

# Morton Grove Park District

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



**MORTON GROVE  
PARK DISTRICT**

**Board Meeting Agenda  
April 15, 2020 at 6:30pm  
Held via Zoom**

Link to the Zoom Meeting: <https://us04web.zoom.us/j/3419457185?>

Please email [jwait@mgparks.com](mailto:jwait@mgparks.com) for the password

- I. Roll Call**
- II. Pledge of Allegiance**
- III. Additions/Changes to the Agenda**
- IV. Citizens Comments/Correspondence on Agenda Items**
- V. Consent Agenda:**
  - a. Approval of Financial Reports**
    - 1. Cash Summary and the Revenue and Expenditure Report dated March 31, 2020
    - 2. Invoice Distribution Report ending March 31, 2020 in the amount of \$134,456.36
- VI. Director's Report**
- VII. Attorney's Report**
- VIII. New Business**
  - a. Administration and Finance Committee – Commissioner Minx, Chair**

<b>ACTION ITEM:</b>	Williams Architect Agreement
<b>ACTION ITEM:</b>	Covid 19 Shut Down Cost Estimate
<b>ACTION ITEM:</b>	Property Tax Assessment Appeal Intervention
- IX. Public Comment on Non-Agenda Items**
- X. Commissioner Comments:**
  - Commissioner White
  - Commissioner Schmidt
  - Commissioner Epperson
  - Commissioner Khan
  - Commissioner Minx
- XI. 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](mailto: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: April 15, 2020 – Commissioner Paul Minx**

**Minutes:**

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

**Financial Reports which include:**

- The Cash Summary and Revenue Report dated March 31, 2020
- The Invoice Distribution Report ending March 31, 2020 in the amount of \$134,456.36

CASH SUMMARY BY FUND FOR MORTON GROVE PARK DISTRICT

FROM 03/01/2020 TO 03/31/2020

FUND: ALL FUNDS

CASH AND INVESTMENT ACCOUNTS

Fund	Description	Beginning Balance 03/01/2020	Total Debits	Total Credits	Ending Balance 03/31/2020
01	CORPORATE	425,716.75	0.00	100,237.63	325,479.12
02	RECREATION	942,679.73	0.00	136,756.50	805,923.23
15	MUSEUM	11,902.26	0.00	1,185.21	10,717.05
20	I.M.R.F.	95,050.56	0.00	16,990.87	78,059.69
22	F.I.C.A.	109,947.87	0.00	11,094.50	98,853.37
30	LIABILITY INSURANCE	74,241.48	0.00	14,972.58	59,268.90
35	SPECIAL RECREATION	352,589.94	0.00	37,017.48	315,572.46
40	AUDIT	8,064.17	0.00	13,700.00	(5,635.83)
70	CAPITAL IMPROVEMENTS	4,809,398.31	0.00	4,788.71	4,804,609.60
99	PAYROLL CLEARING FUND	29,708.99	96,798.51	122,377.44	4,130.06
TOTAL - ALL FUNDS		6,859,300.06	96,798.51	459,120.92	6,496,977.65

REVENUE AND EXPENDITURE REPORT FOR MORTON GROVE PARK DISTRICT

PERIOD ENDING 03/31/2020

GL NUMBER	DESCRIPTION	2020 AMENDED BUDGET	YTD BALANCE 03/31/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDDT USED
Fund 01 - CORPORATE						
Fund 01 - CORPORATE:						
TOTAL REVENUES		1,523,309.00	204,635.34	0.00	1,318,673.66	13.43
TOTAL EXPENDITURES		1,523,309.00	308,376.10	100,237.63	1,214,932.90	20.24
NET OF REVENUES & EXPENDITURES		0.00	(103,740.76)	(100,237.63)	103,740.76	100.00
Fund 02 - RECREATION						
Fund 02 - RECREATION:						
TOTAL REVENUES		2,319,192.00	276,835.73	(255.99)	2,042,356.27	11.94
TOTAL EXPENDITURES		2,319,192.00	363,188.40	136,050.51	1,956,003.60	15.66
NET OF REVENUES & EXPENDITURES		0.00	(86,352.67)	(136,306.50)	86,352.67	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		20,000.00	0.00	0.00	20,000.00	0.00
TOTAL EXPENDITURES		20,000.00	3,934.47	1,185.21	16,065.53	19.67
NET OF REVENUES & EXPENDITURES		0.00	(3,934.47)	(1,185.21)	3,934.47	100.00
Fund 20 - I.M.R.F.						
Fund 20 - I.M.R.F.:						
TOTAL REVENUES		250,000.00	24,720.27	0.00	225,279.73	9.89
TOTAL EXPENDITURES		250,000.00	50,733.08	16,990.87	199,266.92	20.29
NET OF REVENUES & EXPENDITURES		0.00	(26,012.81)	(16,990.87)	26,012.81	100.00
Fund 22 - F.I.C.A.						
Fund 22 - F.I.C.A.:						
TOTAL REVENUES		200,000.00	19,966.37	0.00	180,033.63	9.98
TOTAL EXPENDITURES		200,000.00	32,177.42	11,094.50	167,822.58	16.09
NET OF REVENUES & EXPENDITURES		0.00	(12,211.05)	(11,094.50)	12,211.05	100.00
Fund 25 - BOND & INTEREST						
Fund 25 - BOND & INTEREST:						
TOTAL REVENUES		985,000.00	95,077.98	0.00	889,922.02	9.65
TOTAL EXPENDITURES		985,000.00	0.00	0.00	985,000.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	95,077.98	0.00	(95,077.98)	100.00
Fund 30 - LIABILITY INSURANCE						
Fund 30 - LIABILITY INSURANCE:						
TOTAL REVENUES		105,000.00	0.00	0.00	105,000.00	0.00
TOTAL EXPENDITURES		105,000.00	23,290.08	14,972.58	81,709.92	22.18
NET OF REVENUES & EXPENDITURES		0.00	(23,290.08)	(14,972.58)	23,290.08	100.00
Fund 35 - SPECIAL RECREATION						
Fund 35 - SPECIAL RECREATION:						
TOTAL REVENUES		327,000.00	32,326.51	0.00	294,673.49	9.89
TOTAL EXPENDITURES		327,000.00	39,630.69	37,017.48	287,369.31	12.12
NET OF REVENUES & EXPENDITURES		0.00	(7,304.18)	(37,017.48)	7,304.18	100.00

