



Board of Commissioners
Regular Business Meeting
910 N Gary Ave
Premier Room

September 11, 2023

6:00pm

- 1. Call To Order**
- 2. Roll Call – Pledge of Allegiance**
- 3. Listening Post**
 - A. Shellie Dodd-Bell Introduction
- 4. Changes or Additions to the Agenda**
- 5. Consent Agenda**

All items listed are included in the Consent Agenda. There will be no separate discussion of these items. Members of the public may petition in writing that an item be removed from the Consent Agenda.

 - A. Approval: Regular Minutes: August 14, 2023
 - B. Approval: Special Meeting Minutes: August 28, 2023
 - C. Ratify: August 2023 Bills
 - D. Approval: Ordinance No. 570 Park District Surplus
- 6. Discussion Items**
 - A. Suggested Organization Goals for 2024
 - B. Board Meeting Schedule for 2024
 - C. Board of Commissioners Policy Manual
 - D. 2024 Merit Pool Recommendation
 - E. Weekly Happenings (oral)
- 7. Action Items**
 - A. Approval: Armstrong Park - Playground Equipment Purchase
 - B. Approval: Community Park Change Order
- 8. Closed Session**
 - A. Section 2(c)(11) Pending or Potential Litigation (Tentative)
- 9. Action Pertaining to Closed Session**
- 10. Adjournment**



Board of Commissioners
Regular Meeting
August 14, 2023
6:00pm

Call to Order	Commissioner Jeffery called the meeting to order at 6:00 pm.
Roll Call/Pledge of Allegiance	Present: Commissioners Powers, Sokolowski, Gramann, Jeffery, Del Preto, Bird and Witteck. Staff: Executive Director Rini, Directors Bachewicz, Hamilton, Quinn and Scumaci, Superintendent Adamson and Executive Assistant Greninger.
Listening Post	None
Changes to the Agenda	President Jeffery added item 7A. Approval: Adult Overnight Trip Payment
Consent Agenda	<p>Commissioner Powers made a motion to accept the consent agenda as read. Seconded by Commissioner Sokolowski. Voice Vote. All in favor. Motion passes.</p> <p>A. Approval: Regular Minutes: July 10, 2023 B. Ratify: June 2023 Bills C. Ratify: July 2023 Bills D. Ratify: Second Quarter Treasurers Report</p> <p>Commissioner Gramann made a motion to approve the consent agenda as read. Seconded by Commissioner Witteck.</p> <p>Roll Call Vote: Commissioner Bird: Aye Commissioner Del Preto: Aye Commissioner Gramann: Aye Commissioner Jeffery: Aye Commissioner Powers: Aye Commissioner Sokolowski: Aye Commissioner Witteck: Aye</p> <p>Motion Passes 7-0-0</p>
Discussion Items	<p>A. Capital Improvement Plan – Second Quarter 2023 Executive Director Rini outlined the updates to the Capital Improvement Plan. This remains a flexible and fluid plan which allows us to shift priorities if grants become available or emergencies arise. See attached CIP document.</p> <ul style="list-style-type: none"> • Discussion ensued surrounding Armstrong Park in which a small grant in the amount of \$22,000 became available to replace the small playground near the sand volleyball court. The Carol Stream Parks Foundation member, Dana Hybl, shared the opportunity and we moved quickly to propose a replacement. • Director Bachewicz met with a vendor who proposes converting the in-line skate park to a Pickleball court. Pickleball is a fast growing sport, and we have received many inquiries about outdoor courts. Staff is investigating the

retrofit of the inline skating area at Armstrong Park; it would require a reallocation of capital funds. An initial plan would provide nine courts for approximately \$190,000. Staff has requested several more design options, and will bring that information to the board for further consideration.

- Executive Director Rini projects fund balances will improve again this year allowing us to begin to transfer net earnings into the capital fund to pay for unfunded capital improvement items. The District will also continue to pursue grants to fund projects in the CIP document.

B. Park Hop and Review

President Jeffery asked staff to prepare a tour of the parks and playgrounds for Commissioners for the purpose of assessing their amenities and conditions. Executive Director Rini asked the Board how they prefer to conduct the review, along with the timeframe, preference to conduct the exercise as a group, in teams or individually, self-directed or staff led and open ended or with a checklist.

- Two Commissioners suggested a group exercise but recognize not all would be able to commit the time.
- Five Commissioners prefer self-directed but it could be helpful to have a member of the Parks Department come along.
- The checklist should include how the park makes an impact in the community based on size and location, and the condition of the park and amenities.

C. Weekly Happenings

- Commissioner Sokolowski was happy to hear that former Senator John Millner supports the District's work at Evergreen Lakes and stated that he would be an advocate for the District to neighbors.
- Commissioner Sokolowski saw comments from seniors that they are tired of the same old trips. Commissioner Jeffery added that her parents, who live at Central Park have make a list of ideas to share with staff, including picking up residents at that location and Colony Park. Commissioner Witteck added that West Chicago partners with Winfield and Warrenville to make more trips available to their residents. Superintendent Adamson will look into it.
- Commissioner Del Preto asked if there are other tournaments other than softball and baseball. Director Bachewicz said we hold tournaments for volleyball, basketball, soccer, pickleball, bags and e-sports.
- Commissioner Bird attended the Bark Central Dog Festival last weekend and reports it was a very nice event. He suggested the Park District get involved in these community events by putting up a table. Commissioner Jeffery added that she would like the District to have a presence at these events. Commissioner Witteck added that the District could provide raffle prizes, and help run some activities. She believes it could also be a provide a great opportunity for Board members to chat with residents.
- Commissioner Gramann loves the staff appreciation activities going on this week. Commissioner Jeffery said she could attend the Pizza Day event on



	<p>Friday. Director Quinn said we appreciate our staff every day but we will find a way for the Commissioners to be more involved too.</p> <ul style="list-style-type: none"> • Commissioner Jeffery noted there is a Facebook post suggesting residents commemorate the 55th anniversary of the Apollo 11 landing on the moon on July 20, 1969 at Armstrong Park next summer.
Action Items	<p>A. Action Item 7A was added to approve the Adult Overnight Trip Payment. Director Bachewicz said the trip to Ashville, North Carolina is scheduled from October 2 through 7 (see attached Board Summary). Commissioner Sokolowski made a motion to approve payment not to exceed \$62,086 to White Star Tours for the fall adult overnight trip to Asheville, NC. Seconded by Commissioner Gramann. Voice Vote. All in favor. Motion passes.</p>
	Commissioner Del Preto left the meeting at 6:55pm.
Closed Session	<p>Commissioner Powers made a motion to enter into closed session to discuss Pending or Potential Litigation Section 2(c)(11) at 7:15 pm. Seconded by Commissioner Sokolowski. Arose from closed session at 7:36 pm.</p>
Action Pertaining to Closed Session	None
Adjournment	<p>Commissioner Powers made a motion to adjourn the meeting. Seconded by Commissioner Bird Voice Vote taken. All in favor. Motion approved. Meeting adjourned at 7:37 pm.</p>

 President
 Jacqueline Jeffery

 Secretary
 Sue Rini

September 11, 2023
 Date

To: Board of Commissioners
From: Renee Bachewicz, Director of Recreation
Date: August 14, 2023
Approval: Adult Trips Overnight Payment **Agenda Item # 7A**

Issue

Should the Board approve payment not to exceed \$62,086 to White Star Tours Inc. for the fall adult overnight trip to Asheville, North Carolina.

Background/Reasoning

According to State Statute, the Park Board must approve this payment as the amount could exceed \$30,000.

- This trip to Asheville, NC will take place from October 2-7, 2023.
- There are currently 36 registrants.
- The District's current minimum estimated profit on this trip is \$5,387.

Supporting Documents

- White Star Tours Contract

Cost

The funds for the trip payment are covered by the registration fees paid by the participants, currently \$44,350 in revenue. The expenses to White Star Tours will be charged to the Recreation Fund GL 20-5-60-55-595-525 for the minimum total amount of \$37,613, if we maintain 36 participants. Payment may increase, pending additional registrations and occupancy changes, not to exceed \$62,086.

Public/Customer Impact

This trip provides participants with transportation and lodging and the opportunity to experience various historical landmarks, geographic sites, and attractions as scheduled by White Star Tours for the Asheville, North Carolina overnight trip.

Recommendation

That the Board approve payment not to exceed \$62,086 to White Star Tours Inc. for the fall adult overnight trip to Asheville, North Carolina.

White Star Tours Contract

November 22, 2022

Georgia Lochridge
Carol Stream Park District
849 W. Lies Road
Carol Stream, IL 60185

Dear Ms. Lochridge:

Please accept this contract as official confirmation for one bus to **Asheville, NC and The Biltmore Estate** departing on **Monday, October 2, 2023** and returning on **Saturday, October 7, 2023**. Our price for this trip is **\$929.00** per person based on double occupancy. The single occupancy rate is **\$1,308.00**.

The price includes bus transportation based on 40 paying people. Your trip also includes two people free, at the double occupancy rate, with 40 paid passengers; or one person free, at the double occupancy rate, with 35 paid passengers. Please stay in touch with us if your numbers dip below 35 people so we can still work with you to make the trip a possibility.

Please sign and return one copy of this contract in the enclosed stamped envelope, along with your \$200.00 deposit, by **Thursday, December 22, 2022** to reserve your tour. Keep one copy for your records. Your deposit is fully refundable up to two months prior to departure if your trip is canceled. Send an additional \$25.00 per person deposit by **Tuesday, July 4, 2023**. Final payment is due in our office by **Friday, August 18, 2023**.

If you have any questions regarding this tour, please call our toll-free number at 1-800-437-2323 so we can answer your questions and address your needs. We strive to make your group's trip an exciting and memorable experience. Thank you again for your reservation.

Sincerely,



Dean Kraras
Tour Manager



(Your Signature)

georgial@csparks.org

(E Mail)

12/15/22
(Date)



**Board of Commissioners
Special Meeting
Meet Us at Volunteer Park
August 26, 2023
6:00pm**

1. Call to Order	Commissioner Jeffery called the meeting to order at 6:00 pm.
2. Roll Call	Present: Commissioners Jeffery, Gramann, Powers, Bird. Absent: Commissioners Del Preto, Sokolowski and Witteck. Staff: Executive Director Rini, Directors Hamilton and Quinn, and Executive Assistant Greninger.
3. Meet Us At The Park	This was a casual gathering with the Commissioners at Barbara O’Rahilly Volunteer Park meeting with the local neighbors. The Carol Stream Police Blue Scoops provided ice cream treats.
Adjournment	The meeting was adjourned at 7:00 pm.

President
Jacqueline Jeffery

Secretary
Sue Rini

September 11, 2023
Date

Motion:

Make a motion to ratify bills as presented in the Accounts Payable Voucher List for August 2023.



(Treasurer)



(Date)

Carol Stream Park District
Accounts Payable Voucher List
August 2023

Presented to the
Board of Commissioners
September 11, 2023

VENDOR	----	VENDOR NAME	-----										
	PO	TYPE	INV NO#	INV DT	POST DT	1099	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	----	BALANCE	---
01-000032	AQUA PURE ENTERPRISES												
	23-45197	INV	0145645-IN	6/19/23	8/25/23	N	1,667.09	1,667.09-	107775	8/25/23		0.00	
	23-45198	INV	0146356-IN	8/01/23	8/25/23	N	2,782.82	2,782.82-	107775	8/25/23		0.00	
	23-45201	INV	146530-IN	8/11/23	8/25/23	N	3,320.11	3,320.11-	107775	8/25/23		0.00	
				**	TOTALS	**	7,770.02	7,770.02-				0.00	
01-000044	PDRMA												
	23-44456	INV	0723070	7/31/23	8/04/23	N	10,570.29	10,570.29-	001357	8/04/23		0.00	
				**	TOTALS	**	10,570.29	10,570.29-				0.00	
01-000049	FLEXIBLE BENEFIT SRV CRP												
	23-44575	INV	931303216636	8/06/23	8/25/23	N	50.00	50.00-	001373	8/25/23		0.00	
	23-45153	INV	Flex Claims 7/23	8/01/23	8/11/23	N	2,872.53	2,872.53-	001360	8/11/23		0.00	
				**	TOTALS	**	2,922.53	2,922.53-				0.00	
01-000078	BENJAMIN SCHOOL DIST. 25												
	23-44468	INV	IGA 8/23	8/01/23	8/04/23	N	795.00	795.00-	107672	8/04/23		0.00	
				**	TOTALS	**	795.00	795.00-				0.00	
01-000094	BRACING SYSTEMS, INC.												
	23-45130	INV	428578-1	6/27/23	8/04/23	N	154.70	154.70-	107673	8/04/23		0.00	
				**	TOTALS	**	154.70	154.70-				0.00	
01-000243	JEFF ELLIS MANAGEMENT, LLC												
	23-44445	INV	2011230	8/01/23	8/04/23	Y	8,006.90	8,006.90-	001356	8/04/23		0.00	
	23-44645	INV	2011234	8/01/23	8/04/23	Y	63,280.47	63,280.47-	001356	8/04/23		0.00	
	23-44437	INV	2011318	8/01/23	8/04/23	Y	3,666.72	3,666.72-	001356	8/04/23		0.00	
	23-44637	INV	2011319	8/01/23	8/04/23	Y	33,715.46	33,715.46-	001356	8/04/23		0.00	
	23-45202	INV	2011343	8/14/23	8/25/23	Y	3,900.00	3,900.00-	107783	8/25/23		0.00	
				**	TOTALS	**	112,569.55	112,569.55-				0.00	
01-000273	A FREEDOM FLAG CO.												
	23-45129	INV	25057	6/16/23	8/04/23	N	563.35	563.35-	107671	8/04/23		0.00	
				**	TOTALS	**	563.35	563.35-				0.00	
01-000353	HALOGEN SUPPLY CO.												
	23-45158	INV	601952	7/28/23	8/18/23	N	1,319.00	1,319.00-	107751	8/18/23		0.00	
				**	TOTALS	**	1,319.00	1,319.00-				0.00	
01-000382	IPDGC												
	23-45143	INV	2023-2024 SEASON	7/31/23	8/04/23	N	80.00	80.00-	107683	8/04/23		0.00	
				**	TOTALS	**	80.00	80.00-				0.00	
01-000653	ROSELLE MEDINAH SOFTBALL &												
	23-45152	INV	17807-CT-RMSBO	8/03/23	8/11/23	N	736.00	736.00-	107710	8/11/23		0.00	
				**	TOTALS	**	736.00	736.00-				0.00	
01-000709	SPECIALTY FLOORS, INC												

VENDOR	PO	VENDOR NAME	TYPE	INV NO#	INV DT	POST DT	1099	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	BALANCE
01-003447	JOHN S. SWIFT CO., INC.	** CONTINUED **										
	23-45135	INV		31623-23	7/24/23	8/04/23	N	2,997.56	2,997.56-	107684	8/04/23	0.00
					** TOTALS **			2,997.56	2,997.56-			0.00
01-003580	NCSI											
	23-45182	INV		35906	8/01/23	8/11/23	N	285.00	285.00-	107708	8/11/23	0.00
					** TOTALS **			285.00	285.00-			0.00
01-003700	METROPOLITAN INDUSTRIES, I											
	23-44394	INV		INV049713	4/15/23	5/05/23	N	20.00	20.00-	107689	8/04/23	0.00
	23-44397	INV		INV052348	7/15/23	8/04/23	N	20.00	20.00-	107689	8/04/23	0.00
					** TOTALS **			40.00	40.00-			0.00
01-003767	EVP ACADEMIES, LLC											
	23-45149	INV		2411	7/27/23	8/11/23	N	693.00	693.00-	107701	8/11/23	0.00
					** TOTALS **			693.00	693.00-			0.00
01-003776	SCHINDLER ELEVATOR CORP.											
	23-45204	INV		7100531777	8/08/23	8/25/23	N	1,760.00	1,760.00-	107788	8/25/23	0.00
					** TOTALS **			1,760.00	1,760.00-			0.00
01-003792	RICHARD C. SMELKO											
	INV COACH			6/19-7/18	7/18/23	8/18/23	Y	760.00	760.00-	107763	8/18/23	0.00
					** TOTALS **			760.00	760.00-			0.00
01-003811	BASELINE YOUTH SPORTS, INC											
	23-45184	INV		JULY 2023 UMPIRES	8/08/23	8/11/23	N	4,864.00	4,864.00-	107698	8/11/23	0.00
					** TOTALS **			4,864.00	4,864.00-			0.00
01-003866	FOLDING PARTITION SERVICES											
	23-45131	INV		12308	7/24/23	8/04/23	N	1,306.00	1,306.00-	107678	8/04/23	0.00
					** TOTALS **			1,306.00	1,306.00-			0.00
01-003924	AWARDS NETWORK											
	23-45141	INV		00109451	7/26/23	8/18/23	N	50.00	50.00-	107735	8/18/23	0.00
					** TOTALS **			50.00	50.00-			0.00
01-003932	STERLING NETWORK INTEGRATI											
	23-45127	INV		07252306	7/25/23	8/11/23	N	330.00	330.00-	107712	8/11/23	0.00
	23-45157	INV		08012304	8/01/23	8/11/23	N	1,092.05	1,092.05-	107712	8/11/23	0.00
					** TOTALS **			1,422.05	1,422.05-			0.00
01-003955	CAROL STREAM PARKS FOUNDAT											
	23-45155	INV		Donations 7/23	8/01/23	8/11/23	N	91.89	91.89-	107699	8/11/23	0.00
					** TOTALS **			91.89	91.89-			0.00
01-003958	IL DEPT OF EMPLOYMENT SECU											
	23-45209	INV		6/30/23 UNEMPLMT	8/15/23	8/18/23	N	943.62	943.62-	001368	8/18/23	0.00
					** TOTALS **			943.62	943.62-			0.00

VENDOR	PO	VENDOR NAME	TYPE	INV NO#	INV DT	POST DT	1099	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	BALANCE
01-004423		PERFORMANCE FOODSERVICE		** CONTINUED **								
	23-45178	INV 5303560			7/25/23	8/11/23	N	1,331.87	1,331.87-	001363	8/11/23	0.00
	23-45176	INV 5309419			8/01/23	8/11/23	N	1,103.56	1,103.56-	001363	8/11/23	0.00
	23-45177	INV 5309573			8/01/23	8/11/23	N	1,504.46	1,504.46-	001363	8/11/23	0.00
	23-45183	INV 5316273			8/08/23	8/11/23	N	864.11	864.11-	001363	8/11/23	0.00
	23-45207	INV 5322575			8/15/23	8/18/23	N	703.02	703.02-	001369	8/18/23	0.00
	23-45226	INV 5328908			8/22/23	8/25/23	N	1,126.72	1,126.72-	001374	8/25/23	0.00
				** TOTALS **				6,633.74	6,633.74-			0.00
01-004451		SEASONAL CONCEPTS INC.										
	23-44892	INV 186958			8/10/23	8/25/23	N	20,134.29	20,134.29-	107789	8/25/23	0.00
	23-44996	INV 187031			8/07/23	8/25/23	N	3,942.00	3,942.00-	107789	8/25/23	0.00
	23-45186	INV 187033			8/08/23	8/25/23	N	4,369.00	4,369.00-	107789	8/25/23	0.00
				** TOTALS **				28,445.29	28,445.29-			0.00
01-004469		AVEGAIL LAVATY										
	23-45223	INV 8/16 PANERA			8/16/23	8/25/23	N	129.77	129.77-	107785	8/25/23	0.00
				** TOTALS **				129.77	129.77-			0.00
01-004543		AUDIOQUIP, INC.										
	23-45224	INV 68657			7/19/23	8/25/23	N	2,190.00	2,190.00-	107776	8/25/23	0.00
				** TOTALS **				2,190.00	2,190.00-			0.00
01-004590		HOT SHOTS SPORTS, LLC										
	23-45148	INV 3053			7/28/23	8/11/23	Y	1,522.50	1,522.50-	107705	8/11/23	0.00
				** TOTALS **				1,522.50	1,522.50-			0.00
01-004622		EXPRESS NORTHWEST MARKETS										
	23-45167	INV CSPool044			7/21/23	8/11/23	N	329.00	329.00-	107702	8/11/23	0.00
	23-45168	INV CSPool045			7/24/23	8/11/23	N	253.00	253.00-	107702	8/11/23	0.00
	23-45170	INV CSPool046			7/28/23	8/11/23	N	309.00	309.00-	107702	8/11/23	0.00
	23-45171	INV CSPool047			7/31/23	8/11/23	N	261.00	261.00-	107702	8/11/23	0.00
	23-45172	INV CSPool048			8/04/23	8/11/23	N	205.00	205.00-	107702	8/11/23	0.00
	23-45222	INV CSPool049			8/08/23	8/25/23	N	251.00	251.00-	107781	8/25/23	0.00
	23-45169	INV McCaslin054			7/24/23	8/11/23	N	274.00	274.00-	107702	8/11/23	0.00
				** TOTALS **				1,882.00	1,882.00-			0.00
01-004639		VILLA PARK ELECTRICAL SUPP										
	23-45133	INV 247211-04			7/18/23	8/04/23	N	905.50	905.50-	107696	8/04/23	0.00
	23-45163	INV 248445-02			8/02/23	8/18/23	N	312.00	312.00-	107769	8/18/23	0.00
				** TOTALS **				1,217.50	1,217.50-			0.00
01-004642		JUST ELEVATOR INSPECTION S										
	23-45181	INV 7839			7/25/23	8/11/23	N	125.00	125.00-	107706	8/11/23	0.00
				** TOTALS **				125.00	125.00-			0.00
01-004659		FOWLER TREE SURGERY, INC										
	23-45191	INV 080323			8/03/23	8/18/23	N	800.00	800.00-	107748	8/18/23	0.00
				** TOTALS **				800.00	800.00-			0.00

