



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

**March 10, 2025**  
**6:00pm**

**1. Call To Order**

**2. Roll Call – Pledge of Allegiance**

**3. Listening Post**

Anyone wishing to address the Board is asked to sign in. Please state your name and address for the record. The Board asks that you limit your comments to three minutes. If necessary, a response will be provided within 48 hours.

**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: Committee of the Whole Minutes: February 19, 2025
- B. Approval: Minutes: February 24, 2025
- C. Ratify: February 2025 Bills
- D. Approval: Ordinance No. 584 District Surplus

**6. Discussion Items**

- A. Batting Cages at McCaslin – Possible Future CIP
- B. Weekly Happenings

**7. Action Items**

- A. Approval: Resolution No. 25-01 Recognizing Steve Ravanese
- B. Approval: Adopt Board Policy Manual
- C. Approval: Ordinance No 586 Commissioner Absences
- D. Approval: Annual Native Area Maintenance Program

**8. Closed Session**

**9. Action Pertaining to Closed Session**

**10. Adjournment**



## **Committee of the Whole Meeting Minutes**

February 19, 2025

4:00 – 8:45pm

**Present:** Commissioners Jeffery, Gramann, Bird, Parisi, Powers, Sokolowski, and Witteck.  
Staff: Executive Director Rini, Directors Bachewicz, Hamilton, Quinn, and Scumaci, Superintendents Anderson and Adamson, Division Managers Kenny, Mondlock, Sisco and Waghorne, and Manager Kintzel.  
NIU Center for Governmental Studies Mel Henricksen and Alli Hoebing

**Topic:** Strategic Planning Workshop

Commissioner Jeffery called the meeting to order at 4:00 and Executive Director Rini thanked everyone for attending.

Mel Henricksen and Alli Hoebing outlined the agenda for the evening's strategic planning session. To prepare for the goals setting section of the meeting, they reviewed the stakeholder input and led the team through a SWOC Assessment. Goals were then identified. NIU staff will filter through all the information gathered, condense and combine like-items, and return a drafted listing of short-term and long-term goals to the Strategic Planning Committee for review; that will be sent in approximately two weeks. Once confirmed, NIU will ask the leadership team to rank the goals (electronic exercise). Once that is complete, NIU will work with the District on an implementation plan which will result in a completed Strategic Plan and Executive Summary.

There being no further business to discuss, the committee meeting was adjourned at 8:45pm.

Respectfully submitted,

Sue Rini  
Executive Director, Secretary



**Board of Commissioners**  
**Regular Meeting**  
**February 24, 2025**  
**6:00pm**

<b>Call to Order</b>	Commissioner Jeffery called the meeting to order at 6:00 pm.								
<b>Roll Call/Pledge of Allegiance</b>	<p>Present: Commissioners Jeffery, Sokolowski, Bird, Powers, Parisi, and Witteck.</p> <p>Absent: Commissioner Gramann</p> <p>Staff: Executive Director Rini, Directors Bachewicz, Hamilton, and Quinn, Superintendent Adamson, and Executive Assistant Greninger.</p>								
<b>Listening Post</b>	Madeline Helin, an Awesome Adventure Camp Lead, attended the Board Meeting for an American Politics college assignment. She is studying Elementary Education.								
<b>Changes to the Agenda</b>	None								
<b>Consent Agenda</b>	<p>Commissioner Powers made a motion to accept the consent agenda as read. Seconded by Commissioner Witteck.</p> <p style="padding-left: 40px;">A. Approval: Regular Minutes: February 10, 2025</p> <p style="padding-left: 80px;">Voice Vote. All in favor. None Opposed. Motion Passes.</p> <p>Commissioner Bird made a motion to approve the consent agenda as read. Seconded by Commissioner Witteck.</p> <p>Roll Call Vote:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Commissioner Bird: Aye</td><td style="width: 50%;">Commissioner Powers: Aye</td></tr> <tr> <td>Commissioner Gramann: Absent</td><td>Commissioner Sokolowski: Aye</td></tr> <tr> <td>Commissioner Jeffery: Aye</td><td>Commissioner Witteck: Aye</td></tr> <tr> <td>Commissioner Parisi: Aye</td><td></td></tr> </table> <p>Motion Passes 6-0-1</p>	Commissioner Bird: Aye	Commissioner Powers: Aye	Commissioner Gramann: Absent	Commissioner Sokolowski: Aye	Commissioner Jeffery: Aye	Commissioner Witteck: Aye	Commissioner Parisi: Aye	
Commissioner Bird: Aye	Commissioner Powers: Aye								
Commissioner Gramann: Absent	Commissioner Sokolowski: Aye								
Commissioner Jeffery: Aye	Commissioner Witteck: Aye								
Commissioner Parisi: Aye									
<b>Discussion Items</b>	<p>A. Distinguished Agency Accreditation</p> <p>Executive Director Rini explained our most recent Distinguished Agency Accreditation expired in 2024. Senior Leadership discussed the benefits of seeking reaccreditation, with the consensus being that the true measurement of an agency is not proved by certificates or awards, but more by results, meeting community needs, and positive customer satisfaction. Some believe it helps the agency get grants. We are seeking the Board's opinion and direction in seeking reaccreditation. Commissioner Sokolowski asked how we advertise our accreditation and if it helped us get any grants over the past five years. Executive Director Rini said we advertise it on our website and there is a special ribbon on our Conference badges. None of the grants we have applied for award points for being an accredited agency. Commissioner Bird noted how much work it takes staff to obtain the accreditation,</p>								

similar to the Gold Metal Award, and is not sure the staff time, not to mention the cost of the application and tools, is it worth it. Commissioner Powers said the Park District is committed to meet standards without the accreditation. He does want the District to continually pursue the GFOA award. Commissioner Witteck agreed the time staff spend on obtaining accreditation is incredible. Commissioner Parisi agreed. Commissioner Jeffery asked if the work we recently completed doing the Decennial Review would make it easy to get reaccredited. Executive Director Rini said we still have to go through the whole process. Commissioner Jeffery said we could pursue it next year if Legislators start asking if we are still accredited.

B. Weekly Happenings

- Commissioner Powers apologized for leaving the Committee of the Whole early during the Strategic Planning Workshop. One point he wanted to make for the future plans of the district should include a food truck for Armstrong Park as soon as possible. Commissioner Parisi said that there were many great conversations. He is looking forward to seeing how the District moves forward. Commissioner Witteck said NIU did a great job facilitating the meeting. Commissioner Jeffery added that the breakout sessions were very engaging.
- Commissioner Bird thanked Katie Becker for attending these Board Meetings regularly leading up to the election. She is really taking this seriously and putting in the effort.
- Commissioner Sokolowski asked about the email from DuPage Training Academy. Executive Director Rini said the topic will be discussed during the Senior Leadership Meeting tomorrow, but our opinion is not likely to change. During the Strategic Planning process, we can discuss how to expand our facilities.
- Commissioner Sokolowski took his granddaughter to the Armstrong Park Sled Hill last weekend and had a great time.
- Commissioner Sokolowski asked about the additional landscaping the Village of Winfield asked to be added to the Pleasant Hill Playground project. Director Hamilton explained that they want bushes at least two feet tall to be planted by the parking lot.
- Commissioner Sokolowski asked if we need to hire more parks and facilities staff, as opposed to running so lean. Executive Director Rini said that staffing is always on our minds, and the quality of our parks and facilities is as well.
- Commissioner Sokolowski attended the Carol Stream Parks Foundation meeting as the Board Liaison on February 20. He would be interested in joining that board eventually

**Action Items**

A. Approval: Adult Overnight Trip Payment

Director Bachewicz described the Adult Overnight trip to Nashville, Tennessee scheduled in May. The funds for the trip payment are covered by registration fees paid by registrants. There have been three more registrants since the Board Packet

was prepared, bringing our profit to \$6,000, but the cost of the trip will not exceed \$43,552.

Commissioner Bird made a motion to approve payment not to exceed \$43,552 to Diamond Tours Inc. for the spring Adult Overnight Trip from May 5-9, 2025, to Nashville, TN. Seconded by Commissioner Powers.

Roll Call Vote:

Commissioner Bird: Aye

Commissioner Powers: Aye

Commissioner Gramann: Absent

Commissioner Sokolowski: Aye

Commissioner Jeffery: Aye

Commissioner Witteck: Aye

Commissioner Parisi: Aye

Motion Passes 6-0-1

B. Approval: Ordinance No. 584 Annexing Certain Property to the Carol Stream Park District

Executive Director Rini said that Judith and Riviera Courts, located just north of the new duplex housing being built at the corner of Lies and Fair Oaks are now surrounded by Park District boundaries. The residents of these streets can benefit from the amenities offered by the Carol Stream Park District and annexing them will build the tax base. Commissioner Bird asked if any of the residents contacted the District after the Legal Notice was published. They knew when they received water service from the Village that it would happen eventually. Executive Director Rini said no one has contacted us. We did review registration data for residents on those two streets and there have been using our services, mostly as non-residents, over the last year or two.

Commissioner Sokolowski made a motion to approve Ordinance No. 584, an Ordinance annexing property located on Judith Court and Riviera Court to the Carol Stream Park District. Seconded by Commissioner Witteck.

Roll Call Vote:

Commissioner Bird: Aye

Commissioner Powers: Aye

Commissioner Gramann: Absent

Commissioner Sokolowski: Aye

Commissioner Jeffery: Aye

Commissioner Witteck: Aye

Commissioner Parisi: Aye

Motion Passes 6-0-1

C. Approval: Purchase Authority for Pleasant Hill Playground Equipment

Director Hamilton said the Pleasant Hill Park project is moving at a quick pace. In order to complete work on the Pleasant Hill project, we need to move quickly to accommodate the school summer schedule. There is typically a three month lead time to receive playground equipment once ordered. Making purchases directly from a consortium saves an estimated 15% of the purchase price. Commissioner Jeffery asked if the school has a say in the equipment to be purchased, including the color choice. Director Hamilton said the kids put colored stickers on pictures of a variety of playground equipment, and the school leadership also indicated



	<p>their preferences. Executive Director Rini said we will let the Board share the choices with the Board when we get to that point.</p> <p>Commissioner Powers made a motion to authorize the Executive Director to purchase playground equipment for Pleasant Hill Park not to exceed \$150,000. Seconded by Commissioner Parisi.</p> <p>Roll Call Vote:</p> <table><tr><td>Commissioner Bird: Aye</td><td>Commissioner Powers: Aye</td></tr><tr><td>Commissioner Gramann: Absent</td><td>Commissioner Sokolowski: Aye</td></tr><tr><td>Commissioner Jeffery: Aye</td><td>Commissioner Witteck: Aye</td></tr><tr><td>Commissioner Parisi: Aye</td><td></td></tr></table> <p>Motion Passes 6-0-1</p>	Commissioner Bird: Aye	Commissioner Powers: Aye	Commissioner Gramann: Absent	Commissioner Sokolowski: Aye	Commissioner Jeffery: Aye	Commissioner Witteck: Aye	Commissioner Parisi: Aye	
Commissioner Bird: Aye	Commissioner Powers: Aye								
Commissioner Gramann: Absent	Commissioner Sokolowski: Aye								
Commissioner Jeffery: Aye	Commissioner Witteck: Aye								
Commissioner Parisi: Aye									
<b>Closed Session</b>	None								
<b>Action Pertaining to Closed Session</b>	None								
<b>Adjournment</b>	Commissioner Powers made a motion to adjourn the meeting. Seconded by Commissioner Sokolowski. Voice Vote taken. Motion passed 7-0-0. Meeting adjourned at 6:32pm.								

\_\_\_\_\_  
President  
Jacqueline Jeffery

\_\_\_\_\_  
Secretary  
Sue Rini

March 10, 2025  
Date

Motion:

Make a motion to ratify bills as presented in the Accounts Payable Voucher List for February 2025.

*Y. Scumaci*  
(Treasurer)

*3/5/2025*  
(Date)

Carol Stream Park District  
Accounts Payable Voucher List  
February 2025

Presented to the  
Board of Commissioners  
March 10, 2025

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
ACCESS ONE INC.	2/21/25	DATTO 2/25	CORPORATE FUND	FINANCE/ADMINISTRATION	<u>1,250.00</u>
				TOTAL:	1,250.00
ACTION LOCK & KEY, INC.	2/07/25	6 MASTER PADLOCKS	CORPORATE FUND	PARKS	<u>95.28</u>
				TOTAL:	95.28
ALL STAR SPORTS	2/28/25	#31385	RECREATION FUND	RECREATION	138.00
	2/28/25	#31386	RECREATION FUND	RECREATION	552.00
	2/28/25	#31387	RECREATION FUND	RECREATION	368.00
	2/28/25	#31393	RECREATION FUND	RECREATION	230.00
	2/28/25	#31394	RECREATION FUND	RECREATION	230.00
	2/28/25	#31395	RECREATION FUND	RECREATION	460.00
	2/28/25	#31402	RECREATION FUND	RECREATION	368.00
	2/28/25	#31396	RECREATION FUND	RECREATION	<u>138.00</u>
				TOTAL:	2,484.00
ALPHA CONTROLS & SERVICES LLC	2/28/25	HVAC CONTROLS SERVICE	RECREATION FUND	SIMKUS FACILITY	<u>575.00</u>
				TOTAL:	575.00
ALSIP PARK DISTRICT	2/28/25	Alsip Meet	RECREATION FUND	RECREATION	<u>345.00</u>
				TOTAL:	345.00
ALUMATECH MANUFACTURING, INC	2/07/25	Lounge Chair	RECREATION FUND	RECREATION	1,374.38
	2/07/25	Dining Chair	RECREATION FUND	RECREATION	921.00
	2/07/25	Sand Chair	RECREATION FUND	RECREATION	417.00
	2/07/25	Freight	RECREATION FUND	RECREATION	<u>592.00</u>
				TOTAL:	3,304.38
ANCEL GLINK PC	2/21/25	JANUARY LEGAL SERVICES	CORPORATE FUND	FINANCE/ADMINISTRATION	<u>1,197.50</u>
				TOTAL:	1,197.50
AQUA PURE ENTERPRISES	2/28/25	INV 0152701	RECREATION FUND	FOUNTAIN VIEW REC CENT	389.57
	2/21/25	PROPOSAL FEE	RECREATION FUND	FOUNTAIN VIEW REC CENT	353.85
	2/28/25	INV 0152658	RECREATION FUND	FOUNTAIN VIEW REC CENT	<u>2,818.62</u>
				TOTAL:	3,562.04
AWARDS NETWORK	2/21/25	ANNIV AWARD KS	CORPORATE FUND	FINANCE/ADMINISTRATION	<u>25.00</u>
				TOTAL:	25.00
BENJAMIN SCHOOL DIST. 25	2/14/25	Evergreen IGA 2/25	RECREATION FUND	EVERGREEN GYM FACILITY	16.85
	2/14/25	Evergreen IGA 2/25	RECREATION FUND	EVERGREEN GYM FACILITY	83.07
	2/14/25	Evergreen IGA 2/25	RECREATION FUND	EVERGREEN GYM FACILITY	801.05
	2/14/25	Evergreen IGA 1/25	RECREATION FUND	EVERGREEN GYM FACILITY	16.85
	2/14/25	Evergreen IGA 1/25	RECREATION FUND	EVERGREEN GYM FACILITY	83.07
	2/14/25	Evergreen IGA 1/25	RECREATION FUND	EVERGREEN GYM FACILITY	801.05
	2/07/25	EG Masonry Remediation	CAPITAL IMPROVEMEN	CAPITAL IMPROVEMENT FU	<u>28,375.00</u>
				TOTAL:	30,176.94
ROBIN BHATTI	2/07/25	Payout	RECREATION FUND	RECREATION	<u>350.00</u>
				TOTAL:	350.00
DAN BIRD	2/07/25	EXP REIMB AT CONF - DB	CORPORATE FUND	FINANCE/ADMINISTRATION	<u>159.63</u>
				TOTAL:	159.63
JAMES JAY BITTER	2/14/25	2/3-2/7 ADULT VOLLEYBALL	RECREATION FUND	RECREATION	240.00
	2/14/25	1/31 ADULT VOLLEYBALL	RECREATION FUND	RECREATION	240.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	2/28/25	2/17-2/21 ADULT VOLLEYBALL	RECREATION FUND	RECREATION	210.00
	2/28/25	2/10-2/14 ADULT VOLLEYBALL	RECREATION FUND	RECREATION	<u>210.00</u>
		TOTAL:			900.00
BRONZE MEMORIAL CO.	2/28/25	LIVING MEMORIAL TREE	CORPORATE FUND	FINANCE/ADMINISTRATION	<u>1,030.00</u>
		TOTAL:			1,030.00
BURBANK PARK DISTRICT	2/21/25	T Shirt Fees	RECREATION FUND	NON-DEPARTMENTAL	<u>360.00</u>
		TOTAL:			360.00
CAROL STREAM LAWN & POWER	2/21/25	BUMPER	CORPORATE FUND	PARKS	55.07
	2/21/25	WHEEL KIT	CORPORATE FUND	PARKS	439.99
	2/21/25	WHEEL KIT	CORPORATE FUND	PARKS	469.99
	2/21/25	WHEEL KIT	CORPORATE FUND	PARKS	<u>439.99</u>
		TOTAL:			525.06
CAROL STREAM PARK DISTRICT	2/28/25	FLEX BENEFITS-MEDICAL	CORPORATE FUND	NON-DEPARTMENTAL	405.47
	2/28/25	FLEX BENEFITS-MEDICAL	CORPORATE FUND	NON-DEPARTMENTAL	405.47
	2/28/25	FLEX BENEFITS-MEDICAL	RECREATION FUND	NON-DEPARTMENTAL	157.01
	2/28/25	FLEX BENEFITS-MEDICAL	RECREATION FUND	NON-DEPARTMENTAL	157.01
	2/28/25	FLEX BENEFITS-MEDICAL	SPECIAL RECREATION	NON-DEPARTMENTAL	6.35
	2/28/25	FLEX BENEFITS-MEDICAL	SPECIAL RECREATION	NON-DEPARTMENTAL	<u>6.35</u>
		TOTAL:			1,137.66
COM ED	2/21/25	ELEC 12/17-1/21/25	RECREATION FUND	FOUNTAIN VIEW REC CENT	<u>22,564.32</u>
		TOTAL:			22,564.32
CONSERV FS, INC.	2/28/25	ECO SALT	CORPORATE FUND	PARKS	<u>719.60</u>
		TOTAL:			719.60
CS CITIZEN OF THE YEAR COMM.	2/14/25	COTY BANQUET	RECREATION FUND	RECREATION	<u>450.00</u>
		TOTAL:			450.00
DIAMOND TOURS, INC.	2/28/25	Single Occupancy	RECREATION FUND	RECREATION	15,984.00
	2/28/25	Double Occupancy	RECREATION FUND	RECREATION	<u>16,779.00</u>
		TOTAL:			32,763.00
DYNEGY ENERGY SERVICES, LLC	2/07/25	ELEC 10/17-11/19	CORPORATE FUND	PARKS	218.67
	2/07/25	ELEC 10/17-11/19	CORPORATE FUND	PARKS	619.75
	2/07/25	ELEC 10/17-11/19	CORPORATE FUND	PARKS	27.22
	2/07/25	ELEC 10/17-11/19	CORPORATE FUND	PARKS	127.26
	2/07/25	ELEC 10/17-11/19	CORPORATE FUND	PARKS	21.21
	2/07/25	ELEC 10/17-11/19	CORPORATE FUND	PARKS	26.89
	2/07/25	ELEC 10/17-11/19	CORPORATE FUND	PARKS	222.52
	2/07/25	ELEC 10/17-11/19	CORPORATE FUND	PARKS	34.18
	2/07/25	ELEC 10/17-11/19	CORPORATE FUND	PARKS	40.94
	2/07/25	ELEC 10/17-11/19	CORPORATE FUND	PARKS	40.85
	2/07/25	ELEC 10/17-11/19	CORPORATE FUND	MAINTENANCE FACILITY	351.81
	2/07/25	ELEC 10/17-11/19	RECREATION FUND	FOUNTAIN VIEW REC CENT	17,150.68
	2/07/25	ELEC 10/17-11/19	RECREATION FUND	SIMKUS FACILITY	3,030.87
	2/07/25	ELEC 10/17-11/19	RECREATION FUND	CORAL COVE	374.60
	2/07/25	ELEC 10/17-11/19	RECREATION FUND	MCCASLIN FIELDS	2,037.58
	2/07/25	ELEC 10/17-11/19	RECREATION FUND	MCCASLIN FIELDS	24.54
	2/07/25	ELEC 10/17-11/19	RECREATION FUND	MINIATURE GOLF	<u>392.79</u>
		TOTAL:			24,742.36

