



**GLENCOE PARK DISTRICT
SPECIAL BOARD MEETING
Tuesday, December 5, 2017 – Immediately following the
7:00 p.m. Special Projects and Facilities Committee Meeting
Takiff Center – Community Hall**

Consistent with the requirements of the Illinois Compiled Statutes 5 ILCS 120/1 through 120/6 (Open Meetings Act), notices of this meeting were posted.
Meeting Location: Takiff Center, 999 Green Bay Road, Glencoe, IL 60022

A G E N D A

- I. Call to Order
- II. Roll Call
- III. Matters from the Public
- IV. Approval of Change Order for Removal of Underground Storage Tanks at Takiff
- V. Approval of Employee Program and Facility Discounts
- VI. Matters from the Public
- VII. Other Business
- VIII. Adjournment

The Glencoe Park District is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or facilities, are asked to contact the Park District at 847-835-3030.
Executive Director Email: lsheppard@glencoeParkDistrict.com

IV. Approval of Change Order for Removal of Underground Storage Tanks at Takiff

Glencoe Park District
December 5, 2017
Special Board Meeting



November 30, 2017

To: Board of Commissioners
From: Lisa Sheppard, Executive Director and
CC: Chris Leiner, Director of Parks & Maintenance

SUBJECT: Status Update of Underground Storage Tanks in the Parks Yard

As we have previously discussed, two 1000 gallon unregistered Underground Storage Tanks (UST) were discovered in the parks yard on November 9 during the excavation related to the new driveway. A claim has been filed with PDRMA, who indicated that only if there is soil contamination would it be covered with a \$1,000 deductible.

Based on our research, these tanks appear to be taken out of service prior to 1978 when Rick Bold was hired as superintendent and were not noted in the 1989 PDRMA UST survey of the parks yard, which at that time resulted in the removal of the operating UST's installed in 1974. The UST's have been out of service a minimum 39 years. The 1989 report was used for planning purposes for this parking lot project.

Based upon PDRMA's recommendation, we entered into an agreement with Carlson Environmental Inc. to perform soil sampling and analysis of the UST's. The first phase of our agreement, that I approved, totaled approximately \$18,100. Included in this analysis was the pump out of all fluids in the tanks, deep drill soil sampling/analysis and registration with the governing State of Illinois Fire Marshal. This phase has been executed.

After analysis, Carlson has recommended the removal of the tanks under supervision of the Office of the State Fire Marshal. The removal of the tanks is estimated to cost \$18,000. If the representative from the State Fire Marshal determines that the tanks have been compromised, it will activate Leaking Underground Storage Tank (LUST) reporting procedures and additional costs. The figure of \$18,000 represents removal of the tanks, haul off, permitting, and fill for the area directly occupied by the tanks. This cost does not represent the other possible LUST concerns. If additional excavation and haul off is necessary, we will incur those at the unit cost specified in the Carlson proposal, which is attached.

I approved moving forward with initial removal proposal for the cost of \$18,000, so scheduling and State of Illinois permitting could begin. I am seeking Board authorization for an amount not to exceed \$45,000 to cover any contingency needs. While we do not anticipate the cost being that high, we want a contingency that will allow us to finish the work without delay, if the State Fire Marshal requires remediation.

November 30, 2017

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Mr. Chris Leiner
Glencoe Park District
999 Green Bay Road
Glencoe, Illinois 60022

RE: **Proposal**
UST Removal/Remediation/Reporting
1015 Green Bay Road
Glencoe, Illinois

Dear Mr. Leiner:

Carlson Environmental, Inc. (Carlson) welcomes the opportunity to provide Glencoe Park District (Client) with this proposal for environmental services at the above-referenced site. This scope is focused on removal of two underground storage tanks (USTs) from the site, with unit costs for potential soil remediation and Leaking Underground Storage Tank (LUST) reporting, if needed. A separate related proposal for removal of the tank fluids (petroleum hydrocarbons and groundwater) and performance of a soil and groundwater investigation in proximity to the UST has previously been provided.

