

**Glen Ellyn Park District
Board of Commissioners
Regular Meeting – August 19, 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 \$1,032,368.76
 - B. Minutes from the July 15, 2025, Regular meeting
- VII. New Business**
 - A. Board & Admin Policy Manual Review and Updates
 - B. Lenox Road Garden Pay Application
 - C. 453 Forest Avenue-US Bank Site Demolition Bid Results
- VIII. Staff Reports**
 - A. Finance Report (For information only)
 - B. Staff Reports
- IX. Commissioners' Reports**
- X. 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.
- XI. Reconvene to Open Session**
- XII. Adjourn**

Accounts Payable
Voucher Approval Document

Warrant Request Date: 8/19/2025



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	\$	108,737.39
20	Recreation Fund		628,742.21
55	Special Recreation Fund		741.05
85	Asset Replacement Fund		6,495.00
94	Capital Improvements Fund		287,653.11
		Report Total:	<hr/>
		\$	1,032,368.76

Accounts Payable

Computer Check Proof List by Vendor

User: cyocum
Printed: 08/14/2025 - 12:45PM
Batch: 00005.08.2025



Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 200054 1404	2cutebyhand Event Entertainment	640.00	08/20/2025	Check Sequence: 1 20-24-000-525500-4625	ACH Enabled: False
	Check Total:	640.00			
Vendor: 200222 214384	Accurate Repro Inc. Banners	685.51	08/20/2025	Check Sequence: 2 20-30-100-541300-0000	ACH Enabled: True
215394	Signs	379.00	08/20/2025	10-10-000-550250-0000	
215645	Posters	163.97	08/20/2025	20-00-000-521650-0000	
215645	Sponsor Sign	22.20	08/20/2025	20-00-000-585170-0000	
	Check Total:	1,250.68			
Vendor: 200434	Advocate Occupational Health Pre-Employment Physicals	184.00	08/20/2025	Check Sequence: 3 10-00-000-585820-0000	ACH Enabled: False
	Check Total:	184.00			
Vendor: 199686 12178581	AHW LLC Spindles/Lock Nuts	212.82	08/20/2025	Check Sequence: 4 10-10-000-530210-0000	ACH Enabled: False
	Check Total:	212.82			
Vendor: 100182 1000280	AMI Graphics, LLC Banners	156.22	08/20/2025	Check Sequence: 5 20-21-000-535500-1161	ACH Enabled: False
	Check Total:	156.22			
Vendor: 103965 112924	Ancel Glink, P.C. July 2025 Attorney Fees	1,923.75	08/20/2025	Check Sequence: 6 10-00-000-521100-0000	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	1,923.75			
Vendor: 103977	Anderson Pest Control			Check Sequence: 7	ACH Enabled: False
81559230/29	Pest Control	417.25	08/20/2025	20-30-100-521600-0000	
81559231	Pest Control	93.52	08/20/2025	20-30-450-521600-0000	
81559232	Pest Control	105.51	08/20/2025	20-30-300-521600-0000	
81559233	Pest Control	71.94	08/20/2025	20-30-200-521300-0000	
81559234	Pest Control	105.71	08/20/2025	20-30-500-521600-0000	
	Check Total:	793.93			
Vendor: 203321	Apex Landscaping Inc.			Check Sequence: 8	ACH Enabled: True
14439	Weekly Landscaping	6,217.35	08/20/2025	10-10-000-521600-0000	
	Check Total:	6,217.35			
Vendor: 104993	Aqua Pure Enterprises Inc.			Check Sequence: 9	ACH Enabled: False
155288	Chem Cleaner	290.52	08/20/2025	20-30-500-530600-0000	
	Check Total:	290.52			
Vendor: 105167	Armbrust Plumbing and Heating			Check Sequence: 10	ACH Enabled: False
106250922	RPZ Testing	524.75	08/20/2025	20-30-150-521600-0000	
	Check Total:	524.75			
Vendor: 203395	Axiom Construction Services			Check Sequence: 11	ACH Enabled: False
AA20250037	Asbestos Abatement	2,950.00	08/20/2025	94-90-830-575110-0000	
	Check Total:	2,950.00			
Vendor: 108315	Batteries Plus			Check Sequence: 12	ACH Enabled: True
P84552673	Battery	58.95	08/20/2025	10-10-000-530210-0000	
P84581288	Battery	177.95	08/20/2025	10-10-000-530210-0000	
	Check Total:	236.90			
Vendor: 202457	Laurie Bellmar			Check Sequence: 13	ACH Enabled: True
July	July 2025 Mileage	294.75	08/20/2025	20-00-000-585270-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	294.75			
Vendor: 109540	Bill George Football League Game Balls	1,631.76	08/20/2025	Check Sequence: 14 20-21-000-535500-1161	ACH Enabled: False
	Check Total:	1,631.76			
Vendor: 198825 08082025	Bricks 4 Kids Oak Brook Summer Classes	4,900.00	08/20/2025	Check Sequence: 15 20-22-000-525500-2370	ACH Enabled: True
	Check Total:	4,900.00			
Vendor: 135160 930248880	BSN Sports Footballs	3,202.22	08/20/2025	Check Sequence: 16 20-21-000-535500-1161	ACH Enabled: False
	Check Total:	3,202.22			
Vendor: 203255 Reimbursement	Erin Busse Supplies	8.75	08/20/2025	Check Sequence: 17 20-24-000-535500-4610	ACH Enabled: True
Reimbursement	Supplies	26.78	08/20/2025	20-24-000-535500-4451	
	Check Total:	35.53			
Vendor: 198956 173454	Carlson Paint & Glass Sunset Window Repair	71.50	08/20/2025	Check Sequence: 18 10-10-000-550220-0000	ACH Enabled: False
	Check Total:	71.50			
Vendor: 113050 2333	Case Lots Inc. Supplies	1,242.10	08/20/2025	Check Sequence: 19 10-10-000-530900-0000	ACH Enabled: True
	Check Total:	1,242.10			
Vendor: 113916 18894	Chicago Fire & Burglar Inc. Battery Replacement	233.00	08/20/2025	Check Sequence: 20 20-30-150-521600-0000	ACH Enabled: True
64069/71	Monitoring 9/1/2025-8/31/2026	1,056.00	08/20/2025	10-10-000-521600-0000	
	Check Total:	1,289.00			
Vendor: 202226 20250708	Chicago Union Summer Classes	637.00	08/20/2025	Check Sequence: 21 20-21-000-525500-1148	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	637.00			
Vendor: 199406	Commeg Systems, Inc.			Check Sequence: 22	ACH Enabled: True
25081119	July 2025 Timekeeping Software	713.00	08/20/2025	10-00-000-521400-0000	
25081119	July 2025 Timekeeping Software	713.00	08/20/2025	20-00-000-521400-0000	
	Check Total:	1,426.00			
Vendor: 115272	Computer Explorers			Check Sequence: 23	ACH Enabled: False
25067/65/65	Summer Classes	2,520.00	08/20/2025	20-22-000-525500-2370	
	Check Total:	2,520.00			
Vendor: 115370	Conserv FS, Inc.			Check Sequence: 24	ACH Enabled: False
6443038	Athletic Mix	2,350.00	08/20/2025	10-10-000-550400-0000	
6443069	Field Paint	387.00	08/20/2025	10-10-000-550800-0000	
	Check Total:	2,737.00			
Vendor: 203415	Conservation Dogs Collective			Check Sequence: 25	ACH Enabled: False
25008	Nest Survey	450.00	08/20/2025	10-10-000-521370-0000	
	Check Total:	450.00			
Vendor: 169850	Constellation New Energy - Gas LLC			Check Sequence: 26	ACH Enabled: False
	June 2025 Gas	268.99	08/20/2025	20-30-300-570200-0000	
	June 2025 Gas	3,619.23	08/20/2025	20-30-500-570200-0000	
	June 2025 Gas	100.87	08/20/2025	20-30-150-570200-0000	
	June 2025 Gas	519.93	08/20/2025	20-30-100-570200-0000	
	June 2025 Gas	294.76	08/20/2025	20-30-450-570200-0000	
	June 2025 Gas	399.83	08/20/2025	20-30-200-570200-0000	
	June 2025 Gas	206.89	08/20/2025	20-30-350-570200-0000	
	Check Total:	5,410.50			
Vendor: 200084	Cyclones Volleyball			Check Sequence: 27	ACH Enabled: True
1424	Summer Camps	6,412.50	08/20/2025	20-21-000-525500-1230	
	Check Total:	6,412.50			

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 119687 1377	Dunham Woods Farm, Inc. Summer Camps	450.00	08/20/2025	Check Sequence: 28 20-22-000-525500-2310	ACH Enabled: False
	Check Total:	450.00			
Vendor: 119680	DuPage Cheer & Power Tumbling Cheer Clinics	7,127.50	08/20/2025	Check Sequence: 29 20-21-000-525500-1241	ACH Enabled: False
	Coaching/Choreography	12,928.00	08/20/2025	20-21-000-525500-1241	
	Check Total:	20,055.50			
Vendor: 123370 1671	Elmhurst Park District Day Trip	486.25	08/20/2025	Check Sequence: 30 20-25-000-525500-5702	ACH Enabled: False
	Check Total:	486.25			
Vendor: 127652 4190744	Feece Oil Co. Diesel Fuel	1,095.28	08/20/2025	Check Sequence: 31 10-10-000-530500-0000	ACH Enabled: True
	Check Total:	1,095.28			
Vendor: 198979 0460973 456503	Ferguson Enterprises LLC #1550 Water Station Bathroom Repairs	1,966.00 211.88	08/20/2025 08/20/2025	Check Sequence: 32 20-30-200-541300-0000 20-30-450-550300-0000	ACH Enabled: False
	Check Total:	2,177.88			
Vendor: 198980 174287 174292 174293 197121 197123 197127 197129 197133	First Student Inc. Field Trip Transportation Field Trip Transportation Field Trip Transportation Field Trip Transportation Field Trip Transportation Field Trip Transportation Field Trip Transportation Field Trip Transportation	1,087.50 797.00 1,046.00 357.00 357.00 357.00 460.75 647.50	08/20/2025 08/20/2025 08/20/2025 08/20/2025 08/20/2025 08/20/2025 08/20/2025 08/20/2025	Check Sequence: 33 20-24-000-525500-4625 20-24-000-525500-4625 20-24-000-525500-4625 20-24-000-525500-4625 20-24-000-525500-4625 20-24-000-525500-4625 20-24-000-525500-4625	ACH Enabled: False
	Check Total:	5,109.75			
Vendor: 202078	ForeverLawn			Check Sequence: 34	ACH Enabled: True

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
70726	Repair Turf	2,424.20	08/20/2025	10-10-000-550301-0000	
	Check Total:	2,424.20			
Vendor: 132080	Gold Medal-Chicago, Inc.			Check Sequence: 35	ACH Enabled: True
30-429012	Concessions	652.85	08/20/2025	20-30-500-530095-0000	
	Check Total:	652.85			
Vendor: 132083	Goldy Locks, Inc.			Check Sequence: 36	ACH Enabled: False
89312384	Card Reader Repairs	99.00	08/20/2025	20-30-350-530210-0000	
89313123	Software Repair	199.00	08/20/2025	20-30-475-530425-0000	
	Check Total:	298.00			
Vendor: 132271	Grainger, Inc.			Check Sequence: 37	ACH Enabled: True
9575675443	Temperature Meter	88.23	08/20/2025	20-30-100-530300-0000	
9577324743	Supplies	49.84	08/20/2025	20-30-100-530300-0000	
9578642606/14	Repair Equipment	250.93	08/20/2025	20-30-100-530210-0000	
9588493099	Ceiling Tiles	281.70	08/20/2025	20-30-450-550300-0000	
9589865600	Supplies	162.78	08/20/2025	20-30-500-530300-0000	
	Check Total:	833.48			
Vendor: 132968	Grower Equipment & Supply Company			Check Sequence: 38	ACH Enabled: True
52562	Mower Repairs	110.60	08/20/2025	10-10-000-530210-0000	
	Check Total:	110.60			
Vendor: 133300	Tracy Gustello			Check Sequence: 39	ACH Enabled: True
Reimbursement	Supplies	4.62	08/20/2025	20-24-000-535500-4598	
	Check Total:	4.62			
Vendor: 137160	Holsteins Garage			Check Sequence: 40	ACH Enabled: True
3940	Safety Inspection	45.00	08/20/2025	10-10-000-530340-0000	
	Check Total:	45.00			
Vendor: 202853	Ella Kaslewicz			Check Sequence: 41	ACH Enabled: True
Reimbursement	Supplies	61.34	08/20/2025	20-24-000-535500-4626	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	61.34			
Vendor: 202295	KDRE Inc.			Check Sequence: 42	ACH Enabled: True
596	Concessions	6,160.00	08/20/2025	20-30-500-530095-0000	
596	Concessions	420.00	08/20/2025	20-30-300-530095-0000	
	Check Total:	6,580.00			
Vendor: 151470	Landscape Material			Check Sequence: 43	ACH Enabled: False
87761	Gravel	1,135.00	08/20/2025	10-10-000-550600-0000	
	Check Total:	1,135.00			
Vendor: 152045	Len's Ace Hardware			Check Sequence: 44	ACH Enabled: True
	Supplies	6.29	08/20/2025	20-30-300-530300-0000	
	Supplies	14.39	08/20/2025	10-10-000-550220-0000	
	Supplies	34.15	08/20/2025	20-30-200-530300-0000	
	Supplies	12.58	08/20/2025	10-10-000-550300-0000	
	Supplies	20.68	08/20/2025	20-30-500-530210-0000	
	Supplies	33.40	08/20/2025	20-30-500-530300-0000	
	Supplies	6.82	08/20/2025	10-10-000-530300-0000	
	Supplies	40.24	08/20/2025	10-10-000-530300-0000	
	Supplies	37.91	08/20/2025	20-30-500-530210-0000	
	Supplies	13.49	08/20/2025	10-10-000-530300-0000	
	Supplies	11.32	08/20/2025	10-10-000-530300-0000	
	Supplies	39.32	08/20/2025	10-10-000-530300-0000	
	Supplies	19.99	08/20/2025	10-10-000-530300-0000	
	Check Total:	290.58			
Vendor: 200234	Marathon Sportswear			Check Sequence: 45	ACH Enabled: True
100494	Event Shirts	2,477.17	08/20/2025	20-21-000-535500-1241	
103473	Event Shirts	1,103.33	08/20/2025	20-30-100-535700-0000	
	Check Total:	3,580.50			
Vendor: 154610	Market Access Corporation			Check Sequence: 46	ACH Enabled: True
8699	Special Use Permits	875.00	08/20/2025	20-30-150-521205-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
8700	Special Use Permits	175.00	08/20/2025	20-30-300-521600-0000	
	Check Total:	1,050.00			
Vendor: 202908	Nick Mayer			Check Sequence: 47	ACH Enabled: False
	Teamsnap	89.99	08/20/2025	20-21-000-525500-1161	
	Check Total:	89.99			
Vendor: 156599	Menard's, Inc.			Check Sequence: 48	ACH Enabled: True
57525	Nature Camp	8.80	08/20/2025	20-22-000-535500-2375	
57869	Supplies	14.98	08/20/2025	10-10-000-530300-0000	
57870	Playground Maintenance	42.93	08/20/2025	10-10-000-550301-0000	
57979/58786	Nature Camp	67.92	08/20/2025	20-22-000-535500-2375	
57995	Propane	39.84	08/20/2025	20-00-000-585290-0000	
58032	PVC	68.67	08/20/2025	10-10-000-550300-0000	
58167/75/7869	Supplies	69.82	08/20/2025	20-30-100-530300-0000	
58179/7251	Supplies	52.39	08/20/2025	10-10-000-530300-0000	
58245	Pump	199.99	08/20/2025	20-30-100-541300-0000	
58383	Repairs	11.26	08/20/2025	10-10-000-521315-0000	
58584	Pump	199.00	08/20/2025	20-30-100-530400-0000	
58588	Fencing	67.35	08/20/2025	10-10-000-550850-0000	
58646	Pothole Patch	11.49	08/20/2025	10-10-000-550500-0000	
58647	Supplies	79.15	08/20/2025	20-30-100-535500-0000	
58704	Supplies	16.87	08/20/2025	20-30-200-530300-0000	
58705	Shadowboxes/Pothole Patch	547.32	08/20/2025	10-10-000-550850-0000	
58759	Supplies	4.49	08/20/2025	20-30-200-530300-0000	
58759	Supplies	11.48	08/20/2025	20-30-450-530300-0000	
58759/571	Supplies	24.91	08/20/2025	20-30-100-530300-0000	
58764	PPE Supplies	46.26	08/20/2025	10-10-000-521370-0000	
59063	Supplies	61.08	08/20/2025	20-30-200-550300-0000	
59104	Supplies	12.37	08/20/2025	20-30-500-530300-0000	
59162	Supplies	14.99	08/20/2025	10-10-000-550600-0000	
59163	Supplies	19.99	08/20/2025	20-30-500-530300-0000	
59171	Supplies	22.97	08/20/2025	10-10-000-550300-0000	
59197	Supplies	46.46	08/20/2025	10-10-000-550850-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
59327	Supplies	20.88	08/20/2025	10-10-000-530300-0000	
	Check Total:	1,783.66			
Vendor: 202660	Sarah Merryweather			Check Sequence: 49	ACH Enabled: True
1034	Event Photography	150.00	08/20/2025	20-00-000-521650-0000	
	Check Total:	150.00			
Vendor: 202644	Midwest Mechanical			Check Sequence: 50	ACH Enabled: False
112173205	Preventative Maintenance	1,092.33	08/20/2025	20-30-450-521600-0000	
112174077	Preventative Maintenance	779.00	08/20/2025	20-30-100-521600-0000	
	Check Total:	1,871.33			
Vendor: 202395	National Sports Nets, LLC			Check Sequence: 51	ACH Enabled: True
4486	Batting Cage Repairs	3,442.50	08/20/2025	20-21-000-525500-1112	
4486	Batting Cage Repairs	3,442.50	08/20/2025	20-21-000-525500-1233	
	Check Total:	6,885.00			
Vendor: 203417	Timothy O'Dea			Check Sequence: 52	ACH Enabled: False
	Event Entertainment	300.00	08/20/2025	20-26-000-525500-6809	
	Check Total:	300.00			
Vendor: 163300	Office Depot Business Solutions, LLC			Check Sequence: 53	ACH Enabled: False
	Supplies	112.26	08/20/2025	20-00-000-530100-0000	
	Supplies	99.70	08/20/2025	10-00-000-530100-0000	
	Supplies	112.26	08/20/2025	10-00-000-530100-0000	
	Supplies	99.71	08/20/2025	20-00-000-530100-0000	
	Check Total:	423.93			
Vendor: 101134	PDRMA			Check Sequence: 54	ACH Enabled: False
	July 2025 Workers Compensation	4,423.54	08/20/2025	10-00-000-560200-0000	
	July 2025 Employment Practice	1,137.55	08/20/2025	10-00-000-560600-0000	
	July 2025 Health Insurance	741.05	08/20/2025	55-00-000-565100-0000	
	July 2025 Health Insurance	4,145.55	08/20/2025	10-00-000-565100-0000	
	July 2025 Health Insurance	1,961.76	08/20/2025	20-30-350-565100-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	July 2025 Health Insurance	20,270.42	08/20/2025	20-00-000-565100-0000	
	July 2025 Health Insurance	7,799.38	08/20/2025	20-30-100-565100-0000	
	July 2025 Health Insurance	21,466.62	08/20/2025	10-10-000-565100-0000	
	July 2025 Cyber Liability	347.99	08/20/2025	10-00-000-560600-0000	
	July 2025 Property Insurance	5,886.48	08/20/2025	10-00-000-560600-0000	
	July 2025 Health Insurance	1,483.78	08/20/2025	20-30-500-565100-0000	
	July 2025 Health Insurance	1,928.16	08/20/2025	20-30-450-565100-0000	
	July 2025 Health Insurance	969.54	08/20/2025	20-30-200-565100-0000	
	July 2025 Health Insurance	541.79	08/20/2025	20-30-400-565100-0000	
	July 2025 Health Insurance	343.32	08/20/2025	20-30-150-565100-0000	
	July 2025 Liability Insurance	3,640.41	08/20/2025	10-00-000-560600-0000	
	July 2025 Health Insurance	484.69	08/20/2025	20-30-300-565100-0000	
	July 2025 Pollution Liability	44.91	08/20/2025	10-00-000-560600-0000	
	Check Total:	77,616.94			
Vendor: 200149	Pentegra Systems			Check Sequence: 55	ACH Enabled: True
69566	Camera Repairs Newton	985.00	08/20/2025	94-90-000-575110-0000	
69609	Camera Repairs	697.25	08/20/2025	20-30-500-521600-0000	
	Check Total:	1,682.25			
Vendor: 200177	Performance Chemical & Supply, Inc.			Check Sequence: 56	ACH Enabled: True
320210	Supplies	256.33	08/20/2025	20-30-100-530300-0000	
320210	Supplies	397.37	08/20/2025	20-30-450-530300-0000	
320210	Supplies	397.37	08/20/2025	20-30-200-530300-0000	
320336	Supplies	469.17	08/20/2025	20-30-100-530300-0000	
320620	Supplies	156.39	08/20/2025	20-30-100-530300-0000	
	Check Total:	1,676.63			
Vendor: 203152	Perma-Seal Basement Systems			Check Sequence: 57	ACH Enabled: False
	Sidewalk Repairs	4,886.71	08/20/2025	94-90-875-575180-0000	
	Check Total:	4,886.71			
Vendor: 199121	Pitney Bowes Global Financial			Check Sequence: 58	ACH Enabled: False
	Lease 6/30-9/29/2025	200.04	08/20/2025	20-00-000-521400-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Lease 6/30-9/29/2025	200.04	08/20/2025	10-00-000-521400-0000	
	Check Total:	400.08			
Vendor: 171043 K0804-29	Plaques Plus, Inc. Medals	148.07	08/20/2025	Check Sequence: 59 20-30-100-535700-0000	ACH Enabled: True
	Check Total:	148.07			
Vendor: 200070	Rise Field Hockey Summer Classes	2,544.75	08/20/2025	Check Sequence: 60 20-21-000-525500-1171	ACH Enabled: True
	Check Total:	2,544.75			
Vendor: 201435 SUII25	Rock 'n' Kids, Inc. Summer Classes	1,464.00	08/20/2025	Check Sequence: 61 20-22-000-525500-2331	ACH Enabled: True
	Check Total:	1,464.00			
Vendor: 176093 21227104	Russo Power Equipment Toro Blades	461.78	08/20/2025	Check Sequence: 62 10-10-000-530210-0000	ACH Enabled: True
	Check Total:	461.78			
Vendor: 203412	Serve and Protect Law, LLC Facility Risk Assesment	5,500.00	08/20/2025	Check Sequence: 63 10-00-000-585810-0000	ACH Enabled: False
	Check Total:	5,500.00			
Vendor: 178125 9074970 9140484 9140485	Service Sanitation, Inc. Port O Let Fees Port O Let Fees Port O Let Fees	1,205.00 255.00 135.00	08/20/2025 08/20/2025 08/20/2025	Check Sequence: 64 20-26-000-525500-6801 20-21-000-525500-1232 10-10-000-521600-0000	ACH Enabled: True
	Check Total:	1,595.00			
Vendor: 199963 2622 2684 2715 2747	SFC Chicagoland Summer Camps Summer Camps Summer Camps Summer Camps	1,980.00 4,290.00 2,310.00 3,960.00	08/20/2025 08/20/2025 08/20/2025 08/20/2025	Check Sequence: 65 20-22-000-525500-2314 20-22-000-525500-2314 20-22-000-525500-2314 20-22-000-525500-2314	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
2748	Summer Camps	2,640.00	08/20/2025	20-22-000-525500-2314	
2764	Summer Camps	3,300.00	08/20/2025	20-22-000-525500-2314	
	Check Total:	18,480.00			
Vendor: 178253	Debra Shakin			Check Sequence: 66	ACH Enabled: True
Reimbursement	Supplies	100.39	08/20/2025	20-24-000-535500-4643	
	Check Total:	100.39			
Vendor: 178570	Sherwin Williams Co.			Check Sequence: 67	ACH Enabled: False
4852-9	Paint	47.45	08/20/2025	10-10-000-530600-0000	
4930-3	Paint	90.40	08/20/2025	10-10-000-530600-0000	
8433-5	Paint	33.91	08/20/2025	10-10-000-530600-0000	
9036-5	Paint	227.25	08/20/2025	10-10-000-530600-0000	
9038-1	Paint	47.45	08/20/2025	10-10-000-530600-0000	
9039-9	Paint	1.99	08/20/2025	10-10-000-530600-0000	
9095-1	Paint	70.00	08/20/2025	20-30-100-535700-0000	
	Check Total:	518.45			
Vendor: 179030	Signarama			Check Sequence: 68	ACH Enabled: False
4131	Sponsor Panels	1,400.00	08/20/2025	20-21-000-535500-1160	
	Check Total:	1,400.00			
Vendor: 202862	Site Design Group, Ltd.			Check Sequence: 69	ACH Enabled: True
9586-17	Professional Services	14,162.00	08/20/2025	94-90-830-575110-0000	
	Check Total:	14,162.00			
Vendor: 203416	Madeline Sopiarz			Check Sequence: 70	ACH Enabled: True
Reimbursement	Supplies	15.96	08/20/2025	20-24-000-535500-4626	
	Check Total:	15.96			
Vendor: 199652	Sportdecals			Check Sequence: 71	ACH Enabled: False
37005	Helmet Decals	1,345.12	08/20/2025	20-21-000-535500-1161	
	Check Total:	1,345.12			

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 182050	Suburban Door Check & Lock			Check Sequence: 72	ACH Enabled: True
582786	Cylinder Repairs	115.00	08/20/2025	20-30-200-521600-0000	
582838	Door Repairs	1,494.70	08/20/2025	20-30-100-541300-0000	
582989	Door Repairs	112.00	08/20/2025	20-30-200-521600-0000	
	Check Total:	1,721.70			
Vendor: 203194	Sunbelt Rentals, Inc.			Check Sequence: 73	ACH Enabled: False
171401511	Fan Rental	1,166.25	08/20/2025	10-10-000-530220-0000	
	Check Total:	1,166.25			
Vendor: 203265	Sunrise Electric			Check Sequence: 74	ACH Enabled: False
9402732.001	Wire	21.20	08/20/2025	20-30-200-550300-0000	
	Check Total:	21.20			
Vendor: 183781	Terrace Supply Company			Check Sequence: 75	ACH Enabled: True
71081648	CO2	586.38	08/20/2025	20-30-500-521600-0000	
71081731	CO2	219.14	08/20/2025	20-30-500-521600-0000	
	Check Total:	805.52			
Vendor: 200649	The Beer Cellar, LLC			Check Sequence: 76	ACH Enabled: False
July	Event Supplies	617.82	08/20/2025	20-26-000-535500-6809	
	Check Total:	617.82			
Vendor: 128351	The Fitness Connection			Check Sequence: 77	ACH Enabled: True
07232578	Leg Press	6,495.00	08/20/2025	85-30-100-541300-0000	
58241	Fitness Repairs	200.00	08/20/2025	20-30-100-530102-0000	
58271	Fitness Repairs	263.50	08/20/2025	20-30-100-530102-0000	
	Check Total:	6,958.50			
Vendor: 200061	The Perfect Swing & TPS Sports			Check Sequence: 78	ACH Enabled: True
11162	Jerseys	4,347.00	08/20/2025	20-21-000-535500-1161	
11250	Jerseys	3,360.00	08/20/2025	20-21-000-535500-1161	
11251	Footballs	672.00	08/20/2025	20-21-000-535500-1161	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	8,379.00			
Vendor: 199807	Michael Thomas Jr.			Check Sequence: 79	ACH Enabled: True
Mileage	7/2025 Mileage	64.40	08/20/2025	20-00-000-585270-0000	
	Check Total:	64.40			
Vendor: 200735	Jordann Tomasek			Check Sequence: 80	ACH Enabled: True
406	Graptic Design	450.00	08/20/2025	20-00-000-521650-0000	
	Check Total:	450.00			
Vendor: 185260	Tressler LLP			Check Sequence: 81	ACH Enabled: True
513267	Professional Services	658.00	08/20/2025	10-00-000-521100-0000	
	Check Total:	658.00			
Vendor: 203315	US Martial Arts Academy			Check Sequence: 82	ACH Enabled: True
	Summer Classes	2,282.25	08/20/2025	20-21-000-525500-1275	
	Check Total:	2,282.25			
Vendor: 202015	Village of Glen Ellyn Alarms			Check Sequence: 83	ACH Enabled: False
6229	False Alarms	850.00	08/20/2025	20-30-100-521600-0000	
	Check Total:	850.00			
Vendor: 190330	Village of Glen Ellyn-Water			Check Sequence: 84	ACH Enabled: False
	6/16-7/13/2025 Water	55.37	08/20/2025	20-00-000-570400-0000	
	6/16-7/13/2025 Water	157.50	08/20/2025	20-00-000-570400-0000	
	6/16-7/13/2025 Water	175.30	08/20/2025	20-30-450-570400-0000	
	6/16-7/13/2025 Water	141.57	08/20/2025	10-00-000-570400-0000	
	6/16-7/13/2025 Water	602.49	08/20/2025	20-30-400-570400-0000	
	6/16-7/13/2025 Water	3,617.65	08/20/2025	20-00-000-570400-0000	
	6/16-7/13/2025 Water	855.49	08/20/2025	20-30-100-570400-0000	
	6/16-7/13/2025 Water	602.49	08/20/2025	20-30-300-570400-0000	
	6/16-7/13/2025 Water	602.48	08/20/2025	20-30-350-570400-0000	
	6/16-7/13/2025 Water	5,303.96	08/20/2025	20-30-500-570400-0000	
	6/16-7/13/2025 Water	193.05	08/20/2025	20-30-200-570400-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	6/16-7/13/2025 Water	4,922.46	08/20/2025	20-00-000-570400-0000	
	6/16-7/13/2025 Water	402.51	08/20/2025	20-30-150-570400-0000	
	Check Total:	17,632.32			
Vendor: 199264 5970587	Warehouse Direct Supplies	352.78	08/20/2025	Check Sequence: 85 20-30-100-530300-0000	ACH Enabled: True
	Check Total:	352.78			
Vendor: 199040 1350	Wee Heart Music Summer Classes	1,395.10	08/20/2025	Check Sequence: 86 20-22-000-525500-2362	ACH Enabled: True
	Check Total:	1,395.10			
Vendor: 202232	WM Corporate Services, Inc.			Check Sequence: 87	ACH Enabled: False
	July 2025 Scavenger	154.00	08/20/2025	20-30-300-521300-0000	
	July 2025 Scavenger	205.22	08/20/2025	20-30-200-521300-0000	
	July 2025 Scavenger	530.00	08/20/2025	20-30-500-521300-0000	
	July 2025 Scavenger	447.00	08/20/2025	20-30-150-521300-0000	
	July 2025 Scavenger	310.00	08/20/2025	20-30-450-521300-0000	
	July 2025 Scavenger	1,443.57	08/20/2025	10-00-000-521300-0000	
	July 2025 Scavenger	617.00	08/20/2025	20-30-100-521300-0000	
	Check Total:	3,706.79			
	Total for Check Run:	286,645.28			
	Total of Number of Checks:	87			

