

BOLINGBROOK PARK DISTRICT
Annerino Community Center – Board Room
Workshop Meeting Agenda
October 21, 2021
6:30 PM

1. Call to order
2. Roll call
3. Approval of Agenda
4. District Operations and Activities Update
5. Communication from the Public
6. Unfinished Business
7. New Business
8. Closed Session pursuant to 5 ILCS 120/2 (c) for the purpose of discussing:
 - (1) The employment, discipline and performance of specific employees.
 - (2) Collective negotiating matters.
 - (5) The purchase or lease of real property.
 - (6) The setting of a price for sale or lease of property.
 - (11) Pending or probable litigation.
 - (21) Approval or semi-annual review of closed meeting minutes.
9. Motion to adjourn

BOLINGBROOK PARK DISTRICT
Annerino Community Center – Board Room
Board Meeting Agenda
October 21, 2021
7:00 PM

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Approval of:
 - A. Special Board Meeting Minutes of September 2, 2021
 - B. Closed Session Meeting Minutes of September 2, 2021
 - C. Monthly Board Workshop Meeting Minutes of September 16, 2021
 - D. Monthly Board Meeting Minutes of September 16, 2021
6. Correspondence to Board from the Public
7. Comments from the Public at Meeting
8. Attorney's Report
9. Leadership Team Report
10. Treasurer's Report
 - A. Approval of Disbursements – approval of payment of bills including travel reimbursement in the amount of \$784,589.82, subject to audit.
11. Committee Reports
 - A. Administration and Personnel – **President Vastalo**
 - *Motion to approve Ordinance 21-06 Updating the Bolingbrook Park District Personnel Policy Manual.*
 - B. Finance and Technology – **Commissioner Hix**
 - *Motion to approve Ordinance 21-05 Budget and Appropriation Ordinance in tentative form and to set a public hearing regarding such Ordinance for 6:45 pm, December 16, 2021 at the Annerino Community Center Board Room.*
 - C. Buildings, Grounds, and Natural Resources – **Commissioner Andrews**
 - D. Recreation and Facilities – **Commissioner Cairy**
 - Recreation Division: (Pre School, Dance, Gymnastics, REACH, Athletics, Day Camp, Events)
 - Facilities Division: (Adults, Fitness, Aquatics, Museum)

- E. Marketing – Commissioner McVey
 - F. Golf Course and Ashbury’s – Commissioner McVey
 - G. NWCSRA - Commissioner McVey
-
- 12. Unfinished Business
 - 13. Comments from the Public at Meeting
 - 14. New Business
 - 15. Announcements
 - 16. Closed Session pursuant to 5 ILCS 120/2 (c) for the purpose of discussing:
 - (1) The employment, discipline and performance of specific employees.
 - (2) Collective negotiating matters.
 - (5) The purchase or lease of real property.
 - (6) The setting of a price for sale or lease of property.
 - (11) Pending or probable litigation.
 - (21) Approval or semi-annual review of closed meeting minutes.
 - 17. Adjournment
 - 18. Citizens’ Guide to Addressing the Park Board:

Anyone wishing to speak under the agenda item entitled “Comments from the Public” shall adhere to the following guidelines:

- 1. A person shall be permitted to speak upon being recognized by the chairperson. Please stand (if possible), announce your name and address before commencing. All comments under COMMENTS FROM THE PUBLIC are limited three (3) minutes, and each person shall only be permitted to speak once.
- 2. All speakers shall address their comments to the chairperson. The chairperson may request that the appropriate member of the Park Board or staff respond to the comment.
- 3. The chairperson shall preserve order and decorum. The chairperson shall decide all questions of order.
- 4. When addressing the Park Board, members, administrative officers and other persons permitted to speak shall confine their remarks to the matter at hand and avoid personal remarks, the impugning of motives, and merely contentious statements. If any person indulges in such remarks or otherwise engages in conduct injurious to the harmony of the Park Board and the meeting, the chairperson may immediately terminate the opportunity to speak. This decision is at the discretion of the chairperson or upon the affirmative vote of two-thirds ($\frac{2}{3}$) of the park board commissioners present. Any person, except a member of the Board, who engages in disorderly conduct during a meeting, may be ejected from the meeting upon motion passed by a majority of the Board present.
- 5. Please do not repeat comments that have already been made by others.

BOLINGBROOK PARK DISTRICT
Annerino Community Center – Multi-Purpose Room
Special Board Meeting
September 2, 2021

President Vastalo called the meeting to order at 5:30pm.

President Vastalo read:

“Pursuant to the Governor’s Executive Orders, the Governor has made a disaster declaration in response to COVID-19. In accordance with 5 ILCS 120/7(e), the head of the public body has determined that an in-person meeting of all of the individual Board members under the Open Meetings Act is not practical or prudent. At least one board member will attend in person. Members of the public may continue to attend the meeting in-person or virtually. Any public comment must be made in person or emailed to Executive Director Ron Oestreich roestreich@bolingbrookparks.org at least two hours prior to the scheduled meeting on Thursday, September 2, 2021. Said email will be read by a representative of the District’s Administrative Team and addressed by the Board or Executive Director and placed into the record.

Roll call: Andrews, Cairy, Hix, McVey, President Vastalo.

President Vastalo began the meeting with the Pledge of Allegiance.

President Vastalo made a motion to approve the agenda, second Commissioner Hix. Roll call: Ayes: Andrews, Cairy, Hix, McVey, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

District Operations and Activities Update:

Executive Director Ron Oestreich thanked everyone for attending this important meeting regarding the communications for the sale of Hidden Oaks Nature Center and Hidden Lakes Historic Trout Farm.

Oestreich explained how the district arrived at this decision and presented the district’s reasons why and touched on a few FAQ’s regarding this impending transaction.

- Oestreich said it is generally unheard of for a park district to want sell off land and facilities. We are usually the ones looking to expand and to grow. Oestreich said we subscribe to a motto at the Bolingbrook Park District of doing the right thing for the right reason. We strongly believe this is the right thing for our community and our park district.
- Oestreich said the whole process began in 2020 when the district was looking at ways to reduce long term bond and interest debt.
- In a brain storming meeting with Village Administration the idea of approaching the Forest Preserve District of Will County to inquire if they would be interested in partnering with Bolingbrook Park District in a potential transaction for Hidden Oaks Nature Center and Hidden Lakes came up.
- With the board’s blessing Oestreich approached the Forest Preserve District of Will County, Chief Operating Officer Ralph Schultz. Oestreich said he also met with the park district’s Finance Committee, our Bond Advisor, our Bond Council and our Corporate Attorney to discuss this transaction.

- Oestreich said the thought behind this plan is to allow a much larger, expert organization whose sole focus is driven around enhancing, promoting, protecting and educating about nature. To create a regional destination hub in northern will county for the Forest Preserve District that will now encompass Whalon Lakes, Hidden Lakes and Hidden Oaks Nature Center as a 3 in 1 nature destination. It will enhance long term preservation and public use of both Hidden Oaks Nature Center and Hidden Lakes Historic Trout Farm with stronger resources dedicated to both facilities especially Hidden Lakes.
- Oestreich said this will allow the proceeds from a potential sale to contribute to reducing the bond and interest bond debt. The elimination of capital replacement, staffing and operational expenses is also a part of this. This also allows our park district to streamline our operations and allocate resources to the services we excel at as a park district.
- July of 2020 BPD hosted a facility tour and presentation of informational documents to the Leadership Committee from the Forest Preserve District. At the end of the meeting discussion moved forward into the appraisal stage. The Bolingbrook Park Board gave Oestreich verbal approval to move into the appraisal stage. The appraisal stage took many months to complete. Both organizations appraised separately. The process was temporarily halted due to local elections the first part of 2021 and once our new park commissioners were sworn in Oestreich met with them to explain the history of the potential transaction.
- June 1, 2021 Oestreich sent a proposal to the Forest Preserve District for the purchase of Hidden Oaks and Hidden Lakes including Trout Farm Road and the land east excluding the Camp Fire property and excluding the 2.2 million dollars that they donated to the district for the purchase of the land in 2006.
- July 15, 2021 members of the Administration from both the Forest Preserve District of Will County and Bolingbrook Park District met to discuss parameters of the proposal. A sale price was negotiated pending both boards approvals from the County Board and Park District Board.
- August 4, 2021 the Forest Preserve District of Will County Finance Committee approved the Administration of the County Board of the Forest Preserve District to take this potential sale to the Forest Preserve District board meeting.
- August 12, 2021 the Forest Preserve District Board approved Resolution 21-23 authorizing staff to initiate negotiations with the park district.
- August 18, 2021 Bolingbrook Park District received the offer letter from the Forest Preserve District.
- On August 19 the Park District board met in closed session to discuss final sale price and set a public meeting for September 2.
- This has been an 18-month process that involved the Park District Board, the Forest Preserve District Board and the Administrative staff on both sides which provided verbal approval to continue this process.

Oestreich addressed questions, answers, and comments regarding the proposed sale of Hidden Oaks and Hidden Lakes by Bolingbrook Park District to the Forest Preserve District of Will County.

Why did the Park District decide to sell Hidden Oaks and Hidden Lakes?

- We have been as creative as possible with the resources we have as a Park District for both Hidden Oaks and Hidden Lakes. The Forest Preserve District of Will County brings expertise in environmental education, conservation, and preservation that BPD simply can't provide as a park district.
- We have tried for more than 10 years. We have had multiple managers attempt to bring their unique approaches to the operation with minimal success.
- There is a financial component as well. Selling these assets and applying the sale proceeds to long term bond and interest debt was the initial research project in January of 2020. This has not changed. Over a three-year period, reduction in debt reduces the property tax burden. It is unknown how much it will reduce on average, but the reduction in bond debt for this sale is close to 50%. A significant reduction that will have a positive effect for the residents.
- We invested greatly into the improvement of Hidden Lakes and have listened to our customers concerns about permits etc. To provide the experience that our customers crave is next to impossible with the resources the Park District has. Our finances are limited by a tax cap.
- The sale also relieves the District of capital replacement expenses of \$1.5 million over 30 years, and reduces staffing and operational expenses during a time when we are watching all expenses closely.

In addition, this sale will specifically allow for:

- Investing into incorporating nature into all of our preschool programs. Growing an appreciation for nature through their everyday environment is important.
- Investing in our natural areas throughout the community. We have 1,100 acres throughout the community.
- Expanding and bring back community-based recreation events and services (Winterfest, Fall Fest, Week of the Young Child, Movies, Concert series, bringing back the block party and even appearances of the Trackless Train and outdoor climbing wall at events. These are things we want and can allocate resources toward that and remain very fiscally responsible.

Why are you not looking for community input or putting this on an upcoming referendum?

- This sale falls in line with state statute 70ILCS 1205/Park District Code – Any park district owning and holding any real estate is authorized (1) to sell or lease that property to the State of Illinois, with the State's consent, or another unit of Illinois State or local government for public use.
- We are selling these properties to a very well-run organization with a sole purpose of enhancing nature and educating our community.
- In our view, the residents will benefit from this more than what they are currently receiving from an education standpoint, a conservation standpoint, and a long-term preservation standpoint.

What is the Park District doing with the proceeds from the sale?

- Proceeds from the land and facility sale will be allocated to the reduction of bond debt certificates from the construction of Hidden Oaks Nature Center and Ashbury's at Boughton Ridge. These are on one debt certificate bond, that will see a 50% reduction because of this sale.
- These proceeds will be paid by the Forest Preserve District of Will County to Bolingbrook Park District over a three-year period and will reduce current bond and interest debt by nearly half.

Why is the Park District pursuing this – when you just passed a referendum for additional funding in 2018? Don't you have enough money now?

- The referendum in 2018 was primarily focused on four major improvements and several capital replacement projects based on community input over a two-year period.
 - 23 Playground replacements
 - The BRAC interior renovation and new roof
 - The Pelican Harbor Island renovation
 - Bike Path Connection between Weber Road and Veterans Parkway
 - The Central Park Parking Lot
 - Century Park (OSLAD) renovation
- This land and facility sale are unrelated to the referendum projects and allows the district to focus on streamlining our operations.

What are the Bolingbrook Park District Property Tax implications for this sale?

- Bolingbrook Park District makes up roughly 6% of your property tax bill.
- Property taxes make up roughly 50% of the annual revenue for the District. The other 50% comes from program and facility fees.
- Any reduction in expense will have a positive effect on our operations, and it is always our goal to reduce the tax burden, however we cannot promise an instant reduction in property taxes.
- Again, proceeds from the sale will be allocated toward bond and interest debt, which reduces the operational burden. Over time, this should have a positive effect on property tax, however there are factors that we cannot control...
 - EAV
 - Minimum Wage increases
 - Rising cost of fuel and supplies

Are you planning to refund taxes paid for these facilities to the residents?

- Again, it is our goal to have this transaction reduce property tax over time, but there will be no immediate refund of taxes paid. The facility will still be a viable and vibrant facility for the community.

How many residents use Hidden Oaks and Hidden Lakes?

- Preschool has 98% Bolingbrook residents
- The other environmental education programs over the past few years have been around 75% resident 25% nonresident.
- As for outdoor visitors, we do not track that.
- Hidden Lakes
 - 2020 Permit sales from Hidden Lakes:
 - Annual Res: 201 (45%). Annual Non-Res: 247 (55%)
 - Daily Res: 270 (27%). Daily Non-Res: 739 (73%)

Will there be a reduction in BPD staffing levels as a result of this sale?

- Yes, the vacant Facility Manager, Operations Assistant, and Building Technician positions will not be filled. This results in well over \$170,000 in salary and benefit savings

When would this sale be finalized and why is this moving so quickly?

- We are targeting official property transfer on January 1, 2022.
- This will allow for the new facility operations to begin at the start of the 2022 fiscal year for both the Forest Preserve District of Will County and Bolingbrook Park District.
- If the Forest Preserve District of Will County's offer letter is approved at the September 16, 2021 Park Board Meeting, Bolingbrook Park District and the Forest Preserve District of Will County will work together on a final contract and a transition plan.

Will there be the Bolingbrook Park District Preschool at Hidden Oaks Nature Center?

- The Preschool at Hidden Oaks will be operational for the entire 2021/2022 school year.
- Past that, it is not in the scope of operations for the Forest Preserve District of Will County to have a preschool in the facility.
- Bolingbrook Park District will be adding nature-based curriculum to the preschool offerings and adding a new preschool classroom and offerings at Bolingbrook Recreation and Aquatic Complex for the 2022/2023 and beyond school years.
- We are also considering adding some outdoor play elements to BRAC for the Preschool classes to use for their nature-based curriculum.

Will the new Bait Shop at Hidden Lakes still be built as promised?

- Bolingbrook Park District is committed to constructing the new bait shop.
- This project is targeted to go out to bid in late September and awarded in October.
- Construction will be completed by spring of 2022.
- This will include running water and a flushing restroom.

Will there still be animals in Hidden Oaks Nature Center?

- We will be communicating our plans for the animal relocation soon.
- We are inquiring with other local nature preserves to relocate the animal population.

Will the Forest Preserve stock Hidden Lakes more?

- Minimally, the Forest Preserve District of Will County has committed to partner with Bolingbrook Park District to offer the same amount of fish stockings prior to fishing derbies.
- Beyond the derbies, the FPDWC will evaluate.

Is James Boan Woods and the BPD Community Gardens included in the land sale?

- James Boan Woods and the Community Gardens are not included in the sale and will still be managed and maintained by Bolingbrook Park District.
- The pavilion at James Boan Woods remains available for rent through Bolingbrook Park District.

Are the Memorial Trees and Benches remaining at Hidden Lakes?

- Bolingbrook Park District will maintain the Memorial Trees and plaques.
- The Memorial Benches will be changed to the benches that the Forest Preserve District uses in all of their other properties, however the memorial plaques will remain with those new benches and Bolingbrook Park District will maintain the plaques.
- The Bolingbrook Park District benches will be relocated to other parks and playgrounds.

What will happen with the Bee Apiary

- We are working with Sheridan LLC to determine the best location for the for the bees to be relocated.
- If a new location within Bolingbrook is not feasible, we will communicate with our residents where they can purchase honey

Will the Pathways still be available along the DuPage River and Hidden Lakes?

- The DuPage River Greenway will remain available.
- The bike path through Hidden Lakes to the bridge to Whalon Lakes will also remain available.

Oestreich introduced Ralph Schultz, Chief Operating Officer for the Forest Preserve District of Will County. Mr. Schultz addressed questions, answers, and comments regarding the proposed sale of Hidden Oaks and Hidden Lakes by Bolingbrook Park District to the Forest Preserve District of Will County.

Will the Forest Preserve Property Taxes increase as a result of this sale?

- Mr. Schultz stated that the FPDWC does not project a property tax rate increase, however they do not control the EAV. The FPDWC's preliminary budget for 2022 indicates a decrease of 4.4% to the tax payers of Will County. They are not raising taxes to purchase the property, they are using existing funds from FPDWC reserves.

What Programs will the Forest Preserve offer?

- Mr. Schultz stated that 90% of Forest Preserve environmental education programs and family programs are free. Only those that require outside contractors carry a fee and that is typically \$10 or less. FPDWC currently provides more than 600 public programs, education programs, and facility and events each year.

What will become of Hidden Oaks and Hidden Lakes once the sale is complete?

- Mr. Schultz stated that they will keep the names Hidden Oaks Nature Center and Hidden Lakes Historic Trout Farm.
- The acquisition provides an opportunity for the Forest Preserve to bring its conservation message and environmental education more directly to the residents of Bolingbrook and northern Will County.
- The FPDWC can bring the experience of our Visitor Services Department with 14 dedicated environmental educators (2 FT and 2 PT will be located at Hidden Oaks).
- The FPDWC plans to increase the program and exhibit space by transitioning the current classroom and office space.
- We will make a few accessibility improvements to increase ease of access.
- We plan to expand facility rental options.
- We'll make some improvements around the pavilion and to the pathways and campus landscape.
- We'll continue to operate Hidden Lakes in a similar fashion, continue stocking and continue with fishing derbies.
- We'll evaluate and possibly replace the existing bridge carrying the DuPage River Trail over the East Branch.

Will there be opportunities to partner with Bolingbrook Park District to offer programs.

- Mr. Schultz stated that the Forest Preserve District has partnership with many of the local Park Districts, Recreation Agencies, and Special Recreation Agencies within the county. Of course, they would be open to partnering with Bolingbrook Park District.
- These partnerships vary and can include components for adaptive and interpretive programming.

President Vastalo read the following Citizens' Guide to Addressing the Park Board:

Anyone wishing to speak under the agenda item entitled "Comments from the Public" shall adhere to the following guidelines:

1. A person shall be permitted to speak upon being recognized by the chairperson. Please stand (if possible), announce your name and address before commencing. All comments under COMMENTS FROM THE PUBLIC are limited three (3) minutes, and each person shall only be permitted to speak once.
2. All speakers shall address their comments to the chairperson. The chairperson may request that the appropriate member of the Park Board or staff respond to the comment.
3. The chairperson shall preserve order and decorum. The chairperson shall decide all questions of order.
4. When addressing the Park Board, members, administrative officers and other persons permitted to speak shall confine their remarks to the matter at hand and avoid personal remarks, the impugning of motives, and merely contentious statements. If any person indulges in such remarks or otherwise engages in conduct injurious to the harmony of the Park Board and the meeting, the chairperson may immediately terminate the opportunity to speak. This decision is at the discretion of the chairperson or upon the affirmative vote of two-thirds ($\frac{2}{3}$) of the park board commissioners present. Any person, except a member of the Board, who engages in disorderly conduct during a meeting, may be ejected from the meeting upon motion passed by a majority of the Board present.
5. Please do not repeat comments that have already been made by others.

Terese Clary a resident of Bolingbrook asked how long will the area including the Greenway Trail and trail over the bridge be closed. Oestreich said the area will not be closed. Mr. Schultz said the Nature Center will be closed for a time to give staff time to get their programming set up.

Oestreich answered several questions via email:

Email from Nick Karancevic

My name is Nick Karancevic, of 487 Bradford Place. I would like to tell you about my experiences at the Hidden Oaks and ask you a few questions.

Last year, my daughter participated in the Hidden Oaks preschool program. She would often tell me about playing at the wooden park, learning about the bees, or the butterflies, or the birds, or tapping a maple tree. One time we saw an insect we couldn't identify; she told me it was a stinger! I'm sure it's one of the things she learned at the preschool program. She still tells me she misses her teacher and her friends.

We participated in the Freaky Fun Friday last year and enjoyed it very much. I loved the guided walk through the woods. It was also a wonderful opportunity to meet some of the staff at the park district and find out about some of the other Park District programs by the bonfire.

I also enjoyed the Fossil and Mineral adventures program, and I am looking forward to more similar programming.

Next year, my daughter would be old enough to participate in the day camp at Hidden Oaks, and I was really looking forward to that.

We still enjoy buying some takeout, eating it at Hidden Oaks, and then walking by the bees, playing at the wooden park, and going for a walk to rent a kayak at Whalon Lake.

But I worry with the sale of Hidden Oaks, what will come of all those opportunities? I imagine a large number of visitors to Hidden Oaks are from Bolingbrook; as such, wouldn't the Bolingbrook Park District have a greater and less diluted interest in maintaining and improving at least some aspects of it? If the sale goes through, can we work with the Forest Preserve District to allow the Park District to keep all of the programming we currently have?

Thank you.

Oestreich addressed Mr. Karancevic questions. Oestreich said in all of our discussions partnering has been at the forefront, how can we do things together. FPDWC has a robust website with a ton of nature based environmental education programs that the district just does not have the capacity to do. That is their business and they are very good at it. Partnering with them on events, camps and other programs is important to the district to continue that.

Mr. Schultz said partnerships are very important to the Forest Preserve District and they understand that we are a part of every community. We always try to work with park districts and municipalities to see if there are ways in which our two organizations can work together. Mr. Schultz said he and Oestreich have already discussed some cooperative programming at both Hidden Oaks and at Hidden Lakes.

Email received from David Ellsworth on August 6:

Ron, once again more lies from you. I was told in March that Will County was taking over Hidden Lakes and Hidden Oaks. This board meeting is no more than a smoke screen to hide what you have done behind the Bolingbrook Park District residents backs. You should be ashamed of yourself.

Oestreich addressed David Ellsworth email. Oestreich said we received an offer letter on August 18, that is what started all of this. It was never a final decision, nothing is ever final until our board says "yes, go ahead and negotiate". Prior to that it was a discussion, a negotiation and research. Oestreich said it is not a done deal. We did not move forward until the district received an official offer letter from FPDWC on August 18, which was three weeks ago.

There were no other comments from the public.

Comments from the Park Board regarding the pending sale of Hidden Oaks Nature Center and Hidden Lakes Historic Trout Farm from Community Meeting September 2, 2021.

Commissioner Cairy

- Commissioner Cairy said that he took some time to visit the Forest Preserve District's visitor center in Romeoville (Isle a La Cache).
- It was very impressive. There are so many opportunities for young kids to engage and learn from their native American exhibit to more like a 40's or 50's scavenger hunt program.
- He was very impressed with the staff. He looks forward to seeing what the Forest Preserve will add to the Hidden Oaks Nature Center.

Commissioner McVey

- Commissioner McVey stated he was surprised by this idea, like the other commissioners. It caught him off guard.
- He agreed with the statement that Park Districts are usually looking to gain property not selling property.
- It comes down to the resident experience. The Forest Preserve has more funds and more expertise that will enhance the experience for everyone.
- This will also help the park district focus on what we excel at.
- He stated, again, I was surprised by this, however I do think that this is a good decision for the residents of Bolingbrook.

Commissioner Hix

- Commissioner Hix said that he sat on this board in 1983 when we purchased Hidden Lakes.
- We have done a lot of activities and development over the years and will continue right up through the construction of the bait shop.
- Recently, we were challenged as to why don't we keep Hidden Lakes and sell Hidden Oaks.
 - Hix was surprised when he did the math on the fishing permits.
 - When we sold permits, only 31% of them are to Bolingbrook residents.
 - It makes sense for someone who serves a broader community as the Forest Preserve District does to accept that larger burden of use and upkeep.
 - Yes, there is a lot of activity there, but the majority are not Bolingbrook residents.
- Commissioner Hix stated that he did some research on the Forest Preserve District of Will County.
 - They presently have six major visitor centers.
 - They have 51 developed properties around the county and 31 undeveloped properties.
 - I think we will see a lot of different activities and will see that information start to permeate more completely into Bolingbrook.
 - The staff that they have and the capabilities is something we could never do.
 - We have had two full time people there and we just do not have the staff and knowledge to do the job that they are capable of doing.
- Commissioner Hix thinks it is a good move for the Park District.
 - He added that this is a difficult and emotional decision and personally troubled by the need to do this.
 - He is comforted that the facilities are not going to leave Bolingbrook.
 - We will still have access to do the same kinds of things but will have a boarder scope of the facilities.

- Commissioner Hix said his influence on the board is most heavily oriented towards finance.
 - The money we receive from for the purchase is going directly to the reduction of the bond and interest expense related to that facility.
 - To clarify, we state Ashbury's as part of this reduction because they are under one bond. So, there is not two buckets of money for the nature center and Ashbury's, it is one bond for the construction of both facilities.
 - That total debt will be reduced by the purchase price. So, there is a direct reduction in the bond and interest expense, in the future, for the tax payer.
 - Does that translate to a lower tax bill? We will only know when we get there.
 - Hix's final statement was "I think we are going in the right direction."

Commissioner Andrews

- Commissioner Andrews stated she is on the opposite from the finance side. She is more on the creative family life style although they tend to go hand in hand.
- She loves Bolingbrook.
- Her family is well invested in the community.
- My family uses the facilities a lot.
- She looks at this opportunity as enhancing our area and giving us more for our money than what we call for.
- We want to put a value on everything, but we can't value the experience and enhancement in the family atmosphere, which is what Bolingbrook is all about.
- It is going to improve the overall experience for the residents.
- It took time to sink in, and she really had to think about it and process it.
- In the big picture we are actually getting more in our area to enhance our family creativity and things that we can do with our kids and the things that the schools can do, such as field trips.
- She is excited to have the Forest Preserve here and the different types of programs and activities they will offer.

President Vastalo

- Commissioner Vastalo stated that she agrees with all the commissioners and very much agrees with what Commissioner Hix said that these facilities are not going anywhere.
- Sometimes larger organizations can attract more people with lower overall costs.
- She is not guaranteeing anything, but larger organizations can bring more resources for the community.
- She is in favor of this.

Commissioner Vastalo also made a comment stating. "I truly resent any of our citizens saying anything about our Executive Director when all he is trying to do is the best for this District. I truly resent anyone calling him a liar or anything else. We have the records on how this has transpired and have followed an approved process."

The Board and Administration also appreciate the support received by Mayor Mary Alexander-Basta and Village Co-Administrator Ken Teppel, who attended the Community Meeting tonight.

Oestreich made one final statement:

"At the September 16, 2021 Park Board meeting a resolution will come before the board to move forward with negotiations of a sales acquisition contract with the Forest Preserve District of Will County for the purchase of Hidden Oaks Nature Center and Hidden Lakes History Trout Farm. This will provide the community another opportunity for public comment".

Commissioner Hix acknowledged Mayor Mary Alexander-Basta and Village Co-Administrator Ken Teppel and thanked them for joining the meeting.

Closed Session

President Vastalo made a motion to enter into Closed Session at 6:11pm. pursuant to 5 ILCS 120/2 (c) for the purpose of discussing: (6) The setting of a price for sale or lease of property. Second Commissioner Andrews. Roll call: Ayes: Andrews, Cairy, Hix, McVey, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

President Vastalo made a motion to adjourn from Closed Session at 6:19pm. Second Commissioner Hix. Roll call: Ayes: Andrews, Cairy, Hix, McVey, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

President Vastalo made a motion to enter back into the Special Board Meeting at 6:20pm., second Commissioner Andrews. Roll call: Ayes: Andrews, Cairy, Hix, McVey, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

Bolingbrook Park District Strategic Planning Session

Executive Director Ron Oestreich introduced Karin Ferez from Customer LifeCycle, LLC. Oestreich said Ms. Ferez has led the district through the Community Wide Survey in 2010, 2016 and 2020. She is very familiar with the park district and staff. Ms. Ferez is invested in the park district and we are happy to have her lead the district through the strategic planning process.

Ms. Ferez explained to the board she is gathering information from the different departments within the park district to put together an overall strategic plan as it relates to their particular area. Ms. Ferez said we are looking at a potential referendum and would like to get a better understanding of where the board priorities are and the boards direction.

Oestreich said a referendum is not in the district's plan, but when we align things we want to make sure we align with the board and staff. In order for us to be aligned it could lead to a potential referendum down the road. This is not a plan to create a referendum this is to align us toward the possibility of such.

Ms. Ferez asked each board member what their priorities are:

Commissioner Cairy:

- Less of a priority for indoor programs due to Covid.
- Would like to see more outdoor activities.
- Suggested a community splash pad at different locations throughout the community to draw kids outdoors.

Commissioner Andrews:

- More customer satisfaction.
- Outdoor and indoor activities.
- Find out what's happening in the industry that is drawing people to the park district.
- More programs for the youth (junior high/high school). More skilled programs for this age group.

Commissioner Hix:

- Provide world class park and recreation services in a fiscally responsible manner to enhance the community's quality of life.
- Continue to serve a broad spectrum of Bolingbrook residents with all the opportunities for recreation and personal development.
- Remain relevant.

- Continue to support the youth sports programs.
- Protect current investments.
- Prioritize long term capital investments.

Commissioner McVey:

- Make sure the district maintains everything (parks).
- Programs like walking and hiking might be better for the youth age groups.
- Programs where you can just show up and participate in (frisbee golf).
- Make sure the district gets as much community input as possible (QR codes).

Oestreich added the district will have a design workshop at BRAC JAM. Residents will have the opportunity to participate in the design of our 5 new parks for 2022.

Ms. Ferez commented the district conducts community surveys every three or four years. The district is going to reach out to the people who participated in the last survey to get their input. They told us what they wanted, they noticed some changes, tell us what you think.

Commissioner Vastalo:

- Don't want to see a lot of money invested in programs where numbers are going down.
- Spend money on new programs or something we do not have.
- Maintain what we have.
- Put a pavilion out at Remington where the overnight baseball tournaments are held.
- Loves the splash pad idea.

Ms. Ferez recapped board input:

- More outdoor verses indoor.
- Maintain community satisfaction.
- Figure out what is drawing people to the district and how to capitalize on that.
- Figure out the gap between junior high and high school kids.
- Want to serve a broader spectrum of the community – need to reach out to more people – offering different things for different people and remain relevant in all this.
- Protect current assets so the things that the district has are well maintained.
- Make it easy for community input.

Ms. Ferez thanked the board for their input.

Comments from the Public

None

Announcements

Commissioner Vastalo wished everyone a good Labor Day weekend.

Adjournment

Commissioner Vastalo made a motion to adjourn from the Special Meeting at 6:44pm. Second Commissioner Hix. Roll call: Ayes: Andrews, Cairy, Hix, McVey, President Vastalo. Nays: None. Absent: None. Motioned passed 5/0.

