

**Cary Park District Board of Commissioners**

**Regular Board Meeting**

**June 27, 2024, 7:00pm**

**Community Center, 255 Briargate Rd. Cary, IL**

## **Matters From the Public During Meetings – Board Policy 1-005d**

1. The Board will hold Matters from the Public as part of any public open meeting.
2. Individuals interested in making comment will be asked to provide their name and asked to provide their address and/or their city/village of residence at the time they are recognized to comment during a public meeting. An individual who declines to provide their name, address or city/village of residence shall be allowed to comment.
3. Each individual indicating their interest to participate in Matters from the Public will be allowed up to five minutes to complete their comments. The Board may reduce this time limit if the need is so determined by majority vote of those present. The maximum amount of time that the Board will hear matters from the public at a meeting is thirty (30) minutes at a meeting. If members of the public are unable to comment due to time constraints, they should be encouraged to submit written comments or to attend another meeting when they may address the Board.
4. Individuals who have specific questions, or are interested in particular aspects of the District's operations or projects which may not appear on the published agenda should be encouraged to contact the Executive Director to review their questions or specific information.
5. The Matters from the Public portion of the agenda is for public comment only. It is improper for the Board to comment or respond to comments made during Matters from the Public.
6. The Board can temporarily modify or suspend these guidelines during a meeting if so determined by a majority vote of those present.

## **Regular, Special and Committee of the Whole Meetings**

Regular and Special Board Meetings -- The Board may take final action on any matter posted to the Consent or Action Items portions of the agenda in a Regular or Special Board Meeting. Items posted under Discussion Items may not have final action considered.

Committee of the Whole Meetings – The Committee of the Whole is a recommending body only and no final action may be taken on any agenda item at a Committee of the Whole Meeting. Matters discussed and recommended during a Committee of the Whole Meeting are considered “draft(s)” until included on an agenda at a Regular or Special Board Meeting for final action.

Cary Park District  
Board of Commissioners  
**Regular Board Meeting**  
June 27, 2024  
7:00 p.m.  
Community Center  
255 Briargate Road  
Cary, IL 60013



**AGENDA**

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Matters from the Public
- V. Items from Commissioners
- VI. Consent Agenda
  - A. Action Items
    - 1. Approval – Minutes Regular Board Meeting dated May 23, 2024.
    - 2. Approval – Minutes Public Hearing dated May 23, 2024.
    - 3. Approval – Minutes Special Board Meeting – Annual Meeting dated June 13, 2024.
    - 4. Approval – Minutes Special Board Meeting dated June 13, 2024.
    - 5. Approval – Disbursements in the Amount of \$836,100.53 dated June 21, 2024.
    - 6. Acceptance – Treasurer’s Report (Preliminary) dated May 31, 2024.
    - 7. Approval – R-2024-25-01, a Resolution Recognizing July 2024 as Parks and Recreation Month.
    - 8. Approval – R-2024-25-02, a Resolution Recognizing July 19, 2024 as Park and Recreation Professionals Day.
    - 9. Appoint – Consultant Review Team (Commissioner Stanko, Commissioner Carasso, Director Plan/Development Raica, Executive Director Jones), Comprehensive Master Plan Update 2025.
    - 10. Approval – Purchase of a 2024 John Deere 9009A Terrain Cut Rough Mower in the amount of \$97,989 from Revels Turf and Tractor/John Deere, Elgin, IL.
    - 11. Approval – Purchase of a 2024 John Deere Gator TX Turf w/ Safety Cage in the amount \$17,619.78 from Revels Turf and Tractor/Elgin, IL.
    - 12. Approval -- Policy 4-002, Definitions of Personnel Categories; Policy 4-006, Salary Administration; Policy 4-009a, Modified Work Duty; Policy 4-010a, Health Insurance Portability and Privacy Act; Policy 4-013c, Family Medical Leave Act; Policy 4-016, Anti-Harassment; Policy 4-019, Bloodborne Pathogens Program; Policy 4-019b, Pandemic Response Including COVID-19; Policy 4-021, Employee Training and Education; Policy 4-022, Employee Business Related Expenses; Policy 4-999, Personnel Policy and Procedure Distribution, all as revised.
- VII. Business Items/Changes, Additions, Deletions
  - A. Any Items Removed from the Consent Agenda
  - B. Action Items
    - 1. Consider – FY2024-25 Compensation of the Executive Director.

*Note: In compliance with the Americans with Disabilities Act this and all other meetings of the Cary Park District are located in facilities that are physically accessible to those who have disabilities. If additional reasonable accommodations are needed for persons who qualify under the Act as having a "disability", please contact the Park District during normal business hours at 847-639-6100 at least 48 hours prior to any meeting so that such accommodations can be provided.*

***Providing exceptional recreation, parks, and open space opportunities.***

- C. Discussion Items
  - 1. None.
- VIII. Executive Director Report
- IX. Closed Session, **if Necessary**
  - A. Review/Approval of Closed Meeting Minutes (5 ILCS 120/2 © (21))
  - B. Purchase or Lease of Real Property (5 ILCS 120/2 © (5))
  - C. Setting of the Price for Sale or Lease of Real Property (5 ILCS 120/2 © (6))
  - D. Pending, Probable or Imminent Litigation (5 ILCS 120/2 © (11))
  - E. Appointment, Employment, Compensation, Discipline, Performance of Specific Employees (5 ILCS 120/2 © (1))
- X. Closed Session Summary and Action, **if Necessary**
  - a. Closed Session Minutes Action
  - b. Purchase or Lease of Real Property Action
  - c. Setting of the Price for Sale or Lease of Real Property Action
  - d. Pending, Probable or Imminent Litigation Action
  - e. Appointment, Employment, Compensation, Discipline, Performance of Specific Employees Action
- XI. Adjournment

**Upcoming Scheduled Meetings**

Committee of the Whole, 7/11/2024, 7:00pm

Regular Board Meeting, 7/25/2024, 7:00pm

All meetings take place at the Cary Community Center, 255 Briargate Road, Cary unless otherwise indicated.

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***Providing exceptional recreation, parks, and open space opportunities.***



MINUTES OF THE REGULAR MEETING OF THE BOARD OF PARK COMMISSIONERS OF  
THE CARY PARK DISTRICT, CARY, ILLINOIS, HELD AT COMMUNITY CENTER,  
255 BRIARGATE RD, CARY, IL, ON  
MAY 23, 2024

***I. CALL TO ORDER***

President Victor called the meeting to order at 7:00PM.

***II. ROLL CALL***

Upon roll call the following Commissioners answered present: Mr. Stanko, Mrs. Carasso, Mr. Renner, Mrs. Victor.

**Staff**

Staff present: Dan Jones, Executive Director; Becky Horn, Administrative and Recreation Assistant; Sara Kelly, Deputy Director; Erica Hall, Superintendent of Recreation; Noah Mach, Superintendent of Parks and Facility Maintenance; Katie Hughes, Director of Communications and Marketing; Vicki Krueger, Director of Finance and Administration.

**Guests**

Mike Linsner  
Jenay DiOrio  
Laura Tuman  
Al Tuman

***III. PLEDGE OF ALLEGIANCE TO THE FLAG***

The Pledge of Allegiance was recited.

***IV. MATTERS FROM THE PUBLIC***

Jenay DiOrio commented on the Board's discussion at the May 9, 2024, Committee of the Whole meeting regarding policies 5-009 Naming & Remaining Park Sites, Recreation Facilities, Site Amenities or Features and 5-009a Park Identification/Name Signs. She stated there are policies in place and the Board and Executive Director need to uphold and implement those policies. DiOrio further stated the goal of the policies is to have signs at each park site, yet Community Center Park does not have a sign. DiOrio reminded the Board of the Cary Park District Organizational Chart, showing the Residents at the top of the chart. DiOrio reiterated it's the Board's responsibility to make sure the Executive Director implements these policies.

***V. ITEMS FROM COMMISSIONERS***

Carasso shared the Cary Park Foundation's Pars Under the Stars event on May 18, 2024, was a great success. She shared her appreciation for all the work the Foundation, Park District staff, and Foxford Hills Golf Club staff did to help make the event successful. Stanko asked how Sunburst Bay Aquatic Center (SBAC) is doing with their hiring of lifeguards. Jones responded lifeguards is something everyone could always use more of, but stated there are enough hired and trained to operate the facility

and safely too. Stanko stated last year, the Rotary Club of Cary-Grove presented the Park District with the idea of offering a SBAC Family Pass at the Cary-Area Public Library to be checked out and used during the summer. He further stated the Rotary Club would like to help make that family pass available again this summer through the library and presented the Park District with a check for the cost of that membership. Stanko thanked the staff for listening to the idea and working with the library to implement it. Victor stated National Night Out will take place on Thursday, August 8, 2024, at Kaper Park. Victor thanked the Park District for hosting the event at Kaper Park again this year. Victor asked if any bilingual swim lessons will be available this summer after previous conversations of the desire to offer this opportunity. Jones responded nothing is being offered at this time, but staff has had discussions about it and has been on their radar as they work through the hiring process. Hall added individuals with the desire to take swim lessons with a bilingual instructor can contact staff to determine the best way to coordinate that with current staff. Jones reiterated staff is aware of the desire to offer this option to the community.

## ***VI. CONSENT AGENDA***

President Victor asked if any items were to be removed from the Consent Agenda. None.

***Stanko moved to approve the Consent Agenda as follows: VI.A:***

- 1. Approval – Minutes Regular Board Meeting dated April 25, 2024.***
- 2. Approval – May 17, 2024, Disbursements in the Amount of \$393,707.60.***
- 3. Approval – Treasurer’s Report (Preliminary) dated April 30, 2024.***
- 4. Approval – Investment Activity Report Dated April 30, 2024.***
- 5. Approval – Revision, Policy 4-008, Employee Performance Appraisals.***
- 6. Approval – FY2024-25, Board of Commissioners, Annual Meeting Schedule.***
- 7. Approval – Ordinance O-2024-25-02, an Ordinance Authorizing the Sale or Conveyance of Personal Property belonging to the Cary Park District.***

***Second by Carasso.***

Roll call vote: Yes – Stanko, Renner, Carasso, Victor. No – None. Motion carried.

## ***VII. BUSINESS ITEMS/CHANGES, ADDITIONS, DELETIONS***

***VII.A. Any Items Removed From Consent Agenda.***

None.

***VII.B. Action Items***

***VII.B.1. – Consider – Ordinance O-2024-25-01, An Ordinance Adopting the Combined Annual Budget and Appropriation of Fund for the Cary Park District, McHenry County, Illinois for the Fiscal Year Beginning on the First (1<sup>st</sup>) Day of May, 2024 and Ending on the Thirtieth (30<sup>th</sup>) Day of April, 2025.***

Jones stated by law, the Park District is required to adopt a Budget and Appropriation before or within the first quarter of the budget year. He further stated it is also required to have the Budget and Appropriation Ordinance, prepared in tentative form, available for public inspection for at least 30 days prior to final approval. Jones stated the Budget and Appropriation Ordinance has been on display since



April 19, 2024, the notice of a Public Hearing was placed in the Northwest Herald on May 9, 2024, and the Public Hearing was held prior to this meeting, meaning all legal requirements to be met prior to the approval have been completed.

***Renner moved to approve Ordinance O-2024-25-01, An Ordinance Adopting the Combined Annual Budget and Appropriation of Funds for the Cary Park District, McHenry County, Illinois for the Fiscal Year Beginning on the First (1<sup>st</sup>) Day of May, 2024 and Ending on the Thirtieth (30<sup>th</sup>) Day of April, 2025. Second by Carasso.***

Roll call vote: Yes – Stanko, Renner, Carasso, Victor. No – None. Motion carried.

***VII.B.2. – Consider – New, Policy 4-014, Minor and Vulnerable Adult Abuse Prevention.***

Jones stated this new policy was presented at the May 9, 2024, Committee of the Whole meeting and there were no recommended changes to be made. He further stated the Committee recommended (3-1) Board of Commissioners approval of the policy as presented.

***Carasso moved to approve Policy 4-014, Minor and Vulnerable Adult Abuse Prevention. Second by Stanko.***

Voice vote: Yes – 4. No – None. Motion carried.

***VII.B.3. – Consider – Consider FY2024-25 Executive Director Work Initiatives.***

Jones stated the FY2024-25 Executive Director Work Initiatives were presented for discussion at the April 11, 2024 Committee of the Whole meeting and the May 9, 2024 Committee of the Whole meeting. He further stated the Committee recommended (3-1) Board of Commissioners approval of the work initiatives as presented.

***Renner moved to approve FY2024-25 Executive Director Work Initiatives as presented. Second by Carasso.***

Voice vote: Yes – 4. No – None. Motion carried.

***VII.C. Discussion Items***

None.

***VIII. Executive Director Report***

Jones reminded the Board that SBAC opens this Saturday, May 25. He stated it will be open Saturday-Monday, closed for the week, then reopen for the season on June 1. Jones shared a Memorial Day parade will take place in town on Monday, May 27, concluding at Cary Veterans Park. Jones stated the Cary Park Foundation's Pars Under the Stars event went very well and thanked the Foundation, Board and staff for their help and support. Jones stated he also attended the Cary-Grove High School Awards Night on Wednesday, May 15 to present six \$700 scholarships from the Cary Park Foundation. He shared how wonderful the event was and how great it is to see how much money is awarded to students to use towards their college careers.

Victor asked for a motion to adjourn.

*Motion to adjourn the meeting by Renner. Second by Stanko.*

Voice vote: Yes – 4. No – None. Motion carried.

Meeting adjourned at 7:20 PM.



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Daniel C. Jones, Secretary  
Park District Board of Commissioners

MINUTES OF A PUBLIC HEARING OF THE CARY PARK DISTRICT, CARY, ILLINOIS,  
HELD IN THE COMMUNITY CENTER, 255 BRIARGATE ROAD,  
MAY 23, 2024

***I. CALL TO ORDER***

President Victor called the Public Hearing to order at 6:55 PM.

***II. ROLL CALL***

Upon roll call the following Commissioners answered present:

Mr. Stanko, Mrs. Carasso, Mr. Renner, and Mrs. Victor.

Staff present: Dan Jones, Executive Director; Sara Kelly, Deputy Director; Becky Horn, Administrative and Recreation Assistant; Vicki Krueger, Director of Finance and Administration; Erica Hall, Superintendent of Recreation; Noah Mach, Superintendent of Park and Facility Maintenance; Katie Hughes, Director of Communications/Marketing.

***III. PUBLIC HEARING ITEMS***

***A. Ordinance O-2024-25-01, An Ordinance Adopting the Combined Annual Budget and Appropriation of Funds for the Cary Park District, McHenry County, Illinois for the Fiscal Year Beginning on the First (1st) Day of May, 2024 and Ending on the Thirtieth (30th) Day of April, 2025.***

***B. Public Comment***

President Victor opened the floor to public comment. No public wished to comment. Hearing none, she left the floor open to public comment until 6:59 PM, and then closed the public comment period.

***C. Commissioner Comment***

President Victor opened the floor to Commissioner comment. There were no Commissioners who wished to make a comment. Upon hearing this, President Victor closed the Commissioner comment period.

***IV. ADJOURNMENT***

***Stanko moved to adjourn the Public Hearing. Second by Renner.***

Voice vote: Yes – 4. No – None. Motion carried.

Public Hearing adjourned at 7:00 PM.



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Daniel C. Jones, Secretary  
Park District Board of Commissioners

MINUTES OF THE ANNUAL MEETING OF THE BOARD OF PARK COMMISSIONERS  
OF THE CARY PARK DISTRICT, CARY, ILLINOIS HELD IN THE COMMUNITY  
CENTER, 255 BRIARGATE ROAD ON  
JUNE 13, 2024

***I. CALL TO ORDER***

President Victor called the meeting to order at 7:00 PM.

***II. ROLL CALL***

Upon roll call the following Commissioners answered present: Stanko, Carasso, Renner, Frangiamore, and Victor.

The Pledge of Allegiance was recited.

**Staff**

Staff present: Dan Jones, Executive Director; Becky Horn, Administrative and Project Specialist; Sara Kelly, Deputy Director; Noah Mach, Superintendent of Park and Facility Maintenance; Meghan Tillson, Human Resources Manager; David Raica, Director of Planning and Development; John Miles, GolfVisions.

**Guests**

Mike Linsner, Jenay DiOrio, Al Tuman, Josh Victor

***III. MATTERS FROM THE PUBLIC***

***IV. NOMINATIONS/ELECTION OF OFFICERS***

Victor asked for nominations for the position of President. Renner nominated Frangiamore for President. Carasso seconded the nomination. Victor asked if there were any more nominations, hearing none, she closed nominations for President.

