

**Glen Ellyn Park District
Board of Commissioners
Regular Meeting – February 11, 2025
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. Public Participation**
- VI. 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 \$439,697.15
 - B. Minutes from the January 14, 2024, Regular meeting
- VII. New Business**
 - A. V3 Contract for services for Churchill Park
 - B. Mowing Services bid
 - C. Social Equity Policy update
 - D. Personnel Policy updates
- VIII. Unfinished Business**
 - A. 2023-2026 Project Update(s)
- IX. Staff Reports**
 - A. Finance Report (For information only)
 - B. Staff Reports
- X. Commissioners' Reports**
- XI. Adjourn to Executive Session**

Under Section 2 (c) 5 discussion of the purchase or lease of real property for the use of the district, including discussion of whether a particular parcel should be acquired.
- XII. Reconvene to Open Session**
- XIII. Adjourn**

Accounts Payable

Voucher Approval Document

Warrant Request Date: 2/11/2025



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 | \$ | 83,042.59 |
| 20 | Recreation Fund | | 217,262.64 |
| 45 | Debt Service Fund | | 850.00 |
| 55 | Special Recreation Fund | | 14,971.39 |
| 85 | Asset Replacement Fund | | 12,344.80 |
| 94 | Capital Improvements Fund | | 111,225.73 |
| | | Report Total: | <u>\$ 439,697.15</u> |

Accounts Payable

Computer Check Proof List by Vendor



User: cyocum
 Printed: 01/20/2025 - 10:32AM
 Batch: 00008.01.2025

| Invoice No | Description | Amount | Pmt Date | Acct Number | Reference |
|------------------------------------|--|------------------|--------------------------|---|--------------------|
| Vendor: 200222 210254 | Accurate Repro Inc. Record Digitizing | 90.52 | 01/20/2025 | Check Sequence: 1 10-10-000-530100-0000 | ACH Enabled: True |
| | Check Total: | 90.52 | | | |
| Vendor: 101047 107431 107554 | Advantage Trailers & Hitches Fleet Repairs Fleet Repairs | 455.83 610.90 | 01/20/2025 01/20/2025 | Check Sequence: 2 10-10-000-530340-0000 10-10-000-530340-0000 | ACH Enabled: False |
| | Check Total: | 1,066.73 | | | |
| Vendor: 200434 864380 | Advocate Occupational Health Random DOT Screening | 111.00 | 01/21/2025 | Check Sequence: 3 10-00-000-585820-0000 | ACH Enabled: False |
| | Check Total: | 111.00 | | | |
| Vendor: 202129 | AEP Energy | | | Check Sequence: 4 | ACH Enabled: False |
| | 12/10-1/10/2025 Electric | 303.12 | 01/20/2025 | 20-30-350-570100-0000 | |
| | 12/10-1/10/2025 Electric | 27.20 | 01/20/2025 | 20-00-000-570100-0000 | |
| | 12/10-1/10/2025 Electric | 11,170.60 | 01/20/2025 | 20-30-100-570100-0000 | |
| | 12/10-1/10/2025 Electric | 361.73 | 01/20/2025 | 20-30-350-570100-0000 | |
| | Check Total: | 11,862.65 | | | |
| Vendor: 199686 12048899/52220 | AHW LLC Equipment Repairs | 4,521.80 | 01/20/2025 | Check Sequence: 5 10-10-000-530210-0000 | ACH Enabled: False |
| | Check Total: | 4,521.80 | | | |
| Vendor: 203285 Deposit | American English Event Entertainment | 2,500.00 | 01/20/2025 | Check Sequence: 6 20-26-000-525500-6809 | ACH Enabled: False |

| Invoice No | Description | Amount | Pmt Date | Acct Number | Reference |
|---------------------------------|--|----------|------------|-----------------------|--|
| | Check Total: | 2,500.00 | | | |
| Vendor: 103965 108493 | Ancel Glink, P.C. December 2024 Attorney Fees | 55.00 | 01/21/2025 | 10-00-000-521100-0000 | Check Sequence: 7 ACH Enabled: False |
| | Check Total: | 55.00 | | | |
| Vendor: 103977 72605534 | Anderson Pest Control Pest Control | 66.00 | 01/20/2025 | 20-30-200-521600-0000 | Check Sequence: 8 ACH Enabled: False |
| | Check Total: | 66.00 | | | |
| Vendor: 202673 Reimbursement | Candice Arnold Supplies | 232.17 | 01/21/2025 | 20-24-000-535500-4610 | Check Sequence: 9 ACH Enabled: True |
| | Check Total: | 232.17 | | | |
| Vendor: 202063 Reimbursement | Jennifer Budny Supplies | 91.09 | 01/20/2025 | 20-24-000-535500-4610 | Check Sequence: 10 ACH Enabled: True |
| | Check Total: | 91.09 | | | |
| Vendor: 112895 Reimbursement | Julie Carlson Supplies | 20.97 | 01/20/2025 | 20-24-000-535500-4610 | Check Sequence: 11 ACH Enabled: True |
| | Check Total: | 20.97 | | | |
| Vendor: 202376 | Chicago DJs Event Entertainment | 425.00 | 01/20/2025 | 20-26-000-525500-6816 | Check Sequence: 12 ACH Enabled: False |
| | Check Total: | 425.00 | | | |
| Vendor: 202663 | Arinna Coffman Event Entertainment | 175.00 | 01/20/2025 | 20-26-000-535500-6850 | Check Sequence: 13 ACH Enabled: False |
| | Check Total: | 175.00 | | | |
| Vendor: 115285 | ComEd 12/9-1/9/2025 Electric | 98.97 | 01/20/2025 | 10-00-000-570100-0000 | Check Sequence: 14 ACH Enabled: False |
| | Check Total: | 98.97 | | | |

| Invoice No | Description | Amount | Pmt Date | Acct Number | Reference |
|--|--|---------------------------------------|--|--|--------------------|
| Vendor: 115186 2220092405 | Commercial Tire Service Inc Tire | 25.00 | 01/20/2025 | Check Sequence: 15 10-10-000-530210-0000 | ACH Enabled: False |
| | Check Total: | 25.00 | | | |
| Vendor: 115370 6437301 | Conserv FS, Inc. Salt | 669.60 | 01/20/2025 | Check Sequence: 16 10-10-000-530620-0000 | ACH Enabled: False |
| | Check Total: | 669.60 | | | |
| Vendor: 117803 Reimbursement | Cindy Dayton Supplies | 27.05 | 01/20/2025 | Check Sequence: 17 20-24-000-535500-4610 | ACH Enabled: True |
| | Check Total: | 27.05 | | | |
| Vendor: 141771 | Illinois State Police Background Checks | 1,500.00 | 01/20/2025 | Check Sequence: 18 10-00-000-560600-0000 | ACH Enabled: False |
| | Check Total: | 1,500.00 | | | |
| Vendor: 154610 8441 | Market Access Corporation Special Use Permit Fees | 1,400.00 | 01/21/2025 | Check Sequence: 19 20-30-150-521205-0000 | ACH Enabled: True |
| | Check Total: | 1,400.00 | | | |
| Vendor: 203095 16575-001 | MarkyBooth Event Entertainment | 550.00 | 01/20/2025 | Check Sequence: 20 20-26-000-525500-6816 | ACH Enabled: False |
| | Check Total: | 550.00 | | | |
| Vendor: 156599 47388/258 47407 47816/668 47861 | Menard's, Inc. Repairs Theatre Room Shop Supplies Theatre Room | 158.50 1,579.74 134.08 95.88 | 01/20/2025 01/20/2025 01/20/2025 01/20/2025 | Check Sequence: 21 20-30-100-530210-0000 94-90-920-575180-0000 10-10-000-530300-0000 94-90-920-575180-0000 | ACH Enabled: True |
| | Check Total: | 1,968.20 | | | |
| Vendor: 202644 MC0000141928 | Midwest Mechanical Maintenance 1/1-6/30/2025 | 1,098.00 | 01/20/2025 | Check Sequence: 22 10-10-000-521600-0000 | ACH Enabled: False |

| Invoice No | Description | Amount | Pmt Date | Acct Number | Reference |
|-----------------|--------------------------------|----------|------------|-----------------------|--------------------|
| | Check Total: | 1,098.00 | | | |
| Vendor: 161205 | Nicor Gas | | | Check Sequence: 23 | ACH Enabled: False |
| | 12/13-1/14/2025 Gas | 907.01 | 01/20/2025 | 10-00-000-570200-0000 | |
| | Check Total: | 907.01 | | | |
| Vendor: 161208 | Northern Tool & Equipment | | | Check Sequence: 24 | ACH Enabled: False |
| 549303003252659 | Fleet Repairs | 292.81 | 01/20/2025 | 10-10-000-530340-0000 | |
| 549303003252665 | Fleet Repairs | 41.76 | 01/20/2025 | 10-10-000-530340-0000 | |
| | Check Total: | 334.57 | | | |
| Vendor: 199051 | Out On A Whim | | | Check Sequence: 25 | ACH Enabled: False |
| | Winter Classes | 560.00 | 01/20/2025 | 20-30-100-525500-0000 | |
| | Check Total: | 560.00 | | | |
| Vendor: 199218 | Positive Coaching Alliance | | | Check Sequence: 26 | ACH Enabled: False |
| 84971 | Coaching Workshops | 500.00 | 01/20/2025 | 20-21-000-525500-1241 | |
| 84971 | Coaching Workshops | 500.00 | 01/20/2025 | 20-21-000-525500-1111 | |
| 84971 | Coaching Workshops | 1,300.00 | 01/20/2025 | 20-21-000-525500-1120 | |
| 84971 | Coaching Workshops | 1,300.00 | 01/20/2025 | 20-21-000-525500-1232 | |
| 84971 | Coaching Workshops | 1,300.00 | 01/20/2025 | 20-21-000-525500-1141 | |
| | Check Total: | 4,900.00 | | | |
| Vendor: 203284 | Ripken Baseball Pigeon Forge | | | Check Sequence: 27 | ACH Enabled: False |
| 12U | Tournament Fees | 1,585.00 | 01/20/2025 | 20-21-000-525500-1233 | |
| | Check Total: | 1,585.00 | | | |
| Vendor: 199693 | Schindler Elevator Corporation | | | Check Sequence: 28 | ACH Enabled: False |
| 8106780957 | Contract 1/1-6/30/2025 | 466.92 | 01/20/2025 | 20-30-200-521600-0000 | |
| | Check Total: | 466.92 | | | |
| Vendor: 178253 | Debra Shakin | | | Check Sequence: 29 | ACH Enabled: True |
| Reimbursement | Supplies | 32.38 | 01/20/2025 | 20-24-000-535500-4643 | |

| Invoice No | Description | Amount | Pmt Date | Acct Number | Reference |
|-------------------------------|--|----------|------------|-----------------------|--|
| | Check Total: | 32.38 | | | |
| Vendor: 178570 0614-8 | Sherwin Williams Co. Paint Supplies | 375.09 | 01/20/2025 | 94-90-875-575110-0000 | Check Sequence: 30 ACH Enabled: False |
| | Check Total: | 375.09 | | | |
| Vendor: 199071 d1/25-3 | Speer Financial Inc. Bond Disclosure Fees | 850.00 | 01/20/2025 | 45-00-000-580300-0000 | Check Sequence: 31 ACH Enabled: False |
| | Check Total: | 850.00 | | | |
| Vendor: 182050 576682 | Suburban Door Check & Lock Locks | 477.00 | 01/21/2025 | 20-30-100-530210-0000 | Check Sequence: 32 ACH Enabled: True |
| | Check Total: | 477.00 | | | |
| Vendor: 203265 8790535.001 | Sunrise Electric GFCI | 89.37 | 01/20/2025 | 20-30-100-530210-0000 | Check Sequence: 33 ACH Enabled: False |
| | Check Total: | 89.37 | | | |
| Vendor: 189350 11224485 | V3 Companies Plat of Easement | 1,000.00 | 01/20/2025 | 94-90-830-575110-0000 | Check Sequence: 34 ACH Enabled: True |
| | Check Total: | 1,000.00 | | | |
| Vendor: 200675 5985 | Village of Glen Ellyn Administration Salt | 775.95 | 01/21/2025 | 10-10-000-530620-0000 | Check Sequence: 35 ACH Enabled: False |
| | Check Total: | 775.95 | | | |
| Vendor: 199264 5858432 | Warehouse Direct Supplies | 316.34 | 01/20/2025 | 20-30-100-530300-0000 | Check Sequence: 36 ACH Enabled: True |
| | Check Total: | 316.34 | | | |

| Invoice No | Description | Amount | Pmt Date | Acct Number | Reference |
|------------|----------------------------|-----------|----------|-------------|-----------|
| | Total for Check Run: | 41,224.38 | | | |
| | Total of Number of Checks: | 36 | | | |

Accounts Payable

Computer Check Proof List by Vendor



User: cyocum
 Printed: 01/15/2025 - 8:27AM
 Batch: 00005.01.2025

| Invoice No | Description | Amount | Pmt Date | Acct Number | Reference |
|----------------|---------------------------------------|-----------|------------|-----------------------|--------------------|
| Vendor: 202129 | AEP Energy | | | Check Sequence: 1 | ACH Enabled: False |
| | 12/13-1/9/2025 Electric | 31.02 | 01/15/2025 | 10-00-000-570100-0000 | |
| | 12/13-1/9/2025 Electric | 1,579.37 | 01/15/2025 | 20-00-000-570100-0000 | |
| | 12/13-1/9/2025 Electric | 68.45 | 01/15/2025 | 20-00-000-570100-0000 | |
| | 12/13-1/9/2025 Electric | 1,890.25 | 01/15/2025 | 20-30-200-570100-0000 | |
| | 12/13-1/9/2025 Electric | 401.55 | 01/15/2025 | 20-30-300-570100-0000 | |
| | 12/13-1/9/2025 Electric | 477.35 | 01/15/2025 | 10-00-000-570100-0000 | |
| | 12/13-1/9/2025 Electric | 108.16 | 01/15/2025 | 20-00-000-570100-0000 | |
| | 12/13-1/9/2025 Electric | 57.90 | 01/15/2025 | 10-00-000-570100-0000 | |
| | 12/13-1/9/2025 Electric | 31.59 | 01/15/2025 | 20-00-000-570100-0000 | |
| | 12/13-1/9/2025 Electric | 793.83 | 01/15/2025 | 20-30-500-570100-0000 | |
| | 12/13-1/9/2025 Electric | 235.12 | 01/15/2025 | 20-30-150-570100-0000 | |
| | 12/13-1/9/2025 Electric | 1,507.78 | 01/15/2025 | 20-30-450-570100-0000 | |
| | Check Total: | 7,182.37 | | | |
| Vendor: 199528 | Baseball 365 | | | Check Sequence: 2 | ACH Enabled: False |
| 13U | Tournament Fees | 30.00 | 01/15/2025 | 20-21-000-525500-1233 | |
| | Check Total: | 30.00 | | | |
| Vendor: 203244 | C.R. Leonard Plumbing & Heating, Inc. | | | Check Sequence: 3 | ACH Enabled: True |
| 54705/07 | Plumbing Improvements | 78,596.74 | 01/15/2025 | 94-90-920-575180-0000 | |
| | Check Total: | 78,596.74 | | | |
| Vendor: 203282 | Champions Park | | | Check Sequence: 4 | ACH Enabled: False |
| | Tournament Fees | 12,295.00 | 01/15/2025 | 20-21-000-525500-1127 | |

| Invoice No | Description | Amount | Pmt Date | Acct Number | Reference |
|----------------|------------------------------|-----------|------------|-----------------------|--------------------|
| | Check Total: | 12,295.00 | | | |
| Vendor: 199406 | Commeg Systems, Inc. | | | Check Sequence: 5 | ACH Enabled: True |
| 25011025 | 12/2024 Timekeeping Software | 350.00 | 01/15/2025 | 20-00-000-521400-0000 | |
| 25011025 | 12/2024 Timekeeping Software | 350.00 | 01/15/2025 | 10-00-000-521400-0000 | |
| | Check Total: | 700.00 | | | |
| Vendor: 199573 | FNBO | | | Check Sequence: 6 | ACH Enabled: False |
| Aubie | IAPD-Conference | 390.00 | 01/15/2025 | 20-00-000-585201-0000 | |
| Aubie | Main Event-Field Trip | 212.33 | 01/15/2025 | 20-24-000-525500-4625 | |
| Aubie | Barones-Staff Food | 43.30 | 01/15/2025 | 20-26-000-535500-6835 | |
| Aubie | Sams-Event Supplies | 62.34 | 01/15/2025 | 20-26-000-535500-6835 | |
| Aubie | Amazon-Bingo Supplies | 96.53 | 01/15/2025 | 20-22-000-535500-2364 | |
| Aubie | Revolution-Costumes | 40.55 | 01/15/2025 | 20-23-000-535500-3510 | |
| Aubie | Legoland-Field Trip | 221.00 | 01/15/2025 | 20-24-000-525500-4625 | |
| Aubie | Amazon-Crafts | 89.13 | 01/15/2025 | 20-24-000-525500-4625 | |
| Aubie | Get Air-Field Trip | 120.00 | 01/15/2025 | 20-24-000-525500-4625 | |
| Aubie | IAPD-Conference | 390.00 | 01/15/2025 | 20-00-000-585201-0000 | |
| Aubie | Get Air-Camp Field Trip | 304.99 | 01/15/2025 | 20-24-000-525500-4625 | |
| Aubie | Amazon-Theatre Supplies | 658.55 | 01/15/2025 | 20-22-000-535500-2301 | |
| Aubie | Amazon-Event Supplies | 159.97 | 01/15/2025 | 20-26-000-535500-6835 | |
| Aubie | Amazon-Event Supplies | 694.81 | 01/15/2025 | 20-26-000-535500-6813 | |
| Aubie | Walgreens-Cast Party | 102.53 | 01/15/2025 | 20-22-000-535500-2301 | |
| Aubie | Amazon-Event Supplies | 840.72 | 01/15/2025 | 20-26-000-535500-6835 | |
| Aubie | Amazon-Event Supplies | 352.86 | 01/15/2025 | 20-26-000-535500-6813 | |
| Aubie | Amazon-Event Supplies | 151.29 | 01/15/2025 | 20-26-000-535500-6813 | |
| Aubie | Sams-Event Supplies | 87.30 | 01/15/2025 | 20-26-000-535500-6813 | |
| Aubie | Amazon-Staff Holiday Wear | 22.98 | 01/15/2025 | 20-26-000-535500-6813 | |
| Aubie | Amazon-Crafts | 22.99 | 01/15/2025 | 20-23-000-535500-3510 | |
| Aubie | Amazon-Event Supplies | 108.96 | 01/15/2025 | 20-26-000-535500-6835 | |
| Cinquegrani | DirectTV-Cable | 176.99 | 01/15/2025 | 20-30-350-521600-0000 | |
| Cinquegrani | PAX8-Data Archiving | 1.70 | 01/15/2025 | 20-26-000-525500-6845 | |
| Cinquegrani | Bamboo-HR Software | 760.06 | 01/15/2025 | 20-00-000-521400-0000 | |
| Cinquegrani | Comcast-Internet/Cable | 334.12 | 01/15/2025 | 20-30-150-570300-0000 | |

| Invoice No | Description | Amount | Pmt Date | Acct Number | Reference |
|-------------|-------------------------------------|----------|------------|-----------------------|-----------|
| Cinquegrani | Ubiquiti-Access Point | 279.00 | 01/15/2025 | 20-00-000-540700-0000 | |
| Cinquegrani | Verizon-Cell Phone 11/21-12/20/2024 | 53.66 | 01/15/2025 | 20-24-000-535500-4626 | |
| Cinquegrani | Marathon-Staff Uniforms | 2,063.09 | 01/15/2025 | 20-00-000-585990-0000 | |
| Cinquegrani | DirectTV-Cable | 176.99 | 01/15/2025 | 20-30-350-521600-0000 | |
| Cinquegrani | Comcast-Internet | 232.69 | 01/15/2025 | 20-30-300-570300-0000 | |
| Cinquegrani | IAPD-Conference | 330.00 | 01/15/2025 | 10-00-000-585201-0000 | |
| Cinquegrani | Adobe-Subscription | 63.72 | 01/15/2025 | 10-00-000-521600-0000 | |
| Cinquegrani | Comcast-Internet | 206.07 | 01/15/2025 | 10-00-000-570300-0000 | |
| Cinquegrani | Microsoft-Office 365 | 234.25 | 01/15/2025 | 20-00-000-521600-0000 | |
| Cinquegrani | PAX8-Data Archiving | 53.48 | 01/15/2025 | 10-10-000-521600-0000 | |
| Cinquegrani | Verizon-Cell Phone 11/21-12/20/2024 | 220.42 | 01/15/2025 | 20-24-000-535500-4631 | |
| Cinquegrani | Comcast-Internet/Cable | 984.08 | 01/15/2025 | 20-30-100-570300-0000 | |
| Cinquegrani | Comcast-Internet | 227.44 | 01/15/2025 | 20-00-000-570300-0000 | |
| Cinquegrani | Acronis-Backup Software | 1,821.04 | 01/15/2025 | 10-00-000-540550-0000 | |
| Cinquegrani | Microsoft-Office 365 | 9.00 | 01/15/2025 | 20-23-000-525500-3510 | |
| Cinquegrani | Comcast-Internet | 173.33 | 01/15/2025 | 20-30-350-570300-0000 | |
| Cinquegrani | Verizon-Cell Phone 11/21-12/20/2024 | 53.66 | 01/15/2025 | 20-30-150-570300-0000 | |
| Cinquegrani | Microsoft-Office 365 | 9.00 | 01/15/2025 | 20-22-000-525500-2301 | |
| Cinquegrani | Bamboo-HR Software | 760.05 | 01/15/2025 | 10-00-000-521400-0000 | |
| Cinquegrani | Marathon-Staff Uniforms | 2,063.09 | 01/15/2025 | 10-00-000-585990-0000 | |
| Cinquegrani | PAX8-Data Archiving | 123.52 | 01/15/2025 | 20-30-100-521600-0000 | |
| Cinquegrani | Comcast-Internet | 217.37 | 01/15/2025 | 10-10-000-570300-0000 | |
| Cinquegrani | PAX8-Data Archiving | 182.10 | 01/15/2025 | 10-00-000-521600-0000 | |
| Cinquegrani | Amazon-IT Supplies | 256.75 | 01/15/2025 | 10-00-000-540700-0000 | |
| Cinquegrani | Amazon-Server Backup | 692.99 | 01/15/2025 | 10-00-000-540700-0000 | |
| Cinquegrani | Microsoft-Office 365 | 145.50 | 01/15/2025 | 20-30-100-521600-0000 | |
| Cinquegrani | Verizon-Cell Phone 11/21-12/20/2024 | 107.32 | 01/15/2025 | 20-24-000-535500-4625 | |
| Cinquegrani | PAX8-Data Archiving | 192.72 | 01/15/2025 | 20-00-000-521600-0000 | |
| Cinquegrani | Microsoft-Office 365 | 2.00 | 01/15/2025 | 20-26-000-525500-6845 | |
| Cinquegrani | Microsoft-Office 365 | 214.50 | 01/15/2025 | 10-00-000-521600-0000 | |
| Cinquegrani | Microsoft-Office 365 | 63.00 | 01/15/2025 | 10-10-000-521600-0000 | |
| Cinquegrani | Comcast-Internet/Cable | 334.12 | 01/15/2025 | 20-30-150-570300-0000 | |
| Cinquegrani | Verizon-Cell Phone 11/21-12/20/2024 | 118.53 | 01/15/2025 | 10-10-000-570300-0000 | |
| Cinquegrani | IPRA-Membership | 265.00 | 01/15/2025 | 10-00-000-585250-0000 | |