Accounts Payable

Computer Check Proof List by Vendor

User: cyocum
Printed: 08/13/2025 - 8:19AM
Batch: 00002.08.2025



Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 203409 Dance	Paige Anderson Camp Instruction	800.00	08/14/2025	Check Sequence: 1 20-21-000-525500-1145	ACH Enabled: False
	Check Total:	800.00			
Vendor: 202788 Cross Country	Daniel Bledsoe Camp Instruction	745.65	08/14/2025	Check Sequence: 2 20-21-000-525500-1146	ACH Enabled: False
	Check Total:	745.65			
Vendor: 203410 Baseball	Christopher Desmond Camp Instruction	378.00	08/14/2025	Check Sequence: 3 20-21-000-525500-1145	ACH Enabled: False
	Check Total:	378.00			
Vendor: 203408 Gymnastics	Anna Diab Camp Instruction	600.00	08/14/2025	Check Sequence: 4 20-21-000-525500-1145	ACH Enabled: False
	Check Total:	600.00			
Vendor: 203411 Dance	Olivia Faron Camp Instruction	1,196.46	08/14/2025	Check Sequence: 5 20-21-000-525500-1145	ACH Enabled: False
	Check Total:	1,196.46			
Vendor: 199573 Addanki	FNBO Gotsport-League Fees	600.00	08/14/2025	Check Sequence: 6 20-21-000-525500-1127	ACH Enabled: False
Addanki	HTGsports-Tournament Sanctioning	800.00	08/14/2025	20-21-000-525500-1127	
Addanki	Amazon-Nets	621.98	08/14/2025	20-21-000-525500-1127	
Addanki	Gotsport-Tournament Fees	200.00	08/14/2025	20-21-000-525500-1127	
Addanki	Adobe-Subscription	21.64	08/14/2025	20-21-000-525500-1127	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Aubie	Clued In-Field Trips	1,320.00	08/14/2025	20-24-000-525500-4631	
Aubie	Fox Bowl-Field Trips	280.50	08/14/2025	20-24-000-525500-4631	
Aubie	Amazon-First Aid	65.34	08/14/2025	20-24-000-535500-4631	
Aubie	Amazon-Supplies	71.20	08/14/2025	20-24-000-535500-4625	
Aubie	Einstein-Staff Refreshments	38.58	08/14/2025	20-24-000-535500-4631	
Aubie	Cosley-Field Trip	147.00	08/14/2025	20-24-000-525500-4631	
Aubie	Amazon-Supplies	14.99	08/14/2025	20-24-000-535500-4631	
Aubie	Enchanted Castle-Field Trips	1,169.55	08/14/2025	20-24-000-525500-4631	
Aubie	Little Caesars-Field Trips	156.90	08/14/2025	20-24-000-525500-4631	
Aubie	Jewel-Staff Refreshments	151.39	08/14/2025	20-24-000-535500-4625	
Aubie	Amazon-Event Supplies	71.96	08/14/2025	20-26-000-535500-6801	
Aubie	Jewel-Staff Refreshments	203.45	08/14/2025	20-24-000-535500-4625	
Aubie	Studio Movie-Field Trips	281.60	08/14/2025	20-24-000-525500-4631	
Aubie	Barone's-Field Trips	1,193.20	08/14/2025	20-24-000-525500-4631	
Aubie	Amazon-Supplies	33.98	08/14/2025	20-24-000-535500-4631	
Aubie	Science & Industry-Field Trip	1,528.00	08/14/2025	20-24-000-525500-4625	
Aubie	Little Caesars-Camp Pizza	126.33	08/14/2025	20-24-000-535500-4625	
Aubie	Dunkin-Staff Refreshments	29.98	08/14/2025	20-24-000-535500-4631	
Aubie	Andy's-Field Trips	674.41	08/14/2025	20-24-000-525500-4631	
Aubie	Little Caesars-Field Trip	206.17	08/14/2025	20-24-000-525500-4631	
Aubie	Cantigny-Bus Parking	100.00	08/14/2025	20-24-000-525500-4625	
Aubie	Einsteins-Staff Refreshments	35.01	08/14/2025	20-24-000-535500-4631	
Aubie	Clued In-Field Trip	440.00	08/14/2025	20-24-000-525500-4631	
Aubie	Canes-Field Trips	188.84	08/14/2025	20-24-000-525500-4631	
Aubie	Amazon-Supplies	28.40	08/14/2025	20-24-000-535500-4625	
Aubie	Amazon-Supplies	5.99	08/14/2025	20-24-000-535500-4625	
Aubie	Brookfield-Bus Parking	50.00	08/14/2025	20-24-000-525500-4625	
Aubie	Amazon-Camp Supplies	26.98	08/14/2025	20-24-000-535500-4625	
Aubie	Silent Disco Paypal-Event Entertainment	864.00	08/14/2025	20-24-000-525500-4625	
Aubie	Amazon-Supplies	14.13	08/14/2025	20-24-000-535500-4625	
Aubie	Dunkin-Staff Refreshments	29.04	08/14/2025	20-24-000-535500-4631	
Aubie	Amazon-Supplies	19.57	08/14/2025	20-24-000-535500-4625	
Aubie	McDonalds-Field Trip	65.08	08/14/2025	20-24-000-525500-4631	
Aubie	Amazon-Staff Gifts	132.34	08/14/2025	20-24-000-535500-4625	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Aubie	Paradise Bay-Field Trip	240.00	08/14/2025	20-24-000-525500-4631	
Aubie	Jewel-Camp Supplies	338.41	08/14/2025	20-24-000-535500-4631	
Aubie	Amazon-Supplies	93.66	08/14/2025	20-24-000-535500-4625	
Aubie	Amazon-Supplies	65.34	08/14/2025	20-24-000-535500-4625	
Babicz	NFHS-Rulebooks	78.17	08/14/2025	20-21-000-535500-1161	
Babicz	Constant Contact-Bulk Email	62.00	08/14/2025	20-21-000-525500-1232	
Babicz	Chat GPT-Subscription	20.00	08/14/2025	20-21-000-525500-1232	
Babicz	Chat GPT-Subscription	20.00	08/14/2025	20-21-000-525500-1232	
Babicz	Amazon-Supplies	618.24	08/14/2025	20-21-000-535500-1161	
Babicz	Constant Contact-Bulk Email	26.00	08/14/2025	20-21-000-525500-1111	
Babicz	Adobe-Creative Cloud	38.50	08/14/2025	20-21-000-525500-1172	
Babicz	Adobe-Creative Cloud	38.49	08/14/2025	20-21-000-525500-1232	
Babicz	Skillshark-Software	1,478.00	08/14/2025	20-21-000-525500-1233	
Babicz	Amazon-Supplies	63.59	08/14/2025	20-21-000-535500-1161	
Babicz	Amazon-Supplies	711.22	08/14/2025	20-21-000-535500-1161	
Babicz	Epic Sports-Supplies	773.70	08/14/2025	20-21-000-535500-1161	
Babicz	Constant Contact-Bulk Email	55.00	08/14/2025	20-21-000-525500-1161	
Babicz	Amazon-Supplies	380.40	08/14/2025	20-21-000-535500-1161	
Cinquegrani	PAX8-Data Archiving	260.39	08/14/2025	20-00-000-521600-0000	
Cinquegrani	Verizon-Cell Phone 6/21-7/20/2025	315.29	08/14/2025	20-24-000-535500-4631	
Cinquegrani	PAX8-Data Archiving	150.33	08/14/2025	20-30-100-521600-0000	
Cinquegrani	Verizon-Cell Phone 6/21-7/20/2025	53.66	08/14/2025	20-30-150-570300-0000	
Cinquegrani	BambooHR-Monthly Fee	1,454.99	08/14/2025	20-00-000-521400-0000	
Cinquegrani	PAX8-Data Archiving	56.37	08/14/2025	10-10-000-521600-0000	
Cinquegrani	Microsoft-Office 365	63.00	08/14/2025	10-10-000-521600-0000	
Cinquegrani	Microsoft-Office 365	9.00	08/14/2025	20-22-000-525500-2301	
Cinquegrani	Verizon-Cell Phone 6/21-7/20/2025	73.02	08/14/2025	20-00-000-570300-0000	
Cinquegrani	Comcast-Internet	237.57	08/14/2025	10-10-000-570300-0000	
Cinquegrani	Astound-Internet	1.06	08/14/2025	20-30-450-570300-0000	
Cinquegrani	Verizon-Cell Phone 6/21-7/20/2025	53.66	08/14/2025	20-24-000-535500-4643	
Cinquegrani	Verizon-Cell Phone 6/21-7/20/2025	53.66	08/14/2025	10-00-000-570300-0000	
Cinquegrani	IPRA-Job Posting	165.00	08/14/2025	10-00-000-521150-0000	
Cinquegrani	Verizon-Cell Phone 6/21-7/20/2025	53.66	08/14/2025	20-24-000-535500-4626	
Cinquegrani	Dell-PC Replacement	1,249.99	08/14/2025	10-00-000-540700-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Cinquegrani	Comcast-Internet/Cable	347.63	08/14/2025	20-30-150-570300-0000	
Cinquegrani	Comcast-Internet/Cable	348.18	08/14/2025	20-30-150-570300-0000	
Cinquegrani	PAX8-Data Archiving	16.11	08/14/2025	20-23-000-525500-3510	
Cinquegrani	PAX8-Data Archiving	1.79	08/14/2025	20-26-000-525500-6845	
Cinquegrani	PAX8-Data Archiving	212.51	08/14/2025	10-00-000-521600-0000	
Cinquegrani	Amazon-Supplies	535.80	08/14/2025	10-00-000-540700-0000	
Cinquegrani	Astound-Internet	112.84	08/14/2025	20-30-500-570300-0000	
Cinquegrani	DirectTV-Cable	181.99	08/14/2025	20-30-350-521600-0000	
Cinquegrani	BambooHR-Monthly Fee	1,454.99	08/14/2025	10-00-000-521400-0000	
Cinquegrani	Microsoft-Office 365	9.00	08/14/2025	20-23-000-525500-3510	
Cinquegrani	Comcast-Internet	181.83	08/14/2025	20-30-350-570300-0000	
Cinquegrani	Adobe-Subscription	64.92	08/14/2025	10-00-000-521600-0000	
Cinquegrani	Verizon-Cell Phone 6/21-7/20/2025	78.16	08/14/2025	10-10-000-570300-0000	
Cinquegrani	Comcast-Internet	217.77	08/14/2025	20-00-000-570300-0000	
Cinquegrani	Verizon-Cell Phone 6/21-7/20/2025	37.70	08/14/2025	20-30-100-570300-0000	
Cinquegrani	Comcast-Internet	252.44	08/14/2025	20-30-300-570300-0000	
Cinquegrani	Comcast-Internet	247.20	08/14/2025	20-00-000-570300-0000	
Cinquegrani	Amazon-Supplies	71.90	08/14/2025	20-30-500-530910-0000	
Cinquegrani	Microsoft-Office 365	2.00	08/14/2025	20-26-000-525500-6845	
Cinquegrani	Microsoft-Office 365	237.01	08/14/2025	10-00-000-521600-0000	
Cinquegrani	Comcast-Internet	217.77	08/14/2025	10-00-000-570300-0000	
Cinquegrani	Comcast-Internet/Cable	1,086.93	08/14/2025	20-30-100-570300-0000	
Cinquegrani	Amazon-Supplies	455.28	08/14/2025	20-00-000-540550-0000	
Cinquegrani	Microsoft-Office 365	168.00	08/14/2025	20-30-100-521600-0000	
Cinquegrani	Crash Plan-Off-Site Backup	9.99	08/14/2025	10-00-000-521600-0000	
Cinquegrani	Microsoft-Office 365	291.00	08/14/2025	20-00-000-521600-0000	
Cinquegrani	Comcast-Internet	237.12	08/14/2025	10-10-000-570300-0000	
Cinquegrani	ChatGPT-Subscription	20.00	08/14/2025	10-00-000-521600-0000	
Cinquegrani	Verizon-Cell Phone 6/21-7/20/2025	107.32	08/14/2025	20-24-000-535500-4625	
Cinquegrani	Amazon-Supplies	39.96	08/14/2025	20-00-000-530100-0000	
Dikker	Adobe-Subscription	21.64	08/14/2025	10-00-000-585100-0000	
Dikker	Flowers.com-Sympathy Flowers	70.18	08/14/2025	10-00-000-585290-0000	
Dikker	Easy Ice-Machine Rental	195.00	08/14/2025	10-10-000-521600-0000	
Dikker	Amazon-Supplies	15.99	08/14/2025	10-00-000-530100-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Gallagher	Amazon-Supplies	28.48	08/14/2025	20-30-100-535500-0000	
Guttmann	Amazon-Nature Camp	8.99	08/14/2025	20-22-000-535500-2375	
Guttmann	Michaels-Nature Camp	36.95	08/14/2025	20-22-000-535500-2375	
Guttmann	Walmart-Nature Camp	85.28	08/14/2025	20-22-000-535500-2375	
Guttmann	Walmart-Nature Camp	24.48	08/14/2025	20-22-000-535500-2375	
Lim	Amazon-Program Supplies	512.18	08/14/2025	20-30-100-535500-0000	
Lim	Amazon-Supplies	17.98	08/14/2025	20-00-000-530100-0000	
Lim	Amazon-Supplies	111.98	08/14/2025	20-30-100-530300-0000	
Lim	Jewel-Staff Meeting	279.53	08/14/2025	20-00-000-585290-0000	
Lim	Apple-Music	91.74	08/14/2025	20-00-000-521600-0000	
Lim	Happy Lobster-Staff Food	47.83	08/14/2025	20-26-000-525500-6809	
Lim	Meijer-Event Supplies	167.11	08/14/2025	20-21-000-535500-1201	
Lim	Amazon-Supplies	272.90	08/14/2025	20-30-450-530300-0000	
Lim	Amazon-Event Supplies	169.44	08/14/2025	20-21-000-535500-1201	
Lim	Amazon-Supplies	518.36	08/14/2025	20-21-000-535500-1241	
Lim	Amazon-Equipment	2,021.56	08/14/2025	20-00-000-541250-0000	
Lim	Amazon-Pool Supplies	735.02	08/14/2025	20-30-500-530402-0000	
Lim	Pilot-Event Supplies	91.58	08/14/2025	20-21-000-535500-1201	
Lim	Dunkin-Staff Meeting	42.11	08/14/2025	10-00-000-585290-0000	
Lim	Dunkin-Event Supplies	24.16	08/14/2025	20-21-000-535500-1201	
Lim	VRBO-Conference	616.22	08/14/2025	20-00-000-585201-0000	
Lim	Walgreens-Sunshine Club	29.55	08/14/2025	20-00-000-585290-0000	
Lim	Cookies W/Flavor-Staff Food	38.00	08/14/2025	20-26-000-525500-6809	
Lim	Amazon-Equipment	67.98	08/14/2025	20-30-300-530345-0000	
Lim	Amazon-Supplies	50.72	08/14/2025	20-30-100-530300-0000	
Lim	Jewel-Supplies	6.37	08/14/2025	20-30-100-530100-0000	
Lim	Adobe-Subscription	71.42	08/14/2025	20-00-000-521600-0000	
Lim	Amazon-Office Supplies	278.42	08/14/2025	20-00-000-530100-0000	
Lim	Trader Joes-Staff Meeting	36.00	08/14/2025	10-00-000-585290-0000	
Lim	Southwest-Conference	437.96	08/14/2025	20-00-000-585201-0000	
Lim	Culinary Gangster-Staff Food	11.68	08/14/2025	20-26-000-525500-6809	
Lim	Amazon-Supplies	18.69	08/14/2025	20-30-100-530320-0000	
Lim	Amazon-Supplies	36.00	08/14/2025	20-30-300-530300-0000	
Lim	Jewel-Event Supplies	42.83	08/14/2025	20-26-000-525500-6809	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
MacDonald	Stride-SPRA Event	90.00	08/14/2025	20-00-000-585250-0000	
MacDonald	Raising Canes-Staff Food	273.29	08/14/2025	20-26-000-535500-6809	
MacDonald	GEPD-Staff Appreciation	80.00	08/14/2025	20-24-000-535500-4631	
MacDonald	Stride-SPRA Event	20.00	08/14/2025	20-00-000-585250-0000	
MacDonald	Red Cross-Program Supplies	408.53	08/14/2025	20-24-000-535500-4598	
MacDonald	Amazon-Event Supplies	81.48	08/14/2025	20-26-000-535500-6801	
MacDonald	Jewel-Event Supplies	84.21	08/14/2025	20-26-000-535500-6809	
MacDonald	Heavenly Hot Dogs-Staff Food	9.00	08/14/2025	20-26-000-535500-6801	
MacDonald	Jewel-Event Supplies	312.72	08/14/2025	20-26-000-535500-6809	
MacDonald	Stride-SPRA Event	60.00	08/14/2025	20-00-000-585250-0000	
MacDonald	Jewel-Staff Supplies	60.43	08/14/2025	20-24-000-535500-4625	
MacDonald	Jewel-Event Supplies	74.75	08/14/2025	20-26-000-535500-6809	
MacDonald	Adobe-Subscription	21.64	08/14/2025	20-00-000-521600-0000	
Norman	Amazon-Supplies	119.98	08/14/2025	10-10-000-530300-0000	
Norman	Amazon-Supplies	63.17	08/14/2025	10-10-000-550600-0000	
Norman	Rosati's-Staff Meeting	198.66	08/14/2025	10-10-000-585250-0000	
Norman	Amazon-Supplies	47.98	08/14/2025	10-10-000-550850-0000	
Norman	ILCA-Seminar	115.00	08/14/2025	10-10-000-585250-0000	
Norman	Amazon-Uniforms	87.97	08/14/2025	10-10-000-530250-0000	
Okray	Identity Graphics-Business Cards	54.00	08/14/2025	20-30-100-530400-0000	
Okray	N2-Advertising	1,000.00	08/14/2025	20-00-000-521650-0000	
Okray	Zoom-Virtual Meeting	40.00	08/14/2025	20-00-000-521600-0000	
Okray	Rival IQ-Social Media	329.00	08/14/2025	20-00-000-521650-0000	
Okray	Facebook-Social Media	134.54	08/14/2025	20-00-000-521650-0000	
Okray	Amazon-Supplies	26.59	08/14/2025	20-00-000-521650-0000	
Okray	Identity Graphics-Business Cards	123.13	08/14/2025	20-00-000-521650-0000	
Okray	Mailchimp-Email Marketing	234.60	08/14/2025	20-00-000-521650-0000	
Okray	Yelp-Advertising	90.00	08/14/2025	20-00-000-521650-0000	
Okray	Adobe-Creative Cloud	779.88	08/14/2025	20-00-000-521650-0000	
Okray	IPRA-Seminar	200.00	08/14/2025	20-00-000-521650-0000	
Okray	Identity Graphics-Business Cards	54.00	08/14/2025	20-30-100-530170-0000	
Rowland	Amazon-Supplies	143.40	08/14/2025	20-30-100-535500-0000	
Semetko	Easy Ice-Concessions	104.92	08/14/2025	20-30-500-530095-0000	
Semetko	Jewel-Event Supplies	10.48	08/14/2025	20-30-300-530907-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Semetko	Amazon-Supplies	222.54	08/14/2025	20-30-500-530401-0000	
Semetko	SGD-Equipment	70.43	08/14/2025	20-30-300-530345-0000	
Semetko	Amazon-Concessions	112.06	08/14/2025	20-30-500-530095-0000	
Semetko	Google-Membership	19.99	08/14/2025	20-30-500-530401-0000	
Semetko	Dunkin-Event Supplies	54.85	08/14/2025	20-30-300-530907-0000	
Semetko	Amazon-Supplies	14.01	08/14/2025	20-30-300-530345-0000	
Semetko	Amazon-Supplies	59.15	08/14/2025	20-30-500-530401-0000	
Semetko	Amazon-Supplies	37.82	08/14/2025	20-30-500-530401-0000	
Semetko	Amazon-Supplies	28.76	08/14/2025	20-30-500-530320-0000	
Semetko	Little Caesars-Event Supplies	104.00	08/14/2025	20-30-300-530907-0000	
Semetko	Amazon-Supplies	37.45	08/14/2025	20-30-300-530345-0000	
Semetko	Amazon-Gloves	39.99	08/14/2025	20-30-500-530320-0000	
Semetko	Amazon-Supplies	10.06	08/14/2025	20-00-000-530100-0000	
Semetko	Jewel-Concessions	423.98	08/14/2025	20-30-500-530095-0000	
Semetko	Amazon-Safety Supplies	890.35	08/14/2025	20-30-500-530320-0000	
Semetko	Amazon-Event Supplies	7.45	08/14/2025	20-30-300-530907-0000	
Semetko	Amazon-Supplies	359.56	08/14/2025	20-30-500-530910-0000	
Semetko	SGD-Equipment	252.88	08/14/2025	20-30-300-530345-0000	
Smentek	Amazon-Event Supplies	84.02	08/14/2025	20-26-000-535500-6845	
Speck	Sam's-Staff Meeting	379.62	08/14/2025	20-00-000-585250-0000	
Speck	Sherwin-Paint Samples	66.54	08/14/2025	20-24-000-535500-4610	
Speck	Lombardi-Summer Classes	327.60	08/14/2025	20-22-000-525500-2350	
Speck	Andy's-Field Trip	75.55	08/14/2025	20-24-000-535500-4631	
Speck	Jewel-Event Supplies	20.76	08/14/2025	20-30-300-530907-0000	
Speck	Sam's-Event Supplies	173.92	08/14/2025	20-26-000-535500-6809	
Speck	Jewel-Staff Meeting	5.99	08/14/2025	20-00-000-585250-0000	
Speck	Amazon-Supplies	22.97	08/14/2025	20-24-000-535500-4612	
Speck	Amazon-Supplies	97.36	08/14/2025	20-24-000-535500-4626	
Speck	Jewel-Staff Thank You	43.85	08/14/2025	20-00-000-585290-0000	
Speck	Amazon-Supplies	36.97	08/14/2025	20-24-000-535500-4451	
Thomas	Toasty Cheese-Staff Dinner	71.36	08/14/2025	20-26-000-535500-6809	
Thomas	Amazon-Ice Packs	99.75	08/14/2025	20-30-100-530320-0000	
Thomas	Amazon-Towels	169.10	08/14/2025	20-30-100-530102-0000	
Thomas	Jimmy Johns-Parties	103.23	08/14/2025	20-30-100-530170-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Thomas	Amazon-Ink	86.89	08/14/2025	20-30-100-540700-0000	
Thomas	IPRA-Membership	265.00	08/14/2025	20-00-000-585250-0000	
Thomas	Amazon-Party Supplies	56.48	08/14/2025	20-30-100-530400-0000	
Thomas	Amazon-Nets	232.00	08/14/2025	20-30-100-541300-0000	
Thomas	Jewel-Event Supplies	55.48	08/14/2025	20-21-000-535500-1201	
Thomas	Petes-Staff Meeting	68.63	08/14/2025	20-00-000-585250-0000	
Thomas	Sam's-Event Supplies	586.21	08/14/2025	20-21-000-535500-1201	
Thomas	Rosatis-Parties	1,178.17	08/14/2025	20-30-100-530400-0000	
Thomas	Rosatis-Parties	268.39	08/14/2025	20-30-100-535500-0000	
Thomas	Amazon-Supplies	42.38	08/14/2025	20-30-100-530100-0000	
Thomas	Pie Life-Staff Food	72.00	08/14/2025	20-21-000-535500-1201	
Thomas	Adobe-Subscription	21.64	08/14/2025	20-30-100-530100-0000	
Thomas	Rosatis-Parties	907.75	08/14/2025	20-30-100-530170-0000	
Thomas	Amazon-Towels	331.53	08/14/2025	20-30-100-530102-0000	
Thomas	Color Blaze-Run Paint	2,893.15	08/14/2025	20-30-100-535700-0000	
Thomas	Amazon-Supplies	67.79	08/14/2025	20-30-100-530100-0000	
Thomas	Dunkin-Staff Food	109.62	08/14/2025	20-21-000-535500-1201	
Thomas	Culinary Gangster-Staff Dinner	17.47	08/14/2025	20-26-000-535500-6809	
Thomas	Amazon-Supplies	123.64	08/14/2025	20-30-100-530170-0000	
Thomas	Amazon-Camp Supplies	704.22	08/14/2025	20-30-100-535500-0000	
Thomas	Les Mills-Group Fitness	296.00	08/14/2025	20-30-100-530102-0000	
Thommes	Lyft-Conference	39.27	08/14/2025	10-00-000-585202-0000	
Thommes	United-Conference	40.00	08/14/2025	10-00-000-585202-0000	
Thommes	Hilton-Conference	303.51	08/14/2025	10-00-000-585202-0000	
Thommes	FastRedaction-FOIA Video	50.00	08/14/2025	20-00-000-530100-0000	
Thommes	Tribune-Subscription	1.00	08/14/2025	10-00-000-530100-0000	
Thommes	The Grove-Conference	25.05	08/14/2025	10-00-000-585202-0000	
Thommes	River-Conference	22.39	08/14/2025	10-00-000-585202-0000	
Thommes	SQ Taxi-Conference	21.07	08/14/2025	10-00-000-585202-0000	
Thommes	Burger Social-Meeting	56.55	08/14/2025	10-00-000-585250-0000	
Thommes	United-Conference	40.00	08/14/2025	10-00-000-585202-0000	
Thommes	Lyft-Conference	41.99	08/14/2025	10-00-000-585202-0000	
Thommes	Hilton-Conference	35.77	08/14/2025	10-00-000-585202-0000	
Thommes	Daily Herald-Subscription	19.00	08/14/2025	10-00-000-530100-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Tripp	Amazon-First Aid Supplies	135.80	08/14/2025	20-21-000-535500-1111	
Tripp	Sam's-Tournament	67.65	08/14/2025	20-21-000-535500-1113	
Tripp	Amazon-First Aid Supplies	339.50	08/14/2025	20-21-000-535500-1161	
Tripp	Amazon-First Aid Supplies	169.75	08/14/2025	20-21-000-535500-1232	
Tripp	Amazon-First Aid Supplies	127.31	08/14/2025	20-21-000-535500-1241	
Tripp	Dunkin-Tournament	24.06	08/14/2025	20-21-000-535500-1113	
Tripp	Amazon-Supplies	45.99	08/14/2025	20-21-000-535500-1112	
Tripp	Amazon-First Aid Supplies	636.56	08/14/2025	20-21-000-535500-1120	
Tripp	Amazon-First Aid Supplies	288.58	08/14/2025	20-21-000-535500-1141	
Troia	Tractor Supply-ADA Garden Beds	1,225.73	08/14/2025	94-90-873-575110-0000	
Troia	Photoshop-Subscription	129.77	08/14/2025	10-00-000-540550-0000	
Troia	DLT-Annual Subscription	505.88	08/14/2025	10-00-000-540550-0000	
	Check Total:	58,770.24			
Vendor: 202864	Lombard Junior Football League Team Registrations	300.00	08/14/2025	Check Sequence: 7 20-21-000-525500-1161	ACH Enabled: False
	Check Total:	300.00			
Vendor: 203072	Cynthia McManus Cross Country	865.20	08/14/2025	Check Sequence: 8 20-21-000-525500-1146	ACH Enabled: True
	Check Total:	865.20			
Vendor: 203370	John Seagraves Baseball	162.00	08/14/2025	Check Sequence: 9 20-21-000-525500-1145	ACH Enabled: True
	Check Total:	162.00			
Vendor: 201978	Filomena Troianiello Dance	129.78	08/14/2025	Check Sequence: 10 20-21-000-525500-1145	ACH Enabled: True
	Check Total:	129.78			
Vendor: 203193	Kaitlin Valdick Dance	2,160.00	08/14/2025	Check Sequence: 11 20-21-000-525500-1145	ACH Enabled: True
	Check Total:	2,160.00			

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 202315	Lee Wood			Check Sequence: 12	ACH Enabled: False
Gymnastics	Camp Instruction	999.00	08/14/2025	20-21-000-525500-1146	
	Check Total:	999.00			
	Total for Check Run:	67,106.33			
	Total of Number of Checks:	12			

Accounts Payable

Computer Check Proof List by Vendor

User: cyocum
Printed: 08/06/2025 - 12:50PM
Batch: 00001.08.2025



Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 202077 36740	Action Fence Contractors, Inc. Field Fencing	35,600.00	08/07/2025	Check Sequence: 1 94-90-805-575110-0000	ACH Enabled: False
	Check Total:	35,600.00			
Vendor: 104993 Various	Aqua Pure Enterprises Inc. Chlorine	12,952.40	08/07/2025	Check Sequence: 2 20-30-500-530600-0000	ACH Enabled: False
	Check Total:	12,952.40			
Vendor: 105167 106247311 106247426 106247869 106248541 106248936 106249298 106266792 106416932	Armbrust Plumbing and Heating RPZ Testing RPZ Testing RPZ Testing RPZ Testing RPZ Testing RPZ Testing RPZ Testing RPZ Testing	419.80 419.80 104.95 314.85 839.60 314.85 314.85 314.85	08/07/2025 08/07/2025 08/07/2025 08/07/2025 08/07/2025 08/07/2025 08/07/2025 08/07/2025	Check Sequence: 3 20-30-450-521600-0000 10-10-000-521600-0000 20-30-200-521600-0000 10-10-000-521600-0000 20-30-300-530300-0000 20-30-500-530210-0000 10-10-000-521600-0000 10-10-000-521600-0000	ACH Enabled: False
	Check Total:	3,043.55			
Vendor: 203196	Auto Wares-Bumper to Bumper Repairs	108.27	08/07/2025	Check Sequence: 4 10-10-000-530340-0000	ACH Enabled: False
	Check Total:	108.27			
Vendor: 202582 Soccer	Michael Biede Camp Instruction	1,200.00	08/07/2025	Check Sequence: 5 20-21-000-525500-1146	ACH Enabled: True

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	1,200.00			
Vendor: 201992	Stepahnie Brezwyn			Check Sequence: 6	ACH Enabled: False
Flag Football	Camp Instruction	811.07	08/07/2025	20-21-000-525500-1145	
	Check Total:	811.07			
Vendor: 113456	Central Pro Supply			Check Sequence: 7	ACH Enabled: False
47603573	Repairs	517.57	08/07/2025	10-10-000-521315-0000	
	Check Total:	517.57			
Vendor: 202663	Arinnna Coffman			Check Sequence: 8	ACH Enabled: False
	Event Entertainment	300.00	08/07/2025	20-30-500-530907-0000	
	Check Total:	300.00			
Vendor: 115285	ComEd			Check Sequence: 9	ACH Enabled: False
	6/19-7/15/2025 Electric	591.94	08/07/2025	10-00-000-570100-0000	
	Check Total:	591.94			
Vendor: 115370	Conserv FS, Inc.			Check Sequence: 10	ACH Enabled: False
6442372	Field Paint	318.00	08/07/2025	20-21-000-535500-1130	
	Check Total:	318.00			
Vendor: 203394	Convergint Technologies LLC			Check Sequence: 11	ACH Enabled: True
73840	Monitoring 8/1-10/31/2025	96.12	08/07/2025	20-30-100-521600-0000	
	Check Total:	96.12			
Vendor: 203401	Dominion Lighting, Inc.			Check Sequence: 12	ACH Enabled: False
Maryknoll	EV Charger	1,590.00	08/07/2025	10-10-000-521600-0000	
Sunset	EV Charger	1,590.00	08/07/2025	10-10-000-521600-0000	
	Check Total:	3,180.00			
Vendor: 203406	Neil Eckman			Check Sequence: 13	ACH Enabled: False
Golf	Camp Instruction	237.93	08/07/2025	20-21-000-525500-1145	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	237.93			
Vendor: 200651	Evolution SC Tournament Fees	3,151.59	08/07/2025	Check Sequence: 14 20-21-000-525500-1127	ACH Enabled: False
	Check Total:	3,151.59			
Vendor: 202761 Soccer	William Fajkus Camp Instruction	960.00	08/07/2025	Check Sequence: 15 20-21-000-525500-1146	ACH Enabled: False
	Check Total:	960.00			
Vendor: 202791 Soccer	Mike Filipiak Camp Instruction	200.00	08/07/2025	Check Sequence: 16 20-21-000-525500-1146	ACH Enabled: False
	Check Total:	200.00			
Vendor: 198980 174279	First Student Inc. Field Trip	1,046.00	08/07/2025	Check Sequence: 17 20-24-000-525500-4625	ACH Enabled: False
	Check Total:	1,046.00			
Vendor: 202548 Volleyball	Jack Fischer Camp Instruction	812.50	08/07/2025	Check Sequence: 18 20-21-000-525500-1146	ACH Enabled: True
	Check Total:	812.50			
Vendor: 201987 Cross Country Track	Kurt Frazier Camp Instruction Camp Instruction	748.00 216.00	08/07/2025 08/07/2025	Check Sequence: 19 20-21-000-525500-1145 20-21-000-525500-1145	ACH Enabled: False
	Check Total:	964.00			
Vendor: 129900	Future Pros, Inc. Tournament Director Training/Summer Camps	7,722.00 23,210.00	08/07/2025 08/07/2025	Check Sequence: 20 20-21-000-525500-1126 20-21-000-525500-1127	ACH Enabled: True
	Check Total:	30,932.00			
Vendor: 132080 30-426709/8768	Gold Medal-Chicago, Inc. Concessions	451.65	08/07/2025	Check Sequence: 21 20-30-300-530095-0000	ACH Enabled: True

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
30-428514/769	Concessions	3,217.05	08/07/2025	20-30-500-530095-0000	
	Check Total:	3,668.70			
Vendor: 201963	Chad Grant			Check Sequence: 22	ACH Enabled: False
Boys VB	Camp Instruction	1,192.75	08/07/2025	20-21-000-525500-1146	
Girls VB	Camp Instruction	3,578.25	08/07/2025	20-21-000-525500-1146	
	Check Total:	4,771.00			
Vendor: 201947	Kelly Hass			Check Sequence: 23	ACH Enabled: False
Cross Country	Camp Instruction	432.60	08/07/2025	20-21-000-525500-1145	
	Check Total:	432.60			
Vendor: 201969	Paul Hass			Check Sequence: 24	ACH Enabled: False
Cross Country	Camp Instruction	1,360.00	08/07/2025	20-21-000-525500-1145	
Track	Camp Instruction	190.84	08/07/2025	20-21-000-525500-1145	
	Check Total:	1,550.84			
Vendor: 202576	Michael Hines			Check Sequence: 25	ACH Enabled: True
Volleyball	Camp Instruction	810.00	08/07/2025	20-21-000-525500-1146	
	Check Total:	810.00			
Vendor: 202326	Hitchcock Design, Inc.			Check Sequence: 26	ACH Enabled: True
35314	Professional Services	1,900.00	08/07/2025	94-91-873-575110-0000	
	Check Total:	1,900.00			
Vendor: 199220	Illinois Youth Soccer Association			Check Sequence: 27	ACH Enabled: False
	League Fees	5,100.00	08/07/2025	20-21-000-525500-1127	
	Check Total:	5,100.00			
Vendor: 199338	IPDGC			Check Sequence: 28	ACH Enabled: False
	Membership Dues	40.00	08/07/2025	20-30-100-530400-0000	
	Check Total:	40.00			
Vendor: 123355	Jeff Ellis & Associates			Check Sequence: 29	ACH Enabled: True

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Various	CPR Traning	245.00	08/07/2025	10-00-000-585810-0000	
	Check Total:	245.00			
Vendor: 202883	Flavio Kola			Check Sequence: 30	ACH Enabled: False
Volleyball	Camp Instruction	300.00	08/07/2025	20-21-000-525500-1146	
	Check Total:	300.00			
Vendor: 202503	Amelia Lake			Check Sequence: 31	ACH Enabled: False
Volleyball	Camp Instruction	160.00	08/07/2025	20-21-000-525500-1146	
	Check Total:	160.00			
Vendor: 151470	Landscape Material			Check Sequence: 32	ACH Enabled: False
79699	Mulch	568.00	08/07/2025	10-10-000-550600-0000	
	Check Total:	568.00			
Vendor: 202887	Lavin Companies, Inc.			Check Sequence: 33	ACH Enabled: True
	Playground Mulch	18,000.00	08/07/2025	94-90-000-575110-0000	
	Check Total:	18,000.00			
Vendor: 203393	Eric Lowrie			Check Sequence: 34	ACH Enabled: False
Baseball	Camp Instruction	234.00	08/07/2025	20-21-000-525500-1145	
	Check Total:	234.00			
Vendor: 203377	Anesa Maloku			Check Sequence: 35	ACH Enabled: False
Tennis	Camp Instruction	150.00	08/07/2025	20-21-000-525500-1146	
	Check Total:	150.00			
Vendor: 200377	Peter Mastandrea			Check Sequence: 36	ACH Enabled: False
Flag Football	Camp Instruction	562.38	08/07/2025	20-21-000-525500-1145	
	Check Total:	562.38			
Vendor: 203388	Stephen Matz			Check Sequence: 37	ACH Enabled: True
Cell Reimb	Cell Phone 3/25-6/2025	150.00	08/07/2025	10-10-000-570300-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	150.00			
Vendor: 156599	Menard's, Inc.			Check Sequence: 38	ACH Enabled: True
57444	Restoration Supplies	121.80	08/07/2025	10-10-000-521370-0000	
57854	Restoration Supplies	71.69	08/07/2025	10-10-000-521370-0000	
	Check Total:	193.49			
Vendor: 201988	Kyle Nugent			Check Sequence: 39	ACH Enabled: False
Cross Country	Camp Instruction	748.00	08/07/2025	20-21-000-525500-1145	
Track	Camp Instruction	216.00	08/07/2025	20-21-000-525500-1145	
	Check Total:	964.00			
Vendor: 168763	Packey Webb Ford			Check Sequence: 40	ACH Enabled: False
175333	Seat Belt #430	65.38	08/07/2025	10-10-000-530340-0000	
175462	Camera #425	386.06	08/07/2025	10-10-000-530340-0000	
	Check Total:	451.44			
Vendor: 200150	Paddock Publications, Inc.			Check Sequence: 41	ACH Enabled: False
343429	Legal Publication	138.00	08/07/2025	10-00-000-521150-0000	
	Check Total:	138.00			
Vendor: 199053	Palatine Celtics Soccer Club			Check Sequence: 42	ACH Enabled: False
	Tournament Fees	2,335.00	08/07/2025	20-21-000-525500-1127	
	Check Total:	2,335.00			
Vendor: 202277	Brittany Palmer			Check Sequence: 43	ACH Enabled: False
Volleyball	Camp Instruction	375.00	08/07/2025	20-21-000-525500-1146	
	Check Total:	375.00			
Vendor: 203407	Perfect Show Production			Check Sequence: 44	ACH Enabled: False
	Event Entertainment	300.00	08/07/2025	20-30-500-530907-0000	
	Check Total:	300.00			
Vendor: 199468	Pitney Bowes Reserve Account			Check Sequence: 45	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Replenish Meter	2,500.00	08/07/2025	20-00-000-521800-0000	
	Replenish Meter	1,000.00	08/07/2025	10-00-000-521800-0000	
	Check Total:	3,500.00			
Vendor: 202854 007963	Playmetrics, LLC			Check Sequence: 46	ACH Enabled: True
	Software Service Fee	8,820.00	08/07/2025	20-21-000-525500-1127	
	Check Total:	8,820.00			
Vendor: 199420 1055	Franklin Pope			Check Sequence: 47	ACH Enabled: True
	Summer Classes	1,400.00	08/07/2025	20-21-000-525500-1285	
	Check Total:	1,400.00			
Vendor: 203206 Golf	Chris Rehfield			Check Sequence: 48	ACH Enabled: True
	Camp Instruction	1,598.28	08/07/2025	20-21-000-525500-1145	
	Check Total:	1,598.28			
Vendor: 200491 2025-QB-096	Safe Haven IT, Inc.			Check Sequence: 49	ACH Enabled: True
	IT Maintenance August 2025	1,890.00	08/07/2025	10-00-000-521400-0000	
2025-QB-096	IT Maintenance August 2025	1,890.00	08/07/2025	20-00-000-521400-0000	
	Check Total:	3,780.00			
Vendor: 202881	Sam's Club MC/SYNCB			Check Sequence: 50	ACH Enabled: False
	Supplies	449.09	08/07/2025	20-30-500-530401-0000	
	Special Event Supplies	307.13	08/07/2025	20-30-300-530907-0000	
	Concessions	3,810.52	08/07/2025	20-30-500-530095-0000	
	Concessions	273.08	08/07/2025	20-30-300-530095-0000	
	Check Total:	4,839.82			
Vendor: 199062	Schaumburg Athletic Association			Check Sequence: 51	ACH Enabled: False
	Tournament Fees	1,300.00	08/07/2025	20-21-000-525500-1127	
	Check Total:	1,300.00			
Vendor: 201953 Flag Football	Jon Schweighardt			Check Sequence: 52	ACH Enabled: False
	Camp Instruction	519.12	08/07/2025	20-21-000-525500-1145	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	519.12			
Vendor: 203369	Shane Smith			Check Sequence: 53	ACH Enabled: True
Volleyball	Camp Instruction	160.00	08/07/2025	20-21-000-525500-1146	
	Check Total:	160.00			
Vendor: 202306	Mark Staron			Check Sequence: 54	ACH Enabled: False
Cross Country	Camp Instruction	1,292.00	08/07/2025	20-21-000-525500-1145	
	Check Total:	1,292.00			
Vendor: 203405	STC Lightning			Check Sequence: 55	ACH Enabled: False
12U	Tournament Fees	350.00	08/07/2025	20-21-000-525500-1112	
	Check Total:	350.00			
Vendor: 183781	Terrace Supply Company			Check Sequence: 56	ACH Enabled: True
	CO2	432.76	08/07/2025	20-30-500-530600-0000	
	Check Total:	432.76			
Vendor: 137161	The Home Depot CRC/GECF			Check Sequence: 57	ACH Enabled: False
	Splashpad Repairs	18.08	08/07/2025	20-30-400-530900-0000	
	Check Total:	18.08			
Vendor: 200735	Jordann Tomasek			Check Sequence: 58	ACH Enabled: True
405	Graphic Design	525.00	08/07/2025	20-00-000-521650-0000	
	Check Total:	525.00			
Vendor: 200675	Village of Glen Ellyn Administration			Check Sequence: 59	ACH Enabled: False
Permit	Permit Fee	8,500.00	08/07/2025	94-90-830-575110-0000	
	Check Total:	8,500.00			
Vendor: 203402	Virco Inc.			Check Sequence: 60	ACH Enabled: False
1650464	Preschool Chairs	14,413.58	08/07/2025	94-90-875-575180-0000	
	Check Total:	14,413.58			

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 203404 25-2794	Wheaton Mulch, Inc. Mulch	266.00	08/07/2025	Check Sequence: 61 10-10-000-550600-0000	ACH Enabled: False
	Check Total:	266.00			
Vendor: 199401 18	Wight Construction Services, Inc. Final Payment	5,410.00	08/07/2025	Check Sequence: 62 94-91-805-575180-0000	ACH Enabled: True
	Check Total:	5,410.00			
Vendor: 202590 Volleyball	Derek Winkelmann Camp Instruction	735.42	08/07/2025	Check Sequence: 63 20-21-000-525500-1145	ACH Enabled: True
	Check Total:	735.42			
Vendor: 202000 Volleyball	Johnny Winkler Camp Instruction	1,211.28	08/07/2025	Check Sequence: 64 20-21-000-525500-1145	ACH Enabled: False
	Check Total:	1,211.28			
Vendor: 199310 2025.0913.0	Wiss, Janney, Elstner Associates, Inc. Inspection/Water Testing	8,300.00	08/07/2025	Check Sequence: 65 94-90-875-575180-0000	ACH Enabled: False
	Check Total:	8,300.00			
Vendor: 202293 Golf	Phillip Yudys Camp Instruction	715.65	08/07/2025	Check Sequence: 66 20-21-000-525500-1146	ACH Enabled: False
	Check Total:	715.65			
Vendor: 202533 Volleyball	Benjamin Zima Camp Instruction	1,008.00	08/07/2025	Check Sequence: 67 20-21-000-525500-1146	ACH Enabled: True
	Check Total:	1,008.00			
	Total for Check Run:	209,517.38			
	Total of Number of Checks:	67			

Accounts Payable

Computer Check Proof List by Vendor

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Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 100144 54804	AALCO Manufacturing Company Hoop Repairs	75.00	07/30/2025	Check Sequence: 1 20-30-100-530210-0000	ACH Enabled: False
	Check Total:	75.00			
Vendor: 200222 214538	Accurate Repro Inc. Signs	206.00	07/30/2025	Check Sequence: 2 10-10-000-521370-0000	ACH Enabled: True
	Check Total:	206.00			
Vendor: 202272 Football	John Aister Camp Instruction	1,000.00	07/30/2025	Check Sequence: 3 20-21-000-525500-1146	ACH Enabled: False
	Check Total:	1,000.00			
Vendor: 103977 80191201/02	Anderson Pest Control Pest Control	202.63	07/30/2025	Check Sequence: 4 20-30-200-521300-0000	ACH Enabled: False
	Check Total:	202.63			
Vendor: 203204 Football	Joseph Baginski Camp Instruction	2,000.00	07/30/2025	Check Sequence: 5 20-21-000-525500-1145	ACH Enabled: True
	Check Total:	2,000.00			
Vendor: 202068 Football	Jonathan Bergin Camp Instruction	750.00	07/30/2025	Check Sequence: 6 20-21-000-525500-1146	ACH Enabled: True
	Check Total:	750.00			
Vendor: 198825 07182025	Bricks 4 Kids Oak Brook Summer Classes	5,250.00	07/30/2025	Check Sequence: 7 20-22-000-525500-2370	ACH Enabled: True

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	5,250.00			
Vendor: 202284 Football	Ronald Brock Camp Instruction	1,600.00	07/30/2025	Check Sequence: 8 20-21-000-525500-1145	ACH Enabled: False
	Check Total:	1,600.00			
Vendor: 202760 Soccer	Simon Burke Camp Instruction	778.50	07/30/2025	Check Sequence: 9 20-21-000-525500-1145	ACH Enabled: True
	Check Total:	778.50			
Vendor: 203359 Football	Justin Carlson Camp Instruction	550.00	07/30/2025	Check Sequence: 10 20-21-000-525500-1146	ACH Enabled: True
	Check Total:	550.00			
Vendor: 201979 Lacrosse	Jerry Considine Camp Instruction	1,717.56	07/30/2025	Check Sequence: 11 20-21-000-525500-1145	ACH Enabled: False
	Check Total:	1,717.56			
Vendor: 203394 73453 73523	Convergint Technologies LLC Alarm Repairs Alarm Repairs	827.64 1,377.50	07/30/2025 07/30/2025	Check Sequence: 12 20-30-100-521600-0000 20-30-100-521600-0000	ACH Enabled: True
	Check Total:	2,205.14			
Vendor: 202265 Football	Ryan Crissey Camp Instruction	2,204.75	07/30/2025	Check Sequence: 13 20-21-000-525500-1146	ACH Enabled: False
	Check Total:	2,204.75			
Vendor: 203391 Football	Dominic D'Ambra Camp Instruction	500.00	07/30/2025	Check Sequence: 14 20-21-000-525500-1146	ACH Enabled: False
	Check Total:	500.00			
Vendor: 201973 Football Lacrosse	Brandon Daniel Camp Instruction Camp Instruction	900.00 194.67	07/30/2025 07/30/2025	Check Sequence: 15 20-21-000-525500-1145 20-21-000-525500-1145	ACH Enabled: True

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	1,094.67			
Vendor: 202556 Football	Peter Dixon Camp Instruction	800.00	07/30/2025	Check Sequence: 16 20-21-000-525500-1146	ACH Enabled: True
	Check Total:	800.00			
Vendor: 202502 Lacrosse	Anna Doten Camp Instruction	811.13	07/30/2025	Check Sequence: 17 20-21-000-525500-1145	ACH Enabled: False
	Check Total:	811.13			
Vendor: 202285 Football	Patrick Durr Camp Instruction	900.00	07/30/2025	Check Sequence: 18 20-21-000-525500-1145	ACH Enabled: False
	Check Total:	900.00			
Vendor: 202268 Football	Marco Eufrasio Camp Instruction	800.00	07/30/2025	Check Sequence: 19 20-21-000-525500-1146	ACH Enabled: True
	Check Total:	800.00			
Vendor: 202069 Football	William Eufrasio Camp Instruction	1,100.00	07/30/2025	Check Sequence: 20 20-21-000-525500-1146	ACH Enabled: False
	Check Total:	1,100.00			
Vendor: 203304 1046	Rachael Gage Summer Classes	1,805.50	07/30/2025	Check Sequence: 21 20-22-000-525500-2311	ACH Enabled: False
	Check Total:	1,805.50			
Vendor: 201965 Badminton	Michelle Gatz Camp Instruction	858.78	07/30/2025	Check Sequence: 22 20-21-000-525500-1145	ACH Enabled: False
	Check Total:	858.78			
Vendor: 203371 Football	Mateo Guzman Camp Instruction	720.00	07/30/2025	Check Sequence: 23 20-21-000-525500-1145	ACH Enabled: True
	Check Total:	720.00			

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 199603 Various	Halogen Supply Company Supplies	3,613.23	07/30/2025	Check Sequence: 24 20-30-500-530600-0000	ACH Enabled: False
	Check Total:	3,613.23			
Vendor: 202527 Football	Cade Hardtke Camp Instruction	450.00	07/30/2025	Check Sequence: 25 20-21-000-525500-1146	ACH Enabled: True
	Check Total:	450.00			
Vendor: 201975 Football	Sheldon Harris Camp Instruction	1,200.00	07/30/2025	Check Sequence: 26 20-21-000-525500-1145	ACH Enabled: False
	Check Total:	1,200.00			
Vendor: 201947 Track	Kelly Hass Camp Instruction	675.00	07/30/2025	Check Sequence: 27 20-21-000-525500-1145	ACH Enabled: False
	Check Total:	675.00			
Vendor: 203171 Football	Michael Hearn Camp Instruction	750.00	07/30/2025	Check Sequence: 28 20-21-000-525500-1146	ACH Enabled: True
	Check Total:	750.00			
Vendor: 201984 Football	Richard Heckman Camp Instruction	1,400.00	07/30/2025	Check Sequence: 29 20-21-000-525500-1145	ACH Enabled: False
	Check Total:	1,400.00			
Vendor: 201983 Football	Chad Hetlet Camp Instruction	2,250.00	07/30/2025	Check Sequence: 30 20-21-000-525500-1145	ACH Enabled: False
	Check Total:	2,250.00			
Vendor: 199621 1856668	Hinsdale Nurseries Inc. Commemorative Trees	566.00	07/30/2025	Check Sequence: 31 94-90-000-575170-0000	ACH Enabled: False
	Check Total:	566.00			
Vendor: 201985 Football	Michael Hofland Camp Instruction	1,200.00	07/30/2025	Check Sequence: 32 20-21-000-525500-1145	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	1,200.00			
Vendor: 202477 Football	Famous Hulbert Camp Instruction	1,400.00	07/30/2025	Check Sequence: 33 20-21-000-525500-1145	ACH Enabled: True
	Check Total:	1,400.00			
Vendor: 203397 Volleyball	Mariia Iurchenko Camp Instruction	81.00	07/30/2025	Check Sequence: 34 20-21-000-525500-1145	ACH Enabled: False
	Check Total:	81.00			
Vendor: 203141 Lacrosse	Darien Kaufmann Camp Instruction	648.90	07/30/2025	Check Sequence: 35 20-21-000-525500-1145	ACH Enabled: True
	Check Total:	648.90			
Vendor: 202295 588	KDRE Inc. Concessions	6,440.00	07/30/2025	Check Sequence: 36 20-30-500-530095-0000	ACH Enabled: True
588	Concessions	1,540.00	07/30/2025	20-30-300-530095-0000	
	Check Total:	7,980.00			
Vendor: 202555 Football	Joseph Kish Camp Instruction	1,000.00	07/30/2025	Check Sequence: 37 20-21-000-525500-1146	ACH Enabled: True
	Check Total:	1,000.00			
Vendor: 203186 Football	Carl Landi Camp Instruction	1,400.00	07/30/2025	Check Sequence: 38 20-21-000-525500-1145	ACH Enabled: True
	Check Total:	1,400.00			
Vendor: 202874 Football	Michael Langhurst Camp Instruction	500.00	07/30/2025	Check Sequence: 39 20-21-000-525500-1146	ACH Enabled: False
	Check Total:	500.00			
Vendor: 203089 Badminton	Moiras Manas Camp Instruction	324.00	07/30/2025	Check Sequence: 40 20-21-000-525500-1145	ACH Enabled: True

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	324.00			
Vendor: 154610 8662	Market Access Corporation Special Use Permits	350.00	07/30/2025	Check Sequence: 41 20-30-300-521600-0000	ACH Enabled: True
	Check Total:	350.00			
Vendor: 201961 Soccer	Andrew Markovic Camp Instruction	519.00	07/30/2025	Check Sequence: 42 20-21-000-525500-1145	ACH Enabled: False
	Check Total:	519.00			
Vendor: 202843 Football	Jack McCluskey Camp Instruction	756.00	07/30/2025	Check Sequence: 43 20-21-000-525500-1145	ACH Enabled: False
	Check Total:	756.00			
Vendor: 201998 Football	Patrick McCluskey Camp Instruction	900.00	07/30/2025	Check Sequence: 44 20-21-000-525500-1145	ACH Enabled: False
	Check Total:	900.00			
Vendor: 202475 Football	John McGurk Camp Instruction	900.00	07/30/2025	Check Sequence: 45 20-21-000-525500-1145	ACH Enabled: True
	Check Total:	900.00			
Vendor: 202795 Football	Jason Mead Camp Instruction	500.00	07/30/2025	Check Sequence: 46 20-21-000-525500-1146	ACH Enabled: True
	Check Total:	500.00			
Vendor: 157018 812577	Midwest Groundcovers LLC. Restoration Plugs	120.77	07/30/2025	Check Sequence: 47 10-10-000-521370-0000	ACH Enabled: False
	Check Total:	120.77			
Vendor: 202644 MC0000145441	Midwest Mechanical Contract 7/1-12/31/2025	3,474.00	07/30/2025	Check Sequence: 48 20-30-500-521600-0000	ACH Enabled: False
	Check Total:	3,474.00			

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 202269 Football	Ted Monken Camp Instruction	1,200.00	07/30/2025	Check Sequence: 49 20-21-000-525500-1146	ACH Enabled: True
	Check Total:	1,200.00			
Vendor: 161208 1e0558f9	Northern Tool & Equipment Pruner	712.49	07/30/2025	Check Sequence: 50 94-90-000-575170-0000	ACH Enabled: False
	Check Total:	712.49			
Vendor: 202444	Cindy O'Leary Assignor Fees	1,146.00	07/09/2025	Check Sequence: 51 20-21-000-525500-1113	ACH Enabled: True
	Assignor Fees	36.00	07/09/2025	20-21-000-525500-1113	
	Assignor Fees	165.00	07/09/2025	20-21-000-525500-1112	
	Check Total:	1,347.00			
Vendor: 200150 341982	Paddock Publications, Inc. Legal Publication	34.50	07/30/2025	Check Sequence: 52 10-00-000-521150-0000	ACH Enabled: False
	Check Total:	34.50			
Vendor: 200149 69567	Pentegra Systems Camera Repairs	326.00	07/30/2025	Check Sequence: 53 20-30-300-521630-0000	ACH Enabled: True
	Check Total:	326.00			
Vendor: 203152 SA-1395734	Perma-Seal Basement Systems Deposit Sidewalk Repairs	2,094.31	07/30/2025	Check Sequence: 54 94-90-875-575180-0000	ACH Enabled: False
	Check Total:	2,094.31			
Vendor: 203142 Football	Alexander Pihlstrom Camp Instruction	2,000.00	07/30/2025	Check Sequence: 55 20-21-000-525500-1145	ACH Enabled: True
	Check Total:	2,000.00			
Vendor: 203380 Soccer	Hailey Ravenscraft Camp Instruction	778.50	07/30/2025	Check Sequence: 56 20-21-000-525500-1145	ACH Enabled: False
	Check Total:	778.50			
Vendor: 201956	John Sigmund			Check Sequence: 57	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Football	Camp Instruction	1,200.00	07/30/2025	20-21-000-525500-1145	
	Check Total:	1,200.00			
Vendor: 202862	Site Design Group, Ltd.			Check Sequence: 58	ACH Enabled: True
9586-16	Professional Services	7,368.00	07/30/2025	94-90-830-575110-0000	
	Check Total:	7,368.00			
Vendor: 202283	Adam Smith			Check Sequence: 59	ACH Enabled: False
Football	Camp Instruction	3,570.00	07/30/2025	20-21-000-525500-1145	
	Check Total:	3,570.00			
Vendor: 201768	S-NET Communications			Check Sequence: 60	ACH Enabled: True
274384	District Phone Service 8/2025	406.75	07/30/2025	20-30-100-570300-0000	
274384	District Phone Service 8/2025	108.61	07/30/2025	20-30-300-570300-0000	
274384	District Phone Service 8/2025	664.50	07/30/2025	10-00-000-570300-0000	
274384	District Phone Service 8/2025	57.48	07/30/2025	20-30-500-570300-0000	
274384	District Phone Service 8/2025	664.50	07/30/2025	20-00-000-570300-0000	
274384	District Phone Service 8/2025	19.29	07/30/2025	20-30-150-570300-0000	
274384	District Phone Service 8/2025	137.20	07/30/2025	10-10-000-570300-0000	
	Check Total:	2,058.33			
Vendor: 182470	Swank Motion Pictures			Check Sequence: 61	ACH Enabled: False
4019387	Movie in the Park	495.00	07/30/2025	20-26-000-525500-6801	
	Check Total:	495.00			
Vendor: 201960	Adam Szyszko			Check Sequence: 62	ACH Enabled: False
Soccer	Camp Instruction	720.00	07/30/2025	20-21-000-525500-1145	
	Check Total:	720.00			
Vendor: 184207	TK Elevator			Check Sequence: 63	ACH Enabled: False
6000813534	Annual Inspection	550.00	07/30/2025	20-30-100-521600-0000	
	Check Total:	550.00			
Vendor: 183005	T-Rexplorers LLC			Check Sequence: 64	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
2051/52	Summer Classes	6,360.00	07/30/2025	20-22-000-525500-2311	
	Check Total:	6,360.00			
Vendor: 202015 6201	Village of Glen Ellyn Alarms False Alarm	50.00	07/30/2025	Check Sequence: 65 20-30-300-521600-0000	ACH Enabled: False
	Check Total:	50.00			
Vendor: 203069 Football	Dikiria Washington Camp Instruction	2,000.00	07/30/2025	Check Sequence: 66 20-21-000-525500-1145	ACH Enabled: True
	Check Total:	2,000.00			
Vendor: 201950 Soccer	Philip Wicyk Camp Instruction	519.00	07/30/2025	Check Sequence: 67 20-21-000-525500-1145	ACH Enabled: False
	Check Total:	519.00			
Vendor: 203052 Football	Brenen Wilson Camp Instruction	900.00	07/30/2025	Check Sequence: 68 20-21-000-525500-1145	ACH Enabled: True
	Check Total:	900.00			
	Total for Check Run:	95,170.69			
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Accounts Payable
Computer Check Proof List by Vendor