Victor asked for nominations for the position of Vice President. Victor nominated Renner for Vice President. Carasso seconded the nomination. Victor asked if there were any more nominations, hearing none, she closed nominations for Vice President.

Victor asked for a motion.

***Carasso moved to approve Keith Frangiamore as President and Mike Renner for Vice President for FY2024-25 of the Board of Commissioners. Second by Stanko.***

Voice vote: Yes – 5. No – None. Motion carried.



## ***V. APPOINTMENT OF POSITIONS***

Recommendations for appointment of positions by Staff.

Board Secretary: Executive Director  
Board Treasurer: Director of Finance & Administration  
Board Legal Counsel: Scott Puma, Ancel Glink  
Executive Director: Dan Jones  
NISRA Board of Directors Representative: Executive Director

***President Frangiamore moved to appoint the positions as presented. Second by Victor.***

Roll call vote: Yes – Victor, Carasso, Renner, Stanko, and Frangiamore. No – None. Motion carried.

## ***VI. Designation of Depositories***

Recommendations of designation of depositories by Staff.

Harris Bank Cary Grove  
Home State Bank of Crystal Lake  
Cary Bank & Trust, Cary  
WinTrust Network of Banks  
Office of the Treasurer of the State of Illinois (The Illinois Fund)

***Stanko moved to appoint depositories as presented. Second by Renner.***

Roll call vote: Yes – Victor, Carasso, Renner, Stanko, and Frangiamore. No – None. Motion carried.

## ***VII. Liaison Appointments***

Staff provided an overview of past liaison appointments. President Frangiamore asked if any Commissioners wished to switch their appointments from the previous year.

Frangiamore stated as the President, he will now serve as the liaison for the Village of Cary. Stanko confirmed he would like to remain the liaison for Village of Oakwood Hills and Village of Trout Valley. Victor expressed interest in serving as the liaison for the Cary Park Foundation and returning as a Board Member. Carasso stated she would like to remain as the liaison for the Cary Park Foundation. Jones clarified that Victor can still return to the Foundation as a Board Member without serving as the liaison. He stated he will send Victor the information on the next Foundation meeting. Renner stated he will remain as the liaison for the Village of Fox River Grove. Frangiamore asked if anyone would like to serve as the liaison for the Village of LITH. Victor stated she is not able to commit to that being the liaison. Carasso offered to serve as the liaison.

Village of Cary – President Frangiamore  
Village of Oakwood Hills – Commissioner Stanko  
Village of Trout Valley – Commissioner Stanko

Village of LITH – Commissioner Carasso  
Village of Fox River Grove – Commissioner Renner  
Cary Park Foundation – Commissioner Carasso

***President Frangiamore moved to approve the Appointment of Positions as discussed. Second by Renner.***

Roll call vote: Yes – Victor, Carasso, Renner, Stanko, and Frangiamore. No – None. Motion carried.

***XI. ADJOURNMENT***

***Stanko moved to adjourn the Annual Meeting. Second by Victor.***

Voice vote: Yes – 5. No – None. Motion carried.

The Annual Meeting adjourned at 7:09 PM.



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Daniel C. Jones, Secretary  
Park District Board of Commissioners

Cary Park District  
Board of Commissioners  
**Special Meeting**  
June 13, 2024  
7:30 PM  
Community Center  
255 Briargate Rd.  
Cary, Illinois

## MINUTES

### Call to Order

President Frangiamore called the meeting to order at 8:11 PM.

### Roll Call

Upon roll call the following Commissioners answered present: Mr. Stanko, Mrs. Carasso, Mr. Renner, Mrs. Victor, Mr. Frangiamore.

### Staff Present

Staff present: Dan Jones, Executive Director.

### Guests Present

None.

### Matters from the Public, Commissioners and Staff

There were no matters from the Public.

There were no matters from Commissioners.

There were no matters from Staff.

***At 8:12 PM, a motion was made by Stanko to enter Closed Session for the purpose of A. Appointment, Employment, Compensation, Discipline, Performance of Specific Employees (5 ILCS 120/2 © (1)). Second Renner.***

Roll call vote: Yes – Carasso, Stanko, Victor, Renner, Frangiamore. No – None. Motion carried.

Frangiamore reconvened open session at 9:30 PM.

Frangiamore summarized Closed Session as follows: The Board conducted the annual performance evaluation of the Executive Director for FY2023-24 and discussed the compensation of the Executive Director for FY2024-25.

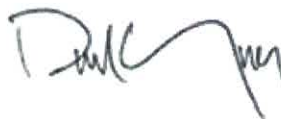
No action was taken as a result of Closed Session.

Frangiamore asked for a motion to adjourn.

***Motion to adjourn the meeting by Carasso. Second by Stanko.***

Voice vote: Yes – 5. No – None. Motion carried.

Meeting adjourned at 9:33 PM.

A handwritten signature in black ink, appearing to read "D.C. Jones", written in a cursive style.

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Daniel C. Jones, Secretary  
Park District Board of Commissioners

APPROVAL OF DISBURSEMENTS

<u>Method of Payment</u>	<u>Vendor</u>	<u>Transaction Description</u>	<u>Fund/Dept. Charged</u>	<u>Amount</u>
Checks	Various	Various	Various	\$678,459.73
Electronic Fund Transfer	GolfVision	Sales Tax Return-May	Foxford Hills Golf Club	\$4,452.00
ACH Pull	Pitney Bowes	Postage Meter Refill	Corp./Gen. Administration	\$500.00
Wire Transfer	Amalgamated	Debt Service - 2018 A	Alt. Rev. Bond & Interest	\$45,334.38
Wire Transfer	Park Ridge Comm Bank	Debt Service - 2019 A	Alt. Rev. Bond & Interest	\$1,859.42
Wire Transfer	Amalgamated	Debt Service - 2020 A	Aquatic Facility Debt Fund	\$26,200.00
Wire Transfer	Amalgamated	Debt Service - 2021 A	Aquatic Facility Debt Fund	\$79,295.00
				\$836,100.53

06/27/24

DATE: 06/23/24  
 TIME: 21:36:46  
 ID: AP490000.WOW

CARY PARK DISTRICT  
 WARRANT NUMBER 062724

FROM CHECK # 52794 TO CHECK # 52971

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
52794	CHAS. HERDRICH & SON, INC.	NON-ALCOHOLIC BEVERAGES	FOXFORD HILLS GOLF CLUB / FOOD & BEVERAGE	45.98
		ALCOHOLIC BEVERAGES	FOXFORD HILLS GOLF CLUB / FOOD & BEVERAGE	574.20
		SHIPPING	FOXFORD HILLS GOLF CLUB / FOOD & BEVERAGE	7.00
			CHECK TOTAL	627.18
52795	CINTAS CORP	UNIFORMS	CORPORATE / PARK MAINTENANCE	44.82
		UNIFORMS	RECREATION FUND / FACILITY MAINTENANCE	15.16
			CHECK TOTAL	59.98
52796	COMED	ELECTRIC-PRESCHOOL	RECREATION FUND / PROGRAM AREA C	223.05
		ELECTRIC-KAPER PARK	RECREATION FUND / ADMINISTRATION	47.96
			CHECK TOTAL	271.01
52797	CRYSTAL MAINTENANCE SERVICES,	CLEANING JUN24-PRESCHOOL	RECREATION FUND / FACILITY MAINTENANCE	1,680.00
		CLEANING JUN24-ANNEX	CORPORATE / PARK MAINTENANCE	345.00
		CLEANING JUN24-CC	RECREATION FUND / FACILITY MAINTENANCE	3,280.00
			CHECK TOTAL	5,305.00
52798	E. ARIEL ROOFING SOLUTIONS LLC	ROOF MAINTENANCE-CC	RECREATION FUND / FACILITY MAINTENANCE	600.00
		ROOF REPAIRS-MAINT GARAGE	CORPORATE / PARK MAINTENANCE	4,024.00
			CHECK TOTAL	4,624.00
52799	HALOGEN SUPPLY COMPANY, INC.	HALO PH PROBE	RECREATION FUND / FACILITY MAINTENANCE	413.31
			CHECK TOTAL	413.31
52800	CHASING CREATIVITY ART STUDIO	VIP & ME PAINT PARTY	RECREATION FUND / PROGRAM AREA D	185.50
			CHECK TOTAL	185.50
52801	JOHNSON CONTROLS	HEAT DETECTORS/UPDATE MAP-SBAC	RECREATION FUND / PROGRAM AREA B	893.36
			CHECK TOTAL	893.36
52802	LAWSON PRODUCTS, INC.	SAFETY GLASSES/GLOVES	FOXFORD HILLS GOLF CLUB / MAINTENANCE	148.02
			CHECK TOTAL	148.02
52803	MCHENRY COUNTY COLLECTOR	19-14-100-019/1ST INSTALL 2023	CORPORATE / GENERAL ADMINISTRATION	692.01
		19-15-400-026/1ST INSTALL 2023	CORPORATE / GENERAL ADMINISTRATION	1,773.55
		20-07-100-012/1ST INSTALL 2023	CORPORATE / GENERAL ADMINISTRATION	581.04
		20-18-226-006/1ST INSTALL 2023	CORPORATE / GENERAL ADMINISTRATION	183.80
			CHECK TOTAL	3,230.40



DATE: 06/23/24  
 TIME: 21:37:25  
 ID: AP490000.WOW

CARY PARK DISTRICT  
 WARRANT NUMBER 062724

PAGE: 2

FROM CHECK # 52794 TO CHECK # 52971

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
52804	PETROCHOICE, LLC	FUEL-SHOP	CORPORATE / PARK MAINTENANCE	976.69
			CHECK TOTAL	976.69
52805	PGA JR. LEAGUE GOLF	2024-2025 DUES	FOXFORD HILLS GOLF CLUB / OPERATIONS	844.00
			CHECK TOTAL	844.00
52806	RED ARROW MARKERS	MARKERS/DIVOT TOOLS SHIPPING	FOXFORD HILLS GOLF CLUB / OPERATIONS FOXFORD HILLS GOLF CLUB / OPERATIONS	1,004.50 21.90
			CHECK TOTAL	1,026.40
52807	SYSKO FOOD SERVICES-CHICAGO	FOOD FOR RESALE NON-ALCOHOLIC BEVERAGES OPERATING SUPPLIES SHIPPING JANITORIAL SUPPLIES FOOD/BEVERAGES FOR RESALE OPERATING SUPPLIES-GLOVES	FOXFORD HILLS GOLF CLUB / FOOD & BEVERAGE FOXFORD HILLS GOLF CLUB / FOOD & BEVERAGE FOXFORD HILLS GOLF CLUB / FOOD & BEVERAGE FOXFORD HILLS GOLF CLUB / FOOD & BEVERAGE FOXFORD HILLS GOLF CLUB / CLUBHOUSE RECREATION FUND / PROGRAM AREA B RECREATION FUND / PROGRAM AREA B	402.47 69.45 357.17 7.75 108.59 1,605.47 68.17
			CHECK TOTAL	2,619.07
52808	THOR GUARD, INC.	EXTENDED WARRANTY-THOR GUARD EXTENDED WARRANTY-THOR GUARD	CORPORATE / PARK MAINTENANCE FOXFORD HILLS GOLF CLUB / GENERAL & ADMINISTRAT	500.00 500.00
			CHECK TOTAL	1,000.00
52809	TRITZ BEVERAGE SYSTEMS INC.	3 LINES CLEANED	FOXFORD HILLS GOLF CLUB / FOOD & BEVERAGE	50.00
			CHECK TOTAL	50.00
			CHECK TOTAL	0.00
52811	VISIONARY WEBWORKS	WEBSITE/INTRANET HOSTING SECTY CERTS/BACKUP SOFTWARE SECTY CERTS/BACKUP SOFTWARE WEB MAINT-5/24-4/25 WEB MAINT-5/24-4/25	CORPORATE / GENERAL ADMINISTRATION CORPORATE / COMMUNICATIONS & MARKETING RECREATION FUND / COMMUNICATIONS & MARKETING CORPORATE / COMMUNICATIONS & MARKETING RECREATION FUND / COMMUNICATIONS & MARKETING	600.00 295.50 32.50 2,217.66 739.22
			CHECK TOTAL	3,884.88
52812	WAREHOUSE DIRECT, INC.	JANITORIAL SUPPLIES-SBAC JANITORIAL SUPPLIES-SBAC JANITORIAL SUPPLIES-SBAC	RECREATION FUND / FACILITY MAINTENANCE RECREATION FUND / FACILITY MAINTENANCE RECREATION FUND / FACILITY MAINTENANCE	1,301.02 184.16 48.19

DATE: 06/23/24  
 TIME: 21:37:33  
 ID: AP490000.WOW

CARY PARK DISTRICT  
 WARRANT NUMBER 062724

FROM CHECK # 52794 TO CHECK # 52971

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
52812	WAREHOUSE DIRECT, INC.	JANITORIAL SUPPLIES	RECREATION FUND / FACILITY MAINTENANCE	105.68
		JANITORIAL SUPPLIES	CORPORATE / PARK MAINTENANCE	105.68
		JANITORIAL SUPPLIES	RECREATION FUND / FACILITY MAINTENANCE	105.68
		JANITORIAL SUPPLIES	RECREATION FUND / FACILITY MAINTENANCE	105.68
			CHECK TOTAL	1,956.09
52813	FAMBRO MANAGEMENT LLC	LETS CODE IT! CLASSES	RECREATION FUND / PROGRAM AREA D	288.00
			CHECK TOTAL	288.00
52814	JENSEN'S PLUMBING & HEATING	REPLACE BALL VALVE-SBAC	RECREATION FUND / FACILITY MAINTENANCE	1,490.72
			CHECK TOTAL	1,490.72
52815	VILLAGE OF CARY	PERMIT-LIONS PK PAVING PROJECT	CAPITAL PROJECTS FUND /	5,610.75
		PERMIT-LIONS PK PAVING PROJECT	CAPITAL PROJECTS FUND /	1,437.00
		CHECK TOTAL	7,047.75	
52816	AMAZON CAPITAL SERVICES	VEGGIE CADDY/CLOCK	FOXFORD HILLS GOLF CLUB / FOOD & BEVERAGE	113.97
		TONER/FILE FOLDERS	FOXFORD HILLS GOLF CLUB / GENERAL & ADMINISTRAT	427.90
		CHECK TOTAL	541.87	
52817	BURRIS EQUIPMENT CO.	TOP HOLE STRAINER	FOXFORD HILLS GOLF CLUB / MAINTENANCE	90.56
		DEFLECTOR KIT/MOWING AUTOCUT	FOXFORD HILLS GOLF CLUB / MAINTENANCE	98.60
		CHECK TOTAL	189.16	
52818	CHAS. HERDRICH & SON, INC.	ALCOHOLIC BEVERAGES	FOXFORD HILLS GOLF CLUB / FOOD & BEVERAGE	252.50
		NON-ALCOHOLIC BEVERAGES	FOXFORD HILLS GOLF CLUB / FOOD & BEVERAGE	45.98
		ALCOHOLIC BEVERAGES	FOXFORD HILLS GOLF CLUB / FOOD & BEVERAGE	1,082.95
		SHIPPING	FOXFORD HILLS GOLF CLUB / FOOD & BEVERAGE	7.00
		CHECK TOTAL	1,388.43	
52819	CINTAS CORP	UNIFORMS	CORPORATE / PARK MAINTENANCE	40.49
		UNIFORMS	RECREATION FUND / FACILITY MAINTENANCE	14.97
		CHECK TOTAL	55.46	
52820	COBRA GOLF INCORPORATED	GOLF CLUBS-JR SETS	FOXFORD HILLS GOLF CLUB / OPERATIONS	840.00
		SHIPPING	FOXFORD HILLS GOLF CLUB / OPERATIONS	37.83
		CHECK TOTAL	877.83	

