



Wheaton Park District

PUBLIC NOTICE

**Wheaton Park District Board of Commissioners
SUBCOMMITTEE MEETING
Wednesday May 7, 2025
Community Center
1777 S. Blanchard Road, Wheaton, IL 60189
Graf Room #031
5:00 pm**

Public Notice Date May 2, 2025

Public notice is hereby given that the Board of Park Commissioners of the Wheaton Park District, DuPage County, Illinois (the "Park Board") will hold a Subcommittee Meeting on Wednesday May 7, 2025, at the Wheaton Community Center 1777 S. Blanchard Road, Wheaton, IL 60189 in the Graf Room

**Please contact Michael J. Benard, Board Secretary, for further information.
mbenard@wheatonparks.org**

Michael J. Benard
Secretary

The Agenda for the May 7, 2025, Subcommittee 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 630.945-7726; fax number 630.665.5880; email dsiciliano@wheatonparks.org



Wheaton Park District

Subcommittee Meeting of the Wheaton Park District Board of Commissioners **May 7, 2025, 5:00 pm**

No Action Will Be Taken at This Meeting – Review & Discussion Only

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.

DISCUSSION ITEMS

Buildings and Grounds

1. **Community Center Interior Renovation Project Phase 3** – Review of proposed design concept, cost estimates and construction timeline
2. **Ray Morrill Community Center Entrance Facade Improvement Project** – Review of bid results
3. **Ray Morrill Community Center Memorial Room Sound System Improvement Project** – Review of bid results
4. **Northside Pool Locker Room Flooring Improvement Project** – Review of quotes
5. **Purchase of 2025 Backhoe Loader** – Review of quotes

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Wheaton Park District

6. **Purchase 2025 Ford F-150** – Review of quotes
7. **Purchase 2025 Ford F350 Crew Cab Trucks (2)** – Review of quotes
8. **Blanchard Building Parking Lot Replacement Project** – Review change order #1
9. **Cosley Zoo Education Pavilion & Duck Enclosure Project** – Review change order #2 and 3
10. **Cosley Zoo Staff and Overflow Parking Area Project** – Review change order #3
11. **Reimbursement Agreement with Briarcliffe Baseball** – Review proposal for installation of batting cages
12. **Graf Park Atten Park and Central Athletic Complex Engineering Studies** – Review proposals
13. **Toohy Park Improvements Design Services** – Review proposal from Upland Design
14. **Northside Park Girl Scout Cabin** – Review condition assessment and options
15. **Illinois Parks and Recreation Association Statewide Funding Initiative** – Review of application

Finance and Administration

1. **Community Wide Attitude and Interest Survey** – Review of Survey Draft
2. **Fiscal Year 2026 Budget Development** – Review of the 2026 Budget Development Calendar for the Wheaton Park District
3. **Annual Review of Finance Policies** – Review of Finance Policies and Proposed Amendments

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Wheaton Park District

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

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

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 7, 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.

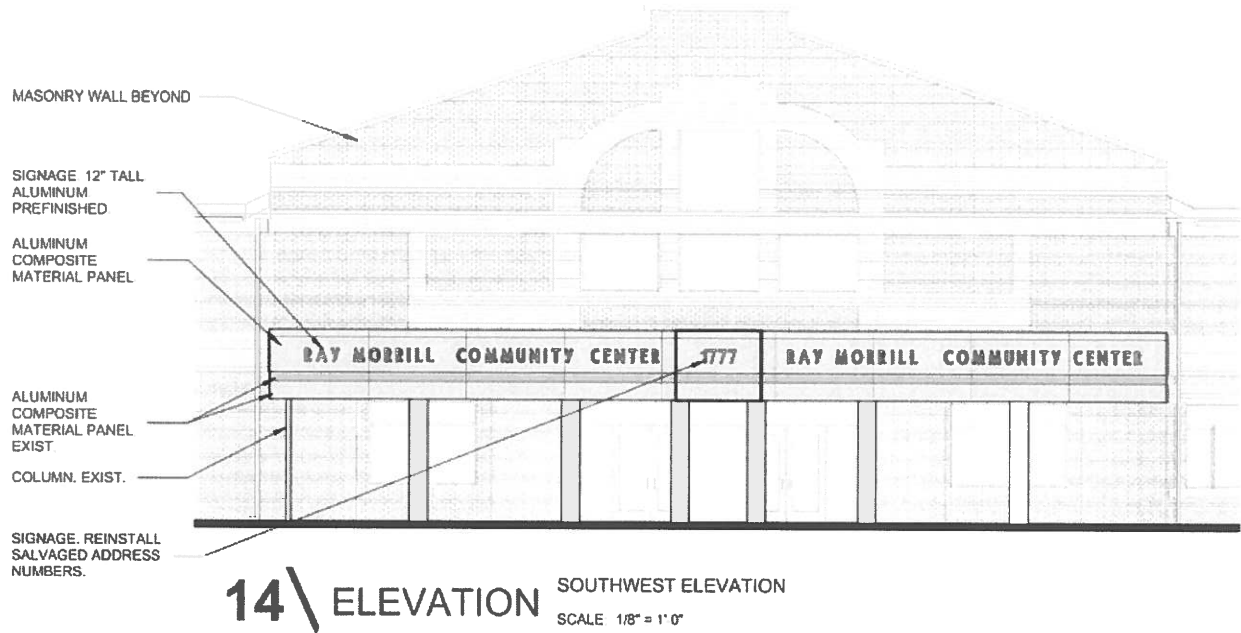
Recommendation letter from Williams Architects (to be attached).

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 7, 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 60515
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 and Planning
Nic Novak, Superintendent of Projects

THROUGH: Michael Benard, Executive Director

RE: 2025 Northside Pool Locker Room Floors

DATE: May 7, 2025



SUMMARY:

Staff requested quotes for redoing the epoxy paint on the floors in the Northside Pool locker rooms. The following quotes were received.

<i>Contractor</i>	<i>Amount</i>
Naperville Painting and Epoxy	\$24,140
Painters USA	\$27,939
Matrix Coating Solutions	\$32,410

Work is anticipated to occur before the start of the 2025 pool season

PREVIOUS COMMITTEE/BOARD ACTION:

N/A

REVENUE OR FUNDING IMPLICATIONS:

Budget Item	Account #
\$50,000	40-800-826-57-5701-0000 – Northside Pool Locker Room Floor Refurbishment

STAKEHOLDER PROCESS:

N/A

LEGAL REVIEW:

N/A

ATTACHMENTS:

Quotes recieved

ALTERNATIVES:

N/A

RECOMMENDATION:

It is recommended that the Wheaton Park District Board of Commissioners accept the quote from Naperville Painting and Epoxy in the amount of \$24,140 plus a 10% contingency.

Naperville Painting and Epoxy

+18152808856

Napervilleepoxy.kc@gmail.com

<https://NapervillePaintingandEpoxyflooring.com>



ADDRESS

Paul Gonzalez

North Side Park

2509 NORTH WEST ST

Wheaton, IL 60187

SHIP TO

Paul Gonzalez

North Side Park

2509 NORTH WEST ST

Wheaton, IL 60187

PRICE QUOTE 2567

DATE 04/22/2025

ACTIVITY

AMOUNT

Concrete Preparation

Prep is the single most important process in offering the best outcome and longevity. We assure we provide the best preparation for your project and have the proper tools to do so. If you have had moisture or water issues please let us know in advance.

- Grind surface with walk behind 30inch Diamond grinder connected to HEPA vacuum to minimize concrete dust.
- If objects on walls need to be covered to avoid dust please let us know prior.
- We recommend avoiding breathing the dust, we wear protective mask to avoid breathing concrete dust.
- If there is a vent pulling air in please let us know prior to sanding
- Sand down to smooth surface removing any failing epoxy to achieve good bond.
- Fill all pre existing cracks as needed
- If additional prep is discovered we will address with customer and edit work order/Pricing.

0.00

Full Broadcast Flake Floor

Entrance Area -790SQ FT

- Once prep work is complete and the floor is clean we will begin coating the concrete.
- If not upgrading to Polyspartic material, one coat per day will be applied.
- If there is a time sensitive matter please let us know, we will discuss options.
- Once base coat is applied we will apply full flake of your choice.
- Once complete please allow 24 hours before foot traffic minimum and 7 days before vehicle traffic.

6,715.00

We look forward to working with you, leave us a review for 100\$ off your next service.

ACTIVITY	AMOUNT
Full Broadcast Flake Floor Mens Locker Room- 1050SQ FT -Once prep work is complete and the floor is clean we will begin coating the concrete. -If not upgrading to Polyspartic material, one coat per day will be applied. -If there is a time sensitive matter please let us know, we will discuss options. -Once base coat is applied we will apply full flake of your choice. -Once complete please allow 24 hours before foot traffic minimum and 7 days before vehicle traffic.	8,925.00
Full Broadcast Flake Floor Women's Locker Room-1000 SQ FT -Once prep work is complete and the floor is clean we will begin coating the concrete. -If not upgrading to Polyspartic material, one coat per day will be applied. -If there is a time sensitive matter please let us know, we will discuss options. -Once base coat is applied we will apply full flake of your choice. -Once complete please allow 24 hours before foot traffic minimum and 7 days before vehicle traffic.	8,500.00
Polyaspartic topcoat upgrade Replace epoxy top coat with UV stable Polyaspartic top coat ADD- 2800\$	0.00

Below you will find a link for the color options we brought with us. I will also attach two pdf files with the exact system we would be applying. The on day would be the upgrade polyspartic.
<https://floorguardproducts.com/content/Floorguard%20Products%20Color%20Chart%20pdf.pdf>

SUBTOTAL	24,140.00
TAX	0.00

TOTAL	\$24,140.00
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Accepted By

Accepted Date

We look forward to working with you, leave us a review for 100\$ off your next service.



PAINTERS USA
INDUSTRIAL ★ COMMERCIAL

Painting • Floor Coating • Plant Cleaning

Sales Representative: Jake Kieltyka

Project Number: B110578

Proposal Date: May 5, 2025

Proposal prepared for

Wheaton Park District

1509 N West St

Wheaton, IL 60187

Attention

Paul Gonzalez

708-408-8305

pgonzalez@wheatonparkdistrict.org

For

Locker Room Floors Refresh

Project Location

Wheaton Park District

1509 N West St

Wheaton, IL 60187



570 Mitchell Rd., Glendale Heights, IL 60139
Phone: (630) 653-8715 * Fax: (630) 653-8744

*Confidential * Proposal valid for 30 days*

Scope of Work ("Exhibit A")

SCOPE OF WORK: Locker Rooms Floors Coating Refresh

1. Scuff existing coating with grinder
2. Crack chase cracks
3. Fill cracks with Insta Patch
4. Grind patches flush to slab
5. Solvent wipe to prepare for coating
6. Apply Corotech V430 100% Solids Epoxy, color light grey
7. Random Broadcast ¼" Vinyl Flake into V430
8. Broadcast V430 with aggregate for added grip
9. Backroll
10. Clean up
 - a. Dispose of all waste in dumpster provided by Wheaton Park District

EXCLUSIONS:

- Anything not listed above

Project Readiness Agreement:

- Work Schedule & Mobilizations:
 - Monday through Friday, regular hours
 - Saturday and Sunday, regular hours
 - In addition to regular work week

Delays resulting from readiness agreement not being met by the customer may result in additional charges for downtime and/or remobilization. Charges will need to be approved prior to restart of work.

TOTAL CONTRACT PRICE: \$27,939.00*

***Project is bid at DuPage County 2025 Prevailing Wage Rates**

*****Unforeseen Conditions*****

In the event of unforeseen conditions not identifiable during the preliminary site walk-through and which could not have been reasonably anticipated, the Contractor shall notify the Client in writing within two days of discovery. Upon notification, the Contractor and Client shall agree upon any necessary adjustments to the scope of work, schedule, and compensation. The Contractor will not proceed with any work related to these unforeseen conditions without written consent from the Client.

SAFETY PROCEDURES:

All work to be performed within the Occupational Safety and Health Administration ("O.S.H.A.") guidelines of as well as additional guidelines set forth by Painters USA, which include but are not limited to:

Scope of Work ("Exhibit A")

- Proper Personal Protective Equipment including, but not limited to, full protective gloves and spray suits, facial respirators, hard hats, steel toe boots and safety glasses.
- Properly identifying work areas with safety cones and caution tape to alert employees and patrons of work being performed.
- All lift operators are certified with proper documentation, and all persons contained within an aerial lift are required to wear safety harnesses at all times.
- A Controlled Access Zone (CAZ) may be used as a safety measure for, customer employees and subcontractors. The use of a Controlled Access Zone is to prevent non-essential workers or company personnel from entering a particular active area of the job site. Workers who are not approved to be in the (CAZ) area are prohibited from entering. Controlled access zones present varying degrees of risk, depending on the surrounding environment and nature of the work. For that reason, it's especially important for non-essential workers, sub-contractors or other company onsite workers to not enter the (CAZ) without permission of Painters USA onsite supervision. The area that is designated CAZ will be clearly identified with RED DO NOT ENTER boundary tape to demarcate where non-essential personnel are not to access.

*Proposal is valid for 30 days and Project must commence within 45 days (of original proposal date).
Pricing subject to change based on timespan between award and commencement.*

Sales Rep: Jake Kieltyka
Project #: B110578

This Agreement has been executed on the date last signed by all parties. In the event the Agreement is unsigned or dated but the Work nevertheless commences under this Agreement, the date of execution shall be the date written in the first paragraph of this Agreement.

CONTRACTOR:
Painters USA Inc.
570 Mitchell Rd.
Glendale Heights, IL 60139

CUSTOMER:
Name: Wheaton Park District
Address: 1509 N West St
Wheaton, IL 60187
Phone: 708-408-8305
Email: pgonzalez@wheatonparkdistrict.org

Signed: _____
Jake Kieltyka

Signed: _____
Paul Gonzalez

Date:

Date:

BILL TO (if different than above)

Name:
Address:

Phone:
Email:



140 W. Grand Lake Blvd., Ste. A – West Chicago, IL 60185
Phone: 630-293-7338 www.matrixcoating.com



PAUL GONZALEZ
NORTHSIDE FAMILY AQUATIC CENTER
1509 N WEST ST, WHEATON
"PRICING IS BASED ON USING PREVAILING WAGES"

- ☐ Full Flake System for \$32,410.00
- ☐ Option: A mobile rental power trailer generator costs \$350.00.

PRODUCT AND INSTALLATION GUARANTEE

The application of our materials, by specifications listed in the quotation, is covered by a conditional 2-year warranty on labor and material guarantee against loss of adhesion due to normal usage. Please note that any coatings applied to an exterior application or to wooden stairs are excluded from this warranty. This does not include conditions caused by hydrostatic pressure due to the lack of a sub-slab moisture barrier, excessive abuse of the floor surface (i.e., impact or dragging of heavy metal objects), thermal shock, outside work (i.e., any flooring systems exposed to outside elements) or metal swivel wheels, etc., nor does this obligation extend to floor problems beyond our control, cracks due to concrete movement, (i.e., acts of God, structural inadequacies, etc.). Matrix Coating Solutions, Inc., does not assume or accept liability for any slips, falls, or accidents on the floors as installed.

NOTE:

- The floor must stay dry for a minimum of 48 hours after application of our floor system.
- No rubber mats, cardboard, or carpet on the floor for 1 week.

Accepted:

Date:

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 7, 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 Synchromesh 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

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 in² (0.25 m²)

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.

19,810 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)
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.

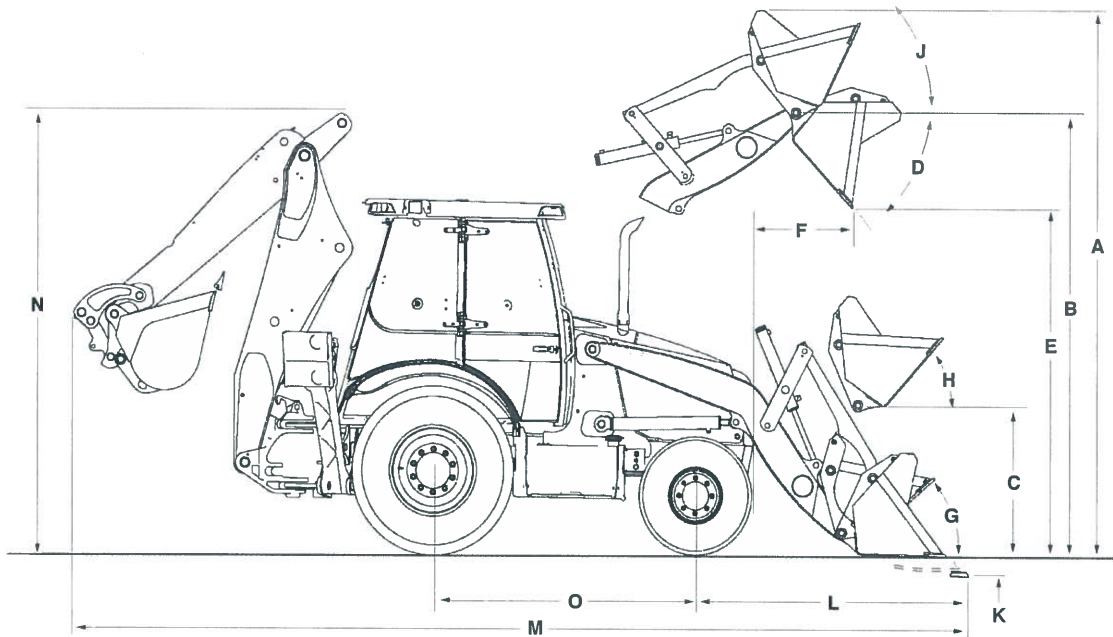
LOADER BUCKET SIZES

Type	Width	Weight	Struck	Heaped Capacity
Long Lip Bucket:				
without bolt-on edge	82 in (2.08 m)	864 lb (392 kg)	0.88 yd³ (0.67 m³)	1.0 yd³ (0.79 m³)
with bolt-on edge	93 in (2.36 m)	1,188 lb* (539 kg)	1.10 yd³ (0.89 m³)	1.3 yd³ (0.99 m³)
4 IN 1® Bucket with bolt-on edge	82 in (2.08 m)	1,572 lb* (713 kg)	0.85 yd³ (0.65 m³)	1.0 yd³ (0.80 m³)

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 ft³ (0.10 m³)
	18 in (457 mm)	356 lb (162 kg)	5.30 ft³ (0.15 m³)
	24 in (610 mm)	427 lb (194 kg)	7.70 ft³ (0.22 m³)
	30 in (762 mm)	489 lb (222 kg)	10.20 ft³ (0.29 m³)
	36 in (914 mm)	552 lb (251 kg)	12.70 ft³ (0.36 m³)
High Capacity Buckets	24 in (610 mm)	447 lb (203 kg)	8.50 ft³ (0.24 m³)
	30 in (762 mm)	502 lb (228 kg)	10.60 ft³ (0.30 m³)



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

Boom Lift	Standard Backhoe		Extendahoe®			
	Standard	Power Lift	Retracted		Extended	
			Standard	Power Lift	Standard	Power Lift
	Lift Capacity lb (kg)	Lift Capacity lb (kg)	Lift Capacity lb (kg)	Lift Capacity lb (kg)	Lift Capacity lb (kg)	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		\$		
TRADE-IN EQUIPMENT						SELLING PRICE	\$ 130,874.00		

TRADE-IN EQUIPMENT

TRADE-IN SHIP TO ☐ Bolingbrook ☐ 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	\$ <u>0.00</u>
3. Extended Service Contract	\$ <u>0.00</u>
4. Physical Damage Insurance	\$ <u>0.00</u>
5. Total Other Fees (1+2+3+4)	\$ <u>0.00</u>

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%	\$ 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

Illinois	Indiana
Addison 543 S. Rohlwing Rd. Addison, IL 60101 Phone: (630) 627-0000 Fax: (630) 627-8711	Bolingbrook 250 E. North Frontage Rd. Bolingbrook, IL 60440 Phone: (630) 739-7770 Fax: (630) 739-7899
Chicago 2350 S. Laffin St. Chicago, IL 60608 Phone: (312) 942-9200 Fax: (312) 421-3502	Crestwood 4701 West 137th St. Crestwood, IL 60445 Phone: (708) 597-3110 Fax: (708) 597-9945
McHenry 4102 W. Crystal Lake Rd. McHenry, IL 60050 Phone: (815) 385-0420 Fax: (815) 385-2975	Wauconda 1380 N. Rand Rd. Wauconda, IL 60084 Phone: (847) 526-9444 Fax: (847) 526-9448
Schererville 1133 Indianapolis Blvd. Schererville, IN 46375 Phone: (219) 865-6545 Fax: (219) 865-0268	

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

Initial Accept Initial 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 Initial 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

Initial Accept Initial Decline \$ Deductible
 Premium Calculation: Selling Price of Equipment (excluding sales tax) X Monthly Rate X Number of Months = Total Premium
 \$ _____ X _____ X _____ = \$0

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 retaken 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, repairing, 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 supercedes 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

(COMPANY)

