

Agenda - November 12, 2019

Minutes - October 8, 2019

Minutes - October 26, 2019

Minutes - November 5, 2019

Minutes - September 10, 2019

NRPA Expenses - Commissioner Lenertz

1.2 Non-Discrimination and Anti-Harassment Policy

1.10 Pre-Employment Tests

1.18 Alcohol and Drug Abuse

2.5 Work Schedules

2.6 Recording of Hours Worked

2.7 Meal and Rest Periods

3.5 Bereavement Leave

4.2 Insurance Plans

6.5 Sobriety and Substance Abuse

Expenditures Approval Report

Report - Executive Director

Report - Superintendent of Recreation.

Report - Superintendent of Parks

Report - Superintendent of Finance

Ordinance 19-03

Ordinance 19-04

Turtle Splash Water Park Pool Membrane Project

Bid Tabulation - Tree Removal and Stump Grinding Project



AGENDA

Regular Meeting of the West Chicago Board of Park Commissioners in the Park District ARC Center Meeting Room 105 201 W National Street, West Chicago, IL 60185.

**Tuesday, November 12, 2019
6:30 p.m.**

Any individual with a disability requiring a reasonable accommodation to participate in this meeting should contact Melissa Medeiros within a reasonable time at the West Chicago Park District Administrative offices, 201 W National Street, West Chicago, IL 60185 or call (630) 231-9474 ext. 100, Monday through Friday 8:30am to 5:00pm. Requests for a qualified interpreter require a five working day notice.

I. Call to Order and Roll Call

II. Pledge of Allegiance

III. Presentations

A. Lauterbach & Amen, LLP

- Presentation of Audited Financial Statements for year ending April 30, 2019
- Management letter

IV. President's Comments

V. Public Comment

Visitors are welcome to address the Board of Park Commissioners. You are asked to sign in and wait to be recognized by the Board President. When recognized, please state your name, address and the item you wish to discuss. It is requested that one spokesperson for a group be appointed to the present the views of the entire group. There will be a 5-minute time limit per speaker.

VI. Approve Meeting Agenda

VII. Consent Agenda

- A. Minutes – October 8, 2019 (Regular Board Meeting)
- B. Minutes – October 26, 2019 (Commissioner and Staff Retreat)
- C. Minutes – November 5, 2019 (Committee of the Whole Meeting)
- D. Ratification of Board of approval of a one-time award in the amount of \$5,400.00 to all eligible full-time and part-time I classification employees which took place on September 10, 2019
- E. Board meal, lodging and travel expenses totaling \$ 1,829.39 for President Lenertz's 2019 NRPA Conference attendance in Baltimore, MD.
- F. Employee Policy Changes
 - 1.2; Non-Discrimination and Anti-Harassment
 - 1.10; Pre-Employment Tests
 - 1.18; Alcohol and Drug Abuse
 - 2.5; Work Schedules

- 2.6; Recording of Hours Worked
- 2.7; Meal and Rest Periods
- 3.5; Bereavement Leave
- 4.2; Insurance Plans
- 6.5; Sobriety and Substance Abuse

VIII. Expenditures

- A. Expenditures Approval Report – October 2019 (Superintendent of Finance)

IX. Staff Reports

- A. Executive Director
- B. Superintendent of Recreation
- C. Superintendent of Parks
- D. Superintendent of Finance

X. Unfinished Business

XI. New Business

- A. Possible Motion – Ordinance 19-03; AN ORDINANCE providing for the issuance of Taxable General Obligation Limited Park Bonds, Series 2019, of the West Chicago Park District, DuPage County, Illinois, and for the levy of a direct annual tax to pay the principal and interest on said bonds.
- B. Review – Ordinance 19-04; Annual Levy Ordinance
- C. Review and Possible Motion - Turtle Splash Water Park Membrane Project; A possible motion finding that the purchase of the Reno Sys' Membrane, by its nature, is not adapted to competitive bidding and award of project to Reno Sys not to exceed \$185,000.
- D. Discussion and Possible Motion – Holiday Bonus for full-time staff; Approval of and determination of dollar amount
- E. Discussion and Possible Motion - Holiday Gift for Greg Frommert and Gene Morrison, year-round Deo-Tek contractors; Approval of and determination of dollar amount
- F. Discussion and Possible Motion - Acceptance of Bid for Tree Removal and Stump Grinding Project for tree removal and stump grinding in the Amount of \$26.55 per diameter inch from Landscape Concepts Management.
- G. Discussion and Possible Motion - Acceptance of Bid for Tree Removal and Stump Grinding Project for existing stump removal in the amount of \$8.00 per diameter inch from Steve Piper & Sons, Inc.

XII. Adjourn Open Meeting



MINUTES

Regular Meeting of the West Chicago Board of Park Commissioners in the Park District ARC Center Meeting Room 105 201 W National Street, West Chicago, IL 60185.

**Tuesday, October 8, 2019
6:30 p.m.**

I. Call to Order and Roll Call

The meeting was called to order at 6:30 p.m. Present were Commissioners Bass, Gunderson, Lenertz, Spencer, Turney, Voelz and Zaputil, Director Major, Superintendents Gasparini, Hoffmann and Radun

II. Pledge of Allegiance

President Lenertz

III. Public Hearing

The Public Hearing was called to order at 6:30 p.m. at the ARC Center of the West Chicago Park District, DuPage County, Illinois (the "District"), 201 W. National Street, West Chicago, Illinois regarding a plan to issue not to exceed \$1,025,000 in aggregate principal amount of the District's General Obligation Limited Tax Park Bonds, Series 2019 (the "Bonds").

Frank Lenertz, President, as Hearing Officer read the following statement:

Good evening, ladies and gentlemen. This hearing will come to order. Let the record reflect that this is a public hearing being held pursuant to the requirements of Sections 10 and 20 of the Bond Issue Notification Act of the State of Illinois, as amended. Notice of this hearing was published on September 25, 2019, in the Daily Herald, a newspaper of general circulation in the District. This is a hearing regarding a plan to issue not to exceed \$1,025,000 in aggregate principal amount of the District's General Obligation Limited Tax Park Bonds, Series 2019 (the "Bonds"). The proceeds of the Bonds will be used for the purpose of (I) financing various capital improvements within the District, (II) paying debt service on the District's outstanding: (A) Series 2015A Bonds that were used to (i) advance refund a portion of the District's outstanding 2009 Bonds, (ii) current refund the District's outstanding 2014 Debt Certificates, and (iii) finance certain capital projects within the District, (B) Series 2015B Bonds that were used to advance refund a portion of the District's outstanding 2009 Bonds, and (C) Series 2017 that were issued to finance certain capital projects in the District, including the construction of a sports performance facility and improvements to the District's Turtle Splash Park and (III) paying certain costs of issuance of the Bonds.

The Bonds will be issued by the District in accordance with the provisions of Section 15 of the Local Government Debt Reform Act of the State of Illinois, as amended, and shall constitute a general obligation of the District, payable from (i) the debt service extension base (the "Base"), as permitted by law, and to determine the lien priority of payments to

be made from the Base to pay the District's limited bonds, and (ii) such other funds of the District lawfully available and annually appropriated for such purpose.

This public hearing is required by Sections 10 and 20 of the Bond Issue Notification Act of the State of Illinois, as amended. At the time and place set for the public hearing, residents, taxpayers and other interested persons will be given the opportunity to express their views for or against the proposed plan of financing, the issuance of the Bonds and the purpose of the issuance of the Bonds.

The Hearing Officer asked if there was anyone who wished to submit written comments. [Please insert comments here] None. The Hearing Officer asked all residents, taxpayers or other interested persons attending the hearing and desiring an opportunity to express their views for or against the proposed Bonds, to please stand so that they may have an opportunity to make those comments or statements. [Please insert comments here] None.

The Hearing Officer concluded the public hearing regarding a plan to issue not to exceed \$1,025,000 in aggregate principal amount of the District's General Obligation Limited Tax Park Bonds, Series 2019.

Let the Record further reflect this public hearing was concluded at the hour of 6:32 p.m., October 8, 2019.

IV. Presentations

A. Michael Guttman, City Administrator – Michael Gutman spoke with Director Major prior to the meeting and was not in attendance.

V. President's Comments

President Lenertz thanked all staff for an awesome job over the summer and reminded Commissioners to attend Park District and Community events, etc. to assist staff and other community entities.

VI. Public Comment

There were no members of the public present.

VII. Approve Meeting Agenda

Commissioner Zaputil motioned to approve the meeting agenda. Commissioner Voelz seconded the motion which carried by voice vote.

VIII. Consent Agenda

Commissioner Zaputil motioned to approve the consent agenda. Commissioner Bass seconded the motion. Roll was called, and motion carried.

Vote:

Yea: Bass, Gunderson, Lenertz, Spencer, Turney, Voelz, Zaputil

Nay: 0

Absent: 0

Consent Agenda items:

A. Minutes – September 10, 2019 (Regular Board Meeting)

B. Minutes – October 1, 2019 (Committee of the Whole Meeting)

IX. Expenditures

Commissioner Zaputil motioned to approve the Expenditures Approval Report. Commissioner Bass seconded the motion. Roll was called, and motion carried.

Vote:

Yea: Bass, Gunderson, Lenertz, Spencer, Turney, Voelz, Zaputil

Nay: 0

Absent: 0

X. Staff Reports

- A. Executive Director – A written report from the Executive Director was delivered to the Board prior to the meeting. Director Major reviewed the report with the Board.
- B. Recreation Department – A written report from the Recreation Department was delivered to the Board prior to the meeting. Director Major reviewed the report with the Board.
- C. Superintendent of Parks – A written report from the Superintendent of Parks was delivered to the Board prior to the meeting. Superintendent Gasparini reviewed the report with the Board.
- D. Superintendent of Finance – A written report and financial statements were delivered to the Board prior to the meeting. Superintendent Hoffmann reviewed the report and financial statements with the Board.

XI. Unfinished Business

None

XII. New Business

Commissioner Voelz motioned to reject all bids and direct staff to rebid the tree removal and stump grinding project. Commissioner Bass Seconded the motion. Roll was called, and motion carried.

Vote:

Yea: Bass, Gunderson, Lenertz, Spencer, Turney, Voelz, Zaputil

Nay: 0

Absent: 0

XIII. Closed Session

There was no closed session called.

XIV. Open Meeting

There was no closed session called.

XV. Call to Order and Roll Call

There was no closed session called.

XVI. Action on Closed Session Items

There was no closed session called.

XVII. Adjourn Open Meeting

Commissioner Volez motioned to adjourn at 7:32 p.m. Commissioner Zaputil seconded the motion which carried by voice vote.



MINUTES

Commissioner and Staff Retreat of the West Chicago Board of Park Commissioners in the William Medill Room at Cantigny Golf Club 27W270 Mack Road, Wheaton, IL 60189.

**Saturday, October 26, 2019
9:00 a.m. to 1:00 p.m.**

I. Call to Order and Roll Call

The meeting was called to order at 9:00 a.m. Present were Commissioners Bass, Gunderson, Lenertz, Spencer, Turney, Voelz and Zaputil, Director Major, Superintendents Gasparini and Radun. Absent was Superintendent Hoffmann

II. Pledge of Allegiance

President Lenertz

III. President's Comments

President Lenertz thanked Commissioners and Staff for their presence and reminded them that everything is on the board today and if anyone has anything they would like to address this is the time to do so.

IV. Public Comment

Reginald Bass, President of Friends of West Chicago Parks Foundation presented the Board with Foundation activity over the past 10 months (appendix A)

V. Approve Meeting Agenda

Commissioner Voelz motioned to approve the Meeting Agenda. Commissioner Bass seconded the motion which carried by voice vote.

VI. Current and Future Commissioners

- A. Resignation of Commissioner Gunderson effect January 1, 2020 – the Board Reviewed Commissioner Gunderson's resignation and thanked her for her years of dedicated service to the Board
- B. Plans for replacement of Commissioner Gunderson – the Board reviewed the plans for replacement – no changes were requested.

VII. Introduction

- A. Welcome, overview of the day's expectations and plan – Director Major welcomed the Commissioners and Staff. Director Major informed everyone present that a great deal of information was going to be presented to them today. Director Major noted that today's meeting will be a vision for the District over the next 3 years. Director Major asked all present to ask themselves what they wanted to get out of today's meeting.

VIII. Historical Review

A. Evaluation of current state of District - Director Major provided the Board with a historical review of the District since 2007 which included:

- Facilities
 - Renovation of Prairie Oaks Family Aquatic Center – Now Turtle Splash Water Park
 - ARC Center
 - Dyer Parks Maintenance Facility
 - Zone250
 - Toucan's Hideaway
 - Removal of Gun Range and several aging facilities throughout the District
- Parks
 - New Park Signs
 - Renovation of 11 ball fields at Pioneer and Reed-Keppler Parks
 - Frisbee Golf, walking trail and Bears playground at Kress Creek Farms
 - One-mile trail at Pioneer Park
 - Level II Arboretum status
 - Core entry
 - Pyramid and Shell additions
 - New picnic pavilions and playgrounds in several park
- Improvements
 - Branding of Park District
 - New Electronic Sign
 - Addition of professional marketing and human resources staff
 - Complete change of computer hardware and software
 - Entire new truck fleet and several pieces of equipment and mowers
 - Theatre program
 - Creation of Friends of West Chicago Parks Foundation

IX. What Does the District Do Best?

A. Review of programming successes – Director Major reviewed the following areas with the Board:

- Turtle Splash Water Park
- ARC Adult Fitness
- Treehouse Parties
- Zone250
- Parks
- Special Events
- Affordability
- Unique Experiences

X. Limitations and Challenges

Director Major reviewed the following challenges for the District:

- Session programming for individuals are not successful
- Business marketing
- Rental space
- Adult leagues/Drop in
- Dance

- ARC Space
- Non-Resident marketing
- Pioneer Gazebo
- Connect to activity, not space
- Transportation

XI. Business Approach

A. Review of financials aspects – Director Major reviewed the following with the Board (4/30/2020 FYE Estimates):

- Expenses
 - Total Operating (Admin) - \$1,835,000.00
 - Bond Debt – \$1,702,980.00
 - Parks - \$801,885.00
 - After School - \$79,966.00
 - Athletics - \$31,120.00
 - Fitness - \$621,150.00
 - Preschool - \$36,374.00
 - Seniors - \$2,814.00
 - Special Events - \$5,956.00
 - Summer Camp - \$68,019.00
 - The Shell - \$30,668.00
 - Theatre - \$35,000.00
 - Turtle Splash - \$329,482.00
- Revenue
 - Overall Tax - \$4,306,657.94
 - Overall Non-Tax - \$1,845,529.25
 - After School - \$168,997.00
 - Athletics - \$46,855.00
 - Fitness - \$503,614.00
 - Preschool - \$52,260.00
 - Seniors - \$5,226.00
 - Special Events - \$12,615.00
 - Summer Camp - \$116,057.00
 - The Shell - \$21,200.00
 - Theatre - \$36,000.00
 - Turtle Splash - \$407,266.00

• Cost Breakdown

Area	Number of Uses	Total Cost Per Usage
After School	140	\$571.19
Athletics	570	\$54.60
Fitness	212,362	\$2.92
Preschool	42	\$866.05
Seniors	472	\$5.96
Special Events	915	\$6.51
Summer Camp	73	\$931.77
The Shell	1,505	\$20.38
Theatre	126	\$277.78
Turtle Splash	46,868	\$7.03

XII. Trends

Director Major reviewed the following trends with the Board:

- Childhood Obesity
- Multi-Functional Spaces
- Diversity
- Inclusion
- Free

XIII. Options and Discussion

- A. Youth field trips – The District does not transport children
- B. Esports – is this a direction the District wants to go in or should we remain an active resource.

XIV. Recommended Direction

The following direction was established throughout the course of the meeting:

November 1, 2019 through October 1, 2020

- Rebuild class programming for West Chicago Park District. This will essentially allow the staff to scrap the current programming offerings and begin anew
- Emphasis on Outdoor Outreach programs such as Picnic in the Park, possible fishing derbies, nature walks, and other to be determined offerings for the community
- Explore the possibility of technology- oriented programming as well as possible Esports activities
- Emphasis on Activity Based Programming philosophy
- Explore possible reintroduction of Spooky Trail and scary venue
- Eliminate the transportation business which relates to programs
- Install Turtle Splash pool liner
- Replace Turtles Splash roof
- Refurbish Turtles Splash ‘Turtle’
- Submit grant request for Phase III of Kress Creek
- Repave Wilson St. entering into Kress Creek Farms
- Initiate environmental consultant to determine possibility of insulation addition at Park Maintenance Facility. Also, determine cost of replacement/refurbish of Lions Pavilion
- Initiate Community Needs Survey
- Develop new rental rates for rooms
- Purchase/lease new 580D Lawn mower

November 1, 2020 through October 1, 2021

- Evaluate results of Grant submittal for Kress Creek Farms, fine tune final plans for development
- Secure finance plan for Kress Creek Farms project for next year. Should include Bike Park project and two playground installations at Cornerstone and Prince Crossing
- Develop Turtle Splash master plan for 10-year renovation and maintenance

- Plan for demolition of Preschool along with the movement of Preschool to ARC Fall of 2021
- Initiate plan to relocate the Lions Pavilion in Reed Keppler Park
- Demolish home at Kress Creek Farms
- Begin field development at Kress Creek, northwest side
- Evaluate and react to Community Needs Survey

November 1, 2021 through October 1, 2022

- Tear down Pioneer Gazebo, and replace with alternate feature
- Complete construction on primary Kress Creek project
- Replace Lions Pavilion
- Finalize timeline and location for Bike Park install
- Installation of two playgrounds at Cornerstone and Prince Crossing Parks

XV. Closed Session

There was no closed session called.

XVI. Open Meeting

There was no closed session called.

XVII. Call to Order and Roll Call

There was no closed session called.

XVIII. Action on Closed Session Items

There was no closed session called

XIX. Adjourn Open Meeting

Commissioner Voelz motioned to adjourn the meeting at 1:00 p.m. Commissioner Spencer seconded the motion which carried by voice vote.



MINUTES

**Committee of the Whole Meeting of the West Chicago Board of Park Commissioners
in the Park District ARC Center Meeting Room 105
201 W National Street, West Chicago, IL 60185.**

**Tuesday, November 5, 2019
6:00 p.m.**

I. Call to Order and Roll Call

The meeting was called to order at 6:00 p.m. Present were Commissioners Bass, Gunderson, Spencer, Turney, Voelz and Zaputil. Absent was Commissioner Lenertz

II. Pledge of Allegiance

Vice President Zaputil

III. Public Comment

There were no members of the public present.

IV. Approve Meeting Agenda

Commissioner Voelz motioned to approve the agenda. Commissioner Bass seconded the motion which carried by voice vote.

V. Finance Department – Superintendent of Finance, Leslie Hoffmann / Human Resources and Payroll Manager, Louisa Walsh

Superintendent Hoffmann provided the Board with information regarding the following:

- A. PDRMA Health Plan Updates
- B. Personnel Policy Proposed Updates
 - 1.2; Non-Discrimination and Anti-Harassment
 - 1.10; Pre-Employment Tests
 - 1.18; Alcohol and Drug Abuse
 - 3.5; Bereavement Leave
 - 4.2; Insurance Plans
 - 6.5; Sobriety and Substance Abuse

VI. Miscellaneous

- A. November/December 2019 Meeting and Event Reminder – The Board Reviewed the Meeting and Event Reminder
- B. Director Major informed Commissioners of a ratification which will be listed on the consent agenda for the November 12, 2019 meeting pertaining to Board approval of a one-time award in the amount of \$5,400.00 to all eligible full-time and part-time I classification employees which took place at the September 10, 2019 meeting.
- C. Superintendent Hoffmann reviewed proposed updates to the following Employee Policies:
 - 2.5; Work Schedules

- 2.6; Recording of Hours
- 2.7; Meal and Rest Periods

D. Superintendent Hoffmann reminded Commissioners that all proposed policy changes will be listed for approval on the consent agenda for the November 12, 2019 meeting.

VII. Adjourn Open Meeting

Commissioner Voelz motioned to adjourn the meeting at 6:45 p.m. Commissioner Spencer seconded the motion which carried by voice vote.



WEST CHICAGO
PARK
DISTRICT

Human Resources COTW

November 5, 2019



WCPD health benefits

*Administered by Park District Risk Management
Agency (PDRMA)*





West Chicago Park District

2020 Health Benefit Program Changes

Medical Plans - New Rate Tier – Employee Plus Children
Premium for this tier less than family but more than Employee Plus Child

PDRMA no longer funds PATH incentive for employees that waive medical coverage.
Still eligible to participate in PATH, but without monetary incentive

PPO - Hearing Aid Coverage
\$2,500 maximum coverage per ear, every 5 years
Through EPIC Hearing Healthcare network

Dental Plan – Topical fluoride treatment, twice per year, for adults

PDRMA Vision – Reimbursable Corrective Vision Laser Surgery
(not through Medical Plan)

PPO – Routine Colorectal Cancer Screening (CRC) at ages 45 – 75 years and any related services as required under the Affordable Care Act.

Annual Re-Certification – new online process



West Chicago Park District

2020 Health Benefit Program Changes

Medical Plans – PPO with Health Reimbursement Account

A Health Reimbursement Account (HRA) is an employer-funded financial plan that reimburses employees for certain out-of-pocket medical expenses. An HRA, which is strictly a financial reimbursement plan, works with a medical plan.

Our Agency's HRA covers PPO plan in-network deductible expenses only.

With in-network deductible expenses, the employee pays a pre-HRA deductible (\$250). After that, HRA pays for eligible in-network deductible expenses until exhausted (\$1,000). Once the plan deductible is met, the PPO then pays at the designated coinsurance level.

HealthSmart administers the HRA – by processing a claim eligible for reimbursement. HealthSmart pays the provider directly and shows both the HRA payment and PPO plan payment, as well as any patient responsibility.

The Employer totally owns and funds the HRA.



PDRMA agency benefits

- We are part of a group of 91 agencies participating in the PDRMA health program.
- PDRMA focuses on a health-risk management approach that includes prevention, disease management, and case management strategies to help control losses by managing risks.
- Over 2,500 employees and dependents are members, which means our rates stay more consistent and are not affected as much by individual health issues.
- PDRMA has a dedicated team of specialists that work with agencies on benefits selection and administration, health care laws, Affordable Care Act etc.
- COBRA administration is included and handled entirely by PDRMA.
- PATH wellness program provided to all eligible employees, dependents, retirees. (separate slide later).

Medical Insurance At-A-Glance



HMO

- BCBS of IL provider network
- \$0 deductible
- \$1,500/\$3,000 out of pocket max
- \$20 copay for office visit
- \$30 copay for specialist visit
- Referrals required for any services beyond Primary Care Physician
- No service outside of network

PPO with Health Reimbursement Account

- Aetna Signature Administrators provider network
- \$250/\$500/\$750 annual deductibles
- \$1,000/\$2,000/\$3,000 out of pocket max
- \$20 copay for office visit
- \$30 copay for specialist visit
- No referrals required
- Service outside of network at higher costs
- HRA – reduced cost to District, passed on as reduced cost to Employees (10% vs 15% of premium)

Dental and Vision Insurance At-A-Glance

Dental

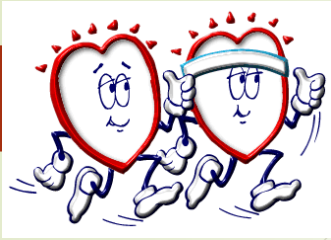


- Dental is a PPO, so employees have the choice to stay in network or go to any dentist of their choosing.
- No deductible for preventive if in network; 10% coinsurance for out of network.
- Orthodontic \$2,000/\$1,000 lifetime coverage
- New in 2020 - Fluoride treatments for adults as well as dependents (2/year)

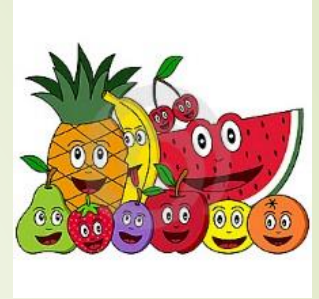
Vision



- Vision is a reimbursement plan.
- Each employee and dependent can get reimbursed up to \$600 annually for eligible expenses.
- Covers routine eye exams, glasses, prescription sunglasses, contacts.
- New in 2020 –
Corrective Vision Laser Surgery
- Does not cover over the counter supplies, medical eye exams



PDRMA's PATH to Wellness



- PATH stands for **Positive Activities Towards Health**.
- It is PDRMA's wellness program that is offered to all benefits eligible employees, COBRA or IMRF continuing employees, and their dependents.
- Participants can earn points for participation in a number of programs and activities, such as participating in an onsite biometric screening, viewing online webinars, working with a health coach, completing journeys or commitments, participating in quarterly challenges and many more.
- We offer an onsite screening once a year that many employees partake in. They receive instant information about their blood pressure, weight and even glucose and cholesterol levels... from one finger prick!
- Quarterly challenges are usually agency wide competitions, such as eating a certain amount of fruit and vegetable a day, logging exercise, and even mental health challenges.



PATH continued....

- Journeys help participants take a deeper dive into developing long-term, sustainable behavior change. They range from four to 12 weeks long, and usually involve videos and follow up activities.
- Commitments are short, easily accomplished tasks that can help jumpstart a healthy habit. Examples might be tracking exercise or daily steps, logging how much water you are drinking, etc.
- All of this hard work helps participants to accumulate points and for participants with our medical coverage, to earn up to a \$400 incentive at the end of the year. (dependents are not eligible to earn the incentive).
- Participants can track all of their process in a separate online PATH portal. All activity is managed online so this is all paperless!
- However, participants who are not as tech savvy can still earn points by activities they do on their own such as getting vaccines or an annual physical.

PATH ACTIVITIES

Activities	Access	Point Value	Max. Points
Screening (onsite/physician form)	Year-round	50	50
Health Assessment		50	50
Biometrics *See additional table on next slide.		Based on outcomes	150
Site Treasure Hunt Quiz (New questions – open to all)		25	25
Workshops		50	100
Challenges		50	150
Health Coaching – 4 interactions		100	100
1 Million Steps - 25 points 4 Million steps - 50 points		25	50
Preventive Exams (3 Dental – if applicable)		25	100
Sync a Device		10	10
Tobacco Free Agreement (at least 90 days without tobacco)		10	10
Pop-up Points		10	50
Healthy Habits		10 points/each	90
Race Activity		10	20
IH Wellness Webinars		10	30
Agency-sponsored Activity		10	20
Flu shot		10	10
Medical Self-care		10	10

BIOMETRICS

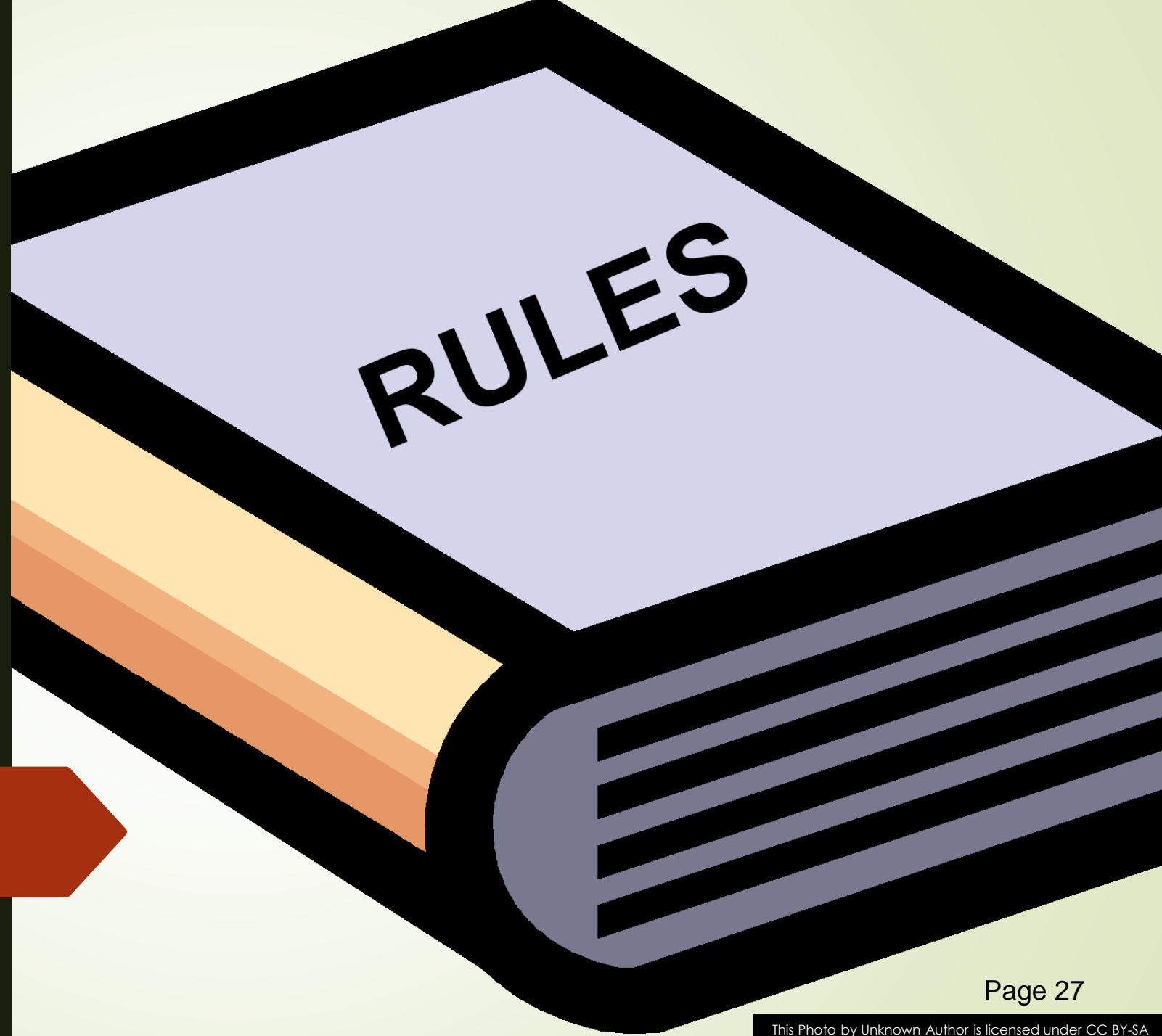
Risk Category/Biometric Value	Low Risk 30 PATH points	Moderate Risk 20 PATH points	High Risk 0 PATH points
Body Mass Index/Waist Circumference Waist Circumference value range BMI value range	Males ≤ 40.0 inches Females ≤ 35.0 inches OR 18.5-24.9	25.0-29.9	Males > 40.0 inches Females > 35.0 inches OR ≥ 30.0 or < 18.5
Blood Pressure value range New AHA guidelines 2018	< 120 systolic AND < 80 diastolic	120-129 systolic AND < 80 diastolic	≥ 130 systolic OR ≥ 80 diastolic
Cholesterol/HDL Ratio value range (Out of Range Values)	< 4.0	(Removed Mod)	≥ 4.0 (TC < 100 mg/dL or > 500 mg/dL) (HDL < 15 mg/dL)
A1c Glucose value range OR Fasting Glucose – Physician Screening form ONLY if no A1c. (Out of Range Values)	$< 5.7\%$ ----- 50 - 99 mg/dL	5.7-6.4% ----- 100 -125 mg/dL	$\geq 6.5\%$ ----- 126 – 500 mg/dL (< 50 mg/dL or > 500 mg/dL)
Triglycerides value range (Out of Range Values)	1 - 149 mg/dL	150 – 199 mg/dL	200 - 650 mg/dL (> 650 mg/dL)
Total <u>Possible</u> Point Reward	150 points	80 points	0 points

Reasonable Alternative Outline 2019

Activities		Point Value	Max. Points
Health Coaching – 4 interactions		100	100
Health Assessment		50	50
Workshops		50	100
Challenges	At least one challenge a year will not be activity based	50	50
IH Webinars		10	30
Pop-up Points		10	40
Medical Self-care		10	10
Treasure Hunt Quiz		25	25
Flu Shot		10	10
Sync a Device		10	10
			425



Policy Changes and Updates





Main Points about Illinois Cannabis Legalization Law

- Effective January 1, 2020, consumers age 21 and over will be able to buy marijuana for recreational use from licensed sellers.
- Consumers will not need a medical marijuana card.
- It is estimated almost 300 stores could be in operation in Illinois by 2022; but county and municipal governments will be able to decide whether to allow sellers to operate in their area.
- Illinoisans will be able to legally possess 30 grams of cannabis flowers, 5 grams of cannabis concentrate and 500 milligrams of THC (chemical).
- It will be illegal to smoke in public places, vehicles, school grounds (except medical users) or near someone under the age of 21. Any person, business or landlord can prohibit on private property.
- A DUI Task Force will be created to determine roadside testing. Illinois has a law that drivers cannot have THC blood concentration of 5 nanograms or more.

Testing for Cannabis after Legalization

- No reliable test exists to determine whether an employee is under the influence at the time of testing because indicators of cannabis use can be detected up to 90 days after use in some cases, dependent on several factors.
- Illinois law prohibits adverse employment action for employee's lawful off duty activities, which will include cannabis use after the first of the year 2020.
- Per legal counsel from Ancel Glink, it is probably best practice to not include cannabis testing for pre-employment and random drug screenings.
- However, cannabis testing can still occur for reasonable suspicion. Per Ancel, *"a positive drug test result, while not definitive in itself, strengthens the conclusion that the employee was under the influence. While reliance on a positive test result for cannabis alone will no longer be a basis for employment action, it can still play a secondary role in determining drug policy violations."*

this information is from Ancel Glink Workplace Report dated 10/10/2019.





Summary The WorkPlace Transparency Act

- All employers must provide sexual harassment training to all employees on an annual basis. (first deadline is 1/1/21)
- Training must include an explanation of what sexual harassment is, example, summary of federal and state laws and summary of employer's responsibilities for prevention, investigation and corrective measures.
- There will be online trainings available for employers to use to facilitate this training.
- Employers who do not provide this training could face civil penalties.
- Protection now included for independent contractors in addition to employees.
- Added the words "actual or perceived" to the types of unlawful discrimination prohibited.
- Expands the "working environment" under the sexual harassment section to include areas other than the employee's physical work location – this means that sexual harassment can occur offsite, at conferences, at golf outings, in restaurants and bars where employees meet to socialize etc.;



The WorkPlace Transparency Act continued...