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Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 203395	Axiom Construction Services			Check Sequence: 1	ACH Enabled: False
A20250037	Asbestos Inspection	3,250.00	07/23/2025	94-90-830-575110-0000	
	Check Total:	3,250.00			
Vendor: 119690	DuPage Co. Public Works			Check Sequence: 2	ACH Enabled: False
	3/28-5/28/2025 Water	274.77	07/23/2025	20-00-000-570400-0000	
	Check Total:	274.77			
Vendor: 161205	Nicor Gas			Check Sequence: 3	ACH Enabled: False
	6/12-7/15/2025 Gas	74.93	07/23/2025	10-00-000-570200-0000	
	Check Total:	74.93			
	Total for Check Run:	3,599.70			
	Total of Number of Checks:	3			

Accounts Payable

Computer Check Proof List by Vendor

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Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 203209	1-800 Tshirts			Check Sequence: 1	ACH Enabled: False
289066/362	Tennis Shirts/Hats	1,330.00	07/22/2025	20-21-000-535500-1182	
	Check Total:	1,330.00			
Vendor: 200054	2cutebyhand			Check Sequence: 2	ACH Enabled: False
1386	End of Summer Entertainment	640.00	07/22/2025	20-24-000-525500-4625	
	Check Total:	640.00			
Vendor: 101047	Advantage Trailers & Hitches			Check Sequence: 3	ACH Enabled: False
112704	Trailer Connector	52.49	07/22/2025	10-10-000-530210-0000	
112827	Safety Chains/Hitch Assembly	219.55	07/22/2025	10-10-000-530210-0000	
	Check Total:	272.04			
Vendor: 202129	AEP Energy			Check Sequence: 4	ACH Enabled: False
	6/12-7/14/2025 Electricity	21,055.94	07/22/2025	20-30-100-570100-0000	
	6/12-7/14/2025 Electricity	2,570.70	07/22/2025	20-30-450-570100-0000	
	6/12-7/14/2025 Electricity	92.08	07/22/2025	20-00-000-570100-0000	
	6/12-7/14/2025 Electricity	197.12	07/22/2025	20-30-350-570100-0000	
	6/12-7/14/2025 Electricity	6,974.60	07/22/2025	20-30-500-570100-0000	
	6/12-7/14/2025 Electricity	215.31	07/22/2025	20-30-150-570100-0000	
	6/12-7/14/2025 Electricity	1,758.15	07/22/2025	20-30-300-570100-0000	
	6/12-7/14/2025 Electricity	92.27	07/22/2025	10-00-000-570100-0000	
	6/12-7/14/2025 Electricity	138.29	07/22/2025	20-00-000-570100-0000	
	6/12-7/14/2025 Electricity	828.36	07/22/2025	20-00-000-570100-0000	
	6/12-7/14/2025 Electricity	941.61	07/22/2025	10-00-000-570100-0000	
	6/12-7/14/2025 Electricity	221.61	07/22/2025	10-00-000-570100-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	6/12-7/14/2025 Electricity	3,830.54	07/22/2025	20-30-200-570100-0000	
	6/12-7/14/2025 Electricity	27.15	07/22/2025	20-00-000-570100-0000	
	6/12-7/14/2025 Electricity	437.13	07/22/2025	10-00-000-570100-0000	
	6/12-7/14/2025 Electricity	993.72	07/22/2025	20-30-350-570100-0000	
	6/12-7/14/2025 Electricity	970.16	07/22/2025	20-00-000-570100-0000	
	Check Total:	41,344.74			
Vendor: 101625 H00138017	Agile Sports Technologies Subscription	160.96	07/22/2025	Check Sequence: 5 20-21-000-525500-1161	ACH Enabled: False
	Check Total:	160.96			
Vendor: 103965 112408	Ancel Glink, P.C. June 2025 Attorney Fees	2,636.25	07/22/2025	Check Sequence: 6 10-00-000-521100-0000	ACH Enabled: False
	Check Total:	2,636.25			
Vendor: 104993 154705/732	Aqua Pure Enterprises Inc. Chlorine	3,832.79	07/22/2025	Check Sequence: 7 20-30-500-530600-0000	ACH Enabled: False
	Check Total:	3,832.79			
Vendor: 105167 107077026	Armbrust Plumbing and Heating RPZ Repairs	2,460.00	07/22/2025	Check Sequence: 8 20-30-100-521600-0000	ACH Enabled: False
	Check Total:	2,460.00			
Vendor: 202827 Basketball	Mya Austin Camp Instruction	120.00	07/22/2025	Check Sequence: 9 20-21-000-525500-1145	ACH Enabled: True
	Check Total:	120.00			
Vendor: 108315 P83991824	Batteries Plus Battery	87.71	07/22/2025	Check Sequence: 10 10-10-000-530210-0000	ACH Enabled: True
	Check Total:	87.71			
Vendor: 202252 Basketball	Lauren Busch Camp Instruction	2,016.00	07/22/2025	Check Sequence: 11 20-21-000-525500-1145	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	2,016.00			
Vendor: 198956 G172618	Carlson Paint & Glass Glass Repair	282.82	07/22/2025	Check Sequence: 12 10-10-000-550300-0000	ACH Enabled: False
	Check Total:	282.82			
Vendor: 113050 2066	Case Lots Inc. District Supplies	973.95	07/22/2025	Check Sequence: 13 10-10-000-530900-0000	ACH Enabled: True
	Check Total:	973.95			
Vendor: 113433	Center Ice of Dupage Winter/Spring Classes	20,965.70	07/22/2025	Check Sequence: 14 20-21-000-525500-1211	ACH Enabled: True
	Check Total:	20,965.70			
Vendor: 203362 Softball	Cassidy Christensen Camp Instruction	519.12	07/22/2025	Check Sequence: 15 20-21-000-525500-1146	ACH Enabled: False
	Check Total:	519.12			
Vendor: 115285	ComEd 6/11-6/19/2025 Electricity 6/12-7/14/2025 Electricity	144.50 114.45	07/22/2025 07/22/2025	Check Sequence: 16 10-00-000-570100-0000 10-00-000-570100-0000	ACH Enabled: False
	Check Total:	258.95			
Vendor: 199406 25071421 25071421	Commeg Systems, Inc. June 2025 Timekeeping Software June 2025 Timekeeping Software	729.00 729.00	07/22/2025 07/22/2025	Check Sequence: 17 20-00-000-521400-0000 10-00-000-521400-0000	ACH Enabled: True
	Check Total:	1,458.00			
Vendor: 203392 E8X99 E9X50	Community Products LLC Preschool Furniture Preschool Furniture	9,813.50 2,090.00	07/22/2025 07/22/2025	Check Sequence: 18 94-90-875-575180-0000 94-90-875-575180-0000	ACH Enabled: True
	Check Total:	11,903.50			
Vendor: 203394	Convergint			Check Sequence: 19	ACH Enabled: True

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
73429	Alarm Repairs	477.50	07/22/2025	20-30-100-521600-0000	
	Check Total:	477.50			
Vendor: 202557 Basketball	Jessica Crowley Camp Instruction	1,050.00	07/22/2025	Check Sequence: 20 20-21-000-525500-1145	ACH Enabled: True
	Check Total:	1,050.00			
Vendor: 201973 Basketball	Brandon Daniel Camp Instruction	1,400.00	07/22/2025	Check Sequence: 21 20-21-000-525500-1145	ACH Enabled: True
	Check Total:	1,400.00			
Vendor: 203351 Cheerleading	Patricia De Lavergne Camp Instruction	1,953.00	07/22/2025	Check Sequence: 22 20-21-000-525500-1145	ACH Enabled: True
	Check Total:	1,953.00			
Vendor: 199672 54647/46	Don's World of Sports Camp Shirts	755.75	07/22/2025	Check Sequence: 23 20-21-000-535500-1146	ACH Enabled: False
	Check Total:	755.75			
Vendor: 119687 1371	Dunham Woods Farm, Inc. Summer Classes	854.00	07/22/2025	Check Sequence: 24 20-22-000-525500-2310	ACH Enabled: False
	Check Total:	854.00			
Vendor: 203364 Softball	Evangeline Dupuis Camp INstruction	180.00	07/22/2025	Check Sequence: 25 20-21-000-525500-1146	ACH Enabled: True
	Check Total:	180.00			
Vendor: 202522 Basketball	Luuk Dusek Camp Instruction	594.00	07/22/2025	Check Sequence: 26 20-21-000-525500-1145	ACH Enabled: True
	Check Total:	594.00			
Vendor: 202192 Summer2025	Team Illinois Lacrosse LLC East Avenue Lacrosse Summer Camps	6,706.00	07/22/2025	Check Sequence: 27 20-21-000-525500-1174	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	6,706.00			
Vendor: 202251	Ryan Edwards			Check Sequence: 28	ACH Enabled: False
Basketball	Camp Instruction	1,376.00	07/22/2025	20-21-000-525500-1145	
	Check Total:	1,376.00			
Vendor: 201993	Kristi Faulkner			Check Sequence: 29	ACH Enabled: True
Basketball	Camp Instruction	3,244.28	07/22/2025	20-21-000-525500-1145	
	Check Total:	3,244.28			
Vendor: 198979	Ferguson Enterprises LLC #1550			Check Sequence: 30	ACH Enabled: False
306632-1	Bathroom Repairs	716.00	07/22/2025	20-30-150-541300-0000	
	Check Total:	716.00			
Vendor: 198980	First Student Inc.			Check Sequence: 31	ACH Enabled: False
174275	Field Trip	921.50	07/22/2025	20-24-000-525500-4625	
	Check Total:	921.50			
Vendor: 202546	Julie Fonda-Smith			Check Sequence: 32	ACH Enabled: True
Girls Football	Camp Instruction	333.97	07/22/2025	20-21-000-525500-1146	
Softball	Camp Instruction	2,099.24	07/22/2025	20-21-000-525500-1146	
	Check Total:	2,433.21			
Vendor: 203373	Paige Foster-Simbulan			Check Sequence: 33	ACH Enabled: False
Softball	Camp Instruction	180.00	07/22/2025	20-21-000-525500-1146	
	Check Total:	180.00			
Vendor: 132080	Gold Medal-Chicago, Inc.			Check Sequence: 34	ACH Enabled: True
30-427959	Concessions	1,097.60	07/22/2025	20-30-500-530095-0000	
30-428214	Concessions	678.40	07/22/2025	20-30-300-530095-0000	
30-428217	Concessions	1,310.35	07/22/2025	20-30-500-530095-0000	
	Check Total:	3,086.35			
Vendor: 202326	Hitchcock Design, Inc.			Check Sequence: 35	ACH Enabled: True

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
35332	Permit Assistance	3,217.25	07/22/2025	94-91-873-575110-0000	
35333	Permit Assistance	787.50	07/22/2025	94-91-870-575110-0000	
	Check Total:	4,004.75			
Vendor: 201948 Basketball	Timothy Hoder Camp Instruction	560.00	07/22/2025	Check Sequence: 36 20-21-000-525500-1145	ACH Enabled: False
	Check Total:	560.00			
Vendor: 137180 251053	Holy Cow Sports, Inc. Hats/Shirts	225.00	07/22/2025	Check Sequence: 37 20-21-000-535500-1112	ACH Enabled: False
	Check Total:	225.00			
Vendor: 202290 109342 109357	Imaging Essentials Plotter Ink Plotter Paper	708.65 244.85	07/22/2025 07/22/2025	Check Sequence: 38 20-00-000-530100-0000 10-00-000-530100-0000	ACH Enabled: False
	Check Total:	953.50			
Vendor: 123355 20128754	Jeff Ellis & Associates Audit	1,400.00	07/22/2025	Check Sequence: 39 20-30-500-521600-0000	ACH Enabled: True
	Check Total:	1,400.00			
Vendor: 202072 Basketball	Karen Judge Camp Instruction	1,015.00	07/22/2025	Check Sequence: 40 20-21-000-525500-1145	ACH Enabled: False
	Check Total:	1,015.00			
Vendor: 202503 Softball	Amelia Lake Camp Instruction	720.00	07/22/2025	Check Sequence: 41 20-21-000-525500-1146	ACH Enabled: False
	Check Total:	720.00			
Vendor: 203126 Basketball	John Lastovich Camp Instruction	2,400.00	07/22/2025	Check Sequence: 42 20-21-000-525500-1145	ACH Enabled: True
	Check Total:	2,400.00			
Vendor: 152045	Len's Ace Hardware			Check Sequence: 43	ACH Enabled: True

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Supplies	11.67	07/22/2025	10-10-000-550300-0000	
	Supplies	15.26	07/22/2025	10-10-000-550300-0000	
	Supplies	33.56	07/22/2025	20-30-500-530210-0000	
	Supplies	58.45	07/22/2025	20-30-500-530210-0000	
	Supplies	3.58	07/22/2025	10-10-000-530300-0000	
	Supplies	36.56	07/22/2025	10-10-000-530300-0000	
	Supplies	43.14	07/22/2025	20-30-500-530300-0000	
	Supplies	143.85	07/22/2025	20-21-000-535500-1113	
	Supplies	57.53	07/22/2025	20-30-200-550300-0000	
	Supplies	5.77	07/22/2025	10-10-000-530300-0000	
	Check Total:	409.37			
Vendor: 154610 8661	Market Access Corporation			Check Sequence: 44	ACH Enabled: True
	Special Permit Fees	2,450.00	07/22/2025	20-30-150-521205-0000	
	Check Total:	2,450.00			
Vendor: 156599	Menard's, Inc.			Check Sequence: 45	ACH Enabled: True
52895	Supplies	10.00	07/22/2025	10-10-000-530300-0000	
54492	Supplies	43.86	07/22/2025	10-10-000-530300-0000	
54707	Supplies	0.03	07/22/2025	10-10-000-530300-0000	
55187	Supplies	65.17	07/22/2025	10-10-000-530300-0000	
55423	Supplies	152.76	07/22/2025	20-30-450-550300-0000	
55426	Supplies	35.99	07/22/2025	10-10-000-530300-0000	
55495	Supplies	217.45	07/22/2025	20-30-450-550300-0000	
55500	Supplies	-217.45	07/22/2025	20-30-450-550300-0000	
55501	Supplies	134.72	07/22/2025	20-30-450-550300-0000	
55584	Supplies	308.50	07/22/2025	10-10-000-550300-0000	
55621	Supplies	-35.99	07/22/2025	10-10-000-530300-0000	
55622	Supplies	15.98	07/22/2025	20-30-200-530300-0000	
55628	Supplies	83.96	07/22/2025	10-10-000-530300-0000	
55629	Supplies	156.40	07/22/2025	10-10-000-550600-0000	
55636	Supplies	-83.96	07/22/2025	10-10-000-530300-0000	
55637	Supplies	56.59	07/22/2025	10-10-000-550300-0000	
55829	Supplies	65.99	07/22/2025	20-30-400-530900-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
57004	Supplies	36.67	07/22/2025	10-10-000-530300-0000	
57044	Supplies	78.94	07/22/2025	10-10-000-530300-0000	
57161	Supplies	29.92	07/22/2025	10-10-000-550300-0000	
57218	Supplies	61.03	07/22/2025	10-10-000-530300-0000	
57508	Supplies	75.14	07/22/2025	10-10-000-550200-0000	
57512	Supplies	24.95	07/22/2025	20-30-150-530300-0000	
57552	Supplies	42.02	07/22/2025	10-10-000-530300-0000	
57807	Supplies	42.95	07/22/2025	10-10-000-550400-0000	
	Check Total:	1,401.62			
Vendor: 202644	Midwest Mechanical			Check Sequence: 46	ACH Enabled: False
112173206	Preventative Maintenance	500.00	07/22/2025	20-30-100-521600-0000	
MC0000145442	Maintenance 7/1-12/31/2025	1,098.00	07/22/2025	10-10-000-521600-0000	
	Check Total:	1,598.00			
Vendor: 203372	Lucille Mohorovic			Check Sequence: 47	ACH Enabled: False
Softball	Camp Instruction	180.00	07/22/2025	20-21-000-525500-1146	
	Check Total:	180.00			
Vendor: 203120	Lindsey Montgomery			Check Sequence: 48	ACH Enabled: True
Cheerleading	Camp Instruction	2,030.70	07/22/2025	20-21-000-525500-1145	
	Check Total:	2,030.70			
Vendor: 202463	Orville Myrie			Check Sequence: 49	ACH Enabled: True
Basketball	Camp Instruction	1,400.00	07/22/2025	20-21-000-525500-1145	
	Check Total:	1,400.00			
Vendor: 198916	Nameplate & Panel Technology			Check Sequence: 50	ACH Enabled: False
304375	Plaque	114.24	07/22/2025	20-00-000-530213-0000	
	Check Total:	114.24			
Vendor: 203365	Delaney Nelson			Check Sequence: 51	ACH Enabled: True
Softball	Camp Instruction	180.00	07/22/2025	20-21-000-525500-1146	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	180.00			
Vendor: 203381 018	New School Logos LLC Camp Shirts	250.00	07/22/2025	Check Sequence: 52 20-21-000-535500-1145	ACH Enabled: False
	Check Total:	250.00			
Vendor: 161205	Nicor Gas 6/17-7/17/2025 Gas	51.53	07/22/2025	Check Sequence: 53 10-00-000-570200-0000	ACH Enabled: False
	Check Total:	51.53			
Vendor: 203157 Basketball	Ellison Noble Camp Instruction	120.00	07/22/2025	Check Sequence: 54 20-21-000-525500-1145	ACH Enabled: True
	Check Total:	120.00			
Vendor: 202266 Lacrosse	Eric Nuss Camp Instruction	524.81	07/22/2025	Check Sequence: 55 20-21-000-525500-1145	ACH Enabled: False
	Check Total:	524.81			
Vendor: 200677 103796	Oakbrook Terrace Park District Theatre Rental	3,075.00	07/22/2025	Check Sequence: 56 20-22-000-525500-2301	ACH Enabled: False
	Check Total:	3,075.00			
Vendor: 163300	Office Depot Business Solutions, LLC Supplies Supplies	110.71 110.71	07/22/2025 07/22/2025	Check Sequence: 57 20-00-000-530100-0000 10-00-000-530100-0000	ACH Enabled: False
	Check Total:	221.42			
Vendor: 162999 35270	Official Finders, LLC Umpire Fees	246.00	07/22/2025	Check Sequence: 58 20-21-000-525500-1233	ACH Enabled: True
	Check Total:	246.00			
Vendor: 201974 Basketball Biddy BB	Jason Opoka Camp Instruction Camp Instruction	3,525.00 563.50	07/22/2025 07/22/2025	Check Sequence: 59 20-21-000-525500-1145 20-21-000-525500-1141	ACH Enabled: True

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Parent/Child	Clinic Instruction	3,528.00	07/22/2025	20-21-000-525500-1141	
	Check Total:	7,616.50			
Vendor: 199051	Out On A Whim			Check Sequence: 60	ACH Enabled: False
	Field Trip	528.00	07/22/2025	20-24-000-525500-4631	
Camp	Clay Camp	2,585.00	07/22/2025	20-30-100-525500-0000	
	Check Total:	3,113.00			
Vendor: 203066	Kenneth Paoli			Check Sequence: 61	ACH Enabled: True
Wrestling	Camp Instruction	270.00	07/22/2025	20-21-000-525500-1146	
	Check Total:	270.00			
Vendor: 202549	Kaitlyn Patton			Check Sequence: 62	ACH Enabled: True
Cheerleading	Camp Instruction	2,272.50	07/22/2025	20-21-000-525500-1145	
	Check Total:	2,272.50			
Vendor: 203142	Alexander Pihlstrom			Check Sequence: 63	ACH Enabled: True
Basketball	Camp Instruction	1,400.00	07/22/2025	20-21-000-525500-1145	
	Check Total:	1,400.00			
Vendor: 202670	Porter Corporation			Check Sequence: 64	ACH Enabled: True
185996/97	Lenox Shelters	42,227.04	07/22/2025	94-90-873-575110-0000	
	Check Total:	42,227.04			
Vendor: 203262	ProVantage Paving Inc.			Check Sequence: 65	ACH Enabled: True
	Sunset Striping	650.00	07/22/2025	94-90-000-575150-0000	
3050	Pickleball OSLAD	98,544.00	07/22/2025	94-91-873-575110-0000	
	Check Total:	99,194.00			
Vendor: 199378	Race Time			Check Sequence: 66	ACH Enabled: False
W0704	Race Timing	2,880.00	07/22/2025	20-21-000-525500-1201	
	Check Total:	2,880.00			
Vendor: 203292	Brett Richter			Check Sequence: 67	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Assigning Fees	1,360.00	07/22/2025	20-21-000-525500-1127	
	Check Total:	1,360.00			
Vendor: 174360 95235545	Riddell/All American Sports Corp Helmets	2,339.95	07/22/2025	Check Sequence: 68 20-21-000-535500-1161	ACH Enabled: True
	Check Total:	2,339.95			
Vendor: 199062	Schaumburg Athletic Association Tournament Fees	8,600.00	07/22/2025	Check Sequence: 69 20-21-000-525500-1127	ACH Enabled: False
	Check Total:	8,600.00			
Vendor: 178570 7120-9 8196-8	Sherwin Williams Co. Paint Paint	47.45 129.81	07/22/2025 07/22/2025	Check Sequence: 70 10-10-000-530600-0000 10-10-000-530600-0000	ACH Enabled: False
	Check Total:	177.26			
Vendor: 178680	Shining Star Productions Summer Classes	352.00	07/22/2025	Check Sequence: 71 20-22-000-525500-2301	ACH Enabled: False
	Check Total:	352.00			
Vendor: 203363 Softball	Mia Siguenza Camp Instruction	180.00	07/22/2025	Check Sequence: 72 20-21-000-525500-1146	ACH Enabled: False
	Check Total:	180.00			
Vendor: 182096 131393	Sunburst Sportswear Uniforms	1,842.50	07/22/2025	Check Sequence: 73 20-30-100-530400-0000	ACH Enabled: True
	Check Total:	1,842.50			
Vendor: 200963	T-Mobile AED Monitoring 6/12-7/11/2025	48.00	07/22/2025	Check Sequence: 74 10-00-000-585815-0000	ACH Enabled: False
	Check Total:	48.00			
Vendor: 202338 1340	Total Body Wellness & Performance, Inc. Sideline Trainers	2,000.00	07/22/2025	Check Sequence: 75 20-21-000-525500-1161	ACH Enabled: True

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	2,000.00			
Vendor: 199517	Uline			Check Sequence: 76	ACH Enabled: False
194874470	Belt	16.50	07/22/2025	10-10-000-530300-0000	
	Check Total:	16.50			
Vendor: 189350	V3 Companies			Check Sequence: 77	ACH Enabled: True
10325304	Soccer Field Layout	1,800.00	07/22/2025	10-10-000-550200-0000	
10325304	Soccer Field Layout	1,800.00	07/22/2025	20-21-000-525500-1127	
	Check Total:	3,600.00			
Vendor: 200412	Wheaton Park District			Check Sequence: 78	ACH Enabled: False
	Bowl Registration	325.00	07/22/2025	20-21-000-525500-1161	
	Check Total:	325.00			
Vendor: 202590	Derek Winkelmann			Check Sequence: 79	ACH Enabled: True
Volleyball	Camp Instruction	86.52	07/22/2025	20-21-000-525500-1145	
	Check Total:	86.52			
Vendor: 202000	Johnny Winkler			Check Sequence: 80	ACH Enabled: False
Volleyball	Camp Instruction	648.90	07/22/2025	20-21-000-525500-1145	
	Check Total:	648.90			
Vendor: 201971	Albert Zander			Check Sequence: 81	ACH Enabled: False
Basketball	Camp Instruction	600.00	07/22/2025	20-21-000-525500-1145	
	Check Total:	600.00			
Vendor: 202523	Benjamin Zander			Check Sequence: 82	ACH Enabled: True
Basketball	Camp Instruction	486.00	07/22/2025	20-21-000-525500-1145	
	Check Total:	486.00			

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Total for Check Run:	324,356.73			
	Total of Number of Checks:	82			

Accounts Payable

Computer Check Proof List by Vendor

User: cyocum
Printed: 07/15/2025 - 2:28PM
Batch: 00006.07.2025



Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 199573	FNBO			Check Sequence: 1	ACH Enabled: False
Aubie	Amazon-Event Supplies	22.99	07/14/2025	20-22-000-535500-2364	
Aubie	Dunkin-Staff Refreshments	29.98	07/14/2025	20-24-000-535500-4631	
Aubie	Einstein-Staff Food	90.08	07/14/2025	20-24-000-535500-4631	
Aubie	Fox Bowl-Field Trip	306.00	07/14/2025	20-24-000-525500-4631	
Aubie	Walmart-Event Supplies	103.85	07/14/2025	20-21-000-535500-1259	
Aubie	Domino's-Staff Lunch	73.66	07/14/2025	20-23-000-535500-3510	
Aubie	Amazon-Camp Supplies	1,330.42	07/14/2025	20-24-000-535500-4625	
Aubie	Revolution-Costumes	22.47	07/14/2025	20-23-000-535500-3510	
Aubie	Jewel-Staff Supplies	150.78	07/14/2025	20-24-000-535500-4625	
Aubie	Amazon-Event Supplies	1,165.02	07/14/2025	20-26-000-535500-6809	
Aubie	Barone's-Field Trips	722.35	07/14/2025	20-24-000-525500-4631	
Aubie	Amazon-Supplies	5.98	07/14/2025	20-22-000-535500-2301	
Aubie	Amazon-Event Supplies	214.72	07/14/2025	20-21-000-535500-1259	
Aubie	Raising Canes-Staff Training	578.12	07/14/2025	20-24-000-535500-4625	
Aubie	Clued In-Field Trip	520.00	07/14/2025	20-24-000-525500-4631	
Aubie	Paradise Bay-Field Trips	492.00	07/14/2025	20-24-000-525500-4631	
Aubie	Cosley-Field Trip	24.00	07/14/2025	20-24-000-525500-4631	
Aubie	Studio Movie-Field Trips	417.45	07/14/2025	20-24-000-525500-4631	
Aubie	Amazon-Class Supplies	51.17	07/14/2025	20-22-000-525500-2315	
Aubie	Raising Cane's-Field Trips	375.02	07/14/2025	20-24-000-525500-4631	
Aubie	Andy's-Field Trips	529.65	07/14/2025	20-24-000-525500-4631	
Aubie	Amazon-Event Supplies	224.79	07/14/2025	20-26-000-535500-6801	
Aubie	Revolution-Costumes	97.46	07/14/2025	20-23-000-535500-3510	
Aubie	Jewel-Staff Supplies	137.83	07/14/2025	20-24-000-535500-4625	
Aubie	Amazon-Class Supplies	38.97	07/14/2025	20-22-000-535500-2301	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Aubie	Sam's-Event Supplies	87.56	07/14/2025	20-21-000-535500-1259	
Aubie	Amazon-Camp Supplies	527.26	07/14/2025	20-24-000-535500-4631	
Aubie	Drury Lane-Trip	318.03	07/14/2025	20-22-000-525500-2301	
Babicz	Constant Contact-Bulk Email	26.00	07/14/2025	20-21-000-525500-1111	
Babicz	Amazon-Program Supplies	71.96	07/14/2025	20-21-000-535500-1233	
Babicz	Constant Contact-Bulk Email	62.00	07/14/2025	20-21-000-525500-1232	
Babicz	ChatGPT-Subscription	20.00	07/14/2025	20-21-000-525500-1232	
Babicz	Amazon-Office Supplies	361.33	07/14/2025	20-21-000-535500-1232	
Babicz	Amazon-Program Supplies	89.00	07/14/2025	20-21-000-535500-1161	
Babicz	GoDaddy-Domain	126.48	07/14/2025	20-21-000-525500-1120	
Babicz	NFHS-Rulebooks	55.17	07/14/2025	20-21-000-535500-1161	
Babicz	Adobe-Creative Cloud	32.99	07/14/2025	20-21-000-525500-1172	
Babicz	Adobe-Creative Cloud	33.00	07/14/2025	20-21-000-525500-1232	
Babicz	Constant Contact-Bulk Email	55.00	07/14/2025	20-21-000-525500-1161	
Babicz	Andy's-Giftcards	400.00	07/14/2025	20-21-000-525500-1232	
Brush	Five Below-Event Supplies	193.29	07/14/2025	20-30-100-535500-0000	
Brush	Amazon-Supplies	227.67	07/14/2025	20-30-100-535500-0000	
Cinquegrani	Comcast-Internet	181.83	07/14/2025	20-30-350-570300-0000	
Cinquegrani	Omeka-History Site	75.00	07/14/2025	20-00-000-585250-0000	
Cinquegrani	Verizon-Cell Phone 5/21-6/20/2025	53.66	07/14/2025	20-24-000-535500-4626	
Cinquegrani	Adobe-Subscription	64.52	07/14/2025	10-00-000-521600-0000	
Cinquegrani	Crash Plan-Off-Site Backup	9.99	07/14/2025	10-00-000-521600-0000	
Cinquegrani	Verizon-Cell Phone 5/21-6/20/2025	38.02	07/14/2025	20-30-100-570300-0000	
Cinquegrani	Verizon-Cell Phone 5/21-6/20/2025	53.66	07/14/2025	10-00-000-570300-0000	
Cinquegrani	Microsoft-Office 365	2.00	07/14/2025	20-26-000-525500-6845	
Cinquegrani	Verizon-Cell Phone 5/21-6/20/2025	107.32	07/14/2025	20-24-000-535500-4625	
Cinquegrani	PAX8-Data Archiving	216.37	07/14/2025	10-00-000-521600-0000	
Cinquegrani	Microsoft-Office 365	63.00	07/14/2025	10-10-000-521600-0000	
Cinquegrani	ChatGPT-Subscription	20.00	07/14/2025	10-00-000-521600-0000	
Cinquegrani	Microsoft-Office 365	162.00	07/14/2025	20-30-100-521600-0000	
Cinquegrani	Verizon-Cell Phone 5/21-6/20/2025	53.66	07/14/2025	20-30-150-570300-0000	
Cinquegrani	Verizon-Cell Phone 5/21-6/20/2025	77.92	07/14/2025	10-10-000-570300-0000	
Cinquegrani	Office Depot-Return	-220.36	07/14/2025	10-00-000-541100-0000	
Cinquegrani	Dell-PC Replacement	1,059.99	07/14/2025	10-00-000-540700-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Cinquegrani	BambooHR-Monthly Fee	1,459.58	07/14/2025	10-00-000-521400-0000	
Cinquegrani	Comcast-Internet	252.44	07/14/2025	20-30-300-570300-0000	
Cinquegrani	PAX8-Data Archiving	147.59	07/14/2025	20-30-100-521600-0000	
Cinquegrani	Verizon-Cell Phone 5/21-6/20/2025	220.42	07/14/2025	20-24-000-535500-4631	
Cinquegrani	PAX8-Data Archiving	57.40	07/14/2025	10-10-000-521600-0000	
Cinquegrani	Amazon-IT Supplies	148.95	07/14/2025	20-00-000-540550-0000	
Cinquegrani	Microsoft-Office 365	238.25	07/14/2025	10-00-000-521600-0000	
Cinquegrani	Comcast-Internet/Cable	1,085.59	07/14/2025	20-30-100-570300-0000	
Cinquegrani	Comcast-Internet	217.77	07/14/2025	20-00-000-570300-0000	
Cinquegrani	Microsoft-Office 365	279.00	07/14/2025	20-00-000-521600-0000	
Cinquegrani	PAX8-Data Archiving	1.82	07/14/2025	20-26-000-525500-6845	
Cinquegrani	Verizon-Cell Phone 5/21-6/20/2025	53.66	07/14/2025	20-24-000-535500-4643	
Cinquegrani	Comcast-Internet	217.77	07/14/2025	10-00-000-570300-0000	
Cinquegrani	Dell-Replacement PC's	3,112.17	07/14/2025	20-00-000-540700-0000	
Cinquegrani	Microsoft-Office 365	9.00	07/14/2025	20-23-000-525500-3510	
Cinquegrani	Astound-Internet	112.84	07/14/2025	20-30-500-570300-0000	
Cinquegrani	PAX8-Data Archiving	254.19	07/14/2025	20-00-000-521600-0000	
Cinquegrani	Comcast-Internet	247.20	07/14/2025	20-00-000-570300-0000	
Cinquegrani	PAX8-Data Archiving	16.40	07/14/2025	20-23-000-525500-3510	
Cinquegrani	Microsoft-Office 365	9.00	07/14/2025	20-22-000-525500-2301	
Cinquegrani	DirectTV-Cable	181.99	07/14/2025	20-30-350-521600-0000	
Cinquegrani	Amazon-Ink	126.89	07/14/2025	20-00-000-530100-0000	
Cinquegrani	BambooHR-Monthly Fee	1,459.58	07/14/2025	20-00-000-521400-0000	
Cinquegrani	Verizon-Cell Phone 5/21-6/20/2025	73.02	07/14/2025	20-00-000-570300-0000	
Cinquegrani	ID Wholesaler-Ribbons	479.50	07/14/2025	20-00-000-530100-0000	
Dikker	Trader Joes-Staff Meeting	38.69	07/14/2025	10-00-000-585250-0000	
Dikker	Adobe-Subscription	21.24	07/14/2025	10-00-000-585100-0000	
Dikker	Jewel-Staff Meeting	43.95	07/14/2025	20-00-000-585290-0000	
Dikker	Easy Ice-Rental Fees	195.00	07/14/2025	10-10-000-521600-0000	
Dikker	GE Chamber-Monthly Meeting	40.00	07/14/2025	10-00-000-585250-0000	
Gallagher	Uline-Supplies	71.51	07/14/2025	20-30-100-530300-0000	
Gallagher	Amazon-Supplies	353.57	07/14/2025	20-30-100-530102-0000	
Gallagher	Amazon-Supplies	163.99	07/14/2025	20-30-100-530170-0000	
Gallagher	Amazon-Camp Supplies	107.74	07/14/2025	20-30-100-535500-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Gallagher	Matrix-Supplies	54.54	07/14/2025	20-30-100-530102-0000	
Gallagher	Amazon-Towels	230.34	07/14/2025	20-30-100-530102-0000	
Gutmann	Walmart-Supplies	29.63	07/14/2025	20-22-000-535500-2375	
Gutmann	Forestry Suppliers-PPE/Rake	304.12	07/14/2025	10-10-000-521370-0000	
Gutmann	Amazon-Supplies	14.99	07/14/2025	20-22-000-535500-2375	
Gutmann	Lowes-Supplies	10.98	07/14/2025	20-22-000-535500-2375	
Lim	Pete's-Staff Meeting	32.77	07/14/2025	20-00-000-585250-0000	
Lim	Amazon-Golf Supplies	232.07	07/14/2025	20-30-300-530345-0000	
Lim	Amazon-Kitchen Supplies	204.98	07/14/2025	20-30-450-541300-0000	
Lim	Aldi-Staff Meeting	44.24	07/14/2025	20-00-000-585250-0000	
Lim	Jewel-Member Retention Gift Cards	469.41	07/14/2025	20-30-100-521675-0000	
Lim	Booking.com-Reimbursement	1,141.80	07/14/2025	20-00-000-585990-0000	
Lim	Adobe-Subscription	21.64	07/14/2025	20-00-000-521600-0000	
Lim	Amazon-Supplies	17.98	07/14/2025	20-00-000-530100-0000	
Lim	Amazon-Program Supplies	317.30	07/14/2025	20-30-100-535500-0000	
Lim	Apple-Music	28.75	07/14/2025	20-00-000-521600-0000	
Lim	Trader Joes-Staff Meeting	78.82	07/14/2025	20-00-000-585250-0000	
Lim	Amazon-Pool Supplies	152.37	07/14/2025	20-30-500-530402-0000	
Lim	Petes-Staff Meeting	193.23	07/14/2025	20-00-000-585250-0000	
Lim	Amazon-Supplies	122.85	07/14/2025	20-30-100-530100-0000	
Lim	Booking.com-Reimbursement	75.88	07/14/2025	20-00-000-585990-0000	
Lim	Amazon-Supplies	223.15	07/14/2025	20-30-100-530102-0000	
Lim	Burrito Parrilla-Staff Meeting	62.20	07/14/2025	20-00-000-585250-0000	
Lim	Amazon-Supplies	164.92	07/14/2025	20-30-100-530300-0000	
Lim	Grumpy Gaucho-Staff Food	34.19	07/14/2025	20-00-000-585250-0000	
Lim	Cookies-Staff Food	36.00	07/14/2025	20-00-000-585250-0000	
Lim	Amazon>Returns	-133.97	07/14/2025	20-30-100-535500-0000	
Lim	WDSRA-Supplies	25.00	07/14/2025	20-30-300-541300-0000	
Lim	Walgreens-Sunshine Club	82.37	07/14/2025	20-00-000-585290-0000	
Lim	Amazon-Program Supplies	99.98	07/14/2025	20-30-100-535500-0000	
MacDonald	Amazon-Event Supplies	32.99	07/14/2025	20-26-000-535500-6801	
MacDonald	Amazon-Supplies	21.40	07/14/2025	20-30-150-530300-0000	
MacDonald	Amazon-Supplies	72.16	07/14/2025	20-30-450-530300-0000	
MacDonald	V of GE-Permit Fee	20.60	07/14/2025	20-26-000-535500-6809	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
MacDonald	Amazon-Table	168.36	07/14/2025	20-30-150-541300-0000	
MacDonald	Jewel-Event Supplies	284.04	07/14/2025	20-26-000-535500-6809	
MacDonald	Adobe-Subscription	21.64	07/14/2025	20-00-000-521600-0000	
MacDonald	Amazon-Supplies	68.38	07/14/2025	20-00-000-530100-0000	
MacDonald	Discount-Ice	107.66	07/14/2025	20-26-000-535500-6801	
MacDonald	Amazon-Supplies	86.98	07/14/2025	20-30-150-530300-0000	
MacDonald	Canva-Subscription	108.45	07/14/2025	20-00-000-521600-0000	
Norman	Safelite-Window Repair	405.04	07/14/2025	10-10-000-530300-0000	
Norman	Amazon-Parts	22.77	07/14/2025	10-10-000-530210-0000	
Norman	Amazon-Tools	160.98	07/14/2025	10-10-000-530300-0000	
Norman	Rual King-Sprayer	160.79	07/14/2025	10-10-000-550600-0000	
Norman	Just Tire-Truck Repair	70.00	07/14/2025	10-10-000-530340-0000	
Okray	Facebook-Social Media	246.87	07/14/2025	20-00-000-521650-0000	
Okray	N2-Advertising	1,000.00	07/14/2025	20-00-000-521650-0000	
Okray	Mailchimp-Email Marketing	234.60	07/14/2025	20-00-000-521650-0000	
Okray	Facebook-Social Media	660.00	07/14/2025	20-00-000-521650-0000	
Okray	Accurate Repro-Print Materials	95.84	07/14/2025	20-00-000-521650-0000	
Okray	Rival IQ-Social Media	329.00	07/14/2025	20-00-000-521650-0000	
Okray	iStockphoto-Photography	129.00	07/14/2025	20-00-000-521650-0000	
Okray	Amazon-USC Card Reader	13.99	07/14/2025	20-00-000-521650-0000	
Okray	Yelp-Digital Advertising	90.00	07/14/2025	20-00-000-521650-0000	
Okray	Zoom-Virtual Meeting	40.00	07/14/2025	20-00-000-521600-0000	
Semetko	Amazon-Supplies	27.82	07/14/2025	20-30-500-530320-0000	
Semetko	Jewel-Concessions	314.60	07/14/2025	20-30-500-530095-0000	
Semetko	Amazon-Event Supplies	65.97	07/14/2025	20-30-300-530907-0000	
Semetko	Jewel-Concessions	60.42	07/14/2025	20-30-500-530095-0000	
Semetko	Amazon-Supplies	13.37	07/14/2025	20-30-500-530095-0000	
Semetko	NRPA-Renewal	70.00	07/14/2025	20-00-000-585202-0000	
Semetko	Barone's-Staff Meeting	350.00	07/14/2025	20-30-500-530401-0000	
Semetko	Amazon-Event Supplies	80.09	07/14/2025	20-30-500-530907-0000	
Semetko	Jewel-Concessions	134.85	07/14/2025	20-30-500-530095-0000	
Semetko	Amazon-Supplies	123.10	07/14/2025	20-30-500-530401-0000	
Semetko	Jewel-Concessions	121.85	07/14/2025	20-30-500-530095-0000	
Semetko	Easy Ice-Concessions	104.92	07/14/2025	20-30-500-530095-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Semetko	Pepsi-Pop Machine	700.33	07/14/2025	20-30-500-530210-0000	
Semetko	Amazon-Supplies	17.98	07/14/2025	20-30-500-530095-0000	
Semetko	Amazon-Supplies	247.48	07/14/2025	20-30-500-530401-0000	
Semetko	Jewel-Concessions	120.81	07/14/2025	20-30-500-530095-0000	
Semetko	Pepsi-Soda Refill	444.20	07/14/2025	20-30-500-530095-0000	
Semetko	Jewel-Concessions	6.66	07/14/2025	20-30-500-530095-0000	
Semetko	Colorado Time-Microphone	120.00	07/14/2025	20-30-500-530401-0000	
Semetko	Jewel-Staff Meeting	66.95	07/14/2025	20-30-500-530401-0000	
Semetko	Custom Ink-Uniforms	782.75	07/14/2025	20-30-500-530401-0000	
Semetko	Amazon-Supplies	14.99	07/14/2025	20-30-500-530210-0000	
Semetko	Amazon-Supplies	59.99	07/14/2025	20-30-500-530320-0000	
Semetko	Jewel-Concessions	293.26	07/14/2025	20-30-500-530095-0000	
Semetko	Jewel-Concessions	139.81	07/14/2025	20-30-500-530095-0000	
Semetko	SGD-Supplies	113.23	07/14/2025	20-30-300-530907-0000	
Semetko	Jewel-Concessions	121.85	07/14/2025	20-30-500-530095-0000	
Semetko	Amazon-Supplies	7.78	07/14/2025	20-30-500-530401-0000	
Semetko	Amazon-Supplies	35.62	07/14/2025	20-30-500-530210-0000	
Semetko	Amazon-Event Supplies	22.47	07/14/2025	20-30-500-530907-0000	
Semetko	Premier Glow-Event Supplies	420.19	07/14/2025	20-30-300-530907-0000	
Semetko	Amazon-Event Supplies	157.04	07/14/2025	20-30-300-530907-0000	
Smentek	GE Chamber-Monthly Meeting	40.00	07/14/2025	10-00-000-585250-0000	
Smentek	Amazon-Supplies	20.89	07/14/2025	20-26-000-535500-6845	
Speck	Amazon-Camp Supplies	99.91	07/14/2025	20-24-000-535500-4450	
Speck	Amazon-Camp Supplies	159.95	07/14/2025	20-24-000-535500-4451	
Speck	Amazon-Supplies	25.50	07/14/2025	20-30-200-541300-0000	
Speck	Amazon-Supplies	32.98	07/14/2025	20-30-200-530320-0000	
Speck	Amazon-Camp Supplies	120.09	07/14/2025	20-24-000-535500-4451	
Speck	Jewel-Event Supplies	89.82	07/14/2025	20-26-000-535500-6801	
Speck	Amazon-Camp Supplies	773.96	07/14/2025	20-24-000-535500-4626	
Speck	Athletic Stuff-Basketball Hoop	849.99	07/14/2025	20-30-200-541300-0000	
Speck	Amazon-Supplies	50.56	07/14/2025	20-00-000-530100-0000	
Speck	Amazon-Event Supplies	62.73	07/14/2025	20-26-000-535500-6801	
Thomas	Sam's-Camp Supplies	128.00	07/14/2025	20-30-100-535500-0000	
Thomas	Adobe-Subscription	21.24	07/14/2025	20-30-100-530100-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Thomas	Amazon-Supplies	49.95	07/14/2025	20-21-000-535500-1201	
Thomas	Amazon-Supplies	55.91	07/14/2025	20-30-100-530400-0000	
Thomas	Amazon-Volleyball Net	568.00	07/14/2025	20-30-100-541300-0000	
Thomas	Rosati's-Parties	1,097.98	07/14/2025	20-30-100-530170-0000	
Thomas	Amazon-Camp Supplies	191.94	07/14/2025	20-30-100-535500-0000	
Thomas	Amazon-Supplies	14.88	07/14/2025	20-30-100-530400-0000	
Thomas	Sam's-Supplies	35.92	07/14/2025	20-30-100-535500-0000	
Thomas	Five Below-Event Supplies	113.90	07/14/2025	20-30-100-535500-0000	
Thomas	Walgreens-Supplies	6.60	07/14/2025	20-21-000-535500-1182	
Thomas	Route Arrows-Arrows	167.40	07/14/2025	20-21-000-535500-1201	
Thomas	Amazon-Supplies	819.86	07/14/2025	20-30-100-535500-0000	
Thomas	Amazon-Air Horn	14.99	07/14/2025	20-21-000-535500-1201	
Thomas	Les Mills-Group Fitness	296.00	07/14/2025	20-30-100-530102-0000	
Thomas	Rosati's-Parties	632.95	07/14/2025	20-30-100-530400-0000	
Thomas	Rosati's-Parties	234.08	07/14/2025	20-30-100-535500-0000	
Thomas	Amazon-Supplies	32.37	07/14/2025	20-30-100-530100-0000	
Thomas	Jewel-Supplies	24.19	07/14/2025	20-21-000-535500-1201	
Thomas	Augustinos-Staff Meeting	155.79	07/14/2025	20-00-000-585250-0000	
Thommes	Amazon-Supplies	14.68	07/14/2025	10-00-000-530100-0000	
Thommes	United-NRPA	413.97	07/14/2025	10-00-000-585270-0000	
Thommes	Daily Herald-Supplies	19.00	07/14/2025	10-00-000-530100-0000	
Thommes	Amazon-Supplies	42.75	07/14/2025	10-00-000-530100-0000	
Tripp	Sam's-Tournament Supplies	69.70	07/14/2025	20-21-000-535500-1113	
Tripp	Amazon-First Aid Kits	111.98	07/14/2025	20-21-000-535500-1113	
Check Total:		45,972.65			
Total for Check Run:		45,972.65			
Total of Number of Checks:		1			

**Glen Ellyn Park District
Board of Commissioners
Regular Meeting Minutes
July 15, 2025
185 Spring Avenue**

I. Call to Order

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

II. Roll Call of Commissioners

Upon roll call, those answering present were Commissioners Stortz, Crickmore, Durham, and President Nephew. Commissioner Cornell arrived at 7:30 p.m. and Commissioner Ward was absent.