VENDOR	PO	VENDOR NAME	TYPE	INV NO#	INV DT	POST DT	1099	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	BALANCE
01-004660	23-45124	DYNEGY ENERGY SERVICES, LL	INV	438349223071	7/21/23	8/04/23	N	34,310.01	34,310.01-	001355	8/04/23	0.00
					** TOTALS **			34,310.01	34,310.01-			0.00
01-004675	23-45216	CHARGEPOINT, INC	INV	IN208753	8/03/23	8/25/23	N	2,685.00	2,685.00-	107779	8/25/23	0.00
					** TOTALS **			2,685.00	2,685.00-			0.00
01-004680	23-45208	MUTUAL OF OMAHA INSURANCE	INV	454416	8/08/23	8/18/23	N	2,417.95	2,417.95-	107757	8/18/23	0.00
					** TOTALS **			2,417.95	2,417.95-			0.00
01-004692	23-45200	TIME SAVERS LLC	INV	448954	8/10/23	8/25/23	Y	640.00	640.00-	107791	8/25/23	0.00
					** TOTALS **			640.00	640.00-			0.00
01-004702		PCARD - FIFTH THIRD BANK										
		CM 1657233REFUND			8/14/23	8/31/23	N	75.00-	75.00	001383	8/31/23	0.00
		CM AMZ RET1388204-1			8/18/23	8/31/23	N	34.98-	34.98	001383	8/31/23	0.00
		CM AMZN5445			8/30/23	8/31/23	N	70.48-	70.48	001383	8/31/23	0.00
		CM AMZN8645			8/30/23	8/31/23	N	7.99-	7.99	001383	8/31/23	0.00
		CM AMZN9059			8/30/23	8/31/23	N	43.69-	43.69	001383	8/31/23	0.00
		CM AMZNRET5807			8/07/23	8/31/23	N	26.99-	26.99	001383	8/31/23	0.00
		CM JEWEL 080423 CR			8/07/23	8/31/23	N	0.82-	0.82	001383	8/31/23	0.00
		CM MICHLRTN2250867700			8/14/23	8/31/23	N	214.90-	214.90	001383	8/31/23	0.00
		CM NAPA 716188 8/25			8/28/23	8/31/23	N	6.15-	6.15	001383	8/31/23	0.00
		CM WALMART RET 8/23			8/25/23	8/31/23	N	9.78-	9.78	001383	8/31/23	0.00
		INV 00020415			8/30/23	8/31/23	N	1,350.00	1,350.00-	001383	8/31/23	0.00
		INV 00020462			8/30/23	8/31/23	N	1,237.50	1,237.50-	001383	8/31/23	0.00
		INV 00022389			8/30/23	8/31/23	N	465.00	465.00-	001383	8/31/23	0.00
		INV 011432			8/21/23	8/31/23	N	14.00	14.00-	001383	8/31/23	0.00
		INV 050823-040923 ADOB			8/07/23	8/31/23	N	169.98	169.98-	001383	8/31/23	0.00
		INV 073123 TAWZ3SP6P2			8/01/23	8/31/23	N	20.00	20.00-	001383	8/31/23	0.00
		INV 081023 MOD PIZZA			8/11/23	8/31/23	N	86.30	86.30-	001383	8/31/23	0.00
		INV 1096712.088			8/07/23	8/31/23	N	344.00	344.00-	001383	8/31/23	0.00
		INV 11111785931294660			8/07/23	8/31/23	N	82.44	82.44-	001383	8/31/23	0.00
		INV 1111570507583461			8/16/23	8/31/23	N	6.99	6.99-	001383	8/31/23	0.00
		INV 11154685344734641			8/08/23	8/31/23	N	10.99	10.99-	001383	8/31/23	0.00
		INV 11156351338833023			8/04/23	8/31/23	N	12.95	12.95-	001383	8/31/23	0.00
		INV 1115840521394346			8/16/23	8/31/23	N	63.25	63.25-	001383	8/31/23	0.00
		INV 11162539738736205B			8/07/23	8/31/23	N	124.26	124.26-	001383	8/31/23	0.00
		INV 11166030580184217			8/10/23	8/31/23	N	23.99	23.99-	001383	8/31/23	0.00
		INV 11172304541642614			8/16/23	8/31/23	N	34.94	34.94-	001383	8/31/23	0.00
		INV 11186974484421815			8/04/23	8/31/23	N	5.76	5.76-	001383	8/31/23	0.00
		INV 11187304085217862			8/10/23	8/31/23	N	71.46	71.46-	001383	8/31/23	0.00
		INV 11193190805172230			8/17/23	8/31/23	N	51.51	51.51-	001383	8/31/23	0.00
		INV 11195529980661860			8/04/23	8/31/23	N	24.94	24.94-	001383	8/31/23	0.00
		INV 11252309308489837			8/29/23	8/31/23	N	26.95	26.95-	001383	8/31/23	0.00

ACCOUNTS PAYABLE
OPEN ITEM REPORT
SUMMARY

VENDOR	PO	VENDOR NAME	TYPE	INV NO#	INV DT	POST DT	1099	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	BALANCE
01-004702	PCARD - FIFTH THIRD BANK	** CONTINUED **										
			INV	11258647647821836	8/25/23	8/31/23	N	101.58	101.58-	001383	8/31/23	0.00
			INV	11271553950785803	8/29/23	8/31/23	N	12.79	12.79-	001383	8/31/23	0.00
			INV	11273501710452214	8/29/23	8/31/23	N	75.70	75.70-	001383	8/31/23	0.00
			INV	11401192459977051	8/10/23	8/31/23	N	117.98	117.98-	001383	8/31/23	0.00
			INV	11403665591413009	8/10/23	8/31/23	N	85.51	85.51-	001383	8/31/23	0.00
			INV	1141336028015145	8/29/23	8/31/23	N	11.99	11.99-	001383	8/31/23	0.00
			INV	11417146532454647	8/10/23	8/31/23	N	46.53	46.53-	001383	8/31/23	0.00
			INV	11459969842681808	8/07/23	8/31/23	N	19.98	19.98-	001383	8/31/23	0.00
			INV	11495676363667449	8/04/23	8/31/23	N	94.99	94.99-	001383	8/31/23	0.00
			INV	115859	8/09/23	8/31/23	N	3,745.50	3,745.50-	001383	8/31/23	0.00
			INV	115890	8/14/23	8/31/23	N	2,255.44	2,255.44-	001383	8/31/23	0.00
			INV	116005	8/28/23	8/31/23	N	702.05	702.05-	001383	8/31/23	0.00
			INV	1162539738736205A	8/07/23	8/31/23	N	29.99	29.99-	001383	8/31/23	0.00
			INV	118633	8/23/23	8/31/23	N	1,714.84	1,714.84-	001383	8/31/23	0.00
			INV	16-23	8/11/23	8/31/23	N	2,100.00	2,100.00-	001383	8/31/23	0.00
			INV	165879	8/01/23	8/31/23	N	655.10	655.10-	001383	8/31/23	0.00
			INV	17-23	8/11/23	8/31/23	N	250.00	250.00-	001383	8/31/23	0.00
			INV	18-23	8/24/23	8/31/23	N	7,200.00	7,200.00-	001383	8/31/23	0.00
			INV	20230230	8/07/23	8/31/23	N	742.50	742.50-	001383	8/31/23	0.00
			INV	20230231	8/07/23	8/31/23	N	825.00	825.00-	001383	8/31/23	0.00
			INV	20230232	8/07/23	8/31/23	N	113.50	113.50-	001383	8/31/23	0.00
			INV	20230233	8/09/23	8/31/23	N	2,711.25	2,711.25-	001383	8/31/23	0.00
			INV	20230235	8/11/23	8/31/23	N	834.00	834.00-	001383	8/31/23	0.00
			INV	20230236	8/11/23	8/31/23	N	822.00	822.00-	001383	8/31/23	0.00
			INV	20230237	8/15/23	8/31/23	N	1,672.75	1,672.75-	001383	8/31/23	0.00
			INV	20230238	8/15/23	8/31/23	N	11.25	11.25-	001383	8/31/23	0.00
			INV	20230239	8/15/23	8/31/23	N	648.75	648.75-	001383	8/31/23	0.00
			INV	20230241	8/17/23	8/31/23	N	1,195.00	1,195.00-	001383	8/31/23	0.00
			INV	20230242	8/17/23	8/31/23	N	849.00	849.00-	001383	8/31/23	0.00
			INV	2240	8/16/23	8/31/23	N	2,400.00	2,400.00-	001383	8/31/23	0.00
			INV	231815	8/31/23	8/31/23	N	35.00	35.00-	001383	8/31/23	0.00
			INV	267-7194-103	8/21/23	8/31/23	N	25.00	25.00-	001383	8/31/23	0.00
			INV	325279	8/11/23	8/31/23	N	304.00	304.00-	001383	8/31/23	0.00
			INV	39059085	8/01/23	8/31/23	N	153.00	153.00-	001383	8/31/23	0.00
			INV	39059086	8/01/23	8/31/23	N	252.00	252.00-	001383	8/31/23	0.00
			INV	39059087	8/01/23	8/31/23	N	164.48	164.48-	001383	8/31/23	0.00
			INV	5549268-0	8/16/23	8/31/23	N	66.78	66.78-	001383	8/31/23	0.00
			INV	5556370-0	8/24/23	8/31/23	N	460.00	460.00-	001383	8/31/23	0.00
			INV	5556370-01	8/28/23	8/31/23	N	31.96	31.96-	001383	8/31/23	0.00
			INV	585748	8/18/23	8/31/23	N	175.00	175.00-	001383	8/31/23	0.00
			INV	585779	8/18/23	8/31/23	N	150.00	150.00-	001383	8/31/23	0.00
			INV	586694	8/30/23	8/31/23	N	350.00	350.00-	001383	8/31/23	0.00
			INV	58819930	8/04/23	8/31/23	N	510.00	510.00-	001383	8/31/23	0.00
			INV	5BELOW-191000	8/04/23	8/31/23	N	19.42	19.42-	001383	8/31/23	0.00
			INV	64543440387	8/16/23	8/31/23	N	7.40	7.40-	001383	8/31/23	0.00
			INV	709497	8/02/23	8/31/23	N	200.00	200.00-	001383	8/31/23	0.00
			INV	709516	8/18/23	8/31/23	N	79.00	79.00-	001383	8/31/23	0.00
			INV	709573	8/25/23	8/31/23	N	1,988.50	1,988.50-	001383	8/31/23	0.00

VENDOR	PO	VENDOR NAME	TYPE	INV NO#	INV DT	POST DT	1099	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	BALANCE
01-004702	PCARD - FIFTH THIRD BANK	** CONTINUED **										
		INV 709574			8/18/23	8/31/23	N	3,981.65	3,981.65-	001383	8/31/23	0.00
		INV 709576			8/25/23	8/31/23	N	499.40	499.40-	001383	8/31/23	0.00
		INV 709581			8/25/23	8/31/23	N	1,815.00	1,815.00-	001383	8/31/23	0.00
		INV 709629			8/25/23	8/31/23	N	314.80	314.80-	001383	8/31/23	0.00
		INV 713839			8/15/23	8/31/23	N	420.00	420.00-	001383	8/31/23	0.00
		INV 72339			8/07/23	8/31/23	N	101.24	101.24-	001383	8/31/23	0.00
		INV 7309			8/01/23	8/31/23	N	80.28	80.28-	001383	8/31/23	0.00
		INV 7SK6VGTG70			8/16/23	8/31/23	N	69.12	69.12-	001383	8/31/23	0.00
		INV 7SK72YJTBK			8/21/23	8/31/23	N	38.17	38.17-	001383	8/31/23	0.00
		INV 7SK7Q7JTL4W			8/25/23	8/31/23	N	20.04	20.04-	001383	8/31/23	0.00
		INV 8/23 GOOGLE			8/02/23	8/31/23	N	39.33	39.33-	001383	8/31/23	0.00
		INV 80534			8/10/23	8/31/23	N	117.26	117.26-	001383	8/31/23	0.00
		INV 8384-1			8/15/23	8/31/23	N	1,323.79	1,323.79-	001383	8/31/23	0.00
		INV 8KH1G78005026J			8/07/23	8/31/23	N	8.60	8.60-	001383	8/31/23	0.00
		INV 9140450826			8/07/23	8/31/23	N	1,680.93	1,680.93-	001383	8/31/23	0.00
		INV 9140836678			8/14/23	8/31/23	N	1,163.06	1,163.06-	001383	8/31/23	0.00
		INV 9141218651			8/28/23	8/31/23	N	1,254.30	1,254.30-	001383	8/31/23	0.00
		INV 965809493790			8/09/23	8/31/23	N	31.00	31.00-	001383	8/31/23	0.00
		INV AFFC 183008			8/01/23	8/31/23	N	2,294.00	2,294.00-	001383	8/31/23	0.00
		INV AMAZON 8/17/2023			8/23/23	8/31/23	N	23.80	23.80-	001383	8/31/23	0.00
		INV AMAZON0145025			8/02/23	8/31/23	N	12.93	12.93-	001383	8/31/23	0.00
		INV AMAZON0299408			8/22/23	8/31/23	N	26.48	26.48-	001383	8/31/23	0.00
		INV AMAZON1794609			8/04/23	8/31/23	N	11.99	11.99-	001383	8/31/23	0.00
		INV AMAZON2537825			8/11/23	8/31/23	N	11.99	11.99-	001383	8/31/23	0.00
		INV AMAZON3678602			8/23/23	8/31/23	N	103.74	103.74-	001383	8/31/23	0.00
		INV AMAZON3755403			8/08/23	8/31/23	N	23.99	23.99-	001383	8/31/23	0.00
		INV AMAZON4589822			8/04/23	8/31/23	N	203.47	203.47-	001383	8/31/23	0.00
		INV AMAZON47735404			8/11/23	8/31/23	N	8.99	8.99-	001383	8/31/23	0.00
		INV AMAZON5431445			8/09/23	8/31/23	N	35.97	35.97-	001383	8/31/23	0.00
		INV AMAZON6829039			8/18/23	8/31/23	N	23.26	23.26-	001383	8/31/23	0.00
		INV AMAZON7714631			8/22/23	8/31/23	N	39.53	39.53-	001383	8/31/23	0.00
		INV AMAZON9720235			8/04/23	8/31/23	N	71.98	71.98-	001383	8/31/23	0.00
		INV AMAZON9818642			8/04/23	8/31/23	N	110.26	110.26-	001383	8/31/23	0.00
		INV AMZ 66783330917008			8/17/23	8/31/23	N	49.80	49.80-	001383	8/31/23	0.00
		INV AMZ-1181012			8/07/23	8/31/23	N	7.77	7.77-	001383	8/31/23	0.00
		INV AMZ-4257802			8/10/23	8/31/23	N	22.98	22.98-	001383	8/31/23	0.00
		INV AMZ-7018661			8/03/23	8/31/23	N	55.27	55.27-	001383	8/31/23	0.00
		INV AMZ-7453825			8/08/23	8/31/23	N	9.99	9.99-	001383	8/31/23	0.00
		INV AMZ-7505066			8/03/23	8/31/23	N	11.99	11.99-	001383	8/31/23	0.00
		INV AMZ-7691449			8/04/23	8/31/23	N	23.99	23.99-	001383	8/31/23	0.00
		INV AMZ46361325984246			8/01/23	8/31/23	N	6.95	6.95-	001383	8/31/23	0.00
		INV AMZ79179627241005			8/04/23	8/31/23	N	11.90	11.90-	001383	8/31/23	0.00
		INV AMZ8688779-1388204			8/15/23	8/31/23	N	34.98	34.98-	001383	8/31/23	0.00
		INV AMZ96833314258640			8/01/23	8/31/23	N	39.98	39.98-	001383	8/31/23	0.00
		INV AMZN 0366602			8/07/23	8/31/23	N	68.68	68.68-	001383	8/31/23	0.00
		INV AMZN 0879407			8/04/23	8/31/23	N	11.99	11.99-	001383	8/31/23	0.00
		INV AMZN 1831447			8/10/23	8/31/23	N	29.99	29.99-	001383	8/31/23	0.00
		INV AMZN 2611411			8/23/23	8/31/23	N	52.96	52.96-	001383	8/31/23	0.00

VENDOR	----- VENDOR NAME -----	PO	TYPE	INV NO#	INV DT	POST DT	1099	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	-----BALANCE---
01-004702	PCARD - FIFTH THIRD BANK			** CONTINUED **								
			INV	AMZN 2786658	8/08/23	8/31/23	N	13.98	13.98-	001383	8/31/23	0.00
			INV	AMZN 3863401	8/22/23	8/31/23	N	35.98	35.98-	001383	8/31/23	0.00
			INV	AMZN 4553068	8/31/23	8/31/23	N	41.45	41.45-	001383	8/31/23	0.00
			INV	AMZN 5030652	8/28/23	8/31/23	N	8.69	8.69-	001383	8/31/23	0.00
			INV	AMZN 5126652	8/25/23	8/31/23	N	16.99	16.99-	001383	8/31/23	0.00
			INV	AMZN 5625803	8/11/23	8/31/23	N	14.95	14.95-	001383	8/31/23	0.00
			INV	AMZN 5694633	8/23/23	8/31/23	N	11.99	11.99-	001383	8/31/23	0.00
			INV	AMZN 7117030	8/08/23	8/31/23	N	6.98	6.98-	001383	8/31/23	0.00
			INV	AMZN 7280236	8/24/23	8/31/23	N	33.62	33.62-	001383	8/31/23	0.00
			INV	AMZN 8185051	8/17/23	8/31/23	N	19.09	19.09-	001383	8/31/23	0.00
			INV	AMZN3005	8/02/23	8/31/23	N	13.98	13.98-	001383	8/31/23	0.00
			INV	AMZN5445	8/30/23	8/31/23	N	79.99	79.99-	001383	8/31/23	0.00
			INV	AMZN8641	8/21/23	8/31/23	N	81.47	81.47-	001383	8/31/23	0.00
			INV	AMZN8645	8/30/23	8/31/23	N	7.99	7.99-	001383	8/31/23	0.00
			INV	AMZN9025	8/11/23	8/31/23	N	31.99	31.99-	001383	8/31/23	0.00
			INV	AMZN9059	8/30/23	8/31/23	N	85.27	85.27-	001383	8/31/23	0.00
			INV	AMZON7714631	8/22/23	8/31/23	N	63.42	63.42-	001383	8/31/23	0.00
			INV	APPLE- AUGUST 2023	8/11/23	8/31/23	N	16.99	16.99-	001383	8/31/23	0.00
			INV	ASHLEY 19-23 8/24	8/25/23	8/31/23	N	3,600.00	3,600.00-	001383	8/31/23	0.00
			INV	ATT1231930800	8/07/23	8/31/23	N	1,309.50	1,309.50-	001383	8/31/23	0.00
			INV	ATT1311340804	8/07/23	8/31/23	N	2,378.13	2,378.13-	001383	8/31/23	0.00
			INV	ATT23 7/16-8/15	8/14/23	8/31/23	N	35.83	35.83-	001383	8/31/23	0.00
			INV	ATT7217610804	8/07/23	8/31/23	N	529.26	529.26-	001383	8/31/23	0.00
			INV	BASILICA08162023	8/17/23	8/31/23	N	115.00	115.00-	001383	8/31/23	0.00
			INV	CARROT CS133258	8/02/23	8/31/23	N	261.10	261.10-	001383	8/31/23	0.00
			INV	CARROT CS133733	8/03/23	8/31/23	N	204.98	204.98-	001383	8/31/23	0.00
			INV	CC 16928712852	8/25/23	8/31/23	N	26.00	26.00-	001383	8/31/23	0.00
			INV	COMCAST 071723	8/14/23	8/31/23	N	253.85	253.85-	001383	8/31/23	0.00
			INV	COMCAST 071823	8/15/23	8/31/23	N	10.52	10.52-	001383	8/31/23	0.00
			INV	COMCAST 071923	8/16/23	8/31/23	N	877.87	877.87-	001383	8/31/23	0.00
			INV	COMCAST 080223	8/29/23	8/31/23	N	79.14	79.14-	001383	8/31/23	0.00
			INV	CULL240721-073123	8/17/23	8/31/23	N	60.00	60.00-	001383	8/31/23	0.00
			INV	DISH AUGUST 2023	8/18/23	8/31/23	N	102.08	102.08-	001383	8/31/23	0.00
			INV	DLRTREE-27560596	8/04/23	8/31/23	N	32.50	32.50-	001383	8/31/23	0.00
			INV	DUNKIN 8/15	8/16/23	8/31/23	N	8.63	8.63-	001383	8/31/23	0.00
			INV	DUNKINS 8/16/23	8/17/23	8/31/23	N	27.98	27.98-	001383	8/31/23	0.00
			INV	ELITE-11244417	8/22/23	8/31/23	N	370.00	370.00-	001383	8/31/23	0.00
			INV	FAST 0074-9891	8/01/23	8/31/23	N	350.00	350.00-	001383	8/31/23	0.00
			INV	FAST SIGNS	8/28/23	8/31/23	N	190.00	190.00-	001383	8/31/23	0.00
			INV	FB 6930837	8/07/23	8/31/23	N	982.62	982.62-	001383	8/31/23	0.00
			INV	FB6929352	8/07/23	8/31/23	N	547.77	547.77-	001383	8/31/23	0.00
			INV	FB6929821	8/07/23	8/31/23	N	841.11	841.11-	001383	8/31/23	0.00
			INV	FB6932754	8/07/23	8/31/23	N	667.14	667.14-	001383	8/31/23	0.00
			INV	FB6939972	8/07/23	8/31/23	N	180.26	180.26-	001383	8/31/23	0.00
			INV	FERRELL 1123738707	8/22/23	8/31/23	N	117.58	117.58-	001383	8/31/23	0.00
			INV	FOURWINDS02232023	8/21/23	8/31/23	N	72.00	72.00-	001383	8/31/23	0.00
			INV	FRESH-SILK 8/18	8/21/23	8/31/23	N	94.95	94.95-	001383	8/31/23	0.00
			INV	FUNWAY009449523	8/14/23	8/31/23	N	1,688.25	1,688.25-	001383	8/31/23	0.00

