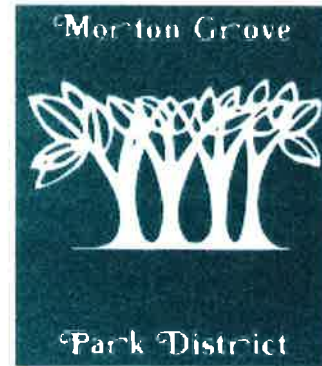


Morton Grove Park District

6834 Dempster Street • Morton Grove, Illinois • 60053 847/965-1200



Board Meeting Agenda March 20, 2019 at 6:30pm

- I. **Roll Call**
- II. **Pledge of Allegiance**
- III. **Additions/Changes to the Agenda**
- IV. **Citizens Comments on Agenda Items/Correspondence**
- V. **Consent Agenda:**
 - a. **Approval of Minutes:** Minutes of the February 20, 2019 Board Meeting
 - b. **Approval of Financial Reports:**
 1. Revenue and Expenditure Report dated February 28, 2019
 2. Invoice Distribution Report ending February 28, 2019 in the amount of \$132,550.15
- VI. **Director's Report**
- VII. **Attorney's Report**
- VIII. **Department Reports**
- IX. **New Business**
 - a. **Administration and Finance Committee – Commissioner White, Chair**
 1. ACTION ITEM: Annual GFOA Conference Travel Advance
 2. ACTION ITEM: Closed Session Compliance Review
 3. ACTION ITEM: Disposal Ordinance
 4. ACTION ITEM: Community Education Proposal
 5. ACTION ITEM: Community Survey
- X. **Public Comment on Non-Agenda Items**
- XI. **Commissioner Comments:**

Commissioner Manno
Commissioner Coletta
Commissioner White
Commissioner Minx
Commissioner Schmidt
- XII. **Closed Session:**

I move that the Board enter closed session in accordance with the Open Meetings Act section 120/2(c)(1) and for section 120/2(c)(21).
- XIII. **Approval of Closed Session Minutes:** Minutes from the February 20, 2019 meeting.
- XIV. **Adjournment**

The Prairie View Community Center is an ADA accessible building. Persons with disabilities requiring reasonable accommodation to participate in this meeting should contact the Park District's ADA Compliance Officer, Jeffrey Wait, at the Prairie View Community Center by mail at 6834 Dempster, St. Morton Grove, IL 60053, by phone at (847) 965-1200, Monday through Friday 9:00am until 5:00pm or by email to jwait@mgparks.com at least 48 hours prior to the meeting. Requests for a qualified ASL interpreter generally require at least 5 business days' notice. For the deaf or hearing impaired please use the Illinois Relay Center Voice only operator at (800) 526-0857.

Consent Agenda: March 20, 2019 – Commissioner Keith White

Minutes:

I move to accept the recommendation of the Administration and Finance Committee to approve the minutes of the:

- The Board Meeting held on February 20, 2019

And the Financial Reports which include:

- The Revenue and Expenditure Report dated February 28, 2019
- Invoice Distribution Report ending February 28, 2019 in the amount of \$132,550.15

AFTER CLOSED SESSION:

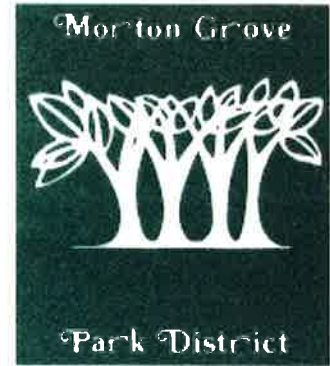
I move to accept the recommendation of the Administration and Finance Committee to approve the minutes of the:

- Executive Session held on February 20, 2019

Approval of Minutes

Morton Grove Park District

6834 Dempster Street • Morton Grove, Illinois • 60053 847/965-1200



Minutes of the 808th
Board Meeting
February 20, 2019

I. **Roll Call:** Commissioner Schmidt called the meeting to order at 6:34pm.

Commissioners Present: Mark Manno, Paul Minx, Steve Schmidt and Keith White.

Commissioners Absent: Dorothy Coletta

Attorney Present: None.

Staff Present: Jeffrey Wait, Executive Director; Marty O'Brien, Superintendent of Finance; Geralyn Konsewicz, Superintendent of Recreation and Facilities, Keith Gorczyca, Superintendent of Parks and Maintenance; Laura Kee, Superintendent of HR and Risk Management; Sue Braubach, Recreation Supervisor and Claudia Marren, Administrative Assistant.

Guests Present: Rita Minx, Village Trustee and Morton Grove resident, Paul Hanley and Tom Reedy, George K. Baum & Co., and Mike Bryant, Morton Grove resident.

II. **Additions/Changes to the Agenda:** None.

III. **Citizens Comments on Agenda Items/Correspondence:** None.

IV. **Consent Agenda:**

Commissioner White made a motion, seconded by Commissioner Minx, to approve the minutes of the Board Meeting held on January 16, 2019.

The Financial Reports:

1. The Cash Summary and Revenue Report dated January 31, 2019 and
2. The Invoice Distribution Report ending January 31, 2019 in the amount of \$92,128.65. **Ayes: Commissioner Minx, Schmidt, White and Manno. Nays: 0. Absent: Coletta. Motion carried.**

V. **Director Report:** Director Wait noted there will be a family Zumba class at PVCC on February 23rd, a free Movie Book Club on February 27th, Boogie the Night away will be held on March 8th and a free Clover Hunt is scheduled for March 15th. Wait commended the Recreation Department for providing a variety of unique and fun events for the community.

VI. **Attorney Report:** Director Wait noted the attorney has been working on the Mansfield Park project and the agreement between the prairie stewards and the park district. The attorney also reviewed the February packet.

COMMITTED TO QUALITY PARK AND RECREATION SERVICES

- VII. Department Head Reports:** Superintendent Gorczyca noted the Mansfield Park renovation project is moving along as planned. The ice rink was opened last Friday at PVCC and the department has been completing routine maintenance along with getting ready for spring.

Superintendent O'Brien noted that all year-end tax financials have been completed for 2018. The auditors will return in March to finalize the 2018 partial year audit. O'Brien also noted he recently completed "Debt Training" which covers the various types of debt available to the park district for capital improvements. Finally, he said there will be required changes to the 2019 financial statements which are necessary in order for the district to keep receiving the GFOA certificate as well as an unqualified opinion from the auditors.

Superintendent Kee reported that the PDRMA infra-red project has been completed. Seasonal positions for spring and summer have been posted, we now have rental attendants at all facilities and also there have been no recent workman compensation claims.

Superintendent Konsewicz noted the park district recently had a great Family Fun Night and thanked MGBSA for their sponsorship of that event. There were 108 attendees at the Daddy Daughter Dance and the seniors seemed to really enjoy the Valentine Bingo event last week. She thanked Mularkey Distributors for sponsoring the Cold Brews event, which was fantastic and noted the park district is having a blood drive on March 2nd from 10am until 4pm.

VIII. New Business:

a. **Administration and Finance Committee – Commissioner White, Chair**

George K. Baum & Company Presentation: Mr. Paul Hanley reviewed the importance of preparing for a referendum and how to gain community support. Hanley explained there are four basic steps: 1.) Needs Assessment 2.) A public information program 3.) Community input and 4.) A strategic well-thought out campaign. Hanley noted the importance of recruiting a citizen task force. Hanley and his colleague, Thomas Reedy explained their company's expertise lies in knowing how to interpret the feedback received from community forums and surveys and then guiding the park district in the proper direction.

b. **Recreation and Facility Program Committee – Commissioner Coletta, Chair**

Virtual Fitness Presentation: Recreation Supervisor, Sue Braubach, informed the Board of the new Wellbeats virtual fitness classes available on a 70" television in Club Fitness. Members can choose to exercise to over 350 different classes, ranging from 10 minutes to an hour. Braubach currently configured the system to offer pre-scheduled 20-minute classes and is also offering incentives for members who participate in the new classes.

c. **Parks Facilities and Maintenance Committee, Commissioner Manno, Chair**

Mansfield Park Replacement Bid: Superintendent Gorczyca noted that Upland Design provided the park district with four concept drawings for an updated playground. The district also held two community input meetings. The project was put out to bid on February 7th. The decision was made to award the project to Hacienda Landscape. Although Innovation Landscape was the lowest bid, the district disqualified that company due to references providing a consistent pattern of complaints and poor quality of workmanship.

Commissioner White made a motion, seconded by Manno to accept the recommendation of the Parks and Facilities Maintenance Committee to reject the bid from Innovation

COMMITTED TO QUALITY PARK AND RECREATION SERVICES

Landscape for the reasons provided in the memo; and to award the Mansfield Park playground replacement contract to Hacienda Landscape of Plainfield, IL in the amount of \$117,658. **Ayes: Commissioner Schmidt, White, Manno and Minx. Nays: 0. Absent: Coletta. Motion carried.**

Mansfield Park Playground Equipment Purchase: Director Wait explained the playground equipment for Mansfield Park will be purchased separately, through the National Joint Powers Alliance, which will save the district money.

Commissioner White made a motion, seconded by Commissioner Minx, to accept the recommendation of the Parks and Facilities Maintenance Committee to approve purchasing the Mansfield Park playground equipment through the National Joint Purchasing Alliance and Parkreation, in the amount of \$80,000. **Ayes: Commissioner White, Manno, Minx and Schmidt. Nays: 0. Absent: Coletta. Motion carried.**

Ballfield Renovation Plan: Superintendent Gorczyca gave a Power Point presentation on the necessary work involved to renovate the district's fourteen baseball fields. Gorczyca explained the first step is a field analysis to determine the existing conditions of the fields grades and layout. Next would be the design of the field to include proper drainage, crown and base lines. Gorczyca noted it is important to install the proper infield mix, soil and turf. Gorczyca also offered a contractor cost estimate and an in-house cost estimate.

Capital Reallocation: Director Wait explained the 2019 budget includes \$50,000 earmarked for basketball court renovations which he would like to reallocate to the improvement of the baseball fields.

Commissioner White made a motion, seconded by Commissioner Minx, to accept the recommendation of the Parks and Facilities Maintenance Committee to approve reallocating \$50,000 in funding from basketball court improvements to ballfield renovations in the 2019 CIP budget. **Ayes: Commissioner Manno, Minx, Schmidt and White. Nays: 0. Absent: Coletta. Motion carried.**

General Discussion regarding Harrer Pool Project: Director Wait noted that Williams Architect provided three preliminary concepts for updating Harrer Pool based on the Park District Harrer Pool survey. The discussion revolved around the possibility of a referendum to provide the community with a solution to satisfy as many groups as possible. Several considerations included: an ice rink, improving Harrer Park fields and lighting system, and reaching out to the Village to see if they have an interest in sharing or purchasing office space. The Commissioners felt it is important to assemble a focus group to decide which options a referendum should include. Also noted was the importance of educating the public and thinking 25 to 30 years ahead. Director Wait planned to reach out to Chuck Balling to determine if he could offer guidance on planning Harrer Pool improvements. The services George Baum is offering is estimated to cost \$65,000.

- IX. Public Comment on Non-Agenda Items:** Rita Minx asked how many baseball fields we have, (14) and how many fields would the \$50,000 cover? Superintendent Gorczyca explained he

COMMITTED TO QUALITY PARK AND RECREATION SERVICES

would have to do an analysis first. It was also suggested to display Orbs on the west end of town. Mike Bryant thanked the park district for addressing the condition of the baseball fields.

X. Commissioner Comments:

Commissioner White: Noted he was very impressed with the Cold Brews event. White thanked the staff and Mularkey Distributors.

Commissioner Minx: Noted Cold Brews was really good; the staff did a great job.

Commissioner Manno: Hoped that the staff enjoyed the Soaring to New Heights Conference, thanked the staff for all their hard work on the Cold Brews event and extended his appreciation to Supervisor Braubach for her work on the Virtual Fitness.

Commissioner Schmidt: Thanked the staff for a well-organized conference and hoped it was a great experience for everyone.

- XI. Closed Session:** At approximately 8:26pm Commissioner White made a motion, seconded by Commissioner Manno, to move into closed session in accordance with the Open Meetings Act section 120/2(c)(1) and 120/2(c) (21). **Ayes: Commissioner Manno, Minx, Schmidt and White. Nays: 0. Absent: Coletta. Motion carried.**

The meeting reconvened at approximately 8:37pm. No action was taken during closed session.

- XII. Approval of Closed Session Minutes:** Commissioner White made a motion, seconded by Commissioner Minx to approve the minutes of the Closed Session Meeting held on January 16, 2019. **Ayes: Commissioner Minx, Schmidt, White and Manno. Nays: 0. Absent: Coletta. Motion carried.**

XIII. Adjournment:

Commissioner White made a motion, seconded by Commissioner Minx to adjourn the meeting. **Motion carried by voice vote.**

Meeting ended at approximately 8:38pm.