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
EVP ACADEMIES, LLC	2/28/25	#31079	RECREATION FUND	RECREATION	445.00
	2/28/25	#31085	RECREATION FUND	RECREATION	890.00
	2/28/25	Credit	RECREATION FUND	RECREATION	<u>400.50-</u>
				TOTAL:	934.50
GIONCARLO FACZEK	2/07/25	Daughter Dance DJ Invoice	RECREATION FUND	RECREATION	<u>1,800.00</u>
				TOTAL:	1,800.00
FLEXIBLE BENEFIT SRV CRP	2/07/25	Flex Claims Paid Jan 2025	CORPORATE FUND	NON-DEPARTMENTAL	2,749.50
	2/28/25	FLEX FEB 2025	CORPORATE FUND	FINANCE/ADMINISTRATION	50.00
	2/28/25	FLEX FEB 2025-ADDITIONAL	CORPORATE FUND	FINANCE/ADMINISTRATION	25.00
	2/28/25	2025 FLEX ANNUAL FEE	CORPORATE FUND	FINANCE/ADMINISTRATION	<u>340.00</u>
				TOTAL:	3,164.50
MARK A GASCON	2/14/25	SPORTS PHOTOS 2/2/25	CORPORATE FUND	MARKETING/COMMUNICATIO	85.00
	2/21/25	SPORTS PHOTOGRAPHY	CORPORATE FUND	MARKETING/COMMUNICATIO	85.00
	2/28/25	SPORTS PHOTOGRAPHY	CORPORATE FUND	MARKETING/COMMUNICATIO	190.00
	2/14/25	SPORTS PHOTOS 2/8/25	CORPORATE FUND	MARKETING/COMMUNICATIO	<u>85.00</u>
				TOTAL:	445.00
GATLIN PLUMBING & HEATING, INC	2/21/25	FVRC IGNITORS	RECREATION FUND	FOUNTAIN VIEW REC CENT	420.00
	2/28/25	FVRC HVAC REPAIR	RECREATION FUND	FOUNTAIN VIEW REC CENT	270.50
	2/21/25	PUMP RM PIPE REPAIRS	RECREATION FUND	CORAL COVE	<u>38,174.50</u>
				TOTAL:	38,865.00
LISA MARIE DiMAGGIO	2/07/25	PRINCESS GLAM	RECREATION FUND	RECREATION	<u>225.00</u>
				TOTAL:	225.00
VERNON J GORMAN	2/14/25	2/7 ADULT VOLLEYBALL	RECREATION FUND	RECREATION	60.00
	2/14/25	1/31 ADULT VOLLEYBALL	RECREATION FUND	RECREATION	<u>90.00</u>
				TOTAL:	150.00
BRENDA GRAMANN	2/21/25	2025 CONF EXP REIMB	CORPORATE FUND	FINANCE/ADMINISTRATION	<u>582.85</u>
				TOTAL:	582.85
GUARDIAN	2/28/25	2/25 OPT LIFE PREM-LC	CORPORATE FUND	NON-DEPARTMENTAL	4.94
	2/28/25	2/25 OPT LIFE PREM-CM	CORPORATE FUND	NON-DEPARTMENTAL	7.06
	2/28/25	2/25 OPT LIFE PREM-SR	CORPORATE FUND	NON-DEPARTMENTAL	6.59
	2/28/25	VOLUNTARY LIFE PREMIUM	CORPORATE FUND	NON-DEPARTMENTAL	39.57
	2/28/25	VOLUNTARY LIFE PREMIUM	CORPORATE FUND	NON-DEPARTMENTAL	39.57
	2/28/25	VOLUNTARY LIFE PREMIUM	CORPORATE FUND	NON-DEPARTMENTAL	72.09
	2/28/25	VOLUNTARY LIFE PREMIUM	CORPORATE FUND	NON-DEPARTMENTAL	72.10
	2/28/25	2/25 OPT LIFE PREM-MA	RECREATION FUND	NON-DEPARTMENTAL	0.52
	2/28/25	2/25 OPT LIFE PREM-LC	RECREATION FUND	NON-DEPARTMENTAL	2.12
	2/28/25	2/25 OPT LIFE PREM-SR	RECREATION FUND	NON-DEPARTMENTAL	2.83
	2/28/25	VOLUNTARY LIFE PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	17.32
	2/28/25	VOLUNTARY LIFE PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	17.32
	2/28/25	VOLUNTARY LIFE PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	12.73
	2/28/25	VOLUNTARY LIFE PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	12.72
	2/28/25	2/25 OPT LIFE PREM-MA	SPECIAL RECREATION	NON-DEPARTMENTAL	0.03
	2/28/25	VOLUNTARY LIFE PREMIUM	SPECIAL RECREATION	NON-DEPARTMENTAL	3.00
	2/28/25	VOLUNTARY LIFE PREMIUM	SPECIAL RECREATION	NON-DEPARTMENTAL	<u>3.00</u>
				TOTAL:	313.51
CARLENE HAAVIG	2/21/25	costco purchase- reimb	RECREATION FUND	RECREATION	<u>217.18</u>
				TOTAL:	217.18

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
HOT SHOTS SPORTS LLC	2/28/25	#30998	RECREATION FUND	RECREATION	400.00
	2/28/25	Credit	RECREATION FUND	RECREATION	<u>120.00-</u>
	TOTAL:				280.00
IL DEPT OF REV	2/14/25	STATE WITHHOLDING	CORPORATE FUND	NON-DEPARTMENTAL	2,419.46
	2/28/25	STATE WITHHOLDING	CORPORATE FUND	NON-DEPARTMENTAL	2,496.18
	2/14/25	STATE WITHHOLDING	RECREATION FUND	NON-DEPARTMENTAL	5,499.54
	2/28/25	STATE WITHHOLDING	RECREATION FUND	NON-DEPARTMENTAL	5,312.26
	2/14/25	STATE WITHHOLDING	SPECIAL RECREATION	NON-DEPARTMENTAL	22.52
	2/28/25	STATE WITHHOLDING	SPECIAL RECREATION	NON-DEPARTMENTAL	<u>22.77</u>
TOTAL:					15,772.73
ILL DEPT OF REVENUE	2/21/25	PGM Sales Tax	RECREATION FUND	NON-DEPARTMENTAL	40.71
	2/21/25	FV Conc Sales Tax	RECREATION FUND	NON-DEPARTMENTAL	146.49
	2/21/25	FV Conc Sales Tax Disc	RECREATION FUND	CONCESSIONS	2.49-
	2/21/25	PGM Sales Tax Disc	RECREATION FUND	RECREATION	0.71-
	2/21/25	Recital Sales Tax	RECREATION FUND	RECREATION	<u>4.00</u>
TOTAL:					188.00
IL MUNICIPAL RETIREMENT	2/28/25	MONTHLY IMRF CONTRIBUTION	CORPORATE FUND	NON-DEPARTMENTAL	2,252.16
	2/28/25	MONTHLY IMRF CONTRIBUTION	CORPORATE FUND	NON-DEPARTMENTAL	2,299.28
	2/28/25	IMRF VOLUNTARY ADD'L CONT.	CORPORATE FUND	NON-DEPARTMENTAL	1,048.31
	2/28/25	IMRF VOLUNTARY ADD'L CONT.	CORPORATE FUND	NON-DEPARTMENTAL	1,029.46
	2/28/25	IMRF FROUNDING ADJ 2/25	CORPORATE FUND	ANCILLARY FUNDS	0.06-
	2/28/25	MONTHLY IMRF CONTRIBUTION	CORPORATE FUND	ANCILLARY FUNDS	12,639.30
	2/28/25	MONTHLY IMRF CONTRIBUTION	CORPORATE FUND	ANCILLARY FUNDS	12,606.43
	2/28/25	MONTHLY IMRF CONTRIBUTION	RECREATION FUND	NON-DEPARTMENTAL	3,025.77
	2/28/25	MONTHLY IMRF CONTRIBUTION	RECREATION FUND	NON-DEPARTMENTAL	2,964.84
	2/28/25	IMRF VOLUNTARY ADD'L CONT.	RECREATION FUND	NON-DEPARTMENTAL	773.02
	2/28/25	IMRF VOLUNTARY ADD'L CONT.	RECREATION FUND	NON-DEPARTMENTAL	772.72
	2/28/25	MONTHLY IMRF CONTRIBUTION	SPECIAL RECREATION	NON-DEPARTMENTAL	22.83
	2/28/25	MONTHLY IMRF CONTRIBUTION	SPECIAL RECREATION	NON-DEPARTMENTAL	22.83
	2/28/25	IMRF VOLUNTARY ADD'L CONT.	SPECIAL RECREATION	NON-DEPARTMENTAL	16.95
	2/28/25	IMRF VOLUNTARY ADD'L CONT.	SPECIAL RECREATION	NON-DEPARTMENTAL	<u>16.95</u>
TOTAL:					39,490.79
INTERNAL REVENUE SERVICE	2/14/25	FEDERAL WITHHOLDING	CORPORATE FUND	NON-DEPARTMENTAL	5,032.78
	2/28/25	FEDERAL WITHHOLDING	CORPORATE FUND	NON-DEPARTMENTAL	5,109.06
	2/14/25	FICA WITHHOLD	CORPORATE FUND	NON-DEPARTMENTAL	3,252.02
	2/28/25	FICA WITHHOLD	CORPORATE FUND	NON-DEPARTMENTAL	3,349.42
	2/14/25	MEDICARE WITHHOLDING	CORPORATE FUND	NON-DEPARTMENTAL	760.58
	2/28/25	MEDICARE WITHHOLDING	CORPORATE FUND	NON-DEPARTMENTAL	783.32
	2/14/25	FICA WITHHOLD	CORPORATE FUND	ANCILLARY FUNDS	10,841.87
	2/28/25	FICA WITHHOLD	CORPORATE FUND	ANCILLARY FUNDS	10,694.93
	2/14/25	MEDICARE WITHHOLDING	CORPORATE FUND	ANCILLARY FUNDS	2,535.62
	2/28/25	MEDICARE WITHHOLDING	CORPORATE FUND	ANCILLARY FUNDS	2,501.24
	2/14/25	FEDERAL WITHHOLDING	RECREATION FUND	NON-DEPARTMENTAL	7,314.85
	2/28/25	FEDERAL WITHHOLDING	RECREATION FUND	NON-DEPARTMENTAL	6,934.17
	2/14/25	FICA WITHHOLD	RECREATION FUND	NON-DEPARTMENTAL	7,558.92
	2/28/25	FICA WITHHOLD	RECREATION FUND	NON-DEPARTMENTAL	7,314.27
	2/14/25	MEDICARE WITHHOLDING	RECREATION FUND	NON-DEPARTMENTAL	1,767.81
	2/28/25	MEDICARE WITHHOLDING	RECREATION FUND	NON-DEPARTMENTAL	1,710.62
	2/14/25	FEDERAL WITHHOLDING	SPECIAL RECREATION	NON-DEPARTMENTAL	76.10
	2/28/25	FEDERAL WITHHOLDING	SPECIAL RECREATION	NON-DEPARTMENTAL	77.20
	2/14/25	FICA WITHHOLD	SPECIAL RECREATION	NON-DEPARTMENTAL	30.93
	2/28/25	FICA WITHHOLD	SPECIAL RECREATION	NON-DEPARTMENTAL	31.24

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	2/14/25	MEDICARE WITHHOLDING	SPECIAL RECREATION	NON-DEPARTMENTAL	7.23
	2/28/25	MEDICARE WITHHOLDING	SPECIAL RECREATION	NON-DEPARTMENTAL	<u>7.30</u>
				TOTAL:	77,691.48
IPDGC	2/21/25	State Tumbling - IND	RECREATION FUND	RECREATION	432.00
	2/21/25	TEAM State Tumbling	RECREATION FUND	RECREATION	<u>15.00</u>
				TOTAL:	447.00
JEFF ELLIS MANAGEMENT LLC	2/07/25	FVRC POOL MAINT 2/25	RECREATION FUND	FOUNTAIN VIEW REC CENT	3,994.48
	2/07/25	Aquatic Mgmt 2/25	RECREATION FUND	RECREATION	35,918.78
	2/28/25	Manager 1/7-1/10	RECREATION FUND	RECREATION	60.00
	2/28/25	Guard 1/7-1/10	RECREATION FUND	RECREATION	50.00
	2/28/25	Mngr 1/13-1/17	RECREATION FUND	RECREATION	75.00
	2/28/25	Guard	RECREATION FUND	RECREATION	62.50
	2/28/25	Mngr 1/21-1/24	RECREATION FUND	RECREATION	60.00
	2/28/25	Guards 1/21-1/24	RECREATION FUND	RECREATION	50.00
	2/28/25	Mngr 1/28-1/31	RECREATION FUND	RECREATION	60.00
	2/28/25	Guards 1/28-1/31	RECREATION FUND	RECREATION	<u>50.00</u>
				TOTAL:	40,380.76
JOHN S. SWIFT CO., INC.	2/28/25	SPRING 2025 POSTCARD PRIN	RECREATION FUND	MARKETING/COMMUNICATIO	<u>2,949.00</u>
				TOTAL:	2,949.00
KONICA MINOLTA	2/07/25	FV COPIERS 1/18-2/17	CORPORATE FUND	FINANCE/ADMINISTRATION	197.00
	2/07/25	SRC COPIERS 12/20-1/19	CORPORATE FUND	FINANCE/ADMINISTRATION	<u>642.36</u>
				TOTAL:	839.36
LEMONT PARK DISTRICT	2/07/25	Meet Fees- participants	RECREATION FUND	RECREATION	<u>300.00</u>
				TOTAL:	300.00
GEORGIA LOCHRIDGE	2/21/25	EVENT PHOTOGRAPHY	CORPORATE FUND	MARKETING/COMMUNICATIO	<u>210.00</u>
				TOTAL:	210.00
M & M SPORTS SPORTS SCENE INC	2/14/25	PROMO LIP BALM	CORPORATE FUND	FINANCE/ADMINISTRATION	<u>183.70</u>
				TOTAL:	183.70
NATIONWIDE RETIREMENT	2/14/25	DEFERRED COMPENSATION	CORPORATE FUND	NON-DEPARTMENTAL	280.00
	2/28/25	DEFERRED COMPENSATION	CORPORATE FUND	NON-DEPARTMENTAL	280.00
	2/14/25	DEFERRED COMPENSATION	RECREATION FUND	NON-DEPARTMENTAL	75.00
	2/28/25	DEFERRED COMPENSATION	RECREATION FUND	NON-DEPARTMENTAL	75.00
	2/14/25	DEFERRED COMPENSATION	SPECIAL RECREATION	NON-DEPARTMENTAL	15.00
	2/28/25	DEFERRED COMPENSATION	SPECIAL RECREATION	NON-DEPARTMENTAL	<u>15.00</u>
				TOTAL:	740.00
NCSI	2/21/25	STAFF BACKGROUND CKS	CORPORATE FUND	ANCILLARY FUNDS	85.50
	2/21/25	VOLUNTEER BKG CKS	CORPORATE FUND	ANCILLARY FUNDS	<u>57.00</u>
				TOTAL:	142.50
OFFICIAL FINDERS LLC	2/07/25	Floor Hockey - Refs	RECREATION FUND	RECREATION	70.00
	2/07/25	Dodgeball - Refs	RECREATION FUND	RECREATION	320.00
	2/07/25	BB - 2nd - Refs	RECREATION FUND	RECREATION	140.00
	2/07/25	BB - 3-4 - Refs	RECREATION FUND	RECREATION	490.00
	2/07/25	BB - 5-6 - Refs	RECREATION FUND	RECREATION	222.00
	2/07/25	BB - 7-8 - Refs	RECREATION FUND	RECREATION	222.00
	2/07/25	Adult BB - Refs	RECREATION FUND	RECREATION	720.00
	2/07/25	Travel Bball - Refs	RECREATION FUND	RECREATION	860.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	2/07/25	Floor Hockey - Ref	RECREATION FUND	RECREATION	70.00
	2/07/25	Dodgeball - Refs	RECREATION FUND	RECREATION	340.00
	2/07/25	Travel BB - Refs	RECREATION FUND	RECREATION	516.00
	2/07/25	2nd BB - Ref	RECREATION FUND	RECREATION	140.00
	2/07/25	3-4th BB - Ref	RECREATION FUND	RECREATION	385.00
	2/07/25	5-6th BB - Ref	RECREATION FUND	RECREATION	296.00
	2/07/25	7-8th BB - Ref	RECREATION FUND	RECREATION	148.00
	2/07/25	Adult BB - Ref	RECREATION FUND	RECREATION	800.00
	2/14/25	Hockey - Ref	RECREATION FUND	RECREATION	70.00
	2/14/25	Dodgeball - Ref	RECREATION FUND	RECREATION	340.00
	2/14/25	Travel BB - Ref	RECREATION FUND	RECREATION	860.00
	2/14/25	2nd Bball - Ref	RECREATION FUND	RECREATION	140.00
	2/14/25	3-4th Bball - Ref	RECREATION FUND	RECREATION	420.00
	2/14/25	5-6th Bball - Ref	RECREATION FUND	RECREATION	222.00
	2/14/25	7-8th Bball - Ref	RECREATION FUND	RECREATION	148.00
	2/14/25	Basketball - Ref	RECREATION FUND	RECREATION	640.00
	2/21/25	Floor Hockey - Refs	RECREATION FUND	RECREATION	70.00
	2/21/25	Dodgeball - Refs	RECREATION FUND	RECREATION	380.00
	2/21/25	Travel BB - Refs	RECREATION FUND	RECREATION	688.00
	2/21/25	2nd BB - Refs	RECREATION FUND	RECREATION	140.00
	2/21/25	3-4th BB - Refs	RECREATION FUND	RECREATION	420.00
	2/21/25	5-6th BB - Refs	RECREATION FUND	RECREATION	444.00
	2/21/25	7-8th BB - Refs	RECREATION FUND	RECREATION	148.00
	2/21/25	3v3 Bball - Refs	RECREATION FUND	RECREATION	117.00
				TOTAL:	10,986.00
ADAM PARISI	2/21/25	EXO REIMB AT CONF - AP	CORPORATE FUND	FINANCE/ADMINISTRATION	141.11
				TOTAL:	141.11
PCARD - FIFTH THIRD BANK	2/28/25	AQUATICS RISK MANAGMENT SE	CORPORATE FUND	ANCILLARY FUNDS	35.00
	2/28/25	FIRE ALRM 2/1-4/30 RH	CORPORATE FUND	ANCILLARY FUNDS	153.00
	2/28/25	FIRE ALRM 2/1-4/30 FVRC	CORPORATE FUND	ANCILLARY FUNDS	164.48
	2/28/25	FIRE ALRM 2/1-4/30 MCC	CORPORATE FUND	ANCILLARY FUNDS	252.00
	2/28/25	EM LIGHT REPLACEMTS FVRC	CORPORATE FUND	ANCILLARY FUNDS	1,800.00
	2/28/25	PREPL TESTING J LILL	CORPORATE FUND	ANCILLARY FUNDS	97.00
	2/28/25	GOOGLE STE LAPTOP 2/25	CORPORATE FUND	FINANCE/ADMINISTRATION	11.36
	2/28/25	LEGISLATIVE BFASST BALLOON	CORPORATE FUND	FINANCE/ADMINISTRATION	13.98
	2/28/25	PHONE LOC E911 1/16-2/15	CORPORATE FUND	FINANCE/ADMINISTRATION	35.93
	2/28/25	AWS HOSTED DNS 2/25	CORPORATE FUND	FINANCE/ADMINISTRATION	1.63
	2/28/25	HR CONS CONTACT 1/24-2/24/	CORPORATE FUND	FINANCE/ADMINISTRATION	44.00
	2/28/25	JIM AWARD \$25 AMZ GIFT CAR	CORPORATE FUND	FINANCE/ADMINISTRATION	25.00
	2/28/25	FEE FOR COPY OF DEED	CORPORATE FUND	FINANCE/ADMINISTRATION	2.00
	2/28/25	FEE FOR COPY OF DEED	CORPORATE FUND	FINANCE/ADMINISTRATION	1.50
	2/28/25	250 BUS CARDS WEIGEL	CORPORATE FUND	FINANCE/ADMINISTRATION	24.82
	2/28/25	2025 SR PARKS DAY - CAPITA	CORPORATE FUND	FINANCE/ADMINISTRATION	45.00
	2/28/25	SR/RB LEGISLATIVE RECEIPT/C	CORPORATE FUND	FINANCE/ADMINISTRATION	436.00
	2/28/25	BK IPRA CANCEL	CORPORATE FUND	FINANCE/ADMINISTRATION	315.00-
	2/28/25	9 FOUNDATION MEMBER NAME T	CORPORATE FUND	FINANCE/ADMINISTRATION	111.72
	2/28/25	144 MINI SEA LIFE-PKS DAY	CORPORATE FUND	FINANCE/ADMINISTRATION	79.79
	2/28/25	2/19 STRATEGIC PLANNING	CORPORATE FUND	FINANCE/ADMINISTRATION	100.33
	2/28/25	2/19 STRATEGIC PLANNING	CORPORATE FUND	FINANCE/ADMINISTRATION	200.66
	2/28/25	SR-LS-FH 1/8-2/7/25	CORPORATE FUND	FINANCE/ADMINISTRATION	153.23
	2/28/25	SNACKS - STRATEGIC PLANNIN	CORPORATE FUND	FINANCE/ADMINISTRATION	12.32
	2/28/25	3 BOXES TRAIL MIX-PKS DAY	CORPORATE FUND	FINANCE/ADMINISTRATION	74.20
	2/28/25	TRAIL MIX ORDER PKS DAY-LO	CORPORATE FUND	FINANCE/ADMINISTRATION	24.40-
	2/28/25	TRAIL MIX ORDER PKS DAY-LO	CORPORATE FUND	FINANCE/ADMINISTRATION	24.90-