## REVENUE AND EXPENDITURE REPORT FOR MORTON GROVE PARK DISTRICT

PERIOD ENDING 03/31/2020

GL NUMBER	DESCRIPTION	2020		YTD BALANCE 03/31/2020		ACTIVITY FOR MONTH 03/31/2020		AVAILABLE BALANCE		% BDDT USED
		AMENDED BUDGET	NORMAL	(ABNORMAL)	NORMAL	INCREASE (DECREASE)	NORMAL (ABNORMAL)			
Fund 40 - AUDIT										
Fund 40 - AUDIT:										
TOTAL REVENUES		15,800.00		0.00		0.00		15,800.00		0.00
TOTAL EXPENDITURES		15,800.00		13,700.00		13,700.00		2,100.00		86.71
NET OF REVENUES & EXPENDITURES		0.00		(13,700.00)		(13,700.00)		13,700.00		100.00
Fund 70 - CAPITAL IMPROVEMENTS										
Fund 70 - CAPITAL IMPROVEMENTS:										
TOTAL REVENUES		1,100,000.00		0.00		0.00		1,100,000.00		0.00
TOTAL EXPENDITURES		1,100,000.00		22,709.78		4,788.71		1,077,290.22		2.06
NET OF REVENUES & EXPENDITURES		0.00		(22,709.78)		(4,788.71)		22,709.78		100.00
Fund 99 - PAYROLL CLEARING FUND										
Fund 99 - PAYROLL CLEARING FUND:										
TOTAL REVENUES		0.00		873.50		186.07		(873.50)		100.00
TOTAL EXPENDITURES		0.00		0.00		0.00		0.00		0.00
NET OF REVENUES & EXPENDITURES		0.00		873.50		186.07		(873.50)		100.00
TOTAL REVENUES - ALL FUNDS										
TOTAL EXPENDITURES - ALL FUNDS		6,856,301.00		654,435.70		(69.92)		6,201,865.30		9.55
NET OF REVENUES & EXPENDITURES		6,856,301.00		857,740.02		336,037.49		5,998,560.98		12.51
NET OF REVENUES & EXPENDITURES		0.00		(203,304.32)		(336,107.41)		203,304.32		100.00

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
PAID					
Check 312273					
02-10-580201	EXP MISC.-PUBLIC COMMUNICA	POSTMASTER	POSTAGE FOR HARRER POOL RE	1,731.91	312273
		Total For Check 312273		1,731.91	
Check 312275					
02-33-512130	SALARIES & WAGES - FULLTIM	LIONEL TORRES	PAYOUT FOR 10 VACATION DAY	140.19	312275
		Total For Check 312275		140.19	
Check 312276					
02-07-593823	PROGRAM SUPPLIES-B4	BOBS DAIRY SERVICE	MILK FOR BASE	19.74	312276
		Total For Check 312276		19.74	
Check 312277					
02-03-592420	CONTRACTING SERVICES-THEAT	CHILDREN'S THEATRE COMPANY	MAMA MIA INVOICE	980.00	312277
		Total For Check 312277		980.00	
Check 312278					
02-10-540110	UTILITIES-ELECTRICTY	COMED	ELECTRIC BILL FOR OUTSIDE	596.36	312278
		Total For Check 312278		596.36	
Check 312279					
02-33-554100	CONTRACTUAL SERVICES-AGREE	CREATIVE RESOURCE PERSONNE	FOR SERVICES DONE WEEK OF	340.80	312279
		Total For Check 312279		340.80	
Check 312280					
02-07-592821	CONTRACTING SERVICES-PUPPY	DENNIS H. DAMON	WINTER DOG TRAINING	1,102.50	312280
		Total For Check 312280		1,102.50	
Check 312281					
02-32-554200	CONTRACT SVCS-AGREEMENTS -	GRAPHIC ARTS SERVICE	CLUB FITNESS BROCHURE	210.00	312281
		Total For Check 312281		210.00	
Check 312282					
01-20-554100	CONTRACTUAL SERVICES-AGREE	GROOT, INC.	COMMERCIAL RECYCLE SERVICE	169.52	312282
02-33-552300	CONTRACT SVCS-CONTRACTUAL	GROOT, INC.	GARBAGE SERVICES FOR PVCC	452.61	312282
		Total For Check 312282		622.13	
Check 312283					
30-10-582650	EXP MISC.-SAFTY TRAIN & SU	LOW VOLTAGE WORKS, INC.	3 MONTHS OF ALARM MONITORI	105.00	312283
		Total For Check 312283		105.00	
Check 312284					
02-07-592840	CONTRACTING SERVICES-MAGIC	MAGIC OF GARY KANTOR	FEBRUARY MAGIC CLASS	84.00	312284
		Total For Check 312284		84.00	
Check 312285					
35-10-552700	CONTRACTUAL SERVICES-SRA C	MAINE-NILES ASSN OF SP REC	GENERAL CONTRIBUTION FOR 2	35,403.00	312285
		Total For Check 312285		35,403.00	
Check 312286					
70-10-586450	EXP MISCELLANEOUS-CLUB FIT	MIDWEST COMMERCIAL FITNESS	OCTANE MAX TRAINER	2,970.00	312286
		Total For Check 312286		2,970.00	
Check 312287					
15-10-554400	CONTRACT SVCS-AGREEMENTS -	MORTON GROVE HISTORICAL SO	EXPENSE REIMBURSEMENT	20.83	312287
		Total For Check 312287		20.83	
Check 312288					
01-20-520325	MATRL-SUPP-MAINT. - MAT'LS	NAPA	NAPA GOLD AIR FILTERS. 3 I	245.28	312288
		Total For Check 312288		245.28	
Check 312289					
02-07-490813	PROGRAM FEES REV-BIRTHDAY	NILES DAIRY QUEEN	BIRTHDAY CAKES	20.99	312289
		Total For Check 312289		20.99	
Check 312290					
30-10-532610	INSURANCE-PROPERTY & GENER	PARK DISTRICT RISK MANAGEM	PROPERTY AND LIABILITY	4,104.22	312290
30-10-532615	INSURANCE-EMPLOYMENT PRACT	PARK DISTRICT RISK MANAGEM	PROPERTY AND LIABILITY	569.55	312290
30-10-532630	INSURANCE-WORKERS COMP	PARK DISTRICT RISK MANAGEM	PROPERTY AND LIABILITY	2,725.02	312290

