



Park District of
La Grange
Regular Board Meeting
October 20, 2025

**PARK DISTRICT OF LA GRANGE
REGULAR BOARD MEETING
MONDAY, OCTOBER 20, 2025, 6:00 PM**

The Board of Commissioners of the Park District of La Grange will meet at 6:00 p.m. on Monday, October 20, 2025, at the Recreation Center located at 536 East Ave, La Grange, Illinois

1.0 CONVENING THE MEETING

- 1.1 Roll Call, President's Introduction, Announcements & Changes to the Agenda

2.0 COMMUNICATIONS, PRESENTATIONS & DECLARATIONS

- 2.1 Public Comments/Participation (Board Manual Section #152)

3.0 CONSENT AGENDA

- 3.1 Approval of the Minutes of the Regular Board Meeting of September 8, 2025
- 3.2 Approval of the Financial Reports dated September 30, 2025
- 3.3 Approval of the Consolidated Vouchers for October dated October 20, 2025

4.0 STAFF REPORTS

- 4.1 Director's Report
- 4.2 Staff Reports

5.0 ACTION ITEMS

- 5.1 Discussion and/or Approval for An Ordinance Providing for the Issue of not to Exceed \$419,000 General Obligation Limited Tax Park Bonds, Series 2025A, for the Payment of Land Condemned or Purchased for Parks, for the Building, Maintaining, Improving And Protecting of the same and the Existing Land and Facilities of the Park District, to Provide the Revenue Source for the Payment of Certain Alternate Bonds of the Park District, and for the Payment of the Expenses Incident Thereto, Providing for the Levy of a Direct Annual Tax to Pay the Principal and Interest on Said Bonds, and Authorizing the Sale of Said Bonds to the Purchaser Thereof.
- 5.2 Resolution R25-04 Ratification of OSLAD Grant Application Authorization for Sedgwick Park
- 5.3 Discussion and/or Approval of Risk Management Policy and Procedure Manual, Resolution R25-05
- 5.4 Discussion and/or Approval of Change Order to Design, Engineering and Construction Management Professional Services Proposal (Addition of OSLAD Grant Funds)

**6.0 BOARD BUSINESS -
OLD BUSINESS
NEW BUSINESS**

- 6.1 Discussion and/or Approval of Website Redesign RFP Selection
- 6.2 Discussion and/or Approval of United State Tennis Association (USTA) Grant Funding Opportunities
- 6.3 Discussion and/or Approval on Authorization of Delegates/Alternates for the 2026 Annual IAPD Meeting
- 6.4 Discussion and/or Approval of Intergovernmental Agreement (IGA) with the Village of La Grange – Fire Department Training

7.0 COMMITTEE REPORTS

- 7.1 Administration Committee (Vear)
- 7.2 Parks & Facilities Committee (Carter & Opyd)
- 7.3 Recreation & Cultural Programming Committee (Posey & Weber)
 - 7.3.1 Arts & Cultural Affairs Committee

8.0 PUBLIC COMMENTS (Board Manual Section #152)

9.0 BOARD COMMENTS

10.0 EXECUTIVE SESSION

- 10.1 Potential Claims and/or Litigation, 5 ILCS 120/2 (c) 11
- 10.2 Acquisition of Real Property, 5 ILCS 120/2 (c)(5)
- 10.3 Setting the Price of Real Property, 5 ILCS 120/2 (c)(6)
- 10.4 Personnel, 5 ILCS 120/2 (c)(1)
- 10.5 Review of Closed Executive Session Minutes, 5 ILCS 120/2 (c)(21)
- 10.6 Security Procedures & Response Plans, 5 ILCS 120/2 (c)(8)
- 10.7 The Selection of a Person to Fill a Public Office Vacancy, 5 ILCS 120/2 (c)(3)

11.0 ACTION ON ITEMS DISCUSSED IN EXECUTIVE SESSION (If Necessary)

12.0 ADJOURNMENT

10/17/2025
Jennifer Bechtold
Board Secretary



Consent Agenda

**PARK DISTRICT OF LA GRANGE
536 EAST AVENUE
LA GRANGE, IL 60525**

MEMORANDUM

TO: PDLG BOARD OF COMMISSIONERS
FROM: JENNIFER BECHTOLD, CPRE, EXECUTIVE DIRECTOR
RE: CONSENT AGENDA ITEMS
DATE: OCTOBER 20, 2025

The matters included in this consent agenda require a roll call vote.

CONSENT AGENDA ITEM 1: Approval of the Minutes of the Regular Meeting of September 8, 2025

CONSENT AGENDA ITEM 2: Approval of the Financial Reports Dated September 30, 2025

CONSENT AGENDA ITEM 3: Approval of the Consolidated Vouchers for October Dated October 20, 2025

****CONSENT AGENDA:** this agenda item consists of proposals and recommendations, which are likely to be acceptable to all members of the Board. The purpose of the Consent Agenda is to allow one roll call vote for all items instead of separate votes on each item. The procedure is as follows: 1. Any commissioner wishing to discuss any item on the consent agenda may request that the item be removed and placed under its usual place on the agenda, or under New Business. 2. At the time of roll call, a commissioner may vote either "aye" for all items or select items for a "nay" vote. 3. One roll call vote is taken and covers all items on the Consent Agenda.

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF COMMISSIONERS
OF THE PARK DISTRICT OF LA GRANGE, ILLINOIS
536 EAST AVENUE, LA GRANGE, ILLINOIS**

SEPTEMBER 8, 2025

President Opyd called the meeting to order at 6:00 P.M.

PRESENT: Commissioners Carter, Posey, Vear, Opyd

ABSENT: Commissioner Weber (participated remotely)

STAFF PRESENT: Executive Director Jenny Bechtold
Director of Finance & HR Jamie Hollock
Director of Recreation Kevin Miller
GM of Parks Maintenance Larry Buckley
GM of Facilities and Operations Mike Hay
HR & Administration Coordinator Madonna Giampietro

OTHERS PRESENT: Lauterbach & Amen, LLP- Jamie Wilke
Wight & Company – Gage Berger
Testing Service Corporation (TSC)- Eli Rogatz
John Pluto, Linda Pluto, Steve Guggenheim, Ray Sipla,
Marge Sipla, Mark Bently, Jim O'Connor, Brian Suchan,
Avel Rodriguez, Norman Masden, Elizabeth Fisher,
Joseph Talley, Marian Honel-Wilson, Danielle DeWall and
Rose Naseef

President Opyd welcomed everyone to the meeting and explained that before the regular board meeting, they have a public hearing related to the sale of bonds and that he will ask for public comments for the BINA hearing and that comments from that period should be related to the BINA hearing only. Once that session is closed, the regular board meeting will begin and there will be another public comment opportunity as outlined in the agenda.

President Opyd asked for any changes to the agenda. Executive Director Bechtold stated that there were no changes to the agenda, but she did want to let the board and public know that the October 20, 2025, meeting is scheduled to be at the Community Center, however, due to the construction projects, it is not ready so the meeting will be held at the Recreation Center. Then we will move the November or December meeting to the Community Center depending on availability.

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President Opyd asked for a motion for remote participation by Commissioner Weber. The motion was so moved by Commissioner Vear, seconded by Commissioner Carter and passed by Roll Call Vote as follows:

AYES: Commissioners Vear, Carter, Posey, Opyd
NAYES: None
ABSENT: None

Public Hearing Meeting

Public Hearing Concerning the Intent of the Board of Park Commissioners to Sell Not to Exceed \$419,000 General Obligation Limited Tax Park bonds to Provide the Revenue Source to Pay Certain Alternate Bonds and for the Payment of Land Condemned or Purchased for Parks, for the Building, Maintaining, Improving and Protecting of the Same and the Existing Land and Facilities of the District and Payment of the Expenses Incident Thereto (BINA Hearing)

President Opyd asked for a motioned to enter the Public Hearing for the BINA topic. The motion was so moved by Commissioner Carter, seconded by Commissioner Carter and passed by Roll Call Vote as follows:

AYES: Commissioners Carter, Posey, Weber, Vear, Opyd
NAYES: None
ABSENT: None

President Opyd opened the Public Hearing concerning the intent of the Park District to sell not to exceed \$419,000 General Obligation Limited Tax Park Bonds.

Public Comments (BINA Hearing)

John Pluto, 718 East Ave. La Grange, asked what the bonds were related to, or what was going to be bought with them. President Opyd responded that this is something the district does every year, the sale of the bonds is to pay off debt that was already incurred.

Jim O'Connor, 645 S. 10th Ave. La Grange inquired if it was a non-referendum bond and President Opyd answered yes.

With no letters or communications and no further public comments, President Opyd asked for a motion to close the BINA Hearing at 6:04 P.M. The motion was so moved by Commissioner Carter, seconded by Commissioner Posey and passed by Roll Call Vote as follows:

AYES: Commissioners Carter, Posey, Weber, Vear, Opyd
NAYES: None
ABSENT: None

Communications, Presentations & Declarations

Public Comments (Board Manual Section #152)

President Opyd mentioned that public comments are limited to three minutes and commentors should state their name and address.

John Pluto, 718 East Ave. La Grange, expressed his concerns regarding the Park District's request for a text amendment in March 2025 regarding hard court surfaces, being considered Special Use to Permitted Use with the Village. He also discussed his concerns about the water line that runs through Sedwick Park with the contaminated soil and the testing process.

2024-2025 Audit Presentation by Lauterbach & Amen, LLP

Jamie Wilkey from Lauterbach & Amen stated she was in attendance to present the audit results for fiscal year ending April 30, 2025. She provided a brief overview of the audit process and reported that this year once again resulted in a clean audit opinion, reflecting outstanding work which was also awarded a Certificate of Achievement for Excellence in Financial Reporting.

Sedwick Park Updates Presentation by Testing Service Corporation and Wight and Company.

Eli Rogatz of TSC presented the latest testing conducted at Sedgwick Park and reported on the district's voluntary enrollment in the EPA Site Remediation Program and next steps. Gage Berger of Wight & Company presented the site plan for Sedgwick Park, which will incorporate implementation of EPA standards.

Consent Agenda

President Opyd asked for a motion to approve Item 3.1 Approval of the Minutes of the Regular Board Meeting of July 14, 2025; Item 3.2 Approval of the Minutes of the Regular Board Meeting of August 11, 2025; Item 3.3 Approval Financial Reports dated August 31, 2025; and Item 3.4 Approval of the Consolidated Vouchers for September dated September 8, 2025.

The motion was so moved by Commissioner Posey, seconded by Commissioner Vear, and passed by Roll Call Vote as follows:

AYES: Commissioners Posey, Vear, Weber, Carter, Opyd

NAYES: None

ABSENT: None

Staff Reports

Executive Director Jennifer Bechtold

- Director Bechtold presented her report. She added that she is looking for a consensus to move forward with Resolution 25-04, *OSLAD Grant Program Resolution of Authorization*. This will then be officially approved

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at the next meeting as it will be added to the agenda.

Executive Director asked for a Roll Call Vote for consensus to approve Resolution 25-04, OSLAD Program Resolution of Authorization.

AYES: Commissioners Vear, Posey, Carter, Weber, Opyd
NAYES: None
ABSENT: None

Executive Director, Bechtold also added to her report that she provided each board member with an updated Safety Manual. This is a draft to be reviewed prior to next meeting and if they have any change request, to please let staff know before Oct. 8th. She also added that the Park District will be putting on timers for the electric vehicle chargers. The stations will be turned off when the building is closed.

Another addition to her report was regarding La Grange Little League and that they are looking to potentially install a club house or crows' nests behind home plate at Sedgwick. She explained that while staff are always appreciative when LGLL gets involved with improvements, there are some concerns about the timing with all our projects coming up. They are eager to get their projects done, but one big concern would be having different contractors on site at one time with our referendum projects.

Commissioner Posey asked if the neighbors would like to see this type of structure looking out their window and if such a structure would pose a risk for people trying to climb it or break into it? She agreed that it would make more sense for us to complete our project before moving on to affiliate projects.

Commissioner Vear agreed about the timeline and that the large cumbersome structure might not be something area neighbors would like to look at. He added that if LGLL would like to add bathrooms, he would have no problem, depending on location, if they wanted to fund that project, but believes they had investigated this before and it was cost prohibited plus he would only want them open during games/practices.

Commissioner Weber suggested seeing something similar to the Babe Ruth Senior field for the clubhouse behind home plate at the Little League fields.

Staff are looking for consensus for construction schedule for 2027, after the Park District projects are completed and will supply Little League with portable scoring structures to review as an alternative to the large crow nest structures. Commissioners Posey, Vear, Carter and Opyd agreed that this would be the direction to take. Commissioner Weber

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indicated that he would not want to wait until 2027 and suggested that maybe there is a middle ground where some things could be completed concurrently. He added that LGLL does an amazing job making Sedgwick look great at the little league fields.

President Opyd agreed that LGLL has done a great job with making improvements to Sedgwick.

Finance & Human Resources Jamie Hollock

- Director Hollock presented her report.

Director of Recreation Kevin Miller

- Director Miller presented his report.

General Manager of Facilities and Operations

- General Manager Hay presented his report.

Parks & Maintenance Larry Buckley

- General Manager Buckley presented his report.

Action Items

Discussion and/or Approval of Restroom Facilities Final Design and Engineering Professional Services Proposal with Wight & Company.

Executive Director Bechtold explained that in March the board had approved restroom structures as part of the referendum projects. The estimated budget was \$700,000. The prefabricated proposal received from the vendor is \$873,177, exceeding the estimated budget and carrying a 10–12-month lead time for installation. Wight & Company has confirmed they can design buildings and deliver them at a lower cost with substantially less lead time. Staff recommend approval of the Restroom Facilities Engineering and Final Design Professional Services Proposal in the amount of \$60,000 with Wight & Company.

Commissioner Posey motioned to approve the Restroom Facilities Engineering and Final Design Professional Services Proposal in the amount of \$60,000 with Wight & Company. The motion was seconded by Commissioner Vear, and passed by Roll Call Vote as follows:

AYES: Commissioners Posey, Vear, Weber, Carter, Opyd
NAYES: None
ABSENT: None

Board Business

Old Business

New Business

Committee Reports

Administration Committee

No report at this time.

Parks and Facilities Committee

Commissioner Carter was happy to report that the opening of Waiola Park was a success and loved seeing so many people out using the park.

Recreation & Cultural Programming Committee/ Arts & Cultural Affairs Committee

No report at this time.

Public Comments (Board Manual Section #152)

Marion Honel Wilson, 950 8th Ave. La Grange, President of the Community Diversity Group of the La Grange area, reminded the board and public that the 34th Annual Race Unity Rally is set for September 14th at the Village Hall at 3pm.

Rose Naseef, 911 S. Stone Ave, La Grange, expressed her concerns about removal of bushes at the parks. She also asked which parks are going to be sprayed with herbicides and if the playgrounds get sprayed or just the lawns? General Manager Buckley reported only the lawns were sprayed.

John Pluto 718 East Ave. La Grange stated his concerns about the water that comes from Sedgwick Park and how it impacts the residents around the park and his concerns with the findings and solutions from TSC.

Dr. Danielle DeWall, 855 12th Ave. La Grange, agreed with John Pluto's statements regarding the drainage issue at Sedgwick Park.

Mark Bently, 740 S. 7th Ave. La Grange, thanked John Pluto for putting in the time to look into the drainage issues around Sedgwick.

Jim O'Connor, 645 S. 10th Ave. La Grange, stated his concerns about possible contamination from the property across the parking lot on 47th Street and if that is the source of the contamination.

Norman Masden, 708 10th Ave. La Grange brought concerns about the elevation changes to the park and concerns with the testing process.

President Opyd, for clarification, explained that there have been soil samples taken from all areas of the park. As a result of the initial testing, that is why the focus is on the one corner of the park.

Linda Pluto, 718 East Ave. La Grange, Inquired about additional testing being completed.

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Steve Guggenheim, 321 6th Ave. La Grange, expressed his concerns about the drainage going into the 36in pipe, which is already running at capacity.

Executive Director Bechtold wanted the public to know that everything that will be done will have to go through the Village and approved through MWRD.

Commissioner Posey explained that this is a process and that information is being gathered and then decisions will be made. She stated that they must rely on professional experts so they can make informed decisions.

Dr. Danielle Dewall 855 12th Ave. La Grange expressed her concerns about the drinking water in La Grange and wanted it tested. To which President Opyd explained that the water supply is managed by the Village so if that is a concern, she is encouraged to speak at the Village meeting.

Jim O'Connor, 645 S. 10 Ave. La Grange, had concerns about “Action Items” and what can be voted on based on the agenda.

Executive Director Bechtold, with the help of the board, explained the process of what can be voted on based on the agenda items.

Rose Naseef, 911 S. Stone Ave. La Grange, stated that she would have liked to see more storm water management in place, like detention, included in the plans for the parks.

Board Comments

Commissioner Vear affirmed that anything the park district does is to all EPA and MWRD, County, and Village standards and the board have the best interest of the public in mind. He also said that Waiola looks great.

President Opyd echoed Bob's comment and expressed that he has a six-year-old and he makes decisions as a person with kids who use our parks. He also expressed his excitement about the opening of Waiola and how great it was to see the park full of kids.

Adjournment

President Opyd moved for adjournment at 7:29 P.M. The motion was so moved by Commissioner Posey, seconded by Commissioner Carter and passed unanimously by Voice Vote.

Brian Opyd, President

Jennifer Bechtold, Board Secretary
Approved-October 20, 2025



Park District of La Grange, IL

Statement of Revenue & Expenditures

Group Summary

For Fiscal: 2025-2026 Period Ending: 09/30/2025

SubAccount	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 01 - General					
Revenue					
Department: 5 - Admin					
426 - BUILDING RENTALS	73,016.57	73,016.57	0.00	20,176.34	52,840.23
942 - TAX REVENUE	1,325,929.00	1,325,929.00	994.39	15,405.41	1,310,523.59
943 - OTHER REVENUES	383,600.00	383,600.00	25,712.76	194,756.50	188,843.50
Department: 5 - Admin Total:	1,782,545.57	1,782,545.57	26,707.15	230,338.25	1,552,207.32
Revenue Total:	1,782,545.57	1,782,545.57	26,707.15	230,338.25	1,552,207.32
Expense					
Department: 5 - Admin					
511 - ADMINISTRATIVE SALARIES	441,635.00	441,635.00	23,838.10	131,618.07	310,016.93
512 - FRONT DESK	44,869.00	44,869.00	2,145.19	12,538.24	32,330.76
530 - HEALTH & LIFE INSURANCE	143,500.00	143,500.00	11,331.87	56,659.57	86,840.43
540 - EDUCATION & TRAINING	23,897.50	23,897.50	1,778.02	5,002.68	18,894.82
600 - PROMOTION & PUBLICITY	13,963.00	13,963.00	919.39	2,577.37	11,385.63
610 - PROFESSIONAL FEES	27,132.50	27,132.50	570.57	5,228.44	21,904.06
630 - TRANSPORTATION	0.00	0.00	300.00	1,500.00	-1,500.00
650 - BANK/MERCHANT FEES	250.00	250.00	0.00	123.57	126.43
660 - DUES & SUBSCRIPTIONS	7,870.00	7,870.00	67.00	1,888.48	5,981.52
670 - COMMUNICATION SERVICES	15,830.00	15,830.00	1,335.20	6,153.01	9,676.99
680 - SOFTWARE CONTRACTS	47,182.50	47,182.50	1,844.33	20,240.51	26,941.99
690 - LEGAL/ RECRUITMENT NOTICES	5,225.00	5,225.00	47.19	204.69	5,020.31
691 - PRINTING/ DESIGN SERVICES	3,587.50	3,587.50	736.20	844.07	2,743.43
710 - ADMINISTRATIVE EXPENSE ACCTS	2,320.00	2,320.00	139.04	605.20	1,714.80
720 - EMPLOYEE/ PUBLIC RELATIONS	3,200.00	3,200.00	0.00	0.00	3,200.00
730 - OFFICE/ ADMIN SUPPLIES	6,750.00	6,750.00	473.90	1,479.98	5,270.02
740 - COMPUTER SUPPLIES/ EQUIP	10,225.00	10,225.00	-489.65	4,561.48	5,663.52
750 - OFFICE EQUIPMENT	6,100.00	6,100.00	0.00	607.75	5,492.25
760 - POSTAGE & DELIVERY	6,175.00	6,175.00	8.87	291.86	5,883.14
765 - CONTINGENCY	30,000.00	30,000.00	647.66	978.73	29,021.27
954 - TRANSFER	350,000.00	350,000.00	0.00	0.00	350,000.00
Department: 5 - Admin Total:	1,189,712.00	1,189,712.00	45,692.88	253,103.70	936,608.30
Department: 6 - Maintenance					
513 - MAINTENANCE SALARIES	180,814.00	180,814.00	11,954.61	67,114.83	113,699.17
514 - SEASONAL MAINTENANCE	45,000.00	45,000.00	4,032.50	31,641.00	13,359.00
800 - EQUIPMENT RENTALS	1,500.00	1,500.00	0.00	0.00	1,500.00
810 - MAINTENANCE SERVICES	125,225.00	125,225.00	4,910.90	27,252.28	97,972.72
820 - EQUIPMENT REPAIRS	8,750.00	8,750.00	441.91	1,106.96	7,643.04
830 - MAINTENANCE SUPPLIES	16,163.75	16,163.75	785.26	4,425.61	11,738.14
840 - MAINTENANCE MATERIALS	17,700.00	17,700.00	1,423.37	3,242.52	14,457.48
850 - PETROLEUM PRODUCTS	7,250.00	7,250.00	0.00	3,088.64	4,161.36
860 - MAIN. TOOLS & EQUIPMENT	3,075.00	3,075.00	129.04	542.64	2,532.36
870 - PARK LANDSCAPING	3,000.00	3,000.00	41.56	800.26	2,199.74
880 - UTILITES - ELECTRIC	74,249.50	74,249.50	7,097.53	24,497.97	49,751.53
881 - UTILITES - NATURAL GAS	20,750.00	20,750.00	382.12	2,860.44	17,889.56
882 - UTILITIES - WATER	13,075.00	13,075.00	1,815.32	3,213.73	9,861.27
890 - PARK IMPROVEMENTS & REPAIRS	41,675.00	41,675.00	432.50	4,768.98	36,906.02
Department: 6 - Maintenance Total:	558,227.25	558,227.25	33,446.62	174,555.86	383,671.39
Expense Total:	1,747,939.25	1,747,939.25	79,139.50	427,659.56	1,320,279.69
Fund: 01 - General Surplus (Deficit):	34,606.32	34,606.32	-52,432.35	-197,321.31	231,927.63

Statement of Revenue & Expenditures

For Fiscal: 2025-2026 Period Ending: 09/30/2025

SubAccount	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 11 - Fitness Center					
Revenue					
Department: 7 - Recreation					
490 - PROGRAM REVENUE	965,000.00	965,000.00	73,692.50	383,496.17	581,503.83
943 - OTHER REVENUES	150.00	150.00	5.00	10.00	140.00
Department: 7 - Recreation Total:	965,150.00	965,150.00	73,697.50	383,506.17	581,643.83
Revenue Total:	965,150.00	965,150.00	73,697.50	383,506.17	581,643.83
Expense					
Department: 5 - Admin					
511 - ADMINISTRATIVE SALARIES	147,500.00	147,500.00	6,160.48	34,096.14	113,403.86
521 - SS/ MEDICARE	8,500.00	8,500.00	465.61	2,579.99	5,920.01
522 - PENSION	9,000.00	9,000.00	603.50	3,237.56	5,762.44
530 - HEALTH & LIFE INSURANCE	14,500.00	14,500.00	923.20	4,616.01	9,883.99
540 - EDUCATION & TRAINING	1,000.00	1,000.00	0.00	0.00	1,000.00
550 - TRAVEL REIMBURSEMENT	500.00	500.00	0.00	0.00	500.00
600 - PROMOTION & PUBLICITY	9,625.00	9,625.00	196.51	279.64	9,345.36
610 - PROFESSIONAL FEES	500.00	500.00	0.00	150.00	350.00
650 - BANK/MERCHANT FEES	30,000.00	30,000.00	2,995.09	12,968.81	17,031.19
660 - DUES & SUBSCRIPTIONS	2,500.00	2,500.00	0.00	0.00	2,500.00
670 - COMMUNICATION SERVICES	4,220.00	4,220.00	35.00	1,354.92	2,865.08
680 - SOFTWARE CONTRACTS	4,000.00	4,000.00	205.25	1,022.89	2,977.11
690 - LEGAL/ RECRUITMENT NOTICES	1,500.00	1,500.00	0.00	0.00	1,500.00
691 - PRINTING/ DESIGN SERVICES	300.00	300.00	0.00	0.00	300.00
720 - EMPLOYEE/ PUBLIC RELATIONS	500.00	500.00	0.00	46.98	453.02
730 - OFFICE/ ADMIN SUPPLIES	2,500.00	2,500.00	130.87	221.56	2,278.44
765 - CONTINGENCY	15,000.00	15,000.00	0.00	0.00	15,000.00
Department: 5 - Admin Total:	251,645.00	251,645.00	11,715.51	60,574.50	191,070.50
Department: 6 - Maintenance					
810 - MAINTENANCE SERVICES	10,850.00	10,850.00	85.65	719.29	10,130.71
830 - MAINTENANCE SUPPLIES	20,022.50	20,022.50	1,909.15	6,844.84	13,177.66
880 - UTILITES - ELECTRIC	19,500.00	19,500.00	1,436.55	4,501.81	14,998.19
881 - UTILITES - NATURAL GAS	9,500.00	9,500.00	100.11	893.13	8,606.87
882 - UTILITIES - WATER	780.00	780.00	147.34	283.73	496.27
890 - PARK IMPROVEMENTS & REPAIRS	100.00	100.00	0.00	0.00	100.00
Department: 6 - Maintenance Total:	60,752.50	60,752.50	3,678.80	13,242.80	47,509.70
Department: 7 - Recreation					
512 - FRONT DESK	150,000.00	150,000.00	8,450.18	56,801.26	93,198.74
515 - CUSTODIANS & FACILITY SUPERVISORS	2,000.00	2,000.00	111.79	646.79	1,353.21
516 - PROGRAM WAGES	44,000.00	44,000.00	3,934.35	23,483.34	20,516.66
521 - SS/ MEDICARE	0.00	0.00	956.01	6,191.27	-6,191.27
620 - CONTRACTUAL PROGRAMS	130,000.00	130,000.00	8,948.25	41,535.65	88,464.35
780 - PROGRAM EQUIPMENT	24,500.00	24,500.00	937.91	2,417.86	22,082.14
790 - PROGRAM SUPPLIES	1,500.00	1,500.00	0.00	379.38	1,120.62
Department: 7 - Recreation Total:	352,000.00	352,000.00	23,338.49	131,455.55	220,544.45
Expense Total:	664,397.50	664,397.50	38,732.80	205,272.85	459,124.65
Fund: 11 - Fitness Center Surplus (Deficit):	300,752.50	300,752.50	34,964.70	178,233.32	122,519.18

Statement of Revenue & Expenditures

For Fiscal: 2025-2026 Period Ending: 09/30/2025

SubAccount	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 12 - Before & After School					
Revenue					
Department: 7 - Recreation					
490 - PROGRAM REVENUE	579,750.00	579,750.00	64,396.50	205,996.00	373,754.00
943 - OTHER REVENUES	500.00	500.00	0.00	0.00	500.00
Department: 7 - Recreation Total:	580,250.00	580,250.00	64,396.50	205,996.00	374,254.00
Revenue Total:	580,250.00	580,250.00	64,396.50	205,996.00	374,254.00
Expense					
Department: 5 - Admin					
610 - PROFESSIONAL FEES	4,346.25	4,346.25	122.27	1,098.96	3,247.29
690 - LEGAL/ RECRUITMENT NOTICES	1,000.00	1,000.00	0.00	240.00	760.00
720 - EMPLOYEE/ PUBLIC RELATIONS	500.00	500.00	0.00	74.99	425.01
Department: 5 - Admin Total:	5,846.25	5,846.25	122.27	1,413.95	4,432.30
Department: 7 - Recreation					
511 - ADMINISTRATIVE SALARIES	105,000.00	105,000.00	5,277.04	39,873.30	65,126.70
516 - PROGRAM WAGES	293,400.00	293,400.00	23,262.05	61,318.68	232,081.32
521 - SS/ MEDICARE	31,000.00	31,000.00	2,176.29	7,699.93	23,300.07
522 - PENSION	17,300.00	17,300.00	906.90	4,396.41	12,903.59
530 - HEALTH & LIFE INSURANCE	34,000.00	34,000.00	927.43	6,060.90	27,939.10
540 - EDUCATION & TRAINING	1,500.00	1,500.00	0.00	0.00	1,500.00
550 - TRAVEL REIMBURSEMENT	650.00	650.00	0.00	0.00	650.00
600 - PROMOTION & PUBLICITY	1,500.00	1,500.00	1,273.24	1,273.24	226.76
610 - PROFESSIONAL FEES	8,350.00	8,350.00	0.00	300.00	8,050.00
640 - EQUIP/ FACILITY LEASE	3,000.00	3,000.00	0.00	0.00	3,000.00
650 - BANK/MERCHANT FEES	20,000.00	20,000.00	2,867.58	6,601.93	13,398.07
660 - DUES & SUBSCRIPTIONS	90.00	90.00	0.00	0.00	90.00
670 - COMMUNICATION SERVICES	1,300.00	1,300.00	54.18	425.05	874.95
680 - SOFTWARE CONTRACTS	14,000.00	14,000.00	887.31	4,426.31	9,573.69
750 - OFFICE EQUIPMENT	9,804.00	9,804.00	253.68	1,873.02	7,930.98
790 - PROGRAM SUPPLIES	47,585.00	47,585.00	3,636.90	8,352.65	39,232.35
Department: 7 - Recreation Total:	588,479.00	588,479.00	41,522.60	142,601.42	445,877.58
Expense Total:	594,325.25	594,325.25	41,644.87	144,015.37	450,309.88
Fund: 12 - Before & After School Surplus (Deficit):	-14,075.25	-14,075.25	22,751.63	61,980.63	-76,055.88

Statement of Revenue & Expenditures

For Fiscal: 2025-2026 Period Ending: 09/30/2025

SubAccount	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 13 - Recreation					
Revenue					
Department: 5 - Admin					
480 - PARK USAGE	51,550.00	51,550.00	1,482.00	8,636.75	42,913.25
942 - TAX REVENUE	935,562.00	935,562.00	684.82	13,432.64	922,129.36
943 - OTHER REVENUES	1,600.00	1,600.00	0.00	233.86	1,366.14
Department: 5 - Admin Total:	988,712.00	988,712.00	2,166.82	22,303.25	966,408.75
Department: 7 - Recreation					
490 - PROGRAM REVENUE	1,032,182.00	1,032,182.00	50,605.61	563,164.42	469,017.58
491 - RECREATION CENTER	245,830.00	245,830.00	17,639.50	90,013.50	155,816.50
943 - OTHER REVENUES	10,250.00	10,250.00	200.00	5,525.00	4,725.00
Department: 7 - Recreation Total:	1,288,262.00	1,288,262.00	68,445.11	658,702.92	629,559.08
Revenue Total:	2,276,974.00	2,276,974.00	70,611.93	681,006.17	1,595,967.83
Expense					
Department: 5 - Admin					
511 - ADMINISTRATIVE SALARIES	566,629.00	566,629.00	38,589.43	202,264.92	364,364.08
512 - FRONT DESK	44,869.00	44,869.00	2,699.48	15,057.81	29,811.19
530 - HEALTH & LIFE INSURANCE	222,000.00	222,000.00	15,997.88	74,949.90	147,050.10
540 - EDUCATION & TRAINING	23,897.50	23,897.50	1,778.02	5,002.63	18,894.87
550 - TRAVEL REIMBURSEMENT	1,860.00	1,860.00	0.00	138.03	1,721.97
600 - PROMOTION & PUBLICITY	13,962.00	13,962.00	919.37	3,810.23	10,151.77
610 - PROFESSIONAL FEES	6,196.25	6,196.25	122.27	1,348.96	4,847.29
630 - TRANSPORTATION	0.00	0.00	300.00	1,500.00	-1,500.00
650 - BANK/MERCHANT FEES	35,250.00	35,250.00	2,827.08	15,146.56	20,103.44
660 - DUES & SUBSCRIPTIONS	7,870.00	7,870.00	67.00	1,872.47	5,997.53
670 - COMMUNICATION SERVICES	15,830.00	15,830.00	1,455.18	6,543.07	9,286.93
680 - SOFTWARE CONTRACTS	47,182.50	47,182.50	1,844.34	19,557.80	27,624.70
690 - LEGAL/ RECRUITMENT NOTICES	3,325.00	3,325.00	311.19	756.69	2,568.31
691 - PRINTING/ DESIGN SERVICES	9,437.50	9,437.50	736.20	844.07	8,593.43
710 - ADMINISTRATIVE EXPENSE ACCTS	360.00	360.00	48.81	286.09	73.91
720 - EMPLOYEE/ PUBLIC RELATIONS	9,950.00	9,950.00	0.00	371.24	9,578.76
730 - OFFICE/ ADMIN SUPPLIES	7,400.00	7,400.00	473.95	1,480.09	5,919.91
740 - COMPUTER SUPPLIES/ EQUIP	2,725.00	2,725.00	-489.64	1,769.50	955.50
750 - OFFICE EQUIPMENT	6,100.00	6,100.00	0.00	607.75	5,492.25
760 - POSTAGE & DELIVERY	6,175.00	6,175.00	8.87	291.90	5,883.10
765 - CONTINGENCY	0.00	0.00	-331.05	0.00	0.00
954 - TRANSFER	125,000.00	125,000.00	0.00	0.00	125,000.00
Department: 5 - Admin Total:	1,156,018.75	1,156,018.75	67,358.38	353,599.71	802,419.04
Department: 6 - Maintenance					
513 - MAINTENANCE SALARIES	180,814.00	180,814.00	11,954.60	67,114.80	113,699.20
800 - EQUIPMENT RENTALS	5,500.00	5,500.00	0.00	0.00	5,500.00
810 - MAINTENANCE SERVICES	95,725.00	95,725.00	4,910.88	27,102.27	68,622.73
820 - EQUIPMENT REPAIRS	8,750.00	8,750.00	441.93	1,107.00	7,643.00
830 - MAINTENANCE SUPPLIES	16,163.75	16,163.75	785.21	4,425.55	11,738.20
840 - MAINTENANCE MATERIALS	13,950.00	13,950.00	1,423.35	3,242.46	10,707.54
850 - PETROLEUM PRODUCTS	7,250.00	7,250.00	0.00	3,088.62	4,161.38
860 - MAIN. TOOLS & EQUIPMENT	3,075.00	3,075.00	129.02	542.62	2,532.38
870 - PARK LANDSCAPING	3,000.00	3,000.00	41.57	800.25	2,199.75
880 - UTILITES - ELECTRIC	74,250.50	74,250.50	7,097.54	24,498.07	49,752.43
881 - UTILITES - NATURAL GAS	20,750.00	20,750.00	382.12	2,860.55	17,889.45
882 - UTILITIES - WATER	13,075.00	13,075.00	1,815.32	3,213.76	9,861.24
890 - PARK IMPROVEMENTS & REPAIRS	7,575.00	7,575.00	362.50	362.50	7,212.50
Department: 6 - Maintenance Total:	449,878.25	449,878.25	29,344.04	138,358.45	311,519.80
Department: 7 - Recreation					
515 - CUSTODIANS & FACILITY SUPERVISORS	105,974.00	105,974.00	4,648.01	31,004.66	74,969.34
516 - PROGRAM WAGES	221,673.00	221,673.00	4,180.68	120,946.56	100,726.44
571 - BEVERAGE COST	1,000.00	1,000.00	0.00	780.00	220.00
600 - PROMOTION & PUBLICITY	10,000.00	10,000.00	0.00	0.00	10,000.00

Statement of Revenue & Expenditures

For Fiscal: 2025-2026 Period Ending: 09/30/2025

SubAccount	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
620 - CONTRACTUAL PROGRAMS	305,661.00	305,661.00	7,112.56	91,114.25	214,546.75
630 - TRANSPORTATION	15,435.00	15,435.00	12,433.60	12,433.60	3,001.40
774 - SPECIAL EVENTS	10,150.00	10,150.00	0.00	3,185.93	6,964.07
780 - PROGRAM EQUIPMENT	16,319.00	16,319.00	0.00	720.60	15,598.40
790 - PROGRAM SUPPLIES	67,020.00	67,020.00	2,267.60	13,165.43	53,854.57
Department: 7 - Recreation Total:	753,232.00	753,232.00	30,642.45	273,351.03	479,880.97
Expense Total:	2,359,129.00	2,359,129.00	127,344.87	765,309.19	1,593,819.81
Fund: 13 - Recreation Surplus (Deficit):	-82,155.00	-82,155.00	-56,732.94	-84,303.02	2,148.02
Total Surplus (Deficit):	239,128.57	239,128.57	-51,448.96	-41,410.38	

Statement of Revenue & Expenditures

For Fiscal: 2025-2026 Period Ending: 09/30/2025

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
01 - General	34,606.32	34,606.32	-52,432.35	-197,321.31	231,927.63
11 - Fitness Center	300,752.50	300,752.50	34,964.70	178,233.32	122,519.18
12 - Before & After School	-14,075.25	-14,075.25	22,751.63	61,980.63	-76,055.88
13 - Recreation	-82,155.00	-82,155.00	-56,732.94	-84,303.02	2,148.02
Total Surplus (Deficit):	239,128.57	239,128.57	-51,448.96	-41,410.38	



Park District of La Grange, IL

Statement of Revenue & Expenditures

Account Summary

For Fiscal: 2025-2026 Period Ending: 09/30/2025

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 04 - Debt Service					
Revenue					
04-5-00-40000 PROPERTY TAXES - DS	1,333,291.00	1,333,291.00	997.26	6,872.90	1,326,418.10
04-5-00-40100 REPLACEMENT TAXES	30,000.00	30,000.00	0.00	8,293.10	21,706.90
04-5-00-40200 BOND PROCEEDS	222,000.00	222,000.00	0.00	0.00	222,000.00
Revenue Total:	1,585,291.00	1,585,291.00	997.26	15,166.00	1,570,125.00
Expense					
04-5-00-91100 DEBT SERVICE - PRINCIPAL	640,000.00	640,000.00	0.00	0.00	640,000.00
04-5-00-91150 DEBT SERVICE - INTEREST	490,307.00	490,307.00	0.00	25,143.75	465,163.25
04-5-00-91200 BOND ISSUE COSTS	8,500.00	8,500.00	475.00	475.00	8,025.00
Expense Total:	1,138,807.00	1,138,807.00	475.00	25,618.75	1,113,188.25
Fund: 04 - Debt Service Surplus (Deficit):	446,484.00	446,484.00	522.26	-10,452.75	

Statement of Revenue & Expenditures

For Fiscal: 2025-2026 Period Ending: 09/30/2025

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 36 - Capital Projects						
Revenue						
36-5-00-40200	BOND PROCEEDS	170,000.00	170,000.00	0.00	0.00	170,000.00
36-5-00-40201	REFERENDUM BOND PROCEEDS	13,860,000.00	13,860,000.00	0.00	0.00	13,860,000.00
36-5-00-41000	INTEREST INCOME	0.00	0.00	23,820.76	81,759.97	-81,759.97
36-5-00-42200	GRANT PROCEEDS	850,000.00	850,000.00	0.00	0.00	850,000.00
36-5-00-50200	TRANSFER IN	600,000.00	600,000.00	0.00	0.00	600,000.00
	Revenue Total:	15,480,000.00	15,480,000.00	23,820.76	81,759.97	15,398,240.03
Expense						
36-5-00-76501	CONTINGENCY - CAPITAL	85,000.00	85,000.00	0.00	0.00	85,000.00
36-5-00-91200	BOND ISSUE COSTS	246,418.15	246,418.15	0.00	0.00	246,418.15
36-5-00-91201	REFERENDUM BOND PROJECTS	13,860,000.00	13,860,000.00	1,019,027.76	2,191,812.58	11,668,187.42
36-5-00-91904	PHONE SYSTEM REPLACEMENT	35,000.00	35,000.00	0.00	0.00	35,000.00
36-5-00-91909	WEBSITE UPDATE	75,000.00	75,000.00	0.00	0.00	75,000.00
36-5-00-92812	HVAC ASSESSMENT STRATEGY	13,000.00	13,000.00	2,500.00	2,500.00	10,500.00
36-5-00-92824	ALARM SYSTEM COMMUNITY CENTER	15,000.00	15,000.00	0.00	0.00	15,000.00
36-5-00-92829	SECURITY CAMERAS	29,000.00	29,000.00	9,483.00	17,787.00	11,213.00
36-5-00-93014	VEHICLE REPLACEMENT	65,000.00	65,000.00	29,339.70	29,339.70	35,660.30
36-5-00-93016	REPLACE MOWER	66,000.00	66,000.00	0.00	61,605.27	4,394.73
36-5-00-93020	OUTDOOR EXERCISE EQUIP REPLACEMENTS	30,000.00	30,000.00	0.00	0.00	30,000.00
36-5-00-96109	SOCCER GOALS	30,000.00	30,000.00	0.00	0.00	30,000.00
36-5-00-96111	BLEACHERS FOR ATHLETIC FIELDS	15,000.00	15,000.00	0.00	13,750.36	1,249.64
36-5-00-96116	SPLASH PAD IMPROVEMENTS	55,000.00	55,000.00	50,000.00	50,000.00	5,000.00
36-5-00-96117	ELECTRONIC SYS BASKETBALL HOOPS	12,000.00	12,000.00	0.00	0.00	12,000.00
36-5-11-91904	OSLAD GRANT EXPENSE	20,000.00	20,000.00	0.00	0.00	20,000.00
36-5-12-91904	OSLAD GRANT EXPENSE	0.00	0.00	4,500.00	10,000.00	-10,000.00
36-5-15-96501	OSLAD PARK RENOVATION	847,025.60	847,025.60	5,950.80	560,756.94	286,268.66
36-5-20-92811	REC CENTER HVAC	335,891.00	335,891.00	132,572.88	323,430.14	12,460.86
36-5-20-92918	REC CENTER FLOOR UPDATES	90,000.00	90,000.00	0.00	0.00	90,000.00
	Expense Total:	15,924,334.75	15,924,334.75	1,253,374.14	3,260,981.99	12,663,352.76
	Fund: 36 - Capital Projects Surplus (Deficit):	-444,334.75	-444,334.75	-1,229,553.38	-3,179,222.02	
	Total Surplus (Deficit):	2,149.25	2,149.25	-1,229,031.12	-3,189,674.77	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
04 - Debt Service	446,484.00	446,484.00	522.26	-10,452.75	456,936.75
36 - Capital Projects	-444,334.75	-444,334.75	-1,229,553.38	-3,179,222.02	2,734,887.27
Total Surplus (Deficit):	2,149.25	2,149.25	-1,229,031.12	-3,189,674.77	



Park District of La Grange, IL

Prior-Year Comparative Income Statement

Group Summary

For the Period Ending 09/30/2025

SubAccount...	2024-2025 Sept. Activity	2025-2026 Sept. Activity	Sept. Variance Favorable / (Unfavorable)	Variance %	2024-2025 YTD Activity	2025-2026 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
Fund: 01 - General								
Revenue								
Department: 5 - Admin								
426 - BUILDING RENTALS	8,192.17	0.00	-8,192.17	-100.00%	39,501.80	20,176.34	-19,325.46	-48.92%
942 - TAX REVENUE	0.00	994.39	994.39	0.00%	1,237,753.64	15,405.41	-1,222,348.23	-98.76%
943 - OTHER REVENUES	34,870.50	25,712.76	-9,157.74	-26.26%	165,531.93	194,756.50	29,224.57	17.65%
Department 5 - Admin Total:	43,062.67	26,707.15	-16,355.52	-37.98%	1,442,787.37	230,338.25	-1,212,449.12	-84.04%
Revenue Total:	43,062.67	26,707.15	-16,355.52	-37.98%	1,442,787.37	230,338.25	-1,212,449.12	-84.04%
Expense								
Department: 5 - Admin								
511 - ADMINISTRATIVE SALARIES	23,713.42	23,838.10	-124.68	-0.53%	127,384.72	131,618.07	-4,233.35	-3.32%
512 - FRONT DESK	2,030.27	2,145.19	-114.92	-5.66%	12,474.67	12,538.24	-63.57	-0.51%
530 - HEALTH & LIFE INSURANCE	10,659.32	11,331.87	-672.55	-6.31%	50,425.23	56,659.57	-6,234.34	-12.36%
540 - EDUCATION & TRAINING	1,486.75	1,778.02	-291.27	-19.59%	3,800.01	5,002.68	-1,202.67	-31.65%
600 - PROMOTION & PUBLICITY	387.01	919.39	-532.38	-137.56%	3,245.81	2,577.37	668.44	20.59%
610 - PROFESSIONAL FEES	5,032.38	570.57	4,461.81	88.66%	11,780.26	5,228.44	6,551.82	55.62%
630 - TRANSPORTATION	300.00	300.00	0.00	0.00%	1,500.00	1,500.00	0.00	0.00%
650 - BANK/MERCHANT FEES	0.00	0.00	0.00	0.00%	105.32	123.57	-18.25	-17.33%
660 - DUES & SUBSCRIPTIONS	50.00	67.00	-17.00	-34.00%	1,702.50	1,888.48	-185.98	-10.92%
670 - COMMUNICATION SERVICES	1,310.62	1,335.20	-24.58	-1.88%	6,062.95	6,153.01	-90.06	-1.49%
680 - SOFTWARE CONTRACTS	1,854.22	1,844.33	9.89	0.53%	17,040.80	20,240.51	-3,199.71	-18.78%
690 - LEGAL/ RECRUITMENT NOTICES	202.65	47.19	155.46	76.71%	360.15	204.69	155.46	43.17%
691 - PRINTING/ DESIGN SERVICES	0.00	736.20	-736.20	0.00%	1,559.65	844.07	715.58	45.88%
710 - ADMINISTRATIVE EXPENSE ACCTS	70.57	139.04	-68.47	-97.02%	331.14	605.20	-274.06	-82.76%
720 - EMPLOYEE/ PUBLIC RELATIONS	0.00	0.00	0.00	0.00%	155.77	0.00	155.77	100.00%
730 - OFFICE/ ADMIN SUPPLIES	365.08	473.90	-108.82	-29.81%	1,849.10	1,479.98	369.12	19.96%
740 - COMPUTER SUPPLIES/ EQUIP	19.24	-489.65	508.89	2,644.96%	2,719.61	4,561.48	-1,841.87	-67.73%
750 - OFFICE EQUIPMENT	0.00	0.00	0.00	0.00%	2,893.83	607.75	2,286.08	79.00%
760 - POSTAGE & DELIVERY	0.00	8.87	-8.87	0.00%	1,612.89	291.86	1,321.03	81.90%
765 - CONTINGENCY	0.00	647.66	-647.66	0.00%	254.32	978.73	-724.41	-284.84%
Department 5 - Admin Total:	47,481.53	45,692.88	1,788.65	3.77%	247,258.73	253,103.70	-5,844.97	-2.36%
Department: 6 - Maintenance								
513 - MAINTENANCE SALARIES	13,688.63	11,954.61	1,734.02	12.67%	73,770.75	67,114.83	6,655.92	9.02%
514 - SEASONAL MAINTENANCE	0.00	4,032.50	-4,032.50	0.00%	27,709.46	31,641.00	-3,931.54	-14.19%
810 - MAINTENANCE SERVICES	5,849.98	4,910.90	939.08	16.05%	29,559.40	27,252.28	2,307.12	7.81%

Prior-Year Comparative Income Statement

For the Period Ending 09/30/2025

SubAccoun...	2024-2025	2025-2026	Sept. Variance		2024-2025	2025-2026	YTD Variance	
	Sept. Activity	Sept. Activity	Favorable / (Unfavorable)	Variance %	YTD Activity	YTD Activity	Favorable / (Unfavorable)	Variance %
820 - EQUIPMENT REPAIRS	463.23	441.91	21.32	4.60%	1,766.90	1,106.96	659.94	37.35%
830 - MAINTENANCE SUPPLIES	1,217.71	785.26	432.45	35.51%	7,548.95	4,425.61	3,123.34	41.37%
840 - MAINTENANCE MATERIALS	14.95	1,423.37	-1,408.42	-9,420.87%	4,156.45	3,242.52	913.93	21.99%
850 - PETROLEUM PRODUCTS	0.00	0.00	0.00	0.00%	4,283.21	3,088.64	1,194.57	27.89%
860 - MAIN. TOOLS & EQUIPMENT	204.97	129.04	75.93	37.04%	471.81	542.64	-70.83	-15.01%
870 - PARK LANDSCAPING	0.00	41.56	-41.56	0.00%	1,617.37	800.26	817.11	50.52%
880 - UTILITES - ELECTRIC	5,568.92	7,097.53	-1,528.61	-27.45%	30,628.99	24,497.97	6,131.02	20.02%
881 - UTILITES - NATURAL GAS	459.31	382.12	77.19	16.81%	1,903.44	2,860.44	-957.00	-50.28%
882 - UTILITIES - WATER	0.00	1,815.32	-1,815.32	0.00%	3,268.18	3,213.73	54.45	1.67%
890 - PARK IMPROVEMENTS & REPAIRS	51.98	432.50	-380.52	-732.05%	9,464.69	4,768.98	4,695.71	49.61%
Department 6 - Maintenance Total:	27,519.68	33,446.62	-5,926.94	-21.54%	196,149.60	174,555.86	21,593.74	11.01%
Expense Total:	75,001.21	79,139.50	-4,138.29	-5.52%	443,408.33	427,659.56	15,748.77	3.55%
Fund 01 Surplus (Deficit):	-31,938.54	-52,432.35	-20,493.81	-64.17%	999,379.04	-197,321.31	-1,196,700.35	-119.74%

Prior-Year Comparative Income Statement

For the Period Ending 09/30/2025

SubAccount...	2024-2025 Sept. Activity	2025-2026 Sept. Activity	Sept. Variance Favorable / (Unfavorable)	Variance %	2024-2025 YTD Activity	2025-2026 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
Fund: 11 - Fitness Center								
Revenue								
Department: 7 - Recreation								
490 - PROGRAM REVENUE	63,419.13	73,692.50	10,273.37	16.20%	339,445.64	383,496.17	44,050.53	12.98%
943 - OTHER REVENUES	15.00	5.00	-10.00	-66.67%	129.01	10.00	-119.01	-92.25%
Department 7 - Recreation Total:	63,434.13	73,697.50	10,263.37	16.18%	339,574.65	383,506.17	43,931.52	12.94%
Revenue Total:	63,434.13	73,697.50	10,263.37	16.18%	339,574.65	383,506.17	43,931.52	12.94%
Expense								
Department: 5 - Admin								
511 - ADMINISTRATIVE SALARIES	1,859.70	6,160.48	-4,300.78	-231.26%	34,273.47	34,096.14	177.33	0.52%
521 - SS/ MEDICARE	138.68	465.61	-326.93	-235.74%	2,588.78	2,579.99	8.79	0.34%
522 - PENSION	337.82	603.50	-265.68	-78.65%	2,914.66	3,237.56	-322.90	-11.08%
530 - HEALTH & LIFE INSURANCE	434.58	923.20	-488.62	-112.43%	5,700.92	4,616.01	1,084.91	19.03%
600 - PROMOTION & PUBLICITY	0.00	196.51	-196.51	0.00%	1,361.54	279.64	1,081.90	79.46%
610 - PROFESSIONAL FEES	200.00	0.00	200.00	100.00%	400.00	150.00	250.00	62.50%
650 - BANK/MERCHANT FEES	3,098.76	2,995.09	103.67	3.35%	11,784.00	12,968.81	-1,184.81	-10.05%
670 - COMMUNICATION SERVICES	289.98	35.00	254.98	87.93%	1,589.90	1,354.92	234.98	14.78%
680 - SOFTWARE CONTRACTS	201.89	205.25	-3.36	-1.66%	1,009.45	1,022.89	-13.44	-1.33%
720 - EMPLOYEE/ PUBLIC RELATIONS	0.00	0.00	0.00	0.00%	53.00	46.98	6.02	11.36%
730 - OFFICE/ ADMIN SUPPLIES	0.00	130.87	-130.87	0.00%	548.67	221.56	327.11	59.62%
Department 5 - Admin Total:	6,561.41	11,715.51	-5,154.10	-78.55%	62,224.39	60,574.50	1,649.89	2.65%
Department: 6 - Maintenance								
810 - MAINTENANCE SERVICES	0.00	85.65	-85.65	0.00%	971.52	719.29	252.23	25.96%
830 - MAINTENANCE SUPPLIES	511.74	1,909.15	-1,397.41	-273.07%	5,265.29	6,844.84	-1,579.55	-30.00%
880 - UTILITES - ELECTRIC	1,167.65	1,436.55	-268.90	-23.03%	5,681.44	4,501.81	1,179.63	20.76%
881 - UTILITES - NATURAL GAS	170.30	100.11	70.19	41.22%	671.94	893.13	-221.19	-32.92%
882 - UTILITIES - WATER	0.00	147.34	-147.34	0.00%	0.00	283.73	-283.73	0.00%
Department 6 - Maintenance Total:	1,849.69	3,678.80	-1,829.11	-98.89%	12,590.19	13,242.80	-652.61	-5.18%
Department: 7 - Recreation								
512 - FRONT DESK	8,023.70	8,450.18	-426.48	-5.32%	54,572.02	56,801.26	-2,229.24	-4.08%
515 - CUSTODIANS & FACILITY SUPERVISORS	174.38	111.79	62.59	35.89%	767.26	646.79	120.47	15.70%
516 - PROGRAM WAGES	3,020.50	3,934.35	-913.85	-30.25%	15,858.15	23,483.34	-7,625.19	-48.08%
521 - SS/ MEDICARE	858.23	956.01	-97.78	-11.39%	5,446.59	6,191.27	-744.68	-13.67%
620 - CONTRACTUAL PROGRAMS	9,234.00	8,948.25	285.75	3.09%	47,025.00	41,535.65	5,489.35	11.67%
780 - PROGRAM EQUIPMENT	297.00	937.91	-640.91	-215.79%	2,746.89	2,417.86	329.03	11.98%
790 - PROGRAM SUPPLIES	0.00	0.00	0.00	0.00%	230.00	379.38	-149.38	-64.95%
Department 7 - Recreation Total:	21,607.81	23,338.49	-1,730.68	-8.01%	126,645.91	131,455.55	-4,809.64	-3.80%
Expense Total:	30,018.91	38,732.80	-8,713.89	-29.03%	201,460.49	205,272.85	-3,812.36	-1.89%
Fund 11 Surplus (Deficit):	33,415.22	34,964.70	1,549.48	4.64%	138,114.16	178,233.32	40,119.16	29.05%