Minutes Verification Signature

**Bolingbrook Park District Board Secretary
Jake McVey**

BOLINGBROOK PARK DISTRICT
Annerino Community Center – Board Room
Workshop Meeting Minutes
September 16, 2021

President Vastalo called the meeting to order at 6:30pm. Roll call: Andrews, Cairry, Hix, McVey, President Vastalo.

Motion Commissioner Vastalo, second Commissioner Andrews to approve agenda as submitted. Roll call: Ayes: Andrews, Cairry, Hix, McVey, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

District Operations and Activities Update

Executive Director, Ron Oestreich talked about Resolution 21-23 Concerning the Public Use of DuPage River.

Oestreich said it continues to be discussed at local levels, State and Illinois Department of Natural Resources level. The IDNR initially declared DuPage River is not a public waterway, meaning the land owners who border the river own their portion of the river to the middle of the river. The argument is that the DuPage River has historically been utilized for commerce. Because it is used as a commerce waterway we are urging that it be considered a public waterway. There have been complaints, mostly in Plainfield, about the commercial tubing and kayak companies using the river and disturbing the peace and leaving trash. Because this is not a public waterway floating past someone's property is considered trespassing.

Oestreich said the resolution before the board tonight is a first step, respectively urging the IDNR to not limit public access on the DuPage River. The Forest Preserve of Will County, Plainfield Park District, Naperville Park District, Lisle Park District and Channahon Park District along with IAPD will meet to discuss what further steps can be taken.

Oestreich said we are just following suit with this resolution of what the above-mentioned park districts have done.

Commissioner Hix asked did IDNR declare that the DuPage River is not a public waterway? Oestreich said yes, back in the old days when the state said so. It's a private waterway, not a public waterway.

The Board had no further comments.

BPD Personnel Policy Manual Update

Oestreich said most of the changes are new statute. There are 4 areas that Terri Tamer, Superintendent of Human Resources and Executive Director Ron Oestreich would like the board to consider.

Oestreich will send the board a document that outlines the BPD Personnel Policy Manual changes and adjustments.

1. Vacation change: currently after one staff receive earned vacation. Changing this to year of hire resulting in immediate vacation time.
2. Holidays – Currently staff receive 8 paid holidays plus Christmas Eve and New Year's Eve ½ days. We are making a recommendation to eliminate Good Friday as a holiday and creating a floating 8-hour holiday of the employees' choice.

Commissioner Cairy asked if the floating holiday can be attached to vacation or another holiday? Oestreich said he will look into this and get back to the board.

3. Added language to furlough.

4. Use of park district services.

- In the past we used the employee credit system for our part time staff. Our full-time staff get complimentary fitness and aquatics for themselves and family, except contracted programs.
- We have seen a decline in some of the popular programs such as preschool and day camp. It is costing the district more money to allow for this benefit to happen.
- Making an adjustment: full time employees (while working as full-time employees) will receive fitness and aquatics membership for themselves and their families. They will also receive recreation programs at a 50% discount off the resident rate regardless of their residency.
- Employee registrations will not be processed until 5 days after registration and online registration is open to residents first.
- Regular part time employees (while working as regular part time employees) will receive fitness and aquatic memberships for themselves only. If the regular part time employee wants to purchase an annual fitness or annual aquatic membership for their family they are eligible for a 30% discount off the resident rate. The same goes for the program areas they will receive a 30% discount off the resident rate regardless of their residency for themselves only. Their families will have to pay the full rate for programs.
- Seasonal employees and interns (while working as seasonal employees and interns) will receive a 4-month pass (summer pass) for fitness and aquatics for themselves only. They will also receive a 30% discount off the resident rate for programs and services for a 4-month period.
- Discounts on programs and services may not be used for day camp, field trips, park district gift cards, team sports and leagues, uniforms, costumes and t-shirts, pro shop and point of sale items (including honey), childcare, food and beverage items, birthday parties, lifeguard and swim instructor certifications, memorial trees and benches, community garden plots, adult trips and fees, green fees and cart fees at Boughton Ridge Golf Course, Fitness personal training, private lessons of any kind or facility reservation deposits.
- All employees will be asked for proof of current employment when they register.

The board had no questions or comments.

Proposal – New Pool Operations

Sarah Sielisch, Aquatic Manager presented a proposal to switch pool operations to operate without life guards for the following hours, Monday – Friday 5:00am to 8:00am and 1:00am to 2:30pm (lap swim for adults). Staff would like to implement this by November 1, 2021.

All district lifeguards are high school or college students and are all back at school full time. Aquatics does not have staff to help during these hours and it is a continuing issue. Moving to an unguard facility during daytime hours would give the district the ability to keep the pool open to the community for the adult lap swimmers.

Sielisch talked with PDRMA and StarGuard and they support this change as long as the district follows the Illinois Department of Health guidelines, requirements and notifications. By doing this there is no adverse effect on coverage by PDRMA. Sufficient signage must be posted in the facility and website. Sielisch shared a sample posting for effective hours. Sielisch shared a list of other park districts that are doing the same thing.

Commissioner Hix asked if we reached out to our legal team? Sielisch said yes, we reached out to PDRMA. Attorney John O'Driscoll said they briefly talked about this and if PDRMA is good with insurance then it is ok.

Commissioner McVey asked: Was there any time a lifeguard was needed during those hours? Sielisch said not since she has worked at the park district.

Commissioner Vastalo asked: Are there cameras in the pool area? Sielisch said not on the pool deck only in the pool hallway.

Sielisch talked about only allowing 16 years and up in the pool. Sielisch said the doors are locked and you need to swipe your pass to enter into the pool. Sielisch said there is desk staff who currently watch people swipe in so they will be able to tell if they are 16 or older. Staff will also perform 30-minute walk around checks.

Sielisch said this is a big change to the operation and communication is a key piece to the success of this change. We want to reinforce that the district takes safety very seriously which is why this change is for adult lap swim only and 16 years and up. Sielisch said we are going to provide lifeguarding to all programs and open swim especially when there are young children present.

The board had no further questions.

Project Updates – Chris Corbett, Superintendent of Projects and Planning

Century Park OSLAD Grant Update

- All paths are seeded.
- Working on shaping the berms.
- Asphalt poured.
- Finishing the fencing.
- Parking lot is complete.
- Playground surface going in today.
- Completion by end of October.
- Working on getting the OSLAD Grant money.

Lily Cache Bridge Update

- Asphalt paths have been poured from Weber Road (south) all the way up (north) on Weber Road and continuing into Drafke Park.
- A little slow on seeding and blanketing – hoping to complete this weekend and next week.
- On Tuesday the contractor pounded in 23-foot steel beams for pilings.
- Concrete framing will complete on Monday.
- Veterans center island is being poured on Monday.
- Crosswalk heads on order.
- Working with Village on striping across Veterans.
- Anticipating completion end of November.
- Bridge install September 29.

The Board had no questions.

Oestreich announced budget work shop dates and times:

- Thursday, November 4 @ 6:00 pm
- Tuesday, November 9 @ 6:00 pm
- Location: TBA.

Communication from the Public

None

New Business

None

Closed Session

None

Adjournment

Commissioner Vastalo made a motion to adjourn from the Work Shop Meeting at 6:58pm.
Commissioner Andrews seconded. All in Favor, “Ayes”

Minutes Verification Signature

**Bolingbrook Park District Board Secretary
Jake McVey**

BOLINGBROOK PARK DISTRICT
Annerino Community Center – Board Room
Board Meeting Minutes
September 16, 2021

Commissioner Vastalo called the meeting to order at 7:00pm. Roll call: Andrews, Cairy, Hix, McVey, President Vastalo.

President Vastalo began the meeting with the Pledge of Allegiance.

Motion Commissioner Vastalo, second Commissioner Cairy to approve the agenda. Roll call: Ayes: Andrews, Cairy, Hix, McVey, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

Motion Commissioner Vastalo, second Commissioner Andrews to approve the following meetings:

- Monthly Work Shop Meeting Minutes of August 19, 2021
- Closed Session Meeting Minutes of August 19, 2021
- Monthly Board Meeting Minutes of August 19, 2021

Roll Call: Ayes: Andrews, Cairy, Hix, McVey, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

CORRESPONDENCE FROM THE PUBLIC

Commissioner Cairy said he spoke to Alice Murray, a resident regarding the potential sale of Hidden Oaks Nature Center and Hidden Lakes. She had some questions and concerns we were able to address which was general information that was already addressed multiple times through various channels. Ms. Murray is looking forward to seeing what the Forest Preserve is able to do with the facilities. Her main concern is with Will County government.

Ms. Murray talked about the trees in Heritage Park. She is concerned about 3 willow trees she believes to be in poor condition. Commissioner Cairy said that is being taken care of. Commissioner Cairy will get back to Ms. Murray regarding the bridge update.

Executive Director Ron Oestreich received correspondence from Robert Widuch, a Bolingbrook resident. Mr. Widuch would like to know what the estimate sale price is for Hidden Lakes and Hidden Oaks to Will County Forest Preserve District and are we applying that to existing debt service. Oestreich replied to Mr. Widuch that the district is still in final negotiations on the final sale price. Once we are at that sale price it will be public information and yes, we will be applying that to debt and interest payments. Oestreich said Mr. Widuch gave him the thumbs up!

Commissioner Vastalo received correspondence that Jim Conrad, previous board member, passed away and asked for a moment silence.

COMMUNICATION FROM THE PUBLIC

None

ATTORNEY'S REPORT

None

LEADERSHIP TEAM REPORT

Executive Director Ron Oestreich turned the floor over to Kim Smith, Director of Marketing and Customer Care. Kim introduced James Rodriguez and congratulated James on being promoted to the Marketing and Communications Manager with the district. Kim said James was hired in 2010 part time as a graphic designer, then in 2011 he moved to full time as a Graphic Communications Specialist. Kim is very excited that he wants to continue his career with the park district.

TREASURER'S REPORT

Commissioner Andrews made a motion for the payment of bills including travel reimbursement in the amount of \$1,240,529.52, subject to audit. Second Commissioner Hix. Roll call: Ayes: Andrews, Cairy, Hix, McVey, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

COMMITTEE REPORTS

Administration and Personnel – Commissioner Vastalo reported:

Public Access to the DuPage River – Under Federal Law

The IDNR was given the responsibility by statute of determining whether every body of water within the State is a public body of water (i.e. navigable for commerce) or not. The DuPage River is not designated as a public body of water in those rules.

The general public is not entitled to access and use the portions of the river which are owned by any property owner, whether a public entity or private landowner, who has not given permission to do so. The public is not entitled to the same use and enjoyment of the DuPage River (like kayaking and fishing) that they are entitled to on designated public bodies of water.

A complaint was filed with the Illinois Department of Natural Resources requesting a determination of public access to the DuPage River. Since one private owner has suggested that individuals using the river for canoeing, kayaking, paddle-boarding and tubing are trespassing.

While we agree that trespassing and disrespect of private property is disruptive, Bolingbrook Park District, along with our neighboring Districts, Lisle, Naperville, Plainfield, and the Forest Preserve District of Will County and a strong number of State Senators and Representatives respectfully urges the Illinois Department of Natural Resources to articulate a clear position that it is not attempting to limit, and will not limit, normal and lawful recreational activities on or public use of the DuPage River.

With Staff Recommendation Commissioner Vastalo made a motion to approve Resolution 21-23 Concerning the Public Use of the DuPage River, second Commissioner McVey. Roll call: Ayes: Andrews, Cairy, Hix, McVey, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

Potential Sale of Hidden Oaks Nature Center and Hidden Lakes Historic Trout Farm to the Forest Preserve District of Will County

This process began in early 2020 when the district was looking at ways to reduce long term bond and interest debt, during a meeting with Village leadership. The idea of approaching the Forest Preserve District of Will County to inquire if they would be interested in a potential transaction for Hidden Oaks Nature Center and the land all the way to the DuPage River was proposed.

With the Board's blessing, the Executive Director approached the Chief Operating Officer of Forest Preserve District of Will County, to inquire about their potential interest in purchasing Hidden Oaks, Hidden Lakes, and the land from Bolingbrook Park District.

As mentioned in the public informational meeting held on September 2 the thought behind this plan is to allow for a much larger expert organization whose sole focus is driven around enhancing, promoting, protecting, and educating about nature.

Enhance long-term preservation and public use of both Hidden Oaks Nature Center and Hidden Lakes Historic Trout Farm with stronger resources dedicated to both facilities, especially Hidden Lakes.

Allowing the proceeds from a potential sale to contribute to reducing the bond and interest bond debt.

Elimination of expenses for capital replacements, staffing, and operational expenses resulting in a more streamlined operation and renewed focus on areas the district excels.

The next step is Board approval of a contract of sale when negotiations are complete. Estimated transfer of property is January 1, 2022.

FAQ's are available on the BPD website at this link.

<http://www.bolingbrookparks.org/en/about-us/board-of-commissioners/>

Finance and Technology – Commissioner Hix reported:

Commissioner Hix met with the finance committee yesterday and they gave him an in-depth analysis of the districts cash position and cash projection. The multi-payment system that was put in place by Will County for tax distribution is working very well. Just 1-1/2 percentage points below where we were last year.

Commissioner Hix announced the upcoming Budget Work Shop meetings:

- Thursday, November 4 at 6:00pm Location: TBA
- Tuesday, November 9 at 6:00pm – Location: TBA

Buildings, Grounds and Natural Resources – Commissioner Andrews reported:

Members from New Life Lutheran Church gathered to remove trash from Knights of Columbus Park on Sunday, August 22. Their time and efforts are greatly appreciated by the staff and residents. Andrews mentioned New Life Lutheran Church supports the park district because they offered their building, for free, last year for the districts childcare program when people needed these services.

Congratulations to Eagle Scout Candidate Mateo Scharosch of Naperville, Il, Troop 597 for completing his Eagle Scout project on August 21 by building a raised garden bed at the community gardens. This is the tenth and final raised bed for the gardens and I am sure it will be permitted out in 2022. Thank you, Mateo!

Eternally Green Turf Care of Frankfort, Il will begin herbicide and turf fertilization treatments of parks the week of September 13. The Natural Resources crew has started preparing sites for fall restoration seedings. They will also be converting turf to naturalized buffers around some ponds to help control erosion and prevent mowing of dangerous slopes. Lastly, the Horticulture division is preparing for fall tree and perennial plant installations which will take place in late September early October.

Per our Capitol Replacement Program, Buildings is in the process of replacing many Variable Frequency Drives (VFDs) to our indoor and outdoor pools. VFDs provide information to motors by varying the frequency and voltage. Essentially tells the motor for the slides, pool filtration, river turbines, etc. when to start, speed up, slow down or stop.

Bolingbrook Soccer Club held their annual Labor Day Tournament over Labor Day weekend. They had 115 teams enter into the 19th annual tournament. Staff did a tremendous job from getting fields set, mowing, snow fencing up, timers changed, custodial supplies stocked and much more for the busy weekend. It was a full team effort from the Buildings, Grounds and Natural Resource Departments.

Fall sports have started and fields are being used for practices and games. Staff has been on top of mowing, painting and cleaning up athletic areas of refuse with the start of all of the groups.

Staff met with Upland Design and staff from the Forest Preserve District of Will County to discuss Construction Documents for the Bait Shop project. Based on higher pre-bid cost estimates, Upland and staff agreed to delay the bid process to November in hopes of getting better pricing on both labor and materials, due to supply chain challenges. The updated timeline has the project out to bid in early January with construction starting early 2022 (weather dependent).

Sealcoating at BRAC, Volunteer, Poplar and Indian Chase Meadows are complete. Staff are also working on misc. asphalt & concrete repairs throughout the District.

Recreation & Facilities – Commissioner Cairry reported:

Recreation

There are currently 61 registered dancers for fall instructional classes. Last year we had 100 registered for the fall season. Chicago Style Stepping class is starting back up for fall. Two new adult dance class options were added for fall including Tap and Hip Hop.

Gymnastics fall session one has 28 classes with 169 participants, Ninja fall session one has 17 classes with 91 participants and Cheer fall session one has 1 class with 6 participants.

Reminder the winter play Ho Ho Ho! The Santa Claus Chronicles debuts December 17 at 6:00pm and December 18 at 2:00 pm in the Annerino Multipurpose Room.

The second summer session for Day 1 sports Academy had 17 of 17 offered programs run with 207 participants in the 17 programs.

Fall leagues have begun. Fall softball leagues have 35 teams in 5 different leagues. Fall flag football league has 12 teams, which is up from 10 teams in the spring. Fall volleyball league has 24 total teams in 3 different divisions.

Fitness

Parkie's 5K saw 286 smiling faces. The race took place on August 28 and was a success.

Aquatics

Pelican Harbors team earned a 5-Star Starguard audit in August. Which is the highest score they can achieve, based on management, operations, and lifeguard skills.

BHS Swim Team has developed a relationship with BHS to help create a girl's swim team.

The Swim Team has 15 participants. Pelican Harbor indoor pool is used Monday-Friday 2-4pm for their practice. Swim team parent information night is October 3 and the fall class will start October 4.

Birthday Parties and Private Rentals total for August:

- Birthday Party: 30
- Outdoor rental: 17
- Indoor rental: 15

Currently Pelican Harbor has 1,214 Annual Memberships.

Pelican Harbor has sold 1,985 Summer Pelican Passes for the 2021 season. Summer Pelican Passes expire on September 30.

Pelican Harbor had a total of 68 participants sign up for private swim lessons in August.

Hidden Oaks Nature Center

Upcoming programs include:

- Adult bonfire night: September 24
- Canning 101: October 1

Freaky Fun Friday will return to Hidden Oaks on Friday, October 22. With Meijer as the presenting sponsor. Guests will also enjoy a Trick or Treat Trail supported by members of the Bolingbrook Area Chamber of Commerce. A thrilling monster hunt will round out the evening's activities. Guests can register for one of two time slots: 4:00-6:00 pm or 6:00-8:00 pm.

Hidden Lakes hosted a unique night catfish derby on Saturday, August 21. The derby brought 74 registered anglers out for a beautiful evening under the stars. The largest fish caught weighed 4.75 lbs. and measured 24-1/2" inches in length.

The final derby of the 2021 season will occur on September 25 from 3:00-6:00 pm. Registered anglers will be eligible to receive a free pre-loved rod and reel combination, donated courtesy of Bass Pro Shop's Trade In Trade Up Program.

The bait shop will close for the 2021 season on September 30.

Commissioner Vastalo asked why the umbrellas were still up on the Pelican Harbor Island. Oestreich said they do not go up and down like the funbrellas, they are permanently up so they have to take the canvas off. It is a different structure.

Marketing – Commissioner McVey reported:

Commissioner McVey congratulated James Rodriguez in his new role.

A total of 41 families completed the Summer Park Challenge this summer.

The Bolingbrook Park District website is entering the testing phase. It has been a huge project and it's really exciting. Looking at an October launch for the new site.

BRAC Jam happening on October 2 from 1:00pm to 4:00pm. Lots of fun stuff happening.

Golf Course & Ashbury's – Commissioner McVey reported:

Green fees are still going strong.

Upcoming Event: Comedy Night, September 25

NWCSRA - Commissioner McVey reported:

Fall registration is underway and numbers are going strong caused by a higher number of participants and increased number of programs.

Athletic programs have grown from being able to field one team in the summer to three teams this fall.

The NWCSRA Board approved the funding for the Adaptive Sports field pending an Intergovernmental Agreement giving NWCSRA priority usage and maintenance of the sports field. The letter is not binding until an IGA has been voted on and accepted by the NWCSRA and Village of Romeoville Boards.

Mike Selep, Executive Director, and Gina Madden, Legal Counsel, will be meeting with the Village of Romeoville the week of September 20 to negotiate the terms of the Intergovernmental Agreement.

UNFINISHED BUSINESS

None

COMMUNICATIONS FROM THE PUBLIC

None

NEW BUSINESS

None

ANNOUNCEMENTS

Commissioner Hix welcomed James and promised him a challenge.

CLOSED SESSION

None

ADJOURNMENT

Motion Commissioner Vastalo, second Commissioner Andrews to adjourn from the regular board meeting at 7:27pm. Roll call: Ayes: Andrews, Cairry, Hix, McVey, President Vastalo. Nays: None. Absent: None. Motion passes 5/0.

Minutes Verification Signature

**Bolingbrook Park District Board Secretary
Jake McVey**

ADMINISTRATION AND PERSONNEL

2022 Budget

- The process of creating the Budget for fiscal year 2022 is in final review stage and has been delivered to the Board. The annual Budget Workshops are scheduled for Thursday, November 4 and Tuesday, November 9 beginning at 5:30pm at Ashbury's.

Personnel Policy Manual

- For the past six months, the Executive Director and the Superintendent of Human Resources have been working on updates to the Bolingbrook Park District Personnel Policy Manual. This was a comprehensive review, adding and updating new HR Laws, streamlining outdated policies and clarifying policies that were in question since the last review in 2017. The manual was reviewed by representatives from Tressler, LLP. The Board of Commissioners received a copy to review as well.

Staff Recommendation: Approve Ordinance 21-06 Updating the Bolingbrook Park District Personnel Policy Manual.

Internal Audits

All Day Drawer Audit	Status
Pelican Harbor Indoor	Balanced
Cash Banks	
Ashbury's and Boughton Ridge	Both Balanced
Inventory Audit	
LifeStyles Pro Shop	Balanced

FINANCE AND TECHNOLOGY

Business and Technology

Budget and Appropriation Ordinance

- The Budget and Appropriation Ordinance is presented in tentative form for Board approval. The budget must be approved in tentative form and be available for public review at least 30 days prior to its passage in final form at the December 16, 2021 meeting. The draft may be amended prior to final approval. A public hearing on the budget will be scheduled for 6:45 pm prior to the regular 7:00 pm meeting on December 16, 2021.

Staff Recommendation: Approve Ordinance 21-05 Budget and Appropriation Ordinance in tentative form and to set a public hearing regarding such Ordinance for 6:45 pm, December 16, 2021 at the Annerino Community Center Board Room.

Business and Technology

Business Office Support Portal

- A new Business Office Support Portal has been created for business requests, and is expected to be released this month. Once released, when staff go to the Support Portal, they will be presented with an option for Business requests and Technology requests. Bill Oetzel did a great job of building out the new portal to the specifications and needs of the Business Office.

Statistics

- 256 journal entries processed
- 10 new vendors created
- 125 refunds processed
- 92 support tickets completed

BUILDINGS, GROUNDS & NATURAL RESOURCES

Buildings, Grounds, and Natural Resources Update

Conservation Foundation Volunteers Help Collect Seed

- Four volunteers came out and joined staff on Saturday, October 9 to collect seed from the prairie areas of Lily Cache Sports Fields West Campus. The six of them gathered a full tote that will help supplement our fall seeding projects. Thank you volunteers!

ADA Compliance Plan

- Concrete pads for ADA compliant picnic tables were poured at Lily Cache Greenway/Oasis and St. Francis Parks. The picnic tables will be installed later this month.

Natural Resources/Horticulture/Turf

- Trees have been delivered and fall planting will be complete by the end of October. In addition, staff has been busy planning for next year's annual and perennial beds. Plans are also underway to start the fall prescribed burns in natural areas. With the recent rains, the staff had to start mowing turf areas again, and will start fall cleanup soon.

Pelican Harbor

- To help prevent freezing and broken pipes from our cold winters Pelican Harbor pools, bathhouse, concession and expansion is now closed and winterized until spring.

Project Updates

- Verizon Wireless is in the final planning stages to install fiber lines for their cellular service in and around Indian Boundary Park. Representatives from Verizon has been working with District staff regarding the proposed location of a direct bore within existing Easements at Indian Boundary. Staff are communicating with Verizon on requirements for access to our property for proposed work.
- The retaining wall along the trail at Drafke Park was installed near the playground. A four-foot-tall Unilock wall approximately 80' long was built.
- Staff met with representatives from NWCSRA to discuss construction drawings to kick off the Annerino Community Center Sensory Room project. Construction documents are being turned in to the Village of Bolingbrook for review with the hopes of project going out to RFP in November. Construction is slated to begin in December.
- The Century Park OSLAD project is close to completion. Nursery items began installation the week of October 18. Pickleball and basketball courts were open to the public for the week of October 18 as well. Punch lists are in the process of being compiled for the entire project site. Substantial completion is scheduled for end of October. Staff is awaiting an on-site visit with IDNR.

- The Lily Cache Path & Bridge project is ongoing. The Bridge was installed on Wednesday, September 29 and has been approved via Village inspection. Contractor is working on cleaning up the Drafke Park trail, removal of asphalt and installation of new asphalt north & south of the Bridge, along with connection on the east side of Veterans Parkway. The Village of Bolingbrook has begun installing flashing beacons at Weber Road and at Veterans Parkway. Staff are anticipating completion of project by middle November.

RECREATION AND FACILITIES

Recreation Division

Pre School / Early Childhood

Preschool

- Registration is ongoing for the 2021-2022 school year. Enrollment numbers remain the same as last month at this time with 156 children enrolled in the Bolingbrook Park District Preschool Program.

Early Childhood

- Early Childhood programs start the week of September 13 with 23 enrollees for the first session of EC Classes. Two of the three programs are Parent/Child classes.

Dance

- We currently have 124 registered for our fall session dance classes with an average of 6 participants per class. Last year we had 100 registered for the fall session.
- Power Dance has sold out for the fall, we will be opening up a few more spots. Plans are to continue to expand in additional locations for the winter/spring.
- The Dance Department enjoyed participating at BRAC Jam by teaching popular 90's dance moves at the event on October 2.
- The dance department is excited to host the December Early Childhood Concert at Bolingbrook High School at 2:00 pm on Sunday, December 19. Our theme this year is Sugar Plum Dreams. Ticket information will be available in November.
- DanceForce has been cancelled for the 2021/2022 season. Staff is working on plans to reintroduce DanceForce in the fall for the 2022/2023 season.

Gymnastics/Cheer/Ninja

- The first fall session of Gymnastics started August 23 and will end October 16. Gymnastics fall session has 28 classes with 169 participants.
- 21 gymnasts are enrolled on the Illusions Gymnastics Team and are training for 2022 meet season. The first meet will be January 15, 2022 at Riverside/Brookfield.
- First fall session of Cheer has 1 class with 6 participants.
- First fall session of Ninja has 17 classes with 91 participants. Mark your calendars for Bolingbrook Ninja Warrior! We will be hosting our very own ninja competition on January 22. Participants will race through a ninja obstacle course in the gymnastics studio to see who will complete the course in the shortest amount of time and be named Bolingbrook's Ninja Warrior.

Theatre

- Theatre has 19 children enrolled in our Winter play, Ho Ho Ho! The Santa Claus Chronicles. Rehearsals began 9/2/21 and the shows will be December 17 at 6:00 PM and December 18 at 2:00 PM in the Annerino Community Center Multipurpose Room.

REACH

- Currently there are 79 children enrolled at Pioneer and 38 children enrolled at Jonas Salk. REACH is also offering Days Off School programs during school holidays this fall to be held at the Annerino Community Center from 9:00 am to 5:00 pm.

Youth Athletics & Martial Arts

- The fall session for Day 1 sports Academy had 119 participants in 13 programs.
- The fall session of the Tae Kwon Do program has 16 participants enrolled in the beginner/white belt program.
- Illinois Shotokan Karate fall session has 134 enrolled in 18 programs.

Youth

- As Youth Program enrollment is picking up for the 1st session for fall with the Minecraft Engineering and Lego Robotics programs both running with 21 enrollees for September and October.

Adult Athletics

- Fall Racquetball League is back and has 6 players.
- The Co-Rec Overnight softball tournament was held on September 4. There were 6 teams.
- The Men's Overnight softball tournament was held on September 11. There were 14 teams.

Facilities Division

Fitness

- September recorded 21 new memberships bringing a net total of 448 active members.
- Member visits to Lifestyles Fitness are on the rise! September fitness center averaged 92 visits per day compared to 85 visits the previous two months.
- Group exercise classes recorded 2,086 visits for September compared to 2,048 visits for August.
- Aqua Fitness classes moved inside on September 1. A new class offering, Aqua Flow, was well received by our members.
- Lifestyles has built a core base of regular online participants that are continuing to enjoy the virtual class options. This number is decreasing, as expected, as more transition to in-person options. A total of 227 visits were recorded for September, compared to 252 visits for August.
- On Saturday, October 16, Lifestyles will host an in-person Les Mills release event for our members. Classes include: Body Pump, Body Attack and GRIT.
- The return of our LIVE Turkey Burner event will take place thanksgiving morning from 7:00am-10:00am. The official schedule will be released at the end of October.
- BRAC JAM came to Lifestyles and the facility was rocking the 90's music from 1:00-4:00 PM on October 2. Activities included a Plank challenge, a Pull up /Hang challenge, and two-minute group wall sits.



Aquatics

Operations

- Building's Team installed new lights along east wall of indoor pool. The addition of these lights truly brightens the indoor pool deck.
- Indoor open swim began on August 27, scheduled weekly Monday and Friday from 4:00-8:00 pm and Saturday and Sunday from 12:00-5:00 pm.
- New lifeguard training will be held on October 10-11 as Pelican Harbor still continues to interview for new lifeguards.

BHS Swim Team

- Pelican Harbor has developed a relationship with Bolingbrook High School to offer space for their newly-created swim team. Girls' Team is in season through November and Boys' Team will begin in December.
- The teams use the indoor pool Monday-Friday from 2:30-4:00 pm for practice.

Rentals and Memberships

- Birthday Parties and Private Rentals total for September:
 - Birthday Party: 12
 - Indoor rental: 10
- 1,027 Annual Aquatic Memberships
- 1,985 Summer Pelican Passes for the 2021 season. Summer Pelican Passes expired on September 30.

Swim Lessons

- Pelican Harbor had a total of 307 participants register for swim lessons in September.
- Pelican Harbor continued to demonstrate a great capability to adapt by making accommodations for numerous participants who were on the waitlist to get them enrolled in a class.

Swim Team

- Pelican swim team held an open house to greet potential swim team members on September 10.
- Swim team clinics started September 13 with 101 participants for the beginner and advanced competitive stroke clinics.
- Fall competition season started October 4 the Pelicans.
- The Pelicans Swim Team currently has 68 athletes enrolled.

Special Events

- Parkie's Pumpkin Patch is scheduled for October 29, 6:00-8:00pm with 30 participants currently signed up.
- Guests will pick their pumpkin from Parkie's floating pumpkin patch and have a little time to splash in the pool afterward.
- Parkie's Reindeer Games will be December 18 from 9:00am-11:30am with 6 participants currently signed up. Games and fun along with open swim will be available.

Museum

Hidden Oaks Nature Center

- September kicked off the Fall archery series with 7 guests joining the Intermediate Archery program. Archers learned basic technique and enjoyed three sessions of developing skills and refining technique.
- The Wild Group homeschool program returned to Hidden Oaks to explore Careers in Nature, learning about eco-tourism.
- Ten happy paddlers enjoyed time canoeing the DuPage River on September 9. Paddlers put in at Royce Road and took out at Hidden Lakes.
- Two Scout overnight programs and two birthday parties were held at Hidden Oaks. One of the birthday parties were initially apprehensive but quickly enjoyed dissecting owl pellets.
- Hidden Oaks is seeing growth in programming with a full schedule of Scout, private group, and public activities for October.
- Hidden Oaks Naturalist staff will begin working with Valley View students at two elementary schools and one middle school, in support of the 21st century grant.