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

Motion Carried.

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

III. Pledge of Allegiance

President Nephew led the pledge of allegiance.

IV. Changes to the Agenda

Executive Director Thommes shared that Agenda items VII, Appointment of Park Board Commissioner and VIII, Oath of Office of Park Board Commissioner will be removed from the agenda and postponed to a later Board Meeting due to a family emergency.

V. Public Participation

Amy Ahlenius, who lives near Panfish Park, spoke about her disappointment in the equipment installed at Panfish Playground. While she is supportive of the park, she does not feel the park is updated but feels there is a lack of play structures and would like more sensory play features within the park and more equipment for younger ages. Lauren Dirkse, also who lives near Panfish Park, has concerns with the new play structure installed and listed her concerns. She also would like more features to be added to the park.

Staff stated they would look into the safety concerns and also stated as previously discussed at a public meeting, if excess funds are available after the slated Panfish Park improvements, staff will look into adding additional equipment for the park.

VI. Consent Agenda

Commissioner Crickmore moved, seconded by Commissioner Stortz, to approve the Consent Agenda including the Voucher List of Bills totaling \$1,409,128.47 and minutes from the June 17, 2025, Regular Meeting minutes.

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

Motion Carried.

VII. New Business

A. Proclamation, July as Park and Recreation Month

Executive Director Dave Thommes shared that the National Park and Recreation Association (NRPA) has celebrated Park and Recreation Month in July to promote the power parks and recreation plays in building strong, vibrant, and resilient communities. Thommes said the month of July is dedicated to recognizing and celebrating park and recreation employees and volunteers who maintain our parks. Thommes also shared that on Friday, July 18th an All-Staff Picnic Day will be held for full-time and part-time staff at Main Street Recreation Center and welcomed Commissioners. Staff would like the Board to formally adopt a Proclamation for July to be designated as Parks and Recreation Month.

Following, Commissioner Durham moved, seconded by Commissioner Crickmore, to adopt the Proclamation designating July as Park and Recreation Month.

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

Motion Carried.

B Ackerman Pickleball – Final Pay Application

Director of Planning and Natural Resources Troia shared that Ackerman Pickleball Courts are phase 1 of the Ackerman Park Lenox Site Addition OSLAD project. Troia provided that the project has been completed, opened on the 4th of July, and has been very well received.

Troia shared that this is the final payout request in the amount of \$98,544.00. Park Board Commissioner Stortz relayed that a few patrons would love to see a ribbon cutting ceremony for the courts and said it is a great asset to the community.

Following, Commissioner Durham moved, seconded by Commissioner Crickmore , to approve the ProVantage Systems Paving, Inc. final pay application for the amount of \$98,544.00.

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

Motion Carried.

C. Main Street Roofing

Director of Planning and Natural Resources Troia provided some background on the status of the Main Street Recreation Center roof including original installation date and repairs. He shared that most recently the southeast section of the roof was repaired with a complete tear-off and replacement in 2024. The remainder of the roof was budgeted for \$265,000 and anticipated to be replaced in 2025

Troia presented the proposal from Garland/DBS, Inc. which will be conducted through the OMNIA purchasing cooperative in the amount of \$264,461. Troia shared that the project would take 2-4 weeks and relayed that Garland performed the roof installation at Spring Avenue Recreation Center.

Following, Commissioner Crickmore moved, seconded by Commissioner Durham, to approve the cooperative purchase agreement for Garland/DBS, Inc. for roof improvements at Main Street Recreation Center for the amount of \$264,461.

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

Motion Carried.

D. Lake Ellyn Clay Courts proposed naming discussion

Executive Director Thommes said staff received a community request to consider naming the newly renovated clay tennis courts in honor of a longtime user and supporter of the facility. Staff reviewed the current naming policy with the Park Board and shared other options that may be more appropriate for a commemoration. Commissioners Durham and Cornell along with President Nephew shared their reluctance to name various areas within parks, had further discussion of past naming circumstances, and agreed with staff that the proposed options would be a better option. Director Thommes said staff would reach back out to the patrons with more information on the options that could be available.

VIII. Staff Reports

A. Finance Report (For information only)

B. Staff Reports

Executive Director Thommes shared that an All-Staff BBQ will be held on Friday, July 18th from 11:00am – 1:00pm at the Main Street Recreation Center should Commissioners wish to attend. Thommes also reminded Commissioners of the Gator Race that will be held at Sunset Pool on Thursday, July 24th at 4:30pm that benefits the Foundation.

C. Sponsorship Report

IX. Commissioners' Reports

Commissioner Cornell inquired about the Downtown Park fundraising progress which Director of Parks and Planning shared that roughly \$5000 has been raised and that staff was speaking with a potential donor later this week. Commissioner Durham stated he would like more clarity on

the website regarding individual donations, tiers for donation, and recognition. Commissioner Cornell would like to see options for anonymous donors as well. Commissioner Stortz commended staff on the handling of the incident at Sunset Pool that occurred over the 4th of July weekend. He appreciated the communication and inquired if there was anything further to be relayed. Executive Director Thommes shared that notices were provided to the public from the Park District as well as the Village and stated staff has asked for additional patrols of the area as well. Commissioner Stortz also thanked staff for all of their coordination for the 4th of July festivities and gave a shoutout to his son's team, 13U Rebels, for placing 2nd in the WSBL and also to his daughter for softball achievements. Commissioner Durham also commended staff at Sunset, especially to the manager on duty for her efforts. Executive Director agreed that the manager and staff did a wonderful job in deescalating a difficult situation. Commissioner Cornell enjoyed the fireworks on the deck and relayed that staff did an amazing job of taking care of the facility and park post fireworks. President Nephew also attended the fireworks and enjoyed the deck. She also appreciated staff's updates and their handling of the Sunset incident. Commissioner Crickmore provided a PowerPoint presentation expressing her enjoyment of the Parks and events within the District.

X. Adjourn to Executive Session

At 7:46 p.m., Commissioner Durham moved, seconded by Commissioner Crickmore, to move into Executive Session under Section 2 (c) 5 for 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.

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

Motion Carried.

XI. Reconvene to Open Session

The Park Board reconvened open session at 7:57 p.m.

XII. Adjourn

There being no further business, Commissioner Stortz moved, seconded by Commissioner Crickmore to adjourn the July 15, 2025, Regular Meeting at 7:57 p.m.

*Roll Call: Aye: Commissioners Stortz, Crickmore, Cornell, Durham, Cand President Nephew
Nay: None*

Motion Carried.

Respectfully submitted,

Kimberly Dikker
Board Secretary & Directors' Assistant



MEMO

August 14, 2025

TO: Park District Board of Commissioners
FROM: Dave Thommes, Executive Director
RE: Board & Administration (Chapter I.) – Policy Manual Update

The Glen Ellyn Park District is recommending amendments to Chapter I – Board & Administration of the Park District Policy Manual following staff research, consultation with PDRMA, attorney review, and Commissioner feedback from the January 14, 2025, Regular Meeting. Both redline and clean versions are provided. Revisions include updates to the Refund Policy (Section 2.14), which will take effect January 1, 2026, and will be promoted in the Winter 2025 brochure and communicated to patrons in the months prior.

Staff Recommendation:

Staff recommends that the Park Board approve Chapter I - Board & Administration of the Park District Policy Manual at the Regular Board Meeting on Tuesday, August 19, 2025.

Motion:

Motion to approve Chapter I - Board & Administration of the Park District Policy Manual, as presented.

**GLEN ELLYN PARK DISTRICT
POLICY MANUAL
CHAPTER I. BOARD AND ADMINISTRATION**

1.00	Board Policy	5
1.01	Forward	5
1.02	Purpose	5
1.03	Board Membership	5
	A. Number of Commissioners	5
	B. Term of Office	5
	C. Qualification	5
	D. Nomination	5
	E. Information Packet for Prospective Board Members	5
	F. Election	5
	G. New Commissioner	6
	H. Inauguration of Board Members	6
	I. Vacancy	6
	J. Commissioner Benefits	7
	K. Reimbursement of Employee and Officer Travel, Meal & Lodging Expenses	8
1.04	Ethics and Conduct	10
	A. Ethics Act	10
	B. Legal Authority	10
	C. Representation	10
	D. Board Decisions	11
	E. Board Unity	11
	F. Relationship to the Director	11
1.05	Powers and Duties of the Board	11
	A. Selection of the Executive Director	11
	B. Planning	11
	C. Policies	11
	D. Budget	11
	E. Tax Levy	11
	F. Evaluation, Goals and Objectives	11
	G. Official Actions	12
	H. Other Functions, Powers & Duties	12
1.06	Officers of the Board	12
	A. President	12
	B. Vice President	12
	C. Treasurer	12
1.07	Appointed Personnel of the Board	12
	A. Secretary	12
	B. Executive Director	13
	C. Attorney	13
	D. Auditor	13
1.08	Committees of the Board	13
	A. Special Committees	13
	B. Meetings of Committees	13
1.09	Board Meetings	13
	A. Open Meetings Act	13
	B. Annual Meetings	14
	C. Regular Meetings	14
	D. Special Meetings	14
	E. Workshop Meetings	14
	F. Place of Meetings	14
	G. Public Meetings	14

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H.	Schedule and Notice of Meeting	14
I.	Quorum	14
J.	Agenda	14
K.	Public Participation	15
L.	Discussion	15
M.	Voting	15
N.	Minutes of Meetings	15
O.	Executive Session Minutes	15
P.	Rules of Order	15
Q.	Corporate Seal	15
R.	Suspension of Rules	16
S.	Attendance by Electronic Means	16
	Travel, Meal and Lodging Expense Reimbursement Form	17
2.00	Administrative Policy	18
2.01	Forward	18
2.02	Purpose	18
2.03	Administrative Office	18
2.04	Official Records	18
2.05	Chain of Command	18
A.	Administration Department	18
B.	Finance Department	18
C.	Recreation Department	19
D.	Parks Department	19
2.06	Principles of Ethical Practice	19
A.	Integrity: Honesty, Trust, Truthfulness	19
B.	Accountability: Responsibility for Actions	19
C.	Fairness: Reflecting the Standards of our Free Society	19
D.	Citizenship: Reflecting the Standards of our Free Society	19
E.	Mentoring: Counseling, Guiding and Sharing Experience	20
F.	Support for the Profession: Supporting and Encouraging Involvement	20
G.	Service Above Self: Respect, Concern, Courtesy and Responsiveness	20
H.	Standards of Practice: Professional and Technical Competence, Excellence in Service	20
I.	Confidentiality: Respecting Privacy and Maintaining Public Trust	20
J.	Employer/Employee Relations: Mutual Respect and Consideration	20
K.	Residents/Board/Staff Relations: Recognizing and Respecting Human Value	20
2.07	Conflict of Interest	20
2.08	Park and Facility Use	21
A.	Philosophy	21
B.	Condit	21
C.	Use of Parks by Contractors	22
2.09	Control of the Parks	22
2.10	Citizen Input	22
2.11	Cooperative Agreements	22
2.12	Naming of Parks	22
A.	Community and Neighborhood Parks	22
B.	Special Conditions	22
C.	Plaques	23
D.	Special Conditions When Naming Athletic Fields	23
2.13	Disposition of District Personal Property	23
2.14	Loan of District Equipment	24
2.15	Vendor Incentives and Awards	24

2.16	Refunds of Park District Programs	24
A.	General Guidelines	24
2.17	Volunteers	24
2.18	Guidelines for Honoring Volunteers and Service Organizations	24
2.19	Sexual Harassment Policy	25
3.00	Advertising Policy	26
3.01	Forward	26
3.02	Purpose	26
3.03	General Guidelines	26
3.04	Types of Advertisements	26
A.	Temporary or Seasonal Advertising	26
B.	Permanent or Long-Term Advertising	26
3.05	Fees and Charges	26
3.06	Authorization	26
3.07	Limitations	27
4.00	Criminal Background Check Policy	28
4.01	Purpose	28
4.02	Guidelines	28
4.03	Frequency of Check	28
4.04	Convictions	28
4.05	Confidentiality	28
4.06	Cost of Background Check	29
5.00	Open Space Policy	30
5.01	Purpose	30
5.02	Definition	30
5.03	Open Space Goals	30
6.00	Land Acquisition Policy	31
6.01	Purpose	31
6.02	Land Acquisition Goals	31
6.03	Negotiating Purchase of Real Estate	31
6.04	Donation of Land	31
6.05	Criteria for Requiring Park and Recreational Land Dedication	32
A.	Requirement and Population Ratio	32
B.	Criteria for Requiring a Contribution in Lieu of Park Sites	32
C.	Criteria for Requiring Dedication and Fee	32
D.	Easements	33
E.	Leases	33
F.	Annexation	33
6.06	Reservation of Additional Land	33
7.00	Volunteer Organization and Committee Fund Raising Policy	34
7.01	Purpose	34
7.02	Forward	34
7.03	Ability to Fund Raise	34
7.04	Publicity	34
7.05	Administrative Responsibility	34
7.06	Forms of Fund Raising	35

7.07	Management of Funds	35
8.00	Technology Policy	36
8.01	Introduction	36
8.02	Purpose	36
8.03	Physical Security of Computer Assets	36
8.04	Maintenance of Computer Assets	36
8.05	Ownership of Information, Data and Software	37
	A. Definitions	37
	B. Information and Data	37
	C. Software	37
8.06	Access to Computer Information and Hardware	37
8.07	Information Security	37
	A. Passwords	37
	B. Loss of Equipment	38
	C. Access to Information	38
	D. Sensitive or Confidential Information	38
	E. Backing Up Files	38
	F. Anti-virus Software	38
	G. Repair	38
8.08	Cyber Liability	38
	A. Take Stock Liability	38
	B. Scale Down	38
	C. Lock It	39
	D. Pitch It	39
	E. <u>Breach Security Incident</u> Response Plan	39
8.09	Installation and Use of Software	40
8.10	Personal Use of Computer Hardware/Software	40
8.11	Electronic Mail	40
8.12	Internet Usage	41
8.13	Blogging/Personal Website	42
8.14	Disposal of Electronic Equipment	43
8.15	Violation	43
9.00	Privacy Policy	44
9.01	Purpose	44
9.02	Confidentiality and Security	44
9.03	Sharing Information with Affiliates	44
9.04	Sharing Information with Program Instructors and Coaches	44
9.05	Disclosure to Third Party	44
9.06	Training	44
9.07	Disciplinary Action	44
Appendix A: <u>Cyber Incident Response Team Assignments & Responsibilities</u> <u>Liability Prevention Checklist</u>		45
Appendix B: <u>Breach of Security Form Letter</u> <u>Incident Response Team and External Resources Contact Information</u>		48
Appendix C: <u>Personal Information Protection Act Data Incident Log</u>		49

1.00 Board Policy

1.01 Forward

The Glen Ellyn Park District ([District](#)) is a separate unit of municipal government, established in 1919, governed by a Board of seven elected commissioners who serve without pay. It is the purpose of the Glen Ellyn Park District to effectively and economically provide recreational programs, facilities, and open space for the residents of the District which are designed to provide wholesome, constructive, and enjoyable leisure time experiences that benefit the individual, the family, and the community. The Board of Commissioners ([Board](#)) acts as the legislative and policy making body of the District in the operation, control, improvement, and planning of its parks, recreation programs, facilities, personnel, and fiscal operations.

1.02 Purpose

This Board ~~Policy~~ ~~Manual~~ ([Manual](#)) is intended to describe the existing policies of the District as they apply to the Board of Commissioners. The Board of the District has reviewed and approved this ~~Manual~~ and will in the future periodically review and revise the policies contained in this ~~Manual~~ as it deems appropriate.

1.03 Membership

A. Number of Commissioners

The Board shall be comprised of seven (7) members.

B. Term of Office

Commissioners shall be elected to serve for a term of four (4) years. Commissioners shall serve until their successors are duly qualified and elected.

C. Qualification

Any person who is a legal voter and who resides within the District is qualified to be a candidate for the office of Commissioner.

D. Nomination

- ~~1. A candidate for the office of Commissioner must file nomination papers in accordance with Section 2-11 of the Park District Code (Code), 70 ILCS 1205/2-11, and the Election Code, 10 ILCS 5/1-1, et seq. a nominating petition with the Secretary of the District signed by qualified voters of the District, equal in number to not less than 2% of the number who voted at the last preceding election for Commissioners in the District but in no case by less than 25 voters. (Code, Section 21-11)~~
- ~~2. The Secretary of the District shall make available nominating petition forms and the required number of signatures to any prospective candidate for the office of Commissioner and shall publicized the first and last day for filing such nominating petitions well in advance of those dates.~~

~~E. Information Packet for Prospective Board Members~~

~~it shall be the responsibility of the Board Secretary to prepare and distribute an "Information Packet for Prospective Board Members" to each resident filing to run for the office of Park Commissioner. The packet shall include, but not be limited to:~~

- ~~1. Copies of Park Board meeting minutes for past six months.~~
- ~~2. Program brochures for past year.~~
- ~~3. Facility matrix showing list of parks, acreage and amenities.~~
- ~~4. Copy of most recent Comprehensive Plan~~

~~The Board secretary shall also arrange a date and time for the prospective candidates to meet with the Board President and Executive Director who will inform candidates of time commitment, benefits of the position, answer questions, provide an update of current projects and tour parks.~~

F.F. Election

Commissioners shall be elected biennially to take the place of those whose terms expire. Such elections shall take place at the election provided for by the ~~general election law~~ Election Code, (10 ILCS 5/1-1 et seq.).

G.F. New Commissioner

1. *New Commissioner Packet*

Newly elected Commissioners shall be provided with background material that is designed to assist them in their transition from ~~municipal~~ community members to voting member Commissioner of the Park Board. The packet shall include but not be limited to the following information.

- a) List of meeting dates for Regular and Workshop meetings
- b) Budget Book
- ~~c) Comprehensive Plan delete~~
- ~~d) One year of program brochures. – link to GEPD website for info~~
- ~~e) Board and staff member phone numbers~~
- ~~f) Park District Code hand~~book
- ~~g) Pertinent IAPD publications~~
- ~~h) IAPD New Commissioner book delete~~
- ~~i) Commissioner benefits/privileges information sheet~~
- ~~j) Any other information deemed necessary by the Secretary of the Board~~

2. *New Commissioner Orientation*

The Executive Director and designated staff members shall conduct an orientation for each new Commissioner which is designed to familiarize the Commissioner with the operation of the District from the perspective of both the staff and the Board. The orientation shall include but not be limited to:

- a) A tour of the parks and facilities
- b) A meeting with each Department Head to discuss department functions and responsibilities.
- c) A meeting with the Executive Director to discuss:
 - 1) Board member responsibilities
 - 2) Executive Director responsibilities
 - 3) Administrative duties of the District
 - 4) A copy of the New Commissioner Packet

H.G. Inauguration of Board Members

1. *Newly Elected or Re-elected Commissioners*

Newly elected or re-elected Commissioners shall be inaugurated at the first scheduled monthly Regular Meeting following the receipt of the canvass of votes from the County Clerk. At this time, the incumbent "old" Board shall meet, conduct any unfinished business and then adjourn. The Secretary of the Park District shall then administer the "Oath of Office" for the newly elected Commissioners and the reconstituted new Board shall then reconvene the meeting.

2. *Appointed Commissioners*

Newly appointed Commissioners shall be inaugurated at the first ~~Regular Board~~ Regular Board meeting following their appointment.

I.H. Vacancy

1. *Declaring a Vacancy*

A vacancy on the Board may be declared whenever any member (1) dies, (2) resigns, (3) becomes under legal disability, (4) ceases to be a legal voter in the District, (5) is convicted of any infamous crime, (6) refuses or neglects to take his oath of office, (7) neglects to perform the duties of their office or attend meetings of the board of the length of time as provided by Board Ordinance, or (8) for any other reason specified by law. (Code, Section 2-25)

2. *Method of Filling Vacancies*

Vacancies shall be filled by appointment by a majority of the remaining members of the Board. Any person so appointed shall hold his office until the next regular election at which time a qualified candidate shall be elected to fill the vacancy of the unexpired term. However, if the vacancy occurs with less than 28 months remaining in the term, the person appointed to fill the vacancy will hold their office until the expiration of the term for which they have been appointed, and no election to fill the vacancy will be held. If a vacancy occurs with more than 28 months remaining in the term, but or with less than 88-123 days before the next regularly scheduled election for the office of Park Commissioner, then the person appointed to fill the vacancy shall hold office until the next regularly scheduled election, the expiration of the term for which he/she has been appointed, and no election to fill the vacancy shall be held at which a Commissioner shall be elected to fill the vacancy for the unexpired term. (Code, Section 2-25)

~~(70 ILCS 1205/2-25) (from Ch. 105, par. 2-25)
Sec. 2-25. Vacancies. Whenever any member of the governing board of any park district (i) dies, (ii) resigns, (iii) becomes under legal disability, (iv) ceases to be a legal voter in the district, (v) is convicted in any court located in the United States of any infamous crime, bribery, perjury, or other felony, (vi) refuses or neglects to take his or her oath of office, (vii) neglects to perform the duties of his or her office or attend meetings of the board for the length of time as the board fixes by ordinance, or (viii) for any other reason specified by law, that office may be declared vacant. Vacancies shall be filled by appointment by a majority of the remaining members of the board. Any person so appointed shall hold his or her office until the next regular election for this office, at which a member shall be elected to fill the vacancy for the unexpired term, subject to the following conditions:~~

~~(1) If the vacancy occurs with less than 28 months remaining in the term, the person appointed to fill the vacancy shall hold his or her office until the expiration of the term for which he or she has been appointed, and no election to fill the vacancy shall be held.~~

~~(2) If the vacancy occurs with more than 28 months left in the term, but less than 123 days before the next regularly scheduled election for this office, the person appointed to fill the vacancy shall hold his or her office until the second regularly scheduled election for the office following the appointment, at~~

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~~which a member shall be elected to fill the vacancy for the unexpired term.~~

~~4-I.~~ Commissioner ~~Benefits~~Expenses

1. Compensation

Board members shall act as such without compensation. (Code, Section 4-1)

2. Professional Associations

~~The District shall establish membership in and pay dues for Board members to the National Recreation and Park Association and the Illinois Association of Park Districts or any other professional association approved by the Board. Because both the National Recreation and Park Association (N.R.P.A.) and the Illinois Association of Park Districts (I.A.P.D.) serve the educational, legislative, and research needs of the Board, which subsequently benefit the District, and because members of the N.R.P.A. and I.A.P.D. boards of directors and committees are drawn from commissioners from throughout the nation and the state, the Board encourages its members to serve on the boards and committees of N.R.P.A. and I.A.P.D. and shall reimburse any and all usual and customary expenses incurred by Board members which are directly related to their involvement with N.R.P.A. or I.A.P.D. boards or committees.~~

3. Community Relations Activities

The Board encourages its members to participate in a variety of community relations activities and shall reimburse any and all usual and customary expenses incurred by Board members who attend such activities as the official representatives of the District when so designated by the President of the Board.

4. District Programs and Facilities

~~4- Board Members should be educated as to the condition and scope of all parks, facilities, programs, events, and recreational opportunities provided by the District. By participating in programs and using District facilities, Board Members will be better able to deliberate and decide important policy questions regarding the District's plans for the benefit of the community. To facilitate Board Member involvement, program costs and fees are administered as follows: Commissioners are entitled to the following:~~

- a) Current Board members are entitled to participate in Park District programs at no cost, up to an annual calendar year maximum of \$2,000, where minimum registration has been met. After the annual maximum is met, a 20% discount shall apply towards recreational programs. Registration is counted towards their annual cap when the program begins, not ~~at registration~~ when the program is paid.
- b) Contractual programs are provided to current Board members at the Park District's incremental cost associated with operating that program.
- c) Complimentary privileges for current Board members and their immediate families, subject to availability and priority as determined by the facility supervisor, are as follows:
 - 1) ~~Fitness Center Facilities~~Ackerman Sports and Fitness Center
 - 2) Sunset Pool
 - 3) Maryknoll Park
 - i. Platform Tennis Membership
 - ii. ~~Splash Park Coupon Book Delete Splash Park now free!!~~
 - iii-ii. Mini-golf ~~passes Coupon Book do we have these?? Possibly delete this or amend language~~
- d) ~~If a current board member is participating in a District program, any immediate family member also participating in the program shall pay only direct costs.~~
- e) Use of Facilities - Current Board members shall be allowed use of any ~~D~~istrict facility at no charge during the established hours of operation, provided ~~ing it is they are~~ they are available. If a current Board member wishes to use a facility during closed hours, the established room

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rental fee shall be waived; however, the Board member shall be charged the amount necessary to cover the cost of having a building supervisor present during the function.

- 1) The use of a particular facility is intended for a one-time, family-related function, not an on-going series of meetings; however, a Board member may request to use a facility for more than one function.
- 2) Requests for use of a facility shall be made in writing/~~email~~ to the facility supervisor. All such requests shall be subject to approval by the ~~Superintendent-Director~~ of Recreation & Facilities.
- 3) If a Board member reserves any facility more than 30 days in advance of the intended date of use, they must pay the full rental fee.
- 4) Reservations of the turf and/or basketball courts are limited to 7 days prior to the date requested. However, special requests can be made in writing to the Executive Director.

5. *Use of District Vehicles and Equipment*

Use of District vehicles, equipment, tools and supplies are to be used for District business — only and shall not be used for private or unauthorized purposes unless approved by the Board.

6. *Indemnification*

Board members shall be indemnified against claims and actions and shall be insured against any liability asserted against them because of their position as members of the — Board.

K-J. Reimbursement of Employee and Officer Travel, Meal and Lodging Expenses

1. *Purpose*

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

2. *Definitions*

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

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

3. *Authorized Types of Official Business*

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

4. *Categories of Expenses*

- a) *Airfare* – Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Travelers are encouraged to book flights at least thirty (30) days in advance to avoid premium airfare pricing. Only coach or economy tickets will be paid or reimbursed. The traveler will pay for the difference between higher priced tickets and coach or economy tickets with his or her personal funds.
- b) *Personal Automobiles* – Mileage reimbursement will be based on mileage from the work location office to the off-site location of the official business, not from the employee’s or

officer's residence. When attending a training event or other off-site official business directly from an employee's or officer's residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the employee's or officer's normal commute, reimbursement will be paid based on the differential of the commute less the mileage of a normal commute to the workplace. An employee or officer will be reimbursed at the prevailing IRS mileage rate. The traveler will only be reimbursed up to the price of a coach airfare ticket if they drive to a location for which airfare would have been less expensive.

- c) *Automobile Rentals* – Travelers will be reimbursed for the cost of renting an automobile including gasoline expense only as provided in this section. Travelers using rental cars to conduct official business are required to purchase insurance through the rental agency. Car rental insurance will cover the vehicle during personal use, e.g., using the vehicle after the conference has ended. Compact or mid-size cars are required for two or fewer ~~employee~~employees or officers traveling together and a full-size vehicle may be used for three or more travelers. The traveler must refuel the vehicle before returning it to the rental company.
- d) *Public Transportation* – In the case of local training or official business where an employee or officer chooses to use public transportation, reimbursement for use of public transportation is based on mileage from the agency office to the training site (not from the traveler's residence), regardless of the transportation method chosen. When attending training or business directly from an employee's or officer's residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the traveler's normal commute, reimbursement will be paid at the differential of the commute less the mileage of a normal commute to the workplace.
- e) *Other Transportation* – The traveler should utilize hotel shuttle service or other shuttle services, if available. If none are offered, the use of the most economic transportation is encouraged.
- f) *Hotel/Motel Accommodations* – The traveler will be reimbursed for a standard ~~single-room~~single room at locations convenient to the business activity. Hotel/motel accommodations are to be reserved in advance and secured at a moderate or conference rate. Reimbursement for lodging shall be limited to the number of nights required to conduct the assigned Park District business. If a conference, for example, opens on a Sunday evening and closes Thursday noon, reimbursement for Sunday through Wednesday night would be allowed. In the event of a change in plans or a cancellation, the traveler must cancel the hotel/motel reservation so as not to incur cancellation charges. Cancellation charges will not be reimbursed by the Park District unless approved by a vote of the Board of Commissioners.
- g) *Meals* – Meal reimbursement is limited to the current U.S. General Services Administration (GSA) regulations in place at the time the expense is ~~occurred~~incurred. Prior approval by the Board of Commissioners and submission of receipts are required for per diem allowances. Meals provided by the conference or seminar should be deducted from the per diem allowance. Partial reimbursement may be made for departure and return days based on time. Meals during in-state travel that is not an overnight stay will be reimbursed for actual cost not to exceed the GSA regulations.
- h) *Vacation in Conjunction with Business Travel* – in cases where vacation time is added to a business trip, any cost variance in airfare, car rental, lodging and/or any other expenses must be clearly identified on the Travel, Meal, and Lodging Expense Report form and paid by the traveler.
- i) *Accompanied Travel* – Family members may accompany the traveler when traveling on official Park District business. However, no expenses attributable to any family member will be reimbursable. All expenses will be calculated as if the traveler were traveling alone, using the minimum costs to the Park District for lodging, meals and transportation.
- j) *Parking* – Parking fees at a hotel/motel will be reimbursed only with a receipt.

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- k) *Entertainment Expenses* – No employee or officer of the Park District shall be reimbursed for any entertainment expense, unless ancillary to the purpose of the program, event or other official business.

5. *Approval of Expenses*

a) *Expenses for Members of the Board of Commissioners*

Travel, meal, and lodging expenses incurred by any member of the Board of Commissioners must be approved by roll call vote at an open meeting of the governing board or corporate authorities of the local public agency.

b) *Expenses for Officials or Employees Other than Members of the Board of Trustees*

Travel, meal, and lodging expenses incurred by any official or employee not covered by paragraph 1 (member of the Board of Commissioner) in excess of the then-current per diem rate established by the GSA (~~\$286.00 per day as of September 2016~~) must be previously approved in an open meeting by a majority roll-call vote of the Board of Commissioners.

c) *Advanced Expenses*

Travel, meal and lodging expenses advanced ~~as as~~ per diem to any employee or official of the Park District must be approved by roll call vote at an open meeting of the Board of Commissioners prior to payment. Documentation of expenses must be provided in accordance with Sections 3, 4 and 6 of this policy, and any excess from the per diem must be repaid.

d) *Other Expenses*

All other expenses that do not fall within paragraphs 5a), 5b), or 5c) are subject to the Executive Director's approval.

6. *Documentations of Expenses*

Before an expense for travel, meals or lodging may be approved under Section K5 of this Policy, the following minimum documentation must first be submitted, in writing, to the Executive Director on a Travel, Meal, and Lodging Expense form:

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

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

7. *Travel, Meal, and Lodging Expense Report Form*

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

1.04 **Ethics and Conduct**

A. Ethics Act

Commissioners must file a Statement of Economic Interests, pursuant to the Illinois Governmental Ethics Act, with the County Clerk of DuPage County (5 ILCS 420/4-A- 101 *et. seq.*).

B. Legal Authority

The Board, as a whole, is the legal corporate authority of the District. As an individual, a Board member has no legal authority to determine policy, give directions to District personnel, or to act or speak for the Board

Page 11 of

Approved by the Board of Commissioners: April 19, 2021

unless specifically authorized to do so by official Board action.

C. Representation

Board members represent ~~all-of-all~~ the residents of the District and should avoid representing special interest groups. Board members should also avoid making public promises or statements regarding their votes or position on an issue prior to an official meeting.

D. Board Decisions

Board members should make ~~non-partisan~~ impartial, unbiased decisions regarding District policies and operations based upon reports, facts, and study and not upon personal interest or prejudice.

E. Board Unity

Board members should accept and endorse majority decisions of the Board and align themselves with Board policies, goals, and objectives.

F. Relationship to the Director

Board members shall honor and respect the delegation of authority and responsibility to the Executive Director. Board members shall work directly with the Director rather than staff and shall not participate in the ~~day-to-day~~ day-to-day operations of the District. Requests for information concerning District operations and programs shall be directed to the Director. Suggestions for new policies shall be referred to the Director for study, appraisal and final recommendation. Complaints shall be turned over to the Director for investigation and disposition or his/her recommendation as to disposition by the Board. Board members shall support approved actions of the administration.

1.05 **Powers and Duties of the Board**

The general corporate powers of the Board, as set forth in the Code, include but are not limited to the following responsibilities:

A. Selection of Executive Director

To select an Executive Director as the Board's chief administrative and professional advisor and properly delegate to him/her the authority and responsibility to execute its policies, enforce its rules and regulations and administer the parks and recreation facilities, programs and services of the District.

B. Planning

To plan future development of the District, consistent with the general philosophy of the Board and Director.

C. Policies

To study, develop, and adopt policies that will satisfy the park and recreational needs of the ~~D~~istrict and to see that such policies are effectively administered.

D. Budget

To adopt an annual budget ~~in order to~~ provide the best possible facilities, programs, and services to the public and to establish and enforce controls for the expenditure of funds within the limitations of the budget. ~~±~~ ~~A~~ This duty includes the approval of all District expenditures.

E. Tax Levy

To provide for the levy of taxes within statutory limits in order that funds may be available for the maintenance, improvement, development and operation of the recreation facilities, programs and services to the District.

F. Evaluation, Goals & Objectives

To appraise and evaluate the District's recreational programs, the physical conditions of the buildings and grounds, the efficiency of the personnel, and to establish goals and objectives for recreational

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Page 12 of

~~programs~~ programs, land development, capital expenditures, and operations. This duty includes the following:

1. Work with other agency committees to provide services to mutual communities in an efficient and cooperative manner.
2. Monitor, with predetermined procedures, the staff's effectiveness in following the policies and accomplishing the directives of the Board.
3. Evaluate the Director and the District annually.
4. Keep District residents informed of the state of the District and proposed developments.

G. Official Actions

To discharge the duties and responsibilities of the Board by official action as a member of the entire Board of the Whole. ~~When acting as such, members shall be considered to be officers with District jurisdiction over the execution of State and Federal statutes which directly govern or affect park districts.~~

H. Other Functions, Powers & Duties

To carry out all other functions, powers and duties described in Article Four of the Park District Code (Code, Section 4-1, et seq.) under ~~"Officers Elections Powers and Duties"~~.

1.06 Officers of the Board

~~At the Workshop Meeting prior to the annual meeting in May of each year, Board Members shall declare their interest in an office.~~ The Board shall elect a President, Vice President and Treasurer from their members at the annual meeting of the Board. The terms of office shall be one year, or until their successors are elected, ~~and~~ and shall become effective immediately following their election at the annual meeting. (Code, Section 4-8) Commissioners may declare their Interest in an Office in advance of the Annual Meeting.

A. President

The duties of the President shall include but not be limited to presiding at all meetings of the Board, calling special meetings of the Board on his own motion or on request of two or more of the Board members and cause notice of any such special meeting to be given to all Board members as required by law, and performing such other duties as usually pertain to the office as required by law or as delegated to the President by the Board. The President shall have the right to vote upon all questions which come before the Board. (Code, Section 4-9)

B. Vice President

During the absence of the President, it shall be the duty of the Vice President to preside at meetings of the Board and to perform such duties ~~as that pertain to the office of the~~ President.

C. Treasurer

The Treasurer shall, in cooperation with the Superintendent of Finance ~~Deputy Executive Director~~, report to the Board ~~monthly~~ all receipts, disbursements and submit such financial statements and detailed information ~~as may be required by the Board and the Treasurer shall review investment of Park District funds and the Treasurer shall be bonded in an amount the Board deems appropriate. (Code, Section 4-8).~~

1.07 Appointed Personnel of the Board

The Board shall appoint a Secretary, Executive Director, Attorney and Auditor, prescribe their duties and establish the term of appointment. The Secretary need not be a Board member, in which case the Board may fix their compensation. (Code, Section 4-8)

A. Secretary

The duties of the Secretary shall include but not be limited to being present at meetings of the Board, preparing the agenda for all Regular and Committee of the Whole meetings and submitting it to the Board in advance of the meeting, keeping accurate records of all official proceedings of the Board, preparing and

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Page 13 of

publishing such reports as are required by law and pertain to the office, administering ~~oaths and~~ affirmations, maintaining a correct and up-to-date copy of the District's policy manuals, ~~keeping of the~~ corporate seal of the District, causing to be published all ordinances required to be ~~published by statute,~~ giving notice of all regular and special meetings of the Board in the manner ~~provided by law,~~ supervising elections and referenda within the District, and performing such other duties as usually pertain to the office, as are required by law, or as may be delegated by the Board. ~~(Code, Section 4-8).~~ In the event of the Secretary's absence, the Board shall appoint an Acting ~~Secretary.~~

B. Executive Director

The Director shall be the chief administrative officer of and professional advisor to the District. The Board shall establish a job description for this position and shall delegate to the Director sufficient authority and responsibility to execute the Board's policies and establish standard operating procedures based on those policies, enforce established rules and regulations, and administer the daily operations ~~of the of the~~ parks, recreation programs, facilities, and services of the District for the benefit of the public. The Director may delegate his authority but shall nevertheless be responsible to the Board. The Board shall perform an annual written evaluation of the Director or more often as may be deemed necessary.

C. Attorney

The Attorney shall be the advisor to the Board and for the District in all legal ~~matters, and matters and~~ shall be in charge of the prosecution and defense of all litigation in which the District is interested. The duties of the Attorney shall include but not be limited to drafting or reviewing any ordinances, resolutions and agreements and other instruments required by the Board, giving opinions on all questions referred to him/her by the Board, and performing such other legal duties as are required by the Board. The Board shall annually review the compensation and working agreements of the Attorney.

D. Auditor

The Auditor shall audit the Park District's financial records in accordance with the laws of the ~~State of Illinois~~ using generally accepted auditing practices. As a matter of practice, the Board shall review the Audit firm every three to ~~four~~ five years.

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1.08 **Committees of the Board**

A. Special Committees

1. Board Committees

The President of the Board may, from time to time, appoint, by and with the consent of the Board, establish special short-term Board committees as the need arises.

2. Citizen Advisory Committees

The President of the Board may, from time to time, appoint, by and with the consent of the Board, establish special committees from District residents for the purpose of studying specific problems of the District, and affording help and assistance in the District's major undertakings.

B. Meetings of Committees

All meetings of Committees are subject to the rules and regulations set forth in the Open Meetings Act (5 ILCS 120/1 ~~et. seq.~~) and shall be scheduled, conducted, and recorded accordingly.

1.09 **Board Meetings**

A. Open Meetings Act

All official meetings of the Board are subject to the rules and regulations set forth in the Open Meetings Act (5 ILCS 120/1 et. seq.) and shall be scheduled, conducted, and recorded accordingly. The Park District recognizes that whenever a majority of a quorum of a public body gathers to discuss public business, the Open Meetings Act applies. The Park District recognizes that this same principle applies whether members of a public body are physically present or communicating through telephone conference call, ~~or through~~

electronic mail (email), or other means of contemporaneous interactive communication. ~~When addressing a quorum of the members of a public body, members of the Park District's public bodies~~ members of the Board and other subsidiary bodies of the Park District will only use telephone conference calls and email to disseminate information and not to discuss public business. Such telephone calls and emails should not be used by members to weigh, examine, discuss or consider a matter now before the public body or a matter that is reasonably likely to come before it in the future. Telephone conference calls and email will not be used for debating, deliberating, advocating, consensus building or deciding any issue by a majority of a quorum in violation of the Open Meetings Act.

B. Annual Meeting

The annual meeting of the Board shall be held on the first ~~Tuesday of May in~~ Regular Board Meeting in May of each year at 7:00 p.m. This shall be the organizational meeting of the Board where the President, Vice-President and Treasurer shall be elected, and the Secretary, Executive Director, Attorney, and Auditor shall be appointed. Other business may be transacted at this meeting.

C. Regular Meetings

Regular meetings of the Board shall be held on the third Tuesday of each month at 7:00 p.m. If the designated meeting falls on a holiday or a day with conflicts, the date may be changed by the Board, subject to the notice requirements of the Open Meetings Act.

D. Special Meetings

Special meetings of the Board may be called by the President on his own motion or on request of two or more Board members. Notice of any such special meetings shall be given as required by the Open Meetings Act (5 ILCS 120/1 *et seq.*).

E. Workshop Meetings

~~The~~ If a Workshop Meeting is scheduled, it will be held ~~meet~~ on the first Tuesday of the month at 7:00 p.m. At this meeting the Board will review recommendations made on policy matters pertaining to the following functions of the District: Administrative; (including District administration, finance, personnel and public relations); Parks; (including maintenance and park planning); Recreation; and Revenue facilities. The meeting format is to encourage informal discussion of the business of the Glen Ellyn Park District.

F. Place of Meeting

All Board meetings shall be held at Spring Avenue Recreation Center, 185 Spring Avenue, Glen Ellyn, Illinois. However, the Board may, from time to time, change the location of any such meeting, subject to the notice requirements of the Open Meetings Act.

G. Public Meetings Executive Session

1. Open Meetings

~~All meetings of the Board shall be open meetings and shall be held in accordance with the Open Meetings Act (5 ILCS 120/1 et seq.).~~

Executive Session Meetings

The Board may hold a meeting closed to the public or close a portion of a meeting to the public for reasons ~~which include but are not limited to discussion of personnel, land acquisition, litigation, collective negotiating, or Board appointed committee appointment, authorized under Section 2 of the Open Meetings Act (5 ILCS 120/2, et seq.) and in~~ Any such closed meeting shall be held in accordance with the procedures of the Open Meetings Act (5 ILCS 120/1 et seq.). Although a consensus may be reached on authority or limits of possible future action, n ~~No~~ final action on any Board matter may be taken ~~at~~ during a closed meeting.