| Invoice No | Description | Amount | Pmt Date | Acct Number | Reference |
|-------------|-------------------------------------|----------|------------|-----------------------|-----------|
| Cinquegrani | Amazon-Supplies | 108.05 | 01/15/2025 | 20-00-000-530100-0000 | |
| Cinquegrani | PAX8-Data Archiving | 15.28 | 01/15/2025 | 20-23-000-525500-3510 | |
| Cinquegrani | Comcast-Internet | 217.37 | 01/15/2025 | 10-10-000-570300-0000 | |
| Cinquegrani | Crash Plan-Off-Site Backup | 9.99 | 01/15/2025 | 10-00-000-521600-0000 | |
| Cinquegrani | Comcast-Internet | 206.07 | 01/15/2025 | 20-00-000-570300-0000 | |
| Cinquegrani | Verizon-Cell Phone 11/21-12/20/2024 | 73.02 | 01/15/2025 | 20-00-000-570300-0000 | |
| Cinquegrani | Verizon-Cell Phone 11/21-12/20/2024 | 53.66 | 01/15/2025 | 20-24-000-535500-4643 | |
| Cinquegrani | Verizon-Cell Phone 11/21-12/20/2024 | 53.66 | 01/15/2025 | 10-00-000-570300-0000 | |
| Cinquegrani | Astound-Internet | 111.85 | 01/15/2025 | 20-30-500-570300-0000 | |
| Gutmann | Sierra Seeds-Garden Project | 125.00 | 01/15/2025 | 20-00-000-530212-0000 | |
| Gutmann | Amazon-Program Supplies | 53.45 | 01/15/2025 | 20-22-000-535500-2375 | |
| Gutmann | Seed Savers-Garden Project | 203.81 | 01/15/2025 | 20-00-000-530212-0000 | |
| Gutmann | Prairie Moon-Seed | 556.00 | 01/15/2025 | 10-10-000-530615-0000 | |
| Gutmann | Forestry Suppliers-Herbicide | 393.90 | 01/15/2025 | 10-10-000-530615-0000 | |
| Gutmann | Amazon-Program Supplies | 22.08 | 01/15/2025 | 20-22-000-535500-2375 | |
| Gutmann | Amazon-Program Supplies | 43.36 | 01/15/2025 | 20-22-000-535500-2375 | |
| Gutmann | Amazon-Program Supplies | 49.06 | 01/15/2025 | 20-22-000-535500-2375 | |
| Gutmann | Amazon-Program Supplies | 472.00 | 01/15/2025 | 20-22-000-535500-2375 | |
| Gutmann | Amazon-Program Supplies | 36.47 | 01/15/2025 | 20-22-000-535500-2375 | |
| Gutmann | Walmart-Program Supplies | 18.02 | 01/15/2025 | 20-22-000-535500-2375 | |
| Gutmann | Forestry Suppliers-Basal Oil | 123.00 | 01/15/2025 | 10-10-000-530615-0000 | |
| Gutmann | Forestry Suppliers-PAR Meter | 335.00 | 01/15/2025 | 20-00-000-530212-0000 | |
| Lim | Grammarly-Subscription | 144.00 | 01/15/2025 | 20-00-000-521600-0000 | |
| Lim | Amazon-Supplies | 27.64 | 01/15/2025 | 20-00-000-530100-0000 | |
| Lim | Meijer-Turkey Burn | 777.99 | 01/15/2025 | 20-30-100-521675-0000 | |
| Lim | Buona-Staff Lunch | 23.00 | 01/15/2025 | 20-00-000-585250-0000 | |
| Lim | Apple-Services | 126.98 | 01/15/2025 | 20-00-000-521600-0000 | |
| Lim | Jewel-Turkey Trot | 497.87 | 01/15/2025 | 20-21-000-535500-1201 | |
| Lim | Pete's-Staff Lunch | 214.97 | 01/15/2025 | 20-00-000-585250-0000 | |
| Lim | IAPD-Conference | 390.00 | 01/15/2025 | 20-00-000-585201-0000 | |
| Lim | Amazon-Event Supplies | 129.63 | 01/15/2025 | 20-26-000-535500-6830 | |
| Lim | Village Tavern-Staff Lunch | 81.53 | 01/15/2025 | 20-00-000-585250-0000 | |
| Lim | Amazon-Supplies | 87.76 | 01/15/2025 | 20-00-000-530100-0000 | |
| Lim | Amazon-Stretchin Room | 1,039.11 | 01/15/2025 | 20-30-100-550300-0000 | |

| Invoice No | Description | Amount | Pmt Date | Acct Number | Reference |
|------------|----------------------------------|----------|------------|-----------------------|-----------|
| Lim | Trader Joes-Staff Reimbursement | 115.37 | 01/15/2025 | 20-00-000-530100-0000 | |
| Lim | Amazon-Event Supplies | 103.89 | 01/15/2025 | 20-30-300-530907-0000 | |
| Lim | Adobe-Subscription | 70.10 | 01/15/2025 | 20-00-000-521600-0000 | |
| Lim | Pilot-Turkey Trot | 43.33 | 01/15/2025 | 20-21-000-535500-1201 | |
| Lim | Good Tequilas-Staff Appreciation | 36.00 | 01/15/2025 | 20-00-000-585290-0000 | |
| Lim | UPS-Event Supplies | 128.91 | 01/15/2025 | 20-26-000-535500-6830 | |
| Lim | Amazon-Supplies | 14.99 | 01/15/2025 | 20-00-000-521600-0000 | |
| MacDonald | IAPD-Conference | 420.00 | 01/15/2025 | 20-00-000-585201-0000 | |
| MacDonald | Amazon-Tables | 199.98 | 01/15/2025 | 20-30-150-541300-0000 | |
| MacDonald | Amazon-Supplies | 19.99 | 01/15/2025 | 20-30-200-530300-0000 | |
| MacDonald | Adobe-Subscription | 21.24 | 01/15/2025 | 20-00-000-521600-0000 | |
| MacDonald | Dunkin-Event Supplies | 101.16 | 01/15/2025 | 20-26-000-535500-6808 | |
| Semetko | Amazon-Event Supplies | 641.80 | 01/15/2025 | 20-26-000-535500-6830 | |
| Semetko | Amazon-Event Supplies | 182.79 | 01/15/2025 | 20-26-000-535500-6830 | |
| Semetko | Target-Event Supplies | 870.42 | 01/15/2025 | 20-26-000-535500-6830 | |
| Semetko | Red Cross-CPR | 38.00 | 01/15/2025 | 20-00-000-585201-0000 | |
| Semetko | RouteXL-Event Mapping | 38.43 | 01/15/2025 | 20-26-000-535500-6830 | |
| Semetko | Jewel-Event Supplies | 7.81 | 01/15/2025 | 20-30-300-530907-0000 | |
| Semetko | Amazon-Event Supplies | 488.00 | 01/15/2025 | 20-30-300-530907-0000 | |
| Semetko | Amazon-Event Supplies | 54.48 | 01/15/2025 | 20-26-000-535500-6830 | |
| Semetko | Nate Johnson-Ice Carver | 1,800.00 | 01/15/2025 | 20-26-000-535500-6850 | |
| Semetko | Jewel-Event Supplies | 252.51 | 01/15/2025 | 20-26-000-535500-6830 | |
| Speck | Jewel-Event Supplies | 327.59 | 01/15/2025 | 20-26-000-535500-6808 | |
| Speck | Menards-Supplies | 138.15 | 01/15/2025 | 20-26-000-535500-6801 | |
| Speck | Trader Joes-Holiday Gifts | 145.53 | 01/15/2025 | 20-24-000-535500-4643 | |
| Speck | Trader Joes-Sympathy Flowers | 9.99 | 01/15/2025 | 20-24-000-535500-4610 | |
| Speck | Jimmy Johns-Staff Food | 118.15 | 01/15/2025 | 20-26-000-535500-6808 | |
| Speck | Lombardi-Fall Classes | 1,323.00 | 01/15/2025 | 20-22-000-525500-2350 | |
| Speck | Amazon-Holiday Gifts | 234.61 | 01/15/2025 | 20-24-000-535500-4610 | |
| Speck | Amazon-Event Supplies | 23.99 | 01/15/2025 | 20-26-000-535500-6830 | |
| Speck | Marky Booth-Deposit | 102.10 | 01/15/2025 | 20-26-000-535500-6816 | |
| Speck | Lamination Depot-Supplies | 191.96 | 01/15/2025 | 20-24-000-535500-4610 | |
| Speck | Aldi-Event Supplies | 64.22 | 01/15/2025 | 20-26-000-535500-6808 | |

| Invoice No | Description | Amount | Pmt Date | Acct Number | Reference |
|------------------------------------|---|---|--|---|--------------------|
| | | 34,524.55 | | | |
| Vendor: 145940 12U | Check Total: JP Sports Tournament Fees | 675.00 | 01/15/2025 | Check Sequence: 10 20-21-000-525500-1233 | ACH Enabled: False |
| | | 675.00 | | | |
| Vendor: 203283 | Check Total: Ohio Galaxies FC Tournament Fees | 4,975.00 | 01/15/2025 | Check Sequence: 11 20-21-000-525500-1127 | ACH Enabled: False |
| | | 4,975.00 | | | |
| Vendor: 202061 016318 016318 | Check Total: Springbrook Holding Company, LLC Annual Maintenance Annual Maintenance | 1,500.00 1,500.00 | 01/15/2025 01/15/2025 | Check Sequence: 12 10-00-000-521400-0000 20-00-000-521400-0000 | ACH Enabled: True |
| | | 3,000.00 | | | |
| Vendor: 190330 | Check Total: Village of Glen Ellyn Water 11/15-12/16/2024 Water 11/15-12/16/2024 Water 11/15-12/16/2024 Water 11/15-12/16/2024 Water 11/15-12/16/2024 Water 11/15-12/16/2024 Water 11/15-12/16/2024 Water 11/15-12/16/2024 Water 11/15-12/16/2024 Water 11/15-12/16/2024 Water 11/15-12/16/2024 Water | 914.27 8.44 57.97 79.60 90.43 96.53 227.30 55.37 880.70 133.80 126.70 | 01/15/2025 01/15/2025 01/15/2025 01/15/2025 01/15/2025 01/15/2025 01/15/2025 01/15/2025 01/15/2025 01/15/2025 01/15/2025 | Check Sequence: 13 20-30-100-570400-0000 20-00-000-570400-0000 20-00-000-570400-0000 20-30-500-570400-0000 20-30-150-570400-0000 10-00-000-570400-0000 20-30-350-570400-0000 20-00-000-570400-0000 20-00-000-570400-0000 20-30-450-570400-0000 20-30-200-570400-0000 | ACH Enabled: False |
| | | 2,671.11 | | | |
| Vendor: 199095 2024-084 | Wheaton Park District Partnership Program | 72.00 | 01/15/2025 | Check Sequence: 14 20-22-000-525500-2375 | ACH Enabled: False |

| Invoice No | Description | Amount | Pmt Date | Acct Number | Reference |
|------------|----------------------------|------------|----------|-------------|-----------|
| | Check Total: | 72.00 | | | |
| | Total for Check Run: | 144,721.77 | | | |
| | Total of Number of Checks: | 11 | | | |

Accounts Payable

Computer Check Proof List by Vendor

User: cyocum
 Printed: 01/27/2025 - 9:57AM
 Batch: 00009.01.2025



| Invoice No | Description | Amount | Pmt Date | Acct Number | Reference |
|--------------------------------|--|----------------------|--------------------------|---|--------------------|
| Vendor: 200411 | Abbington Distinctive Banquets Event Final Payment | 10,220.00 | 02/11/2025 | Check Sequence: 1 20-26-000-525500-6816 | ACH Enabled: False |
| | Check Total: | 10,220.00 | | | |
| Vendor: 199686 12054203 | AHW LLC Solenoid | 150.71 | 02/11/2025 | Check Sequence: 2 10-10-000-530210-0000 | ACH Enabled: False |
| | Check Total: | 150.71 | | | |
| Vendor: 103170 213906 | Alexander Equipment Company Tools | 908.45 | 02/11/2025 | Check Sequence: 3 94-90-000-575170-0000 | ACH Enabled: True |
| | Check Total: | 908.45 | | | |
| Vendor: 103977 72605531 | Anderson Pest Control Pest Control | 108.90 | 02/11/2025 | Check Sequence: 4 20-30-100-530300-0000 | ACH Enabled: False |
| | Check Total: | 108.90 | | | |
| Vendor: 203290 14U | Pete Benesh Tournament Fees | 550.00 | 02/11/2025 | Check Sequence: 5 20-21-000-525500-1112 | ACH Enabled: False |
| | Check Total: | 550.00 | | | |
| Vendor: 202043 | BIG3 Sports Training Clinics | 1,500.00 | 02/11/2025 | Check Sequence: 6 20-21-000-525500-1141 | ACH Enabled: True |
| | Check Total: | 1,500.00 | | | |
| Vendor: 202339 2066 2066 | Chicagoland Whistles, Inc. Referee Fees Referee Fees | 1,008.00 2,360.00 | 02/11/2025 02/11/2025 | Check Sequence: 7 20-21-000-525500-1140 20-21-000-525500-1141 | ACH Enabled: True |

| Invoice No | Description | Amount | Pmt Date | Acct Number | Reference |
|----------------|---------------------------------------|-----------|------------|-----------------------|--------------------|
| | Check Total: | 3,368.00 | | | |
| Vendor: 115186 | Commercial Tire Service Inc | | | Check Sequence: 8 | ACH Enabled: False |
| 2220092446/337 | Tires/Repairs | 461.00 | 02/11/2025 | 10-10-000-530210-0000 | |
| | Check Total: | 461.00 | | | |
| Vendor: 169850 | Constellation New Energy - Gas LLC | | | Check Sequence: 9 | ACH Enabled: False |
| | 12/2024 Gas | 2,317.22 | 02/11/2025 | 20-30-450-570200-0000 | |
| | 12/2024 Gas | 597.10 | 02/11/2025 | 20-30-300-570200-0000 | |
| | 12/2024 Gas | 4,735.40 | 02/11/2025 | 20-30-100-570200-0000 | |
| | 12/2024 Gas | 2,339.86 | 02/11/2025 | 20-30-200-570200-0000 | |
| | 12/2024 Gas | 853.46 | 02/11/2025 | 20-30-350-570200-0000 | |
| | 12/2024 Gas | 228.52 | 02/11/2025 | 20-30-150-570200-0000 | |
| | 12/2024 Gas | 663.96 | 02/11/2025 | 20-30-500-570200-0000 | |
| | Check Total: | 11,735.52 | | | |
| Vendor: 119690 | DuPage Co. Public Works | | | Check Sequence: 10 | ACH Enabled: False |
| | 9/28-11/28/2024 Water | 190.90 | 02/11/2025 | 20-00-000-570400-0000 | |
| | Check Total: | 190.90 | | | |
| Vendor: 203289 | Glenview Titans Fastpitch Association | | | Check Sequence: 11 | ACH Enabled: False |
| 14U | Tournament Fees | 550.00 | 02/11/2025 | 20-21-000-525500-1112 | |
| | Check Total: | 550.00 | | | |
| Vendor: 132271 | Grainger, Inc. | | | Check Sequence: 12 | ACH Enabled: True |
| 9304958664 | Supplies | 149.00 | 02/11/2025 | 20-30-100-530300-0000 | |
| 9345660311 | Toggle Switch | 2.77 | 02/11/2025 | 20-30-100-530300-0000 | |
| 9364738485 | Ice Machine Repairs | 133.47 | 02/11/2025 | 20-30-150-530210-0000 | |
| 9377133591 | Paint Markers | 63.10 | 02/11/2025 | 10-10-000-530300-0000 | |
| | Check Total: | 348.34 | | | |
| Vendor: 198880 | Illinois Shotokan Karate | | | Check Sequence: 13 | ACH Enabled: False |
| 919 | Fall Classes | 9,813.60 | 02/11/2025 | 20-21-000-525500-1275 | |

| Invoice No | Description | Amount | Pmt Date | Acct Number | Reference |
|----------------|------------------------|-----------|------------|-----------------------|--------------------|
| | Check Total: | 9,813.60 | | | |
| Vendor: 145940 | JP Sports | | | Check Sequence: 14 | ACH Enabled: False |
| | Tournament Fees | 1,324.00 | 02/11/2025 | 20-21-000-525500-1112 | |
| 18U | Tournament Fees | 756.00 | 02/11/2025 | 20-21-000-525500-1112 | |
| | Check Total: | 2,080.00 | | | |
| Vendor: 202999 | Kristina Weller | | | Check Sequence: 15 | ACH Enabled: True |
| 1093 | Event Supplies | 475.00 | 02/11/2025 | 20-26-000-525500-6816 | |
| | Check Total: | 475.00 | | | |
| Vendor: 200243 | Tracy Lapshin | | | Check Sequence: 16 | ACH Enabled: False |
| 2024FALL | Fall Classes | 644.00 | 02/11/2025 | 20-21-000-525500-1155 | |
| | Check Total: | 644.00 | | | |
| Vendor: 203080 | Marcy Lautanen-Raleigh | | | Check Sequence: 17 | ACH Enabled: False |
| 011625 | Winter Classes | 168.00 | 02/11/2025 | 20-22-000-525500-2375 | |
| | Check Total: | 168.00 | | | |
| Vendor: 156599 | Menard's, Inc. | | | Check Sequence: 18 | ACH Enabled: True |
| 46705 | Progam Supplies | 3.98 | 02/11/2025 | 20-22-000-535500-2375 | |
| 47397 | Supplies | 91.52 | 02/11/2025 | 20-30-150-530300-0000 | |
| 47438 | Theatre Office | 73.07 | 02/11/2025 | 94-90-920-575180-0000 | |
| 48127 | Theatre Office | 392.45 | 02/11/2025 | 94-90-920-575180-0000 | |
| 48174 | Product Return | -74.99 | 02/11/2025 | 94-90-920-575180-0000 | |
| 48176 | Theatre Office | 125.23 | 02/11/2025 | 94-90-920-575180-0000 | |
| | Check Total: | 611.26 | | | |
| Vendor: 161205 | Nicor Gas | | | Check Sequence: 19 | ACH Enabled: False |
| | 12/13-1/14/2025 Gas | 174.62 | 02/11/2025 | 10-00-000-570200-0000 | |
| | Check Total: | 174.62 | | | |
| Vendor: 203288 | NSS Exteriors | | | Check Sequence: 20 | ACH Enabled: False |
| C9102 | Turf Window Repairs | 12,344.80 | 02/11/2025 | 85-30-100-541300-0000 | |

| Invoice No | Description | Amount | Pmt Date | Acct Number | Reference |
|--|---|---------------------------------------|--|--|--------------------|
| | Check Total: | 12,344.80 | | | |
| Vendor: 202966 12U | Palatine Stingrays Tournament Fees | 709.00 | 02/11/2025 | Check Sequence: 21 20-21-000-525500-1112 | ACH Enabled: False |
| | Check Total: | 709.00 | | | |
| Vendor: 200177 312800 312800 312800 312800 | Performance Chemical & Supply, Inc. Supplies Supplies Supplies Supplies | 241.77 93.74 241.77 1,950.45 | 02/11/2025 02/11/2025 02/11/2025 02/11/2025 | Check Sequence: 22 20-30-200-530310-0000 20-30-150-530300-0000 20-30-450-530310-0000 20-30-100-530300-0000 | ACH Enabled: True |
| | Check Total: | 2,527.73 | | | |
| Vendor: 171043 K0115-146 | Plaques Plus, Inc. Event Trophy | 27.99 | 02/11/2025 | Check Sequence: 23 20-30-100-525500-0000 | ACH Enabled: True |
| | Check Total: | 27.99 | | | |
| Vendor: 200570 1969 | Play Illinois LLC Playground Parts | 274.00 | 02/11/2025 | Check Sequence: 24 10-10-000-550301-0000 | ACH Enabled: False |
| | Check Total: | 274.00 | | | |
| Vendor: 202935 011525 | Rainbow Animal Assisted Therapy, Inc. Winter Classes | 35.00 | 02/11/2025 | Check Sequence: 25 20-30-100-525500-0000 | ACH Enabled: False |
| | Check Total: | 35.00 | | | |
| Vendor: 173930 6065714 | Reinders, Inc. Pin Locks | 70.80 | 02/11/2025 | Check Sequence: 26 10-10-000-530210-0000 | ACH Enabled: True |
| | Check Total: | 70.80 | | | |
| Vendor: 203287 14U | Chris Rondeau Tournament Fees | 350.00 | 02/11/2025 | Check Sequence: 27 20-21-000-525500-1112 | ACH Enabled: False |
| | Check Total: | 350.00 | | | |
| Vendor: 176093 | Russo Power Equipment | | | Check Sequence: 28 | ACH Enabled: True |

| Invoice No | Description | Amount | Pmt Date | Acct Number | Reference |
|----------------|--------------------------------------|----------|------------|-----------------------|--------------------|
| 20902282 | Chainsaw | 469.93 | 02/11/2025 | 94-90-000-575170-0000 | |
| 20902283 | Safety Can Hoses | 359.97 | 02/11/2025 | 10-10-000-530500-0000 | |
| | Check Total: | 829.90 | | | |
| Vendor: 178058 | Seminole Sports, LLC | | | Check Sequence: 29 | ACH Enabled: False |
| | Tournament Fees | 1,885.00 | 02/11/2025 | 20-21-000-525500-1112 | |
| | Check Total: | 1,885.00 | | | |
| Vendor: 178570 | Sherwin Williams Co. | | | Check Sequence: 30 | ACH Enabled: False |
| 2915-6 | Paint Supplies | 90.90 | 02/11/2025 | 20-30-150-530600-0000 | |
| | Check Total: | 90.90 | | | |
| Vendor: 203275 | Sports Force Parks | | | Check Sequence: 31 | ACH Enabled: False |
| 14U | Tournament Fees | 645.00 | 02/11/2025 | 20-21-000-525500-1112 | |
| | Check Total: | 645.00 | | | |
| Vendor: 182096 | Sunburst Sportswear Inc. | | | Check Sequence: 32 | ACH Enabled: False |
| 130211 | Program Shirts | 1,000.00 | 02/11/2025 | 20-21-000-535500-1141 | |
| 130211 | Program Shirts | 326.25 | 02/11/2025 | 20-21-000-535500-1140 | |
| | Check Total: | 1,326.25 | | | |
| Vendor: 203265 | Sunrise Electric | | | Check Sequence: 33 | ACH Enabled: False |
| 8798217.001 | Supplies | 103.60 | 02/11/2025 | 20-30-100-530300-0000 | |
| | Check Total: | 103.60 | | | |
| Vendor: 128351 | The Fitness Connection | | | Check Sequence: 34 | ACH Enabled: True |
| 57143 | Repairs | 35.00 | 02/11/2025 | 20-30-100-530210-0000 | |
| | Check Total: | 35.00 | | | |
| Vendor: 200963 | T-Mobile | | | Check Sequence: 35 | ACH Enabled: False |
| | AED Monitoring 12/12-1/11/2025 | 47.00 | 02/11/2025 | 10-00-000-585815-0000 | |
| | Check Total: | 47.00 | | | |
| Vendor: 200675 | Village of Glen Ellyn Administration | | | Check Sequence: 36 | ACH Enabled: False |

| Invoice No | Description | Amount | Pmt Date | Acct Number | Reference |
|-----------------------|---|-----------|------------|-----------------------|--------------------|
| Permit Fees | Event Permit Fees | 150.00 | 02/11/2025 | 20-21-000-535500-1201 | |
| Permit Fees | Event Permit Fees | 50.00 | 02/11/2025 | 20-26-000-535500-6809 | |
| Permit Fees | Event Permit Fees | 150.00 | 02/11/2025 | 20-30-100-535500-0000 | |
| | Check Total: | 350.00 | | | |
| Vendor: 199401 16 | Wight Construction Services, Inc. ASFC Renovations | 4,590.00 | 02/11/2025 | 94-91-805-575180-0000 | ACH Enabled: True |
| | Check Total: | 4,590.00 | | | |
| Vendor: 203291 14U | Yorkville Athletic Association Tournament Fees | 600.00 | 02/11/2025 | 20-21-000-525500-1112 | ACH Enabled: False |
| | Check Total: | 600.00 | | | |
| | Total for Check Run: | 70,900.27 | | | |
| | Total of Number of Checks: | 38 | | | |

