



# Wheaton Park District

## PUBLIC NOTICE

**Meeting - Wheaton Park District Board of Commissioners  
Wednesday February 16, 2022 5:00 p.m.  
City of Wheaton Council Chambers 303 W. Wesley Street Wheaton, Illinois**

**February 11, 2022**

**Public notice is hereby given that the Board of Park Commissioners of the Wheaton Park District, DuPage County, Illinois (the “Park Board”) will hold a meeting at 5 pm on Wednesday February 16, 2022.**

The meeting will take place at Wheaton City Hall, 303 W. Wesley, Wheaton, IL. Please contact Michael J. Benard, Board Secretary, for further information.  
[mbenard@wheatonparks.org](mailto:mbenard@wheatonparks.org)

Michael J. Benard  
Secretary

**The Agenda for the February 16, 2022 Meeting is as Follows:**

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Persons with disabilities requiring reasonable accommodation to participate in this meeting should contact the park district's ADA Compliance Officer, Michael Benard, at the park district's Administrative Office, 102 E. Wesley Street, Wheaton, IL Monday through Friday from 8:30 am until 4:30 pm at least 48 hours prior to the meeting. Requests for a qualified ASL interpreter require five (5) working days advance notice. Telephone number 630.510-4944; fax number 630.665.5880; email [dsiciliano@wheatonparks.org](mailto:dsiciliano@wheatonparks.org)



# Wheaton Park District

## Meeting of the Wheaton Park District Board of Commissioners February 16, 2022 5:00 pm

### CALL TO ORDER

### PRESENTATIONS

- Dan Leahy – Western DuPage Special Recreation Association

### COMMUNITY INPUT

Public comments are important to the Board. However, it is the Board's policy not to act on items until time has been taken to gather information and discuss all options. Lack of action does not imply lack of interest in the issues. During the community input portion of the agenda the board typically will ask residents to provide input prior to accepting input from non-residents.

### CONSENT AGENDA

Consent Agenda items are considered by the Park District to be routine and will be enacted in one motion. There will be no separate discussion on these items. If a member of the Park Board requests, a Consent Agenda item will be removed from the Consent Agenda and considered as an individual item at the end of old or new business.

- A. Approval of the Disbursements totaling \$503,468.74 for the period beginning January 12, 2022 and ending February 8, 2022
- B. Approval of the Disbursements totaling \$412,706.15 for the period beginning January 12, 2022 and ending February 8, 2022
- C. Approval of the Regular Meeting Minutes for January 19, 2022
- D. Approval of the Closed Session Minutes for January 19, 2022

### UNFINISHED BUSINESS

None

### NEW BUSINESS

1. **Personnel Policy Manual** – Motion to Approve the Amended Personnel Policy Manual Dated February 2022
2. **Information Technology** – Motion to Approve a Contract with Peerless Network Formerly Call One for Secondary Internet Services for the Community Center at a cost of \$654.00 per Month for a Three-Year Term Beginning January 14, 2022

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3. **Information Technology** – Motion to Approve a Contract with Inteliquent for VOIP Phone Services for 150 Users at a cost of \$1,886 per Month (before taxes and fees) for a Three-Year Term Beginning May 1, 2022
4. **Training and Performance Consulting** – Motion to Approve an Agreement with the Corporate Learning Institute for Training and Performance Consulting Services at a cost of \$20,000 for Fiscal Year 2022
5. **Memorial Park** – Motion to Approve the Sale of Beer and Wine During Special Events and Concerts Held at Memorial Park for Fiscal Year 2022 Including the Cream of Wheaton, Summer Concert Series, Brewfest and Northwestern Hospital Park Rental
6. **Community Center Parking Lot Reconstruction Project** – Motion to Approve a Proposal for Services at a cost of \$12,900 from Wight Engineering for a Limited Topographical and Utility Survey
7. **Equipment Purchase for Athletic Department** – Motion to Approve the Purchase of 8 Sets of Soccer Goals at a cost of \$13,625.34 from Anthem Sports LLC
8. **Equipment Purchase for Parks Department** – Motion to Approve the Purchase of a Brite Striper 7000 at a cost of \$15,867.50 from Pioneer Athletics
9. **Equipment Purchase for Parks Department** – Motion to Approve the Purchase of an ABI Force Infield Groomer with Accessories at a cost of \$28,548.46 from Traqnology North America
10. **Equipment Purchase for Parks Department and Arrowhead Golf Club** – Motion to Approve the Purchase of a Steel Green SG52 Chemical Sprayer at a cost of \$15,860 from Advanced Turf Solutions
11. **Native Area Management Services for Various Parks** – Motion to Accept the Bid for Native Landscape Maintenance Services for \$93,890 from Bedrock Earthscapes.
12. **Rice Pool Concession Deck Seating** – Motion to Reject Bids Received on January 21, 2022
13. **Rice Pool Concession Deck Seating** – Motion to Approve the Purchase of 30 Picnic Tables at a cost of \$22,580.22 from Barco Products.
14. **Arrowhead Golf Club Shoreline Stabilization Project West #4 & #8** – Motion to Accept the Base Bid for Shoreline Stabilization at Arrowhead Golf Club for \$96,415 Plus a 10% Contingency from V3 Construction Group
15. **Arrowhead Maintenance Facility Roof Coating System** – Motion to Accept the Base Bid an Alternate Bid for the Arrowhead Golf Club Maintenance Facility Roof Rehabilitation Project for \$126,425 Plus a 10% Contingency from Anthony Roofing
16. **Central Athletic Complex** Cleaning Services – Motion to Terminate a Contract with Crystal Maintenance Plus Corporation Effective March 1, 2022

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17. **Cosley Zoo Taylor Barn, Kiebler Barn and Aviary Building Siding Projects** – Motion to Accept Base Bid #1 and #2 for the Aviary and Kiebler Barn Projects at Cosley Zoo for \$76,300 Plus a 10% Contingency from Red Feather Group
18. **City of Wheaton Requests for Temporary and Permanent Easements along Gary Avenue** – Motion to Approve Retaining Day and Robert PC for Drafting and Review of Gary Avenue Right of Way Easements

## REPORTS FROM STAFF

- Parks Plus Fitness Center – 2021 Annual Report
- Executive Director
- Monthly Department Reports – Finance, Special Facilities, Marketing, Development, Events, Recreation, Athletics, Parks and Planning

## BOARD SUBCOMMITTEE REPORTS / DISCUSSION

## CLOSED SESSION

- a. Appointment, employment, compensation, discipline, performance, or dismissal of specific employees, 5ILCS 120/2 (c) (1)
- b. Purchase or lease of real property, 5ILCS 120/2 (c) (5)
- c. Setting of price for sale or lease of property owned by the public body, 5ILCS 120/2 (c) (6)
- d. Pending, probable or imminent litigation, 5ILCS 120/ 2 (c) (11)
- e. Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes, 5 ILCS 120/2(c) (21)

## ADJOURNMENT

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# Wheaton Park District

## Wheaton Park District Board of Commissioners Meeting Minutes

Wednesday January 19, 2022 5:00 p.m.

City of Wheaton Council Chambers 303 W. Wesley Street Wheaton, Illinois

**CALL TO ORDER** –President Frey called the meeting to order at 5:00 p.m. Barrett, Kelly, Mee, Morrill and Vires were present.

Commissioner Pecharich joined at 5:02 p.m. after being sworn in.

### PRESENTATIONS

None

### COMMUNITY INPUT

None

### CONSENT AGENDA

- A. Approval of the Disbursements totaling \$310,108.77 for the period beginning December 8, 2021 and ending January 11, 2022
- B. Approval of the Disbursements totaling \$1,053,378.54 for the period beginning December 8, 2021 and ending January 11, 2022
- C. Approval of the Closed Session Meeting Minutes for December 8, 2021
- D. Approval of the Regular Meeting Minutes for December 15, 2021
- E. Approval of the Subcommittee Minutes for January 12, 2022
- F. Approval of the Closed Session Minutes for January 12, 2022

Commissioner Mee moved to approve the consent agenda as presented. Seconded by Commissioner Morrill.

Motion passed by roll call vote.

Ayes: Barrett, Kelly, Mee, Morrill, Vires, Frey

Nays: None

Abstain: None

Absent: None

### UNFINISHED BUSINESS

None

## **NEW BUSINESS**

- 1. Government Relations Services Agreement** – Motion to approve an agreement with Government Navigation Group for government relations services at the rate of \$4,000 per month for the period beginning January 1, 2022 and ending December 31, 2022.

Commissioner Mee moved to approve an agreement with Government Navigation Group for government relations services at the rate of \$4,000 per month for the period beginning January 1, 2022 and ending December 31, 2022.

Seconded by Commissioner Vires.

Commissioner Kelly asked if this agreement is month to month or for the year. Executive Director Benard stated that it is for the year but can be canceled with 30 days' notice.

Motion passed by roll call vote.

Ayes: Barrett, Kelly, Mee, Morrill, Pecharich, Vires, Frey

Nays: None

Abstain: None

Absent: None

- 2. Arrowhead Golf Club Equipment** – Motion to approve the purchase of a Yamaha UMAX Two Range Picker with range cage and picker mount from Harris Golf Cars at a cost of \$12,490.

Commissioner Kelly moved to approve the purchase of a Yamaha UMAX Two Range Picker with range cage and picker mount from Harris Golf Cars at a cost of \$12,490.

Seconded by Commissioner Barrett. No discussion. Motion passed by voice vote.

- 3. Athletic Program Expense** – Motion to approve the reimbursement to Glen Ellyn Park District for the Midwest Football Club program partnership totaling \$25,655.54

Commissioner Barrett moved to approve a reimbursement to Glen Ellyn Park District for the Midwest Football Club program partnership totaling \$25,655.54. Seconded by Commissioner Morrill.

Commissioner Kelly asked if this expenditure was covered by program fees. Benard stated that it is.

Motion passed by roll call vote.

Ayes: Barrett, Kelly, Mee, Morrill, Pecharich, Vires, Frey

Nays: None

Abstain: None

Absent: None

**4. Apparel Purchase** – Motion to approve the Special Event Apparel purchase for the 2021 Reindeer Run totaling \$10,008.45

Commissioner Mee moved to approve of the Special Event Apparel purchase for the 2021 Reindeer Run totaling \$10,008.45. Seconded by Commissioner Vires.  
No discussion. Motion passed by voice vote.

**5. Park Commissioner Appointment** – Motion to appoint Linda Pecharich to fill the current vacancy on the Park Board, and to serve as a Park Commissioner in the manner and for the period provided by applicable law.

The appointment was done at the beginning of the meeting at 5:00 p.m.

Commissioner Vires moved to appoint Linda Pecharich to fill the current vacancy on the Park Board, and to serve as a Park Commissioner in the manner and for the period provided by applicable law. Seconded Commissioner Morrill. No discussion.

Motion passed by roll call vote.

Ayes: Barrett, Kelly, Mee, Morrill, Vires, Frey

Nays: None

Abstain: None

Absent: None

## **REPORTS FROM STAFF**

Executive Director Benard welcomed Linda Pecharich to the board.

Commissioner Kelly asked about the financial report. He confirmed with Benard that it was through the month of December. Benard stated that it was however it's prior to adjusting entries in what we refer to as the thirteenth month. Kelly stated that we budgeted for revenues over expenses approximately \$700,000 and we're showing approximately \$6,000,000 he asked if we were waiting for a lot of expenses to still come through. Benard stated that we will do very well in 2021 across all departments, we did very well watching our expenses and bouncing back from 2020. He reminded the board that the first few months of 2021 we were still under restrictions, but we still managed to outpace our 2019 pre-pandemic figures in the early spring and for the remainder of the year. Director of Finance Simpson stated that it won't be until around March that we have a better picture of where we will be at after all expenses are paid, and the auditors are finished.

Commissioner Mee commended the Athletics Department on increasing all their numbers in 2021. Mee commended Director of Marketing Wilhelmi and all the staff that was involved in the Reindeer Run. Wilhelmi stated that we had over 1,000 runners. Mee congratulated Assistant Park Planner Don Cudihee on his recent retirement. Mee asked Director of Parks & Planning Sperl on which ponds we are maintaining for ice. Sperl stated everything but Seven Gables right now, but staff is hoping to get to Seven Gables soon. Mee thanked staff for their assistance with the Leisureship Program which was up significantly this year.

Commissioner Pecharich stated she was honored and privileged to be on this board. She is thrilled to be working with the people who run the park district.

## **CLOSED SESSION**

At 5:13 p.m. Commissioner Mee moved to recess to closed session for the purpose of discussing the:

Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees, 5ILCS 120/2 (c) (1)

Commissioner Pecharich seconded.

Motion passed by roll call vote.

Ayes: Barrett, Kelly, Mee, Morrill, Pecharich, Vires, Frey

Nays: None

Abstain: None

Absent: None

At 5:27 p.m. the board reconvened to open session.

Commissioner Kelly moved to approve a 6% merit increase for Executive Director Benard retroactive to January 1, 2022. Seconded by Commissioner Barrett. No discussion

Motion passed by roll call vote.

Ayes: Barrett, Kelly, Mee, Morrill, Pecharich, Vires, Frey

Nays: None

Abstain: None

Absent: None

## **ADJOURNMENT**

At 5:27 p.m., Commissioner Kelly moved to adjourn the meeting. Commissioner Mee seconded. Motion passed by voice vote.



# Accounts Payable

## Checks Approval Document

User: rtucker  
Printed: 2/8/2022 - 5:10 PM



Wheaton Park District

Board of Commissioners Report From the Period Beginning January 12, 2022 and Ending February 08, 2022.


Fund	Description	Amount
10	General	82,238.88
20	Recreation	32,590.38
22	Cosley Zoo	7,187.67
23	Liability	1,622.65
26	IMRF	78,601.17
40	Capital Projects	506.68
60	Golf Fund	37,692.48
70	Information Technology	259.26
75	Health Insurance	262,769.57

Report Total: 503,468.74

To the Board of Commissioners

The payment of the above listed accounts has been accepted by the Park District Board of Commissioners at their meeting held on February 16, 2022.

  
(Treasurer)

  
(Secretary)

# Accounts Payable

## Checks Approval List

User: rtucker  
Printed: 2/8/2022 - 5:11 PM



Wheaton Park District

Board of Commissioners Report From the Period Beginning January 12, 2022 and Ending February 08, 2022.

Fund Description  
Vendor No Vendor Name

Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
10 General					
00465 I.M.R.F.					
12/2021 IMRF	0	123121	13141.01.2022	10-000-000-21-2124-000C	41,224.46
12/2021 IMRF	0	123121	13141.01.2022	10-000-000-21-2123-000C	8,328.62
Vendor Total:					49,553.08
00766 Pre-Paid Legal Service Inc					
01/22 Pre-Paid Legal	0	013122	141.01.2022	10-000-000-21-2127-000C	398.38
Vendor Total:					398.38
01091 Aflac					
January 2022 Aflac	0	070567	141.01.2022	10-000-000-21-2131-000C	288.82
January 2022 Aflac	0	070567	141.01.2022	10-000-000-21-2132-000C	273.88
Vendor Total:					562.70
03829 Texas Life Insurance Company					
Texas Life Insurance January 2022	0	SB08FS202201170	141.01.2022	10-000-000-21-2130-000C	186.04
Vendor Total:					186.04
04121 UMB Bank N.A.					
WSJ Subscription	0	0082_2112020000	13171.01.2022	10-419-000-54-5425-000C	38.99
Forbes 1 Year Subscription	0	0082_2112090000	13171.01.2022	10-419-000-54-5425-000C	49.99
Sign Shop	0	0118_2112080000	13171.01.2022	10-101-000-53-5314-000C	23.75
Carpentry Tools	0	0118_2112090000	13171.01.2022	10-101-000-53-5314-000C	218.00
Carpentry Tools	0	0118_2112090000	13171.01.2022	10-101-000-53-5314-000C	500.08
Sign Shop	0	0118_2112170000	13171.01.2022	10-101-000-53-5314-000C	1,662.43
Projects	0	0118_2112230000	13171.01.2022	10-101-000-53-5314-000C	229.80
Shop Tools	0	0118_2112230000	13171.01.2022	10-101-000-53-5314-000C	1,000.59
Santa Express Supplies	0	0140_2112100000	13171.01.2022	10-430-000-53-5302-000C	14.97
Santa Suit Cleaning	0	0140_2112290000	13171.01.2022	10-430-000-53-5302-000C	12.75
Google Storage Monthly	0	0173_2112010000	13171.01.2022	10-000-415-54-5425-000C	9.99
Office Supplies	0	0173_2112040000	13171.01.2022	10-000-415-53-5302-000C	35.85
Google Storage Monthly	0	0173_2201010000	13171.01.2022	10-000-415-54-5425-000C	9.99
Vandalism Mark Remover	0	0182_2112050000	13171.01.2022	10-101-000-53-5310-000C	27.40
IPRA Parking Pass	0	0208_2112060000	13171.01.2022	10-000-000-16-1636-000C	45.25
IPRA Registration	0	0208_2112060000	13171.01.2022	10-000-000-16-1636-000C	335.00
IPRA Parking Pass	0	0208_2112060000	13171.01.2022	10-000-000-16-1636-000C	4.50
IPRA Refund	0	0208_2112230000	13171.01.2022	10-000-000-16-1636-000C	-310.00
IPRA Refund	0	0208_2112290000	13171.01.2022	10-000-000-16-1636-000C	-45.25
IPRA Refund	0	0208_2112290000	13171.01.2022	10-000-000-16-1636-000C	-4.50
District Images	0	0223_2112180000	13171.01.2022	10-101-000-53-5314-000C	170.88
ISA Membership 2022	0	0272_2112020000	13171.01.2022	10-000-000-16-1636-000C	285.00
Equipment Stamp	0	0314_2112020000	13171.01.2022	10-101-000-53-5302-000C	19.99
White Board	0	0314_2112030000	13171.01.2022	10-101-000-53-5302-000C	56.99
Party/Lunchroom Supplies	0	0314_2112050000	13171.01.2022	10-101-000-53-5302-000C	52.34
Christmas Party Decorations	0	0314_2112060000	13171.01.2022	10-101-000-53-5302-000C	41.25
Ice Rink Bubble Tent	0	0314_2112090000	13171.01.2022	10-101-000-53-5314-000C	399.99
Sanitizer	0	0314_2112210000	13171.01.2022	10-101-000-53-5302-000C	27.96

Fund	Description					
Vendor No	Vendor Name					
Line Item	Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
	Office Supplies	0	0314_2112210000	13171.01.2022	10-101-000-53-5302-000C	36.30
	landscape Registration	0	0314_2112230000	13171.01.2022	10-000-000-16-1636-000C	179.00
	landscape Registration	0	0314_2112230000	13171.01.2022	10-000-000-16-1636-000C	179.00
	landscape Registration	0	0314_2112230000	13171.01.2022	10-000-000-16-1636-000C	179.00
	landscape Registration	0	0314_2112230000	13171.01.2022	10-000-000-16-1636-000C	179.00
	Department Head Holiday Lunch	0	0455_2112220000	13171.01.2022	10-000-000-54-5434-000C	132.90
	Chamber of Commerce Award Lunch	0	0463_2112030000	13171.01.2022	10-000-000-54-5438-000C	11.66
	Directors Holiday Lunch	0	0463_2112030000	13171.01.2022	10-000-000-54-5434-000C	18.33
	Chamber of Commerce Award Lunch	0	0463_2112130000	13171.01.2022	10-000-415-54-5438-000C	35.00
	Museum Holiday Lunch	0	0463_2112170000	13171.01.2022	10-000-000-54-5434-000C	5.33
	Museum Holiday Lunch	0	0463_2112170000	13171.01.2022	10-000-000-54-5434-000C	20.65
	Employee & Family Funeral Flowers	0	0463_2112290000	13171.01.2022	10-000-000-54-5434-000C	48.95
	Marketing Job Posting	0	0470_2112060000	13171.01.2022	10-418-000-54-5426-000C	165.00
	Marketing Job Posting	0	0470_2112060000	13171.01.2022	10-418-000-54-5426-000C	165.00
	Christmas Lunch for Prairie Staff	0	0470_2112220000	13171.01.2022	10-000-856-53-5302-000C	259.67
	NRPA Hotel Refund	0	0660_2112010000	13171.01.2022	10-000-000-54-5432-000C	-172.30
	NRPA Hotel Refund	0	0660_2112010000	13171.01.2022	10-000-415-54-5432-000C	-172.30
	NRPA Hotel Refund	0	0660_2112010000	13171.01.2022	10-101-000-54-5432-000C	-172.30
	NRPA Hotel Refund	0	0660_2112010000	13171.01.2022	10-000-000-54-5401-000C	-344.60
	NRPA Hotel Refund	0	0660_2112010000	13171.01.2022	10-000-000-54-5432-000C	-57.43
	NRPA Hotel Refund	0	0660_2112010000	13171.01.2022	10-000-000-54-5432-000C	-57.43
	Lemonade	0	0694_2112030000	13171.01.2022	10-430-000-53-5302-000C	3.75
	Gift Shop Shipping	0	0694_2112090000	13171.01.2022	10-430-000-53-5304-000C	5.71
	Book Straps and Photo Binder	0	0694_2112150000	13171.01.2022	10-430-000-53-5302-000C	123.60
	Daily Herald Online Day Pass	0	0694_2112280000	13171.01.2022	10-430-000-53-5302-000C	3.00
	Keurig Green Mountain Coffee	0	0736_2112150000	13171.01.2022	10-000-856-53-5302-000C	37.47
	Chair Mat	0	0744_2112070000	13171.01.2022	10-000-415-53-5302-000C	26.45
	Oil	0	0827_2112150000	13171.01.2022	10-101-000-53-5348-000C	5.48
	Ice Blade	0	0827_2112150000	13171.01.2022	10-101-000-52-5210-000C	55.22
	First Aid Supplies	0	0827_2112230000	13171.01.2022	10-101-000-53-5303-000C	70.95
	USPS Return Costume Piece	0	0843_2112060000	13171.01.2022	10-000-416-53-5346-190C	20.50
	Gift Cards for Winners of Light Up Wheaton	0	0843_2112060000	13171.01.2022	10-000-416-53-5346-190C	300.00
	PSC Stock for Playgrounds	0	9193_2112030000	13171.01.2022	10-101-000-53-5345-000C	313.74
	LM Paint	0	9193_2112070000	13171.01.2022	10-101-000-53-5347-000C	209.02
	LM Carpentry	0	9193_2112070000	13171.01.2022	10-101-000-53-5314-000C	60.20
	Prairie Office Paint	0	9193_2112080000	13171.01.2022	10-101-000-53-5347-000C	28.98
	Plumbing Supplies	0	9193_2112090000	13171.01.2022	10-101-856-53-5311-0000	205.89
	LM Supplies	0	9193_2112130000	13171.01.2022	10-101-000-53-5314-000C	84.98
	Prairie Office Paint	0	9193_2112150000	13171.01.2022	10-101-000-53-5347-000C	193.85
	Rathje Supplies	0	9193_2112150000	13171.01.2022	10-101-000-53-5347-000C	189.32
	Rathje Supplies	0	9193_2112160000	13171.01.2022	10-101-000-53-5347-000C	179.42
	Rathje Supplies	0	9193_2112280000	13171.01.2022	10-101-000-53-5314-000C	494.06
	Safety Apparel	0	9193_2112290000	13171.01.2022	10-101-000-53-5312-000C	111.40
	Preschool Supplies	0	9193_2112290000	13171.01.2022	10-101-000-53-5314-000C	215.45
	Safety Apparel	0	9193_2112300000	13171.01.2022	10-101-000-53-5312-000C	152.52
	Holiday Party Prizes	0	9235_2112120000	13171.01.2022	10-000-000-54-5434-000C	303.14
	Holiday Party Venue Final Payment	0	9235_2112210000	13171.01.2022	10-000-000-54-5434-000C	57.66
	Holiday Party	0	9276_2112140000	13171.01.2022	10-000-000-54-5434-000C	26.26
	NSP Lights	0	9292_2111300000	13171.01.2022	10-101-000-53-5312-000C	729.50
	NSP Lights	0	9292_2112030000	13171.01.2022	10-101-000-53-5312-000C	729.50
	Girl Scout Cabin Supplies	0	9292_2112060000	13171.01.2022	10-101-856-53-5311-0000	120.96
	Rathje Attic Supplies	0	9292_2112160000	13171.01.2022	10-101-000-53-5314-000C	109.02
	Rathje Attic Supplies	0	9292_2112170000	13171.01.2022	10-101-000-53-5314-000C	170.94
	Fencing	0	9292_2112210000	13171.01.2022	10-101-000-53-5308-000C	28.99
	Fencing	0	9292_2112210000	13171.01.2022	10-101-000-53-5314-000C	725.51
	Fencing	0	9292_2112210000	13171.01.2022	10-101-000-53-5308-000C	179.00
	Rathje Supplies	0	9292_2112230000	13171.01.2022	10-101-000-53-5314-000C	109.00
	Cosley Zoo Gift Shop Wreath	0	9342_2112100000	13171.01.2022	10-000-415-53-5302-000C	30.00

**Fund Description**  
**Vendor No Vendor Name**

Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Sweet Natalies	0	9342_2112100000	13171.01.2022	10-000-415-54-5432-000C	48.00
WP Engine Subscription	0	9342_2112250000	13171.01.2022	10-000-415-54-5425-000C	290.00
IPRA 2022 Dues	0	9342_2112280000	13171.01.2022	10-000-000-16-1636-000C	279.00
Vendor Total:					12,579.85
04221 Plug & Pay Technologies					
12/21 Plug N Pay Gateway Fees	0	123121	13141.01.2022	10-000-000-52-5239-000C	15.00
12/21 Plug N Pay Gateway Fees	0	123121	13141.01.2022	10-101-000-52-5239-000C	15.00
12/21 Plug N Pay Gateway Fees	0	123121	13141.01.2022	10-000-416-52-5239-190C	15.00
Vendor Total:					45.00
04287 Global Payments Inc					
12/21 Merchant CC Processing Fees	0	123121	13141.01.2022	10-000-000-12-1226-000C	6.03
12/21 Merchant CC Processing Fees	0	123121	13141.01.2022	10-101-000-52-5239-000C	42.19
12/21 Merchant CC Processing Fees	0	123121	13141.01.2022	10-000-000-52-5239-000C	37.22
12/21 Merchant CC Processing Fees	0	123121	13141.01.2022	10-000-416-52-5239-190C	92.77
Vendor Total:					178.21
04374 Wheaton Bank and Trust Company					
12/21 Wheaton Bank & Trust Service Charges	0	123121	13141.01.2022	10-000-000-12-1226-000C	13.50
12/21 Wheaton Bank & Trust Service Charges	0	123121	13141.01.2022	10-000-000-12-1228-000C	109.71
12/21 Wheaton Bank & Trust Service Charges	0	123121	13141.01.2022	10-000-000-12-1226-000C	19.61
12/21 Wheaton Bank & Trust Service Charges	0	123121	13141.01.2022	10-000-000-52-5214-000C	252.84
Vendor Total:					395.66
06279 Paylocity Corporation					
01/14/22 Payroll Processing	0	109548548	141.01.2022	10-000-000-52-5211-0000	351.13
01/28/22 Payroll Processing	0	109628227	141.01.2022	10-000-000-52-5211-0000	421.58
Vendor Total:					772.71
06874 Standard Retirement Services Inc.					
01/14/22 Deferred Comp	0	011422	141.01.2022	10-000-000-21-2135-000C	2,111.33
01/14/22 Deferred Comp	0	011422	141.01.2022	10-000-000-21-2126-000C	5,854.70
01/28/22 Deferred Comp	0	012822	141.01.2022	10-000-000-21-2126-000C	7,412.46
01/28/22 Deferred Comp	0	012822	141.01.2022	10-000-000-21-2135-000C	2,188.76
Vendor Total:					17,567.25
Fund Total:					82,238.88
20 Recreation					
00309 Ortiz, Gabriel					
DJ for IAP to Make Announcements Throughout 166858		000028	161.02.2022	20-220-225-52-5280-9951	500.00
Vendor Total:					500.00
04121 UMB Bank N.A.					
DirectTV 12/28/21-01/27/22	0	0134_2112300000	13171.01.2022	20-000-000-16-1636-000C	126.99
Tax Refund	0	0182_2111300000	13171.01.2022	20-101-225-53-5302-000C	-44.28
Office Supplies	0	0207_2112060000	13171.01.2022	20-000-112-53-5302-0000	130.98
Office Shelf	0	0207_2112060000	13171.01.2022	20-000-112-53-5302-0000	64.88
Animal Food	0	0207_2112140000	13171.01.2022	20-220-112-53-5301-6610	15.59
Annual Membership	0	0207_2112150000	13171.01.2022	20-000-112-54-5425-0000	325.00
Annual Membership	0	0207_2112150000	13171.01.2022	20-000-112-54-5425-0000	100.00
Thermostat	0	0314_2112100000	13171.01.2022	20-101-232-53-5312-000C	186.00
Refund for Tax on Bulbs	0	0348_2112170000	13171.01.2022	20-101-220-53-5312-000C	-7.37
Filters	0	0348_2112180000	13171.01.2022	20-101-220-53-5316-000C	117.90
Cleaning Supplies	0	0355_2112130000	13171.01.2022	20-220-112-53-5301-6618	39.78
Work Lights	0	0355_2112160000	13171.01.2022	20-220-112-53-5301-6609	57.18



**Fund**                      **Description**  
**Vendor No**              **Vendor Name**

Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Crickets for Animal Care	0	0355_2112300000	13171.01.2022	20-220-112-53-5301-6610	2.88
Childrens Playhouse Scripts	0	0454_2112110000	13171.01.2022	20-220-202-52-5280-2266	21.60
Childrens Playhouse	0	0454_2112140000	13171.01.2022	20-220-202-52-5280-2266	872.86
Department Head Holiday Lunch	0	0455_2112220000	13171.01.2022	20-000-000-54-5434-0000	132.90
Directors Holiday Lunch	0	0463_2112030000	13171.01.2022	20-000-000-54-5434-0000	18.33
Chamber of Commerce Award Lunch	0	0463_2112030000	13171.01.2022	20-000-000-54-5438-0000	11.66
Museum Holiday Lunch	0	0463_2112170000	13171.01.2022	20-000-000-54-5434-0000	20.65
Museum Holiday Lunch	0	0463_2112170000	13171.01.2022	20-000-000-54-5434-0000	5.33
Employee & Family Funeral Flowers	0	0463_2112290000	13171.01.2022	20-000-000-54-5434-0000	48.95
Athletics Job Posting	0	0470_2112060000	13171.01.2022	20-418-000-54-5426-0000	165.00
Basketball Tournament Software Usage	0	0595_2112070000	13171.01.2022	20-220-204-52-5280-4447	20.00
Supplies	0	0595_2112140000	13171.01.2022	20-220-225-53-5302-0000	13.75
Podcast Hosting Site	0	0595_2112180000	13171.01.2022	20-000-205-54-5425-0000	16.00
NRPA Hotel Refund	0	0660_2112010000	13171.01.2022	20-000-000-54-5432-0000	-57.43
NRPA Hotel Refund	0	0660_2112010000	13171.01.2022	20-000-000-54-5432-0000	-57.43
Target Gift Cards for Employee Christmas Party	0	0710_2112140000	13171.01.2022	20-000-000-54-5434-0000	850.00
Candy Canes and Coffee for Reindeer Run 2021	0	0744_2112020000	13171.01.2022	20-350-302-53-5346-1925	52.63
Merry Milwaukee Trip 12/7/21	0	0769_2112060000	13171.01.2022	20-220-304-52-5280-5522	3,456.00
Drury Lane 12/15/21	0	0769_2112080000	13171.01.2022	20-220-304-52-5280-5545	1,170.76
The Chicago Carolers	0	0843_2112020000	13171.01.2022	20-350-302-53-5346-1925	250.00
Pizza for Volunteers at Packet Pickup	0	0843_2112030000	13171.01.2022	20-350-302-53-5346-1925	33.47
Homeowner Mailing Bag Giveaways	0	0843_2112030000	13171.01.2022	20-350-302-53-5346-1925	20.52
Ads for Reindeer Run	0	0843_2112080000	13171.01.2022	20-350-302-53-5346-1925	19.91
Aerobic Supplies	0	9128_2112070000	13171.01.2022	20-350-302-53-5352-0000	34.15
Stamps for Santa Letters	0	9128_2112200000	13171.01.2022	20-350-302-53-5354-0000	16.24
Cleaning Supplies	0	9128_2112220000	13171.01.2022	20-350-302-53-5302-0000	18.43
Reservation Systems for PPFC	0	9128_2112270000	13171.01.2022	20-350-302-53-5302-0000	9.99
CC Supplies	0	9193_2112010000	13171.01.2022	20-101-220-53-5312-0000	40.07
Parts	0	9193_2112090000	13171.01.2022	20-101-220-53-5312-0000	94.99
Holiday Party Prizes	0	9235_2112120000	13171.01.2022	20-000-000-54-5434-0000	303.13
Holiday Party Venue Final Payment	0	9235_2112210000	13171.01.2022	20-000-000-54-5434-0000	57.66
IPRA Conference Registration	0	9235_2112220000	13171.01.2022	20-000-000-16-1636-0000	400.00
IPRA Conference Registration	0	9235_2112220000	13171.01.2022	20-000-000-16-1636-0000	400.00
Refund for Tax Payment	0	9235_2112300000	13171.01.2022	20-221-221-53-5301-0000	-5.37
Blanket Class	0	9243_2112070000	13171.01.2022	20-220-304-53-5301-5501	17.82
Blanket Class	0	9243_2112070000	13171.01.2022	20-220-304-53-5301-5501	68.91
Grinch Supplies	0	9243_2112070000	13171.01.2022	20-220-304-53-5301-5501	101.24
Cakes for Upset Merry Milwaukee Patrons	0	9243_2112090000	13171.01.2022	20-220-304-53-5301-5500	50.88
IPRA Conference 2022	0	9243_2112090000	13171.01.2022	20-000-000-16-1636-0000	280.00
LERN Membership	0	9243_2112150000	13171.01.2022	20-000-000-16-1636-0000	425.00
Office Supplies	0	9243_2112230000	13171.01.2022	20-220-304-53-5301-5500	66.63
Refund for Conference	0	9243_2112270000	13171.01.2022	20-000-000-16-1636-0000	-255.00
Zoom Subscription	0	9276_2112010000	13171.01.2022	20-000-000-54-5425-0000	90.00
Wide Horizons Supplies	0	9276_2112020000	13171.01.2022	20-220-207-53-5301-7746	35.20
Wide Horizons Supplies	0	9276_2112060000	13171.01.2022	20-220-207-53-5301-7746	30.94
Cultural Arts Supplies	0	9276_2112060000	13171.01.2022	20-220-208-53-5301-8860	19.99
Office Supplies	0	9276_2112060000	13171.01.2022	20-224-220-53-5302-0000	29.50
Office Supplies	0	9276_2112090000	13171.01.2022	20-224-220-53-5302-0000	52.89
Office Supplies	0	9276_2112100000	13171.01.2022	20-224-220-53-5302-0000	11.78
Office Supplies	0	9276_2112120000	13171.01.2022	20-224-220-53-5302-0000	34.03
Recreation Supplies	0	9276_2112130000	13171.01.2022	20-000-200-53-5306-0000	362.92
Holiday Party	0	9276_2112140000	13171.01.2022	20-000-000-54-5434-0000	26.26
Office Equipment	0	9276_2112160000	13171.01.2022	20-000-200-53-5306-0000	49.29
Office Supplies	0	9276_2112160000	13171.01.2022	20-224-220-53-5302-0000	24.98
Office Supplies	0	9276_2112170000	13171.01.2022	20-224-220-53-5302-0000	11.85
Office Supplies	0	9276_2112170000	13171.01.2022	20-224-220-53-5302-0000	45.33
Toohey Park Supplies	0	9276_2112180000	13171.01.2022	20-220-207-53-5301-7741	46.61
Wide Horizons Supplies	0	9276_2112190000	13171.01.2022	20-220-207-53-5301-7746	299.99

**Fund**                      **Description**  
**Vendor No**              **Vendor Name**

Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Supplies	0	9276_2112200000	13171.01.2022	20-000-200-53-5306-000C	36.99
Toohey Park Supplies	0	9276_2112220000	13171.01.2022	20-220-207-53-5301-7741	50.28
2022 IPRA Conference Refund	0	9276_2112230000	13171.01.2022	20-000-000-16-1636-000C	-60.00
2022 IPRA Conference Refund	0	9276_2112230000	13171.01.2022	20-000-000-16-1636-000C	-306.00
2022 IPRA Conference Refund	0	9276_2112230000	13171.01.2022	20-000-000-16-1636-000C	-66.00
2022 IPRA Conference Refund	0	9276_2112230000	13171.01.2022	20-000-000-16-1636-000C	-255.00
2022 IPRA Conference Refund	0	9276_2112230000	13171.01.2022	20-000-000-16-1636-000C	-120.00
2022 IPRA Conference Refund	0	9276_2112230000	13171.01.2022	20-000-000-16-1636-000C	-306.00
2022 IPRA Conference Refund	0	9276_2112230000	13171.01.2022	20-000-000-16-1636-000C	-145.00
Toohey Park Supplies	0	9276_2112240000	13171.01.2022	20-220-207-53-5301-7741	12.70
Toohey Park Supplies	0	9276_2112290000	13171.01.2022	20-220-207-53-5301-7741	112.82
Zoom Subscription	0	9276_2201010000	13171.01.2022	20-000-000-16-1636-000C	90.00
Dunkin Donuts	0	9326_2112040000	13171.01.2022	20-350-302-53-5346-1925	62.97
Licenses & Permits	0	9326_2112200000	13171.01.2022	20-222-231-54-5429-000C	102.25
The Fun Ones Inc	0	9342_2112150000	13171.01.2022	20-350-302-52-5241-1925	355.00
Water	0	9391_2112020000	13171.01.2022	20-220-207-53-5301-7732	37.08
Face Painting for Vaccine Clinic	0	9391_2112030000	13171.01.2022	20-220-207-52-5280-7746	400.00
Wide Horizons Supplies	0	9391_2112080000	13171.01.2022	20-220-207-53-5301-7732	89.00
Rosatis Pizza	0	9391_2112100000	13171.01.2022	20-220-209-53-5301-9901	305.27
Rosatis Pizza	0	9391_2112100000	13171.01.2022	20-220-207-53-5301-7746	300.00
Cake and Party Supplies	0	9391_2112120000	13171.01.2022	20-220-208-53-5301-886C	31.99
Balloons for Parties	0	9391_2112140000	13171.01.2022	20-220-207-53-5301-7746	122.28
Balloons for Parties	0	9391_2112140000	13171.01.2022	20-220-207-53-5301-7732	112.28
Balloons for Parties	0	9391_2112140000	13171.01.2022	20-220-207-53-5301-7746	56.94
Supplies	0	9391_2112150000	13171.01.2022	20-220-207-53-5301-7741	259.27
Supplies	0	9391_2112150000	13171.01.2022	20-220-207-53-5301-7741	35.68
Learning Toys	0	9391_2112150000	13171.01.2022	20-000-000-53-5306-000C	89.63
Preschool Supplies	0	9391_2112220000	13171.01.2022	20-220-207-53-5301-7741	72.95
Percolators for Reindeer Run	0	9466_2112030000	13171.01.2022	20-350-302-53-5346-1925	60.00
Christmas Carolers for Reindeer Run	0	9466_2112060000	13171.01.2022	20-350-302-52-5241-1925	155.00
Vendor Total:					13,189.70
04221                      Plug & Pay Technologies					
12/21 Plug N Pay Gateway Fees	0	123121	13141.01.2022	20-000-112-52-5239-0000	15.00
12/21 Plug N Pay Gateway Fees	0	123121	13141.01.2022	20-000-000-52-5239-000C	113.15
12/21 Plug N Pay Gateway Fees	0	123121	13141.01.2022	20-000-304-52-5239-000C	15.00
Vendor Total:					143.15
04287                      Global Payments Inc					
12/21 Merchant CC Processing Fees	0	123121	13141.01.2022	20-000-112-52-5239-0000	13.25
12/21 Merchant CC Processing Fees	0	123121	13141.01.2022	20-000-000-52-5239-000C	8,319.08
12/21 Merchant CC Processing Fees	0	123121	13141.01.2022	20-000-304-52-5239-000C	14.35
Vendor Total:					8,346.68
04374                      Wheaton Bank and Trust Company					
12/21 Wheaton Bank & Trust Service Charges	0	123121	13141.01.2022	20-000-000-52-5214-000C	252.83
Vendor Total:					252.83
04637                      Service Sanitation Inc.					
Bid Bond Refund	166854	120321	162.01.2022	20-000-000-25-2549-000C	6,700.00
Vendor Total:					6,700.00
06279                      Paylocity Corporation					
01/14/22 Payroll Processing	0	109548548	141.01.2022	20-000-000-52-5211-0000	1,107.42
01/28/22 Payroll Processing	0	109628227	141.01.2022	20-000-000-52-5211-0000	1,329.60
Vendor Total:					2,437.02

**Fund**                      **Description**  
**Vendor No**              **Vendor Name**

Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
06552                      Simanonis, Madysen					
Family Disney Characters to Appear at IAP for P 166860		00039	161.02.2022	20-220-225-52-5280-9951	550.00
				Vendor Total:	550.00
06943                      Martha Hernandez for Petty Cash					
Petty Cash for the S'mores Table at IAP	166857	012122	164.01.2022	20-000-000-10-1011-0000	200.00
				Vendor Total:	200.00
TMP*3549                      Foley, Sara					
Super Times Refund for Foley	166853	2628774	162.01.2022	20-000-000-20-2025-0000	72.00
Soccer Shots Refund for Foley	166856	2630032	163.01.2022	20-000-000-20-2025-0000	110.00
				Vendor Total:	182.00
TMP*3550                      Budzinski, Norma					
Pass Refund for Budzinski	166855	2629981	163.01.2022	20-000-000-20-2025-0000	89.00
				Vendor Total:	89.00
				Fund Total:	32,590.38
22                              Cosley Zoo					
04121                              UMB Bank N.A.					
Supplies for Staff Party	0	0217_2112070000	13171.01.2022	22-501-000-53-5302-0000	300.03
Package Shipment	0	0217_2112080000	13171.01.2022	22-501-000-53-5304-0000	11.85
Donor Appreciation Lunch	0	0217_2112130000	13171.01.2022	22-501-000-53-5302-0000	88.16
Donation to Monarch Watch from Coins for Con	0	0217_2112150000	13171.01.2022	22-501-000-54-5411-0000	500.00
Conservation Donation - Lion Recovery Fund	0	0217_2112160000	13171.01.2022	22-501-000-54-5411-0000	500.00
Flowers for Foundation Board Member	0	0217_2112160000	13171.01.2022	22-501-000-53-5302-0000	100.00
Staff Reward Lunch	0	0217_2112180000	13171.01.2022	22-501-000-53-5302-0000	41.07
AZA Management School Travel	0	0217_2112200000	13171.01.2022	22-000-000-16-1636-0000	156.80
AZA Management School Travel	0	0217_2112200000	13171.01.2022	22-000-000-16-1636-0000	46.00
AZA Management School Travel	0	0217_2112200000	13171.01.2022	22-000-000-16-1636-0000	14.00
AZA Management School Travel	0	0217_2112200000	13171.01.2022	22-000-000-16-1636-0000	46.00
Food for Staff Christmas Party	0	0217_2112200000	13171.01.2022	22-501-000-53-5302-0000	153.13
Fish Flakes	0	0308_2112020000	13171.01.2022	22-501-000-53-5339-0000	37.85
Buttons for Caboose	0	0308_2112030000	13171.01.2022	22-501-000-53-5338-0000	107.02
Santa Suit Cleaning	0	0308_2112030000	13171.01.2022	22-220-206-53-5301-6690	19.90
2022 AZA Membership	0	0308_2112030000	13171.01.2022	22-000-000-16-1636-0000	95.00
Treat Bags for Staff Christmas	0	0308_2112050000	13171.01.2022	22-501-000-53-5302-0000	44.98
Mirror Adhesive and Grab Bars for Caboose	0	0308_2112050000	13171.01.2022	22-501-000-53-5338-0000	74.63
Candy for Staff Christmas	0	0308_2112060000	13171.01.2022	22-501-000-53-5302-0000	31.18
Mirror and Velcro for Caboose	0	0308_2112060000	13171.01.2022	22-501-000-53-5338-0000	162.63
Coffee and Coffee Filters	0	0308_2112080000	13171.01.2022	22-220-206-53-5301-6690	9.99
Paper Goods and Cutlery for Staff	0	0308_2112160000	13171.01.2022	22-501-000-53-5302-0000	17.99
Case for Tablet	0	0308_2112230000	13171.01.2022	22-501-000-54-5432-0000	26.99
Cleaning Supplies	0	0850_2112070000	13171.01.2022	22-501-000-53-5316-0000	422.02
Supplies	0	0850_2112070000	13171.01.2022	22-501-000-53-5302-0000	48.24
Cleaning Supplies	0	0850_2112070000	13171.01.2022	22-501-000-53-5316-0000	58.40
Refund for Cleaning Supplies	0	0850_2112100000	13171.01.2022	22-501-000-53-5316-0000	-58.40
Supplies	0	0850_2112100000	13171.01.2022	22-501-000-53-5302-0000	8.97
Supplies	0	0850_2112150000	13171.01.2022	22-501-000-53-5302-0000	33.67
Supplies	0	0850_2112150000	13171.01.2022	22-501-000-53-5302-0000	119.74
Door Gasket	0	0850_2112160000	13171.01.2022	22-501-000-53-5302-0000	26.71
Supplies	0	0850_2112160000	13171.01.2022	22-501-000-53-5302-0000	5.48
Building Supplies	0	0850_2112170000	13171.01.2022	22-501-000-53-5313-0000	48.25
Cleaning Supplies	0	0850_2112180000	13171.01.2022	22-501-000-53-5316-0000	78.64
Cleaning Supplies	0	0850_2112180000	13171.01.2022	22-501-000-53-5316-0000	163.32
Cleaning Supplies	0	0850_2112180000	13171.01.2022	22-501-000-53-5316-0000	58.40

**Fund**                      **Description**  
**Vendor No**            **Vendor Name**

Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Supplies	0	0850_2112230000	13171.01.2022	22-501-000-53-5302-000C	35.12
Supplies	0	0850_2112230000	13171.01.2022	22-501-000-53-5302-000C	46.12
Supplies	0	0850_2112280000	13171.01.2022	22-501-000-53-5302-000C	11.68
Sump Pump	0	0850_2112280000	13171.01.2022	22-501-000-53-5313-000C	212.18
Supplies	0	0850_2112290000	13171.01.2022	22-501-000-53-5302-000C	3.84
Refund for Cleaning Supplies	0	0850_2112290000	13171.01.2022	22-501-000-53-5316-000C	-58.40
Building Supplies	0	0850_2112300000	13171.01.2022	22-501-000-53-5313-000C	56.99
Basement Timer	0	9193_2112010000	13171.01.2022	22-501-000-53-5312-000C	216.55
Kidlist LLC	0	9342_2112210000	13171.01.2022	22-350-415-54-5426-000C	250.00
Covers for Extension Cords	0	9441_2112020000	13171.01.2022	22-501-000-53-5312-000C	17.99
Produce for Animals	0	9441_2112030000	13171.01.2022	22-501-000-53-5339-000C	41.18
Heat Pads for Raptors	0	9441_2112030000	13171.01.2022	22-501-000-53-5336-000C	121.96
Produce for Animals	0	9441_2112030000	13171.01.2022	22-501-000-53-5302-000C	7.39
Duck Feed	0	9441_2112030000	13171.01.2022	22-501-000-53-5339-000C	73.98
Waterfowl Feed	0	9441_2112060000	13171.01.2022	22-501-000-53-5339-000C	87.98
Crickets and Mealworms	0	9441_2112080000	13171.01.2022	22-501-000-53-5339-000C	100.99
Produce for Animals	0	9441_2112100000	13171.01.2022	22-501-000-53-5339-000C	52.23
Frozen Prey	0	9441_2112130000	13171.01.2022	22-501-000-53-5339-000C	901.91
Equine Medication	0	9441_2112140000	13171.01.2022	22-501-000-53-5309-000C	340.00
Shower Caps	0	9441_2112160000	13171.01.2022	22-501-000-53-5336-000C	4.74
Animal Crates	0	9441_2112160000	13171.01.2022	22-501-000-53-5336-000C	83.42
Produce for Animals	0	9441_2112170000	13171.01.2022	22-501-000-53-5339-000C	35.72
Produce for Animals	0	9441_2112170000	13171.01.2022	22-501-000-53-5336-000C	2.39
Hay Feeder	0	9441_2112180000	13171.01.2022	22-501-000-53-5325-000C	13.44
Cat Food	0	9441_2112200000	13171.01.2022	22-501-000-53-5339-000C	14.38
Cat Food	0	9441_2112200000	13171.01.2022	22-501-000-53-5336-000C	8.98
Crickets and Mealworms	0	9441_2112210000	13171.01.2022	22-501-000-53-5339-000C	86.95
Halters for Cows	0	9441_2112220000	13171.01.2022	22-501-000-53-5336-000C	54.90
Paper Bags	0	9441_2112240000	13171.01.2022	22-501-000-53-5302-000C	6.99
Prilosec & Eye Wash for Staff	0	9441_2112240000	13171.01.2022	22-501-000-53-5339-000C	70.84
Prilosec & Eye Wash for Staff	0	9441_2112240000	13171.01.2022	22-501-000-53-5309-000C	12.69
Produce for Animals	0	9441_2112240000	13171.01.2022	22-501-000-53-5336-000C	2.58
Turtle Heaters	0	9441_2112270000	13171.01.2022	22-501-000-53-5312-000C	105.71
Artificial Tears for Staff	0	9441_2112310000	13171.01.2022	22-501-000-53-5302-000C	3.39
Produce for Animals	0	9441_2112310000	13171.01.2022	22-501-000-53-5339-000C	80.53
Vendor Total:					6,705.98
04221                      Plug & Pay Technologies					
12/21 Plug N Pay Gateway Fees	0	123121	13141.01.2022	22-501-000-52-5239-000C	125.05
Vendor Total:					125.05
06279                      Paylocity Corporation					
01/14/22 Payroll Processing	0	109548548	141.01.2022	22-000-000-52-5211-0000	162.06
01/28/22 Payroll Processing	0	109628227	141.01.2022	22-000-000-52-5211-0000	194.58
Vendor Total:					356.64
Fund Total:					7,187.67
23                      Liability					
04121                      UMB Bank N.A.					
Safety Supplies	0	9326_2112080000	13171.01.2022	23-000-000-53-5302-000C	37.89
First Aid Supplies	0	9326_2112220000	13171.01.2022	23-000-000-53-5302-000C	35.00
First Aid Supplies	0	9326_2112220000	13171.01.2022	23-000-000-53-5302-000C	963.90
First Aid Supplies	0	9326_2112220000	13171.01.2022	23-000-000-53-5302-000C	585.86
Vendor Total:					1,622.65



**Fund Description**  
**Vendor No Vendor Name**

Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Fund Total:					1,622.65
26 IMRF					
00465 I.M.R.F.					
12/2021 IMRF	0	123121	13141.01.2022	26-000-000-21-2124-0000	78,601.17
Vendor Total:					78,601.17
Fund Total:					78,601.17
40 Capital Projects					
04121 UMB Bank N.A.					
Chainsaw Supplies	0	0272_2112010000	13171.01.2022	40-800-822-53-5301-0000	441.10
LM Supplies	0	9193_2112140000	13171.01.2022	40-101-000-53-5349-0000	65.58
Vendor Total:					506.68
Fund Total:					506.68
60 Golf Fund					
04121 UMB Bank N.A.					
DirecTV 12/21/22-01/20/22	0	0134_2112230000	13171.01.2022	60-000-000-16-1636-0000	274.99
Special Facilities Manager Lunch	0	0191_2112140000	13171.01.2022	60-000-000-54-5434-0000	120.96
Heater	0	0256_2112080000	13171.01.2022	60-000-000-54-5441-0000	11.99
Tent Heater	0	0256_2112080000	13171.01.2022	60-000-000-54-5441-0000	91.89
Heater	0	0256_2112090000	13171.01.2022	60-000-000-54-5441-0000	63.29
Heater	0	0256_2112110000	13171.01.2022	60-000-000-54-5441-0000	45.47
Supplies	0	0256_2112160000	13171.01.2022	60-000-000-54-5441-0000	107.32
Heater	0	0256_2112220000	13171.01.2022	60-000-000-54-5441-0000	33.98
Book for Dates	0	0256_2112280000	13171.01.2022	60-000-000-54-5441-0000	24.99
Redbooks	0	0331_2112010000	13171.01.2022	60-000-000-53-5302-0000	77.18
Coffee Pots	0	0331_2112030000	13171.01.2022	60-612-901-53-5390-0000	99.98
PGA Show Airfare	0	0331_2112070000	13171.01.2022	60-000-000-16-1636-0000	131.80
PGA Show Airfare	0	0331_2112070000	13171.01.2022	60-000-000-16-1636-0000	131.80
PGA Show Airfare	0	0331_2112070000	13171.01.2022	60-000-000-16-1636-0000	131.80
PGA Show Travel Insurance	0	0331_2112080000	13171.01.2022	60-000-000-16-1636-0000	56.61
Hotel and Car for PGA Show	0	0331_2112080000	13171.01.2022	60-000-000-16-1636-0000	548.06
Aprons	0	0331_2112150000	13171.01.2022	60-612-902-53-5330-0000	29.90
Maintenance Staff Holiday Lunch	0	0331_2112210000	13171.01.2022	60-000-000-54-5434-0000	152.89
Department Head Holiday Lunch	0	0455_2112220000	13171.01.2022	60-000-000-54-5434-0000	132.92
Directors Holiday Lunch	0	0463_2112030000	13171.01.2022	60-000-000-54-5434-0000	18.34
Chamber of Commerce Award Lunch	0	0463_2112030000	13171.01.2022	60-000-000-54-5438-0000	11.68
Museum Holiday Lunch	0	0463_2112170000	13171.01.2022	60-000-000-54-5434-0000	20.67
Museum Holiday Lunch	0	0463_2112170000	13171.01.2022	60-000-000-54-5434-0000	5.34
Employee & Family Funeral Flowers	0	0463_2112290000	13171.01.2022	60-000-000-54-5434-0000	48.95
NRPA Hotel Refund	0	0660_2112010000	13171.01.2022	60-000-000-54-5432-0000	-57.44
NRPA Hotel Refund	0	0660_2112010000	13171.01.2022	60-000-000-54-5432-0000	-57.44
NRPA Hotel Refund	0	0660_2112010000	13171.01.2022	60-000-000-54-5432-0000	-344.60
NRPA Hotel Refund	0	0660_2112010000	13171.01.2022	60-000-000-54-5432-0000	-172.30
Goodie Bags for Santa Express	0	0660_2112060000	13171.01.2022	60-612-902-53-5388-0000	17.50
Cookies for Santa Express	0	0660_2112090000	13171.01.2022	60-000-000-14-1415-0000	95.88
Cookies for Santa Express	0	0660_2112090000	13171.01.2022	60-000-000-14-1415-0000	261.25
AGC Staff Holiday Breakfast	0	0660_2112210000	13171.01.2022	60-000-000-54-5434-0000	331.25
AGC Office Supplies	0	0660_2112260000	13171.01.2022	60-000-000-53-5302-0000	81.18
Tent Set Up	0	0660_2112290000	13171.01.2022	60-612-902-53-5388-0000	298.70
Tent Set Up and Heater	0	0660_2112290000	13171.01.2022	60-612-902-53-5388-0000	1,714.04
Wedding Cake	0	0660_2112300000	13171.01.2022	60-612-901-52-5292-0000	359.52
Wedding Cake	0	0660_2112300000	13171.01.2022	60-612-901-52-5292-0000	387.64
Sirius XM Music	0	0751_2112010000	13171.01.2022	60-612-000-52-5210-0000	60.94

**Fund Description**  
**Vendor No Vendor Name**

Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Servsafe Training	0	0751_2112010000	13171.01.2022	60-612-000-54-5432-000C	201.00
Liquor	0	0751_2112080000	13171.01.2022	60-000-000-14-1412-000C	169.98
PDRMA Help Registration	0	0751_2112160000	13171.01.2022	60-000-000-16-1636-000C	199.00
PDRMA Help Registration	0	0751_2112170000	13171.01.2022	60-000-000-16-1636-000C	199.00
Opentable	0	0751_2112300000	13171.01.2022	60-612-000-52-5210-000C	739.00
Servsafe	0	0751_2112300000	13171.01.2022	60-000-000-54-5432-000C	22.00
Rosatis Pizza	0	0751_2112310000	13171.01.2022	60-612-901-52-5292-000C	92.00
Sirius XM Music	0	0751_2201010000	13171.01.2022	60-000-000-16-1636-000C	60.94
Liquor for Banquets	0	0777_2111300000	13171.01.2022	60-000-000-14-1412-000C	50.97
Wedding Late Night Snack	0	0777_2111300000	13171.01.2022	60-612-901-52-5292-000C	135.00
Wedding Late Night Snack	0	0777_2111300000	13171.01.2022	60-612-901-52-5292-000C	164.50
Wedding Food for Vendors	0	0777_2112030000	13171.01.2022	60-612-901-52-5292-000C	48.80
Liquor for Banquets	0	0777_2112030000	13171.01.2022	60-000-000-14-1412-000C	153.41
Liquor for Banquets	0	0777_2112040000	13171.01.2022	60-000-000-14-1412-000C	169.90
NYE Wedding Hats and Blowers	0	0777_2112070000	13171.01.2022	60-612-901-53-5390-000C	195.90
Crackers for Banquets	0	0777_2112110000	13171.01.2022	60-000-000-14-1415-000C	37.92
Cookies for Gift Baskets	0	0777_2112140000	13171.01.2022	60-000-000-14-1415-000C	38.66
Beer for Banquets	0	0777_2112150000	13171.01.2022	60-000-000-14-1412-000C	75.98
Bridal Expo-Wedding Showcase in 2022	0	0777_2112170000	13171.01.2022	60-000-000-16-1636-000C	200.00
PDRMA Help Registration	0	0777_2112220000	13171.01.2022	60-000-000-16-1636-000C	199.00
The Knot/Weddingwire Advertising	0	0777_2112280000	13171.01.2022	60-612-415-54-5426-000C	710.00
Portillos for Staff on NYE	0	0777_2112290000	13171.01.2022	60-000-000-54-5434-000C	802.76
Credit from Portillos	0	0777_2112310000	13171.01.2022	60-000-000-54-5434-000C	-167.97
Soup Cups	0	0785_2112120000	13171.01.2022	60-612-000-53-5302-000C	165.29
Soup Cups	0	0785_2112120000	13171.01.2022	60-612-000-53-5302-000C	165.29
GCSAA Dues	0	9060_2112030000	13171.01.2022	60-000-000-16-1636-000C	400.00
GCSAA Dues	0	9060_2112080000	13171.01.2022	60-000-000-16-1636-000C	495.00
Golf Course Supplies	0	9060_2112150000	13171.01.2022	60-601-000-53-5342-000C	87.96
Golf Course Supplies	0	9060_2112150000	13171.01.2022	60-601-000-53-5342-000C	466.50
GCSAA Conference Travel	0	9060_2112210000	13171.01.2022	60-000-000-16-1636-000C	338.96
GCSAA Conference Travel	0	9060_2112210000	13171.01.2022	60-000-000-16-1636-000C	338.96
Holiday Party Prizes	0	9235_2112120000	13171.01.2022	60-000-000-54-5434-000C	303.13
Holiday Party Venue Final Payment	0	9235_2112210000	13171.01.2022	60-000-000-54-5434-000C	57.66
Holiday Party	0	9276_2112140000	13171.01.2022	60-000-000-54-5434-000C	26.26
Yelp Monthly Fee November	0	9342_2112010000	13171.01.2022	60-612-415-54-5426-000C	75.00
CMS Text Monthly Fee	0	9342_2112020000	13171.01.2022	60-612-415-54-5426-000C	63.90
Nail Files for Wedding Showcase	0	9342_2112140000	13171.01.2022	60-612-415-54-5426-000C	809.00
Yelp Monthly Fee	0	9342_2112200000	13171.01.2022	60-612-415-54-5426-000C	75.00
Yelp Monthly Fee December	0	9342_2201010000	13171.01.2022	60-611-415-54-5426-000C	75.00
CMS Text Monthly Fee	0	9342_2201020000	13171.01.2022	60-000-000-16-1636-000C	63.90
Vendor Total:					13,853.48
04221 Plug & Pay Technologies					
12/21 Plug N Pay Gateway Fees	0	123121	13141.01.2022	60-612-000-52-5239-000C	15.00
12/21 Plug N Pay Gateway Fees	0	123121	13141.01.2022	60-611-000-52-5239-0000	15.00
Vendor Total:					30.00
04274 Columbus Data Services LLC					
12/21 ATM ICHG Trans Service Fees	0	123121	13141.01.2022	60-000-000-52-5214-000C	12.71
Vendor Total:					12.71
04287 Global Payments Inc					
12/21 Merchant CC Processing Fees	0	123121	13141.01.2022	60-611-000-52-5239-0000	261.53
12/21 Merchant CC Processing Fees	0	123121	13141.01.2022	60-612-000-52-5239-000C	3,358.39
Vendor Total:					3,619.92
04292 American Express					

**Fund**                      **Description**  
**Vendor No**            **Vendor Name**

Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
12/21 Merchant CC Processing Fees	0	123121	13141.01.2022	60-612-000-52-5239-0000	337.31
12/21 Merchant CC Processing Fees	0	123121	13141.01.2022	60-611-000-52-5239-0000	21.63
Vendor Total:					358.94
04374                      Wheaton Bank and Trust Company					
To Record ATM Replenishment out of the WB& 0		011822ATM	141.01.2022	60-000-000-10-1011-0000	14,000.00
12/21 Wheaton Bank & Trust Service Charges	0	123121	13141.01.2022	60-000-000-52-5214-0000	252.83
Vendor Total:					14,252.83
06279                      Paylocity Corporation					
01/14/22 Payroll Processing	0	109548548	141.01.2022	60-000-000-52-5211-0000	1,080.41
01/28/22 Payroll Processing	0	109628227	141.01.2022	60-000-000-52-5211-0000	1,297.18
Vendor Total:					2,377.59
06712                      FDS Holdings Inc.					
12/21 Cardconnect Gateway Fees	0	123121	13141.01.2022	60-611-000-52-5239-0000	154.00
12/21 Cardconnect Gateway Fees	0	123121	13141.01.2022	60-612-901-52-5239-0000	2,733.01
Vendor Total:					2,887.01
07005                      Petrovich, Steve					
Friday Night Entertainment	166859	020422	161.02.2022	60-612-902-52-5225-0000	300.00
Vendor Total:					300.00
Fund Total:					37,692.48
70                          Information Technology					
04121                      UMB Bank N.A.					
Adobe Pro for Cosley Zoo	0	0082_2112010000	13171.01.2022	70-000-000-52-5240-0000	259.26
Vendor Total:					259.26
Fund Total:					259.26
75                          Health Insurance					
06725                      Health Care Service Corporation					
WDSRA % Insurance January 2022	0	010122	162.01.2022	75-000-000-12-1222-0000	393.99
Retiree Health Insurance January 2022	0	010122	162.01.2022	75-000-000-21-2137-0000	2,413.56
COBRA Premiums January 2022	0	010122	162.01.2022	75-000-000-12-1223-0000	1,114.84
Foundation % Insurance January 2022	0	010122	162.01.2022	75-000-000-12-1221-0000	171.06
Employee Health and Dental Insurance January 2022	0	010122	162.01.2022	75-000-000-52-5231-0000	126,113.06
WDSRA% Insurance February 2022	0	020122	161.02.2022	75-000-000-12-1222-0000	393.99
Retiree Health/Dental Insurance February 2022	0	020122	161.02.2022	75-000-000-21-2137-0000	1,495.56
Cobra Premiums Received February 2022	0	020122	161.02.2022	75-000-000-12-1223-0000	2,975.95
Foundation% Insurance February 2022	0	020122	161.02.2022	75-000-000-12-1221-0000	190.18
Employee Health and Dental Insurance February 2022	0	020122	161.02.2022	75-000-000-52-5231-0000	127,507.38
Vendor Total:					262,769.57
Fund Total:					262,769.57
Report Total:					503,468.74

# Accounts Payable

## Checks Approval Document

User: rtucker  
Printed: 2/8/2022 - 5:12 PM



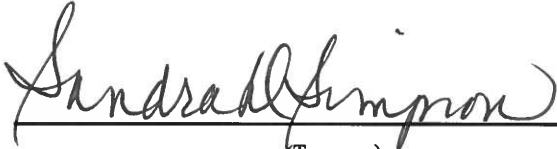
Wheaton Park District


Board of Commissioners Report From the Period Beginning January 12, 2022 and Ending February 08, 2022.

Fund	Description	Amount
10	General	48,585.29
20	Recreation	107,170.97
22	Cosley Zoo	36,008.56
23	Liability	37,850.29
30	Debt Service	8,700.00
40	Capital Projects	10,018.55
60	Golf Fund	122,849.07
70	Information Technology	34,232.09
75	Health Insurance	7,291.33
Report Total:		412,706.15

To the Board of Commissioners

The payment of the above listed accounts has been accepted by the Park District Board of Commissioners at their meeting held on February 16, 2022.

  
(Treasurer)

  
(Secretary)



# Accounts Payable

## Checks Approval List

User: rtucker  
Printed: 2/8/2022 - 5:13 PM



Wheaton Park District

Board of Commissioners Report From the Period Beginning January 12, 2022 and Ending February 08, 2022.