- Defines the term “harassment” and includes the “actual or perceived” language – inclusive of all protected classes so harassment based upon race, sexual orientation, age, marital status, etc. is prohibited as is any harassment based on the perception that someone is a member of a protected class;
- Adds language that employer is responsible for harassment by the employer’s non-managerial and non-supervisory employees, but only if the employer become aware of the conduct and fails to take reasonable corrective measures;
- adds liability for harassment of non-employees. Same language for liability for non-managerial, non-supervisory employees regarding knowledge and failure to act reasonably;
- As an employer, we must disclose to the Illinois Department of Human Rights the total number of final adverse judgement or administrative rulings involving sexual harassment discrimination in the previous year.

this information is from an Ancel Glink memo to HR Manager, dated August 30, 2019. Please note this is merely a summary of main points and not all inclusive of all provisions of the Act.



Policy Changes to reflect compliance with laws effective January 1, 2020

1.2 Non-Discrimination and Anti-Harassment Policy

1.10 Pre-Employment Testing Cannabis Related

1.18 Alcohol and Drug Abuse Cannabis Related

6.5 Sobriety and Substance Abuse

Policy Updates recommended by staff:

3.5 Bereavement Leave To include additional family members

4.2 Insurance Plans Waiting Period to be removed for new benefits eligible full-time Current - Eligible at beginning of month following employment Proposed - All full-time employees covered on first day of employment Vision coverage noted



MINUTES

Regular Meeting of the West Chicago Board of Park Commissioners in the Park District ARC Center Meeting Room 105 201 W National Street, West Chicago, IL 60185.

**Tuesday, September 10, 2019
6:30 p.m.**

I. Call to Order and Roll Call

The meeting was called to order at 6:30 p.m. Present were Commissioners Bass, Gunderson, Lenertz, Spencer, Turney, and Voelz, Director Major, Superintendents Gasparini, Hoffmann and Radun. Absent was Commissioner Zaputil.

II. Pledge of Allegiance – President Lenertz

III. Presentations

The West Chicago Park District and the Pauly D Foundation partnered in 2017. Since then, the Foundation has provided free swim lessons to 458 children in our community. Superintendent of Recreation, Gina Radun, presented Gianna DeGrassi, mother of Pauly, and Theresa Softcheck from the Pauly D. Foundation with a special recognition award and handmade appreciation gift from the children of Educare. The Board thanked the Pauly D Foundation.

IV. President's Comments - None

V. Public Comment

There were no members of the public present.

VI. Approve Meeting Agenda

Commissioner Volez motioned to approve the meeting agenda. Commissioner Bass seconded the motion, which carried by voice vote.

VII. Consent Agenda

Commissioner Gunderson motioned to approve all items listed under the Consent Agenda. Commissioner Turney seconded the motion. Roll was called, and motion carried.

Vote:

Yea: Bass, Gunderson, Lenertz, Spencer, Turney, Voelz

Nay: 0

Absent: Zaputil

Consent Agenda items:

A. Minutes – August 13, 2019 (Regular Board Meeting)

B. Minutes – September 3, 2019 (Committee of the Whole Meeting)

VIII. Expenditures

The Board reviewed the Expenditures for August 2019 with staff.

Page 31 – Tire Repair/Tire Purchase for Mowers (4 entries) – Gunderson/Gasparini. The District has rotated through all of its extra tires and it was time to purchase new tires. Most tires have not been replaced since 2015.

Page 35 – Emerald Ash Borer Treatment – Gunderson/Gasparini. The District still has ash trees which are being treated yearly to avoid decay and removal.

Page 36 – Basketball Hoop Repair – Bass/Gasparini and Major. This is for normal wear on the basketball hoops at the ARC Center. The hoops operate on belts, motors and cables which are used frequently and will need to be maintained.

Page 39 – MPE Golf Outing – Bass/Gasparini. The parks department enters a foursome in the Midwest Institute of Park Executives annual golf outing.

Page 41 – SEP Insurance Premium for J Felix – Gunderson/Hoffmann. This is the insurance premium for J Felix and his spouse. Payment will continue through January 2020.

Commissioner Voelz motioned to approve the Expenditures Approval Report. Commissioner Gunderson seconded the motion. Roll was called, and motion carried.

Vote:

Yea: Bass, Gunderson, Lenertz, Spencer, Turney, Voelz

Nay: 0

Absent: Zaputil

IX. Staff Reports

- A. Executive Director - A written report from the Executive Director was delivered to the Board prior to the meeting. Director Major reviewed the report with the Board.
- B. Superintendent of Recreation - A written report from the Superintendent of Recreation was delivered to the Board prior to the meeting. Superintendent Radun reviewed the report with the Board.
- C. Superintendent of Parks - A written report from the Superintendent of Parks was delivered to the Board prior to the meeting. Superintendent Gasparini reviewed the report with the Board.
- D. Superintendent of Finance - A written report and financial statements were delivered to the Board prior to the meeting. Superintendent Hoffmann reviewed the report and financial statements with the Board.

X. Unfinished Business - None

XI. New Business

Commissioners discussed the Monarch Pledge invitation from the office of Representative Karina Villa. Commissioners noted that the District has been actively working to restore and support the monarch habitat for many years as well as offering educational opportunities to the youth it serves. The District has several native planting areas, monarch planted areas completed by summer camp participants and our preschool program studies, grows and releases butterflies on a yearly basis. Commissioners also discussed if there was a valid need for the District to sign a pledge.

Commissioner Voelz motioned to approve the Monarch Pledge; A commitment to help restore the habitat of the monarch and encourage members of our community to do the same. Commissioner Gunderson seconded the motion. Roll was called, and motion did not carry.

Vote:

Yea: Gunderson

Nay: Bass, Lenertz, Spencer

Present: Turney, Voelz

Absent: Zaputil

Commissioner Voelz motioned to approve Employee Policy 4.14; Staff Service Awards Program. Commissioner Turney seconded the motion. Roll was called, and motion carried.

Vote:

Yea: Bass, Gunderson, Lenertz, Spencer, Turney, Voelz

Nay: 0

Absent: Zaputil

Commissioners discussed renaming Easton Park after Don Earley. Commissioners noted that while they do not want to set a precedence for naming parks after community leaders, Mr. Earley should certainly be an exception to this. Mr. Earley was a part of the initiative to begin a Park District and has been an active District advocate since its inception in 1972 serving on the Board and participating in programming, etc. Commissioner Spencer motioned to rename Easton Park to Don Earley Park. Commissioner Voelz seconded the motion. Roll was called, and motion carried.

Vote:

Yea: Bass, Gunderson, Lenertz, Spencer, Turney, Voelz

Nay: 0

Absent: Zaputil

Discussion ensued regarding the final past water bill payment made to the City of West Chicago and a new request for additional payment from the City. Superintendent Hoffmann will supply the Board with all of the information regarding the final payment and the request for additional funds from the City. City Administrator, Michael Guttman is expected to attend the October 8, 2019 meeting to explain the additional bills.

XII. Closed Session

Commissioner Voelz motioned to convene into closed session pursuant to the Open Meetings Act Section 2(c)1 and 2(c)21 at 7:36 p.m. Commissioner Gunderson seconded the motion. Roll was called, and motion carried.

Vote:

Yea: Bass, Gunderson, Lenertz, Spencer, Turney, Voelz

No: 0

Absent: Zaputil

XIII. Open Meeting

Commissioner Voelz motioned to rise from Closed Session at 7:53 p.m. Commissioner Gunderson seconded the motion. Roll was called, and motion carried.

Vote:

Yea: Bass, Gunderson, Lenertz, Spencer, Turney, Voelz

No: 0

Absent: Zaputil

XIV. Call to Order and Roll Call

The Board returned to regular session at 7:53 p.m. Present were Commissioners Bass, Gunderson, Lenertz, Spencer, Turney, and Voelz, Director Major and Superintendent Hoffmann. Absent were Commissioner Zaputil, Superintendents Gasparini and Radun.

XV. Action on Closed Session Items

Commissioner Voelz motioned to approve and release the closed session minutes (denoted with an asterisk (*) in Exhibit A) for the following closed sessions to the public:

Minutes – January 10, 2012

Minutes – November 11, 2014

Minutes – September 8, 2015

Minutes – November 10, 2015

Minutes – March 8, 2016

Minutes - September 12, 2017

Commissioner Gunderson seconded the motion. Roll was called, and motion carried.

Vote:

Yea: Bass, Gunderson, Lenertz, Spencer, Turney, Voelz

No: 0

Absent: Zaputil

Commissioner Volez motioned to approve the destruction of the verbatim recordings for the following closed sessions:

Minutes – January 10, 2012

Minutes – November 11, 2014

Minutes – September 8, 2015

Minutes – November 10, 2015

Minutes – March 8, 2016

Minutes - September 12, 2017

Commissioner Turney seconded the motion. Roll was called, and motion carried.

Vote:

Yea: Bass, Gunderson, Lenertz, Spencer, Turney, Voelz

No: 0

Absent: Zaputil

Commissioner Voelz motioned to approve the Secretary's recommendation for the closed session minutes listed in Exhibit A, not marked with an asterisk (*) to remain closed to the public for the purpose of confidentiality to protect the public interest or the privacy of an individual.

Commissioner Gunderson seconded the motion. Roll was called, and motion carried.

Vote:

Yea: Bass, Gunderson, Lenertz, Spencer, Turney, Voelz

No: 0

Absent: Zaputil

Commissioner Voelz motioned to approve a one-time award in the amount of \$5,400.00 to all eligible full-time and part-time I classification employees. Commissioner Gunderson seconded the motion. Roll was called, and motion carried.

Vote:

Yea: Bass, Gunderson, Lenertz, Spencer, Turney, Voelz

No: 0

XVI. Adjourn Open Meeting

Commissioner Voelz motioned to adjourn the meeting at 8:01p.m. Commissioner Spencer seconded the motion which carried by voice vote.

EXHIBIT A

Closed Session Minutes Which Have Not Been Released

The following is a list of Closed Session Minutes on file that have not been released for public review. It is the recommendation of the Secretary that those minutes denoted with an asterisk (*) be approved, released and the verbatim recordings destroyed. It is also the recommendation of the secretary all other minutes below remain closed to the public for the purpose of confidentiality to protect the public interest or the privacy of an individual.

August 20, 2002	Personnel Matters
April 11, 2006	Personnel Matters
July 13, 2010	Personnel Matters
January 11, 2011	Personnel Matters
June 14, 2011	Personnel Matters
November 15, 2011	Personnel Matters
November 30, 2011	Personnel Matters
December 13, 2011	Personnel Matters
*January 10, 2012	Personnel Matters
February 12, 2013	Personnel Matters
April 9, 2013	Personnel Matters
April 23, 2013	Collective Bargaining & Personnel Matters
June 4, 2013	Personnel Matters
October 1, 2013	Pending/Probable Litigation/Personnel Matters
November 12, 2013	Pending Probable Litigation/Personnel Matters
January 14, 2014	Pending/Probable Litigation
March 4, 2014	Personnel Matters & Semi-Annual Review of Closed Session Minutes
*November 11, 2014	Personnel Matters
March 10, 2015	Personnel Matters & Semi-Annual Review of Closed Session Minutes
*September 8, 2015	Collective Bargaining Matters & Semi-Annual Review of Closed Session Minutes
October 13, 2015	Personnel Matters
*November 10, 2015	Personnel Matters
*March 8, 2016	Semi- Annual Review of Closed Session Minutes
April 12, 2016	Personnel Matters
July 12, 2016	Purchase or Sale of Real Property
August 9, 2016	Personnel Matters
September 16, 2016	Personnel Matters & Semi-Annual Review of Closed Session Minutes
December 13, 2016	Personnel Matters & Purchase or Sale of Real Property
March 14, 2017	Collective Bargaining Matters & Semi-Annual Review of Closed Session Minutes
May 9, 2017	Personnel Matters
August 8, 2017	Personnel Matters
*September 12, 2017	Semi-Annual Review of Closed Session Minutes
November 14, 2017	Personnel Matters & Sale or Lease of Real Property
February 13, 2018	Personnel Matters
March 13, 2018	Semi-Annual Review of Closed Session Minutes
April 10, 2018	Personnel Matters

September 11, 2018	Semi-Annual Review of Closed Session Minutes
October 9, 2018	Personnel Matters
November 13, 2018	Personnel Matters
January 8, 2019	Self-Evaluation
March 12, 2019	Personnel Matters, Collective Bargaining Matters, Self-Evaluation & Semi-Annual Review of Closed Session Minutes
March 19, 2019	Personnel Matters
April 9, 2019	Personnel Matters & Self-Evaluation
May 14, 2019	Personnel Matters
June 4, 2019	Personnel Matters
July 9, 2019	Consideration of Appointment to Fill a Vacancy
August 13, 2019	Personnel Matters & Collective Bargaining Matters

This list was presented at the September 10, 2019 Regular Board Meeting for Review in Closed Session under Section 2(c)(21) of the Open Meetings Act. The next semi-annual review of Closed Session minutes will take place on March 10, 2020 at the Regular Board Meeting.

Travel, Meal and Lodging Expense Reimbursement Form

Name of Official or Employee: FRANK LENERTZ

Title/Position of Official or Employee: BOARD OF COMMISSIONERS PRESIDENT

Name and Dates of the Activity/Event: NRPA CONFERENCE 9/22/19-9/28/19

Location of the Activity/Event: BALTIMORE, MD

Description of the purpose of the expense: Attendance at the NRPA Conference

Reimbursement Expense (Estimated Costs or Actual Costs WITH RECEIPTS, if applicable):

Mileage: _____

Meals: _____ \$ 231.69

Parking: _____

Hotel/Lodging: HYATT REGENCY \$ 1,517.70

Car rental: _____

Airfare: _____

Other Transportation (bus, train, taxi, shuttle, etc): Taxis \$ 80.00

Other Misc Expenses: _____

Total: _____ \$ 1,829.39

Employee's/Officer's Signature: _____

Date: _____

Superintendent's or Director's Authorization: Geary R. Major

Date: 10/11/19

ATTACH ALL RECEIPTS

To: FRANK LENERTZ

2448

10/11/2019

WEST CHICAGO PARK DISTRICT

INVOICE NUMBER	DATE	DESCRIPTION	AMOUNT	DISCOUNT	NET AMOUNT
10/9/19	10/9/2019	NRPA CONFERENCE EXPENSES	\$1,944.13	\$0.00	\$1,944.13
		Totals:	\$1,944.13	\$0.00	\$1,944.13

2448

To: FRANK LENERTZ

10/11/2019

WEST CHICAGO PARK DISTRICT

INVOICE NUMBER	DATE	DESCRIPTION	AMOUNT	DISCOUNT	NET AMOUNT
10/9/19	10/9/2019	NRPA CONFERENCE EXPENSES	\$1,944.13	\$0.00	\$1,944.13
		Totals:	\$1,944.13	\$0.00	\$1,944.13

WEST CHICAGO PARK DISTRICT

201 W. National St.
West Chicago, IL 60185
(630) 231-9474

REPUBLIC BANK
2-118/710

2448

CHECK DATE

CHECK NO.

10/11/2019

2448

CHECK AMOUNT

PAY

One thousand nine hundred forty four and 13/100 Dollars

\$** 1,944.13

TO THE
ORDER
OF

FRANK LENERTZ
250 ALLEN DRIVE
WEST CHICAGO, IL 60185

Coan R. Major
AUTHORIZED SIGNATURE

MP

⑈002448⑈ ⑆071001180⑆1170009091⑈



WEST CHICAGO
**PARK
DISTRICT**

EMPLOYEE/COMMISSIONER REIMBURSEMENT FORM

Name: FRANK LENERTZ

Address: 250 ALLEN AVE

WEST CHICAGO, IL 60185

Amount: \$1,944.13

Description: NRPA CONFERENCE EXPENSES

Account #:	10-10-581100	\$ 972.06
	20-10-581100	\$ 972.07

Superintendent Approval: 

PLEASE REMEMBER TO ATTACH RECEIPTS



Hyatt Regency Baltimore
 300 Light Street
 Baltimore, MD 21202
 Tel: 410-528-1234
 Fax: 410-658-3362
baltimore.hyatt.com

INVOICE

Frank Lenertz
 250 ALLEN AVE
 WEST CHICAGO, IL 60185
 United States

Room No. 0639
 Arrival 2019-09-22
 Departure 2019-09-28
 Page No. 1 of 2
 Folio Window 1
 Folio No. 29863668

Confirmation No. 4165385001
 Group Name 2019 Annual Conference

Date	Description	Charges	Credits
09-22-2019	Deposit Transferred at C/I		-252.95
09-22-2019	Group Room	219.00	
09-22-2019	State Sales Tax 6%	13.14	
09-22-2019	City Occupancy Tax 9.5%	20.81	
09-23-2019	Group Room	219.00	
09-23-2019	State Sales Tax 6%	13.14	
09-23-2019	City Occupancy Tax 9.5%	20.81	
09-24-2019	- Bistro 300 Bar Lunch Beverage	Room# 0639 : CHECK# 0446317 31.00	
09-24-2019	- Bistro 300 Bar Lunch Gratuity	Room# 0639 : CHECK# 0446317 6.00	
09-24-2019	- Bistro 300 Bar Lunch Beverage Tax	Room# 0639 : CHECK# 0446317 2.79	
09-24-2019	Group Room	219.00	
09-24-2019	State Sales Tax 6%	13.14	
09-24-2019	City Occupancy Tax 9.5%	20.81	
09-25-2019	Group Room	219.00	
09-25-2019	State Sales Tax 6%	13.14	
09-25-2019	City Occupancy Tax 9.5%	20.81	
09-26-2019	Group Room	219.00	
09-26-2019	State Sales Tax 6%	13.14	
09-26-2019	City Occupancy Tax 9.5%	20.81	
09-27-2019	Group Room	219.00	
09-27-2019	State Sales Tax 6%	13.14	
09-27-2019	City Occupancy Tax 9.5%	20.81	
09-28-2019	Master Card	XXXXXXXXXXXX3290	-1304.54
Total		1557.49	-1557.49
Guest Signature	Balance	0.00	

Yellow / Checker / Sun Cab

(410) 685-1212

Taxi Voucher

Date		Passenger Name	FRANK LEHNERZ		Meter Fare		
Lessee #		Pick Up Address	HYATT		County Miles *		
Cab #		Drop Off Address	BWI		Call Service *		
Driver Name		Pick Time	12:30		Night *		
Account #		Drop Time			Miscall *		
DDS Trip #					Fuel *		
Comments						Waiting Time *	
Customer Signature		Date / Time	9-27-2019		TOTAL	4.0	

I acknowledge the TOTAL Charge listed.

* Not all charges may apply to all accounts.

Driver: To be reimbursed for this voucher, all fields must be filled out completely and legibly. No exceptions.

BWI TAXI MANAGEMENT, INC.
BALTIMORE/WASHINGTON
INTERNATIONAL AIRPORT
MARYLAND...21240

410-859-1100
410-859-1102
Operator of



26904-007
AIRPORT CAB

RECEIVED FROM:

NAME FRANK

TRANSPORTATION TO _____

DATE 9-19-2019 20

CAB NO. _____

METER FARE	
BAGGAGE	
TOLLS	
OTHER	
TIP	
TOTAL	4.0

Chauffeur _____

Please refer to rate schedules in each taxicab. Should you have any questions regarding lost articles or service, please call BWI Taxi Management, Inc. (410-859-1102) or the Maryland Aviation Administration (410-859-7033). Thank you

Silver: Manny M 09/24/19
Clock #84 12:21 PM

President's Special \$12.29
2 Bottled Water \$3.58
Chocolate Eclair \$4.49

Cash Tendered \$22.00
Change \$0.42

Please pay service, with over 100 thanks for me! (IE BEST!)

Mr. J. S. Dedicatussen
1000 E. E. Harris St.
Baltimore, MD 21202
410 563 2666



MAMA'S On the Half SHELL

Mama's on the Half Shell
2901 O'Donnell Street
Baltimore, MD. 21224

Server: Marge H 09/25/19 5:56 PM
Check #66 Table 4

Input Type C (EMV Chip Read)
AMERICAN EXPRESS xxxxxxxx6001
Time 7:25 PM

Transaction Type Sale
Authorization Approved
Approval Code 828409
Payment ID wnkywtX9CWI
Application ID A000000025010801

Application Label AMERICAN EXPRESS
Terminal ID 157b3b5f1c9f942c
Merchant ID 032682773
Card Reader 15961EK_EDYNAMO

Amount \$189.48

+ Tip: 22.74
= Total: 212.22

X FRANK LENERTZ

Customer Copy

Thank you for visiting!
Please share your experience
with us at
www.mamasreviews.com

Meal for
F. Lenertz
and G major
\$114.74 pp

Miss Shirley's Cafe
513 W. Cold Spring Lane
Baltimore, MD 21210
410.889.5272

Server: Rachel DOB: 09/25/2019
09:32 AM 09/25/2019
Table 4/1 2/20063

SALE

Amex 2097154
Card #XXXXXXXXXX6001
Magnetic card present: Yes
Card Entry Method: S

Approval: 592631

Amount: \$45.58
+ Tip: 10.00
= Total: 55.58

I agree to pay the above
total amount according to the
card issuer agreement,

X

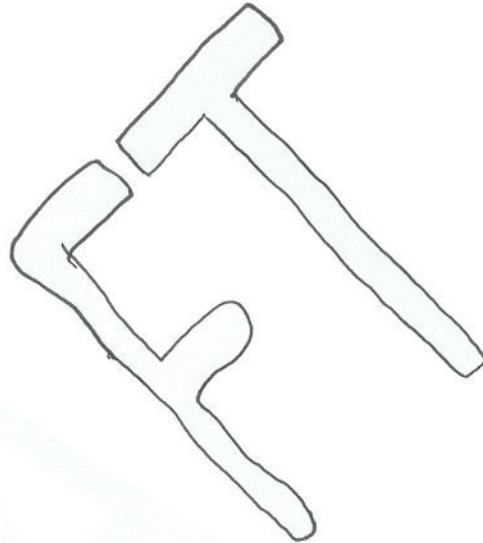
Miss Shirley's Cafe
Tip Calculations
(25%) = \$ 10.75
(22%) = \$ 9.46
(20%) = \$ 8.60
(18%) = \$ 7.74

Store Copy

Section 1: Employment Policies and Procedures

1.2 NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY

Introduction	2
Definitions of Harassment	2
Retaliation Is Prohibited	4
Reporting Procedure	4
Harassment Allegations Against Non-Employees/Third Parties	5
Responsibility of Supervisors and Witnesses	5
The Investigation	6
Responsive Action	6
False and Frivolous Complaints	6
Conclusion	6



A. Introduction

The Park District is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that prohibits discriminatory practices, including harassment. Therefore, the Park District expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice and harassment.

It is the responsibility of each and every employee, intern, officer, official, park commissioner, agent, volunteer, and vendor of the Park District, as well as anyone using the Park District's facilities, to refrain from sexual and other harassment. The Park District will not tolerate sexual or any other type of harassment of or by any of its employees, interns, elected officials, or others. Actions, words, jokes, or comments based on an individual's **membership or perceived membership in any of the following protected classifications**: gender, pregnancy, child birth or related medical conditions, race, color, national origin, age, religion, disability, sexual orientation, civil union partnership, or any other legally protected characteristic. **Discrimination based upon membership or perceived membership in any of these protected classes** will not be tolerated.

This policy should not, and may not, be used as a basis for excluding or separating individuals of or **perceived to be of** a particular gender, pregnancy, child birth or related medical conditions, sexual orientation, civil union partnership, race, color, national origin, age, religion, disability, or any other protected characteristic, from participating in business or work-related social activities or discussions in order to avoid allegations of harassment. The law and policies of the Park District prohibit disparate treatment on the basis of **or perception of** gender, pregnancy, child birth or related medical conditions, sexual orientation, civil union partnership, race, color, national origin, age, religion, disability, or any other protected characteristic, **regarding** terms, conditions, privileges and prerequisites of employment. The prohibition against harassment, discrimination and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

B. Definitions of Harassment

1. **Sexual harassment** may occur whenever there are unwelcome sexual advances, requests for sexual favors, or any other verbal, physical, or visual conduct of a sexual nature when:
 - a. Submission to the conduct is made either implicitly or explicitly a condition of the individual's employment;
 - b. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee/ intern; or
 - c. The harassment has the purpose or effect of interfering with the employee/ intern's work performance or creating an

environment that is intimidating, hostile, or offensive to the employee/ intern.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering; catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal or visual conduct of a sexual nature.

2. **Harassment based on any other protected characteristic or the perception of a protected characteristic** is also strictly prohibited. Under this policy, harassment is unwelcome verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of **or based upon the perception of** his/her race, color, religion, sex, sexual orientation, civil union partnership, age, national origin, disability, or any other characteristic protected by law, or that of his/her relatives, friends or associates, and that: (i) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, professional conferences, business meetings and business-related social events.

Note | Any employee/ intern engaging in practices or conduct constituting sexual harassment, discrimination, harassment, or retaliation (as discussed later in this policy) of any kind shall be subject to disciplinary action, up to and including discharge.

C. Retaliation Is Prohibited

The Park District prohibits retaliation against any individual who reports discrimination, harassment, or retaliation, who participates in an investigation of such reports, and/or who files a charge of discrimination, harassment, or retaliation. Retaliation against an individual for reporting harassment, discrimination, or retaliation, for participating in an investigation of a claim of harassment, discrimination, or retaliation, or for filing a charge of discrimination, harassment, or retaliation is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action, up to and including termination.

In addition to the Park District's prohibition on retaliation, various state and federal laws prohibit retaliation for reports of discrimination, harassment, or retaliation. For instance, protections against retaliation exist under the Illinois Human Rights Act, and, depending on the circumstances, protections against retaliation may exist under the Illinois Whistleblower Act and/or the State Officials and Employee Ethics Act.

D. Reporting Procedure

The Park District strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment, discrimination, or retaliation. Therefore, while no fixed reporting period has been established, the Park District strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken.

The availability of this reporting procedure does not preclude individuals who believe they are being subjected to harassing, discriminatory, or retaliatory conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued. However, nothing in this policy shall require individuals who believe they are being subjected to harassing, discriminatory, or retaliatory behavior to so advise the offender.

If you experience or witness harassment, discrimination, or retaliation of any kind, you should deal with the incident(s) as directly and firmly as possible by clearly communicating your position to the Human Resources Manager. You should also document or record each incident (what was said or done, by whom, the date, time and place, and any witnesses to the incident). Written records such as letters, notes, memos, texts, social media postings, tweets, e-mails, and telephone messages can strengthen documentation. It is not necessary that the discrimination, harassment, or retaliation be directed at you to make a complaint.

- **Direct Communication with Offender:** If there is harassing, discriminatory, or retaliatory behavior in the workplace, and if you feel comfortable doing so, you should directly and clearly express your objection to the offending person(s) regardless of whether the behavior is directed at you. If you are the harassed employee/ intern, and if you feel comfortable doing so, you should also clearly state that the conduct is unwelcome and the offending

behavior must stop. However, you are **not** required to directly confront the person who is the source of your report, question, or complaint before notifying any of those individuals listed below. Further, you are **not** required to directly confront the person who is the source of your report, question, or complaint if you feel uncomfortable doing so. The initial message may be oral or written, but documentation of the notice should be made. If subsequent messages are needed, they should be put in writing.

- Report to Human Resources Manager: At the same time direct communication is undertaken, or in the event you feel threatened or intimidated by the offending person and do not initiate direct communication, you should promptly report the offending behavior to the Human Resources Manager regardless of who the source of the problem is. If the Human Resources Manager is not available or is the source of the problem, condones the problem or ignores the problem, please report the conduct directly to the Director. If the Director condones the problem or ignores the problem, you should immediately report the incident or incidents **in writing** directly to the President of the Board of Park Commissioners.

When an allegation of discrimination, harassment, or retaliation is reported, an investigation will be conducted within a prompt period of time and appropriate remedial action will be taken when an allegation is determined to be substantiated. At no time will personnel involved in the alleged discrimination, harassment, or retaliation conduct the investigation.

Nothing in this policy precludes a report of discrimination, harassment, or retaliation to the Illinois Department of Human Rights, which is the State agency responsible for enforcing the Illinois Human Rights Act, as described in the “Conclusion” section below. Further, the IDHR maintains a hotline for confidential reports of sexual harassment.

E. Harassment Allegations against Non-Employees/Third Parties

If you make a complaint alleging harassment, discrimination, or retaliation against an agent, vendor, supplier, contractor, volunteer or person using Park District programs or facilities, the Director (or her designee) will promptly investigate the incident(s) and determine the appropriate remedial action, if any. The Park District will take reasonable efforts to protect you from further contact with such persons. Please recognize, however, that the Park District has limited control over the actions of non-employees.

Important Notice To All Employees

Employees/ interns who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of this reporting procedure.

F. Harassment of Non-Employees

It shall be a violation this policy for any employee, intern, officer, official, park commissioner, agent, or volunteer to engage in discrimination, harassment and/or sexual harassment as defined and set forth herein above against any non-employee of the Park District. For purposes of this policy, a “non-employee” shall be defined as a person who is not otherwise an employee of the District and is directly performing services for the District pursuant to a contract with the District. Complaints of non-employees should be addressed in the same manner described herein above and below for all employees of the Park District. Non-employees should use the same reporting procedures set forth herein for employees of the Park District to report complaints of discrimination, harassment and sexual harassment.

G. Responsibility of Supervisors and Witnesses

Any supervisory employee or witness who becomes aware of any possible sexual or other harassment, discrimination, and/or retaliation of or by any employee/ intern should immediately advise the Human Resources Manager (or the Director in the Human Resources Manager’s absence), who is expected to investigate the conduct promptly and take prompt remedial action if the allegations are substantiated.

All employees/ interns **and non-employees** are encouraged to report incidents of harassment, discrimination, and retaliation, regardless of who the offender may be or ~~whether on not~~ **whether** you are the intended victim.

H. The Investigation

Any reported allegations of harassment, discrimination, or retaliation will be investigated promptly. The Park District will make every reasonable effort to conduct an investigation in a responsible and confidential manner. However, it is impossible to guarantee **absolute** confidentiality, as the Park District must be able to fully investigate and take prompt remedial action when necessary. The investigation may include individual interviews with the parties involved, and where necessary, with individuals who may have observed the alleged conduct or may have other knowledge relevant to the allegations. The Park District reserves the right and hereby provides notice that third parties may be used to investigate claims of harassment, discrimination, or retaliation. You must cooperate in any investigation of workplace wrongdoing or risk disciplinary action, up to an including termination.

In the case of a complaint of sexual harassment made by an elected official of the District against another elected official, the same reporting procedure set forth herein above should be followed. The investigation of such a complaint shall be handled by a third party who has no relationship with the District. An independent investigation will be conducted as promptly as possible and in a confidential manner, but with the understanding that **absolute** confidentiality is not guaranteed. All employees of the Park District shall be required to cooperate with the independent investigator. Failure to fully cooperate in the investigations may result in disciplinary action up to and including dismissal. Any employee who participants in the investigation of sexual harassment alleged by an elected official against an elected official shall enjoy all the protections of the anti-retaliation provisions of this policy.

I. Responsive Action

After investigation, the Park District will determine whether a complaint of harassment, discrimination or retaliation has been substantiated or not based on a review of the facts and circumstances of each situation. Misconduct constituting a violation of this policy (such as engaging in harassment, discrimination, or retaliation), will be dealt with appropriately. Appropriate responsive action for a substantiated complaint may include, by way of example only: training, referral to counseling, and/or disciplinary action (such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination), as the Park District believes appropriate under the circumstances.

Responsive action related to complaints of sexual harassment made by an elected official against an elected official shall be determined by the District's independent investigation of the complaint and in accordance with applicable state law.

J. False and Frivolous Complaints

Given the possibility of serious consequences for an individual accused of sexual or other harassment, discrimination, or retaliation, complaints made in bad faith or otherwise false and frivolous charges are considered severe misconduct and will result in disciplinary action, up to and possibly including dismissal for employees.

False or frivolous complaints made by an elected official against an elected official may be subject to any sanctions provided for by state law regarding elected officials and may also subject the complaining party to applicable civil remedies.

K. Annual Training

All employees of the Park District shall be required to attend annual training. Failure to attend annual and complete annual training as required shall subject the employee to disciplinary action up to and including dismissal.

L. Conclusion

While we hope to be able to resolve any complaints of discrimination, harassment, or retaliation within the Park District, we acknowledge your right to contact the Illinois Department of Human Rights (IDHR) at the James R. Thompson Center, 100 West Randolph Street, Suite 10-100, Chicago, Illinois 60601, about filing a formal complaint. The IDHR also has a reporting hotline, which includes a method for the intake of anonymous phone calls regarding allegations of sexual harassment. If the IDHR determines that there is sufficient evidence of harassment to proceed further, it will file a complaint with the Illinois Human Rights Commission (HRC), located at the same address on the fifth floor, or an employee may have the ability to file a civil action for harassment or retaliation at that point.

WEST CHICAGO PARK DISTRICT

Section 1: Employment Policies and Procedures

1.10 Pre-Employment Tests

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State Criminal Conviction Background Check	2		

Introduction

One or more tests may be required of employees hired for certain positions, **including without limitation**, transferred and promoted employees.

Pre-Placement Medical Examination

The West Chicago Park District requires all full-time employees, maintenance staff, recreation staff, drivers of agency vehicles and other positions deemed appropriate, to successfully complete a medical examination after a position has been offered to the employee, but prior to starting employment. This medical examination is necessary to determine if the employee can perform the essential functions of the job offered to him with or without reasonable accommodations on the part of the West Chicago Park District. The Park District will also require drug testing for all applicants offered a full-time position with the Park District and other applicants based upon the position offered.

A physician of the West Chicago Park District's choice and at Park District expense will perform the examination. Employees must consent to the disclosure of the physician's findings, conclusions, and opinions to the Park District. Your medical records will be maintained in a separate confidential file. Information contained in your medical file will not be released or disclosed without your written consent, by court order, or except to persons with a lawful right or need to know.

Employees may be required to undergo subsequent medical examinations when such examinations are job-related and consistent with business necessity. Such examinations will be conducted under the same procedures and guidelines as outlined above for pre-employment medical examinations.

State Criminal Conviction Background Check

The Park District is required by state statute (70 ILCS 1205/8-23) to obtain criminal conviction information concerning **all** applicants, and shall perform a criminal background check for applicants for **all** positions. Pursuant to statute, any conviction of offenses enumerated in subsection (c) of said statute shall automatically disqualify the applicant from consideration for working for the Park District. Any other conviction(s) shall not automatically disqualify the applicant from consideration, but rather, the conviction(s) will be considered in relationship to the specific job. Applicants are not required to disclose sealed or expunged records of corrections.