Freaky Fun Friday

- Freaky Fun Friday will return to Hidden Oaks on Friday, October 22. In its fifth year, this festival will include a Trick or Treat Trail supported by members of the Bolingbrook Area Chamber of Commerce, fascinating information about the local bat population from the Forest Preserve District of Will County, story time with the Fountaindale Library, an opportunity to meet birds of prey from the Stillman Nature Center, a family craft area, scavenger hunt, s'mores at the firepit, creepy creatures table, an opportunity to vote for your favorite decorated pumpkin from our preschool classes, and a thrilling monster hunt will round out the evening's activities.

Hidden Lakes

- Hidden Lakes hosted the final catfish derby of the season with 75 guests in attendance on a perfect weather afternoon. All attendees received a pre-loved rod and reel courtesy of Bass Pro Shop's Trade-In-Trade-Up Program.
- The Hidden Lakes Bait Shop closed for the season on September 30.

MARKETING AND CUSTOMER CARE

Bolingbrook Park District Website Launch Scheduled for October 18!!!

- The new Bolingbrook Park District website will launch on Monday, October 18. This was a combined effort with the marketing and technology team. The backend structure of the site further integrates with VSI RecTrac to streamline the management process. The new site features a robust program search option, modern park map, and easier navigation for our residents. The website team will monitor feedback and adjust where necessary.

BRAC Jam was a Success

- Our first indoor community-wide event since the COVID-19 shutdown was a success. Activities were spread throughout BRAC to ensure that visitors saw all the new features in the facility. This also allowed for ample social distancing. The team did a great job of thinking about safety and fun! Roughly 550 people attended the event. A total of 150 scavenger hunt cards were completed for the prizes. Logan Calalang won the game pack, Demetria Adams won the sports pack and Ben Sielisch won the space pack. Nicor Gas and AMITA Health were both very pleased with the event. Nicor Gas ran out giveaways because the crowd was bigger than expected compared to other events they had attended recently.

September Social Media & E-Mail Marketing Statistics:

- Total Fans (Facebook, Instagram, and Twitter): 18,891
- Total Engagement: (The sum of reactions, comments and shares): 491
Avg. Facebook Engagement Rate: 3.03%
- Total Page Content Clicks: (The number of times people clicked on a post): 3,322
- Total E-Mail Database Contacts: 12,937

Design work completed in September

Brochure/Newsletter Pages	16
Digital Assets	55
Print Materials Created	38
Photos Edited	308

Customer Care Team

- A special thank you went out to our customer care team as we honored them during Customer Service Week. They have done a great job of servicing our customers and keeping track of all the changes over the last couple years. We appreciate all the work that they do!

Location	Total Calls Received in September	Total Transactions in September
Annerino Community Center	2112	\$68,362.56
Bolingbrook Recreation & Aquatic Complex	1553	\$35,544.13
Pelican Harbor Indoor	753	\$10,680.52
Lifestyles Fitness Center	Desk Closed	Desk Closed
Hidden Oaks Nature Center	Desk Closed	Desk Closed
Total	4,418	\$114,587.21

BOUGHTON RIDGE GOLF COURSE & ASHBURYS



September Preliminary 2021	2021 Month Actual	2021 Month Budget	Var	%	YTD 2021 Actual	YTD 2021 Budget	%	YTD 2020	2021 vs. 2020 Actual
Golf Greens Fees Revenue	\$57,587	\$44,920	12,667	22.0%	\$314,489	\$258,958	17.7%	\$286,612	8.9%
Golf League Revenue	\$1,310	\$233	1,077	82.2%	\$52,379	\$43,245	17.4%	\$34,085	34.9%
Riding Cart Revenue	\$16,993	\$14,808	2,185	12.9%	\$102,328	\$80,934	20.9%	\$82,110	19.8%
Pro Shop Revenue	\$1,863	\$950	913	49.0%	\$16,800	\$11,400	32.1%	\$10,690	36.4%
Restaurant Food Revenue	\$23,930	\$24,225	-295	-1.2%	\$159,666	\$176,694	-10.7%	\$121,586	23.8%
Restaurant Liquor Revenue	\$23,986	\$28,610	-4,624	-19.3%	\$177,729	\$222,623	-25.3%	\$145,985	17.9%
Food and Bev Event Revenue	\$5,443	\$7,800	-2,357	-43.3%	\$43,415	\$46,890	-8.0%	\$19,249	55.7%
Banquet Revenue (Food and Bev)	\$20,010	\$25,636	-5,626	-28.1%	\$158,590	\$137,982	13.0%	\$67,517	57.4%
Total Revenue (after comps)	\$153,946	\$150,476	3,470	2.3%	\$1,040,234	\$1,003,650	3.5%	\$782,447	24.8%
Payroll Expense	\$48,871	\$54,182	-5,311	-10.9%	\$387,654	\$374,458	3.4%	356,325	8.1%
Est. Food and Bev COGS	26.5%	33.0%	6.5%	6.5%	34.0%	33.0%	1.0%	35%	-1.0%
Est. OPEX (Operating Expense)	\$42,000	\$45,312	-3,312	-7.9%	\$498,965	\$534,402	-7.1%	496,453	0.5%

Preliminary Golf and Restaurant Monthly Performance

- Overall Revenue
 - September Overall Revenue exceeded target by 2%. Year to Date is also exceeding budget by 3.5% and last year by 25%.
 - September Greens Fee Revenue exceeded target by 22%. Year to date is 18% over.
 - September Restaurant Food Revenue missed target by only 1%. YTD is still feeling the effects of the gathering restrictions from the first of the year.
 - September Restaurant Beverage revenue missed target by 19%. This is showing improvement the past three months.
 - September Banquet revenue missed target by 28%, which is the first in last 4 months. Year to Date is still exceeding budget by 13%. Staff is targeting holiday celebrations and of course looking at the spring and summer of 2022 already.
- Operational Expenses
 - Operational Expenses are projected at a savings of 7% for the Month with a YTD savings projection of nearly 7%.
 - Payroll was lower than target by 11%, however is exceeding budget by 3% YTD.

New General Manager Bruce Hutcheon

- Ashbury's has a new GM. KemperSports has hired Bruce Hutcheon who comes to us with over 30 years of experience in the hospitality and food and beverage industry. His most recent assignment was as the GM of The St. Clair Hotel on the Magnificent Mile in Chicago as well as some out of town assignments after COVID forced the closure of the St. Clair. He is a resident of Lisle and is looking forward to meeting our team, our clientele, and experience the uniqueness that is Ashbury's! Welcome Bruce!



Trunk or Treat

- NWCSRA will be hosting the Second Annual NWCSRA Truck or Treat on Thursday, October 21 from 3-5pm at the NWCSRA Office (10 Montrose Dr, Romeoville). The event was extremely successful last year. The agency is excited to accommodate larger numbers this year due to less restrictive COVID requirements. The Romeoville Fire, Police and Public Works departments will be on hand to support for this year's event. NWCSRA is currently taking donations from local area businesses and individuals wishing to support this year's event.

NWCSRA Focus Groups

- NWCSRA will be working with Campfire Concepts to conduct four different focus groups (Board, Staff, Participants/Families, and Community Stakeholders) during the months of October and November to explore NWCSRA resident and user opinions, interests, needs, desires and value of NWCSRA's programs and services as well as how these relate to board, staff and community stakeholder expectations. Campfire Concepts has worked with staff to define a new logo and style guidelines for agency branding.

Recognition Dinner Dance

- NWCSRA is hosting a Recognition Dinner Dance on December 16 at the Bolingbrook Golf Club to honor participant and staff achievements. In addition to participants, families and staff, we are inviting member agency and other local public officials to attend. This will be the largest event since Lily Cache SRA joined NWCSRA in July of 2020. We are looking for it to be a true celebration of the agency and contributions from all participants, staff and contributors to initial and continued agency success!

Bolingbrook Park District
Summarized Revenue and Expense Analysis
As of September 30, 2021

	Revenue			Expense			Surplus/(Deficit)		
	Budget	Actual	Variance	Budget	Actual	Variance	Budget	Actual	Variance
Primary Operating Funds									
General	4,272,740	4,455,677	182,937	3,963,261	3,629,431	333,830	309,479	826,246	516,767
Recreation (Excluding Rev Facilites)	2,309,423	2,291,268	(18,156)	2,341,052	2,174,347	166,705	(31,629)	116,921	148,549
Museum	154,462	90,449	(64,013)	371,198	156,276	214,923	(216,736)	(65,826)	150,910
Special Recreation	328,294	265,476	(62,817)	638,690	458,022	180,668	(310,396)	(192,546)	117,851
Revenue Facilities									
Aquatics	1,142,736	1,040,709	(102,027)	1,126,730	1,000,519	126,211	16,007	40,191	24,184
Lifestyles	288,990	154,957	(134,033)	284,803	225,079	59,724	4,187	(70,123)	(74,310)
*Golf/Ashbury's	-	-	-	-	-	-	-	-	-
Total Revenue Facilities	1,431,726	1,195,666	(236,060)	1,411,533	1,225,598	185,935	20,193	(29,932)	(50,126)
Total Primary Operating Funds	8,496,646	8,298,537	(198,109)	8,725,735	7,643,674	1,082,061	(229,089)	654,863	883,952
Other Operating Funds									
Audit	23,742	24,529	787	30,169	26,576	3,593	(6,427)	(2,047)	4,380
Insurance/Worker's Comp	248,064	254,222	6,158	271,580	201,754	69,826	(23,516)	52,468	75,984
IMRF	212,723	191,410	(21,313)	273,466	256,459	17,007	(60,743)	(65,049)	(4,305)
Social Security	369,465	330,744	(38,721)	382,183	276,192	105,991	(12,718)	54,552	67,271
Paving & Lighting	45,975	30,623	(15,353)	53,874	58,674	(4,800)	(7,898)	(28,051)	(20,153)
Police	58,170	56,652	(1,517)	51,929	54,429	(2,500)	6,241	2,224	(4,017)
Total Operating Funds	9,454,784	9,186,716	(268,068)	9,788,934	8,517,756	1,271,178	(334,150)	668,960	1,003,110
Capital	104,981	582,215	477,235	2,847,763	2,878,676	(30,913)	(2,742,782)	(2,296,460)	446,322
Debt Service	1,949,785	1,847,892	(101,892)	506,107	508,168	(2,061)	1,443,677	1,339,724	(103,953)
Working Cash	4,724	83	(4,642)	-	-	-	4,724	83	(4,642)
Total All Funds	11,514,274	11,616,907	102,633	13,142,804	11,904,600	1,238,204	(1,628,531)	(287,693)	1,340,837

*Golf/Ashbury's excluded.

MINUTES OF a Regular meeting of the Board of Park Commissioners of the Bolingbrook Park District, Will County, Illinois, Held at the Recreational Center, 201 Recreation Drive, Bolingbrook, Illinois, within Said District, at 7:00 P.M. on Thursday, October 21, 2021

The President called the meeting to order and directed the Secretary to call the roll.

Upon the roll being called, _____ the President, and the following Park Commissioners at said location answered being Present:

_____.

The following Park Commissioners were absent from the meeting:

_____.

Park Commissioner _____ present and the Secretary read in full the following: **ORDINANCE NO. 21-06**

ORDINANCE APPROVING PERSONNEL POLICY MANUAL AS REVISED

ORDINANCE NO. 21-06

ORDINANCE APPROVING PERSONNEL POLICY MANUAL AS REVISED

WHEREAS, the Bolingbrook Park District (the "Park District") is a municipal corporation duly organized and existing under the laws of the State of Illinois; and

WHEREAS, the Park District derives its rights, power, and authority from the various sections of the Park District Code (the "Code") 70 ILCS 1205/1 *et seq.*; and

WHEREAS, the Board of Park Commissioners of the Bolingbrook Park District finds and hereby declares that it is in the best interests of the Park District to approve the Personnel Policy Manual as revised, which is attached hereto as Exhibit 1;

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF PARK COMMISSIONERS OF THE BOLINGBROOK PARK DISTRICT, WILL COUNTY, ILLINOIS, AS FOLLOWS:

SECTION ONE: The recitals set forth hereinabove shall be and are hereby incorporated as findings as if said recitals were fully set forth within this Section One.

SECTION TWO: The Board of Park Commissioners hereby approves the Personnel Policy Manual as revised, which is attached hereto as Exhibit 1.

SECTION THREE: Any and all policies, resolutions, or ordinances of the Park District which may conflict with this ordinance shall be, and they are hereby, repealed.

SECTION FOUR: This ordinance shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED THIS 21st day of October, 2021.

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED THIS 21st day of October, 2021.

President, Board of Park Commissioners

ATTEST:

Secretary, Board of Park Commissioners

Park Commissioner _____ moved and Park Commissioner _____ seconded the motion that the ordinance as presented and read be approved.

After a full discussion thereof, the President directed that the roll be called for a vote upon the motion to adopt said ordinance as read.

Upon the roll being called, the following Park Commissioners voted:

AYE: _____

NAY: _____

ABSENT: _____

Whereupon the President declared the motion carried and the ordinance adopted, approved, and signed the same in open meeting, and directed the Secretary to record same in the records of the Board of Park Commissioners of the Bolingbrook Park District, Will County, Illinois, which was done.

Other business not related to the passage of this ordinance was duly transacted at the meeting.

Upon motion duly made and seconded, the meeting was adjourned.

Secretary, Board of Park Commissioners
Bolingbrook Park District
Will County, Illinois

STATE OF ILLINOIS)
) SS.
COUNTY OF WILL)

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Park Commissioners (the "Board") of the Bolingbrook Park District, Will County, Illinois (the "District"), and as such official I am the keeper of the records and files of the District and the Board.

I further certify that the foregoing constitutes a full, true, and complete transcript of the minutes of the meeting of said Board held on the 21st day of October, 2021 insofar as same relate to the adoption of the following: **RESOLUTION 21-06**

ORDINANCE APPROVING PERSONNEL POLICY MANUAL AS REVISED

a true, correct, and complete copy of which 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 members of the Board of Park Commissioners 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 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 "AN ACT in Relation to Meetings," approved July 11, 1957, as amended (the "Open Meetings Act"), and with the provisions of the Park District Code 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 at Bolingbrook, Illinois, this 21st day of October, 2021.

Secretary, Board of Park Commissioners
Bolingbrook Park District
Will County, Illinois

BPD Policy Manual Changes and Adjustments 2021

Original Language In PPM

EQUAL EMPLOYMENT OPPORTUNITY

In accordance with federal, state and local laws, regulations and ordinances, all of the Park District's personnel policies, procedures and decisions pertaining to hire, promotion transfer, layoff, rates of pay, benefits, discipline, discharge and other terms and conditions of employment for all qualified applicants and employees are made without regard to race; color; national origin; religion; sex, sexual orientation and gender identity or expression; age; pregnancy, childbirth and medical or common conditions related to pregnancy or childbirth; disabilities; marital or civil union status; order of protection status; military, discharge or veteran status; citizenship status; or any other characteristic protected by local, state or federal laws, regulations or ordinances.

If an individual who has a disability believes that he/she requires a reasonable accommodation to perform an essential function of his/her position, then he/she should promptly contact Human Resources or any member of management with whom he/she is comfortable discussing the matter.

The Executive Director has overall responsibility for this policy and maintains reporting and monitoring procedures. If you feel that you have been discriminated against in any respect, you should immediately bring the matter to the attention of your supervisor or manager or any other member of management with whom you would feel comfortable raising it. All such complaints will be treated with confidentiality to the maximum extent appropriate and will be thoroughly investigated and reviewed.

Retaliation against any person who has complained about discrimination, filed a charge of discrimination, or who has otherwise participated in any investigation of discrimination will not be tolerated. Such activity is unlawful and will result in severe discipline, up to and including discharge.

UPDATED LANGUAGE (new per statute)

EQUAL EMPLOYMENT OPPORTUNITY

In accordance with federal, state and local laws, regulations and ordinances, all of the Park District's personnel policies, procedures and decisions pertaining to hire, promotion transfer, layoff, rates of pay, benefits, discipline, discharge and other terms and conditions of employment for all qualified applicants and employees are made without regard to a person's actual or perceived race or ethnicity, ethnic group identification, ancestry, nationality, national origin, color, religion, gender or sex, (includes gender identity, gender expression, pregnancy, childbirth, breastfeeding, and pregnancy-related medical conditions), sexual orientation, mental or physical disability, age, immigration status, citizenship status, work authorization status, marital status, civil union status, registered domestic partner status, genetic information, order of protection status, political belief or affiliation (not union-related), military status, unfavorable discharge from military service, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics or any other characteristic protected by local, state or federal laws, regulations or ordinances.

If an individual who has a disability believes that he/she requires a reasonable accommodation to perform an essential function of his/her position, then he/she should promptly contact Human Resources or any member of management with whom he/she is comfortable discussing the matter.

The Executive Director has overall responsibility for this policy and maintains reporting and monitoring procedures. If you feel that you have been discriminated against in any respect, you should immediately bring the matter to the attention of your supervisor or manager or any other member of management with whom you would feel comfortable

Original Language In PPM

DISCRIMINATORY AND SEXUAL HARASSMENT

Employees should be able to work in an atmosphere free from all forms of harassment. Therefore, it is the Park District's policy to prohibit all types of discriminatory practices, including harassment on the basis of any protected characteristic. This policy extends to each and every level of our operations; harassment, whether by a fellow employee, supervisor, manager, vendor, stakeholder, guest or elected official, will not be tolerated. Offensive, derogatory, intimidating or otherwise inappropriate actions, words, jokes, or comments based on an individual's race; color; national origin; religion; sex, sexual orientation and gender identity or expression; age; pregnancy, childbirth and medical or common conditions related to pregnancy or childbirth; disabilities; marital or civil union status; order of protection status; military, discharge or veteran status; citizenship status; or any other characteristic protected by local, state or federal laws, regulations or ordinances are strictly prohibited.

Activities of this nature are unlawful and serve no legitimate purpose; they have a disruptive effect on an employee's ability to perform his or her job and they undermine the integrity of the employment relationship. The purpose of this policy is not to regulate our employees' personal morality. Rather, it is to assure that no one harasses Park District employees on any protected basis.

UPDATED LANGUAGE (new per statute)

DISCRIMINATORY AND SEXUAL HARASSMENT

Employees should be able to work in an atmosphere free from all forms of harassment. Therefore, it is the Park District's policy to prohibit all types of discriminatory practices, including harassment on the basis of any protected characteristic. This policy extends to each and every level of our operations; harassment, whether by a fellow employee, supervisor, manager, vendor, stakeholder, guest or elected official, will not be tolerated. Offensive, derogatory, intimidating or otherwise inappropriate actions, words, jokes, or comments based on an a person's actual or perceived race or ethnicity, ethnic group identification, ancestry, nationality, national origin, color, religion, gender or sex, (includes gender identity, gender expression, pregnancy, childbirth, breastfeeding, and pregnancy-related medical conditions), sexual orientation, mental or physical disability, age, immigration status, citizenship status, work authorization status, marital status, civil union status, registered domestic partner status, genetic information, order of protection status, political belief or affiliation (not union-related), military status, unfavorable discharge from military service, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics or any other characteristic protected by local, state or federal laws, regulations or ordinances are strictly prohibited.

Activities of this nature are unlawful and serve no legitimate purpose; they have a disruptive effect on an employee's ability to perform his or her job and they undermine the integrity of the employment relationship. The purpose of this policy is not to regulate our employees' personal morality. Rather, it is to assure that no one harasses Park District employees on any protected basis.

UPDATED LANGUAGE (new per statute)

Pregnancy Discrimination

The Park District prohibits discrimination on the basis of pregnancy and is committed to making reasonable accommodation related to pregnancy, childbirth, and medical or common conditions related to pregnancy or childbirth.

The Park District will not deny or remove a pregnant employee from a position because the employee is pregnant, considering pregnancy, or experiencing any pregnancy-related problems. All decisions regarding a pregnant employee's placement in or continuation in a job will be based on the same consideration that governs all employment decisions - the employee's ability to satisfactorily perform the essential duties of the job in question, with or without reasonable accommodation.

Employees who believe they need a reasonable accommodation to perform the essential functions of their job due to pregnancy, childbirth, and medical or common conditions related to pregnancy or childbirth should contact their department head. If the employee feels uncomfortable making an accommodation request to their department head, or believes their accommodation request was not properly managed, the employee should contact the Executive Director or Human Resources.

On receipt of an accommodation request, the department head and the employee's immediate supervisor will meet with the employee to discuss the potential reasonable accommodations the Park District might make to help to allow the employee to perform the essential job functions of their position. Reasonable accommodations under this policy may include but are not limited to: more frequent or longer bathroom breaks; breaks for increased water intake; breaks for periodic rest; private non-bathroom space for expressing breast milk and breastfeeding; seating accommodations; assistance with manual labor; temporary transfer to a less strenuous or non-hazardous position; acquisition or modification of equipment; job restructuring; part-time or modified work schedule; appropriate adjustment or modifications of examinations or training materials; assignment to a vacant position; or providing leave.

The Park District will inform the employee of its decision on the accommodation request in writing. If the accommodation request is denied, the employee will be advised of their right to appeal the decision by submitting a written statement explaining the reasons for the request

If an employee has a question, complaint, or problem related to pregnancy discrimination, the employee should relate such question, complaint, or problem to their department head. If the employee feels uncomfortable doing so, or if their department head is the source of the problem, condones the problem, or ignores the problem, the employee can contact Human Resources. If the employee is uncomfortable contact Human Resources, they may contact the Executive Director.

Original Language In PPM

Complaint Reporting Procedure

Allegations of harassment are taken very seriously. If you believe that you are the victim of harassment, you should do the following:

- You should immediately bring the matter to the attention of your supervisor or manager. If your supervisor or manager is somehow involved in the harassment, condones the harassment, or ignores the harassment, or if you are uncomfortable talking to him or her, you should report this matter to any other member of management you wish.
- You may also bypass the above reporting procedure and report incidents of harassment directly to the Human Resources or to the Executive Director.
- The purpose of this procedure is to establish prompt, thorough, and effective procedures for responding to every report and incident so that problems can be identified and remedied by the municipality. However, all municipal employees have the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) for information regarding filing a formal complaint with those entities. An IDHR complaint must be filed within 180 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days.

Supervisors and managers must report immediately to the Human Resources or to the Executive Director any incidents that they hear or observe that may constitute a violation of this policy.

No supervisor or manager has the authority to condition any tangible job benefit on an employee's putting up with or agreeing to any conduct that may violate this policy. If you believe that you have been deprived of any job benefit or that you have been threatened, you should immediately report it to one of the individuals listed above. If there are no witnesses and the victim fails to notify a supervisor or other responsible

UPDATED LANGUAGE (new per statute)

Complaint Reporting Procedure

Allegations of harassment are taken very seriously. If you believe that you are the victim of harassment, you should do the following:

- You should immediately bring the matter to the attention of your supervisor or manager. If your supervisor or manager is somehow involved in the harassment, condones the harassment, or ignores the harassment, or if you are uncomfortable talking to him or her, you should report this matter to any other member of management you wish.
- You may also bypass the above reporting procedure and report incidents of harassment directly to the Human Resources or to the Executive Director.
- The purpose of this procedure is to establish prompt, thorough, and effective procedures for responding to every report and incident so that problems can be identified and remedied by the municipality. However, all municipal employees have the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) for information regarding filing a formal complaint with those entities. An IDHR complaint must be filed within 180 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days.

Supervisors and managers must report immediately to the Human Resources or to the Executive Director any incidents that they hear or observe that may constitute a violation of this policy.

No supervisor or manager has the authority to condition any tangible job benefit on an employee's putting up with or agreeing to any conduct that may violate this policy. If you believe that you have been deprived of any job benefit or that you have been threatened, you should immediately report it to one of the individuals listed above. If there are no witnesses and the victim fails to notify a supervisor or other responsible officer, the Park District will not be presumed to have knowledge of the harassment.

If an employee believes they have been discriminated against or harassed by a non-employees/third parties including an agent, vendor, supplier, contractor, volunteer or person using Park District facilities, the employee can make a complaint, either verbally or in writing, to Human Resources who will investigate the incident(s) and determine the appropriate action, if any. The Park District will make reasonable efforts to protect the employee from further contact with such persons.

Alleged harassment by one elected official against another can be reported to the Board President. If the Board President is the person reporting the harassment or is implicated by the allegation, the report can be made to any other member of the Board of Trustees. If a complaint is made against an elected official of the Park District by another elected official of the Park District under this Section, the matter must be referred to the Park District's legal counsel. The allegations of the complaint will be thoroughly investigated through an independent review, which may include referring the matter to a qualified, independent attorney or consultant to review and investigate the allegations. Further, if warranted (as determined, where possible, by a committee of the other commissioners who are not the reporting official or the official who is the subject of the complaint), reasonable remedial measures will be taken.

Original Language In PPM

BACKGROUND CHECKS

The Park District is required by state statute (70 ILCS 1205/8-23) to obtain criminal conviction information concerning **all** applicants, and shall perform a criminal background check for applicants for **all** positions. The Park District will pay for the cost of the criminal background investigation. Pursuant to said statute, certain convictions shall automatically disqualify the applicant from consideration for working for the Park District. Any other conviction(s) shall not automatically disqualify the applicant from consideration, but rather, the conviction(s) will be considered ~~in relationship to the specific job~~ based on an individualized assessment in accordance with applicable law.

Applicants may be required to submit fingerprints and/or other identification information in order to facilitate such an investigation. All information concerning the record of convictions shall be confidential and will only be transmitted to those persons who are necessary to the decision process.

Candidates must sign an acknowledgment of and agree to this policy as a condition of consideration for employment.

The Park District will furnish the applicant upon request with a copy of the criminal background investigation records provided by the Department of State Police.

Criminal background investigations may be required as a condition of continued employment with the Park District if reasonable suspicion or other lawful factors exist for such investigations.

UPDATED LANGUAGE (new per statute)

BACKGROUND CHECKS

The Park District is required to conduct criminal background checks, as a condition of employment. The Park District will pay for the cost of the criminal investigation. Pursuant to the Park District Code (70 ILCS 1205/8-23), certain convictions shall automatically disqualify the applicant from consideration for working at the Park District. Unless authorized by law, the Park District will not consider Conviction Records as a disqualification for employment unless there is a substantial relationship between one or more of the previous criminal offenses and the employment sought or held, or the welfare of specific individuals or the general public. Disqualification of employment based on Conviction Records will be made in accordance with the Illinois Human Rights Act, as outlined in Appendix J.

Applicants are not obligated to disclose sealed or expunged records of conviction or arrest. Candidates must sign an acknowledgment of and agree to this policy as a condition of consideration for employment.

The Park District will furnish the applicant upon request with a copy of the criminal background investigation records provided by the Department of State Police.

Criminal background investigations may be required as a condition of continued employment with the Park District if reasonable suspicion or other lawful factors exist for such investigations.

Original Language In PPM

VACATION

Vacations are provided to employees in full-time positions as a means of refreshing one's health, rest, and relaxation.

- **OLD VERSION:** Vacations will be granted to a full-time employee at a time convenient to the District. Vacation is earned throughout the year on a pay period basis. The Executive Director may advance an employee his/her annual vacation allotment subject to a written agreement, signed at the time of the advancement, for reimbursement to the Park District for any unearned, used portion should the employee leave the Park District prior to the time the vacation day(s) have accrued.

	Earned Vacation	Maximum Carry Over Per Year
Year		
Year of hire	5/26 day per pay period (1 week/yr)	2.5 days
1	5 days, accruing at 5/26 day per pay period (1 week/yr)	2.5 days
2 – 5	10 days, accruing at 5/13 day per pay period (2 weeks/yr)	5.0 days
6 – 10	15 days, accruing at 15/26 day per pay period (3 weeks/yr)	7.5 days
11 & up	20 days, accruing at 10/13 day per pay period (4 weeks/yr)	10.0 days

UPDATED LANGUAGE (INTERNAL POLICY CHANGE)

VACATION

Vacations are provided to employees in full-time positions as a means of refreshing one's health, rest, and relaxation.

Vacations will be granted to a full-time employee at a time convenient to the Park District. Vacation is earned throughout the year on a pay period basis. The Executive Director may advance an employee his/her annual vacation allotment subject to a written agreement. The written agreement must be signed by the employee and their supervisor, their Department Director, Human Resources, and the Executive Director, prior to taking the vacation. Advancements for vacation may not exceed 40 hours in any one year and must be paid back before a new advancement is considered. Advancements may be used along with accrued vacation. If an employee leaves the Park District prior to accruing back the borrowed time, the employee will be required to pay back the unearned, unused portion to the Park District. Employees using time off, between calendar years, must review with Human Resources that they will not lose any accrued time off in the carryover period. Managers should notify Human Resources immediately after confirming with any full-time employee wanting to borrow time, so as to leave enough time for processing and getting the approvals needed on the form.

Year	Accrued/ Earned Vacation	Maximum Carry Over Per Year
Year of Hire – Year 5	80 hours*	40 hours
Year 6 – Year 10	120 hours	60 hours
Year 11 and Up	160 hours	80 hours

*Hours accrued in Year of Hire will depend on employment start date.

- Unused accrued vacation will be paid to an employee at the time of separation.

An employee shall complete a Leave Request for vacation to his/her immediate supervisor.

Original Language In PPM

HOLIDAYS

Legal holidays observed by the Bolingbrook Park District for full-time employees are as follows:

- a. New Year's Day
- b. Good Friday
- c. Memorial Day
- d. Independence Day
- e. Labor Day
- f. Veteran's Day
- g. Thanksgiving Day
- h. Day after Thanksgiving
- i. Christmas Day

and ½ day Christmas Eve and ½ Day New Years Eve

A full-time hourly employee must work the last scheduled work day before and the first scheduled work day after a holiday or work day designated as such in order to be paid for the holiday, unless the employee is on approved paid leave. An employee who has worked the last scheduled day before the holiday and is unable to work the day after the holiday due to layoff will be paid holiday pay.

UPDATED LANGUAGE (INTERNAL POLICY CHANGE)

HOLIDAYS

Legal holidays observed by the Bolingbrook Park District for full-time employees are as follows:

New Years Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day
Labor Day	One Floating Holiday of Employee Choice *
Veteran's Day	½ Day Christmas Eve ½ Day New Years Eve

*Floating Holiday must be one (1) 8-hour day.

A full-time hourly employee must work the last scheduled workday before and the first scheduled workday after a holiday or workday designated as such in order to be paid for the holiday. In the case of Christmas Eve and/or New Year Eve the employee must work the four hours preceding the holiday time. Exception to this is if the employee is on approved paid leave. An employee who has worked the last scheduled day before the holiday and is unable to work the day after the holiday due to layoff/furlough will be paid holiday pay.

The Floating Holiday may be added to the front or back of vacation time.

Original Language In PPM

FMLA

Employee Benefits During Family and Medical Leave of Absence You will be permitted to maintain health, dental, and vision) insurance coverage for the duration of the leave under the same conditions coverage would have been provided if you had remained actively at work. While you are on leave, you will be responsible for paying your share of insurance premiums to the same extent as is you were actively work, therefore, you must make arrangements for the continuation of and payment of normal deductions from your paycheck before you go on leave status. If you do not return to work after the leave, or if you fail to pay your portion of the premiums, you will be required, under certain circumstances, to reimburse the Park District for the costs and expenses associated with insuring you during the leave.