VENDOR	PO	VENDOR NAME	TYPE	INV NO#	INV DT	POST DT	1099	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	BALANCE
01-004702	PCARD - FIFTH THIRD BANK	** CONTINUED **										
		INV GP 27846496			8/02/23	8/31/23	N	41.74	41.74-	001383	8/31/23	0.00
		INV GP 27852878			8/03/23	8/31/23	N	23.75	23.75-	001383	8/31/23	0.00
		INV GP 27864482			8/08/23	8/31/23	N	33.60	33.60-	001383	8/31/23	0.00
		INV HAUNTEDTRAILS8423			8/07/23	8/31/23	N	1,720.80	1,720.80-	001383	8/31/23	0.00
		INV HOBBYLOBBY5345			8/14/23	8/31/23	N	113.22	113.22-	001383	8/31/23	0.00
		INV HOBLOB-803236			8/10/23	8/31/23	N	7.99	7.99-	001383	8/31/23	0.00
		INV I0710-29			8/02/23	8/31/23	N	960.38	960.38-	001383	8/31/23	0.00
		INV I0803-109			8/18/23	8/31/23	N	59.96	59.96-	001383	8/31/23	0.00
		INV IAPD 200015156			8/16/23	8/31/23	N	70.00	70.00-	001383	8/31/23	0.00
		INV ILCC 20022024			8/23/23	8/31/23	N	613.50	613.50-	001383	8/31/23	0.00
		INV IN00620284			8/23/23	8/31/23	N	390.00	390.00-	001383	8/31/23	0.00
		INV IPASS 8/16/23			8/18/23	8/31/23	N	20.00	20.00-	001383	8/31/23	0.00
		INV IPASS 8/4/23			8/07/23	8/31/23	N	20.00	20.00-	001383	8/31/23	0.00
		INV IPRA JOB 8/2023			8/03/23	8/31/23	N	180.00	180.00-	001383	8/31/23	0.00
		INV JEWEL 00046762			8/22/23	8/31/23	N	53.91	53.91-	001383	8/31/23	0.00
		INV JEWEL 080423 DB			8/07/23	8/31/23	N	47.81	47.81-	001383	8/31/23	0.00
		INV JEWEL 243619495280			8/14/23	8/31/23	N	9.00	9.00-	001383	8/31/23	0.00
		INV JEWEL-48326			8/07/23	8/31/23	N	10.98	10.98-	001383	8/31/23	0.00
		INV JEWEL-72807			8/07/23	8/31/23	N	60.48	60.48-	001383	8/31/23	0.00
		INV JEWEL95020			8/17/23	8/31/23	N	3.99	3.99-	001383	8/31/23	0.00
		INV JT EATERY 8/24			8/25/23	8/31/23	N	78.85	78.85-	001383	8/31/23	0.00
		INV JTS 8/1/23			8/02/23	8/31/23	N	30.14	30.14-	001383	8/31/23	0.00
		INV KAMMES 142049			8/28/23	8/31/23	N	2,064.37	2,064.37-	001383	8/31/23	0.00
		INV KAMMES 142143			8/30/23	8/31/23	N	548.72	548.72-	001383	8/31/23	0.00
		INV KAMMES 8/2/23			8/03/23	8/31/23	N	688.67	688.67-	001383	8/31/23	0.00
		INV LANDSCAPE 9049 8/4			8/07/23	8/31/23	N	37.08	37.08-	001383	8/31/23	0.00
		INV LOW 88232885 8/28			8/29/23	8/31/23	N	20.46	20.46-	001383	8/31/23	0.00
		INV LOW 88910126 8/1			8/02/23	8/31/23	N	94.28	94.28-	001383	8/31/23	0.00
		INV LOW 88977989 8/2			8/03/23	8/31/23	N	56.40	56.40-	001383	8/31/23	0.00
		INV LOW 88978613 8/25			8/28/23	8/31/23	N	93.54	93.54-	001383	8/31/23	0.00
		INV LOW29797603 8/2			8/03/23	8/31/23	N	31.96	31.96-	001383	8/31/23	0.00
		INV LOW88985510 8/2/23			8/03/23	8/31/23	N	19.98	19.98-	001383	8/31/23	0.00
		INV LOWE'S 8/24/2023			8/25/23	8/31/23	N	99.46	99.46-	001383	8/31/23	0.00
		INV LOWE'S 8/29/2023			8/30/23	8/31/23	N	69.86	69.86-	001383	8/31/23	0.00
		INV LOWES 01045 8/15			8/16/23	8/31/23	N	13.14	13.14-	001383	8/31/23	0.00
		INV LOWES 01283 8/17			8/18/23	8/31/23	N	312.19	312.19-	001383	8/31/23	0.00
		INV LOWES 999029			8/03/23	8/31/23	N	9.32	9.32-	001383	8/31/23	0.00
		INV MARBERRY 4819			8/01/23	8/31/23	N	407.04	407.04-	001383	8/31/23	0.00
		INV MCDONALDS8823-1			8/09/23	8/31/23	N	49.67	49.67-	001383	8/31/23	0.00
		INV MCDONALDS8823-2			8/09/23	8/31/23	N	2.37	2.37-	001383	8/31/23	0.00
		INV MEIJER 068068			8/25/23	8/31/23	N	32.94	32.94-	001383	8/31/23	0.00
		INV MEIJER 071280			8/25/23	8/31/23	N	27.15	27.15-	001383	8/31/23	0.00
		INV MEN D1899BD0FD9649			8/04/23	8/31/23	N	63.56	63.56-	001383	8/31/23	0.00
		INV MEN7E8A3ED0CA59D23			8/16/23	8/31/23	N	67.14	67.14-	001383	8/31/23	0.00
		INV MICHAELS3155			8/14/23	8/31/23	N	46.74	46.74-	001383	8/31/23	0.00
		INV MICHAELS4597			8/14/23	8/31/23	N	109.06	109.06-	001383	8/31/23	0.00
		INV MICHLs22488677003			8/14/23	8/31/23	N	107.45	107.45-	001383	8/31/23	0.00
		INV MICHLs22498677003			8/14/23	8/31/23	N	21.58	21.58-	001383	8/31/23	0.00

VENDOR	----- VENDOR NAME -----	PO	TYPE INV NO#	INV DT	POST DT 1099	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	-----BALANCE---
01-004702	PCARD - FIFTH THIRD BANK		** CONTINUED **							
	INV MICHLIS22518677003			8/14/23	8/31/23 N	99.95	99.95-	001383	8/31/23	0.00
	INV MTI4510000098887			8/24/23	8/31/23 N	815.00	815.00-	001383	8/31/23	0.00
	INV NAPA 5736-715059			8/18/23	8/31/23 N	180.49	180.49-	001383	8/31/23	0.00
	INV NAPA 713384 8/7/23			8/08/23	8/31/23 N	360.98	360.98-	001383	8/31/23	0.00
	INV NAPA 716175 8/25			8/28/23	8/31/23 N	6.15	6.15-	001383	8/31/23	0.00
	INV NAPA 716189 8/25			8/28/23	8/31/23 N	5.69	5.69-	001383	8/31/23	0.00
	INV NEXTIVA 9/23			8/21/23	8/31/23 N	33.31	33.31-	001383	8/31/23	0.00
	INV NICOR-CCMG 7/21/23			8/07/23	8/31/23 N	59.66	59.66-	001383	8/31/23	0.00
	INV NICOR-CCWP 6/26/23			8/07/23	8/31/23 N	1,519.28	1,519.28-	001383	8/31/23	0.00
	INV NICOR-FVRC 7/25/23			8/07/23	8/31/23 N	1,247.33	1,247.33-	001383	8/31/23	0.00
	INV NICOR-MB 6/21/23			8/07/23	8/31/23 N	190.89	190.89-	001383	8/31/23	0.00
	INV NICOR-SRC 6/22/23			8/07/23	8/31/23 N	4,879.43	4,879.43-	001383	8/31/23	0.00
	INV O-74B3PAJ			8/17/23	8/31/23 N	400.00	400.00-	001383	8/31/23	0.00
	INV PB 20381767			8/18/23	8/31/23 N	118.78	118.78-	001383	8/31/23	0.00
	INV PDQ51703			8/23/23	8/31/23 N	1,500.00	1,500.00-	001383	8/31/23	0.00
	INV RD LOMBARD 8/11/23			8/14/23	8/31/23 N	70.68	70.68-	001383	8/31/23	0.00
	INV ROSATIS 080823			8/08/23	8/31/23 N	87.55	87.55-	001383	8/31/23	0.00
	INV RP-400			8/21/23	8/31/23 N	100.00	100.00-	001383	8/31/23	0.00
	INV SA-057457			8/30/23	8/31/23 N	1,462.50	1,462.50-	001383	8/31/23	0.00
	INV SAMS 042118			8/04/23	8/31/23 N	338.90	338.90-	001383	8/31/23	0.00
	INV SAMS 10087329042			8/04/23	8/31/23 N	473.14	473.14-	001383	8/31/23	0.00
	INV SAMS 10089116237			8/14/23	8/31/23 N	234.01	234.01-	001383	8/31/23	0.00
	INV SAMS 10091021353			8/17/23	8/31/23 N	273.14	273.14-	001383	8/31/23	0.00
	INV SAMS 10092810687			8/25/23	8/31/23 N	375.02	375.02-	001383	8/31/23	0.00
	INV SF-043954			8/30/23	8/31/23 N	465.00	465.00-	001383	8/31/23	0.00
	INV SF-048682			8/30/23	8/31/23 N	426.00	426.00-	001383	8/31/23	0.00
	INV SF-052472			8/30/23	8/31/23 N	478.00	478.00-	001383	8/31/23	0.00
	INV SF-053553			8/30/23	8/31/23 N	1,462.50	1,462.50-	001383	8/31/23	0.00
	INV SF-060100			8/30/23	8/31/23 N	1,668.75	1,668.75-	001383	8/31/23	0.00
	INV SF-061025			8/30/23	8/31/23 N	465.00	465.00-	001383	8/31/23	0.00
	INV SF-065563			8/30/23	8/31/23 N	426.00	426.00-	001383	8/31/23	0.00
	INV SF-06681			8/30/23	8/31/23 N	1,518.75	1,518.75-	001383	8/31/23	0.00
	INV SF-069611			8/30/23	8/31/23 N	891.00	891.00-	001383	8/31/23	0.00
	INV SF-070389			8/30/23	8/31/23 N	1,950.00	1,950.00-	001383	8/31/23	0.00
	INV SF-072872			8/30/23	8/31/23 N	484.50	484.50-	001383	8/31/23	0.00
	INV SF-073449			8/30/23	8/31/23 N	1,350.00	1,350.00-	001383	8/31/23	0.00
	INV SF-076017			8/30/23	8/31/23 N	543.00	543.00-	001383	8/31/23	0.00
	INV SGD S24077			8/31/23	8/31/23 N	256.66	256.66-	001383	8/31/23	0.00
	INV STAPLES 7902436813			8/04/23	8/31/23 N	71.99	71.99-	001383	8/31/23	0.00
	INV SWANK 2085671			8/16/23	8/31/23 N	480.00	480.00-	001383	8/31/23	0.00
	INV TAP0524335			8/31/23	8/31/23 N	19.95	19.95-	001383	8/31/23	0.00
	INV TARGET1010			8/14/23	8/31/23 N	29.06	29.06-	001383	8/31/23	0.00
	INV TJMAXX8048115740			8/14/23	8/31/23 N	60.00	60.00-	001383	8/31/23	0.00
	INV TRIBUTE3722015			8/21/23	8/31/23 N	122.93	122.93-	001383	8/31/23	0.00
	INV VERIZON 9941407285			8/24/23	8/31/23 N	1,297.11	1,297.11-	001383	8/31/23	0.00
	INV VILLAGE GRILL 8/10			8/14/23	8/31/23 N	50.00	50.00-	001383	8/31/23	0.00
	INV WAL9929			8/02/23	8/31/23 N	54.95	54.95-	001383	8/31/23	0.00
	INV WALGREENS 8/11/23			8/14/23	8/31/23 N	25.00	25.00-	001383	8/31/23	0.00

VENDOR	----- VENDOR NAME -----	PO	TYPE	INV NO#	INV DT	POST DT	1099	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	-----BALANCE----
01-004702	PCARD - FIFTH THIRD BANK											
	** CONTINUED **											
	INV WALGREENS-23081603				8/17/23	8/31/23	N	12.17	12.17-	001383	8/31/23	0.00
	INV WALMART 020998				8/17/23	8/31/23	N	24.64	24.64-	001383	8/31/23	0.00
	INV WALMART 048565				8/28/23	8/31/23	N	29.56	29.56-	001383	8/31/23	0.00
	INV WALMART 075882				8/02/23	8/31/23	N	40.82	40.82-	001383	8/31/23	0.00
	INV WALMART 080829				8/25/23	8/31/23	N	9.89	9.89-	001383	8/31/23	0.00
	INV WALMART 8/11/23				8/14/23	8/31/23	N	115.70	115.70-	001383	8/31/23	0.00
	INV WD 5549416				8/17/23	8/31/23	N	11.21	11.21-	001383	8/31/23	0.00
	INV WD5533252-0				8/07/23	8/31/23	N	48.00	48.00-	001383	8/31/23	0.00
	INV WD5534644-0				8/07/23	8/31/23	N	124.00	124.00-	001383	8/31/23	0.00
	INV WD5536108-0				8/07/23	8/31/23	N	36.00	36.00-	001383	8/31/23	0.00
	INV WD5541385-0				8/07/23	8/31/23	N	55.44	55.44-	001383	8/31/23	0.00
	INV WD5541498-0				8/07/23	8/31/23	N	627.22	627.22-	001383	8/31/23	0.00
	INV WD5545876-0				8/21/23	8/31/23	N	549.12	549.12-	001383	8/31/23	0.00
	INV WD5546167-0				8/21/23	8/31/23	N	479.39	479.39-	001383	8/31/23	0.00
	INV WD5546172-0				8/21/23	8/31/23	N	186.00	186.00-	001383	8/31/23	0.00
	INV WD5549986-0				8/21/23	8/31/23	N	230.48	230.48-	001383	8/31/23	0.00
	INV WD5550321-0				8/21/23	8/31/23	N	68.51	68.51-	001383	8/31/23	0.00
	INV WD5551362-0				8/21/23	8/31/23	N	688.30	688.30-	001383	8/31/23	0.00
	INV WEATHER Q-89690				8/04/23	8/31/23	N	25.02	25.02-	001383	8/31/23	0.00
	INV WHITE COTTAGE FVRC				8/21/23	8/31/23	N	150.57	150.57-	001383	8/31/23	0.00
	INV WHITE COTTAGE MB				8/21/23	8/31/23	N	91.30	91.30-	001383	8/31/23	0.00
	INV WHITE COTTAGE SRC				8/21/23	8/31/23	N	83.11	83.11-	001383	8/31/23	0.00
	INV WHITECOTT08142023				8/16/23	8/31/23	N	110.83	110.83-	001383	8/31/23	0.00
	** TOTALS **							116,620.92	116,620.92-			0.00
01-004711	SOCCER SHOTS OF DUPAGE COU											
	23-45147 INV 1363				7/21/23	8/11/23	Y	1,077.00	1,077.00-	107711	8/11/23	0.00
	** TOTALS **							1,077.00	1,077.00-			0.00
01-004717	HERSHEY'S ICE CREAM											
	23-45179 INV INVE0019413143				7/28/23	8/11/23	N	267.60	267.60-	107704	8/11/23	0.00
	** TOTALS **							267.60	267.60-			0.00
01-004736	ROBERTO DANIEL											
	23-45206 INV 081223				8/14/23	8/18/23	Y	85.00	85.00-	107745	8/18/23	0.00
	** TOTALS **							85.00	85.00-			0.00
01-004737	MARK A. GASCON											
	23-45146 INV INV00877				7/28/23	8/04/23	Y	145.00	145.00-	107679	8/04/23	0.00
	** TOTALS **							145.00	145.00-			0.00
01-004744	TRAVIS CHERRY											
	INV COACH 6/19-7/18				7/18/23	8/18/23	Y	760.00	760.00-	107744	8/18/23	0.00
	** TOTALS **							760.00	760.00-			0.00
01-004746	JACOB RAYMOND SMITH											
	INV COACH 6/20-7/13				7/13/23	8/04/23	Y	240.00	240.00-	107692	8/04/23	0.00
	INV COACH 7/10-7/28				7/28/23	8/18/23	Y	980.75	980.75-	107764	8/18/23	0.00
	** TOTALS **							1,220.75	1,220.75-			0.00

VENDOR	PO	VENDOR NAME	TYPE	INV NO#	INV DT	POST DT	1099	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	BALANCE
01-004778	LEAH HARDING	** CONTINUED **										
		INV COACH		7/10-7/14	7/14/23	8/04/23	Y	1,050.00	1,050.00-	107680	8/04/23	0.00
							** TOTALS **	1,050.00	1,050.00-			0.00
01-004779	SPERO MANDAKAS											
		INV COACH		6/20-7/13	7/13/23	8/04/23	Y	300.00	300.00-	107687	8/04/23	0.00
		INV COACH		7/17-7/28	7/28/23	8/18/23	Y	987.50	987.50-	107755	8/18/23	0.00
							** TOTALS **	1,287.50	1,287.50-			0.00
01-004785	ANASTASIA BROWN											
		INV COACH		7/10-7/14	7/14/23	8/04/23	Y	450.00	450.00-	107675	8/04/23	0.00
							** TOTALS **	450.00	450.00-			0.00
01-004787	MIGUEL DOMINGUEZ CARRENO											
		INV COACH		7/10-7/14	7/14/23	8/18/23	Y	423.00	423.00-	107742	8/18/23	0.00
							** TOTALS **	423.00	423.00-			0.00
01-004788	CARRIE MCCANN											
		INV COACH		7/10-7/14	7/14/23	8/04/23	Y	900.00	900.00-	107688	8/04/23	0.00
		INV COACH		7/24-7/28	7/28/23	8/18/23	Y	432.60	432.60-	107756	8/18/23	0.00
							** TOTALS **	1,332.60	1,332.60-			0.00
01-004793	PATRICIA TORRES											
		INV COACH		7/10-7/14	7/14/23	8/04/23	Y	625.00	625.00-	107694	8/04/23	0.00
							** TOTALS **	625.00	625.00-			0.00
01-004795	ALEX BARGAMIAN											
		INV COACH		7/24-7/28	7/28/23	8/18/23	Y	443.75	443.75-	107736	8/18/23	0.00
							** TOTALS **	443.75	443.75-			0.00
01-004800	ERIC ROBERT GRAHAM											
		INV COACH		6/19-7/18	7/18/23	8/18/23	Y	494.00	494.00-	107749	8/18/23	0.00
							** TOTALS **	494.00	494.00-			0.00
01-004815	DEDRA DEBENEDETTI											
		INV COACH		7/24-7/28	7/28/23	8/18/23	Y	763.36	763.36-	107746	8/18/23	0.00
							** TOTALS **	763.36	763.36-			0.00
01-004821	WHITE STAR TOURS, IN.C.											
	23-45196	INV ASHEVILLE TRIP			8/14/23	8/18/23	N	36,613.00	36,613.00-	107770	8/18/23	0.00
							** TOTALS **	36,613.00	36,613.00-			0.00
01-004826	TRICO MECHANICAL INC.											
	23-45211	INV 7766			8/14/23	8/25/23	N	3,571.00	3,571.00-	107793	8/25/23	0.00
							** TOTALS **	3,571.00	3,571.00-			0.00
01-004848	INNOVATION LANDSCAPE, INC											
	23-44907	INV 13-2023-1			6/26/23	7/07/23	N	54,470.00	54,470.00-	107682	8/04/23	0.00
							** TOTALS **	54,470.00	54,470.00-			0.00

VENDOR	----- VENDOR NAME -----	PO	TYPE	INV NO#	INV DT	POST DT	1099	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	-----BALANCE---
01-004860	CRAIG R ELLIOTT	23-45144	INV	CRAIG SUM 23	7/28/23	8/04/23	Y	150.00	150.00-	107676	8/04/23	0.00
					** TOTALS **			150.00	150.00-			0.00
01-004861	GRACE HERNANDEZ		INV	COACH 7/11-7/14	7/14/23	8/04/23	Y	600.00	600.00-	107681	8/04/23	0.00
					** TOTALS **			600.00	600.00-			0.00
01-004862	MADDIE MEYERS		INV	COACH 7/10-7/14	7/14/23	8/04/23	Y	450.00	450.00-	107690	8/04/23	0.00
					** TOTALS **			450.00	450.00-			0.00
01-004863	PHILIP PARKER		INV	COACH 6/12-7/13	7/13/23	8/04/23	Y	280.00	280.00-	107691	8/04/23	0.00
			INV	COACH 7/17-7/18	7/18/23	8/18/23	Y	100.00	100.00-	107759	8/18/23	0.00
					** TOTALS **			380.00	380.00-			0.00
01-004865	OAK BROOK PARK DISTRICT	23-45187	INV	8/9 WEB-MIN TAKING	8/09/23	8/11/23	N	14.90	14.90-	107709	8/11/23	0.00
					** TOTALS **			14.90	14.90-			0.00
01-004866	RMH SYSTEMS	23-45214	INV	7034850	8/16/23	8/25/23	N	1,346.88	1,346.88-	107787	8/25/23	0.00
					** TOTALS **			1,346.88	1,346.88-			0.00
01-004867	PAYTON TERMANAS		INV	COACH 6/1-7/27	7/27/23	8/18/23	Y	2,595.60	2,595.60-	107767	8/18/23	0.00
					** TOTALS **			2,595.60	2,595.60-			0.00
01-004868	ALESSIA GUGLIELMI		INV	COACH 6/1-7/27	7/27/23	8/18/23	Y	2,465.82	2,465.82-	107750	8/18/23	0.00
					** TOTALS **			2,465.82	2,465.82-			0.00
01-004869	STEPHANIE BRAHENY		INV	COACH 6/1-7/27	7/27/23	8/18/23	Y	2,719.47	2,719.47-	107740	8/18/23	0.00
					** TOTALS **			2,719.47	2,719.47-			0.00
01-004871	JOHN CASSIDY		INV	COACH 6/19-7/13	7/13/23	8/25/23	Y	703.00	703.00-	107778	8/25/23	0.00
					** TOTALS **			703.00	703.00-			0.00
01-004872	TERESA ORLOW		INV	COACH 7/17-7/18	7/18/23	8/18/23	Y	125.00	125.00-	107774	8/18/23	0.00
					** TOTALS **			125.00	125.00-			0.00
01-1	MISC VENDOR (REFUNDS ONLY)		INV	REC# 2012227.007	8/19/23	8/25/23	N	293.81	293.81-	107792	8/25/23	0.00
			INV	REC# 2012803.008	7/31/23	8/04/23	N	170.00	170.00-	107685	8/04/23	0.00

A C C O U N T S P A Y A B L E
O P E N I T E M R E P O R T
S U M M A R Y

VENDOR	----- VENDOR NAME -----										
	PO	TYPE	INV NO#	INV DT	POST DT	1099	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	-----BALANCE----
01-1	MISC VENDOR	(REFUNDS ONLY)**	CONTINUED	**							
		INV REC#	2012922.008	8/08/23	8/11/23	N	100.00	100.00-	107707	8/11/23	0.00
		INV REC#	2012929.008	8/10/23	8/18/23	N	200.00	200.00-	107733	8/18/23	0.00
		INV REC#	2012973.008	8/17/23	8/25/23	N	400.00	400.00-	107777	8/25/23	0.00
		INV REC#	2012983.008	8/18/23	8/25/23	N	700.00	700.00-	107782	8/25/23	0.00
		INV REC#	2012984.008	8/18/23	8/25/23	N	150.00	150.00-	107780	8/25/23	0.00
		INV REC#	3024931.008	8/28/23	8/28/23	N	200.00	200.00-	107795	8/28/23	0.00
				**	TOTALS	**	2,213.81	2,213.81-			0.00

A C C O U N T S P A Y A B L E
O P E N I T E M R E P O R T
S U M M A R Y

T O T A L S

	GROSS	PAYMENTS	BALANCE
PAID ITEMS	559,382.20	559,382.20CR	0.00
PARTIALLY PAID	0.00	0.00	0.00
UNPAID ITEMS	0.00	0.00	0.00
** TOTALS **	559,382.20	559,382.20CR	0.00

