



Wheaton Park District

PUBLIC NOTICE

Meeting - Wheaton Park District Board of Commissioners

Wednesday May 21, 2025 - 5:00 p.m.

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

May 19, 2025

Public notice is hereby given that the Board of Park Commissioners of the Wheaton Park District will meet Wednesday May 21, 2025 at 5:00 p.m.

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

Michael J. Benard
Secretary

The Agenda for the May 21, 2025, Meeting is as Follows:

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



Wheaton Park District

Meeting of the Wheaton Park District Board of Commissioners

May 21, 2025, 5:00 pm

CALL TO ORDER

PRESENTATIONS

- Summer Day Camps

COMMUNITY INPUT

Public comments are important to the Board. However, it is the Board's policy not to take action 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 nonresidents.

The purpose of the public participation is to allow the public the opportunity to make a statement to the Board. The purpose of public participation is not to provoke a debate with the Board. Once an individual has spoken, that individual may not speak on the same issue again. Any limitation regarding addressing the Board may be waived by a majority vote of the Board.

Except during the public comment portion of the regular Board agenda, or as stated in this rule, no person other than the Executive Director or the District's Attorney may address the Board.

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 \$1,691,771.57 for the period beginning April 9, 2025, and ending May 13, 2025
- B. Approval of Amended Subcommittee Meeting Schedule for the Wheaton Park District
- C. Approval of Subcommittee Meeting Minutes April 2, 2025
- D. Approval of Board Meeting Minutes April 23, 2025
- E. Approval of Closed Session Minutes 1/10/24, 1/17/24, 2/7/24, 2/21/24, 3/6/24, 3/20/24, 4/3/24, 4/17/24, 6/19/24, 7/10/24, 7/17/24, 8/21/24, 10/23/24, & 11/6/24

UNFINISHED BUSINESS

None

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Wheaton Park District

OATH OF OFFICE / ANNUAL ELECTION OF OFFICERS / APPOINTMENTS

1. Swearing in of Park District Commissioners Elect John Kelly, Angela Welker, and Bill Barrett by Judge Paul Fullerton
2. Motion to Elect John Vires President and Bill Barrett Vice President of the Wheaton Park District Board of Commissioners
3. Motion to Appoint Michael Benard Executive Director / Secretary and Sandra Simpson Treasurer of the Wheaton Park District
4. President to Appoint Foundation Park Board Liaisons and Subcommittee Chairpersons
 - a. Cosley Foundation Board Liaison
 - b. DuPage Museum Foundation Board Liaison
 - c. Sensory Garden and Playground Foundation Board Liaison
 - d. Buildings and Grounds Subcommittee Chair
 - e. Finance Subcommittee Chair

NEW BUSINESS

1. **Ray Morrill Community Center Entrance Facade Improvement Project** – Motion to approve the base bid from LZ Design Group in the amount of \$66,700 plus a 10% contingency
2. **Ray Morrill Community Center Memorial Room Sound System Improvement Project** – Motion to approve the base bid from Mesa Electronics in the amount of \$56,681.10
3. **Purchase of 2025 Backhoe Loader** – Motion to approve the purchase of a 2025 Case 580SN Backhoe Loader in the amount of \$130,874 from McCann Industries through the Sourcwell Purchasing Program
4. **Purchase 2025 Ford F-150** – Motion to approve the purchase of a 2025 Ford F-150 in the amount of \$39,576 from Currie Motors Ford
5. **Purchase 2025 Ford F230 Crew Cab Dump Trucks (2)** – Motion to approve the purchase of 2 2025 Ford F230 Crew Cab Trucks in the amount of \$143,836 from Morrow Brothers through the State Purchasing Program
6. **Blanchard Building Parking Lot Replacement Project** – Motion to approve change order #1 from Abbey Paving for a contract increase of \$15,378
7. **Cosley Zoo Education Pavilion & Duck Enclosure Project** – Motion to approve change order #2 and #3 from EP Doyle Construction for a contract increase of \$7,850



Wheaton Park District

8. **Cosley Zoo Staff and Overflow Parking Area Project** – Motion to approve change order #3 from EP Doyle Construction for a contract increase of \$4,202.30
9. **Reimbursement Agreement with Briarcliffe Baseball** – Motion to approve a Reimbursement Agreement with Wheaton Briarcliffe Youth Baseball for the construction of a batting cage
10. **Graf Park, Atten Park, Seven Gables Park & Central Athletic Complex Engineering Studies** – Motion to approve a contract for professional services with Wight Engineering in the amount of \$69,200 for athletic field engineering
11. **Toohy Park Improvements Design Services** – Motion to approve a contract for professional services with Upland Design in the amount of \$13,800 for park design services
12. **Illinois Parks and Recreation Association Statewide Funding Initiative** – Motion to approve a grant application for Prairie Path Park and Seven Gables Park
13. **Annual Review of Finance Policies** – Motion to approve the Finance Policies of the Wheaton Park District as Amended
14. **Cream of Wheaton Beer Garden** – Motion to approve purchases from Euclid Beverage in an amount not to exceed \$29,000

REPORTS FROM STAFF

- Executive Director
- Monthly Department Reports – Finance, Marketing, Development, Events, Recreation, Athletics, Cosley Zoo, 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) The Selection of a Person to Fill a Vacancy in Public Office, 5 ILCS 120/2(c) (3).
- c) Purchase or lease of real property, 5ILCS 120/2 (c) (5)
- d) Setting of price for sale or lease of property owned by the public body, 5ILCS 120/2 (c) (6)
- e) Pending, probable or imminent litigation, 5ILCS 120/2 (c) (11)
- f) 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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Checks Approval Document


Board of Commissioners Report from the period beginning April 9, 2025 ending May 13, 2025.

Fund # and Description	Invoice Amounts
10-General	157,947.51
20-Recreation	408,287.48
22-Cosley Zoo	37,067.99
23-Liability	60,842.08
24-Audit	15,000.00
26-IMRF	41,300.19
40-Capital Projects	370,623.25
60-Golf Fund	315,680.13
70-Information Technology	95,280.71
75-Health Insurance	189,742.23
Grand Total *	1,691,771.57

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 May 21, 2025.


(Treasurer)


(Secretary)

Vendor Name and #	Check #	GL Account Number	Description	Invoice Amounts
Abbey Paving & Sealcoating Co Inc. 05147	251068	40-800-857-57-5701-0000	Blanchard Parking Lot	170,141.22
Abbey Paving & Sealcoating Co Inc. 05147 Total *				170,141.22
Absolute Service Inc. 03173	251263	60-601-000-53-5343-0000	Preventative Maintenance for Irrigation Pump Station	450.00
Absolute Service Inc. 03173 Total *				450.00
Accountable Pest Solutions LLC 07611	251264	10-430-000-52-5210-0000	Pest Control April 2025	105.00
Accountable Pest Solutions LLC 07611 Total *				105.00
Adachi TMP114	168204	20-000-000-20-2025-0000	Household Refund	105.00
Adachi TMP114 Total *				105.00
Adolph Kiefer and Associates LLC 06704	250992	23-000-000-53-5302-0000	CPR Mannequins	1,134.45
Adolph Kiefer and Associates LLC 06704 Total *				1,134.45
Advanced Intelligence Engineering 05743	250926	70-000-000-52-5240-0000	Monthly Managed IT Services for April 2025	20,866.50
	250926	70-000-000-53-5305-0000	Laptop Docking Station Monitors and Cables for Marketing Staff	1,793.47
	250926	70-000-000-53-5305-0000	Webcam for RM	28.34
	251191	70-000-000-52-5240-0000	Rathje Buildout to Support Camera System - Meraki License	487.39
	251191	70-000-000-52-5240-0000	Rathje Network Buildout to Support Camera System - Project Labor	475.00
	251191	70-000-000-52-5240-0000	Spring 2025 PC Replacement Project - Project Labor	2,500.00
	251191	70-000-000-53-5305-0000	Rathje Network Buildout to Support Camera System - Hardware	761.73
	251191	70-000-000-53-5305-0000	Replacement Monitor	206.18
	251191	70-000-000-53-5305-0000	Spring 2025 PC Replacement Project - Hardware	24,305.18
	251191	70-000-000-53-5305-0000	Spring 2025 PC Replacement Project - Licensing	1,421.70
	251191	70-000-000-53-5305-0000	UPS Backup for Cosley Zookeepers	139.74
	251265	70-000-000-52-5240-0000	Monthly Managed IT Services for May 2025	20,945.60
	251265	70-000-000-52-5240-0000	Rathje Network Buildout - Project Labor	475.00
Advanced Intelligence Engineering 05743 Total *				74,405.83
Advocate Health and Hospitals Corporation 06940	251266	23-418-000-52-5208-0000	Back Evaluations	530.00
Advocate Health and Hospitals Corporation 06940 Total *				530.00
Aflac 01091	0	10-000-000-21-2131-0000	April 2025 Aflac	177.76
	0	10-000-000-21-2132-0000	April 2025 Aflac	147.70
Aflac 01091 Total *				325.46
Airgas National Carbonation 03113	250993	60-612-000-52-5220-0000	Inv# 9158908593 Bulk Co2	234.42
	250993	60-612-000-52-5220-0000	Inv# 9159650701 Bulk Co2	149.92
	251267	60-612-000-52-5220-0000	Inv# 9160020686 Bulk Co2	165.57
Airgas National Carbonation 03113 Total *				549.91
Airgas USA LLC 00018	251192	60-601-000-53-5315-0000	Inv# 9159344328	189.04
Airgas USA LLC 00018 Total *				189.04
Alarm Detection Systems 00019	250994	10-101-000-52-5211-0000	PSC Quarterly Alarm Monitoring	189.00
	250994	10-101-000-52-5211-1904	Bandshell Quarterly Alarm Monitoring	189.00
	250994	10-101-854-52-5211-0000	DCHM Quarterly Alarm Monitoring	189.00
	250994	10-101-856-52-5211-0000	Prairie Quarterly Alarm Monitoring	219.00
	250994	20-101-000-52-5211-0000	Toohey & Rathje Quarterly Alarm Monitoring	378.00
	250994	20-101-112-52-5211-0000	LM Quarterly Alarm Monitoring	204.00
	250994	20-101-220-52-5211-0000	CC Quarterly Alarm Monitoring	225.00
	250994	20-101-225-52-5211-0000	CAC Quarterly Alarm Monitoring	189.00
	250994	20-101-231-52-5211-0000	Northside Pool Quarterly Alarm Monitoring	189.00

Vendor Name and #	Check #	GL Account Number	Description	Invoice Amounts
Alarm Detection Systems 00019	250994	20-101-234-52-5211-0000	Blanchard Quarterly Alarm Monitoring	240.00
	250994	20-101-303-52-5211-0000	Clocktower Quarterly Alarm Monitoring	162.00
	250994	20-101-304-52-5211-0000	MLC Quarterly Alarm Monitoring	162.00
	250994	22-501-000-52-5210-0000	Lock Replacement Service Call	484.18
	250994	22-501-000-52-5211-0000	Cosley Gift & Welcome Center Quarterly Alarm Monitoring	378.00
Alarm Detection Systems 00019 Total *				3,397.18
Albertsons 00020	251069	22-501-000-53-5309-0000	Animal Medication	16.37
	251069	22-501-000-53-5309-0000	Fox Medicine	37.35
Albertsons 00020 Total *				53.72
Alexander Equipment Co. Inc. 00021	251193	40-800-822-53-5301-0000	Forestry Supplies	1,217.07
Alexander Equipment Co. Inc. 00021 Total *				1,217.07
Allison 07402	251070	20-220-204-52-5280-4457	Wheaton United Payment	333.33
Allison 07402 Total *				333.33
Alpha Graphics 00032	250927	10-000-415-53-5302-0000	Special Events Booklet	208.90
	251071	10-000-415-54-5438-0000	Parks Day Sign	35.00
Alpha Graphics 00032 Total *				243.90
American Septic Service Inc. 04885	251072	22-501-000-53-5315-0000	Cleanout of Pond Settling Tanks	450.00
American Septic Service Inc. 04885 Total *				450.00
Amperage Electrical Supply, Inc. 07053	250928	60-000-000-53-5312-0000	Inv# 6585-2201160	710.00
Amperage Electrical Supply, Inc. 07053 Total *				710.00
Anderson Elevator Co. 00042	250929	10-101-000-52-5211-0000	Monthly Elevator Maintenance Parks	171.00
	250929	10-101-854-52-5211-0000	Monthly Elevator Maintenance DHM	234.00
	250929	20-101-220-52-5211-0000	Monthly Elevator Maintenance CC	210.00
	250929	20-101-225-52-5211-0000	Monthly Elevator Maintenance CAC	212.00
Anderson Elevator Co. 00042 Total *				827.00
Anderson Lock 00041	250930	60-000-000-53-5334-0000	Inv# 1168832	228.92
	251194	10-101-000-53-5334-0000	Padlock	184.88
Anderson Lock 00041 Total *				413.80
Animal Medical Clinic 00046	250931	22-501-000-53-5309-0000	Animal Testing and Supplies	4,068.60
Animal Medical Clinic 00046 Total *				4,068.60
Anthem Sports LLC 06339	251195	20-220-204-53-5301-4457	Soccer Nets for Graf Park	655.24
Anthem Sports LLC 06339 Total *				655.24
Archbold 07663	250995	20-220-304-53-5301-5500	Beyond Glee Concert Cellist	200.00
Archbold 07663 Total *				200.00
Around The Town Entertainment LLC 07061	251073	10-430-000-52-5210-0000	Retainer for Santa Express	785.00
Around The Town Entertainment LLC 07061 Total *				785.00
Ashley 07386	251074	20-220-204-52-5280-4457	Wheaton United Payment	250.00
Ashley 07386 Total *				250.00
AT&T Internet 00070	250996	10-101-000-52-5262-0000	Parks 1000 Manchester Rd 040225-050125	115.17
	251075	10-000-856-52-5262-0000	Prairie 855 W Prairie Ave 040825-050725	125.16
	251075	60-000-000-52-5262-0000	AGC 26W151 Butterfield Rd 041225-051125	125.16
AT&T Internet 00070 Total *				365.49
AT&T Mobility 00068	250932	10-000-000-52-5265-0000	300-4503 D. Siciliano 021825-031725	50.86
	250932	10-000-000-52-5265-0000	346-9175 Tablet 7 Ex Director 021825-031725	33.18
	250932	10-000-000-52-5265-0000	945-7726 M. Benard 021825-031725	50.86
	250932	10-000-415-52-5265-0000	234-8725 Lauren C 021825-031725	50.85
	250932	10-000-415-52-5265-0000	240-0798 Hot Spot 1 Events 021825-031725	43.23

Vendor Name and #	Check #	GL Account Number	Description	Invoice Amounts
AT&T Mobility 00068	250932	10-000-415-52-5265-0000	251-5866 Events Tablet 10 021825-031725	23.24
	250932	10-000-415-52-5265-0000	251-8452 Tablet 11 Events 021825-031725	23.24
	250932	10-000-416-52-5265-1906	815-6705 Events iPad 021825-031725	23.24
	250932	10-000-416-52-5265-1906	815-6706 Events iPad 021825-031725	23.24
	250932	10-000-416-52-5265-1906	815-6707 Events iPad 021825-031725	23.24
	250932	10-101-000-52-5265-0000	234-1025 Parks Tablet 8 021825-031725	23.24
	250932	10-101-000-52-5265-0000	234-8452 Parks Tablet 21 021825-031725	23.24
	250932	10-101-000-52-5265-0000	346-0577 Security 7 Gables 021825-031725	83.24
	250932	10-101-000-52-5265-0000	386-1562 Parks Dept 021825-031725	5.62
	250932	10-101-000-52-5265-0000	386-1616 Parks Dept 021825-031725	5.62
	250932	10-101-000-52-5265-0000	464-0161 R. Sperl 021825-031725	76.07
	250932	10-101-000-52-5265-0000	639-8267 Parks Dept 021825-031725	5.62
	250932	10-101-000-52-5265-0000	639-8599 Parks Dept 021825-031725	50.86
	250932	10-101-000-52-5265-0000	639-8783 K. Flynn 021825-031725	50.86
	250932	10-101-000-52-5265-0000	917-4832 P. Stanczak 021825-031725	76.07
	250932	10-419-000-52-5265-0000	234-2925 Martha H 021825-031725	76.06
	250932	10-419-000-52-5265-0000	815-1067 Sandra S 021825-031725	50.86
	250932	20-000-112-52-5265-0000	871-1362 Camp Adventure 021825-031725	76.07
	250932	20-000-200-52-5265-0000	234-1813 Chad S 021825-031725	76.06
	250932	20-000-200-52-5265-0000	251-7649 Recreation Tablet 22 021825-031725	23.24
	250932	20-000-200-52-5265-0000	536-4138 V. Beyer 021825-031725	76.07
	250932	20-000-205-52-5265-0000	232-9893 Hot Spot 3 Athletics 021825-031725	43.23
	250932	20-000-205-52-5265-0000	605-1287 Athletics 021825-031725	76.07
	250932	20-000-304-52-5265-0000	251-0735 MLC Travel 021825-031725	50.85
	250932	20-000-415-52-5265-0000	414-0027 M. Wilhelmi 021825-031725	76.07
	250932	20-101-000-52-5265-0000	885-4579 D. Shee 021825-031725	50.85
	250932	20-101-220-52-5265-0000	768-2406 WPD Wagner 021825-031725	76.07
	250932	20-220-207-52-5265-0000	251-0972 Kelly N 021825-031725	76.06
	250932	20-220-207-52-5265-0000	346-9428 J. Martinson 021825-031725	76.07
	250932	20-222-232-52-5265-0000	251-7369 Max Y 021825-031725	76.07
	250932	20-222-232-52-5265-0000	885-4684 W. Russell 021825-031725	76.08
	250932	20-350-302-52-5265-0000	232-9894 Hot Spot 2 PPFC 021825-031725	43.23
	250932	22-501-000-52-5265-0000	234-0136 Cosley Tablet 16 021825-031725	23.24
	250932	22-501-000-52-5265-0000	234-9679 Cosley Tablet 9 021825-031725	23.24
	250932	22-501-000-52-5265-0000	779-8546 Cosley Tablet 17 021825-031725	23.24
	250932	60-000-000-52-5265-0000	240-0783 Hot Spot 4 AGC 021825-031725	43.23
	250932	60-000-000-52-5265-0000	520-5201 AGC Tablet 13 021825-031725	23.24
	250932	60-000-000-52-5265-0000	520-5473 AGC Tablet 14 021825-031725	23.24
	250932	60-000-000-52-5265-0000	624-3574 D. Novak 021825-031725	76.07
	250932	60-000-000-52-5265-0000	703-1526 AGC Backup 021825-031725	83.24
	250932	60-000-000-52-5265-0000	871-4196 AGC Tablet 15 021825-031725	23.24
	251268	10-000-000-52-5265-0000	300-4503 D. Siciliano 031825-041725	50.86
	251268	10-000-000-52-5265-0000	346-9175 Tablet 7 Ex Director 031825-041725	33.18
	251268	10-000-000-52-5265-0000	945-7726 M. Benard 031825-041725	50.86
	251268	10-000-415-52-5265-0000	234-8725 Lauren C 031825-041725	50.85
	251268	10-000-415-52-5265-0000	240-0798 Hot Spot 1 Events 031825-041725	43.23
	251268	10-000-415-52-5265-0000	251-5866 Events Tablet 10 031825-041725	23.24
	251268	10-000-415-52-5265-0000	251-8452 Tablet 11 Events 031825-041725	23.24

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AT&T Mobility 00068	251268	10-000-416-52-5265-1906	815-6705 Events iPad 031825-041725	23.24
	251268	10-000-416-52-5265-1906	815-6706 Events iPad 031825-041725	23.24
	251268	10-000-416-52-5265-1906	815-6707 Events iPad 031825-041725	23.24
	251268	10-101-000-52-5265-0000	234-1025 Parks Tablet 8 031825-041725	23.24
	251268	10-101-000-52-5265-0000	234-8452 Parks Tablet 21 031825-041725	23.24
	251268	10-101-000-52-5265-0000	346-0577 Security 7 Gables 031825-041725	83.24
	251268	10-101-000-52-5265-0000	386-1562 Parks Dept 031825-041725	6.86
	251268	10-101-000-52-5265-0000	386-1616 Parks Dept 031825-041725	5.62
	251268	10-101-000-52-5265-0000	464-0161 R. Sperl 031825-041725	50.86
	251268	10-101-000-52-5265-0000	639-8267 Parks Dept 031825-041725	5.62
	251268	10-101-000-52-5265-0000	639-8599 Parks Dept 031825-041725	50.86
	251268	10-101-000-52-5265-0000	639-8783 K. Flynn 031825-041725	50.86
	251268	10-101-000-52-5265-0000	917-4832 P. Stanczak 031825-041725	76.07
	251268	10-101-000-53-5313-0000	Equipment 031825-041725	399.99
	251268	10-419-000-52-5265-0000	234-2925 Martha H 031825-041725	76.06
	251268	10-419-000-52-5265-0000	815-1067 Sandra S 031825-041725	50.86
	251268	20-000-112-52-5265-0000	871-1362 Camp Adventure 031825-041725	76.07
	251268	20-000-200-52-5265-0000	234-1813 Chad S 031825-041725	50.85
	251268	20-000-200-52-5265-0000	251-7649 Recreation Tablet 22 031825-041725	23.24
	251268	20-000-200-52-5265-0000	536-4138 V. Beyer 031825-041725	76.07
	251268	20-000-205-52-5265-0000	232-9893 Hot Spot 3 Athletics 031825-041725	43.23
	251268	20-000-205-52-5265-0000	605-1287 Athletics 031825-041725	76.07
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	251268	20-220-207-52-5265-0000	251-0972 Kelly N 031825-041725	76.06
	251268	20-220-207-52-5265-0000	346-9428 J. Martinson 031825-041725	76.07
	251268	20-222-232-52-5265-0000	251-7369 Max Y 031825-041725	76.07
	251268	20-222-232-52-5265-0000	885-4684 W. Russell 031825-041725	76.07
	251268	20-350-302-52-5265-0000	232-9894 Hot Spot 2 PPF3 031825-041725	43.23
	251268	22-501-000-52-5265-0000	234-0136 Cosley Tablet 16 031825-041725	23.24
	251268	22-501-000-52-5265-0000	234-9679 Cosley Tablet 9 031825-041725	23.24
	251268	22-501-000-52-5265-0000	779-8546 Cosley Tablet 17 031825-041725	23.24
	251268	60-000-000-52-5265-0000	240-0783 Hot Spot 4 AGC 031825-041725	43.23
	251268	60-000-000-52-5265-0000	520-5201 AGC Tablet 13 031825-041725	23.24
	251268	60-000-000-52-5265-0000	520-5473 AGC Tablet 14 031825-041725	23.24
	251268	60-000-000-52-5265-0000	624-3574 D. Novak 031825-041725	76.07
	251268	60-000-000-52-5265-0000	703-1526 AGC Backup 031825-041725	83.24
	251268	60-000-000-52-5265-0000	871-4196 AGC Tablet 15 031825-041725	23.24
AT&T Mobility 00068 Total *				4,724.03
Atkinson 07105	251196	20-220-204-52-5280-4457	Wheaton United Payment	17,991.67
Atkinson 07105 Total *				17,991.67
Aviles 07160	250933	20-224-220-54-5422-0000	Mileage Reimbursement March 2025	52.43
	251269	20-224-220-54-5422-0000	Mileage Reimbursement for April 2025	82.39
Aviles 07160 Total *				134.82
BACHELLER 07139	251076	20-220-204-52-5280-4457	Wheaton United Payment	3,316.67
BACHELLER 07139 Total *				3,316.67

Vendor Name and #	Check #	GL Account Number	Description	Invoice Amounts
Baker 07144	251077	20-220-204-52-5280-4457	Wheaton United Payment	2,100.00
Baker 07144 Total *				2,100.00
Baycom Inc. 07589	250934	22-501-000-53-5302-0000	Radios	295.00
Baycom Inc. 07589 Total *				295.00
Beacon Athletics 00105	251197	20-221-223-53-5306-0000	Baseball Equipment	3,327.60
Beacon Athletics 00105 Total *				3,327.60
Bedrock Earthscapes LLC 05912	250935	20-000-000-25-2549-0000	Bid Bond Refund	3,326.00
Bedrock Earthscapes LLC 05912 Total *				3,326.00
Bellissimo Distribution, LLC 07599	250936	60-000-000-14-1413-0000	Inv# 1110451A Produce	188.10
	250936	60-000-000-14-1413-0000	Inv# 1110879 Produce	249.40
	250936	60-000-000-14-1413-0000	Inv# 1111452 Produce	263.35
	250936	60-000-000-14-1413-0000	Inv# 1111589 Produce	183.98
	250936	60-000-000-14-1413-0000	Inv# 1111866 Produce	279.38
	250936	60-000-000-14-1413-0000	Inv# 1112294A Produce	349.62
	250936	60-000-000-14-1413-0000	Inv# 1112299 Produce	22.50
	250936	60-000-000-14-1413-0000	Inv# 1112499 Produce	35.00
	250997	60-000-000-14-1413-0000	Inv# 1112665 Produce	208.60
	250997	60-000-000-14-1413-0000	Inv# 1112821 Produce	271.70
	250997	60-000-000-14-1413-0000	Inv# 1113347 Produce	254.33
	250997	60-000-000-14-1413-0000	Inv# 1113377 Produce	8.84
	250997	60-000-000-14-1413-0000	Inv# 1114113A Produce	294.75
	250997	60-000-000-14-1413-0000	Inv# 1114538 Produce	272.00
	250997	60-000-000-14-1413-0000	Inv# 1114546 Produce	27.95
	250997	60-000-000-14-1413-0000	Inv# 1114629 Produce	14.95
	250997	60-000-000-14-1413-0000	Inv# 1114755 Produce	41.95
	251078	60-000-000-14-1413-0000	Inv# 1114892 Produce	353.81
	251078	60-000-000-14-1413-0000	Inv# 1114961 Produce	38.00
	251078	60-000-000-14-1413-0000	Inv# 1115623A Produce	738.27
	251078	60-000-000-14-1413-0000	Inv# 1115677 Produce	23.95
	251078	60-000-000-14-1413-0000	Inv# 1115940 Produce	276.51
	251078	60-000-000-14-1413-0000	Inv# 1116357 Produce	254.65
	251078	60-000-000-14-1413-0000	Inv# 1116445 Produce	27.95
	251078	60-000-000-14-1413-0000	Inv# 1116759 Produce	332.52
	251078	60-000-000-14-1413-0000	Inv# 1116761 Produce	46.85
	251198	60-000-000-14-1413-0000	Inv# 1117214 Produce	259.65
	251198	60-000-000-14-1413-0000	Inv# 1117228 Produce	9.95
	251198	60-000-000-14-1413-0000	Inv# 1117539 Produce	1,282.58
	251198	60-000-000-14-1413-0000	Inv# 1117713 Produce	140.97
	251198	60-000-000-14-1413-0000	Inv# 1117869 Produce	399.14
	251198	60-000-000-14-1413-0000	Inv# 1117874 Produce	38.99
	251198	60-000-000-14-1413-0000	Inv# 1118196A Produce	540.16
	251198	60-000-000-14-1413-0000	Inv# 1118572 Produce	562.96
	251198	60-000-000-14-1413-0000	Inv# 1118573 Produce	47.90
	251198	60-000-000-14-1413-0000	Inv# 1119048B Produce	404.55
	251198	60-000-000-14-1413-0000	Inv# 1119110 Produce	148.40
	251198	60-000-000-14-1413-0000	Inv# 1119170 Produce	8.95
	251270	60-000-000-14-1411-0000	Inv# 1121612A Meat	139.11
	251270	60-000-000-14-1413-0000	Inv# 1119881 Produce	232.63

Vendor Name and #	Check #	GL Account Number	Description	Invoice Amounts
Bellissimo Distribution, LLC 07599	251270	60-000-000-14-1413-0000	Inv# 1119903 Produce	21.00
	251270	60-000-000-14-1413-0000	Inv# 1120164 Produce	320.68
	251270	60-000-000-14-1413-0000	Inv# 1120173 Produce	36.95
	251270	60-000-000-14-1413-0000	Inv# 1120975 Produce	274.70
	251270	60-000-000-14-1413-0000	Inv# 1120983 Produce	25.50
	251270	60-000-000-14-1413-0000	Inv# 1121374 Produce	690.65
	251270	60-000-000-14-1413-0000	Inv# 1121398 Produce	29.85
	251270	60-000-000-14-1413-0000	Inv# 1121486 Produce	21.95
	251270	60-000-000-14-1413-0000	Inv# 1121592 Produce	25.99
Bellissimo Distribution, LLC 07599 Total *				10,722.12
Benson Electrical Contracting, Inc 07662	250998	20-101-225-52-5210-0000	CAC Circuit Connection	270.00
Benson Electrical Contracting, Inc 07662 Total *				270.00
BHFX LLC 06605	250937	40-000-000-52-5235-0000	Cosley Plat of Survey	18.10
BHFX LLC 06605 Total *				18.10
BKP Architects P.C. 07606	250999	40-800-813-57-5701-0000	Cosley Exhibits and Facility Conditions Report	9,500.00
BKP Architects P.C. 07606 Total *				9,500.00
Black Gold Septic Inc 00125	251079	60-000-000-52-5263-0000	Inv# 48291	275.00
	251079	60-000-000-52-5263-0000	Inv# 48560	465.00
	251199	60-000-000-52-5263-0000	Inv# 48929	465.00
Black Gold Septic Inc 00125 Total *				1,205.00
Blinks TMP109	168205	20-000-000-20-2025-0000	Holistic Wellness Refund	56.00
Blinks TMP109 Total *				56.00
Blue Sky Marketing Group Ltd. 02812	251200	20-220-207-53-5301-7746	Bubbles	303.69
Blue Sky Marketing Group Ltd. 02812 Total *				303.69
BoardTronics 07083	251000	60-601-000-53-5343-0000	Power Boards and Pump Common Board for Network LTC	655.93
BoardTronics 07083 Total *				655.93
Branded Bills LLC 07199	251080	60-000-000-14-1431-0000	192 Hats	3,791.39
Branded Bills LLC 07199 Total *				3,791.39
Breakthru Beverage Illinois, LLC 05816	168206	60-000-000-14-1412-0000	Inv# 120801126 Liquor	1,383.35
	168219	60-000-000-14-1412-0000	Inv# 120908238 Liquor	827.47
	168222	60-000-000-14-1412-0000	Inv# 121015560 Liquor	1,671.62
	168233	60-000-000-14-1412-0000	Inv# 121120233 Liquor	1,816.08
Breakthru Beverage Illinois, LLC 05816 Total *				5,698.52
Bronze Memorial Company 04036	251001	40-101-000-53-5338-0000	Memorial Plaque	173.52
Bronze Memorial Company 04036 Total *				173.52
Buckeye International Inc. 06630	251002	10-101-000-53-5313-1904	Cleaning Supplies	164.89
	251002	10-101-854-53-5316-0000	Cleaning Supplies	247.34
	251002	10-101-856-53-5316-0000	Cleaning Supplies	164.87
	251002	20-101-000-53-5313-0000	Cleaning Supplies	247.34
	251002	20-101-112-53-5313-0000	Cleaning Supplies	164.89
	251002	20-101-220-53-5316-0000	Cleaning Supplies	247.34
	251002	20-101-225-53-5316-0000	Cleaning Supplies	412.23
Buckeye International Inc. 06630 Total *				1,648.90
BZR Assigning LLC 07399	250938	20-220-204-52-5280-4457	Wheaton United Spring Referees 2025	4,604.00
BZR Assigning LLC 07399 Total *				4,604.00
Cage Engineering Inc. 06029	251201	40-800-838-57-5701-0000	Triangle Basketball Court Topographic Survey	3,400.00
Cage Engineering Inc. 06029 Total *				3,400.00
Cali 07167	251271	10-000-415-54-5422-0000	Mileage Reimbursement 03/04/25-04/25/25	50.26

Vendor Name and #	Check #	GL Account Number	Description	Invoice Amounts
Cali 07167 Total *				50.26
Cali 07321	251081	20-220-204-52-5280-4457	Wheaton United Payment	2,511.67
Cali 07321 Total *				2,511.67
Cameron TMP106	168200	20-000-000-20-2025-0000	EVP Spring Break Volleyball Camp Refund	129.00
Cameron TMP106 Total *				129.00
Campagna-Turano Bakery Inc. 06960	251003	60-000-000-14-1415-0000	linv# 118029517 General Grocery	36.32
	251003	60-000-000-14-1415-0000	Inv# 118029385 General Grocery	54.21
	251003	60-000-000-14-1415-0000	Inv# 118029424 General Grocery	57.80
	251003	60-000-000-14-1415-0000	Inv# 118029481 General Grocery	134.75
	251003	60-000-000-14-1415-0000	Inv# 118029548 General Grocery	78.43
	251082	60-000-000-14-1415-0000	Inv# 118029572 General Grocery	108.18
	251082	60-000-000-14-1415-0000	Inv# 118029601 General Grocery	93.93
	251082	60-000-000-14-1415-0000	Inv# 118029659 General Grocery	54.32
	251082	60-000-000-14-1415-0000	Inv# 118029691 General Grocery	110.09
	251082	60-000-000-14-1415-0000	Inv# 118029730 General Grocery	163.24
	251202	60-000-000-14-1415-0000	Inv# 118029762 General Grocery	126.13
	251202	60-000-000-14-1415-0000	Inv# 118029790 General Grocery	300.92
	251202	60-000-000-14-1415-0000	Inv# 118029855 General Grocery	50.78
	251202	60-000-000-14-1415-0000	Inv# 118029887 General Grocery	82.35
	251202	60-000-000-14-1415-0000	Inv# 118029918 General Grocery	828.28
	251272	60-000-000-14-1415-0000	Inv# 118029945 General Grocery	93.82
	251272	60-000-000-14-1415-0000	Inv# 118029979 General Grocery	243.02
	251272	60-000-000-14-1415-0000	Inv# 118030037 General Grocery	718.38
	251272	60-000-000-14-1415-0000	Inv# 118030070 General Grocery	34.38
	251272	60-000-000-14-1415-0000	Inv# 118030099 General Grocery	155.28
Campagna-Turano Bakery Inc. 06960 Total *				3,524.61
Carol Stream Lawn and Power 00164	251004	10-101-000-53-5315-0000	PSC 67219	109.59
	251273	10-101-000-53-5306-0000	Trimmer - New Equipment 2507L	364.00
	251273	10-101-000-53-5315-0000	PSC 67771 67506 Equipment 2302	227.78
Carol Stream Lawn and Power 00164 Total *				701.37
Carpenter 07659	251274	22-501-000-52-5210-0000	Sheep Shearing 05/02/25	350.00
Carpenter 07659 Total *				350.00
CARTER 07115	251083	20-220-204-52-5280-4457	Wheaton United Payment	1,466.67
CARTER 07115 Total *				1,466.67
Cassidy Tire & Service 02318	251084	10-101-000-52-5210-0000	PSC 67371 Equip 1172	125.00
Cassidy Tire & Service 02318 Total *				125.00
Center Ice Arena, LLC 06371	251203	20-220-208-52-5280-8813	Ice Skating Classes - Winter 2025	5,455.56
Center Ice Arena, LLC 06371 Total *				5,455.56
Chicago Beverage Systems, LLC 01058	168207	60-000-000-14-1412-0000	Inv# 100681092 Beer	94.95
	168234	60-000-000-14-1412-0000	Inv# 100697908 Beer	802.64
Chicago Beverage Systems, LLC 01058 Total *				897.59
Chicago Classic Coach LLC 05068	250939	20-220-304-52-5280-5522	Coach Trip to Marriot Lincolnshire Resort Plus Tip	1,260.00
	251005	20-220-304-52-5280-5522	Coach Trip to Mart Anthonys 04/10/25 Plus Tip	1,134.00
	251204	20-220-304-52-5280-5522	Bus for Joffrey Ballet 04/17/25 Plus Tip	1,229.00
	251204	20-220-304-52-5280-5522	Riverdance Bus Trip 04/23/25 Plus Tip	1,134.00
Chicago Classic Coach LLC 05068 Total *				4,757.00
Chinchilla Wildlife Solutions 07445	251205	60-601-000-52-5210-0000	Muskrat Trapping throughout the Golf Course	2,024.24
Chinchilla Wildlife Solutions 07445 Total *				2,024.24

Vendor Name and #	Check #	GL Account Number	Description	Invoice Amounts
Christensen 05667	250940	22-501-000-54-5422-0000	Mileage Reimbursement for March 2025	26.60
Christensen 05667 Total *				26.60
City of Wheaton 00192	250941	10-000-000-54-5401-0000	March Board Meeting	101.67
	250941	10-101-000-52-5211-0000	Parks & Planning 040125-063025	255.00
	250941	10-101-000-52-5211-1904	Amphitheater 040125-063025	255.00
	250941	10-101-854-52-5211-0000	DC Hist Museum 040125-063025	255.00
	250941	10-101-856-52-5211-0000	855 W Prairie Ave 040125-063025	255.00
	250941	20-000-000-54-5401-0000	March Board Meeting	101.67
	250941	20-101-000-52-5211-0000	Rathje Park 040125-063025	255.00
	250941	20-101-000-52-5211-0000	Toohey Park 040125-063025	255.00
	250941	20-101-112-52-5211-0000	Lincoln Marsh 040125-063025	255.00
	250941	20-101-220-52-5211-0000	Community Ctr 040125-063025	255.00
	250941	20-101-225-52-5211-0000	Central Athletic 040125-063025	255.00
	250941	20-101-225-52-5211-0000	Zamboni Storage 040125-063025	255.00
	250941	20-101-234-52-5211-0000	Community Cntr Annex 040125-063025	255.00
	250941	20-101-303-52-5211-0000	Clocktower Commons 040125-063025	255.00
	250941	20-222-231-52-5210-0000	Northside Pool 040125-063025	255.00
	250941	22-501-000-52-5211-0000	Cosley Welcome Center 040125-063025	255.00
	250941	22-501-000-52-5211-0000	Cosley Zoo Bobcat Exhibit 040125-063025	255.00
	250941	22-501-000-52-5211-0000	Cosley Zoo Kiebler Barn 040125-063025	255.00
	250941	22-501-000-52-5211-0000	Cosley Zoo White Barn 040125-063025	255.00
	250941	22-501-000-52-5211-0000	Cosley Zoo/Chicken House 040125-063025	255.00
	250941	60-000-000-54-5401-0000	March Board Meeting	101.66
City of Wheaton 00192 Total *				4,895.00
City of Wheaton 00193	251085	10-000-000-52-5264-0000	Briar Patch Park 030725-040825	155.79
	251085	10-000-000-52-5264-0000	Briarknoll Park 030725-040825	20.96
	251085	10-000-000-52-5264-0000	Central Pk 030625-040725	66.88
	251085	10-000-000-52-5264-0000	DC Hist Museum 030625-040725	53.91
	251085	10-000-000-52-5264-0000	Hillside Park 030725-040825	20.96
	251085	10-000-000-52-5264-0000	Hoffman Park 030625-040725	84.03
	251085	10-000-000-52-5264-0000	Hurley Park 030725-040825	45.68
	251085	10-000-000-52-5264-0000	Kelly Park/Edison 030725-040825	150.94
	251085	10-000-000-52-5264-0000	Memorial Park 030625-040725	178.33
	251085	10-000-000-52-5264-0000	Northside Park 030625-040725	520.86
	251085	10-000-000-52-5264-0000	Prairie Path Park 030725-040825	37.20
	251085	10-000-000-52-5264-0000	Scottdale Park 030725-040825	57.00
	251085	10-000-000-52-5264-0000	Seven Gables Park 030725-040825	567.84
	251085	10-000-000-52-5264-0000	Sunnyside Park 030725-040825	31.03
	251085	10-000-000-52-5264-0000	Triangle Park 030625-040725	32.43
	251085	10-000-000-52-5264-0000	W W Stevens Park 030625-040725	23.08
	251085	10-000-856-52-5264-0000	855 Prairie 030625-040725	210.51
	251085	10-101-000-52-5264-0000	Parks & Planning 030625-040725	357.36
	251085	10-430-000-52-5264-0000	DC Hist Museum 030625-040725	23.11
	251085	20-000-000-52-5264-0000	Atten Park 030725-040825	571.51
	251085	20-000-000-52-5264-0000	Boy Scout Cabin 030624-040725	57.34
	251085	20-000-000-52-5264-0000	Graf Park/Monroe 030625-040725	20.96
	251085	20-000-000-52-5264-0000	Graf Pk/Monroe 030625-040725	168.96
	251085	20-000-000-52-5264-0000	Rathje Park 030725-040825	59.99

Vendor Name and #	Check #	GL Account Number	Description	Invoice Amounts
City of Wheaton 00193	251085	20-000-000-52-5264-0000	Toohey Park 030725-040825	226.43
	251085	20-000-112-52-5264-0000	Lincoln Marsh 030725-040825	217.30
	251085	20-000-304-52-5264-0000	Mary Lubko Center 030625-040725	82.02
	251085	20-220-225-52-5264-0000	Central Athletic Complex 030625-040725	453.81
	251085	20-220-225-52-5264-0000	Zamboni Storage 030625-040725	144.05
	251085	20-222-231-52-5264-0000	Northside Pool 030625-040725	765.68
	251085	20-222-232-52-5264-0000	Rice Pool 030725-040825	819.32
	251085	20-224-220-52-5264-0000	Community Center 030725-040825	958.43
	251085	20-224-234-52-5264-0000	Blanchard Building 030725-040825	266.84
	251085	20-350-303-52-5264-0000	Clocktower Commons 030625-040725	111.66
	251085	22-501-000-52-5264-0000	Cosley Bobcat 030625-040725	69.64
	251085	22-501-000-52-5264-0000	Cosley Welcome Center 030625-040725	122.03
	251085	22-501-000-52-5264-0000	Cosley Zoo 030625-040725	624.63
	251085	60-000-000-52-5264-0000	AGC Chemical Building 030725-040825	149.75
	251085	60-000-000-52-5264-0000	AGC Clubhouse 030725-040825	852.49
	251085	60-000-000-52-5264-0000	AGC Maintenance Building 030725-040825	131.72
City of Wheaton 00193 Total *				9,512.46
City of Wheaton 07660	250942	60-000-000-20-2014-0000	Refund for payment of Sales Tax for Volunteer Brunch at Arrowhea	425.81
City of Wheaton 07660 Total *				425.81
CivicPlus, LLC 07441	250943	10-000-000-54-5425-0000	Social Archiving	1,675.80
	250943	20-000-000-54-5425-0000	Social Archiving	1,675.80
	250943	60-000-000-54-5425-0000	Social Archiving	1,675.80
CivicPlus, LLC 07441 Total *				5,027.40
Cleary Alman 07085	251086	20-220-204-52-5280-4457	Wheaton United Payment	2,916.67
Cleary Alman 07085 Total *				2,916.67
Cleveland Golf/SRIXON 00199	251006	60-000-000-14-1431-0000	Gloves	1,662.00
	251206	60-000-000-14-1431-0000	Gloves	51.00
Cleveland Golf/SRIXON 00199 Total *				1,713.00
Colliflower 07251	251207	20-101-220-53-5313-0000	CC Cooling Tower	300.25
Colliflower 07251 Total *				300.25
Comcast Cable 03754	251007	10-101-000-52-5262-0000	Parks Services 041725-051625	128.85
	251007	20-000-112-52-5262-0000	Lincoln Marsh 041825-051725	200.46
	251007	20-000-304-52-5262-0000	Mary Lubko Center 041925-051825	128.85
	251007	20-101-225-52-5262-0000	Central Athletic Center 041625-051525	133.85
	251007	20-220-225-52-5262-0000	Central Athletic Complex 041125-051025	260.85
	251007	20-222-231-52-5262-0000	Northside Pool 041125-051025	161.90
	251007	20-350-303-52-5262-0000	Clocktower Commons 041125-051025	185.36
	251007	22-501-000-52-5262-0000	Cosley Zoo 041125-051025	161.90
	251007	60-000-000-52-5262-0000	AGC Clubhouse 041425-051325	258.45
	251275	10-000-000-52-5262-0000	DC History Museum 042225-052125	161.90
	251275	10-000-856-52-5262-0000	Prairie 050525-060425	260.85
	251275	20-224-220-52-5262-0000	Admin IP Services 042625-052525	221.85
	251275	20-224-220-52-5262-0000	Community Center 050125-053125	1.14
	251275	20-224-234-52-5262-0000	CC Annex 050225-060125	140.90
Comcast Cable 03754 Total *				2,407.11
Common Goals LLC 07462	251087	20-220-204-52-5280-4457	Wheaton United Tournament Registration	1,990.00
Common Goals LLC 07462 Total *				1,990.00
Commonwealth Edison 00406	250944	20-224-234-52-5260-0000	1753 S. Blanchard CC Annex 030325-040225	1,264.92

Vendor Name and #	Check #	GL Account Number	Description	Invoice Amounts
Commonwealth Edison 00406	251208	10-000-000-52-5260-0000	Seven Gables 031725-041625	19.52
	251208	20-000-112-52-5260-0000	Lincoln Ave 031925-041825	181.57
Commonwealth Edison 00406 Total *				1,466.01
Concentric Ventures Incorporated 06434	251008	60-612-000-52-5210-0000	Inv# 11404 March Liquor Consulting	1,150.00
	251276	60-612-000-52-5210-0000	Inv# April 2025 Liquor Consulting	1,600.00
Concentric Ventures Incorporated 06434 Total *				2,750.00
Conserv FS Inc. 00418	251009	40-101-000-53-5349-0000	Ballfield Mix	540.00
	251088	40-101-000-53-5349-0000	Field Paint	2,560.00
	251277	20-101-000-53-5349-0000	Athletic Field Supplies	675.00
	251277	20-101-000-53-5349-0000	Athletic Fields	915.00
Conserv FS Inc. 00418 Total *				4,690.00
Constellation Newenergy Gas Division LLC 00475	251278	20-222-232-52-5261-0000	Rice Pool 030125-033125	784.19
	251278	20-224-220-52-5261-0000	Community Center 030125-033125	2,352.56
	251278	60-000-000-52-5261-0000	AGC Clubhouse 030125-033125	2,491.92
Constellation Newenergy Gas Division LLC 00475 Total *				5,628.67
Constellation NewEnergy Inc 00417	250945	10-000-000-52-5260-0000	C L Herrick Park 021825-032025	30.74
	250945	10-000-000-52-5260-0000	O S Park Rd 022425-032625	561.47
	250945	10-000-856-52-5260-0000	855 Prairie 021725-031925	795.53
	250945	20-000-000-52-5260-0000	Atten Park 021225-031425	379.40
	250945	20-000-000-52-5260-0000	Seven Gables Barn 030325-040225	50.99
	250945	22-501-000-52-5260-0000	Cosley Zoo 021725-031925	2,983.74
	251089	10-000-000-52-5260-0000	Memorial Park 031225-041125	30.71
	251089	10-000-000-52-5260-0000	Northside Park 021725-031925	336.10
	251089	20-000-304-52-5260-0000	Mary Lubko Center 031225-041125	565.63
	251089	20-220-225-52-5260-0000	Zamboni Storage 030525-040425	150.30
	251089	60-000-000-52-5260-0000	AGC Clubhouse 021325-031725	92.57
	251209	10-000-000-52-5260-0000	Briar Patch Park 031425-041525	136.14
	251209	10-000-000-52-5260-0000	C L Herrick Park 032025-042125	49.40
	251209	10-000-000-52-5260-0000	DC History Museum 051325-041125	852.84
	251209	10-000-000-52-5260-0000	Hurley Park 031725-041625	84.17
	251209	10-000-000-52-5260-0000	Main Street Tennis Lighting 031225-041125	19.72
	251209	10-000-000-52-5260-0000	Northside Park 031925-041825	330.88
	251209	10-000-000-52-5260-0000	Overpass Bridge 031925-041825	86.92
	251209	10-000-000-52-5260-0000	Seven Gables Park 031725-041625	57.32
	251209	10-000-856-52-5260-0000	855 Prairie 031925-041825	729.53
	251209	10-101-000-52-5260-0000	Parks & Planning 031825-041725	1,094.55
	251209	10-430-000-52-5260-0000	DC History Museum 031225-041125	365.50
	251209	20-000-000-52-5260-0000	Atten Park 031425-041525	435.02
	251209	20-000-000-52-5260-0000	Boy Scout Cabin 031925-041825	67.76
	251209	20-000-000-52-5260-0000	Girl Scout Cabin 031925-041825	47.99
	251209	20-000-000-52-5260-0000	Graf Park/Monroe 031425-041525	429.80
	251209	20-000-000-52-5260-0000	Northside Shelter 031925-041825	105.85
	251209	20-000-000-52-5260-0000	Rathje Park 031825-041725	118.85
	251209	20-000-000-52-5260-0000	Toohey Park 031725-041625	244.44
	251209	20-220-225-52-5260-0000	Central Athletic Complex 031325-041425	2,349.45
	251209	20-222-231-52-5260-0000	Northside Pool 031925-041825	380.01
	251209	20-222-232-52-5260-0000	Rice Pool 031425-041525	3,497.19

Vendor Name and #	Check #	GL Account Number	Description	Invoice Amounts
Constellation NewEnergy Inc 00417	251209	20-224-220-52-5260-0000	Community Center 031425-041525	10,491.59
	251209	20-350-303-52-5260-0000	Clocktower Commons 031325-041425	325.71
	251209	22-501-000-52-5260-0000	Cosley Welcome Center 031925-041825	302.99
	251209	22-501-000-52-5260-0000	Cosley Zoo 031925-041825	2,390.53
	251209	60-000-000-52-5260-0000	AGC Clubhouse 031725-041625	9,145.09
	251209	60-000-000-52-5260-0000	Orchard Gate 031725-041625	35.66
	251279	10-000-000-52-5260-0000	O S Park Rd 032625-042825	560.92
Constellation NewEnergy Inc 00417 Total *				40,713.00
Consumers Packing Co. 00419	250946	60-000-000-14-1411-0000	Inv# 421522 Meat	1,526.20
	250946	60-000-000-14-1411-0000	Inv# 421662 Meat	1,081.33
	251010	60-000-000-14-1411-0000	Inv# 421803 Meat	1,623.21
	251010	60-000-000-14-1411-0000	Inv# 422039 Meat	511.40
	251090	60-000-000-14-1411-0000	Inv# 422111 Meat	3,547.93
	251090	60-000-000-14-1411-0000	Inv# 422248 Meat	995.33
	251090	60-000-000-14-1411-0000	Inv# 422359 Meat	1,209.73
	251210	60-000-000-14-1411-0000	Inv# 422413 Meat	1,964.00
	251210	60-000-000-14-1411-0000	Inv# 422528 Meat	1,508.07
	251210	60-000-000-14-1411-0000	Inv# 422671 Meat	420.58
	251280	60-000-000-14-1411-0000	Inv# 422732 Meat	1,503.03
	251280	60-000-000-14-1411-0000	Inv# 422839 Meat	2,047.80
	251280	60-000-000-14-1411-0000	Inv# 422992 Meat	2,015.50
Consumers Packing Co. 00419 Total *				19,954.11
Costco Membership 00423	168201	10-000-415-54-5425-0000	Costco Membership Renewal	32.50
	168201	10-419-000-54-5425-0000	Costco Membership Renewal	32.50
	168201	20-000-112-54-5425-0000	Costco Membership Renewal	32.50
	168201	20-000-200-54-5425-0000	Costco Membership Renewal	32.50
	168201	20-000-205-54-5425-0000	Costco Membership Renewal	65.00
	168201	20-000-304-54-5425-0000	Costco Membership Renewal	32.50
	168201	60-000-000-54-5425-0000	Costco Membership Renewal	32.50
Costco Membership 00423 Total *				260.00
Coughlin 07666	251091	10-000-000-25-2581-0000	Reissue PR Check #30370 10/4/2024	43.69
Coughlin 07666 Total *				43.69
Couture TMP108	168208	20-000-000-20-2025-0000	Boys Baseball AAA League Refund	40.00
Couture TMP108 Total *				40.00
Cozzini Bros, Inc. 06626	251011	60-612-000-52-5210-0000	Inv# C18202929 Cutlery Service	53.60
	251211	60-612-000-52-5210-0000	Inv# C18310980 Cutlery Service	57.40
Cozzini Bros, Inc. 06626 Total *				111.00
Cuautle 07305	251092	20-220-204-52-5280-4457	Wheaton United Payment	2,100.00
Cuautle 07305 Total *				2,100.00
Cuculich 07109	251093	20-220-204-52-5280-4457	Wheaton United Payment	883.33
Cuculich 07109 Total *				883.33
Culligan DuPage Soft Water Service Inc 04296	251281	10-000-856-52-5220-0000	Water Cooler Rental May 2025	6.00
	251281	10-000-856-53-5302-0000	Drinking Water April 2025	69.90
	251281	20-000-112-52-5220-0000	Water Cooler Rental May 2025	6.00
	251281	20-000-112-53-5302-0000	Drinking Water April 2025	55.43
	251281	20-000-304-52-5220-0000	Water Cooler Rental May 2025	6.00
	251281	20-224-220-52-5220-0000	Water Cooler Rental May 2025	12.00
	251281	20-224-220-53-5302-0000	Drinking Water April 2025	62.91

Vendor Name and #	Check #	GL Account Number	Description	Invoice Amounts
Culligan DuPage Soft Water Service Inc 04296	251281	22-501-000-52-5220-0000	Water Cooler Rental May 2025	6.00
	251281	22-501-000-53-5302-0000	Drinking Water April 2025	48.93
	251281	60-000-000-52-5210-0000	Arrowhead Cooler Rental May 2025	18.00
	251281	60-000-000-52-5210-0000	Arrowhead Drinking Water April 2025	42.43
	251281	60-612-000-52-5210-0000	Arrowhead Salt Delivery April 2025	153.75
	251281	60-612-000-52-5210-0000	Arrowhead Water Softner Rental May 2025	110.00
Culligan DuPage Soft Water Service Inc 04296 Total *				597.35
Da Silva 07304	251282	60-612-901-52-5292-0000	Inv# 420257 Easter Flowers	990.00
Da Silva 07304 Total *				990.00
Dearborn Life Insurance Company 06726	251094	75-000-000-52-5231-0000	EAP April 2025	651.52
	251283	10-000-000-21-2130-0000	Voluntary Life Insurance May 2025	997.86
	251283	75-000-000-12-1221-0000	Foundation% Life Insurance May 2025	6.57
	251283	75-000-000-12-1222-0000	WDSRA% Life Insurance May 2025	13.26
	251283	75-000-000-12-1223-0000	Cobra Vision Insurance May 2025	6.67
	251283	75-000-000-21-2137-0000	Retiree Vision Insurance May 2025	89.24
	251283	75-000-000-52-5230-0000	Group Term Life Insurance May 2025	2,426.53
	251283	75-000-000-52-5231-0000	EAP for May 2025	659.20
	251283	75-000-000-52-5231-0000	Vision Insurance May 2025	1,231.66
Dearborn Life Insurance Company 06726 Total *				6,082.51
DeEtta's Bakery Inc 06027	251012	60-612-901-52-5292-0000	Inv# 5715 Event Desserts	325.00
	251095	60-612-901-52-5292-0000	Inv# 5723 Event Desserts	350.00
	251095	60-612-901-52-5292-0000	Inv# 5725 Event Desserts	635.00
DeEtta's Bakery Inc 06027 Total *				1,310.00
Direct Fitness Solutions 00219	250947	20-350-302-52-5211-0000	PPF Equipment Repair	330.53
Direct Fitness Solutions 00219 Total *				330.53
Doromal 03772	251212	10-101-000-53-5302-0000	Reimbursement - Office Supplies	29.96
	251212	10-101-000-53-5303-0000	Reimbursement - First Aid Supplies	25.80
	251212	10-101-000-54-5432-0000	Reimbursement - Notary Renewal	16.00
Doromal 03772 Total *				71.76
Doyle Signs, Inc 06531	251284	60-000-000-54-5441-0000	Inv# 200220	2,532.70
Doyle Signs, Inc 06531 Total *				2,532.70
Dreisilker Electric Motors 00237	250948	20-101-225-53-5313-0000	HVAC Pump	182.71
	250948	20-101-232-53-5311-0000	Rice Pool Plumbing Supplies	210.94
	250948	40-800-819-53-5393-0000	Hurley Electrical	33.08
	251013	20-101-220-53-5313-0000	HVAC Supplies	90.40
Dreisilker Electric Motors 00237 Total *				517.13
Duchaj Bros. 00240	250949	22-501-000-53-5339-0000	150 Bales of Hay	1,050.00
Duchaj Bros. 00240 Total *				1,050.00
DuPage County Health Dept. 00248	251014	20-101-220-52-5210-0000	CC Annual Spa Permit	1,252.00
	251014	20-222-232-54-5429-0000	Pool Permit Rice Spray and Main	666.00
	251014	60-612-000-54-5429-0000	Inv# IN0078608 Annual Food Permit	1,060.00
DuPage County Health Dept. 00248 Total *				2,978.00
DuPage Tents & Events 07215	251285	20-000-416-52-5241-1905	DuPage Tents Agreement Deposit 060525-060825	2,165.00
DuPage Tents & Events 07215 Total *				2,165.00
E.J. Rohn Company 06706	251015	20-101-225-52-5211-0000	Floor Mat Service CAC	196.02
	251096	20-101-225-52-5211-0000	Floor Mat Service CAC	196.02
	251286	20-101-225-52-5211-0000	Floor Mat Service CAC	196.02

Vendor Name and #	Check #	GL Account Number	Description	Invoice Amounts
E.J. Rohn Company 06706 Total *				588.06
Eisele TMP120	168223	20-000-000-20-2025-0000	Tiny Tots 1 Refund	54.00
Eisele TMP120 Total *				54.00
Emena 07452	251097	20-220-204-52-5280-4457	Wheaton United Payment	1,666.67
Emena 07452 Total *				1,666.67
Engineering Resource Associates Inc. 03125	251098	40-000-000-57-5701-0000	CAC Parking Lot Revisions	2,128.00
Engineering Resource Associates Inc. 03125 Total *				2,128.00
Euclid Beverage 00269	168202	60-000-000-14-1412-0000	Inv# W-4238345 Beer	1,268.00
	168209	60-000-000-14-1412-0000	Inv# W-4246218 Liquor	392.00
	168220	60-000-000-14-1412-0000	Inv# W-4252176 Beer	1,294.90
	168224	60-000-000-14-1412-0000	Inv# W-4259811 Beer	1,786.50
	168235	60-000-000-14-1412-0000	Inv# W-4266853 Liquor	1,828.25
Euclid Beverage 00269 Total *				6,569.65
EVP Academies LLC 05220	251287	20-220-203-52-5280-3309	2025 April Volleyball Classes	3,855.06
EVP Academies LLC 05220 Total *				3,855.06
EZ-Toyz Incorporated 07094	250950	40-000-000-57-5701-0000	Security Updates Clocktower	4,551.29
EZ-Toyz Incorporated 07094 Total *				4,551.29
Falcon Elite Wrestling Club 07646	250951	20-220-203-52-5280-3358	2024-2025 Wheaton Wrestling Club North	6,534.00
	250951	20-220-203-52-5280-3362	2024-2025 Wheaton Wrestling Club North	8,910.00
Falcon Elite Wrestling Club 07646 Total *				15,444.00
Faulks Bros. Construction Inc. 00275	251016	40-101-000-53-5349-0000	Infield Mix	3,629.87
	251213	40-101-000-53-5349-0000	Lowell School Ballfield	4,135.99
Faulks Bros. Construction Inc. 00275 Total *				7,765.86
FDS Holdings Inc. 06712	0	60-612-901-52-5239-0000	03/25 Cardconnect Gateway Fees	3,957.67
FDS Holdings Inc. 06712 Total *				3,957.67
Feece Oil Company 04888	251288	10-101-000-53-5348-0000	175 Gallons of Diesel Fuel	401.14
	251288	10-101-000-53-5348-0000	208 Gallons of Diesel Fuel	480.72
	251288	10-101-000-53-5348-0000	591 Gallons of Regular Gasoline	1,648.63
	251288	10-101-000-53-5348-0000	660 Gallons of Regular Gasoline	1,948.04
	251288	10-101-000-53-5348-0000	779 Gallons of Regular Gasoline	2,162.55
	251288	60-601-000-53-5348-0000	434 Gallons of Diesel Fuel	997.84
	251288	60-601-000-53-5348-0000	655 Gallons of Regular Gasoline	1,783.30
Feece Oil Company 04888 Total *				9,422.22
Flexible Benefit Service Corp. 00270	251099	75-000-000-52-5274-0000	Flex/Cobra Admin Fees March 2025	98.50
Flexible Benefit Service Corp. 00270 Total *				98.50
Floods Royal Flush Inc. 06985	251289	10-000-416-52-5241-1908	Fun Run 2025	540.00
Floods Royal Flush Inc. 06985 Total *				540.00
Folding Partition Services Inc 04232	251290	20-101-220-52-5210-0000	CC Room Dividers	600.00
Folding Partition Services Inc 04232 Total *				600.00
Foodservice Solutions Inc 07453	251100	60-612-902-53-5388-0000	Inv# 90204 Restaurant Supplies	232.73
	251214	60-612-902-53-5388-0000	Inv# 89563 Fryer Filters	108.02
Foodservice Solutions Inc 07453 Total *				340.75
Fowler 07108	251101	20-220-204-52-5280-4457	Wheaton United Payment	533.33
Fowler 07108 Total *				533.33
Fratus 07148	251291	10-101-000-53-5302-0000	Mileage Reimbursement 03/24/25-04/18/25	40.60
Fratus 07148 Total *				40.60
Frederick 07157	251102	20-220-204-52-5280-4457	Wheaton United Payment	666.67

Vendor Name and #	Check #	GL Account Number	Description	Invoice Amounts
Frederick 07157 Total *				666.67
G.A.G. Industries Inc. 05748	251292	40-101-000-53-5302-0000	HVAC Filters	928.36
G.A.G. Industries Inc. 05748 Total *				928.36
Gajewski 07178	251293	20-220-304-52-5280-5502	Silvertones & Beyond Glee Sound Technicians	250.00
	251293	20-220-304-52-5280-5513	Silvertones & Beyond Glee Sound Technicians	250.00
Gajewski 07178 Total *				500.00
Garvey's Office Products, Inc. 07244	251017	20-101-220-53-5316-0000	Bathroom Supplies	991.75
Garvey's Office Products, Inc. 07244 Total *				991.75
Gemplers Inc. 00316	251294	60-601-000-53-5342-0000	Work Gloves	99.90
Gemplers Inc. 00316 Total *				99.90
General Medical Devices, Inc. 07597	251295	23-000-000-53-5302-0000	AED Units	2,398.00
General Medical Devices, Inc. 07597 Total *				2,398.00
Geocon Professional Services, LLC 03952	251103	40-800-813-57-5701-0000	Cosley Parking Expansion	2,148.00
	251103	40-800-813-57-5701-0000	Soil Testing	3,495.00
Geocon Professional Services, LLC 03952 Total *				5,643.00
Get Fresh Produce Inc. 04508	250952	60-000-000-14-1411-0000	Inv# 05039061 Meat	467.20
	250952	60-000-000-14-1411-0000	Inv# 05039355 Meat	155.60
	250952	60-000-000-14-1411-0000	Inv# 05044687 Meat	122.40
	250952	60-000-000-14-1414-0000	Inv# 05039061 Dairy	442.47
	250952	60-000-000-14-1414-0000	Inv# 05041293 Dairy	419.68
	250952	60-000-000-14-1414-0000	Inv# 05044687 Dairy	277.75
	250952	60-000-000-14-1415-0000	Inv# 05039061 General Grocery	30.60
	250952	60-000-000-14-1415-0000	Inv# 05044687 General Grocery	57.85
	251018	60-000-000-14-1411-0000	Inv# 05046248 Meat	47.80
	251018	60-000-000-14-1411-0000	Inv# 05047533 Meat	88.80
	251018	60-000-000-14-1411-0000	Inv# 05047959 Meat	72.40
	251018	60-000-000-14-1413-0000	Inv# 05047533 Produce	39.95
	251018	60-000-000-14-1414-0000	Inv# 05020375 Dairy	195.21
	251018	60-000-000-14-1414-0000	Inv# 05046248 Dairy	356.73
	251018	60-000-000-14-1414-0000	Inv# 05047533 Dairy	105.70
	251018	60-000-000-14-1414-0000	Inv# 05050870 Dairy	689.68
	251018	60-000-000-14-1415-0000	Inv# 05046248 General Grocery	30.60
	251018	60-000-000-14-1415-0000	Inv# 05050870 General Grocery	57.85
	251104	60-000-000-14-1411-0000	Inv# 05053286 Meat	576.00
	251104	60-000-000-14-1411-0000	Inv# 05054090 Meat	133.60
	251104	60-000-000-14-1411-0000	Inv# 05055782 Meat	178.00
	251104	60-000-000-14-1414-0000	Inv# 05053286 Dairy	152.60
	251104	60-000-000-14-1414-0000	Inv# 05055782 Dairy	447.35
	251104	60-000-000-14-1414-0000	Inv# 05059274 Dairy	542.39
	251215	60-000-000-14-1411-0000	Inv# 05061076 Meat	346.60
	251215	60-000-000-14-1411-0000	Inv# 05065807 Meat	235.80
	251215	60-000-000-14-1411-0000	Inv# 05066659 Meat	86.40
	251215	60-000-000-14-1413-0000	Inv# 05065807 Produce	30.50
	251215	60-000-000-14-1413-0000	Inv# 05066659 Produce	86.50
	251215	60-000-000-14-1413-0000	Inv# 05068375 Produce	87.50
	251215	60-000-000-14-1414-0000	Inv# 05055841 Dairy	167.62
	251215	60-000-000-14-1414-0000	Inv# 05061076 Dairy	90.85
	251215	60-000-000-14-1414-0000	Inv# 05064858 Dairy	316.00

Vendor Name and #	Check #	GL Account Number	Description	Invoice Amounts
Get Fresh Produce Inc. 04508	251215	60-000-000-14-1414-0000	Inv# 05066659 Dairy	562.73
	251296	60-000-000-14-1411-0000	Inv# 05071060 Meat	600.60
	251296	60-000-000-14-1411-0000	Inv# 05075773 Meat	416.00
	251296	60-000-000-14-1413-0000	CM# 00572654 Produce	(30.50)
	251296	60-000-000-14-1413-0000	Inv# 05075773 Produce	7.15
	251296	60-000-000-14-1414-0000	Inv# 05068581 Dairy	286.39
	251296	60-000-000-14-1414-0000	Inv# 05074778 Dairy	644.83
	251296	60-000-000-14-1414-0000	Inv# 05075773 Dairy	250.90
	251296	60-000-000-14-1415-0000	Inv# 05074778 General Grocery	88.60
Get Fresh Produce Inc. 04508 Total *				9,962.68
Gjoni TMP122	168236	20-000-000-20-2025-0000	Jr. Pottery Refund	50.00
Gjoni TMP122 Total *				50.00
Global Payments Inc 04287	0	10-000-000-12-1226-0000	03/25 Merchant CC Processing Fees	31.12
	0	10-000-416-52-5239-1900	03/25 Merchant CC Processing Fees	99.00
Global Payments Inc 04287 Total *				130.12
Gordon Food Service 00334	251019	60-000-000-14-1415-0000	Inv# 960112483 General Grocery	395.29
	251216	60-000-000-14-1415-0000	Inv# 960113057 General Grocery	3,388.36
Gordon Food Service 00334 Total *				3,783.65
Gosling 07117	251105	20-220-204-52-5280-4457	Wheaton United Payment	4,975.00
Gosling 07117 Total *				4,975.00
Government Navigation Group 00323	251020	10-000-000-52-5205-0000	Consulting Services February 2025	1,333.33
	251020	10-000-000-52-5205-0000	Consulting Services March 2025	1,333.33
	251020	20-000-000-52-5205-0000	Consulting Services February 2025	1,333.34
	251020	20-000-000-52-5205-0000	Consulting Services March 2025	1,333.34
	251020	60-000-000-52-5205-0000	Consulting Services February 2025	1,333.33
	251020	60-000-000-52-5205-0000	Consulting Services March 2025	1,333.33
	251106	10-000-000-52-5205-0000	Adjustment for Jan Feb March 2025	500.00
	251106	20-000-000-52-5205-0000	Adjustment for Jan Feb March 2025	500.00
	251106	60-000-000-52-5205-0000	Adjustment for Jan Feb March 2025	500.00
Government Navigation Group 00323 Total *				9,500.00
Graves 07648	168210	60-612-902-52-5225-0000	Arrowhead Live Music April 2025	300.00
Graves 07648 Total *				300.00
Grayslake Feed Sales, Inc. 06902	250953	22-501-000-53-5339-0000	Animal Feed	736.28
	251021	22-501-000-53-5339-0000	Animal Bedding	431.30
	251021	22-501-000-53-5339-0000	Animal Feed	516.11
	251297	22-501-000-53-5336-0000	Aspen Shavings & Wipe n Spray	99.00
	251297	22-501-000-53-5339-0000	Mini Pig Feed	105.70
Grayslake Feed Sales, Inc. 06902 Total *				1,888.39
Groot Industries with Waste Connections 05757	250954	10-101-000-52-5263-0000	Temp Dirt Roll Off	100.00
	251298	10-101-000-52-5263-0000	Central Athletic Ctr 050125-053125	31.00
	251298	10-101-000-52-5263-0000	Memorial Park 042225-042225	60.00
	251298	10-101-000-52-5263-0000	Parks 033125-033125	162.05
	251298	10-101-000-52-5263-0000	Parks 040725-041825	792.27
	251298	20-000-000-52-5263-0000	Parks 033125-033125	162.05
	251298	20-000-000-52-5263-0000	Parks 040725-041825	792.27
	251298	20-222-232-52-5263-0000	Rice Pool 050125-053125	184.16
	251298	20-224-220-52-5263-0000	Community Center 050125-053125	652.92
	251298	22-501-000-52-5263-0000	Cosley Zoo 050125-053125	930.08

Vendor Name and #	Check #	GL Account Number	Description	Invoice Amounts
Groot Industries with Waste Connections 05757	251298	60-000-000-52-5263-0000	Arrowhead AGC 041425-042125	160.00
	251298	60-000-000-52-5263-0000	Arrowhead AGC 050125-053125	1,023.08
Groot Industries with Waste Connections 05757 Total *				5,049.88
Grotts 07320	251107	20-220-204-52-5280-4457	Wheaton United Payment	666.67
Grotts 07320 Total *				666.67
Hagg Press Inc 00386	251022	20-000-415-52-5235-0000	Summer Guide Printing	2,782.64
Hagg Press Inc 00386 Total *				2,782.64
HALOGEN SUPPLY COMPANY 00391	251023	20-101-231-53-5302-0000	Butterfly Valve with Gear Operation for Kiddie Pool	7,971.13
	251023	20-101-231-53-5335-0000	Chemical Feeder and Supplies	335.62
	251023	20-101-232-53-5335-0000	Chemical Feeder and Supplies	783.11
	251217	20-101-231-53-5312-0000	Pool Lights	324.47
	251217	20-101-231-53-5335-0000	Co2 Injector	391.84
	251217	20-101-232-53-5312-0000	Pool Lights	757.08
HALOGEN SUPPLY COMPANY 00391 Total *				10,563.25
Halperin 06507	251108	20-220-204-52-5280-4457	Wheaton United Payment	333.33
Halperin 06507 Total *				333.33
Harris Motor Sports Inc 00395	251024	60-601-000-53-5315-0000	Inv# 02-397803	256.89
	251109	60-601-000-53-5315-0000	Inv# 02-398253	461.71
	251218	60-601-000-53-5315-0000	Inv# 02-398964	226.52
	251299	60-601-000-53-5315-0000	Inv# 02-399595	46.44
Harris Motor Sports Inc 00395 Total *				991.56
Health Care Service Corporation 06725	0	75-000-000-12-1221-0000	Foundation % for May 2025	178.98
	0	75-000-000-12-1222-0000	WDSRA % for May 2025	464.17
	0	75-000-000-12-1223-0000	Cobra Premiums for May 2025	994.96
	0	75-000-000-21-2137-0000	Retiree Health/Dental for May 2025	3,811.37
	0	75-000-000-52-5231-0000	Employee Health & Dental for May 2025	178,158.48
Health Care Service Corporation 06725 Total *				183,607.96
Hinchee 02444	250955	40-000-000-54-5422-0000	Mileage Reimbursement for March 2025	75.60
Hinchee 02444 Total *				75.60
Hines Building Supply - US LBM LLC 05162	250956	40-000-188-57-5701-0000	Sensory Shelter Install	16.78
	251110	10-101-000-53-5314-0000	Project Supplies	60.24
	251300	40-000-188-57-5701-0000	Sensory Shelter Install	48.86
Hines Building Supply - US LBM LLC 05162 Total *				125.88
Hochmuth TMP107	168203	20-000-000-20-2025-0000	Fitness Pass Refund	40.00
Hochmuth TMP107 Total *				40.00
Holsteins Garage 02243	251301	10-101-000-52-5210-0000	Safety Inspection	135.00
Holsteins Garage 02243 Total *				135.00
Hot Shots Sports 06851	251302	20-220-203-52-5280-3310	Spring Break Camps	2,178.00
Hot Shots Sports 06851 Total *				2,178.00
Hurley 07239	251025	60-000-000-54-5422-0000	Mileage Reimbursement March 2025	36.40
Hurley 07239 Total *				36.40
Husseini 07454	251112	20-220-204-52-5280-4457	Wheaton United Payment	1,866.67
Husseini 07454 Total *				1,866.67
Husseini 07581	251111	20-220-204-52-5280-4457	Wheaton United Payment	800.00
Husseini 07581 Total *				800.00
I.M.R.F. 00465	0	10-000-000-21-2123-0000	03/2025 IMRF	17,320.26
	0	10-000-000-21-2124-0000	03/2025 IMRF	35,535.64
	0	26-000-000-21-2124-0000	03/2025 IMRF	41,300.19

Vendor Name and #	Check #	GL Account Number	Description	Invoice Amounts
I.M.R.F. 00465 Total *				94,156.09
ILLINOIS AMERICAN WATER CO. 00453	251113	20-000-112-52-5264-0000	Lincoln Marsh 031325-041225	33.24
ILLINOIS AMERICAN WATER CO. 00453 Total *				33.24
Illinois Department of Agriculture 03008	168237	22-501-000-54-5425-0000	Pesticide Applicator License	120.00
Illinois Department of Agriculture 03008 Total *				120.00
Illinois Shotokan Karate 00449	251303	20-220-203-52-5280-3319	Winter 2025 Karate Classes	7,771.50
Illinois Shotokan Karate 00449 Total *				7,771.50
Imagine Nation, LLC 05390	251219	10-101-000-53-5310-0000	Graf Park Playground Supplies	1,287.54
Imagine Nation, LLC 05390 Total *				1,287.54
Imperial Bag & Paper Co LLC 00532	251304	60-000-000-53-5316-0000	CM# 12624	(37.86)
	251304	60-000-000-53-5316-0000	Inv# 37265597	650.74
Imperial Bag & Paper Co LLC 00532 Total *				612.88
Iovane 07325	251114	20-220-204-52-5280-4457	Wheaton United Payment	666.67
Iovane 07325 Total *				666.67
IPS INC. 00476	251305	20-101-232-53-5347-0000	Pool Gutter Joints	2,730.00
IPS INC. 00476 Total *				2,730.00
IWM Corporation 02460	250957	20-101-220-52-5211-0000	CC Monthly Water Treatment	440.00
IWM Corporation 02460 Total *				440.00
Jay 06868	251306	10-418-000-54-5422-0000	Mileage Reimbursement 040225-050125	68.04
Jay 06868 Total *				68.04
Kaempf 07132	251115	20-220-204-52-5280-4457	Wheaton United Payment	416.67
Kaempf 07132 Total *				416.67
Keith 07118	251116	20-220-204-52-5280-4457	Wheaton United Payment	500.00
Keith 07118 Total *				500.00
Keller 07067	251220	20-220-204-52-5280-4457	Wheaton United Payment	12,150.00
Keller 07067 Total *				12,150.00
Kinczyk 07120	251117	20-220-204-52-5280-4457	Wheaton United Payment	833.33
Kinczyk 07120 Total *				833.33
Kline 07119	251118	20-220-204-52-5280-4457	Wheaton United Payment	3,816.67
Kline 07119 Total *				3,816.67
Koeller 07121	251119	20-220-204-52-5280-4457	Wheaton United Payment	1,000.00
Koeller 07121 Total *				1,000.00
Koppang 07151	250958	10-419-000-54-5422-0000	Mileage Reimbursement 02/27/25-03/19/25	32.68
Koppang 07151 Total *				32.68
Kortenhoven 07193	251120	20-220-204-52-5280-4457	Wheaton United Paymentt	1,666.67
Kortenhoven 07193 Total *				1,666.67
Landscape Material & Firewood Sales Inc. 05747	251121	10-101-000-53-5331-0000	Playground Mulch Sensory	2,708.00
	251121	10-101-000-53-5331-0000	Topsoil for Grass Seed	552.00
	251121	40-000-188-57-5701-0000	Sensory Shelter Build	456.00
	251121	40-101-000-53-5302-0000	Limestone Screening	500.00
	251221	40-101-000-53-5349-0000	Lowell School Baseball Field	515.46
	251307	40-000-188-57-5701-0000	Sensory Pavillion Install	556.13
	251307	40-101-000-53-5302-0000	Briar Patch	40.00
	251307	40-101-000-53-5302-0000	Briar Patch Fountain	230.00
Landscape Material & Firewood Sales Inc. 05747 Total *				5,557.59
Language in Action, Inc. 06819	251222	20-220-208-52-5280-8878	Language Classes 02/27/25-04/03/25	156.00
Language in Action, Inc. 06819 Total *				156.00

Vendor Name and #	Check #	GL Account Number	Description	Invoice Amounts
Layne Christensen Company 00547	250959	20-101-231-52-5210-0000	NS Pool Motor Repair	2,138.00
Layne Christensen Company 00547 Total *				2,138.00
Le Chocolat de Bouchard, LLC 07602	251026	60-612-901-52-5292-0000	Inv# 1059 Event Desserts on 03/22/25	487.50
	251122	60-612-901-52-5292-0000	Inv# 1060 Event Desserts	410.00
Le Chocolat de Bouchard, LLC 07602 Total *				897.50
Lewis 06905	250960	22-501-000-54-5424-0000	Vet Medical Procedures and Medical Supplies	1,813.00
Lewis 06905 Total *				1,813.00
Lingo Communications LLC 06674	250961	10-000-000-52-5262-0000	Admin 040425-050325	32.77
	250961	10-101-000-52-5262-0000	Parks 040425-050325	307.44
	250961	10-418-000-52-5262-0000	HR 040425-050325	153.72
	250961	10-419-000-52-5262-0000	Finance 040425-050325	153.72
	250961	20-000-000-52-5262-0000	Toohey/Safety City 040425-050325	76.86
	250961	20-000-112-52-5262-0000	Lincoln Marsh 040425-050325	76.86
	250961	20-000-304-52-5262-0000	Mary Lubko Center 040425-050325	76.86
	250961	20-220-000-52-5262-0000	Programs 040425-050325	153.72
	250961	20-220-203-52-5262-0000	CAC 040425-050325	76.86
	250961	20-222-231-52-5262-0000	Northside Pool 040425-050325	76.86
	250961	20-224-220-52-5262-0000	Community Center 040425-050325	307.44
	250961	22-501-000-52-5262-0000	Cosley 040425-050325	153.72
	250961	60-611-000-52-5262-0000	AGC Golf 040425-050325	253.64
	250961	60-612-901-52-5262-0000	AGC Banquets 040425-050325	253.64
	250961	60-612-902-52-5262-0000	AGC Restaurant 040425-050325	261.32
	251308	10-000-000-52-5262-0000	Admin 050425-060325	32.77
	251308	10-101-000-52-5262-0000	Parks 050425-060325	307.44
	251308	10-418-000-52-5262-0000	HR 050425-060325	153.72
	251308	10-419-000-52-5262-0000	Finance 050425-060325	153.72
	251308	20-000-000-52-5262-0000	Toohey/Safety City 050425-060325	77.03
	251308	20-000-112-52-5262-0000	Lincoln Marsh 050425-060325	76.86
	251308	20-000-304-52-5262-0000	Mary Lubko Center 050425-060325	76.86
	251308	20-220-000-52-5262-0000	Programs 050425-060325	153.72
	251308	20-220-203-52-5262-0000	CAC 050425-060325	76.86
	251308	20-222-231-52-5262-0000	Northside Pool 050425-060325	76.86
	251308	20-224-220-52-5262-0000	Community Center 050425-060325	307.44
	251308	22-501-000-52-5262-0000	Cosley 050425-060325	153.72
	251308	60-611-000-52-5262-0000	AGC Golf 050425-060325	253.64
	251308	60-612-901-52-5262-0000	AGC Banquets 050425-060325	253.64
	251308	60-612-902-52-5262-0000	AGC Restaurant 050425-060325	261.32
Lingo Communications LLC 06674 Total *				4,831.03
Livingston 07326	251123	20-220-204-52-5280-4457	Wheaton United Payment	883.33
Livingston 07326 Total *				883.33
Logotech Inc 07665	251124	22-220-206-53-5301-6690	Uncorked Glasses	2,071.00
Logotech Inc 07665 Total *				2,071.00
LRS Holdings LLC 06250	251125	10-101-000-52-5263-0000	Parks&Planning 050125-053125	56.60
	251125	20-000-000-52-5263-0000	Manchester Park 050125-053125	56.60
	251125	20-222-232-52-5263-0000	Rice Pool 050125-053125	75.95
	251125	20-224-220-52-5263-0000	Community Center 050125-053125	269.28
	251125	22-501-000-52-5263-0000	Cosley Zoo 050125-053125	169.56
LRS Holdings LLC 06250 Total *				627.99

Vendor Name and #	Check #	GL Account Number	Description	Invoice Amounts
M&M Event Planners Inc. 06766	250962	60-612-901-52-5292-0000	Inv# INV/2025/00037 Event Linen	48.75
	250962	60-612-901-52-5292-0000	Inv# INV/2025/00038 Event Linen	105.00
	250962	60-612-901-52-5292-0000	Inv# INV/2025/00039 Event Linen	459.00
	250962	60-612-901-52-5292-0000	Inv# INV/2025/00040 Event Linen	18.75
	250962	60-612-901-52-5292-0000	Inv# INV/2025/00041 Event Linen	26.25
	250962	60-612-901-52-5292-0000	Inv# INV/2025/00057 Event Linen	136.00
	251223	60-612-901-52-5292-0000	Inv# 00069 Easter Linen	662.50
M&M Event Planners Inc. 06766 Total *				1,456.25
Management Association of IL 05387	251309	10-418-000-54-5425-0000	Annual Membership Dues thru 06/30/26	4,440.00
Management Association of IL 05387 Total *				4,440.00
Marte III 07127	251126	20-220-204-52-5280-4457	Wheaton United Payment	500.00
Marte III 07127 Total *				500.00
Martha Hernandez for Petty Cash 06943	168238	20-000-000-10-1011-0000	Northside Petty Cash	1,507.00
	168238	20-000-000-10-1011-0000	Rice Petty Cash	1,997.00
Martha Hernandez for Petty Cash 06943 Total *				3,504.00
Martin Whalen Group Inc 04267	250963	10-000-000-52-5211-0000	Museum 032825-042725	51.77
	250963	10-000-856-52-5211-0000	Prairie 032825-042725	93.43
	250963	10-101-000-52-5211-0000	Parks 032825-042725	139.62
	250963	10-418-000-52-5211-0000	Prairie - HR 032825-042725	12.31
	250963	10-419-000-52-5211-0000	Prairie - Payroll 032825-042725	19.90
	250963	10-419-000-52-5211-0000	Prairie-Finance 032825-042725	46.79
	250963	20-000-000-52-5211-0000	Community Center 032825-042725	89.72
	250963	20-000-112-52-5211-0000	Lincoln Marsh 032825-042725	108.70
	250963	20-000-304-52-5211-0000	Mary Lubko Center 032825-042725	19.37
	250963	20-000-415-52-5211-0000	Prairie - Marketing 032825-042725	470.22
	250963	20-222-231-52-5211-0000	Northside Pool 032825-042725	4.84
	250963	20-222-232-52-5211-0000	Rice Pool 032825-042725	8.48
	250963	20-224-220-52-5211-0000	Community Center - Front Desk 032825-042725	27.77
	250963	20-224-220-52-5211-0000	Community Center 032825-042725	169.77
	250963	20-350-302-52-5211-0000	Parks Plus 032825-042725	16.80
	250963	22-501-000-52-5211-0000	Cosley Zoo 032825-042725	15.27
	250963	60-000-000-52-5211-0000	AGC 032825-042725	628.52
	250963	60-000-000-52-5211-0000	AGC Clubhouse 032825-042725	4.06
	250963	60-000-000-52-5211-0000	Arrowhead- Maintenance 032825-042725	15.60
	250963	60-601-000-52-5211-0000	AGC Clubhouse 032825-042725	4.54
	250963	60-611-000-52-5211-0000	AGC Clubhouse 032825-042725	19.07
	250963	60-612-000-52-5211-0000	AGC Clubhouse 032825-042725	12.60
	251310	10-000-000-52-5211-0000	Museum 042825-052725	51.77
	251310	10-000-856-52-5211-0000	Prairie 042825-052725	93.43
	251310	10-101-000-52-5211-0000	Parks 042825-052725	139.62
	251310	10-418-000-52-5211-0000	Prairie - HR 042825-052725	12.31
	251310	10-419-000-52-5211-0000	Prairie - Payroll 042825-052725	19.90
	251310	10-419-000-52-5211-0000	Prairie-Finance 042825-052725	46.79
	251310	20-000-000-52-5211-0000	Community Center 042825-052725	89.72
	251310	20-000-112-52-5211-0000	Lincoln Marsh 042825-052725	108.70
	251310	20-000-304-52-5211-0000	Mary Lubko Center 042825-052725	19.37
	251310	20-000-415-52-5211-0000	Prairie - Marketing 042825-052725	470.22
	251310	20-222-231-52-5211-0000	Northside Pool 042825-052725	4.84