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
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Check 312290					
		Total For Check 312290		7,398.79	
Check 312291					
02-35-520130	MATRL AND SUPP-OFFICE EXP	POSTMASTER	PERMIT TYPE PI, PERMIT # 3	240.00	312291
		Total For Check 312291		240.00	
Check 312292					
02-10-580201	EXP MISC.-PUBLIC COMMUNICA	PUBLIC COMMUNICATIONS INC.	FEES FOR MATERIALS REVIEW,	4,707.00	312292
		Total For Check 312292		4,707.00	
Check 312293					
02-08-592945	CONTRACTING SERVICES-SUMME	RC JUGGLE ENTERTAINMENT	SUMMER KICKOFF ENTERTAINME	350.00	312293
		Total For Check 312293		350.00	
Check 312294					
02-08-490939	PROGRAM FEES REV-FAMILY FU	RC JUGGLE ENTERTAINMENT	HOT CHOCOLATE SOCIAL	175.00	312294
		Total For Check 312294		175.00	
Check 312295					
02-10-580201	EXP MISC.-PUBLIC COMMUNICA	SHARPER DOT PRINTING, INC.	REFERENDUM POSTER FOR HARR	39.50	312295
		Total For Check 312295		39.50	
Check 312296					
02-07-593825	PROGRAM SUPPLIES-BASE	SYSCO FOOD SERVICES	BASE FOOD	967.18	312296
		Total For Check 312296		967.18	
Check 312297					
01-10-540150	UTILITIES-TELEPHONE	VERIZON WIRELESS	CELL PHONE BILL	172.26	312297
02-06-593711	PROGRAM SUPPLIES-PRE SCHOO	VERIZON WIRELESS	CELL PHONE BILL	68.90	312297
02-07-593825	PROGRAM SUPPLIES-BASE	VERIZON WIRELESS	CELL PHONE BILL	68.90	312297
02-10-540150	UTILITIES-TELEPHONE	VERIZON WIRELESS	CELL PHONE BILL	172.26	312297
02-33-540150	UTILITIES-TELEPHONE	VERIZON WIRELESS	CELL PHONE BILL	206.72	312297
		Total For Check 312297		689.04	
Check 312298					
02-10-210500	PAYABLES-DEPOSITS PAYABLE	ARLENE MORALES	RENTAL DEPOSIT REFUND	150.00	312298
		Total For Check 312298		150.00	
Check 312299					
02-33-520312	MATERIALS AND SUPPLIES-JAN	CASE LOTS, INC	NEW HAND SANITIZERS INSTAL	708.80	312299
		Total For Check 312299		708.80	
Check 312300					
02-35-554405	CONTRACTUAL SERVICES-PUBLI	CHICAGO TRIBUNE MEDIA GROU	DISPLAY AD AND ONLINE DIGI	310.51	312300
		Total For Check 312300		310.51	
Check 312301					
02-33-554100	CONTRACTUAL SERVICES-AGREE	COLLEY ELEVATOR CO.	ELEVATOR INSPECTION SERVIC	196.00	312301
		Total For Check 312301		196.00	
Check 312302					
02-32-552300	CONTRACT SVCS-CONTRACTUAL	COMCAST CABLE	LOBBY TV CABLE	60.92	312302
		Total For Check 312302		60.92	
Check 312303					
02-33-540110	UTILITIES-ELECTRICTY	COMED	ELECTRIC BILL FOR 8830 OAK	40.10	312303
		Total For Check 312303		40.10	
Check 312304					
02-33-554100	CONTRACTUAL SERVICES-AGREE	CREATIVE RESOURCE PERSONNE	FOR SERVICES DONE THE WEEK	777.45	312304
		Total For Check 312304		777.45	
Check 312305					
01-10-520110	MATRL AND SUPP-OFFICE EXP	FAST SIGNS	BADGE W/ MAGNET	32.00	312305
		Total For Check 312305		32.00	
Check 312306					
01-10-520100	MATRL AND SUPP-BANK SERVIC	FIFTH THIRD BANK	SAFE DEPOSIT BOX ANNUAL PA	140.00	312306
		Total For Check 312306		140.00	

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Check 312307					
02-33-520321	MATRL AND SUPP-MAINT. - MA GRAINGER		FURNANCE FILTERS FOR ROOFT	267.24	312307
	Total For Check 312307			267.24	
Check 312308					
02-33-570200	BUILDING & LANDSCAPE-BUILD HONEYWELL INTERNATIONAL IN RTU #7 REPAIR			769.23	312308
	Total For Check 312308			769.23	
Check 312309					
35-10-552705	CNTRCT SVCS-ADA INCLUSION MAINE-NILES ASSN OF SP REC INCLUSION SERVICES FOR MAR			713.23	312309
	Total For Check 312309			713.23	
Check 312310					
01-20-520400	MATRL-SUPP-SUPPLIES - TOOL MENARD'S		SCREWS AND GRINDER FOR MEC	110.37	312310
02-33-520321	MATRL AND SUPP-MAINT. - MA MENARD'S		HARDWARE FOR TELEVISION MO	18.00	312310
	Total For Check 312310			128.37	
Check 312311					
01-20-520325	MATRL-SUPP-MAINT. - MAT'LS REINDERS, INC.		TIRE FOR TORO MOWER	124.58	312311
	Total For Check 312311			124.58	
Check 312312					
02-33-520312	MATERIALS AND SUPPLIES-JAN STATE INDUSTRIAL PRODUCTS		CLEANING SOLUTIONS	630.14	312312
	Total For Check 312312			630.14	
Check 312313					
02-07-592819	CONTRACTING SERVICES-GAP	SYSCO FOOD SERVICES	MISSING CASE OF GOLD FISH	1,044.12	312313
	Total For Check 312313			1,044.12	
Check 312314					
01-10-540130	UTILITIES-WATER	VILLAGE OF MORTON GROVE	WATER SERVICES FOR ALL PAR	188.97	312314
02-10-540130	UTILITIES-WATER	VILLAGE OF MORTON GROVE	WATER SERVICES FOR ALL PAR	47.84	312314
02-21-540130	UTILITIES-WATER	VILLAGE OF MORTON GROVE	WATER SERVICES FOR ALL PAR	23.92	312314
02-22-540130	UTILITIES-WATER	VILLAGE OF MORTON GROVE	WATER SERVICES FOR ALL PAR	11.96	312314
02-33-540130	UTILITIES-WATER	VILLAGE OF MORTON GROVE	WATER SERVICES FOR ALL PAR	755.87	312314
15-10-540130	UTILITIES-WATER	VILLAGE OF MORTON GROVE	WATER SERVICES FOR ALL PAR	35.88	312314
	Total For Check 312314			1,064.44	
Check 312315					
01-20-520323	MATRL AND SUPP-MAINT. - MA VOLLMAR CLAY PRODUCTS CO.		OVERHILL DRAINAGE REPAIR	51.00	312315
	Total For Check 312315			51.00	
Check 312316					
02-32-552300	CONTRACT SVCS-CONTRACTUAL	WELLBEATS	VIRTUAL FITNESS MONTHLY SU	249.00	312316
	Total For Check 312316			249.00	
Check 312317					
02-32-552300	CONTRACT SVCS-CONTRACTUAL	COMCAST CABLE	PVCC COMCAST BUISNESS CBAL	578.97	312317
	Total For Check 312317			578.97	
Check 312318					
01-10-520110	MATRL AND SUPP-OFFICE EXP	FIFTH THIRD BANK	FEBRUARY CREDIT CARD BILL	148.70	312318
01-10-552200	CONTRACT SVCS-FRAMEWORK IT	FIFTH THIRD BANK	FEBRUARY CREDIT CARD BILL	3,145.22	312318
01-10-570200	BUILDING & LANDSCAPE-BUILD	FIFTH THIRD BANK	FEBRUARY CREDIT CARD BILL	333.78	312318
01-10-580100	EXP MISC.-HUMAN RESOURCE E	FIFTH THIRD BANK	FEBRUARY CREDIT CARD BILL	571.78	312318
01-10-581110	EXP MISCELLANEOUS-COMMISSI	FIFTH THIRD BANK	FEBRUARY CREDIT CARD BILL	405.41	312318
01-10-581200	EXP MISC.-EDUCATIONAL SEMI	FIFTH THIRD BANK	FEBRUARY CREDIT CARD BILL	175.00	312318
01-10-581400	EXP MISCELLANEOUS-DUES & S	FIFTH THIRD BANK	FEBRUARY CREDIT CARD BILL	315.00	312318
01-20-520318	MATRL AND SUPP-MAINT. - MA	FIFTH THIRD BANK	FEBRUARY CREDIT CARD BILL	193.72	312318
01-20-581200	EXP MISC.-EDUCATIONAL SEMI	FIFTH THIRD BANK	FEBRUARY CREDIT CARD BILL	47.00	312318
02-01-593512	PROGRAM SUPPLIES-FIELD REN	FIFTH THIRD BANK	FEBRUARY CREDIT CARD BILL	678.60	312318
02-03-592412	CONTRACTING SERVICES- CAMP	FIFTH THIRD BANK	FEBRUARY CREDIT CARD BILL	300.00	312318
02-06-593711	PROGRAM SUPPLIES-PRE SCHOO	FIFTH THIRD BANK	FEBRUARY CREDIT CARD BILL	105.08	312318
02-06-593715	PROGRAM SUPPLIES-TODDLER V	FIFTH THIRD BANK	FEBRUARY CREDIT CARD BILL	17.16	312318
02-07-592819	CONTRACTING SERVICES-GAP	FIFTH THIRD BANK	FEBRUARY CREDIT CARD BILL	702.26	312318
02-07-593813	PROGRAM SUPPLIES-BIRTHDAY	FIFTH THIRD BANK	FEBRUARY CREDIT CARD BILL	166.99	312318