BY: PETE N. SWANSON
Authorized Signature

DATE: 4-29-25

BY: _____
Authorized Signature

DATE: 4-29-25

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: (830) 627-0000 Fax: (830) 627-6711	Bolingbrook 250 E. North Frontage Rd. Bolingbrook, IL 60440 Phone: (630) 739-7770 Fax: (630) 739-7699	Chicago 2350 S. Lofin St. Chicago, IL 60608 Phone: (312) 942-9200 Fax: (312) 421-3502	Crestwood 4701 West 137th St. Crestwood, IL 60445 Phone: (708) 597-3110 Fax: (708) 597-9945
McHenry 4102 W. Crystal Lake Rd. McHenry, IL 60050 Phone: (815) 385-0420 Fax: (815) 385-2975	Wauconda 1360 N. Rand Rd. Wauconda, IL 60084 Phone: (847) 526-9444 Fax: (847) 526-9448	Schererville 1133 Indianapolis Blvd. Schererville, IN 46375 Phone: (219) 865-6645 Fax: (219) 865-0268	

**WEST SIDE TRACTOR SALES**

3300 Ogden Ave Lisle IL 60532

(630) 355-7150

Tom Becker - Sales Representative - tmcintyre@wtsales.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
 0P-9002
 320-2385
 555-2396
 9R-6007
 421-8926
 0P-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 7, 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: 315-254-7700

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 Strobes, 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 7, 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:			PAY THIS AMOUNT
MAKE ALL CHECKS PAYABLE TO:			\$ 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 7, 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

Z m m

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

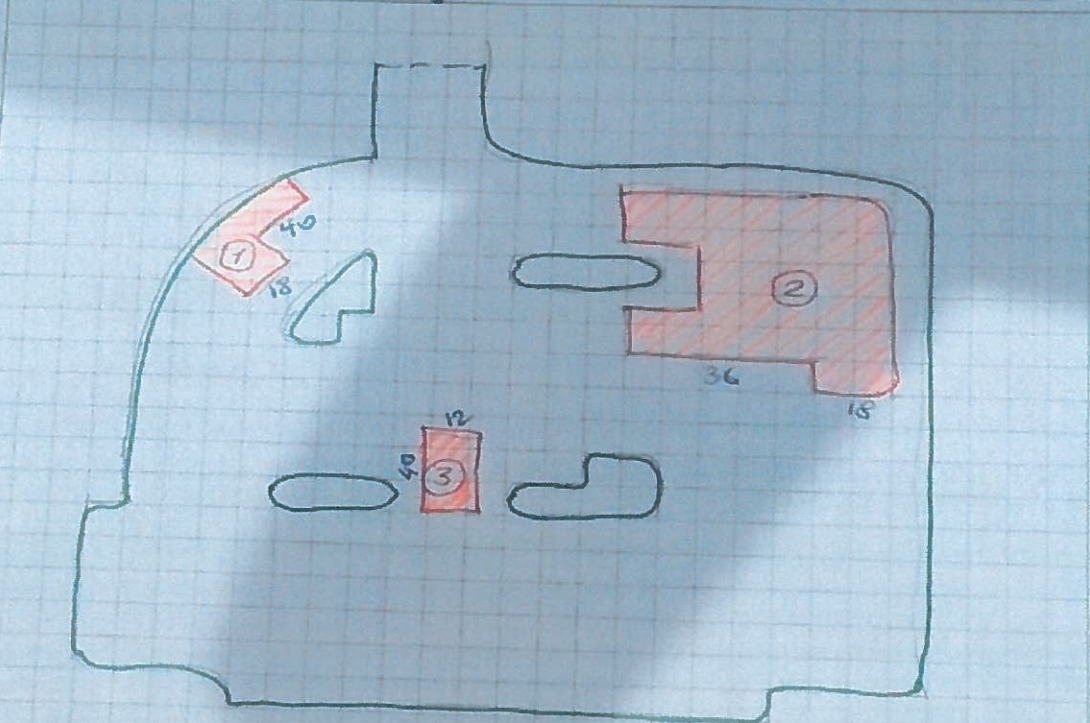


TESTING SERVICE CORPORATION

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 MITR1



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"/>

DFR-25 REV 501

Graphic Vision 3000CVpromptsu.com 8/10/2014

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 7, 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

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
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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 7, 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

A handwritten signature in blue ink, appearing to read "Ryan G.A.", written over a horizontal line.

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 Hincbee
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 7, 2025



SUMMARY:

We have received a request from Wheaton Briarcliff Youth Baseball (WBYB) 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:

WBYB 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 WBYB and worked with athletics and planning to develop the concept.

Wheaton Briarcliffe Youth Baseball (WBYB) rents baseball fields at Briar Patch Park, Briar Glen School, Danada Park and Scottsdale Park during the spring seasons and rents fields at Briar Patch Park, Briar Glen School and Danada Park during the fall seasons. WBYB 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). WBYB 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 WBYP
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

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 7, 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 and 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. 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	\$50,500	\$10,700	\$1,200	\$62,400
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 \$62,400 from Wight for the 2025 Graf Field Replacement and District Field Study.



April 10, 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 and Central Athletic Complex 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 and Geotechnical 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.

Graff, Atten and Central Athletic Complex 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:

Graff Field Replacement: \$40,500 Fixed Fee

Graff Field Replacement Survey and Geotechnical Services: \$10,000 Fixed Fee
Graff, Atten and Central Athletic Complex Studies: \$10,500 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.

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



Firm History

Exceptionally designed and built spaces enhance people's lives, whether those spaces are where they live, learn, work, or play.

Wight & Company (Wight) is one of the country's top-ranked firms offering architecture, interior design, engineering, and construction services to public and private sector clients. With diverse market strengths, our expertise spans municipal, county, federal, education, corporate, and commercial sectors.

Across our multi-discipline firm and integrated approach, we bring together experts in order to leverage the industry's best resources and knowledge for our clients.

Our responsibility to our communities is to do more than reflect where they are today - it's to illuminate the potential of who they can be in the future. In collaboration with our clients and partners, we create meaningful impact with human centered design that is sensitive to the needs of those it serves and sustainable for the environment surrounding it.



3 LOCATIONS

2500 N. Frontage Road, Darien, IL
211 N. Clinton St., Ste 300N, Chicago, IL
8181 Arista Pl., Ste 100, Broomfield, CO



OWNERSHIP

Founded in 1939, Wight & Company is a corporation, 100% owned by and under the third-generation leadership of Chairman & CEO Mark Wight



200+ PROFESSIONALS

79 Architecture
16 Engineering
29 Construction
12 Land Development
21 Transportation
37 Corporate



250+ INDUSTRY AWARDS

An Integrated Firm

More than 25 years ago, our third-generation family-owned firm realized that there was a better way to design and deliver projects for our clients...a way to dramatically improve their experience. To accomplish this, we created an environment where the top professional in architecture, engineering, and construction could work shoulder-to-shoulder as one team with clients.



ARCHITECTURE

Our architectural expertise, offers invaluable guidance and tailored solutions to ensure that your project aligns with your objectives, meets budget constraints, and adheres to safety standards. With our team's support, you can have confidence in your project's success, making the entire architectural process both efficient and ultimately beneficial for you, the client.



ENGINEERING

Our cutting-edge Engineering Service, revolutionize your projects and enhance overall efficiency. Our team of experienced engineers is dedicated to optimizing your project's design, performance, and cost-effectiveness. Wight's Engineering Group includes mechanical, electrical, plumbing, structural, civil, transportation and environmental professionals.



CONSTRUCTION

Wight's award winning Construction Group evolved in response to our client's needs for more effective control and representation during the construction phase of projects. Wight provides comprehensive construction services through project closeout. During construction, the people, systems, and processes we offer are unmatched in sophistication and reliability.



CUSTOMIZED SERVICES TO MEET YOUR PROJECT GOALS

ARCHITECTURE

- Landscape Architecture
- Building Design
- Interior Design
- FF&E Design / Procurement
- Health / Life Safety
- Visualization / 3-D Modeling

ENGINEERING

- Transportation & Infrastructure
- Environmental Assessment
- Structural Engineering
- MEP / FP Engineering
- Site / Civil Engineering
- Stormwater Management

CONSTRUCTION

- Pre-Construction Services
- Construction Management
- Design Led-Design Build
- Integrated Delivery
- Scheduling & Cost Estimating
- Value Analysis

SUSTAINABILITY

- Sustainable Design Guidelines
- Sustainability Plans
- LEED / WELL / Passive House
- Sustainable Construction
- Energy Consulting / Modeling
- Materials Research
- Operational Expense Forecasting & Incentives

PLANNING

- Facility Assessment
- Space Needs / Space Programming
- Project Feasibility Analysis
- Long-Range Master Planning
- Existing Building Documentation
- Risk Assessment & Planning

PUBLIC ENGAGEMENT & REFERENDUM SUPPORT

- Voter Analytics
- Public Opinion Research
- Community Task Force Facilitation
- Pre-Referendum Training
- Campaign Management

Parks & Recreation



We come to work each day to experience the joy of helping our clients create a meaningful impact.



Our dedicated Parks & Recreation professionals specialize in creating exceptional outdoor environments and indoor facilities that respond to the diverse and growing needs of recreation providers. This in-house team of planners, architects, engineers, and construction managers work side-by-side and collaboratively with our clients to bring recreation projects to life.

Whether we provide turn-key Design Led | Design Build services, construction management, or serve as a project team partner, Wight brings a collaborative approach to our work. This approach translates into creative design solutions, seamless project management and, ultimately, innovative and cost-conscious delivery. Our expertise includes the design and construction of outdoor spaces, such as nature centers, parks, trail systems, and play environments, as well as indoor facilities, including swimming pools, ice rinks, gymnasiums, and sports fields.

We partner with clients to create cost-effective and sustainable solutions that advance their missions. These solutions are shaped by the unique needs of each recreation provider, balanced by fiscal responsibility, and enriched by our integrated approach.



WIGHT & COMPANY'S PARKS & RECREATION SPECIALISTS ARE DEDICATED TO DESIGNING AND BUILDING UNIQUE, FUNCTIONAL SPACES FOR FAMILIES AND COMMUNITIES TO PLAY, LEARN, COMPETE, AND CONNECT.

Synthetic Turf Fields

ENDURING, SUSTAINABLE ATHLETIC FACILITIES

For countless schools, colleges and universities, parks, and professional sports teams, the quality and longevity of their athletic fields are of the utmost importance. These facilities, however, are more than just the site of sporting events. They serve as a central hub of

activity for students, athletes, coaches, parents, and members of the community.

Wight & Company creates recreational spaces that are enduring, adaptable, and sustainable, and increasingly that means the installation of artificial turf. With their high degree of safety and durability,

plus lower maintenance costs over the life of the field, artificial turf fields support state-of-the-art facilities that can be used by multiple groups with no downtime and minimal maintenance.



OUR TEAM HAS WORKED ON 57 SYNTHETIC TURF PROJECTS, OVER 4.5 MILLION SQUARE FEET.

JOLIET MINOR LEAGUE BASEBALL PARK, JOLIET, IL



Robert Ijams, PLA

Director of Parks & Recreation

Having devoted his career to creating places for children, families, and communities to compete, play, learn, and connect, Bob heads Wight's Parks & Recreation practice. He has led clients and teams through comprehensive master planning processes, as well as the design and construction of over \$75M of spaces for both active and passive recreation. From indoor facilities, athletic fields, and sports complexes to play environments, trails, and unique uses such as skate parks, Bob knows what matters to recreation providers as they develop and implement their capital improvement programs. As a collaborator who delivers inventive and cost-conscious solutions, he has helped secure over \$30M in funding for his clients.

Relevant Experience

Chicago Park District

- Lawler Park
- Ogden (William) Park

Downers Grove Park District

- Walnut Park Sports Complex

Glen Ellyn Park District

- Ackerman Park

La Grange, Park District of

- Pre-referendum Concepts

Naperville Park District

- Knoch Park
- Nike Park

Normal Parks & Recreation Department

- Maxwell Park Soccer Complex

Orland Park, Village of

- Doogan Park (OSLAD)
- John Humphrey Complex
- Schussler Park

Romeoville Parks & Recreation Department

- Ward Property

Skokie Park District

- Skokie Sports Park

South Elgin Parks & Recreation Department

- Jim Hansen Park
- Sperry Park (OSLAD)

Wheaton Park District

- Graf Park

De La Salle Institute – Chicago, IL

- Athletic Field Renovation

Joliet Catholic Academy

- Athletic Master Plan

Marmion Academy – Aurora, IL

- Athletic Field Renovation



EDUCATION

Bachelor of Landscape Architecture,
Ball State University

REGISTRATIONS

Professional Landscape Architect (PLA)
– IL

Certified Playground Safety Inspector
(CPSI)

AFFILIATIONS

Illinois Association of Park Districts

Illinois Parks and Recreation
Association

Midwest Institute of Park Executives

National Recreation and Park
Association

Oswegoland Park District
(Commissioner)

South Suburban Park and Recreation
Professional Association



Shawn Benson, PE, CPESC, LEED AP

Project Manager

Shawn is experienced in various public and private development projects. These include recreation, education, residential, commercial/retail, and public sites where he served as project manager and design engineer. Shawn's current responsibilities include leading the Land Development Group at Wight that consists of a talented group of civil engineers and landscape architects. The Land Development Group provides comprehensive site design solutions for all project types by integrating the site civil engineering and landscape architecture design services that help our clients achieve their goals and expectations.

Relevant Experience



EDUCATION

Bachelors of Science, Civil Engineering,
University of Iowa

REGISTRATIONS

Professional Engineer (PE) - IL, IA, MN

Certified Professional Erosion and
Sediment Control (CPESC)

Leadership in Energy and
Environmental Design (LEED)
Accredited Professional (AP)

Chicago Park District

- Lawler Park
- Ogden (William) Park

Downers Grove Park District

- Walnut Park Sports Complex

La Grange, Park District of

- Pre-referendum concepts

Naperville Park District

- Knoch Park

Normal Parks & Recreation Department

- Maxwell Park Tennis Court Renovation

Orland Park, Village of

- Centennial Park
- Schussler Park

South Elgin Parks & Recreation Department

- Jim Hanson Park

Wheaton Park District

- Cosley Zoo – Parking Lot
- Graf Park
- Rice Community Center– Parking Lot

Batavia High School – Batavia, IL

- Stadium Improvements
- Summer 2013 Site Improvements

Chicago Public Schools

- Steinmetz College Prep Athletic
Improvements

De La Salle Institute – Chicago, IL

- Synthetic Turf Football Field and
Baseball Field

Elmhurst Community Unit School District 205

- York High School Baseball and Softball
Field Improvements
- York High School Track Improvements

Joliet Catholic Academy

- Athletic Complex Master Plan

Lemont Township High School District 210

- Synthetic Turf Improvement Project

Maine Township High School District 207

- Maine South High School Track
Improvements
- Synthetic Turf Improvements

Marmion Academy – Chicago, IL

- Baseball Field Improvements

Mother McAuley Liberal Arts High School – Chicago, IL

- Athletic Field Improvements

**Experience prior to Wight & Company*



Patty King, PLA, ASLA, CPSI, LEED AP Landscape Architect

Patty is a licensed landscape architect who brings creativity, vision, and structure to each of her projects. She specializes in creating outdoor spaces that provide opportunities for an intimate connection with the natural environment. Her broad range of experience includes the design of parks and recreation facilities, public safety facilities, religious facilities, and real estate developments, as well as campus planning and green roof design. She also brings a passion for applying sustainable design techniques and construction expertise to each project.

Relevant Experience

Illinois State University

- Recreational Athletic Fields*

University School of Milwaukee

- Athletic Field Master Plan*

La Grange, Park District of

- Pre-referendum concepts

Naperville Park District

- Knoch Park

Orland Park, Village of

- Centennial Park
- Doogan Park (OSLAD)
- John Humphrey Complex
- Schussler Park

South Elgin Parks & Recreation Department

- Sperry Park (OSLAD)

West Chicago Park District

- Pioneer Park (OSLAD)*

Joliet Catholic Academy

- Athletic Complex Master Plan



EDUCATION

Bachelor of Landscape Architecture
Biology Minor
Ball State University

REGISTRATIONS

Professional Landscape Architect (PLA)
– IL

Certified Playground Safety Inspector
(CPSI)

Leadership in Energy and
Environmental Design (LEED)
Accredited Professional (AP)

AFFILIATIONS

Illinois Park and Recreation Association

Crain's Notable Women in STEM 2023

The Morton Arboretum

Board of Trustees, The Conservation
Foundation

National Trust for Historic Preservation
– Edith Farnsworth House

Landscape Architecture Board Member
Illinois Department of Financial and
Professional Regulations (IDFPR)

**Experience Prior to Wight & Company*



EDUCATION

Bachelor of Science, Civil Engineering,
University of Iowa

REGISTRATIONS

Professional Engineer (PE) – IL

David Evans, PE

Civil Engineer

David is a licensed Professional Engineer and brings a wealth of knowledge to each project with a focus on managing and designing athletic improvement projects. Dave specializes in Stormwater Management solutions and green infrastructure design such as permeable pavers, green roofs, infiltration trenches, and other low impact design initiatives.

Relevant Experience

Harper College – Palatine, IL

- Athletic Field Improvements

Chicago Park District

- Lawler Park
- Ogden (William) Park

Glen Ellyn Park District

- Ackerman Park

Naperville Park District

- Knoch Park

Orland Park, Village of

- Centennial Park
- John Humphrey Complex
- Schussler Park

Wheaton Park District

- Cosley Zoo – Parking Lot
- Graf Park

Chicago Public Schools

- Hitch Elementary Turf Field and Playground
- Seward 2023
- Steinmetz High School Turf Field
- Wells High School Synthetic Turf Field

Elmhurst Community Unit School District 205

- York High School Baseball and Softball Field Improvements
- York High School Track Improvements

Maine Township High School District 207

- Synthetic Turf Improvements

Marmion Academy – Aurora, IL

- Baseball Field Improvements

Mother McAuley Liberal Arts High School – Chicago, IL

- Athletic Field Improvements



Matthew Babiak

Cost Estimator

As an experienced project estimator, Matthew reviews construction documents, drafts trade-specific scopes of work, solicits bids from subcontractors, generates construction schedules, and communicates with owners to ensure that project scopes are being met. His detail-oriented approach to material takeoffs from plan drawings and cataloging of product information from construction specifications has proven to enhance the estimating process for both subcontractors and clients. Matthew's project experience includes renovations, full interior build-outs, and ground-up construction for a wide variety of clients, including commercial, industrial, municipal, and PK-12 school districts.

Relevant Experience



EDUCATION

Bachelor of Science, Construction Management, Western Illinois University

Evanston, City of

- Evanston Public Library renovations

Aurora, City of

- Phillips Park and Zoo Master Plan

Channahon Park District

- Heritage Crossing Field House Addition

Coal City, Village of

- Coalier Community Center

Downers Grove Park District

- Facility Assessments
- Walnut Park Sports Complex

Dundee Township Park District

- Bonnie Dundee Golf Clubhouse
- Randall Oaks Zoo – Small Animal Building (Museum Grant)

DuPage County, Forest Preserve District of

- Willowbrook Wildlife Center Renovation

Fox Valley Park District

- Fox River Pedestrian Bridge
- Lippold Park Outdoor Education Center

Frankfort Square Park District

- Champions Park

Glencoe Park District

- Watt Recreation Center Renovation (PARC)

Glen Ellyn Park District

- Ackerman Sports & Fitness Center Renovation
- Prairie Path Park

Hampshire Township Park District

- Recreation Center

Joliet Park District

- Inwood Ice Arena Renovation

Kendall County Forest Preserve District

- Subat Nature Preserve (OSLAD)

Lake County Forest Preserves

- Lakewood Forest Preserve – Maintenance Facility
- Ryerson Conservation Area – Environmental Education Facility

Lincolnway Special Recreation Association

- Recreation Center Expansion

Naperville Park District

- Knoch Park

Northbrook Park District

- Techny Prairie Activity Center

Orland Park, Village of

- Centennial Park
- Centennial Park West
- John Humphrey Complex
- Schussler Park (OSLAD)

Park Ridge Park District

- Oakton Park Facility

Plainfield Park District

- Prairie Activity & Recreation Center

Skokie Park District

- Skatium Renovation

South Elgin Parks & Recreation Department

- Lions Park Building Renovation (PARC)
- Pantan Mill Park

Will County, Forest Preserve District of

- Four Rivers Environmental Education Center Renovation
- Hidden Oaks Nature Center Renovation



LOCATION

Wheaton, IL

SERVICES

Civil Engineering, Landscape
Architecture, Construction
Management

PROJECT DATA

Cost: \$1.1M
Complete: 2014



Graf Park

Wheaton Park District

Wight provided conceptual design through construction administration for the conversion of a natural grass football field to a multi-purpose, synthetic field in Graf Park. With the growing demand for active youth programs in Wheaton, the upgraded field accommodates soccer and football leagues for both the Park District and local school districts.

Services provided by Wight for this project included design engineering, permitting, construction administration, and the conversion of a natural turf field to a synthetic turf complex. These park upgrades have reduced overall maintenance costs, while increasing the frequency of usage for programming.