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.

Pre-Employment Drug Test

Employees who are required to have a commercial drivers license (CDL) for their position with the Park District will be tested in accordance with the Park District's Controlled Substance and Alcohol Testing Policy which is ~~attached to the Manual as Appendix B.~~ **described in the manual in Policy 1.18 Controlled Substance and Alcohol Testing Policy.**

Drivers License Abstract

Although employees are not generally required to have a drivers license as a condition of their employment, any employee who may be expected to drive either his personal vehicle or a Park District vehicle in the course of his normal duties will be required to have a valid drivers license with the proper classification for the vehicle(s) the employee is expected to operate. Before such an employee has started work, and generally on an annual basis thereafter, the Park District will request a drivers license abstract review from the Illinois Secretary of State's office.

WEST CHICAGO PARK DISTRICT

Section 1: Employment Policies and Procedures

1.18 Alcohol and Drug Abuse

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Introduction

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

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

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

This policy does not replace any of the provisions or requirements of the West Chicago Park District's Controlled Substance and Alcohol Testing Policy for positions that require a Commercial Drivers License (CDL). Park District employees who operate Park District commercial motor vehicles and possess a commercial drivers license have special responsibilities necessitated by the fact that they operate vehicles that require additional skill and attentiveness over that of non-commercial motor vehicles. As part of its continuing commitment to safety and to comply with federal law, the Park District has established a controlled substance and alcohol testing policy for Park District positions that require a commercial drivers license (see Alcohol and Drug Procedures For CDL Employees which follows at

end of Section 1.18). Both the Park District and the federal government recognize that it is important to establish programs to help prevent accidents and injuries resulting from the misuse of alcohol or use of controlled substances by drivers of commercial motor vehicles. The Alcohol and Drug Procedures For CDL Employees is in addition to and supplements and complements rather than supersedes all other Park District policies, rules, procedures, and practices, including without limitation this Alcohol and Drug Abuse Policy. However, for persons to whom the Alcohol and Drug Procedures For CDL Employees applies, in the event of any conflict between any of the provisions of the Alcohol and Drug Procedures For CDL Employees and the provisions of any other Park District policy, rule, procedure, or practice, the provisions of the Alcohol and Drug Procedures For CDL Employees will control.

Note

Please review the comprehensive Alcohol and Drug Abuse Policy and the Alcohol and Drug Procedures for CDL Employees which follow.

Alcohol and Drug Abuse Policy

PURPOSE

The West Chicago Park District has implemented this policy in response to overwhelming evidence that alcohol and drug abuse has a detrimental impact on employees' health, job performance, safety, and efficiency. Since Park District employees operate, supervise and maintain parks, facilities, programs, and equipment for use by members of the public and perform services that may have a direct effect on the health and safety of members of the public and fellow employees, the Park District wishes to assure the health and safety of its patrons and employees.

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

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

This policy does not replace any of the provisions or requirements of the Park District's Controlled Substance and Alcohol Testing Policy for position that require a Commercial Driver's License (CDL). See Alcohol and Drug Procedures For CDL Employees Policy.

Park District employees who operate Park District commercial motor vehicles and possess a commercial driver's license have special responsibilities necessitated by the fact that they operate vehicles that require additional skill and attentiveness over that of non-commercial motor vehicles. As part of its continuing commitment to safety and to comply with federal law, the Park District has established a controlled substance and

alcohol testing policy for Park District positions that require a commercial driver's license ("Alcohol and Drug Procedures For CDL Employees Policy"). Both the Park District and the federal government recognize that it is important to establish programs to help prevent accidents and injuries resulting from the misuse of alcohol or use of controlled substances by drivers of commercial motor vehicles. The Alcohol and Drug Procedures For CDL Employees Policy is in addition to and supplements and complements rather than supersedes all other Park District policies, rules, procedures, and practices, including without limitation this Alcohol and Drug Abuse Policy. However, for persons to whom the Alcohol and Drug Procedures For CDL Employees Policy applies, in the event of any conflict between any of the provisions of the Alcohol and Drug Procedures For CDL Employees Policy and the provisions of any other Park District policy, rule, procedure, or practice, the provisions of the Alcohol and Drug Procedures For CDL Employees Policy will control.

ACTS PROHIBITED

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

DEFINITIONS

For purposes of this Policy, the following definitions apply:

1. "Alcohol" means any substance containing any form of alcohol, including but not limited to: ethanol, methanol, propanol and isopropanol.
2. "Cannabis" is defined as provided in the Cannabis Control Act (720 ILCS 550/1 *et seq.*) **as amended by the Cannabis Regulation and Tax Act (410 ILCS 705 *et seq.*)** which provisions are specifically incorporated in this Policy by reference.
3. "Controlled Substance" means a controlled substance in schedules I through V of section 812 of Title 21 of the United States Code, which provisions are specifically incorporated in this Policy by reference.
4. "Criminal Drug Statute" means a criminal statute involving the manufacture, distribution, dispensation, possession, or use of any controlled substance or cannabis.
5. "Director" is the Director of Parks and Recreation of the West Chicago Park District.
6. "District Property" means any building, park, gym, pool, office, common area, open space, vehicle, parking lot, or other area owned, leased, managed, used or controlled by the Park District. District Property also includes property used by West Chicago Park District patrons while on Park District sponsored events or field trips or property of others when presence thereon by the Park District employee is related to employment with the Park District.

7. "Drugs" mean Legal Drugs and controlled substances, including cannabis.

8. "Legal Drugs" mean prescription drugs, **cannabis** and over-the-counter drugs which have been obtained legally and are being used in the manner and for the purpose for which they were prescribed or manufactured.

9. "Medical Facility" means any physician, laboratory, clinic, hospital, or other similar entity.

10. "Policy" means this Alcohol and Drug Abuse Policy of the West Chicago Park District.

11. "Possess" means to have either in or on an employee's person, personal effects, desk, files, or other similar area.

12. "Public Safety Responsibility" means a position in which the nature of an employee's duties is such that impaired perception, reaction time, or judgment may place a member or members of the public or other employees at risk of serious bodily harm, or is responsible for the administration or enforcement of alcohol/drug policies.

13. "Under the Influence" means that the employee is affected by alcohol or drugs in any determinable manner. A determination of being under the influence can be established by a professional opinion, a scientifically valid test, a layperson's opinion, or the statement of a witness.

VOLUNTARY TREATMENT

It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to disciplinary action. The West Chicago Park District will not discipline an employee who voluntarily seeks treatment for a substance abuse problem if the employee is not in violation of the Park District's drug and alcohol policy or other rules of conduct. Seeking such assistance will not be a defense for violating the Park District's drug and alcohol policy, ~~not~~ nor will it excuse or limit the employee's obligation to meet the Park District's policies, rules of conduct, and standards including, but not limited to, those regarding attendance, job performance, and safe and sober behavior on the job. Employees who suffer from alcohol or drug abuse are encouraged to consult voluntarily with West Chicago Park District management and undergo appropriate medical treatment. Participation in such treatment will be at the employee's expense, although some of these expenses may be covered under the employee's group health plan. Please see the Superintendent of Finance for details. West Chicago Park District management will attempt to keep such voluntary discussions and medical treatment confidential in accordance with this Policy.

SCREENING AND TESTING

The West Chicago Park District may require employees whose job functions require them to operate or maintain vehicles or machinery, handle hazardous or toxic materials or substances of any kind, or have Public

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

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

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

TREATMENT

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

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

USE OF LEGAL DRUGS

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

NOTICE OF CONVICTIONS

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

DISCIPLINE/PENALTIES FOR VIOLATION

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

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

PRE-EMPLOYMENT SCREENING

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

INSPECTIONS

In order to assure that employees comply with the prohibition on manufacturing, distributing, dispensing, possessing, or using alcohol, controlled substances, or cannabis, **during work hours or on public property**, employees may be subject to inspection as follows:

1. Lockers, desks, files, vehicles, equipment and other containers and property owned or leased by the West Chicago Park District and which an employee is permitted to use during employment with the Park District, are and remain the property of the Park District. Employees are not permitted to keep controlled substances, cannabis or alcohol in or on such property. Any such property reasonably suspected of having or holding such substances is subject to search by the Park District.
2. Any refusal to submit to such an inspection will be treated as an act of insubordination and may result in disciplinary action, up to and including dismissal.

RECORDS

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

CONSENT TO DRUG AND/OR ALCOHOL SCREENING OR TESTING

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

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

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

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

Employee Name: _____
(Print)

Employee Signature: _____ Date: _____

Witness Signature: _____

☐ I agree to the test

☐ I will not agree to the test

Alcohol and Drug Procedures for CDL Employees

D.O.T. DRUG AND ALCOHOL PROCEDURE

Introduction

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

Adverse Effects of Alcohol and Drug Use

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

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

The West Chicago Park District has gathered a variety of pamphlets and other materials about alcohol and drugs. These materials are available from the Superintendents. In addition, full-time employees may access the confidential Employee Assistance Program (E.A.P.) for information and assistance with alcohol or drug use. Full-time employees may obtain information about the District's E.A.P. through the employees' immediate Superintendent or the Superintendent of Finance.

Affected Employees

1. The following employees are subject to these alcohol and drug procedures, restrictions, and requirements: All employees who are required to have a valid CDL drivers license as a condition of employment and operate a commercial vehicle for the West Chicago Park District. This includes full-time and permanent and/or part-time employees.

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

Employee Requirements (382.201 to .215):

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

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

Tests Performed:

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

1. Alcohol Test

- a. Employee immediately reports to the designated testing facility, shows a photo identification card, and signs testing form.
 - b. Employee blows into alcohol testing device. If employee cannot exhale sufficient quality of air through the machine for a complete test a medical exam will be performed.
 - c. If test results are negative the employee returns to work. Results will be reported to the Director.
 - d. If test results are positive, another test will be performed after a 15-minute wait but before 20 minutes. The employee may not eat or drink anything nor belch during the waiting period for the retest.
 - e. If retest results are negative, test is reported to the Director as negative.
 - f. If retest results are positive, the test results are immediately reported to the Director.
2. Controlled Substances Test: Testing will only be performed for the five controlled substances prohibited by the D.O.T. regs - Marijuana, Cocaine, Opiates, Amphetamines, and Phencyclidine.
 - a. Employee immediately reports to the designated testing facility, shows a photo identification card, and signs the testing form.
 - b. Employee provides a urine sample. If unable to provide sufficient quantity for testing, the employee will be asked to drink water (up to 24 oz. in two hours) and attempted again.
 - c. Hospital personnel will perform required testing to verify that the specimen sample has not been tampered with. The employee returns to work.
 - d. Sample is sent to Lab where it is split in half. A screening test is performed on a portion of one of the sample splits. If negative results are obtained the testing is reported as negative to the medical review officer (M.R.O.) who in turn reports negative results to the Director.
 - e. If screening tests are positive, sophisticated confirmation testing is performed on the rest of the split sample. Results are reported to the M.R.O. If negative the M.R.O. reports a negative result to the Director.
 - f. If the results are positive, confirming the presence of one of the five controlled substances, the M.R.O. will contact the employee to talk over the results of the test to determine if there is a legitimate clinical reason for the presence of the drug, and will decide if test results are negative or positive.

If the employee cannot be reached by the M.R.O., the Director will be contacted to tell the employee to contact the M.R.O. If contact is not made in 72 hours the M.R.O. will determine the test results as positive. The M.R.O. reports to the Director test results as positive or negative.

- g. If test results are positive, the employee will be removed from duties of operating or maintaining a commercial class vehicle. The employee has 72 hours in which to request a retest of the second split sample, and can request that the split sample be tested at a second lab. A negative retest of the split sample will cancel the first positive results.

Six circumstances under which testing will be performed:

1. Pre-employment Testing (382.301, 413)

- a. Before a new employee is hired or before an existing employee may be transferred to a position in which operating or maintaining a commercial class vehicle is required, both alcohol and controlled substance testing is required.
- b. If an employee has not been in a random testing pool for one month, then alcohol and controlled substance testing must be performed before the employee may operate or maintain a commercial class vehicle.
- c. Alcohol test results must be below 0.04 and controlled substances negative or the employee cannot be hired to the position without a substance abuse professional evaluation. There is no requirement that the prospective employee be hired or that they see the M.R.O. or S.A.P., but an attempt must be made to inform the prospective employee of the test results and to seek an evaluation.
- d. In addition to submitting to testing, the prospective employee must supply the Park District with the names of all firms for which they have been employed in the previous two years operating or maintaining commercial class vehicles. The prospective employee must cooperate fully with the Park District in obtaining from each of the previous employer's results of any positive test, S.A.P.'S reports, and any refusals to test.

2. Random Testing (382.305)

- a. All affected employees will be placed in pool from which random selections for testing will be made. Random testing will be for both alcohol and controlled substances.
- b. The annual rate of testing for the entire pool will be as directed by the U.S. Secretary of Transportation, currently 10% per year for alcohol and 50% per year for illegal drugs.

- c. Every employee in the selection pool has an equal chance of being selected each time a drawing is made.
- d. Selection for testing will be performed on a sufficiently random basis by the Consortium. Employees will not know when testing is complete for the year nor when to anticipate the next selection.
- e. A surplus of names will be generated so that another selection may be made in place of an employee who is temporarily on leave.

3. Reasonable Suspicion Testing (382.307)

- a. When a supervisor has reason to believe that an employee has alcohol or controlled substances in their system they contact another supervisor or management official trained in the signs and symptoms of drug and/or alcohol misuse who will also observe the employee. If both supervisors are in agreement, the employee will be driven the designated testing facility for alcohol or controlled substances testing as appropriate.
- b. The supervisor's determination must be based upon specific, describable, current observations of the employee's appearance, behavior, speech or body odor. Possession alone is not sufficient cause to require the employee to submit to testing.
- c. When a reasonable suspicion determination has been made, the employee must immediately stop operation or maintenance of a commercial class vehicle. (For 24 hours or until a negative test result whichever comes first).
- d. The employee will be informed of his or her right to consent or refuse testing, and the consequences of refusing testing or failing an alcohol or drug test. The employee will be asked to review and sign a Consent/Refusal Form.
- e. The supervisor calls the designated testing facility to advise that the employee will be reporting for the testing. The employee under suspicion must be accompanied to the testing facility, preferably by a supervisor.
- f. If an employee refuses to submit to a test, he will be required to call someone to drive him home. If unable to find someone, a cab will be called. The Park District will pay for the cab with reimbursement by the employee when he returns to work. If the employee insists on driving himself, the local Police Department will be called and notified.
- g. Testing for alcohol reasonable suspicion should be performed within two hours, but cannot be conducted if eight hours have passed since the determination was made. A written report must be submitted to the Director for the file explaining why

testing was not performed within two hours. Controlled substances testing should be performed as soon as possible but not after 32 hours since the determination was made.

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

4. Post Accident Testing (382.303)

- a. A surviving driver of a commercial class vehicle involved in an accident in which a death occurred or for which the driver received a ticket for the operation of their commercial vehicle having contributed to the accident, will be tested for both alcohol and controlled substances.
- b. The driver will remain readily available for testing after an accident until 32 hours have passed or earlier if a supervisor advises that testing will not be necessary.
- c. A driver cannot consume any alcohol within eight hours following an accident unless a supervisor advises that no testing will be required or testing has already been performed.
- d. If a death occurs or a driving citation is issued, alcohol testing will be performed within two hours but no testing after eight hours, and controlled substance testing within 32 hours. A written record must be submitted to file explaining why alcohol testing could not be performed within two hours if such is the case and a record if either testing could not be performed.

5. Return to Duty Testing (382.309): Alcohol and controlled substances testing will be performed with negative test results (less than 0.02 alcohol) on all affected employees who:

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

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

- a. Any affected employee who has refused to test or who has tested positive for controlled substances or greater than 0.04 alcohol content and has been determined by a substance abuse

professional to require help in dealing with their substance abuse problem will be subject to follow up testing.

- b. The Director will order the affected employee to immediately report for surprise alcohol or controlled substance (or both) testing at the frequency prescribed by the substance abuse professional. The Director will advise the S.A.P. of the test results. The duration of surprise testing will continue as long as required by the S.A.P. to a **maximum of five years**.
- c. At a minimum, six unannounced tests will be required within the first 12 months of return to duty. **This minimum must be conducted regardless of whether the S.A.P. deems no more testing is required.**
- d. Employee is responsible for all costs associated with follow-up testing.

Consequences of failed or refused tests (382.605)

1. An employee will be immediately removed from duty upon the employee's refusal to cooperate with testing procedures or upon receipt of positive test results. Employees who refuse to submit to testing or fail an alcohol or drug test are subject to disciplinary action, up to and including discharge.
2. The employee selects a substance abuse professional (S.A.P.). The employee is responsible for payment to the substance abuse professional and subsequent counseling and rehabilitation. The employee's medical insurance may be used to help pay for these services. A list of S.A.P.'s will be provided the employee, however, the employee is free to choose any certified S.A.P.
3. The employee signs a release allowing the Park District to release the test results to the S.A.P. and signs a release for the S.A.P. to report back to the Director.
4. The S.A.P. will report back to the Director that the employee:
 - a. Does not require any help in dealing with a substance abuse problem - in which case the employee may be returned to full duty.
 - b. That the employee requires and is cooperating with continued counseling and rehabilitation and may return to full duty, or may not return to full duty yet.
 - c. That the employee requires but is not cooperating with counseling and rehabilitation and may not return to duty.
5. The employee is responsible for obtaining any counseling or rehabilitation prescribed the S.A.P. and must provide appropriate releases for counseling and rehabilitation professionals to report back to the S.A.P. Employees are advised that the U.S. D.O.T. regs require that

the additional counseling and rehabilitation not be performed by any business entity in which the S.A.P. has a financial interest.

6. When the S.A.P. reports to the Director that the employee may return to full duty of operating and maintaining commercial class vehicles the employee must:
 - a. Test negative in return to duty alcohol or controlled substances testing (or both tests if so indicated by the S.A.P.).
 - b. Continue with any rehabilitation therapy if so prescribed by the S.A.P.
 - c. Test negative in unannounced follow up testing as prescribed by the S.A.P. or at a minimum, six tests in the first 12 months of returning to duty as ordered by the Director.

Required Training

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

WEST CHICAGO PARK DISTRICT

Section 2: Payroll Policies and Procedures

2.5 Work Schedules

Department work schedules are established by your ~~Coordinator~~ **Supervisor** or Superintendent based on the needs of the West Chicago Park District. The number of working hours that will be scheduled is subject to the financial and staffing requirements of the Park District and employees are not guaranteed any specific number of hours per day or week. The responsibilities of certain positions may require an employee to be on call on a 24-hour basis. At the West Chicago Park District's discretion, the Park District may change the work schedules.

The One Day Rest in Seven Act, as its name implies, allows for at least 24 hours of rest in every calendar week. A calendar week is defined as seven consecutive 24-hour periods starting at 12:01 a.m. Sunday morning and ending at midnight the following Saturday.

The following Hour Restrictions are in compliance with Illinois Child Labor Law regarding employees under the age of 16:

When school is IN session, children under the age of 16 may work:
Up to 3 hours per day;
Up to 24 hours per week; and
The combined hours of school and work may not exceed 8 hours per day.

When school is NOT in session (including summer vacations, holidays and weekends), children under the age of 16 may NOT work:
More than 8 hours per day;
More than 6 days per week; nor
More than 48 hours per week.

Allowed hours of work are 7am to 7pm except between June 1st and Labor Day, when working hours may be extended to 9pm.

Any change in work schedules or exchange of work periods among employees may not be made without the prior, written approval of your immediate supervisor. Violation of this policy may result in disciplinary action, up to and including dismissal.

WEST CHICAGO PARK DISTRICT

Section 2: Payroll Policies and Procedures

2.6 Recording of Hours Worked

All ~~non-exempt~~ employees are required to maintain an accurate record of the hours worked, using the current time recording system. The time recorded, which must be approved by your immediate supervisor, ~~are~~ **is** the basis for your paycheck calculation. Time is computed to the nearest quarter of an hour (15 minutes) per week. ~~All employees who work more than six hours receive an unpaid meal period.~~ If you have permission to leave during working hours, you must clock out when you leave and clock in when you return. You are responsible for your own time recording, **which must be recorded in the pay period worked.** Violation of this policy may result in appropriate disciplinary action, up to and including immediate **dismissal.**

Under the Minimum Wage Law and the Illinois Wage Payment and Collection Act, an employer is obligated to pay an employee for all time worked. For both salaried and hourly employees, if a portion of the week is not completed, the entire salary amount is not due, unless the employee is entitled to and has approved paid time off (PTO), holiday or other leave being used. All employees are to record their hours and employees who are out of the office on business trips, vacations, sick, personal or other days must record the hours away from the work site and the type of leave used.

An employee who is to work 7 1/2 continuous hours or more shall be provided an unpaid meal period of at least 20 minutes. The meal period must be given to an employee no later than 5 hours after beginning work. Illinois has no law regarding breaks.

Once an employee clocks ~~or signs~~ in, work is to commence immediately. Failure to do so is considered falsification of timekeeping records. If an employee forgets to clock in or out, he must notify his supervisor immediately so the time may be accurately recorded for payroll.

Employees are not to clock ~~or sign in~~ or out for other employees. Recording another employee's time record or falsification of your own time record is against West Chicago Park District rules and is grounds for disciplinary action, up to and including **immediate dismissal.**

WEST CHICAGO PARK DISTRICT

Section 2: Payroll Policies and Procedures

2.7 ~~Lunch~~ Meal & Rest Periods

Superintendents and ~~coordinators~~ **supervisors** are authorized to establish and arrange ~~lunch~~ **meal** periods and reasonable rest periods during each workday that are most consistent with departmental operation. The granting of rest periods is entirely at the discretion of the Superintendents.

Employees **16 years of age and older** must **receive** ~~take~~ at least a ~~thirty 20-minute lunch-unpaid meal~~ period no later than 5 hours into a ~~eight 7.5-hour~~ shift. **Employees 14 and 15 years of age will be provided a scheduled, unpaid meal period of at least 30 minutes no later than the 5th consecutive hour of work.**

Authorized rest breaks are to be taken away from the designated work area, but employees are not to leave West Chicago Park District premises during this period. Rest or break time is compensated as work time.

Non-Exempt employees **may not actively work** during a rest or meal break. **Supervisors or Superintendents are not to ask non-exempt employees to skip their rest or meal break.** Exempt employees ~~who may~~ choose to ~~remain~~ at work during a rest or ~~lunch~~ meal break ~~cannot leave work early.~~ ~~Employees who are asked to work through their lunch hours and who perform job tasks during this time will be compensated for the time worked.~~ ~~Prior approval by the coordinator or Superintendent is necessary.~~ Employees on rest or ~~lunch~~ **meal** break cannot interfere with employees who are working.

WEST CHICAGO PARK DISTRICT

Section 3: Time Off Benefits

3.5 Bereavement Leave

All full-time and Classification I and II part-time employees are allowed up to three (3) working days with pay per calendar year to attend the funeral of a family member, or up to five (5) days if travel of more than 300 miles one way is necessary, with the approval of the employee's immediate supervisor or department head. In turn, the employee's immediate supervisor or department head should notify the Finance department of the reason and length of the employee's absence. Pay is based on the number of hours that the employee was regularly scheduled to work on those days. These days are to be taken consecutively within a reasonable time of the day of the death or day of the funeral, and may not be split or postponed. For purposes of this policy, "family member" is defined as the employee's spouse, civil union partner, child, stepchild, foster child, parent, grandparent, sibling, grandchild, parent-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, or relative living in the same household as the employee at the time of death.

Leave will be granted with pay for funerals of other relatives, but shall be limited to one day. The use of personal days or other accumulated leave may be used in order to allow employees to travel to funerals or attend to other funeral arrangements.

Upon returning to work, the employee must record his absence as a Bereavement Leave on his attendance record. Proof of death and relationship to the deceased may be required.

All employees eligible for leave under the federal Family and Medical Leave Act of 1993 (the "FMLA") shall be eligible for bereavement leave in accordance with the Illinois Child Bereavement Leave Act (the "Act") which provides up to a maximum of 2 weeks (10 work days) of unpaid bereavement leave to: (1) attend the funeral or alternative to a funeral of a child; (2) make arrangements necessitated by the death of the child; or (3) grieve the death of a child.

The Act defines "child" as an employee's son or daughter who is a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis.

Eligible employees may elect to substitute accrued and unused paid leave for unpaid leave for bereavement leave under the Act.

WEST CHICAGO PARK DISTRICT

Section 4: Employee Benefits

4.2 Insurance Plans

Introduction.....	1	
Employee Insurance Plans.....	1	
Medical Dental & Vision	2	COBRA.....2
Life and AD&D Insurance.....	2	Early Retirement under the IMRF Pension Plan
Supplemental Life Insurance.....	2	2

Introduction

Eligible employees may enroll in certain group insurance plans based on their employment classification by timely completion of the required enrollment forms.

Group plans are subject to the rules and regulations of the insurance providers and the West Chicago Park District. Except where prohibited by law, the Park District reserves the right to change, modify, cancel or discontinue any group insurance plans at any time with or without notice. Employees' insurance under the plan(s) will terminate immediately if the group policies are cancelled.

Newly hired employees do not have to complete their **Introductory probationary employment** period before being eligible to participate in the plan; they are eligible to participate on the first day of the first full month of employment. **Eligible employees who commence employment on 1/1/2020 or after will be able to participate on their first day of employment.**

Full-time Employee Insurance Plans

The following group insurance plans are limited to full-time employees, and their dependents (as defined by the insurance providers).

Medical, Dental & Vision

Group medical and dental insurance are available to all eligible full-time employees and their eligible dependents. Insurance becomes effective on the first day of the first full month of employment. The Park District currently offers a vision reimbursement plan that reimburses up to \$600 of eligible vision expenses per participant. Eligibility of expenses is determined by the insurance provider.

Life and AD&D Insurance

The Park District provides all eligible full-time employees with basic life and accidental death and dismemberment (AD&D) insurance at a rate of 1x the employee's annual base salary. This insurance is currently provided at no cost to the employee. A summary plan description is available from the Finance Office Human Resources Manager.

Supplemental Life Insurance

The Park District offers supplemental life and AD&D policies to eligible full-time employees and their dependents. The entire premium must be paid by the employee. Payment may be made through payroll deduction. Details on these plans are available from the Finance Office Human Resources Manager.

COBRA

Under Illinois Law and the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) provides employees and their covered dependents the option to extend group health insurance coverage in the event the insurance terminates due to separation of employment, reduction of hours, death, divorce or legal separation, disability, or Medicare entitlement. Please contact the Business Human Resources Manager for detailed information on COBRA.

Early Retirement under the IMRF Pension Plan

Full-time employees electing to retire early under the IMRF Pension Plan may purchase continuous health insurance coverage under the Park District's existing plan until age 65.

WEST CHICAGO PARK DISTRICT

Section 6: Employee Conduct

6.5 Sobriety & Substance Abuse

Introduction.....	1	Procedure for Reporting Possession of Use of Alcohol or Illegal Drugs	2
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Introduction

Employees are expected and required to report to work on time and in an appropriate mental and physical condition for work. To do so, employees must not have alcohol or illegal drugs in their system. Violators may be subject to disciplinary action, up to and including dismissal.

At no time during your service to the West Chicago Park District should you be under the influence or in the possession of alcohol, **cannabis** or illegal drugs during working hours. If you work on or near vehicles or machinery, handle hazardous materials or substances of any kind, or have public safety responsibilities (*i.e.*, transporting Park District patrons to outings or supervising programs or facilities operations) and you have taken or are under the influence of legal drugs, you must report the use of such legal drugs to your immediate supervisor if the legal drug may cause drowsiness or alters perception or reaction time.

Any employees who are using prescription drugs that may have adverse side effects should inform their supervisor or department head as soon as possible that they are taking medication on the advice of a physician. Such employees are responsible for disclosing to the supervisor or department head the possible side effects of the drug on work safety or performance and the expected duration of its use.

Employees are forbidden to sell or make transactions involving illegal drugs **or cannabis** during work or at Park District facilities, properties, or in its vehicles. Violators may be subject to immediate disciplinary action, including, but not limited to, termination. Any sale of illegal drugs **or cannabis** during work or on Park District's premises, facilities, or in Park District vehicles will be treated as gross misconduct, punishable by immediate discharge for the first offense.

Procedure for Reporting Possession of Use of Alcohol or Illegal Drugs

If you know of possession or use of alcohol, **cannabis** or illegal drugs by employees, you are encouraged to discuss your questions, problems, complaints, or reports with your immediate supervisor or Superintendent of Finance. If you feel uncomfortable doing so, or if your supervisor is the source of the problem, condones the problem, or ignores the problem, report to the supervisor's supervisor or the Director.

If neither of these alternatives is satisfactory to you, then you can direct your questions, problems, complaints, or reports to the President of the Board.

West Chicago Park District Vendor Activity Report

Date	Transaction # Description	Transaction Type	Post Date Due Date	Transaction Amount	Discount Amount Discount Taken	Payment Type	Payment #	Payment Date	Amount Paid	Transaction Balance
ABSOLUTE VENDING SERVICE, INC.										
9/30/2019	2030	Invoice	10/11/2019	\$120.00	\$0.00	Computer Check	2438	10/11/2019	\$120.00	\$0.00
	WATER COOLER RENTAL		10/11/2019							
<i>Totals for ABSOLUTE VENDING SERVICE, INC</i>				<u>\$120.00</u>	<u>\$0.00</u>				<u>\$120.00</u>	<u>\$0.00</u>
ADVANCED DISPOSAL SERVICES										
8/31/2019	T00001857679	Invoice	10/4/2019	\$1,688.11	\$0.00	Computer Check	2413	10/4/2019	\$1,688.11	\$0.00
	REFUSE REMOVAL - ARC/830 HAWTHORNE		10/4/2019							
9/30/2019	T00001874162	Invoice	10/11/2019	\$855.00	\$0.00	Computer Check	2439	10/11/2019	\$855.00	\$0.00
	REFUSE REMOVAL - ARC/830 HAWTHORNE		10/11/2019							
9/30/2019	T00001875387	Invoice	10/11/2019	\$80.95	\$0.00	Computer Check	2439	10/11/2019	\$80.95	\$0.00
	REFUSE REMOVAL - ZONE 250		10/11/2019							
<i>Totals for ADVANCED DISPOSAL SERVICES</i>				<u>\$2,624.06</u>	<u>\$0.00</u>				<u>\$2,624.06</u>	<u>\$0.00</u>
ALL IN ONE REMODELING										
10/17/2019	10/17/19	Invoice	10/18/2019	\$950.00	\$0.00	Computer Check	2477	10/18/2019	\$950.00	\$0.00
	MANVILLE HOUSE AC & MISC REPAIRS		10/18/2019							
<i>Totals for ALL IN ONE REMODELING</i>				<u>\$950.00</u>	<u>\$0.00</u>				<u>\$950.00</u>	<u>\$0.00</u>
ANCEL GLINK, P.C.										
10/10/2019	10/10/19	Invoice	10/11/2019	\$53.75	\$0.00	Computer Check	2440	10/11/2019	\$53.75	\$0.00
	LEGAL SERVICES		10/11/2019							
<i>Totals for ANCEL GLINK, P.C.</i>				<u>\$53.75</u>	<u>\$0.00</u>				<u>\$53.75</u>	<u>\$0.00</u>
ANDERSON LOCK										
9/28/2019	7083308	Invoice	10/11/2019	\$308.00	\$0.00	Computer Check	2441	10/11/2019	\$308.00	\$0.00
	REPAIRS		10/11/2019							
<i>Totals for ANDERSON LOCK</i>				<u>\$308.00</u>	<u>\$0.00</u>				<u>\$308.00</u>	<u>\$0.00</u>
AQUA PURE ENTERPRISES										
9/17/2019	121611	Invoice	10/4/2019	\$383.85	\$0.00	Computer Check	2415	10/4/2019	\$383.85	\$0.00
	TSPLASH CHEMICALS		10/4/2019							
<i>Totals for AQUA PURE ENTERPRISES</i>				<u>\$383.85</u>	<u>\$0.00</u>				<u>\$383.85</u>	<u>\$0.00</u>
ARENA FENCE CO.										
6/21/2019	6/21/19	Invoice	10/18/2019	\$12,500.00	\$0.00	Computer Check	2478	10/18/2019	\$12,500.00	\$0.00
	NEW FENCE FOR FIELD 4 AT PIONEER		10/18/2019							

West Chicago Park District Vendor Activity Report

Date	Transaction # Description	Transaction Type	Post Date Due Date	Transaction Amount	Discount Amount Discount Taken	Payment Type	Payment #	Payment Date	Amount Paid	Transaction Balance
<i>Totals for ARENA FENCE CO.</i>				<i>\$12,500.00</i>	<i>\$0.00</i>				<i>\$12,500.00</i>	<i>\$0.00</i>
BENNETT DOOR SERVICE INC.										
10/8/2019	45190	Invoice	10/18/2019	\$250.00	\$0.00	Computer Check	2479	10/18/2019	\$250.00	\$0.00
	DROP TEST FOR SHOP FIRE DOOR		10/18/2019							
<i>Totals for BENNETT DOOR SERVICE INC.</i>				<i>\$250.00</i>	<i>\$0.00</i>				<i>\$250.00</i>	<i>\$0.00</i>
BLACK LINE FOX VALLEY LLC										
10/16/2019	29939963	Invoice	10/18/2019	\$67.44	\$0.00	Computer Check	2480	10/18/2019	\$67.44	\$0.00
	DP TO VGA		10/18/2019							
<i>Totals for BLACK LINE FOX VALLEY LLC</i>				<i>\$67.44</i>	<i>\$0.00</i>				<i>\$67.44</i>	<i>\$0.00</i>
BUCK SERVICES, INC.										
9/30/2019	49979	Invoice	10/11/2019	\$122.00	\$0.00	Computer Check	2442	10/11/2019	\$122.00	\$0.00
	TSPLASH CLEANING SERVICES		10/11/2019							
10/7/2019	50097	Invoice	10/18/2019	\$14,693.37	\$0.00	Computer Check	2481	10/18/2019	\$14,693.37	\$0.00
	OCT 19 MONTHLY CLEANING SERVICE		10/18/2019							
<i>Totals for BUCK SERVICES, INC.</i>				<i>\$14,815.37</i>	<i>\$0.00</i>				<i>\$14,815.37</i>	<i>\$0.00</i>
CALL ONE										
10/15/2019	10/15/19	Invoice	10/25/2019	\$434.47	\$0.00	Computer Check	2502	10/25/2019	\$434.47	\$0.00
	TELEPHONES		10/25/2019							
<i>Totals for CALL ONE</i>				<i>\$434.47</i>	<i>\$0.00</i>				<i>\$434.47</i>	<i>\$0.00</i>
CAROL STREAM LAWN/POWER										
9/25/2019	9/25/19	Invoice	10/18/2019	\$17.98	\$0.00	Computer Check	2482	10/18/2019	\$17.98	\$0.00
	PARTS		10/18/2019							
<i>Totals for CAROL STREAM LAWN/POWER</i>				<i>\$17.98</i>	<i>\$0.00</i>				<i>\$17.98</i>	<i>\$0.00</i>
CARQUEST AUTO PARTS										
9/30/2019	9/30/19	Invoice	10/18/2019	\$37.77	\$0.00	Computer Check	2483	10/18/2019	\$37.77	\$0.00
	PARTS		10/18/2019							
<i>Totals for CARQUEST AUTO PARTS</i>				<i>\$37.77</i>	<i>\$0.00</i>				<i>\$37.77</i>	<i>\$0.00</i>
CINTAS FIRE PROTECTION										
9/19/2019	0F94039908	Invoice	10/4/2019	\$5,652.00	\$0.00	Computer Check	2416	10/4/2019	\$5,652.00	\$0.00
	TSPLASH BACKFLOW REPAIR		10/4/2019							
10/4/2019	0F94040253	Invoice	10/25/2019	\$1,443.00	\$0.00	Computer Check	2503	10/25/2019	\$1,443.00	\$0.00
	TSPLASH BACKFLOW REPAIR		10/25/2019							