A C C O U N T S P A Y A B L E
O P E N I T E M R E P O R T
S U M M A R Y
** PRE-PAID INVOICES **

P R E P A I D T O T A L S

	GROSS	PAYMENTS	BALANCE
PAID ITEMS	0.00	0.00	0.00
PARTIALLY PAID	0.00	0.00	0.00
UNPAID ITEMS	0.00	0.00	0.00
** TOTALS **	0.00	0.00	0.00

R E P O R T T O T A L S

	GROSS	PAYMENTS	BALANCE
PAID ITEMS	559,382.20	559,382.20CR	0.00
PARTIALLY PAID	0.00	0.00	0.00
UNPAID ITEMS	0.00	0.00	0.00
VOIDED ITEMS	0.00	0.00	0.00
** TOTALS **	559,382.20	559,382.20CR	0.00

U N P A I D R E C A P

NUMBER OF HELD INVOICES	0
UNPAID INVOICE TOTALS	0.00
UNPAID DEBIT MEMO TOTALS	0.00
UNAPPLIED CREDIT MEMO TOTALS	0.00
** UNPAID TOTALS **	0.00

G/L EXPENSE DISTRIBUTION

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
10 204000	DUE TO VILLAGE OF CAROL STREAM	18.00
10 209000	DUE TO CS PARKS FOUNDATION	3.00
10 209100	D/T CSP FOUNDATION-BIKE CLUB	88.89
10 217000	SECTION 125	2,872.53
10 5-00-00-558	SECURITY SERVICES	569.48
10 5-00-00-565	BACKGROUND CHECKS-EMPLOYEES	285.00
10 5-00-00-610	PDRMA PROPERTY	4,031.04
10 5-00-00-611	PDRMA LIABILITY	1,948.30
10 5-00-00-612	PDRMA EMPLOYMENT	683.70
10 5-00-00-613	PDRMA POLLUTION	117.97
10 5-00-00-614	PDRMA WORKMENS COMP	3,789.28
10 5-00-00-615	CLAIMS	7,500.00
10 5-10-00-535-000	GROUP MEDICAL	2,417.95
10 5-10-00-540	SECTION 125 PLAN	50.00
10 5-10-00-546	TELEPHONE	197.69
10 5-10-00-553	PRINTING	23.75
10 5-10-00-556	MAINTENANCE CONTRACTS	6,798.93
10 5-10-00-559	TRAINING/SEMINARS	14.90

G/L EXPENSE DISTRIBUTION

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
10 5-10-00-560	MEETINGS	137.85
10 5-10-00-590	OTHER SERVICES	26.00
10 5-10-00-620	STAFF INCENTIVE	885.44
10 5-10-00-652	OFFICE SUPPLIES	240.57
10 5-10-00-668	COMMISSIONER EXPENSE	204.28
10 5-10-00-690	DEPARTMENT SUPPLIES	41.74
10 5-12-00-500	MARKETING GENERAL EXPENSE	190.00
10 5-12-00-546	TELEPHONE	53.95
10 5-12-00-553	PRINTING	33.60
10 5-12-00-560	MEETING	86.30
10 5-12-00-570	CONTRACTUAL SERVICES	420.00
10 5-12-00-590	OTHER SERVICES	169.98
10 5-15-00-545-079	WATER/SEWER-ARMSTRONG RESTROOM	126.44
10 5-15-00-545-080	WATER/SEWER-ARMSTRONG FOUNTAIN	5.35
10 5-15-00-545-081	WATER/SEWER-COMMUNITY PARK	58.43
10 5-15-00-545-089	WATER/SEWER-HAMPE	55.45
10 5-15-00-545-095	WATER/SEWER-RED HAWK	33.16
10 5-15-00-545-096	WATER/SEWER-SLEPICKA	75.63
10 5-15-00-546	TELEPHONE	189.95
10 5-15-00-547-083	ELECTRIC-ARMSTRONG PARK NORTH	479.91
10 5-15-00-547-085	ELECTRIC-ARMSTRONG PARK SOUTH	431.36
10 5-15-00-547-086	ELECTRIC-BIERMAN	23.83
10 5-15-00-547-089	ELECTRIC-HAMPE	58.39
10 5-15-00-547-093	ELECTRIC-MEMORIAL PARK	18.76
10 5-15-00-547-094	ELECTRIC-POND AERATORS	293.51
10 5-15-00-547-095	ELECTRIC-RED HAWK	127.48
10 5-15-00-547-096	ELECTRIC-SLEPICKA	31.25
10 5-15-00-547-097	ELECTRIC-UNDERPASS IL64	53.27
10 5-15-00-547-098	ELECTRIC-CAROLSHIRE PARK	31.25
10 5-15-00-548	REFUSE	966.36
10 5-15-00-556-048	MAINT CONTRACTS-LANDSCAPE	41,914.89
10 5-15-00-560	MEETINGS	117.69
10 5-15-00-562	REPAIR SERVICES	6,000.94
10 5-15-00-651	MINOR EQUIPMENT	875.54
10 5-15-00-653	HORTICULTURAL SUPPLIES	650.00
10 5-15-00-659	VEHICLE FUELS	2,550.51
10 5-15-00-663	VEHICLE REPAIRS	3,848.92
10 5-15-00-664	REPAIR/MAINT MATERIALS	867.16
10 5-15-00-673	TOOL REPAIR & PARTS	11.90
10 5-15-00-802	FURNITURE/FIXTURES/EQMT	3,942.00
10 5-28-00-543	CABLE	79.14
10 5-28-00-544	GAS	190.89
10 5-28-00-545	WATER/SEWER	164.44
10 5-28-00-546	TELEPHONE/INTERNET	594.52
10 5-28-00-547	ELECTRIC	422.21
10 5-28-00-548	REFUSE	196.52
10 5-62-00-546	TELEPHONE	107.91
	** FUND TOTAL **	99,495.08

G/L EXPENSE DISTRIBUTION

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
12 5-00-00-760	MC CASLIN PARK	1,815.00
	** FUND TOTAL **	1,815.00
20 205000	REGISTRATION CLIENT PAYABLE	2,213.81
20 206136	D/T EC/PRESCHOOL FUNDRAISER	161.40
20 206216	D/T THEATRE FUNDRAISER	127.38
20 206221	D/T DANCE COMPANY FUNDRAISER	393.99
20 207060	D/T PGM MERCH SALES TAX	337.92
20 207065	D/T CCMG SALES TAX	87.24
20 207990	D/T CCWP CONC SALES TAX	2,567.19
20 207991	D/T MCCASLIN CONC SALES TAX	2,638.68
20 207992	D/T FVRC CONC SALES TAX	38.27
20 4-14-00-481-990	RECOVERY OF COST-CCWP CONCESS	45.19CR
20 4-14-00-481-991	RECOVERY OF COST-MCCAS CONCES	45.68CR
20 4-14-00-481-992	RECOVERY OF COST-FVRC CONCES	0.27CR
20 4-60-00-481	RECOVERY OF COST-RECREATION	5.92CR
20 4-60-00-481-665	RECOVERY OF COST-CCMG	1.24CR
20 5-12-00-553	ADVERTISING PRINT	3,134.89
20 5-12-00-554	ADVERTISING DIGITAL	20.00
20 5-13-00-543	CABLE	245.80
20 5-13-00-544	GAS	1,247.33
20 5-13-00-545	WATER/SEWER	2,008.88
20 5-13-00-546	TELEPHONE/INTERNET	1,471.77
20 5-13-00-547	ELECTRIC	20,619.84
20 5-13-00-548	REFUSE	667.14
20 5-13-00-556	MAINTENANCE CONTRACTS	12,232.72
20 5-13-00-562	REPAIR SERVICES	10,680.00
20 5-13-00-650	EQUIPMENT RENTAL	640.00
20 5-13-00-651	MINOR EQUIPMENT FACILITY	4,041.20
20 5-13-00-654	CHEMICALS-POOL	9,673.86
20 5-13-00-656	JANITORIAL SUPPLIES	2,119.04
20 5-13-00-664	REPAIR & MAINT SUPPLIES	1,946.00
20 5-13-00-665	SAFETY SUPPLIES-FVRC	68.51
20 5-14-00-544-991	GAS - MCCASLIN CONCESSIONS	117.58
20 5-14-00-548-991	REFUSE-MCCASLIN CONCESSIONS	252.33
20 5-14-00-559	TRAINING	19.95
20 5-14-00-568-991	PERMITS/LICENSES-MCCASLIN CONC	613.50
20 5-14-00-640-991	DRY GOODS SUPPLIES-MCCASLIN	1,430.43
20 5-14-00-642-991	MCCAS-PERISHABLE FOOD SUPPLIES	8,981.32
20 5-14-00-643-991	MCCAS-NON-ALCOH BEV SUPPLIES	1,626.00
20 5-14-00-644-991	MCCAS-ALCOHOLIC BEV SUPPLIES	1,766.90
20 5-14-00-656-991	JANITORIAL SUPP-MCCASLIN CONC	11.99
20 5-14-00-664-991	REPAIR/MAINT SUPP-MCCAS CONC	12.79
20 5-14-00-665-991	SAFETY SUPPLIES-MCCASLIN CONC	128.19
20 5-14-00-690-991	DEPT SUPPLIES MCCAS CONCESSION	20.96
20 5-23-00-543	CABLE	10.52
20 5-23-00-544	GAS	4,879.43

G/L EXPENSE DISTRIBUTION

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
20 5-23-00-545	WATER/SEWER	240.73
20 5-23-00-546	TELEPHONE/INTERNET	2,092.61
20 5-23-00-547	ELECTRIC	7,406.86
20 5-23-00-548	REFUSE	547.77
20 5-23-00-556	MAINTENANCE CONTRACTS	150.00
20 5-23-00-653	HORTICULTURAL SUPPLIES	75.21
20 5-23-00-656	JANITORIAL SUPPLIES	716.41
20 5-23-00-664	REPAIR & MAINT SUPPLIES	1,819.68
20 5-24-00-544	GAS	1,519.28
20 5-24-00-545-087	WATER/SEWER-CORAL COVE	2,166.61
20 5-24-00-545-088	WATER/SEWER-CCWP FILTER ROOM	2,135.26
20 5-24-00-547	ELECTRIC	915.45
20 5-24-00-556	MAINTENANCE CONTRACTS	8,006.90
20 5-24-00-562	REPAIR SERVICES	4,302.05
20 5-24-00-654	CHEMICALS - POOL	11,963.28
20 5-24-00-656	JANITORIAL SUPPLIES	515.39
20 5-24-00-664	REPAIR & MAINT SUPPLIES	1,265.50
20 5-24-00-665	SAFETY SUPPLIES-CCWP	66.51
20 5-26-00-544	GAS	135.15
20 5-26-00-547	ELECTRIC	135.15
20 5-26-00-556	MAINTENANCE CONTRACTS	524.70
20 5-60-00-511	FULL-TIME LABOR	2,672.50
20 5-60-00-521	PART-TIME LABOR	1,728.88CR
20 5-60-00-543-641	CABLE - RENTAL FIELDS	102.08
20 5-60-00-546	TELEPHONE	405.77
20 5-60-00-553-695	PRINTING-SPONSORSH/ADVERTISE	350.00
20 5-60-00-554	ADVERTISING-RECREATION	180.00
20 5-60-00-592-622	PGM SUP - LOCAL EVENTS	266.56
20 5-60-00-592-641	RENTAL FIELDS SUPPLIES	1,988.50
20 5-60-00-592-642	RENTAL FVRC SUPPLIES	430.64
20 5-60-00-592-665	PGM SUP - CCMG SPECIAL EVENTS	166.00
20 5-60-00-592-695	PGM SUP-SPONS/ADVERTISING	375.00
20 5-60-00-593-665	CONCESSION SUPPLIES - CCMG	179.13
20 5-60-00-595-641	FIELD RENTALS SERVICES	152.00
20 5-60-00-595-642	RENTAL FVRC SERVICES	407.04
20 5-60-00-649-665	MINOR EQUIPMENT PROGRAMS	232.81
20 5-60-00-650	EQUIPMENT RENTAL	2,190.00
20 5-60-00-651-641	MINOR EQMT RENTAL FIELDS	69.86
20 5-60-00-652	OFFICE SUPPLIES	11.21
20 5-60-00-652-665	OFFICE SUPPLIES - CCMG	23.85
20 5-60-00-667	AUTO REIMBURSEMENT	40.00
20 5-60-00-690	DEPARTMENT SUPPLIES	165.78
20 5-60-16-592-135	PGM SUP - PRESCHOOL	418.57
20 5-60-20-592-203	PGM SUP - YOUTH B-DAY PARTIES	171.35
20 5-60-21-592-205	PGM SUP - SPECIAL INTEREST	73.64
20 5-60-21-595-205	PGM SRV - SPECIAL INTEREST	1,796.00
20 5-60-23-592-215	PGM SUP - YOUTH THEATRE	12.17

G/L EXPENSE DISTRIBUTION

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
20 5-60-23-592-220	PGM SUP - SEASONAL DANCE	17.76
20 5-60-23-592-221	PGM SUP-DANCE COMPANY (FORTE)	22.98
20 5-60-23-592-224	PGM SUP - DANCE RECITAL	7.99
20 5-60-23-595-217	PGM SRV-YTH PERFORMING ARTS	815.00
20 5-60-23-595-224	PGM SRV - DANCE RECITAL	16.99
20 5-60-27-592-234	PGM SUP-OUTDOOR ADVENTURE CAMP	21.53
20 5-60-27-595-234	PGM SRV-OUTDOOR ADVENTURE CAMP	1,158.00
20 5-60-27-595-235	PGM SRV-AWESOME ADVENTURE CAMP	3,658.08
20 5-60-27-596-234	PGM TRANS-OUTDOOR ADVENT CAMP	4,643.50
20 5-60-27-596-235	PGM TRANS-AWESOME ADVENT CAMP	12,000.00
20 5-60-28-592-262	PGM SUP-YTH SUMMER BASKETBALL	200.00
20 5-60-28-592-860	PGM SUP-YTH BB/SB LEAGUES	3,052.00
20 5-60-28-592-865	PGM SUP-YTH BB/SB FALL LGS	12,689.51
20 5-60-28-592-880	PGM SUP-GOLD MEDAL TOURNEY	960.38
20 5-60-28-592-891	PGM SUP-HS BASEBALL/SOFTBALL	314.80
20 5-60-28-595-262	PGM SRV-YTH SUMMER BASKETBALL	1,504.00
20 5-60-28-595-270	PGM SRV - YTH FALL SOCCER	35.00
20 5-60-28-595-880	PGM SRV-GOLD MEDAL TOURNEY	3,570.00
20 5-60-28-595-891	PGM SRV-HS BASEBALL/SOFTBALL	70.00
20 5-60-29-546-290	TELEPHONE-YTH B/A SCHOOL	377.67
20 5-60-29-592-290	PGM SUP - YOUTH B/A SCHOOL	840.43
20 5-60-29-595-298	PGM SRV - YTH KDS CARE DAY OFF	100.00
20 5-60-29-665-290	SAFETY SUPPLIES-ACTIVKIDS	35.97
20 5-60-47-595-460	PGM SRV - HIGH SCHOOL CAMPS	29,192.85
20 5-60-48-592-440	PGM SUP - ADULT SPORTS LEAGUES	257.75
20 5-60-48-595-435	PGM SRV - ADULT SOFTBALL	3,876.00
20 5-60-48-595-440	PGM SRV - ADULT SPORTS LEAGUES	1,268.00
20 5-60-55-595-520	PGM SRV-ADULT TRIPS	1,007.00
20 5-60-55-595-525	PGM SRV-FOREVER YNG OVRNT TRIP	36,613.00
20 5-60-55-596-520	PGM TRNS-ADULT TRIPS	1,714.84
20 5-60-61-595-680	PGM SRV-SPORTS INSTRUCTIONAL	3,292.50
20 5-60-70-570-700	CONTRACTUAL SRVS-FVRC POOL	33,715.46
20 5-60-70-570-750	CONTRACTUAL SRVS-CCWP	63,280.47
20 5-60-70-665-750	SAFETY SUPPLIES - CCWP	7.40
20 5-60-80-543-800	CABLE - FITNESS CENTER	368.71
20 5-60-80-562-800	REPAIR SERVICES-FITNESS	3,055.10
20 5-60-80-592-800	PGM SUP-FITNESS CENTR-MEM/PASS	498.91
20 5-60-80-664-800	REPAIR/MAINT SUP-FITNESS	66.78
20 5-60-91-592-905	PGM SUP - GYMNAS TIC INSTRUCTNL	67.26
20 5-60-98-595-901	PGM SRV - GYMNAS TIC TEAM	80.00
20 5-64-00-545	WATER/SEWER-MCCAS FIELDS	4,282.51
20 5-64-00-547	ELECTRIC-MCCASLIN FIELDS	2,853.18
20 5-64-00-548	REFUSE-MCCASLIN FIELDS	252.33
20 5-64-00-556	MAINTENANCE CONTRACTS	390.00
20 5-64-00-651	MINOR EQUIPMENT	56.40
20 5-64-00-664	REPAIR/MAINT MATERIALS	50.96
20 5-65-00-544	GAS	59.66

A C C O U N T S P A Y A B L E
O P E N I T E M R E P O R T
S U M M A R Y

G/L EXPENSE DISTRIBUTION

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
20 5-65-00-546	TELEPHONE/INTERNET	608.51
20 5-65-00-547	ELECTRIC	543.46
20 5-65-00-548	REFUSE	336.45
20 5-65-00-650	EQUIPMENT RENTAL	60.00
	** FUND TOTAL **	390,975.61
25 5-00-00-549	PORT-O-LETS	1,232.51
25 5-00-00-725	ADA CAPITAL IMPROVEMENTS	54,470.00
	** FUND TOTAL **	55,702.51
42 5-00-00-760	MCCASLIN PARK IMPROVEMENTS	7,200.00
42 5-75-00-722	COMMUNITY PARK	4,194.00
	** FUND TOTAL **	11,394.00

	** TOTAL **	559,382.20

DEPARTMENT TOTALS

DEPARTMENT	DEPARTMENT NAME	AMOUNT
10	NON-DEPARTMENTAL	2,982.42
10 00	ANCILLARY FUNDS	18,924.77
10 10	FINANCE/ADMINISTRATION	11,039.10
10 12	MARKETING/COMMUNICATION	953.83
10 15	PARKS	63,839.33
10 28	MAINTENANCE FACILITY	1,647.72
10 62	REGISTRATION SERVICES	107.91
	** FUND TOTAL **	99,495.08
12 00	REC REPAIR & REPLACEMENT	1,815.00
	** FUND TOTAL **	1,815.00
20	NON-DEPARTMENTAL	8,565.88
20 12	MARKETING/COMMUNICATION	3,154.89
20 13	FOUNTAIN VIEW REC CENTER	67,662.09
20 14	CONCESSIONS	14,890.80
20 23	SIMKUS FACILITY	17,939.22
20 24	CORAL COVE	32,856.23
20 26	EVERGREEN GYM FACILITY	795.00
20 60	RECREATION	235,618.04
20 64	MCCASLIN FIELDS	7,885.38
20 65	MINIATURE GOLF	1,608.08
	** FUND TOTAL **	390,975.61
25 00	SPECIAL RECREATION	55,702.51
	** FUND TOTAL **	55,702.51
42 00	CAPITAL PROJECTS	7,200.00
42 75	2021 CAPITAL IMPROVEMENTS	4,194.00
	** FUND TOTAL **	11,394.00

	** TOTAL **	559,382.20

0 ERRORS
 0 WARNINGS

SELECTION CRITERIA

VENDOR SET: ALL
 VENDOR: THRU ZZZZZZ
 VENDOR CLASS: ALL
 BANK CODES: Include: APBNK
 1099 BOX: All
 COMMENT CODES: All
 HOLD STATUS: Both
 AP BALANCE AS OF: 0/00/0000
 ADVANCED SELECTION: YES

ITEM SELECTION: PAID ITEMS
 FUNDS: All
 ACCOUNT RANGE: THRU ZZZZZZZZZZZZZZZZ
 ITEM AMOUNT: 999,999,999.00CR THRU 999,999,999.00

PRINT OPTIONS:

SEQUENCE: VENDOR NUMBER
 REPORT TYPE: SUMMARY
 SORT TRANSACTIONS BY DATE: NO
 G/L ACCOUNTS/PROJECTS: YES
 ONE VENDOR PER PAGE: NO
 ONE DEPARTMENT PER PAGE: NO
 PRINT STUB COMMENTS: NO
 PRINT COMMENT CODES: None
 PRINT W/ PO ONLY: NO

DATE SELECTION:

PAYMENT DATE: 8/01/2023 THRU 8/31/2023
 ITEM DATE: 0/00/0000 THRU 99/99/9999
 POSTING DATE: 0/00/0000 THRU 99/99/9999

To: Board of Commissioners
From: Sue Rini, Executive Director
Date: September 11, 2023
Approval: Ordinance No. 570 Park District Surplus **Agenda Item # 5D**

Issue

Should the Board approve Ordinance No. 570 declaring certain Park District property as surplus.

Background/Reasoning

The Park District staff would like to declare the following as surplus:

QUANTITY	EQUIPMENT
1	Wood Bookcase
1	Wood Cabinet
1	Metal Bulletin Board
1	4-drawer Filing Cabinet
1	White Board
1	Black Rolling Office Chair
2	Blue Side Chairs
2	2-way Radios
3	Cork Boards

Supporting Documents

Ordinance No. 570

Cost

There is no cost associated with this item.

Public/Customer Impact

These items will be offered for sale or thrown away.

Recommendation

That the Board make a motion to approve Ordinance No. 570 declaring certain Park District property as surplus.

ORDINANCE NO. 570
ORDINANCE DECLARING CERTAIN PARK
DISTRICT PERSONAL PROPERTY AS SURPLUS
AND AUTHORIZING SALE OR DISPOSAL

WHEREAS, the Carol Stream Park District, DuPage County, Illinois has accumulated certain personal property which has been used for various park purposes, specifically the items described in Exhibit A; and

WHEREAS, staff has determined that the subject items are beyond useful service life; and

WHEREAS, the Illinois Park District Code authorizes the Park District to dispose of items of personal property, when in the opinion of three-fifths of the members of the Board of Park Commissioners then holding office such property is no longer necessary, useful to, or for the best interests of the Park District; and

WHEREAS, Park District staff has made preliminary arrangements for the disposal of the equipment and personal property through trade in, sealed bid auction, competitive bid, or salvage.

NOW, THEREFORE BE IT AND IT IS HEREBY ORDAINED BY THE BOARD OF PARK COMMISSIONERS OF THE CAROL STREAM PARK DISTRICT, DUPAGE COUNTY, AS FOLLOWS:

Section One:

It is hereby found and determined by the Board of Park Commissioners of the Carol Stream Park District that the following items of personal property is no longer necessary, useful to or for the best interests of this Park District:

- A. The property described in Exhibit A attached hereto and incorporated herein by reference.