Fund	Description	Vendor No	Vendor Name	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Line Item Description								
10	General							
00001	1st AYD Corporation							
Shop Towels / Soap		220038	PSI501457	13002.01.2022	10-101-000-53-5315-000C			248.78
Vendor Total:								248.78
00025	Allen Lock & Key							
MLC Upstairs		220219	012522	021.02.2022	10-101-000-53-5334-000C			32.00
Vendor Total:								32.00
00042	Anderson Elevator Co.							
Parks Elevator Maintenance January 2022		220153	INV-52181-J0X5	014.01.2022	10-101-000-52-5211-0000			155.00
DHM Elevator Maintenance January 2022		220153	INV-52182-N7X7	014.01.2022	10-101-854-52-5211-0000			214.00
Vendor Total:								369.00
00164	Carol Stream Lawn and Power							
Parts		220045	477050	012.01.2022	10-101-000-53-5315-000C			45.38
Parts Stock		220092	477176	013.01.2022	10-101-000-53-5315-000C			9.98
PSC 39975 Body for Pickup Truck		220092	477192	013.01.2022	10-101-000-53-5315-000C			10.42
PSC-41037		220162	477365	014.01.2022	10-101-000-53-5315-000C			96.61
Alternate		220162	477442	014.01.2022	10-101-000-53-5315-000C			13.10
Cable Clutch		220225	6535429	021.02.2022	10-101-000-53-5315-000C			28.46
Vendor Total:								203.95
00192	City of Wheaton							
Board Meeting December 2021		220227	510519	13005.02.2022	10-000-000-54-5401-000C			101.67
Amphitheater 010122-033122		220227	WH6241_0322	021.02.2022	10-101-000-52-5211-1904			255.00
DC Hist Museum 010122-033122		220227	WH6619_0322	021.02.2022	10-101-854-52-5211-0000			255.00
855 W Prairie Ave 010122-033122		220227	WH6661_0322	021.02.2022	10-101-856-52-5211-0000			255.00
Parks & Planning 010122-013122		220227	WH6921_0322	021.02.2022	10-101-000-52-5211-0000			255.00
Vendor Total:								1,121.67
00193	City of Wheaton							
Prairie Path Park 120721-010722		220165	0004420000_0122	014.01.2022	10-000-000-52-5264-000C			22.29
Hurley Park 120721-010722		220165	0021856000_0122	014.01.2022	10-000-000-52-5264-000C			22.29
Parks & Planning 120621-010622		220165	0029220000_0122	014.01.2022	10-101-000-52-5264-000C			160.46
W W Stevens Park 120621-010622		220165	0055220100_0122	014.01.2022	10-000-000-52-5264-000C			20.89
855 Prairie 120621-010622		220165	0310060201_0122	014.01.2022	10-000-856-52-5264-000C			151.08
Kelly Park/Edison 120721-010722		220165	0370840000_0122	014.01.2022	10-000-000-52-5264-000C			63.05
DC Hist Museum 120621-010622		220165	0396760000_0122	014.01.2022	10-000-000-52-5264-000C			35.20
DC Hist Museum 120621-010622		220165	0396760000_0122	014.01.2022	10-430-000-52-5264-000C			15.08
Northside Park 120621-010622		220165	0402460000_0122	014.01.2022	10-000-000-52-5264-000C			70.25
Memorial Park 120621-010622		220165	0417770200_0122	014.01.2022	10-000-000-52-5264-000C			95.66
Seven Gables Park 120721-010722		220165	0500620100_0122	014.01.2022	10-000-000-52-5264-000C			35.88
Scottdale Park 120721-010722		220165	0551600000_0122	014.01.2022	10-000-000-52-5264-000C			20.89
Briar Patch Park 120721-010722		220165	0642091600_0122	014.01.2022	10-000-000-52-5264-000C			20.89
Briar Patch Park 120721-010722		220165	0642091700_0122	014.01.2022	10-000-000-52-5264-000C			35.88
Triangle Park 120621-010622		220165	0666060100_0122	014.01.2022	10-000-000-52-5264-000C			22.29
Hillside Park 120721-010722		220165	0670480200_0122	014.01.2022	10-000-000-52-5264-000C			20.89

**Fund**                      **Description**  
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Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Sunnyside Park 120721-010722	220165	0674020000_0122	014.01.2022	10-000-000-52-5264-000C	20.89
Hoffman Park 120621-010622	220165	0693200000_0122	014.01.2022	10-000-000-52-5264-000C	20.89
Briarknoll Park 120721-010722	220165	0922450100_0122	014.01.2022	10-000-000-52-5264-000C	20.89
Vendor Total:					875.64
00243                      DuPage County Public Works					
Briar Patch Park 100721-120721	220176	15519513_1221	13004.01.2022	10-000-000-52-5264-000C	9.92
Vendor Total:					9.92
00323                      Government Navigation Group					
Consulting Services December 2021	220057	1490	13002.01.2022	10-000-000-52-5205-000C	1,333.33
Vendor Total:					1,333.33
00406                      Commonwealth Edison					
Seven Gables Park 121021-011322	220168	8679428014_0122	014.01.2022	10-000-000-52-5260-000C	13.84
Vendor Total:					13.84
00417                      Constellation NewEnergy Inc					
Main Street Tennis Lighting 120721-011022	220172	0081092079_0122	014.01.2022	10-000-000-52-5260-000C	25.31
Parks & Planning 121321-011422	220172	1785163109_0122	014.01.2022	10-101-000-52-5260-000C	908.82
Overpass Bridge 121421-011822	220172	2115116037_0122	014.01.2022	10-000-000-52-5260-000C	85.28
C L Herrick Park 121521-011922	220230	6703043016_0122	021.02.2022	10-000-000-52-5260-000C	27.97
Northside Park 122121-012522	220230	7203024021_0122	021.02.2022	10-000-000-52-5260-000C	452.20
Briar Patch Park 120921-011222	220099	7671244006_0122	013.01.2022	10-000-000-52-5260-000C	36.41
Hurley Park 121021-011322	220099	7928415004_0122	013.01.2022	10-000-000-52-5260-000C	21.00
855 Prairie 121421-011822	220230	8603078055_0122	021.02.2022	10-000-856-52-5260-000C	953.95
Seven Gables Park 121021-011322	220099	8679427008_0122	013.01.2022	10-000-000-52-5260-000C	26.65
DC History Museum 120721-011022	220172	8843216006_0122	014.01.2022	10-430-000-52-5260-000C	304.15
DC History Museum 120721-011022	220172	8843216006_0122	014.01.2022	10-000-000-52-5260-000C	709.67
Memorial Park 120721-011022	220172	8843562003_0122	014.01.2022	10-000-000-52-5260-000C	23.13
Vendor Total:					3,574.54
00436                      I.A.P.D.					
Agency Membership 2022	220186	Dues2022	014.01.2022	10-000-000-54-5425-000C	2,361.02
Vendor Total:					2,361.02
00604                      MCCANN INDUSTRIES INC.					
#1207 Fuel Filters	220192	P60165	014.01.2022	10-101-000-53-5315-000C	102.79
Vendor Total:					102.79
00615                      MENARDS WEST CHICAGO					
Snow Fence	220063	42457	13002.01.2022	10-101-000-53-5314-000C	94.23
CC Stairs & Wood for Barricades	220120	43069	013.01.2022	10-101-000-53-5314-000C	900.40
Sign Shop	220120	43161	013.01.2022	10-101-000-53-5314-000C	400.00
Stairs	220193	43486	014.01.2022	10-101-000-53-5314-000C	433.39
Supplies	220193	43514	014.01.2022	10-101-000-53-5314-000C	259.34
Vendor Total:					2,087.36
00680                      Northern Illinois Gas Company					
855 Prairie 121621-011822	220195	0402035172_0122	014.01.2022	10-000-856-52-5261-000C	174.54
855 Prairie 121621-011822	220195	0693040819_0122	014.01.2022	10-000-856-52-5261-000C	159.42
855 Prairie 121621-011822	220195	0835554754_0122	014.01.2022	10-000-856-52-5261-000C	146.98
855 Prairie 121621-011822	220195	1366082885_0122	014.01.2022	10-000-856-52-5261-000C	146.08
855 Prairie 121621-011822	220195	5076137885_0122	014.01.2022	10-000-856-52-5261-000C	68.49
Vendor Total:					695.51

**Fund**                      **Description**  
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Line Item	Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
00704	OFFICE DEPOT					
	Manilla and Coin Envelopes	220254	220470291001	021.02.2022	10-430-000-53-5302-000C	34.90
	Green Tea K-Cups	220254	220470291001	021.02.2022	10-000-000-53-5302-000C	24.46
					Vendor Total:	59.36
00719	PADDOCK PUBLICATIONS INC					
	2022 Museum Subscription	220124	306033	013.01.2022	10-000-000-54-5425-000C	306.80
					Vendor Total:	306.80
00791	Regional Truck Equipment					
	Truck# 1120 Parts	220260	231606	021.02.2022	10-101-000-53-5315-000C	207.32
					Vendor Total:	207.32
00792	Reinders Inc					
	PSC40702 1383	220132	6003674-00	13003.01.2022	10-101-000-53-5306-000C	88.50
					Vendor Total:	88.50
00864	Production Plus Graphics Inc					
	Sign Shop Supplies	220068	CG-318081	13002.01.2022	10-101-000-53-5314-000C	51.95
	Sign Shop Supplies	220130	CG-318732	013.01.2022	10-101-000-53-5314-000C	49.95
	Sign Shop	220258	CG-319584	021.02.2022	10-101-000-53-5314-000C	334.10
					Vendor Total:	436.00
00865	Sikich Capital Management LLP					
	Retirement Plan Advisory for 457 Plan Q4 2021	220071	16228-2201	13002.01.2022	10-000-000-52-5205-000C	1,500.00
					Vendor Total:	1,500.00
01003	Vermeer Illinois Inc.					
	Return # 2019 Order 178471	220074	PG9027	012.01.2022	10-101-000-53-5315-000C	-94.99
	Parts #1209 PSC-40996	220074	PH3215	012.01.2022	10-101-000-53-5315-000C	58.94
	Parts #1209	220074	PH3216	012.01.2022	10-101-000-53-5315-000C	57.70
					Vendor Total:	21.65
01023	Waste Management of Illinois Inc					
	Parks & Planning 120121-123121	220148	207653823005_1221	13003.01.2022	10-101-000-52-5263-000C	908.61
					Vendor Total:	908.61
02300	Home Depot Credit Services					
	Library	220060	15800	13002.01.2022	10-101-000-53-5314-000C	7.25
	Ice Rink	220060	2010332	13002.01.2022	10-101-000-53-5314-000C	69.96
	Ice Rink	220060	2010336	13002.01.2022	10-101-000-53-5314-000C	229.00
	Holiday Party	220060	8016041	13002.01.2022	10-101-000-53-5348-000C	138.84
	Library	220060	9015917	13002.01.2022	10-101-000-53-5314-000C	25.09
					Vendor Total:	470.14
02796	NAPA					
	Seal	220066	5736-622477	13002.01.2022	10-101-000-53-5315-000C	20.46
	Parts	220066	5736-622873	13002.01.2022	10-101-000-53-5306-000C	10.78
	Warranty	220066	5736-623290	13002.01.2022	10-101-000-53-5315-000C	-151.15
	Parts	220066	5736-623882	13002.01.2022	10-101-000-53-5306-000C	11.51
	Spark Plug	220066	5736-624492	13002.01.2022	10-101-000-53-5315-000C	3.15
	PSC 40842 #1011	220066	5736-625562	13002.01.2022	10-101-000-53-5306-000C	32.36
	Oil Filter	220066	5736-626363	13002.01.2022	10-101-000-53-5315-000C	5.69
					Vendor Total:	-67.20
03248	Atlas Bobcat Inc.					

**Fund Description**  
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Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
#1205 PSC-41006	220084	BT6211	013.01.2022	10-101-000-53-5315-000C	8.88
				Vendor Total:	8.88
03355 First Illinois Systems Inc. Pest Control Services January 2022	220055	30008	012.01.2022	10-430-000-52-5210-000C	103.00
				Vendor Total:	103.00
03481 Tressler LLP Services through 123121	220264	440270	13005.02.2022	10-000-000-52-5207-000C	69.08
				Vendor Total:	69.08
03719 National Engravers Inc Create Discover Play Name Badges	220252	86377	13005.02.2022	10-000-415-53-5302-000C	70.00
				Vendor Total:	70.00
03754 Comcast Cable DC History Museum 012222-022122	220167	87712040736543_02	014.01.2022	10-000-000-52-5262-000C	111.85
Prairie 010522-020422	220050	87712047035906_02	012.01.2022	10-000-856-52-5262-000C	253.85
Parks Services 011722-021622	220096	87712047526761_02	013.01.2022	10-101-000-52-5262-000C	111.85
				Vendor Total:	477.55
03817 Mity Lite Inc. Museum Round Tables	220121	00141480	013.01.2022	10-430-000-53-5306-000C	3,577.00
				Vendor Total:	3,577.00
03862 Redexim North America Reparis AGC Equipment	220200	0106267	014.01.2022	10-101-000-53-5306-000C	940.12
				Vendor Total:	940.12
04109 Power Up Batteries LLC. 6V Lead Battery	220256	P48115337	021.02.2022	10-101-000-53-5312-000C	95.40
Equip# 1209 Battery	220256	P48301132	021.02.2022	10-101-000-53-5315-000C	124.22
				Vendor Total:	219.62
04244 Cantigny Foundation Inv# E05990 WPD Holiday Party	220091	E05990	13003.01.2022	10-000-000-54-5434-000C	500.00
Inv# E05990 WPD Holiday Party	220091	E05990	13003.01.2022	10-000-000-54-5401-000C	1,000.00
				Vendor Total:	1,500.00
04267 Martin Whalen Group Inc Prairie - HR 122821-012722	220191	70550_0122	014.01.2022	10-418-000-52-5211-0000	12.31
Prairie - HR 012822-022722	220191	70550_0222	014.01.2022	10-418-000-52-5211-0000	12.31
Prairie - HR 112821-122721	220191	70550_1221	13004.01.2022	10-418-000-52-5211-0000	12.31
Prairie - HR Overage 113020-112921	220191	70550_IN3150475	13004.01.2022	10-418-000-52-5211-0000	1.41
Prairie - Payroll 122821-012722	220191	70562_0122	014.01.2022	10-419-000-52-5211-0000	19.90
Prairie - Payroll 012822-022722	220191	70562_0222	014.01.2022	10-419-000-52-5211-0000	19.90
Prairie - Payroll 112821-122721	220191	70562_1221	13004.01.2022	10-419-000-52-5211-0000	19.90
Prairie - Payroll Overage 113020-112921	220191	70562_IN3150475	13004.01.2022	10-419-000-52-5211-0000	3.25
Prairie-Finance 122821-012722	220191	76404_0122	014.01.2022	10-419-000-52-5211-0000	46.79
Prairie-Finance 012822-022722	220191	76404_0222	014.01.2022	10-419-000-52-5211-0000	46.79
Prairie-Finance 112821-122721	220191	76404_1221	13004.01.2022	10-419-000-52-5211-0000	46.79
Prairie-Finance Overage 113020-112921	220191	76404_IN3150475	13004.01.2022	10-419-000-52-5211-0000	2.29
Museum 122821-012722	220191	MW82277_0122	014.01.2022	10-000-000-52-5211-0000	51.77
Museum 012822-022722	220191	MW82277_0222	014.01.2022	10-000-000-52-5211-0000	51.77
Museum 112821-122721	220191	MW82277_1221	13004.01.2022	10-000-000-52-5211-0000	51.77
Museum Overage 113020-112921	220191	MW82277_IN31504	13004.01.2022	10-000-000-52-5211-0000	-414.90

**Fund**                      **Description**  
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Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Parks 122821-012722	220191	MW82522_0122	014.01.2022	10-101-000-52-5211-0000	139.62
Parks 012822-022722	220191	MW82522_0222	014.01.2022	10-101-000-52-5211-0000	139.62
Parks 112821-122721	220191	MW82522_1221	13004.01.2022	10-101-000-52-5211-0000	139.62
Parks Overage 113020-112921	220191	MW82522_IN31504	13004.01.2022	10-101-000-52-5211-0000	-172.69
Prairie 122821-012722	220191	MW82571_0122	014.01.2022	10-000-856-52-5211-0000	93.43
Prairie 012822-022722	220191	MW82571_0222	014.01.2022	10-000-856-52-5211-0000	93.43
Prairie 112821-122721	220191	MW82571_1221	13004.01.2022	10-000-856-52-5211-0000	93.43
Prairie Overage 113020-112921	220191	MW82571_IN31504	13004.01.2022	10-000-856-52-5211-0000	-777.24
Vendor Total:					-266.42
04296	Culligan DuPage Soft Water Service Inc				
Water Cooler Rental January 2022	220102	262006_0122R	013.01.2022	10-000-856-52-5220-0000	6.00
Drinking Water December 2021	220102	262006_1221W	13003.01.2022	10-000-856-53-5302-0000	47.92
Vendor Total:					53.92
04869	BlueTarp Financial Inc				
PSC-41062 #1757	220223	49603893	021.02.2022	10-101-000-53-5315-0000	184.40
Vendor Total:					184.40
04888	Feece Oil Company				
430 Gallons of Regular Gasoline	220054	3845359	13002.01.2022	10-101-000-53-5348-0000	1,166.99
125 Gallons of Diesel Fuel	220054	3845360	13002.01.2022	10-101-000-53-5348-0000	332.78
553 Gallons of Regular Gasoline	220054	3847856	13002.01.2022	10-101-000-53-5348-0000	1,406.79
116 Gallons of Diesel Fuel	220237	3851056	021.02.2022	10-101-000-53-5348-0000	313.57
554 Gallons of Regular Gasoline	220237	3851057	021.02.2022	10-101-000-53-5348-0000	1,510.16
381 Gallons of Regular Gasoline	220237	3852622	021.02.2022	10-101-000-53-5348-0000	1,035.53
600 Gallons of Regular Gasoline	220237	3854750	021.02.2022	10-101-000-53-5348-0000	1,643.36
150 Gallons of Diesel Fuel	220237	3854751	021.02.2022	10-101-000-53-5348-0000	416.27
Vendor Total:					7,825.45
04895	Quadient Leasing USA Inc.				
Postage Lease 111721-021622 N21111223	220199	N9228320	13004.01.2022	10-000-856-52-5220-0000	488.54
Vendor Total:					488.54
04896	Quadient Finance USA Inc.				
Refilled Postage Meter 7900044036659674	220259	31227753	021.02.2022	10-000-000-53-5304-0000	1,000.00
Vendor Total:					1,000.00
04937	Acorn Niles Corporation				
Tires	220039	535604	012.01.2022	10-101-000-53-5315-0000	213.98
Vendor Total:					213.98
05162	Hines Building Supply - US LBM LLC				
Toohey Bridge	220059	5132756	13002.01.2022	10-101-000-53-5314-0000	23.80
Toohey Bridge	220059	5135482	13002.01.2022	10-101-000-53-5314-0000	43.42
Toohey Bridge	220059	5135703	13002.01.2022	10-101-000-53-5314-0000	3,438.43
Vendor Total:					3,505.65
05733	Steiner Electric Company				
LED Upgrade for CSI / Prairie Office	220139	S007061882.001	013.01.2022	10-101-856-53-5312-0000	444.78
Vendor Total:					444.78
05768	Mendenhall, Rebecca				
Mileage Reimbursement December 2021	220064	123121	13002.01.2022	10-418-000-54-5422-0000	18.70
Vendor Total:					18.70

**Fund Description**  
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Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
05810 US Bank Equipment Finance					
Prairie Finance Jan 2022	220145	76404_0122	013.01.2022	10-419-000-52-5211-0000	29.81
Museum Jan 2022	220145	82277_0122	013.01.2022	10-000-000-52-5211-0000	272.66
Parks Jan 2022	220145	82522_0122	013.01.2022	10-101-000-52-5211-0000	136.33
Prairie Jan 2022	220145	82571_0122	013.01.2022	10-000-856-52-5211-0000	227.21
Vendor Total:					666.01
05943 COEO SOLUTIONS LLC					
Parks 010122-013122	220049	11000057_0122	012.01.2022	10-101-000-52-5262-0000	661.53
Museum 010122-013122	220049	11000057_0122	012.01.2022	10-000-000-52-5262-0000	661.53
Prairie 010122-013122	220049	11000057_0122	012.01.2022	10-000-856-52-5262-0000	787.83
Vendor Total:					2,110.89
05975 SESAC					
Annual Subscription 2022	220136	10555422	013.01.2022	10-000-000-54-5425-0000	556.33
Vendor Total:					556.33
06000 Michael L Arena					
Gate Repair	220194	011322	014.01.2022	10-101-000-53-5308-0000	495.00
Vendor Total:					495.00
06121 Zoro Tools Inc					
Rescue Hook	220151	INV10499320	013.01.2022	10-101-000-53-5312-0000	436.01
Vendor Total:					436.01
06228 Voyant Communications					
Rice Pool 010122-013122	220075	111390_0122	012.01.2022	10-000-000-10-1010-0000	118.73
Admin 010122-013122	220075	111390_0122	012.01.2022	10-000-000-52-5262-0000	91.59
Parks 010122-013122	220075	111390_0122	012.01.2022	10-101-000-52-5262-0000	281.55
Finance 010122-013122	220075	111390_0122	012.01.2022	10-419-000-52-5262-0000	217.10
HR 010122-013122	220075	111390_0122	012.01.2022	10-418-000-52-5262-0000	61.06
DCHM 010122-013122	220075	111390_0122	012.01.2022	10-430-000-52-5262-0000	40.70
Vendor Total:					810.73
06241 Broadcast Music Inc					
District Annual Fee	220160	41772972	014.01.2022	10-000-000-54-5425-0000	259.66
Vendor Total:					259.66
06250 LRS Holdings LLC					
Parks&Planning 020122-022822	220248	47783.4 PSC_0222	021.02.2022	10-101-000-52-5263-0000	36.50
Portable Unit Lincoln Marsh October 2021	220190	PS414776	13004.01.2022	10-101-000-52-5211-0000	162.58
Portable Unit Rathje October 2021	220190	PS414777	13004.01.2022	10-101-000-52-5211-0000	84.20
Portable Unit Kelly October 2021	220190	PS414786	13004.01.2022	10-101-000-52-5211-0000	90.00
Portable Unit CAC Pickleball December 2021	220190	PS426527	13004.01.2022	10-101-000-52-5211-0000	67.50
Portable Unit Briar Patch December 2021	220190	PS426528	13004.01.2022	10-101-000-52-5211-0000	60.97
Portable Unit Sensory December 2021	220190	PS426529	13004.01.2022	10-101-000-52-5211-0000	60.97
Portable Unit Seven Gables December 2021	220190	PS426530	13004.01.2022	10-101-000-52-5211-0000	67.50
Portable Unit Northside December 2021	220190	PS426531	13004.01.2022	10-101-000-52-5211-0000	60.97
Vendor Total:					691.19
06308 Westlake Hardware Inc					
Fasteners/Washer/Nut	220267	12507879	021.02.2022	10-101-000-53-5334-0000	22.51
Enamel Paint	220267	12507883	021.02.2022	10-101-000-53-5347-0000	75.58
Sand Sealer Latex Clear Varnish	220267	12507900	021.02.2022	10-101-000-53-5314-0000	34.18
Blade/Saw	220267	12507913	021.02.2022	10-101-000-53-5345-0000	15.82
Stairs	220267	12608282	021.02.2022	10-101-000-53-5314-0000	34.18

**Fund**                      **Description**  
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Line Item	Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Vendor Total:						182.27
06539	Runco Office Supply & Equipment Co					
Office Supplies		220070	848501-0	13002.01.2022	10-000-856-53-5302-000C	62.17
Office Supplies		220070	848758-0	13002.01.2022	10-000-856-53-5302-000C	67.21
Office Supplies		220070	848917-0	13002.01.2022	10-000-856-53-5302-000C	11.18
Office Supplies		220070	849889-0	13002.01.2022	10-000-000-53-5302-000C	8.99
Office Supplies		220070	849889-0	13002.01.2022	10-430-000-53-5302-000C	37.30
Office Supplies		220070	850362-0	13002.01.2022	10-000-856-53-5302-000C	57.17
Office Supplies		220070	851696-0	13002.01.2022	10-000-856-53-5302-000C	72.13
Return 2 Pad Stamp Refills		220070	C 848501-0	13002.01.2022	10-000-856-53-5302-000C	-11.18
Vendor Total:						304.97
06542	Peerless Network Inc					
Admin 011522-021422		220126	97900018657_0222	013.01.2022	10-000-000-52-5262-000C	233.27
Vendor Total:						233.27
06571	Menard Consulting, Inc.					
GASB 75 Actuarial Roll Forward Evaluation 20: 220249			011022	021.02.2022	10-000-000-52-5210-000C	300.00
Vendor Total:						300.00
06674	Lingo Communications LLC					
Parks 010422-020322		220117	960579_0222	013.01.2022	10-101-000-52-5262-000C	249.00
Admin 010422-020322		220117	960579_0222	013.01.2022	10-000-000-52-5262-000C	149.40
HR 010422-020322		220117	960579_0222	013.01.2022	10-418-000-52-5262-000C	49.92
Finance 010422-020322		220117	960579_0222	013.01.2022	10-419-000-52-5262-000C	49.92
Vendor Total:						498.24
06726	Dearborn Life Insurance Company					
Voluntary Life Insurance January 2022		220052	010122	012.01.2022	10-000-000-21-2130-000C	872.95
Voluntary Life Insurance February 2022		220234	020122	021.02.2022	10-000-000-21-2130-000C	912.79
Vendor Total:						1,785.74
06985	Floods Royal Flush Inc.					
Portable Unit Central Park January 2022		220056	I11752	012.01.2022	10-101-000-52-5211-0000	100.00
Portable Unit Seven Gables January 2022		220056	I11753	012.01.2022	10-101-000-52-5211-0000	300.00
Portable Unit Sensory Garden January 2022		220056	I11754	012.01.2022	10-101-000-52-5211-0000	200.00
Portable Unit Briar Patch January 2022		220056	I11756	012.01.2022	10-101-000-52-5211-0000	200.00
Portable Units Atten Park February 2022		220239	I12169	021.02.2022	10-101-000-52-5211-0000	200.00
Portable Units Central Park Tennis February 2022		220239	I12171	021.02.2022	10-101-000-52-5211-0000	100.00
Portable Units Sensory Playground February 2022		220239	I12173	021.02.2022	10-101-000-52-5211-0000	200.00
Portable Units Briar Patch February 2022		220239	I12175	021.02.2022	10-101-000-52-5211-0000	200.00
Vendor Total:						1,500.00
TMP*3529	Lundblad, Abbigale					
Reissue PRCK# 19763 12/20/2019 for Lundblad 220118			19763	013.01.2022	10-000-000-25-2581-000C	9.00
Vendor Total:						9.00
TMP*3551	Williams, Patrick					
Reissue Payroll Ck# 23371 01/14/2022 for Willi: 220210			10641	014.01.2022	10-000-000-25-2581-000C	351.20
Vendor Total:						351.20
Fund Total:						48,585.29
20	Recreation					
00032	Alpha Graphics					

**Fund**                      **Description**  
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Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Reindeer Run Postcards	220082	66054	13003.01.2022	20-350-302-53-5346-1925	0.00
Vendor Total:					0.00
00042                      Anderson Elevator Co.					
CC Elevator Maintenance January 2022	220153	INV-52183-N8D4	014.01.2022	20-101-220-52-5211-0000	188.00
CAC Elevator Maintenance January 2022	220153	INV-52184-L2TB	014.01.2022	20-101-225-52-5211-0000	195.00
Vendor Total:					383.00
00057                      Armbrust Plumbing & Air Conditioning Inc.					
Service Call Rathje	220221	30921235	021.02.2022	20-101-000-52-5210-0000	450.00
Vendor Total:					450.00
00192                      City of Wheaton					
Board Meeting December 2021	220227	510519	13005.02.2022	20-000-000-54-5401-0000	101.67
Rathje Park 010122-033122	220227	WH6225_0322	021.02.2022	20-101-000-52-5211-0000	255.00
Zamboni Storage 010122-033122	220227	WH6226_0322	021.02.2022	20-101-225-52-5211-0000	255.00
Northside Pool 010122-033122	220227	WH6460_0322	021.02.2022	20-222-231-52-5210-0000	255.00
Toohey Park 010122-033122	220227	WH6609_0322	021.02.2022	20-101-000-52-5211-0000	255.00
Clocktower Commons 010122-033122	220227	WH6653_0322	021.02.2022	20-101-303-52-5211-0000	255.00
Community Ctr 010122-033122	220227	WH6745_0322	021.02.2022	20-101-220-52-5211-0000	255.00
Central Athletic 010122-033122	220227	WH6948_0322	021.02.2022	20-101-225-52-5211-0000	255.00
Lincoln Marsh 010122-033122	220227	WH6979_0322	021.02.2022	20-101-112-52-5211-0000	255.00
Vendor Total:					2,141.67
00193                      City of Wheaton					
Rathje Park 120721-010722	220165	0007650000_0122	014.01.2022	20-000-000-52-5264-0000	29.49
Graf Park/Monroe 120621-010622	220165	0034005200_0122	014.01.2022	20-000-000-52-5264-0000	20.89
Graf Pk/Monroe 120621-010622	220165	0034005300_0122	014.01.2022	20-000-000-52-5264-0000	63.05
Northside Pool 120621-010622	220165	0052890000_0122	014.01.2022	20-222-231-52-5264-0000	8.70
Northside Pool 120621-010622	220165	0052890100_0122	014.01.2022	20-222-231-52-5264-0000	170.36
Boy Scout Cabin 120621-010622	220165	0052910000_0122	014.01.2022	20-000-000-52-5264-0000	22.29
Toohey Park 120721-010722	220165	0212470900_0122	014.01.2022	20-000-000-52-5264-0000	113.85
Atten Park 120721-010722	220165	0280800000_0122	014.01.2022	20-000-000-52-5264-0000	20.89
Atten Park 120721-010722	220165	0280840800_0122	014.01.2022	20-000-000-52-5264-0000	170.36
Central Athletic Complex 120621-010622	220165	0366180000_0122	014.01.2022	20-220-225-52-5264-0000	116.70
Central Athletic Complex 120621-010622	220165	0366190000_0122	014.01.2022	20-220-225-52-5264-0000	229.36
Clocktower Commons 120621-010622	220165	0367030000_0122	014.01.2022	20-350-303-52-5264-0000	63.05
Zamboni Storage 120621-010622	220165	0375250000_0122	014.01.2022	20-220-225-52-5264-0000	91.85
Mary Lubko Center 120621-010622	220165	0417780000_0122	014.01.2022	20-000-304-52-5264-0000	70.25
Community Center 120721-010722	220165	0443170000_0122	014.01.2022	20-224-220-52-5264-0000	698.06
Rice Pool 120721-010722	220165	0443170100_0122	014.01.2022	20-222-232-52-5264-0000	7.30
Rice Pool 120721-010722	220165	0443170200_0122	014.01.2022	20-222-232-52-5264-0000	94.26
Vendor Total:					1,990.71
00237                      Dreisilker Electric Motors					
V-Belt	220105	I202965	13003.01.2022	20-101-220-53-5313-0000	37.02
Vendor Total:					37.02
00243                      DuPage County Public Works					
Community Center 100721-120721	220176	15517525_1221	13004.01.2022	20-224-220-52-5264-0000	531.36
Rice Pool 100721-120721	220176	15517528_1221	13004.01.2022	20-222-232-52-5264-0000	44.28
Rice Pool 100721-120721	220176	15520668_1221	13004.01.2022	20-222-232-52-5264-0000	23.18
Vendor Total:					598.82
00287                      Egan, Rebecca					
Mileage Reimbursement for December 2021	220177	123121	13004.01.2022	20-000-112-54-5422-0000	8.62



**Fund**                      **Description**  
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Line Item	Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Vendor Total:						8.62
00323	Government Navigation Group					
	Consulting Services December 2021	220057	1490	13002.01.2022	20-000-000-52-5205-000C	1,333.33
Vendor Total:						1,333.33
00326	Glen Ellyn Park District					
	MFC Soccer Payment to Glen Ellyn per Partners	220244	012022	13005.02.2022	20-220-204-52-5280-445C	25,655.54
Vendor Total:						25,655.54
00335	W W Grainger Inc					
	Seal Kit	220147	9159854430	13003.01.2022	20-101-220-53-5313-000C	124.11
	Pottery Room	220266	9184936475	021.02.2022	20-101-000-53-5313-000C	66.43
Vendor Total:						190.54
00406	Commonwealth Edison					
	Lincoln Marsh Office 121421-011822	220168	8435664018_0122	014.01.2022	20-000-112-52-5260-0000	151.29
Vendor Total:						151.29
00409	Communications Direct Inc					
	Equipment for Reindeer Run	220097	RN167287	13003.01.2022	20-350-302-53-5346-1925	250.00
Vendor Total:						250.00
00417	Constellation NewEnergy Inc					
	Seven Gables Barn 112421-122921	220099	0220031032_1221	13003.01.2022	20-000-000-52-5260-000C	38.43
	Atten Park 120921-011222	220172	0788335008_0122	014.01.2022	20-000-000-52-5260-000C	169.94
	Graf Park/Monroe 120921-011222	220230	0788340009_0122	021.02.2022	20-000-000-52-5260-000C	368.37
	Zamboni Storage 113021-010322	220099	1110160150_0122	013.01.2022	20-220-225-52-5260-000C	204.86
	Graf Park/Monroe 120921-011222	220099	1371090088_0122	013.01.2022	20-000-000-52-5260-000C	94.71
	Central Athletic Complex 120821-011122	220099	6219071053_0122	013.01.2022	20-220-225-52-5260-000C	7,365.25
	Toohey Park 121021-011322	220172	6414387023_0122	014.01.2022	20-000-000-52-5260-000C	338.17
	Clocktower Commons 120821-011122	220172	7123061000_0122	014.01.2022	20-350-303-52-5260-000C	256.08
	Rathje Park 121321-011422	220172	7592636002_0122	014.01.2022	20-000-000-52-5260-000C	104.45
	Girl Scout Cabin 121421-011822	220172	8351594000_0122	014.01.2022	20-000-000-52-5260-000C	62.86
	Boy Scout Cabin 121421-011822	220172	8351596004_0122	014.01.2022	20-000-000-52-5260-000C	42.32
	Mary Lubko Center 120721-011022	220099	8843417003_0122	013.01.2022	20-000-304-52-5260-000C	457.60
Vendor Total:						9,503.04
00436	I.A.P.D.					
	Agency Membership 2022	220186	Dues2022	014.01.2022	20-000-000-54-5425-000C	2,361.02
Vendor Total:						2,361.02
00453	ILLINOIS AMERICAN WATER CO.					
	Lincoln Marsh 121421-011222	220187	1025211695604_012	014.01.2022	20-000-112-52-5264-0000	27.56
Vendor Total:						27.56
00485	Jeff Ellis and Associates Inc					
	Northside Manager Instructor Training	220114	20105824	013.01.2022	20-222-231-54-5432-000C	325.00
Vendor Total:						325.00
00512	Kantor, Gary					
	Magic Show for Birthday Party on 1/8/22	220115	010822	013.01.2022	20-220-208-52-5280-886C	210.00
Vendor Total:						210.00
00615	MENARDS WEST CHICAGO					
	Memorial Stair Railings	220120	43161	013.01.2022	20-101-220-53-5313-000C	428.54

**Fund Description**  
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Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Memorial Stair Railings- Return	220120	43165	013.01.2022	20-101-220-53-5313-0000	-18.20
				Vendor Total:	410.34
00623 Midwest Service & Installation Inc					
Preventative Maintenance for January 2022	220251	138638	021.02.2022	20-350-302-52-5211-0000	840.00
December 2021 Preventive Maintenance	220065	139373	13002.01.2022	20-350-302-52-5211-0000	840.00
				Vendor Total:	1,680.00
00859 Shining Star Productions					
November-December Acting Classes	220137	012222	13003.01.2022	20-220-202-52-5280-2256	1,348.00
				Vendor Total:	1,348.00
00942 Terrace Supply Company					
CO2	220142	70508861	13003.01.2022	20-101-231-53-5334-0000	18.00
				Vendor Total:	18.00
01023 Waste Management of Illinois Inc					
Rice Pool 010122-013122	220148	12272113008_0122	013.01.2022	20-222-232-52-5263-0000	77.78
Community Center 010122-013122	220148	12272113008_0122	013.01.2022	20-224-220-52-5263-0000	275.77
Manchester Park 120121-123121	220148	207653823005_1221	13003.01.2022	20-000-000-52-5263-0000	908.60
				Vendor Total:	1,262.15
01047 Community Unit School District 200					
WN Shootout Basketball Tournament Concession	220169	011822	014.01.2022	20-220-204-52-5280-4447	80.00
				Vendor Total:	80.00
01108 Crystal Maintenance Plus Corp					
Cleaning CAC - January 2022	220051	28050	012.01.2022	20-101-225-52-5212-0000	975.00
CAC Cleaning February 2022	220233	28115	021.02.2022	20-101-225-52-5211-0000	975.00
				Vendor Total:	1,950.00
02254 Marathon Sportswear					
Reindeer Run Shirts	220119	63475	13003.01.2022	20-350-302-53-5346-1925	2,053.42
Reindeer Run Shirts	220119	63475	13003.01.2022	20-350-302-53-5346-1925	7,256.19
Additional Shirts for Reindeer Run 2021	220119	63827	13003.01.2022	20-350-302-53-5346-1925	698.84
				Vendor Total:	10,008.45
02300 Home Depot Credit Services					
Lincoln Marsh	220060	1015712	13002.01.2022	20-220-112-53-5301-6618	33.04
Library	220060	2015596	13002.01.2022	20-220-207-53-5301-7741	204.95
				Vendor Total:	237.99
02460 IWM Corporation					
CC Water Treatment January 2022	220113	21465	013.01.2022	20-101-220-52-5211-0000	415.00
				Vendor Total:	415.00
02505 Village of Lisle					
Lucent Park 112221-123121	220265	124473002_1221	13005.02.2022	20-000-000-52-5264-0000	20.48
				Vendor Total:	20.48
03481 Tressler LLP					
Services through 123121	220264	440270	13005.02.2022	20-000-000-52-5207-0000	69.09
				Vendor Total:	69.09
03754 Comcast Cable					
Community Center 020122-022822	220229	87712004762650_02	021.02.2022	20-224-220-52-5262-0000	4.22

**Fund Description**  
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Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Admin IP Services 122621-012522	220050	87712047315272_01	012.01.2022	20-224-220-52-5262-000C	164.90
Admin IP Services 012622-022522	220229	87712047315272_02	021.02.2022	20-224-220-52-5262-000C	144.90
Admin IP Services 112621-122521	220050	87712047315272_12	13002.01.2022	20-224-220-52-5262-000C	153.40
Central Athletic Center 011622-021522	220096	87712047361631_02	013.01.2022	20-101-225-52-5262-000C	111.85
Mary Lubko Center 011922-021822	220167	87712047526787_02	014.01.2022	20-000-304-52-5262-000C	111.85
Lincoln Marsh 011822-021722	220096	87712047527272_02	013.01.2022	20-000-112-52-5262-000C	111.85
Clocktower Commons 011122-021022	220096	87712047624798_02	013.01.2022	20-350-303-52-5262-000C	111.85
Northside Pool 011122-021022	220096	87712047626371_02	013.01.2022	20-222-231-52-5262-000C	111.85
Central Athletic Complex 011122-021022	220096	87712047708096_02	013.01.2022	20-220-225-52-5262-000C	243.85
Vendor Total:					1,270.52
04109 Power Up Batteries LLC.					
Battery	220256	P48301132	021.02.2022	20-101-220-53-5312-000C	194.40
Vendor Total:					194.40
04232 Folding Partition Services Inc					
Maintenance/Service Call	220240	11218	021.02.2022	20-101-220-52-5211-000C	498.00
Vendor Total:					498.00
04244 Cantigny Foundation					
Inv# E05990 WPD Holiday Party	220091	E05990	13003.01.2022	20-000-000-54-5401-000C	1,000.00
Vendor Total:					1,000.00
04267 Martin Whalen Group Inc					
Community Center - Front Desk 122821-012722	220191	70547_0122	014.01.2022	20-224-220-52-5211-000C	27.77
Community Center - Front Desk 012822-022722	220191	70547_0222	014.01.2022	20-224-220-52-5211-000C	27.77
Community Center - Front Desk 112821-122721	220191	70547_1221	13004.01.2022	20-224-220-52-5211-000C	27.77
Community Center - Front Desk Overage 113021-122721	220191	70547_IN3150475	13004.01.2022	20-224-220-52-5211-000C	12.22
Community Center 122821-012722	220191	72100_0122	014.01.2022	20-224-220-52-5211-000C	20.85
Community Center 012822-022722	220191	72100_0222	014.01.2022	20-224-220-52-5211-000C	20.85
Community Center 112821-122721	220191	72100_1221	13004.01.2022	20-224-220-52-5211-000C	20.85
Community Center Overage 113020-112921	220191	72100_IN3150475	13004.01.2022	20-224-220-52-5211-000C	7.28
Rice Pool 122821-012722	220191	77847_0122	014.01.2022	20-222-232-52-5211-000C	8.48
Rice Pool 012822-022722	220191	77847_0222	014.01.2022	20-222-232-52-5211-000C	8.48
Rice Pool 112821-122721	220191	77847_1221	13004.01.2022	20-222-232-52-5211-000C	8.48
Northside Pool 122821-012722	220191	79033_0122	014.01.2022	20-222-231-52-5211-000C	4.84
Northside Pool 012822-022722	220191	79033_0222	014.01.2022	20-222-231-52-5211-000C	4.84
Northside Pool 112821-122721	220191	79033_1221	13004.01.2022	20-222-231-52-5211-000C	4.84
Northside Pool Overage 113020-112921	220191	79033_IN3150475	13004.01.2022	20-222-231-52-5211-000C	5.83
Parks Plus 122821-012722	220191	86351_0122	014.01.2022	20-350-302-52-5211-000C	16.80
Parks Plus 012822-012722	220191	86351_0222	014.01.2022	20-350-302-52-5211-000C	16.80
Parks Plus 112821-122721	220191	86351_1221	13004.01.2022	20-350-302-52-5211-000C	16.80
Parks Plus Overage 113020-112921	220191	86351_IN3150475	13004.01.2022	20-350-302-52-5211-000C	1.20
Prairie - Marketing 122821-012722	220191	MW81543_0122	014.01.2022	20-000-415-52-5211-000C	470.22
Prairie - Marketing 012822-012722	220191	MW81543_0222	014.01.2022	20-000-415-52-5211-000C	470.22
Prairie - Marketing 112821-122721	220191	MW81543_1221	13004.01.2022	20-000-415-52-5211-000C	470.22
Prairie - Marketing Overage 113020-112921	220191	MW81543_IN31504	13004.01.2022	20-000-415-52-5211-000C	-1,140.44
Mary Lubko Center 122821-012722	220191	MW81956_0122	014.01.2022	20-000-304-52-5211-000C	19.37
Mary Lubko Center 012822-022722	220191	MW81956_0222	014.01.2022	20-000-304-52-5211-000C	19.37
Mary Lubko Center 112821-122721	220191	MW81956_1221	13004.01.2022	20-000-304-52-5211-000C	19.37
Mary Lubko Center Overage 113020-112921	220191	MW81956_IN31504	13004.01.2022	20-000-304-52-5211-000C	-161.66
Lincoln Marsh 122821-012722	220191	MW81957_0122	014.01.2022	20-000-112-52-5211-000C	108.70
Lincoln Marsh 012822-022722	220191	MW81957_0222	014.01.2022	20-000-112-52-5211-000C	108.70
Lincoln Marsh 112821-122721	220191	MW81957_1221	13004.01.2022	20-000-112-52-5211-000C	108.70
Lincoln Marsh Overage 113020-112921	220191	MW81957_IN31504	13004.01.2022	20-000-112-52-5211-000C	-111.48
Community Center 122821-012722	220191	MW82133_0122	014.01.2022	20-224-220-52-5211-000C	148.92
Community Center 012822-022722	220191	MW82133_0222	014.01.2022	20-224-220-52-5211-000C	148.92

**Fund**                      **Description**  
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Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Community Center 112821-122721	220191	MW82133_1221	13004.01.2022	20-224-220-52-5211-0000	148.92
Community Center Overage 113020-112921	220191	MW82133_IN31504	13004.01.2022	20-224-220-52-5211-0000	-233.19
Community Center 122821-012722	220191	MW82278_0122	014.01.2022	20-000-000-52-5211-0000	89.72
Community Center 012822-022722	220191	MW82278_0222	014.01.2022	20-000-000-52-5211-0000	89.72
Community Center 122821-122721	220191	MW82278_1221	13004.01.2022	20-000-000-52-5211-0000	89.72
Community Center Overage 113020-112921	220191	MW82278_IN31504	13004.01.2022	20-000-000-52-5211-0000	-631.82
<b>Vendor Total:</b>					<b>494.95</b>
04296                      Culligan DuPage Soft Water Service Inc					
Water Cooler Rental January 2022	220102	261966_0122R	013.01.2022	20-224-220-52-5220-0000	12.00
Drinking Water December 2021	220102	261966_1221W	13003.01.2022	20-224-220-53-5302-0000	115.34
Water Cooler Rental January 2022	220102	261982_0122R	013.01.2022	20-000-304-52-5220-0000	6.00
Water Cooler Rental January 2022	220102	261990_0122R	013.01.2022	20-000-112-52-5220-0000	6.00
<b>Vendor Total:</b>					<b>139.34</b>
04461                      Soccer 2000 Inc					
Bownet Soccer Goals	220261	1006073	021.02.2022	20-220-204-53-5301-4450	1,176.00
<b>Vendor Total:</b>					<b>1,176.00</b>
04895                      Quadient Leasing USA Inc.					
Postage Lease 111721-021622 N21111223	220199	N9228320	13004.01.2022	20-000-000-52-5220-0000	488.53
<b>Vendor Total:</b>					<b>488.53</b>
05083                      Carlys Kickers LLC					
Soccer Shots - Fall Session II	220044	1232	13002.01.2022	20-220-203-52-5280-3324	3,656.40
<b>Vendor Total:</b>					<b>3,656.40</b>
05540                      Performance Chemical & Supply					
Floor Plans	220197	272027	014.01.2022	20-101-220-53-5313-0000	94.15
<b>Vendor Total:</b>					<b>94.15</b>
05748                      G.A.G. Industries Inc.					
Filters	220180	INV286630	014.01.2022	20-101-220-53-5313-0000	740.14
<b>Vendor Total:</b>					<b>740.14</b>
05810                      US Bank Equipment Finance					
Marketing Jan 2022	220145	81543_0122	013.01.2022	20-000-415-52-5211-0000	568.04
Mary Lubko Center Jan 2022	220145	81956_0122	013.01.2022	20-000-304-52-5211-0000	113.61
Lincoln Marsh Jan 2022	220145	81957_0122	013.01.2022	20-000-112-52-5211-0000	113.61
Community Center Jan 2022	220145	82133_0122	013.01.2022	20-224-220-52-5211-0000	517.23
Community Center Jan 2022	220145	82278_0122	013.01.2022	20-000-000-52-5211-0000	272.66
<b>Vendor Total:</b>					<b>1,585.15</b>
05943                      COEO SOLUTIONS LLC					
Lincoln Marsh 010122-013122	220049	11000057_0122	012.01.2022	20-000-112-52-5262-0000	661.53
Community Center 010122-013122	220049	11000057_0122	012.01.2022	20-224-220-52-5262-0000	1,314.08
<b>Vendor Total:</b>					<b>1,975.61</b>
05975                      SESAC					
Annual Subscription 2022	220136	10555422	013.01.2022	20-000-000-54-5425-0000	556.33
<b>Vendor Total:</b>					<b>556.33</b>
06228                      Voyant Communications					
Community Center 010122-013122	220075	111390_0122	012.01.2022	20-224-220-52-5262-0000	359.57
Northside Pool 010122-013122	220075	111390_0122	012.01.2022	20-222-231-52-5262-0000	88.19
Parks Plus Fitness 010122-013122	220075	111390_0122	012.01.2022	20-350-302-52-5262-0000	145.86

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Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Clocktower Commons 010122-013122	220075	111390_0122	012.01.2022	20-350-303-52-5262-000C	37.31
Lincoln Marsh 010122-013122	220075	111390_0122	012.01.2022	20-000-112-52-5262-0000	132.30
Mary Lubko Center 010122-013122	220075	111390_0122	012.01.2022	20-000-304-52-5262-000C	84.80
Marketing 010122-013122	220075	111390_0122	012.01.2022	20-000-415-52-5262-000C	91.59
CC Maintenance 010122-013122	220075	111390_0122	012.01.2022	20-101-000-52-5262-000C	20.35
Rec Dept 010122-013122	220075	111390_0122	012.01.2022	20-000-000-52-5262-000C	64.45
Leagues 010122-013122	220075	111390_0122	012.01.2022	20-220-204-52-5262-000C	103.46
Athletics 010122-013122	220075	111390_0122	012.01.2022	20-220-203-52-5262-000C	84.80
Programs 010122-013122	220075	111390_0122	012.01.2022	20-220-000-52-5262-000C	118.72
Vendor Total:					1,331.40
06241 Broadcast Music Inc					
District Annual Fee	220160	41772972	014.01.2022	20-000-000-54-5425-000C	259.67
Vendor Total:					259.67
06250 LRS Holdings LLC					
Rice Pool 020122-022822	220248	47783.3CC_0222	021.02.2022	20-222-232-52-5263-000C	28.60
Community Center 020122-022822	220248	47783.3CC_0222	021.02.2022	20-224-220-52-5263-000C	101.40
Manchester Park 020122-022822	220248	47783.4 PSC_0222	021.02.2022	20-000-000-52-5263-000C	36.50
Portable Unit Briar Patch October 2021	220190	PS414774	13004.01.2022	20-000-000-52-5210-000C	63.87
Portable Unit Emerson October 2021	220190	PS414775	13004.01.2022	20-220-204-52-5280-4454	52.25
Portable Unit Whittier October 2021	220190	PS414780	13004.01.2022	20-220-204-52-5280-4457	52.25
Portable Unit Graf October 2021	220190	PS414781	13004.01.2022	20-220-204-52-5280-4457	90.00
Portable Unit Edison October 2021	220190	PS414782	13004.01.2022	20-221-223-52-5210-4211	52.25
Portable Unit Northside October 2021	220190	PS414783	13004.01.2022	20-221-223-52-5210-4211	90.00
Portable Unit Franklin October 2021	220190	PS414784	13004.01.2022	20-221-222-52-5210-000C	52.25
Portable Unit Hoffman October 2021	220190	PS414785	13004.01.2022	20-221-223-52-5210-4211	52.25
Portable Unit Madison October 2021	220190	PS414787	13004.01.2022	20-221-223-52-5210-4211	52.25
Portable Unit Scottsdale October 2021	220190	PS414788	13004.01.2022	20-221-223-52-5210-4211	52.25
Portable Unit Washington October 2021	220190	PS414789	13004.01.2022	20-221-222-52-5210-000C	52.25
Portable Unit Wiesbrook October 2021	220190	PS414790	13004.01.2022	20-221-222-52-5210-000C	52.25
Portable Unit CAC December 2021	220190	PS426525	13004.01.2022	20-220-204-52-5280-4457	128.47
Portable Unit Atten December 2021	220190	PS426526	13004.01.2022	20-221-223-52-5210-4211	60.97
Vendor Total:					1,070.06
06307 Neuco Inc					
Supplies	220122	5566814	013.01.2022	20-101-220-53-5313-000C	1,411.96
Vendor Total:					1,411.96
06539 Runco Office Supply & Equipment Co					
Office Supplies	220070	851638-0	13002.01.2022	20-224-220-53-5302-000C	170.82
Office Supplies	220070	852091-0	13002.01.2022	20-224-220-53-5302-000C	8.00
Vendor Total:					178.82
06542 Peerless Network Inc					
Recreation 011522-021422	220126	97900018657_0222	013.01.2022	20-000-000-52-5262-000C	259.19
Vendor Total:					259.19
06630 Buckeye International Inc.					
Supplies	220089	90382279	013.01.2022	20-101-220-53-5316-000C	1,212.02
Paper Towels	220224	90385257	021.02.2022	20-101-220-53-5316-000C	624.00
Vendor Total:					1,836.02
06641 To The Next Level Inc.					
Winter Break Camps	220144	001116	13003.01.2022	20-220-203-52-5280-3343	853.85
Tournament Registration Fees for Feeder Basket	220263	011822	021.02.2022	20-220-204-52-5280-4445	290.00

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Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Vendor Total:					1,143.85
06674 Lingo Communications LLC					
CAC 010422-020322	220117	960579_0222	013.01.2022	20-220-203-52-5262-000C	49.80
Programs 010422-020322	220117	960579_0222	013.01.2022	20-220-000-52-5262-000C	99.60
Northside Pool 010422-020322	220117	960579_0222	013.01.2022	20-222-231-52-5262-000C	49.80
Community Center 010422-020322	220117	960579_0222	013.01.2022	20-224-220-52-5262-000C	199.20
Mary Lubko Center 010422-020322	220117	960579_0222	013.01.2022	20-000-304-52-5262-000C	49.80
Lincoln Marsh 010422-020322	220117	960579_0222	013.01.2022	20-000-112-52-5262-000C	49.80
Toohy/Safety City 010422-020322	220117	960579_0222	013.01.2022	20-000-000-52-5262-000C	49.80
Vendor Total:					547.80
06681 Billstay Corp					
Race Route Postcard Mailing	220158	66054	014.01.2022	20-350-302-53-5346-1925	436.96
Vendor Total:					436.96
06706 E.J. Rohn Company					
CAC Matt Service December 2021	220053	1088141	13002.01.2022	20-101-225-52-5211-0000	165.39
CAC Matt Service December 2021	220053	1090135	13002.01.2022	20-101-225-52-5211-0000	165.39
Vendor Total:					330.78
06731 Kornichuk, Karen					
Watercolors Fall 2021	220061	122121	13002.01.2022	20-220-305-52-5280-1021	190.08
Vendor Total:					190.08
06867 Berger, Scott					
Reimbursement to Asst Coach Silver Series Fox	220156	112921	014.01.2022	20-221-223-54-5405-4455	509.85
Vendor Total:					509.85
06976 ALL IN Athletics					
Jr Feeder and Feeder Team Training	220041	0010	13002.01.2022	20-220-204-52-5280-4445	1,592.50
Jr Feeder and Feeder Team Training	220041	0010	13002.01.2022	20-220-203-52-5280-3353	5,817.57
Jr Feeder Basketball Program	220218	1011	021.02.2022	20-220-203-52-5280-3353	780.78
Vendor Total:					8,190.85
06978 Chicagoland Whistles Inc.					
12/15/21 Basketball Referee	220047	1282	13002.01.2022	20-220-204-52-5280-444C	1,074.00
12/15/21 Basketball Referee	220047	1282	13002.01.2022	20-220-204-52-5280-4445	688.00
Basketball Invoice 010122-011622	220164	1297	014.01.2022	20-220-204-52-5280-444C	2,870.00
Basketball Invoice 010122-011622	220164	1297	014.01.2022	20-220-204-52-5280-4445	1,636.00
Basketball Invoice 010122-011622	220164	1297	014.01.2022	20-220-204-52-5280-4447	1,967.00
Vendor Total:					8,235.00
06985 Floods Royal Flush Inc.					
Portable Unit Atten Park January 2022	220056	I11750	012.01.2022	20-101-225-52-5211-0000	200.00
Portable Unit Central Athletic Complex January	220056	I11751	012.01.2022	20-101-225-52-5211-0000	300.00
Portable Unit Northside Shelter January 2022	220056	I11755	012.01.2022	20-000-112-52-5210-0000	200.00
Portable Units Central Athletic Complex Februar	220239	I12170	021.02.2022	20-220-204-52-5280-4457	300.00
Portable Units Seven Gables February 2022	220239	I12172	021.02.2022	20-220-204-52-5280-4453	300.00
Portable Units Northside Shelter February 2022	220239	I12174	021.02.2022	20-221-223-52-5210-4211	200.00
Vendor Total:					1,500.00
07000 Athletico Management LLC					
Football Trainers	220222	822423	13005.02.2022	20-221-222-52-5283-000C	2,752.50
Vendor Total:					2,752.50

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Vendor No	Vendor Name					
Line Item Description		Check No	Invoice Number	Batch Number	GL Account Number	Amount
Fund Total:						107,170.97
22	Cosley Zoo					
00020	Albertsons					
Medication		220040	661485-122121-0	13002.01.2022	22-501-000-53-5309-000C	16.59
Vendor Total:						16.59
00035	Association of Zoos & Aquariums					
AZA Annual Dues		220043	304849	012.01.2022	22-501-000-54-5425-000C	6,383.00
Vendor Total:						6,383.00
00046	Animal Medical Clinic					
Monthly Retainer		220083	163652	13003.01.2022	22-501-000-52-5210-000C	250.00
Veterinary Medications		220083	163652	13003.01.2022	22-501-000-53-5309-000C	224.48
Veterinary Services		220083	163652	13003.01.2022	22-501-000-54-5424-000C	1,196.07
Needles		220083	163652	13003.01.2022	22-501-000-53-5336-000C	11.50
Coyote Food		220083	163652	13003.01.2022	22-501-000-53-5339-000C	31.61
Vendor Total:						1,713.66
00158	CDW Government Inc.					
Tablet for Zoo Monitor		220046	Q058200	13002.01.2022	22-501-000-54-5432-000C	738.16
Document Camera		220093	Q108399	13003.01.2022	22-501-000-54-5432-000C	693.05
SMARTboard		220226	R481498	13005.02.2022	22-501-000-53-5338-000C	4,926.52
Vendor Total:						6,357.73
00192	City of Wheaton					
Cosley Welcome Center 010122-033122		220227	WH6204_0322	021.02.2022	22-501-000-52-5211-0000	255.00
Cosley Zoo White Barn 010122-033122		220227	WH6323_0322	021.02.2022	22-501-000-52-5211-0000	255.00
Cosley Zoo Kiebler Barn 010122-033122		220227	WH6678_0322	021.02.2022	22-501-000-52-5211-0000	255.00
Cosley Zoo/Chicken House 010122-033122		220227	WH6936_0322	021.02.2022	22-501-000-52-5211-0000	255.00
Cosley Zoo Bobcat Exhibit 010122-033122		220227	WH6945_0322	021.02.2022	22-501-000-52-5211-0000	255.00
Vendor Total:						1,275.00
00193	City of Wheaton					
Cosley Welcome Center 120621-010622		220165	0067810100_0122	014.01.2022	22-501-000-52-5264-000C	35.88
Cosley Zoo 120621-010622		220165	0310000100_0122	014.01.2022	22-501-000-52-5264-000C	113.45
Cosley Zoo 120621-010622		220165	0310000200_0122	014.01.2022	22-501-000-52-5264-000C	250.25
Cosley Bobcat 120621-010622		220165	0310000300_0122	014.01.2022	22-501-000-52-5264-000C	35.88
Vendor Total:						435.46
00240	Duchaj Bros.					
145 Bales of Hay		220235	012522	021.02.2022	22-501-000-53-5339-000C	978.75
Vendor Total:						978.75
00417	Constellation NewEnergy Inc					
Cosley Welcome Center 121421-011822		220230	0793155067_0122	021.02.2022	22-501-000-52-5260-000C	77.94
Cosley Zoo 121421-011822		220230	8519798002_0122	021.02.2022	22-501-000-52-5260-000C	3,394.89
Vendor Total:						3,472.83
00418	Conserv FS Inc.					
Ice Melt		220098	6412506	013.01.2022	22-501-000-53-5316-000C	909.75
Vendor Total:						909.75
00437	Reedy Equipment Services Inc.					
Ice Machine Rental January 2022		220131	0397105	013.01.2022	22-501-000-52-5220-000C	39.67

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Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Vendor Total:					39.67
00458                      IMAGE SPORTSWEAR & SOUVENIRS					
Staff Shirts	220111	20220006	13003.01.2022	22-501-000-53-5330-000C	957.75
Staff Shirts	220111	20220007	13003.01.2022	22-501-000-53-5330-000C	940.00
Staff Shirts	220111	20220008	13003.01.2022	22-501-000-53-5330-000C	853.35
Vendor Total:					2,751.10
00550                      Legrand, Laura					
Mileage Reimbursement November 2021	220062	113021	13002.01.2022	22-501-000-54-5422-000C	15.68
Mileage Reimbursement for December 2021	220246	123121	13005.02.2022	22-501-000-54-5422-000C	17.92
Vendor Total:					33.60
00680                      Northern Illinois Gas Company					
Cosley Zoo 121621-011822	220195	3015221000_0122	014.01.2022	22-501-000-52-5261-000C	371.31
Cosley Welcome Center 121621-011822	220195	3615221000_0122	014.01.2022	22-501-000-52-5261-000C	80.13
Vendor Total:					451.44
00738                      CTM Group Inc.					
Reimbursement of 75% of Souvenir Penny Sales 220101		DEC21PENJE-1223	13003.01.2022	22-501-000-54-5433-000C	113.25
Vendor Total:					113.25
01023                      Waste Management of Illinois Inc					
Cosley Zoo 010122-013122	220148	12272113008_0122	013.01.2022	22-501-000-52-5263-000C	749.26
Vendor Total:					749.26
01042                      WHEATON MEAT CO INC					
Bones	220076	16768	13002.01.2022	22-501-000-53-5339-000C	224.10
Vendor Total:					224.10
01082                      Young's Grain Farms					
175 Bales of Straw	220212	594555	014.01.2022	22-501-000-53-5336-000C	743.75
175 Bales of Straw	220078	594556	012.01.2022	22-501-000-53-5336-000C	743.75
Vendor Total:					1,487.50
03754                      Comcast Cable					
Cosley Zoo 011122-021022	220096	87712047625845_02	013.01.2022	22-501-000-52-5262-000C	111.85
Vendor Total:					111.85
04267                      Martin Whalen Group Inc					
Cosley Zoo- Front Desk Overage 113020-11292	220191	87205_IN3150475	13004.01.2022	22-501-000-52-5211-0000	260.71
Cosley Zoo 122821-012722	220191	MW81955_0122	014.01.2022	22-501-000-52-5211-0000	15.27
Cosley Zoo 012822-012722	220191	MW81955_0222	014.01.2022	22-501-000-52-5211-0000	15.27
Cosley Zoo 112821-122721	220191	MW81955_1221	13004.01.2022	22-501-000-52-5211-0000	15.27
Cosley Zoo Overage 113020-112921	220191	MW81955_IN31504	13004.01.2022	22-501-000-52-5211-0000	-154.92
Vendor Total:					151.60
04296                      Culligan DuPage Soft Water Service Inc					
Water Cooler Rental January 2022	220102	261974_0122R	013.01.2022	22-501-000-52-5220-000C	6.00
Drinking Water December 2021	220102	261974_1221W	13003.01.2022	22-501-000-52-5220-000C	47.92
Vendor Total:					53.92
05361                      o8o Leasing LLC					
Reimbursement of a Percent of Wind Machine S: 220196	0521		13004.01.2022	22-501-000-54-5433-000C	68.39
Reimbursement of a Percent of Wind Machine S: 220196	0721		13004.01.2022	22-501-000-54-5433-000C	153.38



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Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Vendor Total:					221.77
05667 Christensen, Ginny					
Mileage Reimbursement December 2021	220048	123121	13002.01.2022	22-501-000-54-5422-000C	24.64
Vendor Total:					24.64
05743 Advanced Intelligence Engineering					
Addition of WIFI in the Classroom	220080	12048	13003.01.2022	22-501-000-53-5338-000C	2,511.43
CZ Laptop Purchased with Classroom Technology	220152	12148	13004.01.2022	22-501-000-53-5302-000C	1,729.38
Vendor Total:					4,240.81
05810 US Bank Equipment Finance					
Cosley Jan 2022	220145	81955_0122	013.01.2022	22-501-000-52-5211-0000	113.61
Vendor Total:					113.61
06228 Voyant Communications					
Cosley 010122-013122	220075	111390_0122	012.01.2022	22-501-000-52-5262-000C	315.47
Vendor Total:					315.47
06250 LRS Holdings LLC					
Cosley Zoo 020122-022822	220248	47783.2 CZ_0222	021.02.2022	22-501-000-52-5263-000C	130.00
Vendor Total:					130.00
06539 Runco Office Supply & Equipment Co					
Office Supplies	220070	849028-0	13002.01.2022	22-501-000-53-5302-000C	91.09
Office Supplies	220070	849028-1	13002.01.2022	22-501-000-53-5302-000C	9.66
Office Supplies	220070	849028-2	13002.01.2022	22-501-000-53-5302-000C	17.59
Vendor Total:					118.34
06542 Peerless Network Inc					
Cosley 011522-021422	220126	97900018657_0222	013.01.2022	22-501-000-52-5262-000C	51.84
Vendor Total:					51.84
06674 Lingo Communications LLC					
Cosley 010422-020322	220117	960579_0222	013.01.2022	22-501-000-52-5262-000C	99.60
Vendor Total:					99.60
06902 Grayslake Feed Sales, Inc.					
Animal Bedding / Litter	220058	19186	13002.01.2022	22-501-000-53-5336-000C	223.30
Bagged Feed	220058	19186	13002.01.2022	22-501-000-53-5339-000C	419.81
Animal Feed	220110	21231	013.01.2022	22-501-000-53-5339-000C	337.28
Animal Bedding	220110	21231	013.01.2022	22-501-000-53-5336-000C	198.75
Animal Bedding Supplies	220184	23637	014.01.2022	22-501-000-53-5336-000C	209.70
Bagged Feed	220184	23637	014.01.2022	22-501-000-53-5339-000C	596.01
Vendor Total:					1,984.85
07001 Rileighs Outdoor Decor LLC					
Replacement Christmas Bulbs	220133	INV1263	13003.01.2022	22-501-000-53-5312-000C	997.57
Vendor Total:					997.57
Fund Total:					36,008.56
23 Liability					
00725 Park District Risk Mgmt Agency					
Property Insurance December 2021	220125	1221023	13003.01.2022	23-000-000-52-5270-000C	12,107.62
Public Liability Insurance December 2021	220125	1221023	13003.01.2022	23-000-000-52-5271-000C	5,907.44

Fund Description

Vendor No Vendor Name

Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Workers Comp Insurance December 2021	220125	1221023	13003.01.2022	23-000-000-52-5273-000C	17,100.17
Employment Practices Insurance December 2021	220125	1221023	13003.01.2022	23-000-000-52-5276-000C	1,983.87
Pollution Insurance December 2021	220125	1221023	13003.01.2022	23-000-000-52-5277-000C	359.19
Vendor Total:					37,458.29
06895 Protect My Ministry, LLC					
Background Checks	220069	919740	13002.01.2022	23-418-000-52-5208-000C	35.00
Vendor Total:					35.00
06940 Advocate Health and Hospitals Corporation					
Back Evaluations	220216	815034	13005.02.2022	23-418-000-52-5208-000C	57.00
Back Evaluations	220216	815339	13005.02.2022	23-418-000-52-5208-000C	300.00
Vendor Total:					357.00
Fund Total:					37,850.29
30 Debt Service					
00879 Speer Financial Inc					
2021 GO Bond Issuance Fees from Municipal A	220138	197-21	13003.01.2022	30-000-000-52-5215-000C	8,700.00
Vendor Total:					8,700.00
Fund Total:					8,700.00
40 Capital Projects					
00418 Conserv FS Inc.					
Ecosalt	220098	6412426	013.01.2022	40-101-000-53-5302-000C	648.00
Vendor Total:					648.00
01086 Zenon Company					
Memorial Benches	220079	7109	13002.01.2022	40-101-000-53-5338-000C	5,710.00
Vendor Total:					5,710.00
02300 Home Depot Credit Services					
Bags of Concrete	220060	351332	13002.01.2022	40-101-000-53-5302-000C	118.49
NSP Bike Rack	220060	4351355	13002.01.2022	40-101-000-53-5302-000C	103.49
Bike Rack	220060	5022624	13002.01.2022	40-101-000-53-5302-000C	57.32
Vendor Total:					279.30
05050 Wheaton Mulch Inc.					
Mulch	220077	21-5841	13002.01.2022	40-101-000-53-5349-000C	64.00
Vendor Total:					64.00
05319 Rotary Club of Central DuPage AM					
Rotary Dues 010122-033122	220201	0708	014.01.2022	40-000-000-54-5425-000C	140.00
Vendor Total:					140.00
05747 Landscape Material & Firewood Sales Inc.					
Limestone	220116	000252	13003.01.2022	40-101-000-53-5302-000C	140.17
Vendor Total:					140.17
06048 Compass Minerals America Inc.					
District Salt	220170	924161	014.01.2022	40-101-000-53-5302-000C	1,439.77
Vendor Total:					1,439.77
06228 Voyant Communications					
Planning 010122-013122	220075	111390_0122	012.01.2022	40-101-000-52-5262-000C	61.06