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	Transaction #	Transaction	Post Date	Transaction	Discount Amount			Payment		Transaction
Date	Description	Type	Due Date	Amount	Discount Taken	Payment Type	Payment #	Date	Amount Paid	Balance
Totals for CINTAS FIRE PROTECTION				\$7,095.00	\$0.00				\$7,095.00	\$0.00
COM ED										
9/13/2019	9/13/19 ARC	Invoice	10/4/2019 10/4/2019	\$3,219.63	\$0.00	Computer Check	2417	10/4/2019	\$3,219.63	\$0.00
9/13/2019	9/13/19 ZONE 250	Invoice	10/4/2019 10/4/2019	\$2,031.71	\$0.00	Computer Check	2417	10/4/2019	\$2,031.71	\$0.00
9/16/2019	9/16/19 HAMPTON AERATOR	Invoice	10/4/2019 10/4/2019	\$131.60	\$0.00	Computer Check	2417	10/4/2019	\$131.60	\$0.00
10/15/2019	10/15/19 HAMPTON AERATOR	Invoice	10/25/2019 10/25/2019	\$137.20	\$0.00	Computer Check	2504	10/25/2019	\$137.20	\$0.00
10/14/2019	10/14/19 ZONE 250	Invoice	10/25/2019 10/25/2019	\$2,058.54	\$0.00	Computer Check	2504	10/25/2019	\$2,058.54	\$0.00
10/14/2019	10/14/19 ARC	Invoice	10/25/2019 10/25/2019	\$3,196.47	\$0.00	Computer Check	2504	10/25/2019	\$3,196.47	\$0.00
Totals for COM ED				\$10,775.15	\$0.00				\$10,775.15	\$0.00
COMCAST										
10/6/2019	10/6/19 830 W. HAWTHORNE	Invoice	10/18/2019 10/18/2019	\$190.09	\$0.00	Computer Check	2484	10/18/2019	\$190.09	\$0.00
10/7/2019	10/7/19 KEPPLER ACADEMY	Invoice	10/18/2019 10/18/2019	\$136.85	\$0.00	Computer Check	2485	10/18/2019	\$136.85	\$0.00
Totals for COMCAST				\$326.94	\$0.00				\$326.94	\$0.00
CONTROL ELECTRIC COMPANY, INC.										
10/14/2019	6164 EXIT SIGN AND PARKING LOT REPAIRS	Invoice	10/25/2019 10/25/2019	\$580.00	\$0.00	Computer Check	2505	10/25/2019	\$580.00	\$0.00
Totals for CONTROL ELECTRIC COMPANY, INC.				\$580.00	\$0.00				\$580.00	\$0.00
DEO TEK INC/DAMAIN										
9/27/2019	2500419 CONTRACTUAL PARKS STAFF	Invoice	10/11/2019 10/11/2019	\$5,035.59	\$0.00	Computer Check	2443	10/11/2019	\$5,035.59	\$0.00
10/4/2019	2500421 CONTRACTUAL PARKS STAFF	Invoice	10/11/2019 10/11/2019	\$4,901.89	\$0.00	Computer Check	2443	10/11/2019	\$4,901.89	\$0.00

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Date	Transaction # Description	Transaction Type	Post Date Due Date	Transaction Amount	Discount Amount Discount Taken	Payment Type	Payment #	Payment Date	Amount Paid	Transaction Balance
10/11/2019	2500423	Invoice	10/18/2019	\$5,117.16	\$0.00	Computer Check	2486	10/18/2019	\$5,117.16	\$0.00
	CONTRACTUAL PARKS STAFF		10/18/2019							
<i>Totals for DEO TEK INC/DAMAIN</i>				<u>\$15,054.64</u>	<u>\$0.00</u>				<u>\$15,054.64</u>	<u>\$0.00</u>
DEUTSCH'S TRUCK REPAIR										
8/15/2019	67049	Invoice	10/4/2019	\$7,964.66	\$0.00	Computer Check	2418	10/4/2019	\$7,964.66	\$0.00
	2006 F-450 HEAD GASKET REPLACEMENT		10/4/2019							
9/4/2019	67165	Invoice	10/11/2019	\$574.78	\$0.00	Computer Check	2444	10/11/2019	\$574.78	\$0.00
	2006 F-450 REPAIRS		10/11/2019							
<i>Totals for DEUTSCH'S TRUCK REPAIR</i>				<u>\$8,539.44</u>	<u>\$0.00</u>				<u>\$8,539.44</u>	<u>\$0.00</u>
FAULKS BROS. CONSTRUCTION INC										
9/11/2019	324787	Invoice	10/11/2019	\$2,047.92	\$0.00	Computer Check	2445	10/11/2019	\$2,047.92	\$0.00
	RED CART PATH MATERIAL		10/11/2019							
9/12/2019	324788	Invoice	10/11/2019	\$2,055.97	\$0.00	Computer Check	2445	10/11/2019	\$2,055.97	\$0.00
	RED CART PATH MATERIAL		10/11/2019							
<i>Totals for FAULKS BROS. CONSTRUCTION INC</i>				<u>\$4,103.89</u>	<u>\$0.00</u>				<u>\$4,103.89</u>	<u>\$0.00</u>
FNBC BANK AND TRUST - WC										
10/15/2019		Invoice	10/16/2019	\$5,111.67	\$0.00	Bank Draft	10685	10/16/2019	\$5,111.67	\$0.00
	DEBT CERT PAYMENT		10/16/2019							
<i>Totals for FNBC BANK AND TRUST - WC</i>				<u>\$5,111.67</u>	<u>\$0.00</u>				<u>\$5,111.67</u>	<u>\$0.00</u>
FNBC BANK AND TRUST										
9/13/2019	9/13/19	Invoice	10/4/2019	\$4,268.24	\$0.00	Computer Check	2419	10/4/2019	\$4,268.24	\$0.00
	MEDINA VISA 9/13/19		10/4/2019							
9/20/2019	9/20/19	Invoice	10/4/2019	\$1,118.43	\$0.00	Computer Check	2420	10/4/2019	\$1,118.43	\$0.00
	RADUN VISA 9/20/19		10/4/2019							
9/15/2019	9/15/19	Invoice	10/11/2019	\$893.43	\$0.00	Computer Check	2446	10/11/2019	\$893.43	\$0.00
	KASPER VISA 9/15/19		10/11/2019							
9/20/2019	9/20/19	Invoice	10/11/2019	\$1,473.50	\$0.00	Computer Check	2447	10/11/2019	\$1,473.50	\$0.00
	MAJOR VISA 9/20/19		10/11/2019							
10/3/2019	10/3/19	Invoice	10/18/2019	\$868.54	\$0.00	Computer Check	2487	10/18/2019	\$868.54	\$0.00
	MEDEIROS VISA 10/3/19		10/18/2019							

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Date	Transaction # Description	Transaction Type	Post Date Due Date	Transaction Amount	Discount Amount Discount Taken	Payment Type	Payment #	Payment Date	Amount Paid	Transaction Balance
10/6/2019	10/6/19 GASPARINI VISA 10/6/19	Invoice	10/25/2019 10/25/2019	\$2,750.93	\$0.00	Computer Check	2506	10/25/2019	\$2,750.93	\$0.00
9/26/2019	9/26/19 SHIPP VISA 9/26/19	Invoice	10/25/2019 10/25/2019	\$815.20	\$0.00	Computer Check	2507	10/25/2019	\$815.20	\$0.00
<i>Totals for FNBC BANK AND TRUST</i>				<u>\$12,188.27</u>	<u>\$0.00</u>				<u>\$12,188.27</u>	<u>\$0.00</u>
FRANK LENERTZ										
10/9/2019	10/9/19 NRPA CONFERENCE EXPENSES	Invoice	10/11/2019 10/11/2019	\$1,944.13	\$0.00	Computer Check	2448	10/11/2019	\$1,944.13	\$0.00
<i>Totals for FRANK LENERTZ</i>				<u>\$1,944.13</u>	<u>\$0.00</u>				<u>\$1,944.13</u>	<u>\$0.00</u>
GORDON FLESCH COMPANY, INC.										
9/25/2019	100539539 PRINTER LEASES	Invoice	10/4/2019 10/4/2019	\$155.50	\$0.00	Computer Check	2421	10/4/2019	\$155.50	\$0.00
10/16/2019	1N12747686 PRINTER IMAGES	Invoice	10/25/2019 10/25/2019	\$43.56	\$0.00	Computer Check	2508	10/25/2019	\$43.56	\$0.00
<i>Totals for GORDON FLESCH COMPANY, INC.</i>				<u>\$199.06</u>	<u>\$0.00</u>				<u>\$199.06</u>	<u>\$0.00</u>
GRAINGER										
9/20/2019	9300062008 REPAIRS	Invoice	10/11/2019 10/11/2019	\$117.30	\$0.00	Computer Check	2449	10/11/2019	\$117.30	\$0.00
10/4/2019	9313128267 SUPPLIES	Invoice	10/18/2019 10/18/2019	\$353.70	\$0.00	Computer Check	2488	10/18/2019	\$353.70	\$0.00
<i>Totals for GRAINGER</i>				<u>\$471.00</u>	<u>\$0.00</u>				<u>\$471.00</u>	<u>\$0.00</u>
HERITAGE FS INC.										
9/25/2019	37001859 FUEL	Invoice	10/11/2019 10/11/2019	\$3,050.83	\$0.00	Computer Check	2450	10/11/2019	\$3,050.83	\$0.00
10/8/2019	37001951 FUEL	Invoice	10/18/2019 10/18/2019	\$2,123.01	\$0.00	Computer Check	2489	10/18/2019	\$2,123.01	\$0.00
10/8/2019	37001950 FUEL	Invoice	10/18/2019 10/18/2019	\$524.98	\$0.00	Computer Check	2489	10/18/2019	\$524.98	\$0.00
<i>Totals for HERITAGE FS INC.</i>				<u>\$5,698.82</u>	<u>\$0.00</u>				<u>\$5,698.82</u>	<u>\$0.00</u>
HUSHION PAVEMENT MAINTENANCE										

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Date	Transaction # Description	Transaction Type	Post Date Due Date	Transaction Amount	Discount Amount Discount Taken	Payment Type	Payment #	Payment Date	Amount Paid	Transaction Balance
9/2/2019	3469	Invoice	10/11/2019	\$4,775.00	\$0.00	Computer Check	2451	10/11/2019	\$4,775.00	\$0.00
	CLEAN/SEAL/STRIPE ARC LOT		10/11/2019							
<i>Totals for HUSHION PAVEMENT MAINTENANCE</i>				<i>\$4,775.00</i>	<i>\$0.00</i>				<i>\$4,775.00</i>	<i>\$0.00</i>
ILLINOIS DEPT OF REVENUE										
10/8/2019		Invoice	10/8/2019	\$2,319.40	\$0.00	Bank Draft	10681	10/8/2019	\$2,319.40	\$0.00
	Payroll liabilities through <10/5/2019 to 10/5/20		10/8/2019							
10/22/2019		Invoice	10/22/2019	\$2,327.65	\$0.00	Bank Draft	10687	10/22/2019	\$2,327.65	\$0.00
	Payroll liabilities through <10/19/2019 to 10/19		10/22/2019							
<i>Totals for ILLINOIS DEPT OF REVENUE</i>				<i>\$4,647.05</i>	<i>\$0.00</i>				<i>\$4,647.05</i>	<i>\$0.00</i>
IMRF										
10/8/2019		Invoice	10/8/2019	\$4,470.11	\$0.00	Bank Draft	10682	10/8/2019	\$4,470.11	\$0.00
	Payroll liabilities through <10/5/2019 to 10/5/20		10/8/2019							
10/22/2019		Invoice	10/22/2019	\$4,406.93	\$0.00	Bank Draft	10688	10/22/2019	\$4,406.93	\$0.00
	Payroll liabilities through <10/19/2019 to 10/19		10/22/2019							
<i>Totals for IMRF</i>				<i>\$8,877.04</i>	<i>\$0.00</i>				<i>\$8,877.04</i>	<i>\$0.00</i>
INNOVATIVE ATTRACTION MANAGEMENT AQUATIC RISK PREVENTION LLC										
10/8/2019	2102	Invoice	10/11/2019	\$150.00	\$0.00	Computer Check	2452	10/11/2019	\$150.00	\$0.00
	LIFEGUARD CERTIFICATIONS		10/11/2019							
10/8/2019	2101	Invoice	10/11/2019	\$150.00	\$0.00	Computer Check	2452	10/11/2019	\$150.00	\$0.00
	LIFEGUARD CERTIFICATIONS		10/11/2019							
10/15/2019	2109	Invoice	10/18/2019	\$400.00	\$0.00	Computer Check	2490	10/18/2019	\$400.00	\$0.00
	LIFEGUARD INSTRUCTOR LICENSE/REGI		10/18/2019							
<i>TTRACTION MANAGEMENT AQUATIC RISK PREVENTION LLC</i>				<i>\$700.00</i>	<i>\$0.00</i>				<i>\$700.00</i>	<i>\$0.00</i>
JOSEPH URBAN										
9/19/2019	9/29/19	Invoice	10/4/2019	\$195.87	\$0.00	Computer Check	2422	10/4/2019	\$195.87	\$0.00
	MILEAGE REIMBURSEMENT		10/4/2019							
<i>Totals for JOSEPH URBAN</i>				<i>\$195.87</i>	<i>\$0.00</i>				<i>\$195.87</i>	<i>\$0.00</i>
KATHERINE A. GILL										
10/3/2019	10/3/19	Invoice	10/4/2019	\$2,189.60	\$0.00	Computer Check	2423	10/4/2019	\$2,189.60	\$0.00
	MARTIAL ARTS PROGRAMS		10/4/2019							
<i>Totals for KATHERINE A. GILL</i>				<i>\$2,189.60</i>	<i>\$0.00</i>				<i>\$2,189.60</i>	<i>\$0.00</i>

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Date	Transaction # Description	Transaction Type	Post Date Due Date	Transaction Amount	Discount Amount Discount Taken	Payment Type	Payment #	Payment Date	Amount Paid	Transaction Balance
KEN HARRIS										
10/7/2019	9	Invoice	10/11/2019	\$182.00	\$0.00	Computer Check	2453	10/11/2019	\$182.00	\$0.00
	PICKLEBALL CLASS		10/11/2019							
<i>Totals for KEN HARRIS</i>				<u>\$182.00</u>	<u>\$0.00</u>				<u>\$182.00</u>	<u>\$0.00</u>
KONICA MINOLTA BUSINESS SOLUTIONS										
9/30/2019	261612066	Invoice	10/11/2019	\$325.83	\$0.00	Computer Check	2454	10/11/2019	\$325.83	\$0.00
	COPIER - ADDITIONAL PRINTS		10/11/2019							
<i>Totals for KONICA MINOLTA BUSINESS SOLUTIONS</i>				<u>\$325.83</u>	<u>\$0.00</u>				<u>\$325.83</u>	<u>\$0.00</u>
KONICA MINOLTA PREMIER FINANCE										
9/27/2019	5007444831	Invoice	10/4/2019	\$1,198.00	\$0.00	Computer Check	2424	10/4/2019	\$1,198.00	\$0.00
	COPIER LEASE		10/4/2019							
<i>Totals for KONICA MINOLTA PREMIER FINANCE</i>				<u>\$1,198.00</u>	<u>\$0.00</u>				<u>\$1,198.00</u>	<u>\$0.00</u>
KRAGE'S TIRE CENTERS INC										
9/12/2019	267305	Invoice	10/4/2019	\$42.45	\$0.00	Computer Check	2425	10/4/2019	\$42.45	\$0.00
	OIL CHANGE DIRECTOR'S CAR		10/4/2019							
<i>Totals for KRAGE'S TIRE CENTERS INC</i>				<u>\$42.45</u>	<u>\$0.00</u>				<u>\$42.45</u>	<u>\$0.00</u>
LAKESHORE RECYCLING SYSTEMS										
9/26/2019	PS289193	Invoice	10/11/2019	\$1,470.00	\$0.00	Computer Check	2455	10/11/2019	\$1,470.00	\$0.00
	TOILET RENTAL - REED		10/11/2019							
9/26/2019	PS289192	Invoice	10/11/2019	\$490.00	\$0.00	Computer Check	2455	10/11/2019	\$490.00	\$0.00
	TOILET RENTAL - PIONEER		10/11/2019							
9/26/2019	PS289191	Invoice	10/11/2019	\$245.00	\$0.00	Computer Check	2455	10/11/2019	\$245.00	\$0.00
	TOILET RENTAL - CORNERSTONE		10/11/2019							
9/26/2019	PS289195	Invoice	10/11/2019	\$140.00	\$0.00	Computer Check	2455	10/11/2019	\$140.00	\$0.00
	TOILET RENTAL - EASTON		10/11/2019							
9/26/2019	PS289194	Invoice	10/11/2019	\$245.00	\$0.00	Computer Check	2455	10/11/2019	\$245.00	\$0.00
	TOILET RENTAL - KRESS CREEK		10/11/2019							
<i>Totals for LAKESHORE RECYCLING SYSTEMS</i>				<u>\$2,590.00</u>	<u>\$0.00</u>				<u>\$2,590.00</u>	<u>\$0.00</u>
LANDSCAPE MATERIAL & FIREWOOD										
9/26/2019	36454	Invoice	10/11/2019	\$360.00	\$0.00	Computer Check	2456	10/11/2019	\$360.00	\$0.00
	9 YARDS BLACK TOPSOIL		10/11/2019							

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Date	Transaction # Description	Transaction Type	Post Date Due Date	Transaction Amount	Discount Amount Discount Taken	Payment Type	Payment #	Payment Date	Amount Paid	Transaction Balance
10/3/2019	36527 TOPSOIL FOR PARKS	Invoice	10/11/2019 10/11/2019	\$80.00	\$0.00	Computer Check	2456	10/11/2019	\$80.00	\$0.00
<i>Totals for LANDSCAPE MATERIAL & FIREWOOL</i>				<u>\$440.00</u>	<u>\$0.00</u>				<u>\$440.00</u>	<u>\$0.00</u>
LOUISA WALSH										
10/3/2019	10/3/19 MILEAGE REIMB	Invoice	10/4/2019 10/4/2019	\$105.44	\$0.00	Computer Check	2426	10/4/2019	\$105.44	\$0.00
10/4/2019	10/4/19 REIMB FOR POSTAGE	Invoice	10/11/2019 10/11/2019	\$4.50	\$0.00	Computer Check	2457	10/11/2019	\$4.50	\$0.00
<i>Totals for LOUISA WALSH</i>				<u>\$109.94</u>	<u>\$0.00</u>				<u>\$109.94</u>	<u>\$0.00</u>
MARTIN IMPLEMENT SALES INC.										
9/25/2019	A72062 MOWER BLADES FOR PULL BEHIND WO	Invoice	10/11/2019 10/11/2019	\$336.99	\$0.00	Computer Check	2458	10/11/2019	\$336.99	\$0.00
<i>Totals for MARTIN IMPLEMENT SALES INC.</i>				<u>\$336.99</u>	<u>\$0.00</u>				<u>\$336.99</u>	<u>\$0.00</u>
MELISSA MEDEIROS										
10/9/2019	10/9/19 MEDEIROS MILEAGE REIMB	Invoice	10/11/2019 10/11/2019	\$54.46	\$0.00	Computer Check	2459	10/11/2019	\$54.46	\$0.00
<i>Totals for MELISSA MEDEIROS</i>				<u>\$54.46</u>	<u>\$0.00</u>				<u>\$54.46</u>	<u>\$0.00</u>
MENARDS-WEST CHICAGO										
9/19/2019	89028 SUPPLIES	Invoice	10/4/2019 10/4/2019	\$10.98	\$0.00	Computer Check	2427	10/4/2019	\$10.98	\$0.00
9/20/2019	89108 SUPPLIES	Invoice	10/11/2019 10/11/2019	\$20.65	\$0.00	Computer Check	2460	10/11/2019	\$20.65	\$0.00
9/30/2019	89782 SUPPLIES	Invoice	10/11/2019 10/11/2019	\$0.99	\$0.00	Computer Check	2460	10/11/2019	\$0.99	\$0.00
10/2/2019	89943 SUPPLIES	Invoice	10/11/2019 10/11/2019	\$19.95	\$0.00	Computer Check	2460	10/11/2019	\$19.95	\$0.00
10/8/2019	90368 SUPPLIES	Invoice	10/25/2019 10/25/2019	\$8.97	\$0.00	Computer Check	2509	10/25/2019	\$8.97	\$0.00
<i>Totals for MENARDS-WEST CHICAGO</i>				<u>\$61.54</u>	<u>\$0.00</u>				<u>\$61.54</u>	<u>\$0.00</u>
MICHAEL TAWNEY										

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Date	Transaction # Description	Transaction Type	Post Date Due Date	Transaction Amount	Discount Amount Discount Taken	Payment Type	Payment #	Payment Date	Amount Paid	Transaction Balance
10/16/2019	10/16/19 DJ FOR BOO BASH	Invoice	10/18/2019 10/18/2019	\$300.00	\$0.00	Computer Check	2501	10/18/2019	\$300.00	\$0.00
<i>Totals for MICHAEL TAWNEY</i>				<u>\$300.00</u>	<u>\$0.00</u>				<u>\$300.00</u>	<u>\$0.00</u>
MIDAMERICAN ENERGY CO.										
10/10/2019	9958696 ELECTRICITY SUPPLY	Invoice	10/25/2019 10/25/2019	\$11,784.20	\$0.00	Computer Check	2510	10/25/2019	\$11,784.20	\$0.00
<i>Totals for MIDAMERICAN ENERGY CO.</i>				<u>\$11,784.20</u>	<u>\$0.00</u>				<u>\$11,784.20</u>	<u>\$0.00</u>
MIDWEST COMMERCIAL FITNESS										
9/26/2019	15993 PARTS/REPAIRS	Invoice	10/11/2019 10/11/2019	\$325.00	\$0.00	Computer Check	2461	10/11/2019	\$325.00	\$0.00
6/7/2019	123655 PARTS/REPAIRS	Invoice	10/25/2019 10/25/2019	\$294.90	\$0.00	Computer Check	2511	10/25/2019	\$294.90	\$0.00
7/25/2019	123632 PARTS/REPAIRS	Invoice	10/25/2019 10/25/2019	\$157.50	\$0.00	Computer Check	2511	10/25/2019	\$157.50	\$0.00
10/15/2019	16208 PARTS/REPAIRS	Invoice	10/25/2019 10/25/2019	\$609.00	\$0.00	Computer Check	2511	10/25/2019	\$609.00	\$0.00
<i>Totals for MIDWEST COMMERCIAL FITNESS</i>				<u>\$1,386.40</u>	<u>\$0.00</u>				<u>\$1,386.40</u>	<u>\$0.00</u>
MURPHY ACE HARDWARE										
9/30/2019	9/30/19 SUPPLIES	Invoice	10/11/2019 10/11/2019	\$4.22	\$0.00	Computer Check	2462	10/11/2019	\$4.22	\$0.00
<i>Totals for MURPHY ACE HARDWARE</i>				<u>\$4.22</u>	<u>\$0.00</u>				<u>\$4.22</u>	<u>\$0.00</u>
NICORGAS										
9/18/2019	9/18/19 TSPLASH - GAS	Invoice	10/4/2019 10/4/2019	\$2,216.92	\$0.00	Computer Check	2428	10/4/2019	\$2,216.92	\$0.00
10/7/2019	10/7/19 830 W HAWTHORNE - GAS	Invoice	10/18/2019 10/18/2019	\$116.60	\$0.00	Computer Check	2491	10/18/2019	\$116.60	\$0.00
10/7/2019	10/7/19 ARC - GAS	Invoice	10/18/2019 10/18/2019	\$467.03	\$0.00	Computer Check	2491	10/18/2019	\$467.03	\$0.00
<i>Totals for NICORGAS</i>				<u>\$2,800.55</u>	<u>\$0.00</u>				<u>\$2,800.55</u>	<u>\$0.00</u>
NORTH AMERICAN CORPORATION										

West Chicago Park District Vendor Activity Report

Date	Transaction # Description	Transaction Type	Post Date Due Date	Transaction Amount	Discount Amount Discount Taken	Payment Type	Payment #	Payment Date	Amount Paid	Transaction Balance
9/17/2019	A282763 JANITORIAL SUPPLIES	Invoice	10/25/2019 10/25/2019	\$1,070.68	\$0.00	Computer Check	2512	10/25/2019	\$1,070.68	\$0.00
<i>Totals for NORTH AMERICAN CORPORATION</i>				<u>\$1,070.68</u>	<u>\$0.00</u>				<u>\$1,070.68</u>	<u>\$0.00</u>
NOVATOO, INC.										
10/15/2019	11827 REPAIRS	Invoice	10/25/2019 10/25/2019	\$553.85	\$0.00	Computer Check	2513	10/25/2019	\$553.85	\$0.00
<i>Totals for NOVATOO, INC.</i>				<u>\$553.85</u>	<u>\$0.00</u>				<u>\$553.85</u>	<u>\$0.00</u>
NUTOYS LEISURE PRODUCTS										
9/25/2019	49696 SWINGS	Invoice	10/11/2019 10/11/2019	\$1,989.00	\$0.00	Computer Check	2463	10/11/2019	\$1,989.00	\$0.00
<i>Totals for NUTOYS LEISURE PRODUCTS</i>				<u>\$1,989.00</u>	<u>\$0.00</u>				<u>\$1,989.00</u>	<u>\$0.00</u>
OFFICE DEPOT										
10/1/2019	383792829001 SUPPLIES	Invoice	10/11/2019 10/11/2019	\$43.22	\$0.00	Computer Check	2464	10/11/2019	\$43.22	\$0.00
10/10/2019	386871279001 OFFICE SUPPLIES	Invoice	10/18/2019 10/18/2019	\$17.69	\$0.00	Computer Check	2492	10/18/2019	\$17.69	\$0.00
10/10/2019	386871267001 OFFICE SUPPLIES	Invoice	10/18/2019 10/18/2019	\$129.61	\$0.00	Computer Check	2492	10/18/2019	\$129.61	\$0.00
<i>Totals for OFFICE DEPOT</i>				<u>\$190.52</u>	<u>\$0.00</u>				<u>\$190.52</u>	<u>\$0.00</u>
PARK DISTRICT RISK MANAGEMENT										
10/1/2019	10/1/19 NOV INSURANCE PREMIUM FOR J FELIX	Invoice	10/4/2019 10/4/2019	\$1,368.98	\$0.00	Computer Check	2429	10/4/2019	\$1,368.98	\$0.00
9/30/2019	0919013H HEALTH & LIFE INS	Invoice	10/4/2019 10/4/2019	\$21,854.04	\$0.00	Computer Check	2430	10/4/2019	\$21,854.04	\$0.00
<i>Totals for PARK DISTRICT RISK MANAGEMENT</i>				<u>\$23,223.02</u>	<u>\$0.00</u>				<u>\$23,223.02</u>	<u>\$0.00</u>
PETER PATTERSON GLASSWORKS										
10/11/2019	10/11/19 DEPOSIT FOR 12/4 TRIP - EST 15 PEOPLE	Invoice	10/18/2019 10/18/2019	\$255.00	\$0.00	Computer Check	2493	10/18/2019	\$255.00	\$0.00
<i>Totals for PETER PATTERSON GLASSWORKS</i>				<u>\$255.00</u>	<u>\$0.00</u>				<u>\$255.00</u>	<u>\$0.00</u>
PLAINFIELD SIGNS										

West Chicago Park District Vendor Activity Report

Date	Transaction # Description	Transaction Type	Post Date Due Date	Transaction Amount	Discount Amount Discount Taken	Payment Type	Payment #	Payment Date	Amount Paid	Transaction Balance
10/16/2019	17068 DON EARLEY PARK SIGN	Invoice	10/25/2019 10/25/2019	\$1,525.00	\$0.00	Computer Check	2514	10/25/2019	\$1,525.00	\$0.00
<i>Totals for PLAINFIELD SIGNS</i>				<i>\$1,525.00</i>	<i>\$0.00</i>				<i>\$1,525.00</i>	<i>\$0.00</i>
PNC EQUIPMENT FINANCE, LLC										
10/2/2019	589541 MOWER LEASES - NOV 2019	Invoice	10/25/2019 10/25/2019	\$920.39	\$0.00	Computer Check	2515	10/25/2019	\$920.39	\$0.00
<i>Totals for PNC EQUIPMENT FINANCE, LLC</i>				<i>\$920.39</i>	<i>\$0.00</i>				<i>\$920.39</i>	<i>\$0.00</i>
POCKET CIRCUS INC										
10/9/2019	10/9/19 BOO BASH	Invoice	10/11/2019 10/11/2019	\$600.00	\$0.00	Computer Check	2465	10/11/2019	\$600.00	\$0.00
<i>Totals for POCKET CIRCUS INC</i>				<i>\$600.00</i>	<i>\$0.00</i>				<i>\$600.00</i>	<i>\$0.00</i>
RANDALL PRESSURE SYSTEMS INC.										
9/18/2019	I-29489-0 PARTS	Invoice	10/4/2019 10/4/2019	\$16.00	\$0.00	Computer Check	2431	10/4/2019	\$16.00	\$0.00
<i>Totals for RANDALL PRESSURE SYSTEMS INC.</i>				<i>\$16.00</i>	<i>\$0.00</i>				<i>\$16.00</i>	<i>\$0.00</i>
REINDERS INC.										
10/9/2019	1806300-00 BLADES FOR TORO 7210 MOWER	Invoice	10/18/2019 10/18/2019	\$128.87	\$0.00	Computer Check	2494	10/18/2019	\$128.87	\$0.00
10/11/2019	1806300-01 BLADES FOR MOWER	Invoice	10/25/2019 10/25/2019	\$22.25	\$0.00	Computer Check	2516	10/25/2019	\$22.25	\$0.00
<i>Totals for REINDERS INC.</i>				<i>\$151.12</i>	<i>\$0.00</i>				<i>\$151.12</i>	<i>\$0.00</i>
REPUBLIC BANK										
10/8/2019		Invoice	10/8/2019	\$11,952.36	\$0.00	Bank Draft	10683	10/8/2019	\$11,952.36	\$0.00
	Payroll liabilities through <10/5/2019 to 10/5/20		10/8/2019							
10/22/2019		Invoice	10/22/2019	\$11,846.40	\$0.00	Bank Draft	10689	10/22/2019	\$11,846.40	\$0.00
	Payroll liabilities through <10/19/2019 to 10/19		10/22/2019							
<i>Totals for REPUBLIC BANK</i>				<i>\$23,798.76</i>	<i>\$0.00</i>				<i>\$23,798.76</i>	<i>\$0.00</i>
RESOURCE CONSULTING INC										
8/30/2019	19-08012 UNDERGROUND STORAGE REMEDIATI	Invoice	10/18/2019 10/18/2019	\$6,889.56	\$0.00	Computer Check	2495	10/18/2019	\$6,889.56	\$0.00
<i>Totals for RESOURCE CONSULTING INC</i>				<i>\$6,889.56</i>	<i>\$0.00</i>				<i>\$6,889.56</i>	<i>\$0.00</i>

West Chicago Park District Vendor Activity Report

Date	Transaction # Description	Transaction Type	Post Date Due Date	Transaction Amount	Discount Amount Discount Taken	Payment Type	Payment #	Payment Date	Amount Paid	Transaction Balance
RMC, INC.										
9/25/2019	SI2082411	Invoice	10/11/2019	\$927.00	\$0.00	Computer Check	2466	10/11/2019	\$927.00	\$0.00
	MAINTENANCE CONTRACT		10/11/2019							
9/25/2019	SI2082410	Invoice	10/11/2019	\$285.00	\$0.00	Computer Check	2466	10/11/2019	\$285.00	\$0.00
	MAINTENANCE CONTRACT		10/11/2019							
<i>Totals for RMC, INC.</i>				<u>\$1,212.00</u>	<u>\$0.00</u>				<u>\$1,212.00</u>	<u>\$0.00</u>
ROTARY CLUB OF WEST CHICAGO										
10/1/2019	1019	Invoice	10/4/2019	\$150.00	\$0.00	Computer Check	2432	10/4/2019	\$150.00	\$0.00
	MEMBERSHIP FEES/LUNCHEON		10/4/2019							
<i>Totals for ROTARY CLUB OF WEST CHICAGO</i>				<u>\$150.00</u>	<u>\$0.00</u>				<u>\$150.00</u>	<u>\$0.00</u>
S.T.A.R.E., INC.										
10/14/2019	19-010	Invoice	10/18/2019	\$1,000.00	\$0.00	Computer Check	2496	10/18/2019	\$1,000.00	\$0.00
	SEP 2019 CONTRACTUAL SERVICES		10/18/2019							
<i>Totals for S.T.A.R.E., INC.</i>				<u>\$1,000.00</u>	<u>\$0.00</u>				<u>\$1,000.00</u>	<u>\$0.00</u>
SANTANNA ENERGY SERVICES										
10/1/2019	INV006411544	Invoice	10/11/2019	\$148.16	\$0.00	Computer Check	2467	10/11/2019	\$148.16	\$0.00
	TSPLASH - SES # 8000129		10/11/2019							
10/1/2019	INV006410955	Invoice	10/11/2019	\$75.46	\$0.00	Computer Check	2467	10/11/2019	\$75.46	\$0.00
	CABIN - SES # 8000130		10/11/2019							
<i>Totals for SANTANNA ENERGY SERVICES</i>				<u>\$223.62</u>	<u>\$0.00</u>				<u>\$223.62</u>	<u>\$0.00</u>
SEAN RUDD										
10/9/2019	10/9/19	Invoice	10/11/2019	\$411.00	\$0.00	Computer Check	2468	10/11/2019	\$411.00	\$0.00
	BALLOON TWISTER - BOO BASH		10/11/2019							
<i>Totals for SEAN RUDD</i>				<u>\$411.00</u>	<u>\$0.00</u>				<u>\$411.00</u>	<u>\$0.00</u>
SECURITY BENEFIT GROUP										
10/8/2019		Invoice	10/8/2019	\$1,025.00	\$0.00	Bank Draft	10684	10/8/2019	\$1,025.00	\$0.00
	Payroll liabilities through <10/5/2019 to 10/5/20		10/8/2019							
10/22/2019		Invoice	10/22/2019	\$1,025.00	\$0.00	Bank Draft	10690	10/22/2019	\$1,025.00	\$0.00
	Payroll liabilities through <10/19/2019 to 10/19		10/22/2019							
<i>Totals for SECURITY BENEFIT GROUP</i>				<u>\$2,050.00</u>	<u>\$0.00</u>				<u>\$2,050.00</u>	<u>\$0.00</u>
SOUTH BRANCH NURSERIES INC.										