Section Two:

That the park district staff is hereby authorized to convey or sell the personal property described in Section One of this Ordinance in any manner that it may designate, with or without advertising the sale, at any time following the adoption of this ordinance.

Section Three:

This ordinance shall be effective immediately upon passage and approval by a three-fifths majority of the members of this Board of Park Commissioners.

Section Four:

All prior ordinances, resolutions, motions, orders or policies in conflict herewith, be and the same hereby are, repealed to the extent of the conflict herewith.

Section Five:

If any clause or provision of this Ordinance shall be adjudged invalid or unenforceable by a court of competent jurisdiction or by operation of any applicable law, it shall not affect the validity of any other clause or provision, which shall remain in full force and effect.

Roll Call Vote:

Ayes: _____

Nays: _____

Abstain: _____

Dated: September 11, 2023

President, Board of Park Commissioners

ATTEST: _____
Secretary, Board of Park Commissioners

STATE OF ILLINOIS)

) SS

COUNTY OF DUPAGE)

CERTIFICATION OF ORDINANCE AND MINUTES

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

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Board held on the 12th day of June, insofar as same relates to the adoption of Ordinance No. 570 entitled:

AN ORDINANCE declaring certain park district personal property as surplus and authorizing sale or disposal.

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

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

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of the District, this 11th day September, 2023.

(SEAL)

Secretary, Board of Park Commissioners

Exhibit A

QUANTITY	EQUIPMENT
1	Wood Bookcase
1	Wood Cabinet
1	Metal Bulletin Board
1	4-drawer Filing Cabinet
1	White Board
1	Black Rolling Office Chair
2	Blue Side Chairs
2	2-way Radios
3	Cork Boards

To: Board of Commissioners
From: Sue Rini, Executive Director
Date: September 11, 2023
Discussion: Suggested Organizational Goals for 2024 **Agenda Item #: 6A**

Commissioners,

Aligning District direction through Board approved Organizational Goals is considered best practice. Goals lead projects and initiatives for the calendar year, and approving them as part of the budget process allows for any funding that may be necessary to accomplish them. Since the District has just completed the Community Needs Assessment and the final report is still being prepared, staff used the raw data to create goals. The following goals are suggested as Organizational Goals for their overall impact to the District.

This listing is shared for information purposes at this time, and to allow time for Board review. Staff will seek Board feedback for these goals at the September 25 Board Meeting. Based on that feedback, staff will refine the list for formal approval at the October 10 Board Meeting.

In the meantime, we are happy to offer any clarification.

PROPOSED ORGANIZATIONAL GOALS FOR 2024

- Conduct an RFQ for the District's Legal Services
- New Strategic Plan (using 2023 Community Needs Assessment as guideline)
- Pursue Grant opportunities for both large and small projects
- Conduct a Salary Study to ensure we are maintaining competitive wages and optimizing the retention/hiring of high-quality staff
- Begin a two-year plan to upgrade all network PCs for Windows 11 compatibility for 2024-25 deadline
- Update/upgrade CSPD Website
- Enhance our Weed Management program to reduce un-wanted vegetation through the Park System and improve turf quality
- Strengthen short term and create long term plans for shoreline maintenance at Evergreen Lakes
- Explore the installation of outdoor pickle ball courts as an addended amenity and meet rising interest and demand
- Review Fountain View Fitness fees, consolidate membership packages, and explore the impact of Silver Sneakers or other healthcare plans

- Review and implement safety procedures at Coral Cove Water Park and make changes that will reduce the number of incidents that require Police intervention
- Implement a program for outdoor AED units

The full list of departmental goals that was used to create Organizational Goals is listed below for reference; **highlighted** items reflect the Suggested Organizational goals on the previous page:

Administration

- **Conduct an RFQ for the District's Legal Services**
- Acquire leased park parcels from Village of Carol Stream
- **New Strategic Plan (using 2023 Community Needs Assessment as guideline)**
- Naming Rights for McCaslin Park – is this a real option?
- New IGA for Wayne Township
- New IGA for Community Park Stormwater, Village Pathway connection at Memorial Park
- **Pursue Grant opportunities for both large and small projects**

Finance

- **Explore benefits of a financial software conversion to cloud based solution**
 - Be prepared for end of life on local application version

Human Resources

- Expand reach and success of Hiring Events/Recruiting
- Refresh Fun Squad (similar to Safety Committee) to get more engagement from members and staff
 - Implement new way to celebrate birthdays, etc. without asking staff to sign cards
 - Update our go-to-events (like holiday parties) and create new ones
 - Create mini games to send to staff throughout the year.
- Explore HRIS systems to look for products that will assist in streamlining the onboarding process as well as provide a more organized way to delivery training to staff
- **Conduct a Salary Study to ensure we are maintaining competitive wages and optimizing the retention/hiring of high-quality staff**

Information Technology

- **Begin a two-year plan to upgrade all network PCs for Windows 11 compatibility for 2024-25 deadline**
- Follow up with an updated IT replacement plan following the Windows 11 change over

Marketing

- Update/upgrade CSPD Website
- Improve functionality and integration to other applications to improve customer experience
- Rebrand the Dolphins Swim Team – (part of overall brand alignment)

Parks & Facilities

- Complete Walter Park Renovation and OSLAD grant
- Complete Appomattox Park renovation
- Seek creative funding sources for smaller playground improvements in an attempt to stretch our existing Capital Budget
- Combine two existing mowing contracts into a single contract
- Enhance our Weed Management program to reduce un-wanted vegetation through the Park System and improve turf quality
- Create a detailed plan to evaluate engineered wood fiber (playground mulch) depths, identify and install mulch to maintain safety surfacing levels
- Strengthen short term and create long term plans for shoreline maintenance at Evergreen Lakes

Recreation

- Explore the installation of outdoor pickle ball courts as an added amenity and meet rising interest and demand
 - Develop classes, tournaments, leagues
 - Free demonstrations to promote more interest
- Evaluate the demand for summer camps to determine if additional locations/programming are necessary
- Work with Human Resources to develop and implement a new part-time staff onboarding training program to improve communication and staff development
- Develop a repair and replacement plan for all necessary areas of operation
- Review Fountain View Fitness fees, consolidate membership packages, and explore the impact of Silver Sneakers or other healthcare plans

Registration & Membership Services

- Convert all waivers to electronic signature vs. paper format
 - Covers all programs, memberships, rentals, etc..
- Streamline and enhance staff training for Registration Staff

Risk Management

- Review and implement safety procedures at Coral Cove Water Park, and make changes that will reduce the number of incidents that require Police intervention
- Implement a trial program for outdoor AED units

The Carol Stream Park District Board of Commissioners
2024 Schedule of Regular Board Meetings

Board Meetings will be held at
Carol Stream Park District
Fountain View Recreation Center
910 North Gary Avenue
Carol Stream, IL 60188
At 6:00 pm

on the second and/or fourth Monday of the month (unless noted)
following a schedule adopted by the Board of Commissioners.

Following are the dates for all Board Meetings for the year of 2024.

<u>Second Monday</u>	<u>Fourth Monday</u>
January 8	January 22
February 12	February 26
March 11	No meeting
April 8	April 22
May 13	No meeting
June 10	June 24
July 8	No meeting
August 12	August 26
September 9	September 23
October 15 *	October 28
November 12 *	No meeting
December 9	No meeting

*2nd Tuesday to accommodate Columbus Day - October 14

*2nd Tuesday to accommodate Veterans Day – November 11

To: Board of Commissioners
From: Sue Rini, Executive Director
Date: September 11, 2023
Discussion: Board of Commissioners Policy Manual **Agenda Item #: 6C**

Commissioners,

The Board of Commissioners Policy Manual is intended to describe the existing policies of the District as they apply to the Board of Commissioners. The Board is tasked with reviewing this manual every three years and revise or amend it to comply with changes in legislation, or implementation of new/best practices. The policy was last reviewed in February, 2020 – therefore a full review is now due.

Based on staff's review, the following Sections are being recommended for update:

Section 3 – Ethics and Conduct

- Replace with expanded definitions and practical applications.

Section 5 – Appointed Personnel

- Update staff title for Board Treasurer.

Section 7 – Meetings

- Update meeting times per our current schedule.
- Update qualifying reasons for remote attendance per new legislation.

A request to formally adopt changes to the Board of Commissioners Policy Manual will be presented at the next Board meeting to allow time for feedback.

Proposed Changes to Board Policy Manual

Changes are reflected in **red**:

3. ETHICS AND CONDUCT

Board members of the Carol Stream Park District are expected to be of high moral and ethical character and work together as a team to serve the community by delivering best in class park and recreation opportunities. In the discharge of their duties, Board members act collectively as a Board and not as individuals. Board members should always abide by the majority vote of the Board and support the determination of that majority. Also, an individual Board member should not speak for the Board unless authorized to do so by the Board. It would be improper and ill-advised for an individual Board member to make a public pronouncement or engage in conjecture about a Board matter that has not yet been decided, an action of the Board, or any matter that has been discussed in an executive session of the Board. Because each action taken by a Board member in the course of his or her duties should be motivated by the District's best interests, a Board member should be free of undue outside influences and of self-interest. Board members shall abide by State laws related to conflicts of interests, financial or otherwise. A Board member shall advise the Executive Director of all memberships and financial interests that the Board member has in companies or organizations that are doing business with the District.

3.1 Practical Application of Ethics

In accordance with this policy, Board members will educate themselves about and comply with all applicable federal, state and local laws, regulations, and ordinances governing the conduct of the Park District's elected officials. These include but are not limited to, the Public Officials Prohibited Activities Act, the Government Ethics Act, State Officials & Employee Ethics Act (and any related Park District ordinances), Official Misconduct, Bid Rigging Act, and the Illinois Human Rights Act.

In addition, Board members must:

- On an annual basis, file a statement of Economic Interests with the County Clerk of DuPage County.
- Always keep the best interests of the Carol Stream Park District in mind.
- Understand and respect the separation of Board responsibilities and functions from those of the Executive Director and staff.
- Refrain from communication and/or involvement with outside groups that interferes with ongoing administrative activity by staff.
- Be available and responsive to the residents of the District.
- Represent all the residents of the District and avoid partisanship based on special interests.
- Communicate with fellow Board members and the Executive Director.
- Understand and follow all provisions of the Illinois Open Meetings Act, including executive session confidentiality.

- Be properly prepared for Board deliberation.
- Avoid public promises or statements regarding a vote or position on an issue prior to an official meeting.
- Publicly support the implementation of majority decisions of the Board while maintaining the right to disagree.
- Respect the confidentiality appropriate to issues of a sensitive nature.
- Recognize that an individual Commissioner has no legal authority to determine policy, give directions to District personnel, or to act or speak for the Board unless specifically authorized to do so by official Board action.
- When the Board must decide upon an issue about which a Commissioner may have an unavoidable conflict of interest, that Commissioner must observe all applicable ethical laws, rules, regulations and orders, including but not limited to, when applicable, disclosure of the interest, recusal from all discussion and deliberation, and abstention from any vote taking about the issue, or such other action as may be required by applicable state and federal law.
- Develop productive relationships with other elected officials at the federal, state and local level.
- Participate in Board development opportunities.

5.2 Appointed Personnel

Treasurer - The Treasurer shall be the chief financial officer and advisor to the Board. The duties of the Treasurer shall include, but not be limited to, acting as custodian of all monies and securities owned by the District and received by the District, causing such monies to be deposited in such bank or banks as may be from time to time approved and designated by the Board and causing such securities to be held in a place of safekeeping, causing to be prepared an annual statement of all receipts and disbursements of the District for the preceding fiscal year and causing the same to be published in accordance with the Statutes of the State of Illinois, and attending all meetings of the Board. It is recommended that the ~~Director of Finance and Administration~~ **Director of Finance & Information Technology** be appointed as Treasurer.

7.2 Annual Meeting

The annual meeting of the Board shall be held on the second Monday of May in each year, at ~~7:00~~ **6:00** p.m. This shall be the organizational meeting of the Board where the President and Vice-President shall be elected, and the Secretary, Treasurer, Attorney and Director shall be appointed. Chairmen of the Committees may also be appointed. Other business may be transacted at this meeting. Officers will be elected by voice vote. If elections do not occur at the second Monday in May, they are to occur no later than the second meeting in June.

7.3 Regular Meeting

Regularly scheduled meetings of the Board shall be held on the second and/or the fourth Monday of each month according to a schedule adopted by the Board annually. Regular Business Meetings, open at ~~7:00~~ **6:00** pm.

7.17 Remote Attendance

The purpose of this Policy is to allow members of the Board of Commissioners of Carol Stream Park District to attend and participate in open and closed meetings of the Board by video or audio means as authorized by Section 7 of the Open Meetings Act, 5 ILCS 120/7, subject to the rules and limitations applicable to such attendance and participation as set forth in this Policy.

1. Definitions

Meeting - any open or closed meeting of the Board that is subject to the Act.

Qualifying Event:

- a. personal illness or disability;
- b. employment purposes or the business of the District; or
- c. a family or other emergency.
- d. Unexpected childcare obligation



CAROL STREAM
Park District

Board of Commissioners Policy Manual

Adopted: September 13, 2004

Revised: November 8, 2004-7.9a

Revised: February 28, 2005 – 5.1

Revised: November 14, 2005 – 2.10.1

Revised: August 28, 2006 – 7.16 & 2.4a & 4.5a

Revised: September 10, 2007 – 7.3

Revised: February 9, 2009 – 2.10 & 7.11

Revised: April 13, 2009 – 5.1

Adopted: February 7, 2011

Revised: September 10, 2012 – 7.9 & 2.9a

Revised: July 21, 2014 – Section 7.15

Revised: October 26, 2016 – Section 2.14

Adopted: April 23, 2018

Revised: February 24, 2020 – Section 3.9

Table of Contents

1.	INTRODUCTION	1
1.1	Forward	1
1.2	Mission Statement.....	1
1.3	Administrative Objectives	1
1.4	Purpose	2
1.5	Statutory Authority.....	2
1.6	Legal Authority of the Manual.....	2
1.7	Definitions	2
1.8	Revisions.....	3
1.9	Separability	3
2.	GOVERNMENT	3
2.1	Government	3
2.2	Job Description.....	3
2.3	Number	4
2.4	Term of Office.....	4
2.5	Delivery of Records to Successor	4
2.6	Inauguration	4
2.7	Oath of Office	4
2.8	Qualifications.....	4
2.9	Nominations	5
2.9.1.	Nomination Papers	5
2.9.2.	Signature Requirements	5
2.9.3	Prospective Candidate Information	5
2.10	Election	5
2.11	Vacancies in Office	5
2.12	Compensation.....	6
2.13	Expenses	6
2.14	Community Relations Activities.....	7
2.15	District Programs and Facilities.....	7
3.	ETHICS AND CONDUCT	7
3.1	Economic Disclosure.....	7
3.2	Ethics Act	7
3.3	Legal Authority	8
3.4	Representation	8
3.5	Board Decisions	8
3.6	Board Unity	8
3.7	Relationship to the Director	8
3.8	Indemnification	8
3.9	Non-Discrimination and Anti-Harassment	9
4.0	PRIMARY FUNCTIONS OF THE BOARD.....	9
4.1	Tax Levy.....	9
4.2	Allocation of Funds.....	9
4.3	Making Adjustments	9
4.4	Hire a Director	10
4.5	Policies.....	10

4.5.1	Defining Policies and Administrative Procedures	10
4.6	Planning, Direction – Setting	10
5.	OFFICERS OF THE BOARD	11
5.1	Key Officers.....	11
5.2	Appointed Personnel	11
5.3	Attorney.....	13
5.4	Auditor.....	13
5.5	Additional Duties of Appointed Officers	13
6.0	BOARD COMMITTEES	13
6.1	Committee Establishment	13
6.2	Standing Committees	14
6.3	Liaisons	14
6.4	Representative to WDSRA Board	14
7.0	MEETINGS.....	14
7.1	Open Meetings.....	14
7.2	Annual Meetings.....	14
7.3	Regular Meetings	14
7.4	Special Meetings	15
7.5	Place of Meetings.....	15
7.6	Closed Meetings.....	15
7.7	Schedule and Notice of Meetings.....	15
7.8	Quorum	15
7.9	Agenda.....	15
7.9.1	Adding Topics to the Agenda	15
7.9.2	Establishing a Consent Agenda	16
7.10	Resident Participation	16
7.11	Discussion.....	17
7.12	Ordinances, Resolutions and Motions.....	17
7.13	Voting.....	18
7.14	Rules of Order.....	18
7.15	Official Minutes	18
7.15.1	Open Meeting Minutes.....	18
7.15.2	Closed Session Meeting Minutes and Recordings.....	19
7.16	Distribution of Board Meeting Agendas and Board Packets.....	19
7.17	Remote Attendance	20
Exhibit A	22
Exhibit B	23
Exhibit C	33
Exhibit D	34

1. INTRODUCTION

1.1 Forward

The Carol Stream Park District is a separate unit of municipal government, established in 1964, governed by a Board of seven elected commissioners who serve without pay. It is the intent of the Carol Stream Park District to effectively and economically provide recreational programs, facilities, and open space for the residents of the District, which are designed to provide wholesome, constructive, and enjoyable leisure time experiences that benefit the individual, the family and the community. The Board of Commissioners acts as the legislative and policy-making body of the District in the operation, control, improvement, and planning of its parks, recreation programs, facilities, personnel, and fiscal operations.

Policies of the District shall be established to provide for equal opportunities for use of areas and facilities through a community recreation program designed to meet the needs and interests of its residents. In relation to its personnel, the Park District will issue a copy of the Personnel Policy Manual to each full-time employee and a part-time and short-term Personnel Policy Manual to all part-time and short-term employees.

The District shall provide services, areas and facilities, which are consistent with its standards and objectives. Programs shall be planned, developed and operated consistent with the District's taxing structure and financial ability. They shall provide residents a broad and varied selection of year-round activities related to their recreational needs and interests. The District shall make available to its residents public property which has recreation values. It shall assume certain responsibilities in making other publicly owned property available for recreation use.

1.2 Mission Statement

The mission of the Carol Stream Park District is to enrich our community by fulfilling our residents' needs for healthy, accessible, quality recreation activities, parks and facilities, and to be responsible stewards of our community resources.

1.3 Administrative Objectives

- To implement an effective land acquisition program to permanently reserve substantial areas of recreational land to meet the needs of present and future District residents.
- To establish and maintain accurate and efficient budgeting and accounting systems.
- To use the most efficient methods to construct and maintain Park District facilities.
- To offer a variety of leisure programs to our residents.

1.4 Purpose

The Board of Commissioners Policy Manual is intended to describe the existing policies of the District as they apply to the Board of Commissioners.

1.5 Statutory Authority

The District is purely a creation of the State of Illinois legislature, and has no inherent powers, but only such powers as have been granted to it by the legislature, or as are necessarily implied to give effect to the powers specifically granted.

The District is governed by numerous statutes of the State of Illinois. (IL Compiled Statutes) However, the principle statutory authority is the Park District Code (70 ILCS 1205/1-1), which is codification of the general law relating to districts in Illinois. References and excerpts from the Park District Code and other related laws are made in this manual.

1.6 Legal Authority of the Manual

In particular, the legal authority of this policy manual is (70 ILCS 1205/8-1(d)) of The Code, which reads as follows: "(d) To pass all necessary ordinances, rules and regulations for the proper management and conduct of the business of the Board and District and to establish by ordinance all needful rules and regulations for the government and protection of parks, boulevards and driveways and other property under its jurisdiction, and to effect the objects for which such districts are formed."

The statutes of the State of Illinois or any final court decision that is in conflict with the provisions of the policy manual shall supersede the provisions of this policy manual.

1.7 Definitions

For the purpose of the policy manual, the following terms shall have the definitions given herein:

- A. "District" is the Carol Stream Park District, DuPage County, Illinois.
- B. "Board" is the Board of Commissioners of the Carol Stream Park District.
- C. "Director" is the Executive Director of the Carol Stream Park District.
- D. "Code" is "The Park District Code," (70 ILCS 1205/1-1) approved July 8, 1947, as amended.

For the purpose of this manual, words in the masculine gender shall include the feminine gender and words in the singular number shall include the plural number and vice-versa, and words in the present tense shall include the future tense.

1.8 Revisions

The Board will review the policies contained in this manual every three years and revise or amend them as they deem appropriate at a regular meeting of the Board by a majority of its members, except whereby law or the provisions of the manual itself, a vote greater than a simple majority is required.

1.9 Separability

If any policy or part thereof contained in the policy manual shall be determined invalid in a court of law, such determination shall not affect the validity of the remaining policies or parts thereof.

2. GOVERNMENT

2.1 Government

The government of the District is vested in the Board. The Board constitutes the corporate authority.

2.2 Job Description

The job of the Board is to make certain contributions which lead the District toward the desired performance and assure that it occurs. The Board's specific contributions are unique to its trusteeship role and necessary for proper governance and management.

Consequently, the "outputs" or job contributions of the Board shall be:

- A. A link between the organization and the residents of the Carol Stream Park District.
- B. Written governing policies which, at the broadest levels, address:
 - 1. Benefits: Organizational outputs, impacts, benefits, outcomes (what goods, for which needs, for which people, at what cost).
 - 2. Executive Limitations: Boundaries on the authority of the Executive Director which establish the prudence and ethics boundaries within which lies the acceptable arena of executive activity, decisions and organizational circumstances.
 - 3. Governance Process: Specification of how the Board conceives carries out and monitors its own tasks.
- C. The assurance of the Director's performance.
- D. Legislative impact and intergovernmental cooperation.
- E. Conduct as an Elected Official:

While serving as a public official, discretion should be exercised when participating in activities as a private citizen, particularly when involving another public body, since such

actions could be interpreted as acting in an official capacity. In general, a commissioner only speaks as a Park Board authority during Board meetings.

When unsure if actions are within these guidelines, obtain an opinion from the Board.

2.3 Number

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

2.4 Term of Office

Each term of office for a Commissioner shall be four (4) years. Terms are designated to expire on a staggered system. Commissioners shall serve until their successors are duly elected, qualified, and have taken the oath of office.

2.5 Delivery of Records to Successor

A Board member leaving office should deliver to his or her successor in office all property, books, and effects in the prior officer's possession belonging to the District or pertaining to the office previously held.

2.6 Inauguration

A. Newly Elected or Re-elected Commissioners

Newly elected or re-elected Commissioners shall be inaugurated at the first regularly scheduled Board meeting in May. The Secretary of the District shall ~~then~~ inaugurate the newly elected Commissioners. See Exhibit A.

B. Appointed Commissioners.

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

2.7 Oath of Office

All elected and appointed Board members, before entering upon the duties of his office, shall take and subscribe to the Oath of Office.

2.8 Qualifications

Candidates for Commissioner must be a resident of the Park District for at least one year prior to the election (7-ILCS 1205/2-11). Candidates must be registered voters within the Park District.