**Fund**                      **Description**  
**Vendor No**              **Vendor Name**

Line	Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Vendor Total:						61.06
06605	BHFX LLC					
	Bond Copies	220157	411728	014.01.2022	40-000-000-52-5235-000C	36.25
Vendor Total:						36.25
06632	Nevin Hedlund Architects Inc.					
	LM Garage	220253	3	13005.02.2022	40-800-822-53-5301-000C	1,500.00
Vendor Total:						1,500.00
Fund Total:						10,018.55
60	Golf Fund					
00007	Aramark					
	Inv# 602000202914 Banquet Linens	220154	602000202914	13004.01.2022	60-612-901-52-5222-000C	203.40
	Inv# 602000202914 Restaurant Linens	220154	602000202914	13004.01.2022	60-612-902-52-5222-000C	89.74
	Inv# 602000205148 Restaurant Supplies	220154	602000205148	014.01.2022	60-612-902-52-5222-000C	89.74
	Inv# 602000205148 Banquet Supplies	220154	602000205148	014.01.2022	60-612-901-52-5222-000C	190.90
	Inv# 602000207590 Banquet Supplies	220154	602000207590	014.01.2022	60-612-901-52-5222-000C	197.15
	Inv# 602000207590 Restaurant Supplies	220154	602000207590	014.01.2022	60-612-902-52-5222-000C	89.74
	Inv# 602000210073 Banquet Linen	220220	602000210073	021.02.2022	60-612-901-52-5222-000C	197.15
	Inv# 602000210073 Restaurant Linen	220220	602000210073	021.02.2022	60-612-902-52-5222-000C	89.74
Vendor Total:						1,147.56
00032	Alpha Graphics					
	Signs for 2022 AGC Events	220042	167262	012.01.2022	60-612-415-54-5426-000C	70.00
	Signs for 2022 AGC Events	220042	167301	012.01.2022	60-612-415-54-5426-000C	35.00
Vendor Total:						105.00
00071	Audubon International					
	Audubon International Dues 2022	220155	12417-2022	014.01.2022	60-000-000-54-5425-000C	500.00
	Audubon International Site Visit Expenses	220085	AI-1326	013.01.2022	60-000-000-54-5425-000C	648.25
Vendor Total:						1,148.25
00085	The Davey Tree Expert Company					
	Oak Tree Treatment	220072	916160846	13002.01.2022	60-601-000-54-5419-000C	1,800.00
Vendor Total:						1,800.00
00091	Dynamic Brands LLC					
	12 Rental Pull Carts	220236	INV1520071	021.02.2022	60-611-912-53-5342-0000	2,560.00
Vendor Total:						2,560.00
00125	Black Gold Septic Inc					
	Inv# 32266	220086	32266	13003.01.2022	60-000-000-52-5263-000C	425.00
Vendor Total:						425.00
00187	Christensen, Robert					
	Mileage Reimbursement for December 2021	220094	123121	13003.01.2022	60-000-000-54-5422-000C	60.48
Vendor Total:						60.48
00192	City of Wheaton					
	Board Meeting December 2021	220227	510519	13005.02.2022	60-000-000-54-5401-000C	101.66
Vendor Total:						101.66
00193	City of Wheaton					
	AGC Clubhouse 120721-010722	220165	0293553000_0122	014.01.2022	60-000-000-52-5264-000C	645.96

**Fund**                      **Description**  
**Vendor No**              **Vendor Name**

Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
AGC Maintenance Building 120721-010722	220165	0293553100_0122	014.01.2022	60-000-000-52-5264-000C	123.26
AGC Chemical Building 120721-010722	220165	0293553200_0122	014.01.2022	60-000-000-52-5264-000C	92.01
Vendor Total:					861.23
00269                      Euclid Beverage					
Inv# W-2821583 Beer	220106	W-2821583	13003.01.2022	60-000-000-14-1412-000C	1,082.70
Inv# W-2824992 Beer	220178	W-2824992	014.01.2022	60-000-000-14-1412-000C	538.10
Inv# W-2828431 Beer	220178	W-2828431	014.01.2022	60-000-000-14-1412-000C	340.60
Vendor Total:					1,961.40
00293                      Fortune Fish Company					
Inv# 896654 Seafood	220107	896654	13003.01.2022	60-000-000-14-1411-0000	644.21
Inv# 907846 Seafood	220179	907846	014.01.2022	60-000-000-14-1411-0000	259.08
Inv# 907846 General Grocery	220179	907846	014.01.2022	60-000-000-14-1415-000C	205.44
Inv# 912226 Seafood	220179	912226	014.01.2022	60-000-000-14-1411-0000	117.10
Inv# 921716 Seafood	220179	921716	014.01.2022	60-000-000-14-1411-0000	628.10
Inv# 933529 Seafood	220241	933529	021.02.2022	60-000-000-14-1411-0000	515.80
Inv# 933529 General Grocery	220241	933529	021.02.2022	60-000-000-14-1415-000C	95.20
Vendor Total:					2,464.93
00316                      Gemplers Inc.					
Shipper Saver Contract	220181	INV0004487409	014.01.2022	60-601-000-53-5330-000C	69.00
Nirile Gloves/Rainsuits/Hard Hats/Safety Glasse	220242	INV0004487495	021.02.2022	60-601-000-53-5330-000C	1,870.58
Vendor Total:					1,939.58
00323                      Government Navigation Group					
Consulting Services December 2021	220057	1490	13002.01.2022	60-000-000-52-5205-000C	1,333.34
Vendor Total:					1,333.34
00334                      Gordon Food Service					
Inv# 215606463 Meat	220109	215606463	13003.01.2022	60-000-000-14-1411-0000	102.66
Inv# 215606463 General Grocery	220109	215606463	13003.01.2022	60-000-000-14-1415-000C	95.94
Inv# 753220591 Produce	220183	753220591	014.01.2022	60-000-000-14-1413-000C	33.08
Inv# 770241904 General Grocery	220245	770241904	021.02.2022	60-000-000-14-1415-000C	5.98
Vendor Total:					237.66
00417                      Constellation NewEnergy Inc					
Orchard Gate 121021-011322	220172	0051046274_0122	014.01.2022	60-000-000-52-5260-000C	29.03
AGC Clubhouse 121021-011322	220099	0581101000_0122	013.01.2022	60-000-000-52-5260-000C	45.01
AGC Clubhouse 121021-011322	220172	6414622009_0122	014.01.2022	60-000-000-52-5260-000C	10,378.14
Vendor Total:					10,452.18
00419                      Consumers Packing Co.					
Inv# 380743 Meat	220100	380743	13003.01.2022	60-000-000-14-1411-0000	4,298.36
Inv# 380860 Meat	220100	380860	13003.01.2022	60-000-000-14-1411-0000	904.73
Inv# 380953 Meat	220173	380953	014.01.2022	60-000-000-14-1411-0000	1,513.45
Inv# 381072 Meat	220173	381072	014.01.2022	60-000-000-14-1411-0000	576.86
Inv# 381148 Meat	220173	381148	014.01.2022	60-000-000-14-1411-0000	1,158.15
Inv# 381263 Meat	220231	381263	021.02.2022	60-000-000-14-1411-0000	1,088.53
Inv# 381430 Meat	220231	381430	021.02.2022	60-000-000-14-1411-0000	1,130.42
Vendor Total:					10,670.50
00436                      I.A.P.D.					
Agency Membership 2022	220186	Dues2022	014.01.2022	60-000-000-54-5425-000C	2,361.01
Vendor Total:					2,361.01

**Fund**                      **Description**  
**Vendor No**            **Vendor Name**

Line Item	Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
00532	Imperial Bag & Paper Co LLC					
Cleaning Supplies		220112	1760333-00	013.01.2022	60-000-000-53-5316-000C	474.20
Vendor Total:						474.20
00578	LOUIS GLUNZ WINES INC.					
Inv# G-1693772 Wine		220189	G-1693772	014.01.2022	60-000-000-14-1412-000C	112.00
Vendor Total:						112.00
00615	MENARDS WEST CHICAGO					
Inv# 43037		220120	43037	013.01.2022	60-000-000-53-5313-000C	102.88
Invoice #43808 Supplies		220250	43808	021.02.2022	60-601-000-53-5315-000C	95.56
1/2 Round Electrical Boxes/Wire Rack/Fly Ribb		220250	43852	021.02.2022	60-601-000-53-5313-000C	54.31
Vendor Total:						252.75
00719	PADDOCK PUBLICATIONS INC					
2022 Arrowhead Subscription		220124	306034	013.01.2022	60-000-000-54-5425-000C	306.80
Vendor Total:						306.80
00792	Reinders Inc					
PVC Repair Couplings		220132	4284496-00	13003.01.2022	60-601-000-53-5343-000C	889.73
Invoice # 6003489-01		220132	6003489-01	13003.01.2022	60-601-000-53-5315-000C	154.93
Invoices # 6004369-00		220132	6004369-00	13003.01.2022	60-601-000-53-5315-000C	117.59
Invoices # #6004369-01		220132	6004369-01	13003.01.2022	60-601-000-53-5315-000C	137.92
Vendor Total:						1,300.17
00825	Russo Hardware Inc					
Invoice # SPI10938454		220134	SPI10938454	013.01.2022	60-601-000-53-5315-000C	202.70
Vendor Total:						202.70
00841	Schamberger Bros. Inc.					
Inv# 0000437926 Beer		220135	0000437926	13003.01.2022	60-000-000-14-1412-000C	141.00
Vendor Total:						141.00
00874	Southern Glazer's Wine And Spirits, LLC					
Inv# 4017522 Liquor		220202	4017522	014.01.2022	60-000-000-14-1412-000C	1,012.92
Inv# 4025995 Liquor		220202	4025995	014.01.2022	60-000-000-14-1412-000C	1,183.83
Inv# 4034541 Liquor		220202	4034541	014.01.2022	60-000-000-14-1412-000C	1,172.72
Vendor Total:						3,369.47
00911	Stuever & Sons Inc					
Inv# 0363577 Beer Line Cleaning		220203	0363577	014.01.2022	60-612-000-52-5210-000C	96.00
Inv# 0364992 Santi Strips		220203	0364992	014.01.2022	60-612-902-53-5388-000C	20.00
Inv# 0364992 Beer Line Cleaning		220203	0364992	014.01.2022	60-612-000-52-5210-000C	96.00
Vendor Total:						212.00
00923	Superior Beverage Co. Inc.					
Inv# 425056		220140	425056	13003.01.2022	60-000-000-14-1412-000C	161.25
Inv# 426491 Beer		220204	426491	014.01.2022	60-000-000-14-1412-000C	269.80
Vendor Total:						431.05
00948	THE ANTIGUA GROUP INC					
Mens Polo Shirts		220143	AIN-2323885	13003.01.2022	60-000-000-14-1431-000C	223.29
Vendor Total:						223.29
00956	Titleist					
T200 Irons OG		220206	912479829	014.01.2022	60-000-000-14-1430-000C	884.65

**Fund**                      **Description**  
**Vendor No**              **Vendor Name**

Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Vendor Total:					884.65
01023                      Waste Management of Illinois Inc					
Arrowhead GC 010122-013122	220148	12272113008_0122	013.01.2022	60-000-000-52-5263-000C	413.35
Vendor Total:					413.35
01053                      Wilson Sporting Goods Company					
Duo Fill 18 Doz	220149	4536621281	13003.01.2022	60-000-000-14-1431-000C	246.53
Vendor Total:					246.53
01058                      Chicago Beverage Systems, LLC					
Inv# 254319 Beer	220163	254319	014.01.2022	60-000-000-14-1412-000C	236.60
Vendor Total:					236.60
02231                      Sysco-Chicago					
Inv# 524091719 Banquet Supplies	220205	524091719	13004.01.2022	60-612-901-53-5390-000C	-33.66
Inv# 524147320 Banquet Supplies	220205	524147320	13004.01.2022	60-612-901-53-5390-000C	29.91
Inv# 524147320 Restaurant Supplies	220205	524147320	13004.01.2022	60-612-902-53-5388-000C	29.91
Inv# 524145039 Banquet Supplies	220205	524154039	13004.01.2022	60-612-901-53-5390-000C	12.12
Inv# 524145039 Restaurant Supplies	220205	524154039	13004.01.2022	60-612-902-53-5388-000C	12.11
Inv# 524156011 General Grocery	220205	524156011	13004.01.2022	60-000-000-14-1415-000C	48.94
Inv# 524179404 Banquet Supplies	220205	524179404	13004.01.2022	60-612-901-53-5390-000C	102.86
Inv# 524189651 Banquet Supplies	220205	524189651	13004.01.2022	60-612-901-53-5390-000C	167.44
Inv# 524197588 Banquet Supplies	220205	524197588	13004.01.2022	60-612-901-53-5390-000C	167.44
Inv# 524197591 Restaurant Supplies	220205	524197591	13004.01.2022	60-612-902-53-5388-000C	36.12
Inv# 524197913 Cleaning Supplies	220141	524197913	13003.01.2022	60-612-000-53-5316-000C	208.55
Inv# 524197913 Restaurant Supplies	220141	524197913	13003.01.2022	60-612-902-53-5388-000C	1,001.50
Inv# 524197913 Non-Alcoholic Beverages	220141	524197913	13003.01.2022	60-000-000-14-1416-000C	119.13
Inv# 524197913 Produce	220141	524197913	13003.01.2022	60-000-000-14-1413-000C	46.50
Inv# 524197913 Dairy	220141	524197913	13003.01.2022	60-000-000-14-1414-000C	667.81
Inv# 524197913 General Grocery	220141	524197913	13003.01.2022	60-000-000-14-1415-000C	1,554.43
Inv# 524197913 Meat	220141	524197913	13003.01.2022	60-000-000-14-1411-000C	1,414.74
Inv# 524197913 Meat	220141	524197913	13003.01.2022	60-000-000-14-1411-000C	887.85
Inv# 524201174 Meat	220141	524201174	13003.01.2022	60-000-000-14-1411-000C	279.04
Inv# 524201174 General Grocery	220141	524201174	13003.01.2022	60-000-000-14-1415-000C	914.66
Inv# 524201174 Dairy	220141	524201174	13003.01.2022	60-000-000-14-1414-000C	374.87
Inv# 524201174 Restaurant Supplies	220141	524201174	13003.01.2022	60-612-902-53-5388-000C	648.78
Inv# 524201174 Cleaning Supplies	220141	524201174	13003.01.2022	60-612-000-53-5316-000C	721.45
Inv# 524201174 Banquet Supplies	220141	524201174	13003.01.2022	60-612-901-53-5390-000C	648.78
Inv# 524204776 Restaurant Supplies	220205	524204776	13004.01.2022	60-612-902-53-5388-000C	44.64
Inv# 524205334 Cleaning Supplies	220205	524205334	13004.01.2022	60-612-000-53-5316-000C	96.44
Inv# 524205334 Restaurant Supplies	220205	524205334	13004.01.2022	60-612-902-53-5388-000C	79.22
Inv# 524205334 Meat	220205	524205334	13004.01.2022	60-000-000-14-1411-000C	287.02
Inv# 524205334 Meat	220205	524205334	13004.01.2022	60-000-000-14-1411-000C	98.25
Inv# 524205334 Dairy	220205	524205334	13004.01.2022	60-000-000-14-1414-000C	475.86
Inv# 524205334 General Grocery	220205	524205334	13004.01.2022	60-000-000-14-1415-000C	1,136.47
Inv# 524213443 Banquet Supplies	220205	524213443	014.01.2022	60-612-901-53-5390-000C	123.12
Inv# 524216144 Banquet Supplies	220205	524216144	014.01.2022	60-612-901-53-5390-000C	272.55
Inv# 524216144 Dairy	220205	524216144	014.01.2022	60-000-000-14-1414-000C	364.84
Inv# 524216144 Meat	220205	524216144	014.01.2022	60-000-000-14-1411-000C	709.47
Inv# 524216144 General Grocery	220205	524216144	014.01.2022	60-000-000-14-1415-000C	928.51
Inv# 524216144 Non-Alcoholic Beverages	220205	524216144	014.01.2022	60-000-000-14-1416-000C	258.22
Inv# 524216144 Restaurant Supplies	220205	524216144	014.01.2022	60-612-902-53-5388-000C	276.55
Inv# 524216144 Cleaning Supplies	220205	524216144	014.01.2022	60-612-000-53-5316-000C	306.54
Inv# 524226486 Cleaning Supplies	220205	524226486	014.01.2022	60-612-000-53-5316-000C	129.10
Inv# 524226486 Dairy	220205	524226486	014.01.2022	60-000-000-14-1414-000C	133.07
Inv# 524226486 General Grocery	220205	524226486	014.01.2022	60-000-000-14-1415-000C	624.05

**Fund**                      **Description**  
**Vendor No**              **Vendor Name**

Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Inv# 524226486 Meat	220205	524226486	014.01.2022	60-000-000-14-1411-0000	74.04
Inv# 524226486 Restaurant Supplies	220205	524226486	014.01.2022	60-612-902-53-5388-000C	393.98
Inv# 524229915 Non-Alcoholic Beverages	220205	524229915	014.01.2022	60-000-000-14-1416-000C	46.60
Inv# 524229915 General Grocery	220205	524229915	014.01.2022	60-000-000-14-1415-000C	465.22
Inv# 524229915 Dairy	220205	524229915	014.01.2022	60-000-000-14-1414-000C	204.87
Inv# 524229915 Meat	220205	524229915	014.01.2022	60-000-000-14-1411-0000	248.83
Inv# 524229915 Meat	220205	524229915	014.01.2022	60-000-000-14-1411-0000	98.25
Inv# 524240011 Cleaning Supplies	220262	524240011	021.02.2022	60-612-000-53-5316-000C	177.85
Inv# 524240011 Restaurant Supplies	220262	524240011	021.02.2022	60-612-902-53-5388-000C	1,129.70
Inv# 524240011 Dairy	220262	524240011	021.02.2022	60-000-000-14-1414-000C	809.52
Inv# 524240011 Meat	220262	524240011	021.02.2022	60-000-000-14-1411-0000	886.17
Inv# 524240011 General Grocery	220262	524240011	021.02.2022	60-000-000-14-1415-000C	2,080.20
Inv# 524240011 Non-Alcoholic Beverages	220262	524240011	021.02.2022	60-000-000-14-1416-000C	408.60
Inv# 524243504 Dairy	220262	524243504	021.02.2022	60-000-000-14-1414-000C	194.21
Inv# 524243504 General Grocery	220262	524243504	021.02.2022	60-000-000-14-1415-000C	495.04
Inv# 524243504 Meat	220262	524243504	021.02.2022	60-000-000-14-1411-0000	335.05
Inv# 524243504 Cleaning Supplies	220262	524243504	021.02.2022	60-612-000-53-5316-000C	125.10
Inv# OBCL424911864 Banquet Supplies	220205	OBCL424911864	13004.01.2022	60-612-901-53-5390-000C	-66.78
Vendor Total:					24,511.65
02263                      Heritage Wine Cellars Ltd.					
Inv# 2097465 Wine	220185	2097465	014.01.2022	60-000-000-14-1412-000C	395.50
Vendor Total:					395.50
02796                      NAPA					
Invoice # 4496-161158	220066	4496-161158	13002.01.2022	60-601-000-53-5315-000C	146.91
Vendor Total:					146.91
03113                      Airgas National Carbonation					
Bulk CO2 Invoice# 9120995820	220081	9120995820	13003.01.2022	60-612-000-52-5220-000C	213.72
Bulk CO2 Invoice# 9121485203	220217	9121485203	021.02.2022	60-612-000-52-5220-000C	152.38
Vendor Total:					366.10
03163                      Advanced Turf Solutions					
Rock Salt	220215	SO978894	13005.02.2022	60-000-000-53-5349-000C	1,207.36
Rock Salt and Calcium Chloride	220215	SO982595	021.02.2022	60-000-000-53-5349-000C	1,129.34
Vendor Total:					2,336.70
03481                      Tressler LLP					
Services through 123121	220264	440270	13005.02.2022	60-000-000-52-5207-000C	69.08
Vendor Total:					69.08
03574                      The Knot Worldwide Inc					
AGC Advertising	220073	INVUSD591525604	012.01.2022	60-612-415-54-5426-000C	3,608.55
Vendor Total:					3,608.55
03754                      Comcast Cable					
AGC Clubhouse 011422-021322	220096	87712049102197_02	013.01.2022	60-000-000-52-5262-000C	248.85
Vendor Total:					248.85
03808                      Classic Staffing Services Inc					
Inv# 10-22005930 Temp Staff for F&B	220095	10-22005930	13003.01.2022	60-612-000-52-5210-000C	583.82
Inv# 10-22005946 Temp Staff for F&B	220095	10-22005946	13003.01.2022	60-612-000-52-5210-000C	321.30
Inv# 10-22005960 Temp Staff for F&B	220228	10-22005960	13005.02.2022	60-612-000-52-5210-000C	286.71
Inv# 10-22005972 Temp Staff F&B	220166	10-22005972	014.01.2022	60-612-000-52-5210-000C	107.10

**Fund**                      **Description**  
**Vendor No**              **Vendor Name**

Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Vendor Total:					1,298.93
04045                      Louis Glunz Beer Inc.					
Inv# 454077 Beer	220247	454077	13005.02.2022	60-612-000-53-5382-000C	321.95
Inv# 492893 Beer	220188	492893	014.01.2022	60-000-000-14-1412-000C	328.95
Vendor Total:					650.90
04111                      Abbott Tree Care Professionals LLC.					
Removal of Specific Trees on Course and Stump 220213	27660		13005.02.2022	60-601-000-54-5419-000C	2,400.00
Vendor Total:					2,400.00
04244                      Cantigny Foundation					
Inv# E05990 WPD Holiday Party	220091	E05990	13003.01.2022	60-000-000-54-5401-000C	972.98
Inv# E05990 WPD Holiday Party	220091	E05990	13003.01.2022	60-000-000-54-5434-000C	4,200.00
Vendor Total:					5,172.98
04267                      Martin Whalen Group Inc					
AGC Clubhouse 122821-012722	220191	70548_0122	014.01.2022	60-611-000-52-5211-0000	19.07
AGC Clubhouse 012822-022722	220191	70548_0222	014.01.2022	60-611-000-52-5211-0000	19.07
AGC Clubhouse 112821-122721	220191	70548_1221	13004.01.2022	60-611-000-52-5211-0000	19.07
AGC Clubhouse Overage 113020-112921	220191	70548_IN3150475	13004.01.2022	60-611-000-52-5211-0000	15.19
AGC Clubhouse 122821-012722	220191	70549_0122	014.01.2022	60-000-000-52-5211-0000	4.06
AGC Clubhouse 012822-022722	220191	70549_0222	014.01.2022	60-000-000-52-5211-0000	4.06
AGC Clubhouse 112821-122721	220191	70549_1221	13004.01.2022	60-000-000-52-5211-0000	4.06
Arrowhead- Maintenance 122821-012722	220191	70559_0122	014.01.2022	60-000-000-52-5211-0000	15.60
Arrowhead- Maintenance 012822-022722	220191	70559_0222	014.01.2022	60-000-000-52-5211-0000	15.60
Arrowhead- Maintenance 112821-122721	220191	70559_1221	13004.01.2022	60-000-000-52-5211-0000	15.60
AGC Clubhouse 122821-012722	220191	70561_0122	014.01.2022	60-612-000-52-5211-0000	12.60
AGC Clubhouse 012822-022722	220191	70561_0222	014.01.2022	60-612-000-52-5211-0000	12.60
AGC Clubhouse 112821-122721	220191	70561_1221	13004.01.2022	60-612-000-52-5211-0000	12.60
AGC Clubhouse Overage 113020-112921	220191	70561_IN3150475	13004.01.2022	60-612-000-52-5211-0000	2.62
AGC Clubhouse 122821-012722	220191	70563_0122	014.01.2022	60-601-000-52-5211-0000	4.54
AGC Clubhouse 012822-022722	220191	70563_0222	014.01.2022	60-601-000-52-5211-0000	4.54
AGC Clubhouse 112821-122721	220191	70563_1221	13004.01.2022	60-601-000-52-5211-0000	4.54
AGC Clubhouse Overage 113020-112921	220191	70563_IN3150475	13004.01.2022	60-601-000-52-5211-0000	5.81
AGC 122821-012722	220191	MW82279_0122	014.01.2022	60-000-000-52-5211-0000	628.52
AGC 012822-022722	220191	MW82279_0222	014.01.2022	60-000-000-52-5211-0000	628.52
AGC 112821-122721	220191	MW82279_1221	13004.01.2022	60-000-000-52-5211-0000	628.52
AGC Overage 113020-112921	220191	MW82279_IN31504	13004.01.2022	60-000-000-52-5211-0000	-1,643.15
Vendor Total:					433.64
04296                      Culligan DuPage Soft Water Service Inc					
Water Cooler Rental January 2022	220102	261958_0122R	013.01.2022	60-000-000-52-5210-000C	18.00
Arrowhead Softner Rental January 2022	220102	261958_0122RS	013.01.2022	60-612-000-52-5210-000C	102.00
Arrowhead Drinking Water December 2021	220102	261958_1221W	13003.01.2022	60-000-000-52-5210-000C	77.87
Vendor Total:					197.87
04508                      Get Fresh Produce Inc.					
Inv# 03943839 Produce	220108	03943839	13003.01.2022	60-000-000-14-1413-000C	1,002.70
Inv# 03946261 Produce	220108	03946261	13003.01.2022	60-000-000-14-1413-000C	698.50
Inv# 03949439 Produce	220182	03949439	014.01.2022	60-000-000-14-1413-000C	651.80
Inv# 03953621 Produce	220182	03953621	014.01.2022	60-000-000-14-1413-000C	385.40
Inv# 03956134 Produce	220182	03956134	014.01.2022	60-000-000-14-1413-000C	532.50
Inv# 03958877 Produce	220243	03958877	021.02.2022	60-000-000-14-1413-000C	1,124.00
Inv# 03963268 Produce	220243	03963268	021.02.2022	60-000-000-14-1413-000C	292.35
Inv# 03963268 General Grocery	220243	03963268	021.02.2022	60-000-000-14-1415-000C	45.70



**Fund**                      **Description**  
**Vendor No**              **Vendor Name**

Line	Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Vendor Total:						4,732.95
04888	Feece Oil Company					
	495 Gallons of Regular Gasoline	220054	3849595	13002.01.2022	60-601-000-53-5348-000C	1,329.55
	800 Gallons of Diesel Fuel	220054	3849596	13002.01.2022	60-601-000-53-5348-000C	2,079.31
Vendor Total:						3,408.86
05138	Wyatts CO2 & Beer Line Cleaning					
	Inv# 28545 Nitro Tank	220211	28545	014.01.2022	60-612-902-53-5388-000C	75.00
	Inv# 28593 Nitro Tank	220211	28593	014.01.2022	60-612-902-53-5388-000C	75.00
Vendor Total:						150.00
05540	Performance Chemical & Supply					
	Cleaning Supplies	220255	271062	13005.02.2022	60-000-000-53-5316-000C	59.24
	Cleaning Supplies	220127	271672	013.01.2022	60-000-000-53-5316-000C	482.68
Vendor Total:						541.92
05810	US Bank Equipment Finance					
	AGC Clubhouse Jan 2022	220145	82279_0122	013.01.2022	60-000-000-52-5211-000C	568.04
Vendor Total:						568.04
05816	Breakthru Beverage Illinois, LLC					
	Inv# 342421852 Liquor	220087	342421852	13003.01.2022	60-000-000-14-1412-000C	371.37
	Inv# 342501496 Liquor	220159	342501496	014.01.2022	60-000-000-14-1412-000C	491.07
	Inv# 342577849 Liquor	220159	342577849	014.01.2022	60-000-000-14-1412-000C	451.38
	Inv# 342650432 Liquor	220159	342650432	014.01.2022	60-000-000-14-1412-000C	593.98
Vendor Total:						1,907.80
05817	Prestige Flag					
	Tournament Pole/Smarty Prism	220067	502476	13002.01.2022	60-601-000-53-5342-000C	505.48
	Flags	220067	502699	13002.01.2022	60-601-000-53-5342-000C	277.50
Vendor Total:						782.98
05943	COEO SOLUTIONS LLC					
	AGC 010122-013122	220049	11000057_0122	012.01.2022	60-000-000-52-5262-000C	787.83
Vendor Total:						787.83
05975	SESAC					
	Annual Subscription 2022	220136	10555422	013.01.2022	60-000-000-54-5425-000C	556.34
Vendor Total:						556.34
06027	DeEtta's Bakery Inc					
	Inv# 3399 General Grocery	220104	3399	13003.01.2022	60-000-000-14-1415-000C	58.85
	Inv# 3400 Wedding Cake	220104	3400	13003.01.2022	60-612-901-52-5292-000C	325.00
	Inv# 3410 Event Sweets	220175	3410	014.01.2022	60-612-901-52-5292-000C	117.80
Vendor Total:						501.65
06029	Cage Engineering Inc.					
	AGC Shoreline	220090	5343	13003.01.2022	60-611-000-57-5701-000C	1,650.00
	AGC Shoreline Stabalization	220161	5384	014.01.2022	60-611-000-57-5701-000C	3,600.00
Vendor Total:						5,250.00
06228	Voyant Communications					
	Golf Admin 010122-013122	220075	111390_0122	012.01.2022	60-000-000-52-5262-000C	22.05
	Marketing 010122-013122	220075	111390_0122	012.01.2022	60-000-415-52-5262-000C	98.38
	Golf Maintenance 010122-013122	220075	111390_0122	012.01.2022	60-601-000-52-5262-000C	64.45

**Fund**                      **Description**  
**Vendor No**              **Vendor Name**

Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Golf 010122-013122	220075	111390_0122	012.01.2022	60-611-000-52-5262-0000	203.53
Banquet 010122-013122	220075	111390_0122	012.01.2022	60-612-901-52-5262-0000	227.28
Restaurant 010122-013122	220075	111390_0122	012.01.2022	60-612-902-52-5262-0000	217.10
Ski 010122-013122	220075	111390_0122	012.01.2022	60-613-000-52-5262-0000	20.35
Vendor Total:					853.14
06241                      Broadcast Music Inc					
District Annual Fee	220160	41772972	014.01.2022	60-000-000-54-5425-0000	259.67
Vendor Total:					259.67
06250                      LRS Holdings LLC					
AGC Clubhouse 020122-022822	220248	47783.1 AGC_0222	021.02.2022	60-000-000-52-5263-0000	197.00
Vendor Total:					197.00
06308                      Westlake Hardware Inc					
Inv 12608206	220267	12608206	13005.02.2022	60-000-000-54-5441-0000	21.19
Invoice # 12608233	220267	12608233	021.02.2022	60-000-000-53-5313-0000	60.25
Silicone for Roof Shingles	220267	12608262	021.02.2022	60-000-000-53-5347-0000	22.11
Junction Boxes/ Connector Combos/Silicone/ Dr	220267	12608268	021.02.2022	60-601-000-53-5313-0000	72.32
Invoice #12608269	220267	12608269	021.02.2022	60-601-000-53-5315-0000	10.05
Invoice # 12608284	220267	12608284	021.02.2022	60-601-000-53-5315-0000	24.54
Tools	220267	12608289	021.02.2022	60-000-000-53-5345-0000	144.88
Vendor Total:					355.34
06353                      Prazak, Kimberly					
Mileage Reimbursement for December 2021	220128	123121	13003.01.2022	60-000-000-54-5422-0000	47.60
Vendor Total:					47.60
06428                      Proficient Window Cleaning, Inc.					
Inv# 6842 Window Cleaning	220198	6842	014.01.2022	60-000-000-53-5316-0000	1,392.00
Vendor Total:					1,392.00
06434                      Concentric Ventures Incorporated					
Inv# 10063 December Liquor Consulting	220171	10063	13004.01.2022	60-612-000-52-5210-0000	1,625.00
Vendor Total:					1,625.00
06542                      Peerless Network Inc					
AGC 011522-021422	220126	97900018657_0222	013.01.2022	60-000-000-52-5262-0000	103.68
Vendor Total:					103.68
06626                      Cozzini Bros, Inc.					
Inv# 10212703 Cutlery Service	220232	C10212703	13005.02.2022	60-612-000-52-5210-0000	32.00
Inv# 10482229 Cutlery Service	220174	C10482229	014.01.2022	60-612-000-52-5210-0000	33.00
Vendor Total:					65.00
06632                      Nevin Hedlund Architects Inc.					
AGC Starter Shelter	220123	1	13003.01.2022	60-611-000-53-5393-0000	2,950.00
Vendor Total:					2,950.00
06640                      Yamaha Motor Finance Corporation U.S.A.					
GPS Lease January 2022	220150	763751	013.01.2022	60-611-000-52-5211-0000	3,080.00
Vendor Total:					3,080.00
06670                      Brinks Incorporated					
01/2022 Armored Services for AGC	220088	11800398	013.01.2022	60-000-000-52-5214-0000	114.42

**Fund**                      **Description**  
**Vendor No**                **Vendor Name**

Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Vendor Total:					114.42
06674                      Lingo Communications LLC					
AGC Golf 010422-020322	220117	960579_0222	013.01.2022	60-611-000-52-5262-000C	180.77
AGC Restaurant 010422-020322	220117	960579_0222	013.01.2022	60-612-902-52-5262-000C	186.26
AGC Banquets 010422-020322	220117	960579_0222	013.01.2022	60-612-901-52-5262-000C	180.77
Vendor Total:					547.80
06687                      Van-Lang Enterprises					
Inv# 104029 General Grocery	220208	104029	014.01.2022	60-000-000-14-1415-000C	630.00
Vendor Total:					630.00
06696                      Pro Staffing Inc.					
Inv# 6932 Temp Staff for F&B	220129	6932	13003.01.2022	60-612-000-52-5210-000C	417.56
Inv# 6956 Temp Staff for F&B	220129	6956	13003.01.2022	60-612-000-52-5210-000C	91.52
Inv# 7026 Temp Staff for F&B	220257	7026	021.02.2022	60-612-000-52-5210-000C	288.47
Vendor Total:					797.55
06900                      Two Brothers Coffee Roasters					
Inv# 22991 Non-Alcoholic Beverages	220207	22991	014.01.2022	60-000-000-14-1416-000C	254.50
Vendor Total:					254.50
06940                      Advocate Health and Hospitals Corporation					
Back Evaluations	220216	815339	13005.02.2022	60-418-902-52-5208-000C	57.00
Back Evaluations	220216	815460	13005.02.2022	60-418-902-52-5208-000C	57.00
Vendor Total:					114.00
Fund Total:					122,849.07
70                          Information Technology					
01006                      Vermont Systems Inc					
2022 VSI Maintenance Support	220209	VS002186	014.01.2022	70-000-000-52-5240-000C	13,151.04
2021 Premigration Training	220146	VS002501	13003.01.2022	70-000-000-52-5240-000C	468.75
Vendor Total:					13,619.79
05743                      Advanced Intelligence Engineering					
Monthly Support January 2022	220214	12128	021.02.2022	70-000-000-52-5240-000C	20,591.95
Vendor Total:					20,591.95
06228                      Voyant Communications					
IS&T 010122-013122	220075	111390_0122	012.01.2022	70-000-000-52-5262-000C	20.35
Vendor Total:					20.35
Fund Total:					34,232.09
75                          Health Insurance					
00270                      Flexible Benefit Service Corp.					
Flex/Cobra Administraton Fees for December 20 220238		FBS-274902	13005.02.2022	75-000-000-52-5274-000C	70.00
Vendor Total:					70.00
06726                      Dearborn Life Insurance Company					
Foundation % Insurance January 2022	220052	010122	012.01.2022	75-000-000-12-1221-000C	5.77
WDSRA % Insurance January 2022	220052	010122	012.01.2022	75-000-000-12-1222-000C	12.28
COBRA Vision Insurance January 2022	220052	010122	012.01.2022	75-000-000-12-1223-000C	12.65
Retiree Vision Insurance January 2022	220052	010122	012.01.2022	75-000-000-21-2137-000C	25.99
Group Term Life Insurance January 2022	220052	010122	012.01.2022	75-000-000-52-5230-000C	1,840.59

**Fund**                      **Description**  
**Vendor No**              **Vendor Name**

Line	Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
	Vision Insurance January 2022	220052	010122	012.01.2022	75-000-000-52-5231-0000	1,420.58
	EAP Insurance January 2022	220103	010122A	013.01.2022	75-000-000-52-5231-0000	497.92
	Foundation% Insurance February 2022	220234	020122	021.02.2022	75-000-000-12-1221-0000	6.12
	WDSRA% Insurance February 2022	220234	020122	021.02.2022	75-000-000-12-1222-0000	12.62
	COBRA - Vision Premiums February 2022	220234	020122	021.02.2022	75-000-000-12-1223-0000	12.65
	Retiree Vision Insurance February 2022	220234	020122	021.02.2022	75-000-000-21-2137-0000	25.99
	Group Term Life Insurance February 2022	220234	020122	021.02.2022	75-000-000-52-5230-0000	2,096.60
	Vision Insurance February 2022	220234	020122	021.02.2022	75-000-000-52-5231-0000	1,251.57
Vendor Total:						7,221.33
Fund Total:						7,291.33
Report Total:						412,706.15



TO: Board of Commissioners

FROM: Matthew Jay, Human Resource Manager

THROUGH: Michael Benard, Executive Director

RE: Comprehensive Revision and Update of the  
Wheaton Park District Personnel Policies

DATE: February 16, 2022

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### **SUMMARY:**

As a best practice, and to keep up with frequently changing laws, a comprehensive legal update and review of our Personnel Policy Manual should be conducted every three years by an attorney. Our 2022 review was conducted by Senior Employment Counsel at HR Source. HR Source, formerly Management Association, is a contractual firm that provides the District with valuable resources that assist us in navigating the complex challenges and legal compliance issues related to the human resource management end of our business.

The comprehensive review and update was conducted by an HR Source attorney in November of 2021. The Policy Manual had minor edits, details added for clarification, and updates due to law changes. The major amendment changes to the policy manual are as follows:

- Recreated table of contents due to formatting issues. The table of contents will change once all red lined changes are accepted.
- Section 2.3 – Page 7 - Diversity Equity, and Inclusion Policy – suggested addition by HR Source.
- Section 2.7 – Page 9 - Immigration Law Compliance and Expiration of Work Authorization – Added by HR Source.
- Section 4.1 – Page 12 - Continuing Education/Tuition Reimbursement – added that an employee must have 12 months of service with the district before being eligible for reimbursement.
- Section 4.2 – Page 13 - Conferences, Seminars, and Workshops – clarified that they are open to full-time and part-time employees.
- Section 4.3 – Page 12 - Professional and Community Service Organization – clarified that this is only eligible for full-time employees.
- Section 5.3.2 Page 16 - Vacation – clarified that it accrues by a per pay period rate and added accrual amounts to make it more detailed for the employee.
- Section 7.1 Page 26 - Paid Medical Leave – clarified that it can only be used in a block of time rather than on an intermittent basis. Suggested addition by HR Source.
- Section 7.2 – Page 27 - Family and Medical Leave of Absence – clarified we utilize a rolling year rather than rolling back method of counting to ensure consistency. Suggested addition by HR Source.

- Section 10.5 – Page 43 - Substance Abuse Policy – added to prohibited activity and definition sections making it more detailed. Added by HR Source.
- Section 10.11 – Page 49 - Whistleblower Policy – created a whistleblower policy to comply with July 1, 2021, updates to the Illinois Whistleblower Act.
- Section 10.13 – Page 52 - Workplace Security and Inspections – created to safeguard property, help prevent the sale of illegal drugs, and prevent possession of illegal weapons on park district property. Added by HR Source.
- Section 11.1 – Page 54 - Use of Information Systems and Social Media – Changed title from Electronic Devices to Information systems and minor wording changes. Added by HR Source.
- Section 11.3 – Page 57 - Social Media Use Policy – added wording around monitoring employees' public use, no expectation of privacy when using district equipment, ability to investigate and respond to all reports. Created a section with guidelines on District-Sponsored social media. Added by HR Source.
- Section 13.1 – Page 64 - Overtime/Timekeeping – changed who can approve administrative time off from the Supervisor to the Department Head with Executive Director approval.
- Updated Appendix to reflect position and board changes.

#### **STAKEHOLDER PROCESS:**

Once the Park Board approves the personnel policy manual the manual will be distributed to department heads and employees.

#### **RECOMMENDATION:**

Staff recommends the approval of the Wheaton Park District Personnel Manual dated February 2022.



# Wheaton Park District

## Personnel Policy Manual

**December 2019 February 2022**

Previously updated:

**December 2019**

January 2018

December, August and February 2017

September and July 2016

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# **INTRODUCTION**

## **1.1 Preamble**

The Wheaton Park District ("Park District" or "District") is composed of a variety of park areas, special recreation facilities, and program services which contribute to the wellbeing of individuals and families, to the attractiveness of neighborhoods, and to the social and economic health of the community. It is the goal of the Park District to develop and maintain a creative, efficient, responsive, and balanced leisure delivery system for all its citizens. A good employer/employee relationship is an essential component of the parks and recreation program. In an effort to achieve and maintain such a relationship, the Park District hereby adopts this Personnel Policy Manual ("Manual").

## **1.2 Purpose**

The purpose of this Manual is both to provide employees with general information and guidelines concerning their employment relationship with the Park District and to describe the Park District's expectations of its employees. This Manual is not intended to be comprehensive, all-inclusive, or to address all of the possible applications of, or exceptions to, the general policies and procedures described.

The Manual is not intended to create a contract of employment. Rather, it is simply intended to generally describe the Park District's policies and procedures, employee benefits, and general guidelines. Unless you have an employment agreement to the contrary, which is signed by the Executive Director of the Park District, your employment is at-will and may be terminated, with or without cause, and with or without notice, at any time at the option of either the employee or the District. See also At Will Status policy.

This Manual supersedes all previously issued manuals, policies, and notices that cover these same subject matters. An employee's decision to continue employment with the Park District after this revision, or following any future revisions, shall be deemed to constitute his/her/their agreement with all such revisions. The Park District and the Board of Park Commissioners reserve the right to unilaterally revise, supplement or discontinue any of the policies, guidelines, or benefits described in this Manual.

Applicable federal, state or local laws or regulations shall supersede these stated policies, until corrections can be published, in the following instances:

- If any of the policies are or become in conflict with federal, state, or local laws or regulations;
- If any omissions or inclusions cause conflict with federal, state, or local laws or regulations; or

- If typographical or printer error should cause conflict with any federal, state, or local laws or regulations.

A copy of this Manual will be given to each employee after hiring. The employee will be required to review the Manual and become familiar with its contents and acknowledge ~~his/her~~their receipt of the Manual in writing and understand that failure to comply with the provisions of this ~~Policy~~ Manual may result in disciplinary action, up to and including termination of employment. The Park District will try to keep employees informed of changes as they occur, by distributing copies of revised provisions to employees. A copy of the Manual will also be maintained in the Park District Human Resource Office and on the Park District intranet.

Any employee who desires to make suggestions regarding these policies may submit such suggestions in writing to the Office of the Executive Director of the Wheaton Park District ("Executive Director").

If there is any policy or provision in the Manual that an employee does not understand, ~~he/she~~they should seek clarification from the Human Resource Department or the Executive Director. Should there be any questions as to the interpretation of the policies or benefits listed in this Manual, or any exceptions; the final explanation and resolution will be at the sole and absolute discretion of the Executive Director, subject to federal, state, and local laws.

### **1.3 At-Will Status**

Nothing contained in this Manual, Board policies, or any written or oral statement interpreting, explaining, or clarifying these policies by any member of the staff or Park Board, is intended to create an employment contract, or any type of binding agreement, either express or implied, between the Park District and any employee. Nor does this Manual guarantee any fixed terms or conditions of employment. Unless there is a written agreement signed by the Executive Director to the contrary, your employment is **at-will and may be terminated, with or without cause, and with or without notice, at any time at the option of either you or the Park District.**

## **EMPLOYMENT**

### **2.1 Equal Employment Opportunity Policy**

The Park District is an equal employment opportunity employer. The Park District gives fair consideration to all qualified persons, and affords all our employees opportunities for advancement according to their individual abilities, regardless of [actual or perceived](#) race, color, national origin, sex, pregnancy, sexual orientation, religion, age, disability, citizenship, ancestry, marital status, order of protection status, military status, genetic information, gender identity, or any other protected category, in accordance with state and federal laws. This policy of equal employment applies to all aspects of the employment relationship, including but not limited to: initial consideration for employment; job placement and assignment of responsibilities; performance evaluation; promotion and advancement; compensation and fringe benefits; training and professional development opportunities; formulation and application of human resource policies and rules; facility and service accessibility; and discipline and termination.

Any employee who believes this policy has been violated should report the situation to [his/her/their](#) supervisor or Human Resources. All such matters will be thoroughly investigated and rectified if a policy violation is identified. Please refer to Section 10.1 governing non-discrimination and anti-harassment for more detailed information concerning the District's investigative procedures. We strongly encourage use of this policy if necessary and assure employees that they need not fear any reprisals for bringing forth a good faith claim, regardless of the results of any investigation.

### **2.2 Reasonable Accommodations**

The Park District supports the Illinois Human Rights Act, Americans with Disabilities Act as amended, and Title VII of the Civil Rights Act of 1964 and will attempt to provide reasonable accommodations for people with disabilities, women affected by pregnancy, childbirth, or related conditions in the workplace, and for individuals' sincerely held religious beliefs unless such accommodations would present an undue hardship for the District.

Reasonable accommodations apply to all applicants and employees and include, but are not limited to: hiring practices, job placement, job duties, training, pay practices, promotion and demotion policies, and layoff and termination procedures.

A qualified person with a disability is any individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the job the individual has or wants, and does not pose a direct threat to the health or safety of [himself/herself/the employee](#) or other individuals in the workplace. A qualified person eligible for an accommodation may also include a woman who is affected by pregnancy, childbirth, or related conditions and/or an individual who requires a workplace accommodation in order to practice [his/her/their](#) religion.

Contact your supervisor or Human Resources for further clarification regarding the Park District's policy on reasonable accommodation or to request a reasonable accommodation in the workplace.

## **2.3 Diversity, Equity, and Inclusion**

Diversity, equity, and inclusion are ~~core~~ important values of the Park District. We embrace and encourage our employees' differences in all aspects, including but not limited to, race, color, national origin, cultural background, age, gender, ethnicity, gender identity or expression, languages, national origin, physical and mental ability, political affiliation, religion, sexual orientation, parental status, marital status, educational levels, socio-economic status, military or veteran status, and other characteristics that make our employees unique.

As part of our commitment to a workplace culture that values and promotes diversity, equity and inclusion, and a work environment free of all forms of discrimination, harassment, and hostility, we promise to:

- Lead with respect and tolerance. We expect all employees to embrace this philosophy and to express it in workplace interactions and through everyday practices.
- Acknowledge and dismantle any inequities within our policies, systems, programs, and services.
- 
- Promote respectfulness, cultural awareness, and inclusivity by:
  - Fostering a collaborative work environment in which all employees participate and contribute, and individual differences and contributions are recognized and valued.
  - Empowering and providing a safe space for all employees to express themselves, exchange ideas, and feel heard; and
  - Encouraging employees to be open and receptive to others' experiences and perspectives.
- Regularly review all our employment policies, practices, and procedures so that fairness is maintained at all times.

## **2.4 Employment Practices/Nepotism/Preferential Treatment**

Due to the various specializations that exist within a parks and recreation agency, it is the policy of the Park District that employees of the District be certified or trained in their position's appropriate field. Recruitment and selection of management emphasizes this in a non-discriminatory manner.



It is also the policy of the District to hire, retain, and promote individuals based upon their qualifications and performance, as well as the needs of the Park District, and not on the basis of [patronage nepotism](#) or other improper favoritism.

Members of an employee's family, or those in a close personal relationship with the employee, will not be considered for employment without prior approval from the Executive Director. Such approval is preceded by a determination that neither a conflict of interest, nor a situation exists whereby any family member or significant other has a supervisory/subordinate working relationship, or any other interference with the District's operations is likely to occur.

For purposes of this section, the term "family member" shall include the employee's spouse, child, parent, sibling, grandchild, grandparent, stepparent, parent-in-law, brother-in-law, sister-in-law, niece, nephew, cousin, son-in-law, daughter-in-law, brother-in-law, or sister-in-law. This policy must also be considered when assigning, transferring, or promoting an employee.

Employees who marry or establish close personal relationships may continue employment as long as it does not result in the above. [Employees must inform the Executive Director or Human Resources if they enter into a familial or close personal or romantic relationship to ensure that no actual or perceived conflict of interest is present.](#) If the conditions outlined above should occur, attempts may be made to find a suitable position within the organization to which one of the employees may transfer. If accommodations of this nature are not feasible, the employees will be permitted to determine which of them will resign.

## **2.45 Secondary Employment or Service**

The Park District recognizes that employees sometimes seek additional employment or hold office during their off hours. The Park District asks these employees to remember that, despite any outside obligations, their position with the District is their primary responsibility. The Park District reminds employees that working extended hours might adversely affect their health, endurance, and productivity. If the District determines that outside obligations interfere with the employee's performance or create an actual or apparent conflict of interest, the employee may be asked to discontinue their outside obligations.

The Park District does not consider additional employment or the holding of an office to be an excuse for poor job performance, tardiness, absenteeism, or refusal to work overtime.

[You should notify your supervisor or Human Resources immediately regarding any potential conflicts of interest you may have due to secondary employment. If the Park District determines that outside employment interferes with the employee's performance or creates an actual or apparent conflict of interest, the employee may be asked to terminate the outside employment.](#)

## **2.56 New Hire Reporting**

The District, or its designated third-party, will submit information on newly hired or rehired employees to the Illinois Department of Employment Security, New Hire Directory. The new Hire Reporting Program is part of the federal welfare reform law and includes increased efforts to locate absent parents who are not supporting their children. In addition, new hire reporting assists in reducing fraudulent unemployment and workers' compensation payments.

## **2.67 Immigration Law Compliance**

The Park District is committed to employing only those applicants who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must, in certain circumstances, complete a new I-9 form.

## **Expiration of Work Authorization**

Employees who have a work authorization that expires will need to provide an updated work authorization. Employees who fail to provide proof of their renewed authorization to work prior to the expiration of the authorization documented on their Form I-9 are subject to immediate termination.



## **COMPENSATION**

### **3.1 Employee Classifications**

It is the intent of the Park District to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship, at will, at any time is retained by both the employee and the Park District.

Each employee is designated as either **Non-Exempt** or **Exempt** according to federal and state wage and hour laws. Non-Exempt employees are entitled to overtime pay and are under the specific provisions of federal and state wage and hour laws. Exempt employees are not entitled to overtime pay and are excluded from specific provisions of federal and state wage and hour laws.

In addition to the above categories, each employee will belong to one other employment category:

**3.1.1 Regular Full-Time** employees are those that have completed their introductory period and are regularly scheduled to work a minimum of 40 hours per week. Generally, they are eligible for the Park District's full benefit package, subject to the terms, conditions, and limitations of each benefit program.

**3.1.2 Regular Part-Time** employees are those that have completed their introductory period and regularly work an average of less than 40 hours per week. They are eligible for some of the Park District's benefit package, subject to the terms, conditions, and limitations of each benefit program.

**3.1.3 Temporary/Seasonal** employees are those who regularly work a 40-hour week or less over a designated, predetermined period of time, usually not to exceed nine (9) months. Temporary employees are not eligible for any of the Park District's benefit package except those required by law.

**3.1.4 Introductory** employees are those employees working within their first six (6) months of employment with the Park District. During this time, the employee has the opportunity to evaluate the work environment and discover if [the employeehe/she](#) is suited to and likes [his/hertheir](#) new position. Similarly, the introductory period provides the employee's supervisor a reasonable period of time to evaluate the employee's performance and determine if [the employeehe/she](#) appears to possess the aptitude and attitude necessary for him/her to meet the required standards and expectations of the position. An employee's introductory status may affect eligibility for some benefits — please see Human Resources for more information. Once the employee successfully completes the introductory period, the employee will be a regular employee. This is simply an administrative designation. It does not mean that the employee has a permanent job and is not in any other way inconsistent with the Park District's employment at-will policy.

The Park District reserves the right to extend or shorten the introductory period within its discretion.

### **3.2 Performance Evaluations**

The Park District is committed to providing you with ongoing feedback, both formal and informal, regarding your performance on the job. This typically includes verbal and/or written feedback throughout the year, as well as a formal documented performance review. Typically, the Park District formally evaluates a full-time employee's job performance at the end of the introductory period and then on an annual basis in December. Part-time employees generally receive a formal performance evaluation on an annual basis in December or January. However, nothing shall preclude the Park District from placing an employee on a more frequent cycle of evaluation where warranted. More frequent evaluations may typically occur during an employee's first six months of employment, following the employee's placement in a new position, and when deemed necessary by the employee's supervisor or the Executive Director due to performance or conduct concerns.

Performance reviews are designed to provide communication between the employee and supervisor on the employee's job performance. Criteria that will usually be evaluated include but is not limited to: quality and quantity of work performed; conduct and behavior; dependability; ability to get along with others; initiative, resourcefulness and creativity; and potential for future growth. Your performance review will also include a review of your strengths; identify any areas needing improvement; and goals and objectives that need to be achieved.

The review also serves as one of the criteria for determining salary adjustment recommendations. However, a salary adjustment does not necessarily result from a performance review.

### **3.3 Salary Basis and Review**

The initial rate of compensation shall be determined on the basis of the skills, experience, or other qualifications required for the position involved, as well as economic conditions, and any other factors deemed appropriate by the Executive Director. Any adjustments to employee compensation are made on the basis of several factors, including, but not limited to: the District's budget, the employee's current rate of compensation, the employee's performance rating, whether the employee received a recent adjustment, and other external market factors. Any adjustments to employee compensation are typically effective on, or around, January 1, or as otherwise determined by the Board.

## **PROFESSIONAL GROWTH**

### **4.1 Continuing Education/Tuition Reimbursement**

Consistent with potential benefit to the Park District and budget considerations, Educational assistance may be available to eligible full-time employees who wish to pursue degreed course work related to their employment with the Park District. Employees are eligible to receive assistance for one academic course per semester, not to exceed five (5) semester hours in any one term, at an in-state institution of higher education. Program course work must be completed outside the employee's regular working hours. Employees who are on probation or being counseled for performance issues are ineligible to participate.

To participate in this educational assistance program, an employee must have 12 months of employment with the district and make a written request detailing the planned courses ~~he/she~~the employee wants to take and how it relates to the employee's role with the Park District. Courses must specifically be related to the employee's current position or to the employee's career development with the Park District. The Park District has the sole discretion to determine whether a course relates to an employee's current job duties or a foreseeable future position. *Courses must be approved by the Executive Director prior to class enrollment in order to qualify for reimbursement.*

#### ***Reimbursement***

The maximum reimbursement that will be made to an individual employee is \$1,500 per 12-month period. Reimbursement will be provided upon satisfactory completion of the course (a grade of "C" or better in an undergraduate program, "B" or better in a graduate program) and receipt of a paid tuition bill and official grade report. Requests for reimbursement must be completed within 60 days of course completion.

Employees eligible for reimbursement from any other source (e.g., a government-sponsored program or a scholarship) may seek assistance under our educational assistance program but are reimbursed only for the difference between the amount received from the other funding source and the actual course cost. Total aid from the Park District and other sources may not exceed 100% of the costs and fees. Employees who voluntarily terminate or who are terminated will not be entitled to continued educational reimbursement from the Park District.

Tax consequences (if any) as a result of reimbursement under this policy are the sole responsibility of the employee. Taxable earnings (if applicable) may be added to overall earnings and reflected on an employee's W-2.

Contact Human Resources for more information or questions regarding this educational assistance policy.

## 4.2 Conferences, Seminars, and Workshops

~~The Park District values and encourages continuing education for all of its employees. In furtherance of this goal, t~~The Park District will make an effort to provide opportunities to ~~employees t~~full-time and part-time employees to attend conferences, seminars, and workshops which may be of benefit to the employee and which would help improve the Park District's operation or services. With the Executive Director's *prior* approval, the employee may receive reasonable reimbursement for the cost of travel, registration, meals, lodging, and other miscellaneous expenses resulting from attendance at such conferences, seminars, or workshops. However, such approval will be contingent upon both the budgetary limitations and the operational requirements of the Park District. Please see the Travel and Vehicle Use Policy located on the intranet or contact the Finance Department for more information regarding reimbursement of expenses.

## 4.3 Professional and Community Service Organization

The Park District, with the Executive Director's prior written approval, will pay the annual membership dues of professional and community service organizations on behalf of full-time employees, assuming such memberships relate to or benefit the District and the work it does in the community.

A professional organization shall be defined as any organization that provides professional growth and networking opportunities for employees, such as the National Recreation and Parks Association, the Illinois Park and Recreation Association, National Restaurant Association, Professional Golf Association, and Society for Human Resource Management. Community service organizations shall be defined as non-profit organizations that provide services to our community, such as the Lions, Rotary and Kiwanis clubs.

## **EMPLOYEE BENEFIT PROGRAMS**

### **5.1 Benefits in General**

Eligible employees of the Park District are provided a wide range of benefits. Benefits eligibility is dependent upon a variety of factors, including employee classification. A number of the programs (such as Social Security, workers' compensation, and unemployment insurance) cover all employees in the manner prescribed by law.

A summary plan description (SPD), where applicable, which explains coverage of many of the benefits in greater detail is available. The actual plan documents, which are available by making a written request to Human Resources, are the final authority in all matters relating to benefits described in this Manual or in the SPD and will govern in the event of any conflict. The Park District reserves the right to change or eliminate any benefits at any time in accordance with applicable law.

### **5.2 Statutory Benefits**

#### **5.2.1 Illinois Municipal Retirement Fund**

The Illinois Municipal Retirement Fund (IMRF) is a retirement fund for public employees. All employees who work a minimum of one thousand (1,000) hours per year must contribute to IMRF through payroll deductions in an amount determined by statute. The Park District also contributes to IMRF on behalf of all participating employees. The retirement pension benefit is determined by a combination of date of hire, years of service, and average earnings. Employees may contact Human Resources or IMRF for more information.

#### **5.2.2 Workers' Compensation**

All employees are covered by the provisions of the Workers' Compensation Act and thus may be eligible for benefits in the event of an injury or illness arising out of and/or in the course of employment. To help ensure you receive full benefits under this law, employees are required to immediately report any claim of work-related illness or injury to their direct supervisor or any other available supervisor.

#### **5.2.3 School Visitation**

An employee who has worked at the Park District for at least six (6) months, and for an average of at least twenty (20) hours per week, may be eligible to take up to eight (8) hours of unpaid school visitation leave per school year to attend school conferences or classroom activities related to the employee's child if the conference or classroom activities cannot be scheduled during non-work hours.



No more than four (4) hours of leave may be taken in any one day. Additionally, the employee may not take leave unless [the employee](#)~~he/she~~ has used all available vacation leave, personal days, and/or PTO time.

Before arranging attendance at the school conference or activity, the employee must provide the Park District with a written request for leave at least seven (7) days in advance of the requested time off. However, in an emergency, the employee may give twenty-four (24) hours' notice. In addition, the employee must consult with [their](#)~~his/her~~ immediate supervisor to schedule the leave so as not to unduly disrupt District operations.

School visitation leave shall be unpaid. The employee may choose, however, to make up the time missed due to school visitation leave on a different day or shift if such arrangement may reasonably be provided by the Park District. If the employee chooses not to make up the time missed, or an arrangement to make up such time cannot be made, the employee will not receive compensation for the missed time. Upon completion of a school visit, the employee may be required to produce documentation of [their](#)~~his/her~~ visit from the school administrator and submit such documentation to the Park District.

### **5.3 District Sponsored Benefits**

#### **5.3.1 Health Insurance, Dental, Vision, Group Life and AD&D**

The Park District provides employees regularly working 30 or more hours per week, and their eligible dependents, with health insurance, dental coverage, and vision coverage. Eligible employees may elect to enroll in these plans beginning on their first day of employment. Employees are required to contribute toward the cost of the health insurance premiums. Specific enrollment and plan information will be provided by Human Resources.

The Park District also offers all full-time employees group life insurance and accidental death and dismemberment (AD&D) insurance in case of certain serious injuries or death of the employee. Employees are eligible for coverage beginning on their first day of employment. These benefits are at no cost to employees and employees will be automatically enrolled upon starting employment.

The Park District offers employees the opportunity to make any required insurance premium payments on a pre-tax basis under a Section 125 Plan. Additionally, participating employees may make voluntary pre-tax contributions to flexible spending accounts for unreimbursed medical and/or dependent care expenses.

Employees should contact the Human Resource Department regarding enrollment, mid-year election changes, participation in the Section 125 Plan and flexible spending accounts, and any other questions involving the administration of these plans.

### 5.3.2 Vacation

Vacation time is provided to all regular full-time employees as a means of promoting health, rest, relaxation, and pleasure. Because the Park District recognizes the importance of vacation time, it provides paid vacation time, which accrues on per pay period a monthly basis. The ~~monthly accrual~~per pay period rate depends on their length of service as of their anniversary date.

Vacation time is accrued and granted as follows:

**First Year.** Employees ~~accrue~~earn twelve (12) days of vacation after completion of their first year of full-time employment.\* However, new employees will be given the opportunity to use six (6) days of that vacation after completion of the introductory period but prior to being granted the full allotment.

**Subsequent Years.** During an employee's second and subsequent years of continuous full-time employment, vacation days shall be granted on the employee's anniversary date in accordance with the following schedule:

#### Following the completion of the:

Length of Service	Vacation per pay period	Total Vacation per year
Second year of continuous full-time employment	4.0 hours	13 days
Third year of continuous full-time employment	4.31 hours	14 days
Fourth year of continuous full-time employment	4.65 hours	15 days
Fifth year of continuous full-time employment	4.93 hours	16 days
Sixth year of continuous full-time employment	5.23 hours	17 days
Seventh year of continuous full-time employment	5.55 hours	18 days
Eighth year of continuous full-time employment	5.85 hours	19 days
Ninth through nineteenth years of continuous full-time employment	6.16 hours	20 days
Twentieth year of continuous full-time employment (and thereafter)	7.70 hours	25 days

*\* Subject to the discretion of the Executive Director, newly hired management or supervisory employees may receive one-half (1/2) year of credit for each year of previous full-time professional experience deemed relevant to the operations of the Park District.*

#### a.) Employees Converting from Part-time to Full-time

A part-time employee of the Park District who accepts employment as a regular full-time employee shall be credited with years of continuous full-time employment for vacation purposes as follows: the Park District will calculate the total number of hours the employee worked on a part-time basis and convert this to the equivalent of full-time employment

based on a 2,080 hour full-time work year. The employee will receive one-half (1/2) year of credit for each full year of equivalent full-time employment worked for the Park District.

**b.) Scheduling Vacation**

Vacation must be taken in minimum increments of four (4) hours. Written requests to use vacation must be made to the employee's supervisor, on the appropriate vacation request form, at least two (2) weeks prior to the date desired for vacation. While the Park District will make every effort to provide employees with requested time off, no request for vacation will be approved when the effect would be to leave an office or department without adequate personnel to perform the required services during any working period. When the absence of multiple employees during the same period of time would jeopardize operations, the employee who first requested the time off will typically be given priority. If employees requested time off at approximately the same time, the employee with seniority will typically be given priority.

An employee who resigns from employment with the Park District may not use a vacation day(s) during ~~his/her~~their final two (2) weeks of employment, without the express permission of the Executive Director.

**c.) Accumulation of Vacation**

It is recommended that all vacation days be taken ~~annually~~during the calendar year in which they are accrued. However, unused vacation may be accumulated to a maximum of fifteen (15) days, in addition to the number of vacation days the employee is entitled to receive for the current year. Any unused vacation days in excess of this amount will be forfeited if not used by the end of the year in which they accrue (see example below). Vacation days are considered unused one year from the date on which they are granted. For example, an employee has fifteen (15) days of accumulated unused vacation and then receives sixteen (16) days of new vacation on ~~his/her~~the employee's 5<sup>th</sup> anniversary on June 1, 2018. If the employee only uses twelve (12) days of vacation between June 1, 2018 and May 31, 2019, ~~the employee~~he/she will forfeit four (4) unused vacation days on June 1, 2019. Any exceptions to this policy must be approved by the Executive Director.

An employee on an unpaid leave of absence of thirty (30) or more days shall cease to accrue any further vacation time during such absence and ~~the employee's~~his/her upcoming vacation entitlement shall be pro-rated for the year.

**d.) Vacation Pay & Payout**

Vacation days will be paid at the employee's base rate at the time the leave is taken. Vacation days do not include any special forms of compensation such as incentives, commissions, or bonuses.



When an employee terminates or resigns without having taken all earned vacation time, the monetary equivalent of all earned and unused vacation time shall be paid to ~~him or her~~the employee as part of ~~the employee's~~the employee's final compensation.

### **5.3.3 Holidays**

The Park District observes the following holidays and will typically be closed:

- |                          |                             |
|--------------------------|-----------------------------|
| ◆ New Year's Day         | ◆ Labor Day                 |
| ◆ Martin Luther King Day | ◆ Columbus Day              |
| ◆ Presidents' Day        | ◆ Thanksgiving Day          |
| ◆ Memorial Day           | ◆ Friday After Thanksgiving |
| ◆ Independence Day       | ◆ Christmas Day             |

When a legal holiday falls on a Saturday or Sunday, the nearest working day will typically be declared a holiday. In addition, the Executive Director, at ~~their~~his/her discretion, may grant two and one-half (2½) additional holidays each year. A listing of the dates scheduled for the observance of holidays may be viewed in the Human Resource Department or the intranet.

### ***Criteria for Holiday Pay***

The following conditions apply to the Park District's holiday pay policy:

- Regular full-time and exempt employees will be paid their regular rate and hours of pay, for up to 8 hours, for days which they are regularly scheduled to work.
- The time will be paid at the employee's base rate at the time the leave is taken. Paid time off for holidays does not include any special forms of compensation such as incentives, commissions, or bonuses.
- If a recognized holiday falls during an eligible employee's paid absence (such as vacation or personal time off), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.
- Holidays will not be paid to any employee on an unpaid absence of 30 or more days.

### **5.3.4 Personal Days**

Regular full-time employees who have completed at least six (6) months of continuous full-time employment (i.e., employed prior to July 1st) shall be granted two (2) personal days at the start of the next calendar year following the date of hire. A regular full-time employee who has completed less than six (6) months of continuous regular full-time employment (i.e., was employed after July 1st) shall be granted one (1) personal day at the start of the next calendar year.

### *Notice of Personal Days*

Personal days may be taken in increments of four (4) hours for exempt employees and one (1) hour increments for non-exempt employees. If the use of personal leave is foreseeable, the employee must give the Park District seven days' notice (or as much notice as is reasonably possible) in accordance with the usual procedure for requesting a leave of absence. Failure to provide such notice may be grounds for delay of the leave. Where the need for leave is not foreseeable, the employee is expected to notify the District as soon as practicable and, absent unusual circumstances, in accordance with the District's normal leave procedures.

Approval shall be based on organizational needs. Unused personal days may not be carried over from year to year and are considered forfeited if not used by the end of the calendar year.

Personal days will be paid at the employee's base rate at the time the leave is taken. Personal days do not include any special forms of compensation such as incentives, commissions, or bonuses. When an employee terminates or resigns without having taken all earned personal days, the monetary equivalent shall be paid to ~~the employee~~ him or her as part of ~~the employee's~~ this or her final compensation.

### **5.3.5 Sick Leave**

Regular full-time employees are entitled to paid sick leave, which is granted by the Park District at the rate of one (1) sick leave day per month ~~each calendar year of employment.~~ Employees shall utilize sick leave for their own illness, injury, or medical appointment or for the illness, injury, ~~or~~ medical appointment, or personal care of a spouse, parent, legal guardian, grandparent, child, sibling, grandchild, mother-in-law, father-in-law, step-parent, step-child, or domestic partner. Employees absent from work due to a workers' compensation injury or occupational illness and who are receiving benefits through the Park District's Workers' Compensation Policy are not eligible to use paid sick leave.

### *Notice of Sick Leave*

Sick leave may be taken in one (1) hour increments by non-exempt employees and four (4) hour increments by exempt employees. If the use of sick leave is foreseeable, the employee must give the Park District seven days' notice (or as much notice as is reasonably possible) in accordance with the usual procedure for requesting a leave of absence. Failure to provide such notice may be grounds for delay of the leave. Where the need for leave is not foreseeable, the employee is expected to notify the District as soon as practicable and, absent unusual circumstances, in accordance with the District's normal leave procedures. Employees may text or email a supervisor regarding an absence, but should leave a call back number where they can be reached for confirmation/clarification.

The Executive Director may require the employee to provide a doctor's note to substantiate the reason for the employee's absence.

### ***Sick Leave Pay***

Sick leave pay will be paid at the employee's base rate at the time the leave is taken. Sick leave pay does not include any special forms of compensation such as incentives, commissions, or bonuses.

### ***Sick Leave Accrual***

Employees may accrue and carry-over up to thirty (30) days of unused sick leave. An employee with thirty (30) days of accrued unused sick leave will continue to receive twelve (12) days each calendar year, as described above. However, following the end of each calendar year, employees will be paid out for half (1/2) of their unused sick days in excess of thirty (30) days. The remaining balance will be forfeited and, for eligible employees, applied toward additional [Illinois Municipal Retirement Fund \("IMRF"\)](#) service credit at the time of retirement from the District, in accordance with IMRF policy.

An employee on an unpaid absence of 30 or more days shall stop accruing sick time. Employees separating from employment with the District will not receive payment for any unused sick leave.