H. Schedule and Notice of Meetings

~~The schedule and public notice of all regular, rescheduled, or reconvened Board meetings for each calendar~~

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Page 15 of

year shall be made available in accordance with the Open Meetings Act, ~~(5 ILCS 120/1 et. seq.)~~

I. Quorum

A majority of the members of the Board shall constitute a quorum for each Board meeting and for the transaction of business.

J. Agenda

The agenda for each Board meeting shall be co-determined ~~initially~~ by the President and the Executive Director. ~~Any two (2) members of the Board may add propose the addition of an item to an agenda prior to its publication in accordance with Open Meetings Act.~~ The Agenda and Board meeting packet will be provided to the Board at least four (4) days prior to the meeting. The agenda will be the following:

Call to Order Roll Call
Pledge of Allegiance
Changes to the Agenda
Approval of Consent Agenda
Public Participation
[Communications / Proclamations \(if any\)](#)
[Staff Recognition](#)
Unfinished Business
New Business
Matters from the Commissioners
Matters from Staff
Closed (Executive) Session (when called)
[Arise from Closed \(Executive\) Session \(if called\)](#)
[Announcement of next Regular Meeting](#)
Adjournment

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K. Public Participation

~~As required by the Open Meetings Act, the public shall be provided an opportunity invited to offer public comment participate in Board meetings during the "Public Participation" portion of the agenda, subject to the public participation rules adopted by the Board. The Board President may permit Public Comment on a specific agenda item at the time the item is called for business before the Board in lieu of receiving that public comment at the otherwise designated opportunity on the Agenda, and at other times during the meeting when recognized by the President of the Board.~~

L. Discussion

All discussion before the Board shall be with the entire Board and ~~in a voice~~ audible throughout the meeting room. The President ~~shall may~~ limit the discussion to matters pending before the Board and may suggest ~~time~~ time limitations on discussion.

M. Voting

A majority of the quorum present at each Board meeting shall be required for the passage of all motions. All ayes and nays will be recorded ~~as a roll call vote upon for~~ the passage of all ordinances and upon the proposition to; a) create any legal liability; b) for the expenditure or appropriation of money; ~~and or~~ c) at the request of any Commissioner. The results of all votes will be recorded in the meeting minutes. The act of a majority of Commissioners present at the meeting at which a quorum is present will constitute an act of the Board. However, if statute should set different requirements on the voting of any matter, the vote required by the statute will prevail.

N. Minutes of Meetings

~~The Secretary of the District shall keep written minutes of all Board meetings as specified by the Open~~

Page 16 of

Meetings Act (5 ILCS 120/1 ~~et. seq.~~) 2.06 The unofficial minutes of the preceding month's Board meetings shall be approved by the Board at the Regular Meeting of the succeeding month and signed by the Secretary of the District after any required corrections are made. Approved minutes of all Board meetings shall be made available to the public as specified by the Open Meetings Act (~~5 ILCS 120/1 et. seq.~~) and the Freedom-~~of Information of Information~~ Act (5 ILCS 140/1 et. seq.) and, in the case of minutes of Closed Sessions, as authorized by Board action.

O. Executive Session Minutes

Minutes of Executive Session Meeting minutes shall be reviewed by the Board ~~semi-annually every 6 months,~~ or as soon after as is practicable, to determine whether it is appropriate to release these minutes to the public (5 ILCS 120/2.06(d)). When reviewing Executive Session Meeting minutes, the Board will determine, and report in open session, whether (a) the need for confidential treatment still exists for all or a portion of the minutes, or (b) the minutes or portions of the minutes no longer require confidential treatment and are available for public inspection.

P. Rules of Order

Roberts Rules of Order shall govern in all questions of procedure not herein otherwise provided, unless suspended.

Q. Corporate Seal

The Corporate Seal of the District shall be circular in form with the words "GLEN ELLYN PARK DISTRICT", DU PAGE COUNTY, ILLINOIS" between concentric rings upon the margin, and the word "SEAL" within the inner circle.

R. Suspension of Rules

To suspend a rule or to change the order of business, a majority vote of the members of the Board present at that meeting shall be required to approve the motion seeking such action.

S. Attendance by Electronic Means

Prior to the conducting of business, the President of the Board or appointed designee shall require a roll call to determine which Park Commissioners are physically in attendance. The Board Secretary shall take note of each Commissioner's presence and note their physical presence at the meeting for the minutes of the meeting.

Provided a quorum of the Board of Park Commissioners is physically present at the location indicated in the notice of meeting, and the quorum is noted as provided in the above paragraph, any Park Commissioner may attend by telephone or video conference or any other contemporaneous method approved by the physically present quorum of Park Commissioners, provided such attendance is requested as a result of:

1. Personal illness or disability.
2. Employment purposes or the business of the public body.
3. Family or other emergency.
- ~~3-4.~~ Unexpected childcare obligations.

Any Commissioner desiring to attend a regular or special meeting of the Board of Park

Commissioners by telephone or video conference or other contemporaneous, electronic method ("remote attendance") shall inform the Board Secretary and President of the Board of his or her desire for remote attendance and the reason for the request as soon as practicable, but in no case later ~~than~~ sixty minutes prior to the scheduled start of the meeting.

Those Commissioners physically present at the meeting, upon a ~~notice-motion~~ duly made and seconded, shall vote to determine whether to allow electronic participation immediately following taking of roll call attendance, pursuant to the terms and conditions of Park District Ordinance 07-02.

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If a quorum of Commissioners is physically present at the meeting place as indicated in the meeting notice and a Commissioner's remote attendance is approved by a majority vote of those Board members physically present, the President or appointed designee shall instruct the Board Secretary to connect the Commissioner desiring to attend by remote attendance to the meeting. The Board Secretary shall then add said Commissioner to the list of those in attendance in the minutes and shall also indicate the method of attendance their attendance by remote means.

Any Commissioner in remote attendance shall be considered physically present for all purposes of full participation and voting.

Approved by the Board of Commissioners: June 24 1994

Amended by Board of Commissioners: 9/19/2000; 03/20/2001; 07/16/2002; 1-1/0822/2005; 12/19/2006; 03/20/2007; 02/19/08; 1/20/09; 5/17/11

Attachment 1
GLEN ELLYN PARK DISTRICT
TRAVEL, MEAL AND LODGING EXPENSE
REIMBURSEMENT FORM

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Name of Official or Employee: _____

Title/Position of Official or Employee : _____

Name and Date of the Activity/Event: _____

Check Number (if applicable): _____

Credit Card Receipt Number (if applicable): _____

Description of the purpose of the expense: _____

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

Mileage: _____

Meals: _____

Parking: _____

Hotel/Lodging: _____

Car rental: _____

Airfare: _____

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

Employee's/Officer's Signature: _____

Date: _____

Executive Director's Authorization: _____

Date: _____

ATTACH ALL RECEIPTS

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2.00 Administrative Policy

2.01 ~~Forward~~

~~The Glen Ellyn Park District is a separate unit of municipal government, established in 1919, governed by a Board of seven elected commissioners who serve without pay. It is the purpose of the Glen Ellyn Park District to effectively and economically provide recreational programs, facilities, and open space for the residents of the District which are designed to provide wholesome, constructive, and enjoyable leisure time experiences that benefit the individual, the family, and the district. The District administration assists the Board in formulating policy and implementing those policies once they are approved, implements sound management and financial practices, fosters a positive public image for the District, and insures~~ensures~~that quality park and recreation services are provided for the~~

Page 19 of

Approved by the Board of Commissioners: April 19, 2021

residents of the District.

2.02 Purpose

~~This administrative policy manual is intended to describe the existing policies of the District as they apply to the administrative management of the District. The Board of the District has reviewed and approved this manual and will in the future periodically review and revise the policies contained in this manual as it deems appropriate.~~

2.013 Administrative Office

The administrative and ~~principle~~principal business office of the District shall be located at the Spring Avenue Recreation Center, 185 Spring Avenue, Glen Ellyn, Illinois 60137.

2.024 Official Records

District public records as defined by the Code, the Local Records Act (~~50 ILCS 205/1, et seq.~~Illinois Revised Statutes, Chapter 116, Paragraph 43-101, et seq.), the Freedom of Information Act (~~Illinois Revised Statutes, Chapter 116, Paragraph 201, et seq.~~5 ILCS 140/1, et seq.) and the Open Meetings Act (~~5 ILCS 120/1, et seq.~~Illinois Revised Statutes, Chapter 102, Paragraph 41, et seq.), shall be made available for inspection and copying in accordance with the rules and regulations of the above stated laws.

A. Procedure for Submitting a Freedom of Information Act (FOIA) Request

1. Submission of Request:

- o Submit all FOIA requests in writing (in person or by mail) to the following address:

FOIA
185 Spring Avenue,
Glen Ellyn, IL 60137.

- o Alternatively, requests may be submitted via email to: foia@gepark.org.

2. Response Timeline:

- o Responses to FOIA requests will be provided within five business days, unless the response time is duly extended under Section 3 of FOIA or by agreement of the parties; the request constitutes a commercial or voluminous request; or the requestor is a recurrent requestor under the provisions of FOIA.

3. Appeals Process:

- o If a request is denied, the appeals process as outlined in the Illinois Freedom of Information Act can be followed.

4. Inspection or Copies of Information:

- o Requesters may choose to either inspect the requested information or receive copies.

5. Fees and Formats:

- o Information will be provided in electronic format at no charge.
- o For hard copies:
 - The first 50 pages (black and white, letter or legal size) are provided free of charge.
 - Additional pages are available at \$0.15 per page.
 - For color or odd-sized copies, the actual cost of reproduction will be charged.

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~~Any person requesting records of the Glen Ellyn Park District may make such a request in writing either in person or by mail, at the main office located at Spring Avenue Recreation Center, 185 Spring Avenue, Glen Ellyn, Illinois. Such request should be made to the Director at the same address and if he is not present in person, you should see the Executive Assistant. If you desire that any records be certified, you must indicate that in your request and specify which records must be certified. Requests will only be accepted during regular business hours. The fees for any such records, if the person requesting the records wishes them to be copied, are as follows: 20 cents per page 8 1/2 x 11 \$1.00 to certify copies~~

2.045 Chain of Command ~~(All Titles Need Changing and Chain of Command)~~

A. Administration Department

Page 20 of

Approved by the Board of Commissioners: April 19, 2021

The Glen Ellyn Park District; Executive ~~Director~~Director is responsible for the overall operation and function of the agency. If the Executive Director is unable to perform the duties of the position, due to being out of the office on business or vacation, or is out of the office due to illness, the Executive Director shall appoint one of the following department heads to be in charge during his/her absence: ~~(Need to Change below info)~~

1. ~~Superintendent of Finance & Personnel~~- Deputy Executive Director
2. ~~Superintendent of Recreation~~-Director of Recreation and Facilities
3. ~~Superintendent of Parks~~-Director of Planning and Natural Resources
4. ~~Executive Assistant~~-Directors' Assistant and Board Secretary

If the Executive Director ~~would be~~is away from the Park District for a period longer than 30 days, the Park Board may appoint an Acting Director.

B. Finance & Personnel Department

The ~~Superintendent of Finance & Personnel~~Deputy Executive Director is responsible for the overall operation and function of the Finance & Personnel Department. If the ~~Superintendent~~Deputy Executive Director is unable to perform the duties of the position, due to being out of the office on business or vacation, or is out of the office due to illness, the Accounting ~~Clerk~~Manager will be in charge of the department. In the event the ~~Superintendent of Finance & Personnel~~Deputy Executive Director and the Accounting ~~Clerk~~Manager are out of the office on business or vacation, or due to illness, the ~~Directors' Assistant and Board Secretary~~ Administrative Department Executive Assistant shall oversee departmental operations.

C. Recreation Department

The ~~Superintendent of Recreation~~Director of Recreation and Facilities is responsible for the overall operation and function of the Recreation Department. If the ~~Superintendent~~Director is unable to perform the duties of the position, due to being out of the office on business or vacation, or is out of the office due to illness, the ~~Assistant Superintendent of Recreation~~Superintendent of Recreation Services and the Superintendent of Athletics will be in charge of ~~those respective~~those departments. In the event the ~~Superintendent of Recreation~~Director and the ~~Assistant Superintendent of Recreation~~Superintendent of Recreation Services are out of the office on business or vacation, or due to illness, the Superintendent shall appoint ~~a Recreation Supervisor~~someone to oversee departmental operations.

D. Parks Department~~(Need to Update)~~

The ~~Superintendent of Parks~~Director of Parks and Planning and Natural Resources is responsible for the overall operation and function of the Parks Department. If the ~~Superintendent~~Director is unable to perform the duties of the position, due to being out of the office on business or vacation, or is out of the office due to illness, the ~~Parks Foreman~~Superintendent of Park Operations will be in charge of the department. In the event the ~~Superintendent of Parks and the Parks Foreman~~Director and Superintendent of Parks are out of the office on business or vacation, or due to illness, the Superintendent shall appoint a Parks Department employee to oversee departmental operations.

The Executive Director has the authority to revise or change the Chain of Command as he/she sees appropriate and in the best interest of the operation of the Glen Ellyn Park District.

2.06 — Principles of Ethical Practice

~~The Glen Ellyn Park District must comply with all local, state and federal laws applicable to employment. As a member of the Illinois Park and Recreation Association the Park District is required to adopt their "Principles of Ethical Practice". These principles define how Park and Recreation professionals should be ethical and accountable in their program operations, governance, human resources, financial management and fundraising.~~

~~A. Integrity: Honesty, Trust, Truthfulness~~

~~IPRA members consistently exhibit those qualities conducive to the highest ideals of human service. They conduct themselves according to their principles, consistently and firmly demonstrating their strength of character. They represent themselves, their knowledge and abilities, and their profession honestly, and inspire confidence and trust.~~

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B. Accountability: Responsibility for Actions

IPRA members perform their duties impartially, and actively work to make clear that they are free from the presence or the appearance of a conflict of interest in any professional activity. They place the mission of the Illinois Park and Recreation Association above personal gain, and avoid the use of public, client or employer resources to further personal or political goals. They willingly and fully disclose to their employer any situation, relationship or activity that might constitute or appear to constitute a conflict of interest.

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C. Fairness: Reflecting the Standards of our Free Society

IPRA members have an obligation to provide services and programs with impartiality and honesty, free from self-interest, prejudice, discrimination and favoritism. Professionals also give appropriate credit and compensation for the efforts and contributions of others.

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D. Citizenship: Reflecting the Standards of our Free Society

IPRA members hold themselves to the accepted community standards and ideals of cultural diversity, striving always to act as responsible, contributing members of society. Members are encouraged to be involved in civic/community activities that foster cooperation between various segments of the community.

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E. Mentoring: Counseling, Guiding and Sharing Experience

IPRA members are committed to strive for the improvement of individual knowledge and skill in the park and recreation profession, and to offer assistance, guidance and direction in the professional development effort of their colleagues, students and employees. Individually and collectively, IPRA members inform students and other members of available employment/career opportunities, and offer guidance and direction in the development of their respective careers and their professional ethics.

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F. Support for the Profession: Supporting and Encouraging Involvement

IPRA members strive for personal and professional excellence to support the development of parks and recreation. They encourage involvement and volunteerism in a professional membership association, and support participation in continuing education opportunities, advocacy/public awareness, and accreditation within the profession.

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G. Service Above Self: Respect, Concern, Courtesy and Responsiveness

IPRA members, as public employees, are trustees for all the people. Our services must be untarnished, presented with compassion and optimism, representing a high level of expertise, based on public input and needs, and developed and promoted with equal access for all.

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H. Standards of Practice: Professional and Technical Competence, Excellence in Service

IPRA members use their knowledge and skills to create an environment that fosters excellence in management and seeks to appraise the effectiveness of services through community involvement, thus affirming the benefits of parks and recreation. Members perform within the boundaries of their qualifications and expand upon their expertise by keeping informed of professional and social trends, issues, legislation and technological advances.

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I. Confidentiality: Respecting Privacy and Maintaining Public Trust

IPRA members adhere to all legal requirements by providing information necessary under current statutes that serve the best interest of the community at large before the best interest of the professional. Professionals provide timely and accurate information to the public, elected officials, and colleagues. Members keep confidential any information of a personal nature which is not pertinent to the work environment, and that is not otherwise required by statute to be released.

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J. Employer/Employee Relations: Mutual Respect and Consideration

IPRA members work as a team while recognizing, accepting and respecting individual differences, always seeing cooperation and consensus building between team members and administration, and always valuing the opinions of others. Professionals maintain open, honest and direct communication, which is clear, tactful and timely, with all subjects open for discussion. Professionals strengthen trust and respect for each other by being accountable and responsible.

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~~K. Residents/Board/Staff Relations: Recognizing and Respecting Human Value~~

~~IPRA members foster cultural diversity, and honest feedback from constituents while respecting the privacy, freedom of choice and personal preferences of each individual. In dealing with Board members, professionals must encourage informed differences of opinion, provide informational support, and respect the dedication of these public officials. Professionals recognize the education and experience of their colleagues, and respect their rights, responsibilities and integrity, oppose all forms of discrimination and harassment, and exercise compassion, fairness and optimism.~~

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2.057 Conflict of Interest

The Board of Commissioners recognizes that the Park District's success and reputation is entrusted to the Board members and the Park District employees and that the honesty, integrity and ethical standards of Commissioners and staff must never compromise that success and reputation.

Each action taken by a Board member and/or employee in the course of their duties will be motivated by the Park District's best interest and will be free of outside influence and self-interest. In addition, Board members shall have no direct or indirect financial interest in any aspect of the Park District's operations.

The determination that a particular act or situation constitutes conflict of interest and the action taken will be the responsibility of the Board for those cases where a Commissioner or the Director is ~~involved, and~~involved and will be the responsibility of the Director in those instances when a staff member is involved. The District's Attorney will be available to assist with issues involving potential conflicts of interest.

In accordance with this policy, Board and staff members shall comply with the following:

- A. Board and staff members will disclose all memberships or financial interest in companies or organizations doing business with the Park District.
- B. Board members will abstain from voting on any action in which they have, or personally believe they could appear to have, a financial interest.
- C. Board members and selected staff personnel must file a Statement of Economic Interests annually with the appropriate D u P a g e County Clerk as required by law. (Illinois Governmental Ethics Act, 5 ILCS 420/4A-101, et seq.).

2.068 Park and Facility Use

A. Philosophy

The District is ever mindful that the public parks and facilities of the community are held in trust by the District for the use and enjoyment of the general public and this use and enjoyment is a valuable right; the First and Fourteenth Amendments to the United States Constitution guarantees to individuals and groups the inalienable right of public assembly and expression and, historically, public parks and facilities have been a forum for such expression; and an orderly assembly, properly administered, is in accord with the rights of the general public, nearby park residents, and normal activities within the parks and facilities. For these reasons, the District intends to make the parks and facilities available for various uses.

B. Conditions

So that the philosophy stated above shall not be misunderstood, the use of District parks and facilities shall be restricted by certain conditions including but not limited to:

1. The District shall not delegate to any group or individual its duty of administering the parks and facilities.
2. Permission to use a park or facility shall be granted only where the function can be reasonably accommodated by the park system and such use will not unduly interfere with the rights of the general public, the general public enjoyment of the park or facility, the prior use by District programs or by others, and will not present a clear and present danger to the health and safety of the residents.
3. ~~No function shall be undertaken or conducted in a District park or facility by any group or~~

Page 23 of

individual without a written application being filed and approved and a permit being issued.

4. Any permit issued may contain reasonable terms and conditions that will protect District property and assure orderly and proper use of the park or facility.
5. Any permit issued may be revoked for misrepresentation in the application or for violations of the terms and conditions of the permit; the ordinances, rules and regulations of the District; and the laws of the State of Illinois.
6. The issuing of a permit shall not be construed as an endorsement by the District or the Board of the subject matters discussed, the opinions expressed, or the group sponsoring the function.
7. Further policies concerning the use of District parks and facilities may be found in the Glen Ellyn Park District Policy Manual, Chapter VI., Recreation Department and Chapter VII., Revenue Facilities.

C. Use of Parks by Contractors

All contractors shall be required to apply for and receive a permit to gain access to District property with vehicles, equipment, or supplies for the purpose of contracted work on property adjacent to District property.

2.079 Control of the Parks

The Board shall have the authority to establish by ordinance all needful rules and regulations for the government and protection of parks, boulevards and driveways, and other property under its jurisdiction (Code, Section 8-1 [d]) and to prescribe such fines and penalties for the violation of ordinances as it shall deem proper not exceeding \$500-1,000 for any one offense (Code, Section 8-1 [e]).

2.0819 Citizen Input

In order to ensure that the Park District continues to provide quality park and recreation services for the residents of the community, it is the policy of the Park District to involve residents in the planning process for Park District programs and facilities. Such involvement constitutes an interaction between staff and residents for purposes of gathering pertinent information. Involvement shall include but not be limited to neighborhood notification, of planning meetings via U.S. mail, staff attendance at neighborhood and meetings, conducting program evaluations and periodic surveying of Park District residents. The Park District shall conduct a comprehensive assessment study at least every ten (10) years to determine the direction of the Park District.

2.0911 Cooperative Agreements

Whenever feasible and advantageous to the Park District and legally permissible, staff shall investigate cooperative planning, cooperative planning, development and maintenance and purchases of equipment, facilities, and programs with other agencies both governmental and private. Such cooperative agreements shall include but are not limited to joint programming, cooperative facility use, joint land purchase, cooperative land development and joint facility design and construction.

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2.1142 Naming of Parks

A. Community and Neighborhood Parks

1. The following criteria in the order listed in sections a. through d. shall be given priority over each succeeding paragraph in the naming and re-naming of community and neighborhood parks:
 - a) Park features, such as topography, natural assets, the purpose of the park or activities to be held in the park.
 - b) Names of areas, such as the neighborhood or subdivision where the park is located, provided if the area is named for an individual, company, or organization, such name will not be used.
 - c) Major street names surrounding the park site.
 - d) Former Presidents of the United States or significant historical events.
2. The additional criteria set forth in sections a. and b. below may also be used in the naming or re-naming of neighborhood parks only:

Page 24 of

- a) Donations to the District wherein the donor's name or that of a third party is used.
- b) Names of former park commissioner, Village officials or citizens who have contributed substantial services in the expansion or growth of the community or who were closely associated with a significant community event.

~~B. Special Conditions~~

~~The following special conditions shall prevail in the naming or re-naming of parks:~~

- ~~1. 3.~~ No park shall be re-named unless the Board casts a unanimous ballot in favor of the re-naming of the park.
- ~~2. 4.~~ The selected name for a new or re-named park shall require a majority vote of the Board.
 - No park will be named or re-named by reason of a donation to the District, unless:
 - a) The donation is of land for the park ~~site~~ site, or the cash, services, or personal property donated equals the value of the park site for which the name is proposed.
 - b) The donation is not at the request or by reason of an ordinance of the Village of Glen Ellyn; and
 - c) The proposed name to be used is with the consent of the person to be honored, if living, and a majority of the Board.

A park shall not be named for a former Park Commissioner or Village official unless he/she has been retired from office for a minimum period of ten (10) years provided, however, this condition may be waived if the person is being honored posthumously.

- ~~3.~~ 5. The Board may conduct public contests for the naming of parks, if such contest is held in accordance with these policies.

~~C-B. Plaques~~

Plaques honoring individuals or non-profit organizations will only be ~~considered permitted~~ where a significant cash or property donation to the District is made or services donated to the District shall be of major significance, and there is unanimous approval of the installation of the plaque by the Board.

~~D-C. Special Condition Athletic Fields~~

The following special conditions shall prevail in the naming of athletic fields:

1. No athletic field shall be named unless the Board of Commissioners casts a ~~unanimous-majority~~ vote in favor of the naming of the field.
2. The selected name for a new or re-named athletic field shall require a majority vote of the Board of Commissioners.
3. The naming of athletic fields will only be permitted where services donated to the District are of major significance and/or a significant monetary or property donation.

What about ~~a-wis~~ replacing this section completely and using a more broad Naming Rights Policy like the sample below?

Naming Rights Policy

Purpose

To establish a naming rights policy for public parks and facilities by selecting a name that would add additional credibility to the public park/facility and the department.

Authorization

The Glen Ellyn Park District Board of Commissioners shall have the authority for the naming of all public parks and facilities by passing or rejecting a motion at a public board meeting.

Statement of Intent

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1. The Glen Ellyn Park District's parks, park amenities, and facilities are generally a limited public forum to be used primarily for recreational activities intended to promote good health, fitness and wellness of families.
2. The District is a local government entity, created by State authority, and as such does not promote any political party, candidate, agenda, or viewpoint, or endorse or promote any religious group or viewpoint.

Terms of the Policy

1. The Glen Ellyn Park District reserves the right to refuse sponsorships or naming rights if it would be inconsistent with the mission and operational philosophies of the District.
2. Sponsorships or naming rights will not be accepted from any organization, business, agency or individual whose mission or goal conflicts with the District's operational philosophies or mission statement, attached to this policy as Exhibit "A".
3. The District will not support or endorse any political party, candidate, agenda or viewpoint, or endorse or promote any religious group or viewpoint. Therefore, the District will not accept donations or naming rights which is associated with any political party, candidate, agenda, or viewpoint of any kind, or with any religious group or viewpoint.
4. Among the values of the District are the promotion of good health, fitness, and the wellness of families. Therefore, any sponsorships or naming rights which are associated with promoting the use or sale of tobacco, the use of or sale of alcoholic beverages to under aged persons or over consumption of alcoholic beverages, or any other products that adversely affect good health and fitness, or which are unsuitable for viewing by minor children because of their explicit sexual depictions or content, use of language, or other similar reasons, will not be permitted by the District.

Procedures for Naming Rights

1. The Glen Ellyn Park District Board of Commissioners has the authority to determine if the sponsored name of a park or facility shall be accepted.
2. The Glen Ellyn Park District Board of Commissioners may accept or deny any name that is inconsistent with the District policies.
3. If the naming rights are approved, written notice shall be provided to the donor along with a sponsorship naming agreement which shall be consistent with the terms of the policy.
4. If the naming rights are refused, written notification shall be provided to the donor, together with reasons for refusal, which reasons shall be consistent with the terms of the Policy.

Exhibit A

Glen Ellyn Park District Operational Philosophies and Mission

The Glen Ellyn Park District has served the recreational needs of Glen Ellyn residents for over 100 years. We play a vital role in enhancing people's lives and creating a more connected community. The District also serves as an important steward of public lands.

Over the years, many facilities and open spaces have been added to the Park District's holdings to meet the growing needs of our community. We maintain 29 parks for community use, both for unstructured and programmed recreation. The District also operates 21 playground structures and maintains over 300 acres of open space for community enjoyment, recreation, fitness, and leisure.

The District takes pride in providing high-quality recreational experiences. Each year, we offer more than 700 programs and special events for you and your family to enjoy. You will find program offerings listed in our seasonal Playbooks. Our programs are affordable and convenient for everyone.

The Park District's mission is driven to foster diverse, community-based leisure opportunities, through a harmonious blend of quality recreation programs, facilities and open space which will enhance the quality of life into the future.

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2.12 Advertising and Sponsorship Policy

A. Purpose

This policy sets forth outlines the guidelines for the acceptance of sponsorships and the placements of advertising within the Glen Ellyn Park District facilities, publications, or sponsorships of activities, events, or park amenities. The primary objectives are to:

1. Generate revenue: Support the Park District's mission by generating additional revenue for park improvements, program enhancements, facility maintenance, and special events.
2. Maintain community values: Ensure all sponsorships and advertising align with the Park District's values and mission, and do not conflict with the best interests of the community.
3. Protect park integrity: Maintain aesthetic and recreational value of park facilities and preserve their natural beauty.
4. Transparency and accountability: Establish clear and transparent procedures for evaluating and approving sponsorship and advertising opportunities across all District areas.

B. Eligibility

Advertising and sponsorship opportunities will be extended to any business, non-profit agency, governmental agency, organization, or individual that wishes to have a presence with the Glen Ellyn Park District on a first-come, first-served basis, provided that the proposed advertising and sponsorship proposals conform with the policies as stated herein.

C. Authorization Required

All property and publications of the Glen Ellyn Park District are intended and exclusively used for the business operations of the District in providing governmental services and programs to and for the District residents. Except as required by law or expressly established by an affirmative action of the District's Board of Park Commissioners, no property or publication of the District shall be considered an open, limited, or designated public forum.

No person shall have a right to access or use any District property or publication for any purpose other than the intended and authorized governmental purpose or service. Placement of advertisements or sponsorship messages on District property or in District publications shall require specific authorization. The Glen Ellyn Park District possesses sole and final decision-making authority for determining the appropriateness of any advertising or sponsorship relationship and reserves the right to refuse to enter into any proposed agreement.

1. Approval Authority

- **Proposals under \$1,000:** May be approved by the relevant Superintendent or Department Director, or their designee
- **Proposals between \$1,000 and \$4,999:** Require written approval from the Department Director or their designee.
- **Proposals between \$5,000 and \$30,000:** Require written approval from the Executive Director or their designee
- **Proposals exceeding \$30,000:** Require written approval from the Board of Park Commissioners
- **Board of Park Commissioners review:** The Executive Director may refer any proposal to the Board of Park Commissioners for review and approval.

Proposals for advertising and sponsorship of the Glen Ellyn Park District programs or services shall clearly outline the forms of support sought and offered, including monetary contributions, in-kind donations and volunteer hours, the recognition to be given by the District, the specified term of the agreement, and payment terms, including the amount of any monetary contributions, payment schedule and deadlines, and any applicable late payment penalties. Advertisers and sponsors are

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required to fulfill all financial obligations within the agreed-upon timeline as specified in the contract.

D. Permissible Advertisers or Sponsors and Message Content

Advertisements or sponsorships on Glen Ellyn Park District property are maintained as a nonpublic forum. Glen Ellyn Park District intends to preserve its rights and discretion to exercise full editorial control over the placement, content, appearance, and wording of advertising or sponsorship affiliations and messages. The District may make distinctions on the appropriateness of advertisers or sponsors based on the subject matter of a potential advertising message.

All advertisers or sponsors will follow **Section 2.11 Naming Rights Policy of the Glen Ellyn Park District, D. Terms of Policy.** Advertising or sponsorship from an organization that is engaged in any of the following activities, has a mission of supporting any of the following subject matters, or that, in the sole discretion and judgment of the authorized representative of the Glen Ellyn Park District or Board of Park Commissioners, is deemed to be unsuitable for and contrary to community standards or appropriateness for government publications, shall be prohibited on any Glen Ellyn Park District property or in District publications.

E. Community Values

For the purposes of this policy, "Community Standards" shall be understood to encompass the shared values and expectations of the Glen Ellyn community, including but not limited to:

- Respect for diversity and inclusion: Upholding principle of equality, fairness, and respect for all individuals, regardless of race, ethnicity, religion, gender, sexual orientation, disability, or other protected characteristics.
- Family-friendly environment: Promoting activities and messages that are appropriate for families and children.
- Support for education and recreation: Aligning with the Park District's mission to provide quality recreational and educational programs for all residents.
- Environmental stewardship: Promoting environmental sustainability and responsible practices.

The Glen Ellyn Park District is committed to fostering a healthy and inclusive community. All sponsorships and advertising must align with these philosophies and mission as stated in Exhibit A.

A. Terms & Conditions

1. Advertisers and sponsors are solely responsible for obtaining all necessary rights and permissions for the use of photographs, trademarks, trade names, copyrighted material, or any other legally protected property.
2. Advertisers and sponsors shall indemnify and hold harmless the Glen Ellyn Park District, its officers, agents, employees, and volunteers from any and all claims, liabilities, damages, costs, and expenses (including attorney fees) arising from the use of such materials, including any claims of copyright infringement, trademark infringement, defamation, invasion of privacy, or any other legal or equitable claim.
3. Advertisers and sponsors warrant that all information and materials submitted for advertising or sponsorship are accurate, truthful, and do not violate any applicable laws or regulations.

B. Liability

1. Advertisers and Sponsors assume full liability for the content of all advertising and sponsorship messages, including text, images, and any other materials.
2. The Glen Ellyn Park District is not liable for any delays in the publication or placement of advertising or sponsorship messages due to unforeseen circumstances, including but not limited to acts of God, government actions, equipment failures, or other events beyond the District reasonable control.
3. If an error or omission occurs in the publication or placement of an advertising or sponsorship message, the Glen Ellyn Park District's liability shall be limited to the amount of the reduction in the

Page 29 of

value of the advertising or sponsorship due to the error or omission, but in no event shall liability exceed the total cost payable for the advertising or sponsorship space.

C. Placement and Format

1. The Glen Ellyn Park District reserves the right to revise the size, placement, or format of advertisements or sponsorship messages without prior notice. This includes both physical and digital platforms.
2. All advertising and sponsorships must comply with accessibility standards outlined by the Americans with Disabilities Act (ADA), ensuring content is accessible to individuals with disabilities.
3. Advertisers and sponsors are encouraged to consider sustainable and environmentally friendly advertising practices, including the use of recyclable materials and energy-efficient digital displays.

D. Digital and Social Media

1. In addition to physical advertisements or sponsorship placements, the Glen Ellyn Park District may allow advertising and sponsorship on its digital platforms, including but not limited to its website, social media pages, and email newsletters. The format and placement of digital advertising and sponsorships will be determined by the District.

E. Conflict of Interest

To maintain the highest ethical standards, Park District staff involved in evaluating and approving sponsorship proposals must adhere to the following:

1. Disclosure: Any staff member with a personal or financial interest (e.g., family ties, ownership, employment) in a potential sponsor must disclose this in writing to their supervisor.
2. Recusal: Staff with a conflict of interest must step back from any decisions related to that specific sponsorship.
3. Review: The Executive Director will review all disclosed conflicts and determine appropriate actions.

F. General

1. The Glen Ellyn Park District reserves the right to refuse any advertisement or sponsorship that does not comply with this policy or applicable laws and regulations.
2. The words "a paid advertisement" or a similar term may be added to advertising or sponsorship messages.
3. No conditions in any agreement, order, or instructions related to any advertisement or sponsorship shall be binding on the District if such conditions conflict with this policy or any other applicable District policies.
4. The Park District may grant exclusive sponsorship rights within specific categories.
5. For information regarding naming rights for Park District facilities or amenities, please refer to the separate "Naming Rights Policy."

2.13 Disposition of District Personal Property

From time to time the District may own personal property which is no longer necessary or useful to the District. In this event, the following shall apply.

- A. If the personal property is valued under ~~\$2501,000.00~~, the Director shall authorize the sale in such manner as he or she may designate, with or without advertising the sale.
- B. If the personal property is valued from ~~\$250.00 to \$500.00~~ \$1,000.00 to \$2,000.00, the Director shall authorize the sale based on the receipt of three (3) competitive bids. If three (3) competitive bids cannot be obtained, then the Board shall authorize the sale by resolution in such manner as they may designate, with or without advertising the sale.

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- C. If the personal property is valued at more than ~~\$500.00~~\$2,000.00, the Board shall authorize the sale by resolution in such manner as they may designate, with or without advertising the sale.
- D. If feasible, the personal property may be converted into some other form that is useful to the District by using the material in the personal property.
- E. If feasible, the personal property may be conveyed as part payment on a new purchase of a similar item.
- F. A written record shall be kept of any and all disposition of District personal property.

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2.14 Loan of District Equipment

The District shall cooperate with other governmental agencies in the ~~loan~~loan of equipment between the agencies. The loan of District equipment shall only be made where the District's operations will not be interfered with and the borrowing agency furnishes the transportation of the equipment, necessary labor for dismantling and erecting the equipment, receipts for the equipment, and obligates itself to return and replace any equipment lost or damaged while in the borrowing agency's custody.

2.15 Vendor Incentives and Awards

Any and all promotional incentives and/or contest awards made available to District personnel by vendors, which are based on District purchases, shall automatically become the rightful property of the District. The Director shall be notified immediately of any such offering. Incentives and/or awards shall include but not be limited to purchase premiums, free goods offered, promotional allowances, cash prizes, special sales commissions, and merchandise prizes.

2.16 Refunds of Park District Programs

~~Refunds are given to recreation program participants unconditionally.~~ The aim of the District is to provide quality recreation and leisure services. If a participant is dissatisfied with a program or is unable to continue participating in a program for any reason, the District will attempt to provide the best course of action to satisfy the participant, including refund of fees less a \$5 processing fee.

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A. General Guidelines

1. Registration guidelines and all prerequisites of class must be met.
 - If a participant cannot, or does not want to continue in a program, the following options are available:
 - a) Receive a full refund
 - b) Receive a credit for the fees paid to be applied toward the cost of another program.
 - c) Allow the participant to repeat the program at no fee.
 - d) The cost of the class may be pro-rated by the number of classes the participant attended.
2. The request for a refund, repeated class or credit must be made by the participant (or parent) **BEFORE** the end of the session. No refunds will be issued after the end of the session; however, under certain circumstances a credit may be given, or permission granted to repeat the program at no fee.
- ~~3. No service charge will be applied to refunds.~~
- ~~4.3~~ Refund requests will be issued by check for all programs paid with cash or by check. All program fees paid for with a charge card will be refunded by a credit to the charge card.
- ~~5.4~~ The following programs and special classes are excluded from the full refund/full credit provision. These programs include those offered on a contractual with an outside vendor as well as the Park District's preschool program. Program fee refunds will be pro-rated from the time the refund request is received:
- ~~6.5~~ Activities which include tickets for entertainment/sporting events, trips and/or contracted programs require that the vacancy be filled by another participant in order for a refund to be given.

Page 31 of

~~7.5.~~ Registrants will not be able to participate in classes or programs which require a Waiver if the Waiver is not signed. Refunds will not be given for failure to sign the Waiver.

2.17 Volunteers

In the interest of programs and cost efficiencies, and with the desire to utilize effectively the volunteer talent available within the Park District, staff will recruit, train and manage volunteer support for Park District programs and activities.

2.22 Procedure for Use of Volunteers

The Park District recognizes the need for volunteers in order to successfully implement programs and services. Individuals who volunteer their time and expertise to the Glen Ellyn Park District provide an important service and help further our mission to provide the very best in park and recreational opportunities, facilities, and open lands for our community. Whenever possible, volunteers are utilized to maximize community involvement and to enhance the overall quality of parks, programs, and facilities.

These procedures are intended to help promote a productive, safe and mutually beneficial environment for park district volunteers by setting appropriate expectations.

Applicability:

The procedures apply to individuals who:

- volunteer their services directly to the park district, whether an ad-hoc basis or through a formal volunteer program.
- provide services under the supervision of the park district's staff; and
- receive no compensation for such services.

Volunteer Requirements and Procedures:

- Volunteers are required to read, complete and sign the "Glen Ellyn Park District Volunteer Waiver and Release Form". A parent's or guardian's signature is required for volunteers who are under the age of 18. Participation will be denied if the signature of the volunteer, and if required, the parental or guardian signature and date are not completed on the waiver form.
- For the safety of participants and facility visitors, any volunteer who will directly supervise vulnerable individuals (youth, elderly, disabled, etc.) without the presence of a Park District staff member or those working in a regular, reoccurring volunteer position, must submit to, and satisfactorily clear a criminal background check according to the type of services and/or the location of services to be provided.
- Volunteers will receive training on the required duties, safe operations, and the use of any necessary Personal Protective Equipment (PPE) to conduct the volunteer work for the District.
- All volunteers must report to a full-time staff employee at the Park District. Volunteers may receive supervision from part-time staff or occasionally other volunteers in certain situations. The full-time

employee is responsible for volunteer management, including any recognition, mentoring, discipline and evaluation that may need to occur.

- All supervisors must make an effort to visit and observe volunteers on an on-going basis to ensure that the volunteer is performing to expectations.
- Supervisors will provide feedback in the form of verbal and written evaluations to volunteers with on-going responsibilities. In the case of short term volunteers, evaluations will not be given because these are usually one time volunteers.
- Volunteers must comply with all Park District's policies and the procedures assigned for their volunteer work.
- Volunteers may receive a free meal and Glen Ellyn Park District apparel when they participate in select events. All volunteers are welcome to join us for appreciation events.
- The Park District encourages staff to increase volunteer retention through recognition, training, professional development and treating volunteers as a valuable part of the organization. Staff shall provide a welcoming environment for all volunteers and shall keep in touch with volunteers throughout the year. Staff shall also enlist volunteers in recruiting other volunteers to further increase volunteer retention.

Approved June, 2015

Updated June 2016

Updated May 17, 2018

2.18 Guidelines for Honoring Volunteers and Service Organizations

Appropriate recognition will be given to volunteers, service organizations and others. Rewards and recognition will

Page 33 of

Approved by the Board of Commissioners: April 19, 2021

be at the discretion of the Executive Director. The following guidelines have been established to recognize volunteers, service organizations and others:

- A. Volunteered time on a particular event.
- B. Volunteered time on an advisory committee.
- C. Donated money, services, supplies or equipment to the Glen Ellyn Park District.

~~D. All volunteers will be invited to attend the annual volunteer appreciation party.~~

~~E-D. Each department will be responsible for tracking their volunteers.~~

~~The Superintendent of Recreation shall collect information from each department and coordinate and host the annual volunteer appreciation party.~~

2.19 Sexual Harassment Policy

Any commissioner of the Glen Ellyn Park District Board of Park Commissioners ("Park Board") who believes that s/he has been sexually harassed by another Park Board Commissioner may file a complaint with the Park Board President.

If the Board President is the reporting person or is implicated by the allegation, the report can be made to any other Park Board Commissioner. Any report under this section must be referred to the District's legal counsel. The District's legal counsel shall promptly appoint a qualified independent attorney or consultant to review and investigate the allegations. The Executive Director and Board President are hereby authorized and directed to implement and administer the Policy in accordance with applicable law, including the Illinois Human Rights Act (775 ILCS 5/1-101, et seq.) P

Pursuant to Article 6 of the Workplace Transparency Act, Public Act 101-0221

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Approved by Board of Commissioners: June 21, 1994
Amended by Board of Commissioners: 09/19/00, 05/20/03, 11/22/05, 06/19/07, 04/22/08

3.00 Advertising Policy

3.01 Forward

~~The Board of Commissioners shall allow advertising within Glen Ellyn Park District parks, facilities, and publications within certain guidelines and with restrictions as indicated herein.~~

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3.02 Purpose

~~The purpose of advertising in parks and facilities is to generate additional revenue for the park district, and to recognize and encourage the contribution of cash, commodities, or in-kind services by individuals, organizations, and businesses.~~

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3.03 General Guidelines

~~Advertising by commercial and for-profit entities, civic, community and not-for-profit entities shall be allowed within the following district properties, facilities, and publications:~~

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~~Brochures and other district publications~~

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~~Fliers and news releases~~

~~Restricted facilities and equipment. (Advertising which is in view while equipment is in use)~~

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~~Unrestricted facilities and equipment. (Advertising which is in public view at all times)~~

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3.04 Types of Advertisements

~~The Board of Commissioners shall distinguish between the following types of advertising:~~

A. ~~Temporary or Seasonal Advertising~~

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~~These are generally advertisements that are intended to be visible for a limited period of time, generally on a seasonal basis, but for less than one year. Types of advertisements within this category are as follows:~~

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~~Brochures and other district publications~~

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~~Fliers and news releases.~~

~~Ballfield fence signs~~

~~Gymnasium signs~~

~~Concession stand signs~~

~~Temporary or seasonal signage shall be removed at the end of the season, or upon expiration of the advertising agreement.~~

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B. Permanent or Long-Term Advertising

- These are generally advertisements or acknowledgments of donations for a particular commodity such as equipment, park, or facility. Types of advertisements in this category are as follows:
- Park signs for acknowledgment of grant assistance
- Placards naming the sponsor of a donated piece of equipment, park, or facility
- Placards or signs listing all contributors toward a piece of equipment, park, or facility.

3.05 Fees and Charges

A. Temporary or Seasonal Advertising

- The Executive Director shall approve fees for each project in which a temporary placard or sign is to be erected.

B. Permanent or Long-Term Advertising

- The Board of Commissioners shall approve fees, as determined by staff, for each project in which a permanent sponsor placard or sign is to be erected.

3.06 Authorization

- For temporary or seasonal advertisements, the Executive Director shall be authorized to determine, on a case-by-case basis, if an advertisement is appropriate, within the policy guidelines established by the Board of Commissioners. Board approval must be granted prior to the placement of permanent or long-term advertising.