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CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
52821	COMED	ELECTRIC-ANNEX ELECTRIC-SBAC ELECTRIC-LIONS PK ELECTRIC-HOFFMAN PK	CORPORATE / GENERAL ADMINISTRATION RECREATION FUND / PROGRAM AREA B CORPORATE / GENERAL ADMINISTRATION CORPORATE / GENERAL ADMINISTRATION	196.76 3,534.00 22.40 98.24 CHECK TOTAL 3,851.40
52822	CONSERV FS, INC.	FIELD PAINT/CHALK	RECREATION FUND / FACILITY MAINTENANCE	255.84 CHECK TOTAL 255.84
52823	ENVIRONMENTAL AQUATIC	POND MGMT-GREENFIELDS POND MGMT-JAYCEE PARK POND MGMT-VETERANS PARK	CORPORATE / PARK MAINTENANCE CORPORATE / PARK MAINTENANCE CORPORATE / PARK MAINTENANCE	2,100.00 2,250.00 2,000.00 CHECK TOTAL 6,350.00
52824	LER GARDEN AND TREE CARE, INC	REMOVE DEAD OAK TREE REMOVE COTTONWOOD TREE	CORPORATE / PARK MAINTENANCE CAPITAL PROJECTS FUND /	790.00 1,250.00 CHECK TOTAL 2,040.00
52825	JOHN J. MILES	EMP AUTO REIMB-MAY24	FOXFORD HILLS GOLF CLUB / GENERAL & ADMINISTRAT	500.00 CHECK TOTAL 500.00
52826	NADLER GOLF CAR SALES, INC.	GOLF CART REPAIRS	FOXFORD HILLS GOLF CLUB / OPERATIONS	104.83 CHECK TOTAL 104.83
52827	NANNY NIKKI MUSIC, LLC	MUSIC-FESTIVAL 6/6/24	RECREATION FUND / PROGRAM AREA B	500.00 CHECK TOTAL 500.00
52828	O'REILLY AUTOMOTIVE INC	HI-FWR BELT/STRING INSRT/GLV	FOXFORD HILLS GOLF CLUB / MAINTENANCE	74.25 CHECK TOTAL 74.25
52829	REINDERS, INC.	IRRIGATION PARTS	FOXFORD HILLS GOLF CLUB / MAINTENANCE	1,741.24 CHECK TOTAL 1,741.24
52830	STRAIGHT DOWN	GOLF POLOS SHIPPING	FOXFORD HILLS GOLF CLUB / OPERATIONS FOXFORD HILLS GOLF CLUB / OPERATIONS	560.00 13.94 CHECK TOTAL 573.94
52831	SYSCO FOOD SERVICES-CHICAGO	OPERATING SUPPLIES	FOXFORD HILLS GOLF CLUB / FOOD & BEVERAGE	-0.04

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FROM CHECK # 52794 TO CHECK # 52971

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
52831	SYSKO FOOD SERVICES-CHICAGO	FOOD FOR RESALE	FOXFORD HILLS GOLF CLUB / FOOD & BEVERAGE	1,530.93
		NON-ALCOHOLIC BEVERAGES	FOXFORD HILLS GOLF CLUB / FOOD & BEVERAGE	469.33
		OPERATING SUPPLIES	FOXFORD HILLS GOLF CLUB / FOOD & BEVERAGE	294.47
		JANITORIAL SUPPLIES	FOXFORD HILLS GOLF CLUB / CLUBHOUSE	124.97
		SHIPPING	FOXFORD HILLS GOLF CLUB / FOOD & BEVERAGE	7.75
			CHECK TOTAL	2,427.41
52832	ACUSHNET COMPANY	GOLF CLUBS	FOXFORD HILLS GOLF CLUB / OPERATIONS	423.00
		SHIPPING	FOXFORD HILLS GOLF CLUB / OPERATIONS	13.88
		GOLF BALLS	FOXFORD HILLS GOLF CLUB / OPERATIONS	498.00
		SHIPPING	FOXFORD HILLS GOLF CLUB / OPERATIONS	12.91
		GOLF BAGS-HIGH SCHOOL TEAM	FOXFORD HILLS GOLF CLUB / OPERATIONS	1,970.80
		SHIPPING	FOXFORD HILLS GOLF CLUB / OPERATIONS	195.00
			CHECK TOTAL	3,113.59
52833	VERSION2, LLC - HOSTING	EXTENDED WARRANTY-SERVER	CORPORATE / GENERAL ADMINISTRATION	384.12
		EXTENDED WARRANTY-SERVER	RECREATION FUND / ADMINISTRATION	384.11
		EXTENDED WARRANTY-SERVER	FOXFORD HILLS GOLF CLUB / GENERAL & ADMINISTRAT	192.06
			CHECK TOTAL	960.29
52834	WAREHOUSE DIRECT, INC.	JANITORIAL SUPPLIES	RECREATION FUND / FACILITY MAINTENANCE	170.43
		JANITORIAL SUPPLIES	CORPORATE / PARK MAINTENANCE	170.44
		JANITORIAL SUPPLIES	RECREATION FUND / FACILITY MAINTENANCE	170.44
		JANITORIAL SUPPLIES	RECREATION FUND / FACILITY MAINTENANCE	170.44
			CHECK TOTAL	681.75
52835	ZIEGLER'S ACE HARDWARE	BOLT CUTTERS/LOCK	FOXFORD HILLS GOLF CLUB / CLUBHOUSE	59.83
			CHECK TOTAL	59.83
52836	CARY GYMNASSTICS CENTER INC.	CARY GYMNASSTICS MAR/APR 24	RECREATION FUND / PROGRAM AREA D	2,462.40
			CHECK TOTAL	2,462.40
52837	CONSTELLATION NEW ENERGY, INC	ELECTRIC-FHGC IRRIGATION PUMP	FOXFORD HILLS GOLF CLUB / MAINTENANCE	1,077.12
		ELECTRIC-FHGC IRRIGATION PUMP	FOXFORD HILLS GOLF CLUB / MAINTENANCE	1,537.11
		ELECTRIC-DRIVING RANGE	FOXFORD HILLS GOLF CLUB / OPERATIONS	49.27
			CHECK TOTAL	2,663.50
52838	AMAZON CAPITAL SERVICES	CANOPY TENT	FOXFORD HILLS GOLF CLUB / MAINTENANCE	479.92
			CHECK TOTAL	479.92

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CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
52839	BREAKTHRU BEVERAGE ILLINOISLLC	ALCOHOLIC BEVERAGES	FOXFORD HILLS GOLF CLUB / FOOD & BEVERAGE	1,575.21
			CHECK TOTAL	1,575.21
52840	CHAS. HERDRICH & SON, INC.	NON-ALCOHOLIC BEVERAGES	FOXFORD HILLS GOLF CLUB / FOOD & BEVERAGE	45.98
		ALCOHOLIC BEVERAGES	FOXFORD HILLS GOLF CLUB / FOOD & BEVERAGE	972.30
		SHIPPING	FOXFORD HILLS GOLF CLUB / FOOD & BEVERAGE	7.00
			CHECK TOTAL	1,025.28
			CHECK TOTAL	0.00
52842	CONSTELLATION NEW ENERGY, INC	ELECTRIC-CC	CORPORATE / GENERAL ADMINISTRATION	740.95
		ELECTRIC-CC	RECREATION FUND / ADMINISTRATION	740.94
		ELECTRIC-FHGC BATHRM	FOXFORD HILLS GOLF CLUB / OPERATIONS	29.54
		ELECTRIC-VETERANS PK	CORPORATE / GENERAL ADMINISTRATION	41.24
		ELECTRIC-CG PARK	RECREATION FUND / ADMINISTRATION	58.18
		ELECTRIC-FHGC IRRIGATION PUMP	FOXFORD HILLS GOLF CLUB / MAINTENANCE	270.50
		ELECTRIC-DRIVING RANGE	FOXFORD HILLS GOLF CLUB / OPERATIONS	61.73
		ELECTRIC-FHGC CLUBHS	FOXFORD HILLS GOLF CLUB / CLUBHOUSE	1,391.25
		ELECTRIC-FHGC WATER PUMP	FOXFORD HILLS GOLF CLUB / MAINTENANCE	25.41
		ELECTRIC-PARKS GARAGE	CORPORATE / GENERAL ADMINISTRATION	218.62
		ELECTRIC PARKS GARAGE	RECREATION FUND / ADMINISTRATION	218.61
		ELECTRIC-JC PARK	CORPORATE / GENERAL ADMINISTRATION	57.15
			CHECK TOTAL	3,854.12
52843	COMED	ELECTRIC-PARKING LOT	CORPORATE / GENERAL ADMINISTRATION	12.80
		ELECTRIC-PARKING LOT	RECREATION FUND / ADMINISTRATION	12.80
			CHECK TOTAL	25.60
52844	CONSTELLATION NEWENERGY-	HEAT/GAS-CC & PARKS	CORPORATE / GENERAL ADMINISTRATION	351.07
		HEAT/GAS-CC & PARKS	RECREATION FUND / ADMINISTRATION	351.06
		HEAT/GAS-FHGC	FOXFORD HILLS GOLF CLUB / CLUBHOUSE	356.43
			CHECK TOTAL	1,058.56
52845	ALEXANDRA DEGRYSE	MILEAGE REIMBSMT	CORPORATE / COMMUNICATIONS & MARKETING	19.43
			CHECK TOTAL	19.43
52846	ENVIRONMENTAL AQUATIC	POND MGMT-FHGC	FOXFORD HILLS GOLF CLUB / MAINTENANCE	5,600.00
			CHECK TOTAL	5,600.00

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CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
52847	FSS TECHNOLOGIES LLC	ALARM-WIRELESS DOOR SENSOR	FOXFORD HILLS GOLF CLUB / CLUBHOUSE	574.17
		ALARM-REPLACE SENSOR/RELOCATED	FOXFORD HILLS GOLF CLUB / CLUBHOUSE	1,172.50
			CHECK TOTAL	1,746.67
52848	LAKESHORE BEVERAGE	ALCOHOLIC BEVERAGES	FOXFORD HILLS GOLF CLUB / FOOD & BEVERAGE	583.20
		SHIPPING	FOXFORD HILLS GOLF CLUB / FOOD & BEVERAGE	10.00
		ALCOHOLIC BEVERAGES	FOXFORD HILLS GOLF CLUB / FOOD & BEVERAGE	199.50
			CHECK TOTAL	792.70
52849	NADLER GOLF CAR SALES, INC.	GOLF CART REPAIRS	FOXFORD HILLS GOLF CLUB / OPERATIONS	463.93
			CHECK TOTAL	463.93
52850	NICOR GAS	HEAT/GAS-PRESCHOOL	RECREATION FUND / PROGRAM AREA C	44.53
			CHECK TOTAL	44.53
52851	PEERLESS ENTERPRISES INC.	FENCE INSTALLATION	CAPITAL PROJECTS FUND /	9,420.00
			CHECK TOTAL	9,420.00
52852	PETROCHOICE, LLC	FUEL-SHOP	CORPORATE / PARK MAINTENANCE	1,831.26
			CHECK TOTAL	1,831.26
52853	RANGE SERVANT AMERICA, INC.	BASKET FOR BALL PICKER	FOXFORD HILLS GOLF CLUB / OPERATIONS	697.40
			CHECK TOTAL	697.40
52854	NICOLAS AYALA	SECURITY DEPOSIT REFUND	RECREATION FUND / ADMINISTRATION	225.00
			CHECK TOTAL	225.00
52855	REVELS	SPRING PIN/BUSHING/SCREW	FOXFORD HILLS GOLF CLUB / MAINTENANCE	416.41
			CHECK TOTAL	416.41
52856	DANIELLE OSSMAN	SECURITY DEPOSIT REFUND	RECREATION FUND / ADMINISTRATION	180.00
			CHECK TOTAL	180.00
52857	MELISSA SMITH	SECURITY DEPOSIT REFUND	RECREATION FUND / ADMINISTRATION	100.00
			CHECK TOTAL	100.00
52858	SERGIO SILVA	DD PAY CHECK RETURNED	CORPORATE /	67.54
			CHECK TOTAL	67.54



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CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
52859	SYSKO FOOD SERVICES-CHICAGO	FOOD FOR RESALE	FOXFORD HILLS GOLF CLUB / FOOD & BEVERAGE	1,391.93
		NON-ALCOHOLIC BEVERAGES	FOXFORD HILLS GOLF CLUB / FOOD & BEVERAGE	517.86
		ALCOHOLIC BEVERAGES	FOXFORD HILLS GOLF CLUB / FOOD & BEVERAGE	53.49
		OPERATING SUPPLIES	FOXFORD HILLS GOLF CLUB / FOOD & BEVERAGE	155.42
		SHIPPING	FOXFORD HILLS GOLF CLUB / FOOD & BEVERAGE	7.75
		JANITORIAL SUPPLIES	FOXFORD HILLS GOLF CLUB / CLUBHOUSE	124.49
			CHECK TOTAL	2,250.94
52860	TRITZ BEVERAGE SYSTEMS INC.	3 LINES CLEANED	FOXFORD HILLS GOLF CLUB / FOOD & BEVERAGE	50.00
			CHECK TOTAL	50.00
52861	VIRTOO SERVICES, LLC.	ADMISSIONS PASS SYSTEM FAILED	RECREATION FUND / ADMINISTRATION	150.00
			CHECK TOTAL	150.00
52862	WILLCOM BUSINESS SOLUTIONS, INC	SECURITY CAMERAS BALANCE	FOXFORD HILLS GOLF CLUB / OPERATIONS	4,284.89
			CHECK TOTAL	4,284.89
52863	MENARD'S	GARDEN STAKE	CORPORATE / PLANNING & DEVELOPMENT	32.45
			CHECK TOTAL	32.45
52864	MATTHEW BIELAWA	MUSIC-CONCERT IN THE PARK	RECREATION FUND / PROGRAM AREA B	1,650.00
			CHECK TOTAL	1,650.00
52865	CHICAGOLAND TURF	FHGC-LANDSCAPING-JUNE24	FOXFORD HILLS GOLF CLUB / MAINTENANCE	23,828.15
			CHECK TOTAL	23,828.15
52866	PETTY CASH	STARS N STRIPES FEST BANK	CORPORATE /	4,500.00
			CHECK TOTAL	4,500.00
52867	GOLFFVISIONS MANAGEMENT, INC.	MGMT FEE-JUNE24	FOXFORD HILLS GOLF CLUB / GENERAL & ADMINISTRAT	3,000.00
		GRP INSURANCE-FHGC	FOXFORD HILLS GOLF CLUB / GENERAL & ADMINISTRAT	1,551.85
		GRP INSURANCE-FHGC	FOXFORD HILLS GOLF CLUB / OPERATIONS	510.72
			CHECK TOTAL	5,062.57
52868	LRS	TOILET RENT-JUN24	CORPORATE / PARK MAINTENANCE	244.44
		TOILET RENT-JUN24	RECREATION FUND / FACILITY MAINTENANCE	244.44
			CHECK TOTAL	488.88



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CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
52884	SUNBURST SPORTSWEAR, INC.	CPD APPAREL-CAMP ECHO	RECREATION FUND / PROGRAM AREA D	1,353.64
		CPD APPAREL-PARKS	CORPORATE / PARK MAINTENANCE	435.02
		CPD APPAREL-PARKS	CORPORATE / PARK MAINTENANCE	954.06
		CPD APPAREL-CAMP ECHO	RECREATION FUND / PROGRAM AREA D	424.25
		CPD APPAREL-CAMP ECHO	RECREATION FUND / PROGRAM AREA D	524.92
		CPD APPAREL-SPECIAL EVENTS	RECREATION FUND / PROGRAM AREA B	449.70
		CPD APPAREL-SBAC	RECREATION FUND / PROGRAM AREA B	864.12
		CPD APPAREL-SBAC	RECREATION FUND / PROGRAM AREA B	354.96
		CPD APPAREL-SBAC	RECREATION FUND / PROGRAM AREA B	333.20
		CPD APPAREL-SBAC	RECREATION FUND / PROGRAM AREA B	685.76
		CPD APPAREL-SBAC	RECREATION FUND / PROGRAM AREA B	1,441.08
		CPD APPAREL-SBAC	RECREATION FUND / PROGRAM AREA B	247.12
		CPD APPAREL	RECREATION FUND / ADMINISTRATION	18.06
		CPD APPAREL-ET KID ZONE	RECREATION FUND / PROGRAM AREA C	1,344.70
		CPD APPAREL-SUNSHINE CAMP	RECREATION FUND / PROGRAM AREA C	110.80
		CPD APPAREL	CORPORATE / COMMUNICATIONS & MARKETING	31.86
		CPD APPAREL	RECREATION FUND / ADMINISTRATION	43.10
		CPD APPAREL-TENNIS	RECREATION FUND / PROGRAM AREA D	114.44
		CPD APPAREL-PRESCHOOL	RECREATION FUND / PROGRAM AREA C	315.36
		CPD APPAREL-PRESCHOOL	RECREATION FUND / PROGRAM AREA C	501.45
		CPD APPAREL-SUNSHINE CAMP	RECREATION FUND / PROGRAM AREA C	302.40
		CPD APPAREL-GROUP FITNESS	RECREATION FUND / PROGRAM AREA C	106.56
		CPD APPAREL-SPECIAL EVENTS	RECREATION FUND / PROGRAM AREA B	641.28
		CPD APPAREL-PARKS	CORPORATE / PARK MAINTENANCE	162.10
		CPD APPAREL	CORPORATE / GENERAL ADMINISTRATION	121.40
		CPD APPAREL	CORPORATE / GENERAL ADMINISTRATION	420.14
		CPD APPAREL	CORPORATE / GENERAL ADMINISTRATION	33.84
		CPD APPAREL-COMMISSIONER	CORPORATE / GENERAL ADMINISTRATION	165.42
		CPD APPAREL-PARKS	CORPORATE / PARK MAINTENANCE	130.02
		CPD APPAREL	CORPORATE / GENERAL ADMINISTRATION	52.93
		CPD APPAREL	RECREATION FUND / ADMINISTRATION	52.93
		CPD APPAREL	RECREATION FUND / ADMINISTRATION	81.20
		CPD APPAREL	RECREATION FUND / ADMINISTRATION	79.00
		CPD APPAREL-LIONS CONCESSIONS	RECREATION FUND / PROGRAM AREA B	163.10
		CPD APPAREL	CORPORATE / GENERAL ADMINISTRATION	78.64
		CPD APPAREL	RECREATION FUND / ADMINISTRATION	106.56
		CPD APPAREL	CORPORATE / GENERAL ADMINISTRATION	88.64
		CPD APPAREL-FRONT DESK	RECREATION FUND / PROGRAM AREA B	725.24