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	2/28/25	TRAIL MIX ORDER PKS DAY-LO	CORPORATE FUND	FINANCE/ADMINISTRATION	24.90-
	2/28/25	MKTG STAFF MTG & LUNCH	CORPORATE FUND	MARKETING/COMMUNICATIO	112.78
	2/28/25	CLOUD LICENSE (2)	CORPORATE FUND	MARKETING/COMMUNICATIO	179.98
	2/28/25	ANNUAL SUBSCRIPTION	CORPORATE FUND	MARKETING/COMMUNICATIO	119.88
	2/28/25	CCMG STAFF PASSES	CORPORATE FUND	MARKETING/COMMUNICATIO	42.08
	2/28/25	CM 1/8-2/7/25	CORPORATE FUND	MARKETING/COMMUNICATIO	51.08
	2/28/25	PLOW REPAIR VEH 119	CORPORATE FUND	PARKS	189.38
	2/28/25	WORK PHONE CASE MS	CORPORATE FUND	PARKS	14.99
	2/28/25	MIRROR GLASS REPL TRUCK 10	CORPORATE FUND	PARKS	27.99
	2/28/25	BRUSHLESS OSCILLATING TOOL	CORPORATE FUND	PARKS	152.97
	2/28/25	WORK PHONE CASE RA	CORPORATE FUND	PARKS	14.99
	2/28/25	POWER PRUNNER	CORPORATE FUND	PARKS	585.19
	2/28/25	TS TRAVEL LUNCH	CORPORATE FUND	PARKS	16.21
	2/28/25	ELEC 12/17-1/21/25	CORPORATE FUND	PARKS	26.83
	2/28/25	ELEC 12/18-1/22/25	CORPORATE FUND	PARKS	38.66
	2/28/25	ELEC 12/17-1/21/25	CORPORATE FUND	PARKS	377.60
	2/28/25	ELEC 12/16-1/17/25	CORPORATE FUND	PARKS	1,006.21
	2/28/25	ELEC 12/16-1/17/25	CORPORATE FUND	PARKS	34.36
	2/28/25	ELEC 12/16-1/17/25	CORPORATE FUND	PARKS	63.70
	2/28/25	ELEC 12/18-1/22/25	CORPORATE FUND	PARKS	31.15
	2/28/25	ELEC 12/17/24-1/21/25	CORPORATE FUND	PARKS	53.28
	2/28/25	ELEC 12/16-1/17/25	CORPORATE FUND	PARKS	776.13
	2/28/25	ELEC 12/16-1/17/25	CORPORATE FUND	PARKS	237.50
	2/28/25	GARBAGE-PKS 012925	CORPORATE FUND	PARKS	576.47
	2/28/25	COMMUNITY BENCHES	CORPORATE FUND	PARKS	4.28
	2/28/25	GATORS AND 3 WHEELER REPAI	CORPORATE FUND	PARKS	256.80
	2/28/25	COMMUNITY BENCHES	CORPORATE FUND	PARKS	44.24
	2/28/25	2 PACK 25 FOOT TAPE MEASUR	CORPORATE FUND	PARKS	29.98
	2/28/25	BARK PARK REPAIRS	CORPORATE FUND	PARKS	142.96
	2/28/25	BASEBALL REPAIR	CORPORATE FUND	PARKS	99.30
	2/28/25	REPAIR ARMSTRONG STORAGE G	CORPORATE FUND	PARKS	15.98
	2/28/25	PITCHING MOUND REPAIR	CORPORATE FUND	PARKS	205.61
	2/28/25	BARK PARK REPAIRS	CORPORATE FUND	PARKS	29.98
	2/28/25	SANDPAPER	CORPORATE FUND	PARKS	16.96
	2/28/25	SH-RA-MS-RC 1/8-2/7/25	CORPORATE FUND	PARKS	179.27
	2/28/25	JANITORIAL SUPPLIES MB	CORPORATE FUND	PARKS	75.59
	2/28/25	ALL P/F STAFF SAFETY TRAIN	CORPORATE FUND	PARKS	118.52
	2/28/25	HEATER REPAIR AT KUHN	CORPORATE FUND	MAINTENANCE FACILITY	385.00
	2/28/25	MB FIBER 1/11-2/10/25	CORPORATE FUND	MAINTENANCE FACILITY	599.50
	2/28/25	ELEC 12/17-1/21/25	CORPORATE FUND	MAINTENANCE FACILITY	657.75
	2/28/25	GARBAGE-MB 012925	CORPORATE FUND	MAINTENANCE FACILITY	144.12
	2/28/25	ANNUAL INSPECTION	CORPORATE FUND	MAINTENANCE FACILITY	315.00
	2/28/25	MB ANNUAL INSPECTION	CORPORATE FUND	MAINTENANCE FACILITY	1,612.00
	2/28/25	GAS 11/18/24-12/17/24	CORPORATE FUND	MAINTENANCE FACILITY	739.85
	2/28/25	STAFF MEETING	CORPORATE FUND	REGISTRATION SERVICES	76.20
	2/28/25	AK-BS 1/8-2/7/25	CORPORATE FUND	REGISTRATION SERVICES	102.15
	2/28/25	PERFECT FRY FRYER	REC REPAIR & REPLA	REC REPAIR & REPLACEME	15,481.21
	2/28/25	SUPPLIES FOR SWIM MEET	RECREATION FUND	NON-DEPARTMENTAL	19.74
	2/28/25	TEACHER LUNCH FOR PT CONFE	RECREATION FUND	NON-DEPARTMENTAL	95.87
	2/28/25	SUPPLIES FOR SWIM TEAM	RECREATION FUND	NON-DEPARTMENTAL	128.25
	2/28/25	SUPPLIES	RECREATION FUND	NON-DEPARTMENTAL	47.98
	2/28/25	HOSPITALITY- 2/2/25 MEET	RECREATION FUND	NON-DEPARTMENTAL	53.92
	2/28/25	GRADUATE FLOWERS-TUMBLING	RECREATION FUND	NON-DEPARTMENTAL	23.97
	2/28/25	HAND PADDLERS FOR SWIM TEA	RECREATION FUND	NON-DEPARTMENTAL	282.75
	2/28/25	TOWELS FOR SWIMMERS AWARDS	RECREATION FUND	NON-DEPARTMENTAL	78.97
	2/28/25	VINYL WINDOW PERFORATED	RECREATION FUND	MARKETING/COMMUNICATIO	1,267.50

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	2/28/25	PROGRAM ADVERTISING	RECREATION FUND	MARKETING/COMMUNICATIO	125.22
	2/28/25	PROGRAM ADVERTISING	RECREATION FUND	MARKETING/COMMUNICATIO	39.17
	2/28/25	EM LIGHT REPAIRS	RECREATION FUND	FOUNTAIN VIEW REC CENT	1,490.00
	2/28/25	TOWELS	RECREATION FUND	FOUNTAIN VIEW REC CENT	26.97
	2/28/25	BATTERIES	RECREATION FUND	FOUNTAIN VIEW REC CENT	14.84
	2/28/25	LEMON WINDOW CLEANER	RECREATION FUND	FOUNTAIN VIEW REC CENT	53.78
	2/28/25	FVRC POOL DECK EXTINGUISHE	RECREATION FUND	FOUNTAIN VIEW REC CENT	336.28
	2/28/25	FV FIBER 1/11-2/10/25	RECREATION FUND	FOUNTAIN VIEW REC CENT	1,183.65
	2/28/25	CABLE FVRC 1/26-2/25	RECREATION FUND	FOUNTAIN VIEW REC CENT	267.43
	2/28/25	INTERNET 1/26-2/25	RECREATION FUND	FOUNTAIN VIEW REC CENT	286.54
	2/28/25	GARBAGE-FVRC 012925	RECREATION FUND	FOUNTAIN VIEW REC CENT	700.49
	2/28/25	FVRC ANNUAL INSPECTION	RECREATION FUND	FOUNTAIN VIEW REC CENT	390.00
	2/28/25	FVRC FEBRUARY PEST CONTROL	RECREATION FUND	FOUNTAIN VIEW REC CENT	175.00
	2/28/25	GALVANIZED EYE BOLT	RECREATION FUND	FOUNTAIN VIEW REC CENT	7.48
	2/28/25	PARKING LOT SIGN REPAIR	RECREATION FUND	FOUNTAIN VIEW REC CENT	83.89
	2/28/25	NEXTIVA VOIP 3/25	RECREATION FUND	FOUNTAIN VIEW REC CENT	38.33
	2/28/25	GAS 12/19/24-1/21/25	RECREATION FUND	FOUNTAIN VIEW REC CENT	672.81
	2/28/25	GAS 12/19/24-1/21/25	RECREATION FUND	FOUNTAIN VIEW REC CENT	1,400.00
	2/28/25	SWITCHES-GEOTH ONLINE SYS	RECREATION FUND	FOUNTAIN VIEW REC CENT	413.79
	2/28/25	VARIOUS CUSTODIAL SUPPLIES	RECREATION FUND	FOUNTAIN VIEW REC CENT	757.20
	2/28/25	LEMON CLEANER	RECREATION FUND	FOUNTAIN VIEW REC CENT	35.30
	2/28/25	GLOVES	RECREATION FUND	FOUNTAIN VIEW REC CENT	41.84
	2/28/25	VARIOUS JANITORIAL SUPPLIE	RECREATION FUND	FOUNTAIN VIEW REC CENT	767.79
	2/28/25	BLACKSTONE IGNITER REPL KI	RECREATION FUND	CONCESSIONS	20.68
	2/28/25	NACHO CHEESE CUPS	RECREATION FUND	CONCESSIONS	45.99
	2/28/25	POPCORN	RECREATION FUND	CONCESSIONS	119.98
	2/28/25	ACRYLIC HOLDERS FOR JANE A	RECREATION FUND	CONCESSIONS	16.14
	2/28/25	MCC FIBER 1/11-2/10/25	RECREATION FUND	CONCESSIONS	306.74
	2/28/25	CANDY	RECREATION FUND	CONCESSIONS	276.55
	2/28/25	CANDY AND CHIPS	RECREATION FUND	CONCESSIONS	194.00
	2/28/25	BASSET CERTIFICATION	RECREATION FUND	CONCESSIONS	7.95
	2/28/25	AIR CURTAIN AND BRACKETS	RECREATION FUND	CONCESSIONS	299.97
	2/28/25	JD 1/8-2/7/25	RECREATION FUND	FACILITIES	51.08
	2/28/25	KEY REMOVABLE MULLION	RECREATION FUND	SIMKUS FACILITY	200.00
	2/28/25	BACKPACK VACUUM CLEANER	RECREATION FUND	SIMKUS FACILITY	799.99
	2/28/25	LEMON WINDOW CLEANER	RECREATION FUND	SIMKUS FACILITY	53.78
	2/28/25	PHONES PRI 1/7/25-2/6/25	RECREATION FUND	SIMKUS FACILITY	563.50
	2/28/25	PHONES SIP 1/7/25-2/6/25	RECREATION FUND	SIMKUS FACILITY	950.63
	2/28/25	SRC FIBER 1/7/25-2/6/25	RECREATION FUND	SIMKUS FACILITY	1,318.05
	2/28/25	ELEC 12/17-1/21/25	RECREATION FUND	SIMKUS FACILITY	3,749.63
	2/28/25	INTERNET SRC 1/24-2/23	RECREATION FUND	SIMKUS FACILITY	265.85
	2/28/25	CABLE SRC 2/1-2/28	RECREATION FUND	SIMKUS FACILITY	11.30
	2/28/25	GARBAGE-SRC 012925	RECREATION FUND	SIMKUS FACILITY	547.77
	2/28/25	SRC ANNUAL INSPECTION	RECREATION FUND	SIMKUS FACILITY	390.00
	2/28/25	SRC FEBRUARY PEST CONTROL	RECREATION FUND	SIMKUS FACILITY	150.00
	2/28/25	LIVING TREE MOVE SUPPLIES	RECREATION FUND	SIMKUS FACILITY	27.15
	2/28/25	LIVING TREE MOVE SUPPLIES	RECREATION FUND	SIMKUS FACILITY	23.14
	2/28/25	LIVING TREE MOVING SUPPLIE	RECREATION FUND	SIMKUS FACILITY	27.15-
	2/28/25	LIVING TREE MOVE SUPPLIES	RECREATION FUND	SIMKUS FACILITY	25.14
	2/28/25	GAS 11/19/24-12/18/24	RECREATION FUND	SIMKUS FACILITY	1,187.74
	2/28/25	GAS 11/19/24-12/18/24	RECREATION FUND	SIMKUS FACILITY	1,500.00
	2/28/25	VARIOUS CUSTODIAL SUPPLIES	RECREATION FUND	SIMKUS FACILITY	373.89
	2/28/25	SRC TOWELS	RECREATION FUND	SIMKUS FACILITY	30.54
	2/28/25	PAPER TOWEL DISPENSERS	RECREATION FUND	SIMKUS FACILITY	177.63
	2/28/25	CARPET DEODORIZER	RECREATION FUND	SIMKUS FACILITY	28.55
	2/28/25	ELEC 12/17-1/21/25	RECREATION FUND	CORAL COVE	463.44

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	2/28/25	CCWP REMOTE PUMP ROOM REPA	RECREATION FUND	CORAL COVE	2,148.84
	2/28/25	CCWP PUMP ROOM REPAIR	RECREATION FUND	CORAL COVE	1,937.00
	2/28/25	GAS 9/19/24-12/18/24	RECREATION FUND	CORAL COVE	267.53
	2/28/25	CCWP CONTAINER 2/13-3/12	RECREATION FUND	CORAL COVE	249.00
	2/28/25	PREVIEW DAY GIFT CARDS	RECREATION FUND	RECREATION	60.00
	2/28/25	DOC MOVIE TICKET ADD PURCH	RECREATION FUND	RECREATION	5.50
	2/28/25	SECOND CITY REFUND-AB	RECREATION FUND	RECREATION	354.00-
	2/28/25	CASINO FINAL PAYMENT	RECREATION FUND	RECREATION	54.00
	2/28/25	EAC FIELD TRIP DEPOSIT	RECREATION FUND	RECREATION	200.00
	2/28/25	PITCHING MOUND REPLACEMENT	RECREATION FUND	RECREATION	2,313.00
	2/28/25	BINDERS	RECREATION FUND	RECREATION	69.75
	2/28/25	DOC MOVIE TICKETS	RECREATION FUND	RECREATION	152.50
	2/28/25	DOC CONCESSIONS	RECREATION FUND	RECREATION	18.04
	2/28/25	SHADES OF ME PAPER	RECREATION FUND	RECREATION	24.75
	2/28/25	DINOSAUR TOYS	RECREATION FUND	RECREATION	8.98
	2/28/25	ACCEPTANCE BOOKS	RECREATION FUND	RECREATION	39.77
	2/28/25	HIGHLIGHTERS; DRY ERASE; TAP	RECREATION FUND	RECREATION	25.36
	2/28/25	INK FOR PRINTER	RECREATION FUND	RECREATION	64.92
	2/28/25	LAMINATING SHEETS SWIM LES	RECREATION FUND	RECREATION	19.99
	2/28/25	PROGRAM PREVIEW SUPPLIES	RECREATION FUND	RECREATION	260.65
	2/28/25	BA SNACKS	RECREATION FUND	RECREATION	362.19
	2/28/25	AAC FIELD TRIP DEPOSIT DCM	RECREATION FUND	RECREATION	100.00
	2/28/25	BA SUPPLIES	RECREATION FUND	RECREATION	7.98
	2/28/25	PERSONAL REIMBURSEMENT	RECREATION FUND	RECREATION	44.99
	2/28/25	PERSONAL REIMBURSEMENT	RECREATION FUND	RECREATION	33.65
	2/28/25	PDRMA DAY CAMP RISK MANAGE	RECREATION FUND	RECREATION	35.00
	2/28/25	BASEBALL PANTS	RECREATION FUND	RECREATION	2,886.50
	2/28/25	SOFTBALL PANTS	RECREATION FUND	RECREATION	1,842.00
	2/28/25	FORTS AND FUN JAN 2025	RECREATION FUND	RECREATION	33.60
	2/28/25	DAY TRIP LUNCH DEPOSIT	RECREATION FUND	RECREATION	300.00
	2/28/25	BA SUPPLIES	RECREATION FUND	RECREATION	44.91
	2/28/25	BEATRIX BRUNCH DEPOSIT	RECREATION FUND	RECREATION	400.00
	2/28/25	EVP INVOICE PAYMENT WINTER	RECREATION FUND	RECREATION	562.80
	2/28/25	BA SUPPLIES	RECREATION FUND	RECREATION	55.98
	2/28/25	MEMBER GIVEAWAY CUPS	RECREATION FUND	RECREATION	306.31
	2/28/25	EAC FIELD TRIP DEPOSIT RAI	RECREATION FUND	RECREATION	240.00
	2/28/25	HOPSCOTCH FLOOR MAT	RECREATION FUND	RECREATION	44.74
	2/28/25	EAC FIELD TRIP DEPOSIT FUN	RECREATION FUND	RECREATION	100.00
	2/28/25	AAC FIELD TRIP DEPOSIT FUN	RECREATION FUND	RECREATION	100.00
	2/28/25	PHONE CASE	RECREATION FUND	RECREATION	6.99
	2/28/25	FEB 14 MEMBER APPR. SNACKS	RECREATION FUND	RECREATION	18.86
	2/28/25	BREWERS TICKETS DEPOSIT	RECREATION FUND	RECREATION	447.50
	2/28/25	ALL STAR SHIRTS	RECREATION FUND	RECREATION	1,026.00
	2/28/25	ENCHANTED CASTLE DEPOSIT	RECREATION FUND	RECREATION	259.00
	2/28/25	AAC DEPOSIT ENCHANTED CAST	RECREATION FUND	RECREATION	550.38
	2/28/25	GYM WIPES	RECREATION FUND	RECREATION	484.85
	2/28/25	GYM WIPES	RECREATION FUND	RECREATION	484.85
	2/28/25	CHARGE REFUNDED ON 2-3-25	RECREATION FUND	RECREATION	156.13-
	2/28/25	B&A SUPPLIES	RECREATION FUND	RECREATION	83.91
	2/28/25	TRAVEL BASEBALLS	RECREATION FUND	RECREATION	364.00
	2/28/25	DODGEBALLS	RECREATION FUND	RECREATION	1,068.00
	2/28/25	BA SUPPLIES	RECREATION FUND	RECREATION	203.85
	2/28/25	GRAD HATS; MEDALS; SUNGLASSE	RECREATION FUND	RECREATION	122.62
	2/28/25	MILA H REPLACEMENT ORDER	RECREATION FUND	RECREATION	7.02
	2/28/25	PARAMOUNT FINAL PAYMENT	RECREATION FUND	RECREATION	440.00
	2/28/25	WAITRESS FINAL PAYMENT	RECREATION FUND	RECREATION	547.50