3.07 Limitations

- All signage must be professionally produced and in keeping with the aesthetics of the area or facility in which it is displayed.

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Advertising and Sponsorship Policy

PURPOSE:

This policy outlines the guidelines for the acceptance of sponsorships and the placement of advertising within Glen Ellyn Park District facilities, publications, or sponsorship of activities, events, or park amenities. The primary objectives are to:

- Generate revenue:** Support the Park District's mission by generating additional revenue for park improvements, program enhancements, facility maintenance, and special events
- Maintain community values:** Ensure all sponsorships and advertising align with the Park District's values and mission, and do not conflict with the best interests of the community.
- Protect park integrity:** Maintain the aesthetic and recreational value of park facilities and preserve their natural beauty.
- Transparency and accountability:** Establish clear and transparent procedures for evaluating and approving sponsorship and advertising opportunities across all District areas.

ELIGIBILITY:

Advertising and sponsorship opportunities will be extended to any business, non-profit agency, governmental agency, organization, or individual that wishes to have a presence with the Glen Ellyn Park

District on a first-come, first-served basis, provided that the proposed advertising and sponsorship proposals conform with the policies as stated herein.

AUTHORIZATION REQUIRED:

All property and publications of the Glen Ellyn Park District are intended and exclusively used for the business operations of the District in providing governmental services and programs to and for the District residents. Except as required by law or expressly established by an affirmative action of the District's Board of Park Commissioners, no property or publication of the District shall be considered an open, limited, or designated public forum.

No person shall have a right to access or use any District property or publication for any purpose other than the intended and authorized governmental purpose or service. Placement of advertisements or sponsorship messages on District property or in District publications shall require specific authorization. The Glen Ellyn Park District possesses sole and final decision-making authority for determining the appropriateness of any advertising or sponsorship relationship and reserves the right to refuse to enter into any proposed agreement.

Approval Authority:

- Proposals under \$1,000: May be approved by the relevant Superintendent or Department Director, or their designee.
- Proposals between \$1,000 and \$4,999: Require written approval from the Department Director or their designee.
- Proposals between \$5,000 and \$30,000: Require written approval from the Executive Director or their designee.
- Proposals exceeding \$30,000: Require written approval from the Board of Park Commissioners.
- Board of Park Commissioners review: The Executive Director may refer any proposal to the Board of Park Commissioners for review and approval.

Proposals for advertising and sponsorship of Glen Ellyn Park District programs or services shall clearly outline the forms of support sought and offered, including monetary contributions, in-kind donations, and volunteer hours, the recognition to be given by the District, the specified term of the agreement, and payment terms, including the amount of any monetary contributions, payment schedule and deadlines, and any applicable late payment penalties. Advertisers and sponsors are required to fulfill all financial obligations within the agreed-upon timeline as specified in the contract.

PERMISSIBLE ADVERTISERS OR SPONSORS AND MESSAGE CONTENT

Advertisements or sponsorships on Glen Ellyn Park District property are maintained as a nonpublic forum. Glen Ellyn Park District intends to preserve its rights and discretion to exercise full editorial control over the placement, content, appearance, and wording of advertising or sponsorship affiliations and messages. The District may make distinctions on the appropriateness of advertisers or sponsors based on the subject matter of a potential advertising message.

Advertising or sponsorship from an organization that is engaged in any of the following activities, has a mission of supporting any of the following subject matters, or that, in the sole discretion and judgment of the authorized representative of the Glen Ellyn Park District or Board of Park Commissioners, is deemed to be unsuitable for and contrary to community standards or appropriateness for government publications, shall be prohibited on any Glen Ellyn Park District property or in District publications:

- Promotion of the sale or consumption of alcoholic or cereal malt beverages; however, restaurant or other food services establishments may be authorized when the commercial message or advertisement promotes only food services. Unless these establishments are related to a special event or District facility where alcoholic beverages are approved to consume.
- Promotion of the sale or consumption of tobacco products.
- Commentary, advocacy, or promotion of issues, candidates, campaigns, or organizations of a social, political, religious, or rhetorical nature.
- Depiction of any form of nudity or semi-nudity, profanity, obscenity, or lewdness, or characterizations which suggest, depict, or promote any such element or sexually oriented products, activities, or materials.
- Promotion in any form of illegal drugs, illegal drug use, or illegal drug materials, or characterizations which suggest or depict the promotion or glorification of any such products, activities, or materials.
- Promotion of the use or sale of firearms, explosives, or other weapons, or the depiction, suggestion, or glorification of violence or acts of a violent nature.
- Use of language or descriptive material which, taken in form and context, is deemed to be unsuitable for and contrary to community standards of appropriateness for governmental or family publications.
- Use of words, language, representations, or descriptive material of any kind having more than one meaning or connotation, one of which would otherwise be prohibited under this Policy.
- Inclusion of materials, depictions, promotions, or offerings that are prohibited by, or by their nature would violate, any postal restrictions or regulations or any federal, state, or local law, rule, or regulation.
- Promotion of services that directly compete with District programs or events.
- Promotion of messaging that paints the District in a negative light.

COMMUNITY VALUES

For the purposes of this policy, "Community Standards" shall be understood to encompass the shared values and expectations of the Glen Ellyn community, including but not limited to:

- **Respect for diversity and inclusion:** Upholding principles of equality, fairness, and respect for all individuals, regardless of race, ethnicity, religion, gender, sexual orientation, disability, or other protected characteristics.
- **Family-friendly environment:** Promoting activities and messages that are appropriate for families and children.

- **Support for education and recreation:** Aligning with the Park District's mission to provide quality recreational and educational programs for all residents.
- **Environmental stewardship:** Promoting environmental sustainability and responsible practices.

The Glen Ellyn Park District is committed to fostering a healthy and inclusive community. All sponsorships and advertising must align with these values and must not:

- Promote discriminatory or harmful stereotypes.
- Depict or promote violence, illegal activities, or harmful substances.
- Conflict with the educational or recreational mission of the Park District.
- Be detrimental to the image or reputation of the Park District.

TERMS & CONDITIONS

Intellectual Property and Indemnification:

- Advertisers and sponsors are solely responsible for obtaining all necessary rights and permissions for the use of photographs, trademarks, trade names, copyrighted material, or any other legally protected property.
- Advertisers and sponsors shall indemnify and hold harmless the Glen Ellyn Park District, its officers, agents, employees, and volunteers from any and all claims, liabilities, damages, costs, and expenses (including attorney's fees) arising from the use of such materials, including any claims of copyright infringement, trademark infringement, defamation, invasion of privacy, or any other legal or equitable claim.
- Advertisers and sponsors warrant that all information and materials submitted for advertising or sponsorship are accurate, truthful, and do not violate any applicable laws or regulations.

Liability:

- Advertisers and Sponsors assume full liability for the content of all advertising and sponsorship messages, including text, images, and any other materials.
- The Glen Ellyn Park District is not liable for any delays in the publication or placement of advertising or sponsorship messages due to unforeseen circumstances, including but not limited to acts of God, government actions, equipment failures, or other events beyond the District's reasonable control.
- If an error or omission occurs in the publication or placement of an advertising or sponsorship message, the Glen Ellyn Park District's liability shall be limited to the amount of the reduction in the value of the advertising or sponsorship due to the error or omission, but in no event shall liability exceed the total cost payable for the advertising or sponsorship space.

Placement and Format:

- The Glen Ellyn Park District reserves the right to revise the size, placement, or format of advertisements or sponsorship messages without prior notice. This includes both physical and digital platforms.
- All advertising and sponsorships must comply with accessibility standards outlined by the Americans with Disabilities Act (ADA), ensuring content is accessible to individuals with disabilities.
- Advertisers and sponsors are encouraged to consider sustainable and environmentally friendly advertising practices, including the use of recyclable materials and energy-efficient digital displays.

Digital and Social Media:

- In addition to physical advertisements or sponsorship placements, the Glen Ellyn Park District may allow advertising and sponsorship on its digital platforms, including but not limited to its website, social media pages, and email newsletters. The format and placement of digital advertising and sponsorships will be determined by the District.

Conflict of Interest:

To maintain the highest ethical standards, Park District staff involved in evaluating and approving sponsorship proposals must adhere to the following:

- **Disclosure:** Any staff member with a personal or financial interest (e.g., family ties, ownership, employment) in a potential sponsor must disclose this in writing to their supervisor.
- **Recusal:** Staff with a conflict of interest must step back from any decisions related to that specific sponsorship.
- **Review:** The Executive Director will review all disclosed conflicts and determine appropriate actions.

General:

- The Glen Ellyn Park District reserves the right to refuse any advertisement or sponsorship that does not comply with this policy or applicable laws and regulations.
- The words "a paid advertisement" or a similar term may be added to advertising or sponsorship messages.
- No conditions in any agreement, order, or instructions related to any advertisement or sponsorship shall be binding on the District if such conditions conflict with this policy or any other applicable District policies.
- The Park District may grant exclusive sponsorship rights within specific categories.
- For information regarding naming rights for Park District facilities or amenities, please refer to the separate "Naming Rights Policy."

Approved by Board of Commissioners: March 18, 1997; January 18, 2005

4.00 Criminal Background Check Policy

4.01 Purpose

The purpose of the Criminal Background Check Policy is to provide a means of protecting program participants from foreseeable criminal activity, especially involving children, reducing theft and/or property damage and avoiding liability for negligent hiring. The Park District shall utilize the services of the Illinois State Police and/or F.B.I. for this policy.

4.02 Guidelines

The Park District is required by state statute (70 ILCS 1205/8-23) to obtain criminal conviction information concerning all employment applicants and will initiate a criminal background check on applicants for all positions following a conditional job offer and prior to the applicant starting work. Pursuant to the statute, aAny conviction efor the offenses enumerated in subsection (c) of said statute (70 ILCS 1205/8-23(c))

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(regardless of when the conviction sentenced ended) will automatically disqualify the applicant from consideration for working for the Park District, and any conviction of offenses enumerated in subsection (d) of said statute (70 ILCS 1205/8-23(d)) where the conviction sentence ended within the seven years prior to employment will automatically disqualify the applicant from consideration for working for the Park District. Any other conviction(s) will not automatically disqualify the applicant from consideration, but rather, the Park District will consider such conviction(s) pursuant to its Criminal Convictions Policy (Section 4.04 of this Manual). Applicants are not required to disclose sealed or expunged records of corrections. The Park District may require applicants to submit fingerprints and/or other identification information to facilitate such an investigation. All information concerning the record of convictions will be confidential and only transmitted to those persons who are necessary to the employment decision process.

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

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

An applicant for employment, a volunteer position or independent contractor instructor position shall be required, as a condition of obtaining such a position, to authorize an investigation to determine if the applicant has been convicted of any of the enumerated criminal or drug offenses in subsection 4.04 of this policy or has been convicted within seven years of the application for employment, volunteer status or independent contractor instructor status with the Park District, or any other felony under the laws of the United States that, if committed or attempted in the State of Illinois, would have been punishable as a felony under the laws of this State.

- A. Full time employees
- B. Part time employees
- C. Contractual program instructors
- ~~D. Volunteers (Coaches and other volunteers overseeing children)~~
- ~~Coaches~~

As a condition of employment or volunteering, the above individuals will be required to execute an authorization allowing the Glen Ellyn Park District to conduct a background investigation.

4.03 Frequency of Background Check

~~All individuals listed in Section 4.02 will be investigated every three years after initial background check.~~

4.04 Convictions

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

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welfare of specific individuals or the general public, as discussed below.

Sealed or Expunged Records

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

Consent

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

Disqualifying Convictions

In some circumstances, the law may require the Park District to disqualify an applicant (or dismiss an employee) with certain criminal convictions automatically (see Section 4.02 of this Manual). In all other instances, the District will not consider conviction records in making adverse employment decisions regarding applicants and employees unless: (1) there is a substantial relationship between one or more of the previous criminal offenses and the employment sought or held; or (2) the granting or continuation of the employment would involve an unreasonable risk to property or to the safety and welfare of specific individuals or the general public.

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

Notice of Pending Adverse Action and Interactive Process

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

- If, after considering the listed factors for evaluating a conviction(s), the Park District makes a preliminary decision the applicant’s/ employee’s conviction record may result in an adverse employment action, the District will notify the employee of the preliminary decision in writing that contains:
 - (1) the potentially disqualifying conviction(s) and the District’s reasoning for disqualification;
 - (2) a copy of the conviction history report, if any; and
 - (3) an explanation of the employee’s right to respond to the notice before that decision becomes final, including (but not limited to) submission of evidence challenging the

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accuracy of the conviction record or evidence of mitigation (such as rehabilitation).

- The employee/applicant ~~then will then receive~~ have at least five business days to respond before the Park District will make a final decision.
- The District will consider any documentation or information submitted by the applicant/employee before making a final decision regarding disqualification or a proposed adverse employment action.

Notice of Adverse Action or Hiring/Continued Employment

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

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

The Park District will not hire any person who has been convicted for committing attempted first degree murder or for committing or attempting to commit first degree murder, or for committing or attempting to commit any one or more of the following offenses: (i) those defined in Sections 11-6, 11-9, 11-14, 11-15, 11-15.1, 11-16, 11-17, 11-18, 11-19, 11-19.1, 11-19.2, 11-20, 11-20.1, 11-21, 12-13, 12-14, 12-14.1, 12-15 and 12-16 of the Criminal Code of 1961; (ii) those defined in the Cannabis Control Act, except those defined in Sections 4(a), 4(b) and 55(a) of that Act; (iii) those defined in the Illinois Controlled Substances Act; and (iv) any offense committed or attempted in any other state or against the laws of the United States, which if committed or attempted in this State, would have been punishable as one or more of the foregoing offenses. Further, the Park District shall not employ any person who has been found to be the perpetrator of sexual or physical abuse of any minor under 18 years pursuant to proceedings under Article II of the Juvenile Court Act of 1987 (v) any other offense determined by the Park District to create a reasonable risk of harm to program participants, other employees, the public at large or the property of the Park District. The Park District will not hire anyone as an employee for whom a criminal background investigation has not been initiated.

4.05 Confidentiality

All records from the ~~Department of Illinois~~ State Police shall be furnished, pursuant to positive identification, to the Park District in accordance with applicable law. Any information concerning the record of convictions obtained by the Park District shall be confidential and may only be transmitted to those persons who are necessary to the decision on whether to hire the applicant for employment. A copy of the record of convictions obtained from the Department of State Police shall be provided to the applicant for employment, along with the Notice of Duty set forth below. Any person who releases any confidential information concerning any criminal convictions of an applicant shall be guilty of a violation of State law and shall be subject to criminal punishment for same. If such violations are committed by an employee of the Park District said employee shall also be subject to discipline ~~including possible~~ up to and including dismissal.

4.06 Cost of Background Check

Fees for conducting the background check will be assessed to the appropriate recreation program or fund.

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Revised by Board of Commissioners: August 19, 1997
Amended by Board of Commissioners: September 19, 2000
Reviewed by Board of Commissioners: October 5, 2003; February 5, 2008

5.00 Open Space Policy

5.01 Purpose

The Board of Commissioners recognizes that open space is one of the primary ingredients in a well-balanced park district and that there is a need for basic definitions, guidelines, and goals to bring about and maintain a proper balance.

5.02 Definition

Open space is defined as any area of undeveloped land which:

- A. Provides outdoor recreation opportunities for ~~its residents;~~residents.
- B. Guides urban growth into efficient corridors of ~~development;~~development.
- C. Provides Park District residents with sufficient open space to maintain a well-balanced community and to assure neighborhood divisions with recreational areas.

5.03 Open Space Goals

Open space goals for the present and the future revolve around the following:

- A. To plan and develop an open space system in keeping with the growth of the Village of Glen Ellyn, Milton, and York Townships, DuPage County, and the Forest Preserve District of DuPage County.
- B. To identify and protect areas of environmental quality (areas that would give residents exceptional and aesthetic value) which are conducive to desirable recreational facilities and/or activities.
- C. To preserve land and water areas within the District which will make possible important multi-use public services such as water retention areas, school/park sites, city/park district cooperative recreational areas, and, when possible, provide cooperation with the Forest Preserve Districts to preserve areas of conservation.
- D. To promote open space land acquisitions, whether by consent or condemnation, that will explicitly recognize the full range of public purpose and needs for open space within the Districts.

Approved by Board of Commissioners: 2-15-88

Revised by Board of Commissioners: 11/19/9, 6/15/99, 2/19/08

6.00 Land Acquisition Policy

6.01 Purpose

Acquiring adequate park, recreation, and open space acreage to meet the needs of Glen Ellyn's growing population presents a challenge. Land is being consumed for development at an alarming rate. The population density of these developments is increasing. More land is needed for wider roads and bigger shopping centers.

The cost of suitable park sites is increasing daily. Due to this fact and the necessity to satisfy all demands of

a planned unit development, the ~~Planning and Zoning Boards~~ planning and zoning professionals and officials of Glen Ellyn and other units of government near the District are urged to act wisely in equitably allocating competing uses of land. Public park and recreation land should bear as much emphasis as roads, streets, and schools. It is noted that this policy shall encompass the following elements:

- A. That the establishment and operation of land facilities and programs to serve the active and passive recreation interests and cultural needs is a governmental responsibility and therefore a responsibility of the Glen Ellyn Park District.
- B. It is recognized that in order to serve the recreation and park interests of Glen Ellyn Park District, cooperation must exist between school, ~~v~~Village, ~~e~~County, and ~~s~~State governments.
- C. A division of responsibility must exist between those levels of government in order to more effectively provide recreation services according to types of resources and programs provided. The Park District and neighboring S~~S~~chool ~~D~~Districts are responsible for acquiring lands, developing and operating programs and facilities on a neighborhood level. Tot lots, large community parks for passive as well as active recreation, including museums, golf courses, and swimming pools are also the responsibility of the Park District. The County and State shall supplement the Park District with large forest preserve facilities in large tracts of land. ~~It should be mentioned that County parks attract people from throughout the County.~~

6.02 Land Acquisition Goals

It shall be a goal of the Park District to select park sites that contribute to a diversified, balanced park system that meets the needs of Park District residents and the park standards in the District's master plan. The development of a park system offering diverse facilities and programs to all age groups year around cannot be achieved overnight. Therefore, it is imperative that a system of priorities be established so the most pressing needs are met first. Finding a source of ~~income revenue~~ large enough to sustain a continuous ever-expanding Park District is a problem of major consequence. Therefore, it shall be a policy of the Park District in acquiring land to give preference to those sites that can be developed for a self-sustaining operation that will not add to the tax ~~load~~ burden supporting in its operation. Such facilities shall be golf courses, fitness centers, or other self-liquidating or revenue producing facilities.

6.03 Negotiating Purchase of Real Estate

The property owner shall be contacted and the Park District's interest and need for this particular property explained. The property owner shall be informed that appraisals have been made. The Park District shall submit an offer based upon the appraisal.

Negotiation towards the purchase shall be carried on as long as the atmosphere appears to be fruitful; however, due ~~to~~ consideration shall be given to a deadline for acquisition, complexity of proposed acquisition and other related matters. When all attempts at negotiation fail and the property in question is essential to the park system, condemnation proceedings shall be initiated.

6.04 Donation of Land

Donation of land shall be acknowledged and encouraged, particularly for new development in accordance with existing Park District standards. The Village of Glen Ellyn ~~has~~ has enacted and implemented a n ~~Ordinance No. 2479 in 1979~~ Ordinance No. 2479 in 1979 providing for "Dedication of ~~P~~park lands and ~~S~~School ~~S~~Sites or for payments of Fees In-Lieu-Of." (Glen Ellyn Mun. Code § 11-4-11). This ~~Land Dedication~~ Ordinance can be an excellent tool for acquiring park land.

~~The Village of Glen Ellyn Subdivision Regulations Ordinance No. 2479, Section 410, states: "As a condition of approval of a final plat of subdivision or a final plat of a planned unit development, each subdivider or developer will be required to dedicate land proportional to the need for additional school and park services specifically and uniquely attributable to the new subdivision or cash contribution, or a combination of both." Implementation of the Ordinance shall be in accordance with the following Glen Ellyn Park District criteria and~~

~~-formula.~~

~~As a condition of approval of a final plat of subdivision, or of a final plat of a planned unit development, each subdivider or developer will be required to dedicate land proportional to the need for additional school, park, public library and fire department services specifically and uniquely attributable to the new subdivision or cash contribution in lieu of actual land dedication, or a combination of both. In the event that the subdivider is able to reach agreement with the governmental body benefited by the donation, the Village will accept that dedication or contribution in satisfaction of this requirement. In the event that the subdivider and the governmental body benefited by the donation are not able to reach an agreement, the Village will calculate the amount of land or cash contribution in lieu thereof based upon the actual value of undeveloped land and formulas for the amount of land required for the provision of various public services as established by nationally recognized standards. Where the Village itself requires and establishes the amount of contributions, the contributions shall be paid to the Village, which shall use them for the purposes for which the payments were to be made either on its own or by transmitting them to the appropriate governmental bodies.~~

6.05 Criteria for Requiring Park and Recreational Land Dedication

A. Requirement and Population Ratio

~~The ultimate density of a proposed development should bear directly upon the amount of land required for dedication. The total requirement should be 5.5 acres of land per 1,000 of ultimate population in accordance with the following classification:~~

Types of Recreational Area	Size Range	Minimum Acres per 1,000 People
Tot Lot	Minimum 8,000 sq. ft.	N/A
School/Park (Neighborhood Playground)	Minimum Park of 5 Acres	1.25
Neighborhood Park	Minimum 3 ½ Acres	1.0
District-Wide Park or Play Field	Minimum 4 Acres Up to 30 Acres	1.25
Community Wide Park	Minimum 12 Acres Up to 50 Acres	2.0
Recreation Park	50 Acres	
Natural Area	2 Acres	
TOTAL		1.5 Acres of Land Per 1,000 People

B. Criteria for Requiring a Contribution in Lieu of Park Sites

Where the development is small and the resulting site is too small to be practical or when the available land is inappropriate for park and recreational purposes, the sub-divider or developer should pay a cash contribution in lieu of the land dedication required. The cash contribution in lieu of park and recreation land dedication should be held in trust by the Park District, for the acquisition of park and recreation land as hereinbefore classified, which will be available to serve the immediate or future needs of the residents of that subdivision or development or for the improvement of other existing local park and recreation land which already serves such needs. The cash contribution will be based on the Park District's Cash In Lieu of Land Ordinance.

C. Criteria for Requiring Dedication and Fee

There will be situations in subdivisions or planned unit development when a combination of land

dedication and a contribution in lieu of land are both necessary. These occasions will arise when:

1. Only a portion of the land to be developed is proposed or deemed by the Park District as appropriate foras the location for a park site.
That portion of the land within the subdivision falling within the park location should be dedicated as a site as aforesaid, and a cash contribution in lieu thereof shall be required for any additional land that would have been required to be dedicated.
2. A major part of the local park or recreational site has already been acquired and only a small portion of land is needed from the development to complete the site. The remaining portions should be required by dedication, and a cash contribution in lieu thereof should be required.

D. Easements

The Park District recognizes that an easement is a limited right over land owned by another; however, easements such as scenic or pathways along creeks are in the public benefit and shall be encouraged when title is not available.

E. Leases

Obtaining rights to use ~~of~~ land by leases is a positive practice. Land may be leased from individuals, corporations, utility companies, and other public bodies. Terms of leases will vary; however, length of leases will determine the type and amount of investment the Park District would be willing to approve. Charges for utilities and taxes on such property shall be paid by the Park District. The Park District shall carry appropriate liability insurance on the property, sufficient to protect the rights of the owner. No other charges will be considered by the Park District. In effect leases entered into by the District shall ~~be free~~not carry any costs for the District.

F. Annexation

1. Areas ~~in close proximity to~~adjoining Park District property and facilities which are outside the corporate limits of the District should be considered carefully for annexation to the District.
2. Areas adjacent to the Park District should be carefully considered for annexation if the following conditions are met:
 - a) The Park District can easily serve the area.
 - b) The area is not currently being provided with park and recreational services by another ~~municipality~~unit of government.
 - c) The cost of providing services would not place a financial burden on present residents of the District.
3. Areas should be carefully considered for annexation whenever the long range requirements for open space of the District can be served.

6.06 Reservation of Additional Land

Where the standards of the Park District call for a larger amount of public open space than the developer can be reasonably expected to dedicate or donate, the land needed beyond the developer's fair contribution is to be reserved for subsequent purchase by the Park District, provided that such acquisition is made within one year from the date of approval of the final plat of the development.

Approved by Board of Commissioners: 2-15-88

Revised by Board of Commissioners: 11/19/99, 6/15/99 and 2/19/08

7.00 Volunteer Organization and Committee Fund Raising

7.01 Purpose

Volunteer organizations and Committees (Organizations) as defined below that are affiliated with Park District recreational programming, ~~"hereinafter referred to as organization(s)"~~, may wish to conduct fund raising activities. Fund raising activity is deemed necessary to help the ~~Organization~~ Organization to generate revenues which will benefit the program with resources beyond customary taxes or fees.

7.02 Forward

Volunteer organizations recognized by this policy as being affiliated with Park District recreational programming include, but are not limited to, Glen Ellyn Girls Softball Association, Glen Ellyn Youth Soccer Organization, Glen Ellyn Travel Soccer Organization, Glen Ellyn Youth Football Association, Glen Ellyn Gators Swim Organization, and Glen Ellyn Youth Baseball Association. Each organization is governed by the rules, regulations and policies of each entity as authorized by the Glen Ellyn Park District. ~~It is understood that fund-raising may also be undertaken by Park District programs, such as dance and cheerleading, to offset the cost of costumes and uniforms.~~

7.03 Ability to Fund Raise

- A. Volunteer organizations affiliated with the Glen Ellyn Park District may conduct an event for the purpose of fund raising on behalf of their organization.
- B. All fund-raising efforts and budgets must be approved in advance, in writing, through the ~~Superintendent of Recreation~~ Director of Recreation and Facilities, and at the discretion of ~~the Superintendent of Recreation~~ said Director, may need approval by the Executive Director and/or the Park Board of Commissioners. A determination will be made based upon public benefit and perceived public acceptability of the fund-raising effort.
- C. In the event the organization is using Park District facilities for their fund-raising efforts, fees may be waived at the discretion of the Executive Director. Any staff time or direct costs associated with the event shall be reimbursed to the Park District, as agreed upon prior to the event.

7.04 Publicity

- A. All fund-raising events will be considered co-sponsored by the Glen Ellyn Park District for purposes, to the extent necessary, of being an act of government speech.
- B. All publicity must include "Glen Ellyn Park District" and use the Park District logo on all promotional material.
- C. All promotional material must be reviewed by the ~~Superintendent of~~ Director of Recreation and Facilities ~~or and/or the Superintendent of Marketing & Communications~~

~~Recreation Supervisor~~ prior to distribution.

7.05 Administrative Responsibility

- A. All ~~fund-raising~~fundraising must have identified a specific goal (i.e., new uniforms).
- B. All checks must be made payable to the Glen Ellyn Park District or other organization as designated by the ~~Superintendent of Finance & Personnel~~Deputy Executive Director.
- C. All funds raised must be deposited with the Park District's Finance Department within two business days of the event.
- D. Financial reports must be submitted to the ~~Superintendent of Finance~~Deputy Executive Director within 10 days of the ~~event~~.
- E. Payment of expenses which result from the fund-raising event will be paid for utilizing the Park District Finance Department within 30 days of presentment according to Illinois law.

7.06 Forms of Fund Raising

- A. Solicitation of funds from businesses and local merchants in exchange for commensurate recognition in program activities.
- B. Direct door-to-door sales of products by program participants and representatives utilizing the net proceeds for capital expenditure purposes, in which case a Village permit is required. The product shall be chosen carefully so as to be of comparable worth to the price requested.
- C. Miscellaneous minor fund-raising activities such as the sale of program booklet advertising space, bake sales, car washes and dinner dances.
- D. Other activities that include direct participation by the program participants and their families.

7.07 Management of Funds

- A. Funds from all volunteer organization fund raising will be invested.
- B. Interest income will be allocated to the fund in accordance to the percentage of the specific committee contribution to the investment.

GLEN ELLYN PARK DISTRICT

POLICY MANUAL

CHAPTER I. BOARD AND ADMINISTRATION

1.00	Board Policy	5
1.01	Forward	5
1.02	Purpose	5
1.03	Board Membership	5
	A. Number of Commissioners	5
	B. Term of Office	5
	C. Qualification	5
	D. Nomination	5
	E. Election	5
	F. New Commissioner	5
	G. Inauguration of Board Members	6
	H. Vacancy	6
	I. Commissioner Expenses	6
	J. Reimbursement of Employee and Officer Travel, Meal & Lodging Expenses	8
1.04	Ethics and Conduct	10
	A. Ethics Act	10
	B. Legal Authority	10
	C. Representation	10
	D. Board Decisions	10
	E. Board Unity	11
	F. Relationship to the Director	11
1.05	Powers and Duties of the Board	11
	A. Selection of the Executive Director	11
	B. Planning	11
	C. Policies	11
	D. Budget	11
	E. Tax Levy	11
	F. Evaluation, Goals and Objectives	11
	G. Official Actions	11
	H. Other Functions, Powers & Duties	12
1.06	Officers of the Board	12
	A. President	12
	B. Vice President	12
	C. Treasurer	12
1.07	Appointed Personnel of the Board	12
	A. Secretary	12
	B. Executive Director	12
	C. Attorney	13
	D. Auditor	13
1.08	Committees of the Board	13
	A. Special Committees	13
	B. Meetings of Committees	13
1.09	Board Meetings	13
	A. Open Meetings Act	13
	B. Annual Meetings	13
	C. Regular Meetings	14
	D. Special Meetings	14
	E. Workshop Meetings	14
	F. Place of Meetings	14
	G. Executive Session	14
	H. Schedule and Notice of Meeting	14

I.	Quorum	14
J.	Agenda	14
K.	Public Participation	15
L.	Discussion	15
M.	Voting	15
N.	Minutes of Meetings	15
O.	Executive Session Minutes	15
P.	Rules of Order	15
Q.	Corporate Seal	15
R.	Suspension of Rules	16
S.	Attendance by Electronic Means	16
	Travel, Meal and Lodging Expense Reimbursement Form	17
2.00	Administrative Policy	18
2.01	Administrative Office	18
2.02	Official Records	18
2.03	Chain of Command	18
A.	Administration Department	18
B.	Finance & Personnel Department.....	18
C.	Recreation Department	19
D.	Parks Department	19
2.04	Conflict of Interest	19
2.05	Park and Facility Use	19
A.	Philosophy	19
B.	Conditions.....	20
C.	Use of Parks by Contractors	20
2.06	Control of the Parks	20
2.07	Citizen Input	20
2.08	Cooperative Agreements	20
2.09	Naming Rights Policy.....	21
A.	Purpose	21
B.	Authorization	21
C.	Statement of Intent	21
D.	Terms of Policy	21
E.	Procedures for Naming Rights	21
2.10	Advertising and Sponsorship Policy	22
A.	Purpose	22
B.	Eligibility	22
C.	Authorization Required	22
D.	Permissible Advertisers or Sponsors and Message Content	23
E.	Community Values	23
F.	Terms and Conditions	23
2.11	Disposition of District Personal Property	25
2.12	Loan of District Equipment	25
2.13	Vendor Incentives and Awards	25
2.14	Refunds of Park District Programs	25
2.15	Procedures for Use of Volunteers	28
A.	Applicability	28
B.	Volunteer Requirements and Procedures	28
2.16	Guidelines for Honoring Volunteers and Service Organizations	29
2.17	Sexual Harassment Policy	29
	Exhibit A – Glen Ellyn Park District Operational Philosophies and Mission	30

3.00	Criminal Background Check Policy	31
3.01	Purpose	31
3.02	Guidelines	31
3.03	Convictions	31
	A. Disqualifying Convictions	31
	B. Notice of Pending Adverse Action and Interactive Process	32
	C. Notice of Adverse Action or Hiring/Continued Employment	32
3.04	Confidentiality	32
3.05	Cost of Background Check	32
4.00	Open Space Policy	34
4.01	Purpose	34
4.02	Definition	34
4.03	Open Space Goals	34
5.00	Land Acquisition Policy	35
5.01	Purpose	35
5.02	Land Acquisition Goals	35
5.03	Negotiating Purchase of Real Estate	35
5.04	Donation of Land	35
5.05	Criteria for Requiring Park and Recreational Land Dedication	36
	A. Requirement and Population Ratio	36
	B. Criteria for Requiring a Contribution in Lieu of Park Sites	36
	C. Criteria for Requiring Dedication and Fee	36
	D. Easements	36
	E. Leases	36
	F. Annexation	36
5.06	Reservation of Additional Land	37
6.00	Volunteer Organization and Committee Fund Raising	38
6.01	Purpose	38
6.02	Forward	38
6.03	Ability to Fund Raise	38
6.04	Publicity	38
6.05	Administrative Responsibility	38
6.06	Forms of Fund Raising	39
6.07	Management of Funds	39
7.00	Technology Policy	40
7.01	Introduction	40
7.02	Purpose	40
7.03	Physical Security of Computer Assets	40
7.04	Maintenance of Computer Assets	40
7.05	Ownership of Information, Data and Software	41
	A. Definitions	41
	B. Information and Data	41
	C. Software	41
7.06	Access to Computer Information and Hardware	41
7.07	Information Security	41
	A. Passwords	41
	B. Loss of Equipment	42
	C. Access to Information	42
	D. Sensitive or Confidential Information	42

E.	Backing Up Files	42
F.	Anti-virus Software	42
G.	Repair	42
7.08	Cyber Liability	42
A.	Take Stock Liability	42
B.	Scale Down	42
C.	Lock It	43
D.	Pitch It	43
E.	Security Incident Response Plan.....	43
7.09	Installation and Use of Software	53
7.10	Personal Use of Computer Hardware/Software	53
7.11	E-Mail and Internet Policy.....	54
7.12	Social Media, Blogging and Personal Websites.....	55
7.13	Audio and Video Recording Policy	56
7.14	Disposal of Electronic Equipment	57
7.15	Violation	57
8.00	Privacy Policy	58
8.01	Purpose	58
8.02	Confidentiality and Security	58
8.03	Sharing Information with Affiliates	58
8.04	Sharing Information with Program Instructors and Coaches	58
8.05	Disclosure to Third Party	58
8.06	Training	58
8.07	Disciplinary Action	58
Appendix 1: Incident Response Team (IRT) Assignments & Responsibilities.....		59
Appendix 2: Incident Response Team and External Resources Contact Information.....		62
Appendix 3: Data Incident Log		64

1.0 Board Policy

1.01 Forward

The Glen Ellyn Park District (District) is a separate unit of municipal government, established in 1919, governed by a Board of seven elected commissioners who serve without pay. It is the purpose of the Glen Ellyn Park District to effectively and economically provide recreational programs, facilities, and open space for the residents of the District which are designed to provide wholesome, constructive, and enjoyable leisure time experiences that benefit the individual, the family, and the community. The Board of Commissioners (Board) acts as the legislative and policy making body of the District in the operation, control, improvement, and planning of its parks, recreation programs, facilities, personnel, and fiscal operations.

1.02 Purpose

This Board Policy Manual is intended to describe the existing policies of the District as they apply to the Board. The Board has reviewed and approved this Manual and will in the future periodically review and revise the policies contained in this Manual as it deems appropriate.

1.03 Membership

A. Number of Commissioners

The Board shall be comprised of seven (7) members.

B. Term of Office

Commissioners shall be elected to serve for a term of four (4) years. Commissioners shall serve until their successors are duly qualified and elected.

C. Qualification

Any person who is a legal voter and who resides within the District is qualified to be a candidate for the office of Commissioner.

D. Nomination

1. A candidate for the office of Commissioner must file nomination papers in accordance with Section 2-11 of the Park District Code (Code), 70 ILCS 1205/2-11, and the Election Code, 10 ILCS 5/1-1, *et seq.*

E. Election

Commissioners shall be elected biennially to take the place of those whose terms expire. Such elections shall take place at the election provided for by the Election Code, (10 ILCS 5/1-1 *et. seq.*).

F. New Commissioner

1. *New Commissioner Packet*

Newly elected Commissioners shall be provided with background material that is designed to assist them in their transition from community members to Commissioner of the Park Board. The packet shall include but not be limited to the following information.

- a) List of meeting dates for Regular and Workshop meetings
- b) Budget Book
- c) Link to GEPD website for info
- d) Board and staff member phone numbers
- e) Park District Code handbook
- f) Pertinent IAPD publications
- g) Commissioner benefits/privileges information sheet
- h) Any other information deemed necessary by the Secretary of the Board

2. *New Commissioner Orientation*

The Executive Director and designated staff members shall conduct an orientation for each new Commissioner which is designed to familiarize the Commissioner with the

operation of the District from the perspective of both the staff and the Board. The orientation shall include but not be limited to:

- a) A tour of the parks and facilities
- b) A meeting with each Department Head to discuss department functions and responsibilities.
- c) A meeting with the Executive Director to discuss:
 - 1) Board member responsibilities
 - 2) Executive Director responsibilities
 - 3) Administrative duties of the District
 - 4) A copy of the New Commissioner Packet

G. Inauguration of Board Members

1. *Newly Elected or Re-elected Commissioners*

Newly elected or re-elected Commissioners shall be inaugurated at the first scheduled monthly Regular Meeting following the receipt of the canvass of votes from the County Clerk. At this time, the incumbent Board shall meet, conduct any unfinished business and then adjourn. The Secretary of the Park District shall then administer the "Oath of Office" for the newly elected Commissioners, and the reconstituted Board shall then reconvene the meeting.

2. *Appointed Commissioners*

Newly appointed Commissioners shall be inaugurated at the first Regular Board meeting following their appointment.

H. Vacancy

1. *Declaring a Vacancy*

A vacancy on the Board may be declared whenever any member (1) dies, (2) resigns, (3) becomes under legal disability, (4) ceases to be a legal voter in the District, (5) is convicted in any court of any infamous crime, bribery, perjury, or other felony, (6) refuses or neglects to take his or her oath of office, (7) neglects to perform the duties of their office or attend meetings of the board for the length of time as provided by Board Ordinance, or (8) for any other reason specified by law. (Code, Section 2-25)

2. *Method of Filling Vacancies*

Vacancies shall be filled by appointment by a majority of the remaining members of the Board. Any person so appointed shall hold his or her office until the next regular election at which time a qualified candidate shall be elected to fill the vacancy of the unexpired term. However, if the vacancy occurs with less than 28 months remaining in the term, the person appointed to fill the vacancy will hold their office until the expiration of the term for which they have been appointed, and no election to fill the vacancy will be held. If a vacancy occurs with more than 28 months remaining in the term, but less than 123 days before the next regularly scheduled election for the office of Park Commissioner, then the person appointed to fill the vacancy shall hold office until the next regularly scheduled election, at which a Commissioner shall be elected to fill the vacancy for the unexpired term. (Code, Section 2-25)

I. Commissioners' Expenses

1. *Compensation*

Board members shall act as such without compensation. (Code, Section 4-1)

2. *Professional Associations*

The District shall establish membership in and pay dues for Board members to the National Recreation and Park Association and the Illinois Association of Park Districts, or any other professional association approved by the Board. Because both the National Recreation and Park Association (N.R.P.A.) and the Illinois Association of Park Districts (I.A.P.D.) serve the educational, legislative, and research needs of the Board, which subsequently benefit

the District, and because members of the N.R.P.A. and I.A.P.D. boards of directors and committees are drawn from commissioners from throughout the nation and the state, the Board encourages its members to serve on the boards and committees of N.R.P.A. and I.A.P.D. and shall reimburse any and all usual and customary expenses incurred by Board members which are directly related to their involvement with N.R.P.A. or I.A.P.D. boards or committees.

3. *Community Relations Activities*

The Board encourages its members to participate in a variety of community relations activities and shall reimburse any and all usual and customary expenses incurred by Board members who attend such activities as the official representatives of the District when so designated by the President of the Board.

4. *District Programs and Facilities*

Board Members should be educated as to the condition and scope of all parks, facilities, programs, events, and recreational opportunities provided by the District. By participating in programs and using District facilities, Board Members will be better able to deliberate and decide important policy questions regarding the District's plans for the benefit of the community. To facilitate Board Member involvement, program costs and fees are administered as follows:

- a) Current Board members are entitled to participate in Park District programs at no cost, up to an annual calendar year maximum of \$2,000, where minimum registration has been met. After the annual maximum is met, a 20% discount shall apply towards recreational programs. Registration is counted towards their annual cap when the program begins, not at registration when the program is paid.
- b) Contractual programs are provided to current Board members at the Park District's incremental cost associated with operating that program.
- c) Complimentary privileges for current Board members and their immediate families, subject to availability and priority as determined by the facility supervisor, are as follows:
 - 1) Ackerman Sports and Fitness Center
 - 2) Sunset Pool
 - 3) Maryknoll Park
 - i. Platform Tennis Membership
 - ii. Mini-golf passes
- d) If a current board member is participating in a District program, any immediate family member also participating in the program shall pay only direct costs.
- e) Use of Facilities - Current Board members shall be allowed use of any District facility at no charge during the established hours of operation, provided it is available. If a current Board member wishes to use a facility during closed hours, the established room rental fee shall be waived; however, the Board member shall be charged the amount necessary to cover the cost of having a building supervisor present during the function.
 - 1) The use of a particular facility is intended for a one-time, family-related function, not an on-going series of meetings; however, a Board member may request to use a facility for more than one function.
 - 2) Requests for use of a facility shall be made in writing/email to the facility supervisor. All such requests shall be subject to approval by the Director of Recreation & Facilities.
 - 3) If a Board member reserves any facility more than 30 days in advance of the intended date of use, they must pay the full rental fee.
 - 4) Reservations of the turf and/or basketball courts are limited to 7 days prior to the date requested. However, special requests can be made in writing to the Executive Director.

5. *Use of District Vehicles and Equipment*

Use of District vehicles, equipment, tools and supplies are to be used for District business only and shall not be used for private or unauthorized purposes unless approved by the Board.

6. *Indemnification*

Board members shall be indemnified against claims and actions and shall be insured against any liability asserted against them because of their position as members of the Board.

J. Reimbursement of Employee and Officer Travel, Meal and Lodging Expenses

1. *Purpose*

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

2. *Definitions*

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

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

3. *Authorized Types of Official Business*

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

4. *Categories of Expenses*

- a) *Airfare* – Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Travelers are encouraged to book flights at least thirty (30) days in advance to avoid premium airfare pricing. Only coach or economy tickets will be paid or reimbursed. The traveler will pay for the difference between higher priced tickets and coach or economy tickets with his or her personal funds.
- b) *Personal Automobiles* – Mileage reimbursement will be based on mileage from the work location office to the off-site location of the official business, not from the employee’s or officer’s residence. When attending a training event or other off-site official business directly from an employee’s or officer’s residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the employee’s or officer’s normal commute, reimbursement will be paid based on the differential of the commute less the mileage of a normal commute to the workplace. An employee or officer will be reimbursed at the prevailing IRS mileage rate. The traveler will only be reimbursed up to the price of a coach airfare ticket if they drive to a location for which airfare would have been less expensive.
- c) *Automobile Rentals* – Travelers will be reimbursed for the cost of renting an automobile including gasoline expense only as provided in this section. Travelers using rental cars to conduct official business are required to purchase insurance through the rental agency. Car rental insurance will cover the vehicle during personal use, e.g., using the vehicle after the conference has ended. Compact or

mid-size cars are required for two or fewer employees or officers traveling together and a full-size vehicle may be used for three or more travelers. The traveler must refuel the vehicle before returning it to the rental company.