Vendor Name and #	Check #	GL Account Number	Description	Invoice Amounts
Martin Whalen Group Inc 04267	251310	20-222-232-52-5211-0000	Rice Pool 042825-052725	8.48
	251310	20-224-220-52-5211-0000	Community Center - Front Desk 042825-052725	27.77
	251310	20-224-220-52-5211-0000	Community Center 042825-052725	169.77
	251310	20-350-302-52-5211-0000	Parks Plus 042825-052725	16.80
	251310	22-501-000-52-5211-0000	Cosley Zoo 042825-052725	15.27
	251310	60-000-000-52-5211-0000	AGC 042825-052725	628.52
	251310	60-000-000-52-5211-0000	AGC Clubhouse 042825-052725	4.06
	251310	60-000-000-52-5211-0000	Arrowhead- Maintenance 042825-052725	15.60
	251310	60-601-000-52-5211-0000	AGC Clubhouse 042825-052725	4.54
	251310	60-611-000-52-5211-0000	AGC Clubhouse 042825-052725	19.07
	251310	60-612-000-52-5211-0000	AGC Clubhouse 042825-052725	12.60
Martin Whalen Group Inc 04267 Total *				3,958.30
Matthews TMP*3786	251127	10-000-000-25-2580-0000	To Reissue Outstanding AP Check #167756	180.00
Matthews TMP*3786 Total *				180.00
McCance 00603	251128	20-221-223-52-5210-4211	Winter Softball Clinic	2,517.90
McCance 00603 Total *				2,517.90
McCleary TMP117	168225	20-000-000-20-2025-0000	Sunshine Luncheon Refund	22.00
McCleary TMP117 Total *				22.00
McCloud 05010	251129	20-220-204-52-5280-4457	Wheaton United Payment	700.00
McCloud 05010 Total *				700.00
McCoyd 07362	251130	20-220-204-52-5280-4457	Wheaton United Payment	1,666.67
McCoyd 07362 Total *				1,666.67
MCMaster-CARR SUPPLY COMPANY 00607	251224	40-101-000-53-5302-0000	CAC Duct Supplies	800.30
MCMaster-CARR SUPPLY COMPANY 00607 Total *				800.30
Meals 06859	250964	22-501-000-54-5424-0000	Vet Rounds February and March 2025	1,350.00
Meals 06859 Total *				1,350.00
MENARDS GLENDALE HEIGHTS 00617	251027	20-101-231-53-5302-0000	Supplies	176.56
	251027	20-101-232-53-5302-0000	Supplies	412.18
	251131	20-101-231-53-5347-0000	Supplies	81.07
	251131	20-101-232-53-5347-0000	Supplies	189.16
	251311	20-101-232-53-5347-0000	Paint Supplies	161.79
MENARDS GLENDALE HEIGHTS 00617 Total *				1,020.76
MENARDS WEST CHICAGO 00615	250965	60-601-000-53-5313-0000	Inv# 17627	83.96
	250965	60-601-000-53-5315-0000	Inv# 17627	154.03
	251132	60-000-000-53-5313-0000	Inv# 17838	52.40
	251132	60-000-000-53-5313-0000	Inv# 17898	15.22
	251225	60-000-000-53-5313-0000	Inv# 18374	94.98
	251225	60-000-000-53-5313-0000	Inv# 18843	66.51
MENARDS WEST CHICAGO 00615 Total *				467.10
Merrifield 07111	251133	20-220-204-52-5280-4457	Wheaton United Payment	333.33
Merrifield 07111 Total *				333.33
Michael L Arena 06000	251226	40-000-000-53-5302-0000	Blanchard Split Rail Fence Project	7,250.00
Michael L Arena 06000 Total *				7,250.00
Milton Township General Assistance TMP118	168226	20-000-000-20-2025-0000	Credit Balance Refund	9.50
Milton Township General Assistance TMP118 Total *				9.50
MITCHELL 05310	250966	75-000-000-21-2137-0000	Reimbursement for Health Insurance Payment	951.12
MITCHELL 05310 Total *				951.12
Most Dependable Fountains Inc. 02875	251312	10-101-000-53-5312-0000	Push Button	206.00

Vendor Name and #	Check #	GL Account Number	Description	Invoice Amounts
Most Dependable Fountains Inc. 02875 Total *				206.00
Nalco Company LLC 03085	251028	10-101-854-52-5211-0000	Water Treatment	899.28
	251313	10-101-854-52-5211-0000	Water Treatment	152.36
Nalco Company LLC 03085 Total *				1,051.64
NAPA 02796	250967	10-101-000-53-5315-0000	Machinery Supplies	56.98
	250967	10-101-000-53-5315-0000	Machinery Supplies Equipment# 1172	37.99
	250967	10-101-000-53-5315-0000	Machinery Supplies Equipment# 1383	9.48
	250967	60-601-000-53-5315-0000	Inv# 686806	55.55
	250967	60-601-000-53-5315-0000	Inv# 688233	60.67
	251314	10-101-000-53-5315-0000	Credit Machinery Supplies	(91.58)
	251314	10-101-000-53-5315-0000	Machinery Parts	11.94
	251314	10-101-000-53-5315-0000	Machinery Supplies	631.21
	251314	10-101-000-53-5315-0000	Stock Spark Plugs	14.12
	251314	10-101-000-53-5315-0000	Stock Supplies	22.05
	251314	60-601-000-53-5315-0000	Inv# 698160	27.84
NAPA 02796 Total *				836.25
NAPCO STEEL INC. 00655	251029	10-101-000-53-5334-0000	Wire Counter at CAC	90.00
NAPCO STEEL INC. 00655 Total *				90.00
Narrajios 07635	250968	20-224-220-54-5422-0000	Mileage Reimbursement for March 2025	31.85
	251315	20-224-220-54-5422-0000	Mileage Reimbursement for April 2025	58.52
Narrajios 07635 Total *				90.37
NCPERS - IL IMRF - 0817 00671	251316	10-000-000-21-2130-0000	04-2025 NCPERS	128.00
NCPERS - IL IMRF - 0817 00671 Total *				128.00
Nicosia TMP111	168211	20-000-000-20-2025-0000	Murder on The Orient Express Refund	145.00
Nicosia TMP111 Total *				145.00
NISL 00683	250969	20-220-204-52-5280-4457	Wheaton United NISL Reg 14707772 & 14707773	3,000.00
NISL 00683 Total *				3,000.00
North American Corporation of Illinois, LLC 07628	251227	10-101-000-53-5316-0000	Paper Towels & Urinal Screens	418.36
North American Corporation of Illinois, LLC 07628 Total *				418.36
Northern Illinois Gas Company 00680	250970	22-501-000-52-5261-0000	Cosley Zoo 021725-031925	462.01
	251134	10-000-856-52-5261-0000	855 Prairie 031325-041125	114.60
	251134	20-000-000-52-5261-0000	Memorial Park Bandshell 031725-041525	110.74
	251134	20-222-231-52-5261-0000	Northside Pool 031725-041525	342.74
	251228	10-000-856-52-5261-0000	855 Prairie 031925-041725	438.47
	251228	20-220-225-52-5261-0000	Central Athletic Complex 031725-041525	1,431.45
	251228	20-224-234-52-5261-0000	Blanchard Building 031225-041025	574.69
	251228	22-501-000-52-5261-0000	Cosley Welcome Center 031925-041725	57.89
	251317	10-000-000-52-5261-0000	DC History Museum 031725-041525	348.02
	251317	10-101-000-52-5261-0000	Parks & Planning 031325-041125	1,022.37
	251317	10-430-000-52-5261-0000	DC History Museum 031725-041525	149.15
	251317	20-000-000-52-5261-0000	Rathje Park 031325-041125	119.40
	251317	20-000-000-52-5261-0000	Toohey Park 031225-041025	337.58
	251317	20-000-304-52-5261-0000	Mary Lubko Center 031725-041525	206.22
	251317	20-220-225-52-5261-0000	Zamboni Storage 031725-041525	61.96
	251317	20-222-231-52-5261-0000	Northside Pool 031725-041525	186.39
	251317	20-224-220-52-5261-0000	Community Center 031225-041025	148.23
	251317	22-501-000-52-5261-0000	Cosley Zoo 031925-041725	317.90
	251317	22-501-000-52-5261-0000	Cosley Zoo 101724-041925	971.80

Vendor Name and #	Check #	GL Account Number	Description	Invoice Amounts
Northern Illinois Gas Company 00680	251317	60-000-000-52-5261-0000	AGC Maintenance Building 031325-041125	506.88
Northern Illinois Gas Company 00680 Total *				7,908.49
NuToys Leisure Products Inc. 00698	251030	10-101-000-53-5310-0000	Briarpatch Playground Net Climber	5,841.70
	251229	10-101-000-53-5310-0000	Hardware and Tools for Triangle NSP Prairie Path Park	2,187.44
NuToys Leisure Products Inc. 00698 Total *				8,029.14
Official Finders, LLC 04857	251135	20-221-223-52-5281-0000	Travel Baseball	640.00
	251135	20-221-223-52-5281-0000	Travel Softball	80.00
	251230	20-221-223-52-5281-0000	Baseball Umpires	1,160.00
	251230	20-221-223-52-5281-0000	Softball Umpires	1,000.00
Official Finders, LLC 04857 Total *				2,880.00
Oker 07116	251136	20-220-204-52-5280-4457	Wheaton United Payment	2,916.67
Oker 07116 Total *				2,916.67
Olympia Maintenance Inc 02322	251231	60-612-000-52-5210-0000	Inv# 327044 Hood Cleaning	2,205.00
Olympia Maintenance Inc 02322 Total *				2,205.00
Ostensen TMP*3709	251137	10-000-000-25-2580-0000	To Reissue Outstanding AP Check #167549	12.00
Ostensen TMP*3709 Total *				12.00
Otis Elevator Company 00714	250971	60-000-000-54-5441-0000	Inv# CY16125001	998.50
	251031	60-000-000-54-5441-0000	Oil Change Customer No. 433167	8,600.00
	251318	60-000-000-52-5211-0000	Elevator Repairs	2,886.00
Otis Elevator Company 00714 Total *				12,484.50
PADDOCK PUBLICATIONS INC. 00717	250972	40-000-000-54-5428-0000	Bid Notice	144.90
PADDOCK PUBLICATIONS INC. 00717 Total *				144.90
Paramount Fence, Inc 07596	251032	40-800-837-53-5393-0000	Sunnyside Fence	4,560.00
Paramount Fence, Inc 07596 Total *				4,560.00
Parente 07592	251138	20-220-204-52-5280-4457	Wheaton United Payment	750.00
Parente 07592 Total *				750.00
Park District Risk Mgmt Agency 00725	251033	23-000-000-52-5270-0000	Property Ins Premium - March 2025	13,190.59
	251033	23-000-000-52-5271-0000	Public Liability Ins Premium - March 2025	9,200.15
	251033	23-000-000-52-5273-0000	Worker's Comp Ins Premium - March 2025	26,665.41
	251033	23-000-000-52-5276-0000	Employment Practice Ins Premium - March 2025	3,169.66
	251033	23-000-000-52-5277-0000	Pollution Liability Ins Premium - March 2025	13.06
	251033	23-000-000-52-5279-0000	Cyber Ins Premium - March 2025	879.03
Park District Risk Mgmt Agency 00725 Total *				53,117.90
Parkreation Inc. 03893	250973	10-101-000-53-5310-0000	Sensory Garden Replacement Parts	284.85
Parkreation Inc. 03893 Total *				284.85
Parts Town 02265	251139	60-612-000-54-5441-0000	CM# 1600065574	(11.92)
	251139	60-612-000-54-5441-0000	Inv# 2105457346	152.24
	251232	60-612-000-54-5441-0000	Inv# 2105496728	259.41
	251232	60-612-000-54-5441-0000	Inv# 2105507863	171.54
	251232	60-612-000-54-5441-0000	Inv# 2105534427	581.45
	251232	60-612-000-54-5441-0000	Inv# 2105546943	286.92
Parts Town 02265 Total *				1,439.64
Patriot Maintenance 07658	251034	20-000-000-25-2549-0000	CAC Parking Lot Bid Bond Refund	18,400.00
Patriot Maintenance 07658 Total *				18,400.00
Paylocity Corporation 06279	0	10-000-000-52-5211-0000	04/04/2025 Payroll Processing	193.83
	0	10-000-000-52-5211-0000	04/18/2025 Payroll Processing	795.65
	0	20-000-000-52-5211-0000	04/04/2025 Payroll Processing	567.65
	0	20-000-000-52-5211-0000	04/18/2025 Payroll Processing	2,330.12

Vendor Name and #	Check #	GL Account Number	Description	Invoice Amounts
Paylocity Corporation 06279	0	22-000-000-52-5211-0000	04/04/2025 Payroll Processing	69.23
	0	22-000-000-52-5211-0000	04/18/2025 Payroll Processing	284.16
	0	60-000-000-52-5211-0000	04/04/2025 Payroll Processing	553.81
	0	60-000-000-52-5211-0000	04/18/2025 Payroll Processing	2,273.28
Paylocity Corporation 06279 Total *				7,067.73
Payne Sod Farm INC 06159	251140	60-601-000-53-5331-0000	Sod	3,795.00
Payne Sod Farm INC 06159 Total *				3,795.00
Peerless Network Inc 06542	251035	10-000-000-52-5262-0000	Admin 041525-051425	245.64
	251035	20-000-000-52-5262-0000	Recreation 041525-051425	272.93
	251035	22-501-000-52-5262-0000	Cosley 041525-051425	54.59
	251035	60-000-000-52-5262-0000	AGC 041525-051425	109.17
Peerless Network Inc 06542 Total *				682.33
Pentzien 07113	251141	20-220-204-52-5280-4457	Wheaton United Payment	883.33
Pentzien 07113 Total *				883.33
Pepsi Beverages Company 00742	251036	60-000-000-14-1416-0000	Inv# 28313003 Non-Alcoholic Beverages	483.36
	251036	60-000-000-14-1416-0000	Inv# 73748001 Non-Alcoholic Beverages	1,424.97
	251142	60-000-000-14-1416-0000	Inv# 43507004 Non-Alcoholic Beverages	578.92
	251233	60-000-000-14-1416-0000	Inv# 65464000 Non-Alcoholic Beverages	765.49
	251319	20-222-231-53-5302-0000	CO2 Deposit Northside	450.00
	251319	20-222-231-53-5328-0000	Pepsi Fountain Product Northside	956.98
	251319	20-222-231-53-5329-0000	Pepsi Cups Northside	156.76
	251319	60-000-000-14-1416-0000	Inv# 82775006 Non-Alcoholic Beverages	418.18
Pepsi Beverages Company 00742 Total *				5,234.66
Perfect Turf LLC 05079	250974	40-000-000-12-1224-0000	Sunnyside Playgroud Surfacing WDSRA	24,640.00
	250974	40-800-837-57-5701-0000	Sunnyside Playgroud Surfacing	73,920.00
Perfect Turf LLC 05079 Total *				98,560.00
Performance Chemical & Supply 05540	251143	20-101-220-53-5316-0000	Floor Machine Parts	9.75
	251143	20-101-225-53-5316-0000	Floor Machine Parts	9.75
	251320	60-000-000-53-5316-0000	Inv# 315789	528.58
Performance Chemical & Supply 05540 Total *				548.08
Pierce TMP113	168212	20-000-000-20-2025-0000	Super Tots/CC Refund	368.00
Pierce TMP113 Total *				368.00
PIONEER MANUFACTURING CO INC 00748	251321	10-101-000-53-5315-0000	Equipment 1461	36.84
PIONEER MANUFACTURING CO INC 00748 Total *				36.84
Play Illinois LLC 06131	251234	40-800-816-57-5701-0000	Hawthorne Junction Play Sand Area	3,604.00
Play Illinois LLC 06131 Total *				3,604.00
Porter Pipe & Supply Company Inc 00082	251322	20-101-231-53-5311-0000	Northside Plumbing	149.36
Porter Pipe & Supply Company Inc 00082 Total *				149.36
Potts 07126	251144	20-220-204-52-5280-4457	Wheaton United Payment	2,283.33
Potts 07126 Total *				2,283.33
Power Up Batteries LLC. 04109	251037	10-101-000-53-5306-0000	Equipment# 2702 Maintenance	1,318.88
	251037	10-101-000-53-5315-0000	Equipment# 11896 Machinery Supplies	172.05
Power Up Batteries LLC. 04109 Total *				1,490.93
Prairie Material 00764	251323	40-000-188-57-5701-0000	Sensory Shelter Build (Less Sales Tax)	781.00
Prairie Material 00764 Total *				781.00
Pre-Paid Legal Service Inc 00766	0	10-000-000-21-2127-0000	04/25 Pre-Paid Legal	298.11
Pre-Paid Legal Service Inc 00766 Total *				298.11

Vendor Name and #	Check #	GL Account Number	Description	Invoice Amounts
Production Plus Graphics Inc 00864	251038	10-101-000-53-5314-0000	Sign Shop Supplies	256.31
Production Plus Graphics Inc 00864 Total *				256.31
Proficient Window Cleaning, Inc. 06428	251145	20-101-220-52-5210-0000	Window Cleaning	796.00
Proficient Window Cleaning, Inc. 06428 Total *				796.00
Protect My Ministry, LLC 06895	251039	23-418-000-52-5208-0000	MVR Reports	46.00
	251039	60-418-902-52-5208-0000	Background and MVR Reports	128.00
	251324	23-418-000-52-5208-0000	Background Checks & MVR Report	117.00
Protect My Ministry, LLC 06895 Total *				291.00
PYRAMID SCHOOL PRODUCTS 00772	251040	20-221-223-53-5306-0000	BBSB Bid 2025 Items	171.00
PYRAMID SCHOOL PRODUCTS 00772 Total *				171.00
Pyykkonen 07133	251146	20-220-204-52-5280-4457	Wheaton United Payment	375.00
Pyykkonen 07133 Total *				375.00
Quadient Finance USA Inc. 04896	251325	10-000-000-53-5304-0000	Supply for Postage Machine	119.00
Quadient Finance USA Inc. 04896 Total *				119.00
Quadient Leasing USA Inc. 04895	251235	10-000-856-52-5220-0000	Postage Machine Lease 02/17/25-05/16/25	341.05
	251235	20-000-000-52-5220-0000	Postage Machine Lease 02/17/25-05/16/25	170.53
	251235	20-224-220-52-5220-0000	Postage Machine Lease 02/17/25-05/16/25	170.53
Quadient Leasing USA Inc. 04895 Total *				682.11
R.F. Beverage LLC 07425	168213	60-000-000-14-1412-0000	Inv# 609599 Wine	227.00
	168227	60-000-000-14-1412-0000	Inv# 614909 Wine	257.00
R.F. Beverage LLC 07425 Total *				484.00
Raftery 07134	251147	20-220-204-52-5280-4457	Wheaton United Payment	1,066.67
Raftery 07134 Total *				1,066.67
Rahmouni 07123	251148	20-220-204-52-5280-4457	Wheaton United Payment	2,133.33
Rahmouni 07123 Total *				2,133.33
Rapley 07124	251149	20-220-204-52-5280-4457	Wheaton United Payment	833.33
Rapley 07124 Total *				833.33
Reach Sports Marketing Group Inc. 05491	251236	60-612-000-52-5210-0000	Inv# 105634 Reach Media Screens	350.00
	251326	70-000-000-52-5240-0000	Community Center REACH Player License	600.00
Reach Sports Marketing Group Inc. 05491 Total *				950.00
Recreonics Inc. 00789	250975	20-101-231-53-5302-0000	Guard Chairs	633.57
	250975	20-101-232-53-5302-0000	Guard Chairs	950.35
Recreonics Inc. 00789 Total *				1,583.92
Reinders Inc 00792	250976	60-601-000-53-5315-0000	Bolt-Eye Returned	(31.88)
	250976	60-601-000-53-5315-0000	Inv# 6068948-00	302.86
	250976	60-601-000-53-5315-0000	Inv# 6069419-00	987.50
	250976	60-601-000-53-5343-0000	Irrigation Supplies	943.33
	251327	10-101-000-53-5315-0000	Equipment 1312 Machinery Supplies	53.04
	251327	10-101-000-53-5315-0000	PSC 67045 Equipment 1312 Machinery Supplies	411.79
	251327	10-101-000-53-5315-0000	PSC 67050 Equipment 1312 Machinery Supplies	19.61
	251327	10-101-000-53-5315-0000	PSC 67491 Equipment 1363 Machinery Supplies	202.95
	251327	10-101-000-53-5315-0000	PSC 67496 and Stock Machinery Supplies	273.05
	251327	10-101-000-53-5315-0000	PSC 67936 Equipment 1391 Machinery Supplies	112.18
	251327	60-601-000-53-5315-0000	Inv# 6069580-00	99.25
	251327	60-601-000-53-5315-0000	Inv# 6069580-01	409.34
	251327	60-601-000-53-5315-0000	Inv# 6070054-00	166.87
	251327	60-601-000-53-5315-0000	Inv# 6070244-00	431.05
	251327	60-601-000-53-5315-0000	Inv# 6070675-00	178.88

Vendor Name and #	Check #	GL Account Number	Description	Invoice Amounts
Reinders Inc 00792	251327	60-601-000-53-5315-0000	Inv# 6070951-00	334.19
	251327	60-601-000-53-5315-0000	Inv# 6070981-00	190.80
	251327	60-601-000-53-5315-0000	Inv# 6070981-01	242.88
	251327	60-601-000-53-5343-0000	1 Inch Quick Coupler Swing Joints	174.33
	251327	60-601-000-53-5343-0000	2 Toro Sprinkler Head Bodies	383.25
Reinders Inc 00792 Total *				5,885.27
Restaurant Technologies Inc 07420	251041	60-612-000-52-5210-0000	Inv# 20373794 Oil Program	358.35
	251150	60-612-902-53-5388-0000	Inv# 20398337 Restaurant Oil Supplies	859.89
Restaurant Technologies Inc 07420 Total *				1,218.24
REXFORD RAND CORPORATION 00796	251042	10-101-000-53-5316-0000	Cleaning Supplies	342.50
	251042	20-101-220-53-5316-0000	Cleaning Supplies	342.50
REXFORD RAND CORPORATION 00796 Total *				685.00
Rivera 07125	251151	20-220-204-52-5280-4457	Wheaton United Payment	1,991.67
Rivera 07125 Total *				1,991.67
Robinson Wholesale Inc. 00804	251043	22-501-000-53-5339-0000	Animal Feed	169.50
	251328	22-501-000-53-5339-0000	Fish for Feed	225.00
Robinson Wholesale Inc. 00804 Total *				394.50
Rock n Kids Inc. 03507	251237	20-220-207-52-5280-7739	Classes 02/17/25-03/17/25	705.00
Rock n Kids Inc. 03507 Total *				705.00
Roe 07145	251152	20-220-204-52-5280-4457	Wheaton United Payment	1,658.33
Roe 07145 Total *				1,658.33
Rose Exterminator Co. 07093	250977	60-000-000-52-5211-0000	Inv# 3984217	218.00
	251329	60-000-000-52-5211-0000	Monthly Inspection	218.00
Rose Exterminator Co. 07093 Total *				436.00
Rosendo Perez 07357	251238	20-220-207-53-5301-7729	Staff Shirts	107.50
	251238	20-220-207-53-5301-7732	Staff Shirts	107.50
	251238	20-220-207-53-5301-7741	Staff Shirts	107.50
	251238	20-220-207-53-5301-7746	Staff Shirts	107.50
Rosendo Perez 07357 Total *				430.00
Rotary Club of Central DuPage AM 05319	251239	20-000-000-54-5425-0000	Dues April thru June 2025	250.00
Rotary Club of Central DuPage AM 05319 Total *				250.00
Runco Office Supply & Equipment Co 06539	251330	10-000-856-53-5302-0000	Inv# 965584-0	60.96
	251330	10-000-856-53-5302-0000	Inv# 965585-0	42.38
	251330	10-000-856-53-5302-0000	Inv# 966922-0	74.49
Runco Office Supply & Equipment Co 06539 Total *				177.83
Russo 03617	168239	60-612-902-52-5225-0000	Arrowhead Live Music May 16 2025	250.00
Russo 03617 Total *				250.00
Russo 07340	251153	20-220-204-52-5280-4457	Wheaton United Payment	166.67
Russo 07340 Total *				166.67
Russo Hardware Inc 00825	250978	60-601-000-53-5315-0000	Inv# SPI20989590	131.95
	250978	60-601-000-53-5331-0000	Inv# SPI20992510	135.96
	251044	60-601-000-53-5315-0000	Inv# SPI21009866	249.98
	251044	60-601-000-53-5315-0000	Inv# SPI21009867	71.94
	251154	40-800-822-53-5301-0000	Supplies	959.75
	251331	10-101-000-53-5330-0000	Aprons and Hand Saw	282.97
	251331	60-601-000-53-5315-0000	Inv# SPI21039477	102.76
	251331	60-601-000-53-5315-0000	Inv# SPI21042112	70.06

Vendor Name and #	Check #	GL Account Number	Description	Invoice Amounts
Russo Hardware Inc 00825 Total *				2,005.37
RYAN 07331	251155	20-220-202-52-5280-2258	Dance Class 02/27/25-04/10/25	250.00
	251155	20-220-202-52-5280-2258	Dance Class 04/11/25	158.40
RYAN 07331 Total *				408.40
Rychenkov 07233	251156	20-220-204-52-5280-4457	Wheaton United Payment	2,066.67
Rychenkov 07233 Total *				2,066.67
SANTO SPORT STORE 00838	251045	20-221-223-53-5306-0000	BBSB Bid Extra	4,605.00
SANTO SPORT STORE 00838 Total *				4,605.00
Schamberger Bros. Inc. 00841	168214	60-000-000-14-1412-0000	Inv# 1000134237 Liquor	191.50
Schamberger Bros. Inc. 00841 Total *				191.50
Schumacher 05889	250979	20-220-208-52-5280-8870	Dog Training Class 02/19/25-03/26/25	1,087.00
Schumacher 05889 Total *				1,087.00
Schutz TMP123	168240	20-000-000-20-2025-0000	Household Refund	96.00
Schutz TMP123 Total *				96.00
Selden Fox Ltd. 03756	251046	24-000-000-52-5203-0000	Audit Services for 2024 Audit	15,000.00
Selden Fox Ltd. 03756 Total *				15,000.00
Selvaggio 07329	251157	20-220-204-52-5280-4457	Wheaton United Payment	883.33
Selvaggio 07329 Total *				883.33
Sewart 07669	251332	10-000-000-25-2581-0000	Reissue DD Return 05-02-2025	262.20
Sewart 07669 Total *				262.20
Sheppard 07135	251158	20-220-204-52-5280-4457	Wheaton United Payment	3,825.00
Sheppard 07135 Total *				3,825.00
Sherwin-Williams 00858	251047	20-101-232-53-5347-0000	Rice Pool Paint	911.25
Sherwin-Williams 00858 Total *				911.25
Shingler 07661	251159	20-000-200-54-5422-0000	Mileage Reimbursement 02/13/25-03/21/25	28.21
Shingler 07661 Total *				28.21
Shore TMP121	168228	20-000-000-20-2025-0000	Parent/Tot Dance Refund	40.00
Shore TMP121 Total *				40.00
Shorewood Home & Auto Inc. 05362	251160	10-101-000-53-5315-0000	PSC 67226 Equip 2702	314.28
Shorewood Home & Auto Inc. 05362 Total *				314.28
Shorr Packaging Corp. 00860	250980	20-221-223-53-5302-0000	Cardboard Boxes	267.31
Shorr Packaging Corp. 00860 Total *				267.31
Siciliano 00862	250981	10-000-000-54-5422-0000	Mileage Reimbursement 03/03/25-03/18/25	5.60
	250981	20-000-000-54-5422-0000	Mileage Reimbursement 03/03/25-03/18/25	5.60
	250981	60-000-000-54-5422-0000	Mileage Reimbursement 03/03/25-03/18/25	5.60
Siciliano 00862 Total *				16.80
Sikich Capital Management LLP 00865	251048	10-000-000-52-5205-0000	Retirement Plan Advisory for 457 Plan Q1	1,500.00
Sikich Capital Management LLP 00865 Total *				1,500.00
Simplot AB Retail Inc. 07280	251049	60-601-000-53-5342-0000	Black Tee Towels for Ballwashers	250.31
	251161	60-601-000-52-5210-0000	Pond Colorant and Stay Put	1,098.00
	251161	60-601-000-53-5331-0000	Straw Blanket/Mesotrione Fertilizer & Fine Fescue Seed	652.18
	251240	60-601-000-53-5335-0000	Game ON	163.88
	251240	60-601-000-53-5335-0000	Krystal Klean MnSO4	375.00
	251240	60-601-000-53-5335-0000	May T-Pass Payment	23,913.00
Simplot AB Retail Inc. 07280 Total *				26,452.37
SiteOne Landscape Supply Holding LLC 05940	251050	10-101-000-53-5345-0000	Tools	518.00
	251162	60-601-000-53-5343-0000	Hunter I-20 Irrigation Head for Clubhouse Lawn	75.10
	251162	60-601-000-53-5343-0000	Rainbird Pop Up Heads and Nozzle Kit	139.82

Vendor Name and #	Check #	GL Account Number	Description	Invoice Amounts
SiteOne Landscape Supply Holding LLC 05940	251241	60-601-000-53-5342-0000	Grass Seed/PVC Glue and Primer/Sprinkler Caps	241.22
SiteOne Landscape Supply Holding LLC 05940 Total *				974.14
Southern Glazer's Wine And Spirits, LLC 00874	168215	60-000-000-14-1412-0000	Inv# 1744679 Liquor	627.95
	168221	60-000-000-14-1412-0000	Inv# 1754399 Liquor	766.82
	168229	60-000-000-14-1412-0000	Inv# 1764522 Liquor	1,955.87
	168241	60-000-000-14-1412-0000	Inv# 1774077 Liquor	1,101.46
Southern Glazer's Wine And Spirits, LLC 00874 Total *				4,452.10
SpotOn 05134	0	60-612-000-52-5239-0000	03/25 SpotOn CC Fees	4,854.28
	0	70-000-000-52-5240-0000	05/25 SpotOn Cloud Fees	459.50
SpotOn 05134 Total *				5,313.78
Squeegee Bros Inc 04198	251051	20-222-231-53-5330-0000	Northside Uniforms	1,476.00
	251051	20-222-232-53-5330-0000	Rice Uniforms	3,317.80
	251163	20-000-205-53-5302-0000	Camp Shirts	824.00
	251163	20-220-203-53-5301-3366	Camp Shirts	2,089.50
	251163	20-221-222-53-5302-0000	Football Shirts	190.00
	251333	20-220-207-53-5301-7704	Camp Shirts	1,021.00
	251333	20-220-207-53-5301-7705	Camp Shirts	1,451.00
	251333	20-220-207-53-5301-7707	Camp Shirts	462.00
	251333	20-220-207-53-5301-7710	Camp Shirts	953.60
	251333	20-220-207-53-5301-7734	Camp Shirts	510.00
	251333	20-220-207-53-5301-7775	Camp Shirts	391.00
	251333	20-220-207-53-5301-7776	Camp Shirts	984.60
	251333	20-220-208-53-5301-8880	Camp Shirts	899.00
Squeegee Bros Inc 04198 Total *				14,569.50
St Andrew Products 00894	251164	60-611-000-53-5301-0000	Merch Bags	418.08
St Andrew Products 00894 Total *				418.08
St. Louis Scott Gallagher Foundation 05424	251165	20-000-000-16-1636-0000	Spring 2025 St. Louis Scott Gallagher Tournament Registration	735.00
St. Louis Scott Gallagher Foundation 05424 Total *				735.00
Standard Retirement Services Inc. 06874	0	10-000-000-21-2126-0000	04/04/25 Deferred Comp	4,461.69
	0	10-000-000-21-2126-0000	04/18/25 Deferred Comp	4,461.69
	0	10-000-000-21-2135-0000	04/04/25 Deferred Comp	373.85
	0	10-000-000-21-2135-0000	04/18/25 Deferred Comp	347.92
Standard Retirement Services Inc. 06874 Total *				9,645.15
Steiner Electric Company 05733	251334	20-101-231-53-5311-0000	Plumbing Supplies	35.42
	251334	40-000-000-57-5701-0000	Security Camera Upgrade Supplies Northside	1,117.45
Steiner Electric Company 05733 Total *				1,152.87
Stillgrass LLC 07278	251052	22-501-000-54-5424-0000	Animal Medical Services	981.38
Stillgrass LLC 07278 Total *				981.38
Stout TMP115	168230	20-000-000-20-2025-0000	Game Time Basketball Refund	85.00
Stout TMP115 Total *				85.00
Streba TMP110	168216	20-000-000-20-2025-0000	Murder on The Orient Express Refund	290.00
Streba TMP110 Total *				290.00
Stuever & Sons Inc 00911	251166	60-612-000-52-5210-0000	Inv# 490070 Beer Line Cleaning	104.00
	251335	60-612-000-52-5210-0000	Inv# 52327 Beer Line Cleaning	134.00
Stuever & Sons Inc 00911 Total *				238.00

Vendor Name and #	Check #	GL Account Number	Description	Invoice Amounts
Sunbelt Rentals Inc. 03209	251167	40-000-188-57-5701-0000	Sensory Shelter Build	2,015.50
Sunbelt Rentals Inc. 03209 Total *				2,015.50
Superior Beverage Co. Inc. 00923	168217	60-000-000-14-1412-0000	Inv# 724760 Beer	297.80
	168242	60-000-000-14-1412-0000	Inv# 729390 Beer	584.85
Superior Beverage Co. Inc. 00923 Total *				882.65
Swannies Golf Apparel Co 06528	251168	60-000-000-14-1431-0000	Ladies Spring Order	1,499.85
Swannies Golf Apparel Co 06528 Total *				1,499.85
Sysco-Chicago 02231	250982	60-000-000-14-1411-0000	Inv# 824200993 Meat	736.99
	250982	60-000-000-14-1411-0000	Inv# 824205976 Meat	848.88
	250982	60-000-000-14-1411-0000	Inv# 824205977 Meat	115.29
	250982	60-000-000-14-1411-0000	Inv# 824217114 Meat	1,835.78
	250982	60-000-000-14-1414-0000	Inv# 824205977 Dairy	37.12
	250982	60-000-000-14-1414-0000	Inv# 824217114 Dairy	91.27
	250982	60-000-000-14-1415-0000	Inv# 824200993 General Grocery	537.83
	250982	60-000-000-14-1415-0000	Inv# 824200995 General Grocery	83.54
	250982	60-000-000-14-1415-0000	Inv# 824205975 General Grocery	31.00
	250982	60-000-000-14-1415-0000	Inv# 824205976 General Grocery	529.03
	250982	60-000-000-14-1415-0000	Inv# 824205977 General Grocery	180.32
	250982	60-000-000-14-1415-0000	Inv# 824217114 General Grocery	1,162.38
	250982	60-000-000-14-1415-0000	Inv# 824217116 General Grocery	279.83
	250982	60-000-000-14-1416-0000	Inv# 824205978 Non-Alcoholic Beverages	342.37
	250982	60-000-000-53-5316-0000	Inv# 824217117 Custodial Supplies	843.14
	250982	60-612-000-53-5316-0000	Inv# 824200994 Custodial Supplies	325.92
	250982	60-612-902-53-5388-0000	Inv# 824205978 Restaurant Supplies	258.20
	250982	60-612-902-53-5388-0000	Inv# 824217115 Restaurant Supplies	648.00
	250982	60-612-902-53-5388-0000	Inv# 824217117 Restaurant Supplies	70.00
	251053	60-000-000-14-1411-0000	Inv# 824218121 Meat	380.09
	251053	60-000-000-14-1411-0000	Inv# 824226057 Meat	907.39
	251053	60-000-000-14-1411-0000	Inv# 824237835 Meat	169.80
	251053	60-000-000-14-1411-0000	Inv# 824237838 Meat	442.05
	251053	60-000-000-14-1411-0000	Inv# 824237839 Meat	38.54
	251053	60-000-000-14-1414-0000	Inv# 824237835 Dairy	182.54
	251053	60-000-000-14-1415-0000	Inv# 824218120 General Grocery	129.57
	251053	60-000-000-14-1415-0000	Inv# 824218121 General Grocery	1,156.99
	251053	60-000-000-14-1415-0000	Inv# 824226056 General Grocery	161.60
	251053	60-000-000-14-1415-0000	Inv# 824226057 General Grocery	839.69
	251053	60-000-000-14-1415-0000	Inv# 824226058 General Grocery	28.63
	251053	60-000-000-14-1415-0000	Inv# 824237835 General Grocery	88.20
	251053	60-000-000-14-1415-0000	Inv# 824237838 General Grocery	362.37
	251053	60-000-000-14-1415-0000	Inv# 824237839 General Grocery	327.85
	251053	60-000-000-14-1416-0000	Inv# 824226058 Non-Alcoholic Beverages	256.68
	251053	60-612-000-53-5316-0000	Inv# 824226059 Cleaning Supplies	162.76
	251053	60-612-000-53-5316-0000	Inv# 824237837 Cleaning Supplies	363.78
	251053	60-612-901-53-5390-0000	Inv# 824218121 Banquet Supplies	29.16
	251053	60-612-901-53-5390-0000	Inv# 824237836 Banquet Supplies	28.63
	251053	60-612-902-53-5388-0000	Inv# 824237835 Restaurant Supplies	22.80
	251169	60-000-000-14-1411-0000	Inv# 284244241 Meat	557.22
	251169	60-000-000-14-1411-0000	Inv# 824239574 Meat	614.11

Vendor Name and #	Check #	GL Account Number	Description	Invoice Amounts
Sysco-Chicago 02231	251169	60-000-000-14-1411-0000	Inv# 824244239 Meat	85.13
	251169	60-000-000-14-1411-0000	Inv# 824256864 Meat	799.37
	251169	60-000-000-14-1411-0000	Inv# 824256865 Meat	71.83
	251169	60-000-000-14-1414-0000	Inv# 824239574 Dairy	24.48
	251169	60-000-000-14-1414-0000	Inv# 824244239 Dairy	37.78
	251169	60-000-000-14-1414-0000	Inv# 824251151 Dairy	456.35
	251169	60-000-000-14-1414-0000	Inv# 824256859 Dairy	182.54
	251169	60-000-000-14-1415-0000	Inv# 284244241 General Grocery	952.92
	251169	60-000-000-14-1415-0000	Inv# 824239574 General Grocery	352.33
	251169	60-000-000-14-1415-0000	Inv# 824239575 General Grocery	402.91
	251169	60-000-000-14-1415-0000	Inv# 824239577 General Grocery	124.20
	251169	60-000-000-14-1415-0000	Inv# 824244242 General Grocery	69.29
	251169	60-000-000-14-1415-0000	Inv# 824256859 General Grocery	68.92
	251169	60-000-000-14-1415-0000	Inv# 824256860 General Grocery	1,622.35
	251169	60-000-000-14-1415-0000	Inv# 824256861 General Grocery	469.90
	251169	60-000-000-14-1415-0000	Inv# 824256864 General Grocery	936.32
	251169	60-000-000-14-1415-0000	Inv# 824256865 General Grocery	337.47
	251169	60-000-000-14-1416-0000	Inv# 824256859 Non-Alcoholic Beverages	305.04
	251169	60-000-000-53-5316-0000	Inv# 824239576 Cleaning Supplies	291.74
	251169	60-000-000-53-5316-0000	Inv# 824244240 Cleaning Supplies	224.53
	251169	60-612-000-53-5316-0000	Inv# 824256862 Cleaning Supplies	312.31
	251169	60-612-902-53-5388-0000	Inv# 824256862 Restaurant Supplies	93.06
	251169	60-612-902-53-5388-0000	Inv# 824256863 Restaurant Supplies	91.47
	251242	60-000-000-14-1411-0000	Inv# 824257847 Meat	2,113.42
	251242	60-000-000-14-1411-0000	Inv# 824257848 Meat	478.30
	251242	60-000-000-14-1411-0000	Inv# 824257849 Meat	886.18
	251242	60-000-000-14-1411-0000	Inv# 824262471 Meat	2,579.91
	251242	60-000-000-14-1411-0000	Inv# 824262473 Meat	1,159.14
	251242	60-000-000-14-1411-0000	Inv# 824262474 Meat	576.47
	251242	60-000-000-14-1411-0000	Inv# 824274822 Meat	291.76
	251242	60-000-000-14-1411-0000	Inv# 824274823 Meat	399.11
	251242	60-000-000-14-1411-0000	Inv# 824274824 Meat	905.36
	251242	60-000-000-14-1414-0000	Inv# 824257847 Dairy	161.15
	251242	60-000-000-14-1414-0000	Inv# 824274822 Dairy	70.36
	251242	60-000-000-14-1414-0000	Inv# 824274823 Dairy	57.94
	251242	60-000-000-14-1414-0000	Inv# 824274824 Dairy	24.48
	251242	60-000-000-14-1415-0000	Inv# 824257847 General Grocery	2,410.53
	251242	60-000-000-14-1415-0000	Inv# 824257848 General Grocery	162.52
	251242	60-000-000-14-1415-0000	Inv# 824262471 General Grocery	138.05
	251242	60-000-000-14-1415-0000	Inv# 824262472 General Grocery	265.80
	251242	60-000-000-14-1415-0000	Inv# 824262473 General Grocery	1,407.69
	251242	60-000-000-14-1415-0000	Inv# 824262474 General Grocery	1,779.97
	251242	60-000-000-14-1415-0000	Inv# 824274822 General Grocery	552.85
	251242	60-000-000-14-1415-0000	Inv# 824274823 General Grocery	237.53
	251242	60-000-000-14-1415-0000	Inv# 824274824 General Grocery	1,248.28
	251242	60-000-000-14-1416-0000	Inv# 824257849 Non-Alcoholic Beverages	237.18
	251242	60-000-000-14-1416-0000	Inv# 824262475 Non-Alcoholic Beverages	1,372.32
	251242	60-612-000-53-5316-0000	Inv# 824262471 Cleaning Supplies	229.22

Vendor Name and #	Check #	GL Account Number	Description	Invoice Amounts
Sysco-Chicago 02231	251242	60-612-901-53-5390-0000	Inv# 824274824 Banquet Supplies	84.32
	251242	60-612-902-53-5388-0000	Inv# 824274825 Restaurant Supplies	252.71
	251336	60-000-000-14-1411-0000	Inv# 824276542 Meat	975.58
	251336	60-000-000-14-1411-0000	Inv# 824280371 Meat	80.83
	251336	60-000-000-14-1411-0000	Inv# 824280372 Meat	567.06
	251336	60-000-000-14-1411-0000	Inv# 824280373 Meat	175.06
	251336	60-000-000-14-1411-0000	Inv# 824292707 Meat	791.94
	251336	60-000-000-14-1411-0000	Inv# 824292711 Meat	186.48
	251336	60-000-000-14-1411-0000	Inv# 824929706 Meat	80.10
	251336	60-000-000-14-1414-0000	Inv# 824276544 Dairy	70.36
	251336	60-000-000-14-1414-0000	Inv# 824280372 Dairy	24.48
	251336	60-000-000-14-1415-0000	Inv# 824238751 General Grocery	33.33
	251336	60-000-000-14-1415-0000	Inv# 824238876 General Grocery	120.87
	251336	60-000-000-14-1415-0000	Inv# 824267715 General Grocery	64.34
	251336	60-000-000-14-1415-0000	Inv# 824276542 General Grocery	1,544.23
	251336	60-000-000-14-1415-0000	Inv# 824276543 General Grocery	42.60
	251336	60-000-000-14-1415-0000	Inv# 824276544 General Grocery	177.57
	251336	60-000-000-14-1415-0000	Inv# 824280371 General Grocery	24.53
	251336	60-000-000-14-1415-0000	Inv# 824280372 General Grocery	899.44
	251336	60-000-000-14-1415-0000	Inv# 824280373 General Grocery	337.54
	251336	60-000-000-14-1415-0000	Inv# 824292707 General Grocery	900.20
	251336	60-000-000-14-1415-0000	Inv# 824292710 General Grocery	254.68
	251336	60-000-000-14-1415-0000	Inv# 824929706 General Grocery	259.27
	251336	60-000-000-14-1416-0000	CM# 824261233 Non-Alcoholic Beverages	(118.59)
	251336	60-000-000-14-1416-0000	Inv# 824276542 Non-Alcoholic Beverages	108.42
	251336	60-000-000-14-1416-0000	Inv# 824280372 Non-Alcoholic Beverages	152.52
	251336	60-000-000-53-5316-0000	Inv# 824292708 Cleaning Supplies	988.16
	251336	60-612-000-53-5316-0000	Inv# 824292709 Cleaning Supplies	365.40
	251336	60-612-902-53-5388-0000	Inv# 824257191 Restaurant Supplies	75.00
	251336	60-612-902-53-5388-0000	Inv# 824276545 Restaurant Supplies	341.70
	251336	60-612-902-53-5388-0000	Inv# 824292711 Restaurant Supplies	58.28
Sysco-Chicago 02231 Total *				54,183.51
Tatnall 07346	251170	20-220-204-52-5280-4457	Wheaton United Payment	1,400.00
Tatnall 07346 Total *				1,400.00
Taylor Studios Inc 07593	251171	40-800-854-57-5701-0000	March Payment for Museum Permanent Exhibit Design	3,792.51
Taylor Studios Inc 07593 Total *				3,792.51
Team NexBelt Operating Inc 05496	251243	60-000-000-14-1431-0000	Belts	599.01
Team NexBelt Operating Inc 05496 Total *				599.01
Terranova 07128	251172	20-220-204-52-5280-4457	Wheaton United Payment	666.67
Terranova 07128 Total *				666.67
TerryBerry Company LLC 00943	251054	10-418-000-54-5434-0000	5 Year Pins for Seasonal Staff	446.29
TerryBerry Company LLC 00943 Total *				446.29
Texas Life Insurance Company 03829	0	10-000-000-21-2130-0000	* Texas Life Insurance April 2025	171.72
Texas Life Insurance Company 03829 Total *				171.72
The Conservation Foundation 00415	250983	40-000-000-57-5701-0000	Gary Easement Lease April 2025	295.00
The Conservation Foundation 00415 Total *				295.00
The Corporate Learning Institute 02266	251337	10-000-000-52-5208-0000	2025 Leadership Academy Workshops/May/June/Sept/Oct	9,795.00
	251337	20-000-000-52-5208-0000	2025 Leadership Academy Workshops/May/June/Sept/Oct	9,795.00

Vendor Name and #	Check #	GL Account Number	Description	Invoice Amounts
The Corporate Learning Institute 02266	251337	60-000-000-52-5208-0000	2025 Leadership Academy Workshops/May/June/Sept/Oct	9,795.00
The Corporate Learning Institute 02266 Total *				29,385.00
The Perfect Swing Inc. 05234	251173	20-220-204-53-5301-4445	Travel Jerseys	520.00
	251244	20-220-204-53-5301-4445	Travel Basketball Uniforms	6,865.00
	251338	20-220-204-53-5301-4445	Travel Basketball Shorts	50.00
The Perfect Swing Inc. 05234 Total *				7,435.00
The Stone Center Inc. 00950	251174	60-601-000-53-5331-0000	Crushed Red Granite	771.91
The Stone Center Inc. 00950 Total *				771.91
Thom 07146	251175	20-220-204-52-5280-4457	Wheaton United Payment	416.67
Thom 07146 Total *				416.67
Thorngren 07549	251176	20-220-204-52-5280-4457	Wheaton United Payment	938.33
Thorngren 07549 Total *				938.33
Three Level Basketball LLC 07493	251339	20-220-203-52-5280-3343	Basketball Programs	1,861.20
	251339	20-220-204-52-5280-4445	Travel Training 04/07/25-04/25/25	2,250.00
Three Level Basketball LLC 07493 Total *				4,111.20
Titleist 00956	251055	60-000-000-14-1431-0000	Hats	2,434.32
	251055	60-000-000-14-1432-0000	Custom V1 Golf Balls	144.71
	251055	60-000-000-14-1432-0000	Left Dash V1 Golf Balls	499.52
	251055	60-000-000-14-1432-0000	Prato V1 Promo	144.71
	251055	60-000-000-14-1432-0000	Titleist Credit - Return Pro V1 & Pro V1X Golf Balls	(5,312.00)
	251055	60-000-000-14-1432-0000	V1 Golf Balls	2,491.13
	251055	60-000-000-14-1432-0000	V1 Swap 2025 Golf Balls	1,995.97
	251340	60-000-000-14-1431-0000	Hats	540.96
	251340	60-000-000-14-1432-0000	Golf Balls	423.10
Titleist 00956 Total *				3,362.42
TMA Systems LLC 06089	251056	70-000-000-52-5240-0000	TMA Subscription 06/01/25-05/31/26	18,926.10
TMA Systems LLC 06089 Total *				18,926.10
Toloken TMP*3790	251177	10-000-000-25-2580-0000	To Reissue Outstanding AP Check #167769	16.00
Toloken TMP*3790 Total *				16.00
Topcon Solutions Inc. 02651	251245	70-000-000-52-5240-0000	Survey Grade GSP Software	815.00
Topcon Solutions Inc. 02651 Total *				815.00
Town Square Publications LLC 05526	251341	10-000-415-54-5426-0000	Wheaton Chamber Ad	795.00
Town Square Publications LLC 05526 Total *				795.00
Trebelhorn 07573	251178	20-220-204-52-5280-4457	Wheaton United Payment	400.00
Trebelhorn 07573 Total *				400.00
Tressler LLP 03481	250984	10-000-000-52-5207-0000	Services through Feb 28 2025	374.00
	250984	20-000-000-52-5207-0000	Services through Feb 28 2025	374.00
	250984	60-000-000-52-5207-0000	Services through Feb 28 2025	374.00
Tressler LLP 03481 Total *				1,122.00
TriMark Marlinn LLC 04419	251057	60-612-902-53-5388-0000	Inv# 3303051 Restaurant Supplies	363.54
	251179	60-612-901-53-5390-0000	Inv# 3305555 Banquet Supplies	24.00
	251179	60-612-901-53-5390-0000	Inv# 3305556 Banquet Supplies	106.16
	251179	60-612-901-53-5390-0000	Inv# 3307103 Banquet Supplies	335.85
	251179	60-612-902-53-5388-0000	Inv# 3305557 Restaurant Supplies	357.85
	251246	60-612-901-53-5390-0000	Inv# 3308725 Banquet Supplies	222.00
	251246	60-612-901-53-5390-0000	Inv# 3308726 Banquet Supplies	490.04
	251246	60-612-901-53-5390-0000	Inv# 3308727 Banquet Supplies	180.64
	251246	60-612-902-53-5388-0000	Inv# 3308727 Restaurant Supplies	423.78

Vendor Name and #	Check #	GL Account Number	Description	Invoice Amounts
TriMark Marlinn LLC 04419 Total *				2,503.86
Turfwerks 07474	251247	10-101-000-53-5306-0000	Drag Mat	599.00
Turfwerks 07474 Total *				599.00
Two Brothers Coffee Roasters 06900	251248	60-000-000-14-1416-0000	Inv# 29928 Non-Alcoholic Beverages	103.20
Two Brothers Coffee Roasters 06900 Total *				103.20
UMB Bank N.A. 04121	0	10-000-000-53-5302-0000	Business Cards	83.85
	0	10-000-000-53-5302-0000	District Derby	393.56
	0	10-000-000-54-5401-0000	Conference Registration	93.86
	0	10-000-000-54-5425-0000	NRPA Annual Dues	566.67
	0	10-000-000-54-5432-0000	Conference Registration	204.36
	0	10-000-000-54-5434-0000	Flowers	32.99
	0	10-000-000-54-5438-0000	Funeral Flowers	117.65
	0	10-000-415-53-5302-0000	Candy for Parks Day in Springfield	29.95
	0	10-000-415-53-5302-0000	Office Supplies	45.27
	0	10-000-415-53-5302-0000	Supplies for WPD Events	634.91
	0	10-000-415-54-5425-0000	Google Drive Monthly Subscription Fee	9.99
	0	10-000-415-54-5425-0000	Soundcloud Subscription 03/08/25-04/08/25	16.00
	0	10-000-415-54-5425-0000	WP Engine Subscription 03/25/25-04/24/25	850.00
	0	10-000-415-54-5432-0000	Conference Registration	110.50
	0	10-000-415-54-5432-0000	IPRA - Training	45.00
	0	10-000-416-52-5241-1908	Face Painter Deposit - Fun Run 2025	137.50
	0	10-000-416-52-5241-1908	Facebook - Fun Run 2025 Ads	117.13
	0	10-000-416-52-5241-1908	Fairytale Entertainment - Fun Run 2025	686.00
	0	10-000-416-52-5241-1908	Kidlist - Fun Run 2025 Ad	300.00
	0	10-000-416-53-5346-1900	Batteries	14.38
	0	10-000-416-53-5346-1902	Cream of Wheaton & July 3 and 4 - Bubble Machines and Bubbles	44.72
	0	10-000-416-53-5346-1906	USPS EDDM Mailing - Concerts at Memorial Park 2025	334.05
	0	10-000-416-53-5346-1908	Fun Run 2025 Costumes	146.08
	0	10-000-416-53-5346-1908	Fun Run 2025 Supplies	60.73
	0	10-000-416-53-5346-1908	Marathon Printing - Fun Run 2025	257.13
	0	10-000-416-53-5346-1908	Superhero Fun Run - Fruit Snacks	83.86
	0	10-000-416-53-5346-1908	Superhero Fun Run - Giveaways	493.71
	0	10-000-416-53-5346-1908	Superhero Fun Run - Keychains	544.53
	0	10-000-856-52-5214-0000	Harland Checks Deposit Tickets	46.61
	0	10-000-856-53-5302-0000	Prairie Coffee Supplies	266.46
	0	10-101-000-53-5302-0000	Box Cutters	9.99
	0	10-101-000-53-5302-0000	Employee Relations	24.73
	0	10-101-000-53-5302-0000	Office Supplies	53.58
	0	10-101-000-53-5303-0000	Tylenol	9.99
	0	10-101-000-53-5308-0000	Fencing	385.22
	0	10-101-000-53-5311-0000	Plumbing Supplies	9.98
	0	10-101-000-53-5312-0000	Electrical Supplies	120.41
	0	10-101-000-53-5312-0000	LM Shelter Lighting	79.99
	0	10-101-000-53-5312-0000	Stock	19.99
	0	10-101-000-53-5312-0000	Wire Cable	307.00
	0	10-101-000-53-5313-0000	iPad	1,047.00
	0	10-101-000-53-5313-0000	iPad Cases and Screen Protectors	168.77
	0	10-101-000-53-5313-0000	iPad Replacement	349.00

Vendor Name and #	Check #	GL Account Number	Description	Invoice Amounts
UMB Bank N.A. 04121	0	10-101-000-53-5313-0000	iPad Trade In	(95.00)
	0	10-101-000-53-5313-1904	Cleaners/Safety Glasses/Face Masks	65.80
	0	10-101-000-53-5314-0000	Rathje Carpentry Supplies	119.22
	0	10-101-000-53-5314-0000	Sealant	8.48
	0	10-101-000-53-5314-0000	Sign Shop Supplies	74.50
	0	10-101-000-53-5314-0000	Wheelbarrow	447.00
	0	10-101-000-53-5315-0000	Wrench Socket	8.99
	0	10-101-000-53-5316-0000	Cleaners/Safety Glasses/Face Masks	197.39
	0	10-101-000-53-5316-0000	Paper Towels	59.00
	0	10-101-000-53-5316-0000	Tax Refund	(67.13)
	0	10-101-000-53-5330-0000	Cleaners/Safety Glasses/Face Masks	248.28
	0	10-101-000-53-5330-0000	PPE Yaktrax	20.99
	0	10-101-000-53-5330-0000	Refund for Yaktrax	(20.99)
	0	10-101-000-53-5331-0000	Bird Deterrent	15.98
	0	10-101-000-53-5331-0000	Toohey Wildlife Control	21.24
	0	10-101-000-53-5345-0000	Floor Jack	160.41
	0	10-101-000-53-5345-0000	Threading Tap	16.98
	0	10-101-000-53-5345-0000	Tools for Projects	419.00
	0	10-101-000-53-5347-0000	MLC Restroom Renovation	19.94
	0	10-101-000-54-5425-0000	Scribe Subscription 03/16/25-04/16/25	29.00
	0	10-101-000-54-5432-0000	A2L Refrigeration Class	100.00
	0	10-101-000-54-5432-0000	Conference Registration	93.86
	0	10-101-000-54-5432-0000	Landscape Architecture Training	29.95
	0	10-101-854-53-5314-0000	Museum Key	150.00
	0	10-101-854-53-5316-0000	Cleaners/Safety Glasses/Face Masks	98.69
	0	10-101-854-53-5316-0000	Paper Towels	29.50
	0	10-101-856-53-5311-0000	Prairie Zone 2 Plumbing Supplies	295.33
	0	10-101-856-53-5312-0000	Prairie HVAC Supplies	114.13
	0	10-101-856-53-5316-0000	Cleaners/Safety Glasses/Face Masks	98.69
	0	10-101-856-53-5316-0000	Paper Towels	29.50
	0	10-101-856-53-5316-0000	Prairie Custodial Supplies	27.72
	0	10-101-856-53-5316-0000	Prairie Lysol Deodorizing Spray	56.16
	0	10-419-000-54-5425-0000	2025 GFOA Dues	730.00
	0	10-430-000-53-5302-1107	Photo Reproduction	27.00
	0	10-430-000-53-5302-1108	Food for March 20 Women's History Month Partner Program	82.17
	0	20-000-000-52-5214-0000	Harland Checks Deposit Tickets	46.61
	0	20-000-000-53-5302-0000	Barbell Rack	32.99
	0	20-000-000-53-5302-0000	Safety Fair Folders	43.54
	0	20-000-000-53-5302-0000	Safety Fair Prizes	101.04
	0	20-000-000-54-5401-0000	Conference Registration	93.86
	0	20-000-000-54-5425-0000	NRPA Annual Dues	566.67
	0	20-000-000-54-5425-0000	Rainout Line Subscription	399.00
	0	20-000-000-54-5432-0000	Conference Registration	204.36
	0	20-000-000-54-5434-0000	Flowers	32.99
	0	20-000-112-53-5302-0000	Non Latex Gloves	34.32
	0	20-000-112-53-5302-0000	Office Safety Supplies	89.58
	0	20-000-112-53-5302-0000	Office Sign	6.99
	0	20-000-112-53-5302-0000	Office Supplies	31.87

Vendor Name and #	Check #	GL Account Number	Description	Invoice Amounts
UMB Bank N.A. 04121	0	20-000-112-53-5302-0000	Program and Office Supplies	10.39
	0	20-000-112-54-5426-0000	Marketing and Program Supplies	5.00
	0	20-000-112-54-5426-0000	Printing LM Rack Cards	141.42
	0	20-000-112-54-5432-0000	Sandwiches for Staff Training	31.59
	0	20-000-200-52-5235-0000	Business Cards	64.02
	0	20-000-200-54-5432-0000	IPRA Training for Supervisors	80.00
	0	20-000-200-54-5441-0000	CC Piano Tuning	400.00
	0	20-000-205-53-5302-0000	Athletic Report Software	30.00
	0	20-000-205-54-5432-0000	Certified Pool Operator Certification	395.00
	0	20-000-205-54-5432-0000	IPRA - Training	80.00
	0	20-000-303-52-5214-0000	Harland Checks Deposit Tickets	19.28
	0	20-000-304-52-5235-0000	Business Cards	36.07
	0	20-000-304-53-5302-0000	MLC Restroom	39.98
	0	20-000-304-53-5302-0000	Office	243.94
	0	20-000-416-53-5346-1905	Cream of Wheaton & July 3 and 4 - Bubble Machines and Bubbles	44.72
	0	20-101-000-53-5313-0000	Anti Slip Tape	129.90
	0	20-101-000-53-5313-0000	Cleaners/Safety Glasses/Face Masks	98.69
	0	20-101-000-53-5313-0000	MLC Restroom	438.24
	0	20-101-000-53-5313-0000	MLC Restroom Supplies Returned	(23.95)
	0	20-101-000-53-5313-0000	Paper Towels	29.50
	0	20-101-000-53-5313-0000	Spa Air Switch CCTR12	247.32
	0	20-101-000-53-5313-0000	Supplies	13.78
	0	20-101-112-53-5313-0000	Cleaners/Safety Glasses/Face Masks	98.69
	0	20-101-112-53-5313-0000	Paper Towels	49.17
	0	20-101-220-53-5313-0000	Batteries and Leaf Blower	215.13
	0	20-101-220-53-5313-0000	Drywall Sand Paper and Pole Sander	89.92
	0	20-101-220-53-5313-0000	Supplies	269.59
	0	20-101-220-53-5316-0000	Cleaning Supplies	184.85
	0	20-101-220-53-5316-0000	Garbage Bags	128.49
	0	20-101-220-53-5316-0000	Sponges and Gloves	95.90
	0	20-101-220-53-5316-0000	Windex	91.20
	0	20-101-225-53-5313-0000	CAC Fail Safe Valve	397.68
	0	20-101-225-53-5313-0000	CAC HVAC Repairs	275.08
	0	20-101-232-53-5311-0000	Rice Pool Plumbing Supplies	48.73
	0	20-101-234-53-5312-0000	Electrical Supplies	266.59
	0	20-220-112-52-5280-6618	Annual Challenge Course Inspection	743.77
	0	20-220-112-53-5301-6610	Bat Ears Headband	8.33
	0	20-220-112-53-5301-6610	Marketing and Program Supplies	16.25
	0	20-220-112-53-5301-6610	Mealworms and Crickets	10.72
	0	20-220-112-53-5301-6610	Outreach Program Supplies	31.35
	0	20-220-112-53-5301-6610	Program and Camp Supplies	37.98
	0	20-220-112-53-5301-6610	Program and Office Supplies	108.02
	0	20-220-112-53-5301-6610	Program Materials	11.97
	0	20-220-112-53-5301-6610	Program Supplies	79.02
	0	20-220-112-53-5301-6612	Birdseed	10.99
	0	20-220-112-53-5301-6612	Easter Eggs and Tablecloths	50.85
	0	20-220-112-53-5301-6612	Program Craft Supplies	16.28
	0	20-220-112-53-5301-6618	Carabiners/Bungee Cord	40.93

Vendor Name and #	Check #	GL Account Number	Description	Invoice Amounts
UMB Bank N.A. 04121	0	20-220-112-53-5301-6618	Challenge Course Supplies	39.99
	0	20-220-112-53-5301-6628	Camp Supplies	195.21
	0	20-220-112-53-5301-6628	Dino Camp Books	52.91
	0	20-220-112-53-5301-6628	Program and Camp Supplies	14.95
	0	20-220-202-52-5280-2266	Additional Marketing Materials for Fall Playhouse	175.00
	0	20-220-202-52-5280-2266	Fall Children's Playhouse Production Rights	890.00
	0	20-220-202-53-5301-2205	Dance Recital Costume	68.89
	0	20-220-202-53-5301-2205	Dance Recital Costume Return	(1,553.50)
	0	20-220-202-53-5301-2205	Dance Recital Costume Return Shipping	44.86
	0	20-220-202-53-5301-2205	Zone Party & Dance Program Supplies	11.98
	0	20-220-202-53-5301-2259	Supplies for Theatre Camp	12.95
	0	20-220-202-53-5301-2266	Playhouse Pizza Party	214.92
	0	20-220-202-53-5301-2266	Playhouse Supplies	43.48
	0	20-220-202-53-5301-2266	Wizard of Oz Cast T-Shirts	771.12
	0	20-220-203-53-5301-1014	Pickleball Supplies	330.66
	0	20-220-204-52-5280-4457	United Website Software	1,599.00
	0	20-220-204-53-5301-4440	Credit for Voucher Chicago Bulls	(500.00)
	0	20-220-204-53-5301-4447	Crown Trophy Supplies	143.54
	0	20-220-204-53-5301-4450	Marianos	19.98
	0	20-220-204-53-5301-4450	Marianos Donuts	19.98
	0	20-220-204-53-5301-4451	Rush Order for Soccer Tees	661.91
	0	20-220-204-53-5301-4451	Soccer Supplies	77.22
	0	20-220-207-52-5280-7705	Cinemark Field Trip	1,948.50
	0	20-220-207-52-5280-7705	How to Train Your Dragon Movie Field Trip	1,861.50
	0	20-220-207-52-5280-7732	Preschool Fun Family Night - Reptile Show	37.50
	0	20-220-207-52-5280-7746	Preschool Fun Family Night - Reptile Show	337.50
	0	20-220-207-52-5280-7746	Science Heroes Assembly for Camp	400.00
	0	20-220-207-53-5301-7729	Stickers	12.74
	0	20-220-207-53-5301-7732	Classroom Supplies	15.79
	0	20-220-207-53-5301-7732	Craft Supplies	58.53
	0	20-220-207-53-5301-7732	Cups	12.90
	0	20-220-207-53-5301-7746	Classroom Supplies	89.37
	0	20-220-207-53-5301-7746	Craft and Classroom Supplies	591.53
	0	20-220-207-53-5301-7746	Craft Supplies	174.23
	0	20-220-207-53-5301-7746	Crafts for Spring	127.15
	0	20-220-207-53-5301-7746	Cupcake Liners	8.89
	0	20-220-207-53-5301-7746	Paper and Craft Supplies	111.86
	0	20-220-208-52-5280-8809	St Patricks Day Class 03/07/25	380.16
	0	20-220-208-52-5280-8880	How to Train Your Dragon Movie Field Trip	360.00
	0	20-220-208-52-5280-8880	Topgolf Field Trip	280.00
	0	20-220-208-53-5301-8860	Zone Party & Dance Program Supplies	9.97
	0	20-220-208-53-5301-8884	Craft and Game Supplies for Camp	20.12
	0	20-220-208-53-5301-8884	Craft Supplies	7.58
	0	20-220-209-52-5280-9912	Movie Rights	880.00
	0	20-220-304-52-5280-5522	Bar Siena Senior Day Trip Lunch	400.00
	0	20-220-304-52-5280-5522	Broadway In Chgo Kimberly Akimbo 06/18/25	2,235.62
	0	20-220-304-52-5280-5522	City Cruises 08/15/25	1,348.00
	0	20-220-304-52-5280-5522	Italian Restaurant Senior Day Trip Luncheon	868.97

Vendor Name and #	Check #	GL Account Number	Description	Invoice Amounts
UMB Bank N.A. 04121	0	20-220-304-52-5280-5522	M & M Limousine Services	693.00
	0	20-220-304-52-5280-5522	Marriott Theatre	385.00
	0	20-220-304-52-5280-5522	The Chicago Tour Company	1,035.00
	0	20-220-304-53-5301-5500	Graphic Software	14.99
	0	20-220-304-53-5301-5500	Namaste Cafe	23.07
	0	20-220-304-53-5301-5500	Office Supplies	73.48
	0	20-220-304-53-5301-5500	Program Supplies	15.98
	0	20-220-304-53-5301-5502	Music	5.99
	0	20-221-222-53-5329-0000	Rosatis Pizza for Rams Commitment Night	2,141.28
	0	20-221-222-53-5329-0000	Water for Rams Commitment Night	180.85
	0	20-221-223-54-5405-4459	10U Bobcats Tournament Registration	928.92
	0	20-221-223-54-5405-4459	12U Bobcats Tournament Registration	361.47
	0	20-222-232-53-5302-0000	Zoom for Interviews	15.99
	0	20-224-220-53-5302-0000	CC Supplies	22.52
	0	20-224-220-53-5302-0000	Paper Towels	47.37
	0	20-224-220-53-5302-0000	Podium Stand	289.99
	0	20-224-220-53-5302-0000	Stickers/Super Glue	19.59
	0	20-350-302-52-5210-0000	Club Marketing & Management Service	650.00
	0	20-350-302-52-5210-0000	Club Marketing & Management Services	650.00
	0	20-350-302-52-5211-0000	DirecTv 02/28/25-03/27/25	249.99
	0	20-350-302-52-5211-0000	DirecTv 03/28/25-04/27/25	249.99
	0	20-350-302-53-5302-0000	Ethernet Cable	6.99
	0	20-350-302-53-5302-0000	Fitness February Promo Prizes	239.92
	0	20-350-302-53-5302-0000	Kleenex	107.98
	0	20-350-302-53-5302-0000	Office Supplies	15.99
	0	20-350-302-53-5302-0000	Printing Supplies	25.45
	0	20-350-302-53-5302-0000	Safety Gloves	46.00
	0	20-350-302-53-5302-0000	Signup Genius	9.99
	0	20-350-302-53-5302-0000	Sports Day Prize - Amazon Gift Card	25.00
	0	20-350-302-53-5302-0000	Staff Birthday Cards	11.00
	0	20-350-302-53-5302-0000	Towel Cabinet	126.39
	0	20-350-302-53-5302-0000	TV Wall Mount	59.97
	0	20-350-302-53-5327-0000	Apple Music Subscription	10.99
	0	20-350-302-53-5327-0000	Barbell Rack	49.99
	0	20-350-302-53-5330-0000	Uniforms	52.37
	0	20-350-302-53-5352-0000	EZ Texting.com	56.65
	0	20-350-302-53-5352-0000	Group Fitness Headset	26.99
	0	20-350-302-54-5426-0000	Business Cards	55.90
	0	22-000-000-12-1230-0000	Personal Charge in Error	78.91
	0	22-220-206-53-5301-6601	Replacement USB Adapter for Headset	35.99
	0	22-220-206-53-5301-6690	EGGciting Supplies	644.18
	0	22-501-000-52-5210-0000	Animal Disposition	60.00
	0	22-501-000-53-5302-0000	Kleenex	1.69
	0	22-501-000-53-5302-0000	Office Chairs for Keeper Station	1,080.00
	0	22-501-000-53-5309-0000	Deworming Medication	39.98
	0	22-501-000-53-5309-0000	Eye Drops	12.95
	0	22-501-000-53-5309-0000	Medical Supplies	399.09
	0	22-501-000-53-5309-0000	Medical Supplies for Lamb	204.34

Vendor Name and #	Check #	GL Account Number	Description	Invoice Amounts
UMB Bank N.A. 04121	0	22-501-000-53-5311-0000	Cosley Boiler Supplies	98.18
	0	22-501-000-53-5311-0000	Parts for Utility Tub	50.47
	0	22-501-000-53-5311-0000	PVC Piping and Valves	90.31
	0	22-501-000-53-5311-0000	Valve for Lynx Waterfall	39.90
	0	22-501-000-53-5312-0000	Wire Nuts and Outlet Covers	28.86
	0	22-501-000-53-5313-0000	Brackets for Fox Shelf	69.99
	0	22-501-000-53-5313-0000	Eye Bolts and Hardware for Deer Pond	19.36
	0	22-501-000-53-5313-0000	Hose Reel	89.99
	0	22-501-000-53-5313-0000	Laminate/Adhesive for Keeper Desks	48.40
	0	22-501-000-53-5313-0000	Lawn Stakes for Reseeding Bird Feeder	53.98
	0	22-501-000-53-5313-0000	Nuts/Bolts/Screws	121.71
	0	22-501-000-53-5313-0000	Pruning Saw Blades	21.94
	0	22-501-000-53-5313-0000	Shoe Rack for Keepers	16.99
	0	22-501-000-53-5313-0000	Zoo Padlocks Interior/Exterior	513.75
	0	22-501-000-53-5316-0000	Bleach for Zoo	35.96
	0	22-501-000-53-5316-0000	Coveralls for Pond Cleaning	54.53
	0	22-501-000-53-5316-0000	PVC Edge Banding & Contact Cement	48.87
	0	22-501-000-53-5316-0000	Zoo Custodial Supplies	472.39
	0	22-501-000-53-5336-0000	Covered Bird Feeder	17.10
	0	22-501-000-53-5336-0000	Duck Deterrent	98.99
	0	22-501-000-53-5336-0000	Lawn Stakes for Reseeding Bird Feeder	17.27
	0	22-501-000-53-5336-0000	Paper Bags	3.58
	0	22-501-000-53-5336-0000	Virkon Disinfectant	98.77
	0	22-501-000-53-5339-0000	Frozen Rodents	1,320.75
	0	22-501-000-53-5339-0000	Insects for Diet	97.91
	0	22-501-000-53-5339-0000	Produce	206.65
	0	22-501-000-53-5339-0000	Rodent Blocks	12.99
	0	22-501-000-54-5432-0000	Brookfield Conference	842.88
	0	22-501-000-54-5432-0000	Pesticide Applicator License	45.00
	0	22-501-000-54-5432-0000	Toll for Trip to Zoo Meeting	1.50
	0	22-501-000-54-5432-0000	Training - Hilton Hotels Lodging	(171.36)
	0	23-000-000-53-5302-0000	Aquatics Risk Management Day	35.00
	0	23-000-000-53-5302-0000	First Aid Supplies	38.92
	0	23-000-000-53-5302-0000	Safety Fair - Food	1,579.58
	0	23-000-000-53-5302-0000	Safety Fair - Supplies	76.25
	0	23-000-000-53-5302-0000	Safety Fair Lunches 3/21/2025	1,768.98
	0	40-000-000-12-1224-0000	ADA Signs	149.21
	0	40-000-000-57-5701-0000	AED Signs	55.40
	0	40-000-000-57-5701-0000	Band Shell Island Cameras	279.00
	0	40-000-000-57-5701-0000	Bandshell Cameras	341.52
	0	40-000-000-57-5701-0000	Bandshell Concessions	42.40
	0	40-000-000-57-5701-0000	Bandshell Monitor	187.90
	0	40-000-000-57-5701-0000	Camera Signage	19.88
	0	40-000-000-57-5701-0000	Handhole Vault	307.00
	0	40-000-000-57-5701-0000	LM Cameras	87.93
	0	40-000-000-57-5701-0000	MLC Cameras	46.31
	0	40-000-000-57-5701-0000	Stock Camera	42.40
	0	40-101-000-53-5302-0000	Rotary Pickleball	113.60

Vendor Name and #	Check #	GL Account Number	Description	Invoice Amounts
UMB Bank N.A. 04121	0	40-101-000-53-5302-0000	Stock Supplies	222.15
	0	40-101-000-53-5338-0000	Central Park AED	41.86
	0	40-101-000-53-5338-0000	Central Park Installation	192.12
	0	40-101-000-53-5338-0000	Pickleball	56.99
	0	40-800-813-57-5701-0000	Zoo Taylor Barn Pump House Project	2,070.00
	0	40-800-819-53-5393-0000	Hurley Garden Electric	1,690.00
	0	40-800-819-53-5393-0000	Hurley Garden Electrical	1,582.76
	0	40-800-822-53-5301-0000	Fire Suits	3,980.85
	0	40-800-822-53-5301-0000	LM Pit Toilet Vandalism Repair New Vents	708.75
	0	40-800-836-57-5701-0000	Postcard Survey for Prairie Path Park	343.90
	0	60-000-000-14-1411-0000	Beef Jerky for Halfway House	173.96
	0	60-000-000-14-1411-0000	Meatballs for the Restaurant	397.63
	0	60-000-000-14-1412-0000	Prosecco for Banquet Event	61.16
	0	60-000-000-14-1413-0000	Lemons for the Bar	7.90
	0	60-000-000-52-5210-0000	Open Table Reservations	592.00
	0	60-000-000-52-5210-0000	Trivia Contract	557.83
	0	60-000-000-52-5211-0000	Arrowhead DirecTv 03/21/25-04/20/25	364.99
	0	60-000-000-52-5211-0000	Sirius XM Monthly Service	63.90
	0	60-000-000-53-5312-0000	Electrical Supplies	456.72
	0	60-000-000-53-5312-0000	Motor for Bathroom Trailer	155.00
	0	60-000-000-53-5313-0000	Bar for Door	103.92
	0	60-000-000-53-5313-0000	Door Latches	205.87
	0	60-000-000-53-5313-0000	Latch for Doors	6.80
	0	60-000-000-53-5313-0000	Southbend Ignitor	52.00
	0	60-000-000-53-5313-0000	Swiffer/Storage Bins/Loctite	165.65
	0	60-000-000-53-5313-0000	Water Pressure Pump	55.99
	0	60-000-000-54-5401-0000	Conference Registration	93.84
	0	60-000-000-54-5425-0000	2025 National Golf Foundation Annual Membership Renewal	395.00
	0	60-000-000-54-5425-0000	GCSAA Membership Dues	580.00
	0	60-000-000-54-5425-0000	NRPA Annual Dues	566.66
	0	60-000-000-54-5432-0000	Business Cards	36.07
	0	60-000-000-54-5432-0000	Conference Registration	204.36
	0	60-000-000-54-5434-0000	Flowers	33.00
	0	60-000-000-54-5441-0000	Air Filters for Rooftops	761.40
	0	60-000-000-54-5441-0000	Equipment Repairs	19.92
	0	60-000-000-54-5441-0000	Platinum CCTV Tax Refund	(7.84)
	0	60-000-000-54-5441-0000	RV Toilet	349.00
	0	60-000-415-54-5442-0000	Jaffe Inc - Video Production	2,525.00
	0	60-601-000-53-5315-0000	Wiring Harness	440.69
	0	60-611-000-52-5211-0000	Golf Genius Annual Subscription for Pro Shop	1,300.00
	0	60-611-000-52-5214-0000	Harland Checks Deposit Tickets	61.40
	0	60-611-000-52-5214-0000	Sales Tax Refund for Harland Checks	(14.79)
	0	60-611-415-54-5426-0000	Yelp 02/01/25-02/28/25	125.00
	0	60-611-415-54-5426-0000	Yelp 03/01/25-03/31/25	125.00
	0	60-611-911-53-5301-0000	Radios for Pro Shop	232.65
	0	60-612-000-52-5214-0000	Harland Checks Deposit Tickets	25.71
	0	60-612-415-54-5426-0000	Best Version Media Ad for AGC	276.00
	0	60-612-415-54-5426-0000	Here Comes the Guide	170.00

Vendor Name and #	Check #	GL Account Number	Description	Invoice Amounts
UMB Bank N.A. 04121	0	60-612-415-54-5426-0000	The Knot Worldwide - Monthly AD for AGC 02/28/25-03/27/25	920.51
	0	60-612-901-53-5390-0000	Banquet Server Ties	222.00
	0	60-612-901-53-5390-0000	Beverage Dispenser	185.98
	0	60-612-901-53-5390-0000	Capri Pizza and Pasta	96.95
	0	60-612-901-53-5390-0000	Mango Juice	5.58
	0	60-612-901-53-5390-0000	Sharpies/Laminator/Tape/Aprons	151.60
	0	60-612-901-53-5390-0000	Sunscreen & ChapStick	36.99
	0	60-612-901-53-5390-0000	Utensils for Banquets	265.13
	0	60-612-901-53-5390-0000	Zola	285.00
	0	60-612-902-53-5388-0000	Bev Cart and Halfway House Signs	547.50
	0	60-612-902-53-5388-0000	Disposable Gloves	634.42
	0	60-612-902-53-5388-0000	Mosquito Repellent	7.45
	0	70-000-000-52-5240-0000	Domain Name Registration through GoDaddy	44.34
UMB Bank N.A. 04121 Total *				83,784.81
Undeafated Sports LLC 07421	251058	20-221-223-53-5306-0000	BBSB Bid Extra Invoice	272.59
Undeafated Sports LLC 07421 Total *				272.59
Vanguard Archives LLC 06879	251180	10-419-000-52-5210-0000	Document Shredding	302.50
Vanguard Archives LLC 06879 Total *				302.50
Vanguard Cleaning Systems of Chicago 07560	250985	20-101-220-52-5210-0000	Locker Room Janitorial Service	1,340.00
	251342	20-101-220-52-5210-0000	Locker Room Janitorial Service	1,340.00
Vanguard Cleaning Systems of Chicago 07560 Total *				2,680.00
Van-Lang Enterprises 06687	251181	60-000-000-14-1415-0000	Inv# 322514 General Grocery	862.00
	251343	60-000-000-14-1415-0000	Inv# 322722 General Grocery	936.00
Van-Lang Enterprises 06687 Total *				1,798.00
Vartanian 07136	251182	20-220-204-52-5280-4457	Wheaton United Payment	1,066.67
Vartanian 07136 Total *				1,066.67
Vermeer Illinois Inc. 01003	251344	10-101-000-53-5315-0000	Equip 2019	169.93
	251344	10-101-000-53-5315-0000	Equip 2019 PSC 67707	172.08
Vermeer Illinois Inc. 01003 Total *				342.01
Vermont Systems Inc 01006	0	10-000-000-12-1226-0000	03/25 Merchant CC Processing Fees	108.89
	0	10-000-000-52-5239-0000	03/25 Merchant CC Processing Fees	26.13
	0	10-000-416-52-5239-1900	03/25 Merchant CC Processing Fees	70.37
	0	10-101-000-52-5239-0000	03/25 Merchant CC Processing Fees	85.52
	0	20-000-000-52-5239-0000	03/25 Merchant CC Processing Fees	9,208.90
	0	20-000-112-52-5239-0000	03/25 Merchant CC Processing Fees	16.37
	0	20-000-304-52-5239-0000	03/25 Merchant CC Processing Fees	193.62
	0	20-350-302-52-5239-0000	03/25 Merchant CC Processing Fees	393.05
	0	20-350-303-52-5239-0000	03/25 Merchant CC Processing Fees	4.28
	0	60-611-000-52-5239-0000	03/25 Merchant CC Processing Fees	5,696.02
	0	60-612-000-52-5239-0000	03/25 Merchant CC Processing Fees	10.86
	251345	20-224-220-54-5432-0000	October 2025 RecTrac Symposium	1,075.00
Vermont Systems Inc 01006 Total *				16,889.01
Vestis Group, Inc. 07463	250986	60-612-901-52-5222-0000	Inv# 6030393675 Banquet Linen	724.00
	250986	60-612-901-52-5222-0000	Inv# 6030396016 Banquet Linen	724.00
	250986	60-612-902-52-5222-0000	Inv# 6030393675 Restaurant Linen	120.20
	250986	60-612-902-52-5222-0000	Inv# 6030396016 Restaurant Linen	120.20
	251059	60-612-901-52-5222-0000	Inv# 6030398271 Banquet Linen	649.00
	251059	60-612-902-52-5222-0000	Inv# 6030398271 Restaurant Linen	120.73

Vendor Name and #	Check #	GL Account Number	Description	Invoice Amounts
Vestis Group, Inc. 07463	251183	60-612-901-52-5222-0000	Inv# 6030400496 Banquet Linen	649.00
	251183	60-612-902-52-5222-0000	Inv# 6030400496 Restaurant Linen	120.73
	251249	60-612-901-52-5222-0000	Inv# 6030402714 Banquet Linen	649.00
	251249	60-612-902-52-5222-0000	Inv# 6030402714 Restaurant Linen	120.73
	251346	60-612-901-52-5222-0000	Inv# 6030404939 Banquet Linen	165.50
	251346	60-612-902-52-5222-0000	Inv# 6030404939 Restaurant Linen	165.51
Vestis Group, Inc. 07463 Total *				4,328.60
Veverka TMP112	168218	20-000-000-20-2025-0000	Rsv# 3655549 Refund	100.00
Veverka TMP112 Total *				100.00
Vigano 07129	251184	20-220-204-52-5280-4457	Wheaton United Payment	1,991.67
Vigano 07129 Total *				1,991.67
Village of Lisle 02505	251250	20-000-000-52-5264-0000	Lucent Park 022825-031725	22.37
Village of Lisle 02505 Total *				22.37
Voyant Communications 06228	250987	10-000-000-52-5262-0000	Admin 040125-043025	68.28
	250987	10-101-000-52-5262-0000	Parks 040125-043025	209.89
	250987	10-418-000-52-5262-0000	HR 040125-043025	45.52
	250987	10-419-000-52-5262-0000	Finance 040125-043025	161.85
	250987	10-430-000-52-5262-0000	DCHM 040125-043025	30.35
	250987	20-000-000-52-5262-0000	Rec Dept 040125-043025	48.05
	250987	20-000-112-52-5262-0000	Lincoln Marsh 040125-043025	98.63
	250987	20-000-304-52-5262-0000	Mary Lubko Center 040125-043025	63.23
	250987	20-000-415-52-5262-0000	Marketing 040125-043025	68.28
	250987	20-101-000-52-5262-0000	CC Maintenance 040125-043025	15.17
	250987	20-220-000-52-5262-0000	Programs 040125-043025	88.51
	250987	20-220-203-52-5262-0000	Athletics 040125-043025	63.22
	250987	20-220-204-52-5262-0000	Leagues 040125-043025	77.13
	250987	20-222-231-52-5262-0000	Northside Pool 040125-043025	65.75
	250987	20-222-232-52-5262-0000	Rice Pool 040125-043025	88.51
	250987	20-224-220-52-5262-0000	Community Center 040125-043025	268.06
	250987	20-350-302-52-5262-0000	Parks Plus Fitness 040125-043025	108.75
	250987	20-350-303-52-5262-0000	Clocktower Commons 040125-043025	27.82
	250987	22-501-000-52-5262-0000	Cosley 040125-043025	235.19
	250987	40-101-000-52-5262-0000	Planning 040125-043025	45.52
	250987	60-000-000-52-5262-0000	Golf Admin 040125-043025	16.44
	250987	60-000-415-52-5262-0000	Marketing 040125-043025	73.34
	250987	60-601-000-52-5262-0000	Golf Maintenance 040125-043025	48.04
	250987	60-611-000-52-5262-0000	Golf 040125-043025	151.73
	250987	60-612-901-52-5262-0000	Banquet 040125-043025	169.44
	250987	60-612-902-52-5262-0000	Restaurant 040125-043025	161.85
	250987	60-613-000-52-5262-0000	Ski 040125-043025	15.17
	250987	70-000-000-52-5262-0000	IS&T 040125-043025	15.17
	251347	10-000-000-52-5262-0000	Admin 050125-053125	66.49
	251347	10-101-000-52-5262-0000	Parks 050125-053125	204.39
	251347	10-418-000-52-5262-0000	HR 050125-053125	44.33
	251347	10-419-000-52-5262-0000	Finance 050125-053125	157.60
	251347	10-430-000-52-5262-0000	DCHM 050125-053125	29.55
	251347	20-000-000-52-5262-0000	Rec Dept 050125-053125	46.79
	251347	20-000-112-52-5262-0000	Lincoln Marsh 050125-053125	96.04

Vendor Name and #	Check #	GL Account Number	Description	Invoice Amounts
Voyant Communications 06228	251347	20-000-304-52-5262-0000	Mary Lubko Center 050125-053125	61.57
	251347	20-000-415-52-5262-0000	Marketing 050125-053125	66.49
	251347	20-101-000-52-5262-0000	CC Maintenance 050125-053125	14.77
	251347	20-220-000-52-5262-0000	Programs 050125-053125	86.19
	251347	20-220-203-52-5262-0000	Athletics 050125-053125	61.56
	251347	20-220-204-52-5262-0000	Leagues 050125-053125	75.10
	251347	20-222-231-52-5262-0000	Northside Pool 050125-053125	64.03
	251347	20-222-232-52-5262-0000	Rice Pool 050125-053125	86.19
	251347	20-224-220-52-5262-0000	Community Center 050125-053125	261.03
	251347	20-350-302-52-5262-0000	Parks Plus Fitness 050125-053125	105.89
	251347	20-350-303-52-5262-0000	Clocktower Commons 050125-053125	27.09
	251347	22-501-000-52-5262-0000	Cosley 050125-053125	229.02
	251347	40-101-000-52-5262-0000	Planning 050125-053125	44.33
	251347	60-000-000-52-5262-0000	Golf Admin 050125-053125	16.01
	251347	60-000-415-52-5262-0000	Marketing 050125-053125	71.41
	251347	60-601-000-52-5262-0000	Golf Maintenance 050125-053125	46.79
	251347	60-611-000-52-5262-0000	Golf 050125-053125	147.75
	251347	60-612-901-52-5262-0000	Banquet 050125-053125	164.99
	251347	60-612-902-52-5262-0000	Restaurant 050125-053125	157.60
	251347	60-613-000-52-5262-0000	Ski 050125-053125	14.78
	251347	70-000-000-52-5262-0000	IS&T 050125-053125	14.77
Voyant Communications 06228 Total *				4,991.44
W W Grainger Inc 00335	251060	20-101-231-53-5313-0000	Shower Head and Door Closer	104.54
	251185	20-101-231-53-5311-0000	Plumbing Supplies	1,319.89
	251185	20-101-232-53-5311-0000	Plumbing Supplies	640.79
	251251	20-101-231-53-5313-0000	Fire Hose Nozzle	50.56
	251251	20-101-232-53-5313-0000	Fire Hose Nozzle	50.56
W W Grainger Inc 00335 Total *				2,166.34
WAGNER 07334	251186	20-220-204-52-5280-4457	Wheaton United Payment	1,400.00
WAGNER 07334 Total *				1,400.00
Water Utilities Services, INC 07086	251061	60-601-000-53-5343-0000	Toro 855 Sprinkler Internals	535.41
Water Utilities Services, INC 07086 Total *				535.41
Welch 07667	251252	20-221-223-54-5405-4459	Reimbursement Winter Training Travel Baseball	2,250.00
Welch 07667 Total *				2,250.00
West Chicago Park District 01035	251062	20-220-204-52-5280-4457	Wheaton United Winter Training	15,600.00
West Chicago Park District 01035 Total *				15,600.00
West Suburban Philanthropic Network TMP119	168231	20-000-000-20-2025-0000	Facility Refund	250.00
West Suburban Philanthropic Network TMP119 Total *				250.00
Westlake Hardware Inc 06308	251253	10-000-856-53-5302-0000	Prairie Supplies	29.16
	251253	10-101-000-53-5302-0000	Batteries	12.99
	251253	10-101-000-53-5311-0000	Supplies	41.48
	251253	10-101-000-53-5314-0000	Lifting Sling	14.99
	251253	10-101-000-53-5314-0000	Sign Maintenance	51.97
	251253	10-101-000-53-5314-0000	Supplies	180.29
	251253	10-101-000-53-5315-0000	Supplies	21.59
	251253	10-101-000-53-5316-0000	Supplies	39.95
	251253	10-101-000-53-5331-0000	Garden Soil	50.00
	251253	10-101-000-53-5334-0000	Strainers	59.98

Vendor Name and #	Check #	GL Account Number	Description	Invoice Amounts
Westlake Hardware Inc 06308	251253	10-101-000-53-5334-0000	Supplies	35.80
	251253	10-101-000-53-5345-0000	Tape Measures	53.98
	251253	10-101-000-53-5345-0000	Tools	47.98
	251253	10-101-000-53-5347-0000	Paint	55.96
	251253	20-101-220-53-5313-0000	Paint Supplies	61.74
	251253	20-101-220-53-5313-0000	Supplies	150.87
	251253	20-101-220-53-5313-0000	Tools	25.98
	251253	20-101-231-53-5302-0000	Supplies	103.50
	251253	20-101-231-53-5311-0000	Pool	22.49
	251253	20-101-231-53-5311-0000	Return Pool Supplies	(15.01)
	251253	20-101-231-53-5316-0000	Supplies	26.98
	251253	20-101-231-53-5345-0000	Socket	7.00
	251253	20-101-231-53-5345-0000	Supplies	40.00
	251253	20-101-231-53-5345-0000	Tools	31.18
	251253	20-101-232-53-5311-0000	Pool	52.46
	251253	20-101-232-53-5316-0000	Supplies	62.95
	251253	20-101-232-53-5345-0000	Supplies	41.96
	251253	20-101-232-53-5345-0000	Tools	72.75
	251253	20-101-234-53-5311-0000	Blanchard Water Heater	19.58
	251253	40-101-000-53-5338-0000	District Sign Maintenance	117.81
	251253	40-800-822-53-5301-0000	Sand	35.94
	251253	60-601-000-53-5315-0000	Inv# 12612543	21.95
	251253	60-601-000-53-5342-0000	Paint for Power Panel Wall #10 Tee	24.99
	251253	60-601-000-53-5342-0000	Supplies	53.54
	251253	60-601-000-53-5343-0000	Cabinet and Tray for Organizing Irrigation Parts/Small Shovel	229.98
	251253	60-611-912-53-5342-0000	Cart Barn Hoses and Spray Nozzle	199.96
Westlake Hardware Inc 06308 Total *				2,084.72
Whaley 07131	251254	20-220-204-52-5280-4457	Wheaton United Payment	12,625.00
Whaley 07131 Total *				12,625.00
Wheaton City Hall Attn: Andrea Rosedale TMP116	168232	20-000-000-20-2025-0000	Facility Refund	250.00
Wheaton City Hall Attn: Andrea Rosedale TMP116 Total *				250.00
Wheaton Lions Club 00565	250988	10-000-000-54-5425-0000	Quarterly Dues 01/01/25-04/01/25	45.00
	250988	20-000-000-54-5425-0000	Quarterly Dues 01/01/25-04/01/25	45.00
	250988	60-000-000-54-5425-0000	Quarterly Dues 01/01/25-04/01/25	45.00
Wheaton Lions Club 00565 Total *				135.00
Wheaton Mulch Inc. 05050	251187	10-101-000-53-5331-0000	Sensory Mulch	1,850.00
	251348	40-000-188-57-5701-0000	Sensory Pavillion Install	300.00
Wheaton Mulch Inc. 05050 Total *				2,150.00
Wheaton Sanitary District 01043	251255	10-000-000-52-5264-0000	DC Hist Museum 030625-040725	23.39
	251255	10-000-000-52-5264-0000	Manchester Park 030625-040725	13.00
	251255	10-000-000-52-5264-0000	Northside Park 030625-040725	27.37
	251255	10-000-000-52-5264-0000	Prairie Path Park 030725-040825	13.00
	251255	10-000-000-52-5264-0000	Seven Gables Park 030725-040825	11.15
	251255	10-000-856-52-5264-0000	855 Prairie 030625-040725	62.01
	251255	10-101-000-52-5264-0000	Parks & Planning 030625-040725	62.01
	251255	10-430-000-52-5264-0000	DC Hist Museum 030625-040725	10.03
	251255	20-000-000-52-5264-0000	Boy Scout Cabin 030625-040725	13.00
	251255	20-000-000-52-5264-0000	Rathje Park 030725-040825	18.38

Vendor Name and #	Check #	GL Account Number	Description	Invoice Amounts
Wheaton Sanitary District 01043	251255	20-000-000-52-5264-0000	Toohey Park 030725-040825	71.64
	251255	20-000-112-52-5264-0000	Lincoln Marsh Fountain 031225-041225	13.00
	251255	20-000-304-52-5264-0000	Mary Lubko Center 030625-040725	25.25
	251255	20-220-225-52-5264-0000	Central Athletic Complex 030625-040725	25.25
	251255	20-220-225-52-5264-0000	Central Athletic Gym 030625-040725	41.59
	251255	20-220-225-52-5264-0000	Zamboni Storage 030625-040725	13.00
	251255	20-222-231-52-5264-0000	Northside Pool 030625-040725	60.91
	251255	20-350-303-52-5264-0000	Clocktower Commons 030625-040725	41.59
	251255	22-501-000-52-5264-0000	Bobcat Exhibit 030625-040725	17.08
	251255	22-501-000-52-5264-0000	Cosley Welcome Ctr 030625-040725	49.76
	251255	22-501-000-52-5264-0000	Cosley Zoo 030625-040725	258.81
	251255	60-000-000-52-5264-0000	AGC Clubhouse 030725-040825	518.21
	251255	60-000-000-52-5264-0000	AGC Maintenance Building 030725-040825	40.07
Wheaton Sanitary District 01043 Total *				1,429.50
Wight & Company 05284	251063	40-800-813-57-5701-0000	Cosley Parking Additional Sevice West Parking Lights	1,500.00
	251063	40-800-813-57-5701-0000	Cosley Parking Additional Sevice Wetland Permit	1,000.00
	251063	40-800-857-57-5701-0000	Blanchard Building Parking Lot Repaving	3,024.78
	251188	40-800-813-57-5701-0000	Cosley Parking Additional Services as Built	3,572.76
	251256	60-611-000-57-5701-0000	AGC Parking Lot Paving	11,900.00
Wight & Company 05284 Total *				20,997.54
Wilkin 07046	251349	10-000-415-54-5422-0000	Mileage Reimbursement 03/05/25-04/25/25	52.57
Wilkin 07046 Total *				52.57
Williams Architects 02798	251064	40-800-846-57-5701-0000	CC Renaming	7,049.01
	251064	40-800-846-57-5701-0000	Phase III CC Conceptual Design	6,452.43
Williams Architects 02798 Total *				13,501.44
Wilson Sporting Goods Company 01053	251257	60-000-000-14-1431-0000	Ladies Gloves	443.53
Wilson Sporting Goods Company 01053 Total *				443.53
Wm. F. Meyer Co. 01068	251065	10-101-000-53-5311-0000	Material for New Drinking Fountain	720.74
	251350	10-101-000-53-5311-0000	Graf Concession	66.00
Wm. F. Meyer Co. 01068 Total *				786.74
Wyatts CO2 & Beer Line Cleaning 05138	251258	60-612-902-53-5388-0000	Inv# 38727 Nitro Tanks	80.00
Wyatts CO2 & Beer Line Cleaning 05138 Total *				80.00
XEROX CORPORATION 07159	251259	20-000-415-52-5211-0000	Marketing 040725-050625	523.50
	251259	60-000-000-52-5211-0000	AGC Clubhouse 040725-050625	523.50
XEROX CORPORATION 07159 Total *				1,047.00
Yakoob TMP*3807	251189	10-000-000-25-2580-0000	To Reissue Outstanding AP Check #167799	100.00
Yakoob TMP*3807 Total *				100.00
Yamaha Motor Finance Corporation U.S.A. 06640	251066	60-611-000-52-5211-0000	May 2025 Yamatrack GPS Lease	7,882.60
Yamaha Motor Finance Corporation U.S.A. 06640 Total *				7,882.60
Yazz Jazz LLC 07026	251260	60-612-901-52-5292-0000	Inv# 2785-83 Easter Music	750.00
Yazz Jazz LLC 07026 Total *				750.00
Yoshikawa 06522	250989	20-222-232-54-5422-0000	Mileage Reimbursement for March 2025	29.47
	251351	20-222-232-54-5422-0000	Mileage Reimbursement April 2025	75.88
Yoshikawa 06522 Total *				105.35
YOUNG REMBRANDTS 01081	251261	20-220-201-52-5280-1130	Art Class 04/05/25-04/26/25	300.00
YOUNG REMBRANDTS 01081 Total *				300.00
Young's Grain Farms 01082	250990	22-501-000-53-5339-0000	168 Bales of Straw	714.00

Vendor Name and #	Check #	GL Account Number	Description	Invoice Amounts
Young's Grain Farms 01082	251262	22-501-000-53-5336-0000	168 Bales of Straw	714.00
Young's Grain Farms 01082 Total *				1,428.00
Zebec of North America Inc. 05557	251190	20-222-232-53-5302-0000	Rice Slide Tubes	1,500.66
Zebec of North America Inc. 05557 Total *				1,500.66
ZIMMERMAN 06711	250991	20-220-202-53-5301-2266	Reimbursement Children's Playhouse Supplies	466.90
ZIMMERMAN 06711 Total *				466.90
Zoro Tools Inc 06121	251067	22-501-000-53-5311-0000	Duck Pond Pump House	270.99
Zoro Tools Inc 06121 Total *				270.99
Grand Total *				1,691,771.57



create.
discover.
play.