Accounts Payable

Computer Check Proof List by Vendor

User: cyocum
 Printed: 01/29/2025 - 9:39AM
 Batch: 00010.01.2025



| Invoice No | Description | Amount | Pmt Date | Acct Number | Reference |
|---------------------------------|---------------------------------------|----------|------------|--|--------------------|
| Vendor: 123370 1499 | Elmhurst Park District Senior Trip | 1,903.67 | 02/11/2025 | Check Sequence: 1 20-25-000-525500-5702 | ACH Enabled: False |
| | Check Total: | 1,903.67 | | | |
| Vendor: 198980 136244 | First Student Inc. Field Trip | 485.00 | 02/11/2025 | Check Sequence: 2 20-24-000-525500-4625 | ACH Enabled: False |
| | Check Total: | 485.00 | | | |
| Vendor: 202602 Reimbursement | Jake Glynn Field Trip | 231.92 | 02/11/2025 | Check Sequence: 3 20-24-000-525500-4625 | ACH Enabled: True |
| | Check Total: | 231.92 | | | |
| Vendor: 203014 | Michael Kaufman Event Supplies | 500.00 | 01/29/2025 | Check Sequence: 4 20-30-100-525500-0000 | ACH Enabled: False |
| | Check Total: | 500.00 | | | |
| Vendor: 202426 2025-001 | Wheaton Park District Fall Classes | 285.00 | 02/11/2025 | Check Sequence: 5 20-22-000-525500-2364 | ACH Enabled: False |
| | Check Total: | 285.00 | | | |
| Vendor: 197710 2325/13/12 | Young Rembrandts Fall Classes | 1,900.00 | 02/11/2025 | Check Sequence: 6 20-22-000-525500-2315 | ACH Enabled: True |
| | Check Total: | 1,900.00 | | | |

| Invoice No | Description | Amount | Pmt Date | Acct Number | Reference |
|------------|----------------------------|----------|----------|-------------|-----------|
| | Total for Check Run: | 5,305.59 | | | |
| | Total of Number of Checks: | 6 | | | |

Accounts Payable

Computer Check Proof List by Vendor



User: cyocum
 Printed: 01/30/2025 - 9:20AM
 Batch: 00011.01.2025

| Invoice No | Description | Amount | Pmt Date | Acct Number | Reference |
|---|---|--|--|--|--------------------|
| Vendor: 200066 | Walmart Capital One Supplies | 87.39 | 01/30/2025 | Check Sequence: 1 20-24-000-535500-4643 | ACH Enabled: False |
| | Check Total: | 87.39 | | | |
| Vendor: 199863 12U | Cary-Grove Youth Baseball Tournament Fees | 550.00 | 01/30/2025 | Check Sequence: 2 20-21-000-525500-1112 | ACH Enabled: False |
| | Check Total: | 550.00 | | | |
| Vendor: 199388 | Lombard Park District Sectional T-Shirts | 705.00 | 01/30/2025 | Check Sequence: 3 20-30-100-530400-0000 | ACH Enabled: False |
| | Check Total: | 705.00 | | | |
| Vendor: 156599 43427 44094 46705 | Menard's, Inc. Supplies Supplies Supplies | 6.00 3.99 3.98 | 01/30/2025 01/30/2025 01/30/2025 | Check Sequence: 4 10-10-000-530300-0000 10-10-000-530300-0000 10-10-000-550600-0000 | ACH Enabled: True |
| | Check Total: | 13.97 | | | |
| Vendor: 137161 | The Home Depot CRC/GECF Supplies Repairs Water Line Supplies Brush Saw Blade Saw Blade Tools | 67.10 76.92 76.52 119.16 19.96 24.88 99.09 | 01/30/2025 01/30/2025 01/30/2025 01/30/2025 01/30/2025 01/30/2025 01/30/2025 | Check Sequence: 5 10-10-000-530300-0000 20-30-100-550300-0000 20-30-450-530300-0000 20-30-200-550300-0000 20-30-100-530270-0000 10-10-000-530300-0000 20-30-100-530300-0000 | ACH Enabled: False |

| Invoice No | Description | Amount | Pmt Date | Acct Number | Reference |
|----------------|----------------------------|-----------|------------|-----------------------|--------------------|
| | Tools | 413.94 | 01/30/2025 | 20-30-100-530300-0000 | |
| | Tools | 121.54 | 01/30/2025 | 10-10-000-550600-0000 | |
| | Repairs | 130.73 | 01/30/2025 | 20-30-100-530210-0000 | |
| | Hardware | 23.94 | 01/30/2025 | 20-30-200-530300-0000 | |
| | Check Total: | 1,173.78 | | | |
| Vendor: 193185 | WDSRA | | | Check Sequence: 6 | ACH Enabled: False |
| | Inclusion Fees | 11,626.59 | 01/30/2025 | 55-00-000-575350-0000 | |
| | Inclusion Fees | 2,562.47 | 01/30/2025 | 55-00-000-575350-0000 | |
| | Check Total: | 14,189.06 | | | |
| | Total for Check Run: | 16,719.20 | | | |
| | Total of Number of Checks: | 6 | | | |

Accounts Payable

Computer Check Proof List by Vendor



User: cyocum
 Printed: 02/06/2025 - 1:03PM
 Batch: 00001.02.2025

| Invoice No | Description | Amount | Pmt Date | Acct Number | Reference |
|------------------------------------|--|----------------|--------------------------|---|--------------------|
| Vendor: 203250 58364 | A-1 Safety Chimney Service Log Set | 900.00 | 02/11/2025 | Check Sequence: 1 94-90-865-575180-0000 | ACH Enabled: False |
| | Check Total: | 900.00 | | | |
| Vendor: 200222 210523 210728 | Accurate Repro Inc. Dupage Foundation Stickers Sled Hill Signs | 40.00 82.00 | 02/11/2025 02/11/2025 | Check Sequence: 2 94-90-920-575180-0000 10-10-000-550250-0000 | ACH Enabled: True |
| | Check Total: | 122.00 | | | |
| Vendor: 199686 12057625 | AHW LLC Gator Repairs | 117.31 | 02/11/2025 | Check Sequence: 3 10-10-000-530210-0000 | ACH Enabled: False |
| | Check Total: | 117.31 | | | |
| Vendor: 103201 251004 | All Star Sports Instruction Winter Classes | 11,500.00 | 02/11/2025 | Check Sequence: 4 20-21-000-525500-1261 | ACH Enabled: True |
| | Check Total: | 11,500.00 | | | |
| Vendor: 103977 72605532 | Anderson Pest Control Pest Control | 85.80 | 02/11/2025 | Check Sequence: 5 20-30-450-521600-0000 | ACH Enabled: False |
| | Check Total: | 85.80 | | | |
| Vendor: 200129 11729 | Areli Sportswear, LLC Uniforms | 885.00 | 02/11/2025 | Check Sequence: 6 20-21-000-535500-1172 | ACH Enabled: False |
| | Check Total: | 885.00 | | | |
| Vendor: 203196 | Auto Wares-Bumper to Bumper Repairs | 89.49 | 02/11/2025 | Check Sequence: 7 10-10-000-530340-0000 | ACH Enabled: False |

| Invoice No | Description | Amount | Pmt Date | Acct Number | Reference |
|--|---|------------------|--------------------------|--|--|
| | Repairs | 280.45 | 02/11/2025 | 10-10-000-530210-0000 | |
| | Repairs | 31.11 | 02/11/2025 | 10-10-000-530210-0000 | |
| | Repairs | 248.36 | 02/11/2025 | 10-10-000-530210-0000 | |
| | Repairs | 70.42 | 02/11/2025 | 10-10-000-530210-0000 | |
| | Repairs | 217.94 | 02/11/2025 | 10-10-000-530340-0000 | |
| | Check Total: | 937.77 | | | |
| Vendor: 108315 P79682823 | Batteries Plus Battery | 14.99 | 02/11/2025 | 10-10-000-530340-0000 | Check Sequence: 8 ACH Enabled: True |
| | Check Total: | 14.99 | | | |
| Vendor: 107310 GEjan2025 | B-Sharp, LLC Winter Classes | 559.00 | 02/11/2025 | 20-24-000-525500-4610 | Check Sequence: 9 ACH Enabled: True |
| | Check Total: | 559.00 | | | |
| Vendor: 113433 2202514 | Center Ice of Dupage Fall Classes | 600.00 | 02/11/2025 | 20-21-000-525500-1211 | Check Sequence: 10 ACH Enabled: True |
| | Check Total: | 600.00 | | | |
| Vendor: 115186 2220092557 2220092641 | Commercial Tire Service Inc Tire Replacement Tire Replacement | 145.00 293.00 | 02/11/2025 02/11/2025 | 10-10-000-530210-0000 10-10-000-530210-0000 | Check Sequence: 11 ACH Enabled: False |
| | Check Total: | 438.00 | | | |
| Vendor: 202656 322311 | Daily Herald Media Group Legal Ad | 110.40 | 02/11/2025 | 10-00-000-521150-0000 | Check Sequence: 12 ACH Enabled: False |
| | Check Total: | 110.40 | | | |
| Vendor: 198843 Reimbursement | Kimberly Dikker Conference Expenses | 191.36 | 02/11/2025 | 10-00-000-585201-0000 | Check Sequence: 13 ACH Enabled: True |
| | Check Total: | 191.36 | | | |
| Vendor: 118510 | Lisa Marie DiMaggio Winter Classes | 225.00 | 02/11/2025 | 20-22-000-525500-2358 | Check Sequence: 14 ACH Enabled: False |

| Invoice No | Description | Amount | Pmt Date | Acct Number | Reference |
|-----------------------------|--|-----------|------------|-----------------------|--------------------|
| | Check Total: | 225.00 | | | |
| Vendor: 203195 32606 | Educational Environments Theatre Office Furniture | 11,110.52 | 02/11/2025 | 94-90-920-575180-0000 | ACH Enabled: True |
| | Check Total: | 11,110.52 | | | |
| Vendor: 125150 70355/427 | Esscoe, LLC Alarm Repairs | 1,684.59 | 02/11/2025 | 20-30-100-530210-0000 | ACH Enabled: True |
| | Check Total: | 1,684.59 | | | |
| Vendor: 203027 | Tyler Fata Safety Boots | 250.00 | 02/11/2025 | 10-00-000-585815-0000 | ACH Enabled: True |
| | Check Total: | 250.00 | | | |
| Vendor: 202517 1520 | Glen Ellyn Brewing Company Event Supplies | 320.00 | 02/11/2025 | 20-30-100-525500-0000 | ACH Enabled: True |
| | Check Total: | 320.00 | | | |
| Vendor: 132083 64327317 | Goldy Locks, Inc. Platform Lock Repairs | 869.00 | 02/11/2025 | 20-30-350-530350-0000 | ACH Enabled: False |
| | Check Total: | 869.00 | | | |
| Vendor: 199603 624362 | Halogen Supply Company Pool Vaccums | 7,600.00 | 02/11/2025 | 94-90-930-575110-0000 | ACH Enabled: False |
| | Check Total: | 7,600.00 | | | |
| Vendor: 203274 9760C | Hawk Ford of Carol Stream Seal | 5.67 | 02/11/2025 | 10-10-000-530340-0000 | ACH Enabled: False |
| | Check Total: | 5.67 | | | |
| Vendor: 198839 86366 | Identatronics, Inc. Keycards | 546.58 | 02/11/2025 | 20-30-350-530350-0000 | ACH Enabled: False |
| | Check Total: | 546.58 | | | |

| Invoice No | Description | Amount | Pmt Date | Acct Number | Reference |
|----------------|-----------------------|----------|------------|-----------------------|--------------------|
| Vendor: 199338 | IPDGC | | | Check Sequence: 23 | ACH Enabled: False |
| | Meet Fees | 600.00 | 02/11/2025 | 20-30-100-530400-0000 | |
| | Check Total: | 600.00 | | | |
| Vendor: 199564 | JUGS Sports, Inc. | | | Check Sequence: 24 | ACH Enabled: False |
| 1003369 | Equipment | 2,045.00 | 02/11/2025 | 20-21-000-535500-1233 | |
| | Check Total: | 2,045.00 | | | |
| Vendor: 203224 | KLOA | | | Check Sequence: 25 | ACH Enabled: False |
| 30899 | Professional Services | 1,620.00 | 02/11/2025 | 94-90-830-575110-0000 | |
| | Check Total: | 1,620.00 | | | |
| Vendor: 152045 | Len's Ace Hardware | | | Check Sequence: 26 | ACH Enabled: True |
| | Cable Ties | 7.18 | 02/11/2025 | 10-10-000-530340-0000 | |
| | Lock Lighters | 44.96 | 02/11/2025 | 10-10-000-530300-0000 | |
| | Curling Setup | 15.28 | 02/11/2025 | 10-10-000-530300-0000 | |
| | Screws/Drill Bits | 40.82 | 02/11/2025 | 20-30-200-530300-0000 | |
| | SARC Kitchen | 17.08 | 02/11/2025 | 94-90-920-575180-0000 | |
| | Window Repairs | 53.97 | 02/11/2025 | 20-30-200-530300-0000 | |
| | Chainsaw Chains | 74.67 | 02/11/2025 | 94-90-000-575170-0000 | |
| | Hardware | 17.98 | 02/11/2025 | 10-10-000-530300-0000 | |
| | Nuts/Bolts | 20.30 | 02/11/2025 | 10-10-000-530340-0000 | |
| | Bolts/Nuts | 17.69 | 02/11/2025 | 94-90-920-575180-0000 | |
| | Check Total: | 309.93 | | | |
| Vendor: 200545 | M&M Sports Scene Inc. | | | Check Sequence: 27 | ACH Enabled: False |
| 69681 | Showcase Shirts | 463.85 | 02/11/2025 | 20-23-000-535500-3510 | |
| | Check Total: | 463.85 | | | |
| Vendor: 202346 | David MacDonald | | | Check Sequence: 28 | ACH Enabled: True |
| Reimbursement | Conference Expenses | 168.77 | 02/11/2025 | 20-00-000-585201-0000 | |
| | Check Total: | 168.77 | | | |
| Vendor: 156599 | Menard's, Inc. | | | Check Sequence: 29 | ACH Enabled: True |

| Invoice No | Description | Amount | Pmt Date | Acct Number | Reference |
|----------------|--------------------------------------|----------|------------|-----------------------|--------------------|
| 47712 | Battery | 84.99 | 02/11/2025 | 20-30-100-530300-0000 | |
| 47790 | Hardware | 6.51 | 02/11/2025 | 20-30-200-550300-0000 | |
| 48117 | Washers/Tools | 40.79 | 02/11/2025 | 20-30-100-530300-0000 | |
| 48175 | Supplies | 14.98 | 02/11/2025 | 20-30-450-530300-0000 | |
| 48246 | Mats | 335.47 | 02/11/2025 | 10-10-000-550300-0000 | |
| 48349 | SARC Kitchen | 64.23 | 02/11/2025 | 94-90-920-575180-0000 | |
| 48350 | SARC Kitchen | 4.93 | 02/11/2025 | 94-90-920-575180-0000 | |
| 48352 | Chainsaw Chains | 51.15 | 02/11/2025 | 94-90-000-575170-0000 | |
| 48359 | Shop Supplies | 120.69 | 02/11/2025 | 10-10-000-530300-0000 | |
| 48404 | Supplies | 17.86 | 02/11/2025 | 20-30-150-530300-0000 | |
| 48417 | Velcro | 4.28 | 02/11/2025 | 20-30-100-530300-0000 | |
| 48712 | Plug | 12.49 | 02/11/2025 | 10-10-000-550300-0000 | |
| 48766/723 | SARC Kitchen | 389.55 | 02/11/2025 | 94-90-920-575180-0000 | |
| 48774 | SARC Kitchen | 36.99 | 02/11/2025 | 94-90-920-575180-0000 | |
| 48814 | SARC Kitchen | 131.45 | 02/11/2025 | 94-90-920-575180-0000 | |
| 48893 | Tools | 72.59 | 02/11/2025 | 20-30-450-530300-0000 | |
| 48897 | Shop Supplies | 38.68 | 02/11/2025 | 10-10-000-530300-0000 | |
| 48910 | SARC Kitchen | 7.88 | 02/11/2025 | 94-90-920-575180-0000 | |
| 48911 | SARC Kitchen | 34.99 | 02/11/2025 | 94-90-920-575180-0000 | |
| | Check Total: | 1,470.50 | | | |
| Vendor: 202644 | Midwest Mechanical | | | Check Sequence: 30 | ACH Enabled: False |
| 112166221 | Thermostat Replacement | 1,820.00 | 02/11/2025 | 20-30-150-550300-0000 | |
| | Check Total: | 1,820.00 | | | |
| Vendor: 163300 | Office Depot Business Solutions, LLC | | | Check Sequence: 31 | ACH Enabled: False |
| | Supplies | 70.07 | 02/11/2025 | 20-00-000-530100-0000 | |
| | Supplies | 58.83 | 02/11/2025 | 10-00-000-530100-0000 | |
| | Supplies | 58.83 | 02/11/2025 | 20-00-000-530100-0000 | |
| | Supplies | 22.58 | 02/11/2025 | 20-24-000-535500-4610 | |
| | Check Total: | 210.31 | | | |
| Vendor: 162999 | Official Finders, LLC | | | Check Sequence: 32 | ACH Enabled: True |
| 31694 | Umpire Fees | 82.00 | 02/11/2025 | 20-21-000-525500-1233 | |

| Invoice No | Description | Amount | Pmt Date | Acct Number | Reference |
|--------------------------|---|-----------|------------|---|--------------------|
| | Check Total: | 82.00 | | | |
| Vendor: 200150 321778 | Paddock Publications, Inc. Legal Publication | 110.40 | 02/11/2025 | Check Sequence: 33 10-00-000-521150-0000 | ACH Enabled: False |
| | Check Total: | 110.40 | | | |
| Vendor: 101134 | PDRMA | | | Check Sequence: 34 | ACH Enabled: False |
| | 1/2025 Employment Practice | 1,137.55 | 02/11/2025 | 10-00-000-560600-0000 | |
| | 1/2025 Health Insurance | 480.57 | 02/11/2025 | 20-30-300-565100-0000 | |
| | 1/2025 Health Insurance | 20,950.08 | 02/11/2025 | 20-00-000-565100-0000 | |
| | 1/2025 Health Insurance | 1,911.62 | 02/11/2025 | 20-30-450-565100-0000 | |
| | 1/2025 Health Insurance | 1,945.33 | 02/11/2025 | 20-30-350-565100-0000 | |
| | 1/2025 Health Insurance | 8,637.40 | 02/11/2025 | 20-30-100-565100-0000 | |
| | 1/2025 Pollution Liability | 44.91 | 02/11/2025 | 10-00-000-560600-0000 | |
| | 1/2025 Workers Compensation | 4,423.54 | 02/11/2025 | 10-00-000-560200-0000 | |
| | 1/2025 Property Insurance | 5,886.48 | 02/11/2025 | 10-00-000-560600-0000 | |
| | 1/2025 Liability Insurance | 3,640.41 | 02/11/2025 | 10-00-000-560600-0000 | |
| | 1/2025 Cyber Liability | 347.99 | 02/11/2025 | 10-00-000-560600-0000 | |
| | 1/2025 Health Insurance | 340.40 | 02/11/2025 | 20-30-150-565100-0000 | |
| | 1/2025 Health Insurance | 1,471.25 | 02/11/2025 | 20-30-500-565100-0000 | |
| | 1/2025 Health Insurance | 782.33 | 02/11/2025 | 55-00-000-565100-0000 | |
| | 1/2025 Health Insurance | 5,345.44 | 02/11/2025 | 10-00-000-565100-0000 | |
| | 1/2025 Health Insurance | 961.25 | 02/11/2025 | 20-30-200-565100-0000 | |
| | 1/2025 Health Insurance | 20,560.66 | 02/11/2025 | 10-10-000-565100-0000 | |
| | 1/2025 Health Insurance | 537.21 | 02/11/2025 | 20-30-400-565100-0000 | |
| | Check Total: | 79,404.42 | | | |
| Vendor: 203293 654413 | Pioneer Drama Service Production Scripts | 432.00 | 02/11/2025 | Check Sequence: 35 20-22-000-535500-2301 | ACH Enabled: False |
| | Check Total: | 432.00 | | | |
| Vendor: 203042 132048 | Rainbow Ecoscience Equipment | 825.92 | 02/11/2025 | Check Sequence: 36 94-90-000-575170-0000 | ACH Enabled: True |

| Invoice No | Description | Amount | Pmt Date | Acct Number | Reference |
|---|---|---|--|--|--------------------|
| | Check Total: | 825.92 | | | |
| Vendor: 173885 283637 | Regional Truck Equipment Plow Repair | 198.05 | 02/11/2025 | 10-10-000-530340-0000 | ACH Enabled: False |
| | Check Total: | 198.05 | | | |
| Vendor: 173930 6066178 6066224 6066525 6066525-01 | Reinders, Inc. Door Glass Kit Turf Trac Tires Winter Service Toro Pin | 1,702.95 1,157.10 821.14 26.24 | 02/11/2025 02/11/2025 02/11/2025 02/11/2025 | 10-10-000-530210-0000 10-10-000-530210-0000 10-10-000-530210-0000 10-10-000-530210-0000 | ACH Enabled: True |
| | Check Total: | 3,707.43 | | | |
| Vendor: 201435 GEW125 | Rock 'n' Kids, Inc. Winter Classes | 2,680.00 | 02/11/2025 | 20-22-000-525500-2331 | ACH Enabled: True |
| | Check Total: | 2,680.00 | | | |
| Vendor: 203295 9U | Roma Sport Club Tournament Fees | 595.00 | 02/11/2025 | 20-21-000-525500-1233 | ACH Enabled: False |
| | Check Total: | 595.00 | | | |
| Vendor: 199058 1014 1014 | Rotary Club of Glen Ellyn Monthly Dues Monthly Dues | 126.00 126.00 | 02/11/2025 02/11/2025 | 20-00-000-585250-0000 10-00-000-585250-0000 | ACH Enabled: False |
| | Check Total: | 252.00 | | | |
| Vendor: 178253 Reimbursement | Debra Shakin Supplies | 46.25 | 02/11/2025 | 20-24-000-535500-4643 | ACH Enabled: True |
| | Check Total: | 46.25 | | | |
| Vendor: 178570 1028-0 3054-3 | Sherwin Williams Co. Paint SARC Kitchen Paint SARC Kitchen | 101.90 65.19 | 02/11/2025 02/11/2025 | 94-90-920-575180-0000 94-90-920-575180-0000 | ACH Enabled: False |

