

# Morton Grove Park District

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



**MORTON GROVE  
PARK DISTRICT**

## Board Meeting Agenda

May 20, 2020 at 6:30pm

Via Zoom - Meeting ID: 876 2756 9628

Contact Jeff Wait at [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 on Agenda Items/Correspondence
- V. Consent Agenda:
  - a. **Approval of Minutes:** Minutes of the March 18 and April 15, 2020 Board Meetings and the Minutes of the March 4, March 11, and the April 29, 2020 Special Meetings.
  - b. **Approval of Financial Reports**
    1. Revenue and Expenditure Report Dated April 30, 2020
    2. Invoice Distribution Report dated April 30, 2020 in the amount of \$68,913.02
- VI. Director's Reports
- VII. Attorney's Report
- VIII. Village Liaison
- IX. Department Head Reports
- X. New Business:
  - a. **Administration and Finance Committee – Commissioner Minx, Chair**

<b>ACTION ITEM:</b>	Harrer Pool Schematic Design
<b>NON-ACTION ITEM:</b>	Financial Forecast due to COVID-19
<b>ACTION ITEM:</b>	Board Officers and Committee Assignments
<b>ACTION ITEM:</b>	COVID-19 Closures
<b>ACTION ITEM:</b>	Staff Furlough
- XI. Public Comment on Non-Agenda Items
- XII. Commissioner Comments
- XIII. 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).
- 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](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: May 20, 2020 – Commissioner Paul Minx**

**Minutes:**

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

- The Board Meeting held on March 18, 2020
- The Board Meeting held on April 15, 2020
- The Special Meeting held on March 4, 2020, 2020
- The Special Meeting held on March 11, 2020
- The Special Meeting held on April 29, 2020

**And the Financial Reports which include:**

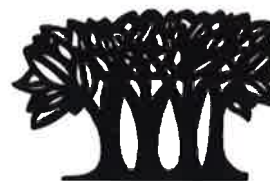
- The Cash Summary and Revenue Report dated April 30, 2020
- The Invoice Distribution Report ending April 30, 2020 in the amount of \$68,913.02

## Approval of Minutes

# Morton Grove Park District

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

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**MORTON GROVE  
PARK DISTRICT**

Minutes of the 821<sup>st</sup>  
Board Meeting  
March 18, 2020

- I. **Roll Call:** Commissioner Minx called the meeting to order at 6:32pm.

**Commissioners Present:** Paul Minx, Keith White and Mazhar Khan

**Commissioners Absent:** Steve Schmidt and Erica Epperson

**Staff Present:** Jeffrey Wait, Executive Director and Marty O'Brien, Superintendent of Finance

**Guest Present:** None.

**Attorney Present:** None.

- II. **Pledge of Allegiance:** The Pledge of Allegiance was recited.

At this time Commissioner White made a motion, seconded by Commissioner Khan to allow Commissioners Erica Epperson and Steve Schmidt to participate remotely in the meeting. **Ayes: Commissioner White, Khan and Minx. Motion carried.**

Commissioner Epperson and Schmidt joined the meeting via conference call at approximately 6:36pm.

- III. **Additions/Changes to the Agenda:** None.

- IV. **Citizens Comments on Agenda Items/Correspondence:** None.

- V. **Consent Agenda:**

Commissioner Minx made a motion, seconded by Commissioner White, to approve:

- a. The minutes of the Special Meeting held on February 17, 2020 and the Board Meeting held on February 19, 2020
- b. The Financial Reports:
  1. The Cash Summary and Revenue and Expenditure Report dated February 29, 2020 and
  2. The Invoice Distribution Report ending February 29, 2020 in the amount of \$108,193.21

**Ayes: Commissioner Khan, Minx, White, Epperson and Schmidt. Nays: 0. Absent: None.**

**Motion carried.**

- VI. **Director Report:** Director Wait thanked the community for their work in passing the referendum. Additionally, Director Wait asked for the resident's patience during the crisis for any refunds to be processed.

- VII. **Attorney Report:** None.

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**VIII. Department Reports:** Superintendent O'Brien congratulated the District on passing the referendum. O'Brien noted the work ahead will include, the selling of bonds, setting up a fund to track the bond sale and hiring a municipal advisor and a rating agency.

**IX. New Business:**

**a. Administrative and Finance Committee – Commissioner Minx, Chair**

**Recreation and Facility Program Committee Appointment:** Director Wait noted the Recreation and Facility Committee Chair was vacant.

Commissioner Minx made a motion, seconded by Commissioner White to appoint Commissioner Khan as the chair of the Recreation and Facility Program Committee. **Ayes: Commissioner Khan, Minx, White, Epperson and Schmidt. Nays: 0. Absent: None. Motion carried.**

**Closed Session Compliance Review-Resolution #R-01-20:** Director Wait and the Board reviewed which closed session minutes were to be released and which closed session verbatim minutes were to be destroyed.