LOCATION

Orland Park, IL

SERVICES

Landscape Architecture, Civil Engineering, Electrical Engineering, Cost Estimating, Grant Writing (OSLAD)

PROJECT DATA

Cost: \$8M

Complete: 2022

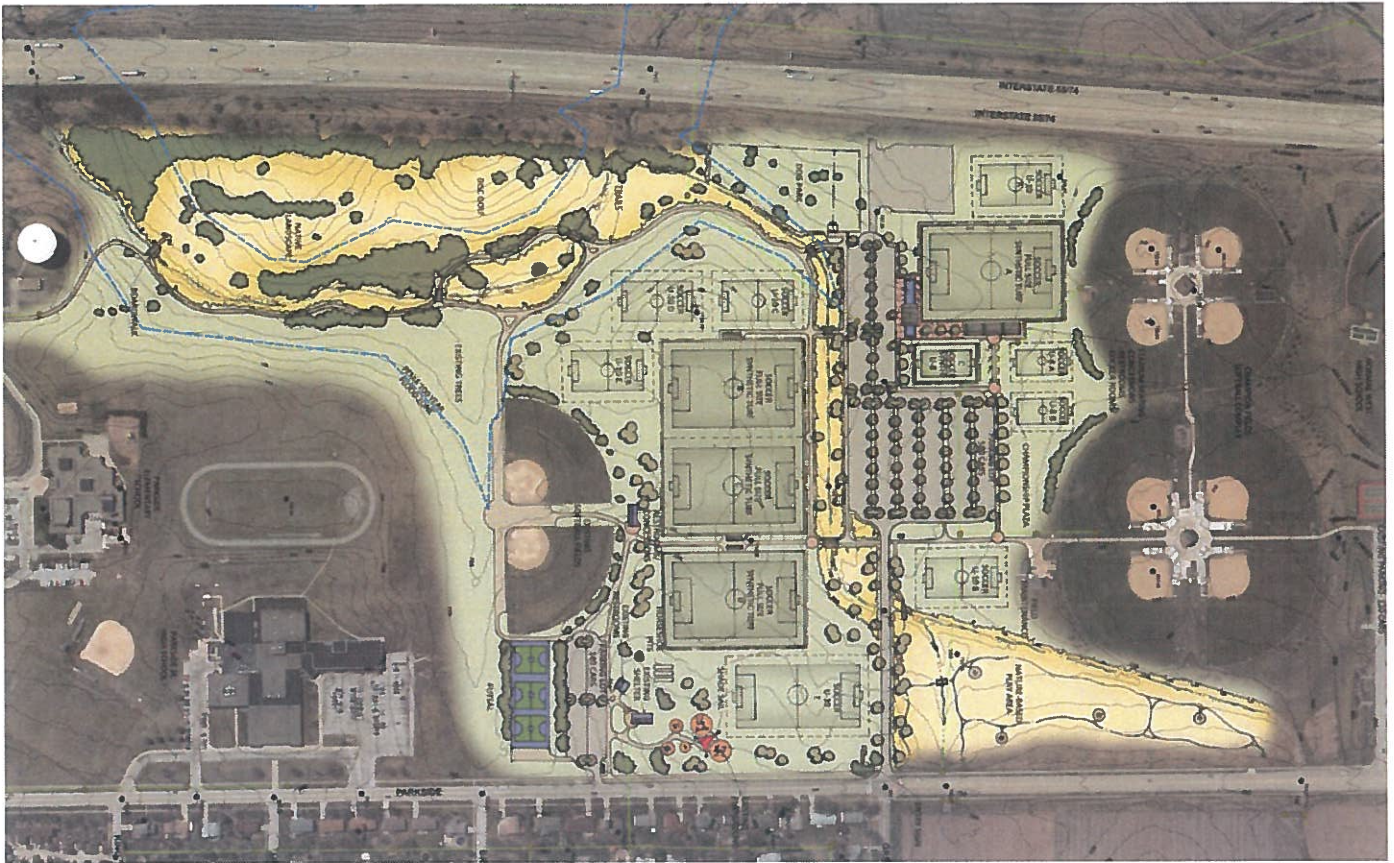
Schussler Park

Village of Orland Park

The Village of Orland Park engaged Wight & Company to develop conceptual plans for the renovation of Schussler Park based on the overall age and conditional of the existing amenities. Following a thorough site investigation and community engagement process, Wight developed a conceptual master plan to help guide future improvements at the park. Wight is currently working with the Village to prepare construction documents for the two synthetic turf fields with lighting, bleacher seating, parking and stormwater management, targeting a construction for the summer of 2023. The overall master plan includes the following improvements:

- Multipurpose Synthetic Turf Fields
- Stormwater Detention
- Baseball Field
- Playground
- Sports Lighting
- Shelter
- Restrooms/Concessions
- Bleacher Seating with Press Box
- Sled Hill
- Native Landscape
- Trails





LOCATION

Normal, IL

SERVICES

Conceptual Site Design
Landscape Architecture

PROJECT DATA

Cost: \$15M

Complete: 2016



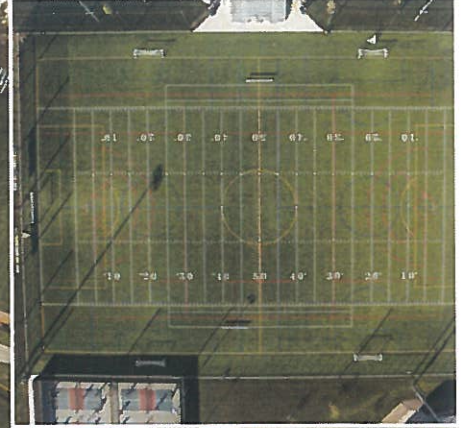
Maxwell Park Sports Park

Normal Parks & Recreation Department

Wight provided conceptual design services for the expansion of Maxwell Park, a premier regional sports complex serving national, regional, and local softball tournaments. The Town of Normal Parks & Recreation Department (Department) was facing a growing demand for youth soccer, with nearly 4,000 participants annually. The Department identified Maxwell Park as a location with potential for expansion to accommodate additional sports offerings and infrastructure required to meet the community's soccer needs.

Wight created conceptual designs for the park expansion that included the following amenities:

- Championship synthetic turf soccer stadium
- Three full-size synthetic turf soccer fields
- Eight natural grass soccer fields (various sizes)
- Three futsal courts
- Parking lot expansion
- Nature-based play area
- Disc golf course
- Dog park area
- Trail system and cross country running course
- Play environment, restrooms, concessions, and shelters



LOCATION

Naperville, IL

SERVICES

Landscape Architecture,
Civil Engineering, Electrical
Engineering, Cost Estimating

PROJECT DATA

Size: 4.51 AC
Cost: \$1.71M
Complete: 2020



Knoch Park

Naperville Park District

In order to address the aging infrastructure and growing recreational programs, the Naperville Park District engaged Wight to provide engineering, landscape architecture, and cost estimating services for the renovation of Knoch Park. Located near downtown Naperville, Knoch Park is utilized for local park district programs and school district sports. The renovations included the following improvements:

- Multipurpose Synthetic Turf Field
- Sports Lighting
- Stormwater Detention (below field)
- Pickleball Courts
- Bleacher Seating and Press Box
- Shade Structure
- Scoreboard
- Natural Grass Field
- Native Landscape
- Trails



LOCATION

Chicago, IL

SERVICES

Civil Engineering, Construction Management

PROJECT DATA

Cost: \$3.4M

Complete: 2018

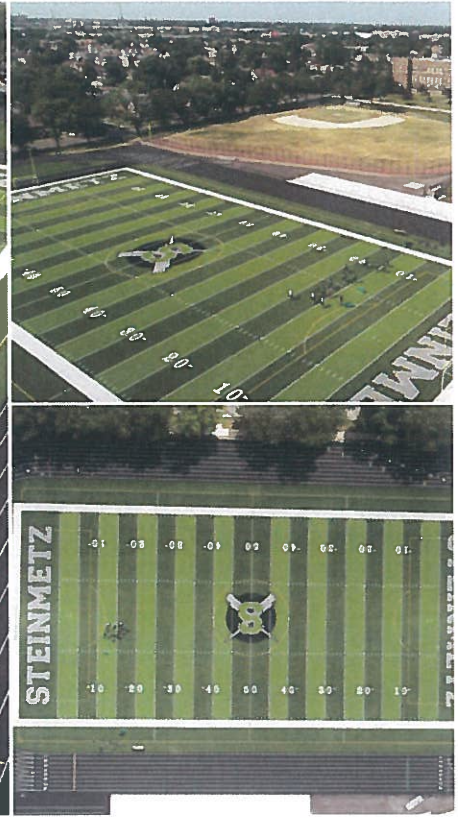
Athletic Field Improvements

De La Salle Institute

Wight provided planning, landscape architecture, engineering, estimating and construction management to renovate and replace Da La Salle's Varsity Football/Soccer field and Varsity Baseball Field with synthetic Turf. Project included new baseball dugouts and storage, new backstop with netting, new high mast lighting and associated infrastructure including underground stormwater detention storage.

The site included decorative gateway entry and pedestrian pavers to enhance fan experience. Collaboratively worked as a team to incorporate retaining walls to incorporate existing site constraints and to help reduce earthwork/haul off costs due to contaminated soil.





LOCATION

Chicago, IL

SERVICES

Civil Engineering, Landscape Architecture, Cost Estimating

PROJECT DATA

Cost: \$3.9M

Complete: 2019

Steinmetz High School Athletic Campus

Chicago Public Schools

The Chicago Public Schools (CPS) engaged Wight & Company to develop conceptual plans for the renovation of the athletic campus at Steinmetz High School. Based on the conceptual plans, Wight provided engineering, landscape architecture and cost estimating services and prepared construction documents for the new improvements including the following:

- Multipurpose Synthetic Turf Field
- Track and Field
- Stormwater Detention (below field)
- Scoreboard
- Baseball Field
- Softball Field
- Landscape Restoration
- Trails





LOCATION

Aurora, IL

SERVICES

Architecture, Engineering,
Construction Management

PROJECT DATA

Cost: \$4.2M

Complete: 2023

Multi-Sport and Varsity Baseball Fields Marmion Academy

Marmion Academy, a Roman Catholic high school for boys located in Aurora, IL, enlisted the services of Wight for the expansion and modernization of its athletic fields. Leveraging our integrated design and delivery model, Wight offered a comprehensive array of services, including architecture, engineering, and construction management. This multidisciplinary approach brought to fruition a new multi-sport athletic field and track complete with LED stadium lights, in addition to the installation of new turf on the varsity baseball infield.

By functioning as collaborative partners right from the project's inception, we were able to expedite the project timeline, resulting in competition-ready facilities in just four months. Wight diligently oversaw the project budget from its conceptualization to completion, ensuring the most cost-effective solutions were implemented, thus maximizing the value provided to the school.



Wheaton Park District

Request for Proposals

3/24/2025

2025 Graf Field Replacement and District Field Study

Contents

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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



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 7, 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.

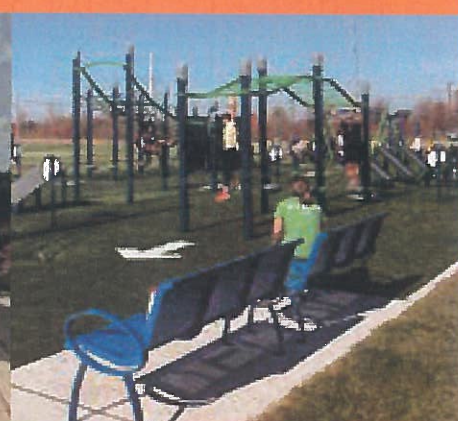
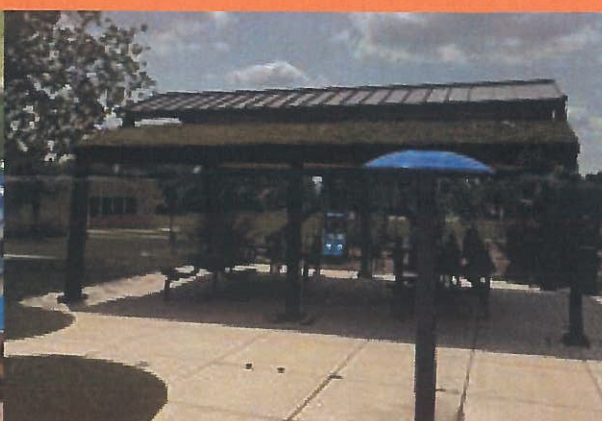
Proposal for
2025 Toohey Park Improvement
Wheaton Park District

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.

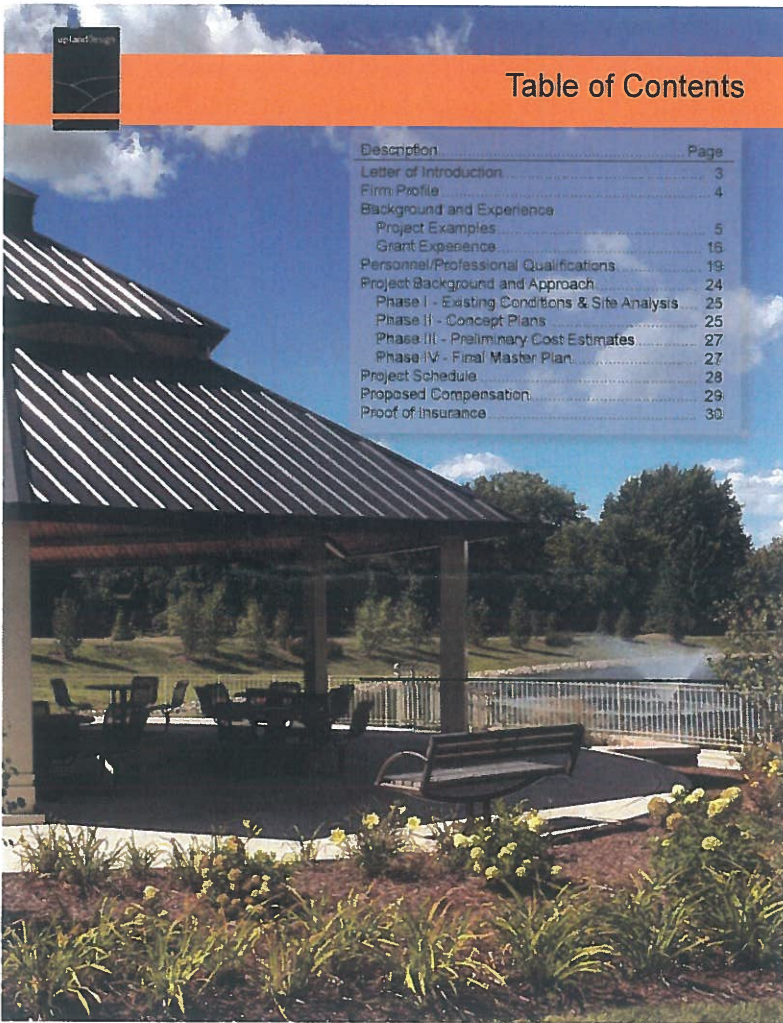


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Letter of Introduction

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, horticulturists, 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 Dafeo, RLA

PLAINFIELD
24042 Lockport Street
Suite 200
Plainfield, IL 60544

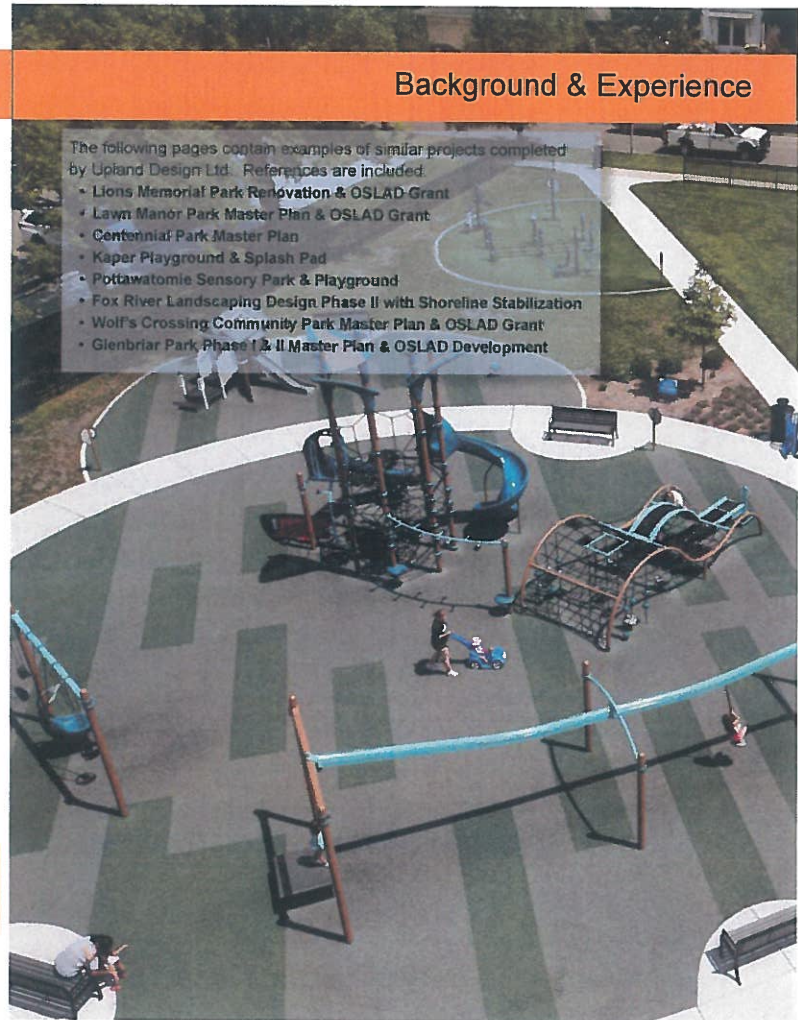
CHICAGO
1229 N. North Branch St
Suite 220A
Chicago, IL 60642



Background & Experience

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

- Lions Memorial Park Renovation & OSLAD Grant
- Lawn 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





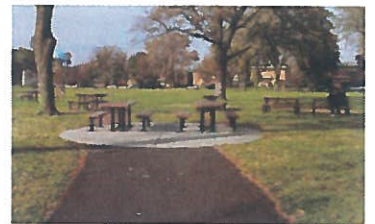
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LOCATION.....Wheaton, Illinois
SERVICES.....Project Lead
BUDGET.....\$1,643,000
COMPLETION.....Summer 2024
CONTACT.....Jim Jarog
Executive Director
(847) 640-1000
jjarog@mppd.org

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





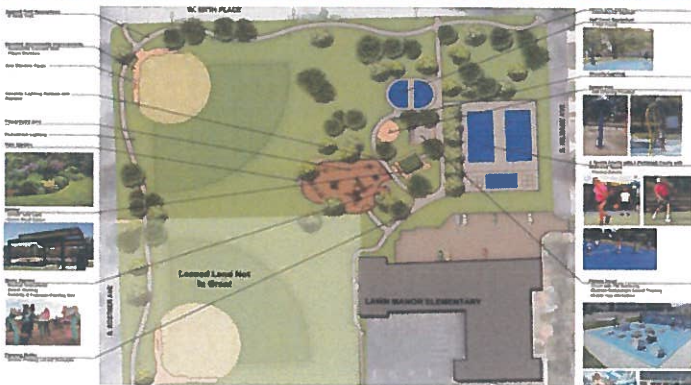
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LAWN MANOR PARK MASTER PLAN & OSLAD GRANT OAK LAWN PARK DISTRICT

LOCATION Oak Lawn, Illinois
SERVICES Project Lead
BUDGET \$900,000
FINAL COST \$909,720
COMPLETION Summer 2021
CONTACT 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
Baggo Game	Musical Garden
Native Tree Grove	Rain Garden
Pickleball, Tennis and Multi-use	Lighting-Security Light
Court Renovation	



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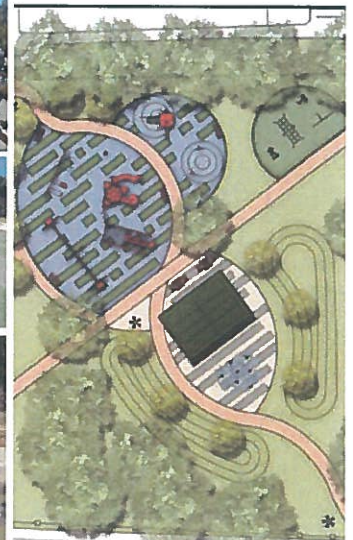
CENTENNIAL PARK MASTER PLAN ELMHURST PARK DISTRICT

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

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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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 PLAYGROUND & SPLASH PAD CARY PARK DISTRICT

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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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 PARK SENSORY PLAYGROUND ST. CHARLES PARK DISTRICT

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 community shelter for shade and seating. 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

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

CONTACT

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 gather 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.



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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.



UplandDesign Ltd.
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 Aquisition	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 Aquisition	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 Pectone
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	Jolet 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



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 Ryko 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

Upland Design Ltd

Chicago 312.350.4088 uplandDesign.com 815.254.0091 Plainfield



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 Ryko 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

Upland Design Ltd

Chicago 312.350.4088 uplandDesign.com 815.254.0091 Plainfield



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
- Humbracht 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 RJ Bailey 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 garner 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 garner 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

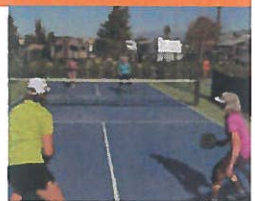
Based on comments from the Board, public and staff, we will make updates to one preliminary master plan. Playground images will be updated. The detailed cost estimate will be updated. The plans, images and costs will be emailed to the Park District.