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Check 312318					
02-07-593825	PROGRAM SUPPLIES-BASE	FIFTH THIRD BANK	FEBRUARY CREDIT CARD BILL	46.48	312318
02-07-593826	PROGRAM SUPPLIES-KINDER OD	FIFTH THIRD BANK	FEBRUARY CREDIT CARD BILL	55.89	312318
02-08-593914	PROGRAM SUPPLIES-COLD BREW	FIFTH THIRD BANK	FEBRUARY CREDIT CARD BILL	159.92	312318
02-08-593919	PRGM SUPP-DADDY/DAUGHTER D	FIFTH THIRD BANK	FEBRUARY CREDIT CARD BILL	436.00	312318
02-08-593939	NOT BEING USED	FIFTH THIRD BANK	FEBRUARY CREDIT CARD BILL	26.37	312318
02-08-593944	PROGRAM SUPPLIES-ICE CREAM	FIFTH THIRD BANK	FEBRUARY CREDIT CARD BILL	189.00	312318
02-32-520360	MATRL AND SUPP-SUPPLIES - P	FIFTH THIRD BANK	FEBRUARY CREDIT CARD BILL	54.11	312318
02-32-520370	MATRL AND SUPP-SUPPLIES -	FIFTH THIRD BANK	FEBRUARY CREDIT CARD BILL	146.49	312318
02-32-554200	CONTRACT SVCS-AGREEMENTS -	FIFTH THIRD BANK	FEBRUARY CREDIT CARD BILL	61.97	312318
02-32-583300	EXP MISCELLANEOUS-RB - TOW	FIFTH THIRD BANK	FEBRUARY CREDIT CARD BILL	155.16	312318
02-33-520321	MATRL AND SUPP-MAINT. - MA	FIFTH THIRD BANK	FEBRUARY CREDIT CARD BILL	47.50	312318
02-35-554100	CONTRACTUAL SERVICES-AGREE	FIFTH THIRD BANK	FEBRUARY CREDIT CARD BILL	312.99	312318
02-35-554405	CONTRACTUAL SERVICES-PUBLI	FIFTH THIRD BANK	FEBRUARY CREDIT CARD BILL	554.76	312318
30-10-582650	EXP MISC.-SAFTY TRAIN & SU	FIFTH THIRD BANK	FEBRUARY CREDIT CARD BILL	70.00	312318
70-10-586100	EXP MISCELLANEOUS-PVCC GEN	FIFTH THIRD BANK	FEBRUARY CREDIT CARD BILL	217.32	312318
70-10-586300	EXP MISC.-PARKS DEPT GENER	FIFTH THIRD BANK	FEBRUARY CREDIT CARD BILL	1,601.39	312318
Total For Check 312318				11,441.05	
Check 312319					
01-20-520312	MATERIALS AND SUPPLIES-JAN	MENARD'S	WINDEX GLASS CLNR/ RUBBING	10.38	312319
01-20-520321	MATRL AND SUPP-MAINT. - MA	MENARD'S	GREENHOUSE BOOK HOLDER	386.98	312319
01-20-520400	MATRL-SUPP-SUPPLIES - TOOL	MENARD'S	EYE BOLT/ LIGHTS	41.77	312319
02-22-560700	EQUIPMENT-NEW EQUIP - POOL	MENARD'S	VACUUM FOR FILTER ROOM	29.99	312319
02-33-520312	MATERIALS AND SUPPLIES-JAN	MENARD'S	MR. CLEAN MAGIC ERASERS	20.97	312319
Total For Check 312319				490.09	
Check 312320					
01-20-520325	MATRL-SUPP-MAINT. - MAT'LS	NAPA	BATTERY FOR VAN	135.79	312320
Total For Check 312320				135.79	
Check 312321					
02-33-520321	MATRL AND SUPP-MAINT. - MA	THE FAUCET SHOPPE	6700X	139.95	312321
Total For Check 312321				139.95	
Check 312333					
01-10-520110	MATRL AND SUPP-OFFICE EXP	CLASSIC DESIGN AWARDS, INC	2X8 DK. WALNUT/WT NAMEPLAT	13.25	312333
Total For Check 312333				13.25	
Check 312334					
02-33-554100	CONTRACTUAL SERVICES-AGREE	CREATIVE RESOURCE PERSONNE	FOR SERVICES DONE THE WEEK	724.20	312334
Total For Check 312334				724.20	
Check 312335					
01-20-520321	MATRL AND SUPP-MAINT. - MA	FLUORECYCLE, INC.	FLUORESCENT LMAPS AND BATT	175.28	312335
Total For Check 312335				175.28	
Check 312336					
02-10-580201	EXP MISC.-PUBLIC COMMUNICA	GRAPHIC ARTS SERVICE	REFERENDUM PRINTING/ PRESO	1,627.00	312336
Total For Check 312336				1,627.00	
Check 312337					
02-07-490838	PROGRAM FEES REV-ADULT TRI	JOAN DROCHAK	TRIP REFUND	60.00	312337
Total For Check 312337				60.00	
Check 312338					
02-33-552300	CONTRACT SVCS-CONTRACTUAL	JOHNSON CONTROLS SECURITY	QUARTERLY BILLING 04/01-06	406.32	312338
Total For Check 312338				406.32	
Check 312339					
01-10-520110	MATRL AND SUPP-OFFICE EXP	LEARN FOR LIFE CPR, INC	ECARDS ORDERED FOR AHA INS	1,566.00	312339
Total For Check 312339				1,566.00	
Check 312340					
01-10-520130	MATRL AND SUPP-OFFICE EXP	PETTY CASH-MARTIN O'BRIEN	MARCH PETTY CASH	11.00	312340
01-10-560810	EQUIPMENT-NEW EQUIP - COMP	PETTY CASH-MARTIN O'BRIEN	MARCH PETTY CASH	44.09	312340