**Board of
Commissioners**

John Kelly

John Vires

William Barrett

Bob Frey

Terry A. Mee

Linda Pecharich

Angela Welker

Executive Director

Michael Benard
630.510.4945

Community Center

630.690.4880

Administration

102 E. Wesley St.
Wheaton, IL 60187



SUBCOMMITTEE & SPECIAL MEETING SCHEDULE 2025

UPDATED: May 21, 2025

The Wheaton Park District Board of Commissioners Buildings and Grounds Committee and Finance Committee meetings for the year 2025 will be held on the following dates. Committee meetings typically take place on the first Wednesday of each month at the DuPage County Historical Museum 102 E. Wesley Street, Wheaton, IL, Beginning at 5:00 p.m. **Please note deviations below in bold.**

January 8	Buildings Grounds & Finance Meeting Second Wednesday of the month
February 1	Building Grounds & Finance Meeting First Saturday of the Month- Held at the Community Center 1777 S. Blanchard at 10:00 a.m.
February 5	Building Grounds & Finance Meeting
March 5	Special Meeting
April 2	Buildings Grounds & Finance Meeting
May 7	Buildings Grounds & Finance Meeting Community Center 1777 S. Blanchard Road
June 4	Buildings Grounds & Finance Meeting
July 2	Buildings Grounds & Finance Meeting
August 13	Buildings Grounds & Finance Meeting Second Wednesday of the month
September 3	Buildings Grounds & Finance Meeting
October 1	Buildings Grounds & Finance Meeting
November 5	Buildings Grounds & Finance Meeting
December 3	Buildings Grounds & Finance Meeting

Respectfully Submitted

Michael Benard
Board Secretary

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. dsiciliano@wheatonparks.org or Telephone number 630-510-4944 Fax number 630.665.5880



Wheaton Park District

**Wheaton Park District Board of Commissioners
SUBCOMMITTEE MEETING
Wednesday April 2, 2025
DuPage County Historical
Museum
102 E. Wesley Street, Wheaton, IL 60187
5:00 pm**

CALL TO ORDER –

President Kelly called the meeting to order at 5:00 p.m., Commissioner Frey, Commissioner Vires, Commissioner Barrett, Commissioner Pecharich, Commissioner Mee and Commissioner Welker were present.

Staff Present included: Executive Director Benard, Executive Assistant Siciliano, Director of Parks and Planning Sperl, Superintendent of Planning Hinchee, Director of Arrowhead Operations Novak, Director of Marketing Wilhelmi, Director of Finance Simpson

Guest: Scott Morlock, Principal - Williams Architects

COMMUNITY INPUT - None

DISCUSSION ITEMS

Finance and Administration

1. 2025 Independence Day Fireworks & Drone Show – Review of Proposals

Executive Director Benard reported that DuPage County is building a transportation facility adjacent to the location at the Fairgrounds where the annual Fourth of July fireworks display is launched. When the transportation facility is completed in early 2027, we will no longer be able to launch fireworks from that location as there will be multiple fueling stations at the new site well within the 350 foot safety perimeter required by law for pyrotechnics displays. We will be able to launch fireworks from this location in 2026, but not 2027.

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 630.945-7726; fax number 630.665.5880; email dsiciliano@wheatonparks.org

We are exploring possible alternate locations for 2027 but the challenge will be to find a location that has the positive attributes that the Fairgrounds and Graf Park have including the availability of significant on-site parking, a large viewing area and the required 350 foot safety perimeter from the launch site.

With the use of drone shows on the rise as an alternative to pyrotechnics for July Fourth Celebrations, we would like to prepare for the eventuality that in 2027 we may have to pivot that direction. We have researched options for a combined fireworks and drone show for the 2025 show for park board consideration with the goal being to assess public response to the drone component. The additional cost of providing a combined show this year can be partially offset by the \$14,500 in costs that were not paid to the 2024 fireworks vendor because the show was suspended halfway through due to the malfunction. Benard reported that we will not be engaging the 2024 fireworks vendor for the 2025 show.

Benard reviewed the budget for July 3rd and 4th celebrations which indicates a subsidy of \$10,000 to \$15,000 after the financial contribution from the City of Wheaton. The City of Wheaton agreed to increase their annual financial contribution to the Independence Day celebrations from \$30,000 to \$40,000 beginning in 2024. Commissioner Welker stated that we should ask the city for a larger contribution.

Commissioner Pecharich requested that Benard to confirm with the county that we can launch a drone show from the Fairgrounds property adjacent to the new transportation facility in 2027.

After discussion, the majority of the board achieved consensus that staff should present the combined 2025 fireworks and drones show concept to the Board for approval.

2. **Ordinance 2025-03** – Review of an Ordinance Approving the Disposal and Sale of Personal Property Owned by the Wheaton Park District.
No discussion.
3. **Illinois Association of Park Districts 2025 Legislative Reception & Conference April 29-30** – Review of Commissioner Attendance
Benard stated that Commissioner Barrett would like to attend.
4. **2025 Staff Leadership Training Program** – Review of Proposal
Benard stated that this training format was used in 2017, 2018 and 2019. 110 staff members will participate in and benefit from this program which includes 7.5 hours of training over 5 sessions. The cost will be \$30,000 plus the cost for the Disc Assessments at \$35 each. The board supported the proposal.

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 630.945-7726; fax number 630.665.5880; email dsiciliano@wheatonparks.org

5. **Grant Agreements with the Cosley Foundation Inc – Review of Grant Agreements**
 - a. Zoo overflow parking area design and construction
 - b. Zoo existing conditions audit
 - c. Zoo veterinary equipment

The Cosley Foundation Board recently approved the Grant Agreements.

6. **Utility Procurement – Review of Natural Gas Contract Options**

The current two-year gas contracts expire July 1. Benard informed the board that we have been using Tradition Energy as our Utility broker since 2014 and began soliciting prices through a direct supplier to supplement the work of the broker in 2023. Because of the market fluctuations, prices are only valid for one day. Benard will write the motion with a not to exceed price, but not putting a specific company or price per therm or decatherm on the motion as valid pricing won't be available until after the board meeting. Benard would like the board's permission to decide between the broker's pricing and IGS Energy. IGS is a direct supplier so there are no additional brokerage fees associated with this company. The board agreed to a nonspecific motion allowing Benard to make the decision on which based on best price and contract terms in the days following the board meeting.

Buildings and Grounds

1. **Ray Morrill Community Center Entrance Facade Improvements – Review of bid results**

Scott Morlock from Williams Architects reviewed the bid results. The low bidder, LZ Design, came in at \$66 ,700. Board members were concerned with the amount and asked Morlock to explore possible cost reduction opportunities.

2. **Danada South Park Lease with DuPage County Forest Preserve District – Review of proposed park design plan update and request for term extension**

Benard reviewed proposed amendments to the park master plan and lease length and sought consensus to approach the Forest Preserve District for approval. The Board agreed.

3. **Central Athletic Complex Parking Lot Project – Review of change order #1**

The additional work will facilitate safer pedestrian access to the building from the north parking lot. The additional costs will be reimbursable via the polling place grant from DuPage County. The project engineer will provide their written opinion concerning the change order as priced.

4. **Central Athletic Complex Parking Lot Project – Review of additional services proposal**

This \$1,500 contract increase from ERA is related to the design of pedestrian access improvement. The additional costs will be reimbursable via the polling place grant from DuPage County.

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 630.945-7726; fax number 630.665.5880; email dsiciliano@wheatonparks.org

5. **2025 Vehicle purchases** – Review of quotes for two transit vans
Benard reported that these purchases will be made through a cooperative bidding program. Legal counsel verified that quotes are provided directly from the dealer through this model.
6. **Cosley Zoo Education Pavilion & Duck Enclosure Project** – Review of Change Order Proposal
President Kelly stated that he and staff met with EP Doyle to review the details of this change order. The change order will continue to be refined collaboratively with the contractor and presented to the board for approval.

OTHER ITEMS DISCUSSED

- Zoo and Prairie Office staff alternate parking option during zoo busy months while we wait for the City's Gary Avenue project to be completed. A lease with neighboring Wheaton Oaks Office building owners is being pursued.
- Arrowhead driving range improvement RFP for design services has been released. Staff are completing a related business plan for board review.

ADJOURNMENT

At 6:20 p.m. Commissioner Mee moved to adjourn the meeting. Second, by Commissioner Pecharich Motion carried by voice vote.

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 630.945-7726; fax number 630.665.5880; email dsiciliano@wheatonparks.org



Wheaton Park District

Wheaton Park District Board of Commissioners Meeting Minutes

Wednesday April 23, 2025 5:00 p.m.

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

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

PRESENTATIONS

DuPage County Historical Museum

Commissioner Mee thought the Museum Annual Report was well done. He recognized that the museum is still in the black financially, and that the museum is supporting itself. He acknowledged that there was a significant amount of sponsorship for the museum.

Commissioner Pecharich stated the museum continues to do better every year, and that we are slowly reaching pre Covid numbers. O'Brien recognized Director of Marketing Wilhelmi and her team for all the marketing they do for the museum.

President Kelly stated that it seems to be a common theme that museums are not back to pre-Covid numbers. O'Brien said that she has talked to others in the field and they are reporting the same thing. People have been slow to come back.

COMMUNITY INPUT

None

CONSENT AGENDA

- A. Approval of the Disbursements totaling \$1,138,217.37 for the period beginning March 12, 2025, and ending April 8, 2025
- B. Approval of Subcommittee Meeting Minutes February 1, 2025
- C. Approval of Board Meeting Minutes March 19, 2025
- ~~D. Approval of Subcommittee Meeting Minutes April 2, 2025~~

Commissioner Mee moved to approve the consent agenda Items A through C.
Seconded by Commissioner Vires. No discussion.

Motion passed by roll call vote.

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

Nays: None

Abstain: None

Absent: None

UNFINISHED BUSINESS

None

NEW BUSINESS

1. 2025 Independence Day Fireworks & Drone Show –

- a. Commissioner Mee moved to authorize the Executive Director to execute an agreement with Mad Bomber Fireworks in the amount of \$30,000 for the July 3, 2025, Fireworks Show. Seconded by Commissioner Vires.

Motion passed by roll call vote.

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

Nays: None

Abstain: None

Absent: None

- b. Commissioner Mee moved to authorize the Executive Director to execute an agreement with Chicago Drone Light Shows in the amount of \$30,000 for the July 3, 2025 Drone Show. Seconded by Commissioner Welker

Discussion:

Commissioner Mee thought that since we are heading for a drone only show in 2027, we should try the combination fireworks and drone show this year.

Commissioner Pecharich would rather see a more robust fireworks show this year, instead of having a hybrid show.

Commissioner Welker stated that she looked forward to public feedback about a drone show this year and that feedback will help guide planning future shows.

Benard verified that a full drone show would be allowed adjacent to the new DuPage County Transportation Center in 2027 but a fireworks at that location will no longer be possible in 2027 and going forward from there.

Commissioner Pecharich stated that we discussed approaching the city about an increase to their financial contribution. Benard reported that in 2024, the city increased their annual contribution to July 4 activities by \$10,000 to \$40,000 and that he will make a follow request.

President Kelly is not in support of a combination show. He would like to put the extra \$15,000 left over from last year towards the fireworks show this year. He did not think we needed two years of a combination drone and firework show.

Motion passed by roll call vote.

Ayes: Barrett, Frey, Mee, Vires, Welker

Nays: Pecharich, Kelly

Abstain: None

Absent: None

2. Ordinance 2025-03

Commissioner Barrett moved to adopt Ordinance 2025-03 Approving the Disposal and Sale of Personal Property Owned by the Wheaton Park District. Seconded by Commissioner Frey. No discussion.

Motion passed by roll call vote.

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

Nays: None

Abstain: None

Absent: None

3. Commissioner Conference Attendance

Commissioner Frey moved to approve of Commissioner Barrett's attendance during the Illinois Association of Park Districts 2025 Legislative Conference April 29-30 at a cost not to exceed \$600. Seconded by Commissioner Vires. Motion passed by voice vote.

4. 2025 Staff Leadership & Training Program

Commissioner Mee moved to accept a proposal for providing training and leadership development services from the Corporate Learning Institute at a cost not to exceed \$33,300. Seconded by Commissioner Barrett.

Commissioner Vires spoke favorably about the program.

Motion passed by roll call vote.

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

Nays: None

Abstain: None

Absent: None

5. Grant Agreements with the Cosley Foundation Inc

Commissioner Pecharich moved to approve the following grant agreements with the Cosley Foundation Inc.

- a. Zoo overflow parking area design and construction
- b. Zoo existing conditions audit
- c. Zoo veterinary equipment

Seconded by Commissioner Mee. No discussion.

Motion passed by roll call vote.

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

Nays: None

Abstain: None

Absent: None

6. Utility Procurement

Commissioner Mee moved to Authorize the Executive Director to Execute Natural Gas Contracts for Transport and Choice Accounts for a 24- or 48-Month Term Starting July 2025 at a Rate Not to Exceed \$ 5.00 Dth for Transport Accounts and \$5.50 Dth for Choice Accounts (Supplier, term and final rates will be determined by April 30).

Seconded by Commissioner Frey.

Executive Director Benard stated that the transport accounts are for our two largest consumers Arrowhead and the Community Center, The Choice accounts are everything else.

Benard stated that he intends to sign a 48-month price lock contract.

Motion passed by roll call vote.

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

Nays: None

Abstain: None

Absent: None

7. Central Athletic Complex Parking Lot Project

Commissioner Barrett moved to approve change order #1 with Patriot Paving for a contract increase of \$36,270. Seconded by Commissioner Frey. No discussion.

Motion passed by roll call vote.

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

Nays: None

Abstain: None

Absent: None

8. Central Athletic Complex Parking Lot Project

Commissioner Barret moved to approve an additional services proposal from Engineering Resources Associates for a contract increase of \$1,500. Seconded by Commissioner Pecharich. No discussion. Motion passed by voice vote.

9. 2025 Vehicle purchases

Commissioner Mee moved to approve the purchase of two 2025 Ford Transit Vans through the Suburban Purchasing Cooperative / Currie Motors Ford at a total price of \$104,934.00. Seconded by Commissioner Vires

Commissioner Mee asked if we have vehicles to trade in. Executive Director Benard stated that the older vehicles will be kept in the fleet for an additional year or two and then be auctioned.

Motion passed by roll call vote.

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

Nays: None

Abstain: None

Absent: None

10. Cosley Zoo Education Pavilion & Duck Enclosure Project

Commissioner Pecharich moved to approve Change Order #1 with E.P. Doyle for a contract reduction of \$6,975. Seconded by Commissioner Barrett.

President Kelly stated that we are paying a little less and getting the addition of the hot water tank. He thinks this is a good trade, since it is a better system. . Motion passed by voice vote.

REPORTS FROM STAFF

BOARD SUBCOMMITTEE REPORTS / DISCUSSION

Executive Director Benard stated that the Superhero fun run was fantastic, with 400 runners. It is a great highlight for the sensory garden playground and our partnership with the morning Rotary Club.

Commissioner Welker reported that our Thunder teams were honored at the last City Council Meeting. She congratulated the athletics department and these teams.

Commissioner Vires congratulated Commissioners Welker, Barrett and President Kelly to another 4 year term.

Commissioner Pecharich was impressed with preschool and camp enrollment specifically a Camp No Name enrollment increase of 50%, Director of Recreation Beyer stated her team worked hard to accommodate 500 more campers this summer.

Commissioner Mee said the golf course is doing great. He receives compliments on golf course conditions all the time. He thanked Director of Arrowhead Operations Novak and Assistant Director of Operations Prazak and their staff on all the hard work that goes into it.

President Kelly stated that the Superhero Fun Run, was a great opportunity to showcase the sensory garden.

Executive Director Benard stated that the 2024 Special Event Annual reports' primary takeaway is the synergy and value we create with our partners in the community. Benard also recognized Special Events Manager Carolyn Wilkin and Special Events Coordinator Sammi Cantanzaro for producing first class special events and concerts for the community.

Commissioner Vires agreed with the value that park district special event partnerships create in the community and reported that the Wheaton Lions Club provided over \$200,000 in funding to local charities as a result of its partnership with the park district.

Commissioner Mee recognized Rudy Keller for his role in planning and executing the Field of Honor display at Seven Gables Park each year.

ADJOURNMENT

At 5:34 p.m., Commissioner Vires moved to adjourn the meeting. Commissioner Barrett. seconded. Motion passed by voice vote.

TO: Board of Commissioners

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

THROUGH: Michael Benard, Executive Director

RE: Ray Morrill Community Center Facade Improvement

DATE: May 21, 2025



SUMMARY:

Williams Architects prepared plans for bidding the facade improvements needed to rename the Community Center to the Ray Morrill Community Center. Plans were made available to 11 companies on March 12, 2025, and bids were opened on March 26, 2025. The results are as follows:

Contractor	Base Bid
LZ Design Group	\$66,700
Berglund Construction	\$175,000

LZ Design group is the lowest bidder for the base bid and their bid is close to the architect's estimate. References were checked and found to be favorable.

The project is scheduled to start by May 1 and be completed by June 25.

PREVIOUS COMMITTEE/BOARD ACTION:

The naming recommendation was discussed at the October 2024 subcommittee meeting and concepts were reviewed at the March 5, 2025, subcommittee meeting.

REVENUE OR FUNDING IMPLICATIONS:

Account: 40-800-846-57-5701-0000	CC Façade Sign Replacement	Budget: \$175,000
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Estimated construction costs are provided with the renderings attached.

STAKEHOLDER PROCESS:

Not applicable.

LEGAL REVIEW:

Legal counsel was engaged to prepare our standard agreement and front-end bid documents.

ATTACHMENTS:

Renderings of selected option.

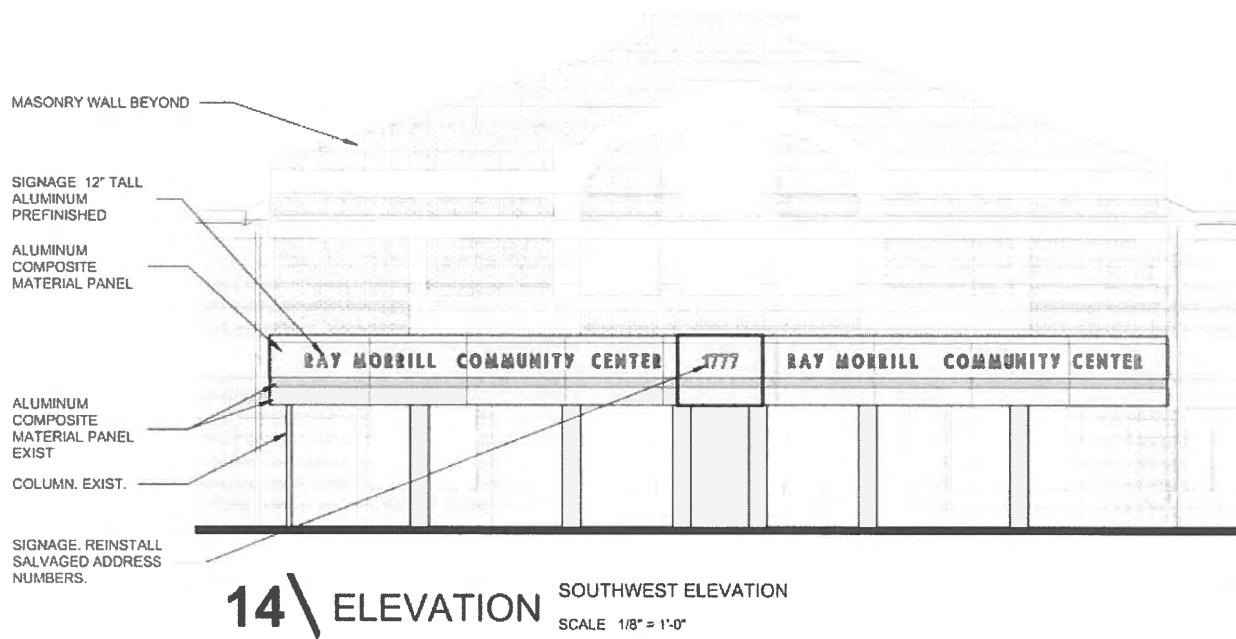
Recommendation letter from Williams Architects (to be attached).

ALTERNATIVES:

Not applicable.

RECOMMENDATION:

It is recommended that the Wheaton Park District Board of Commissioner's approve the Base bid from LZ Design Group in the amount of \$66,700 along with a 10% contingency of \$6,670.



TO: Board of Commissioners

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

THROUGH: Michael Benard, Executive Director

RE: Ray Morrill Community Center Memorial Room Sound System – Bid Results

DATE: May 21, 2025



SUMMARY:

As part of the ongoing renovations to the Ray Morrill Community Center, the sound system for the Memorial Room requires updating. We contracted Sentinel to prepare plans and specifications for this work. Bid documents were sent out to eleven contractors on April 9, 2025. Bids were opened on April 30, 2025, and the results were as follows:

Company Name	Base Bid
Mesa Electronics	\$56,681.10
Video & Sound Service	\$66,000.00
Applied Communications Group	\$82,000.00

Sentinel reviewed the low bidder's proposal.

Work is scheduled to occur the week of August 18, 2025 and is expected to be completed that same week.

PREVIOUS COMMITTEE/BOARD ACTION:

Not applicable.

REVENUE OR FUNDING IMPLICATIONS:

\$75,000 is currently proposed for the 2025 budget for Community Center renovations and 18% (\$14,100) is available through the special recreation funding.

STAKEHOLDER PROCESS:

Facility staff have provided input throughout this process and participant input has been accounted for. Assisted listening equipment will be provided to satisfy the items noted in the ADA audit.

LEGAL REVIEW:

Our legal counsel provided the front-end bid documents.

ATTACHMENTS:

Sentinel recommendation letter

ALTERNATIVES:

N/A

RECOMMENDATION:

It is recommended that the Wheaton Park District Board of Commissioner's accept the bid from Mesa Electronics in the amount of \$56,681.10 for the Memorial Room Sound System project base bid.



Sentinel Technologies 2550 Warrenville Road
Downers Grove
Illinois 60545
tel 630 769 4277
fax 630 769 1399
sentinel.com

May 1, 2025

Steve Hinchee
The Wheaton Park District
1000 Manchester Road
Wheaton, IL 60187

Dear Steve:

**Community Center Memorial Theater
Sound System Upgrade
Recommendation for Award**

After review of the three bids submitted for the above project, I would formally recommend Mesa Electronics for the work. While they were the lowest bidder, they also provided a detailed scope of work, re-confirmed their ability to complete the entire scope as bid, and asked detailed questions during the initial bid and a subsequent scope review discussion.

The final proposed amount for their project is \$56,681.10. This includes fairly priced materials, and sufficient labor hours to complete the work in the time frame you anticipated.



Please let me know if you have any questions.

Yours sincerely,

Jim Michalik, RCDD
Sentinel Technologies

TO: Board of Commissioners

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

THROUGH: Michael Benard, Executive Director

RE: Case 580SN Backhoe Loader

DATE: May 21, 2025



SUMMARY:

The Park Services Department has budgeted to replace our 2012 Case 580N backhoe loader. This piece of equipment is heavily utilized by various crews throughout the department, both in the shop and across the parks. Some tasks performed with this machine include loading dump trucks with stone, dirt, wood chips, and salt; trenching; tree removal; hauling branches and logs; clearing pond debris with the extendable backhoe; and relocating snow piles within the parks.

The machine we are seeking to purchase is another Case model as a replacement. The new machine will match the capabilities of our current backhoe while offering enhanced features such as increased horsepower and bucket force. It will also include a backhoe thumb attachment for improved material handling and updated pilot control levers to provide greater comfort and operation efficiency. This model also meets the required height clearance for the department's overhead doors. Our existing machine shows signs of wear, and since most of our staff are already trained on this model, replacing it with another Case 580 will help streamline the transition and minimize training time.

The equipment distributor is local, with an estimated delivery date set for this summer. We obtained quotes through Sourcewell pricing from McCann Industries, Westside Tractor Sales, and Altorfer CAT for comparable machines to ensure competitive pricing.

We have budgeted \$130,000.00 for this purchase and are recommending proceeding with the Case 580SN based on price, compatibility, and staff familiarity.

McCann Industries	Case 580SN Backhoe Loader	\$ 130,874.00
Westside Tractor Sales	John Deere 320P Backhoe Loader	\$ 131,222.87
Altorfer CAT	Cat 440-07A Backhoe Loader	\$ 149,900.00

PREVIOUS COMMITTEE/BOARD ACTION:

Not applicable

REVENUE OR FUNDING IMPLICATIONS:

The FYI 2025 Budget 10-101-000-57-5706-0000 includes the following items in Parks equipment.

\$130,000 #1207 Tract-Backhoe

STAKEHOLDER PROCESS:

Not applicable

LEGAL REVIEW:

Similar cooperative purchasing has been reviewed by legal counsel, and we have utilized Sourcewell previously.

ATTACHMENTS:

Case 580 Specifications
McCann Industries Quote
Westside Tractor Quote
Altorfer CAT quote

ALTERNATIVES:

NA

RECOMMENDATION:

It is recommended that the Wheaton Park District Board of Commissioners accept the purchase of the 2025 Case 580SN through Sourcewell from McCann Industries in the amount of \$130,874.00.



ENGINE

Model	FPT F5BFL413B
Emissions Certification	Tier 4 Final
Type	Diesel 4-stroke, Turbocharged
Cylinders	4
Bore/Stroke	3.90 x 4.33 in (99 x 110 mm)
Displacement	207 in ³ (3.4 L)
Fuel injection	Direct, high pressure common rail – HPCR
Fuel	Diesel
Engine speeds*	RPM
Rated speed – full load	2200
Low idle	900 – 1000
High idle – no load	2330 – 2430
Horsepower @ 2200 RPM:	
Gross	97 hp (72 kW)
Net	95 hp (71 kW)
Maximum torque @ 1400 RPM:	
Gross	334 lb·ft (453 N·m)
Net	333 lb·ft (452 N·m)
Torque rise at rated speed	45% +/- 5%
Radiator:	
Core type	Square wave
Core size area	486 in ² (3 145 cm ²)
Rows of tubes	4
39° fan:	
Style	9 blade suction
Diameter	19.65 in (499 mm)
Ratio**	1.4:1
Pump operating angle ratings:	
Side to side	Rated 35°
Fore and aft	Rated 35°
Oil filtration	Replaceable, full flow cartridge

NOTE: *Engine speeds w/ standard transmission.
Meets federal emission regulations.
**Viscous fan.

DRIVETRAIN

Transmission – standard:
4F-4R Power Shuttle Synchronesh Transmission
manual gear shift, fully synchronized

Gear ratios - Power Shuttle	Forward/Reverse
1st	5.603/4.643
2nd	3.481/2.884
3rd	1.584/1.313
4th	0.793/0.657

Travel speeds – Standard Power Shuttle

Transmission	Forward mph (kph)	Reverse mph (kph)
1st	3.8 (6.1)	4.5 (7.3)
2nd	6.0 (9.7)	7.2 (11.6)
3rd	13.1 (21.1)	15.7 (25.3)
4th	24.6 (39.6)	29.5 (47.5)

Transmission – optional:

PowerDrive H-Type, 4F-4R hydraulic clutch
shifting w/ auto shift mode and direct drive

Gear Ratios - H Type	Forward/Reverse
1st	5.533/4.549
2nd	3.359/2.762
3rd	1.533/1.260
4th	0.811/0.667

Travel speeds – Optional H-Type PowerDrive

DD Transmission	Forward mph (kph)	Reverse mph (kph)
1st	3.9 (6.2)	4.6 (7.4)
2nd	6.3 (10.1)	7.5 (12.1)
3rd w/ DD Feature Off	13.6 (21.9)	16.4 (26.3)
3rd w/ DD	14.2 (22.8)	17.0 (27.4)
4th w/ DD Feature Off	24.2 (39.0)	29.0 (46.7)
4th w/ DD	25.0 (40.2)	29.8 (48.0)

Torque converter ratio	2.2
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Differential-lock:

On-the-go push-button activation

Front/Rear axle (w/ 4WD 12x16.5 front tires):

Differential ratio	2.0/2.5
Planetary hub ratio	6.0/6.4
Total reduction ratio	12.0/16.0

Service brakes:

Individually applied, power assisted,
hydraulically actuated, maintenance-free,
self-adjusting, outboard mounted, wet disc,
2 per side.

Total disc area	384 in ² (0.25 m ²)
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Parking brakes Trans Mounted
spring-applied hydraulic release – SAHR

NOTE: Travel speeds at 2312 engine
RPM specified: w/ 19.5 L x 24.0 tires.

ELECTRICAL

Voltage	12 Volts, negative ground
Alternator	160 amp
Dual batteries:	850 cold-cranking amps each
Power plugs – 2	30 amps total

OPERATOR ENVIRONMENT

ROPS/FOPS certified protective canopy;
Anti-vandalism cover for dash – w/ canopy
only; Rear fenders extensions; Coat hook w/
garment strap; Interior rearview convex mirror;
Mechanical suspension seat – 180° swivel – Vinyl;
3 in (76 mm) retractable seat belt; Cup holder/
storage tray mounted on left-hand fender;
Right-hand storage compartment w/ lid,
tilt-steering wheel on cab models.

Gauges:

Engine water temperature; Converter oil
temperature; Fuel level; Tachometer/
hourmeter; DEF level.

Warning lights:

Air cleaner restriction; Alternator; A/C high
pressure; Cold start; Engine oil pressure;
Hydraulic oil filter bypass; Parking brake
engagement; Low fuel; Water in fuel; Low DEF.

Audible alarms w/ diagnostics:

Coolant temperature; Engine oil pressure;
Parking brake engagement; Converter oil
temperature; Shuttle engagement/seat
position; Backup alarm; Low DEF.

Horn Dual switched front and rear

OPERATING WEIGHT

Configuration 1 – SAE Transport:

No Operator, Loader Bucket, Cab, AC,
1,100 lb front counter weight, 2WD, Full of
Fuel, SAE Carry T4 Final Engine, Pilot Controls,
11 L – 16 @ 52 psi front tires, 19.5 L – 24
Rear Tires.

17,810 lb (8 078 kg)

Configuration 2 – SAE Transport:

No Operator, 4:1 Loader Bucket, E-hoe, Cab,
1,100 lb front counter weight, Full of Fuel, SAE
Carry T4 Final Engine, Pilot Controls, 12 x 16.5
@ 50 psi front tires, 4WD w/ driveshaft guard,
19.5 L – 24 @ 30 psi rear tires.

19,750 lb (8 958 kg)

Add-on weights:

Cab-over canopy	309 lb (140 kg)
Fabricated stabilizer pads	141 lb (64 kg)
Extendahoe®	286 lb (130 kg)

HYDRAULICS

Pump:

Bosch Rexroth Series 31 Variable
Displacement Axial Piston Pump

Main relief pressure:

Standard	3,450 +/- 50 psi (238 +/- 3.5 bar)
Power Lift	3,625 +/- 50 psi (250 +/- 3.5 bar)

Filtration:

7-micron, full flow replaceable cartridge on
return line, condition indicator light for filter.

Oil cooler

Heavy-duty

Loader flow @ rated engine RPM:

41 gpm @ 2,340 psi
(156.2 L/min @ 161 bar)

Loader control valve w/ pilot or manual backhoe controls:

Two or three-spool closed center sectional
control valve. Single lever manual control for
lift and tilt functions. The three-spool valve
uses a proportional Electro-Hydraulic control
for the auxiliary function. The lift lever has a
positive hold "Float" position and a "return-
to-dig" feature.

Loader auxiliary hydraulics w/ proportional thumb switch w/ detent on loader control handle:

0 – 41 gpm @ 2,340 psi
(0 – 156.2 L/min @ 161 bar)

Backhoe flow @ rated engine RPM:

41 gpm @ 3,100 psi
(156.2 L/min @ 214 bar)

Manual backhoe control valve:

Six-spool monoblock open center control valve
w/ seventh and eighth spool bolt-on sections.
Features "Pro-Control" which includes custom
designed spools for each individual function
along w/ "swing cushioning" valve for zero-wag
swing control. Basic control valve has an open
center parallel circuit for all functions.

Pilot backhoe control valve:

Six, seven, or eight spool sectional closed
center control valve. Features "Pro-Control"
which includes custom designed spools
for each individual function along w/ "swing
cushioning" valve for zero-wag swing control.
Basic control valve is closed center, w/ circuits
in parallel w/ a post-compensated, flow sharing
feature for simultaneous operation of all circuits.

1-way flow auxiliary hydraulics:

1-way flow hydraulic valve is equipped w/ an
adjustable LS relief valve to control attachment
pressure and a 6 position flow control selector
for 6 detented, distinct flow settings.

Actuation:

Manual backhoe controls – cab floor pedal
Pilot controls – left-hand joystick

2-way flow auxiliary hydraulics*:

Actuation:

Activate the 2-way flow switch located on
the rear console
Manual shift – 2-way flow linkage on far right
of backhoe tower
Pilot controls – left-hand joystick.

NOTE: *Available w/ 1-way/2-way Aux. Hyd. option.

SERVICE CAPACITIES

Fuel tank	35.0 gal (132.0 L)
DEF tank	3.6 gal (13.5 L)

Hydraulic system:

Total	125 qt (118.0 L)
w/ Extendahoe®	131 qt (123.6 L)
Reservoir w/ filter	53 qt (50.5 L)
Reservoir w/o filter	55 qt (52.4 L)

Transmission – total system:

2WD Standard	18 qt (17.0 L)
4WD Standard	21 qt (19.4 L)
4WD PowerDrive H-Type	19 qt (18.0 L)

Standard front axle:

4WD Differential	8.1 qt (7.7 L)
4WD Planetaries – each	0.5 qt (0.5 L)

Rear axle:

Differential and planetaries	14.4 qt (13.6 L)
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Engine oil w/ filter

8.5 qt (8.0 L)

Cooling system:

w/ heater	19.0 qt (18.0 L)
w/o heater	18.3 qt (17.3 L)

Window washer reservoir

3.0 qt (2.8 L)

OTHER SPECIFICATIONS

Front tires:

2WD	11.0 L x 16.0, 10-ply rating
4WD	12.0 L x 16.5, 10-ply rating
4WD	12.5/80 x 18.0 10-ply rating

Rear tires:

2/4WD	19.5 L x 24.0, 10-ply rating
2/4WD	500/70 R24, 10-ply rating

Turning radius: Curb to Curb:

2WD:

Brakes on	10 ft 8 in (3.24 m)
Brakes off	12 ft 4 in (3.76 m)

4WD – engaged*:

Brakes on	11 ft 4 in (3.45 m)
Brakes off	13 ft 10 in (4.21 m)

4WD – disengaged*:

Brakes on	11 ft 0 in (3.36 m)
Brakes off	12 ft 3 in (3.72 m)

NOTE: *Turning radius dimensions curb to curb
w/ 12.0 x 16.5 front tires and 19.5 L x 24.0
rear tires.

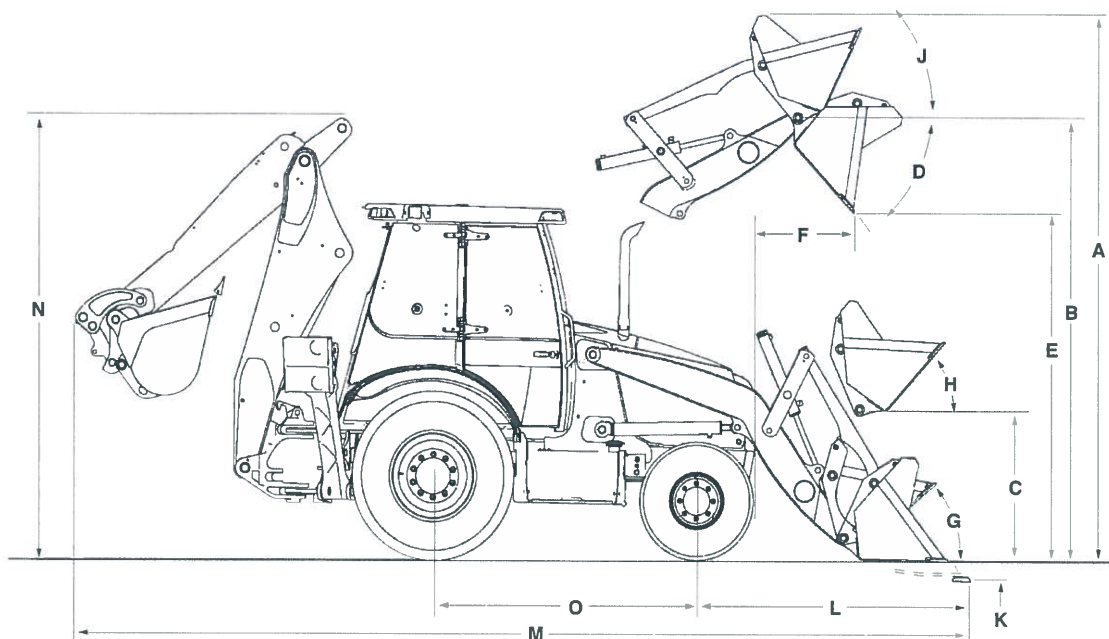
LOADER BUCKET SIZES

Type	Width	Weight	Struck	Heaped Capacity
Long Lip Bucket:				
without bolt-on edge	82 in (2.08 m)	864 lb (392 kg)	0.88 yd ³ (0.67 m ³)	1.0 yd ³ (0.79 m ³)
with bolt-on edge	93 in (2.36 m)	1,188 lb* (539 kg)	1.10 yd ³ (0.89 m ³)	1.3 yd ³ (0.99 m ³)
4 IN 1® Bucket with bolt-on edge	82 in (2.08 m)	1,572 lb* (713 kg)	0.85 yd ³ (0.65 m ³)	1.0 yd ³ (0.80 m ³)

NOTE: *Weight of 4 IN 1® bucket includes edges, cylinders and tube lines.

BACKHOE BUCKET SIZES

Type	Width	Weight	Heaped Capacity
Universal Buckets			
	12 in (305 mm)	295 lb (134 kg)	3.40 ft ³ (0.10 m ³)
	18 in (457 mm)	356 lb (162 kg)	5.30 ft ³ (0.15 m ³)
	24 in (610 mm)	427 lb (194 kg)	7.70 ft ³ (0.22 m ³)
	30 in (762 mm)	489 lb (222 kg)	10.20 ft ³ (0.29 m ³)
	36 in (914 mm)	552 lb (251 kg)	12.70 ft ³ (0.36 m ³)
High Capacity Buckets			
	24 in (610 mm)	447 lb (203 kg)	8.50 ft ³ (0.24 m ³)
	30 in (762 mm)	502 lb (228 kg)	10.60 ft ³ (0.30 m ³)



Line drawings are for illustrative purpose only and may not be exact representation of unit.

LOADER DIMENSIONS

	Long Lip Bucket	4 IN 1® Bucket
A. Overall operating height – fully raised	13 ft 9 in (4.18 m)	13 ft 8 in (4.16 m)
Height to:		
B. Bucket hinge pin fully raised	11 ft 3 in (3.42 m)	11 ft 3 in (3.42 m)
C. Bucket hinge pin at SAE carry	13.6 in (345 mm)	13.6 in (345 mm)
D. Dump angle at full height	47°	47°
E. Dump clearance at full height, 45° dump:		
Bucket	8 ft 10 in (2.69 m)	8 ft 11 in (2.71 m)
Clam open	—	9 ft 8 in (2.96 m)
F. Dump reach at full height, 45° dump – from bumper:		
Bucket	31.5 in (801 mm)	29.1 in (738 mm)
Clam open	—	15.3 in (388 mm)
Bucket rollback:		
G. @ Groundline	42°	42°
H. @ SAE carry	42°	42°
J. @ Full height	Adjustable	Adjustable
K. Digging depth below grade:		
Bucket flat	6.1 in (155 mm)	4.8 in (122 mm)
Clam open – dozing	—	4.1 in (103 mm)
L. Reach from front axle centerline – bucket on ground	6 ft 10 in (2.07 m)	6 ft 8 in (2.03 m)
Lift capacity to full height – calculated values	7,044 lb (3 195 kg)	6,703 lb (3 040 kg)
Breakout force:		
Lift cylinders	9,833 lb (4 460 daN)	9,610 lb (4 359 daN)
Dump cylinders	10,947 lb (4 965 daN)	11,658 lb (5 288 daN)
Bucket cutting edge width	82.5 in (2.09 m)	82.0 in (2.08 m)
Maximum grading angle	114°	114°
Maximum clam opening	—	38.3 in (972 mm)
Moldboard height	—	36.8 in (934 mm)
Raising time to full height – manual/pilot controls	2.6/3.2 sec	2.6/3.2 sec
Bucket dumping time	0.8/1.2 sec	0.8/1.2 sec
Lowering time:		
Power down	1.9/2.1 sec	1.9/2.1 sec
Return-to-dig	2.5/2.2 sec	2.5/2.2 sec
Clam:		
Open time	—	1.1 sec
Close time	—	1.1 sec

NOTE: Loader dimensions taken with 4WD, 12.0 x 16.5 front tires and 19.5 L x 24.0 rear tires.

DIMENSIONS

	2WD with 17.5 L x 24.0 rear tires	4WD with 19.5 L x 24.0 tires
M. Overall transport length:		
Long Lip bucket with Quick Coupler	23 ft 5 in (7.14 m)	23 ft 4 in (7.10 m)
4 IN 1® bucket with Quick Coupler	23 ft 3 in (7.07 m)	23 ft 1 in (7.04 m)
Long Lip bucket with Straight Links	23 ft 6 in (7.15 m)	23 ft 4 in (7.12 m)
4 IN 1® bucket with Straight Links	23 ft 3 in (7.09 m)	23 ft 2 in (7.06 m)
Overall transport width	7 ft 2 in (2.17 m)	7 ft 2 in (2.17 m)
Height:		
To top of canopy	8 ft 8 in (2.64 m)	8 ft 9 in (2.66 m)
To top of cab	8 ft 9 in (2.68 m)	8 ft 11 in (2.72 m)
To top of exhaust stack	8 ft 5 in (2.58 m)	8 ft 7 in (2.62 m)
N. Transport	10 ft 10 in (3.29 m)	11 ft 1 in (3.37 m)
Ground clearance at backhoe frame	12 in (304 mm)	15.0 in (381 mm)
Angle of departure	15.3°	19.0°
Front wheel tread:		
11.0 L x 16.0	67.5 in (1.72 m)	67.5 in (1.72 m)
12.0 L x 16.5	67.7 in (1.72 m)	67.7 in (1.72 m)
12.5/80 x 18.0	70.3 in (1.79 m)	70.3 in (1.79 m)
19.5 L x 24.0	61.2 in (1.55 m)	61.2 in (1.55 m)
17.5 L x 24.0	63.1 in (1.60 m)	63.1 in (1.60 m)
Width over tires:		
11.0 L x 16.0	79.3 in (2.02 m)	79.3 in (2.02 m)
12.0 L x 16.5	81.1 in (2.06 m)	81.1 in (2.06 m)
12.5/80 x 18.0	82.9 in (2.10 m)	82.9 in (2.10 m)
19.5 L x 24.0	81.4 in (2.07 m)	81.4 in (2.07 m)
17.5 L x 24.0	81.7 in (2.07 m)	81.7 in (2.07 m)
O. Wheelbase:		
19.5 L x 24.0	84.0 in (2.13 m)	84.5 in (2.15 m)
17.5 L x 24.0	84.0 in (2.13 m)	84.5 in (2.15 m)

CYLINDERS

	Bore Diameter	Rod Diameter	Stroke	Closed Length
Loader:				
Lift – 2	3.25 in (82.6 mm)	1.75 in (44.5 mm)	28.86 in (733.0 mm)	42.95 in (1 062.0 mm)
Dump – 2	3.00 in (76.2 mm)	1.50 in (38.1 mm)	20.33 in (516.5 mm)	29.90 in (759.5 mm)
4 IN 1® clam – 2	3.00 in (76.2 mm)	1.75 in (44.5 mm)	9.08 in (230.6 mm)	19.62 in (498.3 mm)
Backhoe:				
Boom	5.00 in (127.0 mm)	2.50 in (63.5 mm)	38.25 in (971.6 mm)	52.82 in (1 341.6 mm)
Dipperstick	4.75 in (120.7 mm)	2.50 in (63.5 mm)	25.14 in (628.5 mm)	39.65 in (1 007.0 mm)
Bucket	3.50 in (88.9 mm)	2.50 in (63.5 mm)	35.35 in (897.9 mm)	48.17 in (1 223.6 mm)
Extendahoe®	3.00 in (76.2 mm)	1.75 in (44.5 mm)	42.05 in (1 068.0 mm)	56.22 in (1 428.0 mm)
Swing – 2	4.00 in (101.6 mm)	2.00 in (50.8 mm)	11.50 in (292.0 mm)	24.44 in (620.8 mm)
Stabilizer – 2	4.50 in (114.3 mm)	2.25 in (57.2 mm)	21.37 in (542.9 mm)	33.87 in (860.2 mm)

AXLE RATINGS

	Front – 2WD	Rear	Front – 4WD
Maximum static	70,821 lb (32 124 kg)	90,145 lb (40 889 kg)	64,613 lb (29 308 kg)
Dynamic operating	44,261 lb (20 076 kg)	56,200 lb (25 492 kg)	39,328 lb (17 839 kg)
Static operating	17,704 lb (8 030 kg)	22,480 lb (10 197 kg)	15,732 lb (7 136 kg)
Oscillation – front axle	22° total – 11° side to side	—	22° total – 11° side to side

BACKHOE LIFT CAPACITIES

Standard Backhoe			Extendahoe®			
Boom Lift	Standard	Power Lift	Retracted		Extended	
	Lift Capacity lb (kg)	Lift Capacity lb (kg)	Standard Lift Capacity lb (kg)	Power Lift Lift Capacity lb (kg)	Standard Lift Capacity lb (kg)	Power Lift Lift Capacity lb (kg)
+16 ft (4.87 m)	—	—	—	—	2,115 (959)	2,298 (1 043)
+14 ft (4.27 m)	3,039 (1 378)	3,285 (1 490)	2,837 (1 287)	3,083 (1 398)	2,395 (1 086)	2,603 (1 181)
+12 ft (3.66 m)	3,413 (1 548)	3,691 (1 674)	3,201 (1 452)	3,479 (1 578)	2,536 (1 151)	2,757 (1 250)
+10 ft (3.05 m)	3,499 (1 587)	3,784 (1 716)	3,281 (1 488)	3,566 (1 618)	2,593 (1 176)	2,818 (1 278)
+8 ft (2.44 m)	3,485 (1 581)	3,768 (1 709)	3,263 (1 480)	3,546 (1 608)	2,564 (1 163)	2,786 (1 264)
+6 ft (1.83 m)	3,438 (1 559)	3,717 (1 686)	3,213 (1 457)	3,492 (1 584)	2,549 (1 156)	2,770 (1 257)
+4 ft (1.22 m)	3,374 (1 530)	3,648 (1 655)	3,146 (1 427)	3,420 (1 551)	2,521 (1 144)	2,741 (1 243)
+2 ft (0.61 m)	3,307 (1 500)	3,575 (1 622)	3,077 (1 396)	3,345 (1 517)	2,489 (1 129)	2,706 (1 227)
Ground Level	3,251 (1 475)	3,513 (1 594)	3,018 (1 369)	3,280 (1 488)	2,489 (1 129)	2,706 (1 227)
-2 ft (0.61 m)	3,201 (1 452)	3,459 (1 569)	2,965 (1 345)	3,223 (1 462)	2,466 (1 118)	2,680 (1 215)
-4 ft (1.22 m)	3,175 (1 440)	3,430 (1 556)	2,935 (1 331)	3,190 (1 447)	2,446 (1 109)	2,659 (1 206)
-6 ft (1.83 m)	3,182 (1 443)	3,437 (1 559)	2,938 (1 333)	3,193 (1 448)	2,443 (1 108)	2,656 (1 205)
-8 ft (2.44 m)	3,258 (1 478)	3,520 (1 597)	3,007 (1 364)	3,269 (1 483)	2,465 (1 118)	2,679 (1 215)
-10 ft (3.05 m)	3,441 (1 561)	3,717 (1 686)	3,175 (1 440)	3,451 (1 565)	2,530 (1 148)	2,750 (1 248)
-12 ft (3.66 m)	—	—	—	—	2,707 (1 228)	2,943 (1 335)
-14 ft (4.27 m)	—	—	—	—	3,239 (1 469)	3,521 (1 597)
Dipper Lift						
+14 ft (4.27 m)	—	—	—	—	4,281 (1 942)	4,281 (1 942)
+12 ft (3.66 m)	5,822 (2 641)	5,822 (2 641)	5,618 (2 548)	5,618 (2 548)	4,046 (1 835)	4,046 (1 835)
+10 ft (3.05 m)	5,600 (2 540)	5,600 (2 540)	5,399 (2 449)	5,399 (2 449)	3,984 (1 807)	3,984 (1 807)
+8 ft (2.44 m)	5,562 (2 523)	5,562 (2 523)	5,360 (2 431)	5,360 (2 431)	3,913 (1 775)	3,913 (1 775)
+6 ft (1.83 m)	6,236 (2 829)	6,236 (2 829)	6,030 (2 735)	6,030 (2 735)	4,166 (1 889)	4,166 (1 889)
+4 ft (1.22 m)	7,424 (3 368)	7,424 (3 368)	7,203 (3 267)	7,203 (3 267)	4,102 (1 861)	4,102 (1 861)
+2 ft (0.61 m)	—	—	—	—	4,850 (2 200)	4,850 (2 200)

NOTE: Boom and Dipper Lift Capacities are rated per SAE J31 and are 87% of the maximum hydraulic lift force available with the specified options.

BACKHOE OPERATIONAL DATA

Standard Backhoe		Extendahoe®	
		Retracted	Extended
Digging depth:			
Maximum	14 ft 6 in (4.41 m)	14 ft 6 in (4.41 m)	17 ft 11 in (5.47 m)
Maximum with hi-capacity bucket	15 ft 0 in (4.51 m)	15 ft 0 in (4.51 m)	18 ft 6 in (5.63 m)
2 ft (610 mm) flat bottom	14 ft 4 in (4.37 m)	14 ft 4 in (4.37 m)	17 ft 10 in (5.43 m)
8 ft (2.44 m) flat bottom	13 ft 4 in (4.06 m)	13 ft 4 in (4.06 m)	17 ft 1 in (5.19 m)
Overall reach from:			
Rear axle centerline	21 ft 10 in (6.66 m)	21 ft 10 in (6.66 m)	25 ft 3 in (7.69 m)
Swing pivot	18 ft 2 in (5.55 m)	18 ft 2 in (5.55 m)	21 ft 7 in (6.58 m)
Loading height	12 ft 1 in (3.67 m)	12 ft 1 in (3.67 m)	14 ft 5 in (4.38 m)
Loading reach	4 ft 7 in (1.41 m)	4 ft 7 in (1.41 m)	7 ft 3 in (2.20 m)
Swing arc	180°	180°	180°
Bucket rotation:			
Straight links	175.6°	175.6°	175.6°
Mechanical coupler	198.0°	198.0°	198.0°
Hydraulic coupler – Extendahoe® dipper	194.8°	194.8°	194.8°
Hydraulic coupler – standard dipper	198.0°	198.0°	198.0°
Stabilizer spread – operating:			
Flip pad	9 ft 3 in (2.82 m)	9 ft 3 in (2.82 m)	9 ft 3 in (2.82 m)
Cast pad	9 ft 7 in (2.93 m)	9 ft 7 in (2.93 m)	9 ft 7 in (2.93 m)
Digging force:			
Bucket cylinder – SAE rated 3,460 psi	13,975 lb (61 363 N)	13,975 lb (61 363 N)	13,975 lb (61 363 N)
Bucket cylinder – Power Lift	14,452 lb (64 240 N)	14,452 lb (64 240 N)	14,452 lb (64 240 N)
Dipper cylinder – SAE rated 3,460 psi	8,657 lb (38 508 N)	8,657 lb (38 508 N)	6,305 lb (28 045 N)
Dipper cylinder – Power Lift	9,070 lb (40 345 N)	9,070 lb (40 345 N)	6,606 lb (29 382.7 N)
Leveling angle:			
Flip pad	11.8°	11.8°	11.8°
Cast pad	12.8°	12.8°	12.8°

NOTE: Lift capacities apply straight to the rear of prime mover. 4WD with 19.5 L x 24.0 tires equipped with 24 in (610 mm) heavy-duty bucket and Case coupler except as noted.

STANDARD EQUIPMENT

OPERATOR ENVIRONMENT

See page 1

ENGINE

FPT F5BFL413B diesel
Selective Catalytic Reduction – SCR
Full flow engine oil filter
Aspirated air cleaner – replaceable dual element dry type with radial seal
Fuel filter with water trap
Radiator with de-aeration bottle
Antifreeze to -34° F (-37° C)
Electronic throttles – foot and rotary hand
Self-adjusting belt
High Pressure Common Rail computer controlled injection with diagnostic features
Engine ECO Mode – Detent on backhoe hand throttle, push button switch on dash
Auto Engine Idle
Auto Engine Shutdown
Auto Protection Shutdown
Electronic Fuel Priming
Cold Weather Starting Aid:
Dual 12 volt batteries, glow plugs, engine block heater and heated CCV hose

DRIVETRAIN

Power Shuttle 4F-4R synchromesh transmission
Front axle:
2WD front axle with 11.0 L x 16.0 tires
4WD mechanically driven front axle with 12.0 L x 16.5 tires and drive shaft guard
Rear axle:
2/4WD heavy-duty outboard planetary drive, with 19.5 L x 24.0 tires
Torque converter – 11.8 in (300 mm)
On-the-go electric 4WD control
Electric F/R shuttle control
Electric differential lock control, push-button
Park brake, spring-applied, hydraulic release – SAHR
Drive shaft guard – 4WD models

HYDRAULICS

Ground level remote hydraulic test ports
Pump:
41 gpm @ 3,000 psi
(156.2 L/min @ 207 bar)
Heavy-duty hydraulic oil cooler
7-micron, spin on oil filter

LOADER

Bucket position indicator; Lifting lugs and tie downs on standard bucket; Single lever control with self-leveling and return-to-dig; Hand operated clutch disconnects on loader and shift levers, single lever
4-function loader control: lift, dump, clutch cut-out, differential lock

BACKHOE

Over center design, Fabricated “S” boom; Pro Control System; Dipperstick integrated serrated gripper teeth; Case mechanical coupler
Cleated dirt stabilizer pads

OTHER

Forward tilt engine hood
Replaceable, molded front bumpers
Front/Rear tie downs
Reflective logos
Signal Lights – cab and canopy:
2 rear tail/stop
2 front flashers/turn
2 rear flashers/turn
Working/Driving Lights – cab and canopy:
Adjustable halogen work lights – 55 W:
4 front
2 side – one left, one right
4 rear
Master disconnect switch and remote jump-start terminals
Hydrostatic steering
Backup alarm
Vertical spin-on engine oil, fuel and hydraulic filters
Locking DEF/Fuel covers
Tool box – bolt-on, step-mounted

TELEMATICS

CASE SiteWatch™ Telematics – includes hardware and a 5-yr Advanced data subscription

WARRANTY

1-Year/Unlimited-Hour Full-Coverage Base Limited Warranty
2-Year/2,000-Hour Extended Engine Warranty

OPTIONAL EQUIPMENT

OPERATOR ENVIRONMENT

Speed selectable Auto Ride Control – 4WD models

Comfort Steering with two speed steering pump and 3rd/4th gear cutout

ROPS/FOPS certified protective cab available in LH Door or 2 door with heat, A/C, defroster, door activated dome light, 4 front, 4 rear and 2 adjustable side lights, floor mat, tinted glass, bluetooth radio, front and rear wiper and fender extensions

Deluxe Cab package included on 2-door cabs includes: deluxe interior, viscous fan, pull-down sun visor and 72 dba sound level

Premium multi-color, hand stitched cloth, heated air suspension seat – not for use with ROPS Canopy option

ENGINE

Severe Cold Weather Starting Aid:
Synthetic transmission, hydraulic and engine oil – order with cold weather starting aid

DRIVETRAIN

PowerDrive H-Type transmission, 4F-4R, hydraulic clutch shifting, kick down, transmission disconnect and FNR switch in loader control lever, includes auto shift mode and direct drive

4WD heavy-duty mechanically driven front axle with 12.5/80 x 18.0 tires

LOADER

Auxiliary hydraulics for loader-mounted equipment with thumb-operated proportional control

Hydraulic front quick coupler

Tool portfolio of additional attachments

Buckets – see page 2

BACKHOE

1-way Auxiliary backhoe hydraulics for hammers, plate compactors or similar 1-way flow attachments

1-way/2-way Auxiliary backhoe hydraulics for hammers, plate compactors or similar 1-way flow attachments or switch to 2-way flow for thumbs, augers or similar 2-way flow attachments

Extendahoe®

Power Lift

Power Boost

Bolt-on hardened gripper teeth

Two-lever control – backhoe or Extendahoe®

Pilot operated control system:

- Fingertip proportional Electro-Hydraulic stabilizer controls
- Thumb-operated proportional Electro-Hydraulic Extendahoe® control
- Thumb-operated horn button
- Thumb-operated auxiliary hydraulic control
- Infinitely adjustable towers
- In-cab switchable “excavator to backhoe” control pattern change

Flip over stabilizer pads

Hydraulic bucket quick coupler

Universal coupler – CAT/Deere compatible

Buckets – see page 2

Hydraulic thumb – Includes: 2 replaceable, high strength, bolt on tines with two positions for Universal or Hi-Cap buckets – meshes with Bucket teeth on 18 in & 24 in Buckets

OTHER

Front tires:
11.0 L x 16.0 or 12.0 L x 16.5
12.5/80 x 18.0 10-ply includes heavy duty front axle

Rear tires:
500/70 R24 Michelin or 19.5 L x 24.0

Special paint

LED Working/Driving Light Package:
4 front
4 rear
2 side

Front Fenders

Special Feature Request

CaseCE.com

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IMPORTANT: CASE Construction Equipment Inc. reserves the right to change these specifications without notice and without incurring any obligation relating to such change. Availability of some models and equipment builds vary according to the country in which the equipment is used. The illustrations and text may include optional equipment and accessories and may not include all standard equipment. Your CASE dealer/distributor will be able to give you details of the products and their specifications available in your area.



CASE Construction Equipment is biodiesel-friendly. NOTE: All engines meet current EPA emissions regulations. All specifications are stated in accordance with SAE Standards or Recommended Practices, where applicable.



Always read the Operator's Manual before operating any equipment. Inspect equipment before using it, and be sure it is operating properly. Follow the product safety signs and use any safety features provided.

Form No. CCE202306580SN

Replaces Form No. CCE202012580SN

580SN

EQUIPMENT SALES ORDER

CUSTOMER/PURCHASER NAME Joe Themel-Equipment Supt.			CUSTOMER NUMBER WHEAT001		ORDER DATE 4-29-25
D/B/A Wheaton Park District			ACCOUNT MANAGER Swanson		CUSTOMER PO #
STREET ADDRESS 1000 Manchester Rd.			WRITTEN BY Swanson		CUSTOMER JOB #
CITY Wheaton	STATE IL	ZIP 60187	COUNTY Du Page		
CELL PHONE	BUSINESS PHONE 630-665-4710	BUSINESS FAX	E-MAIL jthemel@wheatonparks.org		

NO DELIVERY OF GOODS TO BE MADE UNTIL FULL SETTLEMENT IS RECEIVED

DELIVERY TO BE MADE ON OR BEFORE				OR AS SOON AS POSSIBLE			
DELIVERY ADDRESS (IF DIFFERENT FROM ABOVE)					CITY, STATE		ZIP
QUANTITY	YEAR	HOURS	MAKE, MODEL, DESCRIPTION		SERIAL NUMBER	CASH PRICE EACH ITEM	
NEW	USED	RENTAL					
X			2025	Factory	CASE 580SN LBH, One Door AC/Heat	TBD	\$ 181,769.00
				Sept/Oct	Pwr Shuttle Trans, 12x16.5 Front Tires	Sourcewell # 70192	\$ (50,895.00)
			2025		19.5Lx24 Rear Wheels, 1 or 2 Way BHOE		\$
			DELIVERY		Pilot Cntrls, 24" Bucket, Hyd Thumb. QC		\$
					LED Lights, Flip Over Pads, 82" Front Bucket		\$
						SELLING PRICE	\$ 130,874.00

TRADE-IN EQUIPMENT

TRADE-IN SHIP TO ☐ Bollingbrook ☐ McHenry ☐ Schererville

TRANSPORTATION TO BE PAID BY: ☐ CUSTOMER ☒ MCCANN

YEAR	HOURS	DESCRIPTION	TRADE ALLOWANCE	AMT OWING	NET TRADE ALLOWANCE	OWED TO WHOM	NOTE #
		MAKE MODEL SERIAL#					
					0.00		
					0.00		
					0.00		
TOTAL TRADE ALLOWANCE			0.00	0.00	0.00		

Purchaser hereby bargains, sells and conveys unto Seller the above described Trade-In Equipment and warrants and certifies it to be free and clear of liens, encumbrances, and security interests except as shown above.

OTHER FEES

1. Doc Fees	\$	
2. License & Title	\$	0.00
3. Extended Service Contract	\$	0.00
4. Physical Damage Insurance	\$	0.00
5. Total Other Fees (1+2+3+4)	\$	0.00

1. SELLING PRICE	\$ 130,874.00
2. TRADE ALLOWANCE (per above)	\$ 0.00
3. NET PRICE (1-2)	\$ 130,874.00
4. LOCAL SALES TAX	City 0.00% Rate \$ 0.00
5. AMOUNT OWING	\$ 0.00
6. FREIGHT	\$
7. OTHER FEES (per left column)	\$ 0.00
8. TOTAL PRICE (3+4+5+6+7)	\$ 130,874.00
9. CASH WITH ORDER	\$ 0.00
10. RENTAL CREDIT (per left column)	\$ 0.00
11. BALANCE ON DELIVERY (8-9-10)	\$ 130,874.00

RENTAL CREDIT CALCULATION

1. # Months	
2. Monthly Rental Rate	\$ 0.00
3. Total Rental (1x2)	\$ 0.00
4. % Credit Granted	0.0%
If purchased within:	
0-30 days.....	100% applied
31-60 days.....	90% applied
61 & after.....	85% applied
5. Rental Credit (3x4)	\$ 0.00

TERMS: ☒ CASH ON DELIVERY
☐ RETAIL INSTALLMENT CONTRACT (Terms Subject to Credit Approval)
 If retail contract, indicate desired length of contract _____ years
 If retail contract, indicate desired interest rate _____ %

ALL TERMS SUBJECT TO CREDIT APPROVAL

PLEASE SEE REVERSE SIDE FOR TERMS AND SIGNATURE

PAGE 1 OF 2

BASE WARRANTY ON EQUIPMENT

Warranty coverage on the equipment covered by this order, if any, has been explained to purchaser. The warranty coverage is outlined below and indicated by the box checked.

☒ NEW CASE PRODUCT WARRANTY or qualified Case warranty

WARRANTIES PROVIDED BY THE SELLER ON NEW CASE PRODUCTS SHALL BE GIVEN TO PURCHASER UNDER SEPARATE AGREEMENT, THE RECEIPT

WHEREOF IS HEREBY ACKNOWLEDGED BY PURCHASER.

☐ NEW - Other manufacturer's warranty

☐ USED - When the equipment covered by this order is used equipment, THE PURCHASER STATES THAT HE EXAMINED THE EQUIPMENT and is buying the equipment AS IS and with NO REPRESENTATIONS OF WARRANTIES unless otherwise stated in writing below.

EXTENDED SERVICE CONTRACT

_____ Accept _____ Decline \$ _____ Deductible

☐ Full Machine ☐ Power Train ☐ Power Train + Hydraulics ☐ Power Train + Electronics _____ Hours _____ Months

purchased, the term of the extended service contract begins concurrently with the base warranty start date and ends with extended service contract expiration date or maximum hours (whichever comes first).

PREVENTATIVE MAINTENANCE PACKAGE

_____ Quote Number _____ Initial _____ Accept _____ Decline _____

Purchase Price \$ _____ Term: _____ Years _____ Hours Financed with Machine: Yes ☐ No ☐

PREVENTATIVE MAINTENANCE PACKAGE SHALL BE GIVEN TO PURCHASER UNDER SEPARATE AGREEMENT, THE RECEIPT WHEREOF IS HEREBY ACKNOWLEDGED BY PURCHASER

PHYSICAL DAMAGE INSURANCE

_____ Accept _____ Decline \$ _____ Deductible

Premium Calculation:
$$\begin{matrix} \text{Selling Price of Equipment} \\ \text{(excluding sales tax)} \end{matrix} \times \begin{matrix} \text{Monthly} \\ \text{Rate} \end{matrix} \times \begin{matrix} \text{Number of} \\ \text{Months} \end{matrix} = \begin{matrix} \text{Total} \\ \text{Premium} \end{matrix}$$

SALES AGREEMENT

The Customer requests that McCann Industries, Inc. ("hereinafter referred to as "McCann"), sell, rent, loan, demo, service, and repair goods and equipment on account in consideration of which the Customer and McCann agree as follows

Payment for equipment is due at time of order and in no event shall equipment be delivered prior to full settlement. The Customer shall pay the full amount of any outstanding balance shown on the monthly statement within thirty (30) days of the invoice date. Should payment not be received by McCann according to the credit terms stated, the entire balance is considered in default and due for immediate payment. Customer agrees to pay a service charge on the outstanding balance for which payment has not been received according to terms stated. The service charge shall be a minimum of 1-1/2% per month of the Customer's outstanding past due balance, after deducting current payments and credits. Such service charges shall become part of the Customer's outstanding balance. Customer agrees to pay McCann a reasonable processing fee to cover any check returned by Customer's bank as unpaid. If the Customer fails to pay pursuant to the terms of this agreement and McCann elects to take action to collect this Account, the Customer shall pay all costs incurred by McCann including, but not limited to: Attorney's fees, collection agency fees, court costs, deposition and transcript costs, sheriff's fees, special process server fees, expert witness fees and bond costs. THE CUSTOMER ASSIGNS AS SECURITY FOR ANY INDEBTEDNESS INCURRED OR TO BE INCURRED TO McCANN UNDER THIS ACCOUNT ALL OF THE CUSTOMER'S PRESENTLY OWNED AND EXISTING AND HEREAFTER ACQUIRED AND ARISING ACCOUNTS, ACCOUNTS RECEIVABLE, CONTRACT RIGHTS, CHATTEL PAPER, EQUIPMENT, INVENTORY, AND ALL PROCEEDS OF THE FOREGOING COLLATERAL. CUSTOMER APPOINTS ANY REPRESENTATIVE OF McCANN AS CUSTOMER'S ATTORNEY-IN-FACT TO SIGN AND FILE A UCC-1 FINANCING STATEMENT TO PERFECT THE SECURITY INTEREST. THIS TRANSACTION SHALL BE GOVERNED BY THE LAW OF THE STATE OF ILLINOIS, AND JURISDICTION AND VENUE FOR THE HEARING FOR ANY MATTER IN DISPUTE SHALL BE WITH THE DUPAGE COUNTY CIRCUIT COURT OF ILLINOIS. Customer waives any right to a jury trial and any right to file a Counter-Claim in any action to enforce this agreement. At McCann's sole discretion, any deposition will take place in DuPage County.

Time is of the essence of this contract and if Customer fails to comply with any of the terms and conditions hereof or defaults in the payment of any installment hereunder or under any renewals hereof, or in the payment of interest or defaults in the payment of any installment due under any other indebtedness or contract held by the McCann or Assignee, or if proceedings are instituted against Customer under any bankruptcy or insolvency law or Customer makes an assignment for the benefit of creditors or if for any reason the McCann deems himself insecure and so declares all payments heretofore made by Customer shall be retained by the McCann and all indebtedness hereunder shall become immediately due and payable, with or without notice, together with all expenses of collection by suit or otherwise, including reasonable attorney fees and McCann may, without notice or demand, take possession of the equipment set forth on the reverse hereof, or any additions to, replacements of, or any proceeds from said equipment or may render the property unusable or McCann may require Customer to assemble the property and make it available at a place designated by McCann. McCann may resell the related property at public or private Sales in accordance with the Uniform Commercial Code or applicable state or provincial law. After deducting reasonable expenses for retaking, repacking, holding, preparing for sale, other selling expenses including attorney fees and legal expenses, the remaining proceeds of Sale shall be credited upon the amount of indebtedness remaining unpaid hereunder, and Customer agrees to pay any deficiency upon demand by McCann, and surplus, however, shall be paid to Customer. Said retaking or repossession shall not be deemed rescission of the contract. McCann may exercise any other rights and remedies provided by applicable law. The remedies provided for herein are not exclusive and any action to enforce payment shall not waive or affect any of the holder's rights to have recourse to the property. The transfer of this contract shall operate to pass a security interest in the property as security for the payment hereof.

The Customer acknowledges that it has special skill and knowledge in the selection and use of the equipment and material to be purchased, loaned, used for demo or rented from McCann and expressly disclaims any reliance upon any statements or representations made or to be made by McCann regarding the sale, rental, demo or repair of any material or equipment. The Customer also acknowledges that it is their responsibility to comply with the manufacturer's instructions in regard to storage, preparation, mixing, and application of materials and expressly disclaims any reliance upon any statements or representations made or to be made by McCann regarding the materials. MCCANN MAKES NO WARRANTIES, EXPRESSED OR IMPLIED AS TO THE EQUIPMENT'S MERCHANTABILITY OF FITNESS FOR ANY PARTICULAR PURPOSE. The Customer also waives any liability upon McCann for any direct, special, or consequential damages that Customer may suffer. The exact manner in which this equipment will be used and the qualifications of the user and the equipment or lack of equipment of the user are beyond the control of the McCann, therefore McCann expressly disclaims any responsibility for Customer's compliance or failure to comply with OSHA and/or other governmental safety or health regulations or standards.

The Customer authorizes any of its employees it sends to McCann to deliver or pick up equipment or materials, for purchase, loan, demo, rental, or repair, to sign demo, rental or delivery receipts or repair orders for said equipment or materials and agrees to be bound by all the terms of said documents. If McCann's employees assist in loading or unloading, the Customer agrees to assume the risk of, and hold McCann harmless from, any property damaged or personal injuries attributable to the negligence of McCann, including McCann's employees. In the event the Customer directs McCann to deliver any material or equipment, and the Customer does not have a representative present at the time of delivery, the Customer authorizes McCann to leave the material and equipment at the designated place of delivery. Upon said delivery, the Customer will be responsible for said material and equipment. McCann's use of a purchase order number is for Customer's convenience and identification only. This agreement supersedes any inconsistent provision in any purchase order. Absence of a purchase order number shall not constitute grounds for non-payment of charges when the Customer has had possession, or the right to possession of the items charged. Customer agrees to inspect all material immediately upon delivery to verify: (a) the quantities described in the agreement are the quantities delivered and (b) there are no visible defects in the material. The Customer also agrees to examine all delivery tickets and invoices upon receipt. Unless the Customer gives McCann written notice by certified mail-return receipt requested within three (3) days of delivery, the Customer waives any claim he may have against McCann for any determinable deficiency or defect in said delivery, product, or repair, and any objection he may have to the amount of the invoice.

The Customer shall indemnify and hold McCann harmless against any and all claims, demands, liabilities, losses, damages, and injuries whatsoever kind or nature, and all attorney's fees, costs and expenses relating to or in any way arising out of the ordering, acquisition, delivery, installation, possession, maintenance, use, operation, control, loss, damage, destruction, return, surrender, sale or disposition of the material and/or equipment purchased, loaned, used for demo or rented from McCann. This indemnity shall not be affected by any termination of this agreement with respect to said materials and equipment. McCann shall be excused if delivery is delayed or rendered impossible by differences with workmen, strikes, work stoppages, car shortages, delays in transportation, inability to obtain labor or materials and also by any cause beyond the reasonable control of McCann, including but not restricted to acts of God, floods, fire, storm, acts of civil and military authorities, war and insurrections.

The parties agree that this is the entire agreement and that no oral representation or agreement has been made which would modify this agreement or be a condition precedent or subsequent to the enforcement of this agreement and that this agreement may not be modified except by a writing signed by each of the parties. The invalidity of any portion of this agreement shall not be construed as a waiver thereof and shall not excuse Customer from strict performance. Customer authorizes McCann to insert the serial and/or model numbers of the goods set forth on the reverse side hereof for the purposes of identifying said equipment.

Customer represents that he has read and has been afforded the opportunity to read the terms of this agreement and agrees to be bound by them.

IT IS UNDERSTOOD THAT THIS IS THE ENTIRE AGREEMENT BETWEEN PARTIES AND IS SUBJECT TO ACCEPTANCE AT ADDISON, ILLINOIS.

ACCOUNT MANAGER: Pete N. Swanson PURCHASER: WHEATON PARK DISTRICT
BY: PETE N. SWANSON DATE: 4-29-25 BY: _____ DATE: 4-29-25
Authorized Signature _____ Authorized Signature _____
NAME: _____ TITLE: _____
ACCEPTED: MCCANN INDUSTRIES, INC. _____
Print Name

NOTICE TO PURCHASER

REV. 7/2007

Caution. Do not sign this contract before you thoroughly read both sides of it or if it contains blank spaces, even if otherwise advised. You are entitled to an exact and completely filled-in copy of this Contract when you sign it. Keep it to protect your legal rights.

PAGE 2 OF 2

Illinois	Indiana
Addison 543 S. Rohlwing Rd. Addison, IL 60101 Phone: (630) 627-0000 Fax: (630) 627-8711	Schererville 1133 Indianapolis Blvd. Schererville, IN 46375 Phone: (219) 865-6545 Fax: (219) 865-0269
Bolingbrook 250 E. North Frontage Rd. Bolingbrook, IL 60440 Phone: (630) 739-7770 Fax: (630) 739-7699	Wauconda 1380 N. Rand Rd. Wauconda, IL 60084 Phone: (847) 526-9444 Fax: (847) 526-9448
Chicago 2350 S. Larkin St. Chicago, IL 60608 Phone: (312) 942-9200 Fax: (312) 421-3502	McHenry 4102 W. Crystal Lake Rd. McHenry, IL 60050 Phone: (815) 385-0420 Fax: (815) 385-2975
Crestwood 4701 West 137th St. Crestwood, IL 60445 Phone: (708) 597-3110 Fax: (708) 597-9945	Indianapolis 1133 Indianapolis Blvd. Indianapolis, IN 46375 Phone: (219) 865-6545 Fax: (219) 865-0269

**WEST SIDE TRACTOR SALES**

3300 Ogden Ave Lisle IL 60532

(630) 355-7150

Tom Becker - Sales Representative - tmcintyre@wstsales.com



April 23, 2025

WHEATON PARK DISTRICT

666 S MAIN ST

WHEATON , IL

Sourcewell ID #

2025 John Deere 320 P Backhoe Loader
SOURCEWELL Cooperative Contract 011723-JDC*Please note that this quote is valid for 30 days.*

Code	Machine Configuration Description	Unit Price
All the prices in the detailed sections are Per machine basis. Qty (1)		
17C1T	320 P-Tier Backhoe Loader	187,508.00
0202	United States	-
0351	Translated Text Labels	-
0259	English	-
0606	Level 2 Cab includes:	1,703.00
0	Enclosed Cab, LED Work Lights,	-
0	Air suspension cloth seat	-
0651	Level 1 Performance Package includes:	1,749.00
0	MFWD guard, Boom protection plate,	-
0	Stabilizer guards	-
0952	Rear Camera System (with Secondary Display)	3,599.00
1200	Less Radio	(620.00)
183N	JDLINK™	-
3009	Autoshift Transmission - Mechanical Front Wheel Drive (MFWD) with Limited Slip Differential	-
4006	John Deere 4.5L - FT4/Stage IV	-
5245	Galaxy 19.5L-24 12PR Rear & 12.5/80-18 10PR Front	-
6155	Dual Batteries with Disconnect and Jump Post	314.00
6754	Heavy Lift - Extendible Dipperstick	13,082.00
6577	1250 lb. (567 kg.) Front Counterweight	1,972.00
7000	No Auxiliary	-
7028	Pilot Controls, Two Lever, with Pattern Selection	3,050.00
7037	Two-Function Loader Hydraulics, Single Lever	-
7810	24 in. (611 mm.) Heavy-Duty Bucket, 8.1 cu. ft. (0.23 cu. m.)	2,551.00
7700	Less Coupler - Less Thumb	-
7859	92 in. (2.35 m.) General Purpose Bucket, 1.39 cu. yd (1.06 cu. m.)	5,484.00
8096	Premium Mirrors - Exterior Rear View Mirrors (2) and Front View Mirror (1)	203.00
8109	Flip-down Front Sun Visor	104.00
8075	Diagnostic Oil Sampling Ports	499.00
List Price		\$ 221,198.00
Discount 43.0%		\$ 95,115.14
Net Price		\$ 126,082.86

Custom Jobs Description	Qt	Price
Factory Freight Destination Lisle, IL 60532	1	1,959.45
Dlr provide Pre-Delivery Inspection, Supplies and Fuel Fill	1	1,850.00
Dealer Provided Delivery	1	700.00
Labor for field installed kits	1	562.50
	1	-
Interior Front View Mirror	1	68.06
	1	-
Total Price		\$ 5,140.01

Quote Summary (per unit)		
Item Description		Prices
Machine Net Price		\$ 126,082.86
Custom Jobs		\$ 5,140.01
Total Net Price	Quantity (1)	\$ 131,222.87
		-
		-

Adjusted Net Price

\$ 131,222.87

Less Trade-in	
0	-
0	-
	-
	-

Payoff to Trade

Net Price less Trade-Ins

\$ 131,222.87

Warranty Terms

320 P includes • Full Machine 12 Month -Unlimited Hour Warranty



130259-01

Apr 24, 2025

Wheaton Park District
102 E Wesley St
Wheaton, Illinois 60187

Attention: Joe Themel



Dear Joe Themel,

We would like to thank you for your interest in our company and our products and are pleased to quote the following for your consideration.