Steve Schmidt, Board President

Jeffrey Wait, Board Secretary

Financials

- Revenue and Expenditure Report
- The Invoice Distribution Report
- Card Services Report

GL NUMBER	DESCRIPTION	2019 AMENDED BUDGET	YTD BALANCE 02/28/2019 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/28/2019 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 01 - CORPORATE						
Fund 01 - CORPORATE:						
TOTAL REVENUES		1,435,082.00	201,829.62	158,427.69	1,233,252.38	14.06
TOTAL EXPENDITURES		1,435,082.00	216,582.46	111,291.59	1,218,499.54	15.09
NET OF REVENUES & EXPENDITURES		0.00	(14,752.84)	47,136.10	14,752.84	100.00
Fund 02 - RECREATION						
Fund 02 - RECREATION:						
TOTAL REVENUES		2,355,086.00	259,562.10	153,036.69	2,095,523.90	11.02
TOTAL EXPENDITURES		2,355,086.00	225,986.71	133,546.37	2,129,099.29	9.60
NET OF REVENUES & EXPENDITURES		0.00	33,575.39	19,490.32	(33,575.39)	100.00
Fund 05 - POLICE						
Fund 05 - POLICE:						
TOTAL REVENUES		11,000.00	0.00	0.00	11,000.00	0.00
TOTAL EXPENDITURES		11,000.00	0.00	0.00	11,000.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00
Fund 15 - MUSEUM						
Fund 15 - MUSEUM:						
TOTAL REVENUES		18,000.00	0.00	0.00	18,000.00	0.00
TOTAL EXPENDITURES		18,000.00	1,974.34	1,334.34	16,025.66	10.97
NET OF REVENUES & EXPENDITURES		0.00	(1,974.34)	(1,334.34)	1,974.34	100.00
Fund 20 - I.M.R.F.						
Fund 20 - I.M.R.F.:						
TOTAL REVENUES		237,000.00	20,720.48	20,643.76	216,279.52	8.74
TOTAL EXPENDITURES		237,000.00	32,680.70	15,776.72	204,319.30	13.79
NET OF REVENUES & EXPENDITURES		0.00	(11,960.22)	4,867.04	11,960.22	100.00
Fund 22 - F.I.C.A.						
Fund 22 - F.I.C.A.:						
TOTAL REVENUES		180,000.00	21,312.49	21,233.58	158,687.51	11.84
TOTAL EXPENDITURES		180,000.00	21,762.61	10,985.30	158,237.39	12.09
NET OF REVENUES & EXPENDITURES		0.00	(450.12)	10,248.28	450.12	100.00
Fund 25 - BOND & INTEREST						
Fund 25 - BOND & INTEREST:						
TOTAL REVENUES		1,000,000.00	118,402.73	117,964.35	881,597.27	11.84
TOTAL EXPENDITURES		1,000,000.00	0.00	0.00	1,000,000.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	118,402.73	117,964.35	(118,402.73)	100.00
Fund 30 - LIABILITY INSURANCE						
Fund 30 - LIABILITY INSURANCE:						
TOTAL REVENUES		110,000.00	7,104.16	7,077.86	102,895.84	6.46
TOTAL EXPENDITURES		110,000.00	9,368.43	9,368.43	100,631.57	8.52
NET OF REVENUES & EXPENDITURES		0.00	(2,264.27)	(2,290.57)	2,264.27	100.00
Fund 35 - SPECIAL RECREATION						
Fund 35 - SPECIAL RECREATION:						
TOTAL REVENUES		365,000.00	41,440.95	41,287.52	323,559.05	11.35
TOTAL EXPENDITURES		365,000.00	37,515.61	36,386.07	327,484.39	10.28
NET OF REVENUES & EXPENDITURES		0.00	3,925.34	4,901.45	(3,925.34)	100.00

PERIOD ENDING 02/28/2019

GL NUMBER	DESCRIPTION	2019 AMENDED BUDGET	YTD BALANCE 02/28/2019 NORMAL (ABNORMAL)	MONTH 02/28/2019 INCREASE (DECREASE)	ACTIVITY FOR MONTH 02/28/2019 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDT USED
Fund 40 - AUDIT							
Fund 40 - AUDIT:							
TOTAL REVENUES		16,500.00	1,953.64	1,946.41	1,946.41	14,546.36	11.84
TOTAL EXPENDITURES		16,500.00	0.00	0.00	0.00	16,500.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	1,953.64	1,946.41	1,946.41	(1,953.64)	100.00
Fund 70 - CAPITAL IMPROVEMENTS							
Fund 70 - CAPITAL IMPROVEMENTS:							
TOTAL REVENUES		1,080,000.00	0.00	0.00	0.00	1,080,000.00	0.00
TOTAL EXPENDITURES		1,080,000.00	18,601.60	13,874.50	13,874.50	1,061,398.40	1.72
NET OF REVENUES & EXPENDITURES		0.00	(18,601.60)	(13,874.50)	(13,874.50)	18,601.60	100.00
Fund 99 - PAYROLL CLEARING FUND							
Fund 99 - PAYROLL CLEARING FUND:							
TOTAL REVENUES		0.00	327.76	327.76	327.76	(327.76)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	327.76	327.76	327.76	(327.76)	100.00
TOTAL REVENUES - ALL FUNDS							
TOTAL EXPENDITURES - ALL FUNDS		6,807,668.00	672,653.93	521,945.62	521,945.62	6,135,014.07	9.88
NET OF REVENUES & EXPENDITURES		0.00	564,472.46	332,563.32	332,563.32	6,243,195.54	8.29
			108,181.47	189,382.30	189,382.30	(108,181.47)	100.00

REVENUE AND EXPENDITURE REPORT FOR MORTON GROVE PARK DISTRICT
 PERIOD ENDING 02/28/2019

GL NUMBER	DESCRIPTION	2019		YTD BALANCE		ACTIVITY FOR		AVAILABLE BALANCE	% BDGT USED
		AMENDED BUDGET	NORMAL	02/28/2019	(ABNORMAL)	MONTH 02/28/2019	(DECREASE)		
02-32-420305	FEES AND ADMISSIN-OPEN GYM - GUEST FEES	6,000.00		1,770.00			740.00	4,230.00	29.50
02-32-460110	MEMBERSHIPS-RB - FITNESS MEMBERSHIPS	170,000.00		29,455.60			13,245.90	140,544.40	17.33
02-32-480530	MISCELLANEOUS REV-VENDING MACHINE INCOM	0.00		462.95			462.95	(462.95)	100.00
02-32-480570	MISCELLANEOUS REV-RB - TOWELS INCOME	900.00		161.50			81.75	738.50	17.94
02-32-513610	SALARIES & WAGES-FITNESS - FITNESS ANTE	63,007.00		8,338.83			4,328.99	54,668.17	13.23
02-32-513630	SALARIES-FITNESS - GYM SUPR PT TIME	1,500.00		391.76			20.00	1,108.24	26.12
02-32-513700	SALARIES & WAGES-GROUPX INSTRUCTORS	42,500.00		5,710.94			2,849.95	36,789.06	13.44
02-32-520110	MATRL AND SUPP-OFFICE EXP - PRINTING	300.00		0.00			0.00	300.00	0.00
02-32-520120	MATRL AND SUPP-OFFICE EXP - POSTAGE	500.00		0.00			0.00	500.00	0.00
02-32-520130	MATRL AND SUPP-OFFICE EXP - PRINTING	100.00		0.00			0.00	100.00	0.00
02-32-520210	MATERIALS AND SUPPLIES-EQUIPMENT REPAIR	4,000.00		0.00			0.00	4,000.00	0.00
02-32-520211	MATRL AND SUPP-MAINT. - MATILS - BLDG	4,000.00		0.00			0.00	4,000.00	0.00
02-32-520321	MATERIALS AND SUPPLIES-SUPPLIES - SAFET	0.00		751.30			751.30	(751.30)	100.00
02-32-520335	MATRL AND SUPP-SUPPLIES - PVCC GYM	300.00		0.00			0.00	300.00	0.00
02-32-520360	MATRL AND SUPP-SUPPLIES - DANCE ROOM	1,000.00		0.00			0.00	1,000.00	0.00
02-32-520370	MATRL AND SUPP-SUPPLIES - DANCE ROOM	2,000.00		423.45			423.45	1,576.55	21.17
02-32-552300	CONTRACT SVCS-CONTRACTUAL SERVICES	4,000.00		573.52			0.00	3,426.48	14.34
02-32-554200	CONTRACT SVCS-AGREEMENTS - MARKETING	8,000.00		2,273.72			2,077.72	5,726.28	28.42
02-32-560200	EQUIPMENT-NEW EQUIP - MAINT	0.00		1,115.56			1,115.56	(1,115.56)	100.00
02-32-560500	EQUIPMENT-NEW EQUIP - RB COURTS	1,500.00		0.00			0.00	1,500.00	0.00
02-32-560600	EQUIPMENT-NEW EQUIP - FITNESS CENTER	3,000.00		0.00			0.00	3,000.00	0.00
02-32-581500	EXP MISCELLANEOUS-UNIFORMS	800.00		0.00			0.00	800.00	0.00
02-32-583300	EXP MISCELLANEOUS-RB - TOWEL EXPENSE	1,000.00		386.55			386.55	613.45	38.66
TOTAL REVENUES - ALL FUNDS		176,900.00		31,850.05			14,530.60	145,049.95	18.00
TOTAL EXPENDITURES - ALL FUNDS		137,507.00		19,965.63			11,953.52	117,541.37	14.52
NET OF REVENUES & EXPENDITURES		39,393.00		11,884.42			2,577.08	27,508.58	30.17

GL NUMBER	DESCRIPTION	2019	YTD BALANCE	ACTIVITY FOR	AVAILABLE BALANCE	% BDGT USED
		AMENDED BUDGET	02/28/2019	(DECREASE)	(ABNORMAL)	
02-32-420305	FEES AND ADMISSIN-OPEN GYM - GUEST FEES	6,000.00	1,770.00	740.00	4,230.00	29.50
02-32-460110	MEMBERSHIPS-RB - FITNESS MEMBERSHIPS	170,000.00	29,455.60	13,245.90	140,544.40	17.33
02-32-480530	MISCELLANEOUS REV-VENDING MACHINE INCOM	0.00	462.95	462.95	(462.95)	100.00
02-32-480570	MISCELLANEOUS REV-RB - TOWELS INCOME	900.00	161.50	81.75	738.50	17.94
02-32-513610	SALARIES & WAGES-FITNESS - FITNESS ANTE	63,007.00	8,338.83	4,328.99	54,668.17	13.23
02-32-513630	SALARIES-FITNESS - GYM SUPR PT TIME	1,500.00	391.76	20.00	1,108.24	26.12
02-32-513700	SALARIES & WAGES-GROUPX INSTRUCTORS	42,500.00	5,710.94	2,849.95	36,789.06	13.44
02-32-520110	MATRL AND SUPP-OFFICE EXP - PRINTING	300.00	0.00	0.00	300.00	0.00
02-32-520120	MATRL AND SUPP-OFFICE EXP - POSTAGE	500.00	0.00	0.00	500.00	0.00
02-32-520130	MATRL AND SUPP-OFFICE EXP - PRINTING	100.00	0.00	0.00	100.00	0.00
02-32-520210	MATERIALS AND SUPPLIES-EQUIPMENT REPAIR	4,000.00	0.00	0.00	4,000.00	0.00
02-32-520211	MATRL AND SUPP-MAINT. - MATILS - BLDG	4,000.00	0.00	0.00	4,000.00	0.00
02-32-520321	MATERIALS AND SUPPLIES-SUPPLIES - SAFET	0.00	751.30	751.30	(751.30)	100.00
02-32-520335	MATRL AND SUPP-SUPPLIES - PVCC GYM	300.00	0.00	0.00	300.00	0.00
02-32-520360	MATRL AND SUPP-SUPPLIES - DANCE ROOM	1,000.00	0.00	0.00	1,000.00	0.00
02-32-520370	MATRL AND SUPP-SUPPLIES - DANCE ROOM	2,000.00	423.45	423.45	1,576.55	21.17
02-32-552300	CONTRACT SVCS-CONTRACTUAL SERVICES	4,000.00	573.52	0.00	3,426.48	14.34
02-32-554200	CONTRACT SVCS-AGREEMENTS - MARKETING	8,000.00	2,273.72	2,077.72	5,726.28	28.42
02-32-560200	EQUIPMENT-NEW EQUIP - MAINT	0.00	1,115.56	1,115.56	(1,115.56)	100.00
02-32-560500	EQUIPMENT-NEW EQUIP - RB COURTS	1,500.00	0.00	0.00	1,500.00	0.00
02-32-560600	EQUIPMENT-NEW EQUIP - FITNESS CENTER	3,000.00	0.00	0.00	3,000.00	0.00
02-32-581500	EXP MISCELLANEOUS-UNIFORMS	800.00	0.00	0.00	800.00	0.00
02-32-583300	EXP MISCELLANEOUS-RB - TOWEL EXPENSE	1,000.00	386.55	386.55	613.45	38.66
TOTAL REVENUES - ALL FUNDS		176,900.00	31,850.05	14,530.60	145,049.95	18.00
TOTAL EXPENDITURES - ALL FUNDS		137,507.00	19,965.63	11,953.52	117,541.37	14.52
NET OF REVENUES & EXPENDITURES		39,393.00	11,884.42	2,577.08	27,508.58	30.17

PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Check 310499					
01-20-520321	MATRL AND SUPP-MAINT. - MA ANDERSON LOCK CO		KEYS FOR NATIONAL FIELDHOU	17.97	310499
	Total For Check 310499			17.97	
Check 310500					
01-20-520325	MATRL-SUPP-MAINT. - MAT'LS ARLINGTON POWER EQUIPMENT		SPROCKET COVER	39.34	310500
01-20-570410	BLDG-LNDSCP-BLK DIRT-SAND- ARLINGTON POWER EQUIPMENT		49 BAGS OF ICE MELT	352.31	310500
	Total For Check 310500			391.65	
Check 310501					
02-10-554100	CONTRACTUAL SERVICES-AGREE BROADCAST MUSIC INC.		ANNUAL FEE BASE MUSIC LICE	358.00	310501
	Total For Check 310501			358.00	
Check 310502					
02-01-593177	PROGRAM SUPPLIES-GYMANISTI BUFFALO GROVE GYMNASTICS		2019 USAG ILLINOIS BOYS ST	940.00	310502
	Total For Check 310502			940.00	
Check 310503					
01-20-520312	MATERIALS AND SUPPLIES-JAN CASE LOTS, INC		DOGIPOT SMALL BAGS	267.00	310503
02-33-520312	MATERIALS AND SUPPLIES-JAN CASE LOTS, INC		PAPER TOWELS	296.60	310503
	Total For Check 310503			563.60	
Check 310504					
01-10-589105	EXP MISCELLANEOUS-EMPLOYEE CITI CARDS		EMPLOYEE HOLIDAY APPRECIAT	35.77	310504
	Total For Check 310504			35.77	
Check 310505					
02-08-593919	PRGM SUPP-DADDY/DAUGHTER D CLAIRE BAUMGARTNER		REIMBURSEMENT FOR CLAIRE S	153.32	310505
	Total For Check 310505			153.32	
Check 310506					
01-20-554100	CONTRACTUAL SERVICES-AGREE CMFP DEPT MG-06A		JANUARY TO MARCH 2019 MONI	210.00	310506
02-22-552200	CONTRACT SVCS-TECHNICAL AS CMFP DEPT MG-06A		JANUARY TO MARCH 2019 MONI	210.00	310506
02-33-554100	CONTRACTUAL SERVICES-AGREE CMFP DEPT MG-06A		JANUARY TO MARCH 2019 MONI	210.00	310506
15-10-554600	CONTRACTUAL SERVICES-PROF CMFP DEPT MG-06A		JANUARY TO MARCH 2019 MONI	420.00	310506
	Total For Check 310506			1,050.00	
Check 310507					
02-33-554100	CONTRACTUAL SERVICES-AGREE COLLEY ELEVATOR CO.		FIRE MARSHALL INSPECTION 2	401.00	310507
	Total For Check 310507			401.00	
Check 310508					
02-32-554200	CONTRACT SVCS-AGREEMENTS - COMCAST CABLE		CABLE SERVICE FOR PVCC JAN	21.06	310508
	Total For Check 310508			21.06	
Check 310509					
01-10-540110	UTILITIES-ELECTRICTY	COMED	ELECTRIC FOR JANUARY 2019	589.20	310509
	Total For Check 310509			589.20	
Check 310510					
02-33-570200	BUILDING & LANDSCAPE-BUILD CRESCENT ELECTRIC SUPPLY C		NEW LED LIGHT BULBS FOR TH	2,020.00	310510
	Total For Check 310510			2,020.00	
Check 310511					
02-33-554100	CONTRACTUAL SERVICES-AGREE CUMMINS NPOWER		INSPECTION OF PVCC GENERAT	333.48	310511
	Total For Check 310511			333.48	
Check 310512					
02-07-594819	PROGRAM SERVICES-GAP	FIRST STUDENT	BUS TRIP TO JUMP ZONE 9/19	121.25	310512
	Total For Check 310512			121.25	
Check 310513					
01-10-552200	CONTRACT SVCS-TECHNICAL AS FRAMEWORK COMMUNICATIONS		COMPUTER MAINTENANCE AGREE	2,440.22	310513
	Total For Check 310513			2,440.22	
Check 310514					
01-10-520110	MATRL AND SUPP-OFFICE EXP	GARVEY'S OFFICE PRODUCTS	OFFICE SUPPLIES	46.86	310514
	Total For Check 310514			46.86	
Check 310515					