BACKGROUND:

While preparing to pave, Glencoe Park District's contractor discovered two USTs in the driveway area. Glencoe Park District had been previously unaware of the existence of these tanks. Glencoe Park District wishes to have the tanks removed, as well as address soil and/or groundwater contamination, if present, prior to paving. The size of the USTs is estimated at 1,000 gallons each.

SCOPE OF SERVICES – UST Removal

Two USTs, with an estimated capacity of 1,000 gallons each, are currently located in a shared tank pit on the subject site.

Carlson will specifically perform the following:

- ❑ Carlson's subcontractor will register the tanks with the Illinois Office of the State Fire Marshal (OSFM) and obtain the required removal permit. The subcontractor will contact the OSFM directly to explore whether an expedited tank removal date can be set;
- ❑ Provide oversight while Carlson's subcontractor performs pumping and disposal of any residual contents within the UST systems (including solids, tank heel etc.); excavate the

asphalt, concrete and soils around the USTs; excavate and remove the USTs, bring the excavation back to grade with clean gravel backfill material plate-compacted in approximate two-foot lifts; and clean, remove, and properly dispose of the physical USTs;

- ❑ Collect and analyze six to eight soil confirmation samples from the UST excavation area (bottom and sidewalls) for benzene, ethylbenzene, toluene, and xylenes and methyl tert butyl ether (BTEXM), polynuclear aromatic hydrocarbons (PNAs), and total lead; and
- ❑ Prepare a written report detailing the field activities.

Carlson notes the following:

1 - The UST removal activities do not include the removal and disposal of any visually-impacted soil within the excavation area after the removal of the USTs. If the on-site OSFM representative declares that the USTs have leaked and requires a LUST incident to be reported to the Illinois Emergency Management Agency (IEMA), or if Carlson suspects minor leakage to have occurred, Carlson may instruct the subcontractor to excavate additional visually-impacted soil from the bottom and/or sidewalls of the excavation area. Carlson notes, the number of samples required to be collected and analyzed by the Illinois Environmental Protection Agency (IEPA) varies depending on the size of the excavation area, with one sample required per 20 feet of sidewall and at least two samples (but potentially more if the floor exceeds 20 feet in length or width) required from the excavation floor. The costs for additional confirmatory samples and/or additional backfill material due to an increased excavation (if needed) are provided the Additional Services chart below.

2 - If free product or petroleum-saturated soils are encountered within the excavation after the removal of the USTs, Carlson will recommend that these soils be excavated and transported off-site disposal. Carlson will pre-arrange a permit for their disposal. A separate cost for excavation, transportation, and Special Waste disposal of impacted soils is provided in the Additional Services chart below, if needed.

3 - Carlson notes that costs within this proposal are based on the assumption that there is no product remaining in the USTs that will require pumping and off-site disposal. If product remains within the UST and needs to be pumped out prior to the removal, or if water is required to be pumped out of the excavation to facilitate the removal of the UST, an additional cost of \$475 per load and \$0.75 per gallon will be incurred, as shown in the Additional Services chart below.

4 - If a LUST incident is required to be reported by the OSFM, depending on the results of the soil confirmation samples, additional subsurface soil and groundwater investigation may be needed. These costs are not included within this proposal, as the scope of this work will be

Mr. Chris Leiner
Glencoe Park District

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determined based on the results of the soil confirmation samples and subsurface investigation findings.

5 - No asphalt repair is included in this proposal.

AUTHORIZATION:

Carlson will need your authorization to proceed in writing as soon as possible in order to commence work on this project, including registration of the tanks so that an OSFM oversight/tank pull date can be set. Authorization to proceed can be initiated by signing where indicated on the enclosed contract forms. This form must be returned to Carlson in order for Carlson to begin work at the site. A signed acceptance page should be faxed to Carlson at 312/346-6956. Carlson and the Client both agree that facsimile transmission of the signed acceptance of this Agreement shall be regarded and accepted as if it were an original document bearing original signatures. Please retain a copy of this proposal for your records.