Commissioner Minx made a motion, seconded by Commissioner White to approve the Closed Session Resolution #R-01-20: **Ayes: Commissioner Epperson, Schmidt, Minx, White and Khan. Nays: 0. Absent: None. Motion carried.**

**Disposal Ordinance #O-05-20:** Director Wait explained from time to time the District clears out District owned items that are either broke or obsolete.

Commissioner Minx made a motion, seconded by Commissioner Khan to approve Disposal Ordinance #O-05-20. **Ayes: Commissioner Schmidt, Minx, Khan, White and Epperson. Nays: 0. Absent: None. Motion carried.**

**Harrer Pool Architect:** Director Wait noted that because the District has an established relationship with Williams Architect, the District can hire Williams Architect for the Harrer Pool project, thereby eliminating the work of developing a request for proposals, reviewing the submittals and saving time.

Commissioner Minx made a motion, seconded by Commissioner White for the Morton Grove Park staff and corporate council to begin contract negotiations with Williams Architect for the new pool at Harrer Park. Commissioner Khan asked about the past concerns regarding Oriole Pool and Williams Architect. Director Wait noted that the issue with Oriole Pool rested with the District not having a Construction Manager and they should discuss hiring a Construction Manager for the Harrer Pool project. **Ayes: Commissioner Khan, Minx, Epperson, White and Schmidt. Nays: 0. Absent: None. Motion carried.**

**Harrer Pool Delivery Method:** Director Wait explained the District needed to hire an agency to review proposals, bid specifications and necessary oversight for the Harrer Pool project.

Commissioner Minx made a motion, seconded by Commissioner Khan to seek construction firms for the Harrer Pool project. Commissioner White, Minx and Khan all noted it was the

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right move to hire a project manager. **Ayes: Commissioner White, Schmidt, Epperson, Minx and Khan. Nays: 0. Absent: None. Motion carried.**

**X. Public Comment on Non-Agenda Items:** None.

**XI. Commissioner Comments:**

**Commissioner Epperson:** Excited about hire pool and everyone stay healthy!

**Commissioner White:** Happy that the village voters chose to build a new pool and hopes for a quick resolution to the corona virus.

**Commissioner Schmidt:** Agreed with the other Commissioners.

**Commissioner Khan:** Noted building the new pool is great for the community and is very happy to be part of this project. Khan also thanked the other Commissioners for having faith in him and promised to do his best and noted the community was grateful for the Boards work.

**Commissioner Minx:** Noted it was a great team effort between the community and the Board to get the referendum passed. Commissioner Minx also wished everyone good health.

**XII. Adjournment:** Commissioner White made a motion, seconded by Commissioner Khan to adjourn the meeting. **Motion unanimous by voice vote.**

Meeting ended at approximately 6:48pm.

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Board President, Paul Minx

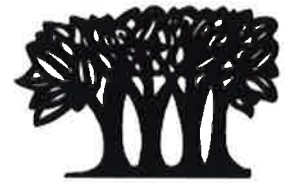
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Board Secretary, Jeffrey Wait

# Morton Grove Park District

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

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**MORTON GROVE  
PARK DISTRICT**

Minutes of the 822<sup>nd</sup>  
Board Meeting  
April 15, 2020  
Held via Zoom

- I. **Roll Call:** Commissioner Minx called the meeting to order at 6:32pm.

**Commissioners Present:** Keith White, Erica Epperson, Steve Schmidt, Mazhar Khan and Paul Minx

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

**Attorney Present:** Steve Adams, Robbins Schwartz

- II. **Pledge of Allegiance:** The Pledge of Allegiance was recited.

- III. **Additions/Changes to the Agenda:** None.

- IV. **Citizens Comments on Agenda Items/Correspondence:** None.

- V. **Consent Agenda:**

Commissioner Minx made a motion, seconded by Commissioner Khan, to approve:

a. The Financial Reports:

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

**Ayes: Commissioner Epperson, Schmidt, Khan, Minx and White. Nays: 0. Motion carried.**

- VI. **Director Report:** Director Wait wanted to remind all residents that during this pandemic all parks are closed. All organized activities have been cancelled or postponed and the basketball and tennis courts are closed.

The District continues to prepare for the summer, knowing how important the programs are to the citizens, although start dates and locations may change and some programs will have to be cancelled. The District will notify the residents of any changes as soon as possible.

- VII. **Attorney Report:** Attorney Adams congratulated the District on the successful referendum noting it reflects the level of trust the community has for the Board and the District. Adams also noted he emailed a report to the Commissioners.

**VIII. New Business:**

**a. Administrative and Finance Committee – Commissioner Minx, Chair**

**Williams Architect Agreements:** Director Wait noted he received a signed copy of the Williams Architect contract for Harrer Pool which is to be approved.

Commissioner Minx made a motion, seconded by Commissioner White to approve the Williams Architect contract for the new Harrer Pool. **Ayes: Commissioner Schmidt, Khan, Minx, White and Epperson. Nays: 0. Motion carried.**

**COVID-19 Shut Down Cost Estimate:** Director Wait commended Superintendent O'Brien, Superintendent Braubach and the entire Recreation staff for identifying the loss of revenue due to the COVID-19 shut down. The District is losing approximately \$105,000 per month. The District thought it best to discontinue paying part-time staff after April 24<sup>th</sup> and have the Administration and Recreation staff take either a furlough or vacation day, once per week.