ONE (1) NEW CATERPILLAR MODEL: 420-07A XE BACKHOE LOADER WITH ALL STANDARD EQUIPMENT IN ADDITION TO THE ADDITIONAL SPECIFICATIONS LISTED BELOW:

STOCK NUMBER: Y00487

SERIAL NUMBER: 0H9X03571

YEAR: 2024

SMU: 7.20

We wish to thank you for the opportunity of quoting on your equipment needs. This quotation is valid for 30 days, after which time we reserve the right to re-quote. If there are any questions, please do not hesitate to contact me. **In closing, we do greatly appreciate this opportunity to earn your business. We are confident that our products, backed by our unparalleled product support after the sale, will exceed your expectations.**

Sincerely,

Gil Contreras

Gil Contreras
Machine Sales Representative

ONE (1) NEW CATERPILLAR MODEL: 420-07A XE BACKHOE LOADER WITH ALL STANDARD EQUIPMENT IN ADDITION TO THE ADDITIONAL SPECIFICATIONS LISTED BELOW:

STANDARD EQUIPMENT

BOOMS, STICKS, AND LINKAGES - BACKHOE -- 14'4" Center pivot backhoe -4.3 Meters -- Boom and swing transport locks -- Electro hydraulic operated backhoe -and stabilizer controls -- Street type stabilizer shoes -- Anti-drift hydraulics (boom, stick, -and E-stick) -- Cat Cushion Swing(tm) system -LOADER -- Single Tilt Loader -- Lift cylinder brace -- Self-leveling loader with single -lever control -- Return-to-dig -(automatic bucket positioner) -- Transmission neutralizer switch -- Bucket level indicator -

POWERTRAIN -- Water separator -- Thermal starting aid system -- Dry type axial seal air cleaner with -integral precleaner -- Automatic dust ejection system -- Filter condition indicator -- Hydraulically boosted multi-plate -wet disk brake with dual pedals & -interlock -- Differential lock -- Spring Applied Hydraulic Release -(SAHR) Drive-line parking brake -- Torque converter -- Neutral safety switch -- Spin-on filters for -Fuel -Engine oil -Transmission oil -- Outboard Planetary Rear Axles -- Diesel particulate filter -- Hydrostatic power steering -

HYDRAULICS -- Electrohydraulic hoe and loader -controls -- Load sensing, variable flow system -with 43 GPM (162 L/min) axial piston -pump -- 6-micron hydraulic filter -- Caterpillar XT-3 hose -- Hydraulic oil cooler -- Pilot control shutoff switch -- Flow-sharing hydraulic valves -- Hydraulic suction strainer -

ELECTRICAL -- 12-volt electrical start -- 150 ampere alternator -- Horn, front and rear -- Backup alarm -- Hazard flashers/turn signals -- Halogen head lights (2) -- Halogen rear flood lights (2) -- Stop and taillights -- Audible system fault alarm -- Key start/stop system -- 850 CCA maintenance free battery -- Disconnect switch -- External Power Receptacle (12v) -- Diagnostic ports for engine and -machine Electronic Control Modules -

OPERATOR ENVIRONMENT -- Interior rearview mirror -- ROPS canopy, Rear Fenders -- 2-inch (50mm) retractable seat belt -- Tilt steering column -- Steering knob -- Hand and foot throttle -- Automatic Engine Speed Control -- One Touch Low Idle -- Floor mat and Coat Strap -- Lockable storage area -- Air suspension seat -

OTHER STANDARD EQUIPMENT -- Standard Storage Box -- Transport tie-down points -- Ground line fill fuel tank with -42.3-gal (160L) capacity & 5 gal (19L) -diesel exhaust fluid -- Rubber impact strips on radiator -guard -- CD-ROM Parts Manual -- Safety Manual -- Operations and Maintenance Manual -- Lockable hood -- Tire Valve Stem Protection



MACHINE SPECIFICATIONS

420XE 07A BHL CFG1
 LANE 2 ORDER
 TIRES, 340 80R18/500 70-24, MX
 LINES, CPLR, 14' EXT PILOT
 STABILIZER PADS, FLIP-OVER
 SERIALIZED TECHNICAL MEDIA KIT
 PACK, DOMESTIC TRUCK
 COUPLING, QD, THREADED CAPS
 BELT, SEAT, 2" SUSPENSION
 ENG, 82KW, C3.6, T4F
 RUST PREVENTATIVE APPLICATOR
 INSTRUCTIONS, ANSI
 SHIPPING/STORAGE PROTECTION
 PRODUCT LINK, CELLULAR, PLE643
 TRIM PACKAGE 4
 CAB, DELUXE
 HYD, MP, 6FCN/8BNK, EH, QC
 PT, 4WD/2WS, AUTOSHIFT, LTC
 STICK, EXTENDABLE, 4.3M (14FT)
 DISPLAY, TOUCH SCREEN
 SEAT, DELUXE FABRIC, HEATED
 LOADER, ST, PL, QUICK COUPLER
 AIR CONDITIONER, S5 (T4F)
 PRODUCT LINK, CELLULAR, PLE643
 COUNTERWEIGHT, 460 KGS (1015 LBS)
 RIDE CONTROL
 LINES, COMBINED AUX, E-STICK
 AUTO-UP STABILIZERS
 STANDARD RADIO (12V)
 USB POWER PORT
 COLD WEATHER PACKAGE, 120V
 PLATE GROUP - BOOM WEAR
 GUARD, STABILIZER
BUCKET-GP, 1.5 YD3, IT
CUTTING EDGE, TWO PIECE,WIDE
COUPLER, PG, HYDR.D.LOCK, BHL
BUCKET-SOIL, 24", 8.5 FT3

563-5593
 OP-9002
 320-2385
 555-2396
 9R-6007
 421-8926
 OP-0210
 456-3390
 206-1747
 542-7780
 462-1033
 559-0872
 461-6839
 639-4880
 642-9540
 544-0883
 542-7775
 544-0926
 543-4284
 545-5048
 507-5500
 529-5931
 542-7810
 560-6797
 337-9696
 551-6453
 548-1231
 567-5090
 540-2298
 553-5854
 551-6940
 423-7607
 353-1389
 251-1794
 9R-5320
 485-5303
 254-8941

BUCKET-GP, 1.5 YD3, IT**COUPLER, PG, HYDR.D.LOCK****BUCKET-SOIL, 24", 8.5 FT3**

WARRANTY & COVERAGE

Standard Warranty: 12 Months/Unlimited Hours Full Machine Standard Warranty

LIST PRICE	\$217,132.00
FREIGHT & DEALER PREP	\$2,910.00
SOURCEWELL GOVERNMENTAL DISCOUNT	(\$68,802.00)
NET BALANCE DUE	\$151,240.00
AFTER TAX BALANCE	\$151,240.00

ADDITIONAL CONSIDERATIONS

- Delivery is out of our inventory and subject to prior sale.

F.O.B/TERMS:

Customer Site

EXTENDED WARRANTY OPTIONS:

Options to Add Extended Warranties: You have the option to add extended machine warranty. We can tailor these options available to you however you want. Just tell us what you need, and we will do our best to meet or exceed your expectations. Here are just a few examples of some Extended Warranty options:

	Sell
Warranty	
420-36 MO/1000 HR POWERTRAIN	\$220.00
420-36 MO/1000 HR POWERTRAIN + HYDRAULICS	\$710.00
420-36 MO/1000 HR POWERTRAIN + HYDRAULICS + TECH	\$740.00
420-36 MO/1000 HR PREMIER	\$1,350.00



TO: Board of Commissioners

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

THROUGH: Michael Benard, Executive Director

RE: 2025 Vehicle purchase – Ford F-150

DATE: May 21, 2025



SUMMARY:

We have budgeted for the replacement of our 2011 Dodge Dakota pickup truck, which is currently used by our pool technicians for daily operations, including transporting pumps and parts.

The new vehicle will offer enhanced safety features such as a backup camera, rear window defogger, four-wheel drive, and a compact, fuel-efficient engine. Delivery is anticipated in mid-to-late summer of 2025.

In accordance with district policy, the existing vehicle will be disposed of through an online municipal auction service to ensure we obtain the best possible return.

We have obtained quotes from several reputable vendors:

- **Currie Motors**, the awarded dealer under the Suburban Co-op contract for F-150s
- **Bob Ridings**, from whom we have purchased vehicles from in previous years
- **Morrow Brothers Ford**, from whom we have purchased vehicles from in previous years.

Each of the quotes received is for a vehicle that meets our required specifications.

We are requesting approval to proceed with the purchase of the selected vehicle.

Budget	Description	Currie Motors	Bob Ridings Ford	Morrow Brothers
\$45,000.00	2025 F150 4x4 pickup	\$39,576.00	\$41,833.00	\$43,948.00

PREVIOUS COMMITTEE/BOARD ACTION:

Not Applicable

REVENUE OR FUNDING IMPLICATIONS:

The following line item is in the 2025 Capital Budget 10-101-000-57-5706-0000

\$45,000 #1120 Truck-Pickup/Snow

STAKEHOLDER PROCESS:

Not Applicable

LEGAL REVIEW:

Similar cooperative purchasing has been reviewed by legal counsel, and we have utilized Suburban Purchasing Cooperative previously.

ATTACHMENTS:

Suburban Purchasing Agreement

Quotes from:

Currie Motors Ford

Bob Ridings Ford

Morrow Brothers Ford

ALTERNATIVES:

NA

RECOMMENDATION:

It is recommended that the Wheaton Park District Board of Commissioners accept the purchase of one 2025 F150 Pickup through Currie Motors Ford at a total price of \$39,576.00.



A Joint Purchasing Program For Local Government Agencies

July 29, 2024

Mr. Nicholas Cortellini
Commercial Accounts Manager
Currie Motors Commercial Center
10125 W. Laraway Rd.
Frankfort, IL 60423

Dear Mr. Cortellini,

This letter is to inform you that the Suburban Purchasing Cooperative's Governing Board has approved the award of the SPC Ford Explorer Contract (#231) and Ford F-150 Contract (#232) to Currie Motors, Frankfort, IL based on your response as the lowest responsive, responsible bidder and being in compliance with all bid specification requirements and in the best interest of the SPC.

With the acceptance of this contract, Currie Motors agrees to all terms and conditions set forth in the specifications contained within the Request for Proposals to which you responded. The duration of the contract is Contract shall be in force from July 29, 2024 through July 28, 2025. The SPC reserves the right to extend the contract for up to (3) three additional one-year terms upon mutual agreement on a negotiated basis.

Currie Motors, Frankfort will handle all billing. Each vehicle will be assessed an administrative fee of \$150.00 per vehicle, which shall be paid directly by the vendor to the SPC on a quarterly basis.

The SPC looks forward to another productive year working with Currie Motors. Please sign and date the agreement below and return an original to my attention and retain a copy for your files.

Sincerely,

Ellen Dayan, CPPB
NWMC Program Manager for Purchasing

Signed: Ellen Dayan

07/29/24

Date

Name

Date

07-24-24

*DuPage Mayors &
Managers Conference*
1220 Oak Brook Road
Oak Brook, IL 60523
Suzette Quintell
Phone: (630) 571-0480
Fax: (630) 571-0484

*Northwest Municipal
Conference*
1600 East Golf Rd., Suite 0700
Des Plaines, IL 60016
Ellen Dayan
Phone: (847) 296-9200
Fax: (847) 296-9207

*South Suburban Mayors
And Managers Association*
1904 West 174th Street
East Hazel Crest, IL 60429
Kristi DeLaurentiis
Phone: (708) 206-1155
Fax: (708) 206-1133

*Will County
Governmental League*
15905 S. Frederick Street
Plainfield, IL 60586
Cherie Belom
Phone: 815-254-7700

CURRIE MOTORS FLEET**INVOICE**10125 West Laraway Rd
Frankfort, IL 60423

Phone: 815-464-9200

Fax: 815-464-7500

curriefleet@gmail.com**SOLD TO:**

Wheaton Park Dist

QUOTE

SPC #

INVOICE NUMBER	QUOTE
INVOICE DATE	
PURCHASE ORDER NO.	
SALESPERSON	Nic Cortellini
TERMS	COD
DELIVERY ETA	

SHIPPED TO:

Wheaton Park Dist

STOCK #	DESCRIPTION	VIN	AMOUNT
	2025 Ford F-150 XL 4x4 Regular Cab 8' Box		\$38,067.00
	99P - 2.7L V6 EcoBoost		N/C
	44G- Electronic 10 Speec Automatic Transmission		N/C
	XL9 - E-Locking 3.55 axle		\$ 427.00
	18B- Black Platform Running Boards (XL Trim)		\$ 228.00
	924 - Rear Window Defroster		\$ 91.00
	942- Daytime Running Lights		\$ 41.00
	96P- Bedliner - Plastic Drop-IN		\$ 319.00
	153- Front License Plate Bracket		N/C
	85H- Back up Alarm		\$ 200.00
	Color- Oxford White		N/C
	Interior - Vinyl 40/20/40 Front Seats		N/C
	License and Title Municipal		\$ 203.00
FINANCE CHARGES will apply if the invoice is unpaid from <u>15 days</u> after delivery date of the vehicle. The "FINANCE CHARGES" are computed by a periodic rate of <u>1%</u> per month. The title application must be filed with Secretary of State within <u>30 days</u> or will be subject to a delinquent fee of <u>\$188.00</u>			SUBTOTAL \$ 39,576.00
DIRECT ALL INQUIRIES TO: MAKE ALL CHECKS PAYABLE TO:			PAY THIS AMOUNT \$ 39,576.00

THANK YOU FOR YOUR BUSINESS!

**Bob Ridings Fleet Sales
Todd Crews, Fleet Sales Mgr.
931 Springfield Rd
Taylorville IL 62568**

Ph. 217-824-2207

Email toddfleet@aol.com

Fax 217-824-4252

Wednesday, April 30, 2025

JOE THEMEL
WHEATON PARK DISTRICT
1000 MANCHESTER RD
WHEATON, IL 60187

Dear Joe:

Thank you for your inquiry about our Fleet Sales Program, please accept this letter to outline our bid. We are pleased you are again considering us for your new truck and we can order it as follows. Delivery is estimated in 90-120 days after your order; **ORDERS MAY BE DUE BY 4-30-25 or earlier, INQUIRE!** NOTE that the State Bid is not referenced on these forms, this is our best government bid pricing BUT not covered by the State. Contact me if any questions or changes and thanks,

1 2025 Ford F150 REGULAR Cab 4x4 (F1L) Pickup w/8ft LONG Bed
Includes All Standard XL Pkg Equipment, Pkg 101A
2.7 Litre EcoBoost V6 w/10spd Automatic, 325hp 6200 GVWR
Air Conditioning Tilt Wheel & Cruise Control Electric Shift on the Fly 4x4
NOW INCLUDES Power Windows/Locks/Mirrors/Remote Keyless Entry w/2 FOBs
AM/FM w/SYNC 4 Bluetooth & 12" Touchscreen Controls & Rearview Camera
Class IV Trailer Hitch w/Trailer Wiring Harness Extended Range 36 Gallon Fuel Tank
Includes Ford Co-Pilot 360 System, Includes Pre-Collision Assist w/Auto Emergency Braking,
Pedestrian Detection & Forward Collision Warning w/Dynamic Brake Support,
AutoLamp On/Off Headlamps & Programmable (942) Daytime Running Lamps
Auto High Beam Headlamps, BLIS Blind Spot System, Lane-Keeping System w/Alert,
Reverse Sensing System, Reverse Brake Assist AND MORE!
(Z1) White Ext, (AS) Gray VINYL 40/20/40 Split Seat, Full Vinyl Floor Covering
BASE COST \$40,475.00
ADD (85H) Backup Alarm \$220.00
(96P) Drop in Plastic Bedliner \$325.00
EXTRA Key & Remote (3 total) \$295.00
Delivery to your Location \$295.00
New Municipal Title & Lic \$223.00

YOUR COST, P/O # Pending \$41,833.00

OPTIONS AVAILABLE

15" Amber LED Light w/Backrack Cab Protector \$1095.00
Built in Parking Lamp Strokes, Amber/White LED \$895.00
WeatherTech Premium Floor Liners, Frt Pr \$150.00

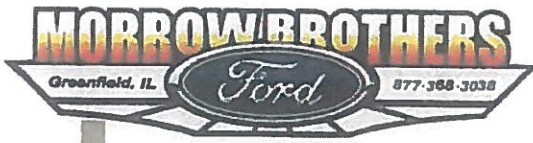
A.R.E V-Series Body Color Fiberglass Topper,
Cab Height, Deep Tint Side Windows \$2795.00
ADD Swing Up Side Windows \$350.00

WITH V6 6200 GVWR, Payload Approx 1500lb, 9600 GCWR, Max Trailer Wt 5000lb

NOTE if this outline is incorrect in any way please call me IMMEDIATELY to correct it.
Please contact me with any questions and thanks for your business!

Sincerely,

Todd Crews
Fleet Sales Manager



WWW.MORROWBROTHERSFORDINC.COM

1242 Main Street • GREENFIELD IL 62044

(217) 368-3037 • Fax (217) 368-3517 • Toll free 1-877-368-3038

April 20, 2025

Wheaton Park District

Mr. Joe Themel | C: 630-988-6900

jthemel@wheatonparks.org

We propose the following for your consideration.

1-NEW 2025 FORD F150 Regular Cab 4x4 8' Bed

To include the following optional equipment:

Exterior Color White, AS Vinyl 40/20/40 Seating

V6 Gasoline Engine, 10-Speed Automatic

LT265 All-Terrain Tires, E-Locking Rear Axle

Under Body Skid Plates, Back-Up Camera

Air Conditioning, AM/FM/Stereo, Bluetooth

Cruise Control, Power Windows/Locks/Mirrors

Remote Keyless Entry, Drop in Bed Liner

Back-Up Alarm, Total of (2) Keys w/Remotes

New M License/Title, Delivery to WPD

All other standard equipment.

Illinois Contract 21-416-P-29479

Illinois Government Price \$43,948.00

Option:

Running Boards Add \$420.00

All trade in vehicles are welcome regardless of miles or condition. Let me know if you have any questions.

Thank you,

Richie Morrow Wellenkamp
Government Sales Manager
Morrow Brothers Ford, Inc.

Customer Acceptance: _____

Date of Acceptance: _____

Please submit this signed quote with your purchase order and a copy of your Illinois Tax Exempt Letter.

TO: Board of Commissioners

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

THROUGH: Michael Benard, Executive Director

RE: 2025 Vehicle purchase – Dump Truck

DATE: May 21, 2025



SUMMARY:

We have budgeted to replace two (2) dump trucks this year. Below is a summary of the current vehicles and their associated functions:

Truck #1112 – 2014 Ford F450 Dump Truck: Primarily used by the garbage crew for weekly park pickups and general maintenance tasks throughout the district. We propose replacing this vehicle with a 2025 Ford F350 Crew Cab.

Truck #1130 – 2012 Ford F450 Crew Cab Dump Truck: Utilized by the Conservation team, this vehicle tows the woodchipper for tree maintenance. Wood chips are stored in the truck bed with a covered overhead box. It is also occasionally used for hauling logs and as a backup for the garbage crew. We propose replacing it with a 2025 Ford F350 Crew Cab equipped with a chipper box.

The total cost for these two new trucks is \$143,836.00. These replacements will offer improved safety features, greater fuel efficiency, and are expected to be delivered by late summer 2025.

Per district policy, the current vehicles will be retired and sold via an online municipal auction service to maximize resale value.

We have obtained quotes from the following Illinois dealers:

- Morrow Brothers, the holder of the state contract
- Currie Motors, a recent vendor for district vehicle purchases (Note: Currie Motors is unable to provide a chipper box, as it is a specialty item being discontinued this year)
- Bob Ridings, a previous supplier for district vehicles

All quotes received are for comparable vehicles that meet our required specifications.

Budget	Description	Morrow Brothers	Bob Riding	Currie Motors
\$70,000.00	2025 Ford F350 Crew Cab Dump Truck	\$70,887.00	\$73,743.00	\$75,228.00
\$78,000.00	2025 Ford F350 Crew Cab Chipper Truck	\$72,949.00	\$83,733.00	\$N/A

PREVIOUS COMMITTEE/BOARD ACTION:

Not applicable

REVENUE OR FUNDING IMPLICATIONS:

The following items are line items in the 2025 Capital Budget 10-101-000-57-5706-0000

\$70,000.00	#1112 Truck-Dump-Crew cab/dump truck
\$78,000.00	#1103 Truck-F450 Dump-dump/plow truck

STAKEHOLDER PROCESS:

Not applicable

LEGAL REVIEW:

Not applicable

ATTACHMENTS:

Currie Motors Ford Quote

Bob Ridings Ford Quote

Landmark Ford Quote

ALTERNATIVES:

N/A

RECOMMENDATION:

It is recommended that the Wheaton Park District Board of Commissioners accept the purchase of two 2025 Ford F230 crew cab Dump trucks through the state contract from Morrow brothers Ford for a total price of \$143,836.00.



WWW.MORROWBROTHERSFORDINC.COM

1242 Main Street • GREENFIELD IL 62044

(217) 368-3037 • Fax (217) 368-3517 • Toll free 1-877-368-3038

April 20, 2025

Wheaton Park District
Mr. Joe Themel | C: 630-988-6900
jthemel@wheatonparks.org

We propose the following for your consideration.

1-NEW 2024 FORD F350 Crew Cab 4x4 DRW 60" CA

To include the following optional equipment:

White Exterior, 40/20/40 Seating, 7.3L V8 Gas Engine
10 Speed Heavy Duty Automatic Transmission
X4L Limited Slip Rear Axle, TBM 17" All-Terrain Tires
52B Trailer Brake, (2) H.D. Batteries, 410 AMP Alternator
872 Rear-View Camera Package, 41P Skid Plates
96V Appearance Package, Air Conditioning
AM/FM/Stereo, Bluetooth, Cruise Control, Tilt
2 Keys w/Remotes, Power Windows/Locks/Mirrors
Black Running Boards, Front Wheel Well Liners
9' Steel Dump Body, Cab Shield, 2-Way Tailgate
Receiver Hitch, Trailer Connection Socket
Back-Up Alarm, New M License/Title
Delivery to WPD, All other standard equipment.
Stk. 12030, IL. Contract 21-416-P-29479

Illinois Government Price \$70,887.00

All trade in vehicles or equipment are welcome. Let me know if you have any questions.

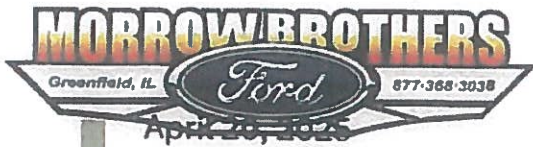
Thank you,

Richie Morrow Wellenkamp
Government Sales Manager
Morrow Brothers Ford, Inc.

Customer Acceptance: _____

Date of Acceptance: _____

To proceed with an order, email this signed quote and a copy of your Illinois Tax Exempt Letter.



WWW.MORROWBROTHERSFORDINC.COM

1242 Main Street • GREENFIELD IL 62044

(217) 368-3037 • Fax (217) 368-3517 • Toll free 1-877-368-3038

Wheaton Park District
Mr. Joe Themel | C: 630-988-6900
jthemel@wheatonparks.org

We propose the following for your consideration.

1-NEW 2024 FORD F350 Crew Cab 4x4 DRW 60" CA

To include the following optional equipment:

White Exterior, 40/20/40 Seating, 7.3L V8 Gas Engine
10 Speed Heavy Duty Automatic Transmission
X4L Limited Slip Rear Axle, TBM 17" All-Terrain Tires
52B Trailer Brake, (2) H.D. Batteries, 410 AMP Alternator
872 Rear-View Camera Package, 41P Skid Plates
96V Appearance Package, Air Conditioning
AM/FM/Stereo, Bluetooth, Cruise Control, Tilt
2 Keys w/Remotes, Power Windows/Locks/Mirrors
Black Running Boards, Front Wheel Well Liners
9' Chipper Body, Removable Canopy, Barn Doors
Receiver Hitch, Trailer Connection Socket
Back-Up Alarm, New M License/Title
Delivery to WPD, All other standard equipment.
Stk. 12033, IL. Contract 21-416-P-29479

Illinois Government Price \$72,949.00

All trade in vehicles or equipment are welcome. Let me know if you have any questions.

Thank you,

Richie Morrow Wellenkamp
Government Sales Manager
Morrow Brothers Ford, Inc.

Customer Acceptance: _____

Date of Acceptance: _____

To proceed with an order, email this signed quote and a copy of your Illinois Tax Exempt Letter.

**Bob Ridings Fleet Sales
Todd Crews, Fleet Sales Mgr.
931 Springfield Rd
Taylorville IL 62568**

Ph. 217-824-2207

Email toddfleet@aol.com

Fax 217-824-4252

Tuesday, April 29, 2025

JOE THEMEL
WHEATON PARK DISTRICT
1000 MANCHESTER RD
WHEATON, IL 60187

Dear Joe:

Thank you for your inquiry about our Fleet Sales Program, please accept this letter to outline our bid. We are pleased you are again considering us for your new truck and we can order it as follows; delivery is estimated in 150+ days after your order. **ORDERS DUE BY 4-30-25 or earlier, INQUIRE!** NOTE that the State Bid is not referenced on these forms, this is our best government bid pricing BUT not covered by the State. THIS PROPOSAL LETTER IS NOT AN ORDER, you must issue a purchase order to confirm, contact me if any questions or changes and thanks,

1 2025 Ford F350 CREW Cab 4x4 (W3H) Chassis DUMP BODY
CREW Cab includes FULL rear doors and FULL rear seat
Includes All Standard XL Pkg Equipment, Pkg 640A BLACK Grille & Bumper
7.3 Litre V8 w/10spd Automatic 14,000 GVWR, DUAL Rear Wheels
LT245/75R17E Tires w/NO SPARE Tire Electric Shift on the Fly 4x4
Air Conditioning Tilt Wheel & Cruise Control Upfitter Switch Panel
NOW INCLUDES Power Windows/Locks/Remote Keyless Entry w/2 FOBs
AutoLamp On/Off Headlamps & Programmable (942) Daytime Running Lamps
AM/FM w/SYNC 4 Bluetooth & 8" Touchscreen Controls (18A) Upfitter Interface Module
Power Heated Trailer Tow Mirrors, Extendable (62R) PTO Provision
Trailer Pkg w/HD Cooling, 7 Wire Harness & (NO Hitch w/Chassis)
Audible Lane Departure Warning & PreCollision Assist w/Automatic Emergency Braking
DRW BASE COST \$54,895.00
USE STD 60" Cab/Axle, 40 Gallon Rear Fuel Tank, Suitable for 9ft Body Install
ADD (52B) Factory Trailer Brake \$295.00
HD Dual Alternators
DUAL Batteries
NOT ORDERED Snowplow Prep Pkg
NOT ORDERED Limited Slip Axle
TBM All Terrain Tires \$160.00
ADD SPARE Tire (shipped loose) \$350.00
Factory Backup Alarm \$210.00
Factory Black Running Boards \$320.00
CRYSTEEL 9ft Dump Body Pkg w/Electric Hoist, Fixed Sides, Paint WHITE
w/Trailer Hitch Receiver \$16,995.00
Delivery to your Location \$295.00
New Municipal Lic & Title \$223.00
(Z1) White Ext, (AS) Gray VINYL 40/20/40 Split Seat, Full Vinyl Floor Covering
YOUR COST, P/O # Pending \$73,743.00

14,000 GVWR, Payload Approx 7000lb including body, 27,500 GCWR, Max Trailer Wt Approx 17,500lb
NOTE if this outline is incorrect in any way please call me IMMEDIATELY to correct it.
Please contact me with any questions and thanks for your business!

Sincerely,

Todd Crews
Fleet Sales Manager

**Bob Ridings Fleet Sales
Todd Crews, Fleet Sales Mgr.
931 Springfield Rd
Taylorville IL 62568**

Ph. 217-824-2207

Email toddfleet@aol.com

Fax 217-824-4252

Tuesday, April 29, 2025

JOE THEMEL
WHEATON PARK DISTRICT
1000 MANCHESTER RD
WHEATON, IL 60187

Dear Joe:

Thank you for your inquiry about our Fleet Sales Program, please accept this letter to outline our bid. We are pleased you are again considering us for your new truck and we can order it as follows; delivery is estimated in 150+ days after your order. **ORDERS DUE BY 4-30-25 or earlier, INQUIRE!** NOTE that the State Bid is not referenced on these forms, this is our best government bid pricing BUT not covered by the State. THIS PROPOSAL LETTER IS NOT AN ORDER, you must issue a purchase order to confirm, contact me if any questions or changes and thanks,

1 2025 Ford F350 CREW Cab 4x4 (W3H) Chassis DUMP BODY w/CHIPPER ROOF
CREW Cab includes FULL rear doors and FULL rear seat
Includes All Standard XL Pkg Equipment, Pkg 640A BLACK Grille & Bumper
7.3 Litre V8 w/10spd Automatic 14,000 GVWR, DUAL Rear Wheels
LT245/75R17E Tires w/NO SPARE Tire Electric Shift on the Fly 4x4
Air Conditioning Tilt Wheel & Cruise Control Upfitter Switch Panel
NOW INCLUDES Power Windows/Locks/Remote Keyless Entry w/2 FOBs
AutoLamp On/Off Headlamps & Programmable (942) Daytime Running Lamps
AM/FM w/SYNC 4 Bluetooth & 8" Touchscreen Controls (18A) Upfitter Interface Module
Power Heated Trailer Tow Mirrors, Extendable (62R) PTO Provision
Trailer Pkg w/HD Cooling, 7 Wire Harness & (NO Hitch w/Chassis)
Audible Lane Departure Warning & PreCollision Assist w/Automatic Emergency Braking
DRW BASE COST \$54,895.00
USE STD 60" Cab/Axle, 40 Gallon Rear Fuel Tank, Suitable for 9ft Body Install
ADD (52B) Factory Trailer Brake \$295.00
HD Dual Alternators
DUAL Batteries
NOT ORDERED Snowplow Prep Pkg
NOT ORDERED Limited Slip Axle
TBM All Terrain Tires \$160.00
ADD SPARE Tire (shipped loose) \$350.00
Factory Backup Alarm \$210.00
Factory Black Running Boards \$320.00
CRYSTEEL 9ft Dump Body Pkg w/Electric Hoist, Fixed Sides, Paint WHITE
w/Trailer Hitch Receiver \$16,995.00
ADD Chipper Roof Assembly, Stainless \$9990.00
Delivery to your Location \$295.00
New Municipal Lic & Title \$223.00
(Z1) White Ext, (AS) Gray VINYL 40/20/40 Split Seat, Full Vinyl Floor Covering
YOUR COST, P/O # Pending \$83,733.00

14,000 GVWR, Payload Approx 7000lb including body, 27,500 GCWR, Max Trailer Wt Approx 17,500lb

NOTE if this outline is incorrect in any way please call me IMMEDIATELY to correct it.

Please contact me with any questions and thanks for your business!

Sincerely,

Todd Crews
Fleet Sales Manager

CURRIE MOTORS FLEET**INVOICE**10125 West Laraway Rd
Frankfort, IL 60423

Phone: 815-464-9200

Fax: 815-464-7500

curriefleet@gmail.com**SOLD TO:**

Wheaton Park Dist

QUOTE

SHIPPED TO:

Wheaton Park Dist

INVOICE NUMBER	QUOTE
INVOICE DATE	
PURCHASE ORDER NO.	
SALESPERSON	Nic Cortellini
TERMS	COD
DELIVERY ETA	

STOCK #	DESCRIPTION	VIN	AMOUNT
	2025 F350 Chassis 4x4 SD Crew Cab 179" WB DRW XL (W3H)		\$55,246.00
	AS- Vinyl 40/20/40		STD
	96V- XI Chrome Value Package		\$ 205.00
	473- Snowplow Package		\$ 228.00
	18B - Platform Running Boards (Super/Crew Cab)		\$ 405.00
	X4N - Limited Slip w/4.30 Axle Ratio		\$ 351.00
	52B- Brake Controller		\$ 273.00
	61L - Front Wheel Well Liners		\$ 164.00
	872- Rear View Camera & Prep Package		\$ 377.00
	59H- Center High Mount Stop Lamp		N/C
	76C- Exterior Back up Alarm		\$ 200.00
	86M- Dual Batteries		\$ 191.00
	67B- Dual Extra Heavy- Dual Alternator		\$ 104.00
	Color - Oxford White		N/C
	License and Title (M- Plates)		\$ 203.00
	1 Extra Key (Programming Included)		\$ 350.00
	9' Mild Steel Dump Body (Painted White)		\$ 16,931.00
FINANCE CHARGES will apply if the invoice is unpaid from <u>15 days</u> after delivery date of the vehicle. The "FINANCE CHARGES" are computed by a periodic rate of <u>1%</u> per month. The title application must be filed with Secretary of State within <u>30 days</u> or will be subject to a delinquent fee of <u>\$188.00</u>		SUBTOTAL	\$ 75,228.00
DIRECT ALL INQUIRIES TO:		MAKE ALL CHECKS PAYABLE TO:	PAY THIS AMOUNT
			\$ 75,228.00

THANK YOU FOR YOUR BUSINESS!

TO: Board of Commissioners

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

THROUGH: Michael Benard, Executive Director

RE: Blanchard Building Parking Lot Repaving – Change Order 1

DATE: May 21, 2025



SUMMARY:

Work on the Blanchard Building parking lot has begun. A proof roll was performed with Testing Services Corp (TSC) on April 29, 2025 and some areas were found to have poor soil. Undercuts were recommended for this area. Abbey Paving provided a price for this work in the amount of \$15,378 and Wight Engineering reviewed the price.

PREVIOUS COMMITTEE/BOARD ACTION:

A contract with Abbey Paving in the amount of \$218,557 plus a 10% contingency was approved at the March 19, 2025 Board meeting.

REVENUE OR FUNDING IMPLICATIONS:

The original contract	\$218,557	Approved March 19, 2025
Change Order #1	\$15,378	Current recommendation
Total	\$233,935	\$6,477.70 contingency remaining

STAKEHOLDER PROCESS:

Staff has been a part of the design process.

LEGAL REVIEW:

N/A

ATTACHMENTS:

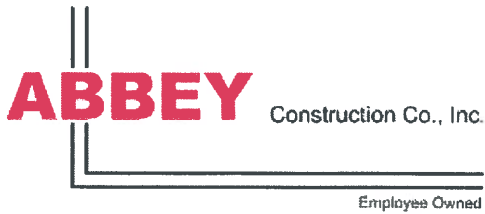
Abbey quote
TSC report

ALTERNATIVES:

N/A

RECOMMENDATION:

Staff recommends the Wheaton Park District Board of Commissioners approve change order 1 in the amount of \$15,378 with Abbey Paving.



1949 County Line Road • Aurora, IL 60502
630•585•7220
www.abbeyco.inc

April 30, 2025 - Revised

Wheaton Park District
1000 Manchester Rd.
Wheaton, IL 60187

Attn: Steve Hinchee

Re: Blanchard Rd. Parking Lot

Steve,

Below you will find the costs associated with the undercuts identified by TSC.

Please let me know if you require any additional information.

Sincerely,

A handwritten signature in black ink, appearing to read "Owen B. Smith".

Owen B. Smith

Cost - \$15,378.00

Includes:

- Remove existing stone from areas of proposed undercut – assumed depth = 8" – 10"
- Re-install stockpiled stone upon completion of undercuts - \$3,850.00
- Excavate and remove unsuitable material – 88 cy @ \$69.40/cy
- Install CA-6 aggregate – 88 cy @ \$61.60/cy



TESTING SERVICE CORPORATION
"Serving Chicago and the Suburbs from an office near you"

DAILY FIELD REPORT (DFR)

OFFICE Carol Stream	PROJECT MANAGER Jeffrey Schmitz	TSC JOB NO. 98890
DAY Tuesday	DATE 04/29/2025	PAGE 1 of 2

PROJECT 2025 Blanchard Parking Lot
LOCATION 1753 S. Blanchard Street Wheaton, IL
CONTRACTOR
CLIENT Wheaton Park District

ARRIVE JOB 08:50 AM	DEPART JOB 10:45 AM
ARRIVE JOB --:--	DEPART JOB --:--
ARRIVE JOB --:--	DEPART JOB --:--
ON-SITE TIME 2.00	TRAVEL TIME 1.5
TOTAL HOURS 3.5	MILEAGE TOLLS

SUMMARY OF SERVICES PERFORMED PURSUANT TO GENERAL CONDITIONS

Proof rolling final subgrade
Performed Proof rolling at following location
Driveway and parking lot at east sides of building as show at TSC form sketch
Checked proof rolling using full construction load to evaluate ground condition.
Based on field test and observation all area show stable and suitable for placement stone except
Area 1 undercut 9"
Area 2, 3 undercut 6"
Recommended all undercuts brought back to final subgrade using additional CA-6 and rolled with drum vibratory roller.
Informed Contractor and personnel from park district

RECEIVING SIGNATURE

RECEIVED BY _____
COMPANY _____
EMAIL LIST Tdykstra@abbeyco.com

TECH SIGNATURE

BY Zoi Mitri
TESTING SERVICE CORPORATION

REVIEWED BY Jeffrey Schmitz



TESTING SERVICE CORPORATION
"Serving Chicago and the Suburbs from an office near you"

DAILY FIELD REPORT (DFR) - DRAWING

OFFICE Carol Stream	PROJECT MANAGER Jeffrey Schmitz	TSC JOB NO. 98890
DAY Tuesday	DATE 04/29/25	PAGE 2 OF 2

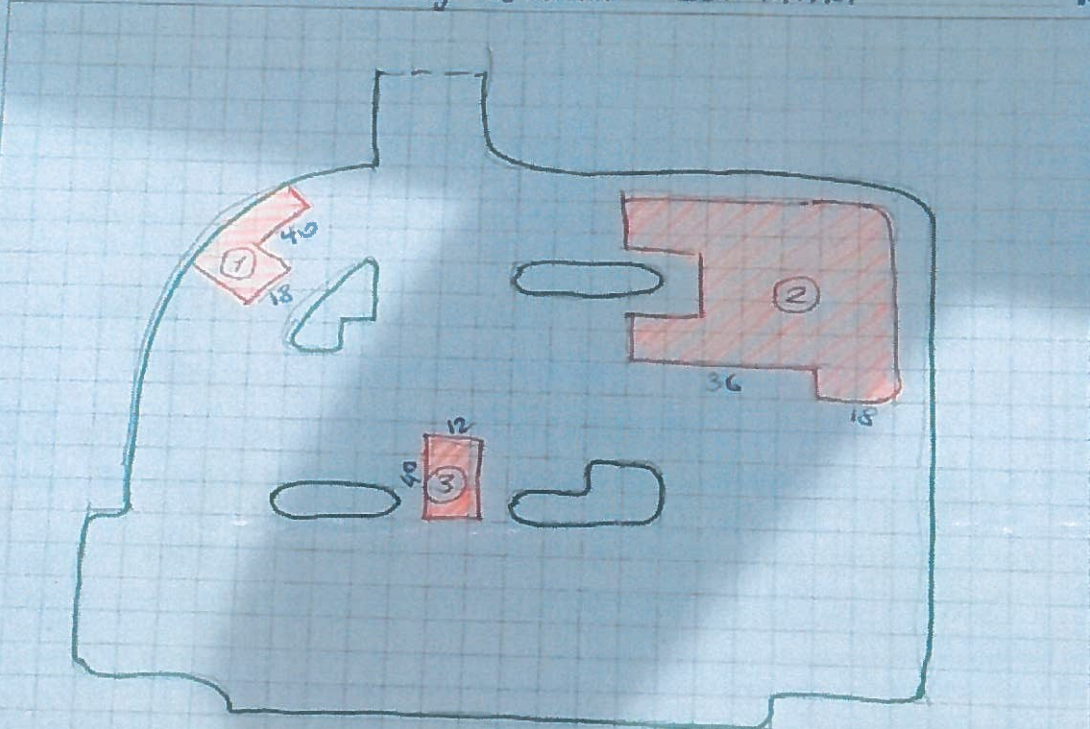


TESTING SERVICE CORPORATION

DFR - SITE SKETCH

OFFICE CS	PROJECT MANAGER Jeffrey Schmitz	TSC JOB NO. 98890
DAY Tuesday	DATE 04/29/25	Page 1 of 1

PROJECT: 2025 Blanchard Parking lot TECHNICIAN: ZOI MITRI



Proof-Rolling final subgrade
Location: Parking lot at East side of building
checked proof rolling using full construction Load to
evaluate ground condition.
Based on proof-rolling and observation all area show stable
and suitable for placement stone except.
Area ① undercut 3". Area 2,3 undercut 6". Recommended backfilled
undercuts up to final subgrade using additional CA-6 and rolled
with drum vibratory roller

SAMPLES TAKEN / TESTS PERFORMED

<input type="checkbox"/> THIN-WALLED TUBE SAMPLE	<input type="checkbox"/>
<input type="checkbox"/> NUCLEAR DENSITY GAUGE TEST	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

SITE ACTIVITIES

<input type="checkbox"/> AREA EXCAVATED	<input type="checkbox"/> FILL TO BE REWORKED
<input type="checkbox"/> AREA TO BE EXCAVATED	<input type="checkbox"/> FILL PLACED
<input type="checkbox"/> FILL COMPACTED & APPROVED	<input type="checkbox"/>

TO: Board of Commissioners

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

THROUGH: Michael Benard, Executive Director

RE: Cosley Hale Family Pavilion & Duck Enclosure – Change Order #2 & 3

DATE: May 21, 2025



SUMMARY:

To help protect the brick pavers at Cosley from the heavy cement trucks during the demo and construction, staff requested pricing for E.P. Doyle to require the cement trucks entering and leaving the zoo to only carry half loads.. Pricing for this is included in Change Order #2.
Cost: \$5,606.

At the pre-construction meeting it was determined that temporary ramps were necessary to access the visitor's center due to the placement of temporary fencing along the zoo entrance walkway. The temporary fencing for the safety of the patrons during construction will block the existing ramp entrances to the building. Pricing for this is included in Change Order #3.
Cost: \$2,244.

PREVIOUS COMMITTEE/BOARD ACTION:

The original contract with E.P. Doyle was approved at the March 5, 2025, board meeting, along with a 10% contingency for this project.

REVENUE OR FUNDING IMPLICATIONS:

The original contract	\$757,503	Approved March 5, 2025
Change Order #1	(\$6,975)	Previously approved – scope changes
Change Orders #2	\$5,606	Current recommendation – half loads
Change Order #3	\$2,244	Current recommendation – ramp rentals
Total	\$758,378	\$74,875.30 contingency remaining

STAKEHOLDER PROCESS:

The change orders were discussed with Commissioner Kelly.

LEGAL REVIEW:

N/A

ATTACHMENTS:

E.P. Doyle Change Orders 2 & 3

ALTERNATIVES:

N/A

RECOMMENDATION:

Staff recommends the Wheaton Park District Board of Commissioners accept Change Order #2 & 3 in the total amount of \$7,850 with E.P. Doyle Construction.

Cosley Zoo Duck Pavilion (24-043)
Extra Work Proposal #002



Below are the pricing and time requirements to perform the following extra work to the contract:

Concrete Trucks to Provide Half Loads Only

Submittal : #1 04/21/2025

EWP Cost Subtotal	\$5,606.00
-------------------	------------

EWP #002 Total Cost:	\$5,606.00
EWP #002 Time Extension :	0 C.D.

Notes : \$5,000 Add to Concrete Scope

\$5,000 Sub Subtotal
\$ 0 General Conditions
\$ 50 GL Insurance
\$ 500 EPD OH&Fee

\$5,550 Subtotal
\$ 56 P&P Bond
=====

\$5,606 Total

Concrete scope includes the following: - Provide half load trucks only to minimize weight over existing pavers.

To authorize E.P. Doyle & Son, LLC to proceed with this extra work, please acknowledge your acceptance of this proposal by signing and dating below, and we will issue a Change Order in accordance with the Contract provisions.

E. P. Doyle & Son, LLC

Wheaton Park District - Cosley Zoo

By

By

April 21, 2025

Date

Date

Monday, April 21, 2025

Cosley Zoo Duck Pavilion (24-043)
Extra Work Proposal #003



Below are the pricing and time requirements to perform the following extra work to the contract:

Provide Temporary ADA Ramp and Handrail

Submittal : #2 05/05/2025

EWP Cost Subtotal	\$2,244.00
-------------------	------------

EWP #003 Total Cost:	\$2,244.00
EWP #003 Time Extension :	0 C.D.

Notes : \$2,000 Add to Misc. Contracts

\$2,000 Sub Subtotal
\$ 0 General Conditions
\$ 20 GL Insurance
\$ 202 EPD OH&Fee

\$2,222 Subtotal
\$ 22 P&P Bond
=====

\$2,244 Total

Temporary ramp scope includes the following:

- Furnish and install temporary ramps to provide access over two stairs leading to the Cosley Zoo Gift Shop and Concessions Stand on the east side of the building and one stair on the west side of the building.
- Provide rental for 16 wks.

To authorize E.P. Doyle & Son, LLC to proceed with this extra work, please acknowledge your acceptance of this proposal by signing and dating below, and we will issue a Change Order in accordance with the Contract provisions.

E. P. Doyle & Son, LLC

By

May 5, 2025

Date

Wheaton Park District - Cosley Zoo

By

Date

Monday, May 5, 2025

RampNOW LLC
2272 CORNELL AVE
MONTGOMERY, IL 60538
+16308927267

Invoice 32374

**BILL TO**

Mike Feece
Cosley Zoo
1100 Wheaton Oak Ct.
Wheaton, IL 60187

DATE
04/22/2025

PLEASE PAY
\$2,000.00

DUE DATE
04/22/2025

DATE		DESCRIPTION	QTY	RATE	AMOUNT
	Rental Ramp	Rent is due on the first day of each rental period. Pay the invoice amount in full by the due date to avoid late fees. ***16 weeks from date of installation***	1	1,450.00	1,450.00
	Rental Installation and Removal	Rental Installation and Removal	1	300.00	300.00
	Builders Fees	cancellation fees	1	250.00	250.00

Please Sign

X_____ Customer

TOTAL DUE **\$2,000.00**

THANK YOU.

X_____ O Photos Technician

Check# _____

CC _____ Cash _____
Last 4 digits

+\$ _____
Gratuuity is optional

We appreciate your business!

TO: Board of Commissioners

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

THROUGH: Michael Benard, Executive Director

RE: Cosley Parking Lot – Change Order #3

DATE: May 21, 2025



SUMMARY:

During excavation for the retaining wall at the Cosley parking lot, it was determined that the area contained poor soil. To remedy the issue, the soil had to be excavated and hauled away and new stone had to be installed in the area.

PREVIOUS COMMITTEE/BOARD ACTION:

The original contract with E.P. Doyle was approved at the October 23, 2024, board meeting, along with a 10% contingency for this project. Previous change orders were approved as outlined in the table below.

REVENUE OR FUNDING IMPLICATIONS:

The original contract	\$1,999,599.00	Approved October 23, 2024
Change Order #1	\$5,158.34	Approved January 15, 2025
Change Order #2	-\$2,300.00	Approved March 19, 2025
Change Order #3	\$4,202.30	Current recommendation
Total	\$2,006,659.64	\$192,899.26 contingency remaining

STAKEHOLDER PROCESS:

Our engineer reviewed this change and recommended approval.

LEGAL REVIEW:

N/A

ATTACHMENTS:

E.P. Doyle Change Order 3.
Wight C.O. approval letter.

ALTERNATIVES:

N/A

RECOMMENDATION:

Staff recommends the Wheaton Park District Board of Commissioners approve Change Order #3 in the amount of \$4,202.30 with E.P. Doyle Construction.

Cosley Zoo Parking Lot (24-032)
Change Order No. 3



To: Wheaton Park District - Cosley Zoo
1356 Gary Avenue
Wheaton IL 60187

Project: Cosley Zoo Parking Lot
Project No: 24-032
Location: 1356 N. Gary Avenue
Wheaton IL 60187

Reference: Payment Application #3

In accordance with the terms of this contract, the following change is made to the project cost and/or time duration as follows:

EWP#	Description	Cost	Time Ext.
004	Retaining Wall Undercuts	\$4,202.30	-
Change Order Total Cost		\$4,202.30	
Change Order Total Time Extension			0 C.D.
Original Contract Amount:		\$1,999,599.00	
Previous Contract Amount:		\$2,002,457.34	
Current Contract Amount:		\$2,006,659.64	
Original Contract Time:			C.D.
Current Contract Time:			C.D.

The said contract as hereby amended shall remain in full force and effect.

E. P. Doyle & Son, LLC

By

April 25, 2025

Date

Wheaton Park District - Cosley Zoo

By

Date

Wight & Co.

By

Date

Cosley Zoo Parking Lot (24-032)
Extra Work Proposal #004



Below are the pricing and time requirements to perform the following extra work to the contract:

Retaining Wall Undercuts

Submittal : #1 04/21/2025

EWP Cost Subtotal		\$3,745.00
GL Insurance	1.00%	\$37.45
Overhead and Profit	10.00%	\$378.24
P&P Bond	1.00%	\$41.61
EWP #004 Total Cost:		\$4,202.30
EWP #004 Time Extension :		0 C.D.

Notes : Costs for retaining wall undercuts. Geocon testing report determined that the soil bearing capacity was not up to the 2000 psf per the specs.
Labor

Foreman 4 hours at \$160 = \$640
Operator 4 hours at \$155 = \$620
Top Man 3 hours at \$145 = \$435

Equipment
Excavator 4 hours at \$137 = \$548

Material
2 loads of 3" stone: 2 EA at \$578 = \$1156
2 loads of dirt haul off: 2 EA at \$173 = \$346

Subtotal = \$3,745
=====

28.81 CY at \$130/CY = \$3,745

Monday, April 21, 2025

Cosley Zoo Parking Lot (24-032)
Extra Work Proposal #004



To authorize E.P. Doyle & Son, LLC to proceed with this extra work, please acknowledge your acceptance of this proposal by signing and dating below, and we will issue a Change Order in accordance with the Contract provisions.

E. P. Doyle & Son, LLC



By

April 21, 2025

Date

Wheaton Park District - Cosley Zoo

By

Date

Wight & Co.

By

Date



EXCAVATION | SITE UTILITIES

Kellenberger, Inc. | 37W507 Big Timber Rd. Elgin, IL 60124

P: 847.742.4385 | W: kellenbergerinc.com

Date: 4/16/2025
 Project: Cosley Zoo
 Location: Wheaton, IL
 General Contractor: EP Doyle & Son
 Attention: Tom Grotts

Change Order: 3

Scope: Excavation

Description:

Work completed 3/28/25: Retaining wall undercut: 28.83 CY of dirt removed and 3" stone imported and placed

Labor	Hours	Rate	Extension
Foreman	4.0	\$ 160.00	\$ 640.00
Operator	4.0	\$ 155.00	\$ 620.00
Top man	3.0	\$ 145.00	\$ 435.00
			\$ -
			\$ -
Sub-total			\$ 1,695.00

Equipment	Hours	Rate	Extension
Excavator	4.0	\$ 137.00	\$ 548.00
			\$ -
			\$ -
			\$ -
			\$ -
Sub-total			\$ 548.00

Material	Qty	Units	Unit Price	Extension
2 loads of 3"	2	EA	\$ 578.00	\$ 1,156.00
2 loads of dirt haul off	2	EA	\$ 173.00	\$ 346.00
				\$ -
				\$ -
				\$ -
Sub-total				\$ 1,502.00

TOTAL \$ 3,745.00

ACCEPTANCE OF CHANGE ORDER: The above prices, specifications and conditions are satisfactory and are hereby accepted.

Authorized Signature _____
 Printed Name _____
 Company _____

Date _____



April 29th, 2025

Rob Sperl / Steve Hinchee
Wheaton Park District

MEMORANDUM
Cosley Zoo Parking Lot
Change Order #3 / Extra Work Proposal 4 Review

Dear Mr. Sperl,

Wight is in receipt of EP Doyle Change Order #3 / Extra Work Proposal 4. The associated change order was required due to poor soils not meeting the specified soil bearing capacity for the proposed retaining wall. The scope to undercut the poor soils and replace with 3" stone was recommend by the on-site geotechnical engineer. The total undercut quantity was 28.81 CY. The cost for the undercutting came out to approximately \$130/CY, which is a reasonable change order cost for undercutting and stone backfill. Wight recommends approval of this cost of work, which totaled \$4,202.30. Please reach out with any question.

Respectfully submitted,

Wight & Company

A handwritten signature in blue ink, appearing to read "Shawn Benson".

Shawn Benson, P.E.
Director

TO: Board of Commissioners

FROM: Rob Sperl, Director of Parks and Planning
Adam Lewandowski, Director of Athletic Programs and Facilities

THROUGH: Michael Benard, Executive Director

RE: Briarcliff Youth Baseball Batting Cage Donation at Briar Patch Park

DATE: May 21, 2025



SUMMARY:

We have received a request from Wheaton Briarcliff Youth Baseball (WBYY) to construct batting cages at Briar Patch Park similar to the cages that were built at Atten Park and are currently being planned for Graf Park. These cages could be added adjacent to the field that is along Briarcliffe Boulevard. They would be open to the public on a first come first served basis.

PREVIOUS COMMITTEE/BOARD ACTION:

Not applicable.

REVENUE OR FUNDING IMPLICATIONS:

WBYY has offered to fund this improvement. Our estimated direct cost based on previous projects is \$75,000. This project would require some of the excess detention we recently constructed for the other improvements at the park. Staff time and professional services are estimated at less than \$5,000.

STAKEHOLDER PROCESS:

We have met with the president of WBYY and worked with athletics and planning to develop the concept.

Wheaton Briarcliffe Youth Baseball (WBYY) rents baseball fields at Briar Patch Park, Briar Glen School, Danada Park and Scottdale Park during the spring seasons and rents fields at Briar Patch Park, Briar Glen School and Danada Park during the fall seasons. WBYY makes payment to the Wheaton Park District at the rates of \$20/in-house player and \$30/travel player each spring and fall season, along with paying an annual maintenance fee that covers material/equipment costs (ballmix, turf, chalk, etc) and WPD labor costs (grooming fields, setting base pegs, adding ballmix, etc). WBYY has approximately 650 players each spring season and 400 players each fall season, with roughly 82% of their participants being Wheaton residents.

LEGAL REVIEW:

If approved, legal review would be necessary for the funding agreement and bidding documents.

ATTACHMENTS:

Request letter for WBYB
Proposed batting cage location
Draft funding agreement

ALTERNATIVES:

N/A

RECOMMENDATION:

It is recommended that the Wheaton Park District Board of Commissioner's approve the request from Wheaton Briarcliff Youth Baseball to add batting cages to Briar Patch Park and direct staff to finalize the funding agreement and seek bids for construction.



April 15, 2025

Dear Wheaton Park District Board of Commissioners,

Wheaton Briarcliffe Youth Baseball has just entered our 53rd season of baseball. We have been fortunate enough to call Briar Patch Park our home for each and every one of those seasons. We are so grateful for the memories that the park has provided our families and the neighboring community.

I'm writing to you today in hopes of partnering on an improvement to Briar Patch Park that the entire community can enjoy. We would like to partner with the Wheaton Park District on the construction of a Batting Cage at Briar Patch Park. A Batting Cage similar to the one at Atten Park that can be used by community members on a first come, first served basis. As a way of showing our gratitude to the community, Wheaton Briarcliffe Youth Baseball would like to reimburse the Park District for 100% of the funds that this project requires.

Best Regards,

Michael Reimer

Michael Reimer
WBYYB President

NOTES

- Well screened
- Short distance to accessible pathway
- Nearest neighbor 221 ft.



WHEATON PARK DISTRICT

102 E. WESLEY WHEATON, IL, 60197
(630) 605-4710

BRIAR PATCH PARK BATTING CAGES PROPOSED LOCATIONS- CONCEPT PLAN

drawn by:	SMH	revised by:	SMH
date:	9/25	date:	4/25
checked by:		revised by:	
date:		date:	
file name:	20250925_briar_patch_park_batting_cages_concept_plan.dwg	created by:	SMH
		date:	9/25

Sheet of

REIMBURSEMENT AGREEMENT

This Reimbursement Agreement is made this ____ day of _____, 2025, by and between WHEATON BRIARCLIFF YOUTH BASEBALL, an Illinois not-for-profit corporation (the “WBYB”), and WHEATON PARK DISTRICT, an Illinois Park District (“WPD”).

WHEREAS, WPD currently holds fee simple title to that certain parcel of real property located at 1700 Briarcliffe Blvd, Wheaton, IL 60189 commonly referred to as Briar Patch Park (the “Property”); and

WHEREAS, WBYB has offered to fund the installation of new batting cages for the Property that would be open for public use on a first-come, first-served basis (“Batting Cage Project”); and

WHEREAS, the WBYB is a not-for-profit corporation whose mission, in part, is to support youth baseball activities for the Wheaton community and general public; and

WHEREAS, the WBYB has agreed to pay all costs associated with the design and construction of the Batting Cage Project, and the parties wish to memorialize said agreement, subject to the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the foregoing, the parties agree as follows:

1. The recitals above are incorporated herein as substantive provisions of this Agreement;

2. WBYB agrees that it will reimburse WPD for all of the following fees and costs incurred and paid by WPD in association with the design and construction of the Batting Cage Project:

A. An amount not to exceed \$75,000.00 for the design and construction of the Batting Cage Project. The Parties acknowledge and agree that the \$75,000.00 figure is an estimate only and that the final cost shall be determined following the competitive bidding process. In the event the lowest responsible bid for the Batting Cage Project exceeds \$75,000.00, the Parties shall agree on the final cost of the Batting Cage Project prior to awarding the bid to the lowest, most responsive and responsible bidder. If the Parties agree to award the bid for an amount in excess of \$75,000.00, WBYB shall be responsible to reimburse WPD for the entire agreed upon amount.

3. WPD shall provide to the WBYB copies of invoices it receives for work on the Batting Cage Project and evidence of WPD’s having paid the invoice(s). The WBYB shall reimburse WPD within 30 days of WPD’s providing the invoice(s) to the WBYB.

4. Each person signing this Agreement warrants that he/she has the authority to execute the Agreement. This Agreement shall be binding between all successors and assigns.

IN WITNESS WHEREOF, the undersigned has executed this Reimbursement Agreement as of the date first above written.

WHEATON PARK DISTRICT

By: _____

Name: _____

Its: _____

**WHEATON BRIARCLIFFE YOUTH
BASEBALL, an Illinois not-for-profit
corporation**

By: _____

Name: _____

TO: Board of Commissioners

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

THROUGH: Michael Benard, Executive Director

RE: 2025 Graf Field Replacement and District Field Study

DATE: May 21, 2025



SUMMARY:

In 2014 an artificial turf field was constructed on the leased portion. Due to the age of the turf surface, the district is seeking to replace it. Additionally, the condition of the track around the field is in poor condition and needs to be replaced. Finally at Graf, staff would like to construct new batting cages to match what was recently installed at Atten Park. The area north of the field, where the batting cages are proposed, is currently where two large sets of bleachers exist. By reconfiguring the bleachers with new, the space will accommodate both uses. The park district anticipates being able to begin construction at Graf after the conclusion of the 2025 athletic season.

In addition to the work outlined above, engineers were asked to study the remaining athletic fields at Graf Park, along with lighted fields at Atten Park, the Central Athletic Complex. Because they are lit, they are some of the most heavily used fields in the district and the grass is subject to increased stress. Also portions of these fields exist in the floodplain. The aim of the study would be to explore improvements to these fields, including drainage, irrigation and possibly artificial turf. Staff also requested services related to irrigation at Seven Gables Park. The report would present the pros, cons and cost differences for the two or three options that can be discussed with various stakeholders and serve as a guide to future budgeting.

A Request for Proposals (RFP) was sent to three civil engineering firms on March 24, 2025 to aid in the development of concept plan and cost estimate suitable for grant submittal. The following is a summary of proposals that were received on April 10, 2025.

Firm	Graf Field Replacement	Field Study (Atten, CAC & Graf)	Reimbursables	Total Contract
Wight	\$54,500	\$13,500	\$1,200	\$69,200
Cage	\$69,300	\$26,100		\$95,400

Wight has performed work for the district in the past, including engineering for the original Graf synthetic turf field.

PREVIOUS COMMITTEE/BOARD ACTION:

N/A

REVENUE OR FUNDING IMPLICATIONS:

\$50,000 is budgeted for work at Graf in 2025 and another \$50,000 is budgeted for studying other fields.

STAKEHOLDER PROCESS:

We will work with athletics programming staff throughout the process.

LEGAL REVIEW:

N/A

ATTACHMENTS:

Proposal from Wight
Request for Proposal

ALTERNATIVES:

N/A

RECOMMENDATION:

Staff recommends the Wheaton Park District Board of Commissioners approve the proposal in the amount not to exceed \$69,200 from Wight for the 2025 Graf Field Replacement and District Field Study.



May 13, 2025

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

**Request for Proposals
2025 Graf Field Replacement and District Field Study**

Dear Mr. Hinchee:

Wight & Company (Wight) is pleased to submit this proposal to you and the Wheaton Park District (WPD) to provide design & engineering services for your Graf Field Replacement and District Field Study. This proposal includes:

UNDERSTANDING
PROJECT TEAM
APPROACH/SCOPE OF SERVICES
SCHEDULE
COMPENSATION
TERMS & CONDITIONS

UNDERSTANDING

We understand the WPD would like to replace the existing synthetic turf field, originally installed in 2014, and reconfigure the existing bleachers to accommodate new batting cages. WPD would also like to evaluate the athletic fields at Graft Park, Atten Park, Central Athletic Complex, and Seven Gables Park to determine potential improvements for infrastructure, drainage, irrigation and potential synthetic turf.

PROJECT TEAM

Based on our project understanding, we have assembled a talented team of in-house landscape architects, civil engineers and cost estimators that have designed and engineered many similar field projects. Shawn Benson will serve as the Project Manager, David Evans will be the lead civil engineer, Patty King will be the designer/landscape architect and Matt Babiak will assist with the cost estimating.

APPROACH/SCOPE OF SERVICES

Wight proposes to provide design & engineering services for this project outlined in the Project Understanding through the following Scope of Services:

Graff Field Replacement

A. Project Understanding and Programming Phase

1. Conduct a project Kick-off Meeting to align the basic client expectations and reach a mutual understanding of the following:
 - a. Key participants and decision-makers
 - b. Project goals and objectives
 - c. Existing conditions
 - d. Scope of work
 - e. Deliverables
 - f. Tentative project schedule
 - g. Project budget
2. Obtain relevant project data for the site:
 - a. Aerial photography
 - b. Existing project data/design plans etc. (provided by owner)
3. Visit project site to review and photograph existing conditions and confirm survey information.

B. Conceptual Design Phase

1. Develop Schematic Design Concepts for:
 - a. Site Amenities:
 - i. Synthetic Field Replacement
 - ii. Track Replacement
 - iii. Batting Cages
 - iv. Bleacher Reconfiguration
 - b. Landscape
 - c. Grading and Utilities
2. Prepare construction cost opinion. Wight will utilize in-house construction management services to confirm costs.
3. Review Concept Design Documents with you up to two (2) times. Document meeting results via written meeting summary.
4. Review Schematic Design with jurisdictional agencies as needed.
5. Review Conceptual Design Documents with your Board of Commissioners for comment and approval.

C. Construction Documents Phase

1. Prepare the documentation of the proposed design improvements:
 - a. Cover Sheet
 - b. Existing Conditions Plans
 - c. Demolition Plans
 - d. Storm Water Pollution Prevention Plans
 - e. Grading and Utilities Plans
 - f. Layout and Materials Plans
 - g. Synthetic Turf carpet bid package for Turf Manufacturer
 - h. Landscape Plans

- i. Details
2. Prepare the project manual specifications.
 - a. Part One: Front End
 - b. Part Two: Technical
3. Update construction cost opinion. Wight will utilize in-house construction management services to confirm costs. Cost updates will occur at 75% completion and prior to bidding with final construction documents.
4. Review Construction Documents with you at 50%, 75% and 90% completion. Document meeting results via written meeting summary.

D. Permitting Phase

1. Submit permit documents for the following permit agencies:
 - a. Building or site development permit, local municipality (City of Wheaton)
 - b. Storm water permit, local municipality
 - i. Storm water excludes any new on-site detention. Detention was provided with the previous installed Graf Park synthetic turf field. Assumption that the project will not exceed DuPage County trigger for stormwater detention and the site improvements will be considered "maintenance" by the city of Wheaton.
 - c. National Pollutant Discharge Elimination System (NPDES) permit (if required)
2. Attend review meetings, as required by reviewing agencies.
3. Revise permit submittals one time during the review process, as required by reviewing agencies.

E. Bidding and Negotiation Phase

1. Upload Bid set to reproduction plan room website for distribution and tracking.
2. Respond to request for information (RFI) and issue addenda as needed to clarify bid documents.

F. Construction Phase

1. Perform site visits at intervals appropriate to the stage of the contractor's operations to review progress, approximately every two weeks (4 visits total).
2. Provide responses to Request for Information (RFI) related to interpretation of contract documents.

G. Additional Services (Not included in this proposal)

1. Services not specified in the scope of services will be considered additional services. Prior to any additional services work, we will discuss additional services with the client for written authorization to proceed.
2. Services of sub-consultants not indicated in the scope of services.
3. Services required due to unforeseen site conditions or circumstances beyond the control of the project team.
4. Documentation of multi-phased or segregated contract bid sets.
5. Services requested after Final Acceptance of Contractor's work.

Graff Field Replacement Survey, Geotechnical, and Irrigation Services

A. Limited Topographic & Utility Survey

1. Wight & Company will have our subconsultant prepare a Topographic Survey for the referenced site. The topographic area will be limited to the area of improvements around the existing turf field, track and adjacent bleacher area. 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. Please note that a boundary survey is not within the scope of this project, therefore the site boundary will not be depicted on the final drawing.

B. Geotechnical Scope

1. Wight & Company will have our subconsultant prepare a geotechnical report for pavement repairs/remediation existing track and for the relocation of the bleacher layout. The scope will include six (6) three-foot pavement cores to determine existing asphalt condition, stone aggregate base profile, and existing subbase soil profile. The geotechnical engineering will also complete one (1) CCDD test to determine existing soil composition to determine if site haul-off waste is clean or contaminated. These documents can be used for design and bidding purposes.

C. Irrigation Scope

1. Wight & Company will have our subconsultant provide a detail site investigation of Seven Gables Park to determine feasibility/scope to provide irrigation to the existing athletic fields. The irrigation consultant will provide estimating services for any irrigation scope at the proposed feasibility study locations.

Graff, Atten, Central Athletic Complex, and Seven Gables Park Studies

A. Project Understanding and Programming Phase

1. Conduct a project Kick-off Meeting to align the basic client expectations and reach a mutual understanding of the following:
 - a. Key participants and decision-makers
 - b. Project goals and objectives
 - c. Existing conditions
 - d. Scope of work
 - e. Deliverables
 - f. Tentative project schedule
 - g. Project budget
2. Obtain relevant project data for the site:
 - a. Aerial photography
 - b. GIS base information
 - c. Topographic and boundary surveys (by owner if available)
 - d. National Wetland Inventory Map (NWI)
 - e. Flood Insurance Rate Map (FIRM)

3. Visit project site to review and photograph existing conditions and confirm base information.
4. Prepare Existing Conditions Plan using aerial photography and base information.
5. Prepare Field Analysis Plan identifying issues and concerns based on observations and feedback from staff and users.

B. Conceptual Design Phase

1. Develop Design Concepts for:
 - a. Field Improvements
 - b. Engineering / Stormwater impacts
2. Prepare construction cost opinion.
3. Review Conceptual Design Documents with you up to two (2) times. Document meeting results via written meeting summary.
4. Provide final report of findings, recommendations and costs.

C. Additional Services (Not included in this proposal)

1. Services not specified in the scope of services will be considered additional services. Prior to any additional services work, we will discuss additional services with the client for written authorization to proceed.
2. Services of sub-consultants not indicated in the scope of services.

SCHEDULE

We propose to begin work on this assignment upon your authorization. We will prepare a detailed project schedule for your review and input during the initial project kick-off meeting. In general, the proposal is based on the following overall schedule:

- Contract Award: April 2025
- Project Understanding and Programming Phase: May 2025
- Conceptual Design Phase: May 2025
- Construction Document Phase: June 2025
- Permitting: July 2025
- Bidding: August 2025
- Construction Start: September 2025

COMPENSATION

Wight & Company proposes to perform these professional services listed in the Scope of Services for:

Graf Field Replacement: \$40,500 Fixed Fee

Graf Field Replacement Survey, Geotechnical, Irrigation Services: \$14,000 Fixed Fee

Graf, Atten, Central Athletic Complex, Seven Gables Studies: \$13,500 Fixed Fee

In addition to the professional services fees, we will invoice **reimbursable expenses at direct costs and estimated at \$1200.00**. The following is list of typical reimbursable expenses:

- CAD plots, printing, color reproductions and delivery costs of drawings and reports.
- Supplies, materials, and costs related to specific reports and presentations.
- Travel at current IRS established reimbursement rate.

TOTAL CONTRACT AUTHORIZATION: \$69,200.00

TERMS & CONDITIONS

This proposal assumes the terms and conditions outlined in the AIA Document B101-2017, "Standard Form of Agreement between Owner and Architect." Wight will invoice monthly based on a percentage of the work completed and payment will be due in 30-days (or in accordance with the Illinois Prompt Payment Act).

We thank you for the opportunity to continue our partnering relationship with the Wheaton Park District and look forward to working with you on this design & engineering effort.

If this proposal meets your approval, please sign and return to us via email. If you have any questions regarding this proposal, please do not hesitate to contact us.

WIGHT & COMPANY



Robert S. Ijams, PLA
Director of Parks & Recreation



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

Approved by:

Signature

Date

Printed Name

Title

Cc: Shawn Benson, Patty King – Wight & Company

2025 Graf Field Replacement and District Field Study

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General Information	1
Background	2
Project.....	2
Scope of Services	2
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Overview

General Information

The Wheaton Park District is seeking a proposal for engineering services related to improvements to the artificial turf field at Graf Park in Wheaton IL, as well as a study of fields at Atten Park and the Central Athletic Complex. This work includes all athletic fields at these parks including ballfields and multi-use fields. Deliverables will include final engineering plans (suitable for bidding and permitting), permitting services, report concerning field improvements, and an engineer's opinion of cost for the field improvements project. The project includes:

- Replacement of the artificial turf surface at Graf Park
- Replacement of the track surface around the turf field
- Installation of batting cages and reconfiguration of bleachers on the north side of field
- Study feasibility and cost of field improvements at Graf Park, Atten Park and Central Athletic Complex

Proposals shall be submitted electronically on or before 10:00 am CST **April 10, 2025**. This email should clearly state in the subject line "Response to: 2025 Graf Field Replacement and District Field Study." Please send your proposal to: Steve Hinchee shinchee@wheatonparks.org

The Park District may accept the proposal of and proceed to negotiate a contract for the work to, the lowest responsive and responsible party as determined by and in the sole discretion of the Park District.

The Owner reserves the right to (1) reject all proposals; (2) reject only certain proposals which are non-conforming or non-responsive to the proposal requirements; (3) accept only a portion, part, or specific items of Work of all and reject others, as the Owner shall in its sole discretion determine to be in its best interest; and/or (4) award the work to the responsible engineer submitting the lowest proposal responsive to the proposal requirements. No proposal will be accepted from or contract negotiated with any person, firm or corporation that is in arrears or is in default to the Park District upon any debt or contract, or that is a defaulter, as surety or otherwise, upon any obligation to said Park District or that has failed to perform faithfully any previous contract with the Park District.

In the event of a rejection of a portion, part, or certain items of work of all proposals, the proposal of each engineer shall automatically be deemed reduced by the amount of such rejected part or item at the unit price or other cost designated therefore by that engineer on its submitted Proposal Form. The successful engineer selected may not refuse to enter into a contract with the Owner on the basis that the Owner awarded a contract for less than all portions or items of the work specified in the Proposal Documents. The Wheaton Park District Board of Park Commissioners reserves the right to waive any technicalities or irregularities, and to disregard any informality on the proposals, when in its opinion the best interest of the Park District will be served by such actions and in accordance with applicable law.

Background

Graf Park – Planned Improvements

The Wheaton Park District's Graf Park is adjacent to Monroe Middle School. The park district leases the athletic fields to the north of the school through an intergovernmental agreement. In 2014 an artificial turf field was constructed on the leased portion. Due to the age of the turf surface, the district is seeking to replace it. Additionally, the condition of the track around the field is in poor condition and needs to be replaced. Finally at Graf, staff would like to construct new batting cages to match what was recently installed at Atten Park. The area north of the field, where the batting cages are proposed, is currently where two large sets of bleachers exist. By reconfiguring the bleachers with new, the space will accommodate both uses. The park district anticipates being able to begin construction at Graf after the conclusion of the 2025 athletic season.

Graf, Atten and Central Athletic Complex Studies

In addition to the work outlined above, the park district would like to study the remaining athletic fields at Graf Park. The park district also has lighted fields at Atten Park and the Central Athletic Complex. Because they are lit, they some of the most heavily used fields in the district and the grass is subject to increased stress. Also portions of these fields exist in the floodplain.

The district is interested in exploring improvements to these fields, including drainage, irrigation and possibly artificial turf. Engineer to present the pros, cons and cost differences for the two or three options. The park district seeks a report that can be discussed with various stakeholders and guide future budgeting.

Project

Develop concept plans, final engineering plans, permit documents and estimates.

Please see attached aerial photos of parks.

Scope of Services

The project shall consist of:

Graf Park – Planned Improvements

1. Study existing conditions and available information
 - a. Review available plan documents.
 - b. Data collection (existing utility locations, easements etc.).
2. Develop concept plans
 - a. Pre-application meeting with permitting authorities.
 - b. Proposed design solution.
 - c. Meet with staff to review designs.
 - d. Present concepts to park board for approval

3. Provide preliminary plan cost estimates
 - a. Provide cost estimates in concept stage to aid decisions concerning scope
 - b. Engage third party construction management company or general contractor to provide estimates of 75% drawings prior to moving into final drawings.
4. Prepare final engineering plans (suitable for bidding and permitting)
 - a. Provide 50% ,75% & 90%
 - b. Provide final plans and specifications
5. Coordination of all necessary construction permits.
 - a. Complete necessary permit applications
 - b. Respond to questions from permitting body and adjust plans as needed
6. Bidding assistance.
 - a. Respond to RFI during bidding process
7. Construction observation.
 - a. Attend progress meetings through duration of the project
 - b. Observes construction at key stages of the construction process.

Graf, Atten and Central Athletic Complex Studies

1. Prepare reports for Graf Park (remaining fields), Atten Park and the Central Athletic Complex.
 - a. Assess existing conditions through feedback from stakeholders, topography, hydrology, soil composition and any additional resources necessary.
 - b. Propose improvements recommended possibly including grading, drainage, soil or seeding amendments, irrigation or synthetic turf. Synthetic turf could include infields or outfields/multiuse areas or both.
 - c. Stormwater or other implications of projects need to be considered. I.e. detention requirements of grading or conversion to synthetic turf.
 - d. Provide report on options including estimated costs and expected permitting

Proposal

Proposals shall include the following:

1. Introduction letter
 - Firm name, address and telephone.
 - Brief statement of understanding of the scope of services to be performed.
 - The signature of contractually authorized contact, title, telephone and email.
2. Background and experience

- Describe prior work in which the Firm assisted a governmental entity with similar park projects. Include agency name and contact person's information.
- 3. Personnel/ professional qualifications
 - Identify staff members who will be assigned to perform services detailed in scope of services. Include resumes including relevant project experience.
- 4. Approach
 - Clearly describe approach, methodologies, knowledge and capability to be employed in performance of scope of services.
 - Present innovative concepts, approach, methodologies, knowledge and capability not discussed in scope of services above for consideration.
- 5. Project schedule
- 6. Proposed compensation
 - The proposal shall include a full description of all fees proposed by the Firm for performing the scope of services, including a fee schedule that reflects the cost to complete each of the parks and tasks.
 - An estimated cost for reimbursable expenses.

Proposals shall be not to exceed amounts for each area. Any change in scope shall be described in a written proposal and must be approved by the Park District Board prior to beginning.

Insurance Requirements

The Engineer shall maintain the following insurance for the duration of the Agreement.

(Identify types and limits of insurance coverage, and other insurance requirements applicable to the Agreement, if any.)

1. **General Liability:** Engineer shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$1,000,000 for each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this project/location. CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 10 93, or a substitute form providing similar coverage, and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract). Owner shall be included as an insured under the CGL, using ISO additional insured endorsement CG 20 10 or a substitute providing similar coverage, and under the commercial umbrella, if any. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance afforded to Owner. There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability arising from pollution, explosion, collapse, or underground property damage.
2. **Automobile Liability:** Engineer shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 for each accident. Such insurance shall cover liability arising out of any auto including owned, hired and non-owned autos. Business auto insurance shall be written on Insurance Services Office (ISO)

form CA 00 01, CA 00 05, CA 00 12, CA 00 20, or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in the 1990 and later editions of CA 00 01.

3. **Workers' Compensation:** Engineer shall maintain workers compensation as required by statute and employer's liability insurance. The commercial umbrella and/or employers liability limits shall not be less than \$500,000 for each accident for bodily injury by accident or for each employee for bodily injury by disease. If Owner has not been included as an insured under the CGL using ISO additional insured endorsement CG 20 10 under the Commercial General and Umbrella Liability Insurance required in this Contract, the Engineer waives all rights against Owner and its officers, officials, employees, volunteers, and agents for recovery of damages arising out of or incident to the Engineer's work.
4. **Professional Liability:** Engineer shall maintain professional liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 for each wrongful act arising out of the performance or failure to perform professional services and \$2,000,000 aggregate.

General Insurance Provisions

1. **Evidence of Insurance:** Prior to beginning work, Engineer shall furnish Owner with a certificate(s) of insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above. All certificates shall provide for 30 days' written notice to Owner prior to the cancellation or material change of any insurance referred to therein. Written notice to Owner shall be by certified mail, return receipt requested. Failure of Owner to demand such certificate, endorsement, or other evidence of full compliance with these insurance requirements or failure of Owner to identify a deficiency from evidence that is provided shall not be construed as a waiver of Engineer's obligation to maintain such insurance. Owner shall have the right, but not the obligation, of prohibiting Engineer from entering the project site until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by Owner. Failure to maintain the required insurance may result in termination of this Contract at Owner's option. Engineer shall provide certified copies of all insurance policies required above within 10 days of Owners' written request for said copies.
2. **Acceptability of Insurers:** For insurance companies which obtain a rating from A.M. Best, that rating should be no less than A VII using the most recent edition of the A.M. Best's Key Rating Guide. If the Best's rating is less than A VII or a Best's rating is not obtained, the Owner has the right to reject insurance written by an insurer it deems unacceptable.
3. **Cross-Liability Coverage:** If Engineer's liability policies do not contain the standard ISO separation of insureds provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.
4. **Deductibles and Self-Insured Retentions:** Any deductibles or self-insured retentions must be declared to the Owner. At the option of the Owner, the Engineer may be asked to eliminate such deductibles or self-insured retentions as respects the Owner, its officers, officials, employees, volunteers, and agents or required to procure a bond guaranteeing payment of

losses and other related costs including but not limited to investigations, claim administration and defense expenses.

5. **Subcontractors:** Engineer shall cause each subcontractor employed by Engineer to purchase and maintain insurance of the type specified above. When requested by the Owner, Engineer shall furnish copies of certificates of insurance evidencing coverage for each subcontractor.
6. **Indemnification:** To the fullest extent permitted by law, the Engineer shall indemnify and hold harmless the Owner and its officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses, including but not limited to legal fees (attorney's and paralegals' fees and court costs), arising out of or resulting from the performance of the Engineer's services, provided that any such claim, damage, loss or expense (i) is attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property, other than the work itself, including the loss of use resulting therefrom and (ii) is caused in whole or in part by any wrongful or negligent act or omission of the Engineer, Engineer's consultants and subconsultants, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, except to the extent it is caused in whole or in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Paragraph. Engineer shall similarly protect, indemnify, and hold and save harmless the Owner, its officers, officials, employees, volunteers, and agents against and from any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of Engineer's breach of any of its obligations under, or Engineer's default of, any provision of the Contract.

Exhibits

Graf Park



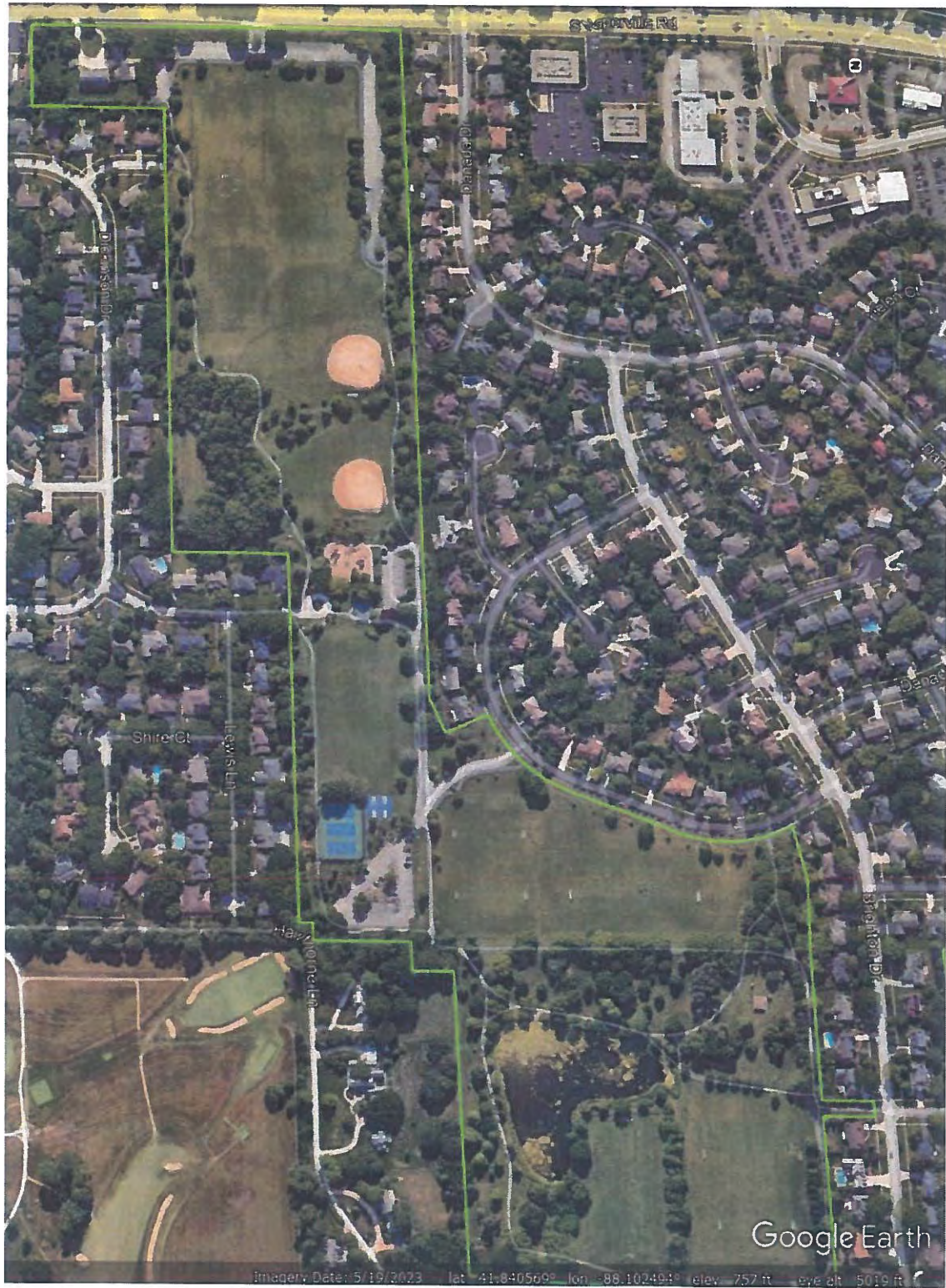
Atten Park



Central Athletic Complex



Seven Gables Park



TO: Board of Commissioners

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

THROUGH: Michael Benard, Executive Director

RE: Toohey Park Concept Design for OSLAD Grant Application

DATE: May 21, 2025



SUMMARY:

Staff has identified Toohey Park as a good candidate for this year's OSLAD grant submission. Potential park improvements may include:

- Playground replacement/ Add 5-12 playground
- Safety City renovation
- ADA park improvements
- Pond dredge & shoreline stabilization/ cottonwood removals
- Level area for sports field
- Trail connection to Orchard Park
- Picnic shelter

A Request for Proposals (RFP) was sent to four landscape architecture firms on March 18, 2025 to aid in the development of concept plan and cost estimate suitable for grant submittal. The following is a summary of proposals that were received on April 8, 2025.