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INVOICE ENTRY DATES 03/01/2020 - 03/31/2020

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PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Check 312340					
01-10-580100	EXP MISC.-HUMAN RESOURCE E	PETTY CASH-MARTIN O'BRIEN	MARCH PETTY CASH	39.00	312340
01-10-581200	EXP MISC.-EDUCATIONAL SEMI	PETTY CASH-MARTIN O'BRIEN	MARCH PETTY CASH	51.50	312340
01-10-589105	EXP MISCELLANEOUS-EMPLOYEE	PETTY CASH-MARTIN O'BRIEN	MARCH PETTY CASH	8.50	312340
02-06-593711	PROGRAM SUPPLIES-PRE SCHOO	PETTY CASH-MARTIN O'BRIEN	MARCH PETTY CASH	30.43	312340
02-07-593825	PROGRAM SUPPLIES-BASE	PETTY CASH-MARTIN O'BRIEN	MARCH PETTY CASH	7.98	312340
02-08-593912	PROGRAM SUPPLIES-HALLOWEEN	PETTY CASH-MARTIN O'BRIEN	MARCH PETTY CASH	56.93	312340
02-32-513610	SALARIES & WAGES-FITNESS -	PETTY CASH-MARTIN O'BRIEN	MARCH PETTY CASH	45.88	312340
	Total For Check 312340			295.31	
Check 312341					
02-35-520130	MATRL AND SUPP-OFFICE EXP	POSTMASTER	POSTAGE FOR SUMMER ACTIVIT	5,000.00	312341
	Total For Check 312341			5,000.00	
Check 312342					
02-33-520312	MATERIALS AND SUPPLIES-JAN	STATE INDUSTRIAL PRODUCTS	MORNING FRESH CLEANING SUP	1,006.66	312342
	Total For Check 312342			1,006.66	
Check 312343					
01-10-540150	UTILITIES-TELEPHONE	CALL ONE	PHONE SERVICES	1,023.58	312343
02-10-540150	UTILITIES-TELEPHONE	CALL ONE	PHONE SERVICES	1,023.58	312343
02-22-540150	UTILITIES-TELEPHONE	CALL ONE	PHONE SERVICES	341.19	312343
02-33-540150	UTILITIES-TELEPHONE	CALL ONE	PHONE SERVICES	1,023.58	312343
	Total For Check 312343			3,411.93	
Check 312358					
02-10-210500	PAYABLES-DEPOSITS PAYABLE	BERTA RODRIGUEZ	RENTAL DEPOSIT REFUND 3/21	300.00	312358
	Total For Check 312358			300.00	
Check 312359					
01-20-520325	MATRL-SUPP-MAINT. - MAT'LS	BURRIS EQUIPMENT	WORL COMPLETED	48.00	312359
	Total For Check 312359			48.00	
Check 312360					
01-10-554100	CONTRACTUAL SERVICES-AGREE	CANON FINANCIAL SERVICES,	COPIER LEASE	202.89	312360
02-10-554100	CONTRACTUAL SERVICES-AGREE	CANON FINANCIAL SERVICES,	COPIER LEASE	202.89	312360
	Total For Check 312360			405.78	
Check 312361					
02-33-520312	MATERIALS AND SUPPLIES-JAN	CASE LOTS, INC	HANDSOAP	265.20	312361
	Total For Check 312361			265.20	
Check 312362					
02-33-554100	CONTRACTUAL SERVICES-AGREE	COLLEY ELEVATOR CO.	REPAIR DOOR CLOSE LIMIT AN	99.50	312362
	Total For Check 312362			99.50	
Check 312363					
02-10-540110	UTILITIES-ELECTRICTY	COMED	ELECTRIC BILL FOR FRANK HR	227.73	312363
	Total For Check 312363			227.73	
Check 312364					
01-10-581400	EXP MISCELLANEOUS-DUES & S	CONSUMER REPORTS	1 YEAR SUBSCRIPTION	20.00	312364
	Total For Check 312364			20.00	
Check 312365					
01-10-554100	CONTRACTUAL SERVICES-AGREE	GRAF TREE CARE, INC.	CIS TREE INVENTORY	5,970.00	312365
	Total For Check 312365			5,970.00	
Check 312366					
02-01-593193	PROGRAM SUPPLIES-HOT SHOTS	HOT SHOTS SPORTS	MORTON GROVE WINTER 2020 I	7,800.10	312366
02-07-593813	PROGRAM SUPPLIES-BIRTHDAY	HOT SHOTS SPORTS	MORTON GROVE BIRTHDAY PART	305.00	312366
	Total For Check 312366			8,105.10	
Check 312367					
01-20-520327	MATRL AND SUPP-MAINT. - MA	IMAGINE NATION, LLC	5 BAGS VITRITURF BASE MATE	739.00	312367
	Total For Check 312367			739.00	
Check 312368					