| Invoice No | Description | Amount | Pmt Date | Acct Number | Reference |
|----------------|----------------------------------|-----------|------------|-----------------------|-------------------|
| | Check Total: | 167.09 | | | |
| Vendor: 201768 | S-NET Communications | | | Check Sequence: 44 | ACH Enabled: True |
| 250287 | 2/2025 District-Wide Phones | 645.11 | 02/11/2025 | 10-00-000-570300-0000 | |
| 250287 | 2/2025 District-Wide Phones | 133.54 | 02/11/2025 | 10-10-000-570300-0000 | |
| 250287 | 2/2025 District-Wide Phones | 55.79 | 02/11/2025 | 20-30-500-570300-0000 | |
| 250287 | 2/2025 District-Wide Phones | 394.75 | 02/11/2025 | 20-30-100-570300-0000 | |
| 250287 | 2/2025 District-Wide Phones | 18.67 | 02/11/2025 | 20-30-150-570300-0000 | |
| 250287 | 2/2025 District-Wide Phones | 105.39 | 02/11/2025 | 20-30-300-570300-0000 | |
| 250287 | 2/2025 District-Wide Phones | 645.11 | 02/11/2025 | 20-00-000-570300-0000 | |
| | Check Total: | 1,998.36 | | | |
| Vendor: 203294 | Sportsfield Specialties | | | Check Sequence: 45 | ACH Enabled: True |
| 89169 | Drive Wheel Assembly | 1,086.00 | 02/11/2025 | 10-10-000-530210-0000 | |
| | Check Total: | 1,086.00 | | | |
| Vendor: 202061 | Springbrook Holding Company, LLC | | | Check Sequence: 46 | ACH Enabled: True |
| 19615 | Annual Maintenance 2/2025-2/2026 | 8,112.05 | 02/11/2025 | 10-00-000-521400-0000 | |
| 19615 | Annual Maintenance 2/2025-2/2026 | 8,112.05 | 02/11/2025 | 20-00-000-521400-0000 | |
| | Check Total: | 16,224.10 | | | |
| Vendor: 182050 | Suburban Door Check & Lock | | | Check Sequence: 47 | ACH Enabled: True |
| 576829 | Cylinder Repairs | 135.00 | 02/11/2025 | 20-30-450-550300-0000 | |
| | Check Total: | 135.00 | | | |
| Vendor: 200061 | The Perfect Swing & TPS Sports | | | Check Sequence: 48 | ACH Enabled: True |
| 10375 | Equipment | 384.00 | 02/11/2025 | 20-21-000-535500-1141 | |
| 10377 | Equipment | 882.00 | 02/11/2025 | 20-21-000-535500-1172 | |
| | Check Total: | 1,266.00 | | | |
| Vendor: 199807 | Michael Thomas Jr. | | | Check Sequence: 49 | ACH Enabled: True |
| Mileage | 1/2025 Mileage | 48.13 | 02/11/2025 | 20-00-000-585270-0000 | |
| | Check Total: | 48.13 | | | |

| Invoice No | Description | Amount | Pmt Date | Acct Number | Reference |
|---------------------------|---|--------|------------|---|--------------------|
| Vendor: 200735 392 | Jordann Tomasek Graphic Design | 150.00 | 02/11/2025 | Check Sequence: 50 20-00-000-521650-0000 | ACH Enabled: True |
| | Check Total: | 150.00 | | | |
| Vendor: 183005 1991 | T-Rexplorers LLC Winter Classes | 450.00 | 02/11/2025 | Check Sequence: 51 20-22-000-525500-2311 | ACH Enabled: False |
| | Check Total: | 450.00 | | | |
| Vendor: 202650 Mileage | Daniel Tripp 1/2025 Mileage | 67.90 | 02/11/2025 | Check Sequence: 52 20-00-000-585270-0000 | ACH Enabled: True |
| | Check Total: | 67.90 | | | |
| Vendor: 188120 477601 | Unique Products & Service Corporation Floor Sealer | 385.08 | 02/11/2025 | Check Sequence: 53 20-30-150-530300-0000 | ACH Enabled: False |
| | Check Total: | 385.08 | | | |
| Vendor: 190008 PM9153 | Vermeer Latch Assembly | 64.41 | 02/11/2025 | Check Sequence: 54 10-10-000-530210-0000 | ACH Enabled: False |
| | Check Total: | 64.41 | | | |
| Vendor: 190330 | Village of Glen Ellyn-Water | | | Check Sequence: 55 | ACH Enabled: False |
| | 12/16-1/15/2025 Water | 137.90 | 02/11/2025 | 20-30-400-570400-0000 | |
| | 12/16-1/15/2025 Water | 55.37 | 02/11/2025 | 20-00-000-570400-0000 | |
| | 12/16-1/15/2025 Water | 107.18 | 02/11/2025 | 20-30-450-570400-0000 | |
| | 12/16-1/15/2025 Water | 89.43 | 02/11/2025 | 10-00-000-570400-0000 | |
| | 12/16-1/15/2025 Water | 58.48 | 02/11/2025 | 20-30-150-570400-0000 | |
| | 12/16-1/15/2025 Water | 79.60 | 02/11/2025 | 20-30-500-570400-0000 | |
| | 12/16-1/15/2025 Water | 32.19 | 02/11/2025 | 20-00-000-570400-0000 | |
| | 12/16-1/15/2025 Water | 137.89 | 02/11/2025 | 20-30-350-570400-0000 | |
| | 12/16-1/15/2025 Water | 98.30 | 02/11/2025 | 20-30-200-570400-0000 | |
| | 12/16-1/15/2025 Water | 137.89 | 02/11/2025 | 20-30-300-570400-0000 | |
| | 12/16-1/15/2025 Water | 32.19 | 02/11/2025 | 20-00-000-570400-0000 | |
| | 12/16-1/15/2025 Water | 7.55 | 02/11/2025 | 20-00-000-570400-0000 | |
| | 12/16-1/15/2025 Water | 927.58 | 02/11/2025 | 20-30-100-570400-0000 | |

| Invoice No | Description | Amount | Pmt Date | Acct Number | Reference |
|----------------------|--|------------|------------|-----------------------|--------------------|
| | Check Total: | 1,901.55 | | | |
| Vendor: 200515 9U | Wheaton Park District Tournament Fees | 595.00 | 02/11/2025 | 20-21-000-525500-1233 | ACH Enabled: False |
| | Check Total: | 595.00 | | | |
| Vendor: 202847 | Piotr Zubek Certification | 172.50 | 02/11/2025 | 10-10-000-585250-0000 | ACH Enabled: True |
| | Check Total: | 172.50 | | | |
| | Total for Check Run: | 160,825.94 | | | |
| | Total of Number of Checks: | 57 | | | |

**Glen Ellyn Park District
Board of Commissioners
Regular Meeting Minutes
January 14, 2025
185 Spring Avenue**

I. Call to Order

President Stortz called the meeting to order at 7:02 p.m.

II. Roll Call of Commissioners

Upon roll call, those answering present were Commissioners Crickmore, Ward, Durham, Nephew, and President Stortz. Commissioner Weber participated via Zoom and Commissioner Cornell arrived at 7:16 p.m.

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

Roll Call: Aye: Commissioners Crickmore, Ward, Weber, Nephew, Durham and
 President Stortz
 Nay: None

Motion Carried.

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

III. Pledge of Allegiance

President Stortz led the pledge of allegiance.

IV. Changes to the Agenda

None.

V. Recognition – BGYFL Super Bowl Champions

President Stortz and the Park Board of Commissioners congratulated and recognized the Glen Ellyn Golden Eagles 11U D2 Gold football team for their achievement in winning the BGYFL Super Bowl Championship this season.

Stortz commended Head Coach Mike Fazzio, along with Assistant Coaches Rob Johnson, Kelly Dissler and J.J. Chaudoir for their leadership and journey in completing a flawless 12-0 record culminating in a 19-7 victory over Oswego at Benedictine University.

The Park Board praised the hard work and dedication of the players and expressed its gratitude to the volunteers, parents and families for their support, energy and commitment to the success of the program. The Park Board all shared their congratulations and following a group photo was taken with the Park Board of Commissioners, Executive Director Thommes, and Superintendent of Athletics Clint Babicz.

VI. Public Participation

None.

VII. Consent Agenda

Commissioner Nephew moved, seconded by Commissioner Crickmore, to approve the Consent Agenda including the Voucher List of Bills totaling \$1,240,391.71 and minutes from the December 10, 2024, Regular Meeting.

Roll Call: Aye: Commissioners Nephew, Crickmore, Ward, Weber, Durham, and President Stortz

Nay: None

Motion Carried.

VIII. WDSRA Annual Report – Dan Leahy

Executive Director of the Western DuPage Special Recreation Association (WDSRA), Dan Leahy, provided the annual update for the Glen Ellyn Park District and Park Board of Commissioners. Leahy discussed the partnership with the Glen Ellyn Park District involving the Rec/Roll program at Ackerman Sports & Fitness Center, the programming and special events and their support of the WDSRA foundation. Leahy also thanked the District for their Lakers partnership event which is a wonderful collaboration of positive teamwork.

Leahy provided an update to the year in review discussing their building restoration and their business interruption they experienced stating that their programs were never interrupted, and staff is happy to be back in their offices and will be hosting an open house in February of 2025.

Leahy shared that Glen Ellyn hosts 6-8% of WDSRA’s registrations and provided that they have now also implemented a new financial software. Leahy reviewed the Foundations achievements sharing that approximately \$900,000 in donations were received last year and the scholarship endowment has achieved a \$600,000 balance. Leahy thanked the District for their partnership and stated 2026 will mark the 50th anniversary of WDSRA. Commissioner Nephew asked for information that one can pass on to a potential participant and President Stortz closed thanking Dan Leahy and WDSRA for the difference they make in one’s life.

IX. New Business

A. Social Equity Policy

Executive Director Thommes shared that the District established its first Diversity, Equity, and Inclusion (DEI) Committee in 2024 with the purpose of integrating diversity, equity, and

inclusion into its communications, policies and initiatives. Thommes introduced a few members of the committee that were present including Koshie Mills, Anastasia Aubie, and Tyler Fata. Thommes said one of the committee's initial priorities was to draft and secure Board approval for a Social Equity Policy.

Commissioner Crickmore moved, seconded by Commissioner Nephew to approve the policy and discussion then ensued. Commissioner Crickmore congratulated staff and the committee while Koshie Mills shared some of the goals and events that were held. Commissioner Weber asked if Park District counsel has reviewed the policy which Thommes shared that this policy is very similar to current policies in place in neighboring Districts. Commissioner Weber would like to see a legal review of the Policy prior to approving sharing that many of these current DEI policies are now being challenged in the courts. After further discussion amongst the Board, the motion was tabled pending legal review and will be pushed to the February 11th Board meeting as an agenda item.

B. Refund Policy

Executive Director Thommes shared that the District is updating and revising several policy manuals. One policy that staff would like to address is the Refund Policy. Director of Recreation and Facilities Lim shared that currently our refund policy allows participants to request a refund at any time, providing flexibility that many find beneficial, but that policy comes at a cost to the District and to the community. Lim shared that the District incurred \$775,000 in refunds in 2024 and explained that when a patron cancels a class often it is too late to enroll someone from the waitlist as many have already found other programs to partake in especially in the case of summer camps where they often serve as daycare during the summer. Lim stated that modifying the policy would help the District better serve the community, ensure fairness for all and allow the District to not lose significant registration fees. Lim shared that often cancellations are not refunded, and the money is placed back into the patron's account.

Director Lim then reviewed the new policy with the Park Board. The Park Board expressed their concerns and felt more marketing and a concise marketing plan is needed before implementing the new policy. Commissioner Weber inquired why the variance in timelines of cancellation exist amongst the programs to which Director Lim and staff discussed. Commissioner Durham felt more consistency within the Refund Policy would be better for the community. The Park Board also felt a written policy that educates staff should be in place within the policy manual along with the details of the refund policy as it pertains to each program. While the Park Board agrees that the Refund Policy definitely needs to be updated to improve the customers experience with registration and to lessen the cost to the District, they would like staff to revise the policy to educate staff, to streamline the cancellation process and to create a marketing/communication plan that will be rolled out to the public. The Park Board would also like to see in more detail the specific areas of cancellation and cost breakdown of those areas.

Director Thommes stated that staff will review and revise the policy and bring it before the Board at the next meeting on February 11, 2025.

C. Sale of Surplus Property – Ordinance 25-01

Director Troia shared that per our ERF, Equipment Replacement Fund, staff are recommending selling and replacing unit 424 our 2013 Ford F-250 SD 4x4 Super Cab Truck. This vehicle has served the District well for the past 11 years and has served as our facility maintenance truck and one that delivers our Party Wagons. Troia shared that this truck will be traded in at a price of \$4,600 to offset the cost of the new 2025 F-250 Regular Cab (4x4 Pickup w/8ft. utility box) that will better serve the District and was budgeted in the District’s 2025 operating budget.

Per standard procedures an “Ordinance Declaring Surplus Personal Property and Authorizing Conveyance or Sale Thereof” needs to be brought before the Park Board on equipment of this value.

Following, Commissioner Durham moved, seconded by Commissioner Cornell, to approve the trade in of Unit 424, the 2013 Ford F-250 SD 4x4 Super Cab Truck to Bob Ridings Fleet sales in the amount of \$4,600 to offset the cost of the new replacement vehicle and Ordinance 25-01, Sale of Surplus Property of the Glen Ellyn Park District.

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

Motion Carried.

D. Purchase of 2025 Budgeted Maintenance Vehicle

Director of Planning and Natural Resources Troia stated that the Vehicle & Equipment program was established within the Asset Replacement Fund to accumulate reserves in order to have future funds available for the replacement of vehicles and equipment. The ERF has designated truck 424, the 2013 Ford F-250 SD 4x4 Super Cab to be replaced from the fleet in 2025. Troia shared that this vehicle would be traded in for \$4,600.00 to offset the cost of the new vehicle, a 2025 F-250 Regular Cab 4x4 Pickup w/8ft. utility box. This truck would better serve the District throughout the year and is priced through a Joint Purchasing State Bid of \$64,528.00 which is under the budgeted cost of the item (\$65,000).

The Park Board discussed briefly and following Commissioner Durham moved, seconded by Commissioner Ward, to approve the purchase of one (1) 2025 Ford F-250 (Regular Cab 4 x 4, Pickup w/8ft. utility box) from Bob Ridings Fleet Sales of Taylorville, Illinois for a price of \$64,528.00 before the offset of the trade in vehicle.

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

Motion Carried.

X. Unfinished Business

A. 2023-2025 Project Update(s)

Director of Planning and Natural Resources Troia provided an update on the Ackerman pickleball courts project stating that they were brought before Plan Commission in December of 2024 and were approved and will be forwarded to the Village Board meeting in February. In attendance there was a resident who resides on the south side of St. Charles Rd. who is concerned about the noise. While the Plan Commission did not see any conflicts with the building statutes, they will place this as an agenda item at the Village Board meeting and not on the Consent Agenda. The District will conduct a noise study which is occurring currently and will bring that before the Village Board. Lenox Road Garden Plots will be brought before the Plan Commission in February and Commissioner Nephew stated she would like to attend. Troia also share that the new sign for Lake Foxcroft Park has been installed, and the District is in the process of getting the building permit for the Lake Foxcroft Park project and once received the project will be put out to bid. Lastly, Troia shared that the temporary theatre project is near completion. He stated that all of the work has been done in-house, and the project turned out tremendously. A tour of the project would be provided following the meeting. Commissioner Cornell inquired about the ice at Lake Ellyn which Director Troia shared was at approximately 5". Troia was hopeful that the District would be able to open Lake Ellyn to skating in the near future. He shared the warm weather that is to occur this weekend might delay the progress, but cold temperatures are forecasted for the week ahead. Troia shared that the District has now included additional information and education on the rainout line as to ice and skating within the District.

XI. Staff Reports

- A. Finance Report (For information only)
- B. Staff Reports

Executive Director Dave Thommes shared that staff met with Wintrust to discuss their partnership and provided information on sponsorship for the Downtown Park. Thommes also shared that staff will be reviewing all District Manuals over the next two years and will be bringing many updates to the Board. Lastly Thommes shared that the IAPD Legislative breakfast will be held March 7th should any Commissioner wish to attend.

Director of Recreation and Facilities Lim inquired if President Stortz and Commissioner Weber would be able to attend the upcoming Ackerman Advisory Meeting.

XII. Commissioners' Reports

Commissioner Crickmore attended the staff Holiday luncheon, commended staff, and appreciated the effort put forth. Crickmore also used the walking track at Ackerman and relayed the facility was busy with many playing pickleball. Crickmore commended staff's effort in dealing with the ice and snow in the District. Commissioner Nephew attended the Solstice Walk at Lake Ellyn and enjoyed the surroundings and also thanked Go Green of Glen Ellyn. Commissioner Cornell inquired about the status of the OSLAD grant for Village Green which Director Troia shared, unfortunately the District did not receive and is attempting to get some feedback regarding its application. Lastly, President Stortz praised staff on the new stretching area at Ackerman Sports and Fitness Center and recommended letting members know of the back gymnastics entrance that is available to alleviate congestion at the front. Stortz also shared that it is great to see Newton ice rink active as well as the sledding hill at Newton Park.

XIII. Adjourn

There being no further business, Commissioner Ward moved, seconded by Commissioner Nephew to adjourn the January 14, 2025, Regular Meeting at 8:19 p.m.

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

Motion Carried.

Respectfully submitted,
Kimberly Dikker
Board Secretary & Directors' Assistant



MEMO

February 11, 2025

TO: Park District Board of Commissioners
FROM: Nathan Troia, PLA, Director of Planning and Natural Resources
CC: Dave Thommes, Executive Director
RE: V3 Contract Approval – Churchill Park Improvements

Churchill Park is Glen Ellyn Park District’s largest natural area, with over 20 acres of woodland, prairie, and wetland habitats. Over the years, the park has become quite popular as patrons seek outdoor experiences. It was last improved in 2006.

As part of the approved 2022 referendum, planned improvements include: Upgraded trails and boardwalk, new access to ponds, a new outdoor education classroom and small outdoor meeting space, interpretive signage, parking lot improvements, a new waterless restroom, and major removal of invasive plant species throughout.

Staff are recommending the Architectural and Engineering services of V3 Companies to implement the Phase 1 Construction and Permit Documents. The Glen Ellyn Park District has prior experience working with V3 Companies’ services for original design development for this project and others.

V3 will advance the Design Development Drawings prepared under the previous contract to final plans for permitting and inclusion in the construction documents. This proposal only includes the work associated with the new parking lot and does not include any Special Management Area for the site work through the wetland/floodplain.

During the Board meeting staff will present an overview of Phase 1 and the next steps for the project.

Recommendations: Park District staff recommend approving the Professional Design Services of V3 as outlined above for the Churchill Park Improvements for \$32,500.

Motion: I make the motion to authorize the approval of the Professional Design Services of V3 as outlined above for the Churchill Park Improvements for \$32,500.



MEMO

February 11, 2025

TO: Park District Board of Commissioners
FROM: Nathan Troia, PLA, Director of Planning and Natural Resources
CC: Dave Thommes, Executive Director
RE: Contractual Mowing Services

On January 20th, staff publicly noticed invitations for bid, requesting contractors to provide proposals for contractual mowing at designated neighborhood parks. The undersigned Bidder will perform all the work for Turf Mowing and Trimming to complete (28) services as specified for each of the listed twenty-one parks for one year time.

The practice of using contracted mowing services has been in place for many years. This approach balances the cost-effective use of staff time and equipment across other Park District properties while also allowing staff to handle mowing for select D41 properties.

The bid opening for the was conducted on Tuesday, February 4th, at which time (7) sealed bids were received, opened, and read aloud.

Apex Landscaping submitted the lowest lump sum bid of \$40,882.46. The submitted bid was vetted and found to be complete.

Jonathan Lopez Advanced Landscape bid of \$1,695 was deemed not responsible bid due to not following bid form instructions.

Apex Landscaping has performed mowing services for Addison Park District, Village of Lombard, Village of Northbrook and others. Additionally, they have the capability and experience to install trees and perform other landscaping tasks.

In fiscal year 2025, Contractual Services was budgeted for \$120,000 from the General Fund. Contractual Services includes items such as pool start up, and other key operations.

Recommendations: Park District staff recommend awarding the Contractual Mowing for 2025 bid to Apex Landscaping Inc. for the amount of \$40,882.46.

Motion: I make the motion to award the Contractual Mowing for 2025 bid to Apex Landscaping Inc. for the amount of \$40,882.46.



BID TABULATION FORM

Project: Contractural Mowing 2025

Date: February 4th, 11:00am

| Bidders Name | Bidders Location | Adnd. 1 | Adnd. 2 | Base Bid |
|-----------------------------------|------------------|---------|---------|--------------|
| Jonathan Lopez Advanced Landscape | Carol Stream, IL | X | X | \$1,695.65 |
| Apex Landscaping | Hawthorne Woods | X | X | \$40,882.46 |
| Bearey's Landscaping | Lockport, IL | X | X | \$41,328.00 |
| Langton Group | Woodstock, IL | X | X | \$58,453.92 |
| Mark One Landscaping | Bartlett, IL | X | | \$67,200.00 |
| Uno Mas Landscaping | Elgin, IL | X | X | \$91,778.68 |
| Siebert | Bartlett, IL | X | X | \$124,964.00 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Opened By: SN

Witnessed By: NT

indicated or specified in the Contract Documents to be performed or furnished by Contractor in accordance with the following Bid Prices. Contractor must submit on all scheduled values to be considered.

BASE BID PRICE:

The undersigned Bidder will perform all the work for the Turf Mowing and Trimming to complete (28) services as specified for each of the twenty-one following parks:

| | | |
|-------------------------------|-------------------------------|------------------|
| Babcock Park | Main Street Recreation Center | Walnut Glen Park |
| Churchill Park | MaryKnoll Holes & Knolls | |
| Co-Op Park | Panfish Park | |
| Danby Park | Pfuetze Park | |
| Ellyn Wood Park | Prairie Path Park | |
| Benjamin Gault Bird Sanctuary | Presidents Park | |
| George Ball Park | Spalding Park | |
| Glen Ellyn Manor Park | Stacy Park | |
| Glen Oak Park | Sunset Park | |
| Lake Foxcroft Park | Surrey Park | |

for the base bid lump sum cost of:

forty thousand, eight hundred eighty two and forty six cents Dollars,
(\$ 40,882.46).

(Amount shall be shown in both words and figures. In case of discrepancy, the amount shown in words will govern).

Include completed Schedule of Values on next page.

PREPARED BY:

Signed: 

Name Printed: Sean Gordon

Title: Client Representative

Company: Apex Landscaping Inc.

SECTION 00 45 13 – BIDDER'S QUALIFICATIONS

ALL BIDDERS ARE REQUIRED TO FILL OUT THE FOLLOWING INFORMATION AND SUBMIT IT ALONG WITH ALL OTHER BID REQUIREMENTS.