Firm	Proposal Amount	Reimbursables	Optional Services (public input)	Total Contract
Upland Design	\$11,800	\$800	\$1,200	\$13,800
Wight	\$12,900	\$500	\$1,200	\$14,600
Hitchcock Design	\$18,200	\$500	\$1,800	\$20,500
V3	\$55,000			\$55,000

Upland Design has performed work for the district in the past. Most recently they were part of the design team on the Briar Patch Park improvements, which was funded through OSLAD.

PREVIOUS COMMITTEE/BOARD ACTION:

N/A

REVENUE OR FUNDING IMPLICATIONS:

\$50,000 is budgeted for work at Toohey in 2025.

OSLAD is funded through the IDNR and is a 50% matching grant up to \$600,000 (\$1.2M total project cost).

STAKEHOLDER PROCESS:

We will work with recreation programming staff throughout the process.

LEGAL REVIEW:

N/A

ATTACHMENTS:

Proposal from Upland Design

ALTERNATIVES:

N/A

RECOMMENDATION:

Staff recommends the Wheaton Park District Board of Commissioners approve the proposal in the amount not to exceed \$13,800 from Upland Design for the Toohey Park Improvement project.

Proposal for
2025 Toohey Park Improvement

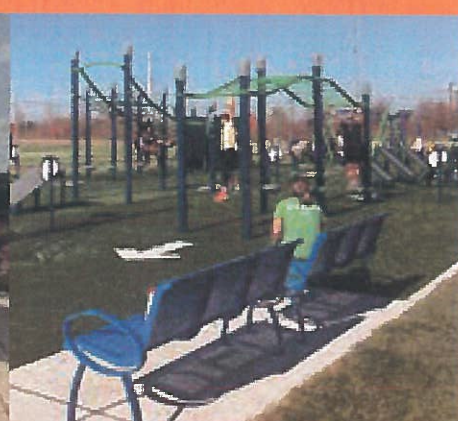
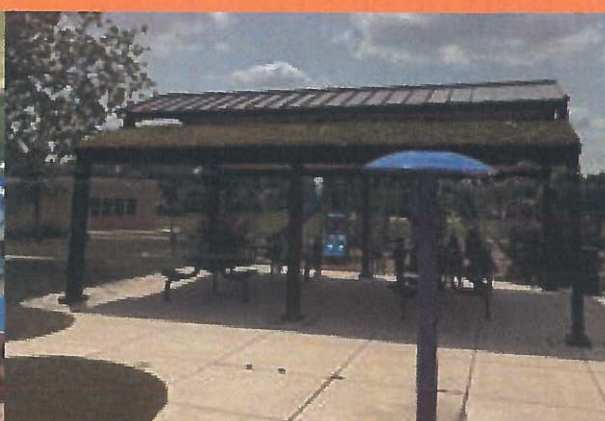
Wheaton Park District

Submitted by:



uplandDesign Ltd

park planning and landscape architecture



We create great outdoor spaces.

We create spaces that
connect people outdoors.
Places to play,
to learn,
to work.

Places where people want to go.
Go outside with us.

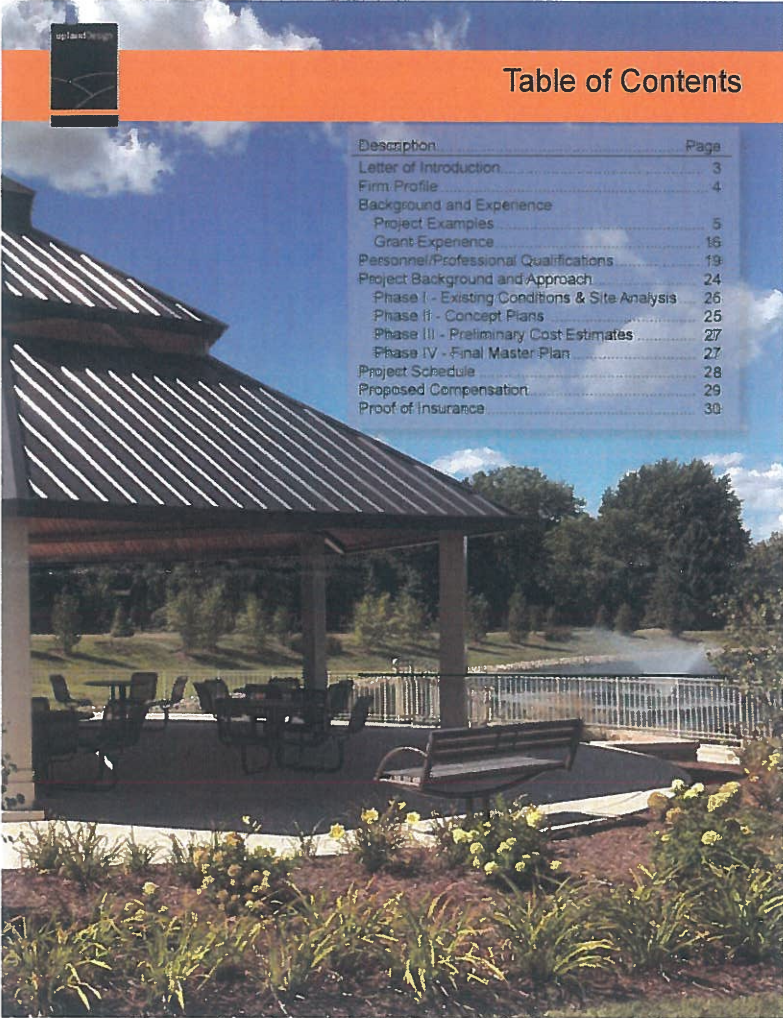


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Letter of Introduction

April 4, 2025

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

RE: 2025 Toohey Park Improvement

Dear Steve:

Thank you for the opportunity to submit a proposal for the 2025 Toohey Park Improvement project. We understand the Wheaton Park District would like to have a concept plan and cost estimate developed in order to submit to the Illinois Department of Natural Resources (IDNR) for an Outdoor Space Lands and Acquisition Development (OSLAD) grant.

Upland Design has assisted municipalities in the creation of hundreds of unique and wonderful parks for over 27 years and has assisted with scores of IDNR grants. Our local experience includes work on Adam's Park in downtown Wheaton and with the Community Unit School District 200 playground renovations. In addition, I was an integral part of the design and construction process of Safety Town during my time with the Elmhurst Park District, bringing that expertise to your Safety City renovation.

We understand the delicate balance between design and budget while pursuing quality results in park planning and the specific requirements to garner a successful OSLAD grant. Upland Design will bring the following expertise to the Toohey Park Improvement project:

- Thorough collection and analysis of existing conditions and data
- Creating innovative and engaging concepts that reflect the needs of the community and surrounding environment
- Providing the most current prices for quality cost estimates
- Engaging public input meetings and surveys

Our team is excited to collaborate with the Wheaton Park District to meet your community's needs, bringing innovative ideas and thoughtful recommendations to the renovation of Toohey Park.

Sincerely,

Michelle A. Kelly
Principal Landscape Architect
mkelly@uplandDesign.com



Firm Overview

UPLAND DESIGN LTD Park Planning and Landscape Architecture

Upland Design Ltd was established in 1998 with a focus on creating great spaces for communities to **go outside**. From the beginning, our work has centered on park development and renovation, community wide recreation and park planning, playgrounds, plazas, campus spaces, pedestrian spaces, streetscapes, and natural areas along with connections to indoor spaces. With each project, we focus on how the end user will experience the places we design.

We deliver fresh ideas to community park planning with a practical approach customized for each client. Upland Design succeeds in bringing together many interests by envisioning cohesive plans that implement a solid planning process. Our team encourages staff, Board, stakeholder, and community engagement throughout the planning process to garner the best possible results. Through continual communication with clients, we ensure that goals, schedules and budgets are closely tracked, and lasting solutions obtained. Upland Design present that impact to the Village of Lake Zurich an in-depth plan for the Village's next five to ten years.

The Upland Design team is made up of over twenty-three professionals across our offices in Chicago and Plainfield. Our team includes landscape architects, horticulturalists, construction administrators, and an exceptional administrative support team. We bring a plethora of tools to each project including online surveys, virtual meetings, and a variety of software to share and publicize the final document.

UPLAND DESIGN LTD

Type of Organization: Corporation
Ownership held by four team members:
Michelle Kelly, RLA Maria Blood, RLA
Heath Wright, RLA Liz Dafoe, RLA

PLAINFIELD
24042 Lockport Street
Suite 200
Plainfield, IL 60544

CHICAGO
1229 N. North Branch St.
Suite 220A
Chicago, IL 60642

SERVICES

Park and Playground Design to Development
State Grant Writing & Implementation
Comprehensive Master Planning
Accessibility Improvements
Sports Field and Sport Court Design
Pedestrian, Bicycle, and Multi-Use Trail Design
Permeable Paving - Parking & Pedestrian Use
Streetscape Design
Signage & Wayfinding Placemaking Design
Site Planning & Circulation
Landscape Design
Amphitheaters and Festival Spaces
Bio-Swales and Rain Gardens
Native Landscape Design

QUALIFICATIONS & CERTIFICATIONS

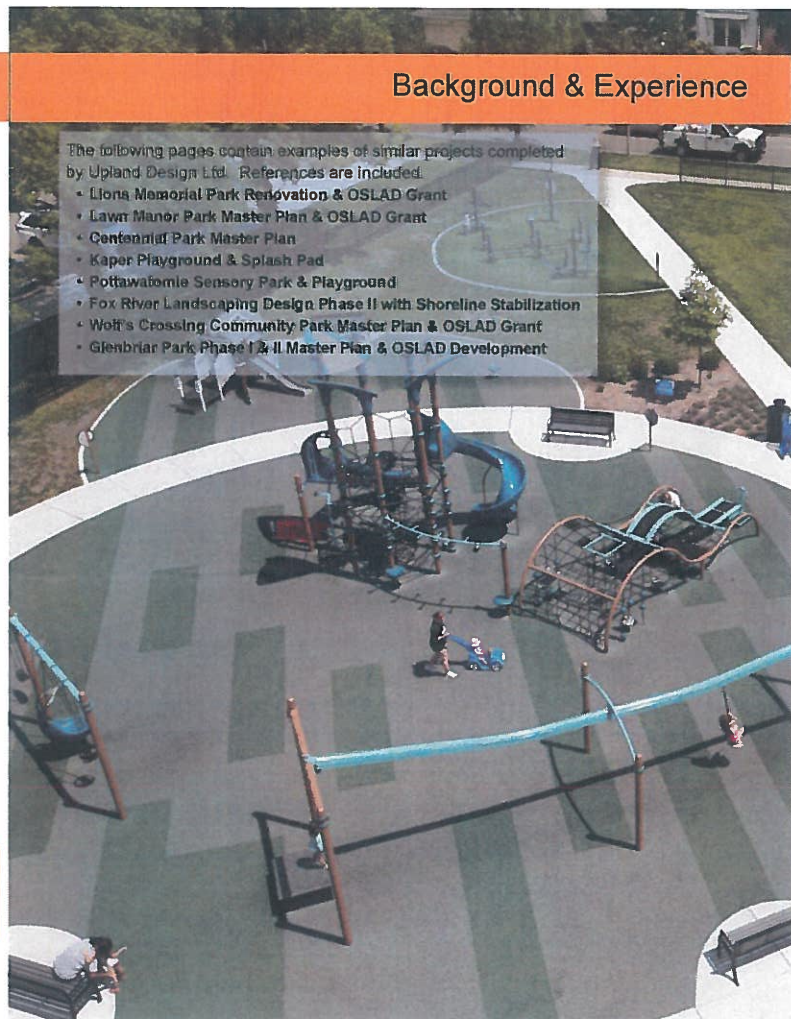
Registered Landscape Architects:
Illinois, Iowa, Indiana, Michigan, Texas and Minnesota
ISA Certified Arborists
NRPA Certified Playground Safety Inspectors
LEED AP Staff
Certified in Landscape Architecture with Illinois
Department of Transportation Pre-Qualified
WBE Certified



Background & Experience

The following pages contain examples of similar projects completed by Upland Design Ltd. References are included.

- Lions Memorial Park Renovation & OSLAD Grant
- Lawr Manor Park Master Plan & OSLAD Grant
- Centennial Park Master Plan
- Kaper Playground & Splash Pad
- Pottawatomie Sensory Park & Playground
- Fox River Landscaping Design Phase II with Shoreline Stabilization
- Wolf's Crossing Community Park Master Plan & OSLAD Grant
- Glenbriar Park Phase I & II Master Plan & OSLAD Development





Upland Design Ltd.
\$15,254,000
uplandDesign.com
Chicago | Plainfield

LOCATION.....Wheaton, Illinois
SERVICES.....Project Lead
BUDGET.....\$1,643,000
COMPLETION.....Summer 2024
CONTACT.....Jim Jarog
Executive Director
(847) 640-1000
jjarog@mppd.org

LIONS MEMORIAL PARK RENOVATION AND OSLAD GRANT MT PROSPECT PARK DISTRICT

Mt. Prospect Park District undertook a master planning process for the renovation of Lions Memorial Park in 2022 with assistance from Upland Design. Upland Design also facilitated additional project funding by writing both an IDNR Open Space Lands Acquisition and Development (OSLAD) Grant for \$600,000 and a local Community Development Block Grant (CDBG) for \$250,000. The overall concept was created with community input and the local school children voted for the playground equipment that completed the final design. Components included:

- Community Playground
- Playground Shelter
- Basketball Half-Court and Games
- Asphalt Walking Trails and Loop
- Fitness Stations
- Tennis Court Renovation
- Baseball Field Improvements
- Picnic Grove
- Phase I Prairie Detention and Interpretive Signage
- Site Furniture: Benches and Tables





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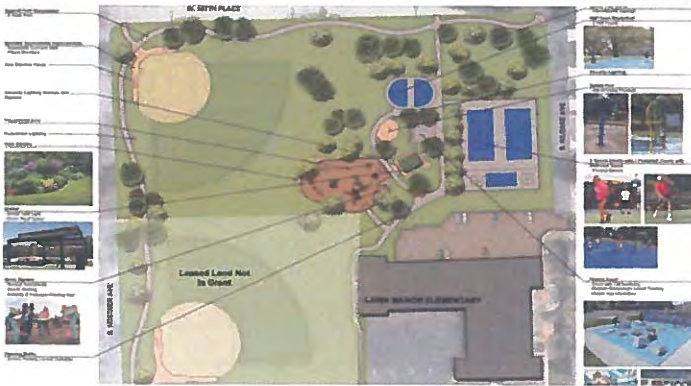
LAWN MANOR PARK MASTER PLAN & OSLAD GRANT OAK LAWN PARK DISTRICT

LOCATION
SERVICES
BUDGET
FINAL COST
COMPLETION
CONTACT

Oak Lawn, Illinois
Project Lead
\$900,000
\$909,720
Summer 2021
Ryan Gory
rgory@olparks.com
708-857-2201

Upland Design led a Master Plan and grant process in 2019 for Lawn Manor. The OSLAD grant application was submitted in 2019. A grant was received in 2020 from the IDNR. The park reopened in 2021 with a whole new look. Below are the items included in the Lawn Manor Park project:

Asphalt Trail Replacement	Baseball Improvements (2 Fields)
Drinking Fountain	Playground
Half-Court Basketball	Fitness Court
Splash Pad	Shelter with Green Roof
Beggo Game	Musical Garden
Native Tree Grove	Rain Garden
Pickleball, Tennis and Multi-use	Lighting-Security Light
Court Renovation	



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CENTENNIAL PARK MASTER PLAN ELMHURST PARK DISTRICT

LOCATION
SERVICES
BUDGET
TIMELINE

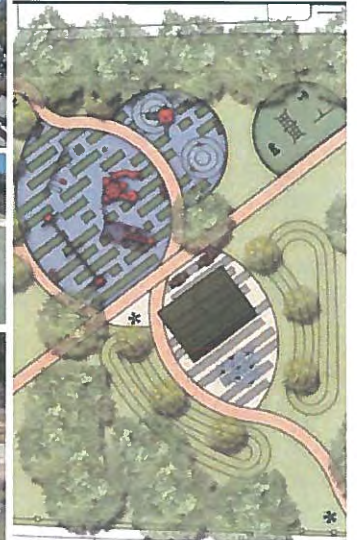
Elmhurst, Illinois
Project Lead
\$900,000
Master Plan 2018
Construction 2022
Angela M. Ferrentino, CPRP
Director of Referendum Projects
Elmhurst Park District
aferrentino@epd.org
630.993.8900

CONTACT

Upland Design collaborated with the Elmhurst Park District to create a master plan for a new community park. We led two public meetings and two focus group meetings to gather input from key stakeholders and the general public. The final plan met the goals and budget and the team began construction documents including the following elements:

- Community Playground
- Community Picnic Shelter
- Recirculating Splash Pad
- Fitness Station
- Game Tables

The finished project is a community gathering space with activities and amenities for park goers of all ages. The shelter was completed with a green, living-roof.





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KAPER PLAYGROUND & SPLASH PAD CARY PARK DISTRICT

LOCATION Cary, Illinois
SERVICES Project Lead from Concept through Project Construction
BUDGET \$1,300,000
COMPLETION Summer 2019
CONTACT Dan Jones
djones@carypark.com
847-639-8702

Kaper Park was the home of a twenty-five plus year old wood Leathers Playground structure that was built by and well loved by the community. After much debate and public input, it was determined that the Leather's structure would be retired and a new playground with splash pad would take its place. Through public meetings, many wonderful play pieces were chosen including a zip line, net structure, look out tower and pirate themed splash area. The park was created with a major accessible route to the structure that also allows a rubber mound with play events on the mound. Large shade sails mimic a ship and a sand play area were included as an important component for young kids sensory play. Other amenities include a large shelter, restroom building, bike parking and signage. The renovated park and playground opened to much fanfare as the community came to welcome the new iconic park.



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POTTAWATOMIE PARK SENSORY PLAYGROUND ST. CHARLES PARK DISTRICT

LOCATION St. Charles, Illinois
SERVICES Project Lead
BUDGET \$650,000
FINAL COST \$623,636
COMPLETION 2020
CONTACT Laura Rudow
lrudow@stcparks.org
630.513.4344

Pottawatomie is a large community park in the St. Charles system where both a pool and recreation center inviting the community to play. With an OSLAD grant in hand, the Park District asked Upland to help create a new playground with an emphasis on therapeutic and sensory play with a strong focus on universal design. The structure includes a ramped entry with rubber surface and swing areas with engineered wood fiber. A musical plaza was created at the edge of the playground along with a large garden area is entwined in the playground design with both at grade and raised beds so all kids can touch and smell the plantings. Imaginative areas include a play house and game tables for all kids to round out the expansive new play area.





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WOLF'S CROSSING COMMUNITY PARK MASTER PLAN & OSLAD GRANT NAPERVILLE PARK DISTRICT

LOCATION SERVICES BUDGET TIMELINE CONTACT

Naperville, Illinois
Project Lead
\$10,500,000
Master Plan 2018
Construction 2019-2020
Michael Piszynski
mpiszynski@
napervilleparks.org
630.848.5012

Upland Design along with collaborated with the Naperville Park District to create a master plan for a new 33 acre community park. We led two public meetings and two focus group meetings to garner input from key stakeholders and the general public. The project included procuring and IDNR Open Space Land Acquisition and Development Grant in the amount of \$400,000. The final plan met the goals and budget and the team began construction documents including the following elements.

- Community Playground
- Community Picnic Shelter
- Recirculating Splash Pad
- Restroom Building & Storage Building
- Baseball Field
- Multi Purpose Fields
- Basketball Courts
- Pickleball Courts
- Tennis Courts
- Paved Walking Loop
- Challenge Course
- Fitness Stations
- Sled Hill
- Warming Shelter
- Rain Gardens
- Outdoor Classroom
- Parking Lots

A strong focus of the project is the use of rain gardens and native plantings creating an active park surrounding by nature. The rain gardens are a mix of native plants and stone creating infiltration areas. The project construction finished in 2020.



1. Basketball Courts	14. Parking Lot
2. Challenge Course	15. Picnic Shelter
3. Restroom & Storage Bldg	16. Playground
4. Community Picnic Shelter	17. Recirculating Splash Pad
5. Baseball Field	18. Sled Hill
6. Multi Purpose Fields	19. Warming Shelter
7. Basketball Courts	20. Rain Gardens
8. Pickleball Courts	21. Outdoor Classroom
9. Tennis Courts	22. Parking Lots



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FOX RIVER LANDSCAPING DESIGN PHASE II WITH SHORELINE STABILIZATION VILLAGE OF CARPENTERSVILLE

LOCATION SERVICES COMPLETION CONTACT

Carpentersville, Illinois
Project Lead
2016
Kevin Gray
kgray@vil.carpentersville.il.us
224.293.1600

The Village of Carpentersville requested that Upland Design complete a shoreline stabilization and extension project along the Fox River from south of McNamee Park's boat launch to Illinois Street. With the assistance of Hey and Associates, Upland lead the team in improving the shoreline aesthetics and habitat renovating the parking lot at the Fox River. Professional services involved bringing the project to the Village limits, including permit assistance, construction document preparation, bidding assistance, and construction observation.

Project elements include the following:

- Removal of existing weeds and poor quality trees and shrubs
- New landscape plantings to include perennials, grasses and shrubs
- Limestone outcropping areas in 1-3 selected areas
- 8" granite boulders, 12"-15" diameter, along river's water edge
- Removal of existing parking lot and drive entrances
- New asphalt paved parking lot including concrete flush curbing, striping and drive entrance
- Parking lot elevations to be at or below existing elevations to avoid compensatory storage and additional permitting





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GLENBRIAR PARK PHASE I & II MASTER PLAN & OSLAD DEVELOPMENT BUTTERFIELD PARK DISTRICT

LOCATION SERVICES BUDGET TIMELINE CONTACT

Lombard, Illinois
Project Lead
\$950,000
2019-2020
Michael Hixenbaugh
Executive Director
mhixenbaugh@butterfieldpd.com
630.858.2229 X12

Upland Design assisted the Butterfield Park District developing Phase I & II of the master plan for Glenbriar Park. The project included procuring and IDNR Open Space Land Acquisition and Development Grant in the amount of \$400,000 per phase. Working with the community and District staff, Upland prepared this concept incorporating community needs and included the following elements:

- Enhanced Landscaping
- Drinking Fountain with Dog Bowl
- Pollinator
- Soft Surface at Challenge Course
- Fountain & Landscape Plantings
- Accessible Restroom
- Outdoor Amphitheater Seating
- Corner Signage
- Main Shelter & Performance Area
- Trail Connection
- Pickleball & Tennis Courts
- Playground

Upland prepared construction documents, permitted, bid and undertook construction admin for the wonderful new park.



Glen Briar Park
Phase II Master Plan
Butterfield Park District



COMMUNITY GRANT ASSISTANCE FOR PARKS AND RECREATION AGENCIES ILLINOIS PARK DISTRICTS AND MUNICIPALITIES

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Upland Design Ltd is a leader in grant planning as well as successful grant writing for park districts, forest preserves and municipalities in Illinois. From assisting communities in identifying good grant projects to providing the necessary planning to gain State of Illinois dollars, Upland guides communities for long term grant success. Below are successful grants in the past six years.

Year Awarded	GRANT	Project Name	Municipality
2024	IDNR OSLAD	Palma Lane	Morton Grove PD
2024	IDNR OSLAD	Summerhill Park	City of Elgin
2024	IDNR OSLAD	East Side Sports Complex	St. Charles PD
2024	IDNR OSLAD	Sunrise Park	Bartlett PD
2024	IDNR OSLAD	North Grove Park	Sycamore PD
2024	IDNR OSLAD	Crest Hill Memorial Park	Lockport PD
2024	IDNR OSLAD	Oakwood Park	Winfield PD
2024	IDNR OSLAD	Clauss Park	Roselle PD
2024	IDNR OSLAD	Aux Sable Springs Park	Village of Minooka
2024	IDNR OSLAD	Oak Meadows Park	Oak Lawn PD
2024	IDNR OSLAD	Tate Woods	Lisle Park District
2024	IDNR OSLAD	Lions Park	Village of Villa Park
2024	IDNR OSLAD	Prairie Park	City of Elburn
2024	IDNR OSLAD	Bird Park	Kankakee Valley PD
2024	IDNR OSLAD	Indian Woods Park	City of Palos Hills
2024	IDNR PARC	Callahan Community Center	Batavia Park District
2024	IDNR PARC	Memorial Recreation Center	Oak Lawn Park District
2024	IDNR PARC	Nature Center	Macon Conservation (plan only)
2023	DCEO Tourism	Centennial Park	Oak Lawn Park District
2023	IDOT ITEP Bike	Wolfe Wildlife Trail	Oak Lawn Park District
2023	IDNR LWCF	Goldenstein East Land Aquistion	Campton Township
2023	IDNR OSLAD	Lions Memorial Park	MT Prospect Park District
2023	IDNR OSLAD	Parkchester Park	Buffalo Grove Park District
2023	IDNR OSLAD	South Park	Park Ridge Park District
2023	IDNR OSLAD	Hopkins Park	DeKalb Park District
2023	IDNR OSLAD	Clark Island	Batavia Park District
2023	IDNR OSLAD	Oketo Park	Morton Grove Park District
2023	IDNR OSLAD	High Ridge Park	Westchester Park District
2023	IDNR OSLAD	Discovery Park	Hanover Park Park District
2023	IDNR OSLAD	Wolf Wildlife Park	Oak Lawn Park District
2023	IDNR OSLAD	Pick Park	Elmhurst Park District
2023	IDNR OSLAD	Doug Osborne Park	Hickory Hills Park District
2023	IDNR OSLAD	Primrose Farm	St. Charles Park District

COMMUNITY GRANT ASSISTANCE FOR PARKS AND RECREATION AGENCIES CONTINUED ILLINOIS PARK DISTRICTS AND MUNICIPALITIES

2023	IDNR OSLAD	Mill Creek Community Park	Geneva Park District
2023	IDNR OSLAD	Neighborhood Park	City of Palos Hills
2023	IDNR OSLAD	Founders Park	Winfield Park District
2023	IDNR OSLAD	Universal Accessible Playground	Urbana Park District (plan only)
2022	IL Clean Energy	Goldenstein East Land Aquistion	Campton Township
2022	IDNR OSLAD	Outdoor Nature Lab	DesPlaines Park District
2022	IDNR OSLAD	Marshall Park	Elk Grove Park District
2022	IDNR OSLAD	Reston Ponds	Sycamore Park District
2022	IDNR OSLAD	Autumn Oaks Phase II	Oak Brook Park District
2022	IDNR OSLAD	Glenbriar Park NW	Butterfield Park District
2022	DECO Mainstreet	Historic Downtown Streetscape	Village of Peotone
2022	IDNR OSLAD	Apple Orchard Community Park	Bartlett Park District
2022	IDNR OSLAD	Turner Park	Roselle Park District
2022	IDNR OSLAD	Millennium Park	City of Elgin
2022	IDNR OSLAD	Prairie Grove Park	Buffalo Grove Park District
2022	DCEO Tourism	Central Park Restroom/Concession Building	Oak Brook Park District
2021	IDNR OSLAD	No Grants Award Because of COVID-19	No Grants Award Because of COVID-19
2020	IDNR OSLAD	Century Park	Bolingbrook Park District
2020	IDNR OSLAD	Welsh Park	DeKalb Park District
2020	IDNR OSLAD	Hattendorf Park	Elk Grove Park District
2020	IDNR OSLAD	Homewood Estates Park	Homewood Flossmoor Park District
2020	IDNR OSLAD	Delwood Park	Lockport Township Park District
2020	IDNR OSLAD	Whisper Creek Community Park	Mokena Community Park District
2020	IDNR OSLAD	Lawn Manor Park	Oak Lawn Park District
2020	IDNR OSLAD	Blair Park	Urbana Park District (plan only)
2019	IDNR OSLAD	Green Lake Park	Buffalo Grove Park District
2019	IDNR OSLAD	Glenbriar Park Phase II	Butterfield Park District
2019	IDNR OSLAD	Peck Farm North Development	Geneva Park District
2019	IDNR OSLAD	Kasey Meadows Park Impr.	Hickory Hills Park District
2019	IDNR OSLAD	Grove Road Phase II	Joliet Park District
2019	IDNR OSLAD	Oakhurst Forest Preserve	Kane County FPD (plan only)
2019	IDNR OSLAD	Pickertill-Pigott Forest Preserve	Kendall County Forest Preserve District
2019	IDNR OSLAD	Aux Sable Springs Park	Village of Minooka
2019	IDNR OSLAD	Clearbrook Park Dev	Mundelein Park and Rec. District
2019	IDNR OSLAD	Southwest Community Park	Naperville Park District (plan only)
2019	IDNR OSLAD	Palmer Park	Palos Heights
2019	IDNR OSLAD	Rudzinski Park Renovation	Village of Rantoul (plan only)
2019	IDNR OSLAD	Pottawatomie Park Renov.	St. Charles Park District (plan only)



Personnel & Professional Qualifications

uplandDesign Ltd Landscape Architecture & Park Planning



Michelle Kelly, PLA
Principal Landscape Architect - Quality Control
Registered in IL, MI, IN, IA
NRPA Certified Playground Safety Inspector
Park Planning and Landscape Architecture
Plainfield, Illinois



Maria Blood, PLA
Team Lead
Registered in IL, OH, WI
NRPA Certified Playground Safety Inspector



Liz Dafee, PLA
Quality Control
Registered in IL, OR, MN
NRPA Certified Playground Safety Inspector
Park Planning and Landscape Architecture
Chicago, Illinois



Ashley Johnson, PLA
Project Manager
Landscape Architect



Michelle A. Kelly

Principal Landscape Architect in Charge

Registered Landscape Architect
 Illinois # 157-001002, Michigan # 3901001226
 Iowa # 00699 Indiana # LA21200027
Certified Playground Safety Inspector, since 1995
Education: Bachelor of Landscape Architecture with High Honors
 University of Illinois at Urbana-Champaign, 1992



Professional Activities:

American Society of Landscape Architects, Member Midwest Institute of Park Executives
 Lambda Alpha International, Ely Chapter, Member National Park and Recreation Association

Experience: Michelle has been designing parks, outdoor recreation spaces and landscapes for the past 30 years. From public meetings through design development and construction observation, she succeeds in creating great outdoor parks and recreation spaces. Her professional work includes landscape planning for park districts and municipal sites, as well as design of dynamic playgrounds, sports fields, natural areas, and community centers. She has led communities through numerous renovations with a commitment to sustainable design, efficiency and keeping community interests at heart.

Project List: Below are projects Michelle has led for Upland Design:

- Wolf's Crossing Park Master Plan and Park Development: Naperville Park District
- Mike Rylko Park Amphitheater and Site Planning: Buffalo Grove Park District
- Central Park Phase II Master Plan: Oak Brook Park District
- Marshall Park Concept Plan & OSLAD Development: Elk Grove Park District
- Wheeling Town Center Streetscape, Town Center and Landscape: Lynmark Group
- Glenbriar Park Phase I and II Master Plan: Butterfield Park District
- Central Park Phase II Master Plan: Oak Brook Park District
- Hickory Knolls Nature Center Master Plan and Visioning: St. Charles Park District
- Orland Park Nature Center Development: Village of Orland Park
- Engstrom Park Playgrounds Master Plan and Development: Batavia Park District
- Blackberry Farm Master Plan and Development: Fox Valley Park District
- Milwaukee Alley Plaza Design: Chicago Department of Transportation
- Thatcher Woods Master Plan and Parking Lot Renovation: Forest Preserves of Cook County
- Fairview Park Master Plan and Renovation: St. Charles Park District
- Parks Master Plan, Mapping and National/State Recommendations: Oak Lawn Park District
- Parks Master Plan: Village of Homer Glen
- Downtown Peotone Streetscape Master Plan: Village of Peotone
- Naperville Streetscape: City of Naperville
- Comprehensive Master Plan: Batavia Park District
- Comprehensive Master Plan: Glencoe Park District
- Comprehensive Master Plan: Park District of Oak Park

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Maria Blood

Principal Landscape Architect

Registered Landscape Architect, LEED AP BD+C
 Illinois #157-001511
Certified Playground Safety Inspector, since 2009
Education: Bachelor of Landscape Architecture
 University of Illinois Urbana-Champaign, 2008



Professional Activities:

South Suburban Parks and Recreation Professional Association, Member

Experience: Maria has been a professional in public park and landscape planning for over fifteen years. Her project experience includes comprehensive district-wide master planning, site design using IDOT specifications, and Phase III construction for landscapes, playgrounds and sports fields. Maria has assisted with field work and in-office incorporating GIS data for right of way natural area conditions. Her career has been focused on serving public clients, and she enjoys being involved in the creation of spaces with multiple challenges for wonderful outcomes.

Project List: Below are projects Maria has worked on:

- Mike Rylko Park Amphitheater Master Plan and Phase I Construction: Buffalo Grove Park District
- Wolf's Crossing Park Master Plan and Park Development: Naperville Park District
- Wheeling Town Center Streetscape, Town Center and Landscape: Lynmark Group
- Hickory Knolls Nature Center Master Plan and Visioning: St. Charles Park District
- Engstrom Park Playgrounds Master Plan and Development: Batavia Park District
- Thatcher Woods Master Plan and Parking Lot Renovation: Forest Preserves of Cook County
- Grove Road Park Master Plan and Site Access Development: Joliet Park District
- Green Lake Park Master Plan and OSLAD: Buffalo Grove Park District
- Wynwood Park Master Plan and OSLAD Grant: Winfield Park District
- Hydrosystems Lab Streetscape: University of Illinois
- Fairview Park Master Plan and Renovation: St. Charles Park District
- Dayton Bluffs Master Plan: City of Ottawa
- Wood Dale Public Works Facility Addition/Renovation: City of Wood Dale
- Comprehensive Master Plan: Batavia Park District
- Comprehensive Parks Master Plan: Village of Carpentersville
- Comprehensive Master Plan: Glencoe Park District
- Parks Comprehensive Plan: Sandwich Park District
- Comprehensive Analysis Plan: Dundee Township Park District
- Comprehensive Parks Master Plan: Calumet Memorial Park District
- Recreation Department Districtwide Comprehensive Master Plan: City of Romeoville
- Outdoor Intramural Recreation Facility: Northern Illinois University
- Montgomery New Public Works Facility: Village of Montgomery

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Liz Dafoe

Principal Landscape Architect

Registered Landscape Architect
Illinois #157-001572
Certified Playground Safety Inspector, since 2014
Education: Bachelor of Landscape Architecture
Michigan State University, 2006



Professional Activities:

American Society of Landscape Architects, Member
MSU Landscape Architecture Alumni Advisory Board

Experience: Liz has lived in Chicago for the past 19 years, and her work has centered on creating great outdoor parks and recreation spaces for communities. Her experience includes community wide park planning, park design, playgrounds and sport fields, sport courts, and artificial turf. She has completed projects from concept through construction for a variety of sites and communities, and she has coordinated with permitting agencies and governments to provide a smooth process through completion. Liz focuses strongly on keeping costs within budget and projects on schedule. She will be the main project manager coordinating in office efforts and communicating with subconsultants throughout the process.

Project List: Below are a number of projects Liz has worked on:

- Parks Master Plan, Mapping and National/State Recommendations: Oak Lawn Park District
- Centennial Park: Elmhurst Park District
- Hattendorf Park OSLAD Development: Elk Grove Park District
- 2019-2022 CPS Playground Updates: Chicago Public Schools
- Hamlet Playground: Batavia Park District
- Lincoln Park Artificial Turf Fields: Chicago Park District
- Whisper Creek Park: Mokena Community Park District
- Community Park Master Plan and OSLAD: Hanover Park Park District
- Homewood Estates OSLAD: Homewood-Flossmoor Park District
- Millennium Park OSLAD: City of Elgin, Illinois
- Lawn Manor OSLAD Development: Oak Lawn Park District
- Flowers Park OSLAD: Village of Lincolnwood, Illinois
- Morrill and Leland Elementary School - Sustainable School Playgrounds: Chicago Public Schools
- Carpenter Park Master Plan and Phase 1 Development: Village of Carpentersville, Illinois
- Humbrecht Park Playground Renovation: Bartlett Park District
- Heggie Park: Joliet Park District
- Chickadee Park: Palatine Park District
- Hamilton Park: Palatine Park District
- Orland Park Nature Center Development: Village of Orland Park, Illinois
- Fox River River Edge Restoration Phase I-Phase III: Carpentersville, Illinois
- Comprehensive Master Plan: Park District of Oak Park

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Ashley Johnson

PLA, Project Manager

Registered Landscape Architect
Illinois: #157.001843; Texas #3329
Certified Playground Safety Inspector

Masters of Landscape Architecture
Ball State University, 2013

Bachelor of Arts in Fine Arts
Indiana University Northwest, 2009



Experience: Ashley grew up in northwest Indiana and achieved an undergraduate degree in Fine Arts, with a focus in sculpture, from Indiana University Northwest. Her desire to combine her passion for fine arts with the built environment led her to pursue a master's degree in landscape architecture. For the past 10 years she has had the opportunity to work on projects featuring landscapes, parks, playgrounds, master plans, streetscapes, project coordination, and implementation of public engagement. Her project experience has been broad, gaining experience with streetscapes, plazas, downtown master plans, public schools, recreation fields, and interpretative and way-finding signage. Her career desire is to connect the community to the environment through the design of an artful space.

Project List - These are projects that Ashley has worked on:

- Turner Park Renovation: Roselle Park District
- Tate Wood Park Master Plan: Lisle Park District
- Prairie Park Master Plan: Buffalo Grove Park District
- Indian Prairie Playground Master Plan: Indian Prairie School District
- York House Master Plan: Waukegan, Illinois
- Dugdale Park Development: Waukegan, Illinois
- Parkchester Park Renovation and Landscaping: Buffalo Grove Park District
- Lions Park Renovation and Landscaping: Villa Park, Illinois
- Bird Park Renovation and Landscaping: Kankakee Valley Park District
- Mayor R.J. Baile Park Master Plan: Kankakee Valley Park District
- Manhattan Creek Master Planning and Site Planning: Manhattan Park District
- South Barrington Conservancy Master Plan: South Barrington, Illinois
- Hero Park Renovation and Landscaping: Round Lake Park District
- Buffalo Grove Nature Center Phase II Renovation and Landscaping: Buffalo Grove Park District
- School District 200 - Weisbrook & Whittier Playground Renovations: Wheaton, Illinois
- Pilcher Park Event Center Landscaping: Joliet, Illinois
- Roosevelt Park Renovation and Landscaping: Glenview Park District
- Happy Trails and Schick Park Renovation and Landscaping: Bartlett Park District
- Wally Degner and The Grove Parks Renovation and Landscaping: Palatine Park District
- Knights of Columbus Park and Gateway Park Renovation and Landscaping: Bolingbrook Park District
- People's Resource Landscaping: Wheaton, Illinois
- Norridge Community Pool Landscaping: Harwood Heights, Illinois
- DuPage County Care Center Landscaping: Wheaton, Illinois

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Project Background

2025 Toohey Park Improvements

Toohey Park is 7.2 acres located at 1900 Orchard Road. The building on the lot was converted to a pre-school and a tot playground was constructed when the property was acquired in 2000. Toohey Park is also home to Safety City, a large open play area, parking lot, drop-off area, and restrooms.

Due to the age of the structures and the changing needs of the community, Wheaton Park District would like to undertake improvements to the park. The Park District is currently requesting assistance to create a master plan and cost estimate for an IDNR OSLAD grant submittal in 2025.

Project components considered include the following:

- Replace 2-5 playground
- Construct new 5-12 playground
- Renovate Safety City
- Improve ADA Accessibility
- Dredge the pond, stabilization of the shoreline, and remove cottonwood trees
- Provide a level area for multi-use sports fields
- Design an accessible trail connection to Orchard Park
- Provide a new picnic shelter
- Any other items identified during planning

Upland Design Ltd proposes to accomplish the following work items to assist the Park District with a new park master plan that can be utilized for the IDNR OSLAD Grant Application for this coming grant cycle.

A four-phase approach to planning will be utilized:

- Phase I - Existing Conditions and Site Analysis
- Phase II - Concept Plans
- Phase III - Preliminary Plan Cost Estimates
- Phase IV - Final Master Plan



PHASE I: Existing Conditions and Site Analysis

Base Data

The Park District has provided the following archive documents to Upland Design Ltd:

- Toohey Park Aerial Site Plan
- Toohey Park Geometry Plan
- Toohey Park Grading Plan
- Safety City Geometry Plan
- Safety City Grading Plan

The Park District will also provide the most recent topography survey in AutoCAD, which will be the base for concept planning. In addition to the base information provided, Upland will gather FIRM map, Eco CAT, National Wetlands Inventory Map, and soils information for site analysis.

Kick-Off Meeting and Site Analysis

A kick-off meeting and site visit will be made with Park District representatives to review existing conditions. We will discuss challenges and opportunities for the site as well as set dates for future meetings. Photos will be taken for in-office reference.

The following items will be discussed:

- Project Goals and Objectives
- Timeline and Meeting Dates
- Park District Standards
- Site Challenges and Opportunities

PHASE II: Concept Plans

Project Program

After initial review of all the base data and kick-off meeting with staff, a written project program will be prepared. This will be shared with District staff via email for approval.

Project Approach



Project Approach

PHASE II: Concept Plans continued

Pre-Application Meeting with Permitting Authorities

After the project program has been solidified, a meeting with the City of Wheaton will take place. This meeting will be with the Director of Planning & Economic Development and Director of Engineering to discuss the project. The goal of this meeting is to provide clarification and guidelines for the renovation and new amenity development prior to completing the master plan. The project program will be adjusted as needed and a list of probable permit requirements will be created.

Optional Public Meeting

Based on Upland's previous grant writing experience, holding public meetings during the design process can increase the chance of a grant being awarded. It is recommended that one to two dedicated public meetings be held to review and gather feedback prior to completing the concept plans. This will give the Park District and design team additional information of community needs. This is an optional scope item that may be added on if desired. This scope item would include the following:

Preliminary Park Ideas and Staff Review Meeting

Upland Design Ltd will prepare idea image boards of park improvements including playground, shade and other options as discussed in the kick-off meeting. These idea color photos will be shared and discussed with Park District Staff. After review of the preliminary ideas, the idea boards will be updated and printed for the first public meeting.

Public Open House

The idea image boards will be presented at the first public meeting along with a site plan showing the park aerial. The public will have an opportunity to share thoughts and give input. Surveys, stickers and/or input cards will be used to gather feedback. The Park District will advertise the meeting and share it on social media. Advertisements and sign in sheets will be collected for grant submittal. The public Board meeting can act as a second public meeting where the concept plan will be reviewed.



PHASE II: Concept Plans continued

Concept Development

After initial staff input and City pre-application meeting, the Upland team will prepare two concepts for the park. Each will include images of proposed amenities and playground design options with 3-d images. A detailed cost estimate will be prepared for each.

Review Meeting

A virtual meeting with the Park District staff will take place to review the concept plans. This will allow Park District staff to give additional input on the plans. Discussion will be had to gather feedback and determine the best route toward one plan. Upland can take both concepts or one concept to the Board meeting - as the Park District determines.

Board Meeting and Public Input Meeting

Upland team will attend a board meeting and share the design process. The concept plan(s) will be presented along with the cost estimate. As a public meeting, sign-in sheets will be prepared and collected for the grant application. A summary of Board and public feedback will be completed by Upland. This information will be provided to District staff who will prepare the OSLAD grant submittal.

PHASE III: Preliminary Plan Cost Estimates

Preliminary Master Plan and Cost Estimates

Based on comments from the Board, public and staff, we will make updates to one preliminary master plan. Playground images will be updated. The detailed cost estimate will be updated. The plans, images and costs will be emailed to the Park District.

A virtual meeting with the Park District staff will take place to review the preliminary master plan and cost estimate. This will allow Park District staff and the design team to discuss any final revisions.

PHASE IV: Final Master Plan

The Upland team will make any final adjustments and prepare the master plan, color rendered, along with cost estimate and playground images in OSLAD grant format. Any supporting images of park elements will also be forwarded to the Park District for inclusion in the grant documents.

Project Approach



Project Schedule

The proposed timeline below is based on the time required to complete the submittal for the IDNR deadline. Specific meeting dates and times can be adjusted to fit the needs of the Park District as long as the overall deadlines are met.

Scope	Date
Kickoff Meeting, Site Survey, and Inventory & Analysis	Late April -May 2025
Park Program and City Meeting	May - June 2025
Optional Idea Boards & Public Meeting	June 2025
Concept Planning and Cost Estimates	June - July 2025
Board Meeting	July or August of 2025
OSLAD Grant Preparation	Performed by Wheaton Park District
Grant Deadline for Submittal	September 30, 2025

Proposed Compensation

The following professional fees are lump sum for the work described in for professional services by Upland Design Ltd.

Phase I - Existing Conditions and Site Analysis	\$ 1,600
Phase II - Concept Plans and Cost Estimate	\$ 8,180
Phase III - Preliminary Plan Cost	\$ 820
Phase IV - Final Master Plan	\$ 1,200
Total	\$ 11,800

Optional Idea Boards & Public Open House	\$ 1,200
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Estimated Reimbursable Costs

Firm will bill direct non-payroll expenses at cost plus 0%.
Examples of expenses include

Plotting and Printing of Drawings & Boards	\$ 500
Mileage (billed at current IRS rates) and Tolls	\$ 300
TOTAL REIMBURSABLE	\$ 800

Hourly Rates

Additional work - additional meetings, site visits, changes to work, or additional work items - may be added by request at the professional service rates listed herein. No additional fee shall be charged without prior written authorization from the Park District.

Principal Landscape Architect	\$ 258.00
Project Manager/Sr. Landscape Architect	\$ 198.00
Landscape Architect	\$ 171.00
Landscape Designer II	\$ 160.00
Landscape Designer	\$ 152.00
Construction Administrator	\$ 152.00
Administration or Document Technician	\$ 101.00
Intern	\$ 78.00



Proof of Insurance

Client#: 852903

UPLANDES

DATE (MM/DD/YYYY)
6/04/2024

ACORD

CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION is WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsements(s).

PRODUCER
USI Ins Svcs LLC Euclid-Prof
2021 Spring Road, Suite 100
Oak Brook, IL 60523
312 442-7200

CONTACT
NAME: Laurie Cloninger
PHONE: 630 626-6219
FAX: 610 537-4939
EMAIL: AECertificates@usi.com

INSURER(S) AFFORDING COVERAGE

INSURER A: Sentinel Insurance Company Ltd. 11000
INSURER B: Helweg Insurance Company 33608
INSURER C: Arch Insurance Company 11150
INSURER D:
INSURER E:

INSURED
Upland Design, Ltd.
24042 W Lockport St Ste 200
Plainfield, IL 60544

COVERAGES

CERTIFICATE NUMBER:


REVISION NUMBER:

LINE	TYPE OF INSURANCE	AGLG. AGGT. POLICY NUMBER	POLICY EFF. DATE (MM/DD/YYYY)	POLICY EXP. DATE (MM/DD/YYYY)	COVERAGE	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAMS-MADE <input type="checkbox"/> OCCUR	835BANX7798	06/01/2024	06/01/2025	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (See schedule) MED EXP (day care person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/PROP AGG	11,000,000 11,000,000 110,000 11,000,000 12,000,000 1
	<input type="checkbox"/> CIVIL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO <input type="checkbox"/> LOC <input type="checkbox"/> OTHER					
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED <input checked="" type="checkbox"/> AUTO <input type="checkbox"/> RENTED <input type="checkbox"/> AUTO <input type="checkbox"/> OTHER	835BANX7798	06/01/2024	06/01/2025	COMBINED SINGLE LIMIT (See schedule) BODILY INJURY (per person) BODILY INJURY (per accident) PROPERTY DAMAGE (per accident)	1,000,000 1 1 1
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAMS-MADE <input type="checkbox"/> OCCUR <input type="checkbox"/> RETENTION 10,000	835BANX7798	06/01/2024	06/01/2025	EACH OCCURRENCE AGGREGATE	12,000,000 12,000,000 1
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROMOTED/EMPLOYEE/EXECUTIVE OFFICER/OWNER EXCLUDED (See schedule in 101) If per. resides under	83WEGAX7H8G	06/01/2024	06/01/2025	PER STATUTE EL EACH ACCIDENT EL DISEASE - SA EMPLOYEE EL DISEASE - POLICY LIMIT	1,000,000 1,000,000 1,000,000 1,000,000
C	Professional Liability	PAAEP0168400	06/01/2024	06/01/2025	\$4,000,000 each claim / \$4,000,000 annual aggr.	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101 Additional Remarks Schedule may be attached if more space is required)
Professional Liability is written on a 'claims made' policy form.

THIS CERTIFICATE OF INSURANCE IS INTENDED AS A SPECIMEN COPY ONLY.

CERTIFICATE HOLDER
Upland Design, Ltd.

CANCELLATION
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
AUTHORIZED REPRESENTATIVE


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#S45003066/M44988641

go outside



TO: Board of Commissioners

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

THROUGH: Michael Benard, Executive Director

RE: 2025 IPRA Statewide Funding Initiative

DATE: May 21, 2025



SUMMARY:

The Illinois Park and Recreation Association (IPRA) in partnership with Playcore and GameTime is leading a statewide funding initiative for playground and fitness equipment in parks. Staff recently attended an informational session about this initiative and feel the planned playground replacement at Prairie Path Park and the fitness equipment at Seven Gables would be ideal to put forward for consideration. The grant funding would represent substantial savings from pricing the district would normally receive. Staff can verify this by researching cooperative purchasing through other playground manufacturers. Applications are due May 30, 2025, and awards will be announced in June.

PREVIOUS COMMITTEE/BOARD ACTION:

It has been previously requested that we obtain board approval prior to applying for any grants.

REVENUE OR FUNDING IMPLICATIONS:

Account	Description	Budget
40-800-836-57-5701-0000	Prairie Path Park Playground Replacement	\$180,000
40-800-835-57-5701-0000	Seven Gables Park Fitness Equipment Replacement	\$80,000

Grant assistance would allow the district to better leverage the budget for planned expenditures.

STAKEHOLDER PROCESS:

It would be necessary to communicate this work to the public for feedback. A survey of the neighborhood around Prairie Path Park was recently conducted and a survey of the neighborhood around Seven Gables is being carried out.

LEGAL REVIEW:

N/A

ATTACHMENTS:

Funding requirements

ALTERNATIVES:

Should staff discover the program is not advantageous, we will proceed with our typical process for obtaining playground and fitness equipment.

RECOMMENDATION:

It is recommended that the Wheaton Park District Board of Commissioner's approve the application for the 2025 IPRA Statewide Funding Initiative.

TERMS AND CONDITIONS

Funding assistance provided by GameTime must be used towards the purchase of a qualified playground structure. Other freestanding play products are available at our best pricing through Omnia Partners. Representatives from IPRA, GameTime, and PlayCore will select qualifying projects to be considered for funding assistance. Orders must be installed by December 2025 through Gametime's exclusive representatives in Illinois. Funding can only be applied to additional GameTime playground equipment purchases and only in conjunction with the original purchase. GameTime standard policies and warranties as listed in the 2025 Playground Design Guide apply. Freight, installation, surfacing, material surcharges, and applicable sales tax are extra and not included as part of the funding program. To qualify for 100% matching funding assistance, the list price of the qualifying playground system must exceed \$40,000 and be purchased with cash with the order.

GameTime funding is subject to rounding rules and may vary based on qualified purchases. For award recipients who wish to bring fitness to their communities, separate funding assistance will be available for GT Challenge Course with the funding amounts dependent on the course selected. Preconfigured adult outdoor fitness packages are also available to receive funding assistance based on the packages selected. Contact your Illinois GameTime representative for a list of qualifying adult outdoor fitness packages. Freestanding playground products are available through the GameTime Omnia Partners contract. No other offer, discount, or special programs can be used with this funding program. All applications must be validated by the project administrator. GameTime reserves the right to decline any application for the IPRA funding initiative.

Matching funds offer applies to PowerScape® (including Spire®, Altus® and Aventus® Towers), PrimeTime® (including the Odyssey®), Xscape®, and Modern City®, and The Stadium® play systems only. Up to 50% matching funds for select outdoor fitness equipment, including THRIVE®, Challenge Course, and The Stadium®.



Partners in Play

IPRA, PlayCore, GameTime, and Cunningham Recreation are partnering to improve the quality of life in communities through our Statewide Healthy Play Initiative. PlayCore and GameTime support IPRA's mission to provide and promote exceptional education, networking, and resources for all professionals in the Illinois park, recreation, and conservation communities. This partnership provides quality education, evidence-based resources, and funding opportunities to create healthy play and recreation spaces across Illinois.

Statewide Education

Join us for interactive professional development events that will provide training experiences about how play and recreation are essential to creating healthier, happier communities. Ideal for parks and recreation professionals, landscape architects, educators, and other play advocates, these education events, and Continuing Education Units (CEUs) are being offered at no cost through PlayCore's Center for Outreach, Research, and Education.

April 14-17, 2025

Tinley Park
Wheeling
Champaign
O'Fallon



Register for an Education Event

Funding

GameTime is providing up to \$2 Million in funding assistance to IPRA members to support the deployment of National Demonstration Sites (NDS) across Illinois. NDS outdoor play and recreation spaces align with evidence-based best practices and focus on inclusion, nature integration, physical activity, and adult fitness.

Funding applications are due May 30, 2025.

Apply Now for Funding

Outcomes and Data Collection

Data collection, outcomes sharing, and impact reports will further champion parks and recreation as an essential contributor to improving the quality of life for children, families, and communities in Illinois. Awardees will assist in data collection and reporting that will be shared with IPRA and their members to create awareness, support advocacy efforts, and further the goals and mission of IPRA.

Goals of the IPRA Statewide Initiative



Provide Professional Development Events

Broaden the knowledge base across the state

Presented by PlayCore master trainers, the CEU workshops cover important topics such as designing inclusive play and recreation spaces, creating nature-infused and trail-based play environments, encouraging greater physical activity for children, and promoting health and wellness for older teens and adults.



Deploy Research and Outcomes Tracking

Set the standard and improve quality of life

By gaining a better understanding of how parks are used across the state of Illinois, IPRA agencies can adjust programming and usage to better serve children and families and have a greater impact on quality of life.



Develop Joint Use Ventures

Align parks, schools, and health partners

Bringing together the right partners means sharing services and increasing social capital in the process. Working as a team, we can make Illinois a happier, healthier place to live, work and play!



Provide Matching Funds Assistance

Put research into action

GameTime is awarding funding assistance to qualifying agencies who submit applications after attending an IPRA statewide initiative event. Your application will include an essay that describes your community playground needs and desired outcomes.

IPRA Statewide Initiative Timeline

- Join a professional development event in April
- Apply for Funding Assistance by May 30th, 2025.
- Awardees will be notified by June 13th, 2025.
- Accepted Application Project installed by December 2025
- Awardees will be recognized at the IPRA Conference & Expo in 2026

TO: Board of Commissioners

FROM: Sandra Simpson, Director of Finance

THROUGH: Michael Benard, Executive Director

RE: Annual Review of Finance Policies and Proposed Amendments

DATE: May 21, 2025



SUMMARY:

In 2009 the District instituted a best practice of reviewing and revising their Finance Policies as part of the budget cycle. This process has become part of our culture and is something that staff considers year-round.

Attached are the staff recommended policy changes as a result of the review of the existing policies that has occurred over the past year.

Also, included is a complete set of Finance policies for your reference.

PREVIOUS COMMITTEE/BOARD ACTION:

Annual Review and Adoption of the Amended Finance Policies of the Wheaton Park District at the May 15, 2024 Regular Meeting

REVENUE OR FUNDING IMPLICATIONS:

The Finance Policies of the Wheaton Park District guide the development of the annual budget and sets appropriate boundaries for park district operations.

ATTACHMENTS:

- Summary of recommended revisions and the marked-up policies.
- Full set of Finance Policies as approved by the Board in May 2024

RECOMMENDATION:

It is recommended that the Wheaton Park District Board of Commissioners approve the finance policy amendments and revisions as presented.

Summary of Policy Amendment Recommendations

2026 Budget Cycle

Staff has prepared recommendations of changes to board policies for the board's consideration as part of the 2026 budget cycle. Amendments to seven of the existing finance policies are being proposed as well as the addition of one new policy.

The Access Control and Acceptable Use, Bidding, Capitalization, Capital Asset Management, Fees and Charges, Petty Cash and Purchasing policies are being revised. The Cash Handling Policy is new and was developed following a professional workshop attended by staff.

All of the changes being proposed are summarized below:

- The **Access Control and Acceptable Use Policy's** proposed revision adds a reference to the District's Social Media Policy and its specific location on the District's website.
- The **Bidding Policy's** proposed revision updates the statute reference to match the relevant section in the Illinois Compiled Statutes.
- The **Capitalization Policy's** proposed revisions include updated references for Leased and Subscription-Based Information Technology (IT) assets in accordance with generally accepted accounting principles (GAAP), specifically GASB Statements No. 87 and 96. GASB Statement No. 87 requires the recognition of leased assets and liabilities previously classified as operating leases to enhanced clarity on the financial statements. GASB Statement No. 96 enhances reporting for IT subscriptions in government entities. We have updated the policy with general and asset category definitions for completeness. The table shown in the policy now incorporates these updates.
- The **Capital Asset Management Policy's** proposed revision updates the table as mentioned above.
- The **Cash Handling Policy** is a newly developed policy designed to support District departments that manage cash transactions. The policy underscores the importance of maintaining robust internal controls and promotes awareness and commitment to these practices. The policy establishes measures to protect assets, ensure compliance, and maintain internal controls to prevent theft and fraud. Furthermore, it improves the accuracy and reliability of financial records and optimizes cash collection, deposit, and reconciliation procedures.
- The **Fees and Charges Policy's** proposed revision adds a section pertaining to the Purchase of Residency Benefits by Nonresidents.
- The **Petty Cash Policy's** proposed revision consists of the addition of detailed guidelines and procedures. This policy outlines the guidelines for maintaining accountability, preventing misuse of funds, and ensuring reconciliations occur regularly.
- The **Purchasing Policy's** proposed revision includes a spelling correction and clarification of the types of payments processed by the District and their processing methods.

1 Access Control Policy

Wheaton Park District shall require that systems are protected from unauthorized access by establishing requirements for the authorization and management of user accounts, providing user authentication and management of user accounts and implementing access controls on Park District information resources.

Principle of Least Privilege - The Park District IT management has designed user access controls to enforce limited access to authorized personnel in accordance with the principle of least privilege. The Wheaton Park District computing network has been segmented to restrict access to users in accordance with the "Principle of Least Privilege." Users only receive access to system components necessary to fulfill the requirements of their roles.

Access Requests - The department Director has responsibility for requesting access to information systems. It is also his/her responsibility to request only enough access to the least amount of data or specific physical areas required for that person to carry out his/her role (principle of least privilege). Exceptions to standard role-based access must be authorized by the Finance Director, or designee, prior to request fulfillment.

The Park District's IT managed service provider plans the configuration of hardware, software and procedural access control mechanisms. The team configures access controls while building information systems, and maintains those controls throughout their useful life.

Access Controls Audit – The Park District's IT managed service provider shall conduct a review of system access privileges by role and group membership on no less than an annual basis. The review will be completed in consultation with Park District leadership to determine whether current role-based privileges continue to be appropriate. After review, IT managed service provider shall execute group access changes in accordance with assessment findings and retain the audit results in a help desk ticket for Policy compliance.

Session Lock and Termination – Wheaton Park District requires users to lock their workstations when stepping away from their desks for any reason. Workstations shall be configured to automatically lock after 5 minutes of inactivity. Following a session lock, users must enter their passwords to restore working sessions. Any exceptions to this policy must be submitted in writing with a business justification, to and approved by the Finance Director or by submitting a helpdesk ticket to the Park District's IT managed service provider.

Remote Access – Select Park District employees will be granted remote system access privileges to enable offsite work. Wheaton Park District's IT managed service provider shall implement and maintain a secure Virtual Private Network (VPN) service that will facilitate remote connectivity into the environment. Remote access rights must be requested by the user's manager, and must be supported by business justification. The Executive Director shall maintain sole authority to approve or reject remote access requests.

1.1 Identification & Authentication

All users - Every authorized user will be provisioned with a unique User ID to access the systems environment. In some cases, specific applications may require additional specific User IDs to access them, which differ from their standard network User IDs. Each User ID (Identifier) is tied to a password (Authenticator), known only to the user. The User ID and password together are commonly referred as “user credentials.”

- Authorized users are responsible for all activities executed on systems when their credentials have been used as the means of system access. Users must not share their user credentials with other Park District employees, agents or non-affiliated persons.
- WPD user credentials should not be used as personal identifiers on non-Park District systems (e.g., Internet, Google, Facebook, etc.).

Privileged Accounts – Employees requiring administrator rights on a workstation or server shall receive approval from the Executive Director with consideration given to the duration for which the administrator rights are needed. Upon approval, the employee shall request the administrator rights via the IT managed service provider help desk with approval attached. IT managed service provider will provision the administrator rights for the required duration.

1.1.1 Password Requirements

Strong passwords must be applied to all WPD network and information systems and should meet all the following criteria.

- All passwords must contain at least fifteen (15) characters. If the system cannot accommodate fifteen characters, the maximum number of characters the system allows shall be used.
- All passwords shall contain at least four of the following characters:
 - Upper-case alphabetic English letter (A-Z);
 - Lower-case alphabetic English letter (a-z);
 - Numeric character (0 – 9);
 - Special/non-alphabetic character (!, @, #, %);
- Password complexity requirements are enforced when passwords are changed or created.
- User generated passwords should not be reused.
- Passwords must be changed every 90 days.
- Ten (10) unique new passwords must be associated with a user account before an old password can be reused, if the system allows it.
- Five (5) consecutive, unsuccessful attempts to access a WPD network will disable the user's ability to successfully log-on. The user will need to contact IT support to request a password reset.

Upon initial configuration and installation of computing equipment within the Park District environment, IT Administrators must change default passwords to a unique entry that meets all strong password requirements.

Password Protection:

- Passwords should not be written or otherwise recorded where they are accessible or recognizable by anyone else, such as taped to computer screens, stored under keyboards, or visible in a work area.
- Passwords should not be shared or used by others. This includes a coworker, manager, supervisor, friend, vendor, partner, information technology staff, administrative assistant, or others.
- A password must be changed immediately when it has been compromised or when there is suspicion that it has been compromised. If a WPD employee suspects their password has been compromised, they must contact the IT Help Desk to request a password reset.

2 Wheaton Park District Acceptable Use of Technology Policy

2.1 Scope and Applicability

All employees, contractors, consultants, temporary workers and other workers at WPD, including all personnel affiliated with third parties, shall comply with this policy's requirements. This policy applies to all personal equipment, software and systems brought into WPD by personnel affiliated with third parties.

2.2 Purpose

Computer and information technology resources are essential tools in accomplishing the mission of Wheaton Park District (WPD). Effective security is a team effort involving the participation and support of every WPD employee and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines and to conduct their activities accordingly.

2.3 Policy

2.3.1 Acceptable Use of Technology

Official Use Only - Desks, headsets, telephone equipment, and computers are the property of WPD and must be maintained according to company policy. WPD systems and equipment (voice mail, e-mail, Internet, etc.) may be used for work related purposes only during work times. WPD management prohibits the use of company-owned equipment or systems to download, access, or store any non-work-related data (personal emails, audio or video, etc.).

System Maintenance - The Park District's IT managed service provider will maintain computing equipment via patches and upgrades to operating systems, applications, anti-virus, and other enabling applications. Users may not alter computer configuration settings or prevent the patches from executing. These patches and upgrades frequently contain functional enhancements, but are also designed to maintain the security controls that protect WPD's information assets. If a WPD employee

requires a patch to be installed for business reasons or notices that a patch has yet to be applied, that employee shall notify IT managed service provider immediately for handling. The employee shall not patch a system themselves without explicit guidance from IT managed service provider.

Software Downloads - WPD employees may not download or install personal software to company computer systems without the consent of the immediate supervisor and the Park District's IT managed service provider .

Equipment Location – Technology resources, with the exception of laptops and mobile devices, are to be used only at the employee's assigned work location(s) unless prior authorization has been granted by the employee's manager.

E-Mail, Messaging & Phone Use - WPD uses various forms of electronic communications including, but not limited to: email, telephones, voicemails, fax machines and the Internet. All electronic communications, including all software and hardware, remain the sole property of WPD and are to be used for company business during business hours. Employees may be permitted limited personal use of phones, provided the use doesn't interfere with operations.

Bring Your Own Device (BYOD) - WPD does not maintain a BYOD policy, but may authorize access of corporate email through personal devices. Other system access or conducting of WPD business on a personal device is prohibited without the approval of the immediate supervisor and IT managed service provider.

Email Retention - WPD must retain emails in accordance with WPD's Records Retention Policy as maintained by the Finance Department. As a government agency, WPD must archive emails for a period set by law, and may have to provide these emails to individuals and groups outside of the WPD organization in response to a Freedom of Information Act (FOIA) request. Employees may not delete or modify electronic communication records.

Content Restrictions - Electronic communication/media may not be used in any manner that may be considered by WPD as discriminatory, harassing or obscene, or for any other purpose which is illegal, or against company policy. Employees may not use electronic communications to engage in defamation, copyright or trademark infringement or misappropriation of trade secrets. Employees may not use Park District equipment to engage in business related to personal financial gain (i.e., day trading, gambling), political activity, participation in chat rooms, blogs, or bulletin boards, internet chain mails/forwards, or game playing. Employees may not use email or messaging technologies to send financial account data, including credit card data, or other forms of confidential personally identifiable information such as SSN or passwords as this is insecure. If there is a business need to send this information electronically, IT managed service provider should be consulted for proper security practices.

Use of Social Media - Employees who use social media services, including social networking, blogs and personal information sharing services, must be mindful of the potential impact their words may present to WPD. Employees should use good judgment and common sense when using social media, and should not represent themselves as official representatives of the Park District, or expressing viewpoints of the Park District. [The District's social media policy is accessible on the transparency portal found on the District's website. Any inquiries concerning the policy should be addressed to the Executive Director or your Supervisor.](#)

2.3.2 System Monitoring

WPD management reserves the right to listen to, monitor and/or inspect all company property including voice mail messages, computers, email messages, and electronic files to ensure compliance with these policies. Inspection of WPD property may be done without further notice to the employee and in the employee's absence.

2.4 Acceptable Use of Technology Compliance

All employees are required to comply with this policy. Failure to comply may result in sanctions, up to and including termination. Any questions about the policy should be directed to an employee's immediate supervisor.

BIDDING POLICY

A. Purchase of goods or services estimated to exceed in value the legal limits set by Illinois statutes shall follow these bidding procedures:

1. The Wheaton Park District shall award contracts for supplies, materials and labor in excess of the legal limit to the lowest responsible bidder after proper advertisement and receipt of sealed bids. Exclusions include professional services, computer hardware and software and utility services including telecommunications and interconnect equipment, software and services. Contracts for professional services exempted include those for services where the individuals possess a high degree of professional skill where the ability or fitness of the individual plays an important part. All of these independent contractors are required to have a significant level of training and expertise in their specific area of service, whether it's sports aptitude or ability, coaching experience, licensing, certifications, or other requirements. In other words, the individual abilities and experience of the independent contractor are of the utmost concern in the contracting process.

2. A bidder's responsibility may be based on financial stability, past transactions, experience, adequacy of equipment, ability to perform, time limits, and other necessary considerations.

3. The Park District reserves the right to accept or reject any or all bids or portions thereof, in the best interest of the District and in compliance with ~~Chapter 105-8.1, C of the Illinois Revised Statutes~~ 70 ILCS 1205/8-1(c).

4. A legal advisement shall be placed in publications which will give notice of the Park District's request for bids to those organizations best qualified to provide the goods or services.

5. Specifications shall be prepared and made available to all interested parties.

6. Instructions to bidders shall accompany each set of specifications issued, indicating all terms and conditions relative to the bid. Consistent with the

District's Environmental Policy which recommends the purchase and use of environmentally safe and sensitive products, District employees shall make every effort to include specifications for products that are environmentally safe and sensitive. Employees shall also make every effort to include wording that preference will be given to vendors who demonstrate their commitment to minimizing their carbon footprint and engaging in sustainable business practices. If a vendor has earned the right to use certain labels, employees can use that to evaluate that a product/service has been produced or provided in an environmentally safe and sensitive manner. The US Environmental Protection Agency has developed a number of ecolabels that can help purchasers identify green products and services. More information about these labels can be found at the link below where you can click on each of the labels shown in the snip below the link. (You have to go to the URL to click on the various labels, the snip below does not have hyperlinks.) <https://www.epa.gov/greenerproducts/institutional-purchasers-greener-products-and-services>



7. The nature of construction projects necessitates more clearly defined conditions. Instructions to bidders for construction projects shall include all requirements including business references, bid surety and performance bond, insurance, indemnification, protection of district property, compliance with labor standards and prevailing wage laws, subcontract, change orders, payment procedures and guarantees.

8. Following the issuance of Specifications and Instructions to bidders, bids received prior to the time and date specified will be opened publically and contracts awarded in conformity with Bid Opening Procedures.

B. Bid Opening Procedures

1. The location date and time of the bid shall be a part of the legal advertisement for bidders.
2. Bids shall be opened at a public location open to the public.
3. Bids shall be opened and an acknowledgement made of the receipt of each bid.
4. A recommendation shall be made by staff to the Park Board of Commissioners. After the Board approval, staff shall notify the approved bidder and finalize the project deadline.
5. Bids received after the date and/or time indicated shall be returned, unopened, to the bidder with a notation on the bid envelope or packet stating that it was a late bid, noting the date and the hour it was received, and signed by a representative of the Park District.

C. Rebidding

In the event that all bids are rejected by the Board of Commissioners, the project may be rebid following Bidding Procedures outlined in section A above. However, specifications shall be sufficiently altered to prevent reliance upon information obtained from the former bidding process which may be used to unfair advantage in the rebidding process.

D. Notification to Bidders

If bids are rejected, staff shall notify all bidders and establish a new bid opening date. After a new bid opening date has been established, the procedures outlined above shall be followed.

The purpose of this policy is to establish clear capitalization thresholds a dollar limit and useful life standards for all capital assets, including tangible assets, intangible assets, and subscription-based information technology (IT) assets. This ensures consistency in financial reporting, depreciation, and asset management in accordance with the generally accepted accounting principles (GAAP), including GASB Statements No. 87 and 96. limit criteria for assets that are to be treated as capital assets, rather than expended as acquired.

All expenditures for capital assets over the capitalization thresholds depicted in the table below, with a useful life no less than three years are maintained on a computer capital asset system. The system records all pertinent asset information such as Tag#, location, description, and cost and date purchased/acquired. Assets are categorized by infrastructure, land, land improvements, building, building improvements, machinery, equipment & vehicles, leased assets and subscription-based information technology agreements. Due to accounting guidelines for Proprietary Funds, the assets of enterprise funds (a type of proprietary fund), such as Arrowhead Golf Club, and internal service funds (a type of proprietary fund), such as Information Systems and Telecommunications, are segregated from the general capital assets of the Park District.

Assets acquired in a group, which individually are below the capitalization limit, may be capitalized if those assets in the aggregate are significant. (*See GASB Implementation Guide 2021 question 5.1.*)

DEFINITIONS

Capital Asset

A capital asset is a resource with an initial useful life no less than three years and a cost above the established capitalization threshold. Capital assets may be tangible (e.g., vehicles, buildings) or intangible (e.g., software, licenses).

Capitalization Threshold

The minimum dollar value that determines whether an asset must be recorded as a capital asset on the financial statements. Costs below the threshold are

generally expensed unless required to be capitalized by standards (e.g., leases and subscriptions).

Useful Life

The estimated duration over which an asset is expected to provide service or utility to the organization. This duration guides depreciation or amortization schedules.

Depreciation

Depreciation is the systematic allocation of the cost of a tangible capital asset over its estimated useful life. It reflects the gradual loss of value of physical assets—such as buildings, vehicles, or equipment—due to wear and tear, obsolescence, or usage.

Amortization

Amortization is the systematic allocation of the cost of an intangible asset over its estimated useful or contractual life. It applies to assets that lack physical substance, such as software licenses, leases, patents, and subscription-based software (SBITAs).

CATEGORIES OF CAPITAL ASSETS

- Land includes all investments in real property, other than structures and ground improvement. Land is valued at the purchase price, plus closing costs, appraisal and negation fees, survey fees and preparation costs. Land is not depreciated.
- Machinery, Equipment and Vehicles include moveable personal property and any licensed or unlicensed motor vehicles. These assets are valued at total purchase price plus any payments necessary to put the asset into its intended state of operations. These assets are depreciated over 3 to 15 years.

- Land improvements are enhancements to land with a limited useful life (e.g. fences, paving, playground surfaces). The recordable cost of land improvements is any expenditure necessary to put the asset into service. These assets are depreciated over 10 to 20 years.
- Building improvements add value to existing structures and must significantly increase service capacity, extend the useful life or enhance functionality of a building. These assets are depreciated over 15 to 50 years.
- Buildings are structures that are permanently attached to land, have a roof, are partially or completely enclosed by walls and are not intended to be transportable or moveable. Buildings are valued at the purchase price, contract price or project cost. These assets are depreciated over 15 to 50 years.
- Infrastructure is long-lived capital assets that include assets such as roads, bridges, streets, drainage systems, and sewer/water lines. These assets are depreciated over 20 to 50 years.
- Leased Assets applies to an asset controlled by the government under a lease agreement of over 12 months for buildings, vehicles and equipment. These are recognized as "right-to-use assets" and are amortized over the shorter of the lease term or asset's useful life.
- Subscription Based Information Technology Agreements are intangible assets in which an agreement provides the government with control of software accessed via subscription over a defined period in exchange for payment (e.g. cloud-hosted software). These assets are recordable as the useful life of the subscription term and are amortized over the same term.

ASSET CATEGORY	<u>Useful Life</u>	CAPITALIZATION THRESHOLD
Land	<u>Indefinite</u>	\$1
Construction in Progress	<u>N/A</u>	N/A
Machinery, Equipment & Vehicles	<u>5-30 Years</u>	\$10,000
Land Improvements	<u>5-50 Years</u>	\$25,000
Building Improvements	<u>5-40 Years</u>	\$25,000
Buildings	<u>10-30 Years</u>	\$50,000
Infrastructure	<u>40 Years</u>	\$50,000
<u>Leased Asset</u>	<u>Term of Contract</u>	<u>\$100,000</u>
<u>Subscription Based Information Technology Agreement</u>	<u>Term of Contract</u>	<u>\$100,000</u>

- 1) The purpose of this policy is to promote wise investment in new capital assets of the District and protect its existing capital assets.
- 2) **Capital Improvement Plan.** Each year the District will update its long-range capital improvement plan (CIP). The CIP defines and prioritizes the capital projects that the District plans to take on in the next three years. In addition, it identifies all capital asset replacements out to 50 years. The 50 years represents the District's capital assets with the longest estimated useful life. The District includes the evaluation of the replacement of all of its capital assets to ensure that we are adequately planning for the funds needed and identifying funding sources and incorporating this information in our strategic plans.
 - a) **Definition of a capital project.** A capital project in the CIP is a project with a useful life of no less than three years and whose value meets or exceeds the thresholds as defined in the table below:

ASSET CATEGORY	CAPITALIZATION THRESHOLD
Land	\$1
Construction in Progress	N/A
Machinery, Equipment & Vehicles	\$10,000
Land Improvements	\$25,000
Building Improvements	\$25,000
Buildings	\$50,000
Infrastructure	\$50,000

<u>ASSET CATEGORY</u>	<u>Useful Life</u>	<u>CAPITALIZATION THRESHOLD</u>
<u>Land</u>	<u>Indefinite</u>	<u>\$1</u>
<u>Construction in Progress</u>	<u>N/A</u>	<u>N/A</u>
<u>Machinery, Equipment & Vehicles</u>	<u>5-30 Years</u>	<u>\$10,000</u>
<u>Land Improvements</u>	<u>5-50 Years</u>	<u>\$25,000</u>
<u>Building Improvements</u>	<u>5-40 Years</u>	<u>\$25,000</u>
<u>Buildings</u>	<u>10-30 Years</u>	<u>\$50,000</u>

<u>Infrastructure</u>	<u>40 Years</u>	<u>\$50,000</u>
<u>Leased Asset</u>	<u>Term of Contract</u>	<u>\$100,000</u>
<u>Subscription Based Information Technology Agreement</u>	<u>Term of Contract</u>	<u>\$100,000</u>

b) **Link to needs assessments.** All projects in the CIP, with minor and few exceptions, should be based on needs assessments performed to determine the benefit of the asset compared to its cost.

3) **CIP Project Identification.** Each as part of the budget process, staff have the opportunity to request the acquisition of a capital asset. They complete a Capital Requests Form. This form is then evaluated by the Capital Budget Team (CBT) consisting of representatives from the Parks and Finance departments and the Executive Director. If the CBT determines that the project meets the criteria explained in the CIP Project Selection section following; it will be included in the three-year CIP presented to the Board of Park Commissioners for their consideration.

- a) **Long-term operating and maintenance costs.** The estimated costs to operate and maintain the asset over its estimated useful life must be noted on the Capital Requests Form. These costs are factored into the total cost of the request.
- b) **Funding source.** The Capital Requests Form will indicate where the funding is expected to come from to acquire, operate and maintain the asset.
- c) **Project timing.** The CIP will identify the proposed schedule for acquisition of the asset, in terms of years for purposes of developing the capital budget.
 - i) For projects that include planning, bidding, construction and other milestones, staff will develop a plan for these phases to identify the when and what involved in each phase. This may be done by staff in conjunction with consultants for said project.

- ii) For capital asset acquisitions that do not involve all of these phases, such as for the purchase of a piece of equipment, staff will refer to the District's Bidding and Purchasing policies for the appropriate guidelines to follow for acquiring assets that have been approved through the budget and appropriations ordinance.

4) **CIP Project Selection.** Once the budget calendar deadline for Capital Requests Forms submission has passed, the CBT will meet and evaluate the submissions. Their evaluation process will include:

- a) **Long-term forecasts.** Long-term forecasts should be prepared to make clear the resources available for capital spending and to assess the impacts of operation and replacement costs.
- b) **Project impact.** A project should not be considered on its own. The impact a project has on other projects should be recognized and costs shared between them where appropriate.
- c) **Funding of preliminary activities.** For some projects, it may be wise to fund only preliminary engineering/planning before promising to fund the whole project. These expenses can be large, so they should be assessed and prioritized.
- d) **Operating and maintenance costs.** Resources should be identified to operate and maintain an asset before assigning resources to build it.
- e) **Life cycle costing.** The cost study of a proposed project should include the life of the asset—from planning and acquisition to disposal.
- f) **Project timing and scope.** Schedule and scope estimates should be achievable within the requested financial and human resources.
- g) **Condition of existing asset.** For assets that are scheduled for replacement, an analysis of its current condition and use will be done to determine whether it is appropriate to replace it because of the continuing need for

the use of the asset and because it has reached the end of its useful life.
(See also Priority of Asset Maintenance and Funding of Asset Maintenance sections below.)

- 5) **Balanced CIP.** The CIP is a balanced, long-term plan. For the entire period of the CIP, revenues will be equal to the projected costs. It is possible that the plan will have more costs than revenues in any single year of the plan, due to timing of the receipt of various funding sources. Two examples are bond proceeds, which could be received in a year prior to the project or grants which may be reimbursed and received after the project is completed. However, all projects must be fully funded. Staff may record, on a separate document, projects that are deemed important but cannot fit into a balanced CIP. The Board of Park Commissioners may choose to look at unfunded projects and defund an existing project in favor of another.
- 6) **CIP Funding Strategy.** The District may elect to use debt financing to acquire an asset or pay-as-you-go financing (i.e., cash financing). Below are guidelines to help the District make the best choice between debt and pay-as-you-go financing.
 - a) Factors that favor pay-as-you-go financing include situations where:
 - i) The project can be funded from current revenues and fund balances;
 - ii) The project can be finished within an acceptable time frame given the available revenues;
 - iii) Additional debt levels could have a harmful effect on District's credit rating or repayment sources; or,
 - iv) Market conditions are unstable or suggest difficulties in marketing a debt.
 - b) Factors that favor long-term debt financing include situations where:

- i) Revenues that will be used to pay back debt are believed to be sufficient and reliable. This makes it more likely that long-term financing can be marketed with a suitable credit rating;
- ii) Market conditions present favorable interest rates and demand for government debt financing;
- iii) A project is immediately required to meet or relieve capacity needs and existing cash reserves are insufficient to pay project costs; or,
- iv) The useful life of the asset is five years or longer.

7) **Priority of Asset Maintenance and Replacement.** It is the policy of the District to maintain its assets at a level that protects capital investment and reduces future maintenance and replacement costs. Each year, the District staff will develop and recommend to Board of Park Commissioners a prioritized asset maintenance spending plan. This is done within the budget document presented for their review and approval.

8) **Funding of Asset Maintenance.** It is the District's policy to assign enough resources to preserve the District's existing assets to the best of its ability before assigning resources to build or acquire new assets that also have operating and maintenance needs. This policy protects our historical investment in capital assets.

1. Purpose

The purpose of this policy is to establish clear guidelines and procedures for the proper handling, safeguarding, and accounting of cash transactions within the District. Effective cash handling practices are essential to maintain financial integrity and protect public funds. Strong internal controls help prevent mishandling of funds, safeguard against loss, and protect employees by defining responsibilities in the cash handling process. The District will strive to enforce segregation of duties to avoid having the same individual who collects cash also be responsible for depositing and reconciling cash.

2. Definitions

- **Cash:** Coins, currency, checks, gift certificates/gift cards, debit card and credit card transactions received or disbursed by the District.
- **Cash Handler:** Any employee or volunteer responsible for handling cash transactions.
- **Receipt:** A written record of cash received for goods, services, or programs.

3. Responsibilities

a. Cash Handlers

- i. Must adhere to this policy and exercise diligence in handling cash.
- ii. Responsible for ensuring accuracy, security, and proper documentation of all cash transactions.
- iii. Must promptly report any discrepancies, shortages, or irregularities to their supervisor.

b. Supervisors and Managers

- i. Oversee the cash handling process within their respective areas.
- ii. Responsible for training and supervising cash handlers.
- iii. Conduct regular audits and reconciliations.

4. Cash Receipts and Bank Deposits

a. Collection and Documentation

- i. All Cash received must be promptly recorded on an official receipt.

- ii. Receipts should include:
 - 1. Date of transaction
 - 2. Description of goods or services
 - 3. Amount received
 - 4. Signature of the receipt (if applicable)
 - 5. Cash handlers must issue receipts (paper or electronic) for all cash received.
- iii. Bank deposits should be made timely.
 - 1. For locations that manage smaller amounts of cash/checks, deposits should be made twice per week.
 - 2. For locations that manage larger amounts of cash/checks, deposits should be made daily.
 - 3. When transporting deposits, staff should use secure money bags. The transporter should go directly to the bank, at various times of the day, and ***not*** make any unnecessary stops. All money bags should be kept out of plain sight.
- b. Secure Storage
 - i. Cash must be stored securely in locked containers (e.g., cash drawers, safes).
 - ii. Cash handlers should not leave cash unattended or accessible to unauthorized personnel.
 - iii. Regular checks of cash storage are essential.

5. Petty Cash *(refer to the separate Petty Cash policy for more detail)*

- a. Petty cash funds may be established for small, routine expenses.
- b. A designated custodian will manage the petty cash fund.
- c. Petty cash disbursements require proper documentation and approval.
- d. Petty cash audits shall be conducted periodically by the Finance department staff. Audits will be performed unannounced with time and locations chosen at random.

6. Cash Disbursements

- a. The disbursement of funds will be managed by the Finance Department in accordance with District policies. Any inquiries should be directed to the Director of Finance, Finance Manager, or Accounts Payable Supervisor.

- b. Cash disbursements (e.g., refunds, reimbursements) must be supported by valid documentation (receipts, invoices).
- c. Two authorized individuals will review and approve disbursements.
- d. Cash should not be disbursed without proper authorization.

7. Reconciliation and Reporting *(refer to Daily Revenue Reporting Procedures for more detail)*

- a. Cash handlers must reconcile cash balances daily.
- b. Reconciliation involves comparing cash on hand with recorded transactions.
- c. Discrepancies should be investigated promptly.
- d. Cash Dailies must be submitted to the Finance department according to the established schedule.

8. Security Measures

- a. Cash handlers should avoid discussing cash handling procedures in public areas.
- b. Security cameras may be installed in cash handling locations.

9. Training and Communication

- a. All employees involved in cash handling must receive training on the policy.
- b. Updates or changes to the policy will be communicated promptly.

10. Review and Compliance

- a. The District will periodically review and update this policy.
- b. Compliance with this policy is mandatory for all staff and volunteers.

A. Purpose

The purpose of this policy is to justify the means of determining fees and charges on a systematic basis by identifying program costs, classifying programs and the type of clientele served, and the relationship of these factors to one another.

B. Procedures of Approval

Each year the Recreation Department and Special Facilities will submit a budget report to the Executive Director for his/her approval. The report will include revenues and expenses for the programs for the budget year(s), the current year and prior year, as applicable.

C. Identify and Define Cost

1. **Direct costs** are costs, which are directly attributed to a particular program and would cease to exist if the program were not offered. Direct costs may include program leadership, program supplies and equipment, field maintenance and lining, contractual expenses, and specific promotional costs such as postage, posters and flyers.
2. **Indirect costs** are costs which are not directly attributed to any specific program. Indirect costs may include administrative and supervisory salaries, office support staff, registration resources, park services staff and supplies, finance and human resources staff and supplies, general utilities, postage, quarterly brochure costs, and promotional expenses such as flyer, film and paid advertising not for a specific program or event.
3. **Developmental costs** are costs which are directly attributed to a specific program over an extended period of one to three years. Developmental costs may include major equipment such as a balance beam, ballet mirrors and pool furniture.

D. Fees and Charges

1. General Policy

The Park Board reserves the right to annually review and approve, separate from the budget process, the rates for:

- Greens Fees at the Arrowhead Golf Club
- Pool Passes and Daily Admissions at the pools
- Parks Plus Fitness Membership Rates

FEES AND CHARGES

The board delegates to the Executive Director the authority to establish other fees and charges using the guidelines below. The Board will approve the impact of such fees and charges in the Budget and Appropriation Ordinance.

In order to provide maximum benefit for each tax dollar paid to the Park District, it is the general policy of the Wheaton Park District that fees will be determined by the Executive Director in accordance with the following general policies:

- a. Organized activities for residents of the District will attempt to be self-supporting.
- b. Nonresident participants will be expected to pay higher fees sufficient to reimburse the District for all costs involved in providing Park District programs for their participation.
- c. Fees for activities will be set so that, with the minimum number of participants expected, direct costs will be recovered, with a larger proportion of costs recovered as enrollment increases.
- d. Fees may be waived for certain special events or services which are deemed to be in the best interest of our residents or for which the charging of a fee would be prohibitive.
- e. Fees should be kept low enough that the majority of residents would not be precluded from participation because of inability to pay.
- f. All residents of School District #200 may register at resident rates for those Park District programs conducted in or on school property.
- g. Cooperative programs with public and private agencies may be offered for which nonresident fees may be waived.
- h. Fees for use of Park District revenue-producing facilities such as the golf lessons, water park and/or pools programs, and the fitness center, will be established with the following in mind:
 1. Rates competitive with similar public and private facilities.