2.9 Nominations

2.9.1. Nomination Papers

To get on the ballot, a candidate must file certain documents, referred to as “nomination papers,” which consist of petitions bearing voters’ signatures, a statement of candidacy and a receipt indicating the candidate has filed a statement of economic interests. The candidate may also file a loyalty oath and a code of fair campaign practices, both of which are optional. The statement of economic interests must be filed with the county clerk, who will issue the candidate a receipt (5 ILCS 420/4A-106). The receipt – not the original filed statement – along with the petitions bearing signatures and the statement of candidacy must be securely bound and filed with the Park District secretary not more than 113 or less than 106 days prior to the consolidated election

2.9.2. Signature Requirements

For the first election of officers, the minimum number of signatures required is 25 (70 ILCS 1205/2-9). Thereafter, candidates must file petitions signed by not less than two percent of the number of people who voted at the last election for trustee or commissioner in the District, but in no case can the number be less than 24 voters (70 ILCS 1205/2-11).

2.9.3 Prospective Candidate Information

The District will provide all prospective commissioner candidates with information about the District and what it means to be a Park Board Commissioner. This includes but is not limited to, history of the District, organizational information, promotional pieces, and literature produced by the Illinois Association of Park Districts and National Parks and Recreation Association.

2.10 Election

Commissioners shall be elected biennially to take the place of those whose terms expire. Such elections shall take place at the election provided for by the general election law (Illinois Compiled Statutes, (10 ILCS 5/1.1).

2.11 Vacancies in Office

A. Declaring a Vacancy

A vacancy on the Board may be declared whenever any member (1) dies, (2) resigns, (3) mental or physical disability, (4) change of required residency, (5) is convicted of any disqualifying crime, (6) refuses or neglects to take his oath of office, (7) neglects to perform the duties of this office or to attend meetings of

the Board for the length of time as the Board fixes by Ordinance No. 375 {see exhibit D}, or (8) for any other reason specified by law. (70 ILCS 1205/2-25).

B. Method of Filling Vacancies

Vacancies shall be filled by appointment by a majority of the remaining members of the Board. The appointee (after the required vote) will be sworn in with the reference “to complete the term vacated by Commissioner _____”.

Any person so appointed shall hold his office until the next regular election at which time a qualified candidate shall be elected to fill the vacancy of the unexpired term. However, if the vacancy occurs with less than 28 months remaining in the term or with less than 88 days before the next regularly scheduled election, then the person appointed to fill the vacancy shall hold his office until the expiration of the term for which he has been appointed, and no election to fill the vacancy shall be held. (70 ILCS 1205/2-25).

If the vacancy occurs with less than 28 months remaining in the term, the person appointed to fill the vacancy shall hold the office until the expiration of the term for which he or she has been appointed, and an election is not required. If the vacancy occurs with more than 28 months left in the term, but less than 123 days before the next regularly scheduled election for Board members, the person appointed to fill the vacancy shall hold the office until the second regularly scheduled election for the office following the appointment, at which a member must be elected to fill the vacancy for the unexpired term (70 ILCS 1205/2-325).

2.12 Compensation

Board members shall act as such without compensation. (70 ILCS 1205/4-1). Reasonable reimbursement for expenses incurred to the exercise of official duties in accordance with the Local Government Travel Expense Act (PA 99-06040) and Ordinance No. 502 is permissible. (See attachment.)

2.13 Expenses

Opportunities to attend and participate in professional conferences, conventions, workshops, seminars, and technical meetings shall be provided at District expense subject to budgetary provisions. Legitimate expenses shall include registration fees, transportation, lodging, meals, and other business expenses in accordance with Local Government Travel Expense Act (PA 99-06040).

The District may establish membership in and pay dues for Board members to the National Recreation and Park Association (NRPA), and the Illinois Association of Park Districts (IAPD) or any other association approved by the Board.

Because both the NRPA and the IAPD serve the educational, legislative, and research needs of the Board, which subsequently benefit the District, and because members of the NRPA and IAPD boards of directors and committees are drawn from commissioners from throughout the nation and the state. The Board encourages its commissioners to serve on the boards and committees of NRPA and IAPD and shall reimburse any and all usual and customary expenses incurred by Board members which are directly related to their roles with those associations.

2.14 Community Relations Activities

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

2.15 District Programs and Facilities

Current Board members and their immediate families are encouraged to participate in recreation programs, and use recreational facilities at the same fee levels as full-time staff, per the District's Personnel Policy. By doing so, the District attains critical, prompt and useful feedback and suggestions for betterment of services. Commissioners, using District services, are expected to provide feedback on their experience to the Executive Director.

The Board may elect to award Lifetime Fitness Center and Water Park Memberships to retiring Board members after a minimum of four years of service.

For the purpose of this section, immediate family shall mean the Board member's spouse, and dependent children/step-children under age 26. In the event of the death of a former or current Board member, the lifetime membership privileges may be afforded to the spouse and dependents under age 26. The Board reserves the right to make special accommodations on a case-by-case through a majority vote.

3. ETHICS AND CONDUCT

3.1 Economic Disclosure

Commissioners must file a statement of economic interests, pursuant to the Illinois Governmental Ethics Act, with the County Clerk of DuPage County (5 ILCS 420/1-101). The Secretary of the District shall make available the statement of economic interest form.

3.2 Ethics Act

Commissioners will conduct the duties of office in accordance with Ethics Ordinance No. 361, approved May 10, 2004. See exhibit B.

3.3 Legal Authority

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

3.4 Representation

Board members represent all of the residents of the District and shall not represent special interest groups. Board members should not make public promises or statements regarding their votes or position on an issue prior to an official meeting.

3.5 Board Decisions

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

3.6 Board Unity

Board members should accept and endorse majority decisions of the Board and align themselves with Board policies, goals and objectives. Unless specifically delegated by the Board, an individual member has no power to act on behalf of or bind the Board. Such action by an individual Board member may result in personal financial liability. Additionally, a Board member has legislative immunity only during a convened and legally called Board Meeting.

3.7 Relationship to the Director

Board members shall respect the delegation of authority and responsibility to the Director. Board members shall work directly with the Director rather than staff and shall not be involved in the day to day operations of the District. Requests for information concerning District operations and programs shall be posed to the Director. Suggestions for new policies shall be referred to the Director for study, appraisal and final recommendation.

Complaints and recommendations brought to the Board shall be turned over to the Director for investigation and disposition or for his recommendation as to disposition by the Board. Board members shall support approved actions of the administration.

3.8 Indemnification

The Illinois Tort Immunity Act (745 ILCS 10/10-206) applies to officers, members of a board, commissioners or committees. Most of the statutory protections against causes of action arising under state law are contained in that Act. The immunities protect Board members for certain acts or omissions performed while performing their duties; it does not provide

absolute protection against all claims. It expressly provides that it does not apply to cases brought under a breach of contract theory nor does it apply to, among other things, claims brought under the Worker's Compensation Act (745 ILCS 10/2-101). Additionally, the protections afforded by Illinois Law does not provide immunity against claims filed under federal law. The District's Director and Attorney will guide and advise the Board on matters that represent risk.

3.9 Non-Discrimination and Anti-Harassment

Any commissioner of the Carol Stream Park District Board of Park Commissioners ("Park Board") who believes that s/he has been sexually harassed by another Park Board Commissioner may file a complaint with the Park Board President. If the Board President is the reporting person or is implicated by the allegation, the report can be made to any other Park Board Commissioner. Any report under this section must be referred to the District's legal counsel. The District's legal counsel shall promptly appoint a qualified independent attorney or consultant to review and investigate the allegations. The Executive Director and Board President are hereby authorized and directed to implement and administer the Policy in accordance with applicable law.

4.0 PRIMARY FUNCTIONS OF THE BOARD

Although the Board is empowered to make all decisions affecting the operations of the District, it shall normally exercise its power by establishing policy and reviewing the implementation of policy by its officers and employees. The general corporate powers of the Board, as set forth in the Code, include, but are not limited to:

4.1 Tax Levy

Provide for the levy of taxes pursuant to the authority granted by the State Statute. Such levies shall provide for the generation of sufficient revenue to pay the cost of the District's operation.

4.2 Allocation of Funds

Adopt an annual budget and appropriation ordinance to provide the best possible facilities, programs and services to the public, and to establish and enforce controls for the expenditure of funds within the limitations of the budget.

4.3 Making Adjustments

Approve any required adjustments in the tax levy or budget, as specified by law. Enact periodic adjustments in the operational policies of revenue-producing or other facilities, as required to maximize benefit to the customer.

4.4 Hire a Director

Employ a Director as its chief administrative officer. The Board shall determine and adopt a process for an annual evaluation of the Director.

4.5 Policies

Adopt and review, every third year, a set of rules and regulations affecting all personnel in a document known as the Personnel Policy of the Carol Stream Park District.

Study, develop and adopt all other policies that will satisfy the park and recreational needs of the community, and see that such policies are effectively administered and up to date.

4.5.1 Defining Policies and Administrative Procedures

The Board recognizes the need for a document that contains the policies and administrative procedures that facilitate the operation of the District on a day-to-day basis.

Policy

A policy is a course of action defining the aims to be achieved by the District. Policies are officially approved by the Board. Policies address the purpose of the recreation system and provide the legal, ethical, and quality parameters for the operation of the District.

The formulation and adoption of these policies shall constitute the method by which the Board shall exercise its leadership in overseeing the District. Formulating policy is the primary responsibility of the Board

The formal adoption of policies shall be recorded in the minutes of the meetings of the Board. Only those written statements so adopted and so recorded shall be regarded as official Board policy.

Procedures

Procedures are the tactics, methods, and systems formulated, developed and implemented by the District staff to achieve the aims and purposes of Board policies.

The Director and staff shall have the responsibility of specifying the action required and designing the detailed arrangements under which they will be operated. These detailed arrangements and specific actions shall constitute the procedures governing the day-to-day operation of the District. They will be consistent with the policies of the Board.

4.6 Planning, Direction – Setting

Through comprehensive and strategic planning, the Board will set direction for the development of parks, facilities, recreation activities and services. The vision is set by the Board for implementation of operational efforts conducted by District Staff.

Typically, the Board will approve the vision, mission and core values of the District, and the goals and direction provided by said plans.

5. OFFICERS OF THE BOARD

5.1 Key Officers

The officers of the Board, in addition to the President and Vice President prescribed by statute, shall be an Attorney and a Director, neither of whom shall be a member of the Board.

The President shall be the chairperson of the Board. It shall be his/her duty to prepare the Board Agenda, with the Board Secretary, and preside at all meetings when present; to sign all contracts and other papers authorized by the Board; to see that all orders of the Board are faithfully executed; and to represent the Board at community and ceremonial events.

The Vice President, in the absence of the President, or in the event of his refusal or inability to act, shall be vested with the powers and perform the duties of the President.

A commissioner must serve on the Board for at least one (1) year before being eligible to be elected as President of the Board.

The selection of Board President and Vice President is at the discretion and preference of the Board at their annual meeting.

As a guideline, the Board may limit terms of President and Vice President.

The appointment of officers should take into consideration their ability to attend or participate in Board functions beyond the regular Board meetings.

The office of Vice President should not be considered an automatic stepping stone to the office of President.

5.2 Appointed Personnel

The Board shall appoint a Secretary, Treasurer, Auditor, Attorney, and a Director; and, prescribe their duties and establish the term of appointment. The Secretary and Treasurer need not be board members, in which case the Board may fix their compensation. (70 ILCS 1205/408).

- A. The Board shall appoint annually a Director, and an attorney in the manner provided for officers herein, and may further employ such other employees, from time to time, as may be required or deemed desirable, defining and

prescribing their respective duties and compensation. Such duties and compensation shall be reviewed by the Board prior to the annual meeting. The Board may also retain consultants and other independent contractors, from time to time, as may be required or deemed desirable, defining and prescribing their respective duties, services and compensation.

- B. Any officer or employee chosen or employed by the Board may be removed by the Board whenever, in its judgment, the best interests of the government of the District would be served thereby.
- C. Secretary - The duties of the Secretary shall include but not be limited to being present at meetings of the Board, preparing the agenda for all Board and Committee meetings and submitting it to the Board in advance of the meeting, keeping accurate records of all official proceedings of the Board, preparing and publishing such reports as are required by law and pertain to his office, administering oaths and affirmations, maintaining a correct and up-to-date copy of the District's policy manuals, keeping of the corporate seal of the District, causing to be published all ordinances required to be published by statute, giving notice of all regular and special meetings of the Board in the manner provided by law, supervising elections and referenda within the District, and performing such other duties as usually pertain to his office, as are required by law or as may be delegated to him by the Board. It is recommended that the Board appoint the Director to the position of Secretary for effectiveness and expediency.
- D. Treasurer - The Treasurer shall be the chief financial officer and advisor to the Board. The duties of the Treasurer shall include, but not be limited to, acting as custodian of all monies and securities owned by the District and received by the District, causing such monies to be deposited in such bank or banks as may be from time to time approved and designated by the Board and causing such securities to be held in a place of safekeeping, causing to be prepared an annual statement of all receipts and disbursements of the District for the preceding fiscal year and causing the same to be published in accordance with the Statutes of the State of Illinois, and attending all meetings of the Board. It is recommended that the Director of Finance and Administration be appointed as Treasurer.
- E. Executive Director - The Executive Director shall be the chief administrative officer of and professional advisor to the District. The Board shall establish a job description for this position and shall delegate to the Director sufficient authority and responsibility to execute the Board's policies and establish standard operating procedures based on those policies, enforce established rules and regulations, and administer the daily operations of the parks, recreation programs, facilities, and services of the District for the benefit of the public. The Director may delegate his authority but he shall nevertheless be responsible to

the Board. The Board shall perform an annual written evaluation of the Director, or more often as may be deemed necessary.

5.3 Attorney

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

5.4 Auditor

The auditor shall conduct the annual audit of the District and present the results of the audit and recommendations to the Board. The Board will contract with an audit firm.

5.5 Additional Duties of Appointed Officers

In addition to the duties herein above specified, each office shall perform other duties as may be required of him by the Board of Commissioners, or by law.

6.0 BOARD COMMITTEES

6.1 Committee Establishment

At the meeting at which the President of the Board is selected, or the first regular meeting thereafter, the President, with Board approval, shall establish any standing committees of the Board and charge them with their assignments for the next year. The standing committees will sit until the next election of the Board President.

Adhoc interim committees shall be appointed to study issues arising in their various categories and are terminated at the completion of the task at hand. All issues are analyzed from the standpoint of Board policy to direct and assist the staff in the administration of the District affairs. The conclusions arrived at by the various committees on all matters in their hands for analysis are presented by the chairman of each committee to the Board as a whole for consideration and official action. All vacancies shall be filled by appointment of the President, with approval of the Board, for the unexpired term. The Director and President shall be ex-officio members of all such committees.

6.2 Standing Committees

All standing committees shall consist of at least two commissioners with one serving as chairman. All committees are governed by the Open Meeting Act (5 ILCS 120/1-6). The Standing Committees shall include but are not limited to:

- Committee of the Whole
- Finance Committee
- Personnel Committee

6.3 Liaisons

The Board may also appoint liaisons or individual representatives, for various functions such as but not limited to: Legislative, and IAPD Annual Business Meeting.

6.4 Representative to WDSRA Board

The Director, or his designee, will represent the Board and District on the Western DuPage Special Recreation Association board.

7.0 MEETINGS

7.1 Open Meetings

All official meetings of the Board are subject to the rules and regulations set forth in the Open Meetings Act (5 ILCS 120/2) and shall be scheduled, conducted and recorded annually.

7.2 Annual Meetings

The annual meeting of the Board shall be held on the second Monday of May in each year, at 7:00p.m. This shall be the organizational meeting of the Board where the President and Vice-President shall be elected, and the Secretary, Treasurer, Attorney and Director shall be appointed. Chairmen of the Committees may also be appointed. Other business may be transacted at this meeting. Officers will be elected by voice vote. If elections do not occur at the second Monday in May, they are to occur no later than the second meeting in June.

7.3 Regular Meetings

Regularly scheduled meetings of the Board shall be held on the second and/or the fourth Monday of each month according to a schedule adopted by the Board annually. Regular Business Meetings, open at 7:00pm.

If the designated meeting falls on a holiday, the date may be changed by the Board. Monthly, the Board may review the schedule and vote to adjust or alter for the coming month.

7.4 Special Meetings

Special meetings of the Board may be called by the President on his own motion or on request of two or more Board members. Notice of any such special meetings shall be given as required by the Open Meetings Act (5 ILCS 120/2).

7.5 Place of Meetings

All Board meetings shall be held at the Fountain View Recreation Center, 910 North Gary Avenue, Carol Stream, Illinois 60188. However, the Board may, from time to time change the place of any such meeting.

7.6 Closed Meetings

The Board may hold a meeting closed to the public or close a portion of a meeting to the public for reasons which include but are not limited to discussion of personnel, land acquisition, litigation, collective negotiating, or Board appointed committee appointment. Any such closed meeting shall be held in accordance with the Open Meetings (5 ILCS 120/2). No final action on any Board matter may be taken at a closed meeting. Closed session meetings will be recorded to comply with PA 93-523, effective January 1, 2004.

7.7 Schedule and Notice of Meetings

The schedule and public notice of all regular, rescheduled, or reconvened Board meetings for each calendar year shall be made available in accordance with the Open Meetings (5 ILCS 12/2).

7.8 Quorum

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

7.9 Agenda

The agenda for each Board meeting shall be determined by the Director with the Secretary, in conjunction with the President, and submitted to the Board in advance of the meeting.

The agenda for the Regular Business Meeting shall include, but not be limited to, Roll Call, Changes to Agenda, Approval of Minutes, Audience Comments (Listening Post), Discussion items, Action items and Adjournment.

7.9.1 Adding Topics to the Agenda

The standard procedure for Commissioners adding items to the agenda shall be as follows:

1. Commissioners shall send topics for a meeting agenda to the Secretary or the President two Fridays prior to a scheduled meeting, but no later than Tuesday 12 noon prior to the same meeting.
2. The topic will generally be added to the agenda, however, the Board President may choose to not add it to a specific meeting's agenda. The item may be added to another meeting agenda via a motion, second and majority vote.
3. Any supporting material for the suggested topic will be delivered to the Secretary in time for copies to be placed with a summary of the topic in the Board of Commissioners meeting packet.
4. At the Board meeting, items or topics not on the posted agenda may be added for the purpose of discussion only by majority vote of the Board.
5. If the Board decides to not add the topic to that day's agenda, the topic may be added to the next meeting agenda.

7.9.2 Establishing a Consent Agenda

A consent agenda may be presented by the President at the beginning of a meeting. Items may be removed from the consent agenda on the request of any one commissioner. Items not removed may be adopted by majority vote without debate. Removed items will be placed later on the agenda under action items.

The procedure for creating and then approving a consent agenda will be as follows:

1. A recommended consent agenda will be presented as part of the entire agenda.
2. The President will ask for a motion, and a second, to accept the consent agenda with additions or deletions from the Board.
3. Any single Commissioner may remove an item from the consent agenda.
4. A unanimous vote is then required to accept the amended/final consent agenda.
5. A separate motion is then made to approve all items on the consent agenda. (Voice or roll call vote).
Note: A Commissioner may vote to create/accept the consent agenda and still vote against approval.
6. Items removed from the consent agenda will be added to the list of action items for that meeting.

7.10 Resident Participation

Residents shall be invited to participate prior to the Board meetings during the "Listening Post," and at other times during the meeting when recognized by the President of the Board. The Board "Rules for the Listening Post" are as follows:

1. People may bring ideas, comments, questions or complaints to Board for their consideration and investigation.
2. Anyone wishing to address the Board must sign in and will state their name and address for the Minutes. They will be allotted three minutes to address the Board.
3. The President will guide interaction with members of audience; Commissioners may ask President to get clarification, or more information, and the President will give the floor to a Commissioner as is appropriate. The President has the added responsibility of keeping the Listening Post on track, and within the stated timeframe.
4. Questions are welcome. The Board will acknowledge questions, but will not necessarily answer that evening. However, the Board may commit to getting an answer to the individual.
5. Staff will typically respond to individuals within 48 hours. Response may be limited to a progress report. If the eventual answer is not satisfactory, individual should write to the Board, or come back before the Board. The Board shall be copied on all responses for Listening Post questions or requests.
6. Staff reports back to Board as necessary before next meeting.

Once the meeting moves from Listening Post to business matters at hand, the discussion and debate is solely amongst the Board with input from staff as allowed by the President. Interaction with audience is allowed only at the suggestion of the President with the agreement of the Board.

Petitions may be submitted by residents in order to bring items to the attention of the Board and to request Board consideration. The petition item may be placed on the agenda of a future regular or special meeting to be discussed by the Board. The individual(s) responsible for the petition shall be notified at the earliest possible date that the Board has received the petition, as well as any action which has been decided upon.

7.11 Discussion

The President shall limit discussion to matters pending before the Board and may suggest time limitations on discussion.

Staff or guests who are permitted or invited to address the Board on an issue, will be expected to limit their presentation to 10 minutes, with additional time as the Board President deems appropriate for questions from Commissioners. Each presenter will be asked to provide a printed document supplementing his/her oral presentation.

7.12 Ordinances, Resolutions and Motions

All ordinances, resolutions and other proceedings of the Board shall be in writing and kept in a regular book of records, open to the public for inspection as prescribed by law. Illinois

statute provides that the Board shall have the power "to pass all necessary ordinances, rules and regulations for the proper management and control of the business of the Board and the District and to establish by ordinance all needful rules and regulations for the government and protection of parks, boulevards and driveways and other property under its jurisdiction and to effect the objects for which such Districts are formed." (70 ILCS 1205/8-1(d)).

7.13 Voting

A roll call vote shall be taken for the passage of all ordinances, and in all cases at the request of the Commissioner, and shall be entered upon the minutes of the proceedings. Resolutions and motions for all propositions to create any liability or for the expenditure or appropriation of money and general actions of Board business may be covered by a voice vote. The act of a majority of Commissioners present at a meeting at which a quorum is present shall be the act of the Board, except as otherwise required by the ordinances of the District, by state law, or unless the act of a greater number of Commissioners is required by any section of this policy.

7.14 Rules of Order

Robert's Rules of Order shall govern in all questions or procedure not otherwise provided for herein. See exhibit C

7.15 Official Minutes

7.15.1 Open Meeting Minutes

The Secretary of the District shall keep written minutes of all Board meetings as specified by the Open Meetings Act (5 ILCS 120/2.06). All action taken by the Board at all regular and special meetings of the Board shall be done in open meeting and recorded by the Secretary. The Secretary is charged with keeping an accurate and true record of all motions, resolutions and ordinances in an official minute book. All minutes will be considered "unofficial" until approved by the Board at a subsequent meeting.