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

Estimated Reimbursable Costs

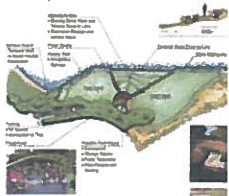
Firm will bill direct non-payroll expenses at cost plus 0%.
Examples of expenses include

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

A large, curved, paved plaza area with a modern, curved bench and a small, curved table with chairs. The plaza is surrounded by greenery and a building in the background.

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: Northside Park Girl Scout Cabin- AltusWorks Report

DATE: May 7, 2025



SUMMARY:

AltusWorks was contracted to assess the condition of the log cabin structures at Northside Park that were built in the 1930's. A report was previously provided to the Board in September of 2022. A follow-up report was requested for a high-level analysis of how further repair costs would compare to the cost of a replacement structure. The report has been provided at this time for the purposes of discussion.

Stabilization

The report outlines the need to replace logs and the chinking between them, restore windows, reinforce the mezzanine, replace the roof and stabilize the south wall with exposed bracing. Their estimate for this work is between \$390,000 and \$450,000 depending on how soon the work is done. There are some ADA concerns with the existing building as well with an estimated cost of \$60,000. A re-assessment was performed on April 22, 2025 and further deterioration was found. This is discussed in more detail in their Re-assessment and Usability Statement attached.

This work would only address existing problems. There would be no improvements to the programming use or energy efficiency. With the building being nearly 90 years old, we suspect additional maintenance will be ongoing.

Replacement

The report also evaluated the option of replacing the cabin with a similar looking and functioning building. It would meet current codes and increase energy efficiency. Two accessible restrooms would be provided as an improvement from the current single restroom adjacent to the kitchen. One of the new restrooms would be accessed from the exterior.

The estimated cost for a replacement cabin is between \$1,400,000 and \$1,600,000 depending on timing of the work. Staff have reviewed these costs and believe they are very conservative. The cost includes saving some of the stonework and fireplace that is not necessary in our opinion. It is also not necessary to replace the mezzanine since it is only used for storage. We feel confident that a replacement could be built for approximately \$700,000 - \$800,000 utilizing a design build contract and/or using staff to complete some of the work. Additional research would be done to confirm this approach.

If a new structure is built, programming staff feels that we can increase the number of camp participants by approximately 25 people who would currently be on a waiting list. It is unlikely that we could increase rental opportunities considering the amount of time that we have it reserved for our programs. The real benefit would be to have a new building with better access and limited maintenance needs in the next 15-20 years.

PREVIOUS COMMITTEE/BOARD ACTION:

A contract with AltusWorks in the amount of \$20,934 was approved at the April 2022 Board meeting, and a second contract in the amount of \$28,250 for the Girl Scout Cabin report was approved at the June 2024 Board meeting. Costs noted in AltusWorks Oct 4, 2024 report were briefly discussed at the Capital Budget review meeting on February 1, 2025.

REVENUE OR FUNDING IMPLICATIONS:

The FY 2025 budget includes \$400,000 for Cabin Restoration (40-800-826-57-5701-0000).

If the cabin were replaced, recreation anticipates the following changes:

Girl Scout Cabin			
	Current Use	Possible Future Use	% Difference
Participation	2,562	3,420	+28%
Gross Revenue	\$67,612	\$183,735	+92%
Net Revenue	\$27,923	\$117,000	+112%

Current use Includes:

- Lincoln Marsh offerings
- Current Mean Camp Green offerings (8 weeks with about 30-40 kids per week)

Future Use Includes:

- Same Lincoln Marsh offerings
- Camp Illini, Awesome August and Before/After Care moving to the new Girl Scout Cabin with an increase to 72 kids per week at camp with 24 kids at before/after care each week
 - This is essentially doubling our number of campers at that site, adding an entire program of before/after care to the site and adding an additional 2 weeks of camp with Awesome August being hosted at the site.

STAKEHOLDER PROCESS:

Planning staff has been working with recreation and Lincoln marsh staff on this report and the options presented.

ATTACHMENTS:

Examples of Bracing - Building Stabilization

AltusWorks Re-assessment and Usability Statement dated Apr 28, 2025

AltusWorks Inc. report dated Oct. 4, 2024

ADA report



ALTUSWORKS INC.

ARCHITECTURE
HISTORIC PRESERVATION
RENOVATION | RESTORATION
ADAPTIVE REUSE
FACILITY ANALYSIS

April 28, 2025

Mr. Steve Hinchee
Superintendent of Planning
Wheaton Park District
102 E. Wesley St
Wheaton, IL 60187

Via email: shinchee@wheatonparks.org

Re: Re-assessment and Usability Statement
Northside Park Girl Scout Log Cabin, 1300 N. West St, Wheaton IL

Dear Steve,

As requested, our team revisited the Gril Scout Cabin on April 22, 2025 to review the current conditions of the structural walls and advise you on the usability of the structure.

Per our review, we do not recommend using the structure for programmed activities until the stabilization recommendations developed by our team in after our site visit in August of 2024 can be implemented. The continued deterioration of the structural logs combined with the trust from the roof structure need to be rectified before the building can be occupied.

During our assessment we observed and recorded on the G-6 elevation sheet:

1. Additional wood rot within the logs
2. Expanded insect infestation within the logs
3. increased chinking replacement to 100% due to expanded cracking and debonding of synthetic chinking.
4. Areas of bulging and displacement.

Please find attached a letter from KENG, the structural engineer further explaining the structural concerns. Please contact us with additional questions.

Regards,

AltusWorks, Inc.

Ellen F. Stoner
Principal

Cc: File

April 25, 2025

Ellen Stoner
AltusWorks
211 N Clinton Street
Suite 3S
Chicago, Illinois 60661

RE: Northside Park - Girl Scout Cabin

Dear Ms. Stoner:

The cabin is a one-story log framed building with a gabled roof and a mezzanine. The roof is framed with large diameter timber rafters, some of which have had tie-rods added.

I have visited the cabin three times: April 29, 2022, August 13, 2024, and April 22, 2025. The following are my observations:

1. Damage from rot and insects has been occurring to the perimeter logs, especially the lower portions of the walls. This deterioration continues to progress and has gotten incrementally worse.
2. The exterior daubing has gaps and cracks which are allowing for further water damage to occur. Some of these gaps and cracks have gotten larger and more pronounced.
3. The gable roof is spreading and creating a thrust action onto the exterior walls. This is due to a lack of restraint being provided at all the rafter pairs. Tie-rods have only been provided at less than half of the roof rafter pairs. Tie-rods provide resistance against spreading from the self-weight of the roof and snow.
4. The north wall is leaning outward due to the thrust action from the roof and is being exasperated from the wall's construction. Typically, log cabin construction utilizes longer length timbers that are interlocked to create wall stability. However, the walls of this cabin use short sections of timbers.
5. The overall ability of the cabin to resist wind loads continues to be reduced because of the advancing deterioration with the perimeter walls, especially the east and west walls. The perimeter walls of the cabin are bearing walls and act as shear walls resisting overturning and sliding forces induced by the wind.

The cabin in its current state is not structurally stable without continuing with the repair plan that has provided.

Please contact me with any questions.

Sincerely,

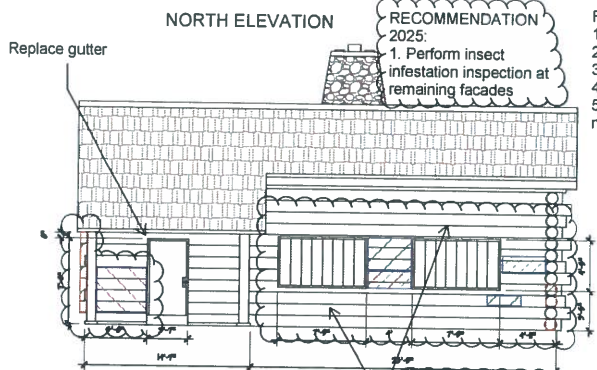
K.ENG LLC



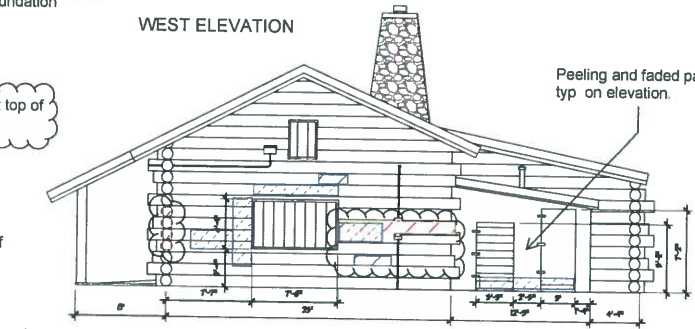
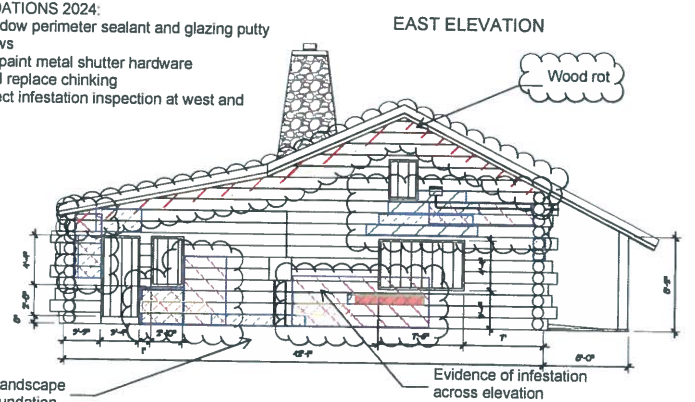
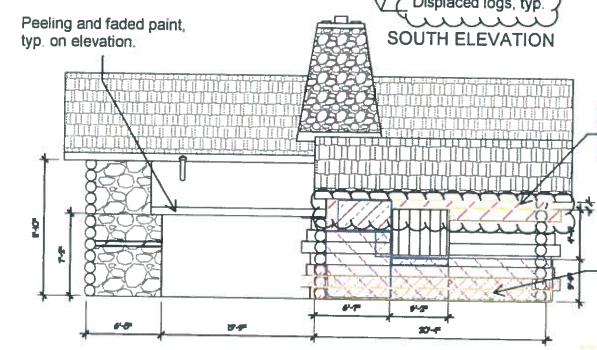
Ken Karston, S.E., P.E.



Expires 11-30-2026



- RECOMMENDATIONS 2024:**
1. Replace window perimeter sealant and glazing putty
 2. Paint windows
 3. Scrape and paint metal shutter hardware
 4. Remove and replace chinking
 5. Perform insect infestation inspection at west and north facades.



Notes: The number of logs per elevation are just representative and are not accurate

- Replace log or large dutchman Repair
- Replace Crown portion of log
- Repair logs
- Evidence of termite infestation

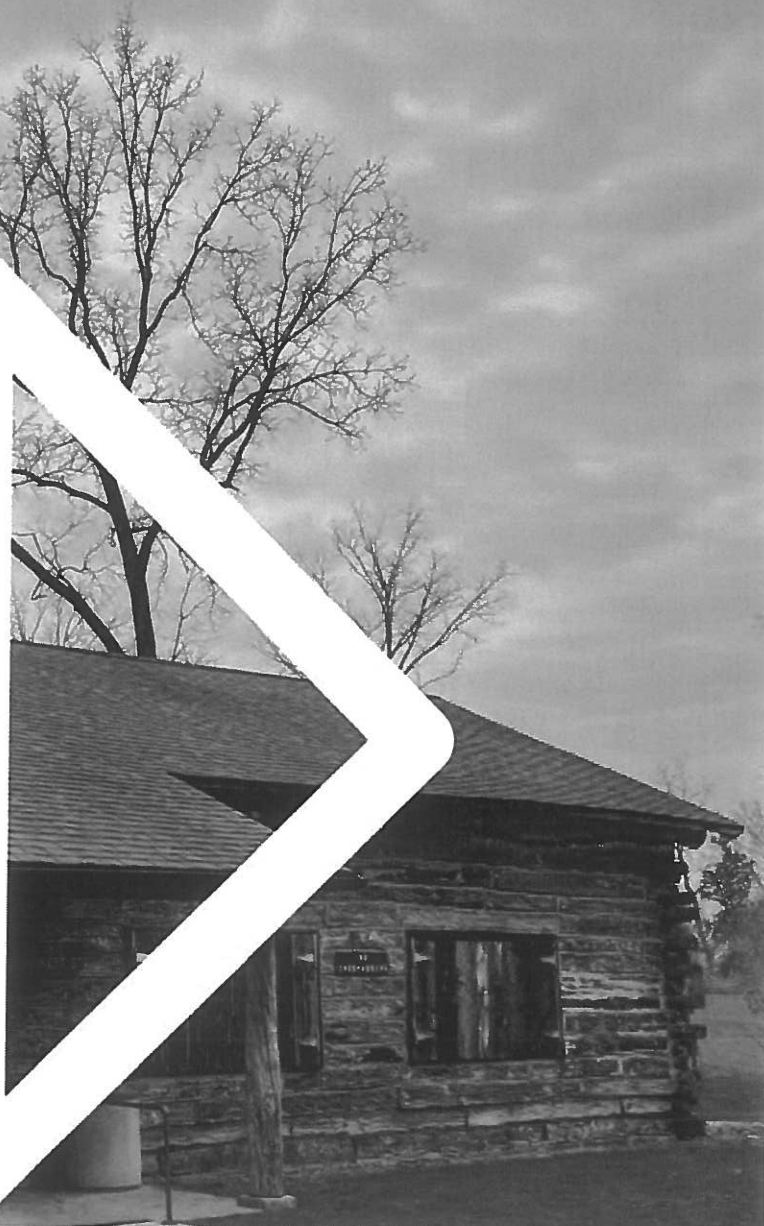


4/22/2025 updated assessment

WHEATON PARK DISTRICT
 1002 E. WINDLEY WILLOW RD., CHICAGO, IL 60617
 (773) 600-4700

**NORTHSIDE
 GIRL SCOUT CABIN
 EXTERIOR ELEVATIONS**

drawn by: PMH	revised by:
date: 5/11/2020	date:
checked by:	revised by:
date:	date:
file name: 01-10-10-10	revised by:
revised by:	date:



Wheaton Park District: Girl Scout Cabin Study

Comparative Analysis Report for
Stabilization vs Reconstruction

October 4, 2024

Wheaton Park District: Girl Scout Cabin Study

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- A. Building History
- B. Purpose
- C. Methodology
- D. Executive Summary of Findings and Recommendations
 - 1. Stabilization
 - 2. Replacement Log Cabin
 - a. Program
 - b. Replacement Log Structure
 - c. Mechanical, Electrical, Plumbing and Life Safety Systems
 - d. Alternate: Full electrification
 - 3. Summary of Opinion of Probable Costs
- E. Standard of Care

Appendix

- A. Code Analysis
- B. Stabilization Documents
- C. Concept Replacement Log Cabin Plan
- D. Detailed Opinion of Probable Costs



A. Building History

The construction of the Girl Scout Cabin (*Figure 1*), located at the southeast corner of Northside Park in Wheaton, IL, was completed in 1938. The building was built in part by residents hired by the Wheaton Park District through the Works Progress Administration (WPA), a New Deal Agency. Some other improvements to Northside Park executed by residents included a baseball walkway around the Memorial Obelisk and the digging of Northside Lagoon which created the Bertha Robinson Murry Island. The Girl Scout Cabin was built using traditional log construction.



Figure 1. The Girl Scout Cabin, Northside Park in Wheaton, IL.

B. Purpose

The purpose of this study is to provide the Wheaton Park District with sufficient information to determine the future of the Girl Scout Cabin as a structure and the programs it offers to the public.

C. Methodology

On August 13, 2024, our team conducted an architectural and structural visual assessment of the Wheaton Park Girl Scout Cabin. The architectural assessment was conducted by Melissa Smith and Austin Villejo of AltusWorks, Inc. and the structural assessment was conducted by Ken Karston of K.Eng LLC.

The team visually assessed the conditions of the Girl Scout Cabin in comparison to the conditions assessment performed by AltusWorks, Inc. and K.Eng LLC in 2022 to determine if there had been additional degradation since the previous assessment. Assessments were performed from grade and interior floor areas. The team also observed the Girl Scout Cabin to confirm dimensions and



existing systems to propose a replacement structure which would mimic the floor plan configuration, volume, massing, fenestration pattern and log construction. Exterior and interior systems were observed including log walls, roof structure, stone wall and fireplace/chimney, the interior wood mezzanine, MEP systems, foundations, windows, and interior partitions. No access to roof areas, mezzanine, or foundations was provided. No destructive or non-destructive testing was performed.

Our findings were used to update the stabilization recommendations from 2022 to include new degradation and an update opinion of probable costs. Our findings were also used to create a design for the proposed log cabin replacement structure. The stabilization recommendations indicate immediate 0-2 repairs needed to structurally stabilize the structure while the replacement log cabin scope indicates a long-term plan for demolishing and rebuilding the existing structure. Probable costs to implement these two options are detailed in **Appendix C**.

D. Executive Summary of Findings and Recommendations

1. Stabilization

Stabilization of the cabin will require localized log replacement, chinking and daubing repair/replacement, window restoration, mezzanine reinforcement, and roof replacement. The south wall of the cabin requires structural stabilization. The recommended system is vertical bracing installed on concrete footings set a few feet away from the wall surface. The bracing will be visible and change the appearance of the cabin.

2. Replacement Log Cabin

a) Program

Although the Girl Scout Cabin is used year-round, its primary purpose is to host Northside Park's summer camps which run from late May to mid-August, Monday through Friday, from 8am to 4pm and typically have around 20 people. Lincoln Marsh nature programs will also use the cabin for several months throughout the year in case of inclement weather; times vary with each program. The cabin can also be rented by the public for meetings or events, for example birthday parties.

The replacement cabin was designed with the desires of the Park in mind. The replacement cabin mimics the footprint of the existing cabin but adds features that were requested by the Park. Storage space was increased per Park requests, and areas for lockable storage have been added. The stone wall, fireplace, and chimney will remain from the original structure as a central accent point. The Main Room was left as large open space for various camp activities. The kitchen remains a simple warming kitchen with a refrigerator and sink; the stove has been removed and additional counter space has been added. The existing restroom has been moved so it is more easily accessible from the Main Room. A second restroom has been added which is accessible from the exterior, per Park request.

b) Replacement Log Structure

The replacement structure will match the configuration, massing and fenestration pattern of the historic cabin. The structure will be comprised of main room, mezzanine and stone wall with lean-to structures at the rear. The replacement log structure shall comply with the code (insert the code Ken referenced) for the construction of new log structures. The exterior wall assembly will meet current



energy codes by providing a dual wall construction – exterior structural log wall, , air space with mineral wool insulation, and an interior log finish to replicate the aesthetic of the original cabin. The roof structure will be of exposed log beams, steel tie rods, and plank sheathing covered by rigid insulation and cedar shakes. The stone wall, fireplace and chimney will be restored. 2 ADA toilet rooms, a mechanical room, kitchen, janitors' closet, and storeroom will be located within the rear lean-to structure. Within the main space, a replica mezzanine will an 'L' shaped wood stair with locked storage units will be provided. The structure will be supported on concrete foundations with a concrete slab on grade as the main floor surface. New building systems will be concealed within the structure so that no new electrical conduit, ductwork or plumbing will be visible.

The utilities will be new and relocated or screened from view. In keeping with sustainable design practices, an alternate to fully electrify the cabin has been included in the opinion of probable costs.

c) Mechanical, Electrical, Plumbing and Life Safety Systems

Provide new energy efficient building systems to support the programs offered in the cabin.

Mechanical Approach

1. Ventilation

The cabin will be supplied ventilation via a new energy recovery ventilator that will be placed in the new mechanical room. The ductwork distribution to the spaces will be laid out under slab and be hidden completely. Ductwork will be installed with balance dampers to help regulate the air. Air terminals for supply and return will be provided where necessary. A CO2 sensor will be installed in the Main Room. When occupancy is low, it will modulate down to the minimum outside air required.

2. Unit Heaters

Bathrooms will be independently heated using unit heaters due to their exposure to the outdoors and will be important during the harsh winter conditions.

3. Heating and cooling

A new gas furnace packaged with air conditioning capabilities will be located on site. The unit will be converted to run on propane as no natural gas is available on site. The furnace will be provided with a new DX cooling coil and associated air-cooled condensing unit on grade. New outdoor equipment will be placed on a new concrete pad and screened with fencing (see architectural).

Plumbing Approach

1. Utility Service

The cabin will be connected to the municipal water system through the existing incoming water service line. Water meter, isolation valves and a backflow preventer device on the incoming water service will be provided. Additionally, the existing sanitary sewer connection which ties into the municipal sewer system will be reused. Stormwater runoff will be managed through a storm sewer connection to handle rainwater and prevent pooling around the structure.



2. Potable Water

Provide domestic water piping distribution systems to plumbing fixtures and equipment. Domestic water piping shall be insulated up to plumbing fixture connections.

3. Domestic Hot water

Domestic hot water service will be provided by a propane gas-fired water heater with expansion tank. Hot water will be supplied to the lavatories, kitchen sink, and mop basin. Underground propane gas piping will connect the water heater to an exterior propane tank, ensuring sufficient fuel for the heating system. This system will meet the demand for hot water needs in the facility.