UPDATED LANGUAGE (INTERNAL POLICY CHANGE)

Employee Benefits During Family and Medical Leave of Absence

You will be permitted to maintain health, dental, and vision) insurance coverage for the duration of the leave under the same conditions coverage would have been provided if you had remained actively at work. While you are on leave, you will be responsible for paying your share of insurance premiums to the same extent as is you were actively work, therefore, you must make arrangements for the continuation of and payment of normal deductions from your paycheck before you go on leave status. If you do not return to work after the leave, or if you fail to pay your portion of the premiums, you will be required, under certain circumstances, to reimburse the Park District for the costs and expenses associated with insuring you during the leave.

If you are on FMLA or a BPD approved leave of absence, your continuity of employment will NOT be affected. You will not accrue paid vacation or illness or injury time during these leave periods. In addition, you will not be eligible for holiday pay during these leave periods.

Original Language In PPM

VESSA Leave

Under the Illinois Victims' Economic Security and Safety Act (VESSA), employees may take up to a total of twelve (12) workweeks of unpaid leave from work during any rolling twelve (12) month period in order to address matters involving domestic violence as provided for under Illinois law.

Eligibility

Generally, to be eligible for VESSA leave, the employee must either be a victim of domestic violence or a family or household member of such a victim. Leave may be taken for the following reasons:

- To seek medical attention or treatment;
- To seek psychological counseling;
- To obtain victim services;
- To relocate for reasons of safety;
- To seek legal assistance; and/or
- To participate in a related court proceeding;

“Family or household member” means a spouse, civil union partner, parent, son, daughter and persons jointly residing in the same household whose interests are not adverse to the employee as it relates to the domestic or sexual violence. “Parent” means the biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a son or daughter. “Son or daughter” means a biological, adopted or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is under 18 years of age, or is 18 years of age or older and incapable of self-care because of a mental or physical disability.

Leave Time

To take leave of absence under VESSA, employees should contact their supervisor or Human Resources. If applying for VESSA leave for a condition that also qualifies for FMLA leave, the leave time will also count as FMLA leave and will run concurrently with FMLA leave. Otherwise, the VESSA leave time will be in addition to FMLA time off.

Notice Required

Employees must provide their supervisor or Human Resources with advance notice (at least forty-eight (48) hours) of the intention to take the leave if they had advance notice of the need for the time off. If such notice is not possible, they must notify their supervisor or Human Resources as soon as is practicable.

Certification Required

If the employee is eligible for VESSA leave and seeks to use it, they must provide their supervisor or Human Resources with certification (a sworn statement) that: (a) states that they or their family member is a victim of domestic violence; and, (b) includes their reason(s) for taking the leave. In addition to their sworn statement, they also must provide corroborating information to support the need for their leave, such as documentation prepared by a victim services organization, attorney, clergy member, medical or professionals who provided assistance to the victim; police or court records; or other corroborating evidence. The supporting documentation may be submitted as it becomes available. Certification must be provided within a reasonable time (generally no later than 15 days) following the request by the Human Resources or their supervisor.

Confidentiality

All information provided to the employer regarding notification for VESSA leave and the certification required for VESSA leave shall be retained in the strictest confidence by the employer and separate from the employee's personnel file, subject to disclosure only as required by law.

Employment and Benefits

Time off that is approved under this policy is unpaid, and the time spent on VESSA leave will not be considered or counted as "time worked" for the purposes of accruing or earning employment benefits. However, the employee will be permitted to maintain health insurance coverage for the duration of the leave under the same conditions coverage would have been provided had they remained actively at work. If an employee fails to return from VESSA leave, for reasons other than the continuation or recurrence of domestic violence, the employee is required to repay the premiums that the Park District paid on their behalf while they were on leave.

Upon return from VESSA leave, employees are entitled to restoration to their position of employment or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. However, nothing in this policy shall be construed to entitle any restored employee to have accrued any seniority or employment benefits during any period of leave or any right, benefit, or position of employment that the employee would not have received had the leave not been taken.

The Park District will not fail to hire, refuse to hire, discharge, or harass any individual exercising their rights under this policy or otherwise discriminate against any individual exercising their rights under this policy with respect to the compensation, terms, conditions, or privileges of employment of the individual, or retaliate against an individual in any form or manner for exercising their rights under this policy.

UPDATED LANGUAGE (new per statute)

VESSA Leave

Pursuant to the Victims' Economic Security and Safety Act of 2003 ("VESSA"), Bolingbrook Park District will provide employees up to twelve (12) weeks of unpaid leave during a 12-month period to an employee who is a victim of domestic, sexual violence, gender violence, or any other crime of violence or who has a family or household member who is a victim of domestic, sexual violence, gender violence or any other crime of violence to address domestic, sexual or gender violence.

Eligibility. A Park District employee may request a VESSA leave if the employee is:

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

"Family or household member" means a spouse, civil union partner, parent, grandparent, child, grandchild, sibling or any other person related by blood or by present or prior marriage or civil union, other person who shares a relationship through a child, or any other individual whose close association with the employee is the equivalent of a family relationship as determined by the employee, and persons jointly residing in the same household.

"12-month period" means a rolling 12-month period measured forward from the date leave is taken and continuous with each additional leave day taken.

Leave Time

Intermittent or Reduced Leave: An employee may take a VESSA leave consecutively in a block amount of time, on an intermittent basis (a few days or few hours at a time), or on a reduced work schedule.

Substitution of Other Available Leave Time: An employee may use any available paid or unpaid leave (including family, medical, sick, annual, personal, etc.) from employment, in substitution for any period of a VESSA leave for an equivalent period of leave.

Notice Required

Employee shall provide the Park District with at least 48 hours' advance notice of the employee's intention to take the VESSA leave, unless providing such notice is not practicable. When an unscheduled absence occurs, the Park District will not take any action against the employee if the employee provides certification described in the next section. The Park District may require an employee on leave under this policy to report periodically to the Park District on the status and intention of the employee to return to work.

Certification

For a VESSA leave, employees must submit the certification found in Appendix L to demonstrate the need for the leave. The certification must be provided by the employee as soon as reasonably possible, but in most cases, within 15 days after requesting the leave.

The certification requirement may be satisfied by the submission of a sworn statement from the employee and if the employee has possession of such document, the employee shall provide one of the following:

- Documentation from a victim services organization, attorney, clergy, or medical or other professional from whom the employee or the family/household member has sought assistance from in addressing domestic, sexual, gender violence or any other crime of violence and/or its effects;
- A police or court record; or
- Other corroborating evidence.

The employee shall choose which document to submit, and the employer shall not request or require more than one document to be submitted during the same 12-month period leave is requested or taken if the reason for leave is related to the same incident or incidents of violence or the same perpetrator or perpetrators of violence.

All documentation related to an employee's need for a VESSA leave will be held in strict confidence and will only be disclosed if (1) requested or consented to in writing by the employee; or (2) otherwise required by applicable Federal or State law.

Return to Work: In general, an employee who takes leave under this policy shall be entitled, on return from such leave:

1. to be restored by the Park District to the position of employment held by the employee when the

- leave commenced; or
2. to be restored to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

Effect on Benefits: During any period that an employee takes leave under this policy, the Park District shall maintain coverage for the employee and any family/household member under any group health plan for the duration of such leave at the level and under the conditions coverage would have been provided if the employee had continued in employment continuously for the duration of such leave. While on unpaid portion of the leave pursuant to VESSA, an employee will not accrue additional vacation or sick time. Accrued vacation and paid holidays will also be accounted for during any VESSA leave for the employee or an employee's family/household member.

Reasonable Accommodations: Within the provisions of VESSA, a reasonable accommodation will be made for an employee when there are limitations resulting from circumstances that relate to being a victim of domestic, sexual violence, gender violence or any criminal violence or a family or household member being a victim of domestic, sexual violence, gender violence or any criminal violence.

Failure to Return from Leave: The Park District may recover the premium that the Park District paid for maintaining coverage for an employee and the employee's family/household member under such group health plan during any period of leave under this policy if:

1. the employee fails to return from leave under this policy after the period of leave to which the employee is entitled has expired; and
2. the employee fails to return to work for a reason other than:
 - a. the continuation, recurrence, or onset of domestic, sexual violence, gender violence or any other criminal violence that entitled the employee to leave; or
 - b. other circumstances beyond the control of the employee.

The Park District may require an employee who claims that they are unable to return to work because of a reason described in 2(a) or (b) above to provide, within a reasonable period after making the claim, certification, as described above, to the Park District that the employee is unable to return to work because of that reason.

The Park District will not fail to hire, refuse to hire, discharge, or harass any individual exercising their rights under this policy or otherwise discriminate against any individual exercising their rights under this policy with respect to the compensation, terms, conditions, or privileges of employment of the individual, or retaliate against an individual in any form or manner for exercising their rights under this policy.

Confidentiality

All information provided to the Park District pursuant to this policy, including a statement of the employee or any other documentation, record or corroborating evidence, and the fact that the employee has requested or obtained an accommodation pursuant to this policy shall be retained in the strictest confidence by the employer, except to the extent that disclosure is: (1) requested or consented to the in writing by the employee; or (2) otherwise required by the applicable federal or State law.

* This policy has been revised to contemplate legislative requirements that go into effect January 2022.

Original Language In PPM

INSURANCE AND HOSPITALIZATION

The Park District provides all eligible employees with group insurance. This insurance will partially or totally cover the following items:

- a. Life Insurance
- b. Accidental Death and Dismemberment
- c. Medical Benefits
- d. Dental Benefits
- e. Prescription Coverage

f. Vision Benefits

Employees who the Park District views as Full Time will generally be eligible for group health benefits. Please review the plan documents for each benefit described above for the specific eligibility provisions related to that benefit.

Once all necessary enrollment information is provided, coverage will begin the first of the month following completion of thirty (30) days of employment.

Health, dental, and vision insurance benefits are available to eligible employees through payroll deduction. An employee contribution rate not to exceed 15% for family coverage is offered to eligible employees.

Employees may opt out of the District provided health, dental, and vision insurance plans if, and only if, they provide evidence of coverage under another plan.

Unless continuation coverage is otherwise elected, termination of coverage provided by the Park District is the last day of employment for vision and the last day of the month for medical and dental coverage.

Continuation of health insurance benefits may be available as provided for in the Comprehensive Omnibus Budget Reconciliation Act of 1986 (COBRA) to an employee, spouse and dependent children for up to eighteen months in the event of resignation, reduction of hours, layoff or termination (except where termination results from gross misconduct). Coverage may be available for up to thirty-six months for the spouse and/or dependent children in the event of an employee's death, divorce or separation. If coverage is provided under Medicare or a covered child ceases to be a dependent as defined in the plan, coverage under the plan ends. The initial eighteen-month continuation period may be extended to twenty-nine

months if the Social Security Administration determines that a qualified beneficiary was disabled at the time of the original termination or reduction in hours. Additionally, employees who leave employment to serve in the uniformed services may be eligible for continuation coverage for up to twenty-four months.

The full cost of coverage at the group rate is the responsibility of the employee, spouse or dependent child. Employees, as well as their spouses and dependent children, will be notified of their rights for continued health coverage at the time they become covered by the Park District's group health plans and in the event they leave the company or have a reduction in hours. Employees must notify the Park District if an event occurs that would enable the spouse and/or dependent children to exercise their COBRA rights or of an event that terminates COBRA coverage.

The Park District and/or our agent will provide employees with the details of their rights under COBRA in separate notification letters at the appropriate times.

Additional continuation coverage opportunities may be available for certain eligible employees who retire and are eligible to receive an IMRF pension benefit at the time of retirement.

UPDATED LANGUAGE (INTERNAL POLICY CHANGE)

INSURANCE AND HOSPITALIZATION

The Park District provides all eligible employees with group insurance. This insurance will partially or totally cover the following items:

Life Insurance

Accidental Death and Dismemberment

Medical Benefits

Dental Benefits

Prescription Coverage

Vision Benefits

Employees who the Park District views as Full Time will generally be eligible for group health benefits. Please review the plan documents for each benefit described above for the specific eligibility provisions related to that benefit.

- Once all necessary enrollment information is provided, coverage will begin the first day of the month after their start of employment.

Health, dental, and vision insurance benefits are available to eligible employees through payroll deduction. An employee contribution rate not to exceed 15% for family coverage is offered to eligible employees.

Employees may opt out of the District provided health, dental, and vision insurance plans if, and only if, they provide evidence of coverage under another plan.

Unless continuation coverage is otherwise elected, termination of coverage provided by the Park District is the last day of employment for vision and the last day of the month for medical and dental coverage.

Continuation of health insurance benefits may be available as provided for in the Comprehensive Omnibus Budget Reconciliation Act of 1986 (COBRA) to an employee, spouse and dependent children for up to eighteen months in the event of resignation, reduction of hours, layoff or termination (except where termination results from gross misconduct). Coverage may be available for up to thirty-six months for the spouse and/or dependent children in the event of an employee's death, divorce or separation. If coverage is provided under Medicare or a covered child ceases to be a dependent as defined in the plan, coverage under the plan ends. The initial eighteen-month continuation period may be extended to twenty-nine

months if the Social Security Administration determines that a qualified beneficiary was disabled at the time of the original termination or reduction in hours. Additionally, employees who leave employment to serve in the uniformed services may be eligible for continuation coverage for up to twenty-four months.

The full cost of coverage at the group rate is the responsibility of the employee, spouse or dependent child. Employees, as well as their spouses and dependent children, will be notified of their rights for continued health coverage at the time they become covered by the Park District's group health plans and in the event they leave the company or have a reduction in hours. Employees must notify the Park District if an event occurs that would enable the spouse and/or dependent children to exercise their COBRA rights or of an event that terminates COBRA coverage.

The Park District and/or our agent will provide employees with the details of their rights under COBRA in separate notification letters at the appropriate times.

Additional continuation coverage opportunities may be available for certain eligible employees who retire and are eligible to receive an IMRF pension benefit at the time of retirement.

In the event of a full-time employee being placed on furlough, the Executive Director may choose to continue medical, dental, vision, and BPD Life Insurance coverage for the furloughed employee (and dependents) for a designated period. If an employee is placed on furlough, they will need to pay the employee portion of coverage to continue full insurance. Supplemental insurance coverages would be paid directly to the individual carriers by the employee. If this period ends, the employee (and dependents) will be placed on COBRA.

Part time employees who work year-round, will have the option for supplemental insurances through payroll deductions at the time of hire or during open enrollment. If an employee misses a paycheck due to absence, illness, or furlough, they will need to pay the appropriate deduction amount directly to the individual carriers. When they return to work, payroll deductions will return as normal.

Original Language In PPM

USE OF PARK DISTRICT SERVICES

Full-time Employees

Full-time employees and their immediate family (spouses, children, parents, sisters and brothers, who reside in the employee's home) shall be entitled to complimentary memberships to Pelican Harbor Indoor/Outdoor Aquatic Park and LifeStyles Fitness Center.

They are also entitled to complimentary program registration for general and percentage based programs, but not contractual lessons. For contractual lessons, employees shall pay the contracted amount only, not the Park District administrative cost. In the case of general and percentage based programs including group lessons, the paid program enrollment must be at a "break even" point before the class will be held. Employees will be put on a waiting list until such time.

Complimentary registrations will not be processed until five (5) days after registration opens so that the general public has first opportunity to register.

On-line registration is not available to employees wishing to use employee credits. Employees registering on-line shall have their registration processed according to standard procedures and shall be charged the entire program fee.

Complimentary registrations do not extend to team sports, golf greens fees, or any food and beverages.

In the event of hardship, pandemic, or economic downfall facility use and employee credits may be suspended or cancelled for any duration of time per the Executive Director.

Regular Part-time and Seasonal Part-time Employees

Regular part-time employees and Seasonal part-time employees that are in good standing and worked in the previous year are eligible for an Employee Credits. A letter informing staff of the qualifying credits will be mailed after January 1 for the previous year's eligible employees, and will expire on December 31 of the year of issue.

Employee Credits will be earned on a sliding scale as follows:

Level 1	1 – 100 hours	\$ 25 Employee Credits
Level 2	101 – 500 hours	\$ 75 Employee Credits
Level 3	501 – 1000 hours	\$ 150 Employee Credits
Level 4	1001 – 1560 hours	\$ 300 Employee Credits

Employee Credits may be applied toward memberships or admission fees at facilities and toward the fees for recreation programs, with a few exceptions (listed below). When using the Employee Credits, Resident ID rates will apply.

Employee Credits May Not Be Used for:

Programs and Services:

Camp field trip fees	Memorial trees or benches
BPD gift cards or gift certificates	Community Garden Plots
Team sports	Adult Trips Fees
Uniforms/costumes/t-shirts	Park permits
Pro shop / point of sales items incl. Honey	Liquor licenses
Facility reservation deposits	Golf carts
Childcare	
Food and <u>Beverage items</u>	Lifeguard/ swim instructor certification/re-certification fees

Contractual Programs:

Employee Credits earnings can be used to pay the administrative fees only for the following programs/Services:

Contractual Recreation Programs	Birthday Parties
Private Lessons	
REACH Extended Care	
Personal Training	

Program registration using the Employee Credits shall not be processed until (5) days after registration opens so that the general public has first opportunity to register.

On-line registration is not available to employees wishing to use Employee Credits. Employees registering on-line shall have their registration processed according to standard procedures and shall be charged the entire program fee.

Employee Credits must be applied prior to any monthly draft arrangements.

Employee Credits not used within the year of issue will not be renewable.

Interns

For the duration of their internship, student interns will receive facility memberships and complimentary program registration as would a full-time employee.

UPDATED LANGUAGE (INTERNAL POLICY CHANGE)

USE OF PARK DISTRICT SERVICES

Full-time Employees (while working as full-time employees)

Full-time employees and their immediate family (spouses, children, parents, sisters and brothers, who reside in the employee's home) shall be entitled to complimentary annual aquatic membership and annual fitness membership (including group exercise classes).

Full time employees and their families are also eligible to receive a 50% discount off the Resident Rate (regardless of their residency) for eligible programs and services. (See below for restricted programs and services).

Employee registrations will not be processed until five (5) days after registration opens so that the general public has first opportunity to register.

On-line registration is not available to employees.

Regular Part-time Employees (while working as part-time employees)

Regular part-time employees shall be entitled to complimentary annual aquatic membership and annual fitness Membership (including group exercise classes) for themselves only.

If a regular part time employee wants to purchase annual fitness and aquatic memberships for their family, they are eligible to do so at a 30% discount off Resident Rate. (Family means: Spouses, children, parents, sisters and brothers, who reside in the employee's home).

Regular part-time employees are eligible to receive a 30% discount off the Resident Rate (regardless of their residency) for eligible programs and services for themselves only. (See below for restricted programs and services).

Employee registrations will not be processed until five (5) days after registration opens so that the general public has first opportunity to register.

On-line registration is not available to employees.

3. Seasonal employees [and Intern students] (while working as seasonal employees or interns)

Seasonal employees and interns shall be entitled to complimentary 4-month aquatic pass and a 4-month fitness pass (including group exercise classes) for themselves only.

If a seasonal employee wants to purchase an annual aquatic membership or an annual fitness membership, for themselves or their family, they are eligible to do so at a 30% discount off Resident Rate. (Family means: Spouses, children, parents, sisters and brothers, who reside in the employee’s home).

Seasonal employees are eligible to receive a 30% discount off the Resident Rate (regardless of their residency) for eligible programs and services for themselves. (See below for restricted programs and services).

Employee registrations will not be processed until five (5) days after registration opens so that the general public has first opportunity to register.

On-line registration is not available to employees.

4. In the event of hardship, pandemic, or economic downfall facility use and employee discounts may be suspended or cancelled for any duration of time by the Executive Director.

5. Discounts on Programs and Services May Not Be Used for The Following:

Day Camp field trip fees	Memorial trees or benches
BPD gift cards or gift certificates	Community Garden Plots
Team sports (Leagues)	Adult Trips Fees
Uniforms/costumes/t-shirts	Park permits
Pro shop / point of sales items incl. Honey	Greens fees and cart fees at BRGC
Childcare	Fitness Personal Training
Food and <u>Beverage items</u>	Private Lessons
Birthday Parties	Facility reservations and deposits
Lifeguard/ swim instructor certification/re-certification fees	

All employees will be asked for proof of current employment with Bolingbrook Park District at the time of registration.

UPDATED LANGUAGE (new per statute)

REPORTING IMPROPER OR UNSAFE ACTIVITY

Employees are encouraged to act and conduct themselves at all times in the best interests of the Park District. If an employee reasonably suspects or knows that another Park District employee is engaged in or has engaged in unlawful conduct while on duty, the employee must report such misconduct and any supporting information to his or her supervisor, department head, Superintendent of Human Resources or the Executive Director. If an employee reasonably suspects that the Executive Director is engaged in such conduct, the employee must report such conduct to the Board of Park Commissioners. Employees who report or disclose information in good faith, consistent with this policy, and applicable law, will not be retaliated against for having done so and no adverse action shall be taken against an employee for reporting such information unless it is determined that such report was knowingly false. Employees are expected to cooperate with investigations.

UPDATED LANGUAGE (new per statute)

Whistleblower Protection Policy

A whistleblower as defined by this policy as an employee of the Park District who reports an activity that they consider to be illegal or dishonest to one or more of the parties specified here and addressed in Appendix K. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures.

Examples of illegal or dishonest activities are violations of federal, state or local laws, billing for services not performed or for goods not delivered, and other fraudulent financial reporting,

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact their immediate supervisor, the Executive Director/Auditing Official as identified in Appendix K. The employee must exercise sound judgement to avoid baseless allegations. An employee who intentionally makes a false report or wrongdoing will be subject to discipline up to and including termination.

Whistleblower protections are provided in two important areas – confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation to comply with the law and to provide accused individuals their legal rights of defense. The Park District will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes they are being retaliated against should contact the Executive Director/Auditing Official as identified in Appendix K. The rights of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities should be promptly submitted to the Executive Director/Auditing Official as identified in Appendix K who is responsible for investigating and coordinating corrective action.

UPDATED LANGUAGE (new per statute)

ALCOHOL AND DRUG ABUSE POLICY

ACTS PROHIBITED:

Park District employees shall not manufacture, distribute, dispense, possess or use illicit drugs, unauthorized prescription drugs, alcohol or controlled substances on the premise of any Park District building or facility, in Park District-owned vehicles, during work hours or while on-call. Employees are also prohibited from being under the influence of illegal drugs, controlled substances, unauthorized prescription drugs or alcohol on the premises of any Park District building or facility, Park District-owned vehicles, or during working hours. This includes medical cannabis as defined by the Illinois Compassionate Use of Medical Cannabis Program Act, as amended and adult recreational cannabis use as defined by the Cannabis Regulation and Tax Act, as amended. This does not include alcohol which may be served at Park District functions or at a Park District bar. In accordance with the Right to Privacy in the Workplace Act, an employee is deemed “on-call” when the employee is scheduled with at least 24 hours’ notice by his or her employer to be on standby or otherwise responsible for performing tasks related to his or her employment either at the premises of any Park District building, facility or Park District-owned vehicle or other previously designated location by the Park District or his or her supervisor to perform a work-related task. 820 ILCS 55/1, *et seq.*

An employee may be considered to be impaired by the use of cannabis and subject to reasonable suspicion testing if the Park District has a good faith belief that the employee manifests specific, articulable symptoms while working that decrease or lessen the employee’s performance of the duties or tasks. If an employee is disciplined on the basis of being found under the influence or impaired by cannabis, the employee will have a reasonable opportunity to contest the basis of the discipline.

VOLUNTARY TREATMENT:

It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to disciplinary action. The District will not discipline an employee who voluntarily seeks treatment for a substance abuse problem if the employee is not in violation of the District’s drug and alcohol policy or other rules of conduct. Seeking such assistance will not be a defense for violating the District’s drug and alcohol policy, nor will it excuse or limit the employee’s obligation to meet the District’s policies, rules of conduct, and standards including, but not limited to, those regarding attendance, job performance, and safe and sober behavior on the job. Employees who suffer from alcohol or drug abuse are encouraged to consult voluntarily with District management and undergo appropriate medical treatment. Participation in such treatment will be at the employee's expense, although some of these expenses may be covered under the employee's group health plan. Please see the Human Resources for details. District management will attempt to keep such voluntary discussions and medical treatment confidential in accordance with this policy and the Park District will comply with laws related to the confidentiality of medical information.

The employee must enter the treatment program within ten (10) days from the time of recommendation of treatment. The Park District may reinstate the employee provided that the employee submits a statement issued by the medical facility certifying successful completion of the treatment program, that the employee is released to return to work, and that the employee agrees to all conditions of reinstatement as determined by the District, which may include, but is not limited to, future alcohol and/or drug testing.

Post-Accident Testing

Any employee involved in an accident while operating a vehicle or equipment owned by the Park District will be required to submit to a post-accident urine drug and/or breath alcohol test as soon as practicable following the incident:

1. If an accident involves a fatality;
2. If a driver receives a citation for a moving traffic violation and the accident involves bodily injury to a person who as a result of the accident immediately receives medical treatment away from the scene of the accident, or,
3. If a driver receives a citation for a moving traffic violation and one or more motor vehicles incur disabling damage as a result of the accident, requiring the motor vehicle(s) to be transported away from the scene by a tow truck or other motor vehicle.

When a Park District employee is involved in an on-the-job accident that does not involve immediate medical transport for the employee or another person, a Supervisor may conduct a preliminary investigation promptly and, as part of the investigation, shall evaluate the employee's appearance and behavior. Post-accident urine, drug and/or breath alcohol testing may be required where there is reasonable suspicion that an error or mistake due to substance abuse by the Park District employee caused the accident or injury, or where there is reasonable suspicion that the employee's substance abuse may have contributed to the incident.

Illinois Compassionate Use of Medical Cannabis

Under the Compassionate Use of Medical Cannabis Program Act (410 ILCS 130/1, et seq.), certain registered qualifying patients, under limited circumstances, may be immune from criminal prosecution for the use of medical cannabis.

All employees, including employees who are registered qualifying patients, are prohibited from reporting to duty under the influence of medical cannabis, and are prohibited from possessing or using medical cannabis while on Park District premises, including Park District owned vehicles, and during hours of employment.

Violations will result in disciplinary action, up to and including immediate discharge.

The Park District will consider a registered qualifying patient to be impaired when the employee manifests specific, articulable symptoms while working that decrease or lessen his or her performance of the duties or tasks of the employee's job position. A registered, qualifying patient who is disciplined for impairment shall be afforded a reasonable opportunity to contest the basis of the determination.

UPDATED LANGUAGE (new per statute)

COMMUNICABLE DISEASE

PREFACE

It is the Bolingbrook Park District's desire to exercise appropriate measures to assist in the prevention of the spread of communicable diseases. The Board of Commissioners acknowledges its desire and willingness to respond effectively to the genuine concerns of the public as consistent with its obligation to discharge its duties in accordance with applicable law.

The Park District is committed to maintaining the health and safety of its employees, patrons, Board of Commissioners and the overall community. As such, the Park District acknowledges the need to consider and at times rely upon guidance/mandates issued by the Center for Disease Control and Prevention (CDC), the Illinois Department of Public Health (IDPH), the Will County Health Department (WCHD), Gubernatorial Proclamations and Executive Orders as they pertain to required actions during a declared a state of emergency and/or during a health pandemic, including but not limited to COVID-19. The Park District reserves the right to implement policies and procedures that align with CDC, IDPH, WCHD and Gubernatorial mandates, including establishing rules surrounding face coverings, social distancing, and establishing isolation, quarantining and vaccination requirements.

UPDATED LANGUAGE (new per statute)

Grant Accountability and Transparency. For the purpose of acquiring profit or personal gain, no employee shall act as an agent of the District nor shall an employee act as an agent of any business in any transaction with the Park District. This includes participation in the selection, award or administration of a contract supported by a federal award or State award governed by the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/) when the employee has a real or apparent conflict of interest. A conflict of interest arises when an employee or any of the following individuals has a financial or other interest in the entity selected for the contract:

1. Any person that has a close personal relationship with an employee that may compromise or impair the employee's fairness and impartiality, including a member of the employee's immediate family or household;
2. An employee's business partner; or
3. An entity that employs or is about to employ the employee or one of the individuals listed in one or two above.

Section Four: Enforcement.

- A. Complaints alleging a violation of this policy shall be filed with the Ethics Commission. As soon as possible after a complaint is filed, the Executive Director shall appoint a 3-member Ethics Commission. If the Executive Director is the subject of the complaint, the Board President shall perform this duty. Commission members may be any Park District resident, except that no person shall be appointed who is related, either by blood or by marriage, up to the degree of first cousin, to the person who is the subject of the complaint. If the Commission finds it more likely than not that the allegations in a complaint are true, it shall notify the State's Attorney and/or recommend disciplinary action for the employee.

Section 8: Statement of Economic Interest

In accordance with the Illinois Governmental Ethics Act (5 ILCS 420/4A-101.5) elected officials and public employees responsible for making or influencing park district decisions must file a *Statement of Economic Interest*. The following Park District employees must file a *Statement of Economic Interests*:

1. Executive Director
2. Head of any department;
3. Management Team
4. Any employee who, as the District's agent, is responsible for negotiating one or more contracts including collective bargaining agreement(s), in the amount of \$1,000 or greater;
5. Any employee having supervisory authority for 20 or more employees; and
6. Any employee in a position that requires an administrative or a chief school business official endorsement.

Section 9: Outside Employment

Employees must inform their Supervisor, Human Resources or the Executive Director of any Outside Employment. Outside Employment must be authorized by the Human Resources or the Executive Director. No employee may hold any Outside Employment that is in conflict with the duties and responsibilities of his/her employment with the Park District. Authorization for Outside Employment will be revisited annually and can be rescinded at any time. Outside Employment is defined as any non-Park District employment or activity for which an employee receives any type of remuneration. Employees must not use Park District resources to conduct Outside Employment.

UPDATED LANGUAGE (new per statute)

CRIMINAL BACKGROUND CHECK POLICY

PREFACE

It is hereby found and determined that the use of criminal background checks, in accordance with the Illinois Uniform Conviction Information Act, will assist in providing a safe environment for Bolingbrook Park District ("Park District") community. Accordingly, the Park District shall conduct criminal background checks, pursuant to this policy, as a condition of employment with the Park District.