The official minutes book of the Carol Stream Park District shall be open for public inspection as specified by the Open Meetings Act (5 ILCS 120/2.06) and the Freedom of Information Act (5 ILCS 140/1).

The Secretary of the Board will ensure that minutes of open meetings are approved within 30 days after said meeting, or at the second subsequent regular meeting, whichever is later. Once approved, staff will post the approved minutes on the District's website and make available for public inspection within 7 days and will remain on the website for at least 60 days.

7.15.2 Closed Session Meeting Minutes and Recordings

1. The Secretary of the Board is responsible for:
 - a. Reviewing closed session minutes every six months.
 - b. Recommend to the Board which Closed Session minutes shall be made available for public inspection.
 - c. Arrange for the recording of such closed sessions.
 - d. Recommend to the Board Closed Session verbatim recordings that can be destroyed in accordance with Section 2.06(c) of the Open Meetings Act (5 ILCS 120/2.06(c))

2. The Board of Commissioners is responsible for:
 - a. Making the final determination on the release of closed session minutes.
 - b. Making the final determination on the destruction of verbatim recordings.

3. Closed session minutes and recordings are kept in the District's Finance and Administration office.
 - a. Closed session verbatim records shall be in the form of a recording on a digital recorder.
 - b. Closed session minutes and recordings are securely maintained.

4. Access to the closed session minutes and verbatim recordings
 - a. Closed session meeting recordings will be retained electronically with restricted access. Access to Performance of an Employee recordings may be restricted from Executive Director review, as directed by Board President or designee, unless specifically authorized by the Board.
 - b. Members of the Board may review closed session minutes and listen to the closed session recordings in the presence of the Board Secretary or designee.
 - c. Copies of such recordings will not be made or provided to anyone unless specifically authorized by vote of the Board.

7.16 Distribution of Board Meeting Agendas and Board Packets

District staff will email (or provide electronic access) Board packets to each Board member on the Wednesday prior to the Monday Board meeting. In certain cases, these packets may be delivered to the Commissioners homes.

Packets may be supplemented with email documents to the Commissioners should the need arise. In all cases, the delivery of agendas and meeting information will comply with the Illinois Open Meetings Act.

7.17 Remote Attendance

The purpose of this Policy is to allow members of the Board of Commissioners of Carol Stream Park District to attend and participate in open and closed meetings of the Board by video or audio means as authorized by Section 7 of the Open Meetings Act, 5 ILCS 120/7, subject to the rules and limitations applicable to such attendance and participation as set forth in this Policy.

1. Definitions

Meeting - any open or closed meeting of the Board that is subject to the Act.

Qualifying Event:

- a. personal illness or disability;
- b. employment purposes or the business of the District; or
- c. a family or other emergency.

Remote Means- video or audio conference only.

Secretary - appointed by the Board pursuant to Section 4-8 of the Code.

2. Remote Attendance Permitted

Subject to the limitations set forth in Section IV below, a Commissioner may attend any Meeting by Remote Means if the Commissioner is prevented from physically attending the Meeting because of a Qualifying Event.

3. Rules Of Procedure When Remote Attendance Utilized

- a. No Commissioner may attend any portion of a Meeting by Remote Means unless:
 - i. a quorum of the Board is physically present at the Meeting; and
 - i. he or she provides written notice to the Secretary specifying the Qualifying Event at least one hour prior to the Meeting at the District's principal office; and
 - ii. the Remote Means being utilized is fully functional so as to allow all Commissioners and any member of the audience to hear all communications taking place at the Meeting.
- b. No Commissioner may attend a Meeting by Remote Means for any reason other than a Qualifying Event.
- c. When any Commissioner attends any portion of a Meeting by Remote Means as permitted by this Policy:
 - i. the minutes of the Meeting shall so reflect that such Commissioner attended the Meeting by Remote Means; and

- ii. Every Commissioner shall be identified during all Board discussions so that each Commissioner is aware of which Commissioner is speaking at all times.
- d. A Commissioner attending a Meeting by Remote Means shall:
 - i. be permitted to fully participate in the Meeting as if he or she were physically present, subject to the Board's guidelines and procedures for conducting the Meeting; and
 - ii. advise the Secretary and Board if he or she leaves or returns from the Meeting; and
 - iii. advise the Secretary and Board of all other persons in the same room as such.

Exhibit A
Carol Stream Park District
Procedures for Electing Board Officers

Election of President Pro Tem

A Commissioner will make a motion to elect Commissioner _____ as President ProTem. It will be seconded and the Board will vote.

Election and Appointment of Board Officers

1. The President ProTem will take control of the meeting. President Pro Tem will ask for a nomination for President of the Board. It will be seconded and the Board will vote. Voice Vote

2. Then, the newly elected President will take control of the meeting and will ask for nominees for Vice President of the Board.

3. A Commissioner will make a motion to nominate Commissioner _____ for the office of Vice President of the Board. It will be seconded and the Board will vote. Voice vote.

One motion may be made for the following appointments:

- _____ Secretary of the Board
- _____ Treasurer
- _____ Attorney

Requires a second and a voice vote.

After these motions have been made and approved the Board will proceed with the agenda.

Exhibit B
ORDINANCE NO. 361

AN ETHICS ORDINANCE OF THE CAROL STREAM PARK DISTRICT, DU PAGE COUNTY, ILLINOIS

WHEREAS, the Illinois General Assembly has enacted the State Officials and Employees Ethics Act (Public Act 93-615, effective November 19, 2003, as amended by Public Act 93-617, effective December 9, 2003), which is a comprehensive revision of State statutes regulating ethical conduct, political activities and the solicitation and acceptance of gifts by State officials and employees; and

WHEREAS, the Act requires all units of local government and school districts, within six months after the effective date of Public Act 93-615, to adopt ordinances or resolutions regulating the political activities of, and the solicitation and acceptance of gifts by, the officers and employees of such units "in a manner no less restrictive" than the provisions of the Act; and

WHEREAS, it is the clear intention of the Act to require units of local government to implement regulations that are at least as restrictive as those contained in the Act, and to impose penalties for violations of those regulations that are equivalent to those imposed by the Act, notwithstanding that such penalties may exceed the general authority granted to units of local government to penalize ordinance violations; and

WHEREAS, it is the clear intention of the Act to provide units of local government with all authority necessary to implement its requirements on the local level regardless of any general limitations on the power to define and punish ordinance violations that might otherwise be applicable; and

WHEREAS, because the Act provides for the imposition of significant penalties for violations of said local regulations, it is necessary to adopt the required regulations by Ordinance rather than by Resolution;

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CAROL STREAM PARK DISTRICT, AS FOLLOWS:

SECTION 1: The Code of Ordinances of Carol Stream Park District is hereby amended by the addition of the following provisions:

ARTICLE 1

DEFINITIONS

Section 1-1.

For purposes of this ordinance, the following terms shall be given these definitions:

"Campaign for elective office" means any activity in furtherance of an effort to

influence the selection, nomination, election, or appointment of any individual to any federal, State, or local public office or office in a political organization, or the selection, nomination, or election of Presidential or Vice-Presidential electors, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.

"Candidate" means a person who has filed nominating papers or petitions for nomination or election to an elected office, or who has been appointed to fill a vacancy in nomination, and who remains eligible for placement on the ballot at a regular election, as defined in section 1-3 of the Election Code (10 ILCS 5/1-3).

"Collective bargaining" has the same meaning as that term is defined in Section 3 of the Illinois Public Labor Relations Act (5 ILCS 315/3).

"Compensated time" means, with respect to an employee, any time worked by or credited to the employee that counts toward any minimum work time requirement imposed as a condition of his or her employment, but for purposes of this Ordinance, does not include any designated holidays, vacation periods, personal time, compensatory time off or any period when the employee is on a leave of absence. With respect to officers or employees whose hours are not fixed, "compensated time" includes any period of time when the officer is on premises under the control of the employer and any other time when the officer or employee is executing his or her official duties, regardless of location.

"Compensatory time off" means authorized time off earned by or awarded to an employee to compensate in whole or in part for time worked in excess of the minimum work time required of that employee as a condition of his or her employment.

"Contribution" has the same meaning as that term is defined in section 9-1.4 of the Election Code (10 ILCS 5/9-1.4).

"Employee" means a person employed by the Carol Stream Park District, whether on a fulltime or part-time basis or pursuant to a contract, whose duties are subject to the direction and control of an employer with regard to the material details of how the work is to be performed, but does not include an independent contractor.

"Employer" means the Carol Stream Park District.

"Gift" means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of an officer or employee.

"Leave of absence" means any period during which an employee does not receive

(i) compensation for employment, (ii) service credit towards pension benefits, and (iii) health insurance benefits paid for by the employer.

"Officer" means a person who holds, by election or appointment, an office created by statute or ordinance, regardless of whether the officer is compensated for service in his or her official capacity.

"Political activity" means any activity in support of or in connection with any campaign for elective office or any political organization, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.

"Political organization" means a party, committee, association, fund, or other organization (whether or not incorporated) that is required to file a statement of organization with the State Board of Elections or a county clerk under Section 9-3 of the Election Code (10 ILCS 5/9-3), but only with regard to those activities that require filing with the State Board of Elections or a county clerk.

"Prohibited political activity" means:

- (1) Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
- (2) Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.
- (3) Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
- (4) Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
- (5) Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
- (6) Assisting at the polls on election day on behalf of any political organization or candidate for elective office or for or against any referendum question.
- (7) Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.
- (8) Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.
- (9) Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.

- (10) Preparing or reviewing responses to candidate questionnaires.
- (11) Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
- (12) Campaigning for any elective office or for or against any referendum question.
- (13) Managing or working on a campaign for elective office or for or against any referendum question.
- (14) Serving as a delegate, alternate, or proxy to a political party convention.
- (15) Participating in any recount or challenge to the outcome of any election.

"Prohibited source" means any person or entity who:

- (1) is seeking official action (i) by an officer or (ii) by an employee, or by the officer or another employee directing that employee;
- (2) does business or seeks to do business (i) with the officer or (ii) with an employee, or with the officer or another employee directing that employee;
- (3) conducts activities regulated (i) by the officer or (ii) by an employee, or by the officer or another employee directing that employee; or
- (4) has interests that may be substantially affected by the performance or non-performance of the official duties of the officer or employee.

ARTICLE 5

PROHIBITED POLITICAL ACTIVITIES

Section 5-1.

Prohibited political activities.

- (a) No officer or employee shall intentionally perform any prohibited political activity during any compensated time, as defined herein. No officer or employee shall intentionally use any property or resources of the Carol Stream Park District in connection with any prohibited political activity.
- (b) At no time shall any officer or employee intentionally require any other officer or employee to perform any prohibited political activity (i) as part of that officer or employee's duties, (ii) as a condition of employment, or (iii) during any compensated time off (such as holidays, vacation or personal time off).
- (c) No officer or employee shall be required at any time to participate in any prohibited political activity in consideration for that officer or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any officer or employee be awarded additional compensation or any benefit in consideration for his or her participation in any prohibited political activity.
- (d) Nothing in this Section prohibits activities that are permissible for an officer or

employee to engage in as part of his or her official duties, or activities that are undertaken by an officer or employee on a voluntary basis which are not prohibited by this Ordinance.

- (e) No person either (i) in a position that is subject to recognized merit principles of public employment or (ii) in a position the salary for which is paid in whole or in part by federal funds and that is subject to the Federal Standards for a Merit System of Personnel Administration applicable to grant-in-aid programs, shall be denied or deprived of employment or tenure solely because he or she is a member or an officer of a political committee, of a political party, or of a political organization or club.

ARTICLE 10

GIFT BAN

Section 10-1.

Gift ban. Except as permitted by this Article, no officer or employee, and no spouse of or immediate family member living with any officer or employee (collectively referred to herein as "recipients"), shall intentionally solicit or accept any gift from any prohibited source, as defined herein, or which is otherwise prohibited by law or ordinance. No prohibited source shall intentionally offer or make a gift that violates this Section.

Section 10-2.

Exceptions. Section 10-1 is not applicable to the following:

- (1) Opportunities, benefits, and services that are available on the same conditions as for the general public.
- (2) Anything for which the officer or employee, or his or her spouse or immediate family member, pays the fair market value.
- (3) Any (i) contribution that is lawfully made under the Election Code or (ii) activities associated with a fundraising event in support of a political organization or candidate.
- (4) Educational materials and missions.
- (5) Travel expenses for a meeting to discuss business.
- (6) A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.
- (7) Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (i) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between

those individuals; (ii) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (iii) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees, or their spouses or immediate family members.

- (8) Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are (i) consumed on the premises from which they were purchased or prepared or (ii) catered. For the purposes of this Section, "catered" means food or refreshments that are purchased ready to consume which are delivered by any means.
- (9) Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of an officer or employee), if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee, and are customarily provided to others in similar circumstances.
- (10) Intra-governmental and inter-governmental gifts. For the purpose of this Act, "intragovernmental gift" means any gift given to an officer or employee from another officer or employee, and "inter-governmental gift" means any gift given to an officer or employee by an officer or employee of another governmental entity.
- (11) Bequests, inheritances, and other transfers at death.
- (12) Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

Each of the exceptions listed in this Section is mutually exclusive and independent of every other.

Section 10-3.

Disposition of gifts.

An officer or employee, his or her spouse or an immediate family member living with the officer or employee, does not violate this Ordinance if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501 (c)(3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.

ARTICLE 15

ETHICS ADVISOR

Section 15-1.

The Executive Director, with the advice and consent of the Park Board shall designate an Ethics Advisor for the Carol Stream Park District. The duties of the Ethics Advisor may be delegated to an officer or employee of the Carol Stream Park District unless the position has been created as an office by the Carol Stream Park District.

Section 15-2.

The Ethics Advisor shall provide guidance to the officers and employees of the Carol Stream Park District concerning the interpretation of and compliance with the provisions of this Ordinance and State ethics laws. The Ethics Advisor shall perform such other duties as may be delegated by the Executive Director or Park Board of Commissioners.

ARTICLE 20

ETHICS COMMISSION

Section 20-1.

There is hereby created a commission to be known as the Ethics Commission of Carol Stream Park District. The Commission shall be comprised of three members appointed by the Executive Director with the advice and consent of the Park Board of Commissioners. No person shall be appointed as a member of the Commission who is related, either by blood or by marriage up to the degree of first cousin, to any elected officer of Carol Stream Park District. [For entities in which officers are elected on a partisan basis, insert the following: No more than two members of the Commission shall belong to the same political party at the time such appointments are made. Party affiliation shall be determined by affidavit of the person appointed.]

Section 20-2.

At the first meeting of the Commission, the initial appointees shall draw lots to determine their initial terms. Two commissioners shall serve 2-year terms, and the third commissioner shall serve a one-year term. Thereafter, all commissioners shall be appointed to 2- year terms. Commissioners may be reappointed to serve subsequent terms. At the first meeting of the Commission, the commissioners shall choose a chairperson from their number. Meetings shall be held at the call of the chairperson or any 2 commissioners. A quorum shall consist of two commissioners, and official action by the commission shall require the affirmative vote of two members.

Section 20-3.

The Executive Director, with the advice and consent of the Park Board, may remove a commissioner in case of incompetence, neglect of duty or malfeasance in office after service on the commissioner by certified mail, return receipt requested, of a copy of the written charges against the commissioner and after providing an opportunity to be heard in person or by counsel upon not less than 10 days' notice. Vacancies shall be filled in the same manner as original appointments.

Section 20-4.

The Commission shall have the following powers and duties:

- (1) To promulgate procedures and rules governing the performance of its duties and the exercise of its powers.
- (2) Upon receipt of a signed, notarized, written complaint, to investigate, conduct hearings and deliberations, issue recommendations for disciplinary actions, impose fines in accordance with Section 25-1(c) of this Ordinance and refer violations of Article 5 or Article 10

of this Ordinance to the appropriate attorney for prosecution. The Commission shall, however, act only upon the receipt of a written complaint alleging a violation of this Ordinance and not upon its own prerogative.

- (3) To receive information from the public pertaining to its investigations and to require additional information and documents from persons who may have violated the provisions of this Ordinance.
- (4) To compel the attendance of witnesses and to compel the production of books and papers pertinent to an investigation. It is the obligation of all officers and employees of the Carol Stream Park District to cooperate with the Commission during the course of its investigations. Failure or refusal to cooperate with requests by the Commission shall constitute grounds for discipline or discharge.
- (5) The powers and duties of the Commission are limited to matters clearly within the purview of this Ordinance.

Section 20-5.

- (a) Complaints alleging a violation of this Ordinance shall be filed with the Ethics Commission.
- (b) Within 3 business days after the receipt of a complaint, the Commission shall send by certified mail, return receipt requested, a notice to the respondent that a complaint has been filed against him or her and a copy of the complaint. The Commission shall send by certified mail, return receipt requested, a confirmation of the receipt of the complaint to the complainant within 3 business days after receipt by the commission. The notices to the respondent and the complainant shall also advise them of the date, time, and place of the meeting to determine the sufficiency of the complaint and to establish whether probable cause exists to proceed.
- (c) Upon not less than 48 hours' public notice, the Commission shall meet to review the sufficiency of the complaint and, if the complaint is deemed sufficient to allege a violation of this Ordinance, to determine whether there is probable cause, based on the evidence presented by the complainant, to proceed. The meeting may be closed to the public to the extent authorized by the Open Meetings Act. The Commission shall issue notice to the complainant and the respondent of the Commission's ruling on the sufficiency of the complaint and, if necessary, on probable cause to proceed within 7 business days after receiving the complaint.

If the complaint is deemed sufficient to allege a violation of Article 10 of this Ordinance and there is a determination of probable cause, then the Commission's notice to the parties shall include a hearing date scheduled within 4 weeks after the complaint's receipt. Alternatively, the Commission may elect to notify in writing the attorney designated by the corporate authorities to prosecute such actions and request that the complaint be adjudicated judicially. If the complaint is deemed not sufficient to allege a violation or if there is no determination of probable cause, then the Commission shall send by certified mail, return receipt requested, a notice to the parties of the decision to dismiss the complaint, and that notice shall be made public.

If the complaint is deemed sufficient to allege a violation of Article 5 of this Ordinance, then the Commission shall notify in writing the attorney designated by the corporate authorities to prosecute such actions and shall transmit to the attorney the complaint and all additional documents in the custody of the Commission concerning the alleged violation.

- (d) On the scheduled date and upon at least 48 hours' public notice of the meeting, the Commission shall conduct a hearing on the complaint and shall allow both parties the opportunity to present testimony and evidence. The hearing may be closed to the public only if authorized by the Open Meetings Act.
- (e) Within 30 days after the date the hearing or any recessed hearing is concluded, the Commission shall either (i) dismiss the complaint or (ii) issue a recommendation for discipline to the alleged violator and to the [chief executive officer or other officer having authority to discipline the officer or employee], or impose a fine upon the violator, or both. The particular findings in the case, any recommendation for discipline, and any fine imposed shall be a matter of public information.
- (f) If the hearing was closed to the public, the respondent may file a written demand for a public hearing on the complaint within 7 business days after the issuance of the recommendation for discipline or imposition of a fine, or both. The filing of the demand shall stay the enforcement of the recommendation or fine. Within 14 days after receiving the demand, the Commission shall conduct a public hearing on the complaint upon at least 48 hours' public notice of the hearing and allow both parties the opportunity to present testimony and evidence. Within 7 days thereafter, the Commission shall publicly issue a final recommendation to the alleged violator and to the [chief executive officer or other officer having authority to discipline the officer or employee] or impose a fine upon the violator, or both.
- (g) If a complaint is filed during the 60 days preceding the date of any election at which the respondent is a candidate, the Commission shall render its decision as required under subsection (e) within 7 days after the complaint is filed, and during the 7 days preceding that election, the Commission shall render such decision before the date of that election, if possible.
- (h) The Commission may fine any person who intentionally violates any provision of Article 10 of this Ordinance in an amount of not less than \$1,001 and not more than \$5,000. The Commission may fine any person who knowingly files a frivolous complaint alleging a violation of this Ordinance in an amount of not less than \$1,001 and not more than \$5,000. The Commission may recommend any appropriate discipline up to and including discharge.
- (i) A complaint alleging the violation of this Act must be filed within one year after the alleged violation.

ARTICLE 25

PENALTIES

Section 25-1.
Penalties.

- (a) A person who intentionally violates any provision of Article 5 of this Ordinance may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed \$2,500.
- (b) A person who intentionally violates any provision of Article 10 of this Ordinance is subject to a fine in an amount of not less than \$1,001 and not more than \$5,000.
- (c) Any person who intentionally makes a false report alleging a violation of any provision of this Ordinance to the local enforcement authorities, the State's Attorney or any other law enforcement official may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed \$2,500.
- (d) A violation of Article 5 of this Ordinance shall be prosecuted as a criminal offense by an attorney for the Carol Stream Park District by filing in the circuit court an information, or sworn complaint, charging such offense. The prosecution shall be under and conform to the rules of criminal procedure. Conviction shall require the establishment of the guilt of the defendant beyond a reasonable doubt. A violation of Article 10 of this Ordinance may be prosecuted as a quasi-criminal offense by an attorney for the Carol Stream Park District, or, if an Ethics Commission has been created, by the Commission through the designated administrative procedure.
- (e) In addition to any other penalty that may be applicable, whether criminal or civil, an officer or employee who intentionally violates any provision of Article 5 or Article 10 of this Ordinance is subject to discipline or discharge.

SECTION 2: This Ordinance shall be in effect upon its approval as provided by law.

This Ordinance voted upon this 10th day of May, 2004.

AYES
 NAYS
 ABSTAIN

CAROL STREAM PARK DISTRICT

By: _____

President, Board of Commissioners

ATTEST:

 Secretary, Board of Park Commissioners

Exhibit C
Park Board of Commissioners
RULES OF ORDER

1. Discussion will precede a motion and a second.
2. The Executive Director or designee introduces the item under consideration. Upon being recognized by the Board President, other Commissioners will have the opportunity to speak on the issue, one by one.
3. Listen while others are talking.
4. Please do not attempt to dominate a discussion or debate.
5. Body gestures, facial gestures, or other inappropriate behavior will not be tolerated
6. Debate on certain topics will be limited to 3 minutes per commissioner or 20 minutes per subject. (In cases where there may be a more complicated topic, the Chair, or the Board as a whole may decide to extend the 30 minutes). Second or follow-up comments by Commissioners recognized by the chair, should be limited to one minute.
7. Discussion or dialog with members of the audience will occur only through the Chair, and then, only during the Listening Post. Commissioners are asked to also follow the Board's rules regarding the Listening Post. Exceptions to this guideline may be made by a decision of a majority of the Board.
8. Motions for the evening should be presented in written form when additions or deletions to the agenda are announced.
9. The meeting cannot consider any other business until a motion on the floor has been disposed of.
10. Commissioners are asked to fully read the Board packets prior to the Board meetings. Skimming through the material in 10 minutes is not enough.
11. Make arrangements to be on time.
12. Make arrangements to be present the entire meeting.