4. Waste and Vent

Plumbing fixtures shall be drained by gravity through a sanitary waste and vent piping system that conveys wastewater and vapors from fixtures and equipment throughout the building to points 5 feet outside the building and vented through the roof.

5. Storm

Roof drainage and building drains will be tied to site storm sewer.

6. Plumbing fixtures

Provide new plumbing fixtures. Floor drains and floor sinks will be provided in restrooms, kitchens, and mechanical room. Trap primers will be provided for infrequently used drains. Exterior non-freeze wall hydrants (hose bibbs) will be provided.

Electrical Approach

1. Utility Service

The existing ComEd owned pad mounted transformer will be relocated away from the cabin toward the parking lot. A new underground service lateral will be installed from the new transformer location to a meter pedestal with main circuit breaker located on a cabin exterior wall. A feeder will be routed from the meter pedestal to a 200A, 42 pole, 240/120V panelboard located in the mechanical room.

2. Receptacles

GFCI receptacles will be installed in the following locations: restrooms, exterior, kitchen counters, mechanical room, janitor closet. Non-GFCI receptacles will be installed in the main room, loft and storage room. Branch circuit rated at 120V, 20A will supply receptacle circuits.

3. Lighting & Lighting Controls

LED light fixtures will be installed in each room and near each exit. Battery backed emergency lighting units will be installed in each room. Exterior lighting near exits will be battery backed. Battery backed, illuminated exit signs will be located at each exit. Lighting controls will consist of local vacancy sensors. Outdoor lighting will be controlled via a timeclock. Branch circuits rate at 120V, 15A will supply lighting circuits.



4. Mechanical Equipment

Mechanical equipment as described in the mechanical and plumbing sections will be supplied power via branch circuits fed from the new main service panel.

5. Fire Alarm

Combination smoke/carbon monoxide detectors will be located in each room except the kitchen. The detectors will be interconnected and will alarm locally. The detectors will be AC mains power and be equipped with battery back-up.

d) Full electrification:

To address sustainability, we propose an alternate to fully electrify the replacement structure. Electrification will advance the Park's sustainability goals while eliminating the ground mounted propane tank which fuels the heating equipment and hot water heater.

3. Opinion of Probable Costs:

((a summary of the costs will be inserted))

E. Standard of Care

AltusWorks, Inc.'s and our consultant's professional services for the preparation of an Assessment Report are exercised with reasonable care and competence. AltusWorks' standard of care is in conformance with industry standard, with the understanding that, because of the physical properties of the many materials and systems commonly used for the construction of buildings, and the limitation on detecting concealed or operational issues, the Assessment Report may not have found "unsafe and imminently hazardous conditions" in the building that are not visibility apparent. Therefore, submittal of the Assessment Report is not a representation that all "unsafe and imminently hazardous conditions" in the building have been identified.

The Assessment Report to be prepared by AltusWorks, Inc., shall not be construed to warrant or guarantee the building and/or any of its components under any circumstances. AltusWorks shall not be responsible for latent or hidden defects that may exist, nor shall it be inferred that all defects have been either observed or recorded. The review was intended solely to identify the general conditions for the building and the necessity of repairs. The Assessment Report shall not constitute a detailed specification for repairs and shall not be used to perform the actual repairs.



Comparative Analysis Report

Appendix A: Code Analysis

CLIENT	Wheaton Park District - Northside Girl Scout Cabin		
LOCATION	1417 N West St, Wheaton, IL 60187		
AWI NO.	24-012		
DATE	Updated: 09/04/2024		
PROJECT PARAMETERS			
MUNICIPALITY	City of Wheaton IL		REMARKS
ADDRESS	303 W Wesley St, Wheaton, IL 60187		
WEB LINKS	Application for Permits Community Development (building department) Forms & Permits Contractor Requirements Adopted Building Codes Wheaton Code Amendments		Residential / Commercial Projects & Permits Wheaton, IL Building Department Information Wheaton, IL Building Projects & Permits Wheaton, IL Contractor Requirements Wheaton, IL Adopted Building Codes Wheaton, IL Wheaton Building Code Amendments Wheaton, IL
PHONE	630-260-2050	M-F 8am - 5pm	
SUBMITTAL	Permit Submittal Process, Required Submittals, and Inspections		
APPLICABLE CODES	TITLE	YEAR	CODE
	Comprehensive Building Codes		Code of Ordinances Wheaton, IL MunICODE Library
	Zoning Ordinance		Document Center • Wheaton, IL • CivicEngage
	Maps (Zoning and others)		https://www.wheaton.il.us/380/Maps
	International Building Code	2018	IBC
	International Existing Building Code	2018	IEBC
	International Fire Code	2018	IFC
	International Mechanical Code	2018	IMC
	International Fuel Gas Code	2018	IFGC
	International Plumbing Code	2018	IPC
	National Electric Code	2017	NEC
	Illinois Energy Conservation Code	2021	IECC
	Illinois Plumbing Code	2014	
	Illinois Accessibility Code	latest (2018)	
	Illinois Electric Vehicle Charging Act		
GENERAL ANALYSIS	TOPIC	IBC	REMARKS
BLDG DATA			
OCCUPANCIES	Occupancies: Business B	303.1.1	Occupant load of 50 people or more; larger than 750 SF; if occupancy is less than 50 or building is smaller than 750 sf, building is classified as Group B (Business) occupancy > Occupancy load of 49, so B
CONSTR. TYPE	Maximum Occupancy = 49	T1004.5	main and kitchen = 1,129 sf / 20 net = 56 occupants
	IIB, not sprinkled	Chap 6	1,548 sf, 1 story, 15' tall actual at mean of roof (~20' tall at peak)
	Height Limitations	TS04.3	Greater than 30' away from any neighboring structure > exterior walls can have 0 hour rating
	Number of Stories	TS04.4	
	Mezzanines	S05.2	
	Area Limitations	TS06.2	
ZONING	ZONING		
	Residential District (single-family, elementary/high schools, parks)	Map	R3 (adjacent to but not in an overlay district)
	Screening of equipment	3.4.C.1	screened from public ROW and adjacent residential districts

GENERAL	Yard Required Improvements		Maximum Lot Coverage	9.2	33 and 1/3%
			Max Height		35' or 2.5 stories, whichever is less
			Front yard		30'
			Side yard		10' (3.4.A.5)
			Rear yard		25' (3.4.A.6)
			Min lot depth		132'
			Min lot width		70'
			Min Lot Size		1.5 acres (65,340 sf)
			FAR		40%
	Parking			22.5.17	ETR (1 parking space per 600 sf floor area: 1,478 sf = 3 standard parking spaces)
	IBC				
	Occupancy Separation			T508.4	No separation required/not applicable
	Boiler or Furnace Room			T509	1hr for furnaces >400,000 btus or boilers >15psi and 10hp
	Fire Resistance Rating Building Elements (VB)	Struct. Frame	T601	0hr	
		Bearing Walls		0hr	
		Non Brg Wall		0hr	
		Floor Const.		0hr	
		Roof Const.		0hr	
	Fire Resistance Rating Exterior Walls (FSD)		T602	0hr because >30'	
	Combustible Materials			NA	
	Hazardous Materials			NA	
	Sprinklers				
Fire Extinguishers		906.1.2	Within 30' of commercial cooking equipment		
		906.1.3	In areas where flammable or combustible liquids are stored		
		906.3.1	(1) 2-A rated extinguisher per 3,000sf, 75' maximum travel distance		
Manual Fire Alarm (not required)		907.1.2	Shop drawings req'd prior to installation NFPA 72		
		907.2.1	Not req'd for sprinklered bldgs with occupant notification appliances		
		907.2.1	Not required because occupant load is less than 300 (70 occ.)		
Interior Finishes	B	T803.13	Int Exit Stairways/Ramps/Exit Passageways = B		
			Corridors = B		
			Rooms and enclosed spaces = C		
		803.3	Heavy timber exemption: exposed portions of building elements complying with 602.4 or 2304.11 shall not be subject to interior finish requirements		
		803.1.2	Class A: FSI = 0-25, SDI = 0-450		
		720 Insulation			
		602.4	not relevant (type IV construction)		
IBC					
Occupant Load	Assembly (Unconcentrated)	T1004.5	20 net sf/occupant		
Ceiling Height		1003.2	7'-6" min.		
Head Room		1003.3.1	80" minimum for protruding objects (loft is 84" AFF)		
Elevation Change		1003.5	Elevation changes less than 12" can use a 1 to 20 (5%) slope.		
			Slopes > 5% must be ramps, requiring handrails or contrasting floor finishes when change is 6" or less in height (conflicts with 1010.8).		
			Single step is ok in F & S uses.		
General Door Measurements			Minimum door height is 80" (6'-8"). Clear width 32" (2'-6").		

ACCESSIBILITY	Egress Width	1005.3.2	0.15 inches per occupant for sprinklered building = 10.5". Doors; 32" clear width min. as per 1010.1.1
	Door Encroachment	1005.7.1	Swing can encroach 50% into req'd egress width, and door cannot be more than 7" inside same width.
	Egress Illumination	1008.2.1	1 footcandle.
	Door Swing	1010.1.2.1	Doors shall swing in the direction of egress unless occupancy load is 50 or less.
	Hardware	1010.1.9.2	Install between 34" and 48" AFF.
		1010.1.10	Provide panic hardware for A occupancy >50 occupants.
	Stairways	1009.4	44"
		1005.3.1	0.2 (for sprinklered) x 1 occupant = 0.2" > 44" min per 1009.4
	Handrails	1012.9	within 30" reach from any point.
	Guardrails	1013.2	req'd when >30" vertical drop and w/in 36" horiz.
	Required number of Exits	T1006.2.1	Two exits req'd if occupant load exceeds 49
		1004.1.1.1	Cumulative load shall occur if egress includes intervening rooms or spaces.
		1007.1.1	where two exit access doorways or stairs are present should be placed apart not less than half the length of the overall maximum diagonal dimension of the building
	Common Path of Egress Travel	T1006.2.1	75'
	Travel Distance	T1017.2	250' (with sprinkler)
	Obstacles Illuminated with Luminescence	1025	Not required for low-rise buildings
	IAC		
	Illinois Accessibility Code (2018)		https://cdb.illinois.gov/content/dam/soi/en/web/cdb/business/codes/illinoisaccessibilitycode/documents/2018-illinois-accessibility-code.pdf
	Chapter 11 of IBC 2012		https://codes.iccsafe.org/content/IBC2018P2/chapter-11-accessibility
	2010 ADA Standards for Accessible Design		https://www.ada.gov/law-and-regs/design-standards/2010-stds/
	Environmental Barriers Act		https://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=1519&ChapAct=
ENERGY	Accessible Means of Egress	3411.7	30" x 48" area of rescue assistance to be provided, 1 per inaccessible exit.
	Communication Elements & Features (ANSI)	Ch 7	Signage
	Accessible Route	402.2	Comply with 402; walking surfaces cannot exceed a slope of 1 to 20.
	Parking	502	96" (car), 132" (van) wide with 5' access aisle.
	Stairways	504.2	4-7" R x 11" T Min.
	Thresholds		1/2" maximum with beveled edges.
	Clear Ground Space	305.3	30"x48"
	Lavatory Mirror	603.3	8"/Mirror maximum 40" AFF
	Doors		Need 2 accessible exits minimum
	Door Opening Force	404.2.8	Interior hinge 5.0lbs max; sliding or folding 5.0lbs max; exterior 8lbs max
	Dimensions	IAC App. A, Fig. 28	Toilets = 18" from wall.
		IAC App. A, Fig. 28, 29 & 39	grab bars
		604.2, 604.3.2	Clearance around toilet 60"; CL of toilet 18" from wall
	Clearances for Seating and Tables	IAC App. A, Fig. 45	
	IECC		
	IECC 20 ILCS 3125 Subpart B (state-funded) 2021 edition		buildings on National or Illinois Historic Register are exempt (this building is not currently listed)
		Compliance	compliance forms in ASHRAE 90.1 User Manual; Compliance Certificates from US Dept of Energy COMCheck; seal of A/E as required
	Zone	F301.1	Zone 5A
	Walls	Mass	TC402.1.3
			R11.4ci

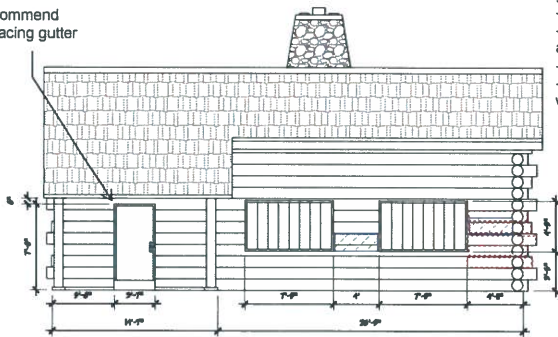
LOG CABIN CODE	Roof	Wood Framed & Other	R13 + 7.5ci, or, R20 + R3.8ci	
		Attic	R-30	
	Windows (U value)	Above Deck	R-30ci / U-0.032	
		Fixed	TC402.4	0.36
		Operable		0.45
	Windows (SHGC) with Projection Factor	Doors		0.63
		<0.2	TC402.4	0.38
		0.2-0.5	TC402.4	0.46
		>0.5	TC402.4	0.61
	Entrance Doors	U-Factor	TC402.4	U-0.37
	MISC			
	IPC			
	Bathroom fixtures - IPC			
	Minimum Number of Fixtures		T403.1	Same as IBC
	Water Conservation (GPM)	WC	1.28	
		Shower	2	
		K Faucet	2	
		L Faucet	1.5	
	Electrical Service		100A (New)	
	Bathroom Fixtures - Illinois Plumbing Code		S 890	1M and 2W for Assembly occ of 1-100
	Bathroom Fixtures - IBC			
	Minimum Number of Fixtures	Water Closets	T 2902.1	M 1 per 125; F 1 per 65: 50% must be ADA compliant
		Lavatories	T 2902.1	1 per 200
		Bathtubs/Shower	T 2902.1	none
		Drinking Fountains	T 2902.1	1 per 500
	Other	T 2902.1	1 service sink	
2022 ICC 400 Standard on the Design and Construction of Log Structures				
			https://codes.iccsafe.org/content/ICC4002022P1	
FOR REPLACEMENT CABIN				
PROPOSED PROGRAM	Main Room	872 SF		
	Storage Mezzanine	236 SF		
	All-Gender ADA Restroom, adjacent to Main Room	72 SF		
	All-Gender ADA Restroom, accessed via exterior	72 SF		
	Mechanical Room, accessed via exterior	40 SF		
	Warming Kitchen, with refrigerator and sink	175 SF		
	Janitor Closet, adjacent to Warming Kitchen	26 SF		
	Storage Closet, adjacent to Warming Kitchen	55 SF		



Appendix B: Stabilization Documents

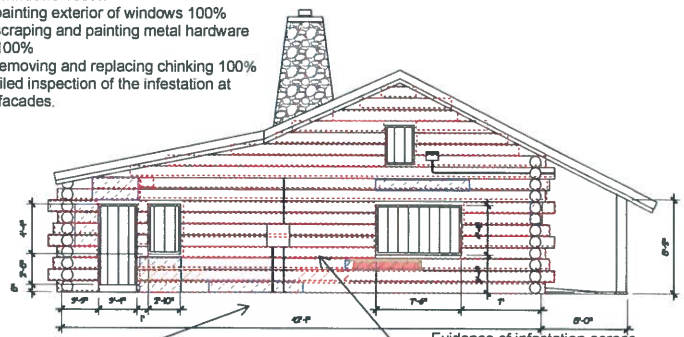
NORTH ELEVATION

Recommend replacing gutter



- Recommend replacement of perimeter sealant and glazing putty at windows 100%
- Recommend painting exterior of windows 100%
- Recommend scraping and painting metal hardware at the shutters 100%
- Recommend removing and replacing chinking 100%
- Carry out detailed inspection of the infestation at west and north facades.

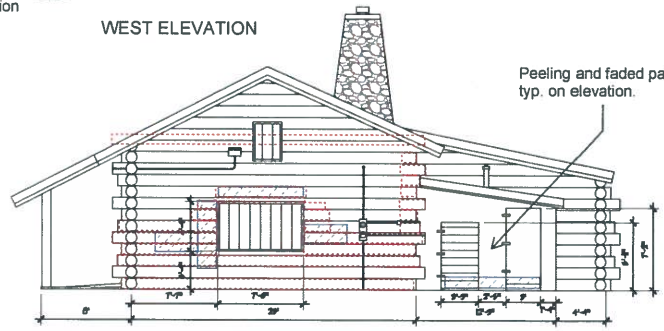
EAST ELEVATION



Hole in landscape along foundation

Evidence of infestation across the entire elevation

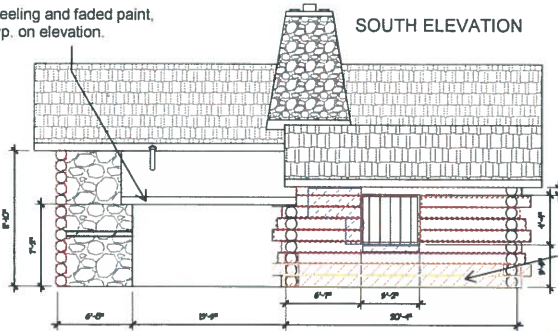
WEST ELEVATION



Peeling and faded paint, typ. on elevation.

Peeling and faded paint, typ. on elevation.

SOUTH ELEVATION



Evidence of infestation

Notes: The number of logs per elevation are just representative and are not accurate

- Replace log or large dutchman Repair
- Repair logs
- Replace Crown portion of log
- Recommend removing and replacing chinking at noted locations during immediate repairs



WHEATON PARK DISTRICT

162 E. WILSON AVENUE, WILSON, ILL. 60181
630.938.4710

**NORTHSIDE
GIRL SCOUT CABIN
EXTERIOR ELEVATIONS**

drawn by: PHB	revised by:
date: 5/10/2009	date:
checked by:	revised by:
date:	date:
file name: 01_south_elev	revised by:
project name: Northside Girl Scout Cabin	date:

GS-6

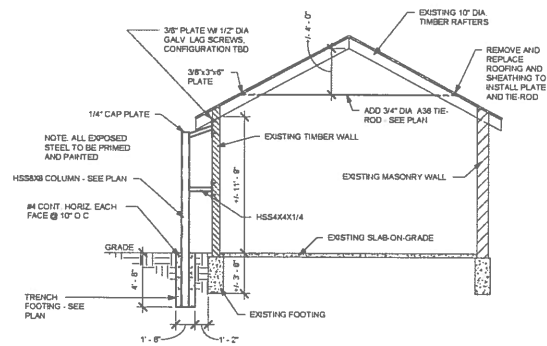
Sheet 6 of 8

ISSUE	ISSUE DATE

**WHEATON PARK
GIRL SCOUT CABIN STUDY**

**STABILIZATION OF
EXISTING CABIN**

Project No.	24-012
Drawn By	Author
Checked By	Checker
Approved By	Checker
Drawing No.	S-2



① **STABILIZATION OF EXISTING CABIN - SECTION**
 1/8" = 1'-0"



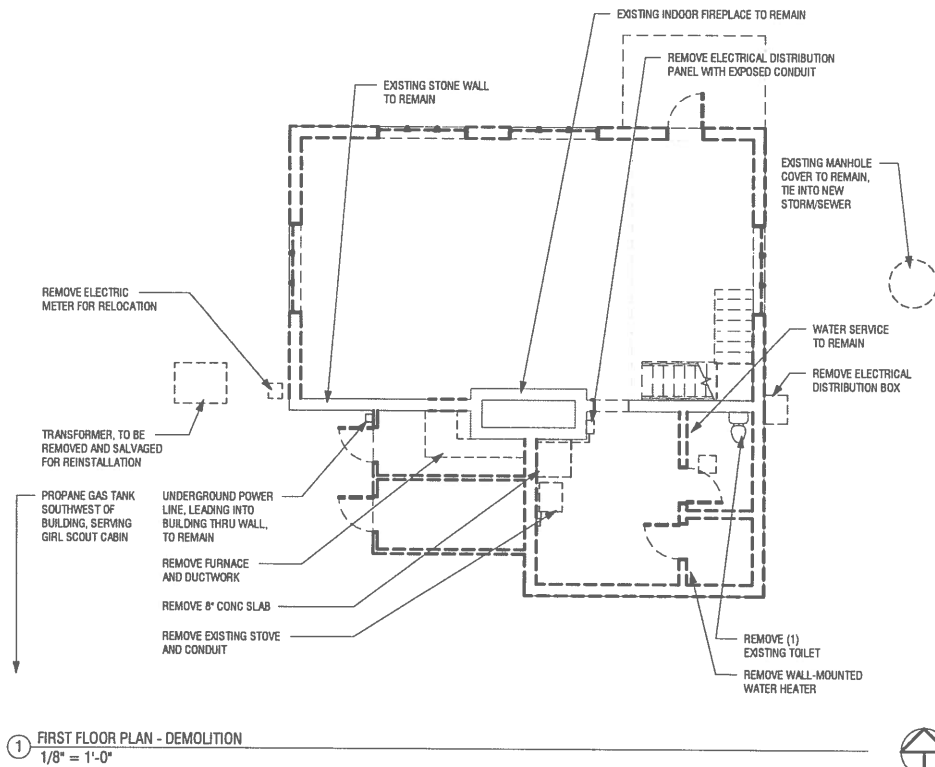
Appendix C: Concept Replacement Log Cabin Plan