EMPLOYEES/VOLUNTEERS

1. Background checks shall be required for all Park District employees and volunteers.
2. Any person applying to a position with the Park District must complete and sign a copy of the Criminal Background Check Waiver and Release form found on Appendix L.
3. In the course of a criminal background check, the Park District will not request or seek from either an applicant for a non-police position or from a federal or state agency the disclosure of sealed or expunged records of conviction or arrest.
4. Criminal background checks will be processed prior to the applicant beginning their duties. The Park District reserves the right not to allow an employee to start working until a complete background check results are received by the Park District. Subsequent background checks will be conducted if the Park District has reasonable suspicion to believe that a new criminal conviction has occurred.
5. The results of the criminal background checks will be kept strictly confidential. The Park District Executive Director or Human Resources Manager are the only people who shall review or have access to the reports. The reports shall be kept in a separate file and stored in a secure location and retained for three years after employment terminates.
6. If a background check discloses a Conviction Record, the candidate/employee will be provided with a "Notice of Duty to Review Criminal Record." The Executive Director or Human Resources Manager shall review the background check report and information received from the candidate/employee pursuant to the "Notice of Duty to Review Criminal Record" to determine if the Conviction Record may disqualify them from employment or serving as a volunteer for the Park District. For purposes of this policy, a Conviction Record means information indicating that a person has been convicted of a felony, misdemeanor or other criminal offense, placed on probation, fined, imprisoned, or paroled pursuant to any law enforcement or military authority.
7. Upon obtaining information pertaining a Conviction Record, the Executive Director or Human Resources will make a preliminary decision regarding whether the Conviction Record is a disqualifier for employment. The preliminary decision will be based on (1) whether such disqualification is authorized by law, (2) there is a substantial relationship between the conviction and the employment ("Substantial Relationship"), or (3) there exists an unreasonable risk to

property or to the safety and welfare of specific individuals due to the conviction and the employment ("Unreasonable Risk"). For the purpose of this policy, Substantial Relationship means a consideration of whether the employment position offers the opportunity for the same or similar offense to occur and whether the circumstances leading to the conduct for which the person was convicted will recur in the employment position. Unless the law authorizes the disqualification of a candidate due to a Conviction Record, the Executive Director or Human Resources will consider the following mitigation measures as part of their preliminary decision: (1) the length of time since the conviction; (2) the number of convictions that appear on the conviction record; (3) the nature and severity of the conviction and its relationship to the safety and security; (4) the facts or circumstances surrounding the conviction; (5) the age of the employee at the time of the conviction; and (6) evidence of rehabilitation efforts. The Park District Code (70 ILCS 1205/8-2) identifies the specific convictions that will automatically preclude an employee/volunteer from obtaining a position with the Park District.

8. The Park District will provide the applicant with written notice of the preliminary decision. The notice of the preliminary decision will include the conviction(s) that were relied upon in making the preliminary decision, a copy of the applicant's conviction history report and an explanation of the applicant's right to respond.
9. The Executive Director or Human Resources will participate in an interactive assessment with the applicant prior to making a final determination regarding disqualifications or adverse actions are taken. The applicant will be provided five (5) business days to respond to the preliminary decision. The applicant's response can include a dispute of accuracy of the relevant conviction record or a presentation of evidence in mitigation, such as rehabilitation.
10. After the interactive process, and the five (5) business days for the applicant to respond have lapsed, the Park District may decide to uphold the preliminary decision and disqualify the applicant due to the Substantial Relationship or the Unreasonable Risk. The Park District will provide the applicant a written notice of the final decision which will contain the reasons for the disqualification, any procedures that may exist to challenge the decision or request reconsideration, and the right to file a charge with the Illinois Department of Human Rights.

INDEPENDENT CONTRACTORS

1. Criminal background checks shall be conducted on all independent contractors teaching Park District programs or providing services at any Park District programs or facilities where the individual will be alone with children. Criminal background investigations may also be required for persons providing services in positions that have physical access to or control over cash or other public funds; persons who by virtue of their positions have on a regular basis, individual unsupervised contact with or access to users of Park District program and/or facilities; or whenever the Executive Director determines necessary and in the interest of public safety.
2. If the independent contractor is an organization with individuals employed by them providing services listed in the preceding paragraph, the organization shall be required to file signed authorization forms for each individual to submit to the criminal background checks or, in the alternative, provide results from criminal background checks already conducted by the organization signing the independent contractor agreement.

UPDATED LANGUAGE (new per statute)

Whistleblower Protection Policy

I. Purpose

The Park District provides whistleblower protections in two important areas: confidentiality and against retaliation. The confidentiality of a whistleblower will be maintained to the extent allowable by law, however, an identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. A whistleblower may also waive confidentiality in writing. The Park District will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblowers who believe they are being retaliated against must submit a written report to the Auditing Official within 60 days of gaining knowledge of the retaliatory action. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

II. Definitions

- a. **Whistleblower** means an employee, as defined in Section II of this policy, of the Park District who:
 - i. Reports an improper governmental action as defined under 50 ILCS 105/4.1 (hereinafter Section 4.1);
 - ii. Cooperates with an investigation by an Auditing Official related to a report of improper governmental action; or,
 - iii. Testifies in a proceeding or prosecution arising out of an improper governmental action.
- b. **Auditing Official** means any elected, appointed or employed individual, by whatever name, in the Park District whose duties may include: receiving, registering and investigating complaints and information concerning misconduct, inefficiency and waste within the Park District investigating the performance of officers, employees, functions and programs; and, promoting economy, efficiency, effectiveness and integrity in the administration of the programs and operations of the Park District.

The Auditing Official shall be the Executive Director.

- c. **Employee** means anyone employed by the Park District, whether in a permanent or temporary position, including full-time, part-time and intermittent workers. Employee also includes members of appointed boards or commissions, whether paid or unpaid.

Employee also includes persons who have been terminated because of any report or complaint submitted under Section 4.1.

- d. **Improper governmental action** means any action by an employee of the Park District; an appointed member of a board, commission or committee; or, an elected official of the Park District that is undertaken in violation of a federal or state law or local ordinance; is an abuse of authority; violates the public's trust or expectation of their conduct; is of substantial and specific danger to the public's health or safety; or, is a gross waste of public funds. The action need not be within the scope of the employee's, elected officials, board members, commission member's or committee member's official duties to be subject to a claim of "improper governmental action."
 - i. Improper governmental action does not include the Park District's personnel actions, including, but not limited to employee grievances, complaints, appointments, promotions, transfers, assignments, reassignments, reinstatements, restorations, reemployment, performance evaluations, reductions in pay, dismissals, suspensions, demotions, reprimands or violations of collective bargaining agreements, except to the extent that the action amounts to retaliation.
- e. **Retaliate, retaliation or retaliatory action** means any adverse change in an employee's employment status or the terms and conditions of employment that results from an employee's protected activity under Section 4.1. Retaliatory action includes, but is not limited to, denial of adequate staff to perform duties; frequent staff changes; frequent and undesirable office changes; refusal to assign meaningful work; unsubstantiated letters of reprimand or unsatisfactory performance evaluations; demotion reduction in pay; denial of promotion; transfer or reassignment; suspension or dismissal; or, other disciplinary action made because of an employee's protected activity under Section 4.1.

III. Duties of an Auditing Official

Each Auditing Official shall establish written processes and procedures consistent with the terms of this policy and best practices for investigations for managing complaints filed under Section 4.1. Each Auditing Official shall investigate and dispose of reports of improper governmental action in accordance with these processes and procedures, and all other provisions of Section 4.1.

The Auditing Official must provide each employee a written summary or a complete copy of Section 4.1 upon commencement of employment and at least once each year of employment. At the same time, the employee shall also receive a copy of the written process and procedures for reporting improper governmental actions from the applicable Auditing Official.

Auditing Officials may reinstate, reimburse for lost wages or expenses incurred, promote or provide some other form of restitution.

In instances where an Auditing Official determines that restitution will not suffice, the Auditing Official may make their investigation findings available for the purposes of aiding in that employee's, or the employee's attorney's, effort to make the employee whole.

Auditing Officials are responsible for reading the full context of Section 4.1 and complying with all requirements.

IV. Duties of an Employee

All reports of illegal and dishonest activities will be promptly submitted to the Auditing Official who is responsible for investigating and coordinating corrective action.

If an employee has knowledge of, or a concern of, improper governmental action, the employee shall make a written report of the activity to the Auditing Official. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; a designated Auditing Official is charged with these responsibilities.

V. Defend Trade Secrets Act (18 U.S.C. § 1836) Compliance:

Section 7(b): "Immunity from Liability for Confidential Disclosure of a Trade Secret to the Government or in a Court Filing:

(1) Immunity – An individual shall not be held criminally or civilly liable under any federal or state trade secret law for the disclosure of a trade secret that – (A) is made-(i) in confidence to a federal, state or local government official, either directly or indirectly, or to an attorney; and, (ii) solely for the purpose of reporting or investigating a suspected violation of law; or, (B) is made in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal.

(2) Use of Trade Secret Information in Anti-Retaliation Lawsuit—An individual who files a lawsuit for retaliation by an employer for reporting a suspected violation of law may disclose the trade secret to the attorney of the individual and use the trade secret information in the court proceeding, if the individual—(A) files any document containing the trade secret under seal; and, (B) does not disclose the trade secret, except pursuant to court order."

VI. Employee Acknowledgement

Employees are required to sign a written acknowledgement that they have received, read and understand this Policy, and to submit that acknowledgement to the Auditing Official or other designated official of the Park District.

NEW APPENDIX SECTIONS

APPENDIX J

CRIMINAL BACKGROUND CHECK POLICY

PREFACE

It is hereby found and determined that the use of criminal background checks, in accordance with the Illinois Uniform Conviction Information Act, will assist in providing a safe environment for Bolingbrook Park District ("Park District") community. Accordingly, the Park District shall conduct criminal background checks, pursuant to this policy, as a condition of employment with the Park District.

EMPLOYEES/VOLUNTEERS

1. Background checks shall be required for all Park District employees and volunteers.
2. Any person applying to a position with the Park District must complete and sign a copy of the Criminal Background Check Waiver and Release form found on Appendix L.
3. In the course of a criminal background check, the Park District will not request or seek from either an applicant for a non-police position or from a federal or state agency the disclosure of sealed or expunged records of conviction or arrest.
4. Criminal background checks will be processed prior to the applicant beginning their duties. The Park District reserves the right not to allow an employee to start working until a complete background check results are received by the Park District. Subsequent background checks will be conducted if the Park District has reasonable suspicion to believe that a new criminal conviction has occurred.
5. The results of the criminal background checks will be kept strictly confidential. The Park District Executive Director or Human Resources Manager are the only people who shall review or have access to the reports. The reports shall be kept in a separate file and stored in a secure location and retained for three years after employment terminates.
6. If a background check discloses a Conviction Record, the candidate/employee will be provided with a "Notice of Duty to Review Criminal Record." The Executive Director or Human Resources Manager shall review the background check report and information received from the candidate/employee pursuant to the "Notice of Duty to Review Criminal Record" to determine if the Conviction Record may disqualify them from employment or serving as a volunteer for the Park District. For purposes of this policy, a Conviction Record means information indicating that a person has been convicted of a felony, misdemeanor or other criminal offense, placed on probation, fined, imprisoned, or paroled pursuant to any law enforcement or military authority.

7. Upon obtaining information pertaining a Conviction Record, the Executive Director or Human Resources will make a preliminary decision regarding whether the Conviction Record is a disqualifier for employment. The preliminary decision will be based on (1) whether such disqualification is authorized by law, (2) there is a substantial relationship between the conviction and the employment ("Substantial Relationship"), or (3) there exists an unreasonable risk to property or to the safety and welfare of specific individuals due to the conviction and the employment ("Unreasonable Risk"). For the purpose of this policy, Substantial Relationship means a consideration of whether the employment position offers the opportunity for the same or similar offense to occur and whether the circumstances leading to the conduct for which the person was convicted will recur in the employment position. Unless the law authorizes the disqualification of a candidate due to a Conviction Record, the Executive Director or Human Resources will consider the following mitigation measures as part of their preliminary decision: (1) the length of time since the conviction; (2) the number of convictions that appear on the conviction record; (3) the nature and severity of the conviction and its relationship to the safety and security; (4) the facts or circumstances surrounding the conviction; (5) the age of the employee at the time of the conviction; and (6) evidence of rehabilitation efforts. The Park District Code (70 ILCS 1205/8-2) identifies the specific convictions that will automatically preclude an employee/volunteer from obtaining a position with the Park District.
8. The Park District will provide the applicant with written notice of the preliminary decision. The notice of the preliminary decision will include the conviction(s) that were relied upon in making the preliminary decision, a copy of the applicant's conviction history report and an explanation of the applicant's right to respond.
9. The Executive Director or Human Resources will participate in an interactive assessment with the applicant prior to making a final determination regarding disqualifications or adverse actions are taken. The applicant will be provided five (5) business days to respond to the preliminary decision. The applicant's response can include a dispute of accuracy of the relevant conviction record or a presentation of evidence in mitigation, such as rehabilitation.
10. After the interactive process, and the five (5) business days for the applicant to respond have lapsed, the Park District may decide to uphold the preliminary decision and disqualify the applicant due to the Substantial Relationship or the Unreasonable Risk. The Park District will provide the applicant a written notice of the final decision which will contain the reasons for the disqualification, any procedures that may exist to challenge the decision or request reconsideration, and the right to file a charge with the Illinois Department of Human Rights.

INDEPENDENT CONTRACTORS

1. Criminal background checks shall be conducted on all independent contractors teaching Park District programs or providing services at any Park District programs or facilities where the individual will be alone with children. Criminal background investigations may also be required for persons providing services in positions that have physical access to or control over cash or other public funds; persons who by virtue of their positions have on a regular basis, individual unsupervised contact with or access to users of Park District program and/or facilities; or whenever the Executive Director determines necessary and in the interest of public safety.

2. If the independent contractor is an organization with individuals employed by them providing services listed in the preceding paragraph, the organization shall be required to file signed authorization forms for each individual to submit to the criminal background checks or, in the alternative, provide results from criminal background checks already conducted by the organization signing the independent contractor agreement.

Appendix K

Whistleblower Protection Policy

VII. Purpose

The Park District provides whistleblower protections in two important areas: confidentiality and against retaliation. The confidentiality of a whistleblower will be maintained to the extent allowable by law, however, an identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. A whistleblower may also waive confidentiality in writing. The Park District will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblowers who believe they are being retaliated against must submit a written report to the Auditing Official within 60 days of gaining knowledge of the retaliatory action. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

VIII. Definitions

- a. **Whistleblower** means an employee, as defined in Section II of this policy, of the Park District who:
 - i. Reports an improper governmental action as defined under 50 ILCS 105/4.1 (hereinafter Section 4.1);
 - ii. Cooperates with an investigation by an Auditing Official related to a report of improper governmental action; or,
 - iii. Testifies in a proceeding or prosecution arising out of an improper governmental action.
- b. **Auditing Official** means any elected, appointed or employed individual, by whatever name, in the Park District whose duties may include: receiving, registering and investigating complaints and information concerning misconduct, inefficiency and waste within the Park District investigating the performance of officers, employees, functions and programs; and, promoting economy, efficiency, effectiveness and integrity in the administration of the programs and operations of the Park District.

The Auditing Official shall be the Executive Director.

- c. **Employee** means anyone employed by the Park District, whether in a permanent or temporary position, including full-time, part-time and intermittent workers. Employee also includes members of appointed boards or commissions, whether paid or unpaid.

Employee also includes persons who have been terminated because of any report or complaint submitted under Section 4.1.

- d. **Improper governmental action** means any action by an employee of the Park District; an appointed member of a board, commission or committee; or, an elected official of the Park District that is undertaken in violation of a federal or state law or local ordinance; is an abuse of authority; violates the public's trust or expectation of their conduct; is of substantial and specific danger to the public's health or safety; or, is a gross waste of public funds. The action need not be within the scope of the employee's, elected officials, board members, commission member's or committee member's official duties to be subject to a claim of "improper governmental action."
 - i. Improper governmental action does not include the Park District's personnel actions, including, but not limited to employee grievances, complaints, appointments, promotions, transfers, assignments, reassignments, reinstatements, restorations, reemployment, performance evaluations, reductions in pay, dismissals, suspensions, demotions, reprimands or violations of collective bargaining agreements, except to the extent that the action amounts to retaliation.
- e. **Retaliate, retaliation or retaliatory action** means any adverse change in an employee's employment status or the terms and conditions of employment that results from an employee's protected activity under Section 4.1. Retaliatory action includes, but is not limited to, denial of adequate staff to perform duties; frequent staff changes; frequent and undesirable office changes; refusal to assign meaningful work; unsubstantiated letters of reprimand or unsatisfactory performance evaluations; demotion reduction in pay; denial of promotion; transfer or reassignment; suspension or dismissal; or, other disciplinary action made because of an employee's protected activity under Section 4.1.

IX. Duties of an Auditing Official

Each Auditing Official shall establish written processes and procedures consistent with the terms of this policy and best practices for investigations for managing complaints filed under Section 4.1. Each Auditing Official shall investigate and dispose of reports of improper governmental action in accordance with these processes and procedures, and all other provisions of Section 4.1.

The Auditing Official must provide each employee a written summary or a complete copy of Section 4.1 upon commencement of employment and at least once each year of employment. At the same time, the employee shall also receive a copy of the written process and procedures for reporting improper governmental actions from the applicable Auditing Official.

Auditing Officials may reinstate, reimburse for lost wages or expenses incurred, promote or provide some other form of restitution.

In instances where an Auditing Official determines that restitution will not suffice, the Auditing Official may make their investigation findings available for the purposes of aiding in that employee's, or the employee's attorney's, effort to make the employee whole.

Auditing Officials are responsible for reading the full context of Section 4.1 and complying with all requirements.

X. Duties of an Employee

All reports of illegal and dishonest activities will be promptly submitted to the Auditing Official who is responsible for investigating and coordinating corrective action.

If an employee has knowledge of, or a concern of, improper governmental action, the employee shall make a written report of the activity to the Auditing Official. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; a designated Auditing Official is charged with these responsibilities.

XI. Defend Trade Secrets Act (18 U.S.C. § 1836) Compliance:

Section 7(b): “Immunity from Liability for Confidential Disclosure of a Trade Secret to the Government or in a Court Filing:

(3) Immunity – An individual shall not be held criminally or civilly liable under any federal or state trade secret law for the disclosure of a trade secret that – (A) is made-(i) in confidence to a federal, state or local government official, either directly or indirectly, or to an attorney; and, (ii) solely for the purpose of reporting or investigating a suspected violation of law; or, (B) is made in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal.

(4) Use of Trade Secret Information in Anti-Retaliation Lawsuit—An individual who files a lawsuit for retaliation by an employer for reporting a suspected violation of law may disclose the trade secret to the attorney of the individual and use the trade secret information in the court proceeding, if the individual—(A) files any document containing the trade secret under seal; and, (B) does not disclose the trade secret, except pursuant to court order.”

XII. Employee Acknowledgement

Employees are required to sign a written acknowledgement that they have received, read and understand this Policy, and to submit that acknowledgement to the Auditing Official or other designated official of the Park District. The form found in Appendix L will satisfy this requirement upon receipt.

Appendix L
Forms

Conference Expense Approval Form

Employee / Commissioner Name _____

Employee / Commissioner Title _____

Conference / Educational Opportunity / Speaking Engagement Title

Conference / Educational Opportunity / Speaking Engagement Description

Registration Cost _____

Lodging Cost _____

*** Est. Travel Cost (Airfare)** _____

(Rental Car) _____

(Mileage) _____

(Parking) _____

*** Meals Cost** _____

*** Requires receipt for reimbursement of personal expenses**

Executive Director Approval: _____

Date: _____

Employee Acknowledgement of Whistleblower Protection Policy

I confirm that I have received, read and understand the “Whistleblower Protection Policy” for employees of the Bolingbrook Park District.

I understand that as an employee, it is my responsibility to abide by this Policy. If I have questions about the Policy, I understand it is my responsibility to seek clarification from the proper supervisory department or the Auditing Official.

Print Name: _____

Employee Signature: _____

Date: _____

BOLINGBROOK PARK DISTRICT

NOTICE TO ALL APPLICANTS

MANDATORY CRIMINAL BACKGROUND CHECKS

The Bolingbrook Park District is required by state statute (70 ILCS 1205/8-23) to obtain criminal conviction information concerning all applicants and shall perform a criminal background check for applicants for all positions, including the position for which you have applied. Conviction of offenses enumerated in subsection (c) (see below) of said statute shall automatically disqualify the applicant from consideration for working for the district. All other convictions shall not automatically disqualify the applicant from consideration, but rather, the conviction will be considered in relationship to the specific job. Any information concerning the record of convictions obtained by the Park District will be confidential and will be transmitted only to those persons who are necessary to the decision of whether to hire the applicant for employment.

The following convictions automatically bar any applicant from employment:

committing or attempting to commit first degree murder, indecent solicitation of a child, public indecency, prostitution, soliciting for a prostitute, soliciting for a juvenile prostitute, pandering, keeping a place of prostitution, patronizing a prostitute, pimping, juvenile pimping, exploitation of a child, obscenity, child pornography, harmful material, criminal sexual assault, aggravated criminal sexual assault, predatory criminal sexual assault of a child, criminal sexual abuse, aggravated criminal sexual abuse; (ii) those defined in the Cannabis Control Act; (iii) those defined in the Illinois Controlled Substances Act; and (iv) any offense committed or attempted in any other state or against the laws of the United States, which, if committed or attempted in this State, would have been punishable as one or more of the foregoing offenses. Further, any person who has been bound to be the perpetrator of sexual or physical abuse of any minor under 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987.

CRIMINAL BACKGROUND WAIVER AND RELEASE

I understand that completion of a criminal background check is a condition of my employment. I hereby authorize the Bolingbrook Park District to conduct an investigation (and fingerprinting for out of state candidates) of possible criminal offenses in my background, as required by Section 8-23 of the Park District Code (701LCS1205/8-23) and I further understand my employment is contingent upon a criminal background check conforming to the standards of the Bolingbrook Park District.

Signature _____ Date _____

Last Name First Name M.I.

Date of Birth ____/____/____

Race: American Indian Asian African-American Hispanic White

(please circle all that apply)

Gender: Female Male

(please circle one)

June 2021

**VICTIMS ECONOMIC SECURITY AND SAFETY ACT (VESSA)
LEAVE OF ABSENCE REQUEST FORM**

Employee Name: _____ Employee ID Number: _____

Home Address: _____

City, State, Zip: _____

Job Title: _____ Dept. Name: _____

REASON FOR LEAVE REQUEST

- Domestic, gender, sexual violence or any other crime of violence of employee
- Domestic, gender, sexual violence or any other crime of violence of family or household member

Name of individual: _____

Relationship: _____

EXPECTED DURATION OF THE REQUESTED LEAVE

- BLOCK OF TIME: from _____ to _____
(month/day/year) (month/day/year)

- INTERMITTENT LEAVE: _____

Describe anticipated frequency and duration

REQUEST TO USE AND CONTINUE BENEFITS

I request to use the following paid time off during the leave:

- Apply all vacation OR _____ hours/days of vacation
- Apply all personal holidays OR _____ hours/days of personal holidays
- Apply all sick leave OR _____ hours/days of sick leave
- None

I request the following benefits be continued during the leave:

- Medical Insurance Vision Insurance Long-Term Disability Insurance
- Dental Insurance Life Insurance Personal Accident Insurance

Please complete this form and submit it to the Park District at least 48 hours before the leave, unless providing advance notice is not practicable.

I have reviewed the Park District’s VESSA policy and understand the conditions of my leave request as stated therein and certify that all information is true and accurate.

Employee’s Signature

Date

CONSENT TO DRUG AND/OR ALCOHOL SCREENING OR TESTING

I hereby voluntarily consent to submit to drug and/or alcohol screening or testing by a physician, clinic, laboratory or medical facility chosen by the Bolingbrook Park District ("District") at the District's expense. I hereby consent to the physician, clinic, laboratory or medical facility taking and analyzing a sample or specimen of my breath, urine, saliva, blood and other similar substance. I also authorize the physician, clinic, laboratory or medical facility to disclose his, her or its findings, conclusions, and opinions regarding the drug and/or alcohol screening or testing to a District official or a designated representative.

I hereby further consent to District's contacting my physician or pharmacist to verify my reported use of legal drugs in accordance with the District's Alcohol and Drug Abuse Policy and authorize my physician or pharmacist to provide all information requested by the District regarding my use of such drugs, including without limitation the possible effects of such use on my performance of my job functions.

I also acknowledge receiving, reading and understanding the District's Alcohol and Drug Abuse Policy. I understand that, in accordance with this policy, failure to execute this document and submit to drug and/or alcohol screening or testing, or failure to report to the District the use of legal drugs as required by the policy, may result in non-hire or disciplinary action, up to and including termination.

Employee Name: _____
(Print)

Employee Signature: _____

Date: _____

Witness Signature: _____

ORDINANCE 21-05

AN ORDINANCE MAKING A COMBINED ANNUAL BUDGET AND APPROPRIATION OF FUNDS FOR THE BOLINGBROOK PARK DISTRICT FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2022 AND ENDING DECEMBER 31, 2022

AN ORDINANCE ADOPTING A COMBINED BUDGET AND APPROPRIATING SUCH SUMS OF MONEY AS MAY BE DEEMED NECESSARY TO DEFRAY ALL NECESSARY EXPENSES AND LIABILITIES OF THE BOLINGBROOK PARK DISTRICT, WILL COUNTY, ILLINOIS FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2022 AND ENDING DECEMBER 31, 2022 AND SPECIFYING THE OBJECTS AND PURPOSES FOR WHICH SUCH APPROPRIATIONS ARE MADE, AND THE AMOUNT APPROPRIATED FOR EACH OBJECT AND PURPOSE.

BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE BOLINGBROOK PARK DISTRICT:

Article I: As part of the Annual Budget, it is stated:

- | | |
|---|--------------|
| (a) That the estimated cash on hand at the beginning of the fiscal year is: | \$13,137,719 |
| (b) That the cash expected to be received during the fiscal year from all sources is: | \$17,219,674 |
| (c) That the estimated expenditures contemplated for the fiscal year are: | \$18,126,935 |
| (d) That the estimated cash expected to be on hand at the end of the fiscal year is: | \$12,230,458 |
| (e) That the estimated amount of taxes to be received by the Bolingbrook Park District during the fiscal year is: | \$11,236,573 |

- | | |
|---|--------------|
| Article II: The following sums of money in the "Budget" Column in the amount of is the budget for the fiscal year beginning January 1, 2022 and ending December 31, 2022. | \$20,354,467 |
| The sums of money in the "Appropriation" Column in the amount of or as much thereof as may be authorized by law be and the same are hereby appropriated for the corporate purposes of the Bolingbrook Park District, as therein after specified for the fiscal year beginning January 1, 2022 and ending December 31, 2022. | \$24,425,361 |

Section 1. That all unexpended balances of any items of any general appropriation made in this ordinance be expended in making up any insufficiency in any item or items in the same general appropriation made for this ordinance.

Section 2. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 3. If any item, or portion thereof, of this ordinance is held invalid, such decision shall not affect the validity of the remaining portion of such item or the remaining portion of this ordinance.

Section 4. This ordinance shall be in full force and effect from and after its passage and publication in the manner provided by law.

Section 5. The budget and appropriation ordinance for any fiscal year is not intended or required to be in support of or in relation to any tax levy made during that fiscal year.

Passed by the Board of Park Commissioners of the Bolingbrook Park District, Will County Illinois, on the _____ day of _____, 2021 A.D.

"Ayes"

"Nays"

Secretary of the Board of Park Commissioners of the Bolingbrook Park District.

President of the Board of Park Commissioners of the Bolingbrook Park District
Ordinance # 21-05

**Bolingbrook Park District Budget and Appropriation Proposal
for Fiscal Year January 1, 2022 thru December 31, 2022**

	Budget	Appropriations
GENERAL FUND		
Expenses incurred for the general administration and maintenance of the District	6,357,945	7,629,534
RECREATION FUND		
Expenses incurred for the planning, establishing and maintaining of recreational, fitness, aquatics, golf, food and beverage opportunities for the public	5,347,579	6,417,094
MUSEUM FUND		
Expenses incurred in the administration, maintenance and operation of Hidden Lakes Historic Trout Farm and the Hidden Oaks Nature Center which includes fishing, nature trails, exhibits, displays and educational opportunities related to nature, wildlife, native plants, the land's history, and Lead Platinum operation of the nature center	200,000	240,000
GOLF FUND		
Expenses incurred for the planning, establishing and maintaining of golf, food and beverage opportunities for the public	1,582,607	1,899,128
SPECIAL RECREATION FUND		
Expenses incurred in the provision of recreational programming and ADA capital needs for our special needs population	665,510	798,612
CAPITAL PROJECTS FUND		
Expenses incurred to construct, maintain or replace capital assets of the District	1,995,887	2,395,064
DEBT SERVICE FUND		
Expenses incurred to satisfy the debt service obligations of the District	2,944,654	3,533,585
AUDIT FUND		
Expenses incurred to satisfy the requirement to have an annual audit of the accounts of the District	35,810	42,972
INSURANCE/WORKERS COMP LIABILITY FUND		
Expenses incurred to provide business insurance and worker's compensation for the District	289,432	347,318
IMRF FUND		
Expenses incurred to pay the employer portions of the Illinois Municipal Retirement Fund	337,000	404,400
SOCIAL SECURITY FUND		
Expenses incurred to pay the employer portions of the Federal Insurance Contributions Act retirement obligations	442,544	531,053

**Bolingbrook Park District Budget and Appropriation Proposal
for Fiscal Year January 1, 2022 thru December 31, 2022**

	Budget	Appropriations
PAVING AND LIGHTING FUND		
Expenses incurred in the maintenance of paving and lighting for paths, drives and parking lots	65,000	78,000
POLICE FUND		
Expenses incurred to provide Park Police Services to the District	90,500	108,600

ARTICLE III: SUMMARY OF BUDGETED AND APPROPRIATED FUNDS

	Budget	Appropriations
General Fund	6,357,945	7,629,534
Recreation Fund	5,347,579	6,417,094
Museum Fund	200,000	240,000
Golf Fund	1,582,607	1,899,128
Special Recreation Fund	665,510	798,612
Capital Projects Fund	1,995,887	2,395,064
Long Term Debt Service Fund	2,944,654	3,533,585
Audit Fund	35,810	42,972
Insurance/Worker's Compensation Fund	289,432	347,318
IMRF Fund	337,000	404,400
Social Security Fund	442,544	531,053
Paving and Lighting Fund	65,000	78,000
Police Fund	90,500	108,600
<hr/>		
Total Budgeted and Appropriated Expenses, <i>including Interfund transfers</i>	20,354,467	24,425,361
Less: Interfund Transfers	2,227,532	2,673,039
<hr/>		
Net Expenses, excluding Interfund Transfers	18,126,935	21,752,322
<hr/>		

STATE OF ILLINOIS)
)
COUNTY OF WILL)

I, Jake McVey, do hereby certify that I am the duly qualified and appointed Secretary of the Bolingbrook Park District, in the County and State aforesaid, and as such Secretary I am the keeper of the records and files of the Board of Park Commissioners of said park district.

I, HEREBY CERTIFY that the foregoing instrument is a true and correct copy of an ordinance entitled: "An Ordinance Making a Combined Annual Budget and Appropriation of Funds for the Bolingbrook Park District for the Fiscal Year Beginning January 1, 2022 and Ending December 31, 2022", adopted at a meeting of the Board of Park Commissioners of the Bolingbrook Park District, held at Bolingbrook, Illinois, in said District at 7:00 p.m. on the 19th of December, 2021.

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 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 with the provisions of the Park District Code of the State of Illinois, as amended, and that the Board has complied with all the provisions of the Act and said Code and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I have hereunto affixed my official signature and the corporate seal of said Bolingbrook Park District, at Bolingbrook, Illinois, on the _____ day of _____, 2021.