Prior-Year Comparative Income Statement

For the Period Ending 09/30/2025

SubAccount...	2024-2025 Sept. Activity	2025-2026 Sept. Activity	Sept. Variance Favorable / (Unfavorable)	Variance %	2024-2025 YTD Activity	2025-2026 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
Fund: 12 - Before & After School								
Revenue								
Department: 7 - Recreation								
490 - PROGRAM REVENUE	63,449.00	64,396.50	947.50	1.49%	213,051.56	205,996.00	-7,055.56	-3.31%
943 - OTHER REVENUES	0.00	0.00	0.00	0.00%	1,000.00	0.00	-1,000.00	-100.00%
Department 7 - Recreation Total:	63,449.00	64,396.50	947.50	1.49%	214,051.56	205,996.00	-8,055.56	-3.76%
Revenue Total:	63,449.00	64,396.50	947.50	1.49%	214,051.56	205,996.00	-8,055.56	-3.76%
Expense								
Department: 5 - Admin								
610 - PROFESSIONAL FEES	258.19	122.27	135.92	52.64%	1,009.88	1,098.96	-89.08	-8.82%
690 - LEGAL/ RECRUITMENT NOTICES	0.00	0.00	0.00	0.00%	0.00	240.00	-240.00	0.00%
720 - EMPLOYEE/ PUBLIC RELATIONS	0.00	0.00	0.00	0.00%	0.00	74.99	-74.99	0.00%
Department 5 - Admin Total:	258.19	122.27	135.92	52.64%	1,009.88	1,413.95	-404.07	-40.01%
Department: 7 - Recreation								
511 - ADMINISTRATIVE SALARIES	14,177.89	5,277.04	8,900.85	62.78%	72,595.96	39,873.30	32,722.66	45.08%
516 - PROGRAM WAGES	22,798.92	23,262.05	-463.13	-2.03%	66,595.38	61,318.68	5,276.70	7.92%
521 - SS/ MEDICARE	2,796.75	2,176.29	620.46	22.19%	10,608.93	7,699.93	2,909.00	27.42%
522 - PENSION	1,615.48	906.90	708.58	43.86%	6,661.19	4,396.41	2,264.78	34.00%
530 - HEALTH & LIFE INSURANCE	2,403.48	927.43	1,476.05	61.41%	11,109.38	6,060.90	5,048.48	45.44%
600 - PROMOTION & PUBLICITY	0.00	1,273.24	-1,273.24	0.00%	0.00	1,273.24	-1,273.24	0.00%
610 - PROFESSIONAL FEES	200.00	0.00	200.00	100.00%	400.00	300.00	100.00	25.00%
650 - BANK/MERCHANT FEES	3,350.50	2,867.58	482.92	14.41%	6,541.83	6,601.93	-60.10	-0.92%
670 - COMMUNICATION SERVICES	159.14	54.18	104.96	65.95%	696.18	425.05	271.13	38.95%
680 - SOFTWARE CONTRACTS	882.67	887.31	-4.64	-0.53%	4,410.15	4,426.31	-16.16	-0.37%
720 - EMPLOYEE/ PUBLIC RELATIONS	0.00	0.00	0.00	0.00%	157.79	0.00	157.79	100.00%
750 - OFFICE EQUIPMENT	217.44	253.68	-36.24	-16.67%	737.69	1,873.02	-1,135.33	-153.90%
790 - PROGRAM SUPPLIES	4,083.46	3,636.90	446.56	10.94%	9,092.05	8,352.65	739.40	8.13%
Department 7 - Recreation Total:	52,685.73	41,522.60	11,163.13	21.19%	189,606.53	142,601.42	47,005.11	24.79%
Expense Total:	52,943.92	41,644.87	11,299.05	21.34%	190,616.41	144,015.37	46,601.04	24.45%
Fund 12 Surplus (Deficit):	10,505.08	22,751.63	12,246.55	116.58%	23,435.15	61,980.63	38,545.48	164.48%

Prior-Year Comparative Income Statement

For the Period Ending 09/30/2025

SubAccount...	2024-2025 Sept. Activity	2025-2026 Sept. Activity	Sept. Variance Favorable / (Unfavorable)	Variance %	2024-2025 YTD Activity	2025-2026 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
Fund: 13 - Recreation								
Revenue								
Department: 5 - Admin								
480 - PARK USAGE	5,961.00	1,482.00	-4,479.00	-75.14%	47,042.50	8,636.75	-38,405.75	-81.64%
942 - TAX REVENUE	0.00	684.82	684.82	0.00%	825,812.02	13,432.64	-812,379.38	-98.37%
943 - OTHER REVENUES	0.00	0.00	0.00	0.00%	0.00	233.86	233.86	0.00%
Department 5 - Admin Total:	5,961.00	2,166.82	-3,794.18	-63.65%	872,854.52	22,303.25	-850,551.27	-97.44%
Department: 7 - Recreation								
490 - PROGRAM REVENUE	33,951.43	50,605.61	16,654.18	49.05%	551,859.74	563,164.42	11,304.68	2.05%
491 - RECREATION CENTER	12,951.50	17,639.50	4,688.00	36.20%	87,433.75	90,013.50	2,579.75	2.95%
943 - OTHER REVENUES	0.00	200.00	200.00	0.00%	7,850.00	5,525.00	-2,325.00	-29.62%
Department 7 - Recreation Total:	46,902.93	68,445.11	21,542.18	45.93%	647,143.49	658,702.92	11,559.43	1.79%
Revenue Total:	52,863.93	70,611.93	17,748.00	33.57%	1,519,998.01	681,006.17	-838,991.84	-55.20%
Expense								
Department: 5 - Admin								
511 - ADMINISTRATIVE SALARIES	34,500.39	38,589.43	-4,089.04	-11.85%	181,570.15	202,264.92	-20,694.77	-11.40%
512 - FRONT DESK	2,030.24	2,699.48	-669.24	-32.96%	12,523.98	15,057.81	-2,533.83	-20.23%
530 - HEALTH & LIFE INSURANCE	11,224.62	15,997.88	-4,773.26	-42.52%	56,825.29	74,949.90	-18,124.61	-31.90%
540 - EDUCATION & TRAINING	1,486.75	1,778.02	-291.27	-19.59%	3,774.62	5,002.63	-1,228.01	-32.53%
550 - TRAVEL REIMBURSEMENT	85.63	0.00	85.63	100.00%	150.15	138.03	12.12	8.07%
600 - PROMOTION & PUBLICITY	387.01	919.37	-532.36	-137.56%	3,131.06	3,810.23	-679.17	-21.69%
610 - PROFESSIONAL FEES	408.18	122.27	285.91	70.05%	1,359.86	1,348.96	10.90	0.80%
630 - TRANSPORTATION	300.00	300.00	0.00	0.00%	1,500.00	1,500.00	0.00	0.00%
650 - BANK/MERCHANT FEES	2,785.48	2,827.08	-41.60	-1.49%	13,137.99	15,146.56	-2,008.57	-15.29%
660 - DUES & SUBSCRIPTIONS	50.00	67.00	-17.00	-34.00%	1,702.50	1,872.47	-169.97	-9.98%
670 - COMMUNICATION SERVICES	1,395.64	1,455.18	-59.54	-4.27%	6,487.02	6,543.07	-56.05	-0.86%
680 - SOFTWARE CONTRACTS	1,854.22	1,844.34	9.88	0.53%	17,040.81	19,557.80	-2,516.99	-14.77%
690 - LEGAL/ RECRUITMENT NOTICES	202.65	311.19	-108.54	-53.56%	360.15	756.69	-396.54	-110.10%
691 - PRINTING/ DESIGN SERVICES	0.00	736.20	-736.20	0.00%	3,097.16	844.07	2,253.09	72.75%
710 - ADMINISTRATIVE EXPENSE ACCTS	148.31	48.81	99.50	67.09%	201.23	286.09	-84.86	-42.17%
720 - EMPLOYEE/ PUBLIC RELATIONS	218.42	0.00	218.42	100.00%	1,017.98	371.24	646.74	63.53%
730 - OFFICE/ ADMIN SUPPLIES	365.07	473.95	-108.88	-29.82%	1,849.04	1,480.09	368.95	19.95%
740 - COMPUTER SUPPLIES/ EQUIP	19.25	-489.64	508.89	2,643.58%	19.25	1,769.50	-1,750.25	-9,092.21%
750 - OFFICE EQUIPMENT	0.00	0.00	0.00	0.00%	2,759.14	607.75	2,151.39	77.97%
760 - POSTAGE & DELIVERY	0.00	8.87	-8.87	0.00%	1,612.91	291.90	1,321.01	81.90%
765 - CONTINGENCY	0.00	-331.05	331.05	0.00%	0.00	0.00	0.00	0.00%
Department 5 - Admin Total:	57,461.86	67,358.38	-9,896.52	-17.22%	310,120.29	353,599.71	-43,479.42	-14.02%
Department: 6 - Maintenance								
513 - MAINTENANCE SALARIES	13,688.58	11,954.60	1,733.98	12.67%	73,470.52	67,114.80	6,355.72	8.65%
810 - MAINTENANCE SERVICES	5,999.95	4,910.88	1,089.07	18.15%	29,690.81	27,102.27	2,588.54	8.72%
820 - EQUIPMENT REPAIRS	463.25	441.93	21.32	4.60%	1,751.05	1,107.00	644.05	36.78%

Prior-Year Comparative Income Statement

For the Period Ending 09/30/2025

SubAccount...	2024-2025	2025-2026	Sept. Variance	Variance %	2024-2025	2025-2026	YTD Variance	Variance %
	Sept. Activity	Sept. Activity	Favorable / (Unfavorable)		YTD Activity	YTD Activity	Favorable / (Unfavorable)	
830 - MAINTENANCE SUPPLIES	1,217.72	785.21	432.51	35.52%	7,458.84	4,425.55	3,033.29	40.67%
840 - MAINTENANCE MATERIALS	14.94	1,423.35	-1,408.41	-9,427.11%	3,796.43	3,242.46	553.97	14.59%
850 - PETROLEUM PRODUCTS	0.00	0.00	0.00	0.00%	4,283.14	3,088.62	1,194.52	27.89%
860 - MAIN. TOOLS & EQUIPMENT	204.96	129.02	75.94	37.05%	471.75	542.62	-70.87	-15.02%
870 - PARK LANDSCAPING	0.00	41.57	-41.57	0.00%	1,617.37	800.25	817.12	50.52%
880 - UTILITES - ELECTRIC	5,568.92	7,097.54	-1,528.62	-27.45%	30,628.92	24,498.07	6,130.85	20.02%
881 - UTILITES - NATURAL GAS	459.31	382.12	77.19	16.81%	1,975.32	2,860.55	-885.23	-44.81%
882 - UTILITIES - WATER	0.00	1,815.32	-1,815.32	0.00%	3,268.17	3,213.76	54.41	1.66%
890 - PARK IMPROVEMENTS & REPAIRS	51.98	362.50	-310.52	-597.38%	1,436.57	362.50	1,074.07	74.77%
Department 6 - Maintenance Total:	27,669.61	29,344.04	-1,674.43	-6.05%	159,848.89	138,358.45	21,490.44	13.44%
Department: 7 - Recreation								
515 - CUSTODIANS & FACILITY SUPERVISORS	5,043.25	4,648.01	395.24	7.84%	34,516.82	31,004.66	3,512.16	10.18%
516 - PROGRAM WAGES	3,364.10	4,180.68	-816.58	-24.27%	107,532.18	120,946.56	-13,414.38	-12.47%
571 - BEVERAGE COST	0.00	0.00	0.00	0.00%	740.00	780.00	-40.00	-5.41%
620 - CONTRACTUAL PROGRAMS	12,058.47	7,112.56	4,945.91	41.02%	101,364.41	91,114.25	10,250.16	10.11%
630 - TRANSPORTATION	13,639.21	12,433.60	1,205.61	8.84%	13,639.21	12,433.60	1,205.61	8.84%
774 - SPECIAL EVENTS	2,025.00	0.00	2,025.00	100.00%	10,818.56	3,185.93	7,632.63	70.55%
780 - PROGRAM EQUIPMENT	0.00	0.00	0.00	0.00%	3,975.37	720.60	3,254.77	81.87%
790 - PROGRAM SUPPLIES	1,634.90	2,267.60	-632.70	-38.70%	15,236.65	13,165.43	2,071.22	13.59%
Department 7 - Recreation Total:	37,764.93	30,642.45	7,122.48	18.86%	287,823.20	273,351.03	14,472.17	5.03%
Expense Total:	122,896.40	127,344.87	-4,448.47	-3.62%	757,792.38	765,309.19	-7,516.81	-0.99%
Fund 13 Surplus (Deficit):	-70,032.47	-56,732.94	13,299.53	18.99%	762,205.63	-84,303.02	-846,508.65	-111.06%
Total Surplus (Deficit):	-58,050.71	-51,448.96	6,601.75	11.37%	1,923,133.98	-41,410.38	-1,964,544.36	-102.15%

Prior-Year Comparative Income Statement

For the Period Ending 09/30/2025

Fund Summary

Fund	2024-2025	2025-2026	Sept. Variance		2024-2025	2025-2026	YTD Variance	
	Sept. Activity	Sept. Activity	Favorable / (Unfavorable)	Variance %	YTD Activity	YTD Activity	Favorable / (Unfavorable)	Variance %
01 - General	-31,938.54	-52,432.35	-20,493.81	-64.17%	999,379.04	-197,321.31	-1,196,700.35	-119.74%
11 - Fitness Center	33,415.22	34,964.70	1,549.48	4.64%	138,114.16	178,233.32	40,119.16	29.05%
12 - Before & After School	10,505.08	22,751.63	12,246.55	116.58%	23,435.15	61,980.63	38,545.48	164.48%
13 - Recreation	-70,032.47	-56,732.94	13,299.53	18.99%	762,205.63	-84,303.02	-846,508.65	-111.06%
Total Surplus (Deficit):	-58,050.71	-51,448.96	6,601.75	11.37%	1,923,133.98	-41,410.38	-1,964,544.36	-102.15%



Park District of La Grange, IL

Special Recreation Funds

Account Summary

For Fiscal: 2025-2026 Period Ending: 09/30/2025

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Revenue						
Department: 5 - Admin						
14-5-00-40000	PROPERTY TAXES - PENSION	53,770.00	53,770.00	41.45	294.83	53,475.17
15-5-00-40000	PROPERTY TAXES - P&L	27,434.00	27,434.00	20.72	147.28	27,286.72
16-5-00-40000	PROPERTY TAXES - INS	54,867.00	54,867.00	41.45	294.83	54,572.17
16-5-00-43000	MISCELLANEOUS INCOME	3,000.00	3,000.00	0.00	0.00	3,000.00
17-5-00-40000	PROPERTY TAXES - AUDIT	10,974.00	10,974.00	8.29	58.91	10,915.09
18-5-00-40000	PROPERTY TAXES - SPEC REC	407,329.00	407,329.00	308.62	2,132.46	405,196.54
19-5-00-40000	PROPERTY TAXES - SS	120,708.00	120,708.00	91.18	648.53	120,059.47
Department: 5 - Admin Total:		678,082.00	678,082.00	511.71	3,576.84	674,505.16
Revenue Total:		678,082.00	678,082.00	511.71	3,576.84	
Expense						
Department: 5 - Admin						
14-5-00-53100	PENSION CONTRIBUTIONS	152,409.84	152,409.84	7,281.92	39,351.64	113,058.20
16-5-00-61200	LIABILITY INSURANCE	84,362.80	84,362.80	0.00	42,182.64	42,180.16
16-5-00-61210	UNEMPLOYMENT COMP	5,000.00	5,000.00	0.00	22,812.00	-17,812.00
17-5-00-61100	AUDIT SERVICES	17,300.00	17,300.00	2,000.00	19,800.00	-2,500.00
18-5-00-50100	TRANSFER OUT	125,000.00	125,000.00	0.00	0.00	125,000.00
18-5-00-51100	WAGES - ADMIN	28,469.00	28,469.00	1,928.98	10,597.76	17,871.24
18-5-00-53001	HEALTH INSURANCE	0.00	0.00	467.77	2,338.88	-2,338.88
18-5-00-61300	SEASPAR CONTRIBUTIONS	164,720.00	164,720.00	0.00	82,360.00	82,360.00
18-5-00-61310	RECREATION INCLUSION	10,000.00	10,000.00	0.00	0.00	10,000.00
18-5-00-72013	SEASPAR EVENTS	1,000.00	1,000.00	0.00	0.00	1,000.00
18-5-00-82012	REPAIRS - REC VAN	600.00	600.00	0.00	0.00	600.00
18-5-00-85016	PETRO PROD - REC VAN	400.00	400.00	0.00	0.00	400.00
18-5-00-93040	ADA COMPLIANCE	1,500.00	1,500.00	0.00	0.00	1,500.00
19-5-00-53200	EMPLOYER MATCH SS & MEDICARE	131,409.63	131,409.63	7,944.56	51,985.71	79,423.92
Department: 5 - Admin Total:		722,171.27	722,171.27	19,623.23	271,428.63	450,742.64
Department: 6 - Maintenance						
15-6-00-90110	PAVEMENT/LIGHTING	25,000.00	25,000.00	3,078.50	3,078.50	21,921.50
15-6-00-90120	MISCELLANEOUS REPAIRS	5,000.00	5,000.00	0.00	0.00	5,000.00
16-6-00-53300	FIRST AID SUPPLIES	1,500.00	1,500.00	-231.41	311.58	1,188.42
16-6-00-53301	PRE-EMPLOYMENT PHYSICALS	2,000.00	2,000.00	130.00	780.00	1,220.00
16-6-00-53302	PDRMA TRAINING	800.00	800.00	140.00	140.00	660.00
16-6-00-53303	SAFETY TRAINING	600.00	600.00	0.00	0.00	600.00
16-6-00-53304	SAFETY LICENSES	1,500.00	1,500.00	0.00	1,072.20	427.80
16-6-00-53305	INCENTIVES	250.00	250.00	0.00	0.00	250.00
16-6-00-73200	SUPPLIES - SAFETY & RISK MGMT	750.00	750.00	0.00	469.84	280.16
16-6-00-73230	EQUIP - SAFETY INSPECTIONS	11,350.00	11,350.00	530.30	2,332.13	9,017.87
18-6-00-81022	PORTABLE TOILETS	1,000.00	1,000.00	400.00	400.00	600.00
18-6-00-84031	PLAY SURFACES	6,912.00	6,912.00	0.00	6,912.00	0.00
Department: 6 - Maintenance Total:		56,662.00	56,662.00	4,047.39	15,496.25	41,165.75
Expense Total:		778,833.27	778,833.27	23,670.62	286,924.88	
Total Surplus (Deficit):		-100,751.27	-100,751.27	-23,158.91	-283,348.04	

Special Recreation Funds

For Fiscal: 2025-2026 Period Ending: 09/30/2025

Group Summary

Department	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Revenue					
5 - Admin	678,082.00	678,082.00	511.71	3,576.84	674,505.16
Revenue Total:	678,082.00	678,082.00	511.71	3,576.84	674,505.16
Expense					
5 - Admin	722,171.27	722,171.27	19,623.23	271,428.63	450,742.64
6 - Maintenance	56,662.00	56,662.00	4,047.39	15,496.25	41,165.75
Expense Total:	778,833.27	778,833.27	23,670.62	286,924.88	491,908.39
Total Surplus (Deficit):	-100,751.27	-100,751.27	-23,158.91	-283,348.04	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
14 - IMRF Pension	-98,639.84	-98,639.84	-7,240.47	-39,056.81	-59,583.03
15 - Paving & Lighting	-2,566.00	-2,566.00	-3,057.78	-2,931.22	365.22
16 - Liability Insurance	-50,245.80	-50,245.80	-527.44	-69,805.56	19,559.76
17 - Audit	-6,326.00	-6,326.00	-1,991.71	-19,741.09	13,415.09
18 - Special Recreation	67,728.00	67,728.00	-2,488.13	-100,476.18	168,204.18
19 - Social Security/ Medicare	-10,701.63	-10,701.63	-7,853.38	-51,337.18	40,635.55
Total Surplus (Deficit):	-100,751.27	-100,751.27	-23,158.91	-283,348.04	

PARK DISTRICT OF LA GRANGE
536 EAST AVENUE
LA GRANGE, IL 60525

MEMORANDUM

TO: Finance Chair
FROM: Jamie Hollock
RE: Consolidated Vouchers dated 10/20/2025

If this voucher is removed from the consent agenda, the financial report for the month of September should be noted and allowed to stand for audit, and a motion be made and seconded to approve the Consolidated Vouchers dated October 20, 2025 in the amount of
A roll call vote is required.

\$ 556,520.30

CONSOLIDATED VOUCHERS

Fund Code Accounts Payable Vouchers & P Card Purchases

1	General Fund	56,218.04	
4	Debt Service	475.00	
11	Fitness Center	13,286.60	
12	BASE Program	4,653.65	
13	Recreation Fund	44,223.69	
15	Paving & Lighting	3,078.50	
16	Liability Insurance	1,082.08	
17	Audit	2,000.00	
18	Special Recreation for Handicapped	400.00	
36	Capital Projects	244,406.22	
			369,823.78

Recreation Refunds 577.00

Imprest Checks:

AT&T	Internet	408.32	
Comcast	Internet	272.40	
Waste Management	Waste Services	961.45	
			1,642.17

Merchant Service & Bank Fees 8,689.75

Payroll for the pay dates through September (2 pay periods) 175,787.60

Includes monthly Social Security, Medicare, IMRF contributions, & Paycom Fees.

\$ 556,520.30



Park District of La Grange, IL

Expense Approval Report

By Vendor Name

Payment Dates 9/1/2025 - 9/30/2025

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: AC2100 - ACCESS ONE INC					
ACCESS ONE INC	7093902	09/10/2025	LOCAL PHONE SERVICE	01-5-00-67011	700.42
ACCESS ONE INC	7093902	09/10/2025	LOCAL PHONE SERVICE	13-5-00-67011	700.42
Vendor AC2100 - ACCESS ONE INC Total:					1,400.84
Vendor: AD2155 - ADVANCED TURF SOLUTIONS					
ADVANCED TURF SOLUTIONS	SO1367686	09/10/2025	PESTICIDE CHEMICAL	01-6-00-81021	986.00
ADVANCED TURF SOLUTIONS	SO1367686	09/10/2025	PESTICIDE CHEMICAL	13-6-00-81021	986.00
Vendor AD2155 - ADVANCED TURF SOLUTIONS Total:					1,972.00
Vendor: AM3289 - AMALGAMATED BANK OF CHICAGO					
AMALGAMATED BANK OF CHI...	73620925	09/10/2025	TRUST FEES 2020A	04-5-00-91200	475.00
Vendor AM3289 - AMALGAMATED BANK OF CHICAGO Total:					475.00
Vendor: AD3386 - AMERICAN CHEVROLET					
AMERICAN CHEVROLET	09032025	09/10/2025	VEHICLE PURCHASE-EQUINOX	36-5-00-93014	29,339.70
Vendor AD3386 - AMERICAN CHEVROLET Total:					29,339.70
Vendor: AN7606 - ANCEL GLINK P.C.					
ANCEL GLINK P.C.	8494362-091025	09/24/2025	LEGAL SERVICES THRU 8/31/25	01-5-00-61000	570.57
ANCEL GLINK P.C.	8494362-091025	09/24/2025	LEGAL SERVICES THRU 8/31/25	12-5-00-61000	122.27
ANCEL GLINK P.C.	8494362-091025	09/24/2025	LEGAL SERVICES THRU 8/31/25	13-5-00-61000	122.27
Vendor AN7606 - ANCEL GLINK P.C. Total:					815.11
Vendor: AH7327 - ARENDS HOGAN WALKER					
ARENDS HOGAN WALKER	12217746	09/24/2025	WIDE AREA MOWER TIRES	01-6-00-82011	154.00
ARENDS HOGAN WALKER	12217746	09/24/2025	WIDE AREA MOWER TIRES	13-6-00-82011	154.00
Vendor AH7327 - ARENDS HOGAN WALKER Total:					308.00
Vendor: AT5004 - AT&T					
AT&T	340568258	09/10/2025	COMM CENTER INTERNET/IN...	01-5-00-67040	101.85
AT&T	340568258	09/10/2025	COMM CENTER INTERNET/IN...	13-5-00-67040	101.85
Vendor AT5004 - AT&T Total:					203.70
Vendor: BA2697 - BARCO PRODUCTS LLC					
BARCO PRODUCTS LLC	INVRCO33828	09/10/2025	MEMORIAL PLAQUE-MCSHER...	01-5-00-76500	316.61
Vendor BA2697 - BARCO PRODUCTS LLC Total:					316.61
Vendor: BE5985 - BEACON ATHLETICS LLC					
BEACON ATHLETICS LLC	0619234-IN	09/10/2025	ATHLETIC FIELD PAINT	01-6-00-83026	312.00
BEACON ATHLETICS LLC	0619234-IN	09/10/2025	ATHLETIC FIELD PAINT	13-6-00-83026	312.00
Vendor BE5985 - BEACON ATHLETICS LLC Total:					624.00
Vendor: BE1159 - BEDROCK EARTHSCAPES, LLC					
BEDROCK EARTHSCAPES, LLC	3299	09/10/2025	NATIVE AREA MAINT	01-6-00-81009	1,125.00
BEDROCK EARTHSCAPES, LLC	3299	09/10/2025	NATIVE AREA MAINT	13-6-00-81009	1,125.00
Vendor BE1159 - BEDROCK EARTHSCAPES, LLC Total:					2,250.00
Vendor: BMO - BMO HARRIS					
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Pardon Our Dusk, splash pad c...	01-5-00-60011	114.79
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Giant Scissors	01-5-00-60012	19.00
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Full page ad LG Historical Soci...	01-5-00-60020	150.00
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Local reach ad and flag footbal..	01-5-00-60020	20.50
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Ad for fall brochure release	01-5-00-60020	10.00
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Pumpkins and suckers	01-5-00-60022	7.63
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Name tags and lanyards for ba...	01-5-00-60023	14.98
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Monthly E-Newsletter Subscri...	01-5-00-60030	133.24
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Monthly E-Newsletter Subscri...	01-5-00-60030	111.56
BMO HARRIS	H42420250828unrgrilio	08/27/2025	SSPRPA Dues FT Staff	01-5-00-66024	85.00
BMO HARRIS	H42420250828unrgrilio	08/27/2025	CPRP Cert Application and Ex...	01-5-00-66025	137.50
BMO HARRIS	H42420250828unrgrilio	08/27/2025	GIS for PDLG Tree Inventory	01-5-00-68010	350.00

Expense Approval Report

Payment Dates: 9/1/2025 - 9/30/2025

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Interview over Coffee B&C Sup	01-5-00-71010	12.95
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Document reading magnifier	01-5-00-73040	2.00
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Banquet Rm Projector (Views...	01-5-00-74013	489.65
BMO HARRIS	H42420250828unrgrilio	08/27/2025	2025 Windows 11 Upgrades &...	01-5-00-74014	750.00
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Memorial Plaque	01-5-00-76500	190.96
BMO HARRIS	H42420250828unrgrilio	08/27/2025	employee uniforms	01-6-00-81030	135.41
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Light switch keys	01-6-00-81041	5.00
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Building graphite key lock lubr...	01-6-00-83012	2.99
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Outlet safety covers (36 pack)	01-6-00-83012	2.74
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Waiola Fountain Filter	01-6-00-84044	17.49
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Ladder Safety Labels	01-6-00-86017	17.57
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Repl items FC & desk items for...	11-5-00-73023	39.98
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Tax refund-rubber cable hand...	11-7-00-78000	-2.50
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Rubber cable attachment han...	11-7-00-78000	37.18
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Repl items FC & desk items for...	11-7-00-79000	39.88
BMO HARRIS	H42420250828unrgrilio	08/27/2025	BASE & Camp Supervisor Job ...	12-5-00-69020	240.00
BMO HARRIS	H42420250828unrgrilio	08/27/2025	BASE Staff Training dinner	12-5-00-72020	74.99
BMO HARRIS	H42420250828unrgrilio	08/27/2025	BASE SFX Cell Phone	12-7-00-67033	34.18
BMO HARRIS	H42420250828unrgrilio	08/27/2025	BASE SFX Cell Phone	12-7-00-67033	34.18
BMO HARRIS	H42420250828unrgrilio	08/27/2025	BASE staff training supplies	12-7-00-79000	55.25
BMO HARRIS	H42420250828unrgrilio	08/27/2025	binders for staff training mater...	12-7-00-79000	74.91
BMO HARRIS	H42420250828unrgrilio	08/27/2025	BASE Food for Six Sites	12-7-21-79000	200.91
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Spray Bottles for Cleaning Pro...	12-7-21-79000	10.48
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Walkie Talkie Radios for BASE ...	12-7-21-79000	33.32
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Fidgets for BASE sites	12-7-21-79000	31.06
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Dry Erase Boards for BASE Sites	12-7-21-79000	19.99
BMO HARRIS	H42420250828unrgrilio	08/27/2025	fidgets for BASE sites	12-7-21-79000	4.33
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Spray Bottles for Cleaning Pro...	12-7-22-79000	10.48
BMO HARRIS	H42420250828unrgrilio	08/27/2025	fidgets for BASE sites	12-7-22-79000	4.33
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Fidgets for BASE sites	12-7-22-79000	31.06
BMO HARRIS	H42420250828unrgrilio	08/27/2025	BASE Food for Six Sites	12-7-22-79000	200.91
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Dry Erase Boards for BASE Sites	12-7-22-79000	19.99
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Walkie Talkie Radios for BASE ...	12-7-22-79000	33.32
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Dry Erase Boards for BASE Sites	12-7-23-79000	19.99
BMO HARRIS	H42420250828unrgrilio	08/27/2025	fidgets for BASE sites	12-7-23-79000	4.33
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Fidgets for BASE sites	12-7-23-79000	31.06
BMO HARRIS	H42420250828unrgrilio	08/27/2025	BASE Food for Six Sites	12-7-23-79000	200.91
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Walkie Talkie Radios for BASE ...	12-7-23-79000	33.32
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Spray Bottles for Cleaning Pro...	12-7-23-79000	10.48
BMO HARRIS	H42420250828unrgrilio	08/27/2025	fidgets for BASE sites	12-7-24-79000	4.33
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Walkie Talkie Radios for BASE ...	12-7-24-79000	33.32
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Spray Bottles for Cleaning Pro...	12-7-24-79000	10.48
BMO HARRIS	H42420250828unrgrilio	08/27/2025	BASE Food for Six Sites	12-7-24-79000	200.91
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Dry Erase Boards for BASE Sites	12-7-24-79000	19.99
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Fidgets for BASE sites	12-7-24-79000	31.06
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Spray Bottles for Cleaning Pro...	12-7-25-79000	10.48
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Dry Erase Boards for BASE Sites	12-7-25-79000	19.99
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Walkie Talkie Radios for BASE ...	12-7-25-79000	33.32
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Fidgets for BASE sites	12-7-25-79000	31.06
BMO HARRIS	H42420250828unrgrilio	08/27/2025	BASE Food for Six Sites	12-7-25-79000	200.91
BMO HARRIS	H42420250828unrgrilio	08/27/2025	fidgets for BASE sites	12-7-25-79000	4.33
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Fidgets for BASE sites	12-7-27-79000	31.04
BMO HARRIS	H42420250828unrgrilio	08/27/2025	fidgets for BASE sites	12-7-27-79000	4.34
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Walkie Talkie Radios for BASE ...	12-7-27-79000	33.30
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Dry Erase Boards for BASE Sites	12-7-27-79000	19.99
BMO HARRIS	H42420250828unrgrilio	08/27/2025	BASE Food for Six Sites	12-7-27-79000	200.89
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Spray Bottles for Cleaning Pro...	12-7-27-79000	10.50
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Pardon Our Dusk, splash pad c...	13-5-00-60011	114.80
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Giant Scissors	13-5-00-60012	18.99
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Local reach ad and flag footbal...	13-5-00-60020	20.50

Expense Approval Report

Payment Dates: 9/1/2025 - 9/30/2025

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Full page ad LG Historical Soci...	13-5-00-60020	150.00
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Ad for fall brochure release	13-5-00-60020	9.99
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Pumpkins and suckers	13-5-00-60022	7.62
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Name tags and lanyards for ba...	13-5-00-60023	14.97
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Monthly E-Newsletter Subscri...	13-5-00-60030	133.23
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Monthly E-Newsletter Subscri...	13-5-00-60030	111.56
BMO HARRIS	H42420250828unrgrilio	08/27/2025	SSPRPA Dues FT Staff	13-5-00-66024	85.00
BMO HARRIS	H42420250828unrgrilio	08/27/2025	CPRP Cert Application and Ex...	13-5-00-66025	137.50
BMO HARRIS	H42420250828unrgrilio	08/27/2025	GIS for PDLG Tree Inventory	13-5-00-68010	350.00
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Bagels for Staff for Molly's Last...	13-5-00-71012	39.47
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Document reading magnifier	13-5-00-73040	1.99
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Banquet Rm Projector (ViewS...	13-5-00-74013	489.64
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Memorial Plaque	13-5-00-76500	190.95
BMO HARRIS	H42420250828unrgrilio	08/27/2025	employee uniforms	13-6-00-81030	135.41
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Light switch keys	13-6-00-81041	4.99
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Building graphite key lock lubr...	13-6-00-83012	2.98
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Outlet safety covers (36 pack)	13-6-00-83012	2.75
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Waiola Fountain Filter	13-6-00-84044	17.49
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Ladder Safety Labels	13-6-00-86017	17.57
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Water Flag Football on 8/16 e...	13-7-01-79000	34.11
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Kiddie Kollege classroom suppl...	13-7-03-62000	9.45
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Kiddie Kollege class supplies	13-7-03-62000	36.94
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Dino Explorers program suppli...	13-7-03-62000	5.00
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Dino Explorers program suppli...	13-7-03-62000	1.79
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Kiddie Kollege program suppli...	13-7-03-62000	13.29
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Senior Social - Luau	13-7-03-79000	58.20
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Food for Senior Hawaiian Soci...	13-7-03-79000	505.05
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Garage Sale signage/supplies	13-7-04-78000	30.93
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Rock 'N' Kids! Invoice for July c...	13-7-05-62000	732.00
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Swimming for Summer Camps...	13-7-07-62000	693.00
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Day Camp Field Trip - Quest	13-7-07-62000	47.49
BMO HARRIS	H42420250828unrgrilio	08/27/2025	day camp field trip - apollo	13-7-07-62000	46.30
BMO HARRIS	H42420250828unrgrilio	08/27/2025	day camp field trip - quest	13-7-07-62000	42.78
BMO HARRIS	H42420250828unrgrilio	08/27/2025	day camp field trip - quest	13-7-07-62000	39.07
BMO HARRIS	H42420250828unrgrilio	08/27/2025	day camp field trip - quest	13-7-07-62000	40.38
BMO HARRIS	H42420250828unrgrilio	08/27/2025	day camp field trip - quest	13-7-07-62000	38.92
BMO HARRIS	H42420250828unrgrilio	08/27/2025	day camp field trip - apollo	13-7-07-62000	74.08
BMO HARRIS	H42420250828unrgrilio	08/27/2025	iPad Data Usage for Summer ...	13-7-07-62000	326.16
BMO HARRIS	H42420250828unrgrilio	08/27/2025	day camp field trip -apollo	13-7-07-62000	78.16
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Camp Carnival	13-7-07-62000	265.99
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Camp Carnival	13-7-07-62000	107.64
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Camp Carnival	13-7-07-62000	155.23
BMO HARRIS	H42420250828unrgrilio	08/27/2025	day camp field trip - quest	13-7-07-62000	27.96
BMO HARRIS	H42420250828unrgrilio	08/27/2025	day camp water toy	13-7-07-78000	25.76
BMO HARRIS	H42420250828unrgrilio	08/27/2025	day camp treats	13-7-07-79000	16.47
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Popsicles MM/LE & T	13-7-07-79000	13.89
BMO HARRIS	H42420250828unrgrilio	08/27/2025	ice for day camp	13-7-07-79000	2.99
BMO HARRIS	H42420250828unrgrilio	08/27/2025	trailblazers supply	13-7-07-79000	24.82
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Eye wash refill (32oz)	16-6-00-53300	110.69
BMO HARRIS	H42420250828unrgrilio	08/27/2025	First aid supplies	16-6-00-53300	231.71
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Burn cream, Emergency Eye w...	16-6-00-53300	332.05
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Sting Relief wipes	16-6-00-53300	39.78
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Order refund (Misc. First Aid s...	16-6-00-53300	-332.05
BMO HARRIS	H42420250828unrgrilio	08/27/2025	First Aid Supplies	16-6-00-53300	39.60
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Disc Golf Signs - Referendum -...	36-5-00-91201	295.00
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Security Cameras Sedgwick	36-5-00-92829	2,678.00
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Security Cameras Community ...	36-5-00-92829	2,948.00
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Security Cameras Gilbert	36-5-00-92829	2,678.00
BMO HARRIS	H42420250828unrgrilio	08/27/2025	Waiola T-Ball Bases - Park Ren...	36-5-15-96501	1,460.84
Vendor BMO - BMO HARRIS Total:					21,242.39

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: CA0500 - CANTEEN REFRESHMENT SERVICES					
CANTEEN REFRESHMENT SERV..	ORD380879	09/24/2025	FILTER CHANGE-2 WATER MA...	01-5-00-73030	115.00
CANTEEN REFRESHMENT SERV..	ORD380879	09/24/2025	FILTER CHANGE-2 WATER MA...	13-5-00-73030	115.00
Vendor CA0500 - CANTEEN REFRESHMENT SERVICES Total:					230.00
Vendor: CA6722 - CASE LOTS INC					
CASE LOTS INC	3101	09/10/2025	GYM WIPES	11-6-00-83010	1,316.00
CASE LOTS INC	3395	09/24/2025	SOAP/TOILET TISSUE/CLEANE...	01-6-00-83010	94.90
CASE LOTS INC	3395	09/24/2025	SOAP/TOILET TISSUE/CLEANE...	01-6-00-83011	103.88
CASE LOTS INC	3395	09/24/2025	SOAP/TOILET TISSUE/CLEANE...	01-6-00-83012	36.60
CASE LOTS INC	3395	09/24/2025	SOAP/TOILET TISSUE/CLEANE...	11-6-00-83011	89.04
CASE LOTS INC	3395	09/24/2025	SOAP/TOILET TISSUE/CLEANE...	13-6-00-83010	94.90
CASE LOTS INC	3395	09/24/2025	SOAP/TOILET TISSUE/CLEANE...	13-6-00-83011	103.88
CASE LOTS INC	3395	09/24/2025	SOAP/TOILET TISSUE/CLEANE...	13-6-00-83012	36.60
Vendor CA6722 - CASE LOTS INC Total:					1,875.80
Vendor: CH3110 - CHICAGOLAND WHISTLES INC					
CHICAGOLAND WHISTLES INC	2250	09/10/2025	FLAG FOOTBALL OFFICIALS 8/...	13-7-01-62200	630.00
CHICAGOLAND WHISTLES INC	2255	09/24/2025	FLAG FOOTBALL OFFICIALS 9/...	13-7-01-62200	270.00
Vendor CH3110 - CHICAGOLAND WHISTLES INC Total:					900.00
Vendor: CO6878-1 - COM ED					
COM ED	6175488000-081925	09/10/2025	ELECTRIC-SPRING	01-6-18-88000	18.68
COM ED	6175488000-081925	09/10/2025	ELECTRIC-SPRING	13-6-18-88000	18.68
COM ED	1626174000-082025	09/10/2025	ELECTRIC-GORDON	01-6-14-88000	287.54
COM ED	1626174000-082025	09/10/2025	ELECTRIC-GORDON	13-6-14-88000	287.54
COM ED	3105074000-082025	09/10/2025	ELECTRIC-GILBERT	01-6-11-88000	138.28
COM ED	3105074000-082025	09/10/2025	ELECTRIC-GILBERT	13-6-11-88000	138.28
COM ED	9643039000-082025	09/10/2025	ELECTRIC-DENNING	01-6-10-88000	188.52
COM ED	9643039000-082025	09/10/2025	ELECTRIC-DENNING	13-6-10-88000	188.53
COM ED	2362510100-082125	09/10/2025	ELECTRIC-REC CENTER	01-6-20-88000	6,464.51
COM ED	2362510100-082125	09/10/2025	ELECTRIC-REC CENTER	11-6-20-88000	1,436.55
COM ED	2362510100-082125	09/10/2025	ELECTRIC-REC CENTER	13-6-20-88000	6,464.51
Vendor CO6878-1 - COM ED Total:					15,631.62
Vendor: CO0525 - COMMUNITY DIVERSITY GROUP					
COMMUNITY DIVERSITY GRO...	INV0002760	09/10/2025	MEMBERSHIP RENEWAL	01-5-00-66018	50.00
COMMUNITY DIVERSITY GRO...	INV0002760	09/10/2025	MEMBERSHIP RENEWAL	13-5-00-66018	50.00
Vendor CO0525 - COMMUNITY DIVERSITY GROUP Total:					100.00
Vendor: CO7226 - CONSTELLATION NEWENERGY - GAS DIVISION					
CONSTELLATION NEWENERGY...	4401298-1	09/24/2025	NATURAL GAS-GORDON/90 L...	01-6-14-88100	42.12
CONSTELLATION NEWENERGY...	4401298-1	09/24/2025	NATURAL GAS-GORDON/90 L...	13-6-14-88100	42.12
CONSTELLATION NEWENERGY...	4401298-2	09/24/2025	NATURAL GAS-SEDGWICK/600...	01-6-12-88100	40.78
CONSTELLATION NEWENERGY...	4401298-2	09/24/2025	NATURAL GAS-SEDGWICK/600...	13-6-12-88100	40.78
CONSTELLATION NEWENERGY...	4401298-3	09/24/2025	NATURAL GAS-GILBERT/55 N ...	01-6-11-88100	35.74
CONSTELLATION NEWENERGY...	4401298-3	09/24/2025	NATURAL GAS-GILBERT/55 N ...	13-6-11-88100	35.74
CONSTELLATION NEWENERGY...	4401298-4	09/24/2025	NATURAL GAS-COMM CENTER...	01-6-13-88100	38.95
CONSTELLATION NEWENERGY...	4401298-4	09/24/2025	NATURAL GAS-COMM CENTER...	13-6-13-88100	38.95
CONSTELLATION NEWENERGY...	4401300-1	09/24/2025	NATURAL GAS-536 EAST AVE-...	01-6-20-88100	124.43
CONSTELLATION NEWENERGY...	4401300-1	09/24/2025	NATURAL GAS-536 EAST AVE-...	13-6-20-88100	124.43
CONSTELLATION NEWENERGY...	4401300-2	09/24/2025	NATURAL GAS-536 EAST AVE-...	01-6-20-88100	100.10
CONSTELLATION NEWENERGY...	4401300-2	09/24/2025	NATURAL GAS-536 EAST AVE-...	11-6-20-88100	100.11
CONSTELLATION NEWENERGY...	4401300-2	09/24/2025	NATURAL GAS-536 EAST AVE-...	13-6-20-88100	100.10
Vendor CO7226 - CONSTELLATION NEWENERGY - GAS DIVISION Total:					864.35
Vendor: BR9018 - DAUNN ROUND					
DAUNN ROUND	202508-1	09/10/2025	HARRY POTTER SCIENCE CAMP	13-7-03-62000	3,200.00
Vendor BR9018 - DAUNN ROUND Total:					3,200.00
Vendor: DA9741 - DAVENPORT CONCRETE LLC					
DAVENPORT CONCRETE LLC	082225	09/24/2025	WAIOLA CONCRETE	36-5-15-96501	4,000.00
Vendor DA9741 - DAVENPORT CONCRETE LLC Total:					4,000.00
Vendor: DI7800 - DIRECT FITNESS SOLUTIONS					
DIRECT FITNESS SOLUTIONS	0602112-IN	09/24/2025	REPLACE PRECOR CABLE/PED...	11-7-00-78000	559.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
DIRECT FITNESS SOLUTIONS	0602142-IN	09/24/2025	NUSTEP REPAIR/PARTS	11-7-00-78000	154.00
Vendor DI7800 - DIRECT FITNESS SOLUTIONS Total:					713.00

Vendor: FI7715 - FIRST STUDENT INC

FIRST STUDENT INC	591120	09/24/2025	BUS TO FP POOL 6/23	13-7-07-63000	368.00
FIRST STUDENT INC	591121	09/24/2025	BUS TO FP POOL 6/19	13-7-07-63000	386.40
FIRST STUDENT INC	591862	09/24/2025	BUS TO WRIGLEY FIELD 6/23	13-7-07-63000	420.00
FIRST STUDENT INC	592463	09/24/2025	BUS TO FP POOL 6/26	13-7-07-63000	357.60
FIRST STUDENT INC	592464	09/24/2025	BUS TO FP POOL 6/26	13-7-07-63000	360.00
FIRST STUDENT INC	593691	09/24/2025	BUS TO ENCHANTED CASTLE 7...	13-7-07-63000	450.40
FIRST STUDENT INC	593692	09/24/2025	BUS TO RAINBOW FALLS 7/2	13-7-07-63000	505.60
FIRST STUDENT INC	593693	09/24/2025	BUS TO RAINBOW FALLS 7/2	13-7-07-63000	518.40
FIRST STUDENT INC	593722	09/24/2025	BUS TO FP POOL 7/3	13-7-07-63000	344.00
FIRST STUDENT INC	593723	09/24/2025	BUS TO FP POOL 7/3	13-7-07-63000	342.40
FIRST STUDENT INC	594203	09/24/2025	BUS TO THE FORGE 7/8	13-7-07-63000	492.00
FIRST STUDENT INC	594204	09/24/2025	BUS TO THE FORGE 7/8	13-7-07-63000	516.00
FIRST STUDENT INC	594334	09/24/2025	BUS TO LEGOLAND 7/9	13-7-07-63000	473.60
FIRST STUDENT INC	594438	09/24/2025	BUS TO FP POOL 7/10	13-7-07-63000	352.00
FIRST STUDENT INC	594439	09/24/2025	BUS TO FP POOL 7/10	13-7-07-63000	368.00
FIRST STUDENT INC	595021	09/24/2025	BUS TO SLICK CITY 7/16	13-7-07-63000	457.60
FIRST STUDENT INC	595022	09/24/2025	BUS TO SLICK CITY 7/16	13-7-07-63000	462.40
FIRST STUDENT INC	595151	09/24/2025	BUS TO FP POOL 7/17	13-7-07-63000	380.00
FIRST STUDENT INC	595152	09/24/2025	BUS TO FP POOL 7/17	13-7-07-63000	349.60
FIRST STUDENT INC	596072	09/24/2025	BUS TO BOWLERO 7/23	13-7-07-63000	417.60
FIRST STUDENT INC	596075	09/24/2025	BUS TO BOWLERO 7/23	13-7-07-63000	436.00
FIRST STUDENT INC	596216	09/24/2025	BUS TO FP POOL 7/24	13-7-07-63000	356.00
FIRST STUDENT INC	596217	09/24/2025	BUS TO FP POOL 7/24	13-7-07-63000	376.00
FIRST STUDENT INC	597203	09/24/2025	BUS TO FIELD MUSEUM 7/30	13-7-07-63000	502.40
FIRST STUDENT INC	597205	09/24/2025	BUS TO FIELD MUSEUM 7/30	13-7-07-63000	548.00
FIRST STUDENT INC	599003	09/24/2025	BUS TO FP POOL 7/31	13-7-07-63000	329.60
FIRST STUDENT INC	599004	09/24/2025	BUS TO FP POOL 7/31	13-7-07-63000	404.00
FIRST STUDENT INC	599018	09/24/2025	BUS TO FP POOL 8/7	13-7-07-63000	329.60
FIRST STUDENT INC	599020	09/24/2025	BUS TO FP POOL 8/7	13-7-07-63000	390.40
FIRST STUDENT INC	599023	09/24/2025	BUS TO CAMP CARNIVAL 8/8	13-7-07-63000	440.00
Vendor FI7715 - FIRST STUDENT INC Total:					12,433.60

Vendor: BA2089 - FREYA E. CRAIG SMITH

FREYA E. CRAIG SMITH	2025-9.1-FIT	09/10/2025	GROUP FIT CLASSES 8/23-9/5	11-7-00-62100	3,956.00
FREYA E. CRAIG SMITH	2025-9.2-FIT	09/24/2025	GROUP FITNESS 9/6-9/19; W...	11-7-00-62100	4,992.25
Vendor BA2089 - FREYA E. CRAIG SMITH Total:					8,948.25

Vendor: GA1300 - GAME TIME

GAME TIME	PJI-0281688	09/24/2025	PLAY SURFACE REPAIR	01-6-00-84031	1,346.91
GAME TIME	PJI-0281688	09/24/2025	PLAY SURFACE REPAIR	13-6-00-84031	1,346.91
Vendor GA1300 - GAME TIME Total:					2,693.82

Vendor: HO4142 - HOME DEPOT CREDIT SERVICES

HOME DEPOT CREDIT SERVICES 2305990-1		09/10/2025	CREDIT FOR PREV TAX PD	01-6-00-84041	-2.18
HOME DEPOT CREDIT SERVICES 2305990-1		09/10/2025	CREDIT FOR PREV TAX PD	13-6-00-84041	-2.19
HOME DEPOT CREDIT SERVICES 6300370-1		09/10/2025	CREDIT FOR PREV TAX PD	01-6-00-87013	-8.28
HOME DEPOT CREDIT SERVICES 6300370-1		09/10/2025	CREDIT FOR PREV TAX PD	13-6-00-87013	-8.29
HOME DEPOT CREDIT SERVICES 7022304		09/10/2025	CLEANING SUP / GATORADE-S...	01-5-00-71014	7.99
HOME DEPOT CREDIT SERVICES 7022304		09/10/2025	CLEANING SUP / GATORADE-S...	01-6-00-83010	14.98
HOME DEPOT CREDIT SERVICES 7022304		09/10/2025	CLEANING SUP / GATORADE-S...	13-6-00-83010	14.98
HOME DEPOT CREDIT SERVICES 5047388		09/10/2025	TOOLS-MISC/CLEANING SUP	01-6-00-86017	6.53
HOME DEPOT CREDIT SERVICES 5047388		09/10/2025	TOOLS-MISC/CLEANING SUP	13-6-00-86017	6.53
HOME DEPOT CREDIT SERVICES 2047889		09/10/2025	TOOLS-MISC/CLEANING SUP	01-6-00-83010	6.22
HOME DEPOT CREDIT SERVICES 2047889		09/10/2025	TOOLS-MISC/CLEANING SUP	01-6-00-86017	42.46
HOME DEPOT CREDIT SERVICES 2047889		09/10/2025	TOOLS-MISC/CLEANING SUP	13-6-00-83010	6.22
HOME DEPOT CREDIT SERVICES 2047889		09/10/2025	TOOLS-MISC/CLEANING SUP	13-6-00-86017	42.45
HOME DEPOT CREDIT SERVICES 3301109		09/10/2025	HERBICIDE	01-6-00-87013	24.92
HOME DEPOT CREDIT SERVICES 3301109		09/10/2025	HERBICIDE	13-6-00-87013	24.93
HOME DEPOT CREDIT SERVICES 2200368-1		09/10/2025	CREDIT FOR PREV TAX PD	01-6-00-81021	-0.48

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
HOME DEPOT CREDIT SERVICES	2200368-1	09/10/2025	CREDIT FOR PREV TAX PD	13-6-00-81021	-0.49
HOME DEPOT CREDIT SERVICES	40253	09/10/2025	TOOLS-MISC	01-6-00-86017	17.04
HOME DEPOT CREDIT SERVICES	40253	09/10/2025	TOOLS-MISC	13-6-00-86017	17.04
HOME DEPOT CREDIT SERVICES	615287	09/10/2025	HERBICIDE/TOOLS-MISC/BATT...	01-6-00-84041	21.87
HOME DEPOT CREDIT SERVICES	615287	09/10/2025	HERBICIDE/TOOLS-MISC/BATT...	01-6-00-86017	3.48
HOME DEPOT CREDIT SERVICES	615287	09/10/2025	HERBICIDE/TOOLS-MISC/BATT...	01-6-00-87013	24.92
HOME DEPOT CREDIT SERVICES	615287	09/10/2025	HERBICIDE/TOOLS-MISC/BATT...	13-6-00-84041	21.87
HOME DEPOT CREDIT SERVICES	615287	09/10/2025	HERBICIDE/TOOLS-MISC/BATT...	13-6-00-86017	3.49
HOME DEPOT CREDIT SERVICES	615287	09/10/2025	HERBICIDE/TOOLS-MISC/BATT...	13-6-00-87013	24.93
HOME DEPOT CREDIT SERVICES	9301380	09/10/2025	TOOLS-MISC	01-6-00-86017	9.96
HOME DEPOT CREDIT SERVICES	9301380	09/10/2025	TOOLS-MISC	13-6-00-86017	9.96
Vendor HO4142 - HOME DEPOT CREDIT SERVICES Total:					330.86
Vendor: HO2110 - HORTON'S OF LA GRANGE					
HORTON'S OF LA GRANGE	201793	09/10/2025	MISC HARDWARE	01-6-00-84041	7.67
HORTON'S OF LA GRANGE	201793	09/10/2025	MISC HARDWARE	13-6-00-84041	7.67
HORTON'S OF LA GRANGE	202206	09/24/2025	MISC HARDWARE	01-6-00-84041	7.44
HORTON'S OF LA GRANGE	202206	09/24/2025	MISC HARDWARE	13-6-00-84041	7.45
Vendor HO2110 - HORTON'S OF LA GRANGE Total:					30.23
Vendor: IN2659 - INNOVATIVE FOUNTAINS & AQUATICS INC					
INNOVATIVE FOUNTAINS & A...	INV0040	09/10/2025	SPLASH PAD REPAIRS	36-5-00-96116	50,000.00
Vendor IN2659 - INNOVATIVE FOUNTAINS & AQUATICS INC Total:					50,000.00
Vendor: HO6971 - JAMIE HOLLOCK					
JAMIE HOLLOCK	INV0002769	09/10/2025	PER DIEM - NRPA NATIONAL ...	01-5-00-54030	150.00
JAMIE HOLLOCK	INV0002769	09/10/2025	PER DIEM - NRPA NATIONAL ...	13-5-00-54030	150.00
Vendor HO6971 - JAMIE HOLLOCK Total:					300.00
Vendor: BE1050 - JENNIFER BECHTOLD					
JENNIFER BECHTOLD	INV0002768	09/10/2025	PER DIEM - NRPA NATIONAL ...	01-5-00-54030	150.00
JENNIFER BECHTOLD	INV0002768	09/10/2025	PER DIEM - NRPA NATIONAL ...	13-5-00-54030	150.00
Vendor BE1050 - JENNIFER BECHTOLD Total:					300.00
Vendor: MI5050 - KEVIN MILLER					
KEVIN MILLER	INV0002767	09/10/2025	PER DIEM - NRPA NATIONAL ...	01-5-00-54030	150.00
KEVIN MILLER	INV0002767	09/10/2025	PER DIEM - NRPA NATIONAL ...	13-5-00-54030	150.00
Vendor MI5050 - KEVIN MILLER Total:					300.00
Vendor: KO8391 - KONE INC					
KONE INC	1158995261	09/24/2025	ELEVATOR-ANNUAL INSPECTI...	16-6-00-73230	465.30
Vendor KO8391 - KONE INC Total:					465.30
Vendor: KO2997 - KONICA MINOLTA BUSINESS					
KONICA MINOLTA BUSINESS	503945136	09/10/2025	COPY MACHINE-FITNESS CEN...	11-6-00-81031	85.65
KONICA MINOLTA BUSINESS	503945908	09/10/2025	COPY MACHINE-MAIN OFFICE	01-5-00-69120	40.45
KONICA MINOLTA BUSINESS	503945908	09/10/2025	COPY MACHINE-MAIN OFFICE	01-6-00-81031	17.21
KONICA MINOLTA BUSINESS	503945908	09/10/2025	COPY MACHINE-MAIN OFFICE	12-7-00-79000	56.81
KONICA MINOLTA BUSINESS	503945908	09/10/2025	COPY MACHINE-MAIN OFFICE	13-5-00-69120	40.45
KONICA MINOLTA BUSINESS	503945908	09/10/2025	COPY MACHINE-MAIN OFFICE	13-6-00-81031	17.21
Vendor KO2997 - KONICA MINOLTA BUSINESS Total:					257.78
Vendor: LA6052 - LA GRANGE LOCK					
LA GRANGE LOCK	1087	09/10/2025	COMM CENTER LOCKS	01-6-00-81041	46.70
LA GRANGE LOCK	1087	09/10/2025	COMM CENTER LOCKS	13-6-00-81041	46.70
Vendor LA6052 - LA GRANGE LOCK Total:					93.40
Vendor: LA1483 - LAUTERBACH & AMEN LLP					
LAUTERBACH & AMEN LLP	108647	09/24/2025	AUDIT SERVICES	17-5-00-61100	2,000.00
Vendor LA1483 - LAUTERBACH & AMEN LLP Total:					2,000.00
Vendor: ME0777 - MECOR INC					
MECOR INC	103522	09/24/2025	GRAFFITI REMOVER	01-6-00-89200	70.00
Vendor ME0777 - MECOR INC Total:					70.00
Vendor: ME6840 - MENARDS					
MENARDS	67233-1	09/10/2025	MISC HARDWARE/TOOLS	01-6-00-84041	29.41
MENARDS	67233-1	09/10/2025	MISC HARDWARE/TOOLS	01-6-00-86017	14.82