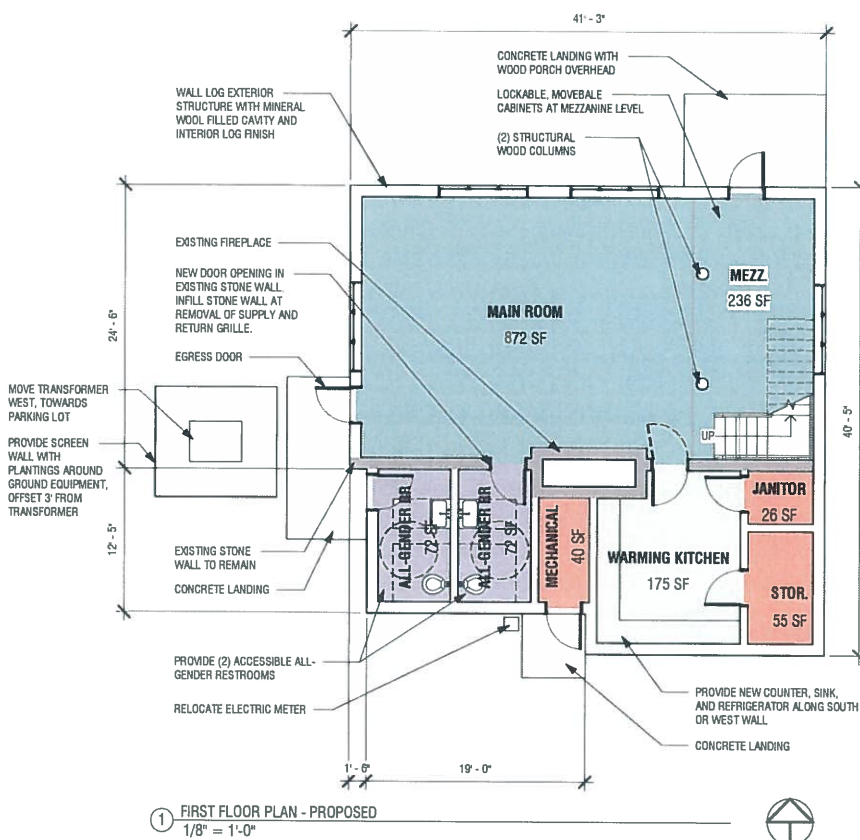
ISSUE	ISSUE DATE

**WHEATON PARK
GIRL SCOUT CABIN STUDY**

DEMO DESIGN

Project No.	24-012
Drawn By	MLS
Checked By	EFS
Approved By	EFS
Drawing No.	A-1





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**NOT FOR
CONSTRUCTION**

ISSUE	ISSUE DATE

**WHEATON PARK
GIRL SCOUT CABIN STUDY**

PROPOSED DESIGN

Project No.	24-012
Drawn By	MLS
Checked By	EFS
Approved By	EFS
Drawing No.	A-2



F. Appendix D: Detailed Opinion of Probable Costs



Girl Scout Cabin Stabilization Study

Owner: Wheaton Park District

	Costs	General Conditions OH % Profit, Environmental	Escalation (1 year)	STUBTOTAL	Escalation (5 years)	Total
Stabilization	\$152,842	\$150,948	\$11,904	\$315,694	\$50,473	\$366,167
Roof Replacement	\$36,197	\$35,749	\$2,819	\$74,765	\$11,953	\$86,719
TOTAL COST OF WORK	\$189,039	\$186,697	\$14,723	\$390,459	\$62,426	\$452,885



STABILIZATION SCOPE

PROJECT: WHEATON GIRL SCOUT CABIN STUDY
GIRL SCOUT LOG CABIN STABILIZATION

LOCATION	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT COST	EXTENSION	SUBTOTAL
STABILIZATION OF EXISTING GIRL SCOUT CABIN						
Full Cabin	Perform a detailed inspection of insect infestation	1	LS	\$2,500.00	\$2,500	
Exterior Walls	Replace wood logs at locations of significant deterioration.	65	LF	\$70.00	\$4,550	
Exterior Walls	Repair wood logs at locations of significant deterioration.	120	LF	\$40.00	\$4,800	
Exterior Walls	Remove all non-original daubing (e.g. rigid mortar) and replace with a tuned mixture of clay, sand, and lime. Remove and replace damaged chinking and provide chinking where required but missing. Allow time to ensure logs are fully dry prior to repairs.	3,530	LF	\$25.00	\$88,250	
Exterior Walls	Repair wood logs damaged by wood rot. Splice in replacement sections matching existing wood species and size. For logs with deterioration over 50% of log length, full log replacement is required (will require temporary shoring of logs remaining above).	65	LF	\$75.00	\$4,875	
Windows	Replace perimeter sealant and glazing putty at all windows.	140	LF	\$9.50	\$1,330	
Windows	Paint window frames and sashes.	200	SF	\$7.50	\$1,500	
Windows	Repair or replace damaged window hardware at all windows.	6	EA	\$750.00	\$4,500	
Rear Addition	Clean and paint vertical clapboards.	1,160	SF	\$6.50	\$7,540	
Exterior Walls	Provide metal frame within concrete trench at exterior of cabin to stabilize structure. Refer to drawings for components and dimensions.	1	LS	\$25,000.00	\$25,000	
Mezzanine	Repair mezzanine long spanning beam. Add 14" LVL lamination to existing 14 1/2" deep 4-ply beam. LVL to be nailed to existing laminations with (2) rows of 16d common nails @ 12" o.c. Beam span is approximately 22'-6" long.	1	LS	\$5,000.00	\$5,000	
Subtotal						\$149,845
	General Construction Allowance	2%			\$2,997	
Subtotal						\$152,842
	Mobilization/Demobilization/Site Inspections/Protections - Allowance	10%			\$15,284	
	General Conditions & Bond	20%			\$33,625	
	Insurance	1.8%			\$3,632	
	Contractor's Fee	5%			\$10,269	
	Design Contingency	15%			\$32,348	
	Construction Contingency	20%			\$49,600	
SUBTOTAL: (Total Construction Costs w/o Environ.)						\$297,600
	Escalation - 4%	4.0%			\$11,904	
Subtotal						\$309,504
	Environmental Allowance	2%			\$6,190	
TOTAL ESTIMATED CONSTRUCTION COSTS						\$315,694



ALTUSWORKS INC.

ROOF REPLACEMENT SCOPE

PROJECT: WHEATON GIRL SCOUT CABIN STUDY
GIRL SCOUT LOG CABIN STABILIZATION

LOCATION	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT COST	EXTENSION	SUBTOTAL
Roofing System	Tear off existing roofing systems down to existing sheathing. Provide 3/4" cedar shakes over 100% ice/water shield, 5" polyisocyanurate insulation, stained cedar fascia and eave. Pre-finished round aluminum gutter system (165 LF) with round downspouts (4).	1,700	SF	\$18.50	\$31,450	
Roof deck	Patch deteriorated roof sheathing with 2x6 tongue and groove Southern Pine decking. Assumes 25% replacement.	425	SF	\$9.50	\$4,038	
	Subtotal					\$35,488
	General Construction Allowance	2%			\$710	
	Subtotal					\$36,197
	Mobilization/Demobilization/Site Inspections/Protections - Allowance	10%			\$3,620	
	General Conditions & Bond	20%			\$7,963	
	Insurance	1.8%			\$860	
	Contractor's Fee	5%			\$2,432	
	Design Contingency	15%			\$7,661	
	Construction Contingency	20%			\$11,747	
	SUBTOTAL: (Total Construction Costs w/o Environ.)					\$70,480
	Escalation - 4%	4.0%			\$2,819	
	Subtotal					\$73,299
	Environmental Allowance	2%			\$1,466	
	TOTAL ESTIMATED CONSTRUCTION COSTS					\$74,765



Girl Scout Replacement Cabin Study

Owner: Wheaton Park District

	Costs	General Conditions OH % Profit, Environmental	Escalation (1 year)	STUBTOTAL	Escalation (5 years)	Total
Architecture	\$305,967	\$302,175	\$23,830	\$631,972	\$101,039	\$733,012
Structural	\$168,759	\$166,668	\$13,144	\$348,570	\$55,729	\$404,300
HVAC	\$42,993	\$42,460	\$3,348	\$88,802	\$14,198	\$102,999
Electrical	\$59,512	\$58,774	\$4,635	\$122,921	\$19,653	\$142,574
Plumbing	\$64,347	\$63,549	\$5,012	\$132,908	\$21,249	\$154,157
SUBTOTALS	\$641,577	\$633,627	\$49,969	\$1,325,173	\$211,868	\$1,537,041
Alternate ADD for full Electrification	\$29,672	\$29,304	\$2,311	\$61,287	\$9,799	\$71,085
TOTAL COST OF WORK	\$671,249	\$662,931	\$52,280	\$1,386,460	\$221,666	\$1,608,127



ALTUSWORKS INC.

ARCHITECTURAL SCOPE

PROJECT: WHEATON GIRL SCOUT CABIN STUDY
GIRL SCOUT LOG CABIN REPLACEMENT STRUCTURE

LOCATION	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT COST	EXTENSION	SUBTOTAL
exterior walls	Typical building interior facing logs: wall logs sawn 8" diameter with "D-log" profile, flat face facing outward; Wood shall be visually graded Doug Fir or Southern Pine #1; The average moisture present at the time of fiber saturation shall not exceed 26%; Exposed wood shall be preservative treated and stained. Provide 2" cavity between D-logs filled with mineral wool insulation to allow drying.	1,350	SF	\$40.00	\$54,000	
main room	Stained red oak wood finish floor with cork underlayment on concrete slab on grade over 8MIL VB	900	SF	\$12.50	\$11,250	
main room	Stain exposed wood roof and exterior wall structure	900	SF	\$15.00	\$13,500	
main room	Strip paint from and clean existing stone wall. Grind and repoint historic stone wall, fireplace and chimney. Clean stones.	1	LS	\$5,000.00	\$5,000	
main room	Create door opening within historic stone wall - steel lintel with stone cladding and jambs to receive wood door assembly	1	LS	\$10,000.00	\$10,000	
mezanine	Stained red oak wood finish floor with cork underlayment over wood structure	250	SF	\$12.50	\$3,125	
mezanine	44" wide, stained red oak stair with square landing and exposed stringers with plank treads and risers	14	RISERS	\$600.00	\$8,400	
mezanine	42" tall painted steel guard rails at mezzanine edge and open side of stair. Provide steel mesh between posts. Stained/polyurethaned wood griprails at 34" AFF.	25	LF	\$175.00	\$4,375	
Single User toilet	Accessible toilet room - 1 mirror, 1 electric handdryer and 1 of each toilet accessories (TP holder, grab bars, and coat hook)	2	LS	\$1,750.00	\$3,500	
Single User toilet	Partition - Wood stud 16" OC with acoustic insulation. Gypsum wall board, paint.	550	SF	\$16.50	\$9,075	
Single User toilet	Ceramic tile floor and 6" base over thinset.	150	SF	\$25.00	\$3,750	
Single User toilet	Wood ceiling joist 16" OC with GWB, paint	150	SF	\$15.00	\$2,250	
mechanical	Seal coat concrete slab, vinyl base	40	SF	\$5.00	\$200	
mechanical	Partition - Wood stud 16" OC with GWB, paint	320	SF	\$16.50	\$5,280	
mechanical	Wood ceiling joist 16" OC with GWB, paint	90	SF	\$15.00	\$1,350	
warming kitchen	Partition - Wood stud 16" OC with GWB and PVC wall panels.	550	SF	\$16.50	\$9,075	
warming kitchen	Epoxy floor over concrete slab, 4" vinyl base	175	SF	\$30.00	\$5,250	
warming kitchen	Wood ceiling joist 16" OC with GWB and PVC wall panels.	175	SF	\$15.00	\$2,625	
warming kitchen	Double acting 7'x3' entry door with broom sweep	1	EA	\$2,500.00	\$2,500	
warming kitchen	Paint existing stone wall with epoxy paint.	375	SF	\$3.50	\$1,313	
warming kitchen	1 triple basin sink, 1 hand sink, countertops, and refrigerator	1	LS	\$15,000.00	\$15,000	
Janitor/Storage	Partition - Wood stud 16" OC with GWB and PVC wall panels.	475	SF	\$16.50	\$7,838	



ALTUSWORKS INC.

LOCATION	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT COST	EXTENSION	SUBTOTAL
Janitor/Storage	Epoxy floor over concrete slab, 4" vinyl base	90	SF	\$30.00	\$2,700	
Janitor/Storage	Wood ceiling joists 16" OC with GWB, paint	90	SF	\$15.00	\$1,350	
Roofing System	Provide 3/4" cedar shakes over 100% ice/water shield, 5" polyisocyanurate insulation, stained cedar fascia and eave. Pre-finished round aluminum gutter system (165 LF) with round downspouts (4).	1,700	SF	\$18.50	\$31,450	
Windows	wood tru-divided lite double hung windows, stain, with plank shutters on exterior. Deep interior stool and jamb extensions with casing and apron.	125	SF	\$350.00	\$43,750	
Shades	Roller shades with woven mesh, SS chain and chain restraint devices	125	SF	\$12.50	\$1,563	
Exterior Doors	style and rail 7'x3' wood entry door assemblies with 1/2-lite IGU and insulated flat panel and closer	3	EA	\$5,000.00	\$15,000	
Exterior Doors	Power door operator at main entry	1	EA	\$7,500.00	\$7,500	
Interior Doors	Style and rail 7'x3' wood interior door assemblies, flat panel and closer	4	EA	\$4,500.00	\$18,000	
	Subtotal					\$299,968
	General Construction Allowance	2%			\$5,999	
	Subtotal					\$305,967
	Mobilization/Demobilization/Site Inspections/Protections - Allowance	10%			\$30,597	
	General Conditions & Bond	20%			\$67,313	
	Insurance	1.8%			\$7,270	
	Contractor's Fee	5%			\$20,557	
	Design Contingency	15%			\$64,755	
	Construction Contingency	20%			\$99,292	
	SUBTOTAL: (Total Construction Costs w/o Environ.)					\$595,751
	Escalation - 4%	4.0%			\$23,830	
	Subtotal					\$619,581
	Environmental Allowance	2%			\$12,392	
	TOTAL ESTIMATED CONSTRUCTION COSTS					\$631,972



ALTUSWORKS INC.

STRUCTURAL SCOPE

PROJECT: WHEATON GIRL SCOUT CABIN STUDY
GIRL SCOUT LOG CABIN REPLACEMENT STRUCTURE

LOCATION	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT COST	EXTENSION	SUBTOTAL
below grade	typical footing: 12"x20" footing with (3) #4 bottom long way; bottom of footing 42" below grade	1	LS	\$5,000.00	\$5,000	
below grade	typical frost wall: 10" wide reinforced with #4 @ 10" o.c. horizontal and #4 @ 18" o.c. vertical with 9" hooks into the footing	1	LS	\$4,500.00	\$4,500	
exterior walls	Typical building logs: wall logs sawn 8" diameter with "D-log" profile, flat face facing inward; Wood shall be visually graded Doug Fir or Southern Pine #1; The average moisture present at the time of fiber saturation shall not exceed 26%; Exposed wood shall be preservative treated; Logs shall be continuous across wall openings, do not splice logs over openings.	1,350	SF	\$35.00	\$47,250	
exterior walls	Logs to be connected with 10" long , 3/8" dia galvanized drift pins at 24" o.c. typical. Pre-drill for all pins.	in above				
exterior walls	Chinking shall consist of historically accurate wattle and daub.	2,700	SF	\$6.50	\$17,550	
roof	Roof logs sawn 10" diameter at 5ft o.c. maximum; Wood shall be visually graded Doug Fir or Southern Pine #1; The average moisture present at the time of fiber saturation shall not exceed 26%; Exposed wood shall be preservative treated.	1,700	SF	\$40.00	\$68,000	
roof	Logs to be connected with 10" long , 3/8" dia galvanized drift pins at 24" o.c. typical. Pre-drill for all pins.	in above				
roof	Steel tie rods, 1" diameter A36 steel, shall be provided at each rafter pair. Rods to be provided through rafters with 3/8" thick steel plates at each end.	in above				
roof	Roof sheathing shall consist of 2x6 tongue and groove Southern Pine decking.	1,700	SF	\$6.75	\$11,475	
mezzanine	Framing: 2x10 Hem-Fir #2 joists @ 16", 10" LVL ledger bolted to the exterior wall with Simpson LUS210 hangers, and (2) 12" LVL interior edge beams	240	SF	\$25.00	\$6,000	
mezzanine	4x4 PSL columns and 22" square piers. Piers to extend 42" below slab elevation.	2	EA	\$650.00	\$1,300	
mezzanine	Interior railing to be HSS1 ½"x1 ½"x3/16" posts at 5ft on center max with top and bottom railings consists of the same HSS shape. Provide 3/8" square interior bars @ 4" o.c. maximum. Railing posts to be secured to joist framing using (4) Simpson HD38 brackets with (4) 5/8" diameter bolts to joist and (4) 5/8" diameter bolts to steel plate supporting the railing post.	25	LF	\$175.00	\$4,375	
	Subtotal					\$165,450
	General Construction Allowance	2%			\$3,309	
	Subtotal					\$168,759
	Mobilization/Demobilization/Site Inspections/Protections - Allowance	10%			\$16,876	
	General Conditions & Bond	20%			\$37,127	
	Insurance	1.8%			\$4,010	
	Contractor's Fee	5%			\$11,339	



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LOCATION	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT COST	EXTENSION	SUBTOTAL
	Design Contingency	15%			\$35,717	
	Construction Contingency	20%			\$54,765	
	SUBTOTAL: (Total Construction Costs w/o Environ.)					\$328,592
	Escalation - 4%	4.0%			\$13,144	
	Subtotal					\$341,736
	Environmental Allowance	2%			\$6,835	
	TOTAL ESTIMATED CONSTRUCTION COSTS					\$348,570



ALTUSWORKS INC.

HVAC SCOPE

PROJECT: WHEATON GIRL SCOUT CABIN STUDY
GIRL SCOUT LOG CABIN REPLACEMENT STRUCTURE

LOCATION	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT COST	EXTENSION	SUBTOTAL
Interior	High efficiency Gas furnace capable of 125MBH heating capacity, converted to propane	1	EACH	\$6,000.00	\$6,000	
Exterior	Condensing unit - 7.5 tons, 18 SEER	1	EACH	\$5,500.00	\$5,500	
Exterior	Concrete pad with screen to hide outdoor equipment (see architectural)					
Interior	Return air terminals	10	EACH	\$65.00	\$650	
Interior	Supply air terminals	10	EACH	\$65.00	\$650	
Interior	Under slab duct distribution					
Interior	900 CFM Ventacity VS900 CM Energy Recovery Ventilator in Mechanical Room	1	EACH	\$9,600.00	\$9,600	
Interior	Wall mounted electric heaters	2	EACH	\$725.00	\$1,450	
Interior	Balance dampers	12	EACH	\$100.00	\$1,200	
Interior	Ductwork	1	LSUM	\$5,500.00	\$5,500	
Interior	Propane Gas Piping	15	LNFT	\$40.00	\$600	
Interior	Ductwork Insulation	1	LSUM	\$4,500.00	\$4,500	
	Temperature controls - Space thermostat, CO2 sensor to control furnace and ERV. Remote monitoring to operations staff	1	LSUM	\$6,500.00	\$6,500	
	Subtotal					\$42,150
	General Construction Allowance	2%			\$843	
	Subtotal					\$42,993
	Mobilization/Demobilization/Site Inspections/Protections - Allowance	10%			\$4,299	
	General Conditions & Bond	20%			\$9,458	
	Insurance	1.8%			\$1,022	
	Contractor's Fee	5%			\$2,889	
	Design Contingency	15%			\$9,099	
	Construction Contingency	20%			\$13,952	
	SUBTOTAL: (Total Construction Costs w/o Environ.)					\$83,712
	Escalation - 4%	4.0%			\$3,348	
	Subtotal					\$87,061



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	Environmental Allowance	2%			\$1,741	
	TOTAL ESTIMATED CONSTRUCTION COSTS					\$88,802



ALTUSWORKS INC.