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Check 310515					
01-20-554100	CONTRACTUAL SERVICES-AGREE	GROOT INDUSTRIES 3397	6250 DEMPSTER RECYCLING JA	48.95	310515
Total For Check 310515				48.95	
Check 310516					
02-33-520321	MATRL AND SUPP-MAINT. - MA	JC LICHT, LLC	INTERIOR PAINT FOR PVCC	81.56	310516
Total For Check 310516				81.56	
Check 310518					
15-10-554600	CONTRACTUAL SERVICES-PROF	LOW VOLTAGE WORKS, INC.	3 MONTHS MONITORING COMMUN	105.00	310518
Total For Check 310518				105.00	
Check 310519					
35-10-552705	CNTRCT SVCS-ADA INCLUSION	MAINE-NILES ASSN OF SP REC	INCLUSION SERVICES JANUARY	1,556.00	310519
Total For Check 310519				1,556.00	
Check 310520					
01-20-520312	MATERIALS AND SUPPLIES-JAN	MENARD'S	TRUCK WASHING SUPPLIES	51.44	310520
01-20-520321	MATRL AND SUPP-MAINT. - MA	MENARD'S	STERILITE 18 GALLON TOTE	60.18	310520
01-20-581501	PRAIRIE VIEW ICE ARENA	MENARD'S	GORILLA TAPE	220.47	310520
02-33-520321	MATRL AND SUPP-MAINT. - MA	MENARD'S	TAPE FOR PAINTING & REPAIR	50.52	310520
Total For Check 310520				382.61	
Check 310521					
02-35-589110	EXP MISC.-MARKETING SPECIA	MORTON GROVE FOUNDATION	FULL PAGE AD IN THE 2019 P	250.00	310521
Total For Check 310521				250.00	
Check 310522					
30-10-532610	INSURANCE-PROPERTY & GENER	PARK DISTRICT RISK MANAGEM	PROPERTY/LIABLITY 01/01/19	3,958.04	310522
30-10-532615	INSURANCE-EMPLOYMENT PRACT	PARK DISTRICT RISK MANAGEM	PROPERTY/LIABLITY 01/01/19	600.76	310522
30-10-532630	INSURANCE-WORKERS COMP	PARK DISTRICT RISK MANAGEM	PROPERTY/LIABLITY 01/01/19	2,516.13	310522
Total For Check 310522				7,074.93	
Check 310523					
01-10-551120	CONTRACT SVCS-LEGAL - EXTR	ROBBINS SCHWARTZ	ATTORNEY FEES FOR DECEMBER	1,083.00	310523
Total For Check 310523				1,083.00	
Check 310524					
15-10-554600	CONTRACTUAL SERVICES-PROF	SHERI COZZI	CLEANING FOR MUSEUM FOR FE	95.00	310524
Total For Check 310524				95.00	
Check 310525					
01-20-520321	MATRL AND SUPP-MAINT. - MA	SKOKIE ACE HARDWARE	DUPLICATE KEYS	11.16	310525
Total For Check 310525				11.16	
Check 310526					
02-33-520312	MATERIALS AND SUPPLIES-JAN	STATE INDUSTRIAL PRODUCTS	AIR CARE PROGRAM	957.78	310526
Total For Check 310526				957.78	
Check 310527					
02-08-593914	PROGRAM SUPPLIES-COLD BREW	THE FABULOUS FRANK & DAVE,	COLD BREWS ENTERTAINMENT	800.00	310527
Total For Check 310527				800.00	
Check 310528					
01-10-554100	CONTRACTUAL SERVICES-AGREE	TIAA COMMERCIAL FINANCE, I	CAPIOE RENTAL JANUARY 2019	408.69	310528
Total For Check 310528				408.69	
Check 310529					
01-10-540150	UTILITIES-TELEPHONE	VERIZON WIRELESS	CELL PHONES USAGE FOR JANU	141.73	310529
02-06-593711	PROGRAM SUPPLIES-PRE SCHOO	VERIZON WIRELESS	CELL PHONES USAGE FOR JANU	56.69	310529
02-07-593825	PROGRAM SUPPLIES-BASE	VERIZON WIRELESS	CELL PHONES USAGE FOR JANU	56.69	310529
02-10-540150	UTILITIES-TELEPHONE	VERIZON WIRELESS	CELL PHONES USAGE FOR JANU	141.73	310529
02-33-540150	UTILITIES-TELEPHONE	VERIZON WIRELESS	CELL PHONES USAGE FOR JANU	170.06	310529
Total For Check 310529				566.90	
Check 310532					
01-10-481810	MISCELLANEOUS REV-MISC. -	CARD SERVICES	CREDIT CARD STATEMENT	(281.95)	310532
01-10-520110	MATRL AND SUPP-OFFICE EXP	CARD SERVICES	CREDIT CARD STATEMENT	250.27	310532

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Check 310532					
01-10-581200	EXP MISC.-EDUCATIONAL SEMI CARD SERVICES		CREDIT CARD STATEMENT	6,985.46	310532
01-10-581300	EXP MISC.-EMPLOYEE TRAVEL CARD SERVICES		CREDIT CARD STATEMENT	63.27	310532
01-10-589105	EXP MISCELLANEOUS-EMPLOYEE CARD SERVICES		CREDIT CARD STATEMENT	1,900.09	310532
01-20-520321	MATRL AND SUPP-MAINT. - MA CARD SERVICES		CREDIT CARD STATEMENT	18.45	310532
01-20-581200	EXP MISC.-EDUCATIONAL SEMI CARD SERVICES		CREDIT CARD STATEMENT	220.44	310532
02-01-593177	PROGRAM SUPPLIES-GYMANISTI CARD SERVICES		CREDIT CARD STATEMENT	36.00	310532
02-04-593514	PROGRAM SUPPLIES-DANCE - C CARD SERVICES		CREDIT CARD STATEMENT	106.55	310532
02-04-594514	PROGRAM SERVICES-DANCE - C CARD SERVICES		CREDIT CARD STATEMENT	71.82	310532
02-06-593711	PROGRAM SUPPLIES-PRE SCHOO CARD SERVICES		CREDIT CARD STATEMENT	22.41	310532
02-06-593715	PROGRAM SUPPLIES-TODDLER V CARD SERVICES		CREDIT CARD STATEMENT	42.14	310532
02-07-593813	PROGRAM SUPPLIES-BIRTHDAY CARD SERVICES		CREDIT CARD STATEMENT	56.76	310532
02-07-593822	PROGRAM SUPPLIES-KINDER OD CARD SERVICES		CREDIT CARD STATEMENT	58.60	310532
02-07-593823	PROGRAM SUPPLIES-B4 CARD SERVICES		CREDIT CARD STATEMENT	92.03	310532
02-07-593825	PROGRAM SUPPLIES-BASE CARD SERVICES		CREDIT CARD STATEMENT	137.01	310532
02-07-594819	PROGRAM SERVICES-GAP CARD SERVICES		CREDIT CARD STATEMENT	1,028.10	310532
02-08-591919	INSTR SAL-DADDY/DAUGHTER D CARD SERVICES		CREDIT CARD STATEMENT	119.61	310532
02-08-593914	PROGRAM SUPPLIES-COLD BREW CARD SERVICES		CREDIT CARD STATEMENT	51.79	310532
02-08-593920	PROGRAM SUPPLIES-MOM & SON CARD SERVICES		CREDIT CARD STATEMENT	150.10	310532
02-10-581200	EXP MISC.-EDUCATIONAL SEMI CARD SERVICES		CREDIT CARD STATEMENT	787.66	310532
02-10-581300	EXP MISC.-EMPLOYEE TRAVEL CARD SERVICES		CREDIT CARD STATEMENT	138.44	310532
02-10-581400	EXP MISCELLANEOUS-DUES & S CARD SERVICES		CREDIT CARD STATEMENT	348.00	310532
02-32-520370	MATRL AND SUPP-SUPPLIES - CARD SERVICES		CREDIT CARD STATEMENT	423.45	310532
02-32-554200	CONTRACT SVCS-AGREEMENTS - CARD SERVICES		CREDIT CARD STATEMENT	220.00	310532
02-32-560200	EQUIPMENT-NEW EQUIP - MAIN CARD SERVICES		CREDIT CARD STATEMENT	155.56	310532
02-32-583300	EXP MISCELLANEOUS-RB - TOW CARD SERVICES		CREDIT CARD STATEMENT	386.55	310532
02-33-520312	MATERIALS AND SUPPLIES-JAN CARD SERVICES		CREDIT CARD STATEMENT	24.54	310532
02-35-554100	CONTRACTUAL SERVICES-AGREE CARD SERVICES		CREDIT CARD STATEMENT	35.00	310532
02-35-554405	CONTRACTUAL SERVICES-PUBLI CARD SERVICES		CREDIT CARD STATEMENT	1,284.45	310532
30-10-582650	EXP MISC.-SAFTY TRAIN & SU CARD SERVICES		CREDIT CARD STATEMENT	476.00	310532
Total For Check 310532				15,408.60	
Check 310533					
01-10-520160	MATRL AND SUPP-OFFICE EXP	CHICAGO TRIBUNE MEDIA GROU	ADVERTISING	183.78	310533
Total For Check 310533				183.78	
Check 310534					
02-32-554200	CONTRACT SVCS-AGREEMENTS - COMCAST CABLE		PVCC COMCAST BUISNESS CABL	573.52	310534
Total For Check 310534				573.52	
Check 310535					
02-04-594514	PROGRAM SERVICES-DANCE - C D 'ANGELO FLETCHER		MUSIC FOR DANCE RECITAL	210.00	310535
Total For Check 310535				210.00	
Check 310536					
70-10-586450	EXP MISCELLANEOUS-CLUB FIT DIRECT FITNESS SOLUTIONS,		WELLBEATS INSTALLATION AND	9,684.00	310536
Total For Check 310536				9,684.00	
Check 310537					
02-33-570200	BUILDING & LANDSCAPE-BUILD FRIEL ELECTRIC		FOR LABOR AND SERVICES	1,832.00	310537
Total For Check 310537				1,832.00	
Check 310538					
01-20-520321	MATRL AND SUPP-MAINT. - MA GRAINGER		FLUORESCENT LAMP	74.88	310538
Total For Check 310538				74.88	
Check 310539					
02-10-210500	PAYABLES-DEPOSITS PAYABLE	HENRY AGUAYO	RENTAL DEPOSIT REFUND	150.00	310539
Total For Check 310539				150.00	
Check 310540					
70-10-586450	EXP MISCELLANEOUS-CLUB FIT KEISER		PURCHASE OF TWO KEISER CYC	3,093.00	310540
Total For Check 310540				3,093.00	