BIDDER GENERAL INFORMATION:

Bidder Name: Apex Landscaping Inc

Submitted By: Sean Gordon Client Representative
Name and Title

Address: 24414 N. Old McHenry Rd, Hawthorn Woods, IL

Business Phone: 847-847-1505

Business Fax: 847-847-1506

Email address of Bidder: Sean@apexlandscaping.com

Business Type:

- Sole Proprietor
- Partnership
- Corporation formed in the State of IL, in the year 1991.
- Joint Venture
- Other : _____
-

If a Sole Proprietor, please answer the following:

Name in Full:

Home Address:

Business Address

Date of Birth

Place of Birth

Driver's License #/State

If a Corporation, please answer the following:

Date & Place Incorporated Arlington Heights, IL 1991

State of Incorporation Illinois

President: Robert Atwater

Vice President: _____

Secretary: _____

Treasurer: _____

Is the corporation held publicly or privately? _____

If a Partnership, please answer the following:

Date of Organization: _____

Type of Partnership: _____

Name & Partnership Share of:

General Partner #1: _____

General Partner #2: _____

General Partner #3: _____

If a Joint Venture, please answer the following:

Date of Organization: _____

Name & Type of Entity of each Joint Venture (partnership/corp./sole prop.):

General Venture #1: _____

General Venture #2: _____

General Venture #3: _____

General Venture #4: _____

If other than a Corporation or Partnership, describe organization and name principals:

BIDDER BACKGROUND INFORMATION:

Have you ever failed to complete any work awarded to you? If yes, indicate when, where and why:

Yes ___ No ✓

Has your contractor's license been revoked at any time in the last five years?

Yes ___ No ✓

At any time during the last five years, has your firm or any of its owners or officers been convicted of a crime involving the awarding of a contract of a government construction project, or the bidding or performance of a government contract?

Yes ___ No ✓

Contractor has the appropriate level of insurance according to the Bid Documents:

Yes ✓ No ___

Contractor has current Workers' Compensation Insurance as required by the Labor Code:

Yes ✓ No ___

Contractor is licensed to do business as a Contractor in the jurisdiction where this Project is to be completed:

Yes ✓ No ___

How many years has your organization been in business as a contractor?

1991 - 34

Is the firm a subsidiary, parent, holding company or affiliate of another construction firm?

Yes ___ No ✓

If Yes, please have that company submit this document with your Bid.

Has your firm changed names or license number in the last five years?

Yes ___ No ___

If Yes, please provide all names and contractors' license numbers used within the last five years:

Has there been a change in ownership of the firm at any time in the last three years?

Yes ___ No ___

If Yes, please list the name and contact information for the previous Owner(s):

Was your firm in bankruptcy at any time during the last five years?

Yes ___ No ___

If Yes, please attach a copy of the bankruptcy petition, showing the case number and the date on which the petition was filed as well as a copy of the Bankruptcy Court's discharge order.

At any time in the last five years has your firm been assessed liquidated damages?

Yes ___ No ___

If Yes, please provide the information pertaining to the project(s):

In the last five years have you, a subsidiary of your firm or past owner of your firm been associated, been debarred, disqualified, removed or otherwise prevented from bidding on or completing a project:

Yes ___ No ___

If Yes, please provide the information pertaining to the project(s):

In the last five years has your surety company made any payments on your firm's behalf as a result of a default, to satisfy any claims made against a performance or payment bond issued on your firm's behalf, in connection with a construction project?

Yes ___ No ___

If Yes, please provide the information pertaining to the project(s):

In the last five years has your insurance carrier, for any form of insurance, refused to renew the insurance policy for your firm:

Yes ___ No ___

If Yes, please provide the insurance carrier's information and the year this occurred:

Has OSHA cited and assessed penalties against your firm for any violations of its safety or health regulation in the last five years?

Yes ___ No ___

If Yes, please provide the information pertaining to the project(s):

Bonding Capacity:

Name of Bonding Company/Surety

Assured Partners

Address:

40 Wantage Ave

Branchville, New Jersey 07890

Phone:

630-866-2511

List all other sureties (name and full address) that have written bonds for your firm during the last five years, include the dates which each wrote the bonds:

PROJECT EXPERIENCE:

List three (3) *Mowing trimming services for governmental agencies* your organization has completed in the past five (5) years which are similar in scope to the Work which you would be performing for the Glen Ellyn Park District. *Do not include projects completed by individual employees while working at organizations under a different name.*

1. Project Name: SEE Attached

Owner, Contact Person and Phone Number _____

Architect, Contact Person and Phone Number _____

Contract Amount _____

Date of Completion _____

Percentage of work completed by your organization _____

Percentage of work completed by subcontractors _____

2. Project Name: _____

Owner, Contact Person and Phone Number _____

Architect, Contact Person and Phone Number _____

Contract Amount _____

Date of Completion _____

Percentage of work completed by your organization _____

Percentage of work completed by subcontractors _____

3. Project Name: _____

Owner, Contact Person and Phone Number _____

Architect, Contact Person and Phone Number _____

Contract Amount _____

Date of Completion _____

Percentage of work completed by your organization _____

Percentage of work completed by subcontractors _____

DESIGNATION OF SUBCONTRACTORS:

The undersigned certifies that they have used the sub-bids of the following listed subcontractors in compiling this Bid. The subcontractors listed will be used only for the work for which they are listed in their bid. All subcontractors are subject to the approval of the Owner, and are required to read and follow the Project Specifications that pertain to the work they are performing. If a bidder does not submit any sub-contractors, they will be required to complete all work within their own workforce. If subcontractors are listed, all bonds and insurance shall be written to include them. (List additional subcontractors on separate sheet of paper).

1. Subcontractor Name: N/A

Type of Work: _____

Address: _____

Phone Number: _____

2. Subcontractor Name: _____

Type of Work: _____

Address: _____

Phone Number: _____

3. Subcontractor Name: _____

Type of Work: _____

Address: _____

Phone Number: _____

I, the undersigned, certify and declare that I have read all the foregoing answers to this Request for Qualifications Statement and know its content.

SIGNATURES:

[Handwritten Signature] *1/29/25*
Submitter's Signature Date

Client Representative
Title

Aper Landscaping
Name of Organization Represented

The above submitter being duly sworn deposes and says that the information provided herein is true and sufficiently complete so as not to be misleading.

Elizabeth Menoni *1/29/25*
Notary Public Signature Date

11/8/2025
Commission Expiration

END OF SECTION – 00 45 13





MEMO

February 11, 2024

TO: Park District Board of Commissioners
FROM: Dave Thommes, Executive Director
RE: Social Equity Policy

In 2024, the Park District established its first Diversity, Equity, and Inclusion (DEI) Committee with the purpose of integrating diversity, equity, and inclusion into its communications, policies, and initiatives. One of its initial priorities was to draft and secure Board approval for a Social Equity Policy for the reasons outlined below. The policy itself is on the pages that follow.

Alignment with National Recreation & Park Association (NRPA) and Illinois Parks & Recreation Association (IPRA) Standards.

The NRPA defines social equity as a core pillar of parks and recreation, emphasizing that all people—regardless of income level, race, gender, ability, or age—should have access to the benefits parks and recreation provide. Similarly, the IPRA has championed initiatives that promote diversity, equity, and inclusion within Illinois communities. Developing a Social Equity Policy would allow Glen Ellyn Park District to align with these standards and demonstrate leadership within our field.

Addressing Community Needs

Glen Ellyn, like many communities, is becoming increasingly diverse. Implementing a Social Equity Policy would ensure we proactively address disparities in park access, program availability, and resource allocation. By identifying and addressing barriers that may disproportionately affect underserved populations, we can foster a greater sense of belonging for all residents.

Enhancing Funding Opportunities

Federal and state grant programs increasingly prioritize agencies that demonstrate a commitment to equity. Agencies with formal policies in place—supported by measurable goals and outcomes—are more competitive in securing funding. By adopting a Social Equity Policy, we position ourselves to pursue grants that can fund projects, programs, and initiatives aligned with our goals.

Long-Term Benefits

Research from the NRPA indicates that equitable access to parks and recreation:

- Improves public health outcomes by addressing physical and mental health disparities.
- Strengthens community cohesion by creating spaces where all feel welcome.
- Boosts local economies by fostering engagement in programs and events that attract diverse participants.

Recommendation:

Since the January board meeting, staff sought legal counsel to thoroughly review the policy and ensure its compliance with all applicable requirements. Therefore, the recommendation is to approve and add the Social Equity Policy as presented as it will then be added to our Personnel Policy Manual (Section 4.00 Employment Policies and Procedures - 4.24, Glen Ellyn Park District Social Equity Policy).

Motion:

Motion to approve the Social Equity Policy, as presented and have it added to our Personnel Policy Manual (Section 4.00 Employment Policies and Procedures - 4.24 Glen Ellyn Park District Social Equity Policy).

4.24 Glen Ellyn Park District Social Equity Policy

Introduction

The Glen Ellyn Park District is committed to creating and promoting inclusion across all public spaces, places, facilities, and programs that the District manages. Through the Social Equity Policy and supporting practices, we aim to ensure that everyone has access to the benefits of quality parks and recreation, including historically marginalized communities such as those with disabilities, the LGBTQ+ community, racial and ethnic minorities, women, and new Americans. The Park District reaffirms its commitment to complying with federal, State, and local laws, rules, and regulations pertaining to equity and non-discrimination, including the Illinois Human Rights Act, 775 ILCS 5/1-101, *et seq.*

The Glen Ellyn Park District defines inclusion as the process that all persons feel and that they have access to quality parks, programs, and services regardless of their ability, ancestry, race or ethnic origin, color, age, socioeconomic level, marital status, military status, sexual orientation, gender identity or gender, religion, citizenship, or language.

Policy Goals

This Social Equity Policy outlines the Glen Ellyn Park District's approach to ensuring inclusive environments and equitable opportunities for all community members in local parks and recreation.

This policy ensures that:

- Community members utilizing our facilities, programs and services have equitable and appropriate access to spaces, programs, and services, and are not denied that access on the basis of ancestry, race or ethnic origin, color, age, socioeconomic level, marital status, military status, sexual orientation, gender identity or gender, religion, citizenship, or language, nor impermissibly denied that access on the basis of ability.
- Park District staff, community partners and stakeholders engage in the support of all community members and promote inclusive behaviors in park and recreation facilities and in public spaces throughout the community.
- The Glen Ellyn Park District establishes and maintains an organizational infrastructure for management, oversight, implementation, communication about, and monitoring of this Policy and its established goals and objectives.
- The Glen Ellyn Park District will continuously measure and improve inclusive practices.

This Policy applies to all community members, staff, parks, and facilities in the Glen Ellyn Park District.

Staff Training

Glen Ellyn Park District staff will regularly participate in inclusivity training grounded in effective training models using evidence-based content. Training will be comprehensive (covering multiple topics), based on credible research, and delivered by qualified personnel. All new staff members will be quickly oriented to inclusive policies and practices.

Trainings may be provided by WDSRA, the Park District's Employee Assistance Program, the Park Districts Diversity, Equity, and Inclusion committee, the Illinois Park and Recreation Association, the National Recreation Park and Recreation Association, and others as identified for learning opportunities with the Park District.

Organizational Support

The Glen Ellyn Park District and staff will put in place organizational support that creates a social environment (including positive relationships among staff, youth, families, and the community) that encourages all to be inclusive. This includes:

Staff

- Demonstrating an attitude of inclusion, including nondiscriminatory language and actions and pay equity. Identifying and addressing any potential unintended outcomes of activities, programs, or parks to ensure that they do not limit participation or result in differential treatment based on ancestry, race or ethnic origin, color, age, socioeconomic level, marital status, military status, sexual orientation, gender identity or gender, religion, citizenship, or language nor impermissibly limit participation on the basis of ability.
- Providing educational materials about inclusion to all constituents at community events; and
- Sharing and discussing inclusive practices during community meetings

Agency

- Developing an advisory group and/or community network of groups that support inclusive behaviors in the community; and
- Assessing agency hiring practices to ensure staff are representative of the diverse community and is an equal-opportunity employer.

Communications

- Providing positive messages about diversity and inclusion through written and verbal messaging, posters, pictures, and books.

Environmental Support

- The Glen Ellyn Park District will establish environmental support and practices that promote inclusion for all community members in accordance with the ADA Accessibility Standards issued by federal regulatory agencies. Examples of environmental supports include, but are not limited to:
- Program adaptation for inclusion, depending on the individual needs and abilities of participants.
- Language interpretation, when requested as an accommodation or in connection with new construction, alteration, and design of District buildings and facilities, including but not limited to:

- Sign language interpreters.
- Braille
- Language translation services
- Audio/visual support
- Accessible signage
- Accessible transportation
- Consideration of built environment enhancements, including modified equipment and ramps, in connection with capital project and improvements undertaken by the Park District.
- Gender-neutral restrooms and changing rooms.
- Culturally sensitive program hours (i.e., women-only pool hours).
- Signage and additional facility enhancements (artwork, murals, etc.) that promote diversity and inclusion.

Continuous Measurement and Improvement

The Glen Ellyn Park District will work to continuously improve our equity and inclusion efforts, measuring the effectiveness of this policy through staff and community qualitative and quantitative feedback through meetings, community engagement events, public forums, surveys; and monitoring economic and health indicators.

The Glen Ellyn Park District will monitor the following indicators to track progress of inclusive efforts:

- Does our agency communicate a vision that values the participation of all people as members of the community?
- Does our agency implement inclusive practices with action steps to support?
- Is there adequate planning time for agency staff to collaborate on inclusive programs and events?
- Does our agency engage the whole community by providing multiple opportunities and modes for participating?
- Are there professional development opportunities for staff regarding inclusive strategies and support?
- Is there an increase of diversity in our staff and programs?

Resources

The Glen Ellyn Park District recognizes that this document is an ever-growing resource and aims to keep it updated, as needed. For more on inclusion and equity, we encourage staff and community members to visit pdop.org or the National Recreation and Park Association's Parks for Inclusion website, <https://www.nrpa.org/our-work/partnerships/initiatives/parks-for-inclusion/>



MEMO

February 6, 2025

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

Attached are proposed updates to the Park District's Personnel Policy manual. These include new policies required by law and current policies with amended language. A red-line version has also been included.

The presented policies are based on sample policies provided by PDRMA and have been reviewed by Park District's legal counsel.

Recommendation:

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

Motion:

Motion to approve the proposed changes to the Glen Ellyn Park District Personnel Policy, as presented.

Proposed New and/or Updated personnel policies to be compliant with new laws or amendments going into effect at the beginning of the New Year 2025.

4.22 Pay Transparency Policy (Proposed NEW Policy)

In compliance with amendments to the Illinois Equal Pay Act, the Glen Ellyn Park District will provide the pay scale and benefits in any job posting, as well as to any applicant for employment, prior to any offer being made or discussion of compensation. In addition, the Park District will announce, post or otherwise make known all opportunities for promotion to all current employees no later than 14 calendar days after the Park District makes an external job posting for the position. "Pay scale and benefits" means the wage or salary, or the wage or salary range, and a general description of the benefits and other compensation including, but not limited to, bonuses, stock options or other incentives the employer reasonably expects in good faith to offer for the position, set by reference to any applicable pay scale, the previously determined range for the position, the actual range of others currently holding equivalent positions or the budgeted amount for the position, as applicable. Nothing in this policy shall require the Park District to use job postings, however.

4.23 Captive Audience Meetings and Communications (Proposed NEW Policy)

In compliance with the amendments to the Illinois Worker Freedom of Speech Act, as well as other laws applicable to public employers, the Glen Ellyn Park District will not discharge, discipline or otherwise penalize an employee or threaten to do so: (1) for declining to attend or participate in an employer-sponsored meeting or declining to receive or listen to communications from the employer or the agent, representative or designee of the employer, if the meeting or communication is to communicate the opinion of the employer about religious matters or political matters; (2) as a means of inducing employees to participate in such meetings or receive/listen to such communications; or (3) for their good-faith report of such a violation.

For the purposes of this policy and the Act, "political matters" means "matters relating to elections for political office, political parties, proposals to change legislation, proposals to change regulations, proposals to change public policy and the decision to join or support any political party or political, civic, community, fraternal or labor organization." "Religious matters" means "matters relating to religious belief, affiliation and practice, and the decision to join or support any religious organization or association."

Nothing in this policy or the Act limits the Park District's ability to:

- Communicate information required to be communicated to employees by law.
- Conduct voluntary meetings on religious or political matters, or communicate on the same, so long as receipt of and listening to the communication is voluntary. "Voluntary" means the action is not (1) incentivized by a positive change in any employment condition including, but not limited to, any form of compensation or any other benefit of employment; and (2) taken under threat of a negative change in any employment condition for nonattendance, including but not limited to, any negative performance evaluation or any other adverse change in any form of compensation or any other benefit of employment.
- Communicate information necessary for employees to do their job.
- Train employees on topics intended to foster a civil and collaborative workplace or reduce workplace harassment or discrimination.
- Any other exemptions listed under the Act.

For more information on the Act, please see the District's workplace posters located near the time clock and/or the employee breakroom.

7.19 Paystubs (Proposed NEW Policy)

The Glen Ellyn Park District will provide employees with a paystub each pay period. "Paystub" means an itemized statement or statements reflecting an employee's hours worked, rate of pay, overtime pay and overtime hours worked, gross wages earned, deductions made from the employee's wages and the total of wages and deductions year to date.

The Park District currently furnishes and maintains electronic paystubs. All employees have access to and are able to review and/or print their paystubs at any time through their Employee Self Service account. Upon an employee's separation, the Park District will allow the outgoing employee continued access to their ESS account for up to one year following their departure.

If at any time during their employment or following employment an employee has difficulty accessing their electronic account they should contact the Accounting Manager or other member of the Finance department for assistance. The Park District retains paystubs for at least three years from the date of payment.

In the event the Park District discontinues use of electronic paystubs, employees will have the right to inspect (or request in physical or electronic form, at their election) their paystubs within 21 days of a request. This is permitted twice per 12-month period using a District-provided written request form. Similarly, former employees will have a right to inspect (or request in physical or electronic form, at their election) their paystubs within 21 days of a request twice in the 12-month period following separation of employment. Requests for paystubs should be to the Finance Department, which maintains the employer's payroll information.

8.35 Identity Protection Policy (Proposed NEW Policy)

The Glen Ellyn Park District adopted this Identity Protection Policy pursuant to the Illinois Identity Protection Act (the Act). The Act requires local and state government agencies to draft, approve and implement an Identity Protection Policy to ensure the confidentiality and integrity of social security numbers (SSNs) that these agencies collect, maintain and use. It is important to safeguard SSNs against unauthorized access to protect against identity theft.

Definitions

The words below shall have the following meanings when used in this Policy.

- Act – Illinois Identity Protection Act.
- Board – Board of the Glen Ellyn Park District.
- District – Glen Ellyn Park District.
- Person – Any individual in the employ of the District.
- Policy – This Identity Protection Policy.
- Publicly post or publicly display – To communicate intentionally or otherwise intentionally make available to the general public.
- Redact – To alter or truncate data so none of the digits of a SSN are accessible as part of personal information.
- SSN(s) – Any Social Security Number provided to an individual by the Social Security Administration.
- Statement of Purpose – Statement of the purpose or purposes for which the District is collecting and using an individual's SSN that the Act requires the District to provide when collecting a SSN or upon request by an individual. When necessary, the District will provide all persons with a Statement of Purpose for the District.

Statement of Purpose

The District will provide an individual with a Statement of Purpose anytime it asks an individual to provide the District with their SSN or if an individual requests it.

Prohibited Activities

Neither the District nor any person may:

- Publicly post or publicly display in any manner an individual's SSN.
- Print an individual's SSN on any card required for the individual to access products or services provided by the District.
- Require an individual to transmit a SSN over the Internet unless the connection is secure or the SSN is encrypted.
- Print an individual's SSN on any materials they mail to the individual through the U.S. Postal Service, any private mail service, electronic mail or any similar method of delivery unless state or federal law requires the SSN to be on those documents. Notwithstanding the foregoing, SSNs may be on applications and forms sent by mail including, but not limited to: (i) any material mailed in connection with the administration of the Unemployment Insurance Act; (ii) any material mailed in connection with any tax administered by the Department of Revenue; and (iii) documents sent as part of an application or enrollment process or to establish, amend or terminate an account, contract, or policy or to confirm the accuracy of the SSN. A SSN permissibly mailed pursuant to this paragraph will not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or be visible on an envelope without opening the envelope.

Except as otherwise provided in this policy (as described below) or as otherwise provided in the Act, neither the District nor any person acting for the District may:

- Collect, use or disclose a SSN from an individual unless: (i) required to do so under state or federal law, rules or regulations, or the collection, use or disclosure of the SSN is otherwise necessary for the performance of the District's duties and responsibilities; (ii) the need and purpose for the SSN is documented before collection of the SSN; and (iii) the SSN collected is relevant to the documented need and purpose.
- Require an individual to use their SSN to access an Internet website.
- Use the SSN for any purpose other than the purpose for which it was collected.

The prohibitions identified immediately above do not apply in the following circumstances:

- Disclosure of SSNs to agents, employees, contractors or subcontractors of a governmental entity or disclosure by a governmental entity to another governmental entity or its agents, employees, contractors or subcontractors if disclosure is necessary for the entity to perform its duties and responsibilities; and, if disclosing to a contractor or subcontractor, prior to such disclosure, the governmental entity first receives from the contractor or subcontractor a copy of the contractor's or subcontractor's policy that sets forth how the contractor or subcontractor will meet the requirements imposed under this Act on a governmental entity to protect an individual's SSN.
- Disclosure of SSNs pursuant to a court order, warrant or subpoena.
- Collection, use or disclosure of SSNs to ensure the safety of: state and local government employees; wards of the state; and all persons working in or visiting a state or local government agency facility.
- Collection, use or disclosure of SSNs for internal verification or administrative purposes.
- Disclosure of SSNs by a state agency to the District for the collection of delinquent child support or of any state debt or to the District to assist with an investigation or the prevention of fraud.
- Collection or use of SSNs to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the federal Gramm

Leach Bliley Act or to locate a missing person, lost relative or a person due a benefit, such as a pension benefit or an unclaimed property benefit.

Coordination with the Freedom of Information Act and Other Laws

The Park District will comply with the provisions of the Illinois Freedom of Information Act and any other applicable law with respect to allowing the public inspection and copying of information or documents containing all or any portion of an individual's SSN. However, the District will redact SSNs from the information or documents before allowing public inspection or copying of the information or documents.

When collecting SSNs, the District will request each SSN in a manner that makes the SSN easy to redact if the District must release it as part of a public records request.

Limited Employee Access to Social Security Numbers

Only employees required to use or handle information or documents that contain SSNs will have access. All employees who have access to SSNs will first receive training on how to protect the confidentiality of SSNs. The training will include instructions on the proper handling of information that contains SSNs from the time of collection through destruction of the information.

Neither the Park District nor any person shall encode or embed a SSN in or on a card or document including, but not limited to, using a bar code, chip, magnetic strip, RFID technology or other technology in place of removing the SSN as required by the Act and this policy.

Applicability

If any provision of this policy conflicts with any provision of the Act, the stricter of the two (2) provisions shall prevail.

This policy does not apply to either of the following:

- Collection, use or disclosure of a SSN as required by state or federal law, rule or regulation.
- Documents recorded with a county recorder or required to be open to the public under a state or federal law, rule or regulation, applicable case law, Supreme Court Rule, or the Constitution of the State of Illinois; however, the District shall redact the SSN from such documents if such law, rule or regulation permits.

Availability of Policy

The District has provided a copy of this policy to any employees required to use or handle information or documents that contain SSNs, and each employee shall maintain it at all times. A copy of the policy is available to all other employees and any member of the public by requesting a copy from the Human Resources Department or pursuant to Illinois FOIA.

Amendments

The Park District may amend this policy at any time. If it amends the policy, the District will file a written copy of the policy, as amended, with the board and also advise all District employees of the existence of the amended policy. It will make available a copy of the amended policy to District employees and the public as set forth here.

Violation

Violation of this policy, intentionally or otherwise, shall be grounds for disciplinary action, up to and including dismissal from employment, and they may be found guilty of a Class B misdemeanor and/or such other penalties as now or hereafter provided for under the Act.