West Chicago Park District Vendor Activity Report

Date	Transaction # Description	Transaction Type	Post Date Due Date	Transaction Amount	Discount Amount Discount Taken	Payment Type	Payment #	Payment Date	Amount Paid	Transaction Balance
9/26/2019	206192 TREES	Invoice	10/11/2019 10/11/2019	\$288.00	\$0.00	Computer Check	2469	10/11/2019	\$288.00	\$0.00
<i>Totals for SOUTH BRANCH NURSERIES INC.</i>				<u>\$288.00</u>	<u>\$0.00</u>				<u>\$288.00</u>	<u>\$0.00</u>
STATE INDUSTRIAL PRODUCTS CORPORATION										
10/10/2019	901211284 SUPPLIES	Invoice	10/18/2019 10/18/2019	\$100.28	\$0.00	Computer Check	2497	10/18/2019	\$100.28	\$0.00
10/11/2019	901213168 SUPPLIES	Invoice	10/18/2019 10/18/2019	\$210.37	\$0.00	Computer Check	2497	10/18/2019	\$210.37	\$0.00
<i>Totals for STATE INDUSTRIAL PRODUCTS CORPORATION</i>				<u>\$310.65</u>	<u>\$0.00</u>				<u>\$310.65</u>	<u>\$0.00</u>
STEALTH AERIAL IMAGING INC.										
10/15/2019	1133 AERIAL PHOTOGRAPHS	Invoice	10/18/2019 10/18/2019	\$835.00	\$0.00	Computer Check	2498	10/18/2019	\$835.00	\$0.00
<i>Totals for STEALTH AERIAL IMAGING INC.</i>				<u>\$835.00</u>	<u>\$0.00</u>				<u>\$835.00</u>	<u>\$0.00</u>
SUSAN DELLAFRANCO										
10/1/2019	10/1/19 MILEAGE REIMB	Invoice	10/4/2019 10/4/2019	\$68.44	\$0.00	Computer Check	2433	10/4/2019	\$68.44	\$0.00
<i>Totals for SUSAN DELLAFRANCO</i>				<u>\$68.44</u>	<u>\$0.00</u>				<u>\$68.44</u>	<u>\$0.00</u>
TEAM REIL INC.										
10/3/2019	22036 ADA SWING	Invoice	10/11/2019 10/11/2019	\$1,170.00	\$0.00	Computer Check	2470	10/11/2019	\$1,170.00	\$0.00
<i>Totals for TEAM REIL INC.</i>				<u>\$1,170.00</u>	<u>\$0.00</u>				<u>\$1,170.00</u>	<u>\$0.00</u>
TERMINIX PROCESSING CENTER										
9/13/2019	389720655 KEPPLER ACADEMY PEST CONTROL	Invoice	10/4/2019 10/4/2019	\$62.00	\$0.00	Computer Check	2434	10/4/2019	\$62.00	\$0.00
10/9/2019	390486584 KEPPLER ACADEMY PEST CONTROL	Invoice	10/25/2019 10/25/2019	\$62.00	\$0.00	Computer Check	2517	10/25/2019	\$62.00	\$0.00
10/9/2019	390488369 ARC PEST CONTROL	Invoice	10/25/2019 10/25/2019	\$94.00	\$0.00	Computer Check	2517	10/25/2019	\$94.00	\$0.00
10/9/2019	390489981 ZONE 50 PEST CONTROL	Invoice	10/25/2019 10/25/2019	\$75.00	\$0.00	Computer Check	2517	10/25/2019	\$75.00	\$0.00
<i>Totals for TERMINIX PROCESSING CENTER</i>				<u>\$293.00</u>	<u>\$0.00</u>				<u>\$293.00</u>	<u>\$0.00</u>

West Chicago Park District Vendor Activity Report

Date	Transaction # Description	Transaction Type	Post Date Due Date	Transaction Amount	Discount Amount Discount Taken	Payment Type	Payment #	Payment Date	Amount Paid	Transaction Balance
TRI-ANGLE SCREEN PRINT										
10/4/2019	139311	Invoice	10/18/2019	\$127.00	\$0.00	Computer Check	2499	10/18/2019	\$127.00	\$0.00
	COMMISSIONER STAFF APPAREL		10/18/2019							
<i>Totals for TRI-ANGLE SCREEN PRINT</i>				<u>\$127.00</u>	<u>\$0.00</u>				<u>\$127.00</u>	<u>\$0.00</u>
TRUGREEN PROCESSING CENTER										
9/11/2019	110278137	Invoice	10/4/2019	\$2,450.00	\$0.00	Computer Check	2435	10/4/2019	\$2,450.00	\$0.00
	TURF TREATMENT FOR REED KEPPLER		10/4/2019							
9/12/2019	110364112	Invoice	10/4/2019	\$1,176.00	\$0.00	Computer Check	2435	10/4/2019	\$1,176.00	\$0.00
	GRASS SEED		10/4/2019							
9/25/2019	111187074	Invoice	10/11/2019	\$61.74	\$0.00	Computer Check	2471	10/11/2019	\$61.74	\$0.00
	MOSQUITO SPRAY THE SHELL		10/11/2019							
<i>Totals for TRUGREEN PROCESSING CENTER</i>				<u>\$3,687.74</u>	<u>\$0.00</u>				<u>\$3,687.74</u>	<u>\$0.00</u>
TWIN OAKS LANDSCAPING INC.										
10/1/2019	MR980005-007	Invoice	10/11/2019	\$2,882.75	\$0.00	Computer Check	2472	10/11/2019	\$2,882.75	\$0.00
	OCT MAINTENANCE		10/11/2019							
<i>Totals for TWIN OAKS LANDSCAPING INC.</i>				<u>\$2,882.75</u>	<u>\$0.00</u>				<u>\$2,882.75</u>	<u>\$0.00</u>
VERIZON WIRELESS										
10/1/2019	9839125735	Invoice	10/25/2019	\$259.00	\$0.00	Computer Check	2518	10/25/2019	\$259.00	\$0.00
	AS/JU PHONES		10/25/2019							
<i>Totals for VERIZON WIRELESS</i>				<u>\$259.00</u>	<u>\$0.00</u>				<u>\$259.00</u>	<u>\$0.00</u>
VERMONT SYSTEMS INC.										
10/11/2019	64125	Invoice	10/18/2019	\$6,798.20	\$0.00	Computer Check	2500	10/18/2019	\$6,798.20	\$0.00
	3.1 MIGRATION TRAINING		10/18/2019							
<i>Totals for VERMONT SYSTEMS INC.</i>				<u>\$6,798.20</u>	<u>\$0.00</u>				<u>\$6,798.20</u>	<u>\$0.00</u>
WAREHOUSE DIRECT										
9/25/2019	4409350-1	Invoice	10/11/2019	\$247.50	\$0.00	Computer Check	2473	10/11/2019	\$247.50	\$0.00
	SUPPLIES		10/11/2019							
<i>Totals for WAREHOUSE DIRECT</i>				<u>\$247.50</u>	<u>\$0.00</u>				<u>\$247.50</u>	<u>\$0.00</u>
WESTERN DUPAGE SPECIAL RECREATION ASSOCIATION										
10/15/2019		Invoice	10/16/2019	\$7,688.71	\$0.00	Bank Draft	10686	10/16/2019	\$7,688.71	\$0.00
	RE TAXES REMIT VIA WIRE		10/16/2019							

West Chicago Park District
Vendor Activity Report

for WESTERN DUPAGE SPECIAL RECREATION ASSOCIATION	<u>\$7,688.71</u>	<u>\$0.00</u>	<u>\$7,688.71</u>	<u>\$0.00</u>
GRAND TOTALS:	\$238,537.35	\$0.00	\$238,537.35	\$0.00
A total of 136 transaction(s) listed				

Board Monthly Credit Card and Utilities Detail Report

Sum of Amount				
Vendor name	Description	Account description	Line Item Description	Total
COM ED	ARC	Utilities-Electricity	ARC	\$ 6,416.10
	ARC Total			\$ 6,416.10
	HAMPTON AERATOR	Utilities-Electricity	HAMPTON AERATOR	\$ 268.80
	HAMPTON AERATOR Total			\$ 268.80
	ZONE 250	Utilities-Electricity	ZONE 250	\$ 4,090.25
	ZONE 250 Total			\$ 4,090.25
COM ED Total				\$ 10,775.15
FNBC BANK AND TRUST	GASPARINI VISA 10/6/19	Con. Serv.-License/Insp. Fees	LICENSE FOR TREE INVENTORY SOFTWARE	\$ 500.00
		Repairs/Maint.-Buildings	DRAIB REPAIR KIT	\$ 49.95
		Repairs/Maint.-Playgrounds	REPLACEMENT LIGHT FOR NEAR CIRCLE STATUE BED	\$ 509.99
			SHIPPING FOR ADA SWINGS	\$ 611.00
		Repairs/Maintenance-Buildings	WATER METER REPAIRS AT TSPLASH BATH HOUSE	\$ 766.04
		Supplies/Materials-Janitorial	1000 SHOP TOWELS	\$ 124.00
		Supplies/Materials-Personnel	STAFF STEEL TOE WORK BOOTS	\$ 149.95
		Supplies/Materials-Veh./Mach.	IPASS	\$ 40.00
	GASPARINI VISA 10/6/19 Total			\$ 2,750.93
	KASPER VISA 9/15/19	Fitness Programs Supplies	JOB POSTINGS	\$ 90.00
		IPRA/NRPA Staff & Board	CPR RENEWAL	\$ 65.00
		OFFICE SUPPLIES	BLU TOOTH ADAPTER FD	\$ 14.99
		Repairs/Maint.-Buildings	TREEHOUSE FAUCET	\$ 492.80
		Supplies/Materials Facility Equipment	OPEN HOUSE SUPPLIES	\$ 230.64
	KASPER VISA 9/15/19 Total			\$ 893.43
	MAJOR VISA 9/20/19	Repairs/Maint.-Buildings	DIRECTOR HOUSE PLUMBING REPAIR	\$ 719.06
			SERVICE PLAN - DRYER	\$ 34.95
		Repairs/Maint.-Veh./Machines	CAR MAINTENANCE	\$ 16.19
		Spec. Purp.-Staff Meetings	MEETING	\$ 87.50
			MEETING WITH ARCHITECT	\$ 22.25
			MEETING WITH F. LENERTZ	\$ 11.74
			MEETING WITH FNBC BANK	\$ 39.51
			MEETING WITH REPUBLIC BANK	\$ 138.11
			MEETING WITH TSP SPORTSWEAR	\$ 38.63
			MEETING WITH WDSRA	\$ 39.63
			MEETING WITH YMCA	\$ 87.54
			PRAIRIE LANDING GOLF OUTING	\$ 143.64
			STAFF MEETING	\$ 94.75
	MAJOR VISA 9/20/19 Total			\$ 1,473.50
	MEDEIROS VISA 10/3/19	Cont/Serv-Misc.	MIGRATION TEST TRANSACTION	\$ 5.00
		IPRA/NRPA Staff & Board	VSI SYMPOSIUM FLIGHT	\$ 506.60
		OFFICE SUPPLIES	CASH DRAWER KEYS	\$ 53.70
		Spec. Purp.-Staff Meetings	COTW MTG	\$ 74.70
		Supplies/Materials-Office	OFFICE SUPPLIES	\$ 228.54
	MEDEIROS VISA 10/3/19 Total			\$ 868.54
	MEDINA VISA 9/13/19	Branding/Signage	BUSINESS CARDS	\$ 164.23
			NAME TAGS	\$ 66.88
		Marketing Design and Print	DESIGN SUBSCRIPTION	\$ 89.99
			VECTOR MEMBERSHIP	\$ 229.00
		Marketing Supplies	BALLOON ARC	\$ 12.88
			LOYALTY CARDS	\$ 126.91
			LOYALTY GIFT	\$ 2,840.42
			RENEWAL CARDS	\$ 47.87
		Marketing-Annual Appeal Expenses	APPEAL SPONSOR SIGNS	\$ 51.34
			BOO BASH BANNER	\$ 112.49
			RHYTHM & BREWS	\$ 367.20
			SOCIAL CAMPAIGNS	\$ 5.75

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Board Monthly Credit Card and Utilities Detail Report

Sum of Amount					
Vendor name	Description	Account description	Line Item Description	Total	
FNBC BANK AND TRUST	MEDINA VISA 9/13/19	Media Marketing	ARTICLE READ/APP	\$ 6.98	
			SOCIAL CAMPAIGNS	\$ 60.00	
		Supplies/Materials-Software	ADOBE	\$ 56.30	
	MEDINA VISA 9/13/19 Total				\$ 4,268.24
	RADUN VISA 9/20/19	Repairs/Maintenance-Equipment	TSPLASH BLUE THUNDER CANOPY REPAIR	\$ 40.00	
		Spec. Purp.-Awards/Recognition	LESTER GIFT	\$ 79.78	
		Staff Cont Ed & Development	PDRMA WAGE AND HOUR CLASS	\$ 30.00	
		Supp./Mater.-Operational	TSPLASH RADIO	\$ 15.98	
		Supplies Aquatic Programs	TSPLASH BDAY SUPPLIES	\$ 341.43	
		Supplies Program Expense	ARC BDAY SUPPLIES	\$ 551.43	
			KEPPLER SUPPLIES	\$ 59.81	
	RADUN VISA 9/20/19 Total				\$ 1,118.43
	SHIPP VISA 9/26/19	Cont/Serv-Misc.	ILIPRA JOB POSTING	\$ 165.00	
		Supplies Program Expense	ARC BDAY SUPPLIES	\$ 35.94	
			BS/AS SUPPLIES	\$ 96.62	
			SENIOR TRIP	\$ 16.36	
			THEATRE SUPPLIES	\$ 429.40	
		TSPLASH BDAY SUPPLIES	\$ 71.88		
SHIPP VISA 9/26/19 Total				\$ 815.20	
FNBC BANK AND TRUST Total				\$ 12,188.27	
MIDAMERICAN ENERGY CO.	ELECTRICTY SUPPLY	Utilities-Electricity	ARC	\$ 5,606.74	
			PARKS	\$ 1,341.84	
		TSPLASH	\$ 4,835.62		
ELECTRICTY SUPPLY Total				\$ 11,784.20	
MIDAMERICAN ENERGY CO. Total				\$ 11,784.20	
NICORGAS	830 W HAWTHORNE - GAS	Utilities-Natural Gas	830 W HAWTHORNE - GAS	\$ 116.60	
	830 W HAWTHORNE - GAS Total			\$ 116.60	
	ARC - GAS	Natural Gas	ARC - GAS	\$ 467.03	
	ARC - GAS Total			\$ 467.03	
	TSPLASH - GAS	Utilities-Natural Gas	TSPLASH - GAS	\$ 2,216.92	
	TSPLASH - GAS Total			\$ 2,216.92	
NICORGAS Total				\$ 2,800.55	
SANTANNA ENERGY SERVICES	CABIN - SES # 8000130	Utilities-Natural Gas	CABIN	\$ 75.46	
	CABIN - SES # 8000130 Total			\$ 75.46	
	TSPLASH - SES # 8000129	Utilities-Natural Gas	TSPLASH	\$ 148.16	
	TSPLASH - SES # 8000129 Total			\$ 148.16	
SANTANNA ENERGY SERVICES Total				\$ 223.62	
Grand Total				\$ 37,771.79	

Board of Commissioners Report

West Chicago Park District

Executive Director, Gary R. Major

November 12th, 2019

The Board had a very good retreat experience at Cantigny, attached is a layout of the District's three plan based on the meeting. While individual elements can move, the basic philosophy will stay intact. Looking at the three-year layout, there is a general theme for each year:

--- This next year will emphasize programming adjustments and a couple special projects.

--- Next year will focus on the planning and financing of projects, and the demolition of various structures.

--- And the third year will see the construction and finalization of plans.

As you may recall, in putting together the original staff reorganization plan, it was mentioned flexibility and fluidity are part of any plan. With Gina taking over the superintendent role, and with the noted emphasis on new program plans, I feel it is necessary to postpone her transition to Board Secretary. It is important to get a solid foundation for fundamental changes. Therefore, Melissa has agreed to maintain her role as Board Secretary into the foreseeable future.

During the evaluation for adjustments in rental space, a few notable measurements came to light. There seems to be an assumption cost is the driving factor for room rentals. After some thought, while adjusting numbers may increase space usage, the question can still be raised if a 'market' exists for these spaces. It would be harmful to just drop prices because we assume more business will come.

Therefore, a couple new approaches will be introduced. One will be offering businesses a special day time rate M-Th to use the large meeting room, and second will be further expand possibilities for birthday parties. It still needs to be determined if a sustainable secondary market exists.

One interesting analysis was surveying the front desk staff on questions and responses regarding room rentals. As you can see by the attached, there is not a huge 'ask' on possible rentals, and dollars do not seem to be the primary issue. So, we will continue to further refine an appropriate approach.

Just a reminder, if interested, the staff Christmas lunch is scheduled for December 20th, 12-3 at Vai's in Naperville. If you have an interest in attending, please contact Melissa. Also, typically, FNBC bank holds a very nice Christmas Party at the first Chamber Event in December. This will be the first Thursday in December(5th) and is open for all staff and commissioners since the District is a Premier member.

Finally, thanks for the great support at the renaming of Easton Park. The event was very nice, and attendance was very strong from all segments of the community. Again, we thank Don Earley for his continued contributions to the West Chicago Park District.

West Chicago Park District

Three Year Plan derived from October Commissioner Vision Meeting

November 1, 2019 through October 1, 2020

- Rebuild class programming for West Chicago Park District. This will essentially allow the staff to scrap the current programming offerings and begin anew
- Emphasis on Outdoor Outreach programs such as Picnic in the Park, possible fishing derbies, nature walks, and other to be determined offerings for the community
- Explore the possibility of technology- oriented programming as well as possible Esports activities
- Emphasis on Activity Based Programming philosophy
- Explore possible reintroduction of Spooky Trail and scary venue
- Eliminate the transportation business which relates to programs
- Install Turtle Splash pool liner
- Replace Turtles Splash roof
- Refurbish Turtles Splash 'Turtle'
- Submit grant request for Phase III of Kress Creek
- Repave Wilson St. entering into Kress Creek Farms
- Initiate environmental consultant to determine possibility of insulation addition at Park Maintenance Facility. Also, determine cost of replacement/refurbish of Lions Pavilion
- Initiate Community Needs Survey
- Develop new rental rates for rooms
- Purchase/lease new 580D Lawn mower

November 1, 2020 through October 1, 2021

- Evaluate results of Grant submittal for Kress Creek Farms, fine tune final plans for development
- Secure finance plan for Kress Creek Farms project for next year. Should include Bike Park project and two playground installations at Cornerstone and Prince Crossing
- Develop Turtle Splash master plan for 10-year renovation and maintenance
- Plan for demolition of Preschool along with the movement of Preschool to ARC Fall of 2021
- Initiate plan to relocate the Lions Pavilion in Reed Kepler Park
- Demolish home at Kress Creek Farms
- Begin field development at Kress Creek, northwest side
- Evaluate and react to Community Needs Survey

November 1, 2021 through October 1, 2022

- Tear down Pioneer Gazebo, and replace with alternate feature
- Complete construction on primary Kress Creek project
- Replace Lions Pavilion
- Finalize timeline and location for Bike Park install
- Installation of two playgrounds at Cornerstone and Prince Crossing Parks

Results summary for Large meeting Room Survey

[Overview](#)
[Response Summary](#)
[Personal Data](#)
[Detailed Responses](#)
[Payments](#)
[Export data](#)

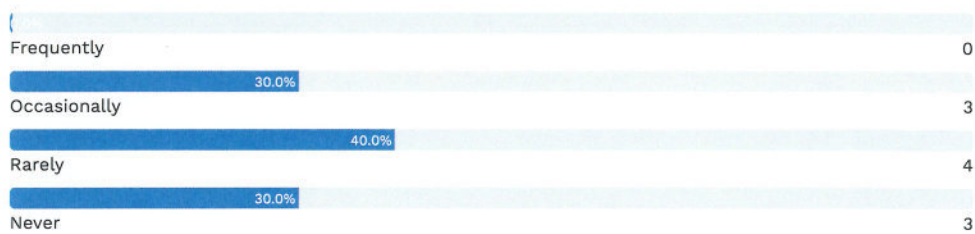
Have you had any guests who are interested in the large meeting room ultimately decide to not book / no longer sound interested because of the price?

10 out of 10 total submissions answered this question.



How often does this happen?

10 out of 10 total submissions answered this question.



To: Board of Commissioners
From: Gina Radun
Date November 3, 2019
Re: October Monthly Report: Recreation

Participation:

Active Fitness & Track Memberships:

	05/01/18-10/30/18	05/01/19-10/30/19
	2018 YTD	2019 YTD
Memberships	1,990	2,104
Visits	12,560	7,069

Before and After Care

Norton Creek

- Before School-25
- After School- 50

District 33

- Before School- 25
- After School- 40

Birthday Parties-

	05/01/18-11/03/18		05/01/19-11/03/19	
Number of parties/ Revenue	260	\$19, 859	349	\$23,122

Boo Bash

Boo Bash continues to grow in numbers with 522 people through the doors in 3 short hours. Staff continues to make changes that keep the event exciting and fresh for the many families that attend. Thank you to all the staff members for their extra help with this important event while I was on medical leave.

Days off School

Average 15 participants

Dance

Average class: 5 participants

Field Rentals

From Seminole Sports on the 2019 Baseball/ Softball Tournaments: John Suvada “ The work you guys did to those fields has already paid dividends. We don’t get nearly the games in this year that we did otherwise “.

Off 2 School

We have 9 students (3 new) in our upcoming session. Off 2 School will have two more sessions offered this school year.

Treehouse

Active Passes as of:		
	10/31/18	10/31/19
Yearly Memberships	8	24
Monthly	66	44
Visits		
	2018 YTD	2019 YTD
Stay & Play	1,391	1,346
Drop & Go	1,582	1,152

Youth programming:

Young chefs ages 3-7: 4
Young Chefs ages 8-12: 4
Lego engineering- 6
Lego Robotics- 9

Staff Notes:

Front Desk

We welcomed William, Oksana, Ramon and Emily to the CSR Team. Our team seems to be complete once again. We are thankful for the treehouse and turtle splash team members who helped us out in October. A little Halloween fun was had by our CSR staff! Our morning ARC Center visitors were greeted by Nina and Gary and our evening visitors had a great work-out partner (see photo below). All CSR staff were allowed the opportunity to wear a costume on Halloween.



Personal Trainer :

Rebecca Holmes has been doing a great job as our new Personal Trainer. She has successfully re-enrolled half a dozen of Melissa Weiss' old clients which much positive feedback. She will continue to be a great asset as she gains more confident in her craft.

Recreation Manager:

Interviews for the Recreation Manager position will begin the first week in November. We will be interviewing 2-3 applicants for our first round.

Small Group Training

Bernie Ceja was able to encourage one of his training groups to increase training by one session per week which adds on 4 new training sessions of 8 women throughout the week.

Treehouse

I am currently evaluating Treehouse daily usage, scheduling and team needs while getting to know everyone. Our first team meeting is scheduled for November 20th.

Communication

Gymnastics

The West Chicago Park District will be offering a co-op gymnastics program with the Carol Stream Park District. This will allow our residents to register for classes at the ARC Center paying resident rates. The park district will make 10% of each resident registration. Mary is also working on selling our gymnastics equipment to Carol Stream Park District.

RecTrac Migration and Symposium

Our transition to Rec Trac 3.1 went very smooth. Our VSI representative was quite impressed with how knowledgeable our CSR team was in our new system. Our CSR team spent nearly 2 months practicing in a test mode prior to migration. CSR team members were a great help during the migration process, and I cannot thank them enough for all their hard work in preparation of the migration.

Recently I had the amazing opportunity to travel to Vermont for the VSI Rec Trac Symposium. The Symposium is small (appx. 80 participants) and proved to be a great learning opportunity with 3 full days of labs, workshops and sections. Plenty of VSI staff were on hand to assist all of us and the often-one-on-one opportunities with VSI staff were extremely beneficial. In addition to the learning and hands on experience the networking with other individuals who do exactly what I do from so many different states was amazing! I have many new Rec Trac friends from Colorado, Oregon, Washington D.C., Kansas and more to reach out to for their specialties!

Safety

We are approaching an audit year with PDRMA. I have been working with our PDRMA representative in preparation for the audit. We have completed several initial tasks and will meet in November to go over the audit process which will begin in 2020. I continue to attend the Safety Committee Meeting which encompasses many entities including D33, D94, West Chicago Police Department and West Chicago Fire Department. A relocation drill with Turner Elementary School is being discussed/planned for Spring of 2020. We are a D33 relocation site so the student will relocate to our facilities (ARC/Zone250). RMI takes place in November and several staff members recently completed PIPP training.

Facility Updates:

ARC Center

Treehouse Netting Repairs – On Call Services came out and replaced over 50 sqft. of netting at the Treehouse. While the structure was closed, we replaced over 30 cable ties and cleaned the upper padding around the center courtyard on the large structure.

Basketball Hoop Repairs – Number 10 Basketball Hoop was repair after the hydraulic gummed up inside the pump. Additionally 2 new wall controls were installed for the Gymnasium.

Parking Lot Light Repairs – Control Electric installed 3 new Exit Signs to replace the fixtures that had burnt out. Additionally, it was determined that one of the Photo-cells was struck by

lightning in the main parking lot causing the lights to turn off and on involuntarily. The photo was repaired by internal staff.

Graffiti Removal – The ARC Center and Prairie Path were tagged by Climate Now enthusiasts. Pinpoint Removal and Cleaning came out and using an intensive cleaning method was able to remove the paint on the ARC Center.

New Fitness Center Offering Update –

The treehouse received a new event with the addition of exercise balls into the walking Bridge. The kids love the new feature as it allows them to play with something they usually can't touch at home.

Event and Outreach:

Boo Bash

Staff worked diligently to prepare collateral materials and assist with the planning of the event. As usual, registration was low up until the actual event day, however, for the first time ever in an event post on social media, responses surpassed one thousand people, this allowed for a total reach of 17 thousand. Participants typically wait to register, but with an attendance of 500+, it is clear the impressions worked. Below is a summary of the Facebook event and snapchat filter.

Ashley and Lily attended the Currier Fall Festival to promote upcoming programming and events. There was a turnout of over one hundred families and the Park District booth was well attended. School District 33 recently went back to a paper flyer handout method for organizations wishing to distribute information to the students. The Peachjar system has been phased out and staff will now go back to a seasonal newsletter to the schools. These are scheduled a few weeks after program guide deliveries to boost registration prior to programs starting. While it is not the most practical, trackable or green option, it is the one with a best response from parents. The Rec Staff does a great job at splitting the locations so one member doesn't have to take a long time to deliver.

Zone 250:

On October 19,20 in Zone 250 we hosted the 17th Annual North American Basketball Championships for MKA (Majlis Khuddamul Ahmadiyya) with teams from Brooklyn, Manhattan, Toronto, Houston, Columbus, Maryland, Philly, Miami, L.A. and Chicago. They “ enjoyed our facilities and considering returning to West Chicago “.

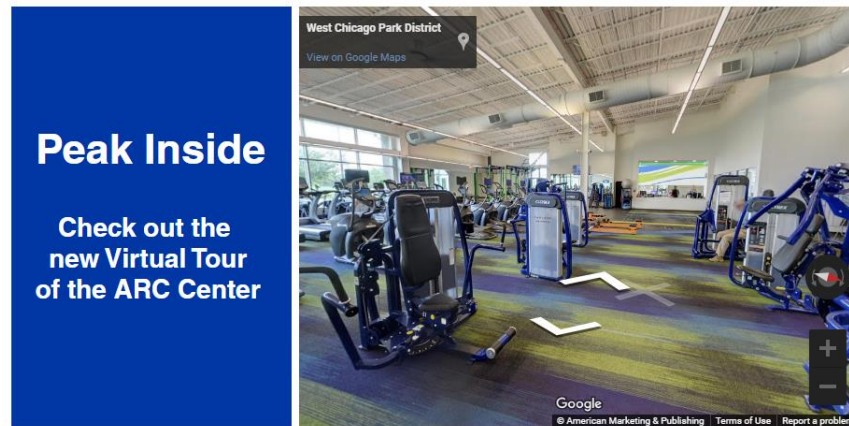
Marketing:

Staff has successfully rebranded the most popular winter event inspired by the previous program. The New North Pole Adventure will follow the same format as the previous train event. Tickets, books, posters, flyers, tags and more are currently being updated to match the new brand.

A special press release was drafted to announce the renaming of Arbor Park to Don Earley Park. This will get media coverage and help us honor an incredible park advocate. Invitations and park dedication banner were also created for the event. Lily has coordinated with Mike and Commissioner Lenertz for the dedication event taking place on November 2. In the meantime, staff is working on updating website, program guide, google maps and any other information pertaining to the old park name.

With the new RecTrac upgrade staff worked to create a logical and branded screen for the new POS system. The goal was to streamline the layout and make it easily updatable while creating a user friendly landing page and sub page buttons. This new style guide will allow staff to make changes without affecting the overall look of the screen.

The new virtual tour is finally finished and has been loaded onto google maps. Quick links and preview options are also available on the website in facility related pages. Please take a moment to virtually tour and peek inside the newest project at the ARC Center. A big thank you to all staff for making sure the ARC Center was in near pristine condition for the photoshoot. The tour will allow customers to view areas such as the rental rooms, treehouse, fitness center to consider for membership or rentals without having to visit the site. This will also increase our overall SEO (Search Engine Optimization) making the District page trend higher in the results page.



To: Board of Commissioners
From: Michael Gasparini
Subject: Superintendent of Parks
Date: November 12, 2019

Winter preparation is now complete. All winterization for the pool, both splash pads and the core have been completed. Tall grasses, and plants have been cut down, and flowers have been removed. Tree trimming has begun and will continue through the winter. Aerating athletic fields is in process. Parking lots have been patched in preparation for snow removal. Leaf removal continues throughout the parks. Because of the early snow fall, all snow removal equipment is ready for winter. LED lights will be installed in the Turtle Splash parking lot. This will improve visibility during snowstorms as well as lower electricity bills.

The Parks Department took on an Eagle Scout project. The Scout will be installing two pads near the Turtle pavilion for a bean bag set. There will be a set of concrete bean bag boards installed on the pads for use when renting the pavilion or for general park users to enjoy. The pads will be made of brick pavers. The Scout will also be installing a wooden circle bench that surrounds a near tree.

The Don Earley Park renaming was an amazing event to be a part of. As many of you know, the event was well attended despite the cold weather. The park has great character and we will continue to add to it. Something of note, the District and the City of West Chicago is teaming up on a grant opportunity to create a butterfly garden in Don Earley Park. The garden will be proposed to sit just north west of the original playground. This will be an instructional garden to teach about the monarch butterfly and will be composed primarily of native plants to attract, house and feed the Monarch. The grant will be submitted in December and will be awarded in early 2020. This idea sparked interest to create a butterfly garden at Reed Keppler for the Keppler Academy students to visit and learn. This project will also take place spring of 2020.

The bids for the Tree Removal and Stump Grinding project are Below. My recommendation is to use Landscape Concept Management for the Tree Removal and Stump Grinding portion of this project and use Steve Piper & Sons, Inc for the Stump Removal of the existing stumps. This project is set to take place over winter 2019 and spring 2020. This will remove all remaining trees identified for removal by the tree inventory that took place fall of 2018.

TO: BOARD OF COMMISSIONERS
FROM: LESLIE HOFFMANN, SUPERINTENDENT OF FINANCE
DATE: NOVEMBER 12, 2019
RE: NOVEMBER 2019 BOARD REPORT

OCTOBER 2019 FINANCIALS:

Staff will review this report along with detailed reports for their specific areas. In addition, the management team is planning to have a meeting to review year to date results in early January. Please let me know if you have any questions or concerns.

FINANCIAL AUDIT UPDATE:

You have received the 4/30/19 audited financial statements and management letter in your Board packets. Please bring both items with you to the meeting for reference during Lauterbach & Amen's (L&A) presentation. Mr. Brad Porter, who is the manager that supervises our annual audit, will be at our meeting representing L&A.

TAX LEVY 2019:

The 2019 tax levy is included in your packet for your review. The ordinance will not be approved until December. The ordinance is then filed with the County Clerk, which is the action that generates the park district's request to the County Clerk to collect taxes on our behalf.

It is difficult to project expenditures 12 – 18 months in the future and impossible to predict next year's EAV. Due to these 2 facts, park districts traditionally practice "balloon levying"; we ask for more money than the statutory limits, which are percentages, not dollar amounts. The reason is that the County Clerk will always reduce the levy to the statutory limit, but never increase a request up to the limit. By utilizing balloon levying, the park district is assured of collecting 100% of its legal levy rate.