TURNAROUND TIME:

Reports are generally completed within 3 to 4 weeks after completing the field activities. An electronic copy will be provided to you on or before the agreed-upon due date.

DURATION OF PROPOSAL:

It is understood that the estimated costs reflected in this proposal are valid for a period of thirty (30) days. Unless accepted prior to the expiration of said 30-day period, Carlson reserves the right to review the proposed basis of charges and fees to allow for changing costs as well as to adjust the time of performance to conform to work loads. No contract between the parties shall arise until this proposal is acknowledged by a representative of Carlson as provided on the Acceptance Page.

COSTS:

The cost estimate for conducting the scope of services is estimated at **\$18,000**, as shown below. Estimates for subsequent investigations, if required, and/or site remediation are dependent on information collected during this project and can be quoted upon completion of the activities proposed herein.

Task	Associated Cost
Carlson Oversight/Expenses	\$2,400
Lab Analysis (subcontracted)	\$3,000
UST Removal ¹ (subcontracted)	\$9,000
Reporting/Project Management	\$3,600

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Task	Associated Cost
Estimated Project Total	\$18,000

¹ UST Removal includes the OSFM permit fees, excavation, cleaning, removal and disposal of two USTs, and excavation backfill based on an assumed tank (2) capacity of 1,000 gallons each. Assumes two days on site.

Additional Services	Unit Costs
Additional BTEX/PNA Soil Sample	\$150 per sample
Carlson Oversight/Expenses	\$1,200/day
VAC Truck Standby	\$440
Transportation of Liquid Off Site	\$475/load
Disposal of Liquid	\$0.75/gallon
Excavation of Contaminated Soil	\$12/ton
Additional Backfill Material	\$36/ton
Transportation of Contaminated Soil	\$450/ton
Disposal of Contaminated Soil	\$40/ton
Additional LUST Reporting (if determined to be a LUST) for 20- and 45-Day Reports	\$2,500 additional over report cost noted in above table

The referenced Terms and Conditions shall apply to the services proposed herein and all agreements between Carlson and Client. Carlson appreciates the opportunity to provide you with this proposal. Should you have any questions regarding this proposal or other Carlson environmental service capabilities, please do not hesitate to contact Edward Garske or me at 312/346-2140.

Sincerely,

CARLSON ENVIRONMENTAL, INC.