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CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
52884	SUNBURST SPORTSWEAR, INC.	CPD APPAREL	RECREATION FUND / PROGRAM AREA B	59.94
		CPD APPAREL-MY TEE BALL	RECREATION FUND / PROGRAM AREA D	504.00
		CPD APPAREL-T-BALL	RECREATION FUND / PROGRAM AREA D	336.00
		CPD APPAREL-MIGHTY KICKERS	RECREATION FUND / PROGRAM AREA D	302.40
		CPD APPAREL-LITTLE KICKERS	RECREATION FUND / PROGRAM AREA D	511.20
		CPD APPAREL-SBAC	RECREATION FUND / PROGRAM AREA B	884.00
		CPD APPAREL-SBAC	RECREATION FUND / PROGRAM AREA B	340.00
		CPD APPAREL-SBAC	RECREATION FUND / PROGRAM AREA B	57.28
		CPD APPAREL-SBAC	RECREATION FUND / PROGRAM AREA B	86.40
		CPD APPAREL-SBAC	RECREATION FUND / PROGRAM AREA B	175.20
		CPD APPAREL	CORPORATE / GENERAL ADMINISTRATION	14.92
		CPD APPAREL	CORPORATE / GENERAL ADMINISTRATION	91.30
			CHECK TOTAL	17,421.64
52885	PDRMA	GRP INSURANCE-MAY24	CORPORATE / GENERAL ADMINISTRATION	7,260.86
		GRP INSURANCE-MAY24	CORPORATE / PARK MAINTENANCE	17,454.43
		GRP INSURANCE-MAY24	RECREATION FUND / ADMINISTRATION	10,200.20
		GRP INSURANCE-MAY24	RECREATION FUND / FACILITY MAINTENANCE	3,361.06
		HEALTH INS CREDIT-PDRMA	CORPORATE /	-1,490.94
			CHECK TOTAL	36,785.61
52886	AFLAC	GRP INSURANCE-AFLAC	CORPORATE /	370.24
			CHECK TOTAL	370.24
52887	AMALGAMATED BANK OF CHICAGO	PAYING AGENT FEE-6/24-5/25	CORPORATE / GENERAL ADMINISTRATION	475.00
			CHECK TOTAL	475.00
52888	AMAZON CAPITAL SERVICES	TABLE COVERS	FOXFORD HILLS GOLF CLUB / CLUBHOUSE	261.80
		FOOD FOR RESALE	FOXFORD HILLS GOLF CLUB / FOOD & BEVERAGE	673.74
		JANITORIAL SUPPLIES	FOXFORD HILLS GOLF CLUB / CLUBHOUSE	48.00
		GARDEN HOSES	FOXFORD HILLS GOLF CLUB / CLUBHOUSE	67.76
			CHECK TOTAL	1,051.30
52889	ANDERSON PEST SOLUTIONS	PEST CONTROL-PARKS GARAGE	CORPORATE / PARK MAINTENANCE	40.55
		PEST CONTROL-PARKS GARAGE	RECREATION FUND / FACILITY MAINTENANCE	40.55
		PEST CONTROL-FHGC	FOXFORD HILLS GOLF CLUB / CLUBHOUSE	135.20
			CHECK TOTAL	216.30

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52890	BREAKTHRU BEVERAGE ILLINOISLLC	ALCOHOLIC BEVERAGES	FOXFORD HILLS GOLF CLUB / FOOD & BEVERAGE	3,200.88
			CHECK TOTAL	3,200.88
52891	DAIRY QUEEN OF CARY	DQ BLIZZARDS	RECREATION FUND / PROGRAM AREA B	2,750.00
			CHECK TOTAL	2,750.00
52892	CARY SD 26	ETKZ RENTAL-JUNE24	RECREATION FUND / PROGRAM AREA C	478.50
			CHECK TOTAL	478.50
52893	CHAS. HERDRICH & SON, INC.	NON-ALCOHOLIC BEVERAGES	FOXFORD HILLS GOLF CLUB / FOOD & BEVERAGE	45.98
		ALCOHOLIC BEVERAGES	FOXFORD HILLS GOLF CLUB / FOOD & BEVERAGE	1,837.45
		SHIPPING	FOXFORD HILLS GOLF CLUB / FOOD & BEVERAGE	7.00
		NON-ALCOHOLIC BEVERAGES	FOXFORD HILLS GOLF CLUB / FOOD & BEVERAGE	129.94
		ALCOHOLIC BEVERAGES	FOXFORD HILLS GOLF CLUB / FOOD & BEVERAGE	866.70
		SHIPPING	FOXFORD HILLS GOLF CLUB / FOOD & BEVERAGE	7.00
			CHECK TOTAL	2,894.07
52894	CINTAS CORP	UNIFORMS	CORPORATE / PARK MAINTENANCE	40.49
		UNIFORMS	RECREATION FUND / FACILITY MAINTENANCE	14.97
			CHECK TOTAL	55.46
52895	CLUB CAR, LLC	GPS FOR GOLF CARTS-JUN24	FOXFORD HILLS GOLF CLUB / OPERATIONS	3,600.00
			CHECK TOTAL	3,600.00
52896	ILYANA SILVA-CRUZ	DANCE RECITAL-6/7-8/24	RECREATION FUND / PROGRAM AREA D	266.00
			CHECK TOTAL	266.00
52897	TODD DONNELLY	MUSIC-CONCERT IN THE PARK	RECREATION FUND / PROGRAM AREA B	1,200.00
			CHECK TOTAL	1,200.00
52898	ESPOSITO ENTERPRISES	MUSIC-TWEEN NIGHT-SBAC	RECREATION FUND / PROGRAM AREA B	325.00
			CHECK TOTAL	325.00
52899	FIRST COMMUNICATIONS, LLC	PHONE-SBAC	RECREATION FUND / PROGRAM AREA B	142.04
		PHONES-FHGC	FOXFORD HILLS GOLF CLUB / GENERAL & ADMINISTRAT	131.97
		PHONES-FHGC MAINT	FOXFORD HILLS GOLF CLUB / MAINTENANCE	51.18
		PHONES-CC	CORPORATE / GENERAL ADMINISTRATION	295.94
		PHONES-CC	RECREATION FUND / ADMINISTRATION	295.94

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52899	FIRST COMMUNICATIONS, LLC	PHONES-PARKS GARAGE PHONES-ANNEX PHONES-PRESCHOOL	CORPORATE / PARK MAINTENANCE CORPORATE / GENERAL ADMINISTRATION RECREATION FUND / PROGRAM AREA C	117.48 165.77 185.00
			CHECK TOTAL	1,385.32
52900	H.R. STEWART, INC.	FURNACE REPAIR	RECREATION FUND / FACILITY MAINTENANCE	951.14
			CHECK TOTAL	951.14
52901	LAKESHORE BEVERAGE	ALCOHOLIC BEVERAGES SHIPPING ALCOHOLIC BEVERAGES	FOXFORD HILLS GOLF CLUB / FOOD & BEVERAGE FOXFORD HILLS GOLF CLUB / FOOD & BEVERAGE FOXFORD HILLS GOLF CLUB / FOOD & BEVERAGE	471.05 10.00 886.48
			CHECK TOTAL	1,367.53
52902	MENARD'S	JANITORIAL SUPPLIES SPRAY PAINT	FOXFORD HILLS GOLF CLUB / CLUBHOUSE FOXFORD HILLS GOLF CLUB / MAINTENANCE	64.54 39.92
			CHECK TOTAL	104.46
52903	NADLER GOLF CAR SALES, INC.	GOLF CART REPAIRS	FOXFORD HILLS GOLF CLUB / MAINTENANCE	248.90
			CHECK TOTAL	248.90
52904	O & S ALEXANDER OFFICE LLC	ANNEX RENT-JUL24	CORPORATE / GENERAL ADMINISTRATION	2,760.00
			CHECK TOTAL	2,760.00
52905	PERFORMANCE FOOD GROUP, INC.	FOOD FOR RESALE NON-ALCOHOLIC BEVERAGES ALCOHOLIC BEVERAGES SHIPPING	FOXFORD HILLS GOLF CLUB / FOOD & BEVERAGE FOXFORD HILLS GOLF CLUB / FOOD & BEVERAGE FOXFORD HILLS GOLF CLUB / FOOD & BEVERAGE FOXFORD HILLS GOLF CLUB / FOOD & BEVERAGE	599.52 603.48 100.78 7.00
			CHECK TOTAL	1,310.78
52906	PETROCHOICE, LLC	FUEL-FHGC	FOXFORD HILLS GOLF CLUB / MAINTENANCE	1,059.94
			CHECK TOTAL	1,059.94
52907	THE PROFESSIONAL GOLFERS'	DUES 2024-2025	FOXFORD HILLS GOLF CLUB / OPERATIONS	389.00
			CHECK TOTAL	389.00
52908	REINDERS, INC.	ROLLER KIT/SPRING RAKE	FOXFORD HILLS GOLF CLUB / MAINTENANCE	552.28
			CHECK TOTAL	552.28



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52909	REVELS	IDLER YOKE/WHEEL/BLADE/PULLEY	FOXFORD HILLS GOLF CLUB / MAINTENANCE FOXFORD HILLS GOLF CLUB / MAINTENANCE	173.33 881.17 CHECK TOTAL 1,054.50
52910	NATHAN HYDE	SECURITY DEPOSIT REFUND	RECREATION FUND / ADMINISTRATION	100.00 CHECK TOTAL 100.00
52911	WESTON RICE	DANCE RECITAL-6/7-8/24	RECREATION FUND / PROGRAM AREA D	251.75 CHECK TOTAL 251.75
52912	SYSCO FOOD SERVICES-CHICAGO	FOOD FOR RESALE NON-ALCOHOLIC BEVERAGES OPERATING SUPPLIES SHIPPING JANITORIAL SUPPLIES FOOD FOR RESALE	FOXFORD HILLS GOLF CLUB / FOOD & BEVERAGE FOXFORD HILLS GOLF CLUB / FOOD & BEVERAGE FOXFORD HILLS GOLF CLUB / FOOD & BEVERAGE FOXFORD HILLS GOLF CLUB / FOOD & BEVERAGE FOXFORD HILLS GOLF CLUB / CLUBHOUSE RECREATION FUND / PROGRAM AREA B	1,842.65 472.21 549.71 7.75 208.03 1,557.53 CHECK TOTAL 4,637.88
52913	VIRTOO SERVICES, LLC.	MEMORY-FHGC	FOXFORD HILLS GOLF CLUB / GENERAL & ADMINISTRAT	178.03 CHECK TOTAL 178.03
52914	CONSERV FS, INC.	RYEGRASS/FERTILIZER/INFIELD	RECREATION FUND / FACILITY MAINTENANCE	6,070.00 CHECK TOTAL 6,070.00
52915	FOCUS MARTIAL ARTS	KARATE CLASSES-W/S 2024	RECREATION FUND / PROGRAM AREA D	745.50 CHECK TOTAL 745.50
52916	NORTHWESTERN MED OCC HEALTH	DRUG SCREENS/PHYSICAL	CORPORATE / PARK MAINTENANCE	412.00 CHECK TOTAL 412.00
52917	CARY SD 26	ETKZ RENTAL-MAY24	RECREATION FUND / PROGRAM AREA C	6,839.00 CHECK TOTAL 6,839.00
52918	CONSTELLATION NEW ENERGY, INC	ELECTRIC-FHGC MAINT	FOXFORD HILLS GOLF CLUB / MAINTENANCE	471.27 CHECK TOTAL 471.27
52919	COMMUNITY HIGH SCHOOL DIST.155	DANCE RECITAL-5/20-23/24	RECREATION FUND / PROGRAM AREA D	240.00 CHECK TOTAL 240.00

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CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
52920	ALEXANDRA ECKHEART	REISSUE-STALE DATED PAY CHECK	RECREATION FUND /	81.77
			CHECK TOTAL	81.77
52921	GREAT LAKES URBAN FORESTRY	TREE RISK ASSESSMT-HOFFMAN PK	CORPORATE / PARK MAINTENANCE	987.00
			CHECK TOTAL	987.00
52922	HAWKINS, INC	PH DOWN LO-SBAC	RECREATION FUND / FACILITY MAINTENANCE	1,444.16
			CHECK TOTAL	1,444.16
52923	HOT SHOTS SPORTS	SPORTS CLASSES-W/S 2024	RECREATION FUND / PROGRAM AREA D	1,879.50
			CHECK TOTAL	1,879.50
52924	EASTON KLAVER	EMPL REIMBURSMT-PGA DUES	FOXFORD HILLS GOLF CLUB / OPERATIONS	560.00
			CHECK TOTAL	560.00
52925	O'REILLY AUTOMOTIVE INC	ANTIFREEZ/IMPACT SET	FOXFORD HILLS GOLF CLUB / MAINTENANCE	51.97
			CHECK TOTAL	51.97
52926	SHAW SUBURBAN MEDIA GROUP	BUDGET NOTICE	CORPORATE / GENERAL ADMINISTRATION	99.92
			CHECK TOTAL	99.92
			CHECK TOTAL	0.00
52928	VILLAGE OF CARY	WATER-JAYCEE PK	CORPORATE / GENERAL ADMINISTRATION	29.24
		LIONS PK PAVING PERMIT	CAPITAL PROJECTS FUND /	364.50
		WATER-PARKS GARAGE	CORPORATE / GENERAL ADMINISTRATION	40.36
		WATER-KAPER PK	RECREATION FUND / ADMINISTRATION	73.72
		WATER-CC	CORPORATE / GENERAL ADMINISTRATION	170.30
		WATER-CC	RECREATION FUND / ADMINISTRATION	170.30
		WATER-SBAC	RECREATION FUND / PROGRAM AREA B	885.48
		WATER-HOFFMAN PK	RECREATION FUND / ADMINISTRATION	56.81
		WATER-FHGC MAINT	FOXFORD HILLS GOLF CLUB / MAINTENANCE	1,285.80
		WATER-FHGC BATHROOM	FOXFORD HILLS GOLF CLUB / CLUBHOUSE	29.24
		WATER-PRESCHOOL	RECREATION FUND / PROGRAM AREA C	84.84
		WATER-FHGC	FOXFORD HILLS GOLF CLUB / CLUBHOUSE	207.16
			CHECK TOTAL	3,397.75
52929	VILLAGE OF LAKE IN THE HILLS	CO-OP TRIP-MUSICAL ON 5/16/24	RECREATION FUND / PROGRAM AREA A	360.00
			CHECK TOTAL	360.00