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
PAID					
Check 310541					
02-01-596840	OTHER EXP-MAGIC CLASS	MAGIC OF GARY KANTOR	MAGIC CLASSES	84.00	310541
		Total For Check 310541		84.00	
Check 310542					
35-10-552700	CONTRACTUAL SERVICES-SRA C MAINE-NILES ASSN OF SP	REC GENERAL CONTRIBUTION FOR		34,059.25	310542
35-10-552705	CNTRCT SVCS-ADA INCLUSION	MAINE-NILES ASSN OF SP	REC INCLUSION SERVICES FOR FEB	770.82	310542
		Total For Check 310542		34,830.07	
Check 310543					
02-07-594819	PROGRAM SERVICES-GAP	MARRIOTT THEATRE	MGPD GAP TRIP	300.00	310543
		Total For Check 310543		300.00	
Check 310544					
02-06-593711	PROGRAM SUPPLIES-PRE SCHOO PROMO GEAR PLUS, LLC		PRESCHOOL STAFF SHIRTS	86.65	310544
02-10-581500	EXP MISCELLANEOUS-UNIFORMS PROMO GEAR PLUS, LLC		T-SHIRTS FOR CLUB FITNESS	775.55	310544
02-32-554200	CONTRACT SVCS-AGREEMENTS - PROMO GEAR PLUS, LLC		T-SHIRTS FOR CLUB FITNESS	1,263.14	310544
		Total For Check 310544		2,125.34	
Check 310545					
02-32-560200	EQUIPMENT-NEW EQUIP - MAIN SEAWAY SUPPLY CO.		2 FLEXWIPE STAINLESS STEEL	960.00	310545
		Total For Check 310545		960.00	
Check 310546					
02-10-540130	UTILITIES-WATER	VILLAGE OF MORTON GROVE	WATER SERVICES FOR ALL PAR	107.64	310546
02-21-540130	UTILITIES-WATER	VILLAGE OF MORTON GROVE	WATER SERVICES FOR ALL PAR	23.92	310546
02-22-540130	UTILITIES-WATER	VILLAGE OF MORTON GROVE	WATER SERVICES FOR ALL PAR	71.76	310546
02-33-540130	UTILITIES-WATER	VILLAGE OF MORTON GROVE	WATER SERVICES FOR ALL PAR	574.08	310546
15-10-540130	UTILITIES-WATER	VILLAGE OF MORTON GROVE	WATER SERVICES FOR ALL PAR	35.88	310546
		Total For Check 310546		813.28	
Check 310556					
01-10-554100	CONTRACTUAL SERVICES-AGREE AIS INTERNATIONAL		MICROSOFT OFFICE 365 PLAN	4,095.00	310556
02-10-554100	CONTRACTUAL SERVICES-AGREE AIS INTERNATIONAL		MICROSOFT OFFICE 365 PLAN	4,095.00	310556
		Total For Check 310556		8,190.00	
Check 310557					
01-20-554100	CONTRACTUAL SERVICES-AGREE ALARM DETECTION SYSTEMS, I	QUARTERLY CHARGES MAR-MAY		325.86	310557
02-32-570200	BUILDING & LANDSCAPE-BUILD ALARM DETECTION SYSTEMS, I	FOR WORK DONE ON 12/28		288.00	310557
		Total For Check 310557		613.86	
Check 310558					
01-20-570410	BLDG-LNDSCP-BLK DIRT-SAND- ARLINGTON POWER EQUIPMENT		SALT FOR PATH WAYS	352.31	310558
		Total For Check 310558		352.31	
Check 310559					
01-10-540150	UTILITIES-TELEPHONE	CALL ONE	PHONE SERVICES	733.30	310559
02-10-540150	UTILITIES-TELEPHONE	CALL ONE	PHONE SERVICES	711.73	310559
02-33-540150	UTILITIES-TELEPHONE	CALL ONE	PHONE SERVICES	711.72	310559
		Total For Check 310559		2,156.75	
Check 310560					
02-32-520321	MATRL AND SUPP-MAINT. - MA CASE LOTS, INC		REFRESH LUXURY HAIR AND BO	359.40	310560
		Total For Check 310560		359.40	
Check 310561					
01-10-540110	UTILITIES-ELECTRICTY	COMED	PARKING LOT LIGHT ELECTRIC	8.08	310561
02-10-540110	UTILITIES-ELECTRICTY	COMED	JACOBS GAZEBO ELECTRIC BIL	23.43	310561
		Total For Check 310561		31.51	
Check 310562					
01-10-520110	MATRL AND SUPP-OFFICE EXP	GARVEY'S OFFICE PRODUCTS	MARKERS AND TAPE	24.30	310562
		Total For Check 310562		24.30	
Check 310563					
02-08-593938	PROGRAM SUPPLIES-EGGSTRAVA GIFTS GALORE		FILLED EASTER EGGS FOR EGG	384.00	310563
		Total For Check 310563		384.00	

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Check 310564					
02-32-520321	MATRL AND SUPP-MAINT. - MA GRAINGER		24 FLUORESCENT LAMP BULBS	180.96	310564
	Total For Check 310564			180.96	
Check 310565					
02-07-591825	INSTRUCTOR SALARIES-BASE	JOHN SORISHO	VENDOR CHECK FOR PAYROLL 0	240.00	310565
	Total For Check 310565			240.00	
Check 310566					
02-01-593177	PROGRAM SUPPLIES-GYMANISTI	LIAM BERG	USAG MEMBERSHIP REIMBURSEM	106.00	310566
	Total For Check 310566			106.00	
Check 310567					
30-10-582650	EXP MISC.-SAFTY TRAIN & SU	LOW VOLTAGE WORKS, INC.	FOR SERVICES RENDERED	817.50	310567
	Total For Check 310567			817.50	
Check 310568					
01-20-520321	MATRL AND SUPP-MAINT. - MA	MENARD'S	ROLLERS FOR PAINT FOR GARB	59.46	310568
01-20-520323	MATRL AND SUPP-MAINT. - MA	MENARD'S	WALK LIGHTS FOR PARKS	134.91	310568
01-20-520400	MATRL-SUPP-SUPPLIES - TOOL	MENARD'S	UTILITY HANGERS	48.13	310568
01-20-581500	EXP MISCELLANEOUS-UNIFORMS	MENARD'S	FACE MASK FOR SPRAYING AND	15.98	310568
01-20-581501	PRAIRIE VIEW ICE ARENA	MENARD'S	MOUSE TRAPS FOR PVCC/ TAPE	39.76	310568
02-32-520321	MATRL AND SUPP-MAINT. - MA	MENARD'S	SUPPLIES FOR PVCC	34.64	310568
	Total For Check 310568			332.88	
Check 310569					
01-20-520323	MATRL AND SUPP-MAINT. - MA	MID-AMERICA SPORTS ADVANTA	TRUE LINER MODEL 425 DRY L	194.04	310569
01-20-520325	MATRL-SUPP-MAINT. - MAT'LS	MID-AMERICA SPORTS ADVANTA	BANNERMAN GROOMER PARTS	432.75	310569
	Total For Check 310569			626.79	
Check 310570					
02-07-593813	PROGRAM SUPPLIES-BIRTHDAY	NILES DAIRY QUEEN	MCPD CAKE	20.99	310570
	Total For Check 310570			20.99	
Check 310571					
01-20-520325	MATRL-SUPP-MAINT. - MAT'LS	SAFETY KLEEN	SOLVENT PARTS WASHER SINK	313.21	310571
	Total For Check 310571			313.21	
Check 310572					
01-10-552200	CONTRACT SVCS-TECHNICAL AS	SEGAL CONSULTING	FOR PROFESSIONAL ACTUARIAL	2,500.00	310572
	Total For Check 310572			2,500.00	
Check 310573					
01-20-520400	MATRL-SUPP-SUPPLIES - TOOL	SKOKIE ACE HARDWARE	PVCC SUPPLIES	10.16	310573
02-32-520321	MATRL AND SUPP-MAINT. - MA	SKOKIE ACE HARDWARE	ROLLER REPAIR	2.00	310573
	Total For Check 310573			12.16	
Check 310574					
02-03-593412	PROGRAM SUPPLIES-CAMP	SUNSHINE ARTS AND CRAFTS	DEPOSIT FOR CAMP FIELD TRI	50.00	310574
	Total For Check 310574			50.00	
Check 310575					
02-10-560100	EQUIPMENT-NEW EQUIP - OFFI	ABT	32" TV FOR PVCC LOBBY	165.00	310575
	Total For Check 310575			165.00	
Check 310576					
01-20-560200	EQUIPMENT-NEW EQUIP - MAIN	ARLINGTON POWER EQUIPMENT	2 50LBS BAGS OF ICE MELT	369.98	310576
	Total For Check 310576			369.98	
Check 310577					
01-10-554100	CONTRACTUAL SERVICES-AGREE	CANON FINANCIAL SERVICES,	COPIER LEASE	179.91	310577
02-10-554100	CONTRACTUAL SERVICES-AGREE	CANON FINANCIAL SERVICES,	COPIER LEASE	179.91	310577
	Total For Check 310577			359.82	
Check 310578					
01-10-540120	UTILITIES-HEATING FUEL	CENTERPOINT ENERGY SERVICE	GAS BILL FOR ALL PARKS	363.00	310578
02-10-540110	UTILITIES-ELECTRICTY	CENTERPOINT ENERGY SERVICE	GAS BILL FOR ALL PARKS	175.36	310578
02-10-540120	UTILITIES-HEATING FUEL	CENTERPOINT ENERGY SERVICE	GAS BILL FOR ALL PARKS	1,478.81	310578

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Check 310578					
02-21-540120	UTILITIES-HEATING FUEL	CENTERPOINT ENERGY SERVICE	GAS BILL FOR ALL PARKS	138.79	310578
02-22-540120	UTILITIES-HEATING FUEL	CENTERPOINT ENERGY SERVICE	GAS BILL FOR ALL PARKS	1,141.89	310578
02-33-540120	UTILITIES-HEATING FUEL	CENTERPOINT ENERGY SERVICE	GAS BILL FOR ALL PARKS	1,694.02	310578
15-10-540120	UTILITIES-HEATING FUEL	CENTERPOINT ENERGY SERVICE	GAS BILL FOR ALL PARKS	188.22	310578
Total For Check 310578				5,180.09	
Check 310579					
02-08-593914	PROGRAM SUPPLIES-COLD BREW CITI CARDS		SUPPLIES FOR COLD BREWS	206.50	310579
Total For Check 310579				206.50	
Check 310580					
01-10-540110	UTILITIES-ELECTRICTY	DIRECT ENERGY BUSINESS	ELECTRIC BILL FOR PVCC	827.48	310580
02-10-540110	UTILITIES-ELECTRICTY	DIRECT ENERGY BUSINESS	ELECTRIC BILL FOR OKETO PA	1,315.67	310580
02-21-540110	UTILITIES-ELECTRICTY	DIRECT ENERGY BUSINESS	ELECTRIC BILL FOR HARRER P	703.96	310580
02-22-540110	UTILITIES-ELECTRICTY	DIRECT ENERGY BUSINESS	ELECTRIC BILL FOR ORIOLE P	228.35	310580
02-33-540110	UTILITIES-ELECTRICTY	DIRECT ENERGY BUSINESS	ELECTRIC BILL FOR PVCC	3,861.56	310580
15-10-540110	UTILITIES-ELECTRICTY	DIRECT ENERGY BUSINESS	ELECTRIC BILL FOR HISTORIC	200.24	310580
Total For Check 310580				7,137.26	
Check 310581					
01-10-520110	MATRL AND SUPP-OFFICE EXP	GARVEY'S OFFICE PRODUCTS	PAPER, PENS,AND TAPE FOR P	32.67	310581
Total For Check 310581				32.67	
Check 310582					
01-20-520325	MATRL-SUPP-MAINT. - MAT'LS	GLENBROOK AUTO PARTS, INC	PREMIUM HYD OIL (2)	326.41	310582
Total For Check 310582				326.41	
Check 310583					
02-10-581300	EXP MISC.-EMPLOYEE TRAVEL	MARY MUCCI	MILEAGE REIMBURSEMENT 206.	119.71	310583
Total For Check 310583				119.71	
Check 310584					
01-20-520321	MATRL AND SUPP-MAINT. - MA	MENARD'S	GARBAGE CAN PAINT	31.98	310584
Total For Check 310584				31.98	
Check 310585					
01-10-581400	EXP MISCELLANEOUS-DUES & S	NATIONAL RECREATION & PARK	PREMIER PACKAGE MEMBERSHIP	1,100.00	310585
Total For Check 310585				1,100.00	
Check 310586					
02-03-594412	PROGRAM SERVICES-CAMP - CA	PARK DISTRICT OF HIGHLAND P	FOR CAMP FIELD TRIP	617.50	310586
Total For Check 310586				617.50	
Check 310587					
01-10-520130	MATRL AND SUPP-OFFICE EXP	PITNEY BOWES GLOBAL FINANC	PURCHASE POWER STATEMENT	250.71	310587
Total For Check 310587				250.71	
Check 310588					
01-20-520325	MATRL-SUPP-MAINT. - MAT'LS	SAFETY KLEEN	PARTS WASHER SOLVENT/SERVI	313.21	310588
Total For Check 310588				313.21	
Check 310589					
02-33-520312	MATERIALS AND SUPPLIES-JAN	STALKER SPORTS FLOORS	4 ROLLS OF DUST MAGNET SHE	308.90	310589
Total For Check 310589				308.90	
Check 310590					
02-07-594825	PROGRAM SERVICES-AFTERSCHO	SYSCO FOOD SERVICES	BASE FOOD ORDER	876.19	310590
Total For Check 310590				876.19	
Check 310591					
70-10-586300	EXP MISC.-PARKS DEPT GENER	THE W-T GROUP, LLC	ENGINEERING STUDY TO ASSES	1,097.50	310591
Total For Check 310591				1,097.50	
Check 310592					
01-10-554100	CONTRACTUAL SERVICES-AGREE	TIAA COMMERCIAL FINANCE, I	COPIER RENTAL INSURANCE	463.28	310592
Total For Check 310592				463.28	
Check 310593					

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Check 310593					
30-10-582650	EXP MISC.-SAFTY TRAIN & SU U.S. FIRE & SAFETY EQUIPME		EXTINGUISHER ANNUAL MAINTENANCE	1,000.00	310593
	Total For Check 310593			1,000.00	
Check 310594					
02-32-520321	MATRL AND SUPP-MAINT. - MA UNIQUE PRODUCTS		DISINFECTANT FOR LOCKER ROOM	174.30	310594
	Total For Check 310594			174.30	
Check 310595					
01-20-520500	MATRL-SUPP-SUPPLIES - GAS	VILLAGE OF MORTON GROVE	JAN. FUEL BILL	754.03	310595
	Total For Check 310595			754.03	
Check 310596					
02-21-570600	BLDG-LANDSCAPE-POOL - BLDG WILLIAMSASSOCIATES ARCHITE		CONCEPTUAL PLANNING SERVICE	1,125.06	310596
	Total For Check 310596			1,125.06	

JOURNALIZED
PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund Totals:					
			Fund 01 CORPORATE	29,738.89	
			Fund 02 RECREATION	42,137.92	
			Fund 15 MUSEUM	1,044.34	
			Fund 30 LIABILITY INSURANC	9,368.43	
			Fund 35 SPECIAL RECREATION	36,386.07	
			Fund 70 CAPITAL IMPROVEMEN	13,874.50	
				<hr/>	
				132,550.15	

To the Finance Officer:

The payment of the above listed accounts has been approved by the Board of Commissioners at their regular scheduled board meeting and you are hereby authorized to pay the attached vendors from the appropriate funds.

(President)

(Treasurer)

12833 Card Services
ACCOUNT: 1800

Include with board vouchers when report is done. Month end.