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Check 312368					
40-10-582800	EXP MISCELLANEOUS-AUDIT EX LAUTERBACH & AMEN, LLP		FOR PROFESSIONAL SERVICES	13,700.00	312368
	Total For Check 312368			13,700.00	
Check 312369					
35-10-552705	CNTRCT SVCS-ADA INCLUSION	MAINE-NILES ASSN OF SP REC INCLUSION SERVICES FOR MAR		901.25	312369
	Total For Check 312369			901.25	
Check 312370					
01-20-520321	MATRL AND SUPP-MAINT. - MA MENARD'S		GLASS CLEANER FOR PVCC	41.27	312370
01-20-520400	MATRL-SUPP-SUPPLIES - TOOL MENARD'S		BLADE SET	54.96	312370
	Total For Check 312370			96.23	
Check 312371					
30-10-532610	INSURANCE-PROPERTY & GENER PARK DISTRICT RISK MANAGEM PROPERTY/LIABILITY			4,104.22	312371
30-10-532615	INSURANCE-EMPLOYMENT PRACT PARK DISTRICT RISK MANAGEM PROPERTY/LIABILITY			569.55	312371
30-10-532630	INSURANCE-WORKERS COMP PARK DISTRICT RISK MANAGEM PROPERTY/LIABILITY			2,725.02	312371
	Total For Check 312371			7,398.79	
Check 312372					
15-10-554600	CONTRACTUAL SERVICES-PROF	SHERI COZZI	DEEP CLEANING SERVICE OF M	336.00	312372
	Total For Check 312372			336.00	
Check 312373					
01-10-554100	CONTRACTUAL SERVICES-AGREE TIAA COMMERCIAL FINANCE, I COPIER RENTAL INSURANCE			487.04	312373
	Total For Check 312373			487.04	
Check 312374					
01-10-540150	UTILITIES-TELEPHONE	VERIZON WIRELESS	PHONE BILL	262.46	312374
02-06-593711	PROGRAM SUPPLIES-PRE SCHOO	VERIZON WIRELESS	PHONE BILL	104.98	312374
02-07-593825	PROGRAM SUPPLIES-BASE	VERIZON WIRELESS	PHONE BILL	104.98	312374
02-10-540150	UTILITIES-TELEPHONE	VERIZON WIRELESS	PHONE BILL	262.46	312374
02-33-540150	UTILITIES-TELEPHONE	VERIZON WIRELESS	PHONE BILL	314.95	312374
	Total For Check 312374			1,049.83	
Check 312375					
01-20-520500	MATRL-SUPP-SUPPLIES - GAS	VILLAGE OF MORTON GROVE	FEB 2020 FUEL CHARGES	618.74	312375
	Total For Check 312375			618.74	

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INVOICE GL DISTRIBUTION REPORT FOR MORTON GROVE PARK DISTRICT  
INVOICE ENTRY DATES 03/01/2020 - 03/31/2020  
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GL Number	Invoice Line Desc	Vendor	PAID	Invoice Description	Amount	Check #
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Fund Totals:

Fund 01 CORPORATE	18,521.07
Fund 02 RECREATION	45,063.81
Fund 15 MUSEUM	392.71
Fund 30 LIABILITY INSURANC	14,972.58
Fund 35 SPECIAL RECREATION	37,017.48
Fund 40 AUDIT	13,700.00
Fund 70 CAPITAL IMPROVEMEN	4,788.71

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134,456.36

**MORTON GROVE PARK DISTRICT  
BOARD MOTIONS  
APRIL 15, 2020**

**Administration and Finance Committee – Commissioner Minx, Chair**

**Williams Architect Contract Approval:** I move to approve the Williams Architect contract for the new Harrer Pool.

**Covid 19 Shut Down Cost Estimate:** I move that during the Covid 19 crisis the Park District will pay part time employees until April 24<sup>th</sup> and have all full time Administration and Recreation employees take one furlough or vacation day per week.

**Tax Appeal Resolution #R-02-20:** I move to approve Resolution #R-02-20 authorizing Robbins Schwartz to intervene, on the Park District's behalf, for property tax appeals.



**MORTON GROVE  
PARK DISTRICT**

## Memorandum

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**To:** Jeffrey Wait, Executive Director  
**From:** Martin O'Brien, Superintendent of Finance  
**Date:** March 30, 2020  
**Subject:** COVID-19 shutdown

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**Issue:**

The ultimate cost to the Morton Grove Park District as a result of the shutdown of all operations due to COVID – 19.

**Discussion:**

The park district shut down its entire operation on March 13, 2020 due to the outbreak of the COVID-19 virus. As a result of that action all building rentals, fitness club activities and specialty programs were suspended. The suspension was originally set to run to April 6 but was recently extended to May 4 with the thought that the shutdown could last until May 31.

The shutdown has forced the park district to suspend its regular programs and refund the participants a prorated share of their fees. Some of our larger programs such as preschool, dance and gymnastics will not be restarted and some such as BASE will only restart if the schools reopen before the end of the school year. Each family will be entitled to a refund based on a prorated amount. We estimate that the lost revenue to the district for these activities to be \$60,000 per month.

The Prairie View Community Center was closed as well as the Fitness Center and therefore the member's fees will be lost for that time period. The park district will offer each member either a refund or have their annual membership extended. Also, we canceled all rentals of district facilities. We estimate that the lost revenue to the district for these activities to be \$25,000 per month.

Finally, due to the uncertainty, we have not been able to market our summer programs such as the pool and summer camp. Normally we would be collecting fees for pool passes and registering children for different camps and activities. This year we have not secured any of these revenues. We estimate that the lost revenue to the district for these activities to be \$20,000 per month. We may, however, be able to recover some of these revenues based on when the shutdown is over.

On the expenditure side, the park district has continued to pay the salaries of all full and part time employees scheduled to work during the shutdown period. We estimate that the entire payroll to be approximately \$70,000 - \$40,000 for full time employees and \$30,000 for part time employees.

Considering that 80% of our budget expenditures are personnel related, we are saving only a small portion of the budget during this period of the park district being closed.

In conclusion, we are losing approximately \$105,000 per month for every month we stay closed and we are saving very little in expenses over that same period. Please see attached.

**Board Action:**

For the Board to approve the District pay part time employees until April 24 and have all full time Administration and Recreation employees take one furlough or vacation day per week.

### Fund Balance Projection

January 1 to December 31, 2020

Closure from March 13 to May 31, 2020

## Beginning Fund Balance

\$ 6,875,145.00	\$ 6,847,089.00	\$ 7,007,948.00	\$ 8,218,133.00	\$ 8,072,588.00	\$ 7,826,823.00	\$ 7,436,822.00	\$ 7,664,612.00	\$ 8,505,926.00	\$ 8,331,024.00	\$ 8,144,598.00	\$ 6,381,475.00
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## Receipts

[illegible]

## Expenses

[illegible]

## Receipts Less Expenses

\$	(28,056.00)	\$	160,859.00	\$	1,210,185.00	\$	(145,545.00)	\$	(245,765.00)	\$	(390,001.00)	\$	227,790.00	\$	841,314.00	\$	(174,902.00)	\$	(186,426.00)	\$	(1,763,123.00)	\$	(209,516.00)
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**Ending Fund Balance**

\$ 6,847,089.00	\$ 7,007,948.00	\$ 8,218,133.00	\$ 8,072,588.00	\$ 7,826,823.00	\$ 7,436,822.00	\$ 7,664,612.00	\$ 8,505,926.00	\$ 8,331,024.00	\$ 8,144,598.00	\$ 6,381,475.00	\$ 6,171,959.00
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**MORTON GROVE  
PARK DISTRICT**

## Memorandum

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**To:** Board of Park Commissioners  
**From:** Jeffrey Wait, Executive Director  
**Date:** April 15, 2020  
**Regarding:** Property Tax Assessment Appeal Intervention

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**Issue:**

Several property owners have appealed their property values which if allowed to stand could cost the District thousands of dollars. Our attorney, Robbins Schwartz, has reviewed the situation and recommend intervening in these larger tax appeals.