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52930	WAREHOUSE DIRECT, INC.	JANITORIAL SUPPLIES	CORPORATE / PARK MAINTENANCE	202.41
		JANITORIAL SUPPLIES	RECREATION FUND / FACILITY MAINTENANCE	202.40
		JANITORIAL SUPPLIES	RECREATION FUND / FACILITY MAINTENANCE	202.40
		JANITORIAL SUPPLIES	RECREATION FUND / FACILITY MAINTENANCE	202.40
		JANITORIAL SUPPLIES	CORPORATE / PARK MAINTENANCE	58.29
		JANITORIAL SUPPLIES	RECREATION FUND / FACILITY MAINTENANCE	58.29
		JANITORIAL SUPPLIES	RECREATION FUND / FACILITY MAINTENANCE	58.28
		JANITORIAL SUPPLIES	RECREATION FUND / FACILITY MAINTENANCE	58.29
			CHECK TOTAL	
52931	APPRIVER, LLC	MICROSOFT 365 LICENSES	CORPORATE / GENERAL ADMINISTRATION	269.64
			CHECK TOTAL	269.64
52932	BELLA BREW COFFEE & BEVERAGE	COFFEE	FOXFORD HILLS GOLF CLUB / FOOD & BEVERAGE	268.13
			CHECK TOTAL	268.13
52933	BMI	MUSIC LICENSE	RECREATION FUND / ADMINISTRATION	435.00
			CHECK TOTAL	435.00
52934	BREAKTHRU BEVERAGE ILLINOISLLC	ALCOHOLIC BEVERAGES	FOXFORD HILLS GOLF CLUB / FOOD & BEVERAGE	1,081.35
			CHECK TOTAL	1,081.35
52935	CHAS. HERDRICH & SON, INC.	DEPOSIT-ESCROW ACCOUNT WRISTBANDS	FOXFORD HILLS GOLF CLUB / FOXFORD HILLS GOLF CLUB / FOOD & BEVERAGE	1,000.00 47.00
			CHECK TOTAL	1,047.00
52936	COMMUNITY HIGH SCHOOL DIST.155	DANCE PRACTICE 6/3-6/24 DANCE RECITAL 6/7-8/24	RECREATION FUND / PROGRAM AREA D RECREATION FUND / PROGRAM AREA D	890.00 1,420.00
			CHECK TOTAL	2,310.00
52937	FAMBRO MANAGEMENT LLC	CHESS SCHOLARS-JUNE24	RECREATION FUND / PROGRAM AREA D	360.00
			CHECK TOTAL	360.00
52938	FIRST STUDENT INC.	CAMP BUS-6/6/24 CAMP BUS-6/7/24 CAMP BUS-6/11/24 CAMP BUS-6/12/24 CAMP BUS-6/14/24	RECREATION FUND / PROGRAM AREA D RECREATION FUND / PROGRAM AREA D RECREATION FUND / PROGRAM AREA D RECREATION FUND / PROGRAM AREA D RECREATION FUND / PROGRAM AREA D	1,817.37 201.00 2,077.00 201.00 201.00
			CHECK TOTAL	4,497.37

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CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
52939	FUNWAY	CAMP ECHO-FUNWAY	RECREATION FUND / PROGRAM AREA D	3,590.00
			CHECK TOTAL	3,590.00
52940	ILLINOIS DEPT. OF AGRICULTURE	PEST CONTROL LICENSE	CORPORATE / PARK MAINTENANCE	90.00
			CHECK TOTAL	90.00
52941	LAKESHORE BEVERAGE	ALCOHOLIC BEVERAGES	FOXFORD HILLS GOLF CLUB / FOOD & BEVERAGE	555.75
		SHIPPING	FOXFORD HILLS GOLF CLUB / FOOD & BEVERAGE	10.00
		ALCOHOLIC BEVERAGES	FOXFORD HILLS GOLF CLUB / FOOD & BEVERAGE	938.32
			CHECK TOTAL	1,504.07
52942	LEISURE DESIGN SYSTEMS INC.	PI ACE PLATFORM-8/15/24-8/15/2	FOXFORD HILLS GOLF CLUB / OPERATIONS	1,774.15
			CHECK TOTAL	1,774.15
52943	MENARD'S	WALL FAN/SHELF BRACKET/SCREWS	FOXFORD HILLS GOLF CLUB / CLUBHOUSE	158.81
		JANITORIAL SUPPLIES	FOXFORD HILLS GOLF CLUB / CLUBHOUSE	558.30
		POTHOLE PATCH	FOXFORD HILLS GOLF CLUB / MAINTENANCE	91.92
		FAN/WATERPROOF BOX/BRACKETS	FOXFORD HILLS GOLF CLUB / OPERATIONS	91.90
			CHECK TOTAL	900.93
52944	MODERN DAY ROMEOS, LLC	MUSIC-STARS N STRIPS FEST	RECREATION FUND / PROGRAM AREA B	4,050.00
			CHECK TOTAL	4,050.00
52945	THE MULCH CENTER	LIMESTONE	FOXFORD HILLS GOLF CLUB / MAINTENANCE	660.00
			CHECK TOTAL	660.00
52946	MUNICIPAL APPAREL COMPANY LLC	MENS APPAREL	FOXFORD HILLS GOLF CLUB / OPERATIONS	893.00
		SHIPPING	FOXFORD HILLS GOLF CLUB / OPERATIONS	11.83
			CHECK TOTAL	904.83
52947	NADLER GOLF CAR SALES, INC.	GOLF CART REPAIRS	FOXFORD HILLS GOLF CLUB / MAINTENANCE	266.29
			CHECK TOTAL	266.29
52948	NCPERS GROUP LIFE INSURANCE	GRP INSURANCE-NCPERS	CORPORATE /	16.00
			CHECK TOTAL	16.00
52949	PETROCHOICE, LLC	FUEL-FHGC	FOXFORD HILLS GOLF CLUB / MAINTENANCE	729.03
			CHECK TOTAL	729.03

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CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
52950	MARIA ANGELES	SECURITY DEPOSIT REFUND	RECREATION FUND / ADMINISTRATION	100.00
			CHECK TOTAL	100.00
52951	RANGE SERVANT AMERICA, INC.	BOX WITH WHEEL SOAKER	FOXFORD HILLS GOLF CLUB / OPERATIONS	367.00
			CHECK TOTAL	367.00
52952	RECORD-A-HIT-ENTERTAINMENT	ACTIVITIES-STARS N STRIPES	RECREATION FUND / PROGRAM AREA B	2,890.00
			CHECK TOTAL	2,890.00
52953	STEPHANIE SCHWALL	REIMBURSMT-FISHING LINES	RECREATION FUND / PROGRAM AREA D	84.50
			CHECK TOTAL	84.50
52954	SITEONE LANDSCAPE SUPPLY, LLC	IRRIGATION PARTS	FOXFORD HILLS GOLF CLUB / MAINTENANCE	136.39
			CHECK TOTAL	136.39
52955	SOUTHERN GLAZER'S WINE&SPIRITS	ALCOHOLIC BEVERAGES SHIPPING	FOXFORD HILLS GOLF CLUB / FOOD & BEVERAGE FOXFORD HILLS GOLF CLUB / FOOD & BEVERAGE	1,330.17 6.00
			CHECK TOTAL	1,336.17
52956	SYSKO FOOD SERVICES-CHICAGO	FOOD FOR RESALE NON-ALCOHOLIC BEVERAGES ALCOHOLIC BEVERAGES OPERATING SUPPLIES SHIPPING JANITORIAL SUPPLIES FOOD FOR RESALE-SBAC OPERATING SUPPLIES-SBAC FOOD FOR RESALE-LIONS PK PROGRAM SUPPLIES-LIONS PK	FOXFORD HILLS GOLF CLUB / FOOD & BEVERAGE FOXFORD HILLS GOLF CLUB / FOOD & BEVERAGE FOXFORD HILLS GOLF CLUB / FOOD & BEVERAGE FOXFORD HILLS GOLF CLUB / FOOD & BEVERAGE FOXFORD HILLS GOLF CLUB / FOOD & BEVERAGE FOXFORD HILLS GOLF CLUB / CLUBHOUSE RECREATION FUND / PROGRAM AREA B RECREATION FUND / PROGRAM AREA B RECREATION FUND / PROGRAM AREA B RECREATION FUND / PROGRAM AREA B	2,328.53 850.38 53.49 897.57 7.75 124.49 1,455.01 100.76 3,767.53 232.64
			CHECK TOTAL	9,818.15
			CHECK TOTAL	0.00
52958	ACUSHNET COMPANY	GOLF CLUBS SHIPPING GOLF BALLS SHIPPING DISCOUNT	FOXFORD HILLS GOLF CLUB / OPERATIONS FOXFORD HILLS GOLF CLUB / OPERATIONS FOXFORD HILLS GOLF CLUB / OPERATIONS FOXFORD HILLS GOLF CLUB / OPERATIONS FOXFORD HILLS GOLF CLUB / OPERATIONS	355.50 13.87 2,415.00 86.55 -48.30





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52971	BMO CORPORATE MASTERCARD	FOUNDATION-PARS UNDER THE STAR	CORPORATE /	713.87
		VERIZON-PHONES & TABLETS	CORPORATE / GENERAL ADMINISTRATION	136.09
		COMCAST-ANNEX/CC/HFM PK/PARKS	CORPORATE / GENERAL ADMINISTRATION	1,859.48
		GFOA/NRPA/IL BASSET	CORPORATE / GENERAL ADMINISTRATION	2,941.44
		COPY PAPER/TONER/SHARPIES	CORPORATE / GENERAL ADMINISTRATION	551.92
		ZOOM/ADOBE	CORPORATE / GENERAL ADMINISTRATION	106.95
		EMPLOYEE LUNCH	CORPORATE / GENERAL ADMINISTRATION	123.16
		IPASS REPLENISHMENT	CORPORATE / GENERAL ADMINISTRATION	36.60
		WASTE MGMT-LIONS PK	CORPORATE / PARK MAINTENANCE	133.30
		VERIZON-PHONES & TABLETS	CORPORATE / PARK MAINTENANCE	454.93
		SCISSOR LIFT RENTAL	CORPORATE / PARK MAINTENANCE	440.00
		MIPE MEETING	CORPORATE / PARK MAINTENANCE	20.00
		FLOWERS	CORPORATE / PARK MAINTENANCE	749.70
		SWIVEL HOSE/CHISELS/CHAIN OIL	CORPORATE / PARK MAINTENANCE	408.65
		FUEL	CORPORATE / PARK MAINTENANCE	137.10
		COLD PACKS/KILL STING/SUN SCRNM	CORPORATE / PARK MAINTENANCE	207.71
		WATER/GATORADE	CORPORATE / PARK MAINTENANCE	49.44
		TONER/USB CABLE/KEY BOX	CORPORATE / PARK MAINTENANCE	113.21
		MAINTAINX SUBSCRIPTION	CORPORATE / PARK MAINTENANCE	118.00
		ATHLETIC GRASS SEED/TOP SOIL	CORPORATE / PARK MAINTENANCE	574.68
		KEYS/GLUE/ANCHORS/PAINT/ROLLER	CORPORATE / PARK MAINTENANCE	126.26
		FLUSH VALVES-LIONS PK	CORPORATE / PARK MAINTENANCE	529.25
		O-RING/FASTENERS	CORPORATE / PARK MAINTENANCE	18.44
		LUMBER/PET WASTE BAGS/HAY BALE	CORPORATE / PARK MAINTENANCE	3,139.48
		TAILGATE/TIRES/OIL/SAFETY LN	CORPORATE / PARK MAINTENANCE	2,039.10
		OIL/SAFETY LN/FASTENERS	CORPORATE / PARK MAINTENANCE	143.74
		VERIZON-PHONES & TABLETS	CORPORATE / PLANNING & DEVELOPMENT	58.78
		VERIZON-PHONES & TABLETS	CORPORATE / COMMUNICATIONS & MARKETING	93.93
		MEMORY CARD	CORPORATE / COMMUNICATIONS & MARKETING	50.48
		BANNER/ZIP TIES/PHOTO	CORPORATE / COMMUNICATIONS & MARKETING	93.55
		TONER	CORPORATE / COMMUNICATIONS & MARKETING	241.98
		NW HERALD/ADOBE	CORPORATE / COMMUNICATIONS & MARKETING	196.18
		SBAC GIVEAWAYS	CORPORATE / COMMUNICATIONS & MARKETING	1,382.84
		VERIZON-PHONES & TABLETS	RECREATION FUND / ADMINISTRATION	555.71
		COMCAST-CC FITNESS	RECREATION FUND / ADMINISTRATION	304.26
		NRPA/IPRA/CPR TRAINING	RECREATION FUND / ADMINISTRATION	1,497.18
		BLINK/BANDAGES/COLD PACKS	RECREATION FUND / ADMINISTRATION	302.24
		LEGAL SIZED COPY PAPER	RECREATION FUND / ADMINISTRATION	35.22

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52971	BMO CORPORATE MASTERCARD	COPY PAPER/TONER/SHARPIES	RECREATION FUND / ADMINISTRATION	545.36
		WASTE MGMT-LIONS PK	RECREATION FUND / FACILITY MAINTENANCE	133.29
		WASTE MGMT-PRESCHOOL	RECREATION FUND / FACILITY MAINTENANCE	119.11
		WASTE MGMT-SBAC	RECREATION FUND / FACILITY MAINTENANCE	496.45
		CHISEL/DRILL BITS/ALLEN WRENCH	RECREATION FUND / FACILITY MAINTENANCE	195.42
		SHIELDS/GLOVES/GOGGLES	RECREATION FUND / FACILITY MAINTENANCE	149.30
		GARBAGE CANS/SOAP DISPENSERS	RECREATION FUND / FACILITY MAINTENANCE	101.46
		WATER TESTING/HOSE NOZZLES	RECREATION FUND / FACILITY MAINTENANCE	527.20
		O-RING/SINK AERATOR	RECREATION FUND / FACILITY MAINTENANCE	11.34
		FIELD DRAG MAT/SCOOP SHOVEL	RECREATION FUND / FACILITY MAINTENANCE	356.88
		OUTLET	RECREATION FUND / FACILITY MAINTENANCE	1.70
		WOOD/SCREWS/WASHERS/FASTENERS	RECREATION FUND / FACILITY MAINTENANCE	179.14
		PRESSURE GAUGE/SHOWER HEADS	RECREATION FUND / FACILITY MAINTENANCE	63.84
		BOLTS/NUTS FOR BIKE RACK	RECREATION FUND / FACILITY MAINTENANCE	95.72
		CO-OP TRIPS/MEALS	RECREATION FUND / PROGRAM AREA A	1,493.55
		PARTY SUPPLIES/CRAFTS	RECREATION FUND / PROGRAM AREA A	1,451.62
		BARTENDING SERVICES TRAINING	RECREATION FUND / PROGRAM AREA B	367.50
		COMCAST-SBAC	RECREATION FUND / PROGRAM AREA B	500.18
		RED CROSS MANUAL/WSI CLASSES	RECREATION FUND / PROGRAM AREA B	710.03
		SHELF/FOOD WARMER CABINET	RECREATION FUND / PROGRAM AREA B	565.14
		DUBBLE BUBBLE GUM	RECREATION FUND / PROGRAM AREA B	67.18
		DEPOSIT BAGS/CONTAINERS/SCOOP	RECREATION FUND / PROGRAM AREA B	127.07
		SKITTLES/NERDS/SOUR PATCH KIDS	RECREATION FUND / PROGRAM AREA B	1,754.88
		BIRTHDAY PARTY SUPPLIES	RECREATION FUND / PROGRAM AREA B	171.97
		LAPTOP KEYPAD/WALKIE TALKIES	RECREATION FUND / PROGRAM AREA B	271.44
		BADGE PVC CARDS/PRINTER RIBBON	RECREATION FUND / PROGRAM AREA B	163.99
		COLD PACKS/BANDAGES/GLOVES	RECREATION FUND / PROGRAM AREA B	146.39
		CLIPBOARDS/TABLES/TONER/MARKER	RECREATION FUND / PROGRAM AREA B	3,681.19
		UMBRELLA BASES/BADGE CARDS	RECREATION FUND / PROGRAM AREA B	465.59
		COMCAST-PRESCHOOL	RECREATION FUND / PROGRAM AREA C	390.83
		ROCK N KIDS	RECREATION FUND / PROGRAM AREA C	1,011.50
		VERIZON-PHONES & TABLETS	RECREATION FUND / PROGRAM AREA C	90.67
		SPRINKLER/BOOKS/CAMP SUPPLIES	RECREATION FUND / PROGRAM AREA C	594.01
		RUBBER BOUNCY BALLS	RECREATION FUND / PROGRAM AREA C	29.99
		PHOTOFINISHING/BINDERS/SLIME	RECREATION FUND / PROGRAM AREA C	437.89
		CRAFT SUPPLIES	RECREATION FUND / PROGRAM AREA C	27.18
		FOOD-SNACKS	RECREATION FUND / PROGRAM AREA C	373.66
		PODS CONTAINER	RECREATION FUND / PROGRAM AREA D	503.00