Expense Approval Report

Payment Dates: 9/1/2025 - 9/30/2025

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MENARDS	67233-1	09/10/2025	MISC HARDWARE/TOOLS	13-6-00-84041	29.41
MENARDS	67233-1	09/10/2025	MISC HARDWARE/TOOLS	13-6-00-86017	14.82
MENARDS	67920	09/24/2025	STRAPS/PLASTIC TIES	01-6-00-83033	29.99
MENARDS	67920	09/24/2025	STRAPS/PLASTIC TIES	13-6-00-83033	29.99
MENARDS	68698	09/24/2025	MISC HRDWR/TOOLS/ELEC SU...	01-6-00-83035	29.17
MENARDS	68698	09/24/2025	MISC HRDWR/TOOLS/ELEC SU...	01-6-00-84030	3.25
MENARDS	68698	09/24/2025	MISC HRDWR/TOOLS/ELEC SU...	01-6-00-84041	9.00
MENARDS	68698	09/24/2025	MISC HRDWR/TOOLS/ELEC SU...	01-6-00-86017	16.29
MENARDS	68698	09/24/2025	MISC HRDWR/TOOLS/ELEC SU...	13-6-00-83035	29.16
MENARDS	68698	09/24/2025	MISC HRDWR/TOOLS/ELEC SU...	13-6-00-84030	3.24
MENARDS	68698	09/24/2025	MISC HRDWR/TOOLS/ELEC SU...	13-6-00-84041	8.99
MENARDS	68698	09/24/2025	MISC HRDWR/TOOLS/ELEC SU...	13-6-00-86017	16.28
Vendor ME6840 - MENARDS Total:					263.82
Vendor: NA4980 - NAPA AUTO PARTS					
NAPA AUTO PARTS	23570	09/24/2025	VEHICLE REPAIRS	01-6-00-82010	14.76
NAPA AUTO PARTS	23570	09/24/2025	VEHICLE REPAIRS	13-6-00-82010	14.76
NAPA AUTO PARTS	24026	09/24/2025	OIL DRY	01-6-00-83032	43.05
NAPA AUTO PARTS	24026	09/24/2025	OIL DRY	13-6-00-83032	43.05
Vendor NA4980 - NAPA AUTO PARTS Total:					115.62
Vendor: NO7663 - NOLAND EDU WEST CHICAGO LLC					
NOLAND EDU WEST CHICAGO ...INV/2025/0081		09/24/2025	INTRO TO GAME DESIGN-7 PA...	13-7-03-62000	729.00
NOLAND EDU WEST CHICAGO ...INV/2025/0082		09/24/2025	INTRO TO GAME DESIGN 02 - ...	13-7-03-62000	1,146.00
NOLAND EDU WEST CHICAGO ...INV/2025/0083		09/24/2025	AMUSEMENT PARK TYCOON-4...	13-7-03-62000	645.00
Vendor NO7663 - NOLAND EDU WEST CHICAGO LLC Total:					2,520.00
Vendor: NO1234 - NOVENTECH INC.					
NOVENTECH INC.	27747	09/10/2025	MICROSOFT APPS	01-5-00-68010	212.92
NOVENTECH INC.	27747	09/10/2025	MICROSOFT APPS	12-7-00-68012	212.92
NOVENTECH INC.	27747	09/10/2025	MICROSOFT APPS	13-5-00-68010	212.92
NOVENTECH INC.	27775	09/10/2025	COMPUTER SUPPORT	01-5-00-68020	1,026.25
NOVENTECH INC.	27775	09/10/2025	COMPUTER SUPPORT	11-5-00-68020	205.25
NOVENTECH INC.	27775	09/10/2025	COMPUTER SUPPORT	12-7-00-68012	674.39
NOVENTECH INC.	27775	09/10/2025	COMPUTER SUPPORT	13-5-00-68020	1,026.25
Vendor NO1234 - NOVENTECH INC. Total:					3,570.90
Vendor: OL0344 - OLYMPIA MAINTENANCE INC					
OLYMPIA MAINTENANCE INC	331946	09/10/2025	COMM CENTER HOOD CLEAN...	01-6-13-89000	362.50
OLYMPIA MAINTENANCE INC	331946	09/10/2025	COMM CENTER HOOD CLEAN...	13-6-13-89000	362.50
Vendor OL0344 - OLYMPIA MAINTENANCE INC Total:					725.00
Vendor: PD0332 - P.D.R.M.A.					
P.D.R.M.A.	0825083H	09/10/2025	GROUP HEALTH COVERAGE	01-21400	32,975.40
Vendor PD0332 - P.D.R.M.A. Total:					32,975.40
Vendor: PO5960 - POMP'S TIRE SERVICE, INC					
POMP'S TIRE SERVICE, INC	470112692	09/24/2025	SKID STEER TIRE	01-6-00-82011	145.92
POMP'S TIRE SERVICE, INC	470112692	09/24/2025	SKID STEER TIRE	13-6-00-82011	145.93
Vendor PO5960 - POMP'S TIRE SERVICE, INC Total:					291.85
Vendor: PR0644 - PROMO GEAR PLUS LLC					
PROMO GEAR PLUS LLC	3696	09/10/2025	BASE STAFF APPAREL	12-7-00-60010	1,273.24
Vendor PR0644 - PROMO GEAR PLUS LLC Total:					1,273.24
Vendor: QU5069 - QUILL CORPORATION					
QUILL CORPORATION	45366458	09/10/2025	INK CARTRIDGES	01-5-00-73022	107.76
QUILL CORPORATION	45366458	09/10/2025	INK CARTRIDGES	13-5-00-73022	107.77
QUILL CORPORATION	45493110	09/10/2025	LAMINATING POUCHES (DESK ...	01-5-00-73023	3.49
QUILL CORPORATION	45493110	09/10/2025	LAMINATING POUCHES (DESK ...	13-5-00-73023	3.50
QUILL CORPORATION	45534547	09/10/2025	FC INK/DESK SUP/REC INK	01-5-00-73022	63.87
QUILL CORPORATION	45534547	09/10/2025	FC INK/DESK SUP/REC INK	01-5-00-73023	4.05
QUILL CORPORATION	45534547	09/10/2025	FC INK/DESK SUP/REC INK	11-5-00-73023	93.36
QUILL CORPORATION	45534547	09/10/2025	FC INK/DESK SUP/REC INK	13-5-00-73022	63.88
QUILL CORPORATION	45534547	09/10/2025	FC INK/DESK SUP/REC INK	13-5-00-73023	4.06
QUILL CORPORATION	45617078	09/24/2025	PAPER/INK CART/DESK SUP	01-5-00-73010	18.75

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Payment Dates: 9/1/2025 - 9/30/2025

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
QUILL CORPORATION	45617078	09/24/2025	PAPER/INK CART/DESK SUP	01-5-00-73022	146.10
QUILL CORPORATION	45617078	09/24/2025	PAPER/INK CART/DESK SUP	01-5-00-73023	4.88
QUILL CORPORATION	45617078	09/24/2025	PAPER/INK CART/DESK SUP	11-5-00-73023	37.51
QUILL CORPORATION	45617078	09/24/2025	PAPER/INK CART/DESK SUP	13-5-00-73010	18.76
QUILL CORPORATION	45617078	09/24/2025	PAPER/INK CART/DESK SUP	13-5-00-73022	146.10
QUILL CORPORATION	45617078	09/24/2025	PAPER/INK CART/DESK SUP	13-5-00-73023	4.89
Vendor QU5069 - QUILL CORPORATION Total:					828.73
Vendor: LA2903 - R & W MEDICAL LLC					
R & W MEDICAL LLC	11811	09/10/2025	PRE-EMP SCREEN / VOGRIN	16-6-00-53301	130.00
Vendor LA2903 - R & W MEDICAL LLC Total:					130.00
Vendor: OR6097 - ROLLINS, INC					
ROLLINS, INC	288157452	09/10/2025	EXT SEASONAL PREP/REC CEN...	01-6-00-81011	300.00
ROLLINS, INC	288157452	09/10/2025	EXT SEASONAL PREP/REC CEN...	13-6-00-81011	300.00
ROLLINS, INC	284201038	09/10/2025	MONTHLY PEST SERVICE-REC ...	01-6-00-81011	121.00
ROLLINS, INC	284201038	09/10/2025	MONTHLY PEST SERVICE-REC ...	13-6-00-81011	121.00
ROLLINS, INC	285762053	09/24/2025	MONTHLY PEST SERV-REC CE...	01-6-00-81011	121.00
ROLLINS, INC	285762053	09/24/2025	MONTHLY PEST SERV-REC CE...	13-6-00-81011	121.00
Vendor OR6097 - ROLLINS, INC Total:					1,084.00
Vendor: RU1058 - RUSSO'S POWER EQUIPMENT INC					
RUSSO'S POWER EQUIPMENT ...	SPI21269995	09/24/2025	EQUIP REPAIRS	01-6-00-82011	65.47
RUSSO'S POWER EQUIPMENT ...	SPI21269995	09/24/2025	EQUIP REPAIRS	13-6-00-82011	65.48
Vendor RU1058 - RUSSO'S POWER EQUIPMENT INC Total:					130.95
Vendor: SH0980 - SHAW MEDIA					
SHAW MEDIA	82510073374	09/10/2025	BINA NOTICE 2267239 08/21	01-5-00-69010	47.19
SHAW MEDIA	82510073374	09/10/2025	BINA NOTICE 2267239 08/21	13-5-00-69010	47.19
Vendor SH0980 - SHAW MEDIA Total:					94.38
Vendor: SI1499 - SIMPLE SANITATION					
SIMPLE SANITATION	I42717	09/10/2025	GORDON RENTAL-1 STD UNIT	01-6-00-81022	155.00
SIMPLE SANITATION	I42717	09/10/2025	GORDON RENTAL-1 STD UNIT	13-6-00-81022	155.00
SIMPLE SANITATION	I42718	09/10/2025	DENNING RENTAL-1 HANDICA...	01-6-00-81022	75.00
SIMPLE SANITATION	I42718	09/10/2025	DENNING RENTAL-1 HANDICA...	13-6-00-81022	75.00
SIMPLE SANITATION	I42719	09/10/2025	GILBERT RENTAL-1 HANDICAP...	18-6-00-81022	200.00
SIMPLE SANITATION	I42720	09/10/2025	SEDGWICK RENTAL-3 STD/1 H...	01-6-00-81022	332.50
SIMPLE SANITATION	I42720	09/10/2025	SEDGWICK RENTAL-3 STD/1 H...	13-6-00-81022	332.50
SIMPLE SANITATION	I42721	09/10/2025	SEDGWICK RENTAL- RESTOCK...	01-6-00-81022	19.37
SIMPLE SANITATION	I42721	09/10/2025	SEDGWICK RENTAL- RESTOCK...	13-6-00-81022	19.38
SIMPLE SANITATION	I43338	09/10/2025	GORDON RENTAL- 2 STD UNITS	01-6-00-81022	155.00
SIMPLE SANITATION	I43338	09/10/2025	GORDON RENTAL- 2 STD UNITS	13-6-00-81022	155.00
SIMPLE SANITATION	I43339	09/10/2025	DENNING RENTAL-1 HANDICA...	01-6-00-81022	75.00
SIMPLE SANITATION	I43339	09/10/2025	DENNING RENTAL-1 HANDICA...	13-6-00-81022	75.00
SIMPLE SANITATION	I43340	09/10/2025	GILBERT RENTAL-1 HANDICAP...	18-6-00-81022	200.00
SIMPLE SANITATION	I43342	09/10/2025	SEDGWICK RENTAL - 3 STD/1 ...	01-6-00-81022	332.50
SIMPLE SANITATION	I43342	09/10/2025	SEDGWICK RENTAL - 3 STD/1 ...	13-6-00-81022	332.50
Vendor SI1499 - SIMPLE SANITATION Total:					2,688.75
Vendor: SO2900 - SOUND INCORPORATED					
SOUND INCORPORATED	D1379800	09/10/2025	BANQUET RM PROJECTOR SE...	01-6-00-81050	198.75
SOUND INCORPORATED	D1379800	09/10/2025	BANQUET RM PROJECTOR SE...	13-6-00-81050	198.75
Vendor SO2900 - SOUND INCORPORATED Total:					397.50
Vendor: SU9211 - SUNBELT RENTALS INC.					
SUNBELT RENTALS INC.	169172784-0001	09/10/2025	SEDGWICK LIGHT RENTAL	15-6-00-90110	1,539.25
SUNBELT RENTALS INC.	169172784-0002	09/10/2025	SEDGWICK LIGHT RENTAL	15-6-00-90110	1,539.25
Vendor SU9211 - SUNBELT RENTALS INC. Total:					3,078.50
Vendor: SY8052 - SYSTEMS & CABLING SOLUTIONS, INC.					
SYSTEMS & CABLING SOLUTI...	1878	09/10/2025	CAMERA CABLING & INSTALL-...	36-5-00-92829	4,178.00
SYSTEMS & CABLING SOLUTI...	1879	09/10/2025	CAMERA CABLING & INSTALL-...	36-5-00-92829	5,305.00
Vendor SY8052 - SYSTEMS & CABLING SOLUTIONS, INC. Total:					9,483.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: TA7171 - TAMELING INDUSTRIES INC.					
TAMELING INDUSTRIES INC.	0209743-IN	09/10/2025	LANDSCAPE MULCH	36-5-15-96501	420.00
Vendor TA7171 - TAMELING INDUSTRIES INC. Total:					420.00
Vendor: TM1126 - T-MOBILE USA, INC.					
T-MOBILE USA, INC.	997618737-082025	09/24/2025	OOMA-GORDON ER LINE 6/19...	01-5-00-67011	21.09
T-MOBILE USA, INC.	997618737-082025	09/24/2025	OOMA-GORDON ER LINE 6/19...	13-5-00-67011	21.09
T-MOBILE USA, INC.	999229837-082125	09/10/2025	GORDON WIFI	01-5-00-67011	38.97
T-MOBILE USA, INC.	999229837-082125	09/10/2025	GORDON WIFI	13-5-00-67011	38.97
Vendor TM1126 - T-MOBILE USA, INC. Total:					120.12
Vendor: VI5006 - VILLAGE OF LA GRANGE					
VILLAGE OF LA GRANGE	20802900-082225	09/10/2025	WATER-SEDGWICK FIELD HOU...	01-6-12-88200	859.30
VILLAGE OF LA GRANGE	20802900-082225	09/10/2025	WATER-SEDGWICK FIELD HOU...	13-6-12-88200	859.30
VILLAGE OF LA GRANGE	20803000-082225	09/10/2025	WATER-SEDGWICK SR FIELD H...	01-6-12-88200	46.30
VILLAGE OF LA GRANGE	20803000-082225	09/10/2025	WATER-SEDGWICK SR FIELD H...	13-6-12-88200	46.30
VILLAGE OF LA GRANGE	20803100-082225	09/10/2025	WATER-SEDGWICK TENNIS CTS	01-6-12-88200	46.30
VILLAGE OF LA GRANGE	20803100-082225	09/10/2025	WATER-SEDGWICK TENNIS CTS	13-6-12-88200	46.30
VILLAGE OF LA GRANGE	20803200-082225	09/10/2025	WATER-SEDGWICK FOUNTAIN	01-6-12-88200	46.30
VILLAGE OF LA GRANGE	20803200-082225	09/10/2025	WATER-SEDGWICK FOUNTAIN	13-6-12-88200	46.30
VILLAGE OF LA GRANGE	20803300-082225	09/10/2025	WATER-SEDGWICK SR FLD SPR...	01-6-12-88200	61.44
VILLAGE OF LA GRANGE	20803300-082225	09/10/2025	WATER-SEDGWICK SR FLD SPR...	13-6-12-88200	61.44
VILLAGE OF LA GRANGE	21391350-082225	09/10/2025	WATER-GORDON SPLASH PAD	01-6-14-88200	46.30
VILLAGE OF LA GRANGE	21391350-082225	09/10/2025	WATER-GORDON SPLASH PAD	13-6-14-88200	46.30
VILLAGE OF LA GRANGE	21558000-082225	09/10/2025	WATER-COMM CENTER	01-6-13-88200	46.30
VILLAGE OF LA GRANGE	21558000-082225	09/10/2025	WATER-COMM CENTER	13-6-13-88200	46.30
VILLAGE OF LA GRANGE	21596501-082225	09/10/2025	WATER-REC CENTER	01-6-20-88200	663.08
VILLAGE OF LA GRANGE	21596501-082225	09/10/2025	WATER-REC CENTER	11-6-20-88200	147.34
VILLAGE OF LA GRANGE	21596501-082225	09/10/2025	WATER-REC CENTER	13-6-20-88200	663.08
VILLAGE OF LA GRANGE	9119	09/24/2025	SEMI ANNUAL ELEVATOR INS...	16-6-00-73230	65.00
Vendor VI5006 - VILLAGE OF LA GRANGE Total:					3,842.98
Vendor: WC7000 - WIGHT & COMPANY					
WIGHT & COMPANY	240072-014	09/10/2025	WAIOLA OSLAD PRO SERV TH...	36-5-15-96501	1,530.80
WIGHT & COMPANY	250127-001	09/10/2025	HVAC ASSESSMENT	36-5-00-92812	2,500.00
WIGHT & COMPANY	250150-002	09/10/2025	SEDGWICK OSLAD PRO SERV ...	36-5-12-91904	4,500.00
Vendor WC7000 - WIGHT & COMPANY Total:					8,530.80
Vendor: WC7111 - WIGHT CONSTRUCTION SERVICES INC					
WIGHT CONSTRUCTION SERVI...	240229-006	09/10/2025	HVAC UPGRADE PRO SERV TH...	36-5-20-92811	132,572.88
Vendor WC7111 - WIGHT CONSTRUCTION SERVICES INC Total:					132,572.88
Grand Total:					369,823.78

Report Summary

Fund Summary

Fund	Expense Amount	Payment Amount
01 - General	56,218.04	56,218.04
04 - Debt Service	475.00	475.00
11 - Fitness Center	13,286.60	13,286.60
12 - Before & After School	4,653.65	4,653.65
13 - Recreation	44,223.69	44,223.69
15 - Paving & Lighting	3,078.50	3,078.50
16 - Liability Insurance	1,082.08	1,082.08
17 - Audit	2,000.00	2,000.00
18 - Special Recreation	400.00	400.00
36 - Capital Projects	244,406.22	244,406.22
Grand Total:	369,823.78	369,823.78

Account Summary

Account Number	Account Name	Expense Amount	Payment Amount
01-21400	INSURANCE DEDUCTIONS	32,975.40	32,975.40
01-5-00-54030	CONF - PROF - NRPA	450.00	450.00
01-5-00-60011	BANNERS/ SIGNS/ NAME...	114.79	114.79
01-5-00-60012	PROMOTION SUPPLIES	19.00	19.00
01-5-00-60020	ADVERTISING	180.50	180.50
01-5-00-60022	COMMUNITY EVENTS	7.63	7.63
01-5-00-60023	PUBLICITY UNFORESEEN	14.98	14.98
01-5-00-60030	MARKETING	244.80	244.80
01-5-00-61000	LEGAL SERVICES - MON...	570.57	570.57
01-5-00-66018	DUES - AGENCY - UNFOR...	50.00	50.00
01-5-00-66024	DUES - PROF - SSPRA	85.00	85.00
01-5-00-66025	DUES - PROF - CERTIFICA...	137.50	137.50
01-5-00-67011	PHONE - LOCAL SERVICE	760.48	760.48
01-5-00-67040	HIGH SPEED INTERNET	101.85	101.85
01-5-00-68010	SOFTWARE CONTRACT -...	562.92	562.92
01-5-00-68020	ONSITE SUPPORT	1,026.25	1,026.25
01-5-00-69010	PUBLISH NOTICES	47.19	47.19
01-5-00-69120	PUBLIC INFO FLYER PRIN...	40.45	40.45
01-5-00-71010	EXP ACCT - EXEC DIR	12.95	12.95
01-5-00-71014	EXP ACCT - GM PARKS/F...	7.99	7.99
01-5-00-73010	PAPER, ENVELOPES, LAB...	18.75	18.75
01-5-00-73022	PRINT CARTRIDGES	317.73	317.73
01-5-00-73023	DESK SUPPLIES	12.42	12.42
01-5-00-73030	WATER SERVICE	115.00	115.00
01-5-00-73040	OFFICE SUPPLIES - MISC	2.00	2.00
01-5-00-74013	COMPUTER - SERVICE/ R...	489.65	489.65
01-5-00-74014	COMPUTER & HARDWA...	750.00	750.00
01-5-00-76500	CONTINGENCY	507.57	507.57
01-6-00-81009	NATIVE AREA SERVICE	1,125.00	1,125.00
01-6-00-81011	PEST CONTROL	542.00	542.00
01-6-00-81021	PESTICIDE/ FERTILIZATI...	985.52	985.52
01-6-00-81022	PORTABLE TOILETS	1,144.37	1,144.37
01-6-00-81030	MAIN UNIFORMS	135.41	135.41
01-6-00-81031	COPY MACHINE	17.21	17.21
01-6-00-81041	LOCK/ KEY SERVICE	51.70	51.70
01-6-00-81050	MAIN SERVICE - UNFORE...	198.75	198.75
01-6-00-82010	REPAIRS - VEHICLE	14.76	14.76
01-6-00-82011	REPAIRS - EQUIP	365.39	365.39
01-6-00-83010	CLEANING SUPPLIES	116.10	116.10
01-6-00-83011	BATHROOM SUPPLIES	103.88	103.88
01-6-00-83012	BUILDING SUPPLIES	42.33	42.33
01-6-00-83026	ATHLETIC FIELD PAINT	312.00	312.00
01-6-00-83032	OIL DRY COMPOUND	43.05	43.05

Account Summary

Account Number	Account Name	Expense Amount	Payment Amount
01-6-00-83033	STRAPS/ PLASTIC TIES	29.99	29.99
01-6-00-83035	ELECTRIC SUPPLIES	29.17	29.17
01-6-00-84030	CONCRETE BAGS/ BULK	3.25	3.25
01-6-00-84031	PLAY SURFACE/ PARTS	1,346.91	1,346.91
01-6-00-84041	MISC HARDWARE	73.21	73.21
01-6-00-84044	PLUMBING PARTS	17.49	17.49
01-6-00-86017	TOOLS - MISC	128.15	128.15
01-6-00-87013	LANDSCAPING - HERBICI...	41.56	41.56
01-6-00-89200	VANDALISM REPAIR	70.00	70.00
01-6-10-88000	ELECTRIC - DENNING	188.52	188.52
01-6-11-88000	ELECTRIC - GILBERT	138.28	138.28
01-6-11-88100	NATURAL GAS- GILBERT	35.74	35.74
01-6-12-88100	NATURAL GAS - SEDGWI...	40.78	40.78
01-6-12-88200	WATER -SEDGWICK	1,059.64	1,059.64
01-6-13-88100	NATURAL GAS - COMM...	38.95	38.95
01-6-13-88200	WATER - COMMUNITY C...	46.30	46.30
01-6-13-89000	REPAIRS - COMMUNITY ...	362.50	362.50
01-6-14-88000	ELECTRIC - GORDON	287.54	287.54
01-6-14-88100	NATURAL GAS - GORDON	42.12	42.12
01-6-14-88200	WATER - GORDON	46.30	46.30
01-6-18-88000	ELECTRIC - SPRING	18.68	18.68
01-6-20-88000	ELECTRIC - EAST AVE	6,464.51	6,464.51
01-6-20-88100	NATURAL GAS - EAST AVE	224.53	224.53
01-6-20-88200	WATER - EAST AVE	663.08	663.08
04-5-00-91200	BOND ISSUE COSTS	475.00	475.00
11-5-00-68020	ONSITE SUPPORT	205.25	205.25
11-5-00-73023	DESK SUPPLIES	170.85	170.85
11-6-00-81031	COPY MACHINE SERVICE	85.65	85.65
11-6-00-83010	CLEANING SUPPLIES	1,316.00	1,316.00
11-6-00-83011	BATHROOM SUPPLIES	89.04	89.04
11-6-20-88000	ELECTRIC - EAST AVE	1,436.55	1,436.55
11-6-20-88100	NATURAL GAS - EAST AVE	100.11	100.11
11-6-20-88200	WATER - EAST AVE	147.34	147.34
11-7-00-62100	FITNESS INSTRUCTORS	8,948.25	8,948.25
11-7-00-78000	EQUIPMENT REPAIRS &...	747.68	747.68
11-7-00-79000	MEMBERSHIP SUPPLIES	39.88	39.88
12-5-00-61000	LEGAL SERVICES	122.27	122.27
12-5-00-69020	RECRUITMENT ADS	240.00	240.00
12-5-00-72020	STAFF MEETING ALLOW...	74.99	74.99
12-7-00-60010	APPAREL	1,273.24	1,273.24
12-7-00-67033	MOBILE PHONE	68.36	68.36
12-7-00-68012	COMPUTER SOFTWARE/...	887.31	887.31
12-7-00-79000	SUPPLIES - ADMIN	186.97	186.97
12-7-21-79000	SUPPLIES - BARNSDALE	300.09	300.09
12-7-22-79000	SUPPLIES - CONGRESS P...	300.09	300.09
12-7-23-79000	SUPPLIES - COSSITT	300.09	300.09
12-7-24-79000	SUPPLIES - FOREST RD	300.09	300.09
12-7-25-79000	SUPPLIES - OGDEN	300.09	300.09
12-7-27-79000	SUPPLIES - ST FRANCES	300.06	300.06
13-5-00-54030	CONF- PROF - NRPA	450.00	450.00
13-5-00-60011	BANNERS/SIGNS/NAME ...	114.80	114.80
13-5-00-60012	PROMOTION SUPPLIES	18.99	18.99
13-5-00-60020	ADVERTISING	180.49	180.49
13-5-00-60022	COMMUNITY EVENTS	7.62	7.62
13-5-00-60023	PUBLICITY UNFORESEEN	14.97	14.97
13-5-00-60030	MARKETING	244.79	244.79
13-5-00-61000	LEGAL SERVICES - MON...	122.27	122.27
13-5-00-66018	DUES - AGENCY - UNFOR...	50.00	50.00

Account Summary

Account Number	Account Name	Expense Amount	Payment Amount
13-5-00-66024	DUES - PROF - SSPRA	85.00	85.00
13-5-00-66025	DUES - PROF - CERTIFICA...	137.50	137.50
13-5-00-67011	PHONE - LOCAL SERVICE	760.48	760.48
13-5-00-67040	HIGH SPEED INTERNET	101.85	101.85
13-5-00-68010	SOFTWARE CONTRACT -...	562.92	562.92
13-5-00-68020	ONSITE SUPPORT	1,026.25	1,026.25
13-5-00-69010	PUBLISH NOTICES	47.19	47.19
13-5-00-69120	PUBLIC INFO FLYER PRIN...	40.45	40.45
13-5-00-71012	EXP ACCT - DIR OF REC	39.47	39.47
13-5-00-73010	PAPER, ENVELOPES, LAB...	18.76	18.76
13-5-00-73022	PRINT CARTRIDGES	317.75	317.75
13-5-00-73023	DESK SUPPLIES	12.45	12.45
13-5-00-73030	WATER SERVICE	115.00	115.00
13-5-00-73040	OFFICE SUPPLIES MISC	1.99	1.99
13-5-00-74013	COMPUTER - SERVICE/ R...	489.64	489.64
13-5-00-76500	CONTINGENCY	190.95	190.95
13-6-00-81009	NATIVE AREA SERVICE	1,125.00	1,125.00
13-6-00-81011	PEST CONTROL	542.00	542.00
13-6-00-81021	PESTICIDE/ FERTILIZATI...	985.51	985.51
13-6-00-81022	PORTABLE TOILETS	1,144.38	1,144.38
13-6-00-81030	MAIN UNIFORMS	135.41	135.41
13-6-00-81031	COPY MACHINE	17.21	17.21
13-6-00-81041	LOCK/KEY SERVICE	51.69	51.69
13-6-00-81050	MAIN SERVICES - UNFOR...	198.75	198.75
13-6-00-82010	REPAIRS - VEHICLE	14.76	14.76
13-6-00-82011	REPAIRS - EQUIP	365.41	365.41
13-6-00-83010	CLEANING SUPPLIES	116.10	116.10
13-6-00-83011	BATHROOM SUPPLIES	103.88	103.88
13-6-00-83012	BUILDING SUPPLIES	42.33	42.33
13-6-00-83026	ATHLETIC FIELD PAINT	312.00	312.00
13-6-00-83032	OIL DRY COMPOUND	43.05	43.05
13-6-00-83033	STRAPS/ PLASTIC TIES	29.99	29.99
13-6-00-83035	ELECTRIC SUPPLIES	29.16	29.16
13-6-00-84030	CONCRETE BAGS/ BULK	3.24	3.24
13-6-00-84031	PLAY SURFACE/ PARTS	1,346.91	1,346.91
13-6-00-84041	MISC HARDWARE	73.20	73.20
13-6-00-84044	PLUMBING PARTS	17.49	17.49
13-6-00-86017	TOOLS - MISC	128.14	128.14
13-6-00-87013	LANDSCAPING - HERBICI...	41.57	41.57
13-6-10-88000	ELECTRIC - DENNING	188.53	188.53
13-6-11-88000	ELECTRIC - GILBERT	138.28	138.28
13-6-11-88100	NATURAL GAS- GILBERT	35.74	35.74
13-6-12-88100	NATURAL GAS - SEDGWI...	40.78	40.78
13-6-12-88200	WATER -SEDGWICK	1,059.64	1,059.64
13-6-13-88100	NATURAL GAS - COMM...	38.95	38.95
13-6-13-88200	WATER - COMMUNITY C...	46.30	46.30
13-6-13-89000	REPAIRS - COMMUNITY ...	362.50	362.50
13-6-14-88000	ELECTRIC - GORDON	287.54	287.54
13-6-14-88100	NATURAL GAS - GORDON	42.12	42.12
13-6-14-88200	WATER - GORDON	46.30	46.30
13-6-18-88000	ELECTRIC - SPRING	18.68	18.68
13-6-20-88000	ELECTRIC - EAST AVE	6,464.51	6,464.51
13-6-20-88100	NATURAL GAS - EAST AVE	224.53	224.53
13-6-20-88200	WATER - EAST AVE	663.08	663.08
13-7-01-62200	ATHLETIC OFFICIALS	900.00	900.00
13-7-01-79000	SUPPLIES - ATHLETICS	34.11	34.11
13-7-03-62000	CONTRACTUAL - SPEC INT	5,786.47	5,786.47
13-7-03-79000	SUPPLIES - SPEC INT & S...	563.25	563.25

Account Summary

Account Number	Account Name	Expense Amount	Payment Amount
13-7-04-78000	EQUIP - SPEC EVENTS & ...	30.93	30.93
13-7-05-62000	CONTRACTUAL - PERFO...	732.00	732.00
13-7-07-62000	CONTRACTUAL - DAY C...	1,983.16	1,983.16
13-7-07-63000	TRANSPORTATION - DAY...	12,433.60	12,433.60
13-7-07-78000	EQUIP - DAY CAMPS	25.76	25.76
13-7-07-79000	SUPPLIES - DAY CAMPS	58.17	58.17
15-6-00-90110	PAVEMENT/LIGHTING	3,078.50	3,078.50
16-6-00-53300	FIRST AID SUPPLIES	421.78	421.78
16-6-00-53301	PRE-EMPLOYMENT PHYS...	130.00	130.00
16-6-00-73230	EQUIP - SAFETY INSPECT...	530.30	530.30
17-5-00-61100	AUDIT SERVICES	2,000.00	2,000.00
18-6-00-81022	PORTABLE TOILETS	400.00	400.00
36-5-00-91201	REFERENDUM BOND PR...	295.00	295.00
36-5-00-92812	HVAC ASSESSMENT STR...	2,500.00	2,500.00
36-5-00-92829	SECURITY CAMERAS	17,787.00	17,787.00
36-5-00-93014	VEHICLE REPLACEMENT	29,339.70	29,339.70
36-5-00-96116	SPLASH PAD IMPROVEM...	50,000.00	50,000.00
36-5-12-91904	OSLAD GRANT EXPENSE	4,500.00	4,500.00
36-5-15-96501	OSLAD PARK RENOVATI...	7,411.64	7,411.64
36-5-20-92811	REC CENTER HVAC	132,572.88	132,572.88
Grand Total:		369,823.78	369,823.78

Project Account Summary

Project Account Key	Expense Amount	Payment Amount
None	369,823.78	369,823.78
Grand Total:	369,823.78	369,823.78



Park District of La Grange, IL

Expense Approval Report

By Vendor Name

Post Dates 9/1/2025 - 9/30/2025

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: 985-709 - Cheryl Anderson					
Cheryl Anderson	INV0002772	09/10/2025	Rsv# 1429773 Refund	13-24200	200.00
Vendor 985-709 - Cheryl Anderson Total:					200.00
Vendor: 33391-915 - Felicia Smith Gale					
Felicia Smith Gale	INV0002771	09/10/2025	Rsv# 1426420 Refund	13-24200	100.00
Vendor 33391-915 - Felicia Smith Gale Total:					100.00
Vendor: 33192-918 - Michelle Castelar					
Michelle Castelar	INV0002776	09/29/2025	Actv 343054-01 Class Refund	13-24200	77.00
Vendor 33192-918 - Michelle Castelar Total:					77.00
Vendor: 000000000-914 - Oakridge Cemetery					
Oakridge Cemetery	INV0002770	09/10/2025	Rsv# 1426414 Refund	13-24200	100.00
Vendor 000000000-914 - Oakridge Cemetery Total:					100.00
Vendor: 33371-917 - Ricardo Gonzalez					
Ricardo Gonzalez	INV0002773	09/10/2025	Rsv# 1429779 Refund	13-24200	100.00
Vendor 33371-917 - Ricardo Gonzalez Total:					100.00
Grand Total:					577.00

Report Summary

Fund Summary

Fund	Expense Amount	Payment Amount
13 - Recreation	577.00	577.00
Grand Total:	577.00	577.00

Account Summary

Account Number	Account Name	Expense Amount	Payment Amount
13-24200	HOUSEHOLD BALANCES	577.00	577.00
Grand Total:		577.00	577.00

Project Account Summary

Project Account Key	Expense Amount	Payment Amount
None	577.00	577.00
Grand Total:	577.00	577.00



Park District of La Grange, IL

Expense Approval Report

By Vendor Name

Post Dates 9/1/2025 - 9/30/2025

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: AF1000 - AFLAC					
AFLAC	INV0002779	09/15/2025	AFLAC	01-21401	59.16
Vendor AF1000 - AFLAC Total:					59.16
Vendor: AT5004 - AT&T					
AT&T	INV0002780	09/02/2025	INTERNET	01-5-00-67011	54.97
AT&T	INV0002780	09/02/2025	INTERNET	13-5-00-67011	54.96
AT&T	INV0002781	09/24/2025	INTERNET	01-5-00-67011	94.23
AT&T	INV0002781	09/24/2025	INTERNET	13-5-00-67011	94.23
AT&T	INV0002782	09/30/2025	INTERNET	01-5-00-67011	54.97
AT&T	INV0002782	09/30/2025	INTERNET	13-5-00-67011	54.96
Vendor AT5004 - AT&T Total:					408.32
Vendor: CO6347 - COMCAST CABLE					
COMCAST CABLE	INV0002783	09/10/2025	INTERNET	01-5-00-67040	136.20
COMCAST CABLE	INV0002783	09/10/2025	INTERNET	13-5-00-67040	136.20
Vendor CO6347 - COMCAST CABLE Total:					272.40
Vendor: IMRF - ILLINOIS MUNICIPAL RETIREMENT					
ILLINOIS MUNICIPAL RETIREM...	INV0002784	09/09/2025	IMRF Remittance	01-21300	23,508.36
Vendor IMRF - ILLINOIS MUNICIPAL RETIREMENT Total:					23,508.36
Vendor: WA4702 - WASTE MANAGEMENT					
WASTE MANAGEMENT	INV0002785	09/24/2025	WASTE SERVICES	01-6-00-81020	378.23
WASTE MANAGEMENT	INV0002785	09/24/2025	WASTE SERVICES	13-6-00-81020	378.22
WASTE MANAGEMENT	INV0002786	09/25/2025	WASTE SERVICES	01-6-00-81020	102.50
WASTE MANAGEMENT	INV0002786	09/25/2025	WASTE SERVICES	13-6-00-81020	102.50
Vendor WA4702 - WASTE MANAGEMENT Total:					961.45
Grand Total:					25,209.69

Report Summary**Fund Summary**

Fund	Expense Amount	Payment Amount
01 - General	24,388.62	24,388.62
13 - Recreation	821.07	821.07
Grand Total:	25,209.69	25,209.69

Account Summary

Account Number	Account Name	Expense Amount	Payment Amount
01-21300	RETIREMENT DEDUCTIO...	23,508.36	23,508.36
01-21401	AFLAC DEDUCTIONS	59.16	59.16
01-5-00-67011	PHONE - LOCAL SERVICE	204.17	204.17
01-5-00-67040	HIGH SPEED INTERNET	136.20	136.20
01-6-00-81020	DUMPSTER SERVICE	480.73	480.73
13-5-00-67011	PHONE - LOCAL SERVICE	204.15	204.15
13-5-00-67040	HIGH SPEED INTERNET	136.20	136.20
13-6-00-81020	DUMPSTER SERVICE	480.72	480.72
Grand Total:		25,209.69	25,209.69

Project Account Summary

Project Account Key	Expense Amount	Payment Amount
None	25,209.69	25,209.69
Grand Total:	25,209.69	25,209.69



Staff Reports

**Park District of La Grange
October 2025
Board Report**

**Jennifer Bechtold, CPRE
Executive Director**

- We have submitted our OSLAD grant application (due September 30, 2025) for Sedgwick Park. The application requests a \$600,000 matching grant through the program, representing a \$1.2 million total project investment. The proposed improvements include new pickleball courts, a multi-sport court, volleyball courts, an expanded pathway around the soccer field, and a rain garden. We anticipate hearing from the Illinois Department of Natural Resources (IDNR) by late December or early January. The FY 2026 OSLAD grant cycle includes \$35 million in available funding statewide, which is less than the amount awarded in previous years.
- The Park District has successfully completed the capital project to install new security camera systems at our three satellite facilities — Sedgwick Park, Gilbert Park, and the Community Center. These upgrades enhance safety, security, and operational oversight across our sites. This project represents another important step in our commitment to maintaining safe, welcoming environments throughout the District.
- The Park District received excellent results on our recent PDRMA Loss Control Review, earning 100% compliance in all areas except for Sexual and Child Abuse Policy, Procedures, and Training, where we scored between 75%–99%. PDRMA noted that our new Volunteer Manual and Policy are strong additions, but since they were not fully implemented during this review period, the score was slightly lower. Future reviews are expected to show full compliance once the policy has been in place longer. Overall, the review reflects the District's continued focus on maintaining safe and compliant operations.
- An update on the referendum projects will be provided at the Board meeting.

**Park District of La Grange
September 2025
Board Report**

**Jamie Hollock
Director of Finance & Human Resources**

ACCOUNTING / FINANCE / PAYROLL / TREASURY

Accounts Payable

No new material at this time.

Audit

The following reports have been filed for post-audit approval:

- The Comptroller Report was filed by our auditors on August 29, 2025.
- The Electronic Municipal Market Access (EMMA) Report was filed on September 9, 2025.
- The Financial Statements and Disclosures were filed on October 10, 2025 with the Cook County Treasurer's Office.

Budget

No new material at this time.

Finance

No new material at this time.

Property Tax Revenue

Cook County has announced a delay in mailing the second installment of the 2024 property tax bills. At this time, no mailing date has been set, which means we do not know when tax revenue distributions will occur. This delay creates uncertainty in our revenue projections and cash flow planning until further updates are provided by the County.

The district did receive \$3,188.18 in property tax distributions from prior tax years for the month of September.

HUMAN RESOURCES

Human Resources is currently preparing for the November 2025 open enrollment for full-time staff. The open enrollment plan selection was submitted to PDRMA on Tuesday, October 14, 2025.

**Park District of La Grange
October 2025
Board Report**

**Kevin Miller
Director of Recreation**

Athletics

- The NFL Flag Football League completed it's inaugural fall season on October 10th. We had 57 total players this fall between the two divisions.
- The Youth Development Basketball League tipped off the Fall with evaluations for most of its grade levels on September 27th. New this year, teams were selected via a coaches draft for the 3rd/4th grade divisions and 5th/6th grade boys. Currently, enrollment stands at 397 players enrolled, with more players expected to join prior to teams starting the week of October 20th.
- All Star Sports continue to see strong enrollment, for sessions one and two in Junior Soccer, Junior T-Ball, and Junior Basketball with several classes getting to maximum capacity. Additionally, Junior Tennis and session one youth Jujitsu classes also have strong enrollments.

Youth & Senior Programs

- Dino Dig was held on October 4th with 8 participants in each section. The participants completed dinosaur crafts, excavated "fossils" and "dinosaur eggs" in our sensory table, and read a dinosaur themed story.
- Senior Brunch and Bingo was held on September 12th with 26 participants. The next event is scheduled for November 14th.
- The Senior Oktoberfest Social is scheduled for October 24th and currently has 18 enrolled participants.

Special Events/Trips

- The Pumpkin Bag Candy & Zombie Candy Hunts took place on Friday, October 10th with 64 registered participants as of October 9th.

- Trunk or Treat is set for Saturday, October 18th from 10:00-11:30am at Sedgwick Park. We have 24 trunks participating, an increase of 10 from 2024. We have also secured Duly Health Care as our Presenting Sponsor.
- This season marks our return to Senior Trips! We had our first trip on September 13th to the Wind Creek Casino. We had 6 participants attend and they had a great afternoon.

Preschool

- Preschool will have their picture day on Friday, October 17th. Enrollment for preschool has increased, slightly, the past three weeks. We have welcomed several additional families in this time and are now up to 11 students in Lil Badgers, 10 students in Lil Broncos, and 7 students in Lil Gators. We are anticipating 1 to 2 more families registering in the coming weeks that have inquired and taken tours of the program locations.

BASE

- The BASE program has hired additional staff to improve supervision and ensure a proper staff-to-student ratio. This increase in staffing also supports more flexible scheduling, which enhances the overall quality of the program. Most staff members are now feeling comfortable and confident at their assigned sites. We continue to offer additional training to refine program delivery and address smaller operational details.
- We ran a School Day Off Camp on October 10 with 14 campers.

Marketing

- The fall brochure has received over 16,900 views as of October 9th.
- Social Media accounts, fliers and e-newsletters were updated with current content. The following are statistics from our Social Media Accounts and FunBytes from 9/2-10/9. The percentages are in comparison to the prior month. Facebook has changed their statistics and no longer measures Reach, but Instagram does. This explains there is no results compared to the prior month.

Social Media Data	PDLG Facebook	PDLG Instagram	LG Fitness Facebook	LG Fitness Instagram
Reach	8,300	1,700 -33.3%	816	967 +119.8%
Visits	1,400 -16.9%	429 -34.2%	356 -41.4%	106 -26.4%
New Page Likes	31 -39.2%	71 -22.8%	2 -33.3%	6 -33.3%

	Sept. 2 FunBytes	Sept. Board Meeting	Sept. 9 FunBytes	Sept. 16 FunBytes	Sept. 23 FunBytes	October 1 FunBytes
Total Opens	2,913	3,061	2,714	2,878	2,836	2,808
Open %	50.7%	53.4%	47.8%	50.2%	49.5%	49%
Total Clicks	228	83	105	92	94	125
Click %	4%	1.4%	1.8%	1.6%	1.6%	2.2%
Unsubscribes	14					
New Subscribers	43					

Misc. Recreation

- Members of the Recreation Team attended the La Grange Public Library's Volunteer Fair on September 16th, as well as the Community Resource Fair on October 18th. Team members also hosted a table at the La Grange Firehouse Open House on October 8th.
- Following this report is the Summer 2025 End-of Season Report.

Recreation Summer 2025 End-of-Season Report

Athletic Program Highlights

- Hosted our Inaugural NFL Flag Football Season with 127 total participants across 1st through 6th grades.
- The Gymnastics program ran 13 classes with a total of 67 registered participants. Classes include Parent/Tot Gymnastics, Kidnastics, Gymnastics 101, Gymnastics 102, and Tumbling for Beginners. Co-op enrollment numbers from La Grange Park is not accounted for in this enrollment figure.
- Martial Arts classes; which include Tae Kwon Do, Jujitsu, Karate for ages 3 through adult had 32 classes run with 168 registered participants through the Park District of La Grange. Co-op enrollment numbers from Western Springs for Tae Kwon Do is not accounted for in this enrollment figure.
- All Star Sports ran 8 classes with a total of 78 registered participants. These classes include junior soccer, junior t-ball, and parent/tot sports.
- Sports Kids successfully ran a youth golf class with 13 participants, a tot track class with 7 participants, 8 youth tennis classes with 43 total participants, two parent tot sports classes with 15 participants, and a flag football class with 9 participants.
- New this season were 4 in-house athletic camps for baseball, soccer, basketball, and flag football. Unfortunately, the athletic staff we hired to run these camps were no longer available once we got to the summer months and we had to cancel the 4 basketball camps, 4 soccer camps, and 4 baseball camps. We were able to get All Star Sports staff to run the flag football camp. We ran 1 of the 4 camps with 12 participants.
- The local Handball group led 4 classes with 37 total participants and 4 camps 13 total participants.
- Adult Pickleball had 5 classes run with a total of 30 registered participants.
- White Sox held 3 camps consisting of 6 sessions with 153 total participants.

Special Interest Program Highlights

- Kiddie Kollege ran 8 classes with a total of 67 registered participants.
- In-House programs such as Story & Craft Adventures and Dinosaur Explorers ran 7 classes with 17 participants from PDLG. This does not include the co-op enrollments from La Grange Park.
- Contractual and Co-op offerings that ran with above minimum enrollments included Safety Village, Chess Camp, Lego City Engineers, Lego Minecraft Adventures, PJ Summer Spa Night, and Intro to Game Design.

Special Events/Trips Program Highlights

- Touch-A-Truck was moved to July to be the focal point of Unplug Illinois Day. The event was a huge success with 10 participating vehicles and an estimated 800 attendees.
- The Annual Garage Sale was postponed due to weather in July and rescheduled for August. The event ultimately ended up moving indoors to the Recreation Center for weather concerns. We had 28 participating vendors and an estimated 300 attendees.
- Senior Socials included the Tex-Mex Social with 50 participants and the Hawaiian Social with 47 participants.

Performing Arts Program Highlights

- Rockin' Kids ran 7 classes with a total of 40 registered participants. Classes included Baby Kid Rock, Tot Rock, Kid Rock, and Family Kid Rock.
- Young Actors Club and LOL Improv ran 3 classes with 24 total participants.

Communities with Highest Number of Registered Participants – Non-Summer Camp Programs	Area Code	Total Participants	Unique Participants
La Grange	60525	703	488
La Grange Park	60526	117	89
Brookfield	60513	104	79
Western Springs	60558	59	32
Bedford Park, Forest View, Stickney	60638	26	18
Berwyn, Stickney, Forest View, Lyons	60402	11	8

**White Sox Camps had 158 total participants that are not represented in the area code data above or the age demographics data below. Participant age demographics include La Grange Fitness Member class participants.*

Participant Age Demographics	Total Enrolled	Unique Part. Enrolled
Infants/Toddlers: 0-2 years	70	48
Preschoolers: 3-5 years	275	189
Youth: 6-9 years	354	260
Youth: 10-12 years	156	118
Teenagers: 13-17 years	53	30
Adults: 18-35 years	19	15
Adults: 36-55 years	41	28
Adults 56-70 years	67	46
Adults: 71-92 years	77	46
Total	1,112	780

PROGRAM DATA – Summer 2025

	2021	2022	2023	2024	2025
Athletics					
Programs Offered	156	163	191	150	184
Programs Hosted	96	112	121	98	103
Success Rate	62%	69%	63%	65%	56%
Avg. Number Participants	7	6	8	9	7
Total Participants	680	662	961	920	723
Special Interest					
Programs Offered	45	74	49	61	99
Programs Hosted	31	50	38	37	42
Success Rate	69%	68%	78%	61%	42%
Avg. Number Participants	5	5	5	6	5
Total Participants	148	256	184	229	206
Special Events & Trips					
Programs Offered	3	3	3	10	4
Programs Hosted	2	1	3	4	3
Success Rate	67%	33%	100%	40%	75%
Avg. Number Participants	62	32	33	45	42
Total Participants	124	32	50	179	125
Performing Arts					
Programs Offered	36	36	35	40	45
Programs Hosted	27	27	35	40	45
Success Rate	75%	75%	100%	100%	100%
Avg. Number Participants	16	18	25	25	25
Total Participants	445	493	859	1,019	1,118
Total					
Programs Offered	281	310	309	255	299
Programs Hosted	169	213	215	156	158
Success Rate	60%	69%	70%	61%	53%
Avg. Number Participants	7	6	7	9	7
Total Participants	1,169	1,224	1,556	1,432	1,112

Day Camps	2021	2022	2023	2024	2025
Programs Offered	36	36	35	40	45
Programs Held	27	27	35	40	45
Success Rate	75%	75%	100%	100%	100%
Avg. Number Participants	16	18	25	25	25
Total Participants	445	493	859	1,019	1,118

Day Camp Before/After Care	2021	2022	2023	2024	2025
Programs Offered	Did Not	54	64	80	90
Programs Held	Offer Due	54	64	80	90
Success Rate	COVID	100%	100%	100%	100%
Avg. Number Participants	Changes	7.5	9	8	10
Total Participants		409	575	689	914

Communities with Highest Number of Registered Participants – Summer Day Camps	Area Code	Total Participants	Unique Participants
La Grange	60525	1,885	229
La Grange Park	60526	35	8
Western Springs	60558	33	4
Bedford Park, Forest View, Stickney	60638	27	2
Brookfield	60513	26	2
Villa Park, Oakbrook Terrace, Elmhurst	60402	24	3

Participant Age Demographics – Summer Day Camp	Total Enrolled	Unique Part. Enrolled
4 years	78	15
5 years	85	19
6 years	231	45
7 years	169	39
8 years	193	41
9 years	157	32
10 years	105	33
11 years	64	17
12 years	32	4
13 years	4	1
Total	1,118	249

Park District of LaGrange
October 2025
Board Report
Mike Hay
GM of Facilities & Operations

- LaGrange Fitness had 98 new members join during the month of September 2025. We currently have 2,701 members through September 30th, 2025, 814 of those are insurance-based members. Last year, we had 2,429 members through September 30th, 2024. This is an increase of 272 members. During the month of September, we had 42 cancellation requests, and 3 members requested a hold.
- We had 9,863 visits by fitness members during the month of September 2025, compared to 8,218 visits during September 2024. This is an increase of 1,645 visits.
- The personal training department brought in \$8,200 for September 2025 compared to \$5,520 for September 2024. This is an increase of \$2,680.
- The month of September 2025 brought in 2,760 group fitness participants. This is an increase of 748 participants compared to September 2024.
There were two specialty workshops offered: Restorative Yoga-Head to Toe Release Workshop and Sound Journey Gong Wash Meditation with 14 total participants between the two.
We will be marketing to our insurance-based members in an effort to encourage more frequent visits by offering an orientation and a chance for them to enter a raffle to win a training session.

Rental Information-September 2025

Recreation Center Room Rentals September 2025:

Rentals-19 total rentals from (7 Chicago,4 LaGrange, 3 Brookfield, and one each from Western Springs, LaGrange Park, Indian Head Park, Hickory Hills, and Lombard).

Total Fees September 2025-\$10,535

Rooms: 105/106-7 Rentals

108/109- 5 Rentals

108- 2 Rental

112- 2 Rentals

109- 0 Rentals

105-1 Rental

106- 0 Rentals

DeSitter Room- 2 Rentals

Parties with exclusive playground rental included- 13

Outdoor Rentals September 2025:

No rentals were taken for the month of September due to construction projects.

Community Center Rentals September 2025:

The Community Center was under construction- No rentals were taken for the month of September.