**Discussion:**

In the borders of the District, several larger property owners are appealing their property value. If these taxpayers continue with their appeal, then the property would accumulate refunds which would be returned to the taxpayer in later years. For example, in this situation, these refunds would likely result in the Park District having to return approximately \$10,000-\$20,000 from future tax collections. For Robbins Schwartz to address this issue on a regular basis, a Resolution must be adopted authorizing intervention.

**Park Board Action:**

The Park Board approve Resolution #R-02-20, authorizing intervention into tax appeals.

**MORTON GROVE PARK DISTRICT**  
**BOARD OF COMMISSIONERS**  
**RESOLUTION #R-02-20**  
**AUTHORIZING INTERVENTION**  
**IN PROPERTY TAX ASSESSMENT APPEALS**

At a duly called and noticed public meeting of the BOARD OF COMMISSIONERS OF THE MORTON GROVE PARK DISTRICT, ("Taxing District") held on this 15th day of April 2020 at the Morton Grove Park District, County of Cook, State of Illinois;

The meeting was called to order by Paul Minx, President of the Board of Commissioners, and upon roll being called, the following members were:

**PRESENT:**

**ABSENT:**

The following Resolution was offered by \_\_\_\_\_, and seconded by \_\_\_\_\_.

**WHEREAS**, the Taxing District receives statutory notice from the Board of Review of Cook County of property tax assessment appeals filed by taxpayers with the Cook County Board of Review and the Property Tax Appeal Board ("PTAB"), or other notice regarding Specific Objections filed with the Circuit Court of Cook County regarding the assessed valuation of property which comprises part of the assessed valuation of the Taxing District;

**WHEREAS**, the Taxing District has a revenue interest in such property tax assessment appeals and finds that intervention as a party in such proceedings is in the best interest of the Taxing District; and

**WHEREAS**, the Taxing District has a right to intervene in proceedings before the Board of Review, PTAB, and the Cook County Circuit Court in order to protect its revenue interest in the assessed valuation of the subject properties;

**NOW, THEREFORE, BE IT RESOLVED** by the BOARD OF COMMISSIONERS OF THE MORTON GROVE PARK DISTRICT as follows:

1. The Board finds that all of the recitals contained above are true and correct and that the same are hereby incorporated herein by reference.
2. The law firm of Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd. is authorized, as of the postmark date of the Board of Review notice of property tax assessment appeals, to file as legal representative on the Taxing District's behalf a request to intervene in the property tax assessment appeals.

3. The law firm of Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd. is authorized, to file as legal representative on the Taxing District's behalf a request to intervene in the property tax assessment appeals filed with the Circuit Court of Cook County.
4. All motions and resolutions or parts thereof in conflict with the provisions of this Resolution are, to the extent of such conflict, hereby repealed.
5. This Resolution shall take effect immediately upon its passage.

The question of the adoption of the foregoing Resolution was duly put to a vote, whereupon members of the Board voted as follows:

AYES: \_\_\_\_\_.

NAYS: \_\_\_\_\_.

The Resolution was thereupon declared adopted.

**APPROVED THIS 15<sup>TH</sup> DAY OF APRIL 2020.**

**BOARD OF COMMISSIONERS OF  
THE MORTON GROVE PARK DISTRICT**

By: \_\_\_\_\_  
Board President

By: \_\_\_\_\_  
Board Secretary

**SECRETARY'S CERTIFICATE**

**STATE OF ILLINOIS        )**  
**COUNTY OF COOK         ) ss.:**

I, Jeffrey Wait, the duly qualified and acting Secretary of the BOARD OF COMMISSIONERS OF THE MORTON GROVE PARK DISTRICT in the County of Cook, State of Illinois ("Board"), do hereby certify that attached hereto is a true and correct copy of the Resolution entitled:

**RESOLUTION AUTHORIZING INTERVENTION  
IN PROPERTY TAX ASSESSMENT APPEALS**

which was duly adopted by said Board at a meeting held on April 15, 2020.

I further certify that a quorum of said Board was present at said meeting and that all requirements of the Illinois Open Meetings Act were complied with.

**IN WITNESS WHEREOF**, I have hereunto set my hand on April 15, 2020.

By: \_\_\_\_\_  
Board Secretary

# Morton Grove Park District

## UPDATE & INFORMATION

April 15, 2020

## RECREATION & PROGRAMMING REPORT – Sue Braubach

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### General/Special Events

- Spring Special Events that were scheduled to take place between March 14<sup>th</sup> and May 3<sup>rd</sup> have been cancelled.
- All the Recreation staff are now able to access our registration software from their home. Staff has been processing refunds for cancelled programs. Some spring sessions might begin in May if we open back up to the public.
- Staff has been processing invoices for Winter program sessions.
- Our 9-month Preschool and Dance programs have been cancelled. Staff is working on calculating refunds for parents. This is a time-consuming process and as to be done on an individual basis as it depends if a parent did a short- or long-term payment.
- Community Blood Drive scheduled for Saturday; April 25<sup>th</sup> has been relocated from PVCC to National Park Fieldhouse.
- Elizabeth and Mary will be attending a virtual IPRA Supervisor Symposium on Friday, April 17<sup>th</sup>.
- The Bunny Trail, scheduled for April 8<sup>th</sup>, was canceled to comply with Covid-19 guidelines.
- Eggstravaganza, scheduled for April 10<sup>th</sup>, was canceled to comply with Covid-19 guidelines.
- The Bunny Brunch was scheduled to take place on Friday April 10<sup>th</sup>. This event has been canceled due to the Covid-19 virus and all deposits were given back in full for food. Refunds were given to participants.

### Fitness

- Deep clean for COVID-19 preventative measures.
- Kelly Moore, our new Recreation Supervisor in charge of Fitness, started on Monday, March 16<sup>th</sup>.
- All membership payments placed on hold for the month of April.
- 2 Treadmills were replaced.
- Preventative maintenance was completed on the treadmills, stairmill, elliptical and the cables on the Precor strength.
- Developed a Members only Facebook page to keep in touch during the shelter in place.
- The Wellness Fair has been tentatively moved to September 12, 2020.

Club Fitness Updates	March 2020*	March 2019
Fitness Club Members	1427	1212
Open Gym Check-in	111	263
Membership Renewal/Sales	24	126

\*numbers reflect only 14 days of business.