(SEAL)

Secretary,
Bolingbrook Park District

CERTIFICATION OF ESTIMATE OF
REVENUES FOR FISCAL YEAR 2022

I, Dorothy Andrews, do hereby certify that I am the duly qualified and appointed Treasurer of the Bolingbrook Park District and as such official I do further certify that the estimated revenues by source, anticipated to be received by the Bolingbrook Park District, Will County, Illinois, in the fiscal year

2022 are those estimated revenues as set forth in the attached combined Annual Budget And Appropriation Ordinance of the Bolingbrook Park District, Will County, Illinois, for the fiscal year beginning January 1, 2022 and ending December 31, 2022 as adopted by the Board of Park Commissioners at its properly convened meeting held on the _____

day of _____, 2021 all as appears from the official records of said park district.

IN WITNESS WHEREOF, I have hereunto affixed my official signature and the corporate seal of said Bolingbrook Park District, at Bolingbrook, Illinois on this _____ day of _____, 2021.

Treasurer ,
Bolingbrook Park District

(SEAL)

CERTIFICATION OF ESTIMATE OF
REVENUES FOR FISCAL YEAR 2022

I, Dorothy Andrews, do hereby certify that I am the duly qualified and appointed Treasurer of the Bolingbrook Park District; as such officer I do further certify that the revenues, by source, anticipated to be received by said park district in the fiscal year beginning January 1, 2022 and ending on December 31, 2022 are estimated to be as follows:

<u>SOURCE</u>	<u>AMOUNT</u>
Taxes	\$11,236,573
Interest on Investments	\$25,158
Charges for Services	\$3,509,989
Rental Revenues	\$335,006
Concession Sales	\$838,591
Grants, and Donations	\$251,800
Bond Proceeds	\$0
Miscellaneous	\$1,022,558
Beginning Cash Balance	\$13,137,719

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the said park district the _____ day of _____, 2021.

(SEAL)

Treasurer,
Bolingbrook Park District



Due Dates: 10/21/2021 - 10/21/2021

Payable Date	Payable Number	Description (Item)	Account Number	Account Name	Amount
Vendor: 11059 - Access One, Inc.					
10/01/2021	5133919	Telephone Services-ACC	100-101-101-1010-70000	Telephone Service	187.70
10/01/2021	5133919	Fiber Network-Admin	100-101-101-1010-70200	Remote Communication Lines	2,802.02
10/01/2021	5133919	Seat License-Admin	100-101-101-1010-70200	Remote Communication Lines	35.26
10/01/2021	5133919	Telephone Services-BGNR	100-170-101-1010-70000	Telephone Service	124.30
10/01/2021	5133919	Fiber Network-BGNR	100-170-101-1010-70200	Remote Communication Lines	408.01
10/01/2021	5133919	Telephone Services-BGNR	100-171-101-1010-70000	Telephone Service	124.30
10/01/2021	5133919	Fiber Network-BGNR	100-171-101-1010-70200	Remote Communication Lines	408.01
10/01/2021	5133919	Telephone Services-ACC	200-102-101-2000-70000	Telephone Service-ACC	187.69
10/01/2021	5133919	Telephone Services-BRAC	200-102-101-2020-70000	Telephone Service-BRAC	145.26
10/01/2021	5133919	FiberNetwork-BRAC	200-102-101-2020-70200	Remote Communication Lines-BRAC	1,269.52
10/01/2021	5133919	Telephone Services - BRAC	200-250-308-5800-70000	Telephone Service	72.62
10/01/2021	5133919	Telephone Services-BRAC	200-251-290-6000-70000	Telephone Service	72.63
10/01/2021	5133919	Telephone Services-Oaks	300-300-308-9000-70000	Telephone Services-Oaks	232.88
10/01/2021	5133919	Fiber Network-Oaks	300-300-308-9000-70200	Remote Communication Lines	898.62
10/01/2021	5133919	Telephone Services- Lakes	300-305-308-9100-70000	Telephone Services-Lakes	59.24
10/01/2021	5133919	Telephone Services-Ash	400-475-475-5540-70000	Telephone Service-Ashbury's at BR	436.66
10/01/2021	5133919	FiberNetwork Ash	400-475-475-5540-70200	Remote Communication Lines-Ashbury's at BR	816.02
Vendor 11059 - Access One, Inc. Total:					8,280.74
Vendor: 10158 - Advance Auto Parts					
09/01/2021	2377-842291	Supplies Stems - Grounds	100-171-101-1010-65300	Equipment Maintenance & Repairs	62.50
09/20/2021	2377-845030	Oil Filters - Buildings	100-170-101-1010-65200	Vehicle Repairs & Service-Buildings	52.38
09/20/2021	2377-845030	Oil Filters - NRHT	100-172-101-1010-65200	Vehicle Repair & Service-NR	25.08
09/27/2021	2377-846072	Trailer #4 Oil Seal - NRHT	100-172-101-1010-65300	Equipment Maintenance & Repairs	11.66
09/07/2021	2377-843153	Truck 6 Hose Reel - NRHT	100-172-101-1010-65300	Equipment Maintenance & Repairs	7.91
Vendor 10158 - Advance Auto Parts Total:					159.53
Vendor: 11405 - Advanced Turf Solutions, Inc.					
09/02/2021	S0954649	Turf Seed NRHT	100-172-101-1010-63150	Materials-Turf Care	540.00
09/02/2021	S0954649	Turf Seed NRHT	100-172-101-1010-63150	Materials-Turf Care	736.00
Vendor 11405 - Advanced Turf Solutions, Inc. Total:					1,276.00
Vendor: 10019 - Air Filter Engineers					
09/01/2021	149873	B&G Filters - Buildings	100-170-101-1010-65130	Maintenance & Repairs - HVAC	19.50
09/20/2021	149873-02	Ashburys Filters - Buildings	100-170-101-1010-65130	Maintenance & Repairs - HVAC	765.00
09/07/2021	149101-02	ACC HVAC Filters - Buildings	100-170-101-1010-65130	Maintenance & Repairs - HVAC	675.00
Vendor 10019 - Air Filter Engineers Total:					1,459.50
Vendor: 10020 - Airgas USA, LLC					
08/31/2021	9982171621	Oxygen for Pool	200-250-308-5700-63210	Supplies-First Aid	104.66
Vendor 10020 - Airgas USA, LLC Total:					104.66
Vendor: 10033 - Alpha Graphics					
09/20/2021	104655	2022 Playground Design Signs	100-101-101-1010-67000	Marketing-General Services	274.93
Vendor 10033 - Alpha Graphics Total:					274.93
Vendor: 10038 - Amazon					
08/12/2021	434359456536	9-Dual Monitor Stands-CARP	600-600-650-9610-76000	CARP Expenditures-Computers	248.01
08/17/2021	473789948344	Space Jam for BRAC Jam	200-102-101-1010-67000	Marketing-Recreation Services	15.83
08/17/2021	959875556353	Big Hero 6 for AMITA Special Event	200-201-306-2320-63600	Supplies-Movies	18.99

Expense Approval Report

Due Dates: 10/21/2021 - 10/21/2021

Payable Date	Payable Number	Description (Item)	Account Number	Account Name	Amount
08/19/2021	965785354735	Suction Cup Handle	100-101-101-1010-63000	Director Expense	20.38
08/27/2021	449845639957	Ice Packs, Sign Holder, Bins	200-250-308-5700-63210	Supplies-First Aid	57.99
08/27/2021	449845639957	Ice Packs, Sign Holder, Bins	200-250-308-5800-63000	Supplies -General	232.23
08/30/2021	695945645674	Light Bar Bracket	100-172-101-1010-65200	Vehicle Repair & Service-NR	293.04
08/30/2021	985983647838	Light Bar	100-171-101-1010-65200	Vehicle Repairs & Service-Grounds	434.46
08/09/2021	597434566744	Lavalier Mic for Video Camera	100-101-101-1010-67000	Marketing-General Services	35.99
09/01/2021	765989954546	PC Speaker & 3 USB Microphones	100-101-101-1010-63070	Computer Supplies	67.16
09/02/2021	435376335786	Swim Team Storage Supplies	200-250-200-5020-63220	Supplies-Swim Team	33.89
09/02/2021	737797767395	4 Apple Charging Cables & 2 Chargers	100-101-101-1010-63070	Computer Supplies	69.96
09/07/2021	433657686486	Group Ex Portable Speaker	200-251-292-6020-64200	Equipment and Tools-Group Exercise	599.12
09/08/2021	473584683683	IT Supplies	100-101-101-1010-63070	Computer Supplies	298.93
09/08/2021	473584683683	Battery Backups (CARP)	600-600-650-9610-76000	CARP Expenditures-Computers	389.94
09/08/2021	875344354484	Birthday Party Supplies-Fairy Party	300-300-240-6490-63330	Supplies-Nature Parties	13.63
09/09/2021	433334364789	Chains for Pool	200-250-308-5800-63000	Supplies -General	49.80
09/09/2021	948345867786	Battery Backups (CARP)	600-600-650-9610-76000	CARP Expenditures-Computers	649.90
Vendor 10038 - Amazon Total:					3,529.25
Vendor: 10040 - Ambius, Inc.					
10/01/2021	310392CS313867	Monthly Plant Rental - Buildings	100-170-101-1010-62000	Contractual Services	368.54
Vendor 10040 - Ambius, Inc. Total:					368.54
Vendor: 10070 - Aqua Pure Enterprises, Inc.					
09/15/2021	0137582-IN	Pool Test - Buildings	100-170-101-1010-65120	Maintenance & Repairs - Other Facilities	74.90
09/22/2021	0137616-IN	Pool Chemicals - Buildings	200-250-308-5800-63100	Supplies-Water Treatment	249.79
09/07/2021	0137454-IN	Spray Play Filter Cleaner - Buildings	100-170-101-1010-65120	Maintenance & Repairs - Other Facilities	103.30
Vendor 10070 - Aqua Pure Enterprises, Inc. Total:					427.99
Vendor: 10071 - Aramark					
09/05/2021	23812509	Uniforms - NRHT	100-172-101-1010-63700	Uniforms	75.96
Vendor 10071 - Aramark Total:					75.96
Vendor: 10082 - Atlas First Access, LLC					
09/21/2021	Q13086	BRAC Scrubber - Buildings	100-170-101-1010-65120	Maintenance & Repairs - Other Facilities	381.00
Vendor 10082 - Atlas First Access, LLC Total:					381.00
Vendor: 11376 - Bade Supply					
09/16/2021	47457	Custodial Supplies ACC - Buildings	100-170-101-1010-63110	Supplies-Custodial	247.49
09/16/2021	47458	Custodial Supplies BRAC - Buildings	100-170-101-1010-63110	Supplies-Custodial	1,022.00
09/16/2021	47459	Custodial Supplies B&G - Buildings	100-170-101-1010-63110	Supplies-Custodial	300.00
09/30/2021	47761	Cleaning Supplies	100-170-101-1010-63110	Supplies-Custodial	384.10
Vendor 11376 - Bade Supply Total:					1,953.59
Vendor: 11347 - Batteries Plus Bulbs #956					
06/21/2021	P40933452	LCSF Irrigation - Buildings	100-171-101-1010-63120	Materials-Athletic Fields	25.96
Vendor 11347 - Batteries Plus Bulbs #956 Total:					25.96
Vendor: 11681 - Bee All About It					
09/21/2021	118	Honey Inventory-9/23 Delivery	300-300-304-8600-66400	Cost of Goods Sold-Oaks	480.00
Vendor 11681 - Bee All About It Total:					480.00
Vendor: 10102 - Belynda Head					
09/06/2021	00921	September 2021 R&B Soul Line Dancing	200-213-208-4620-62000	Contractual Services-Departmental	441.00
Vendor 10102 - Belynda Head Total:					441.00

Expense Approval Report

Due Dates: 10/21/2021 - 10/21/2021

Payable Date	Payable Number	Description (Item)	Account Number	Account Name	Amount
Vendor: 10226 - BMO Harris MasterCard					
03/11/2021	INV10024105	HR Direct-Labor Law Posters	100-154-101-1010-61200	Dues & Subscriptions	36.99
03/11/2021	INV10024106	HR Direct-Labor Law Posters	100-154-101-1010-61200	Dues & Subscriptions	36.99
03/12/2021	INV10026273	HR Direct-Labor Law Posters	100-154-101-1010-61200	Dues & Subscriptions	79.99
04/19/2021	INV10139052	HR Direct-Labor Law Posters	100-154-101-1010-61200	Dues & Subscriptions	119.99
04/19/2021	INV10139053	HR Direct-Labor Law Posters	100-154-101-1010-61200	Dues & Subscriptions	79.99
04/19/2021	INV10139054	HR Direct-Labor Law Posters	100-154-101-1010-61200	Dues & Subscriptions	79.99
04/19/2021	INV10139055	HR Direct-Labor Law Posters	100-154-101-1010-61200	Dues & Subscriptions	79.99
04/19/2021	INV10139056	HR Direct-Labor Law Posters	100-154-101-1010-61200	Dues & Subscriptions	79.99
04/19/2021	INV10139057	HR Direct-Labor Law Posters	100-154-101-1010-61200	Dues & Subscriptions	79.99
08/13/2021	56747	Marathon Printing - Parkies Race Bibs	200-251-302-8400-63600	Supplies-Events	162.15
08/30/2021	38138917	AAU - Membership- Gymnastics Program Manager	200-211-308-8800-61200	Dues and Subscriptions	16.00
08/30/2021	38138934	AAU - Annual Club Membership	200-211-211-4440-62000	Contractual Services-Teams	30.00
08/30/2021	38138960	AAU - Membership- Gymnastics Staff	200-211-308-8800-61200	Dues and Subscriptions	16.00
08/30/2021	38139001	AAU - Membership- Gymnastics Staff	200-211-308-8800-61200	Dues and Subscriptions	16.00
08/30/2021	38139103	AAU - Memberships - Team Girls + Gymnastics Staff	200-211-211-4440-62000	Contractual Services-Teams	310.00
08/30/2021	INV0000737	Target - Parkie Gift Card	200-102-101-1010-67000	Marketing-Recreation Services	25.00
08/31/2021	INV0000738	IPRA - Job Posting- Communications	100-101-101-1010-62000	Job Postings	165.00
08/31/2021	INV0000739	Pioneer Drama - Additional Scripts Children's Show	200-213-208-4630-63000	Supplies-Theatre	39.00
08/31/2021	INV0000747	Facebook - Parkie's 5K Ad	200-251-290-6000-67000	Marketing-Facility	250.00
08/31/2021	INV0000748	Facebook - BRAC Jam Ad	200-102-101-1010-67000	Marketing-Recreation Services	100.00
08/31/2021	INV0000753	Facebook - Dance Auditions Ads	200-102-101-1010-67000	Marketing-Recreation Services	39.69
08/31/2021	QNU2A6P3T2	Facebook - Fall Softball Leagues Ad	200-210-200-4020-67000	Marketing-Leagues	43.28
08/31/2021	R52337423	AMA - Job Posting- Communications	100-101-101-1010-62000	Job Postings	225.00
09/01/2021	15616	Balloons by Tommy - BRAC Jam Supplies	200-102-101-1010-67000	Marketing-Recreation Services	855.00
09/01/2021	38144418	AAU - Membership- Gymnastics Staff	200-211-308-8800-61200	Dues and Subscriptions	16.00
09/01/2021	CS1159404	SHRM - Dues - Supt of Human Resources	100-154-101-1010-61200	Dues & Subscriptions	219.00
09/01/2021	INV0000756	Stoney City Saloon	100-000-110000	Accounts Receivable	3.95
09/01/2021	INV0000756	Stoney City Saloon Meeting with FPDWC	100-101-101-1010-63000	Director Expense	49.39
09/01/2021	INV01209081	SportsEngine - TeamUnify	200-250-308-5800-61200	Dues/Certifications/Subscription s	99.95
09/13/2021	SI-189624	CPR Savers-CPR Staff Training Materials	810-100-810-9750-63100	Loss Prevention Equipment	177.66
09/14/2021	38173441	AAU - Membership- Gymnastics Staff	200-211-308-8800-61200	Dues and Subscriptions	14.00
09/15/2021	17982	IPRA - Park Pursuit - Supt of Facilities	100-151-101-1010-61000	Employee Development	150.00
09/15/2021	17984	IPRA - Park Pursuit Aquatic Manager	100-151-101-1010-61000	Employee Development	150.00
09/16/2021	INV0000741	Go For the Gold - Illusions Team Warm Ups	200-211-211-4440-63600	Apparel Expense-Teams	113.00
09/16/2021	INV0000750	Party City - Brac Jam Decorations	200-102-101-1010-67000	Marketing-Recreation Services	44.93
09/16/2021	INV0000752	Hobby Lobby - Brac Jam Decorations	200-102-101-1010-67000	Marketing-Recreation Services	5.22
09/17/2021	INV0000758	Immersive Van Gogh - Tickets Adult Trip 10/06/2021	200-200-210-2970-62000	Contractual Services-Adult Trips Programs	868.92
09/20/2021	INV0000757	IPRA - Dues-Executive Director	100-101-101-1010-61200	Dues & Subscriptions	264.00

Expense Approval Report

Due Dates: 10/21/2021 - 10/21/2021

Payable Date	Payable Number	Description (Item)	Account Number	Account Name	Amount
09/20/2021	INV0000757	IPRA - Dues-Systems Support Manager	100-101-101-1010-61200	Dues & Subscriptions	264.00
09/20/2021	INV0000757	IPRA - Dues-Dir. of Business & Technology	100-101-101-1010-61200	Dues & Subscriptions	264.00
09/20/2021	INV0000757	IPRA - Dues-Accounting Supervisor	100-101-101-1010-61200	Dues & Subscriptions	264.00
09/20/2021	INV0000757	IPRA - Dues-Supt. of Business and Finance	100-101-101-1010-61200	Dues & Subscriptions	264.00
09/20/2021	INV0000757	IPRA - Dues-Customer Care Manager	100-153-101-1010-61200	Dues & Subscriptions	264.00
09/20/2021	INV0000757	IPRA - Dues-Customer Care Assistant	100-153-101-1010-61200	Dues & Subscriptions	264.00
09/20/2021	INV0000757	IPRA - Dues-Human Resource Assistant	100-154-101-1010-61200	Dues & Subscriptions	264.00
09/20/2021	INV0000757	IPRA - Dues-Supt. of Human Resources	100-154-101-1010-61200	Dues & Subscriptions	264.00
09/20/2021	INV0000757	IPRA - Dues-Marketing & Comm. Mgr.	100-155-101-1010-61200	Dues & Subscriptions	264.00
09/20/2021	INV0000757	IPRA - Dues-Dir. Marketing & Cust. Care	100-155-101-1010-61200	Dues & Subscriptions	264.00
09/20/2021	INV0000757	IPRA - Dues-Supt. of Projects and Planning	100-156-101-1010-61200	Dues & Subscriptions	264.00
09/20/2021	INV0000757	IPRA - Dues-Director of BGNR	100-170-101-1010-61200	Dues and Subscriptions	132.00
09/20/2021	INV0000757	IPRA - Dues-Buildings Maint. Manager	100-170-101-1010-61200	Dues and Subscriptions	264.00
09/20/2021	INV0000757	IPRA - Dues-Parks Maintenance Manager	100-171-101-1010-61200	Dues & Subscriptions	264.00
09/20/2021	INV0000757	IPRA - Dues-Director of BGNR	100-171-101-1010-61200	Dues & Subscriptions	132.00
09/20/2021	INV0000757	IPRA - Dues-NR, Hort & Turf Manager	100-172-101-1010-61200	Dues and Subscriptions	279.00
09/20/2021	INV0000757	IPRA - Dues-Dance Program Manager	200-102-101-1010-61200	Dues and Subscriptions	264.00
09/20/2021	INV0000757	IPRA - Dues-Facility / Athletic Program Manager	200-102-101-1010-61200	Dues and Subscriptions	264.00
09/20/2021	INV0000757	IPRA - Dues-Superintendent of Recreation	200-102-101-1010-61200	Dues and Subscriptions	264.00
09/20/2021	INV0000757	IPRA - Dues-Gymnastics Program Manager	200-102-101-1010-61200	Dues and Subscriptions	264.00
09/20/2021	INV0000757	IPRA - Dues-Dir. of Recreation & Facilities	200-102-101-1010-61200	Dues and Subscriptions	264.00
09/20/2021	INV0000757	IPRA - Dues-Program / Event Manager	200-102-101-1010-61200	Dues and Subscriptions	264.00
09/20/2021	INV0000757	IPRA - Dues-Superintendent of Facilities	200-102-101-1010-61200	Dues and Subscriptions	264.00
09/20/2021	INV0000757	IPRA - Dues-Aquatic Manager	200-250-308-5800-61200	Dues/Certifications/Subscription s	264.00
09/20/2021	INV0000757	IPRA - Dues-Aquatic/Fitness Program Manager	200-250-308-5800-61200	Dues/Certifications/Subscription s	132.00
09/20/2021	INV0000757	IPRA - Dues-Aquatics/Fitness Program Manager	200-251-290-6000-61200	Dues and Subscriptions	132.00
09/20/2021	INV0000757	IPRA - Dues-Facility/Fitness Manager	200-251-290-6000-61200	Dues and Subscriptions	264.00
09/20/2021	INV108408064	Zoom Video Communications-Video Services	100-101-101-1010-62200	Computer Maintenance & Support	59.96
09/20/2021	TEC210920-5753-88870	TechSmith - Camtasia Upgrade & Snagit (Acct Sup)	100-101-101-1010-63070	Computer Supplies	49.44
09/20/2021	TEC210920-5753-88870	TechSmith - Camtasia Upgrade - Qty 4	100-101-101-1010-63070	Computer Supplies	499.96
09/23/2021	0011330840	Champion Teamwear-Art Fee for Illusions Spiritwear	200-211-211-4440-63600	Apparel Expense-Teams	30.00
09/24/2021	INV0000755	Honey-Jam Cafe	100-000-110000	Accounts Receivable	3.63
09/24/2021	INV0000755	Honey-Jam Cafe - Staff Lunch Meeting	100-101-101-1010-63000	Director Expense	43.52

Expense Approval Report

Due Dates: 10/21/2021 - 10/21/2021

Payable Date	Payable Number	Description (Item)	Account Number	Account Name	Amount
09/03/2021	IMAD99E70641	Imprint.Com - Gymnastics Masks	200-211-308-8800-63000	Supplies-Gymnastics General	159.30
09/03/2021	INV0000749	Party City - Brac Jam Decorations	200-102-101-1010-67000	Marketing-Recreation Services	98.89
09/03/2021	INV0000751	Hobby Lobby - Brac Jam Decorations	200-102-101-1010-67000	Marketing-Recreation Services	13.96
09/30/2021	3600892	Kahoot - ALICE	200-102-101-2020-63000	Supplies-BRAC	120.00
09/07/2021	210907-67422047-100-1	When2Work - Renewal	200-250-308-5800-61200	Dues/Certifications/Subscription s	66.00
09/07/2021	53057	NinjaZone - Monthly Dues	200-211-215-4455-62000	Contractual Services-Ninjas Programs	375.00
09/07/2021	INV0000740	Go For the Gold - Illusions Team Warm Ups	200-211-211-4440-63600	Apparel Expense-Teams	2,433.00
09/07/2021	INV0000744	Pioneer Drama Service - Scripts for Winter Play	200-213-208-4630-63000	Supplies-Theatre	39.00
09/07/2021	INV0000754	The Shop BB - Parade T-Shirts - Board and Staff	100-101-101-1010-63000	Director Expense	576.00
09/08/2021	INV0000736	Bass Pro Shop -Kubota Side Mirrors	100-172-101-1010-65300	Equipment Maintenance & Repairs	39.99
09/09/2021	1448107	HSI-CPR Staff Training Materials - Books	810-100-810-9750-63110	Loss Prevention Training Materials	1,109.83
09/09/2021	8523216-479058	Preschool EC REACH	200-202-200-3400-63200	Supplies-Pioneer	14.47
09/09/2021	8523216-479058	Preschool EC REACH	200-214-230-2060-63200	Supplies-Oaks Preschool	24.14
09/09/2021	8523216-479058	Preschool EC REACH	200-214-232-2000-63200	Supplies-ACC Preschool Programs	24.14
09/09/2021	8523216-479058	Preschool EC REACH	200-214-232-2020-63200	Supplies-BRAC Preschool	24.14
09/09/2021	8523216-479058	Preschool EC REACH	200-215-236-4720-63200	Supplies-EC Specials	55.51
Vendor 10226 - BMO Harris MasterCard Total:					17,616.93

Vendor: 10151 - BWM Global, Inc.

09/14/2021	35886	Bolingbrook Park District Pens	100-101-101-1010-67000	Marketing-General Services	450.00
09/23/2021	35941	Waterbottles for BRAC Jam	200-102-101-1010-67000	Marketing-Recreation Services	770.00
Vendor 10151 - BWM Global, Inc. Total:					1,220.00

Vendor: 11023 - Card Connect,LLC

09/30/2021	01_496022301881 09/21	BPD ACC Merchant Processing Fee	200-102-101-1010-62400	Merchant Processing Fees-Rec Services	1,076.44
09/30/2021	03_496022302889 09/21	BPD BRAC Merchant Processing Fee	200-102-101-1010-62400	Merchant Processing Fees-Rec Services	835.68
09/30/2021	04_496022305882 09/21	BPD Hidden Lakes Merchant Processing Fee	300-305-308-9100-62400	Merchant Processing Fees-Lakes	244.49
09/30/2021	05_496022306880 09/21	BPD BRAC LS Merchant Processing Fee	200-250-308-5800-62400	Merchant Processing Fees-Aquatics	157.89
09/30/2021	05_496022306880 09/21	BPD PH Indoor Pool Merchant Processing Fee	200-251-290-6000-62400	Merchant Processing Fees-Fitness Facility	157.89
09/30/2021	07_496022309884 09/21	BPD Hidden Oaks Merchant Processing Fee	300-300-308-9000-62400	Merchant Processing Fees-Oaks	1.00
09/30/2021	08_496022307888 09/21	BPD PH Admissions Merchant Processing Fee	200-250-308-5800-62400	Merchant Processing Fees-Aquatics	119.50
09/30/2021	09_496022300883 09/21	BPD WEB Merchant Processing Fee	200-102-101-1010-62400	Merchant Processing Fees-Rec Services	1,024.55
09/30/2021	11_496270132889 09/21	BPD Business Office Merchant Processing Fee	200-102-101-1010-62400	Merchant Processing Fees-Rec Services	665.64
09/30/2021	12_496022310882 09/21	BPD Wireless Merchant Processing	200-102-101-1010-62400	Merchant Processing Fees-Rec Services	119.00
09/30/2021	13_496289134884 09/21	BPD PH Concessions Merchant Processing Fee	200-250-308-5800-62400	Merchant Processing Fees-Aquatics	0.50
09/30/2021	INV00051584	Wireless Credit Card Service (2 Units)-PH	200-250-308-5800-62100	Contractual Services-Equipment	50.00
Vendor 11023 - Card Connect,LLC Total:					4,452.58

Vendor: 10164 - Case Lots, Inc.