- d) *Public Transportation* – In the case of local training or official business where an employee or officer chooses to use public transportation, reimbursement for use of public transportation is based on mileage from the agency office to the training site (not from the traveler's residence), regardless of the transportation method chosen. When attending training or business directly from an employee's or officer's residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the traveler's normal commute, reimbursement will be paid at the differential of the commute less the mileage of a normal commute to the workplace.
- e) *Other Transportation* – The traveler should utilize hotel shuttle service or other shuttle services, if available. If none are offered, the use of the most economic transportation is encouraged.
- f) *Hotel/Motel Accommodations* – The traveler will be reimbursed for a standard single room at locations convenient to the business activity. Hotel/motel accommodations are to be reserved in advance and secured at a moderate or conference rate. Reimbursement for lodging shall be limited to the number of nights required to conduct the assigned Park District business. If a conference, for example, opens on a Sunday evening and closes on Thursday at noon, reimbursement for Sunday through Wednesday night would be allowed. In the event of a change in plans or a cancellation, the traveler must cancel the hotel/motel reservation so as not to incur cancellation charges. Cancellation charges will not be reimbursed by the Park District unless approved by a vote of the Board of Commissioners.
- g) *Meals* – Meal reimbursement is limited to the current U.S. General Services Administration (GSA) regulations in place at the time the expense has incurred. Prior approval by the Board of Commissioners and submission of receipts are required for per diem allowances. Meals provided by the conference or seminar should be deducted from the per diem allowance. Partial reimbursement may be made for departure and return days based on time. Meals during in-state travel that is not an overnight stay will be reimbursed for actual cost not to exceed the GSA regulations.
- h) *Vacation in Conjunction with Business Travel* – in cases where vacation time is added to a business trip, any cost variance in airfare, car rental, lodging and/or any other expenses must be clearly identified on the Travel, Meal, and Lodging Expense Report form and paid by the traveler.
- i) *Accompanied Travel* – Family members may accompany the traveler when traveling on official Park District business. However, no expenses attributable to any family member will be reimbursable. All expenses will be calculated as if the traveler were traveling alone, using the minimum costs to the Park District for lodging, meals and transportation.
- j) *Parking* – Parking fees at a hotel/motel will be reimbursed only with a receipt.
- k) *Entertainment Expenses* – No employee or officer of the Park District shall be reimbursed for any entertainment expense, unless ancillary to the purpose of the program, event or other official business.

5. *Approval of Expenses*

- a) *Expenses for Members of the Board of Commissioners*
Travel, meal, and lodging expenses incurred by any member of the Board of Commissioners must be approved by roll call vote at an open meeting of the governing board or corporate authorities of the local public agency.
- b) *Expenses for Officials or Employees Other than Members of the Board of Trustees*

Travel, meal, and lodging expenses incurred by any official or employee not covered by paragraph 1 (member of the Board of Commissioner) in excess of the current per diem rate established by the GSA must be previously approved in an open meeting by a majority roll-call vote of the Board of Commissioners.

c) *Advanced Expenses*

Travel, meal and lodging expenses advanced as per diem to any employee or official of the Park District must be approved by roll call vote at an open meeting of the Board of Commissioners prior to payment. Documentation of expenses must be provided in accordance with Sections 3, 4 and 6 of this policy, and any excess from the per diem must be repaid.

d) *Other Expenses*

All other expenses that do not fall within paragraphs 5a), 5b), or 5c) are subject to the Executive Director's approval.

6. *Documentations of Expenses*

Before an expense for travel, meals or lodging may be approved under Section K5 of this Policy, the following minimum documentation must first be submitted, in writing, to the Executive Director on a Travel, Meal, and Lodging Expense form:

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

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

7. *Travel, Meal, and Lodging Expense Report Form*

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

1.04 Ethics and Conduct

A. Ethics Act

Commissioners must file a Statement of Economic Interests, pursuant to the Illinois Governmental Ethics Act, with the County Clerk of DuPage County (5 ILCS 420/4 A-101 et. seq.).

B. Legal Authority

The Board, as a whole, is the legal corporate authority of the District. As an individual, a Board member has no legal authority to determine policy, give directions to District personnel, or to act or speak for the Board unless specifically authorized to do so by official Board action.

C. Representation

Board members represent all the residents of the District and should avoid representing special interest groups. Board members should also avoid making public promises or statements regarding their votes or position on an issue prior to an official meeting.

D. Board Decisions

Board members should make impartial, unbiased decisions regarding District policies and operations based upon reports, facts, and study and not upon personal interest or prejudice.

E. Board Unity

Board members should accept and endorse majority decisions of the Board and align themselves with Board policies, goals, and objectives.

F. Relationship to the Director

Board members shall honor and respect the delegation of authority and responsibility to the Executive Director. Board members shall work directly with the Director rather than staff and shall not participate in the day-to-day operations of the District. Requests for information concerning District operations and programs shall be directed to the Director. Suggestions for new policies shall be referred to the Director for study, appraisal and final recommendation. Complaints shall be turned over to the Director for investigation and disposition or his/her recommendation as to disposition by the Board. Board members shall support approved actions of the administration.

1.05 Powers and Duties of the Board

The general corporate powers of the Board, as set forth in the Code, include but are not limited to the following responsibilities:

A. Selection of Executive Director

To select an Executive Director as the Board's chief administrative and professional advisor and properly delegate to him/her the authority and responsibility to execute its policies, enforce its rules and regulations and administer the parks and recreation facilities, programs and services of the District.

B. Planning

To plan future development of the District, consistent with the general philosophy of the Board and Director.

C. Policies

To study, develop, and adopt policies that will satisfy the park and recreational needs of the District and to see that such policies are effectively administered.

D. Budget

To adopt an annual budget to provide the best possible facilities, programs, and services to the public and to establish and enforce controls for the expenditure of funds within the limitations of the budget. This duty includes the approval of all District expenditures.

E. Tax Levy

To provide for the levy of taxes within statutory limits in order that funds may be available for the maintenance, improvement, development and operation of the recreation facilities, programs and services to the District.

F. Evaluation, Goals & Objectives

To appraise and evaluate the District's recreational programs, the physical conditions of the buildings and grounds, the efficiency of the personnel, and to establish goals and objectives for recreational programs, land development, capital expenditures, and operations. This duty includes the following:

1. *Work with other agency committees to provide services to mutual communities in an efficient and cooperative manner.*
2. *Monitor, with predetermined procedures, the staff's effectiveness in following the policies and accomplishing the directives of the Board.*
3. *Evaluate the Director and the District annually.*
4. *Keep District residents informed of the state of the District and proposed developments.*

G. Official Actions

To discharge the duties and responsibilities of the Board by official action as a Board of the entire

Board.

H. Other Functions, Powers & Duties

To carry out all other functions, powers and duties described in Article Four of the Park District Code (Code, Section 4-1, *et seq.*)

1.06 Officers of the Board

The Board shall elect a President, Vice President and Treasurer from their members at the annual meeting of the Board. The terms of office shall be one year, or until their successors are elected, and shall become effective immediately following their election at the annual meeting. (Code, Section 4-8). Commissioners may declare their interest in an Office advance of the Annual Meeting.

A. President

The duties of the President shall include but not be limited to presiding at all meetings of the Board, calling special meetings of the Board on his own motion or on request of two or more of the Board members and cause notice of any such special meeting to be given to all Board members as required by law, and performing such other duties as usually pertain to the office as required by law or as delegated to the President by the Board. The President shall have the right to vote upon all questions which come before the Board. (Code, Section 4-9)

B. Vice President

During the absence of the President, it shall be the duty of the Vice President to preside at meetings of the Board and to perform such duties of the President.

C. Treasurer

The Treasurer shall, in cooperation with the Deputy Executive Director, report to the Board monthly all receipts and disbursements and submit such financial statements and detailed information as may be required by the Board and the Treasurer shall review investment of Park District funds and the Treasurer shall be bonded in an amount the Board deems appropriate. (Code, Section 4-8).

1.07 Appointed Personnel of the Board

The Board shall appoint a Secretary, Executive Director, Attorney and Auditor, prescribe their duties and establish the term of appointment. The Secretary need not be a Board member, in which case the Board may fix their compensation. (Code, Section 4-8)

A. Secretary

The duties of the Secretary shall include but not be limited to being present at meetings of the Board, preparing the agenda for all Regular and Committee of the Whole meetings and submitting it to the Board in advance of the meeting, keeping accurate records of all official proceedings of the Board, preparing and publishing such reports as are required by law and pertain to the office, administering oaths and affirmations, maintaining a correct and up-to-date copy of the District's policy manuals, keeping of the corporate seal of the District, causing to be published all ordinances required to be published by statute, giving notice of all regular and special meetings of the Board in the manner provided by law, supervising elections and referenda within the District, and performing such other duties as usually pertain to the office, as are required by law, or as may be delegated by the Board. (Code, Section 4-8). In the event of the Secretary's absence, the Board shall appoint an Acting Secretary.

B. Executive Director

The Director shall be the chief administrative officer of and professional advisor to the District. The Board shall establish a job description for this position and shall delegate to the Director sufficient authority and responsibility to execute the Board's policies and establish standard operating

procedures based on those policies, enforce established rules and regulations, and administer the daily operations of the parks, recreation programs, facilities, and services of the District for the benefit of the public. The Director may delegate his authority but shall nevertheless be responsible to the Board. The Board shall perform an annual written evaluation of the Director or more often as may be deemed necessary.

C. Attorney

The Attorney shall be the advisor to the Board and for the District in all legal matters and shall be in charge of the prosecution and defense of all litigation in which the District is interested. The duties of the Attorney shall include but not be limited to drafting or reviewing any ordinances, resolutions and agreements and other instruments required by the Board, giving opinions on all questions referred to him/her by the Board, and performing such other legal duties as are required by the Board. The Board shall annually review the compensation and working agreements of the Attorney.

D. Auditor

The Auditor shall audit the Park District's financial records in accordance with the laws of the State of Illinois using generally accepted auditing practices. As a matter of practice, the Board shall review the Audit firm every three to five years.

1.08 Committees of the Board

A. Special Committees

1. *Board Committees*

The President of the Board may, from time to time, appoint, by and with the consent of the Board, establish special short-term Board committees as the need arises.

2. *Citizen Advisory Committees*

The President of the Board may, from time to time, appoint, by and with the consent of the Board, establish special committees from District residents for the purpose of studying specific problems of the District, and affording help and assistance in the District's major undertakings.

B. Meetings of Committees

All meetings of Committees are subject to the rules and regulations set forth in the Open Meetings Act (5 ILCS 120/1 et. seq.) and shall be scheduled, conducted, and recorded accordingly.

1.09 Board Meetings

A. Open Meetings Act

All official meetings of the Board are subject to the rules and regulations set forth in the Open Meetings Act (5 ILCS 120/1 et. seq.) and shall be scheduled, conducted, and recorded accordingly. The Park District recognizes that whenever a majority of a quorum of a public body gathers to discuss public business, the Open Meetings Act applies. The Park District recognizes that this same principle applies whether members of a public body are physically present or communicating through telephone conference call, electronic mail (email), or other means of contemporaneous interactive communication. When addressing a quorum of the members of a public body, members of the Board and other subsidiary bodies of the Park District will only use telephone conference calls and email to disseminate information and not to discuss public business. Such telephone calls and emails should not be used by members to weigh, examine, discuss or consider a matter now before the public body or a matter that is reasonably likely to come before it in the future. Telephone conference calls and email will not be used for debating, deliberating, advocating, consensus building or deciding any issue by a majority of a quorum in violation of the Open Meetings Act.

B. Annual Meeting

The annual meeting of the Board shall be held on the first Regular Board Meeting in May of each year at 7:00 p.m. This shall be the organizational meeting of the Board where the President, Vice-

President and Treasurer shall be elected, and the Secretary, Executive Director, Attorney, and Auditor shall be appointed. Other business may be transacted at this meeting.

C. Regular Meetings

Regular meetings of the Board shall be held on the third Tuesday of each month at 7:00 p.m. If the designated meeting falls on a holiday or a day with conflicts, the date may be changed by the Board subject to the notice requirements of the Open Meetings Act.

D. Special Meetings

Special meetings of the Board may be called by the President on his own motion or on request of two or more Board members. Notice of any such special meetings shall be given as required by the Open Meetings Act (5 ILCS 120/1 et. seq.).

E. Workshop Meetings

If a Workshop Meeting is scheduled, it will be held on the first Tuesday of the month at 7:00 p.m. At this meeting, the Board will review recommendations made on policy matters pertaining to the following functions of the District: Administrative, including District administration, finance, personnel and public relations; Parks (including maintenance and park planning), Recreation; and Revenue. The meeting format is to encourage informal discussion of the business of the Glen Ellyn Park District.

F. Place of Meetings

All Board meetings shall be held at Spring Avenue Recreation Center, 185 Spring Avenue, Glen Ellyn, Illinois. However, the Board may, from time to time, change the location of any such meeting subject to the notice requirements of the Open Meetings Act.

G. Executive Session

The Board may hold a meeting closed to the public or close a portion of a meeting to the public for reasons authorized under Section 2 of the Open Meetings Act (5 ILCS 120/2, *et seq.*) and in accordance with the procedures of the Open Meetings Act. Although a consensus may be reached on authority or limits of possible future action, no final action on any Board matter may be taken during a closed meeting.

H. Schedule and Notice of Meetings

The schedule and public notice of all regular, rescheduled, or reconvened Board meetings for each calendar year shall be made available in accordance with the Open Meetings Act.

I. Quorum

A majority of the members of the Board shall constitute a quorum for each Board meeting and for the transaction of business.

J. Agenda

The agenda for each Board meeting shall be co-determined initially by the President and the Executive Director. Any two (2) members of the Board may add an item to an agenda prior to its publication in accordance with the Open Meetings Act. The Agenda and Board meeting packet will be provided to the Board at least four (4) days prior to the meeting. The agenda will be the following:

Call to Order Roll Call
Pledge of Allegiance
Changes to the Agenda
Approval of Consent Agenda
Public Participation
Communications/Proclamations (if any)

Staff Recognition
Unfinished Business
New Business
Matters from Staff
Matters from Commissioners
Closed (Executive) Session (when called)
Arise from Closed (Executive) Session (if called)
Announcement of next Regular Meeting
Adjournment

K. Public Participation

As required by the Open Meetings Act the public shall be provided an opportunity to offer public comment during the "Public Participation" portion of the agenda, subject to the public participation rules adopted by the Board. The Board President may permit Public Comment on a specific agenda item at the time the item is called for business before the Board in lieu of receiving that public comment at the otherwise designated opportunity on the Agenda.

L. Discussion

All discussion before the Board shall be with the entire Board and in audible throughout the meeting room. The President may limit the discussion to matters pending before the Board and may suggest time limitations on discussion.

M. Voting

A majority of the quorum present at each Board meeting shall be required for the passage of all motions. All ayes and nays will be recorded as a roll call vote for the passage of all ordinances and upon the proposition to, a) create any legal liability; b) for the expenditure or appropriation of money; or c) at the request of any Commissioner. The results of all votes will be recorded in the meeting minutes. The act of a majority of Commissioners present at the meeting at which a quorum is present will constitute an act of the Board. However, if statute should set different requirements on the voting of any matter, the vote required by the statute will prevail.

N. Minutes of Meetings

The Secretary of the District shall keep written minutes of all Board meetings as specified by the Open Meetings Act (5 ILCS 120/2.06). The unofficial minutes of the preceding month's Board meetings shall be approved by the Board at the Regular Meeting of the succeeding month and signed by the Secretary of the District after any required corrections are made. Approved minutes of all Board meetings shall be made available to the public as specified by the Open Meetings Act and the Freedom of Information Act (5 ILCS 140/1 et. seq.) and, in the case of minutes of Closed Sessions, as authorized by Board action.

O. Executive Session Minutes

Minutes of Executive Session Meeting minutes shall be reviewed by the Board every 6 months, or as soon after as is practicable, to determine whether it is appropriate to release these minutes to the public (5 ILCS 120/2.06(d)). When reviewing Executive Session Meeting minutes, the Board will determine, and report in open session, whether (a) the need for confidential treatment still exists for all or a portion of the minutes, or (b) the minutes or portions of the minutes no longer require confidential treatment and are available for public inspection.

P. Rules of Order

Roberts Rules of Order shall govern in all questions of procedure not herein otherwise provided, unless suspended.

Q. Corporate Seal

The Corporate Seal of the District shall be circular in form with the words "GLEN ELLYN PARK DISTRICT", "DU PAGE COUNTY, ILLINOIS" between concentric rings upon the margin, and the word "SEAL" within the inner circle.

R. Suspension of Rules

To suspend a rule or to change the order of business, a majority vote of the members of the Board present at that meeting shall be required to approve the motion seeking such action.

S. Attendance by Electronic Means

Prior to the conducting of business, the President of the Board or appointed designee shall require a roll call to determine which Park Commissioners are physically in attendance. The Board Secretary shall take note of each Commissioner's presence and note their physical presence at the meeting for the minutes of the meeting.

Provided a quorum of the Board of Park Commissioners is physically present at the location indicated in the notice of meeting, and the quorum is noted as provided in the above paragraph, any Park Commissioner may attend by telephone or video conference, or any other contemporaneous method approved by the physically present quorum of Park Commissioners, provided such attendance is requested as a result of:

1. *Personal illness or disability.*
2. *Employment purposes or the business of the public body.*
3. *Family or other emergency.*
4. *Unexpected childcare obligations.*

Any Commissioner desiring to attend a regular or special meeting of the Board of Park Commissioners by telephone or video conference or other contemporaneous, electronic method ("remote attendance") shall inform the Board Secretary and President of the Board of his or her desire for remote attendance and the reason for the request as soon as practicable, but in no case later than sixty minutes prior to the scheduled start of the meeting.

Those Commissioners physically present at the meeting, upon a motion duly made and seconded, shall vote to determine whether to allow electronic participation immediately following taking of roll call, attendance, pursuant to the terms and conditions of Park District Ordinance 07-02.

If a quorum of Commissioners is physically present at the meeting place as indicated in the meeting notice and a Commissioner's remote attendance is approved by a majority vote of those Board members physically present, the President or appointed designee shall instruct the Board Secretary to connect the Commissioner desiring to attend by remote attendance to the meeting. The Board Secretary shall then add said Commissioner to the list of those in attendance in the minutes and shall also indicate their attendance by remote means.

Any Commissioner in remote attendance shall be considered present for all purposes of full participation and voting.

Approved by the Board of Commissioners: June 24, 1994

Amended by Board of Commissioners: 9/19/2000; 03/20/2001; 07/16/2002; 11/2002/2005; 12/19/2006; 03/20/2007; 02/19/2008; 01/20/2009; 05/17/2011

GLEN ELLYN PARK DISTRICT													
Travel, Meal, and Lodging Expense & Reimbursement Form													
Name:		Department:			Date:		Purpose for Travel:						
ESTIMATED PRE TRAVEL EXPENSES													
Travel/ Event Date (xx/xx/xx)	Registration	Airfare	Taxi/Bus/ Train/ Mileage (\$)	Lodging	Meals			Parking	Misc. (Tolls)	Total Estimated Costs	Notes		
					Breakfast	Lunch	Dinner						
										\$ -			
										-			
										-			
										-			
										-			
										-			
Total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Department Director Approval:									Date:				
ACTUAL EXPENSES													
Travel/ Event Date (xx/xx/xx)	Registration	Airfare	Taxi/Bus/ Train/ Mileage (\$)	Lodging	Meals			Parking	Misc. (Tolls)	Total Actual Costs	Paid With P-Card	Reimb. Amount	Notes
					Breakfast	Lunch	Dinner						
										\$ -		\$ -	
										-		-	
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										-		-	
Total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Requestor Signature:									Date:		2025 Mileage Reimbursement Rate: \$.70 per mile Scan final approved form and supporting documentation to travel@gepark.org		
By signing this form, I hereby certify that the expenses listed above were incurred for official business or for any training, professional development or education, beneficial to the Park District and are allowed pursuant to Park District policy.													
Department Director Approval:					Date:		Executive Director Approval:				Date:		
Attach Accounts Payable Voucher(s), original receipts for all expenses, supporting documentation describing the nature of the official business, event or program, and any other documentation that would assist the Board in considering your request for reimbursement, to this form. At the discretion of the Board, additional documentation relevant to the request for reimbursement may be required prior to action by the Board.													

2.00 Administrative Policy

2.01 Administrative Office

The administrative and administrative and principal business office of the District shall be located at the Spring Avenue Recreation Center, 185 Spring Avenue, Glen Ellyn, Illinois 60137.

2.02 Official Records

District public records as defined by the Code, the Local Records Act (50 ILCS 205/1, *et seq.*), the Freedom of Information Act Paragraph 43.101, *et seq.*), the Freedom of information Act (5 ILCS 140/1, *et seq.*) and the Open Meetings Act (5 ILCS 120/1, *et seq.*), shall be made available for inspection and copying in accordance with the rules and regulations of the above stated laws.

A. Procedure for Submitting a Freedom of Information Act (FOIA) Request

1. Submission of Request:
 - Submit all FOIA requests in writing (in person or by mail) to the following address:
FOIA
185 Spring Avenue,
Glen Ellyn, IL 60137.
 - Alternatively, requests may be submitted via email to: foia@gepark.org.
2. Response Timeline:
 - Responses to FOIA requests will be provided within five business days unless the response is duly extended under Section 3 of FOIA or by agreement of the parties; the request constitutes a commercial or voluminous request; or the requestor is a recurrent requestor under the provisions of FOIA.
3. Appeals Process:
 - If a request is denied, the appeals process as outlined in the Illinois Freedom of Information Act can be followed.
4. Inspection or Copies of Information:
 - Requesters may choose to either inspect the requested information or receive copies.
5. Fees and Formats:
 - Information will be provided in electronic format at no charge.
 - For hard copies:
 - The first 50 pages (black and white, letter or legal size) are provided free of charge.
 - Additional pages are available at \$0.15 per page.
 - For color or odd-sized copies, the actual cost of reproduction will be charged.

2.03 Chain of Command

A. Administration Department

The Glen Ellyn Park District, Executive Director is responsible for the overall operation and function of the agency. If the Executive Director is unable to perform the duties of the position, due to being out of the office on business or vacation, or is out of the office due to illness, the Executive Director shall appoint one of the following department heads to be in charge during his/her absence:

1. Deputy Executive Director
2. Director of Recreation and Facilities
3. Director of Planning and Natural Resources
4. Directors' Assistant and Board Secretary

If the Executive Director is away from the Park District for a period longer than 30 days, the Park Board may appoint an Acting Director.

B. Finance & Personnel Department

The Deputy Executive Director is responsible for the overall operation and function of the Finance & Personnel Department. If the Deputy Executive Director is unable to perform the duties of the

position, due to being out of the office on business or vacation, or is out of the office due to illness, the Accounting Manager will be in charge of the department. In the event the Deputy Executive Director and the Accounting Manager are out of the office on business or vacation, or due to illness, the Directors' Assistant and Board Secretary shall oversee departmental operations.

C. Recreation Department

The Director of Recreation and Facilities is responsible for the overall operation and function of the Recreation Department. If the Director is unable to perform the duties of the position, due to being out of the office on business or vacation, or is out of the office due to illness, the Superintendent of Recreation Services and the Superintendent of Athletics will be in charge of those respective departments. In the event the Director and the Superintendent of Recreation Services are out of the office on business or vacation, or due to illness, the Superintendent shall appoint someone to oversee departmental operations.

D. Parks Department

The Director of Planning and Natural Resources is responsible for the overall operation and function of the Parks Department. If the Director is unable to perform the duties of the position, due to being out of the office on business or vacation, or is out of the office due to illness, the Superintendent of Park Operations will be in charge of the department. In the event the Director and Superintendent of Parks are out of the office on business or vacation, or due to illness, the Superintendent shall appoint a Parks Department employee to oversee departmental operations.

The Executive Director has the authority to revise or change the Chain of Command as he/she sees appropriate and in the best interest of the operation of the Glen Ellyn Park District.

2.04 Conflict of Interest

The Board of Commissioners recognizes that the Park District's success and reputation is entrusted to the Board members and the Park District employees and that the honesty, integrity and ethical standards of Commissioners and staff must never compromise that success and reputation.

Each action taken by a Board member and/or employee in the course of their duties will be motivated by the Park District's best interest and will be free of outside influence and self-interest. In addition, Board members shall have no direct or indirect financial interest in any aspect of the Park District's operations.

The determination that a particular act or situation constitutes conflict of interest and the action taken will be the responsibility of the Board for those cases where a Commissioner or the Director is involved and will be the responsibility of the Director in those instances when a staff member is involved. The District's Attorney will be available to assist with issues involving potential conflicts of interest.

In accordance with this policy, Board and staff members shall comply with the following:

- Board and staff members will disclose all memberships or financial interest in companies or organizations doing business with the Park District.
- Board members will abstain from voting on any action in which they have, or personally believe they could appear to have, a financial interest.
- Board members and selected staff personnel must file a Statement of Economic Interests annually with the DuPage County Clerk as required by law. (Illinois Governmental Ethics Act, 5ILCS 420/4A-101, *et seq.*).

2.05 Park and Facility Use

A. Philosophy

The District is ever mindful that the public parks and facilities of the community are held in trust by the District for the use and enjoyment of the general public and this use and enjoyment is a valuable right; the First and Fourteenth Amendments to the United States Constitution guarantees to

individuals and groups the inalienable right of public assembly and expression and, historically, public parks and facilities have been a forum for such expression; and an orderly assembly, properly administered, is in accord with the rights of the general public, nearby park residents, and normal activities within the parks and facilities. For these reasons, the District intends to make the parks and facilities available for various uses.

B. Conditions

So that the philosophy stated above shall not be misunderstood, the use of District parks and facilities shall be restricted by certain conditions including but not limited to:

1. The District shall not delegate to any group or individual its duty of administering the parks and facilities.
2. Permission to use a park or facility shall be granted only where the function can be reasonably accommodated by the park system and such use will not unduly interfere with the rights of the general public, the general public enjoyment of the park or facility, the prior use by District programs or by others, and will not present a clear and present danger to the health and safety of the residents.
3. No function shall be undertaken or conducted in a District park or facility by any group or individual without a written application being filed and approved and a permit being issued.
4. Any permit issued may contain reasonable terms and conditions that will protect District property and assure orderly and proper use of the park or facility.
5. Any permit issued may be revoked for misrepresentation in the application or for violations of the terms and conditions of the permit; the ordinances, rules and regulations of the District; and the laws of the State of Illinois.
6. The issuing of a permit shall not be construed as an endorsement by the District or the Board of the subject matters discussed, the opinions expressed, or the group sponsoring the function.
7. Further policies concerning the use of District parks and facilities may be found in the Glen Ellyn Park District Policy Manual, Chapter VI., Recreation Department and Chapter VII., Revenue Facilities.

C. Use of Parks by Contractors

All contractors shall be required to apply for and receive a permit to gain access to District property with vehicles, equipment, or supplies for the purpose of contracted work on property adjacent to District property.

2.06 Control of the Parks

The Board shall have the authority to establish by ordinance all needful rules and regulations for the government and protection of parks, boulevards and driveways, and other property under its jurisdiction (Code, Section 8-1 [d]) and to prescribe such fines and penalties for the violation of ordinances as it shall deem proper not exceeding \$1,000 for any one offense (Code, Section 8-1 [e]).

2.07 Citizen Input

In order to ensure that the Park District continues to provide quality park and recreation services for the residents of the community, it is the policy of the Park District to involve residents in the planning process for Park District programs and facilities. Such involvement constitutes an interaction between staff and residents for purposes of gathering pertinent information. Involvement shall include but not be limited to neighborhood notification of planning meetings via U.S. mail, staff attendance at neighborhood and meetings, conducting program evaluations and periodic surveying of Park District residents. The Park District shall conduct a comprehensive assessment study at least every ten (10) years to determine the direction of the Park District.

2.08 Cooperative Agreements

Whenever feasible and advantageous to the Park District and legally permissible, staff shall investigate cooperative planning, development and maintenance and purchases of equipment, facilities, and programs with other agencies both governmental and private. Such cooperative agreements shall include but are not limited to joint programming, cooperative facility use, joint land purchase, cooperative land development and joint facility design and construction.

2.09 Naming Rights Policy

A. Purpose

To establish a naming rights policy for public parks, facilities, major feature within a park or facility, athletic fields, playground, or other element by selecting a name that would add additional credibility to said area and the department.

B. Authorization

The Glen Ellyn Park District Board of Commissioners shall have the authority for the naming of all public parks, facilities, and other elements by passing a majority vote of the Board in favor of or rejecting a motion at a public board meeting.

C. Statement of Intent

1. The Glen Ellyn Park District's parks, park amenities, and facilities are generally a limited public forum to be used primarily for recreational activities intended to promote good health, fitness and wellness of families.
2. The District is a local government entity, created by State authority, and as such does not promote any political party candidate, agenda, or viewpoint, or endorse or promote any religious group or viewpoint.
3. It is the policy of the Glen Ellyn Park District to reserve the naming or renaming of parks, recreation/special facilities, athletic fields, and or major features within said areas for circumstances that will best serve the interests of its residents, local businesses and municipalities, and visitors as well as ensure a worthy and enduring legacy for the Glen Ellyn Park District's parks and facilities.

D. Terms of the Policy

1. The Glen Ellyn Park District reserves the right to refuse sponsorships or naming rights if it would be inconsistent with the mission and operational philosophies of the District.
2. Sponsorships or naming rights will not be accepted from any organization, business, agency or individual whose mission or goal conflicts with the District's operational philosophies or mission statement, attached to this policy as **Exhibit "A."**
3. The District will not support or endorse any political party, candidate, agenda or viewpoint, or endorse or promote any religious group or viewpoint. Therefore, the District will not accept donations or naming rights which are associated with any political party, candidate, agenda, or viewpoint of any kind, or with any religious group or viewpoint.
4. Among the values of the District are the promotion of good health, fitness, and the wellness of families. Therefore, any sponsorships or naming rights which are associated with promoting the use or sale of tobacco, the use of or sale of alcoholic beverages to under aged persons or over consumption of alcoholic beverages, or any other products that adversely affect good health and fitness, or which are unsuitable for viewing by minor children because of their explicit sexual depictions or content, use of language, or other similar reasons, will not be permitted by the District.

E. Procedures for Naming Rights

1. The Glen Ellyn Park District Board of Commissioners has the authority to determine if the sponsored name of a park, facility, or element shall be accepted.

2. The Glen Ellyn Park District Board of Commissioners may accept or deny any name that is inconsistent with the District policies.
3. If the naming rights are approved, written notice shall be provided to the donor along with a sponsorship naming agreement which shall be consistent with the terms of the policy.
4. If the naming rights are refused, written notification shall be provided to the donor, together with reasons for refusal, which reasons shall be consistent with the terms of the Policy.
5. Donor naming may also have specific terms for discontinuation based on Board policy or within the donor agreement established. Donor naming agreements may include provisions for ongoing and special maintenance costs, such as the renovation and/or maintenance of said facility and/or element.

2.10 Advertising and Sponsorship Policy

A. Purpose

This policy sets forth/outlines the guidelines for the acceptance of sponsorships and the placements of advertising within the Glen Ellyn Park District facilities, publications, or sponsorships of activities, events, or park amenities. The primary objectives are to:

1. Generate revenue: Support the Park District's mission by generating additional revenue for park improvements, program enhancements, facility maintenance, and special events.
2. Maintain community values: Ensure all sponsorships and advertising align with the Park District's values and mission, and do not conflict with the best interests of the community.
3. Protect park integrity: Maintain aesthetic and recreational value of park facilities and preserve their natural beauty.
4. Transparency and accountability: Establish clear and transparent procedures for evaluating and approving sponsorship and advertising opportunities across all District areas.

B. Eligibility

Advertising and sponsorship opportunities will be extended to any business, non-profit agency, governmental agency, organization, or individual that wishes to have a presence with the Glen Ellyn Park District on a first-come, first-served basis, provided that the proposed advertising and sponsorship proposals conform with the policies as stated herein.

C. Authorization Required

All property and publications of the Glen Ellyn Park District are intended and exclusively used for the business operations of the District in providing governmental service and programs to and for the District residents. Except as required by law or expressly established by an affirmative action of the District's Board of Park Commissioners, no property or publication of the District shall be considered an open, limited, or designated public forum.

No person shall have a right to access or use any District property or publication for any purpose other than the intended and authorized governmental purpose or service. Placement of advertisements or sponsorship messages on District property or in District publications shall require specific authorization. The Glen Ellyn Park District possesses sole and final decision-making authority for determining the appropriateness of any advertising or sponsorship relationship and reserves the right to refuse to enter into any proposed agreement.

1. Approval Authority

- Proposals under \$1,000: May be approved by the relevant Superintendent or Director, or their designee
- Proposals between \$1,000 and \$4,999: Require written approval from the Department Director or their designee
- Proposals between \$5,000 and \$30,000: Require written approval from the Executive Director or their designee

- Proposals exceeding \$30,000: Require written approval from the Board of Park Commissioners
- Board of Park Commissioners review: The Executive Director may refer any proposal to the Board of Park Commissioners for review and approval

Proposals for advertising and sponsorship of the Glen Ellyn Park District programs or services shall clearly outline the forms of support sought and offered, including monetary contributions, in-kind donations and volunteer hours, the recognition to be given by the District, the specified term of the agreement, and payment terms, including the amount of any monetary contributions, payment schedule and deadlines, and an applicable late payment penalties. Advertisers and sponsors are required to fulfill all financial obligations within the agreed-upon timeline as specified in the contract.

D. Permissible Advertisers or Sponsors and Message Content

Advertisements or sponsorships on Glen Ellyn Park District property are maintained as a nonpublic forum. Glen Ellyn Park District intends to preserve its rights and discretion to exercise full editorial control over the placement, content, appearance, and wording of advertising or sponsorship affiliations and messages. The District may make distinctions on the appropriateness of advertisers or sponsors based on the subject matter of a potential advertising message.

All advertisers or sponsors will follow **Section 2.09 Naming Rights Policy of the Glen Ellyn Park District**, D. Terms of Policy. Advertising or sponsorship from an organization that is engaged in any of the following activities, has a mission of supporting any of the following subject matters, or that, in the sole discretion and judgement of the authorized representative of the Glen Ellyn Park District or Board of Park Commissioners, is deemed to be unsuitable for and contrary to community standards or appropriateness for government publications, shall be prohibited on any Glen Ellyn Park District property or in District publications.

E. Community Values

For the purposes of this policy, "Community Standards" shall be understood to encompass the shared values and expectations of the Glen Ellyn community, including but not limited to:

- Respect for diversity and inclusion: Upholding principle of equality, fairness, and respect for all individuals, regardless of race, ethnicity, religion, gender, sexual orientation, disability, or other protected characteristics.
- Family-friendly environment: Promoting activities and messages that are appropriate for families and children.
- Support for education and recreation: Aligning with the Park District's mission to provide quality recreational and educational programs for all residents.
- Environmental stewardship: Promoting environmental sustainability and responsible practices.

The Glen Ellyn Park District is committed to fostering a healthy and inclusive community. All sponsorships and advertising must align with these philosophies and mission as stated in Exhibit A.

F. Terms & Conditions

1. Intellectual Property and Indemnification

- a) Advertisers and sponsors are solely responsible for obtaining all necessary rights and permissions for the use of photographs, trademarks, trade names, copyrighted material, or any other legally protected property.
- b) Advertisers and sponsors shall indemnify and hold harmless, the Glen Ellyn Park District, its officers, agents, employee, and volunteers from any and all claims, liabilities, damages, costs, and expenses (including attorney fees) arising from the

use of such materials, including any claims of copyright infringement, trademark infringement, defamation, invasion of privacy, or any other legal or equitable claim.

- c) Advertisers and sponsors warrant that all information and materials submitted for advertising or sponsorship are accurate, truthful, and do not violate any applicable laws or regulations.

2. Liability

- a) Advertisers and Sponsors assume full liability for the content of all advertising and sponsorship messages, including text, images, and any other materials.
- b) The Glen Ellyn Park District is not liable for any delays in the publication or placement of advertising or sponsorship messages due to unforeseen circumstances, including but not limited to acts of God, government actions, equipment failures, or other events beyond the District reasonable control.
- c) If an error or omission occurs in the publication or placement of an advertising or sponsorship message, the Glen Ellyn Park District's liability shall be limited to the amount of the reduction in the value of the advertising or sponsorship due to the error or omission, but in no event shall liability exceed the total cost payable for the advertising or sponsorship space.

3. Placement and Format

- a) The Glen Ellyn Park District reserves the right to revise the size, placement, or format of advertisements or sponsorship messages without prior notice. This includes both physical and digital platforms.
- b) All advertising and sponsorships must comply with accessibility standards outlined by the Americans with Disabilities Act (ADA), ensuring content is accessible to individuals with disabilities.
- c) Advertisers and sponsors are encouraged to consider sustainable and environmentally friendly advertising practices, including the use of recyclable materials and energy-efficient digital displays.

4. Digital and Social Media

- a) In addition to physical advertisements or sponsorship placements, the Glen Ellyn Park District may allow advertising and sponsorship on its digital platforms, including but not limited to its website, social media pages, and email newsletters. The format and placement of digital advertising and sponsorships will be determined by the District.

5. Conflict of Interest

To maintain the highest ethical standards, Park District staff involved in evaluating and approving sponsorship proposals must adhere to the following:

- a) Disclosure: Any staff member with a personal or financial interest (e.g., family ties, ownership, employment) in a potential sponsor must disclose this in writing to their supervisor.
- b) Recusal: Staff with a conflict of interest must step back from any decisions related to that specific sponsorship.
- c) Review: The Executive Director will review all disclosed conflicts and determine appropriate actions.

6. General

- a) The Glen Ellyn Park District reserves the right to refuse any advertisement or sponsorship that does not comply with this policy or applicable laws and regulations.
- b) The words "a paid advertisement" or a similar term may be added to advertising or sponsorship messages.
- c) No conditions in any agreement, order, or instructions related to any advertisement or sponsorship shall be binding on the District if such conditions conflict with this policy or any other applicable District policies.
- d) The Park District may grant exclusive sponsorship rights within specific categories.

- e) For information regarding naming rights for Park District facilities or amenities, please refer to the separate "Naming Rights Policy."

2.11 Disposition of District Personal Property

From time to time the District may own personal property which is no longer necessary or useful to the District. In this event, the following shall apply.

- A. If the personal property is valued under \$1,000.00, the Director shall authorize the sale in such manner as he or she may designate, with or without advertising the sale.
- B. If the personal property is valued from \$1,000.00 to \$2,000.00, the Director shall authorize the sale based on the receipt of three (3) competitive bids. If three (3) competitive bids cannot be obtained, then the Board shall authorize the sale by resolution in such manner as they may designate, with or without advertising the sale.
- C. If the personal property is valued at more than \$2,000.00, the Board shall authorize the sale by resolution in such manner as they may designate, with or without advertising the sale.
- D. If feasible, the personal property may be converted into some other form that is useful to the District by using the material in the personal property.
- E. If feasible, the personal property may be conveyed as part payment on a new purchase of a similar item.
- F. A written record shall be kept of any and all disposition of District personal property.

2.12 Loan of District Equipment

The District shall cooperate with other governmental agencies in the loan of equipment between the agencies. The loan of District equipment shall only be made where the District's operations will not be interfered with and the borrowing agency furnishes the transportation of the equipment, necessary labor for dismantling and erecting the equipment, receipts for the equipment, and obligates itself to return and replace any equipment lost or damaged while in the borrowing agency's custody.

2.13 Vendor Incentives and Awards

Any and all promotional incentives and/or contest awards made available to District personnel by vendors, which are based on District purchases, shall automatically become the rightful property of the District. The Director shall be notified immediately of any such offering. Incentives and/or awards shall include but not be limited to purchase premiums, free goods offered, promotional allowances, cash prizes, special sales commissions, and merchandise prizes.

2.14 Refunds of Park District Programs

The Glen Ellyn Park District is dedicated to offering exceptional recreation activities, events, and programs. Your satisfaction is important to us, and we encourage you to share your feedback, suggestions, and ideas for improvement.

Due to the demand for participation and the limited number of spots available in Glen Ellyn Park District programs, events, camps, sports etcetera, refunds and prorated fees will not be issued due to non-attendance or schedule conflicts. Except for cancellations initiated by the Park District, please note that all withdrawals that result in monetary refunds will incur a service fee of \$10 unless a commitment fee or cancellation fee is applied. No refunds will also be issued after the end of a session, program and/or activity.

This fee will be waived if you choose one of the following options:

- Transfer to a different activity or service.
- Apply the full program cost as a credit to your Glen Ellyn Park District household account for future use.

In the event the District cancels an activity, makeup classes may be offered or, if no makeup classes are offered, a credit to your account or a refund will be issued.

Refund Request Deadlines and Policies Prior to the Start of a Program

ACTIVITY	DEADLINE/REFUND POLICY
General Activities, Registered Events, and Summer Camps	Refunds available up to one week prior to the activity start date.
Preschool Education Program, Kindergarten Enrichment, and Adventure Time Before and After School Care	The \$150 commitment fee is non-refundable. All cancellations for the school year must be made before August 1. Due to the nature of the Preschool and Adventure Time programs, any cancellation will forego the \$150 commitment fee, plus a prorated refund based on the days attended. For Preschool and Adventure Time no refunds will be issued after January 1 st unless warranted due to Medical reason or Family relocation.
Chameleon Theatre Productions	No refunds after the second rehearsal.
Recital Dance	<ul style="list-style-type: none"> • Refunds available up to one week prior to the activity start date. • Costume fees are non-refundable.
Youth House Baseball Youth House Soccer Girls House Softball Winter Youth Basketball	Refunds available up to two weeks prior to the first game.
Rebels Travel Baseball (Full-Time and Part-Time) Phillies Travel Softball (Full-Time and Part-Time)	<ul style="list-style-type: none"> • The \$350 commitment fee is non-refundable. • Before January 1: Full refund minus the \$350 fee. • After January 1: Prorated refund minus the \$350 fee will be applied only for medical reasons (with a doctor's note) or family relocation otherwise no refund will be given.
Golden Eagles Tackle Football	<ul style="list-style-type: none"> • May 1-July 31: Full refund minus a \$100 cancellation fee. • After August 1: No refunds.
Golden Eagles Flag Football	<ul style="list-style-type: none"> • May 1-August 31: Full refund minus a \$35 cancellation fee. • After September 1: No refunds.
Golden Eagles Sideline Cheerleading Golden Eagles Competitive Cheerleading	<ul style="list-style-type: none"> • No refunds after May 1. • Uniform fees are non-refundable.

Bulldogs Lacrosse	<ul style="list-style-type: none"> • February 1-March 31: Full refund minus a \$75 cancellation fee. • After March 31: No refunds. • Uniform fees are non-refundable.
Lakers FC Travel Soccer Midwest FC Travel Soccer	<ul style="list-style-type: none"> • The \$300 commitment fee is non-refundable. • Before August 1: Full refund minus the \$300 commitment fee. • After August 1: No refunds.
Cyclones Volleyball Girls Lacrosse RISE Field Hockey Grasshoppers Tumbling Team	Refunds available up to one week prior to the activity start date.
Gators Swim Team and Inclusive Gators	Refunds available up to two weeks prior to the first meet.
Private Lessons and Personal/Sports Training	Refunds are available for unused sessions within 365 days of purchase.

Not eligible for refunds

The following are not eligible for refunds, credits or any form of remissible payment.

- Food, meals, or catering included as a part of a program, party, event, or rental.
- Concession sales
- Daily facility admissions and drop-in fees
- Pool passes
- Day trips or tickets to entertainment
- Registered and drop-in special events
- Program supplies and materials
- Garden plots
- Gift certificates
- Fitness memberships
- Platform tennis memberships
- Clay tennis court memberships
- Dog park memberships
- Walking track memberships
- Punch cards and 5-visit passes

Medical Refunds

A prorated refund may be issued if the participant withdraws for medical reasons. Medical refunds require a signed doctor's note explaining the injury or illness and must be submitted within 10 business days of when the participant first misses the program due to the injury or illness. Medical refunds will be subject to applicable cancellation fees and cannot be processed after the program has ended.

Parties & Rentals

All rental facilities have unique refund policies. All refunds for parties and facility rentals are subject to the specific refund policy outlined in the rental agreement for the respective facility. Please refer to your rental agreement for specific cancellation fees and/or refund eligibility.

Form of Refund

All refunds will be processed using the original payment method from registration or issued as a credit to your account.

Refund requests are typically processed within 10-15 business days.

2.15 Procedures for Use of Volunteers

The Park District recognizes the need for volunteers in order to successfully implement programs and services. Individuals who volunteer their time and expertise to the Glen Ellyn Park District provide an important service and help further our mission to provide the very best in park and recreational opportunities, facilities, and open lands for our community. Whenever possible, volunteers are utilized to maximize community involvement and to enhance the overall quality of parks, programs, and facilities.

These procedures are intended to help promote a productive, safe and mutually beneficial environment for park district volunteers by setting appropriate expectations.

A. Applicability

The procedures apply to individuals who:

1. Volunteer their services directly to the park district, whether on an ad-hoc basis or through a formal volunteer program.
2. Provide services under the supervision of the park district's staff; and
3. Receive no compensation for such services.