Court Rentals September 2025:

There were no court rentals

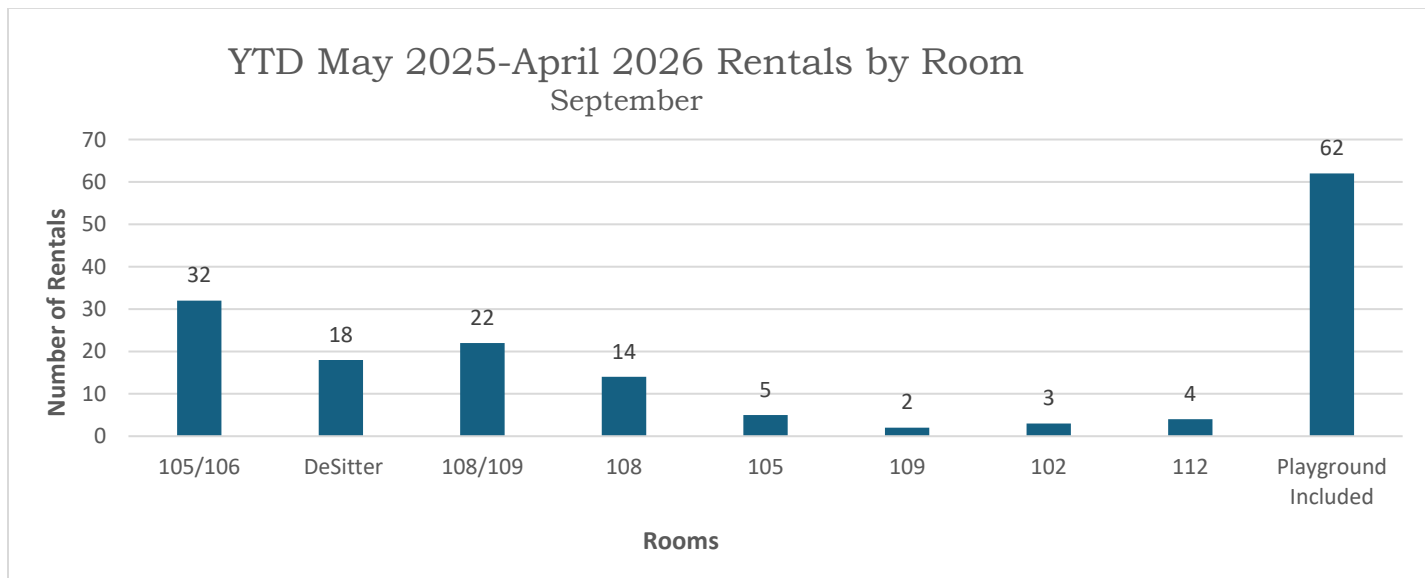
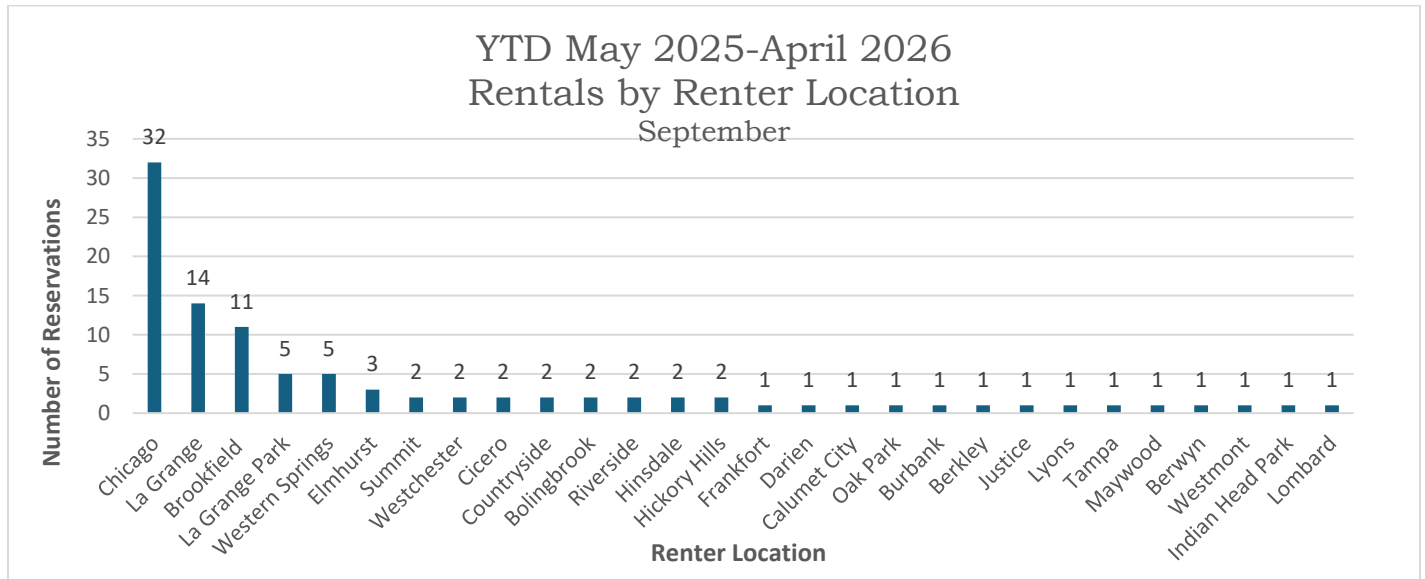
All the above information is based on individual rentals, not multi-date, repeat rentals from teams/organizations.

YTD Rental Information May 2025-April 2026

September 2025

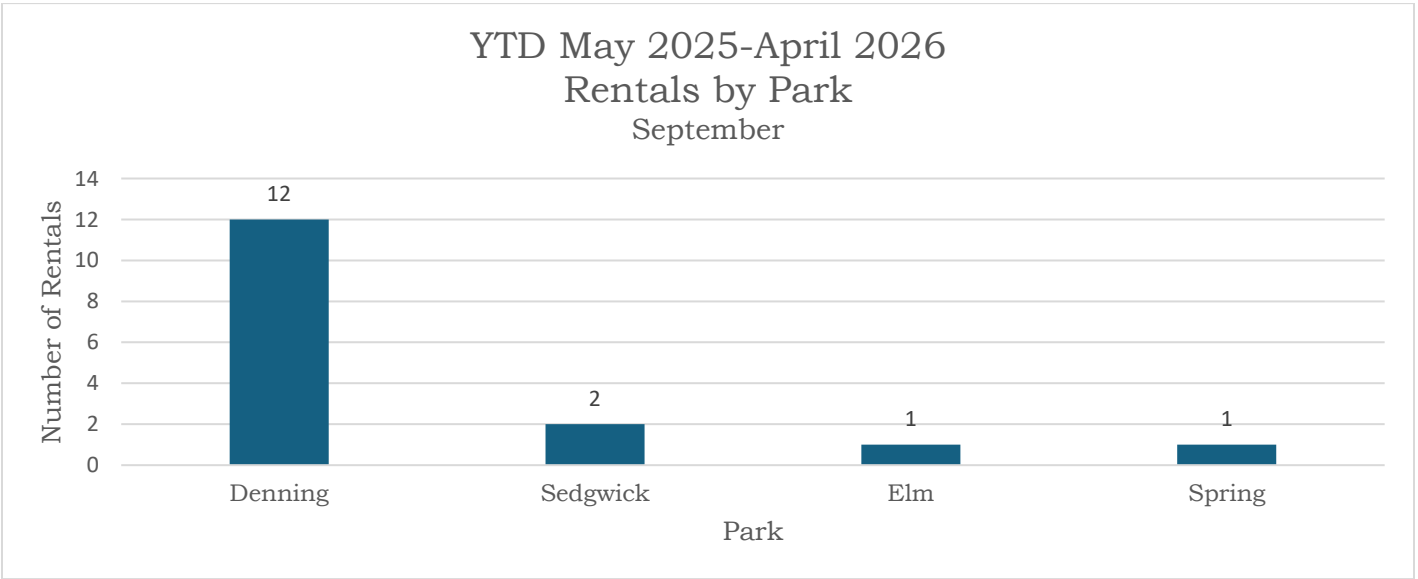
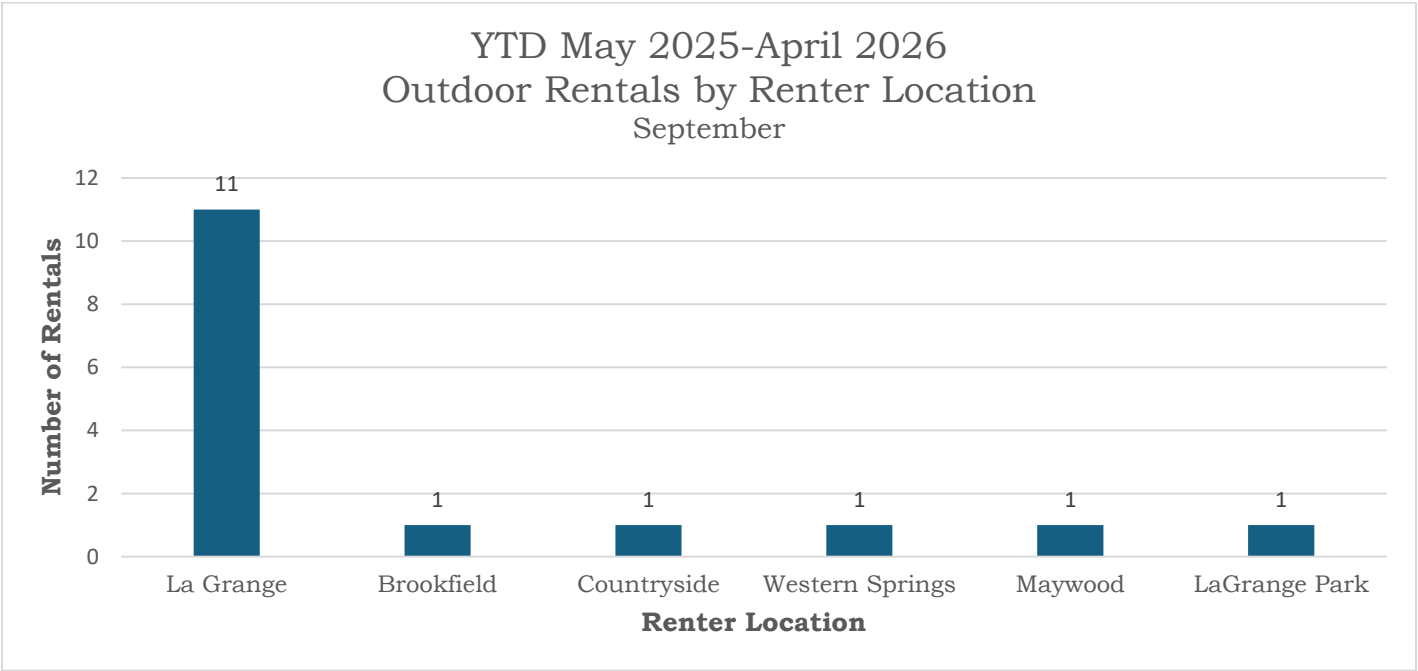
Recreation Center Rentals

There has been a total of 100 rentals for the Recreation Center rooms from May 2025-April 2026. The total fees collected May 2025-April 2026 equals \$57,390. The following charts display the number of parties by renter locations and by the rooms reserved.



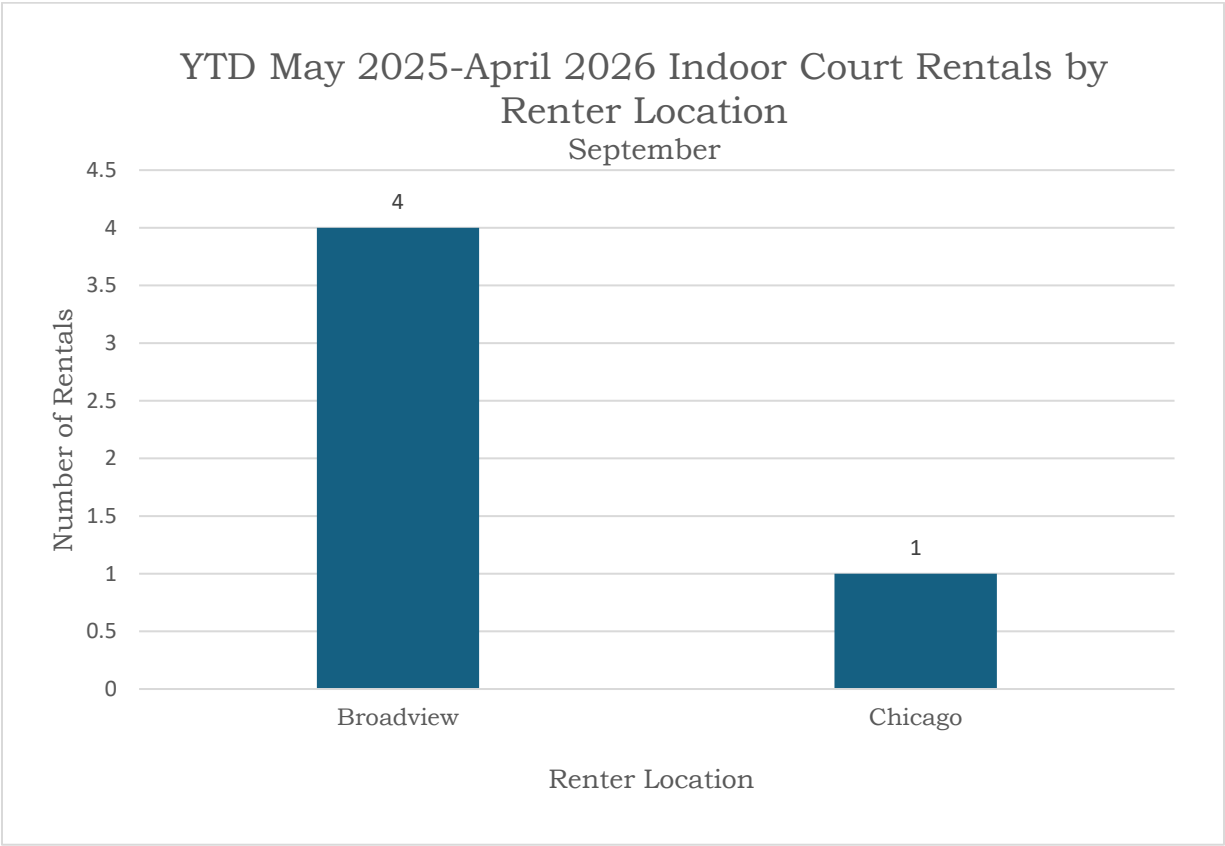
Outdoor Rentals

There has been a total of 1 rental for outdoor facilities and park shelters From May 2025-April 2026. The total fees collected May 2025-April 2026 for outdoor rentals equals \$2,060. The following charts display the number of rentals by renter locations and by the parks reserved. This information is based on individual rentals. It does not include the field rentals by organizations which include multiple dates over several months of use (example-AYSO soccer field rentals are not included in these graphs).



Indoor Court Rentals

There has been a total of 5 indoor court rentals from May 2025-April 2026. The total fees collected May 2025-April 2026 for indoor court rentals equals \$980. This information is based on individual rentals. It does not include the court rentals by organizations which include multiple dates over several months of use (example- Taylored Intensity is not included in this).



Community Center Rentals

We are not currently taking rental reservations for the Community Center. Construction is ongoing at this location.

Misc. Rentals

We have updated our Facility Fees at the Recreation Center & Community Center as part of a competitive analysis to adjust fees annually at a nominal rate compared to other rental options in the area.

Park District of La Grange

October 2025

Board Report

Larry Buckley

General Manager of Parks Maintenance

- The Park District and Public Works have been working together in cleaning out catch basins at Sedgwick and Gilbert. This is an ongoing project due to the significant number of catch basins requiring service.
- Seasonal aerification of all athletic fields and open turf areas is now underway. This process will help to improve the overall health and quality of the turf.
- Rotary – The installation of the new playground, pergola, and fencing is complete.
- Gordon Park – Irrigation system has been installed; staff training takes place on 10/17. This training will consist of operations and winterization of the new system. We will also winterize the bathrooms during this time.
- Spring Park – The installation of the new playground is complete. playground inspection & drop test to be scheduled by Landworks.
- Bedrock September 15th updates:

Denning – The Reed Canary Grass was brush-cut. Native wetland seed and seed oats were raked into bare areas. Observed in the plantings were New England Aster, Grey-headed Coneflower, Barnyard Grass, Switchgrass, Yellow Coneflower and Purple Coneflower.

Rec Center – These plantings are all doing well. Observed here were Cyprus Rotundus, Common Sedge, Common Milkweed, Canada Golden Rod, New England Aster, and Tall Boneset. Cattails, Phragmites, Halo Grass, Summer and Canadian Thistle, Golden Rod and small woodies were all spot sprayed.

Stone – All plantings have survived and are doing well.
Observed here were Great Blue Lobelia, Cardinal Flower, Fall
Panic Grass, Blue Vervain, purple Coneflower, and Lamb's
Quarters.





Action Items

MEMORANDUM M25-048



TO: PDLG Board of Commissioners
FROM: Jennifer Bechtold, CPRE, Executive Director
Jamie Hollock, Director of Finance & HR
RE: Bond Issuance Series 2025A
DATE: October 20, 2025

Background:

Each year the Park District issues General Obligation Limited Tax Park Bonds to provide for the payment of principal and interest due on December 15th on two prior Alternate Revenue Source Bond Issues, Series 2016 and Series 2020A.

The District always issues the maximum amount allowed based on our tax extension base. Any amount received in excess of the Alternate Revenue Source Bond obligation is allocated to the bond issuance costs and the capital improvement fund.

Implications:

The issuance of the annual rollover Park Bonds provides the revenue which allows the Park District to abate the real estate taxes which would otherwise be levied on the Park District residents. At the same time, it provides some funding for capital projects.

Bids for the purchase of our bonds are due to PMA Securities on October 28, 2025.

Staff Recommendation:

Staff recommends that Ordinance O25-03 be approved and that the Executive Director be given the authority to accept the best bid as recommended by PMA Securities.

THE PARK DISTRICT OF LA GRANGE

ORDINANCE NO. 025-03

**AN ORDINANCE PROVIDING FOR THE ISSUE OF NOT TO EXCEED \$419,000
GENERAL OBLIGATION LIMITED TAX PARK BONDS, SERIES 2025A, OF THE
PARK DISTRICT OF LA GRANGE, COOK COUNTY, ILLINOIS, FOR THE PAYMENT
OF LAND CONDEMNED OR PURCHASED FOR PARKS, FOR THE BUILDING,
MAINTAINING, IMPROVING AND PROTECTING OF THE SAME AND THE EXISTING
LAND AND FACILITIES OF SAID PARK DISTRICT, TO PROVIDE THE REVENUE
SOURCE FOR THE PAYMENT OF CERTAIN OUTSTANDING BONDS OF SAID PARK
DISTRICT, AND FOR THE PAYMENT OF THE EXPENSES INCIDENT THERETO,
PROVIDING FOR THE LEVY OF A DIRECT ANNUAL TAX TO PAY THE PRINCIPAL
AND INTEREST ON SAID BONDS, AND AUTHORIZING THE SALE OF SAID BONDS
TO THE PURCHASER THEREOF.**

PASSED AND APPROVED
BY THE
BOARD OF COMMISSIONERS
OF THE
PARK DISTRICT OF LA GRANGE

This 20th day of October 2025

Published in pamphlet form by the authority of the Board of Commissioners of the Park
District of La Grange, Cook County, Illinois this 20th day of October 2025

EXTRACT OF MINUTES of a regular public meeting of the Board of Park Commissioners of the Park District of La Grange, Cook County, Illinois, held in the DeSitter Room at the Administrative/Recreation Facility, 536 East Avenue, La Grange, Illinois, in said Park District at 6:00 o'clock P.M., on the 20th day of October, 2025.

* * *

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

Upon the roll being called, Brian Opyd, the President, and the following Park Commissioners were physically present at said location: _____.

The following Park Commissioners were allowed by a majority of the members of the Board of Park Commissioners in accordance with and to the extent allowed by rules adopted by the Board of Park Commissioners to attend the meeting by video or audio conference: _____.

No Park Commissioner was not permitted to attend the meeting by video or audio conference.

The following Park Commissioners were absent and did not participate in the meeting in any manner or to any extent whatsoever: _____.

The President announced that the next item for consideration was the issuance of not to exceed \$419,000 non-referendum general obligation limited tax park bonds to be issued by the District pursuant to Section 6-4 of the Park District Code for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District, to provide the revenue source for the payment of certain alternate bonds of the District and for the payment of the expenses incident thereto, and that the Board of Park Commissioners would consider the adoption of an ordinance providing for the issue of said bonds and the levy of a direct annual tax to pay the principal and interest thereon. The

President then explained that the ordinance sets forth the parameters for the issuance of said bonds and sale thereof by designated officials of the District and summarized the pertinent terms of said parameters, including the specific parameters governing the manner of sale, length of maturity, rates of interest, purchase price and tax levy for said bonds.

Whereupon Park Commissioner _____ presented and the Secretary read by title an ordinance as follows, a copy of which was provided to each Park Commissioner prior to said meeting and to everyone in attendance at said meeting who requested a copy:

ORDINANCE NO. 025-03

AN ORDINANCE providing for the issue of not to exceed \$419,000 General Obligation Limited Tax Park Bonds, Series 2025A, of the Park District of La Grange, Cook County, Illinois, for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of said Park District, to provide the revenue source for the payment of certain alternate bonds of said Park District, and for the payment of the expenses incident thereto, providing for the levy of a direct annual tax to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof.

* * *

WHEREAS, the Park District of La Grange, Cook County, Illinois (the “*District*”), is a duly organized and existing Park District created under the provisions of the laws of the State of Illinois, and is now operating under the provisions of the Park District Code of the State of Illinois, and all laws amendatory thereof and supplementary thereto (the “*Act*”); and

WHEREAS, the needs of the District require the expenditure of not less than the sum of \$203,856 for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District and for the payment of the expenses incident thereto (the “*Project*”), all in accordance with the preliminary plans and estimate of cost heretofore approved by the Board of Park Commissioners of the District (the “*Board*”) and now on file in the office of the Secretary of the Board (the “*Secretary*”); and

WHEREAS, the Board finds that it does not have sufficient funds on hand for the Project, and that the cost thereof will be not more than \$203,856, and that it is necessary and for the best interests of the District that it borrow an amount not to exceed \$203,856 and issue bonds of the District to evidence the borrowing; and

WHEREAS, the District has issued and now has outstanding and unpaid its General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2016, dated March 10,

2016, and General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2020A, dated September 23, 2020 (together, the “*Prior Bonds*”); and

WHEREAS, the Prior Bonds are presently outstanding and unpaid and are binding and subsisting legal obligations of the District; and

WHEREAS, the Board finds that it is necessary and desirable to provide the revenue source for the payment of the principal and interest due on the Prior Bonds on December 15, 2025; and

WHEREAS, the Board further finds that it does not have sufficient funds on hand for the purpose of providing for the payment of the Prior Bonds, and that the cost thereof, including legal, financial and other expenses, will be not more than \$215,144, and that it is necessary and for the best interests of the District that it borrow an amount not to exceed \$215,144 and issue bonds of the District to evidence the borrowing; and

WHEREAS, the Board further finds that it is in the best interests of the District to issue bonds in an amount not to exceed \$203,856 for the Project (the “*Project Bonds*”) and bonds in an amount not to exceed \$215,144 for the purpose of providing for the payment of the Prior Bonds (the “*Payment Bonds*”), together as one issue of bonds in the aggregate amount of not to exceed \$419,000; and

WHEREAS, pursuant to and in accordance with the provisions of the Bond Issue Notification Act of the State of Illinois, as amended, the President of the Board (the “*President*”), on the 19th day of August, 2025, executed an order calling a public hearing (the “*Hearing*”) for the 8th day of September, 2025, concerning the intent of the Board to sell bonds in the amount of not to exceed \$419,000 for the Project and to provide the revenue source for the payment of certain alternate bonds of the District; and

WHEREAS, notice of the Hearing was given (i) by publication at least once not less than seven (7) nor more than thirty (30) days before the date of the Hearing in the *La Grange Suburban*

Life, the same being a newspaper of general circulation in the District, and (ii) by posting at least 72 hours before the Hearing a copy of said notice at the principal office of the Board, which notice was continuously available for public review during the entire 72-hour period preceding the Hearing; and

WHEREAS, the Hearing was held on the 8th day of September, 2025, and at the Hearing, the Board explained the reasons for the proposed bond issue and permitted persons desiring to be heard an opportunity to present written or oral testimony within reasonable time limits; and

WHEREAS, the Hearing was finally adjourned on the 8th day of September, 2025; and

WHEREAS, the Board does hereby find and determine that it is authorized at this time to issue bonds in an amount not to exceed \$419,000 for the Project and to provide the revenue source for the payment of certain alternate bonds of the District; and

WHEREAS, the Board deems it advisable, necessary and for the best interests of the District that not to exceed \$419,000 of the bonds so authorized be issued at this time; and

WHEREAS, the Board does hereby find and determine that (a) said bonds shall be issued as limited bonds under the provisions of the Local Government Debt Reform Act of the State of Illinois, as amended (the “*Debt Reform Act*”), and (b) upon the issuance of the not to exceed \$419,000 General Obligation Limited Tax Park Bonds, Series 2025A, now proposed to be issued, the aggregate outstanding unpaid bonded indebtedness of the District, including said bonds, will not exceed .575% of the total assessed valuation of all taxable property in the District as last equalized and determined, and pursuant to the provisions of Section 6-4 of the Act, it is not necessary to submit the proposition of issuing said bonds to the voters of the District for approval:

NOW, THEREFORE, Be It Ordained by the Board of Park Commissioners of the Park District of La Grange, Cook County, Illinois, as follows:

Section 1. Incorporation of Preambles. The Board hereby finds that all of the recitals contained in the preambles to this Ordinance are full, true and correct and does incorporate them into this Ordinance by this reference.

Section 2. Authorization. It is hereby found and determined that the District has been authorized by law to borrow an amount not to exceed \$203,856 upon the credit of the District and as evidence of such indebtedness to issue bonds of the District to said amount, the proceeds of said bonds to be used for the purpose of paying the cost of the Project, and it is necessary and for the best interests of the District that there be issued an amount not to exceed \$203,856 of the bonds so authorized, that the District has been authorized by law to borrow an amount not to exceed \$215,144 upon the credit of the District and as evidence of such indebtedness to issue bonds of the District to said amount, the proceeds of said bonds to be used for the purpose of providing for the payment of the Prior Bonds, and it is necessary and for the best interests of the District that there be issued an amount not to exceed \$215,144 of the bonds so authorized, and that said bonds be issued together as one issue of bonds in an aggregate principal amount not to exceed \$419,000.

Section 3. Bond Details. There be borrowed on the credit of and for and on behalf of the District an amount not to exceed \$419,000 for the purposes aforesaid; and that bonds of the District (the “Bonds”), if issued, shall be issued to said amount and shall be designated “General Obligation Limited Tax Park Bonds, Series 2025A,” or with such other series designation as shall be appropriate and as set forth in the Bond Notification (as hereinafter defined). The Bonds shall be comprised of Project Bonds and Payment Bonds as set forth in the Bond Notification. The Bonds shall be dated such date (not prior to October 20, 2025, and not later than April 20, 2026) as set forth in the Bond Notification, and shall also bear the date of authentication, shall be in fully registered form, shall be in denominations of \$100,000 each and integral multiples of \$100 in excess thereof (or such other denominations as set forth in the Bond Notification) (but no single

Bond shall represent installments of principal maturing on more than one date), and shall be numbered 1 and upward. The Bonds shall become due and payable (without option of prior redemption) on December 1, 2026, in the amount (not exceeding \$419,000), and bearing interest at the rate per annum (not exceeding 6% per annum) as set forth in the Bond Notification. The Bonds shall bear interest from their date or from the most recent interest payment date to which interest has been paid or duly provided for, until the principal amount of the Bonds is paid, such interest (computed upon the basis of a 360-day year of twelve 30-day months) being payable on December 1, 2026.

Interest on each Bond shall be paid by check or draft of the bond registrar and paying agent (which shall be a bank or trust company authorized to do business in the State of Illinois (the “State”) or the Treasurer of the Board (the “*Treasurer*”)) as set forth in the Bond Notification (the “*Bond Registrar*”), payable upon presentation in lawful money of the United States of America, to the person in whose name such Bond is registered at the close of business on the 15th day of the month next preceding the interest payment date. The principal of the Bonds shall be payable in lawful money of the United States of America at the designated office of the Bond Registrar.

The Bonds shall be signed by the President and Secretary and shall be countersigned by the Treasurer, and the seal of the District shall be affixed thereto or printed thereon, and in case any officer whose signature shall appear on any Bond shall cease to be such officer before the delivery of such Bond, such signature shall nevertheless be valid and sufficient for all purposes, the same as if such officer had remained in office until delivery. If the Secretary or the Treasurer is unable to perform the duties of his or her respective office, then their duties under this Ordinance shall be performed by the Assistant Secretary or the Assistant Treasurer of the Board, respectively.

All Bonds shall have thereon a certificate of authentication substantially in the form hereinafter set forth duly executed by the Bond Registrar as authenticating agent of the District

and showing the date of authentication. No Bond shall be valid or obligatory for any purpose or be entitled to any security or benefit under this Ordinance unless and until such certificate of authentication shall have been duly executed by the Bond Registrar by manual signature, and such certificate of authentication upon any such Bond shall be conclusive evidence that such Bond has been authenticated and delivered under this Ordinance. The certificate of authentication on any Bond shall be deemed to have been executed by the Bond Registrar if signed by an authorized officer of the Bond Registrar, but it shall not be necessary that the same officer sign the certificate of authentication on all of the Bonds issued hereunder.

Section 4. Registration of Bonds; Persons Treated as Owners. The District shall cause books for the registration and for the transfer of the Bonds as provided in this Ordinance to be kept at the designated office of the Bond Registrar, which is hereby constituted and appointed the registrar of the District. The District is authorized to prepare, and the Bond Registrar shall keep custody of, multiple Bond blanks executed by the District for use in the transfer and exchange of Bonds.

Upon surrender for transfer of any Bond at the designated office of the Bond Registrar, duly endorsed by, or accompanied by a written instrument or instruments of transfer in form satisfactory to the Bond Registrar and duly executed by, the registered owner or his or her attorney duly authorized in writing, the District shall execute and the Bond Registrar shall authenticate, date and deliver in the name of the transferee or transferees a new fully registered Bond, for a like aggregate principal amount. Any fully registered Bond or Bonds may be exchanged at said office of the Bond Registrar for a like aggregate principal amount of Bond or Bonds of the same maturity or other authorized denominations. The execution by the District of any fully registered Bond shall constitute full and due authorization of such Bond and the Bond Registrar shall thereby be authorized to authenticate, date and deliver such Bond, *provided, however*, the principal amount

of outstanding Bonds authenticated by the Bond Registrar shall not exceed the authorized principal amount of Bonds.

The Bond Registrar shall not be required to transfer or exchange any Bond during the period beginning at the close of business on the 15th day of the month next preceding the interest payment date on such Bond and ending at the opening of business on such interest payment date.

The person in whose name any Bond shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes, and payment of the principal of or interest on any Bond shall be made only to or upon the order of the registered owner thereof or his legal representative. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Bond to the extent of the sum or sums so paid.

No service charge shall be made for any transfer or exchange of Bonds, but the District or the Bond Registrar may require payment of a sum sufficient to cover any tax or other governmental charge that may be imposed in connection with any transfer or exchange of Bonds.

Section 5. Form of Bond. The Bonds shall be in substantially the following form; *provided, however,* that if the text of the Bond is to be printed in its entirety on the front side of the Bond, then paragraph [2] and the legend, “See Reverse Side for Additional Provisions”, shall be omitted and paragraphs [6] through [9] shall be inserted immediately after paragraph [1]:

[Form of Bond - Front Side]

REGISTERED
NO. _____

REGISTERED
\$ _____

UNITED STATES OF AMERICA

STATE OF ILLINOIS

COUNTY OF COOK

PARK DISTRICT OF LA GRANGE

GENERAL OBLIGATION LIMITED TAX PARK BOND, SERIES 2025A

See Reverse Side for Additional Provisions

Interest
Rate: ____%

Maturity
Date: December 1, 2026

Dated
Date: _____, 2025

Registered Owner:

Principal Amount:

[1] KNOW ALL PERSONS BY THESE PRESENTS, that the Park District of La Grange Cook County, Illinois (the “*District*”), hereby acknowledges itself to owe and for value received promises to pay to the Registered Owner identified above, or registered assigns as hereinafter provided, on the Maturity Date identified above, the Principal Amount identified above and to pay interest (computed on the basis of a 360-day year of twelve 30-day months) on such Principal Amount from the Dated Date identified above at the Interest Rate per annum set forth above on December 1, 2026. Principal of this Bond is payable in lawful money of the United States of America upon presentation and surrender hereof at the designated office of _____, _____, _____, as bond registrar and paying agent (the “*Bond Registrar*”). Payment of interest shall be made to the Registered Owner hereof as shown on the registration books of the District maintained by the Bond Registrar at the close of business on the 15th day of the month next preceding the interest payment date and shall be paid by check or draft of the Bond Registrar,

payable upon presentation in lawful money of the United States of America, mailed to the address of such Registered Owner as it appears on such registration books or at such other address furnished in writing by such Registered Owner to the Bond Registrar.

[2] Reference is hereby made to the further provisions of this Bond set forth on the reverse hereof and such further provisions shall for all purposes have the same effect as if set forth at this place.

[3] It is hereby certified and recited that all conditions, acts and things required by law to exist or to be done precedent to and in the issuance of this Bond did exist, have happened, been done and performed in regular and due form and time as required by law; that the indebtedness of the District, including the issue of bonds of which this is one, does not exceed any limitation imposed by law; and that provision has been made for the collection of a direct annual tax to pay the interest hereon as it falls due and also to pay and discharge the principal hereof at maturity. Although this Bond constitutes a general obligation of the District and no limit exists on the rate of said direct annual tax, the amount of said tax is limited by the provisions of the Property Tax Extension Limitation Law of the State of Illinois, as amended (the "*Law*"). The Law provides that the annual amount of the taxes to be extended to pay the issue of Bonds of which this Bond is one and all other limited bonds (as defined in the Local Government Debt Reform Act of the State of Illinois, as amended) heretofore and hereafter issued by the District shall not exceed the debt service extension base (as defined in the Law) of the District (the "*Base*"), as more fully described in the proceedings of the District providing for the issue of this Bond. Payments on the Bonds from the Base will be made on a parity with the payments on the outstanding limited bonds heretofore issued by the District. The District is authorized to issue from time to time additional limited bonds payable from the Base, as permitted by law, and to determine the lien priority of payments to be made from the Base to pay the District's limited bonds.

[4] This Bond shall not be valid or become obligatory for any purpose until the certificate of authentication hereon shall have been signed by the Bond Registrar.

[5] IN WITNESS WHEREOF, said Park District of La Grange, Cook County, Illinois, by its Board of Park Commissioners, has caused this Bond to be signed by the President and Secretary of said Board of Park Commissioners, and to be countersigned by the Treasurer thereof, and has caused the seal of the District to be affixed hereto or printed hereon, all as of the Dated Date identified above.

(SEAL)

SPECIMEN
President, Board of Park Commissioners

Countersigned:

SPECIMEN
Secretary, Board of Park Commissioners

SPECIMEN
Treasurer, Board of Park Commissioners

Date of Authentication: _____, 2025

CERTIFICATE
OF
AUTHENTICATION

Bond Registrar and Paying Agent:
_____,
_____, _____

This Bond is one of the Bonds described in the within mentioned ordinance and is one of the General Obligation Limited Tax Park Bonds, Series 2025A, of the Park District of La Grange, Cook County, Illinois.

_____,
as Bond Registrar

[Form of Bond - Reverse Side]

PARK DISTRICT OF LA GRANGE

COOK COUNTY, ILLINOIS

GENERAL OBLIGATION LIMITED TAX PARK BOND, SERIES 2025A

[6] This Bond is issued by the District (i) for the payment of land condemned or purchased for parks, for the building, maintaining, improving, and protecting of the same and the existing land and facilities of the District, and for the payment of the expenses incident thereto and (ii) to provide the revenue source for the payment of certain principal and interest to become due on the presently outstanding and unpaid General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2016, and General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2020A, of the District. This Bond is issued pursuant to and in all respects in full compliance with the provisions of the Park District Code of the State of Illinois and the Local Government Debt Reform Act of the State of Illinois, and all laws amendatory thereof and supplementary thereto, and is authorized by the Board by an ordinance duly and properly adopted for that purpose, in all respects as provided by law.

[7] This Bond is transferable by the Registered Owner hereof in person or by his or her attorney duly authorized in writing at the office of the Bond Registrar in _____, _____, but only in the manner, subject to the limitations and upon payment of the charges provided in the authorizing ordinance, and upon surrender and cancellation of this Bond. Upon such transfer a new Bond or Bonds of authorized denominations of the same maturity and for the same aggregate principal amount will be issued to the transferee in exchange therefor.

[8] The Bonds are issued in fully registered form in the denomination of \$100,000 each or integral multiples of \$100 in excess thereof. This Bond may be exchanged at the office of the Bond Registrar for a like aggregate principal amount of Bonds of the same maturity of other

authorized denominations, upon the terms set forth in the authorizing ordinance. The Bond Registrar shall not be required to transfer or exchange any Bond during the period beginning at the close of business on the 15th day of the month next preceding the interest payment date on such Bond and ending at the opening of business on such interest payment date.

[9] The District and the Bond Registrar may deem and treat the Registered Owner hereof as the absolute owner hereof for the purpose of receiving payment of or on account of principal hereof and interest due hereon and for all other purposes and neither the District nor the Bond Registrar shall be affected by any notice to the contrary.

(ASSIGNMENT)

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto _____

(Name and Address of Assignee)

the within Bond and does hereby irrevocably constitute and appoint _____

attorney to transfer the said Bond on the books kept for registration thereof with full power of substitution in the premises.

Dated: _____

Signature guaranteed: _____

NOTICE: The signature to this assignment must correspond with the name of the registered owner as it appears upon the face of the within Bond in every particular, without alteration or enlargement or any change whatever.

Section 6. Sale of Bonds. One of the President and Vice President of the Board, together with one of the Executive Director and the Director of Finance and Human Resources of the District (together, the “*Designated Representatives*”) are hereby authorized to proceed not later than the 20th day of April, 2026, without any further authorization or direction from the Board, to

sell and deliver the Bonds upon the terms as prescribed in this Ordinance. The Bonds hereby authorized shall be executed as in this Ordinance provided as soon after the delivery of the Bond Notification as may be, and thereupon be deposited with the Treasurer, and, after authentication thereof by the Bond Registrar, be by the Treasurer delivered to the purchaser thereof (the “*Purchaser*”), upon receipt of the purchase price therefor, the same being not less than 100% of the principal amount of the Bonds (the “*Purchase Price*”), plus accrued interest, if any, to date of delivery. The Bond Notification shall include an allocation of the Purchase Price between Project Bonds and Payment Bonds. The Purchaser shall be: (a) pursuant to a competitive sale conducted by PMA Securities, LLC, Naperville, Illinois (“*PMA*”), the best bidder for the Bonds; (b) in a negotiated underwriting, a bank or financial institution listed in the Dealers & Underwriters or Municipal Derivatives sections of the most recent edition of The Bond Buyer’s Municipal Marketplace; or (c) in a private placement, (i) a bank or financial institution authorized to do business in the State, (ii) a “governmental unit” as defined in the Debt Reform Act, or (iii) an “accredited investor” as defined in Rule 501 of Regulation D as promulgated under the Securities Act of 1933, as amended; *provided, however*, that the Purchaser as set forth in either (b) or (c) shall be selected only upon receipt by the District of the written recommendation of PMA that the sale of the Bonds on a negotiated or private placement basis to the Purchaser is in the best interest of the District because of (i) the pricing of the Bonds by the Purchaser, (ii) then current market conditions or (iii) the timing of the sale of the Bonds; and *further provided*, that the Purchaser as set forth in (c) may be selected through the utilization of a placement agent selected by the Designated Representatives after consultation with PMA if the use of such placement agent is determined by the Designated Representatives to be in the best interest of the District.

Upon the sale of the Bonds, the Designated Representatives shall prepare a Notification of Sale of the Bonds, which shall include the pertinent details of sale as provided herein (the “*Bond*

Notification”). In the Bond Notification, the Designated Representatives shall find and determine that the Bonds have been sold at such price and bear interest at such rates that either the true interest cost (yield) or the net interest rate received upon the sale of the Bonds does not exceed the maximum rate otherwise authorized by applicable law. The Bond Notification shall be entered into the records of the District and made available to the Board at the next regular meeting thereof; but such action shall be for information purposes only, and the Board shall have no right or authority at such time to approve or reject such sale as evidenced in the Bond Notification.

Upon the sale of the Bonds, as evidenced by the execution and delivery of the Bond Notification by the Designated Representatives, the President, Secretary and Treasurer and any other officials of the District, as shall be appropriate, shall be and are hereby authorized and directed to approve or execute, or both, such documents of sale of the Bonds as may be necessary, including, without limitation, the contract for the sale of the Bonds between the District and the Purchaser (the “*Purchase Contract*”). Prior to the execution and delivery of the Purchase Contract, the Designated Representatives shall find and determine that no person holding any office of the District either by election or appointment, is in any manner financially interested directly in his or her own name or indirectly in the name of any other person, association, trust or corporation, in the Purchase Contract.

The use by the District of the Term Sheet relating to the Bonds, substantially in the form now before the Board (the “*Term Sheet*”), is hereby ratified, approved and authorized; the execution and delivery of the Term Sheet is hereby authorized; and the officers of the Board are hereby authorized to take any action as may be required on the part of the District to consummate the transactions contemplated by the Purchase Contract, this Ordinance, the Term Sheet and the Bonds.

Section 7. Tax Levy. In order to provide for the collection of a direct annual tax to pay the interest on the Bonds as it falls due, and also to pay and discharge the principal thereof at maturity, there be and there is hereby levied upon all the taxable property within the District a direct annual tax for each of the years while the Bonds or any of them are outstanding, and that there be and there is hereby levied upon all of the taxable property in the District, the following direct annual tax, to-wit:

FOR THE YEAR	A TAX TO PRODUCE THE SUM OF:	
2025	\$419,849.80	for interest and principal up to and including December 1, 2026

Principal or interest maturing at any time when there are not sufficient funds on hand from the foregoing tax levy to pay the same shall be paid from the general funds of the District, and the fund from which such payment was made shall be reimbursed out of the taxes hereby levied when the same shall be collected.

The District covenants and agrees with the purchasers and the holders of the Bonds that so long as any of the Bonds remain outstanding, the District will take no action or fail to take any action which in any way would adversely affect the ability of the District to levy and collect the foregoing tax levy and the District and its officers will comply with all present and future applicable laws in order to assure that the foregoing taxes will be levied, extended and collected as provided herein and deposited in the fund established to pay the principal of and interest on the Bonds.

To the extent that the taxes levied above exceed the amount necessary to pay debt service on the Bonds as set forth in the Bond Notification, the President, Secretary and Treasurer are hereby authorized to direct the abatement of such taxes to the extent of the excess of such levy in each year over the amount necessary to pay debt service on the Bonds in the following bond year.

Proper notice of such abatement shall be filed with the County Clerk of The County of Cook, Illinois (the “*County Clerk*”), in a timely manner to effect such abatement.

Section 8. Filing of Ordinance. Forthwith upon the passage of this Ordinance, the Secretary is hereby directed to file a certified copy of this Ordinance with the County Clerk and it shall be the duty of the County Clerk in and for the year 2025 to ascertain the rate necessary to produce the tax herein levied, and extend the same for collection on the tax books against all of the taxable property within the District in connection with other taxes levied in said year for general park purposes, in order to raise the amount aforesaid and in said year such annual tax shall be computed, extended and collected in the same manner as now or hereafter provided by law for the computation, extension and collection of taxes for general park purposes of the District, and when collected, the taxes hereby levied shall be placed to the credit of a special fund to be designated “Park Bond and Interest Fund of 2025” (the “*Bond Fund*”), which taxes are hereby irrevocably pledged to and shall be used only for the purpose of paying the principal of and interest on the Bonds.

Section 9. Limitation on Extension; General Obligation Pledge; Additional Obligations. Notwithstanding any other provision of this Ordinance, the annual amount of the taxes to be extended by the County Clerk to pay the Bonds and all other limited bonds (as defined in the Debt Reform Act) heretofore and hereafter issued by the District shall not exceed the debt service extension base (as defined in the Property Tax Extension Limitation Law of the State of Illinois, as amended) of the District (the “*Base*”).

No limit, however, exists on the rate of the direct annual tax levied herein, and the Bonds shall constitute a general obligation of the District.

Payments on the Bonds from the Base will be made on a parity with the payments on the District’s outstanding General Obligation Limited Tax Park Bonds, Series 2024. The District is

authorized to issue from time to time additional limited bonds payable from the Base, as permitted by law, and to determine the lien priority of payments to be made from the Base to pay the District's limited bonds.

Section 10. Use of Bond Proceeds. Accrued interest received on the delivery of the Bonds, if any, is hereby appropriated for the purpose of paying first interest due on the Bonds and is hereby ordered deposited into the Bond Fund. Sale proceeds of the Project Bonds are hereby appropriated to pay the costs of issuance of the Bonds and for the purpose of paying the cost of the Project, and that portion thereof not needed to pay such costs of issuance is hereby ordered deposited into the Capital Improvement Account of the District. The sale proceeds of the Payment Bonds are hereby appropriated for the purpose of providing for the payment of the Prior Bonds on December 1, 2025. At the time of the issuance of the Bonds, the costs of issuance of the Bonds may be paid by PMA or the Purchaser on behalf of the District from the proceeds of the Project Bonds.

Section 11. Non-Arbitrage and Tax-Exemption. The District hereby covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Bonds) if taking, permitting or omitting to take such action would cause any of the Bonds to be an arbitrage bond or a private activity bond within the meaning of the Internal Revenue Code of 1986, as amended (the "*Code*"), or would otherwise cause the interest on the Bonds to be included in the gross income of the recipients thereof for federal income tax purposes. The District acknowledges that, in the event of an examination by the Internal Revenue Service (the "*IRS*") of the exemption from federal income taxation for interest paid on the Bonds, under present rules, the District may be treated as a "taxpayer" in such examination and agrees that it will respond in

a commercially reasonable manner to any inquiries from the IRS in connection with such an examination.

The District also agrees and covenants with the purchasers and holders of the Bonds from time to time outstanding that, to the extent possible under Illinois law, it will comply with whatever federal tax law is adopted in the future which applies to the Bonds and affects the tax-exempt status of the Bonds.

The Board hereby authorizes the officials of the District responsible for issuing the Bonds, the same being the President, Secretary and Treasurer, to make such further covenants and certifications regarding the specific use of the proceeds of the Bonds as approved by the Board and as may be necessary to assure that the use thereof will not cause the Bonds to be arbitrage bonds and to assure that the interest on the Bonds will be exempt from federal income taxation. In connection therewith, the District and the Board further agree: (a) through their officers, to make such further specific covenants, representations as shall be truthful, and assurances as may be necessary or advisable; (b) to consult with counsel approving the Bonds and to comply with such advice as may be given; (c) to pay to the United States, as necessary, such sums of money representing required rebates of excess arbitrage profits relating to the Bonds; (d) to file such forms, statements, and supporting documents as may be required and in a timely manner; and (e) if deemed necessary or advisable by their officers, to employ and pay fiscal agents, financial advisors, attorneys, and other persons to assist the District in such compliance.

Section 12. Reimbursement. With respect to expenditures for the Project paid within the 60-day period ending on this date and with respect to which no declaration of intent was previously made, the District hereby declares its intent to reimburse such expenditures and hereby allocates proceeds of the Bonds in the amount indicated in the Tax Exemption Certificate and Agreement to be delivered in connection with the issuance of the Bonds to reimburse said expenditures.

Section 13. List of Bondholders. The Bond Registrar shall maintain a list of the names and addresses of the holders of all Bonds and upon any transfer shall add the name and address of the new Bondholder and eliminate the name and address of the transferor Bondholder.

Section 14. Duties of Bond Registrar. If requested by the Bond Registrar, the President and Secretary are authorized to execute the Bond Registrar's standard form of agreement between the District and the Bond Registrar with respect to the obligations and duties of the Bond Registrar hereunder which may include the following:

- (a) to act as bond registrar, authenticating agent, paying agent and transfer agent as provided herein;
- (b) to maintain a list of Bondholders as set forth herein and to furnish such list to the District upon request, but otherwise to keep such list confidential;
- (c) to cancel and/or destroy Bonds which have been paid at maturity or submitted for exchange or transfer;
- (d) to furnish the District at least annually a certificate with respect to Bonds cancelled and/or destroyed; and
- (e) to furnish the District at least annually an audit confirmation of Bonds paid, Bonds outstanding and payments made with respect to interest on the Bonds.

Section 15. Record-Keeping Policy and Post-Issuance Compliance Matters. On November 18, 2013, the Board adopted a record-keeping policy (the "*Policy*") in order to maintain sufficient records to demonstrate compliance with its covenants and expectations to ensure the appropriate federal tax status for the debt obligations of the District, the interest on which is excludable from "gross income" for federal income tax purposes (such as the Bonds) or which enable the District or the holder to receive federal tax benefits, including, but not limited to, qualified tax credit bonds and other specified tax credit bonds. The Board and the District hereby reaffirm the Policy.

Section 16. Severability. If any section, paragraph, clause or provision of this Ordinance shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Ordinance.

Section 17. Repeal. All ordinances, resolutions or parts thereof in conflict herewith be and the same are hereby repealed and this Ordinance shall be in full force and effect forthwith upon its adoption.

Adopted October 20, 2025.

President, Board of Park Commissioners

Attest:

Secretary, Board of Park Commissioners

Park Commissioner _____ moved and Park Commissioner _____
seconded the motion that said ordinance as presented and read by title be adopted.

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

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

The following Park Commissioners voted NAY: _____

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

Other business not pertinent to the adoption of said ordinance was duly transacted at said
meeting.

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

Secretary, Board of Park Commissioners

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

CERTIFICATION OF MINUTES AND ORDINANCE

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Park Commissioners of the Park District of La Grange, Cook County, Illinois (the “Board”), and as such official am the keeper of the records and files of the Board.

I further certify that the foregoing is a full, true and complete transcript of that portion of the minutes of the meeting of the Board held on the 20th day of October, 2025, insofar as the same relates to the adoption of Ordinance No. O25-03 entitled:

AN ORDINANCE providing for the issue of not to exceed \$419,000 General Obligation Limited Tax Park Bonds, Series 2025A, of the Park District of La Grange, Cook County, Illinois, for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of said Park District, to provide the revenue source for the payment of certain alternate bonds of said Park District, and for the payment of the expenses incident thereto, providing for the levy of a direct annual tax to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof.

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

I do further certify that the deliberations of the Board on the adoption of said ordinance were conducted openly, that the vote on the adoption of said ordinance was taken openly, that said meeting was held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 72 hours in advance of the holding of said meeting, that at least one copy of said agenda was continuously available for public review during the entire 72-hour period preceding said meeting, that a true, correct and complete copy of said agenda as so posted is attached hereto as *Exhibit A*, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Park District Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature and seal of said Park District,
this 20th day of October, 2025.

Secretary, Board of Park Commissioners

(SEAL)

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

FILING CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of The County of Cook, Illinois, and as such official I do further certify that on the ____ day of _____, 2025, there was filed in my office a duly certified copy of Ordinance No. _____ entitled:

AN ORDINANCE providing for the issue of not to exceed \$419,000 General Obligation Limited Tax Park Bonds, Series 2025A, of the Park District of La Grange, Cook County, Illinois, for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of said Park District, to provide the revenue source for the payment of certain alternate bonds of said Park District, and for the payment of the expenses incident thereto, providing for the levy of a direct annual tax to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof.

duly adopted by the Board of Park Commissioners of the Park District of La Grange, Cook County, Illinois, on the 20th day of October, 2025, and that the same has been deposited in the official files and records of my office.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said County, this ____ day of _____, 2025.

County Clerk of The County of Cook, Illinois

(SEAL)

MEMORANDUM M25-044



TO: PDLG Board of Commissioners
FROM: Jennifer Bechtold, CPRE, Executive Director
Jamie Hollock, Director of Finance
RE: Resolution R25-04, OSLAD Grant Program Resolution of
Authorization, Sedgwick Park
DATE: October 20, 2025

Background:

The OSLAD (Open Space Lands Acquisition and Development Grant) program is a state-financed grant program that supplies funding assistance to local government agencies for acquisition and/or development of land for public outdoor recreation areas. OSLAD is a matching program that supplies an advance payment (for development projects only) that is 50% of the grant award amount shortly after the grant agreement is executed. The local agency must prove the capability to finance the remaining costs of an approved project prior to receipt of the remaining grant funds. This program is funded through a percentage of the state's Real Estate Transfer Tax. This year's application process opened July 1, 2025, with applications due by September 30, 2025.

Implications:

Resolution R25-04 pertains to the authorization for the OSLAD (Open Space Lands Acquisition and Development) Grant Program application for improvements at Sedgwick Park. The proposed project is budgeted at \$1.2 million, which includes a \$600,000 match. The Sedgwick Park OSLAD plans, detailed in the exhibit following this memo, outline the specific improvements intended for the park. Should the grant be awarded, the \$1.2 million project will be included in the Park District's 2026/2027 fiscal budget in conjunction with the referendum projects.

At the September Board Meeting, the Board provided verbal consensus via roll call approval to authorize submission of the Resolution. The item is now being brought forward for formal ratification.

Staff Recommendation:

Staff recommend ratification of Resolution R25-04 Grant Program Resolution of Authorization.

Motion:

Motion to ratify Resolution R25-04 authorizing submission of the OSLAD Grant Application for Sedgwick Park improvements totaling \$1.2 million, including a \$600,000 matching grant request.

R25-04

**OSLAD Grant Program
Resolution of Authorization**

Form OS/DOC-3

Applicant (Sponsor) Legal Name: Park District of La Grange

Project Title: Sedgewick Park

The Park District of La Grange (Sponsor) hereby certifies and acknowledges that it has the sufficient funds necessary (includes cash and value of donated land) to complete the pending OSLAD project within the timeframes specified herein for project execution, and that failure to adhere to the specified project timeframe or failure to proceed with the project because of insufficient funds or change in local recreation priorities is sufficient cause for project grant termination which will also result in the ineligibility of the local project sponsor for subsequent Illinois IDNR outdoor recreation grant assistance consideration in the next two (2) consecutive grant cycles following project termination.

Acquisition and Development Projects

It is understood that the project must be completed within the timeframe established. The OSLAD timeframe is two years as is specified in the project agreement. The Billing Certification Statement must be submitted within 45 days of the grant expiration date and the last reimbursement request must be submitted within one year of the grant expiration date. Failure to do so will result in the Project Sponsor forfeiting all project reimbursements and relieves IDNR from further payment obligations on the grant.

The Park District of La Grange (Sponsor) further acknowledges and certifies that it will comply with all terms, conditions and regulations of 1) the Open Space Lands Acquisition and Development (OSLAD) program (17 IL Adm. Code 3025); 2) the Illinois Grant Funds Recovery Act (30 ILCS 705); 3) the federal Uniform Relocation Assistance & Real Property Acquisition Policies Act of 1970 (P.L. 91-646) and/or the Illinois Displaced Persons Relocation Act (310 ILCS 40 et. seq.), as applicable; 4) the Illinois Human Rights Act (775 ILCS 5/1-101 et. seq.); 5) Title VI of the Civil Rights Act of 1964, (P.L. 83-352); 6) the Age Discrimination Act of 1975 (P.L. 94-135); 7) the Civil Rights Restoration Act of 1988, (P.L. 100-259); and 8) the Americans with Disabilities Act of 1990 (PL 101-336); and will maintain the project area in an attractive and safe condition, keep the facilities open to the general public during reasonable hours consistent with the type of facility, cease any farming operations, and obtain from the Illinois DNR written approval for any change or conversion of approved outdoor recreation use of the project site prior to initiating such change or conversion; and for property **acquired** with OSLAD assistance, agree to place a covenant restriction on the project property deed at the time of recording that stipulates the property must be used, in perpetuity, for public outdoor recreation purposes in accordance with the OSLAD programs and cannot be sold or exchanged, in whole or part, to another party without approval from the Illinois DNR, and that development at the site will commence within 3 years.

BE IT FURTHER PROVIDED that the Park District of La Grange (Sponsor) certifies to the best of its knowledge that the information provided within the attached application is true and correct.

This Resolution of Authorization has been duly discussed and adopted by the Park District of La Grange (Sponsor) on the 8 day of SEPTEMBER (month), 2025 (year)

BRIAN O'NEIL

Name (printed / typed)

Attested by:

[Signature]

[Signature]

Signature

Date:

9-8-2025

BOARD PRESIDENT

Title



MEMORANDUM M25-045

TO: PDLG Board of Commissioners
FROM: Jennifer Bechtold, CPRE, Executive Director
Jamie Hollock, Director of Finance & HR
Kevin Miller, CPRP, Director of Recreation
Mike Hay, CPRP, General Manager of Facilities & Operations
Larry Buckley, CPO, General Manager of Parks Maintenance
RE: Approval of the Risk Management Policy Manual, Resolution R25-05
DATE: October 20, 2025

Background:

The Park District's Risk Management Policy Manual has undergone a comprehensive overhaul led by the Safety Committee as part of the District's PDRMA Smart Goals initiative. The previous manual was outdated and has been fully redlined to ensure transparency in revisions. The new manual replaces the prior version in its entirety.