Gail Artrip, PE
Vice President - Engineering

Mr. Chris Leiner
Glencoe Park District

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CARLSON ENVIRONMENTAL, INC. (CARLSON) STANDARD TERMS AND CONDITIONS

1. **Entire Agreement:** This Agreement, consisting of the attached Proposal, Fee Schedule and these Terms and Conditions, constitutes the entire agreement between the Client and Carlson. No representations, warranties, undertakings, or promises, whether oral or otherwise, have been made, nor may this Agreement be waived, altered or modified in any manner, except as provided for in Condition 5 below, unless expressly stated herein or unless mutually agreed to in writing by the parties hereto. In the event that any purchase order, requisition, or other notice of authorization to proceed in accordance with this Agreement contains any provision, term or condition which is in addition to or inconsistent with any of the provisions, terms or conditions of this Agreement, such additional or inconsistent provisions, terms or conditions shall neither become a part of this Agreement nor be deemed to have been accepted by Carlson by reason of Carlson's commencement of services pursuant to any such purchase order, requisition or other notice of authorization to proceed. Wherever there is an inconsistency between the Proposal and these Terms and Conditions, the terms of the Proposal shall control.
2. **Billing and Payment:** All invoices not contested within ten (10) calendar days of the date of the invoice are deemed accepted by the Client as true and accurate, and are payable in full. Invoices shall be payable upon receipt, and shall be considered past due if not paid within thirty (30) calendar days of the date of the invoice. All past due amounts shall be subject to interest at a rate of 1.5 percent, per month. If the Client fails to make payments due, or otherwise is in breach of this Agreement, Carlson may, after seven (7) calendar days of giving written notice, suspend services, without liability, until all past due amounts have been paid. In the event Carlson has to take legal action to be paid for its services or enforce this Agreement and prevails, the Client shall reimburse all collection and reasonable legal costs and fees associated with such action.
3. **Client's Responsibilities:**
 - a) The Client shall provide Carlson, and its agents, with legal access to the project site and secure and pay for all necessary approvals, easements, assessments, permits and rights of entry required for the performance of this Agreement, unless otherwise agreed upon.
 - b) The Client agrees to furnish, or cause to be furnished to Carlson, all information known to the Client, which is necessary for the proper performance of this Agreement. Such information includes, but is not limited to, materials, documents, reports, data, studies, plans, surveys and specifications that relate to surface and subsurface project site conditions, and/or the identity, location, quantity or characteristics of any waste, hazardous substances or suspect hazardous substances on or under the project site.
4. **Project Scope/Change Order:** The Client and Carlson have agreed to a Basic Scope of Services Carlson will provide to the Client, as listed on the Proposal. If agreed to in writing by the Client and Carlson, Carlson shall provide Additional Services. Additional Services are not included as part of the Basic Scope of Services, and shall be paid for by the Client in addition to the payment for the Basic Scope of Services, in accordance with Carlson's prevailing fee schedule, or as agreed to by the Client and Carlson.
5. **Delays:** Notwithstanding anything to the contrary, Estimated Project Cost and estimated completion dates may be increased or extended due to delays or increased cost of performance due to: Client's failure to provide specified facilities or information; the negligent acts or omissions of the Client or agents, assigns, successors and parent and affiliated entities or corporations, subsidiaries, divisions, officers, directors, shareholders, or contractors of the Client; delays authorized by the Client; matters beyond Carlson's control or force majeure, including but not limited to fire, flood, strike, riot, explosion, adverse weather conditions not reasonably anticipated, unavoidable casualties, unavailability of labor, materials or services, process shutdown, acts of God or of the public enemy, court orders, or acts, orders or regulations of any governmental agency. Any such delay shall not result in liability for Carlson.
6. **Termination:** Except as provided in Condition 2, this Agreement may be terminated, in whole or in part, with seven (7) days written notice, by either party in the event of a material breach by one party to fulfill its obligations hereunder. This termination may be accomplished through no fault of the non-breaching party; however, no such termination may be effective unless the breaching party is given written notice of intent to terminate, describing the alleged breach; and an opportunity to cure such breach and/or discuss same with the non-breaching party. Upon termination, a final invoice shall be calculated in accordance with Carlson's prevailing fee schedule.
7. **Insurance:** Carlson shall maintain policies of insurance for coverage shown on a Certificate of Insurance to be provided by Carlson upon request. If Client shall require insurance or coverage in addition to that provided in the Certificate of Insurance, Client shall be solely responsible for such additional premiums and/or costs incurred in connection therewith.
8. **Indemnification:** Carlson agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Client, its officers, directors and employees (collectively, Client) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by Carlson's negligent performance of professional services under this Agreement and that of its subconsultants or anyone for whom Carlson is legally liable. This

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indemnity obligation shall not apply to any claims covered by Carlson's Workers Compensation Insurance.

The Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless Carlson, its officers, directors, employees and subconsultants (collectively, Carlson) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by the Client's negligent acts in connection with the project and the acts of its contractors, subcontractors or consultants or anyone for whom the Client is legally liable. Neither Carlson nor the Client shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence.

9. **Diminution of Value:** Since the results of Carlson's assessment may include the option of certain conditions that can result in diminution of the value of the property or property on close proximity, the Client should waive any claim and indemnify Carlson from claim, liability or injury arising from the theory that Carlson's findings, conclusions, or recommendations diminished the value of the property.
10. **Limitation of Liability:** To the maximum extent permitted by law, the Client agrees to limit Carlson's liability for the Client's damages to the sum of \$50,000 or Carlson's fee, whichever is greater. This limitation shall apply regardless of the cause of action or legal theory pled or asserted.