B. Volunteer Requirements and Procedures

1. Volunteers are required to read, complete and sign the "Glen Ellyn Park District Volunteer Waiver and Release Form." A parent's or guardian's signature is required for volunteers who are under the age of 18. Participation will be denied if the signature of the volunteer, and if required, the parental or guardian signature and date are not completed on the waiver form.
2. For the safety of participants and facility visitors, any volunteer who will directly supervise vulnerable individuals (youth, elderly, disabled, etc.) without the presence of a Park District staff member or those working in a regular, reoccurring volunteer position, must submit to, and satisfactorily clear a criminal background check according to the type of services and/or the location of services to be provided.
3. Volunteers will receive training on the required duties, safe operations, and the use of any necessary Personal Protective Equipment (PPE) to conduct the volunteer work for the District.
4. All volunteers must report to a full-time staff employee at the Park District. Volunteers may receive supervision from part-time staff or occasionally other volunteers in certain situations. The full-time employee is responsible for volunteer management, including any recognition, mentoring, discipline and evaluation that may need to occur.
5. All supervisors must make an effort to visit and observe volunteers on an on-going basis to ensure that the volunteer is performing to expectations
6. Supervisors will provide feedback in the form of verbal and written evaluations to volunteers with on-going responsibilities. In the case of short-term volunteers, evaluations will not be given because these are usually one-time volunteers.
7. Supervisors will provide feedback in the form of verbal and written evaluations to volunteers with on-going responsibilities. In the case of short-term volunteers, evaluations will not be given because these are usually one-time volunteers.
8. Volunteers must comply with all Park District's policies and the procedures assigned for their volunteer work.
9. Volunteers may receive a free meal and Glen Ellyn Park District apparel when they participate in select events. All volunteers are welcome to join us for appreciation events.
10. The Park District encourages staff to increase volunteer retention through recognition, training, professional development and treating volunteers as a valuable part of the organization. Staff shall provide a welcoming environment for all volunteers and shall keep in touch with volunteers throughout the year. Staff shall also enlist volunteers in recruiting other volunteers to further increase volunteer retention.

2.16 Guidelines for Honoring Volunteers and Service Organizations

Appropriate recognition will be given to volunteers, service organizations and others. Rewards and recognition will be at the discretion of the Executive Director. The following guidelines have been established to recognize volunteers, service organizations and others:

- A. Volunteered time on a particular event
- B. Volunteered time on an advisory committee
- C. Donated money, services, supplies or equipment to the Glen Ellyn Park District
- D. Each department will be responsible for tracking their volunteers

2.17 Sexual Harassment Policy

Any commissioner of the Glen Ellyn Park District Board of Park Commissioners ("Park Board") who believes that s/he has been sexually harassed by another Park Board Commissioner may file a complaint with the Park Board President.

If the Board President is the reporting person or is implicated by the allegation, the report can be made to any other Park Board Commissioner. Any report under this section must be referred to the District's legal counsel. The District's legal counsel shall promptly appoint a qualified independent attorney or consultant to review and investigate the allegations. The Executive Director and Board President are hereby authorized and directed to implement and administer the Policy in accordance with applicable law, including the Illinois Human Rights Act (775 ILCS 5/1-101, *et seq.*).

Approved by Board of Commissioners: June 21, 1994, June 2015

Amended by Board of Commissioners: 09/19/00, 05/20/03, 11/22/05, 06/19/07, 04/22/08, 06/2016, 05/17/201

Exhibit A

Glen Ellyn Park District Operational Philosophies and Mission

The Glen Ellyn Park District has served the recreational needs of Glen Ellyn residents for over 100 years. We play a vital role in enhancing people's lives and creating a more connected community. The District also serves as an important steward of public lands.

Over the years, many facilities and open spaces have been added to the Park District's holdings to meet the growing needs of our community. We maintain 29 parks for community use, both for unstructured and programmed recreation. The District also operates 21 playground structures and maintains over 300 acres of open space for community enjoyment, recreation, fitness, and leisure.

The District takes pride in providing high-quality recreational experiences. Each year, we offer more than 700 programs and special events for you and your family to enjoy. You will find program offerings listed in our seasonal Playbooks. Our programs are affordable and convenient for everyone.

The Park District's mission is driven to foster diverse, community-based leisure opportunities, through a harmonious blend of quality recreation programs, facilities and open space which will enhance the quality of life into the future.

3.00 Criminal Background Check Policy

3.01 Purpose

The purpose of the Criminal Background Check Policy is to provide a means of protecting program participants from foreseeable criminal activity, especially involving children, reducing theft and/or property damage and avoiding liability for negligent hiring. The Park District shall utilize the services of the Illinois State Police and/or F.B.I. for this policy.

3.02 Guidelines

The Park District is required by state statute (70 ILCS 1205/8-23) to obtain criminal conviction information concerning all employment applicants and will initiate a criminal background check on applicants for all positions following a conditional job offer and prior to the applicant starting work. Any conviction for the offenses enumerated in subsection (c) of said statute (70 ILCS 1205/8-23(c)) (regardless of when the conviction sentenced ended) will automatically disqualify the applicant from consideration for working for the Park District, and any conviction of offenses enumerated in subsection (d) of said statute (70 ILCS 1205/8-23 (d)) where the sentence ended within the seven years prior to employment will automatically disqualify the applicant from consideration for working for the Park District. Any other conviction(s) will not automatically disqualify the applicant from consideration, but rather, the Park District will consider such conviction(s) pursuant to its Criminal Convictions Policy (3.04 of this Manual). Applicants are not required to disclose sealed or expunged records of corrections. The Park District may require applicants to submit fingerprints and/or other identification information to facilitate such an investigation. All information concerning the record of convictions will be confidential and only transmitted to those persons who are necessary to the employment decision process.

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

As a condition of employment or volunteering, the above individuals will be required to execute an authorization allowing the Glen Ellyn Park District to conduct a background investigation.

3.03 Convictions

A. Disqualifying Convictions

In some circumstances, the law may require the Park District to disqualify an applicant (or dismiss an employee) with certain criminal convictions automatically (see Section 4.02 of this Manual). In all other instances, the District will not consider conviction records in making adverse employment decisions regarding applicants and employees unless: (1) there is a substantial relationship between one or more of the previous criminal offenses and the employment sought or held; or (2) the granting or continuation of the employment would involve an unreasonable risk to property or to the safety and welfare of specific individuals or the general public.

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

- security of others;
- d) facts or circumstances surrounding the conviction;
- e) age of the applicant/employee at the time of conviction; and
- f) evidence of rehabilitation efforts.

B. Notice of Pending Adverse Action and Interactive Process

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

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

C. Notice of Adverse Action or Hiring/Continued Employment

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

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

3.04 Confidentiality

All records from the Illinois State Police shall be furnished, pursuant to positive identification, to the Park District in accordance with applicable law. Any information concerning the record of convictions obtained by the Park District shall be confidential and may only be transmitted to those persons who are necessary to the decision on whether to hire the applicant for employment. A copy of the record of convictions obtained from the Department of State Police shall be provided to the applicant for employment, along with the Notice of Duty set forth below. Any person who releases any confidential information concerning any criminal convictions of an applicant shall be guilty of a violation of State law and shall be subject to criminal punishment for same. If such violations are committed by an employee of the Park District said employee shall also be subject to discipline up to and including possible dismissal.

3.05 Cost of Background Check

Fees for conducting the background check will be assessed to the appropriate recreation program or fund.

Revised by Board of Commissioners: August 19, 1997
Amended by Board of Commissioners: September 19, 2000
Reviewed by Board of Commissioners: October 5, 2003; February 5, 2008

4.00 Open Space Policy

4.01 Purpose

The Board of Commissioners recognizes that open space is one of the primary ingredients in a well-balanced park district and that there is a need for basic definitions, guidelines, and goals to bring about and maintain a proper balance.

4.02 Definition

Open space is defined as any area of undeveloped land which:

- A. Provides outdoor recreation opportunities for residents.
- B. Guides urban growth into efficient corridors of development.
- C. Provides Park District residents with sufficient open space to maintain a well-balanced community and to assure neighborhood divisions with recreational areas.

4.03 Open Space Goals

Open space goals for the present and the future revolve around the following:

- A. To plan and develop an open space system in keeping with the growth of the Village of Glen Ellyn, Milton, and York Townships, DuPage County, and the Forest Preserve District of DuPage County.
- B. To identify and protect areas of environmental quality (areas that would give residents exceptional and aesthetic value) which are conducive to desirable recreational facilities and/or activities.
- C. To preserve land and water areas within the District will make possible important multi-use public services such as water retention areas, school/park sites, city/park district cooperative recreational areas, and, when possible, provide cooperation with the Forest Preserve Districts to preserve areas of conservation.
- D. To promote open space land acquisitions, whether by consent or condemnation, that will explicitly recognize the full range of public purpose and needs for open space within the Districts.

Approved by Board of Commissioners: 2-15-88

Revised by Board of Commissioners: 11/19/9, 6/15/99, 2/19/08

5.00 Land Acquisition Policy

5.01 Purpose

Acquiring adequate park, recreation, and open space acreage to meet the needs of Glen Ellyn's growing population presents a challenge. Land is being consumed for development at an alarming rate. The population density of these developments is increasing. More land is needed for wider roads and bigger shopping centers.

The cost of suitable park sites is increasing daily. Due to this fact and the necessity to satisfy all demands of a planned unit development, the planning and zoning professionals and officials of Glen Ellyn and other units of government near the District are urged to act wisely in equitably allocating competing uses of land. Public park and recreation land should bear as much emphasis as roads, streets, and schools. It is noted that this policy shall encompass the following elements:

- A. That the establishment and operation of land facilities and programs to serve the active and passive recreation interests and cultural needs is a governmental responsibility and therefore a responsibility of the Glen Ellyn Park District.
- B. It is recognized that in order to serve the recreation and park interests of Glen Ellyn Park District, cooperation must exist between school, Village, County, and State governments.
- C. A division of responsibility must exist between those levels of government in order to more effectively provide recreation services according to types of resources and programs provided. The Park District and neighboring school districts are responsible for acquiring lands, developing and operating programs and facilities on a neighborhood level. Tot lots, large community parks for passive as well as active recreation, including museums, golf courses, and swimming pools are also the responsibility of the Park District. The County and State shall supplement the Park District with large forest preserve facilities in large tracts of land.

5.02 Land Acquisition Goals

It shall be a goal of the Park District to select park sites that contribute to a diversified, balanced park system that meets the needs of Park District residents and the park standards in the District's master plan. The development of a park system offering diverse facilities and programs to all age groups year around cannot be achieved overnight. Therefore, it is imperative that a system of priorities be established so the most pressing needs are met first. Finding a source of revenue large enough to sustain a continuous ever-expanding Park District is a problem of major consequence. Therefore, it shall be a policy of the Park District in acquiring land to give preference to those sites that can be developed for a self-sustaining operation that will not add to the tax burden supporting its operation. Such facilities shall be golf courses, fitness centers, or other self-liquidating or revenue producing facilities.

5.03 Negotiating Purchase of Real Estate

The property owner shall be contacted and the Park District's interest and need for this particular property explained. The property owner shall be informed that appraisals have been made. The Park District shall submit an offer based upon the appraisal.

Negotiation towards the purchase shall be carried on as long as the atmosphere appears to be fruitful; however, due consideration shall be given to a deadline for acquisition, complexity of proposed acquisition and other related matters. When all attempts at negotiation fail and the property in question is essential to the park system, condemnation proceedings shall be initiated.

5.04 Donation of Land

Donation of land shall be acknowledged and encouraged, particularly for new development in accordance with existing Park District standards. The Village of Glen Ellyn has enacted and implemented an Ordinance

providing for "Dedication of park lands and school sites or for payments of Fees In-Lieu-Of." (Glen Ellyn Mun. Code 11-4-11). This Ordinance can be an excellent tool for acquiring park land.

5.05 Criteria for Requiring Park and Recreational Land

A. Requirement and Population Ratio

The ultimate density of a proposed development should bear directly upon the amount of land required for dedication per Village of Glen Ellyn Regulations.

B. Criteria for Requiring a Contribution in Lieu of Park Sites

Where the development is small and the resulting site is too small to be practical or when the available land is inappropriate for park and recreational purposes, the sub-divider or developer should pay a cash contribution in lieu of the land dedication required. The cash contribution in lieu of park and recreation land dedication should be held in trust by the Park District, for the acquisition of park and recreation land as hereinbefore classified, which will be available to serve the immediate or future needs of the residents of that subdivision or development or for the improvement of other existing local park and recreation land which already serves such needs. The cash contribution will be based on the Park District's Cash In Lieu of Land Ordinance.

C. Criteria for Requiring Dedication and Fee

There will be situations in subdivisions or planned unit development when a combination of land dedication and a contribution in lieu of land are both necessary. These occasions will arise when:

1. Only a portion of the land to be developed is proposed or deemed by the Park District as appropriate for the location for a park site. That portion of the land within the subdivision falling within the park location should be dedicated as a site as aforesaid, and a cash contribution in lieu thereof shall be required for any additional land that would have been required to be dedicated.
2. A major part of the local park or recreational site has already been acquired and only a small portion of land is needed from the development to complete the site. The remaining portions should be required by dedication, and a cash contribution in lieu thereof should be required.

D. Easements

The Park District recognizes that an easement is a limited right over land owned by another; however, easements such as scenic or pathways along creeks are in the public benefit and shall be encouraged when title is not available.

E. Leases

Obtaining rights to use of land by leases is a positive practice. Land may be leased from individuals, corporations, utility companies, and other public bodies. Terms of leases will vary; however, length of leases will determine the type and amount of investment the Park District would be willing to approve. Charges for utilities and taxes on such property shall be paid by the Park District. The Park District shall carry appropriate liability insurance on the property, sufficient to protect the rights of the owner. No other charges will be considered by the Park District. In effect leases entered into by the District shall not carry any costs for the District.

F. Annexation

1. Areas adjoining Park District property and facilities which are outside the corporate limits of the District should be considered carefully for annexation to the District.
2. Areas adjacent to the Park District should be carefully considered for annexation if the following conditions are met:
 - a) The Park District can easily serve the area.
 - b) The area is not currently being provided with park and recreational services by another unit of government.

- c) The cost of providing services would not place a financial burden on present residents of the District.
- 3. Areas should be carefully considered for annexation whenever the long range requirements for open space of the District can be served.

5.06 Reservation of Additional Land

Where the standards of the Park District call for a larger amount of public open space than the developer can be reasonably expected to dedicate or donate, the land needed beyond the developer's fair contribution is to be reserved for subsequent purchase by the Park District, provided that such acquisition is made within one year from the date of approval of the final plat of the development.

Approved by Board of Commissioners: 2-15-88

Revised by Board of Commissioners: 11/19/99, 6/15/99 and 2/19/08

6.00 Volunteer Organization and Committee Fund Raising

6.01 Purpose

Volunteer organizations and Committees (Organizations) as defined below that are affiliated with Park District recreational programming, may wish to conduct fund raising activities. Fund raising activity is deemed necessary to help the Organization generate revenues which will benefit the program with resources beyond customary taxes or fees.

6.02 Forward

Volunteer organizations recognized by this policy as being affiliated with Park District recreational programming include, but are not limited to, Glen Ellyn Girls Softball Association, Glen Ellyn Youth Soccer Organization, Glen Ellyn Travel Soccer Organization, Glen Ellyn Youth Football Association, Glen Ellyn Gators Swim Organization, Bulldogs Lacrosse, Golden Eagles Cheer program, Grasshopper Gymnastics, and Glen Ellyn Youth Baseball Association. Each organization is governed by the rules, regulations and policies of each entity as authorized by the Glen Ellyn Park District.

6.03 Ability to Fund Raise

- A. Volunteer organizations affiliated with the Glen Ellyn Park District may conduct an event for the purpose of fund raising on behalf of their organization.
- B. All fund-raising efforts and budgets must be approved in advance, in writing, through the Director of Recreation and Facilities, and at the discretion of said Director, may need approval by the Executive Director and/or the Park Board of Commissioners. A determination will be made based upon public benefit and perceived public acceptability of the fund-raising effort.
- C. In the event the organization is using Park District facilities for their fund-raising efforts, fees may be waived at the discretion of the Executive Director. Any staff time or direct costs associated with the event shall be reimbursed to the Park District, as agreed upon prior to the event.

6.04 Publicity

- A. All fund-raising events will be considered co-sponsored by the Glen Ellyn Park District for purposes to the extent necessary, of being an act of government speech.
- B. All publicity must include "Glen Ellyn Park District" and use the Park District logo on all promotional material.
- C. All promotional material must be reviewed by the Director of Recreation and Facilities and/or the Superintendent of Marketing and Communications prior to distribution.

6.05 Administrative Responsibility

- A. All fundraising must have identified a specific goal (i.e., new uniforms).
- B. All checks must be made payable to the Glen Ellyn Park District or other organization as designated by the Deputy Executive Director.
- C. All funds raised must be deposited with the Park District's Finance Department within two business days of the event.
- D. Financial reports must be submitted to the Deputy Executive Director within 10 days of the event.
- E. Payment of expenses which result from the fund-raising event will be paid for utilizing the Park District Finance Department within 30 days of presentment according to Illinois law.

6.06 Forms of Fund Raising

- A. Solicitation of funds from businesses and local merchants in exchange for commensurate recognition in program activities.
- B. Direct door-to-door sales of products by program participants and representatives utilizing the net proceeds for capital expenditure purposes, in which case a Village permit is required. The product shall be chosen carefully so as to be of comparable worth to the price requested.
- C. Miscellaneous minor fund-raising activities such as the sale of program booklet advertising space, bake sales, car washes and dinner dances.
- D. Other activities that include direct participation by the program participants and their families.

6.07 Management of Funds

- A. Funds from all volunteer organization fund raising will be invested.
- B. Interest income will be allocated to the fund in accordance to the percentage of the specific committee contribution to the investment.

Approved by Board of Commissioners: October 18, 1999
Revised by Board of Commissioners: February 19, 2008
Reviewed by Board of Commissioners: October 7, 2003



MEMO

August 19, 2025

TO: Park District Board of Commissioners
FROM: Nathan Troia, PLA, Director of Planning and Natural Resources
CC: Dave Thommes, Executive Director
RE: Lenox Road Garden Plots Pay Application #2

On February 19th, staff publicly noticed invitations for bid, requesting contractors to provide proposals for improvements at the Lenox Road area of Ackerman Park. The scope of work included concrete sidewalks, asphalt pathways, shelter installation, and construction of new garden plots.

This is Phase 2 of the Ackerman Park Lenox Site Addition OSLAD project. Phase 1 included the pickleball courts and is under a separate contract.

Attached is payout request #2 for the Lenox Road Garden Plot Improvements in the amount of \$109,780.85. This payout is from Daybreaker, Inc., who is the general contractor for this project.

This payout represents the work completed in June to July. The work is anticipated complete by the end of August before the OSLAD deadline.

Recommendations: As the services identified within the payout request have been performed, staff recommends Board approval for Daybreaker's payout request #2 for the Lenox Road Garden Plots in the amount of \$109,780.85.

Motion: I make a motion to approve Daybreaker's payout request #2 for the Lenox Road Garden Plots in the amount of \$109,780.85.

Application and Certificate for Payment

TO OWNER: PROJECT: Lenox Rd. Garden Plots APPLICATION NO: 002
PERIOD TO: **Distribution to:**
OWNER: ☒ ARCHITECT: ☐
CONTRACTOR: ☒ FIELD: ☐
OTHER: ☐
FROM CONTRACTOR: VIA ARCHITECT: CONTRACT FOR: Lenox Rd. Garden Plots
CONTRACT DATE: April 15, 2025
PROJECT NOS: / /

CONTRACTOR'S APPLICATION FOR PAYMENT

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

1. ORIGINAL CONTRACT SUM	\$350,000.00
2. NET CHANGE BY CHANGE ORDERS	\$0.00
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$350,000.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$156,765.47

5. RETAINAGE:

a. 10.00 % of Completed Work (Column D + E on G703)	\$15,676.55
b. 0 % of Stored Material (Column F on G703)	\$0.00
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$15,676.55

6. TOTAL EARNED LESS RETAINAGE	\$141,088.92
(Line 4 Less Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$31,308.07
(Line 6 from prior Certificate)	

8. CURRENT PAYMENT DUE	\$109,780.85
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$208,911.08

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

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

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

ARCHITECT'S CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED \$109,780.85
(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT: By: Date:

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



MEMO

August 19, 2025

TO: Park District Board of Commissioners
FROM: Nathan Troia, PLA, Director of Planning and Natural Resources
CC: Dave Thommes, Executive Director
RE: 453 Forest Ave Demolition Bid Results

453 Forest Avenue will be the future site of the new Downtown Park for the Glen Ellyn Park District. In preparation for park construction in 2026, staff have been working to demolish the building this year, expediting next year's schedule.

On July 18th, staff publicly noticed invitations for bid, requesting contractors to provide proposals for demolition of the abandoned building at 453 Forest Ave, formerly the US Bank Building. The scope of work includes removing the building and drive-thru canopy, filling the void and restoring the footprint to grass. The parking lot and curbs will remain until the next phase of construction. This project scope is for the building only.

The bid opening for the was conducted on August 11th, at which time (12) sealed bids were received, opened, and read aloud. Overall, the bids were competitive and are comparable to project estimates.

The lowest two bids were:

- Rezzar Demolition, LLC
- Alliance Demolition & Excavation Services, Inc.

Staff is still performing due diligence on the submitted bids and will have more information to present at the Board meeting.



BID TABULATION FORM - As Read

Project: US Bank Demolition

Date: 8/11/2025, 1:00pm

Bidders Name	Bidders Location	Adnd. 1	Adnd. 2	Base Bid
Rezzar Demolition, LLC	Algonquin, IL	X	X	\$48,200.00
Alliance Demo.	Chicago, IL	X	X	\$74,890.00
Donegal Services	Lemont, IL	X	X	\$106,000.00
KLF Enterprises	Markham, IL	X	X	\$118,000.00
Anthem Excav.	Itasca, IL	X	X	\$127,421.00
Strategic Demo. & Excav.	Elmwood Park, IL			\$162,500.00
American Demolition	Carol Stream, IL	X	X	\$175,700.00
Integro Builders, LLC	Chicago, IL	X	X	\$186,219.76
Tiles in Style dba Taza Const.	S.Holland, IL	X	X	\$189,999.00
Dale Inc	New Lenox, IL	X	X	\$205,016.00
Alpine Demolition	St. Charles, IL	X	X	\$248,100.00
Omega III	Elgin, IL	X	X	\$250,950.00

Addendum 1: Issued July 28, publicly on the GEPD website. Included clarifications to the plans and information about asbestos abatement.

Addendum 2: Issued Aug. 1, publicly on the GEPD website. Included clarifications to the plans.

Opened By: NT

Witnessed By: KD

Glen Ellyn Park District

Investment Report

July 31, 2025

	Prior Year July 2024	3rd Quarter September 2024	4th Quarter December 2024	1st Quarter March 2025	2nd Quarter June 2025	Current Year July 2025
Bank Balances						
Glen Ellyn Bank & Trust	\$ 1,102,299.61	\$ 815,026.51	\$ 675,036.68	\$ 1,005,587.14	\$ 603,241.64	\$ 937,389.91
Illinois Funds - 9347	5,852,585.56	5,613,936.92	5,482,666.87	5,086,584.13	4,506,180.53	3,708,062.22
Illinois Park District Liquid Asset Fund	231,493.27	233,447.38	236,148.16	238,605.70	241,076.00	241,921.88
Illinois Metropolitan Investment Fund	7,599,713.01	9,754,531.31	7,025,255.76	6,795,575.56	9,525,322.84	9,633,477.08
Total Bank Balance	\$ 14,786,091.45	\$ 16,416,942.12	\$ 13,419,107.47	\$ 13,126,352.53	\$ 14,875,821.01	\$ 14,520,851.09
Interest Rates						
Illinois Funds - 9347	5.38%	5.23%	4.69%	4.44%	4.43%	4.44%
Illinois Park District Liquid Asset Fund	5.14%	4.98%	4.43%	4.16%	4.11%	4.13%
Illinois Metropolitan Investment Fund	5.10%	4.93%	4.37%	4.26%	4.30%	4.29%
Interest (1)						
Illinois Funds - 9347	\$ 29,824.69	\$ 24,762.42	\$ 20,319.39	\$ 19,073.45	\$ 18,616.97	\$ 15,848.69
Illinois Park District Liquid Asset Fund	1,003.98	949.75	885.02	840.56	812.13	845.88
Illinois Metropolitan Investment Fund	32,608.46	37,291.50	23,338.12	22,909.95	29,588.24	34,827.71
Total Interest	\$ 63,437.13	\$ 63,003.67	\$ 44,542.53	\$ 42,823.96	\$ 49,017.34	\$ 51,522.28

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



General Ledger
Consolidated Budget By
Account Type



User: ncinquigrani
Printed: 8/13/2025 12:17:53 PM
Period 07 - 07
Fiscal Year 2024 - 2025

Description	2024 End Bal	2024 Budget	2025 End Bal	2025 Budget
Revenue				
Property Tax Receipts	3,956,535.90	7,400,256.00	4,120,922.57	7,683,950.00
Other Taxes	209,894.93	328,000.00	146,274.48	164,000.00
Charges for Services	1,584,807.19	2,225,900.00	1,774,154.30	2,331,170.00
Program Fees	5,290,703.44	5,593,245.00	5,878,170.77	6,264,751.00
Rentals	668,342.64	866,300.00	727,261.01	1,012,850.00
Concessions	94,287.70	81,950.00	92,889.63	118,000.00
Product Sales	40.00	0.00	20.00	0.00
Interest Income	564,156.52	564,000.00	319,748.34	224,000.00
Licenses & Permits	18,910.00	18,010.00	17,530.00	26,345.00
Grants & Donations	371,100.00	1,086,350.00	1,146,503.00	2,228,000.00
Debt Proceeds	1,360,935.00	6,457,395.00	0.00	4,050,000.00
Miscellaneous Income	100,712.51	66,500.00	48,869.62	56,000.00
Transfers Received	4,658,673.00	4,655,673.00	3,616,518.00	3,616,518.00
Chargeback Revenue	589,058.25	589,058.00	756,219.58	756,220.00
Revenue	19,468,157.08	29,932,637.00	18,645,081.30	28,531,804.00

General Ledger Consolidated Budget By Account Type



User: ncinquigrani
Printed: 8/13/2025 12:17:53 PM
Period 07 - 07
Fiscal Year 2024 - 2025

Description	2024 End Bal	2024 Budget	2025 End Bal	2025 Budget
Expense				
Salaries & Wages	2,469,036.88	4,690,566.00	2,690,146.46	4,953,032.00
Salaries & Wages - Programs	515,861.25	881,915.00	517,125.35	877,622.50
Contractual Labor	9,579.33	10,000.00	0.00	12,000.00
Contractual Services - Other	328,319.26	702,714.00	334,826.93	738,976.00
Contractual Services- Programs	1,431,974.74	2,367,451.00	1,564,770.59	2,546,296.75
Materials & Supplies	318,592.14	579,650.00	301,518.60	615,450.00
Materials & Supplies -Programs	208,358.35	516,463.00	251,453.00	547,493.50
Computer SoftHardware Equip.	12,995.61	55,000.00	12,554.12	57,500.00
Other Equipment	47,792.50	358,500.00	291,867.87	322,250.00
Building & Landscaping	47,919.37	137,600.00	51,985.77	131,300.00
Insurance Expenses (PCL)	98,068.41	197,900.00	95,229.78	214,314.00
Employment Expenses	653,613.27	1,335,533.00	735,045.92	1,422,837.00
Utilities	304,111.85	588,185.00	331,647.03	680,530.00
Capital	11,763,658.35	15,408,119.00	2,181,298.13	9,469,241.00
Debt Service	398,800.00	2,695,065.00	376,950.00	2,790,741.00
Miscellaneous Expenses	300,123.21	561,582.00	321,083.65	589,500.00
Transfers Out	4,658,673.00	4,655,673.00	3,616,518.00	3,616,518.00
Chargebacks & Indirect Expense	589,058.25	589,058.25	756,219.58	756,219.58
Expense	24,156,535.77	36,330,974.25	14,430,240.78	30,341,821.33

General Ledger
Consolidated Budget By
Account Type



User: ncinquigrani
Printed: 8/13/2025 12:17:53 PM
Period 07 - 07
Fiscal Year 2024 - 2025

Description	2024 End Bal	2024 Budget	2025 End Bal	2025 Budget
Revenue Total	19,468,157.08	29,932,637.00	18,645,081.30	28,531,804.00
Expense Total	24,156,535.77	36,330,974.25	14,430,240.78	30,341,821.33
Grand Total	-4,688,378.69	-6,398,337.25	4,214,840.52	-1,810,017.33

General Ledger
Consolidated Budget By
Account Type



User: ncinquigrani
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Period 07 - 07
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	1,203,252.75	2,254,600.00	1,252,074.16	2,356,200.00
10	Other Taxes	104,947.46	164,000.00	73,137.23	82,000.00
10	Interest Income	106,848.58	130,000.00	118,773.72	100,000.00
10	Grants & Donations	0.00	0.00	55,000.00	0.00
10	Miscellaneous Income	4,497.20	7,500.00	6,024.67	7,500.00
10	Transfers Received	107,983.00	104,983.00	104,144.00	104,144.00
10	Revenue	1,527,528.99	2,661,083.00	1,609,153.78	2,649,844.00
10	Expense				
10	Salaries & Wages	832,515.85	1,631,454.00	874,095.93	1,629,838.00
10	Contractual Labor	9,579.33	10,000.00	0.00	12,000.00
10	Contractual Services - Other	115,441.42	314,025.00	133,262.63	323,322.00
10	Materials & Supplies	92,179.03	223,550.00	77,955.12	220,300.00
10	Computer SoftHardware Equip.	609.61	33,000.00	4,638.58	34,000.00
10	Other Equipment	0.00	5,000.00	0.00	5,000.00
10	Building & Landscaping	44,626.28	125,000.00	44,915.94	120,000.00
10	Insurance Expenses (PCL)	98,068.41	197,900.00	95,229.78	214,314.00
10	Employment Expenses	249,657.94	585,000.00	260,854.89	565,620.00
10	Utilities	22,743.96	48,350.00	30,654.96	57,700.00
10	Miscellaneous Expenses	31,558.27	66,650.00	26,107.84	73,950.00
10	Transfers Out	2,374.00	2,374.00	122,374.00	122,374.00
10	Expense	1,499,354.10	3,242,303.00	1,670,089.67	3,378,418.00
Revenue Total		1,527,528.99	2,661,083.00	1,609,153.78	2,649,844.00
Expense Total		1,499,354.10	3,242,303.00	1,670,089.67	3,378,418.00
Grand Total		28,174.89	-581,220.00	-60,935.89	-728,574.00
10	Corporate Fund	28,174.89	-581,220.00	-60,935.89	-728,574.00

General Ledger
Consolidated Budget By
Account Type



User: ncinquigrani
Printed: 8/13/2025 12:17:48 PM
Period 07 - 07
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	956,837.18	1,779,900.00	1,004,154.85	1,885,000.00
20	Other Taxes	104,947.47	164,000.00	73,137.25	82,000.00
20	Charges for Services	1,584,807.19	2,225,900.00	1,774,154.30	2,331,170.00
20	Program Fees	5,290,703.44	5,593,245.00	5,878,170.77	6,264,751.00
20	Rentals	668,342.64	866,300.00	727,261.01	1,012,850.00
20	Concessions	94,287.70	81,950.00	92,889.63	118,000.00
20	Product Sales	40.00	0.00	20.00	0.00
20	Interest Income	119,751.27	130,000.00	113,000.00	100,000.00
20	Licenses & Permits	18,910.00	18,010.00	17,530.00	26,345.00
20	Grants & Donations	15,000.00	30,250.00	16,503.00	43,000.00
20	Miscellaneous Income	18,809.76	29,000.00	16,020.60	24,500.00
20	Chargeback Revenue	589,058.25	589,058.00	756,219.58	756,220.00
20	Revenue	9,461,494.90	11,507,613.00	10,469,060.99	12,643,836.00
20	Expense				
20	Salaries & Wages	1,613,918.37	3,009,112.00	1,791,742.25	3,273,194.00
20	Salaries & Wages - Programs	515,861.25	881,915.00	517,125.35	877,622.50
20	Contractual Services - Other	212,877.84	363,689.00	201,564.30	390,654.00
20	Contractual Services- Programs	1,431,974.74	2,367,451.00	1,564,770.59	2,546,296.75
20	Materials & Supplies	226,413.11	356,100.00	223,563.48	395,150.00
20	Materials & Supplies -Programs	208,358.35	516,463.00	251,453.00	547,493.50
20	Computer SoftHardware Equip.	12,386.00	22,000.00	7,915.54	23,500.00
20	Other Equipment	4,088.38	28,500.00	12,771.82	32,250.00
20	Building & Landscaping	3,293.09	12,600.00	7,069.83	11,300.00
20	Employment Expenses	396,874.24	734,783.00	466,232.30	838,967.00
20	Utilities	281,367.89	539,835.00	300,992.07	622,830.00
20	Miscellaneous Expenses	268,564.94	494,932.00	294,975.81	515,550.00
20	Transfers Out	1,342,283.00	1,342,283.00	1,406,144.00	1,406,144.00
20	Chargebacks & Indirect Expense	589,058.25	589,058.25	756,219.58	756,219.58
20	Expense	7,107,319.45	11,258,721.25	7,802,539.92	12,237,171.33
Revenue Total		9,461,494.90	11,507,613.00	10,469,060.99	12,643,836.00
Expense Total		7,107,319.45	11,258,721.25	7,802,539.92	12,237,171.33
Grand Total		2,354,175.45	248,891.75	2,666,521.07	406,664.67
20	Recreation Fund	2,354,175.45	248,891.75	2,666,521.07	406,664.67

General Ledger
Consolidated Budget By
Account Type



User: ncinquigrani
Printed: 8/13/2025 12:17:48 PM
Period 07 - 07
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	1,374,001.30	2,585,756.00	1,410,681.21	2,642,750.00
45	Interest Income	<u>3,000.00</u>	<u>3,000.00</u>	<u>3,000.00</u>	<u>3,000.00</u>
45	Revenue	1,377,001.30	2,588,756.00	1,413,681.21	2,645,750.00
45	Expense				
45	Debt Service	385,350.00	2,588,750.00	376,950.00	2,645,750.00
45	Transfers Out	<u>6,000.00</u>	<u>3,000.00</u>	<u>3,000.00</u>	<u>3,000.00</u>
45	Expense	391,350.00	2,591,750.00	379,950.00	2,648,750.00
Revenue Total		1,377,001.30	2,588,756.00	1,413,681.21	2,645,750.00
Expense Total		391,350.00	2,591,750.00	379,950.00	2,648,750.00
Grand Total		985,651.30	-2,994.00	1,033,731.21	-3,000.00
45	Debt Service Fund	985,651.30	-2,994.00	1,033,731.21	-3,000.00

General Ledger
Consolidated Budget By
Account Type



User: ncinquigrani
Printed: 8/13/2025 12:17:48 PM
Period 07 - 07
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>422,444.67</u>	<u>780,000.00</u>	<u>454,012.35</u>	<u>800,000.00</u>
55	Revenue	422,444.67	780,000.00	454,012.35	800,000.00
55	Expense				
55	Salaries & Wages	22,602.66	50,000.00	24,308.28	50,000.00
55	Employment Expenses	7,081.09	15,750.00	7,958.73	18,250.00
55	Capital	<u>200,541.77</u>	<u>820,518.00</u>	<u>197,855.21</u>	<u>761,442.00</u>
55	Expense	230,225.52	886,268.00	230,122.22	829,692.00
Revenue Total		422,444.67	780,000.00	454,012.35	800,000.00
Expense Total		230,225.52	886,268.00	230,122.22	829,692.00
Grand Total		192,219.15	-106,268.00	223,890.13	-29,692.00
55	Special Recreation Fund	192,219.15	-106,268.00	223,890.13	-29,692.00

General Ledger
Consolidated Budget By
Account Type



User: ncinquigrani
Printed: 8/13/2025 12:17:48 PM
Period 07 - 07
Fiscal Year 2024 - 2025

Fund	Description	2024 End Bal	2024 Budget	2025 End Bal	2025 Budget
85	Asset Replacement Fund				
85	Revenue				
85	Grants & Donations	32,500.00	32,500.00	0.00	0.00
85	Miscellaneous Income	1,000.00	10,000.00	4,600.00	4,000.00
85	Transfers Received	1,242,674.00	1,242,674.00	1,427,374.00	1,427,374.00
85	Revenue	1,276,174.00	1,285,174.00	1,431,974.00	1,431,374.00
85	Expense				
85	Contractual Services - Other	0.00	25,000.00	0.00	25,000.00
85	Other Equipment	43,704.12	325,000.00	279,096.05	285,000.00
85	Capital	5,225.55	99,500.00	64,528.00	68,000.00
85	Transfers Out	950,000.00	950,000.00	2,085,000.00	2,085,000.00
85	Expense	998,929.67	1,399,500.00	2,428,624.05	2,463,000.00
	Revenue Total	1,276,174.00	1,285,174.00	1,431,974.00	1,431,374.00
	Expense Total	998,929.67	1,399,500.00	2,428,624.05	2,463,000.00
	Grand Total	277,244.33	-114,326.00	-996,650.05	-1,031,626.00
85	Asset Replacement Fund	277,244.33	-114,326.00	-996,650.05	-1,031,626.00

General Ledger
Consolidated Budget By
Account Type



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Period 07 - 07
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	333,556.67	300,000.00	83,974.62	20,000.00
94	Grants & Donations	323,600.00	1,023,600.00	1,075,000.00	2,185,000.00
94	Debt Proceeds	1,360,935.00	6,457,395.00	0.00	4,050,000.00
94	Miscellaneous Income	695.00	0.00	5,000.00	0.00
94	Transfers Received	<u>3,308,016.00</u>	<u>3,308,016.00</u>	<u>2,085,000.00</u>	<u>2,085,000.00</u>
94	Revenue	5,326,802.67	11,089,011.00	3,248,974.62	8,340,000.00
94	Expense				
94	Capital	11,550,428.82	14,231,101.00	1,896,842.92	8,299,799.00
94	Debt Service	13,450.00	106,315.00	0.00	144,991.00
94	Transfers Out	<u>2,358,016.00</u>	<u>2,358,016.00</u>	<u>0.00</u>	<u>0.00</u>
94	Expense	13,921,894.82	16,695,432.00	1,896,842.92	8,444,790.00
Revenue Total		5,326,802.67	11,089,011.00	3,248,974.62	8,340,000.00
Expense Total		13,921,894.82	16,695,432.00	1,896,842.92	8,444,790.00
Grand Total		-8,595,092.15	-5,606,421.00	1,352,131.70	-104,790.00
94	Capital Improvements Fund	-8,595,092.15	-5,606,421.00	1,352,131.70	-104,790.00

General Ledger
Consolidated Budget By
Account Type



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Period 07 - 07
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	1,000.00	1,000.00	1,000.00	1,000.00
96	Miscellaneous Income	75,710.55	20,000.00	17,224.35	20,000.00
96	Revenue	76,710.55	21,000.00	18,224.35	21,000.00
96	Expense				
96	Capital	7,462.21	257,000.00	22,072.00	340,000.00
96	Expense	7,462.21	257,000.00	22,072.00	340,000.00
	Revenue Total	76,710.55	21,000.00	18,224.35	21,000.00
	Expense Total	7,462.21	257,000.00	22,072.00	340,000.00
	Grand Total	69,248.34	-236,000.00	-3,847.65	-319,000.00
96	Cash In Lieu of Land Fund	69,248.34	-236,000.00	-3,847.65	-319,000.00

General Ledger
Consolidated Budget By
Account Type



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Period 07 - 07
Fiscal Year 2024 - 2025

Fund	Description	2024	2024	2025	2025
		End Bal	Budget	End Bal	Budget
Revenue Total		19,468,157.08	29,932,637.00	18,645,081.30	28,531,804.00
Expense Total		24,156,535.77	36,330,974.25	14,430,240.78	30,341,821.33
Grand Total		-4,688,378.69	-6,398,337.25	4,214,840.52	-1,810,017.33

Facility Budget Summary Report

July 31, 2025

Description	2024 Period Amt	2024 End Bal	2024 Budget	2024 % YTD	2025 Period Amt	2025 End Bal	2025 Budget	2025 % YTD
Ackerman Sports & Fitness Cent								
Revenue	\$ 237,373	\$ 1,398,554	\$ 1,972,920	70.89%	\$ 297,955	\$ 1,603,692	\$ 2,040,336	78.60%
Expense	321,893	982,136	1,623,270	60.50%	401,461	1,208,152	1,902,250	63.51%
Ackerman Sports & Fitness Cent	(84,520)	416,418	349,650		(103,506)	395,540	138,086	
Boathouse								
Revenue	675	163,945	173,000	94.77%	9,753	181,513	269,425	67.37%
Expense	9,461	49,633	125,820	39.45%	16,343	74,810	154,615	48.38%
Boathouse	(8,786)	114,312	47,180		(6,590)	106,703	114,810	
Main Street Recreation Center								
Revenue	80,415	132,609	140,000	94.72%	79,705	121,074	160,000	75.67%
Expense	26,230	132,257	232,688	56.84%	23,168	129,179	246,635	52.38%
Main Street Recreation Center	54,185	352	(92,688)		56,537	(8,105)	(86,635)	
Maryknoll - Clubhouse								
Revenue	52,874	149,098	260,000	57.35%	43,478	134,309	242,000	55.50%
Expense	56,343	112,189	196,940	56.97%	53,460	114,492	198,716	57.62%
Maryknoll - Clubhouse	(3,469)	36,909	63,060		(9,982)	19,817	43,284	
Maryknoll - Platform								
Revenue	11,256	112,891	197,000	57.31%	5,489	105,596	168,000	62.85%
Expense	40,680	96,537	146,875	65.73%	16,744	81,596	170,410	47.88%
Maryknoll - Platform	(29,424)	16,354	50,125		(11,255)	24,000	(2,410)	
Maryknoll - Splash Pad								
Expense	1,888	9,802	16,500	59.41%	2,920	14,232	29,300	48.57%
Maryknoll - Splash Pad	1,888	9,802	16,500		2,920	14,232	29,300	
Spring Ave Recreation Center								
Revenue	65,014	68,859	69,000	99.80%	65,000	66,728	70,000	95.33%
Expense	30,249	127,136	226,310	56.18%	22,640	144,828	268,596	53.92%
Spring Ave Recreation Center	34,765	(58,277)	(157,310)		42,360	(78,100)	(198,596)	
Spring Ave Dog Park								
Revenue	1,124	33,149	40,000	82.87%	1,040	33,331	40,000	83.33%
Expense	-	2,460	5,000	49.20%	-	945	4,000	23.63%
Spring Ave Dog Park	1,124	30,689	35,000		1,040	32,386	36,000	
Sunset Pool								
Revenue	66,831	646,997	605,000	106.94%	76,333	686,220	794,895	86.33%
Expense	265,264	543,631	833,822	65.20%	273,316	561,899	967,250	58.09%
Sunset Pool	(198,433)	103,366	(228,822)		(196,983)	124,321	(172,355)	



MEMO

August 13, 2025

TO: Park District Board of Commissioners
FROM: Dave Thommes, Executive Director
RE: Social Media and Sponsorship Report

Below is an overview of our digital engagement and sponsorship performance for April 2025. It includes detailed statistics on social media activity, website traffic, email marketing results, and sponsorship revenues, highlighting key metrics and trends.

FACEBOOK	July 2025
Total Page Followers	8,009
Total # of Posts	48
New Followers	121
Reach	59,075
Page Visits	5,591
Content Interactions	997
Links Clicked	1,480
Story Reach	1,912
Group Shares	75
Presence Impressions	259,259

INSTAGRAM	July 2025
Total Followers	4,504
Total # of Posts	48
New Followers	108
Accounts Reached	6,366
Profile Visits	1,326
Content Interactions	1,191
Total # of Stories	73
Story Reach	1,245
Presence Impressions	125,573
TWITTER	July 2025
Total Number of Followers	2,018
Total # of Tweets	49
New Followers	13
Tweet Impressions	13,239
WEBSITE	July 2025
Users	21,000
Traffic - Organic Search	32,544
Traffic - Direct	7,518
Traffic - Referral	1,364

Traffic - Organic Social	390
Page View	65,004
User Engagement	46,221
EMAIL	July 2025
Average Open Rate	48.40%
Emails Sent	339,525
# of Newsletters/Blasts Sent	21
# of Subscribers	16,855
SPONSORSHIP	July 2025
Freedom Four	\$1,450
Family Fun in the Neighborhood	\$300
Movies in the Park	\$250
Thirsty Thursday on the Deck	\$200
Gators Swim Meet In-Kind	\$2,916
July Total Cash Sponsorship	\$2,200
July Total In-Kind Sponsorship	\$2,916
Parking Lot to Park Capital Campaign YTD	\$10,350