Commissioner Minx made a motion, seconded by Commissioner Khan 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. **Ayes: Commissioner Khan, Minx, White, Epperson and Schmidt. Nays: 0. Motion carried.**

**Tax Appeal Resolution #R-02-20:** The District is requesting approval of an ordinance that will allow Robbins Schwartz to represent the District for tax appeals in order to save money. The District has received several tax appeal complaints regarding the assessed value of properties. If these complaints are not contested it could cost the District a great deal of money down the line. Attorney Adams further explained several Morton Grove `property owners objected to the equalized assessed value, as determined by the Cook County Board of Review. These objections go to an administrative process and its at that point which the property owners try to convince the Board of Review that they errored in how they calculated the assessed value. If the residents convince the Board of Review that there was an error in the calculation of the assessed value it would cost the District approximately \$10,000-\$20,000 in refunds for 2018 and the District would lose the tax revenue from the adjusted values for the rest of the triennial. Adams also noted he will prepare an analysis of the revenue impact and compare it to the legal fees and only move forward with the cases that would have a meaningful economic impact. Superintendent O'Brien also noted we do not want to set a precedent. Also, this resolution would allow Robbins Schwartz to represent the District whenever needed in tax appeal cases.

Commissioner Minx made a motion, seconded by Commissioner White to approve Resolution #R-02-20 authorizing Robbins Schwartz to intervene, on the Park Districts behalf, for property tax appeals. **Ayes: Commissioner Minx, White, Epperson, Schmidt and Khan. Nays: 0. Motion carried.**

**IX. Public Comment on Non-Agenda Items: None.**

**X. Commissioner Comments:**

**Commissioner White:** Thanked the staff for all their work in calculating the impact the COVID-19 virus is having on the District.

**Commissioner Schmidt:** Thanked everyone one for pushing through during these hard times.

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**Commissioner Epperson:** Echoed the same thank you and encouraged everyone to stay healthy.

**Commissioner Khan:** Thanked the Board and the entire organization for all their hard work.

**Commissioner Minx:** Thanked the park staff for the tremendous job they are doing working from home. Everyone stay healthy through these times.

- XI. Adjournment:** Commissioner White made a motion, seconded by Commissioner Epperson to adjourn the meeting. **Motion unanimous by voice vote.**

Meeting ended at approximately 6:52pm.

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Board President, Paul Minx

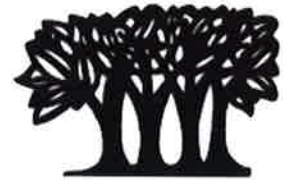
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Board Secretary, Jeffrey Wait

# Morton Grove Park District

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

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**MORTON GROVE  
PARK DISTRICT**

Minutes of the  
Special Board Meeting  
March 4, 2020

- I. **Roll Call:** Commissioner Minx called the meeting to order at 6:30pm.

**Commissioners Present:** Keith White, Paul Minx, Erica Epperson and Steve Schmidt

**Commissioners Absent:** None.

**Attorney Present:** None.

**Staff Present:** Jeffrey Wait, Executive Director

**Guest Present:** Rita Minx, Village Trustee and resident, Mrs. Khan and Khan family members, friends and residents

- II. **Pledge of Allegiance:** The Pledge of Allegiance was recited.

- III. **Additions/Changes to the Agenda:** None.

- IV. **Citizens Comments on Agenda Items/Correspondence:** None.

- V. **New Business:**

a. **Administrative and Finance Committee – Commissioner Minx, Chair**

**Adoption of Ordinance #O-03-20:** Director Wait explained the traffic lights at Athletic Drive and Dempster Street were never formally conveyed to the Illinois Department of Transportation (IDOT). With the building of the Sawmill Station, IDOT is planning improvements to these traffic lights. For these improvements to be made, the District must first convey the land to IDOT.

Commissioner Minx made a motion, seconded by Commissioner Epperson to approve the Right of Way Ordinance #O-03-20. **Commissioner Minx, Epperson, Schmidt and White.**

**Nays: 0. Absent: None. Motion carried.**

**Adoption of Ordinance #O-04-20:** Director Wait explained that due to the resignation of Commissioner Manno and the important business of the referendum pending, the District would like to fill the Park Board vacancy via an ordinance.

Commissioner Minx made a motion, seconded by Commissioner White that the Morton Grove Park Board approve Ordinance #O-04-20 approving Mazhar Khan to fulfill the Board vacancy until the next municipal election in 2021. **Ayes: Commissioner Epperson, Schmidt, White and Minx. Nays: 0. Absent: None. Motion carried.**

Director Wait administered the Oath of Office to Mazhar Khan.