In addition, all claims shall be deemed waived unless made by the Client in writing, and received by Carlson within one (1) year after the Client reasonably knew or should have known of its existence but, in no event, shall such claim be asserted by Client later than two (2) years after Carlson's completion of services with respect to which the claim is made.

11. **No Warranty:** CARLSON MAKES NO WARRANTY OR GUARANTEE, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION, WARRANTIES AS TO MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, REGARDING THE SERVICES OR WORK TO BE PROVIDED UNDER THE AGREEMENT OR ANY RELATED AGREEMENT.
12. **Ownership of Documents:** Survey data, field notes, maps, computations, studies, reports, drawings and specifications prepared by or for Carlson are and shall remain the property of Carlson.
13. **Reliance:** Materials identified in Condition 11 are not to be used by Client on other projects or extensions of this project except upon prior written approval of Carlson. Such materials are not to be used by or relied upon by any third party without the written approval of Carlson. Carlson may, upon default by Client hereunder, withhold the delivery of any and all documents in its possession pending the cure of such default.
14. **Assignment:** The Client may not assign this Agreement or any portion thereof without the prior written consent of Carlson.

Subcontracting to subconsultants normally contemplated by Carlson shall not be considered an assignment for purposes of this Agreement.

15. **Fees:** If the services covered by this Agreement are subject to fees associated with programs, agencies, or other entities, such additional costs will be charged to the project and subject to reimbursement by Client.
16. **Use of Client's Name:** Client agrees that Carlson has permission and authority to use its name as a client and a general description of the project and work or service performed as a reference for other prospective clients.
17. **RCRA and CERCLA Status:** Nothing contained herein shall be construed or interpreted as requiring Carlson to assume the status of a generator, or a storage, treatment or disposal facility as those terms are defined by the Resource Conservation Recovery Act of 1976, 42 U.S.C. § 6901 *et seq.*, as amended (hereinafter "RCRA"), or any state statute or regulation governing the generation, treatment, storage or disposal of hazardous waste or solid waste. If the work includes the transportation of waste materials from the project site, Carlson may evaluate and recommend possible disposal sites for Client's use. However, under RCRA and the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. § 9601 *et seq.*, as amended ("CERCLA"), and, pursuant thereto, Client shall select a proper disposal site and is solely responsible therefore.
18. **Notices:** Any notice to be given under this Agreement shall be in writing and shall be deemed given and received when delivered in person or deposited in the U.S. Mail, postage prepaid, by registered or certified mail, return receipt requested or by facsimile with proof of transmission sent by regular U.S. Mail on the date of transmission. The parties agree that "Facsimile" transmission of the signed acceptance of this Agreement shall be regarded and accepted as if bearing original signatures. Similarly, the parties agree that electronic communications shall be deemed the equivalent of written and signed documents. Written or verbal authority to proceed constitutes acceptance of the Terms and Conditions contained in this Agreement.
19. **Applicable Law:** This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois. The parties agree that the services provided pursuant hereto shall not be subject to the provisions of the Uniform Commercial Code.
20. **Severability:** Any term or provision of this Agreement found to be invalid under an applicable statute or rule of law shall be deemed omitted, and the remainder of this Agreement shall remain in full force and effect.
21. **Survival:** The terms and provisions of this Agreement shall survive the termination or expiration of this Agreement.

ACCEPTANCE PAGE

IN WITNESS WHEREOF, Carlson and the Client have executed this Agreement, **Proposal P-33180**, as of this _____ day of _____, 2017.

Client: _____

CARLSON ENVIRONMENTAL, INC.