ELECTRICAL SCOPE

PROJECT: WHEATON GIRL SCOUT CABIN STUDY
GIRL SCOUT LOG CABIN REPLACEMENT STRUCTURE

LOCATION	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT COST	EXTENSION	SUBTOTAL
Exterior	Coordinate with ComEd to relocate pad mount transformer away from cabin toward the parking lot.	1	LS	\$6,500.00	\$6,500	
Exterior	200A underground service lateral from transformer to meter pedestal.	30	EA	\$75.00	\$2,250	
Exterior	5/8" x 10' ground rod and grounding electrode to meter pedestal.	1	EA	\$500.00	\$500	
Exterior	200A meter pedestal with 200A Service disconnect circuit breaker.	1	EA	\$3,700.00	\$3,700	
Interior	200A feeder from meter pedestal to main panelboard in Mechanical Room	35	LF	\$45.00	\$1,575	
Interior	200A, 240V main breaker service panel with 40 single pole 20A breakers	1	EA	\$2,800.00	\$2,800	
Interior	20A, 120V branch circuit to furnace. New 20A, 1P disconnect switch.	1	EA	\$550.00	\$550	
Exterior	50A, 240V branch circuit to condensing unit, 60A, 2P disconnect switch.	1	EA	\$920.00	\$920	
Exterior	(4) 20A, 120V branch circuits to exterior rated GFCI receptacles located within weather rated box with while in use cover. One located by condensing unit, one each on each side of the cabin.	4	EA	\$325.00	\$1,300	
Interior	LED light fixtures	40	EA	\$325.00	\$13,000	
Exterior	Exterior rated LED light fixtures	4	EA	\$380.00	\$1,520	
Interior	LED Emergency unit battery fixtures	8	EA	\$350.00	\$2,800	
Interior	LED exit signs with battery back-up	4	EA	\$350.00	\$1,400	
Interior	GFCI receptacles with branch circuits	12	EA	\$320.00	\$3,840	
Interior	Receptacles with branch circuits	12	EA	\$280.00	\$3,360	
Interior	Vacancy sensor light switches	10	EA	\$275.00	\$2,750	
Exterior	Time clock for exterior lighting	1	EA	\$450.00	\$450	
Interior	Toggle light switch	1	EA	\$180.00	\$180	
Interior	Lighting branch circuits	10	EA	\$500.00	\$5,000	
Interior	15A, 120V branch circuit to Janitor Closet exhaust fan, 1P disconnect switch	1	EA	\$400.00	\$400	
Interior	40A, 240V branch circuit to energy recovery ventilator, 2P, 60A disconnect switch	1	EA	\$550.00	\$550	
Interior	Single station smoke/CO detectors, 120V with battery backup, interconnected	8	EA	\$375.00	\$3,000	
	Subtotal					\$58,345
	General Construction Allowance	2%			\$1,167	
	Subtotal					\$59,512
	Mobilization/Demobilization/Site Inspections/Protections - Allowance	10%			\$5,951	
	General Conditions & Bond	20%			\$13,093	
	Insurance	1.8%			\$1,414	
	Contractor's Fee	5%			\$3,998	
	Design Contingency	15%			\$12,595	



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LOCATION	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT COST	EXTENSION	SUBTOTAL
	Construction Contingency	20%			\$19,313	
	SUBTOTAL: (Total Construction Costs w/o Environ.)					\$115,876
	Escalation - 4%	4.0%			\$4,635	
	Subtotal					\$120,511
	Environmental Allowance	2%			\$2,410	
	TOTAL ESTIMATED CONSTRUCTION COSTS					\$122,921



ALTUSWORKS INC.

PLUMBING SCOPE

PROJECT: WHEATON GIRL SCOUT CABIN STUDY
GIRL SCOUT LOG CABIN REPLACEMENT STRUCTURE

LOCATION	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT COST	EXTENSION	SUBTOTAL
Exterior/Interior	Incoming water service w/ valves & meter	1	EACH	\$3,500.00	\$3,500	
Exterior	Storm sewer connection	1	EACH	\$3,000.00	\$3,000	
Exterior	Sanitary sewer connection	1	EACH	\$2,500.00	\$2,500	
Interior	Wall hung lavatories and faucets w/ associated accessories	2	EACH	\$1,900.00	\$3,800	
Interior	Floor mounted toilets and flushvalves w/ associated accessories	2	EACH	\$1,600.00	\$3,200	
Interior	Mop basin and faucet w/ associated accessories	1	EACH	\$2,200.00	\$2,200	
Interior	Kitchen sink and faucet w/ associated accessories	1	EACH	\$1,300.00	\$1,300	
Interior	Under the counter grease interceptor	1	EACH	\$1,100.00	\$1,100	
Exterior	Hose bibs	2	EACH	\$250.00	\$500	
Interior	Floor drains/floor sinks w/ trap primer	4	EACH	\$480.00	\$1,920	
Interior	Propane water heater with expansion tank, valves & drain pan	1	EACH	\$3,000.00	\$3,000	
Exterior/Interior	80 feet of gas pipe connecting from existing propane gas tank (Length is an approximation)	1	EACH	\$2,700.00	\$2,700	
		1			\$0	
Interior	150 feet of sanitary pipes & fittings (Length is an approximation)	1	EACH	\$5,000.00	\$5,000	
Interior	90 feet of vent pipes & fittings (Length is an approximation)	1	EACH	\$2,500.00	\$2,500	
Interior	200 feet of insulated domestic cold and hot water pipes & fittings w/ shut off valves (Length is an approximation)	1	EACH	\$6,000.00	\$6,000	
Exterior	Roof drains	2	EACH	\$520.00	\$1,040	
Interior	140 feet of primary insulated storm pipes & fittings connecting to underground storm sewer	1	EACH	\$9,800.00	\$9,800	
Exterior/Interior	140 feet of overflow insulated storm pipes & fittings discharge to daylight with downspout nozzle.	1	EACH	\$9,800.00	\$9,800	
Interior	Dishwasher connection	1	EACH	\$225.00	\$225	
	Subtotal					\$63,085
	General Construction Allowance	2%			\$1,262	
	Subtotal					\$64,347
	Mobilization/Demobilization/Site Inspections/Protections - Allowance	10%			\$6,435	
	General Conditions & Bond	20%			\$14,156	
	Insurance	1.8%			\$1,529	
	Contractor's Fee	5%			\$4,323	
	Design Contingency	15%			\$13,618	



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	Construction Contingency	20%			\$20,882	
	SUBTOTAL: (Total Construction Costs w/o Environ.)					\$125,290
	Escalation - 4%	4.0%			\$5,012	
	Subtotal					\$130,302
	Environmental Allowance	2%			\$2,606	
	TOTAL ESTIMATED CONSTRUCTION COSTS					\$132,908



ALTUSWORKS INC.

ELECTRIFICATION SCOPE

PROJECT: WHEATON GIRL SCOUT CABIN STUDY
GIRL SCOUT LOG CABIN REPLACEMENT STRUCTURE

LOCATION	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT COST	EXTENSION	SUBTOTAL
	PROVIDE ALTERNATE PRICING FOR UPGRADING THE FACILITY TO FULL ELECTRIC					
HVAC	Provide 7.5 ton heat pump with indoor ducted fan coil and supplemental electric heat element. This will be in lieu of gas furnace and condensing unit.	1	EA	\$6,500.00	\$6,500	
PLUMBING	Provide electric 30 gallon, 4.5kW domestic hot water heater in lieu of Propane water heater.	1	EA	\$140.00	\$140	
ELECTRIC	Upgrade electric service to 400A at 240/120V, single phase. The service lateral, meter pedestal and main panel will all change to 400A. A 100A, 240V branch circuit will be added to supply the heat pump outdoor unit. A 25A, 2 pole, single phase branch circuit will be added to supply the electric water heater.	1	EA	\$22,450.00	\$22,450	
	Subtotal					\$29,090
	General Construction Allowance	2%			\$582	
	Subtotal					\$29,672
	Mobilization/Demobilization/Site Inspections/Protections - Allowance	10%			\$2,967	
	General Conditions & Bond	20%			\$6,528	
	Insurance	1.8%			\$705	
	Contractor's Fee	5%			\$1,994	
	Design Contingency	15%			\$6,280	
	Construction Contingency	20%			\$9,629	
	SUBTOTAL: (Total Construction Costs w/o Environ.)					\$57,774
	Escalation - 4%	4.0%			\$2,311	
	Subtotal					\$60,085
	Environmental Allowance	2%			\$1,202	
	TOTAL ESTIMATED CONSTRUCTION COSTS				ADD	\$61,287



WHEATON PARK DISTRICT TRANSITION PLAN

Responsible Person: Brian Morrow Phone: (630)510-4975									
Site	Finding #	Area	Type of correction	Recommendation	Price/unit	# of units	unit type	Total cost	Phase
Northside Girl Scout Cabin	1	Exterior Accessible Route	Accessible Routes	Repair, bevel or ramp CIL along accessible route (AR) to max .25".	\$96.25	1	each	\$96.25	3
Northside Girl Scout Cabin	2	Exterior Accessible Route	Ramps (Not Curb Ramps)	Remove ramp from door maneuvering clearance and correct CIL at door.	\$96.25	4	each	\$385.00	1
Northside Girl Scout Cabin	3	Exterior Accessible Route	Accessible Routes	Correct or fill gaps to be max .5".	\$96.25	12	each	\$1,155.00	1
Northside Girl Scout Cabin	4	Exterior Accessible Route	Accessible Route - Slope (C)	Correct cross slopes to max 2.08%.	\$122.50	100	sq ft	\$12,250.00	1
Northside Girl Scout Cabin	5	Exterior Accessible Route	Curb Ramps	Correct curb ramp cross slope to max 2.08%.	\$1,015.00	1	each	\$1,015.00	1
Northside Girl Scout Cabin	6	Exterior Accessible Route	Accessible Routes	Repair, bevel or ramp change in level along accessible route.	\$96.25	1	each	\$96.25	1
Northside Girl Scout Cabin	7	Exterior Accessible Route	Ramps (Not Curb Ramps)	Correct ramp landing slope to max 2.08%.	\$875.00	1	each	\$875.00	1
Northside Girl Scout Cabin	8	Exterior Accessible Route	Curb Ramps	Correct slope of curb ramp side flares to max 8.33%.	\$1,015.00	1	each	\$1,015.00	1
Northside Girl Scout Cabin	9	Exterior Accessible Route	Curb Ramps	Correct curb ramp slope to max 8.33%.	\$1,015.00	1	each	\$1,015.00	1
Northside Girl Scout Cabin	10	Exterior Accessible Route	Curb Ramps	Create a level landing at the top of the curb ramp, 36" deep and as wide as ramp.	\$875.00	1	each	\$875.00	1
Northside Girl Scout Cabin	11	Exterior Accessible Route	Curb Ramps	Correct slope of curb ramp side flares to max 8.33%.	\$1,015.00	1	each	\$1,015.00	1
Northside Girl Scout Cabin	12	Exterior Elements	Room/Space (C)	<p>For employee spaces, relocate storage, furniture, and other obstacles at doorways to provide approach, enter and exit at the employee space.</p> <p>Provide required maneuvering clearance on push and pull side of doors.</p> <p>Repair, bevel, or ramp CILs at door entries to max .25".</p> <p>Replace hardware with lever hardware or hardware operable without a tight pinch or grasp.</p>	\$2,360.75	1	each	\$2,360.75	3



**WHEATON PARK DISTRICT
TRANSITION PLAN**

Responsible Person: Brian Morrow Phone: (630)510-4975									
Site	Finding #	Area	Type of correction	Recommendation	Price/unit	# of units	unit type	Total cost	Phase
Northside Girl Scout Cabin	13	Exterior Elements	Accessible Routes	Create AR with crushed and compacted stone or similar outdoor material from parking or sidewalk to building entrance.	\$59.20	50	lin ft	\$2,960.00	3
Northside Girl Scout Cabin	14	Exterior Elements	Room/Space (C)	For employee spaces, relocate storage, furniture, and other obstacles at doorways to provide approach, enter and exit at the employee space. Provide required maneuvering clearance on push and pull side of doors. Repair, bevel, or ramp CILs at door entries to max .25". Replace hardware with lever hardware or hardware operable without a tight pinch or grasp.	\$4,110.75	1	each	\$4,110.75	3
Northside Girl Scout Cabin	15	Exterior Elements	Accessible Routes	Create AR with crushed and compacted stone or similar outdoor material from parking or sidewalk to building entrance. Pricing in previous finding for route to furnace room.	\$0.00	1	each	\$0.00	3
Northside Girl Scout Cabin	16	Exterior Elements	Picnic Tables (C)	Replace picnic table with one of an accessible design.	\$1,120.00	1	each	\$1,120.00	3
Northside Girl Scout Cabin	17	Exterior Elements	Accessible Routes	Relocate garbage can along an accessible route with level clear ground space.	\$0.00	1	staff time	\$0.00	2



WHEATON PARK DISTRICT TRANSITION PLAN

Responsible Person: Brian Morrow Phone: (630)510-4975									
Site	Finding #	Area	Type of correction	Recommendation	Price/unit	# of units	unit type	Total cost	Phase
Northside Girl Scout Cabin	18	Interior Accessible Route	Doors	For all doors/gates along the public circulation route, provide required maneuvering clearance on push and pull side of doors/gate. For all doors/gates along the public circulation route, repair, bevel, or ramp CILs at entries to max .25". For all doors/gates along the public circulation route, replace hardware with lever hardware or hardware operable without a tight pinch or grasp.	\$3,389.75	1	each	\$3,389.75	1
Northside Girl Scout Cabin	19	Public Spaces	Plumbing Fixtures & Elements	Insulate exposed pipes under sink.	\$77.00	1	each	\$77.00	2
Northside Girl Scout Cabin	20	Public Spaces	Kitchens, Kitchenettes, And Wet Bars	Raise sink bowl to provide 27" knee clearance or remove face board.	\$2,380.00	1	each	\$2,380.00	2
Northside Girl Scout Cabin	21	Public Spaces	Kitchens, Kitchenettes, And Wet Bars	Replace oven with one having controls on the front panel.	\$2,800.00	1	each	\$2,800.00	2
Northside Girl Scout Cabin	22	Public Spaces	Reach Ranges	Remount unobstructed operable parts to be in reach range of 15" min to 48" max.	\$350.00	3	each	\$1,050.00	2
Northside Girl Scout Cabin	23	Public Spaces	Operable Parts	Replace operable part with one usable without a tight pinch or grasp.	\$210.00	1	each	\$210.00	2
Northside Girl Scout Cabin	24	Public Spaces	Accessible Routes	Widen AR to compliant 36" clear width.	\$0.00	1	staff time	\$0.00	2
Northside Girl Scout Cabin	25	Public Spaces	Clear Floor Space	Remove, or relocate storage in CFS at fixtures and operable parts along the AR.	\$0.00	1	staff time	\$0.00	2
Northside Girl Scout Cabin	26	Public Spaces	Reach Ranges	Remount operable parts to be in reach range of 15" min to 48" max.	\$350.00	1	each	\$350.00	2



WHEATON PARK DISTRICT TRANSITION PLAN

Responsible Person: Brian Morrow Phone: (630)510-4975

Site	Finding #	Area	Type of correction	Recommendation	Price/unit	# of units	unit type	Total cost	Phase
Northside Girl Scout Cabin	27	Public Spaces	Doors	For all doors/gates along the public circulation route, provide required maneuvering clearance on push and pull side of doors/gate. For all doors/gates along the public circulation route, replace with doors/gates having 80" overhead clearance and 32" clear width. For all doors/gates along the public circulation route, replace hardware with lever hardware or hardware operable without a tight pinch or grasp.	\$3,287.00	1	each	\$3,287.00	2
Northside Girl Scout Cabin	28	Public Spaces	Accessible Routes	Relocate or reposition tables and chairs to widen AR to compliant 36" clear width.	\$0.00	1	staff time	\$0.00	1
Northside Girl Scout Cabin	29	Public Spaces	Hazards	Relocate protruding objects or place cane detectable warning or bollard at foot of item.	\$350.00	1	each	\$350.00	1
Northside Girl Scout Cabin	30	Public Spaces	Accessible Routes	Secure rug to prevent trip hazard.	\$140.00	2	each	\$280.00	1
Northside Girl Scout Cabin	31	Public Spaces	Accessible Routes	Fill and maintain gaps to max .5". Replace air duct grate with one having openings max .5".	\$332.50	1	each	\$332.50	1
Northside Girl Scout Cabin	32	Public Spaces	Reach Ranges	Remount operable parts to be in reach range of 15" min to 48" max where feasible. Provide an adaptive device to reach window latches.	\$350.00	3	each	\$1,050.00	2
Northside Girl Scout Cabin	33	Public Spaces	Accessible Routes	Repair, bevel or ramp CIL along accessible route (AR) to max .25". Leave as is lack of route to loft and assure equivalent amenities are provided on the main level.	\$96.25	1	each	\$96.25	1
Northside Girl Scout Cabin	34	Public Spaces	Operable Parts	Replace operable part with one usable without a tight pinch or grasp or provide an adaptive device to open windows.	\$210.00	3	each	\$630.00	2



WHEATON PARK DISTRICT TRANSITION PLAN

Responsible Person: Brian Morrow Phone: (630)510-4975									
Site	Finding #	Area	Type of correction	Recommendation	Price/unit	# of units	unit type	Total cost	Phase
Northside Girl Scout Cabin	35	Restrooms	Doors	For all doors/gates along the public circulation route, provide required maneuvering clearance on push and pull side of doors/gate. For all doors/gates along the public circulation route, replace hardware with lever hardware or hardware operable without a tight pinch or grasp.	\$4,014.50	1	each	\$4,014.50	1
Northside Girl Scout Cabin	36	Restrooms	Toilet and Bathing Rooms	Acquire and mount signage, including Braille, raised lettering and access symbol mounted on wall, latch side of door, 48" to baseline of lowest character and 60" to baseline of highest character.	\$210.00	1	each	\$210.00	1
Northside Girl Scout Cabin	37	Restrooms	Toilet and Bathing Rooms	Replace mirror mount to max 40" AFF to the bottom reflective surface and 74" to the top.	\$350.00	1	each	\$350.00	1
Northside Girl Scout Cabin	38	Restrooms	Plumbing Fixtures & Elements	Relocate step stool to provide toe clearance.	\$0.00	1	staff time	\$0.00	1
Northside Girl Scout Cabin	39	Restrooms	Plumbing Fixtures & Elements	Insulate exposed pipes under one sink.	\$77.00	1	each	\$77.00	1
Northside Girl Scout Cabin	40	Restrooms	Toilet and Bathing Rooms	Relocate partition to provide required 60" clearance around toilet.	\$0.00	1	staff time	\$0.00	1
Northside Girl Scout Cabin	41	Restrooms	Toilet and Bathing Rooms	Remount toilets to 16" to 18" from the side wall to centerline.	\$1,828.40	1	each	\$1,828.40	1
Northside Girl Scout Cabin	42	Restrooms	Toilet and Bathing Rooms	Replace toilet seat, or re-set or replace toilet to 17" to 19" above the finished floor (AFF).	\$1,828.40	1	each	\$1,828.40	1
Northside Girl Scout Cabin	43	Restrooms	Toilet and Bathing Rooms	Replace side grab bar with a 42" long bar mounted to max 12" from the rear wall at the close end and min 54" on the far end, and 33" to 36" AFF.	\$393.75	1	each	\$393.75	1
Northside Girl Scout Cabin	44	Restrooms	Toilet and Bathing Rooms	Replace rear grab bar with one 36" long, mounted behind the toilet, 12" to the wall side of center and 24" to the open side and 33" to 36" AFF.	\$393.75	1	each	\$393.75	1



WHEATON PARK DISTRICT TRANSITION PLAN

Responsible Person: Brian Morrow Phone: (630)510-4975									
Site	Finding #	Area	Type of correction	Recommendation	Price/unit	# of units	unit type	Total cost	Phase
				Remount toilet paper dispenser max 7" to 9" from front of toilet, 15" to 48" above the finished floor (AFF) and min 12" above or 1.5" below grab bar.					
Northside Girl Scout Cabin	45	Restrooms	Toilet and Bathing Rooms	Pricing for replacing non-compliant side bar is in a previous finding.	\$0.00	1	staff time	\$0.00	1
Northside Girl Scout Cabin	46	Restrooms	Turning Space	Relocate obstacles to create turning space in restroom.	\$0.00	1	staff time	\$0.00	1
Northside Girl Scout Cabin	47	Restrooms	Hazards	Place cane detectable warning or bollard at foot of sink.	\$350.00	1	each	\$350.00	1
Northside Girl Scout Cabin	48	Restrooms	Accessible Routes	Resurface or repair floors to be firm, stable and slip resistant.	\$122.50	25	sq ft	\$3,062.50	1
Total								\$59,134.80	

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 7, 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



Help Shape the Future of the Wheaton Park District!

You have been selected to participate in an important community-wide survey! We want to hear from residents like you to help us plan the future of our parks, facilities, and recreational activities.

Even if you do not use the Park District your opinions are very important to us! Your feedback will help us better **understand your interests** and serve our community.

We ask that an adult from your household complete the brief 12-minute survey **in the next few days**. You can respond one of three ways:

BY MAIL

- Answer each question in the enclosed survey.
- Return the completed survey in the **enclosed pre-paid envelope** to:

aQity Research & Insights
1330-B Sherman Ave.
Evanston, IL 60201

ONLINE

- Scan the QR code or go to the secure website:



www.arisurvey.com/s3/WPD

- Enter your password:

[PIN]



BY PHONE

- Call aQity Research toll-free at 866-900-8555.
- Set up an appointment for a phone interview during weekdays, 9AM-5PM Central.



Your answers are completely confidential and will be grouped with all other respondents.

We selected aQity Research & Insights (an independent research firm in Evanston) to conduct the survey. If you have questions or technical issues, please contact aQity Research at 866-900-8555 or at aQity@aQityresearch.com (and please include the password above in your email or phone message).

Thank you in advance for participating; your feedback is greatly appreciated!

Mike Benard

Executive Director, Wheaton Park District

Thank you for taking our survey!

If you prefer to take the survey online, please visit
www.arisurvey.com/s3/XXXXXX and enter your password: XXXXXXXX

1. How many years have you lived in Wheaton? If less than one year, enter zero. _____ year(s)

2. Please give your overall opinion of the Wheaton Park District. If you are not familiar enough to offer an opinion, please mark "Unfamiliar".