2. Maximize revenues without excluding the majority of residents due to an inability to pay.
3. Nonresidents are expected to pay 50 percent higher fees than residents. From time to time, the Board, at their discretion may direct this amount to be reduced.
4. Maximum service, maintenance and quality of product combined with minimum drain on operational budgets. Fees meeting the above criteria will be recommended by the Executive Director and must be approved by the Board.

2. Program Classification Guidelines for Setting Fees

- a. Classification "A": Programs and services that are primarily considered a community service. Programs subsidized by the park district with no fee or a nominal fee which is less than the direct cost of providing the program. Some examples are: Cosley Zoo, special events, some senior programs.
New or experimental programs offered on a trial basis for a specific period of time (usually one fiscal year.) At the end of this time period, these programs are moved to another classification or eliminated from the program offerings.
- b. Classification "B": Services that directly benefit only the individual participant. The user fee for these programs will be set to cover all direct program expenses plus a minimum of 30 percent of the direct expenses in order to cover indirect program costs. Minimum enrollments will be established for each program with a larger portion of the indirect costs being recovered as enrollment increases, this is true because some of the direct expenses are fixed in nature (they do not increase or decrease based on the number of participants). Programs which fall under Classification "B": which do not meet the guidelines set forth in Classification "B" will be evaluated by the department director on an individual basis, and may or may not be run, depending upon the unique circumstances involved. The vast majority of Wheaton Park District programs fall into this classification.
- c. Classification "C": Services that directly benefit only the individual participant. These programs or services are

contracted by the Park District with an outside agency or individual to provide a service in a facility not owned or operated by the Park District in which the District will be charged on a per-person or percentage basis. The user fee for these programs will cover all direct program expenses with a minimum of 30% markup to cover indirect program costs.

3. Nonresident Fees

All nonresidents will pay a user fee, which is a maximum of 50 percent higher than the resident rate, except that all residents of School District #200 may register at resident rates for those programs conducted in or on school property. This fee may be waived from time to time due to unique or unusual circumstances. The Park Board, at their discretion, may direct staff to make the nonresident fee the same as the resident fee or any amount up to 50% higher than the resident fee.

4. Purchase of Residency Benefits by Nonresidents

Property owners or renters living in unincorporated areas or outside the corporate boundaries of School Districts 200 or 89 can acquire Wheaton Park District resident status by paying a fee. More information is available on our website: <https://wheatonparkdistrict.com/transparency-portal/policies/#purchase-residency>

~~Revolving funds for petty cash purposes are kept at the Mary Lubko Center offices, under the supervision of the Leisure Center Manager.~~

~~All purchases made with these funds shall be authorized by the Mary Lubko Center Manager.~~

~~The fund balance will never exceed \$100.~~

~~All purchases will be supported with a receipt.~~

~~A brief description of each purchase will be provided on the purchase order prepared for reimbursement of the fund. These funds are not intended to be used to reimburse employees for travel or mileage reimbursements. Those expenses are to be reimbursed as per the District's Travel Policy.~~

~~The fund will be reimbursed as needed, but no more frequently than bimonthly. No cash funds are maintained for petty cash purposes at any other location as the District relies upon the purchasing cards that the District has contracted for.~~

The purpose of this policy is to provide guidelines for the management and disbursement of petty cash funds within the Park District. Petty cash is designated for minor incidental expenses that cannot be managed through standard procurement procedures and to provide cash & coin banks for seasonal facilities and special events. The petty cash bank should not be used as a method to bypass the District's purchasing policy. This policy applies to all employees and departments within the Park District who are authorized to handle and disburse petty cash funds.

1. Petty cash funds must be authorized by the Park District's Finance Department. Each department requesting a petty cash fund must submit a formal request specifying the amount needed and the purpose of the fund. The requestor is required to complete a petty cash form available on the District's shared drive.
2. The petty cash fund will be based on the facility or event's anticipated needs.

3. To replenish petty cash funds, submit a detailed summary of expenditures along with receipts to the Finance Department, which will then issue a check to restore the fund to its authorized amount. Staff members will adhere to the established procedures outlined in the Purchasing Policy.
4. Facilities will designate a custodian to be responsible for safekeeping, disbursement and reconciliation of the petty cash bank.
5. Petty Cash will be reconciled monthly by the custodian. Any discrepancies must be investigated and resolved promptly. Monthly petty cash reconciliation logs must be submitted to the Finance Department.
6. Petty cash funds must be securely stored in the facility's safe when not in use.
7. Petty cash banks are for Park District purposes only and cannot be used for personal use or personal expenses.
8. The Finance Department will conduct periodic unannounced audits of all District petty cash banks to ensure compliance with this policy and detect any irregularities.
9. All employees must adhere to this petty cash disbursement policy. Non-compliance may result in disciplinary action and revocation of petty cash privileges.
10. Any suspected misuse or theft of petty cash funds must be reported immediately to the Finance Department for investigation.

- A. The Park District Purchasing Policy establishes the guidelines under which all purchases are made. It is the intent of this policy that the Park District conducts business fairly and equitably while remaining fiscally responsible to its taxpayers. This policy is governed by the Park District Code, Sec 8-1c.
- B. All purchases are to be made by authorized Park District personnel under the guidelines established in this policy and are required to follow Purchase Order Procedures or Purchase Card Procedures when procuring goods or services on behalf of the District.
- C. All items purchased will be in the best interest of the Park District. The District will endeavor to purchase from local vendors and merchants when prices are equal (see also section D Qualified Local Businesses below for more on this).
 - 1. For budgeted purchases greater than \$10,000, written price quotes must be obtained from at least three vendors or merchants.
 - 2. The purchasing decision should take advantage of the most competitive price without compromising the quality of the product or service.
 - 3. An electronic copy of all written price quotes must be attached to the electronic purchase order when the purchase order is prepared.
 - 4. Any assets being disposed of must follow the District's Disposal Policy.
- D. Qualified Local Businesses
 - 1. To the extent not prohibited by state statute, it shall be the policy of the District to procure goods and services from qualified local businesses to the greatest extent possible. In order to be considered a qualified local business, a business must meet each of the following criteria:
 - a. Business must be located within limits of the District.
 - b. Employs year round staff located at the business within the District.
 - c. Is current with all payments to the District.
 - d. Has adequately qualified/trained staff to service the bid item.
 - 2. If the lowest responsible quote is not from a qualified local business and if a qualified local business has submitted a quote which is within the applicable percentage (as hereinafter set forth) of the lowest responsible quote for an item, the qualified local business shall be given written notice by the District to that effect and shall, within ten (10) days from the date of such notice, provide written confirmation to the District that it will match the price of the business that provided the lowest responsible quote. Should a qualified local business fail to provide such confirmation within the time allowed its quote shall be considered as originally submitted.
 - 3. When more than one qualified local business is within the applicable percentage of the lowest responsible quote, only the qualified local business submitting the lowest local quote shall be given the opportunity to match the lowest responsible quote. It shall, where the quote is an aggregate of separate price components, reduce the price of each subcomponent of its aggregate bid by the same percentage that was used to match the quote of the business with the lowest responsible quote.

4. The applicable percentage is set forth on the table below:

Amount of Quote	Preference Provision
Up to \$10,000	5%
\$10,001 or equal to but less than the legal bid limit	3%

5. The District may reject any and all quotes and award the purchase to someone other than the lowest responsible business or a qualified local business who matches the lowest responsible bid upon a two-thirds (2/3) vote of the District Park Board members then holding office.

E. Vendor Information Reporting

1. In accordance with the Property Tax Code (Public Act 102-0265 / 35 ILCS 200/18-50.2), and as a taxing district with an aggregate property tax levy of more than \$5,000,000, the District will make a good faith effort to collect and electronically publish data from all vendors or subcontractors doing business with the District as to whether the vendor or subcontractor is a minority-owned, women-owned, or veteran-owned business or whether the vendor or subcontractor is a small business. Additionally, the vendor will be asked if their status is certified by the state of Illinois.
2. The District will post the collected information annually with the Treasurer's Report. This document is located on the District's website under the Transparency Portal.

F. "Green" Vendors and Products

1. Consistent with the District's Environmental Policy which recommends the purchase and use of environmentally safe and sensitive products, District employees shall give preferential treatment to such products.
2. District employees shall also give preference to vendors who have demonstrated a commitment to minimizing their carbon footprint and engaging in sustainable business practices.
3. Preference can be demonstrated by including requirements in the quote or bid specifications or in the form of preferential pricing. Said preferential pricing shall not exceed 1% of the lowest responsible quote or bid from another respondent who has not demonstrated their inclusion of environmentally safe and sensitive products. If a vendor has earned the right to use certain labels, employees can use that to evaluate that a product/service has been produced or provided in an environmentally safe and sensitive manner. The US Environmental Protection Agency has developed a number of ecolabels that can help purchasers identify green products and services. More information about these labels can be found at the link below where you can click on each of the labels shown in the snip below the link. (You have to go to the URL to click on the various labels, the snip below does not have hyperlinks.) <https://www.epa.gov/greenerproducts/institutional-purchasers-greener-products-and-services>



- G. Purchase guidelines shall be followed and approved for all repairs, services, supplies, and capital items procured for Park District purposes. Exceptions include utilities, bonds, insurance premiums; certain contractual services (i.e. individuals possessing professional skills such as attorneys, architects and engineers), computer hardware and software, monthly service agreements which must obtain new quotes at least every two years, payroll and some payroll related expenditures, such as payroll taxes and utility services including telecommunications and interconnect equipment, software and services. Also, any purchases made using the state contracts or any purchasing consortium as permitted by applicable state statute.
- H. Unless the Purchase Card is used for payment, applicable Purchase Order Procedures are:
1. A purchase order shall be created in the purchase order module of the district's financial software. The information to be included will be as directed by the Finance Department and may change from time to time. This process and subsequent approval **must** be completed **prior** to any purchase.
 2. In the event that an item is substituted for the item on the purchase order and provided that said substitutions is determined to be acceptable by the District, the department making the purchase shall do a change order to the original purchase order in the purchase order module of the district's financial software.
 3. Purchase orders shall be created for specific items and purposes. No additional items will be authorized, nor will charges be authorized which will significantly increase the cost of the purchase. In the event a change is required, a change order will be made to the original purchase order in the purchase order module of the district's financial software and it will go through the same approval process as the original purchase order.
- I. Purchase Card Procedures:
1. To facilitate the purchasing process, authorized Park District ~~personal~~personnel may be issued a corporate credit card upon the approval of the appropriate Department Head. Any purchases made under the Purchase Card Program are subject to the purchasing guidelines and approval authorization amounts set forth in this policy. Personal purchases, cash advances, and alcohol are not allowed to be charged to the District's expense.
 2. Individual transaction limits and overall card limits are determined by the appropriate Department Head. All purchases and subsequent approvals are subject to the same dollar thresholds established in Section I-Purchase Authorization Amounts, of this policy.

3. An employee's transaction limit and or credit limit may be temporarily extended to allow them to complete an approved budgeted purchase beyond their regular spending limits. These temporary extensions must be approved by the Department Head and potentially the Finance Director and Executive Director based upon the purchase authorization amounts outlined in Section H of this policy.
4. The District will employ an online management tool to coordinate the approval, processing, and coding of Purchase Card Transactions. All activity will be imported and posted to the District's financial software.

J. Purchase Authorization Amounts:

1. Although any employee of the District may make budgeted purchases, the Department Head is responsible for ensuring that any employee in his/her department is appropriately trained and adequately supervised to ensure that no inappropriate purchases are made. The specific dollar limits of employees' purchasing authority are outlined below.
2. For budgeted purchases less than \$1,000, only the purchaser's approval is required.
3. For budgeted purchases between \$1,000 and less than \$5,000, the purchaser and the Department Head's approval are required. In instances where the Department Head is unable to approve, their designee (see #5 below) or the Finance Director may also authorize the purchase.
4. For budgeted purchases equal to \$5,000.00 but less than \$20,000, the Executive Director (as well as the purchaser, the Department Head and the Finance Director) must approve the purchase. For any purchases equal to \$20,000 or greater, board approval, excluding contracts not adapted to award by competitive bidding which are exempt from this requirement, must be obtained prior to the purchase. In the event it is deemed appropriate for time convenience by the Executive Director, budgeted purchases equal to \$20,000 or greater, but less than the legal bid limit may be paid for prior to obtaining board approval, with board approval obtained at the next board meeting. Bids must be taken for any purchases with a value equal to or greater than the legal bid limit amount established by Sec 8-1c of the Park District Code, this excludes contracts not adapted to award by competitive bidding which are exempt from this requirement, public notice provided and board approval obtained for staff recommended bid. These procedures are described in the Bidding Policy.
5. From time to time, staff may be absent from their office during a time when a purchase order or purchase card transaction need approval. To facilitate the smooth operation of the District's business, any employee with approval authority as outlined above may designate another employee to have temporary signature authority in their absence. This authority is limited to the levels specified above and must be documented. The recommended method of documenting is to send an email from the employee who is designating the temporary signature authority to the Finance Department, it may also be sent to all users. This designation should indicate the beginning and ending dates of the designation of the temporary signature authority. Finance Department staff will retain a PDF copy of this email in a folder in the finance drive for the auditors review in the annual external audit. Once the audit is complete, that year's temporary signature authority files may be deleted.

6. A purchase for any item or service which has not been budgeted, no matter what the amount, requires the approval of the Department Head. It is the responsibility of the purchaser to know if an item is included in the budget.
7. Products purchased for resale in the District's gift shops do not require board approval.
8. Emergency purchases are sometimes required. If an emergency occurs and the Executive Director determines that an expenditure that is equal to \$20,000 or greater, but less than the legal bid limit, is needed, this policy permits the Executive Director of the District to authorize such a purchase and directs that the Executive Director shall individually contact the Board of Commissioners to advise them of same. Executive Director shall make every reasonable effort to contact each commissioner within five business days. Further, such a purchase shall be presented for approval at the next scheduled meeting of the Board of Park Commissioners. The District may make emergency procurements without competitive sealed bidding or prior notice when there exists a threat to public health or public safety, or when immediate expenditure is necessary for repairs to District property in order to protect against further loss of or damage to District property, to prevent or minimize serious disruption in critical District services that affect health, safety, or collection of substantial District revenues, or to ensure the integrity of District records. (See ILCS 500/20-30).
9. Sole source purchases are sometimes required as the vendor is the only provider. For this to be permitted, the department must submit this request for sole source designation to the Finance Director for approval, prior to making the purchase.

K. Payment of Invoices:

1. On a monthly basis at the regular Board Meeting, the Checks Approval Document detailing all checks processed during the monthly period will be presented to the Board of Commissioners with a recommendation for acceptance.
2. For weekly checks, the invoices, authorized Purchase Orders and supporting documentation must be submitted to the Finance Department by noon on Wednesday for processing on the following Wednesday's check run.
3. Purchase Orders must have the appropriate authorization per the Purchase Authorization Amounts section of this Purchasing Policy in order for payment to be processed.
4. Payment will be made only from invoices or digital images of invoices not from statements.
5. All payments are processed using both the computer system District's ERP software and a third-party payment processor. Manual checks will ~~not~~ be issued at the discretion and approval of the Director of Finance. Check registers and invoice processing reports are generated.
6. The checks are signed electronically with the signatures of the Executive Director and the Finance Director.
7. Invoices will be paid in accordance with the Illinois Prompt Payment Act.

WHEATON PARK DISTRICT

Financial Policies

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1 Access Control Policy

Wheaton Park District shall require that systems are protected from unauthorized access by establishing requirements for the authorization and management of user accounts, providing user authentication and management of user accounts and implementing access controls on Park District information resources.

Principle of Least Privilege - The Park District IT management has designed user access controls to enforce limited access to authorized personnel in accordance with the principle of least privilege. The Wheaton Park District computing network has been segmented to restrict access to users in accordance with the "Principle of Least Privilege." Users only receive access to system components necessary to fulfill the requirements of their roles.

Access Requests - The department Director has responsibility for requesting access to information systems. It is also his/her responsibility to request only enough access to the least amount of data or specific physical areas required for that person to carry out his/her role (principal of least privilege). Exceptions to standard role-based access must be authorized by the Finance Director, or designee, prior to request fulfillment.

The Park District's IT managed service provider plans the configuration of hardware, software and procedural access control mechanisms. The team configures access controls while building information systems, and maintains those controls throughout their useful life.

Access Controls Audit – The Park District's IT managed service provider shall conduct a review of system access privileges by role and group membership on no less than an annual basis. The review will be completed in consultation with Park District leadership to determine whether current role-based privileges continue to be appropriate. After review, IT managed service provider shall execute group access changes in accordance with assessment findings and retain the audit results in a help desk ticket for Policy compliance.

Session Lock and Termination – Wheaton Park District requires users to lock their workstations when stepping away from their desks for any reason. Workstations shall be configured to automatically lock after 5 minutes of inactivity. Following a session lock, users must enter their passwords to restore working sessions. Any exceptions to this policy must be submitted in writing with a business justification, to and approved by the Finance Director or by submitting a helpdesk ticket to the Park District's IT managed service provider.

Remote Access – Select Park District employees will be granted remote system access privileges to enable offsite work. Wheaton Park District's IT managed service provider shall implement and maintain a secure Virtual Private Network (VPN) service that will facilitate remote connectivity into the environment. Remote access rights must be requested by the user's manager, and must be supported by business justification. The Executive Director shall maintain sole authority to approve or reject remote access requests.

1.1 Identification & Authentication

All users - Every authorized user will be provisioned with a unique User ID to access the systems environment. In some cases, specific applications may require additional specific User IDs to access them, which differ from their standard network User IDs. Each User ID (Identifier) is tied to a password (Authenticator), known only to the user. The User ID and password together are commonly referred as “user credentials.”

- Authorized users are responsible for all activities executed on systems when their credentials have been used as the means of system access. Users must not share their user credentials with other Park District employees, agents or non-affiliated persons.
- WPD user credentials should not be used as personal identifiers on non-Park District systems (e.g., Internet, Google, Facebook, etc.).

Privileged Accounts – Employees requiring administrator rights on a workstation or server shall receive approval from the Executive Director with consideration given to the duration for which the administrator rights are needed. Upon approval, the employee shall request the administrator rights via the IT managed service provider help desk with approval attached. IT managed service provider will provision the administrator rights for the required duration.

1.1.1 Password Requirements

Strong passwords must be applied to all WPD network and information systems and should meet all the following criteria.

- All passwords must contain at least fifteen (15) characters. If the system cannot accommodate fifteen characters, the maximum number of characters the system allows shall be used.
- All passwords shall contain at least four of the following characters:
 - Upper-case alphabetic English letter (A-Z);
 - Lower-case alphabetic English letter (a-z);
 - Numeric character (0 – 9);
 - Special/non-alphabetic character (!, @, #, %);
- Password complexity requirements are enforced when passwords are changed or created.
- User generated passwords should not be reused.
- Passwords must be changed every 90 days.
- Ten (10) unique new passwords must be associated with a user account before an old password can be reused, if the system allows it.
- Five (5) consecutive, unsuccessful attempts to access a WPD network will disable the user's ability to successfully log-on. The user will need to contact IT support to request a password reset.

Upon initial configuration and installation of computing equipment within the Park District environment, IT Administrators must change default passwords to a unique entry that meets all strong password requirements.

Password Protection:

- Passwords should not be written or otherwise recorded where they are accessible or recognizable by anyone else, such as taped to computer screens, stored under keyboards, or visible in a work area.
- Passwords should not be shared or used by others. This includes a coworker, manager, supervisor, friend, vendor, partner, information technology staff, administrative assistant, or others.
- A password must be changed immediately when it has been compromised or when there is suspicion that it has been compromised. If a WPD employee suspects their password has been compromised, they must contact the IT Help Desk to request a password reset.

2 Wheaton Park District Acceptable Use of Technology Policy

2.1 Scope and Applicability

All employees, contractors, consultants, temporary workers and other workers at WPD, including all personnel affiliated with third parties, shall comply with this policy's requirements. This policy applies to all personal equipment, software and systems brought into WPD by personnel affiliated with third parties.

2.2 Purpose

Computer and information technology resources are essential tools in accomplishing the mission of Wheaton Park District (WPD). Effective security is a team effort involving the participation and support of every WPD employee and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines and to conduct their activities accordingly.

2.3 Policy

2.3.1 Acceptable Use of Technology

Official Use Only - Desks, headsets, telephone equipment, and computers are the property of WPD and must be maintained according to company policy. WPD systems and equipment (voice mail, e-mail, Internet, etc.) may be used for work related purposes only during work times. WPD management prohibits the use of company-owned equipment or systems to download, access, or store any non-work-related data (personal emails, audio or video, etc.).

System Maintenance - The Park District's IT managed service provider will maintain computing equipment via patches and upgrades to operating systems, applications, anti-virus, and other enabling applications. Users may not alter computer configuration settings or prevent the patches from executing. These patches and upgrades frequently contain functional enhancements, but are also designed to maintain the security controls that protect WPD's information assets. If a WPD employee

requires a patch to be installed for business reasons or notices that a patch has yet to be applied, that employee shall notify IT managed service provider immediately for handling. The employee shall not patch a system themselves without explicit guidance from IT managed service provider.

Software Downloads - WPD employees may not download or install personal software to company computer systems without the consent of the immediate supervisor and the Park District's IT managed service provider .

Equipment Location – Technology resources, with the exception of laptops and mobile devices, are to be used only at the employee's assigned work location(s) unless prior authorization has been granted by the employee's manager.

E-Mail, Messaging & Phone Use - WPD uses various forms of electronic communications including, but not limited to: email, telephones, voicemails, fax machines and the Internet. All electronic communications, including all software and hardware, remain the sole property of WPD and are to be used for company business during business hours. Employees may be permitted limited personal use of phones, provided the use doesn't interfere with operations.

Bring Your Own Device (BYOD) - WPD does not maintain a BYOD policy, but may authorize access of corporate email through personal devices. Other system access or conducting of WPD business on a personal device is prohibited without the approval of the immediate supervisor and IT managed service provider.

Email Retention - WPD must retain emails in accordance with WPD's Records Retention Policy as maintained by the Finance Department. As a government agency, WPD must archive emails for a period set by law, and may have to provide these emails to individuals and groups outside of the WPD organization in response to a Freedom of Information Act (FOIA) request. Employees may not delete or modify electronic communication records.

Content Restrictions - Electronic communication/media may not be used in any manner that may be considered by WPD as discriminatory, harassing or obscene, or for any other purpose which is illegal, or against company policy. Employees may not use electronic communications to engage in defamation, copyright or trademark infringement or misappropriation of trade secrets. Employees may not use Park District equipment to engage in business related to personal financial gain (i.e., day trading, gambling), political activity, participation in chat rooms, blogs, or bulletin boards, internet chain mails/forwards, or game playing. Employees may not use email or messaging technologies to send financial account data, including credit card data, or other forms of confidential personally identifiable information such as SSN or passwords as this is insecure. If there is a business need to send this information electronically, IT managed service provider should be consulted for proper security practices.

Use of Social Media - Employees who use social media services, including social networking, blogs and personal information sharing services, must be mindful of the potential impact their words may present to WPD. Employees should use good judgment and common sense when using social media, and should not represent themselves as official representatives of the Park District, or expressing viewpoints of the Park District.

2.3.2 System Monitoring

WPD management reserves the right to listen to, monitor and/or inspect all company property including voice mail messages, computers, email messages, and electronic files to ensure compliance with these policies. Inspection of WPD property may be done without further notice to the employee and in the employee's absence.

2.4 Acceptable Use of Technology Compliance

All employees are required to comply with this policy. Failure to comply may result in sanctions, up to and including termination. Any questions about the policy should be directed to an employee's immediate supervisor.

The District is on a calendar year.

- A. Each department director is responsible for preparing a yearly budget for his/her department.
- B. The Executive Director reviews each department budget and discusses it with each department director, and makes revisions, as appropriate.
- C. The Executive Director, administrative staff and Park Board or committee established thereof review the entire proposed budget, including capital projects, in an annual Budget Workshop.
- D. After the Board approves the budget, it becomes a blueprint of fiscal operations for the following year. The budget of the Park District is not to be construed as a legal document; it is a working tool. The Budget and Appropriation Ordinance, however, is a legal document and may not be amended without a two-thirds vote of the Board of Commissioners.

The budget is reviewed continuously throughout the fiscal year; as changes in programs are made, modifications, alterations or improvements are noted, plans are, even at that time, being formulated for the upcoming budget. Formal computation of the annual budget actually begins in June, seven months prior to the beginning of the fiscal year. Compilation of the budget is a total staff project involving the cooperation, planning and foresight of many members of the staff.

The budget is produced in electronic form and posted on the District's website. Detailed budget input is available thru the District's financial software for the use of staff. The current Budget and Appropriations Ordinance is also on file at the Wheaton Public Library for all interested taxpayers.

- I. The financial audit of the Park District is conducted by an independent, certified public accounting firm on an annual basis.
- II. As part of the annual audit, the accounting firm will review the Park District's internal controls and will make recommendations for improvement.
- III. The annual audit report must be filed with the County Clerk's office within six months after the end of the fiscal year and with the Illinois Comptroller 180 days after the fiscal year end.
- IV. A copy of the annual audit report is available on the District's website and at the Wheaton Public Library for reference purposes.
- v. The district will prepare a request for proposal for audit services every 3 years. The audit terms of the negotiated agreement will specify that the audit agreement may be terminated at the District's convenience. Audit firm rotation will be required after six years of continuous service with one firm.

Purpose

The Budget should be balanced which means that current expenditures/expenses should not exceed current revenues and funding sources. The priorities to be used in balancing the budget are:

- Improve productivity,
- Improve revenues,
- Use available fund balances,
- Lastly, reduce or eliminate programs or services.

The District may require as a bid surety a certified check or bid bond equal to ten percent or greater of the contract amount as a proposal guarantee. Such requirement shall be made on construction projects and in other bidding procedures where it is to be determined to be in the best interest of the District. Bid Sureties shall be returned to the bidders within ten days following the acceptance or rejection of bids by the Board of Commissioners. However, the Bid Surety of the successful bidder shall be returned only after the receipt of an acceptable Performance Bond, if required. If a Performance Bond is not required, the Bid Surety will be held by the Finance Department until the project is completed.

BIDDING POLICY

A. Purchase of goods or services estimated to exceed in value the legal limits set by Illinois statutes shall follow these bidding procedures:

1. The Wheaton Park District shall award contracts for supplies, materials and labor in excess of the legal limit to the lowest responsible bidder after proper advertisement and receipt of sealed bids. Exclusions include professional services, computer hardware and software and utility services including telecommunications and interconnect equipment, software and services. Contracts for professional services exempted include those for services where the individuals possess a high degree of professional skill where the ability or fitness of the individual plays an important part. All of these independent contractors are required to have a significant level of training and expertise in their specific area of service, whether it's sports aptitude or ability, coaching experience, licensing, certifications, or other requirements. In other words, the individual abilities and experience of the independent contractor are of the utmost concern in the contracting process.

2. A bidder's responsibility may be based on financial stability, past transactions, experience, adequacy of equipment, ability to perform, time limits, and other necessary considerations.

3. The Park District reserves the right to accept or reject any or all bids or portions thereof, in the best interest of the District and in compliance with Chapter 105 8.1,C of the Illinois Revised Statutes.

4. A legal advisement shall be placed in publications which will give notice of the Park District's request for bids to those organizations best qualified to provide the goods or services.

5. Specifications shall be prepared and made available to all interested parties.

6. Instructions to bidders shall accompany each set of specifications issued, indicating all terms and conditions relative to the bid. Consistent with the

District's Environmental Policy which recommends the purchase and use of environmentally safe and sensitive products, District employees shall make every effort to include specifications for products that are environmentally safe and sensitive. Employees shall also make every effort to include wording that preference will be given to vendors who demonstrate their commitment to minimizing their carbon footprint and engaging in sustainable business practices. If a vendor has earned the right to use certain labels, employees can use that to evaluate that a product/service has been produced or provided in an environmentally safe and sensitive manner. The US Environmental Protection Agency has developed a number of ecolabels that can help purchasers identify green products and services. More information about these labels can be found at the link below where you can click on each of the labels shown in the snip below the link. (You have to go to the URL to click on the various labels, the snip below does not have hyperlinks.) <https://www.epa.gov/greenerproducts/institutional-purchasers-greener-products-and-services>



7. The nature of construction projects necessitates more clearly defined conditions. Instructions to bidders for construction projects shall include all requirements including business references, bid surety and performance bond, insurance, indemnification, protection of district property, compliance with labor standards and prevailing wage laws, subcontract, change orders, payment procedures and guarantees.

8. Following the issuance of Specifications and Instructions to bidders, bids received prior to the time and date specified will be opened publically and contracts awarded in conformity with Bid Opening Procedures.

B. Bid Opening Procedures

1. The location date and time of the bid shall be a part of the legal advertisement for bidders.
2. Bids shall be opened at a public location open to the public.
3. Bids shall be opened and an acknowledgement made of the receipt of each bid.
4. A recommendation shall be made by staff to the Park Board of Commissioners. After the Board approval, staff shall notify the approved bidder and finalize the project deadline.
5. Bids received after the date and/or time indicated shall be returned, unopened, to the bidder with a notation on the bid envelope or packet stating that it was a late bid, noting the date and the hour it was received, and signed by a representative of the Park District.

C. Rebidding

In the event that all bids are rejected by the Board of Commissioners, the project may be rebid following Bidding Procedures outlined in section A above. However, specifications shall be sufficiently altered to prevent reliance upon information obtained from the former bidding process which may be used to unfair advantage in the rebidding process.

D. Notification to Bidders

If bids are rejected, staff shall notify all bidders and establish a new bid opening date. After a new bid opening date has been established, the procedures outlined above shall be followed.

The purpose of this policy is to establish what records are to be retained by the District, who is responsible for retaining them and documentation of compliance for same.

Compliance Officer Is Responsible for Records. The Treasurer of the District is designated as the keeper of all records of the District with respect to the Obligations, and such officer shall report to the Board at least annually that he/she has all of the required records in his/her possession or is taking appropriate action to obtain or recover such records.

Closing Transcripts. For each issue of Obligations, the Compliance Officer shall receive, and shall keep and maintain, a true, correct and complete counterpart of each and every document and agreement delivered in connection with the issuance of the Obligations, including without limitation (a) the proceedings of the District authorizing the Obligations, (b) any offering document with respect to the offer and sale of the Obligations, (c) any legal opinions with respect to the Obligations delivered by any lawyers, and (d) all written representations of any person delivered in connection with the issuance and initial sale of the Obligations.

Arbitrage Rebate Liability. The Compliance Officer shall review the agreements of the District with respect to the Obligations and shall prepare a report for the Board stating whether or not the District has any rebate liability to the U.S. Treasury, and setting forth any applicable exemptions that the Obligations may have from rebate liability. Such report shall be updated annually and delivered to the Board. See District's Debt Policy for additional information.

Recommended Records. The Compliance Officer shall review each issue of the Obligations and shall determine what requirements the District must meet in order to maintain the tax-exemption of interest paid on the Tax-Exempt Obligations, its entitlement to direct payments by the United States Treasury of the applicable percentages of each interest payment due and owing on any Tax-Advantaged Bonds, and applicable tax credits or other tax benefits arising from any Tax-Advantaged Bonds. The Compliance Officer shall then prepare a list of the contracts, requisitions, invoices, receipts and other information that may be needed in order to establish that the interest paid on the Tax Exempt Obligations is entitled to be excluded from gross income for federal income tax purposes, the District is entitled to receive from the United States Treasury direct payments of the applicable percentages of interest payments coming due and owing on any Tax-Advantaged Bonds, and the entitlement of holders of any Tax-Advantaged Bonds to any tax credits or other tax benefits, respectively. Notwithstanding any other policy of the District, such retained records shall be kept for as long as the Obligations relating to such records (and any obligations issued to refund the Obligations) are outstanding, plus three years, and shall at least include:

- a) Complete copies of the bond transcripts delivered when any issue of Obligations is initially issued and sold;
- b) Copies of account statements showing the disbursements of all bond proceeds for their intended purposes;

- c) Copies of account statements showing all investment activity of any and all accounts in which the proceeds of any issue of Obligations has been held;
- d) Copies of all bid requests and bid responses used in the acquisition of any special investments used for the proceeds of any tax-exempt obligations, including any swaps, swaptions, or other financial derivatives entered into with respect to any tax-exempt obligations in order to establish that such instruments were purchased *at fair market value*;
- e) Copies of any subscriptions to the U.S. Treasury for the purchase of State and Local Government Series (SLGS) obligations;
- f) Any calculations of liability for *arbitrage rebate* that is or may become due with respect to any issue of tax-exempt obligations, and any calculations prepared to show that no arbitrage rebate is due, together, if applicable, with account statements or cancelled checks showing the payment of any rebate amounts to the U.S. Treasury together with any applicable IRS Form 8038-T; and
- g) Copies of all contracts of the District, including any leases, with respect to the use of any property owned by the District and acquired or financed with the proceeds of tax-exempt obligations, any part of which property is used by a private person at any time when such bonds are or have been outstanding.
- h) Retain documentation to support that the Annual Comprehensive Financial Report and any required continuing disclosures were filed with the Municipal Securities Rulemaking Board's Electronic Municipal Market Access (EMMA).

IRS Examination. In the event the Internal Revenue Service ("*IRS*") commences an examination of any Obligations, the Compliance Officer shall inform the Board of such event, and is authorized to respond to inquiries of the IRS, and to hire outside, independent professional counsel to assist in the response to the examination.

The purpose of this policy is to establish a dollar limit and useful life limit criteria for assets that are to be treated as capital assets, rather than expended as acquired.

All expenditures for capital assets over the capitalization thresholds depicted in the table below, with a useful life no less than three years are maintained on a computer capital asset system. The system records all pertinent asset information such as Tag#, location, description, and cost and date purchased/acquired. Assets are categorized by infrastructure, land, land improvements, building, building improvements, machinery, equipment & vehicles. Due to accounting guidelines for Proprietary Funds, the assets of enterprise funds (a type of proprietary fund), such as Arrowhead Golf Club, and internal service funds (a type of proprietary fund), such as Information Systems and Telecommunications, are segregated from the general capital assets of the Park District.

Assets acquired in a group, which individually are below the capitalization limit, may be capitalized if those assets in the aggregate are significant. (*See GASB Implementation Guide 2021 question 5.1.*)

ASSET CATEGORY	CAPITALIZATION THRESHOLD
Land	\$1
Construction in Progress	N/A
Machinery, Equipment & Vehicles	\$10,000
Land Improvements	\$25,000
Building Improvements	\$25,000
Buildings	\$50,000
Infrastructure	\$50,000

- 1) The purpose of this policy is to promote wise investment in new capital assets of the District and protect its existing capital assets.
- 2) **Capital Improvement Plan.** Each year the District will update its long-range capital improvement plan (CIP). The CIP defines and prioritizes the capital projects that the District plans to take on in the next three years. In addition, it identifies all capital asset replacements out to 50 years. The 50 years represents the District's capital assets with the longest estimated useful life. The District includes the evaluation of the replacement of all of its capital assets to ensure that we are adequately planning for the funds needed and identifying funding sources and incorporating this information in our strategic plans.
 - a) **Definition of a capital project.** A capital project in the CIP is a project with a useful life of no less than three years and whose value meets or exceeds the thresholds as defined in the table below:

ASSET CATEGORY	CAPITALIZATION THRESHOLD
Land	\$1
Construction in Progress	N/A
Machinery, Equipment & Vehicles	\$10,000
Land Improvements	\$25,000
Building Improvements	\$25,000
Buildings	\$50,000
Infrastructure	\$50,000

- b) **Link to needs assessments.** All projects in the CIP, with minor and few exceptions, should be based on needs assessments performed to determine the benefit of the asset compared to its cost.
- 3) **CIP Project Identification.** Each as part of the budget process, staff have the opportunity to request the acquisition of a capital asset. They complete a Capital Requests Form. This form is then evaluated by the Capital Budget Team (CBT) consisting of representatives from the Parks and Finance departments and the Executive Director. If the CBT determines that the project meets the

criteria explained in the CIP Project Selection section following; it will be included in the three-year CIP presented to the Board of Park Commissioners for their consideration.

- a) **Long-term operating and maintenance costs.** The estimated costs to operate and maintain the asset over its estimated useful life must be noted on the Capital Requests Form. These costs are factored into the total cost of the request.
- b) **Funding source.** The Capital Requests Form will indicate where the funding is expected to come from to acquire, operate and maintain the asset.
- c) **Project timing.** The CIP will identify the proposed schedule for acquisition of the asset, in terms of years for purposes of developing the capital budget.
 - i) For projects that include planning, bidding, construction and other milestones, staff will develop a plan for these phases to identify the when and what involved in each phase. This may be done by staff in conjunction with consultants for said project.
 - ii) For capital asset acquisitions that do not involve all of these phases, such as for the purchase of a piece of equipment, staff will refer to the District's Bidding and Purchasing policies for the appropriate guidelines to follow for acquiring assets that have been approved through the budget and appropriations ordinance.
- 4) **CIP Project Selection.** Once the budget calendar deadline for Capital Requests Forms submission has passed, the CBT will meet and evaluate the submissions. Their evaluation process will include:
 - a) **Long-term forecasts.** Long-term forecasts should be prepared to make clear the resources available for capital spending and to assess the impacts of operation and replacement costs.

- b) **Project impact.** A project should not be considered on its own. The impact a project has on other projects should be recognized and costs shared between them where appropriate.
- c) **Funding of preliminary activities.** For some projects, it may be wise to fund only preliminary engineering/planning before promising to fund the whole project. These expenses can be large, so they should be assessed and prioritized.
- d) **Operating and maintenance costs.** Resources should be identified to operate and maintain an asset before assigning resources to build it.
- e) **Life cycle costing.** The cost study of a proposed project should include the life of the asset—from planning and acquisition to disposal.
- f) **Project timing and scope.** Schedule and scope estimates should be achievable within the requested financial and human resources.
- g) **Condition of existing asset.** For assets that are scheduled for replacement, an analysis of its current condition and use will be done to determine whether it is appropriate to replace it because of the continuing need for the use of the asset and because it has reached the end of its useful life. (See also Priority of Asset Maintenance and Funding of Asset Maintenance sections below.)

- 5) **Balanced CIP.** The CIP is a balanced, long-term plan. For the entire period of the CIP, revenues will be equal to the projected costs. It is possible that the plan will have more costs than revenues in any single year of the plan, due to timing of the receipt of various funding sources. Two examples are bond proceeds, which could be received in a year prior to the project or grants which may be reimbursed and received after the project is completed. However, all projects must be fully funded. Staff may record, on a separate document, projects that are deemed important but cannot fit into a balanced CIP. The Board of Park Commissioners may choose to look at unfunded projects and defund an existing project in favor of another.
- 6) **CIP Funding Strategy.** The District may elect to use debt financing to acquire an asset or pay-as-you-go financing (i.e., cash financing). Below are guidelines to help the District make the best choice between debt and pay-as-you-go financing.
- a) Factors that favor pay-as-you-go financing include situations where:
 - i) The project can be funded from current revenues and fund balances;
 - ii) The project can be finished within an acceptable time frame given the available revenues;
 - iii) Additional debt levels could have a harmful effect on District's credit rating or repayment sources; or,
 - iv) Market conditions are unstable or suggest difficulties in marketing a debt.
 - b) Factors that favor long-term debt financing include situations where:
 - i) Revenues that will be used to pay back debt are believed to be sufficient and reliable. This makes it more likely that long-term financing can be marketed with a suitable credit rating;
 - ii) Market conditions present favorable interest rates and demand for government debt financing;

iii) A project is immediately required to meet or relieve capacity needs and existing cash reserves are insufficient to pay project costs; or,

iv) The useful life of the asset is five years or longer.

7) **Priority of Asset Maintenance and Replacement.** It is the policy of the District to maintain its assets at a level that protects capital investment and reduces future maintenance and replacement costs. Each year, the District staff will develop and recommend to Board of Park Commissioners a prioritized asset maintenance spending plan. This is done within the budget document presented for their review and approval.

8) **Funding of Asset Maintenance.** It is the District's policy to assign enough resources to preserve the District's existing assets to the best of its ability before assigning resources to build or acquire new assets that also have operating and maintenance needs. This policy protects our historical investment in capital assets.

PURPOSE

The purpose of this policy is to establish the principles and parameters by which the projected end-of-year FUND BALANCE target will be defined at the beginning of each budget period. Each year, the budget document will include a discussion of the fund targets established in this policy and an explanation of any FUND BALANCE constraints or NET ASSETS restrictions. FUND BALANCE targets are established for governmental funds and NET ASSETS targets are established for proprietary funds.

The parameters established in this policy provide a range of acceptable amounts of end-of-year SPENDABLE FUND BALANCES for different types of governmental funds. In addition to establishing these targets, the policy intends that the District shall also maintain like targets in the proprietary funds. In proprietary funds however, the target is for the CASH & INVESTMENTS BALANCE. The reason for this requirement is that Net Assets of the proprietary funds don't represent spendable currency that could be used to pay the District's obligations. Establishing a policy that looks to both balances ensures that there is not a disparity between when financial resources actually become available to make payments and when they are needed.

The policy provides guidance to District staff who monitor the District's fiscal activity and who are responsible for proposing plans to meet the Park Board of Commissioners' goals.

The District will not propose a budget that would create a SPENDABLE FUND BALANCE in excess of the maximum parameters or less than the minimum parameters set forth in this policy, unless the Park Board of Commissioners resolves that it is in the best interest of the District to do so.

DEFINITIONS

CAPITAL ASSETS are long-lived, high-cost assets or improvements, needing additional investment once within a period of several years. The District's capitalization threshold for assets whose initial acquisition is \$5,000 or greater and whose useful life is no less than three years.

CASH & INVESTMENTS BALANCE is the sum of the account balances in cash and investments. The estimate of the cash balance, as of the last day of the fiscal year, will be used as a target for budgeting for the fiscal year.

FUND BALANCE is represented in the annually audited financial reports for governmental funds and represents the amount of current resources available. It equals the beginning of year balance, plus all revenues and other financing sources accrued to the fund, minus all expenditures and other financing uses accrued to the fund during the year.

NET ASSETS is the amount remaining after subtracting total liabilities from total assets on a full accrual basis.

OPERATING EXPENSES This term refers to the total amount of budgeted expenses used for regular operations, less the amounts budgeted for CAPITAL ASSETS. This term is used by proprietary funds where transactions are recorded on a full accrual basis and the measurement focus is on changes in economic resources.

OPERATING EXPENDITURES This term refers to the total amount of budgeted expenditures used for regular operations, less the amounts budgeted for Capital Assets. This term is used by governmental funds where transactions are recorded on a modified accrual basis and the measurement focus is on changes in current financial resources.

NONSPENDABLE FUND BALANCE amounts that are not in a spendable form (such as inventory) or are required to be maintained intact (such as the corpus of an endowment fund).

SPENDABLE FUND BALANCE represents that portion of FUND BALANCE that is in spendable form. Examples of assets that are considered “spendable” are cash, current investments, property taxes receivable. Examples of assets that would not be considered spendable would be inventory and prepaid items.

RESTRICTED FUND BALANCE amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation.

COMMITTED FUND BALANCE amounts constrained to specific purposes by a government itself, using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest-level action to remove or change the constraint.

ASSIGNED FUND BALANCES are amounts a government intends to use for a specific purpose; intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority.

According to GAAP, Enterprise-type funds do not have “fund balance.” For enterprise funds **UNRESTRICTED NET ASSETS** is a comparable figure.

UNRESTRICTED NET ASSETS is that portion of NET ASSETS that has not been restricted for a specific purpose.

GUIDING PARAMETERS

A target **SPENDABLE FUND BALANCE** is established to provide financial stability, cash flow for operations, and the assurance that the District will be able to respond to emergencies with fiscal strength. It is anticipated that unexpected situations may cause the District to fall below these targets, at which point certain steps will be followed to correct the deficiency, as outlined in this Policy below under “Minimum Targets”. The District’s flow assumption for Fund Balance is to spend first Restricted, then Committed and then Assigned Fund Balances.

The following parameters will be used as part of the budget process to establish targets for the following funds:

General Fund –The General Fund target limits the General Fund Spendable Fund Balance to a specific range based on OPERATING EXPENDITURES. The target range is three to six months of annual OPERATING EXPENDITURES. Balances above the maximum are transferred to the Capital Projects fund with Board approval.

Recreation Fund – The Recreation Fund’s Spendable Fund Balance target is a minimum based upon OPERATING EXPENDITURES. The target range is two months to four months of annual OPERATING EXPENDITURES. Balances above the maximum are transferred to the Capital Projects fund with Board approval.

Museum, Insurance, Audit, FICA and IMRF Funds – These funds Spendable Fund Balance targets are no less than three months and no more than six months of OPERATING EXPENDITURES. These funds will be monitored and the taxes levied to support them will be adjusted to ensure that they operate within the target levels.

Special Recreation Fund – No target is established for this fund. All amounts levied are transferred to the Western DuPage Special Recreation Association (WDSRA) to provide for the recreational needs of our special needs population.

Debt Service Fund – The only activities in this fund are recording the taxes received to pay debt, paying debt and recording the small interest earned. 100% of a Debt Service Fund’s Fund Balance is restricted for Debt Service, excess balances cannot be transferred to other funds. Because DuPage County has historically been so reliable for disbursing tax receipts, this fund’s minimum target is \$5,000. This assumes that the debt service payments due in June follow the traditional pattern of being interest only, and less than 50% of the total debt service for the year and that we will receive DuPage taxes on June 1st and 15th more than sufficient to cover the June debt service. The \$5,000 is intended to cover the other expenses of the fund, such as paying agent fees. This fund’s maximum target is the fund’s annual budgeted expenditures. The maximum is not established as a goal to meet, but rather to readily illustrate the fund’s annual cash needs. This fund’s target is for Cash and Investments balance, not Fund Balance as the objective is to have sufficient cash on hand to pay obligations when due.

Capital Projects Fund – The Capital Projects Fund balance is reviewed in developing the Capital Improvements Program. Debt financing, grants, or interfund transfers can be used to finance projects when balances are not adequate. The Fund Balance of a capital project type fund is 100% restricted or assigned for Construction and Development. Also, all of the expenditures in these funds are for CAPITAL ASSETS. Increases and decreases in fund balances are associated with the specific projects planned. Therefore, no specific target is established for this fund.

Golf Fund – The target for this fund is bifurcated; there is a target established to accumulate the resources in Cash and Investments of at least \$1,000,000 and no more than \$10,000,000 for CAPITAL ASSETS for replacement of significant facility components, such as a portion of the roof of the Facility. This component will be reevaluated and may be revised as a long-term capital plan is developed for the Arrowhead facilities. This component will be tracked in the General Ledger and recorded as Designated Net Assets. Per this policy, no amount may be recorded as

Designated unless there is a like amount of CASH & INVESTMENTS available for the designated purpose. If the CASH & INVESTMENTS balance declines in subsequent period, the amount recorded as designated must be reduced accordingly. In order to begin accumulating these funds, the District will take 40% of its bottom line annually and designate it for this use. 12% of the 40% is to be designated for the Golf side and 28% for the Food & Beverage side, commensurate with their respective contributions to the bottom line.

The second component of this fund's target is the target for the UNRESTRICTED NET ASSETS and a like amount of CASH & INVESTMENTS. This target is a minimum of two months OPERATING EXPENSES and a maximum of four months of OPERATING EXPENSES. Once these two components have been satisfied, any remaining dollars are to be transferred to the Capital Projects Fund to support the capital needs of the District, consistent with the goal of this fund to support the District.

Internal Service Funds – No target is established for these funds as they are funded 100% by transfers from other funds. They exist to allow the District to independently track the amounts being expended for health and information systems & telecommunications.

REPORTING - Staff will prepare and include in the budget document a schedule that shows the status of the District's balances compared to the targets outlined in this policy. The Executive Director of the Wheaton Park District is given authority within this policy to assign fund balance to specific projects or planned expenditures.

MINIMUM TARGETS - Management will monitor the major revenue collections and the amount of cash available by reviewing the monthly financial reports. Further, in the interest of being transparent staff will prepare a monthly report identifying the relative fund balance positions for the governmental funds with such targets and the cash and investment position for the Golf Fund. During the year, if revenue projections suggest that revenue will not meet expectations and the fund target(s) will not be met by yearend, the Executive Director will take the following actions to reach the goals established in the adopted budget:

- Review expenses with Directors,
- Reduce capital asset expenditures,
- Reduce operational expenditures, where appropriate, while maintaining the adopted budget goals,
- Present to the Board of Park Commissioners other expenditure control options, including those that might modify the goals established in the adopted budget.

EXCEPTIONS TO THE POLICY - If the Board of Park Commissioners adopts a budget that does not meet the parameters of this policy, then the budget will include a plan for adhering to this Policy within a three-year period.

Cellular Phone Policy *(This policy is also in section 11.1 of the Personnel Manual)*

The Wheaton Park District recognizes that its employees' ability to communicate to supervisors, co-workers, vendors and others is sometimes essential to the efficient delivery of services to residents, and that such communication may occur through the use of a cellular phone ("cell phone") The purpose of this Cellular Phone Policy is to provide direction and parameters for approval and use of cell phones by Park District employees for Park District business.

Criteria for Use of a Park District Cell Phone to Conduct Park District Business

The Park District understands that employees may use a personal cell phone to perform responsibilities on behalf of the Park District. In addition, the Park District, at its own discretion, may issue a cell phone to an employee if such a cell phone is required to conduct his or her duties on behalf of the Park District. In all circumstances, a Park District-issued cell phone will be issued to an employee by the employee's Department Director upon the recommendation of the employee's immediate supervisor. The Department Directors will determine which package plan will be given for each position in his or her department, depending upon the need and responsibilities of the position. Generally, criteria that will be considered whether a Park District cell phone will be issued to an employee includes the following:

- (a) The job function of the employee requires considerable time outside of his/her assigned office or work area and, in order to effectively perform his or her job, the employee must be accessible during such times or needs constant access to emails and other electronic information;
- (b) The job function of the employee requires him/her to be accessible to the Park District outside of scheduled or normal working hours on a recurring basis;
- (c) The employee is a critical decision maker, as determined by his or her Department Director;
- (d) The employee has a position that requires him or her to be an emergency contact, part of a response team, or has multiple scheduling responsibilities; or
- (e) An employee that is required to be highly responsive to citizens, staff members, customers, service providers, contractors, vendors, and any others that support or service the Park District outside of normal business hours.

The Park District reserves the right to modify the criteria required for an employee to be issued a Park District cell phone, periodically review an employee's position to determine if a cell phone is still needed by the employee to perform his or her job, utilize other factors in determining whether to issue a cell phone to an employee or whether to continue to allow an employee to retain a cell phone, change the cellular or data plan, or revoke the approved use of a Park District cell phone at any time, with or without notice, in the Park District's sole discretion.

Use of Park District-Issued Cell Phones

(a) Unless the employee agrees to pay for personal usage of the Park District cell phone, a Park District-issued cell phone is intended to be used for official Park District business only and employees are not to use the cell phone for any personal reasons.

(b) Subject to the terms of this Policy, an employee issued a Park District cell phone may use the cell phone for personal use if he or she agrees to deduct an amount specified by the Human Resources Manager, based on current plan prices, on the first two pay cycles of each month for said personal usage. An employee wishing to use his or her Park District issued cell phone for personal use should contact payroll for current rates for the same. Also, because it is possible that a part time employee would not work every pay period and thus not be able to have a personal deduction made every pay period, part time employees will not be eligible for having a District cell phone assigned exclusively to them and allowed to use it for personal use as well as business use. They may be assigned a District cell phone for business use only, but if they are found to use it for personal use, loss of privilege of District-owned phone will ensue.

(c) Employees are responsible for the safe-keeping of a Park District issued cell phone and must not allow the cell phone to be used by an unauthorized party. If an employee believes a breach of security has occurred with respect to his or her cell phone, or discovers another employee has misused said cell phone, he/she must notify the Executive Director immediately.

(d) Employees are to use care and caution when downloading a web application or any other program on the Park District issued cell phone. The costs associated with the downloading of unauthorized web applications and any other unauthorized downloads are the responsibility of the employee and prior approval must be obtained.

(e) Employees whose personal cellular phone usage is excessive, resulting in additional expense to the Park District, may be required to reimburse the Park District for phone charges for personal, non-business related long distance, or other charges that exceed the Park District's contracted package allocations.

(f) A cell phone assigned to an employee may be revoked at any time at the discretion of the Department Director or Executive Director, with or without notice.

Use of Personal Cell phones to Conduct Park District Business

An employee who is eligible for a Park District issued cell phone based on the criteria set forth in 11.1 above may choose to opt out of using a Park District issued cell phone and use their personal cell phone for Park District business as set forth herein.

In the event an employee eligible to receive a Park District issued cell phone opts to use his or her own personal phone, the employee will obtain a contract of their choosing at their sole

expense and the Park District will issue the employee a stipend for the employee's use of his or her personal cell phone for Park District business. The stipend will be established by the Park District, will be paid the first two pay cycles of each month, and will appear on the employee's paycheck. In the event a part time employee is offered a stipend for their use of a personal cell phone, they will receive said stipend for the first two pay periods of the month only when they receive a paycheck for hours worked in that pay period. If they do not work in that pay period, they will not receive a stipend for that pay period. The plan chosen by the employee for their personal cell phone will have no bearing on the level of stipend provided. The employee is responsible for all charges associated with their personal use of the cell phone beyond the Park District stipend. The stipend shall terminate on the last paycheck upon termination or if the employee's privileges for the stipend are withdrawn.

Employees receiving a stipend must maintain their account in good standing and shall notify their Department Director immediately if for any reason their personal cell phone becomes inoperative. With respect to cell phone use, the employee must also agree to publish their personal phone number in the internal Park District phone directory.

Rules for Use of Cell Phones

Employees are expected to behave in a professional and courteous manner while using a cell phone to perform Park District business and shall comply with all Park District policies and procedures contained in the Park District's Personnel Employee Manual in said use, including but not limited to the Park District's policies against sexual or other harassment. Therefore, an employee shall not create, send or receive any intimidating, hostile, or offensive communications or materials concerning race, color, religion, sex, age, national origin, disability, or any other protected class on his or her cell phone. Additionally:

- (a) Cell phone use is discouraged when a desktop phone is available and can be used. While at work, employees are expected to exercise the same discretion in using personal cell phones as is expected for the use of Park District desktop phones. Personal calls should be brief and limited in nature.
- (b) Any employee who engages in excessive, frivolous or inappropriate texting, emailing, telephoning, or other activities with a cell phone during working hours is not being attentive to his/her work duties, and, at the discretion of the Executive Director, the employee may be subject to disciplinary action up to and including termination of employment, loss of privilege of District-owned phone, or financial liability for the costs associated with the employee's improper use of Park District equipment and resources.
- (c) Any communication sent by a personal cell phone regarding Park District business is also subject to disclosure under the Freedom of Information Act (FOIA) and release pursuant to a

discovery request in the event of litigation. As such, employees using cell phones, whether Park District issued or personal, for Park District business, shall not delete and shall take the necessary steps to protect access to and archive Park District information contained in emails, texts, internet, and any other electronic communication on the employee's cell phone.

(d) Regardless whether an employee is using a personal, or Park District-issued, cell phone, he/she is expected to perform his/her duties in a professional and safe manner and is prohibited from use of mobile technology while operating a motor vehicle on behalf of the Park District, is expected to comply with all state and federal laws regarding the use of cell phones.

i. Employees using cellular phones for Park District business purposes are expected to refrain from making or answering work related calls while driving on Park District business for safety purposes. Employees must pull off to the side of the road prior to placing or accepting a call. Special care should be taken in situations where there is traffic, inclement weather, or the employee is driving in an unfamiliar area. Under no circumstances are employees allowed to place themselves at risk to fulfill business needs.

ii. No employee may operate a motor vehicle on a roadway while using an electronic communication cell phone to compose, send, or read an electronic message. The definition of an "electronic message" includes, but is not limited to, a text message, an instant message, or a command or request to access an internet site.

iii. In compliance with state law, no employee may operate a motor vehicle in a **SCHOOL** or on a highway **CONSTRUCTION** zone while using a cell phone without the use of a hands-free cell phone. 625 ILCS 5/12-610.1

Any employee that uses a cell phone to conduct Park District business in violation of this Policy shall be subject to discipline, up to and including dismissal.

No Expectation of Privacy

Employees have no expectation of privacy in the contents of any data stored on, sent to, sent from, or received from a cell phone issued by the Park District. Wheaton Park District reserves the right to audit and monitor the use of any Park District-issued cell phone, including any data that has been sent, received, or stored on the cell phone, including but not limited to, all web browsing, phone calls, text messages, e-mails, pictures, videos and other images.

Any communication sent by a personal cell phone regarding Park District business is also subject to disclosure under FOIA and release pursuant to a discovery request in the event of litigation.

Repair, Replacement and Removal of Cell phones

An employee in possession of a Park District-issued cell phone is expected to take reasonable precautions to protect the equipment from loss, damage, or theft. If an employee's cell phone

is not operating properly, he/she should notify his/her supervisor before taking any steps to repair or replace the cell phone. If the cell phone needs service or replacement due to normal wear and tear, the Park District will decide whether to repair or replace the cell phone and such cost shall be at the expense of the Wheaton Park District.

If the Park District-issued cell phone is damaged due to the employee's carelessness, the employee is responsible for paying the expense of having the cell phone repaired or replaced. In such an instance, the Park District will determine whether the cell phone will be repaired or replaced. Likewise, the employee shall pay the expense of replacing his/her Park District-issued cell phone if the cell phone is lost or stolen.

The employee bears sole responsibility for the cost of any repairs or replacement if a personal cell phone is damaged or lost while the employee is performing responsibilities on behalf of the Park District.

A Park District-issued cell phone is the property of the Wheaton Park District and as such may be removed from the employee's possession at any time. Upon resignation or termination of employment, or at any time upon request, the employee must produce the cell phone for return or inspection. Employees who do not present the cell phone in good working condition within the requested time period may be required to pay the cost of its replacement.

The Park District has the right to amend this policy at any time, with or without notice.

A. *Purpose*

The purpose of this policy is to identify the various revenues sources the District has available to it and to specify what services those revenues sources are intended to support.

B. *Revenue Sources*

The District has nine revenue sources. They include: taxes, charges for services, debt proceeds, rentals, product sales, grants & donations, miscellaneous revenues, interest and transfers in.

C. *Services Supported*

1. **Taxes** are used to support services that are desired by the public but not readily charged to users, community support for a desired amenity, or for users who may not have the ability to pay.
 - a. Examples of services not readily charged directly to users are park maintenance, snow removal on District property and facility accessibility.
 - b. Examples of services provided due to community support for a desired amenity are the Cosley Zoo, Central Athletic Center and the Community Center.
 - c. Examples of services where users may not have the ability to pay would be leishureship support provided to residents who lack the financial resources to participate in some of our program activities or facility use passes (such as pool passes in the summer).
2. **Charges for services** are the fees the District provides to users directly based upon their consumption of our services. This includes a wide variety of programming offered through our Recreation, Athletic, Historical Museum, Lincoln Marsh, and Cosley Zoo Departments. It also includes sponsorships/advertising for various events and/or in our brochures. It also includes memberships at our seasonal outdoor pools and at our Parks Plus Fitness Center. Additionally, green fees, golf lessons, driving range fees and cross country skiing fees are included in Charges for services. The District also has a "Fees and Charges Policy" that delves into this revenue source in greater depth, examining how to justify the means of determining fees and charges.
3. **Debt proceeds** are funds received from issuing debt. The District limits long-term debt to only those capital improvements that cannot be financed from current revenues. The District does not issue debt

to fund operations. The District's "Debt Policy" spells out in detail the reasons for issuing debt and related goals.

4. **Rentals** include facility rentals, park permits, field rentals, cell tower rentals, and golf equipment rentals. Rental rates are intended to recoup direct costs of the rental and where possible to cover indirect and related selling costs.
5. **Product sales** include concession operations, athletic uniforms, gift shop sales, restaurant food and liquor sales, beverage cart sales, halfway house sales, and banquet sales. These revenues are intended to cover all associated costs as well as providing funds to support the related operations.
6. **Grants & donations** include grants and donations from other units of government and philanthropic organizations. The most significant recurring source of donations for the District is actually the three 501c-3 foundations that the District has established (Cosley Zoo Foundation, DuPage County Historical Museum Foundation and the Play for All Foundation). The District encourages potential donors to make donations to these foundations to benefit the District as they exist solely to support various aspects of the District's mission.
7. **Miscellaneous income** consists of sundry sources of income that are either immaterial in amount or infrequent in occurrence or both. An example of one miscellaneous income source is the sale of scrap materials by our Parks Department.
8. **Interest income** consists of interest earned on investments of the District's idle cash. Although not a material source of income for the District, these funds are used to support services as needed, but primarily those as described for Tax revenues.
9. **Transfers in** are primarily interfund transfers, which in most years are funds transferred from operating funds (specifically General, Recreation, and Golf funds) to the Capital fund to pay for capital projects of the District. This does not include capital projects for the Golf fund, which are funded directly by the Golf fund in that fund.
10. **One-Time Revenues** The District will not use one-time revenues to support recurring expenses. This policy helps the District to spend within its means and stay financially healthy. Some of the District's revenue sources are unstable. This means that the amount the

District receives from that source can vary from year to year. Grants and Donations are good examples. Because these revenues are unstable and unreliable, the District cannot assume that the same revenue will be available in future years. Therefore, the District will treat the portion of the revenue that is above what we normally receive as if it were a one-time revenue.

CONTRACTS

The Park District shall award and enter into contractual agreements with vendors for completion of construction projects and for the procurement of goods and services for other than construction projects (such as service agreements) if it is determined to be in the best interest of the District. Said contract shall be dated and signed by the Executive Director of the Park District and by an officer of the contracting organization and filed in the Administrative Offices of the District and stored electronically attached to the applicable vendor within the District's licensed financial software.

I. PURPOSE AND GOALS

The Wheaton Park District developed this Debt Management Policy to help ensure the District's creditworthiness and to provide a functional tool for debt management and capital planning. The Wheaton Park District faces continuing capital infrastructure requirements to meet the increasing needs of its residents. The District limits long-term debt to only those capital improvements that cannot be financed from current revenues. The District does not use long-term debt to fund operating programs.

Consequently, the District needs to anticipate increases in debt levels based upon historical data. With these increases, the effects of decisions regarding the type of issue, method of sale, and payment structure become ever more critical to the District's financial well-being. To help ensure the District's credit worthiness, an established program of managing the District's debt becomes essential.

The purpose of this policy is to provide a functional tool for debt management and capital planning, as well as enhancing the District's reputation for managing its debt in a conservative and prudent manner.

GOALS RELATED TO THE ISSUANCE OF GENERAL OBLIGATION AND REVENUE BOND DEBT

In following this policy, the District shall pursue the following goals when issuing debt:

- Maintain at least an A2 credit rating for each rated general obligation debt issue.
- Take all practical precautions to avoid any financial decision which will negatively impact current credit ratings on existing or future debt issues.
- Consider market timing.
- Determine the amortization (maturity) schedule which will best fit with the overall debt structure of the District's general obligation debt and related tax levy at the time the new debt is issued. The District may choose to delay principal payments or capitalize interest during project construction. For issuance of revenue bonds, the amortization schedule which will best fit with the overall debt structure of the enterprise fund and its operating cash flow will be considered. Consideration will be given to coordinating the length of the issue with the lives of assets, whenever practicable, while considering repair and replacement costs of those assets to be incurred in future years as an offset to the useful lives, and the related length of time in the payout structure.
- Consider the impact of such new debt on overlapping debt and the financing plans of local governments which overlap, or underlie the District.
- Assess financial alternatives to include new and innovative financing approaches, including, whenever feasible, grants, revolving loans or other state/federal aid.
- Minimize debt interest costs.
- Level or declining debt service shall be employed unless operational matters dictate otherwise, or except to achieve overall level debt service with existing bonds. The District shall be mindful of the potential benefits of bank qualification and will strive to limit its annual issuance of debt to \$10 million or less when such estimated benefits are greater than the benefits of exceeding the bank qualification limit. Should subsequent changes in the law alter this limit, the District policy will be reevaluated.

II. DEBT ISSUANCE IN GENERAL

A. Authority and Purposes of the Issuance of Debt

The laws of the State of Illinois authorize the issuance of debt by the District. The Local Bond Law confers upon park districts the power and authority to contract debt, borrow money, and issue bonds for public improvement projects as defined therein. Under these provisions, the District may contract debt to pay for the cost of acquiring, constructing, reconstructing, improving, extending, enlarging, and equipping such projects or to refund bonds.

B. Types of Debt Issued

1. Short-Term. (three years or less) The District may issue short-term debt to finance the purchase of non-capital equipment having a life exceeding one year or provide increased flexibility in financing programs. The District will have no more than 10% of its outstanding general obligation debt in short term debt.
2. Long-Term. (more than three years) The District may issue long-term debt which may include, but not be limited to, general obligation bonds, certificates of participation, capital appreciation bonds, special assessment bonds, self-liquidating bonds, double barreled bonds, and municipal bonds. The District may also enter into long-term leases for public facilities, property, and equipment with a useful life greater than one year.

C. Capital Improvement Program

The Capital Improvement Program (CIP), prepared by staff, and must be approved by the Board, and shall determine the District's capital needs. The program shall be a five-year plan for the acquisition, development and/or improvement of the District's capital assets. Projects included in the CIP shall be prioritized; and the means for financing each shall be identified. The first year of the program shall be the Capital Budget. If the current resources are insufficient to meet the needs identified in the Capital Budget, the Board may consider incurring debt to fund the shortfall. The Board, upon advice from a District's municipal advisor, may also consider funding multiple years of the Capital Improvement Program by incurring debt. The CIP should be revised and supplemented each year in keeping with the District's policies on debt management.

D. Structure of Debt Issues

The duration of a debt issue shall not exceed the economic or useful life of the improvement or asset that the issue is financing. The District shall design the financing schedule and repayment of debt so as to take best advantage of market conditions and, as practical, to recapture or maximize its credit capacity for future use, and moderate the impact to the taxpayer. In keeping with the stated goals of this debt management policy, the District shall structure each general obligation issue (except refunding issues) to comply with the rapidity of debt repayment provisions in Section III. E. 1. (see below).

E. Sale of Securities

All debt issues should be sold through a competitive bidding process based upon the lowest offered True Interest Cost (TIC), unless Board deems a negotiated sale the most advantageous to the District.

F. Credit Enhancements

The District may enter into agreements with commercial banks or other financial entities for the purpose of acquiring letters of credit, municipal bond insurance, or other credit enhancements that will provide the District with access to credit under terms and conditions as specified in such agreements when their use is judged cost effective or otherwise advantageous. Any such agreements shall be approved by the Board.

G. Bond Ratings

The Board, upon advice from the District's municipal advisor, may also consider obtaining a bond rating on any bonds issued.

H. Inclusion of Local Institutions

In the interest of promoting Wheaton, whenever practical and in the best interests of the Wheaton Park District, local financial institutions are to be offered the opportunity to bid on debt instruments.

III. LEGAL CONSTRAINTS AND OTHER LIMITATIONS ON THE ISSUANCE OF DEBT

A. State Law

30 ILCS 305/0.0 I, et. seq.: the short title is "The Bond Authorization Act."

B. Authority for Debt

The District may, by bond ordinance, incur indebtedness or borrow money, and authorize the issue of negotiable obligations, including refunding bonds, for any capital improvement of property, land acquisition, or any other lawful purpose except current expenses, unless approved by the Board.

C. Debt Limitation

The debt limitations of the bond laws restrict the District to issues such that the aggregate principal indebtedness of the District does not exceed 2.875% of the taxable real property within the District.

D. Methods of Sale

Bonds will be sold in accordance with 30 ILCS 350/10 by means of a public or private sale as determined appropriate by the Board of Park Commissioners. The District may issue short-term notes by negotiated sale if the bond ordinance or subsequent resolution so provides.

1. Bonds. All bonds will mature within the period or average period of usefulness of the assets financed; and the bonds will mature in installments, the first of which is payable not more than three years from the dated date of the bonds.
2. Municipal Advisor. To ensure independence, the Municipal Advisor retained by the District will not bid on nor underwrite any District debt issues on which it is advising.

E. Credit Implications

When issuing new debt, the District should not exceed credit industry benchmarks where applicable. Therefore, the following factors should be considered in developing debt issuance plans:

1. Rapidity of Debt Service Repayment

The District's general obligation bond issues should be structured whereby 100% of the debt will be retired within twenty years. It is also desirable to structure the District's general obligation bond issues so that at least 50% of the principal will be retired within 10 years.

2. Current General Fund Cash Reserve

The District should maintain a General Fund cash and investments balance equal to no less than three months of total annual expenditures, exclusive of capital expenditures (assumed to be expenditures that would be discretionary should the economy take a nosedive). The Recreation Fund should maintain a cash and investments balance equal to no less than two months of total annual expenditures, exclusive of capital expenditures. Such calculations, including a projection to December 31st (of the current fiscal year), shall be made on an annual basis by the Finance Director during the budget process.

IV. DEBT ADMINISTRATION

A. Financial Disclosures

The District shall prepare appropriate disclosures as required by the Securities and Exchange Commission, the federal government, the State of Illinois, rating agencies, underwriters, investors, agencies, taxpayers, and other appropriate entities and persons to ensure compliance with applicable laws and regulations. For more details on these disclosures, please refer to the District's Disclosure Policy.

B. Review of Financing Proposals

All capital financing proposals that involve a pledge of the District's credit shall be referred to the Finance Director/Treasurer who shall determine the financial feasibility and impact on existing debt of such proposal, and shall make recommendations accordingly to the Executive Director.

C. Refunding Policy

The District should consider refunding outstanding debt when legally permissible and financially advantageous. A net present value debt service savings of at least three percent or greater must be achieved.

D. Investment of Borrowed Proceeds

The District acknowledges its ongoing fiduciary responsibilities to actively manage the proceeds of debt issued for public purposes in a manner that is consistent with Illinois statutes that govern the investment of public funds, and consistent with the permitted securities covenants of related bond documents executed by the District. The management of public funds should enable the District to respond to changes in markets or changes in payment or construction schedules so as to (i) minimize risk, (ii) ensure liquidity, and (iii) optimize returns.

E. Annual Evaluation of Refinancing Opportunities

The District shall on an annual basis ensure that an evaluation of the outstanding debt issues is performed to ascertain whether a refinancing is appropriate for any of the outstanding issues.

V. GLOSSARY OF TERMS

Ad Valorem Tax - A direct tax based "according to value" of property.

Advanced Refunding Bonds - Bonds issued to refund an outstanding bond issue prior to the date on which the outstanding bonds become due or callable. Proceeds of the advanced refunding bonds are deposited in escrow with a fiduciary, invested in United States Treasury Bonds or other authorized securities, and used to redeem the underlying bonds at maturity or call date.

Amortization - the process of paying the principal amount of an issue of bonds by periodic payments either directly to bondholders or to a sinking fund for the benefit of bondholders.

Arbitrage - Usually refers to the difference between the interest paid on the tax-exempt securities and the interest earned by investing the proceeds in higher yielding taxable securities. Internal Revenue Service regulations govern arbitrage (reference I.R.S. Reg. 1.103-13 through 1.103-15).

Arbitrage Bonds - Bonds which are deemed by the I.R.S. to violate federal arbitrage regulations. The interest on such bonds becomes taxable and the bondholders must include this interest as part of gross income for federal income tax purposes (I.R.S. Reg. 1.103-13 through 1.103-15).

Assessed Value - An annual determination of the just or fair market value of property for purposes of ad valorem taxation.

Basis Point - 1/100 of one percent.

Bond - Written evidence of the issuer's obligation to repay a specified principal amount on a date certain, together with interest at a stated rate, or according to a formula for determining that rate.

Bond Anticipation Notes (BANS) - Short-term interest bearing notes issued by a government in anticipation of bonds to be issued at a later date. The notes are retired from proceeds of the bond issue to which they are related.

Bond Counsel - An attorney retained by the District to render a legal opinion whether the District is authorized to issue the proposed bonds, has met all legal requirements necessary for issuance, and whether interest on the bonds is, or is not, exempt from federal and state income taxation.

Bonded Debt - The portion of an issuers total indebtedness represented by outstanding bonds.

Direct Debt or Gross Bonded Debt – Is the sum of the total bonded debt and any unfunded debt of the issuer.

Net Direct Debt or Net Bonded Debt – Is the Direct debt less sinking fund accumulations and all self-supporting debt.

Total Overall Debt – Consists of Net direct debt plus the issuer's applicable share of the direct debt of all overlapping jurisdictions.

Net Overall Debt - Net direct debt plus the issuer's applicable share of the net direct debt of all overlapping jurisdictions.

Overlapping Debt - The issuer's proportionate share of the debt of other local governmental units which either overlap or underlie it

Callable Bond - A bond which permits or requires the issuer to redeem the obligation before the stated maturity date at a specified price, called the call price, usually at or above par value.

Capital Appreciation Bonds (CAB) - A long-term security on which the investment return is reinvested at a stated compound rate until maturity. The investor receives a single payment at maturity representing both the principal and investment return.

Certificates of Participation - Documents, in fully registered form, that act like bonds. However, security for the certificates is the government's intent to make annual appropriations during the term of a lease agreement. No pledge of full faith and credit of the government is made. Consequently, the obligation of the government to make basic rental payments does not constitute an indebtedness of the government.

Commercial Paper - Very short-term, unsecured promissory notes issued in either registered or bearer form, and usually backed by a line of credit with a bank.

Coupon Rate - The annual rate of interest payable on a coupon bond (a bearer bond or bond registered as to principal only, carrying coupons evidencing future interest payments), expressed as a percentage of the principal amount.

Debt Limit - The maximum amount of debt an issuer is permitted to incur under constitutional, statutory or charter provision.

Debt Service - The amount of money necessary to pay interest on an outstanding debt, the serial maturities of principal for serial bonds, and the required contributions to an amortization or sinking fund for term bonds.

Demand Notes (Variable Rate) - A short-term security which is subject to a frequently available put option feature under which the holder may put the security back to the issuer after giving specified notice. Many of these securities are floating or variable rate, with the put option exercisable on dates on which the floating rate changes.

Double Barreled Bonds (Combination Bonds) - A bond which is payable from the revenues of a governmental enterprise and are also backed by the full faith and credit of the governmental unit.

Enterprise Funds - Funds that are financed and operated in a manner similar to private business in that goods and services provided are financed primarily through user charges.

General Obligation Bond - A bond for whose payment the full faith and credit of the issuer has been pledged. More commonly, but not necessarily, general obligation bonds are payable from ad valorem property taxes and other general revenues.

Lease Purchase Agreement (Capital Lease) - A contractual agreement whereby the government borrows funds from a financial institution or a vendor to pay for capital acquisition. The title to the asset(s) normally belongs to the government with the lessor acquiring security interest or appropriate lien therein.

Letter of Credit - A commitment, usually made by a commercial bank, to honor demands for payment of a debt upon compliance with conditions and/or the occurrence of certain events specified under the terms of the commitment.

Level Debt Service – An arrangement of serial maturities in which the amount of principal maturing increases at approximately the same rate as the amount of interest declines.

Long-Term Debt - Long-term debt is defined, for purposes of this policy, as any debt incurred whose final maturity is more than three years.

Maturity - The date upon which the principal of a municipal bond becomes due and payable to bondholders.

Mini-bonds - A small denomination bond directly marketed to the public.

Net Interest Cost (NIC) - The traditional method of calculating bids for new issues of municipal securities. The total dollar amount of interest over the life of the bonds is adjusted by the amount of premium or discount bid, and then reduced to an average annual rate. The other method is known as the true interest cost (see "true interest cost").

Offering Circular - Usually a preliminary and final document prepared to describe or disclose to investors and dealers information about an issue of securities expected to be offered in the primary market. As a part of the offering circular, an official statement shall be prepared by the District describing the debt and other pertinent financial and demographic data used to market the bonds to potential buyers.

Other Contractual Debt - Purchase contracts and other contractual debt other than bonds and notes. Other contractual debt does not affect annual debt limitation and is not a part of indebtedness within the meaning of any constitution or statutory debt limitation or restriction.

Par Value or Face Amount - In the case of bonds, Par Value or Face Amount is the amount of principal which must be paid at maturity.

Parity Bonds - Two or more issues of bonds which have the same priority of claim or lien against pledged revenues or the issuer's full faith and credit pledge.

Principal- The face amount or par value of a bond or issue of bonds payable on stated dates of maturity.

Ratings - Evaluations of the credit quality of notes and bonds, usually made by independent rating services, which generally measure the probability of the timely repayment of principal and interest on municipal bonds.

Refunding Bonds - Bonds issued to retire bonds already outstanding.

Registered Bond - A bond listed with the registrar as to ownership, which cannot be sold or exchanged without a change of registration.

Reserve Fund - A fund which may be used to pay debt service if the sources of the pledged revenues do not generate sufficient funds to satisfy the debt service requirements.

Self Supporting or Self Liquidating Debt - Debt that is to be repaid from proceeds derived exclusively from the enterprise activity for which the debt was issued.

Short-Term Debt -Short-term debt is defined for purposes of this policy as any debt incurred whose final maturity is three years or less.

Spread - The income earned by the underwriting syndicate as a result of differences in the price paid to the issuer for a new issue of municipal bonds, and the prices at which the bonds are sold to the investing public, usually expressed in points or fractions thereof.

Tax-Exempt Bonds - For municipal bonds issued by the District tax-exempt means interest on the bonds are not included in gross income for federal income tax purposes; the bonds are not items of tax preference for purposes of the federal, alternative minimum income tax imposed on individuals and corporations; and the bonds are exempt from taxation by the State of Illinois.

Term Bonds - Bonds coming due in a single maturity.

True Interest Cost (TIC) - Also known as Canadian Interest Cost. A rate which, when used to discount each amount of debt service payable in a bond issue, will produce a present value precisely equal to the amount of money received by the issuer in exchange for the bonds. The TIC method considers the time value of money while the net interest cost (NIC) method does not.

Yield to Maturity - The rate of return to the investor earned from payments of principal and interest, with interest compounded semiannually and assuming that interest paid is reinvested at the same rate.

Zero Coupon Bond - A bond which pays no interest, but is issued at a deep discount from par, appreciating to its full value at maturity.

Pursuant to the District's responsibilities under the securities laws, including its continuing disclosure undertakings (the "*Undertakings*") under Rule 15c2-12 of the Securities Exchange Act of 1934, as amended, and the Securities and Exchange Commission's statements in enforcement actions, it is necessary and in the best interest of the District that the District's (i) preliminary and final official statements or offering circulars and any supplements or amendments thereto (collectively, the "*Official Statements*"), disseminated by the District in connection with any bonds, notes, certificates or other obligations, (ii) Annual Financial Information, as required by and defined in the Undertakings (the "*Annual Financial Information*") to be filed with the Municipal Securities Rulemaking Board's ("*MSRB*") Electronic Municipal Market Access ("*EMMA*") system, and (iii) notices of Material Events or Reportable Events, each as defined in the Undertakings, and any other required or voluntary disclosures to EMMA (each, an "*EMMA Notice*") comply in all material respects with the federal securities laws. Further, it is necessary and in the best interest of the District that the District adopt policies and procedures to enable the District to create accurate disclosures with respect to its (i) Official Statements, (ii) Annual Financial Information, and (iii) EMMA Notices. Official Statements, Annual Financial Information and EMMA Notices are collectively referred to herein as the "*Disclosures*."

In response to these interests, the District hereby adopts the following policies and procedures (the "*Disclosure Policy*"):

(a) *Disclosure Officer*. The Finance Director of the District (the "*Disclosure Officer*") is hereby designated as the officer responsible for the procedures related to Disclosures as hereinafter set forth (collectively, the "*Disclosure Procedures*").

(b) *Disclosure Procedures: Official Statements*. Whenever an Official Statement will be disseminated in connection with the issuance of obligations by the District, the Disclosure Officer will oversee the process of preparing the Official Statement pursuant to the following procedures:

1. The District shall select (a) the working group for the transaction, which group may include outside professionals such as disclosure counsel, a municipal advisor and an underwriter (the "*Working Group*") and (b) the member of the Working Group responsible for preparing the first draft of the Official Statement.

2. The Disclosure Officer shall review and make comments on the first draft of the Official Statement. Such review shall be done in order to determine that the Official Statement does not include any untrue statement of a material fact or omit to state a material fact necessary in order to make the statements made in the Official Statement not misleading. Particular attention shall be paid to the accuracy of all descriptions, significant information and financial data regarding the District. Examples include confirming that information relating to the District, including but not limited to demographic changes, the addition or loss of major employers, the addition or loss of major taxpayers or any other material information within the knowledge of the Disclosure Officer, is included and properly disclosed. The Disclosure Officer shall also be responsible for ensuring that the financial data presented with regard to the District is accurate and corresponds with the financial information in the District's possession, including but not limited to information regarding bonded indebtedness, notes, certificates, outstanding leases, tax rates or any other financial information of the District presented in the Official Statement.

3. After completion of the review set forth in 2. above, the Disclosure Officer shall (a) discuss the first draft of the Official Statement with the members of the Working Group and such staff and officials of the District as the Disclosure Officer deems necessary and appropriate and (b) provide comments, as appropriate, to the members of the Working Group. The Disclosure Officer shall also consider comments from members of the Working Group and whether any additional changes to the Official Statement are necessary or desirable to make the document compliant with the requirements set forth in 2. above.

4. The Disclosure Officer shall continue to review subsequent drafts of the Official Statement in the manner set forth in 2. and 3. above.

5. If, in the Disclosure Officer's reasonable judgment, the Official Statement does not include any untrue statement of a material fact or omit to state a material fact necessary in order to make the statements made in the Official Statement not misleading, the Official Statement may, in the reasonable discretion of the Disclosure Officer, be released for dissemination to the public; *provided, however*, that the use of the Official Statement must be ratified, approved and authorized by the Board of Park Commissioners of the District.

(c) *Disclosure Procedures: Annual Financial Information.* The Disclosure Officer will oversee the process of preparing the Annual Financial Information pursuant to these procedures:

1. By June 29 of each year (the same being at least 30 days prior to the last date on which the Annual Financial Information is required to be disseminated pursuant to the related Undertaking, the Disclosure Officer shall begin to prepare (or hire an agent to prepare) the Annual Financial Information. The Disclosure Officer shall also review the audited or unaudited financial statements, as applicable, to be filed as part

of the Annual Financial Information (the “*Financial Statements*”). In addition to the required updating of the Annual Financial Information, the Disclosure Officer should consider whether additional information needs to be added to the Annual Financial Information in order to make the Annual Financial Information, including the Financial Statements, taken as a whole, correct and complete in all material respects. For example, if disclosure of events that occurred subsequent to the date of the Financial Statements would be necessary in order to clarify, enhance or correct information presented in the Financial Statements, in order to make the Annual Financial Information, taken as a whole, correct and complete in all material respects, disclosure of such subsequent events should be made.

2. If, in the Disclosure Officer’s reasonable judgment, the Annual Financial Information, including the Financial Statements, is correct and complete in all material respects, the Disclosure Officer shall file the Annual Financial Information with EMMA (or confirm that such filing is completed by any agent hired by the District for such purpose) within the timeframe allowed for such filing.

(d) *Disclosure Procedures: EMMA Notices.* Whenever the District determines to file an EMMA Notice, or whenever the District decides to make a voluntary filing to EMMA, the Disclosure Officer will oversee the process of preparing the EMMA Notice pursuant to these procedures:

1. The Disclosure Officer shall prepare (or hire an agent to prepare) the EMMA Notice. The EMMA Notice shall be prepared in the form required by the MSRB.

2. In the case of a disclosure required by an Undertaking, the Disclosure Officer shall determine whether any changes to the EMMA Notice are necessary to make the document compliant with the Undertaking.

3. If, in the Disclosure Officer’s reasonable judgment, the EMMA Notice is correct and complete and, in the case of a disclosure required by an Undertaking, complies with the Undertaking, the Disclosure Officer shall file the EMMA Notice with EMMA (or confirm that such filing is completed by any agent hired by the District for such purpose) within the timeframe allowed for such filing.

(e) *Additional Responsibilities of the Disclosure Officer.* The Disclosure Officer, in addition to the specific responsibilities outlined above, shall have general oversight of the entire disclosure process, which shall include:

1. Maintaining appropriate records of compliance with this Disclosure Policy (including proofs of EMMA filings) and decisions made with respect to issues that have been raised;

2. Evaluating the effectiveness of the procedures contained in this Disclosure Policy; and

3. Making recommendations to the Board of Park Commissioners of the District as to whether revisions or modifications to this Disclosure Policy are appropriate.

(f) *General Principles.*

1. All participants in the disclosure process should be encouraged to raise potential disclosure items at all times in the process.

2. The process of revising and updating the Disclosures should not be viewed as a mechanical insertion of current numbers. While it is not anticipated that there will be major changes in the form and content of the Disclosures at the time of each update, the Disclosure Officer should consider whether such changes are necessary or desirable in order to make sure the Disclosure does not make any untrue statement of a material fact or omit to state a material fact necessary or desirable, in order to make the statements made, in light of the circumstances in which they were made, not misleading at the time of each update.

3. Whenever the District releases information, whether in written or spoken form, that may reasonably be expected to reach investors, it is said to be “speaking to the market.” When speaking to the market, District officials must be sure that the released information does not make any untrue statement of a material fact or omit to state a material fact necessary or desirable, in order to make the statements made, in light of the circumstances in which they were made, not misleading.

4. While care should be taken not to shortcut or eliminate any steps outlined in this Disclosure Policy on an ad hoc basis, the review and maintenance of the Disclosures is a fluid process and recommendations for improvement of these Disclosure Procedures should be solicited and regularly considered.

5. The Disclosure Officer is authorized to request and pay for attendance at relevant conferences or presentations or annual training sessions conducted by outside counsel, consultants or experts in order to ensure a sufficient level of knowledge for the effective administration of this Disclosure Policy.

- A. The Park District Disposal Policy establishes the guidelines to follow in disposing of all assets whose original acquisition cost was \$5K or greater. The disposal of computers is to follow this policy, even though when their value is less than \$5K.
- B. Illinois statutes require that any property of the District must be declared excess by its governing board. This is formally accomplished by the passage of a property disposal ordinance. Such disposal ordinance must be approved by three-fifths (3/5) vote of the Board of Commissioners. [70ILCS 1205/8-22]. The statute does not establish any dollar limit for what must be declared surplus.
- C. The property disposal ordinance will identify the asset(s) being disposed of, as well as the method of disposal. In disposing of equipment determined to be no longer needed by the district, the Executive Director may advertise for the disposal of surplus equipment and/or supplies.
- D. Acceptable venues for selling these assets include the city's annual auction, the DuPage County Mayors' and Manager's auction and online services such as Obenauf Auction Service, Inc.
- E. Unless previously approved by the Board of Commissioners, purchases involving the replacement of assets currently owned by the District, shall not include trade-in arrangements. Instead, it is the policy of the District to dispose of the old property by selling it at the most advantageous value, as either a usable asset or for scrap. The determination of which assets are to be disposed of and by what method will originate in the area using the asset. The recommendation of the department is to be reviewed by the department head and the Executive Director.