### **5.3.6 Paid Time Off**

Part-time employees who worked 1,000 hours or more the previous calendar year are eligible for paid time off (PTO) as follows:

<u>Years of Service</u>	<u>PTO Hours Earned Per Year</u>
1 – 4	24 hrs / 3 days
5 – 9	32 hrs / 4 days
10 – 14	40 hrs / 5 days
15 – 19	48 hrs / 6 days
20 and up	56 hrs / 7 days

This earned time, [in its entirety](#), is ~~granted~~[given](#) to employees in January of each year and must be used by the end of the [each](#) calendar year.

### ***Use of PTO***

PTO may be used for any purpose, including vacation, sick, or personal reasons. PTO must be taken in minimum increments of four (4) hours. If the use of PTO is foreseeable, the employee must give the Park District fourteen days' notice (or as much notice as is reasonably possible) in accordance with the usual procedure for requesting a leave of absence. Failure to provide such notice may be grounds for delay of the leave. Where the need for leave is not foreseeable, the employee is expected to notify the District as soon as

practicable and, absent unusual circumstances, in accordance with the District's normal leave procedures. Employees may text or email a supervisor regarding an absence, but should leave a call back number where they can be reached for confirmation/clarification.

While the Park District will make every effort to provide employees with requested time off, no request for PTO will be approved when the effect would be to leave an office or department without adequate personnel to perform the required services during any working period. When the absence of multiple employees during the same period of time would jeopardize operations, the employee who first requested the time off will typically be given priority. If employees requested time off at approximately the same time, the employee with seniority will typically be given priority.

An employee who resigns from employment with the Park District may not use PTO day(s) during ~~their~~<sup>his/her</sup> final two (2) weeks of employment, without the express permission of the Executive Director.

### ***PTO Pay***

PTO will be paid at the employee's base rate at the time the leave is taken. PTO does not include any special forms of compensation such as incentives, commissions, or bonuses.

### ***Accumulation of PTO***

PTO hours may not be carried over from one calendar year to the next. Any unused time at the end of the calendar year will be forfeited. Any accumulated and unused PTO at the time of termination/separation from employment will be paid with the employee's final pay.

#### **5.3.7 Funeral Leave**

A regular full-time employee shall be granted up to three (3) days of paid leave, where necessary, to make funeral arrangements and attend visitation and/or funeral services in the event of the death of an "immediate family member", which would include a spouse, parent, legal guardian, grandparent, child, sister, brother, parent-in-law, brother-in-law, sister-in-law, aunt, uncle, or grandchild.

Additional paid or unpaid time or leave for persons not covered in the definition of "immediate family member" may be allowed in some circumstance, at the discretion of the Executive Director.

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Funeral leave will be paid at the employee's base rate at the time the leave is taken. Pay under this policy is not included in overtime calculations and does not include any special forms of compensation such as incentives, commissions, or bonuses.

The District may require any employee seeking leave under this policy to verify the death of the immediate family member, the employee's relationship to the immediate family member, and/or the employee's attendance at the funeral or memorial service.

### **5.3.8 Child Bereavement Leave**

An employee who ~~is eligible for leave under the federal Family and Medical Leave Act (FMLA)~~ has been employed by the Park District for at least 12 months and worked at least 1,250 hours in the last 12 months and who suffers the loss of a child may take up to two (2) weeks of unpaid leave for any or all of the following purposes:

- To attend the funeral or alternative to a funeral of the child;
- To make arrangements necessitated by the death of the employee's child; or
- To grieve the death of the employee's child.

For purposes of this policy, "child" means 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.

Leave under this policy is only available to employees who have not exhausted their FMLA leave entitlement at the time the bereavement leave is requested. In the event of the death of more than one child in a 12-month period, an employee may take up to a total of six (6) weeks of bereavement leave during the 12-month period. Bereavement leave must be completed within 60 days of the date on which the employee received notice of the death of ~~his/her~~their child.

An employee requesting leave under this policy generally must provide the organization with at least 48 hours' advance notice of the intention to take bereavement leave, unless providing such notice is not reasonable and practicable under the circumstances.

The Park District may require reasonable documentation in connection with leave taken under this policy.

### **5.3.9 Jury Duty Leave**

The Park District encourages employees to fulfill their civic duty by serving on a jury and will grant an employee the necessary time off. Full-time employees will be paid their regularly scheduled pay for up to three (3) days of jury duty, assuming the employee endorses the check ~~the employee~~he/she receives for jury duty service over to the Park District. If jury duty lasts longer than 3 days, an employee may use accrued vacation or personal time or take the time off without pay.

Jury duty leave will be paid at the employee's base rate at the time the leave is taken. Pay under this policy is not included in overtime calculations and does not include any special forms of compensation such as incentives, commissions, or bonuses.

It is the employee's responsibility to notify his/her/their supervisor as soon as possible after receiving the summons for jury duty. When not called to jury duty or where jury duty does not require a full day, employees must report to work. Employees who are "on call" for jury duty must report to work if not required to serve that day. Employees requesting and/or returning from jury duty leave will be required to provide verification of service.



## **USE OF DISTRICT FACILITIES, EQUIPMENT, AND RECREATION PROGRAMS**

### **6.1 Facilities**

Upon presentation of an identification card, regular full-time employees, their spouses and dependents (*i.e.*, those dependents who are eligible to participate in the Park District's health insurance benefits) receive complimentary use of the Rice Pool and Water Park, Northside Family Aquatic Center, Miniature Golf at Clock Tower Commons, Parks Plus Fitness Center, entrance to Cosley Zoo, and golf at Arrowhead Golf Club subject to the provisions of Section 6.3 of this Manual.

Upon presentation of an identification card, part-time employees who worked at least 1,000 hours in the prior calendar year receive complimentary use of the Parks Plus Fitness Center, Rice Pool & Water Park, Northside Family Aquatic Center, Miniature Golf at Clock Tower Commons, entrance to Cosley Zoo, and golf at Arrowhead Golf Club subject to certain limitations and the provisions of Section 6.3 of this Manual.

Each year, complimentary swimming, golf, and Parks Plus Fitness Center coupons will be issued to active part-time employees who worked less than 1,000 hours in the prior calendar year. This coupon entitles such employees admittance to Parks Plus Fitness Center, Rice Pool & Water Park, Northside Family Aquatic Center, Miniature Golf at Clock Tower Commons, and specific privileges at Arrowhead Golf Club on a coupon-by-coupon basis.

Complimentary privileges may be revoked [at the sole discretion of the Park District for any reason, including without limitation](#), due to misuse. [Such privileges](#)They will also be [immediately](#) revoked upon termination of employment. Employees wishing to use other Park District facilities may do so at the prevailing resident rate.

### **6.2 Recreation Programs**

All employees are encouraged to participate in recreation programs offered by the Park District; however, employees are required to pay the prevailing resident fees/rates for participation in such recreation programs.

### **6.3 Restaurant and Golf Privileges**

Employees receive 50% off the retail value of food and non-alcoholic beverages at the Arrowhead Restaurant, when working. Personnel based at Arrowhead Golf Club may receive free fountain drink beverages, coffee, and tea when working.

Employees working in the Arrowhead Golf Club pro shop, are required to wear "Wheaton Park District" logo items and/or approved Arrowhead golf supplier logo wear. All full-time Park District pro shop staff shall receive three Arrowhead logo shirts per year at no cost. In addition, all Park District employees may purchase pro shop clothing at cost plus 10%.

Park District full-time staff, their spouses, and dependents (which includes those eligible to receive health insurance benefits under the District's policy), part-time golf operations staff, and year-round part-time Park District staff with three (3) or more years of Park District employment are allowed to make reservations and golf at no cost Monday through Thursday and on Saturday and Sunday after 2 pm. These individuals may not make tee times at any time on a Friday or on weekends/holidays before 2:00 pm. Golf during those times is on a standby basis only. Employees should never play during these times if a paying customer is waiting. That means that an employee who is waiting to play can be bumped from a group by a paying customer. This policy does not apply to professional golf staff.



## LEAVES OF ABSENCE

*Please note that while employees are on any type of leave of absence, they are not to do any work. This applies to all employees and all types of work. The only exception is if the employee or the employee's supervisor needs to touch base briefly about a work-related matter. However, any such communications should be brief and only in cases where communication is absolutely necessary.*

### **7.1 Paid Medical Disability Leave**

Regular full-time employees with at least one (1) year of continuous service immediately preceding the start of a disability-medical condition may be eligible for District-paid disability-medical leave of up to thirty (30) calendar days. During any approved paid disability leave, the employee will receive his or her/their full salary for up to thirty (30) calendar days. The medical leave must be taken in a continuous block of time. Please note that only the employee's normal regular work days will be paid during this period.

Eligible employees are required to exhaust "current year" and unused accumulated sick leave (excluding any unused accumulated sick leave documented solely for IMRF purposes), unused accumulated vacation days, and unused accumulated personal days before qualifying for such paid disability leave. Employees absent from work due to a workers' compensation injury or illness are not eligible for District-paid disability-medical leave, but rather, will be compensated in accordance with the District's Workers' Compensation policy.

Employees are required to request paid disability-medical leave at least thirty (30) days before the leave is to begin, if the need for leave is foreseeable. If the need for leave is not foreseeable, the employee is required to submit their/his/her request as soon as practicable. An employee who requests such leave may be required to submit a note from the employee's physician confirming the need for disability-medical leave. The Executive Director may also require the employee to have an independent examination by a physician selected and paid for by the Park District.

An employee who has been granted District-paid disability-medical leave shall not become eligible for subsequent District-paid disability-medical leave unless and until such employee has returned to regular full-time service for at least three (3) continuous calendar years immediately preceding the start of any subsequent disability.

Disability-Medical leave will be paid at the employee's base rate at the time the leave is taken. Disability-Medical leave is not included in overtime calculations and does not include any special forms of compensation such as incentives, commissions, or bonuses.

An employee who fails to return from District-paid disability-medical leave for any reason unrelated to the continuation, recurrence, or onset of the medical condition, may be required to repay the District an amount equal to the disability-medical leave pay received.

The Executive Director, in [his/her/their](#) sole discretion, may waive the repayment requirement.

## 7.2 Family and Medical Leave of Absence

*This policy contains information consistent with and in addition to the information contained in the “Employee Rights and Responsibilities” (found at the back of this Manual) and is meant to provide additional information about the District’s specific policies and procedures under the Family and Medical Leave Act. In the event of any conflict between the “Employee Rights and Responsibilities” and this policy, the “Employee Rights and Responsibilities” will prevail.*

**Basic Leave Entitlement:** Employees may be eligible to take up to 12 weeks of unpaid family/medical leave within a 12-month period and be restored to the same or an equivalent position upon return provided that the employee has worked for the District for at least 12 months AND worked at least 1,250 hours in the last 12 months [AND at least 50 employees are employed by the District within 75 miles of the employee’s work location.](#)

[The 12-month period in which the 12-week leave entitlement occurs shall be a rolling 12-month period measured backward from the date an employee uses any leave under FMLA or calendar year or insert your method for calculating the 12-month period\]. ~~IF YOU USE THE ROLLING BACK METHOD, KEEP THIS LANGUAGE OTHERWISE DELETE:~~](#) Thus, each time an employee takes FMLA leave, the remaining leave entitlement would be any balance of the 12 weeks which has not been used during the immediately preceding 12 months.†

**Reasons for Leave:** If an employee is eligible, the employee may take family/medical leave for any of the following reasons: (1) the birth of a child and in order to care for such child; (2) the placement of a child with the employee for adoption or foster care; (3) to care for a spouse, son, daughter or parent (“covered family member”) with a serious health condition; or (4) because of the employee’s own serious health condition which renders the employee unable to perform the functions of the employee’s position.

Leave because of reasons one and two above must be completed within the 12-month period beginning on the date of birth or placement. In addition, spouses employed by the District who request leave because of reasons one or two or to care for an ill parent may only take a combined aggregate total of 12 weeks leave for such purposes during any 12-month period.

**Designation of Leave:** Please note that use of FMLA leave is not discretionary. If you qualify for and take leave for an FMLA-qualifying reason, the District will require you to use and will designate such leave as FMLA.

**Military Family Leave Entitlement:** If an employee is eligible, the employee may use the 12-week FMLA entitlement to take military family leave. This leave may be used to address certain qualifying exigencies related to the covered active duty or call to covered

active duty of a spouse, son, daughter or parent. Qualifying exigencies may include: (1) attending certain military events; (2) arranging for alternative childcare; (3) addressing certain financial and legal arrangements; (4) attending certain counseling sessions; (5) addressing issues related to short-notice deployment; (6) spending time with a covered family member who is resting and recuperating; (7) attending post-deployment briefings; and (8) for certain activities relating to the care of the military member's parent who is incapable of self-care where those activities arise from the military member's covered active duty.

An employee may also be eligible for up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. *This single 12-month period begins with the first day the employee takes the leave.* A covered servicemember includes: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform ~~his/her~~[their](#) duties for which the servicemember is undergoing medical treatment, recuperation, or therapy, or is in outpatient status; or (2) is on the temporary disability retired list; or (3) a covered veteran, meaning one who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and: (i) was a member of the Armed Forces (including a member of the National Guard or Reserves); (ii) was discharged or released under conditions other than dishonorable; and (iii) was discharged within the five-year period before the eligible employee first takes FMLA military caregiver leave to care for the veteran.

**Improper Use of FMLA:** Employees may not be granted an FMLA leave to gain employment or work elsewhere, including self-employment. If an employee misrepresents facts in order to be granted an FMLA leave, the employee may be subject to immediate termination.

**Notice of Leave:** If the FMLA is foreseeable, the employee must give the District at least 30 days' notice in accordance with the usual procedure for requesting a leave of absence. Failure to provide such notice may be grounds for delay of the leave. Where the need for leave is not foreseeable, the employee is expected to notify the District as soon as practicable and, absent unusual circumstances, in accordance with the District's normal leave procedures as detailed in the Attendance Policy.

**Medical Certification—Leave for Employee's Own or a Covered Family Member's Serious Health Condition:** If the employee is requesting leave because of the employee's own or a family member's serious health condition, the employee and the relevant health care provider must supply appropriate medical certification. The medical certification must be provided within 15 days after it is requested, or as soon as reasonably possible under the circumstances. Failure to provide requested medical certification in a timely manner may result in denial of leave until it is provided. The District, at its expense, may require an examination by a second health care provider designated by the District, if it reasonably doubts the medical certification initially provided. If the second health care provider's opinion conflicts with the original medical certification, the District, at its expense, may require a third, mutually agreeable health care provider to conduct an

examination and provide a final and binding opinion. The District may also require medical recertification periodically during the leave and employees may be required to present a fitness for duty verification upon their return to work following a leave for the employee's own illness specifying that the employee is fit to perform the essential functions of the job.

**Certification for a Qualifying Exigency:** If the employee is requesting leave because of a qualifying exigency arising out of a covered family member's active duty or call to active duty, the employee must supply a copy of the covered military family member's active duty orders or other documentation issued by the military indicating that the covered military member is on active duty or called to active duty (including the dates of the active duty service). The District may also request additional information pertaining to the leave.

**Certification for Servicemember Family Leave:** If an employee is requesting leave because of the need to care for a covered servicemember with a serious injury or illness, the District may require the employee to supply certification completed by an authorized health care provider of the covered servicemember. In addition, the District may also request additional information pertaining to the leave.

**Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave:** If an employee is requesting leave because of the need to care for a covered veteran with a serious injury or illness, the District may require the employee to supply certification completed by an authorized health care provider of the covered veteran. In addition, the District may request additional information pertaining to the leave.

**Substitution of Paid Leave:** FMLA is unpaid leave. If you request leave for any FMLA covered reason, you shall be required to exhaust any remaining applicable sick, vacation, personal, PTO, and any other paid time off, in the order specified. The exhaustion of such paid leave [runs concurrently to FMLA leave and](#) does not extend the leave period. In addition, if you are eligible for any additional paid leaves, such as disability or workers' compensation, these leaves will also run concurrently with FMLA (where appropriate) and will not extend the leave period. When using paid leave in conjunction with FMLA, employees must comply with the requirements of the applicable paid leave policy.

**Benefits During Leave:** During an approved FMLA leave, the District will maintain your health benefits as if you continued to be actively employed, [but the employee must continue to pay their share of the premium](#). If paid leave is substituted for unpaid FMLA leave, the District will deduct your portion of the health plan premium as a regular payroll deduction. If your leave is unpaid, you must pay your portion of the premium during the leave. Your group health care coverage may cease if your premium payment is more than 30 days late. If you do not return to work at the end of the leave period, you may be required to reimburse the District for the cost of the premiums paid by the District for maintaining coverage during your unpaid leave, unless your failure to return is due to: (1) the continuation, recurrence, or onset of a serious health condition of yours or your family member, or a serious injury or illness of a covered servicemember, which would entitle you to FMLA leave, or (2) other circumstances beyond your control.



An employee on an unpaid leave of absence of thirty (30) or more days shall cease to accrue any further vacation time during such absence and the employee's upcoming vacation entitlement shall be pro-rated for the year. Also, during the unpaid portions of FMLA leave, the employee will not receive pay for holidays. Employment benefits accrued by the employee up to the day on which the unpaid FMLA leave begins will not be lost.

**Intermittent Leave:** Leave ~~due to~~ ~~because of~~ a serious health condition, to care for a servicemember with a serious injury or illness, or because of a qualifying exigency may be taken intermittently (in separate blocks of time due to a single covered health condition) or on a reduced leave schedule (reducing the usual number of hours an employee works per workweek or workday) if necessary. When the leave is needed for planned medical treatment, employees must attempt to schedule treatment so as not to unduly disrupt the District's operations. If leave is unpaid, the District will reduce the employee's salary based on the amount of time actually worked. In addition, while the employee is on an intermittent or reduced scheduled leave, the District may temporarily transfer the employee to an available alternate position which better accommodates the recurring leave and which has equivalent pay and benefits. A fitness for duty certification may be required to return from an intermittent absence if reasonable safety concerns exist concerning the employee's ability to perform job duties.

**Job Restoration:** If the employee wishes to return to work at the expiration of the approved FMLA leave, the employee is entitled to return to the same position or to an equivalent position with equal pay, benefits, and other terms and conditions of employment. If the employee takes leave because of the employee's own serious health condition, the employee may be required to provide medical certification that the employee is fit to perform the essential functions of the job. Employees failing to provide the certification will not be permitted to resume work until it is provided.

### 7.3 General Leave of Absence

Occasionally, for personal or other reasons, an employee may need to apply for an unpaid general leave of absence when ~~he or she~~ the employee does not qualify for a leave under another of the District's leave policies. This leave of absence is typically granted for a maximum of up to 30 calendar days. A request for more than 30 days will be approved on a case-by-case basis by the Executive Director.

An employee must apply in writing for this leave of absence and submit ~~his or her~~ their request to the Human Resources Department. Requests for leave should be made at least 120 calendar days prior to the start of the leave, or if that is not possible, as soon as feasible. The request should set forth the reason for the leave, the date on which you wish the leave to begin, the date on which you will return to active employment with the District, and any documentation supporting your need for leave. In cases of leave due to medical reasons, an employee will need to provide a doctor's note, specifying, among other things, the reason for leave and anticipated amount of leave needed. The granting of a leave of absence, and the terms and conditions surrounding the leave of absence, are at the sole discretion of the Executive Director.

Approval of a general leave will typically be based on the operational requirements of the organization, availability of temporary substitute employees, the work and value of the employee, and the reason for the request. A leave of absence will not be granted to allow an employee time off to seek employment elsewhere, to work for another employer, to contract/consult for another employer, or become self-employed.

While the District will make every effort to reinstate the employee to ~~his or her~~their previous position, there are no guarantees. Failure to return from a leave of absence at the time agreed upon will normally result in immediate termination of employment. Requests for an extension of a general leave of absence should be submitted in writing to the Human Resource Department.

#### **7.4 Sabbatical Leave**

Regular full-time employees may request unpaid sabbatical leave (not to exceed one year) to engage in a course of study or research which will benefit the Park District. Such a leave must be approved in writing by the Executive Director. For more information on applying for a leave, and the terms and conditions relating to extended leaves, see the General Leave of Absence policy.

#### **7.5 Military Leave**

Leaves of absence for Military or Reserve duty are granted to all employees of the District. Employees called to active Military duty or to Reserve or National Guard training, or volunteering for the same, should submit copies of their Military orders to their supervisor as soon as is practicable. Employees will be granted a Military leave of absence for the period of Military service in accordance with applicable Federal and State laws. Employees who are reservists or members of the National Guard are granted time off for required Military training. This leave of absence includes time off for: (i) service in a federally recognized auxiliary of the U.S. Armed Forces when performing official duties in support of military or civilian authorities as the result of an emergency; (ii) service covered in the Illinois State Guard as defined by the Illinois State Guard Act; and (iii) a period for which an employee is absent from a position of employment for the purpose of medical or dental treatment for a condition, illness, or injury sustained or aggravated during a period of active service in which treatment is paid by the United States Department of Defense Military Health System.

An employee's eligibility for reinstatement after the completion of military leave, benefit continuation/eligibility, and payment for such leave is determined in accordance with applicable Federal and State laws. Employees may elect, but are not required, to use any vacation, personal, or PTO time entitlement for any portion of the absence that may be unpaid. Training leaves will not normally exceed two weeks per year, plus reasonable travel time.

## 7.6 Victims' Economic Security and Safety [Act Policy](#) Leave

All employees, [both full and part-time](#), are eligible for unpaid victims' economic and security and safety (VESSA) leave for up to 12 weeks in a 12-month period for any one or more of the following reasons:

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

### *Definitions*

- "12-Month Period" - means a rolling 12-month period measured forward from the date leave is taken and continuous with each additional leave day taken.
- "Family or Household Member" - means a spouse, parent, son, daughter, other person related by blood or by present or prior marriage, other person who shares a relationship through a son or daughter, and persons jointly residing in the same household.
- "Parent" - means the biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a child.
- "Son or Daughter" - means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is under 18 years of age, or is 18 years of age or older and incapable of self-care because of a mental or physical disability.

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

### ***Intermittent or Reduced Leave***

An employee may take leave intermittently (a few days or a few hours at a time) or on a reduced leave schedule.

### ***Substitution of Time Off***

An employee may elect to substitute accrued paid vacation, sick, personal time, PTO, or any other applicable paid time off for any part of VESSA leave. Such substitution will not extend the employee's total allotment of time off under this policy [\(time will run concurrently\)](#).

### ***Notice Requirement***

An employee is required to give 48 hours' notice to the District in the event of foreseeable leave. In unexpected or unforeseeable situations, an employee should provide as much notice as is practicable, usually verbal notice within one or two business days of when the need for leave becomes known.

### ***Certification***

- For leaves taken pursuant to this policy, the employee may be required to submit a certification demonstrating the need for the leave. The certification must be provided by the employee as soon as reasonably possible, but in most cases, within 15 days after requested.
- The certification requirement may be satisfied by the submission of a sworn statement from the employee and one of the following:
  - Documentation from a victim services organization, attorney, clergy, or medical or other professional from whom the employee or the family/household member has sought assistance from in addressing domestic, sexual, or gender violence and/or its effects;
  - A police or court record; or
  - Other corroborating evidence.
- All documentation related to the employee's need for the leave pursuant to this policy will be held in strict confidence and will only be disclosed as required/permitted by law.

### ***Effect on Benefits***



During an approved VESSA leave, the District will maintain your health benefits, as if you continued to be actively employed. If paid leave is substituted for unpaid VESSA leave, the District will deduct your portion of the health plan premium as a regular payroll deduction. If your leave is unpaid, you must pay your portion of the premium during the leave. Your group health care coverage may cease if your premium payment is more than 30 days late. If you do not return to work at the end of the leave period, you may be required to reimburse the District for the cost of the premiums paid by the District for maintaining coverage during your unpaid leave, unless you cannot return to work because of the continuation, recurrence, or onset of domestic, sexual, or gender violence or other circumstances beyond your control.

### ***Job Protection***

If you wish to return to work at the expiration of your leave, you are entitled to return to your same position or to an equivalent position with equal pay, benefits and other terms and conditions of employment. If you take leave because of your own medical condition, you are required to provide medical certification that you are fit to resume work. You may obtain Return to Work Medical Certification forms from the Human Resource Department. Employees failing to provide the Return to Work Medical Certification form will not be permitted to resume work until it is provided.

### ***Reasonable Accommodations***

The District supports VESSA and will attempt to provide reasonable accommodations for qualified individuals who are entitled to protection under this Act in a timely fashion, unless such accommodation would present an undue hardship for the District.

Reasonable accommodation applies to applicants and employees and may include adjustment to a job structure, workplace facility, or work requirement, transfer, reassignment, or modified schedule, leave, a changed telephone number or seating assignment, installation of a lock, implementation of a safety procedure or assistance in documenting domestic, sexual, or gender violence that occurs at the workplace or in work-related settings, in response to actual or threatened domestic, sexual, or gender violence.

A qualified individual under this Act is an individual who, but for being a victim of domestic, sexual, or gender violence or with a family or household member who is a victim of domestic, sexual, or gender violence, can perform the essential functions of the employment position that such individual holds or desires.

Should you wish to request a reasonable accommodation pursuant to this policy, please contact Human Resources.

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## **COMPLAINT PROCEDURE**

### **8.1 Open Door Communications/Problem Solving Procedure**

The Park District is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which employees feel free to share any problem, complaint, suggestion, or question. The District believes that open and direct communications will result in better working conditions for everyone and will do its best to timely and effectively respond to all employee concerns.

If an employee has a problem, complaint, suggestion, or question, the following procedure should be utilized:

**Step One:** The employee should discuss the situation with [his/her/their](#) supervisor as soon as possible. The employee should give the supervisor an opportunity to investigate and then get back to the employee.

**Step Two:** If the employee is not satisfied with the supervisor's response or feels the problem is not resolved, the employee may present the problem in writing to [his/her/their](#) Department Head, and, again, as soon as possible. The employee should give the Department Head an opportunity to reconsider the situation and get back to the employee.

**Step Three:** If the employee is still not satisfied that the problem is resolved, the employee may present the problem to the Executive Director, or [his/her/their](#) designee. As before, this should be done in writing as soon as possible. The Executive Director, or designee, will consider the situation and get back to the employee. The Executive Director's, or [his/her/their](#) designee's, decision will be final.

## **ENDING EMPLOYMENT**

### **9.1 Separation of Employment**

As mentioned elsewhere in this Manual, all employment relationships with the District are on an at-will basis. Thus, although the District hopes that its relationships with employees are long-term and mutually rewarding, the District and the employee both reserve the right to terminate the employment relationship at any time and for any reason.

Employees desiring to terminate their employment relationship with the District in good standing are ~~encouraged~~asked to notify their supervisor at least two weeks (four weeks is preferable) in advance of their intended termination. Such notice should be given in writing to the employee's supervisor. Proper notice generally allows the District sufficient time to calculate all accrued overtime (if applicable) as well as other monies to which the employee may be entitled and to include such monies in the final paycheck.

Exit interviews are normally scheduled for outgoing employees after the notice of intent to terminate is received. The purpose of this interview is to review eligibility for benefit continuation and conversion, to ensure that all necessary forms are completed, and to provide employees with an opportunity to discuss their job-related experiences. Thereafter, the supervisor shall collect all District property that may be in the employee's possession (uniforms, keys, tools, laptops, cell phone, etc.).

Employees who terminate their employment relationship in good standing with the District are welcome to reapply for employment with the District in the future.

## **EMPLOYEE CONDUCT**

### **10.1 Non-Discrimination and Anti-Harassment Policy**

The Park District is committed to maintaining a work environment that is free of all forms of discrimination and harassment, including sexual harassment, which are all illegal under the Illinois Human Rights Act (IHRA) and Title VII of the U.S. Civil Rights Act of 1964 (Title VII). In keeping with this commitment, the organization will not tolerate discrimination against or harassment by anyone, including any supervisor, employee, vendor, customer, contractor, or other regular visitor of the Park District. Violation of this policy shall be considered grounds for disciplinary action up to and including termination.

#### ***Discrimination***

Discrimination consists of employment actions taken against an individual based on an actual or perceived characteristic protected by law, such as sex, race, color, ancestry, national origin, citizenship status, religion, age, disability, marital status, sexual orientation, gender identity, pregnancy, military or veteran status, genetic information, order of protection status, or any other category protected by applicable law. In other words, discrimination occurs when an individual is treated differently or unequally because the individual is a customer of or a perceived customer of a protected group.

#### ***Harassment***

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's actual or perceived protected status such as race, color, ancestry, national origin, citizenship status, religion, sex, pregnancy, sexual orientation, gender identity, age, disability, marital status, military or veteran status, genetic information, order of protection status, or any other category protected by applicable law. The Park District will not tolerate harassing conduct that affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile or offensive working environment.

The conduct forbidden by this policy specifically includes, but is not limited to: (a) epithets, slurs, negative stereotypes or intimidating acts that are based on a person's protected status; and (b) written or graphic material circulated within or posted within the workplace that shows hostility toward a person because of his or her protected status.

#### ***Sexual Harassment***

Sexual harassment, as defined by the IHRA, consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment;
2. Submission to or refusal to engage in such conduct is used as the basis for any employment decisions affecting such individual; or

3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment, as defined above, may include, but is not limited to:

1. Uninvited sex-oriented verbal "kidding" or demeaning sexual innuendoes, leers, gestures, teasing, sexually explicit or obscene jokes, remarks or questions of a sexual nature;
2. Graphic or suggestive comments about an individual's dress or body;
3. Displaying sexually explicit objects, photographs, writings, or drawings;
4. Unwelcome touching, such as patting, pinching or constant brushing against another's body; or
5. Suggesting or demanding sexual involvement of another employee, whether or not such suggestion or demand is accompanied by implicit or explicit threats concerning one's employment status or similar personal concerns.

Even if two or more individuals are engaging in consensual conduct, such conduct could constitute harassment of or discrimination against another individual who witnesses or overhears the conduct.

### ***Investigation Procedure***

Everyone is responsible to help ensure that harassment and discrimination do not occur and are not tolerated. [The Park District strongly urges the immediate reporting of discrimination or harassment, regardless of the offender's identity or position.](#) An individual who believes that he or she has been subjected to sexual or other types of harassment or discrimination, or who has witnessed harassment or discrimination, should immediately submit a complaint to ~~his or her~~[their](#) supervisor, any other manager or supervisor, Human Resources, or the Executive Director. If a manager or supervisor receives a complaint of harassment or discrimination or becomes aware of such conduct, the complaint or conduct shall be immediately reported to the Human Resources Department and/or the Executive Director. [The availability of this reporting procedure does not preclude individuals who believe they are being subjected to harassment or discrimination from promptly advising the offender that their conduct is unwelcome and requesting that it immediately cease.](#)

The Park District, or its designee, shall promptly investigate all complaints and make all reasonable efforts to resolve the matter informally. These efforts may include, but are not limited to, convening conferences with the complainant and/or the accused harasser/discriminator to discuss the complaint and the results of the investigation.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the Park District's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

A substantiated complaint against an employee will subject the individual to disciplinary action, up to and including termination. The Park District will also take appropriate action to address a substantiated complaint of discrimination or harassment by a third party or non-employee. If an investigation results in a finding that the complainant falsely accused another of harassment or discrimination knowingly or in a malicious manner, the complainant will be subject to appropriate discipline, including the possibility of discharge.

### ***Retaliation Prohibited***

Reporting harassment or discrimination or participating in an investigation will not reflect adversely upon an individual's status or affect future employment or work opportunities. Any form of retaliation against an individual who reports harassment or discrimination or participates in an investigation is strictly prohibited by the Illinois Human Rights Act, the Illinois Whistleblower Act, Title VII of the Civil Rights Act of 1964, and Park District policy. Any employee who retaliates against another for exercising his or her rights under this policy shall be subject to discipline, up to and including termination. The Park District will also take appropriate action to address a third party or non-employee who engages in retaliation.

### ***Resolution Outside the Park District***

The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every complaint and incident so that problems can be identified and remedied internally. However, an individual has the right to contact the Illinois Department of Human Rights (IDHR) and/or the Equal Employment Opportunity Commission (EEOC) about filing a formal complaint. An IDHR or EEOC complaint must be filed within 300 days of the alleged incident(s) unless it is a continuing offense.

#### **Contact Information:**

##### **Illinois Department of Human Rights (IDHR)**

- Chicago: 312-814-6200 or 800-662-3942; TTY: 866-740-3953
- Springfield: 217-785-5100; TTY: 866-740-3953
- Marion: 618-993-7463; TTY: 866-740-3953

##### **Illinois Human Rights Commission (IHRC)**

- Chicago: 312-814-6269; TTY: 312-814-7460
- Springfield: 217-785-4350; TTY: 217-557-1500

##### **United States Equal Employment Opportunity Commission (EEOC)**

- Chicago: 800-669-4000; TTY: 800-869-8001

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## **10.2 Disciplinary Action**

As integral members of the District, employees are expected to accept certain responsibilities, adhere to acceptable business principles in matters of personal conduct, and exhibit a high degree of personal integrity. Employees are consequently encouraged to observe the highest standards of professionalism at all times.

The following is a list of behaviors that could result in disciplinary action up to and including termination. Be aware that this list is not intended to be “all inclusive,” and that other behaviors may, at the District’s discretion also result in disciplinary action up to and including termination. Establishment of these standards of conduct does not alter the employment at-will relationship. Employees should seek further clarification from their supervisor on issues related to conduct if they do not understand a particular rule or are uncertain regarding a particular behavior.

Evidence of the following actions ~~shall be~~ may constitute sufficient reason for disciplinary action, including, without limitation, dismissing, demoting, suspending, or reprimanding an employee, depending on the circumstances:

- Acceptance of an unauthorized fee, gift, or other thing of value, for personal use, in the course of, or in connection with, work.
  - Failure to perform work in a safe manner or to take steps to eliminate and/or report a safety hazard.
  - Falsifying an employment application, time sheet, expense report, personnel or other documents, or records of the District.
  - Misuse of District benefits.
  - Unauthorized possession of District, resident, or employee property.
  - Possession, distribution, or use of explosives or weapons on the District’s premises, in accordance with the Illinois Firearm Concealed Carry Act.
  - Fighting and/or other disorderly conduct.
  - Dishonesty, fraud, theft, or sabotage against the District or its employees.
  - Threatening, intimidating, coercing, using abusive or vulgar language, or interfering with the performance of other employees of the District or residents.
  - Insubordination or failure to perform reasonable duties which are assigned.
  - Unauthorized, inappropriate, or negligent use of material, time, equipment, or property of the District.
- 
- Damaging or destroying District or resident property through careless or willful acts.

- Performance that does not meet the requirements for the position, including inefficiency, incompetency, inattentiveness, or negligence in the performance of duties.
- Negligence in observing fire prevention and safety rules.
- Abuse or negligence of our security or confidential materials.
- Installing unauthorized or illegal copies of software on a District-owned computer.
- Repeated tardiness or absence; failure to report for work without a satisfactory reason; leaving work early without permission; abuse of leave privileges.
- Violation of the District's [policies, including, without limitation, the](#) drug/alcohol policy.
- Failure to cooperate with District audits or investigations.
- Rudeness and other inappropriate [or unprofessional](#) behavior towards residents or District employees.
- Any behavior that results in an employee not performing [his/her/their](#) job, including sleeping on the job.
- Violations of local, state, or federal law.
- Engaging in such other practices as the District determines may be inconsistent with the ordinary and reasonable rules of conduct necessary to the welfare of the District, its employees, or residents.

### 10.3 Disciplinary Procedure

Should performance, work habits, conduct, or demeanor become unsatisfactory in the judgment of the Park District, based on violations either of the above or of any other of the District's policies, rules, or regulations, an employee may be subject to disciplinary action as follows:

- |                  |   |
|------------------|---|
| • First Offense  | Verbal Warning  |
| • Second Offense | Written Warning   |
| • Third Offense  | Disciplinary Suspension/Final Warning and/or Performance Improvement Plan |
| • Fourth Offense | Demotion/Reduction in Pay and/or Discharge                                |

Discipline may begin at any step, including immediate discharge (especially during



the early stages of employment), dependent upon the severity of the incident. The progressive disciplinary steps and the failure to follow the steps in every situation does not in any way create a contractual right to continued employment.

Sometimes the Park District will find it necessary to investigate the infraction for which an employee may face discharge. In this case, the District may suspend the employee, with or without pay, pending the investigation. The objective of this suspension will be to determine if discharge is the proper decision. Following the investigation, if the District decides not to discharge the employee, the employee will be reinstated with or without back pay, depending on the circumstances.

#### **10.4 Attendance and Punctuality Policy**

Consistent attendance and punctuality contribute to the success of the District's business operations. Attendance problems disrupt operations, lower productivity, and create a burden on other employees. All employees of the District are expected to assume responsibility for their attendance and promptness.

##### ***Rules Concerning Attendance***

- Any employee who plans to be out of the office, including arriving late or leaving early, should receive advance approval from his/her/their supervisor.
- If it is not feasible for an employee to make arrangements in advance for the time away from the office, the employee is required to contact his/her/their supervisor as soon as possible, and at least one (1) hour prior to the employee's normal starting time. If you cannot reach your immediate supervisor, contact your department head. Be prepared to explain the reason for the time away from the office and provide an expected date/time of return to work.
- Employees must personally contact the District on a daily basis during all absences, except those arranged in advance.
- The Park District may require that documentation substantiating the reason for the absence be furnished.
- In instances of absence due to an employee's health, the District reserves the right to require the employee to obtain a doctor's report explaining the condition and the doctor's restriction that the employee not work. Ordinarily any absence due to illness or injury over three consecutive days requires a report from the attending doctor. In addition, where deemed appropriate, the District may delay its decision as to the employee's physical fitness to return to work until a doctor's report is submitted. The District may require that additional documentation substantiating the reason for the absence be furnished.
- You must personally contact the District on a daily basis during all absences, except those arranged in advance with your supervisor and/or the District.
- In instances of absence due to your health, the District reserves the right to require you to obtain a doctor's note justifying your absence. Ordinarily, any absence due

to illness over three consecutive days requires a report from the attending doctor. Where deemed appropriate, the Park District may delay its decision as to your physical fitness to return to work until a doctor's report is submitted.

- Excessive absenteeism or tardiness or repeated unexcused absenteeism or tardiness may result in disciplinary action up to and including termination of employment.
- Three (3) consecutive working days of absence without notice to the District typically constitutes job abandonment and results in termination of an employee as a voluntary separation. If the employee's absence is later determined excusable on conditions that rendered prior notice impossible, the charge of absence without leave may be changed to paid leave or unpaid leave as applicable.

## **10.5 Substance Abuse Policy**

The Park District has a longstanding commitment to provide a safe and productive work environment. Alcohol and drugs in the workplace, including cannabis, pose a threat to the health and safety of employees and to the security of our equipment and facilities. For these reasons, the District is committed to the elimination of drug and/or alcohol use and abuse in the workplace.

### ***Prohibited Activity***

Whenever employees are working, operating District vehicles, or present on District premises, they are prohibited from:

- using, consuming, possessing, buying, selling, manufacturing, or dispensing illegal drugs, cannabis, or alcohol, except a moderate amount of alcohol may be consumed at approved District events, provided such consumption does not adversely affect an employee's behavior or judgment and, if the employee will drive a motor vehicle following the event, does not adversely affect the employee's ability to safely and legally drive the vehicle; and
  - being under the influence of alcohol, cannabis, or illegal drugs.
2. This Policy does not prohibit employees from the lawful use and possession of prescribed medications, except that employees may not use or possess cannabis (even medical cannabis) on District premises, while operating a District vehicle, or while working. Employees are responsible for consulting with their doctors about a medication's effect on their ability to work safely, and promptly disclosing any restrictions to their supervisor. In the event an employee fails to report such restrictions and creates a safety threat, neither a physician's prescription nor other medical reason will be an acceptable excuse

for being in violation of this policy. Employees should not, however, disclose underlying medical conditions unless specifically directed to do so.

~~The possession, consumption, purchase, sale, transfer, or distribution of alcohol on District premises is prohibited. Accordingly, no employee shall be under the influence of alcohol while on District premises or while performing District business off District premises. The only exception is that with the prior approval of a supervisor, a moderate amount of alcohol may be consumed at approved organization events or during business related activities provided such consumption does not adversely affect an employee's behavior or judgment and, if the employee will drive a motor vehicle following the event, does not adversely affect the employee's ability to safely and legally drive the vehicle. A violation of this moderate consumption rule will result in discipline up to and including termination of employment.~~

### Definitions

-“Legal drugs” are: (1) drugs that are permitted under state or federal law, (2) obtained by an employee with a physician’s prescription or over-the-counter, and (3) used for the purposes for which they were prescribed or sold. Employees using cannabis must be aware of any potential effect such drugs may have on their judgment or ability to perform their duties and should not possess, use, or be under the influence of any cannabis while performing their duties, while on District property, or while operating vehicles for the District. Employees are responsible for consulting with their doctors about a prescription medication’s effect on their ability to work safely, and promptly disclose any restrictions to their supervisor. In the event an employee fails to report such restrictions and creates a safety threat, neither a physician’s prescription nor other medical reason will be an acceptable excuse for being in violation of this policy. Employees should not, however, disclose underlying medical conditions unless specifically directed to so.

“Illegal drugs” are drugs or controlled substances that are: (1) not legally obtainable under federal or state law, or (2) legally obtainable under federal and state law, but not obtained and/or used in a lawful manner. This definition includes, but is not limited to, cocaine, PCP, heroin, LSD, amphetamines, and barbiturates, but, for purposes of this policy only, does not include cannabis. ~~The use, purchase, sale, transfer, possession, being under the influence, or the presence in one’s system of a detectable amount of an illegal drug by any employee is prohibited: (1) on the District’s premises or (2) where the employee is performing District business off District premises.~~

“Cannabis” includes, all forms of cannabis or marijuana, including both recreational and medical cannabis and marijuana.

“District Premises” includes, but is not limited to, all buildings, offices, facilities, grounds, parking lots, places and vehicles owned, leased or managed by the District.

“Refuse to Cooperate” means to obstruct the collection process, to submit an altered, adulterated or substitute sample, or to fail to promptly provide specimen(s) for testing when directed.



**“Reasonable Suspicion or “Reasonably Suspects”** means a good faith belief that an employee manifests specific, articulable symptoms while working that decrease or lessen the employee’s performance of the duties or tasks of the employee’s job position, including, without limitations, symptoms of the employee’s speech, physical dexterity, agility, coordination, demeanor, irrational or unusual behavior, or negligence or carelessness in operating equipment or machinery, disregard for the safety of the employee or others, or involvement in any accident that results in serious damage to equipment or property, disruption of business operations, or carelessness that results in the injury to the employees or others.

**“Under the Influence of Alcohol”** means an alcohol concentration of .04 or more, or actions, appearance, speech or bodily odors which reasonably cause a supervisor to conclude that an employee is impaired because of alcohol use.

**“Under the Influence of Cannabis”** means actions, appearance, speech or bodily odors which reasonably cause a supervisor to conclude that an employee is impaired because of cannabis use, which may or may not be accompanied with a confirmed positive test result.

**“Under the Influence of Illegal Drugs”** means a confirmed positive test result for illegal drug use or actions, appearance, speech or bodily odors which reasonably cause a supervisor to conclude that an employee is impaired because of illegal drug use.

### ***Testing for alcohol and drugs***

The District will require a drug, cannabis, and/or alcohol test of any employee where there is a reasonable suspicion to believe that they/he/she may be using drugs, cannabis and/or alcohol on District premises or may be under the influence of drugs, cannabis, or alcohol while working, on District premises, or operating District vehicles. ~~“Reasonable suspicion” will be based on objective factors such as the employee’s appearance, speech, behavior, or other conduct or facts that indicate the employee is under the influence of illegal drugs, cannabis, alcohol, or any or all of the above.~~ Involvement in an injury or accident at work or while performing District business may also be grounds for testing if a member of management has a reasonable belief that drugs, cannabis and/or alcohol may have contributed to the injury or accident. Employees will be required to sign a consent and release form prior to drug or alcohol testing. Test results will be kept confidential to the extent possible and consistent with applicable law.

Employees who refuse to cooperate in required tests, test positive for alcohol, cannabis, or illegal drugs, or use, possess, buy, sell, manufacture or dispense alcohol, cannabis, or illegal drugs in violation of this policy (as discussed above) will be terminated. In addition, if an employee fails to report immediately to the testing location upon request, comply with any testing procedures (including attempting to substitute, dilute, or otherwise change specimens to be tested) and/or fails to provide specimens unless medically incapable, the

[employee/he/she](#) will be considered as refusing to test and subject to discipline, up to and including termination.

The laboratory conducting the tests shall transmit positive drug test results to a doctor ("MRO"), retained by the District, who shall offer persons with positive results a reasonable opportunity to establish that their results are caused by lawful prescribed medicines or other lawful substances. (A medical cannabis prescription or a claim that cannabis was used "off duty" is not a defense to a reasonable suspicion test). Persons with positive test results may also ask the MRO to have their split specimen sent to another federally certified lab, to be tested at the employee's or applicant's own expense. Such requests must be made within three (3) working days of notice of test results. If the second lab fails to find any evidence of drug use in the split specimen, the employee or applicant will be treated as passing the test.

### ***Notification of Drug Conviction***

Employees must notify the District of any criminal drug conviction no later than five days after such conviction. For purpose 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 your supervisor or Human Resources may subject the employee to disciplinary action, up to and including dismissal.

### ***Employee Assistance Program***

The District will assist and support employees who voluntarily seek help for alcohol or drug problems *before* they become subject to disciplinary action under this or other District policies. Employees who seek such assistance will be allowed to use accrued time off, placed on leaves of absence, where available, referred to treatment providers or otherwise accommodated as required by law. Such employees may be required to document that they are successfully following prescribed treatment and required to take and pass follow-up tests.

### **Confidentiality**

Information and records relating to positive test results, drug and alcohol dependencies and legitimate medical explanations provided to the MRO shall be kept confidential and maintained in secure files separate from normal personnel files. Such records and information may be disclosed among managers and supervisors on a need-to-know basis and may be disclosed where relevant to a grievance, charge, claim or other legal proceeding initiated by or on behalf of an employee.

## **10.6 Smoking**

No smoking of any kind will be permitted in District-owned or leased vehicles or on District premises, including within 15 feet of any entrance, exit, window, ventilation intake office or work area, restroom, conference or classroom, break room or cafeteria and/or other common area. This policy also applies to the use of smokeless tobacco and/or herbal products as well as e-cigarettes and cannabis.

Smoking is only allowed during authorized break times and in authorized areas. This policy applies equally to all employees, residents, and visitors

## **10.7 Personal Appearance**

Work attire should complement an environment that reflects an efficient, orderly, and professionally operated organization. Employees are relied on to exercise common sense and good judgment regarding their clothing and appearance in the workplace and to dress in a manner that is consistent with the goals of this policy. Employees are expected to present a neat, clean, and well-groomed appearance and to dress according to the requirements of their position, which may include concerns about safety/interactions with members/visitors, and accurately representing our organization's image to the public.

*Unacceptable attire* includes spandex or lycra clothing, flip-flops, tube tops, halter tops, shorts, lingerie-style tops, bare backs, bare midriffs or off the shoulder tops, beach wear, provocative attire (i.e. braless or micromini look), work out or athletic clothes, tennis shoes, cutoffs, and underwear worn as outerwear.

Employees who are assigned to attend District meetings or workshops should be particularly conscious of maintaining dress and grooming standards that present a more professional image than the day-to-day casual dress normally permitted.

Employees are also asked to consider others when wearing or maintaining in their work space any type of strong smelling substance, including but not limited to, perfumes, aftershaves, colognes, potpourri, or other such substances. Employees are expected to maintain appropriate hygiene standards while at work or performing District work.

Employees who have questions about the dress code should speak to their supervisor or Human Resources. An employee who reports for work in violation of this policy may be sent home (with or without pay) to correct the violation.

In the event that the dress and grooming requirements above conflict with a sincerely held religious belief, an accommodation will be considered, and an exception may be granted

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## **10.8 Ban on Certain Gifts and Rewards**

In accordance with the State Officials and Employee Ethics Act, employees are prohibited from accepting substantial gifts or entertainment from persons doing business or seeking

to do business with the District. For more information on this policy, please see Human Resources.

## **10.9 Confidentiality Policy**

All employees must safeguard confidential information obtained as a result of working for the District. This confidential information includes, but is not necessarily limited to: personal resident information, technical information, systems information, processing, delivery systems, and in particular, any material identified by the District as “proprietary and confidential.”

Access to confidential information should be on a “need to know” basis and must be authorized by the Executive Director. Unauthorized use or disclosure of any confidential information will cause irreparable harm to the District. The District may seek all remedies available under the law for any threatened or actual unauthorized use or disclosure of confidential information. Any employee who is unsure about the confidentiality of any information should immediately seek the assistance of a supervisor prior to disclosing such information. All questions requiring an interpretation of the Freedom of Information Act will be referred to the Public Access Counselors office of the Attorney General.

Employees should use reasonable security measures with respect to confidential information, including but not limited to the following:

- Confidential information should not be disclosed to any third party except upon the District’s prior written approval;
- Confidential information should not be removed from the worksite without managerial permission.
- No copies should be made of any confidential information except to promote the purposes of the employee’s work for the District;
- Employees should not use confidential information for their own benefit, nor for the benefit of any third party, without the District’s prior written approval.

All confidential information shall remain the sole property of the District, and all copies must be returned to the District upon termination of employment or upon demand at any other time.

Employees who improperly use or disclose confidential business information will be subject to disciplinary action, up to and including termination of employment, even if they do not actually benefit from the disclosed information.

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## **10.10 Immunity from Liability for Confidential Disclosure of a Trade Secret to the Government or in a Court Filing Policy**

In accordance with the Defense of Trade Secrets Act (DTSA): (1) An individual shall not be held criminally or civilly liable under any federal or state trade secret law for the



disclosure of a trade secret that—(A) is made—(i) in confidence to a federal, state or local government official, either directly or indirectly, or to an attorney; and (ii) solely for the purpose of reporting or investigating a suspected violation of law; or (B) is made in a compliant or other document filed in a lawsuit or other proceeding, if such filing is made under seal, and (2) An individual who files a lawsuit for retaliation by an employer for reporting a suspected violation of law may disclose the trade secret to the attorney of the individual and use the trade secret information in the court proceeding, if the individual—(A) files any document containing the trade secret under seal; and (B) does not disclose the trade secret, except pursuant to court order.

### 10.11 Whistleblower Compliance Policy

A whistleblower for purposes of this policy is as defined by this policy is an employee of the Park District who reports an activity that they consider to be illegal or dishonest to one or more of the parties specified in this policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

An example Examples of an illegal or dishonest activities is—are violations of federal, state, or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting. or financial wrongdoing, including but not limited to theft or embezzlement.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact- the Auditor, Executive Director, or in the event that individual is the subject of the complaint and/or not available the Human Resources Manager. or the Executive Director. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline, up to and including termination.

Whistleblower protections are provided in two important areas -- confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law, and to provide accused individuals their legal rights of defense. (when applicable). The Park District will not retaliate against a whistleblower for:

- Reporting an improper governmental action pursuant to this Policy;
- Cooperating with an investigation by an auditing official related to a report of improper governmental action; or,
- Testifying in a proceeding or prosecution arising out of an improper governmental action.



This protection includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as denial of adequate staff to perform duties; frequent staff changes; frequent and undesirable office changes; refusal to assign meaningful work; unsubstantiated letters of reprimand or unsatisfactory performance evaluations; demotion; reduction in pay; denial of promotion; transfer or reassignment; suspension or dismissal; or other disciplinary action made because of an employee's protected activity under this Policy. **Any whistleblower who believes he/she is being retaliated against should contact the Auditor, or his/her designee, immediately.** Reports of retaliation must be made in writing and within 60 (sixty) days of learning of the retaliatory action. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities pursuant to this policy must be made in writing and will be promptly investigated. Please see the investigation procedures that follow.

#### **Guidance for Review and Resolution of Whistleblower and Retaliation Complaints Brought Pursuant to Whistleblower Policy**

- As directed in the policy, whistleblower and retaliation claim should be reported to the auditing official, the **Executive Director** or, in the event **the Executive Director** is unavailable and/or named in the complaint, to **the Human Resource Manager**. These individuals have the authority to appoint other members of the management team, Board and/or outside counsel/consultants to assist with the investigation.
- Upon receiving such a report, the auditing official, or his/her designee, will consult with others (the Board, outside counsel) to determine whether the claim falls under the whistleblower policy and, if so, how to best proceed. Employment-related concerns, including, but not limited to, harassment, discrimination, bullying, and other such work-related complaints are not covered by this policy.
- Confidentiality of the individual making the complaint, as well as any witnesses, will be respected consistent with the Organization's need to investigate.
- After a written complaint is received by the Auditor, a written acknowledgement notice may be sent to the Complainant that may include a timeline for review, investigation, and resolution.
- The Auditor, or his/her designee, may meet with the Complainant, Respondent and/or other witnesses as a part of the investigation. The Auditor, or his/her designee, has the authority to conduct multiple interviews, if needed. The Auditor, or his/her designee, may also request written statements and/or other documentation that may be pertinent to the resolution of the complaint.
- If it is determined that the conduct that is the subject of the complaint involves fraud, or illegal/egregious conduct, the Auditor, or his/her

designee, has the authority to conduct the investigation in a more formal manner. This may include a report to law enforcement agencies.

- Upon completion of the investigation, the Complainant and Respondent will be notified that the investigation has ended, and the decision made. This notification may take place orally or in writing. If the Auditor, or his/her designee, determines this policy has been violated, the Board will be notified. Remedies and discipline for policy violations will be in accordance with applicable law.

. The Park District prohibits any form of retaliation against whistleblowers, including, but not limited to, retaliation in the form of an adverse employment action such as termination, compensation decreases, poor work assignments and threats of physical harm. Any whistleblower who believes he or she is being retaliated against must contact Human Resources or the Executive Director immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly investigated, and corrective action will be taken as necessary.

## **10.124 Workplace Violence**

The District is concerned about the increased violence in society, which has also filtered into many workplaces throughout the United States. Due to this concern, the Park District has taken steps to help prevent incidents of violence from occurring at the District. The District expressly prohibits any acts or threats of violence by any employee, former employee, or any third party (including residents, vendors, and visitors) both in the workplace and at any District-related events. This includes threatening comments that are intended to be made in a joking manner.

In keeping with the spirit and intent of this policy, and to ensure that the District's objectives in this regard are attained, it is the commitment of the District:

- To provide a safe and healthful work environment.
- To take prompt remedial action against any employee who engages in any threatening behavior or acts of violence or who uses any obscene or threatening language or gestures.

- To take appropriate action when dealing with residents, former employees, or visitors to the District who engage in such behavior. Such action may include notifying the police or other law enforcement personnel and supporting prosecuting violators of this policy to the maximum extent of the law.
- To prohibit employees, former employees, residents, and visitors from bringing unauthorized firearms or other weapons onto the District's premises or in its vehicles, or carrying such firearms or weapons while conducting District business, in accordance with the Illinois Firearm Concealed Carry Act.
- To establish viable security measures to ensure that the District's facilities are safe and secure to the maximum extent possible and to properly handle access to the District's facilities by the public, off-duty employees, and former employees.

Any employee who displays a tendency to engage in violent, abusive, or threatening behavior, or who otherwise engages in behavior that the District, in its sole discretion, deems offensive or inappropriate will be subject to disciplinary action, up to and including discharge.

All employees are responsible for maintaining a workplace that is free from threatening behavior and violence. Accordingly, each employee has a duty to report any threat, instance of harassment, or violent act observed or experienced at work. In addition, any employee who has a reason to believe that a violent act may be committed on the worksite or against an employee must promptly report that belief or suspicion to ~~his/her~~their supervisor or the Human Resource Department. No employee who in good faith either makes a report or participates in an investigation under this policy will experience retaliation of any kind.

Any employee who applies or obtains a protective or restraining order which lists the District's premises as being protected areas should inform ~~their/his/her~~ supervisor or the Human Resource Department. The Park District will require the employee to furnish a copy of the order.

### **10.13 Workplace Security and Inspections**

To: 1) safeguard the property of employees, customers, and the Park District; 2) help prevent the possession, sale, and use of illegal drugs on the Park District 's premises and keep with the spirit and intent of the Park District 's substance abuse policy; and 3) help prevent the possession of illegal weapons on the Park District's premises; the Park District reserves the right to question employees and all other persons entering and leaving our premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunchboxes, or any other possessions or articles carried to and from the Park District 's property. In addition, the Park District reserves the right to search any employee's office, desk, files, locker, or any other area or article on our premises. In this connection, it should be noted that all offices, desks, files, lockers, and so forth, are the property of the Park District and

are issued for the use of employees only during their employment with the Park District. Inspections may be conducted at any time at the discretion of the Park District.

Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy will not be permitted to enter the premises. Employees working on or entering or leaving the premises who refuse to cooperate in an inspection will be subject to disciplinary action, up to and including termination.



## USE OF ~~ELECTRONIC DEVICES~~ INFORMATION SYSTEMS AND SOCIAL MEDIA

### 11.1 Use of ~~Electronic, Telephone, and Other Equipment~~ Information Systems

The District provides or contracts for the communication services and equipment necessary to promote the efficient conduct of business. This policy governs employee use of the District's computers, networks, communications systems, phone systems, business equipment, Internet, and other IT resources (collectively "information systems"). All such information systems, and all communications and stored information transmitted through, received on, accessed on, or contained in the District's information systems are District property and are to be used primarily for job-related purposes during working time. To ensure the proper use of information systems, the District may monitor the use of these systems and equipment and review or inspect all material stored on them from time to time. No communications are guaranteed to be private or confidential. All equipment, electronic and telephone communications systems, and all communications and stored information transmitted, received, or contained in the District's information systems (collectively "electronic systems") are the District's property and are to be used primarily for job-related purposes.

To ensure the proper use of information communications systems ~~and business equipment~~, the District expects employees to abide by the following:

1. ~~Electronic-Information~~ systems are owned/leased and maintained by the District, and ~~allelectronic~~ communications transmitted using the District's information systems are the sole property of the District. These electronic systems are to conduct and support District business and to assist employees in the performance of their jobs. Employees are expected to use these resources responsibly, professionally, ethically, and lawfully.
2. Personal software or messages shall not be installed or stored on the District's ~~electronic equipment~~ information systems unless prior approval is obtained. In addition, employees are prohibited from encrypting, attempting to decrypt or modifying data, files, or programs without prior written authorization. Employees are prohibited from deleting or destroying data, files, or programs, except in the ordinary course of business, i.e. deletion of an email after it is read.
3. Minimal personal use of ~~electronic-information~~ systems and the distribution of personal messages by employees is permitted, as long as such use does not interfere with employees' work performance or have an undue impact or cost on the operation of the information ~~technology~~ systems. In addition, personal use must not involve activities for personal gain (i.e., day trading, gambling), political activity, participation in chat rooms, blogs, or bulletin boards, internet chain mails/forwards, or game playing. Excessive personal use of

information systems or distribution of personal messages by employees is prohibited.

4. The District will, or reserves the right to, monitor the use of information~~electronic~~ systems and to review or inspect all material stored therein. No communications are guaranteed to be private or confidential.
5. Any communication sent using the District's information systems ~~owned property~~ may be subject to disclosure under the Freedom of Information Act (FOIA) and released pursuant to a discovery request in the event of litigation. As such, employees must take the necessary steps to protect access to and archive Park District information contained in emails, texts, internet, and any other electronic communications on the District's information systems.
6. Employees may not access, read, or discuss another employee's private email or voicemail accounts.
7. Employees must safeguard their personal passwords and should not share that information with any other individuals. Passwords should not be written down or left in places that they are accessible to others. The use of personal passwords, assigned to the employee, is not grounds for an employee to claim privacy rights in the information ~~electronic or communications~~ systems. The District reserves the right to override personal passwords. Employees may be required to disclose passwords or codes to the District to allow access to the systems.
8. Employees are responsible for the safe keeping of District issued property and must not allow such property to be used by an unauthorized party. If an employee believes a breach of security has occurred or the property has been misused by another individual, the employee~~he/she~~ must notify the Executive Director immediately.
9. Employees may not modify, disable, compromise, or otherwise circumvent any anti-virus, user authentication, or other security feature maintained on the Park District's information system. Each employee is responsible for protecting his/her~~their~~ computer against virus attack by not opening suspicious e-mails, pop-ups or downloads, following appropriate guidelines for scanning all incoming communications and media, and by not disabling the anti-virus application installed on their workstation.
- 9.10. Employees are prohibited from bringing unauthorized electronic equipment to work to use with District-provided information systems and from accessing District systems with their devices absent explicit permission from the Executive Director. Such prohibited equipment includes but is not limited to any type of external computer drives, such as flash drives, to save information from computer drives, and personal laptops and other wireless communications devices. Using such unauthorized equipment with District-

provided information systems and/or accessing District information systems without permission is considered to be theft of District's intellectual property.

- ~~10.~~11. The District's prohibition against sexual, racial, and other forms of harassment are extended to include the use of information ~~electronic and telecommunications~~ systems. Harassing, vulgar, pornographic, obscene, or threatening communications are strictly prohibited, as are sexually oriented messages or images. Employees who receive email or other information on their computers which they believe violate this policy should immediately report this activity to their supervisor.
- ~~11.~~12. Privileged or confidential material, such as, but not limited to, trade secrets or attorney-client communications, should not be exchanged haphazardly by e-mail, facsimiles, etc.
- ~~12.~~13. Employees are prohibited from violating copyright, licensing, and any other relevant laws. If unsure about copyright and licensing laws, please speak with your supervisor.
- ~~13.~~14. Outsiders or non-employees are prohibited from using information systems ~~electronic communications~~ to communicate with District employees or the District for any purpose unrelated to District business.
- ~~14.~~15. Employees must be aware of the possibility that electronic messages that are believed to have been erased or deleted can frequently be retrieved by systems experts and can be used against an employee or the District. Therefore, employees should be cautious and use the information systems only in the appropriate manner and consult with systems experts to guarantee that information to be deleted is truly eliminated from the system.
- ~~15.~~16. Employees should exercise care so that no personal correspondence appears to be an official communication of the District. Personalized District stationery and business cards may only be issued by the District. Employees may not use the District's address for receiving personal mail or utilize the District's stationery or postage for personal letters.
- ~~16.~~17. Employees are responsible for proper care of District-owned equipment with which they are entrusted. Employees may be held responsible for the cost or replacement of any lost, stolen, or damaged equipment.

## **11.2 Use of Mobile Technologies**

The District encourages and promotes following the law when using mobile technology while operating a motorized vehicle. In accordance with Illinois state law, the use of hand-held devices while operating a motorized vehicle is strictly prohibited. Only hands-free technology such as speakerphones, Bluetooth, and headsets are permitted to be used with

a wireless telephone.

All types of electronic communication which includes composing, reading, sending, or accessing the internet for the purposes of texting, emailing, instant messaging, or any other use of an electronic communication device is prohibited while driving on behalf of the District. An “electronic communication device” refers to a wireless telephone, personal digital assistant, iPad, or portable or mobile computer or device for similar purposes.

In the case of an emergency, the employee shall pull to the side of the road and take or place the call while stopped or have someone else take or place the call.

### **11.3 Social Media Use Policy**

We understand that social media can be a fun and rewarding way to share your life and opinions with family, friends, and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

#### ***Guidelines***

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else’s web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the District, as well as any other form of electronic communication (including, but not limited to, LinkedIn, Facebook, Instagram, Pinterest, and Twitter .

Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects the District’s goodwill or reputation, your job performance, the performance of fellow employees or otherwise adversely affects residents, customers, suppliers, people who work on behalf of the District or the District’s legitimate business interests may result in disciplinary action up to and including termination.

#### ***Know and Follow the Rules***

Carefully read these guidelines, the Policy Against Harassment, the Computer Information Systems Usage Guidelines and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.



The District reserves the right to monitor employees' public use of social media, including but not limited to statements or comments posted on the Internet, in blogs and other types of openly accessible forums, diaries, and personal and business discussion forums.

The District should have no expectation of privacy while using District equipment and facilities for any purpose, including the use of social media. The District reserves the right to monitor, review, and block content that violates the District's rules and guidelines.

The District will investigate and respond to all reports of violations of District's rules, guidelines, or policies. Employees are urged to report any violations of this policy to Human Resources. A violation of this policy may result in discipline up to and including termination of employment.

### ***Be Respectful***

Always be fair and courteous to fellow co-workers, residents, customers, suppliers or people who work on behalf of the District. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing our Open Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that harasses, discriminates, threatens, bullies, or disparages residents, co-workers, suppliers, customers, or that any other conduct that might constitute harassment, discrimination, or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or District policy.

### ***Be Honest and Accurate***

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered.

Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false.

Employees should respect all copyright and other intellectual property laws. For the District's protection, as well as your own, it is critical that you show proper respect for all the laws governing copyright, fair use of copyrighted material owned by others, trademarks and other intellectual property, including the District's own copyrights, trademarks, and brands

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### ***Post Only Appropriate and Respectful Content***

Maintain the confidentiality of the District's trade secrets and private or confidential information. See the District's Confidentiality Policy for more information.

Do not create a link from your blog, website or other social networking site to the District's website without identifying yourself as a District employee.

Express only your personal opinions. Never represent yourself as a spokesperson for the District. If the District is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of the District, fellow co-workers, residents, customers, suppliers or people working on behalf of the District. If you do publish a blog or post online related to the work you do or subjects associated with the District, make it clear that you are not speaking on behalf of the District. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of the District."

### ***Using Social Media at Work***

Do not use the District's email addresses to register on social networks, blogs, or other online tools utilized for personal use. This policy is not intended, nor shall it be applied, to restrict employees from discussing their wages, hours and working conditions with co-workers.

### ***Media Contacts***

Employees should not speak to the media on the District's behalf without contacting the Executive Director. All media inquiries should be directed to the Executive Director.

### ***District-Sponsored Social Media***

District-sponsored social media is used to convey information about the District's facilities and services, advise the public about upcoming events, obtain customer feedback, exchange ideas or trade insights about industry trends, reach out to potential new markets, issue or respond to breaking news, and brainstorm with employees and customers.

All such District-related social media is subject to the following rules and guidelines, in addition to the rules and guidelines set forth above:

1. Only employees designated and authorized by the District can prepare content for or delete, edit, or otherwise modify content on District-sponsored social media. These employees are responsible for ensuring that the District-sponsored social media conforms to all applicable District rules and guidelines. They are also authorized to remove immediately and without advance warning any content, including offensive content such as pornography, obscenities, profanity, and/or material that violates District's EEO and/or anti-harassment policies.
2. District-sponsored social media accounts are owned by the District. Any employees who create such accounts or are provided access to such accounts do not obtain ownership rights to such accounts or any content contained in them.

Employees who create or are provided access to District-sponsored social media accounts must provide District with all passwords and/or log-in information to such accounts immediately upon District's request, and must transfer "manager" or "owner" status (as defined by the particular social media site) upon District's request.

3. Employees who want to post comments in response to District-sponsored content must identify themselves as employees.

***For More Information***

If you have questions or need further guidance, please contact your supervisor.

## **WORKING CONDITIONS**

### **12.1 Hours of Work and Meal/Break Periods**

Department supervisors shall determine and establish a daily and weekly schedule of normal work hours necessary to provide services. The schedule may be temporarily changed in order to meet emergency or other defined needs. It is the personal responsibility of each employee to be at ~~his/her~~their work station and fully prepared to begin work at the time the scheduled work hours begin. Employees are not permitted to alter work hours without the permission of the supervisor. "Altering work hours" includes arriving early and then leaving early and/or arriving late and staying late. Employees are not authorized to "trade hours" without the permission of the supervisor.

Employees may generally schedule their own meal/break periods in accordance with the schedule below as long as meal/break periods are staggered to ensure department coverage and the meal period is taken no later than five hours after beginning work. Please note that different divisions may require alterations to the meal and break periods as determined by the Executive Director and as appropriate under federal and state laws.