09/15/2021	6926	Custodial Supplies B&G - Buildings	100-170-101-1010-63110	Supplies-Custodial	898.00
Vendor 10164 - Case Lots, Inc. Total:					898.00

Expense Approval Report

Due Dates: 10/21/2021 - 10/21/2021

Payable Date	Payable Number	Description (Item)	Account Number	Account Name	Amount
Vendor: 10189 - Chicago Office Technology Grp Cotg-A Xerox Company					
09/20/2021	IN2958022	Printer Management Services- Ashbury's	400-475-475-5540-62250	Office Equipment Maintenance & Support- Ash at BR	253.53
09/27/2021	IN2975345	Printer Management Services	100-101-101-1010-62250	Office Equipment Maintenance & Support	115.60
Vendor 10189 - Chicago Office Technology Grp Cotg-A Xerox Company Total:					369.13
Vendor: 10196 - Chris Martner					
08/31/2021	August 2021	August 2021 - Director BGNR	100-171-101-1010-63800	Mileage	57.68
08/31/2021	August 2021	August 2021 - Director BGNR	100-172-101-1010-63800	Mileage	57.68
Vendor 10196 - Chris Martner Total:					115.36
Vendor: 10199 - Christopher Corbett					
09/30/2021	September 2021	September 2021 - Supt of Projects & Planning	100-156-101-1010-63800	Mileage	425.60
Vendor 10199 - Christopher Corbett Total:					425.60
Vendor: 10212 - Clear Loss Prevention					
09/23/2021	67641	Buildings Video Security System Maintenance	100-170-101-1010-62220	Electronic Security Maintenance - B&G	429.00
09/23/2021	67641	Grounds Video Security System Maintenance	100-171-101-1010-62220	Electronic Security Maintenance - B&G	429.00
09/23/2021	67641	ACC Video Security System Maintenance	200-102-101-2000-62220	Electronic Security Maintenance - ACC	1,768.00
09/23/2021	67641	ACC Access Control Systems Maintenance	200-102-101-2000-62220	Electronic Security Maintenance - ACC	297.00
09/23/2021	67641	BRAC Access Control Systems Maintenance	200-102-101-2020-62220	Electronic Security Maintenance - BRAC	237.00
09/23/2021	67641	BRAC Video Security System Maintenance	200-102-101-2020-62220	Electronic Security Maintenance - BRAC	1,768.00
09/23/2021	67641	Oaks Video Security System Maintenance	300-300-308-9000-62220	Electronic Security Maintenance - Oaks	855.00
09/23/2021	67641	Ashburys Video Security System Maintenance	400-475-475-5540-62220	Electronic Security Maintenance - Ashbury's	856.00
Vendor 10212 - Clear Loss Prevention Total:					6,639.00
Vendor: 11260 - Clesen Holdings LLC					
09/21/2021	364663	Boughton Ridge Irr Parts Decoders	400-400-410-5540-62000	Course Maintenance	637.36
09/21/2021	364663	Boughton Ridge Irr Parts Int Assy	400-400-410-5540-62000	Course Maintenance	126.93
09/28/2021	364871	BRGC Irrigation Parts Rainbird Internal Head	400-400-410-5540-62000	Course Maintenance	115.09
09/28/2021	364871	BRGC Irrigation Parts Decoders	400-400-410-5540-62000	Course Maintenance	630.48
Vendor 11260 - Clesen Holdings LLC Total:					1,509.86
Vendor: 10213 - Cliff Beyer					
09/24/2021	July - September 2021	Sept 2021 - Buildings Maintenance Manager	100-170-101-1010-63800	Mileage	41.72
09/24/2021	July - September 2021	July 2021 - Buildings Maintenance Manager	100-170-101-1010-63800	Mileage	45.50
09/24/2021	July - September 2021	Aug 2021 - Buildings Maintenance Manager	100-170-101-1010-63800	Mileage	79.72
Vendor 10213 - Cliff Beyer Total:					166.94
Vendor: 10217 - Comcast Cable					
10/02/2021	8771201430420269 10/21	ACC Internet #1	100-101-101-1010-70200	Remote Communication Lines	154.20
10/02/2021	8771201430420269 10/21	ACC Internet #1	200-102-101-2000-70200	Remote Communication Lines-ACC	154.20
10/04/2021	8771201430496947 10/21	ACC Internet #2	100-101-101-1010-70200	Remote Communication Lines	78.40
09/11/2021	8771201430420228 10/21	BRAC Internet	200-102-101-2020-70200	Remote Communication Lines-BRAC	39.18
09/11/2021	8771201430420228 10/21	BRAC Internet	200-102-310-2020-70200	Remote Communication Lines-BRAC Childcare	10.00
09/11/2021	8771201430420228 10/21	BRAC Fitness Internet	200-251-290-6000-70200	Remote Communication Lines	89.17
09/19/2021	8771201430355952 10/21	BRAC Fitness Cable TV	200-102-101-2020-70200	Remote Communication Lines-BRAC	47.27

Expense Approval Report

Due Dates: 10/21/2021 - 10/21/2021

Payable Date	Payable Number	Description (Item)	Account Number	Account Name	Amount
09/19/2021	8771201430355952 10/21	BRAC Fitness Cable TV	200-251-290-6000-70200	Remote Communication Lines	110.29
09/20/2021	8771201430577076 10/21	Ashbury TV/Internet	400-475-475-5540-70200	Remote Communication Lines- Ashbury's at BR	554.25
09/24/2021	8771201430425136 10/21	BGNR Internet	100-170-101-1010-70200	Remote Communication Lines	49.18
09/24/2021	8771201430425136 10/21	BGNR Internet	100-171-101-1010-70200	Remote Communication Lines	49.17
09/09/2021	8771201430059067 10/21	BRAC Cable TV	200-102-101-2020-70200	Remote Communication Lines- BRAC	34.02
09/09/2021	8771201430059067 10/21	BRAC Cable TV	200-251-290-6000-70200	Remote Communication Lines	79.38
Vendor 10217 - Comcast Cable Total:					1,448.71
Vendor: 10218 - Commonwealth Edison					
09/29/2021	02_0792103023 09/21	Electric Service - Indian Bndry - Socr Bball 5 LTG	200-102-306-2080-71000	Electric Service-Ball Fields	937.35
09/30/2021	01_7319017007 09/21	Electric Service - Wipfler Park	200-102-306-2080-71000	Electric Service-Ball Fields	28.92
Vendor 10218 - Commonwealth Edison Total:					966.27
Vendor: 10222 - Conserv F/S, Inc.					
07/14/2021	6408119	Seed - Grounds	100-171-101-1010-63120	Materials-Athletic Fields	770.00
07/14/2021	6408120	Chalk - Grounds	100-171-101-1010-63120	Materials-Athletic Fields	350.00
09/22/2021	6410043	Grass Seed	400-400-410-5540-62000	Course Maintenance	300.00
09/28/2021	6410217	Chalk	100-171-101-1010-63120	Materials-Athletic Fields	350.00
09/30/2021	6410366	Dylox	100-171-101-1010-63120	Materials-Athletic Fields	184.00
Vendor 10222 - Conserv F/S, Inc. Total:					1,954.00
Vendor: 10227 - Correct Electric, Inc.					
09/13/2021	21519	PH Fire Panel - Buildings	100-170-101-1010-65120	Maintenance & Repairs - Other Facilities	1,490.00
09/22/2021	21574	PH Admissions - Buildings	100-170-101-1010-65120	Maintenance & Repairs - Other Facilities	607.80
Vendor 10227 - Correct Electric, Inc. Total:					2,097.80
Vendor: 11406 - Costco					
09/05/2021	INV0000728	Lakes Concessions	300-305-260-7000-66300	Cost of Goods Sold-Bait Shop Concessions	56.35
Vendor 11406 - Costco Total:					56.35
Vendor: 10234 - Crossroad Construction, Inc.					
09/23/2021	1022	PH Splash Pad Barrel - Buildings	100-170-101-1010-65120	Maintenance & Repairs - Other Facilities	4,960.00
Vendor 10234 - Crossroad Construction, Inc. Total:					4,960.00
Vendor: 11474 - Davis Bancorp, Incorporated					
09/30/2021	98988	2021 Secure Depository Services	100-101-101-1010-62420	Secure Depository Services	546.00
Vendor 11474 - Davis Bancorp, Incorporated Total:					546.00
Vendor: 10264 - Delta Dental-Risk					
10/01/2021	1489014	Dental Insurance 2021	100-101-101-1010-61410	Healthcare-Dental	4,208.94
Vendor 10264 - Delta Dental-Risk Total:					4,208.94
Vendor: 10275 - Direct Energy Business					
10/07/2021	HS12684294	Natural Gas Service - BRAC	200-102-101-2020-71100	Natural Gas-BRAC	619.69
10/07/2021	HS12684294	Natural Gas Service - BRAC	200-250-308-5800-71100	Natural Gas-AQ	550.83
10/07/2021	HS12684294	Natural Gas Service - BRAC	200-251-290-6000-71100	Natural Gas-Fitness	206.56
Vendor 10275 - Direct Energy Business Total:					1,377.08
Vendor: 11131 - Domino's Pizza					
08/22/2021	614113	Party	200-250-300-8300-63300	Supplies-Pool Parties	51.79
08/22/2021	614114	Party	200-250-300-8300-63300	Supplies-Pool Parties	31.79
08/22/2021	614115	Party	200-250-300-8300-63300	Supplies-Pool Parties	31.79
08/22/2021	614116	Party	200-250-300-8300-63300	Supplies-Pool Parties	65.29
08/24/2021	614301	Pelican Harbor Concessions	200-250-304-8600-66300	Cost of Goods Sold-AQ Concessions	75.79
08/28/2021	615147	Party	200-250-300-8300-63300	Supplies-Pool Parties	43.54
08/28/2021	615154	Party	200-250-300-8300-63300	Supplies-Pool Parties	101.79
08/29/2021	615295	Party	200-250-300-8300-63300	Supplies-Pool Parties	51.79
08/29/2021	615296	Party	200-250-300-8300-63300	Supplies-Pool Parties	61.79

Expense Approval Report

Due Dates: 10/21/2021 - 10/21/2021

Payable Date	Payable Number	Description (Item)	Account Number	Account Name	Amount
09/11/2021	550976	Birthday Parties-Hidden Oaks	300-300-240-6490-63330	Supplies-Nature Parties	35.78
09/11/2021	550977	Party	200-250-300-8300-63300	Supplies-Pool Parties	41.79
09/11/2021	550979	Party	200-250-300-8300-63300	Supplies-Pool Parties	41.79
09/11/2021	550980	Party	200-250-300-8300-63300	Supplies-Pool Parties	31.79
09/11/2021	550981	Party	200-250-300-8300-63300	Supplies-Pool Parties	31.79
09/17/2021	618220	Party	200-250-300-8300-63300	Supplies-Pool Parties	71.79
09/18/2021	618403	Nerf party	200-211-306-8300-63300	Supplies-Parties	41.79
09/18/2021	618404	Party	200-250-300-8300-63300	Supplies-Pool Parties	31.79
09/19/2021	618649	Party	200-250-300-8300-63300	Supplies-Pool Parties	31.79
09/25/2021	619599	Party	200-250-300-8300-63300	Supplies-Pool Parties	31.79
09/25/2021	619600	Party	200-250-300-8300-63300	Supplies-Pool Parties	31.79
09/25/2021	619602	Party	200-250-300-8300-63300	Supplies-Pool Parties	151.79
09/04/2021	616343	Party	200-250-300-8300-63300	Supplies-Pool Parties	41.79
09/05/2021	616522	Party	200-250-300-8300-63300	Supplies-Pool Parties	31.79
Vendor 11131 - Domino's Pizza Total:					1,164.41
Vendor: 10291 - Drendel Property Management					
09/28/2021	CM220	BRGC Maintenance September	400-400-410-5540-62000	Course Maintenance	15,000.00
Vendor 10291 - Drendel Property Management Total:					15,000.00
Vendor: 10294 - Dupage Topsoil					
08/31/2021	052436	Topsoil No 88201-88202-Grounds	100-171-101-1010-63120	Materials-Athletic Fields	150.00
09/20/2021	052556	Top Soil - NRHT	100-172-101-1010-63150	Materials-Turf Care	300.00
Vendor 10294 - Dupage Topsoil Total:					450.00
Vendor: 10297 - Dynegy Energy Services					
09/17/2021	146547421091	Electric-Annerino	100-101-101-1010-71000	Electric Service-ACC	2,217.75
09/17/2021	146547421091	Electric-B&G	100-170-101-1010-71000	Electric Service-B&G	1,578.00
09/17/2021	146547421091	Electric-Annerino	200-102-101-2000-71000	Electric Service-ACC	2,217.75
09/17/2021	146547421091	Electric-BRAC	200-102-101-2020-71000	Electric Service-BRAC	7,212.95
09/17/2021	146547421091	Electric - DD	200-102-101-2040-71000	Electric Service-DD	166.13
09/17/2021	146547421091	Electric-Remington Lakes	200-102-306-2080-71000	Electric Service-Ball Fields	1,137.63
09/17/2021	146547421091	Electric-Lily Cache Sportsfield East	200-102-306-2080-71000	Electric Service-Ball Fields	1,114.62
09/17/2021	146547421091	Electric- Indian Boundary Restroom Shelter	200-102-306-2080-71000	Electric Service-Ball Fields	506.43
09/17/2021	146547421091	Electric - Indian Boundary Concession/Shelter	200-102-306-2080-71000	Electric Service-Ball Fields	223.41
09/17/2021	146547421091	Electric - Bulldog Park	200-102-306-2080-71000	Electric Service-Ball Fields	143.12
09/17/2021	146547421091	Electric - Lily Cache Sportsfield W Camp	200-102-306-2080-71000	Electric Service-Ball Fields	73.01
09/17/2021	146547421091	Electric-BRAC	200-250-308-5800-71000	Electric Service-AQ	6,411.51
09/17/2021	146547421091	Electric - BRAC	200-251-290-6000-71000	Electric Service-Fitness	2,404.32
09/17/2021	146547421091	Electric-Nature Center	300-300-308-9000-71000	Electric Service-Oaks	748.91
09/17/2021	146547421091	Electric - Bait Shop	300-305-308-9100-71000	Electric Service-Lakes	518.96
09/17/2021	146547421091	Electric-Ashbury's	400-475-475-5540-71000	Electric Service-Ashbury's at BR	3,495.53
Vendor 10297 - Dynegy Energy Services Total:					30,170.03
Vendor: 11040 - Engineering Resource Associates, Inc.					
09/16/2021	W2021800.11	Engineer Expenses - ACC Asphalt	600-600-650-9610-76267	CARP-ACC-Paving-North/East (including BGNR)	5,388.26
Vendor 11040 - Engineering Resource Associates, Inc. Total:					5,388.26
Vendor: 11708 - Eternally Green Lawn Care					
09/30/2021	MP-301991321FWC1-2021	Weed Control; Turf Fertilization, Parks	100-172-101-1010-62010	Contractual Services-Turf Care	16,312.50
Vendor 11708 - Eternally Green Lawn Care Total:					16,312.50
Vendor: 10325 - FGM Architects, Inc.					
09/09/2021	19-2669.01-5	Architect Fees - ACC Sensory Room	500-575-400-9500-75101	ADA Capital-ACC-Sensory Room	787.50
Vendor 10325 - FGM Architects, Inc. Total:					787.50

Expense Approval Report

Due Dates: 10/21/2021 - 10/21/2021

Payable Date	Payable Number	Description (Item)	Account Number	Account Name	Amount
Vendor: 10326 - Fidelity Security Ins/Eyemed					
09/22/2021	164973171	Vision Insurance 2021	100-101-101-1010-61420	Healthcare-Vision	573.42
Vendor 10326 - Fidelity Security Ins/Eyemed Total:					573.42
Vendor: 10328 - Firestone Tire&Service Center Payment Center					
09/17/2021	335179	Trailers #1 & #8 Tires - NRHT	100-172-101-1010-65300	Equipment Maintenance & Repairs	347.97
Vendor 10328 - Firestone Tire&Service Center Payment Center Total:					347.97
Vendor: 10330 - First Eagle Bank					
10/01/2021	16392	Elliptical Lease	200-251-290-6000-62100	Contractual Services-Equipment	1,427.35
Vendor 10330 - First Eagle Bank Total:					1,427.35
Vendor: 11392 - Fox Valley Sewer Services Inc					
07/16/2021	203552	BRAC/PH Sewer - Buildings	100-170-101-1010-65120	Maintenance & Repairs - Other Facilities	2,422.50
Vendor 11392 - Fox Valley Sewer Services Inc Total:					2,422.50
Vendor: 10349 - Fun Express, LLC					
09/23/2021	711857720-02	Pumpkin Patch Supplies	200-250-200-5005-63000	Supplies-Special Events	44.55
Vendor 10349 - Fun Express, LLC Total:					44.55
Vendor: 11457 - Graffiti Solutions, Inc.					
09/10/2021	25101	Graffiti Remover - Grounds	100-171-101-1010-63160	Materials-Playground	199.00
Vendor 11457 - Graffiti Solutions, Inc. Total:					199.00
Vendor: 10380 - Grainger					
09/14/2021	9053026283	Ashburys Light Ballast - Buildings	100-170-101-1010-65120	Maintenance & Repairs - Other Facilities	73.36
09/17/2021	9057724461	B&G Supplies	840-100-840-9800-65010	Outdoor Lighting Repairs	330.81
09/22/2021	9062518890	B&G Ashburys HVAC Filters - Buildings	100-170-101-1010-65130	Maintenance & Repairs - HVAC	308.48
09/03/2021	9043553024	Remington Exhaust Fans - Buildings	100-170-101-1010-65110	Maint. & Repairs-Park Structures & Storage Units	105.56
09/08/2021	9046652526	Truck #8 Hydro Reservoir - Grounds	100-172-101-1010-65200	Vehicle Repair & Service-NR	132.75
Vendor 10380 - Grainger Total:					950.96
Vendor: 11257 - Hacienda Landscaping Inc					
09/23/2021	3 Century Park OSLAD Develop...	Century Park OSLAD Construction	600-600-650-9610-76256	CARP-Century Park-Park Design Project (OSLAD)	139,294.80
Vendor 11257 - Hacienda Landscaping Inc Total:					139,294.80
Vendor: 10400 - Heritage FS, Inc.					
09/20/2021	32006508	Fuel - Tank	100-170-101-1010-63190	Fuel Purchases	164.59
09/20/2021	32006508	Fuel - Tank	100-171-101-1010-63190	Fuel Purchases	1,034.57
09/20/2021	32006508	Fuel - Tank	100-172-101-1010-63190	Fuel Purchases	1,152.13
09/22/2021	33903471	Propane Fuel Hidden Oaks Garage	100-172-101-1010-63190	Fuel Purchases	670.86
Vendor 10400 - Heritage FS, Inc. Total:					3,022.15
Vendor: 10401 - Hershey Creamery Company					
07/13/2021	INVE0016750906	Party Supplies	200-250-300-8300-63300	Supplies-Pool Parties	175.80
07/13/2021	INVE0016750906	Pelican Harbor Concessions	200-250-304-8600-66300	Cost of Goods Sold-AQ Concessions	314.40
08/24/2021	INVE0016907545	Party Supplies	200-250-300-8300-63300	Supplies-Pool Parties	175.80
09/14/2021	INVE0016986054	Party Supplies	200-250-300-8300-63300	Supplies-Pool Parties	87.90
Vendor 10401 - Hershey Creamery Company Total:					753.90
Vendor: 10403 - High PSI Ltd					
09/27/2021	73027	Pump Repair Pressure Accumulator	100-172-101-1010-65300	Equipment Maintenance & Repairs	81.77
09/27/2021	73027	Pump Repair Diaphragm	100-172-101-1010-65300	Equipment Maintenance & Repairs	26.68
Vendor 10403 - High PSI Ltd Total:					108.45
Vendor: 10408 - Home Depot Credit Services Dept. 32 - 2502239274					
09/02/2021	7043398	Home Depot	100-000-110000	Accounts Receivable	3.39

Expense Approval Report

Due Dates: 10/21/2021 - 10/21/2021

Payable Date	Payable Number	Description (Item)	Account Number	Account Name	Amount
09/02/2021	7043398	Indian Boundary Electric - Buildings	100-170-101-1010-65110	Maint. & Repairs-Park Structures & Storage Units	39.94
09/02/2021	7064849	B&G Supplies	100-171-101-1010-63120	Materials-Athletic Fields	186.00
09/02/2021	7192226	Indian Boundary Electric - Buildings	100-000-110000	Accounts Receivable	-3.39
Vendor 10408 - Home Depot Credit Services Dept. 32 - 2502239274 Total:					225.94
Vendor: 10410 - Homer Industries, LLC					
09/17/2021	S168328	Mulch for Planting Beds - NRHT	100-172-101-1010-63160	Materials-Natural Areas	1,137.50
Vendor 10410 - Homer Industries, LLC Total:					1,137.50
Vendor: 10440 - Illinois American Water					
10/01/2021	10_210001975836 10/21	Fire Services - Hidden Oaks	300-300-308-9000-71200	Water-Oaks	201.76
09/13/2021	17_220005731813 10/21	Fire Services - Lily Cache Sports Fields	200-102-306-2080-71200	Water-Ball Fields	52.27
09/13/2021	18_220005731806 09/21	Water - Lily Cache Sports Fields	200-102-306-2080-71200	Water-Ball Fields	176.77
09/17/2021	03_210001000398 10/21	Fire Services - Annerino	100-101-101-1010-71200	Water-ACC	9.76
09/17/2021	03_210001000398 10/21	Fire Services - Annerino	200-102-101-2000-71200	Water-ACC	9.75
09/17/2021	04_210001347592 09/21	Water - B&G	100-170-101-1010-71200	Water-B&G	311.03
09/17/2021	05_210001347660 10/21	Fire Services B&G	100-170-101-1010-71200	Water-B&G	97.28
09/17/2021	08_210001615349 09/21	Water-Fire Bulldog Park	200-102-306-2080-71200	Water-Ball Fields	140.03
09/17/2021	11_210002217946 09/21	Water - B&G	100-170-101-1010-71200	Water-B&G	555.75
09/17/2021	15_220001014974 09/21	Water - Fire Trojan Concession Stand	200-102-306-2080-71200	Water-Ball Fields	476.18
09/17/2021	20_220016222937 09/21	Water-Fire Wipfler	200-102-306-2080-71200	Water-Ball Fields	56.52
09/21/2021	01_210000580204 09/21	Remington Lakes PIT - Water & Fire Protection	200-102-306-2080-71200	Water-Ball Fields	209.21
09/21/2021	02_210001000336 09/21	Water - Annerino	100-101-101-1010-71200	Water-ACC	476.21
09/21/2021	02_210001000336 09/21	Water - Annerino	200-102-101-2000-71200	Water-ACC	476.20
09/21/2021	13_210003536558 10/21	Fire Services - DD	200-102-101-2040-71200	Water-DD	19.51
09/21/2021	16_220004478867 09/21	Water - Indian Boundary Park	200-102-306-2080-71200	Water-Ball Fields	256.86
09/21/2021	19_220006393214 09/21	Water-Fire Indian Boundary Concessions	200-102-306-2080-71200	Water-Ball Fields	95.19
09/22/2021	07_210001384058 10/21	Fire Services - BRAC	200-102-101-2020-71200	Water-BRAC	37.55
09/22/2021	07_210001384058 10/21	Fire Service - BRAC	200-250-308-5800-71200	Water-AQ	187.76
09/22/2021	07_210001384058 10/21	Fire Services - BRAC	200-251-290-6000-71200	Water-Fitness	25.03
09/23/2021	12_210003536480 09/21	Water - DD	200-102-101-2040-71200	Water-DD	68.32
09/23/2021	14_210002109922 09/21	Water - Pelican Harbor	200-250-308-5800-71200	Water-AQ	1,460.21
09/27/2021	09_210001975768 09/21	Water - Hidden Oaks	300-300-308-9000-71200	Water-Oaks	217.78
09/27/2021	21_210003373658 09/21	Water - Boan Woods	300-300-308-9000-71200	Water-Oaks	42.87
09/27/2021	22_220037492214 09/21	Water-Fire Lakes	300-305-308-9100-71200	Water-Lakes	27.31
09/28/2021	06_210001383994 09/21	Water - BRAC	200-102-101-2020-71200	Water-BRAC	1,535.22
09/28/2021	06_210001383994 09/21	Water - BRAC	200-250-308-5800-71200	Water-AQ	7,676.13
09/28/2021	06_210001383994 09/21	Water - BRAC	200-251-290-6000-71200	Water-Fitness	1,023.48
Vendor 10440 - Illinois American Water Total:					15,921.94
Vendor: 10432 - Illinois Dept Employment Security					
09/17/2021	INV0000743	IDES-Unemplmt Comp-2nd Qtr	810-100-810-9750-61700	Unemployment Benefits	1,680.00
Vendor 10432 - Illinois Dept Employment Security Total:					1,680.00
Vendor: 10438 - Illinois Shotokan Karate					
09/01/2021	532	Summer ISK Invoice	200-200-200-4210-62000	Contractual Services-Athletic Programs	16,102.80
Vendor 10438 - Illinois Shotokan Karate Total:					16,102.80
Vendor: 11699 - Integral Construction Inc.					
09/30/2021	002 Weber Path & Lily Cache	Weber Path & Lily Cache Path and Bridge Project	600-600-650-9610-75120	Capital-Lily Cache Greenway-Trail Connections	134,214.50
Vendor 11699 - Integral Construction Inc. Total:					134,214.50
Vendor: 10488 - Jim's Truck Inspection Repair					
09/01/2021	187766	Truck 23 State Inspection - Grounds	100-171-101-1010-65200	Vehicle Repairs & Service-Grounds	35.00
09/14/2021	187936	Vehicle Rec #7 State Inspection - Grounds	100-171-101-1010-65210	Vehicle Repairs & Service-Rec	37.00

Expense Approval Report

Due Dates: 10/21/2021 - 10/21/2021

Payable Date	Payable Number	Description (Item)	Account Number	Account Name	Amount
09/16/2021	187968	Trailer #2 State Inspection - Grounds	100-171-101-1010-65300	Equipment Maintenance & Repairs	35.00
09/20/2021	188021	Truck #16 State Inspection - NRHT	100-172-101-1010-65200	Vehicle Repair & Service-NR	37.00
09/28/2021	188123	Truck #28 State Inspection - Grounds	100-171-101-1010-65200	Vehicle Repairs & Service-Grounds	37.00
09/07/2021	187853	Truck 6 State Inspection - NRHT	100-172-101-1010-65200	Vehicle Repair & Service-NR	37.00
Vendor 10488 - Jim's Truck Inspection Repair Total:					218.00
Vendor: 11262 - Julia Bachrach Consulting LLC					
09/22/2021	1421	White City and the Devil Tour 09/21/2021	200-200-210-2970-62000	Contractual Services-Adult Trips Programs	770.00
Vendor 11262 - Julia Bachrach Consulting LLC Total:					770.00
Vendor: 11403 - KeepitSafe, Inc.					
09/30/2021	449464	Online Backup Services	100-101-101-1010-62200	Computer Maintenance & Support	3,032.92
Vendor 11403 - KeepitSafe, Inc. Total:					3,032.92
Vendor: 10521 - Kellers Farmstand					
09/14/2021	INV0000735	Straw Bales NRHT	100-172-101-1010-63150	Materials-Turf Care	120.00
Vendor 10521 - Kellers Farmstand Total:					120.00
Vendor: 11108 - Kemper Sports					
10/01/2021	00067622	Kemper Management Fee	400-475-475-5550-62500	Contractual Services-Management Fee	7,696.34
Vendor 11108 - Kemper Sports Total:					7,696.34
Vendor: 11259 - Keystone Hatcherries LLC					
09/24/2021	42296	Hidden Lakes Fish Stocking 2021	300-305-262-7020-63100	Stocking Services	1,220.75
Vendor 11259 - Keystone Hatcherries LLC Total:					1,220.75
Vendor: 11488 - Kranz, Inc. Div. Imperial Dade					
06/15/2021	1749996-00	Custodial Supplies - B&G - Buildings	100-170-101-1010-63110	Supplies-Custodial	250.37
06/15/2021	1749996-00	Custodial Supplies - B&G - Buildings	100-170-101-1010-63120	Supplies-Custodial for Park Structures	500.00
06/18/2021	1750325-00	Custodial Supplies - ACC - Buildings	100-170-101-1010-63110	Supplies-Custodial	-63.15
09/16/2021	1754740-00	Custodial Supplies BRAC - Buildings	100-170-101-1010-63110	Supplies-Custodial	785.13
09/16/2021	1754740-01	Custodial Supplies BRAC - Buildings	100-170-101-1010-63110	Supplies-Custodial	46.58
09/16/2021	1754741-00	Custodial Supplies ACC - Buildings	100-170-101-1010-63110	Supplies-Custodial	528.20
09/16/2021	1754742-00	Custodial Supplies B&G - Buildings	100-170-101-1010-63110	Supplies-Custodial	171.84
09/16/2021	1754854-00	Custodial Supplies BRAC - Buildings	100-170-101-1010-63110	Supplies-Custodial	309.17
Vendor 11488 - Kranz, Inc. Div. Imperial Dade Total:					2,528.14
Vendor: 11325 - Lakeshore Recycling Systems					
09/23/2021	PS403826	Port-a-let Central Sk Pk 082721-092321 - Grounds	100-171-101-1010-62030	Contractual Services-Portable Restroom Services	71.75
09/23/2021	PS403827	Port-a-let Hd Lks Hand Wash 082721-092321-Grounds	100-171-101-1010-62030	Contractual Services-Portable Restroom Services	64.01
09/23/2021	PS403827	Port-a-let Hid Lks 082721-092321 - Grounds	500-575-400-9500-63100	Park Accessibility Materials	315.68
09/23/2021	PS403828	Port-a-let LCSF 082721-092321 - Grounds	500-575-400-9500-63100	Park Accessibility Materials	91.61
09/23/2021	PS403829	Port-a-let Balstrode 082721-092321 - Grounds	500-575-400-9500-63100	Park Accessibility Materials	91.61
09/23/2021	PS403830	Port-a-let Indian Boundary 082721-092321- Grounds	500-575-400-9500-63100	Park Accessibility Materials	98.70
09/23/2021	PS403831	Port-a-let Champions 082721-092321 - Grounds	500-575-400-9500-63100	Park Accessibility Materials	91.61

Expense Approval Report

Due Dates: 10/21/2021 - 10/21/2021

Payable Date	Payable Number	Description (Item)	Account Number	Account Name	Amount
09/23/2021	PS403832	Port-a-let Remington 082721-092321 - Grounds	500-575-400-9500-63100	Park Accessibility Materials	91.61
09/23/2021	PS403833	Port-a-let Ind Chase 082721-092321 - Grounds	500-575-400-9500-63100	Park Accessibility Materials	91.61
09/23/2021	PS403834	Port-a-let Dupage Grnway 082721-092321 - Grounds	500-575-400-9500-63100	Park Accessibility Materials	91.61
09/23/2021	PS403835	Port-a-let Johansen 082721-092321 - Grounds	500-575-400-9500-63100	Park Accessibility Materials	91.61
09/23/2021	PS403836	Port-a-let Rotary 082721-090621 - Grounds	500-575-400-9500-63100	Park Accessibility Materials	35.99
09/23/2021	PS403837	Port-a-let Winston Woods Extra Pump Out 0911-Grds	100-171-101-1010-62030	Contractual Services-Portable Restroom Services	25.00
09/23/2021	PS403837	Port-a-let Winston Woods 082721-092321- Grounds	500-575-400-9500-63100	Park Accessibility Materials	102.43
09/23/2021	PS403838	Port-a-let Prairie Trls 082721-092321 - Grounds	500-575-400-9500-63100	Park Accessibility Materials	91.61
09/23/2021	PS403840	Port-a-let Wipfler 082721-092321 - Grounds	500-575-400-9500-63100	Park Accessibility Materials	91.61
Vendor 11325 - Lakeshore Recycling Systems Total:					1,538.05
Vendor: 10553 - Larrys Mobile Lock Service					
09/14/2021	345104	Keys - Buildings	100-170-101-1010-65110	Maint. & Repairs-Park Structures & Storage Units	85.75
Vendor 10553 - Larrys Mobile Lock Service Total:					85.75
Vendor: 11389 - Lift Works Inc.					
09/03/2021	w19424-1	Nifty Lift Inspection - Buildings	100-170-101-1010-62000	Contractual Services	465.00
Vendor 11389 - Lift Works Inc. Total:					465.00
Vendor: 11486 - Martenson Turf Products, Inc.					
09/23/2021	83298	Erosion Blanket - Century Park OSLAD	600-600-650-9610-76256	CARP-Century Park-Park Design Project (OSLAD)	1,038.00
09/23/2021	83299	Garlon - NRHT	100-172-101-1010-63160	Materials-Natural Areas	284.25
09/23/2021	83299	Imitator Aquatic Glyphosate - NRHT	100-172-101-1010-63160	Materials-Natural Areas	350.00
09/23/2021	83299	Erosion Blanket NRHT	100-172-101-1010-63160	Materials-Natural Areas	774.00
09/23/2021	83299	Erosion Blanket NRHT	100-172-101-1010-63160	Materials-Natural Areas	850.00
Vendor 11486 - Martenson Turf Products, Inc. Total:					3,296.25
Vendor: 10595 - McCloud					
09/23/2021	16585141	Pest Control Facilities ACC - Buildings	100-170-101-1010-62000	Contractual Services	80.00
09/23/2021	16585146	Pest Control Facilities PH - Buildings	100-170-101-1010-62000	Contractual Services	65.00
09/29/2021	16585142	Pest Control B&G Facility - Buildings	100-170-101-1010-62000	Contractual Services	55.00
09/29/2021	16585143	Pest Control BRAC Facility - Buildings	100-170-101-1010-62000	Contractual Services	70.00
Vendor 10595 - McCloud Total:					270.00
Vendor: 10605 - Menards					
07/06/2021	16216	B&G Electric - Buildings	100-170-101-1010-65100	Maintenance & Repairs - B&G	5.86
08/23/2021	18419	Parkies 5K Supplies - Grounds	100-171-101-1010-63130	Materials-Park	291.72
08/24/2021	18462	BRAC Supplies - Buildings	100-170-101-1010-65120	Maintenance & Repairs - Other Facilities	41.92
08/24/2021	18464	Wasp Supplies - Grounds	100-171-101-1010-63130	Materials-Park	45.36
08/26/2021	18555	ACC Ladder - Buildings	100-170-101-1010-64000	Equipment	189.78
08/26/2021	18555	Tee-Ball Materials - Buildings	100-170-101-1010-65120	Maintenance & Repairs - Other Facilities	80.55
08/27/2021	18603	Concessions Misc Supplies - Buildings	100-170-101-1010-65110	Maint. & Repairs-Park Structures & Storage Units	47.48
08/31/2021	18797 - 2021	BRAC MultiPurpose TV & Other Supplies-Buildings	100-170-101-1010-65110	Maint. & Repairs-Park Structures & Storage Units	81.94
08/31/2021	18806	ACC Bulbs & Misc - Buildings	100-170-101-1010-65120	Maintenance & Repairs - Other Facilities	84.88