DATE: 06/23/24  
 TIME: 21:38:14  
 ID: AP490000.WOW

CARY PARK DISTRICT  
 WARRANT NUMBER 062724

FROM CHECK # 52794 TO CHECK # 52971

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
52971	BMO CORPORATE MASTERCARD	BLUETOOTH RECEIVER/TAPE	RECREATION FUND / PROGRAM AREA D	82.98
		DANCE COSTUMES	RECREATION FUND / PROGRAM AREA D	5,034.25
		POSTAGE-COSTUME RETURN	RECREATION FUND / PROGRAM AREA D	69.55
		CAMP SUPPLIES	RECREATION FUND / PROGRAM AREA D	1,850.70
		PROGRAM UNIFORMS	RECREATION FUND / PROGRAM AREA D	943.53
		SPORTS AWARDS	RECREATION FUND / PROGRAM AREA D	670.23
		BATTERY OPERATED LIGHTS	RECREATION FUND / PROGRAM AREA D	25.98
		CRAFT FAIR/SBAC/CAMP/BROCHURE	RECREATION FUND / COMMUNICATIONS & MARKETING	1,449.47
		VERIZON-PHONES & TABLETS	RECREATION FUND / COMMUNICATIONS & MARKETING	14.85
		SBAC GIVEAWAYS	RECREATION FUND / COMMUNICATIONS & MARKETING	460.94
		LOCATING UTILITIES-LIONS PK	CAPITAL PROJECTS FUND /	375.00
		COMCAST-FHGC	FOXFORD HILLS GOLF CLUB / OPERATIONS	529.43
		WASTE MGMT-FHGC MAINT	FOXFORD HILLS GOLF CLUB / MAINTENANCE	667.66
		COMCAST-FHGC MAINT	FOXFORD HILLS GOLF CLUB / MAINTENANCE	333.91
		FLOWERS	FOXFORD HILLS GOLF CLUB / MAINTENANCE	32.40
		TORO COMPANY	FOXFORD HILLS GOLF CLUB / MAINTENANCE	260.00
		IL BASSET FOOD HANDLER TRAING	FOXFORD HILLS GOLF CLUB / FOOD & BEVERAGE	20.99
		WASTE MGMT-FHGC	FOXFORD HILLS GOLF CLUB / CLUBHOUSE	341.23
		ACCIDENT REPORT	FOXFORD HILLS GOLF CLUB / GENERAL & ADMINISTRAT	30.00
		INTWINE CONNECT	FOXFORD HILLS GOLF CLUB / GENERAL & ADMINISTRAT	25.00
			CHECK TOTAL	52,275.61
			WARRANT TOTAL	678,459.73

*PRELIMINARY  
TREASURER'S REPORT*

CARY PARK DISTRICT  
FINANCIAL STATEMENTS

FOR THE MONTH ENDED MAY 31, 2024



**Cary Park District  
Budget Report, All Funds  
For the Month Ended May 31, 2024**

	One Month Ended		Y-T-D @	Fiscal Year	Year
	May 31, 2024		5/31/2023	24/25	Actual as a % of Fiscal Year Budget
<b>Revenues</b>	Actual	Budget	Actual	Budget	
Real Estate Taxes	\$ 2,919,966	\$ 2,149,173	\$ 1,998,248	\$ 5,715,888	51.1%
Replacement Tax	-	-	-	115,182	0.0%
Program Revenue	241,673	214,402	251,510	2,097,700	11.5%
Golf Fees & Charges	388,786	297,699	385,689	1,702,535	22.8%
Golf Instruction	37,150	8,000	13,835	25,000	148.6%
Merchandise, Food & Beverage Sales	69,884	47,485	62,950	397,225	17.6%
Rental	60,366	48,777	50,156	180,975	33.4%
Investment & Service Fees	33,929	30,777	29,298	281,800	12.0%
Grants	26	-	-	-	> 100%
Donations/Developer Contributions	-	-	550	38,987	0.0%
Advertising	-	375	-	4,000	0.0%
Sale of Equipment	-	-	-	97,833	0.0%
Miscellaneous	501	1,514	564	17,406	2.9%
<b>Total Revenues</b>	<b>3,752,283</b>	<b>2,798,202</b>	<b>2,792,800</b>	<b>10,674,531</b>	<b>35.2%</b>
<b>Expenditures</b>					
<i>Operating:</i>					
Personnel & Payroll Related Costs	356,577	399,023	356,578	4,334,467	8.2%
Professional Services	131,870	110,432	111,095	1,306,240	10.1%
Services	86,278	98,949	73,703	1,195,725	7.2%
Commodities	147,405	144,907	114,901	855,150	17.2%
Repairs & Maintenance	63,137	61,424	38,468	303,904	20.8%
Loss on Disposal of Equipment	-	-	-	-	0.0%
Depreciation	9,265	9,265	8,393	143,377	6.5%
<b>Total Operating</b>	<b>794,531</b>	<b>824,001</b>	<b>703,138</b>	<b>8,138,863</b>	<b>9.8%</b>
<i>Capital:</i>					
Capital Projects Fund	11,910	16,750	25,581	1,764,000	0.7%
Capital Equipment Replacement Fund	138,898	165,733	-	446,885	31.1%
Other	9,340	109,130	-	109,130	8.6%
<b>Total Capital</b>	<b>160,148</b>	<b>291,613</b>	<b>25,581</b>	<b>2,320,015</b>	<b>6.9%</b>
<i>Debt:</i>					
G.O. Limited Tax Park Bond & Interest	-	-	-	46,138	0.0%
2018A Alternate Revenue Bonds	-	-	-	350,669	0.0%
Debt Certificates, 2019A	-	-	-	194,429	0.0%
Sunburst Bay Aquatic Center Debt	-	-	-	570,990	0.0%
<b>Total Debt Service</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,162,226</b>	<b>0.0%</b>
<b>Total Expenditures</b>	<b>954,679</b>	<b>1,115,614</b>	<b>728,719</b>	<b>11,621,104</b>	<b>8.2%</b>
Net Addition (Reduction) To Fund Balance	\$ 2,797,604	\$ 1,682,588	\$ 2,064,081	\$ (946,573)	
Beginning Fund Balance May 1, 2024 (Preliminary)	10,812,296				
Ending Fund Balance May 31, 2024	\$ 13,609,900				

Note: The above statement includes Foxford Hills Golf Club, an Enterprise Fund. The Enterprise Fund is prepared on a full accrual basis while the remaining Funds are prepared on a modified accrual basis.

Cary Park District  
D/B/A Foxford Hills Golf Club  
Income Statement  
For the Month Ended May 31, 2024

	One Month Ended May 31, 2024		Y-T-D @ 5/31/2023	Fiscal Year 24/25	Year Actual as a % of Fiscal Year Budget
	Actual	Budget	Actual	Budget	
<i>Operating Revenues</i>					
Golf Course Fees & Charges	\$ 388,786	\$ 297,699	\$ 385,689	\$ 1,702,535	22.8%
Golf Instruction	37,150	8,000	13,835	25,000	148.6%
Merchandise, Food & Beverage Sales	69,884	47,485	62,950	397,225	17.6%
Investment Income	2,730	1,200	-	12,681	21.5%
<i>Total Operating Revenues</i>	<u>498,550</u>	<u>354,384</u>	<u>462,474</u>	<u>2,137,441</u>	<u>23.32%</u>
<i>Operating Expenses</i>					
Professional Services	113,516	90,977	97,802	955,896	11.9%
Services	24,913	25,867	22,806	246,801	10.1%
Commodities	67,543	79,715	53,482	366,187	18.4%
Repairs & Maintenance	39,335	41,091	30,979	133,050	29.6%
Depreciation	9,265	9,265	8,393	143,377	6.5%
<i>Total Operating Expenses</i>	<u>254,571</u>	<u>246,915</u>	<u>213,462</u>	<u>1,845,311</u>	<u>13.8%</u>
<i>Operating Income</i>	<u>243,979</u>	<u>107,469</u>	<u>249,012</u>	<u>292,130</u>	<u>83.5%</u>
<i>Nonoperating Revenues (Expenses)</i>					
Gain (Loss) on Disposal of Assets	-	-	-	53,760	100.0%
<i>Total Nonoperating Revenues (Expenses)</i>	<u>-</u>	<u>-</u>	<u>-</u>	<u>53,760</u>	<u>0.0%</u>
Change in Net Position	<u>243,979</u>	<u>107,469</u>	<u>249,012</u>	<u>345,890</u>	<u>70.5%</u>
Beginning Net Position May 1, 2024 (Preliminary)	<u>4,940,300</u>				
Ending Net Position May 31, 2024	<u>\$ 5,184,279</u>				

**Cary Park District**  
**Balance Sheet (1)**  
**May 31, 2024**

**ASSETS**

Cash and Investments	\$ 7,847,269
Receivables:	
Recreation Programs	594,313
Taxes	5,588,245
Other	33,930
Deposits	10,515
Prepaid Expenses	348
Inventory	85,362
Net Fixed Assets ( Foxford Hills Golf Club Only)	<u>4,624,922</u>
<b>TOTAL ASSETS</b>	<b><u>\$ 18,784,904</u></b>

**LIABILITIES**

Accounts Payable	\$ 325,371
Accrued Expenditures:	
Payroll	74,370
Insurance	44,000
Other	257,511
Deferred Revenue:	
Taxes	2,809,875
Recreation Programs	784,796
Foxford Hills Golf Club	110
Gift Certificates and Gift Cards	38,584
Deposits	22,498
Bonds Payable	<u>817,890</u>
<b>TOTAL LIABILITIES</b>	<b>5,175,004</b>
 <b>TOTAL FUND BALANCE</b>	 <b><u>13,609,900</u></b>
 <b>TOTAL LIABILITIES AND FUND BALANCE</b>	 <b><u>\$ 18,784,904</u></b>

Note - 1) The above statement includes Foxford Hills Golf Club, an Enterprise Fund.  
Fixed Assets include the Assets of Foxford Hills Golf Club only.  
Governmental Fund debt issued with a term less than twelve months is included on the Balance Sheet.

**Cary Park District**  
**Recap of Changes in Cash & Investments and Fund Balances**  
**For the Month Ended May 31, 2024**

	Balance as of 5/01/24	Net Increase (Decrease)	Balance as of 05/31/24
<b>Cash &amp; Investments</b>			
Harris Bank - Payroll	\$ 77	\$ 0	\$ 77
Cary Bank & Trust - Maxsafe Account	756,623	3,484	760,107
Harris Bank - MM	328,969	(34,675)	294,294
Home State Bank - Checking	39,772	(12)	39,760
Home State Bank - MM	260,006	675	260,681
The Illinois Funds	6,462,973	22,851	6,485,824
Petty Cash & Cash on Hand	3,125	3,400	6,525
<b>Total Cash and Investments</b>	<b>\$ 7,851,545</b>	<b>\$ (4,276)</b>	<b>\$ 7,847,269</b>

	Balance as of 5/01/24	Net Increase (Decrease)	Balance as of 05/31/24
<b>Fund Balances</b>			
Corporate	2,535,323	\$ 1,205,209	3,740,532
Recreation	914,927	655,092	1,570,019
Developers' Donations	726,009	3,140	729,149
G.O. Limited Tax Park Bond & Interest	(731,960)	434,006	(297,954)
2018A Alternate Revenue Bonds	-	-	-
2019A Debt Certificates	-	-	-
Aquatic Center Debt	-	-	-
Audit	8,702	1,819	10,521
Capital Projects	741,736	4,219	745,955
Liability Insurance	133,815	45,395	179,210
Equipment Replacement	892,221	(135,039)	757,182
IMRF/Social Security	101,669	177,318	278,987
Paving and Lighting	77,422	2,881	80,303
Special Recreation	468,247	159,567	627,814
Cary Prairie Heritage Fund	3,885	17	3,902
Foxford Hills Golf Course	4,940,300	243,979	5,184,279
<b>Total All Funds</b>	<b>\$ 10,812,296</b>	<b>\$ 2,797,604</b>	<b>\$ 13,609,900</b>



# Board Memo

To: Board of Commissioners  
From: Dan Jones, Executive Director  
Date: June 27, 2024



**RE: Board Meeting Action Items Summary**

---

*Providing exceptional recreation, parks and open space opportunities.*

**VI.A.7 and 8 -- R-2024-25-01, a Resolution Recognizing July 2024 as Parks and Recreation Month and R-2024-25-02, a Resolution Recognizing July 19, 2024 as Park and Recreation Professionals Day.**

*Introduction*

The Board of Commissioners reviews and approves resolutions.

*Background*

Since 1985, the National Recreation and Park Association (NRPA) has designated the month of July as National Recreation and Parks Month. To commemorate the month, the Cary Park District has also asked the Village of Cary, Village of Trout Valley, and Village of Oakwood Hills to celebrate, through a proclamation, the great things the Cary Park Districts' parks, trails, open spaces, recreation facilities, arts and cultural departments, park and recreation professionals, and citizens are doing year-round to improve the quality of life for the community.

NRPA has designated July 19, 2024 as Park and Recreation Professionals Day. This day is to celebrate the dedicated professionals who build strong, vibrant, and resilient community through parks and recreation.

Staff Recommendation

Staff concurs with the recommendation of the COW.

COW Recommendation

The Committee recommended (5-0) Board of Commissioners approval of R-2024-25-01, a Resolution Recognizing July 2024 as Parks and Recreation Month and R-2024-25-02, a Resolution Recognizing July 19, 2024 as Park and Recreation Professionals Day, as presented.

Motion to Consider

*Consent Agenda.*

**VI.A.9 -- Consultant Review Team (Commissioner Stanko, Commissioner Carasso, Director Plan/Development Raica, Executive Director Jones), Comprehensive Master Plan Update 2025.**

*Introduction*

Per the Action Plan approved by the Board in February 2023, the Park District is to embark on an update to its Comprehensive Master Plan between May 2024 and September/October 2025.

*Background*

The first step in the process to update the Comprehensive Master Plan is to issue a Request for Proposals (RFP) seeking a consultant interested in providing services to the Park District to complete this project. The working schedule for activities related to the RFP include:



# Board Memo

June 14 – Release of RFP  
July 12 – Response due  
July/August – Review/interview of responding consultants  
September – Board approval of consultant

To assist the Board with the review/interview process as well as a recommendation on a consultant, the Board should designate a Consultant Review Team. When the process above is complete, the Consultant Review Team will disband, as its work is complete. Responsibilities of review team members will include review of RFP responses, selection of short list to interview, participate in interviews and make recommendation to the Board on a consultant for consideration by Board.

The Board should discuss and determine which members of the Board should serve on the review team.

### Staff Recommendation

Staff concurs with the recommendation of the COW.

### COW Recommendation

The Committee recommended (5-0) Board of Commissioners appointment Commissioners Stanko and Carasso and the Director of Planning and Development and Executive Director to the Consultant Review Team

### Motion to Consider

*Consent Agenda.*

## **VI.A.10 and 11 -- Purchase of a 2024 John Deere 9009A Terrain Cut Rough Mower in the amount of \$97,989 from Revels Turf and Tractor/John Deere, Elgin, IL and Purchase of a 2024 John Deere Gator TX Turf w/ Safety Cage in the amount \$17,619.78 from Revels Turf and Tractor/Elgin, IL.**

### *Introduction*

Funds totaling \$117,000 have been allocated within the FY2024-25 Foxford Hills Golf Club Fund Capital Replacement Schedule to replace two pieces of equipment. A 2015 Lastec Articulator 4520 Model Mower purchased in June 2016 and assigned a replacement timeline of 7 years and a 2010 Club Car Utility Vehicle (Driving Range Picker) purchased in May 2010 and assigned a replacement timeline of 10 years.

### *Background*

#### 2015 Lastec Articulator 4520 Model Mower Replacement

The recommended replacement for the Lastec Articulator is a 2024 John Deere 9009A Terrain Cut Rough Mower which has the most power recommended for hilly terrain and ease of use around heavily wooded holes. The 2024 John Deere 9009A Terrain Cut Rough Mower is available via the Sourcewell Cooperative Program 031121-DAC (formerly NJPA) joint purchase program for \$97,989 through Revels Turf and Tractor/John Deere, Elgin, IL. The budgeted replacement value was \$99,000. The purchase price is a savings of \$1,011.

#### 2010 Club Car Utility Vehicle (Driving Range Picker) Replacement

The recommended replacement for the Club Car Utility Vehicle (Driving Range Picker) is a 2024 John Deere Gator TX Turf with safety cage. The 2024 John Deere Gator TX Turf with safety cage is

# Board Memo

available via the Sourcewell Cooperative Program 031121-DAC (formerly NJPA) joint purchase program for \$17,619.78 through Revels Turf and Tractor/John Deere, Elgin, IL. The budgeted replacement value was \$18,000. The purchase price is a savings of \$380.

### Staff Recommendation

Staff concurs with the recommendation of the COW.