Address: _____

Address: **65 E. Wacker Place, Suite 2210**

Chicago, IL 60601

Signature: _____

Signature: _____

Printed: _____

Printed: _____

REPORT DELIVERY: Please indicate an email address for report routing. An electronic copy of the report will be sent to this address on or before the due date:

Email Address: _____

BILLING ADDRESS SAME AS ABOVE? YES NO **(If "NO", please indicate):**

V. Approval of Employee Program and Facility Discounts

Glencoe Park District
December 5, 2017
Special Board Meeting



To: Board of Commissioners

Date: 12/1/17

From: Lisa Sheppard, Executive Director

SUBJECT: Employee Program and Facility Discounts

Attached is the Program and Facility Discount policy for commissioners and staff. We approved this in July, but found we need clarification in some wording to make it clear and address the benefits for part-time staff and commissioners for fitness memberships. The changes are in red.

We are recommending a 50% discount for full and part-time staff and commissioners for fitness memberships. We believe this benefit will help us attract quality part-time staff and promote wellness and fitness with our staff, which is a goal of the district not only for our community but also for our staff. We will be monitoring the times that the staff use the fitness area so that it does not prohibit community members. Any restrictions will be addressed in our staff procedure manual that is developed by administrative staff and gives us the flexibility to change as needed. We did a quick pool of staff and the desired time for usage seems to be during their lunch hour, which varies among staff and is traditionally a slower time for fitness centers.

We request approval of this policy so that we can communicate this benefit to staff immediately.

Excerpts from the Full-time Personnel Manual, Part-time Personnel Manual, and Board Policy Manual...

Approved by the Board of Park Commissioners: July 18, 2017

Revised Version Proposed to the Board of Park Commissioners: December 5, 2017

Full-Time Employee Program and Facility Discounts

1.25.3 Use of Programs and Facilities

1.25.3.1 Facilities

All full-time employees receive complimentary pass to the Glencoe Beach and Watts Ice Center for themselves and their immediate family. For purposes of this paragraph, "immediate family" includes your spouse and your minor children, stepchildren, or minor children over whom the employee is a guardian residing with you in your household. All full-time employees receive a 50% discount on an individual pass to the Glencoe Fitness Area, but employee will be reimbursed the 50% paid if the employee uses the fitness area 150 times annually.

There will be no point of sale discount for employees at Glencoe Beach/Boating or Watts Ice Center.

All full-time employees receive Class 2 Usage/Rental rates for Takiff or Watts.

1.25.3.2.1 Recreation Programs

All full-time employees will be given the discount off the resident rate. Registration fees for recreation programs for themselves and their immediate family, excluding contractual programs, will be as follows:

- 20% discount on all non - contractual recreation programs including ELC Preschool, GPD Summer Camp, Kids Club Before/After School program. Employee can register on the first day of real-time registration to receive this discount. *This discount is not taxed.
- 50% discount on all non-contractual recreation programs including ELC Preschool, GPD Summer Camp, Kids Club. Employee must wait 5 days after resident registration to register. *This discount is partially taxed.
- 100% discount on all non-contractual general recreation programs if on the day the program begins there are openings. This discount excludes ELC, GPD Day Camp, Kids Club, Days Off School Trips and contractual programs. *This discount is not taxed.

For purposes of this paragraph, "immediate family" includes your spouse and your minor children, stepchildren, or minor children over whom the employee is a guardian residing with you in your household. Any variance of this policy based on special circumstances is at the approval of Executive Director.

*Please contact the Director of Finance/Human Resources for additional information.(see 1.25.3.4 Tax Status of Discounted Park District Programs)

1.25.3.3 Children's Circle Full Day Preschool

Grade 1 full-time employees may enroll their children in the Children's Circle Full Day Preschool at 50% of the published fee. (see 1.25.3.4 Tax Status of Discounted Park District Programs) Due to the fact that Children Circle Full Day Preschool stipulates that no tax monies be used for the operation of Children Circle, the intent is to not take revenue from the program. Therefore, if one child is on the waitlist for a classroom that an employee's child is currently enrolled in, a transfer from Corporate Fund to the Recreation Fund/Day Care Department, for the amount of that discounted revenue. This item will be budgeted annually in the G & A Department.