This update represents a district-wide effort to strengthen safety and risk management compliance, align with current state and federal laws, and reflect industry's best practices. The Safety Committee worked in collaboration with the Park District Risk Management Agency (PDRMA), which provided detailed review and guidance to ensure the manual meets all regulatory and operational standards.

The Board of Commissioners received a complete draft of the updated Risk Management Policy Manual at the September Board Meeting to allow ample time for review during September and October prior to consideration for formal approval.

Implications:

Adoption of Resolution R25-05 will formally approve and replace the existing Risk Management Policy Manual as the governing document for all Park District employees and operations. This ensures consistency, compliance, and continued alignment with PDRMA's safety and risk management framework, as well as applicable Illinois laws. Upon adoption, the new manual will be distributed electronically to all staff and maintained on the shared Safety Drive for easy access and future reference.

Staff Recommendation:

Staff recommend approval of Resolution R25-05 – Adoption of the Updated Risk Management Policy Manual, replacing the prior version in full.

Motion:

Motion to approve Resolution R25-05 adopting the updated Risk Management Policy Manual as presented, replacing the previous manual in its entirety.



Risk Management Policy Manual

Board Approved:
October 20, 2025

Reviewed: September 2025

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SAFETY POLICY STATEMENT

The Park District of La Grange affirms that the safety of the public and its employees is one of its highest priorities. In all assignments, the health and safety of participants and staff shall remain a primary consideration.

Operational activities may inherently expose participants, the public, and employees to potential personal injury or property damage, some of which may be unidentified or unintentionally concealed. While accidents are unplanned, most are preventable. Proper planning, coupled with ongoing staff training and education, can significantly reduce risk. All operational reviews should include an assessment of potential errors or hazards related to the environment, equipment, job procedures, and personnel. Every accident should be investigated to identify root causes and prevent recurrence.

Loss prevention efforts are intended to proactively minimize unsafe acts, control environmental hazards, and address unsafe conditions. Ongoing focus on safety procedures, refined work practices, and the establishment of safe working environments has been proven to reduce injuries, property damage, and operational disruptions.

Adherence to safety protocols and performance will be an important component of employee evaluations at all levels. To ensure a safe working environment, the Executive Director shall develop, implement, and oversee a comprehensive loss prevention program.

Department heads and staff across all Park District levels must prioritize safety as a continuous responsibility. Effective loss prevention is a vital management function, essential to the optimal use of the District's resources—both capital and human. As a condition of employment, all staff are expected to adopt the principle that the safest way to perform a task is the most efficient and the only acceptable method.

This policy shall be in full force and effect from and after its adoption.

ADOPTED this 20th day of October 2025.

Brian Opyd
President of the Board

ATTEST

Jenny Bechtold
Secretary of the Board

Safety and Wellness Manual Introduction

The primary goal of this manual is to provide all individuals involved with the Park District with essential safety and wellness information needed to support the continued delivery of safe recreational facilities, programs, and services—for the public, our co-workers, and ourselves.

This manual is organized by topic and covers a variety of safety and wellness subjects. It is your responsibility to read and understand its contents. If you have any questions, please consult your immediate supervisor. You are expected to retain this manual for future reference. Supervisors and managers will also use this manual throughout the year to support refresher training and to communicate updates on risk management and safety matters.

The manual will be updated as new information or topics arise. Your immediate supervisor will coordinate the distribution of any new or revised materials.

If you have questions at any time, please contact your supervisor or a member of the Safety Committee.

SECTION 1.00 - RISK MANAGEMENT AND SAFETY

1.01 Policy

It is the intent of the Park District of La Grange (the “District”) Board of Commissioners (the “Board”) to establish a Risk Management and Safety Policy that ensures the safest possible environment for both employees and park users. The Executive Director shall provide the necessary leadership and management direction to implement and maintain a comprehensive and effective safety program across all District operations.

1.02 Mission

The Park District of LaGrange (the “District”) is concerned for the safety of its employees and the patrons it serves. We acknowledge our obligation as an employer to provide the safest possible working conditions. We also acknowledge the obligation as a District to provide a safe environment for the public that uses our facilities, parks, and services.

The overall goal of a Risk Management & Safety Program is to “improve the safety of the work environment and that of the general public”.

The mission of the Safety Committee (the “Committee”) is to:

Provide support to enhance the District’s Risk Management program and maintain safety throughout our buildings, parks and facilities to protect all staff, volunteers and patrons, while creating a culture of safety in all aspects of operations.

1.03 Safety Committee Purpose and Function

The purpose of the Safety Committee is to enhance safety across all District facilities, programs, events, and grounds for both patrons and employees. The Committee is

responsible for recommending improvements to workplace safety and for helping to ensure that safety practices are integrated into the District's operations, culture, and programs. The Committee reviews accident and incident reports, as well as facility inspection forms, to identify trends and areas for improvement.

Committee meetings are held monthly on a designated date and are open to all employees. Employees with safety concerns or suggestions are encouraged to contact a committee member for discussion or inclusion on the meeting agenda.

1.04 Committee Rules

The Committee meetings will be conducted in a manner that fosters a productive and solution-focused environment. The primary goal is to identify and implement solutions to safety concerns affecting District staff and volunteers.

The following rules apply:

1. Committee Representation:

The Committee will consist of representatives from the following departments:

- Administration
- Parks & Planning
- Recreation
- Facility & Maintenance

2. Term of Membership:

The length of membership on the Committee is two years but may continue beyond as needed.

3. Commitment to Safety:

All Committee members are expected to promote safety by leading through example.

4. Leadership Structure:

The General Manager of Facilities and Operations will serve as the Chairperson, and the General Manager of Parks will serve as Co-Chair. Their responsibilities include:

- Creating and distributing a meeting agenda at least 24 hours prior to each meeting
- Coordinating and communicating meeting logistics
- Conducting organized and efficient meetings
- Establishing deadlines for Committee actions
- Providing appropriate and timely follow-up on Committee recommendations
- Summarizing Committee actions and completed items
- Serving as a liaison between the Committee and the Executive Director
- Promoting safety by example

5. Meeting Frequency:

The Committee meets on a scheduled date each month. Meeting dates, times, and locations will be determined annually by the Chairperson. Meetings are open to all employees.

6. Meeting Duration:

Each meeting will last up to one hour. If needed, time limits may be set on selected

topics to maintain productivity.

7. **Ongoing Business:**

Unresolved items (old business) will be tracked and carried over until properly addressed or resolved.

8. **Safety Topics:**

Safety discussions should focus on identifying the nature and risk level of potential hazards. Unsafe actions or conditions posing immediate or serious harm will be prioritized on the agenda.

9. **Training Requirements:**

All Committee members will receive training that includes the following topics:

- Roles and responsibilities of the Committee
- Accident investigation procedures
- Accident reporting procedures
- PDRMA orientation
- Statement of Admission
- Identifying unsafe actions and behaviors
- Responding to unsafe conditions or behaviors
- Other topics supporting District safety initiatives

1.05 Safety Committee Chairperson and Co-Chair Responsibilities

The Safety Committee Chairperson and Co-Chair are jointly responsible for overseeing general safety and risk management across all District operations, programs, grounds, and facilities. Together, they coordinate the development, implementation, and monitoring of safety-related policies, procedures, and training to promote a safe environment for employees and patrons.

Chairperson Responsibilities:

- Serve as the lead administrator of the District's Safety Committee
- Coordinate the District's overall safety philosophy and procedural framework
- Develop safety-related policies, procedures, and guidelines
- Lead accident investigations, report losses to insurance carriers, and assist in claims resolution
- Oversee the development and presentation of safety training programs
- Ensure the implementation of effective facility and equipment inspection protocols
- Analyze potential hazards and make recommendations for risk reduction
- Coordinate communication with insurance carriers and loss control specialists
- Maintain documentation of all Committee meetings, including agendas and minutes

Co-Chair Responsibilities:

- Support the Chairperson in all duties listed above
- Assist in coordinating and facilitating Safety Committee meetings
- Lead meetings in the Chairperson's absence
- Help monitor the progress of Committee action items and follow-up on recommendations
- Serve as an additional point of contact for staff safety concerns and training coordination

1.06 Safety Committee Function

Both the Chairperson and Co-Chair are expected to lead by example, promote a culture of safety, and ensure that all Committee initiatives align with District policy and best practices.

- 1 Developing District safety-related policies, District safety inspection reports, accident investigation reports, safety committee minutes, training materials, and responses to public safety concerns.
- 2 Communicate in writing and be proficient in communicating verbally in group and individual situations. Be able to establish priorities, plan and delegate, and accomplish established goals.
- 3 Drive a car to conduct facility inspections, investigate accidents, and support safety activities.
- 4 Perform safety orientation and training programs for all staff (full-time, seasonal, part-time staff, volunteers, and new employees).
- 5 Maintain records and files relating to safety.
- 6 Establish safety-related goals and objectives.
- 7 Develop and revise District safety manuals.
- 8 Participate in the investigation of accidents and injuries and develop written documentation to assist in a defense of legal actions.
- 9 Conduct a wide variety of safety-related inspections.
- 10 Recommend safety-related equipment, supplies, and materials for purchase and long-range capital planning.
- 11 Develop emergency response procedures and emergency evacuation plans for facilities and programs.
- 12 Develop and maintain cooperative relationships with other public agencies regarding safety issues.
- 13 Ensure compliance with all federal, state, and local laws and regulations related to safety and insurance.
- 14 Assist the management team in the enforcement of safety rules and regulations.

1.07 Safety Expectations and Responsibilities

Expectations

Every employee, regardless of position, is expected to cooperate in all aspects of safety. Key components of our safety program include:

1. Accidents must be reported immediately to your immediate supervisor.
2. Required personal protective equipment (PPE) must be worn at all times—no exceptions.
3. Hazardous conditions or other safety and health concerns must be reported immediately to your supervisor.
4. Employees are expected to participate in Safety Committee activities and respond to requests.
5. Employees should support the mission of the Safety Committee.

By taking the necessary steps to ensure a safe workplace, we all benefit. No task is so urgent that it cannot be done safely.

Responsibilities

Workplace safety is the responsibility of every employee of the District. Most on-the-job accidents can be prevented with proper care and attention. Employees are expected to:

- Prioritize safety in all tasks and make every reasonable effort to prevent injury.
- Remain alert to potential safety hazards that could affect themselves, co-workers, or the public.
- Ensure that safety rules are followed and exercise sound judgment, especially during programs.

Park District Safety Meetings

The Park District will hold formal safety and risk management meetings at least semi-annually, or more frequently if needed. These meetings will focus on district-wide safety issues, training needs, and incident reviews. Representatives from each department serve on the Safety Committee and are responsible for communicating relevant information back to their departments. If additional training or follow-up is required, the representative will coordinate with their department head to ensure it is addressed.

Safety meeting discussions may include:

- Reviews of previous incidents and accidents
- Identification and mitigation of specific hazards
- Preventative measures and safety procedures
- Updates to relevant safety policies and protocols

Records of all meetings—including agendas and sign-in sheets—must be retained.

General Safety Rules

- Fighting or bullying is strictly prohibited in the workplace.
- Possession of unauthorized firearms, alcoholic beverages, illegal drugs, or unauthorized prescribed medications is prohibited.
- Notify your supervisor of any temporary or permanent condition that may impair your ability to perform safely or carry out essential job functions.
- Use required personal protective equipment when hazards cannot be otherwise controlled or eliminated.
- Only trained and authorized personnel may operate equipment; training records will be maintained by training staff.
- Workstations and equipment are subject to periodic inspections to ensure safe operating conditions.
- Immediately report unsafe conditions or actions to your supervisor.
- All accidents, near misses, injuries, and property damage must be reported to your supervisor, regardless of severity.
- Failure to report accidents or known hazards may result in disciplinary action, up to and including dismissal.
- If you create a potential slip or trip hazard, correct it immediately or clearly mark the area before leaving.
- Employees operating vehicles must follow all applicable laws, signs, and safety instructions.

- Employees authorized to drive District vehicles must maintain a valid driver's license appropriate for the vehicle class. Personal vehicles used for work purposes must be properly insured. License suspensions or revocations must be reported to your supervisor.
- All drivers must submit authorization for an annual driver's abstract.
- Employees must be familiar with District procedures for accident reporting, emergency evacuation routes, and fire department notification.
- Employees must adhere to departmental rules outlined in applicable manuals, cooperate with safety inspections and investigations, and assist in implementing safety protocols.

Violations of safety rules may result in verbal or written warnings. Disciplinary action, up to and including termination, may be taken in accordance with the Employee Personnel Policy Manual.

SECTION 2.00 - EMERGENCY RESPONSE

2.01 What To Do in An Emergency

Instruction in emergency and disaster preparedness provides employees with the knowledge and understanding necessary to effectively respond to both natural and man-made disasters. This preparation is essential to prevent injury to themselves, coworkers, patrons, and the public. The primary goal of every Park District staff member is to ensure the safety of all guests at our facilities.

This **Emergency Response Plan (ERP)** outlines general procedures for various emergency scenarios. It is not intended to provide detailed instructions for every possible situation. Each District facility will have a site-specific Emergency Response Plan that supplements this section.

All staff members are responsible for taking proactive steps to prevent accidents and for responding appropriately when emergencies occur. It is critical that every supervisor ensures all staff under their supervision are properly trained and capable of taking appropriate action during emergencies.

Emergency Response Steps

When responding to any emergency, staff should follow these key steps:

- **Assess** – Evaluate the severity of the situation and take appropriate action to address the emergency safely and effectively.
- **Communicate** – Notify the Department Head on duty and relevant staff. If needed, call 911. *Do not speak to the media.* Only the Executive Director or designated spokesperson may do so.
- **Ensure Safety** – Lead patrons and staff to safety. Instructors, teachers, and coaches must have up-to-date rosters on hand and should take attendance at each session to account for all participants.
- **Secure Property** – Secure cash drawers and, if deemed necessary, lock down the facility.
- **Documentation** – Complete the appropriate PDRMA Report Claim Form(s). Use factual information only and include witness details when applicable.

Required Forms & Distribution

- **Form 01: Accident/Incident** → Deliver to Safety Committee Chairperson
- **Form 02: Vehicle Accident (District vehicles only)** → Deliver to Safety Committee Chairperson
- **Form 03: Property Loss (District property only)** → Deliver to Safety Committee Chairperson
- **Form 04: Employee Injury/Illness** → Deliver to Safety Committee Chairperson

Forms are available:

- On the District's Shared Drive
- In hard copy format at all front desks, buildings, and in District vehicles

Note: PDRMA must be notified any time an AED (Automated External Defibrillator) is used. Complete the Post AED Use Form (available on the Shared Drive) and deliver it to the Safety Committee Chairperson.

2.02 Emergency and Non-Emergency Phone Calls

Assess

Evaluate the seriousness of the situation and take appropriate actions to ensure it is handled properly and safely.

When in doubt, dial 911.

Communication

Calling 911 – Emergency Response

- If possible, assign another staff member to place the 911 call so you can return to assist the injured person or manage the emergency.
- Use the 911 Emergency Phone Call Assistant (provided below) to guide the conversation.
- When using a District phone, dial 911. In some facilities, you may need to dial 9 + 911 to reach emergency services.
- Notify your supervisor immediately when emergency services are contacted.

To ensure the most effective response, the caller must provide accurate and detailed information, including:

- Exact location – Provide the street address and name of the facility or park.
- Nature of the emergency – Example: "A child is bleeding heavily from a cut on his foot." Offer any other relevant details to help paramedics prepare.
- Stay on the phone with the dispatcher until instructed to hang up. If you must leave the call to provide aid, inform the dispatcher.
- Staff should be stationed outside to meet arriving emergency responders and guide them to the scene if possible.

911 Emergency Phone Call Assistant

Dial: 911

Phone Script:

- "Hi, my name is [Your Name]."
- "I am an employee of the Park District of La Grange."

- “The phone number is [Your Phone Number].”
- “The address is [Facility Address].”
- “We have an emergency: [Brief description of emergency].”
- “We need an ambulance.” (if applicable)
- “We will meet you at the front door and guide you to the individual.”

Additional Instructions:

- Remain on the line until told to hang up.
- Keep the emergency area clear and restrict access to others until emergency personnel arrive.

Post-Emergency Action

- After the emergency has been addressed, immediately notify your direct supervisor.

Important Contact Information

For assistance in non-life-threatening situations or to reach internal contacts, refer to the Important Contact Information list in Appendix C of this manual.

2.03 Medical Emergency

A medical emergency can occur at any time and in any location on District property. It is essential that 911 is called whenever an employee or participant is injured on District property or during a District program and requires medical attention beyond minor First Aid. When in doubt, call 911.

In the case of severe injuries, if 911 is called or an AED is used, the First Responder must immediately notify their supervisor, who will then contact the Executive Director.

Assess

- Stay calm.
- Contact your immediate supervisor. If the emergency is serious or life-threatening, call 911 first.
- Clearly explain the nature of the emergency, the victim’s location, and their condition.
- Inform the dispatcher of any safety hazards (e.g., chemical spill, fire, fumes).
- Specify if the person is unconscious, not breathing, bleeding severely, or experiencing chest pain.
- Do not hang up unless instructed by the dispatcher.
- Do not move the victim unless they are in immediate danger.
- Do not give the victim anything to eat or drink.
- Look for visible medical alert identification (bracelets, necklaces) that may provide important information to first responders.

Note: The La Grange Fire Department will provide triage, emergency medical care, and transport to the hospital, as needed.

Examples of Life-Threatening Situations

- Unconsciousness
- Difficulty breathing or choking
- Severe bleeding or trauma
- Major head wounds
- Seizures

- Suspected spinal injury
- Severe abdominal pain
- Poisoning
- Sudden dizziness or weakness
- Severe burns
- Persistent vomiting or dehydration
- Possible suicide or acute mental health crisis

Communication

- Call 911, if appropriate.
- Use the 911 Emergency Phone Call Assistant to aid in the call.
- Notify your supervisor immediately.
- Protect the injured individual's privacy.
- Reassure the injured party that help is on the way.
- If the injured person is under 18, notify their parent or legal guardian as quickly as possible.
- Request help from another staff member to assist with EMS coordination and to secure the area.

Ensure Safety

- Administer First Aid, CPR, or AED use if you are trained and it is appropriate.
- Contact maintenance staff if scene cleanup is required.
- If equipment was involved in the injury, disable it immediately to prevent further harm.

Documentation

- Complete the PDRMA Accident/Incident Form as soon as possible.
- Depending on the situation, additional PDRMA Report Claim Forms may be required.
- All forms can be found on the District's Shared Drive or hard copies at all facilities.

2.04 Fires

All staff must be familiar with the locations of fire pull stations, fire extinguishers, emergency exits, and the evacuation procedures for the facility in which they work. Each District facility has a designated assembly area for evacuations.

Assess Fire

Alarm Response

If a fire alarm is sounded:

- Evacuate immediately using the nearest exit in a calm and orderly manner; assist patrons in evacuating.
- If time permits, alert others in the building in a clear but calm voice.
- Check restrooms, break rooms, offices, and other spaces for occupants.
- Activate manual pull stations on your way out, if not already triggered.

- Follow the evacuation map posted in the room to identify the safest exit route.
- If a fire blocks your path, find an alternate route or, if necessary, use a fire extinguisher to clear a safe path.
- Use stairwells—do not use elevators.
- Once outside, proceed directly to the facility's designated assembly area. All employees must report there for roll call.
- Program leaders must bring class rosters and conduct a headcount. Report any missing individuals to the Fire Department immediately.
- Staff responsible for groups should coordinate to ensure all rooms are cleared, doors are closed, and lights turned off.
- The only exception to immediate evacuation is during severe weather. In such cases, staff and guests should assemble by the exit door and be prepared to evacuate after confirming the building is safe. If evacuation is necessary during severe weather, take cover in vehicles or nearby shelters.

Fire & Fire Extinguisher Use

- Always call 911 first.
- Locate the nearest fire extinguisher and ensure it is appropriate for the type of fire. Most District facilities are equipped with ABC extinguishers, which are suitable for all common types of fires.
- Only attempt to extinguish small fires. Fire extinguishers provide about one minute of use.
- Keep your back to an exit when attempting to extinguish a fire to ensure a clear escape route.

To use a fire extinguisher, remember PASS:

- **P – Pull** the pin
- **A – Aim** at the base of the fire
- **S – Squeeze** the trigger
- **S – Sweep** side to side at the base of the fire

Notify the Safety Committee Chairperson immediately after any extinguisher is used, even if the extinguisher is only partially discharged, so it can be recharged or replaced.

Communication

- Do not re-enter the building until it is cleared by fire department personnel. Staff must be the first to re-enter once it is deemed safe.
- **All alarms must be treated as real.** Fire drills are to be taken seriously and practiced as real emergencies.
- Even during a false alarm, the facility must still be evacuated until the Fire Department has completed an investigation.
- For a substantial fire:
 - Call **911**
 - Notify your immediate supervisor
 - The supervisor will notify the Executive Director and Safety Committee Chairperson, who will then contact PDRMA at 630-769-0332

Ensure Safety

- The senior staff member present is responsible for ensuring:
 - All occupants evacuate the building
 - 911 is called
 - A copy of the Crisis Management Plan is taken outside
- The senior staff member must confirm all employees and patrons have exited the facility.
- Assign a staff member to meet the Fire Department at the building entrance to provide information.
- Staff trained in CPR, AED, or First Aid should assess evacuees and administer aid if needed.

Secure Property

- If safe to do so:
 - Bring the First Aid kit outside
 - Secure or remove any accessible cash
- Lock computers and cash drawers; bring keys if possible

Documentation

- Complete **PDRMA's Accident/Incident Form (Form 01)** as soon as possible whenever 911 is called.
- Additional PDRMA report claim forms may be required based on the situation.
- All forms are located on the District's Shared Drive and hard copies at each facility.

2.05 Bomb Threats

Bomb threats are potentially dangerous and highly disruptive events that can occur at any District facility. Individuals making such threats often rely on creating panic. Therefore, preplanning, clear procedures, and staff training are critical components of the district's emergency response plan.

Assess – Receiving a Call

If you receive a bomb threat by phone:

- Remain calm and attempt to keep the caller on the line.
- Use the "Telephone Call Questionnaire for Bomb Threats" located below to guide your questions.
- Try to obtain:
 - Type of device
 - Description
 - Detonation time
 - Location
 - Caller's age, gender, accent, tone, and background noises

Immediately notify a co-worker to call 911 while you remain on the line with the caller if possible.

If the caller is reluctant, express concern for saving lives to keep them talking. After the caller hangs up:

- Notify police immediately
- Write down any caller ID or display information

Written Threats

- Preserve all materials, including envelopes or containers. Avoid handling.
- Treat all threats as serious. Even generalized threats may carry risk.
- Contact police immediately.

Discovering a Suspicious Object

If a bomb-like or suspicious object is found:

- Do not touch or move it
- Call 911
- Evacuate the building to a safe distance (at least 300 feet)
- Supervisors and instructors should account for all employees and participants
- Do not use phones or radios near the object, if avoidable

Ensure Safety – Evacuation Options

The decision to evacuate must be made carefully. Two primary options:

1. Immediate Evacuation – Prioritizes public safety but may cause significant disruption.
2. Evacuation After Evaluation – Based on the threat's credibility, motive, specificity, and delivery method.

The Executive Director, in coordination with the police and fire, will decide the response, which may include:

- General or partial evacuation
- Full or partial building search
- A combination of the above

Factors considered:

- Occupancy and activity type
- Time of day and evacuation time needed
- Specificity and credibility of threat
- Caller details (age, behavior, motive, speech, etc.)
- Potential access to target area

Communication – Enacting the Response

If an evacuation is ordered:

- **Do not announce a bomb threat.** Use calm language:

“Ladies and gentlemen, at this time, please calmly exit the building using all available exits. All staff, please assist in a general evacuation.”

- Evacuate away from any identified object

- The most senior Leadership Team members on-site will:
 - Determine who is evacuating and where
 - Account for all staff and patrons
 - Ensure evacuees remain 300 feet away and do not re-enter until cleared
- Notify your supervisor, who will inform **the Executive Director and Safety Chairperson**.

Secure Property – Bomb Search Guidelines

- Lock the building when evacuating
- Do not touch any unfamiliar object
- Inform emergency officials of any suspicious items found

Common areas to check:

- Restrooms
- Lockers
- Lounges
- Reception desks
- Trash bins
- Outdoor perimeter areas

If an object is found:

- Evacuate the area immediately (maintain a 300-foot clear zone)
- Secure the area and notify authorities

Re-Entry and Aftermath

- No re-entry until the device is removed by professionals
- A full search must be completed to rule out secondary devices
- If no device is found, re-entry may occur based on:
 - Caller information (timing, location, threat details)
 - Recommendations from emergency personnel
- The Executive Director may enact the Crisis Management Plan, if necessary
- Recognize the psychological impact—be sensitive to staff and patron needs post-event

Documentation

- The employee receiving the threat, along with their supervisor, must complete the PDRMA Accident/Incident Form (Form 01) as soon as possible if 911 is called
- Additional PDRMA forms may be required depending on the incident
- Forms are available on the District's Shared Drive
- Submit all documentation to the Safety Chairperson within 24 hours

Park District of LaGrange
Telephone Call Questionnaire for Bomb Threat

Bomb Description

Inform the caller that the building is occupied, and detonation of the bomb could lead to serious injury or death to many innocent victims.

1. Exact location of the bomb? (Building, Floor, Room, etc.)

2. What time set for detonation?

3. What does it look like?

4. What will make it explode?

5. What is the explosive?

6. Did you place the bomb? Yes____ No____

7. Why was it placed?

8. Name of caller/organization?

Caller Description

Obtain as much detail as possible about the bomb and its location. Legitimate callers usually wish to avoid injury or death – request more data by expressing a desire to save lives.

1. Date_____ Time of Call_____ AM PM

Phone Number Where Call Received_____

2. Exact language used_____

3. Male_____ Female_____ Adult_____ Child_____

Estimate Age_____ Race_____

4. Caller's Voice (Check all that apply)

_____ Accent	_____ Laughter
_____ Angry	_____ Lisp
_____ Calm	_____ Loud
_____ Clearing Throat	_____ Nasal
_____ Coughing	_____ Normal
_____ Cracking Voice	_____ Ragged
_____ Crying	_____ Rapid
_____ Deep	_____ Raspy
_____ Deep Breathing	_____ Slow
_____ Disguised	_____ Slurred
_____ Distinct	_____ Soft
_____ Excited	_____ Stutter

5. Background Sounds (Check all that apply)

_____ Animal Noises	_____ Music
_____ House Noises	_____ Motor
_____ Kitchen Noises	_____ Clear
_____ Street Noises	_____ Static
_____ Booth	_____ Office Machinery
_____ PA System	_____ Factory Machinery
_____ Conversation	_____ Long Distance

6. Threat Language (Check all that apply)

_____ Incoherent	_____ Irrational
_____ Message read	_____ Profane
_____ Taped	_____ Well-Spoken

7. Other Important Information

8. Name of person receiving phone call

Important: Do not discuss the call with other personnel. Notify your supervisor immediately. Follow their instructions and remain available—law enforcement will want to speak with you. Do not attempt to judge the validity of the threat yourself. Your supervisor will coordinate with the proper authorities.

2.06 Lockdown Procedures

Workplace violence, as defined by OSHA, includes threats or acts of violence against workers, ranging from verbal abuse to physical assault and homicide. These incidents may affect not only employees, but also patrons, bystanders, and family members.

In response to direct threats of violence, hazardous materials, or medical emergencies, the District may implement a lockdown. These procedures apply to all Park District of La Grange facilities. A lockdown may be initiated by any staff member who is the first to witness or make

contact with the threat.

The “all clear” announcement following a lockdown is: “PDLG All Clear”—to be made only after authorization by police personnel.

Situations That May Require Lockdown

Environmental Threats:

- On-site hazardous material release (e.g., outdoor chemical spill)
- Off-site hazardous events (e.g., industrial accidents involving radiological or biological contaminants)

Note: An indoor chemical spill requires evacuation, not lockdown.

Medical Emergencies:

- On-site (e.g., severe injury, death)
- Off-site (e.g., medical event during field trip)

Violent Threats:

- On-site incidents (e.g., intruder or active violence)
- Off-site threats (e.g., neighborhood shootings, police activity, red-level Homeland Security alert)

Active Shooter Situations:

Follow **ALICE Protocol**:

- **A – Alert:** Quickly communicate the threat via all channels (PA, texts, radios).
- **L – Lockdown:** Secure location, lock/barricade doors, turn off lights, stay out of sight.
- **I – Inform:** Share real-time updates with others and law enforcement.
- **C – Counter:** As a last resort, disrupt the attacker's ability to act (e.g., throw objects, distract).
- **E – Evacuate:** If safe, flee the danger zone. Do not wait for others. Leave belongings behind.

District Facility Locations

- **Recreation Center:** 536 East Ave, La Grange, IL 60525
- **Community Center:** 200 S. Washington Ave, La Grange, IL 60525
- **Gilbert Park:** 25 N. Gilbert Ave, La Grange, IL 60525
- **Sedgwick Park:** 10th Ave & 48th St, La Grange, IL 60525
- **Gordon Park:** 35 E. Ogden Ave, La Grange, IL 60525

Hard Lockdown

Assess

A Hard Lockdown is used when there is an immediate threat to the safety of staff or patrons. Staff should ignore fire alarms unless directed to evacuate by emergency responders or if the situation clearly requires it (e.g., fire or building damage).

Hard Lockdown Triggers Include:

- Intruder with a weapon
- Threats of physical harm
- Aggressive property damage
- Any immediate, violent situation

Communicate – Initiating a Hard Lockdown

1. Announce the lockdown:

“Your attention please. We are experiencing an emergency and must initiate a hard lockdown. Lock all doors and windows. Remain silent and ignore alarms until further notice.”

2. Notify nearby staff; repeat the announcement to ensure all are informed.
3. Call 911 immediately. Provide your facility name, address, and details.
4. Alert anyone outside to move far from the property.
5. Seek safety—lock yourself in the nearest room, away from windows and sightlines.
6. Inform the Executive Director; the Crisis Management Plan may be activated.
7. Notify the Safety Chairperson, who will inform PDRMA.
8. Only a uniformed police officer may clear and release each room.

When You Hear a Hard Lockdown:

- Move patrons and staff into the nearest lockable room
- Lock the door, shut off lights, cover or close blinds
- Stay silent; do not open the door or respond to knocks
- Stay out of view (e.g., behind desks or cabinets)
- List all occupants in the room
- Do not leave until released by a verified police officer

If outside, do not return to the building. Get to a safe location and await the “PDLG All Clear” from police.

Soft Lockdown

Assess

A **Soft Lockdown** is used when there is no direct internal threat, but safety precautions are needed. Examples include police activity nearby or a chemical spill outside.

Communicate – Initiating a Soft Lockdown

1. Announce the lockdown:

“Your attention please. We are initiating a soft lockdown. Please remain in the building and ignore all bells and alarms until further notice.”

2. Notify all nearby staff and patrons
3. Instruct those outside to return indoors
4. Call 911 if appropriate and provide all known details
5. Notify the Department Head or Supervisor on-site
6. Brief the Executive Director; the Crisis Management Plan may be initiated
7. Notify the Safety Chairperson who will inform PDRMA
8. Confirm all patrons and staff are inside
9. Lock and monitor exterior doors

10. No one should enter unless escorted by staff
11. Once safe, announce: **“PDLG All Clear”** and provide return-to-normal instructions

When You Hear a Soft Lockdown:

- Leave blinds open unless advised otherwise
- If outside, return indoors—unless it’s due to a bomb threat, in which case go to the outdoor assembly area
- Remain inside until the **“PDLG All Clear”** is issued
- No one may enter or exit without approval from the Executive Director or Department Head

Ensure Safety – Recovery After Lockdown

- Account for all staff, participants, and guests
- Check rooms, closets, and restrooms
- Report injuries and call 911 if needed
- Notify families/guardians of anyone involved
- Inspect for property damage
- Recommend EAP support if needed

Secure Property

- Lock or secure all cash drawers and valuables

Documentation

- Complete PDRMA’s Accident/Incident Form (Form 01) immediately following a lockdown where 911 is called
- Additional PDRMA claim forms may be required
- All forms are located on the District’s Shared Drive

2.07 Chemical Accidents/Splash Pad

Chemical accidents may originate from external sources (e.g., a nearby tank truck spill releasing toxic gases) or internal operations, such as those occurring at the District’s Maintenance Facilities or the Gordon Park Splash Pad (e.g., a hazardous reaction from mixing chlorine and ammonia-based cleaning agents).

Assess

Evaluate the seriousness of the situation and take appropriate steps to manage it safely. Prioritize the protection of staff, patrons, and responders.

Communication

- If there is an immediate hazard, call 911 without delay.
- If the situation is not immediately hazardous, contact the Safety Chairperson.
- If safe and trained to do so, follow proper procedures to clean the spill.
- If the incident involves the Splash Pad, provide relevant chemical information to the Fire

Department upon arrival.

Ensure Safety

- Move employees and participants to a safe location as soon as a potential hazard is identified.
- If possible, contain the chemical material (solid or liquid) to reduce exposure—but never put yourself or others at risk.
- For vapor-related incidents:
 - Ventilate the area only if it is safe to do so
 - Be cautious of explosive or flammable vapors
- Always consult the Safety Data Sheet (SDS) for the chemical before attempting cleanup.
 - Follow the SDS for proper personal protective equipment (PPE) and cleanup instructions.
- If exposed to a chemical:
 - Move to fresh air immediately
 - Consult the SDS for appropriate first aid procedures
 - Seek medical attention if recommended or if symptoms persist

Secure Property

- If evacuation is required, secure cash drawers and lock facilities if they must be left unattended.

If the Hazard Originates Outside the Building

- Follow all instructions provided by police and/or fire department personnel.
- If building evacuation is required:
 - Be sure to check restrooms, break rooms, meeting spaces, and any other areas where people might be located.
 - Render first aid as needed based on exposure and injuries.

2.08 Robbery Attempts

Robberies can often be prevented by practicing strong security measures. All staff must follow established cash-handling procedures, including:

- Keeping all cash and negotiable paper out of reach and out of public view
- Closing cash drawers between transactions
- Locking registers when counters are left unattended
- Locking cash drawers with keys during power failures or evacuations

Never discuss District security systems or procedures with individuals outside of the district. Always be vigilant. If you observe suspicious behavior, report it to your supervisor immediately.

Assess

If a robbery occurs:

- Stay calm and comply fully with the robber's demands
- If available and safe to do so, press the panic button
- Observe the suspects:
 - Speech and behavior
 - Physical characteristics (height, clothing, scars, tattoos, etc.)
 - Vehicle description and license plate number, if applicable
- Do not enter a vehicle or go with the perpetrator
- Once the robber leaves, lock the doors to secure the facility

Communication

- Call 911 immediately
- Contact your immediate supervisor, who will notify the Executive Director and Safety Chairperson
- The Safety Chairperson will contact PDRMA

Ensure Safety

- Preserve evidence (e.g., fingerprints, notes, items touched by the suspect)
- Do not discuss the incident with anyone except law enforcement
 - Refer to the Statement of Admissions Policy in the Risk Management Manual
- Administer first aid if anyone is injured
- Ensure unaccompanied minors remain with staff until a parent or guardian arrives and the situation is secure
- Do not leave the building until cleared by law enforcement

Secure Property

- Secure all cash drawers
- Lock the facility if it must be left unattended

2.09 Missing Persons (Code Adam) Assess

If someone reports a missing child:

- Immediately obtain a detailed description of the child:
 - Name
 - Age
 - Hair and eye color
 - Approximate height and weight
 - Clothing (type, color)
 - Most importantly: shoe color and style (shoes are rarely changed during an abduction)
- Ask the reporting adult to remain at the front desk to identify the child if found.
- If the child is not found within 10 minutes, call 911 immediately.

If the missing person is an adult, follow the same procedures.

- Call police after 30 minutes, unless the adult has a known mental illness, in which case call after 10

minutes.

Communication

- Notify the front desk staff immediately.
- Full-time staff should secure all exits.
- Provide the full description of the child to the front desk staff.
- Guest Services will contact the General Manager of Facilities and Operations, who will assemble a search team.
- All available staff should begin searching for the child, starting in restrooms, closets, and less visible spaces.
- The senior staff member on duty will notify the Executive Director.
- If any staff member finds a child matching the description, bring the child to the front desk for identification.

Ensure Safety

- If the child is not found within 10 minutes, call 911 immediately.
- Police prefer to be called early and cancel if needed—do not delay.
- If the child is found unharmed:
 - Reunite them with the parent/guardian at the front desk.
- If the child is found with someone other than a parent/guardian:
 - Use reasonable effort to delay their departure, but do not endanger yourself or others.
 - Call 911 immediately and provide a detailed description of the individual.
- Once the child is safely found and the situation is resolved:
 - Notify staff that the Code Adam has concluded.

Secure Property

- Secure all cash drawers and, if necessary, lock the facilities if areas must be left unattended during the search.

Documentation

- Complete PDRMA's Accident/Incident Form (Form 01) immediately following the incident.
- Submit any additional PDRMA claim forms as appropriate to the situation.
- All forms are located on the District's Shared Drive.

2.10 Severe Weather

- Earthquake
- Tornado (Rm 103, Rm 104, Restroom, Rm 113, Rm 114, Gymnasium Restrooms, La Grange Fitness Locker Rooms)
- Lightning
- Flood
- Snow/Blizzard
- Extreme Heat/Cold

Assess

- Severe thunderstorms, lightning, tornadoes, flash flooding, and blizzards are types

of natural disasters which can be devastating. Pre-planning for such occurrences should include establishing contact with a weather information system, securing facilities and moving patrons and employees to a safe place before the storm strikes.

- Watch- Conditions are right for severe weather. If a watch is in effect, programs can be continued if a shelter location is available and nearby.
- Warning- Severe weather has been spotted in the area. Police decide if warning is sounded from the information they receive from the National Weather Service. Programs must be canceled or postponed if a warning is in effect. Whenever possible go indoors.

Communication

- Supervisors and staff should inform staff and patrons they are responsible for
- Employees must take appropriate shelter and must take participants who are under the age of 18 to the shelter location
- Employees must take emergency equipment
- Staff can direct customers to our front desk (708) 352-1762 or our social media pages for updated information on certain programs regarding weather conditions for programs and facilities

Ensure Safety

- Always keep track of participants in your group. Children in programs should be kept in a shelter location and cannot be dismissed unless a parent has arrived, or the threatening weather has passed.
- Cashiers should secure their registers and not make any transactions while the warning is in effect if it causes staff to seek shelter
- Whenever possible, remain in shelter locations for 20-30 minutes following the last notice of lightning or thunder. Once an all clear for tornadoes is announced, outside activities may continue if there is no threat of other severe weather. NOTE: Just because the sirens have stopped sounding does not mean it is all clear; refer to a radio, TV, or internet for an all clear.

Secure Property

Make safety your priority. Secure cash drawers only when time allows.

Documentation

- Complete PDRMA's Accident/Incident Form (Form 01) immediately.
- Complete any additional PDRMA claim forms as appropriate. Forms are located on the District's Shared Drive.

Earthquake

Assess

- Earthquake warnings are rarely issued in advance.

- The only early indicators may include unusual animal behavior or mild tremors moments before stronger shaking begins.

Communication

- Supervisors and staff should inform any patrons and staff under their supervision that an earthquake is occurring or suspected.
- Direct individuals to follow the safety actions outlined below under "Ensure Safety."

Ensure Safety

- **If indoors:**
 - Take cover under a desk, table, or other sturdy furniture and hold on until the shaking stops.
 - If no shelter is nearby, crouch in an interior corner and cover your face and head with your arms.
 - Use a doorway for shelter only if it is close and confirmed to be load-bearing.
 - Stay away from windows, glass, light fixtures, and suspended objects.
- **After shaking stops:**
 - Evacuate the building as you would during a fire, once it is safe to do so.
 - Be alert to potential gas leaks, structural damage, or electrical hazards.
 - Stay clear of downed power lines and report hazards to emergency services.
- **If outside:**
 - Move away from buildings, utility poles, and wires.
 - If unable to move, lie flat on the ground in an open space.
- **If driving:**
 - Safely pull over and stop the vehicle.
 - Avoid bridges, overpasses, tunnels, and other man-made structures that could collapse.

Secure Property

- Do not attempt to secure equipment or belongings during shaking.
- Focus on personal safety—take cover and protect your head and neck.

Documentation

- Complete PDRMA's Accident/Incident Form (Form 01) immediately.
- Complete any additional PDRMA claim forms as appropriate. Forms are located on the District's Shared Drive.

Tornado

Assess

- When a Tornado Watch is issued, staff should be on high alert and actively monitor weather conditions.
- Precautionary measures should be taken in anticipation of worsening weather.
- When a building is occupied, an outdoor event is held, or employees are working outside, an employee (and a designated backup) must be assigned to monitor local weather reports via radio.
 - Note: Tornado warning sirens are tested on the first Tuesday of each month at

10:00 a.m.

Communication

- Alert patrons when a Tornado Watch is issued and explain that it means conditions are favorable for tornadoes.
- If a Tornado Warning is issued or warning sirens are activated:
 - Immediately alert patrons and instruct them to proceed to designated tornado shelter areas.
 - Tornado shelters are marked on evacuation maps and with Tornado Shelter signage at each location.

Ensure Safety

1) Tornado Watch

- Continue to monitor weather updates.
- Be prepared to take immediate action if conditions worsen.
- Assist patrons and staff in identifying and preparing to access designated shelter areas.

2) Tornado Warning

- All patrons and staff should proceed to the lowest, innermost area of the building, away from windows and glass.
- Follow the Tornado Shelter signage and evacuation map to access designated safe areas.
- Bring a portable radio, tuned to the emergency broadcast network, to the shelter area.
- Remain in the shelter until an official "All Clear" is issued.
- Once safe to exit:
 - Patrons may retrieve belongings.
 - Staff and emergency personnel should check for:
 - Injuries
 - Fires
 - Gas leaks
 - Live wires
 - Structural or equipment damage

Secure Property

- If time allows, secure computers, cash drawers, and other valuables—but do not delay seeking shelter.
- Safety takes priority over property.

Documentation

- Complete PDRMA's Accident/Incident Form (Form 01) immediately.
- Complete any additional PDRMA claim forms as appropriate. Forms are located on the District's Shared Drive.

Lightning

Assess

At the first sign of a severe lightning storm, check the weather radio or a reliable weather source for severe weather watches or warnings.

Communication

- Supervising staff should inform all employees of the approaching storm and issue the following announcement as applicable to programs and pool facilities:
“Attention Park patrons: We would like to warn you that severe weather is approaching. Please seek shelter.”
- If severe weather persists after 10 minutes, designated staff should repeat the announcement.
- Continue to monitor weather conditions and provide updates as needed.

Ensure Safety

- Staff and guests should:
 - Avoid using landline phones or coming into contact with electrical equipment or cords.
 - Avoid contact with plumbing; do not wash hands, use sinks, or take showers.
 - Stay away from windows and doors.
 - Guests may gather their belongings and leave if they choose, but should be advised to do so with caution.
- If someone is caught outdoors with no access to shelter:
 - Squat low to the ground on the balls of the feet.
 - Place hands over ears and head between knees.
 - Avoid lying flat—minimize ground contact and make yourself the smallest target possible.

Activities may not resume until:

- 30 minutes have passed since the last sound of thunder or visible lightning.

Secure Property

If lightning strikes a facility or nearby area, staff should inspect computers, phones, and other electronic equipment for possible damage or disruption.

Documentation

- Complete PDRMA’s Accident/Incident Form (Form 01) immediately.
- Complete any additional PDRMA claim forms as appropriate. Forms are located on the District’s Shared Drive.

Flood

Assess

- Monitor weather reports for severe weather alerts and flood warnings, particularly in Cook County.

- The extent and timing of flooding will determine the appropriate response.
- The Executive Director will decide whether building closures and early dismissal of employees are necessary.
- Employees working in the field should exercise extreme caution:
 - Never attempt to drive through a creek or flooded area if water is above the midpoint of the vehicle's hubcaps.
 - Avoid flooded roads even if it means missing a scheduled activity or delaying travel.

Communication

- Announce the evacuation of affected areas, including clear instructions for the evacuation route.
- Use available communication channels to notify patrons, staff, and program participants of closures, delays, or safety instructions.

Ensure Safety

- If flooding is likely, evacuate all guests and staff to a designated area or shelter on higher ground.
- Facility staff must shut off utilities at the main switches before evacuating if it is safe to do so.

Secure Property

- Secure cash drawers and move important equipment or belongings to higher ground, especially in facilities known to have flooding issues.
- Lock the facility upon evacuation if it is safe to do so.

Documentation

- Complete PDRMA's Accident/Incident Form (Form 01) immediately.
- Complete any additional PDRMA claim forms as appropriate. Forms are located on the District's Shared Drive.

Snow/Blizzard

Assess

- Monitor all blizzard or heavy snow advisories issued by the National Weather Service or local authorities.
- When a severe weather alert is issued, Department Heads should closely monitor developing conditions.
- A potential facility or program closure may be necessary based on the severity of the storm and related safety concerns.

Communication

- Department Heads will contact the Executive Director to discuss weather conditions and

potential closures.

- If warranted, the Executive Director will initiate closing procedures and notify the appropriate staff.
- Closure Procedures:
 - Notify all staff of closure details via email.
 - Post closure announcements on the website and EmergencyClosingCenter.com.
 - Notify parents/guardians of program participants and arrange timely pickup.
 - Preschool and BASE programs will be closed if the local school district closes, including the cancellation of any after-school activities.
 - The Park District of La Grange reserves the right to cancel programming at any time based on safety considerations for both patrons and staff.

Participants under 18 should not be released to walk home if weather conditions are dangerous.

- Post signs on facility doors and update:
 - Website alerts
 - Staff voicemail greetings
 - Staff email "out of office" replies with closure information
- Supervisors must contact all staff and independent contractors regarding schedule changes, including plans for re-opening.

Ensure Safety

- The Executive Director and Department Heads may cancel programs or close facilities if weather conditions create safety risks.
- Supervisors should promptly dismiss part-time staff who are not needed during the closure process.

Secure Property

- Secure all cash drawers and valuables before leaving the facility.
- Lock all facility doors as part of the closure procedure.

Documentation

- Complete PDRMA's Accident/Incident Form (Form 01) immediately.
- Complete any additional PDRMA claim forms as appropriate. Forms are located on the District's Shared Drive.

Extreme Heat

Assess

- Monitor heat advisories or excessive heat warnings issued by the National Weather Service.
- Be alert to indoor and outdoor temperatures, particularly in facilities without adequate air

conditioning or during outdoor programs.

- Assess participants and staff, especially those who are vulnerable (e.g., children, older adults, individuals with health conditions).

Communication

- Inform staff and patrons of the heat advisory and related precautions using signage, email, or verbal announcements.
- Remind staff to encourage participants to:
 - Drink plenty of water
 - Take breaks indoors or in shaded areas
 - Watch for signs of heat exhaustion or heat stroke
- Use available communication channels (website, social media) to announce program modifications or cancellations, if applicable.

Ensure Safety

- Adjust or cancel outdoor programs during peak heat hours (typically 11 a.m. – 4 p.m.).
- Provide access to shade, air-conditioned, or cooled spaces.
- Encourage frequent hydration and rest periods.
- Watch for and respond to symptoms of heat-related illness, including:
 - Dizziness or fainting
 - Rapid heartbeat
 - Nausea or vomiting
 - Confusion or disorientation
 - Flushed or dry skin
- Call 911 immediately if someone is showing signs of heat stroke.
- Preschool and BASE programs will be closed if the local school district closes, including the cancellation of any after-school activities.
- The Park District of La Grange reserves the right to cancel programming at any time based on safety considerations for both patrons and staff.

Secure Property

- Ensure cooling systems (e.g., HVAC) are functioning properly.
- If cooling systems fail, assess whether the facility can remain open safely.

Documentation

- Complete PDRMA's Accident/Incident Form (Form 01) for any heat-related medical incident.
- Submit additional PDRMA forms as needed. Forms are located on the District's Shared Drive.

Extreme Cold

Assess

- Monitor wind chill warnings or extreme cold advisories from the National Weather Service.

- Evaluate facility heating systems and ensure they are operating effectively.
- Consider impacts to outdoor programs, maintenance crews, and building operations.

Communication

- Notify staff and patrons of extreme cold conditions and safety protocols.
- Use website, social media, and onsite signage to communicate program adjustments, building closures, or alternate hours.
- Alert staff and program leaders to monitor for cold-related symptoms in participants.

Ensure Safety

- Cancel or move outdoor programs indoors if temperatures or wind chills are dangerously low.
- Ensure staff and patrons wear appropriate clothing, including:
 - Hats, gloves, layers, and waterproof boots
- Watch for signs of cold-related illnesses, such as:
 - Frostbite (numbness, pale or waxy skin)
 - Hypothermia (shivering, slurred speech, confusion, fatigue)
- Call 911 for any medical emergencies due to exposure.
- Preschool and BASE programs will be closed if the local school district closes, including the cancellation of any after-school activities.
- The Park District of La Grange reserves the right to cancel programming at any time based on safety considerations for both patrons and staff.

Secure Property

- Check facilities for frozen pipes, heater malfunctions, or power outages.
- Secure areas with slippery surfaces and ensure proper snow/ice removal around entrances.

Documentation

- Complete PDRMA's Accident/Incident Form (Form 01) if cold exposure results in an incident.
- Complete additional forms as necessary. Forms are available on the District's Shared Drive.

2.11 Utility Emergency

- Gas Line Break
- Electrical Power Failure
- Water Pipe Leak/Rupture
- Telephone or Communication Loss

Gas Line Breaks

Assess

- If the odor of natural gas is detected, immediately prepare to evacuate the building.
- Do not investigate the source of the leak—prioritize immediate safety and evacuation.

Communication

- Notify and evacuate all individuals in the affected area.
- Immediately call the fire department and the gas company to report the suspected gas line break.
- Notify the appropriate Department Head or Supervisor.
- Use available communication channels (e.g., PA system, in-person, radio) to communicate the evacuation clearly and calmly.

Ensure Safety

- Make a public announcement:
- *"At this time, please calmly exit the building using the nearest exit."*
- Staff should check all occupied areas, including restrooms, break rooms, meeting rooms, and any space where patrons or employees may be present.
- Do not turn on or off any lights, equipment, or electrical switches, as this may trigger ignition.
- When evacuating, staff should bring:
 - Rosters and emergency contact information for program participants
 - A radio or cell phone for ongoing communication
- Once evacuated, conduct a roll call or head count to ensure all patrons and staff are accounted for.
- If necessary or possible, use other Park District buildings or vehicles as temporary shelter until the situation is resolved.

Secure Property

- Secure cash drawers and valuables if it is safe to do so.
- The last employee exiting the building should lock the facility, provided it does not delay evacuation or pose a safety risk.

Documentation

- Complete PDRMA's Accident/Incident Form (Form 01) immediately.
- Complete any additional PDRMA claim forms as appropriate. Forms are located on the District's Shared Drive.

Electrical Power Failure

Assess

- Remain calm and reassure participants and patrons.
- Evaluate lighting conditions immediately.
 - If emergency lighting is insufficient, evacuate patrons and staff to safe, naturally lit, or generator-powered areas.
 - If evacuation is not necessary, all employees should remain near their workstations until emergency lighting is fully operational.
- Report the outage to ComEd at 1-800-334-7661 or online via their outage reporting tool.

- Notify the Executive Director and Facility Maintenance staff to coordinate response efforts.
- If power loss is expected to be extended, shut down all computers, electrical equipment, and appliances.

Ensure Safety

- Do not use elevators during the outage.
- Refrain from using candles; use flashlights or battery-powered lanterns.
- Avoid conducting any programs or activities that could increase the risk of injury due to low visibility or lack of equipment function.

Secure Property

- Secure all cash drawers and valuables.
- Lock the facility if evacuation is necessary or if the building cannot be safely occupied.

Communication

- Use radios or mobile devices (if charged) to communicate with staff and emergency contacts.
- Keep patrons informed of the situation and provide clear instructions.
- Contact emergency services if life safety concerns arise.

Documentation

- Complete PDRMA's Accident/Incident Form (Form 01) immediately.
- Complete any additional PDRMA claim forms as appropriate. Forms are located on the District's Shared Drive.

Water Pipe Leak/Rupture

Assess

- Identify the source of the leak or rupture.
- Shut off the water supply at the nearest individual shut-off valve or the main building shut-off, as appropriate.
- Evaluate the severity of the leak and determine whether it poses a safety hazard or disrupts facility operations.

Communication

- Immediately contact the appropriate Department Head to investigate and assess the situation.
- If the leak is substantial and may impact programming or facility operations:
- The Department Head will notify the Executive Director and other relevant Department Heads.
- If a facility closure is necessary:
 - Supervisors will contact parents/guardians of participants to arrange pickup.
 - Children will remain supervised and will not be released until a parent/guardian arrives.
 - Staff will be released only after all children have been picked up.

- Notify the public of any disruptions or closures via available communication channels (e.g., social media, website, signage).

Ensure Safety

- Relocate all participants and staff to a safe, dry area away from the leak.
- Use caution around wet floors and avoid areas with potential electrical hazards or structural instability.

Secure Property

- If safe, move important equipment or materials to dry areas to prevent damage.
- Secure the cash drawer and lock the facility if evacuation or closure is required.

Documentation

- Complete PDRMA's Accident/Incident Form (Form 01) as soon as possible.
- Submit any additional PDRMA claim forms as appropriate. All forms are available on the District's Shared Drive.

Telephone and Communication Loss

Assess

- Determine the extent of the communication failure (e.g., phone lines, internet, internal systems).
- Be aware that alarm systems, emergency notification systems, or security panels may not function during the outage.
- Maintain heightened awareness and initiate fire and security watch protocols until the issue is resolved or backup support is provided.

Communication

- Use alternative methods to contact supervisors, IT staff, and essential personnel:
 - Use cell phones, radios, or in-person communication as needed.
 - Refer to the staff directory for personal contact numbers if needed.
- Notify patrons using any available communication channels, including:
 - Social media
 - Website alerts
 - Signage at entrances or service counters
- Contact the Information Technology contractor for guidance and support.

Ensure Safety

- If there are no signs of immediate danger, proceed with normal business operations as best as possible under the circumstances.
- Remain alert for any additional issues (e.g., inability to call 911) and take precautions accordingly.

Secure Property

- If staff must leave a workstation, secure cash drawers, sensitive materials, and valuables.
- Lock the facility if communication loss creates a security concern.

Documentation

- Complete PDRMA's Accident/Incident Form (Form 01) if cold exposure results in an incident.
- Complete additional forms as necessary. Forms are available on the District's Shared Drive.

2.12 Violence, Civil Unrest, National Disaster, Active Shooter

Assess

- Evaluate the seriousness of the situation—whether it involves violence, civil unrest, a national disaster, or an active shooter—and determine the safest course of action.
- For violence or active threats, attempt to remove yourself and others from immediate danger before taking further steps.

Communication

- Call 911 immediately if there is a threat to safety, including physical violence, an active shooter, or unrest that poses imminent danger.
- Notify the Department Head, Manager on duty, and other relevant staff once it is safe to do so.
- Continue to communicate updates to staff and first responders as needed throughout the event.