Please note that our tax revenue is limited in 2 ways:

- certain funds have statutory rate limits (we can't ask for more than a certain % of EAV)
- The aggregate rate (EXCLUSIVE OF DEBT) cannot be increased by more than 5% or CPI, whichever is less. (CPI is almost always less). This limit is what's commonly called the "tax cap"

HUMAN RESOURCES:

As a reminder, please note that staff will be receiving the 2019 one-time service awards at our next quarterly staff meeting on Wednesday November 20th; it will begin at NOON in the ARC center large meeting room. All Board members are welcome to attend if your schedule allows.

As always, please let me know if you have any questions or concerns. Thank you.

West Chicago Park District
Revenue/Expense Statement as of 10/31/19
FUNDS 10,20,40,45 AND 90

		<u>Actual</u>	<u>Actual YTD</u>	<u>Budget YTD</u>	<u>Prior YTD</u>	<u>Prior Budget</u>
10 - Corporate Fund						
Revenues						
10-10-411000	Tax Rev - Current Real Estate	\$24,495.73	\$1,082,007.65	\$1,111,015.11	\$1,035,902.22	\$1,058,761.23
10-10-412000	Tax Rev - Non-Current Real Est	\$0.00	\$79.94	\$0.00	\$6.53	\$0.00
10-10-413000	Tax Rev - County Interest	\$0.00	\$60.47	\$0.00	\$307.80	\$0.00
10-10-414000	Tax Rev - Replacement Tax	\$26,453.60	\$69,209.14	\$75,000.00	\$90,093.74	\$100,000.00
10-10-430000	Interest from Investments	\$0.00	\$6,206.10	\$6,600.00	\$4,116.30	\$2,500.00
10-10-482000	Revenue - Fuel Reimbursement	\$3,536.38	\$6,928.64	\$6,500.00	\$2,786.77	\$8,500.00
10-10-485000	Revenue - Miscellaneous	\$0.00	\$371.68	\$7,200.00	\$0.00	\$0.00
Totals for Department(s) 10 - Administrative:		\$54,485.71	\$1,164,863.62	\$1,206,315.11	\$1,133,213.36	\$1,169,761.23
Total Revenues		\$54,485.71	\$1,164,863.62	\$1,206,315.11	\$1,133,213.36	\$1,169,761.23
Expenses						
10-10-511000	Salaries/Wages-Full Time	\$19,355.97	\$118,680.03	\$259,440.70	\$113,043.95	\$241,970.70
10-10-512000	Salaries/Wages-Part-Time Reg	\$0.00	\$0.00	\$18,500.00	\$0.00	\$0.00
10-10-521000	Cont/Ser - Attorney Fees	\$0.00	\$50.60	\$0.00	\$0.00	\$0.00
10-10-521100	Cont/Ser - Legal Publications	\$0.00	\$73.60	\$500.00	\$23.00	\$500.00
10-10-521300	Cont/Ser - Consultants	\$0.00	\$0.00	\$15,000.00	\$0.00	\$0.00
10-10-522000	Cont/Ser - Rent - Photocopier	\$861.44	\$5,620.30	\$11,000.00	\$5,768.64	\$11,000.00
10-10-522400	Cont/Ser - Rent-Shredder	\$0.00	\$45.00	\$0.00	\$0.00	\$0.00
10-10-523000	Cont/Ser - IT Consultants	\$0.00	\$9,767.81	\$20,000.00	\$7,580.25	\$15,279.00
10-10-523100	Cont/Ser - Software Annu Maint	\$3,399.10	\$9,657.85	\$11,300.00	\$7,636.29	\$8,000.00
10-10-528500	Cont/Serv-Misc	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00
10-10-531000	Supplies/Materials-Office	\$209.52	\$1,243.02	\$3,100.00	\$1,505.65	\$3,708.00
10-10-531100	Supplies/Materials-Postage	\$0.00	\$0.00	\$0.00	\$11.02	\$0.00
10-10-531600	Supplies/Materials-Finance	\$0.00	\$234.66	\$1,200.00	\$850.34	\$600.00
10-10-541000	Utilities-Telephones	\$380.72	\$1,768.89	\$3,400.00	\$1,799.00	\$3,400.00
10-10-542000	Utilities-Water/Sewer	\$0.00	\$0.00	\$2,000.00	\$1,185.85	\$2,000.00
10-10-543000	Utilities-Electricity	\$805.32	\$3,498.55	\$10,000.00	\$3,866.12	\$10,000.00
10-10-544000	Utilities-Natural Gas	\$96.03	\$859.61	\$5,000.00	\$481.52	\$5,000.00

West Chicago Park District
Revenue/Expense Statement as of 10/31/19
FUNDS 10,20,40,45 AND 90

		Actual	Actual YTD	Budget YTD	Prior YTD	Prior Budget
10-10-551000	Insurance Exp.-Health/Medical	\$3,033.96	\$14,241.93	\$69,000.00	\$11,808.30	\$56,650.00
10-10-552000	Insurance Exp.-Life	\$121.52	\$284.66	\$1,650.00	\$519.60	\$1,650.00
10-10-581000	Spec. Purp.- Memberships	\$31.38	\$62.76	\$7,000.00	\$141.50	\$8,000.00
10-10-581100	IPRA/NRPA Staff & Board	\$1,257.86	\$1,257.86	\$0.00	\$3,474.63	\$14,000.00
Totals for Department(s) 10 - Administrative:		\$29,552.82	\$167,347.13	\$439,090.70	\$159,695.66	\$382,757.70
10-20-511000	Salaries/Wages-Full Time	\$13,923.09	\$84,648.73	\$201,783.88	\$109,022.84	\$227,563.88
10-20-511100	Sal/Wages Overtime-Full-Time	\$368.69	\$2,622.99	\$5,018.64	\$0.00	\$9,113.65
10-20-520100	Cont/Serv-Seasonal Labor	\$15,054.64	\$132,530.59	\$226,291.10	\$137,543.71	\$190,497.90
10-20-520110	Cont/Serv-Parks Contracts	\$5,456.75	\$52,663.50	\$89,588.00	\$53,166.14	\$102,037.00
10-20-521300	Cont. Serv.-Consultants	\$7,889.56	\$11,889.56	\$21,000.00	\$5,000.00	\$12,000.00
10-20-522100	Con. Serv.-Rent-Toilets	\$840.00	\$4,217.85	\$10,500.00	\$3,780.00	\$13,335.00
10-20-522200	Cont. Serv.-Rent-Equipment	\$920.39	\$6,442.73	\$19,000.00	\$5,646.17	\$16,570.00
10-20-524000	Con. Serv.-Refuse Removal-Reg.	\$1,601.14	\$4,365.80	\$10,000.00	\$4,339.40	\$13,300.00
10-20-524100	Con. Serv.-Refuse Removal-Haz.	\$0.00	\$0.00	\$1,645.00	\$241.68	\$1,720.00
10-20-526000	Con. Serv.-License/Insp. Fees	\$750.00	\$5,103.00	\$7,366.00	\$1,201.95	\$4,459.00
10-20-532000	Supplies/Materials-Personnel	\$149.95	\$1,180.01	\$6,020.00	\$2,971.63	\$7,330.00
10-20-532100	Supplies/Materials-Ice Control	\$0.00	\$0.00	\$7,355.00	\$0.00	\$6,582.50
10-20-532200	Supplies/Materials-Safe. Equip	\$0.00	\$38.56	\$2,395.00	\$587.26	\$2,401.00
10-20-533000	Supplies/Materials-Buildings	\$0.00	\$1,228.55	\$15,207.00	\$1,093.67	\$4,900.00
10-20-533100	Supplies/Materials-Janitorial	\$371.50	\$2,474.55	\$4,911.52	\$2,579.86	\$4,879.27
10-20-533200	Supplies/Materials-Chemicals	\$0.00	\$3,373.42	\$5,198.25	\$2,602.81	\$3,152.00
10-20-534000	Supplies/Materials-Veh./Mach.	\$505.86	\$2,466.83	\$3,957.45	\$4,629.42	\$6,186.86
10-20-534100	Supplies/Materials-Fuel/Oil	\$5,752.75	\$21,817.79	\$37,375.00	\$18,634.73	\$36,825.00
10-20-534200	Supplies/Materials-Tools/Hdw.	\$36.41	\$1,104.97	\$4,286.98	\$2,031.18	\$3,823.99
10-20-535000	Supplies/Materials-Landscape	\$1,636.65	\$8,319.87	\$16,256.00	\$13,860.45	\$14,640.00
10-20-535300	Supplies/Materials-Signs	\$1,525.00	\$1,586.95	\$1,650.00	\$4,381.06	\$5,205.00
10-20-535400	Supplies/Materials-Conservation	\$288.00	\$1,660.50	\$3,538.00	\$1,140.00	\$5,019.00
10-20-561000	Repairs/Maint.-Buildings	\$1,753.96	\$29,423.69	\$32,552.00	\$39,259.46	\$43,070.91
10-20-562000	Repairs/Maint.-Veh./Machines	\$16.19	\$679.78	\$16,340.00	\$7,836.43	\$16,840.00
10-20-563000	Repairs/Maint.-Athl Facilities	\$0.00	\$0.00	\$0.00	\$64.61	\$0.00
10-20-565000	Repairs/Maint.-Playgrounds	\$1,690.97	\$14,826.99	\$30,000.00	\$8,300.99	\$16,250.64
10-20-565100	Repairs/Maint. Splash Pads	\$0.00	\$930.43	\$7,000.00	\$1,309.14	\$0.00

West Chicago Park District
Revenue/Expense Statement as of 10/31/19
FUNDS 10,20,40,45 AND 90

		Actual	Actual YTD	Budget YTD	Prior YTD	Prior Budget
10-20-566000	Repairs/Maint.-Pavillions	\$0.00	\$47.46	\$0.00	\$0.00	\$0.00
10-20-568000	Repairs/Maint.-Equipment	\$8,589.77	\$12,529.54	\$15,650.00	\$5,840.04	\$18,462.00
Totals for Department(s) 20 - Maintenance:		\$69,121.27	\$408,174.64	\$801,884.82	\$437,064.63	\$786,164.60
Total Expenses		\$98,674.09	\$575,521.77	\$1,240,975.52	\$596,760.29	\$1,168,922.30
BEGINNING FUND BALANCE		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
NET SURPLUS/(DEFICIT)		(\$44,188.38)	\$589,341.85	\$0.00	\$536,453.07	\$0.00
ENDING FUND BALANCE		(\$44,188.38)	\$589,341.85	\$0.00	\$536,453.07	\$0.00

West Chicago Park District
Revenue/Expense Statement as of 10/31/19
FUNDS 10,20,40,45 AND 90

		<u>Actual</u>	<u>Actual YTD</u>	<u>Budget YTD</u>	<u>Prior YTD</u>	<u>Prior Budget</u>
20 - Recreation Fund						
Revenues						
20-10-411000	Tax Rev - Current Real Estate	\$15,377.42	\$679,240.11	\$697,490.32	\$622,729.72	\$636,451.15
20-10-412000	Tax Rev - Non-Current Real Est	\$0.00	\$48.99	\$0.00	\$3.94	\$0.00
20-10-413000	Tax Rev - County Interest	\$0.00	\$37.95	\$0.00	\$185.03	\$0.00
20-10-414000	Tax Rev - Replacement Tax	\$26,453.60	\$69,209.14	\$75,000.00	\$5,600.23	\$0.00
20-10-430000	Interest from Investments	\$0.00	\$5,454.48	\$8,000.00	\$8,884.27	\$4,000.00
20-10-442000	Rental Income-Athletic Fields	\$4,400.00	\$21,800.00	\$35,100.00	\$24,931.67	\$32,900.00
20-10-444000	Rental Income-Pavillions	\$0.00	\$2,350.00	\$3,000.00	\$3,304.00	\$3,000.00
20-10-451000	Donations-Annual Appeal	\$0.00	\$2,660.00	\$0.00	\$1,964.10	\$0.00
20-10-452000	Donations-Scholarship Fund	\$0.00	\$0.00	\$0.00	\$6,100.00	\$0.00
20-10-453000	Revenue - Donations Foundation	\$0.00	\$6,000.00	\$20,300.00	\$3,085.00	\$6,100.00
20-10-455000	Sponsorship-Public Relations Events	\$0.00	\$0.00	\$1,550.00	\$0.00	\$1,550.00
20-10-460000	Brochure/Website Ads	\$0.00	\$500.00	\$700.00	\$150.00	\$1,500.00
20-10-461000	Rev-Concessions	\$0.00	\$53.40	\$750.00	\$375.00	\$750.00
20-10-480000	Revenue - Service Fees	\$34.00	\$201.00	\$200.00	\$280.00	\$200.00
20-10-485000	Revenue - Miscellaneous	\$0.00	\$20.00	\$200.00	\$753.30	\$200.00
Totals for Department(s) 10 - Administrative:		\$46,265.02	\$787,575.07	\$842,290.32	\$678,346.26	\$686,651.15
20-30-451000	Rev- Appeal Sponsorships	\$0.00	\$24,350.00	\$33,500.00	\$21,758.20	\$12,900.00
20-30-461000	Concessions	\$0.00	\$824.04	\$1,130.00	\$675.70	\$1,400.00
20-30-461300	Revenue-Costumes	\$25.00	\$739.50	\$0.00	\$1,725.00	\$0.00
20-30-490000	Program Revenue	\$35,948.00	\$291,424.12	\$510,446.00	\$275,737.78	\$562,566.57
20-30-491000	Rev-Ticket Sales	\$872.00	\$11,247.51	\$12,545.00	\$9,771.57	\$6,550.00
20-30-492000	Rev.-Advertisers	\$50.00	\$1,617.00	\$1,315.00	\$999.00	\$1,100.00
Totals for Department(s) 30 - Programming:		\$36,895.00	\$330,202.17	\$558,936.00	\$310,667.25	\$584,516.57
20-40-421000	Admissions Rev.-Daily Fees	(\$44.00)	\$239,979.29	\$317,835.00	\$280,658.38	\$280,507.50
20-40-422000	Admissions Rev.-Passes	\$0.00	\$78,958.00	\$45,650.00	\$80,750.50	\$75,575.00
20-40-443000	Rev. - Rentals	\$0.00	\$24,755.00	\$18,110.00	\$23,749.50	\$15,300.00
20-40-462000	Concess. Rev.-Aquatics	\$3,095.48	\$12,567.86	\$12,232.00	\$10,195.70	\$10,000.00
20-40-463000	Merchandise Sales	\$0.00	\$3,066.00	\$3,712.25	\$3,996.43	\$2,650.00

West Chicago Park District
Revenue/Expense Statement as of 10/31/19
FUNDS 10,20,40,45 AND 90

		Actual	Actual YTD	Budget YTD	Prior YTD	Prior Budget
20-40-485000	Revenue - Miscellaneous	\$0.00	\$3,150.00	\$0.00	\$0.00	\$0.00
20-40-490000	Program Rev. Aquatics	\$449.00	\$29,451.60	\$38,001.00	\$37,246.37	\$42,795.00
20-40-491000	Revenue-Sponsorships	\$0.00	\$9,610.00	\$0.00	\$0.00	\$0.00
20-40-494000	Rev. - Staff Uniform & Certification	\$95.00	\$9,286.00	\$6,763.00	\$5,545.00	\$8,097.00
Totals for Department(s) 40 - Turtle Splash:		\$3,595.48	\$410,823.75	\$442,303.25	\$442,141.88	\$434,924.50
20-50-441000	Room Rentals	\$0.00	\$268.00	\$2,700.00	\$1,050.96	\$3,000.00
20-50-445000	Gym Rentals	\$1,570.00	\$22,396.67	\$64,540.00	\$36,538.39	\$96,140.00
20-50-462000	Vending Machine Sales	\$0.00	\$0.00	\$960.00	\$100.20	\$960.00
20-50-485000	Miscellaneous Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$2,850.00
Totals for Department(s) 50 - Zone 250:		\$1,570.00	\$22,664.67	\$68,200.00	\$37,689.55	\$102,950.00
20-70-421000	Admissions Rev.-Guest Fees	\$786.68	\$6,037.68	\$12,840.00	\$4,979.50	\$10,776.00
20-70-431000	TREEHOUSE DAILY	\$1,727.64	\$12,448.64	\$32,880.00	\$12,738.50	\$30,240.00
20-70-435000	TREEHOUSE MEMBERSHIP	\$1,091.12	\$7,306.78	\$15,264.00	\$7,135.35	\$18,720.00
20-70-441000	ROOM RENTAL	\$2,560.00	\$45,093.73	\$80,730.00	\$44,997.93	\$80,110.00
20-70-445000	RENTAL REVENUE GYM	\$6,272.05	\$17,949.80	\$45,330.00	\$14,771.21	\$64,800.00
20-70-451000	ADULT MEMBERSHIP	\$12,391.09	\$53,643.92	\$85,638.00	\$45,522.92	\$115,515.00
20-70-452000	COUPLE MEMBERSHIP	\$3,223.04	\$31,866.18	\$66,788.00	\$34,589.83	\$86,470.00
20-70-453000	FAMILY MEMBERSHIP	\$5,052.20	\$41,907.78	\$83,970.00	\$41,635.09	\$102,915.00
20-70-454000	YOUTH MEMBERSHIP	\$573.00	\$15,374.90	\$9,240.00	\$6,441.56	\$21,900.00
20-70-455000	SENIOR MEMBERSHIP	\$1,303.00	\$39,126.64	\$57,768.00	\$28,327.42	\$57,780.00
20-70-456000	SPECIALTY MEMBERSHIP	\$2,421.00	\$19,088.00	\$38,145.00	\$19,015.00	\$29,975.00
20-70-458000	Track Pass	\$1,191.66	\$5,066.19	\$11,025.00	\$5,432.55	\$11,000.00
20-70-462000	VENDING MACHINE SALES	\$0.00	\$62.80	\$1,560.00	\$360.67	\$1,560.00
20-70-465000	Merchandise Sales Revenue	\$0.00	\$3.00	\$102.00	\$6.00	\$102.00
20-70-490000	Program Rev-ARC Center	\$4,807.80	\$61,904.81	\$138,200.00	\$75,950.77	\$133,135.00
Totals for Department(s) 70 - ARC:		\$43,400.28	\$356,880.85	\$679,480.00	\$341,904.30	\$764,998.00
Total Revenues		\$131,725.78	\$1,908,146.51	\$2,591,209.57	\$1,810,749.24	\$2,574,040.22

Expenses

West Chicago Park District
Revenue/Expense Statement as of 10/31/19
FUNDS 10,20,40,45 AND 90

		<u>Actual</u>	<u>Actual YTD</u>	<u>Budget YTD</u>	<u>Prior YTD</u>	<u>Prior Budget</u>
20-10-511000	Salaries/Wages-Full Time	\$32,338.65	\$200,178.27	\$436,217.39	\$219,636.05	\$470,416.39
20-10-512000	Salaries/Wages-Part Time-Reg.	\$3,791.28	\$27,507.41	\$31,000.00	\$17,714.38	\$30,000.00
20-10-521000	Cont/Ser - Attorney Fees	\$53.75	\$13,468.84	\$8,000.00	\$1,639.83	\$8,500.00
20-10-521100	Cont/Ser - Legal Publications	\$0.00	\$74.87	\$1,250.00	\$588.00	\$650.00
20-10-521200	Cont/Ser - Subscriptions	\$0.00	\$399.00	\$600.00	\$25.15	\$600.00
20-10-522000	Cont/Ser - Rent - Photocopier	\$861.45	\$5,620.35	\$11,000.00	\$5,768.72	\$11,000.00
20-10-522100	Cont/Ser - Rent-Toilets	\$525.00	\$3,450.00	\$5,000.00	\$1,782.00	\$14,500.00
20-10-522200	Cont/Ser - Rent-Equipment	\$0.00	\$0.00	\$600.00	\$166.43	\$600.00
20-10-523000	Cont/Ser - IT Consultants	\$0.00	\$11,785.84	\$20,000.00	\$7,580.25	\$15,279.00
20-10-523100	Cont/Ser - Software Annu Maint	\$3,399.10	\$9,657.85	\$11,300.00	\$9,690.21	\$8,000.00
20-10-525000	Cont/Ser - Alarm Monitor. Ser.	\$0.00	\$693.00	\$1,800.00	\$819.15	\$2,400.00
20-10-526200	Cont/Ser - Lic./Inspection Fee	\$0.00	\$0.00	\$300.00	\$10.00	\$600.00
20-10-527000	Cont/Ser - Employ. Assist. Pr.	\$49.50	\$247.50	\$700.00	\$264.00	\$600.00
20-10-527100	Cont/Ser - Employ. Test./Phy.	\$0.00	\$213.73	\$2,500.00	\$73.00	\$1,000.00
20-10-527200	Cont/Serv-Crim Checks	\$0.00	\$2,448.00	\$3,500.00	\$1,386.00	\$3,000.00
20-10-528000	Cont/Ser - Printing-Brochures	\$0.00	\$5,950.18	\$28,900.00	\$5,875.00	\$28,330.00
20-10-528500	Cont/Serv-Misc.	\$170.00	\$170.00	\$1,000.00	\$0.00	\$500.00
20-10-531000	Supplies/Materials-Office	\$209.54	\$1,149.04	\$3,200.00	\$1,626.53	\$3,700.00
20-10-531100	Supplies/Materials-Off. Post.	\$4.50	\$1,220.67	\$4,500.00	\$1,617.76	\$2,000.00
20-10-531200	Supplies/Materials-Broch. Post	\$0.00	\$2,769.84	\$10,285.00	\$2,675.00	\$10,060.00
20-10-531300	Supplies/Materials-Software	\$56.30	\$1,345.67	\$2,000.00	\$698.88	\$2,000.00
20-10-531400	Supplies - Promo Postage	\$0.00	\$0.00	\$913.00	\$0.00	\$0.00
20-10-531500	Supplies-Hardware	\$67.44	\$17,113.60	\$17,619.00	\$4,327.84	\$8,400.00
20-10-531600	Supplies/Materials-Finance	\$0.00	\$234.66	\$1,200.00	\$850.32	\$600.00
20-10-532100	Supplies/Materials-First Aid	\$294.30	\$419.98	\$2,610.00	\$324.49	\$2,850.00
20-10-534100	Supplies/Materials-Fuel/Oil	\$0.00	\$106.57	\$1,500.00	\$517.21	\$1,500.00
20-10-535200	Supp/Mat-Athletic Fields	\$12,500.00	\$30,501.84	\$9,550.61	\$9,934.65	\$13,416.00
20-10-537000	Supplies-Programming General	\$0.00	\$0.00	\$750.00	\$51.10	\$750.00
20-10-541000	Utilities-Telephones	\$442.83	\$2,597.20	\$4,500.00	\$2,044.98	\$3,400.00
20-10-542000	Utilities-Water/Sewer	\$0.00	\$0.00	\$3,000.00	\$1,185.84	\$5,000.00
20-10-543000	Utilities-Electricity	\$805.32	\$3,498.56	\$8,500.00	\$3,866.17	\$9,000.00
20-10-544000	Utilities-Natural Gas	\$96.03	\$593.02	\$5,500.00	\$481.55	\$5,000.00
20-10-551000	Insurance Exp.-Medical	\$16,987.38	\$88,637.73	\$202,150.00	\$87,303.51	\$170,000.00

West Chicago Park District
Revenue/Expense Statement as of 10/31/19
FUNDS 10,20,40,45 AND 90

		<u>Actual</u>	<u>Actual YTD</u>	<u>Budget YTD</u>	<u>Prior YTD</u>	<u>Prior Budget</u>
20-10-561000	Repairs/Maint.-Buildings	\$0.00	\$89.94	\$3,000.00	\$0.00	\$3,000.00
20-10-562000	Repairs/Maint.-Veh./Machines	\$0.00	\$1,578.38	\$5,000.00	\$681.04	\$5,000.00
20-10-563000	Repairs/Maint.-Ath. Facilities	\$0.00	\$865.64	\$22,100.00	\$10,611.19	\$12,050.00
20-10-564000	Repairs/Maint.-Landscape	\$0.00	\$1,471.69	\$0.00	\$0.00	\$0.00
20-10-565000	Repairs/Maint.-Playgrounds	\$0.00	\$0.00	\$7,000.00	\$0.00	\$0.00
20-10-581000	Spec. Purp.-Membership	\$31.37	\$282.74	\$7,000.00	\$266.25	\$8,000.00
20-10-581100	IPRA/NRPA Staff & Board	\$1,217.87	\$3,313.77	\$28,000.00	\$3,956.06	\$14,000.00
20-10-581300	Staff CE, Training & Prof Development	\$30.00	\$922.62	\$5,000.00	\$2,418.74	\$5,500.00
20-10-581310	Meetings Staff & Board	\$865.25	\$3,845.15	\$11,500.00	\$7,208.59	\$8,500.00
20-10-581400	Spec. Purp.-Mileage Reimburse.	\$424.21	\$1,330.93	\$4,500.00	\$2,615.10	\$3,500.00
20-10-581500	Spec. Purp.-Awards/Recognition	\$79.78	\$721.04	\$7,000.00	\$171.03	\$5,500.00
20-10-581600	Spec. Purp.- Foundation	\$0.00	\$0.00	\$3,500.00	\$2,699.15	\$1,000.00
20-10-581800	Employee Logowear	\$127.00	\$676.75	\$2,250.00	\$574.48	\$2,250.00
20-10-582000	Spec. Purp.-Bank Serv Fees	(\$1.00)	\$224.29	\$1,200.00	\$339.87	\$1,200.00
20-10-582100	Spec. Purp.-Cash Over and Short	\$0.00	\$48.05	\$0.00	\$0.00	\$0.00
20-10-583000	Spec. Purp.-Credit Card Fees	\$0.00	\$17,016.96	\$30,000.00	\$20,729.44	\$26,000.00
20-10-584000	Media Marketing	\$66.98	\$525.47	\$6,114.00	\$1,646.98	\$4,378.00
20-10-584100	Branding/Signage	\$231.11	\$4,204.08	\$5,866.00	\$429.70	\$5,581.75
20-10-584200	Public Realtions Events Supplies	\$0.00	\$136.81	\$2,100.00	(\$38.36)	\$2,100.00
20-10-584300	Marketing-Annual Appeal Expenses	\$566.78	\$1,932.13	\$3,000.00	\$332.48	\$1,250.00
20-10-586000	Marketing Promo Materials	\$835.00	\$1,635.00	\$7,624.00	\$47.97	\$5,169.00
20-10-586500	Debt Retirement-Principal	\$5,059.01	\$30,084.50	\$40,253.62	\$0.00	\$58,305.76
20-10-586600	Debt Retirement-Notes Payable	\$0.00	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00
20-10-586800	Debt Retirement-Interest	\$52.66	\$585.52	\$639.48	\$0.00	\$3,034.28
20-10-587000	Marketing Design and Print	\$318.99	\$698.07	\$3,546.00	\$935.95	\$3,281.00
20-10-589000	Spec Purp-Sales Tax	\$0.00	\$0.00	\$700.00	\$0.00	\$500.00
Totals for Department(s) 10 - Administrative:		<u>\$82,557.38</u>	<u>\$509,242.75</u>	<u>\$1,053,338.10</u>	<u>\$446,149.66</u>	<u>\$1,017,751.18</u>
20-30-515000	Wages - Programming	\$12,012.61	\$94,419.12	\$174,387.25	\$84,429.04	\$162,934.21
20-30-529500	Contract Program Expense	\$3,871.20	\$66,065.41	\$101,772.00	\$70,661.68	\$134,509.00
20-30-539500	Supplies Program Expense	\$1,261.44	\$23,891.10	\$57,866.50	\$25,116.26	\$58,320.76
20-30-589500	Program Awards	\$0.00	\$2,307.02	\$2,322.00	\$572.65	\$480.25
Totals for Department(s) 30 - Programming:		<u>\$17,145.25</u>	<u>\$186,682.65</u>	<u>\$336,347.75</u>	<u>\$180,779.63</u>	<u>\$356,244.22</u>

West Chicago Park District
Revenue/Expense Statement as of 10/31/19
FUNDS 10,20,40,45 AND 90

		<u>Actual</u>	<u>Actual YTD</u>	<u>Budget YTD</u>	<u>Prior YTD</u>	<u>Prior Budget</u>
20-40-514100	Wages-Supervisors	\$70.88	\$24,237.35	\$29,950.63	\$23,211.43	\$28,527.75
20-40-514200	Wages-Lifeguards	\$126.32	\$100,901.91	\$95,553.25	\$94,084.43	\$85,729.50
20-40-514300	Wages-Admissions	\$36.00	\$15,510.35	\$20,613.50	\$15,998.55	\$18,773.75
20-40-514500	Wages-Deck Attendant	\$44.56	\$11,737.94	\$23,141.00	\$23,512.27	\$18,550.00
20-40-514900	Wages-Custodial	\$60.50	\$1,351.88	\$4,882.50	\$4,568.40	\$2,525.00
20-40-515000	Wages-Aquatic Programs	\$186.00	\$7,113.49	\$12,581.25	\$6,396.12	\$16,789.13
20-40-521100	Cont. Serv.- Legal Publications	\$0.00	\$0.00	\$0.00	\$0.00	\$3,978.00
20-40-524000	Cont. Serv.-Refuse Removal	\$562.96	\$1,863.65	\$1,702.00	\$2,078.33	\$1,820.00
20-40-524200	Cont/Serv-Custodial	\$122.00	\$4,514.00	\$4,758.00	\$0.00	\$0.00
20-40-525000	Cont. Serv.-Alarm Monitoring	\$0.00	\$800.25	\$1,000.00	\$340.02	\$2,055.00
20-40-526000	Cont.- Lifeguard Certification Fees	\$700.00	\$3,018.00	\$1,600.00	\$1,806.00	\$4,275.00
20-40-526100	Cont. Serv.-Aquatic Inspections	\$0.00	\$490.00	\$1,625.00	\$0.00	\$1,625.00
20-40-529500	Cont. Serv. Aquatic Programs	\$0.00	\$0.00	\$384.00	\$0.00	\$1,152.00
20-40-529504	Cont Serv-Audit	\$0.00	\$3,475.00	\$1,900.00	\$200.00	\$1,650.00
20-40-529506	Cont/Serv-Pool Open/Close	\$19.95	\$257.95	\$10,871.00	\$11,222.58	\$8,885.00
20-40-529600	Contract. Prog.-H.S. Pool Rent	\$0.00	\$0.00	\$2,640.00	\$0.00	\$2,496.00
20-40-531000	Office Supplies	\$0.00	\$1,740.33	\$2,034.50	\$545.01	\$482.50
20-40-531300	Computer	\$0.00	\$619.24	\$1,509.62	\$2,813.83	\$2,566.62
20-40-531500	Admissions Merchandise Supplies	\$0.00	\$851.42	\$2,146.40	\$2,025.93	\$2,079.68
20-40-532000	Staff Uniforms	\$0.00	\$3,728.53	\$5,498.67	\$4,281.83	\$6,048.22
20-40-532100	First Aid Supplies	\$0.00	\$1,010.91	\$1,358.49	\$749.01	\$812.73
20-40-532200	Safety Supplies	\$0.00	\$139.98	\$4,757.70	\$4,363.69	\$5,675.70
20-40-533100	Supp./Mater.-Janitorial	\$0.00	\$1,852.45	\$2,738.31	\$1,970.22	\$3,156.76
20-40-533200	Supp./Mater.-Chemicals	\$383.85	\$37,103.79	\$35,333.00	\$33,632.87	\$35,333.00
20-40-535300	Supp./Mater.-Signs	\$0.00	\$0.00	\$0.00	\$130.00	\$260.00
20-40-537000	Supp./Mater.-Operational	\$15.98	\$1,337.07	\$6,178.46	\$9,290.84	\$7,586.46
20-40-539500	Supplies Aquatic Programs	\$341.43	\$2,204.26	\$4,082.50	\$3,729.96	\$5,019.00
20-40-541000	Utilities-Telephone	\$0.00	\$1,134.25	\$2,500.00	\$1,319.12	\$3,937.00
20-40-542000	Utilities-Water/Sewer	\$0.00	\$49,366.29	\$29,128.00	\$19,572.32	\$22,312.00
20-40-543000	Utilities-Electricity	\$4,835.62	\$26,128.05	\$36,000.00	\$28,250.35	\$37,807.00
20-40-544000	Utilities-Natural Gas	\$2,365.08	\$5,961.92	\$12,000.00	\$9,590.08	\$20,909.00
20-40-561000	Repairs/Maintenance-Buildings	\$775.01	\$5,568.46	\$51,450.00	\$30,248.93	\$15,656.00

West Chicago Park District
Revenue/Expense Statement as of 10/31/19
FUNDS 10,20,40,45 AND 90