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- VI. Public Comment on Non-Agenda Items:** There were several anonymous comments; good luck with the pool, congratulations Mazhar Khan and the importance of his appointment to the Muslim Community.
- VII. Commissioner Comments:**  
**Commissioner Epperson:** Congratulated Commissioner Khan.  
**Commissioner White:** Thought the time was overdue for Mazhar Khan to be on the Park Board and looking forward to a great future with him.  
**Commissioner Minx:** Welcome Mazhar Khan aboard.  
**Commissioner Schmidt:** Congratulated Mazhar Khan and looks forward to serving with him.
- VIII. Adjournment:** Commissioner White made a motion, seconded by Commissioner Epperson to adjourn the meeting. **Motion carried unanimous by voice vote.**

Meeting ended at approximately 6:45pm.

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Board President, Paul Minx

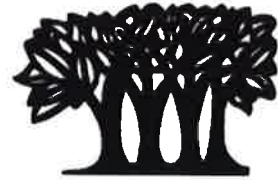
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Board Secretary, Jeffrey Wait

# Morton Grove Park District

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

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**MORTON GROVE  
PARK DISTRICT**

Minutes of the  
Special Board Meeting  
March 11, 2020

- I. **Roll Call:** Commissioner Minx called the meeting to order at 6:30pm.

**Commissioners Present:** Keith White, Paul Minx, Erica Epperson, Mazhar Khan and Steve Schmidt

**Attorney Present:** None.

**Staff Present:** Jeffrey Wait, Executive Director

**Guest Present:** Robert Erickson, Brian Berbach, Mark & Ginny Kilgallon, Colleen Sauerman, Pat Marthis, Elaine Matsushige, Joanne Schalk, June & Al Gordon, Peg Martini, Bart Anderson, Paul torres, Donna Tilley, Susan Wong, Linley Castagna and Donna Sutfin

- II. **Pledge of Allegiance:** The Pledge of Allegiance was recited.

- III. **New Business:**

**Discussion Item: Harrer Pool Presentation:** Director Wait gave an overview of the Harrer Pool project. Wait explained that the current facility is well beyond its lifespan and unsafe to operate at this time. The community survey indicated the residents wanted a pool at Harrer. The District developed a plan for a new 50-meter, 6 lane heated pool along with amenities and a new bath house. Wait also explained that in order to build and maintain a new pool for future generations, the District would have to put a referendum, asking to increase the tax rate, on the March 17, 2020 election ballot. Director Wait explained the implications of a referendum and welcomed questions from the audience.

The residents had many questions relating to the project, referendum, next steps, and plan if the referendum does not pass.

- IV. **Adjournment:** Commissioner White made a motion, seconded by Commissioner Epperson to adjourn the meeting. **Motion unanimous by voice vote.**

Meeting ended at approximately 7:30pm.

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Board President, Paul Minx

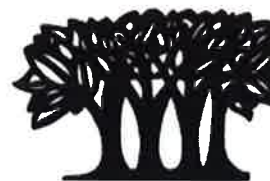
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Board Secretary, Jeffrey Wait

COMMITTED TO QUALITY PARK AND RECREATION SERVICES

# Morton Grove Park District

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



**MORTON GROVE  
PARK DISTRICT**

Minutes of the Special  
Board Meeting  
April 29, 2020  
Held via Zoom

- I. **Roll Call:** Commissioner Minx called the meeting to order at 6:32pm.

**Commissioners Present:** Steve Schmidt, Erica Epperson, Mazhar Khan, Keith White and Paul Minx

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

**Attorney Present:** Steve Adams, Robbins Schwartz

- II. **Pledge of Allegiance:** The Pledge of Allegiance was recited.

- III. **Additions/Changes to the Agenda:** Director Wait asked to add a closed session to the agenda.

- IV. **Citizens Comments on Agenda Items/Correspondence:** None.

- V. **New Business:**

a. **Administrative and Finance Committee – Commissioner Minx, Chair**

**Construction Manager Approval:** Director Wait explained the District sent out an RFQ for construction management firms for the Harrer Pool Project. Director Wait, Superintendents O'Brien and Gorczyca and Commissioner Minx reviewed the five responses and went on to interview two firms. It was agreed that W. B. Olson, Inc. was the best fit for the District.

Commissioner Minx made a motion, seconded by Commissioner Khan, that the Park District approve the Owner-Construction Manager Agreement with W.B. Olson, Inc., for Construction Management services on the Harrer Pool Project, in the following amounts:

- A. Preconstruction Phase: \$9,800.00;
  - B. Construction Phase: 2% of the cost of the work; and
  - C. General Conditions: \$364,453,
- subject to attorneys' final review and approval of the Agreement.

**Ayes: Commissioner Epperson, Khan, White, Minx and Schmidt. Nays: 0. Motion carried.**

- b. **2020 Aquatic Season:** The Commissioners and staff discussed the 2020 aquatic season under the current COVID-19 conditions. The amount of time needed for staff to prepare i.e., get the pumps and mechanicals running, get the chemicals balanced, add the water and train lifeguards is approximately 30 days. No one is even sure if people will go to the pool. Due to the COVID-19

COMMITTED TO QUALITY PARK AND RECREATION SERVICES

guidelines, including social distancing, and the amount of money it takes to open the pool it is difficult to decide. Everyone agreed it would not be wise to spend thousands of dollars in preparation only to find we can't open the pool, and/or is it worth it to spend so much money for a shortened season. Attorney Adams noted they have not received any official notice from IDPH. The Commissioners feel a social responsibility to the community however, safety issues always should be their priority. Superintendent Gorczyca noted that because other activities have been cancelled the Parks Department is not multi-tasking this season and could possibly open the pool with less than 30 days' notice. Therefore, it was decided to continue to take a wait and see approach.