Ensure Safety

- To limit the ramifications of violent acts:
 - Access to all buildings should be restricted to as few entrances as possible.
 - Areas not intended for public access should remain secured and separated from public areas.
 - Visitors must be identified and escorted while on District premises.
- If physical violence occurs or is threatened:
 - Immediately remove yourself from the situation.
 - Call 911 and notify your supervisor without delay.
- All acts of violence—regardless of how they are resolved—must be reported to a supervisor.
- During violent or active shooter incidents, follow the ALICE protocol (see below).
- For civil unrest or national disasters, follow official guidance from local, state, or federal authorities regarding evacuation or shelter-in-place procedures.

ALICE Protocol – Active Shooter Response

A – Alert - Use plain language to clearly communicate the threat (e.g., “There is an active shooter in the building”).

L – Lockdown- If evacuation is not possible, lock and barricade doors, turn off lights, silence phones, and stay out of sight.

I – Inform - Provide real-time updates to 911 or nearby staff when it is safe to do so.

C – Counter (Only as a last resort) - If directly confronted, distract the assailant using movement, sound, or objects to escape.

E – Evacuate - Leave the building immediately if it is safe to do so. Help others if possible, but do not delay. Keep hands visible when encountering law enforcement.

Secure Property

- Secure cash drawers, valuables, and sensitive equipment **only if it is safe to do so**.
- Lock the facility if necessary to protect patrons, staff, and property, especially during civil unrest or violent incidents.

Documentation

- Complete PDRMA's Accident/Incident Form (Form 01) immediately following any incident involving violence, unrest, disaster, or active threat.
- Complete any additional required PDRMA claim forms. Forms are available on the District's Shared Drive.

2.13 Intoxicated Patron

Assess

- Intoxicated patrons may exhibit aggression, impaired judgment, or immature and unpredictable behavior. Before approaching, observe their demeanor and reaction to surroundings.
- Evaluate whether it is safe to engage. If the patron appears aggressive or unresponsive, do not approach — immediately call 911.
- If safe to engage, proceed using communication techniques outlined below.

Communication

- Per the District's Park Code Ordinance, patrons may not be on District property under the influence of alcohol or drugs. This includes prohibition of disorderly conduct.
- Use assertive, non-threatening communication:
 - Remain calm and composed.
 - Use a firm but respectful tone.
 - Express concern for the patron's safety.
 - Avoid arguing or escalating the situation.
 - Repeat requests or decisions clearly and consistently.
 - Consider "fogging" techniques — acknowledge without agreeing to diffuse tension.
 - Aim for a reasonable and safe resolution.
- If the patron refuses to leave, becomes hostile, or if you feel unsafe at any point, call 911.
- Notify your immediate supervisor as soon as possible.

Ensure Safety

- Maintain a safe distance from the individual and ensure your exit route is unobstructed.
- Do not physically engage or attempt to restrain the patron.
- Avoid being alone with the individual; enlist another staff member to observe or assist from a distance.
- Do not agree to meet the patron elsewhere or engage outside of District property.

If the situation escalates or your safety is threatened, call 911 immediately. Secure Property

- Secure cash drawers and remove or protect any valuables.
- Lock the facility if necessary to ensure the safety of other patrons and staff.

Documentation

- Complete PDRMA's Accident/Incident Form (Form 01) immediately.
- Complete any additional PDRMA claim forms as appropriate. Forms are located on the District's Shared Drive.

SECTION 3.00 - OPERATIONAL POLICIES

3.01 Compliance Programs

The District has developed guidelines for employees in protecting themselves against hazardous conditions in the workplace as well as complying with local, state and federal regulations. The District will provide training when applicable to employee job functions.

Training to be completed by all employees annually is:

- Bloodborne Pathogens
- Hazard Communication
- Driving Standards
- Harassment
- Lifting
- Personal Protective Equipment
- Emergency Response Plans

Other job specific training may include but is not limited to:

- Safety Rules
- Hazardous Conditions
- Statement of Admission
- Personnel Policies
- Child Abuse Act
- Patron Behavior Act
- High Risk Equipment
- Confined Spaces

3.02 Accidents and Incidents

Purpose

To ensure all accidents, injuries, and incidents involving employees, patrons, vehicles, facilities, or property are reported, documented, and addressed promptly and accurately.

Immediate Steps Following an Incident

All Staff Responsibilities:

- Notify a supervisor immediately following any accident, injury, or damage, regardless of perceived severity.
- Never speculate about the cause of an incident or accept responsibility. Refer all inquiries to a supervisor or the Safety Coordinator.

If Emergency Medical Attention is Required:

- Call 911 without delay.
- Provide first aid only if you are trained and it is safe to do so.
- If the injured individual is a minor, contact the parent or guardian as quickly as possible.

If Medical Attention is Required (Employees):

- Employees are required to seek treatment at the District's designated occupational health provider unless emergency care is needed:

Physicians Health / Wellness Now (Edward Hospital and Health Services)

800 W. Plainfield Rd., Countryside, IL 60525

Phone: (708) 934-9894 | Fax: (708) 497-4555

In an emergency, call 911. Emergency responders will determine the appropriate care facility.

In cases where an employee is injured as a result of an accident or incident, post-incident drug and alcohol testing may be required. Testing should occur as soon as possible, and no later than two hours of the incident when feasible. Failure to comply with this requirement may result in disciplinary action.

Documentation Requirements

- Complete the appropriate incident report form as soon as possible after the incident occurs.
- Submit forms to your supervisor or designated manager.
- Supervisors are responsible for reviewing and forwarding reports to the Safety Coordinator and/or Human Resources for insurance notification and investigation, if necessary.
- Reports must be legible, detailed, and objective. Avoid vague language or assumptions.

If multiple staff witnessed the event, the person with the clearest recollection should complete the form.

Reporting for Specific Incident Types

Incident Type	Form Type	Handled By
Patron/Participant Injury	General Incident Report (Form 01)	Safety Coordinator
Employee Injury/Illness	Employee Injury Form (Form 04)	Safety Coordinator → HR
Vehicle Accident	Vehicle Accident Report (Form 02)	Safety Coordinator
District Property Damage	Property Loss Report (Form 03)	Safety Coordinator

The Executive Director must be notified immediately of all major injuries and incidents. All staff injuries, regardless of severity, should also be reported to the Executive Director.

Forms are available on the Shared Drive and at all facilities.

Vehicle Incidents Involving Park District Vehicles

In the event of an accident involving a Park District vehicle:

- Stop the vehicle in a safe location and contact emergency services if needed.
- Notify police for all incidents, regardless of damage level.
- Take photos of the scene if safe to do so.
- Exchange information with involved parties—do not admit fault.
- Seek witnesses and document their contact information.
- Notify your supervisor and complete the District's vehicle accident report as soon as possible.
- If the incident involves injury, HR will coordinate drug/alcohol testing per District policy.

Reporting Serious or Unusual Incidents

Immediately notify the Executive Director, Safety Coordinator, or HR if the incident involves:

- Loss of consciousness
- Major injury (fractures, serious lacerations, head trauma)
- AED deployment
- Fatality
- Threat of litigation
- Unusual or high-risk events

These incidents must also be reported directly to the District's liability insurance carrier.

3.03 Statement Of Admission

Employees must always act in the best interest of the Park District. If an accident occurs—regardless of how minor it may seem—employees must not admit fault, assign blame, or speculate on the cause of the incident. Employees should avoid discussing the details of the accident except when providing factual information to authorized personnel.

Employees are expected to fully cooperate with investigations conducted by the District or official agencies. All inquiries regarding accidents involving District property, staff, or patrons must be referred to the Executive Director, Department Head, or an authorized District spokesperson.

3.04 Automated External Defibrillator (AED)

Automated External Defibrillators (AEDs) are installed at designated Park District facilities in compliance with state requirements. Staff assigned to these facilities are required to maintain current certification in CPR and AED usage.

AED units must undergo monthly maintenance checks to ensure they are in proper working order. As part of facility opening or closing procedures, designated staff may be responsible for performing routine maintenance, cleaning, and completing the appropriate AED inspection checklist. Completed checklists should be submitted or logged according to departmental procedures.

3.05 Child and Vulnerable Adult Abuse Prevention Policy and Procedure

Policy Statement

The Park District of La Grange is committed to providing a safe, secure, and healthy environment for all children and vulnerable adults participating in its programs or using its facilities. The District has zero tolerance for any form of child abuse, sexual abuse, or neglect. Due to the nature of our programs and facilities, District employees and volunteers may be in a position to identify or suspect abuse. Ongoing contact with minors enables staff to observe the effects of abuse or receive direct disclosures. All observed or suspected incidents of abuse will be treated seriously and addressed in accordance with this Policy and all applicable federal and state laws, including the Illinois Abused and Neglected Child Reporting Act (325 ILCS 5/1 et seq).

Definition of Abuse and Neglect

Abuse refers to the maltreatment of a child or vulnerable adult, including physical, sexual, or emotional harm. The Illinois Department of Children and Family Services (DCFS) defines child abuse as mistreatment by a parent, caregiver, or individual in a supervisory role, which may cause injury or place a child at risk of harm.

Neglect refers to the failure to provide adequate supervision, food, shelter, clothing, or medical care, creating a risk to the child's health and safety.

Mandated and Non-Mandated Reporting

All District employees working with children or vulnerable adults must understand and comply with their legal obligations as mandated reporters. If any mandated reporter has reasonable cause to believe a child may be abused or neglected, they must report the suspicion to the DCFS Child Abuse Hotline at 1-800-25-ABUSE within 24 hours.

All mandated reporter staff must sign an Acknowledgment of Mandated Reporter Status, maintained in their personnel file. Non-mandated reporters must immediately report concerns to their supervisor or a member of District leadership.

Prohibited Conduct and Behavioral Expectations

District employees and volunteers must comply with all behavioral standards established in Section 284.2, including but not limited to:

- No physical contact that could be perceived as inappropriate, such as massages, wrestling, prolonged hugs, or private one-on-one seclusion.
- No favoritism, inappropriate language, sexual humor, or unsupervised digital communication with minors.
- Employees and volunteers must follow all electronic communication, vehicle transportation, and overnight travel procedures as outlined in Section 284.

Reporting Suspected or Discovered Abuse/Neglect

- If abuse or neglect is suspected, staff must immediately notify a supervisor and report to DCFS within 24 hours.
- In cases of immediate danger, staff must call 911 and the DCFS hotline and should not release the child until cleared to do so by authorities.

- Complete a PDRMA Accident/Incident Report (Form 01) and submit it to PDRMA Legal Services.

Electronic Communication, Travel, and Social Media Conduct

All communication with minors or vulnerable adults must remain professional, group-based, and transparent. Use of private or encrypted communication channels (e.g., SnapChat, WhatsApp, etc.) is strictly prohibited. Staff may not use personal social media to communicate with participants unless explicitly authorized and in compliance with District policy.

Staff Training Requirements

Mandated reporter training must be completed within three months of hire and renewed every three years, covering:

- Identifying abuse and neglect
- Reporting obligations under ANCRA
- Trauma-informed responses
- DCFS processes post-reporting

Programs working with minors may have additional training based on risk and role.

Retaliation and Disciplinary Action

The District strictly prohibits any form of retaliation against individuals who report suspected abuse or comply with these procedures. Violations may result in discipline, up to and including termination.

3.06 Dispensation of Medication to Participants

District staff will not dispense medication to a minor child or other participant until the appropriate paperwork is completed. A Medication Dispensing Information form and a Waiver and Release of All Claims must be fully completed and signed by the participant and/or parent/guardian. At any time, there is a change in the medication, a new Medication Dispensing Information form must be completed. After the appropriate paperwork has been completed and the staff person has been trained by the parent/guardian about the medication, the medication may be dispensed to a participant. The staff person must keep a Medication Log; documenting every time medication is given. Staff should be prepared to share the Medication Log with the participant and/or parent/guardian on a regular basis or upon request at any time.

Medication Dispensing Information

This form must be completed for each program session or when medication

changes. BACKGROUND INFORMATION:

Participant's Name: _____ Age: _____

I understand that it is my responsibility to give the medication directly to program staff with full instructions in individual dosage containers, clearly labeled envelopes, or in original prescription bottles.

In all cases, medication dispensing can only be changed or modified by completing another Permission and Waiver to Dispense Medication Form and Medication Information Form.

I hereby acknowledge that the above information provided for the dispensing of medication for my minor child, guardian, ward, or other family member is accurate. I also understand that it is my responsibility to inform the agency if any changes in the dispensing of medication change.

Signature of Parent or Guardian	Date

**Permission to Dispense Medication
Waiver and Release of All Claims**

The Park District of La Grange will not dispense medication to a minor child or other participant until the Permission and Waiver to Dispense Medication and Medication Information Form have been fully completed by a parent or guardian. The agency's internal procedures on dispensing medication are available for review.

NAME OF PROGRAM: _____ DATE: _____

I _____ the parent/guardian of _

(Print Name)
(Print Name)

give permission to the staff of the

(SRA or Park District)

to administer to my child _____

(Name of Medication)

I understand it is my responsibility to give the medication directly to the program staff in individual dosage containers, original prescription containers, or envelopes clearly labeled with the following information:

PARTICIPANT'S NAME:

NAME OF MEDICINE AND COMPLETE DOSAGE INSTRUCTIONS:

In all cases the recommended dosage of any medication will not be exceeded. If after administering medication there is an adverse reaction, I give my permission to the

_____ to secure from any licensed hospital physician and/or (SRA or Park District)

medical personnel any treatment deemed necessary for immediate care. I agree to be responsible for payment of any and all medical services rendered.

WAIVER & RELEASE OF ALL CLAIMS

I recognize and acknowledge that there are certain risks of physical injury in connection with the administering of medication to my minor child. Such risks include, but are not limited to, failing to properly administer the medication, failing to observe side effects, failing to assess and/or recognize an adverse reaction, failing to assess and/or recognize a medical emergency, and failing to recognize the need to summon emergency medical services.

In consideration of the (identify SRA/District) administering medication to my minor child, I do hereby fully release or discharge the (SRA/District), and its officer, agents, volunteers and employees from any and all claims from injuries, damages and losses I or my minor child may have (or accrue to me or my minor child), and arising out of, connected with, incidental to, or in any way associated with the administering of medication.

Signature of Parent or Guardian

Date

3.07 Behavior Policy

The Park District of La Grange is committed to providing safe, inclusive, and enjoyable experiences for all participants, patrons, and observers. Appropriate behavior is expected at all times in Park District programs and facilities to protect the health, safety, and enjoyment of everyone involved.

Prohibited Behavior

The following behaviors are strictly prohibited and may result in disciplinary action, including removal from a program or facility:

- Endangering the health or safety of others, including participants, patrons, staff, volunteers, or observers.
- Disrupting programs or causing disturbances in facilities.
- Repeated refusal to follow rules, directions, or facility guidelines.
- Verbal abuse, including harassment, profanity, vulgarity, obscenity, or racial slurs.
- Disrespect toward staff, volunteers, or fellow participants.
- Theft, vandalism, or intentional damage to Park District or personal property.
- Possession or use of illegal substances, alcohol, or tobacco products where prohibited.
- Inappropriate or offensive attire, including clothing displaying obscene or discriminatory images or language.
- Possession or threat of weapons.
- Gang-related activity or symbols.
- Inappropriate displays of affection, including prolonged kissing or physical contact with private areas.

Program Participants

All program participants are expected to follow program-specific and facility rules. Disciplinary steps for violations may include:

1. **Written Notice** – Issued to the participant. For minors, the notice will also be provided to a parent/guardian.
2. **Meeting Requirement** – After two documented incidents or one serious offense (as determined by staff), the participant may be temporarily removed pending a meeting with:
 - o The participant
 - o Parent/guardian (if a minor)
 - o Program instructor and/or supervisor
 - o Any additional staff deemed necessary
3. **Behavior Contract** – If applicable, a written agreement outlining expectations and consequences for further misconduct may be required for continued participation.
4. **Suspension/Expulsion** – Any suspension or expulsion will be determined based on severity and participant history. Participants aged 18 and older may move more swiftly through the discipline process. Individuals returning after suspension will be placed on zero-tolerance status, meaning any further violations may result in immediate removal.

Any expulsion (termination) from a program must be approved by the Executive Director.

Expulsions may apply across multiple programs depending on the nature and severity of the misconduct.

Program and membership fees will not be refunded due to suspensions or expulsions.

Facility Use

Facility users must comply with posted rules and staff instructions. Disregard or abuse of facility rules may result in immediate removal by staff or police and temporary or permanent suspension of facility access.

Observers

Observers, including parents, guardians, and guests, are expected to adhere to the same behavior standards as participants. Inappropriate conduct by an observer may result in removal from the facility or program area by staff or police if necessary.

Appeals Process

Participants suspended or terminated from a program have the right to appeal in writing to the Executive Director within five (5) business days of receiving the notice.

- The Executive Director will schedule a meeting to review the matter, allowing the appellant to present their perspective.
- A written decision affirming, modifying, or reversing the suspension/termination will be issued within five (5) business days following the meeting.
- The Executive Director shall notify the Board of Commissioners of the outcome.

It is the vision of the Park District to provide safe, wholesome programs and well-maintained facilities for all residents and guests. The goal of this policy is not to exclude participants, but to encourage cooperation, accountability, and respect. We ask for your partnership in promoting appropriate behavior and helping us uphold this standard for the benefit of the entire community.

3.08 Vehicle Usage

District drivers are expected to be accountable for their driving actions. In some positions, driving is considered a condition of employment. The following vehicle usage rules are established to promote safety for employees, patrons, and the community. These general rules apply to the use of motor vehicles for District business. Please consult your immediate supervisor for further guidance.

- Employees authorized to operate a District vehicle must hold a valid driver's license appropriate for the class of vehicle they are assigned. Personal vehicles used for District business must be properly insured. Upon request by District management or law enforcement, employees must present valid proof of licensure. Employees must notify their supervisor immediately if their driver's license status changes.
- Driver abstracts will be requested annually from the Illinois Secretary of State for all authorized District drivers.
- Use of any vehicle for District business must be approved in advance by the employee's immediate supervisor.
- Park District vehicles are to be used exclusively for official Park District business. Personal use of District vehicles is strictly prohibited.
- Employees must comply with all traffic laws and regulations, including the use of seat belts and headlights when windshield wipers are in use.
- All vehicle accidents must be reported immediately to the employee's supervisor. A copy of the police report and all accident documentation must be submitted promptly.
- Any traffic citations received while operating a vehicle for District business—whether in a District or personal vehicle—must be reported to the employee's supervisor immediately.
- Employees whose positions require full-time driving duties must be at least 18 years of age. In accordance with the Illinois Vehicle Code, drivers transporting school-age children or senior citizens must be at least 21 years old and have at least one year of driving experience.
- No employee may operate a vehicle for District or personal business while under the influence of alcohol, intoxicating compounds, methamphetamine, illegal substances, or while impaired by medication. "Under the influence" means the employee is affected by a substance in a discernible or measurable manner. This determination may be based on reasonable suspicion, professional opinion, scientifically valid testing, or witness statements.
- District vehicles may not be used to transport patrons unless both the vehicle and the

employee are authorized to do so, or in the case of an emergency.

- The District reserves the right to inspect or search any District vehicle at any time, with or without the employee's consent.
- Employees using a personal vehicle for District business must carry liability insurance in compliance with state law. The District's liability insurance is secondary to the employee's own coverage.
- Employees are strictly prohibited from transporting participants in any District program using their personal vehicle.

3.09 Bloodborne Pathogens / Communicable Diseases

Exposure to human blood or other infectious materials presents a potential health risk in both work and recreational environments. The Park District of La Grange is committed to implementing reasonable measures that help prevent the spread of communicable diseases and minimize potential exposure, whether during employment or while participating in programs.

The presence of AIDS, HIV, Hepatitis B, and other communicable diseases does not justify fear-based or discriminatory responses that could compromise service quality or participant dignity. The Park District acknowledges its responsibility to respond to legitimate public concerns while maintaining compliance with all applicable laws.

Participation by Infected Persons

General

1. Individuals will not be asked to disclose whether they are infected with HIV, HBV, or any communicable disease when registering for programs. Based on current medical understanding, such individuals will not be routinely excluded from participation. If it becomes known that a participant is infected, decisions regarding their participation will be made on a case-by-case basis, similar to how we approach any participant with a special health consideration. The following factors will guide the evaluation:
 - The nature and mode of disease transmission.
 - The duration and stage of infection.
 - The severity of potential risk to others.
 - The participant's physical condition, behavior, and ability to control transmission risks.
 - Any heightened health or safety risks to the participant due to a compromised immune system.
2. When applicable, a review team will be formed to assess the situation. This team may include the infected individual (or parent/guardian if a minor), the individual's physician, public health personnel, appropriate district staff, legal counsel, and any other parties deemed relevant. The Executive Director of the Park District of La Grange will make the final decision after considering the team's recommendation.
3. Participation restrictions or temporary exclusions may be necessary if the infected individual has conditions that increase the likelihood of fluid discharge, has uncovered open sores, is unable to manage bodily functions, or engages in behaviors that elevate the risk to themselves or others.
4. If no restrictions are recommended, participation may continue without interruption. The review team may request ongoing monitoring and re-evaluation as necessary.
5. If participation is deemed inadvisable, the individual may be withdrawn from the program. Program fees will be addressed according to the Park District of La Grange's refund policy.

Children and Individuals with Developmental Disabilities

In evaluating participation of infected children or individuals with developmental challenges, additional precautions may be necessary. Individuals who are prone to biting, unable to manage bodily secretions, or who may be at elevated risk for opportunistic infections may require temporary exclusion or modified participation. Regular re-evaluation by the review team is essential as behaviors or health status change.

Privacy Considerations

The Park District of La Grange will uphold the privacy rights of all individuals known or suspected of being infected with HIV, HBV, or other communicable diseases. All personal health information will be kept confidential and maintained in a secure manner, in compliance with applicable laws. These records are not subject to disclosure under the Freedom of Information Act.

The number of individuals within the Park District who are informed of an individual's health status will be strictly limited to those who are determined by the review team to have a legitimate need to know in order to provide appropriate care or implement necessary precautions.

Employees are strictly prohibited from discussing any personal health information—including the identity or medical condition of an infected person—with anyone other than authorized personnel. This includes, but is not limited to, other staff members, family members, and external parties. Employees must be advised of the legal and disciplinary consequences of violating confidentiality.

Unless written consent is provided by the infected individual (or the individual's parent or legal guardian if a minor), the Park District of La Grange will not disclose their participation in programs or their employment status to the public. If consent is granted, the Park District may share limited information (e.g., that an infected individual is participating or employed, without revealing name or gender) and may consider public communication or meetings to address concerns, following consultation with legal counsel.

All inquiries from the public regarding the participation of individuals with HIV, HBV, or AIDS must be directed to the Executive Director, who will serve as the sole spokesperson. No other employees are authorized to discuss or disclose such information. Staff should explain that the Park District is committed to legal confidentiality, has consulted with medical and legal professionals, and will act in accordance with their recommendations.

District Compliance Section

In today's work environment, exposure to human blood and other potentially infectious materials is a significant health risk. Due to the seriousness of occupational exposure, the Occupational Safety and Health Administration (OSHA) established the Bloodborne Pathogens Standard (29 CFR 1910.1030), which was first published in the Federal Register in 1991 and became effective in 1992.

In Illinois, public employers are regulated by the Illinois Department of Labor (IDOL), which has adopted OSHA's standards and enforces compliance. As required by this

standard, the Park District has developed and implemented a written Bloodborne Pathogens Exposure Control Plan.

Scope

This standard applies to all Park District employees who could reasonably be anticipated to come into contact with blood or OPIM in the course of performing their job duties. “Good Samaritan” acts, such as voluntarily assisting a colleague with a nosebleed, are not considered occupational exposures.

Potentially infectious materials include, but are not limited to:

- Blood
- Semen and vaginal secretions
- Cerebrospinal, synovial, pleural, pericardial, peritoneal, and amniotic fluids
- Saliva (particularly in dental procedures)
- Unfixed human tissues and organs
- Cultures containing HIV or HBV
- Blood, organs, or tissues from experimental animals infected with HIV or HBV

Exposure Control Plan

A written Exposure Control Plan is a central requirement of the OSHA/IDOL standard. This plan must:

- Identify job classifications, tasks, and procedures where exposure to blood may occur (regardless of PPE use)
- Define a schedule for implementing protective measures
- Describe procedures for post-exposure evaluation and response
- Be reviewed and updated annually, or more frequently if necessary due to operational changes
- Be accessible to employees and available upon request to IDOL

Exposure determination requires analyzing job duties to assess risk of exposure, focusing solely on routine responsibilities. An Exposure Control Plan is included in Park District of La Grange Safety Procedures handbook to support this analysis.

Most Park District employees are not anticipated to face exposure in the regular course of their duties. However, they must be trained in emergency procedures and the proper use and location of personal protective equipment (PPE). They should also be aware of steps to take following an exposure incident.

A second group of employees may have potential exposure while performing secondary or “collateral” duties such as administering first aid or cleaning up bodily fluids. These may include:

- Health Club Supervisors
- Lifeguards
- Recreation Specialists (especially in special recreation)
- Licensed Childcare Providers
- Day Camp Leaders
- Custodians
- Contact Sport Coaches

This group requires more comprehensive training and must be informed of the availability of the Hepatitis B vaccination. The Park District’s policies on PPE use, exposure response, and post-exposure follow-up must be clearly communicated to these employees.

Methods of Compliance

In accordance with OSHA/IDOL requirements, the Park District of La Grange mandates the use of Universal Precautions—treating all human blood and bodily fluids as if they are infectious. Compliance

includes the following:

- **Engineering and Work Practice Controls:** These must be implemented to minimize exposure risk. Examples include sharps disposal containers, handwashing stations, and safe handling protocols.
- **Hand Hygiene:** Employees must wash hands regularly and thoroughly, especially after contact with blood or OPIM and after removing gloves or other PPE.
- **Personal Protective Equipment (PPE):** PPE—including gloves, masks, gowns, face shields, and eye protection—must be provided at no cost to employees. It must be used appropriately, maintained, and replaced as needed. Reusable PPE must be cleaned and decontaminated properly after use.
- **Cleaning and Disinfection:** The Park District must establish and follow a written cleaning schedule, specifying the method and frequency of disinfection after any contact with blood or OPIM.
- **Sharps and Waste Disposal:** Sharps must be discarded in properly labeled, puncture-resistant containers. Contaminated waste must be handled and disposed of in accordance with applicable regulations.
- **Laundry:** Contaminated laundry must be handled with gloves, placed in marked bags, and laundered separately to avoid cross-contamination.

Hepatitis B Vaccination

The Park District of La Grange will make the Hepatitis B vaccination available to all employees who are identified as having occupational exposure to blood or OPIM, in accordance with the following criteria:

- Offered within 10 working days of initial assignment to a covered position
- Provided at no cost to the employee
- Administered at a reasonable time and location
- Conducted by or under the supervision of a licensed healthcare professional
- Compliant with the latest U.S. Public Health Service (USPHS) guidelines

Prescreening is not required as a condition of vaccination. Employees who decline the vaccine must sign a declination form, but they may choose to receive the vaccine later at no cost. If booster doses are recommended in the future by the USPHS, they will also be made available at no charge.

Hepatitis B Pre-Exposure Vaccination Declination Form

I understand and acknowledge that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring Hepatitis B virus (HBV) infection, which is known to be a serious disease. I have been given the opportunity to be vaccinated with the Hepatitis B vaccine series, at no charge to myself. However, I decline the Hepatitis B vaccination series currently. I understand and acknowledge that by declining this vaccine series, I continue to be at risk of acquiring Hepatitis B. If in the future, I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with the Hepatitis B vaccine series, I can receive the vaccination series at no charge to me.

Employee's Signature

Print Name

Date

Post-exposure Evaluation and Follow-up

In the event that an employee is exposed to blood or OPIM, the Park District will provide a confidential medical evaluation and follow-up, which includes:

1. Documentation of the exposure route and circumstances.
2. Identification of the source individual, if possible, and testing of their blood (with consent) for HBV or HIV.
3. Testing of the exposed employee's blood, with their consent.
4. Post-exposure preventive treatment, when medically indicated and in accordance with USPHS guidelines.
5. Counseling and medical evaluation of any reported symptoms or conditions.
6. Timely delivery of results and information to the employee and appropriate recordkeeping.

All procedures will be:

- Performed at no cost to the employee
- Conducted by a licensed healthcare provider
- Scheduled at a reasonable time and location

The healthcare provider will receive:

- A description of the employee's job duties related to the exposure
- Documentation of the exposure circumstances
- The source individual's test results (if available)
- The employee's relevant medical records, including vaccination status

A written opinion from the healthcare provider will be provided to the Park District and the employee within 15 days. It will state:

1. Whether the Hepatitis B vaccination is indicated and if it has been administered
2. That the employee has been informed of the evaluation results and any required follow-up

No other medical information will be disclosed, ensuring the employee's privacy.

Training Guidelines

A. General Precautions

- Frequent handwashing is mandatory before/after exposure and meals
- Gloves (latex or non-latex alternatives) must be worn when handling blood or body fluids
- All surfaces (mats, tables, toys, etc.) must be disinfected using a 1:10 bleach solution
- Soiled towels or gloves must be disposed of in sealed plastic bags
- Use puncture-resistant gloves when handling sharps or waste

B. Spill Response

- Encourage self-care if possible (e.g., pressure on own wound)
- Clean spill with paper towels, soap, and water; disinfect with bleach
- Soiled clothing must be bagged and sent home

C. Food Handling

- Maintain a clean food prep area and separate cleanup zone
- Disinfect food contact surfaces
- Use disposable dishware when feasible

D. Laundry

- Use gloves
- Wash soiled items separately with bleach and hot water

E. Diapering

- Use designated changing tables, gloves, wipes, and disposal bags
- Handwashing is required after each change

F. Equipment Cleaning

- Clean toys and mats with soap and water; disinfect if exposed to fluids

G. Use of CPR Microshields

- Microshields provided by Park District
- Discard after use and wash hands thoroughly

H. First Aid Training

- All employees should understand basic communicable disease precautions
- CPR/First Aid manikins and equipment must be disinfected before and after each use

Overview of Communicable Bloodborne Diseases

Hepatitis A

- Transmitted via contaminated food or contact with stool
- Vaccine-preventable

- Symptoms: fever, fatigue, jaundice

Hepatitis B

- Spread through blood, semen, and other bodily fluids
- Can cause chronic liver damage
- Vaccine available and 95% effective

Hepatitis C

- Spread through blood (primarily needles)
- No vaccine; chronic infection in 80% of cases
- Long-term risk includes cirrhosis and liver cancer

HIV/AIDS

- Attacks immune system; spread through blood and sexual fluids
- No vaccine, but treatable with antiretrovirals
- AIDS diagnosed by low CD4+ count or opportunistic infections

Impetigo

- Highly contagious skin infection
- Symptoms: yellow crusted sores, itching
- Requires treatment and temporary exclusion from programs

3.10 Ergonomics

Ergonomics is the science of designing workplace conditions and job tasks to fit the capabilities and limitations of workers. Effective ergonomic practices contribute to a safer, more comfortable, and productive working environment.

It is the policy of the Park District to maintain a proactive and ongoing commitment to incorporating practical ergonomic solutions that help reduce or eliminate ergonomic-related injuries, minimize associated costs, and—most importantly—enhance the overall safety, health, and morale of employees both on and off the job.

The District follows an Ergonomics Procedure Guide that includes the key elements of a proactive ergonomics program:

- Acknowledging ergonomic risk factors
- Establishing program goals
- Analyzing tasks for ergonomic hazards
- Evaluating and implementing appropriate ergonomic solutions
- Providing relevant training and resources

This policy applies to all full-time, part-time, and seasonal employees in all departments across the District.

3.11 Fall

Protection

The Park District of La Grange is committed to protecting employees from the hazards associated with elevated work. The District will ensure that all fall hazards over 4 feet are properly assessed, and that affected employees are informed and trained on the associated risks.

Training will ensure employees understand the purpose, function, and proper use of fall

protection systems, and acquire the knowledge and skills necessary for their safe application. Fall protection training will be provided on an annual basis or as needed.

Responsibility

The Safety Chairperson, Co-Chair and Safety Committee are responsible for training fall protection personnel and for the overall administration of the Fall Protection Program. They have full authority to make necessary decisions to ensure the success of the program.

All District employees share responsibility for maintaining a safe work environment and are expected to comply with all fall protection protocols. The District expressly authorizes designated safety personnel to halt any operation where there is a risk of serious injury due to fall hazards.

Written Program

The Fall Protection Policy will be reviewed and evaluated under the following conditions:

- Annually
- When changes occur to OSHA fall protection standards
- When operational or facility changes necessitate updates
- After a related accident or near-miss
- When fall protection procedures are found to be ineffective

Effective implementation of this program requires support from all levels of management. The written program will be communicated to all affected personnel and applies to the entire workplace, regardless of the number of employees or shifts. It is intended to establish clear goals and objectives to protect worker safety.

Fall Protection Hazard Assessment

A Fall Protection Hazard Assessment will be conducted prior to each job involving potential fall risks. If the hazard cannot be eliminated, proper fall arrest systems will be required.

The District will evaluate each facility by department to identify fall hazards. These evaluations will include detailed steps for protecting employees. A Fall Hazard Assessment Sheet will be used to document findings.

A complete list of fall hazard locations and corresponding protective procedures will be maintained by the Safety Chairperson & Co-Chair.

Training:

1. Training Program

A training program will be provided for all employees who will be exposed to fall hazards in the work area, and will be conducted by competent personnel. The program will include but will not be limited to:

- A description of fall hazards in the work area;
- Procedures for using fall prevention and protection systems;

- Equipment limitations;
- The elements encompassed in total fall distance;
- Prevention, control and fall arrest systems;
- Inspection and storage procedures for the equipment.

Generally, workers will be trained to recognize the hazards of falling from elevations and to avoid falls from grade level to lower levels through holes or openings in walking/working surfaces. Training programs will include prevention, control and fall arrest systems. It is required that appropriate fall arrest systems are installed, and that employees know how to use them before beginning any work that requires fall protection.

2. Initial Training

Training will be conducted prior to job assignment. This agency will provide training to ensure that the purpose, function, and proper use of fall protection is understood by employees and that the knowledge and skills required for the safe application and usage is acquired by employees. This policy will be provided to, and read by all employees receiving training. The training will include, as a minimum the following:

- Types of fall protection equipment appropriate for use.
- Recognition of applicable fall hazards associated with the work to be completed and the locations of such.
- Load determination and balancing requirements.
- Procedures for removal of protection devices from service for repair or replacement.
- All other employees whose work operations are or may be in an area where fall protection devices may be utilized, will be instructed to an awareness level concerning hazards associated with fall protection operations.
- Fall protection equipment identification. Fall protection equipment having identification numbers will be checked for legibility. Fall protection equipment having illegible identification markings will be turned in to the supervisor for inspection.
- Equipment maintenance and inspection requirements.
- Equipment donning and doffing procedures.
- Equipment strengths and limitations.

3. Certification

This agency will certify that employee training has been accomplished and is being kept up to date. The certification will contain each employee's name and dates of training. Training will be accomplished by competent personnel.

4. Refresher training

This policy will be provided to, and read by all employees receiving refresher training. The training content will be identical to initial training. Refresher training will be conducted on a semi-annual basis or when the following conditions are met, whichever event occurs sooner:

- Retraining will be provided for all authorized and affected employees whenever (and prior to) a change in their job assignments, a change in the type of fall protection equipment used, or when a known hazard is added to the work environment which affects the fall protection program.
- Additional retraining will also be conducted whenever a periodic inspection reveals, or whenever this agency has reason to believe, that there are deviations from or inadequacies in the employee's knowledge or use of fall protection equipment or procedures.
- Whenever a fall protection procedure fails.
- The retraining will reestablish employee proficiency and introduce new or revised methods and procedures, as necessary.

F. Fall Protection Procedures:

Once a facility or specific job task evaluation has been accomplished, procedures will be developed, documented and utilized for the control of potential fall hazards. Fall prevention plans will be designed by Agency competent individuals or other competent personnel. Agency personnel will be provided with any required specialized training to recognize fall hazards, to understand and address fall prevention techniques, and to become familiar with fall arrest equipment and procedures. It is critical that they consider fall protection design for the safety of operations where employees must work at elevated heights. Safety during access and egress from elevated work sites will also be considered. The following guidelines will be used when planning work at elevated heights:

- Involve the Safety Coordinator and other staff familiar with fall protection early in the project planning/job planning so that they can recommend appropriate fall-protection measures and equipment.
- Involve qualified engineers when load rating of anchorage points must be determined or is in doubt.
- Involve maintenance staff when anchorage points must be installed.
- The Agency will be specific in dealing with fall hazards when developing contracts or bid specifications. Contractors will be required to provide a written fall protection program which describes the Contractors' fall protection policies and procedures when they will be working at elevated heights.
- Include your fall protection equipment vendor during training programs and during the fall

protection selection process prior to a job task.

G. Protective Materials and Hardware:

Appropriate fall protection devices will be provided for potential fall hazards. Selection of the equipment will be based on the fall protection evaluation. Evaluations will be conducted by the Safety Coordinator and/or other designated fall protection personnel.

1. Selection Criteria:

Fall Protection devices will be singularly identified; will be the only devices(s) used for controlling falls; will not be used for other purposes; and will meet the following requirements:

- Capable of withstanding the environment to which they are exposed for the maximum period of time that exposure is expected.
- Anchor points will not deteriorate when located in corrosive environments such as areas where acid and alkali chemicals are handled and stored.
- Capable of withstanding the ultimate load of 5,000 lbs. for the maximum period of time that exposure is expected.

2. Standardization within Agency facilities:

Fall protection devices will be standardized whenever possible.

H. Fall Protection Systems:

When fall hazards cannot be eliminated through any other means, fall arrest systems will be used to control falls. Proper training on the use of fall arrest equipment is essential and will be provided prior to use. These systems and procedures are intended to prevent employees from falling off, onto or through working levels and to protect employees from falling objects. The agency may utilize, but not limited to the following fall protection systems:

- Guard rail systems;
- Hand rail and stair rail systems;
- Safety net systems;
- Fall arrest systems.
- Scaffolding

I. Inspection and Maintenance:

To ensure that fall protection systems are ready and able to perform their required tasks, an inspection and maintenance program will be implemented and maintained. The following as a minimum, will comprise the basic requirements of the inspection and maintenance program:

- Equipment manufacturer's instructions will be incorporated into the inspection and

preventive maintenance procedures.

- All fall protection equipment will be inspected prior to each use, and a documented inspection at intervals not to exceed 6 months, or in accordance with the manufacturers guidelines.
- The user will inspect equipment prior to each use and check the inspection date.
- Any fall protection equipment subjected to a fall or impact load will be removed from service immediately and inspected by a qualified person (sent back to the manufacturer).
- Check all equipment for mold, damage, wear, mildew, or distortion.
- Hardware should be free of cracks, sharp edges, or burns.
- Ensure that no straps are cut, broken, torn or scraped.
- Special situations such as radiation, electrical conductivity, and chemical effects will be considered.
- Equipment that is damaged or in need of maintenance will be tagged as unusable, and ***will not be stored*** in the same area as serviceable equipment.
- Anchors and mountings will be inspected before each use by the user and supervisor for signs of damage.

J. Contractor Responsibilities:

In addition to complying with the fall protection requirements that apply to all Agency employees, each contractor who is retained to perform operations that involve fall protection will:

- Obtain any available information regarding fall hazards and protective measures from this Agency.
- Coordinate fall protection operations with the Agency, when both Agency personnel and contractor personnel will be working in or near recognized fall hazard locations.
- Inform the Agency of the fall protection program that the contractor will follow and of any hazards confronted or created in conducting operations involving fall protection within Agency owned facilities through a debriefing immediately prior to the operation.

Fall Protection **Hazard Assessment and Analysis**

Agency: _____

Location: _____

Completed by: _____ Date: _____

OSHA requires employers to complete an assessment of all work tasks or activities done at elevated heights (over 4 feet general industry/6 feet construction), and select fall protection methods to protect employees working at these heights. Assessments should be task specific. The process involves:

1. Identify work tasks or activities that must be done at elevated heights.
2. Select options that will protect employees from these fall hazards.
3. Identify the employees that perform these work tasks and activities.
4. Train these people to recognize the inherent fall hazards and how to implement the Fall Protection options selected by the agency.

Use a copy of the Fall Protection assessment form to aid you in evaluating each job task and what forms of fall protection you can use. Once the job task has been evaluated you can use the Fall Protection Summary sheet to record all the individual job tasks and fall protection measures that should be followed.

Fall Protection Assessment Form

Job Task requires the use of:	Fall Protection Measure
Portable ladders: Either wood, metal or fiberglass. Either step or extension ladder.	Train staff to properly select the type of ladder to match the job for which it will be used. Also provide training on inspection, care, maintenance, use and set up. Document all training and inspections.
Fixed ladder	Under the revised 1910.27 (d), all new fixed ladders more than 24 feet and replacement ladder/ladder sections must have a ladder safety or personal fall protection system. For existing ladders, a cage, well, ladder safety system, or personal fall arrest system must be installed that do not have any fall protection. In 2037, all ladders extending more than 24 feet must have a ladder safety or personal fall arrest system.
Scaffolding: Either job built or portable.	All scaffolding must be provided with a guardrail (36-42 inches high), a mid rail and toe board around its entire perimeter, and/or use of a personal fall arrest system by employee (harness and lanyard)
Man-lift or Scissors lift	Unit must be outrigger equipped and these must be deployed. Unit must be equipped with guard rail, mid rail and toe board, and possibly the use of a personal fall arrest system (harness and lanyard) by employee, depending on the job being performed.
Work on roofs	If leading edge of the roof is 6 feet above the lower level use guardrail, safety net, or personal fall arrest system (harness and lanyard). On a low slope roof less than 50 feet in width

	can use safety monitor system 1926.502(h). If there are skylights must have guardrail around or skylight screen over skylight. 1910.23(a)(4)
Bucket truck lifts (Tree trimming, etc.)	Outriggers deployed, and use of personal fall arrest system (harness and lanyard)

Fall Protection Hazard Assessment **Summary Sheet**

Agency: _____ Completed by: _____

Date _____

Job Task/Activity	Performed by	Fall Hazard	Fall Protection Measure to be Used

Comments

I certify that I personally performed the above Hazard Assessment on the date indicated. *This document is a Certification of the Hazard Assessment.*

Signed by: _____ Date: _____

3.12 Reporting Hazardous Conditions / Hazard Communications Program

If an employee observes or is made aware of a hazardous condition, immediate action should be taken. Maintenance personnel must be contacted as soon as possible, with urgency based on the severity of the hazard. The area should be secured or blocked off to prevent injury to patrons, staff, or volunteers.

If the source of the hazard is known, the employee must notify a supervisor. An Incident Report Form should be completed to document the condition and response.

Hazard Communication Program

The Park District of La Grange maintains a Hazard Communication Program to comply with the Illinois Employee Right-to-Know Law (Toxic Substances Disclosure to Employees Act) and OSHA's Hazard Communication Standard. The purpose of this program is to inform and train employees about health and safety hazards associated with chemicals in the workplace.

Training will be provided to all applicable employees or as needed.

A hazardous chemical is any substance that poses a physical annually or health hazard. Examples of hazardous chemicals used by the District include, but are not limited to: splashpad chemicals, custodial supplies, fuels, paints, pesticides, automotive products, compressed gases, and fertilizers.

Program Scope

This program applies to all work areas where employees may be exposed to hazardous chemicals during:

- Routine operations
- Non-routine tasks
- Chemical spill or emergency response situations

The Hazard Communication Program includes the following seven key elements:

1. Posting of a Right-to-Know sign
2. A written Hazard Communication Program
3. Inventory of hazardous chemical products
4. Inventory and maintenance of Safety Data Sheets (SDS)
5. Labeling procedures for hazardous material containers
6. Employee training program

District Policy and Compliance

The District is committed to providing a safe and healthy workplace. Compliance with the Hazard Communication Program is a shared responsibility between management and staff. All employees are expected to consider hazard communication an essential part of their duties.

Key Definitions

- **Hazardous Substance:** Any material posing a physical or health hazard or included on regulatory lists.
- **Health Hazard:** A substance proven to cause acute or chronic health effects, including toxins, irritants, carcinogens, reproductive toxins, and corrosives.
- **Physical Hazard:** Substances with properties such as flammability, reactivity, or explosiveness.
- **Label:** Any written, printed, or graphic identification attached to hazardous chemical containers.
- **Safety Data Sheet (SDS):** Official document that provides information on chemical hazards and handling procedures, as defined by law.

Written Program Administration

- The Safety Chairperson and Co-Chair serve as the Hazard Communication Coordinator.
- They are responsible for:
 - Approving the written program
 - Ensuring workplace compliance
 - Maintaining required documentation
 - Coordinating with IDOL and OSHA

Labeling Requirements

All containers of hazardous materials must be clearly labeled with:

- The chemical identity
- Appropriate hazard warnings
- The manufacturer's name and address

Re-labeling is required when transferring chemicals to new containers, unless used immediately by the employee who transferred the material. Containers of 10 gallons or less used immediately are exempt from labeling.

For fixed systems (e.g., pipes, vats), contents must also be identified through tags, placards, or other effective means.

Safety Data Sheets (SDS)

- SDS must be obtained from suppliers for all hazardous chemicals used in District operations.
- SDS should be stored in easily accessible binders or files at or near chemical use areas:
 - Splashpad (pool chemicals)
 - Custodial closets (cleaning supplies)
 - Shops (automotive products)
- Employees must be trained on what an SDS is and where to find them.
- SDS inventories (not the SDS documents themselves) must be retained for 10 years after the substance is no longer in use.

Supplemental Labeling Policy

No container of hazardous chemicals may be used unless:

- It is clearly labeled with the chemical name
- Hazard warnings are visible
- The manufacturer's name and address are included

If a chemical is transferred to another container, a secondary label must be applied using either:

- A copy of the original manufacturer's label
- A generic label with fields for:
 - Chemical name
 - NFPA-style hazard rating

The **NFPA Hazard Rating System** uses color-coded labels to indicate:

- **Blue** – Health hazard
- **Red** – Fire hazard
- **Yellow** – Reactivity hazard
- **White** – Specific hazard or required PPE

Hazard ratings are based on a 0 to 4 scale, with 4 indicating the highest level of risk.

3.13 Personal Protective Equipment (PPE)

The Park District of La Grange adheres to OSHA's Personal Protective Equipment (PPE) Standards as outlined in 29 CFR 1910.132 through 1910.138. These regulations apply across all departments and activities where employees may face occupational hazards requiring PPE.

Scope

While PPE requirements frequently apply to maintenance staff, recreation program staff and other departments may also require PPE, such as when handling pool chemicals, cleaning up bodily fluids, or conducting specialized recreation or inclusion activities. Employees and supervisors must consider both staff and patron PPE needs during hazard assessments.

Required Written Hazard Assessment

Employers must assess each workplace to determine if hazards exist that necessitate PPE for head, eye, face, hand, or foot protection. When such hazards are identified:

- Appropriate PPE must be selected and fitted
- A written certification of the hazard assessment must be completed and include:
 1. Specific location assessed

2. Name and role of person certifying the assessment
3. Date(s) of assessment
4. Statement identifying the document as a hazard assessment certification

Supervisors or the District Safety Committee should conduct these assessments using staff knowledge and equipment manuals as additional resources.

Specific PPE Categories and Requirements

Head Protection

- Hard hats are required when working near backhoes, trenching, overhead hazards, or during park construction/maintenance
- Types:
 - Class A: General service, limited voltage
 - Class B: Utility service, high voltage
 - Class C: No voltage protection
- Inspect regularly; discard if cracked or compromised

Eye and Face Protection

- Required when risk of flying particles, liquid chemicals, or light radiation exists
- Must:
 - Fit properly and comfortably
 - Be durable and disinfectable
 - Be kept clean and well-maintained
- Prescription users must wear compliant PPE or over-the-glasses protection
- Emergency eyewash stations must be installed in high-risk areas

Hearing Protection

- Required for noise exposure over 85 dBA
- Types:
 - Moldable earplugs (disposable or reusable)
 - Earmuffs with proper seal
- Cotton is not adequate protection

Respiratory Protection

- Provided when required by hazard assessment or SDS sheets
- Circumstances requiring respirators:
 - Chemical exposure above permissible limits
 - Inadequate engineering controls
 - Emergency response scenarios
 - Compliance with pesticide regulations

Torso Protection

- May include:
 - Chemical-resistant aprons or coveralls
 - Kevlar chaps
 - Bulletproof vests (e.g., for park police)
- Selected based on task-specific risks

Arm and Hand Protection

- Used to prevent cuts, burns, chemical absorption, or amputation
- Selection based on:
 - Task frequency and duration

- o Dexterity needed
 - o Chemical or mechanical hazard exposure
- Examples: Cut-resistant gloves, insulated sleeves

Foot and Leg Protection

- Required for:
 - o Risk of impact or puncture
 - o Exposure to chemicals, rolling or falling objects
- Safety shoes should have:
 - o Steel/composite toe
 - o Metal insoles
 - o Optional metatarsal guards
- Dual boot policy may be considered for flexible protection

Working Near Water

- Coast Guard-approved life jackets are required when:
 - o Working from boats or piers
 - o Installing buoys or aerators
 - o Conducting pond or pool maintenance
- A ring buoy with at least 90 feet of line must be accessible when working from boats

Traffic Control and Night Work

- Reflective safety vests or suits are required when working on or near roadways or in low-visibility conditions

PPE Cost Responsibility

- Employers must provide and pay for required PPE
- Exceptions:
 - o PPE of personal nature usable outside work (e.g., prescription eyewear, steel-toed boots)

Training and Accountability

Supervisors and employees must understand:

- When PPE is required
- How to use and maintain PPE
- Limitations and replacement schedules

Supervisors are responsible for enforcing PPE use. Employees who fail to comply with PPE protocols may be subject to retraining and/or disciplinary action.

3.14 Lockout / Tagout

The purpose of this program is to ensure that machines or equipment are properly shut down and isolated from all potentially hazardous energy sources before maintenance or servicing work is performed. The District will provide training to employees annually to comply with OSHA's Lockout/Tagout Standard.

General Requirements

- All employees must follow the restrictions and procedures of this Lockout/Tagout Program.
- Authorized employees are trained to perform lockout procedures and must follow this written program.
- Affected employees (those who work around equipment under maintenance) must not attempt to start or operate any locked-out or tagged-out machine.

Sequence of Lockout

This procedure should be referenced before, during and after a lockout or tagout operation. The following steps provide a general summary of lockout procedures.

1. Notify all affected employees that maintenance is taking place on the machine or equipment and that it will be shut down and locked out to do the maintenance
2. The authorized employee will refer to this procedure and specific procedures developed for the machine and determine the type and amount of the energy that the machine or equipment uses (electric, hydraulic, etc.); must understand the hazards of the energy (shock, crushing, etc.); and must know the methods to control the energy (lock, tag, blocking, etc.)
3. If the machine or equipment is operating, shut it down by the normal stopping procedure (depress a stop button, open the switch, close valves, etc.)
4. Deactivate the machine so that it is isolated from its energy source(s). Stored energy must be released or restrained by methods such as bleeding the system, blocking, repositioning, etc.
5. Lock out the energy source(s) with the assigned individual lock(s) or tag(s)

Group Lockout/Tagout

If more than one individual will be doing maintenance on locked out equipment, each will place a separate lock on the energy isolating device. When an energy isolation device cannot accept more than one lock, a multiple lockout device, such as a group lock box or hasp, will be used. Tagout should not be used for group situations unless used with lockout.

Stored or residual energy (such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc.) must be removed or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc. The following steps should be followed:

1. Ensure that the equipment is disconnected from the energy source(s). Verify the isolation of the equipment

by operating the on/off switch or other normal operating control(s) to make sure the equipment will not operate.

Caution: Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.

2. The machine or equipment is now locked out.

Each person who will be working on the machinery must put their lock on the machine's lockout device(s). Each lock must remain in place until the individual's work is completed or the shift is complete. As the work is completed, authorized employees are to remove their lockout device from the machine.

When one or more employees add or remove themselves from the project or operation, the authorized employee in charge of the group or individual lockout will coordinate the change. At every change, each person should check machines for locks, check energy sources, place their lock on machine or energy sources, and talk to outgoing personnel about the project. The last person to remove their lockout device will have primary responsibility to verify that no one is still working on the machine and that all tools have been removed.

Restoring Equipment to Service

When the maintenance is completed and the machine is ready to return to normal operating condition, the following steps should be taken:

1. Check the machine and the immediate area to ensure that unnecessary items, tools, etc. have been removed and the machine components are in working order.
2. Check the work area to ensure that all employees have left the area.
3. Verify that the controls are in neutral or off position.
4. Remove the lockout devices and start the machine or equipment.

Note: The removal of some forms of blocking may require restarts of the machine before safe removal.

5. Notify affected employees that the maintenance is completed, and the machine or equipment is ready for use.
6. If the individual who did the work is not available and if the lockout/tagout device must be removed, the following procedure must be followed:
 - The people wishing to remove a lockout device must contact the General Manager of Parks Maintenance, or their designated employee, who is the only person allowed to remove the lockout device.
 - The General Manager of Parks Maintenance, or their designated employee, must verify that contact has been made with the person responsible for applying for the lockout device.

They will then cut the lockout device off and prepare the equipment or machine for start.

Training

All employees using lockout/tagout devices should receive training before using energy isolating devices.

Affected employees should also receive general training on the purpose of lockout/tagout procedures. Training will be given by an authorized employee to conduct lockout/tagout procedures.

ASSESSMENT FORM

Energy form	Energy source	Lockout guideline	Notes
Electricity	Machine power cords Motors Solenoids Capacitors Generators Batteries	Shut off the power at switch and then at main disconnect switch- lock and tag or remove fuses from box- lock and tag.	
Hydraulics	Hydraulic systems, hoses, rams, cylinders	Shut off, lock and tag valves. Bleed off fluid and blank lines as necessary	
Pneumatics	Pneumatic systems, air lines, pressure reservoirs, rams, cylinders.	Shut off, lock and tag valves. Bleed off excess air. If pressure cannot be relieved, block any possible movement of machinery.	
Kinetic Energy (energy of a moving object or materials-moving object may be powered or coasting)	Blades Flywheels	Stop and block machine parts and ensure they do not recycle.	
Potential Energy	Springs Actuators Counterweights Raised loads	Lower all suspended parts and loads to the lowest position. Block parts that might move due to gravity. Release or block stored spring energy.	
Pressurized liquids and gases	Supply lines Storage tanks	Shut off, lock out and tag valves. Bleed off excess liquids or gases. Blank lines as necessary.	

3.15 IDOL Inspections

Under the requirements of the State of Illinois Safety Inspections and Education Act of 1983, the Illinois Department of Labor (IDOL) is authorized to conduct inspections of municipal facilities and enforce the safety standards specified in the Occupational Safety and Health Act.

1. The IDOL inspector may or may not schedule an appointment. They may arrive unannounced. Upon the inspector's arrival, the Executive Director must be notified immediately.

If the Executive Director is unavailable, notify personnel in the following order:

- a) General Manager of Facilities & Operations
 - b) General Manager of Parks Maintenance
 - c) Director of Finance/HR
2. The inspector is not required to reschedule and has full authority to proceed with the inspection, regardless of staff availability.
 3. Upon arrival, the inspector will present their credentials and request to meet with management to explain the purpose and scope of the visit.
 4. The opening conference may include a checklist, and the inspector will identify the records to be reviewed. The following documents must be readily available:
 - o Safety training program / Hazard Communication Program (Employee Right-to-Know)
 - o Current OSHA 300 log
 - o Any prior IDOL inspection reports

District staff should maintain a cooperative and professional demeanor. Avoid adversarial interactions.