<i>Completely Dislike</i>					<i>Neutral</i>					<i>Highest Regard</i>		
0	1	2	3	4	5	6	7	8	9	10	<u>Unfamiliar</u>	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

3. What do you like most about the Wheaton Park District, or what does it do particularly well? Please be specific, and feel free to include feedback from other household members.

4. What do you (or any other household members) dislike most about the Wheaton Park District, or what could it do better? Please be specific.

5. About what percent of your property taxes do you think goes to the Wheaton Park District? Please provide your best estimate without checking your tax bill or any other information.

_____ %

6. The Wheaton Park District is committed to creating an environment that respects and celebrates the differences of all community members by providing access and opportunities to everyone, regardless of social/financial/ethnic background, gender, age, sexual orientation, or physical ability. Do you believe that your household is properly represented and included within the Park District and its offerings?

☐ Yes



(continue to next page)

☐ No



Why not? Again, your responses are completely anonymous so please help us by providing specific ideas or improvements.

7. Select which Wheaton Park District locations you or household members visited in the **past 12 months**.

PARKS, NATURE AREAS, SPORTS FIELDS

- | | |
|--|--|
| <input type="checkbox"/> Allbright Park | <input type="checkbox"/> Hurley Gardens |
| <input type="checkbox"/> American Legion Park | <input type="checkbox"/> Jefferson Park |
| <input type="checkbox"/> Appleby Park | <input type="checkbox"/> Kelly/Edison Park & sports fields |
| <input type="checkbox"/> Arboretum Mews | <input type="checkbox"/> Lincoln Marsh / Prairie Patch Play Area |
| <input type="checkbox"/> Arrowhead Park | <input type="checkbox"/> Lincoln Park |
| <input type="checkbox"/> Atten Park & sports fields | <input type="checkbox"/> Madison Park |
| <input type="checkbox"/> Blacksmith Park | <input type="checkbox"/> Memorial Park |
| <input type="checkbox"/> Briar Knoll Park | <input type="checkbox"/> Northside Park |
| <input type="checkbox"/> Briar Patch Park & sports fields | <input type="checkbox"/> Orchard Park |
| <input type="checkbox"/> Brighton Park | <input type="checkbox"/> Prairie Path Park |
| <input type="checkbox"/> Central Park | <input type="checkbox"/> Presidents Park |
| <input type="checkbox"/> Central Athletic Complex sports fields | <input type="checkbox"/> Rathje Park |
| <input type="checkbox"/> Chatham Park | <input type="checkbox"/> Ridge Park |
| <input type="checkbox"/> Clydesdale Park | <input type="checkbox"/> Rotary Park |
| <input type="checkbox"/> Coventry Park | <input type="checkbox"/> Scottdale Park |
| <input type="checkbox"/> Danada S Park & Sensory Garden Playground | <input type="checkbox"/> Scotts Cove Park |
| <input type="checkbox"/> Dorset Park | <input type="checkbox"/> Sensory Garden Playground |
| <input type="checkbox"/> Elliot Lake | <input type="checkbox"/> Seven Gables Park & sports fields |
| <input type="checkbox"/> Firefighter's Park | <input type="checkbox"/> Silverwood Glen |
| <input type="checkbox"/> Graf Park & sports fields | <input type="checkbox"/> Sunnyside Park |
| <input type="checkbox"/> Hawthorne Junction | <input type="checkbox"/> Toohey Park |
| <input type="checkbox"/> Herrick Park | <input type="checkbox"/> Triangle Park |
| <input type="checkbox"/> Hillside Tot Lot | <input type="checkbox"/> W.W. Steven Park |
| <input type="checkbox"/> Hoffman Park | <input type="checkbox"/> Westhaven Park |
| <input type="checkbox"/> Hubble Park | <input type="checkbox"/> Wexford Park |
| <input type="checkbox"/> Hull Park | <input type="checkbox"/> Willow Point Conservatory |

FACILITIES

- | | |
|---|--|
| <input type="checkbox"/> Arrowhead Golf Club – golf course/pro shop | <input type="checkbox"/> Cosley Zoo |
| <input type="checkbox"/> Arrowhead Golf Club – driving range | <input type="checkbox"/> DuPage County Historical Museum |
| <input type="checkbox"/> Arrowhead Golf Club – banquet facility | <input type="checkbox"/> Mary Lubko Center |
| <input type="checkbox"/> Arrowhead Golf Club – restaurant | <input type="checkbox"/> Northside Boy Scout Cabin |
| <input type="checkbox"/> Blanchard Building | <input type="checkbox"/> Northside Girl Scout Cabin |
| <input type="checkbox"/> Central Athletic Complex – ice rinks | <input type="checkbox"/> Northside Family Aquatic Center |
| <input type="checkbox"/> Central Athletic Complex – gymnasiums | <input type="checkbox"/> Northside warming shelter |
| <input type="checkbox"/> Central Athletic Complex – indoor turf | <input type="checkbox"/> Rathje Pre-School Building |
| <input type="checkbox"/> Central Athletic Complex – batting cages | <input type="checkbox"/> Rice Pool and Water Park |
| <input type="checkbox"/> Central Athletic Complex – Rec & Roll Room
(adult programs with Western DuPage SRA) | <input type="checkbox"/> Toohey Park Building & Safety City |
| <input type="checkbox"/> Clocktower mini golf course | |
| <input type="checkbox"/> Clocktower skate park | |
| <input type="checkbox"/> Community Center – Parks Plus Fitness Ctr. | |
| <input type="checkbox"/> Community Center – Kidz Kingdom | |
| <input type="checkbox"/> Community Center – indoor track | |
| <input type="checkbox"/> Community Center – program & meeting rooms | |
| <input type="checkbox"/> Community Center – gymnasium | <input type="checkbox"/> None of these locations – skip to question #11 |

8. Please  the one location above that you use most often.

9. Rate your **overall** satisfaction with these parks, playgrounds, nature areas, sports fields or facilities you recently visited.

	Completely Dissatisfied		Neutral					Completely Satisfied			
	0	1	2	3	4	5	6	7	8	9	10
Overall experience	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cleanliness, maintenance, and upkeep	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Access (parking, paths, entrances, ADA, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Safety	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Quality of service provided by staff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

10. If you are unhappy with a specific park, playground, nature area, sports field or facility, which one and why?

Location/Name:	Reason:
----------------	---------

11. If you haven't visited any Wheaton Park District location recently, why not? *Select all that apply.*

- | | |
|---|--|
| <input type="checkbox"/> Do not have children/children are grown | <input type="checkbox"/> Location issues, lack of transportation |
| <input type="checkbox"/> Unfamiliar with Park District parks/facilities | <input type="checkbox"/> Too busy/don't have time |
| <input type="checkbox"/> Poor health or mobility issues | <input type="checkbox"/> Nothing of interest offered |
| <input type="checkbox"/> Personal safety concerns | <input type="checkbox"/> Inconvenient hours of operation |
| <input type="checkbox"/> Cost/Fees are too high | <input type="checkbox"/> Other, please specify: _____ |
| <input type="checkbox"/> Use other facilities for recreation/activities: Where do you go? _____ | |

Please answer the remaining questions regardless of whether you recently visited a Wheaton Park District location.

12. Below, indicate if you or a household member uses or has a need/interest in these **indoor** amenities.

Then, select how well those needs or interests are being met, **whether they are provided by the Wheaton Park District or any other source.**

	Does your household have a need?		If "Yes", your household has a need/interest: How well is the need being met currently?				
	Yes	No	Not at All Being Met 1	2	3	4	Completely Met 5
Gyms for basketball/volleyball/pickleball courts	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Indoor turf field for soccer, lacrosse, etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Indoor lap pool	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Indoor warm water pool (for therapy, swim lessons, exercise)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Environmental education or nature center	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other – please specify: _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

13. From the list above, please **circle** the **one** indoor amenity that the Wheaton Park District should prioritize providing, adding, or improving.

14. Next, indicate if you or a household member uses or has a need or interest in these **outdoor** amenities.

Then, select how well those needs or interests are being met, **whether they are provided by the Wheaton Park District or any other source.**

	Does your household have a need/interest?		If "Yes", your household has a need/interest: How well is it being met currently on a 1-5 scale?				
	Yes	No	Not at All Being Met			Completely Met	
			1	2	3	4	5
Artificial turf fields for lacrosse, football, soccer	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Walking path amenities (benches, garbage cans, drinking fountains, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Artificial turf fields for baseball/softball	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Splash pads/spray parks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Outdoor pool/aquatic park	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Year-round bathrooms at larger parks with paths	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Disc golf course	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Playgrounds	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other – please specify: _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

15. From the list above, **circle** the **one** outdoor option that the Wheaton Park District should prioritize providing, adding, or improving.

16. Below are **potential** initiatives and improvements that the Wheaton Park District might consider. Knowing that these could mean higher user fees or property taxes (especially with larger projects or improvements), please indicate whether you oppose or support each.

	<u>Strongly oppose</u>	<u>Somewhat oppose</u>	<u>Somewhat support</u>	<u>Strongly support</u>
A new field house with a multi-sport synthetic turf field (for soccer, football, lacrosse) and hardwood courts (for basketball, volleyball, pickleball)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<u>Outdoor</u> multi-sport artificial turf fields (for soccer, football, lacrosse, baseball/softball)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Year-round bathrooms at larger parks with walking paths	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
An indoor pool with lap lanes and a warm water pool for therapy, exercise, swim lessons	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
An indoor environmental education/nature center	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

17. In the list above, **circle** the one initiative that you support the most, **even if it means higher fees or taxes.**

18. As you may know, the Rice Pool and Water Park has served Wheaton residents for 37 years and requires major updates and mechanical repairs. The costs for these improvements will likely mean higher user fees and/or property taxes. Please indicate which option below you support more.

- ☐ **Update** Rice Pool and Water Park to fix the mechanical and accessibility/ADA issues and maintain its current design and features
- ☐ **Replace** Rice Pool and Water Park with a new facility with more current mechanical systems, improved ADA accessibility, and additional/improved recreational features and amenities

19. In the past **12 months**, have you or household members participated in Wheaton Park District recreation programs or events?

☐ Yes

☐ No



20. Why haven't you participated in a Wheaton Park District recreation program or event recently? *Select all that apply.*

- | | |
|---|---|
| <input type="checkbox"/> Do not have children or children are grown | <input type="checkbox"/> Dislike the facility where program is held |
| <input type="checkbox"/> Unfamiliar with Park District programs | <input type="checkbox"/> Location issues, lack of transportation |
| <input type="checkbox"/> Poor health or mobility issues | <input type="checkbox"/> Too busy/don't have time |
| <input type="checkbox"/> Dislike the programs, had a bad experience | <input type="checkbox"/> Nothing of interest offered |
| <input type="checkbox"/> Cost/Fees are too high | <input type="checkbox"/> Inconvenient schedule/days/times |
| <input type="checkbox"/> Dislike the instructors, trainers, leaders | <input type="checkbox"/> Registration too difficult |
| <input type="checkbox"/> Use recreational programs elsewhere | <input type="checkbox"/> Personal safety concerns |
| <input type="checkbox"/> Other reason (please specify): _____ | |

Please skip to question #24.

21. Please list the Wheaton Park District programs or events that you or other household members have participated in or attended **in the past 12 months**. For any programs, please specify the age group(s).

List program name(s) below:

	Age Range:				
	Under age 5	Ages 5-11	Ages 12-17	Ages 18-54	Ages 55+
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

22. Please rate your **overall** satisfaction with the Wheaton Park District recreation programs and events you recently attended/participated in.

*Completely
Dissatisfied*

0

☐

1

☐

2

☐

3

☐

4

☐

5

☐

6

☐

7

☐

8

☐

9

☐

10

☐

Neutral

*Completely
Satisfied*

23. If you are dissatisfied with any Park District program/event, please indicate which one(s) and why.

Program/Event:	Reason:
----------------	---------

Please answer the remaining questions regardless of whether you recently participated in a Wheaton Park District program or event.

24. Please indicate if you or any household member uses or has a need or interest in the following **programs**.

Then, on a 1 to 5 scale, please select how well each need or interest is being met, **whether it is provided by the Wheaton Park District or any other source.**

	Does your household have an interest?		If "Yes", your household has an interest:				
			How well is it being met?				
	Yes	No	Not at All Being Met 1	2	3	4	Completely Met 5
Preschool/Early childhood programs (under age 5)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Youth sports/athletics (ages 5-12)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Youth non-sports/non-athletics programs (ages 5-12)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Teen sports/athletics (ages 13-17)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Teen non-sports/non-athletics programs (ages 13-17)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Adult sports/athletics (ages 18-59)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Adult non-sports/non-athletics programs (ages 18-59)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Programs for active adults ages 60+	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Community events for all ages	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

25. In the list above, **circle** the **one** program area for the Park District to prioritize.

26. What specific program(s) or event(s) should the Park District offer for the age group you circled?

27. If you/your household are interested in **youth sports programs** with the Wheaton Park District, please select which (if any) you are interested.

☐ Travel teams/competitive sport leagues

☐ In-house recreational sport programs

28. In general, when you seek information about the Wheaton Park District and its programs, parks, facilities, or services, from what sources do you get that information? *Select all that apply.*

☐ Wheaton Park District main website (*wheatonparkdistrict.com*)

☐ Other websites for specific Park District facilities (e.g., *arrowheadgolfclub.org*, *wpdathletics.org*, *cosleyzoo.org*, *dupagemuseum.org*, *lincolnmarsh.org*, etc.)

☐ **Printed** program guide available at Wheaton Park District facilities

☐ **Digital** Wheaton Park District program guide (on its website)

☐ Wheaton Park District monthly email newsletters/eblast

☐ Signage at Park District facilities

☐ Call the Wheaton Park District or one of its facilities/offices

☐ **Wheaton Park District's** social media (e.g., District posts on Facebook, Instagram)

☐ Other (**non-Park District**) social media (e.g., Facebook, Instagram, Twitter/X, Reddit, etc.)

☐ Word of mouth from friends, neighbors, family, etc.

☐ Local print or digital news sources: Which one(s)? _____

☐ Other source – please specify: _____

29. In the list above, **circle** your most **preferred** source when seeking information about the Park District.

30. As you may know, about 8.5% of your property taxes goes to the Wheaton Park District. Thinking about the programs, parks, facilities, and services that the Park District provides, please rate the overall value that the Park District represents given its share of property taxes.

Poor Value Average Value Excellent Value

0 1 2 3 4 5 6 7 8 9 10

○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○

The final questions are for only for statistical purposes; your responses are completely confidential.

31. In what year were you born? _____

32. Please note your gender: ☐ Male ☐ Female ☐ Prefer to self-describe:

[illegible]

34. Do you own or rent your current residence? ☐ Own ☐ Rent

35. Which of the following identifies your ethnicity? Please select all that apply.

- ☐ American Indian or Alaska Native
- ☐ Asian – please specify: _____
- ☐ Black/African American
- ☐ Middle Eastern or North African
- ☐ Native Hawaiian or Other Pacific Islander
- ☐ White
- ☐ Other – please specify: _____

36. Are you of Hispanic, Latino or Spanish ethnicity? ☐ Yes ☐ No

37. Other than Wheaton Park District parks and facilities, what facilities does your household use for recreation or fitness? Please list specifically any other park districts, forest preserve districts or nature areas, or private facilities (health/fitness clubs, country clubs, YMCAs, etc.) that your household currently uses.

Thank you very much for completing our survey!

Wheaton Park District 2026 Budget Development Calendar
(Draft 04.28.2025)

April 2025						
SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24 Noon deadline for finishing policy change recommendations for May Finance Committee. [Finance Director]	25	26
27	28	29	30	1	2	3
4	5	Notes				

May 2025						
SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
27	28	29	30	1	2	3
4	5	6	7 Finance Committee Agenda Item: Staff proposed policy amendments presented for review.	8	9	10
11	12	13	14	15	16	17
18	19	20	21 BOARD Agenda Item: Staff proposed policy amendments with any changes from Finance Committee presented for approval.	22	23	24
25	26	27	28	29	30	31
1	2	Notes				

Wheaton Park District 2026 Budget Development Calendar
(Draft 04.28.2025)

June 2025

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
1	2	3	4 Finance Committee Agenda Item: Staff proposed policy amendments presented for review if not approved in May.	5	6	7
8	9	10	11	12	13 Noon deadline for Finance, HR, Marketing, Parks, Executive Director and IT 2026 input.	14
15	16	17 Budget Kick-Off	18 BOARD Agenda Item: Staff proposed policy amendments with any changes from Finance Committee presented for approval if not approved in May.	19	20	21
Staff inputs budget detail into Springbrook software.						
22	23	24	25 Capital & IT Requests deadline (5 PM)	26	27	28
Staff inputs budget detail into Springbrook software.						
29	30	1	2	3	4	5
Staff inputs budget detail into Springbrook software.						
6	7	Notes				

Wheaton Park District 2026 Budget Development Calendar
(Draft 04.28.2025)

July 2025

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
29	30	1	2	3	4	5
					New account number, telephone/cell phone and Full Time Personnel requests deadline (5 PM)	
	Staff inputs budget detail into Springbrook software.					
6	7	8	9	10	11	12
	Staff inputs budget detail into Springbrook software.					
13	14	15	16	17	18	19
		Capital Improvement Plan preliminary meeting 10 AM (tentative)			2026 budget entry complete by 2:30 PM. Those entries are then copied over to the 2027 & 2028 entries.	
	Staff inputs budget detail into Springbrook software.					
20	21	22	23	24	25	26
	Staff inputs budget detail into Springbrook software.					
27	28	29	30	31	1	2
	Staff inputs budget detail into Springbrook software.					
3	4	Notes				

Wheaton Park District 2026 Budget Development Calendar
(Draft 04.28.2025)

August 2025

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
27	28	29	30	31	1	2
					Budget Input is cutoff at 4:30 PM	
Finance review of proposed budgets						
3	4	5	6	7	8	9
			Capital Improvement Plan Final Meeting 10 AM (tentative)		Draft of budget to Executive Director for review	
Finance & Executive Director review of proposed budgets						
10	11	12	13	14	15	16
Finance & Executive Director review of proposed budgets						
17	18	19	20	21	22	23
Finance & Executive Director review of proposed budgets						
24	25	26	27	28	29	30
Finance & Executive Director review of proposed budgets						
31	1	Notes				

Wheaton Park District 2026 Budget Development Calendar
(Draft 04.28.2025)

September 2025

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
31	1 [Labor Day]	2	3 Finance Committee Meeting Review of Capital Budget & Long Term Capital Asset Replacement Schedule (proposed) Park Board Debt Update - Speer Financial	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24 Regular Board Meeting	25	26	27
28	29	30	1	2	3	4
5	6	Notes				

Wheaton Park District 2026 Budget Development Calendar
(Draft 04.28.2025)

October 2025

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
28	29	30	1	2	3	4
			Finance Committee meeting review of operating budget and estimated Tax Levy Resolution. If a tax levy hearing is required, this is the first date that the tax levy hearing publication notice can be published. <i>(Required only if the total tax levy exceeds the prior year's extension by 105%)</i> [Executive Assistant]			
5	6	7	8	9	10	11
			Last date the tax levy hearing publication notice can be published, if required. [Executive Assistant]			
12	13	14	15	16	17	18
			Approve Estimate of Levy Resolution. Truth In Taxation Public Hearing held, if required.			
			Board acknowledges receipt of budget which starts the 30 day viewing period. (Post document on the website.)			
			Raise pool percentage review. (Closed Session)			
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	Notes				

November 2025

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
26	27	28	29	30	31	1
2	3	4	5	6	7	8
			Finance Committee meeting review of budget.			
			Publication notice of budget hearing (7-14 days prior to hearing). This is the 1st day it can be published. [Executive Assistant]			
			Raise pool percentage review, if not done in October. (Closed Session)			
9	10	11	12	13	14	15
			Publication notice of budget hearing (7-14 days prior to hearing). This is the last day it can be published. [Executive Assistant]			
16	17	18	19	20	21	22
			Regular Board Meeting			
			GO Bond Issue		30 day public viewing period satisfied.	
			Budget and Appropriations Hearing (Board must take final action within 7-30 days)			
23	24	25	26	27	28	29
30	1	Notes				

Wheaton Park District 2026 Budget Development Calendar
(Draft 04.28.2025)

December 2025

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
30	1	2	3 Finance Committee meeting	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24 Regular board meeting - Budget and Appropriations, Tax Levy and Tax Abatement Ordinances on agenda for adoption.	25 BAO, Tax Levy, Tax Abatement Ordinances to be filed [Executive Assistant]	26	27
28	29	30 Deadline for filing the tax levy with DuPage County - if not already done with BAO and Abatement Ordinance after December meeting.	31	1	2	3
4	5	Notes				

Wheaton Park District 2026 Budget Development Calendar
(Draft 04.28.2025)

January 2026						
SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16 Deadline for filing the BAO, if adopted at December board meeting (<i>Executive Assistant</i>)	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2026						
SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27 Deadline for filing any Tax Abatement Ordinances with the County	28
1	2	3	4	5	6	7

March 2026						
SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6					

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 to 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 negotiation 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

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

<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 P~~ 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