MONTH: 2/20/2018

Ref. No.	DATE	Merchant	REASON	AMOUNT
	1/9/2019	Foreign Transaction Fee R	Foreign Transaction Fee Refund	-7.98
O'Brien	1/16/2019	Menards	Coffee Maker for PVCC	12.72
O'Brien	1/16/2019	Office Depot	1099 Mis tax forms	35.98
O'Brien	1/24/2019	Chicago Taxi	IAPD Conference Travel	10.5
O'Brien	1/24/2019	Dunkin Donuts	IAPD Conference Meals	\$7.07
O'Brien	1/24/2019	Dunkin Donuts	IAPD Conference Meals	\$2.29
O'Brien	1/26/2019	Hyatt Regency	IAPD Conference Meals	\$40.57
O'Brien	1/26/2019	Dunkin Donuts	IAPD Conference Meals	\$2.84
				\$103.99
		Card Number 1826		
Braubach	9-Jan	Dollar Tree	Staff Holiday Party Supplies	\$7.00
Braubach	14-Jan	GymValet	Sanitizing solution	\$155.56
Braubach	21-Jan	Amazon	Swiffer Sweeper Wet Cloths	\$49.54
Braubach	23-Jan	Amazon	Spot Markers for Fitness Class	\$24.95
Braubach	24-Jan	ERC Wipes	Towels for Fitness Center	\$55.00
Braubach	24-Jan	ERC Wipes	Towels for Fitness Center	\$301.00
Braubach	24-Jan	MF Athletic & Perform	Equipment for Fitness Classes	\$398.50
Braubach	24-Jan	Chipotle	Lunch at Conference for Sue and Luisa	\$21.97
Braubach	24-Jan	Dunkin Donuts	Lunch at IPRA Conference	\$2.62
Braubach	26-Jan	McDonalds	Breakfast at IPRA Conference	\$3.34
Braubach	26-Jan	Dunkin Donuts	Lunch at IPRA Conference	\$2.62
Braubach	30-Jan	Amazon	Refund for mis-shipped product	-\$25.00
				\$997.10
		Card Number 1834		
Kee	19-Jan	IPRA	Membership for Laura Kee	\$279.00
Kee	11-Jan	Concentra	Drug Screens	\$84.00
Kee	16-Jan	AED	AED Batteries	\$338.00
Kee	23-Jan	DS Services	Water for PCVV	\$66.35
Kee	25-Jan	Uber	Conference transportation	\$6.94
Kee	28-Jan	Metra	Conference transportation	\$13.50
Kee	28-Jan	Hyatt	Lunch at Conference for Laura Kee	\$22.40
Kee	28-Jan	Taxi	Conference transportation	\$13.00

Gorczyca	26-Jan	Uber	Conference transportation	\$13.91	01-20-581200
Gorczyca	26-Jan	Uber	Conference transportation	\$3.00	01-20-581200
Gorczyca	26-Jan	McDonald's	Conference lunch - Gorczyca	\$9.58	01-20-581200
Gorczyca	26-Jan	Taxi	Conference transportation	\$7.75	01-20-581200
Gorczyca	26-Jan	Hyatt Regency Chicago	Conference meals* (KG, JS & SA)	\$85.17	01-20-581200
Gorczyca	26-Jan	Metra	Conference transportation	\$8.25	01-20-581200
	Card Number	9125		\$238.89	
Herrmann	1/7/2019	My Area Yoga	Monthly Subscription	\$25.00	0232-554200
Herrmann	1/8/2019	Event	Event Boosting -Cold Brews	\$19.00	0235-554405
Herrmann	1/8/2019	Bevnet	Event Boosting -Cold Brews	\$29.00	0235-554405
Herrmann	1/15/2019	Facebook	Facebook Event Boosts - Father and Son golf	\$45.76	0235-554405
Herrmann	1/15/2019	Local Tourist	Event Listing	\$29.00	0235-554405
Herrmann	1/24/2019	Pret A Manger	Conference Dinner	\$9.12	0200-581200
Herrmann	1/24/2019	Metra	Train Ticket for Thursday and Saturday -Conference	\$27.00	0200-581300
Herrmann	1/24/2019	Taxi	Taxi from train station to Hyatt	\$10.75	0200-581300
Herrmann	1/24/2019	Taxi	Taxi from Hyatt station to train station	\$12.50	0200-581300
Herrmann	1/26/2019	Potbellys	Conferece Lunch	\$6.36	0200-581200
Herrmann	1/26/2019	McDonalds	Conference Coffee	\$2.23	0200-581300
Herrmann	1/26/2019	Taxi	Taxi from train station to Hyatt	\$10.25	0200-581300
Herrmann	1/26/2019	Taxi	Taxi from Hyatt station to train station	\$11.50	0200-581300
Herrmann	1/29/2019	2co.com	Fairsandfestivals.net -MG Craft Fair listing	\$34.95	0235-554405
Herrmann	1/29/2019	Wp Engine	Website Hosting	\$35.00	0235-554100
Herrmann	1/29/2019	Sticker Mule	Promotional Sticker Labels for event	\$66.00	0235-554405
Herrmann	1/30/2019	Potbellys	Savings Credit-0.25	-\$0.25	0200-581200
Herrmann	1/30/2019	Sticker Mule	Promotional Buttons for event	\$27.00	0235-554405
Herrmann	1/31/2019	Sharper Dot Printing	12x18 Posters printed - Cold Brews Promotion	\$20.00	0235-554405
Herrmann	2/1/2019	Facebook	Promotion boosts for January events	\$83.74	0235-554405
Herrmann	2/1/2019	Graphic Arts Services	59 and over - \$925 + \$195 = \$1,120	\$925.00	0235-554405
Herrmann	2/1/2019	Graphic Arts Services	Club Fitness Tri fold - \$925 + \$195 = \$1,120	\$195.00	0232-554200
Herrmann	2/4/2019	Mega Fonts	Font Purchase for Style Guide	\$5.00	0235-554405
	Card Number	1867		\$1,628.91	
Mucci	7-Jan	Tilt Studio	Gap Trip - Rink Side Sports	\$566.73	23007-594819
Mucci	10-Jan	Pump It Up	Gap Trip - Pump it up of Glenview	\$150.00	23007-594819
Mucci	16-Jan	Sunshine Art & Craft	Gap Trip - Pottery Paint with Icecream	\$50.00	23007-594819
Mucci	17-Jan	PDRMA RMI	Aquatic safety	\$35.00	1100-581200
Mucci	18-Jan	Amazon	Base Supplies	\$69.93	23007-59825
Mucci	21-Jan	Amazon	B4 school supplies	\$14.83	23007-593823

Mucci	22-Jan	Sunshine Art & Craft	Gap Trip	\$214.00	23007-594819
Mucci	23-Jan	Amazon	BASE Supplies at PV	\$50.69	23007-593825
Mucci	24-Jan	Amazon	BASE Supplies	\$16.39	23007-593825
Mucci	24-Jan	Amazon	B4 school supplies	\$77.20	23007-593823
Mucci	24-Jan	Amazon	Cold Brews Décor	\$51.79	23008-593914
Mucci	25-Jan	Chipotle	Conférence Food	\$10.76	011000-581200
Mucci	28-Jan	Cosi	Conférence Food	\$4.44	011000-581200
Mucci	28-Jan	Potbelly	Conférence Food (Mary & Luisa)	\$20.96	011000-581200
Mucci	28-Jan	Hyatt Regency	Parking at Conference (Mary, Liz, Luisa)	\$69.00	011000-581200
Mucci	28-Jan	I Love Sushi	Conférence Food (Mary & Luisa)	\$57.69	011000-581200
Mucci	30-Jan	Potbelly	Conférence Food	-\$0.84	011000-581200
Mucci	30-Jan	Target	Birthday Party juice	\$17.76	23007-593813
Mucci	30-Jan	Party City	Birthday Party supplies	\$19.49	23007-593813
Mucci	1-Feb	Goode n Fresh	Snow Day Pizza GAP	\$47.37	23007-594819
	Card Number	1672		\$1,543.19	
Konsewicz	4-Jan	Dollar Tree	Supplies for holiday party	\$32.00	01-10-589105
Konsewicz	8-Jan	Wal-mart	Prizes for holiday party	\$175.94	01-10-589105
Konsewicz	9-Jan	Dunkin	Supplies for holiday party	\$50.00	01-10-589105
Konsewicz	11-Jan	ASCAP	ASCAP license renewal	\$348.00	02-10-581400
Konsewicz	11-Jan	Dollar Tree	Supplies for holiday party	\$26.00	01-10-589105
Konsewicz	11-Jan	Moretti's	Holiday staff party	\$1,868.69	01-10-589105
Konsewicz	11-Jan	Moretti's	Holiday staff party	-\$270.00	01-10-589105
Konsewicz	14-Jan	Paypal	SPRA membership	\$60.00	02-10-581200
Konsewicz	22-Jan	IPRA	Skills Webinar Series	\$250.00	02-10-581200
Konsewicz	25-Jan	Dunkin	Conférence- breakfast	\$4.62	02-10-581300
Konsewicz	26-Jan	Dunkin	Conférence- breakfast	\$4.28	02-10-581300
Konsewicz	27-Jan	Dunkin	Conférence- breakfast	\$10.61	02-10-581300
Konsewicz	27-Jan	Hyatt Regency	Parking- conférence	\$44.70	02-10-581300
	Card Number	5137		\$2,604.84	
Baumgartner	6-Jan	Amazon	Kinder Odyssey Supplies	\$34.98	02-07-593822
Baumgartner	4-Jan	Party City	Birthday Party Supplies	\$19.51	02-07-593813
Baumgartner	9-Jan	Weissman	Dance Costumes	\$71.82	023004-594514
Baumgartner	10-Jan	Walmart	Messy Monday Supplies	\$4.36	02-06-593715
Baumgartner	10-Jan	Walmart	Indoor Movie DVD	\$19.96	02-06-593715
Baumgartner	10-Jan	Walmart	Kinder Odyssey Supplies	\$13.34	02-07-593822
Baumgartner	10-Jan	Michaels	Kinder Odyssey Supplies	\$10.28	02-07-593822
Baumgartner	11-Jan	Moretti's	Holiday Party	\$10.46	01-10-589105

Baumgartner	16-Jan	Walmart	Munchkin Meals Supplies	\$17.82	02-06-593715
Baumgartner	23-Jan	Amazon	4s Preschool Supplies	\$22.41	02-06-593711
Baumgartner	24-Jan	Burrito Beach	Conference meals	\$10.01	011000-581200
Baumgartner	25-Jan	Dunkin Donuts	Conference meals	\$4.17	011000-581200
Baumgartner	26-Jan	McDonald's	Conference meals	\$8.03	011000-581200
Baumgartner	26-Jan	Dunkin Donuts	Conference meals	\$4.23	011000-581200
Baumgartner	27-Jan	Amazon	Daddy Daughter Dance Supplies	\$19.00	02-08-593919
Baumgartner	29-Jan	Party City	Daddy Daughter Dance Supplies	\$100.61	02-08-592919
	Card Number	8565		\$370.99	
Garry	10-Jan	Amazon	Dance Supplies	\$9.99	23004-593514
Garry	14-Jan	Amazon	Dance Supplies	\$72.20	23004-593514
Garry	23-Jan	Amazon	Dance Supplies	\$24.36	23004-593514
Garry	24-Jan	Tavern at the Park	Food at IPRA Conference	\$43.68	11000-581200
Garry	25-Jan	Hyatt Regency	Food at IPRA Conference	\$19.97	11000-581200
Garry	25-Jan	Hyatt Regency	Food at IPRA Conference	\$3.14	11000-581200
Garry	26-Jan	McDonalds	Food at IPRA Conference	\$12.89	11000-581200
Garry	26-Jan	Hyatt Regency	IPRA Conference Hotel/Parking	\$323.28	11000-581200
	Card Number	1891		\$509.51	
McCann	31-Dec	DB Bahn/Fraud	Fraudulant Charge Reimbursement from January	-\$265.99	01-10-481810
McCann	2-Jan	Cross Border Fee	Fraudulant Charge Reimbursement from January	-\$7.98	01-10-481810
McCann	17-Jan	ARC Services/Training	CPR Training	\$330.00	021000-581200
McCann	17-Jan	ARC Services/Training	CPR Training	\$120.00	021000-581200
McCann	18-Jan	Party City	Mini Golf Night	\$16.99	023008-593920
McCann	18-Jan	Dollar Tree	Mini Golf Night	\$25.00	023008-593920
McCann	18-Jan	Goode and Fresh Pizza	Mini Golf Night	\$83.03	023008-593920
McCann	18-Jan	Jewel Osco	Mini Golf Night	\$25.08	023008-593920
McCann	24-Jan	Chipotle	Conference Food	\$12.43	011000-581200
McCann	24-Jan	Lou Malnati's	Conference Food- Elizabeth, Sue, Claire, Luisa & Mary	\$77.19	011000-581200
McCann	24-Jan	Hyatt Regency	Conference Food	\$7.98	011000-581200
McCann	26-Jan	Lou Malnati's	Conference Food- Elizabeth, Sue, Claire, Luisa & Mary	-\$3.09	011000-581200
McCann	25-Jan	Dunkin' Donuts	Conference Food- Elizabeth and Sue	\$7.57	011000-581200
McCann	25-Jan	Hyatt Regency	Conference Food	\$6.30	011000-581200
McCann	26-Jan	Uber	Conference Transportation	\$9.95	011000-581200
McCann	26-Jan	Uber	Conference Transportation	\$23.49	011000-581200
McCann	26-Jan	Hyatt Regency	Parking Fee- In the process of refund	\$34.50	011000-581201

McCann	18-Jan	Elite Sportswear	Gymnastics Uniforms - Purchased under Joe Bruntmy	\$36.00	023001-593177
				\$538.45	
			Total:	\$15,408.60	

New Business + Motions



Memorandum

To: Board of Park Commissioners
From: Jeffrey Wait, Executive Director
Date: March 20, 2019
Regarding: Annual GFOA Conference Travel Advance

Issue:

Approval of estimated travel expenses for the Superintendent of Finance, Marty O'Brien to attend the Annual Government Finance Officers Association (GFOA) conference scheduled from May 20th to the 23rd at the Los Angeles Convention Center.

Discussion:

Per the State of Illinois' Public Act 99-604 and District Ordinance #O-06-16, the Board of Commissioners must approve in an open meeting by a majority roll-call vote the estimated expenses for travel, meals, or lodging that is expected to be in excess of \$750.00.

The request for travel, meals and lodging must include the following: name of the individual making the request, job title, the date and nature of the official business.

Please see the attached Estimated Travel, Meal, and Lodging expense form.

Park Board Action:

For the Board of Park Commissioners to approve the estimated travel expenses for Superintendent O'Brien in the amount of \$1,000 to attend the Annual GFOA conference.