- An employee, who is scheduled to work at least 5 hours, but less than 7.5 hours, shall be entitled to take one (1) paid 15-minute break. Such an employee is not entitled to a duty-free unpaid 30-minute meal period, but may request and be granted such a meal period with ~~their~~his/her supervisor's approval.
- An employee, who is scheduled to work at least 7.5 hours, but less than 8 hours, shall be entitled to take one (1) paid 15-minute break and a duty-free unpaid 30-minute meal period. The duty-free unpaid meal break should be taken within the first five (5) hours of the start of the employee's shift.
- An employee who is scheduled to work 8 hours shall be entitled to take two (2) paid 15-minute breaks and a duty free unpaid 30-minute meal period. The duty-free unpaid meal break should be taken within the first five (5) hours of the start of the employee's shift.
- An employee who is scheduled to work more than 8 hours shall be entitled to any additional break and/or meal periods consistent with the cycle described above. The duty-free unpaid meal break should be taken within the first five (5) hours of the start of the employee's shift.

Employees are not otherwise permitted to leave the building during working hours (except during scheduled break/meal period) without the permission of the supervisor.

### **12.2 Driver's Licenses**

All employees, for whom driving a vehicle is an essential function of the job, are required to possess a valid driver's license and insurance, as well as maintain a safe driving record.

Any employee who drives for District business and has ~~his/her~~their license suspended is required to notify Human Resources immediately. Similarly, if an employee stops maintaining insurance for any reason and drives for work purposes, ~~he/she is~~they are required to notify Human Resources immediately. Employees with suspended licenses/insurance cannot use their vehicles for business purposes or a District vehicle for work purposes.

To ensure employee compliance with these requirements, on at least an annual basis, the Park District obtains and reviews drivers' license records for covered employees.

### **12.3 Business Expenses**

To the extent required by law, ~~t~~The District will reimburse employees for reasonable business expenses such as airfare, hotel, mileage, meals, etc. incurred while conducting District business away from their normal work location. Employees are expected to limit expenses to reasonable amounts, exercising good business judgment. All expenses must be approved *in advance* by your manager or the Executive Director.

For more information about business expenses, please consult the Travel and Vehicle Use Policy located on the District Intranet or contact the Finance Department.

Abuse of the expense policy, including falsifying expense reports to reflect costs not incurred by the employee, may be grounds for disciplinary action, up to and including termination of employment.

### **12.4 Health and Safety**

Establishment and maintenance of a safe work environment are shared responsibilities of the District and employees from all levels of the organization. The District will attempt to do everything within its control to assure a safe environment and compliance with federal, state, and local safety regulations. Employees are expected to obey safety rules and to exercise caution in all their work activities.

Employees have an absolute obligation to immediately report any unsafe conditions to their supervisor. Not only supervisors, but employees at all levels of the organization are expected to correct unsafe conditions as promptly as possible. The District will not take reprisals against an employee who comes forth with a safety recommendation or refuses to operate any equipment or work in an area the employee~~he/she~~ reasonably feels is unsafe.

All accidents, especially those that result in injury, must be reported immediately to the nearest available supervisor, regardless of how insignificant they may appear. Such reports are necessary to comply with federal and state laws and initiate insurance and workers' compensation procedures.



## 12.5 Solicitation

In the interest of maintaining a proper business environment and preventing interference with work and inconvenience to others, employees may not distribute literature or printed materials of any kind, sell merchandise, solicit financial contributions, or solicit for any other cause during working time. Employees who are not on working time (e.g., those on lunch or breaks) may not solicit or distribute literature or printed material of any kind to employees who are on working time. Non-employees are prohibited from distributing material or soliciting employees on the organization's premises at any time.

## 12.6 Political Activity

No officer or employee shall perform or require other employees to perform political activity during work time. No employee shall intentionally use any property or resources of the Park District in connection with any political activity. No employee shall be required at any time to participate in any political activity.

For purposes of this provision, the term "prohibited political activity" includes, but is not limited to: preparing for political rallies/meetings/demonstrations; soliciting contributions; selling tickets for a political fundraiser; assisting at the polls on Election Day; soliciting votes or signatures for a candidate or for or against any referendum question; distributing, preparing or mailing campaign literature, campaign signs, or campaign material on behalf of a candidate or for or against any referendum question, or; managing or working on a campaign or for or against any referendum question.

Nothing in this policy prohibits activities that are otherwise appropriate for an employee to engage in as part of ~~their~~his/her official duties or activities that are undertaken by an employee on a voluntary basis that are not prohibited by this policy.

## 12.7 Privately Owned Automobiles

Regular full-time employees may use their own vehicle to perform Park District duties, but must first receive permission from the Executive Director, or ~~their~~his/her designee. Part-time employees must first receive permission from the Department Head, or ~~their~~his/her designee. If permission is granted, the Park District will reimburse the employee for mileage, beyond the employee's normal commute, at the prevailing IRS rate. This allowance is to compensate for the cost of gasoline, oil, depreciation, insurance, and wear and tear. In addition, employees driving on District business may claim reimbursement for parking fees and tolls actually incurred. Please see the Business Expenses Policy for more information. The Park District shall not be responsible for any liability or damage resulting from an employee's use of ~~their~~his/her privately owned automobile even when such use is to perform Park District duties. Additionally, the Park District will not reimburse employees for expenses not necessary for business purposes, such as:

- Parking tickets.

- Vehicle repairs and maintenance.
- Fines for moving violations.
- Vehicle towing charges.

Employees, authorized to use their private vehicles for Park District business, must comply with all of the Park District's policies, procedures, and practices, including, without limitations, the drug and alcohol policy.

## **12.8 Employee Suggestions**

Suggestions for improvement of park and recreation services are welcome from all employees, regardless of the position the employee holds. Additionally, supervisors will typically make regular attempts to secure suggestions and recommendations from the employees whom they supervise.

# **PAY AND PAYROLL-RELATED PROVISIONS**

## **13.1 Overtime/Timekeeping**

### *Overtime*

Employees are expected to work overtime if additional work effort is required to serve our residents. Every effort is made to allocate overtime work fairly and to the best interest of everyone. When overtime is necessary, employees will be notified as far in advance as possible. Overtime is paid only after a non-exempt employee has more than forty (40) hours during the work week. All overtime is paid at one and one-half (1 ½) times the employee's regular hourly rate. Jury duty and ~~bB~~ereavement leave do not count for purposes of overtime. Non-exempt employees must have supervisory authorization prior to working overtime (this includes arriving early, working through lunches, or staying late). Working unauthorized overtime is prohibited.

While exempt employees are not entitled to overtime for working more than 40 hours per week, such employees may be provided with "administrative time off" in recognition of the demands of their work schedules. Administrative time off is granted at the discretion of the employee's ~~supervisor~~department head with Executive Director approval, who shall use proper care and judgment before granting the request. It should be clearly understood by all concerned that administrative time is not to be provided on an hour-for-hour matching basis; exempt employees are expected to work the hours required by their positions. Administrative time off is not carried over from year to year nor is it paid out upon separation of employment.-

## ***Timekeeping***

Accurately recording time worked is the responsibility of every employee. Federal and State laws require the District to keep an accurate record of time worked in order to calculate employee pay and benefits. Accordingly, employees must accurately and precisely record the time they begin and end work, as well as the beginning and ending time of each break that is 30 minutes or longer, using our electronic time keeping system for non-exempt employees. Exempt employees will record the number of hours worked each day on a timesheet provided and submit them to payroll in a timely fashion each month.

Altering, falsifying, tampering with time records, recording time on another employee's time record, or instructing an employee to incorrectly or falsely report time is prohibited and may result in disciplinary action, up to and including termination of employment. Employees who fail to report all time worked and employees who work beyond their regularly scheduled work hours without express, prior authorization by their supervisor will also be subject to discipline, up to and including termination of employment.

It is the employee's responsibility to certify the accuracy of all time recorded in the timekeeping system. If corrections or modifications are necessary, please speak with your supervisor.

### **13.2 Holiday Pay**

From time to time, the activities of the Park District may require a regular full-time employee to work on a day designated as a holiday by the Park District. In such an event, it shall be the practice of the Park District to compensate the employee as follows: 1) an exempt employee who is required to work *may* be granted administrative time off by ~~his/her~~their department head/supervisor; and 2) any other regular non-exempt full-time employee who is required to work shall be compensated at two and one half times (2-1/2) ~~their/his/her~~ regular hourly rate of pay (which is inclusive of the employee's holiday pay). If, by virtue of working the holiday, a non-exempt employee would also exceed forty (40) hours worked in a work week, ~~they/he/she~~ shall not be entitled to also receive overtime compensation for such holiday hours.

### **13.3 Personnel Records**

Personnel files are the property of the District, and access to the information they contain is restricted. Generally, only officials and representatives of the District who have a legitimate reason to review information in a file are allowed to do so. With reasonable advance notice and a written request, an employee may review material in ~~their/his/her~~ file up to two (2) times per calendar year, but only in the District's offices and in the presence of the individual appointed by the District to maintain the file. Certain records, such as letters of reference, are not available for inspection.



Except when requested by government or law enforcement agencies, an employee must provide a written release in order for the District to release information (beyond date of hire, date of termination, and job title) to outside parties. Requests for references should be directed to the Human Resource Department. Only this department has the authority to release information to outside parties.

It is the responsibility of each employee to promptly notify the District of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents\*, marital status\*, insurance beneficiary\*, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times.

The District cannot be held responsible for situations resulting from employees withholding correct and accurate information.

*\* Such information need only be disclosed if pertinent to a benefit received.*

### **13.4 Pay Procedures**

Employees are typically paid every other Friday. If a holiday falls on a Friday scheduled as a payday and the business office is closed, paychecks will be available on the immediately preceding business day. Each paycheck will include earnings for all work performed through the end of the previous calendar week. To ensure prompt receipt of your paycheck, direct deposit of funds is recommended.

The District takes all reasonable steps to assure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Human Resource or Payroll Department, so that corrections can be made as quickly as possible. Once legitimate underpayments are identified, they will be corrected in the next regular paycheck. Overpayments will also be corrected in the next regular paycheck unless this presents a burden to the employee (where there is a substantial amount owed). In that case, the District will attempt to arrange a schedule of repayments with the employee to minimize the inconvenience to all involved.

### **13.5 Pay Deductions**

It is the policy of the District not to take any improper pay deductions that would be in violation of the Fair Labor Standards Act, its regulations (specifically Section 541.602(a)), or relevant state law or local ordinance.

Employees who believe their pay has been improperly deducted should report such improper deduction immediately to their~~his/her~~ supervisor. The complaint will be promptly investigated and the results of the investigation will be reported to the

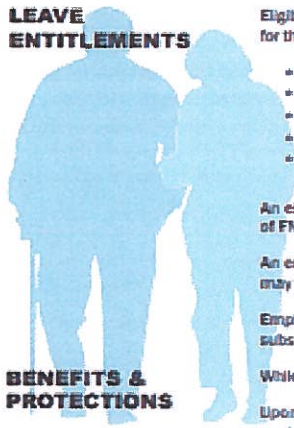
complaining employee. If the employee is unsatisfied with the findings of the investigation, the employee may appeal the decision to the Executive Director.

Any employee whose pay is improperly deducted shall be reimbursed for such improper deduction no later than the next pay period after the improper deduction is communicated to management.

# EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

## LEAVE ENTITLEMENTS



Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within one year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

## BENEFITS & PROTECTIONS

## ELIGIBILITY REQUIREMENTS

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;\* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

\*Special "hours of service" requirements apply to airline flight crew employees.

## REQUESTING LEAVE

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is, or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

## EMPLOYER RESPONSIBILITIES

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

## ENFORCEMENT

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

For additional information or to file a complaint:

# 1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627

## www.dol.gov/whd

U.S. Department of Labor | Wage and Hour Division



## APPENDIX

### CONTACT NAMES

For inquiries to the Board of Commissioners, please contact:

~~Terry Mee~~Park District Board President  
~~terrymee@aol.com~~commissioners@wheatonparks.org  
~~847-514-1214~~630-510-4941

For inquiries to the Executive Director, please contact:

Michael Benard  
mbenard@wheatonparks.org  
Office (630) 665-4710/Cell Phone 630-945-7726

For inquiries to the Finance Department, please contact:

~~Rita Trainer~~Sandra Simpson  
~~rtrainerss~~simpson@wheatonparks.org  
(630) 510-4955

For inquiries to the Human Resources Department, please contact:

~~Diane Hirshberg~~Matthew Jay  
~~dhirshberg~~mjay@wheatonparks.org  
(630) 510-4952

To report harassment, please contact:

Michael Benard  
Executive Director  
mbenard@wheatonparks.org  
(630) 665-4710

or

~~Diane Hirshberg~~Matthew Jay  
Human Resource Manager  
~~dhirshberg~~mjay@wheatonparks.org  
(630) 510-4952

or

~~Terry Mee~~  
~~Park District~~ Board President  
~~terrymee@aol.com~~ commissioners@wheatonpark.org  
~~847-514-1214~~ 630-510-4941

## Employee Acknowledgement Form

I hereby acknowledge receipt of the Wheaton Park District Personnel Policy Manual and understand that I am responsible for reading, understanding, and complying with it. I understand that violations of policies may subject an employee to disciplinary actions up to and including termination of employment. I agree that if there is any policy or provision in the Manual that I do not understand, I will seek clarification from my supervisor, the Human Resource Department, or the Executive Director.

I understand that this Manual has been developed as a general reference guide and that neither the Manual nor its individual terms or any written or oral statement contradicting, modifying, interpreting, explaining, or clarifying any provision of this Manual is intended to create or shall create an employment contract, either express or implied, on the part of the Park District. I also understand that the policies, benefits and rules contained in this Manual may be changed or discontinued by the Park District at any time. All such changes will normally be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. I understand that nothing contained in this Manual may be construed as creating a promise of future benefits or a binding contract with the District for benefits or for any other purpose.

I further understand that, unless I have a written agreement signed by the Executive Director to the contrary, **I am an at-will employee and as such, employment with the District is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice.** In addition, I understand that no representative of the Park District, other than the Executive Director with the Board's express approval, has authority to enter into any employment agreement for any specific period of time or to make any binding representation or agreement, whether oral or written, contrary to the foregoing.

Employee Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date: February 2, 2022

To: Wheaton Park District Board of Directors

From: Advanced Intelligence Engineering (AIE)

Subject: Recommendation Memo: Community Center Secondary Internet Provider

## **Recommendation**

Upon examination of internet service offerings from multiple vendors, we have elected to recommend the services of Peerless Network (formerly CallOne) to provide secondary internet service for the Wheaton Park District's Community Center, located at 1777 Blanchard Rd. in Wheaton. Peerless Network is the existing secondary internet provider, and will continue to provide this service with a speed increase from 20Mbps to 50Mbps for a cost of \$654 per month over a 36-month contract period. We are recommending this service as it remains competitively priced compared to other options while providing a proven track record of reliable service.

## **Background**

Peerless Network's existing 36-month contract expired on January 13<sup>th</sup>, 2022. Pursuant of Park District requirements, we have evaluated other vendors to locate the best combination of cost and features to satisfy the Park District's needs. Secondary internet service is critical for the Park District's Community Center location due to the fact that most of the server infrastructure resides there. As a result, failure of internet connectivity at the Community Center impacts operation throughout the District's other facilities.

## **Basis for Recommendation**

In selecting Peerless Network for recommendation we considered several items:

- 1) Minimal interruption to the Park District's operations
- 2) Sufficient capabilities to satisfy the Park District's needs
- 3) Competitive pricing

Since the service with Peerless Network is already existing, there should be no downtime required to carry on with the service.

The services provided by Peerless Network have been sufficient for the Park District's needs to this point at a speed for 20Mbps. It is important to note that most WPD facilities connect back to the Community Center to access major applications and file storage. Given that this link serves as the backup connection in the event of a failure of the primary Internet link, additional speed on this link will allow users throughout the Park District to remain functioning at full capacity with minimal delays in accessing files and programs. For this reason we are recommending an increase in the speed of this secondary internet link from the current 20Mbps to 50Mbps, which results in a small increase of \$6 per month from the current pricing. This price was the best price Peerless Network would offer, after initially quoting \$733 per month.

## **Alternative Competitor Pricing and Services**

Several alternative quotes were requested. In many cases, the offering did not fit the need, or they were unable to deliver the proper services to the Community Center location. Two options that had the means to deliver the needed services included ACC Business and Nitel. The pricing from each of them is shown below:



- 1) ACC Business: 50Mbps @ \$615.85 per month with possible construction costs required
- 2) Nitel: 50Mbps @ \$659.95 with possible construction costs required

While ACC Business had a slightly lower monthly cost for an equivalent 50Mbps service, their offering carried a strong possibility that construction costs may be required for implementation of their circuit. Furthermore, changing to a different provider would also require labor to reconfigure the secondary link with a new IP address and to confirm connectivity to all other sites in the Park District after implementation. These factors would bring the overall cost over the life of the contract above the cost of Peerless Network, meaning that Peerless Network's service remains the most cost-effective and carries no need for service interruption.

The service offering from Nitel also carried these drawbacks, with the added disadvantage that the base cost was higher than that of the offering from Peerless.

The risk in proceeding with this option is minimal to none since no downtime is required, support service from Peerless Network has proven to be sufficient, and pricing will increase only minimally.

### Next Steps

To proceed with this recommendation, the contract must be signed and returned to Peerless Network. After this, AIE will work with Peerless Network account management team to confirm continuation of service and will communicate with Park District personnel to complete the implementation.

Date: February 2, 2022  
To: Wheaton Park District Board of Directors  
From: Advanced Intelligence Engineering (AIE)  
Subject: Recommendation Memo: Phone Service Provider

## Recommendation

Upon examination of phone service offerings from multiple vendors, we have elected to recommend the services of Inteliquent to provide phone service for the Wheaton Park District. Inteliquent is the existing phone service provider, and will continue to provide phone service for 150 users of the Park District, for a cost of \$1,886 (before applicable taxes & fees) per month over a 36-month contract period. This will be an approximate 15% monthly service savings over the existing agreement. We are recommending this service to the Park District because it is more cost-effective than options available from other competitors. Further, it uses the existing telephone hardware that is owned by the District, thus reducing the interruption of implementation and the learning curve for users. The new contract will commence on 5/1/2022, bringing service to the following 11 locations:

- Community Center
- Arrowhead Golf Club
- Dupage County Historical Museum
- Clocktower Commons
- Mary Lubko Center
- Park Services Center
- Cosley Zoo
- Prairie Office Building
- Northside Family Aquatic Center
- Rice Pool
- Lincoln Marsh

## Background

Inteliquent's existing contract expires on April 30<sup>th</sup>, 2022. Pursuant of Park District requirements, we have evaluated other vendors to locate the best combination of cost and features to satisfy the Park District's needs. The Wheaton Park District's phone system is of vital importance to the achievement of the District's mission, as this is one of the primary means by which Park District patrons contact the District's facilities. It is also a critical avenue of communication between the internal departments of the Park District, as they are spread across multiple facilities throughout the Wheaton area. Thus, we exercised care in considering the options and selecting the provider who will serve the Park District for the next few years.

## Basis for Recommendation

In selecting Inteliquent for recommendation as the Park District's phone vendor, we considered several items:

- 1) Minimal interruption to the Park District's operations
- 2) Sufficient features to satisfy the Park District's needs
- 3) Competitive pricing
- 4) Future proofing technology
- 5) Contract flexibility



The services provided by Inteliquent are fully compatible with the Park District's existing phone hardware, which will minimize the learning curve for the users because they will not need to learn how to use new equipment. The Park District's requirements for the phone system are straightforward, and as such, Inteliquent's services satisfy the needs entirely and provide additional features available for Park District personnel to use if desired. Inteliquent offers a Microsoft Team's integration for an additional price per seat, which—while not necessary for today—is an option that could be of benefit in the future. Finally, the monthly cost of service from Inteliquent is approximately the same amount as the existing monthly cost, meaning that service can continue without additional monetary outlay from the Park District. Inteliquent also includes a provision in the contract to allow for 25% reduction of service without penalty, which provides flexibility in the event of unforeseen circumstances.

### **Alternative Competitor Pricing and Services**

Services proposed by Nextiva and 8x8 were also considered during this process, but they failed to meet the above criteria in full as each would require interruption to the Park District's operations while the service is deployed, and both represented an increase in monthly cost for services that the Park District will not use extensively. Pricing for these two alternative services included:

- 1) 8X8: \$1,944 per month (using existing phones)
- 2) Nextiva: \$2,232.50 per month (included new phones, though not needed as existing phones are sufficient)

Because of these deficiencies, these two bids were dropped from consideration.

### **Assumptions for Recommendation:**

The following assumptions were used in making this recommendation:

- 1) Current monthly cost for phone service is at an acceptable level under existing plan
- 2) No additional Park District locations need to be added for phone service

The risk in proceeding with the existing service provider is minimal to none since no downtime is required, service from Inteliquent has proven to be sufficient, and pricing will remain approximately the same (slightly less) as it has been during the previous 36-month contract.

### **Next Steps**

To proceed with this recommendation, the contract must be signed and returned to Inteliquent before March 31<sup>st</sup>. (This is to provide ample time to redact the "Notice to Terminate Services" and ensure a continuation of services without disruption moving forward.) After this, AIE will work with Inteliquent's account management team to confirm continuation of service and will communicate with Park District personnel to complete any tasks needed for implementation.

# CLI Scope of Services

Developed for



This overview includes:

- 1) About CLI
- 2) Wheaton Park District Work History
- 3) 2022 Business Relationship
- 4) Next Steps
- 5) CLI Key Staff Information



**CORPORATE LEARNING INSTITUTE**

## **1. About CLI**

Corporate Learning Institute is a Wheaton based consulting firm that has been delivering excellence in the area of strategy and performance management, leadership development, team effectiveness, culture change, and training and development for over 25 years. Our clients include corporations, not-for-profits, education, and government. From a local park district perspective, we have worked with Lockport Township, Oswego, Crystal Lake, Roselle, Wheeling, Wood Dale, WDSRA, NSSRA, PDRMA, IPRA, and Wheaton.

## **2. Wheaton Park District Work History**

We have been working with Wheaton Park District since 1997. In that time, we have provided strategic consulting, initiated the Strategic Alignment and Charter process, assisted with Mission, Vision, and Values refinement, provided individual and team coaching, worked with culture transformation, provided DISC personality assessments, delivered training and development courses including the development and delivery of the WPD Leadership Academy, and in the early days facilitated Board Retreats. In addition, due to our adjunct professor status at Elmhurst University, UIC, and Benedictine University, we have provided interns who have completed various survey projects for WPD. CLI partners with the Lincoln Marsh ropes course by bringing clients and assisting in limited ropes course programming through a license agreement.

## **3. 2022 Business Relationship**

WPD engages CLI through a retainer process. For the year of 2022, Wheaton Park District desires to retain the services of Corporate Learning Institute for services that can encompass strategic planning consulting, individual and team coaching, team retreats, personality assessment work for key job hires, and training and development on an as needed basis. The 2022 retainer amount is \$20,000.00. Work completed against the retainer will be reported and reviewed on a quarterly basis. At the end of the year, if there is unused retainer money it will carry over for use in the following year.

## **4. Next Steps**

With WPD board approval and acceptance we will, with gratitude, begin our work of helping the Park District gain greater alignment with its Mission, Vision, and Avenues of Accountability (\$ustainability Makes \$ense, Investing in People, Doing Things Better and Smarter and Ensuring Excellence and Satisfaction) while ensuring that we all live the WPD values as fully as possible.

## 5. CLI Key Staff Information

### **Dr. Tim Buividas – CLI Partner**

Tim Buividas is a consultant, coach, organizational strategist, author, facilitator, and professor. He brings extensive experience, passion, and energy to every client engagement. Tim co-founded The Corporate Learning Institute in 1992. Tim provides executive coaching and consulting services that focus on strategy, managing change, leadership development and management excellence, team development for companies whose goals are to create positive change throughout their individual performers and organizations. Tim also enjoys training and development facilitation with participants to create performance breakthroughs and organizational changes across all levels.

He is certified in experiential training and development, Myers Briggs, DiSC® Personal Profile, Team Dimensions Profile and Situational Leadership. He also is an expert with the Thomas Kilmann Conflict Indicator, Time Mastery Profile, Corporate Lifecycles, Fish Philosophy, Denison Culture Survey, Five Dysfunctions of a Team, and other learning and development models. He uses 360° feedback tools and develops surveys.

Tim has published numerous articles, white papers, books, and has been quoted numerous times. He is the author of Team Assess ([www.team-assess.com](http://www.team-assess.com)), a self-administered team-based assessment that measures real-time team performance. Tim has also been an Adjunct Management Professor for over 20 years.

### **Dr. Susan Cain, LCSW - CLI Partner**

Susan has been a co-founder and partner of The Corporate Learning Institute since 1996. Susan has worked in experiential training and development for more than 30 years. She is also a founding partner of the Black River Center for Management Enhancement.

Susan is a qualified corporate coach and is certified in the use of the Denison Culture Survey Facilitator, Myers Briggs Type Indicator, DiSC® Personal Profile Assessment, Situational Leadership Inventory, Firo B, Profiler, Skillscope, Thomas-Kilmann qualified, 16PF, Five Dysfunctions of a Team, and is a licensed clinical social worker (LCSW). In addition, Sue has developed the Profession Styles DISC Assessment.

She designs and runs corporate training and development offsites, applying experiential learning techniques. She has developed and executed team building, leadership development, accelerated learning, communication, change-management, innovation, and process development, and corporate strategic planning offsites. She is also a skilled team challenge facilitator, instructor, and advocate. Susan has published articles, white papers, books and has been quoted numerous times. Susan has also been an Adjunct Management Professor for over 20 years.

TO: Board of Commissioners  
FROM: Margie Wilhelmi, Director of Marketing  
Dan Novak, Director of Athletics & Facilities  
THROUGH: Mike Benard, Executive Director  
RE: 2022 Memorial Park Special Events  
DATE: February 2, 2022

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**SUMMARY:** Staff seeks the board's approval to serve liquor (beer/wine) in Memorial Park for the following park district special events:

Cream of Wheaton	June 2-5
Summer Concert Series	June 24, 25, July 15, 16, July 29, 30, August 12,13, September 9,10 Rain Dates: September 23 & 24, if needed)
Wheaton Brew Fest	August 6
Park Rental - Northwestern	August 7

Staff proposes the beer garden area to include the entire footprint of Memorial Park as it has in previous years.

#### **Cream of Wheaton 2022**

Cream of Wheaton is scheduled for June 2 – June 5. This event did not take place in 2020 or 2021. Beer and wine will be available for sale Thursday, 4-9:30 p.m., Friday, 4-9:30 p.m., Saturday, 8 a.m.-9:30 p.m. and Sunday, 1-7 p.m. This event is a partnership with Wheaton Chamber of Commerce.

#### **Summer Concert Series 2022**

This will be the second year for the Summer Concerts in Memorial Park. Beer and wine will be available on Friday night concerts from 5 to 9:30pm and at Saturday night concerts from 5 to 9:30pm.

#### **Wheaton Brew Fest 2022**

The Brew Fest event will offer 32 – 2 oz. beer sampling in Memorial Park between the hours of Noon and 4pm. This event is a partnership with CASA of DuPage.

#### **Park Rental 2022**

Northwestern Medicine has rented Memorial Park in the past for a staff event. Arrowhead would be handling the Beer and Wine Sales for this event between the hours of 1 and 5pm. This event was cancelled in 2020 and 2021.

#### **REVENUE IMPLICATIONS**

At Cream of Wheaton and Summer Concerts, beer and wine will be sold through two controlled concession areas. Beer and Wine will cost \$6.00 per unit.

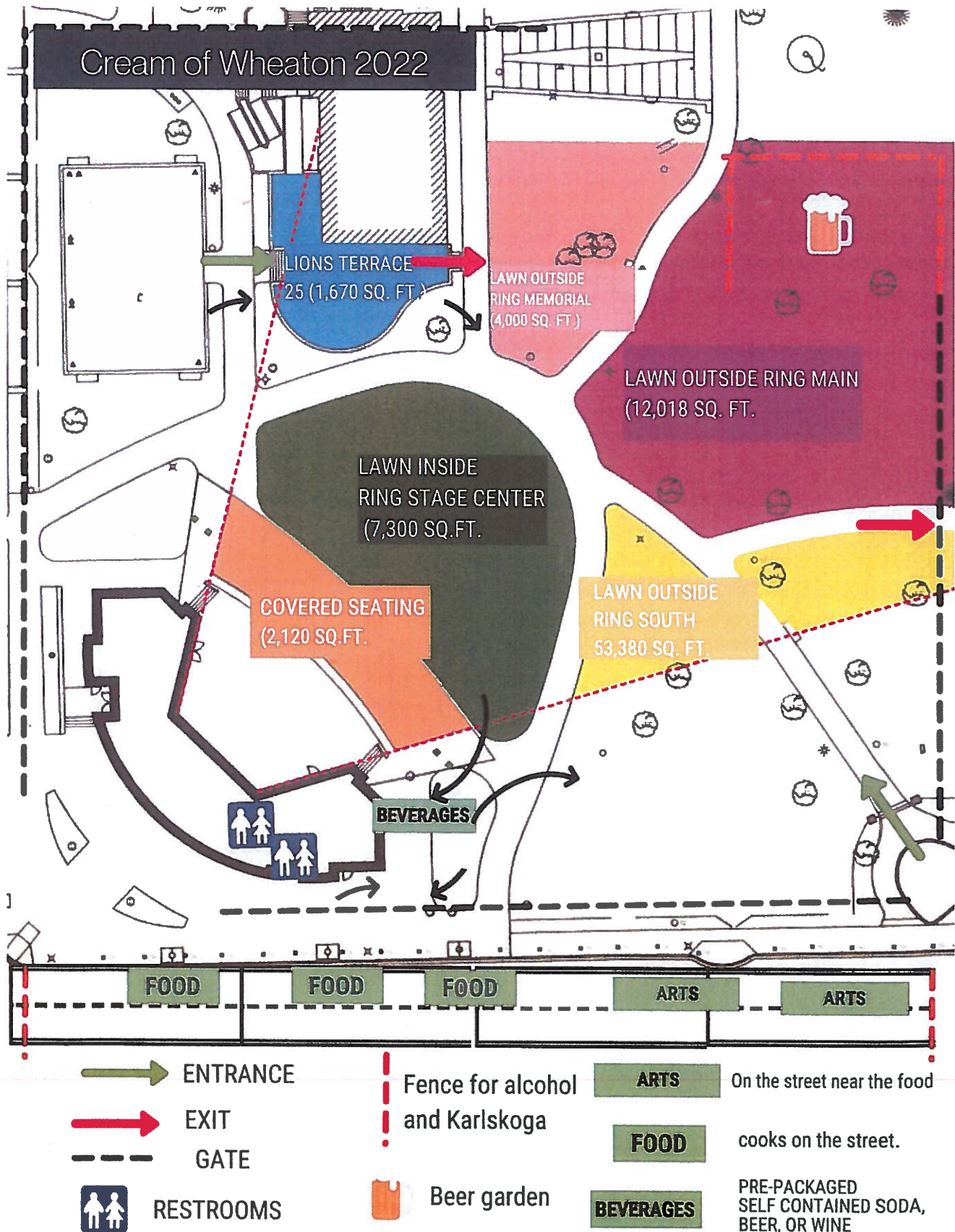
#### **ATTACHMENTS:**

- (1) Map of Projected Plan for Cream of Wheaton +
- (2) Map of Projected Plan for Summer Concert Series +
- (3) Map of Projected Plan for Wheaton Brew Fest +
- (4) Map of Projected Plan for Northwestern Medicine Rental+

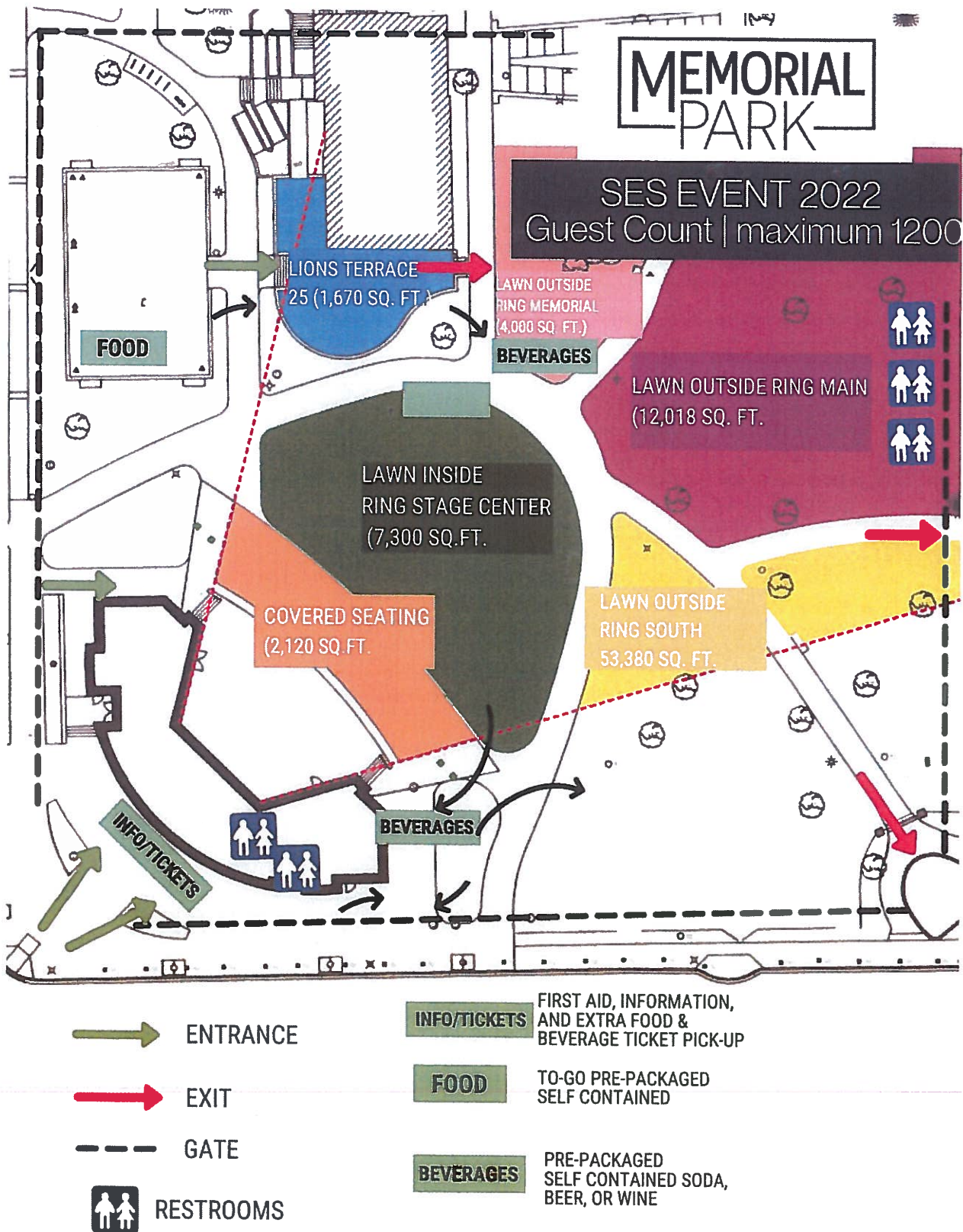
**RECOMMENDATION:** Staff seeks board approval to serve beer and wine within the fenced perimeter of Memorial Park for 2022 special events: Cream of Wheaton, Summer Concert Series, Wheaton Brew Fest and Northwestern Medicine Park Rental.



# Attachment 1: Cream of Wheaton 2022



## Attachment 2: Summer Entertainment Series 2022





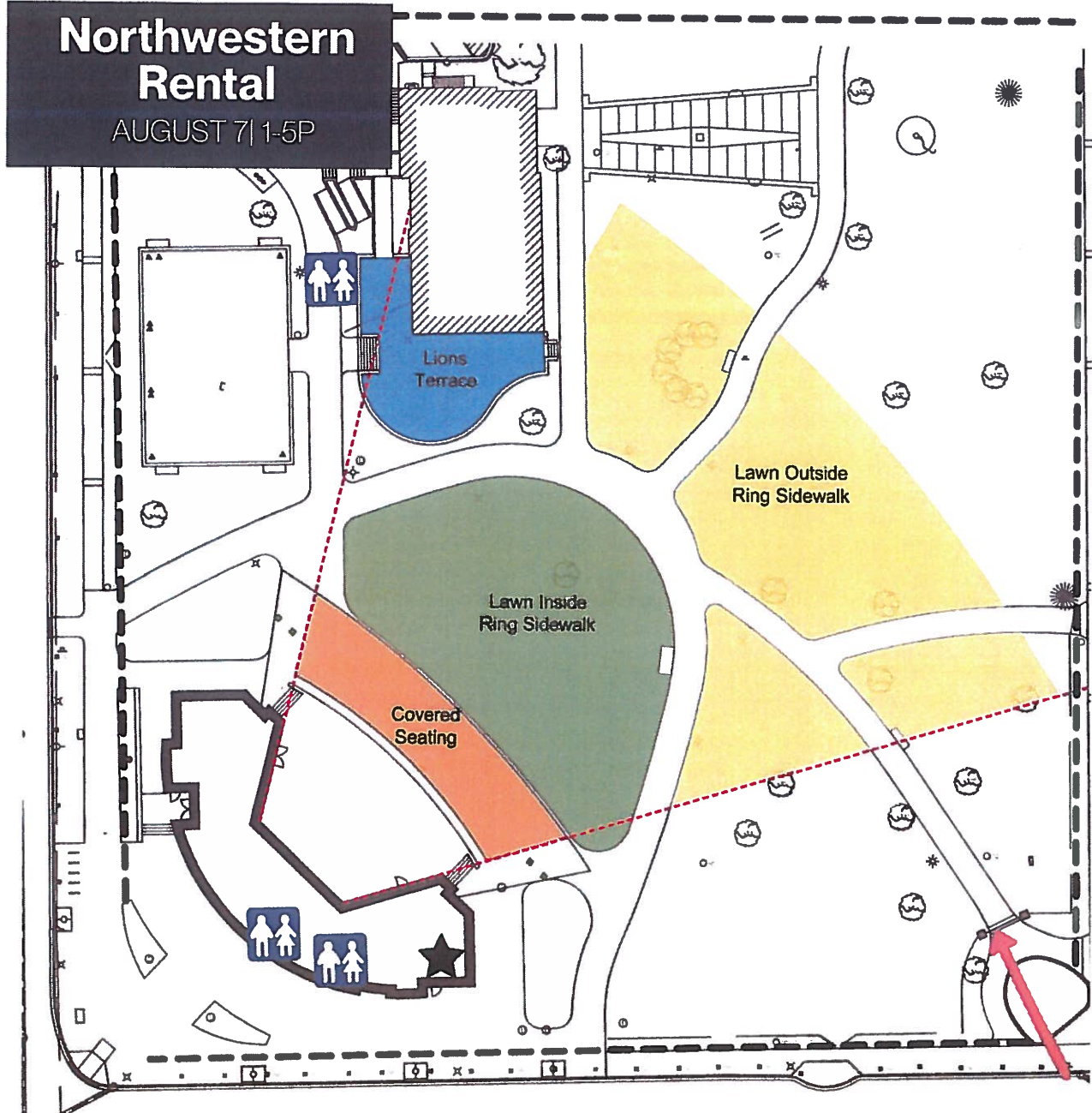
### Attachment 3: Wheaton Brew Fest 2022



Attachment 4: Northwestern Medicine Rental 2022

# Northwestern Rental

AUGUST 7 | 1-5P



--- GATE



Beer & Wine Service



RESTROOMS



Entrance

**MAP NOT  
TO SCALE**

TO: Board of Commissioners

FROM: Rob Sperl, Director of Parks and Planning  
Steve Hinchee, Superintendent of Planning

THROUGH: Michael Benard, Executive Director

RE: Community Center Parking Lot Repaving – Concept review and surveying

DATE: February 1, 2022



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**SUMMARY:**

In early 2021, we discussed the need to resurface the parking lot at the Community Center. It was last paved in 2005. Staff had suggested milling and overlaying the lot as a cost saving measure. Following discussion with the board, we decided to hire an engineer to evaluate some alternatives that included permeable pavers and reconfiguring the lot to reduce conflicts with cut through traffic.

Wight Engineering was selected to develop some options for parking lot replacement and reconfiguring. The selected option is attached. Outcomes of this concept are reducing the convenience of cut through traffic, reducing speeds adjacent to the building and providing a pedestrian refuge island.

City of Wheaton engineering was contacted to discuss the permitting of this project. We were advised that the improved areas would be subject to current stormwater regulations, and we would need to evaluate what type of stormwater storage was originally provided. Park district and city staff have done a comprehensive search of documents from the time of construction.

To confirm some of this information and better design the improvements, it is necessary to complete some surveying of existing conditions. This will provide accurate in field measurements and allow us to determine what kind of stormwater storage may be existing on site.

Wight does not have the inhouse ability to provide surveying and will need to hire a subcontractor to complete this. They have provided the attached additional services proposal for this work. Typically, this work would be a part of the next phase of engineering, so it was not considered in the existing scope.

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**PREVIOUS COMMITTEE/BOARD ACTION:**

In February 2021 Board consensus was to look at options for reconfiguring the lot rather than repairing and resurfacing

In May 2021, the Board approved a proposal from Wight Engineering for conceptual engineering in the amount of \$20,300.

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**REVENUE OR FUNDING IMPLICATIONS:**

The additional services are \$12,900 bringing the total approved contract to \$33,200.

\$250,000 is budgeted in 2022 for District Wide Paving. (40-000-000-57-5701-0000)

\$1,000,000 is budgeted in 2022 for Community Center Priority Projects (40-800-846-57-5701-0000) This account is also designated for interior improvements that are currently being designed.

Additionally, 18% of project cost could be applied to ADA.

**STAKEHOLDER PROCESS:**

Community Center staff has been a part of the design process

These options were reviewed by staff and with Building and Grounds Chair Kelly

**LEGAL REVIEW:**

N/A

**ATTACHMENTS:**

Option 7: Alternate Site Plan

Proposal from Wight

**ALTERNATIVES:**

Other alternatives were evaluated and determined to not be as effective at the goals of the project.

**RECOMMENDATION:**

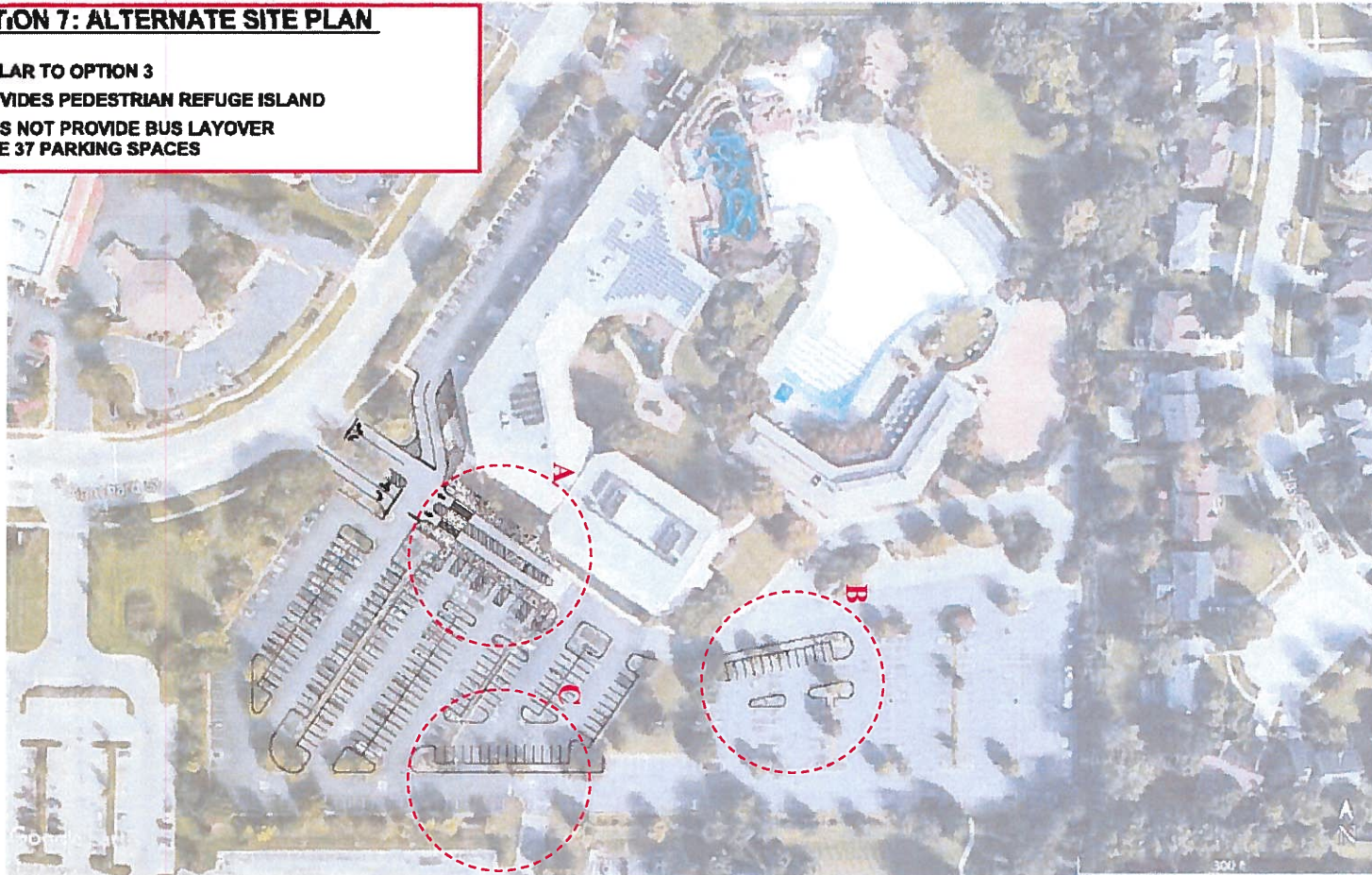
Staff is seeking consensus from the Wheaton Park District Board of Commissioners with staff's recommendation to continue moving forward with Option 7.

Staff recommends the Wheaton Park District Board of Commissioners approve the additional services for surveying in amount of \$12,900 from Wight Engineering for the Community Center Parking Lot.



### **OPTION 7: ALTERNATE SITE PLAN**

- SIMILAR TO OPTION 3
- PROVIDES PEDESTRIAN REFUGE ISLAND
- DOES NOT PROVIDE BUS LAYOVER
- LOSE 37 PARKING SPACES

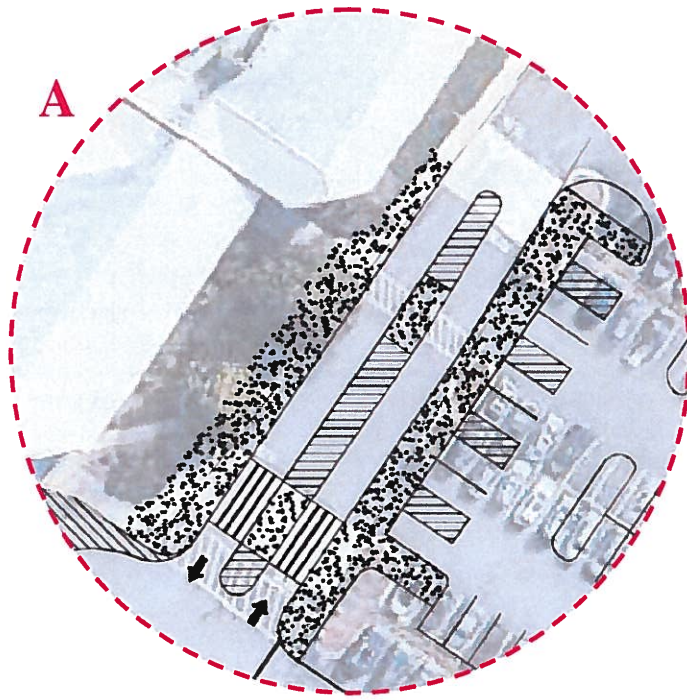


See Detail on Following Page



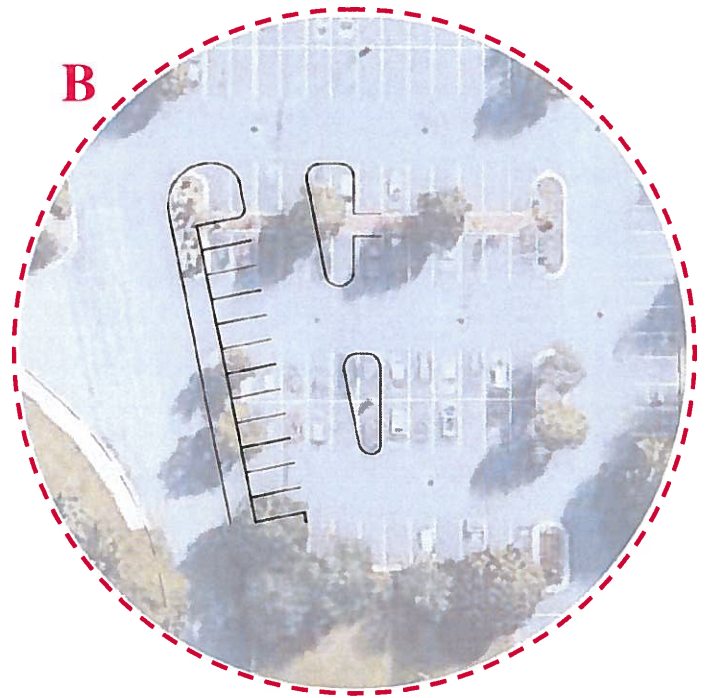
### **COMMUNITY CENTER PARKING LOT CONCEPT 7** Wheaton Park District



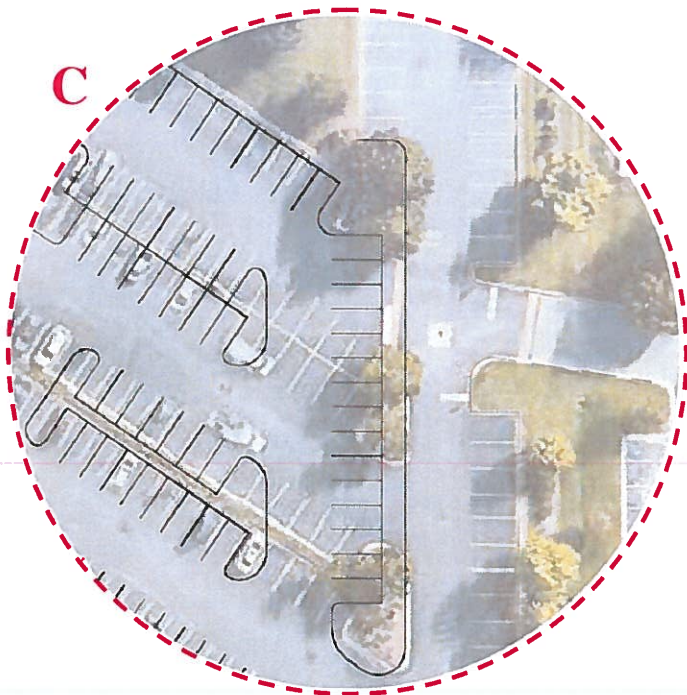


25 standard spaces lost  
8 accessible spaces gained

Net 12 spaces lost



Net 8 spaces lost







February 4, 2022

Mr. Rob Sperl, CPRE  
Director of Parks and Planning  
Wheaton Park District  
102 E. Wesley  
Wheaton, IL 60187

**Additional Professional Services Proposal  
Wheaton Community Center Parking Lot Reconfiguration – Concept Development**

Dear Mr. Sperl:

Wight & Company (Wight) is pleased to submit this proposal to you and the Wheaton Park District (WPD) to provide additional services to the existing contract for the Community Center Parking Lot project. Wight will provide the following services identified below:

**A. Limited Topographic & Utility Survey**

1. Wight & Company will have our subconsultant prepare a Topographic Survey for the referenced site. This work will be performed in accordance with the minimum standards of practice for Topographic Surveys, as set forth in Title 68 of the Illinois Administrative Code, Section 1270.56. The Topographic limits are shown on Exhibit A, and the project specifications, as well as our final product are shown on Exhibit B. Please note that boundary survey is not within the scope of this project, therefore the site boundary will not be depicted on the final drawing. We can complete this project within approximately three to four (3-4) weeks from authorization to proceed, weather permitting.

Original contract: \$20,300 (approved)

**Add Services #1 Limited Topographic & Utility Survey: \$12,900**

New Contract Total: \$33,200

We thank you for the opportunity to continue our partnership with the Wheaton Park District. If this proposal meets your approval, please sign one copy and return it to us. If you have any questions regarding this proposal, please do not hesitate to contact us.

Respectfully submitted,  
WIGHT & COMPANY

Shawn M. Benson, PE  
Director of Land Development

Jason Dwyer, AIA, LEED AP  
President, Design & Construction

Approved by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title







## EXHIBIT B

### TOPOGRAPHIC SPECIFICATIONS

A. VERTICAL DATUM

- NAVD88
- Set 4 site benchmarks

B. SITE GRID / COVERAGE

- 50 feet paced
- Visible high/low points falling between grid points will be measured.

C. IMPROVEMENTS

*NOTE: Spot elevations, one foot contour lines, and other above ground improvements and observable natural features within the specified limits will be shown on the map.*

**BUILDINGS**

- Show top of foundation, finished floor elevation, existing grade and building dimensions of all buildings within map area.

**HARDSCAPED AREAS**

- Walks: Show the existing elevations to nearest .05' at 50' intervals (width & material will be shown).
- Curb: Show elevation of top of curb, flow line and edge of pavement at approximate 50' intervals, and show type of curb and gutter
- Show edge of pavement, high and low points at approximate 50' intervals.
- Show striping in parking areas.

D. UTILITIES

*NOTE: A request for utility information will be sent to the municipality and utility companies servicing the area. Utility maps and data may or may not be received within specified time frame. Meeting with municipalities and utility companies is not included in the scope of this project. Utility information received subsequent to release of survey can be added to the drawing at the request of the client as an additional service and will be performed on a time and materials basis.*

- *Observable utilities (storm, sanitary, water):* RIM and INVERT/TOP OF PIPE elevations will be measured for storm and water structures. Pipe sizes will be given when available.
- *Non-observable utilities (gas, telephone, electric, cable tv, etc.):* Compass will contact J.U.L.I.E. for a design stage locate. A request for utility information will be sent to the municipality and utility companies servicing the area. Utility maps and data may or may not be received within specified time frame. Meeting with municipalities and utility companies is not included in the scope of this project. Utility information received subsequent to release of survey can be added to the drawing at the request of the client as an additional service, and will be performed on a time and materials basis.

E. **TREES:**

- All isolated trees or tree lines or tree cluster limits (*individual tree sizes as measured 3' above ground*)

F. FINAL PRODUCTS

*NOTE: The North arrow, legend of symbols and abbreviations used on the drawing will be shown.*

- The scale of the drawing will be 1" = 20' (unless otherwise directed).
- Drawing sheets will be 24" x 36" in size (unless otherwise directed).
- Electronic files will be provided in the following format:  
☒ .dwg (AutoCad)                      ☒ .pdf

G. REIMBURSABLES

All additional printing, electronic copies and delivery charges are reimbursable to the project.

TO: Board of Commissioners

FROM: Daniel Novak, Director of Athletics & Facilities  
Adam Lewandowski, Superintendent of Athletic Programs & Facilities

THROUGH: Michael Benard, Executive Director

RE: Approval of Payment exceeding \$10,000

DATE: February 16, 2022

---

**SUMMARY:**

Staff seeks board approval for payment to Anthem Sports, LLC. in the amount of \$13,625.34 for Deluxe European Club Soccer Goals.

The Athletic Department has been updating soccer goals over the past couple of years to provide a safe, quality experience to all our soccer players. These soccer goals feature an all-aluminum construction and are engineered with the Kwik Lock Net system for safety. As part of the inventory management overall plan, 8 goals are scheduled for replacement this year (2 – 8' x 24' goals / 2 – 7' x 21' goals / 4 – 6.5' x 12' goals).

**REVENUE OR FUNDING IMPLICATIONS:**

These will be paid for out of the \$5 Athletic Fund Budget 20-000-205-53-5353-0000 which was budgeted for in the 2022 fiscal year. Price Quotes Listed Below

Company	8' x 24' Goal Price (2)	7' x 21' Goal Price (2)	6.5' x 12' Goal Price (4)	Total Price
Anthem Sports, LLC.	\$1,849.95	\$1,690.95	\$1,393.95	\$13,625.34
Soccer 2000 Inc.	\$1,995.00	\$1,825.00	\$1,525.00	\$13,740.00
Soccer Garage	\$2,339.99	\$2,224.99	\$1,909.99	\$16,769.92

**RECOMMENDATION:**

Approval for payment of \$13,625.34 to Anthem Sports, LLC for Deluxe European Club Soccer Goals.

TO: Athletic Companies

FROM: Daniel Novak, Director of Athletics & Facilities  
Adam Lewandowski, Superintendent of Athletics & Facilities

RE: Price Quotes For Deluxe European Club Soccer Goals

DATE: January 17, 2022

---

**SUMMARY:**

WPD Athletic Staff is seeking price quotes for Deluxe European Club Soccer Goals for the 2022 soccer season. Staff would like 1 price quote provided. Please include shipping/handling in cost. Please do not include tax as we are tax exempt.

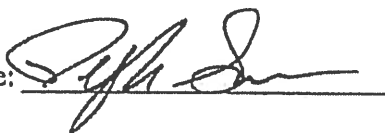
Deluxe European Club Soccer Goals

2 - 8' x 24' Goals 2B3006 \$ 1,849.95 goal x2 = \$ 3,699.90 total

2 - 7' x 21' Goals 2B3005 \$ 1,690.95 goal x2 = \$ 3,381.90 total

4 - 6.5' x 12' Goals 2B3003 \$ 1,393.95 goal x4 = \$ 5,575.80 total

Total Price: \$ 13,625.34 w/ shipping

Signature: 

Name (Printed): Dylan Serra

Company: Anthem Sports, LLC.

TO: Athletic Companies  
FROM: Daniel Novak, Director of Athletics & Facilities  
Adam Lewandowski, Superintendent of Athletics & Facilities  
RE: Price Quotes For Deluxe European Club Soccer Goals  
DATE: January 17, 2022

---

**SUMMARY:**

WPD Athletic Staff is seeking price quotes for Deluxe European Club Soccer Goals for the 2022 soccer season. Staff would like 1 price quote provided. Please include shipping/handling in cost. Please do not include tax as we are tax exempt.

Deluxe European Club Soccer Goals

2 - 8' x 24' Goals 2B3006 \$ 1,995 /goal x2 = \$ 3,990 Total

2 - 7' x 21' Goals 2B3005 \$ 1,825 /goal x2 = \$ 3,650 Total

4 - 6.5' x 12' Goals 2B3003 \$ 1,525 /goal x4 = \$ 6,100 Total

Total Price: 13,740

Prices Include Shipping

Signature: Thomas C. Koenig

Name (Printed): Thomas C. Koenig

Company: Soccer 2000 Inc



TO: Athletic Companies

FROM: Daniel Novak, Director of Athletics & Facilities  
Adam Lewandowski, Superintendent of Athletics & Facilities

RE: Price Quotes For Deluxe European Club Soccer Goals

DATE: January 17, 2022

SUMMARY:

WPD Athletic Staff is seeking price quotes for Deluxe European Club Soccer Goals for the 2022 soccer season. Staff would like 1 price quote provided. Please include shipping/handling in cost. Please do not include tax as we are tax exempt.

Deluxe European Club Soccer Goals

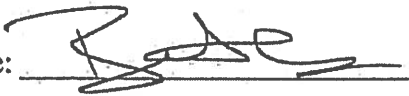
2 - 8' x 24' Goals 2B3006 \$ 2,339.<sup>99</sup>/goal x2 = \$ 4,679.<sup>99</sup> Total

2 - 7' x 21' Goals 2B3005 \$ 2,224.<sup>99</sup>/goal x2 = \$ 4,449.<sup>99</sup> Total

4 - 6.5' x 12' Goals 2B3003 \$ 1,909.<sup>99</sup> /goal x4 = \$ 7,639.<sup>99</sup> Total

Total Price: 16,769.<sup>99</sup> \*

\* Price is good  
until March 1,  
2022.

Signature: 

Name (Printed): Brian Yosset

Company: SoccerGarage.com



TO: Board of Commissioners

FROM: Rob Sperl, Director of Parks and Planning  
Joe Themel, Fleet Manager

THROUGH: Michael Benard, Executive Director

RE: Brite Striper #7000 Airless Riding Striper

DATE: February 2, 2022

---

**SUMMARY:**

The Park Services Department has budgeted to purchase a new riding striper to line our athletic fields. Currently we use push behind stripers that have tanks to carry mixed paint and engines to spray the paint. This requires a crew of five people to line all our fields one day a week.

We have demonstrated this piece of equipment and are confident it will reduce staff time involved with striping and provide a better product with improved safety to operators.

Pioneer is the local distributor of this equipment. We were able to obtain another comparable price for a similar model.

Pioneer Athletics	Brite Striper #7000 Airless Riding Striper	\$15,867.50
Newstripe Inc.	New Rider 5000 HPA Striper	\$17,072.21

**PREVIOUS COMMITTEE/BOARD ACTION:**

N/A

**REVENUE OR FUNDING IMPLICATIONS:**

The FY2022 Budget includes the following:

Item	Budget	Total Purchase	2022 Budget #
Ride on Striper	\$14,000	\$15,867.50	10-101-000-57-5706-0000

<u>Return on Investment Calculation</u>	Existing	Proposed	Savings
Number of staff	5	1	4
Hours of striping per year	800	160	640
Labor Cost	\$14,000	\$3,500	\$10,500
Annual equipment cost (amortized)	\$800*	\$1,600**	(\$800)
Net Annual Savings			\$9,700

\*8 machines (with spares) at a cost of approx. \$2,000 with a 20-year life

\*\*\$16,000 cost with a 10-year life

With the assumptions above, we should pay for the new machine within two years. This does not factor in:

- Reduced potential from injury of pushing 150lbs stripers with 12 gallons of paint
- Availability of 4 staff members for other work

- Trade in value for our existing inventory of push behind stripers or the new equipment at replacement time

### **STAKEHOLDER PROCESS:**

Not applicable.

### **LEGAL REVIEW:**

Not applicable.

### **ATTACHMENTS:**

Brite Striper Summary Sheet

Pioneer Athletics Quote

Newstripe Quote

### **ALTERNATIVES:**

N/A

### **RECOMMENDATION:**

Staff recommends the purchase of a Brite Striper 7000 from Pioneer Athletics in the amount of \$15,867.50.

## Brite Striper® 7000



SKU: BS7000

\$16,640.00

Qty

1

Add to Cart



The Brite Striper 7000 is a ride-on airless paint striping machine

Details

### The Brite Striper 7000 is a ride-on airless paint striping machine

- Natural grass and synthetic turf athletic field striper
- Front wheel drive with rear steering
- 30" seat height & center spray gun provides maximum visibility to existing lines or layout string
- Fully adjustable, 0-3000 psi pump pressure
- Floating spray gun for maintaining line width over rough terrain
- Adjustable, tilt steering column
- On-board 2.5 gallon purge tank lets you clean spray gun and hose "in-the-field"
- In-line filter keeps you running without clogs
- Quick-release clamp and 25' hose allows you to remove the spray gun to spray stencils, small curves and hard to reach areas
- A 12 hp Honda GX390, air-cooled 4-stroke OHV engine
- 50 gallon poly tank: stripe up to four football fields or seven full-size soccer fields with one filling
- 36 month warranty

[Download Manual](#)

 <p>4529 INDUSTRIAL PARKWAY • CLEVELAND, OHIO 44135 VOICE: 800.877.1500 • FAX: 800.877.1511</p>		DROP SHIP: WH1033003		QUOTE	
		CUSTOMER ACCT. NO. WH1033			
SOLD TO (SAME AS SHIP TO UNLESS INDICATED) WHEATON PARK DISTRICT			ATTN: PAUL STANCZAK		EMAIL: <a href="mailto:pstanczak@wheatonparks.org">pstanczak@wheatonparks.org</a>
STREET: 855 W PRAIRIE AVE			FAX: (630)665-5880		PHONE: (630)917-4832
CITY / STATE: WHEATON IL			ZIP CODE: 60187-3075		COUNTY: DUPAGE
SHIP TO: WHEATON PARK DISTRICT			ATTN: JOE THEMEL		EMAIL: <a href="mailto:jthemel@wheatonparks.org">jthemel@wheatonparks.org</a>
STREET: 1000 MANCHESTER RD			FAX: (000)000-0000		PHONE: (630)653-5429
CITY: WHEATON		STATE: IL	ZIP CODE: 60187-4849	COUNTY: DUPAGE	
DATE OF ORDER: 1/28/2022	BUYERS NAME: JOE THEMEL - WHEATON PARK DISTRICT			CUSTOMER PURCH. ORDER NO.	
SALESPERSON 42 42		SALESMAN ORDER NO.		TERMS: NET 15 DAYS	
DELIVERY NOTES:			MASTER TRACKING NUMBER:		Dock:
<b>Item Number</b>	<b>Product</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Tax</b>	<b>Sub Total</b>
BS7000	BRITE STRIPER #7000 AIRLESS RIDING STRIPER	1	\$15,417.50	\$0.00	\$15,417.50
FRT	SHIPPING & HANDLING CHARGES	1	\$450.00	\$0.00	\$450.00
Total value of items in this order:			\$15,867.50	\$0.00	\$15,867.50
Notes:QUOTE GOOD FOR 45 DAYS					
<p><b>PURCHASER:</b> No order is final until accepted by the Cleveland office. Acceptance of this order may be made by prompt shipment of the goods (within 5 days from the date of the receipt of the offer (sales order form)). It is the intent of the parties that title to the goods to which this agreement relates shall not pass on the execution of this agreement, but shall pass on delivery of the goods by Pioneer Manufacturing to carrier in Cleveland. The goods shall be properly packaged and marked for shipment, and all terms of this agreement with respect to freight and insurance shall be satisfied. NO CANCELLATIONS WILL BE ACCEPTED AFTER ORDER HAS BEEN SHIPPED.</p>					
 This email has been checked for viruses by Avast antivirus software. <a href="http://www.avast.com">www.avast.com</a>					



## Quote

Newstripe, Inc.  
1700 Jasper St. #F  
Aurora, CO 80011  
3033647786

Order Number: 0133141

Order Date: 12/17/2021

Salesperson: ANDY

Customer Number: 0020574

## Sold To:

Wheaton Park District  
1000 Manchester Rd  
Joe Themel  
Wheaton, IL 60187  
Confirm To:  
Joe Themel

## Ship To:

Wheaton Park District  
1000 Manchester Rd  
Joe Themel  
Wheaton, IL 60187

Customer P.O.	Ship VIA	F.O.B.	Terms	Estimated Ship Date:		
JOE THEMEL - PARKS DIST	FEDEX F ECON PP	AURORA	PREPAY-CREDIT	1/31/2022		
			CARD			
Item Code	Unit	Ordered	Shipped	Back Order	Price	Amount
10003033	EACH	1.00	0.00	0.00	16,640.00	16,640.00

Striper, NewRider 5000 HPA

Whse: 000

2022 COST - 40 BUSINESS DAY LEAD TIME ONCE THE ORDER IS PLACED

Net Order:	16,640.00
Less Discount:	0.00
Freight:	432.21
Sales Tax:	0.00
<b>Order Total:</b>	<b>17,072.21</b>

TO: Board of Commissioners

FROM: Rob Sperl, Director of Parks and Planning  
Joe Themel, Fleet Manager

THROUGH: Michael Benard, Executive Director

RE: ABI Force Infield Groomer

DATE: February 1, 2022

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**SUMMARY:**

In 2017, the park's department began utilizing a new type of infield groomer called an ABI Force. A summary of this piece of equipment and comparison to our previous operations is attached.