### COW Recommendation

The Committee recommended (5-0) Board of Commissioners approval for the purchase a 2024 John Deere 9009A Terrain Cut Rough Mower in the amount of \$97,989 from Revels Turf and Tractor/John Deere, Elgin, IL and for the purchase of a 2024 John Deere Gator TX Turf w/ Safety Cage in the amount \$17,619.78 from Revels Turf and Tractor/Elgin, IL.

### Motion to Consider

*Consent Agenda.*

**VI.A.12 -- Policy 4-002, Definitions of Personnel Categories; Policy 4-006, Salary Administration; Policy 4-009a, Modified Work Duty; Policy 4-010a, Health Insurance Portability and Privacy Act; Policy 4-013c, Family Medical Leave Act; Policy 4-016, Anti-Harassment; Policy 4-019, Bloodborne Pathogens Program; Policy 4-019b, Pandemic Response Including COVID-19; Policy 4-021, Employee Training and Education; Policy 4-022, Employee Business Related Expenses; Policy 4-999, Personnel Policy and Procedure Distribution.**

### *Introduction*

The Board of Commissioners reviews and approves policies.

### *Background*

The Park District has adopted many best practices set forth via the Illinois Distinguished Accreditation program. A best practice for the Board and staff is to review the personnel policies of the agency every 5 years. The Park District is a four-time recipient of Illinois Distinguished Accredited Agency recognition. To remain consistent with this best practice and in advance of the Park District review within the program to become a five-time recipient, the Board should review the personnel policies. The previous Board review of this policy section occurred in 2016.

In February of 2020, the internal process to begin review of personnel policies began to meet the standard as noted above. However, within a week of kicking off this process, COVID-19 became the primary focus of all persons, and the started process was lost and then not picked back up and completed once COVID subsided. It is important to note that during this time, several policies have been updated or modified by staff and Board, due to changes in the law, changes in practice or for other reasons that merited a review of an individual policy.

An employee team was formed in April 2024 to assist and participate in the review process. This team is made up of an employee representative from each department, the Human Resources Manager, Administrative and Project Specialist and the Executive Director. A number of personnel policies recommended for revision by the employee review team will be presented tonight. Attorney Puma has reviewed these policies which include his modifications as well.



Staff Recommendation

Staff concurs with the recommendation of the COW.

Commissioner Frangiamore requested follow up on how the agency would recoup dollars from a former employee, per Policy 4-021, Employee Training and Education. HR Manager Tillson reports that the act of an employee signing off on receipt of said policy creates a promissory note that may be pursued in small claims court, if desired.

COW Recommendation

The Committee recommended (5-0) Board of Commissioners approval of Policy 4-002, Definitions of Personnel Categories; Policy 4-006, Salary Administration; Policy 4-009a, Modified Work Duty; Policy 4-010a, Health Insurance Portability and Privacy Act; Policy 4-013c, Family Medical Leave Act; Policy 4-016, Anti-Harassment; Policy 4-019, Bloodborne Pathogens Program; Policy 4-019b, Pandemic Response Including COVID-19; Policy 4-021, Employee Training and Education; Policy 4-022, Employee Business Related Expenses; Policy 4-999, Personnel Policy and Procedure Distribution, as revised.

Motion to Consider

*Consent Agenda.*

**VII.B.1 – FY2024-25 Compensation of the Executive Director.**

Introduction

The Board of Commissioners determines and approves the compensation of the Executive Director annually.

Background

At a Special Meeting dated June 13, 2024, the Board of Commissioners conducted the performance evaluation of the Executive Director for FY2023-24. The Board of Commissioners is required to act on the compensation of the Executive Director during open session of a regular or special meeting. The law requires the salary of any employee whose compensation exceeds \$150,000 to be posted to meet the requirements of the Total Compensation Act, which is 7 days prior to final action. This information was posted to the Park District website on June 18, 2024.

Committee Recommendation

None.

Motion(s) to Consider

*Move to approve the FY2024-25 compensation of the Executive Director at \$182,000 retroactive to May 1, 2024.*

*Cary Park District*

**Resolution R-2024-25-01**

*A Resolution Recognizing July 2024 as  
National Park and Recreation Month*

WHEREAS parks and recreation is an integral part of communities throughout this country, including the Cary Park District; and

WHEREAS parks and recreation promotes health and wellness, improving the physical and mental health of people who live near parks; and

WHEREAS parks and recreation promotes time spent in nature, which positively impacts mental health by increasing cognitive performance and well-being, and alleviating illnesses such as depression, attention deficit disorders, and Alzheimers; and

WHEREAS parks and recreation encourages physical activities by providing space for popular sports, hiking trails, swimming pools and many other activities designed to promote active lifestyles; and

WHEREAS parks and recreation is a leading provider of healthy meals, nutrition services and education; and

WHEREAS park and recreation programming and education activities, such as out-of-school time programming, youth sports and environmental education, are critical to childhood development; and

WHEREAS parks and recreation increases a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and

WHEREAS parks and recreation is fundamental to the environmental well-being of our community; and

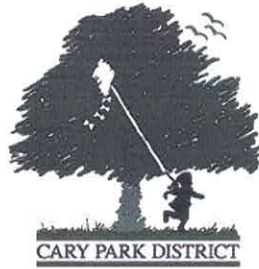
WHEREAS parks and recreation is essential and adaptable infrastructure that makes our communities resilient in the face of natural disasters and climate change; and

WHEREAS our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and

WHEREAS the U.S. House of Representatives has designated July as Parks and Recreation Month; and

WHEREAS the Cary Park District recognizes the benefits derived from parks and recreation resources.

*Therefore, Be It Resolved,* that we proclaim July as Park and Recreation Month, and encourage all residents within the Cary Park District to celebrate healthy, active lifestyles by participating in their choice of recreation and park activities.



*June 27, 2024*

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Keith Frangiamore, President

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Dan Jones, Secretary



*Cary Park District*

**Resolution R-2024-25-02**

*A Resolution Recognizing July 19, 2024 as  
Park and Recreation Professionals Day*

WHEREAS the Cary Park District recognizes that the parks and recreation field is a diverse and comprehensive system that improves personal, social, environmental and economic health; and

WHEREAS the Cary Park District recognizes the importance and benefits of park and recreation services that enrich the lives of its citizens, and help make this community a desirable place to live, work and visit; and

WHEREAS the Cary Park District supports the skilled work of park and recreation professionals to strengthen community cohesion and resiliency, connect people with nature and each other, and provide and promote opportunities for healthful living, social equity and environmental sustainability; and

WHEREAS the Cary Park District values the essential services that park and recreation professionals and volunteers perform to provide recreational and developmental enrichment for our children, youth, adults and older adults, and to ensure our parks and recreation spaces are clean, safe, inclusive, welcoming and ready to use.

***Therefore, Be It Resolved,*** that we proclaim July 19, 2024 as “Park and Recreation Professionals Day”.



*June 27, 2024*

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Keith Frangiamore, President

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Dan Jones, Secretary

*Cary Park District*  
**Board Policy Manual**

Policy Name: **Definitions of Personnel Categories Employed  
by Or Associated with the Park District**

Date Approved: 11/16/1984  
Last Revision: 6/27/2024  
Last Review: Board, 6/27/2024  
Date Rescinded:

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**Policy Statement**

It is the policy of the Cary Park District to clearly define personnel categories in order to properly classify personnel in compliance with applicable laws and for benefit eligibility.

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**Specific Guidelines**

The following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed:

Definitions:

1. Commissioners: Those people who are elected or appointed and serve as non-compensated governing members of the Park District Board. Commissioners are considered full-time employees only for the purpose of determining program/facility use benefits.
2. Appointed Personnel: Those personnel appointed by the Board and directly responsible to the Board in the performance of their duties. The Board establishes their duties and compensation. Specifically includes the following positions: Executive Director, Board Secretary and Board Treasurer.
3. Employees: Personnel who receive salaries or wages from the Park District. Employees are further defined as follows:
  - a. Full-time: Those employees who are regularly scheduled and work 40 or more hours per week, inclusive of vacation, holidays, and other paid time off, throughout the year.
  - b. Part-time 1: An employee occupying a position regularly scheduled to work less than an average of 30 hours per workweek during the calendar year, inclusive of paid time off or, for ACA purposes only, less than an average of 30 hours per workweek over the course of any “look-back/stability period” established by the Park District, whichever is applicable.
  - c. Part-time: An employee occupying a position normally scheduled to work less than an average of 30 hours per workweek during the calendar year or, for ACA purposes only, less than an average of 30 hours per workweek over the course of any “look-back/stability period” established by the Park District, whichever is applicable.
  - d. Seasonal: Those employees who are hired for temporary work with the expectation that the position will be vacated and the employee terminated at the end of that season.
  - e. Volunteer: Those individuals providing services for the Park District outside of an employee relationship and without financial compensation.
4. NISRA Full-Time Staff – Individuals employed full-time for the Northern Illinois Special Recreation Association who have selected the Park District as their agency of choice are classified as full-time employees only for the purpose of determining program/facility benefits.

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Board President Signature: *Keith Frangiamore*

5. Exempt employees: Those employees whose positions, as defined by the Fair Labor Standards Act, are exempt from the overtime requirements of the Act. Such employees are paid on a salary basis for job responsibilities.
6. Non-exempt employees: Those employees whose positions, as defined by the Fair Labor Standards Act, require that they are paid overtime pay or compensatory time off when working more than forty hours in a single work week.

This policy revises and replaces 4-002.r3 in full.



*Cary Park District*  
**Board Policy Manual**

Policy Name: **Salary Administration**

Date Approved: 4/13/2000

Last Revision: 6/27/2024

Last Review: Board, 6/27/2024

Date Rescinded:

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**Policy Statement**

It is the policy of the Cary Park District to empower the Executive Director to administer all aspects of the Park District's personnel operation and management. The Executive Director is authorized to establish salary ranges, starting salaries, salary caps, one-time merit-based performance payouts, merit raises, employee compensation and benefits for all employees of the Park District within the approved budget and policies as established by the Board of Commissioners.

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**Specific Guidelines**

The following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed:

1. The Executive Director is authorized to administer all components of salary administration, employee compensation and benefits as necessary for the successful operation of the Park District and within approved policies.
2. The Executive Director should include all components of salary administration, employee compensation and benefits as part of the annual budget process.
3. A copy of the current salary ranges should be attached to this policy, such attachment being updated when changes occur.
4. The Executive Director should inform the Board of Commissioners of any one-time merit-based performance payouts provided to an employee through routine written correspondence.
5. Changes in employee benefits that have a budgetary impact should be presented to the Board of Commissioners during the annual budget process.

This policy revises and replaces Policy 4-006.r3 in full.

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Board President Signature: *Keith Frangiamore*

*Cary Park District*  
**Board Policy Manual**

Policy Name: **Modified Work Duty**

Date Approved: 7/23/2009

Last Revision: 6/27/2024

Last Review: Board, 6/27/2024

Date Rescinded:

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**Policy Statement**

It is the policy of the Cary Park District to provide employees who have sustained injury or illnesses arising out and in the course of their employment with the Park District, when available, reasonable opportunities to maintain career and employment status and benefits.

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**Specific Guidelines**

The following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed:

1. Employees may be assigned to a modified duty assignment when such assignment is available and an employee is temporarily unable to perform their normal work duties due to occupational injury or illness.
2. A modified duty assignment must fulfill a job function(s) useful to the Park District and is within limitations set by treating and/or evaluating physicians.
3. A modified duty assignment does not create a new job, but instead will incorporate or modify an existing position on a temporary basis. The assignment may include duties anywhere within the Park District.
4. Modified duty assignments shall be handled on a case-by-case basis through supervisory approval and with Executive Director final approval.
5. Periodic review shall be conducted after an employee has been on modified duty status.
6. When possible, an employee on modified duty will be compensated at the employee's regular pay rate. If not practical, the Park District should notify PDRMA of the wage differential and request that the employee be paid in accordance with the Illinois Workers Compensation Act.
7. The employee must provide regular communication to the Park District and PDRMA regarding the employee's ability to return to their regular position.
8. Except as otherwise provided under the Family Medical Leave Act (FMLA), an employee who declines a modified duty position, which is within the limitations, as determined by a treating or evaluating physician, may be subject to disciplinary action including dismissal. The employee may also lose eligibility for workers compensation benefits.

This policy revises and replaces 4-009a in full.

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Board President Signature: *Keith Frangiamore*



*Cary Park District*  
**Board Policy Manual**

Policy Name: **Health Insurance Portability & Accountability Act (HIPAA) Compliance**

Date Approved: 7/23/2009  
Last Revision: 6/27/2024  
Last Review: Board, 6/27/2024  
Date Rescinded:

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**Policy Statement**

It is the policy of the Cary Park District to comply with the Health Insurance Portability & Accountability Act (HIPAA) requirements of maintaining reasonable and appropriate administrative, technical and physical safeguards to ensure the integrity and confidentiality of employee health information.

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**Specific Guidelines**

The following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed:

1. The Park District may not use or disclose Protected Health Information (PHI) to its employee workforce or outside vendors, except for treatment, payment, or operations (TPO) without authorization.
2. All uses or disclosures, other than TPO, require specific authorization from the individual who is the subject of the PHI.
3. The Park District will not provide PHI to an outside vendor without assuring that a Business Associate Agreement is in place detailing the vendor's responsibility for compliance with HIPAA.
4. Any PHI used or disclosed must be the minimum necessary to achieve the purpose.
5. The Park District will provide secured storage for PHI and will handle such information in a confidential manner.
6. The Park District will provide training for all employees or volunteers who may have access to PHI. These employees must enter into a signed confidentiality agreement; refusal to comply may be grounds for disciplinary action, including termination.
7. All Commissioners are subject to the HIPAA privacy law and must enter into a signed confidentiality agreement prior to engaging in review or discussion on any individual employee PHI. Commissioners needing HIPAA training will be provided that training by the Park District prior to such review or discussion.

This policy revises and replaces Policy 4-010a.r2 in full.

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Board President Signature: *Keith Frangiamore*

*Cary Park District*  
**Board Policy Manual**

Policy Name: **Leaves of Absence, Family Medical Leave Act**

Date Approved: 7/20/2000

Last Revision: 6/27/2024

Last Review: Board, 6/27/2024

Date Rescinded:

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**Policy Statement**

It is the policy of the Cary Park District to provide employees both compensated and uncompensated leaves of absence under certain circumstances in compliance with the Family Medical Leave Act of 1993.

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**Specific Guidelines**

The following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed:

1. A Park District employee will be eligible for FMLA after 12 months of employment and 1,250 hours of work during the 12-month period preceding the start of the leave.
2. The Park District will provide FMLA eligible employees up to 12 workweeks of unpaid leave during a rolling 12-month period for certain family and medical reasons.
3. In order to be eligible for FMLA, the employee must have experienced one or more of the following family and/or medical occurrences:
  - a. care of the employee's child within 12 months of the child's birth;
  - b. placement with the employee of a child for adoption or foster care within 12 months of the child's placement;
  - c. care of the employee's spouse, child, or parents for a "serious health condition";
  - d. existence of a "serious health condition" that makes the employee unable to perform the function of their job; or
  - e. any qualifying exigency (as the Secretary of Labor shall determine) arising out of the fact that the employee's spouse, child, or parent is under a call or order to active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.
4. A "serious health condition" shall include an illness, injury, impairment, or medical or physical condition as described within the FMLA.
5. Under the Servicemember Family Leave provision of the FMLA, an employee satisfying the employment eligibility requirements as described in guideline #1 of this policy, may be entitled to up to 26 weeks of leave, during a rolling 12-month period, to care for a spouse, child, parent or next of kin who incurred a serious injury or illness in the line of active duty.
6. If the spouse of an employee is also employed by the Park District, leave for both employees combined may be limited to 12 weeks during the rolling 12-month period. This limitation applies

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- only if the leave is taken because of the illness of a parent or the birth or adoption/fostering of a child.
7. An employee eligible for FMLA as a result of a family or medical occurrence as well as an occurrence that qualifies under the Service-member Family Leave provision of the FMLA is limited to a total leave time not exceeding a combined total of 26 workweeks during the rolling 12-month period.
  8. Periodic leave or a reduced work schedule will be made available if necessary to accommodate the employee's personal medical condition or planned medical treatments for the employee or family members. However a "serious condition" must be involved and the employee must try to schedule the leave so as not to disrupt the Park District's operations.
  9. The employee shall provide the Park District with adequate advance notice of the employee's intention to take the leave, unless such notice is not practicable. When an unscheduled absence occurs, the Park District will not take any action against the employee if the employee, within a reasonable period after the start of the absence, provides proper certification to the Park District.
  10. The Park District may require an employee on leave under this policy to report periodically to the Park District.
  11. If an eligible employee requests leave under the FMLA, the Park District shall require the employee to substitute accrued paid leave, including vacation and personal time off (PTO), for unpaid FMLA leave and must be taken concurrently with FMLA. In addition, if the employee otherwise qualifies for disability pay, workers' compensation or any other type of leave of absence, the employee must take that leave at the same time as the FMLA leave.
  12. The Park District shall maintain coverage for the employee and the employee's family 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 provided that the employee pays the employee's portion of the insurance premium.
  13. The Park District may recover the premium that the Park District paid for maintaining coverage for the employee and the employee's family under such group health plan during any period of leave under this policy unless:
    - a. the employee fails to return from leave under this policy because of a documented medical condition that would qualify for leave; or
    - b. the employee fails to return to work because of other circumstances beyond the employee's control.
  14. The Park District may require an employee who claims that they're unable to return to work because of a reason described in guideline #13 (a) or (b) above to provide timely certification to the Park District that the employee is unable to return to work because of that reason.
  15. The taking of leave under this policy shall not result in the loss of any employment benefit accrued prior to the date on which the leave commenced. However, the employee is not entitled to:
    - a. the accrual of any seniority or employment benefits during any period of unpaid leave; or
    - b. any right, benefit, or position of employment that the employee would not have received even if they had continued in continuous employment
  16. In general, an employee who takes leave under this policy shall be entitled, on return from such leave, to be restored by the Park District to:
    - a. the same position of employment held by the employee when the leave commenced; or
    - b. an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

17. Certain highly compensated key employees may be denied reinstatement when necessary to prevent substantial and grievous economic injury to the Park District's operations.
18. The Park District will consider a failure to return to work at the expiration of an employee's approved FMLA leave to be a resignation of the employee from the Park District.
19. An employee may request an extension to their approved FMLA leave in writing no less than 10 business days before the leave is set to expire. Extension requests are considered on a case by case basis and may fall outside the parameters of FMLA.
20. Terms that are used in this policy that have specific definitions within the FMLA shall have those definitions applied to this policy.