**VI. Public Comment on Non-Agenda Items:** None.

**VII. Commissioner Comments:**

**Commissioner White:** Thanked the staff for all their projections regarding the COVID-19 pandemic.

**Commissioner Schmidt:** Thanked everyone.

**Commissioner Epperson:** No comment.

**Commissioner Khan:** Thanked the staff and attorney for the information presented.

**Commissioner Minx:** Thanked the park staff for doing a great job in these crazy, troubled times.

At this time Commissioner White made a motion, seconded by Commissioner Epperson to move into closed session in accordance with the Open Meetings Act section 120/2(c)(1). **Ayes:**

**Commissioner Schmidt, Epperson, Khan, White and Minx. Nays: 0. Motion carried.**

**VIII. Adjournment:** Commissioner White made a motion, seconded by Commissioner Epperson to adjourn the meeting. **Motion unanimous by voice vote.**

Meeting ended at approximately 7:28pm.

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Board President, Paul Minx

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Board Secretary, Jeffrey Wait

# Financials

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

CASH SUMMARY BY FUND FOR MORTON GROVE PARK DISTRICT

FROM 04/01/2020 TO 04/30/2020

FUND: ALL FUNDS

CASH AND INVESTMENT ACCOUNTS

Fund	Description	Beginning Balance 04/01/2020	Total Debits	Total Credits	Ending Balance 04/30/2020
01	CORPORATE	880,273.21	0.00	100,246.54	780,026.67
02	RECREATION	1,091,940.38	0.00	125,696.33	966,244.05
05	POLICE	8,681.36	0.00	71.50	8,609.86
15	MUSEUM	10,717.05	0.00	1,145.12	9,571.93
20	I.M.R.F.	234,025.52	0.00	17,440.24	216,585.28
22	F.I.C.A.	134,441.15	0.00	10,574.94	123,866.21
30	LIABILITY INSURANCE	59,268.90	0.00	490.00	58,778.90
35	SPECIAL RECREATION	454,143.15	0.00	2,341.17	451,801.98
70	CAPITAL IMPROVEMENTS	4,797,109.60	0.00	7,180.00	4,789,929.60
99	PAYROLL CLEARING FUND	3,580.06	96,510.71	66,614.01	33,476.76
TOTAL - ALL FUNDS		7,674,180.38	96,510.71	331,799.85	7,438,891.24



REVENUE AND EXPENDITURE REPORT FOR MORTON GROVE PARK DISTRICT  
PERIOD ENDING 04/30/2020

GL NUMBER	DESCRIPTION	2020 AMENDED BUDGET	YTD BALANCE 04/30/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 04/30/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDDT USED
Fund 01 - CORPORATE						
Fund 01 - CORPORATE:						
TOTAL REVENUES		1,523,309.00	759,429.43	0.00	763,879.57	49.85
TOTAL EXPENDITURES		1,523,309.00	408,622.64	100,246.54	1,114,686.36	26.82
NET OF REVENUES & EXPENDITURES		0.00	350,806.79	(100,246.54)	(350,806.79)	100.00
Fund 02 - RECREATION						
Fund 02 - RECREATION:						
TOTAL REVENUES		2,319,192.00	569,409.80	(3,694.00)	1,749,782.20	24.55
TOTAL EXPENDITURES		2,319,192.00	494,391.65	122,002.33	1,824,800.35	21.32
NET OF REVENUES & EXPENDITURES		0.00	75,018.15	(125,696.33)	(75,018.15)	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	71.50	71.50	10,928.50	0.65
NET OF REVENUES & EXPENDITURES		0.00	(71.50)	(71.50)	71.50	100.00
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	5,079.59	1,145.12	14,920.41	25.40
NET OF REVENUES & EXPENDITURES		0.00	(5,079.59)	(1,145.12)	5,079.59	100.00
Fund 20 - I.M.R.F.						
Fund 20 - I.M.R.F.:						
TOTAL REVENUES		250,000.00	130,686.10	0.00	119,313.90	52.27
TOTAL EXPENDITURES		250,000.00	68,173.32	17,440.24	181,826.68	27.27
NET OF REVENUES & EXPENDITURES		0.00	62,512.78	(17,440.24)	(62,512.78)	100.00
Fund 22 - F.I.C.A.						
Fund 22 - F.I.C.A.:						
TOTAL REVENUES		200,000.00	105,554.15	0.00	94,445.85	52.78
TOTAL EXPENDITURES		200,000.00	42,752.36	10,574.94	157,247.64	21.38
NET OF REVENUES & EXPENDITURES		0.00	62,801.79	(10,574.94)	(62,801.79)	100.00
Fund 25 - BOND & INTEREST						
Fund 25 - BOND & INTEREST:						
TOTAL REVENUES		985,000.00	502,638.85	0.00	482,361.15	51.03
TOTAL EXPENDITURES		985,000.00	0.00	0.00	985,000.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	502,638.85	0.00	(502,638.85)	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	23,780.08	490.00	81,219.92	22.65
NET OF REVENUES & EXPENDITURES		0.00	(23,780.08)	(490.00)	23,780.08	100.00
Fund 35 - SPECIAL RECREATION						
Fund 35 - SPECIAL RECREATION:						
TOTAL REVENUES		327,000.00	170,897.20	0.00	156,102.80	52.26
TOTAL EXPENDITURES		327,000.00	41,971.86	2,341.17	285,028.14	12.84
NET OF REVENUES & EXPENDITURES		0.00	128,925.34	(2,341.17)	(128,925.34)	100.00