We are seeking to purchase our fourth ABI Force that would replace the last of our Sandpro rakes. In previous statements, we were able to compare the ABI Force to the cost of the Sandpro. As noted in the attachment, we do not consider these two pieces of equipment as comparable. ABI has included a statement to that effect as well.

With the desired attachments, the quoted cost of the ABI Force is \$30,043. Like many other items we have seen, this cost has increased recently. We have been advised that delivery can be expected within 30 days.

**PREVIOUS COMMITTEE/BOARD ACTION:**

ABI Forces were approved for purchase in May 2017, February 2018 and September 2019.

**REVENUE OR FUNDING IMPLICATIONS:**

The FY2021 Budget (10-101-000-57-5701-0000) and (10-101-000-57-5706-0000) includes the following items for the Parks Equipment:

Item	Budget	Total Purchase	2021 Budget #
ABI Field Grader	\$29,000	\$28,548.46	10-101-000-57-5706-0000

**STAKEHOLDER PROCESS:**

We have received positive feedback from the Athletics department and teams on the improved quality of infields utilizing this equipment.

**LEGAL REVIEW:**

N/A

**ATTACHMENTS:**

Quote  
ABI Statement regarding  
Staff summary of benefits seen from switch to ABI



**ALTERNATIVES:**

N/A

**RECOMMENDATION:**

Staff recommends the Wheaton Park District Board of Commissioners approve the purchase of the ABI Force with accessories in the amount of \$28,548.46 from traqnology North America.

Traqnology North America  
510 N Main Ave  
Ladd, IL 61329  
traqnology-na.com



## Estimate

### ADDRESS

Wheaton Park District  
1000 Manchester Rd.  
Wheaton, IL 60187

### SHIP TO

Wheaton Park District  
1000 Manchester Rd.  
Wheaton, IL 60187

### ESTIMATE # 1049

DATE 02/02/2022  
EXPIRATION DATE 03/06/2022

DATE	SKU	DESCRIPTION	PRODUCT	QTY	RATE	AMOUNT
	10-99143	ABI Force z23st w/Tweels	ABI Force z23st w/Tweels	1	23,999.00	23,999.00
	10-99149	Stealth Blades provide subsurface compaction relief without creating ridges in the soil. They are commonly used during the manual or laser grading process to loosen the soil ahead of the mini box blade. The Stealth Blades are designed with a flat bottom profile and offer less resistance to cut through rooted vegetation with ease. Also, great for weeding and vegetation removal off an infield skin.	Stealth Blades for ABI Force (Set of 7, complete)	1	549.00	549.00
	10-90165	Vibraflex 3800	Vibraflex 3800	1	699.00	699.00





ABI Attachments, Inc.  
520 S Byrkit Ave  
Mishawaka, IN 46544

877-788-7253  
[www.ABIattachments.com](http://www.ABIattachments.com)

---

**SOLE SOURCE & EXCLUSIVE DEALER LETTER**

1/1/2021

To Whom It May Concern,

This letter is to confirm that the ABI Force, zero turn vehicle, models z23s or z23st, referenced in the included quotation, is a sole-source product offered exclusively by ABI Attachments, Inc and it's assigned exclusive dealer in your region. No other company offers a similar or competing product. This product must be purchased from ABI Attachments, Incorporated's assigned exclusive dealer in your region.

Competition is precluded by the existence of proprietary product capability and trade secret manufacturing processes and techniques which enable the ABI Force, stand-on zero turn vehicle's purpose and function (models z23s or z23st). Exclusive functions include: Zero-Turn Grading, Hydraulic Control Of Interchangeable Front, Mid, and Rear Mount Attachments, Stand-on Access & Visibility, Exclusive VibraFlex & Profile Blade Field Conditioning Technologies With Positive Depth Control, Exclusive Responsive Variable Force (RVF) Technology. These and other proprietary facets of the ABI Force are additionally protected under U.S. patent law by the following U.S. patents: US9,332,687, US9,883,621, & US10,149,440.

There is no other like item or product available for purchase that would serve the same purpose or function, and there is only one retail price for the ABI Force, zero turn vehicle, models z23s or z23st. If you desire additional information, please don't hesitate to contact me at (574) 850-8708 at any time or visit our website at [www.ABIattachments.com](http://www.ABIattachments.com). Thank you for your interest in our products.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jim Catalano', written over a horizontal line.

Jim Catalano

Sr. Vice President  
ABI Attachments, Inc.

## **ABI – Absolute Innovations**

(Assessment by Wheaton Parks staff)

The ABI Force is a ball field grooming machine that is designed solely for the purpose of grooming and maintaining baseball and softball fields. Prior groomers used were the Toro Sandpro, Tractor w/rake, and the Superstar Bunker Rake which have been eliminated due to safety concerns and inability to purchase (no longer made) the rakes for the tractor. The ABI Force reduces errors and has numerous attachments capable of producing a quality product with one machine. Currently, we have three ABI machines in our fleet. Two are used for daily grooming throughout the district. The other is the ABI Force Z-235, which is capable of finely tuning each field. It has the option of the laser attachment which will assist in renovating fields, and ensure safe and well drained playing surfaces that the competition cannot compare to.

<b>Pros of ABI Force</b>	<b>Cons of Bunker Rake, Tractor w/Rake</b>
Laser Grading (less cancelations)	Laser Grading not available
Multifunctional machine	Multiple machines needed to equate to ABI Force
High Efficiency (less labor and machine hours spent on field)	Three men minimum needed and more days spent to complete a job
Renovations and repairs completed in just hours	SandPro and SuperStar do not renovate fields
Zero turn radius	Zero turn not available

- Old machines don't meet quality standards and/or parts are no longer available
- Eliminates the need of a large tractor (significant cost reduction)
- Efficient machine, one-person operation
- Multi use of machine. (grooming, landscaping, grading/ leveling)
- Laser Grading function adaptable to other landscaping applications
- Safe and well drained playing conditions
- Outperforms competition
- Athletic department endorses this product
- Coaches feedback has been positive
- We have graded four fields with dramatic improvements
- Stand up design allows field to be in front of you
- Bunker rakes were always an adaptation not a sole grooming machine for baseball/softball

Parks Department would like to continue to keep athletes safe, employee efficiency, and reduce equipment costs. Safety is a priority for staff and athletes, we believe this machine will contribute to this positively. This sole machine will do more in a shorter time and create a better product for the participants in the programs of Wheaton Park District.

TO: Board of Commissioners

FROM: Rob Sperl, Director of Parks and Planning  
Joe Themel, Fleet Manager

THROUGH: Michael Benard, Executive Director

RE: Steel Green Tank Chemical Sprayer

DATE: February 2, 2022

---



**SUMMARY:**

The Park Services Department has budgeted to replace our 10-year-old Turfco ride on chemical sprayer. This equipment applies both granular and liquid chemicals such as fertilizer and herbicides. Arrowhead staff have indicated that this equipment would be useful to them as well.

We are seeking to upgrade this sprayer to a version that has a higher capacity and more flexibility in application widths. The model we are seeking also has an optional independent tank that would allow us to separate incompatible chemicals without having to clean the main tank between applications.

There is only one local distributor of this equipment. We were able to obtain another comparable price for a similar model.

Advanced Turf Solutions	Steel Green SG52 Custom Unit with 7-gal tank	\$15,860
Conserv FS	T5000 with 3 in 1 tank	\$17,968.50

**PREVIOUS COMMITTEE/BOARD ACTION:**

N/A

**REVENUE OR FUNDING IMPLICATIONS:**

The FY2022 includes the following:

Item	Budget	Total Purchase	2022 Budget #
#1400 Turfco T3000 Applicator 2012	\$14,000	\$15,860	20-101-000-57-5706-0000

We intend to auction our old Turfco sprayer and expect it to sell in the range of \$5,000.

**STAKEHOLDER PROCESS:**

N/A

**LEGAL REVIEW:**

N/A

**ATTACHMENTS:**

Steel Green brochure  
Advanced Turf Solutions Quote  
Conserv FS Quote

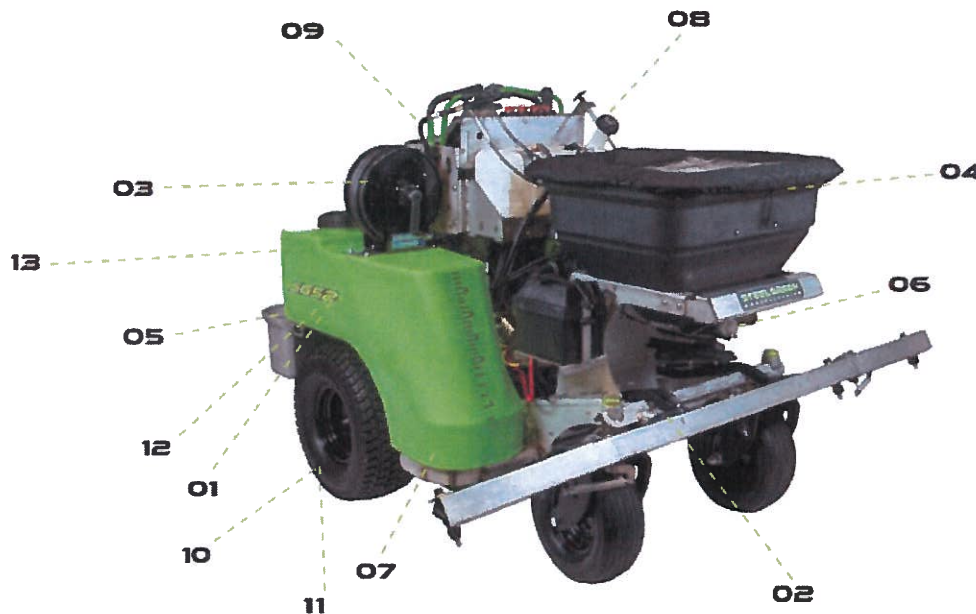


## ALTERNATIVES:

N/A

## RECOMMENDATION:

Staff recommends the purchase of a Steel Green SG52 with independent 7-gallon tank from Advanced Turf Solutions in the amount of \$15,860.



## FEATURES

- |  |   |
|--|---|
| <b>01 Dual 30 GAL Tanks</b><br>60 gallon spray capacity, featuring new, lighter color tanks for improved liquid visibility.  | <b>08 5 GAL Fuel Capacity</b><br>Fuel tank holds up to 5 gallons of fuel.   |
| <b>02 Up to 10' Adjustable Spray Width</b><br>Stainless steel breakaway boom with hidden plumbing. Nozzles are easy to reach and change—no special tools required. | <b>09 23.5 HP Engine</b><br>Now featuring the Kawasaki® FX730V 4-stroke, 90-degree V-twin vertical shaft engine with 23.5 horsepower and built-in 30 amp charging system. (21 HP Vanguard® engine option available) |
| <b>03 75' Hose Reel</b><br>CoxReels® 75' hose reel is perfect for spot spraying and long enough to access hard-to-reach areas.                                     | <b>10 Up to 10 MPH Transport Speed</b><br>Reduce time traveling between properties and back and forth for fill-ups.   |
| <b>04 220 LB Hopper Capacity</b><br>220-lb hydraulic-driven Spyker® granular system.   | <b>11 22" Rear Wheels</b><br>22" commercial grade turf tires provide additional hillside stability. *Dual drum parking rear brake.  |
| <b>05 Dual High-Density Poly Fertilizer Trays</b><br>Adds 100 LBS of additional granular capacity.   | <b>12 240,000 SQ. FT. Per Fill</b><br>Based on using ¼ gallon spray nozzles.  |
| <b>06 Up to 25' Variable Spread Width</b><br>Stainless steel side deflector offers increased perimeter efficiency and directional control.                         | <b>13 Foot-Activated Parking Brake</b><br>For brakes that hold (even on hills), our wheel motors have integrated drum brakes on both sides.   |
| <b>07 Stainless Steel Frame</b><br>Heavy-duty stainless steel chassis is long-lasting and durable to withstand long-term commercial use.                           |   |



**Advanced Turf Solutions**  
**Sales Quote #293252**

Quote Date: 01/06/2022  
Expires: 03/01/2022  
Customer: 160645 | WHEATON PARK DISTRICT  
Sales Rep: Craig Shepherd  
Email: cshepherd@advancedturf.com  
Pay Type: NET 30

Location: 820 | ATS - Wheeling  
Ship Type: TRUCK  
Delivery Date Requested: 03/15/2022

Comments: Quote good through March 1st, 2022

**Bill To Address:**  
WHEATON PARK DISTRICT  
1000 MANCHESTER ROAD  
WHEATON, IL 60187

**Ship To Address:**  
WHEATON PARK DISTRICT  
1000 MANCHESTER ROAD  
WHEATON, IL 60187

Product ID	Product Name	Order Req	Price	Total
ATS SHIPPING-NT	ATS SHIPPING-NO TAX	1.0	\$200.00	\$200.00
SGM-A10030	SG INDEPENDENT 7 GAL TANK - SG52/46	1.0	\$965.00	\$965.00
SGM-SG52C	STEEL GREEN SG52 CUSTOM UNIT	1.0	\$14,695.00	\$14,695.00

Unit Total: 3.0  
Product Total: \$15,860.00  
Shipping Charge: \$0.00  
Quote Total: \$15,860.00\*

\* Quote Does Not Include Tax

**PRICES ARE SUBJECT TO CHANGE BASED ON MARKET CONDITIONS**

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This quote is not your final invoice, and may not reflect taxes, shipping or other charges.

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**Quote Terms:**

Due in Days	First Due Date	# of Pmts	Adjustment Type	Adjustment %
		1	None	%



4720 Yender Avenue ♦ Lisle, IL 60532  
Toll Free 1-888-963-7333 ♦ Local (630) 963-8787  
Fax (630) 963-8814 ♦ [www.natsced.com](http://www.natsced.com)  
[www.conservfs.com](http://www.conservfs.com)

#### Wheaton Park District

T5000 Spreader Sprayer	\$16,996.00
T5000 3 in 1 Tank	\$472.50
Estimated Delivery: \$500.00	
Total: \$17,968.50	

TO: Board of Commissioners

FROM: Rob Sperl, Director of Parks and Planning  
Steve Hinchee, Superintendent of Planning

THROUGH: Michael Benard, Executive Director

RE: Native Landscape Maintenance Services Bid

DATE: January 28, 2022



---

### **SUMMARY:**

The Natural Areas in our parks require seasonal care and maintenance that is effectively performed by an ecological restoration contractor. This work encompasses the following procedures and techniques:

- Monitoring of native plants, weed control and seed dispersal, as needed.
- Prescribed burns for the upland natural areas and buffers to control invasive species and encourage new growth of native species.
- Cattail management employing herbicides and hand cutting/removal

The work is being performed in the following parks:

- Northside Park – pond areas and detention area
- Cosley Zoo – marsh area on South side of property and rain gardens in parking lot
- Central Athletic Complex Detention Area - West side of Main St.
- Rotary Park - hill west of Mariano's parking lot.
- Elliot Lake
- Wheaton Oaks Property – Gary Ave., South of Winfield Creek and Elliot Lake
- Thompson Detention Area – East side of Gary Ave., across from Prairie Ave
- Lincoln Marsh
- Toohey Park

Bids were solicited on January 13, 2022 and they were opened on January 27, 2022. The results were as follows:

<b>Contractor</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>Total Bid Amount – 3 Yr. Contract</b>
Bedrock Earthscapes	\$29,730.00	\$31,240.00	\$32,920.00	\$93,890.00
Tallgrass	\$42,400.00	\$40,200.00	\$42,550.00	\$125,150.00
Bluestem	\$48,121.97	\$48,121.97	\$48,121.97	\$144,365.90
Encap	\$61,700.00	\$61,700.00	\$61,700.00	\$185,100.00
V3	\$60,100.00	\$61,890.00	\$63,759.00	\$185,749.00

**Unit Costs:**

<b>Contractor</b>	<b>Muskrat Control</b>	<b>Erosion Control</b>	<b>Seed and Blanket</b>
Bedrock Earthscapes	\$1,200 to \$2,500.00	\$3.50	\$3.10
Tallgrass	\$2,000.00	\$26.00	\$3.50
Bluestem	\$325.00	\$110.00	\$75.00
Encap	\$1,200.00	\$4.50	\$3.80
V3	No Bid	No Bid	No Bid

Bedrock Earthscapes has performed this work for the park district previously and we have been satisfied with their work.

**PREVIOUS COMMITTEE/BOARD ACTION:**

The Wheaton Park District Board of Commissioners approved a 3-year contract with Bedrock Earthscapes for a similar scope of work in January 2019 at an amount not to exceed \$92,025.

**REVENUE OR FUNDING IMPLICATIONS:**

<b>Fiscal Year</b>	<b>Budget 40-000-000-52-5210</b>	<b>Proposed Spending</b>
2022	\$50,000	\$29,730.00
2023	\$50,000	\$31,240.00
2024	\$50,000	\$32,920.00

The \$50,000 budget is for the annual pond and stream maintenance also includes aquatic maintenance (which has averaged just under \$20,000 annually) in addition to this work.

**LEGAL REVIEW:**

Our legal counsel provided the front end bid documents and sample legal agreement that will be used with the selected bidder.

**RECOMMENDATION:**

It is recommended that the Wheaton Park District Board of Commissioner's approve the bid from Bedrock Earthscapes for \$93,890.00

TO: Board of Commissioners

FROM: Rob Sperl, Director of Park & Planning  
Steve Hinchee, Superintendent of Planning

THROUGH: Michael Benard, Executive Director

RE: Rice Pool Concession Tables

DATE: February 10, 2022



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### **SUMMARY:**

Bids for new picnic tables at the Rice Pool concession area were requested. These tables will replace the 30-year-old original concrete tables which are deteriorating.

Staff selected 46" round thermostatically coated steel tables from several manufacturers that became the basis of bid. The bids included a total of the 30 tables (25 standard and 5 ADA) as well as 30 umbrellas with bases plus shipping. Alternate bids were included for different umbrella options.

Bid documents were provided to nine vendors with comparable products. The following bid were received on January 21, 2022.

<b><i>Company</i></b>	<b><i>Base Bid</i></b>	<b><i>Alternate 1</i></b>	<b><i>Alternate 2</i></b>	<b><i>Alternate 3</i></b>	<b><i>Deliver by 5/2</i></b>
<i>Zenon Company</i>	<i>\$50,990</i>	<i>+\$0</i>	<i>+\$0</i>	<i>+\$0</i>	<i>No 18 weeks</i>
<i>Misfits Construction</i>	<i>\$61,500</i>	<i>+\$13,500</i>	<i>+\$18,000</i>	<i>+\$19,500</i>	<i>Yes</i>
<i>Barco Products*</i>	<i>\$45,795.41</i>	<i>No bid</i>	<i>+\$0</i>	<i>No bid</i>	<i>Yes</i>

*\*Barco Products provide a bid post marked January 19, 2022, which didn't arrive until several days after the bid opening.*

The bids received represent a significant increase over the prices quoted in 2020 (\$22,791.24 for tables without umbrellas). Staff feels the price increases may be partially due to supply chain issues, and may resolve with time.

### **PREVIOUS COMMITTEE/BOARD ACTION:**

The purchase of tables from quotes received were approved at the April 15, 2020 Board meeting. However, the decision to not open the pools in 2020 was made at the June 17, 2020 Board meeting and the tables were not purchased that year as a result.

### **REVENUE OR FUNDING IMPLICATIONS:**

\$32,000 budgeted. (40-800-846-53-5301-0000) The budget was based on quotes that were received in 2020.

### **STAKEHOLDER PROCESS:**

Table options were reviewed with Special Facilities and Aquatics staff.



**ATTACHMENTS:**

N/A

**ALTERNATIVES:**

N/A

**RECOMMENDATION:**

It is recommended that the Wheaton Park District Board of Commissioner's reject bids and allow staff to request quotes for the best combination of products from vendors that will meet the budget and timing for pool season.



25 Picnic Tables  
Base Bid



5 ADA Picnic Tables  
Base Bid



30 Blue Umbrellas w/ Bases  
Base Bid Polyester  
Alternate #2 Bid Dyed Acrylic



30 Blue & White Umbrellas w/ Bases  
Alternate #1 Bid Polyester  
Alternate #3 Bid Dyed Acrylic

TO: Board of Commissioners

FROM: Rob Sperl, Director of Park & Planning  
Steve Hinchee, Superintendent of Planning

THROUGH: Michael Benard, Executive Director

RE: Rice Pool Concession Tables

DATE: February 10, 2022



---

**SUMMARY:**

Staff requested quotes from 3 companies for new picnic tables at the Rice Pool concession area. These tables will replace the 30-year-old original concrete tables which are deteriorating.

Staff selected 46" round thermostatically coated steel tables from several manufacturers. The quotes included a total of the 25 tables (20 standard and 5 ADA tables).

The following quotes were received.

<b><i>Company</i></b>	<b><i>Standard Tables</i></b>	<b><i>ADA Tables</i></b>	<b><i>Deliver by 5/2</i></b>
<i>Barco Products</i>	<i>\$888.66/ table</i>	<i>\$845.90/ table</i>	<i>Yes</i>
<i>Zenon Company</i>	<i>\$1,274.00/ table</i>	<i>\$1,229.00/ table</i>	<i>No 18 weeks</i>
<i>Kay Park</i>	<i>\$1,342.00/ table</i>	<i>\$1,278.00/ table</i>	<i>Yes</i>

Barco's quote for 20 tables and 5 ADA tables with shipping totals \$22,580.22.

**PREVIOUS COMMITTEE/BOARD ACTION:**

The purchase of tables from quotes received were previously approved at the April 15, 2020 Board meeting. However, the decision to not open the pools in 2020 was made at the June 17, 2020 Board meeting and the tables were not purchased that year as a result. The bid results for 30 tables and umbrellas was discussed at the February 9 subcommittee meeting.

**REVENUE OR FUNDING IMPLICATIONS:**

\$32,000 budgeted. (40-800-846-53-5301-0000) The budget was based on quotes that were received in 2020.

**STAKEHOLDER PROCESS:**

Table options were reviewed with Special Facilities and Aquatics staff.

**LEGAL REVIEW:**

Attorney was consulted about seeking quotes for fewer tables following the rejection of bids and indicated that this was acceptable.

**ATTACHMENTS:**

Barco Products Quote

**ALTERNATIVES:**

N/A

**RECOMMENDATION:**

It is recommended that the Wheaton Park District Board of Commissioner's approve the purchase of tables from Barco Products in the amount of \$22,580.22.



25 Picnic Tables

Base Bid



5 ADA Picnic Tables

Base Bid



Barco Products  
24 N Washington Ave  
Batavia IL 60510  
(800) 338-2697  
[keyaccounts@barcoproducts.com](mailto:keyaccounts@barcoproducts.com)

# Quote

Account Number - 27575

Estimate # QUORCO11045

1/14/2022

## Customer

Steven Hinchee  
Wheaton Park District  
102 E Wesley  
Wheaton IL 60187  
(630) 510-4969

## Ship To

Steven Hinchee  
Wheaton Park District  
1000 Manchester Rd  
Wheaton IL 60187  
(630) 510-4976

Item	Qty	Rate	Amount	Estimated Lead Time
<b>LIFTGATE</b> Liftgate Fees	1	\$80.00	\$80.00	
<b>07SA2612-BL</b> 46" SuperSaver™ Table/ Round/ Portable/ ADA/ Blue	5	\$845.90	\$4,229.50	Ships in 3 to 5 Days
<b>07SA2611-BL</b> 46" SuperSaver™ Table/ Round/ Portable/ Blue	20	\$888.66	\$17,773.20	Ships in 3 to 5 Days
<b>Subtotal</b>			\$22,082.70	
<b>Tax Total (%)</b>			\$0.00	
<b>Shipping</b>			\$497.52	
<b>Total</b>			\$22,580.22	

\*Estimated lead time is based on normal fulfillment time of an order at this moment. Orders with large quantities may require additional time. These estimates are subject to change based on the nationwide 2021 supply chain issue.

**PRICING FOR THIS QUOTE IS LOCKED IN FOR 30 DAYS**

TO: Board of Commissioners

FROM: Rob Sperl, Director of Parks and Planning  
Steve Hinchee, Superintendent of Planning

THROUGH: Michael Benard, Executive Director

RE: Arrowhead Pond Shoreline Restoration Project Bid Results

DATE: February 10, 2022



---

### **SUMMARY:**

The ponds on the west course adjacent to holes 4 and 8 have experienced noticeable shoreline erosion to a point that it will soon begin to affect the integrity of the adjacent cart paths. Staff has engaged Cage Engineering to develop a plan to stabilize and restore the shoreline in these areas.

Bid documents were sent out to contractors on January 14, 2022, and bids were opened on January 28, 2022. The results were as follows:

<b><u>Contractor</u></b>	<b>Base Bid: start work the end of February &amp; complete by April 1</b>	<b>Alternate Bid: start work after October 31 &amp; complete by December 31</b>	<b>Unit Cost: Asphalt per s.f.</b>	<b>Unit Cost: Turf Reinforcement Mat per s.f.</b>
Nettle Creek Nursery	\$46,646	\$52,000	\$16	\$4
V3 Construction	\$96,415	\$101,235	\$18.55	\$11.15
McGinty Brothers	\$190,699	\$200,234	\$28	\$1.10
Misfits Construction	\$268,250	\$288,250	\$75	\$15
Semper Fi Land	\$343,000	\$343,000	\$12	<i>Not provided</i>
Encap Incorporated	\$364,100	\$364,100	\$7	\$.75

The engineer reviewed the proposals from Nettle Creek and V3 Construction. During their review it was discovered that Nettle Creek made an error in how they submitted their bid and they provided a letter requesting to withdraw the bid. Cage Engineering provided a recommendation letter to move forward with the bid from V3 Construction. The park district has worked with V3 Construction on a number of project similar in scope to this project and have been pleased with their work.

Arrowhead staff have expressed an interest in completing the work as soon as possible. However, the weather will significantly influence when much of the work can occur. It is for that reason that an alternate was requested in the event work needed to be moved to after the golf season.

**PREVIOUS COMMITTEE/BOARD ACTION:**

The project was discussed at the October 6, 2021, Buildings and Grounds subcommittee meeting.

**REVENUE OR FUNDING IMPLICATIONS:**

Account	Description	Budget
60-611-000-57-5701-0000	Capital – Cart Path Repairs	\$150,000

**STAKEHOLDER PROCESS:**

Arrowhead staff has been involved with all stages of this project and will continue to help make decisions through its completion.

**LEGAL REVIEW:**

Our legal counsel provided the front-end bid documents and sample legal agreement that will be used with the selected bidder.

**ATTACHMENTS:**

Nettle Creek request to withdraw bid dated 2/2/22

Cage recommendation letter dated 2/2/22

V3 Construction letter clarifying scope dated 2/10/22

**ALTERNATIVES:**

N/A

**RECOMMENDATION:**

It is recommended that the Wheaton Park District Board of Commissioner's accept the base bid from V3 Construction for a total of \$96,415 along with a 10% contingency of \$9,650.





February 2, 2022

Mr. Steve Hinchee  
Superintendent of Planning  
Wheaton Park District  
1000 Manchester  
Wheaton, IL 60187

RE: Arrowhead Golf Course Pond Shoreline Restoration Project

Dear Mr. Hinchee,

We have reviewed the Bids that were submitted for the above referenced project. Based on the scope confirmation conversations with multiple low bid contractors, we recommend the Wheaton Park District accept the bid of V3 Construction Group, Ltd. The bid price they submitted appears to encompass the entire scope of work of the bid documents.

We are providing this recommendation with the knowledge that the original low bid price contractor, Nettle Creek Nursey, submitted a letter dated 2/2/2022 stating that they are withdrawing their bid due to a misunderstanding of the bid documents. Namely, that they did not include the price of turf reinforcement mat in their base price but as an unquantified unit price.

Sincerely,  
CAGE ENGINEERING, INC.

A handwritten signature in black ink, appearing to read "Jim Campbell", written over a horizontal line.

Jim Campbell  
Construction Manager



## **nettle creek nursery**

320 Ottawa Street  
Morris, IL 60450  
Phone: (815) 942-6805  
Fax: (815) 942-6966

[www.nettlecreeknursery.net](http://www.nettlecreeknursery.net)

February 2, 2022

To: Wheaton Park District

This is to advise that we are withdrawing our bid for the Arrowhead Pond Shoreline Restoration Project due to unclear provisions in the Contract Specifications. We did not include in our Base Bid a price for turf reinforcement mats, and provided the separate unit cost price for it, as per the requirements of Addendum No. 1.

Our Lump Sum Price for the Base Bid, including installation of all turf reinforcement mats required for this project, is:

$\$46,646.00 + \$44,000.00$  (turf reinforcement mats installation) =  $\$90,646.00$ .

Please be advised that issued Addendum No. 1 suggested that the price for turf reinforcement mats needed to be provided separately and should have been removed from the Base Bid. Otherwise, we would have kept it in our Base Bid.

We are willing to do this Project for the Base Bid of  $\$90,646.00$ , if acceptable, which is still the lowest Base Bid price provided.

Thank you.

Respectfully Submitted,

Steven Sztapka  
President of Nettle Creek Nursery, Inc.



February 10, 2022

Mr. Steve Hinchee  
Wheaton Park District  
1000 Manchester Road  
Wheaton, IL 60187

Re: Arrowhead Golf Course Pond Shoreline Restoration  
Bid submitted 01/28/2022

Dear Mr. Hinchee,

As a follow up to our scope review discussion earlier today, I am confirming that V3 understands any damage caused to the asphalt path that is a direct result of V3's operations during construction of the improvements will be our responsibility to repair at no cost to the Park District. No cost for asphalt repair is included in V3's base bid. If upon review of site conditions, the park district personnel determine to replace any portion of the asphalt path, V3 will work with the project team to determine a full and accurate scope of work and then provide a price to be approved prior to proceeding with any work.

We look forward to working with you on this project. If there are any further questions, please contact me directly.

Sincerely,  
V3 Construction Group, Ltd.

Michael Famiglietti, P.E.  
President

TO: Board of Commissioners

FROM: Rob Sperl, Director of Parks and Planning  
Steve Hinchee, Superintendent of Planning

THROUGH: Michael Benard, Executive Director

RE: Arrowhead Maintenance Building Roof Rehabilitation Project Bid Results

DATE: January 31, 2022



---

**SUMMARY:**

Illinois Roof Consulting Associates (IRCA) was hired in July of 2021 to assess the condition of the Arrowhead maintenance building roofs and to provide recommendations. The roof was installed as a part of the construction in 2000 and have developed some leaks and deteriorating insulation. It was determined that the roofs should be repaired or replaced. IRCA presented an option to coat the roof rather than doing a complete replacement. This would give us a comparable warranty to a more expensive replacement.

Staff worked with IRCA prepare bid plans and specifications. Bid documents were sent out to contractors on January 14, 2022. A pre-bid meeting was held on January 21, 2022, with representatives attending from seven companies: South Shore Roofing, DCG Roofing, Anthony Roofing, Adler Roofing, Combined Roofing, A-1 Roofing, and Olsson Roofing.

Bids were opened on January 28, 2022. The results were as follows:

<b><u>Contractor</u></b>	<b><u>Base Bid: Install roof on Office and Cold storage buildings.</u></b>	<b><u>Alternate Bid: Install roof on cart storage area.</u></b>
Anthony Roofing	\$98,500	\$27,925

Anthony Roofing's base and alternate bids are significantly less than the estimates from IRCA. For the base bid scope, the consultant's estimate is \$198,968 and the alternate is \$49,616. With only one bid was received, staff followed up with contractors that received the bid specs and/or attended the pre-bid meeting to get feedback regarding why they didn't provide a bid. The contractors who didn't bid stated they were either over extended, understaffed, or missed the bid deadline.

IRCA reviewed the bid and scope of work with Anthony Roofing and recommends they be awarded the project. Anthony roofing was the sub-contractor for R.C. Wegman on the Community Center exteriors project and staff was pleased with their work.

**PREVIOUS COMMITTEE/BOARD ACTION:**

N/A.

**REVENUE OR FUNDING IMPLICATIONS:**

Account	Description	Budget
60-611-000-57-5701-0000	Capital – Maintenance Building Roof	\$400,000

**STAKEHOLDER PROCESS:**

N/A.

**LEGAL REVIEW:**

Our legal counsel provided the front-end bid documents and sample legal agreement that will be used with the selected bidder.

**ATTACHMENTS:**

IRCA's recommendation letter.

**ALTERNATIVES:**

N/A

**RECOMMENDATION:**

It is recommended that the Wheaton Park District Board of Commissioner's accept the base bid of \$98,500 and alternate bid of \$27,925 from Anthony Roofing for a total of \$126,425 along with a 10% contingency of \$12,642.50.



Certified Consultants and Specifiers

Roof Condition Evaluations

Moisture Testing

Quality Compliance Inspection  
during roof construction

February 2, 2022

Mr. Brian Morrow  
Wheaton Park District  
1000 Manchester Road  
Wheaton, IL 60187

**RE: Roof Rehabilitation Bids for  
Arrowhead Golf Club Maintenance Building  
Roofs A-C**

Dear Mr. Morrow:

Illinois Roof Consulting Associates, Inc. (IRCA) was authorized to prepare project documents and specifications for the roof rehabilitation at the referenced building. The following is a summary of our work in this regard and our recommendations for award of the roofing contract.

We collected data at the site, reviewed reports and information we had in the building's file, and formulated a specification. During the following weeks, we produced a draft Project Manual and developed the necessary construction sketches and details. Once the documents were reviewed and finalized, an Advertisement to Bid which was placed in a local newspaper.

The contractors who responded to the Advertisement were A-1 Roofing of Elk Grove Village, Adler Roofing of Joliet, All American Exterior Solutions of Lake Zurich, American (Combined) Roofing of West Chicago, Anthony Roofing of Aurora, Chiattello Roofing of Dolton, DCG Roofing of Des Plaines, Filotto Roofing of Crest Hill, MetalMaster RoofMaster of McHenry, Olsson Roofing of Aurora, Seal Tight Exteriors of Steger, Showalter Roofing of Naperville, South Shore Roofing of Tinley Park, Tori Construction of Alsip, and Weatherguard Roofing of Elgin. A mandatory pre-bid meeting was held at the building on January 21, 2022, at 9:30 A.M. The project's requirements, specifications, and details were reviewed and the roofs were examined by the participants.

As originally announced, the Bids were opened at a public meeting on January 28, 2022, at 9:30 A.M. Attached is a spread sheet listing the Bid prices received. All of the originally responding Bidders chose not to bid except for Anthony Roofing Tecta America.

After carefully reviewing the bids and verbally confirming both price and scope of work with the low Bidder of Record, we are pleased to recommend that the project proceed as specified using the low Bidder of Record, Anthony Roofing Tecta America.

Illinois Roof Consulting Assoc., Inc.

4302-G Crystal Lake Road

McHenry, Illinois 60050

(815) 385-6560

FAX (815) 385-3581

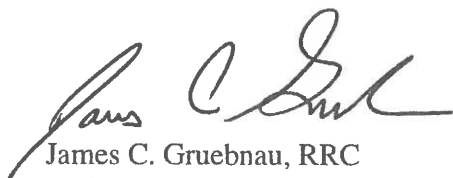
[www.irca.com](http://www.irca.com)



We have been pleased to assist you with these phases of this project and are looking forward to continuing to work with you.

Sincerely,

ILLINOIS ROOF CONSULTING ASSOCIATES, INC.

A handwritten signature in black ink, appearing to read "James C. Gruebnaue". The signature is fluid and cursive, with the first name "James" written in a smaller, more compact script than the last name "Gruebnaue".

James C. Gruebnaue, RRC  
Project Manager

JCG/ajm  
21124bidrec.ltr  
Enclosure

**ILLINOIS ROOF CONSULTING ASSOCIATES, INC.**  
**SUMMARY SHEET FOR BID OPENING**

PROJECT: Arrowhead Golf Club Maintenance Building

IRCA NO: 21124

BID OPENING DATE: January 28, 2022

	Anthony Roofing Tecta Amercia
BASE BID	\$98,500
BID SECURITY	Yes, 10%
ALTERNATE 1	\$27,925

TO: Board of Commissioners

FROM: Rob Sperl, Director of Parks and Planning  
Paul Stanczak, Superintendent of Facilities

THROUGH: Michael Benard, Executive Director

RE: Crystal Maintenance Plus Contract Termination

DATE: January 31, 2022



---

**SUMMARY:**

Due to increased cleaning and sanitization needs from the Covid epidemic in 2021, staff needed assistance keeping up with the maintenance demands of the Central Athletic Complex. Crystal Maintenance Plus was hired to meet these additional demands in July of last year.

Recently we determined we have adequate staffing and no longer require Crystal Maintenance's services. We intend to utilize our recently hired PM custodians for most of the cleaning during the year with supplemental PT staff from the Community Center as needed during the busy summer season.

Staff seeks to terminate the agreement for convenience and without cause.

**PREVIOUS COMMITTEE/BOARD ACTION:**

The contract with Crystal Maintenance was awarded at the June 16, 2021, board meeting.

**REVENUE OR FUNDING IMPLICATIONS:**

Terminating the contract with Crystal Maintenance Plus will provide a savings of \$975 each month that will be offset through existing budgeted wages.

**STAKEHOLDER PROCESS:**

N/A.

**LEGAL REVIEW:**

The relevant sections of our agreement with Crystal Maintenance are included below.

**ATTACHMENTS:**

Relevant sections of agreement

**ALTERNATIVES:**

If we do not seek to terminate the agreement at this time, we can choose to not renew after June 30.

**RECOMMENDATION:**

It is recommended that the Wheaton Park District Board of Commissioner's allow staff to terminate the contract with Crystal Cleaning Plus at the end of February 2022.

---

### **3. Term**

The term of this Agreement shall be for one (1) year, commencing on July 1, 2021 and expiring on June 30, 2022, unless terminated earlier pursuant to the terms of this Agreement (the "Initial Term"). This Agreement may be renewed by the Park District for two (2) additional one (1) year periods as follows: a) commencing on July 1, 2022 and expiring on June 30, 2023 ("Second Term"); and b) commencing on July 1, 2023 and expiring on June 30, 2024 ("Third Term") (collectively, the Initial, Second and Third Term shall be referred to as the "Term"), for the Contract Sums specified in Section 5 of this Agreement and upon such other conditions as the Parties mutually agree.

### **10. Termination**

A. The Park District may, at any time, terminate the Agreement in whole or in part for the Park District's convenience and without cause. Termination by the Park District under this section shall be by a notice of termination delivered to the Contractor specifying the extent of the termination and the effective date. Upon receipt of a notice of termination, the Contractor shall immediately, in accordance with instructions from the Park District: (1) cease operation as specified in the notice; (2) place no further orders; (3) enter into no further subcontracts for materials, labors, services or facilities except as necessary to complete

continued portions of the Work; (4) terminate all subcontracts and orders to the extent they relate to the Work terminated; (5) proceed to complete the performance of Work not terminated; and, (6) take actions that may be necessary or that the Park District may direct, for the protection and preservation of the terminated Work. The Contractor shall recover payment for approved and properly performed Work completed prior to the effective date of termination. Contractor shall not be entitled to damages or lost profits resulting from termination for convenience under this Section.

TO: Board of Commissioners

FROM: Rob Sperl, Director of Parks and Planning  
Steve Hinchee, Superintendent of Planning

THROUGH: Michael Benard, Executive Director

RE: Cosley Zoo Siding & Painting Project Bid Results

DATE: February 1, 2022



---

**SUMMARY:**

As part of the Capital projects fund, the Cosley Zoo Kiebler Barn, Taylor Barn and Aviary buildings have exceeded their reasonable life expectancies and need repairs. The repairs include re-painting the Aviary building, repairing, and re-staining the bird enclosures, and re-siding and re-painting the Kiebler barn.

The park district is not recommending accepting the alternate bids 1 or 2 for re-siding and painting the Taylor Barn. While this work would extend the life of the building, we have significant concerns about the age of the building and its limited usefulness to our programming and operations. Staff would prefer to look at alternatives that include removing this building and replacing it with an open-air shelter and smaller utility sheds for programs and maintenance operations. Concepts would be developed for this option and shared with appropriate stakeholders.

Bid plans and specifications were sent out to the bidders on January 17, 2022. Bids were opened on January 31, 2022, and the results were as follows:

<b><u>Contractor</u></b>	<b><u>Base Bid 1:</u> Aviary Building</b>	<b><u>Base Bid 2:</u> Kiebler Barn</b>	<b><u>Alt Bid 1:</u> Taylor Barn- steel siding</b>	<b><u>Alt Bid 2:</u> Taylor Barn- wood siding</b>	<b><u>Unit Cost:</u> Aviary Building- Repair trellis per s.f.</b>
Red Feather Group	\$16,800	\$59,500	\$62,640	\$51,800	\$35
Muscat Painting	\$25,878	\$83,149	\$52,826	\$54,947	\$48
Lite Construction	\$32,711	\$87,000	\$65,000	\$55,000	\$175
WallFill	\$44,875	\$97,525	\$48,750	\$62,108	\$8
All American	\$19,230	\$150,285	\$130,930	\$120,140	\$45

Red Feather has successfully completed projects for the park district in the past including replacing the roofs at the zoo and Prairie building.

**PREVIOUS COMMITTEE/BOARD ACTION:**

The renovations were discussed at the April 29, 2020, Buildings and Grounds subcommittee meeting as part of the capital budget prioritization discussion.

**REVENUE OR FUNDING IMPLICATIONS:**

Account	Description	Budget
40-800-813-57-5701-0000	Cosley Kiebler Barn Siding	\$70,000
40-800-813-57-5701-0000	Cosley Aviary Siding	\$32,000
40-800-813-57-5701-0000	Cosley Exterior Painting Aviary	\$25,000

The lowest bids from Red Feather are under budget.

**STAKEHOLDER PROCESS:**

This project has been discussed with Special Facilities and Zoo staff.

**LEGAL REVIEW:**

Our legal counsel provided the front-end bid documents and sample legal agreement that will be used with the selected bidder.

**ATTACHMENTS:**

N/A

**ALTERNATIVES:**

N/A

**RECOMMENDATION:**

It is recommended that the Wheaton Park District Board of Commissioner's accept the base bids 1 and 2 for a total of \$76,300 from Red Feather along with a 10% contingency of \$7,630.



TO: Board of Commissioners  
FROM: Rob Sperl, Director of Parks and Planning  
THROUGH: Michael Benard, Executive Director  
RE: Gary Avenue Right of Way Improvements - Easements  
DATE: January 5, 2022

---



**SUMMARY:**

We have continued to work with the City of Wheaton, Forest Preserve District of DuPage County and the Illinois Department of Natural Resources on the Gary Avenue Improvements. These include a traffic signal at Prairie Avenue and a multi-use path on the east side of the right of way. The improvements are expected to benefit our plans for improved parking at Cosley Zoo and safe pedestrian access to the zoo.

We received the attached request for the easements on behalf of the City of Wheaton. While the city's engineering will be preparing the plat of easements, we feel it is appropriate to have our legal counsel prepare and negotiate the easement agreement. This will be a three-party agreement between ourselves, the city and the FPDDC.

The attached letter agreement was requested from Day & Robert. Rachel Robert is the attorney who assisted in reviewing the easement agreements that were drafted by the Wheaton Sanitary District for the Northside Interceptor project. It is expected that this agreement will be used as the model for what is being requested by the city. They have provided an hourly rate for this work.

**PREVIOUS COMMITTEE/BOARD ACTION:**

A summary statement of this project was shared at the subcommittee meeting on November 3, 2021.

**REVENUE OR FUNDING IMPLICATIONS:**

The City of Wheaton has agreed to reimburse for expenses related to drafting this agreement.

**STAKEHOLDER PROCESS:**

We have been in communication with the City of Wheaton, Forest Preserve District of DuPage County, and the Illinois Department of Natural Resources.

**ATTACHMENTS:**

Easement Request and exhibits 12-6-21  
Day & Robert Engagement Letter 12-23-21  
WPD support letter 12-7-21  
IDNR Easement Follow Up 12-7-21

**RECOMMENDATION:**

It is recommended that the Wheaton Park District Board of Commissioner's approve retaining Day & Robert for drafting and review of the Gary Avenue Right of Way Easements.

**Day & Robert, P.C.**

---

ATTORNEYS AT LAW

300 E. 5th Avenue  
Suite 365  
Naperville, Illinois 60563  
630-637-9811  
Fax 637-9814  
www.drm.law

SCOTT M. DAY  
RACHEL K. ROBERT

---

KELLI M. SMITH  
*Of Counsel*

December 23, 2021

**VIA EMAIL AND REGULAR MAIL**

**[mbenard@wheatonparks.org](mailto:mbenard@wheatonparks.org)**

Mr. Michael J. Benard, CPRE, MPA  
Executive Director  
Wheaton Park District  
102 East Wesley Street  
Wheaton, Illinois 60187

***RE: Engagement Letter for Legal Services***

*City of Wheaton/Forest Preserve District of DuPage County*

*Easements/Improvements along Gary Avenue between Harrison Avenue and Jewell Road*

Dear Mr. Benard:

Pursuant to my telephone call with Rob Sperl on December 22, 2021, Day & Robert, P.C. is pleased to submit this Engagement Letter to serve as legal counsel for the Wheaton Park District in conjunction with preparation of license and easement agreements over various parcels along Gary Avenue owned by the Wheaton Park District, the Forest Preserve District, and in some cases both, related to the City of Wheaton's on-going roadway improvement project between Harrison Avenue and Jewell Road. The following will generally outline the terms of our legal representation.

During the course of our representation, our legal services will be billed at an hourly rate of \$285.00 for partners and \$110.00 for paralegal work. Please note that at this stage, it is impossible to determine the amount of time that will be needed to complete the legal services the Park District may require. Our work on prior Park District easement projects should help streamline the legal work, and every effort will be made to expedite and process all work according to the highest legal and ethical standards. We will provide the Park District with copies of all relevant correspondence and documentation, and will submit a detailed invoice to the Park District on a monthly basis reflecting all services performed. Please also note that if, during the course of our representation, we incur costs on the Park District's behalf including, but not limited to, photocopying, postage charges and computer research costs, those costs will also be reflected on our monthly invoicing.

Mr. Michael J. Benard, CPRE, MPA

Page 2

December 23, 2021

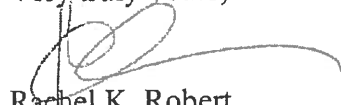
Payment of the monthly invoice is due within 30 days of receipt, subject to the Park District's Board meeting schedule. If not so paid, we reserve the right to terminate our legal services and withdraw our representation. Day & Robert, P.C. may also withdraw its representation in the unlikely event a conflict of interest arises during the scope of our representation, or if we believe our working relationship has reached an impasse and is no longer positive and productive. Under no circumstances will our representation be discontinued without efforts to cure any misunderstandings or issues we may confront.

Please also be advised that the Day & Robert, P.C. file, including all work product, will be retained by the firm. Upon the conclusion or termination of our representation, all documents retained by the firm will be transferred to the person responsible for administering our records and retention program. For various reasons, including minimization of unnecessary storage expenses, we reserve the right to destroy or otherwise dispose of any documents or materials within our file within a reasonable time after the conclusion or termination of our engagement. Again, we will give the Park District advance notice before any such action is taken.

Lastly, in the unlikely event a dispute arises with respect to the terms or conditions of this Engagement Letter, the parties agree to the exclusive forum and venue of the Eighteenth Judicial Circuit, DuPage County, Illinois to resolve the dispute. In the event Day & Robert, P.C. prevails, any reasonable attorney fees and costs Day & Robert, P.C. incurs in enforcing this Engagement Letter shall be recoverable from the Park District.

If the foregoing terms and conditions meet with the Park District's approval, please sign where indicated below and return a copy to me via email, facsimile or regular mail. Should the Park District have any questions regarding the terms or conditions, please feel free to contact me to discuss them further. We sincerely thank you for again choosing Day & Robert, P.C. to handle the Park District's legal needs.

Very truly yours,



Rachel K. Robert

RKR:kg

cc: Robert M. Sperl, CPRP, MPA


I acknowledge receipt of a copy of this Engagement Letter and approve its terms:

Wheaton Park District

By: \_\_\_\_\_

Date: \_\_\_\_\_

Day & Robert, P.C.

By:  \_\_\_\_\_

Date: 12/23/2021 \_\_\_\_\_



create.  
discover.  
play.

**Board of  
Commissioners**

Bob Frey  
John Kelly  
William Barrett  
Kevin Fahy  
Terry A. Mee  
Ray Morris  
John Vires

**Executive Director**  
Michael Benard  
630.510.4845

**Community Center**  
630.690.4880

**Administration**  
102 E. Vessey Street  
Wheaton, IL 60187



December 7, 2021

Illinois Department of Natural Resources  
Attn. Mary Jo Weller  
One Natural Resources Way  
Springfield, IL 62702-1271

Re: OSLAD Grant Program – OS 87-242, OS 99-952 – Requested Easements

Dear Mary Jo,

Following up on our recent correspondence, the Wheaton Park District is seeking approval to grant easements on parcels acquired with grants through the OSLAD program. The purpose of these easements would be to allow the City of Wheaton to improve the adjacent right-of-way.

As a part of these improvements, they would be adding an 8' wide multi-use path separated from the road. While this path would be within their right of way, the added width of this path would require a temporary easement for grading appropriate slopes to the adjacent grant funded property (OS 99-952) that we own in conjunction with the Forest Preserve District of DuPage County. The width of this temporary easement would be 10' wide for a length of approximately 280' along the grant funded parcel (05-08-409-022).

They have also requested a permanent easement that would allow construction of a longer culvert for the Winfield Creek to accommodate the added width of the multi-use path. This easement would be 15' wide for 100' (05-08-414-023).

These improvements and easements are shown on the attached preliminary plans. Please note that there are additional easements being considered that are on parcels not acquired with OSLAD grant funds.

Granting of these easements would not alter the property from its intended use for outdoor recreation. The construction of the adjacent multi-use path would provide a benefit by permitting additional pedestrian traffic.

The City of Wheaton is anticipating receiving approval to proceed with this project in early 2022. It would be ideal if we could grant these easements in January or February. Please feel free to reach me at [rsperl@wheatonparks.org](mailto:rsperl@wheatonparks.org) or (630) 510-4970.

Best regards,

Rob Sperl

Director of Parks and Planning

Attachment: City of Wheaton Easement Request – December 6, 2021

Cc: Sarang Lagvankar, City of Wheaton  
Kevin Stough, Forest Preserve District of DuPage County





*create.*  
*discover.*  
*play.*

**Board of  
Commissioners**

Bob Frey

John Kelly

William Barrett

Terry A. Mee

Ray Morill

John Vires

**Executive Director**

Michael Benard

630.510.4845

**Community Center**

630.600.4880

**Administration**

102 E. Wesley Street  
Wheaton, IL 60187



December 7, 2021

City of Wheaton  
Attn. Mike Dzugan, City Manager  
303 W. Wesley  
Wheaton, IL 60187

Re: Gary Avenue Improvements

Dear Mike,

Your engineering staff has been sharing plans for improvements to the Gary Avenue Right of Way between Harrison and Jewell Road. I understand that the proposed plan includes a new traffic signal at Prairie Avenue, a left turn lane and pedestrian improvements including a multi-use path along the east side of the right of way.

As a part of these improvements, several temporary easements have been requested from the Wheaton Park District. These are primarily for grading and a permanent easement to widen the existing culvert at Winfield Creek to allow the additional width of the path. We are currently working with the Illinois Department of Natural Resources, who provided grant funding for the acquisition of some of these parcels, on allowing us to grant these easements.

The Wheaton Park District supports these improvements as they will provide benefits for those we serve. First, the traffic signal at Prairie Avenue will improve safety and traffic flow to the area that includes our administrative office and Cosley Zoo. Cosley Zoo can see a significant amount of traffic throughout the year, approximately 160,000 visitors annually, along with other businesses in the area. We are currently working on plans for a new parking lot to improve traffic flow to the zoo and reduce its impact on the surrounding area. The proposed traffic signal will align with the proposed parking lot entrance.

The new traffic signal will benefit safe pedestrian access along Gary Avenue as much as vehicle traffic. It is critical that the signal is installed to allow planned pedestrian crossing at Prairie Avenue from the new parking lot. Additionally, the multi-use path will promote visitors to the zoo via walking or cycling. It will also benefit pedestrians and cyclists for recreational use and transportation along Gary Avenue. Being surrounded on both sides by the Lincoln Marsh, path users can enjoy the views of nature and wildlife.

We look forward to seeing this project move forward. If we can be of any assistance, please let us know.

Best regards,

Mike Benard  
Executive Director

December 6, 2021

Mr. Rob Sperl, CPRE  
Director of Parks and Planning  
Wheaton Park District  
102 E. Wesley St.  
Wheaton, IL 60187

Dear Mr. Sperl:

On behalf of the City of Wheaton, Thomas Engineering Group formally requests easements for land parcels located along Gary Avenue. These easements are necessary for the on-going roadway improvement project on Gary Avenue between Prairie Avenue and Harrison Avenue. The following table depicts the parcel number, size of easement (in acres), area (which corresponds to the attached exhibits), owner and type.

Parcel #	Area	WPD	FPDDC	Co-owned	Easement Type
05-08-407-010	A	0.006	-	-	Temporary
05-08-408-032	B	0.010	-	-	Temporary
05-08-408-033	B	0.016	-	-	Temporary
05-08-408-034	B	0.016	-	-	Temporary
05-08-408-035	B	0.016	-	-	Temporary
05-08-409-022	B	-	-	0.061	Temporary
05-08-409-023	C	-	0.019	-	Permanent
05-08-414-023	C	-	-	0.016	Permanent
05-08-418-006	D	0.023	-	-	Temporary
05-08-414-027	E	0.836	-	-	Permanent
05-08-415-002	F	-	0.004	-	Temporary

The temporary easements are required for regrading to meet into existing ground elevations. The permanent easements are required for the construction and future maintenance of the proposed culvert extension ("Area C") and compensatory storage area ("Area F").

Thank you for your consideration of our request. Please contact me directly at 630-360-1625 or [jamesy@thomas-engineering.com](mailto:jamesy@thomas-engineering.com) if you have any questions or need additional information.

Sincerely,

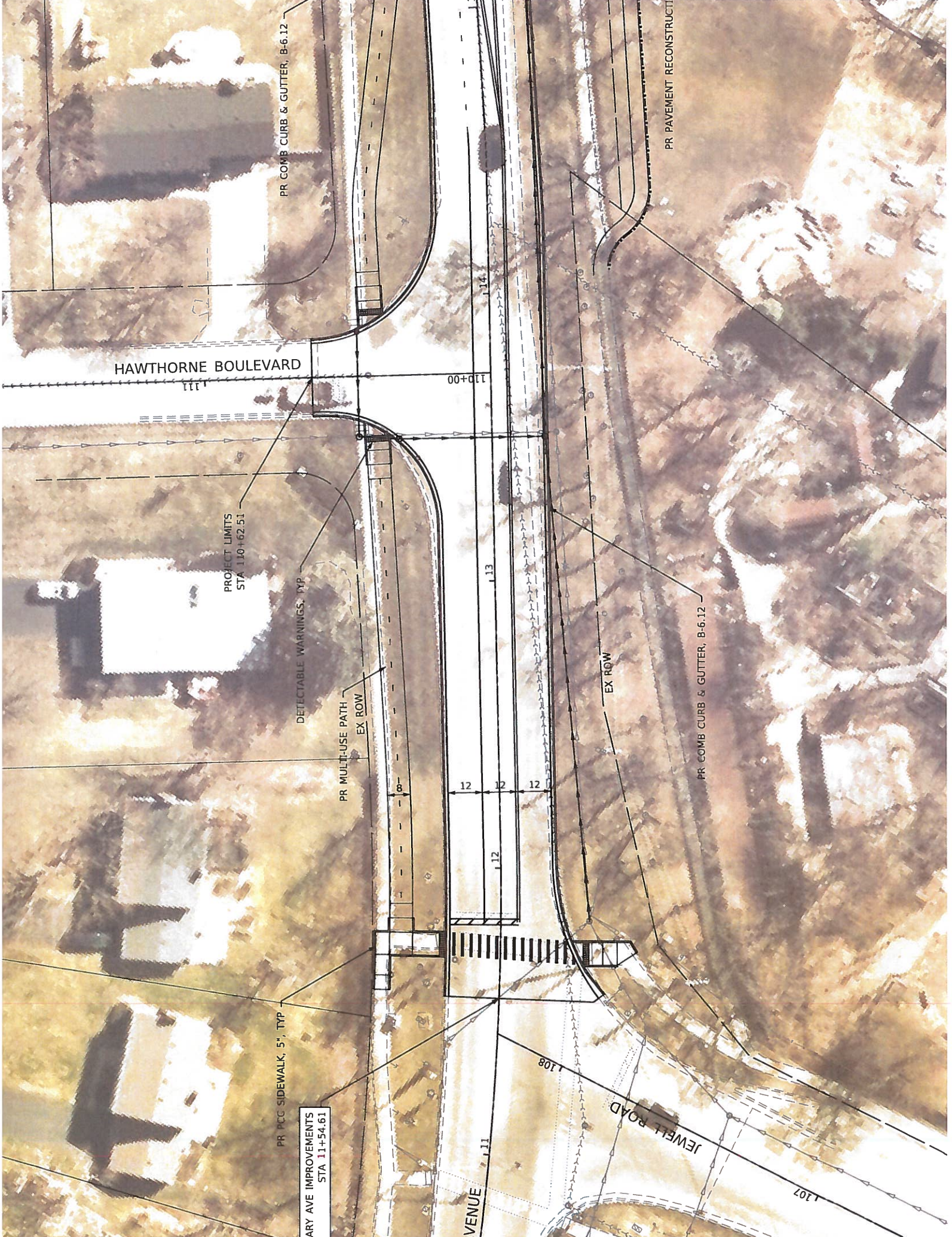


James Yuratovac, P.E., PTOE, RSP  
Senior Project Manager

Cc: Sarang Lagvankar, Senior Project Engineer, City of Wheaton







HAWTHORNE BOULEVARD

PROJECT LIMITS  
STA 110+62.51

DETECTABLE WARNINGS, TYP

PR MULTI-USE PATH

EX ROW

PR PCG SIDEWALK, 5', TYP

PR AVE IMPROVEMENTS  
STA 11+54.61

VENUE

JEWELL ROAD

PR PAVEMENT RECONSTRUCTION

PR COMB CURB & GUTTER, B-6.12



WHEATON PARK DISTRICT  
(05-08-408-014)

WHEATON PARK DISTRICT  
(05-08-408-032)

WHEATON PARK DISTRICT  
(05-08-408-033)

WHEATON PARK DISTRICT  
(05-08-408-034)

WHEATON PARK DISTRICT  
(05-08-408-035)

PR TEMPORARY EASEMENT  
0.119 ACRE

PR PAVEMENT RECONSTRUCTION

PR TEMPORARY EASEMENT

PR MULTI-USE PATH

DETECTABLE WARNINGS, TYP

B

GARY AVENUE

20+00

PR PCC SIDEWALK, 5", TYP.