Expense Approval Report

Due Dates: 10/21/2021 - 10/21/2021

Payable Date	Payable Number	Description (Item)	Account Number	Account Name	Amount
08/06/2021	17677	PH EM Lights - Buildings	100-170-101-1010-65120	Maintenance & Repairs - Other Facilities	144.29
09/01/2021	18841	BRAC MultiPurpose TV & Other Supplies-Buildings	100-170-101-1010-65120	Maintenance & Repairs - Other Facilities	78.61
09/01/2021	18842	Sander for Boan Shelter - Buildings	100-170-101-1010-65110	Maint. & Repairs-Park Structures & Storage Units	35.95
09/01/2021	18847	Labor Day Setup - Grounds	100-171-101-1010-63120	Materials-Athletic Fields	179.94
09/14/2021	19457	Cricket Scoreboard - Buildings	100-170-101-1010-65110	Maint. & Repairs-Park Structures & Storage Units	5.30
09/14/2021	19459	BRAC Misc Supplies - Buildings	100-170-101-1010-64000	Equipment	77.55
09/17/2021	19614	BRAC Painting Supplies & PH Shutdown - Buildings	100-170-101-1010-65120	Maintenance & Repairs - Other Facilities	88.84
09/02/2021	18894	BRAC MultiPurpose Room TV Electric - Buildings	100-170-101-1010-65120	Maintenance & Repairs - Other Facilities	16.92
09/02/2021	18897	Fencing for Labor Day Tournament-Grounds	100-171-101-1010-63120	Materials-Athletic Fields	219.92
09/20/2021	19758	ACC Lights - Buildings	100-170-101-1010-65120	Maintenance & Repairs - Other Facilities	94.37
09/24/2021	19950	Paint Mixing Tank - Grounds	100-171-101-1010-65300	Equipment Maintenance & Repairs	67.28
09/07/2021	19107	BRAC Painting Supplies - Buildings	100-170-101-1010-64000	Equipment	90.27
09/09/2021	19227	Boan Paint Supplies - Buildings	100-170-101-1010-65110	Maint. & Repairs-Park Structures & Storage Units	46.11
Vendor 10605 - Menards Total:					2,014.84
Vendor: 11538 - MetLife					
10/01/2021	INV0000762	Life Insurance - Vol Insurance	100-000-220438	Vol Ins Payable-Term Life Insurance	89.68
10/01/2021	INV0000762	Life Insurance 2021	100-101-101-1010-61430	Healthcare-Life	943.10
Vendor 11538 - MetLife Total:					1,032.78
Vendor: 10611 - Michael Ochs					
09/23/2021	INV0000726	September Volleyball Officials	200-210-200-4020-62000	Contractual Services-Leagues	1,392.00
Vendor 10611 - Michael Ochs Total:					1,392.00
Vendor: 10615 - MidAmerica Roofing, Inc.					
09/24/2021	0489	ACC Server Roof - Buildings	600-600-650-9610-76302	CARP-ACC-Roof Replacement Server Room	42,500.00
Vendor 10615 - MidAmerica Roofing, Inc. Total:					42,500.00
Vendor: 11661 - Midwest Groundcovers LLC					
09/23/2021	I688653	Perennial Conversions - NRHT	100-172-101-1010-63120	Materials-Plant	1,572.51
Vendor 11661 - Midwest Groundcovers LLC Total:					1,572.51
Vendor: 10623 - Midwest Transit Equipment, Inc					
09/07/2021	R101069142-01	Bus #7 AC Repair - Grounds	100-171-101-1010-65210	Vehicle Repairs & Service-Rec	1,579.69
Vendor 10623 - Midwest Transit Equipment, Inc Total:					1,579.69
Vendor: 10938 - Mindsight					
10/01/2021	INV5376	Network Managed Services	100-101-101-1010-62200	Computer Maintenance & Support	1,625.00
08/23/2021	INV5082	Network Switch Upgrade	600-600-650-9610-76000	CARP Expenditures-Computers	8,550.00
Vendor 10938 - Mindsight Total:					10,175.00
Vendor: 10643 - Muzak LLC					
10/01/2021	56402025	Muzak SubScription-BRAC	200-102-101-1010-67000	Marketing-Recreation Services	93.52
10/01/2021	56402025	Muzak SubScription-Pelican Harbor	200-250-308-5800-62000	Contractual Services	55.00
Vendor 10643 - Muzak LLC Total:					148.52
Vendor: 11410 - Nicholas Cummings					
09/28/2021	September 2021	September 2021 - Systems Support Specialist 2	100-157-101-1010-63800	Mileage	42.90
Vendor 11410 - Nicholas Cummings Total:					42.90
Vendor: 10664 - Nicor Gas					
10/01/2021	01_20-21-00-2000 2 09/21	Natural Gas Service - BRAC	200-102-101-2020-71100	Natural Gas-BRAC	298.51

Expense Approval Report

Due Dates: 10/21/2021 - 10/21/2021

Payable Date	Payable Number	Description (Item)	Account Number	Account Name	Amount
10/01/2021	01_20-21-00-2000 2 09/21	Natural Gas Service - BRAC	200-250-308-5800-71100	Natural Gas-AQ	265.34
10/01/2021	01_20-21-00-2000 2 09/21	Natural Gas Service - BRAC	200-251-290-6000-71100	Natural Gas-Fitness	99.50
09/24/2021	01_53-69-23-7341 7 09/21	Natural Gas Services - Storage Building	100-101-101-1010-71110	Natural Gas-Storage Building	25.85
09/27/2021	03_11-73-40-2000 8 09/21	Natural Gas Services - Annerino	100-101-101-1010-71100	Natural Gas-ACC	83.76
09/27/2021	03_11-73-40-2000 8 09/21	Natural Gas Services - Annerino	200-102-101-2000-71100	Natural Gas-ACC	83.75
09/27/2021	04_03-88-92-9123 7 09/21	Natural Gas Services - B&G	100-170-101-1010-71100	Natural Gas-B&G	164.92
09/27/2021	05_37-26-72-2000 4 09/21	Natural Gas Services - DD	200-102-101-2040-71100	Natural Gas-DD	43.31
09/28/2021	02_32-67-60-2000 4 09/21	Natural Gas Services - BRAC	200-250-308-5800-71100	Natural Gas-AQ	143.58
Vendor 10664 - Nicor Gas Total:					1,208.52
Vendor: 10677 - Nuisance Wildlife Control, Inc					
09/22/2021	2021-74	Beaver Relocation BRGC	100-171-101-1010-63130	Materials-Park	500.00
Vendor 10677 - Nuisance Wildlife Control, Inc Total:					500.00
Vendor: 10679 - O'Reilly Auto Parts					
09/10/2021	3406-427445	Vehicle Supplies - Grounds	100-171-101-1010-63190	Fuel Purchases	102.26
09/10/2021	3406-427445	Light Bulbs Case Skid Steer - Grounds	100-171-101-1010-65300	Equipment Maintenance & Repairs	15.79
09/13/2021	3406-427925	Brake Tools - Grounds	100-171-101-1010-63190	Fuel Purchases	-59.99
09/21/2021	3406-429265	Truck #6 Water Pump - NRHT	100-172-101-1010-65200	Vehicle Repair & Service-NR	53.20
09/21/2021	3406-429299	Antifreeze - Grounds	100-171-101-1010-63110	Lubricants and Fluids	65.94
09/27/2021	3406-430200	Trailer #4 Tail Light - NRHT	100-172-101-1010-65300	Equipment Maintenance & Repairs	29.59
09/28/2021	3406-430361	Truck #7 Battery - Buildings	100-170-101-1010-65200	Vehicle Repairs & Service-Buildings	181.49
09/07/2021	3406-426983	Supplies Silicone - Grounds	100-171-101-1010-63110	Lubricants and Fluids	15.98
09/08/2021	3406-427122	Pads Truck 7 - Buildings	100-170-101-1010-65200	Vehicle Repairs & Service-Buildings	69.70
09/09/2021	3406-427298	Brackets Truck 7 - Buildings	100-170-101-1010-65200	Vehicle Repairs & Service-Buildings	89.34
Vendor 10679 - O'Reilly Auto Parts Total:					563.30
Vendor: 10691 - Otis Elevator Company					
08/30/2021	CYS23397001	Oaks Elevator Inspection - Buildings	100-170-101-1010-62000	Contractual Services	415.00
Vendor 10691 - Otis Elevator Company Total:					415.00
Vendor: 10697 - Paul Hrdlicka					
07/22/2021	INV0000727	BRAC Jam Photobooth-Parkie & Pool	200-250-308-5800-67000	Marketing-Aquatics	400.00
Vendor 10697 - Paul Hrdlicka Total:					400.00
Vendor: 10699 - Pavement Systems, Inc.					
09/08/2021	11-733-1	2021 Sealcoating Bid Project	840-100-840-9800-65000	Paving Maintenance & Repairs	28,343.00
Vendor 10699 - Pavement Systems, Inc. Total:					28,343.00
Vendor: 10701 - PDRMA					
09/30/2021	Q321048	PDRMA Insurance	810-100-810-9750-62500	PDRMA-Property Insurance	21,150.15
09/30/2021	Q321048	PDRMA Insurance	810-100-810-9750-62510	PDRMA-Liability Insurance	10,335.51
09/30/2021	Q321048	PDRMA Insurance	810-100-810-9750-62520	PDRMA-Workers Compensation Ins	24,935.49
09/30/2021	Q321048	PDRMA Insurance	810-100-810-9750-62530	PDRMA-Pollution Liability Ins	627.45
09/30/2021	Q321048	PDRMA Insurance	810-100-810-9750-62540	PDRMA-Employment Practice	3,465.51
Vendor 10701 - PDRMA Total:					60,514.11
Vendor: 10711 - Pike Systems, Inc.					
09/14/2021	666826	Custodial Supplies - Buildings	100-171-101-1010-63130	Materials-Park	145.97
Vendor 10711 - Pike Systems, Inc. Total:					145.97
Vendor: 10716 - Pitney Bowes Inc.					
08/01/2021	3104891107	Postage Machine Lease	100-101-101-1010-64100	Office Equipment	484.35
Vendor 10716 - Pitney Bowes Inc. Total:					484.35

Expense Approval Report

Due Dates: 10/21/2021 - 10/21/2021

Payable Date	Payable Number	Description (Item)	Account Number	Account Name	Amount
Vendor: 11130 - PlayPower LT Farmington Inc					
08/27/2021	1400252223	Zip Line Replacement Bolts - Grounds	100-171-101-1010-63160	Materials-Playground	156.34
Vendor 11130 - PlayPower LT Farmington Inc Total:					156.34
Vendor: 11382 - Preferred Electrical Construction Corp of Illinois Inc.					
09/16/2021	10841	ACC Light Pole - Buildings	840-100-840-9800-65010	Outdoor Lighting Repairs	810.00
Vendor 11382 - Preferred Electrical Construction Corp of Illinois Inc. Total:					810.00
Vendor: 10735 - Professional Paving & Concrete Company Inc.					
09/16/2021	21-2203	Lily Cache East Soccer Path Sealcoating	840-100-840-9800-65000	Paving Maintenance & Repairs	8,439.96
Vendor 10735 - Professional Paving & Concrete Company Inc. Total:					8,439.96
Vendor: 11045 - Pro-Pak Industries, Inc.					
08/27/2021	5106141-1	Caution Tape	100-171-101-1010-64300	Safety Equipment	182.36
Vendor 11045 - Pro-Pak Industries, Inc. Total:					182.36
Vendor: 10742 - Quantum Marketing					
09/14/2021	27260	Business Cards	100-101-101-1010-63050	Office Supplies	67.93
09/14/2021	27261	Business Cards	100-101-101-1010-63050	Office Supplies	67.93
Vendor 10742 - Quantum Marketing Total:					135.86
Vendor: 11093 - R.J. O'Neil, Inc.					
08/31/2021	00114833	BRAC & PH Sewer Pit - Buildings	100-170-101-1010-65120	Maintenance & Repairs - Other Facilities	14,226.50
Vendor 11093 - R.J. O'Neil, Inc. Total:					14,226.50
Vendor: 11717 - Recreation Supply Co., Inc.					
07/09/2021	430300	Inner Tubes	200-250-308-5800-63000	Supplies -General	1,362.80
Vendor 11717 - Recreation Supply Co., Inc. Total:					1,362.80
Vendor: 10775 - Richard Wostratsky					
09/30/2021	INV0000760	September Softball Umpires	200-210-200-4020-62000	Contractual Services-Leagues	6,330.00
Vendor 10775 - Richard Wostratsky Total:					6,330.00
Vendor: 10776 - Riteway Glass Inc.					
09/29/2021	INV1821	DD Window Glass - Buildings	100-170-101-1010-65120	Maintenance & Repairs - Other Facilities	275.00
Vendor 10776 - Riteway Glass Inc. Total:					275.00
Vendor: 10786 - Robinson Wholesale Bait					
08/31/2021	86316	Bait Delivery 8/31/2021	300-305-260-7000-66400	Cost of Goods Sold-Bait Shop Bait	117.75
09/14/2021	86626	Bait Delivery-9/14/21	300-305-260-7000-66400	Cost of Goods Sold-Bait Shop Bait	287.90
09/21/2021	86767	Bait Delivery-9/21/21	300-305-260-7000-66400	Cost of Goods Sold-Bait Shop Bait	354.70
09/07/2021	86456	Bait Delivery-9/7/21	300-305-260-7000-66400	Cost of Goods Sold-Bait Shop Bait	285.20
Vendor 10786 - Robinson Wholesale Bait Total:					1,045.55
Vendor: 10798 - Russo Power Equipment					
09/30/2021	SPI10861651	Bar and Chain Oil	100-172-101-1010-63110	Lubes and Fluids	135.92
Vendor 10798 - Russo Power Equipment Total:					135.92
Vendor: 10806 - Santo Sport Store					
09/09/2021	707053	Additional Softballs	200-210-200-4020-63200	Supplies-Leagues	1,179.00
Vendor 10806 - Santo Sport Store Total:					1,179.00
Vendor: 11607 - Sebert Landscaping					
09/01/2021	226904	Mowing Contract PT/RH Sept	100-172-101-1010-62000	Contractual Services	1,725.00
Vendor 11607 - Sebert Landscaping Total:					1,725.00
Vendor: 10820 - Shaw Media					
08/31/2021	082110070534	Chamber of Commerce Newsletter Ads	200-250-308-5800-67000	Marketing-Aquatics	320.00
08/31/2021	082110070534	Chamber of Commerce Newsletter Ads	200-251-290-6000-67000	Marketing-Facility	320.00
Vendor 10820 - Shaw Media Total:					640.00

Expense Approval Report

Due Dates: 10/21/2021 - 10/21/2021

Payable Date	Payable Number	Description (Item)	Account Number	Account Name	Amount
Vendor: 11378 - Sheila Ubelhor					
09/29/2021	July - September 2021	Acctg Clerk 2021 Qtr 3	100-152-101-1010-63800	Mileage	38.56
Vendor 11378 - Sheila Ubelhor Total:					38.56
Vendor: 10824 - Sherwin Williams					
09/01/2021	0530-9	Boan Shelter Stain - Buildings	100-170-101-1010-65110	Maint. & Repairs-Park Structures & Storage Units	55.58
09/01/2021	3572-6	Boan Shelter Stain - Buildings	100-170-101-1010-65110	Maint. & Repairs-Park Structures & Storage Units	156.00
09/10/2021	0917-8	Boan Shelter Stain - Buildings	100-170-101-1010-65110	Maint. & Repairs-Park Structures & Storage Units	49.18
09/16/2021	3865-4	BRAC Paint - Buildings	100-170-101-1010-65120	Maintenance & Repairs - Other Facilities	100.50
09/22/2021	1458-2	ACC Canopy Paint - Buildings	100-170-101-1010-65120	Maintenance & Repairs - Other Facilities	116.33
09/03/2021	0613-3	Tee-Ball Stain - Buildings	100-170-101-1010-65110	Maint. & Repairs-Park Structures & Storage Units	150.23
09/03/2021	0616-6	Tee-Ball Stain - Buildings	100-170-101-1010-65110	Maint. & Repairs-Park Structures & Storage Units	-13.34
09/03/2021	0617-4	Tee-Ball Stain - Buildings	100-170-101-1010-65110	Maint. & Repairs-Park Structures & Storage Units	10.20
09/07/2021	3676-5	Boan Stain - Buildings	100-170-101-1010-65110	Maint. & Repairs-Park Structures & Storage Units	49.18
09/07/2021	3677-3	Boan Stain - Buildings	100-170-101-1010-65110	Maint. & Repairs-Park Structures & Storage Units	1.27
Vendor 10824 - Sherwin Williams Total:					675.13
Vendor: 11491 - Signs Now					
09/08/2021	SN195-58989	ADA BRAC Braille Signs - Transition Plan	500-575-400-9500-75900	ADA Transition Plan	588.50
Vendor 11491 - Signs Now Total:					588.50
Vendor: 10492 - SiteOne Landscape Supply, LLC					
06/30/2021	110755598-001	LCSF Irrigation Credit - Buildings	100-171-101-1010-63120	Materials-Athletic Fields	-2,464.32
09/01/2021	111714099-001	LCSF Irrigation Control Module - Buildings	100-171-101-1010-63120	Materials-Athletic Fields	84.97
09/14/2021	110331863-001	LCSF Irrigation - Buildings	100-171-101-1010-63120	Materials-Athletic Fields	2,913.91
09/14/2021	112735365-001	B&G Supplies	100-171-101-1010-63120	Materials-Athletic Fields	35.36
09/17/2021	113029825-001	LCSF Irrigation - Buildings	100-171-101-1010-63120	Materials-Athletic Fields	95.29
Vendor 10492 - SiteOne Landscape Supply, LLC Total:					665.21
Vendor: 10869 - Sunburst Sportswear, Inc.					
09/22/2021	122804	Gym Bags for Illusions New Members	200-211-211-4440-63200	Supplies-Team Programs	336.00
Vendor 10869 - Sunburst Sportswear, Inc. Total:					336.00
Vendor: 11492 - The Fire Guy Inc.					
05/10/2021	5-180181	Ashburys Sprinkler Leak - Buildings	100-170-101-1010-65120	Maintenance & Repairs - Other Facilities	645.00
05/10/2021	5-181001	BRAC Sprinkler Inspection - Buildings	100-170-101-1010-62000	Contractual Services	1,840.00
05/10/2021	5-181002	ACC Sprinkler Inspection - Buildings	100-170-101-1010-62000	Contractual Services	1,695.00
05/10/2021	5-181003	DD Sprinkler Inspection - Buildings	100-170-101-1010-62000	Contractual Services	4,405.00
09/17/2021	9-88694	Ashburys Fire Alarm Repair - Buildings	100-170-101-1010-65120	Maintenance & Repairs - Other Facilities	2,634.00
Vendor 11492 - The Fire Guy Inc. Total:					11,219.00
Vendor: 11172 - The Lifeguard Store					
09/21/2021	INV001117254	Swim Instructor Suits	200-250-308-5800-63700	Uniforms	413.00
09/22/2021	INV001118020	Lanyards	200-250-308-5800-63700	Uniforms	70.50
Vendor 11172 - The Lifeguard Store Total:					483.50

Expense Approval Report

Due Dates: 10/21/2021 - 10/21/2021

Payable Date	Payable Number	Description (Item)	Account Number	Account Name	Amount
Vendor: 10133 - The Shop BB, Inc					
09/01/2021	30998	Lightning Detection Signs	100-171-101-1010-63130	Materials-Park	147.00
Vendor 10133 - The Shop BB, Inc Total:					147.00
Vendor: 10903 - Thomas Pump Company, Inc.					
09/08/2021	R1491	LCSF Irrigation - Buildings	100-171-101-1010-63120	Materials-Athletic Fields	400.00
Vendor 10903 - Thomas Pump Company, Inc. Total:					400.00
Vendor: 10129 - Tina Simpson					
09/30/2021	INV0000759	Renew Notary Public - Administrative Assistant	100-151-101-1010-61000	Employee Development	5.00
09/30/2021	INV0000759	June-August 2021 - Custodial Staff	100-170-101-1010-63800	Mileage	16.35
09/30/2021	INV0000759	Flag Repair	100-170-101-1010-65120	Maintenance & Repairs - Other Facilities	20.00
09/30/2021	INV0000759	Recorders Fee - Copy of Lot 5 Easement	600-600-650-9610-75120	Capital-Lily Cache Greenway-Trail Connections	8.00
Vendor 10129 - Tina Simpson Total:					49.35
Vendor: 10923 - Traffic Control and Protection					
09/09/2021	108554	Type 1 Barricades	100-171-101-1010-63130	Materials-Park	761.60
09/09/2021	108554	Do Not Enter Signs	100-171-101-1010-63130	Materials-Park	95.90
09/09/2021	108554	Type 1 Barricades	840-100-840-9800-65000	Paving Maintenance & Repairs	1,958.40
Vendor 10923 - Traffic Control and Protection Total:					2,815.90
Vendor: 10930 - Tressler, LLP					
09/02/2021	434077	2015 Tax Objections	100-101-101-1010-62500	Legal Services	537.50
09/02/2021	434078	Review of Personnel Manual	100-101-101-1010-62500	Legal Services	3,999.00
09/02/2021	434079	Real Property Matters	100-101-101-1010-62500	Legal Services	236.50
09/02/2021	434080	Corridor -1 Land Purchase	100-101-101-1010-62500	Legal Services	20.00
09/02/2021	434081	General Matters	100-101-101-1010-62500	Legal Services	3,900.00
Vendor 10930 - Tressler, LLP Total:					8,693.00
Vendor: 10944 - United Healthcare					
09/10/2021	676295872584	Medical Insurance 2021	100-101-101-1010-61400	Healthcare-Medical	58,508.69
Vendor 10944 - United Healthcare Total:					58,508.69
Vendor: 10945 - United Parcel Service					
09/18/2021	00006979TT381	Part Return - Buildings	100-170-101-1010-63050	Office Supplies	19.70
Vendor 10945 - United Parcel Service Total:					19.70
Vendor: 10955 - Upland Design Ltd.					
10/01/2021	20-873-03	2021 Playground Architect Fees	600-600-650-9610-76271	CARP-Plimmer Park-Playground	2,822.24
Vendor 10955 - Upland Design Ltd. Total:					2,822.24
Vendor: 10964 - Verizon Wireless					
09/15/2021	9888531728	Cellular Service	100-101-101-1010-70100	Cellular Service	638.25
09/15/2021	9888531728	Cellular Service	100-170-101-1010-70100	Cellular Service	359.13
09/15/2021	9888531728	Cellular Service	100-171-101-1010-70100	Cellular Service	233.74
09/15/2021	9888531728	Cellular Service	100-172-101-1010-70100	Cellular Service	226.78
09/15/2021	9888531728	Cellular Service	200-102-101-1010-70100	Cellular Service	330.47
09/15/2021	9888531728	Cellular Service	200-102-310-2020-70100	Cellular Service-BRAC Childcare	1.72
09/15/2021	9888531728	Cellular Service	200-202-200-3400-70100	Cellular Service-Pioneer	39.35
09/15/2021	9888531728	Cellular Service	200-202-200-3440-70100	Cellular Service-Jonas Salk	39.35
09/15/2021	9888531728	Cellular Service	200-203-200-3200-70100	Cellular Service-Summer Camp	-81.41
09/15/2021	9888531728	Cellular Service	200-250-308-5800-70100	Cellular Service-Aquatics	106.21
09/15/2021	9888531728	Cellular Service	200-251-290-6000-70100	Cellular Service-Fitness	37.67
09/15/2021	9888531728	Cellular Service	300-300-308-9000-70100	Cellular Services-Hidden Oaks	5.16
09/15/2021	9888531728	Cellular Service	300-305-308-9100-70100	Cellular Service-Hidden Lakes	38.01
09/23/2021	9889182718	Cellular Data Services	100-170-101-1010-70100	Cellular Service	32.68
09/23/2021	9889182718	Cellular Data Service	100-171-101-1010-70100	Cellular Service	16.34
09/23/2021	9889182718	Cellular Data Service	200-102-101-1010-67000	Marketing-Recreation Services	8.17
09/23/2021	9889182718	Cellular Data Service	200-250-308-5800-67000	Marketing-Aquatics	8.17
09/23/2021	9889182718	Cellular Data Service	200-251-290-6000-67010	Marketing-Retention-Facility	8.17
09/23/2021	9889182718	Cellular Data Service	300-300-308-9000-67000	Marketing-Hidden Oaks	8.17
09/23/2021	9889182718	Cellular Data Service	200-202-200-3400-70100	Cellular Service-Pioneer	15.29

Expense Approval Report

Due Dates: 10/21/2021 - 10/21/2021

Payable Date	Payable Number	Description (Item)	Account Number	Account Name	Amount
09/23/2021	9889182719	Cellular Data Service	200-202-200-3410-70100	Cellular Service-Tibbott	15.29
09/23/2021	9889182719	Cellular Data Service	200-202-200-3420-70100	Cellular Service-Independence	15.28
09/23/2021	9889182719	Cellular Data Service	200-202-200-3440-70100	Cellular Service-Jonas Salk	15.28
09/23/2021	9889182719	Cellular Data Service	200-202-200-3460-70100	Cellular Service-BJ Ward	15.29
09/23/2021	9889182719	Cellular Data Service	200-202-200-3470-70100	Cellular Service-Wood View	15.29
Vendor 10964 - Verizon Wireless Total:					2,147.85

Vendor: 10966 - Vermont Systems, Inc.

10/01/2021	VS000816	SMS Texting Service	100-101-101-1010-62200	Computer Maintenance & Support	45.50
Vendor 10966 - Vermont Systems, Inc. Total:					45.50

Vendor: 10968 - Village Of Bolingbrook

08/23/2021	C1156-000322	PH False Alarm	200-250-308-5800-62095	Alarm Fees	300.00
08/27/2021	C1156-000350	PH False Alarm	200-250-308-5800-62095	Alarm Fees	300.00
08/30/2021	C1156-000391	ACC False Alarm	200-102-101-2000-62095	Alarm Fees	75.00
09/01/2021	67732	Park Police Service Sep 2021	850-100-850-9850-86000	Police Services	12,857.14
Vendor 10968 - Village Of Bolingbrook Total:					13,532.14

Vendor: 10973 - Walmart Community

08/20/2021	INV0000723	Lakes Concessions	300-305-260-7000-66300	Cost of Goods Sold-Bait Shop Concessions	29.06
08/26/2021	INV0000722	Marshmallows for Birthday Party	300-300-240-6490-63330	Supplies-Nature Parties	1.48
08/26/2021	INV0000724	Lakes/Oaks Supplies	300-300-240-6490-63330	Supplies-Nature Parties	6.97
08/26/2021	INV0000724	Lakes Concessions	300-305-260-7000-66300	Cost of Goods Sold-Bait Shop Concessions	23.12
08/30/2021	INV0000721	Supplies - Grounds	100-171-101-1010-63050	Office Supplies	15.92
08/30/2021	INV0000721	Supplies - Grounds	100-171-101-1010-63110	Lubricants and Fluids	14.85
09/01/2021	INV0000734	Animal Feed	300-300-308-9000-63110	Supplies-Animal	3.44
09/10/2021	INV0000731	Overnight Supplies	300-300-251-6510-63200	Supplies-Snore & Explore	6.60
09/10/2021	INV0000732	Party Supplies	300-300-240-6490-63330	Supplies-Nature Parties	4.86
09/10/2021	INV0000742	Preschool and REACH Supplies	200-202-200-3400-63200	Supplies-Pioneer	5.46
09/10/2021	INV0000742	Preschool and REACH Supplies	200-202-200-3440-63200	Supplies-Jonas Salk	5.46
09/10/2021	INV0000742	Preschool and REACH Supplies	200-214-230-2060-63200	Supplies-Oaks Preschool	8.08
09/10/2021	INV0000742	Preschool and REACH Supplies	200-214-232-2000-63200	Supplies-ACC Preschool Programs	8.08
09/10/2021	INV0000742	Preschool and REACH Supplies	200-214-232-2020-63200	Supplies-BRAC Preschool	8.08
09/10/2021	INV0000742	Preschool and REACH Supplies	200-215-236-4720-63200	Supplies-EC Specials	5.46
09/17/2021	INV0000730	Overnight Supplies	300-300-251-6510-63200	Supplies-Snore & Explore	22.13
09/17/2021	INV0000730	Animal Feed	300-300-308-9000-63110	Supplies-Animal	5.76
09/17/2021	INV0000745	Office Supplies	100-101-101-1010-63050	Office Supplies	17.61
09/08/2021	INV0000733	Party Supplies	300-300-240-6490-63330	Supplies-Nature Parties	3.43
09/08/2021	INV0000733	Animal Feed	300-300-308-9000-63110	Supplies-Animal	0.88
09/09/2021	INV0000746	Office Supplies	100-101-101-1010-63050	Office Supplies	67.43
Vendor 10973 - Walmart Community Total:					264.16

Vendor: 10974 - Warehouse Direct

09/13/2021	5050872-0	Office Supplies	100-101-101-1010-63050	Office Supplies	24.76
09/15/2021	5053174-0	Office Supplies	100-101-101-1010-63050	Office Supplies	116.06
09/24/2021	5060946-0	Office Supplies	100-101-101-1010-63050	Office Supplies	85.79
Vendor 10974 - Warehouse Direct Total:					226.61

Vendor: 10975 - Waste Management of IL S.W.

09/16/2021	3417027-2007-7	B&G Facility Dumpster - Grounds	100-171-101-1010-62020	Contractual Services-Disposal Services	384.25
09/30/2021	6253716-2007-5	Refuse Removal Facilities - Grounds	100-170-101-1010-62000	Contractual Services	189.37
09/30/2021	6253716-2007-5	Recycle Removal Facilities - Grounds	100-170-101-1010-62000	Contractual Services	58.43
09/30/2021	6253716-2007-5	Recycle Removal B&G - Grounds	100-171-101-1010-62020	Contractual Services-Disposal Services	98.12
Vendor 10975 - Waste Management of IL S.W. Total:					730.17

Expense Approval Report

Due Dates: 10/21/2021 - 10/21/2021

Payable Date	Payable Number	Description (Item)	Account Number	Account Name	Amount
Vendor: 10982 - Westside Mechanical Group					
07/20/2021	022074	BRAC Lochinvar Boilers - Buildings	100-170-101-1010-62010	Contractual Services - HVAC	4,100.00
09/28/2021	S120947	ACC HVAC Removal Consult - Buildings	600-600-650-9610-76302	CARP-ACC-Roof Replacement Server Room	396.00
09/29/2021	022227	ACC Server Room HVAC Roof Removal-Bldg	600-600-650-9610-76302	CARP-ACC-Roof Replacement Server Room	6,800.00
Vendor 10982 - Westside Mechanical Group Total:					11,296.00
Grand Total:					784,589.82

Report Summary

Fund Summary

Fund	Expense Amount
100 - General	190,319.85
200 - Recreation	95,017.98
300 - Museum	7,059.95
400 - Golf Course	30,918.19
500 - Special Recreation	2,753.29
600 - Capital	342,299.65
810 - Insurance/Worker's Comp	63,481.60
840 - Paving & Lighting	39,882.17
850 - Police	12,857.14
Grand Total:	784,589.82