1.25.3.4 Tax Status of Discounted Park District Programs

As part of the Glencoe Park District benefit package, park district employees can receive a discount on recreation programs offered by the District. These programs include camp, daycare, preschool, and enrichment-type classes. The discount varies based on whether you are full-time or part-time, and if you are part-time, how many hours you worked in the previous year. In order to comply with current IRS regulations on taxable fringe benefits, effective September 1, 2016, the District began taxing employees on the applicable portion of their discounted program costs as required by law. This portion is considered a taxable fringe benefit to employees and is subject to withholding.

District policy allows employees to enroll in programs offered by the District at the same time they are offered to the general public (i.e., you do not have to wait until the enrollment period has expired) AND employees can enroll no matter what the enrollment numbers are, thus the "Employee Discount Exclusion" applies. This exclusion allows for the District to exclude 20% of the program discount from wages, and thus the remaining percentage of the discount becomes taxable as a fringe benefit, unless enrollment is secured on the first day of class.

The taxable discount amount is added to your gross wages as a taxable benefit so that Federal withholding, State withholding, Social Security and Medicare (not IMRF) is paid on that benefit.

Part-Time Employee Program and Facility Discounts

1.25.4 Benefit Levels for Part-Time Employees

Grades 2 and 6 Employees	+After one year of employment, shall get <u>sick/ personal leave</u> equivalent to three of his normal work days to be used in a program year with an additional (fourth) day after 15 years of service
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1.25.5 Benefits Based on Hours Worked

1 - 499 hours/year	+complimentary individual beach and skating passes 50% Discount for Employee on Resident Individual rate for Fitness Center
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500 - 999 hours/year
(17 - 19 hours/week)

+complimentary family beach and skating pass
+10% discount on non-contractual Park District programs for self

50% Discount for Employee on Resident Individual rate for Fitness Center

1,000 + hours/year
(over 20+ hours/week)

+Mandatory participation in the Illinois Municipal Retirement Fund (IMRF) beginning on date of employment
+20% discount on non-contractual park district programs for self and immediate family for the year beginning on date of employment
+Complimentary family season beach and skating pass
10% discount for use of Children Circle Child Care center.

50% Discount for Employee on Resident Individual rate for Fitness Center

+100% discount on all non-contractual general recreation programs if on the day the program begins there are openings. This discount excludes ELC, GPD day camp, Kids Club, Days Off School Trips and contractual programs.

There will be no point of sale discount for employees at Glencoe Beach/Boating or Watts Ice Center.

Any variance of this policy based on special circumstances is at the approval of Executive Director.

Commissioner Program and Facility Discounts

E. District Programs and Facilities

Commissioners are encouraged to experience park district facilities and programs on a frequent basis, including the audit of programmed activities, so that they are able to reach sound decisions for budgeting and necessary changes to maintenance and operations of these facilities and programs. When interested in a scheduled program, the Commissioner shall notify the Executive Director at least seven days prior to the scheduled event to determine if there are any openings. If openings exist on the day the program starts, the Commissioner or immediate family member shall be free to attend the program **receive at 100% discount on all non-contractual general recreation programs. This discount excludes ELC, GPD Day Camp,**

Kids Club, Days Off School Trips and contractual programs. *This discount is not taxed.

A Commissioner shall not use a park district facility or participate in a Park District program if such use or participation will have the effect of excluding a paying resident. The Board encourages the commissioner, upon completion of the activity, to provide the Executive Director with feedback concerning the experience. Such first-hand experiences and interactions with users provide Commissioners with valuable background information to supplement customer evaluations and staff analyses.

Therefore, while in office, Commissioners are entitled to:

1. Commissioners and their immediate family members will receive complimentary passes to the Watts Ice Center and the Glencoe Beach.
2. **50% Discount for Commissioner on Resident Individual rate for Fitness Center**
2. Since some programs can only be experienced through the participation of family members, the program fee discount is extended to the Commissioner's immediate family. For purposes of this section, immediate family means the Commissioner's spouse/partner and dependent children living in the same household as set forth in the IRS code. These benefits are intended for Park District Commissioners' personal use only and do not apply to groups, organizations, or clubs that the Commissioners may be associated with.