PR COMB CURB & GUTTER, 8'-6" 12"

PR TEMPORARY EASEMENT  
0.006 ACRE

A

WHEATON PARK DISTRICT  
(05-08-407-010)

PRAIRIE AVENUE

203



FOREST PRESERVE DISTRICT  
DU PAGE COUNTY  
(05-08-409-023)

WHEATON PARK DISTRICT  
& DUPAGE FOREST PRESERVE  
(05-08-414-023)

PR DRIVEWAY PAVEM

PR PERMANENT EASEMENT  
0.034 ACRE

PR CULVERT EXTENSION

PR PAVEMENT RECONSTRUCTION

PR GUARDRAIL

PR PERMANENT EASEMENT

C

23

24

25+00

26

D

PR TEMPORARY EASEMENT

PR GUARDRAIL

PR COMB CURB & GUTTER, B-6.12

10

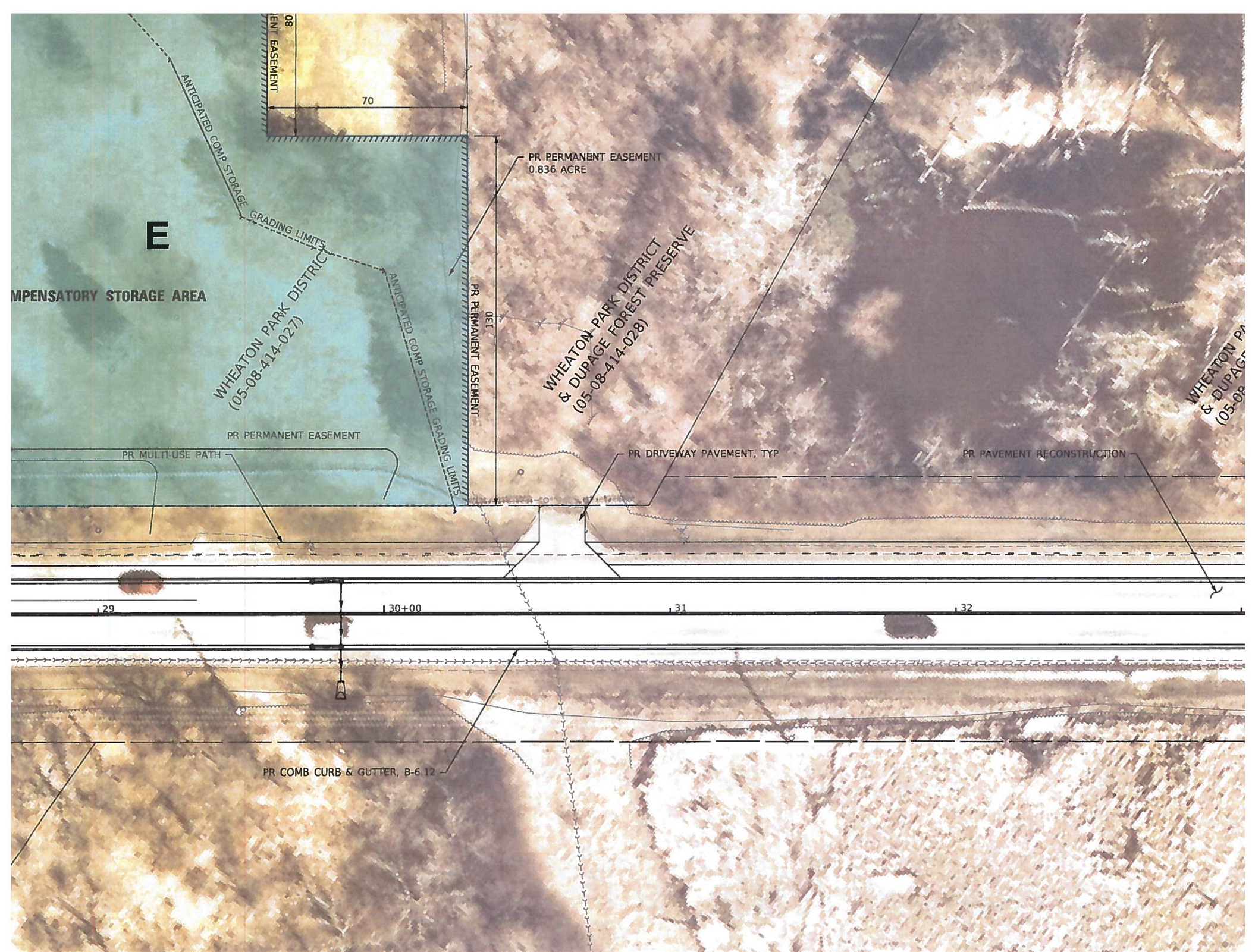
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WHEATON PARK DISTRICT  
(05-08-418-006)

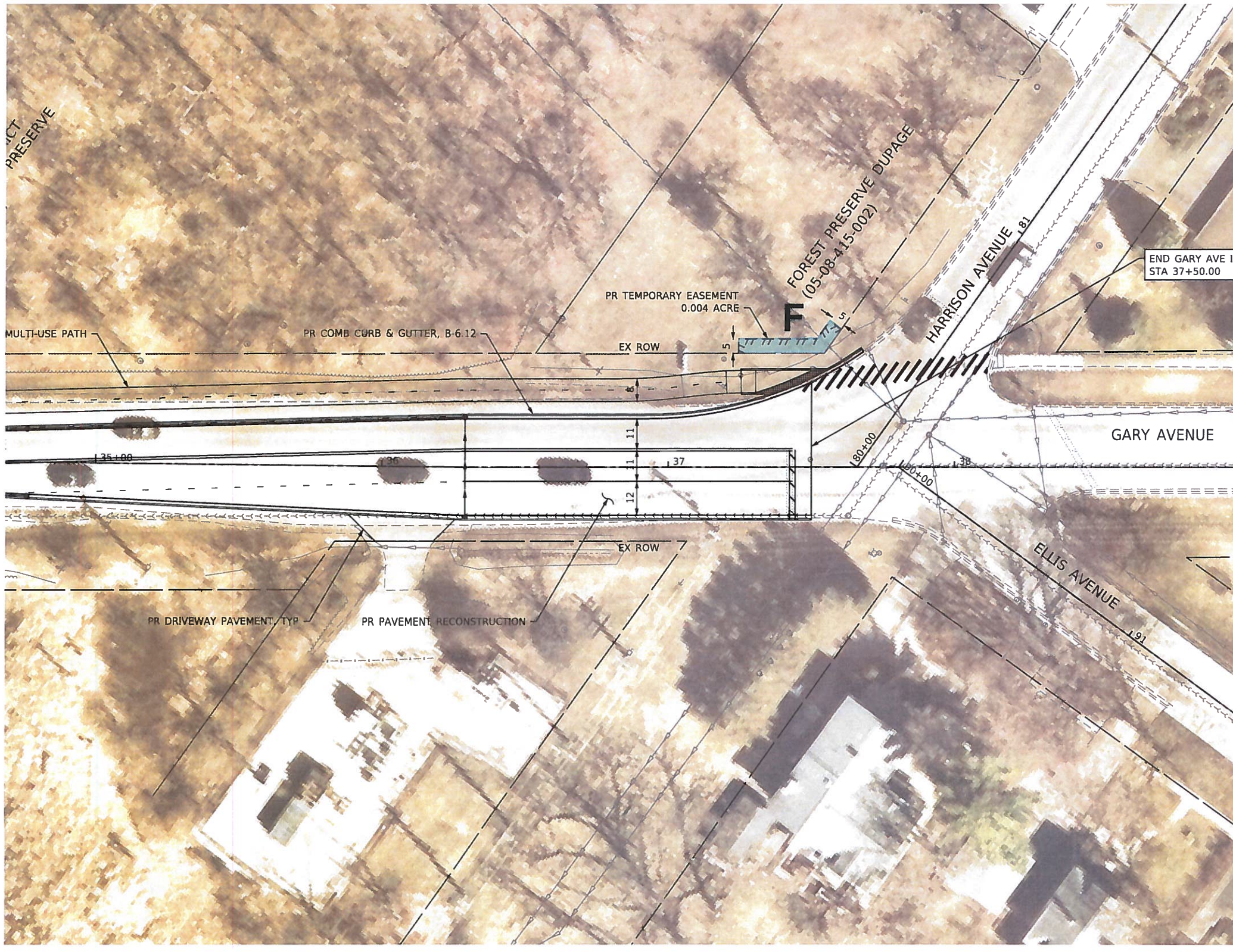
CITY OF WHEATON,  
WHEATON PARK DISTRICT  
& FOREST PRESERVE DISTRICT OF DUPAGE COUNTY  
(05-08-418-005 & 05-08-418-007)

EASEMENT  
0.023 ACRE









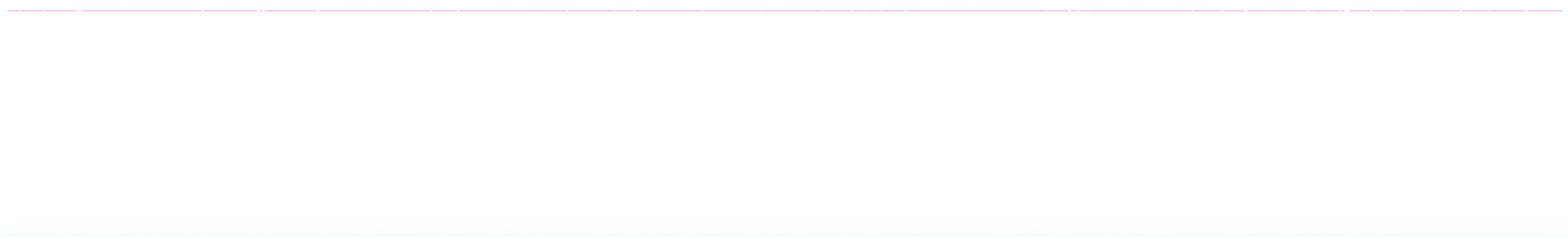


# WHEATON PARK DISTRICT



Financial Overview

**January, 2022**





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Row Labels	Full Year Budget	Sum of CY Month	Sum of LY Month	Month Variance	% Month Variance	Sum of Curr YTD	Sum of LY YTD	YTD Variance	% YTD Variance
Revenues	\$41,134,239	\$595,052	\$239,174	\$355,878	148.79%	\$595,052	\$239,174	\$355,878	148.79%
Expenses	(\$42,011,284)	(\$1,036,730)	(\$894,969)	(\$141,761)	-15.84%	(\$1,036,730)	(\$894,969)	(\$141,761)	-15.84%
<b>Grand Total</b>	<b>(\$877,044)</b>	<b>(\$441,678)</b>	<b>(\$655,795)</b>	<b>\$214,117</b>	<b>32.65%</b>	<b>(\$441,678)</b>	<b>(\$655,795)</b>	<b>\$214,117</b>	<b>32.65%</b>
Row Labels	Full Year Budget	Sum of CY Month	Sum of LY Month	Month Variance	% Month Variance	Sum of Curr YTD	Sum of LY YTD	YTD Variance	% YTD Variance
<b>10-General</b>									
4-Revenues	\$5,577,613	\$96,570	\$51,097	\$45,474	88.99%	\$96,570	\$51,097	\$45,474	88.99%
5-Expenses	(\$6,972,999)	(\$202,508)	(\$198,351)	(\$4,158)	-2.10%	(\$202,508)	(\$198,351)	(\$4,158)	-2.10%
<b>10-General Total</b>	<b>(\$1,395,386)</b>	<b>(\$105,938)</b>	<b>(\$147,254)</b>	<b>\$41,316</b>	<b>28.06%</b>	<b>(\$105,938)</b>	<b>(\$147,254)</b>	<b>\$41,316</b>	<b>28.06%</b>
<b>20-Recreation</b>									
4-Revenues	\$10,288,514	\$279,625	\$106,017	\$173,608	163.75%	\$279,625	\$106,017	\$173,608	163.75%
5-Expenses	(\$11,308,465)	(\$296,031)	(\$277,944)	(\$18,087)	-6.51%	(\$296,031)	(\$277,944)	(\$18,087)	-6.51%
<b>20-Recreation Total</b>	<b>(\$1,019,950)</b>	<b>(\$16,406)</b>	<b>(\$171,926)</b>	<b>\$155,520</b>	<b>90.46%</b>	<b>(\$16,406)</b>	<b>(\$171,926)</b>	<b>\$155,520</b>	<b>90.46%</b>
<b>22-Cosley Zoo</b>									
4-Revenues	\$1,737,199	\$15,575	\$17,221	(\$1,645)	-9.56%	\$15,575	\$17,221	(\$1,645)	-9.56%
5-Expenses	(\$1,925,487)	(\$92,312)	(\$85,168)	(\$7,144)	-8.39%	(\$92,312)	(\$85,168)	(\$7,144)	-8.39%
<b>22-Cosley Zoo Total</b>	<b>(\$188,289)</b>	<b>(\$76,737)</b>	<b>(\$67,947)</b>	<b>(\$8,790)</b>	<b>-12.94%</b>	<b>(\$76,737)</b>	<b>(\$67,947)</b>	<b>(\$8,790)</b>	<b>-12.94%</b>
<b>30-Debt Service</b>									
4-Revenues	\$4,239,756	\$0	\$6	(\$6)	-104.33%	\$0	\$6	(\$6)	-104.33%
5-Expenses	(\$4,257,257)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
<b>30-Debt Service Total</b>	<b>(\$17,501)</b>	<b>\$0</b>	<b>\$6</b>	<b>(\$6)</b>	<b>-104.33%</b>	<b>\$0</b>	<b>\$6</b>	<b>(\$6)</b>	<b>-104.33%</b>
<b>40-Capital Projects</b>									
4-Revenues	\$7,325,704	\$2,626	\$543	\$2,083	383.59%	\$2,626	\$543	\$2,083	383.59%
5-Expenses	(\$4,998,313)	(\$15,805)	(\$14,971)	(\$834)	-5.57%	(\$15,805)	(\$14,971)	(\$834)	-5.57%
<b>40-Capital Projects Total</b>	<b>\$2,327,391</b>	<b>(\$13,180)</b>	<b>(\$14,428)</b>	<b>\$1,249</b>	<b>8.66%</b>	<b>(\$13,180)</b>	<b>(\$14,428)</b>	<b>\$1,249</b>	<b>8.66%</b>
<b>60-Golf Fund</b>									
4-Revenues	\$9,858,979	\$191,189	\$55,718	\$135,471	243.14%	\$191,189	\$55,718	\$135,471	243.14%
5-Expenses	(\$10,439,722)	(\$287,030)	(\$186,483)	(\$100,547)	-53.92%	(\$287,030)	(\$186,483)	(\$100,547)	-53.92%
<b>60-Golf Fund Total</b>	<b>(\$580,743)</b>	<b>(\$95,841)</b>	<b>(\$130,765)</b>	<b>\$34,924</b>	<b>26.71%</b>	<b>(\$95,841)</b>	<b>(\$130,765)</b>	<b>\$34,924</b>	<b>26.71%</b>
<b>70-Information Technology</b>									
4-Revenues	\$491,276	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
5-Expenses	(\$491,243)	(\$13,171)	(\$18,550)	\$5,378	28.99%	(\$13,171)	(\$18,550)	\$5,378	28.99%
<b>70-Information Technology Total</b>	<b>\$33</b>	<b>(\$13,171)</b>	<b>(\$18,550)</b>	<b>\$5,378</b>	<b>28.99%</b>	<b>(\$13,171)</b>	<b>(\$18,550)</b>	<b>\$5,378</b>	<b>28.99%</b>
<b>75-Health Insurance</b>									
4-Revenues	\$1,615,199	\$9,467	\$8,572	\$895	10.44%	\$9,467	\$8,572	\$895	10.44%
5-Expenses	(\$1,617,799)	(\$129,872)	(\$113,503)	(\$16,369)	-14.42%	(\$129,872)	(\$113,503)	(\$16,369)	-14.42%
<b>75-Health Insurance Total</b>	<b>(\$2,600)</b>	<b>(\$120,405)</b>	<b>(\$104,931)</b>	<b>(\$15,475)</b>	<b>-14.75%</b>	<b>(\$120,405)</b>	<b>(\$104,931)</b>	<b>(\$15,475)</b>	<b>-14.75%</b>
<b>Grand Total</b>	<b>(\$877,044)</b>	<b>(\$441,678)</b>	<b>(\$655,795)</b>	<b>\$214,117</b>	<b>32.65%</b>	<b>(\$441,678)</b>	<b>(\$655,795)</b>	<b>\$214,117</b>	<b>32.65%</b>



# AGC Month & YTD Summary

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Row Labels	Full Year Budget	Sum of CY Month	Sum of LY Month	Month Variance	% Month Variance	Sum of Curr YTD	Sum of LY YTD	YTD Variance	% YTD Variance
<b>60-Golf Fund</b>									
<b>000-Administration</b>									
4-Revenues	\$1,333,929	\$814	\$879	(\$65)	-7.39%	\$814	\$879	(\$65)	-7.39%
5-Expenses	(\$2,678,112)	(\$62,780)	(\$58,298)	(\$4,481)	-7.69%	(\$62,780)	(\$58,298)	(\$4,481)	-7.69%
<b>000-Administration Total</b>	<b>(\$1,344,183)</b>	<b>(\$61,965)</b>	<b>(\$57,419)</b>	<b>(\$4,546)</b>	<b>-7.92%</b>	<b>(\$61,965)</b>	<b>(\$57,419)</b>	<b>(\$4,546)</b>	<b>-7.92%</b>
<b>101-Parks Maintenance</b>									
5-Expenses	(\$30,949)	(\$1,673)	(\$1,601)	(\$72)	-4.49%	(\$1,673)	(\$1,601)	(\$72)	-4.49%
<b>101-Parks Maintenance Total</b>	<b>(\$30,949)</b>	<b>(\$1,673)</b>	<b>(\$1,601)</b>	<b>(\$72)</b>	<b>-4.49%</b>	<b>(\$1,673)</b>	<b>(\$1,601)</b>	<b>(\$72)</b>	<b>-4.49%</b>
<b>601-Golf Maintenance</b>									
4-Revenues	\$0	\$51	\$0	\$51	0.00%	\$51	\$0	\$51	0.00%
5-Expenses	(\$1,261,450)	(\$36,985)	(\$38,812)	\$1,827	4.71%	(\$36,985)	(\$38,812)	\$1,827	4.71%
<b>601-Golf Maintenance Total</b>	<b>(\$1,261,450)</b>	<b>(\$36,934)</b>	<b>(\$38,812)</b>	<b>\$1,878</b>	<b>4.84%</b>	<b>(\$36,934)</b>	<b>(\$38,812)</b>	<b>\$1,878</b>	<b>4.84%</b>
<b>611-Pro Shop/Golf Fees</b>									
4-Revenues	\$2,562,250	\$10,186	\$12,440	(\$2,254)	-18.12%	\$10,186	\$12,440	(\$2,254)	-18.12%
5-Expenses	(\$1,393,515)	(\$32,452)	(\$22,374)	(\$10,078)	-45.04%	(\$32,452)	(\$22,374)	(\$10,078)	-45.04%
<b>611-Pro Shop/Golf Fees Total</b>	<b>\$1,168,735</b>	<b>(\$22,266)</b>	<b>(\$9,934)</b>	<b>(\$12,332)</b>	<b>-124.14%</b>	<b>(\$22,266)</b>	<b>(\$9,934)</b>	<b>(\$12,332)</b>	<b>-124.14%</b>
<b>612-Food and Beverage</b>									
4-Revenues	\$5,947,800	\$170,500	\$33,072	\$137,428	415.54%	\$170,500	\$33,072	\$137,428	415.54%
5-Expenses	(\$5,065,013)	(\$153,063)	(\$65,189)	(\$87,874)	-134.80%	(\$153,063)	(\$65,189)	(\$87,874)	-134.80%
<b>612-Food and Beverage Total</b>	<b>\$882,787</b>	<b>\$17,437</b>	<b>(\$32,116)</b>	<b>\$49,554</b>	<b>154.30%</b>	<b>\$17,437</b>	<b>(\$32,116)</b>	<b>\$49,554</b>	<b>154.30%</b>
<b>613-Cross Country Skiing</b>									
4-Revenues	\$15,000	\$9,637	\$9,326	\$311	3.33%	\$9,637	\$9,326	\$311	3.33%
5-Expenses	(\$10,683)	(\$77)	(\$208)	\$132	63.27%	(\$77)	(\$208)	\$132	63.27%
<b>613-Cross Country Skiing Total</b>	<b>\$4,318</b>	<b>\$9,560</b>	<b>\$9,118</b>	<b>\$443</b>	<b>4.85%</b>	<b>\$9,560</b>	<b>\$9,118</b>	<b>\$443</b>	<b>4.85%</b>
<b>60-Golf Fund Total</b>	<b>(\$580,743)</b>	<b>(\$95,841)</b>	<b>(\$130,765)</b>	<b>\$34,924</b>	<b>26.71%</b>	<b>(\$95,841)</b>	<b>(\$130,765)</b>	<b>\$34,924</b>	<b>26.71%</b>
<b>Grand Total</b>	<b>(\$580,743)</b>	<b>(\$95,841)</b>	<b>(\$130,765)</b>	<b>\$34,924</b>	<b>26.71%</b>	<b>(\$95,841)</b>	<b>(\$130,765)</b>	<b>\$34,924</b>	<b>26.71%</b>

# Zoo Analysis

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Row Labels	Full Year Budget	Sum of CY Month	Sum of LY Month	Month Variance	% Month Variance	Sum of Curr YTD	Sum of LY YTD	YTD Variance	% YTD Variance
<b>Cosley Zoo</b>									
<b>4-Revenues</b>									
41-Taxes	\$1,015,271	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00
42-Charges for Services	\$552,298	\$5,159	\$11,704	(\$6,545)	-55.92%	\$5,159	\$11,704	(\$6,545)	-55.92
44-Rentals	\$55,500	\$3,908	\$0	\$3,908	0.00%	\$3,908	\$0	\$3,908	0.00
45-Product Sales	\$900	\$225	\$0	\$225	0.00%	\$225	\$0	\$225	0.00
46-Grants & Donations	\$112,230	\$6,193	\$5,466	\$728	13.32%	\$6,193	\$5,466	\$728	13.32
47-Misc. Income	\$0	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00
48-Interest Income	\$1,000	\$90	\$51	\$39	76.22%	\$90	\$51	\$39	76.22
49-Transfers In	\$0								
<b>4-Revenues Total</b>	<b>\$1,737,199</b>	<b>\$15,575</b>	<b>\$17,221</b>	<b>(\$1,645)</b>	<b>-9.56%</b>	<b>\$15,575</b>	<b>\$17,221</b>	<b>(\$1,645)</b>	<b>-9.56</b>
<b>5-Expenses</b>									
51-Salaries & Wages	(\$1,097,829)	(\$79,134)	(\$74,561)	(\$4,573)	-6.13%	(\$79,134)	(\$74,561)	(\$4,573)	-6.13
52-Contractual Services	(\$315,732)	(\$2,943)	(\$7,580)	\$4,636	61.17%	(\$2,943)	(\$7,580)	\$4,636	61.17
53-Supplies	(\$246,267)	(\$3,739)	(\$2,952)	(\$787)	-26.67%	(\$3,739)	(\$2,952)	(\$787)	-26.67
54-Other Charges	(\$63,481)	(\$6,496)	(\$75)	(\$6,421)	-8560.67%	(\$6,496)	(\$75)	(\$6,421)	-8560.67
57-Capital	(\$2,178)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00
59-Transfers Out	(\$200,000)								
<b>5-Expenses Total</b>	<b>(\$1,925,487)</b>	<b>(\$92,312)</b>	<b>(\$85,168)</b>	<b>(\$7,144)</b>	<b>-8.39%</b>	<b>(\$92,312)</b>	<b>(\$85,168)</b>	<b>(\$7,144)</b>	<b>-8.39</b>
<b>Cosley Zoo Total</b>	<b>(\$188,289)</b>	<b>(\$76,737)</b>	<b>(\$67,947)</b>	<b>(\$8,790)</b>	<b>-12.94%</b>	<b>(\$76,737)</b>	<b>(\$67,947)</b>	<b>(\$8,790)</b>	<b>-12.94</b>
<b>Foundation</b>									
<b>Concessions</b>									
1-Concession Sales	\$70,000	\$53	\$172	(\$119)	-69.28%	\$53	\$172	(\$119)	-69.28
2-Concession COGS	(\$24,500)	\$27	(\$307)	\$333	108.59%	\$27	(\$307)	\$333	108.59
3-Concession Supplies	(\$2,050)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00
<b>Concessions Total</b>	<b>\$43,450</b>	<b>\$80</b>	<b>(\$135)</b>	<b>\$214</b>	<b>158.67%</b>	<b>\$80</b>	<b>(\$135)</b>	<b>\$214</b>	<b>158.67</b>
<b>Gift Shop</b>									
1-Gift Shop Sales	\$150,000	\$2,085	\$3,330	(\$1,245)	-37.39%	\$2,085	\$3,330	(\$1,245)	-37.39
2-Gift Shop COGS	(\$50,000)	(\$3,214)	(\$3,214)	\$0	0.00%	(\$3,214)	(\$3,214)	\$0	0.00
<b>Gift Shop Total</b>	<b>\$100,000</b>	<b>(\$1,129)</b>	<b>\$116</b>	<b>(\$1,245)</b>	<b>-1073.40%</b>	<b>(\$1,129)</b>	<b>\$116</b>	<b>(\$1,245)</b>	<b>-1073.40</b>
<b>Concession &amp; Gift Shop</b>									
4-Concession & Gift Shop Wages	(\$83,000)	(\$4,233)	(\$3,787)	(\$446)	-11.77%	(\$4,233)	(\$3,787)	(\$446)	-11.77
<b>Concession &amp; Gift Shop Total</b>	<b>(\$83,000)</b>	<b>(\$4,233)</b>	<b>(\$3,787)</b>	<b>(\$446)</b>	<b>-11.77%</b>	<b>(\$4,233)</b>	<b>(\$3,787)</b>	<b>(\$446)</b>	<b>-11.77</b>
<b>Foundation Total</b>	<b>\$60,450</b>	<b>(\$5,283)</b>	<b>(\$3,806)</b>	<b>(\$1,477)</b>	<b>-38.80%</b>	<b>(\$5,283)</b>	<b>(\$3,806)</b>	<b>(\$1,477)</b>	<b>-38.80</b>
<b>Grand Total</b>	<b>(\$127,839)</b>	<b>(\$82,019)</b>	<b>(\$71,753)</b>	<b>(\$10,267)</b>	<b>-14.31%</b>	<b>(\$82,019)</b>	<b>(\$71,753)</b>	<b>(\$10,267)</b>	<b>-14.31</b>

## Cash & Investments

	Current Month, Prior Year		
Description	Current Month	Prior Month	Year
<b><i>Operating Funds</i></b>			
10-General	5,399,681	5,563,449	3,802,962
20-Recreation	8,100,059	8,144,563	5,526,687
21-Special Recreation	144,937	144,935	110,149
22-Cosley Zoo	1,466,110	1,562,932	1,073,928
23-Liability	471,851	510,957	378,467
24-Audit	14,364	14,364	23,646
25-FICA	425,340	452,040	543,506
26-IMRF	484,884	549,930	625,987
30-Debt Service	790,028	798,728	787,793
60-Golf Fund	4,080,143	4,210,198	2,663,253
70-Information Technology	198,769	228,625	(9,387)
75-Health Insurance	239,448	362,426	170,498
<b>Total Operating Funds</b>	<b>21,815,615</b>	<b>22,543,148</b>	<b>15,697,488</b>
<b><i>Capital Funds</i></b>			
40-Capital Projects	5,137,982	5,158,882	5,067,771
<b>Total Capital Funds</b>	<b>5,137,982</b>	<b>5,158,882</b>	<b>5,067,771</b>
<b>Total District Funds</b>	<b>26,953,598</b>	<b>27,702,030</b>	<b>20,765,259</b>



**Fund Balance Target Analysis**  
**January, 2022**

	<b>General 10</b>	<b>Recreation 20</b>	<b>Cosley 22</b>	<b>Insurance Liability 23</b>	<b>Audit 24</b>	<b>FICA 25</b>	<b>IMRF 26</b>	<b>Debt Service 30</b>	<b>Golf 60</b>
<b>Basis of Measurement:</b>									
Budgeted expenditures less budget capital expenditures	3 to 4 months	> 2 months	3 to 6 month	3 to 6 month	3 to 6 month	3 to 6 month	3 to 6 month	Min. target is \$5K; Max. is budgeted expenditures	2 - 4 months
<b>FY 2022 Budget Basis:</b>									
Budgeted expenditures less budgeted capital expenditures	4,742,605	9,012,161	1,723,309	485,589	29,164	653,331	662,175	2,895,114	9,636,087
<b>FY 2022 Targets</b>									
Target Minimum	1,185,650	1,502,030	430,830	121,400	7,290	163,330	165,540	5,000	1,606,010
Target Maximum	2,371,300	3,004,050	861,650	242,790	14,580	326,670	331,090	2,895,114	3,212,030
<b>Fund Balance as of January, 2022</b>									
Fund Balance as of 12/31/2021	5,454,874	6,801,409	1,541,386	474,498	14,364	450,809	471,327		
Net Profit (Loss) YTD thru January, 2022	(105,938)	(16,406)	(76,737)	10	0	(26,700)	(30,196)		
<b>Fund Balance as of January, 2022</b>	<b>5,348,936</b>	<b>6,785,003</b>	<b>1,464,649</b>	<b>474,508</b>	<b>14,364</b>	<b>424,109</b>	<b>441,131</b>		
<b>Cash &amp; Investments 12/31/2021</b>								798,728	4,210,198
<b>Cash &amp; Investments January, 2022</b>								790,028	4,080,143
<b>Analysis Results</b>	<b>Over Maximum Target by</b>	<b>Over Maximum Target by</b>	<b>Over Maximum Target by</b>	<b>Over Maximum Target by</b>	<b>Meets Target</b>	<b>Over Maximum Target by</b>	<b>Over Maximum Target by</b>	<b>Meets Target</b>	<b>Over Maximum Target by</b>
<b>Variances</b>									
Amount over maximum or (under minimum)	2,977,636	3,780,953	602,999	231,718	-	97,439	110,041	-	868,113

## All Funds

### Investment Report

Description	Current Balance	Prior Month Balance	Prior Year Balance
<b>1110-Certificates of Deposit</b>			
10-General	998,300	998,300	999,200
20-Recreation	499,600	499,600	499,800
21-Special Recreation	0	0	0
22-Cosley Zoo	0	0	0
23-Liability	0	0	0
24-Audit	0	0	0
25-FICA	0	0	0
26-IMRF	0	0	0
30-Debt Service	0	0	0
40-Capital Projects	998,400	998,400	998,600
60-Golf Fund	0	499,200	499,200
75-Health Insurance	0	0	0
<b>Total Certificates of Deposit</b>	<b>2,496,300</b>	<b>2,995,500</b>	<b>2,996,800</b>
<b>1120-Treasuries</b>			
10-General	0	0	0
20-Recreation	0	0	0
23-Liability	0	0	0
24-Audit	0	0	0
30-Debt Service	0	0	0
40-Capital Projects	0	0	0
60-Golf Fund	0	0	0
<b>Total Treasuries</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>1122-Agencies</b>			
10-General	0	0	0
20-Recreation	0	0	0
23-Liability	0	0	0
24-Audit	0	0	0
30-Debt Service	0	0	0
40-Capital Projects	0	0	0
60-Golf Fund	0	0	0
<b>Total Agencies</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Investments</b>	<b>2,496,300</b>	<b>2,995,500</b>	<b>2,996,800</b>

## General Fund

### Balance Sheet

Description	Current Balance	Prior Month Balance	Prior Year Balance
<b>Assets</b>			
10-Cash & Cash Equivalents	4,401,381	4,565,149	2,803,762
11-Investments	998,300	998,300	999,200
12-Receivables	14,477	10,496	4,836,043
13-Interfund Receivables	0	0	0
14-Inventory	3,926	3,950	3,821
16-Prepaid/Deposits/Escrows	4,350	4,350	6,771
<b>Total Assets</b>	<b>5,422,434</b>	<b>5,582,246</b>	<b>8,649,595</b>
<b>Liabilities</b>			
20-ST Payables	(6,764)	(87,223)	(16,859)
21-Payroll Payables	(56,747)	(22,917)	(55,045)
22-Accruals	0	0	(34,192)
23-Interfund Payables	0	0	0
24-Unearned Revenues	(6,207)	(13,702)	(4,853,716)
25-Deposits/Uncashed/Stale Dated	(3,781)	(3,531)	(7,940)
29-Deferred Inflows	0	0	0
<b>Total Liabilities</b>	<b>(73,499)</b>	<b>(127,372)</b>	<b>(4,967,752)</b>
30-Fund Balance	(5,348,936)	(5,454,874)	(3,681,843)
<b>Liabilities and Fund Balance</b>	<b>(5,422,434)</b>	<b>(5,582,246)</b>	<b>(8,649,595)</b>

## Recreation Fund

### Balance Sheet

Description	Current Balance	Prior Month Balance	Prior Year Balance
<b>Assets</b>			
10-Cash & Cash Equivalents	7,600,459	7,644,963	5,026,887
11-Investments	499,600	499,600	499,800
12-Receiveables	42,329	66,570	4,711,341
13-Interfund Receivables	0	0	0
14-Inventory	0	0	0
16-Prepaid/Deposits/Escrows	13,708	13,972	21,458
<b>Total Assets</b>	<b>8,156,096</b>	<b>8,225,105</b>	<b>10,259,486</b>
<b>Liabilities</b>			
20-ST Payables	(416,506)	(490,430)	(359,842)
22-Accruals	0	0	(41,685)
24-Unearned Revenues	(937,875)	(921,129)	(5,221,211)
25-Deposits/Uncashed/Stale Dated	(16,712)	(12,137)	(2,600)
<b>Total Liabilities</b>	<b>(1,371,093)</b>	<b>(1,423,696)</b>	<b>(5,625,338)</b>
30-Fund Balance	(6,785,003)	(6,801,409)	(4,634,148)
<b>Liabilities and Fund Balance</b>	<b>(8,156,096)</b>	<b>(8,225,105)</b>	<b>(10,259,486)</b>

## Zoo Fund

### Balance Sheet

Description	Current Balance	Prior Month Balance	Prior Year Balance
<b>Assets</b>			
10-Cash & Cash Equivalents	1,466,110	1,562,932	1,073,928
11-Investments	0	0	0
12-Receivables	9,712	16,702	1,022,591
13-Interfund Receivables	0	0	0
14-Inventory	0	0	0
16-Prepaid/Deposits/Escrows	3,855	3,855	10,777
<b>Total Assets</b>	<b>1,479,678</b>	<b>1,583,490</b>	<b>2,107,296</b>
<b>Liabilities</b>			
20-ST Payables	(6,704)	(31,209)	(2,167)
22-Accruals	0	0	(13,553)
24-Unearned Revenues	(8,324)	(10,895)	(1,024,959)
<b>Total Liabilities</b>	<b>(15,029)</b>	<b>(42,104)</b>	<b>(1,040,679)</b>
30-Fund Balance	(1,464,649)	(1,541,386)	(1,066,617)
<b>Liabilities and Fund Balance</b>	<b>(1,479,678)</b>	<b>(1,583,490)</b>	<b>(2,107,296)</b>



## Debt Service Fund

### Balance Sheet

Description	Current Balance	Prior Month Balance	Prior Year Balance
<b>Assets</b>			
10-Cash & Cash Equivalents	790,028	798,728	787,793
11-Investments	0	0	0
12-Receivables	0	0	4,316,676
13-Interfund Receivables	0	0	0
14-Inventory	0	0	0
15-Other Receivables	0	0	0
16-Prepaid/Deposits/Escrows	0	0	0
17-Other Assets	0	0	0
19-Capital Assets	0	0	0
<b>Total Assets</b>	<b>790,028</b>	<b>798,728</b>	<b>5,104,469</b>
<b>Liabilities</b>			
20-ST Payables	(1,853,088)	(1,861,788)	(1,816,782)
21-Payroll Payables	0	0	0
22-Accruals	0	0	0
23-Interfund Payables	0	0	0
24-Unearned Revenues	0	0	(4,316,676)
25-Escheats and Facility Deposits	0	0	0
26-Long Term-Debt	0	0	0
27-LT Vacation Accruals	0	0	0
<b>Total Liabilities</b>	<b>(1,853,088)</b>	<b>(1,861,788)</b>	<b>(6,133,458)</b>
30-Fund Balance	1,063,060	1,063,060	1,028,989
<b>Liabilities and Fund Balance</b>	<b>(790,028)</b>	<b>(798,728)</b>	<b>(5,104,469)</b>

## Capital Projects Fund

### Balance Sheet

Description	Current Balance	Prior Month Balance	Prior Year Balance
<b>Assets</b>			
10-Cash & Cash Equivalents	4,139,582	4,160,482	4,069,171
11-Investments	998,400	998,400	998,600
12-Receiveables	231,452	231,452	299,077
13-Interfund Receivables	0	0	0
14-Inventory	0	0	0
15-Other Receivables	0	0	0
16-Prepaid/Deposits/Escrows	0	0	0
17-Other Assets	0	0	0
19-Capital Assets	0	0	0
<b>Total Assets</b>	<b>5,369,434</b>	<b>5,390,334</b>	<b>5,366,849</b>
<b>Liabilities</b>			
20-ST Payables	(1,551)	(9,271)	(26,765)
21-Payroll Payables	0	0	0
22-Accruals	0	0	(2,471)
23-Interfund Payables	0	0	0
24-Unearned Revenues	0	0	(100,005)
25-Escheats and Facility Deposits	0	0	0
26-Long Term-Debt	0	0	0
27-LT Vacation Accruals	0	0	0
<b>Total Liabilities</b>	<b>(1,551)</b>	<b>(9,271)</b>	<b>(129,241)</b>
30-Fund Balance	(5,367,883)	(5,381,063)	(5,237,608)
<b>Liabilities and Fund Balance</b>	<b>(5,369,434)</b>	<b>(5,390,334)</b>	<b>(5,366,849)</b>

## Arrowhead Golf Club Fund

### Balance Sheet

Description	Current Balance	Prior Month Balance	Prior Year Balance
<b>Assets</b>			
10-Cash & Cash Equivalents	4,080,143	3,710,998	2,164,053
11-Investments	0	499,200	499,200
12-Receivables	7,392	21,779	1,748,973
13-Interfund Receivables	0	0	0
14-Inventory	89,130	85,112	77,651
15-Other Receivables	23,000	23,000	23,000
16-Prepaid/Deposits/Escrows	11,548	11,548	10,892
17-Other Assets	20,184	20,184	20,184
19-Capital Assets	17,514,903	17,514,903	17,514,903
<b>Total Assets</b>	<b>21,746,301</b>	<b>21,886,725</b>	<b>22,058,855</b>
<b>Liabilities</b>			
20-ST Payables	(22,364)	(112,093)	(1,769,090)
21-Payroll Payables	(1,052)	(1,052)	(21,127)
22-Accruals	0	0	(68,413)
23-Interfund Payables	0	0	0
24-Unearned Revenues	(67)	(67)	(67)
25-Deposits/Uncashed/Stale Dated	(327,021)	(281,875)	(394,688)
26-Long-Term Debt	(1,057,638)	(1,057,638)	(1,024,340)
27-LT Vacation Accruals	0	0	(62,882)
29-Deferred Inflows	(239,047)	(239,047)	(239,047)
<b>Total Liabilities</b>	<b>(1,647,189)</b>	<b>(1,691,772)</b>	<b>(3,579,652)</b>
30-Fund Balance	(20,099,113)	(20,194,953)	(18,479,203)
<b>Liabilities and Fund Balance</b>	<b>(21,746,301)</b>	<b>(21,886,725)</b>	<b>(22,058,855)</b>

## Information Technology

### Balance Sheet

Description	Current Balance	Prior Month Balance	Prior Year Balance
<b>Assets</b>			
10-Cash & Cash Equivalents	198,769	228,625	(9,387)
11-Investments	0	0	0
12-Receivables	0	0	0
13-Interfund Receivables	0	0	0
14-Inventory	0	0	0
15-Other Receivables	0	0	0
16-Prepaid/Deposits/Escrows	0	0	13,056
17-Other Assets	0	0	0
19-Capital Assets	8,638	8,638	8,638
<b>Total Assets</b>	<b>207,407</b>	<b>237,263</b>	<b>12,307</b>
<b>Liabilities</b>			
20-ST Payables	0	(16,684)	(3,000)
21-Payroll Payables	0	0	0
22-Accruals	0	0	0
23-Interfund Payables	0	0	0
24-Unearned Revenues	0	0	0
25-Escheats and Facility Deposits	0	0	0
26-Long Term-Debt	0	0	0
27-LT Vacation Accruals	0	0	0
<b>Total Liabilities</b>	<b>0</b>	<b>(16,684)</b>	<b>(3,000)</b>
30-Fund Balance	(207,407)	(220,578)	(9,307)
<b>Liabilities and Fund Balance</b>	<b>(207,407)</b>	<b>(237,263)</b>	<b>(12,307)</b>

## Health Insurance Fund

### Balance Sheet

Description	Current Balance	Prior Month Balance	Prior Year Balance
<b>Assets</b>			
10-Cash & Cash Equivalents	239,448	362,426	170,498
11-Investments	0	0	0
12-Receivables	1,986	452	2,007
13-Interfund Receivables	0	0	0
14-Inventory	0	0	0
15-Other Receivables	0	0	0
16-Prepaid/Deposits/Escrows	0	0	0
17-Other Assets	0	0	0
19-Capital Assets	0	0	0
<b>Total Assets</b>	<b>241,434</b>	<b>362,877</b>	<b>172,504</b>
<b>Liabilities</b>			
20-ST Payables	(70)	1,331	0
21-Payroll Payables	(1,358)	(1,406)	1
22-Accruals	0	0	0
23-Interfund Payables	0	0	0
24-Unearned Revenues	0	(2,392)	0
25-Escheats and Facility Deposits	0	0	0
26-Long Term-Debt	0	0	0
27-LT Vacation Accruals	0	0	0
<b>Total Liabilities</b>	<b>(1,428)</b>	<b>(2,466)</b>	<b>1</b>
30-Fund Balance	(240,006)	(360,412)	(172,506)
<b>Liabilities and Fund Balance</b>	<b>(241,434)</b>	<b>(362,877)</b>	<b>(172,504)</b>



## Operating Statements for the Major and Internal Service Funds

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Row Labels	Full Year Budget	Sum of CY Month	Sum of LY Month	Month Variance	% Month Variance	Sum of Curr YTD	Sum of LY YTD	YTD Variance	% YTD Variance
<b>10-General</b>									
<b>4-Revenues</b>									
41-Taxes	\$4,865,228	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
42-Charges for Services	\$387,235	\$7,619	\$112	\$7,507	6703.12%	\$7,619	\$112	\$7,507	6703.12%
43-Debt Proceeds	\$0								
44-Rentals	\$59,250	\$50,845	\$50,000	\$845	1.69%	\$50,845	\$50,000	\$845	1.69%
45-Product Sales	\$89,400	\$64	\$0	\$64	0.00%	\$64	\$0	\$64	0.00%
46-Grants & Donations	\$165,250	\$36,738	\$201	\$36,537	18177.84%	\$36,738	\$201	\$36,537	18177.84%
47-Misc. Income	\$6,250	\$982	\$715	\$267	37.40%	\$982	\$715	\$267	37.40%
48-Interest Income	\$5,000	\$321	\$69	\$252	365.41%	\$321	\$69	\$252	365.41%
49-Transfers In	\$0								
<b>4-Revenues Total</b>	<b>\$5,577,613</b>	<b>\$96,570</b>	<b>\$51,097</b>	<b>\$45,474</b>	<b>88.99%</b>	<b>\$96,570</b>	<b>\$51,097</b>	<b>\$45,474</b>	<b>88.99%</b>
<b>5-Expenses</b>									
51-Salaries & Wages	(\$2,619,923)	(\$179,856)	(\$174,124)	(\$5,732)	-3.29%	(\$179,856)	(\$174,124)	(\$5,732)	-3.29%
52-Contractual Services	(\$1,391,016)	(\$11,218)	(\$16,217)	\$4,999	30.82%	(\$11,218)	(\$16,217)	\$4,999	30.82%
53-Supplies	(\$524,984)	(\$6,437)	(\$3,709)	(\$2,728)	-73.56%	(\$6,437)	(\$3,709)	(\$2,728)	-73.56%
54-Other Charges	(\$206,682)	(\$4,997)	(\$4,301)	(\$696)	-16.17%	(\$4,997)	(\$4,301)	(\$696)	-16.17%
57-Capital	(\$217,894)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
59-Transfers Out	(\$2,012,500)								
<b>5-Expenses Total</b>	<b>(\$6,972,999)</b>	<b>(\$202,508)</b>	<b>(\$198,351)</b>	<b>(\$4,158)</b>	<b>-2.10%</b>	<b>(\$202,508)</b>	<b>(\$198,351)</b>	<b>(\$4,158)</b>	<b>-2.10%</b>
<b>10-General Total</b>	<b>(\$1,395,386)</b>	<b>(\$105,938)</b>	<b>(\$147,254)</b>	<b>\$41,316</b>	<b>28.06%</b>	<b>(\$105,938)</b>	<b>(\$147,254)</b>	<b>\$41,316</b>	<b>28.06%</b>
<b>20-Recreation</b>									
<b>4-Revenues</b>									
41-Taxes	\$4,814,336	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
42-Charges for Services	\$4,937,184	\$268,118	\$103,467	\$164,652	159.13%	\$268,118	\$103,467	\$164,652	159.13%
44-Rentals	\$233,716	\$8,089	\$2,409	\$5,680	235.77%	\$8,089	\$2,409	\$5,680	235.77%
45-Product Sales	\$170,338	\$2,613	\$20	\$2,593	12965.00%	\$2,613	\$20	\$2,593	12965.00%
46-Grants & Donations	\$16,300	\$2	\$0	\$2	0.00%	\$2	\$0	\$2	0.00%
47-Misc. Income	\$20,641	\$270	\$20	\$250	1250.00%	\$270	\$20	\$250	1250.00%
48-Interest Income	\$6,000	\$533	\$102	\$432	423.18%	\$533	\$102	\$432	423.18%
49-Transfers In	\$90,000								
<b>4-Revenues Total</b>	<b>\$10,288,514</b>	<b>\$279,625</b>	<b>\$106,017</b>	<b>\$173,608</b>	<b>163.75%</b>	<b>\$279,625</b>	<b>\$106,017</b>	<b>\$173,608</b>	<b>163.75%</b>
<b>5-Expenses</b>									
51-Salaries & Wages	(\$4,634,285)	(\$253,135)	(\$231,224)	(\$21,910)	-9.48%	(\$253,135)	(\$231,224)	(\$21,910)	-9.48%
52-Contractual Services	(\$3,120,982)	(\$32,824)	(\$40,692)	\$7,867	19.33%	(\$32,824)	(\$40,692)	\$7,867	19.33%
53-Supplies	(\$1,029,029)	(\$5,158)	(\$581)	(\$4,576)	-787.66%	(\$5,158)	(\$581)	(\$4,576)	-787.66%
54-Other Charges	(\$227,866)	(\$4,915)	(\$5,446)	\$532	9.76%	(\$4,915)	(\$5,446)	\$532	9.76%
57-Capital	(\$21,303)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
59-Transfers Out	(\$2,275,000)								
<b>5-Expenses Total</b>	<b>(\$11,308,465)</b>	<b>(\$296,031)</b>	<b>(\$277,944)</b>	<b>(\$18,087)</b>	<b>-6.51%</b>	<b>(\$296,031)</b>	<b>(\$277,944)</b>	<b>(\$18,087)</b>	<b>-6.51%</b>
<b>20-Recreation Total</b>	<b>(\$1,019,950)</b>	<b>(\$16,406)</b>	<b>(\$171,926)</b>	<b>\$155,520</b>	<b>90.46%</b>	<b>(\$16,406)</b>	<b>(\$171,926)</b>	<b>\$155,520</b>	<b>90.46%</b>
<b>22-Cosley Zoo</b>									
<b>4-Revenues</b>									
41-Taxes	\$1,015,271	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
42-Charges for Services	\$552,298	\$5,159	\$11,704	(\$6,545)	-55.92%	\$5,159	\$11,704	(\$6,545)	-55.92%
44-Rentals	\$55,500	\$3,908	\$0	\$3,908	0.00%	\$3,908	\$0	\$3,908	0.00%
45-Product Sales	\$900	\$225	\$0	\$225	0.00%	\$225	\$0	\$225	0.00%
46-Grants & Donations	\$112,230	\$6,193	\$5,466	\$728	13.32%	\$6,193	\$5,466	\$728	13.32%
47-Misc. Income	\$0	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
48-Interest Income	\$1,000	\$90	\$51	\$39	76.22%	\$90	\$51	\$39	76.22%
49-Transfers In	\$0								
<b>4-Revenues Total</b>	<b>\$1,737,199</b>	<b>\$15,575</b>	<b>\$17,221</b>	<b>(\$1,645)</b>	<b>-9.56%</b>	<b>\$15,575</b>	<b>\$17,221</b>	<b>(\$1,645)</b>	<b>-9.56%</b>
<b>5-Expenses</b>									
51-Salaries & Wages	(\$1,097,829)	(\$79,134)	(\$74,561)	(\$4,573)	-6.13%	(\$79,134)	(\$74,561)	(\$4,573)	-6.13%
52-Contractual Services	(\$315,732)	(\$2,943)	(\$7,580)	\$4,636	61.17%	(\$2,943)	(\$7,580)	\$4,636	61.17%
53-Supplies	(\$246,267)	(\$3,739)	(\$2,952)	(\$787)	-26.67%	(\$3,739)	(\$2,952)	(\$787)	-26.67%
54-Other Charges	(\$63,481)	(\$6,496)	(\$75)	(\$6,421)	-8560.67%	(\$6,496)	(\$75)	(\$6,421)	-8560.67%
57-Capital	(\$2,178)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%



## Operating Statements for the Major and Internal Service Funds

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Row Labels	Full Year Budget	Sum of CY Month	Sum of LY Month	Month Variance	% Month Variance	Sum of Curr YTD	Sum of LY YTD	YTD Variance	% YTD Variance
59-Transfers Out	(\$200,000)								
<b>5-Expenses Total</b>	<b>(\$1,925,487)</b>	<b>(\$92,312)</b>	<b>(\$85,168)</b>	<b>(\$7,144)</b>	<b>-8.39%</b>	<b>(\$92,312)</b>	<b>(\$85,168)</b>	<b>(\$7,144)</b>	<b>-8.39%</b>
<b>2-Gosley Zoo Total</b>	<b>(\$188,289)</b>	<b>(\$76,737)</b>	<b>(\$67,947)</b>	<b>(\$8,790)</b>	<b>-12.94%</b>	<b>(\$76,737)</b>	<b>(\$67,947)</b>	<b>(\$8,790)</b>	<b>-12.94%</b>
<b>30-Debt Service</b>									
<b>4-Revenues</b>									
41-Taxes	\$4,138,556	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
43-Debt Proceeds	\$0								
46-Grants & Donations	\$0								
47-Misc. Income	\$0	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
48-Interest Income	\$1,000	\$0	\$6	(\$6)	-104.33%	\$0	\$6	(\$6)	-104.33%
49-Transfers In	\$100,200	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
<b>4-Revenues Total</b>	<b>\$4,239,756</b>	<b>\$0</b>	<b>\$6</b>	<b>(\$6)</b>	<b>-104.33%</b>	<b>\$0</b>	<b>\$6</b>	<b>(\$6)</b>	<b>-104.33%</b>
<b>5-Expenses</b>									
52-Contractual Services	(\$2,895,114)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
54-Other Charges	\$0								
57-Capital	\$0								
59-Transfers Out	(\$1,362,143)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
<b>5-Expenses Total</b>	<b>(\$4,257,257)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>
<b>10-Debt Service Total</b>	<b>(\$17,501)</b>	<b>\$0</b>	<b>\$6</b>	<b>(\$6)</b>	<b>-104.33%</b>	<b>\$0</b>	<b>\$6</b>	<b>(\$6)</b>	<b>-104.33%</b>
<b>40-Capital Projects</b>									
<b>4-Revenues</b>									
41-Taxes	\$0								
42-Charges for Services	\$0								
43-Debt Proceeds	\$0								
44-Rentals	\$42,885	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
45-Product Sales	\$12,800	\$2,500	\$0	\$2,500	0.00%	\$2,500	\$0	\$2,500	0.00%
46-Grants & Donations	\$1,364,000	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
47-Misc. Income	\$376	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
48-Interest Income	\$6,000	\$126	\$543	(\$417)	-76.81%	\$126	\$543	(\$417)	-76.81%
49-Transfers In	\$5,899,643	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
<b>4-Revenues Total</b>	<b>\$7,325,704</b>	<b>\$2,626</b>	<b>\$543</b>	<b>\$2,083</b>	<b>383.59%</b>	<b>\$2,626</b>	<b>\$543</b>	<b>\$2,083</b>	<b>383.59%</b>
<b>5-Expenses</b>									
51-Salaries & Wages	(\$185,267)	(\$13,480)	(\$13,610)	\$130	0.95%	(\$13,480)	(\$13,610)	\$130	0.95%
52-Contractual Services	(\$296,629)	(\$97)	(\$57)	(\$40)	-70.86%	(\$97)	(\$57)	(\$40)	-70.86%
53-Supplies	(\$436,704)	(\$2,088)	(\$1,164)	(\$924)	-79.34%	(\$2,088)	(\$1,164)	(\$924)	-79.34%
54-Other Charges	(\$13,300)	(\$140)	(\$140)	\$0	0.21%	(\$140)	(\$140)	\$0	0.21%
57-Capital	(\$3,966,213)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
59-Transfers Out	(\$100,200)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
<b>5-Expenses Total</b>	<b>(\$4,998,313)</b>	<b>(\$15,805)</b>	<b>(\$14,971)</b>	<b>(\$834)</b>	<b>-5.57%</b>	<b>(\$15,805)</b>	<b>(\$14,971)</b>	<b>(\$834)</b>	<b>-5.57%</b>
<b>10-Capital Projects Total</b>	<b>\$2,327,391</b>	<b>(\$13,180)</b>	<b>(\$14,428)</b>	<b>\$1,249</b>	<b>8.66%</b>	<b>(\$13,180)</b>	<b>(\$14,428)</b>	<b>\$1,249</b>	<b>8.66%</b>
<b>60-Golf Fund</b>									
<b>4-Revenues</b>									
41-Taxes	\$1,325,929	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
42-Charges for Services	\$2,319,000	\$31,892	\$21,455	\$10,437	48.65%	\$31,892	\$21,455	\$10,437	48.65%
44-Rentals	\$440,050	\$176	\$0	\$176	0.00%	\$176	\$0	\$176	0.00%
45-Product Sales	\$5,727,000	\$158,057	\$33,384	\$124,673	373.45%	\$158,057	\$33,384	\$124,673	373.45%
46-Grants & Donations	\$0								
47-Misc. Income	\$43,000	\$267	\$3	\$264	8790.00%	\$267	\$3	\$264	8790.00%
48-Interest Income	\$4,000	\$796	\$876	(\$80)	-9.13%	\$796	\$876	(\$80)	-9.13%
49-Transfers In	\$0								
<b>4-Revenues Total</b>	<b>\$9,858,979</b>	<b>\$191,189</b>	<b>\$55,718</b>	<b>\$135,471</b>	<b>243.14%</b>	<b>\$191,189</b>	<b>\$55,718</b>	<b>\$135,471</b>	<b>243.14%</b>
<b>5-Expenses</b>									
51-Salaries & Wages	(\$3,975,866)	(\$213,382)	(\$141,583)	(\$71,800)	-50.71%	(\$213,382)	(\$141,583)	(\$71,800)	-50.71%
52-Contractual Services	(\$3,039,409)	(\$41,098)	(\$29,615)	(\$11,483)	-38.77%	(\$41,098)	(\$29,615)	(\$11,483)	-38.77%
53-Supplies	(\$2,344,063)	(\$19,490)	(\$7,072)	(\$12,418)	-175.59%	(\$19,490)	(\$7,072)	(\$12,418)	-175.59%
54-Other Charges	(\$276,749)	(\$9,459)	(\$8,213)	(\$1,247)	-15.18%	(\$9,459)	(\$8,213)	(\$1,247)	-15.18%
57-Capital	(\$753,635)	(\$3,600)	\$0	(\$3,600)	0.00%	(\$3,600)	\$0	(\$3,600)	0.00%
59-Transfers Out	(\$50,000)								

Row Labels	Full Year Budget	Sum of CY Month	Sum of LY Month	Month Variance	% Month Variance	Sum of Curr YTD	Sum of LY YTD	YTD Variance	% YTD Variance
<b>5-Expenses Total</b>	<b>(\$10,439,722)</b>	<b>(\$287,030)</b>	<b>(\$186,483)</b>	<b>(\$100,547)</b>	<b>-53.92%</b>	<b>(\$287,030)</b>	<b>(\$186,483)</b>	<b>(\$100,547)</b>	<b>-53.92%</b>
<b>50-Golf Fund Total</b>	<b>(\$580,743)</b>	<b>(\$95,841)</b>	<b>(\$130,765)</b>	<b>\$34,924</b>	<b>26.71%</b>	<b>(\$95,841)</b>	<b>(\$130,765)</b>	<b>\$34,924</b>	<b>26.71%</b>
<b>70-Information Technology</b>									
<b>4-Revenues</b>									
42-Charges for Services	\$491,243	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
43-Debt Proceeds	\$0								
47-Misc. Income	\$33	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
48-Interest Income	\$0								
49-Transfers In	\$0								
<b>4-Revenues Total</b>	<b>\$491,276</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>
<b>5-Expenses</b>									
52-Contractual Services	(\$407,043)	(\$13,171)	(\$18,412)	\$5,240	28.46%	(\$13,171)	(\$18,412)	\$5,240	28.46%
53-Supplies	(\$63,700)	\$0	(\$138)	\$138	100.03%	\$0	(\$138)	\$138	100.03%
57-Capital	(\$20,500)								
<b>5-Expenses Total</b>	<b>(\$491,243)</b>	<b>(\$13,171)</b>	<b>(\$18,550)</b>	<b>\$5,378</b>	<b>28.99%</b>	<b>(\$13,171)</b>	<b>(\$18,550)</b>	<b>\$5,378</b>	<b>28.99%</b>
<b>70-Information Technology Total</b>	<b>\$33</b>	<b>(\$13,171)</b>	<b>(\$18,550)</b>	<b>\$5,378</b>	<b>28.99%</b>	<b>(\$13,171)</b>	<b>(\$18,550)</b>	<b>\$5,378</b>	<b>28.99%</b>
<b>75-Health Insurance</b>									
<b>4-Revenues</b>									
42-Charges for Services	\$1,494,821	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
47-Misc. Income	\$120,177	\$9,467	\$8,572	\$895	10.44%	\$9,467	\$8,572	\$895	10.44%
48-Interest Income	\$200								
49-Transfers In	\$0								
<b>4-Revenues Total</b>	<b>\$1,615,199</b>	<b>\$9,467</b>	<b>\$8,572</b>	<b>\$895</b>	<b>10.44%</b>	<b>\$9,467</b>	<b>\$8,572</b>	<b>\$895</b>	<b>10.44%</b>
<b>5-Expenses</b>									
52-Contractual Services	(\$1,617,799)	(\$129,872)	(\$113,503)	(\$16,369)	-14.42%	(\$129,872)	(\$113,503)	(\$16,369)	-14.42%
<b>5-Expenses Total</b>	<b>(\$1,617,799)</b>	<b>(\$129,872)</b>	<b>(\$113,503)</b>	<b>(\$16,369)</b>	<b>-14.42%</b>	<b>(\$129,872)</b>	<b>(\$113,503)</b>	<b>(\$16,369)</b>	<b>-14.42%</b>
<b>75-Health Insurance Total</b>	<b>(\$2,600)</b>	<b>(\$120,405)</b>	<b>(\$104,931)</b>	<b>(\$15,475)</b>	<b>-14.75%</b>	<b>(\$120,405)</b>	<b>(\$104,931)</b>	<b>(\$15,475)</b>	<b>-14.75%</b>
<b>Grand Total</b>	<b>(\$877,044)</b>	<b>(\$441,678)</b>	<b>(\$655,795)</b>	<b>\$214,117</b>	<b>32.65%</b>	<b>(\$441,678)</b>	<b>(\$655,795)</b>	<b>\$214,117</b>	<b>32.65%</b>



Row Labels	Full Year Budget	Sum of CY Month	Sum of LY Month	Month Variance	% Month Variance	Sum of Curr YTD	Sum of LY YTD	YTD Variance	% YTD Variance
<b>10-General</b>									
<b>000-Administration</b>									
4-Revenues									
41-Taxes	\$2,432,614	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
42-Charges for Services	\$339,835	\$7,028	\$0	\$7,028	0.00%	\$7,028	\$0	\$7,028	0.00%
43-Debt Proceeds	\$0								
44-Rentals	\$50,000	\$50,000	\$50,000	\$0	0.00%	\$50,000	\$50,000	\$0	0.00%
45-Product Sales	\$88,250	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
46-Grants & Donations	\$2,000	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
47-Misc. Income	\$1,250	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
48-Interest Income	\$5,000	\$321	\$69	\$252	365.41%	\$321	\$69	\$252	365.41%
49-Transfers In	\$0								
4-Revenues Total	\$2,918,949	\$57,350	\$50,069	\$7,281	14.54%	\$57,350	\$50,069	\$7,281	14.54%
5-Expenses									
51-Salaries & Wages	(\$762,597)	(\$56,775)	(\$54,730)	(\$2,045)	-3.74%	(\$56,775)	(\$54,730)	(\$2,045)	-3.74%
52-Contractual Services	(\$648,545)	(\$6,761)	(\$10,022)	\$3,261	32.54%	(\$6,761)	(\$10,022)	\$3,261	32.54%
53-Supplies	(\$142,861)	(\$56)	(\$33)	(\$24)	-71.88%	(\$56)	(\$33)	(\$24)	-71.88%
54-Other Charges	(\$184,537)	(\$4,997)	(\$4,301)	(\$696)	-16.17%	(\$4,997)	(\$4,301)	(\$696)	-16.17%
57-Capital	(\$3,203)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
59-Transfers Out	(\$2,012,500)								
5-Expenses Total	(\$3,754,243)	(\$68,589)	(\$69,086)	\$497	0.72%	(\$68,589)	(\$69,086)	\$497	0.72%
<b>000-Administration Total</b>	<b>(\$835,294)</b>	<b>(\$11,239)</b>	<b>(\$19,017)</b>	<b>\$7,778</b>	<b>40.90%</b>	<b>(\$11,239)</b>	<b>(\$19,017)</b>	<b>\$7,778</b>	<b>40.90%</b>
<b>101-Parks Maintenance</b>									
4-Revenues									
41-Taxes	\$2,432,614	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
42-Charges for Services	\$5,000	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
46-Grants & Donations	\$0	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
47-Misc. Income	\$5,000	\$982	\$715	\$267	37.40%	\$982	\$715	\$267	37.40%
49-Transfers In	\$0								
4-Revenues Total	\$2,442,614	\$982	\$715	\$267	37.40%	\$982	\$715	\$267	37.40%
5-Expenses									
51-Salaries & Wages	(\$1,738,513)	(\$114,621)	(\$111,856)	(\$2,765)	-2.47%	(\$114,621)	(\$111,856)	(\$2,765)	-2.47%
52-Contractual Services	(\$658,739)	(\$3,994)	(\$5,754)	\$1,759	30.57%	(\$3,994)	(\$5,754)	\$1,759	30.57%
53-Supplies	(\$367,709)	(\$2,791)	(\$3,307)	\$516	15.60%	(\$2,791)	(\$3,307)	\$516	15.60%
54-Other Charges	(\$15,050)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
57-Capital	(\$213,922)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
59-Transfers Out	\$0								
5-Expenses Total	(\$2,993,933)	(\$121,406)	(\$120,916)	(\$490)	-0.41%	(\$121,406)	(\$120,916)	(\$490)	-0.41%
<b>101-Parks Maintenance Total</b>	<b>(\$551,319)</b>	<b>(\$120,424)</b>	<b>(\$120,201)</b>	<b>(\$223)</b>	<b>-0.19%</b>	<b>(\$120,424)</b>	<b>(\$120,201)</b>	<b>(\$223)</b>	<b>-0.19%</b>
<b>430-Historical Museum</b>									
4-Revenues									
42-Charges for Services	\$42,400	\$591	\$112	\$479	427.68%	\$591	\$112	\$479	427.68%
44-Rentals	\$9,250	\$845	\$0	\$845	0.00%	\$845	\$0	\$845	0.00%
45-Product Sales	\$1,150	\$64	\$0	\$64	0.00%	\$64	\$0	\$64	0.00%
46-Grants & Donations	\$163,250	\$36,738	\$201	\$36,537	18177.84%	\$36,738	\$201	\$36,537	18177.84%
47-Misc. Income	\$0	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
4-Revenues Total	\$216,050	\$38,238	\$313	\$37,925	12116.76%	\$38,238	\$313	\$37,925	12116.76%
5-Expenses									
51-Salaries & Wages	(\$118,813)	(\$8,461)	(\$7,538)	(\$923)	-12.24%	(\$8,461)	(\$7,538)	(\$923)	-12.24%
52-Contractual Services	(\$83,732)	(\$463)	(\$441)	(\$22)	-4.88%	(\$463)	(\$441)	(\$22)	-4.88%
53-Supplies	(\$14,414)	(\$3,590)	(\$369)	(\$3,221)	-872.80%	(\$3,590)	(\$369)	(\$3,221)	-872.80%
54-Other Charges	(\$7,095)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
57-Capital	(\$769)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
5-Expenses Total	(\$224,822)	(\$12,513)	(\$8,349)	(\$4,165)	-49.88%	(\$12,513)	(\$8,349)	(\$4,165)	-49.88%
<b>430-Historical Museum Total</b>	<b>(\$8,772)</b>	<b>\$25,725</b>	<b>(\$8,036)</b>	<b>\$33,761</b>	<b>420.12%</b>	<b>\$25,725</b>	<b>(\$8,036)</b>	<b>\$33,761</b>	<b>420.12%</b>
<b>10-General Total</b>	<b>(\$1,395,386)</b>	<b>(\$105,938)</b>	<b>(\$147,254)</b>	<b>\$41,316</b>	<b>28.06%</b>	<b>(\$105,938)</b>	<b>(\$147,254)</b>	<b>\$41,316</b>	<b>28.06%</b>
<b>20-Recreation</b>									
<b>000-Administration</b>									
4-Revenues									
41-Taxes	\$4,814,336	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
42-Charges for Services	\$126,140	\$16,500	\$3,350	\$13,150	392.54%	\$16,500	\$3,350	\$13,150	392.54%
44-Rentals	\$46,680	\$1,731	\$1,731	\$0	0.00%	\$1,731	\$1,731	\$0	0.00%



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Row Labels	Full Year Budget	Sum of CY Month	Sum of LY Month	Month Variance	% Month Variance	Sum of Curr YTD	Sum of LY YTD	YTD Variance	% YTD Variance
45-Product Sales	\$50,838	\$55	\$0	\$55	0.00%	\$55	\$0	\$55	0.00%
46-Grants & Donations	\$16,300	\$2	\$0	\$2	0.00%	\$2	\$0	\$2	0.00%
47-Misc. Income	\$3,641	\$270	\$20	\$250	1250.00%	\$270	\$20	\$250	1250.00%
48-Interest Income	\$6,000	\$533	\$102	\$432	423.18%	\$533	\$102	\$432	423.18%
49-Transfers In	\$0								
4-Revenues Total	\$5,063,934	\$19,091	\$5,203	\$13,888	266.93%	\$19,091	\$5,203	\$13,888	266.93%
5-Expenses									
51-Salaries & Wages	(\$1,316,389)	(\$99,033)	(\$93,456)	(\$5,577)	-5.97%	(\$99,033)	(\$93,456)	(\$5,577)	-5.97%
52-Contractual Services	(\$753,896)	(\$8,700)	(\$8,508)	(\$192)	-2.26%	(\$8,700)	(\$8,508)	(\$192)	-2.26%
53-Supplies	(\$181,064)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
54-Other Charges	(\$134,287)	(\$3,397)	(\$3,071)	(\$326)	-10.60%	(\$3,397)	(\$3,071)	(\$326)	-10.60%
57-Capital	(\$3,716)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
59-Transfers Out	(\$2,275,000)								
5-Expenses Total	(\$4,664,351)	(\$111,130)	(\$105,034)	(\$6,095)	-5.80%	(\$111,130)	(\$105,034)	(\$6,095)	-5.80%
000-Administration Total	\$399,584	(\$92,039)	(\$99,832)	\$7,793	7.81%	(\$92,039)	(\$99,832)	\$7,793	7.81%
101-Parks Maintenance									
4-Revenues									
42-Charges for Services	\$0								
44-Rentals	\$12,261	\$90	\$0	\$90	0.00%	\$90	\$0	\$90	0.00%
45-Product Sales	\$0								
47-Misc. Income	\$0								
4-Revenues Total	\$12,261	\$90	\$0	\$90	0.00%	\$90	\$0	\$90	0.00%
5-Expenses									
51-Salaries & Wages	(\$852,470)	(\$56,002)	(\$51,958)	(\$4,044)	-7.78%	(\$56,002)	(\$51,958)	(\$4,044)	-7.78%
52-Contractual Services	(\$358,217)	(\$2,405)	(\$2,699)	\$294	10.90%	(\$2,405)	(\$2,699)	\$294	10.90%
53-Supplies	(\$273,926)	(\$3,869)	(\$423)	(\$3,445)	-814.49%	(\$3,869)	(\$423)	(\$3,445)	-814.49%
57-Capital	(\$14,128)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
5-Expenses Total	(\$1,498,742)	(\$62,276)	(\$55,080)	(\$7,195)	-13.06%	(\$62,276)	(\$55,080)	(\$7,195)	-13.06%
101-Parks Maintenance Total	(\$1,486,481)	(\$62,186)	(\$55,080)	(\$7,105)	-12.90%	(\$62,186)	(\$55,080)	(\$7,105)	-12.90%
220-Recreation Programs									
4-Revenues									
42-Charges for Services	\$3,031,344	\$188,131	\$63,797	\$124,334	194.89%	\$188,131	\$63,797	\$124,334	194.89%
44-Rentals	\$85,000	\$3,150	\$845	\$2,305	272.78%	\$3,150	\$845	\$2,305	272.78%
45-Product Sales	\$10,800	\$2,180	\$20	\$2,160	10800.00%	\$2,180	\$20	\$2,160	10800.00%
46-Grants & Donations	\$0	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
47-Misc. Income	\$0								
4-Revenues Total	\$3,127,144	\$193,461	\$64,662	\$128,799	199.19%	\$193,461	\$64,662	\$128,799	199.19%
5-Expenses									
51-Salaries & Wages	(\$1,178,451)	(\$50,602)	(\$38,260)	(\$12,342)	-32.26%	(\$50,602)	(\$38,260)	(\$12,342)	-32.26%
52-Contractual Services	(\$1,133,592)	(\$16,248)	(\$8,452)	(\$7,796)	-92.23%	(\$16,248)	(\$8,452)	(\$7,796)	-92.23%
53-Supplies	(\$153,175)	(\$852)	\$0	(\$852)	0.00%	(\$852)	\$0	(\$852)	0.00%
54-Other Charges	(\$1,400)	(\$56)	\$0	(\$56)	0.00%	(\$56)	\$0	(\$56)	0.00%
57-Capital	(\$641)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
5-Expenses Total	(\$2,467,259)	(\$67,758)	(\$46,713)	(\$21,045)	-45.05%	(\$67,758)	(\$46,713)	(\$21,045)	-45.05%
220-Recreation Programs Total	\$659,885	\$125,703	\$17,950	\$107,754	600.30%	\$125,703	\$17,950	\$107,754	600.30%
221-Athletics									
4-Revenues									
42-Charges for Services	\$445,800	\$17,140	\$16,738	\$402	2.40%	\$17,140	\$16,738	\$402	2.40%
45-Product Sales	\$14,000	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
47-Misc. Income	\$0								
49-Transfers In	\$90,000								
4-Revenues Total	\$549,800	\$17,140	\$16,738	\$402	2.40%	\$17,140	\$16,738	\$402	2.40%
5-Expenses									
51-Salaries & Wages	(\$59,745)	(\$2,124)	(\$1,994)	(\$130)	-6.50%	(\$2,124)	(\$1,994)	(\$130)	-6.50%
52-Contractual Services	(\$152,111)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
53-Supplies	(\$234,243)	\$0	(\$158)	\$158	100.00%	\$0	(\$158)	\$158	100.00%
54-Other Charges	(\$50,740)	(\$960)	(\$2,050)	\$1,090	53.18%	(\$960)	(\$2,050)	\$1,090	53.18%
57-Capital	\$0								
59-Transfers Out	\$0								
5-Expenses Total	(\$496,839)	(\$3,083)	(\$4,202)	\$1,119	26.62%	(\$3,083)	(\$4,202)	\$1,119	26.62%
221-Athletics Total	\$52,961	\$14,056	\$12,536	\$1,520	12.13%	\$14,056	\$12,536	\$1,520	12.13%
222-Pools									



Row Labels	Full Year Budget	Sum of CY Month	Sum of LY Month	Month Variance	% Month Variance	Sum of Curr YTD	Sum of LY YTD	YTD Variance	% YTD Variance
4-Revenues									
42-Charges for Services	\$777,000	\$21,546	\$0	\$21,546	0.00%	\$21,546	\$0	\$21,546	0.00%
44-Rentals	\$20,100	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
45-Product Sales	\$92,000	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
46-Grants & Donations	\$0								
47-Misc. Income	\$16,500	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
4-Revenues Total	\$905,600	\$21,546	\$0	\$21,546	0.00%	\$21,546	\$0	\$21,546	0.00%
5-Expenses									
51-Salaries & Wages	(\$589,901)	(\$7,091)	(\$7,277)	\$186	2.56%	(\$7,091)	(\$7,277)	\$186	2.56%
52-Contractual Services	(\$297,496)	(\$782)	(\$5,434)	\$4,652	85.61%	(\$782)	(\$5,434)	\$4,652	85.61%
53-Supplies	(\$79,936)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
54-Other Charges	(\$22,000)	(\$502)	(\$325)	(\$177)	-54.49%	(\$502)	(\$325)	(\$177)	-54.49%
57-Capital	(\$769)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
59-Transfers Out	\$0								
5-Expenses Total	(\$990,102)	(\$8,376)	(\$13,036)	\$4,661	35.75%	(\$8,376)	(\$13,036)	\$4,661	35.75%
<b>222-Pools Total</b>	<b>(\$84,502)</b>	<b>\$13,171</b>	<b>(\$13,036)</b>	<b>\$26,207</b>	<b>201.04%</b>	<b>\$13,171</b>	<b>(\$13,036)</b>	<b>\$26,207</b>	<b>201.04%</b>
<b>224-Recreation Facilities</b>									
4-Revenues									
42-Charges for Services	\$1,900	\$7	\$11	(\$4)	-34.73%	\$7	\$11	(\$4)	-34.73%
44-Rentals	\$67,425	\$3,060	(\$180)	\$3,240	1799.73%	\$3,060	(\$180)	\$3,240	1799.73%
45-Product Sales	\$1,000	\$378	\$0	\$378	0.00%	\$378	\$0	\$378	0.00%
47-Misc. Income	\$0	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
4-Revenues Total	\$70,325	\$3,444	(\$169)	\$3,614	2138.28%	\$3,444	(\$169)	\$3,614	2138.28%
5-Expenses									
51-Salaries & Wages	(\$188,905)	(\$14,067)	(\$10,532)	(\$3,535)	-33.56%	(\$14,067)	(\$10,532)	(\$3,535)	-33.56%
52-Contractual Services	(\$354,079)	(\$4,042)	(\$14,861)	\$10,819	72.80%	(\$4,042)	(\$14,861)	\$10,819	72.80%
53-Supplies	(\$33,727)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
54-Other Charges	(\$8,189)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
57-Capital	(\$1,281)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
59-Transfers Out	\$0								
5-Expenses Total	(\$586,182)	(\$18,108)	(\$25,393)	\$7,285	28.69%	(\$18,108)	(\$25,393)	\$7,285	28.69%
<b>224-Recreation Facilities Total</b>	<b>(\$515,857)</b>	<b>(\$14,664)</b>	<b>(\$25,563)</b>	<b>\$10,898</b>	<b>42.63%</b>	<b>(\$14,664)</b>	<b>(\$25,563)</b>	<b>\$10,898</b>	<b>42.63%</b>
<b>350-Special Facilities</b>									
4-Revenues									
42-Charges for Services	\$555,000	\$24,794	\$19,571	\$5,224	26.69%	\$24,794	\$19,571	\$5,224	26.69%
44-Rentals	\$2,250	\$58	\$13	\$45	347.62%	\$58	\$13	\$45	347.62%
45-Product Sales	\$1,700	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
46-Grants & Donations	\$0								
47-Misc. Income	\$500								
4-Revenues Total	\$559,450	\$24,853	\$19,584	\$5,269	26.90%	\$24,853	\$19,584	\$5,269	26.90%
5-Expenses									
51-Salaries & Wages	(\$448,424)	(\$24,216)	(\$27,747)	\$3,531	12.73%	(\$24,216)	(\$27,747)	\$3,531	12.73%
52-Contractual Services	(\$71,590)	(\$648)	(\$738)	\$90	12.17%	(\$648)	(\$738)	\$90	12.17%
53-Supplies	(\$72,957)	(\$437)	\$0	(\$437)	0.00%	(\$437)	\$0	(\$437)	0.00%
54-Other Charges	(\$11,250)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
57-Capital	(\$769)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
59-Transfers Out	\$0								
5-Expenses Total	(\$604,990)	(\$25,301)	(\$28,485)	\$3,184	11.18%	(\$25,301)	(\$28,485)	\$3,184	11.18%
<b>350-Special Facilities Total</b>	<b>(\$45,540)</b>	<b>(\$448)</b>	<b>(\$8,901)</b>	<b>\$8,453</b>	<b>94.97%</b>	<b>(\$448)</b>	<b>(\$8,901)</b>	<b>\$8,453</b>	<b>94.97%</b>
<b>20-Recreation Total</b>	<b>(\$1,019,950)</b>	<b>(\$16,406)</b>	<b>(\$171,926)</b>	<b>\$155,520</b>	<b>90.46%</b>	<b>(\$16,406)</b>	<b>(\$171,926)</b>	<b>\$155,520</b>	<b>90.46%</b>
<b>22-Cosley Zoo</b>									
<b>000-Administration</b>									
4-Revenues									
41-Taxes	\$1,015,271	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
42-Charges for Services	\$0								
44-Rentals	\$0								
45-Product Sales	\$0								
46-Grants & Donations	\$0								
47-Misc. Income	\$0	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
48-Interest Income	\$1,000	\$90	\$51	\$39	76.22%	\$90	\$51	\$39	76.22%
49-Transfers In	\$0								
4-Revenues Total	\$1,016,271	\$90	\$51	\$39	76.22%	\$90	\$51	\$39	76.22%