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	2/28/25	AAC POOL WRISTBANDS	RECREATION FUND	RECREATION	103.25
	2/28/25	AAC POOL WRISTBANDS	RECREATION FUND	RECREATION	71.40
	2/28/25	GRAD TASSELS	RECREATION FUND	RECREATION	34.73
	2/28/25	BA SUPPLIES	RECREATION FUND	RECREATION	29.97
	2/28/25	BA SUPPLIES	RECREATION FUND	RECREATION	50.34
	2/28/25	PIZZA TOUR PAYMENT	RECREATION FUND	RECREATION	680.00
	2/28/25	BA SUPPLIES	RECREATION FUND	RECREATION	4.03
	2/28/25	100 DAY BALLOONS	RECREATION FUND	RECREATION	13.98
	2/28/25	PILATES BALLS	RECREATION FUND	RECREATION	27.98
	2/28/25	NEW PHONE CASE FOR NEW PHO	RECREATION FUND	RECREATION	9.99
	2/28/25	TRICEPS ROPES	RECREATION FUND	RECREATION	31.96
	2/28/25	USBC HEADPHONE JACK ADAPTO	RECREATION FUND	RECREATION	20.97
	2/28/25	FEB FUN CLASS TREATS	RECREATION FUND	RECREATION	31.24
	2/28/25	STICKERS FOR CLASSES	RECREATION FUND	RECREATION	11.98
	2/28/25	DESCENDANTS PROPS	RECREATION FUND	RECREATION	35.96
	2/28/25	DESCENDANTS COSTUME	RECREATION FUND	RECREATION	17.48
	2/28/25	MAL COSTUME RETURN	RECREATION FUND	RECREATION	32.38-
	2/28/25	DESCENDANTS COSTUMES	RECREATION FUND	RECREATION	58.49
	2/28/25	SPEAKER THEATRE/DANCE	RECREATION FUND	RECREATION	45.99
	2/28/25	FORTE COSTUMES	RECREATION FUND	RECREATION	29.74
	2/28/25	DESCENDANTS COSTUME	RECREATION FUND	RECREATION	39.98
	2/28/25	DESCENDANTS PROPS	RECREATION FUND	RECREATION	13.99
	2/28/25	DESCENDANTS- COSTUMES	RECREATION FUND	RECREATION	76.98
	2/28/25	POMS CARDS	RECREATION FUND	RECREATION	6.99
	2/28/25	BOW MAKING SUPPLIES	RECREATION FUND	RECREATION	48.87
	2/28/25	DESCENDANTS- COSTUMES	RECREATION FUND	RECREATION	28.02
	2/28/25	LED GLOW- TUMBLING STATE	RECREATION FUND	RECREATION	48.58
	2/28/25	DANCE ROOM SUPPLIES	RECREATION FUND	RECREATION	28.98
	2/28/25	DESCENDANTS PROPS	RECREATION FUND	RECREATION	11.70
	2/28/25	DESCENDANTS- PROPS	RECREATION FUND	RECREATION	51.95
	2/28/25	DESCNDANTS COSTUMES	RECREATION FUND	RECREATION	44.70
	2/28/25	DESCENDANTS COSTUME/PRP	RECREATION FUND	RECREATION	18.98
	2/28/25	RECITAL PROPS	RECREATION FUND	RECREATION	30.58
	2/28/25	SOCCER SUPPLIES FOR UNIFOR	RECREATION FUND	RECREATION	24.44
	2/28/25	DESCENDANTS ADMIN	RECREATION FUND	RECREATION	5.99
	2/28/25	FOUNDATION TABLE CLOTH	RECREATION FUND	RECREATION	71.00
	2/28/25	CRAZY SCIENCE SUPPLIES	RECREATION FUND	RECREATION	10.99
	2/28/25	CRAZY SCIENCE SUPPLIES GLU	RECREATION FUND	RECREATION	33.51
	2/28/25	SAFARI SUPPLIES	RECREATION FUND	RECREATION	26.99
	2/28/25	SAFARI SUPPLIES	RECREATION FUND	RECREATION	9.99
	2/28/25	SPONFLYERSPECIALTYPAPER	RECREATION FUND	RECREATION	17.97
	2/28/25	ANYWAYS LUNCH MEETING BODYWOR	RECREATION FUND	RECREATION	55.54
	2/28/25	ITUNES- FEB 2025	RECREATION FUND	RECREATION	16.99
	2/28/25	NATURE MUSEUM DEPOSIT	RECREATION FUND	RECREATION	271.00
	2/28/25	CSCHAMBER NETWORKING BREAKFA	RECREATION FUND	RECREATION	32.00
	2/28/25	GROUP LUNCH THE KNICK MAM	RECREATION FUND	RECREATION	458.40
	2/28/25	ICE PACKS/WALL MOUNT	RECREATION FUND	RECREATION	288.07
	2/28/25	CABLE FITNESS 1/26-2/25	RECREATION FUND	RECREATION	401.15
	2/28/25	ROCK N KIDS WINTER I 2025	RECREATION FUND	RECREATION	630.00
	2/28/25	RECITAL SUPPLIES	RECREATION FUND	RECREATION	36.25
	2/28/25	DAUGHTER DANCE PRINCESSES	RECREATION FUND	RECREATION	840.00
	2/28/25	DESCENDANTS T SHIRTS	RECREATION FUND	RECREATION	741.80
	2/28/25	DODGEBALL UNIFORMS	RECREATION FUND	RECREATION	175.50
	2/28/25	SOCCER UNIFORMS	RECREATION FUND	RECREATION	4,242.30
	2/28/25	DEPOSIT HARBORCOUNTY ADVEN	RECREATION FUND	RECREATION	1.00
	2/28/25	DESCENDANTS- SET/PROP	RECREATION FUND	RECREATION	16.17

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	2/28/25	BASKETBALL MEDALS	RECREATION FUND	RECREATION	1,330.88
	2/28/25	DESCENDANTS SET	RECREATION FUND	RECREATION	51.36
	2/28/25	LINEN CLEANING	RECREATION FUND	RECREATION	120.25
	2/28/25	DESCENDANTS COSTUME/PROP	RECREATION FUND	RECREATION	9.96
	2/28/25	ALICE-VIDEO LICENSE	RECREATION FUND	RECREATION	75.00
	2/28/25	JORI- NINJA MONKEY CONFERE	RECREATION FUND	RECREATION	299.00
	2/28/25	WINTER SMASH PICKLEBALL AW	RECREATION FUND	RECREATION	26.72
	2/28/25	DODGEBALL MEDALS	RECREATION FUND	RECREATION	483.84
	2/28/25	WINTER ADULT AWARDS	RECREATION FUND	RECREATION	237.87
	2/28/25	RETURNED STICKER & CROWN C	RECREATION FUND	RECREATION	19.98-
	2/28/25	DAUGHTER DANCE SUPPLIES RE	RECREATION FUND	RECREATION	30.98-
	2/28/25	DAUGHTER DANCE SALES TA RE	RECREATION FUND	RECREATION	2.48-
	2/28/25	FORTE RECITAL COSTUMES 202	RECREATION FUND	RECREATION	100.90
	2/28/25	RECITAL RETURNS	RECREATION FUND	RECREATION	359.70-
	2/28/25	FORTE RETURN	RECREATION FUND	RECREATION	39.95-
	2/28/25	RECITAL RETURNS	RECREATION FUND	RECREATION	329.75-
	2/28/25	FEB 2025 MONTHLY MUSIC	RECREATION FUND	RECREATION	19.99
	2/28/25	3 ON 3 TOURNAMENT SHIRTS	RECREATION FUND	RECREATION	146.25
	2/28/25	7 REC-FIT-SOD 1/8-2/7/25	RECREATION FUND	RECREATION	357.52
	2/28/25	2 REC-6 B/A 1/8-2/7/25	RECREATION FUND	RECREATION	408.60
	2/28/25	CONSTRUCTION PAPER	RECREATION FUND	RECREATION	157.46
	2/28/25	CRAZY SCIENCE SUPPLIES MIL	RECREATION FUND	RECREATION	2.58
	2/28/25	RECITAL RETURN	RECREATION FUND	RECREATION	80.99-
	2/28/25	DESCENDANTS_ COSTUME/PROP	RECREATION FUND	RECREATION	15.33
	2/28/25	FORTE RECITAL COSTUMES 202	RECREATION FUND	RECREATION	545.92
	2/28/25	ELEC 12/17-1/21/25	RECREATION FUND	MCCASLIN FIELDS	1,314.75
	2/28/25	ELEC 12/17-1/21/25	RECREATION FUND	MCCASLIN FIELDS	15.84
	2/28/25	LIFT STATION 3/25	RECREATION FUND	MCCASLIN FIELDS	20.00
	2/28/25	JANITORIAL SUPPLIES MCCASL	RECREATION FUND	MCCASLIN FIELDS	2,925.42
	2/28/25	CCMG FIBER 1/11-2/10/25	RECREATION FUND	MINIATURE GOLF	306.75
	2/28/25	ELEC 12/17-1/21/25	RECREATION FUND	MINIATURE GOLF	253.45
	2/28/25	CCMG H20 SOFT- FEB25	RECREATION FUND	MINIATURE GOLF	60.00
	2/28/25	CCMG FEBRUARY PEST CONTROL	RECREATION FUND	MINIATURE GOLF	350.00
	2/28/25	GAS 12/16/24-1/15/25	RECREATION FUND	MINIATURE GOLF	156.09
				TOTAL:	95,091.59
PDRMA	2/28/25	PDRMA Insurance 2/25	CORPORATE FUND	ANCILLARY FUNDS	5,286.65
	2/28/25	PDRMA Insurance 2/25	CORPORATE FUND	ANCILLARY FUNDS	3,012.22
	2/28/25	PDRMA Insurance 2/25	CORPORATE FUND	ANCILLARY FUNDS	956.00
	2/28/25	PDRMA Insurance 2/25	CORPORATE FUND	ANCILLARY FUNDS	41.33
	2/28/25	PDRMA Insurance 2/25	CORPORATE FUND	ANCILLARY FUNDS	5,343.39
	2/28/25	PDRMA Insurance 2/25	CORPORATE FUND	ANCILLARY FUNDS	287.94
				TOTAL:	14,927.53
PDRMA	2/28/25	DENTAL PREMIUM	CORPORATE FUND	NON-DEPARTMENTAL	14.00
	2/28/25	DENTAL PREMIUM	CORPORATE FUND	NON-DEPARTMENTAL	14.00
	2/28/25	DENTAL PREMIUM	CORPORATE FUND	NON-DEPARTMENTAL	79.70
	2/28/25	DENTAL PREMIUM	CORPORATE FUND	NON-DEPARTMENTAL	79.70
	2/28/25	DENTAL PREMIUM	CORPORATE FUND	NON-DEPARTMENTAL	45.42
	2/28/25	DENTAL PREMIUM	CORPORATE FUND	NON-DEPARTMENTAL	47.84
	2/28/25	HEALTH PREMIUM	CORPORATE FUND	NON-DEPARTMENTAL	96.20
	2/28/25	HEALTH PREMIUM	CORPORATE FUND	NON-DEPARTMENTAL	96.20
	2/28/25	HEALTH PREMIUM	CORPORATE FUND	NON-DEPARTMENTAL	257.15
	2/28/25	HEALTH PREMIUM	CORPORATE FUND	NON-DEPARTMENTAL	257.15
	2/28/25	HEALTH PREMIUM	CORPORATE FUND	NON-DEPARTMENTAL	222.59
	2/28/25	HEALTH PREMIUM	CORPORATE FUND	NON-DEPARTMENTAL	222.59

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	2/28/25	HEALTH PREMIUM	CORPORATE FUND	NON-DEPARTMENTAL	129.88
	2/28/25	HEALTH PREMIUM	CORPORATE FUND	NON-DEPARTMENTAL	141.15
	2/28/25	HEALTH PREMIUM	CORPORATE FUND	NON-DEPARTMENTAL	53.06
	2/28/25	HEALTH PREMIUM	CORPORATE FUND	NON-DEPARTMENTAL	53.06
	2/28/25	HEALTH PREMIUM	CORPORATE FUND	NON-DEPARTMENTAL	111.36
	2/28/25	HEALTH PREMIUM	CORPORATE FUND	NON-DEPARTMENTAL	111.36
	2/28/25	VISION PREMIUM	CORPORATE FUND	NON-DEPARTMENTAL	3.94
	2/28/25	VISION PREMIUM	CORPORATE FUND	NON-DEPARTMENTAL	3.94
	2/28/25	VISION PREMIUM	CORPORATE FUND	NON-DEPARTMENTAL	19.29
	2/28/25	VISION PREMIUM	CORPORATE FUND	NON-DEPARTMENTAL	19.29
	2/28/25	VISION PREMIUM	CORPORATE FUND	NON-DEPARTMENTAL	5.48
	2/28/25	VISION PREMIUM	CORPORATE FUND	NON-DEPARTMENTAL	5.78
	2/28/25	2/25 PDRMA Health - CQ	CORPORATE FUND	ANCILLARY FUNDS	33.31
	2/28/25	2/25 PDRMA Health - KW	CORPORATE FUND	ANCILLARY FUNDS	6.80
	2/28/25	EAP PREMIUM	CORPORATE FUND	ANCILLARY FUNDS	0.20
	2/28/25	EAP PREMIUM	CORPORATE FUND	ANCILLARY FUNDS	0.20
	2/28/25	DENTAL PREMIUM	CORPORATE FUND	ANCILLARY FUNDS	2.04
	2/28/25	DENTAL PREMIUM	CORPORATE FUND	ANCILLARY FUNDS	2.04
	2/28/25	DENTAL PREMIUM	CORPORATE FUND	ANCILLARY FUNDS	2.04
	2/28/25	DENTAL PREMIUM	CORPORATE FUND	ANCILLARY FUNDS	2.04
	2/28/25	HEALTH PREMIUM	CORPORATE FUND	ANCILLARY FUNDS	34.66
	2/28/25	HEALTH PREMIUM	CORPORATE FUND	ANCILLARY FUNDS	34.66
	2/28/25	HEALTH PREMIUM	CORPORATE FUND	ANCILLARY FUNDS	65.84
	2/28/25	HEALTH PREMIUM	CORPORATE FUND	ANCILLARY FUNDS	65.84
	2/28/25	GROUP LIFE INSURANCE PREMI	CORPORATE FUND	ANCILLARY FUNDS	0.44
	2/28/25	GROUP LIFE INSURANCE PREMI	CORPORATE FUND	ANCILLARY FUNDS	0.44
	2/28/25	VISION PREMIUM	CORPORATE FUND	ANCILLARY FUNDS	0.29
	2/28/25	VISION PREMIUM	CORPORATE FUND	ANCILLARY FUNDS	0.29
	2/28/25	VISION PREMIUM	CORPORATE FUND	ANCILLARY FUNDS	0.29
	2/28/25	VISION PREMIUM	CORPORATE FUND	ANCILLARY FUNDS	0.29
	2/28/25	2/25 PDRMA Health - DG	CORPORATE FUND	FINANCE/ADMINISTRATION	47.62
	2/28/25	2/25 PDRMA Health - FH	CORPORATE FUND	FINANCE/ADMINISTRATION	105.42
	2/28/25	2/25 PDRMA Health - LN	CORPORATE FUND	FINANCE/ADMINISTRATION	47.63
	2/28/25	2/25 PDRMA Health - CQ	CORPORATE FUND	FINANCE/ADMINISTRATION	66.63
	2/28/25	2/25 PDRMA Health - SR	CORPORATE FUND	FINANCE/ADMINISTRATION	6.03
	2/28/25	2/25 PDRMA Health - LS	CORPORATE FUND	FINANCE/ADMINISTRATION	3.21
	2/28/25	2/25 PDRMA Health - KW	CORPORATE FUND	FINANCE/ADMINISTRATION	47.58
	2/28/25	EAP PREMIUM	CORPORATE FUND	FINANCE/ADMINISTRATION	5.10
	2/28/25	EAP PREMIUM	CORPORATE FUND	FINANCE/ADMINISTRATION	5.10
	2/28/25	DENTAL PREMIUM	CORPORATE FUND	FINANCE/ADMINISTRATION	57.00
	2/28/25	DENTAL PREMIUM	CORPORATE FUND	FINANCE/ADMINISTRATION	57.00
	2/28/25	DENTAL PREMIUM	CORPORATE FUND	FINANCE/ADMINISTRATION	28.50
	2/28/25	DENTAL PREMIUM	CORPORATE FUND	FINANCE/ADMINISTRATION	28.50
	2/28/25	DENTAL PREMIUM	CORPORATE FUND	FINANCE/ADMINISTRATION	14.25
	2/28/25	DENTAL PREMIUM	CORPORATE FUND	FINANCE/ADMINISTRATION	14.25
	2/28/25	HEALTH PREMIUM	CORPORATE FUND	FINANCE/ADMINISTRATION	724.06
	2/28/25	HEALTH PREMIUM	CORPORATE FUND	FINANCE/ADMINISTRATION	724.04
	2/28/25	HEALTH PREMIUM	CORPORATE FUND	FINANCE/ADMINISTRATION	460.91
	2/28/25	HEALTH PREMIUM	CORPORATE FUND	FINANCE/ADMINISTRATION	460.91
	2/28/25	GROUP LIFE INSURANCE PREMI	CORPORATE FUND	FINANCE/ADMINISTRATION	12.60
	2/28/25	GROUP LIFE INSURANCE PREMI	CORPORATE FUND	FINANCE/ADMINISTRATION	12.60
	2/28/25	HEALTH PREMIUM	CORPORATE FUND	FINANCE/ADMINISTRATION	486.54
	2/28/25	HEALTH PREMIUM	CORPORATE FUND	FINANCE/ADMINISTRATION	486.54
	2/28/25	VISION PREMIUM	CORPORATE FUND	FINANCE/ADMINISTRATION	7.98
	2/28/25	VISION PREMIUM	CORPORATE FUND	FINANCE/ADMINISTRATION	7.98
	2/28/25	VISION PREMIUM	CORPORATE FUND	FINANCE/ADMINISTRATION	4.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	2/28/25	VISION PREMIUM	CORPORATE FUND	FINANCE/ADMINISTRATION	4.00
	2/28/25	VISION PREMIUM	CORPORATE FUND	FINANCE/ADMINISTRATION	2.00
	2/28/25	VISION PREMIUM	CORPORATE FUND	FINANCE/ADMINISTRATION	2.00
	2/28/25	2/25 PDRMA Health - TE	CORPORATE FUND	MARKETING/COMMUNICATIO	132.18
	2/28/25	2/25 PDRMA Health - CM	CORPORATE FUND	MARKETING/COMMUNICATIO	95.43
	2/28/25	EAP PREMIUM	CORPORATE FUND	MARKETING/COMMUNICATIO	2.08
	2/28/25	EAP PREMIUM	CORPORATE FUND	MARKETING/COMMUNICATIO	2.08
	2/28/25	DENTAL PREMIUM	CORPORATE FUND	MARKETING/COMMUNICATIO	20.36
	2/28/25	DENTAL PREMIUM	CORPORATE FUND	MARKETING/COMMUNICATIO	20.36
	2/28/25	DENTAL PREMIUM	CORPORATE FUND	MARKETING/COMMUNICATIO	20.36
	2/28/25	DENTAL PREMIUM	CORPORATE FUND	MARKETING/COMMUNICATIO	20.36
	2/28/25	HEALTH PREMIUM	CORPORATE FUND	MARKETING/COMMUNICATIO	477.70
	2/28/25	HEALTH PREMIUM	CORPORATE FUND	MARKETING/COMMUNICATIO	477.70
	2/28/25	HEALTH PREMIUM	CORPORATE FUND	MARKETING/COMMUNICATIO	668.78
	2/28/25	HEALTH PREMIUM	CORPORATE FUND	MARKETING/COMMUNICATIO	668.78
	2/28/25	GROUP LIFE INSURANCE PREMI	CORPORATE FUND	MARKETING/COMMUNICATIO	4.05
	2/28/25	GROUP LIFE INSURANCE PREMI	CORPORATE FUND	MARKETING/COMMUNICATIO	4.05
	2/28/25	VISION PREMIUM	CORPORATE FUND	MARKETING/COMMUNICATIO	2.85
	2/28/25	VISION PREMIUM	CORPORATE FUND	MARKETING/COMMUNICATIO	2.85
	2/28/25	VISION PREMIUM	CORPORATE FUND	MARKETING/COMMUNICATIO	2.85
	2/28/25	VISION PREMIUM	CORPORATE FUND	MARKETING/COMMUNICATIO	2.85
	2/28/25	2/25 PDRMA Health - RA	CORPORATE FUND	PARKS	138.79
	2/28/25	2/25 PDRMA Health - RC	CORPORATE FUND	PARKS	68.06
	2/28/25	2/25 PDRMA Health - SH	CORPORATE FUND	PARKS	66.94
	2/28/25	2/25 PDRMA Health - ER	CORPORATE FUND	PARKS	133.01
	2/28/25	2/25 PDRMA Health - JRAM	CORPORATE FUND	PARKS	98.42
	2/28/25	2/25 PDRMA Health - AS	CORPORATE FUND	PARKS	68.04
	2/28/25	2/25 PDRMA Health - MS	CORPORATE FUND	PARKS	68.04
	2/28/25	2/25 PDRMA Health - BT	CORPORATE FUND	PARKS	0.44
	2/28/25	2/25 PDRMA Health - DW	CORPORATE FUND	PARKS	33.99
	2/28/25	EAP PREMIUM	CORPORATE FUND	PARKS	8.24
	2/28/25	EAP PREMIUM	CORPORATE FUND	PARKS	8.37
	2/28/25	DENTAL PREMIUM	CORPORATE FUND	PARKS	12.22
	2/28/25	DENTAL PREMIUM	CORPORATE FUND	PARKS	12.22
	2/28/25	DENTAL PREMIUM	CORPORATE FUND	PARKS	71.26
	2/28/25	DENTAL PREMIUM	CORPORATE FUND	PARKS	71.26
	2/28/25	DENTAL PREMIUM	CORPORATE FUND	PARKS	40.72
	2/28/25	DENTAL PREMIUM	CORPORATE FUND	PARKS	40.72
	2/28/25	DENTAL PREMIUM	CORPORATE FUND	PARKS	16.92
	2/28/25	DENTAL PREMIUM	CORPORATE FUND	PARKS	19.34
	2/28/25	HEALTH PREMIUM	CORPORATE FUND	PARKS	282.19
	2/28/25	HEALTH PREMIUM	CORPORATE FUND	PARKS	282.19
	2/28/25	HEALTH PREMIUM	CORPORATE FUND	PARKS	1,531.50
	2/28/25	HEALTH PREMIUM	CORPORATE FUND	PARKS	1,531.50
	2/28/25	HEALTH PREMIUM	CORPORATE FUND	PARKS	679.31
	2/28/25	HEALTH PREMIUM	CORPORATE FUND	PARKS	679.31
	2/28/25	HEALTH PREMIUM	CORPORATE FUND	PARKS	572.47
	2/28/25	HEALTH PREMIUM	CORPORATE FUND	PARKS	654.25
	2/28/25	GROUP LIFE INSURANCE PREMI	CORPORATE FUND	PARKS	14.93
	2/28/25	GROUP LIFE INSURANCE PREMI	CORPORATE FUND	PARKS	15.18
	2/28/25	VISION PREMIUM	CORPORATE FUND	PARKS	1.71
	2/28/25	VISION PREMIUM	CORPORATE FUND	PARKS	1.71
	2/28/25	VISION PREMIUM	CORPORATE FUND	PARKS	9.98
	2/28/25	VISION PREMIUM	CORPORATE FUND	PARKS	9.98
	2/28/25	VISION PREMIUM	CORPORATE FUND	PARKS	5.70
	2/28/25	VISION PREMIUM	CORPORATE FUND	PARKS	5.70