**Statement of Purpose
For Collection of Social Security Numbers
By the Glen Ellyn Park District**

The Identity Protection Act, 5 ILCS 179/1 et seq., and the Identity-Protection Policy of the Glen Ellyn Park District ("District") require the District to provide an individual with a statement of the purpose or purposes for which the District is collecting and using the individual's Social Security number ("SSN") anytime an individual is asked to provide the District with their SSN or if an individual requests it. This Statement of Purpose is being provided to you because the District has asked you to provide your SSN or because you requested a copy of this statement.

Why do we collect your Social Security number?

You are being asked for your SSN for one or more of the following reasons:

- New Hire Paperwork as a new employee
- Employment Verification
- Payroll Processing
- Direct Deposit verification
- Accounts Payable payments
- Fee Assistance

What do we do with your Social Security number?

We will only use your SSN for the purpose for which it was collected. We will not:

- Sell, lease, loan, trade, or rent your SSN to a third party for any purpose.
- Publicly post or publicly display your SSN.
- Print your SSN on any card required for you to access our services.
- Require you to transmit your SSN over the Internet, unless the connection is secure or your SSN is encrypted; or print your SSN on any materials that are mailed to you, unless State or Federal law requires that number to be on documents mailed to you. If mailed, your SSN will not be visible without opening the envelope in which it is contained.

Questions or Complaints about this Statement of Purpose

Contact: Lynn Wiltfong
Human Resources & Risk Manager
Glen Ellyn Park District
185 Spring Avenue
Glen Ellyn, IL 60137
Office: (630) 942-7259
Email: Lwiltfong@gepark.org

The following policies have already been approved by the Board with updated language.

4.05 Equal Employment Opportunity Policy (Update to current policy for 2025 compliance)

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

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

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

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

PLEASE NOTE: The updated language regarding protected classes will be updated in several policies. The updated language includes adding: "family responsibilities, reproductive health decisions, association with someone else's reproductive decisions," wherever this list is provided. Examples include the Nondiscrimination and Antiharassment Policy,

4.08 Child Labor Laws: Employment of Minors (Proposed Update for January 2025)

The Glen Ellyn Park District complies with all applicable federal, state, and local Child Labor Laws regarding the employment of minors, including but not limited to the Fair Labor Standards Act (FLSA) (which applies to minors under the age of 18 years old) and the Illinois Child Labor Act of 2024 (which applies to minors under the age of 16 years old). This policy does not seek to list all of those laws but to highlight key provisions generally.

1. All minors under age 16 must have an Employment Certificate/Work Permit **BEFORE** they will be allowed to work for the Park District. The Regional or District Superintendent of Schools, or duly authorized agent, issues employment certificates and must give the certificate to the Park District for employment purposes, so the Park District can produce the certificate upon request to the Illinois Department of Labor. Students should visit their school's office.
2. For purposes of this policy, "School Day" means any day when school is in session and "School Week" means any week where one or more days are school days.
3. Federal and Illinois Child Labor Laws mandate that a minor under the age of 16 **cannot** work the following hours:
 - a. During school hours when school is in session.
 - b. More than six (6) consecutive days in a calendar week.
 - c. More than forty (40) hours in a calendar week when school is not in session.
 - d. More than eight (8) hours in any 24-hour period.
 - e. Over three (3) hours a day when school is in session.
 - f. Over eight (8) hours a day combining school and work hours when school is in session.
 - g. Over eighteen (18) hours in a calendar week when school is in session.
 - h. Maximum of eight (8) hours on each Saturday and Sunday during the school year, if the minor meets the above requirements, and no more than 24 hours during the school week.
 - i. Earlier than 7 am and later than 7 pm, except:
 - From June 1 to Labor Day, when the minor may work up to 10 pm.
 - From Labor Day to June 1, the minor may work up to 9 pm, on school days, if the minor works no more than 3 hours per day, no more than 2 school days in the week, and no more than 24 hours total in the week outside of school time.
4. The Park District will provide an unpaid meal period of at least thirty (30) minutes to minors under the age of 16 no later than the fifth consecutive hour of work.
5. **The Park District will provide an adult 21 years of age or older, on-site, to supervise minors under the age of 16 at all times while the minors are working. IAPD worked with Illinois legislators to make an exception to this rule for Park Districts. It was approved by the House and Senate and is currently waiting for approval by the Governor. We would ask the Board to allow us to make this change if approved without bringing this policy back for approval. We will keep the Board updated with any changes.**
6. Employees under age 16 cannot supervise any part of the transportation of camp, field trips, or other District/SRA-sponsored program participants to or from District/SRA-sponsored activities, including loading participants or materials onto a bus prior to departure, supervising the participants (or performing any other work) during the ride to and from the activity, and unloading participants or materials upon arrival at the activity or back at the point of departure. Employees under the age of 16 are relieved of **ALL** duties during this time and are not to resume their duties until all participants and materials have been unloaded from the bus.

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

4.10 New Hire Reporting Procedures (Proposed Updates to current policy)

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

Additionally, the District is required to report any newly hired individuals in the independent contractor relationship to IDES. Independent contractors are not employees or agents of the Park District but are reported to IDEA as “newly hired employees” pursuant to Illinois law, 820 ILCS 405/1801.1(D).

4.12 Personnel File and Requests for Personnel Records (Proposed Updates to current policy)

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

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

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

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

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

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

Upon written request (including via electronic communications, like email, text, etc.), employees (and former employees separated from the Park District within the last 12 months) have a right to inspect, copy and/or receive their personnel records pursuant to the Illinois Personnel Records Review Act (IPRRA). An employee may only make two requests per calendar year, spaced at reasonable intervals. They must make the request in writing to the District's Human Resources Department, as well as

- (1) identify what personnel records the employee is requesting (or identify if the employee is requesting all records allowed under the IPRRA),
- (2) specify whether they want to inspect, receive or copy the records,
- (3) specify whether the records should be in hard copy or a reasonable and commercially available electronic format,
- (4) specify whether inspection, copying or receipt of copies will be performed by that employee's representative and
- (5) if the records being requested include medical information and medical records, include a signed waiver to release medical information and medical records to that employee's specific representative.

Personnel records employees may request include:

- Any personnel documents that are, have been or are intended to be used in determining that employee's qualifications for employment, promotion, transfer, compensation, benefits, discharge or other disciplinary action, except as exempted by Section 10 of the IPRRA.
- Any employment-related contracts or agreements the District maintains and are legally binding on the employee.
- Any employee handbooks the District made available to the employee or the employee acknowledged receiving.
- Any written employer policies or procedures the District contends the employee was subject to and concern qualifications for employment, promotion, transfer, compensation, benefits, discharge or other disciplinary action.

The Park District shall comply with the request within seven working days of its receipt; if the District can reasonably show such a deadline cannot be met, the District shall have an additional seven calendar days to comply. If the District does not maintain records in one or more of the categories requested, the District may respond in writing to that effect but will still permit inspection, copying or receipt of records that the District does maintain. If the District maintains the records requested in a manner and fashion already accessible by the employee, the District will provide the employee with instructions on how to access the records. The District reserves the right to charge an employee for the actual costs of duplication of records.

4.21 Telecommuting/Remote Work Policy (Proposed Update to our current policy)

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

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

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

- Telecommuting does not adversely affect the Park District, departmental assignments/ projects, customer relations or other departments.
- There is adequate and suitable work available for the employee to perform at home with no direct supervision.
- The position is appropriate for a telecommuting arrangement.
- Adequate equipment is in place, or reasonably could be put into place, to facilitate the telecommuting arrangement.
- The employee has maintained a good work record prior to making their request to telecommute (for example, no excessive or unexcused absences and no corrective action within the last six months of employment).

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

- 1) The reason for the arrangement.
- 2) The duration of the arrangement.
- 3) The agreed schedule of the employee – hours and days the employee must be present in the workplace.
- 4) Regardless of the hours agreed upon, employees are responsible for attending all scheduled meetings even if those meetings do not take place on scheduled days in the office.
- 5) The employee must confirm they have suitable office equipment or the ability to connect their district provided laptop to home Wi-Fi to maintain communication and access District servers, files, etc. to perform the duties of the position. If additional equipment is needed it should be discussed with management to determine if it is feasible. It is the responsibility of the remote worker to take all necessary precautions to prevent unauthorized access to secure confidential information.
- 6) The expectation and communication of work being performed with regular updates for accountability and the understanding that the arrangement can be terminated at any time if adequate work is not being performed at the sole discretion of the supervisor.
- 7) Performance criteria used to determine whether the telecommuting arrangement is effective.
- 8) Remote workers must be available by phone, chat, and/or email during scheduled hours, except for their scheduled lunch period, breaks, or for work functions when they may be unavailable during a period of time.
- 9) Supervisors may require regular check-in periods with remote employees.
- 10) Acknowledgement that the District does not intend the telecommuting arrangement to be permanent, will review it on an as-needed basis and may revise or discontinue it at any time, with or without advance notice.
- 11) Acknowledgement that the employee remains employed at-will and the telecommuting agreement does not constitute a contract of employment.

- 12) Acknowledgement that violation of the telecommuting arrangement will result in discipline, up to and including dismissal from employment (for example, engaging in personal activities when scheduled to work from home, lack of responsiveness during work hours, etc.).
- 13) Employee fully understands the Park District may revise or rescind the arrangement at any time for any reason or no reason at all. When telecommuting, an employee must adhere to all other policies and procedures.

To be eligible for telecommuting, the employee must have been employed by the Glen Ellyn Park District for at least one full year, except in cases where telecommuting privileges are potentially a reasonable accommodation pursuant to the District's ADA or Pregnancy Discrimination Policies, or at the discretion of the Executive Director.

5.14 **Victim's Economic Security and Safety Act ("VESSA") (Updates to our current 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, job-protected leave during a 12-month period to address the consequences of domestic, gender, or sexual violence, or any other crimes of violence, to themselves or their family or household member who is a victim. VESSA also grants up to ten (10) days unpaid leave for eligible employees grieving the death of family or household member(s) as a result of a violent crime, attending the funeral or wake of family or household member(s) killed as a result of violent crime and/or making related arrangements.

1. Basis of Leave

The Park District will provide up to **twelve (12) weeks of unpaid leave** from work on an intermittent, reduced or continuous work-schedule basis to an employee who is a victim of actual or threatened domestic, gender, sexual violence, or any other crimes of violence, (or who has a family or household member who is a victim of such violence) to address the violence if the employee is pursuing any of the following actions:

- a) **Seeking medical attention** for, or recovering from, physical or psychological injuries caused by actual or threatened domestic, gender or sexual violence, or by any other crimes of 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 actual or threatened domestic, gender or sexual violence, or any other crimes of violence, or ensure economic security.
- 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 actual or threatened domestic, gender or sexual violence, or from any other crimes of violence.

VESSA leave is capped at a maximum of two (2) workweeks (10 days), as discussed in the "Period of Leave" section below, for the following reasons:

- **Attending the funeral** or alternative to funeral or wake of a family or household member who is killed in a crime of violence.

- **Making arrangements** necessitated by the death of a family or household member who is killed in a crime of violence.
- **Grieving the death** of a family or household member who is killed in a crime of violence.

2. Definitions

“Family or household member” means a spouse, civil union partner, parent, grandparent, child, grandchild, sibling, any other person related by blood or by present or prior marriage or civil union, any other person who shares a relationship through a child or any other individual whose close association with the employee is the equivalent of a family relationship as determined by the employee and persons jointly residing in the same household.

“Domestic, Sexual, or Gender Violence” means domestic violence, sexual assault, gender violence, or stalking.

"Crime of violence" means any conduct proscribed by Articles 9, 11, 12, 26.5, 29D, and 33A of the Illinois Criminal Code of 2012 or a similar provision of the Criminal Code of 1961, in addition to conduct proscribed by Articles of the Criminal Code of 2012 referenced in other definitions in the Illinois Victims' Economic Security and Safety Act.

3. Period of Leave

An employee shall be entitled to a total of 12 work weeks of unpaid, job-protected leave during any 12-month period if they qualify for VESSA leave. (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 (FMLA).)

The District allows employees a total of up to two (2) workweeks (10 days) of unpaid leave (to be deducted from the maximum amount of VESSA leave allowed) for specific reasons relating to a family or household member who is killed in a crime of violence, which must be completed within sixty (60) days after the date on which the employee receives notice of death of the victim. However, the employee may still receive additional time off under VESSA during the same 12-month period for other qualifying reasons mentioned above. For information regarding the coordination of VESSA leave needed for bereavement purposes and the Illinois Family Bereavement Leave Act, please see Human Resources.

4. Existing Leave

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

5. Notification

The employee must notify their immediate supervisor and Human Resources of the reason and length of the employee’s absence. An employee must provide notice **at least 48 hours in advance**, unless providing such notice is not reasonable and 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.

6. Reasonable Documentation/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 actual or threatened domestic, gender or sexual violence or any other crimes of violence.
- b) The leave is for one of the purposes enumerated in the above “Basis of Leave” paragraph.

The employee shall provide such certification to the Park District's Human Resources department 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 will (if the employee has possession of such document) provide one of the following to the District:

- 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 actual or threatened domestic, gender or sexual violence, or any other crimes of violence, and/or the effects of the violence.
- b) A police, court, or military record.
- c) Death certificate, published obituary, or written verification of death, burial or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution or government agency, documenting a victim was killed in a crime of violence.
- d) Other corroborating evidence.

The employee will choose which document to submit, and the District will not request or require more than one document. The District will not request or require more than one certifying document during the same 12-month period that the employee requests or takes leave if the reason for leave is related to the same incident or incidents of violence or the same perpetrator or perpetrators of the violence.

7. Use within a Reasonable Time

Employees may take leave in a single continuous period, intermittently or on a reduced work schedule.

8. 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, will be retained in the strictest confidence by the Park District, except to the extent that disclosure is one of the following:

- 1) requested or consented to in writing by the employee; or
- 2) otherwise required by applicable Federal or State law.

9. Restoration to Position

In general, VESSA entitles an employee who takes leave under this policy to one of the following upon returning from such leave:

- a) Restoration to the position of employment held by the employee when the leave commenced.
- b) Restoration to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

10. 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 either:

- 1) Accrual of any seniority or employment benefits during any period of unpaid leave.
- 2) 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.

11. 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.

12. Maintenance of Health Benefits

Except as provided under the "Loss of Benefits" paragraph, during any period that an employee takes leave under this policy, the Park District will 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.

13. 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 the situation meets **ALL** of the following conditions:

- a. The employee **fails to return** from leave under this policy after the period of leave to which the employee is entitled has expired.
- b. The employee **fails to return** to work for a reason other than:
 - (I) the continuation, recurrence, or onset of actual or threatened domestic, gender or sexual, or any other crime of violence that entitles the employee to leave;
 - (II) the need for other job-protected leave under an applicable law; or
 - (III) other circumstances beyond the control of the employee.

The Park District may require an employee who claims they are unable to return to work because of a reason described 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 in this sub-section by providing the Park District with any one of the following (at the employee's sole election):

- 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 actual or threatened domestic, gender or sexual, or any other crimes of violence, and the effects of that violence.
- A police, court, or military record.
- Other corroborating evidence.

The Park District will not:

- fail to hire, refuse to hire, dismiss from employment, or harass any individual for 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.

14. Reasonable Accommodations

In response to an actual or perceived threat of domestic, sexual or gender violence, or any other crimes of violence, an employee may qualify for a reasonable accommodation, which may include adjustment to a job structure, workplace facility, modified schedule, leave, a changed telephone number or seating assignment, installation of a lock, implementation of a safety procedure and/or assistance in documenting actual or threatened domestic, sexual or gender violence (or any other crimes of violence)

that occur at the workplace or in a work-related setting, unless the accommodation would create an undue hardship on the operation of the Park District.

7.16 Lunch/Meal and Rest Periods

Department heads are authorized to establish and arrange lunch/meal periods and reasonable rest periods during the workday that are most consistent with departmental operation. The granting of rest periods is entirely at the discretion of the department head.

For employees who work more than **7.5** hours in a day, they must take at least a **30-minute unpaid meal break**, and the meal break must take place within the first five (5) hours of the employee's shift. This meal break will be automatically deducted from the timecard if the employee does NOT clock out for their meal break.

Consistent with the District's Child Labor Policy, the District must provide an unpaid meal period of at least thirty (30) minutes to minors under the age of 16 no later than the fifth consecutive hour of work, if they are scheduled to work beyond five hours.

For every additional 4.5 hours worked (beyond the typical 8-hour shift), an employee must take an additional unpaid meal break of at least **30 minutes**. A meal period does not include reasonable time spent using the restroom facilities.

Authorized rest breaks are to be taken away from the designated work area, but employees are not permitted to leave Park District premises during this period. Rest or break time is compensated as work time, but not unpaid meal periods. Employees may leave the premises for authorized meal breaks.

Employees who choose to remain at work during a rest/lunch/meal break cannot leave work early. Employees who are asked to work through their lunch/meal period, and who perform job tasks during this time, will be compensated for the time worked, and their immediate supervisor or Department Director will provide them a meal break at another time during their shift.

Employees on rest or lunch break cannot interfere with employees who are working.

Nursing mothers will also receive reasonable paid breaks to express milk in a private location for one year after the child's birth. Mothers requiring a break to express milk should discuss with their immediate supervisor or the Human Resources Department the appropriate location.

Proposed New and/or Updated personnel policies to be compliant with new laws or amendments going into effect at the beginning of the New Year 2025.

4.22 Pay Transparency Policy (Proposed NEW Policy)

In compliance with amendments to the Illinois Equal Pay Act, the Glen Ellyn Park District will provide the pay scale and benefits in any job posting, as well as to any applicant for employment, prior to any offer being made or discussion of compensation. In addition, the Park District will announce, post or otherwise make known all opportunities for promotion to all current employees no later than 14 calendar days after the Park District makes an external job posting for the position. "Pay scale and benefits" means the wage or salary, or the wage or salary range, and a general description of the benefits and other compensation including, but not limited to, bonuses, stock options or other incentives the employer reasonably expects in good faith to offer for the position, set by reference to any applicable pay scale, the previously determined range for the position, the actual range of others currently holding equivalent positions or the budgeted amount for the position, as applicable. Nothing in this policy shall require the Park District to use job postings, however.

4.23 Captive Audience Meetings and Communications (Proposed NEW Policy)

In compliance with the amendments to the Illinois Worker Freedom of Speech Act, as well as other laws applicable to public employers, the Glen Ellyn Park District will not discharge, discipline or otherwise penalize an employee or threaten to do so: (1) for declining to attend or participate in an employer-sponsored meeting or declining to receive or listen to communications from the employer or the agent, representative or designee of the employer, if the meeting or communication is to communicate the opinion of the employer about religious matters or political matters; (2) as a means of inducing employees to participate in such meetings or receive/listen to such communications; or (3) for their good-faith report of such a violation.

For the purposes of this policy and the Act, "political matters" means "matters relating to elections for political office, political parties, proposals to change legislation, proposals to change regulations, proposals to change public policy and the decision to join or support any political party or political, civic, community, fraternal or labor organization." "Religious matters" means "matters relating to religious belief, affiliation and practice, and the decision to join or support any religious organization or association."

Nothing in this policy or the Act limits the Park District's ability to:

- Communicate information required to be communicated to employees by law.
- Conduct voluntary meetings on religious or political matters, or communicate on the same, so long as receipt of and listening to the communication is voluntary. "Voluntary" means the action is not (1) incentivized by a positive change in any employment condition including, but not limited to, any form of compensation or any other benefit of employment; and (2) taken under threat of a negative change in any employment condition for nonattendance, including but not limited to, any negative performance evaluation or any other adverse change in any form of compensation or any other benefit of employment.
- Communicate information necessary for employees to do their job.
- Train employees on topics intended to foster a civil and collaborative workplace or reduce workplace harassment or discrimination.
- Any other exemptions listed under the Act.

For more information on the Act, please see the District's workplace posters located near the time clock and/or the employee breakroom.

7.19 Paystubs (Proposed NEW Policy)

The Glen Ellyn Park District will provide employees with a paystub each pay period. "Paystub" means an itemized statement or statements reflecting an employee's hours worked, rate of pay, overtime pay and overtime hours worked, gross wages earned, deductions made from the employee's wages and the total of wages and deductions year to date.

The Park District currently furnishes and maintains electronic paystubs. All employees have access to and are able to review and/or print their paystubs at any time through their Employee Self Service account. Upon an employee's separation, the Park District will ~~offer to provide~~ allow the outgoing employee continued access to their ESS account for up to one year following their departure. ~~their paystubs from one year preceding the separation date. The offer will be made to the outgoing employee by the end of their final pay period, and the Park District will record, in writing, the date on which this offer was made and how the outgoing employee responded.~~

If at any time during their employment or following employment an employee has difficulty accessing their electronic account they should contact the Accounting Manager or other member of the Finance department for assistance. The Park District ~~will~~ retains the paystubs for at least three years from the date of payment.

In the event the Park District discontinues use of electronic paystubs, employees will have the right to inspect (or request in physical or electronic form, at their election) their paystubs within 21 days of a request. This is permitted twice per 12-month period using a District-provided written request form. Similarly, former employees will have a right to inspect (or request in physical or electronic form, at their election) their paystubs within 21 days of a request twice in the 12-month period following separation of employment. Requests for paystubs should be to the Finance Department, which maintains the employer's payroll information.

8.35 Identity Protection Policy (Proposed NEW Policy)

The Glen Ellyn Park District adopted this Identity Protection Policy pursuant to the Illinois Identity Protection Act (the Act). The Act requires local and state government agencies to draft, approve and implement an Identity Protection Policy to ensure the confidentiality and integrity of social security numbers (SSNs) that these agencies collect, maintain and use. It is important to safeguard SSNs against unauthorized access to protect against identity theft.

Definitions

The words below shall have the following meanings when used in this Policy.

- Act – Illinois Identity Protection Act.
- Board – Board of the Glen Ellyn Park District.
- District – Glen Ellyn Park District.
- Person – Any individual in the employ of the District.
- Policy – This Identity Protection Policy.
- Publicly post or publicly display – To communicate intentionally or otherwise intentionally make available to the general public.
- Redact – To alter or truncate data so none of the digits of a SSN are accessible as part of personal information.
- SSN(s) – Any Social Security Number provided to an individual by the Social Security Administration.
- Statement of Purpose – Statement of the purpose or purposes for which the District is collecting and using an individual's SSN that the Act requires the District to provide when collecting a SSN or

upon request by an individual. When necessary, the District will provide all persons with a Statement of Purpose for the District.

Statement of Purpose

The District will provide an individual with a Statement of Purpose anytime it asks an individual to provide the District with their SSN or if an individual requests it.

Prohibited Activities

Neither the District nor any person may:

- Publicly post or publicly display in any manner an individual's SSN.
- Print an individual's SSN on any card required for the individual to access products or services provided by the District.
- Require an individual to transmit a SSN over the Internet unless the connection is secure or the SSN is encrypted.
- Print an individual's SSN on any materials they mail to the individual through the U.S. Postal Service, any private mail service, electronic mail or any similar method of delivery unless state or federal law requires the SSN to be on those documents. Notwithstanding the foregoing, SSNs may be on applications and forms sent by mail including, but not limited to: (i) any material mailed in connection with the administration of the Unemployment Insurance Act; (ii) any material mailed in connection with any tax administered by the Department of Revenue; and (iii) documents sent as part of an application or enrollment process or to establish, amend or terminate an account, contract, or policy or to confirm the accuracy of the SSN. A SSN permissibly mailed pursuant to this paragraph will not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or be visible on an envelope without opening the envelope.