### **Athletics**

- Spring Gymnastics are cancelled due to COVID-19. This includes all spring recreational classes, team practices, and team meets.
- All refunds regarding gymnastics have been processed apart from spring meets. At the moment all USAG operations are on hold so we are waiting to see if we will be able to get a check issued to refund the meet fee, we sent out earlier this year.
- Our gymnastics coaches have been trying to keep busy during this pandemic and have been creating workouts for gymnasts to do at home to keep them as active as possible while they do not have access to the gym. Our coaches have been sending these workouts to parents via text.
- Hot Shots, Taekwondo, and Karate classes are all hoping to save the second half of the spring session of classes if we can allow them to use our facilities.
- No refunds have yet been issued for these classes because we are waiting to see how much (if any) of this session can be salvaged.
- MGBSA is hoping to have a Spring/Summer combined season starting in early June (or sooner if possible)
- AYSO is hoping to start their season the first Saturday after our facilities reopen for use
- All gym and field rentals are on hold for the time being until we have more information on the status of facilities due to COVID-19

### **Aquatics/Gap/ B-4 School Club/B.A.S.E.**

- As of April 7<sup>th</sup>, nine new lifeguards have been hired for the summer 2020 aquatic season. Lifeguard training will begin Tuesday, May 5<sup>th</sup>. We are currently looking to hire more lifeguards for the summer. Supervisor, Mucci, has been busy preparing lesson plans for all training dates.
- Unfortunately, the Bunny Brunch was cancelled. We hope to plan a spring event to take its place once the facilities are open.
- Supervisor, Mucci, has been busy communicating with parents in the B4 and B.A.S.E. program. Payments for these programs were put on hold for the month of April due to the Covid-19 virus.
- Refunds have been issued for GAP days and Early Release programs that were scheduled to take place in April.
- Registration for the 2020-2021 B4 School and B.A.S.E. program has been pushed to May because registration must be done in person.

### **Dance/Seniors/Cultural Arts/Adults/Teens**

- The Princess & Me Tea Party was scheduled for Saturday, April 4<sup>th</sup>. It was cancelled due to Covid-19. Refunds have been given to all who registered. We are hoping to reschedule this event to the fall.
- The 3<sup>rd</sup> annual Doggie Egg hunt was also cancelled due to Covid-19.
- Piano and guitar lessons have been taking place virtually due to Covid-19. A few participants have requested in person make up lessons when we re-open PVCC. Supervisor Hoyt has been communicating with the instructors to make sure everything is running smoothly and coordinating summer schedules.
- The spring session of Robotics has been cancelled as well due to the Covid-19 outbreak. Participants have been encouraged to register for the new camps Robotics will be offering this summer.

- We have made the difficult decision to cancel the 2020 Dance Recital due to the Covid-19 outbreak. Families were very understanding and realized this was best for their safety. We will begin refunding the remaining classes and any recital apparel that participants ordered.
- The Zombies theatre class has been postponed to May. All participants have been notified.
- Working on make-up events once life resumes to normal.

### **Camps/Pre-School/Kinder Odyssey**

- Currently working on figuring out a way to register for programs online that have always required in-person registration. These programs include Preschool, Kinder Odyssey, BASE, and B4.
- We have 26 enrolled out of a max of 32. We will work with the school to place students in either the afternoon or the morning session.
- Preschool teachers are continuing to communicate with their parents. They send home activities for the parents to do with the children. They have done Zoom classes so everyone can see each other and interact. And they continue to work on their end-of-the-year books for the parents. These books have pictures, crafts and worksheets that showcase all the students accomplished this year.
- I continue to conduct phone interviews and hire camp staff. I still need 5 Counselors and 1 Head Counselor. I just recently hired a new Head Counselor for our Teen Times Camp.
- Camp registration has come to a bit of a halt with all the uncertainty right now. There are currently 255 registrations throughout camp, compared to 389 at this time last year. With this, I have been looking to save money on our field trips, booking places that may be a little less expensive or even free. I am also hiring less counselors this year than last year, anticipating the drop in enrollment.
- Working from home, I have also been working on planning for Fall, camp training agendas, camp field trips, and calculating refunds for classes that were cancelled this month.

### **Marketing**

- The Summer Activity Guide was delivered to resident the week of April 3<sup>rd</sup>.
- Online resident registration for summer activities began April 6<sup>th</sup> for residents and will start April 13<sup>th</sup> for non-residents.
- Questions regarding preschool and BASE have started to come in and are being forwarded to the Recreation Supervisor in charge.
- Work has once again begun on the MGPD standards Guide with the hope to complete and roll out by May 6<sup>th</sup>.
- Website is continuously updated as information becomes available for programs, COVID-19 updates, events, and facilities closures and current status.
- In the wake of COVID 19, work has begun on revising summer sponsorships. The revised package will be sent out mid-May. With a second revise to go out in June.
- Weekly posts on social media are being scheduled.
  - Reminding residents to abide by social distancing at parks
  - Summer Job Posts
  - COVID-19 Updates as they become available
- The monthly newsletter will be distributed to school districts, 63, 67, 69 the week of May 5<sup>th</sup> with MGPD updates and posted on their website. Newsletter sent to District 70 to be included in principal weekly enews.
- Preparing the summer schedule for signage, which will be revised as we revise summer MGPD Event and programs. Fieldhouse kiosks will be updated in May/June as COVID-19 updates are released.

## FINANCE DEPARTMENT REPORT - MARTY O'BRIEN

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- The financial audit is progressing. Our external auditors, Lauterbach and Amen, have completed their draft of the district's financials. The Finance Department will review the auditors work and if we agree will schedule the final report to be presented at the June 17<sup>th</sup> Board meeting.
- The District has been approved by the State of Illinois for an Exemption from Licensing for the BASE and Child Care programs.
- Working on a resolution to give public notice that the District intends to issue the maximum amount of debt for Harrer Pool
- Establishing a new bond fund to hold the tax receipts necessary to pay the debt associated with Harrer Pool.

## HUMAN RESOURCES & RISK MANAGEMENT REPORT— LAURA KEE

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- Due to the Covid 19 virus all Administration and Recreation staff were sent home Thursday, March 19<sup>th</sup> with the expectation to return April 6<sup>th</sup>.
- Due to the Covid 19 crisis the District canceled all rentals through May 1<sup>st</sup>, losing approximately \$3500 in revenue.
- Conducting telephone interviews for summer staff; lifeguards, camp counselors and parks crew.
- Communicating with PDRMA regarding health updates.
- Communicating with the unemployment office regarding personnel issues and the consequences of Covid 19.
- Per the Governor of Illinois' Executive Order, the Recreation and Administration staff will either work from home or work modified hours until April 30<sup>th</sup>.
- Staff will be saying good-bye to Registration Coordinator Liz Manning and wishing her well in her retirement. We will also be welcoming Lauren Ishii as the new Registration Coordinator. Lauren has worked part-time for the District and we are looking forward to a smooth transition.

## PARKS AND MAINTENANCE REPORT — KEITH GORCZYCA

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- Staff met on site at the Harrer Pool facility with 3 Construction Management companies that are interested in submitting RFQ's which are due 4/13.
- Cook County placed a hold on all prescribed burn permits until further notice. Our permit application is one of these for the prairie at PVCC.
- All field houses and PVCC were deep cleaned and sanitized after the elections took place.
- Park staff conducted facility checks on a daily basis.
- Parks staff conducted park checks on a regular basis.
- All playgrounds were secured with caution tape to keep people from congregating in parks.
- All the basketball courts were secured to keep people from congregating at the courts.
- All tennis courts were secured to keep people from congregating at the courts.
- The ice rink was taken down for the season.
- The MGPD little library construction is underway.