Employee expense advances may be provided for training or programs. In the interest of ensuring that there is strict accountability for these funds, there is a limit of \$500 per advance. The advance must be requested and approved 30 days before the advance occurs, and proper documentation must be turned in within 60 days of the date of occurrence. If the employee did not spend the total amount of the advance, the remainder of the money must be returned with accompanying receipts. If the employee spent more money than the advance that was given, a reimbursement request must be made and turned in within 60 days along with proper documentation of all funds spent. Further, a second advance may not be issued prior the first advance being settled. Settlement consists of submitting receipts to Finance for the expenditure of the advance and a return of the unspent amount, or a completed purchase order requesting reimbursement for any funds spent in excess of the advance. These advances shall be recorded in an Employee Receivables account which will identify all outstanding advances by date and amount. Any exceptions to this policy must be approved by the Executive Director.

Consistent with IRS Publication 463, reimbursements must be submitted within 60 days of being incurred for such reimbursements to be considered made under an accountable plan and not subject to taxation. Any reimbursements submitted subsequent to 60 days will be paid through accounts payable and reported on their next paycheck and subject to taxation in compliance with IRS regulations.

A. *Purpose*

The purpose of this policy is to justify the means of determining fees and charges on a systematic basis by identifying program costs, classifying programs and the type of clientele served, and the relationship of these factors to one another.

B. *Procedures of Approval*

Each year the Recreation Department and Special Facilities will submit a budget report to the Executive Director for his/her approval. The report will include revenues and expenses for the programs for the budget year(s), the current year and prior year, as applicable.

C. *Identify and Define Cost*

1. **Direct costs** are costs, which are directly attributed to a particular program and would cease to exist if the program were not offered. Direct costs may include program leadership, program supplies and equipment, field maintenance and lining, contractual expenses, and specific promotional costs such as postage, posters and flyers.
2. **Indirect costs** are costs which are not directly attributed to any specific program. Indirect costs may include administrative and supervisory salaries, office support staff, registration resources, park services staff and supplies, finance and human resources staff and supplies, general utilities, postage, quarterly brochure costs, and promotional expenses such as flyer, film and paid advertising not for a specific program or event.
3. **Developmental costs** are costs which are directly attributed to a specific program over an extended period of one to three years. Developmental costs may include major equipment such as a balance beam, ballet mirrors and pool furniture.

D. *Fees and Charges*

1. **General Policy**

The Park Board reserves the right to annually review and approve, separate from the budget process, the rates for:

- Greens Fees at the Arrowhead Golf Club
- Pool Passes and Daily Admissions at the pools
- Parks Plus Fitness Membership Rates

The board delegates to the Executive Director the authority to establish other fees and charges using the guidelines below. The Board will approve the impact of such fees and charges in the Budget and Appropriation Ordinance.

In order to provide maximum benefit for each tax dollar paid to the Park District, it is the general policy of the Wheaton Park District that fees will be determined by the Executive Director in accordance with the following general policies:

- a. Organized activities for residents of the District will attempt to be self-supporting.
- b. Nonresident participants will be expected to pay higher fees sufficient to reimburse the District for all costs involved in providing Park District programs for their participation.
- c. Fees for activities will be set so that, with the minimum number of participants expected, direct costs will be recovered, with a larger proportion of costs recovered as enrollment increases.
- d. Fees may be waived for certain special events or services which are deemed to be in the best interest of our residents or for which the charging of a fee would be prohibitive.
- e. Fees should be kept low enough that the majority of residents would not be precluded from participation because of inability to pay.
- f. All residents of School District #200 may register at resident rates for those Park District programs conducted in or on school property.
- g. Cooperative programs with public and private agencies may be offered for which nonresident fees may be waived.
- h. Fees for use of Park District revenue-producing facilities such as the golf lessons, water park and/or pools programs, and the fitness center, will be established with the following in mind:
 1. Rates competitive with similar public and private facilities.

2. Maximize revenues without excluding the majority of residents due to an inability to pay.
3. Nonresidents are expected to pay 50 percent higher fees than residents. From time to time, the Board, at their discretion may direct this amount to be reduced.
4. Maximum service, maintenance and quality of product combined with minimum drain on operational budgets. Fees meeting the above criteria will be recommended by the Executive Director and must be approved by the Board.

2. Program Classification Guidelines for Setting Fees

- a. Classification “A”: Programs and services that are primarily considered a community service. Programs subsidized by the park district with no fee or a nominal fee which is less than the direct cost of providing the program. Some examples are: Cosley Zoo, special events, some senior programs.
New or experimental programs offered on a trial basis for a specific period of time (usually one fiscal year.) At the end of this time period, these programs are moved to another classification or eliminated from the program offerings.
- b. Classification “B”: Services that directly benefit only the individual participant. The user fee for these programs will be set to cover all direct program expenses plus a minimum of 30 percent of the direct expenses in order to cover indirect program costs. Minimum enrollments will be established for each program with a larger portion of the indirect costs being recovered as enrollment increases, this is true because some of the direct expenses are fixed in nature (they do not increase or decrease based on the number of participants). Programs which fall under Classification “B”: which do not meet the guidelines set forth in Classification “B” will be evaluated by the department director on an individual basis, and may or may not be run, depending upon the unique circumstances involved. The vast majority of Wheaton Park District programs fall into this classification.
- c. Classification “C”: Services that directly benefit only the individual participant. These programs or services are

contracted by the Park District with an outside agency or individual to provide a service in a facility not owned or operated by the Park District in which the District will be charged on a per-person or percentage basis. The user fee for these programs will cover all direct program expenses with a minimum of 30% markup to cover indirect program costs.

3. Nonresident Fees

All nonresidents will pay a user fee, which is a maximum of 50 percent higher than the resident rate, except that all residents of School District #200 may register at resident rates for those programs conducted in or on school property. This fee may be waived from time to time due to unique or unusual circumstances. The Park Board, at their discretion, may direct staff to make the nonresident fee the same as the resident fee or any amount up to 50% higher than the resident fee.

Access to Wheaton Park District programs, services and facilities shall not be denied to any person because of lack of sufficient funds. The District has established financial assistance opportunities for those with demonstrable financial need.

The District realizes that it may at times be asked to consider accepting gifts and/or bequests. The acceptance of these gifts and/or bequests will be entertained with consideration of the following:

- a) All local and state Ordinances regarding the Illinois Gift Ban Act,
- b) All relevant District policy and personnel practices,
- c) The overall benefit to the community,
- d) The overall benefit to the District,
- e) The potential associated costs, liabilities and exposure to the District,
- f) Any potential reverter clauses attached to gifts to ensure perpetuity of open/space recreation use(s) and assurance the clause(s) can be complied with

All gifts valued over \$100.00 and all gifts of real estate will be brought to the Board of Park Commissioners for approval or denial of acceptance.

A. Purpose

The purpose of the Wheaton Park District, Illinois Grant Policy is to describe the policies and procedures for developing grant proposals, receipt and management of externally funded grant awards, and responsibilities of external funding and compliance requirements.

B. Responsibilities

When Wheaton Park District applies for and receives a grant, it agrees to administer the funding according to the granting agency's terms and conditions. Accounting properly for grant expenditures and providing program documentation and evaluation is critical to the success of continuing grant award programs.

It is the responsibility of assigned department staff to appropriately and accurately manage the project and external funding per grantor agreements and guidelines and the policies and procedures of the Wheaton Park District.

C. Pre-Award

Departments considering applying for a grant shall prepare information for the Board's consideration, including the scope of grant, potential impact on operations, financial considerations, and the procedures utilized by the grantor agency.

It is the submitting department's responsibility to prepare and submit the grant application and the necessary Grant Accountability and Transparency ACT (GATA) data, including the Programmatic Risk Survey application.

Once the grant application is approved by the Board of Park Commissioners, the department head shall prepare any other documents needed for submittal of the grant proposal, committing any local match (if required), and authorizing either the Board President or the Executive Director to sign the proposal. Which party needs to sign depends upon the specific requirements of the grant(s).

It is the department's responsibility to ensure the proposal is submitted to the granting agency before the prescribed deadline.

D. Managing the Grant

The final grant agreement is signed by the Board President or Executive Director, depending on the particulars of the grant, and is held by the Wheaton Park District.

Each grant shall be tracked and monitored throughout the project life with a specific filing and tracking system. The grant agreement and grantor policies establish the requirements for charging costs to the award, reporting those costs, and requesting reimbursement.

All grant related costs invoiced must be eligible for the grant. Specifically, the cost must be reasonable, allowable, necessary and prudent to provide a direct benefit to a grant funded project.

Federal grant awards must comply with the rules and compliance requirements set forth in the Uniform Guidance (2 CFR Part 200) by the Office of Management and Budget. The Uniform Guidance establishes principles and standards for determining costs for federal awards carried out through grants, cost reimbursement contracts, and other agreements with state, local, and federally-recognized Indian tribal governments.

E. Direct Costs

Direct costs are costs that have been included in the proposal budget, and can be directly attributable to the expenses necessary to fulfill the project objectives.

F. Indirect Costs

Indirect costs, such as overhead costs or general and administrative costs, are those costs that generally are shared among projects, and therefore cannot be directly attributable to a single project.

G. Conflicts of Interest

All employees engaged in the selection, award, or administration of contracts supported by the grant award shall be free of any real or perceived conflict of interest.

H. Reporting

The purpose of grant reporting is to monitor the progress made towards fulfilling grant deliverables. The grant agreement or grantor's guidance manual will outline the required reports with time schedules by the grant for submittals.

I. Subrecipient Monitoring

The Wheaton Park District may pass grant funds to another entity. The second entity, known as the "subrecipient", may be another government entity or a non-profit organization. All grant requirements will flow down to the subrecipient. It is the Wheaton Park District's responsibility to ensure sub award is in compliance with grant provisions. The requirements of the subrecipient monitoring shall be followed in accordance with the rules and guidelines of the Uniform Guidance (2 CFR 200).

It is the responsibility of the Wheaton Park District to ensure that any subcontractor or sub awardee that will be funded through a grant award is not prohibited from receiving federal or state funds due to suspension or debarment. This is the responsibility of the department submitting the grant.

J. Grant Extension

It is the responsibility of the submitting department to track the progress of the grant project. Prior to the grant completion date, a written request for extension must be submitted to the grantor agency if the project will not reach the completion deadline date. Copies of any extension approvals shall be kept and documented by the Wheaton Park District.

K. Audits

Preparation for an audit should begin at the time the award is received. There are specific requirements that must be met when managing grants, defined within the grant agreement. Costs questioned during an audit can lead to the District having to pay back the amount of the questioned costs. In such an event, all disallowable costs must be funded by a non-grant, non-federal source.

A Single Audit is performed for entities that expend \$750,000 or more in federal awards in a given fiscal year performed by an outside auditor. A Single Audit is performed in accordance with the rules and guidelines set forth in the OMB Uniform Guidance (2 CFR 200). The Schedule of Expenditures of Federal Awards (SEFA) is an essential document for conducting the audit. The SEFA should be prepared carefully to ensure its accuracy and completeness. This schedule should be prepared on the same basis of accounting as the financial statements.

1. Purpose

The District shall maintain an environment conducive to good internal control.

2. Definitions

Internal Control comprises the plan of organization and all of the coordinated methods and measures adopted within the District to safeguard its assets, check the accuracy and reliability of its assets, check the accuracy and reliability of its accounting data, promote operational efficiency, and encourage adherence to prescribed managerial policies. (This is the broad definition, recognizing that a “system” of internal control extends beyond those matters which relate directly to the accounting and finance functions.)

This broad definition can be subdivided into two components; accounting and administrative, as follows:

- a.** Accounting controls comprise the plan of organization and all the methods and procedures that are concerned mainly with, and relate directly to, the safeguarding of assets and the reliability of the financial records.
- b.** Administrative controls comprise the plan of organization and all the methods and procedures that are concerned mainly with operational efficiency and adherence to managerial policies and usually relate only indirectly to the financial records.

This policy is concerned primarily with the “Accounting Controls” and when the terms “internal controls” or “controls” are used, it is meant as Accounting Controls.

3. Responsibilities

The Accounting Department is responsible for designing appropriate controls for the departments and the departments are responsible for implementation. Inherent in these responsibilities is the recognition that the cost of internal control should not exceed the benefits expected to be derived. Also, internal controls may become inadequate as conditions change, thus requiring review and modification.

4. Objectives

To provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, and that transactions are executed in accordance with management’s authorization and recorded properly to permit the preparation of general purpose financial statements in accordance with generally accepted accounting principles (GAAP).

5. Basic Elements of Internal Control

a. Personnel

Objectives are dependent on competence and integrity of personnel, independence of assigned functions, and their understanding of prescribed procedures.

b. Computer Data Processing

Control over development, modification, and maintenance of computer programs; control over use and changes to data maintained on computer files; application controls, for example, edits that verify vendor numbers for check writing.

c. Segregation of Duties

Procedures designed to detect errors and irregularities should be performed by persons other than those who are in a position to perpetrate them.

d. Execution of Transactions

There is reasonable assurance that transactions are executed as authorized.

e. Recording and Reporting of Transactions

To permit preparation of financial statements, transactions are recorded in the proper period, amounts, and classification. The District will prepare its external financial reports in conformance with applicable statutes and GAAP. An Annual Comprehensive Financial Report (ACFR) will be prepared annually.

f. Access to Assets

Both direct physical access and indirect access through preparation/processing of documents that authorize the use or disposition of assets be limited to authorized personnel.

g. Comparison of Recorded Accountability with Assets

Comparison of actual assets with the recorded accountability, such as bank reconciliations and physical inventories.

Accounting will utilize these basic elements of internal control in formulating departmental plans suitable to each department's needs. An annual review of the plans will be performed and modifications made as required (or as a result of internal or external audits).

A. Scope of Investment Policy

This investment policy applies to the investment activities of all funds of the Wheaton Park District (the “District” or the “Park District”). All financial assets shall be administered in accordance with the provisions of this policy.

B. Responsibility for the Investment Program

The establishment of investment policies is the responsibility of the Board. Management and administrative responsibility for the investment program is hereby delegated to the Executive Director and the Finance Director/Treasurer of the District. These two are the **investment officials** of the District. No person, unless authorized by the Executive Director and the Finance Director/Treasurer, shall make investment transactions on behalf of the Park District.

The Executive Director and the Finance Director/Treasurer shall be responsible for: 1) all investment transactions undertaken; 2) establishing a system of internal controls and written procedures consistent with this policy (see Section G.2) to regulate the activities in the portfolio; and 3) amending the internal controls and the written procedures from time to time as approved by the Executive Director in a manner not inconsistent with this policy or with State law.

C. Objectives of Investment Policy

The purpose of this policy is to establish investment guidelines for Park District officials who are responsible for the safekeeping of public funds. The Park District’s funds must be invested in compliance with the requirements of the Public Funds Investment Act (30 ILCS 235/0.05 *et seq.*).

1. Generally

The District’s investment portfolio shall be managed in a manner to avoid any transaction that might impair public confidence in the District.

Investments shall be made with judgment and care, not for speculation but for investment, considering the probable safety of the principal first and the probable income to be derived second. Consistent with the Illinois Sustainable Investing Act (30 ILCS 238/), material, relevant and decision-useful sustainability factors will be regularly considered by the District,

within the bounds of financial and fiduciary prudence, in evaluating investment decisions.

2. Risk Management

Safety of principle is the foremost objective of the Investment Policy of the Park District. Each transaction shall first ensure that principal losses, whether through defaults or erosion of value via fluctuations in market prices, are avoided. The objective will be to mitigate credit risk and interest rate risk.

a. Credit Risk

The Park District will minimize credit risk, or the risk of loss due to the failure of the security issuer or backer, by diversifying the investment portfolio so that potential losses on individual securities will be minimized.

b. Interest Rate Risk

The Park District will minimize the risk that the market value of securities in the portfolio will fall due to changes in the general interest rates by:

- i. Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity; and
- ii. Investing funds primarily in shorter-term securities, money-market mutual funds, or similar investment pools.

3. Liquidity

The District's investment portfolio shall remain sufficiently liquid to enable the District to meet present and anticipated cash flow requirements. This is accomplished by structuring the portfolio so that investment maturities meet the District's cash flow needs.

4. Return on Investment

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. Investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall generally be held until maturity with the following exceptions:

- a. A security with declining credit may be sold early to minimize loss of principal.
- b. A security swap that would improve the quality, yield, or target duration in the portfolio, may be executed, subject to restrictions applicable by law or contract.
- c. Liquidity needs of the portfolio require that the security be sold; provided the Finance Director shall report to the Executive Director prior to and immediately following said sale.

D. Standard of Care

1. Prudent Person Standard

The standard of care to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officials shall at all times exercise due diligence and shall act in accordance with this Investment Policy and all applicable legal procedures. Investment officials shall promptly report any material change in an individual security credit risk or market price change. All sales of security shall be executed in accordance with the terms of this policy. The "prudent person" standard states that, "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment,

considering first the probable safety of their capital and second the probable income to be derived."

2. Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that have the potential to conflict with the proper execution and management of the investment program, or that have the potential to impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the Park District. All officers and employees involved in the investment process shall maintain strict compliance with the Park District's Ethics Ordinance (Ordinance No. 2009-2).

E. Investment Selection

While striving to achieve the objectives of this investment policy and in accordance with Section 2 of the Public Funds Investment Act (30 ILCS 235/2)), the Park District has approved the following for investment of public funds (for purposes of this policy, the term "public funds" shall mean current operating funds, special funds, interest and sinking funds and funds of any kind or character belonging to or in the custody of the Park District, provided that funds accruing from any sale of the Park District's bonds, notes, warrants or other securities may be further restricted):

1. Bonds, notes, certificates of indebtedness, treasury bills or other securities now or hereafter issued, which are guaranteed by the full faith and credit of the United States of America as to principal and interest.

2. Bonds, notes debentures, or other similar obligations of the United States of America, its agencies, and its instrumentalities. The term “agencies of the United States of America” includes: (i) the federal land banks, federal intermediate credit banks, Fannie Mae, banks for cooperative, federal farm credit banks, or any other entity authorized to issue debt obligations under the Farm Credit Act of 1971 (12 U.S.C. 2001 et seq.) and Acts amendatory thereto; (ii) the federal home loan banks and the federal home loan mortgage corporation; and (iii) any other agency created by Act of Congress.
3. Interest-bearing savings accounts, interest-bearing certificates of deposit or interest-bearing time deposits or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act.
4. Money market mutual funds registered under the Investment Company Act of 1940, provided that the portfolio of any such money market mutual fund is limited to obligations described in 1 or 2 of this section of this policy.
5. Interest bearing bonds of any county, township, city, village, incorporated town, municipal corporation, or school district, of the State of Illinois, of any other state, or of any political subdivision or agency of the State of Illinois or of any other state, whether the interest earned thereon is taxable or tax-exempt under federal law. The bonds shall be registered in the name of the Park District or held under a custodial agreement at a bank. The bonds shall be rated at the time of purchase within the 4 highest general classifications established by a rating service of nationally recognized expertise in rating bonds of states and their political subdivisions.
6. Investments may be made only in banks which are insured by the Federal Deposit Insurance Corporation. The Park District may invest any public funds in short term discount obligations of the Federal National Mortgage Association or in shares or other forms of securities legally issuable by savings banks or savings and loan associations incorporated under the laws of this State or any other state or under the laws of the United States. Investments may be made only in those savings banks or savings and loan associations the shares, or investment certificates of which are insured by

the Federal Deposit Insurance Corporation. Any such securities may be purchased at the offering or market price thereof at the time of such purchase. All such securities so purchased shall mature or be redeemable on a date or dates prior to the time when, in the judgment of the District's Board of Park Commissioners (the "Board") , the public funds so invested will be required for expenditure by the Park District. The expressed judgment of the Board as to the time when any public funds will be required for expenditure or be redeemable is final and conclusive. The District may invest any public funds in dividend-bearing share accounts, share certificate accounts or class of share accounts of a credit union chartered under the laws of this State or the laws of the United States; provided, however, the principal office of any such credit union must be located within the State of Illinois. Investments may be made only in those credit unions the accounts of which are insured by applicable law.

7. A Public Treasurers' Investment Pool created under Section 17 of the State Treasurer Act. The Park District may also invest any public funds in a fund managed, operated, and administered by a bank, subsidiary of a bank, or subsidiary of a bank holding company or use the services of such an entity to hold and invest or advise regarding the investment of any public funds.
8. Purchase or invest in repurchase agreements of government securities having the meaning set out in the Government Securities Act of 1986, as now or hereafter amended or succeeded, subject to the provisions of said Act and the regulations issued thereunder. The government securities, unless registered or inscribed in the name of the Park District, shall be purchased through banks or trust companies authorized to do business in the State of Illinois.

All investments must be denominated in U.S. dollars.

F. Collateral

The Park District shall require that funds on deposit or placed in investments in excess of insured limits be secured by a form of collateral in accordance with applicable law. The District will accept any of the following assets as collateral:

1. U.S. Government Securities
2. Obligations of Federal Agencies
3. Obligations of the State of Illinois
4. General Obligation municipal bonds rated “A” or better issued by a governing body in the State of Illinois

The amount of collateral provided shall not be less than 110 percent of the fair market value of the net amount of District funds on deposit at each financial institution.

Pledged collateral shall be held by the Wheaton Park District, the Federal Reserve or kept in a safekeeping account by a third party and evidenced by a safekeeping agreement and receipt.

G. Safekeeping and Custody

1. Qualifying Financial Institutions

a. Institution Security

With respect to bank accounts maintained at financial institutions, it shall be the policy that the Park District will not maintain funds on deposit in any financial institution that is not a member of the F.D.I.C.

All institutions in which the District makes investments must be designated as approved depositories by the District’s Board of Park Commissioners.

b. Location

The Wheaton Park District will maintain operating and investment accounts in financial institutions within the Wheaton Park District whenever possible.

c. Statement of Condition

All depository institutions shall provide a current statement of condition in compliance with Section 6 of the Public Funds Investment Act.

d. SAS Report

The institution serving as the District's primary banking institution as well as any safekeeping institution(s) providing safekeeping services as explained in Section F above, shall annually provide a copy of their most recent report on internal controls – Service Organization Control Reports (formerly 70, or SAS70) prepared in accordance with the Statement on Standards for Attestation Engagements (SSAE) No. 16 (effective June 15, 2011).

If, for any reason the information furnished is considered by the Finance Director/Treasurer to be insufficient, additional data may be requested. The refusal of any institution to provide such data upon request may serve as sufficient cause for the withdrawal of Park District funds.

2. Internal Controls

The investment officials are responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the Park District are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived and (2) the valuation of costs and benefits requires estimates and judgments by management.

The internal controls shall address the following points:

- a. Best efforts will be made to separate responsibilities of transaction authority from accounting and recordkeeping;

- b. Custodial safekeeping;
- c. Avoidance of physical-delivery securities;
- d. Clear delegation of authority to subordinate staff members;
- e. Purchase or sale of all certificates of deposit or treasuries must be authorized by any two of the following employees, Executive Director, Finance Director, Assistant Finance Director or Finance Manager;
- f. Written confirmation of telephone transactions for investments and wire transfers;
- g. Development of a wire transfer agreement with the lead bank or third party custodian.

Compliance should be assured through the Park District's annual independent audit.

3. Delivery vs. Payment

All trades where applicable will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible financial institution prior to the release of funds. Securities will be held by a third party custodian as evidenced by safekeeping receipts.

H. Investment Parameters

Maturity

The maximum maturity of individual securities will be 4 years from the settlement date. The maximum weighted average maturity of the portfolio will not exceed 2.5 years (can be less).

The District may hire an outside Investment Manager to manage all or some portion of the District's portfolio. Any investment manager retained by the District shall notify the District if any security held in the portfolio under the manager's direction is downgraded below the minimum rating set forth in this policy and shall advise the District as to a recommended course of action.

1. Diversification

The Park District's investment objective is to make productive use of reserves while limiting credit and interest rate risk. Therefore, the following limitations are in force:

- a. No individual issuer shall account for more than 5% of the value of the portfolio (direct obligations of the US Treasury, FDIC insured obligations, and money market funds).
- b. At least quarterly, any outside investment managers must furnish a detailed list of holdings so that the District can be assured that the limitations established here have not been violated.

I. Reporting

1. Methods

The Finance Director/Treasurer will prepare an investment schedule quarterly. This report should be provided to the Board. The report will indicate:

- a. Listing of individual securities held at the end of the reporting period by fund;
- b. Listing of investments by maturity date;
- c. Interest rate of each investment;
- d. Amortized book value of each investment;

- e. Par value of each investment; and

2. Marking to Market

The market value of the portfolio shall be calculated at least annually.

J. Selection of Investment Advisors, Money Managers and Financial Institutions

To the extent that the Park District requires advice concerning its investments, the Park District's Finance Director/Treasurer and Executive Director may, from time to time, recommend contracting with investment advisors or money managers. Any such investment advisor or money manager shall provide the Finance Director/Treasurer and Executive Director with audited financial statements, proof of state registration, certification of having read this Investment Policy, and references of previous clients. The Finance Director/Treasurer and Executive Director shall review the proposals of such individuals or firms, and shall make a recommendation to the Board concerning a contract.

No investment advisor, money manager or financial institution shall be retained except by contract approved by the Board.

K. Annual Review

The District's Finance Director/Treasurer and Executive Director shall review this policy on an annual basis, and make any recommendations for amendments to the Board. No amendment shall be effective unless approved by the Board.

1.0 PURPOSE (WHY)

The Payment Card Industry-Data Security Standards (PCI-DSS) is a proprietary information security standard mandated by the major credit card brands (Visa, MasterCard, American Express, Discover and JCB) and administered by the Payment Card Industry Standards Council. The standard is designed to protect cardholder data and reduce credit card fraud.

Organizations that process credit cards must comply with the standard. Those organizations must hire an independent Qualified Security Assessor (QSA) to validate compliance on an annual basis. Additionally, most merchants must complete an annual Self-Assessment Questionnaire (SAQ).

PCI-DSS has evolved and matured over time. As of March 2022, the PCI-DSS standard is version 4.0, which organizes the high-level requirements as follows:

Control objectives	PCI DSS requirements
Build and Maintain a Secure Network and Systems	1. Install and Maintain Network Security Controls.
	2. Apply Secure Configurations to All System Components.
Protect Account Data	3. Protect Stored Account Data.
	4. Protect Cardholder Data with Strong Cryptography During Transmission Over Open, Public Networks.
Maintain a Vulnerability Management Program	5. Protect All Systems and Networks from Malicious Software.
	6. Develop and Maintain Secure Systems and Software.
Implement Strong Access Control Measures	7. Restrict Access to System Components and Cardholder Data by Business Need to Know.
	8. Identify Users and Authenticate Access to System Components.
	9. Restrict Physical Access to Cardholder Data.
Regularly Monitor and Test Networks	10. Log and Monitor All Access to System Components and Cardholder Data.
	11. Test Security of Systems and Networks Regularly.
Maintain an information Security Policy	12. Support Information Security with Organizational Policies and Programs.

2.0 SCOPE (WHO/WHEN/WHERE)

- 2.1 Wheaton Park District employees – Follow the guidelines as stipulated in this policy at all times; participate in PCI-DSS and related curriculum training; treat consumers fairly and with dignity.

3.0 DEPARTMENTS RESPONSIBLE FOR IMPLEMENTATION (WHO)

- 3.1 Authorizing Officials – The Wheaton Park District Board of Park Commissioners’ authorizes this policy and related procedures.
- 3.2 Policy Owner – Wheaton Park District Chief Information Officer (CIO) ensures that the information security program and information systems meet or exceed the minimum standards set by PCI-DSS. The CIO authorizes the procedures relating to this policy and ensures actions are taken when breaches to this policy are found.
- 3.3 Wheaton Park District Department Managers - Ensure Policy compliance through systematic, routine monitoring of payment processing activities. Implement and enforce Cardholder Data Handling Procedures that protect the credit card numbers used by customers to make payments for Park District services. Recommend training and other procedural enhancements to improve compliance.
- 3.4 Trainer- Draft and maintain training materials to ensure the Board-mandated messaging including PCI-DSS content in Security Awareness training is conveyed to Wheaton Park District’s employees. Conduct refresher training of personnel as appropriate to ensure consistent knowledge throughout the organization including subcontractors and partners.

4.0 GENERAL (WHAT)

Wheaton Park District maintains PCI DSS accreditation through the ongoing compliance with regulatory requirements. Wheaton Park District will comply with the Payment Card Industry Data Security Standards as established by the PCI Security Standards Council and maintain IT and security controls that meet or exceed industry standards and provide the ample protection of cardholder data.

Upon request by a vendor or client, the SISO may provide the Attestation of PCI-DSS Compliance, along with the Executive Summary Report, which demonstrates a secure state of Wheaton Park District’s systems environment.

The CIO will maintain a cardholder flow diagram to track the flow of cardholder data through the systems environment. This document will enable proper systems testing to ensure that protections are in place to encrypt and/or mask cardholder data within the environment.

As part of annual Security Awareness Training, Wheaton Park District’s Management will train all employees on key elements of the PCI-DSS regulation, Wheaton Park District’s PCI-DSS policy and supporting procedures.

Wheaton Park District will test the supporting procedures annually to ensure that the controls properly protect PCI information stored in Wheaton Park District’s system(s).

This policy will be reviewed and updated, at a minimum, on a biannual basis, to reflect changes to Wheaton Park District’s approach to compliance with the evolving PCI-DSS regulation.

5.0 SUPPORTING PROCEDURES

- 5.1 Wheaton Park District Cardholder Data Handling Procedure
- 5.2 Wheaton Park District PCI-DSS IT Procedures

6.0 RECORDS

- 6.1 System logs contain records of payments, but conceal full credit card numbers.
- 6.2 Attestation of Compliance and scan reports are stored in Wheaton Park District's document library (CMS).

7.0 DEFINITIONS

- 7.1 PCI-DSS – Payment Card Industry-Data Security Standard

The successful contractor shall furnish a Performance Bond in an amount equal to 110 percent or greater of the contract awarded and in payment of all obligations thereof. Bond form shall be AIA-311 or an equivalent acceptable to the Park District. Failure to supply required bonds within ten days after the bid acceptance, or within such extended period as the Park District may grant, shall constitute a default and the Park District may award the contract to the next responsible bidder or may elect to re-advertise for bids. A defaulting bidder may be deemed liable for the difference between the bid actually accepted and the amount for which the contract was subsequently awarded.

Revolving funds for petty cash purposes are kept at the Mary Lubko Center offices, under the supervision of the Leisure Center Manager.

All purchases made with these funds shall be authorized by the Mary Lubko Center Manager.

The fund balance will never exceed \$100.
All purchases will be supported with a receipt.

A brief description of each purchase will be provided on the purchase order prepared for reimbursement of the fund. These funds are not intended to be used to reimburse employees for travel or mileage reimbursements. Those expenses are to be reimbursed as per the District's Travel Policy.

The fund will be reimbursed as needed, but no more frequently than bimonthly. No cash funds are maintained for petty cash purposes at any other location as the District relies upon the purchasing cards that the District has contracted for.

Government exists only to provide services to its taxpaying residents of the type that they cannot provide for themselves individually or in their separate capacities. It would be impossible for most individuals to maintain a park with recreation facilities, a community center, a golf course, or a water park. It is, therefore, necessary for people within a community to develop a local government, or more specifically a park and recreation system, to provide these services.

Government officials are elected and charged with these responsibilities. Citizens expect to pay for these services at a nominal cost and expect a full accounting of the propriety of the assessments or tax levies which pay for these services.

If government is expected to provide services at a nominal cost, it therefore follows that a government is a not-for-profit operation. Citizens do not intend that government should generously profit from its operations.

The intent of the Wheaton Park District, however, is to provide the maximum benefit possible from the revenues available, including taxes, fees and charges, for the citizens who use our facilities and services. In order to establish a relationship between expenditures and revenues, and to establish control over expenditures and related tax levies, the Park District relies on budgets; budgets are orderly plans which define financial objectives. These are imperative to effective government. Realistic budgets are mandatory if there is to be a basis for establishing the propriety of appropriations and tax levies.

In addition to the above reasons, budgets provide the opportunity to engage in longer range forecasting and capital planning. These initiatives enable the District to anticipate revenue shortfalls prior to their occurrence and to prepare for them in advance. A long-term financial plan and budget allows for the Wheaton Park District to remain mindful of its long-term health. This gives us the best chance of a thriving community now and for future generations.

It also affords the opportunity to plan for the replacement of existing capital assets to ensure that the District has efficient assets available for operations and

that the District is able to anticipate the resources needed to maintain this level of preparedness.

Length of Budget

The District will develop budgets for three years. See the Capital Asset Management Policy for more information on the Capital Assets of the District and the length of planning for those assets.

While the operating budgets look out three years, the District actually projects property taxes for five years. Property taxes represent over 50% of the District's funding. Because they are such a significant source of funding for the District, the District forecasts for the additional two years to provide the additional opportunity to address issues that could be a potential threat to the financial health of the District.

The assumptions used in these forecasts will not assume any major changes in policy where such change is speculative. Any other assumptions behind the forecasts will be made clear. This includes the assumed growth rates in revenues and expenses. It will also include assumptions about forces that impact revenues and expenses, such as changes in population, property values, etc.

The goal of the District's planning is to develop a forecast that is balanced over the multiyear period.

- A. The Park District Purchasing Policy establishes the guidelines under which all purchases are made. It is the intent of this policy that the Park District conducts business fairly and equitably while remaining fiscally responsible to its taxpayers. This policy is governed by the Park District Code, Sec 8-1c.
- B. All purchases are to be made by authorized Park District personnel under the guidelines established in this policy and are required to follow Purchase Order Procedures or Purchase Card Procedures when procuring goods or services on behalf of the District.
- C. All items purchased will be in the best interest of the Park District. The District will endeavor to purchase from local vendors and merchants when prices are equal (see also section D Qualified Local Businesses below for more on this).
 - 1. For budgeted purchases greater than \$10,000, written price quotes must be obtained from at least three vendors or merchants.
 - 2. The purchasing decision should take advantage of the most competitive price without compromising the quality of the product or service.
 - 3. An electronic copy of all written price quotes must be attached to the electronic purchase order when the purchase order is prepared.
 - 4. Any assets being disposed of must follow the District's Disposal Policy.
- D. Qualified Local Businesses
 - 1. To the extent not prohibited by state statute, it shall be the policy of the District to procure goods and services from qualified local businesses to the greatest extent possible. In order to be considered a qualified local business, a business must meet each of the following criteria:
 - a. Business must be located within limits of the District.
 - b. Employs year round staff located at the business within the District.
 - c. Is current with all payments to the District.
 - d. Has adequately qualified/trained staff to service the bid item.
 - 2. If the lowest responsible quote is not from a qualified local business and if a qualified local business has submitted a quote which is within the applicable percentage (as hereinafter set forth) of the lowest responsible quote for an item, the qualified local business shall be given written notice by the District to that effect and shall, within ten (10) days from the date of such notice, provide written confirmation to the District that it will match the price of the business that provided the lowest responsible quote. Should a qualified local business fail to provide such confirmation within the time allowed its quote shall be considered as originally submitted.
 - 3. When more than one qualified local business is within the applicable percentage of the lowest responsible quote, only the qualified local business submitting the lowest local quote shall be given the opportunity to match the lowest responsible quote. It shall, where the quote is an aggregate of separate price components, reduce the price of each subcomponent of its aggregate bid by the same percentage that was used to match the quote of the business with the lowest responsible quote.

4. The applicable percentage is set forth on the table below:

Amount of Quote	Preference Provision
Up to \$10,000	5%
\$10,001 or equal to but less than the legal bid limit	3%

5. The District may reject any and all quotes and award the purchase to someone other than the lowest responsible business or a qualified local business who matches the lowest responsible bid upon a two-thirds (2/3) vote of the District Park Board members then holding office.

E. Vendor Information Reporting

1. In accordance with the Property Tax Code (Public Act 102-0265 / 35 ILCS 200/18-50.2), and as a taxing district with an aggregate property tax levy of more than \$5,000,000, the District will make a good faith effort to collect and electronically publish data from all vendors or subcontractors doing business with the District as to whether the vendor or subcontractor is a minority-owned, women-owned, or veteran-owned business or whether the vendor or subcontractor is a small business. Additionally, the vendor will be asked if their status is certified by the state of Illinois.
2. The District will post the collected information annually with the Treasurer's Report. This document is located on the District's website under the Transparency Portal.

F. "Green" Vendors and Products

1. Consistent with the District's Environmental Policy which recommends the purchase and use of environmentally safe and sensitive products, District employees shall give preferential treatment to such products.
2. District employees shall also give preference to vendors who have demonstrated a commitment to minimizing their carbon footprint and engaging in sustainable business practices.
3. Preference can be demonstrated by including requirements in the quote or bid specifications or in the form of preferential pricing. Said preferential pricing shall not exceed 1% of the lowest responsible quote or bid from another respondent who has not demonstrated their inclusion of environmentally safe and sensitive products. If a vendor has earned the right to use certain labels, employees can use that to evaluate that a product/service has been produced or provided in an environmentally safe and sensitive manner. The US Environmental Protection Agency has developed a number of ecolabels that can help purchasers identify green products and services. More information about these labels can be found at the link below where you can click on each of the labels shown in the snip below the link. (You have to go to the URL to click on the various labels, the snip below does not have hyperlinks.) <https://www.epa.gov/greenerproducts/institutional-purchasers-greener-products-and-services>



- G. Purchase guidelines shall be followed and approved for all repairs, services, supplies, and capital items procured for Park District purposes. Exceptions include utilities, bonds, insurance premiums; certain contractual services (i.e. individuals possessing professional skills such as attorneys, architects and engineers), computer hardware and software, monthly service agreements which must obtain new quotes at least every two years, payroll and some payroll related expenditures, such as payroll taxes and utility services including telecommunications and interconnect equipment, software and services. Also, any purchases made using the state contracts or any purchasing consortium as permitted by applicable state statute.
- H. Unless the Purchase Card is used for payment, applicable Purchase Order Procedures are:
1. A purchase order shall be created in the purchase order module of the district's financial software. The information to be included will be as directed by the Finance Department and may change from time to time. This process and subsequent approval **must** be completed **prior** to any purchase.
 2. In the event that an item is substituted for the item on the purchase order and provided that said substitutions is determined to be acceptable by the District, the department making the purchase shall do a change order to the original purchase order in the purchase order module of the district's financial software.
 3. Purchase orders shall be created for specific items and purposes. No additional items will be authorized, nor will charges be authorized which will significantly increase the cost of the purchase. In the event a change is required, a change order will be made to the original purchase order in the purchase order module of the district's financial software and it will go through the same approval process as the original purchase order.
- I. Purchase Card Procedures:
1. To facilitate the purchasing process, authorized Park District personal may be issued a corporate credit card upon the approval of the appropriate Department Head. Any purchases made under the Purchase Card Program are subject to the purchasing guidelines and approval authorization amounts set forth in this policy. Personal purchases, cash advances, and alcohol are not allowed to be charged to the District's expense.
 2. Individual transaction limits and overall card limits are determined by the appropriate Department Head. All purchases and subsequent approvals are subject to the same dollar thresholds established in Section I-Purchase Authorization Amounts, of this policy.

3. An employee's transaction limit and or credit limit may be temporarily extended to allow them to complete an approved budgeted purchase beyond their regular spending limits. These temporary extensions must be approved by the Department Head and potentially the Finance Director and Executive Director based upon the purchase authorization amounts outlined in Section H of this policy.
4. The District will employ an online management tool to coordinate the approval, processing, and coding of Purchase Card Transactions. All activity will be imported and posted to the District's financial software.

J. Purchase Authorization Amounts:

1. Although any employee of the District may make budgeted purchases, the Department Head is responsible for ensuring that any employee in his/her department is appropriately trained and adequately supervised to ensure that no inappropriate purchases are made. The specific dollar limits of employees' purchasing authority are outlined below.
2. For budgeted purchases less than \$1,000, only the purchaser's approval is required.
3. For budgeted purchases between \$1,000 and less than \$5,000, the purchaser and the Department Head's approval are required. In instances where the Department Head is unable to approve, their designee (see #5 below) or the Finance Director may also authorize the purchase.
4. For budgeted purchases equal to \$5,000.00 but less than \$20,000, the Executive Director (as well as the purchaser, the Department Head and the Finance Director) must approve the purchase. For any purchases equal to \$20,000 or greater, board approval, excluding contracts not adapted to award by competitive bidding which are exempt from this requirement, must be obtained prior to the purchase. In the event it is deemed appropriate for time convenience by the Executive Director, budgeted purchases equal to \$20,000 or greater, but less than the legal bid limit may be paid for prior to obtaining board approval, with board approval obtained at the next board meeting. Bids must be taken for any purchases with a value equal to or greater than the legal bid limit amount established by Sec 8-1c of the Park District Code, this excludes contracts not adapted to award by competitive bidding which are exempt from this requirement, public notice provided and board approval obtained for staff recommended bid. These procedures are described in the Bidding Policy.
5. From time to time, staff may be absent from their office during a time when a purchase order or purchase card transaction need approval. To facilitate the smooth operation of the District's business, any employee with approval authority as outlined above may designate another employee to have temporary signature authority in their absence. This authority is limited to the levels specified above and must be documented. The recommended method of documenting is to send an email from the employee who is designating the temporary signature authority to the Finance Department, it may also be sent to all users. This designation should indicate the beginning and ending dates of the designation of the temporary signature authority. Finance Department staff will retain a PDF copy of this email in a folder in the finance drive for the auditors review in the annual external audit. Once the audit is complete, that year's temporary signature authority files may be deleted.

6. A purchase for any item or service which has not been budgeted, no matter what the amount, requires the approval of the Department Head. It is the responsibility of the purchaser to know if an item is included in the budget.
7. Products purchased for resale in the District's gift shops do not require board approval.
8. Emergency purchases are sometimes required. If an emergency occurs and the Executive Director determines that an expenditure that is equal to \$20,000 or greater, but less than the legal bid limit, is needed, this policy permits the Executive Director of the District to authorize such a purchase and directs that the Executive Director shall individually contact the Board of Commissioners to advise them of same. Executive Director shall make every reasonable effort to contact each commissioner within five business days. Further, such a purchase shall be presented for approval at the next scheduled meeting of the Board of Park Commissioners. The District may make emergency procurements without competitive sealed bidding or prior notice when there exists a threat to public health or public safety, or when immediate expenditure is necessary for repairs to District property in order to protect against further loss of or damage to District property, to prevent or minimize serious disruption in critical District services that affect health, safety, or collection of substantial District revenues, or to ensure the integrity of District records. (See ILCS 500/20-30).
9. Sole source purchases are sometimes required as the vendor is the only provider. For this to be permitted, the department must submit this request for sole source designation to the Finance Director for approval, prior to making the purchase.

K. Payment of Invoices:

1. On a monthly basis at the regular Board Meeting, the Checks Approval Document detailing all checks processed during the monthly period will be presented to the Board of Commissioners with a recommendation for acceptance.
2. For weekly checks, the invoices, authorized Purchase Orders and supporting documentation must be submitted to the Finance Department by noon on Wednesday for processing on the following Wednesday's check run.
3. Purchase Orders must have the appropriate authorization per the Purchase Authorization Amounts section of this Purchasing Policy in order for payment to be processed.
4. Payment will be made only from invoices or digital images of invoices not from statements.
5. All payments are processed on the computer system. Manual checks will not be issued. Check registers and invoice processing reports are generated.
6. The checks are signed electronically with the signatures of the Executive Director and the Finance Director.
7. Invoices will be paid in accordance with the Illinois Prompt Payment Act.

Purpose

The District will strive to diversify its revenue base to minimize any disruption in operations due to economic downturn or a loss of or a significant decline in any single revenue source. In the event that there are spendable resources available that are from restricted, limited or assigned sources(as defined in Statement #54 of the Governmental Accounting Standards Board), it is the intent of the District to spend first those resources from restricted sources, then limited sources and finally from assigned sources.

The District will avoid dependence on temporary revenues to fund mainstream District services. One-time revenues will generally be used only for one-time expenditures.

The District will establish and maintain pricing in any of its Enterprise operations (e.g. Arrowhead Golf Club) that is sufficient to ensure that the operations are self-supporting, including the costs of operations, asset maintenance, debt service and depreciation. Enterprise operations for the District are established with the express intent of providing an additional funding source for the District. They are intended to be profitable. Those profits, in turn, are to be used to finance the maintenance of the District's infrastructure and to help reduce the District's dependence on taxes. This policy does recognize that any new or significantly expanded operation may require a few years to become established and during this brief start up period (no more than 3 years), such operations may not be completely self-supporting.

The Board of Commissioners recognizes the need to:

- Protect the Park District from financial loss due to risk exposure, and
- Provide a safe working environment for both the district staff and the users of the district's facilities and programs.

The Executive Director shall be responsible for the design and implementation of a risk management plan with sufficient insurance coverage to prevent unbearable financial loss to the District, subject to approval of the Board. As a part of that risk management plan, the Park District will implement a comprehensive loss prevention program and a safety training program.

The risk management plan will be reviewed annually. Renewal date and changes in coverage or carriers will be made when needed or when financially desirable.

The first step in establishing tax rates in the Park District involves assessing the value of real property. The Township Assessor assesses, for taxing purposes, all real property located within the Park District Boundaries. In Wheaton the assessed value is approximately 33 percent of the real or market value of the property.

The assessed values are published by the Appeals Board of the Township in the late summer or early fall. A property owner then has two weeks to enter a protest to the assessed value of the property. The protest is reviewed by the Board of Appeals, and if it is justified, the Board of Appeals may grant a revision of the assessment value. In order to equalize the assessed value throughout the state and allow for judgment errors on the part of the assessors, the Illinois Department of Revenue issues an equalization factor for each township. The equalization factor is multiplied by the assessed valuation to calculate the Equalized Assessed Valuation (E.A.V.).

One of the most important actions taken by the Board of Park Commissioners is the adoption of the Tax Levy Ordinance. This ordinance indicates the amount to be levied for the various funds of the Park District. It indicates the amount of money required for the District's operations which must be received from tax funds. The tax levy ordinance must be adopted and filed with the County Clerk's office no later than the last Tuesday in December. (It should be noted that the tax levy does not have a relationship to the Budget and Appropriation Ordinance of the same fiscal year.)

The County Clerk then allocates the tax monies to all taxing bodies and establishes the tax rates. This tax rate is established by dividing the amount levied (or the total amount requested by the Park District) by the total Equalized Assessed Valuation. The Property Tax Limitation legislation of 1991 limits the total amount extended to either five percent or the Consumer Price Index over the past tax year, whichever is the smaller amount. Some funds have mandated legal tax rate limits per Illinois state statutes.

The tax bills are calculated by the County Clerk based on the individual property assessed valuation and total tax rate of all taxing bodies in which the property is located. Taxes are paid to the County Treasurer who forwards accumulated tax dollars to each taxing body via an electronic transfer.

After the first six months of any fiscal year, the Board of Commissioners may, by a two-thirds vote, transfer unexpected funds from any appropriation item to any other appropriation item.

A. Purpose

The purpose of this policy is to establish guidelines for employees and elected officials of the District to follow when incurring business travel expenses while on assignments such as attending educational programs, association conferences or conducting onsite visits of parks and facilities for fact finding purposes outside of the local area and for the use of District owned vehicles. For employees, the immediate supervisor and department head must approve all business travel in advance and include related expenses in the annual operating budget. For elected officials, the Board of Park Commissioners must approve attendance and budgeted travel expenses in advance on a case by case basis.

B. Expenditure Limit

Consistent with the requirements of the Local Government Expense Control Act, the District may establish an expenditure limit for travel expenses incurred. By establishing said limit, the board would not have to approve each employee's attendance prior to said attendance. Instead they would approve all such expenditures via the budget and appropriation ordinance. However, in the event that an employee desires to attend some event that would cost in total in excess of the limit established, that attendance would have to be approved by the board in one of their noticed public meetings PRIOR to attendance. This policy is establishing the District's limit as \$3,000 per staff member per conference/event attended. The Act does not permit the reimbursement for any entertainment expense.

c. Elected Official

The Act **does not permit any elected official to attend without obtaining prior approval**, even if the expenses to be incurred are below the established limit. Any such expenses incurred by an elected official of the District must be approved before incurrence, by roll call vote at an open meeting of the governing board of the District. Any elected official incurring expenses under this policy is required to submit documentation of an estimate of said expenses prior to incurring them. Before travel, meals or lodging expenses may be approved under the Act the Documentation as specified in the "Documentation Required" section below must be submitted in writing to the governing board. In this instance, where the exact amount of the actual expenses to be incurred for some expenses, such as meals and travel may be unknown, such expenses may be estimated. Once the expenses have been incurred, the elected official must also complete the expense report form as noted in the "Documentation Required" section below.

It is expected that employees and elected officials attend educational sessions when attending conferences.

The District's objectives are to permit travel arrangements that:

- Conserve travel expenses
- Provide uniform treatment for employees
- Allow for Board oversight
- Adhere to the plan adopted in the budget
- Result in prompt approval and recording of District expenses

D. Personal Travel/Travel Companions

A family member or friend may accompany employees and elected officials on business travel, at their expense, when the presence of a companion will not interfere with successful completion of business objectives. Generally, employees and elected officials are also permitted to combine personal travel

with business travel, as long as time away from work is approved and vacation or personal time is used (employees only). Additional expenses arising from such non-business travel are the responsibility of the employee or the elected official.

E. Covered Expenses

When approved, the actual costs of conference or convention registrations, participation in professional organizations, technical meetings and the travel, meals, lodging and other expenses directly related to accomplishing business travel objectives can be either:

- charged to the District's procurement card (if one has been issued to employee or elected official traveling) or
- reimbursed by the District

F. Documentation Required

Per the Local Governmental Expense Control Act: travel, meal and lodging expenses must, whether above or below the Expenditure Limit established above, be documented in an expense report. The form of this report can be found on the G drive under District Forms\Expense Reports.

Expense Report Form effective October 2016

G: » DISTRICT FORMS » Expense Reports

These must be

completed for each attendee. The report must indicate:

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

In either case, original receipts or equivalent evidence must be provided to support the expenses incurred. These receipts must be turned in within 60 days of the date the purchase was incurred. It is expected that staff and elected officials will be cost-conscious when spending District funds, and make all reasonable efforts to minimize their expenses related to travel, lodging, and meals. The District Limit will be set to the current CONUS rate for Chicago, Illinois. Current lodging and M&IE (meals & incidentals) rates can be found at www.gsa.gov/perdiem. These rates and limits are the US General Services Administration CONUS rates. The District has elected to use the rates for Chicago to establish the rates to be used by District employees. Any expenses incurred beyond the daily limit on a district procurement card will be reimbursed to the district by the staff member/official.

Further, it is expected that Supervisors and Department Heads will be looking over their staff's charges even when the individual charges do not exceed the employee's approval limit as the travel costs may be broken into multiple charges that individually do not exceed the employee's approval limit but in total for a given trip would exceed that limit.

The Executive Director, at his discretion may authorize exceeding the amount spent on a meal for the purposes of team building or strategic planning. The entire bill will be charged to Executive Director's procurement card. Any staff/official in attendance will record the current CONUS dinner rate of group meal expense on their daily log to count against their daily. If the Executive Director is not in attendance, prior approval may be granted to another staff member/official to accomplish similar district objectives.

G. Alcohol

Consistent with the District's personnel manual direction, no alcohol purchases will be paid for by the District. Receipts for dining establishments must be provided in sufficient detail to document that no alcoholic beverages are being paid for by the District.

H. Accidents

Employees or elected officials who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor or the executive director.

I. Vehicle Use

District vehicles are used for official business and may be kept overnight in certain instances only when authorized by the Executive Director. Any employee provided a vehicle by the district shall not be authorized to use their private vehicle and receive reimbursement for travel, except on approval of the Executive Director.

Effective January 1, 2017, it is the policy of the Wheaton Park District to provide its Executive Director with a monthly vehicle stipend in a manner that is non-contributory to his or her Pension Calculation. The amount of the vehicle stipend will be voted on by the Board of Commissioners and reviewed and updated periodically. No other district employee shall be granted a vehicle stipend without the approval of the Board of Commissioners.

No employee may operate a district vehicle without having in his/her possession a valid driver's license.

District vehicles shall not be used to transport unauthorized passengers such as hitchhikers.

All accidents involving district vehicles must be reported in writing to the administrative office within twenty-four (24) hours of the accident. The report shall include the names and addresses of available witnesses and principals. All accidents involving district vehicles are to be reported to the police immediately and at the site of the accident. A police report must be submitted to the administrative office as soon as available from the police department in order to submit claims to the insurance company.

J. Mileage Reimbursement

Mileage reimbursement is made for the use of personal motor vehicles for District business at the current rate allowed by the Internal Revenue Service. Employees and elected officials are required to track their mileage and submit the mileage logs to the Finance Department with the appropriate approval signatures in order to get reimbursement as outlined in the District's purchasing policy.

K. Issues/Abuse

Employees should contact their supervisor or the Finance Department for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses or any other business travel issues. Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

L. Exceptions

Where this policy does not cover a specific situation, the Executive Director retains the sole right to authorize exceptions to the policy related to employees only. Exceptions related to elected officials shall be referred by the Executive Director to the entire Board for resolution.

M. Timeliness

Consistent with IRS Publication 463, reimbursements must be submitted within 60 days of being incurred for such reimbursements to be considered made under an accountable plan and not subject to taxation. Any reimbursements submitted subsequent to 60 days will be paid through accounts payable and reported on their next paycheck and subject to taxation in compliance with IRS regulations.

A. Purpose

The purpose of the Wheaton Park District, Illinois Unclaimed Property Policy is to ensure vendors receive their payments, employees receive their pay and remittances to the state are minimized.

B. Statutory Requirements

The Wheaton Park District has established this Unclaimed Property Policy to ensure compliance with the Illinois Uniform Disposition of Unclaimed Property Act- 765 ILCS 1025/1-30- (the “Act”). The Act states that government agencies are required to send to the State of Illinois the cash from any check that is outstanding for greater than three years. These outstanding checks are presumed to be abandoned. This policy will attempt to mitigate the possibility of the District having to send cash to the State for any unclaimed property and clearly state how the District will remain in compliance with the Act.

Each year the State of Illinois sends an Annual Report of Unclaimed Property to the District for filing. The District will submit a completed form, including a check for the amount of the unclaimed property by the established annual deadline.

C. Guidelines

The District issues checks for various activities, services, products, and employee’s salary or wages throughout the year. If a check is outstanding at the end of the month, it is included as a reconciling item during the bank reconciliation process. The District will also send out notifications annually according to current procedures in its best effort to deliver the check to the payee.

If a check remains outstanding for more than the current contracted bank policy (generally 180 days with most banking institutions), the check becomes void and can no longer be cashed by the payee. In order to avoid having to reissue any checks, the Finance Department has developed procedures to notify payees of an unclaimed check and procedures to reissue checks. The Unclaimed Property Act only requires letters to be sent to owners of the property, in this case the payee on the check, that is worth \$50 or more. It is the intent of the District, as explained in this policy to focus on getting the funds to the owner so the District typically sends out letters for all outstanding checks. However, if the amount of the check is so small that it seems pointless to send the letter, such as when the cost of the postage to send the letter exceeds the amount of the check, staff may use their discretion in sending and instead the District would remit those amounts to the state when the three years have elapsed.

The Wheaton Park District requires directors, supervisors and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Wheaton Park District, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that the Wheaton Park District can address and correct inappropriate conduct and actions. It is the responsibility of all board members, directors, supervisors, employees and volunteers to report concerns about violations of the Wheaton Park District's code of ethics or suspected violations of law or regulations that govern the Wheaton Park District's operations.

No Retaliation

It is contrary to the values of the Wheaton Park District for anyone to retaliate against any board member, director, supervisor, employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of The Wheaton Park District. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

Reporting Procedure

The Wheaton Park District has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with their supervisor. If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with the Executive Director or any member of the board. Directors and supervisors are required to report complaints or concerns about suspected ethical and legal violations in writing to the Wheaton Park District's Executive Director, who has the responsibility to investigate all reported complaints. If the suspected violation potentially includes the Executive Director, the issue should be reported to the board President.

The Executive Director

The Wheaton Park District's Executive Director is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Executive Director will notify the Board of Directors of all complaints and their resolution and will report at least annually to the Finance Subcommittee on compliance activity relating to accounting or alleged financial improprieties.

Accounting and Auditing Matters

The Wheaton Park District's Executive Director shall immediately notify the Finance Subcommittee of any concerns or complaint regarding District's finance policies, internal controls or auditing and work with the committee until the matter is resolved.

Acting in Good Faith

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The Wheaton Park District's Executive Director will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Compliance Officer: Mike Benard

TO: Board of Commissioners
FROM: Daniel Novak, Director of Arrowhead Operations
Carolyn Wilkin, Special Event Manager
THROUGH: Michael Benard, Executive Director
RE: Cream of Wheaton 2025 Concessions Purchase
DATE: May 21, 2025



SUMMARY

Staff seeks board approval for the purchase of Cream of Wheaton Beer Garden concessions. The Beer Garden concessions, including beer and RTDs (Ready to Drink), i.e. seltzers, are purchased through Euclid Beverage.

For 2025, we are looking to place one order for product and have a second trailer on-site at the event for storage, to refill the Beer Garden trailer as needed. The proposed invoice is based on concessions sales in 2023-2024. Any unopened product can be returned after the event.

The final order is subject to product availability.

PREVIOUS COMMITTEE/BOARD ACTION:

Board action/approval was not previously necessary.

REVENUE OR FUNDING IMPLICATIONS:

Cream of Wheaton is included in the Wheaton Park District Special Event Operational Budgets and event revenue will be generated through sponsorships, carnival ticket sales, as well as Beer Garden beverage sales (\$54,342.00 in 2024 and \$68,997.41 in 2023).

ATTACHMENTS:

Proposed invoice from Euclid Beverage.

RECOMMENDATION:

Staff recommends that the Wheaton Park District Board of Commissioners approve the proposed Cream of Wheaton Concessions invoice from Euclid Beverage at a total cost not to exceed \$29,000.



Euclid Beverage LLC
200 Overland Dr
North Aurora, IL
(630) 801-2337
euclidbeverage.com

(FEST) WHEATON - PARK DIST ARROWHE
(FEST): 225 KARLSKOGE AVE
26W151 BUTTERFIELD RD
WHEATON, IL 60187
4C0053719 2025-06-08

Date	Invoice	PO Number	Route	Pay Type	Del. Day	Customer#				
6/4/2025	W-4200057		RT 83 NA WED	CHECK NA		1980				
ITEM#	DESCRIPTION	ORD	DEL	PRICE	ALLOW	DEP	NET PR	AMT		
274	TRAILER RENTAL FEE - 4 days	2		\$200.00			\$200.00	\$400.00		
433	PLASTIC CUPS 16z - Boelter (qty 1000)	18		\$90.00			\$90.00	\$1,620.00		
649	RENTAL EQUIPMENT SALES TAX	1		\$166.40			\$166.40	\$166.40		
600	TUBS	6		\$10.00			\$10.00	\$60.00		
43152	LEIN SUMMER SHNDY 1/2 BBL	24		\$174.00	\$12.00	\$30.00	\$162.00	\$4,608.00		
309152	COORS LT 1/2 BBL	36		\$125.00	\$12.00	\$30.00	\$113.00	\$5,148.00		
445152	SA SUMMER ALE 1/2 BBL	20		\$191.00	\$12.00	\$30.00	\$179.00	\$4,180.00		
794152	REV ANTI HERO 1/2 BBL	20		\$191.00		\$30.00	\$191.00	\$4,420.00		
997111	Inv. Service Charge	1		\$10.00			\$10.00	\$10.00		
3934301	CARBLISS RTD CRANBRY VODKA 4C	80		\$54.00	\$8.00		\$48.00	\$3,840.00		
8952350	WHITE CLAW BLK CHRY 12CN	70		\$34.50	\$3.50		\$31.00	\$2,170.00		

WHEATON PARK DISTRICT



Financial Overview

April, 2025

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WPD Summary

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	\$47,711,631	\$1,870,603	\$1,405,242	\$465,360	33.12%	\$7,152,235	\$5,938,605	\$1,213,630	20.44%
5-Expenses	(\$54,926,540)	(\$2,399,542)	(\$1,965,556)	(\$433,986)	-22.08%	(\$9,278,874)	(\$9,099,667)	(\$179,207)	-1.97%
Grand Total	(\$7,214,909)	(\$528,939)	(\$560,314)	\$31,375	5.60%	(\$2,126,639)	(\$3,161,062)	\$1,034,423	32.72%

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
10-General									
4-Revenues	\$5,757,912	\$98,231	\$49,224	\$49,007	99.56%	\$230,432	\$250,461	(\$20,029)	-8.00%
5-Expenses	(\$6,979,371)	(\$284,663)	(\$369,262)	\$84,599	22.91%	(\$1,644,837)	(\$1,621,145)	(\$23,692)	-1.46%
10-General Total	(\$1,221,459)	(\$186,432)	(\$320,038)	\$133,606	41.75%	(\$1,414,406)	(\$1,370,684)	(\$43,722)	-3.19%
20-Recreation									
4-Revenues	\$12,927,509	\$604,643	\$507,295	\$97,349	19.19%	\$2,041,370	\$1,850,150	\$191,220	10.34%
5-Expenses	(\$13,621,325)	(\$683,215)	(\$491,512)	(\$191,702)	-39.00%	(\$3,108,260)	(\$2,979,726)	(\$128,534)	-4.31%
20-Recreation Total	(\$693,816)	(\$78,571)	\$15,783	(\$94,354)	-597.82%	(\$1,066,890)	(\$1,129,576)	\$62,686	5.55%
22-Cosley Zoo									
4-Revenues	\$2,131,900	\$72,965	\$78,215	(\$5,250)	-6.71%	\$185,590	\$199,334	(\$13,744)	-6.89%
5-Expenses	(\$2,617,985)	(\$132,746)	(\$121,759)	(\$10,988)	-9.02%	(\$703,869)	(\$540,101)	(\$163,768)	-30.32%
22-Cosley Zoo Total	(\$486,085)	(\$59,781)	(\$43,544)	(\$16,238)	-37.29%	(\$518,278)	(\$340,767)	(\$177,512)	-52.09%
30-Debt Service									
4-Revenues	\$2,922,859	\$3,521	\$3,014	\$506	16.80%	\$13,667	\$10,816	\$2,851	26.36%
5-Expenses	(\$2,990,431)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
30-Debt Service Total	(\$67,572)	\$3,521	\$3,014	\$506	16.80%	\$13,667	\$10,816	\$2,851	26.36%
40-Capital Projects									
4-Revenues	\$10,461,714	\$363,694	\$46,155	\$317,539	687.98%	\$1,847,663	\$914,563	\$933,100	102.03%
5-Expenses	(\$14,686,036)	(\$359,363)	(\$194,978)	(\$164,386)	-84.31%	(\$692,364)	(\$984,761)	\$292,397	29.69%
40-Capital Projects Total	(\$4,224,322)	\$4,331	(\$148,823)	\$153,153	102.91%	\$1,155,299	(\$70,197)	\$1,225,497	1745.80%
60-Golf Fund									
4-Revenues	\$10,544,250	\$712,842	\$706,685	\$6,158	0.87%	\$2,093,999	\$2,028,371	\$65,628	3.24%
5-Expenses	(\$11,065,154)	(\$688,758)	(\$572,877)	(\$115,880)	-20.23%	(\$2,210,283)	(\$2,129,351)	(\$80,932)	-3.80%
60-Golf Fund Total	(\$520,904)	\$24,085	\$133,807	(\$109,723)	-82.00%	(\$116,284)	(\$100,980)	(\$15,304)	-15.16%
70-Information Technology									
4-Revenues	\$605,389	\$0	\$0	\$0	0.00%	\$151,448	\$146,494	\$4,954	3.38%
5-Expenses	(\$605,639)	(\$77,351)	(\$34,912)	(\$42,439)	-121.56%	(\$224,901)	(\$185,591)	(\$39,310)	-21.18%
70-Information Technology Total	(\$250)	(\$77,351)	(\$34,912)	(\$42,439)	-121.56%	(\$73,453)	(\$39,097)	(\$34,356)	-87.87%
75-Health Insurance									
4-Revenues	\$2,360,098	\$14,707	\$14,654	\$52	0.36%	\$588,066	\$538,416	\$49,650	9.22%
5-Expenses	(\$2,360,598)	(\$173,446)	(\$180,255)	\$6,810	3.78%	(\$694,360)	(\$658,992)	(\$35,368)	-5.37%
75-Health Insurance Total	(\$500)	(\$158,739)	(\$165,601)	\$6,862	4.14%	(\$106,294)	(\$120,576)	\$14,283	11.85%
Grand Total	(\$7,214,909)	(\$528,939)	(\$560,314)	\$31,375	5.60%	(\$2,126,639)	(\$3,161,062)	\$1,034,423	32.72%

AGC Month & YTD Summary

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
60-Golf Fund									
000-Administration									
4-Revenues	\$55,000	\$10,640	\$8,718	\$1,922	22.05%	\$200,827	\$52,178	\$148,648	284.89%
5-Expenses	(\$2,234,727)	(\$97,503)	(\$97,369)	(\$134)	-0.14%	(\$426,233)	(\$384,873)	(\$41,359)	-10.75%
000-Administration Total	(\$2,179,727)	(\$86,863)	(\$88,652)	\$1,789	2.02%	(\$225,406)	(\$332,695)	\$107,289	32.25%
101-Parks Maintenance									
5-Expenses	(\$43,885)	(\$2,203)	(\$2,109)	(\$94)	-4.44%	(\$10,368)	(\$9,916)	(\$452)	-4.56%
101-Parks Maintenance Total	(\$43,885)	(\$2,203)	(\$2,109)	(\$94)	-4.44%	(\$10,368)	(\$9,916)	(\$452)	-4.56%
601-Golf Maintenance									
4-Revenues	\$0								
5-Expenses	(\$1,439,213)	(\$123,039)	(\$99,476)	(\$23,562)	-23.69%	(\$300,183)	(\$299,868)	(\$315)	-0.11%
601-Golf Maintenance Total	(\$1,439,213)	(\$123,039)	(\$99,476)	(\$23,562)	-23.69%	(\$300,183)	(\$299,868)	(\$315)	-0.11%
611-Pro Shop/Golf Fees									
4-Revenues	\$3,515,250	\$317,041	\$341,520	(\$24,480)	-7.17%	\$690,739	\$717,286	(\$26,548)	-3.70%
5-Expenses	(\$1,307,667)	(\$98,714)	(\$76,823)	(\$21,892)	-28.50%	(\$242,840)	(\$197,534)	(\$45,306)	-22.94%
611-Pro Shop/Golf Fees Total	\$2,207,583	\$218,326	\$264,698	(\$46,371)	-17.52%	\$447,899	\$519,753	(\$71,854)	-13.82%
612-Food and Beverage									
4-Revenues	\$6,954,000	\$385,162	\$356,447	\$28,715	8.06%	\$1,196,737	\$1,251,348	(\$54,610)	-4.36%
5-Expenses	(\$6,026,979)	(\$367,284)	(\$297,082)	(\$70,202)	-23.63%	(\$1,230,594)	(\$1,236,124)	\$5,530	0.45%
612-Food and Beverage Total	\$927,021	\$17,878	\$59,364	(\$41,487)	-69.89%	(\$33,857)	\$15,223	(\$49,080)	-322.41%
613-Cross Country Skiing									
4-Revenues	\$20,000	\$0	\$0	\$0	0.00%	\$5,696	\$7,559	(\$1,863)	-24.65%
5-Expenses	(\$12,683)	(\$15)	(\$18)	\$3	15.83%	(\$65)	(\$1,036)	\$971	93.73%
613-Cross Country Skiing Total	\$7,318	(\$15)	(\$18)	\$3	15.83%	\$5,631	\$6,523	(\$892)	-13.67%
60-Golf Fund Total	(\$520,904)	\$24,085	\$133,807	(\$109,723)	-82.00%	(\$116,284)	(\$100,980)	(\$15,304)	-15.16%
Grand Total	(\$520,904)	\$24,085	\$133,807	(\$109,723)	-82.00%	(\$116,284)	(\$100,980)	(\$15,304)	-15.16%

Zoo Analysis

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
Cosley Zoo									
4-Revenues									
41-Taxes	\$1,267,915	\$0	\$41	(\$41)	-99.34%	\$107	\$41	\$67	162.61%
42-Charges for Services	\$670,098	\$55,100	\$56,148	(\$1,047)	-1.87%	\$112,445	\$124,620	(\$12,175)	-9.77%
44-Rentals	\$75,750	\$3,720	\$9,335	(\$5,615)	-60.15%	\$15,275	\$21,603	(\$6,328)	-29.29%
45-Product Sales	\$1,100	\$35	\$0	\$35	0.00%	\$140	\$150	(\$10)	-6.67%
46-Grants & Donations	\$107,038	\$8,587	\$7,977	\$610	7.65%	\$33,172	\$31,628	\$1,545	4.88%
47-Misc. Income	\$0	\$0	\$0	\$0	0.00%	\$525	\$599	(\$74)	-12.30%
48-Interest Income	\$10,000	\$5,523	\$4,715	\$808	17.15%	\$23,926	\$20,694	\$3,232	15.62%
49-Transfers In	\$0								
4-Revenues Total	\$2,131,900	\$72,965	\$78,215	(\$5,250)	-6.71%	\$185,590	\$199,334	(\$13,744)	-6.89%
5-Expenses									
51-Salaries & Wages	(\$1,324,175)	(\$96,200)	(\$93,109)	(\$3,091)	-3.32%	(\$406,051)	(\$361,462)	(\$44,589)	-12.34%
52-Contractual Services	(\$451,543)	(\$12,924)	(\$9,111)	(\$3,813)	-41.86%	(\$106,129)	(\$96,320)	(\$9,809)	-10.18%
53-Supplies	(\$240,667)	(\$18,496)	(\$13,189)	(\$5,307)	-40.24%	(\$43,444)	(\$35,793)	(\$7,651)	-21.38%
54-Other Charges	(\$96,599)	(\$5,127)	(\$6,350)	\$1,224	19.27%	(\$21,994)	(\$21,525)	(\$469)	-2.18%
57-Capital	\$0								
59-Transfers Out	(\$505,000)	\$0	\$0	\$0	0.00%	(\$126,250)	(\$25,000)	(\$101,250)	-405.00%
5-Expenses Total	(\$2,617,985)	(\$132,746)	(\$121,759)	(\$10,988)	-9.02%	(\$703,869)	(\$540,101)	(\$163,768)	-30.32%
Cosley Zoo Total	(\$486,085)	(\$59,781)	(\$43,544)	(\$16,238)	-37.29%	(\$518,278)	(\$340,767)	(\$177,512)	-52.09%
Foundation									
Concessions									
1-Concession Sales	\$60,000	\$2,155	\$5,489	(\$3,335)	-60.75%	\$2,811	\$7,720	(\$4,910)	-63.60%
2-Concession COGS	(\$20,000)	(\$2,945)	(\$3,622)	\$677	18.69%	(\$1,423)	(\$2,983)	\$1,560	52.30%
3-Concession Supplies	(\$2,000)	\$0	(\$27)	\$27	98.96%	\$0	(\$27)	\$27	98.96%
Concessions Total	\$38,000	(\$790)	\$1,841	(\$2,631)	-142.91%	\$1,387	\$4,710	(\$3,323)	-70.55%
Gift Shop									
1-Gift Shop Sales	\$180,000	\$12,004	\$12,788	(\$784)	-6.13%	\$24,810	\$34,113	(\$9,303)	-27.27%
2-Gift Shop COGS	(\$71,000)	(\$3,862)	(\$3,779)	(\$83)	-2.20%	(\$13,582)	(\$13,235)	(\$347)	-2.62%
Gift Shop Total	\$109,000	\$8,143	\$9,010	(\$867)	-9.62%	\$11,228	\$20,878	(\$9,650)	-46.22%
Concession & Gift Shop									
4-Concession & Gift									
Shop Wages	(\$98,000)	(\$6,978)	(\$7,660)	\$683	8.91%	(\$22,985)	(\$22,825)	(\$159)	-0.70%
Concession & Gift Shop Total	(\$98,000)	(\$6,978)	(\$7,660)	\$683	8.91%	(\$22,985)	(\$22,825)	(\$159)	-0.70%
Foundation Total	\$49,000	\$375	\$3,190	(\$2,815)	-88.26%	(\$10,369)	\$2,763	(\$13,132)	-475.30%
Grand Total	(\$437,085)	(\$59,407)	(\$40,354)	(\$19,053)	-47.21%	(\$528,648)	(\$338,003)	(\$190,644)	-56.40%

Cash & Investments

	Current Month, Prior Year		
Description	Current Month	Prior Month	Year
<i>Operating Funds</i>			
10-General	3,185,764	3,353,074	2,885,959
20-Recreation	7,821,402	7,893,375	7,066,358
21-Special Recreation	239,318	238,491	216,640
22-Cosley Zoo	1,100,583	1,169,932	1,131,185
23-Liability	210,193	264,144	183,239
24-Audit	9,291	24,172	41,062
25-FICA	263,058	305,735	419,508
26-IMRF	276,391	311,981	474,106
30-Debt Service	962,734	959,213	890,907
60-Golf Fund	6,316,958	6,226,959	5,949,806
70-Information Technology	(55,985)	21,366	(19,979)
75-Health Insurance	167,129	325,744	156,466
Total Operating Funds	20,496,836	21,094,188	19,395,258
<i>Capital Funds</i>			
40-Capital Projects	12,748,180	12,737,169	11,239,500
Total Capital Funds	12,748,180	12,737,169	11,239,500
Total District Funds	33,245,016	33,831,357	30,634,758

Fund Balance Target Analysis
April, 2025

	General 10	Recreation 20	Cosley 22	Insurance Liability 23	Audit 24	FICA 25	IMRF 26	Debt Service 30	Golf 60
Basis of Measurement:									
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
FY 2025 Budget Basis:									
Budgeted expenditures less budgeted capital expenditures	5,434,871	12,062,325	2,112,985	776,633	42,064	781,013	609,343	1,306,141	10,048,154
FY 2025 Targets									
Target Minimum	1,358,720	2,010,390	528,250	194,160	10,520	195,250	152,340	5,000	1,674,690
Target Maximum	2,717,440	4,020,780	1,056,490	388,320	21,030	390,510	304,670	1,306,141	3,349,380
Fund Balance as of April, 2025									
Fund Balance as of 12/31/2024	4,395,392	5,768,349	1,610,085	384,913	28,987	418,657	363,833		
Net Profit (Loss) YTD thru April, 2025	(1,414,406)	(1,066,890)	(518,278)	(174,720)	(19,696)	(171,884)	(142,741)		
Fund Balance as of April, 2025	2,980,986	4,701,459	1,091,806	210,193	9,291	246,773	221,092		
Cash & Investments 12/31/2024								949,067	6,874,106
Cash & Investments April, 2025								962,734	6,316,958
Analysis Results	Over Maximum Target by	Over Maximum Target by	Over Maximum Target by	Meets Target	Under Minimum Target by	Meets Target	Meets Target	Meets Target	Over Maximum Target by
Variances									
Amount over maximum or (under minimum)	263,546	680,679	35,316	-	(1,229)	-	-	-	2,967,578

All Funds

Investment Report

Description	Current Balance	Prior Month Balance	Prior Year Balance
1110-Certificates of Deposit			
10-General	479,486	479,486	78,421
20-Recreation	865,250	865,250	2,328,421
21-Special Recreation	0	0	0
22-Cosley Zoo	115,250	115,250	78,421
23-Liability	0	0	52,281
24-Audit	0	0	0
25-FICA	0	0	52,281
26-IMRF	0	0	52,281
30-Debt Service	250,000	250,000	327,867
40-Capital Projects	1,609,952	1,609,952	5,113,731
60-Golf Fund	730,500	730,500	2,671,779
75-Health Insurance	0	0	0
Total Certificates of Deposit	4,050,438	4,050,438	10,755,483
1120-Treasuries			
10-General	2,109,875	2,109,875	2,671,642
20-Recreation	2,363,377	2,363,377	2,590,612
21-Special Recreation	0	0	124,733
22-Cosley Zoo	0	0	194,655
23-Liability	0	0	0
24-Audit	0	0	10,858
25-FICA	0	0	277,053
26-IMRF	0	0	362,837
30-Debt Service	0	0	0
40-Capital Projects	4,485,133	4,485,133	2,493,167
60-Golf Fund	2,588,538	2,588,538	1,164,807
75-Health Insurance	0	0	16
Total Treasuries	11,546,923	11,546,923	9,890,380
1122-Agencies			
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
Total Agencies	0	0	0
Total Investments	15,597,361	15,597,361	20,645,863

General Fund

Balance Sheet

Description	Current Balance	Prior Month Balance	Prior Year Balance
Assets			
10-Cash & Cash Equivalents	596,403	763,713	135,895
11-Investments	2,589,361	2,589,361	2,750,064
12-Receivables	5,155,369	5,151,610	5,282,944
13-Interfund Receivables	0	0	0
14-Inventory	5,138	5,162	5,216
16-Prepaid/Deposits/Escrows	0	0	0
Total Assets	8,346,271	8,509,846	8,174,118
Liabilities			
20-ST Payables	(30,632)	(11,155)	(22,562)
21-Payroll Payables	(64,421)	(66,525)	(63,602)
22-Accruals	(81,697)	(81,697)	(53,804)
23-Interfund Payables	0	0	0
24-Unearned Revenues	(5,182,956)	(5,178,032)	(5,287,695)
25-Deposits/Uncashed/Stale Dated	(5,579)	(5,019)	(3,629)
29-Deferred Inflows	0	0	(40,003)
Total Liabilities	(5,365,285)	(5,342,428)	(5,471,295)
30-Fund Balance	(2,980,986)	(3,167,418)	(2,702,823)
Liabilities and Fund Balance	(8,346,271)	(8,509,846)	(8,174,118)

Recreation Fund

Balance Sheet

Description	Current Balance	Prior Month Balance	Prior Year Balance
Assets			
10-Cash & Cash Equivalents	4,592,775	4,664,749	2,147,325
11-Investments	3,228,627	3,228,627	4,919,033
12-Receivables	5,458,951	5,653,837	5,577,042
13-Interfund Receivables	0	0	0
14-Inventory	0	0	0
16-Prepaid/Deposits/Escrows	0	(190)	0
Total Assets	13,280,353	13,547,023	12,643,400
Liabilities			
20-ST Payables	(471,901)	(467,255)	(447,033)
22-Accruals	(98,216)	(98,216)	(73,563)
24-Unearned Revenues	(7,999,736)	(8,174,070)	(7,797,333)
25-Deposits/Uncashed/Stale Dated	(9,040)	(27,451)	(7,065)
Total Liabilities	(8,578,893)	(8,766,992)	(8,324,994)
30-Fund Balance	(4,701,459)	(4,780,030)	(4,318,406)
Liabilities and Fund Balance	(13,280,353)	(13,547,023)	(12,643,400)

Zoo Fund

Balance Sheet

Description	Current Balance	Prior Month Balance	Prior Year Balance
Assets			
10-Cash & Cash Equivalents	985,333	1,054,682	858,109
11-Investments	115,250	115,250	273,076
12-Receivables	1,326,800	1,313,168	1,339,162
13-Interfund Receivables	0	0	0
14-Inventory	0	0	0
16-Prepaid/Deposits/Escrows	0	0	0
Total Assets	2,427,383	2,483,100	2,470,348
Liabilities			
20-ST Payables	0	0	0
22-Accruals	(31,181)	(31,181)	(20,868)
24-Unearned Revenues	(1,304,396)	(1,300,332)	(1,306,247)
Total Liabilities	(1,335,576)	(1,331,512)	(1,327,115)
30-Fund Balance	(1,091,806)	(1,151,588)	(1,143,233)
Liabilities and Fund Balance	(2,427,383)	(2,483,100)	(2,470,348)

Debt Service Fund

Balance Sheet

Description	Current Balance	Prior Month Balance	Prior Year Balance
Assets			
10-Cash & Cash Equivalents	712,734	709,213	563,041
11-Investments	250,000	250,000	327,867
12-Receivables	2,860,659	2,860,659	2,759,711
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
Total Assets	3,823,393	3,819,872	3,650,618
Liabilities			
20-ST Payables	(2,142,397)	(2,142,397)	(2,046,178)
21-Payroll Payables	0	0	0
22-Accruals	0	0	0
23-Interfund Payables	0	0	0
24-Unearned Revenues	(2,841,909)	(2,841,909)	(2,748,461)
25-Escheats and Facility Deposits	0	0	0
26-Long Term-Debt	0	0	0
27-LT Vacation Accruals	0	0	0
Total Liabilities	(4,984,306)	(4,984,306)	(4,794,639)
30-Fund Balance	1,160,913	1,164,434	1,144,021
Liabilities and Fund Balance	(3,823,393)	(3,819,872)	(3,650,618)

Capital Projects Fund

Balance Sheet

Description	Current Balance	Prior Month Balance	Prior Year Balance
Assets			
10-Cash & Cash Equivalents	6,653,095	6,642,084	3,632,601
11-Investments	6,095,085	6,095,085	7,606,898
12-Receivables	646,960	653,640	218,736
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
Total Assets	13,395,140	13,390,809	11,458,236
Liabilities			
20-ST Payables	(103,848)	(103,848)	(347,177)
21-Payroll Payables	0	0	0
22-Accruals	(5,262)	(5,262)	(3,719)
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
Total Liabilities	(109,109)	(109,109)	(350,896)
30-Fund Balance	(13,286,031)	(13,281,700)	(11,107,340)
Liabilities and Fund Balance	(13,395,140)	(13,390,809)	(11,458,236)

Arrowhead Golf Club Fund

Balance Sheet

Description	Current Balance	Prior Month Balance	Prior Year Balance
Assets			
10-Cash & Cash Equivalents	2,997,920	2,907,921	2,113,220
11-Investments	3,319,038	3,319,038	3,836,586
12-Receivables	197,346	188,263	100,377
13-Interfund Receivables	0	0	0
14-Inventory	151,223	152,167	160,104
15-Other Receivables	24,000	24,000	24,000
16-Prepaid/Deposits/Escrows	19,564	21,284	25,994
17-Other Assets	68,883	68,883	24,180
19-Capital Assets	16,939,503	16,939,503	16,724,998
Total Assets	23,717,476	23,621,058	23,009,459
Liabilities			
20-ST Payables	(62,763)	(44,344)	(49,973)
21-Payroll Payables	0	0	0
22-Accruals	(231,314)	(231,314)	(167,971)
23-Interfund Payables	0	0	0
24-Unearned Revenues	0	0	0
25-Deposits/Uncashed/Stale Dated	(479,770)	(425,856)	(590,463)
26-Long-Term Debt	0	0	0
27-LT Vacation Accruals	(132,848)	(132,848)	(99,722)
29-Deferred Inflows	(236,224)	(236,224)	(205,258)
Total Liabilities	(1,142,919)	(1,070,586)	(1,113,387)
30-Fund Balance	(22,574,557)	(22,550,472)	(21,896,072)
Liabilities and Fund Balance	(23,717,476)	(23,621,058)	(23,009,459)

Information Technology

Balance Sheet

Description	Current Balance	Prior Month Balance	Prior Year Balance
Assets			
10-Cash & Cash Equivalents	(55,985)	21,366	(19,979)
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	1,650	1,650	0
17-Other Assets	0	0	0
19-Capital Assets	0	0	1,234
Total Assets	(54,335)	23,016	(18,745)
Liabilities			
20-ST Payables	0	0	0
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
Total Liabilities	0	0	0
30-Fund Balance	54,335	(23,016)	18,745
Liabilities and Fund Balance	54,335	(23,016)	18,745

Health Insurance Fund

Balance Sheet

Description	Current Balance	Prior Month Balance	Prior Year Balance
Assets			
10-Cash & Cash Equivalents	167,129	325,744	156,450
11-Investments	0	0	16
12-Receivables	2,911	2,453	435
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
Total Assets	170,040	328,198	156,902
Liabilities			
20-ST Payables	0	0	0
21-Payroll Payables	1,017	1,598	(44)
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
Total Liabilities	1,017	1,598	(44)
30-Fund Balance	(171,057)	(329,796)	(156,858)
Liabilities and Fund Balance	(170,040)	(328,198)	(156,902)