This policy revises and replaces Policy 4-013c.r3 in full.



*Cary Park District*  
**Board Policy Manual**

Policy Name: **Non-Discrimination And Anti-Harassment**

Date Approved: 8/24/2000

Last Revision: 6/27/2024

Last Review: Board, 6/27/2024

Date Rescinded:

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**Policy Statement**

It is the policy of the Cary Park District to maintain a work environment in which all individuals are treated with respect and dignity and that all relationships among persons in the workplace will be free of bias, prejudice and harassment.

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**Specific Guidelines**

The following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed:

1. It is the responsibility of every employee, elected/appointed official, volunteer and vendor of the Park District as well as anyone using the Park District's facilities, to refrain from sexual and other harassment.
2. The Park District strongly urges the prompt reporting of all incidents of discrimination, harassment, or retaliation, regardless of the offender's identity or position, including non-employees/third parties. This Policy and associated reporting procedures for incidents of discrimination, etc. will be implemented upon receipt of any report.
3. The Park District prohibits sexual and other harassment, as well as retaliation against any individual who reports discrimination or harassment, participates in an investigation of such reports, or files a charge of discrimination or harassment.
4. Any employee, elected/appointed official, or volunteer engaging in practices or conduct constituting sexual harassment, discrimination or harassment of any kind shall be subject to disciplinary action, up to and including discharge.
5. Alleged harassment by a Commissioner against another Commissioner shall be reported to the Board President. If the Board President is the reporting person or is implicated by the allegation, the reporting shall be made to any other Commissioner. Any reporting under this section must be referred to the Park District's legal counsel, who then must appoint a qualified independent attorney or consultant to review, investigate, and resolve the allegations.
6. Except as provided in #5, the Executive Director or authorized delegate shall promptly investigate any reported allegation of harassment, discrimination or retaliation making every reasonable effort to conduct such investigation in a responsible and as confidential as possible manner, without guarantee of confidentiality.
7. The Park District shall determine what constitutes harassment, discrimination or retaliation based on the facts and circumstances of each situation.

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Board President Signature: *Keith Frangiamore*



7. The Park District shall determine what constitutes harassment, discrimination or retaliation based on the facts and circumstances of each situation.
8. False or frivolous charges are considered severe misconduct and subject to disciplinary action.
9. The Executive Director or authorized delegate should provide training on this policy and related procedure(s) upon employment or election/appointment during the employee's or official's orientation process.
10. Any employee who believes that they have been the subject of harassment or retaliation for complaining about the harassment also has the right to file a charge of civil rights violations with the Illinois Department of Human Rights and, if substantial evidence to support the charge is found to exist, to have such an opportunity as provided by law and applicable regulations to engage in conciliation with the Park District and/or to have the charge heard in a public hearing before an Administrative Law Judge of the Illinois Human Rights Commission or in a court of law, as provided by statute. For further information, you may call or write to the Illinois Department Human Rights, 555 W. Monroe St., Suite 700, Chicago, IL60661, (312) 814-6200.
11. Pregnant Workers Fairness Under the provision of the Illinois Human Rights Act, 775 ILCS 5/1, et seq., employees and applicants for employment are protected against discrimination in employment on the basis of pregnancy. If you are pregnant, you may request a reasonable accommodation to enable you to accept employment or continue working, consistent with medical advice, if you choose to do so rather than take leave under any leave law or Park District policy. You will be required to supply medical documentation from your health care provider to support your request for a reasonable accommodation. Once a reasonable accommodation is requested and supported by medical documentation, the Park District must grant the accommodation unless the Park District can show that the accommodation would impose an undue hardship on its ordinary operation. You cannot be required to accept an accommodation that you did not request if you choose to decline it. Further information as to your rights obligations under the law and this policy can be obtained from the Executive Director and/or the Illinois Department of Human Rights. The Illinois Department of Human Right can be contacted at: Illinois Department of Human Rights, 555 W. Monroe St., Suite 700, Chicago, IL60661, (312) 814-6200.

This policy revises and replaces Policy 4-016.r5 in full.

*Cary Park District*  
**Board Policy Manual**

Policy Name: **Bloodborne Pathogens Program  
Program Participant and Agency  
Compliance**

Date Approved: 5/30/1993  
Last Revision: 6/27/2024  
Last Review: Board, 6/27/2024  
Date Rescinded:

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**Policy Statement**

It is the policy of the Cary Park District to protect employees from exposure to blood and blood by-products and to provide guidelines to follow in the event of an exposure incident. The Park District will also exercise appropriate measures to assist in the prevention of the spread of communicable diseases and to minimize the exposure to such communicable diseases whether it is in a work or play environment.

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**Specific Guidelines**

The following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed:

1. The Park District will maintain guidelines that are consistent with the most recent version of the “PDRMA Member Guide to Bloodborne Pathogens Program” as adapted for Park District use.

This policy revises and replaces Policy 4-019.r1 in full.

*Cary Park District*  
**Board Policy Manual**

Policy Name: **Pandemic Responses Including to COVID-19**

Date Approved: 9/16/2021  
Last Revision: 6/27/2024  
Last Review: Board, 6/27/2024  
Date Rescinded:

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**Policy Statement**

It is the policy of the Cary Park District to maintain a workplace free of known hazards and safeguarding the health of employees, patrons and the community at large from infectious diseases which are spread during a pandemic such as COVID-19. The Park District may also exercise appropriate measures to assist in the prevention of the spread of communicable diseases and to minimize the exposure to such communicable diseases whether it is in a work, recreation or play environment.

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**Specific Guidelines**

The following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed:

1. The Park District will maintain procedures and guidelines that are consistent with the most recent guidance and mandates related to a pandemic such as COVID-19 as provided by federal, state and local government entities or agencies. As such, the guidelines may be revised and updated frequently due to changes mandated, issued and/or ordered by these entities or agencies.
2. The Park District will also develop and implement procedures and guidelines recommended by PDRMA and its corporate counsel.

This policy replaces and revises Policy 4-019b in full.



*Cary Park District*  
**Board Policy Manual**

Policy Name: **Employee Training/Education**

Date Approved: 9/28/2000

Last Revision: 6/27/2024

Last Review: Board, 6/27/2024

Date Rescinded:

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**Policy Statement**

It is the policy of the Cary Park District to encourage all employees to pursue training and educational opportunities to improve job-related skills/abilities, maintain necessary professional certifications, increase their value to the Park District and assist them in preparing for future in-house advancement.

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**Specific Guidelines**

The following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed:

1. The Executive Director or delegated staff member is authorized to provide continuing education opportunities for employees.
2. The Park District should budget accordingly for each employee whose position requires continuing education or training to maintain the appropriate certification, license or permit in order to perform required job functions.
3. The Executive Director or delegated staff member is authorized to establish criteria that should be met by an employee in order to qualify for tuition reimbursement for course work leading towards a Park and Recreation related degree or a degree directly related to an employee's current or near term position with the Park District.
4. Tuition reimbursement exceeding the amount listed in the Internal Revenue Code will be added to the employee's salary/wage compensation and will be taxable to the employee.
5. Within budgetary guidelines, employees currently in a degree program eligible for tuition reimbursement and being reimbursed by the Park District should be given priority in the allocation of funds budgeted for this purpose.
6. If an employee terminates employment with the Park District within the 12 months following the receipt of tuition reimbursement, the employee will be obligated to repay the amount received.

This policy revises and replaces Policy 4-021.r3 in full.

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Board President Signature: *Keith Frangiamore*

*Cary Park District*  
**Board Policy Manual**

Policy Name: **Employee Business Related Expenses**

Date Approved: 11/17/2016  
Last Revision: 6/27/2024  
Last Review: Board, 6/27/2024  
Date Rescinded:

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**Policy Statement**

It is the policy of the Cary Park District to establish procedures through Ordinance O-2016-17-10 for the Park District to comply with the Local Government Travel Expense Act (PA 099-0604) to reimburse and document employees' travel, meal and lodging expenses incurred while attending meetings, seminars, or conferences sponsored by the Illinois Association of Park Districts (IAPD), Illinois Park and Recreation Association (IPRA), National Recreation and Park Association (NRPA) and other Park District business related expenses.

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**Specific Guidelines**

The following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed:

1. The maximum total amount the Park District will pay for an employee for a single event associated with this policy is \$5,000. The maximum amount may be exceeded because of an emergency or other extraordinary circumstances upon approval of the expense by a majority roll call vote of the Board of Commissioners at the next Board meeting following the event.
2. No employee shall incur an expenditure on behalf of the Park District nor be reimbursed for any entertainment expense, unless ancillary to the purpose of the meeting, seminar, conference or other official business.
3. Travel, meal and lodging expenditures with copy of receipts attached must be documented on Policy 4-022.r1, Attachment A, Expense Report. Only the expenses paid by the Park District should be listed on the Expense Report. Original receipts must be coded and attached to appropriate p-card statement.
4. When possible, advance payments shall be made for specific travel reservations, advanced registration and lodging arrangements in an effort to take advantage of any discounts available to the Park District. The preferred payment method is with a Park District issued credit card (p-card).
5. LODGING: When possible, a reduced cost conference or government rate for a single room accommodation should be utilized.
  - a. If the meeting, seminar, conference does not have a designated hotel/lodging, the Park District will provide the standard lodging rate per night, based upon current U.S. General Services Administration (GSA) regulations in place at the time the expense occurred.

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- b. Any costs associated with a room upgrade and/or early check-in or late check out are the responsibility of the employee. The employee is responsible to reimburse the Park District for these costs if paid on a p-card.
  - c. Employees shall pay personal expenses that are charged to a hotel room bill prior to checkout.
6. TRAVEL: The most responsible transportation option shall be used, providing that no hardship shall be caused to the employee, including use of a Park District vehicle if available and appropriate based on location. The Park District issued toll transponder should also be utilized during travel. Shuttles associated with conferences, hotels and airports should be used when available. Transportation will be advance purchased, paid for at time of service by the Park District or reimbursed with acceptable receipts attached to Expense Report for the following:
- a. Air travel at the coach or single class commercial airline rate. Any costs associated with a travel upgrade are the responsibility of the employee. The employee is responsible to reimburse the Park District for these costs if paid on a p-card.
  - b. Rail or bus travel at actual cost; may not exceed the cost of coach airfare.
  - c. Personal automobile, reimbursed at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. When applicable, toll charges and parking costs should be paid with a p-card; if not possible, employee will be reimbursed for those expenses.
  - d. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be pre-approved by supervisor prior to rental and explained on the Expense Report.
  - e. Taxis, limousines, rideshare service or other local transportation costs.
  - f. Parking fees.

If transportation is shared by more than one employee, each employee should be listed on the receipt. A copy of the receipt should be provided to each employee to attach to their individual Expense Report.

7. MEALS: The Park District will provide for reasonable meal expenses, based upon current U.S. General Services Administration (GSA) regulations in place at the time the expense occurred, for an employee while engaged in Park District business, whether paid for by the Park District at time of service or reimbursed, with acceptable receipts attached to Expense Report.
- a. The standard GSA rate will be utilized unless meeting, seminar, conference is being held in a nonstandard area per zip code.
  - b. Prior to conference commencing, the employee should confirm the GSA rate with their supervisor; any questions should be directed to the Director of Finance & Administration for clarification.
  - c. If a meal bill is shared by more than one employee, each employee should be listed on the receipt. A copy of the itemized receipt should be provided to each employee to attach to their individual Expense Report.
  - d. Employees should not exceed the total GSA rate as determined in 7a and 7b for meals and incidentals, for single full day or half day based on travel. Meal rates and incidentals should be considered standalone by day and cannot be tiered and/or combined by the duration of the meeting, seminar or conference. Any meal and incidental costs over the total GSA rate by day, are the responsibility of the employee. The employee is responsible to reimburse the Park District for these costs if paid on a p-card.

- e. All alcohol purchases are the responsibility of the employee and should be purchased separately.
  - f. Standard tipping rates should be utilized.
8. Miscellaneous expenses may be included for any other associated travel costs related to employee activities and/or on-site purchase of educational materials with acceptable receipts attached to Expense Report. Employees should use a p-card rather than cash for ancillary expenses they incur. If a p-card is not accepted by the vendor, then personal cash may be used. The circumstances for such use must be explained on the Expense Report.
  9. When an employee is accompanied by non employees of the Park District, any lodging, transportation, meals or other expenses above those incurred by the employee should be purchased separately.
  10. All Expense Reports should be completed within 5 business days after conclusion of meeting, seminar or conference. Employees should submit Expense Report to their supervisor for sign-off/approval before final submittal to the Director of Finance & Administration or assigned delegate.
  11. Upon review of Expense Report, the supervisor should provide in writing to the Director of Finance & Administration or assigned delegate the total itemized reimbursement costs an employee owes to the Park District. The Finance Department will generate an invoice and provide it to an employee for payment.
  12. A receipt showing the reimbursement payment by the employee should be attached to the employee's Expense Report. Any employee reimbursements to the Park District are expected to be finalized no more than two weeks after the meeting, seminar or conference has concluded.
  13. Any Park District to employee reimbursement will be completed in a timely manner per Park District guidelines.
  14. In the event there is a dispute or clarity is required in a situation that falls under these guidelines or falls outside these same guidelines, the Executive Director should be consulted to make a final decision.

This policy revises and replaces Policy 4-022.r1 in full.



*Cary Park District*  
**Board Policy Manual**

Policy Name: **Personnel Policies and Procedures  
Distribution**

Date Approved: 10/26/2000  
Last Revision: 6/27/2024  
Last Review: Board, 6/27/2024  
Date Rescinded:

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**Policy Statement**

It is the policy of the Cary Park District to provide its employees access to current personnel policies and procedures of the Park District.

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**Specific Guidelines**

The following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed:

1. The Park District should maintain and post its personnel policies and procedures on an internal employee network for viewing by its current employees and elected officials.
2. The Executive Director or assigned delegate should post Board approved personnel policies to an internal employee network within 30 days of Board approval.
3. The Executive Director or assigned delegate should post Executive Director approved personnel procedures to an internal employee network within 30 days of Executive Director approval.
4. The Executive Director or assigned delegate should maintain a master hard copy of all approved and rescinded personnel policies and procedures.
5. Employees shall review the Park District's personnel policies and procedures when they are hired and shall also be required to review all new and revised personnel policies and procedures.
6. Employees shall also be required to sign a statement or affirmation that they have reviewed the personnel policies and procedures as directed by the Executive Director or assigned delegate.

This policy revises and replaces Policy 4-999.r3 in full.