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	2/28/25	VISION PREMIUM	CORPORATE FUND	PARKS	2.37
	2/28/25	VISION PREMIUM	CORPORATE FUND	PARKS	2.71
	2/28/25	2/25 PDRMA Health - LC	CORPORATE FUND	REGISTRATION SERVICES	97.08
	2/28/25	2/25 PDRMA Health - AVK	CORPORATE FUND	REGISTRATION SERVICES	0.34
	2/28/25	2/25 PDRMA Health - BS	CORPORATE FUND	REGISTRATION SERVICES	53.83
	2/28/25	EAP PREMIUM	CORPORATE FUND	REGISTRATION SERVICES	2.19
	2/28/25	EAP PREMIUM	CORPORATE FUND	REGISTRATION SERVICES	2.19
	2/28/25	DENTAL PREMIUM	CORPORATE FUND	REGISTRATION SERVICES	14.25
	2/28/25	DENTAL PREMIUM	CORPORATE FUND	REGISTRATION SERVICES	14.25
	2/28/25	DENTAL PREMIUM	CORPORATE FUND	REGISTRATION SERVICES	14.25
	2/28/25	DENTAL PREMIUM	CORPORATE FUND	REGISTRATION SERVICES	14.25
	2/28/25	HEALTH PREMIUM	CORPORATE FUND	REGISTRATION SERVICES	497.31
	2/28/25	HEALTH PREMIUM	CORPORATE FUND	REGISTRATION SERVICES	497.35
	2/28/25	GROUP LIFE INSURANCE PREMI	CORPORATE FUND	REGISTRATION SERVICES	3.32
	2/28/25	GROUP LIFE INSURANCE PREMI	CORPORATE FUND	REGISTRATION SERVICES	3.31
	2/28/25	HEALTH PREMIUM	CORPORATE FUND	REGISTRATION SERVICES	251.99
	2/28/25	HEALTH PREMIUM	CORPORATE FUND	REGISTRATION SERVICES	251.99
	2/28/25	VISION PREMIUM	CORPORATE FUND	REGISTRATION SERVICES	2.00
	2/28/25	VISION PREMIUM	CORPORATE FUND	REGISTRATION SERVICES	1.99
	2/28/25	VISION PREMIUM	CORPORATE FUND	REGISTRATION SERVICES	1.99
	2/28/25	VISION PREMIUM	CORPORATE FUND	REGISTRATION SERVICES	2.00
	2/28/25	DENTAL PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	3.50
	2/28/25	DENTAL PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	3.50
	2/28/25	DENTAL PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	36.51
	2/28/25	DENTAL PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	36.51
	2/28/25	DENTAL PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	61.98
	2/28/25	DENTAL PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	61.98
	2/28/25	DENTAL PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	35.00
	2/28/25	DENTAL PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	32.58
	2/28/25	HEALTH PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	25.90
	2/28/25	HEALTH PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	25.90
	2/28/25	HEALTH PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	373.11
	2/28/25	HEALTH PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	373.11
	2/28/25	HEALTH PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	87.91
	2/28/25	HEALTH PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	87.91
	2/28/25	HEALTH PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	37.90
	2/28/25	HEALTH PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	26.63
	2/28/25	HEALTH PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	148.57
	2/28/25	HEALTH PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	148.57
	2/28/25	HEALTH PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	232.38
	2/28/25	HEALTH PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	232.38
	2/28/25	HEALTH PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	227.40
	2/28/25	HEALTH PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	227.40
	2/28/25	HEALTH PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	47.73
	2/28/25	HEALTH PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	47.73
	2/28/25	HEALTH PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	155.39
	2/28/25	HEALTH PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	155.39
	2/28/25	VISION PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	0.98
	2/28/25	VISION PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	0.98
	2/28/25	VISION PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	5.51
	2/28/25	VISION PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	5.51
	2/28/25	VISION PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	13.77
	2/28/25	VISION PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	13.77
	2/28/25	VISION PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	4.24
	2/28/25	VISION PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	3.94
	2/28/25	2/25 PDRMA Health - DG	RECREATION FUND	ADMINISTRATION	20.41

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	2/28/25	2/25 PDRMA Health - FH	RECREATION FUND	ADMINISTRATION	45.18
	2/28/25	2/25 PDRMA Health - LN	RECREATION FUND	ADMINISTRATION	20.41
	2/28/25	2/25 PDRMA Health - CQ	RECREATION FUND	ADMINISTRATION	33.31
	2/28/25	2/25 PDRMA Health - SR	RECREATION FUND	ADMINISTRATION	2.16
	2/28/25	2/25 PDRMA Health - LS	RECREATION FUND	ADMINISTRATION	1.38
	2/28/25	2/25 PDRMA Health - KW	RECREATION FUND	ADMINISTRATION	13.60
	2/28/25	EAP PREMIUM	RECREATION FUND	ADMINISTRATION	1.93
	2/28/25	EAP PREMIUM	RECREATION FUND	ADMINISTRATION	1.93
	2/28/25	DENTAL PREMIUM	RECREATION FUND	ADMINISTRATION	22.40
	2/28/25	DENTAL PREMIUM	RECREATION FUND	ADMINISTRATION	22.40
	2/28/25	DENTAL PREMIUM	RECREATION FUND	ADMINISTRATION	10.18
	2/28/25	DENTAL PREMIUM	RECREATION FUND	ADMINISTRATION	10.18
	2/28/25	DENTAL PREMIUM	RECREATION FUND	ADMINISTRATION	5.09
	2/28/25	DENTAL PREMIUM	RECREATION FUND	ADMINISTRATION	5.09
	2/28/25	HEALTH PREMIUM	RECREATION FUND	ADMINISTRATION	275.68
	2/28/25	HEALTH PREMIUM	RECREATION FUND	ADMINISTRATION	275.70
	2/28/25	HEALTH PREMIUM	RECREATION FUND	ADMINISTRATION	131.69
	2/28/25	HEALTH PREMIUM	RECREATION FUND	ADMINISTRATION	131.69
	2/28/25	GROUP LIFE INSURANCE PREMI	RECREATION FUND	ADMINISTRATION	4.72
	2/28/25	GROUP LIFE INSURANCE PREMI	RECREATION FUND	ADMINISTRATION	4.72
	2/28/25	HEALTH PREMIUM	RECREATION FUND	ADMINISTRATION	208.51
	2/28/25	HEALTH PREMIUM	RECREATION FUND	ADMINISTRATION	208.51
	2/28/25	VISION PREMIUM	RECREATION FUND	ADMINISTRATION	3.13
	2/28/25	VISION PREMIUM	RECREATION FUND	ADMINISTRATION	3.13
	2/28/25	VISION PREMIUM	RECREATION FUND	ADMINISTRATION	1.41
	2/28/25	VISION PREMIUM	RECREATION FUND	ADMINISTRATION	1.41
	2/28/25	VISION PREMIUM	RECREATION FUND	ADMINISTRATION	0.71
	2/28/25	VISION PREMIUM	RECREATION FUND	ADMINISTRATION	0.71
	2/28/25	2/25 PDRMA Health - JD	RECREATION FUND	FACILITIES	67.97
	2/28/25	2/25 PDRMA Health - RD	RECREATION FUND	FACILITIES	68.00
	2/28/25	2/25 PDRMA Health - SH	RECREATION FUND	FACILITIES	28.69
	2/28/25	2/25 PDRMA Health - MK	RECREATION FUND	FACILITIES	67.95
	2/28/25	2/25 PDRMA Health - DW	RECREATION FUND	FACILITIES	34.00
	2/28/25	2/25 PDRMA Health - CW	RECREATION FUND	FACILITIES	67.96
	2/28/25	EAP PREMIUM	RECREATION FUND	FACILITIES	5.28
	2/28/25	EAP PREMIUM	RECREATION FUND	FACILITIES	5.15
	2/28/25	DENTAL PREMIUM	RECREATION FUND	FACILITIES	8.14
	2/28/25	DENTAL PREMIUM	RECREATION FUND	FACILITIES	8.14
	2/28/25	DENTAL PREMIUM	RECREATION FUND	FACILITIES	91.62
	2/28/25	DENTAL PREMIUM	RECREATION FUND	FACILITIES	91.62
	2/28/25	DENTAL PREMIUM	RECREATION FUND	FACILITIES	3.44
	2/28/25	DENTAL PREMIUM	RECREATION FUND	FACILITIES	1.02
	2/28/25	HEALTH PREMIUM	RECREATION FUND	FACILITIES	188.13
	2/28/25	HEALTH PREMIUM	RECREATION FUND	FACILITIES	188.13
	2/28/25	HEALTH PREMIUM	RECREATION FUND	FACILITIES	1,568.53
	2/28/25	HEALTH PREMIUM	RECREATION FUND	FACILITIES	1,568.53
	2/28/25	HEALTH PREMIUM	RECREATION FUND	FACILITIES	116.21
	2/28/25	HEALTH PREMIUM	RECREATION FUND	FACILITIES	34.43
	2/28/25	GROUP LIFE INSURANCE PREMI	RECREATION FUND	FACILITIES	8.05
	2/28/25	GROUP LIFE INSURANCE PREMI	RECREATION FUND	FACILITIES	7.80
	2/28/25	VISION PREMIUM	RECREATION FUND	FACILITIES	1.14
	2/28/25	VISION PREMIUM	RECREATION FUND	FACILITIES	1.14
	2/28/25	VISION PREMIUM	RECREATION FUND	FACILITIES	12.82
	2/28/25	VISION PREMIUM	RECREATION FUND	FACILITIES	12.82
	2/28/25	VISION PREMIUM	RECREATION FUND	FACILITIES	0.48
	2/28/25	VISION PREMIUM	RECREATION FUND	FACILITIES	0.14

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	2/28/25	2/25 PDRMA Health - MA	RECREATION FUND	RECREATION	44.32
	2/28/25	2/25 PDRMA Health - MA	RECREATION FUND	RECREATION	20.45
	2/28/25	2/25 PDRMA Health - RARN	RECREATION FUND	RECREATION	6.74
	2/28/25	2/25 PDRMA Health - RB	RECREATION FUND	RECREATION	0.79
	2/28/25	2/25 PDRMA Health - NB	RECREATION FUND	RECREATION	76.90
	2/28/25	2/25 PDRMA Health - SDB	RECREATION FUND	RECREATION	133.01
	2/28/25	2/25 PDRMA Health - AG	RECREATION FUND	RECREATION	229.21
	2/28/25	2/25 PDRMA Health - CH	RECREATION FUND	RECREATION	0.25
	2/28/25	2/25 PDRMA Health - CH	RECREATION FUND	RECREATION	0.18
	2/28/25	2/25 PDRMA Health - AK	RECREATION FUND	RECREATION	68.10
	2/28/25	2/25 PDRMA Health - PK	RECREATION FUND	RECREATION	76.85
	2/28/25	2/25 PDRMA Health - AL	RECREATION FUND	RECREATION	4.30
	2/28/25	2/25 PDRMA Health - JM	RECREATION FUND	RECREATION	68.02
	2/28/25	2/25 PDRMA Health - JREW	RECREATION FUND	RECREATION	150.48
	2/28/25	2/25 PDRMA Health - JRIC	RECREATION FUND	RECREATION	67.97
	2/28/25	2/25 PDRMA Health - KS	RECREATION FUND	RECREATION	0.17
	2/28/25	2/25 PDRMA Health - KS	RECREATION FUND	RECREATION	0.33
	2/28/25	2/25 PDRMA Health - GS	RECREATION FUND	RECREATION	76.93
	2/28/25	2/25 PDRMA Health - RT	RECREATION FUND	RECREATION	157.02
	2/28/25	2/25 PDRMA Health - CT	RECREATION FUND	RECREATION	67.96
	2/28/25	2/25 PDRMA Health - SWAG	RECREATION FUND	RECREATION	0.56
	2/28/25	EAP PREMIUM	RECREATION FUND	RECREATION	17.68
	2/28/25	EAP PREMIUM	RECREATION FUND	RECREATION	0.99
	2/28/25	EAP PREMIUM	RECREATION FUND	RECREATION	17.68
	2/28/25	EAP PREMIUM	RECREATION FUND	RECREATION	0.99
	2/28/25	DENTAL PREMIUM	RECREATION FUND	RECREATION	176.11
	2/28/25	DENTAL PREMIUM	RECREATION FUND	RECREATION	6.11
	2/28/25	DENTAL PREMIUM	RECREATION FUND	RECREATION	176.11
	2/28/25	DENTAL PREMIUM	RECREATION FUND	RECREATION	6.11
	2/28/25	DENTAL PREMIUM	RECREATION FUND	RECREATION	20.36
	2/28/25	DENTAL PREMIUM	RECREATION FUND	RECREATION	20.36
	2/28/25	DENTAL PREMIUM	RECREATION FUND	RECREATION	61.08
	2/28/25	DENTAL PREMIUM	RECREATION FUND	RECREATION	61.08
	2/28/25	DENTAL PREMIUM	RECREATION FUND	RECREATION	20.36
	2/28/25	DENTAL PREMIUM	RECREATION FUND	RECREATION	20.36
	2/28/25	HEALTH PREMIUM	RECREATION FUND	RECREATION	1,599.35
	2/28/25	HEALTH PREMIUM	RECREATION FUND	RECREATION	100.78
	2/28/25	HEALTH PREMIUM	RECREATION FUND	RECREATION	1,599.35
	2/28/25	HEALTH PREMIUM	RECREATION FUND	RECREATION	100.78
	2/28/25	HEALTH PREMIUM	RECREATION FUND	RECREATION	679.31
	2/28/25	HEALTH PREMIUM	RECREATION FUND	RECREATION	679.31
	2/28/25	GROUP LIFE INSURANCE PREMI	RECREATION FUND	RECREATION	29.91
	2/28/25	GROUP LIFE INSURANCE PREMI	RECREATION FUND	RECREATION	2.09
	2/28/25	GROUP LIFE INSURANCE PREMI	RECREATION FUND	RECREATION	29.91
	2/28/25	GROUP LIFE INSURANCE PREMI	RECREATION FUND	RECREATION	2.09
	2/28/25	HEALTH PREMIUM	RECREATION FUND	RECREATION	705.57
	2/28/25	HEALTH PREMIUM	RECREATION FUND	RECREATION	705.57
	2/28/25	HEALTH PREMIUM	RECREATION FUND	RECREATION	1,097.73
	2/28/25	HEALTH PREMIUM	RECREATION FUND	RECREATION	1,097.73
	2/28/25	HEALTH PREMIUM	RECREATION FUND	RECREATION	1,079.96
	2/28/25	HEALTH PREMIUM	RECREATION FUND	RECREATION	1,079.96
	2/28/25	HEALTH PREMIUM	RECREATION FUND	RECREATION	737.97
	2/28/25	HEALTH PREMIUM	RECREATION FUND	RECREATION	737.97
	2/28/25	VISION PREMIUM	RECREATION FUND	RECREATION	24.65
	2/28/25	VISION PREMIUM	RECREATION FUND	RECREATION	0.86
	2/28/25	VISION PREMIUM	RECREATION FUND	RECREATION	24.65