Operating Statements for the Major and Internal Service Funds

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
10-General									
4-Revenues									
41-Taxes	\$5,105,584	\$0	\$167	(\$167)	-100.23%	\$432	\$167	\$265	158.75%
42-Charges for Services	\$265,491	\$47,396	\$4,599	\$42,797	930.56%	\$61,983	\$22,706	\$39,278	172.98%
43-Debt Proceeds	\$0								
44-Rentals	\$54,556	\$1,390	\$939	\$451	48.03%	\$24,953	\$47,789	(\$22,836)	-47.79%
45-Product Sales	\$53,500	\$54	\$428	(\$374)	-87.47%	\$609	\$1,141	(\$532)	-46.62%
46-Grants & Donations	\$186,281	\$42,569	\$41,525	\$1,044	2.51%	\$89,292	\$87,377	\$1,914	2.19%
47-Misc. Income	\$7,500	\$0	\$25	(\$25)	-100.28%	\$13,179	\$2,787	\$10,392	372.89%
48-Interest Income	\$85,000	\$6,822	\$1,540	\$5,282	342.99%	\$39,983	\$88,494	(\$48,511)	-54.82%
49-Transfers In	\$0								
4-Revenues Total	\$5,757,912	\$98,231	\$49,224	\$49,007	99.56%	\$230,432	\$250,461	(\$20,029)	-8.00%
5-Expenses									
51-Salaries & Wages	(\$2,985,047)	(\$209,165)	(\$199,422)	(\$9,743)	-4.89%	(\$824,427)	(\$772,212)	(\$52,215)	-6.76%
52-Contractual Services	(\$1,695,288)	(\$32,327)	(\$43,736)	\$11,409	26.09%	(\$323,912)	(\$291,613)	(\$32,299)	-11.08%
53-Supplies	(\$532,639)	(\$34,398)	(\$28,037)	(\$6,362)	-22.69%	(\$97,671)	(\$82,222)	(\$15,449)	-18.79%
54-Other Charges	(\$221,897)	(\$8,774)	(\$11,620)	\$2,846	24.49%	(\$60,309)	(\$46,750)	(\$13,559)	-29.00%
57-Capital	(\$884,000)	\$0	(\$86,448)	\$86,448	100.00%	(\$173,394)	(\$203,348)	\$29,954	14.73%
59-Transfers Out	(\$660,500)	\$0	\$0	\$0	0.00%	(\$165,125)	(\$225,000)	\$59,875	26.61%
5-Expenses Total	(\$6,979,371)	(\$284,663)	(\$369,262)	\$84,599	22.91%	(\$1,644,837)	(\$1,621,145)	(\$23,692)	-1.46%
10-General Total	(\$1,221,459)	(\$186,432)	(\$320,038)	\$133,606	41.75%	(\$1,414,406)	(\$1,370,684)	(\$43,722)	-3.19%
20-Recreation									
4-Revenues									
41-Taxes	\$5,051,812	\$0	\$166	(\$166)	-99.78%	\$428	\$166	\$262	158.01%
42-Charges for Services	\$7,322,599	\$552,931	\$475,167	\$77,764	16.37%	\$1,880,214	\$1,658,463	\$221,751	13.37%
44-Rentals	\$165,761	\$12,445	\$12,752	(\$306)	-2.40%	\$38,332	\$37,313	\$1,019	2.73%
45-Product Sales	\$200,237	\$4,258	\$4,405	(\$147)	-3.33%	\$8,279	\$9,981	(\$1,702)	-17.05%
46-Grants & Donations	\$15,100	\$15,205	\$101	\$15,104	14954.49%	\$19,639	\$285	\$19,353	6790.66%
47-Misc. Income	\$22,000	\$723	\$833	(\$110)	-13.18%	\$4,579	\$3,725	\$854	22.93%
48-Interest Income	\$150,000	\$19,082	\$13,872	\$5,209	37.55%	\$89,899	\$140,217	(\$50,318)	-35.89%
49-Transfers In	\$0								
4-Revenues Total	\$12,927,509	\$604,643	\$507,295	\$97,349	19.19%	\$2,041,370	\$1,850,150	\$191,220	10.34%
5-Expenses									
51-Salaries & Wages	(\$5,669,857)	(\$311,725)	(\$298,705)	(\$13,021)	-4.36%	(\$1,291,551)	(\$1,256,245)	(\$35,305)	-2.81%
52-Contractual Services	(\$4,602,520)	(\$287,415)	(\$132,203)	(\$155,212)	-117.40%	(\$1,124,849)	(\$917,147)	(\$207,702)	-22.65%
53-Supplies	(\$1,523,166)	(\$71,852)	(\$46,971)	(\$24,881)	-52.97%	(\$248,787)	(\$243,014)	(\$5,774)	-2.38%
54-Other Charges	(\$266,782)	(\$12,222)	(\$13,634)	\$1,411	10.35%	(\$68,073)	(\$58,034)	(\$10,040)	-17.30%
57-Capital	(\$59,000)								
59-Transfers Out	(\$1,500,000)	\$0	\$0	\$0	0.00%	(\$375,000)	(\$505,286)	\$130,286	25.78%
5-Expenses Total	(\$13,621,325)	(\$683,215)	(\$491,512)	(\$191,702)	-39.00%	(\$3,108,260)	(\$2,979,726)	(\$128,534)	-4.31%
20-Recreation Total	(\$693,816)	(\$78,571)	\$15,783	(\$94,354)	-597.82%	(\$1,066,890)	(\$1,129,576)	\$62,686	5.55%
22-Cosley Zoo									
4-Revenues									
41-Taxes	\$1,267,915	\$0	\$41	(\$41)	-99.34%	\$107	\$41	\$67	162.61%
42-Charges for Services	\$670,098	\$55,100	\$56,148	(\$1,047)	-1.87%	\$112,445	\$124,620	(\$12,175)	-9.77%
44-Rentals	\$75,750	\$3,720	\$9,335	(\$5,615)	-60.15%	\$15,275	\$21,603	(\$6,328)	-29.29%
45-Product Sales	\$1,100	\$35	\$0	\$35	0.00%	\$140	\$150	(\$10)	-6.67%
46-Grants & Donations	\$107,038	\$8,587	\$7,977	\$610	7.65%	\$33,172	\$31,628	\$1,545	4.88%
47-Misc. Income	\$0	\$0	\$0	\$0	0.00%	\$525	\$599	(\$74)	-12.30%
48-Interest Income	\$10,000	\$5,523	\$4,715	\$808	17.15%	\$23,926	\$20,694	\$3,232	15.62%
49-Transfers In	\$0								
4-Revenues Total	\$2,131,900	\$72,965	\$78,215	(\$5,250)	-6.71%	\$185,590	\$199,334	(\$13,744)	-6.89%
5-Expenses									
51-Salaries & Wages	(\$1,324,175)	(\$96,200)	(\$93,109)	(\$3,091)	-3.32%	(\$406,051)	(\$361,462)	(\$44,589)	-12.34%
52-Contractual Services	(\$451,543)	(\$12,924)	(\$9,111)	(\$3,813)	-41.86%	(\$106,129)	(\$96,320)	(\$9,809)	-10.18%
53-Supplies	(\$240,667)	(\$18,496)	(\$13,189)	(\$5,307)	-40.24%	(\$43,444)	(\$35,793)	(\$7,651)	-21.38%
54-Other Charges	(\$96,599)	(\$5,127)	(\$6,350)	\$1,224	19.27%	(\$21,994)	(\$21,525)	(\$469)	-2.18%
57-Capital	\$0								
59-Transfers Out	(\$505,000)	\$0	\$0	\$0	0.00%	(\$126,250)	(\$25,000)	(\$101,250)	-405.00%

Operating Statements for the Major and Internal Service Funds

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 Total	(\$2,617,985)	(\$132,746)	(\$121,759)	(\$10,988)	-9.02%	(\$703,869)	(\$540,101)	(\$163,768)	-30.32%
22-Cosley Zoo Total	(\$486,085)	(\$59,781)	(\$43,544)	(\$16,238)	-37.29%	(\$518,278)	(\$340,767)	(\$177,512)	-52.09%
30-Debt Service									
4-Revenues									
41-Taxes	\$2,841,909	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
43-Debt Proceeds	\$0								
46-Grants & Donations	\$0								
47-Misc. Income	\$0								
48-Interest Income	\$10,000	\$3,521	\$3,014	\$506	16.80%	\$13,667	\$10,816	\$2,851	26.36%
49-Transfers In	\$70,950	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
4-Revenues Total	\$2,922,859	\$3,521	\$3,014	\$506	16.80%	\$13,667	\$10,816	\$2,851	26.36%
5-Expenses									
52-Contractual Services	(\$1,306,141)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
54-Other Charges	\$0								
57-Capital	\$0								
59-Transfers Out	(\$1,684,290)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
5-Expenses Total	(\$2,990,431)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
30-Debt Service Total	(\$67,572)	\$3,521	\$3,014	\$506	16.80%	\$13,667	\$10,816	\$2,851	26.36%
40-Capital Projects									
4-Revenues									
41-Taxes	\$0								
42-Charges for Services	\$0								
43-Debt Proceeds	\$0								
44-Rentals	\$32,024	\$32,024	\$32,024	\$0	0.00%	\$32,024	\$32,024	\$0	0.00%
45-Product Sales	\$25,000	\$3,500	\$0	\$3,500	0.00%	\$10,000	\$12,300	(\$2,300)	-18.70%
46-Grants & Donations	\$5,178,900	\$317,500	\$0	\$317,500	0.00%	\$792,500	\$0	\$792,500	0.00%
47-Misc. Income	\$1,000	\$0	\$0	\$0	0.00%	\$609	\$562	\$47	8.42%
48-Interest Income	\$150,000	\$10,669	\$14,130	(\$3,461)	-24.49%	\$333,655	\$101,891	\$231,763	227.46%
49-Transfers In	\$5,074,790	\$0	\$0	\$0	0.00%	\$678,875	\$767,786	(\$88,911)	-11.58%
4-Revenues Total	\$10,461,714	\$363,694	\$46,155	\$317,539	687.98%	\$1,847,663	\$914,563	\$933,100	102.03%
5-Expenses									
51-Salaries & Wages	(\$217,378)	(\$16,655)	(\$15,312)	(\$1,343)	-8.77%	(\$68,478)	(\$63,383)	(\$5,095)	-8.04%
52-Contractual Services	(\$295,765)	(\$64)	(\$54)	(\$10)	-17.74%	(\$157,417)	(\$17,813)	(\$139,603)	-783.71%
53-Supplies	(\$435,325)	(\$35,709)	(\$8,051)	(\$27,657)	-343.53%	(\$60,310)	(\$40,897)	(\$19,414)	-47.47%
54-Other Charges	(\$13,300)	(\$221)	(\$735)	\$514	69.97%	(\$1,600)	(\$2,729)	\$1,128	41.35%
57-Capital	(\$13,653,318)	(\$306,716)	(\$170,825)	(\$135,890)	-79.55%	(\$404,559)	(\$859,939)	\$455,380	52.95%
59-Transfers Out	(\$70,950)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
5-Expenses Total	(\$14,686,036)	(\$359,363)	(\$194,978)	(\$164,386)	-84.31%	(\$692,364)	(\$984,761)	\$292,397	29.69%
40-Capital Projects Total	(\$4,224,322)	\$4,331	(\$148,823)	\$153,153	102.91%	\$1,155,299	(\$70,197)	\$1,225,497	1745.80%
60-Golf Fund									
4-Revenues									
41-Taxes	\$0								
42-Charges for Services	\$3,115,500	\$283,183	\$309,530	(\$26,347)	-8.51%	\$698,848	\$722,670	(\$23,822)	-3.30%
44-Rentals	\$652,750	\$43,967	\$41,025	\$2,942	7.17%	\$57,020	\$60,050	(\$3,030)	-5.05%
45-Product Sales	\$6,681,000	\$374,464	\$344,660	\$29,804	8.65%	\$1,125,276	\$1,192,434	(\$67,158)	-5.63%
46-Grants & Donations	\$0								
47-Misc. Income	\$45,000	\$3,376	\$2,847	\$529	18.57%	\$16,286	\$2,383	\$13,902	583.38%
48-Interest Income	\$50,000	\$7,852	\$8,622	(\$770)	-8.93%	\$196,568	\$50,833	\$145,735	286.69%
49-Transfers In	\$0								
4-Revenues Total	\$10,544,250	\$712,842	\$706,685	\$6,158	0.87%	\$2,093,999	\$2,028,371	\$65,628	3.24%
5-Expenses									
51-Salaries & Wages	(\$4,516,537)	(\$296,430)	(\$295,279)	(\$1,151)	-0.39%	(\$1,118,239)	(\$1,140,928)	\$22,688	1.99%
52-Contractual Services	(\$2,412,798)	(\$103,006)	(\$102,841)	(\$165)	-0.16%	(\$482,783)	(\$449,727)	(\$33,056)	-7.35%
53-Supplies	(\$2,784,665)	(\$246,698)	(\$152,370)	(\$94,329)	-61.91%	(\$492,181)	(\$452,489)	(\$39,693)	-8.77%
54-Other Charges	(\$334,155)	(\$30,723)	(\$22,388)	(\$8,336)	-37.23%	(\$92,680)	(\$73,709)	(\$18,971)	-25.74%
57-Capital	(\$967,000)	(\$11,900)	\$0	(\$11,900)	0.00%	(\$11,900)	\$0	(\$11,900)	0.00%
59-Transfers Out	(\$50,000)	\$0	\$0	\$0	0.00%	(\$12,500)	(\$12,500)	\$0	0.00%
5-Expenses Total	(\$11,065,154)	(\$688,758)	(\$572,877)	(\$115,880)	-20.23%	(\$2,210,283)	(\$2,129,351)	(\$80,932)	-3.80%
60-Golf Fund Total	(\$520,904)	\$24,085	\$133,807	(\$109,723)	-82.00%	(\$116,284)	(\$100,980)	(\$15,304)	-15.16%

Operating Statements for the Major and Internal Service Funds

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
70-Information Technology									
4-Revenues									
42-Charges for Services	\$605,339	\$0	\$0	\$0	0.00%	\$151,335	\$146,445	\$4,890	3.34%
43-Debt Proceeds	\$0								
47-Misc. Income	\$50	\$0	\$0	\$0	0.00%	\$114	\$49	\$65	131.71%
48-Interest Income	\$0								
49-Transfers In	\$0								
4-Revenues Total	\$605,389	\$0	\$0	\$0	0.00%	\$151,448	\$146,494	\$4,954	3.38%
5-Expenses									
52-Contractual Services	(\$500,377)	(\$48,389)	(\$29,232)	(\$19,157)	-65.53%	(\$194,524)	(\$178,899)	(\$15,625)	-8.73%
53-Supplies	(\$105,263)	(\$28,962)	(\$5,680)	(\$23,282)	-409.90%	(\$30,377)	(\$6,692)	(\$23,685)	-353.93%
57-Capital	\$0	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
5-Expenses Total	(\$605,639)	(\$77,351)	(\$34,912)	(\$42,439)	-121.56%	(\$224,901)	(\$185,591)	(\$39,310)	-21.18%
70-Information Technology Total	(\$250)	(\$77,351)	(\$34,912)	(\$42,439)	-121.56%	(\$73,453)	(\$39,097)	(\$34,356)	-87.87%
75-Health Insurance									
4-Revenues									
42-Charges for Services	\$2,145,840	\$0	\$0	\$0	0.00%	\$528,430	\$480,835	\$47,595	9.90%
47-Misc. Income	\$213,758	\$14,705	\$14,652	\$53	0.36%	\$59,629	\$57,556	\$2,073	3.60%
48-Interest Income	\$500	\$2	\$2	(\$0)	-22.00%	\$7	\$24	(\$18)	-73.21%
49-Transfers In	\$0								
4-Revenues Total	\$2,360,098	\$14,707	\$14,654	\$52	0.36%	\$588,066	\$538,416	\$49,650	9.22%
5-Expenses									
52-Contractual Services	(\$2,360,598)	(\$173,446)	(\$180,255)	\$6,810	3.78%	(\$694,360)	(\$658,992)	(\$35,368)	-5.37%
5-Expenses Total	(\$2,360,598)	(\$173,446)	(\$180,255)	\$6,810	3.78%	(\$694,360)	(\$658,992)	(\$35,368)	-5.37%
75-Health Insurance Total	(\$500)	(\$158,739)	(\$165,601)	\$6,862	4.14%	(\$106,294)	(\$120,576)	\$14,283	11.85%
Grand Total	(\$7,214,909)	(\$528,939)	(\$560,314)	\$31,375	5.60%	(\$2,126,639)	(\$3,161,062)	\$1,034,423	32.72%

Major Operating Funds by Department

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
10-General									
000-Administration									
4-Revenues									
41-Taxes	\$2,552,792	\$0	\$167	(\$167)	-100.23%	\$432	\$167	\$265	158.75%
42-Charges for Services	\$176,500	\$40,559	\$4,149	\$36,410	877.56%	\$52,275	\$19,423	\$32,852	169.14%
43-Debt Proceeds	\$0								
44-Rentals	\$43,556	\$0	\$0	\$0	0.00%	\$21,570	\$42,287	(\$20,717)	-48.99%
45-Product Sales	\$51,000	\$0	\$284	(\$284)	-100.11%	\$325	\$545	(\$220)	-40.39%
46-Grants & Donations	\$0								
47-Misc. Income	\$2,500	\$0	\$0	(\$0)	0.00%	\$4,609	\$1,111	\$3,498	314.83%
48-Interest Income	\$85,000	\$6,822	\$1,540	\$5,282	342.99%	\$39,983	\$88,494	(\$48,511)	-54.82%
49-Transfers In	\$0								
4-Revenues Total	\$2,911,348	\$47,382	\$6,142	\$41,240	671.44%	\$119,194	\$152,028	(\$32,834)	-21.60%
5-Expenses									
51-Salaries & Wages	(\$898,357)	(\$67,951)	(\$63,532)	(\$4,419)	-6.96%	(\$270,053)	(\$250,030)	(\$20,022)	-8.01%
52-Contractual Services	(\$815,966)	(\$19,749)	(\$29,765)	\$10,016	33.65%	(\$132,306)	(\$117,052)	(\$15,254)	-13.03%
53-Supplies	(\$132,150)	(\$4,088)	(\$7,424)	\$3,336	44.94%	(\$14,076)	(\$15,936)	\$1,860	11.67%
54-Other Charges	(\$198,612)	(\$8,505)	(\$11,507)	\$3,002	26.09%	(\$53,352)	(\$43,555)	(\$9,798)	-22.49%
57-Capital	(\$30,000)								
59-Transfers Out	(\$660,500)	\$0	\$0	\$0	0.00%	(\$165,125)	(\$225,000)	\$59,875	26.61%
5-Expenses Total	(\$2,735,585)	(\$100,292)	(\$112,227)	\$11,934	10.63%	(\$634,912)	(\$651,573)	\$16,661	2.56%
000-Administration Total	\$175,762	(\$52,911)	(\$106,085)	\$53,175	50.12%	(\$515,718)	(\$499,545)	(\$16,172)	-3.24%
101-Parks Maintenance									
4-Revenues									
41-Taxes	\$2,552,792	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
42-Charges for Services	\$5,000								
46-Grants & Donations	\$0								
47-Misc. Income	\$5,000	\$0	\$25	(\$25)	-100.00%	\$8,570	\$1,675	\$6,895	411.62%
49-Transfers In	\$0								
4-Revenues Total	\$2,562,792	\$0	\$25	(\$25)	-100.00%	\$8,570	\$1,675	\$6,895	411.62%
5-Expenses									
51-Salaries & Wages	(\$1,927,280)	(\$130,058)	(\$125,375)	(\$4,683)	-3.74%	(\$508,756)	(\$479,859)	(\$28,898)	-6.02%
52-Contractual Services	(\$765,609)	(\$11,035)	(\$13,114)	\$2,078	15.85%	(\$173,465)	(\$158,513)	(\$14,951)	-9.43%
53-Supplies	(\$386,569)	(\$30,179)	(\$20,231)	(\$9,948)	-49.17%	(\$80,946)	(\$63,652)	(\$17,294)	-27.17%
54-Other Charges	(\$15,050)	(\$269)	(\$95)	(\$174)	-182.96%	(\$6,183)	(\$2,086)	(\$4,098)	-196.43%
57-Capital	(\$854,000)	\$0	(\$86,448)	\$86,448	100.00%	(\$173,394)	(\$203,348)	\$29,954	14.73%
59-Transfers Out	\$0								
5-Expenses Total	(\$3,948,508)	(\$171,541)	(\$245,263)	\$73,722	30.06%	(\$942,744)	(\$907,457)	(\$35,287)	-3.89%
101-Parks Maintenance Total	(\$1,385,716)	(\$171,541)	(\$245,238)	\$73,697	30.05%	(\$934,174)	(\$905,782)	(\$28,392)	-3.13%
430-Historical Museum									
4-Revenues									
42-Charges for Services	\$83,991	\$6,836	\$450	\$6,387	1419.29%	\$9,708	\$3,283	\$6,426	195.73%
44-Rentals	\$11,000	\$1,390	\$939	\$451	48.03%	\$3,383	\$5,502	(\$2,119)	-38.51%
45-Product Sales	\$2,500	\$54	\$144	(\$90)	-62.55%	\$284	\$596	(\$312)	-52.31%
46-Grants & Donations	\$186,281	\$42,569	\$41,525	\$1,044	2.51%	\$89,292	\$87,377	\$1,914	2.19%
47-Misc. Income	\$0								
4-Revenues Total	\$283,772	\$50,849	\$43,058	\$7,792	18.10%	\$102,667	\$96,758	\$5,909	6.11%
5-Expenses									
51-Salaries & Wages	(\$159,411)	(\$11,155)	(\$10,515)	(\$641)	-6.09%	(\$45,618)	(\$42,323)	(\$3,295)	-7.78%
52-Contractual Services	(\$113,713)	(\$1,542)	(\$857)	(\$685)	-79.90%	(\$18,141)	(\$16,048)	(\$2,093)	-13.04%
53-Supplies	(\$13,920)	(\$132)	(\$382)	\$250	65.46%	(\$2,649)	(\$2,634)	(\$15)	-0.56%
54-Other Charges	(\$8,235)	\$0	(\$18)	\$18	101.44%	(\$774)	(\$1,110)	\$336	30.29%
57-Capital	\$0								
5-Expenses Total	(\$295,279)	(\$12,830)	(\$11,773)	(\$1,057)	-8.98%	(\$67,181)	(\$62,115)	(\$5,067)	-8.16%
430-Historical Museum Total	(\$11,506)	\$38,020	\$31,285	\$6,735	21.53%	\$35,486	\$34,643	\$843	2.43%
10-General Total	(\$1,221,459)	(\$186,432)	(\$320,038)	\$133,606	41.75%	(\$1,414,406)	(\$1,370,684)	(\$43,722)	-3.19%
20-Recreation									
000-Administration									
4-Revenues									

Major Operating Funds by Department

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
41-Taxes	\$5,051,812	\$0	\$166	(\$166)	-99.78%	\$428	\$166	\$262	158.01%
42-Charges for Services	\$186,475	\$15,000	\$0	\$15,000	0.00%	\$28,400	\$12,400	\$16,000	129.03%
44-Rentals	\$21,761	\$240	\$0	\$240	0.00%	\$2,003	\$1,851	\$152	8.21%
45-Product Sales	\$54,487	\$0	\$0	\$0	0.00%	\$303	\$250	\$53	21.10%
46-Grants & Donations	\$15,100	\$15,205	\$101	\$15,104	14954.49%	\$19,639	\$285	\$19,353	6790.66%
47-Misc. Income	\$7,500	\$723	\$833	(\$110)	-13.18%	\$4,579	\$3,725	\$854	22.93%
48-Interest Income	\$150,000	\$19,082	\$13,872	\$5,209	37.55%	\$89,899	\$140,217	(\$50,318)	-35.89%
49-Transfers In	\$0								
4-Revenues Total	\$5,487,135	\$50,249	\$14,971	\$35,278	235.64%	\$145,251	\$158,894	(\$13,643)	-8.59%
5-Expenses									
51-Salaries & Wages	(\$1,573,682)	(\$114,524)	(\$108,725)	(\$5,799)	-5.33%	(\$447,112)	(\$451,817)	\$4,705	1.04%
52-Contractual Services	(\$1,052,933)	(\$29,684)	(\$31,238)	\$1,554	4.98%	(\$224,402)	(\$227,955)	\$3,553	1.56%
53-Supplies	(\$184,388)	(\$3,366)	(\$3,380)	\$14	0.43%	(\$12,989)	(\$11,297)	(\$1,692)	-14.98%
54-Other Charges	(\$126,397)	(\$7,609)	(\$9,339)	\$1,730	18.52%	(\$54,191)	(\$41,484)	(\$12,708)	-30.63%
57-Capital	\$0								
59-Transfers Out	(\$1,500,000)	\$0	\$0	\$0	0.00%	(\$375,000)	(\$505,286)	\$130,286	25.78%
5-Expenses Total	(\$4,437,401)	(\$155,183)	(\$152,683)	(\$2,501)	-1.64%	(\$1,113,695)	(\$1,237,839)	\$124,144	10.03%
000-Administration Total	\$1,049,734	(\$104,934)	(\$137,711)	\$32,777	23.80%	(\$968,444)	(\$1,078,945)	\$110,501	10.24%
101-Parks Maintenance									
4-Revenues									
42-Charges for Services	\$0								
44-Rentals	\$10,000	\$1,055	\$820	\$235	28.66%	\$520	\$1,515	(\$995)	-65.68%
45-Product Sales	\$0								
47-Misc. Income	\$0	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
4-Revenues Total	\$10,000	\$1,055	\$820	\$235	28.66%	\$520	\$1,515	(\$995)	-65.68%
5-Expenses									
51-Salaries & Wages	(\$967,152)	(\$66,055)	(\$57,955)	(\$8,100)	-13.98%	(\$289,036)	(\$272,253)	(\$16,782)	-6.16%
52-Contractual Services	(\$388,726)	(\$14,327)	(\$12,106)	(\$2,221)	-18.34%	(\$97,659)	(\$67,918)	(\$29,741)	-43.79%
53-Supplies	(\$565,269)	(\$32,119)	(\$22,800)	(\$9,319)	-40.87%	(\$57,549)	(\$52,001)	(\$5,548)	-10.67%
57-Capital	(\$59,000)								
5-Expenses Total	(\$1,980,146)	(\$112,501)	(\$92,861)	(\$19,640)	-21.15%	(\$444,244)	(\$392,173)	(\$52,071)	-13.28%
101-Parks Maintenance Total	(\$1,970,146)	(\$111,446)	(\$92,041)	(\$19,405)	-21.08%	(\$443,724)	(\$390,658)	(\$53,066)	-13.58%
220-Recreation Programs									
4-Revenues									
42-Charges for Services	\$4,860,574	\$377,740	\$315,061	\$62,679	19.89%	\$1,403,147	\$1,204,854	\$198,293	16.46%
44-Rentals	\$65,000	\$6,329	\$7,590	(\$1,261)	-16.62%	\$19,641	\$17,689	\$1,952	11.04%
45-Product Sales	\$8,850	\$4,015	\$4,034	(\$19)	-0.48%	\$7,523	\$7,864	(\$341)	-4.34%
46-Grants & Donations	\$0								
47-Misc. Income	\$0								
4-Revenues Total	\$4,934,424	\$388,083	\$326,685	\$61,398	18.79%	\$1,430,311	\$1,230,407	\$199,904	16.25%
5-Expenses									
51-Salaries & Wages	(\$1,533,346)	(\$71,574)	(\$71,171)	(\$403)	-0.57%	(\$308,245)	(\$292,501)	(\$15,743)	-5.38%
52-Contractual Services	(\$2,066,031)	(\$203,724)	(\$70,944)	(\$132,779)	-187.16%	(\$627,289)	(\$492,958)	(\$134,331)	-27.25%
53-Supplies	(\$238,457)	(\$15,437)	(\$2,788)	(\$12,648)	-453.67%	(\$54,294)	(\$36,773)	(\$17,520)	-47.64%
54-Other Charges	(\$500)								
57-Capital	\$0								
5-Expenses Total	(\$3,838,334)	(\$290,734)	(\$144,903)	(\$145,831)	-100.64%	(\$989,827)	(\$822,233)	(\$167,594)	-20.38%
220-Recreation Programs Total	\$1,096,090	\$97,349	\$181,782	(\$84,432)	-46.45%	\$440,483	\$408,174	\$32,309	7.92%
221-Athletics									
4-Revenues									
42-Charges for Services	\$733,200	\$38,778	\$57,741	(\$18,963)	-32.84%	\$104,199	\$149,036	(\$44,838)	-30.09%
45-Product Sales	\$14,200	\$0	(\$90)	\$90	99.74%	\$0	\$1,122	(\$1,122)	-100.01%
47-Misc. Income	\$0								
49-Transfers In	\$0								
4-Revenues Total	\$747,400	\$38,778	\$57,651	(\$18,873)	-32.74%	\$104,199	\$150,159	(\$45,960)	-30.61%
5-Expenses									
51-Salaries & Wages	(\$46,419)	(\$878)	(\$3,827)	\$2,949	77.07%	(\$6,246)	(\$15,537)	\$9,291	59.80%
52-Contractual Services	(\$230,270)	(\$5,398)	(\$4,705)	(\$693)	-14.73%	(\$18,824)	(\$12,519)	(\$6,305)	-50.37%
53-Supplies	(\$324,439)	(\$11,276)	(\$11,220)	(\$56)	-0.50%	(\$92,769)	(\$102,365)	\$9,596	9.37%

Major Operating Funds by Department

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
54-Other Charges	(\$96,000)	(\$3,740)	(\$2,116)	(\$1,625)	-76.79%	(\$10,132)	(\$7,910)	(\$2,222)	-28.09%
57-Capital	\$0								
59-Transfers Out	\$0								
5-Expenses Total	(\$697,128)	(\$21,292)	(\$21,867)	\$576	2.63%	(\$127,971)	(\$138,331)	\$10,360	7.49%
221-Athletics Total	\$50,272	\$17,486	\$35,784	(\$18,298)	-51.13%	(\$23,772)	\$11,827	(\$35,599)	-301.00%
222-Pools									
4-Revenues									
42-Charges for Services	\$988,000	\$64,103	\$60,546	\$3,558	5.88%	\$162,355	\$155,527	\$6,828	4.39%
44-Rentals	\$17,000	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
45-Product Sales	\$121,000	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
46-Grants & Donations	\$0								
47-Misc. Income	\$14,500	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
4-Revenues Total	\$1,140,500	\$64,103	\$60,546	\$3,558	5.88%	\$162,355	\$155,527	\$6,828	4.39%
5-Expenses									
51-Salaries & Wages	(\$892,686)	(\$9,157)	(\$9,562)	\$404	4.23%	(\$35,687)	(\$37,032)	\$1,346	3.63%
52-Contractual Services	(\$347,638)	(\$8,985)	(\$2,928)	(\$6,056)	-206.84%	(\$42,799)	(\$31,165)	(\$11,634)	-37.33%
53-Supplies	(\$111,552)	(\$6,310)	(\$3,320)	(\$2,991)	-90.08%	(\$12,821)	(\$11,383)	(\$1,437)	-12.63%
54-Other Charges	(\$21,300)	(\$695)	(\$1,315)	\$620	47.11%	(\$1,493)	(\$1,941)	\$448	23.09%
57-Capital	\$0								
59-Transfers Out	\$0								
5-Expenses Total	(\$1,373,176)	(\$25,148)	(\$17,125)	(\$8,023)	-46.85%	(\$92,800)	(\$81,522)	(\$11,278)	-13.83%
222-Pools Total	(\$232,676)	\$38,956	\$43,421	(\$4,465)	-10.28%	\$69,555	\$74,005	(\$4,450)	-6.01%
224-Recreation Facilities									
4-Revenues									
42-Charges for Services	\$850	\$44	\$34	\$11	31.38%	\$92	\$136	(\$45)	-33.00%
44-Rentals	\$51,000	\$4,822	\$4,117	\$705	17.11%	\$16,168	\$16,007	\$161	1.01%
45-Product Sales	\$700	\$223	\$401	(\$178)	-44.40%	\$415	\$681	(\$266)	-39.10%
47-Misc. Income	\$0								
4-Revenues Total	\$52,550	\$5,089	\$4,551	\$537	11.80%	\$16,674	\$16,825	(\$150)	-0.89%
5-Expenses									
51-Salaries & Wages	(\$207,457)	(\$14,468)	(\$15,721)	\$1,253	7.97%	(\$75,298)	(\$60,262)	(\$15,036)	-24.95%
52-Contractual Services	(\$438,797)	(\$20,318)	(\$7,568)	(\$12,750)	-168.48%	(\$94,075)	(\$68,214)	(\$25,862)	-37.91%
53-Supplies	(\$32,836)	(\$2,383)	(\$762)	(\$1,621)	-212.74%	(\$6,461)	(\$6,266)	(\$196)	-3.12%
54-Other Charges	(\$11,285)	(\$122)	\$25	(\$146)	-585.24%	(\$1,650)	(\$2,396)	\$746	31.13%
57-Capital	\$0								
59-Transfers Out	\$0								
5-Expenses Total	(\$690,376)	(\$37,291)	(\$24,026)	(\$13,265)	-55.21%	(\$177,485)	(\$137,138)	(\$40,347)	-29.42%
224-Recreation Facilities Total	(\$637,826)	(\$32,202)	(\$19,475)	(\$12,728)	-65.35%	(\$160,811)	(\$120,313)	(\$40,498)	-33.66%
350-Special Facilities									
4-Revenues									
42-Charges for Services	\$553,500	\$57,266	\$41,786	\$15,480	37.04%	\$182,022	\$136,510	\$45,513	33.34%
44-Rentals	\$1,000	\$0	\$225	(\$225)	-99.78%	\$0	\$251	(\$251)	-99.84%
45-Product Sales	\$1,000	\$21	\$60	(\$39)	-65.05%	\$39	\$64	(\$25)	-39.11%
46-Grants & Donations	\$0								
47-Misc. Income	\$0								
4-Revenues Total	\$555,500	\$57,286	\$42,070	\$15,216	36.17%	\$182,061	\$136,824	\$45,237	33.06%
5-Expenses									
51-Salaries & Wages	(\$449,116)	(\$35,069)	(\$31,743)	(\$3,326)	-10.48%	(\$129,928)	(\$126,842)	(\$3,086)	-2.43%
52-Contractual Services	(\$78,124)	(\$4,979)	(\$2,712)	(\$2,266)	-83.57%	(\$19,800)	(\$16,419)	(\$3,382)	-20.60%
53-Supplies	(\$66,225)	(\$962)	(\$2,702)	\$1,740	64.39%	(\$11,905)	(\$22,928)	\$11,023	48.08%
54-Other Charges	(\$11,300)	(\$56)	(\$889)	\$833	93.71%	(\$606)	(\$4,302)	\$3,696	85.91%
57-Capital	\$0								
59-Transfers Out	\$0								
5-Expenses Total	(\$604,765)	(\$41,066)	(\$38,046)	(\$3,019)	-7.94%	(\$162,239)	(\$170,491)	\$8,252	4.84%
350-Special Facilities Total	(\$49,265)	\$16,221	\$4,024	\$12,197	303.10%	\$19,822	(\$33,667)	\$53,489	158.88%
20-Recreation Total	(\$693,816)	(\$78,571)	\$15,783	(\$94,354)	-597.82%	(\$1,066,890)	(\$1,129,576)	\$62,686	5.55%
22-Cosley Zoo									
000-Administration									
4-Revenues									

Major Operating Funds by Department

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
41-Taxes	\$1,267,915	\$0	\$41	(\$41)	-99.34%	\$107	\$41	\$67	162.61%
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	\$10,000	\$5,523	\$4,715	\$808	17.15%	\$23,926	\$20,694	\$3,232	15.62%
49-Transfers In	\$0								
4-Revenues Total	\$1,277,915	\$5,523	\$4,755	\$768	16.15%	\$24,033	\$20,735	\$3,298	15.91%
5-Expenses									
51-Salaries & Wages	(\$82,471)	(\$6,031)	(\$5,799)	(\$232)	-4.00%	(\$25,263)	(\$24,069)	(\$1,195)	-4.96%
52-Contractual Services	(\$26,990)	(\$353)	(\$361)	\$7	2.01%	(\$5,849)	(\$4,440)	(\$1,409)	-31.72%
53-Supplies	\$0								
54-Other Charges	(\$106)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
57-Capital	\$0								
59-Transfers Out	(\$505,000)	\$0	\$0	\$0	0.00%	(\$126,250)	\$0	(\$126,250)	0.00%
5-Expenses Total	(\$614,567)	(\$6,385)	(\$6,160)	(\$225)	-3.65%	(\$157,362)	(\$28,509)	(\$128,853)	-451.97%
000-Administration Total	\$663,348	(\$862)	(\$1,405)	\$543	38.64%	(\$133,329)	(\$7,774)	(\$125,555)	-1615.06%
101-Parks Maintenance									
4-Revenues									
47-Misc. Income	\$0								
4-Revenues Total	\$0								
5-Expenses									
51-Salaries & Wages	(\$65,841)	(\$5,085)	(\$4,858)	(\$227)	-4.67%	(\$21,092)	(\$20,161)	(\$931)	-4.62%
52-Contractual Services	(\$9,150)	\$0	\$0	\$0	0.00%	(\$2,287)	(\$2,174)	(\$113)	-5.20%
53-Supplies	\$0								
57-Capital	\$0								
5-Expenses Total	(\$74,991)	(\$5,085)	(\$4,858)	(\$227)	-4.67%	(\$23,380)	(\$22,336)	(\$1,044)	-4.67%
101-Parks Maintenance Total	(\$74,991)	(\$5,085)	(\$4,858)	(\$227)	-4.67%	(\$23,380)	(\$22,336)	(\$1,044)	-4.67%
220-Recreation Programs									
4-Revenues									
42-Charges for Services	\$220,098	\$17,610	\$19,562	(\$1,952)	-9.98%	\$42,361	\$46,731	(\$4,370)	-9.35%
45-Product Sales	\$1,100	\$35	\$0	\$35	0.00%	\$140	\$150	(\$10)	-6.67%
46-Grants & Donations	\$738	\$0	\$0	\$0	0.00%	\$57	\$15	\$42	282.93%
4-Revenues Total	\$221,935	\$17,645	\$19,562	(\$1,917)	-9.80%	\$42,558	\$46,896	(\$4,337)	-9.25%
5-Expenses									
51-Salaries & Wages	\$0								
52-Contractual Services	(\$2,750)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
53-Supplies	(\$20,772)	(\$3,312)	(\$911)	(\$2,401)	-263.57%	(\$3,362)	(\$1,005)	(\$2,357)	-234.57%
57-Capital	\$0								
5-Expenses Total	(\$23,522)	(\$3,312)	(\$911)	(\$2,401)	-263.57%	(\$3,362)	(\$1,005)	(\$2,357)	-234.57%
220-Recreation Programs Total	\$198,413	\$14,333	\$18,651	(\$4,319)	-23.15%	\$39,196	\$45,891	(\$6,695)	-14.59%
350-Special Facilities									
5-Expenses									
51-Salaries & Wages	(\$47,970)	(\$2,634)	(\$6,568)	\$3,934	59.90%	(\$10,621)	(\$27,393)	\$16,772	61.23%
52-Contractual Services	(\$5,050)	\$0	\$0	\$0	0.00%	(\$1,263)	(\$2,507)	\$1,244	49.64%
53-Supplies	\$0								
54-Other Charges	(\$16,000)	(\$238)	(\$527)	\$290	54.98%	(\$1,961)	(\$2,748)	\$787	28.65%
57-Capital	\$0								
5-Expenses Total	(\$69,020)	(\$2,871)	(\$7,095)	\$4,224	59.54%	(\$13,844)	(\$32,649)	\$18,804	57.60%
350-Special Facilities Total	(\$69,020)	(\$2,871)	(\$7,095)	\$4,224	59.54%	(\$13,844)	(\$32,649)	\$18,804	57.60%
501-Cosley Zoo Operations									
4-Revenues									
42-Charges for Services	\$450,000	\$37,491	\$36,586	\$905	2.47%	\$70,084	\$77,889	(\$7,806)	-10.02%
44-Rentals	\$75,750	\$3,720	\$9,335	(\$5,615)	-60.15%	\$15,275	\$21,603	(\$6,328)	-29.29%
45-Product Sales	\$0								
46-Grants & Donations	\$106,300	\$8,587	\$7,977	\$610	7.65%	\$33,115	\$31,613	\$1,502	4.75%
47-Misc. Income	\$0	\$0	\$0	\$0	0.00%	\$525	\$599	(\$74)	-12.30%
4-Revenues Total	\$632,050	\$49,797	\$53,898	(\$4,100)	-7.61%	\$118,999	\$131,704	(\$12,705)	-9.65%

Major Operating Funds by Department

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	(\$1,127,893)	(\$82,450)	(\$75,884)	(\$6,566)	-8.65%	(\$349,075)	(\$289,839)	(\$59,236)	-20.44%
52-Contractual Services	(\$407,604)	(\$12,571)	(\$8,750)	(\$3,821)	-43.67%	(\$96,731)	(\$87,199)	(\$9,532)	-10.93%
53-Supplies	(\$219,895)	(\$15,184)	(\$12,278)	(\$2,906)	-23.67%	(\$40,082)	(\$34,788)	(\$5,294)	-15.22%
54-Other Charges	(\$80,493)	(\$4,889)	(\$5,823)	\$934	16.04%	(\$20,033)	(\$18,777)	(\$1,256)	-6.69%
57-Capital	\$0								
59-Transfers Out	\$0	\$0	\$0	\$0	0.00%	\$0	(\$25,000)	\$25,000	100.00%
5-Expenses Total	(\$1,835,885)	(\$115,094)	(\$102,735)	(\$12,359)	-12.03%	(\$505,921)	(\$455,603)	(\$50,318)	-11.04%
501-Cosley Zoo Operations Total	(\$1,203,835)	(\$65,296)	(\$48,837)	(\$16,459)	-33.70%	(\$386,922)	(\$323,899)	(\$63,023)	-19.46%
22-Cosley Zoo Total	(\$486,085)	(\$59,781)	(\$43,544)	(\$16,238)	-37.29%	(\$518,278)	(\$340,767)	(\$177,512)	-52.09%
60-Golf Fund									
000-Administration									
4-Revenues									
41-Taxes	\$0								
42-Charges for Services	\$0								
46-Grants & Donations	\$0								
47-Misc. Income	\$5,000	\$2,789	\$96	\$2,693	2804.69%	\$4,258	\$1,345	\$2,913	216.61%
48-Interest Income	\$50,000	\$7,852	\$8,622	(\$770)	-8.93%	\$196,568	\$50,833	\$145,735	286.69%
49-Transfers In	\$0								
4-Revenues Total	\$55,000	\$10,640	\$8,718	\$1,922	22.05%	\$200,827	\$52,178	\$148,648	284.89%
5-Expenses									
51-Salaries & Wages	(\$572,818)	(\$40,734)	(\$36,294)	(\$4,440)	-12.23%	(\$173,508)	(\$150,282)	(\$23,226)	-15.45%
52-Contractual Services	(\$776,245)	(\$32,192)	(\$41,519)	\$9,326	22.46%	(\$160,799)	(\$156,233)	(\$4,566)	-2.92%
53-Supplies	(\$123,509)	(\$4,329)	(\$8,996)	\$4,667	51.88%	(\$19,987)	(\$24,279)	\$4,292	17.68%
54-Other Charges	(\$147,155)	(\$20,248)	(\$10,561)	(\$9,687)	-91.73%	(\$59,438)	(\$41,579)	(\$17,859)	-42.95%
57-Capital	(\$565,000)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
59-Transfers Out	(\$50,000)	\$0	\$0	\$0	0.00%	(\$12,500)	(\$12,500)	\$0	0.00%
5-Expenses Total	(\$2,234,727)	(\$97,503)	(\$97,369)	(\$134)	-0.14%	(\$426,233)	(\$384,873)	(\$41,359)	-10.75%
000-Administration Total	(\$2,179,727)	(\$86,863)	(\$88,652)	\$1,789	2.02%	(\$225,406)	(\$332,695)	\$107,289	32.25%
101-Parks Maintenance									
5-Expenses									
51-Salaries & Wages	(\$25,965)	(\$2,047)	(\$1,960)	(\$87)	-4.44%	(\$8,260)	(\$7,900)	(\$360)	-4.56%
52-Contractual Services	(\$7,920)	(\$155)	(\$149)	(\$7)	-4.50%	(\$2,108)	(\$2,016)	(\$92)	-4.56%
53-Supplies	(\$10,000)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
54-Other Charges	\$0								
57-Capital	\$0								
5-Expenses Total	(\$43,885)	(\$2,203)	(\$2,109)	(\$94)	-4.44%	(\$10,368)	(\$9,916)	(\$452)	-4.56%
350-Special Facilities Total	\$0								
601-Golf Maintenance									
4-Revenues									
46-Grants & Donations	\$0								
47-Misc. Income	\$0								
4-Revenues Total	\$0								
5-Expenses									
51-Salaries & Wages	(\$657,588)	(\$44,988)	(\$50,898)	\$5,911	11.61%	(\$148,334)	(\$174,504)	\$26,169	15.00%
52-Contractual Services	(\$192,244)	(\$6,548)	(\$3,890)	(\$2,658)	-68.33%	(\$43,324)	(\$42,886)	(\$437)	-1.02%
53-Supplies	(\$444,381)	(\$69,903)	(\$41,088)	(\$28,815)	-70.13%	(\$101,578)	(\$75,678)	(\$25,901)	-34.22%
54-Other Charges	(\$45,000)	(\$1,600)	(\$3,600)	\$2,000	55.56%	(\$6,947)	(\$6,800)	(\$147)	-2.16%
57-Capital	(\$100,000)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
5-Expenses Total	(\$1,439,213)	(\$123,039)	(\$99,476)	(\$23,562)	-23.69%	(\$300,183)	(\$299,868)	(\$315)	-0.11%
601-Golf Maintenance Total	(\$1,439,213)	(\$123,039)	(\$99,476)	(\$23,562)	-23.69%	(\$300,183)	(\$299,868)	(\$315)	-0.11%
611-Pro Shop/Golf Fees									
4-Revenues									
42-Charges for Services	\$2,675,500	\$257,824	\$287,886	(\$30,063)	-10.44%	\$603,036	\$632,639	(\$29,603)	-4.68%
44-Rentals	\$649,750	\$43,767	\$40,889	\$2,878	7.04%	\$56,723	\$59,578	(\$2,855)	-4.79%
45-Product Sales	\$190,000	\$15,416	\$12,731	\$2,685	21.09%	\$24,457	\$25,054	(\$597)	-2.38%
46-Grants & Donations	\$0								
47-Misc. Income	\$0	\$34	\$13	\$21	158.38%	\$6,523	\$15	\$6,508	43383.40%
4-Revenues Total	\$3,515,250	\$317,041	\$341,520	(\$24,480)	-7.17%	\$690,739	\$717,286	(\$26,548)	-3.70%

Major Operating Funds by Department

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	(\$598,332)	(\$39,684)	(\$38,631)	(\$1,053)	-2.73%	(\$127,764)	(\$122,231)	(\$5,532)	-4.53%
52-Contractual Services	(\$382,809)	(\$18,938)	(\$18,434)	(\$504)	-2.73%	(\$60,917)	(\$49,921)	(\$10,996)	-22.03%
53-Supplies	(\$174,526)	(\$27,943)	(\$19,758)	(\$8,185)	-41.43%	(\$41,438)	(\$25,142)	(\$16,296)	-64.82%
54-Other Charges	(\$35,000)	(\$250)	\$0	(\$250)	0.00%	(\$821)	(\$239)	(\$582)	-243.56%
57-Capital	(\$117,000)	(\$11,900)	\$0	(\$11,900)	0.00%	(\$11,900)	\$0	(\$11,900)	0.00%
5-Expenses Total	(\$1,307,667)	(\$98,714)	(\$76,823)	(\$21,892)	-28.50%	(\$242,840)	(\$197,534)	(\$45,306)	-22.94%
611-Pro Shop/Golf Fees Total	\$2,207,583	\$218,326	\$264,698	(\$46,371)	-17.52%	\$447,899	\$519,753	(\$71,854)	-13.82%
612-Food and Beverage									
4-Revenues									
42-Charges for Services	\$420,000	\$25,360	\$21,644	\$3,716	17.17%	\$90,116	\$82,472	\$7,644	9.27%
44-Rentals	\$3,000	\$200	\$136	\$64	47.07%	\$297	\$472	(\$175)	-37.02%
45-Product Sales	\$6,491,000	\$359,048	\$331,929	\$27,119	8.17%	\$1,100,819	\$1,167,380	(\$66,560)	-5.70%
46-Grants & Donations	\$0								
47-Misc. Income	\$40,000	\$554	\$2,738	(\$2,184)	-79.78%	\$5,505	\$1,023	\$4,481	438.04%
4-Revenues Total	\$6,954,000	\$385,162	\$356,447	\$28,715	8.06%	\$1,196,737	\$1,251,348	(\$54,610)	-4.36%
5-Expenses									
51-Salaries & Wages	(\$2,656,835)	(\$168,977)	(\$167,495)	(\$1,482)	-0.88%	(\$660,372)	(\$685,114)	\$24,741	3.61%
52-Contractual Services	(\$1,052,896)	(\$45,157)	(\$38,832)	(\$6,325)	-16.29%	(\$215,571)	(\$198,530)	(\$17,041)	-8.58%
53-Supplies	(\$2,025,248)	(\$144,524)	(\$82,528)	(\$61,996)	-75.12%	(\$329,177)	(\$327,390)	(\$1,787)	-0.55%
54-Other Charges	(\$107,000)	(\$8,625)	(\$8,227)	(\$398)	-4.84%	(\$25,474)	(\$25,091)	(\$383)	-1.53%
57-Capital	(\$185,000)								
59-Transfers Out	\$0								
5-Expenses Total	(\$6,026,979)	(\$367,284)	(\$297,082)	(\$70,202)	-23.63%	(\$1,230,594)	(\$1,236,124)	\$5,530	0.45%
612-Food and Beverage Total	\$927,021	\$17,878	\$59,364	(\$41,487)	-69.89%	(\$33,857)	\$15,223	(\$49,080)	-322.41%
613-Cross Country Skiing									
4-Revenues									
42-Charges for Services	\$20,000	\$0	\$0	\$0	0.00%	\$5,696	\$7,559	(\$1,863)	-24.65%
45-Product Sales	\$0								
4-Revenues Total	\$20,000	\$0	\$0	\$0	0.00%	\$5,696	\$7,559	(\$1,863)	-24.65%
5-Expenses									
51-Salaries & Wages	(\$5,000)	\$0	\$0	\$0	0.00%	\$0	(\$896)	\$896	100.00%
52-Contractual Services	(\$683)	(\$15)	(\$18)	\$3	15.83%	(\$65)	(\$140)	\$75	53.60%
53-Supplies	(\$7,000)								
57-Capital	\$0								
5-Expenses Total	(\$12,683)	(\$15)	(\$18)	\$3	15.83%	(\$65)	(\$1,036)	\$971	93.73%
613-Cross Country Skiing Total	\$7,318	(\$15)	(\$18)	\$3	15.83%	\$5,631	\$6,523	(\$892)	-13.67%
60-Golf Fund Total	(\$520,904)	\$24,085	\$133,807	(\$109,723)	-82.00%	(\$116,284)	(\$100,980)	(\$15,304)	-15.16%
Grand Total	(\$2,922,265)	(\$300,700)	(\$213,992)	(\$86,709)	-40.52%	(\$3,115,859)	(\$2,942,007)	(\$173,852)	-5.91%

Parks Plus Fitness

PPF	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	\$520,500	\$55,186	\$39,285	\$15,901	40.48%	\$179,670	\$133,611	\$46,059	34.47%
44-Rentals	\$0	\$0	\$9	(\$9)	-94.44%	\$0	\$35	(\$35)	-98.86%
45-Product Sales	\$0								
47-Misc. Income	\$0								
4-Revenues Total	\$520,500	\$55,186	\$39,293	\$15,893	40.45%	\$179,670	\$133,645	\$46,024	34.44%
5-Expenses									
51-Salaries & Wages	(\$392,069)	(\$31,886)	(\$29,409)	(\$2,477)	-8.42%	(\$122,195)	(\$120,029)	(\$2,166)	-1.80%
52-Contractual Services	(\$60,642)	(\$3,988)	(\$1,721)	(\$2,267)	-131.71%	(\$16,180)	(\$12,602)	(\$3,578)	-28.39%
53-Supplies	(\$61,330)	(\$962)	(\$1,841)	\$879	47.75%	(\$11,573)	(\$21,884)	\$10,311	47.12%
54-Other Charges	(\$4,000)	(\$56)	(\$600)	\$544	90.68%	(\$571)	(\$2,346)	\$1,775	75.65%
57-Capital	\$0								
5-Expenses Total	(\$518,041)	(\$36,892)	(\$33,571)	(\$3,321)	-9.89%	(\$150,519)	(\$156,860)	\$6,341	4.04%
Grand Total	\$2,459	\$18,294	\$5,722	\$12,572	219.71%	\$29,150	(\$23,215)	\$52,365	225.57%

Central Athletic Center

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	\$71,250	\$5,632	\$4,336	\$1,297	29.90%	\$19,661	\$13,923	\$5,739	41.22%
44-Rentals	\$65,000	\$6,329	\$7,590	(\$1,261)	-16.62%	\$19,641	\$17,689	\$1,952	11.04%
45-Product Sales	\$100	\$61	\$126	(\$65)	-51.59%	\$38	\$126	(\$88)	-70.22%
4-Revenues Total	\$136,350	\$12,022	\$12,052	(\$30)	-0.25%	\$39,340	\$31,738	\$7,602	23.95%
5-Expenses									
51-Salaries & Wages	(\$74,448)	(\$4,558)	(\$4,306)	(\$252)	-5.85%	(\$26,346)	(\$21,039)	(\$5,308)	-25.23%
52-Contractual Services	(\$159,682)	(\$10,478)	(\$15,236)	\$4,758	31.23%	(\$48,132)	(\$43,006)	(\$5,126)	-11.92%
53-Supplies	(\$37,385)	(\$1,595)	(\$2,929)	\$1,334	45.53%	(\$5,641)	(\$6,712)	\$1,071	15.96%
54-Other Charges	(\$500)								
57-Capital	\$0								
5-Expenses Total	(\$272,015)	(\$16,631)	(\$22,471)	\$5,840	25.99%	(\$80,118)	(\$70,756)	(\$9,362)	-13.23%
Grand Total	(\$135,665)	(\$4,609)	(\$10,419)	\$5,810	55.76%	(\$40,779)	(\$39,018)	(\$1,760)	-4.51%

Special Events

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
1900-Special Events-Miscellaneous									
4-Revenues	\$3,000	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
5-Expenses	(\$19,250)	(\$206)	(\$526)	\$320	60.83%	(\$702)	(\$1,100)	\$398	36.19%
1900-Special Events-Miscellaneous Total	(\$16,250)	(\$206)	(\$526)	\$320	60.83%	(\$702)	(\$1,100)	\$398	36.19%
1902-4th of July									
4-Revenues	\$43,500	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
5-Expenses	(\$73,500)	(\$45)	\$0	(\$45)	0.00%	(\$132)	(\$1,000)	\$868	86.77%
1902-4th of July Total	(\$30,000)	(\$45)	\$0	(\$45)	0.00%	(\$132)	(\$1,000)	\$868	86.77%
1904-Memorial Park Events									
4-Revenues	\$500	\$400	\$0	\$400	0.00%	\$400	\$0	\$400	0.00%
5-Expenses	(\$9,846)	(\$675)	(\$875)	\$200	22.89%	(\$1,739)	(\$1,319)	(\$420)	-31.82%
1904-Memorial Park Events Total	(\$9,346)	(\$275)	(\$875)	\$600	68.61%	(\$1,339)	(\$1,319)	(\$20)	-1.49%
1905-Cream of Wheaton									
4-Revenues	\$182,000	\$15,000	\$0	\$15,000	0.00%	\$21,000	\$5,000	\$16,000	320.00%
5-Expenses	(\$203,150)	(\$1,073)	(\$520)	(\$553)	-106.44%	(\$1,923)	(\$7,236)	\$5,312	73.42%
1905-Cream of Wheaton Total	(\$21,150)	\$13,927	(\$520)	\$14,447	2778.18%	\$19,077	(\$2,236)	\$21,312	953.14%
1906-Summer Concerts									
4-Revenues	\$134,000	\$20,000	\$0	\$20,000	0.00%	\$23,050	\$2,000	\$21,050	1052.50%
5-Expenses	(\$276,700)	(\$504)	(\$879)	\$375	42.66%	(\$28,043)	(\$5,468)	(\$22,575)	-412.86%
1906-Summer Concerts Total	(\$142,700)	\$19,496	(\$879)	\$20,375	2317.97%	(\$4,993)	(\$3,468)	(\$1,525)	-43.97%
1907-Shakespeare Event									
4-Revenues	\$7,500	\$6,500	\$0	\$6,500	0.00%	\$6,500	\$0	\$6,500	0.00%
5-Expenses	(\$29,000)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
1907-Shakespeare Event Total	(\$21,500)	\$6,500	\$0	\$6,500	0.00%	\$6,500	\$0	\$6,500	0.00%
1908-Fun Run Event									
4-Revenues	\$39,500	\$13,659	\$4,149	\$9,510	229.21%	\$22,325	\$17,423	\$4,902	28.13%
5-Expenses	(\$56,000)	(\$6,869)	(\$10,323)	\$3,454	33.46%	(\$10,026)	(\$12,748)	\$2,722	21.35%
1908-Fun Run Event Total	(\$16,500)	\$6,790	(\$6,173)	\$12,964	210.00%	\$12,299	\$4,675	\$7,624	163.07%
1925-Reindeer Run									
4-Revenues	\$55,000	\$5,060	\$390	\$4,670	1197.44%	\$8,410	\$2,665	\$5,745	215.57%
5-Expenses	(\$34,000)	\$0	(\$40)	\$40	100.00%	(\$297)	\$0	(\$297)	0.00%
1925-Reindeer Run Total	\$21,000	\$5,060	\$350	\$4,710	1345.71%	\$8,113	\$2,665	\$5,448	204.43%
Grand Total	(\$236,446)	\$51,247	(\$8,623)	\$59,871	694.31%	\$38,822	(\$1,783)	\$40,605	2277.35%

TO: Mike Benard, Executive Director
FROM: Dan Novak, Director of Arrowhead Operations
Kim Prazak, Assistant Director of Arrowhead Operations
DATE: May 21, 2025
RE: Arrowhead Board Report

Arrowhead Golf Club

- High temperatures averaged 1 degree above normal while total precipitation for the month was nearly 30% below normal. The month had less average rainfall however we had 9 days of the month with precipitation that impacted play and 7 days with cart path restrictions.
- The Kickoff Classic was held on Saturday, April 19. The two-person team event played through cool temperatures and a moderately heavy fog in the early part of the morning. The annual event had 20 participants and enjoyed a fajita buffet in the Champions Room afterwards.
- 83 Couples have completed registration for the 2025 Couples League. This marks the highest total of couples the league has ever had and the quickest it has ever sold out in league history.
- The local Under Armour Junior Tour hosted 64 juniors in an event mid-month. The Veterans Golf Association hosted one of their annual events later in the month with 44 veterans participating.
- The league season started for a handful of groups in April with most scheduled to begin in May and a couple holding off until June. Permanent tee times started on April 26th and 27th and will run through August 23rd & 24th.
- A new pin location schedule has been implemented giving our riding cart GPS units a much more accurate yardage for golfers. PGA & Grounds Staff have been actively monitoring & updating riding cart shutdowns in an attempt to minimize the damage riding carts do to sensitive areas on the golf course. We haven't received any negative feedback as we implement this new shutdown feature.
- Building maintenance projects included: worked on kitchen remodel blueprints; installed new PA system for Pro Shop; outdoor patio areas were cleaned and set for use; kitchen & banquet equipment repairs & maintenance; helped prep Easter Brunch
- Grounds maintenance projects included: Weed and invasive species spraying covering almost 130 acres; new sod around course; scheduled flower deliveries for early May; Power box near 10 tee/18 green has been thoroughly cleared and landscaped; started irrigation system for season; stump grinding; mowing and general maintenance began in full; fixed multiple drainage issue areas.

	2025	2024	2023	2022	2021	5 Yr. Avg.
April Paid Rounds	7,186	7,478	7,565	4,841	8,625	7,139
YTD Paid Rounds	14,031	13,317	11,825	9,318	13,407	12,379
Actual Rounds Played	4,479	4,326	4,453	2,547	4,755	4,112

**Payment for permanent tee times and leagues come in from March through June. Timing variances account for some differences in paid round totals and will not completely even out until June rounds are reported.

Arrowhead Food and Beverage

- Easter Brunch was a huge success! We used EventBrite for guests to reserve tables and tickets - this went well. We received a lot of positive feedback from guests and staff. We opened for room for larger groups and hosted 50 more people than last year.
 - Banquets quickly shifted gears for the Mother's Day brunch on 5/11, which was also a big success. There were many returning families attending. The weather was beautiful; we noticed families on the balconies and outside taking pictures.
 - We hosted three weddings in April and kick-started our "outdoor ceremony season" on May 9th. The couple had wonderful weather and enjoyed their time.
 - Banquets will be hosting five weddings in May, and two golf outings in May.
 - May has been filled with first communion events, birthday parties, baby showers, bridal showers, graduation parties, retirement parties and so much more!
-
- Arrowhead Restaurant welcomed 5,520 guests.
 - April in the restaurant saw an uptick in business with some better weather than we saw in March. We debuted a special Masters menu that featured Arrowhead's spin on Masters classics such as a Pimento Cheese Sandwich, the Azalea cocktail and Shrimp and Grits. The bar was full for the entire four days of the event.
 - April also signified the return of live music in the restaurant. Mark Graves and his one-man band performed in the Arrowhead bar for the first time. He received rave reviews from the staff and guests and is sure to come back.

Some recent reviews from OpenTable. Left after guests dine in the restaurant:

"Our group enjoyed the steak Quesadilla which was was excellent. The margherita flat bread with sun dried tomatoes was amazing. Both the Ceasar Salad & Wedge salads with Chicken breast added was delicious"

&

"Special thanks to Emily and Tory who were very friendly and provided outstanding service, checking on us often and happily accommodating a few special requests."

TO: Michael Benard, Executive Director

FROM: Adam Lewandowski, Director of Athletic Programs & Facilities

RE: Athletic Programs & Facilities Board Report

DATE: May 21, 2025



- **Professional Development**

- The Athletic Department represented the Wheaton Park District in the 18th Annual Illinois Park and Recreation Association's Park Pursuit Event. The event provides park district professionals with the opportunity to engage in a day-long race where team building, healthy competition, and recreation take center stage. After traveling through the 6-mile course completing various puzzles and physical activities, the team was able to secure 2nd place out of 60 teams!



- **In-House Soccer**

- Spring soccer registration is currently at 1,093 participants bringing in \$101,980 in registration fees. For the 2024 season there were 1,179 participants, which brought in \$99,570 in registration fees.

- **Wheaton United Invitational**

- The Wheaton United Invitational, taking place May 16-18, has 129 teams registered from 26 different clubs across the state, bringing in over \$65,000 in registration fees. For the 2024 invitational there were 109 teams bringing in approximately \$45,000 in registration fees.

- **Baseball/Softball**

- Baseball/Softball registration is still ongoing. The Spring 2025 in-house season currently has 872 participants signed up. The Spring 2024 in-house season had 833 participants, meaning this spring season of baseball/softball is even bigger than last year!

- **Summer 3 on 3 Basketball**

- The 3 on 3 summer basketball league registration is still ongoing with 112 participants and a month left of open registration. The 2024 season ended with 190 participants.

- **Pickleball**
 - The 2025 winter indoor open play sessions for pickleball ended on April 24 which ran on Sundays, Tuesdays, Wednesdays, and Thursdays. There were 897 total participants.
 - Outdoor pickleball leagues started on April 28 with a total of 106 participants across seven leagues.
- **Rams Football**
 - Rams tackle football registration has 325 participants for the 2025 season. At this time last year there were 285 participants signed up, putting us on pace for an even bigger season than last year!
 - Flag football registration opened on February 11 with 165 participants currently registered.
 - Rams offseason training was held again in March with over 150 participants in attendance.
- **Rams Cheerleading**
 - Rams competitive cheerleading will have 193 participants for the 2025 season. For the 2024 Rams competitive cheerleading season there were 198 participants.
 - Registration is now open for Sideline Cheer, which currently has 91 participants. Sideline Cheer is a new offering for those who want to experience cheerleading in a fun and supportive environment with friends.
- **Wolverines Lacrosse**
 - Spring registration is still occurring with 140 in-house participants currently registered. At this time last year there were 130 participants signed up.
- **Volleyball Classes**
 - April EVP volleyball classes brought in \$6,066 in registration fees from 59 participants. The 2024 classes brought in \$5,025 in registration fees from 50 participants.
- **Summer Camp**
 - Camp Sports and Sorts registration is still occurring with 815 participants currently signed up. In 2024, there were 1,162 participants registered for the summer.
 - Nerf Camp registration is still ongoing with 230 participants. For 2024, registration ended with 358.
 - Let's Play camps are currently maxed in all sections with 60 participants, bringing in \$6,625 in registration fees.
 - Franklin Cross Country camp currently has 47 participants bringing in \$3,544 in registration fees.
- **Soccer Shots**
 - Spring Soccer Shots registration finished with 195 participants, which brought in \$30,975.86 in registration fees.
 - Summer registration is still ongoing with 32 participants currently, bringing in \$5,434 in registration fees
- **Tumbling Times**
 - Spring session I started in April with 145 participants, which is a 4% increase from 2024 spring session I.

- **Aquatics**

- Pool Pass Sales
 - 2025 Passes (11/29/24-5/13/25)
 - 4,293 passes - \$329,891.61
 - 2024 Passes (11/24/23-5/13/24)
 - 4,668 passes - \$298,776.90
- There are currently 1,432 participants signed up for swim lessons this season.
- Barracudas Swim Team
 - 2024 – 130 swim team athletes
 - 2025 – 118 swim team athletes

- **Central Athletic Complex**

Usage Hours for March			
Categories	2024	2025	Change %
Paying Renters	201.00	539.25	168.28%
WPD Programs	1,175.51	1,054.41	-10.30%
Total	1,376.51	1,593.66	15.77%
YTD Total Usage Hours			
Categories	2024	2025	Change %
Paying Renters	467.34	879.06	88.09%
WPD Programs	3,427.27	3,784.44	10.42%
Total	3,894.61	4,663.50	19.74%

Revenue for March			
Categories	2024	2025	Change %
Programs	\$528.00	\$2,283.00	332.38%
Batting Cage	\$2,774.00	\$3,660.00	31.93%
Rentals	\$7,049.89	\$6,266.35	-11.11%
Total	\$10,351.89	\$12,209.35	17.94%
YTD Total Revenue			
Categories	2024	2025	Change %
Programs	\$2,556.00	\$7,450.00	191.47%
Batting Cage	\$5,704.00	\$5,325.00	-6.64%
Rentals	\$10,098.83	\$13,312.10	31.81%
Total	\$18,358.83	\$26,087.10	42.09%

- **Parks Plus Fitness**

PPF Membership Numbers*												
Month	May 2024	June 2024	July 2024	August 2024	Sept 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	March 2025	April 2025
Monthly EFT	486	513	514	546	558	579	615	659	739	749	742	749
Student Sale	41	64	58	25	2	2	8	59	62	37	47	9
Annual (No Flex or M/M)	526	530	480	476	481	510	522	511	531	514	523	545
Medicare/Medicaid	804	825	834	864	874	885	918	924	853	917	937	958
Personal Training w/ Membership	79	87	75	79	90	79	83	83	89	85	94	94
Recovery Room	66	69	70	71	74	82	89	93	102	97	98	91
Group Fitness	126	120	113	134	140	149	149	145	165	148	143	142
Sports Performance	X	X	X	X	X	X	17	18	17	32	4	4
TOTAL	2,152	2,231	2,168	2,220	2,219	2,286	2,402	2,492	2,558	2,579	2,588	2,592

*Numbers ran on 4/30/2025

- The total amount of paying members PPF currently holds at 2,592.
 - 21 members are currently suspended – down 20 from last month.
- The total number of visits currently sits at 8,672 this month.
- Net membership profits from this month totaled \$21,931.00.
- Total net profits from this month amount to **\$29,046.00** (This includes March insurance-based memberships)
 - \$32.00 From ClassPass
 - \$268.00 From ASHF (Active/Silver & Fit)
 - \$2,240.00 from Healthy Contributions (Renew Active)
 - \$4,575.00 from Tivity (Silver Sneakers)
 - \$7,115.00 Total**

- **Marketing/Promotion**

- Summer break student sale will start on May 1st and run through mid-August.
- Hair braiding event was hosted on May 16th – a B2B collaboration with Dry Bar Salon in Wheaton and PPF which had over 75 participants in attendance.
- PPF will be holding Summer Fitness camps at the Central Athletic Complex in June, July and August.

- **Programming/Operations**

- Winter Karate had 64 participants bringing in \$4,090.88 in registration fees.
- Taekwondo had 27 participants bringing in \$1,799.28 in registration fees.
- Kung Fu and Tai Chi had 77 participants bringing in \$2,905.98 in registration fees.
- Women's and Girls Self Defense seminar had 18 participants bringing in \$244.80 in registration fees.
- Holistic Health had 10 participants bringing in \$170 in registration fees..

Marketing, Events & Development Board Report

Over \$20,000 purchase - The purchase of beer, wine, and RTDs from Euclid Beverage for the Beer Garden is not to exceed \$29,000.

Arrowhead Restaurant, Golf Course and Events

The new Spring menu launched on Monday, May 5. The menu is being announced via email, signage and social media. The team is beginning to make plans for Arrowhead's anniversary in 2026.

Cosley Zoo

Spring & Summer events continue to be the focus. To combat some of the challenges with the Gary Avenue and zoo entrance construction, we are hosting some special giveaway days throughout the summer. The first one is FREE Popcorn Day on Friday, May 16.

DuPage County Historical Museum

Eblasts were distributed and featured the spring appeal and summer camp offerings. The Social media content included #ThrowbackThursday, Train Saturday promotion, spring appeal posts, and a post was shared on Administrative Professionals Day. Elmhurst was the next town featured as part of our Discovering DuPage campaign

Parks Plus Fitness

Marketing materials included posters and social graphics for the hair braiding class and new summer camp. Wall graphics artwork was sent to parks for display in the facility- installation date to be determined. A meeting was held to discuss a yoga class at Cosley Zoo in mid-summer.

Preschool

A few marketing initiatives were developed to promote awareness of the Wide Horizons Preschool available at Rathje Park. They included a Preschool Discovery Day and a Spring Fling Family Fun event. Preschool was included in the April WPD newsletter, and resulted in two preschool registrations. Spring Fling saw close to 150 attendees with two additional registrations. Three children attended the Discovery Day, which resulted in one additional registration.

Email Marketing

E-Blast/Subject	Date	Click to Open Rate	Results
Concerts at Memorial Park tickets	April 11	12.9%	800+ tickets sold in the first 24 hours
Summer PG and Photo Contest	April 15	8.8%	1,000+ views of the Summer program guide
Strategic Plan	April 22	4.9%	420 clicks to the feedback landing page
May Newsletter WPD	April 28	3.6%	
Arrowhead 1 st time diners	April 25	9%	1 reservation

Top Social Media Posts for April (Facebook)

- Beyond Glee was in New York | April 17 | Reach 2,921
- Parks Plus Hair Braiding event | April 28 | Reach 2,199
- Native Plant Sale | April 21 | Reach 1,718
- Concerts- tickets on sale | April 14 | Reach 1,693
- Zoo Lovers Day- Cosley Run | April 8 | Reach 1,398

Upcoming Special Events

Cream of Wheaton | June 5-8

Planning has continued for the Cream of Wheaton 2025. Over \$37,000 in sponsorship has been secured, 17 Business Expo booths have confirmed, and the Arts and Craft vendor booths have sold out. Carnival wristband sales are underway. The ribbon cutting will take place on Thursday, June 5 at 5:30pm and will include the Mary Lubko Beyond Glee group singing the National Anthem.

Concerts at Memorial Park | June 27-29, July 18-20, 25-26, August 8-9, Sept. 5-6

The Concerts at Memorial Park will feature 22 bands across 12 days and nights this summer! The lineup will feature some returning favorites, including Burning Red: Unofficial Tribute to Taylor Swift and The PettyBreakers, as well as some new options, including ASIA featuring John Payne. Tickets went on sale on Mondays, April 14 over 1500 tickets have been purchased. Vendor interest and Rental inquiries for the Lions Terrace have increased a good amount since the last couple of years.

Independence Day Festivities | Seven Gables, Graf Park & Downtown Wheaton

Field of Honor will return to Seven Gables Park on July 28 with programming daily through July 4. The July 3rd fireworks will return to Graf Park with a combination Drone & Fireworks show. The 4th of July Parade will kick-off at 10A and will feature local businesses, community groups, and partners. As of May 6, 23 parade entries have registered.

Development

Gone 2 Paradise-The Ultimate Jimmy Buffett Experience Benefit | July 26 – 5 to 9:30P

In support of all three district foundations, the special event team is designating the proceeds from this benefit concert to the Cosley Zoo Foundation, DuPage Museum Foundation and Play For All Playground & Garden Foundation. Tickets are \$20 each whereby \$10 from each ticket will be split between the 3 foundations.

Cosley Foundation

Cosley Run for the Animals | June 7

As of May 9, \$20,250 has been secured in sponsorship with close to 900 registered for the 5k, 10k and ½ smile run.

Cosley Classic Golf Outing | August 4

As of May 9, \$21,750 has been raised in sponsorship and six foursomes are registered. New this year is a \$10,000 cash prize if someone gets a hole in one.

Membership

In April, we had 124 memberships (52 new, 72 renewed)

DuPage County Historical Museum Foundation

Spring Appeal

The appeal letter went into the mail in early May. An email version and social post will follow.

Spring/Summer Newsletter

The newsletter was mailed and emailed in early April and generated donations in the amount of \$105.00.

Sensory Garden Playground

Summer Play Days | May 17, June 21, July 19, August 16

The first play day will be held on Saturday, May 17 and feature a Derby theme. Other summer themes include Music, Heroes and Carnival.

5 to 12-year-old Playground After Hours & Ribbon Cutting | Thursday, June 12

Invitations for the Ribbon Cutting & After Hours event were distributed. This event is hosted in partnership with the Wheaton & Lisle Chambers.

TO: Mike Benard, Executive Director
FROM: Rob Sperl, Director of Parks & Planning
DATE: April 8, 2025
SUBJECT: March Board Report

Administration/Overall Department

- Staff attended a Conflict Resolution training that was held in Carol Stream.
- Several staff participated in the Strategic Plan focus groups.
- The annual native plant sale was held on April 26. We have held this sale in conjunction with the Wheaton Environmental Improvement Committee since 2000.
- Picnic Rental Permitting: Sixteen reservations were held in April and fifty-one future reservations have been scheduled including ten online reservations, two Memorial Park and eleven Sensory Playground.
- Staff attended the Legislative conference in Springfield.
- Commemorative Program: One new commemorative bench and one existing tree were purchased.

Purchases between \$10,000 - \$20,000

- None.

Planning

- Bids for improvements to the sound system in the Memorial Room at the Ray Morrill Community Center were opened. Work is scheduled to occur in mid-August.
- Work on the Cosley Zoo parking lot is progressing well. Undercuts were required in the area of a retaining wall and are included in change order 3.
- Work on the Blanchard Building parking lot is progressing quickly. Undercuts in areas with poor soil were recommended and are included in change order 1.
- Alternatives were explored for the signage on the canopy for the Ray Morrill Community Center. Ultimately the original design remains the recommendation, although there may be some cost savings by using a standard color for the metal panel.
- Proposals were received for the Graf Park field replacement and field study. A recommendation for an engineer is included in this month's board packet.
- Proposals were received for concept design and budget estimates for Toohey Park. The goal is to submit an application for the OSLAD Grant later this summer.

- Proposals for architectural services were received for Arrowhead driving range improvements. These proposals are being reviewed.
- Work is beginning on the Hale Family Education Pavillion. A change order for ramps and lighter concrete loads is recommended.
- Staff is recommending pursuing grant funds for playground and fitness equipment through the IPRA Statewide Funding Initiative.
- After further review of the Northside Girl Scout Cabin with a consultant, staff is recommending possible replacement of the structure.

Facility & Buildings Operations

- Repaired step stones on the Museum front stairway; removed and scraped existing materials, then reinstalled stones using thin set.
- Replaced Lincoln Marsh office door with a solid, stained, and sealed door including a new security bar.
- Replaced the water heater tank at the Blanchard building.
- Full service completed on the Community Center chiller and cooling tower, including flushing tubes and cleaning the system.
- Set up the upgraded security camera system at the Rathje building.
- Fabricated two Lexan music sheet holders for the MLC.
- Cosley Zoo pumphouse had multiple 6-inch pipes replaced and the entire water recirculation system was mapped and explained to zoo maintenance staff.
- At Briarpatch Park, removed an old drinking fountain and concrete pad; raised b-box and water meter vault elevation, extended copper supply line, installed a new service vault and drain pit, poured a new pad, and mounted the new drinking fountain.
- Set up all district drinking fountains for the season.
- Opened all shelter restrooms for seasonal use.
- All shelter house ice machines started up for the season.
- Serviced and started all pond aerators for the season.
- Set up the Hurley Gardens water feature.
- Pulled wire from the Hurley pumphouse to the Tea House to restore electrical service. Plans to install exterior lighting and cameras are pending.
- Located underground electrical lines for contractors at Cosley Zoo, ballfield 15 at Atten, and Memorial Park Terrace.
- Replaced the funnel climbing net at Briar Patch playground and repaired safety surface at mounting points.

- Replaced braided cable and hardware for the Scottdale playground zipline equipment.
- Repaired a damaged chain link fence at Graf Park that was cut to access train tracks.
- Inspected all district tennis nets and posts and replaced components as needed

Projects

- Demolished the Hawthorne Junction Playground and donated the equipment to Playgrounds Around the World; excavation for new playground installation is underway.
- Continued construction on the Sensory Garden Pavilion, with completion expected by mid-May.
- Preparation work at Northside Park and Rice Pool are in progress.
- Processed work orders for signs and banners.
- Provided setup, staffing, and takedown support for the Fun Run special event at the Sensory Garden Playground.

Horticulture, Turf & Natural Resources

- A significant amount of effort has been put into repairing athletic fields this spring. The fields took a beating last fall when games/practices were held in wet conditions. Additionally, the lack of snow cover over the winter further degraded the condition of some of the playing fields. To remedy this, staff aerated, overseeded, rolled, and fertilized the athletic fields at Graf, CAC, Kelly, and Seven Gables. Over 1,200 lbs. grass seeds have been incorporated into these athletic fields during the month of April.
- The Atten Garden plots were opened. Staff rototilled the soil, added the marking stakes, and turned the water on for the season.
- A volunteer workday was scheduled for April 25th but had to be canceled due to the weather. The Wheaton North Essentials Special Education Class were going to help restock fish into the Northside Park lagoons. Bluegill, channel catfish, fathead minnow, and largemouth bass were purchased for the event. Rescheduling the event wasn't an option, so staff did the restocking in the rain.
- All the flowers, trees, shrubs, have been ordered and are due to arrive in the week of May 14th. Traditionally, planting annual flowers should wait until Mother's Day or later to avoid potential frost damage.
- Athletic fields are being groomed daily. In addition to the infield maintenance, staff restock the storage boxes weekly with chalk, infield

conditioner, mound clay, drag mats and other tools to keep the ballfields in great shape.

- All windscreens and dugout covers have been reinstalled.
- The first round of weed & feed has been applied to many of the parks in the district. Typically, athletic fields and high-profile areas are contractually treated in the fall and Park District staff treats the other parks on a cyclical or on as needed basis.
- Staff overseeded bare spots and snowplow damaged areas in the parks.

Fleet Mechanics

- All mowers have been swapped to turf configuration and are now in service district wide.
- Thermocouples were replaced on one of the pottery kilns to ensure proper function and safety.
- Replaced all batteries and several terminals on the Lincoln Marsh electric gator to restore full operational capacity.
- Spring preparations remain ongoing across various departments and facilities.

Conservation

- Conservation staff conducted goose egg shaking to help manage the Canada goose population in parks.
- Tree work & landscape maintenance is performed throughout the district to address maintenance and safety.
- Several Lincoln Marsh work orders were completed.
- Trail maintenance to ensure safe and accessible paths is ongoing.
- Tree transplanting and planting efforts continued across various sites.
- The seasonal hiring process is underway to support summer operations.
- Ongoing staff training to enhance skills and ensure preparedness for the season.



TO: Mike Benard, Executive Director
FROM: Vicki Beyer, Director of Recreation
Jamie Martinson, Superintendent of Recreation Programs
RE: Recreation Department Board Report
DATE: May 21, 2025

Recreation Department- General

- The Annual Go Fly a Kite event was held on Saturday May 3 at Graf Park with an estimated attendance of approximately 700. Activities included the grand launch, kids mad dash, kite demonstrations and sales, food truck, and more.



Preschool & Camps- Kelly Nielsen

- Wide Horizons Preschool raised over \$295 to “adopt an animal” from Cosley Zoo.
- A new event, Spring Fling, was hosted at Rathje Park on April 16 with over 150 in attendance. This free event featured Kona Ice, crafts, games and more!
- A “try before you buy” day at preschool was offered, allowing prospective families an opportunity to try a day at Wide Horizons Preschool before registering. Three children participated and two subsequently signed up for the 2025-2026 Wide Horizons Preschool program.

Mary Lubko Center- Megann Panek

- The MLC and Collette Tours held an extended travel preview to over 20 patrons discussing travel opportunities to Europe, Japan and Hawaii.

- The Pedal Pushers, celebrating their 50th anniversary this year, held their kick-off meeting on April 24 with over 175 patrons' part of the program.
- Silvertones and Beyond Glee choir groups held their spring concerts at the end of April with over 300 in attendance collectively between the two shows.
- April Day Trips:
 - Joffrey Ballet with Chicago Symphony Orchestra, 24 patrons
 - Pastry Passport: A Chicago Bakery Adventure, 27 patrons
 - Riverdance, 32 patrons

Lincoln Marsh/Green Team- Terra Johnson, Deb Ditchman

- Earth Day Celebration Party was held at the Lincoln Marsh Prairie Patch Play Area with over 130 in attendance.
- 8 Lincoln Marsh staff went through certification to be lead facilitators for the climbing tour through Experiential Systems Inc.
- Field trips, outreach programs and school requested programs continue to be popular with over 39 education programs presented to 660 participants in the month of April.
- The Green Team celebrated Earth Week by giving away free pollinator seed packets to the community

Cultural Arts & Varied Interest- Chad Shingler

- From community input, a new program, Art Explorers, was created and offered- allowing neurodiverse opportunities for art exploration and creativity.
- Summer Spotlight auditions took place the week of April 28 with 34 actors compared to 24 actors in 2024, a 30% increase
- New spring Non-Recital Dance Classes started, 6 classes filled, compared to 0 classes in 2025

DuPage County Historical Museum- Michelle Podkowa

- Work continues with Taylor Studios on the new permanent exhibit project.
- Field trips, outreach programs, scout programs and more were presented to over 150 participants in April.

Customer Service & Registration- Gracie Aviles & Rebecca Narrajos

- Customer Service Staff Monthly Trainings
 - Zach's Law
 - Tornado/Fire Procedures
 - Childcare Tax Statements
 - Part Time Incentive Program / Requests
- Attended the Conflict Resolution training at the Carol Stream Park District.

- Had fun building the Derby car with co-workers
- Finished preparing coupons/rainchecks for pool season
- Booked Zone and safety city birthday parties
- Sent out surveys for recreation and preschool programs
- Attended Training for I-9 paperwork

Registration/Software- Rick Napier

- Web Settings Change for Summer Programming
 - Uploaded all Summer Programming to WebTrac Live
- Fall brochure Program Masters
 - Updated/reactivated fall programming in RecTrac
 - Created new program codes as necessary
- Period End Processing – 2024 winter league sports completed/rosters transferred to history
- Ran RecConnects as requested by Marketing Department and Director of Recreation
- Created “Conversations” in WebTrac app for Push Notifications
- Updated Question Groups for Athletic Leagues as per Director of Athletics and Facilities
- Facilitated New Hire Orientation at Community Center on 4/24/25
- Attended WebTrac app design meeting with Creative Services Manager and Vermont Systems on 4/21/25
- **April Leisureship Program Update**
 - 21 families have been assisted in the current fiscal year.
 - 18 families were assisted in the previous fiscal year.
 - 16.67% increase in families requesting assistance from 2025 vs. 2024
- **April Refund Summary**
 - 608 refunds processed.
 - 701 refunds processed same month previous fiscal year.
 - 13.27% decrease in refunds processed.
- **Activity Registration Summary for April**
 - Total registrations: 2772
 - Fees processed: \$295,674.25
 - Web registration: 1891
 - Web percent: 68.22%
 - Walk-in registration: 881
 - Walk-in percent: 31.78%
 - Resident registration: 2302
 - Non-Resident registration: 470

- **The first 24 hours of summer resident registration comparison**

2025		2024	
Total registration	631 (0.94% decrease)	Total registration	637
Fees processed	\$45,990 (15.82% increase)	Fees processed	\$39,707.30

*Note: numbers do not include registrations for programs that were available prior to summer resident registration (April 29)

Cosley Zoo
April 1, 2025, Board Report

Revenue Activities

February Zoo Admissions:

2025 Revenue	2025 % residents/free	2024 Revenue	2024% residents/free
\$34,470	64%	\$36,100	61%

We have had a higher visitor ship of residents this month in comparison to last year. The Gary Avenue road construction began this month as did the continuation of the Zoo parking lot. This will have a significant impact on visitor attendance and program registrations, likely to reduce these two attendance figures.

General Revenue/Fundraising:

- April foundation donations totaled \$19,948.05
- The Susan Wahlgren Fund for Future Zoo Leaders has grown to \$133,643.18

Total Programs – April

Type of Program	2024 Number of programs	2024 Number of participants	2025 Number of programs	2025 Number of participants
Outreach	13	428	9	231
Guest Engagement*	65	3000	30	958
Camps	0	0	0	0
Teen Programs***	8	55	9	54
School programs	45	1188	32	877
Scout programs	14	188	11	184
Individual/Family programs**	3	55	4	65
Special Events	0	0	1	275
Rentals	9	455	5	305
Total	157	5369	101	2949

* 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

April

	Number of Programs	Number of Participants
On-site In-person	87	2413
Off-site In-person	9	231
Virtual	0	0
Total	96	2644

(On-site includes JZs, Bookworms, Scout, Guest Engagement)

Total Programs – January-April

Cosley Zoo
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Type of Program	2024 YTD Number of programs	2024 YTD Number of participants	2025 YTD Number of programs	2025 YTD Number of participants
Outreach	32	1053	30	1408
Guest Engagement	112	3812	45	1028
Camps	0	0	0	0
Teen Programs	39	227	28	216
School programs	57	1516	35	944
Scout programs	25	331	19	299
Individual/Family programs	17	276	13	205
Special Events	5	329	3	289
Rentals	15	795	10	605
Total	302	8339	183	4994

Notes:

- Due to the presence of HPAI in the area, duck and chicken feeding have not resumed for the season. This can account for the lower Guest Engagement numbers in 2025 vs. 2024
- EGG-citing Family Night was held on April 11. We had 275 of 300 registered guests in attendance for activities, phot opportunity with the Easter Bunny, animal visits and touring the zoo.
- Education Specialist, Audrey Batts, and Education Supervisor, Sarah Tulicki held Summer Teen Interpreter Interviews. Fifteen teens interviewed and learned more about this program providing engagement opportunities for our guests.

Group Related Visitors (not counted through admissions) – April

Group Type	Number of Children	Number of Adults	Total
Self-Guided	124	33	157
Programs	876	316	1192
Rentals	--	--	305
Events*	--	--	275

Group Related Visitors – Year to Date

Group Type	Number of Children	Number of Adults	Total
Self-Guided	173	90	263
Programs	1163	481	1644
Rentals	--	--	605
Events*	--	--	286

*We do not always have child and adult numbers separated for events/rentals therefore total may not necessarily add up to the number of children and number of adults recorded in the designated columns.

Animal Activities

- HPAI (Bird Flu) is now considered endemic to the environment in the US. Our birds are still maintained indoors to avoid contracting the disease from wild birds. Once bird

Cosley Zoo

April 1, 2025, Board Report

migratory activity subsides and the spread of the disease appears to be contained with fewer positive incidents.

- We are monitoring the health of the recent arrival – the cow calves and the lambs.
- Additional climbing structure have been added to the porcupine habitat and plans are being made to install additional pieces to the nature play area.



- De-winterizing exhibit ponds has begun this month.
- Animal care team members, Heather and Allison, presented two Frog Watch training programs to the community in preparation for this spring's frog data collection and frog count which supports the national conservation effort.
- Facilitated the annual staff Easter Egg Hunt

General Activities

- Zoo volunteers were celebrated this month.
- The Zoo leadership team has been updating the animal institutional collection plan, adjusting and adding potential new animal residents in the next 5 years.
- The team has also had significant discussions to clearly define priorities and process for the facility assessment and the long-range logistics for site enhancements and renovation including landscape and horticulture enhancement.
- Activities related to the payroll process have been reviewed and trained among the leadership team.
- De-winterizing ponds for the summer. Some are up and running, others like lynx and raptors are needing repairs, but are clean and ready.
- Participated in a seed packet giveaway sponsored by the Wheaton Park District Green Team. 100 packets were distributed at the zoo and another 100 at the community center.