REVENUE AND EXPENDITURE REPORT FOR MORTON GROVE PARK DISTRICT

PERIOD ENDING 04/30/2020

GL NUMBER	DESCRIPTION	2020		YTD BALANCE 04/30/2020		ACTIVITY FOR MONTH 04/30/2020		AVAILABLE BALANCE		% BDDT USED
		AMENDED BUDGET		NORMAL	(ABNORMAL)	INCREASE (DECREASE)	NORMAL	(ABNORMAL)		
Fund 40 - AUDIT										
Fund 40 - AUDIT:										
TOTAL REVENUES		15,800.00			0.00	0.00	15,800.00	0.00		0.00
TOTAL EXPENDITURES		15,800.00		13,700.00		0.00	2,100.00	86.71		86.71
NET OF REVENUES & EXPENDITURES		0.00		(13,700.00)		0.00	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		0.00
TOTAL EXPENDITURES		1,100,000.00		29,889.78		7,180.00	1,070,110.22	2.72		2.72
NET OF REVENUES & EXPENDITURES		0.00		(29,889.78)		(7,180.00)	29,889.78			100.00
Fund 99 - PAYROLL CLEARING FUND										
Fund 99 - PAYROLL CLEARING FUND:										
TOTAL REVENUES		0.00		873.50		0.00	(873.50)			100.00
TOTAL EXPENDITURES		0.00		0.00		0.00	0.00			0.00
NET OF REVENUES & EXPENDITURES		0.00		873.50		0.00	(873.50)			100.00
TOTAL REVENUES - ALL FUNDS										
TOTAL EXPENDITURES - ALL FUNDS		6,856,301.00		2,239,489.03		(3,694.00)	4,616,811.97			32.66
NET OF REVENUES & EXPENDITURES		6,856,301.00		1,128,432.78		261,491.84	5,727,868.22			16.46
NET OF REVENUES & EXPENDITURES		0.00		1,111,056.25		(265,185.84)	(1,111,056.25)			100.00