		Actual	Actual YTD	Budget YTD	Prior YTD	Prior Budget
20-40-566000	Repairs/Maintenance-Equipment	\$7,135.00	\$25,150.19	\$35,068.00	\$15,620.47	\$55,993.00
20-40-567000	Repairs/Maint.-Slides	\$0.00	\$7,422.65	\$21,250.00	\$8,117.04	\$23,544.00
20-40-581500	Spec. Purp.- Awards/Recognitio	\$0.00	\$626.61	\$438.00	\$0.00	\$0.00
20-40-586000	Marketing Promo Materials	\$0.00	\$45.00	\$5,380.00	\$438.76	\$4,850.00
Totals for Department(s) 40 - Turtle Splash:		\$17,781.14	\$347,263.17	\$472,053.78	\$360,108.39	\$452,859.80
20-50-514300	Wages-Customer Service	\$360.00	\$1,960.54	\$5,461.08	\$4,849.29	\$19,444.50
20-50-521000	Cont/Ser - Maintenance	\$360.00	\$3,525.00	\$5,130.00	\$3,145.00	\$0.00
20-50-524000	Con. Serv.-Refuse Removal-Reg.	\$80.95	\$436.24	\$1,600.00	\$935.87	\$2,092.00
20-50-524200	Cont/Serv-Custodial	\$0.00	\$2,806.00	\$14,400.00	\$4,143.00	\$12,000.00
20-50-525000	Cont/Ser - Alarm Monitor. Ser.	\$0.00	\$0.00	\$1,274.00	\$734.90	\$720.00
20-50-528600	Cont/Serv-Contracted Repairs Service	\$0.00	\$0.00	\$7,000.00	\$0.00	\$0.00
20-50-531000	Office Supplies	\$0.00	\$0.00	\$234.00	\$13.90	\$468.00
20-50-532000	Clothing Supplies	\$0.00	\$0.00	\$0.00	\$15.00	\$270.00
20-50-532200	Safety Supplies	\$0.00	\$0.00	\$128.00	\$0.00	\$310.26
20-50-533100	Supplies/Materials-Janitorial	\$0.00	\$0.00	\$1,000.00	\$0.00	\$3,000.00
20-50-533600	Supplies/Materials Facility Equipment	\$0.00	\$253.97	\$200.00	\$89.28	\$200.00
20-50-542000	Utilities-Water/Sewer	\$0.00	\$384.62	\$1,200.00	\$409.94	\$1,500.00
20-50-543000	Utilities-Electricity	\$4,090.25	\$9,714.04	\$19,920.00	\$16,743.98	\$1,200.00
20-50-544000	Utilities-Natural Gas	\$0.00	\$194.35	\$2,700.00	\$190.25	\$2,700.00
20-50-561000	Repairs/Maint.-Buildings	\$0.00	\$324.60	\$899.00	(\$450.00)	\$899.00
Totals for Department(s) 50 - Zone 250:		\$4,891.20	\$19,599.36	\$61,146.08	\$30,820.41	\$44,803.76
20-70-514300	CUSTOMER SERVICE STAFF	\$9,905.12	\$64,796.42	\$135,112.50	\$59,995.46	\$124,332.00
20-70-514400	KIDS AREA STAFF	\$2,560.22	\$16,063.96	\$35,355.00	\$15,562.70	\$35,824.00
20-70-515000	Fitness Wages	\$6,414.75	\$38,985.01	\$81,913.00	\$36,716.25	\$84,139.00
20-70-517000	Salaries/Wages-Rentals	\$142.31	\$1,248.10	\$3,400.00	\$1,705.06	\$3,400.00
20-70-521000	MAINTENANCE AGREEMENTS	\$6,106.65	\$19,464.87	\$38,544.85	\$14,510.70	\$34,759.00
20-70-524000	REFUSE DISPOSAL	\$379.01	\$856.01	\$2,067.00	\$1,265.77	\$2,067.00
20-70-524200	Cont/Serv-Custodial	\$14,693.37	\$89,435.06	\$147,748.08	\$88,152.76	\$177,946.96
20-70-525000	ALARM SYSTEM	\$0.00	\$823.50	\$720.00	\$589.11	\$720.00
20-70-528200	EQUIPMENT RENTAL	\$120.00	\$304.20	\$600.00	\$927.48	\$830.00
20-70-528600	Cont/Serv-Contracted Repairs	\$861.85	\$5,496.35	\$15,150.00	\$2,658.65	\$7,650.00

West Chicago Park District
Revenue/Expense Statement as of 10/31/19
FUNDS 10,20,40,45 AND 90

		Actual	Actual YTD	Budget YTD	Prior YTD	Prior Budget
20-70-531000	OFFICE SUPPLIES	\$68.69	\$288.61	\$2,772.00	\$679.34	\$2,789.00
20-70-532000	Supplies/Materials-Personnel	\$0.00	\$106.54	\$1,296.00	\$349.69	\$1,175.00
20-70-532200	Safety Supplies	\$0.00	\$2,831.40	\$2,680.00	\$903.67	\$4,075.00
20-70-533100	Supplies/Materials-Janitorial	\$1,070.68	\$6,075.53	\$14,000.00	\$6,836.35	\$14,000.00
20-70-533600	Supplies/Materials Facility Equipment	\$230.64	\$2,193.41	\$5,710.00	\$933.40	\$7,550.00
20-70-535500	Supplies/Materials-Treehouse	\$0.00	\$48.00	\$1,012.00	\$194.52	\$1,100.00
20-70-539500	Fitness Programs Supplies	\$90.00	\$1,350.65	\$4,246.00	\$214.95	\$4,246.00
20-70-541000	Telephones	\$0.00	\$7,168.84	\$16,600.00	\$8,369.90	\$16,600.00
20-70-542000	Water & Sewer	\$0.00	\$2,664.17	\$7,500.00	\$0.00	\$7,500.00
20-70-543000	Utilities-Electricity	\$12,022.84	\$47,237.39	\$96,000.00	\$46,904.03	\$104,400.00
20-70-544000	Natural Gas	\$467.03	\$2,670.00	\$6,780.00	\$1,613.42	\$6,780.00
20-70-561000	Repairs/Maint.-Buildings	\$1,250.49	\$2,227.63	\$6,846.00	\$1,411.34	\$6,846.00
20-70-562000	R&M-Vehicles	\$0.00	\$0.00	\$0.00	\$303.92	\$0.00
20-70-568000	Repairs & Maint.-Equipment	\$1,386.40	\$4,535.90	\$20,410.00	\$7,300.46	\$20,978.00
20-70-581200	Marketing Supplies	\$3,028.08	\$3,402.35	\$9,605.00	\$5,229.98	\$9,605.00
20-70-586000	Marketing Promo Materials	\$0.00	\$795.00	\$4,850.00	\$452.40	\$4,850.00
Totals for Department(s) 70 - ARC:		\$60,798.13	\$321,068.90	\$660,917.43	\$303,781.31	\$684,161.96
Total Expenses		\$183,173.10	\$1,383,856.83	\$2,583,803.14	\$1,321,639.40	\$2,555,820.92
BEGINNING FUND BALANCE		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
NET SURPLUS/(DEFICIT)		(\$51,447.32)	\$524,289.68	\$0.00	\$489,109.84	\$0.00
ENDING FUND BALANCE		(\$51,447.32)	\$524,289.68	\$0.00	\$489,109.84	\$0.00

West Chicago Park District
Revenue/Expense Statement as of 10/31/19
FUNDS 10,20,40,45 AND 90

		<u>Actual</u>	<u>Actual YTD</u>	<u>Budget YTD</u>	<u>Prior YTD</u>	<u>Prior Budget</u>
40 - Pension Fund						
Revenues						
40-10-411000	Tax Rev - Current Real Estate	\$2,391.84	\$105,650.57	\$108,261.86	\$146,967.38	\$150,154.70
40-10-412000	Tax Rev - Non-Current Real Est	\$0.00	\$10.14	\$0.00	\$1.19	\$0.00
40-10-413000	Tax Rev - County Interest	\$0.00	\$5.90	\$0.00	\$43.67	\$0.00
40-10-430000	Interest from Investments	\$0.00	\$928.05	\$0.00	\$713.34	\$0.00
Totals for Department(s) 10 - Administrative:		\$2,391.84	\$106,594.66	\$108,261.86	\$147,725.58	\$150,154.70
Total Revenues		\$2,391.84	\$106,594.66	\$108,261.86	\$147,725.58	\$150,154.70
Expenses						
40-10-583500	Spec. Purp. Ex.-IMRF	\$4,660.10	\$30,113.23	\$110,000.00	\$73,072.97	\$144,000.00
Totals for Department(s) 10 - Administrative:		\$4,660.10	\$30,113.23	\$110,000.00	\$73,072.97	\$144,000.00
Total Expenses		\$4,660.10	\$30,113.23	\$110,000.00	\$73,072.97	\$144,000.00
BEGINNING FUND BALANCE		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
NET SURPLUS/(DEFICIT)		(\$2,268.26)	\$76,481.43	\$0.00	\$74,652.61	\$0.00
ENDING FUND BALANCE		(\$2,268.26)	\$76,481.43	\$0.00	\$74,652.61	\$0.00

West Chicago Park District
Revenue/Expense Statement as of 10/31/19
FUNDS 10,20,40,45 AND 90

		<u>Actual</u>	<u>Actual YTD</u>	<u>Budget YTD</u>	<u>Prior YTD</u>	<u>Prior Budget</u>
45 - FICA						
Revenues						
45-10-411000	Tax Rev - Current Real Estate	\$2,272.70	\$100,388.28	\$102,937.50	\$122,802.95	\$125,413.30
45-10-412000	Tax Rev - Non-Current Real Est	\$0.00	\$5.85	\$0.00	\$0.80	\$0.00
45-10-413000	Tax Rev - County Interest	\$0.00	\$5.61	\$0.00	\$36.49	\$0.00
45-10-430000	Interest from Investments	\$0.00	\$552.83	\$0.00	\$628.23	\$0.00
Totals for Department(s) 10 - Administrative:		<u>\$2,272.70</u>	<u>\$100,952.57</u>	<u>\$102,937.50</u>	<u>\$123,468.47</u>	<u>\$125,413.30</u>
Total Revenues		<u>\$2,272.70</u>	<u>\$100,952.57</u>	<u>\$102,937.50</u>	<u>\$123,468.47</u>	<u>\$125,413.30</u>
Expenses						
45-10-583600	FICA Expense	\$7,892.89	\$64,304.70	\$122,500.00	\$65,299.06	\$125,000.00
Totals for Department(s) 10 - Administrative:		<u>\$7,892.89</u>	<u>\$64,304.70</u>	<u>\$122,500.00</u>	<u>\$65,299.06</u>	<u>\$125,000.00</u>
Total Expenses		<u>\$7,892.89</u>	<u>\$64,304.70</u>	<u>\$122,500.00</u>	<u>\$65,299.06</u>	<u>\$125,000.00</u>
 BEGINNING FUND BALANCE						
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
 NET SURPLUS/(DEFICIT)						
		(\$5,620.19)	\$36,647.87	\$0.00	\$58,169.41	\$0.00
 ENDING FUND BALANCE						
		<u>(\$5,620.19)</u>	<u>\$36,647.87</u>	<u>\$0.00</u>	<u>\$58,169.41</u>	<u>\$0.00</u>

West Chicago Park District
Revenue/Expense Statement as of 10/31/19
FUNDS 10,20,40,45 AND 90

		<u>Actual</u>	<u>Actual YTD</u>	<u>Budget YTD</u>	<u>Prior YTD</u>	<u>Prior Budget</u>
90 - Capital Projects						
Revenues						
90-10-430000	Interest from Investments	\$0.00	\$409.42	\$2,500.00	\$2,000.61	\$5,000.00
90-10-452000	Donations - Land/Cash	\$0.00	\$0.00	\$4,000.00	\$5,646.00	\$0.00
90-10-485100	Revenue - Miscellaneous	\$0.00	\$400.00	\$0.00	\$6,530.00	\$0.00
Totals for Department(s) 10 - Administrative:		<u>\$0.00</u>	<u>\$809.42</u>	<u>\$6,500.00</u>	<u>\$14,176.61</u>	<u>\$5,000.00</u>
Total Revenues		<u>\$0.00</u>	<u>\$809.42</u>	<u>\$6,500.00</u>	<u>\$14,176.61</u>	<u>\$5,000.00</u>
Expenses						
90-10-521300	Planning Consultants	\$0.00	\$0.00	\$20,000.00	\$27,472.28	\$25,000.00
90-10-564000	Landscape Repairs/Maintenance	\$0.00	\$0.00	\$0.00	\$8,030.00	\$0.00
90-10-566000	Repairs/Maint.-Pavillions	\$0.00	\$0.00	\$0.00	\$0.00	\$15,000.00
90-10-566100	Repairs/Maint.-Parks	\$0.00	\$0.00	\$0.00	\$0.00	\$12,000.00
90-10-571000	Equipment Acquisition	\$0.00	\$6,469.00	\$0.00	\$0.00	\$0.00
90-10-571100	Software/Hardware Acquisition	\$0.00	\$0.00	\$0.00	\$12,010.95	\$12,400.00
90-10-572000	Vehicle Acquisition	\$0.00	\$0.00	\$0.00	\$36,910.00	\$42,000.00
90-10-574000	Development Projects	\$0.00	\$0.00	\$0.00	\$409,332.69	\$860,000.00
90-10-586500	Debt Retirement Principal	\$0.00	\$0.00	\$0.00	\$28,843.62	\$0.00
90-10-586800	Debt Retirement-Interest	\$0.00	\$0.00	\$0.00	\$1,826.40	\$0.00
Totals for Department(s) 10 - Administrative:		<u>\$0.00</u>	<u>\$6,469.00</u>	<u>\$20,000.00</u>	<u>\$524,425.94</u>	<u>\$966,400.00</u>
Total Expenses		<u>\$0.00</u>	<u>\$6,469.00</u>	<u>\$20,000.00</u>	<u>\$524,425.94</u>	<u>\$966,400.00</u>
BEGINNING FUND BALANCE						
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
NET SURPLUS/(DEFICIT)						
		\$0.00	(\$5,659.58)	\$0.00	(\$510,249.33)	\$0.00
ENDING FUND BALANCE						
		<u>\$0.00</u>	<u>(\$5,659.58)</u>	<u>\$0.00</u>	<u>(\$510,249.33)</u>	<u>\$0.00</u>

West Chicago Park District
Revenue/Expense Statement as of 10/31/19
FUNDS 10,20,40,45 AND 90

MINUTES of a regular public meeting of the Board of Park Commissioners of the West Chicago Park District, DuPage County, Illinois, held at the Main Office, Conference Center, 201 West National Street, West Chicago, Illinois, in said Park District, at 6:30 o'clock P.M., on the 12th day of November, 2019.

* * *

The President called the meeting to order and directed the Secretary to call the roll. Upon the roll being called, _____, the President, and the following Park Commissioners were present: _____

The following Park Commissioners were absent: _____

The President announced that the next item for consideration was the sale of the District's non-referendum Taxable General Obligation Limited Park Bonds, Series 2019, to be issued by the District pursuant to Section 6-4 of the Park District Code and that the Board of Park Commissioners would consider the adoption of an ordinance providing for the issue of said bonds and the levy of a direct annual tax to pay the principal and interest thereon.

Whereupon _____ presented the following ordinance, a copy of which was provided to each Park Commissioner prior to said meeting and to everyone in attendance at said meeting who requested a copy:

ORDINANCE NO. 19-03

AN ORDINANCE providing for the issuance of Taxable General Obligation Limited Park Bonds, Series 2019, of the West Chicago Park District, DuPage County, Illinois, and for the levy of a direct annual tax to pay the principal and interest on said bonds.

* * *

WHEREAS, the West Chicago Park District, DuPage County, Illinois (the “*District*”), is a duly organized and existing Park District created under the provisions of the laws of the State of Illinois, and is now operating under the provisions of the Park District Code of the State of Illinois, and all laws amendatory thereof and supplementary thereto (the “*Act*”); and

WHEREAS, the District has issued, and now has outstanding and unpaid, General Obligation Park Bonds (Alternate Revenue Source), Series 2015A (the “*Series 2015A Bonds*”), Taxable General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2015B (the “*Series 2015B Bonds*”), and General Obligation Park Bonds (Alternate Revenue Source), Series 2017 (the “*Series 2017 Bonds*”; collectively, the “*Outstanding Obligations*”); and

WHEREAS, it is necessary and desirable to refund a portion or all of the principal and interest due on December 1, 2019, with respect to the Outstanding Obligations, and a portion or all of the interest due on June 1, 2020 with respect to the Outstanding Obligations (together, the “*Refunding*”); and

WHEREAS, the Outstanding Obligations are presently outstanding and unpaid and are binding and subsisting legal obligations of the District; and

WHEREAS, the Board of Park Commissioners of the District (the “*Board*”) finds that it does not have sufficient funds on hand for the refunding purposes aforesaid, and that the cost thereof, including legal, financial and other expenses, will not exceed \$1,005,005, and that it is

necessary and for the best interests of the District that it borrow the sum of \$1,005,005 and issue bonds of the District to evidence the borrowing; and

WHEREAS, pursuant to and in accordance with the provisions of the Bond Issue Notification Act of the State of Illinois, as amended, the Board, on the 8th day of October, 2019, held a public hearing (the “*Hearing*”), concerning the intent of the Board to sell said bonds; and

WHEREAS, notice of the Hearing was given (i) by publication at least once not less than seven (7) nor more than thirty (30) days before the date of the Hearing in the *Daily Herald*, the same being a newspaper of general circulation in the District, and (ii) by posting at least 48 hours before the Hearing a copy of said notice at the principal office of the Board; and

WHEREAS, the Hearing was held on the 8th day of October, 2019, and at the Hearing, the Board explained the reasons for the proposed bond issue and permitted persons desiring to be heard an opportunity to present written or oral testimony within reasonable time limits; and

WHEREAS, the Hearing was finally adjourned on the 8th day of October, 2019; and

WHEREAS, the Board does hereby find and determine that (a) said bonds shall be issued as limited bonds under the provisions of the Local Government Debt Reform Act of the State of Illinois, as amended (the “*Debt Reform Act*”), and (b) upon the issuance of Taxable General Obligation Limited Park Bonds, Series 2019 (the “*Bonds*”), in the aggregate amount of \$1,005,005 now proposed to be issued, the aggregate outstanding unpaid bonded indebtedness of the District, including said bonds, is not more than 0.575% of the total assessed valuation of all taxable property in the District as last equalized and determined, and pursuant to the provisions of the Debt Reform Act and Section 6-4 of the Act, it is not necessary to submit the proposition of issuing said bonds to the voters of the District for approval; and

WHEREAS, pursuant to the offering of the Bonds (as defined in Section 3) for negotiated sale and the related Preliminary Official Statement (the “*Preliminary Official Statement*”, which when supplemented and completed is to constitute a final “*Official Statement*”), the District has determined to accept the Bond Purchase Agreement (which when executed and delivered each shall constitute a “*Purchase Agreement*”) submitted by the purchaser (the “*Purchaser*”) to be set forth in the hereinafter defined Bond Order.

Now, THEREFORE, Be It Ordained by the Board of Park Commissioners of the West Chicago Park District, DuPage County, Illinois, as follows:

Section 1. Incorporation of Preambles. The Board hereby finds that all of the recitals contained in the preambles to this Ordinance are full, true and correct and does incorporate them into this Ordinance by this reference.

Section 2. Authorization. It is hereby found and determined that the District has been authorized by law to borrow the sum of \$1,005,005 upon the credit of the District and as evidence of such indebtedness to issue bonds of the District to said amount, the proceeds of said bonds to be used for the refunding purposes aforesaid, and it is necessary and for the best interests of the District that there be issued at this time \$1,005,005 of the bonds as defined in Section 3 hereof, so authorized.

Section 3. Bond Details. There be borrowed on the credit of and for and on behalf of the District the sum of \$1,005,005 for the purpose aforesaid; and that the bonds of the District shall be designated “Taxable General Obligation Limited Park Bonds, Series 2019” (the “Bonds”). The Bonds shall be dated November 26, 2019, and shall also bear the date of authentication, shall be in fully registered form, shall be in denominations of \$5 each and authorized integral multiples thereof (but no single Bond shall represent installments of principal maturing on more than one

date), shall be numbered 1 and upward, and the Bonds shall become due and payable (without option of redemption prior to maturity) on November 15 of the years, in the amounts and bearing interest at the rates per annum as follow:

<u>YEAR OF MATURITY</u>	<u>PRINCIPAL AMOUNT</u>	<u>RATE OF INTEREST</u>
2020	\$340,600	2.150%
2021	664,405	2.300%

The Bonds shall bear interest from their date or from the most recent interest payment date to which interest has been paid or duly provided for, until the principal amount of the Bonds is paid, such interest (computed upon the basis of a 360-day year of twelve 30-day months) being payable on May 15 and November 15 of each year, commencing November 15, 2020. Interest on each Bond shall be paid by check or draft of Lyons Township School Treasurer, as bond registrar and paying agent (the “*Bond Registrar*”), payable upon presentation in lawful money of the United States of America, to the person in whose name such Bond is registered at the close of business on the 1st day of the month of any interest payment date. The principal of the Bonds shall be payable in lawful money of the United States of America at the principal office of the Bond Registrar.

The Bonds shall be signed by the manual or facsimile signatures of the President and Secretary of the Board, and shall be countersigned by the manual or facsimile signature of the Treasurer of the Board, and the seal of the District shall be affixed thereto or printed thereon, and in case any officer whose signature shall appear on any Bond shall cease to be such officer before the delivery of such Bond, such signature shall nevertheless be valid and sufficient for all purposes, the same as if such officer had remained in office until delivery.

All Bonds shall have thereon a certificate of authentication substantially in the form hereinafter set forth duly executed by the Bond Registrar as authenticating agent of the District and showing the date of authentication. No Bond shall be valid or obligatory for any purpose or

be entitled to any security or benefit under this Ordinance unless and until such certificate of authentication shall have been duly executed by the Bond Registrar by manual signature, and such certificate of authentication upon any such Bond shall be conclusive evidence that such Bond has been authenticated and delivered under this Ordinance.

Section 4. Registration of Bonds; Persons Treated as Owners. The District shall cause books for the registration and for the transfer of the Bonds as provided in this Ordinance to be kept at the principal office maintained for such purpose by the Bond Registrar, which is hereby constituted and appointed the registrar of the District. The District is authorized to prepare, and the Bond Registrar shall keep custody of, multiple Bond blanks executed by the District for use in the transfer and exchange of Bonds.

Upon surrender for transfer of any Bond at the principal office maintained for such purpose by the Bond Registrar, duly endorsed by, or accompanied by a written instrument or instruments of transfer in form satisfactory to the Bond Registrar and duly executed by, the registered owner or his attorney duly authorized in writing, the District shall execute and the Bond Registrar shall authenticate, date and deliver in the name of the transferee or transferees a new fully registered Bond or Bonds of the same maturity of authorized denominations, for a like aggregate principal amount. Any fully registered Bond or Bonds may be exchanged at said office of the Bond Registrar for a like aggregate principal amount of Bond or Bonds of the same maturity of other authorized denominations. The execution by the District of any fully registered Bond shall constitute full and due authorization of such Bond and the Bond Registrar shall thereby be authorized to authenticate, date and deliver such Bond, provided, however, the principal amount of outstanding Bonds of each maturity authenticated by the Bond Registrar shall not exceed the authorized principal amount of Bonds for such maturity less previous retirements.

The Bond Registrar shall not be required to transfer or exchange any Bond during the period beginning at the close of business on the first day of the month of any interest payment date on such Bond and ending on such interest payment date.

The person in whose name any Bond shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes, and payment of the principal of or interest on any Bond shall be made only to or upon the order of the registered owner thereof or his legal representative. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Bond to the extent of the sum or sums so paid.

No service charge shall be made for any transfer or exchange of Bonds, but the District or the Bond Registrar may require payment of a sum sufficient to cover any tax or other governmental charge that may be imposed in connection with any transfer or exchange of Bonds.

The Bonds shall be issued in the form of a separate single fully registered Bond of each series for each of the maturities of the Bonds. Upon initial issuance, the ownership of each such Bond shall be registered in the Bond Register therefor in a street name (initially “*Cede & Co.*” for DTC) of the Depository or any successor thereto, as nominee of the Depository. As necessary, the outstanding Bonds from time to time may be registered in the Bond Register in a street name, as nominee of the Depository. If not already done and effective, the President, Secretary or Treasurer is authorized to execute and deliver on behalf of the District such letters to or agreements with the Depository as shall be necessary to effectuate such book-entry system (any such letter or agreement being referred to herein as the “*Representation Letter*”). Without limiting the generality of the authority given to the President, Secretary or Treasurer with respect to entering into such Representation Letter, it may contain provisions relating to (a) payment procedures, (b) transfers of the Bonds or of beneficial interest therein, (c) redemption notices and procedures unique to the

Depository, (d) additional notices or communications, and (e) amendment from time to time to conform with changing customs and practices with respect to securities industry transfer and payment practices.

With respect to Bonds registered in the Bond Register in the name of a nominee of the Depository, the District and the Bond Registrar shall have no responsibility or obligation to any broker-dealer, bank or other financial institution for which the Depository holds Bonds from time to time as securities depository (each such broker-dealer, bank or other financial institution being referred to herein as a “*Depository Participant*”) or to any person on behalf of whom such a Depository Participant or an Indirect Participant holds an interest in the Bonds (an “*indirect participant*” or a “*beneficial owner*”). Without limiting the meaning of the foregoing, the District and the Bond Registrar or Paying Agent shall have no responsibility or obligation with respect to (a) the accuracy of the records of the Depository, the nominee, or any Depository Participant, Indirect Participant or Beneficial Owner, with respect to any ownership interest in the Bonds, (b) the delivery to any Depository Participant or any other person, other than a registered owner of a Bond as shown in the Bond Register, of any notice with respect to the Bonds, including any notice of redemption, or (c) the payment to any Depository Participant or any other person, other than a registered owner of a Bond as shown in the Bond Register, of any amount with respect to principal of or interest on the Bonds.

As long as the Bonds are held in a book-entry-only system, no person other than the nominee of the Depository, or any successor thereto, as nominee for the Depository, shall receive a Bond certificate with respect to any Bonds. Upon delivery by the Depository to the Bond Registrar of written notice to the effect that the Depository has determined to substitute a new nominee in place of the prior nominee, and subject to the provisions hereof with respect to the

payment of interest to the registered owners of Bonds as of the close of business on the first (1st) day (whether or not a business day) of the calendar month of the applicable interest payment date, the reference herein to nominee in this Ordinance shall refer to such new nominee of the Depository.

In the event that (a) the District determines that the Depository is incapable of discharging its responsibilities described herein and in the Representation Letter, (b) the agreement among the District, the Bond Registrar, the Paying Agent and the Depository evidenced by the Representation Letter shall be terminated for any reason or (c) the District determines that it is in the best interests of the beneficial owners of the Bonds that they be able to obtain certificated Bonds, the District shall notify the Depository and the Depository Participants of the availability of Bond certificates, and the Bonds shall no longer be restricted to being registered in the Bond Register in the name of a nominee of the Depository. At that time, the District may determine that the Bonds shall be registered in the name of and deposited with a successor depository operating a book-entry system, as may be acceptable to the District, or such depository's agent or designee, and if the District does not select such alternate book-entry system, then the Bonds may be registered in whatever name or names registered owners of Bonds transferring or exchanging Bonds shall designate, in accordance with the provisions hereof. Notwithstanding any other provision of this Ordinance to the contrary, so long as any Bond is registered in the name of a nominee of the Depository, all payments with respect to principal of and interest on such Bond and all notices with respect to such Bond shall be made and given, respectively, in the manner provided in the Representation Letter.

Section 5. Form of Bond. The Bonds shall be in substantially the following form:

REGISTERED
No. R-1

REGISTERED
\$_____

UNITED STATES OF AMERICA

STATE OF ILLINOIS

COUNTY OF DUPAGE

WEST CHICAGO PARK DISTRICT

TAXABLE GENERAL OBLIGATION LIMITED PARK BOND, SERIES 2019

Interest
Rate
_____%

Maturity
Date
November 15, 20__

Dated
Date
_____, 2019

Registered Owner: CEDE & CO.

Principal Amount: _____ Dollars

[1] KNOW ALL PERSONS BY THESE PRESENTS, that the West Chicago Park District, DuPage County, Illinois (the “*District*”), hereby acknowledges itself to owe and for value received promises to pay to the Registered Owner identified above, or registered assigns as hereinafter provided, on the Maturity Date identified above, the Principal Amount identified above and to pay interest (computed on the basis of a 360-day year of twelve 30-day months) on such Principal Amount from the date of this Bond at the Interest Rate per annum set forth above on maturity, until said Principal Amount is paid. Principal of this Bond is payable in lawful money of the United States of America upon presentation and surrender hereof at the office maintained for such purpose by _____, _____, _____, as bond registrar and paying agent (the “Bond Registrar”). Payment of interest shall be made to the Registered Owner hereof as shown on the registration books of the District maintained by the Bond Registrar at the close of business on the 1st day of the month of the interest payment date and shall be paid by check or draft of the Bond Registrar, payable upon presentation in lawful money of the United States of America, mailed to the address of such Registered Owner as it appears on such

registration books or at such other address furnished in writing by such Registered Owner to the Bond Registrar.

[2] This Bond is issued by the District for refunding certain outstanding obligations of the District and for the payment of the expenses incident thereto, pursuant to and in all respects in full compliance with the provisions of the Park District Code of the State of Illinois, the Park District Refunding Bond Act of the State of Illinois, the Local Government Debt Reform Act of the State of Illinois, and all laws amendatory thereof and supplementary thereto, and is authorized by the Board of Park Commissioners of the District by an ordinance duly and properly adopted for that purpose, in all respects as provided by law.

[3] This Bond is not subject to optional redemption prior to maturity.

[4] This Bond is transferable by the Registered Owner hereof in person or by his attorney duly authorized in writing at the office maintained for such purpose by the Bond Registrar in _____, _____, but only in the manner, subject to the limitations and upon payment of the charges provided in the authorizing ordinance, and upon surrender and cancellation of this Bond. Upon such transfer a new Bond or Bonds of authorized denominations of the same maturity and for the same aggregate principal amount will be issued to the transferee in exchange therefor.

[5] The Bonds are issued in fully registered form in the denomination of \$5 each or authorized integral multiples thereof. This Bond may be exchanged at the principal office maintained for such purpose by the Bond Registrar for a like aggregate principal amount of Bonds of the same maturity of other authorized denominations, upon the terms set forth in the authorizing ordinance. The Bond Registrar shall not be required to transfer or exchange any Bond during the period beginning at the close of business fifteen (15) days prior and ending at the opening of business on maturity.

[6] The District and the Bond Registrar may deem and treat the Registered Owner hereof as the absolute owner hereof for the purpose of receiving payment of or on account of principal hereof and interest due hereon and for all other purposes and neither the District nor the Bond Registrar shall be affected by any notice to the contrary.

[7] It is hereby certified and recited that all conditions, acts and things required by law to exist or to be done precedent to and in the issuance of this Bond did exist, have happened, been done and performed in regular and due form and time as required by law; that the indebtedness of the District, including the issue of bonds of which this is one, does not exceed any limitation imposed by law; and that provision has been made for the collection of a direct annual tax to pay the interest hereon as it falls due and also to pay and discharge the principal hereof at maturity. Although this Bond constitutes a general obligation of the District and no limit exists on the rate of said direct annual tax, the amount of said tax is limited by the provisions of the Property Tax Extension Limitation Law of the State of Illinois, as amended (the "*Law*"). The Law provides that the annual amount of the taxes to be extended to pay the issue of Bonds of which this Bond is one and all other limited bonds (as defined in the Local Government Debt Reform Act of the State of Illinois, as amended) heretofore and hereafter issued by the District shall not exceed the debt service extension base (as defined in the Law) of the District (the "*Base*"), as more fully described in the proceedings of the District providing for the issue of this Bond. The District is authorized to issue from time to time additional limited bonds payable from the Base, as permitted by law, and to determine the lien priority of payments to be made from the Base to pay the District's limited bonds.

[8] This Bond shall not be valid or become obligatory for any purpose until the certificate of authentication hereon shall have been signed by the Bond Registrar.

[9] IN WITNESS WHEREOF, said West Chicago Park District, DuPage County, Illinois, by its Board of Park Commissioners, has caused this Bond to be signed by the manual or duly authorized facsimile signatures of the President and Secretary of said Board of Park Commissioners, and to be countersigned by the manual or duly authorized facsimile signature of the Treasurer thereof, and has caused the seal of the District to be affixed hereto or printed hereon, all as of the Dated Date identified above.

(SEAL)

President, Board of Park Commissioners

Secretary, Board of Park Commissioners

Countersigned:

Treasurer, Board of Park Commissioners

Date of Authentication: _____, 2019

CERTIFICATE
OF
AUTHENTICATION

Bond Registrar and Paying Agent:

_____,
_____, _____

This Bond is described in the within mentioned ordinance and is the Taxable General Obligation Limited Park Bonds, Series 2019 of the West Chicago Park District, DuPage County, Illinois.

By _____ (Manual Signature)
Bond Registrar, Authorized Officer

(ASSIGNMENT)

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto _____

(Name and Address of Assignee)

the within Bond and does hereby irrevocably constitute and appoint _____

attorney to transfer the said Bond on the books kept for registration thereof with full power of substitution in the premises.

Dated: _____

Signature guaranteed: _____

NOTICE: The signature to this assignment must correspond with the name of the registered owner as it appears upon the face of the within Bond in every particular, without alteration or enlargement or any change whatever.

Section 6. Sale of Bonds. The Bonds hereby authorized shall be executed as in this Ordinance provided as soon after the passage hereof as may be, and thereupon be deposited with the Treasurer of the Board, and be by said Treasurer delivered to Lyons Township School Treasurer, LaGrange, Illinois, the purchaser thereof (the “*Purchaser*”), upon receipt of the purchase price therefor, the same being \$1,005,005; the contract for the sale of the Bonds heretofore entered into (the “*Purchase Contract*”) is in all respects ratified, approved and confirmed, it being hereby found and determined that the Bonds have been sold at such price and bear interest at such rates that neither the true interest cost (yield) nor the net interest rate received upon such sale exceed the maximum rate otherwise authorized by Illinois law and that the Purchase Contract is in the best interests of the District and that no person holding any office of the District, either by election or appointment, is in any manner financially interested directly in his own name or indirectly in the name of any other person, association, trust or corporation, in the Purchase Contract.

The use by the Purchaser of any Preliminary Term Sheet and any final Term Sheet relating to the Bonds (the “*Term Sheet*”) is hereby ratified, approved and authorized; the execution and delivery of the Term Sheet is hereby authorized; and the officers of the Board are hereby authorized to take any action as may be required on the part of the District to consummate the transactions contemplated by the Purchase Contract, this Ordinance, said Preliminary Term Sheet, the Term Sheet and the Bonds.

Section 7. Tax Levy. In order to provide for the collection of a direct annual tax sufficient to pay the interest on the Bonds as it falls due, and also to pay and discharge the principal thereof at maturity, there be and there is hereby levied upon all the taxable property within the District a direct annual tax for each of the years while the Bonds or any of them are outstanding,

in amounts sufficient for that purpose, and that there be and there is hereby levied upon all of the taxable property in the District, the following direct annual tax, to-wit:

<u>For the Levy Year</u>	<u>A Tax Sufficient to Produce the Sum of:</u>	
2019	\$362,513.53	for principal and interest
2020	\$679,686.32	for principal and interest

Principal or interest maturing at any time when there are not sufficient funds on hand from the foregoing tax levy to pay the same shall be paid from the general funds of the District, and the fund from which such payment was made shall be reimbursed out of the taxes hereby levied when the same shall be collected.

The District covenants and agrees with the purchasers and the holders of the Bonds that so long as any of the Bonds remain outstanding, the District will take no action or fail to take any action which would in any way adversely affect the ability of the District to levy and collect the foregoing tax levy and the District and its officers will comply with all present and future applicable laws in order to assure that the foregoing taxes will be levied, extended and collected as provided herein and deposited in the fund established to pay the principal of and interest on the Bonds.