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	2/28/25	VISION PREMIUM	RECREATION FUND	RECREATION	0.86
	2/28/25	VISION PREMIUM	RECREATION FUND	RECREATION	2.85
	2/28/25	VISION PREMIUM	RECREATION FUND	RECREATION	2.85
	2/28/25	VISION PREMIUM	RECREATION FUND	RECREATION	5.70
	2/28/25	VISION PREMIUM	RECREATION FUND	RECREATION	5.70
	2/28/25	VISION PREMIUM	RECREATION FUND	RECREATION	2.85
	2/28/25	VISION PREMIUM	RECREATION FUND	RECREATION	2.85
	2/28/25	2/25 PDRMA Health - LC	RECREATION FUND	REGISTRATION SERVICES	41.61
	2/28/25	2/25 PDRMA Health - AVK	RECREATION FUND	REGISTRATION SERVICES	0.14
	2/28/25	2/25 PDRMA Health - BS	RECREATION FUND	REGISTRATION SERVICES	23.07
	2/28/25	EAP PREMIUM	RECREATION FUND	REGISTRATION SERVICES	0.93
	2/28/25	EAP PREMIUM	RECREATION FUND	REGISTRATION SERVICES	0.93
	2/28/25	DENTAL PREMIUM	RECREATION FUND	REGISTRATION SERVICES	6.11
	2/28/25	DENTAL PREMIUM	RECREATION FUND	REGISTRATION SERVICES	6.11
	2/28/25	DENTAL PREMIUM	RECREATION FUND	REGISTRATION SERVICES	6.11
	2/28/25	DENTAL PREMIUM	RECREATION FUND	REGISTRATION SERVICES	6.11
	2/28/25	HEALTH PREMIUM	RECREATION FUND	REGISTRATION SERVICES	213.19
	2/28/25	HEALTH PREMIUM	RECREATION FUND	REGISTRATION SERVICES	213.15
	2/28/25	GROUP LIFE INSURANCE PREMI	RECREATION FUND	REGISTRATION SERVICES	1.42
	2/28/25	GROUP LIFE INSURANCE PREMI	RECREATION FUND	REGISTRATION SERVICES	1.43
	2/28/25	HEALTH PREMIUM	RECREATION FUND	REGISTRATION SERVICES	108.00
	2/28/25	HEALTH PREMIUM	RECREATION FUND	REGISTRATION SERVICES	108.00
	2/28/25	VISION PREMIUM	RECREATION FUND	REGISTRATION SERVICES	0.85
	2/28/25	VISION PREMIUM	RECREATION FUND	REGISTRATION SERVICES	0.86
	2/28/25	VISION PREMIUM	RECREATION FUND	REGISTRATION SERVICES	0.86
	2/28/25	VISION PREMIUM	RECREATION FUND	REGISTRATION SERVICES	0.85
	2/28/25	DENTAL PREMIUM	SPECIAL RECREATION	NON-DEPARTMENTAL	1.02
	2/28/25	DENTAL PREMIUM	SPECIAL RECREATION	NON-DEPARTMENTAL	1.02
	2/28/25	HEALTH PREMIUM	SPECIAL RECREATION	NON-DEPARTMENTAL	2.31
	2/28/25	HEALTH PREMIUM	SPECIAL RECREATION	NON-DEPARTMENTAL	2.31
	2/28/25	VISION PREMIUM	SPECIAL RECREATION	NON-DEPARTMENTAL	0.12
	2/28/25	VISION PREMIUM	SPECIAL RECREATION	NON-DEPARTMENTAL	0.12
	2/28/25	2/25 PDRMA Health - MA	SPECIAL RECREATION	SPECIAL RECREATION	3.40
	2/28/25	2/25 PDRMA Health - SR	SPECIAL RECREATION	SPECIAL RECREATION	0.43
	2/28/25	EAP PREMIUM	SPECIAL RECREATION	SPECIAL RECREATION	0.10
	2/28/25	EAP PREMIUM	SPECIAL RECREATION	SPECIAL RECREATION	0.10
	2/28/25	DENTAL PREMIUM	SPECIAL RECREATION	SPECIAL RECREATION	1.02
	2/28/25	DENTAL PREMIUM	SPECIAL RECREATION	SPECIAL RECREATION	1.02
	2/28/25	DENTAL PREMIUM	SPECIAL RECREATION	SPECIAL RECREATION	1.02
	2/28/25	DENTAL PREMIUM	SPECIAL RECREATION	SPECIAL RECREATION	1.02
	2/28/25	HEALTH PREMIUM	SPECIAL RECREATION	SPECIAL RECREATION	16.80
	2/28/25	HEALTH PREMIUM	SPECIAL RECREATION	SPECIAL RECREATION	16.80
	2/28/25	GROUP LIFE INSURANCE PREMI	SPECIAL RECREATION	SPECIAL RECREATION	0.37
	2/28/25	GROUP LIFE INSURANCE PREMI	SPECIAL RECREATION	SPECIAL RECREATION	0.37
	2/28/25	VISION PREMIUM	SPECIAL RECREATION	SPECIAL RECREATION	0.14
	2/28/25	VISION PREMIUM	SPECIAL RECREATION	SPECIAL RECREATION	0.14
	2/28/25	VISION PREMIUM	SPECIAL RECREATION	SPECIAL RECREATION	0.14
	2/28/25	VISION PREMIUM	SPECIAL RECREATION	SPECIAL RECREATION	<u>0.14</u>
		TOTAL:			41,374.05
PORTER PIPE & SUPPLY CO	2/21/25	GASKET FOR FVRC HEATER	RECREATION FUND	FOUNTAIN VIEW REC CENT	<u>16.36</u>
		TOTAL:			16.36
MIRANDA PREUSS	2/28/25	BEG PIANO JAN 2025	RECREATION FUND	RECREATION	<u>300.00</u>
		TOTAL:			300.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
THE SHERWIN-WILLIAMS CO.	2/07/25	2 GAL PAINT	RECREATION FUND	SIMKUS FACILITY	<u>116.22</u>
				TOTAL:	116.22
ST ANDREWS CONCESSIONS	2/07/25	St. Andrews DD Venue/Food	RECREATION FUND	RECREATION	<u>5,609.60</u>
				TOTAL:	5,609.60
STERLING NETWORK INTEGRATION	2/14/25	1/25 Email Sec/Arch	CORPORATE FUND	FINANCE/ADMINISTRATION	539.00
	2/14/25	1/25 Duo Sec MFA	CORPORATE FUND	FINANCE/ADMINISTRATION	162.00
	2/14/25	1/25 Endpt Security	CORPORATE FUND	FINANCE/ADMINISTRATION	<u>604.20</u>
				TOTAL:	1,305.20
U. S. POSTAL SERVICE	2/07/25	REPLENISH BULK MAIL ACCT	RECREATION FUND	MARKETING/COMMUNICATIO	<u>3,600.00</u>
				TOTAL:	3,600.00
UNIVAR USA INC.	2/28/25	HYDROCHLORIC ACID	RECREATION FUND	FOUNTAIN VIEW REC CENT	<u>844.19</u>
				TOTAL:	844.19
VILLAGE OF CAROL STREAM	2/21/25	GBN Path Snow Removal '25	CORPORATE FUND	FINANCE/ADMINISTRATION	1,151.36
	2/21/25	WATER 12/2-1/6	CORPORATE FUND	MAINTENANCE FACILITY	25.46
	2/21/25	WATER 12/2-1/6	RECREATION FUND	FOUNTAIN VIEW REC CENT	2,114.45
	2/25/25	Village of CS Liquor Lic	RECREATION FUND	CONCESSIONS	1,875.00
	2/26/25	VCS LIQ APP FEE	RECREATION FUND	CONCESSIONS	500.00
	2/21/25	WATER 12/2-1/6	RECREATION FUND	SIMKUS FACILITY	15.15
	2/21/25	WATER 12/2-1/6	RECREATION FUND	CORAL COVE	136.36
	2/21/25	WATER 12/2-1/6	RECREATION FUND	CORAL COVE	<u>0.56</u>
				TOTAL:	5,818.34
WBK ENGINEERING LLC	2/07/25	RH ENG-SETTLEMENT TAGG	CORPORATE FUND	PARKS	5,356.50
	2/14/25	RH ENG-SETTLEMENT TAGG	CORPORATE FUND	PARKS	<u>617.00</u>
				TOTAL:	5,973.50
WEST CHICAGO PARK DIST.	2/28/25	EXP REIMB FOR CONF - SW	CORPORATE FUND	FINANCE/ADMINISTRATION	429.20
	2/07/25	CPR Training	CORPORATE FUND	REGISTRATION SERVICES	20.00
	2/07/25	CPR Training	RECREATION FUND	RECREATION	20.00
	2/07/25	CPR Training	RECREATION FUND	RECREATION	10.00
	2/07/25	CPR Training	RECREATION FUND	RECREATION	10.00
	2/07/25	CPR Training	RECREATION FUND	RECREATION	30.00
	2/07/25	CPR Training	RECREATION FUND	RECREATION	<u>45.00</u>
				TOTAL:	564.20
WEX BANK	2/21/25	WEX GASOLINE 1/31/25	CORPORATE FUND	PARKS	<u>1,541.18</u>
				TOTAL:	1,541.18
YOUNG REMBRANDT'S	2/28/25	ANIME SQUISHMALLOWS	RECREATION FUND	RECREATION	<u>600.00</u>
				TOTAL:	600.00

<u>VENDOR SORT KEY</u>	<u>DATE</u>	<u>DESCRIPTION</u>	<u>FUND</u>	<u>DEPARTMENT</u>	<u>AMOUNT</u>
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===== FUND TOTALS =====

10	CORPORATE FUND	153,029.30
12	REC REPAIR & REPLACEMENT	15,481.21
20	RECREATION FUND	346,499.70
25	SPECIAL RECREATION FUND	453.49
32	CAPITAL IMPROVEMENTS FUND	28,375.00

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GRAND TOTAL:	543,838.70
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## SELECTION CRITERIA

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SELECTION OPTIONS

VENDOR SET: 01-CAROL STREAM PARK DIST.  
VENDOR: All  
CLASSIFICATION: All  
BANK CODE: All  
ITEM DATE: 0/00/0000 THRU 99/99/9999  
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00  
GL POST DATE: 0/00/0000 THRU 99/99/9999  
CHECK DATE: 2/01/2025 THRU 2/28/2025  
-----

## PAYROLL SELECTION

PAYROLL EXPENSES: NO  
EXPENSE TYPE: N/A  
CHECK DATE: 0/00/0000 THRU 99/99/9999  
-----

## PRINT OPTIONS

PRINT DATE: Check Date  
SEQUENCE: By Vendor Sort  
DESCRIPTION: Distribution  
GL ACCTS: NO  
REPORT TITLE: B O A R D R E P O R T  
SIGNATURE LINES: 0  
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## PACKET OPTIONS

INCLUDE REFUNDS: YES  
INCLUDE OPEN ITEM:NO  
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**To:** Board of Commissioners  
**From:** Sue Rini, Executive Director  
**Date:** March 10, 2025  
**Approval:** Ordinance No. 585 Park District Surplus **Agenda Item # 5D**

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**Issue**

Should the Board approve Ordinance No. 585 declaring certain Park District property as surplus.

**Background/Reasoning**

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

QUANTITY	EQUIPMENT
100	Corning ware Plates
2	Hockey Goals
1	Titan Speedflo PowerLiner 2850 Parking Lot Striper
1	Fingerprinting Equipment
1	Protex Safe Model# HD-73

**Supporting Documents**

Ordinance No. 585

**Cost**

There is no cost associated with this item.

**Public/Customer Impact**

These items will be auctioned or recycled.

**Recommendation**

That the Board make a motion to approve Ordinance No. 585 declaring certain Park District property as surplus.

**ORDINANCE NO. 585**  
**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: March 10, 2025

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**President, Board of Park Commissioners**

**ATTEST:**

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**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 10<sup>th</sup> day of March, insofar as same relates to the adoption of Ordinance No. 585 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 10 day March, 2025.

(SEAL)

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Secretary, Board of Park Commissioners

Exhibit A

QUANTITY	EQUIPMENT
100	Corning ware Plates
2	Hockey Goals
1	Titan Speedflo PowerLiner 2850 Parking Lot Striper
1	Fingerprinting Equipment
1	Protex Safe Model# HD-73

**To:** Board of Commissioners  
**From:** Renee Bachewicz, Director of Recreation  
**Date:** March 10, 2025  
**Discussion:** Batting Cages at McCaslin Park – Possible Future CIP  
**Agenda Item #: 6A**

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In 2022, Carol Stream Travel Softball Baseball Association, CSTSBA, approached the Park District on a possible partnership to add netted batting cages to McCaslin Park as an added amenity. McCaslin Park does not offer a lot of open land for team or individual player warm-ups. At that time, CSTSBA's intent was to secure a sponsor to fund this project. They had an agreement with Twin Bros Paving & Concrete to help offset the costs of the concrete portion of this project. The proposal was for two or four cages to go between Fields 3 and 4. This project was tabled and has not been pursued due to overall funding.

Recently, Commissioner Parisi, through conversations with staff, has requested that this project be discussed again. In a conversation with CSTSBA President late last week, staff confirmed that CSTSBA does not have funding to give towards this project. Therefore, if this project were to move forward, it would be as part of the District's Capital Improvement Plan. CSTSBA did indicate their willingness to make some contribution to the project through fundraising efforts, although no specific dollar amount was discussed.

From an operational perspective, it's impractical to charge for usage of the batting cages without significantly increasing the cost to include secured cages, electronic locks, and point of sale systems. The cages originally priced are pictured below; they would be considered an additional, free amenity to teams/players on a first come first serve basis.

CSTSBA also confirmed that they do not have the man power to maintain the batting cages, so that would become the District's responsibility. Estimated cost is \$9,000 for each individual batting cage system. This price does not include engineering, concrete, or installation.

Staff seeks Board's direction if batting cages at McCaslin Park should be considered as an added amenity to McCaslin Park and included in our future CIP plan.



**To:** Board of Commissioners  
**From:** Sue Rini, Executive Director  
**Date:** March 10, 2025  
**Approval:** Resolution No. 25-01 Recognizing Steve Ravanesei  
**Agenda Item # 7A**

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## Issue

Should the Board approve Resolution 25-01, a Resolution Honoring Steve Ravanesei for over 30 years of service to the Carol Stream Park District.

## Background/Reasoning

Steve Ravanesei has provided over 30 years of service to the Carol Stream Park District and Community. He was a Commissioner for eight years, then continued to stay involved as a Volunteer Soccer Coach. Through his work with McDonough & Company, he managed multiple improvements to facilities, parks, pathways, and trails. He was persistent in leading the effort with IDPT to put in the Route 64 underpass and in the development of the bike trail which was later named the Steve Ravanesei Trail, and he supported the Park District in acquiring grants for additional trails. He was a founding member of the Carol Stream Parks Foundation and later helped form the Bike Club program.

## Supporting Documents

Resolution No. 25-01, a Resolution Honoring Steve Ravanesei.

## Cost

There is no cost.

## Public/Customer Impact

Steve Ravanesei's contributions have improved the quality of life through improved recreational opportunities for residents of the Carol Stream Park District.

## Recommendation (Voice Vote)

That the Board approve Resolution 25-01, a Resolution Honoring Steve Ravanesei for over 30 years of service to the Carol Stream Park District.

**Resolution No. 25-01**  
**A Resolution Honoring Steve Ravanesi**

WHEREAS, STEVE RAVANESI has provided over 30 years of service to the Carol Stream Park District and Community, and is being recognized for his outstanding support to the District and its residents; and

WHEREAS, STEVE RAVANESI was appointed to the BOARD OF COMMISSIONERS of the CAROL STREAM PARK DISTRICT and served from 1994-2001, and during that time provided the essential leadership for the rapid growth and development of the CAROL STREAM PARK DISTRICT; and

WHEREAS, STEVE RAVANESI continued to be involved with the CAROL STREAM PARK DISTRICT as a Volunteer Soccer Coach; and

WHEREAS, he worked through McDonough & Company with the CAROL STREAM PARK DISTRICT as a project manager after the 2010 Referendum passed in conjunction with multiple improvements including multiple facilities, parks, pathways, and trails including Fountain View Recreation Center, McCaslin Park, improvements to the Evergreen Elementary School ADA Ramp, Bierman Park Path, Coral Cove Water Park, Friendship Park, Walter Park, Hampe Skate Park, Memorial Park, Volunteer Park, Pleasant Hill Trail, Red Hawk Trail, Veterans Lake Trail, Elk Trail Recreation Center, and Simkus Recreation Center; and was instrumental in bringing together the display of historical artifacts to the Silo at Slepicka Park; and

WHEREAS, he assisted the CAROL STREAM PARK DISTRICT in the development of the bike trail from Volunteer Park to Red Hawk Park, He was the driving force in getting IDOT to install the Route 64/North Avenue underpass, thereby paving the way for a bike path connection to the Great Western Trail, which was dedicated and named the STEVE RAVANESI TRAIL; and STEVE RAVANESI has also supported the CAROL STREAM PARK DISTRICT in acquiring grants including the Mitchel Lakes Trail Grant and the Veterans Lake Trail Grant; to support its capital improvements; and

WHEREAS, STEVE RAVANESI was one of the founding members of the Carol Stream Parks Foundation and was instrumental in the formation of the Carol Stream Foundation Bike Club program; and

NOW, THEREFORE, BE IT RESOLVED by the BOARD OF COMMISSIONERS of the CAROL STREAM PARK DISTRICT that they extend their thanks, appreciation and recognition to STEVE RAVANESI for 30 years of service to the CAROL STREAM PARK DISTRICT.

The Secretary is directed to forward a copy of this Resolution to STEVE RAVANESI and to record the adoption of this document in the official record of these proceedings.

PASSED AND APPROVED the 10th day of March, 2025.

CAROL STREAM PARK DISTRICT

ATTEST

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President

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Secretary

**To:** Board of Commissioners  
**From:** Sue Rini, Executive Director  
**Date:** March 10, 2025  
**Approval:** Adopt Board Policy Manual

**Agenda Item # 7B**

---

### Issue

Shall the Board adopt the updated Board Policy Manual to clarify the duties of the Commissioners and create the best opportunity for Board Members to successfully represent the residents of the Carol Stream Park District.

### Background/Reasoning

The Board of Commissioner Policy Manual serves as a roadmap for Board responsibilities and duties. With the recent addition of two new Board members in the last two years and upcoming retirement of two tenured Commissioners, updates were recommended.

### Supporting Documents

Draft of Board of Commissioners Policy Manual with the following updates.

#### 1.1 Forward

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 **make available 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.~~

#### 1.8 Revisions

The Board will **adopt** the policies contained in this manual **at least** 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.