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Check 312386					
70-10-586145	EXP MISCELLANEOUS-POOLS GE BOMAR SOFT PLAYGROUND INTE POOL EDGE PAD AND LILY PAD			7,180.00	312386
	Total For Check 312386			7,180.00	
Check 312387					
02-32-552300	CONTRACT SVCS-CONTRACTUAL COMCAST CABLE		PVCC COMCAST BUSINESS CABL	578.97	312387
	Total For Check 312387			578.97	
Check 312388					
02-10-540110	UTILITIES-ELECTRICTY COMED		ELECTRIC BILL FOR OUTSIDE	580.64	312388
	Total For Check 312388			580.64	
Check 312389					
02-33-554100	CONTRACTUAL SERVICES-AGREE CREATIVE RESOURCE PERSONNE FOR SERVICES DONE THE WEEK			788.10	312389
	Total For Check 312389			788.10	
Check 312390					
02-04-593514	PROGRAM SUPPLIES-DANCE - C D 'ANGELO FLETCHER		DANCE MUSIC INVOICE	195.00	312390
	Total For Check 312390			195.00	
Check 312391					
01-10-520110	MATRL AND SUPP-OFFICE EXP FIFTH THIRD BANK		MARCH CREDIT CARD STATEMEN	102.91	312391
01-10-552200	CONTRACT SVCS-FRAMEWORK IT FIFTH THIRD BANK		MARCH CREDIT CARD STATEMEN	3,145.22	312391
01-10-580100	EXP MISC.-HUMAN RESOURCE E FIFTH THIRD BANK		MARCH CREDIT CARD STATEMEN	167.57	312391
01-10-580200	EXP MISC.-EXECUTIVE DIRECT FIFTH THIRD BANK		MARCH CREDIT CARD STATEMEN	593.87	312391
01-20-520318	MATRL AND SUPP-MAINT. - MA FIFTH THIRD BANK		MARCH CREDIT CARD STATEMEN	38.95	312391
02-03-592412	CONTRACTING SERVICES- CAMP FIFTH THIRD BANK		MARCH CREDIT CARD STATEMEN	1,245.21	312391
02-04-593514	PROGRAM SUPPLIES-DANCE - C FIFTH THIRD BANK		MARCH CREDIT CARD STATEMEN	79.90	312391
02-06-593711	PROGRAM SUPPLIES-PRE SCHOO FIFTH THIRD BANK		MARCH CREDIT CARD STATEMEN	13.21	312391
02-06-593715	PROGRAM SUPPLIES-TODDLER V FIFTH THIRD BANK		MARCH CREDIT CARD STATEMEN	217.71	312391
02-07-592819	CONTRACTING SERVICES-GAP FIFTH THIRD BANK		MARCH CREDIT CARD STATEMEN	17.89	312391
02-07-593825	PROGRAM SUPPLIES-BASE FIFTH THIRD BANK		MARCH CREDIT CARD STATEMEN	(65.67)	312391
02-07-593826	PROGRAM SUPPLIES-KINDER OD FIFTH THIRD BANK		MARCH CREDIT CARD STATEMEN	66.42	312391
02-08-593914	PROGRAM SUPPLIES-COLD BREW FIFTH THIRD BANK		MARCH CREDIT CARD STATEMEN	(77.78)	312391
02-08-593945	PROGRAM SUPPLIES-SUMMER SI FIFTH THIRD BANK		MARCH CREDIT CARD STATEMEN	1,695.00	312391
02-10-589105	EXP MISCELLANEOUS-EMPLOYEE FIFTH THIRD BANK		MARCH CREDIT CARD STATEMEN	131.12	312391
02-31-520360	MATRL AND SUPP-SUPPLIES · P FIFTH THIRD BANK		MARCH CREDIT CARD STATEMEN	119.97	312391
02-32-520110	MATRL AND SUPP-OFFICE EXP FIFTH THIRD BANK		MARCH CREDIT CARD STATEMEN	117.08	312391
02-32-554200	CONTRACT SVCS-AGREEMENTS - FIFTH THIRD BANK		MARCH CREDIT CARD STATEMEN	25.00	312391
02-35-554100	CONTRACTUAL SERVICES-AGREE FIFTH THIRD BANK		MARCH CREDIT CARD STATEMEN	91.79	312391
02-35-554405	CONTRACTUAL SERVICES-PUBLI FIFTH THIRD BANK		MARCH CREDIT CARD STATEMEN	1,233.59	312391
30-10-582650	EXP MISC.-SAFTY TRAIN & SU FIFTH THIRD BANK		MARCH CREDIT CARD STATEMEN	385.00	312391
	Total For Check 312391			9,343.96	
Check 312392					
02-08-593938	PROGRAM SUPPLIES-EGGSTRAVA GIFTS GALORE		FILLED EGGS	640.00	312392
	Total For Check 312392			640.00	
Check 312393					
01-20-554100	CONTRACTUAL SERVICES-AGREE GROOT, INC.		RECYCLING AT 6250 W DEMPST	759.12	312393
02-33-552300	CONTRACT SVCS-CONTRACTUAL GROOT, INC.		GARBAGE SERVICES AT PVCC	449.37	312393
	Total For Check 312393			1,208.49	
Check 312394					
02-01-592179	CONTRACTING SERVICES-TKDO ILLINOIS SHOTOKAN KARATE C WINTER SESSION INVOICE			6,019.75	312394
	Total For Check 312394			6,019.75	
Check 312395					
01-10-540150	UTILITIES-TELEPHONE MEDLIN COMMUNICATIONS, INC LABOR AND NEW PHONE			1,705.94	312395
	Total For Check 312395			1,705.94	
Check 312396					
01-10-581400	EXP MISCELLANEOUS-DUES & S NATIONAL RECREATION & PARK PREMIER PACKAGE			1,150.00	312396
	Total For Check 312396			1,150.00	