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Row Labels	Full Year Budget	Sum of CY Month	Sum of LY Month	Month Variance	% Month Variance	Sum of Curr YTD	Sum of LY YTD	YTD Variance	% YTD Variance
5-Expenses									
51-Salaries & Wages	(\$71,062)	(\$5,737)	(\$5,983)	\$247	4.12%	(\$5,737)	(\$5,983)	\$247	4.12%
52-Contractual Services	(\$13,592)	(\$357)	(\$157)	(\$200)	-127.31%	(\$357)	(\$157)	(\$200)	-127.31%
53-Supplies	\$0								
54-Other Charges	(\$100)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
57-Capital	\$0								
59-Transfers Out	(\$100,000)								
5-Expenses Total	(\$184,753)	(\$6,093)	(\$6,140)	\$47	0.76%	(\$6,093)	(\$6,140)	\$47	0.76%
000-Administration Total	\$831,518	(\$6,003)	(\$6,089)	\$86	1.40%	(\$6,003)	(\$6,089)	\$86	1.40%
101-Parks Maintenance									
4-Revenues									
47-Misc. Income	\$0								
4-Revenues Total	\$0								
5-Expenses									
51-Salaries & Wages	(\$53,767)	(\$4,769)	(\$4,617)	(\$152)	-3.29%	(\$4,769)	(\$4,617)	(\$152)	-3.29%
52-Contractual Services	(\$6,039)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
53-Supplies	\$0								
57-Capital	\$0								
5-Expenses Total	(\$59,806)	(\$4,769)	(\$4,617)	(\$152)	-3.29%	(\$4,769)	(\$4,617)	(\$152)	-3.29%
101-Parks Maintenance Total	(\$59,806)	(\$4,769)	(\$4,617)	(\$152)	-3.29%	(\$4,769)	(\$4,617)	(\$152)	-3.29%
220-Recreation Programs									
4-Revenues									
42-Charges for Services	\$177,298	\$2,452	\$1,753	\$699	39.89%	\$2,452	\$1,753	\$699	39.89%
45-Product Sales	\$900	\$225	\$0	\$225	0.00%	\$225	\$0	\$225	0.00%
46-Grants & Donations	\$730								
4-Revenues Total	\$178,928	\$2,677	\$1,753	\$924	52.73%	\$2,677	\$1,753	\$924	52.73%
5-Expenses									
51-Salaries & Wages	\$0								
52-Contractual Services	(\$2,000)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
53-Supplies	(\$15,649)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
57-Capital	\$0								
5-Expenses Total	(\$17,649)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
220-Recreation Programs Total	\$161,279	\$2,677	\$1,753	\$924	52.73%	\$2,677	\$1,753	\$924	52.73%
350-Special Facilities									
5-Expenses									
51-Salaries & Wages	(\$69,603)	(\$5,999)	(\$5,510)	(\$489)	-8.88%	(\$5,999)	(\$5,510)	(\$489)	-8.88%
52-Contractual Services	(\$10,089)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
53-Supplies	\$0								
54-Other Charges	(\$12,000)	(\$113)	(\$75)	(\$38)	-50.00%	(\$113)	(\$75)	(\$38)	-50.00%
57-Capital	\$0								
5-Expenses Total	(\$91,692)	(\$6,112)	(\$5,585)	(\$527)	-9.43%	(\$6,112)	(\$5,585)	(\$527)	-9.43%
350-Special Facilities Total	(\$91,692)	(\$6,112)	(\$5,585)	(\$527)	-9.43%	(\$6,112)	(\$5,585)	(\$527)	-9.43%
501-Cosley Zoo Operations									
4-Revenues									
42-Charges for Services	\$375,000	\$2,707	\$9,951	(\$7,244)	-72.80%	\$2,707	\$9,951	(\$7,244)	-72.80%
44-Rentals	\$55,500	\$3,908	\$0	\$3,908	0.00%	\$3,908	\$0	\$3,908	0.00%
45-Product Sales	\$0								
46-Grants & Donations	\$111,500	\$6,193	\$5,466	\$728	13.32%	\$6,193	\$5,466	\$728	13.32%
47-Misc. Income	\$0	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
4-Revenues Total	\$542,000	\$12,808	\$15,417	(\$2,609)	-16.92%	\$12,808	\$15,417	(\$2,609)	-16.92%
5-Expenses									
51-Salaries & Wages	(\$903,398)	(\$62,629)	(\$58,451)	(\$4,178)	-7.15%	(\$62,629)	(\$58,451)	(\$4,178)	-7.15%
52-Contractual Services	(\$284,012)	(\$2,587)	(\$7,423)	\$4,836	65.15%	(\$2,587)	(\$7,423)	\$4,836	65.15%
53-Supplies	(\$230,618)	(\$3,739)	(\$2,952)	(\$787)	-26.67%	(\$3,739)	(\$2,952)	(\$787)	-26.67%
54-Other Charges	(\$51,381)	(\$6,383)	\$0	(\$6,383)	0.00%	(\$6,383)	\$0	(\$6,383)	0.00%
57-Capital	(\$2,178)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
59-Transfers Out	(\$100,000)								
5-Expenses Total	(\$1,571,587)	(\$75,338)	(\$68,826)	(\$6,512)	-9.46%	(\$75,338)	(\$68,826)	(\$6,512)	-9.46%
501-Cosley Zoo Operations Total	(\$1,029,587)	(\$62,530)	(\$53,409)	(\$9,121)	-17.08%	(\$62,530)	(\$53,409)	(\$9,121)	-17.08%
22-Cosley Zoo Total	(\$188,289)	(\$76,737)	(\$67,947)	(\$8,790)	-12.94%	(\$76,737)	(\$67,947)	(\$8,790)	-12.94%
60-Golf Fund									
000-Administration									



Row Labels	Full Year Budget	Sum of CY Month	Sum of LY Month	Month Variance	% Month Variance	Sum of Curr YTD	Sum of LY YTD	YTD Variance	% YTD Variance
4-Revenues									
41-Taxes	\$1,325,929	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
42-Charges for Services	\$0	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
46-Grants & Donations	\$0								
47-Misc. Income	\$4,000	\$18	\$3	\$15	500.00%	\$18	\$3	\$15	500.00%
48-Interest Income	\$4,000	\$796	\$876	(\$80)	-9.13%	\$796	\$876	(\$80)	-9.13%
49-Transfers In	\$0								
4-Revenues Total	\$1,333,929	\$814	\$879	(\$65)	-7.39%	\$814	\$879	(\$65)	-7.39%
5-Expenses									
51-Salaries & Wages	(\$510,040)	(\$34,590)	(\$36,448)	\$1,858	5.10%	(\$34,590)	(\$36,448)	\$1,858	5.10%
52-Contractual Services	(\$1,854,217)	(\$20,105)	(\$16,305)	(\$3,799)	-23.30%	(\$20,105)	(\$16,305)	(\$3,799)	-23.30%
53-Supplies	(\$120,838)	(\$2,452)	(\$735)	(\$1,717)	-233.57%	(\$2,452)	(\$735)	(\$1,717)	-233.57%
54-Other Charges	(\$142,249)	(\$5,633)	(\$4,810)	(\$823)	-17.11%	(\$5,633)	(\$4,810)	(\$823)	-17.11%
57-Capital	(\$769)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
59-Transfers Out	(\$50,000)								
5-Expenses Total	(\$2,678,112)	(\$62,780)	(\$58,298)	(\$4,481)	-7.69%	(\$62,780)	(\$58,298)	(\$4,481)	-7.69%
<b>000-Administration Total</b>	<b>(\$1,344,183)</b>	<b>(\$61,965)</b>	<b>(\$57,419)</b>	<b>(\$4,546)</b>	<b>-7.92%</b>	<b>(\$61,965)</b>	<b>(\$57,419)</b>	<b>(\$4,546)</b>	<b>-7.92%</b>
<b>101-Parks Maintenance</b>									
5-Expenses									
51-Salaries & Wages	(\$18,633)	(\$1,555)	(\$1,488)	(\$67)	-4.49%	(\$1,555)	(\$1,488)	(\$67)	-4.49%
52-Contractual Services	(\$5,316)	(\$118)	(\$113)	(\$5)	-4.41%	(\$118)	(\$113)	(\$5)	-4.41%
53-Supplies	(\$7,000)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
54-Other Charges	\$0								
57-Capital	\$0								
5-Expenses Total	(\$30,949)	(\$1,673)	(\$1,601)	(\$72)	-4.49%	(\$1,673)	(\$1,601)	(\$72)	-4.49%
<b>350-Special Facilities Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>
<b>601-Golf Maintenance</b>									
4-Revenues									
46-Grants & Donations	\$0								
47-Misc. Income	\$0	\$51	\$0	\$51	0.00%	\$51	\$0	\$51	0.00%
4-Revenues Total	\$0	\$51	\$0	\$51	0.00%	\$51	\$0	\$51	0.00%
5-Expenses									
51-Salaries & Wages	(\$589,869)	(\$34,064)	(\$36,022)	\$1,958	5.44%	(\$34,064)	(\$36,022)	\$1,958	5.44%
52-Contractual Services	(\$148,769)	(\$2,650)	(\$2,790)	\$140	5.03%	(\$2,650)	(\$2,790)	\$140	5.03%
53-Supplies	(\$340,141)	(\$272)	\$0	(\$272)	0.00%	(\$272)	\$0	(\$272)	0.00%
54-Other Charges	(\$17,000)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
57-Capital	(\$165,673)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
5-Expenses Total	(\$1,261,450)	(\$36,985)	(\$38,812)	\$1,827	4.71%	(\$36,985)	(\$38,812)	\$1,827	4.71%
<b>601-Golf Maintenance Total</b>	<b>(\$1,261,450)</b>	<b>(\$36,934)</b>	<b>(\$38,812)</b>	<b>\$1,878</b>	<b>4.84%</b>	<b>(\$36,934)</b>	<b>(\$38,812)</b>	<b>\$1,878</b>	<b>4.84%</b>
<b>611-Pro Shop/Golf Fees</b>									
4-Revenues									
42-Charges for Services	\$1,980,500	\$9,320	\$12,129	(\$2,809)	-23.16%	\$9,320	\$12,129	(\$2,809)	-23.16%
44-Rentals	\$439,750	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
45-Product Sales	\$142,000	\$866	\$311	\$555	178.36%	\$866	\$311	\$555	178.36%
46-Grants & Donations	\$0								
47-Misc. Income	\$0	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
4-Revenues Total	\$2,562,250	\$10,186	\$12,440	(\$2,254)	-18.12%	\$10,186	\$12,440	(\$2,254)	-18.12%
5-Expenses									
51-Salaries & Wages	(\$450,240)	(\$22,682)	(\$17,625)	(\$5,057)	-28.69%	(\$22,682)	(\$17,625)	(\$5,057)	-28.69%
52-Contractual Services	(\$201,502)	(\$5,230)	(\$4,799)	(\$431)	-8.97%	(\$5,230)	(\$4,799)	(\$431)	-8.97%
53-Supplies	(\$148,255)	(\$885)	\$50	(\$934)	-1868.46%	(\$885)	\$50	(\$934)	-1868.46%
54-Other Charges	(\$30,000)	(\$56)	\$0	(\$56)	0.00%	(\$56)	\$0	(\$56)	0.00%
57-Capital	(\$563,519)	(\$3,600)	\$0	(\$3,600)	0.00%	(\$3,600)	\$0	(\$3,600)	0.00%
5-Expenses Total	(\$1,393,515)	(\$32,452)	(\$22,374)	(\$10,078)	-45.04%	(\$32,452)	(\$22,374)	(\$10,078)	-45.04%
<b>611-Pro Shop/Golf Fees Total</b>	<b>\$1,168,735</b>	<b>(\$22,266)</b>	<b>(\$9,934)</b>	<b>(\$12,332)</b>	<b>-124.14%</b>	<b>(\$22,266)</b>	<b>(\$9,934)</b>	<b>(\$12,332)</b>	<b>-124.14%</b>
<b>612-Food and Beverage</b>									
4-Revenues									
42-Charges for Services	\$323,500	\$12,935	\$0	\$12,935	0.00%	\$12,935	\$0	\$12,935	0.00%
44-Rentals	\$300	\$176	\$0	\$176	0.00%	\$176	\$0	\$176	0.00%
45-Product Sales	\$5,585,000	\$157,191	\$33,072	\$124,119	375.30%	\$157,191	\$33,072	\$124,119	375.30%
46-Grants & Donations	\$0								
47-Misc. Income	\$39,000	\$198	\$0	\$198	0.00%	\$198	\$0	\$198	0.00%

Row Labels	Full Year Budget	Sum of CY Month	Sum of LY Month	Month Variance	% Month Variance	Sum of Curr YTD	Sum of LY YTD	YTD Variance	% YTD Variance
4-Revenues Total	\$5,947,800	\$170,500	\$33,072	\$137,428	415.54%	\$170,500	\$33,072	\$137,428	415.54%
5-Expenses									
51-Salaries & Wages	(\$2,402,085)	(\$120,492)	(\$49,824)	(\$70,668)	-141.84%	(\$120,492)	(\$49,824)	(\$70,668)	-141.84%
52-Contractual Services	(\$828,924)	(\$12,919)	(\$5,575)	(\$7,344)	-131.73%	(\$12,919)	(\$5,575)	(\$7,344)	-131.73%
53-Supplies	(\$1,722,829)	(\$15,882)	(\$6,387)	(\$9,495)	-148.67%	(\$15,882)	(\$6,387)	(\$9,495)	-148.67%
54-Other Charges	(\$87,500)	(\$3,770)	(\$3,403)	(\$367)	-10.79%	(\$3,770)	(\$3,403)	(\$367)	-10.79%
57-Capital	(\$23,675)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
59-Transfers Out	\$0								
5-Expenses Total	(\$5,065,013)	(\$153,063)	(\$65,189)	(\$87,874)	-134.80%	(\$153,063)	(\$65,189)	(\$87,874)	-134.80%
<b>612-Food and Beverage Total</b>	<b>\$882,787</b>	<b>\$17,437</b>	<b>(\$32,116)</b>	<b>\$49,554</b>	<b>154.30%</b>	<b>\$17,437</b>	<b>(\$32,116)</b>	<b>\$49,554</b>	<b>154.30%</b>
<b>613-Cross Country Skiing</b>									
4-Revenues									
42-Charges for Services	\$15,000	\$9,637	\$9,326	\$311	3.33%	\$9,637	\$9,326	\$311	3.33%
45-Product Sales	\$0								
4-Revenues Total	\$15,000	\$9,637	\$9,326	\$311	3.33%	\$9,637	\$9,326	\$311	3.33%
5-Expenses									
51-Salaries & Wages	(\$5,000)	\$0	(\$176)	\$176	100.00%	\$0	(\$176)	\$176	100.00%
52-Contractual Services	(\$683)	(\$77)	(\$32)	(\$44)	-138.72%	(\$77)	(\$32)	(\$44)	-138.72%
53-Supplies	(\$5,000)								
57-Capital	\$0								
5-Expenses Total	(\$10,683)	(\$77)	(\$208)	\$132	63.27%	(\$77)	(\$208)	\$132	63.27%
<b>613-Cross Country Skiing Total</b>	<b>\$4,318</b>	<b>\$9,560</b>	<b>\$9,118</b>	<b>\$443</b>	<b>4.85%</b>	<b>\$9,560</b>	<b>\$9,118</b>	<b>\$443</b>	<b>4.85%</b>
<b>60-Golf Fund Total</b>	<b>(\$580,743)</b>	<b>(\$95,841)</b>	<b>(\$130,765)</b>	<b>\$34,924</b>	<b>26.71%</b>	<b>(\$95,841)</b>	<b>(\$130,765)</b>	<b>\$34,924</b>	<b>26.71%</b>
<b>Grand Total</b>	<b>(\$3,184,368)</b>	<b>(\$294,922)</b>	<b>(\$517,892)</b>	<b>\$222,970</b>	<b>43.05%</b>	<b>(\$294,922)</b>	<b>(\$517,892)</b>	<b>\$222,970</b>	<b>43.05%</b>

PPF	Full Year Budget	Sum of		Month Variance	% Month Variance	Sum of Curr YTD	Sum of LY YTD	YTD Variance	% YTD Variance
		CY Month	Sum of LY Month						
4-Revenues									
42-Charges for Services	\$533,000	\$24,794	\$19,571	\$5,224	26.69%	\$24,794	\$19,571	\$5,224	26.69%
44-Rentals	\$750	\$58	\$13	\$45	347.62%	\$58	\$13	\$45	347.62%
45-Product Sales	\$500								
47-Misc. Income	\$500								
4-Revenues Total	\$534,750	\$24,853	\$19,584	\$5,269	26.90%	\$24,853	\$19,584	\$5,269	26.90%
5-Expenses									
51-Salaries & Wages	(\$399,785)	(\$24,216)	(\$21,678)	(\$2,538)	-11.71%	(\$24,216)	(\$21,678)	(\$2,538)	-11.71%
52-Contractual Services	(\$58,141)	(\$179)	(\$136)	(\$44)	-31.99%	(\$179)	(\$136)	(\$44)	-31.99%
53-Supplies	(\$70,488)	(\$437)	\$0	(\$437)	0.00%	(\$437)	\$0	(\$437)	0.00%
54-Other Charges	(\$6,500)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
57-Capital	(\$641)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
5-Expenses Total	(\$535,555)	(\$24,832)	(\$21,814)	(\$3,018)	-13.84%	(\$24,832)	(\$21,814)	(\$3,018)	-13.84%
Grand Total	(\$805)	\$20	(\$2,230)	\$2,250	100.92%	\$20	(\$2,230)	\$2,250	100.92%



CAC	Full Year Budget	Sum of		Sum of LY Month	Month Variance	% Month Variance	Sum of Curr YTD	Sum of LY YTD	YTD Variance	% YTD Variance
		CY Month								
4-Revenues										
42-Charges for Services	\$63,250	\$4,647	\$4,103	\$544	13.26%		\$4,647	\$4,103	\$544	13.26%
44-Rentals	\$85,000	\$3,150	\$845	\$2,305	272.78%		\$3,150	\$845	\$2,305	272.78%
45-Product Sales	\$400									
4-Revenues Total	\$148,650	\$7,797	\$4,948	\$2,849	57.58%		\$7,797	\$4,948	\$2,849	57.58%
5-Expenses										
51-Salaries & Wages	(\$81,376)	(\$5,652)	\$0	(\$5,652)	0.00%		(\$5,652)	\$0	(\$5,652)	0.00%
52-Contractual Services	(\$176,561)	(\$10,034)	(\$8,707)	(\$1,327)	-15.24%		(\$10,034)	(\$8,707)	(\$1,327)	-15.24%
53-Supplies	(\$40,858)	\$0	(\$200)	\$200	100.00%		\$0	(\$200)	\$200	100.00%
54-Other Charges	(\$1,000)	(\$56)	\$0	(\$56)	0.00%		(\$56)	\$0	(\$56)	0.00%
57-Capital	\$0									
5-Expenses Total	(\$299,795)	(\$15,741)	(\$8,907)	(\$6,834)	-76.73%		(\$15,741)	(\$8,907)	(\$6,834)	-76.73%
Grand Total	(\$151,145)	(\$7,944)	(\$3,959)	(\$3,985)	-100.67%		(\$7,944)	(\$3,959)	(\$3,985)	-100.67%

Special Events	Full Year Budget	Sum of CY Month	Sum of LY Month	Month Variance	% Month Variance	Sum of Curr YTD	Sum of LY YTD	YTD Variance	% YTD Variance
<b>1900-Special Events-Miscellaneous</b>									
4-Revenues	\$5,000	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
5-Expenses	(\$19,500)	(\$56)	\$0	(\$56)	0.00%	(\$56)	\$0	(\$56)	0.00%
<b>1900-Special Events-Miscellaneous Total</b>	<b>(\$14,500)</b>	<b>(\$56)</b>	<b>\$0</b>	<b>(\$56)</b>	<b>0.00%</b>	<b>(\$56)</b>	<b>\$0</b>	<b>(\$56)</b>	<b>0.00%</b>
<b>1901-Kite Event</b>									
4-Revenues	\$1,635	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
5-Expenses	(\$3,400)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
<b>1901-Kite Event Total</b>	<b>(\$1,765)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>
<b>1902-4th of July</b>									
4-Revenues	\$40,500	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
5-Expenses	(\$48,800)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
<b>1902-4th of July Total</b>	<b>(\$8,300)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>
<b>1903-Ale Fest</b>									
4-Revenues	\$80,250	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
5-Expenses	(\$85,500)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
<b>1903-Ale Fest Total</b>	<b>(\$5,250)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>
<b>1904-Memorial Park Events</b>									
4-Revenues	\$0	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
5-Expenses	(\$18,110)	\$0	(\$255)	\$255	100.00%	\$0	(\$255)	\$255	100.00%
<b>1904-Memorial Park Events Total</b>	<b>(\$18,110)</b>	<b>\$0</b>	<b>(\$255)</b>	<b>\$255</b>	<b>100.00%</b>	<b>\$0</b>	<b>(\$255)</b>	<b>\$255</b>	<b>100.00%</b>
<b>1905-Taste of Wheaton</b>									
4-Revenues	\$120,000	\$16,500	\$0	\$16,500	0.00%	\$16,500	\$0	\$16,500	0.00%
5-Expenses	(\$139,950)	(\$419)	(\$1,372)	\$954	69.51%	(\$419)	(\$1,372)	\$954	69.51%
<b>1905-Taste of Wheaton Total</b>	<b>(\$19,950)</b>	<b>\$16,081</b>	<b>(\$1,372)</b>	<b>\$17,454</b>	<b>1272.14%</b>	<b>\$16,081</b>	<b>(\$1,372)</b>	<b>\$17,454</b>	<b>1272.14%</b>
<b>1906-Summer Concerts</b>									
4-Revenues	\$210,200	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
5-Expenses	(\$210,200)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
<b>1906-Summer Concerts Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>
<b>1907-Shakespeare Event</b>									
4-Revenues	\$10,500	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
5-Expenses	(\$20,700)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
<b>1907-Shakespeare Event Total</b>	<b>(\$10,200)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>
<b>1908-Fun Run Event</b>									
4-Revenues	\$53,000	\$7,000	\$0	\$7,000	0.00%	\$7,000	\$0	\$7,000	0.00%
5-Expenses	(\$46,450)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
<b>1908-Fun Run Event Total</b>	<b>\$6,550</b>	<b>\$7,000</b>	<b>\$0</b>	<b>\$7,000</b>	<b>0.00%</b>	<b>\$7,000</b>	<b>\$0</b>	<b>\$7,000</b>	<b>0.00%</b>
<b>1910-Light the Torch Run</b>									
4-Revenues	\$30,500	\$28	\$0	\$28	0.00%	\$28	\$0	\$28	0.00%
5-Expenses	(\$36,700)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
<b>1910-Light the Torch Run Total</b>	<b>(\$6,200)</b>	<b>\$28</b>	<b>\$0</b>	<b>\$28</b>	<b>0.00%</b>	<b>\$28</b>	<b>\$0</b>	<b>\$28</b>	<b>0.00%</b>
<b>1925-Reindeer Run</b>									
4-Revenues	\$42,000	\$28	\$0	\$28	0.00%	\$28	\$0	\$28	0.00%
5-Expenses	(\$27,000)	(\$437)	\$0	(\$437)	0.00%	(\$437)	\$0	(\$437)	0.00%
<b>1925-Reindeer Run Total</b>	<b>\$15,000</b>	<b>(\$408)</b>	<b>\$0</b>	<b>(\$408)</b>	<b>0.00%</b>	<b>(\$408)</b>	<b>\$0</b>	<b>(\$408)</b>	<b>0.00%</b>
<b>Grand Total</b>	<b>(\$62,725)</b>	<b>\$22,645</b>	<b>(\$1,627)</b>	<b>\$24,273</b>	<b>1491.86%</b>	<b>\$22,645</b>	<b>(\$1,627)</b>	<b>\$24,273</b>	<b>1491.86%</b>



**TO:** Michael Benard, Executive Director  
**FROM:** Daniel Novak, Director of Athletics & Facilities  
**RE:** Athletics & Facilities Board Report  
**DATE:** February 16, 2022



### **Athletics**

- **Rams Football**

- Rams Tackle Football registration opened fully on December 14. At this time there are currently 204 participants signed up. For the 2021 season there was 190 total participants signed up, which means the program has already surpassed last year's enrollment 7 months before it begins!
- Rams Tackle Football have interviewed and selected their head coaches for the 2022 fall season. By getting this process done early, coaches are then able to build their coaching staff's and start recruiting more players.

- **Baseball/Softball**

- Spring Baseball/Softball registration opened fully on December 14. Currently there are c 585 participants enrolled. At this time last spring season there were 588 participants signed up, putting us on pace for a similar season to last year!

- **Rams Cheerleading**

- Rams Cheerleading registration opened fully on December 14. Currently there are 66 participants signed up. At this time last season there were 2 participants signed up, putting us on pace for an even bigger season than last year!

- **Wings SC**

- Wings SC began practicing for the winter season in early December and games began at the Naperville and Westmont Yards in the middle of December.
- Wings SC had tryouts and were able to add a new 2014 Boys team for the spring season.
- The winter Wings SC Academy started in early January. There are 20 participants bringing in \$2,175 in registration fees. This is a great bridge program from in-house to travel soccer.

- **CAC Ice Rinks**

- The CAC Ice Rinks opened for the 2020/2021 season on November 26. The rinks were closed 1 day in January due to weather and 1 day due to a special event. After a very successful season last year, where the rinks saw over 12,000 participants skate safely, the ice team decided to keep the same procedures in place. This includes taking reservations through Eventbrite, having 45-minute time slots, charging a fee for non-residents, and having capacity limits of 12 for the hockey rink and 100 for the open skate rink. Hours of operation will remain the same (Monday-Friday 11am-8pm / Saturday 11am-8pm / Sunday 11am-6pm).

**2020/2021**

<b>Month</b>	<b>Open Skate Reservations</b>	<b>Hockey Reservations</b>	<b>Resident</b>	<b>Non-Resident</b>	<b>Revenue (Pending Eventbrite Fees)</b>
November/December	2,482	1,679	3,733	428	\$3,117.48
January	2,646	1,683	3,920	411	\$2,909.68
February/March					
<b>Total</b>	<b>5,128</b>	<b>3,362</b>	<b>7,653</b>	<b>839</b>	<b>\$6,027.16</b>

**2019/2020**

<b>Month</b>	<b>Open Skate Reservations</b>	<b>Hockey Reservations</b>	<b>Resident</b>	<b>Non-Resident</b>	<b>Revenue (Pending Eventbrite Fees)</b>
November/December	1,581	1,542	2,708	415	\$2,976.38
January	3,598	2,336	5,167	767	\$5,576.40
February/March	2,233	1,253	3,180	306	\$2,250.26
<b>Total</b>	<b>7,412</b>	<b>5,131</b>	<b>11,055</b>	<b>1,488</b>	<b>\$10,803.04</b>

- **Gymnastics**
  - Winter session I began in early January. There are 112 total participants bringing in \$8,079.00 in registration fees.
- **Martial Arts**
  - Winter session I began in early January for Tae Kwon Do. There are 13 participants bringing in \$1,782.00 in registration fees. In 2020 there were 9 participants bringing in \$1,180.00 in registration fees.
  - Winter session I began in early January for Karate. There are 49 participants bringing in \$7,912.00 in registration fees.
  - Winter session I began in early January for Kung Fu. There are 46 participants bringing in \$3,222.00 in registration fees.
  - Winter session I began in early January for Kendo. There are 14 participants bringing in \$1,920.00 in registration fees. In 2020 there were 14 participants bringing in \$1,320.30 in registration fees.

- **Central Athletic Complex**

- The indoor soccer league recently started and has been running in the large gym, kale gym and turf gym from 8am-6pm on Saturdays.
- The Athletic Department is currently working with Mercury Elite and other renters to secure space from March-May.

Usage Hours for December			
Categories	2020	2021	Change %
Paying Renters	9.00	84.00	833.3%
Complimentary	0.00	0.00	0.00
WPD Programs	41.25	423.25	926.1%
WPD training	0.00	0.00	0.00%
<b>TOTAL</b>	<b>50.25</b>	<b>507.25</b>	<b>909.5%</b>

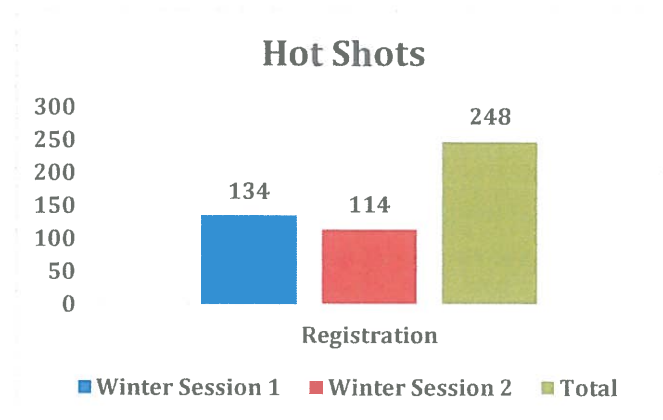
YTD Total Usage Hours			
Categories	2020	2021	Change %
Paying Renters	757.83	1,046.25	38.1%
Complimentary	10.00	0.50	-95.0%
WPD Programs	3,850.50	5,121.25	33.0%
WPD training	6.00	0.75	-87.5%
<b>TOTAL</b>	<b>4,624.33</b>	<b>6,168.75</b>	<b>33.4%</b>

Total Rental Revenue			
Month	2020	2021	Change %
January	\$6,973.75	\$1,665.00	-319%
February	\$7,867.90	\$5,474.50	-44%
March	\$3,749.50	\$7,167.00	48%
April	\$8,960.00	\$12,225.50	27%
May	\$470.00	\$14,347.00	97%
June	-\$4,328.74	\$2,405.00	280%
July	\$3,615.00	\$931.00	-288%
August	\$927.50	\$1,400.00	34%
September	\$3,490.00	\$3,150.00	-11%
October	\$5,142.00	\$3,345.00	-54%
November	-\$30.50	\$3,710.00	101%
December	\$245.00	\$2,924.50	95%
<b>TOTAL</b>	<b>\$37,081.41</b>	<b>58,744.50</b>	<b>37%</b>



- **Hot Shots**

- Hot Shots is a company who runs our youth athletic classes for ages 2+. We are now into our second winter season with Hot Shots running our youth athletic classes. Current enrollment numbers below are for the winter session.



- **Wrestling Program**

- The Athletic Department partners with WN and WWS to run a youth wrestling program. This year numbers have been great. The program is offered from November through March and has a half year program from January through March.

WN Wrestling		WWS Wrestling	
Season	Participants	Season	Participants
Full Season	22	Full Season	22
Half Season	10	Half Season	20
<b>TOTAL</b>	<b>32</b>	<b>TOTAL</b>	<b>42</b>

- **Winter Volleyball**

- Winter Volleyball started January 10<sup>th</sup>. This year currently has 285 participants bringing in \$27,186 in registration fees. In 2021 we had 194 players bringing in \$17,894 in registration fees. That is a 52% revenue increase and 47% participant increase from the Winter 2021 season to this Winter season.

- **Indoor Soccer**

- Indoor Soccer started January 29<sup>th</sup>. This year we currently have 532 participants bringing in \$39,835.00 in registration fees. In 2021 we had 190 players bringing in \$13,300.00 in registration fees. That is a 199% revenue increase and 180% participant increase from the 2021 Indoor Soccer to this Indoor Soccer Season.

### **Parks Plus Fitness**

- Staff will present the 2021 Parks Plus Fitness Annual Report at the February 16<sup>th</sup> board meeting.
- January 2022 had over 400 more visits than December 2021 and over 800 more than November 2021.
- We offered a 25% paid in full savings on membership from January 1<sup>st</sup> – 17<sup>th</sup> & 20% savings from January 18<sup>th</sup> through the 31<sup>st</sup> attracted 52 annual member transactions.

<b>PPFC Membership Breakdown</b>	<b>Annual</b>	<b>3-Month</b>	<b>1-Month</b>	<b>Fit-N-Swim</b>	<b>Total**</b>
<b>January 2022</b>	1,826	11	19	-	1,856
<b>January 2021</b>	1,628	8	15	-	1,651
<b>December 2021</b>	1,899	3	47	-	1,949
<b>December 2020</b>	1,702	2	32	-	1,736
<b>November 2021</b>	2,216	1	11	-	2,228
<b>November 2020</b>	1,587	2	36	-	1,625
<b>Monthly Total Attendance/ Usage</b>	3,786				

#### **PPFC January 2022 New and Renew Memberships:**

<b>Membership Type</b>	<b>New</b>	<b>Renew</b>	<b>Total Amount</b>
Annual PIF	17	35	\$12,640.70
United Healthcare	58	7	\$520.00
Silver/Prime/Fit	26	13	\$5,399.00
3-Month	11	0	\$967.00
<b>Total for all Types</b>	112	55	\$19,526.70

### **Aquatics/Safety**

- Pool Pass Sales continue. Preseason Sale (10%) Sale began January 18 and will run through April 30. Year to date we have sold 3,323 passes / \$172,713, an increase of 449 passes / \$36,552 from last month. Marketing former pass holders with e-blast and through social media will continue.
- Staff taught CPR classes for Parks, Finance, HR, and Marketing over 5 days in January. They are scheduled to teach the Zoo and straggling staff in February.
- Max has begun the rehiring process, including rehiring 22 staff members and 3 new staff members in the month of January. Nearly 80 staff members have responded that they would return through annual interest surveys.
- The 2022 Western Suburban Swim Conference has successfully completed the 2022 schedule. Wheaton will be hosting the “A Conference Meet” on July 23, 2022.
- Staff has begun receiving quotes and getting prices for equipment, uniforms, and concessions for the 2022 season.

**TO:** Mike Benard, Executive Director  
**FROM:** Rob Sperl, Director of Parks & Planning  
**DATE:** February 9, 2022  
**SUBJECT:** Board Report, January

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### **Administration/Overall Department**

- Park Permitting – 2 park permit were issued in January. People appear to still be hesitant to make plans with social distancing guidelines changing frequently.
- One Commemorative Bench was purchased for Seven Gables Park and installation will be completed in Fall of 2022.
- All staff completed their annual CPR certification through two sessions held at the Park Services Center.
- Candidates were interviewed for our part time planning assistant position. We were fortunate to hire a former planning department employee with some great experience.
- We met with the new security companies and are working with them to transfer our systems over to their platforms.
- With sustained temperatures below freezing, pond ice reached an acceptable thickness to open the to the public. Unfortunately, we had to close them after a heavy rain flooded the surfaces, followed by several inches of snow that resulted in a slushy wet condition. We might have been able to remove the snow after it refroze, but excessive foot traffic and individuals who attempted to shovel the surfaces damaged the surfaces to a point that it is not able to be repaired.

### **Planning**

- Bids for picnic tables and umbrellas for Rice Pool were received.
- Bids for the Arrowhead shoreline were received.
- Bids for the Arrowhead maintenance building roof were received.
- Bids for residing and painting work at Cosley zoo were received.
- Bids for native area maintenance services were received.
- Plans for the Arrowhead starter shed were submitted to DuPage County for permit.

### **Parks & Buildings Operations**

- Work was completed on the Rathje attic remodeling, the space is now ready for use.
- Armbrust Plumbing was called into rod a sewer back up at the Rathje Park building, tree roots were growing into the sewer line going out to the main.
- Multiple Prairie Office projects were completed. LED lighting upgrades on the CSI side of the Prairie Building were installed. Ceiling tiles were replaced in the Men's restroom, the tiles had been stained from past roof

leak water damage. Drywall repairs to the skylight shaft in the CSI reception desk area this water damaged occurred before the new roof and skylights were installed. A no heat call was diagnosed and repaired by staff.

- A repair to the table saw at Parks Service Center woodshop were diagnosed and repaired completed, a capacitor had failed.
- A bump in the Lincoln Marsh office wall was repaired. The wall framing on the West sidewall of the office was moved back in place by a hydraulic jack to the correct position on the foundation.
- All ice-skating lights were tested for operation timers were set at Northside, Herrick, and Rathje parks in preparation for opening.
- Electrical set-up to service the Ice rinks for the RM33 event was completed.
- CAC floor repaired in Kale gym.
- Facility crew set up the lift at the Arrowhead building and raised a new heat exchanger to the roof to facilitate the repair of an HVAC unit.
- The in-line exhaust vent fan was replaced in the Community Center Pottery room after teachers commented that there was a strong smell during the use of the kilns.
- Work has begun retro fitting and replacing light fixtures in the Community Center filter room and guards room to LED.

### **Projects and Special Events**

- Central Athletic Center ice maintenance and resurfacing continues on a daily basis.
- Ice checks and maintenance on WPD ponds; Rathje, Herrick, 7 Gables and Northside Park
- Built stairs and railings for the Community Center Memorial Room stage.
- Work orders for signs and banners; baseball, Cosley Zoo, special facilities and Museum.
- Painted WPD Barricades.
- Set up, staffing, and takedown for the R33 Hockey Tourney at Central Athletic Center ice rinks.
- Snow and ice removal on all our walks, paths, and parking lots throughout the district.

### **Horticulture, Turf & Natural Resources**

- Staff assisted with snow removal and ice maintenance at CAC rinks.
- Staff assisted with snow removal from several events of snowfall in the month.
- Staff worked diligently to get the ponds at Northside, Herrick, Rathje and Seven Gables open for skating. Removing snow cover is the first step then adding water in light spray coats using fire hose is step 2. They did a wonderful job to get skating available to many residents of Wheaton. The

resurfacing and removing the skating marks and shavings left is done on a regular rotation to give a smooth surface for skaters

- Pruning to correct shrub and tree structure is something that needs to be done on a yearly basis. Staff have been able to work on several parks and prune the crossing, dead and diseased branches. The health and aesthetics have been greatly improved.
- Staff began a project to remove the invasive species at Presidents Park. The area south of the playground that had a detention area added to help with the seasonal flooding is now visible and will create an added area to walk and enjoy nature in that neighborhood.
- Staff assisted with the weekly garbage can pick up.

### **Conservation**

- Conservation staff continues with tree work, stump grinding and invasive species removal throughout the district.
- Staff assists with ice rink daily maintenance and snow removal.
- Staff assisted throughout the month with snow removal of parking lots, paths building entrances and adjacent walks.
- Conservation staff worked on tool maintenance organizing and cleaning chainsaws, pole saws and trucks to prepare for upcoming seasonal work.
- Teams course pruning and invasive species was conducted and will continue as weather permits.

### **Fleet Mechanics**

- Ongoing maintenance of snow equipment.
  - State safety and inspections completed for January on vehicles and equipment.
  - Parks received our second delivery of road salt.
  - Mechanics serviced and changed the cutting blades for the ice rink resurfacing machine.
  - Mechanics are pricing and receiving quotes for the 2022 budgeted equipment purchases.
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WHEATON PARK DISTRICT

## Wheaton Park

### Maintenance Summary Report II

Completion Date on or after 01/01/2022  
 Completion Date on or before 01/31/2022  
 RC Code is equal to PSC

WO Type	# WO	Total Hours	Total Labor Cost	Total Material Cost	Total Contractor Cost	Total Other Cost	Total Cost
Athletic Events	1	6.00	123.30	0.00	0.00	0.00	123.30
Corrective Maintenance	29	90.25	2271.33	44.39	0.00	795.74	3111.46
General Maintenance	29	534.75	13690.58	0.00	0.00	282.79	13973.37
Inspection	84	106.00	2911.87	0.00	0.00	0.00	2911.87
PM Repair	3	14.00	266.00	0.00	0.00	0.00	266.00
Preventive Maintenance	140	113.00	2742.62	134.29	0.00	57.59	2934.50
Project	1	96.50	1940.85	0.00	0.00	0.00	1940.85
Service Request	23	443.50	9134.84	0.00	0.00	0.00	9134.84
Signs and Banners	8	20.50	374.95	0.00	0.00	0.00	374.95
Standing WO	3	2.50	68.21	0.00	0.00	0.00	68.21
<b>Total</b>	<b>321</b>	<b>1427.00</b>	<b>33524.55</b>	<b>178.68</b>	<b>0.00</b>	<b>1136.12</b>	<b>34839.35</b>
<b>Average Time</b>	<b>6.10</b>						
<b>Average Cost</b>	<b>108.53</b>						

**TO: Mike Benard, Executive Director**  
**FROM: Vicki Beyer, Director of Recreation**  
**RE: Recreation Department Board Report**  
**DATE: February 4, 2022**

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### **Recreation Department- General**

- Staff is preparing for the Daddy Daughter Princess Ball on Friday, February 25. The event is sold out with 100 enrolled. The evening will include a sundae bar, DJ for dancing, and princess visits.
- The Recreation & Program Services Committee resumed meetings this month to pick up where we left off in 2020. The team is preparing to update the Programming Resources and General Considerations Manual. Contents of this manual include facility usage reports, cancelation reports, marketing resources, pricing resources, and guidelines for program expansion and development.
- The team is conducting an exercise to relocate fall 2022 programs regularly scheduled at the Community Center in 2<sup>nd</sup> floor classrooms and the auditorium in preparation for the Community Center interior remodel project.

### **Preschool & Camps- Jamie Martinson**

- Preschool Open House was held on January 27 to encourage new families to tour our classrooms and meet our staff. We had approximately 25 interested families participate.
- Toohey Park winter season began on January 10 with 90 students enrolled.
- Wide Horizons second semester started January 3. We currently have 104 students enrolled this school year, which is up 30% from the 2020-21 school year. Our class sizes are still modified with smaller rosters of about 12-14 per class, compared to a traditional 15-18 per class.
- Camp Counselor and Camp Director job postings were posted on January 3. Currently, Recreation camps have 40 vacancies to fill
- J. Martinson is working on American Camp Association re-accreditation paperwork to prepare for our upcoming site visit this summer.
- J. Martinson and A. Lewandowski are working with D. Novak on a Wheaton Park District t-shirt RFP for various district-wide programs and events.
- J. Martinson and the Safety Fair Committee have been moving forward with the planned Safety Fair scheduled March of 2022. This Safety Fair will streamline all mandatory PDRMA training topics for all full-time staff.
- 232 enrolled for Varied Interest classes this winter. Classes include music, magic, crafting, language, etc.

### **General Recreation - Matthew Wrobel**

- 103 Dancers enrolled for the current winter/spring Recital Season. This is up approximately 5% from 2021
- Staff are working on sizing and collecting costume measurements for the upcoming recital scheduled in May.
- 38 participants are enrolled in the current *James and the Giant Peach* production for Children's Playhouse
- M. Wrobel trained part-time staff on CPR/First Aid/AED on January 20
- Northside Warming Shelter has been open a total of 4 days, with approximately 183 visitors overall.
- The Northside Park Sled Hill has been open for 2 "official" days, with a total of 519 sledders.
- Northside Park winter outdoor recreation numbers are higher than reported, as numbers collected only reflect when the shelter house is open, and staff is working.
- Pickleball-
  - Sunday Pickleball: 15 enrolled for the winter series and an additional 42 participants for the daily drop-in.
  - Wednesday Pickleball: 5 enrolled for the winter series and an additional 19 for the daily drop-in
  - Friday Pickleball: 16 enrolled for the entire winter series and an additional 37 for the daily drop-in.

### **Mary Lubko Center- Megann Panek**

- The Silvertones Choir met for the first time in almost two years. They have a new director and are very excited at the possibility of hosting a spring concert.
  - The Winter MLC news was sent out via e-mail on January 4.
  - Staff began taking AARP tax aide appointments at the MLC. We are offering 300 appointments which is triple what we were able to provide in 2021.
  - A new balance class was attended by 6 patrons. The class was taught by a physical therapist from Fyzical, a new physical therapy office in Wheaton.
  - A group of 5 joined us for our "crafternoon" project of a DIY lantern.
-



### **Lincoln Marsh/Green Team- Terra Johnson, Deb Ditchman**

- Lincoln Marsh staff presented a total of 18 programs to 57 participants in January.
- 26 children participated in the Snowflake Scavenger Hunt program.
- Students enrolled in an “Activities in Chicagoland” program at Timothy Christian High School participated in our staff led, interactive Geocache program.
- Families enrolled in the January session of Nature Explorers explored the wonders of winter with hands on activities and explorations at Northside Park.

### **Customer Service & Registration- Sue Vasilev, Lyn Havelka & Rick Napier**

#### **DAYTIME COMMUNITY CENTER MANAGER**

- Ran Transcode Activity and Household Sales reports to determine web donations for Foundations for Director of Marketing.
- Changed Facility permissions in Facility Management in RecTrac 3.1 so Facility Scheduling Coordinator has all Community Center rooms and Atten Park Garden Plots in Supergrid for training purposes

- Changed Facility permissions in RecTrac 10.3 so Facility Scheduling Coordinator has corrected Supergrid when RecTrac is rolled over to the 3.1 live database
- Adjusted RecTrac 3.1 Supergrid for Superintendent of Athletics and Athletic Manager
- Met with Director of Marketing and Web Developer to discuss WebTrac 3.1 splash page design.
- Created new bill code for Lincoln Marsh Program Assistant
- Inactivated 16 unused bill codes for Lincoln Marsh Program Assistant
- Ran Expired Punch Pass Reset program to reset all employee incentive punch pass visits back to zero to begin the new year for Human Resource Department
- Facilitated New Hire Orientation on 1/20/22
- Updated Pool Guest, Re-admittance, Rain Check and 1-Day Complimentary coupons to the 2022 Pool Season dates
- Attended IPRA Conference

#### EVENING/WEEKEND COMMUNITY CENTER MANAGER

- Processed refunds for various programs, assisted registration as needed.
- Processed Parks Plus Fitness monthly payments
- Completed processing purchase orders for year end
- Developed February training topics
  - Wide Horizons Registration for 2022/2023
  - Camp Payment Plans
  - Accident/Incident Reports
  - Panic Button Protocol (locker rooms/track)
- Completed I-9 forms for Recreation and Parks Plus Fitness
- Created certificates of completion for Sports Stars classes
- Meetings with VALUES Committee to plan event for April
- Updated price sheet for Aquatics (fee increase Jan. 18)

#### REGISTRATION MANAGER

- Spring/Camps & Aquatic brochure first draft – Over 300 edits for location, fee and date changes were made to the RecTrac database.
- Spring/Camps 2022 database – 109 programs have been updated to remove the Athletic Administrative Assistant's email in the Special Features data field and add the Athletic Manager's information instead. Special Features are linked to members in a household who require a WDSRA aide, have a Medical or Allergy Alert. An automatic email is sent to the program manager when a child having one of these features either registers, transfers, or refunds from a program.
- Proofed/tested registration links for the February monthly news e-blast.
- Prepared End of Season Reports for the Fall 2021 database – Period End processing and transfer of rosters to history will be completed in early February.
  - Classes offered – 559 classes held vs. 368 in 2020
  - Class cancellation – 22% vs. 47% in 2020
  - Total number of enrollees – 6,139 vs. 3,577 in 2020
  - Total revenue - \$428,060.03 vs. \$243,182.20 in 2020



- 2021 vs. 2019 stats below –
  - Classes offered 559 vs. 672 in 2019
  - Class cancellation – 22% vs. 18% in 2019
  - Total number of enrollees – 6,139 vs. 6,863 in 2019
  - Total revenue - \$428,060.03 vs. \$457,977.16 in 2019
- 3.1 Migration – Updating Registration Manager’s Procedure book with print screen instructions.
- January Leisureship Update:
  - 2 family have been assisted in current fiscal year
  - 2 families had been assisted in previous fiscal year
- January Refund Summary:
  - 407 refunds processed
  - 460 refunds processed same month previous fiscal year
  - 11.52% decrease in refunds processed
    1. Total refunds: \$31,608.67 vs. \$26,617.13 in 2021. Although there was a decrease in requested refunds, there was a 18.75% increase in amount of refunds provided. The increase is due to the cost of programs.
    2. Check refunds: \$182
    3. Household credits: \$13,629.92
    4. Credit cards: \$17,796.75
    5. Administrative/service fees: \$190
- Activity Registration Summary for January:
  - Total registrations: 2,177
  - Fees processed: \$199,826.63
  - Web registration: 1,614
  - Web percent: 74.14%
  - Walk-in registration: 563
  - Walk-in percent: 25.86%
  - Resident registration: 1,713
  - Non-Resident registration: 464

**TO: Mike Benard, Executive Director**  
**FROM: Andy Bendy, Director of Special Facilities**  
**RE: February 16, 2022, Board Report**

**Cosley Zoo – Susan Wahlgren, Zoo Director**

**Fundraising/Revenue Activities**

- A total of 1,062 people visited the zoo this past January compared to 2,975 during the same timeframe in 2021.

**Admissions:**

Month	2022 Revenue	2022 Avg./Day	2021 Revenue	2021 Avg./Day
January	\$ 2,967	\$ 98.90	\$11,164	\$372.12

**General Revenue:**

- Thanks to the generosity of supporters, the zoo received total January operational donations of \$6,238.

**Significant Activities/Accomplishments**

**Education Programs and Activities:**

- Educator & Teen Specialist, Jackie Karnstedt conducted Animal Handling Training and testing (tracks 1 and 2) for eligible Junior Zookeepers. Testing takes place over several weeks and will continue into February.
- Natasha Fischer conducted a Biomimicry program at the zoo for a group of Timothy Christian High School students from Elmhurst. Biomimicry focuses on solving human challenges with inspiration from nature.

**Total Programs – January**

Type of Program	2022 Number of programs	2022 Number of participants	2021 Number of programs	2021 Number of participants
Outreach	1	450	0	0
Guest Engagement*	0	0	7	41
Camps	0	0	0	0
Teen Programs***	16	65	8	55
School programs	1	14	1	8
Scout programs	0	0	1	12
Family programs**	3	34	10	89
Special Events	1	9	1	13
Rentals	3	134	0	0
<b>Total</b>	<b>25</b>	<b>706</b>	<b>28</b>	<b>218</b>

\* Formerly Casual Interpretation – name has been changed for this program type to align with current industry terminology.

\*\*Formerly Park District programs – name changed to reflect the audience/type of program more accurately.

\*\*\*Formerly Jr Zookeeper Club – name changed to include Summer Teen Interpreter program

### Virtual Versus In-Person Programming – January

	Number of Programs	Number of Participants
On-site In-person	17	107
Off-site In-person	0	0
Virtual	5	465
<b>Total</b>	<b>22</b>	<b>572</b>

*(Virtual include JZs, Bookworms, Animal Chat, school and scout groups, personalized Valentine's Day animal greetings)*

### General Activities:

- Angie Dosch and Susan Wahlgren along with the zoos two primary contracted veterinarians conducted the annual veterinary meeting on January 31. Participants reviewed and updated the contract and animal health protocols for individual species. Also reviewed were, response to diseases of high consequence, necropsy results from the previous year and the use of the new blood analysis machines.
- Staff completed the 2021 annual Blanding's Turtle Recovery Project report for Cosley Zoo. This report is submitted to the Forest Preserve District of DuPage County who compiles reports from all partners into one comprehensive document that covers all Blanding's related activities and accomplishments for the year. As of the end of 2021, Cosley Zoo has been part of the rearing and release of more than 4,000 turtles over the past 20 years!
- Zoo Director, Susan Wahlgren put together the required progress report that will be submitted to the AZA Accreditation Commission in early February. This report addresses how the zoo is and will be dealing with the lack of varying substrates in the pig exhibit.
- The zoo's animal care department welcomed three new volunteers and two interns in January.
- With the support of two current volunteers, Education Supervisor, Natasha Fischer and Lead Zookeeper & Animal Welfare Coordinator, Heather Christophe conducted a virtual volunteer open house. Nine attendees learned about the zoos volunteer opportunities.
- Zoo staff completed training or refresher training with KultureCity. This continued training makes it possible for the zoo to retain its certification as a sensory inclusive facility.
- Sue Wahlgren worked with Scovill and Peoria Zoo Directors to compile a final report on the use of the \$5,000 AZA/USDA grant given to the zoos in 2021 to develop a more robust cooperative emergency plan. This included a formal MOU between four small Illinois zoos and an on-line listing of unique resources available from each institution in case of emergency.
- The zoo currently has several available positions including two gift shop, two admissions, three building & grounds, and three in concession.
- During the Festival of Lights, the zoo offered recycling of Christmas lights. After six weeks of collection, the zoo sent 400 lbs. (424 strings) of lights to be recycled.

**Arrowhead Food and Beverage, Russ Hillard -  
Food and Beverage Director**

***Banquets***

- Arrowhead hosted 26 events, many of which were memorial luncheons, and 1 wedding for 165 guests. Due to the spike in COVID numbers there were 12 events that canceled in January, and more postpone to later dates in 2022.
- Staff attended two bridal showcases in January to promote hosting weddings, rehearsal dinners and bridal showers to prospective couples.
- The banquets team is looking forward to a fun February with many banquets hosted events such as Dueling Pianos, Straight from the Tap, Be Mine - Wedding Divine Showcase, and the Big Easy Bash featuring live music from Zydeco Voodoo.

***Restaurant***

- In January Arrowhead Restaurant and Bar welcomed 2,584 guests
- Many were cross country skiers enjoying the beautifully groomed trails on the golf course
- Chef specials including Boursin Chicken Pasta and Chocolate Bread Pudding were enjoyed by diners
- AGC fed the hungry crowds at the R33 Hockey Tournament with Turkey Chili, Bratwurst and Hot Dogs

**Arrowhead Golf Club-Bruce Stoller, Director of Golf**

- January temperatures averaged more than five degrees below normal while precipitation was less than half of the long-term average.
- Two moderate snowstorms toward the end of the month allowed ski trails to be open from the 24<sup>th</sup> through the 31<sup>st</sup>. Over 400 people rented equipment during that time which included the second busiest weekend in the last eight years.
- Building maintenance projects included: re-wiring the televisions in the bar for easier operation; replacing a motor on a rooftop unit; replacing a heat exchanger on a rooftop unit; ordering a walk-in freezer for the zoo; repairing a section of shingles torn off by strong winds; painting doors throughout the building.
- Grounds maintenance projects included: removing all outdoor Christmas lights; daily grooming of cross-country ski trails when open; trimming trees throughout the property; repairing and painting of course accessories; winter cleaning and maintenance of all equipment.
- The majority of the initial orders for pro shop merchandise were placed by the middle of January with many summer and fall orders placed as well. This was done earlier than normal in an attempt to minimize potential issues that could arise from continued supply chain problems.
- The professional staff attended the annual PGA Merchandise Show from the 25<sup>th</sup>-27<sup>th</sup>. Many of the larger clothing and equipment vendors did not attend this year so staff focused our attention on the technology sector. We were able to talk with a variety of software companies and gain a great deal of knowledge from them as we will be looking to upgrade our tee sheet software and GPS system over the next couple of years.

- The golf schedule for internal events was finalized with dates set for special events, and adult and junior group lessons.
- Pricing on the POS system have been updated, and new information on green fees, outings and lesson programming have been added to the website.
- An architect has been hired to assist with the design and permitting of the replacement starter shed scheduled to be built by April 1.

**Historical Museum- Michelle Podkova**  
**Manager & Educator; Zach Bishop, Curator**

**Collections and Exhibits**

- Curator sent out final report of Collection Committee accessioned and deaccessioned times for remainder of 2021 to County for approval.
- Curator continues working on the Memorial Park project for the Illinois State Historic Preservation Office.
- Curator wrote an application for an Illinois Association of Museums award for the *Ballots of Power* exhibit
- Staff is doing some research with Wheaton College Archives.
- Curator is researching and securing loans for the *Stories of DuPage* exhibit opening in June.

**Education, Outreach, and Events**

- Staff hosted 9 Girl Scouts for Daisy and the Girl Scouts on January 3.
- A Girl Scout Traditions program for 4 scouts was held on January 8.
- Staff created Victorian Valentine craft kits; 17 kits have been sold.
- Curator presented on the Underground Railroad for 15 attendees at Winfield Library on January 18.
- The Museum hosted Tanks of D-Day presentation on January 20 for 18 attendees.
- The Museum hosted 13 scouts for two Girl Scout programs on January 22.
- Curator wrote a presentation on immigration to give for a group of libraries in a literacy series in February.

**Marketing**

- An eblast was sent out for February events.
- Marketing designed a poster for the January 20 Tanks event.
- Graphic designers continued to update the programs/tours brochure, WPD birthday party brochure and Museum birthday party brochures.
- Spring events, Train Saturdays and the March 6 event were updated on the website.
- Eblasts were sent and social media posts created for Casino Night

**Administration, Rentals, Building, Training and Safety**

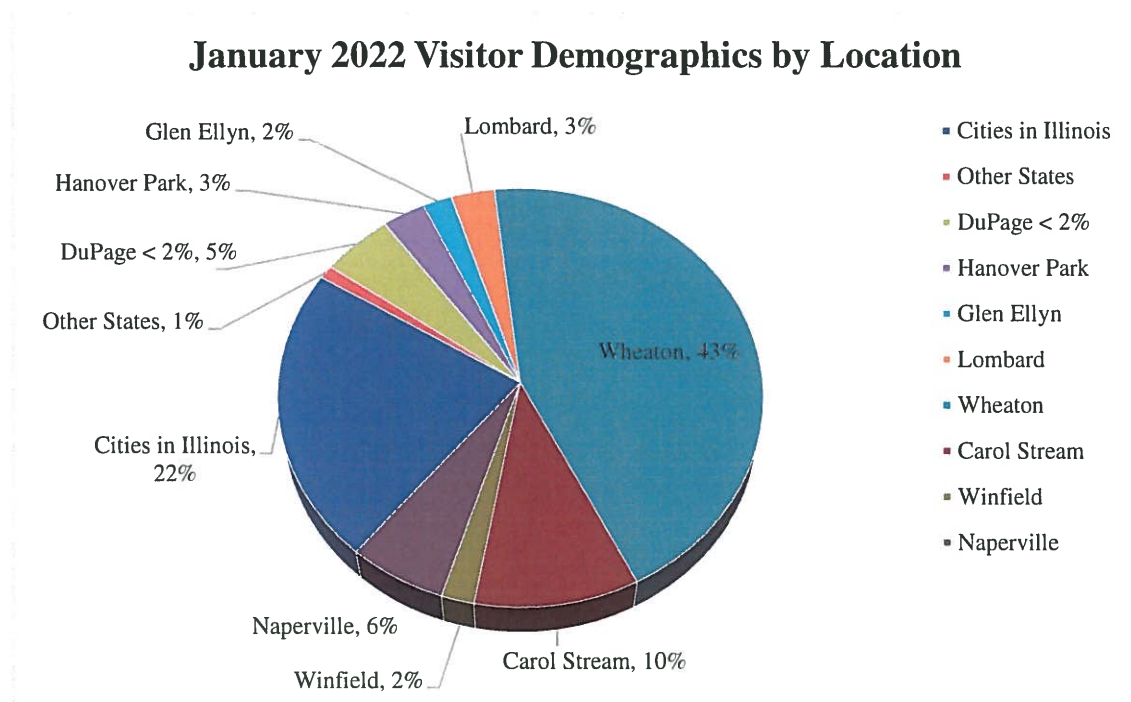
- All staff recertified in CPR and first aid with the Safety Manager in January.
- Staff is working with the Wheaton Chamber to finalize its 2022 rental schedule.
- Manager attended Diversity Matters with the Wheaton Chamber and the monthly Chamber DEI committee meeting.



- The Museum hosted a private rental for the Wheaton Garden Club on January 13.
- Staff attended the WPD Safety meeting.
- Manager attended the Culinary Historians of Northern Illinois meeting.
- Staff attended a KDRMA meeting of regional museums.
- The Museum hosted a private rental on January 25.

### **Foundation**

- Manager is working with a Foundation member to plan Recognizing Trailblazers: Women who Shaped DuPage event in March.
- Manager and Curator worked on research for the Kroehler YMCA building. Manager worked up a draft letter the Foundation may use for supporting building preservation efforts.



**Total Visitors for January 2022:** 259 (compared to 29 in January 2021)

**Total Visitors for 2022:** 259 (compared to 29 in 2021)

**Shop Sales January 2022:** \$63.99 (compared to \$0.00 in January 2021)

**Annual Shop Sales 2022:** \$63.99 (compared to \$ 0.00 in 2020)

**TO: Mike Benard, Executive Director**  
**FROM: Margie Wilhelmi, Director of Marketing and Fund Development**  
**RE: February 16, 2022, Board Report**

## **+ Marketing**

### **Arrowhead Restaurant**

Several events are being promoted and include Dueling Pianos on February 11 which is now *sold out*. Straight from the Tap registration continues to grow with 85 registered as of February 7. The Big Easy Bash/Mardi Gras Celebration takes place on February 26 with 39 registered so far. Lucky Lunch Box returned this year. Lunch time diners have the opportunity to enter to win 1 of 7 lucky lunch box packages now until March 17.

### **Arrowhead Golf Course, Driving Range & Cross-Country Skiing**

Golf Memberships for 2022 are being promoted through the Spring program guide (prices remain the same as 2021), on the Arrowhead website and through [golfillinois.com](http://golfillinois.com).

### **Arrowhead Events**

Be Mine wedding showcase will take place on February 20 and has 54 people registered as of February 4.

### **Cosley Zoo**

A 2021 Impact document was finalized and will be mailed to Wildlife Champion Members and Donors in February.

### **DuPage County Historical Museum**

February and March programs are being marketed via email and social media. The Casino Night mailing was received in homes at the end of January.

### **Athletic Marketing**

Promoted Spring Sport Registration to include all levels of Baseball/Softball programs

### **Parks Plus Fitness Center**

The New Year 25% off sale ran from January 1 – 17. It was promoted via posters, social media and eblasts.

### **Aquatic Centers**

The 15% off sale ended on January 17 and the 10% off sale will continue until April 1. Sale promotions include inclusion in the Spring program guide, atrium banner displayed in the Community Center, eblasts and social media posts.

### **Recreation**

Promoted outdoor winter recreation programs and events through social media and the January newsletter email blast.

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## Top Social Media Posts for February

Iceapalooza | January 21 | Reach 2,591

5 Days Left for Pool Pass Sale | January 12 | Reach 895

January Newsletter | January 4 | Reach 1,010

Make this year, your year | January 1 | Reach 886

Wheaton Park District  
Published by Joseph V Viso · January 12 at 6:00 PM · 🌐

There are only 5 days left for our pool pass winter sale! Now through January 17 get 15% off your pool passes. You'll have access to the northside and rice pools all season long. Buy now and save!  
<https://bit.ly/3fjTH6>



**WINTER SALE**  
Now through January 17

**15% OFF**  
Pool Passes

MAKES THE PERFECT GIFT

ACCESS 2 POOLS FOR 1 LOW PRICE

895 People reached 28 Engagements -1.0x average Distribution score

Boost post

2 Likes 1 Share

Like Comment Share

Comment as Wheaton Park District

View post on Facebook

Wheaton Park District  
Published by Joseph V Viso · January 21 at 3:00 PM · 🌐

"Ice-A-Palooza returns this year to the Central Athletic Complex Ice Rinks! Bring the family for a free fun outdoor event with games, performances, activities, and more. Stans Donuts will be on site this year and we strongly encourage you to pre-order which will guarantee your donuts. Place your pre-orders here: <https://foodtruck.pub/?id=5068> Hope to see you there!



**ICE-A-PALOOZA**  
Saturday, February 5 | 11A-2P  
Central Athletic Complex

**OPEN SKATING & HOCKEY**  
Bring your own skates.  
\*Due to stock shortages, we will not be able to provide skate rentals this year at Ice-A-Palooza.

**ENJOY**  
s'mores by the bonfire and kids activities.

**PERFORMANCES**  
by Center Ice of DuPage

2,591 People reached 88 Engagements +2.9x higher Distribution score

Boost post

12 Likes 6 Shares

Like Comment Share

Most relevant

Comment as Wheaton Park District

View post on Facebook

## Email Marketing for January 2022

E-Blast/Subject	Date	Open Rate
The Winter MLC News	1/4/22	48.7%
Pool Pass 15% off Sale	1/14/22	45.2%
20% off Parks Plus Fitness	1/18/22	41%
Arrowhead January Newsletter	1/19/22	44.2%
Winter Recreation Programs	1/19/22	78.8%

## Special Events

### Past Events

#### Ice-a-palooza | February 5

Iceapalooza was well attended. The day was filled with our sponsor, Smile Doctors, ice skaters, marshmallow roasting, ice hockey competitions and

## **Upcoming Events**

### **Straight from the Tap | February 19**

As of February 6, there are 85 people registered. The event is being promoted through eblasts, social media, signage at the Community Center and through our participating Breweries.

### **Fun Run In Color | April 9**

The Fun Run will return after two years. The event will, again, include color stations along the run route, finisher medals and a final color throw/after party at the end. To date, 12 people are registered.

### **Cream of Wheaton | June 2 – 5**

A press release went out on February 7 announcing the return of Cream of Wheaton. Planning meetings with the Wheaton Chamber are beginning on February 17.

### **Memorial Park Summer Concert Series 2022**

All entertainment for the 2022 concerts is being finalized with each booking agent/band. Sponsorship solicitation is in the works with \$5,000 secured.

## **✚ Cosley Zoo Foundation**

### **Membership**

A total of 58 new members joined in January (20 renewals and 38 new).

### **Run for the Animals | June 4, 2022**

Registration is available through runsignup.com. To date, there are 12 people registered. Sponsorship solicitation is underway.

## **✚ DuPage County Historical Museum Foundation**

### **Casino Night | Friday, March 11, 2022**

Tickets are on sale and 80 have been sold/reserved as of February 7 (includes sponsor tickets). Sponsorship revenue is confirmed at \$12,500. The committee is continuing to meet regularly.

### **Mad Fore Plaid | January 20, 2023**

The event is scheduled to return on January 20, 2023. A kick-off meeting will take place in May/June

## **✚ Play For All Playground & Garden Foundation**

### **Newsletter**

The Spring Newsletter is underway for distribution in March.

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### **Play Days**

Promotional materials are being developed to promote the Summer Play Day Series. It will take place on the third Saturday of each month, May through August.

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