Morton Grove Park District

**ESTIMATED
TRAVEL, MEAL AND LODGING EXPENSE
FORM**

Name of Official or Employee: Martin O'Brien

Title/Position of Official or Employees: Superintendent of Finance

Name and Date of the Activity/Event: GFOA Annual Conference May 20-23 in Los Angeles

Check Number (if applicable): _____

Credit Card Receipt Number (if applicable): _____

Description of the purpose of the expense: Attendance at the GFOA Annual Conference is critical for the Superintendent of Finance to keep current with the changing regulatory environment. The conference provides unparalleled opportunities for sharing ideas, sharpening skills, discovering new tools and technologies, and networking with financial professionals.

Estimated Costs or Actual Costs with receipts:

Mileage: _____ N/A

Cost of Meals: _____ \$150

Parking: _____ N/A

Hotel/Lodging: _____ \$500

Car rental: _____ \$100

Airfare: _____ \$250

Estimated Cost of Other Transportation (bus, train, taxi, shuttle, etc.): N/A

Employee's Signature: _____

Date: _____

Director's Authorization: _____

Date: _____

ATTACH ALL RECEIPTS



Memorandum

To: Board of Park Commissioners
From: Jeffrey Wait, Executive Director
Date: March 20, 2019
Regarding: Review of Closed Session Minutes and Verbatim Recordings

Issue #1:

Pursuant to the Open Meetings Act 120/2(c) (21), a semi-annual review of all previously Closed Session minutes must be conducted. Below are minutes of closed sessions not yet reviewed and still holding "closed" status.

Discussion:

Please review the attached **written** copies of closed session minutes and direct which documents are to have the "closed" status removed, as the need for confidentiality no longer exists.

- February 21, 2018
- March 7, 2018
- March 21, 2018
- April 4, 2018
- April 18, 2018
- May 16, 2018
- June 20, 2018
- July 18, 2018
- August 15, 2018
- September 20, 2018

Issue #2:

Further, pursuant to the Open Meetings Act 120/2.06(c), a verbatim recording required for closed sessions may be destroyed no less than 18 months after the completion of the meeting if:

- 1) The public body approves the destruction of a particular recording, although no audio will be disposed in the case when exceptions such as potential litigation is in play, and the District will comply with the law in accordance of the Open Meetings Act, and
- 2) The public body approves minutes of the closed meeting that meet the written minute's requirement of Section 120/2.06(a) of the Open Meetings Act.

Discussion:

Please direct which **verbatim** recordings of closed session meetings may be destroyed, as the need to retain them no longer exists:

- March 1, 2017
- March 15, 2017
- April 19, 2017
- May 17, 2017
- June 7, 2017
- June 21, 2017
- July 19, 2017
- August 2, 2017
- August 16, 2017
- August 23, 2017

Park Board Action #1:

The Morton Grove Board of Commissioners adopt Resolution #R-01-19, to direct which closed session minutes shall/shall not have the "closed" status removed as:

- a. The need for confidentiality still exists as to all or part of those minutes or
- b. That the minutes or portions thereof no longer require confidential treatment and are available for public inspection.

Park Board Action #2:

The Morton Grove Board of Commissioners adopt Resolution #R-01-19 to direct which verbatim recordings of closed session meetings may/may not be destroyed, as the need to retain the recording no longer (or still) exists.

- a. The need to retain the recording still exists as to all or part of those verbatim recordings therefore they should not be destroyed
- b. The verbatim recordings are no longer required and may be destroyed

MORTON GROVE PARK DISTRICT

RESOLUTION #R-01-19

**A RESOLUTION AUTHORIZING
THE RELEASE OF CLOSED SESSION MINUTES
AND
THE DESTRUCTION OF CLOSED SESSION AUDIO RECORDINGS**

WHEREAS, the Morton Grove Park District Board of Commissioners has met from time to time in closed session for purposes authorized by the Illinois Open Meetings Act; and

WHEREAS, as required by the Act, the Board has kept written minutes and verbatim records in the form of an audio recording of all such closed sessions; and

WHEREAS, pursuant to the requirements of 5 ILCS120/2.06(d) the Board has determined that the minutes of the meetings listed below no longer require confidential treatment and should be made available for public inspection; and

WHEREAS, the Board has further determined that the need for confidentiality still exists as to the closed session minutes from all other meetings not previously made available for public inspection; and

WHEREAS, the Board also approves the destruction of the verbatim recordings of closed sessions listed below, all of which are of meetings which occurred more than 18 months prior to the destruction of the recording.

WHEREAS, the Board will comply with the law and the disposal of audio will not be completed in cases when exceptions like potential litigation is in play.

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Morton Grove Park District as follows:

SECTION 1: The closed session minutes from those meetings set forth as follows are hereby released:

- February 21, 2018
- March 7, 2018
- March 21, 2018
- July 18, 2018
- April 18, 2018
- May 16, 2018
- June 20, 2018

SECTION 2: The Board Secretary is hereby authorized and directed to make said minutes available for inspection and copying in accordance with the Illinois Freedom of Information Act.

SECTION 3: The Board Secretary is hereby authorized and directed to destroy all audio recordings for those meetings set forth as follows:

- March 1, 2017
- April 19, 2017
- July 19, 2017
- August 16, 2017
- August 23, 2017

SECTION 4: This resolution shall be in full force and effective from and after its passage and approval.

ADOPTED this 20th day of March 2019

AYES: _____

NAYS: _____

ABSENT/ABSTAIN: _____

Board President Steve Schmidt

ATTEST:

Board Secretary Jeffrey Wait



Morton Grove
Park District

Memorandum

To: Board of Park Commissioners
From: Jeffrey Wait, Executive Director
Date: March 20, 2019
Regarding: Disposal Ordinance #O-01-19

Issue:

Prior to the disposing or selling of the district property, the Board must approve an ordinance specifying the property to be disposed of and the method(s) of disposal.

Discussion:

As we continue to take inventory of the Administrative, Maintenance and Recreation Departments, the staff finds obsolete items which need to be disposed of.

In accordance with state law (as specified in Section 8-22 of the Park Code), "if the District owns personal property that is no longer necessary, useful to, or in the best interest of the District, three-fifths of the Board may authorize the disposal, trade-in, donation, or sale of the property in any designated manner (with or without advertising the sale) by passage of an ordinance." Disposal of any equipment will follow local, county, and state regulations.

Park Board Action:

To approve Ordinance #O-01-19 for the disposal, donation, trade-in, or sale of listed items and authorizes the Park Board President and Secretary to execute said ordinance.

MORTON GROVE PARK DISTRICT

Ordinance #O-01-19

AN ORDINANCE AUTHORIZING AND PROVIDING FOR THE SALE OR OTHER CONVEYANCE OF SURPLUS PERSONAL PROPERTY OF THE MORTON GROVE PARK DISTRICT, COOK COUNTY, ILLINOIS.

WHEREAS, the Morton Grove Park District, Cook County Illinois, (Park District) owns the following used computer, mechanical and recreation equipment:

Samsung 32" flat screen #LN32C450E1D, Aquos flat screen #703868189, Aquos flat screen #703838193, Toshiba VHS #15627103, Denon Receiver #DRA697C1, Nortel Phone #T7316E, bench press, weight stand, 2' wide green pommel horse, 5' wide tan pommel horse, gymnastic rings frame, ropes and rings, Sony Trinitron #708923GR, Smart 1500CEDT power source #225BVLSM87, 5 Motorola Talk-Abouts, Cobra Clear-Call, Nexlink B85M-E computer, 2 office chairs, Craftsman roto tiller, Mantis tiller, Easy-Go golf cart, Stihl concrete saw, Stihl backpack blower, Echo backpack blower, old jack-hammer, two turf tiger engines, trash pump, Wisconsin brick saw, Turf Tiger leaf pusher, Miller Big40 portable welder, stainless steel sink, 3-point hitch blade, 3-point hitch tine drag, double stack safe, fertilizer spreader, slide, electric Delta saw, miter saw, 3 poly-stacker drum holders

WHEREAS; pursuant to Section 8-22 of the Park District Code (70 ILCS 1205/8-22) ("Code"); every park district is authorized to sell or convey any personal property that in the opinion of three-fifths of the members of the Board of Park Commissioners then holding office is no longer necessary; useful to; or for the best interests of the park district; and

WHEREAS; the Board of Park Commissioners of the Park District ("Board") has reviewed a staff report finding that the equipment is no longer necessary; useful to or in the best interest of the Park District and recommending its disposal; sale; donation or trade and the Board concurs with the findings and recommendations contained in the staff report.

NOW; THEREFORE; IT IS HEREBY ORDAINED by the Board of Park Commissioners of the Morton Grove Park District; Cook County; Illinois as follows:

Section 1. The Board finds that all the recitals contained in the preamble to this Ordinance are true and correct and does hereby incorporate them in this Ordinance by this reference.

Section 2. The Board finds that the equipment is no longer necessary; useful or for the best interests of the Park District and declares it to be for the best interests of the Park District and its residents to dispose of the equipment in the terms set forth in the staff report.

Section 3. The Board authorizes and directs the Executive Director of the Park District to take such action necessary to dispose of the equipment as herein authorized.

Section 4. This Ordinance shall be in full force and effect after its adoption as provided by law.

Adopted this 20th day of March 2019; by the affirmative vote of three-fifths of the members of the Board of Park Commissioners.

Ayes: _____

Nays: _____

Absent: _____

President; Board of Park Commissioners
of the Morton Grove Park District

ATTEST:

Secretary; Board of Park Commissioners
of the Morton Grove Park District

[SEAL]





Morton Grove
Park District

Memorandum

To: Board of Park Commissioners
From: Jeffrey Wait, Executive Director
Date: March 20, 2019
Regarding: Community Education

Issue:

Community engagement will be vital in determining a project for Harrer Pool. Having experienced, qualified professionals assisting the District is necessary in supporting staff with this effort.

Discussion:

Throughout the process of determining a project for Harrer Pool, the park district has always expressed the need for community involvement. The District understands the need to gather as much information from as many residents as possible. Harrer Pool is a community asset and therefore the whole community should have the opportunity to decide how the District proceeds. Determining a project and support for that project allows the Board to make a decision that will have long-term implications for the District and the Village. This decision should not be taken lightly, and every effort should be made to gather as much input from the community as possible.

Public Communications Inc. has extensive experience working with park districts to design and execute successful community education programs. A tailored program for the District would include community listening and engagement sessions which would help develop communication planning, spokesperson preparation and training, materials development-including digital, and community and media relations. PCI has developed a timeline and budget contained within their proposal.

The PCI proposal is attached for your review.

Park Board Action:

For the Board of Park Commissioners to approve PCI to assist the park district in community engagement in the amount of \$53,550.

Proposal for Community Education Program

March 2019



Introduction

Thank you for inviting Public Communications Inc. to deliver a community education proposal to the Morton Grove Park District. We pride ourselves as an agency committed to using communications to make a positive difference, especially in the greater community we call home.

As you know from the colleagues who referred us to you, Public Communications Inc. (PCI) has extensive experience with nonprofit funding and has helped municipal agencies – including park districts – design and execute successful voter education programs. Because of our extensive experience with nonprofits and government agencies, we are sensitive to the responsibility that comes with the Park District’s status as a taxpayer-funded body. PCI further understands that any activities will be solely for the purpose of educating the public on the facts and will at all times act in compliance with regulation.

This proposal outlines the scope of work of a community education endeavor based on our call with Executive Director Jeffrey Wait on Feb. 28. Our team is looking forward to discussing our approach with you to tailor the program to fit your needs.



Scope of Work and Budget Estimate

COMMUNITY LISTENING AND ENGAGEMENT

PCI recommends inviting community feedback on proposed project options and renderings before convening the proposed task force. The benefit of hosting a facilitated discussion (“focus group”) is that such group settings are opportunities for open and detailed conversation to detect themes of interest to the community and how select residents prioritize project options.

PCI proposes planning and executing two facilitated community discussions with select Morton Grove residents to gain qualitative, directional feedback. PCI will develop a facilitator’s guide, plan and execute discussion groups and develop a report summarizing and analyzing findings. The Morton Grove Park District will recruit a total of 20-24 participants (10-12 for each discussion) and secure one or two locations for the groups to meet free of charge, likely on a weekday evening.

Findings will help to shape any subsequent community surveys that the Morton Grove Park District may choose to develop, and can inform the first steps of the proposed task force as it begins its work to review priorities expressed by the community and advise Morton Grove Park District as it refines conceptual planning and develops budgets for proposed major capital projects.

COMMUNICATIONS PLANNING

Using the findings of the community-wide survey in June 2018, the outcomes of the facilitated community discussions and any further survey results as a foundation, PCI will develop a strategic communications plan to educate the electorate. This includes senior counsel throughout the program

SPOKESPERSON PREPARATION AND TRAINING

PCI will prepare up to eight spokespersons for media interviews and presentations about the facts underlying the projects. PCI will work with Park District staff to identify priority topics and lead one four-hour training session at a location in Morton Grove.



DIGITAL

PCI will work with Morton Grove Park District staff to integrate digital communications as a seamless component of the overall community education plan. This includes the development of a digital “roadmap” that details the communications work, including social media guidelines, recommendations and suggested content; emailed information; and text for website content. PCI will also provide ongoing.

MATERIALS DEVELOPMENT

PCI will produce collateral materials to educate people about the issue, including:

- Fact sheet
- Frequently Asked Questions (for public use)
- Question and Answer document (for internal use to prepare spokespeople to answer questions)
- Presentation to community groups

PCI will also review additional written content produced by the Park District as needed related to proposed capital projects.

COMMUNITY RELATIONS

PCI will assist Morton Grove Park District with identifying influential individuals and groups to help increase their knowledge about the projects and ensure accuracy of word of mouth information. PCI will develop talking points for Park District staff to relay at community engagement events to ensure accuracy and relevance of information. Morton Grove Park District will prioritize the groups and events to approach for speaking engagements and contact and coordinate each.

MEDIA RELATIONS

PCI will reinforce the Park District’s ongoing efforts to cultivate transparency, awareness and engagement with Morton Grove residents by working with local news media to inform the public of the facts underlying the proposed projects.



This includes:

- Identifying media relations opportunities, including development of a comprehensive media list
- Conducting media outreach using approved materials
- Coordinating media inquiries and ensuring spokesperson preparation with timely and accurate information
- Monitoring media coverage and reporting on results

Budget Summary

The budget that follows is based on time it will take to meet your goals, professional standards to ensure quality work, and our previous experience developing and executing similar programs in the region. The first column describes the program element, the second column reflects fees (which represent PCI creative time in the planning, development and execution of the activity) and the third column shows expenses, which include any out-of-pocket and supplier costs associated with the program.