5. The inspection will begin with a District representative accompanying the inspector. If the inspector takes photographs or material samples, the District should do the same for its own records.
6. The inspector may privately solicit employee input at any time. Allow employees to participate if requested.
7. Correct minor violations during the inspection (e.g., housekeeping issues) as they are identified.
8. A closing conference will be held to review any noted violations. This is an opportunity to:
 - o Highlight any minor violations that were corrected during the inspection
 - o Present the District's perspective
 - o Discuss abatement periods
9. All violations must be corrected within 30 days of the closing conference. IDOL will issue any citations in writing within that same period. The District should establish an internal timeline and procedure for correcting violations.

General District Procedures

The District welcomes inspections that support compliance with ANSI, NFPA, and OSHA standards.

1. Supervisors are expected to fully cooperate during inspections.
2. Inspection results will be sent to the Safety Chairperson and shared with the appropriate personnel.
3. No inspection should proceed unless the Executive Director, General Manager of Parks Maintenance, or a designated department head has been notified and a representative is available

to accompany the inspector.

3.16 CONFINED SPACE PROGRAM

Purpose and Background

The Park District of La Grange recognizes that confined spaces can present serious hazards to employee health and safety. To comply with OSHA's Permit-Required Confined Spaces standard (29 CFR 1910.146) and related Illinois Department of Labor (IDOL) regulations, the District has developed this comprehensive Confined Space Program. This program aims to protect employees from the atmospheric and physical hazards associated with confined space work and outlines procedures for identifying, evaluating, and controlling these hazards.

Confined spaces may include, but are not limited to: manholes, surge pits, vaults, filters, tanks, wet wells, furnaces, or storage vessels. Hazards such as toxic atmospheres, oxygen deficiency, flammable gases, and physical dangers like engulfment or entrapment can result in serious injury or death without proper procedures and equipment.

Confined Space Classifications

A confined space meets all the following conditions:

1. Is large enough for a worker to enter and perform assigned work;
2. Has limited or restricted means of entry or exit;
3. Is not designed for continuous human occupancy.

Confined spaces are categorized as follows:

- Non-Permit Confined Space: Does not contain, or have the potential to contain, any hazard capable of causing death or serious physical harm.
- Alternate Entry Confined Space: Contains only an actual or potential hazardous atmosphere, and continuous forced air ventilation alone can ensure safe entry.
- Permit-Required Confined Space (PRCS): Contains one or more of the following:
 - o Hazardous atmosphere
 - o Potential for engulfment
 - o Converging walls/sloped floors that could trap/asphyxiate entrants
 - o Any other serious safety or health hazard

Confined Space Hazards

- o Atmospheric Hazards:
 - o Oxygen deficiency (<19.5%) or enrichment (>23.5%)
 - o Toxic gases, such as carbon monoxide or hydrogen sulfide
 - o Flammable atmospheres due to vapors, gases, or dust
 - o Simple asphyxiants like nitrogen or argon displacing oxygen
- o Physical Hazards:
 - o Engulfment in loose material (grain, sand)
 - o Activation of electrical, mechanical, or hydraulic equipment
 - o Falling objects or confined access
 - o Noise, temperature extremes, and slick surfaces

Program Responsibilities

1. Identification: Each facility supervisor must survey areas and complete a Confined Space Inventory and Profile Sheet to classify each space appropriately.
2. Notification: Employees shall be informed of permit spaces through signage (e.g., *DANGER – CONFINED SPACE, ENTRY BY PERMIT ONLY*) and training.
3. Control Measures: Physical barriers, locks, signage, or guardrails will be used to prevent unauthorized entry.
4. Contractors: The District will inform contractors of confined space hazards and require compliance with OSHA standards. Coordination and debriefing procedures will be followed.

Entry Options and Procedures

Option 1: No Entry

- If entry is not needed, access to the confined space will be restricted, and warning signage will be posted.

Option 2: Contractor Entry

- Contractors must have their own confined space program and will coordinate with the Safety Chairperson and Co-Chair prior to and after the entry.

Option 3: Alternate Entry (One-Person Minimum)

- Allowed only if the space contains *hazardous atmosphere only* and forced-air ventilation alone makes entry safe.
- Requirements include pre-entry air monitoring, continuous ventilation, protective clothing, and posted entry permit.

Option 4: Permit-Required Entry

- Used when the confined space presents additional hazards beyond atmospheric.
- Requires isolation of energy sources, atmospheric testing, use of PPE and retrieval systems, and on-site attendant communication.
- An Entry Permit must be completed and posted, and retained for at least one year.

Entry Permit Requirements

The Confined Space Entry Permit must include:

- Location and purpose
- Date and duration
- Authorized entrants, attendants, and supervisors (by name)
- Hazards present and measures taken
- Atmospheric testing results
- PPE and equipment used
- Communication and rescue procedures
- Cancellation and review process

Training

All employees involved in confined space activities shall be trained:

- Before their first assignment
- When duties change
- When hazards or procedures change
- Whenever a deviation from the program occurs

Training includes hazard recognition, equipment use, emergency procedures, and role-specific duties.

Documentation of training shall be maintained.

Roles and Responsibilities

Authorized Entrants must:

- Know and recognize hazards
- Use all required PPE
- Communicate with the attendant
- Exit immediately upon warning signs, hazardous conditions, or orders to evacuate

Attendants must:

- Monitor entrants and maintain constant contact
- Prevent unauthorized entry
- Summon rescue services if needed
- Remain outside the confined space during entry

Entry Supervisors must:

- Verify all entry conditions and authorize entry
- Ensure rescue services are available
- Cancel permits and terminate entry when necessary

Rescue and Emergency Services

- Employees may only perform rescues if they are trained, equipped, and authorized to do so.
- Rescue drills must occur annually.
- Non-entry retrieval systems (harnesses, lifelines, tripods) are mandatory unless infeasible.
- Outside rescue services must be informed of hazards and permitted to practice in representative spaces.

Equipment

The District will provide all necessary equipment at no cost to employees, including:

- Ventilation blowers
- Gas detection monitors (O₂, LEL, CO, H₂S)
- Communication tools
- PPE (helmets, gloves, full-body harnesses)
- Tripods and retrieval lines
- Lighting, signage, and barriers

Program Review and Recordkeeping

- All permits, training records, equipment inspection logs, and hazard assessments will be maintained for a minimum of one year.
- The program will be reviewed annually by the Safety Chairperson and Safety Committee, with revisions made as needed.

Park District of La Grange

Confined Space Inventory

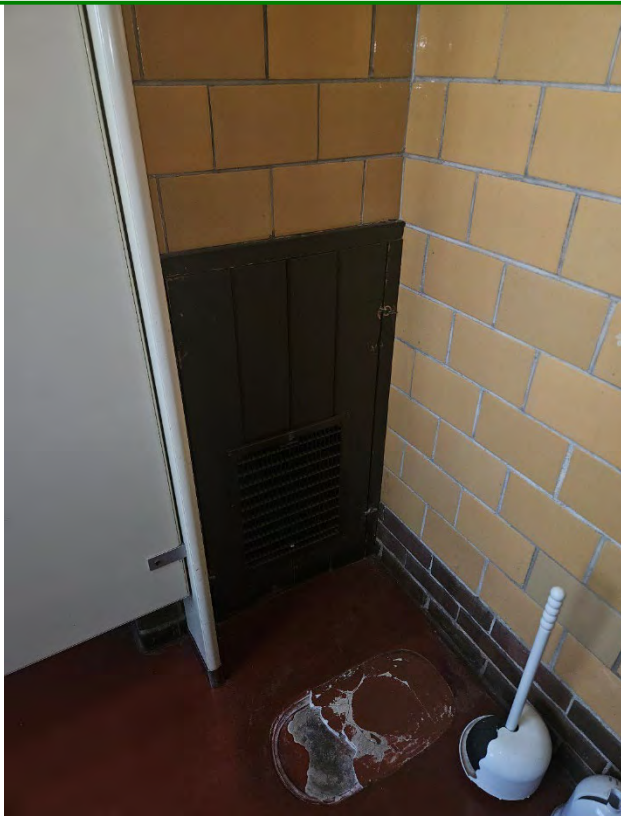




Complex:	Park District of La Grange
Building:	Throughout the District
Location:	Exterior
Type/ Description:	Storm Drain
Access:	Vertical
Hazards:	Air Quality and Engulfment
Classification:	Permit-Required (Level 1)
Special Comments:	Contractor Entry Only



Complex:	Park District of La Grange
Building:	Centennial Rotary Park
Location:	Exterior
Type/ Description:	Manhole
Access:	Vertical
Hazards:	Air Quality and Engulfment/Entrapment
Classification:	Permit-Required (level 1)
Special Comments:	Contractor Entry Only



Complex:	Park District of La Grange
Building:	Gilbert Facility
Location:	Interior
Type/ Description:	Utility/Mechanical Space. Narrow.
Access:	Horizontal w/ step down
Hazards:	Entrapment
Classification:	Non-Permit
Special Comments:	Contractor/Employee entry only



Complex:	Park District of La Grange
Building:	Recreation Center (Parking Garage)
Location:	Interior
Type/ Description:	Storm Drain
Access:	Vertical
Hazards:	Engulfment
Classification:	Permit-Required (Level 1)
Special Comments:	Contractor Entry Only



Complex:	Park District of La Grange
Building:	Recreation Center (Garage Entrance)
Location:	Interior
Type/ Description:	Sewer
Access:	Vertical
Hazards:	Air Quality, Engulfment, Entanglement
Classification:	Permit-Required (Level 1)
Special Comments:	Contractor Entry Only



Complex:	Park District of La Grange
Building:	Gordon Park Splash Pad
Location:	Interior
Type/ Description:	Surge Tank Concrete Vault
Access:	Vertical
Hazards:	Entrapment, Engulfment, Hazardous Atmosphere
Classification:	Permit-Required (Level 1)
Special Comments:	Contractor/CPO Entry Only

SECTION 4.00 - APPENDICES

Appendix A - Risk Management

- 1) Maintain and Continuously Improve Policies
 - a) Review and revise the Policies and Procedures Manual regularly
 - b) Separate procedures from policies to create a more flexible and user-friendly manual
 - c) Submit revised policies to the Board for approval
 - d) Ensure policy revisions reflect staff input, current risk trends, and regulatory updates
- 2) Provide Ongoing Training and Promote Safety Awareness
 - a) Evaluate and improve the effectiveness of current training programs
 - b) Incorporate PDRMA Online Learning Center modules into staff development
 - c) Tailor training to the specific needs of different departments
 - d) Invite staff to attend rotating safety committee meetings at various locations
 - e) Include safety committee recaps as a standing agenda item in department meetings
- 3) Ensure Safe Facilities and Transparent Communication
 - a) Upgrade fire alarm and security systems at the Recreation Center and off-site locations
 - b) Research and implement improved safety devices and signage
 - c) Carry out action items recommended by the Loss Control Review (LCR)
 - d) Post Risk Management Committee minutes on the shared drive for staff access

Appendix B – Park District of LaGrange Staff and Safety Committee Members

SAFETY Chairperson – Mike Hay, General Manager of Facilities & Operations

Safety Co- Chair – Larry Buckley, General Manager of Parks Maintenance

PDRMA –Park District Risk Management Agency

COMMITTEE MEMBERS

Kevin Miller, Director of Recreation, kevinmiller@pdlg.org

Jamie Hollock, Director of Finance & HR, jamiehollock@pdlg.org

Madonna Giampietro, HR & Administrative Coordinator, madonnagiampietro@pdlg.org

Jenny Bechtold, Executive Director, jennybechtold@pdlg.org

SAFETY COMMITTEE MEETINGS

The safety committee meets once a month at the Recreation Center, 536 East Avenue, La Grange.

Appendix D – Hazard Communications Program Procedures

Introduction

The Park District of La Grange is committed to preventing accidents and ensuring the health and safety of our employees. In accordance with federal and state regulations, including the most recent OSHA Hazard Communication Standard (updated May 2024), we ensure employees are informed of hazardous chemicals in their work environment. This includes awareness of physical and health hazards, safe handling procedures, and personal protection measures.

Identifying Hazardous Chemicals

A list of all hazardous chemicals with potential for employee exposure is attached to this program. Each chemical is cross-referenced by product identifier with its Safety Data Sheet (SDS).

SDS Location: SDSs are located in the binder outside the General Manager of Parks Maintenance's office.

Responsible Party: Safety Chairperson and Co-Safety Chair are responsible for maintaining and updating SDSs.

2. Labeling of Hazardous Chemical Containers

In compliance with the 2024 OSHA Hazard Communication Standard, which aligns with Revision 7 of the United Nations Globally Harmonized System (GHS), all chemical containers must include:

- Product Identifier
- Signal Word ("Danger" or "Warning")
- Hazard Statement(s)
- Precautionary Statement(s)
- Pictogram(s)
- Supplier Information (Name, address, phone number)

Workplace labeling must include the product identifier and hazard information using words, symbols, or a combination that conveys general hazard understanding.

Exceptions:

Containers used for immediate use (e.g., during one work shift) may be unlabeled if kept in possession of the user and fully consumed or properly disposed of by the end of the shift. However, contents should still be marked on the container.

Responsibility: Department Heads and Supervisors will ensure all containers are properly labeled before use. Labels must be legible, in English, and maintained.

Alternate Language SDS Access: Additional language copies of SDSs are available upon request from your supervisor.

3. Safety Data Sheets (SDS)

Each chemical's SDS contains essential details about hazards, first aid, handling, and storage procedures.

- SDSs are available to all employees during their work shifts.
- SDSs are maintained and updated by the Safety Chairperson and Co-Safety Chair.
- If an SDS is not immediately available, supervisors are responsible for providing interim information or access to appropriate resources.

4. Employee Training on Chemical Hazards

All employees will receive training prior to job assignment or before exposure to new hazardous chemicals.

Training will cover:

- OSHA Hazard Communication Standard overview

- Chemicals in the workplace and their associated hazards
- Label elements: signal words, hazard statements, precautionary statements, pictograms
- Location and use of SDSs
- Exposure detection methods
- Protective measures and emergency procedures
- Department-specific safety practices

Training Documentation: Employees must sign a form verifying completion and understanding.

Responsible Party: Department Heads and Supervisors are responsible for conducting and documenting training.

5. Training for Special (Non-Routine) Tasks

Supervisors must provide task-specific hazard training when employees are assigned non-routine jobs involving chemical exposure. This includes details on:

- Chemical hazards
- Emergency procedures
- PPE requirements
- Safe work practices

Examples of Special Tasks Include:

- Cleaning confined spaces
- Handling chemical spills
- Maintenance on chemical tanks or containers

6. Informing Contractors and Other Employers

If outside contractors may be exposed to hazardous chemicals:

- The contractor's supervisor must be informed of:
 - Chemical identities and hazards
 - SDS access procedures
 - Labeling system
 - Safe work practices
- The contractor's supervisor must also provide SDSs for any chemicals brought onsite.

Responsible Party: The Park District staff supervisor overseeing the contractor is responsible for this communication.

Appendix E – Reporting and Responding to Suspected Child and Vulnerable Adult

All Park District of La Grange employees and volunteers are required to comply with the Child and Vulnerable Adult Abuse Prevention Policy (Section 284) of the Safety Manual. This procedure outlines mandatory actions and reporting responsibilities when suspected, observed, or disclosed abuse or neglect involves a minor or vulnerable adult.

When to Report

Abuse or neglect may not always be visible. Staff are expected to use reasonable judgment and report any suspicion—you do not need proof or confirmation of abuse. You are not the investigator. Only trained professionals such as DCFS, law enforcement, or PDRMA have that role.

If You Suspect, Observe, or Receive a Disclosure of Abuse or Neglect:

1. Immediately report your concerns to:
 - o Your immediate supervisor or program/facility director; and
 - o DCFS at 1-800-25-ABUSE (1-800-252-2873).
 - o If the child or vulnerable adult is in immediate danger, call 911 and DCFS, and do not release them to a parent or guardian until cleared by authorities.
2. If your supervisor is unavailable or you are concerned the report may not be made promptly, you must call DCFS directly and notify your supervisor as soon as possible.
3. Complete a PDRMA Form 01 Accident/Incident Report with known facts only. Do not interview or question the victim. Include the following when feasible:
 - o Name, age, and address of the individual
 - o Description of suspected abuse/neglect (what, when, where)
 - o Names and relationships of alleged perpetrators
 - o Parent/guardian contact information, if applicable
4. Email the report to PDRMA Legal Services at newclaims@pdrma.org.
5. If the alleged perpetrator is a Park District employee, volunteer, or contractor, notify:
 - o PDRMA at 630-769-0332 or 630-435-8989
 - o Your supervisor and department head immediately
6. If you are accused or if a co-worker is accused, report it immediately to your supervisor and program director. The District must report any such claims to PDRMA and, if there is reasonable cause, to DCFS.
7. If you learn of additional or repeated abuse after an initial report, make a new report. Each new instance must be reported.

Staff Responsibilities and Mandated Reporting

- Staff identified under the Illinois Abused and Neglected Child Reporting Act (ANCRA) are mandated reporters and must report directly to DCFS within 24 hours.
- All other staff must report immediately to supervisors, who will determine the appropriate next steps.
- Failure to report suspected abuse as a mandated reporter is a Class A misdemeanor.

Precautions to Prevent Abuse and False Accusations

To protect children, vulnerable adults, and staff, always:

- Remain in view of others during interactions

- Avoid secluded one-on-one situations
- Supervise private activities in pairs (e.g., bathroom/locker use)
- Refrain from inappropriate physical contact (e.g., lap-sitting, tickling, prolonged hugs)
- Use only approved discipline procedures
- Do not engage in private electronic communications or social media contact with participants
- Avoid conversations of a sexual or inappropriate nature
- Follow all District travel and vehicle policies

Retaliation Is Strictly Prohibited

Any form of retaliation against individuals who report abuse, cooperate with investigations, or otherwise comply with this policy is strictly prohibited and subject to disciplinary action, up to and including termination.

Appendix F – Dispensing of Medication

Issue

Members are asked to administer medication to patrons in a variety of situations. For example, it can be requested by parents of a pre-school child recovering from an illness (i.e. an antibiotic), by a participant in an emergency (i.e. administration of emergency medication in the event of an allergic reaction to food or an insect bite/sting), or as a reasonable accommodation under the Americans with Disabilities Act (ADA).

In certain circumstances, the ADA obligates park districts, special recreation associations, and forest preserve districts to make reasonable accommodations for people with special needs who will be participating in our park and recreation programs. One of the most common and reasonable requests is to assist a participant in taking prescription oral medication during a program session when they do not have the ability or capacity to do it on their own. Another common request is to assist in the self-administration of an auto-injector in the event of an emergency such as an adverse reaction to a bee sting or food allergy. This has been standard practice in special recreation associations for some time. However, park districts see many people with special needs entering park district programs. Absent appropriate training and proper procedures to administer medication, there are potential safety and liability issues that could arise at an agency if the dispensing of medication is not administered properly.

Recommendation

It is recommended that all agencies who may have to dispense medication during agency programming should review the following medication dispensing guidelines and formulate specific policy to follow in the event this request is made by a patron or parent/guardian of a patron. Comprehensive medication dispensing guidelines will better prepare your staff to dispense medication in a safe and efficient manner.

To minimize the administration of a medication dispensing program, parents or guardians should be asked if the person can be medicated prior to entering the program. The agency's medical dispensing program should only be used when it is necessary to administer medication to a child or patron during program hours.

In some circumstances, the administration of medication cannot (or should not) be administered by staff because of specific and/or complex physician and/or manufacturer instructions. When in doubt, do not administer the medication. Rather, err on the side of caution and temporarily suspend participation until your agency has obtained legal advice through your corporate counsel, and/or PDRMA's legal counsel.

Parental Procedures and Responsibilities

The parent/guardian **must**:

- 1) Complete the Permission to Dispense Medication/Waiver and Release of All Claims form
- 2) Complete and sign the Medication Dispensing Information form

- 3) Deliver all medication to the agency office in the original prescription bottle or in clearly marked containers which include the person's name, medication, dosage, and time of day medication is to be given
- 4) Verbally communicate with agency staff regarding specific instructions for medication

Staff Medication Dispensing Procedures

Agency program staff **must**:

- 1) Ensure that the Permission and Waiver to Dispense Medication Form and Medication and Dispensing Information Form are fully completed and signed by the parent/ guardian prior to the dispensing of any medication.
- 2) Ensure that only authorized staff accept medication which may include the Executive Director, Director of Recreation, Safety Chairperson, Program Supervisor/Coordinator, or other designated program staff.
- 3) Verbally communicate with the parent or guardian regarding any specific instructions regarding the dispensing or storage of the medication. It is also the responsibility of the authorized staff who receive medication to properly store medication in a locking cabinet or in a refrigerator as needed. **It is extremely important that stored medication is out of the reach of other patrons and particularly children.**
- 4) Obtain copies of all waivers, internal procedures, medical information forms, and medication logs when obtaining the prescription medication to be transported to the program site. All medication stored at a program site must be secured and only available to authorized program staff.
- 5) Program coordinators responsible for dispensing medication must strictly follow all written instructions on the medical information form, individual dose envelopes, and any information contained on original prescription container labels. If conflicting dispensing information exists, medication should not be administered until the parent, guardian, or physician are reached by phone to obtain specific instructions.
- 6) Unless otherwise arranged, only paid and trained agency staff will be allowed to dispense medication.
- 7) Agency staff responsible for dispensing medication will fully complete the medication information contained on the medication log form. Medication dispensing logs should be completed until medication dispensing has ceased and completed medication logs should be turned into the agency's office and kept in a permanent file for at least three years at the conclusion of the program.

Appendix G – Maintenance Ergonomics Procedures

Workplace Hazards

- Lifting
- Repetitive motion (Shoveling, Raking, Sweeping)
- Carrying
- Awkward Posture (Reaching, stretching injuries job tasks, pruning/raking, chain saw, string trimming)
- Push/Pull
- Contact Stress
- PPE

Review Workplace Losses

- 1) Fill out Injury Analysis Checklist (Form 6) and Associate Risk Factors (Form 7)
- 2) Identify tasks related to losses
- 3) Develop an action plan to reduce losses
- 4) Evaluate Progress review losses change in tasks

Proper Lifting Technique

Follow these tips to avoid compressing the spinal discs or straining your lower back when lifting:

- Keep a wide base of support. Your feet should be shoulder-width apart, with one foot slightly ahead of the other (karate stance).
- Squat down, bending at the hips and knees only. If necessary, put one knee on the floor and your other knee in front of you, bent at a right angle (half kneeling).
- Maintain good posture. Look straight ahead, and keep your back straight, your chest out, and your shoulders back. This helps keep your upper back straight while maintaining a slight arch in your lower back.

- Slowly lift by straightening your hips and knees (not your back). Keep your back straight, and don't twist as you lift.
- Hold the load as close to your body as possible, at the level of your belly button
- Use your feet to change direction, taking small steps. Lead with your hips as you change direction. Keep your shoulders in line with your hips as you move.
- Set down your load carefully, squatting with the knees and hips

only Keep in mind:

- Do not attempt to lift by bending forward. Bend your hips and knees to squat down to your load, keep it close to your body, and straighten your legs to lift.
- Never lift a heavy object above shoulder level
- Avoid turning or twisting your body while lifting or holding a heavy object

Repetitive Motion

- Alternate job tasks go from shoveling to another task to take a break.
- Re-adjust hand placement, alternate from left to right hand stance.
- Use a loose grip on the tool to avoid blistering.
- Breaks, reversal of posture exercises

Carrying

- Use a cart or mechanical device for heavy objects
- Hand truck, pallet jack or team carry
- Move supplies closer to its destination with a vehicle to reduce carry distance

Awkward Posture

- Use Proper body mechanics
- Use reversal of posture exercises

- Use a stepladder to bring the body closer to the work
- Rearrange the equipment or process to reduce awkward posture
- Raise or lower the object to eliminate forward or bent posture
- Implement employee rotation strategy to reduce duration of awkward posture

Push/Pull

- Use a cart/dolly or other device to move an object
- Adjust the handle to ideal height- between waist & Chest
- Confirm mechanical equipment is available and in safe working conditions
- Train employees on mechanical devices
- Investigate purchase of mechanical device

Contact Stress

- Use knee/kneeling pads for tasks involving kneeling work
- Use proper tools instead of using palm, sole of the foot or knee like a hammer
- Pad sharp corners or edges to reduce contact stress
- Use anti-vibration gloves and take breaks when using vibrating equipment

PPE

- Repair or replace defective or ill-fitting PPE
- Make sure use of the correct PPE for the task. If needed purchase the proper PPE
- Review the policy and procedure on use of PPE for the task

Appendix H – Safe Lifting Procedures

Following safe lifting procedures in the workplace can greatly help with the avoidance of an accident at the workplace.

Unfortunately, workplace injuries are a common occurrence. Workers that are required to lift heavy objects for their occupations are at risk for numerous strains and ailments. Safe lifting procedures in the workplace can help avoid injury:

- **Knowing the weight**

Heavier objects can cause increased muscle strain when being picked up. You should know when you should get help. Workers should not feel embarrassed to ask a coworker for help. It is better to do this than suffer a preventable injury.

- **Use a tool when necessary**

Some materials are too heavy for human hands. Workers should know when they should rely on tools or machines to lift an object. Larger packages should be hoisted with a forklift. Ramps and pallet jacks are also common equipment. Be sure you are educated about how to use the equipment properly before you try to utilize it.

- **Lift from the correct position**

Lifting from an unorthodox position can put strain on muscles that are not used as frequently. This can cause those affected areas to suffer from a strain or pull. You should try your best to avoid strain on your back when lifting. This can be accomplished by bending your knees as you lift a package.

- **Be careful of where you carry**

The atmosphere of a workplace can also hinder your safety when you're lifting heavy objects. Make sure there is proper lighting in the room. You should also avoid any spills or slippery floors that could cause a fall. Keep your eyes open to your surroundings and be aware of any warnings. Check these conditions before you attempt to carry the heavy object.

- **Handles make a difference**

Handles help with lifting many boxes. Packages that do not have handles can be difficult to carry. This may result in you dropping the package or lifting it in an awkward position. Use suction tools, when necessary, these can provide handholds for containers that may not already have them. You can also contact your supplier about shipping materials in packages that have handles.

Safe Lifting Techniques

Prevention and planning are perfect solutions for most hazard abatement in the workplace. With proper safety training and the use of these safe lifting techniques, your team should be able to greatly reduce the risk of back and lifting injuries:

- Before lifting, assess what it is you are lifting and where it is going. Recognize how heavy the object is and determine if you can lift it by yourself. Never hesitate to ask for help if it is too heavy.

- Make sure to check the pathway you are taking to your destination. There should not be any trip hazards or debris on your path.
- To safely lift the object, get as close to the object as possible. This will create more leverage for you and less strain on your muscles.
- Next, position your feet shoulder-width apart and angle one foot slightly forward for better balance.
- When you go to bend down for the object, keep your back straight and use your legs and hips to lower yourself to the object. Never bend at the waist because this will cause immediate strain on your lower back.
- As you bend down to pick up the object, use the hand of the leg that is angled forward and place it on the side of the object furthest from you.
- After you have a firm, comfortable grip, tighten your core and focus on keeping a straight back as you lift the object with your legs and hips. Looking forward will help keep your back straight and extend your legs. Always remember to keep the object close to your body.



1. Stand close to the load with your feet spread shoulder width apart. One foot should be slightly in front of the other for balance.



2. Squat down, bending at the knees (not your waist). Tuck your chin while keeping your back as vertically as possible.



3. Get a firm grasp of the object before beginning the lift.



4. Slowly begin straightening your legs, lifting slowly. Never twist your body during this step.



5. Once the lift is complete, keep the object as close to the body as possible. If the load's center of gravity moves away from your body, there is a dramatic increase in stress to the lumbar region of the back.

Things to Avoid

Just as important as following safe lifting techniques, avoiding unsafe behavior can help you to avoid injury and to advise others on how to do the same.

Here are a few things to avoid while lifting:

- Never hold your breath while you lift an object. Exhaling out when lifting an object is the proper technique to use.
- When carrying an object, do not bend or twist at the waist. If you need to turn, slowly turn with your feet.
- Don't use a partial grip on an object. Always use two hands!
- Never obstruct your vision with an object you are carrying. Keep the object at mid-section level, from the mid-thigh to mid-chest. This is your "power zone."
- Never forget to wear your personal protective equipment, such as gloves for gripping or shoulder pads to cushion the load.

By practicing these safe lifting techniques, and avoiding bad lifting habits, you and your staff can stay healthy and on the job. Since lifting injuries are so common, and detrimental to productivity, the importance of safe lifting techniques cannot be understated and should be treated seriously in every industry.

Appendix I – Office Ergonomics

Currently, OSHA does not have an ergonomics standard in place. However, this procedure will be placed under the framework of "best work practices" which are broad and can be applied to many work situations. This is to prevent or mitigate chronic work-related injuries caused by poor posture, improper lifting, inadequate lighting, noise, etc.

Fill out Office Ergonomics Checklist.

Office Ergonomic Tips

Regardless of how "adjustable" a workstation is, all employees should follow the guidelines below. These guidelines are for the average worker and may not be comfortable or applicable to all employees. If employees do not follow these guidelines and they begin to experience discomfort or pain that could be associated with work practices or their workstation, they should begin to follow all these guidelines to see if their situations improve.

Computer Monitors

The computer monitor should be directly in front of the keyboard, the height should be such that the chin is parallel to the floor and the monitor is approximately an arm's length or more away from the user. To help prevent glare, the screen should be tilted to a 90-degree angle with the overhead lights and in some cases tilting the top of the screen forward slightly will help reduce glare even further (depending on the situation). Avoid positioning computer monitors where the user faces a window, as the bright light coming in from a window can create too much contrast with the computer screen and can cause eye fatigue.

Document Holders

If an employee works from paper documents frequently, a document holder should be used. The holder should be positioned at the same height and distance as the computer screen and as close to the monitor as possible. Placing a reference document on the desk and/or further away from the employee than the screen forces the eyes to refocus every time the document is referenced. This can cause eye fatigue.

Input Devices (keyboard, mouse, etc.)

The keyboard should be positioned so that the hands can access the keys while holding the elbows naturally next to the body and the forearms parallel to the keyboard. The mouse and other input devices should be near the keyboard to reduce reaching and shoulder stress. The keyboard or chair should be adjusted so that the forearms, wrists, and hands are in a straight line (neutral position) while using the keyboard.

Typing and wrist rests

Until recently, many people believed that obtaining a wrist rest and constantly resting the wrists on it while typing was acceptable. All employees should try to keep their wrists off of the desk or wrist rest while typing and only rest their wrists when needed. Resting the wrists on any surface while typing increases the risk of cumulative trauma disorders.

Posture

Proper posture should be maintained while working at a computer workstation. Proper posture includes a 90 degree or greater angle at the hips and knees and the feet resting flat on the floor or footrest. The knee and hip angles should not stay fixed while seated. Employees should vary their seated posture periodically. The head and neck should be in an upright position, even while on the phone. The shoulders should be relaxed and the elbows hanging naturally next to the body. Allow ample leg and knee clearance under the desk to maintain proper posture.

Chair

The chair should allow some clearance behind the knees when seated against the backrest. The backrest should be used to provide support for the lower back and if it does not, a lumbar pillow can be obtained to provide adequate support. The chair adjustments should be used to achieve the position described here and above. Armrests are not necessary on a chair and depend on an employee's preference. Adjustable armrests on a chair are not mandatory, but the armrests of the chair should be at a height that will not force the employee to raise or lower their shoulders while resting their elbows on them. It is for this reason, however, that adjustable armrests are ideal, as it allows adjustments for any worker that sits in the chair. M. D. Anderson's Institutional Standard chairs are all equipped with adjustable armrests.

"Microbreaks"

Anytime employees work uninterrupted at the computer for long periods of time they should take microbreaks (two to three minutes) every 45 to 60 minutes. Studies have shown that changing tasks and postures periodically significantly reduces the number of complaints and symptoms of pain and discomfort

associated with repetitive tasks such as computer work. The microbreak does not have to be a rest break, as the employee could just begin another task that does not require the same posture and position as typing does (i.e. faxing, copying, standing up and using the phone).

Computer uses at home

Many employees have a computer at home and use it for extended periods of time in the evening or over the weekend. It is extremely important for employees to apply good ergonomic practices there as well. Whether employees are at home or work, under most circumstances, if they sit and work in a comfortable, natural position/posture, they should not experience any problems. One of the keys to keeping any serious problems at bay is to constantly be aware of pain or discomfort in the body and to address it as soon as it is noticed instead of waiting until it's too late. Call Environmental Health and Safety on 4111 for more details.

Appendix J – Fall Protection Procedure

Purpose

This procedure provides guidance to Park District employees that work at heights. Conformance to this Procedure aids the Park District in preventing falls by avoiding work at heights where possible; using fall protection equipment or other controls; and minimizing the consequences if a fall should occur. Although work at heights may be covered by other regulations or procedures such as ladders, scaffolds or other elevated work platforms, this procedure applies to all work performed above four feet.

Scope

This procedure applies to all staff and contractors who may perform elevated work at the Park District of LaGrange.

Specific guidance on the use of mobile elevated working platforms can be found in the District's Aerial Platform and Scissor Lift Procedure.

Specific guidance on the use of ladders and scaffolding can be found in the District's Ladder and Scaffolding Procedure.

Responsibilities

Department Manager/Supervisor:

- Responsible for ensuring employees under their direct control adhere to this procedure and contractors brought in under their authority are aware and are contractually required to adhere to this procedure
- Identifies the tasks that require fall protection
- Competent Person:
- Conducts the risk assessment for fall hazards
- Shall be knowledgeable on applicable fall protection regulations and requirements
- Selects appropriate fall protection equipment for specific

tasks Authorized Person:

- Responsible for adhering to all requirements in the fall protection program
- Responsible for cease work and take appropriate action to include communicating to the appropriate management level when new or previously unknown hazards are identified

Safety Committee:

- Develop and maintain the fall protection program and provide guidance to departments and individuals
- Coordinate necessary training, which primarily consists of elevated platform safety, scaffolding safety, ladder safety and personal fall arrest system safety for authorized persons
- Serve the role of technical support and consultation to interpret requirements and establish safe

practices

Departments with personnel exposed to fall hazards:

- Identify competent and authorized people within their department
- Contact Safety Chairperson & Safety Committee for technical support when questions arise regarding compliance and safe procedures
- Provide proper safety equipment for their affected employees and ensure personnel using have been properly trained prior to use

General Requirements of Fall Protection

All work above 4 feet (1.2 meters) shall follow this procedure or provide adequate fixed guarding systems (i.e. guardrails):

- All individuals within 15 feet of an edge shall be protected from falling by a guardrail or fall arrest system
- Warning systems shall be in place on a roof 15 feet or 5 meters from the edge to warn authorized persons that they are approaching an unprotected opening (including skylights), roof side or edge, and which designates an area where roofing work may take place without the use of guardrails, fall arrest, or safety net systems to protect employees in the area
- If authorized persons must work at heights, a competent person shall determine the type of fall protection required
- Fall protection equipment shall be used in accordance with the manufacturer's instructions. This includes weight and size limitations and shall not be altered in any way without the manufacturer's written authorization.
- Anchor points shall be capable of supporting at least 5000 pounds per employee attached. Guardrails are not considered an acceptable fixed anchor.

Risk Mitigation

Where the risk of a fall from work at height is identified, departments shall use the following hierarchy of controls to either eliminate the hazard or reduce the risk of a fall:

- **Elimination**
Eliminate the risk of a fall, (e.g. relocate the work to a safe working height, to the ground or existing solid construction with guardrail/walls, etc.).
- **Passive Fall Protection**
If it is not reasonably practical to eliminate the risk of a fall, reduce the risk using passive fall protection equipment (e.g. guard-railing, scissor lifts, elevated work platforms, scaffolds, etc.). Work from any mobile, elevated work structure shall require the additional use of a Personal Fall Arrest System.
- **Work Positioning System**
If it is not reasonably practical to eliminate the risk or use passive fall protection, use work positioning systems to physically prevent a fall from occurring.

- **Personal Fall Arrest System**

If it is not reasonably practical to use the above options, the use of Personal Fall Arrest Systems to arrest a fall after it occurs shall be used. Body belts are not permitted for use as part of a Personal Fall Arrest System.

When personnel are required to use personal fall arrest systems, a rescue strategy shall be developed by the Fall Protection Competent Person. The hierarchy of fall protection rescue includes self-rescue by the worker who has fallen, assisted rescue by co-workers, and, if all else fails, calling in professional rescuers.

The following considerations shall be part of a rescue procedure:

- o Instruct personnel working at heights that if a fall occurs, immediately contact 911 to summon Emergency Medical Services.

- **Administrative Controls**

If none of the above measures are reasonably practical, or the risk of a fall remains, the risk shall be reduced using documented administrative controls that specify the procedures to be used to mitigate the risk, such as Warning Line System, Fall Protection Plan, Job Safety Analysis, etc. NOTE: The selection and use of a Work Positioning System, Personal Fall Arrest System, or Administrative Controls shall be approved by the supervisor in consultation with a Competent Person. Contact Risk Management and Safety as needed.

Roof Access

Requirements Purpose

A variety of Park District and contract personnel are frequently required to access roofs to conduct inspections, perform maintenance, install equipment, make repairs, etc. The purpose of the roof access requirements is to prevent falls and roof access related injuries. Special precautions shall be taken when working on building roofs.

Roof Access Signs & Restricted Access

All fixed roof access routes (e.g. fixed stairways, ladders, elevators) shall be posted with a sign stating the following information or equivalent:

“NOTICE”

**ENTRANCE TO THE ROOF IS RESTRICTED TO AUTHORIZED PERSONNEL ONLY
PRIOR TO ACCESSING THIS ROOF
YOU MUST REVIEW THEN SIGN & DATE THE POSTED**

**HAZARD ASSESSMENT, if there is NOT a Hazard Assessment posted
DO NOT ACCESS THE ROOF!**

Prior to accessing any roof, the following shall be completed:

- Personnel shall complete authorized training
- A competent person shall complete the Fall Protection Hazard Assessment and post it on all roof access points.
- Personnel accessing the roof shall review the roof's specific access requirements. At a minimum, this should include the Fall Protection Hazard Assessment but may include other documents such as standard operating procedures. Personnel shall acknowledge understanding by signing the acknowledgement sheet.

Maintenance & Inspection

Personal Fall Arrest

Systems

- Personal Fall Arrest Systems and associated devices/equipment shall be visually inspected prior to each use, and periodically per the manufacturer's specifications for excessive wear, damage and other signs of deterioration. Periodic inspections of fall arrest systems shall be documented.
- Defective or out-of-date equipment shall be immediately removed from service, tagged and promptly destroyed.
- Personal Fall Arrest Systems that are involved in a fall arrest incident shall be taken out of service immediately and permanently. Retractable lifelines shall be sent back to the manufacturer for repair and re- certification or destroyed. Notify Safety Chairperson of a fall utilizing fall protection equipment.
- Harnesses, lanyards, and retractable devices shall have a legible tag or data plate attached to the device or it shall be taken out of service
- Fall protection equipment shall be replaced as required per the manufacturer's instructions

Qualifications & Training

- Authorized Persons performing work at height shall be trained in site specific fall protection procedures and any task specific procedures that are established prior to performing any work at height
- Authorized Persons shall demonstrate an understanding of the training and use of the equipment including elevated work platforms. This shall be accomplished through a documented exam and/or documented practical demonstration.
- Refresher training shall be provided when:
 - 1) Changes in the workplace render previous training obsolete
 - 2) Changes in the types of fall protection equipment or aerial lifts to be used render previous training obsolete
 - 3) Workplace observations indicate that employees have not retained an understanding of the skills acquired through their initial training
 - 4) Changes are made to the fall protection program
 - 5) Competent personnel identify the need for additional training

- At a minimum, refresher training shall be completed every 3 years
- Personnel who maintain and inspect personal fall arrest systems shall receive formal training on how to properly maintain and inspect these systems. The training shall be conducted by a qualified person or competent person.

Records

Records shall be retained for the applicable national regulatory requirements, whichever is greater. This includes the following:

- All training documentation
- All Audit and Program Review Documentation
- Pre-Shift Aerial and Scissor Lift Inspection Form
- Fall Hazard Assessments
- Work Practice Procedures

Audit & Program Review

- A documented annual evaluation shall be conducted of the Fall Protection Procedure by Risk Management and Safety
- The annual evaluation shall include a thorough review of the following:
 - a) The District's Fall Protection Procedure to determine if it is complete and up to date
 - b) Equipment inspection checklists to evaluate thoroughness and completeness of the inspections
 - c) Training records to determine if all required training was appropriately conducted and attended
 - d) The availability of all the records required to be maintained by this procedure
- The results of the evaluation shall be communicated to all appropriate levels of management. All actions that are necessary to improve the process shall be documented and completed.

Inspection and Maintenance Checklists for Fall Arrest Components

- **Warnings:** Always read and follow the instructions and warnings contained on the product and packaging before using any fall protection equipment and do not exceed time in use limitations.
- **Inspection:** All fall protection equipment shall be inspected prior to each use.
- **Training:** All workers shall be trained by a Competent Person in the proper use of fall protection/arrest equipment.
- **System:** Only components that are fully compatible with one another shall be used.

What to do after a fall occurs? After a fall occurs, all components of the fall arrest system shall be tagged & removed from service. Contact Safety Chairperson.

Harness Inspection

- **Webbing** - Grasp the webbing with your hands 6 inches to 8 inches (18 cm) apart. Bend the webbing in an inverted "U". The surface tension resulting makes damaged fibers or cuts easier to detect. Follow this procedure for the entire length of the webbing, inspecting both sides of each

- strap. Look for frayed edges, broken fibers, pulled stitches, cuts, burns, and chemical damage.
- **D-Rings** - Check D-rings for distortion, cracks, breaks, and rough or sharp edges. The D- ring should pivot freely
- **Attachment of Buckles** - Inspect for any unusual wear, frayed or cut fibers, or broken stitching of the buckle or D-ring attachments
- **Tongue/Grommets** - The tongue receives heavy wear from repeated buckling and unbuckling. Inspect for loose, distorted or broken grommets. Webbing should not have additional holes punched.
- **Tongue Buckles** - Buckle tongues should be free of distortion in shape and motion. They should overlap the buckle frame and move freely back and forth in their socket. Roller should turn freely on the frame. Check for distortion or sharp edges.
- **Friction and Mating Buckles** - Inspect the buckle for distortion. The outer bars and center bars shall be straight. Pay special attention to corners and attachment points at the center bar.

Lanyard Inspection

When inspecting lanyards, begin at one end and work to the opposite end, slowly rotating the lanyard so that the entire circumference is checked.

- Hardware:
 - 1) Snaps
Inspect closely for hook and eye distortions, cracks, corrosion, or pitted surfaces. The keeper (latch) should sit into the nose without binding and should not be distorted or obstructed. The keeper spring should exert sufficient force to firmly close the keeper. Keeper locks shall prevent the keeper from opening when the keeper closes.
 - 2) Thimbles
The thimble shall be firmly seated in the eye of the splice, and the splice should have no loose or cut strands. The edges of the thimble shall be free of sharp edges, distortion, or cracks.

Steel Lanyard—While rotating the steel lanyard, watch for cuts, frayed areas, or unusual wearing patterns on the wire. Broken strands will separate from the body of the lanyard.

Web Lanyard—While bending webbing over a pipe, observe each side of the webbed lanyard. This will reveal any cuts or breaks. Swelling, discoloration, cracks and charring are obvious signs of chemical or heat damage. Observe closely for any breaks in stitching.

Rope Lanyard—Rotation of the rope lanyard while inspecting from end-to-end for any fuzzy, worn, broken or cut fibers. Weakened areas from extreme loads will appear as a noticeable change in original diameter. The rope diameter should be uniform throughout, following a short break period.

Shock Absorber Pack—The outer portion of the pack should be examined for burn holes and tears. Stitching on areas where the pack is sewn to D-rings. Belts or lanyards should be examined for loose strands, rips, and deterioration.

Shock-Absorbing Lanyard—Shock-absorbing lanyards should be examined as a web lanyard (described in Item 3 above). However, also look for the warning flag or signs of deployment. If the flag has been activated, remove this shock-absorbing lanyard from service.

NOTE: All items that are found to be defective shall be tagged as “DEFECTIVE” and removed from service. Life may depend on it.

Some items may be able to be sent to the manufacturer repaired, refurbished and re-certified for use and returned to service.

Cleaning

Basic care of all safety equipment will prolong the durable life of the unit and will contribute toward the performance of its vital safety function. Proper storage and maintenance after use are as important as cleaning the equipment of dirt, corrosives, or contaminants. Storage areas should be clean, dry and free of exposure to fumes or corrosive elements.

Nylon or Polyester—Remove all surface dirt with a sponge dampened in plain water. Squeeze the sponge dry. Dip the sponge in a mild solution of water and commercial soap or detergent. Work up lather with a vigorous back and forth motion; then wipe with a clean cloth. Hang freely to dry, but away from excessive heat.

Drying—Equipment should dry thoroughly without close exposure to heat, steam, or long periods of sunlight.

Appendix K – Lockout / Tagout Procedures

Basic Rules for Using Lockout or Tagout System Procedures

- All energy sources for fixtures, equipment and/or machinery shall be locked out or tagged out to protect against accidental or inadvertent operation when such an operation could cause injury to personnel.
- Note that isolating a piece of equipment from its source may not eliminate all potential hazards. Stored energy may be present within the equipment or machinery.
- Do not attempt to operate any switch, valve or other energy isolation device when it is locked or tagged out.
- Never remove a lock or tag for another associate. Only the associate placing the lock or tag may remove it. If there is a need to remove another associate's lock or tag in an emergency, only the General Manager of Parks Maintenance may do so after making every effort to contact the owner of the lock or tag.

Sequence to Lock Out or Tag Out

- The supervisor shall conduct a survey to locate and identify all isolating devices to be certain which switch(s), valve(s) or other energy-isolating devices apply to the equipment to be locked or tagged out. More than one energy source (electrical, mechanical or others) may be involved.
- Verify the written energy control (shutdown/startup) procedure attached to the equipment or machinery, make necessary changes, supply the written procedure in the absence thereof, and send a copy of the procedure or changes to an existing procedure to the FM safety manager for review.
- The supervisor or shop leadman shall notify all affected staff and customers that a lockout or tagout system is going to be utilized and the reason for that action. The authorized staff shall know the type and magnitude of energy that the machine or equipment utilizes and shall understand the hazards thereof.
- If the machine or equipment is operating, shut it down by the written energy control (shutdown) procedure attached to the equipment or machine (depress stop button, open toggle switch, etc.).
- Operate the switch, valve or other energy-isolating device(s) to ensure that the equipment is isolated from its energy source(s). Stored energy (such as that in spring, elevated machine members, rotating flywheels, hydraulic systems and air, gas, steam and water pressure, etc.) must be dissipated or restrained by methods such as repositioning, double blocking and bleeding down, etc.
- Lockout and/or tagout the energy-isolating devices with assigned individual lock(s) or tag(s). Tags shall indicate that the energy-isolated device(s) shall not be operated until after the removal of the tag.
- After ensuring that no personnel are exposed, and as a check on having disconnected the energy sources, operate the push button or other normal operating controls to make certain the equipment will not operate.
- Caution: Return operating control(s) to "neutral" or "off" position after the test.
- The equipment is now locked out or tagged out.

Restoring Machines or Equipment for Normal Production Operations

- After servicing and/or maintenance is completed and the fixture, equipment or machinery is ready for normal operation, check the area around the fixture, equipment or machinery to ensure that no one is exposed.
- After all tools have been removed from the fixture, equipment or machinery, guards have been reinstalled and associates are in the clear, remove all lockout or tagout devices. Notify all affected people that the lockout or tagout has been removed. Operate the energy- isolating devices to restore energy to the fixture, equipment or machinery following the written energy control (startup) procedure.
- Procedure involving more than one person
- In the preceding steps, if more than one individual is required to work on the equipment or machinery, each shall place his/her own personal lockout device and/or tagout device on the energy-isolating device(s). When an energy-isolating device cannot accept multiple locks and tags, a multiple lockout or tagout device (box or hasp) may be used.
- If lockout is used, a single lock may be used to lock out the machine or equipment with the key being placed in a lockout box or cabinet which allows the use of multiple locks to secure it. Each associate will then use his/her own lock to secure the box or cabinet. As each person no longer needs to maintain his or her lockout protection, that person will remove his/her lock from the box or cabinet.
- When work must continue over a shift change the supervisor or lead worker must ensure that all associates are aware of which locks are to be replaced or left in place. All staff in the oncoming shift must be informed of the lockout/tagout conditions.

Additional Requirements

- Safety Chairperson, Department Head and Supervisors should annually verify that all associates are in compliance with the requirements of this procedure. A periodic lockout/tagout inspection form shall be used and a copy of the completed form sent to the FM safety manager.
- Initial training must be provided for all authorized and affected staff, repeated annually and documented. Additional retraining for all authorized and affected staff must be provided whenever there is a change in equipment, machinery, procedures or whenever there is evidence that this procedure is being violated.
- The locks provided by the General Manager of Facilities and Operations are the only authorized locks to be used for equipment or machine lockouts. Each lock should be keyed separately. One key issued to the authorized staff possessing the lock and the other key kept by the supervisor for emergency situations only.
- Each lock should be identified for its owner. In lieu of identification on the lock, an authorized staff's personal tag can be applied in addition to his/her lock when locking out the equipment or machinery so that the lock's owner can be readily identified.
- The tags, padlocks and lockout devices used for locking out machinery and equipment should only be used for lockout and not for any other activity.
- All equipment or machinery should be provided with appropriate energy isolating devices. Each

such energy-isolating device should be clearly identified by a label. Only where such devices are not now existent may tagout be used.

- a) Whenever the equipment or machinery is modified or rebuilt, the energy control device must be altered to allow the incorporation of a lock for lockout purposes.
- b) When new or replacement equipment or machinery is ordered, the specifications shall include the capability of locking out the energy source(s).
- All equipment or machinery that is required to be locked or tagged out shall have a written energy control (shutdown/startup) procedure attached to or near the main power switch for that equipment or machinery. This procedure is to identify all the energy sources which may be acting on this equipment and detail how each energy source is to be locked or tagged out. A copy of these procedures is to be sent to the FM safety manager for review.
- The removal of a lock or tag by anyone other than the assigned staff who placed the lock or tag on the equipment or machinery is a very serious event and shall be documented with a copy of the documentation being sent to the Division Manager. The supervisor should make every effort to locate the responsible associate, make a thorough examination of all machinery or equipment protected by the lockout or tagout to ensure that personnel, tools and equipment are clear, and notify the Division Manager before removing the lock or tag. Continue to make all reasonable efforts to contact the staff to inform him/her that his/her lockout or tagout device has been removed and to ensure that the staff member has this knowledge before he/she resumes work.
- A tagout device, including the means of attachment, shall be substantial enough to prevent inadvertent or accidental removal. Tagout device attachment shall meet the following:
 - a) Be able to be affixed by hand
 - b) Be non-reusable
 - c) Be self-locking
 - d) Requires a minimum unlocking strength of 50 pounds
 - e) Note: One device which meets all these requirements is a one-piece, all environment-tolerant, nylon cable tie

Extras

- Cord and plug equipment is exempt from the provisions of this procedure provided that the following two conditions are met.
- Power to the equipment or machine must be completely removed by unplugging.
- The authorized staff must always have the plug under his or her exclusive control (i.e. in sight). If not, the plug must be locked out.
- An audit shall be performed annually by the Safety Chairperson to ensure compliance with this written procedure.
- This procedure shall be reviewed annually.

Training

- All personnel authorized to do maintenance and affected staff (those who use or capable of starting a machine or any equipment) shall be trained annually in this procedure.
- All new staff should be properly trained in this procedure before working in an area where lockout or tagout is in use.

- Supervisors must document that staff training has been accomplished. Copies of this documentation are to be sent to the Safety Chairperson.
- Documentation must include the names of all associates participating, the date of the training, a copy of the curriculum and the name of the trainer.
- To ensure that the necessary information has been learned a written test shall be administered by the trainer and the results recorded. Associates who do not achieve at least a 75 percent score on the written test must be retrained.
- Training should include the following:
 - a) Ensure that all associates know the details of this procedure and that they know what to do and what not to do when they encounter a lock or a tag on a switch or a device they wish to operate.
 - b) Associates must be aware that a tag is not a physical restraint. They must be aware of the false sense of security that tagout systems can present.
- Retraining should take place:
 - a) When an associate is re-assigned to a different area or machine
 - b) When there is a change in the tag and lockout procedure
 - c) When there is a change in equipment or machinery
 - d) When a periodic inspection or audit reveals inadequacies in the associate's knowledge or use of energy control procedures or this energy control program

SECTION 5.00 – FORMS

Post Crisis Evaluation Form Attorney/Client Privileged

This questionnaire should be completed by everyone involved with the crisis.

1) Name, Date, Position, Department

2) What was your role?

3) How did you learn of the incident?

4) Were you satisfied with how you were notified?

5) How could notification be improved?

6) Rank how you feel the District handled the crisis (Scale of 1-10, 1=poor, 10=excellent).

7) How can the District improve its Crisis Plan?

8) How could this incident/accident have been prevented?

9) What steps need to be taken to prevent a future incident/accident?

10) Please provide the name(s) of any individual going "above and beyond" in the handling of this crisis.

Acknowledgment of Mandated Reporter Status

I, _____, understand that when I am
employed (Print Name)

as a _____, I will become a mandated reporter under
the (Type of Employment)

Abused and Neglected Child Reporting Act (325 ILCS 5/4). This means that I am required to report or cause a report to be made to the child abuse Hotline number (1-800-25A-BUSE) whenever I have reasonable cause to believe that a child known to me in my professional or official capacity may be abused or neglected. I understand that there is no charge when calling the Hotline number and that the Hotline operates 24 hours per day, 7 days per week, 365 days per year.

I further understand that the privileged quality of communication between me and my client's patient is not grounds for failure to report suspected child abuse or neglect, I know that if I willfully fail to report suspected child abuse or neglect, I may be found guilty of a Class A misdemeanor. This does not apply to physicians who will be referred to the Illinois state Medical Disciplinary Board for action.

I also understand that if I am subject to licensing under the Illinois Nursing Act of 1987, the Medical Practice Act of 1987, the Illinois Dental Practice Act, the School Code, the Acupuncture Practice Act, the Illinois Optometric Practice Act of 1987, the Illinois Physical Therapy Act, the Physician Assistants Practice Act of 1987, the Podiatric Medical Practice Act of 1987, the Clinical Psychologist Licensing Act, the Clinical Social Work and Social Work Practice Act, the Illinois Athletic Trainers Practice Act, the Dietetic and Nutrition Services Practice Act, the Marriage and Family Therapy Act, the Nephropathic Practice Act, the Respiratory Care Practice Act, the Professional Counselor and Clinical Professional Counselor Licensing Act, the Illinois Speech-Language Pathology and Audiology Practice Act, I may be subject to license suspension or revocation if I willfully fail to report suspected child abuse or neglect.

I affirm that I have read this statement and have knowledge and understanding of the reporting requirements, which apply to me under the Abused and Neglected Child Reporting Act.