Except as otherwise provided in this policy (as described below) or as otherwise provided in the Act, neither the District nor any person acting for the District may:

- Collect, use or disclose a SSN from an individual unless: (i) required to do so under state or federal law, rules or regulations, or the collection, use or disclosure of the SSN is otherwise necessary for the performance of the District's duties and responsibilities; (ii) the need and purpose for the SSN is documented before collection of the SSN; and (iii) the SSN collected is relevant to the documented need and purpose.
- Require an individual to use their SSN to access an Internet website.
- Use the SSN for any purpose other than the purpose for which it was collected.

The prohibitions identified immediately above do not apply in the following circumstances:

- Disclosure of SSNs to agents, employees, contractors or subcontractors of a governmental entity or disclosure by a governmental entity to another governmental entity or its agents, employees, contractors or subcontractors if disclosure is necessary for the entity to perform its duties and responsibilities; and, if disclosing to a contractor or subcontractor, prior to such disclosure, the governmental entity first receives from the contractor or subcontractor a copy of the contractor's or subcontractor's policy that sets forth how the contractor or subcontractor will meet the requirements imposed under this Act on a governmental entity to protect an individual's SSN.
- Disclosure of SSNs pursuant to a court order, warrant or subpoena.
- Collection, use or disclosure of SSNs to ensure the safety of: state and local government employees; wards of the state; and all persons working in or visiting a state or local government agency facility.
- Collection, use or disclosure of SSNs for internal verification or administrative purposes.
- Disclosure of SSNs by a state agency to the District for the collection of delinquent child support or of any state debt or to the District to assist with an investigation or the prevention of fraud.

- Collection or use of SSNs to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the federal Gramm Leach Bliley Act or to locate a missing person, lost relative or a person due a benefit, such as a pension benefit or an unclaimed property benefit.

Coordination with the Freedom of Information Act and Other Laws

The Park District will comply with the provisions of the Illinois Freedom of Information Act and any other applicable law with respect to allowing the public inspection and copying of information or documents containing all or any portion of an individual's SSN. However, the District will redact SSNs from the information or documents before allowing public inspection or copying of the information or documents.

When collecting SSNs, the District will request each SSN in a manner that makes the SSN easy to redact if the District must release it as part of a public records request.

Limited Employee Access to Social Security Numbers

Only employees required to use or handle information or documents that contain SSNs will have access. All employees who have access to SSNs will first receive training on how to protect the confidentiality of SSNs. The training will include instructions on the proper handling of information that contains SSNs from the time of collection through destruction of the information.

Neither the Park District nor any person shall encode or embed a SSN in or on a card or document including, but not limited to, using a bar code, chip, magnetic strip, RFID technology or other technology in place of removing the SSN as required by the Act and this policy.

Applicability

If any provision of this policy conflicts with any provision of the Act, the stricter of the two (2) provisions shall prevail.

This policy does not apply to either of the following:

- Collection, use or disclosure of a SSN as required by state or federal law, rule or regulation.
- Documents recorded with a county recorder or required to be open to the public under a state or federal law, rule or regulation, applicable case law, Supreme Court Rule, or the Constitution of the State of Illinois; however, the District shall redact the SSN from such documents if such law, rule or regulation permits.

Availability of Policy

The District has provided a copy of this policy to any employees required to use or handle information or documents that contain SSNs, and each employee shall maintain it at all times. A copy of the policy is available to all other employees and any member of the public by requesting a copy from the Human Resources Department or pursuant to Illinois FOIA.

Amendments

The Park District may amend this policy at any time. If it amends the policy, the District will file a written copy of the policy, as amended, with the board and also advise all District employees of the existence of the amended policy. It will make available a copy of the amended policy to District employees and the public as set forth here.

Violation

Violation of this policy, intentionally or otherwise, shall be grounds for disciplinary action, up to and including dismissal from employment, and they may be found guilty of a Class B misdemeanor and/or such other penalties as now or hereafter provided for under the Act.



**Statement of Purpose
For Collection of Social Security Numbers
By the Glen Ellyn Park District**

The Identity Protection Act, 5 ILCS 179/1 et seq., and the Identity-Protection Policy of the Glen Ellyn Park District ("District") require the District to provide an individual with a statement of the purpose or purposes for which the District is collecting and using the individual's Social Security number ("SSN") anytime an individual is asked to provide the District with their SSN or if an individual requests it. This Statement of Purpose is being provided to you because the District has asked you to provide your SSN or because you requested a copy of this statement.

Why do we collect your Social Security number?

You are being asked for your SSN for one or more of the following reasons:

- New Hire Paperwork as a new employee
- Employment Verification
- Payroll Processing
- Direct Deposit verification
- Accounts Payable payments
- Fee Assistance

What do we do with your Social Security number?

We will only use your SSN for the purpose for which it was collected. We will not:

- Sell, lease, loan, trade, or rent your SSN to a third party for any purpose.
- Publicly post or publicly display your SSN.
- Print your SSN on any card required for you to access our services.
- Require you to transmit your SSN over the Internet, unless the connection is secure or your SSN is encrypted; or print your SSN on any materials that are mailed to you, unless State or Federal law requires that number to be on documents mailed to you. If mailed, your SSN will not be visible without opening the envelope in which it is contained.

Questions or Complaints about this Statement of Purpose

Contact: Lynn Wiltfong
Human Resources & Risk Manager
Glen Ellyn Park District
185 Spring Avenue
Glen Ellyn, IL 60137
Office: (630) 942-7259
Email: Lwiltfong@gepark.org

The following policies have already been approved by the Board and the notations in red are new changes to the current policies.

4.05 Equal Employment Opportunity Policy (Update to current policy for 2025 compliance)

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

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

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

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

PLEASE NOTE: The updated language regarding protected classes will be updated in several policies. The updated language includes adding: "family responsibilities, reproductive health decisions, association with someone else's reproductive decisions," wherever this list is provided. Examples include the Nondiscrimination and Antiharassment Policy,

4.08 Child Labor Laws: Employment of Minors (Proposed Update for January 2025)

The Glen Ellyn Park District complies with all applicable federal, state, and local Child Labor Laws regarding the employment of minors, including but not limited to the Fair Labor Standards Act (FLSA) (which applies to minors under the age of 18 years old) and the Illinois Child Labor Act of 2024 (which applies to minors under the age of 16 years old). This policy does not seek to list all of those laws but to highlight key provisions generally.

1. All minors under age 16 must have an Employment Certificate/Work Permit **BEFORE** they will be allowed to work for the Park District. The Regional or District Superintendent of Schools, or duly authorized agent, issues employment certificates and must give the certificate to the Park District for employment purposes, so the Park District can produce the certificate upon request to the Illinois Department of Labor. Students should visit their school's office.
2. For purposes of this policy, "School Day" means any day when school is in session and "School Week" means any week where one or more days are school days.
3. Federal and Illinois Child Labor Laws mandate that a minor under the age of 16 **cannot** work the following hours:
 - a. During school hours when school is in session.
 - b. More than six (6) consecutive days in a calendar week.
 - c. More than forty (40) hours in a calendar week **when school is not in session. and**
 - d. More than eight (8) hours ~~a day when school is out~~ **in any 24-hour period.**
 - e. Over three (3) hours a day when school is in session.
 - f. Over eight (8) hours a day combining school and work hours when school is in session.
 - g. Over eighteen (18) hours in a calendar week when school is in session.
 - h. **Maximum of eight (8) hours on each Saturday and Sunday during the school year, if the minor meets the above requirements, and no more than 24 hours during the school week.**
 - i. Earlier than 7 am and later than 7 pm, except:
 - From June 1 to Labor Day, when the minor may work up to ~~9~~ **10 pm.**
 - **From Labor Day to June 1, the minor may work up to 9 pm, on school days, if the minor works no more than 3 hours per day, no more than 2 school days in the week, and no more than 24 hours total in the week outside of school time.**
4. The Park District will provide an unpaid meal period of at least thirty (30) minutes to minors under the age of 16 no later than the fifth consecutive hour of work.
5. **The Park District will provide an adult 21 years of age or older, on-site, to supervise minors under the age of 16 at all times while the minors are working. IAPD worked with Illinois legislators to make an exception to this rule for Park Districts. It was approved by the House and Senate and is currently waiting for approval by the Governor. We would ask the Board to allow us to make this change if approved without bringing this policy back for approval. We will keep the Board updated with any changes.**
6. Employees under age 16 cannot supervise any part of the transportation of camp, field trips, or other District/SRA-sponsored program participants to or from District/SRA-sponsored activities, including loading participants or materials onto a bus prior to departure, supervising the participants (or performing any other work) during the ride to and from the activity, and unloading participants or materials upon arrival at the activity or back at the point of departure. Employees under the age of 16 are relieved of **ALL** duties during this time and are not to resume their duties until all participants and materials have been unloaded from the bus.

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

4.10 New Hire Reporting Procedures (Proposed Updates to current policy)

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

Additionally, the District is required to report any newly hired individuals in the independent contractor relationship to IDES. Independent contractors are not employees or agents of the Park District but are reported to IDEA as “newly hired employees” pursuant to Illinois law, 820 ILCS 405/1801.1(D).

4.12 Personnel File and Requests for Personnel Records (Proposed Updates to current policy)

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

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

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

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

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

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

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

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

Upon written request (including via electronic communications, like email, text, etc.), employees (and former employees separated from the Park District within the last 12 months) have a right to inspect, copy and/or receive their personnel records pursuant to the Illinois Personnel Records Review Act (IPRRA). An employee may only make two requests per calendar year, spaced at reasonable intervals. They must make the request in writing to the District's Human Resources Department, as well as

- (1) identify what personnel records the employee is requesting (or identify if the employee is requesting all records allowed under the IPRRA),
- (2) specify whether they want to inspect, receive or copy the records,
- (3) specify whether the records should be in hard copy or a reasonable and commercially available electronic format,
- (4) specify whether inspection, copying or receipt of copies will be performed by that employee's representative and
- (5) if the records being requested include medical information and medical records, include a signed waiver to release medical information and medical records to that employee's specific representative.

Personnel records employees may request include:

- Any personnel documents that are, have been or are intended to be used in determining that employee's qualifications for employment, promotion, transfer, compensation, benefits, discharge or other disciplinary action, except as exempted by Section 10 of the IPRRA.
- Any employment-related contracts or agreements the District maintains and are legally binding on the employee.
- Any employee handbooks the District made available to the employee or the employee acknowledged receiving.
- Any written employer policies or procedures the District contends the employee was subject to and concern qualifications for employment, promotion, transfer, compensation, benefits, discharge or other disciplinary action.

The Park District shall comply with the request within seven working days of its receipt; if the District can reasonably show such a deadline cannot be met, the District shall have an additional seven calendar days to comply. If the District does not maintain records in one or more of the categories requested, the District may respond in writing to that effect but will still permit inspection, copying or receipt of records that the District does maintain. If the District maintains the records requested in a manner and fashion already accessible by the employee, the District will provide the employee with instructions on how to access the records. The District reserves the right to charge an employee for the actual costs of duplication of records.

4.21 Telecommuting/Remote Work Policy (Proposed Update to our current policy)

To accommodate our employees' needs, the Glen Ellyn Park District will permit some employees in specific positions to telecommute and work at home for temporary periods of time as long as telecommuting does not impact the employee's productivity or adversely affect the efficient operation or business needs of the Park District. Some positions within the Park District, by their very nature, do not lend themselves to telecommuting. For example, positions that require frequent supervision of other employees do not lend themselves to telecommuting, since it is an integral part of those positions for the supervisors to be available on-site to answer questions and coach employees in their growth and development. Similarly, positions that require manual work (such as maintenance or parks labor) also do not lend themselves to

telecommuting, since it is an integral part of those positions to be on-site to complete the work. The Park District will determine whether employees can perform a specific job effectively off site and whether an individual is effective working without direct supervision at home. Employees should understand the ability to telecommute may vary based on business needs that change over time depending on the circumstances. If an employee wishes the Park District to consider telecommuting, they must submit their request in writing to their immediate supervisor, including the proposed dates/times for the arrangement and all the reasons for the arrangement. The immediate supervisor may then meet with the employee to discuss the request prior to the Park District making a decision.

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

- Telecommuting does not adversely affect the Park District, departmental assignments/ projects, customer relations or other departments.
- There is adequate and suitable work available for the employee to perform at home with no direct supervision.
- The position is appropriate for a telecommuting arrangement.
- Adequate equipment is in place, or reasonably could be put into place, to facilitate the telecommuting arrangement.
- The employee has maintained a good work record prior to making their request to telecommute (for example, no excessive or unexcused absences and no corrective action within the last six months of employment).

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

- 1) The reason for the arrangement.
- 2) The duration of the arrangement.
- 3) The agreed schedule of the employee – hours and days the employee must be present in the workplace.
- 4) Regardless of the hours agreed upon, employees are responsible for attending all scheduled meetings even if those meetings do not take place on scheduled days in the office.
- 5) The employee must confirm they have suitable office equipment or the ability to connect their district provided laptop to home Wi-Fi to maintain communication and access District servers, files, etc. to perform the duties of the position. If additional equipment is needed it should be discussed with management to determine if it is feasible. It is the responsibility of the remote worker to take all necessary precautions to prevent unauthorized access to secure confidential information.
- 6) The expectation and communication of work being performed with regular updates for accountability and the understanding that the arrangement can be terminated at any time if adequate work is not being performed at the sole discretion of the supervisor.

PDRMA recommends the following in their updated policy:

- 7) Performance criteria used to determine whether the telecommuting arrangement is effective.
- 8) Remote workers must be available by phone, chat, and/or email during scheduled hours, except for their scheduled lunch period, breaks, or for work functions when they may be unavailable during a period of time.
- 9) Supervisors may require regular check-in periods with remote employees.

- 10) Acknowledgement that the District does not intend the telecommuting arrangement to be permanent, will review it on an as-needed basis and may revise or discontinue it at any time, with or without advance notice.
- 11) Acknowledgement that the employee remains employed at-will and the telecommuting agreement does not constitute a contract of employment.
- 12) Acknowledgement that violation of the telecommuting arrangement will result in discipline, up to and including dismissal from employment (for example, engaging in personal activities when scheduled to work from home, lack of responsiveness during work hours, etc.).
- 13) Employee fully understands the Park District may revise or rescind the arrangement at any time for any reason or no reason at all. When telecommuting, an employee must adhere to all other policies and procedures.

To be eligible for telecommuting, the employee must have been employed by the Glen Ellyn Park District for at least one full year, except in cases where telecommuting privileges are potentially a reasonable accommodation pursuant to the District's ADA or Pregnancy Discrimination Policies, or at the discretion of the Executive Director.

5.14 Victim's Economic Security and Safety Act ("VESSA") (Updates to our current 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, ~~job-protected~~ leave during a 12-month period to address the consequences of domestic, gender, ~~or~~ sexual violence, ~~or any other crimes of violence~~, to themselves or their family or a household member who is a victim. ~~of domestic, gender or sexual violence~~. VESSA also grants up to ten (10) days unpaid leave for eligible employees grieving the death of family or household member(s) as a result of a violent crime, attending the funeral or wake of family or household member(s) killed as a result of violent crime and/or making related arrangements.

1. Basis of Leave

The Park District will provide up to **twelve (12) weeks of unpaid leave** from work on an intermittent, ~~or~~ reduced ~~or continuous~~ work-schedule basis to an employee who is a victim of **actual or threatened** domestic, gender, ~~or~~ sexual violence, **or any other crimes of violence**, (or who has a family or household member who is a victim of ~~domestic, gender or sexual~~ **such** violence) to address ~~domestic, gender or sexual~~ **the** violence if the employee is **pursuing any of the following actions**:

- a) **Seeking medical attention** for, or recovering from, physical or psychological injuries caused by **actual or threatened** domestic, gender or sexual violence, **or by any other crimes of 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 **actual or threatened** domestic, gender or sexual violence, **or any other crimes of violence**, or ensure economic security.
- 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 **actual or threatened** domestic, gender or sexual violence, **or from any other crimes of violence**.

VESSA leave is capped at a maximum of two (2) workweeks (10 days), as discussed in the "Period of Leave" section below, for the following reasons:

- **Attending the funeral** or alternative to funeral or wake of a family or household member who is killed in a crime of violence.
- **Making arrangements** necessitated by the death of a family or household member who is killed in a crime of violence.
- **Grieving the death** of a family or household member who is killed in a crime of violence.

"Family or household member" means a spouse, civil union partner, parent, ~~grandparent, son, daughter,~~ child, grandchild, sibling, any other person related by blood or by present or prior marriage or civil union, any other person who shares a relationship through a child or any other individual whose close association with the employee is the equivalent of a family relationship as determined by the employee and persons jointly residing in the same household. ~~whose interests are not averse 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.

"Domestic, Sexual, or Gender Violence" means domestic violence, sexual assault, gender violence, or stalking.

"Crime of violence" means any conduct proscribed by Articles 9, 11, 12, 26.5, 29D, and 33A of the Illinois Criminal Code of 2012 or a similar provision of the Criminal Code of 1961, in addition to conduct proscribed by Articles of the Criminal Code of 2012 referenced in other definitions in the Illinois Victims' Economic Security and Safety Act.

2. Period of Leave

An employee shall be entitled to a total of 12 workweeks of unpaid, **job-protected** leave during any 12-month period **if they qualify for VESSA leave.** (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 (FMLA).)

The District allows employees a total of up to two (2) workweeks (10 days) of unpaid leave (to be deducted from the maximum amount of VESSA leave allowed) for specific reasons relating to a family or household member who is killed in a crime of violence, which must be completed within sixty (60) days after the date on which the employee receives notice of death of the victim. However, the employee may still receive additional time off under VESSA during the same 12-month period for other qualifying reasons mentioned above. For information regarding the coordination of VESSA leave needed for bereavement purposes and the Illinois Family Bereavement Leave Act, please see Human Resources.

3. Existing Leave

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

4. Notification Notice

The employee **must notify their immediate supervisor and Human Resources of the reason and length of the employee's absence.** ~~shall provide the Park District with~~ **An employee must provide notice at least 48 hours in advance, notice** of the employee's intention to take the leave, unless providing such notice is not **reasonable and** 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.

5. Reasonable Documentation/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 **actual or threatened** domestic, gender or sexual violence **or any other crimes of violence**; ~~and~~
- b) The leave is for one of the purposes enumerated in the above "Basis of Leave" paragraph.

The employee shall provide such certification to the Park District's **Human Resources department** 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~~ **will** (if **the employee has possession of such document**) provide **one of the following to the District**:

- 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 **actual or threatened** domestic, gender or sexual violence, **or any other crimes of violence**, and/or the effects of the violence.
- b) A police, ~~or~~ court **or military** record; ~~or~~
- c) **Death certificate, published obituary, or written verification of death, burial or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution or government agency, documenting a victim was killed in a crime of violence.**
- d) Other corroborating evidence.

The employee will choose which document to submit, and the District will not request or require more than one document. The District will not request or require more than one certifying document during the same 12-month period that the employee requests or takes leave if the reason for leave is related to the same incident or incidents of violence or the same perpetrator or perpetrators of the violence.

6. Use within a Reasonable Time

Employees may take leave in a single continuous period, intermittently or on a reduced work schedule.

7. 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~~ **will** be retained in the strictest confidence by the Park District, except to the extent that disclosure is **one of the following**:

- (1) requested or consented to in writing by the employee; or
- (2) otherwise required by applicable Federal or State law.

8. Restoration to Position

In general, **VESSA entitles** an employee who takes leave under this policy ~~shall be entitled,~~ **to one of the following upon returning** from such leave:

- a) ~~to be restored by the Park District~~ **Restoration** to the position of employment held by the employee when the leave commenced; ~~or~~
- b) ~~to be restored~~ **Restoration** to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

9. 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 **either**:

- ~~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.

10. 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.

11. Maintenance of Health Benefits

Except as provided under **the** "Loss of Benefits" **paragraph**, during any period that an employee takes leave under this policy, the Park District ~~shall~~ **will** 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.

12. 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 the situation meets ALL of the following conditions**:

- ~~a)~~ **The employee fails to return** from leave under this policy after the period of leave to which the employee is entitled has expired. ~~;~~~~and~~
- b) The employee fails to return** to work for a reason other than:
 - (I) the continuation, recurrence, or onset of **actual or threatened** domestic, gender or sexual, **or any other crime of** violence that entitles the employee to leave;
 - (II) **the need for other job-protected leave under an applicable law**; or
 - (III) other circumstances beyond the control of the employee.

The Park District may require an employee who claims ~~that the employee is~~ **they are** 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 **in this sub-section** of this clause by providing to the Park District **any one of the following (at the employee's sole election)**:

- 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 **actual or threatened** domestic, gender or sexual, **or any other crimes of** violence, and the effects of that violence.
- A police, ~~or~~ court, **or military** record.
- Other corroborating evidence.

The Park District will not:

- fail to hire, refuse to hire, ~~discharge~~ **dismiss from employment**, or harass any individual for 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.

13. Reasonable Accommodations

In response to an actual or perceived threat of domestic, sexual or gender violence, or any other crimes of violence, an employee may qualify for a reasonable accommodation, which may include adjustment to a job structure, workplace facility, modified schedule, leave, a changed telephone number or seating assignment, installation of a lock, implementation of a safety procedure and/or assistance in documenting actual or threatened domestic, sexual or gender violence (or any other crimes of violence) that occur at the workplace or in a work-related setting, unless the accommodation would create an undue hardship on the operation of the Park District.

7.16 Lunch/Meal and Rest Periods

Department heads are authorized to establish and arrange lunch/meal periods and reasonable rest periods during each the workday that are most consistent with departmental operation. The granting of rest periods is entirely at the discretion of the department head.

For employees who work more than **7.5** hours in a day, they must take at least a **30-minute unpaid meal break**, and the meal break must take place within the first five (5) hours of the employee's shift. This meal break will be automatically deducted from the timecard if the employee does NOT clock out for their meal break.

Consistent with the District's Child Labor Policy, the District must provide an unpaid meal period of at least thirty (30) minutes to minors under the age of 16 no later than the fifth consecutive hour of work, if they are scheduled to work beyond five hours.

For every additional 4.5 hours worked (beyond the typical 8-hour shift), an employee must take an additional unpaid meal break of at least **30 minutes**. A meal period does not include reasonable time spent using the restroom facilities.

Authorized rest breaks are to be taken away from the designated work area, but employees are not permitted to leave Park District premises during this period. Rest or break time is compensated as work time, but not unpaid meal periods. Employees may leave the premises for authorized meal breaks.

Employees who choose to remain at work during a rest/lunch/meal break cannot leave work early. Employees who are asked to work through their lunch/meal hours period, and who perform job tasks during this time, will be compensated for the time worked, and their immediate supervisor or Department Head will provide them a meal break at another time during their shift.

Employees on rest or lunch break cannot interfere with employees who are working.

Nursing mothers will also receive reasonable paid breaks to express milk in a private location for one year after the child's birth. Mothers requiring a break to express milk should discuss with their immediate supervisor or the Human Resources Department the appropriate location.



MEMO

February 11, 2025

TO: Park District Board of Commissioners
FROM: Nathan Troia, PLA, Director of Planning and Natural Resources
CC: Dave Thommes, Executive Director
RE: Referendum and Capital Projects Updates

The Glen Ellyn Park District referendum request for \$15.9 million to repair, improve and expand facilities, upgrade four park properties throughout the district, and purchase additional land for parks, was approved in June of 2022. Additionally, there are other significant projects, including the Frank Johnson Center replacement which is currently in progress.

