 48 20-30-475-530425-0000	ACH Enabled: False
	Check Total:	289.00			
Vendor: 200487 175068	SOS Technologies AED Supplies	984.05	04/08/2020	Check Sequence: 49 10-00-000-585815-0000	ACH Enabled: False
	Check Total:	984.05			
Vendor: 181118	Staples Advantage Office Supplies Office Supplies	63.23 63.24	04/08/2020 04/08/2020	Check Sequence: 50 10-00-000-530100-0000 20-00-000-530100-0000	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	126.47			
Vendor: 182050 524236	Suburban Door Check & Lock Padlock	35.91	04/08/2020	Check Sequence: 51 10-10-000-530900-0000	ACH Enabled: False
	Check Total:	35.91			
Vendor: 137161	The Home Depot CRC/GEFC Fertilizer Maintenance Supplies Roofing Nails	14.96 47.47 44.98	04/08/2020 04/08/2020 04/08/2020	Check Sequence: 52 10-10-000-550400-0000 20-30-100-530300-0000 10-10-000-550300-0000	ACH Enabled: False
	Check Total:	107.41			
Vendor: 199344 Various	TruGreen District Weed Control	1,502.55	04/08/2020	Check Sequence: 53 10-10-000-521600-0000	ACH Enabled: False
	Check Total:	1,502.55			
Vendor: 188120 385725	Unique Products & Service Corporation Cleaning Supplies	111.39	04/08/2020	Check Sequence: 54 20-30-450-530310-0000	ACH Enabled: False
	Check Total:	111.39			
Vendor: 200066	Walmart Community/SYNCB Supplies	39.76	04/08/2020	Check Sequence: 55 20-24-000-535500-4610	ACH Enabled: False
	Check Total:	39.76			
Vendor: 199264 4604054 4624722	Warehouse Direct Maintenance Supplies Maintenance Supplies	174.40 283.95	04/08/2020 04/08/2020	Check Sequence: 56 20-30-100-530300-0000 20-30-100-530300-0000	ACH Enabled: False
	Check Total:	458.35			
Vendor: 193195 90860	West Side Tractor Sales Mower Blades	322.56	04/08/2020	Check Sequence: 57 10-10-000-530210-0000	ACH Enabled: False
	Check Total:	322.56			
Vendor: 199401 #9	Wight & Company Ackerman Park Improvements	16,422.32	04/08/2020	Check Sequence: 58 94-90-805-575160-0000	ACH Enabled: False
	Check Total:	16,422.32			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Total for Check Run:	150,395.67			
	Total of Number of Checks:	58			

Accounts Payable

Computer Check Proof List by Vendor

User: cyocum
 Printed: 03/18/2020 - 2:14PM
 Batch: 00008.03.2020



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 200568	Campton United Tournament Fees	750.00	03/19/2020	Check Sequence: 1 20-21-000-525500-1123	ACH Enabled: False
	Check Total:	750.00			
Vendor: 200788 843863	Serv-U Refrigerator/Freezer	2,100.00	03/19/2020	Check Sequence: 2 20-30-150-541300-0000	ACH Enabled: False
	Check Total:	2,100.00			
Vendor: 200066	Walmart Community/SYNCB Supplies Supplies	75.66 45.89	03/19/2020 03/19/2020	Check Sequence: 3 20-24-000-535500-4643 20-24-000-535500-4610	ACH Enabled: False
	Check Total:	121.55			
	Total for Check Run:	2,971.55			
	Total of Number of Checks:	3			



MEMO

April 2, 2020

TO: Park District Board of Commissioners
FROM: Dave Harris, Executive Director
RE: Coronavirus Update – Park District related

An update regarding Park District related items to the ongoing Coronavirus situation will be presented. Discussion will include:

- A. Communication and marketing
- B. Program projections
- C. Financial projections
- D. Community outreach
- E. Remote working structure
- F. Employee Assistance
- G. Compliance Efforts
- H. Business Continuity plan
- I. Other

Questions and comments are encouraged to be presented throughout the discussion.



MEMO

April 2, 2020

TO: Park District Board of Commissioners
FROM: Dave Harris, Executive Director
RE: Appointment of Officers and Committee Chair Positions

At the May 5th Glen Ellyn Park District Annual Meeting, the election of Board officers and appointment of Chair/Liaison positions to the advisory committees will take place. In anticipation of that process and due to the extenuating circumstances and challenges currently within our environment, staff is recommending that current positions remain as they are unless there is any opposition. This will provide continuity as we navigate these challenges over the next several months.

Further discussion and action will be taken on each position at the first meeting in May.

The Board positions are as follows:

- President (Michael Ward)
- Vice-President (Alex Durham)
- Treasurer (Julia Nephew)
- Secretary (staff)

The Advisory positions are as follows:

- Glen Ellyn Park District Citizens Finance Committee Liaison (1-2) / (Durham/Nephew)
- Ackerman Sports and Fitness Center Advisory Committee Co-Chair (1-2) / (Stortz/Weber)
- Glen Ellyn Park District Citizen's Environmental Advisory Committee Co-Chair (1-2) / (Cornell/Nephew)
- Friends of Glen Ellyn Park District Foundation Liaison (1-2) / (Cornell/Bischoff)
- Youth Sports Advisory Committee Liaison (1-3) (Stortz/Weber/Bischoff)

Recommendation: Staff's recommendation is to have Board members maintain their current positions for the next year. If agreed upon, those candidates will then be advanced to the May 5th Board meeting at which time discussion and action will be taken. The list of candidates for the positions is subject to change and revision prior to or at the May 5th meeting.