#### 2.1 Government

**The Board functions under the authority of the Illinois Park District Code, 70 ILCS 1205/1-1 et seq. and within the framework of applicable State of Illinois and federal laws.** 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. Organizational Outputs
  - 2. Executive Limitations on the Authority of the Director
  - 3. Governance Process of how Board carries out and monitors itself
  - ~~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.~~

## 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. ~~US Citizen and resident of IL. Not in arrears in the payment of any tax or other indebtedness to the park district. Free from convictions of infamous crimes, bribery, perjury or felony in any court in the US.~~

## 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). ~~Each candidate is responsible for completing all of the actions required by law to have their name placed on the ballot as a candidate. The requirements for candidates are set forth at the Illinois State Board of Elections website.~~

## **INSERT NEW SECTION 2.11: Orientation and Training**

~~The Executive Director shall provide a newly-elected park board Commissioner with resource materials that may include a copy of *The Park District Code*, the *Illinois Park District Law Handbook*, the *Illinois Park District Financial Procedures Guide*, the *Get on Board* book, the *Guide to the Open Meetings Act and FOIA*, the Board of Commissioners Policy Manual. They will also be given access to minutes of the park board meetings for at~~

least the last six months, and any other resource material deemed beneficial to onboarding the new Commissioner.

A meeting of the Board President, the Director, and the new member shall be arranged by the Director for the purpose of answering questions and acquainting the new member with the park district, and to board philosophy and practices. They should also review, as a Board, what members – including the new member – should expect of each other. New members are required to participate in the Illinois Association of Park Districts Boot Camp training for new Board Members at the first available cycle, participate in the IAPD Board Development Program, and other educational opportunities to improve their knowledge and understanding in their role as a Commissioner.

Board of Commissioners shall be required to receive training on compliance with the Open Meetings Act (OMA) by successfully completing the electronic training curriculum developed and administered by the Attorney General's Public Access Counselor within ninety days of taking office and assuming the responsibilities of a member of the Board of Commissioners.

Board members may also attend an OMA training class/seminar sponsored by IAPD. Upon successful completion of the training curriculum, Board members shall file a copy of the certificate of completion with the public body or Board Secretary, (5 ILCS 120/1/02, *et seq*). It is also required that one or more staff members be designated by the Board to receive annual OMA training.

## **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 Exhibit B)

## **3.1 Practical Application of Ethics**

Excerpts of the changes below:

- Refrain from communication and/or involvement with outside groups (including affiliates) that interferes with ongoing administrative activity by staff.
- Be properly prepared for Board Meetings and deliberation.

## **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 C).

### 3.7 Relationship to the Director

Appointments to meet with the Director will be set, preferably 24 hours or more in advance. Commissioners will announce their visit with the front desk and wait there to be welcomed into the Administrative Office.

### 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 & Policy Committee
- Parks & Facilities Committee

### 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~~ D)

(Note: This is an updated listing of exhibits, that now include the Local Government Travel Expense Act)

**Exhibit A:** Procedure for Electing Board Officers

**Exhibit B:** Ordinance No. 502 Compliance with Local Government Travel Expense Act

**Exhibit C:** ORDINANCE NO. 361 Ethics Ordinance

**Exhibit D:** RULES OF ORDER

**Exhibit E:**

**ORDINANCE NO. 375**

**Repeal Ord 375; Issue New Ordinance 586 with the following amended wording; full ordinance at the end of policy manual**

**ORDINANCE FIXING LENGTH OF TIME A COMMISSIONER MAY BE ABSENT BEFORE THE BOARD SEAT IS DECLARED VACANT**

**SECTION ONE:** *Absence from ~~12~~ 6 special or regular 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.*

**WHEREAS**, the Park District previously passed Ordinance No. 375 to set the number of absences to 12. The Illinois Association of Park Districts recommends a Commissioner be absent no more than 6 times, therefore Ordinance No. 375 should be repealed.

PASSED and APPROVED this ~~14th day of November 2005~~ March 10, 2025.

**Cost**

There is no cost

**Public/Customer Impact**

Setting clear guidelines for Board policies will ensure strong representation of the community's recreational needs.

**Recommendation (Voice Vote)**

That the Board adopt the updated Board Policy Manual to clarify the duties of the Commissioners and create the best opportunity for Board Members to successfully represent the resident of the 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

**Adopted: September 25, 2023**

Revised April 8, 2024

**Adopted: March 10, 2025**

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# 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 ~~make available 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 recreational 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 a 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 **adopt** the policies contained in this manual **at least** 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 Board functions under the authority of the Illinois Park District Code, 70 ILCS 1205/1-1 *et seq.* and within the framework of applicable State of Illinois and federal laws. 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:
  - a. Organizational Outputs
  - b. Executive Limitations on the Authority of the Director
  - c. Governance Process of how Board carries out and monitors itself
  - ~~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 **Director 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 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.

### **INSERT: Orientation and Training**

The Executive Director shall provide a newly-elected park board Commissioner with resource materials that may include a copy of *The Park District Code*, the *Illinois Park District Law Handbook*, the *Illinois Park District Financial Procedures Guide*, the *Get on Board* book, the *Guide to the Open Meetings Act and FOIA*, the Park District Board Policy Manual. They will also be given access to minutes of the park board meetings for at least the past six months, and any other resource material deemed beneficial to onboarding the new Commissioner.

A meeting of the Board President, the Director, and the new member shall be arranged by the Director for the purpose of answering questions and acquainting the new member with the park district, and to board philosophy and practices. They should also review, as a Board, what members – including the new member – should expect of each other. New members are required to participate in the Illinois Association of Park Districts training for new Board Members at the first available cycle, participate in the IAPD Board Development Program, and other educational opportunities to improve their knowledge and understanding in their role as a Commissioner.

### **INSERT: Open Meeting Act Training**

Board of Commissioners shall be required to receive training on compliance with the Open Meetings Act (OMA) by successfully completing the electronic training curriculum developed and administered by the Attorney General's Public Access Counselor within ninety days of taking office and assuming the responsibilities of a member of the Board of Commissioners.

Board members may also attend an OMA training class/seminar sponsored by IAPD. Upon successful completion of the training curriculum, Board members shall file a copy of the certificate of completion with the public body or Board Secretary, (5 ILCS 120/1/02, *et seq*). It is also required that one or more staff members be designated by the Board to receive annual OMA training.

## 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. US Citizen and resident of IL. Not in arrears in the payment of any tax or other indebtedness to the park district. Free from convictions of infamous crimes, bribery, perjury or felony in any court in the US.

## 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). **Each candidate is responsible for completing all of the actions required by law to have their name placed on the ballot as a candidate. The requirements for candidates are set forth at the Illinois State Board of Elections website.**

## 2.11 Vacancies in Office

### A. Declaring a Vacancy

Whenever any member of the governing board of any park district (i) dies, (ii) resigns, (iii) becomes under legal disability, (iv) ceases to be a legal voter in the district, (v) is convicted in any court located in the United States of any infamous crime, bribery, perjury, or other felony, (vi) refuses or neglects to take his or her oath of office, (vii) neglects to perform the duties of his or her office or attend

meetings of the Board for the length of time as the Board fixes by Ordinance No. 375 [see exhibit D], or (viii) 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 for this office, at which a member shall be elected to fill the vacancy for the unexpired term, subject to the following conditions:

- (1) However, if the vacancy occurs with less than 28 months remaining in the term, then the person appointed to fill the vacancy shall hold his or her office until the expiration of the term for which he or she has been appointed, and no election to fill the vacancy shall be held. (70 ILCS 1205/2-25).
- (2) 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 this office, the person appointed to fill the vacancy shall hold his or her office until the second regularly scheduled election for the office following the appointment, at which a member shall be elected to fill the vacancy for the unexpired term (70 ILCS 1205/2-25).

## **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 Exhibit B)

## **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**

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 (including affiliates) 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 Meetings and 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.

### **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~~ C).

### **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.

Appointments to meet with the Director will be set, preferably 24 hours or more in advance. Commissioners will announce their visit with the front desk and wait there to be welcomed into the Administrative Office.

### **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 the 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/her 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 & Information Technology** 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.

Ad hoc 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 & Policy Committee
- Parks & Facilities 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 6:00p.m. This shall be the organizational meeting of the Board where the President and Vice-President shall be elected, and the Secretary, Treasurer, and Attorney 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 6:00pm.

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 Act (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 Act (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 ~~E~~ D)

### **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; or
- d. an unexpected childcare obligation.

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: Procedures for Electing Board Officers**

### **Carol Stream Park District**

#### **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. 502**  
**Compliance with the Local Government Travel Expense Act**  
**PA 99-06040**

WHEREAS, the Carol Stream Park District (hereinafter "Park District") is an Illinois unit of local government authorized to provide park and recreation facilities to the general public under the Illinois Park District Code; and

WHEREAS, the Park District intends to comply with the Local Government Travel Expense Act of the State of Illinois [PA 99-06040] by passage of this Ordinance;

NOW, THEREFORE, BE IT ORDAINED, that the Carol Stream Park District, by vote of its Board of Park Commissioners, hereby:

1. This Ordinance is enacted in compliance with PA 99-06040, titled "Local Government Travel Expense Control Act".
2. The types of official business for which travel, meal, and lodging shall be those types which are authorized by the Executive Director, in advance of the travel. The exception shall be travel of the Board of Commissioners which will be authorized in advance of travel by vote of the Board of Directors.
3. The maximum amount of expenditure shall be either, the amount which is usual, ordinary and customary for the location of the destination, or such other amount as the Board may set by subsequent Resolution. Ratification in the form of approval of the monthly payables shall be a conclusive approval that the reimbursement is within the maximum allowed under this Ordinance.
4. Approval by roll call vote of the Board of Commissioners shall be required for a) any expenditure that exceeds the maximum amount set forth in paragraph 3, above or b) any expenditure for Commissioner of the Park District. But no expenditure shall be approved under this paragraph 4 unless prior thereto the following documentation is submitted in writing to the governing board: a) an estimate of cost of travel, meals or lodging if expenses have not yet been incurred, or a receipt of the cost of travel, meals or lodging if the expense has been incurred, b) the name, title and/or office of the person who has incurred the expenditure, c) date(s) of the travel and official nature of the travel, meal or lodging expense.

5. No reimbursement shall be allowed for "Entertainment Expenses" as defined in PA 99-0604.

6. The Executive Director and Park District Staff are hereby authorized to implement policies, procedures and forms in keeping with this Ordinance.

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

CAROL STREAM PARK DISTRICT

By: \_\_\_\_\_  
President,  
Board of Park Commissioners

ATTEST:

By: \_\_\_\_\_  
Secretary, Board of Park Commissioners

**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 10<sup>th</sup> day of May, 2004.

AYES  
NAYS  
ABSTAIN

CAROL STREAM PARK DISTRICT

By: \_\_\_\_\_

President, Board of Commissioners

ATTEST:

\_\_\_\_\_  
Secretary, Board of Park Commissioners

1. The Park Board President (or their designee) shall lead the meeting.
2. The General Outline for a Board Meeting Agenda shall be:
  - a. Call to order
  - b. Roll Call & Pledge of Allegiance
  - c. Listening Post
  - d. Changes or Additions to the Agenda
  - e. Consent Agenda
  - f. Discussion Items
  - g. Action Items
  - h. Closed Session
  - i. Action Pertain to Closed Session
  - j. Adjournment
3. For Listening Post, the Board President shall ask anyone present to state their name and address prior to speaking, and will direct the conversation. This portion of the meeting is intended 'for hearing' comments/questions from the public; not for providing an answer.
  - a. Listening Post comments should be limited to 3 minutes.
  - b. Board Members may ask follow up questions of the speaker for clarification.
  - c. The Board President will inform the speaker that a member of the staff will provide an answer/information within a designated period of time.
    - i. The Board President may consult with staff for the amount of time required to respond.
4. For Discussion Items, the Board President may lead the discussion, or call upon the Executive Director (or their designee) to lead the discussion.
  - a. A board member may make a motion to act on a discussion item.
  - b. Procedures for motion, second and vote will follow.
5. For Action Items, the Board President shall call for a motion, and second; discussion will follow.
  - a. Any board member wishing to comment or present questions will be allowed to speak.
  - b. Guideline for discussion is approximately 20 minutes (3 minutes per commissioner) per subject; the Board may choose to extend the discussion to 30 minutes. If additional discussion is required, the Board President may table the item and have it placed on a future agenda.
  - c. Discussion is limited to members of the Board or Staff, and shall not include members of the audience/public unless invited to speak by the Board President.

- d. Once discussion is completed the Board President will restate the motion and call for a vote. Any change or adjustment to the motion will be stated as part of the motion at this time.
    - i. Ordinance, Resolutions, Policies, and Agreements will call for a Roll Call Vote.
    - ii. Other items will call for a Voice Vote.
  - e. The vote should call for all those in favor, followed by a call for any opposed.
    - i. A vote to abstain may be stated when the call is made for those opposed.
  - f. The Board President shall state whether the motion carries.
6. The Board may not consider other business or items until a motion on the floor has been disposed or acted upon.
7. General guidelines for attendance:
- a. The Board President will be impartial and fair in applying all rules of order.
  - b. Attendance at all board meetings is the duty of an elected official. Absences should be limited to obligations related to work, family matters, health, or emergencies.
  - c. Read and review Board packets prior to arrival. Be prepared to discuss or act on items in a manner that is equitable and beneficial to all Carol Stream Park District residents.
  - d. Arrive on time and silence cell phones.
  - e. An atmosphere of mutual respect is expected. Listen while other are speaking; avoid dominating a discussion; avoid body gestures, facial gestures or behavior that may be construed as distracting or disrespectful.

**Exhibit D E**  
**ORDINANCE NO. ~~375~~\_\_\_\_\_**

**Repeal Ord 375; Issue New Ordinance 586 with the following amended wording**

**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,

**WHEREAS**, the Park District previously passed Ordinance No. 375 to set the number of absences to 12. The Illinois Association of Park Districts recommends a Commissioner be absent no more than 6 times, therefore Ordinance No. 375 should be repealed.

*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~~ 6 special or regular 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~~ March 10, 2025.

**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:** Sue Rini, Executive Director  
**Date:** March 10, 2025  
**Approval:** Ordinance No. 586 Commissioner Absences

**Agenda Item # 7C**

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### Issue

Shall the Board repeal Ordinance No. 375 and approve Ordinance No 586 to fix the length of time a Commissioner may be absent before the Board seat is declared vacant.

### Background/Reasoning

On November 14, 2005, the Carol Stream Park District approved an ordinance fixing the length of time a Commissioner may be absent to 12 meetings during the course of 12 months.

Experience over the last twenty years has shown that a Commissioner absent that much will not be able to participate in deliberations constructively.

IAPD sample attendance requirement is for no more than six absences from regular and special meetings in 12 months.

### Supporting Documents

Ordinance No 586

### Cost

There is no cost.

### Public/Customer Impact

Ensures Commissioners remain engaged and can better represent the residents who elected them. Does not place an unnecessary burden on other Commissioners.

### Recommendation (include Roll Call)

That the Board repeal Ordinance No. 375 and approve Ordinance No 586 to fix the length of time a Commissioner may be absent before the Board seat is declared vacant.

## ORDINANCE NO. 586

### AN ORDINANCE FIXING LENGTH OF TIME A COMMISSIONER MAY BE ABSENT BEFORE THE BOARD SEAT IS DECLARED VACATION AND REPEALING ORDINANCE No 375

**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,

**WHEREAS**, the Park District previously passed Ordinance No. 375 to set the number of absences to 12. The Illinois Association of Park Districts recommends a Commissioner be absent no more than 6 times, therefore Ordinance No. 375 should be repealed.

*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 6 special or regular 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 March 10, 2025.

**Roll Call Vote:**

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

Abstain: \_\_\_\_\_

**CAROL STREAM PARK DISTRICT**

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**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 10<sup>th</sup> day of March, insofar as same relates to the adoption of Ordinance No. 586 entitled:

AN ORDINANCE fixing length of time a Commissioner may be absent before the Board seat is declared vacant.

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 10 day March, 2025.

(SEAL)

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Secretary, Board of Park Commissioners

**To:** Board of Commissioners  
**From:** Shane Hamilton, Director of Parks & Facilities  
**Date:** March 10, 2025  
**Approval:** Annual Native Area Maintenance Program **Agenda Item # 7D**

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## Issue

Should the Board approve a contract with Bedrock Sustainable Earthscapes, LLC of Wheaton, Illinois for the Annual Natural Area Maintenance Program in the amount of \$30,000.

## Background/Reasoning

The District began incorporating native areas to its open space for a multitude of reasons that include reducing carbon emissions, reducing operating costs, improving park aesthetics, and reducing soil erosion. Over the last several years, we have worked with Bedrock Earthscapes to slowly expand the program as allowed by our budget. This year, the budget reached a total of \$30,000 for the plan. In consultation with corporate counsel, these are considered specialized professional services and not subject to public bid.

## Supporting Documents

2025 Native Area Maintenance Plan for the Carol Stream Park District

## Cost

\$30,000 GL: 10-5-15-00-556-048

## Public/Customer Impact

Reflects fiscal stewardship and conversation of the District's native areas.

## Recommendation (Roll Call)

That the Board approve a contract with Bedrock Sustainable Earthscapes, LLC of Wheaton, Illinois for the Annual Natural Area Maintenance Program in the amount of \$30,000.

February 11, 2025

***SERVICE PROVIDER AGREEMENT***

Mr. Shane Hamilton, Director of Parks and Facilities  
Carol Stream Park District  
849 W. Lies Road  
Carol Stream, IL 60188

sent via email

Re: 2025 Native Areas Maintenance – multiple sites

Shane,

Thanks for allowing Bedrock Earthscapes, LLC to work with you and your team on the improvement of native areas in Carol Stream Parks. We will begin in May after Park District Personnel have done an early Spring mowing of whatever they can reasonably mow at each site.

**DESCRIPTION OF SERVICES TO BE PROVIDED:**

Maintenance

Bedrock Earthscapes, LLC will work to control non-desirable woody and herbaceous plant growth throughout the native areas identified on the attached maps. Eradication of non-desirable plants is almost impossible in native areas and ongoing maintenance of native areas is needed to control non-desirable plant materials.

- 1) Park District personnel will mow the native areas in the early Spring.
- 2) Bedrock Earthscapes will make maintenance visits during May, June, July and September. The purpose of these visits will be a) to control invasive woody and herbaceous plants through cutting and use of appropriate herbicides, and b) to ensure progress toward continually improving the native area health and beauty.
- 3) All herbicide treatments will be made by licensed pesticide applicators using non-restricted herbicides in accordance with prescribed material labeling.
- 4) Cattails and Phragmites will be treated on our September visit.
- 5) Site service notes will be sent via e-mail by Bedrock Earthscapes, LLC after each maintenance visit.

**Notes:**

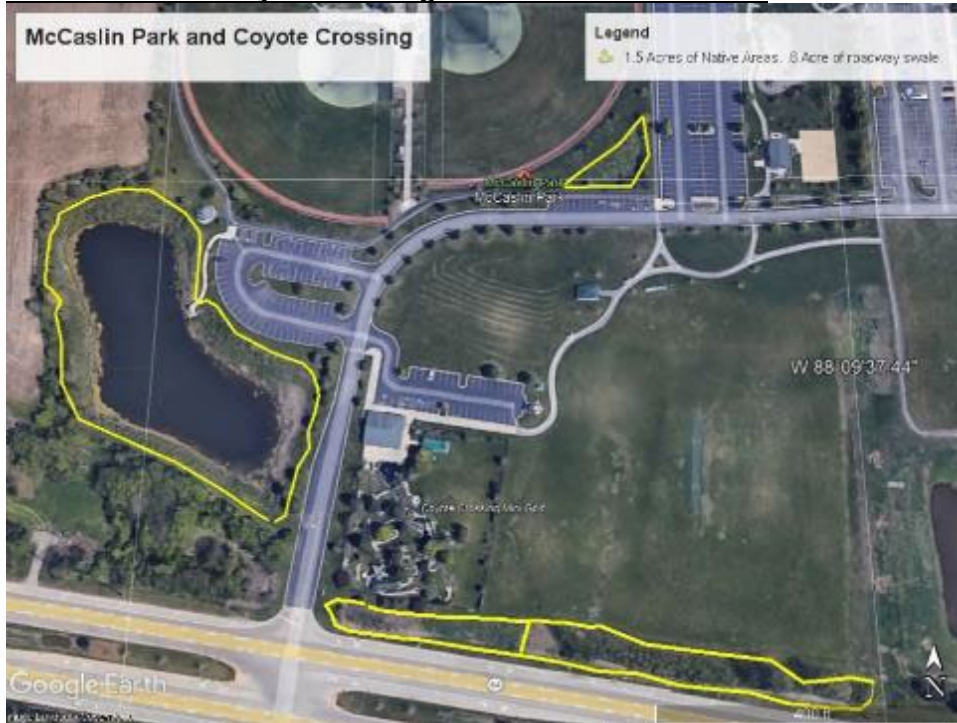
- 1) Aquatic weed and algae control is not included.
- 2) Cattails will be treated within 10' of the water edge. Control of cattails beyond 10' of the water edge is not included.
- 3) Trash collection and removal is to be done by others.
- 4) All organic material will be kept on-site to recycle in place.
- 5) Bedrock Earthscapes, LLC will perform routine services in such a manner as to limit disruption or inconvenience for the owner. The Owner will not limit or place undue scheduling constraints upon Bedrock Earthscapes, LLC's work schedule.