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

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

Glen Ellyn Park District

Investment Report

January 31, 2025

| Bank Balances | Prior Year January 2024 | Current Year February 2024 | 1st Quarter March 2024 | 2nd Quarter June 2024 | 3rd Quarter September 2024 | 4th Quarter December 2024 | Current Year January 2025 |
|--|------------------------------------|---------------------------------------|-----------------------------------|----------------------------------|---------------------------------------|--------------------------------------|--------------------------------------|
| Glen Ellyn Bank & Trust | \$ 1,007,770.26 | \$ 552,228.93 | \$ 498,848.40 | \$ 733,739.60 | \$ 815,026.51 | \$ 675,036.68 | \$ 416,668.08 |
| Illinois Funds - 9347 | 12,804,213.50 | 12,859,158.83 | 10,438,951.43 | 7,069,985.03 | 5,613,936.92 | 5,482,666.87 | 5,036,345.40 |
| Illinois Park District Liquid Asset Fund | 225,639.29 | 226,568.75 | 227,560.43 | 230,489.29 | 233,447.38 | 236,148.16 | 236,999.21 |
| Illinois Metropolitan Investment Fund | 9,356,895.05 | 8,643,169.45 | 8,679,944.15 | 9,504,692.15 | 9,754,531.31 | 7,025,255.76 | 6,750,566.59 |
| Total Bank Balance | \$ 23,394,518.10 | \$ 22,281,125.96 | \$ 19,845,304.41 | \$ 17,538,906.07 | \$ 16,416,942.12 | \$ 13,419,107.47 | \$ 12,440,579.28 |
| Interest Rates | | | | | | | |
| Illinois Funds - 9347 | 5.39% | 5.40% | 5.40% | 5.43% | 5.23% | 4.69% | 4.56% |
| Illinois Park District Liquid Asset Fund | 5.23% | 5.20% | 5.17% | 5.15% | 4.98% | 4.43% | 4.24% |
| Illinois Metropolitan Investment Fund | 5.02% | 5.00% | 5.01% | 5.07% | 4.93% | 4.37% | 4.24% |
| Interest (1) | | | | | | | |
| Illinois Funds - 9347 | \$ 58,366.67 | \$ 54,945.33 | \$ 52,439.27 | \$ 33,807.87 | \$ 24,762.42 | \$ 20,319.39 | \$ 20,257.22 |
| Illinois Park District Liquid Asset Fund | 994.60 | 929.46 | 991.68 | 969.09 | 949.75 | 885.02 | 851.05 |
| Illinois Metropolitan Investment Fund | 39,757.00 | 36,274.40 | 36,774.70 | 34,658.32 | 37,291.50 | 23,338.12 | 25,310.83 |
| Total Interest | \$ 99,118.27 | \$ 92,149.19 | \$ 90,205.65 | \$ 69,435.28 | \$ 63,003.67 | \$ 44,542.53 | \$ 46,419.10 |

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



General Ledger
 Consolidated Budget By
 Account Type



User: ncinquegrani
 Printed: 2/4/2025 11:14:03 AM
 Period 01 - 01
 Fiscal Year 2024 - 2025

| Description | 2024 End Bal | 2024 Budget | 2025 End Bal | 2025 Budget |
|-----------------------|---------------------|----------------------|---------------------|----------------------|
| Revenue | | | | |
| Property Tax Receipts | 0.00 | 7,400,256.00 | 0.00 | 7,683,950.00 |
| Other Taxes | 46,385.08 | 328,000.00 | 33,421.31 | 164,000.00 |
| Charges for Services | 252,415.41 | 2,225,900.00 | 344,102.39 | 2,331,170.00 |
| Program Fees | 2,117,566.79 | 5,533,245.00 | 2,237,196.65 | 6,264,751.00 |
| Rentals | 364,764.39 | 866,300.00 | 366,535.28 | 1,012,850.00 |
| Concessions | 435.70 | 77,000.00 | 2,500.00 | 118,000.00 |
| Interest Income | 145,537.37 | 564,000.00 | 0.00 | 224,000.00 |
| Licenses & Permits | 9,225.00 | 18,010.00 | 6,945.00 | 26,345.00 |
| Grants & Donations | 0.00 | 1,053,850.00 | 1,900.00 | 2,228,000.00 |
| Debt Proceeds | 1,360,935.00 | 6,457,395.00 | 0.00 | 4,050,000.00 |
| Miscellaneous Income | 2,815.00 | 65,000.00 | 5,061.21 | 56,000.00 |
| Transfers Received | 0.00 | 2,262,657.00 | 0.00 | 3,616,518.00 |
| Chargeback Revenue | 0.00 | 589,058.00 | 0.00 | 756,220.00 |
| Revenue | 4,300,079.74 | 27,440,671.00 | 2,997,661.84 | 28,531,804.00 |

General Ledger
 Consolidated Budget By
 Account Type



User: ncinquegrani
 Printed: 2/4/2025 11:14:03 AM
 Period 01 - 01
 Fiscal Year 2024 - 2025

| Description | 2024 End Bal | 2024 Budget | 2025 End Bal | 2025 Budget |
|--------------------------------|-------------------|----------------------|---------------------|----------------------|
| Expense | | | | |
| Salaries & Wages | 125,149.95 | 4,638,566.00 | 457,463.97 | 4,953,032.00 |
| Salaries & Wages - Programs | 15,721.68 | 879,615.00 | 48,442.91 | 877,622.50 |
| Contractual Labor | 0.00 | 10,000.00 | 0.00 | 12,000.00 |
| Contractual Services - Other | 6,911.00 | 701,914.00 | 12,079.03 | 738,976.00 |
| Contractual Services- Programs | 320,855.16 | 2,307,091.00 | 364,553.97 | 2,546,296.75 |
| Materials & Supplies | -267.97 | 569,250.00 | 14,595.17 | 615,450.00 |
| Materials & Supplies -Programs | 500.00 | 508,923.00 | 2,110.13 | 547,493.50 |
| Computer SoftHardware Equip. | 0.00 | 55,000.00 | 0.00 | 57,500.00 |
| Other Equipment | 5,162.00 | 358,500.00 | 12,344.80 | 322,250.00 |
| Building & Landscaping | 0.00 | 137,400.00 | 196.08 | 131,300.00 |
| Insurance Expenses (PCL) | 0.00 | 197,900.00 | 1,500.00 | 214,314.00 |
| Employment Expenses | 15,671.20 | 1,335,533.00 | 61,992.37 | 1,422,837.00 |
| Utilities | 21,421.26 | 588,185.00 | 22,222.53 | 680,530.00 |
| Capital | 2,250.00 | 7,256,583.00 | 6,744.85 | 9,469,241.00 |
| Debt Service | 0.00 | 2,695,065.00 | 850.00 | 2,790,741.00 |
| Miscellaneous Expenses | 46,114.45 | 561,582.00 | 30,590.71 | 589,500.00 |
| Transfers Out | 0.00 | 2,282,657.00 | 0.00 | 3,616,518.00 |
| Chargebacks & Indirect Expense | 0.00 | 573,788.25 | 0.00 | 756,219.58 |
| Expense | 559,488.73 | 25,657,552.25 | 1,035,686.52 | 30,341,821.33 |

General Ledger
 Consolidated Budget By
 Account Type



User: ncinquegrani
 Printed: 2/4/2025 11:14:03 AM
 Period 01 - 01
 Fiscal Year 2024 - 2025

| Description | 2024 End Bal | 2024 Budget | 2025 End Bal | 2025 Budget |
|----------------------|-----------------|----------------|-----------------|----------------|
| Revenue Total | 4,300,079.74 | 27,440,671.00 | 2,997,661.84 | 28,531,804.00 |
| Expense Total | 559,488.73 | 25,657,552.25 | 1,035,686.52 | 30,341,821.33 |
| Grand Total | 3,740,591.01 | 1,783,118.75 | 1,961,975.32 | -1,810,017.33 |

General Ledger
 Consolidated Budget By
 Account Type



User: ncinquegrani
 Printed: 2/4/2025 11:13:29 AM
 Period 01 - 01
 Fiscal Year 2024 - 2025

| Fund | Description | 2024 End Bal | 2024 Budget | 2025 End Bal | 2025 Budget |
|----------------------|------------------------------|-------------------------|------------------------|-------------------------|------------------------|
| 10 | Corporate Fund | | | | |
| 10 | Revenue | | | | |
| 10 | Property Tax Receipts | 0.00 | 2,254,600.00 | 0.00 | 2,356,200.00 |
| 10 | Other Taxes | 23,192.54 | 164,000.00 | 16,710.65 | 82,000.00 |
| 10 | Interest Income | 41,845.65 | 130,000.00 | 0.00 | 100,000.00 |
| 10 | Miscellaneous Income | 0.00 | 7,500.00 | 0.00 | 7,500.00 |
| 10 | Transfers Received | 0.00 | <u>104,983.00</u> | 0.00 | <u>104,144.00</u> |
| 10 | Revenue | 65,038.19 | 2,661,083.00 | 16,710.65 | 2,649,844.00 |
| 10 | Expense | | | | |
| 10 | Salaries & Wages | 47,479.43 | 1,605,454.00 | 172,722.72 | 1,629,838.00 |
| 10 | Contractual Labor | 0.00 | 10,000.00 | 0.00 | 12,000.00 |
| 10 | Contractual Services - Other | 1,890.00 | 314,025.00 | 2,988.00 | 323,322.00 |
| 10 | Materials & Supplies | 164.00 | 223,550.00 | 9,536.75 | 220,300.00 |
| 10 | Computer SoftHardware Equip. | 0.00 | 33,000.00 | 0.00 | 34,000.00 |
| 10 | Other Equipment | 0.00 | 5,000.00 | 0.00 | 5,000.00 |
| 10 | Building & Landscaping | 0.00 | 125,000.00 | 0.00 | 120,000.00 |
| 10 | Insurance Expenses (PCL) | 0.00 | 197,900.00 | 1,500.00 | 214,314.00 |
| 10 | Employment Expenses | 5,672.44 | 585,000.00 | 22,175.80 | 565,620.00 |
| 10 | Utilities | 2,019.54 | 48,350.00 | 2,524.90 | 57,700.00 |
| 10 | Miscellaneous Expenses | 3,706.29 | 66,650.00 | 4,149.35 | 73,950.00 |
| 10 | Transfers Out | 0.00 | <u>2,374.00</u> | 0.00 | <u>122,374.00</u> |
| 10 | Expense | 60,931.70 | 3,216,303.00 | 215,597.52 | 3,378,418.00 |
| Revenue Total | | 65,038.19 | 2,661,083.00 | 16,710.65 | 2,649,844.00 |
| Expense Total | | 60,931.70 | 3,216,303.00 | 215,597.52 | 3,378,418.00 |
| Grand Total | | 4,106.49 | -555,220.00 | -198,886.87 | -728,574.00 |
| 10 | Corporate Fund | 4,106.49 | -555,220.00 | -198,886.87 | -728,574.00 |

General Ledger
Consolidated Budget By
Account Type



User: ncinquegrani
Printed: 2/4/2025 11:13:29 AM
Period 01 - 01
Fiscal Year 2024 - 2025

| Fund | Description | 2024 End Bal | 2024 Budget | 2025 End Bal | 2025 Budget |
|----------------------|--------------------------------|-------------------------|------------------------|-------------------------|------------------------|
| 20 | Recreation Fund | | | | |
| 20 | Revenue | | | | |
| 20 | Property Tax Receipts | 0.00 | 1,779,900.00 | 0.00 | 1,885,000.00 |
| 20 | Other Taxes | 23,192.54 | 164,000.00 | 16,710.66 | 82,000.00 |
| 20 | Charges for Services | 252,415.41 | 2,225,900.00 | 344,102.39 | 2,331,170.00 |
| 20 | Program Fees | 2,117,566.79 | 5,533,245.00 | 2,237,196.65 | 6,264,751.00 |
| 20 | Rentals | 364,764.39 | 866,300.00 | 366,535.28 | 1,012,850.00 |
| 20 | Concessions | 435.70 | 77,000.00 | 2,500.00 | 118,000.00 |
| 20 | Interest Income | 48,366.67 | 130,000.00 | 0.00 | 100,000.00 |
| 20 | Licenses & Permits | 9,225.00 | 18,010.00 | 6,945.00 | 26,345.00 |
| 20 | Grants & Donations | 0.00 | 30,250.00 | 1,900.00 | 43,000.00 |
| 20 | Miscellaneous Income | 2,815.00 | 27,500.00 | 5,061.21 | 24,500.00 |
| 20 | Chargeback Revenue | 0.00 | 589,058.00 | 0.00 | 756,220.00 |
| 20 | Revenue | 2,818,781.50 | 11,441,163.00 | 2,980,951.19 | 12,643,836.00 |
| 20 | Expense | | | | |
| 20 | Salaries & Wages | 76,298.85 | 2,983,112.00 | 277,751.15 | 3,273,194.00 |
| 20 | Salaries & Wages - Programs | 15,721.68 | 879,615.00 | 48,442.91 | 877,622.50 |
| 20 | Contractual Services - Other | 5,021.00 | 362,889.00 | 9,091.03 | 390,654.00 |
| 20 | Contractual Services- Programs | 320,855.16 | 2,307,091.00 | 364,553.97 | 2,546,296.75 |
| 20 | Materials & Supplies | -431.97 | 345,700.00 | 5,058.42 | 395,150.00 |
| 20 | Materials & Supplies -Programs | 500.00 | 508,923.00 | 2,110.13 | 547,493.50 |
| 20 | Computer SoftHardware Equip. | 0.00 | 22,000.00 | 0.00 | 23,500.00 |
| 20 | Other Equipment | 0.00 | 28,500.00 | 0.00 | 32,250.00 |
| 20 | Building & Landscaping | 0.00 | 12,400.00 | 196.08 | 11,300.00 |
| 20 | Employment Expenses | 9,832.00 | 734,783.00 | 38,865.84 | 838,967.00 |
| 20 | Utilities | 19,401.72 | 539,835.00 | 19,697.63 | 622,830.00 |
| 20 | Miscellaneous Expenses | 42,408.16 | 494,932.00 | 26,441.36 | 515,550.00 |
| 20 | Transfers Out | 0.00 | 1,327,283.00 | 0.00 | 1,406,144.00 |
| 20 | Chargebacks & Indirect Expense | 0.00 | 573,788.25 | 0.00 | 756,219.58 |
| 20 | Expense | 489,606.60 | 11,120,851.25 | 792,208.52 | 12,237,171.33 |
| Revenue Total | | 2,818,781.50 | 11,441,163.00 | 2,980,951.19 | 12,643,836.00 |
| Expense Total | | 489,606.60 | 11,120,851.25 | 792,208.52 | 12,237,171.33 |
| Grand Total | | 2,329,174.90 | 320,311.75 | 2,188,742.67 | 406,664.67 |
| 20 | Recreation Fund | 2,329,174.90 | 320,311.75 | 2,188,742.67 | 406,664.67 |

General Ledger
 Consolidated Budget By
 Account Type



User: ncinquegrani
 Printed: 2/4/2025 11:13:29 AM
 Period 01 - 01
 Fiscal Year 2024 - 2025

| Fund | Description | 2024 End Bal | 2024 Budget | 2025 End Bal | 2025 Budget |
|----------------------|--------------------------|-------------------------|------------------------|-------------------------|------------------------|
| 45 | Debt Service Fund | | | | |
| 45 | Revenue | | | | |
| 45 | Property Tax Receipts | 0.00 | 2,585,756.00 | 0.00 | 2,642,750.00 |
| 45 | Interest Income | 0.00 | <u>3,000.00</u> | 0.00 | <u>3,000.00</u> |
| 45 | Revenue | 0.00 | 2,588,756.00 | 0.00 | 2,645,750.00 |
| 45 | Expense | | | | |
| 45 | Debt Service | 0.00 | 2,588,750.00 | 850.00 | 2,645,750.00 |
| 45 | Transfers Out | 0.00 | <u>3,000.00</u> | 0.00 | <u>3,000.00</u> |
| 45 | Expense | 0.00 | 2,591,750.00 | 850.00 | 2,648,750.00 |
| Revenue Total | | 0.00 | 2,588,756.00 | 0.00 | 2,645,750.00 |
| Expense Total | | 0.00 | 2,591,750.00 | 850.00 | 2,648,750.00 |
| Grand Total | | 0.00 | -2,994.00 | -850.00 | -3,000.00 |
| 45 | Debt Service Fund | 0.00 | -2,994.00 | -850.00 | -3,000.00 |

General Ledger
 Consolidated Budget By
 Account Type



User: ncinquegrani
 Printed: 2/4/2025 11:13:29 AM
 Period 01 - 01
 Fiscal Year 2024 - 2025

| Fund | Description | 2024 End Bal | 2024 Budget | 2025 End Bal | 2025 Budget |
|----------------------|--------------------------------|-------------------------|------------------------|-------------------------|------------------------|
| 55 | Special Recreation Fund | | | | |
| 55 | Revenue | | | | |
| 55 | Property Tax Receipts | <u>0.00</u> | <u>780,000.00</u> | <u>0.00</u> | <u>800,000.00</u> |
| 55 | Revenue | 0.00 | 780,000.00 | 0.00 | 800,000.00 |
| 55 | Expense | | | | |
| 55 | Salaries & Wages | 1,371.67 | 50,000.00 | 6,990.10 | 50,000.00 |
| 55 | Employment Expenses | 166.76 | 15,750.00 | 950.73 | 18,250.00 |
| 55 | Capital | <u>0.00</u> | <u>820,518.00</u> | <u>1,800.00</u> | <u>761,442.00</u> |
| 55 | Expense | 1,538.43 | 886,268.00 | 9,740.83 | 829,692.00 |
| Revenue Total | | 0.00 | 780,000.00 | 0.00 | 800,000.00 |
| Expense Total | | 1,538.43 | 886,268.00 | 9,740.83 | 829,692.00 |
| Grand Total | | -1,538.43 | -106,268.00 | -9,740.83 | -29,692.00 |
| 55 | Special Recreation Fund | -1,538.43 | -106,268.00 | -9,740.83 | -29,692.00 |

General Ledger
 Consolidated Budget By
 Account Type



User: ncinquegrani
 Printed: 2/4/2025 11:13:29 AM
 Period 01 - 01
 Fiscal Year 2024 - 2025

| Fund | Description | 2024 End Bal | 2024 Budget | 2025 End Bal | 2025 Budget |
|----------------------|-------------------------------|-------------------------|------------------------|-------------------------|------------------------|
| 85 | Asset Replacement Fund | | | | |
| 85 | Revenue | | | | |
| 85 | Miscellaneous Income | 0.00 | 10,000.00 | 0.00 | 4,000.00 |
| 85 | Transfers Received | 0.00 | <u>1,207,674.00</u> | 0.00 | <u>1,427,374.00</u> |
| 85 | Revenue | 0.00 | 1,217,674.00 | 0.00 | 1,431,374.00 |
| 85 | Expense | | | | |
| 85 | Contractual Services - Other | 0.00 | 25,000.00 | 0.00 | 25,000.00 |
| 85 | Other Equipment | 5,162.00 | 325,000.00 | 12,344.80 | 285,000.00 |
| 85 | Capital | 0.00 | 93,500.00 | 0.00 | 68,000.00 |
| 85 | Transfers Out | 0.00 | <u>950,000.00</u> | 0.00 | <u>2,085,000.00</u> |
| 85 | Expense | 5,162.00 | 1,393,500.00 | 12,344.80 | 2,463,000.00 |
| Revenue Total | | 0.00 | 1,217,674.00 | 0.00 | 1,431,374.00 |
| Expense Total | | 5,162.00 | 1,393,500.00 | 12,344.80 | 2,463,000.00 |
| Grand Total | | -5,162.00 | -175,826.00 | -12,344.80 | -1,031,626.00 |
| 85 | Asset Replacement Fund | -5,162.00 | -175,826.00 | -12,344.80 | -1,031,626.00 |

General Ledger
 Consolidated Budget By
 Account Type



User: ncinquegrani
 Printed: 2/4/2025 11:13:29 AM
 Period 01 - 01
 Fiscal Year 2024 - 2025

| Fund | Description | 2024 End Bal | 2024 Budget | 2025 End Bal | 2025 Budget |
|----------------------|----------------------------------|-------------------------|------------------------|-------------------------|------------------------|
| 94 | Capital Improvements Fund | | | | |
| 94 | Revenue | | | | |
| 94 | Interest Income | 55,325.05 | 300,000.00 | 0.00 | 20,000.00 |
| 94 | Grants & Donations | 0.00 | 1,023,600.00 | 0.00 | 2,185,000.00 |
| 94 | Debt Proceeds | 1,360,935.00 | 6,457,395.00 | 0.00 | 4,050,000.00 |
| 94 | Transfers Received | 0.00 | 950,000.00 | 0.00 | 2,085,000.00 |
| 94 | Revenue | 1,416,260.05 | 8,730,995.00 | 0.00 | 8,340,000.00 |
| 94 | Expense | | | | |
| 94 | Capital | 2,250.00 | 6,085,565.00 | 4,944.85 | 8,299,799.00 |
| 94 | Debt Service | 0.00 | 106,315.00 | 0.00 | 144,991.00 |
| 94 | Expense | 2,250.00 | 6,191,880.00 | 4,944.85 | 8,444,790.00 |
| Revenue Total | | 1,416,260.05 | 8,730,995.00 | 0.00 | 8,340,000.00 |
| Expense Total | | 2,250.00 | 6,191,880.00 | 4,944.85 | 8,444,790.00 |
| Grand Total | | 1,414,010.05 | 2,539,115.00 | -4,944.85 | -104,790.00 |
| 94 | Capital Improvements Fund | 1,414,010.05 | 2,539,115.00 | -4,944.85 | -104,790.00 |

General Ledger
 Consolidated Budget By
 Account Type



User: ncinquegrani
 Printed: 2/4/2025 11:13:29 AM
 Period 01 - 01
 Fiscal Year 2024 - 2025

| Fund | Description | 2024 End Bal | 2024 Budget | 2025 End Bal | 2025 Budget |
|----------------------|----------------------------------|-------------------------|------------------------|-------------------------|------------------------|
| 96 | Cash In Lieu of Land Fund | | | | |
| 96 | Revenue | | | | |
| 96 | Interest Income | 0.00 | 1,000.00 | 0.00 | 1,000.00 |
| 96 | Miscellaneous Income | 0.00 | <u>20,000.00</u> | 0.00 | <u>20,000.00</u> |
| 96 | Revenue | 0.00 | 21,000.00 | 0.00 | 21,000.00 |
| 96 | Expense | | | | |
| 96 | Capital | 0.00 | <u>257,000.00</u> | 0.00 | <u>340,000.00</u> |
| 96 | Expense | 0.00 | 257,000.00 | 0.00 | 340,000.00 |
| Revenue Total | | 0.00 | 21,000.00 | 0.00 | 21,000.00 |
| Expense Total | | 0.00 | 257,000.00 | 0.00 | 340,000.00 |
| Grand Total | | 0.00 | -236,000.00 | 0.00 | -319,000.00 |
| 96 | Cash In Lieu of Land Fund | 0.00 | -236,000.00 | 0.00 | -319,000.00 |

General Ledger
 Consolidated Budget By
 Account Type



User: ncinquigrani
 Printed: 2/4/2025 11:13:29 AM
 Period 01 - 01
 Fiscal Year 2024 - 2025

| Fund | Description | 2024 End Bal | 2024 Budget | 2025 End Bal | 2025 Budget |
|----------------------|--------------------|-------------------------|------------------------|-------------------------|------------------------|
| Revenue Total | | 4,300,079.74 | 27,440,671.00 | 2,997,661.84 | 28,531,804.00 |
| Expense Total | | 559,488.73 | 25,657,552.25 | 1,035,686.52 | 30,341,821.33 |
| Grand Total | | 3,740,591.01 | 1,783,118.75 | 1,961,975.32 | -1,810,017.33 |