Section 8. Filing of Ordinance. Forthwith upon the passage of this Ordinance, the Secretary of the Board is hereby directed to file a certified copy of this Ordinance with the County Clerk of The County of DuPage, Illinois (the “*County Clerk*”), and it shall be the duty of the County Clerk in and for the year or years set forth in the Bond Order to ascertain the rate necessary to produce the tax herein levied, and extend the same for collection on the tax books against all of the taxable property within the District in connection with other taxes levied in said year or years for general park purposes, in order to raise the amount or amounts aforesaid and in said year or years such annual tax shall be computed, extended and collected in the same manner as now or

hereafter provided by law for the computation, extension and collection of taxes for general park purposes of the District, and when collected, the taxes hereby levied shall be placed to the credit of a special fund to be designated “Park Bond and Interest Fund of 2019” (the “*Bond Fund*”), which fund is hereby irrevocably pledged to and shall be used only for the purpose of paying the principal of and interest on the Bonds.

Section 9. Limitation on Extension; General Obligation Pledge; Additional Obligations. Notwithstanding any other provision of this Ordinance, the annual amount of the taxes to be extended by the County Clerk to pay the Bonds and all other limited bonds (as defined in the Debt Reform Act) heretofore and hereafter issued by the District shall not exceed the debt service extension base (as defined in the Property Tax Extension Limitation Law of the State of Illinois, as amended) of the District (the “*Base*”).

No limit, however, exists on the rate of the direct annual tax levied herein, and the Bonds shall constitute a general obligation of the District.

The District currently has outstanding General Obligation (Limited Tax) Park Bonds, Series 2018B. The District is authorized to issue from time to time additional limited bonds payable from the Base, as permitted by law, and to determine the lien priority of payments to be made from the Base to pay the District’s limited bonds.

Section 10. Use of Bond Proceeds. Any accrued interest received on the delivery of the Bonds is hereby appropriated for the purpose of paying first interest due on the Bonds and is hereby ordered deposited into the Bond Fund. Principal proceeds (including premium) of the Bonds are hereby appropriated for the purpose of paying portion or all of the principal and interest due on December 1, 2019, with respect to the Outstanding Obligations. The balance of the proceeds of the Bonds shall be used to pay the costs of issuance of the Bonds.

Section 11. Intentionally Omitted.

Section 12. Continuing Disclosure Undertaking. The President of the Board is hereby authorized, empowered and directed to execute and deliver a Continuing Disclosure Undertaking under Section (b)(5) of Rule 15c2-12 adopted by the Securities and Exchange Commission pursuant to the Securities Exchange Act of 1934, as amended (the “*Continuing Disclosure Undertaking*”). When the Continuing Disclosure Undertaking is executed and delivered on behalf of the District as herein provided, the Continuing Disclosure Undertaking will be binding on the District and the officers, employees and agents of the District, and the officers, employees and agents of the District are hereby authorized, empowered and directed to do all such acts and things and to execute all such documents as may be necessary to carry out and comply with the provisions of the Continuing Disclosure Undertaking as executed. Notwithstanding any other provision of this Ordinance, the sole remedy for failure to comply with the Continuing Disclosure Undertaking shall be the ability of the beneficial owner of any Bond to seek mandamus or specific performance by court order to cause the District to comply with its obligations under the Continuing Disclosure Undertaking.

Section 13. List of Bondholders. The Bond Registrar shall maintain a list of the names and addresses of the holders of all Bonds and upon any transfer shall add the name and address of the new Bondholder and eliminate the name and address of the transferor Bondholder.

Section 14. Duties of Bond Registrar. If requested by the Bond Registrar, the President and Secretary of the Board are authorized to execute the Bond Registrar’s standard form of agreement between the District and the Bond Registrar with respect to the obligations and duties of the Bond Registrar hereunder which may include the following:

- (a) to act as bond registrar, authenticating agent, paying agent and transfer agent as provided herein;

(b) to maintain a list of Bondholders as set forth herein and to furnish such list to the District upon request, but otherwise to keep such list confidential;

(c) to cancel and/or destroy Bonds which have been paid at maturity or submitted for exchange or transfer;

(d) to furnish the District at least annually a certificate with respect to Bonds cancelled and/or destroyed; and

(e) to furnish the District at least annually an audit confirmation of Bonds paid, Bonds outstanding and payments made with respect to interest on the Bonds.

Section 15. Severability. If any section, paragraph, clause or provision of this Ordinance shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Ordinance.

Section 16. Repeal. All ordinances, resolutions or parts thereof in conflict herewith be and the same are hereby repealed and this Ordinance shall be in full force and effect forthwith upon its adoption.

Adopted November 12, 2019.

President, Board of Park Commissioners

Attest

Secretary, Board of Park Commissioners

Park Commissioner _____ moved and Park Commissioner
_____ seconded the motion that said ordinance as presented be adopted.

After a full discussion thereof, the President directed that the roll be called for a vote upon
the motion to adopt said ordinance.

Upon the roll being called, the following Park Commissioners voted AYE: _____

The following Park Commissioners voted NAY: _____

Whereupon the President declared the motion carried and said ordinance adopted,
approved and signed the same in open meeting and directed the Secretary to record the same in
full in the records of the Board of Park Commissioners of the West Chicago Park District, DuPage
County, Illinois, which was done.

Other business not pertinent to the adoption of said ordinance was duly transacted at said
meeting.

Upon motion duly made, seconded and carried, the meeting was adjourned

Secretary, Board of Park Commissioners

STATE OF ILLINOIS)
) SS
COUNTY OF DUPAGE)

CERTIFICATION OF MINUTES AND ORDINANCE

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Park Commissioners of the West Chicago Park District, DuPage County, Illinois (the “*Board*”), and as such official am the keeper of the records and files of the Board.

I further certify that the foregoing is a full, true and complete transcript of that portion of the minutes of the meeting of the Board held on the 12th day of November, 2019, insofar as the same relates to the adoption of Ordinance No. 19-03 entitled:

AN ORDINANCE providing for the issuance of Taxable General Obligation Limited Park Bonds, Series 2019, of the West Chicago Park District, DuPage County, Illinois, and for the levy of a direct annual tax to pay the principal and interest on said bonds.

a true, correct and complete copy of which said ordinance as adopted at said meeting appears in the foregoing transcript of the minutes of said Meeting.

I do further certify that the deliberations of the Board on the adoption of said ordinance were conducted openly, that the vote on the adoption of said ordinance was taken openly, that said meeting was held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 48 hours in advance of the holding of said meeting, that a true, correct and complete copy of said agenda as so posted is attached hereto as Exhibit A, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Park District Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature and seal of said Park District, this 12th day of November, 2019.

Secretary, Board of Park Commissioners

STATE OF ILLINOIS)
) SS
COUNTY OF DUPAGE)

FILING CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of the County of DuPage, Illinois, and as such official I do further certify that on the ____ day of _____, 2019, there was filed in my office a duly certified copy of Ordinance No. 19-03 entitled:

AN ORDINANCE providing for the issuance of Taxable General Obligation Limited Park Bonds, Series 2019, of the West Chicago Park District, DuPage County, Illinois, and for the levy of a direct annual tax to pay the principal and interest on said bonds.

duly adopted by the Board of Park Commissioners of the West Chicago Park District, DuPage County, Illinois, on the 12th day of November, 2019, and that the same has been deposited in the official files and records of my office.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said County, this ____ day of _____, 2019.

County Clerk of the County of DuPage, Illinois

STATE OF ILLINOIS)
)ss
COUNTY OF DUPAGE)

Amount to be Raised by Taxation

A. ADMINISTRATIVE DIVISION

Salaries and Wages		\$ 250,000.00
Contractual Services		60,000.00
Legal	10,000.00	
Computer Maintenance	10,000.00	
Software Maintenance	10,000.00	
Rental of Photocopier	10,000.00	
IT Services	20,000.00	
Utilities		25,000.00
Medical Insurance		100,000.00

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B. PARKS DIVISION

Salaries and Wages		202,000.00
Contractual Services		302,000.00
Seasonal Contracts	260,000.00	
Equipment Rental	19,000.00	
Refuse Removal	15,000.00	
License & Inspection Fees	8,000.00	
Supplies & Materials		122,000.00
Personnel	3,000.00	
Ice Control	6,000.00	
Chemicals	4,000.00	
Vehicle & Machine	9,000.00	
Fuel & Oil Supplies	59,000.00	
Tools & Hardware	8,000.00	
Landscape Materials	33,000.00	
Repairs & Maintenance		161,000.00
Buildings	40,000.00	
Vehicles & Machines	45,000.00	
Playgrounds	30,000.00	
Splash Pads	6,000.00	
Equipment	40,000.00	
TOTAL PARKS DIVISION		\$ 787,000.00
TOTAL CORPORATE FUND		\$1,222,000.00
Said amounts are hereby levied as the Corporate Fund Tax		

II. RECREATION FUND

A. ADMINISTRATIVE DIVISION

Salaries and Wages		\$206,600.00
Contractual Services		40,000.00
Legal Publications	2,000.00	
Photocopier Lease	5,000.00	
Computer Maintenance	10,000.00	
Software Maintenance	8,000.00	
Brochure Printing	15,000.00	
Supplies & Materials		54,400.00

Brochure Postage	10,000.00	
Office Supplies	10,000.00	
Fuel/Oil	16,200.00	
Athletic Fields	18,200.00	
Utilities	50,000.00	
Medical Insurance	83,000.00	
TOTAL ADMINISTRATIVE DIVISION		\$ 434,000.00

B. RECREATION DIVISION

Salaries and Wages	80,000.00	
Program Supplies	70,000.00	
TOTAL RECREATION DIVISION		\$ 150,000.00

C. SPECIAL FACILITIES DIVISION

Salaries and Wages	70,000.00	
Supplies and Materials	60,000.00	
Repairs and Maintenance	75,000.00	
TOTAL SPECIAL FACILITIES DIVISION		\$ 205,000.00

TOTAL RECREATION FUND **\$ 789,000.00**
Said amounts are hereby levied as the Recreation Fund Tax

III. LIGHTING AND PAVING FUND

A. Lighting Projects	\$ 500.00	
B. Paving Projects	1,500.00	

TOTAL LIGHTING AND PAVING FUND **\$ 2,000.00**
Said amounts are hereby levied as the Lighting and Paving Fund Tax

IV. I.M.R.F. FUND

A. I.M.R.F. Contributions \$115,000.00

TOTAL I.M.R.F. FUND \$115,000.00

Said amounts are hereby levied as the I.M.R.F. Fund Tax

V. SOCIAL SECURITY FUND

A. F.I.C.A. Contributions \$ 115,000.00

TOTAL SOCIAL SECURITY FUND \$ 115,000.00

Said amounts are hereby levied as the Social Security Fund Tax

VI. LIABILITY INSURANCE FUND

A. General Liability \$ 60,000.00

B. Workers' Compensation 15,000.00

TOTAL LIABILITY INSURANCE FUND \$ 75,000.00

Said amounts are hereby levied as the Liability Insurance Fund Tax

VII. AUDIT FUND

A. Audit Services \$ 20,000.00

TOTAL AUDIT FUND \$ 20,000.00

Said amount is hereby levied as the Audit Fund Tax

VIII. HANDICAPPED RECREATION FUND

A. Contractual Services (WDSRA) \$ 362,000.00

TOTAL HANDICAPPED RECREATION FUND \$ 362,000.00

Said amount is hereby levied as the Handicapped Recreation Fund Tax

RECAPITULATION

The following are the total taxes to be levied for:

CORPORATE FUND	\$	1,222,000.00
RECREATION FUND		789,000.00
LIGHTING AND PAVING FUND		2,000.00
I.M.R.F. FUND		115,000.00
SOCIAL SECURITY FUND		115,000.00
LIABILITY INSURANCE FUND		75,000.00
AUDIT FUND		20,000.00
HANDICAPPED RECREATION FUND		<u>362,000.00</u>

TOTAL TAXES LEVIED	\$	2,700,000.00
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Making the aggregate sum of Two Million, Seven Hundred Thousand Dollars (\$2,700,000.00) to be raised by taxation and levied on all the taxable property in said Park District, in order to meet and defray all the necessary expenses and liabilities of the Park District as required by statute or voted by the people in accordance with law.

That the Secretary of the West Chicago Park District shall file with the County Clerk of the County of DuPage, State of Illinois, a certified copy of this Ordinance no later than the last Tuesday in December 2019.

This Ordinance shall be in full force and effect from and after its passage and approval.

ADOPTED this 10th day of December 2019, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

President, West Chicago Park District

ATTEST:

Secretary, West Chicago Park District

STATE OF ILLINOIS)
COUNTY OF DUAPGE)

CERTIFICATION

I, MELISSA L. MEDEIROS, do hereby certify that I am the duly qualified and acting Secretary of the Board of Park Commissioners (the “Board”) of the West Chicago Park District, DuPage County, Illinois (the “District”), and that as such official I am the keeper of the records and files of the Board.

I further certify that the foregoing is a full, true and complete copy of an Ordinance, entitled “Ordinance 19-042, Annual Levy Ordinance, West Chicago Park District”, adopted at a Regular Meeting of the Board held on the 10th day of December 2019.

I further certify that said Ordinance was adopted, pursuant to, and in all respects in compliance with, the provisions of Sections 18-55 through 18-90 of the Truth-in-Taxation Law (35 ILCS 200/18-55 through 200/18-100). The notice and hearing requirements of Sections 18-60 through 18-85 of the Truth-in-Taxation Law are applicable.

I do further certify that the deliberations of the Board at said meeting were conducted openly, that all of the votes taken at said meeting were taken openly, that said meeting was held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Park District Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of the District this 10th day of December 2019.

Secretary, West Chicago Park District

(SEAL)

STATE OF ILLINOIS)
COUNTY OF DUPAGE

CERTIFICATE OF COMPLIANCE
WITH THE ILLINOIS TRUTH IN TAXATION LAW
35 ILCS 200/18-55 THROUGH 200/18-100

I, FRANK P. LENERTZ, do hereby certify that I am the duly elected President and Presiding Officer of the Board of Park Commissioners of the West Chicago Park District, DuPage County, Illinois; and that attached hereto is a true and correct copy of the Annual Tax Levy Ordinance assessing taxes of the West Chicago Park District for the fiscal year beginning on the 1st day of May, 2020 and ending on the 30th day of April, 2021.

I further certify that said Ordinance was adopted, pursuant to, and in all respects in compliance with the provisions of Sections 18-55 through 18-90 of the Truth-in-Taxation Law. The notice and hearing requirements of Sections 18-60 through 18-85 of the Truth-in-Taxation Law are applicable.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of the District this 10th day of December 2019.

President, West Chicago Park District

(SEAL)

**NOTICE OF PROPOSED PROPERTY TAX
INCREASE FOR
WEST CHICAGO PARK DISTRICT**

- I. A public hearing to approve a property tax levy increase for West Chicago Park District for 2019 will be held on Tuesday, December 10, 2019 at 6:30pm at 201 W. National Street, West Chicago, Illinois.

Any person desiring to appear at the public hearing and present testimony to the taxing district may contact:

Melissa L. Medeiros, Secretary
West Chicago Park District
201 W. National Street
West Chicago, IL 60185
630-231-9474

- II. The Corporate and special purpose property taxes extended or abated for 2018 were \$2,501,547.00.

The proposed corporate and special purpose property taxes to be levied for 2019 are \$2,700,000.00. This represents a 7.93% increase over the previous year.

- III. The property taxes extended for debt service and public building commission leases for 2018 were \$1,702,905.74.

The estimated property taxes to be levied for debt service and public buildings commission leases for 2019 are \$1,719,503.53 This represents a .97% increase over the previous year.

- IV. The total property taxes extended or abated for 2018 were \$4,204,452.74

The estimated total property taxes to be levied for 2019 are \$4,419,503.53 The represents a 5.11% increase over the previous year.

Editor, please note:

This Truth-In-Taxation Hearing Notice is to be published in the December 2, 2019 edition. Pursuant to State Law, the typeface is to be no less than 12 point in size, the notice must be enclosed in a black border no less than ¼ inch wide and the notice must not be placed in the portion of the newspaper where legal notice and classified ads appear.

To: West Chicago Park District Board of Commissioners
From: Gina Radun, Superintendent of Recreation
Date: November 6, 2019
Re: Turtle Splash Water Park- RenoSys Pool Membrane

Background:

Turtle Splash Water Park, formerly Prairie Oaks Family Aquatic Center opened in 1995. With 25 years under our belt, the pool has had some wear and tear over the years. While the West Chicago Park District has done a great job addressing safety concerns and maintaining our appearance with upkeep in painting, there undoubtedly are some concerns that come up each summer that involve cracks/ chips in our walls and floor. With these cracks/chips, we have a higher potential for water loss, which also increases our chemical use, making the pool more costly to operate.



RenoSys Corporation offers a comprehensive package to install their pvc pool membrane system throughout Turtle Splash Water Park in spring 2020. With RenoSys' membrane, we'll have water-tight integrity throughout our pool and will also have improved safety at all steps and the zero-depth entry for our community. This method will eliminate our need to set aside funds for patches and painting for the duration of the 10 year Warranty. As a reminder, we currently spend approximately \$30,000-\$40,000 every 2-3 years repainting, which only addresses the aesthetics and not watertight integrity or safety factors. The typical warranty offered by contractors for concrete, plaster and paint are 2-3 years at best.

Although sandblasting, re-plastering and painting the pool is an available option, RenoSys has been the method of choice for the last 30 years for several districts throughout our state, including Aledo, Carol Stream, Mattoon, Normal, Princeville, Rolling Meadows, Schaumburg, Tremont, and Woodridge Park Districts to name a few. RenoSys is both the manufacturer and installer of their PVC Membrane materials, which are 100% manufactured in the United States. This sets them apart from other companies who provide similar products made in Canada, Europe, South Korea. RenoSys' membrane products are made in the USA and are in strict compliance with federal consumer and manufacturer safety standards, so their costs are contained and exempt from exorbitant import and export costs. And we avoid the risk of failures from international manufacturing standards that may not meet U.S. regulatory codes for public swimming pool components.

Staff Recommendation:

After weighing the advantages of installing a pvc membrane vs patching and painting our pool, and paying an in person visit to Woodridge Park District to see the product firsthand, we are confident in our selection of RenoSys Corporation to perform the necessary renovations to the Turtle Splash Pool. We recommend a consensus for staff to move forward with the RenoSys Pool Membrane project by making a formal finding (by motion) that the purchase, by its nature, is not adapted to competitive bidding.



2825 E. 55th Place
Indianapolis, IN 46220

800.783.7005
RenoSys.com

November 4, 2019

Ms. Gina Radun, AFO, CPO, CPRP
Superintendent of Recreation
West Chicago Park District
201 W. National Street
West Chicago, IL 60185

Dear Ms. Radun,

Thank you very much for your consideration of our RenoSys Commercial Grade PVC Membrane products and services for your upcoming pool renovation needs. As a leader in the commercial swimming pool industry, we are pleased that our systems have been the product of choice for returning safety, aesthetics, and watertight integrity to thousands of pools in hundreds of parks departments throughout the U.S. for over 30 years.

We take great pride in the fact that our RenoSys PVC Membrane materials are 100% manufactured in the United States, and are formulated exclusively for our Aquatic Renovation Systems, Inc. projects, which we make available to only a select few approved distributors throughout the U.S. This means that our end customers benefit from our consistently superior products and services, year after year without conflict or interruption. Unlike other companies that import their membrane products from Canada, Europe, South Korea, or Israel, our products are Made in the USA, in strict compliance with federal consumer and manufacturer safety standards. Our costs are contained and exempt from exorbitant import and export costs and the failures of international manufacturing standards that often do not meet U.S. regulatory codes for public swimming pool components, despite being labeled as such. Our RenoSys 10 Year **(non-prorated)** warranty covers both Labor and Materials, which means as our customer, you experience the full backing of a single source for the life of your membrane system. This is an asset that is unsurpassed by any competitors in the commercial swimming pool industry, and our long-term customers in your state have come to expect and rely on, including Aledo, Carol Stream, Mattoon, Normal, Princeville, Rolling Meadows, Schaumburg, Tremont, and Woodridge Park Districts, to name a few.

We would welcome the opportunity to provide additional information or answer any questions you may have in finalizing your decision. Thank you for your consideration in allowing us to be of service to the community of West Chicago, IL.

Sincerely,

Kym Webster
Sr. Sales Representative

Focused on Aquatic Renovation & Construction™

PVC Pool Membranes | PVC Pool Decking | Pool Gutters, Grating & Deck Drains | Stainless Steel & Concrete Pools | Elevated Pools & Spas

Quote #:2019102119-300

October 21, 2019

City of West Chicago, ILOutdoor Inground Multi-Activity Turtle Splash Pool w/SS Gutter
West Chicago, IL**RenoSys PVC Pool Membrane Installation
Contract Proposal**

Install new RenoSys 60 mil PVC Pool Membrane System throughout pool shell employing the following components and services:

INSTALLATION OF THE RENOSYS PVC MEMBRANE

- Broom clean pool surface and void it of all loose debris.
- Coat interior of pool with sanitizing agent. Apply RenoFelt adhesive as required.
- Apply RenoFelt 11 (150 mil) to isolate membrane from the pool.
- Install the 60 mil RenoSys PVC membrane through hot air welding throughout.
- **RenoSys PVC Pool Membrane** Termination points will begin at floor level of zero entry, and as pool wall depth increases, will transition to bottom perimeter lip of SS Gutter System or onto top perimeter of concrete pool wall, as required for proper placement of pvc compression strips. Solid termination assumes that SS Gutter trough and concrete pool wall are in sound condition to receive required anchoring system.
- A pre-construction site visit is available at customer request.
- Cut out for all main drains, floor return inlets, water features, handrails, and lights, etc. All penetrations will be terminated with custom fabricated pvc compression flanges.
- Complete additional perimeter caulking, detail work, and finish work to make a complete watertight installation.
- Zonal Color Transitions – Customer may select, up to 3 membrane color changes to add interest and safety designations to floor of membrane at no additional charge.)Custom Logos and embellishments may be added.

All applicable fees will apply.

- Install: Racing Lanes, Wall Targets, and Pool Safety Markings onto surface membrane to match existing.
- Clean site suitable for pool filling and perform final inspection.
- Pool Membrane and all welds shall carry a **10 year limited warranty**.
- Other installation items shall carry a **1 year limited warranty**. (e.g. caulk, fasteners at compression fittings etc...)

RenoSys PVC Pool Membrane Furnished & Installed \$173,189.00(US)

Complete Main Pool Interior, up to 20,500sf of surface area as identified in pool drawings

Membrane Color Transitions for Zonal Identification, up to 3 floor color transitions..... Included

RenoSys Pre-installation Site Evaluation ADD \$1,500.00

This service was conducted on 10/16/19 as a courtesy.

Above price is valid for 30 days, based on drawings, aerial views, photos received on 2/14/19 and 9/13/19 showing zero entry, multi-activity pool having 45' x 75.08 Lap Area, 30' x 30' Plunge Area, 3 sets of walk-in steps, and approximately 15Ksf of Zero Entry/Splash Area. Further project details and photos were obtained during a courtesy on-site evaluation on 10/16/19. Minimal surface prep (up to 12 Total Man Hours) is included in this proposal. All submitted drawings, details and data are subject to verification for accuracy and approval by the purchaser/owner. ARS will not be held liable for errors, mishaps or unintended outcomes resulting from inaccuracies, incomplete information or unsatisfactory conditions provided by the purchaser/owner in facilitating the agreed scope of work. In the event that an immediate change to the agreed scope is required to achieve a successful outcome, we reserve the right to modify details in the field without notice, where conditions require. All obstructions, i.e. furnishings, equipment, etc. are to be removed in advance by others, and re-installed by others. If requested, additional work may be performed by our personnel and charged on a Time & Material basis, upon receipt of an approved Change Order signed by both parties. No taxes (sales, use, local, county, state, B&O, privilege, and/or other applicable taxes), bonds, or permits are included in this summary. It is anticipated that Prevailing Wage Rates for Cook County, IL will be required, and provisions are reflected in this pricing. Priority scheduling requires that all payments and accompanying paperwork be received by our representatives in a timely manner, following the terms identified on page 2. Any other work required on or around pool site must be completed prior to liner crew arrival. Once on site, it is assumed that our crew will be able to work unencumbered by others. All work stoppages resulting from customer's delay(s) will incur charges to the customer equal to working man hours, including lodging, \$2,500 remobilization fee and all applicable charges. On site parking and dumpster are to be provided by the customer at no charge to RenoSys or its agents.

I have read and understand the information on the reverse side of this contract, conditions, installation, and quotation and agree to the terms within.

For: West Chicago Park District, IL

For Aquatic Renovations Systems, Inc.

Steve C. Comstock / President_____
Date_____
Authorized Signature_____
Date_____
Print Name / Title

ARS is Blue & Dark Blue

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PVC Pool Membranes | PVC Pool Decking | Pool Gutters, Grating & Deck Drains | Stainless Steel & Concrete Pools | Elevated Pools & Spas

Agreement for Installation of a RenoSys PVC Membrane System

This contract, entered into between **Aquatic Renovation Systems, Inc.**, and "Purchaser" is for the purpose of having ARS furnish and install the RenoSys PVC Membrane System and for additional services or options, if any, as outlined on page #1 of the attached proposal. Pricing is to include the installation of the RenoSys PVC Membrane System in accordance with the standard specifications and technical directives for a RenoSys PVC Membrane System.

This contract is subject to the following terms and conditions:

- 1) The contract sum listed on page #1 covers only the products and services specifically mentioned therein. No modifications, additions, or deletions will be accepted except by written request via re-submission of modifications to the contract scope and/or approved amount authorized by written changed order signed by both parties.
- 2) Every effort has been made to be as accurate and complete in the takeoff and listing of services as possible. Verification shall be the responsibility of the purchaser during the submittal approval process.
- 3) Payment terms for the contracted work will be paid as follows: **25% at contract execution, 45% upon arrival/delivery, 20% upon substantial completion (2 days prior to completion), and 10% net 30 days. All custom components require 50% advance payment due upon receipt of approved submittals and remaining 50% due upon delivery.**
- 4) All amounts past due shall be subject to a 1.5% service charge per month as to work or services that have been completed and accepted to date. Utilization of the pool constitutes final completion and acceptance of the PVC Membrane System. Aquatic Renovation Systems will invoice for stored material, when applicable.
- 5) Although every effort will be made to meet the delivery and installation requirements, ARS will not be held liable for any delays caused by transportation, strikes, fires, Government entities, acts of God or under any circumstances such as *force majeure*. Please be advised that vagaries in weather can and will affect the installation schedule. Any and all Liquidated or Consequential damages are not part of this contract and ARS shall not be financially penalized for any reason.
- 6) Labor will be performed and invoiced by Aquatic Renovation Systems, Inc.
- 7) Material will be furnished, shipped and invoiced by Poolequip LLC.
- 8) Pricing is provided in US Dollars.
- 9) Should the need for change orders arise from either party, no work will be performed prior to the execution of the change order by both parties. Further, the payment terms of any change order will be fifty percent (50%) upon execution of the change order with the balance due upon completion of said change order; unless other arrangements are agreed upon in writing by both parties.
- 10) No sales, use, local, county, state, B&O, privilege and/or other applicable taxes are included in this proposal, and purchaser agrees to pay all taxes imposed upon seller by state and/or federal regulation as it pertains to this contract. Taxes will be added and paid by purchaser unless a valid Sales Tax Exemption Form is provided.
- 11) If either party does not comply with the terms and conditions set forth herein, then in addition to all other remedies available to the other party at law or in equity, the non-complying party shall be liable to the other party for its reasonable attorney fees, costs, and expenses incurred in enforcing the terms and conditions of this agreement.
- 12) This agreement and any amendments thereto shall be binding upon and inure to the benefit of the parties, their respective heirs, assigns, personal representatives and/or successors in interest.
- 13) The State Laws of the State of Indiana shall govern this Contract. Purchaser hereby agrees that the State of Indiana possesses exclusive jurisdiction to resolve disputes arising under this Contract.
- 14) ARS is not responsible for any consequential damages resulting from any hydrostatic "ground water" conditions or from a leaking recirculation system causing the pool membrane to fail from such damage. When applicable; existing pool piping, perimeter gutters and hydrostatic ground water testing will be the complete responsibility of the owner.
- 15) ARS agrees to furnish a standard Insurance Certificate listing Purchaser as an additional insured, indicating proof of workmen's compensation coverage, and listing general liability protection limits of at least one million dollars (\$1,000,000.00).
- 16) RenoSys Corporation is not responsible for filling or draining of the swimming pool water; nor will RenoSys Corporation absorb such cost for any reason.
- 17) Please be advised that in the event that the project is cancelled by the owner or owners' representative, 25% of the total contract amount will be assessed to the purchaser.

Specifications and Contract Conditions for a RenoSys PVC Membrane System Installed

Primary pool lining membrane shall be a flexible 60 mil single ply PVC material UV stabilized, and reinforced with internal polyester webbing. The material shall be formulated using anti-fungal agents and manufactured specifically for use in the commercial pool environments. Clients purchasing RenoSys materials are solely responsible for determining the suitability and compatibility of the RenoSys products for their application. RenoSys will not be responsible for materials reaction to water, substrate or pool chemicals.

Geo-textile fabric underlayment of 100% polyester approximately 150 mils thick to isolate and separate the RenoSys PVC Membrane from the pool wall and floor. Depending on field conditions the use of a factory applied of equivalent quality Felt-back membrane product will be utilized.

Provide as required PVC coated RenoSys Steel to make for a satisfactory installation. Sanitizing agents to be applied as required onto the pool substrate to discourage microbial growth under the membrane system. Adhesives as required to attach the Geotextile fabric to the pool and the membrane to the Geotextile. Flanges of 1/4" Hard White PVC, custom fabricated for use at all membrane penetrations where required.

The PVC membrane liner and liner installation shall be warranted against leakage for a period of 10 years. Deck caulking, concrete work, and any other work shall be warranted for a period of not less than one (1) year or the manufacturers' warranty period, whichever is greater. Pool equipment shall carry the manufacturer's warranty. We propose to provide and install the above system including: sanitizing, adhesives, RenoFelt, RenoSys 60 mil reinforced membrane, all compression flanges, hardware installation, and incidental equipment to make for a satisfactory installation. This quote also includes: general site clean-up and training of the owner's representative in repair patch techniques.

ARS shall maintain the right to salvage any fittings, PVC membrane or equipment replaced in the course of executing this installation contract. Standard material overages are supplied for the efficient execution of the project. Any excess material shall remain the property of ARS.

This proposal is based upon an assumption that the pool is of sound substrate suitable for mechanically fastening standard 1/4" to 3/16" sleeve anchors and other drive type fasteners to secure the membrane system at the perimeter and around pool penetrations. Hidden or unforeseen site conditions are to be repaired, if possible, at additional cost to the owner. ARS will execute the change orders prior to commencing work.

By entering into this contract, ARS assumes no responsibility for the correctness of the swimming pools depth in any area of the existing pool. The existing depth of the pool, diving hopper and any modifications required due to any misinformation in their regard are the responsibility of the purchaser. It shall remain the owner's responsibility to assure that all depths, safety features, and markings in the pool comply with applicable local and State pool codes.

In no event will RenoSys Corporation or ARS be held liable for any consequential or other damages whatsoever unless agreed upon in writing. There will be no warranties, or guarantees expressed or implied, given by ARS or it's agents except those provided herein. There will be no warranties, written or implied, for repairing any existing stainless-steel gutter systems.

Unless other arrangements are made in advance and stipulated as part of this contract; others are responsible for removing, storing and re-installation of all obstructions that would hinder our work. These items include, but are not limited to: bulkheads, ladders, climbing walls, handrails, water features, equipment, furnishings, pool covers, etc...

The use of the pool by the owner, or those authorized to use the pool by the owner, shall constitute final completion and acceptance of the project by the owner. Issues that may arise with the pool subsequent to final completion shall be addressed in accordance with the terms and conditions of the warranty set forth herein. The parties specifically agree that any warranty issue, or a possible controlled leak, such as through a weep hole, shall not be reason for delayed payment of the amounts due under the terms and conditions of the contract.

RenoSys Installation Statement Letter

This statement letter is part of an ARS Quotation for RenoSys pool systems installation and, as such, must be initiated and returned with the executed contract, as well as any required down payments. This is to ascertain your understanding of the scope of work, our quote, and your responsibilities in the successful execution of your project. It is our intention to have your project go smoothly and be completed on schedule and within the budgeted amount. Your informing us of any potential complications before construction begins can save time and money. We sincerely want your project to be a model of success on which we all will look back with pride. Your assistance in accommodating our following needs will help us to better serve you.

Unless otherwise specifically noted in our quotation, ARS is expecting the following services and amenities to be freely available to our crews:

- 1.) Restroom facilities.
- 2.) Water with at least 40 lbs. of pressure within 50 feet of pools.
- 3.) 110 electric service & 230V, 60-amp service (when applicable for metal welding) within 50 feet of pools.
- 4.) Clear and reasonable access to the pool.
- 5.) Pools & pool decks are to be drained and/or generally clean upon arrival of our crew.
- 6.) It is expected that our crews will have the opportunity to work, at no additional cost to ARS, between the hours of 8am to 8pm seven (7) days a week; as we deem necessary.
- 7.) Provide parking for our vehicles at no charge to Aquatic Renovation Systems, Inc.

Photos and/or videos may be taken of your project for our own quality internal communication, advertising and marketing purposes. It is to be understood that ARS will be using such photos and videos for general marketing purposes.

Crews are under instructions to accept no direction from anyone onsite unless it is agreed upon prior to work commencement. Please refrain from initiating changes or modifications, or "improvements" with field crewmembers. Owners shall appoint no more than two individuals who will act as the "OWNERS REPRESENTATIVE" to answer questions that may arise, be easily available, and address all pertinent aspects of the project.

Regarding surface preparation; the RenoSys membrane is a reflective material, and any depressions, pits, cracks, or voids may show through the surface. This is not necessarily bad as most such imperfections are only visible when the pool is empty.

Unless otherwise noted this quotation does not cover: special conditions, state, local or use taxes, Union affiliates, Davis-Bacon Wages, or differing site conditions from those detailed.

Bid Tabulation

November 5, 2019

Tree Removal and Stump Grinding Project:

	Tree Removal & Stump Grind	Existing Stump Removal
Steve Piper & Sons, Inc. -	\$32.50	\$8.00
Alvarez, Inc. -	\$27.00	\$10.97
Landscape Concepts Management -	\$26.55	\$9.75
Clean Cut Tree Service -	\$48.00	\$10.00
	Price per diameter inch removal	

Recommendation –

Landscape Concepts Management \$26.55 for Tree Removal and Stump Grind

Steve Piper & Sons, Inc. \$8.00 for Existing Stump Removal