**Evergreen Lakes Park: 1041 Birchbark Trail 4.45 acres**



Evergreen Lakes Park: 4 maintenance visits.

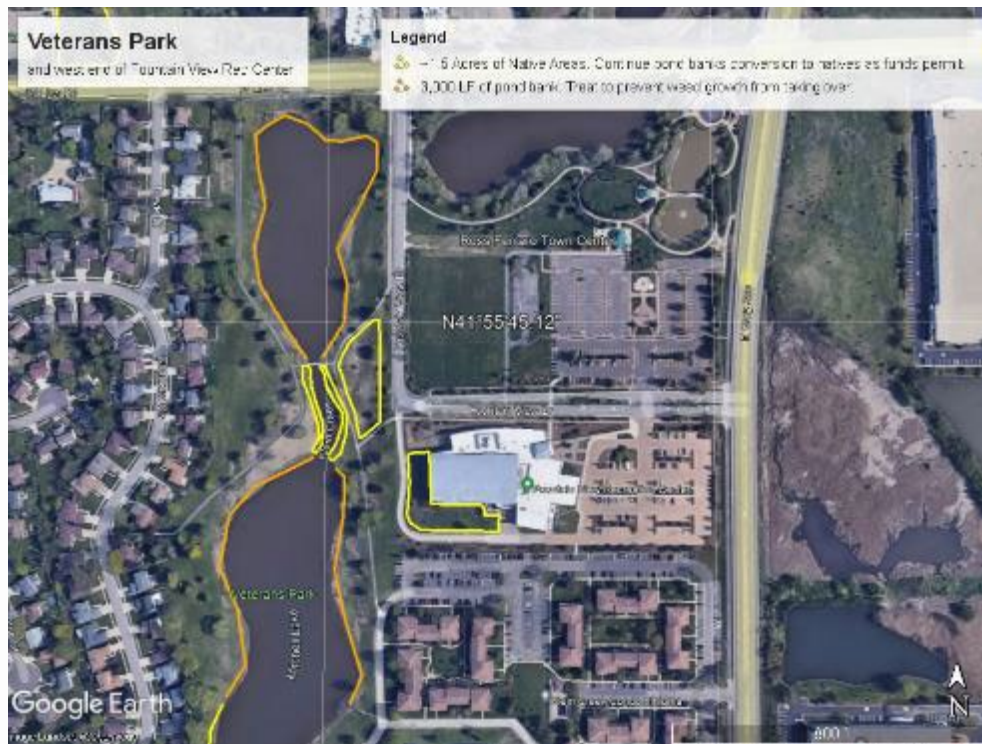
**McCaslin Park & Coyote Crossing North Avenue east swale: North Avenue 2.1 acre**



McCaslin Park and Coyote Crossing: 3 maintenance visits.

Enriching life through improving our environment.

## **Veterans Park and Fountain View Rec Center: Gary & Lies Roads 1.5 acres**



Veterans Park and Fountain View Rec Center (yellow areas): 4 maintenance visits.

## **Slepicka Homestead Park: 1301 Lily Lane 2 acres**



Slepicka Homestead Park: 4 maintenance visits.

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**Bark Park and Maintenance Garage: 280 Kuhn Road 1.3 acres**



Bark Park and Maintenance Garage: 3 visits.

**Jan Smith Park: NE Corner of Kuhn and Lies Roads. 1 acre**



Jan Smith Park: 4 maintenance visits.

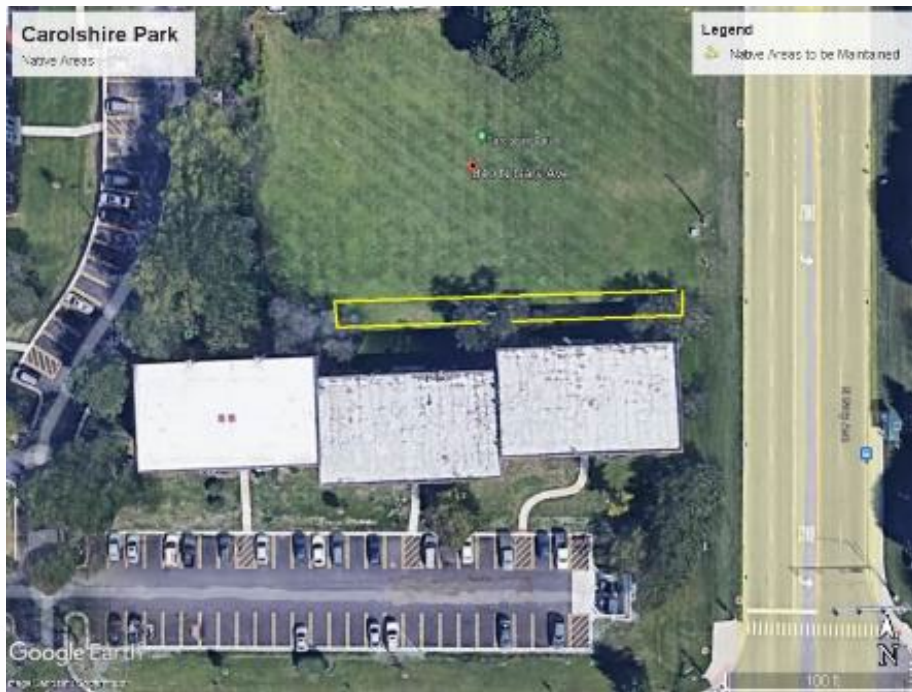
Enriching life through improving our environment.

**Fair Oaks Park West basin:** 700 Fair Oaks Road 1 acre



Fair Oaks Park West basin: 2 maintenance visits (June & September).

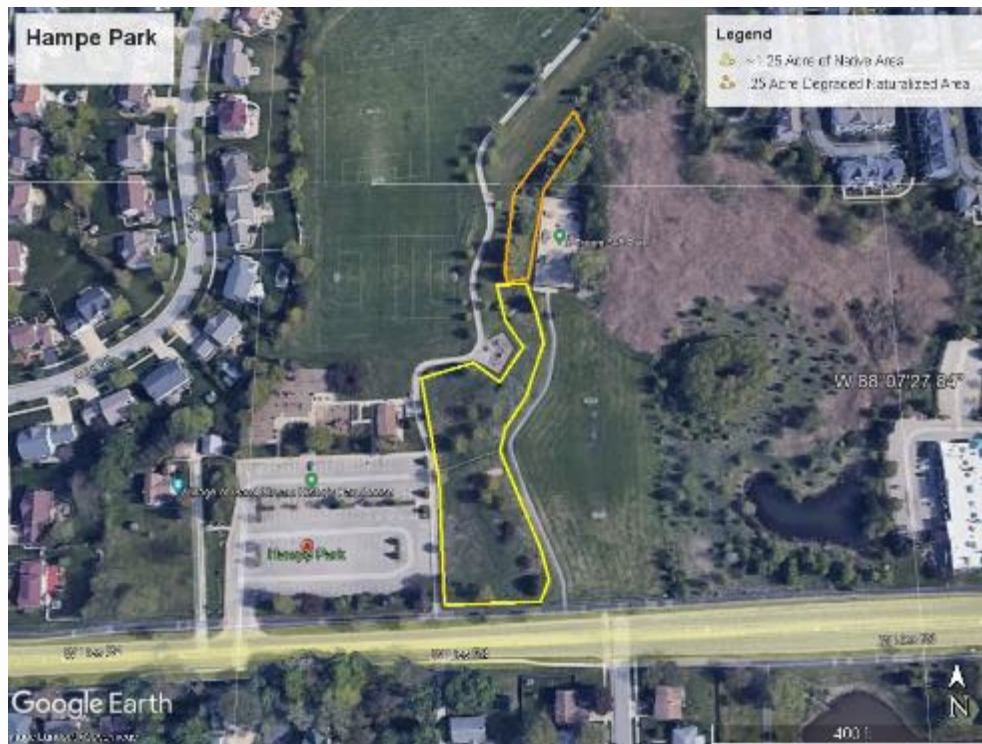
**Carolshire Park:** 840 Gary Ave .25 acres



Carolshire Park: 3 maintenance visits.

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**Hampe Park:** 297 W. Lies Road. 1.5 acres



Hampe Park: 3 maintenance visits.

**Tedrahn Park:** 1286 New Britton Drive. 1.5 acres



Tedrahn Park: 2 maintenance visits.

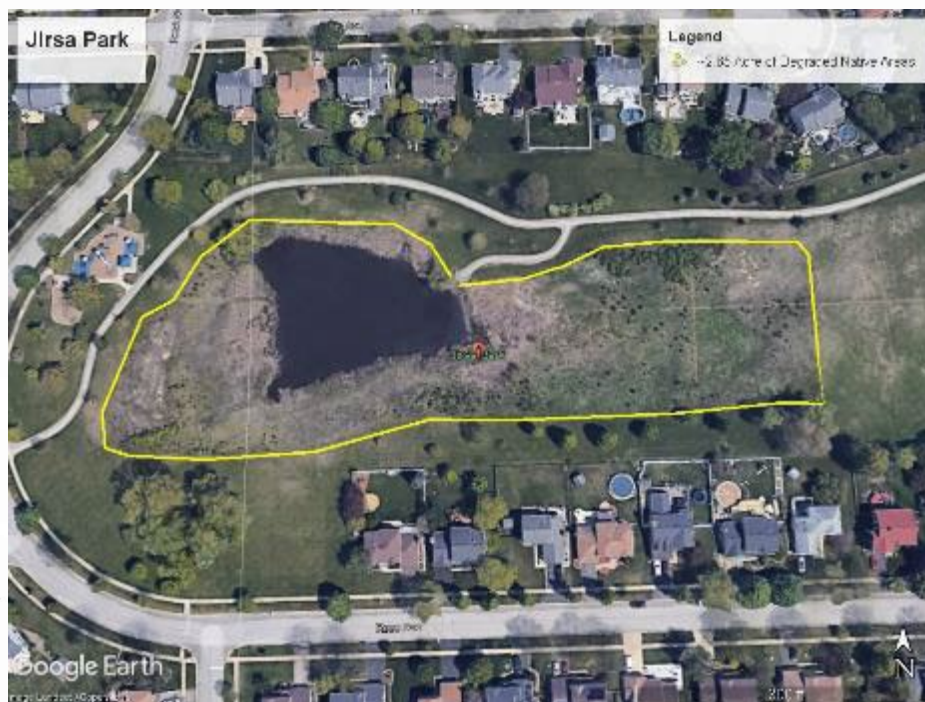
Enriching life through improving our environment.

**Bierman & Kent Parks (Heritage Lake Perimeter):** 1253 Woodlake Drive. 955 Woodhill Drive. 6 acres



Bierman & Kent Parks: 2 maintenance visits.

**Jirsa Park:** 1363 Rose Avenue. 2.65 acres



Jirsa Park: 2 maintenance visits.

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## Controlled Burns:

- 1) Bedrock Earthscapes will conduct controlled burns of native areas in the Spring or Fall, weather permitting. Controlled burns are carried out as practical based upon the safe condition of site features, and as weather permits. Fire is one tool in managing and restoring native areas. It is used to clear debris, recycle nutrients, create favorable conditions for native seed germination, control invasive plants, and to stimulate native plant and animal species. A prescribed burn will be conducted to consume as much of the existing plant material as possible, *but prescribed burns seldom burn all the native plant area and the percentage of the total area burned can vary greatly.* No follow-up cutting of un-burned areas is included.
- 2) Proper site preparation, fire breaks, State IEPA burn plan approvals and notification of appropriate local authorities as needed, will be completed prior to a controlled burn.
- 3) Notification of neighbors will be the responsibility of the owner. Bedrock Earthscapes will post signs on the day of the burn.

Burns will be conducted at the following sites:

Location	Address
Evergreen Lakes Park	1041 Birchbark Trail
Tedrahn Park	1286 New Britton Drive
McCaslin Park/Coyote Crossing	27W650 North Avenue
Hampe Park	297 W. Lies Road
Veterans Park and Fountain View Recreation Center	910 N Gary Ave
Slepicka Homestead Park basin	1301 Lily Lane
Jan Smith Park	925 Kuhn Road

## Notes:

Park District Personnel to mow a 10' perimeter line along the building and around any trees or structures at Fountain View Rec Center.

Park District Personnel to mow a 5' perimeter around any signs, structures or desirable trees at Hampe Park.

Park District will provide at least two individuals to assist with the burns.

## Costs:

### 2025 Herbicide Maintenance Costs

Location	Address	Visits	2024 cost proposed
Evergreen Lakes Park	1041 Birchbark Trail	4	\$ 4,340
McCaslin Park & Coyote Crossing	27W650 North Avenue	3	\$ 2,850
Veterans Park & Fountain View Recreation Center	200 E. Lies Road	4	\$ 1,800
Slepicka Homestead Park	1301 Lily Lane	4	\$ 3,000
Bark Park & Maintenance Garage	280 Kuhn Road	3	\$ 1,200
Jan Smith Park	925 Kuhn Road	4	\$ 980
Fair Oaks Park -West	700 Fair Oaks Road	2	\$ 1,200
Carolshire Park	840 N. Gary Avenue	3	\$ 330
Hampe Park	297 W. Lies Road	3	\$ 1,800
Tedrahn Park	1286 New Britton Drive	2	\$ 1,500
Bierman & Kent Parks (Heritage Lake perimeter)	1253 Woodlake Drive	2	\$ 3,600
Jirsa Park	1363 Rose Avenue	2	\$ 2,400
			\$ 25,000

### 2025 Burn Costs

Location	Address	Burn Cost
Evergreen Lakes Park	1041 Birchbark Trail	\$ 1,200
Tedrahn Park	1286 New Britton Drive	\$ 600
McCaslin Park/Coyote Crossing	27W650 North Avenue	\$ 600
Hampe Park	297 W. Lies Road	\$ 800
Veterans Park and Fountain View Recreation Center	910 N Gary Ave	\$ 600
Slepicka Homestead Park basin	1301 Lily Lane	\$ 600
Jan Smith Park	925 Kuhn Road	\$ 600
		\$ 5,000

## Notes:

Park District will provide at least two individuals to assist with the burns.

*Please sign and return one copy of this proposal to authorize Bedrock Earthscapes, LLC to proceed.*

*Thank you.*

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**Payment:**

Maintenance work will be invoiced two equal amounts in May and August. Burns will be invoiced upon completion. Payment will be made in full within 30 days of receipt of billing.

The Owner identified below, by its duly authorized representative, accepts the terms and conditions contained herein. This acknowledges authorization of services described above and the assent of the parties hereto to such terms and conditions.

On behalf of:

**Bedrock Earthscapes, LLC**



By: William A. Bedrossian

Title: Owner/Managing Member

Accepted on behalf of:

**Carol Stream Park District ("Owner")**

By: \_\_\_\_\_

Title: \_\_\_\_\_



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## **Additional Terms and Conditions**

1. **SERVICE AUTHORIZATION:** Owner hereby grants to Bedrock Earthscapes, LLC the right to provide the services described in this Agreement pursuant to the terms and subject to the conditions set forth below, and Owner hereby agrees to pay Bedrock Earthscapes, LLC for such services as herein indicated.
2. **SERVICES:** Bedrock Earthscapes, LLC agrees to perform Native Area Maintenance services for the Owner in accordance with quality maintenance and restoration practices, said services being described above in this agreement. The services covered by this Agreement, performed by Bedrock Earthscapes, LLC shall commence upon execution of this agreement.
3. **TERM:** This agreement shall run through the end of the 2025 calendar year, starting with date services commence hereunder as set forth in paragraph 2 above.
4. **COMPENSATION FOR SERVICES:** In consideration of the performance of Native Area Maintenance services by Bedrock Earthscapes, LLC, the Owner shall make payment to Bedrock Earthscapes, LLC as described on page one. In the event of any amount billed and not paid per the payment terms of this agreement, such amount not paid shall bear interest at a rate of 1% per month from the date due till paid, and services will be postponed until payments are current.
  - 4.1 **ADJUSTMENT TO AGREEMENT AMOUNT - Change in Services:** It is also agreed that the Agreement Amount, as above provided is based upon the area, descriptions, and/or specific duties described herein and that, in the event the total amount of area, descriptions, and/or duties to be performed by Bedrock Earthscapes, LLC shall be enlarged, reduced or altered, there shall be an additional charge or credit as the case may be.
  - 4.2 **ADDITIONAL JOB WORK:** Owner agrees to pay a separate charge, as agreed upon by Owner and Bedrock Earthscapes, LLC for services and materials requested by the owner which are not specifically listed in the service description on page one. Bedrock Earthscapes, LLC will not proceed to do any additional work without proper e-mail or written authorization from the Owner.
5. **INDEMNIFICATION**
  - 5.1 Bedrock Earthscapes, LLC agrees to indemnify and hold the Owner harmless from any liability which may be imposed against the Owner by reason of the negligent acts or omissions of Bedrock Earthscapes, LLC.
  - 5.2 Owner agrees to indemnify and hold Bedrock Earthscapes, LLC harmless from any liability which may be imposed against the Bedrock Earthscapes, LLC by reason of the negligent acts or omissions of Owner.
6. **TERMINATION FOR BREACH or CONVENIENCE**
  - 6.1 In the event of an alleged breach of any of the provisions of this Agreement by Bedrock Earthscapes, LLC, the Owner shall, by written notice, give to Bedrock Earthscapes, LLC thirty (30) days, commencing with the receipt of said notice, to correct the alleged breach. In the event said alleged breach is not remedied within the thirty-day period, the Owner may in its discretion give written notice to Bedrock Earthscapes, LLC that at the end of an additional fifteen-day period the offended party shall consider this Agreement canceled and that it intends to be released from all obligations hereunder. Bedrock Earthscapes, LLC may terminate this Agreement upon thirty (30) days prior written notice if the Owner fails or refuses to pay Bedrock Earthscapes, LLC in accordance with paragraph 4 above.
  - 6.2 Notwithstanding anything herein to the contrary, this agreement may be terminated by either party at any time by written notice sent via Certified Mail or confirmed receipt e-mail to the other party at least thirty (30) days prior to the termination of said agreement. Owner shall pay to Bedrock Earthscapes, LLC all amounts then due upon termination.
7. **SPACE AND UTILITIES PROVIDED BY THE OWNER:** The Owner agrees to provide Bedrock Earthscapes, LLC, while on site to perform services, with the use of space and utilities including water and parking required for its performance under this Agreement. Such space and utilities shall be provided without cost to Bedrock Earthscapes, LLC.
8. **GENERAL CONDITIONS**
  - 8.1 Because of their unforeseen and unpredictable nature, repair of damages caused by storm, drought, floods, insects, animals, disease and other causes beyond the control of Bedrock Earthscapes, LLC including but not limited to vandalism and erosion damage, are not included in this agreement.