Program Element	Fees	Estimated Expenses
Community Listening and Engagement	9,000	3,500
Communications Planning	6,000	200
Spokesperson Preparation and Training*	5,000	200
Digital	10,000	200
Materials Development	5,000	200
Community Relations	2,000	100
Media Relations	8,000	300

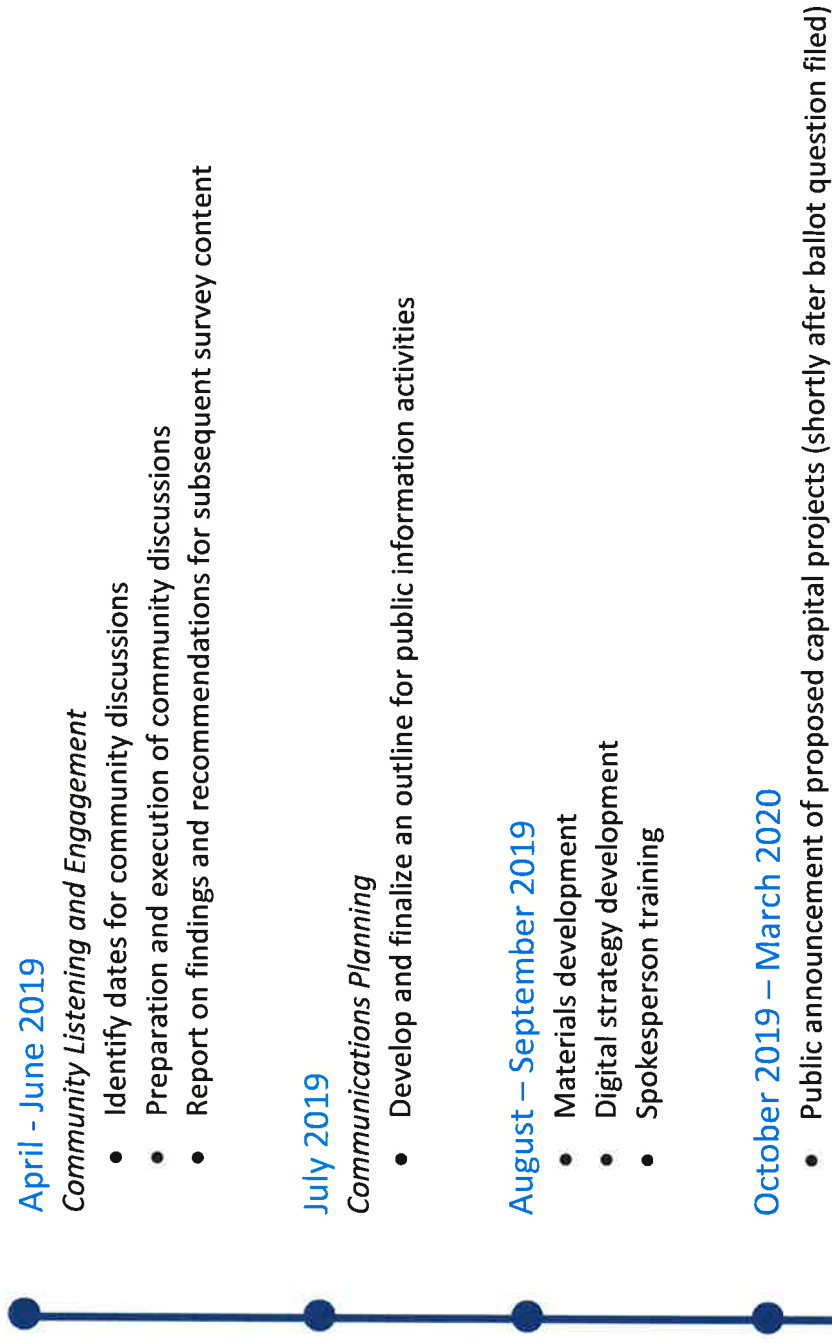


Administration and Counsel for 7 months (April 2019 – March 2020)	3,500	350
TOTAL	\$48,500	\$5,050

**One four-hour group session for up to eight spokespersons. Additional group and/or one-on-one training is available at an hourly rate if needed.*

The fees of \$48,500 will be invoiced in seven equal installments of \$6,928.57 monthly. Expenses will be invoiced in months they are incurred.

Timeline



- Begin community relations
- Begin proactive media relations
- Media interview coordination, follow up and reporting

Team Bios

PCI has hand-selected these professionals to be on the account team because of their demonstrated success with campaigns for publicly funded projects. Each played an important role in developing and executing a successful voter education program for a Chicagoland park district, and together they constitute your core team. During times of peak activity, additional staff may be added to reflect the workload and/or special expertise needed.

Craig Pugh, MSC **President**



Strategic Counsel



Nonprofit Funding

Craig Pugh specializes in executive and issues counsel to publicly funded nonprofit education and conservation organizations, tourism, and hospitality planning and development.

Campaign Management

Joining PCI's ownership team in 2015 as the agency's fifth president in its 54-year history, Craig helps manage professional development and the agency's growth.

Crisis Communication

He brings 30 years of extensive management and communications experience to the agency, and returns to Chicago after several years leading two Florida cultural attractions through strategic expansions and major capital campaigns. Craig comes to PCI from the Lowry Park Zoological Society in Tampa, where he served the past five years as CEO and directed a staff of 350 and a budget of \$20 million. He led the zoo in winning a funding allocation of more than \$10 million from the Tampa City Council to fund the largest capital improvement to the zoo since it re-opened in 1988.

Craig also was executive director of Palm Beach Zoo. In addition, he served as associate director for communications at the Chicago Zoological Society/Brookfield Zoo, where he gained firsthand experience in the Society's public-private partnership with the Forest Preserve District of Cook County, understanding the importance of volunteer engagement and inspiring various publics to appreciate the natural resources of Cook County.

Craig has served on several boards, most recently the Florida Attractions Association (FAA), Florida Association of Museums (FAM), and advisory board of Visit Tampa Bay, and was appointed in 2009 by Florida's governor to the Florida Council on Arts and Culture. He received the 2013 Hometown Hero Award from Visit Tampa Bay for leadership in attracting convention business. Craig previously held senior editor positions at Scott Foresman Publishing and Times Mirror/Mosby Year Book. He earned a Master of Science in Communication from Northwestern University.

Amanda Recupido

Senior Account Supervisor



Strategic Planning

Messaging

Crisis Communications

Amanda ReCupido is a public relations professional with a background in writing, media relations and social media, and experience working with nonprofit cultural institutions. As senior account supervisor, Amanda manages accounts and oversees communications strategy and execution for a wide variety of clients, ranging from nonprofit and cultural institutions to healthcare corporations and associations. She has experience training groups on media messaging and counseling clients on a range of crises – from employee incidents to data breaches. Her clients at PCI have included the American Society of Anesthesiologists, Bolingbrook Park District, Fresenius Kidney Care, Northbrook Symphony, Reconciling Ministries Network, Shedd Aquarium and Women Employed.

Prior to joining PCI, Amanda was on the publicity team at Goodman Theatre, Chicago's oldest and largest nonprofit theater, where she was responsible for media relations for Goodman's productions, auxiliary board and education programs. She secured two covers of the *Chicago Reader* and segments on every local Chicago TV station.

Amanda has also held positions at *Time Out Chicago* and *Smithsonian Magazine* and has contributed to a variety of media outlets as a freelance writer. At New York's 92nd Street Y, she helped launch the organization's Tribeca venue and Twitter account. She has spoken on public relations as a guest lecturer at Northwestern University, DePaul University, Columbia College and Roosevelt High School in Chicago.

A graduate of Illinois Wesleyan University, Amanda has a Bachelor of Arts in English with a concentration in writing. While at Illinois Wesleyan, she was co-editor of the campus literary magazine, organizing its annual conference, and worked for the Office of University Communications. She later received a Certificate in Publishing from New York University and also studied at the University of London.

Jonathan Durrbeck

Assistant Account Executive



Media Relations

Social Media Content

Media and Digital Strategy

Jonathan Durrbeck is a member of Public Communication Inc.'s media team, specializing in cultivating relationships with national and local media and securing coverage for clients on subjects ranging from anesthesia to park district programs to the safety of student athletes.

Jonathan's clients include the American Society of Anesthesiologists, National Athletic Trainers' Association, Aurora University and Oak Brook Park District.

Before joining PCI, Jonathan worked at LG-PR Public Relations where he assisted in event planning and project management by creating marketing and promotional items, managing social media accounts, and developing media relations materials.

Jonathan graduated from Northern Illinois University with a bachelor of science degree in communication with an emphasis in organizational/corporate and a minor in journalism. He was an active member and president of the Ice Hockey Club, and vice president of the Sports Club Council where he assessed budgets of more than 30 clubs, analyzing needs and allocating funds.



References



Bloomington Park District

Carrie Fullerton, Executive Director
(630) 529-3650

Carrie@bloomingtonparks.org

After two failed referenda seeking to fund badly needed improvements to existing capital assets, the Bloomington, Ill. Park District was referred to PCI by another park district we worked with to create and implement a successful voter education campaign.

After reviewing the findings of the Park District's previous research and history in the community, it became clear that the Park District needed to demonstrate a deep understanding of residents' desires and a willingness to solicit their input.

PCI facilitated two community discussion groups with Bloomington residents. Residents ranked the capital projects in order of priority, and the moderator's follow-up questions sparked conversations that gave the Park District valuable insight into the community's needs. PCI also advised Park District staff on the development and distribution of both an online and a print survey.

PCI leveraged the research findings to develop messaging to explain what the capital projects referendum funds would support, and the financial impact on the average household if the referendum were to pass.

PCI also developed a social media strategy to help bolster community relations efforts, which centered on a new hashtag, #LoveBloomingtonParks. The strategy was to remind residents of everything they love about the park district. Park District staff executed the strategy after a PCI training session on effective social media outreach. PCI also advised on the creation of a website landing page to serve as a hub for factual information about the referendum and invite residents to sign up for the Park District mailing list.

After arming spokespersons with a training session and materials including fact sheets and FAQs, Park District staff conducted a grassroots community relations campaign aimed at reaching as many voters as possible. In addition to hosting a series of open houses at their main office, they sent ambassadors out into the community, giving presentations at dozens of meetings of school boards, houses of worship, neighborhood associations, business organizations and youth athletic associations, among others.



PCI conducted targeted media outreach about the Park District's needs and extended invitations to local journalists to attend open houses and meet with park district leaders. As a result of media relations efforts, the *Daily Herald* ran an editorial expressing strong support that ran shortly before the election. [A large majority of residents voted to pass the referendum on Nov. 8, 2016](#)



Lake Bluff Park District

Ron Salski, Executive Director

847-457-7346

RSalski@LakeBluffParkDistrict.org

In 2014, the Lake Bluff Park District found itself with the challenge of gaining enough public support to approve funding of critical park improvements. Serving a village of 5,700 residents, the Park District knew that if the improvements were not made, the cost of repairs would soon exceed the cost to replace community assets. After two failed referenda, it needed a new approach – a more effective story – to again ask the community to approve a \$3.1 million referendum request on the November ballot. The Park District enlisted the services of PCI to collaboratively create a winning campaign.

After conducting research through community meetings and focus groups with residents, the Park District and PCI developed a referendum communication campaign plan targeting key audiences: Lake Bluff residents, Park District committees and task force members, local policy influencers, area media, and Park District staff and Board members. Campaign tactics included developing a message framework and incorporating it into all internal and external communications, training local spokespersons to serve as advocates, developing a referendum video with links to frequently asked questions and fact sheets, holding open houses, booking speaking engagements, and securing media outreach to key community and regional outlets.

Not only did the referendum pass, but it received more than 71 percent of voter support. [It was the only tax referendum to pass in Lake County. Regionally, only two of five tax-related ballot initiatives succeeded. Additionally, the success of the referendum helped provide matching funds to earn the Park District a State of Illinois \\$400,000 Open Space Lands Acquisition and Development \(OSLAD\) grant to supplement funding of the critically needed improvements and repairs to park facilities.](#)



PARK DISTRICT of OAK PARK

Park District of Oak Park

Jan Arnold, Executive Director

708-725-2020

jan.arnold@pdop.org



PCI began working with the Park District in 2008 when it sought community input and began implementing a master plan that included numerous bond-funded projects and called for improvements to every park property in the village of Oak Park.

PCI continues to help develop communication strategies, review significant news announcements, and assist the marketing team in developing key messages to address a number of issues. Some of the controversial issues we have helped the Park District address include locating dog parks, installing synthetic turf, controlling weeds on park green space, tree removal and facility changes, just to name a few.



Conclusion

Thank you for this opportunity to discuss a partnership with the Morton Grove Park District. We are excited about the prospect of working with you and are confident that we can help you achieve results.

We are fortunate in maintaining long relationships with our clients – 10+ year relationships are very common. Three aspects of PCI that we believe secure these long-term relationships are:

- **Creativity.** We are idea people – people who can provide solutions and create programs that deliver.
- **Service.** This is our hallmark. We have prospered on the recommendations and referrals from satisfied clients.
- **Consistency.** We set high standards for our work and staff, and then meet them. We are especially proud of our skilled and dedicated staff.

Thank you for inviting us to submit this proposal. We look forward to meeting with you and your team again to answer your questions and discuss our approach.

Best regards,



Amanda ReCupido

Senior Account Supervisor

312.558.1770

arecupido@pcipr.com





Morton Grove
Park District

Memorandum

To: Board of Park Commissioners
From: Jeffrey Wait, Executive Director
Date: March 20, 2019
Regarding: Community Survey

Issue:

Determining support for a project for Harrer Pool will require a survey of the community.

Discussion:

The best way to determine the community's thoughts on a project and ultimately the financial support for the project, is to conduct a survey. The District utilized aQity Research to conduct the community survey last year and staff has asked them to conduct this one as well. aQity is very familiar with our district, a potential project, and the Village.

They are proposing to conduct a survey after the townhall meetings PCI will be conducting. aQity will utilize this information to formulate a survey to ascertain the public's thoughts on the concepts and will also gage their support for each concept. aQity will sample residents who are most likely to vote in March 2020. The results of the survey will be given to a taskforce of residents who will make a recommendation for the District to pursue.

The aQity Research proposal is attached for your review.

Park Board Action:

For the Board of Park Commissioners to approve aQity Research's proposal to conduct a survey of the community in the amount, not to exceed, of \$23,400.