The chair will be impartial and fair in applying these rules of order.

Exhibit D
ORDINANCE NO. 375
ORDINANCE FIXING LENGTH OF TIME A COMMISSIONER MAY BE ABSENT BEFORE THE BOARD SEAT IS
DECLARED VACANT

WHEREAS, the Carol Stream Park District is a duly constituted Illinois unit of local government functioning under the authority of The Park District Code (70 ILCS 1205/1-1); and,

WHEREAS, Attendance at Park Board meetings is required and expected by the voters who placed commissioners in office to represent them; and,

WHEREAS, the Illinois Park District Code authorizes the Board of Commissioners of said Park District to set a length of time for a commissioner to be absent from Board meetings before the commissioner seat may be declared vacant: and,

WHEREAS, Commissioners are to show respect for residents, fellow commissioners, and staff by making attendance a priority; and,

NOW, THEREFORE BE IT AND IT IS HEREBY ORDAINED BY THE BOARD OF PARK COMMISSIONERS OF THE CAROL STREAM PARK DISTRICT, DUPAGE COUNTY, AS FOLLOWS:

SECTION ONE: *Absence from 12 meetings during the course of 12 months, or absence from meetings for three (3) consecutive months will precipitate contact from the President requesting commissioner to resume regular attendance.*

SECTION TWO: *If the contact from the President does not produce regular attendance, the Board may declare the position abandoned and vacant, pursuant to Section 2-25 of the Park District Code (70 ILCS 1205/2-25).*

SECTION THREE: Absence pertains to all posted meetings of the Board and its committees.

All prior ordinances, resolutions, motions, orders or policies in conflict herewith, be and the same hereby are, repealed to the extent of the conflict herewith.

If any clause or provision of this Ordinance shall be adjudged invalid or unenforceable by a court of competent jurisdiction or by operation of any applicable law, it shall not affect the validity of any other clause or provision, which shall remain in full force and effect.

PASSED and APPROVED this 14th day of November 2005.

Roll Call Vote:

Ayes: _____

Nays: _____

Absent: _____

Abstain: _____

CAROL STREAM PARK DISTRICT

President, Board of Park Commissioners

ATTEST: _____
Secretary, Board of Park Commissioners

To: Board of Commissioners
From: Chris Quinn, Director of Human Resources and
Administrative Services
Date: September 11, 2023
Discussion: 2024 Merit Pool Recommendation **Agenda Item #: 6D**

At the September 25, 2023 Board Meeting, we are seeking approval for a 5% Merit Pool for the 2024 Budget. Below is information supporting this recommendation for the Board's consideration.

Policy & Impact

Per the Salary Administration Policy & Procedure, the Board of Commissioners will be asked annually to approve the District's merit pool. In accordance with our policy, the District's formal wage scale increases by 1% less than the annual merit pool; therefore the merit pool will guide the annual adjustment to the wage scale for full-time staff. The challenge is that the state's minimum wage will see another \$1 increase (7.7%) in January, and create unintentional wage scale compression for our full-time wage scale. That factor is considered in this recommendation.

Rationale for a 5% Merit Pool:

1. **Staff Retention and Attraction of Talent:** Recruiting and retaining top talent is essential for the continued success of our District. Offering competitive wages is one of the key factors to attract and retain employees.
2. **Performance Recognition:** The merit pool *does not* equate to an automatic salary increase. A 5% merit pool would allow us to reward high-performing staff members appropriately. This approach aligns with our commitment to recognizing and incentivizing excellence within our workplace.
3. **Market Competitiveness:** To remain competitive in the job market, it is crucial that we keep our wages competitive to industry standards. A 5% merit pool will help to make sure that our staff's salaries are competitive with the current market rates.
4. **Morale:** Fair and competitive wages foster a positive work environment and helps to boost employee morale. It reinforces the message that we value our staff's contributions and are committed to their well-being.
5. **Productivity and Quality:** A fairly compensated workforce is more likely to perform at their best, which translates into productive staff who will deliver high-quality programs and services to our stakeholders.

Supporting Information

- On January 1, 2024, the Illinois minimum wage will increase by another \$1.00 and move to \$14.00/hour. This is a 7.7% increase from 2022, and an overall increase of 57.5% from the \$8.25/hour minimum in 2018.
 - Of 334 active employees, 287 (86%) are part time. 255 (89%) will see an increase due to the change in minimum wage.
- Even with annual adjustments to the wage scale, some compression of full-time salaries has occurred. The merit pool since 2019 has been:

2019	3.0%
2020	3.0%
2021	1.0%
2022	3.0%
2023	5.0%

- According to the Society for Human Resource Management (SHRM) the national average for projected merit increases in 2024 is 4%.
- Average of surveyed agencies for 2023 is 4.2%.

2024 Merit Increases by District	
DISTRICT	%
Addison	3.0%
Bolingbrook	4.0%
Cary	5.0%
Deerfield	4.0%
Elmhurst	6.0%
Fox Valley	4.0%
Fox Valley SRA	4.5%
Geneseo	5.0%
Grayslake	5.0%
Kishwaukee SRA	3.0%
Lemont	4.0%
Lisle	5.0%
Mount Prospect	3.0%
NISRA	3.0%
Northbrook	5.0%
Oswegoland	4.0%
Park District of Highland Park	3.0%
Park District of Oak Park	4.0%
River Trails	4.0%
Skokie	4.0%
St. Charles	6.0%
Winnetka	4.0%
Woodridge	4%
AVERAGE	4.2%

Recommendation:

Any increase to the merit pool must be carefully reviewed in regards to how this affects the budget. This request is being made after careful analysis, and we believe that allocating a 5% merit pool for staff pay increases is sustainable without compromising the District's fiscal health.

As always, the Board's support of staff has been the most important factor driving our success and recovery. In an attempt to remain the "Employer of Choice," we ask the Board to consider a merit increase that is slightly over the average of what we have found in our industry and move towards aligning our full-time wages to those of surrounding Districts. Therefore, for 2024 we are proposing a 5% merit pool to improve staff retention, hire and keep top quality staff, and be competitive among other park districts in our area.

To: Board of Commissioners
From: Shane Hamilton, Director – Parks & Facilities
Date: September 11, 2023
Approval: Armstrong Park – Playground Equipment Purchase

Agenda Item # 7A

Issue

Should the Board of Commissioners approve the purchase of new playground equipment from NuToys Leisure Products, Westchester, IL, for Armstrong Park totaling \$43,252 with 50% of the project cost being reimbursed by a grant from the Main Street Organization of Realtors.

Background/Reasoning

The existing equipment adjacent to the inline skating rink is safe; however, it is wooden and outdated, and will need to be removed within the next 2-4 years. This grant funding will allow the District to stretch dollars and make an immediate impact on a playground in need of attention.

Supporting Documents

- Quote for equipment.
- 3-D models for each piece of equipment.
- 2-D schematic for each piece of equipment.

Cost

The total project cost is \$43,252; however, the District was a recipient of a \$22,000 grant from the Mainstreet Organization of Realtors, cutting the District's cost in half. The District's out-of-pocket cost is \$21,626. Please note, this playground equipment is part of a national consortium making it exempt from the public bidding process.

Public/Customer Impact

This playground is heavily used on weekends and new equipment will be a terrific addition to Armstrong Park. Additionally, in-house labor will be used to remove and install these new pieces resulting in a savings of approximately \$7,000.

Recommendation

That the Board of Commissioners approve the purchase of new playground equipment from NuToys Leisure Products from Westchester, IL for Armstrong Park totaling \$43,252 with 50% of the project cost being reimbursed by a grant from the Main Street Organization of Realtors.



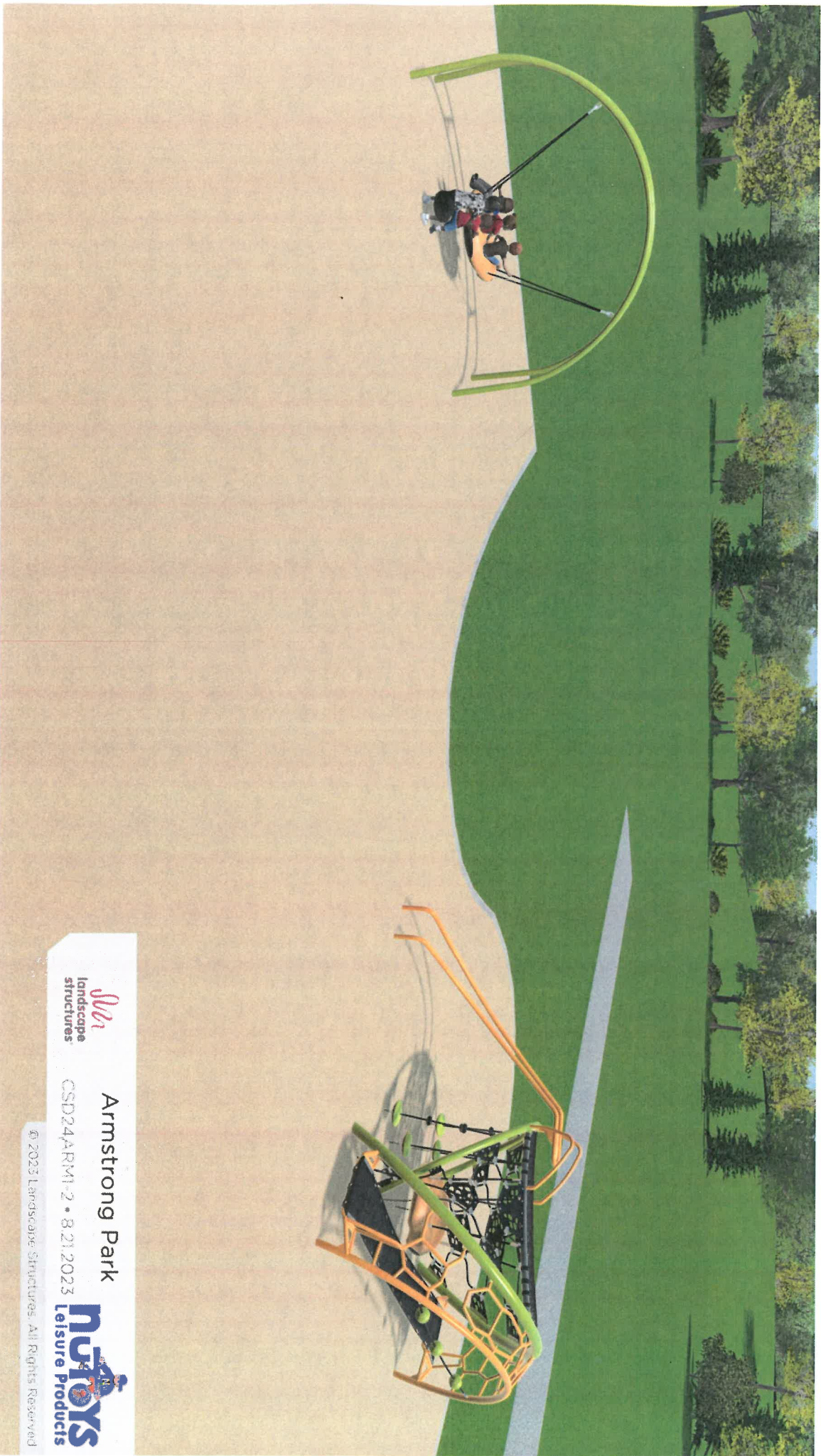
Box 7075
 Westchester, IL 60154
 708-579-9055
 708-579-0109 (fax)
 1-800-526-6197

August 21, 2023

ARMSTRONG PARK
 CAROL STREAM, IL
 OPTION 1
 QUANTIS

<u>QTY.</u>	<u>NO.</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>PRICE</u>
Quantis				
1	CP021811A	DTR IND Quantis A.2 DB Only1		\$ 35,285
Swings				
1	173592A	Oodle Swing DB Only1		\$ 7,015
EQUIPMENT TOTAL				\$ 42,300
6% CONTRACT DISCOUNT				(2,538)
SHIPPING				3,490
TOTAL				<u>\$ 43,252</u>

Additional Work
 EQUIPMENT INSTALLATION CSPD to install



SLR
landscape
structures

Armstrong Park
CSD24ARM-2 • 8.21.2023

NOBOYS
Leisure Products

© 2023 Landscape Structures. All Rights Reserved



Swi
landscape
structures

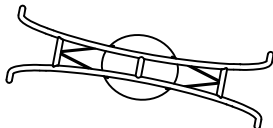
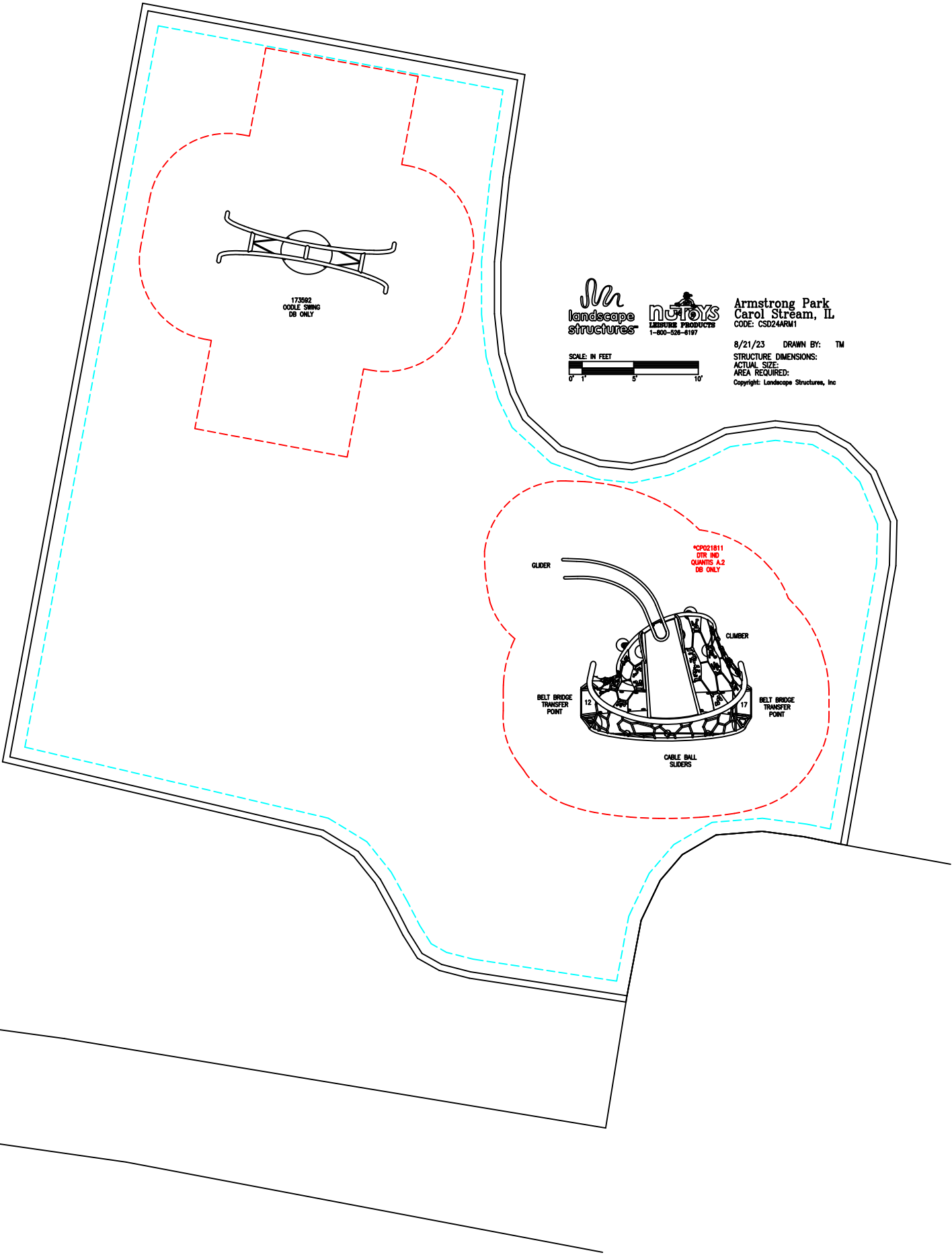
Armstrong Park

CSD24ARM1-2 • 8.21.2023

n toys
Leisure Products

© 2023 Landscape Structures. All Rights Reserved





172592
COCKLE SWING
DB ONLY

landscape
structures

NUVOYS
LEISURE PRODUCTS
1-800-526-6197

Armstrong Park
Carol Stream, IL
CODE: CSD24ARM1

8/21/23 DRAWN BY: TM
STRUCTURE DIMENSIONS:
ACTUAL SIZE:
AREA REQUIRED:
Copyright: Landscape Structures, Inc



GLIDER

*CP021811
DTR HD
QUANTS A.2
DB ONLY

CLIMBER

BELT BRIDGE
TRANSFER
POINT

12

CABLE BALL
SLIDERS

17

BELT BRIDGE
TRANSFER
POINT

To: Board of Commissioners
From: Shane Hamilton, Director – Parks & Facilities
Date: September 11, 2023
Approval: Community Park – Change Order **Agenda Item # 7B**

Issue

Should the Board of Commissioners approve the change order for \$34,916.75 to Construction Inc, Lombard, IL, contingent on approval from DuPage County Grant Administration.

Background/Reasoning

From the time the bid was let out to the public, to the time of construction, the Village updated requirements to the project. The additional catch basin, a drywell bubbler, piping and b-box for water main access along Thornhill Drive changes are reflected in the attached change order. Because of CDBG funding, all change orders must also be approved by the County. Staff recommends the Board approve the change order, contingent on County approval in order to keep the project moving.

Supporting Documents

- Change Order Document from Construction Incorporated.
- County Approval (available at the Board Meeting).

Cost

- \$34,916.75
- GL 42-5-75-00-722
- The cost will be covered by the budgeted contingency.

Public/Customer Impact

The changes are current best management practices for moving storm water away from the parking lot towards the Village property in a more environmentally friendly, more productive manner. Additionally, the Village required an increase from 8" pipe to 12" pipe on site and a b-box connection for the raised gardens.

Recommendation

That the Board of Commissioners approve the change order for \$34,916.75 to Construction Inc, Lombard, IL, contingent on approval from DuPage County Grant Administration.



CHANGE ORDER REQUEST

Project: Carol Stream Community Park
Owner #: 20-368
Location: Carol Stream Community Park

Date: 8/17/2023
CI #: 2

To: Wight & Co
2500 North Frontage Road
Darien, IL 60561

Bulletin/RFP # n/a

DESCRIPTION OF PROPOSAL

Brief Summary:

Scope of work is for the changes to the IFC drawings from the original bid drawings.

Detailed Description:

Subcontractor to install a new catch basin, drywell bubbler, snout for the bubbler, addition of B-Box for water main access, guardshack/secured enclosure, 80' of 6" piping for the fire hydrants, difference from 8" PVC to 12" PVC, additional stone, spoils, and removal. COR also includes all necessary labor and equipment required for this trade work.

Qualifications:

Prepared and Submitted for Approval by:

Construction Inc.
Contractor

Nicholas Catalano
By

Nicholas Catalano

08/17/23
Date



CONTRACTORS PROPOSAL

Contractor: CI	Owner Project # 220056 Owner Project Name Carol Stream Community Park CI Project # Architect: Wight
--------------------------	------------------------------------------------------------------------------------------------------------------------------------------

Bulletin/RFP #:	n/a
Brief Summary:	Scope of work is for the changes to the IFC drawings from the original bid drawings.

I. WORK OF SUBCONTRACTORS

Subcontractor Firm Name	Trade	Description	Cost
B-Bruce	Plumbing		\$31,120.10
(A) Total of Work by Subcontractors			\$31,120.10
(B) General Contractor's Overhead on Sub-Contractor	10 % of Line A		\$3,112.01
(C) Sub-Total {Line (A) + (B)}			\$34,232.11

II. GENERAL CONTRACTORS WORK

	Brief Description	Cost
		\$0.00
		\$0.00
		\$0.00
		\$0.00
(D) Total of Work by General Contractor		\$0.00
(E) Total of Work (General Contractor + Sub-Contractors) {Line (C) + (D)}		\$34,232.11
(F) Bond { 1% of Line (E)}		\$342.32
(G) Insurance { 1% of Line (E)}		\$342.32

III. PROPOSAL

(H) Total Cost For the Work of this Bulletin (Line E + Line F + Line G)	\$34,916.75
(I) Time Extension - Additional days requested	7.5

The Total Cost (Line H) and the Time Extension (Line I) represent all costs and additional time required to complete all aspects of the work included in this Bulletin. No additional costs or time extension related to this Change Order Request Bulletin will be submitted by the contractor.

Prepared and Submitted for Approval by:

Construction, Inc.	Nicholas Catalano	8/17/2023
Contractor	By	Date

Nicholas Catalano

B. BRUCE, INC.

11743 S. Mayfield Av., Alsip, IL 60803

Phone: 708-598-2001

B. Bruce Change Order #2 Rev: For Work Proposed

B. Bruce Change Order #2 Rev

Date: 8/17/2023

Customer: Construction Inc.
Attention: Nick Catalano

Job Name Carol Stream Park
Address 745 Thornhill Dr.
Carol Stream

We propose the following change:

This change order consists of charges and credits from the changes to the original drawings used for the proposal.

Field Labor				
Classification	Straight / OT	Hours	Rate	Total
Foreman	Straight Time	60	149.73	8,983.80
Journeyman	Straight Time		144.23	0.00
			Labor Subtotal:	8,983.80
Field Labor Markup (Percent)		10%		898.38
			Labor Total:	9,882.18

Materials				
Quantity	Material Description	Units	Price Per Unit	Total
1	30 LF of 15" RCP	Total	750.40	750.40
1	Guardshack / secured enclosure	Total	600.00	600.00
1	B-Box/Curb box	Total	1,374.80	1,374.80
1	80' of 6" CI Pipe (hydrants)	Total	49.00	49.00
1	difference from 8" to 12" PVC	Total	7,550.00	7,550.00
1	4" Catch Basin	Total	2,109.00	2,109.00
1	Dry Well Bubbler	Total	1,734.00	1,734.00
1	Snout for Bubbler	Total	903.00	903.00
1	difference from 1" to 1 1/2" K copper	Total	837.00	837.00
1	Stone	Total	1,400.00	1,400.00
1	Spoil	Total	1,500.00	1,500.00
1	Machine and fuel	Total	1,800.00	1,800.00
1	CREDIT: 12" RCP FES STRUCTURE	Total	-900.00	-900.00
1	CREDIT: 6" FES	Total	-400.00	-400.00
Materials Markup (Percent)		10%		1,930.72
			Material Total:	\$19,307.20
Total Change Order (Labor, Supervision, Material, Truck):				\$31,120.10

By: Brad Bruce, V.P.