Employee's Signature

Print Name

Date

Medication Dispensing Information

This form must be completed for each program session or when medication

changes. BACKGROUND INFORMATION:

Participant's Name: _____ Age: _____

Address: _____

Parent's/Guardian's Name(s) _____

Daytime Phone: _____ Other Phone: _____

Program Name: _____

Doctor's Name: _____ Phone: _____

MEDICATION INFORMATION:

4. Name: _____ Dose: _____

Time: _____

Dispensing & Storage Instructions: _____

Possible Side Effects: _____

5. Name: _____ Dose: _____

Time: _____

Dispensing & Storage Instructions: _____

Possible Side Effects: _____

6. Name: _____ Dose: _____

Time: _____

Dispensing & Storage Instructions: _____

Possible Side Effects: _____

OTHER INFORMATION: _____

I understand that it is my responsibility to give the medication directly to program staff with full instructions in individual dosage containers, clearly labeled envelopes, or in original prescription bottles.

In all cases, medication dispensing can only be changed or modified by completing another Permission and Waiver to Dispense Medication Form and Medication Information Form.

I hereby acknowledge that the above information provided for the dispensing of medication for my minor child, guardian, ward, or other family member is accurate. I also understand that it is my responsibility to inform the agency if any changes in the dispensing of medication change.

Signature of Parent or Guardian

Date

Permission to Dispense Medication Waiver and Release of All Claims

The _____ will not dispense medication to a minor child or
other (SRA/District)
participant until the Permission and Waiver to Dispense Medication and Medication Information Form
have been fully completed by a parent or guardian. The agency's internal procedures on dispensing
medication are available for review.

NAME OF PROGRAM: _____ DATE: _____

I _____ the parent/guardian of _____
(Print Name) (Print Name)
give permission to the staff of the _____
(SRA or Park District)
to administer to my child _____
(Name of Medication)

I understand it is my responsibility to give the medication directly to the program staff in individual dosage
containers, original prescription containers, or envelopes clearly labeled with the following information:

PARTICIPANT'S NAME: _____

NAME OF MEDICINE AND COMPLETE DOSAGE INSTRUCTIONS:

In all cases the recommended dosage of any medication will not be exceeded. If after
administering medication there is an adverse reaction, I
give my permission to the
_____ to secure from any licensed hospital physician
and/or (SRA or Park District)

medical personnel any treatment deemed necessary for immediate care. I agree to be responsible for
payment of any and all medical services rendered.

WAIVER & RELEASE OF ALL CLAIMS

I recognize and acknowledge that there are certain risks of physical injury in connection with the
administering of medication to my minor child. Such risks include, but are not limited to, failing to properly
administer the medication, failing to observe side effects, failing to assess and/or recognize an adverse

reaction, failing to assess and/or recognize a medical emergency, and failing to recognize the need to summon emergency medical services.

In consideration of the (identify SRA/District) administering medication to my minor child, I do hereby fully release or discharge the (SRA/District), and its officer, agents, volunteers and employees from any and all claims from injuries, damages and losses I or my minor child may have (or accrue to me or my minor child), and arising out of, connected with, incidental to, or in any way associated with the administering of medication.

Signature of Parent or Guardian

Date

Hepatitis B Pre-Exposure Vaccination Declination Form

I understand and acknowledge that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring Hepatitis B virus (HBV) infection, which is known to be a serious disease. I have been given the opportunity to be vaccinated with the Hepatitis B vaccine series, at no charge to myself. However, I decline the Hepatitis B vaccination series currently. I understand and acknowledge that by declining this vaccine series, I continue to be at risk of acquiring Hepatitis B. If in the future, I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with the Hepatitis B vaccine series, I can receive the vaccination series at no charge to me.

Employee's Signature

Print Name

Date

Employee Injury Analysis Checklist

Agency: _____ Date: _____

Completed by: _____

This loss-analysis checklist uses agency-specific injury experience to guide supervisors in identifying tasks currently causing injuries or that could cause injuries.

REVIEW LOSSES	Y	N
Are injuries occurring in a specific department?		
Comment:		
Are injuries occurring while performing a specific task?		
Comment:		
Are multiple people injured performing the same task?		
Comment:		
Are one or several employees sustaining multiple injuries?		
Comment:		
What were the employees doing when injury occurred?		
Lifting		
Lifting and twisting		
Pushing		
Pulling		
Climbing on/off equipment, vehicles or ladders		
Walking		
Working in awkward postures		
Comments:		

General Ergonomic Risk Factors and Assessment Checklist

Risk Factors

The following are guidelines for activities that should be **limited or restricted**.

Forceful exertions: lifting, pinching, grasping, pushing, pulling, and carrying.

Lifting:

- Lifting to or from below the knees.
- Lifting to or from above the shoulders.
- Lifting an item that weighs more than 100 pounds.
- Lifting an item that weighs between 50 - 100 pounds.
- Lifting an item that is large or awkwardly shaped.

Push/Pull:

- Pushing or pulling a heavy object(s) without use of a cart, dolly, or other mechanical assistance.
- Pushing or pulling a heavy object(s) without use of a handle(s) or secure handholds.

Carrying:

- Carrying with one hand
- Two-hand carry for more than 25 feet
- Carrying performed more than five times per day
- Carrying performed while climbing on a ladder or other equipment

Postures: awkward or prolonged postures, including bending or twisting at the neck and/or back, reaching overhead or below the knees, or performing tasks away from your body that require overreaching.

Awkward Postures:

- Prolonged bending at the waist
- Kneeling on one or both knees for prolonged periods of time
- Working with hands above shoulders for prolonged periods of time
- Looking up or down for prolonged periods of time
- Working with the neck or trunk twisted for prolonged periods of time
- Working with the wrist in a bent position for prolonged periods of time
- Working with the arms extended for prolonged periods of time

Contact stress: leaning on fixed objects (kneeling, arms resting on the edge of a desk) or using a hand or foot like a hammer to strike a fixed object.

Contact Stress:

- Palm of the hand used like a hammer to strike a hard surface
- Sole of the foot used to strike a hard surface
- Knee or other body part used to strike objects
- Kneeling (one or both knees) required on a hard surface like concrete or tile?
- Prolonged bending at the waist
- Kneeling on one or both knees for prolonged periods of time

Repetition: performing the same motion, or series of motions, over and over.

Repetition:

- Performing a task more than 100 times per day
- Performing a task between 50-99 times per day
- Performing a task between 25-50 times per day
- Performing a task between 1-24 times per day (heavy objects)

General Risk Factors: use of tools that vibrate, use of personal protection equipment

General:

- Employees observed using required PPE while performing the task
- PPE items are in safe, usable condition

Ergonomic Assessment Checklist

Agency: _____ Department: _____
 Job Task: _____ Job Location: _____
 Completed by: _____ Date: _____

Observe this task and interview employees performing the task as needed to answer the questions below. Observe only one task at a time.		
FORCEFUL EXERTIONS		
LIFTING (if no lifting is required, proceed to push/pull)	Y	N
Does the task require lifting to or from below the knees?		
Does the task require lifting to or from above the shoulders?		
Does the item lifted weigh more than 100 pounds?		
Does the item lifted weigh between 50 - 100 pounds?		
Does the item lifted weigh less than 50 pounds?		
Does the item lifted have handles?		
Is the item large or awkwardly shaped?		
Does staff demonstrate proper lifting technique?		
Has staff been instructed in proper lifting technique?		
PUSH/PULL (if no pushing or pulling is required, proceed to awkward postures)	Y	N
Can the employee use a cart, dolly, or other mechanical assistance to move the item(s)?		
If mechanical assistance is available, is it used?		
Does the item being pushed or pulled have a handle or handles?		
If mechanical devices are available, are they in safe, working condition?		
CARRYING (if no carrying occurs, proceed to awkward postures)		
Does the task require carrying with one hand?		
Does the task require a two-hand carry for more than 25 feet?		
Is carrying performed more than five times per day?		
Is carrying performed while climbing on a ladder or other equipment?		
POSTURES		
AWKWARD POSTURES (if awkward postures are not common, proceed to contact stress)	Y	N
Identify the awkward postures observed for this task from the list below.		
Prolonged bending at the waist		
Kneeling on one or both knees for prolonged periods of time		
Working with hands above shoulders for prolonged periods of time		
Looking up or down for prolonged periods of time		
Working with the neck or trunk twisted for prolonged periods of time		
Working with the wrist in a bent position for prolonged periods of time		
Working with the arms extended for prolonged periods of time		
Have employees been instructed in reversal-of-posture exercises?		
CONTACT STRESS		
(If contact stress is not common, proceed to repetition)		

Is the palm of the hand used like a hammer to strike a hard surface?		
Is the sole of the foot used to strike a hard surface?		
Is the knee or other body part used to strike objects?		
Is kneeling (one or both knees) required on a hard surface like concrete or tile?		

REPETITION (If repetition is not involved, proceed to personal protective equipment)	Y	N
Is the task performed more than 100 times per day?		
Is the task performed between 50-99 times per day?		
Is the task performed between 25-50 times per day?		
Is the task performed between 1-24 times per day?		
PERSONAL PROTECTIVE EQUIPMENT (PPE)		
Is there a policy on the use of PPE?		
Was/were the employee/employees utilizing PPE when the injury occurred?		
Would injury have occurred if PPE had been used?		
If required, are employees observed using required PPE while performing the task?		
Are PPE items in safe, usable condition?		
Using the information above, the supervisor should identify a task that is leading to injuries. Observe this task and interview employees performing the task as needed to answer the questions below. Observe only one task at a time.		

Refer to Risk Factors to determine whether ergonomic solutions should be considered. If so, use the General Ergonomic Solutions Guide- Appendix C.

General Ergonomic Solution Guide

Note the possible solutions below, based on the results of the General Ergonomic Risk Factors and Assessment Checklist (Appendix B). For each section, refer to the completed General Ergonomic Risk Factors Assessment Checklist as necessary. Check any possible solutions for implementation. After completing this solution guide, proceed to the Action Plan Form (Appendix D) to create an action plan to address risk(s).

You can incorporate the following possible solutions into an action plan for addressing ergonomic concerns.

General Solutions:

- ☐ Talk to employees – Brainstorm with engineers, maintenance personnel, managers, and employees to generate ideas.
- ☐ Contact peers at other agencies – Other agencies may have addressed the same ergonomic issues, saving you time, money, and effort.
- ☐ Review existing policy, or create a new one, addressing safe performance of task.
- ☐ Instruct employees in reversal-of-posture exercises.
- ☐ Research equipment catalogs or call vendors for advice and options. (Vendors may be able to package products in smaller loads or provide other options/products.)
- ☐ Purchase assistive devices to decrease loads on the body (dolly, hand-truck, cart, duffle bag on wheels).
- ☐ Encourage mentoring with other employees.
- ☐ Designate task as a two-person job.
- ☐ Consult with PDRMA ergonomic expert
- ☐ Modify tasks (specifics in the action plan).
- ☐ Training:

- One-on-one training with employee
- Online training for employees
- Group training session

Task Specific Solutions

		FORCEFUL EXERTIONS—SOLUTIONS
		LIFTING
		Raise or lower starting height of object to waist level
		If unable to raise or lower object to waist level, adjust starting height of object between thigh and shoulder level
		Instruct employee(s) in safe and proper lifting techniques
		Implement mandatory two-person lift
		Investigate mechanical devices for lifting
		Contact vendor to discuss packaging product in smaller quantity
		Contact vendor to discuss availability of packaging with handles
		PUSH/PULL
		Use a cart, dolly, or other mechanical device to move the object
		Adjust handle to an ideal height – between waist and chest
		Confirm mechanical equipment is available and in safe working condition
		Train employee(s) in use of mechanical device
		Investigate purchase of mechanical device
		CARRYING
		Use of cart or mechanical device when carrying more than 50 ft.
		Use carrying device such as wheeled case
		Move supplies closer to destination using vehicle to reduce carrying distance
		AWKWARD POSTURES
		Train employees in use of proper body mechanics
		Implement reversal-of-posture exercises following tasks requiring awkward postures
		Use step ladder to bring body closer to work, reducing reaching and looking up while performing overhead work
		Investigate re-arranging equipment, product, or process to reduce or eliminate awkward posture
		Raise or lower object to reduce or eliminate forward or backward bent posture
		Implement employee rotation strategy to reduce duration of awkward posture(s)

		CONTACT STRESS
		Use knee/kneeling pads for tasks involving kneeling
		Use proper tools instead of using palm, sole of foot, or knee like a hammer
		Pad sharp corners or edges to reduce contact stress
		REPETITION
		Automate process or task versus manual performance
		Outsource process or task
		Incorporate job rotation into process or task
		Implement reversal-of-posture exercises following tasks requiring repetition
		PERSONAL PROTECTIVE EQUIPMENT (PPE)
		Implement policy on use of PPE for task
		Review policy and procedure on use of PPE for task
		Repair or replace defective PPE items
		Investigate purchase of appropriate PPE items for task

PDRMA Action Plan Form

GOAL DESCRIPTION	STEPS TO IMPLEMENT	TARGET DATE	RESPONSIBLE PERSON	OUTCOME MEASURE

Summarize areas of concern identified from the checklists:

Review responses from the General Ergonomic Safety Checklist (Appendix B) and General Ergonomic Solution Guide (Appendix C). Identify an area of concern and develop an action plan to address hazardous tasks. Document the steps and time frames for the completion of each step. Identify responsible parties for implementing each step of the action plan and the outcome measure used to determine the effectiveness of the plan. We recommend the supervisor signs off on the form to indicate compliance and accountability for promoting a safe work-environment for employees.

Employee Signature: _____
 / ____ /

Date:

Superintendent/Supervisor Signature: _____
 _____ / _____ /

Date:

Form 9 (continued)

PDRMA Action Plan Form (Evaluate Progress)

This section assures the changes proposed in the original action plan still meet the goals of improving employee safety. Answer the following questions:

Have all the suggestions in the action plan been implemented?
Does the action plan need to be modified?
Have there been additional injuries in the same department, performing the same task, which were previously addressed by the action plan?

EVALUATE PROGRESS	SUMMARIZE FINDINGS	FOLLOW-UP ACTION TO ADDRESS CONTINUED CONCERNS
3 months		
6 months		
12 months		

Fall Protection Hazard Assessment Plan

Building:		Location:	
Date Assessed:	Related Operating Procedures Reviewed: ☐ Yes ☐ No	Location Marked and Entry Controlled: ☐ Yes ☐ No	
FALL HAZARD ASSESSMENT CHECKLIST			
1. Can an employee enter the area without restriction and perform work?		☐ Yes	☐ No
2. Are fall prevention systems such as cages, guardrails, toeboards, and manlifts in place?		☐ Yes	☐ No
3. Have slipping and tripping hazards been removed or controlled?		☐ Yes	☐ No
4. Have visual warnings of fall hazards been installed?		☐ Yes	☐ No
5. Can the distance a worker could fall be reduced by installing platforms, nets, etc.?		☐ Yes	☐ No
6. Are any permanently installed floor coverings, gratings, hatches, or doors missing?		☐ Yes	☐ No
7. Does the location contain any other recognized safety and or health hazards?		☐ Yes	☐ No
8. Is the space designated as a Permit Required Confined Space?		☐ Yes	☐ No
9. Working near telecommunication or electric equipment?		☐ Yes	☐ No
10. Working near fume hood stacks?		☐ Yes	☐ No
11. Have anchor points been designated, tested, and inspected?		☐ Yes	☐ No
12. Is work being performed (above or below) power lines?		☐ Yes	☐ No
13. Are the weather conditions acceptable to work in: i.e. wind, wet footing, lightning, rain:		☐ Yes	☐ No
14. Other:			
Assessment Information: (indicate specifics with initials)			

Initials	Hazard	Remarks/Recommendations
	Total potential fall distance:	
	Number of workers involved:	
	Frequency of task:	
	Obtainable anchor point strength:	
	Required anchor point strength:	
Additional Requirements:		
♦ Potential environmental conditions that could impact safety:		
Initials	Condition	Remarks/Recommendations
♦ Possible required structural alterations:		
Initials	Alteration	Remarks/Recommendations
♦ Possible task modification that may be required:		
Initials	Task	Remarks/Recommendations

- ♦ Breakdown of vertical and horizontal movement: (sketch out work task):

- ♦ Training requirements:

Initials	Requirement	Remarks/Recommendations

- ♦ Personal protective equipment required:

Initials	Requirement	Remarks/Recommendations

☐ Approved AUTHORIZATION

Departments must keep this record on file for one year and a copy must be sent to Environmental Health & Safety

I certify that as a qualified person, design professional, or competent person (circle one) I have conducted the Fall Protection Hazard Assessment Plan of the above designated location and have detailed the findings of the assessment on this form.

* Further detailed on attachment: ☐ Yes ☐ No

Name:		Signature:	
Title:		Date:	Time:
ASSESSMENT FORM RETENTION INFORMATION			ATTACHMENTS
Permanent Retention File:	Location:	*Yes	No
Date Filed:	Filed By:	*See Following Pages	
☐ Copy to EH&S	Name:	Date:	

Form 12

Fall Protection Equipment, Safety Harness Inspection Checklist/Log

Harness Manufacturer: _____ Manufacture Date: _____

Unique Identification Number: _____ Purchase Date: _____

Instructions: This Checklist is designed to assist with inspection of the body harness and its attachments for wear, defects or damage. Inspection of fall protection equipment is a regulated requirement to be done before each use as well as once a year. Failure of the inspection process or loss of faith in any component indicates the entire unit must be removed from service. "Loss of Faith" can be for a multitude of reasons, such as fall contact with a bad substance or other obvious damage(i.e. dropped off a roof, run over by a truck, stains) to age. If there are reasons not listed on the inspection form, loss of faith would be selected. The completed inspection checklist must be maintained so it is readily available for review.

WEBBING	YES	NO	N/A	LOSS OF FAITH	PASS	FAIL	INITIAL	DETAILS/COMMENTS
UV damage (discoloration) Mildew, Rotting								
Cuts/frays/abrasion								
Contact with chemicals/solvents								
Soiling								
Evidence of heat damage (friction, welding splatter, sparks or burn holes)								

D-RINGS (includes hardware keepers and pack pads)	YES	NO	N/A	LOSS OF FAITH	PASS	FAIL	INITIAL	DETAILS/COMMENTS
Damage								
Distortion, grooved, bent								
Sharp Edges, cracks								
Burns								
Corrosion								
Evidence of heat damage (friction, welding splatter, sparks, burn holes)								

BUCKLES & ADJUSTERS	YES	NO	N/A	LOSS OF FAITH	PASS	FAIL	INITIAL	DETAILS/COMMENTS
Damage								
Distortion								
Sharp edges, cracks								

Sticky springs								
Bent tongues								
Corrosion								

SNAP HOOKS	YES	NO	N/A	LOSS OF FAITH	PASS	FAIL	INITIAL	DETAILS/COMMENTS
Excessive wear								
Excessive dirt								
Sharp edges, cracks								
2 action open								
Locking action								
Corrosion								

STICHING	YES	NO	N/A	LOSS OF FAITH	PASS	FAIL	INITIAL	DETAILS/COMMENTS
Fully stitched								
Backstitch present								
Pulled or cut stitches								

LANYARDS & LIFELINES	YES	NO	N/A	LOSS OF FAITH	PASS	FAIL	INITIAL	DETAILS/COMMENTS
Appropriate OSHA/CSA markings or labels								
Cuts, burns, tears or frays								
Abrasion								
Knots								
Excessive soiling								
Contact with Chemicals / solvents								
Contact with grease / oil / paint / marker								
UV damage (discoloration), mildew, rotting								
Evidence of heat damage (friction, welding splatter, sparks, burn holes)								
Distortion of housing								

Spring tension allows for retraction and for retention								
Indicator for activation / deployed								
Broken wires								

LABLES & MARKINGS	YES	NO	N/A	LOSS OF FAITH	PASS	FAIL	INITIAL	DETAILS/COMMENTS
Appropriate OSHA/CSA markings or labels								
Legible								
Securely held in place								
Manufacturer's in-service date								

By: ☐ Inspected
Accepted

Signature: ☐ Rejected

Date: _____

Overall Disposition

Form 13

Job Safety Analysis

EHS –JSA JSA No. _____	JOB TITLE:	
	TITLE OF PERSON WHO DOES JOB:	SUPERVISOR:
ORGANIZATION/SCHOOL	LOCATION:	DEPARTMENT:
SEQUENCE OF JOB STEPS	POTENTIAL HAZARDS	RECOMMENDED ACTION OR PROCEDURE
1.		
2.		

3.		
4.		
5.		
6.		
7.		
8.		

Note: Complete this form at the location where the work will take place

Questions to Consider:	Describing the Hazard Scenarios
------------------------	---------------------------------

What can go wrong? What are the consequences? How could it arise? What are the other contributing factors How likely is it that the hazard will occur?		Where is it happening (environment) Who or what it is happening to (exposure) What precipitates the hazard (trigger) The outcome that would occur should it happen Any other contributing factors (time of day, weather, etc.)
Major Hazards	Hazard Controls	JSA Category Descriptions
Chemical (Toxic) Chemical (Flammable) Chemical (Corrosive) Chemical (Reaction) Explosion (Over Pressurization) Electrical (Shock/ Short Circuit) Electrical (Fire) Electrical (Static/ESD) Electrical (Loss of Power) Ergonomics (Strain) Ergonomics (Human Error) Excavation (Collapse) Fall (Slip, Trip) Fire/Heat Mechanical/ Vibration (Chaffing/Fatigue) Mechanical Failure Mechanical (General) Noise Radiation (Ionizing)	Engineering: Eliminate/minimize or remove the hazard Enclosure of the hazard Isolation of the hazards (guards, shields etc) Removal or redirection of the hazard Administrative: Written operating procedures, work permits and safe work practices Exposure time limitations (temperature/noise) Monitoring the use of highly hazardous materials Alarms signs and warnings Buddy system Advance training	Sequence of Job Steps: Break the job down into steps to accomplish some major task. The task will consist of a set of movements used to perform a task, and then the movements. For example the job might be to move a receiving area to a shelf in the storage area. How does Picking up the box from the conveyor and putting it on the movements, so it is one job step. Everything related to is part of that job step. Be sure to list all the steps in a job each time but, that task is a part of the job as a whole, Potential Hazards: Identify the hazards associated with the find and identify hazardous actions, conditions and accident. It's also important to look at the entire conceivable hazard that might exist. Be sure to list the harmful effect may not be immediate. It's important an accident and an injury. Each of these terms has potential danger. Oil on the floor is a hazard. ACCIDENT may result in injury, loss or damage. Slipping on the oil of an accident. A sprained wrist from the fall would be easier to identify possible accidents and illnesses as hazards. If you do that, you can list the accident following the hazard. But be sure you focus on the hazardous actions and safe work procedures.
Radiation (Non-Ionizing) Struck By (Mass Acceleration) Struck Against Temperature (Heat/Cold) Visibility Weather	Personal Protective Equipment	Recommended Action or Procedure: Using the first two actions are necessary to eliminate or minimize the hazard injury, or occupational illness. Among the actions that could hazard out; 2) providing personal protective equipment housekeeping; and 5) good ergonomics. List recommended on the form, and also list required or recommended protective equipment for each step of the job. Be specific

Risk Management Procedures Employee Compliance Statement

I hereby acknowledge that I have received a copy of the Park District of LaGrange Procedures; that it is my responsibility to read and review the materials and be fully aware of all the existing procedures; that I will adhere to all of its rules and regulations; and, that signing below does not constitute an employment contract with the Park District of LaGrange.

I hereby acknowledge that I have received a copy of the Park District of LaGrange Emergency Response & Crisis Management Plan; that I have been orientated to the material and am fully aware that it is my responsibility to read this manual in full to be aware of all the existing procedures; that I will adhere to all of its rules and regulations; and, that signing below does not constitute an employment contract with the Park District of LaGrange.

Should I have any questions regarding the information provided in this manual, I understand that speaking with my direct manager is the best first step in clarifying my uncertainty. Should further interpretation be necessary, I will seek consultation from Human Resources.

Employee's Signature

Print Name

Date

Job position

Supervisor

THE PARK DISTRICT OF LA GRANGE

RESOLUTION NO. R25-05

**A RESOLUTION ADOPTING THE UPDATED
RISK MANAGEMENT POLICY MANUAL**

PASSED AND APPROVED
BY THE
BOARD OF COMMISSIONERS
OF THE
PARK DISTRICT OF LA GRANGE

This 20th day of October 2025

Published in pamphlet form by the authority of the Board of Commissioners of the
Park District of La Grange, Cook County, Illinois this 20th day of October 2025

RESOLUTION R25-05

**A RESOLUTION ADOPTING THE UPDATED
RISK MANAGEMENT POLICY MANUAL**

WHEREAS, the Park District of La Grange maintains policies and procedures to ensure the safety, health, and welfare of its employees, participants, and the public; and

WHEREAS, pursuant to the authority granted under the *Illinois Park District Code* (70 ILCS 1205/1 et seq.), the Board of Park Commissioners has the power to adopt policies, rules, and regulations for the governance of the District; and

WHEREAS, the District recognizes the importance of maintaining a comprehensive Risk Management Policy Manual to guide safe operations, reduce potential hazards, and ensure compliance with applicable state and federal laws; and

WHEREAS, the District's Safety Committee, in coordination with the Park District Risk Management Agency (PDRMA), conducted a full review and update of the prior Safety Manual to create an updated Risk Management Policy Manual that reflects current best practices, operational procedures, and legal requirements; and

WHEREAS, the Board of Park Commissioners now desires to formally adopt the updated manual to replace the prior version in its entirety as the official governing document for risk management and safety policies of the Park District of La Grange;

NOW, THEREFORE, BE RESOLVED by the Board of Park Commissioners of the Park District of La Grange, Cook County, Illinois, as follows:

1. That the updated Risk Management Policy Manual is hereby approved and adopted, superseding and repealing all prior manuals, policies, and procedures inconsistent herewith, which are hereby declared null and void.
2. That staff are directed to distribute the new manual electronically to all employees, maintain a copy on the shared Safety Drive, and ensure its

integration into daily operations and future training programs, including an informational session to review key updates.

3. That the Executive Director is hereby authorized and directed to implement and administer the provisions of the Risk Management Policy Manual and to make administrative updates as necessary to maintain compliance with laws and PDRMA requirements, provided that any substantive revisions shall be brought before the Board for approval.
4. That this Resolution shall be in full force and effect immediately upon its adoption.

APPROVED by the BOARD OF COMMISSIONERS on October 20, 2025.

AYES:_____

NAYS:_____

ABSENT:_____

ABSTAIN:_____

PRESIDENT, BRIAN OPYD

ATTEST:

SECRETARY, JENNIFER BECHTOLD

MEMORANDUM M25-046



TO: PDLG Board of Commissioners
FROM: Jennifer Bechtold, CPRE, Executive Director
Jamie Hollock, Director of Finance & Human Resources
Larry Buckley, CPO, General Manager of Parks Maintenance
RE: Change Order to Design, Engineering and Construction Management
Professional Services Agreement, Wight & Company
DATE: October 20, 2025

Background:

In December 2024, the Park District Board approved the final design, engineering, and construction management professional services agreement with Wight & Company to support the district-wide referendum projects. This partnership has ensured consistency and efficiency across multiple park improvements.

Following the receipt of the Illinois Department of Natural Resources (IDNR) Open Space Lands Acquisition and Development (OSLAD) grant for Gilbert Park, the project scope expanded beyond the original referendum-funded work to include additional amenities and enhancements outlined in the grant application. To properly manage this expanded scope, Wight & Company has submitted a Change Order Request to increase their construction management services budget.

Implications:

The proposed Change Order increases Wight & Company's construction management services by \$600,000, reflecting the OSLAD grant-funded improvements at Gilbert Park.

This expanded effort includes additional design coordination, project administration, bidding oversight, contractor management, and site observation services necessary to ensure compliance with both OSLAD grant requirements and Park District standards.

Approval of this change order will ensure that Wight & Company can continue providing uninterrupted construction management services for the Gilbert Park scope and maintain alignment with the district's overall construction schedule and financial reporting requirements.

Staff Recommendation:

Staff recommend approval of the Change Order to Wight & Company's Construction Management Services Agreement in the amount of \$600,000 to provide continued oversight and coordination of the Gilbert Park OSLAD grant project.

Motion:

Motion to approve Change Order #001 to the Wight & Company Construction Management Services Agreement, increasing the contract amount by \$600,000 to provide construction management services for the OSLAD grant-funded Gilbert Park improvement project.



AIA® Document G701® – 2017

Change Order

PROJECT: *(Name and address)*
Referendum Projects
Multiple Site Locations

CONTRACT INFORMATION:
Contract For: \$12,826,711.00
Date: 12/09/2024

CHANGE ORDER INFORMATION:
Change Order Number: 001
Date: 10/1/2025

OWNER: *(Name and address)*
Park District of La Grange
536 East Avenue
La Grange, IL 60525

ARCHITECT: *(Name and address)*
Wight & Company
2500 N Frontage Road
Darien, IL 60561

CONTRACTOR: *(Name and address)*
Wight Construction
2500 N Frontage Road
Darien, IL 60561

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Anticipated OSLAD funding.

The original Contract Sum was

\$ 12,826,711.00

The net change by previously authorized Change Orders

\$ 0

The Contract Sum prior to this Change Order was

\$ 12,826,711.00

The Contract Sum will be increased by this Change Order in the amount of

\$ 600,000.00

The new Contract Sum including this Change Order will be

\$ 13,426,711.00

The Contract Time will be unchanged by ZERO (0) days.

The new date of Substantial Completion will be October 2026

NOTE:

This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

ARCHITECT *(Signature)*

CONTRACTOR *(Signature)*

OWNER *(Signature)*

*(Printed name, title, and
license number if required)*

(Printed name and title)

(Printed name and title)

Date

Date

Date



Board Business

MEMORANDUM M25-049



TO: PDLG Board of Commissioners
FROM: Jennifer Bechtold, CPRE, Executive Director
Jamie Hollock, Director of Finance & Human Resources
Kevin Miller, CPRP, Director of Recreation
Mike Hay, CPRP, General Manager of Facilities & Operations
RE: Website Redesign RFP Selection
DATE: October 20, 2025

Background:

As part of the Park District's continued efforts to enhance communication, accessibility, and customer engagement, staff initiated a full website redesign project scheduled for FY25/26. The current Park District website has reached the end of its lifecycle. Despite ongoing maintenance and updates, the existing platform has become limited by its aging code and lack of flexibility to support modern integrations and design enhancements.

A redesigned website is necessary to improve the user experience for our community and streamline internal functions for staff. The project has been budgeted at \$75,000 for design, development, and hosting setup.

Staff prepared and issued a Request for Proposals (RFP) to five website design firms. All five firms submitted proposals. Based on qualifications, experience, and alignment with the District's goals, three firms were invited to present to the internal Website Committee. The Committee, comprised of seven staff members representing Administration, Finance, Recreation, and Marketing, was established to ensure broad input across departments.

Implications:

The Committee evaluated each firm's presentation based on several criteria, including design approach, user experience, integration with Vermont Systems RecTrac/WebTrac, mobile responsiveness, accessibility, search functionality, post-launch support, and overall cost.

Following the review and discussion, staff recommends Prolific Digital for the Park District's website redesign. Prolific's proposal demonstrated exceptional creativity, technical strength, and a deep understanding of the District's goals to create a modern, intuitive, and engaging digital experience. They also provided clear examples of successful websites, along with examples of integrating RecTrac systems.

Company Profile:

Prolific Digital is a marketing and advertising agency based in Louisville, Kentucky, specializing in bold, immersive, and user-centered digital design. The firm blends creative storytelling with technical excellence to create authentic, high-performing online experiences.

In 2025, Prolific Digital received four Gold and six Silver awards from the American Advertising Federation, including recognition for outstanding achievements in web design. They

maintain a 5-star average rating on Google Reviews, a 4.8 rating on Clutch.co, and are recognized by Clutch, an independent business-to-business ratings platform as the top web design company in Kentucky for 2025.

Staff contacted several of Prolific's references, all of which confirmed positive experiences related to project management, creativity, and technical expertise.

Project Budget and Scope:

Prolific's project budget totals \$65,000, which includes creative strategy, design, development, content support, accessibility compliance, and quality assurance.

Additionally, Prolific is providing a one-year waiver of all subscription and hosting costs—a total value of \$5,249—which includes:

- WordPress Hosting (SSL, Security, Backups) – \$2,100/year
- RecTrac Connect – \$3,000/year
- The Events Calendar Pro – \$149/year

They will also include all premium plugins and proprietary tools at no cost for the first year, and in subsequent years as long as the Park District continues hosting with Prolific (a value of \$1,006). These include Altly (automated alt-text generation), SearchWP, FacetWP, Gravity Forms with MailChimp integration, and others.

Beginning in year two, annual renewal costs will total \$5,249 for hosting, RecTrac Connect plugin, and The Events Calendar Pro.

This project and associated costs are included in the FY25/26 Capital Budget, with the proposal from Prolific Digital falling within the approved funding parameters. The remaining \$10,000 in project contingency will be utilized to obtain high-quality professional photography and videography for the new website to ensure strong visual storytelling and a polished, cohesive online brand presentation.

Staff Recommendation:

Staff recommend awarding the website redesign contract to Prolific Digital in the amount of \$65,000, which includes website design, development, hosting setup, and initial support services. The total project cost will not exceed \$75,000, inclusive of contingency and related project expenses.

Motion:

I move that the Park Board authorize the Executive Director to execute an agreement with Prolific Digital for website redesign services in the amount of \$65,000, with a total project cost not to exceed \$75,000, pending final approval of the agreement by the Executive Director and Legal Counsel.

MEMORANDUM M25-047



TO: PDLG Board of Commissioners
FROM: Jennifer Bechtold, CPRE, Executive Director
Jamie Hollock, Director of Finance & Human Resources
RE: USTA Grant Funding Opportunity – Gilbert Park Tennis Court
Reconstruction
DATE: October 20, 2025

Background:

As part of the referendum-funded improvements at Gilbert Park, the Park District is moving forward with the reconstruction of the existing tennis courts. During this process, staff identified an additional grant funding opportunity through the United States Tennis Association (USTA) Facility Assistance Program.

The USTA program provides up to a maximum of \$35,000 per court in grant funding to support the construction or resurfacing of public tennis courts that meet current USTA design and accessibility standards. The Park District's three (3) tennis courts at Gilbert Park would therefore be eligible for up to \$105,000 in total funding.

To qualify, the USTA requires certain design elements to be incorporated. Based on similar projects reviewed by Wight & Company, some of these include:

- Addition of 60' blended playing lines for youth tennis;
- Updating fencing to include smaller mesh, removal of the mid-rail, and tighter post spacing;
- Adding one additional gate to ensure each court has a dedicated entrance.

The estimated cost for these design modifications is \$25,000–\$30,000, which is significantly less than the potential \$105,000 in available grant funding. Please note, \$35,000 is the maximum per court and could be less based on technical review.

Implications:

Pursuing this funding opportunity presents no cost to the Park District. If awarded, the funds would directly offset a portion of the Gilbert Park Tennis Court reconstruction costs already budgeted as part of the referendum project.

Acceptance of the grant would require compliance with USTA design standards, which are consistent with current best practices for court longevity, safety, and playability. Staff will coordinate with Wight & Company to ensure all USTA design requirements are met should the District be awarded funding.

Staff Recommendation:

Staff recommends that the Park Board approve applying for the USTA Facility Assistance Grant for the Gilbert Park Tennis Court Reconstruction Project.

Motion:

I move that the Park Board approve applying for the USTA Facility Assistance Grant for the Gilbert Park Tennis Court Reconstruction Project, with potential maximum grant funding of up to \$105,000.

2025 Guide to Tennis Venue Services



"WE'LL MEET YOU WHERE YOU'RE AT"

Getting started

From tennis court resurfacing and lighting upgrades to full-scale construction projects, USTA Tennis Venue Services will be with you every step of the way to help you make your tennis facility a best-in-class destination.

Our program offers: Technical Assistance, Business Consulting, Advocacy Support, Digital Tools, and Grant Funding. To get started, visit our website (usta.com/facilities) and click "Apply Now".

Available services

TECHNICAL SERVICES

- **DOCUMENT REVIEW:** Scrutinize technical documents (e.g. construction docs, RFPs, bids) for accuracy and clarity
- **DESIGN SERVICES:** Provide 2D concept drawings and 3D renderings
- **INDUSTRY CONNECTIONS:** Connections to vendors, contractors, and manufacturers
- **FACILITY ASSESSMENT:** Evaluate existing facilities; troubleshoot equipment issues (e.g. courts, lights, etc.)

BUSINESS CONSULTING

- **BUSINESS REVIEWS:** Analyze business models, profitability, and cost recovery
- **STAFFING & MANAGEMENT:** Support RFP reviews, job description creation, and recommendations regarding operations and staffing
- **FINANCIAL FORECASTING:** Provide cost estimates and financial recommendations

ADVOCACY SUPPORT

- **INDUSTRY RESEARCH:** Provide data on tennis trends, demographics, participation, and tennis court supply
- **PROPOSAL DEVELOPMENT:** Help define project value and create compelling proposals to secure funding
- **STAKEHOLDER ENGAGEMENT:** Connect project leaders with decision-makers (mayors, parks departments, etc.)
- **PICKLEBALL STRATEGIES:** Consider tennis and pickleball strategies and approaches to find successful solutions

DIGITAL TOOLS

- **WEBSITE BUILDER:** Simply build a website for your facility
- **ONLINE COURT BOOKING:** Streamline reservations, payments, and court access
- **SMARTACCESS:** Secure and reliable access with a SmartAccess gate or padlock system that ensures courts are available for registered players during reserved times
- **USAGE ANALYTICS:** Track court usage, revenue, and booking patterns for data-driven decisions.

CONTACT US

**VISIT [USTA.COM/FACILITIES](https://usta.com/facilities) TO GET YOUR PROJECT STARTED TODAY
OR EMAIL [FACILITIES@USTA.COM](mailto:facilities@usta.com) FOR QUESTIONS**

Facility Funding & Grant Categories

The USTA offers competitive grant funding to tennis facilities that are open to the public and meet the requirements outlined below. Funding eligibility is based on many criteria including the scope and complexity of the project, the number of tennis courts at the facility, and in the case of Category 3 projects, the successful completion of a technical review.

The outline below describes the grant categories and project descriptions while the following table shows their corresponding funding levels.

2025 TVS Facility Funding Levels

Grant applications are reviewed on a rolling basis, and funding is distributed as a reimbursement after project completion and a final accountability review. The maximum funding a project may be eligible for varies by project type and is determined on a per-court basis up to 50% of the total project cost. Organizations are eligible to receive funding once in a 12-month period per site.

For questions and to learn more, email the TVS team at facilities@usta.com or visit usta.com/facilities.

Category 1 - Low Complexity

- **AMENITIES** - Basic improvements designed to enhance the playing experience and appeal of tennis facilities, including the addition of fixed tennis court amenities (i.e. windscreens, backboards, HVAC, defibrillators, etc.) and installing blended 36' and 60' tennis lines on existing tennis courts.
- **TENNIS COURT TECH** - Integration of technology on tennis courts to enhance the playing experience and assist with facility management, including SmartAccess gates, video broadcasting and streaming technology, scoreboards, and electric line calling ("ELC") systems that meet ITF Silver accreditation or higher.
- **INCLUSIVE ACCESS** - Installation of amenities and facility features that enhance tennis court accessibility, including widening gates, installing ramps, and paving pathways to create a more inclusive environment for all players, regardless of mobility.

Category 2 - Mid Complexity

- **LIGHTING** - Installation of new or upgrades to existing tennis court lighting systems and fixtures that falls within class I-III levels per the American Sports Builders Association (ASBA) guidelines. Class IV can be considered for TVS Category I amenity funding.
- **FENCING** - Installation of new or repairs to existing tennis court fencing.
- **RESURFACING** - In addition to acrylic resurfacing, resurfacing existing tennis courts may include crack repair systems, overlay treatments, patching birdbaths, and leveling high areas to reestablish the court's evenness.

Category 3 - High Complexity

- **NEW CONSTRUCTION AND RECONSTRUCTION** - New construction and reconstruction of 78' tennis courts.
- **INDOOR STRUCTURES** - Construction or installation of tennis court enclosures including air structures (or bubbles), fabric-frame structures, rigid framed metal buildings, and indoor tennis buildings.

CATEGORIES		FUNDING DESCRIPTIONS	
CATEGORY I 50% Of Project Cost	AMENITIES Maximum \$5k	TENNIS COURT TECH* Maximum \$10k	INCLUSIVE ACCESS* Maximum \$10k
CATEGORY II (Maximum \$60k)	LIGHTING** Up to \$15k Per Court	FENCING Up to \$12k Per Court	RESURFACING Up to \$8k Per Court
CATEGORY III (Maximum \$200k)	NEW CONSTRUCTION & RECONSTRUCTION Up to \$35k Per Court		INDOOR STRUCTURES Up to \$50k Per Court

NOTE: The maximum funding a project is eligible for will not exceed 50% of the total project cost.

* Inclusive Access and Tennis Court Tech grants may be combined with a Category 2 Grant.

** Photometrics to be reviewed by TVS Technical Team to determine lighting classification.

CONTACT US

**VISIT [USTA.COM/FACILITIES](https://usta.com/facilities) TO GET YOUR PROJECT STARTED TODAY
OR EMAIL [FACILITIES@USTA.COM](mailto:facilities@usta.com) FOR QUESTIONS**

MEMORANDUM M25-051



TO: PDLG Board of Commissioners
FROM: Jennifer Bechtold, CPRE, Executive Director
Kevin Miller, CPRP, Director of Recreation
RE: Illinois Association of Park Districts (IAPD) Annual Business
Meeting, Credentials Certificate
DATE: October 20, 2025

Background:

IAPD holds their annual business meeting every January at the IAPD/IPRA state conference, which is scheduled to be held Saturday, January 31, 2026, at 3:30pm. IAPD Article V, Section 3 and 4 of the Constitutional By-Laws of IAPD entitles each member district to be represented by a delegate(s), no member district shall be entitled to vote by proxy and only delegates of a member district shall cast a ballot for that member district.

Implications:

The Board is required to designate a delegate and alternates for the annual business meeting of the Illinois Association of Park Districts. In past years, the Board of Commissioners has appointed the Executive Director as the delegate, and alternates have varied, but may include members of the governing board, the Secretary, Attorney, Treasurer, Director, or any paid employee of the member district.

Attached you will find the document the District received from IAPD.

Staff Recommendation:

Staff recommend designating the Executive Director, Jennifer Bechtold, as the delegate, Director of Recreation, Kevin Miller, as the first alternate.

Motion:

I move that the Park Board designate the Executive Director, Jennifer Bechtold, as the delegate, and the Director of Recreation, Kevin Miller, as the first alternate.



TO: ALL MEMBER DISTRICTS

FROM: Peter M. Murphy, President/CEO

DATE: October 8, 2025

RE: **CREDENTIALS CERTIFICATE**

The IAPD/IPRA Soaring to New Heights Conference will be held on January 29-31, 2026.

Article V, Section 3 and 4 of the Constitutional By-Laws of the Illinois Association of Park Districts provides as follows:

"Section 3. Each member district shall be entitled to be represented at all Association meetings and conferences by a delegate or delegates. Delegates of the Association meetings or conference may include members of the governing boards of member districts, the Secretary, Attorney, Treasurer, Director or any paid employee of the member district. Each delegate shall present proper credentials consisting of a certificate by the Secretary of the member district said delegate or delegates represent, with seal of office affixed, showing that the governing board at a special or regular meeting authorized said delegate or delegates to represent said member district. On all questions each member district represented shall have one vote which shall be the majority expression of the delegation from that member district."

"Section 4. No member district shall be entitled to vote by proxy and only delegates of a member district shall cast a ballot for that member district."

Accordingly, we enclose herewith a certificate, which, when properly certified by the Secretary of your agency after its governing board authorizes such delegate and alternates at a regular or special meeting, shall be mailed to the Association's office, 211 East Monroe Street, Springfield, IL 62701.

This certificate will entitle the delegate or, in their absence, an alternate listed thereon to vote on matters presented during the Association's Annual Business meeting to be held on Saturday, January 31, 2026 at 3:30 p.m.

Your agency must be in good standing, the Credentials Certificate must be signed by the Board President and Secretary with your agency seal affixed.

NOTE: If your agency does not have a seal, then write the word "SEAL" and circle it where indicated on the certificate.

Your careful and prompt attention to this important matter is requested.

CREDENTIALS CERTIFICATE

This is to certify that at a meeting of the Governing Board of the

PARK DISTRICT OF LA GENEE held at
(Name of Agency)
586 EAST AVE. LA GENEE on OCTOBER 20, 2025 at 6:00 PM
(Location) (Month/Day/Year) (Time)

the following individuals were designated to serve as delegate(s) to the Annual Business Meeting of the ILLINOIS ASSOCIATION OF PARK DISTRICTS to be held on **Saturday, January 31, 2026 at 3:30 p.m.:**

	<u>Name</u>	<u>Title</u>	<u>Email</u>
Delegate:	<u>JENNIFER BECHTOLD</u>	<u>Executive Director</u>	<u>jennybechtold@pdlg.org</u>
1st Alternate:	<u>KEVIN MILLER</u>	<u>DIR. OF REC</u>	<u>KEVINMILLER@pdlg.org</u>
2nd Alternate:	_____		
3rd Alternate:	_____		

This is to certify that the foregoing is a statement of action taken at the board meeting cited above.

Affix Seal: _____
Signed: _____
(President of Board)

Attest: _____
(Board Secretary)

Return this form to: Illinois Association of Park Districts
211 East Monroe Street
Springfield, IL 62701-1186
Email: iapd@ilparks.org



TO: ALL MEMBER DISTRICTS
FROM: Peter M. Murphy, President/CEO
DATE: October 8, 2025
RE: **RESOLUTIONS**

To ensure our membership a voice in the Association, Article X, of the Constitutional By-Laws provides as follows:

"Section 1. Resolutions for presentation at the Annual Meeting of the Association may be proposed by any member district, the Honors and Resolutions Committee and by the Board of Trustees.

- (a) Resolutions must be submitted to the President/CEO no later than sixty (60) days prior (December 2, 2025) to the Annual Business Meeting of the Association. All resolutions submitted shall be mailed to the membership not less than forty-five (45) days prior (December 17, 2025) to the Annual Business Meeting.
- (b) The Honors and Resolutions Committee shall have the prerogative to determine which resolutions submitted by member districts shall be presented at the Annual Business Meeting of the Association; however, all resolutions received must be submitted to the membership. Any governing board of a member district shall have the right to appeal the Committee's decision to the delegates at the Annual Business Meeting of the Association.
- (c) Notice of appeal by a member district for the resolution must be served by mail on the members of the Honors and Resolutions Committee so as to be received not less than forty-eight (48) hours in advance of the start of the Annual Conference. A majority of the official delegates present and voting at the Annual Business Meeting of the Association during the Annual Conference is required for consideration of appeals. Approval by a two-thirds (2/3rds) majority vote of the official delegates present and voting is required at the Annual Business Meeting of the Association for the introduction of additional resolutions. A member district seeking authority at the Annual Business Meeting of the Association to present an additional resolution must provide duplicated copies in number sufficient for all delegates present."

NOTE: All resolutions must be received in the Association's office no later than December 2, 2025.



TO: ALL MEMBER DISTRICTS
FROM: Peter M. Murphy, President/CEO
DATE: October 8, 2025
RE: **RECOMMENDATIONS**

In order to comply with the provisions of the IAPD Constitutional By-Laws, recommended changes and/or amendments to the Constitutional By-Laws must be on file in the Association's office on or before December 2, 2025 to be considered by the committee.

This schedule has been adopted by the committee in order to provide adequate time for the office to publish and distribute the committee report to all member districts forty-five (45) days (December 17, 2025) in advance of the Annual Business Meeting. For your information, we list the following section of the Association's Constitutional By-Laws:

ARTICLE XIII -- AMENDMENTS TO CONSTITUTIONAL BY-LAWS

"Section 1. These Constitutional By-Laws may be amended at the Annual Meeting of the association by a majority vote of the official delegates of the member districts present and voting subject to the compliance with the following procedure:

(a) Any member district, or the Board of Trustees, desiring to suggest an amendment to the Constitutional By-Laws, shall submit the proposed amendment to the President/CEO in writing not less than sixty (60) days prior to the Annual Business Meeting of the Association.

(b) The President/CEO shall thereupon cause a copy of the proposed amendment to be mailed to each member district of the Association not less than forty-five (45) days prior to the Annual Meeting of the Association."

NOTE: December 2, 2025 is the deadline for all changes and/or amendments to be received in the Association's office.

MEMORANDUM M25-050



TO: PDLG Board of Commissioners
FROM: Jennifer Bechtold, CPRE, Executive Director
Larry Buckley, CPO, General Manager of Parks Maintenance
RE: Intergovernmental Agreement (IGA) with the Village of La Grange-
Fire Department Training
DATE: October 20, 2025

Background:

The Park District of La Grange owns the property located at 4903 Willow Springs Road, scheduled for demolition. Prior to demolition, the Village of La Grange Fire Department requested permission to use the structure for firefighter training exercises, including live burn and ventilation drills, in accordance with NFPA 1403 safety standards.

The District has worked with legal counsel to prepare a draft Intergovernmental Agreement (IGA) outlining the terms of this temporary use. The draft specifies that training may take place for up to three days and must be concluded before the District receives its demolition permit from the Metropolitan Water Reclamation District (MWRD). The Fire Department will assume full responsibility for safety, permitting, and insurance coverage during the exercises and will indemnify the District for any claims arising from their activities.

This is a draft agreement that has been shared with the Village Attorney for review. Given the timing of the demolition, staff are seeking the Board's authorization to finalize and execute the IGA upon approval by the Executive Director and legal counsel. The Village is anticipating presenting the agreement to its Board at their October 27, 2025, meeting.

Implications:

Allowing the Fire Department to use the building for controlled training provides a community benefit, enhances firefighter preparedness, and strengthens intergovernmental collaboration between the Village and the Park District. The opportunity for the Fire Department to conduct real-world training exercises directly supports community safety by improving emergency response readiness within La Grange.

The exercises will occur only under strict safety standards and prior to demolition, minimizing liability to the District. While there are minor internal costs associated with staff coordination and legal review, there are no external or direct costs related to participation in this training program.

Staff Recommendation:

Staff recommends that the Board approve the draft Intergovernmental Agreement with the Village of La Grange for Fire Department training use at 4903 Willow Springs Road, subject to final review and approval by the Executive Director and legal counsel.

Motion:

I move that the Board approve the draft Intergovernmental Agreement with the Village of La Grange for Fire Department training use at 4903 Willow Springs Road, with final approval authorized for the Executive Director and legal counsel.

INTERGOVERNMENTAL
AGREEMENT FOR
FIRE DEPARTMENT TRAINING

THIS AGREEMENT is entered into this _ day of _____, 2025, between the **Village of La Grange**, an Illinois Municipal Corporation, with offices at 53 La Grange Road, La Grange IL 60525 (hereinafter referred to as "Village") and the Park District of La Grange, an Illinois unit of government ("Owner") which is the owner of the real property commonly known as 4903 Willow Springs Road, LaGrange, Illinois (hereinafter referred to as "Subject Property").

RECITALS

WHEREAS, upon receipt of a permit from the Metropolitan Water Reclamation District,
the Owner intends to demolish the improvements on the Property; and

WHEREAS, The Village's La Grange Fire Department desires to use the improvements
buildings which are to be demolished to assist in the training of its VILLAGE/CITY firefighters;
and

WHEREAS, the Owner has on the terms and conditions set forth herein, consented to
allow the **La Grange Fire Department** to use the Subject Property--prior to the Owner's receipt
of the MWRD permit--for demolition for training exercises purposes.

NOW, THEREFORE, in consideration of the mutual promises contained herein, the
OWNER(S) and the VILLAGE/CITY agree:

1. The foregoing recitals are incorporated by reference herein as if fully set forth.
2. The La Grange Fire Department, and its invitees (if any) shall be allowed to use the
Subject Property for training purposes for up to 3 days, but no later than the date on which the
Owner receives the MWRD demolition permit (the Owner shall provide notice to the Village
as soon as reasonably possible of the Owner's receipt of the permit).

3. The Owner has disclosed to the Village agrees that prior to use by the Fire Department, that the Subject Property is, to the best of the Owner's knowledge, will be vacant and that all utilities have been will be disconnected, on the dates and times agreed upon for training by the La Grange Fire Department. Owner has also disclosed to the Village that the Subject Property is an active construction site and that the concrete and stairs used to access the improvements on the Subject Property have already been removed. The Owner has shared an asbestos testing report finding no asbestos on the Subject Property.

4. Subject to coordination with the ongoing construction on the Subject Property, ~~the~~The Owner agrees that the Subject Property may~~shall~~ be used for various training exercises including, without limitation: live burn (in one room only), a ventilation exercise (including opening of the roof), opening of walls and pulling drywall (ceilings), advancing hose lines containing water into the structures; conducting search and rescue operations, breaching interior (non-bearing) walls, use of live smoke, and other training as designated by the **La Grange Fire Department**. The Owner waives and releases the Village from any claim for damage to the improvements on the Subject Property ~~the SUBJECT PROPERTY~~ caused by the use of it for various training exercises by the Fire Department.

4.5. The Village will independently confirm, prior to any use, that the Subject Property is vacant and that the utilities are disconnected. The Village shall also be responsible to alert all attending the training of the demolished access points to the improvements and to provide any improvements necessary for access for the training. The Village agrees to use only one room in the improvements for the live burn exercise. The Village agrees to conduct the live burn in accordance with all applicable statutes, regulations, codes and standards including but not limited to NFPA 1403 Safety Standards. The Village will secure all permits required to conduct the exercises, including the burn exercise. The Village will give the Owner no less than 48 hours

notice of the dates of any training on the Subject Property so that the Owner and its construction contractors may coordinate activities on the Subject Property. The Village shall wholly extinguish all fires at the conclusion of each training day. The Village will remove any improvements it constructs to provide access for the training.

5.6. Except as otherwise provided herein, the Village agrees to indemnify, hold harmless, and defend Owner and Owner's construction contractors from any claims, losses, damages, causes of action or costs resulting from or arising out of the Village's use of the Subject Property for training purposes, unless such instances arise out of the sole gross negligence of the Owner.

6.7. Without limiting the indemnity provision contained in the preceding paragraph, the Village agrees to maintain general liability coverage throughout the period of the training exercises in an amount not less than \$1 million combined single limit per occurrence for bodily injury and property damage and pollution liability, except for property damage caused to the improvements of the Subject Property, as a result of the training exercises, with a general aggregate of \$2 million. The Village agrees to provide the Owner with a certificate of coverage naming the Owner as additional insured for liability arising out of the Fire Department's use of the Subject Property for training purposes. The Village also agrees to secure hold-harmless waivers in favor of the Owner from any employees or other invitees attending the training exercises on the Subject Property.

7.8. The Owner, at their sole cost and expense and in accordance with all applicable laws, ordinances or regulations, agree to secure the Subject Property and demolish any and all structures or portions thereof remaining on the Subject Property following completion of training by the Fire Department. The Owner agrees to indemnify, hold harmless, and defend the Village from any claims, losses, damages, causes of action or costs arising out of or resulting

~~from the Owner's failure to secure the property or demolish any structures or portions thereof remaining after the completion of training by the Fire Department.~~

8.9. This AGREEMENT constitutes the entire agreement and there are no representations, conditions, warranties, or collateral agreement, express or implied, statutory or otherwise, with respect to this AGREEMENT other than contained herein.

9.10. No provision of this AGREEMENT may be modified in any respect unless such modification is in writing and duly approved and signed by all parties.

PARK DISTRICT OF LAGRANGE:

By: _____ (printed name) _____

ATTEST:

By: _____ (printed name) _____

VILLAGE OF LAGRANGE

By: _____

Its: _____

ATTEST

By: _____

Its: _____