TO: *Jeff Wait*

FROM: *Jeff Andreasen*

DATE: *March 12, 2019*

RE: *Voter Survey for the Morton Grove Park District (MGPD)*

It was great catching up with you and Chuck Balling last week to learn about your options and plans moving forward toward a likely referendum regarding Harrer Pool. We would very much like to continue our partnership and delivering community insights to the MGPD via a voter survey focused on specific water and recreation facility options.

We recommend the following:

- Using voter lists from the county, we will identify the Morton Grove residents who have voted in at least two of the three previous elections, including at least one recent primary. This will ensure that the survey is focused on likely voters and excludes registered voters who seldom or never go to the polls (along with non-registered residents, obviously).
- Similar to 2018, these voters will have the option to respond to the survey by mail, online, or phone. All likely voters in Morton Grove will receive either a printed questionnaire (with pre-paid return envelopes addressed to aQity) or a postcard invitation (with the survey website).
 - As before, those receiving a printed survey will also have instructions to complete the survey online or by phone (via aQity's toll-free number) if they prefer.
 - Likewise, the postcard invitation will have instructions on how to contact aQity for a paper survey or phone interview should they choose either alternative.



- The survey will focus specifically on the pool facility options being considered and a likely referendum. We will design it in close communication with the MGD, Chuck, and any other messaging/campaign consultants that you are partnering with on this effort. The survey will likely test:
 - Household usage of Herrer Pool and awareness of the physical condition
 - Willingness to pay for the facility option being considered. Ideally this will be close to actual ballot wording and will include a brief description of the proposed facility and the property tax impact on a median-valued home in the community;
 - Reasons for support or opposing the referendum (open-ended);
 - The effectiveness of five to six arguments to support the referendum and likewise five to six reasons to oppose it;
 - Re-asking the willingness-to-pay question to see if any opinions have shifted as a result of the pro- and anti- arguments (and with which voters those statements have the biggest impact);
 - Brief demographics (gender, age, number of children in the household, region, length of residence, etc.).

This survey will average about 8-10 minutes to complete (as opposed to the longer 2017 survey, which averaged about 15 minutes).

- The goal will be to complete a minimum of 400 completes (similar to the 2018 community survey sample size). This will provide +/- 4.7% maximum margin of error and will allow us to provide detailed profiles of those most and least likely to support the proposed referendum, and which groups shift their support or opposition based on the arguments.
- If needed (based on your priorities, focus group feedback, recommendations from your consultants), we can test two potential facility/referenda options in the survey.

For this, I strongly recommend a split-halves test, where half of the sample is randomly shown one option and the other half is shown the second option (each with corresponding pro-/anti-arguments). This will identify how the level of support is impacted (if at all) between a larger and more expensive option vs. a smaller/lower cost facility.

- If we are to test two options, I would suggest a sample of at least n=500 respondents (to leverage more cases for added insights and clarity into each option).

As before, our analysis will be thorough. It will focus not only on the overall level of support or opposition to the referenda option(s), but more importantly we will provide detailed profiles of the strongest supporters and opponents, and those who are somewhat likely to support or oppose (who may be moved either way). We will also identify which arguments are most effective for both sides overall, and which ones especially move the less decided voters.

The results will be presented to you and your team in person. Deliverables will include:

- A full report including an executive summary, recommendations for groups to target and key messaging opportunities, and a detailed analysis of each question and response group (including examples of verbatim reasons for supporting/opposing the option(s) tested);
- Detailed supporting materials (questionnaire, methodology, codebooks, etc.);
- Digital crosstabs showing results to every question by demographic subgroups;
- Clean, formatted data file (Excel format).

The estimated cost for the voter survey outlined above is \$21,600 (for n=400 completes), and \$23,400 (for n=500 respondents).

- Note that both costs are lower than the community-wide survey of all residents conducted in 2017 (\$24,480 for n=400). This reflects the shorter voter survey that we are proposing, and our strong commitment in working with you on this effort.

I will also remain available to the MGPD through election day to consult with you and your other partners to help make this effort successful. This could be by phone, or (given our proximity) in person. It would include:

- Follow-up discussions on survey findings, added interpretation, answering questions;
- Consulting on campaign messaging and strategy to help ensure that the most effective themes are targeting the most appropriate voter groups;
- Reviewing copy, materials, etc.

For this post-survey consulting and support, I would bill my time at \$150/hour. I would not charge you for travel time (again, given our proximity). For the purpose of this proposal, we might consider a budget of 8 to 12 hours of post-survey consulting through election day 2020 (or \$1,200 to \$1,800).

- I will bill you only for actual consulting time, on a monthly basis.

In terms of timing, if part of this effort includes initial focus groups to test reactions to facility concepts (as we discussed last week), we would want to leverage the feedback and insights from those discussions to help refine and clarify the survey design. I recommend the following survey timing highlighted below (using PCI's proposed schedule below):

➤ **April – June 2019**

- Community Listening and Engagement (PCI)
 - Identify dates for community discussions
 - Preparation and execution of community discussion
 - Report on findings and recommendations for subsequent survey content
- Voter Survey (aQity Research & Insights)
 - Design in April
 - Survey launch in late May, continuing through mid/late June

➤ **July 2019**

- Communications Planning (PCI)
 - Develop and finalize an outline for public information activities
- Voter Survey Results (aQity Research & Insights)
 - Final results and recommendations presented to MGPD, consultant team
 - Consulting/ideas on communications plans based on survey findings

➤ **August – September 2019**

- Communications Development (PCI)
 - Materials development
 - Digital strategy development
 - Spokesperson training
- Consulting as needed (aQity Research & Insights)

➤ **October 2019 – March 2020**

- Communications Campaign (PCI)
 - Public announcement of proposed capital projects
 - Begin community relations
 - Begin proactive media relations
 - Media interview coordination follow up and reporting
- Consulting as needed (aQity Research & Insights)

Again, our goal is to partner with you, MGPD staff and Board, and your consultant team to help make this effort successful and efficient. We appreciate the opportunity to continue our partnership with the District and provide survey insights that can help guide a winning campaign.

Please let me know if you have any questions. I look forward to hearing from you.

**MORTON GROVE PARK DISTRICT
BOARD MOTIONS
MARCH 20, 2019**

Administration and Finance Committee – Commissioner White, Chair

Annual GFOA Conference Travel Advance: I move to accept the recommendation of the Administration and Finance Committee to approve Superintendent O’Brien’s travel advance for the GFOA Conference in Los Angeles from May 20th through May 23rd.

Closed Session Minutes Review: I move to accept the recommendation of the Administration and Finance Committee to approve the Closed Session Minutes Resolution #R-01-19.

Disposal Ordinance: I move to accept the recommendation of the Administration and Finance Committee to approve Disposal Ordinance #0-01-19.

Community Education Proposal: I move to accept the recommendation of the Administration and Finance Committee to approve the PCI proposal for community engagement in the amount of \$53,550.

Community Survey: I move to accept the recommendation of the Administration and Finance Committee to approve the proposal from aQity Research, to conduct a community survey, in the amount not to exceed \$23,400.

Board Update & Information

Morton Grove Park District

UPDATE & INFORMATION

March 20, 2019

RECREATION AND PROGRAMMING REPORT – GERALYN KONSEWICZ

General/Special Events

- The 5th Annual Cold Brews event was held on February 16 with 104 attendees (up from 63 in 2018 and up from 73 in 2017).
- The 3rd annual Clover Hunt will be held on Friday, March 15. There are currently 43 participants enrolled in this free event. In 2018, there were a total of 40 participants.
- Eggstravaganza will be held on April 19. There will be 3000 eggs spread throughout Prairie View Park for kids to collect. This event begins promptly at 11:00am (do not be late or you are sure to miss out on a wonderful time).
- The 3rd annual Bunny Brunch will be held on Friday April 19 with 27 attendees enrolled as of Monday, March 13. Food for this event will be catered by Lee n' Eddies.
- We hosted the PDRMA PATH on-site biometric screening on February 26. The PATH program is a great opportunity which benefits eligible employees to earn incentives and maintain a healthy lifestyle.
- Upcoming events include:

Event	Date	Time	Place
Mom & Son Sports Night	March 29	6:30 – 8:30pm	PVCC
Spring Arts & Crafts Fair	April 6	10:00am - 2:00pm	PVCC
Disney Princess Tea Party	April 6	11:00am - 12:30pm	Palm Room
Doggie Egg Hunt	April 13	11:00am	PVCC
Eggstravaganza	April 19	11:00am	PVCC
The Bunny Brunch	April 19	11:30 - 1:00pm	

Fitness

- Virtual Fitness was launched on February 18 and has gained popularity as the weeks go on. As of March 8, there have been 49 people that have participated in the challenge to win prizes.
- Hosted WellBeats Lunch and Learn for 15 professionals from surrounding areas to check out our new Virtual Fitness set up.
- On Tuesday, March 5, 8 participants enjoyed a Free 'Food For Thought' workshop presented by Complete Chiropractic of Evanston.
- Due to gaining popularity, we have added a Sunday morning High Intensity Training Class to the GroupEx schedule.
- With the news of LA fitness closing on March 27, we have been giving many tours to prospective new members.

Club Fitness Updates	February 2019	February 2018
Fitness Club Members (as of 2/28)	1154	914
Open Gym Check-in	223	215
Membership Renewal/Sales	84	109

Athletics

- There are 146 gymnasts enrolled for the spring session. Winter classes finish the week of March 18. Many gymnasts are waiting to enroll until they receive their level placement.
- The gymnastics team competed in the final meet of the season March 8-10. The Lucky Invite sponsored by Libertyville Gymnastics Academy was held at the Waukegan Park District and was the last meet prior to the beginning of the state meets.
- Thirty gymnasts will be competing in state meets this spring.
- Attended the MGBSA Board meeting on February 21st. The next meeting will be March 21st.
- Already received several requests for softball diamonds.

Seniors/Cultural Arts/Adults/Teens

- Starbound Dance Company attended the "Stars of Dance" competition at the Wilmette Park District Feb 22-23. They won the following awards:
 - Abby: high gold, 10th place
 - Amie: gold, 14th place
 - Tessa: platinum, 1st place
 - Senior Lyrical: high gold, 2nd place
 - Tessa's Small Group: gold, 4th place
 - Andrea: high gold, 2nd
 - Stella: high gold, 3rd place
 - Naomi: high gold, 4th place
 - Trio: high gold, 3rd
 - Naomi & Sophie: platinum, 2nd
 - Lily & Andrea: high gold, 6th
 - Contemporary: high gold, 1st
- The Dance recital is scheduled for 12:00pm on Sunday, May 19th at Maine East H.S.
- Dance recital parent meetings have been held and recital costumes have been distributed. Recital tickets will go on sale Monday April 15.
- There are currently 25 vendors signed up for the fourth annual Spring Arts & Crafts Fair.

Camps/Pre-School/Kinder Odyssey

- There are currently 55 children enrolled in the 2019-20 preschool programs (up 6 from this time last year).
- We will be keeping an eye on the enrollment for our new extended day preschool program throughout the month of March. We will decide in April if we want to keep our extended day program, switch to a half day or have a combination of both half day and extended day.
- There are 11 registrations for the 2019-20 Kinder Odyssey program.

- Camp registrations continue to come in. There are currently 180 registrations (down 21% from this time last year).
- Interviews for camp counselors are being conducted throughout the spring. 13 positions need to be filled.
- Since District 67's last day of school is June 10, we are giving those families an option to pay a prorated fee for the first session of camp for June 11 through June 21.

Aquatics/Gap/B4 School/BASE

- The hiring process for the aquatic staff is underway. As of March 3, we have hired 3 new guards.
- Staff training will begin in early-May and we are currently still searching for summer staff.
- Pool passes went on sale March 4. Passes are discounted 10% through May 1.
- Upcoming Gap days are:
 - March 25 KidzMagic
 - March 26 "Seussical" at Marriott Lincolnshire
 - March 27 GAP talent show
 - March 28 Parkour at River Trails Park District
 - March 29 Nickle City

Marketing

- The Summer Activity Guide will go to the printer on March 15. It is scheduled to be mailed the week of April 1. Registration for residents begins on April 8 and non-residents on April 15.
- March newsletters were sent and posted on District 63, 67, 69 virtual backpack site(s), and email distributed to District 70 via Principal's weekly email to families.
- Fitness Banner were installed at PVCC and Harrer entrances to bring awareness of Club Fitness to LA Fitness members.
- Banners to promote summer camp and adult leagues will be at Oriole, Harrer and Mansfield in early April.

FINANCE DEPARTMENT REPORT - MARTY O'BRIEN

- To date the Park District has received approximately \$1,702,000 from Cook County as part of the first installment of the 2018 property tax levy collected in 2019.
- The district contracted with a new company to replace ETS, our credit card processor. Card Connect offered the district cheaper processing rates and interfaces better with Rec-Trac.
- The external auditors, Lauterbach and Amen, are performing their field work to finish the 2018 partial year audit. Once completed, the auditors will present their report to the board in June 2019.

HUMAN RESOURCES & RISK MANAGEMENT REPORT – LAURA KEE

- Staff has started to compare health insurance options. I have reached out to a broker and started the process by completing an employee census and giving them all our current costs and coverage that we have through PDRMA. We want to compare options to ensure that we are receiving the best price for the Agency.

- The Parks Maintenance 1 position has been posted, as well as Parks Maintenance seasonal positions.
- A random drug pull was conducted earlier this month.
- We have posted for the summer seasonal positions, in hopes of capturing applicants during spring break. Approximately 75% of last year's staff is returning.
- Staff is working on a new sick time policy. We are gathering other Agencies policies to compare to ours. This policy has not been updated in over 5 years and should be adjusted.

PARKS AND MAINTENANCE REPORT – KEITH GORCZYCA

- The Mansfield Park playground renovation plans are currently under review by the Village for permitting. Staff along with our consultant, Upland Design, met with Village officials to discuss drainage issues on the playground site. The playground equipment has been ordered with delivery expected during construction.
- Developing maintenance standards for all park district facilities.
- Staff has been working on the ice rink applying coats of water to build up additional layers of ice. Unfortunately, the weather is warming up and we are nearing the end of the season for ice.
- Tree trimming, pruning, and removals are underway through-out the district.
- Equipment maintenance is underway in anticipation of the upcoming season.
- Park amenity repairs are underway.
- Routine maintenance items this month included: tree trimming, vehicle and equipment repairs, park sign repairs and painting, ice control, facility cleaning, monthly playground and facility inspections, ballfield box repairs and work orders.