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Check 312397					
02-07-490815	PROGRAM FEES REV-PIANO LES SIJI ABRAHAM		SPRING PIANO REFUND	298.00	312397
	Total For Check 312397			298.00	
Check 312398					
02-01-592103	CONTRACTING SERVICES - BAS SKOKIE PARK DISTRICT		CBL INVOICE- OUR PORTION F	425.65	312398
	Total For Check 312398			425.65	
Check 312399					
01-10-540130	UTILITIES-WATER	VILLAGE OF MORTON GROVE	MARCH WATER SERVICES FOR A	93.29	312399
02-10-540130	UTILITIES-WATER	VILLAGE OF MORTON GROVE	MARCH WATER SERVICES FOR A	71.76	312399
02-21-540130	UTILITIES-WATER	VILLAGE OF MORTON GROVE	MARCH WATER SERVICES FOR A	35.88	312399
02-22-540130	UTILITIES-WATER	VILLAGE OF MORTON GROVE	MARCH WATER SERVICES FOR A	11.96	312399
02-33-540130	UTILITIES-WATER	VILLAGE OF MORTON GROVE	MARCH WATER SERVICES FOR A	373.15	312399
	Total For Check 312399			586.04	
Check 312400					
02-32-552300	CONTRACT SVCS-CONTRACTUAL WELLBEATS		VIRTUAL FITNEE MONTHLY SUB	249.00	312400
	Total For Check 312400			249.00	
Check 312403					
02-33-554100	CONTRACTUAL SERVICES-AGREE ALARM DETECTION SYSTEMS, I		ANNUAL FIRE TESTING/ ANNUA	713.76	312403
	Total For Check 312403			713.76	
Check 312404					
02-01-490176	PROGRAM FEES REV-ISKC KARA ANNIE HENSON		SPRING BASKETBALL + VOLLEY	113.00	312404
02-01-490179	PROGRAM FEES REV-TKDO ANNIE HENSON		SPRING BASKETBALL + VOLLEY	120.00	312404
02-01-490193	PROGRAM FEES REV-HOT SHOTS ANNIE HENSON		SPRING BASKETBALL + VOLLEY	209.00	312404
	Total For Check 312404			442.00	
Check 312405					
02-04-490514	PROGRAM FEES REV-DANCE - C ANTONELLA SILVIO		DANCE RECITAL REFUND	30.00	312405
	Total For Check 312405			30.00	
Check 312406					
01-10-540150	UTILITIES-TELEPHONE	CALL ONE	PHONE SERVICES	1,097.01	312406
02-10-540150	UTILITIES-TELEPHONE	CALL ONE	PHONE SERVICES	1,097.01	312406
02-22-540150	UTILITIES-TELEPHONE	CALL ONE	PHONE SERVICES	365.67	312406
02-33-540150	UTILITIES-TELEPHONE	CALL ONE	PHONE SERVICES	1,097.00	312406
	Total For Check 312406			3,656.69	
Check 312407					
01-10-554100	CONTRACTUAL SERVICES-AGREE CANON FINANCIAL SERVICES,		COPIER LEASE	261.30	312407
02-10-554100	CONTRACTUAL SERVICES-AGREE CANON FINANCIAL SERVICES,		COPIER LEASE	261.29	312407
	Total For Check 312407			522.59	
Check 312408					
02-07-592835	CONTRACTING SERVICES-TEENS CHILDREN'S THEATRE COMPANY		ZOMBIES INVOICE	139.98	312408
	Total For Check 312408			139.98	
Check 312409					
01-20-554100	CONTRACTUAL SERVICES-AGREE CMFP DEPT MG-06A		QUARTERLY BILLING RADIO MO	210.00	312409
02-22-584100	EXP MISC.-POOL - GUARD SUI CMFP DEPT MG-06A		QUARTERLY BILLING RADIO MO	210.00	312409
02-33-554100	CONTRACTUAL SERVICES-AGREE CMFP DEPT MG-06A		QUARTERLY BILLING RADIO MO	210.00	312409
15-10-554600	CONTRACTUAL SERVICES-PROF CMFP DEPT MG-06A		QUARTERLY BILLING RADIO MO	420.00	312409
	Total For Check 312409			1,050.00	
Check 312410					
02-33-554100	CONTRACTUAL SERVICES-AGREE COLLEY ELEVATOR CO.		ELEVATOR INSPECTION SERVIC	204.00	312410
	Total For Check 312410			204.00	
Check 312411					
02-32-554200	CONTRACT SVCS-AGREEMENTS - COMCAST CABLE		LOBBY TV CABLE	41.02	312411
	Total For Check 312411			41.02	
Check 312412					
01-10-540110	UTILITIES-ELECTRICTY	COMED	AGRESSIVE ELECTRIC BILL FO	1,011.09	312412

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Check 312412					
02-10-540110	UTILITIES-ELECTRICTY	COMED	FRANK HREN PARK ELECTRIC B	476.38	312412
02-21-540110	UTILITIES-ELECTRICTY	COMED	AGRESSIVE ELECTRIC BILL FO	764.93	312412
02-22-540110	UTILITIES-ELECTRICTY	COMED	AGRESSIVE ELECTRIC BILL FO	297.66	312412
02-33-540110	UTILITIES-ELECTRICTY	COMED	AGRESSIVE ELECTRIC BILL FO	4,044.34	312412
15-10-540110	UTILITIES-ELECTRICTY	COMED	AGRESSIVE ELECTRIC BILL FO	170.12	312412
	Total For Check 312412			6,764.52	
Check 312413					
01-20-570410	BLDG-LNDSCP-BLK DIRT-SAND- CONSERV FS		PAINT FOR FIELDS	523.40	312413
	Total For Check 312413			523.40	
Check 312414					
01-10-581400	EXP MISCELLANEOUS-DUES & S COSTCO MEMBERSHIP		ANNUAL RENEWAL NOTICE	240.00	312414
	Total For Check 312414			240.00	
Check 312415					
02-35-554400	CONTRACT SVCS-AGREEMENTS - CREEKSIDE PRINTING		PRINTING OF 2020 SUMMER AC	7,690.75	312415
	Total For Check 312415			7,690.75	
Check 312416					
02-32-520210	MATERIALS AND SUPPLIES-EQU DIRECT FITNESS SOLUTIONS,		PARTS AND REPAIR WORK FOR	3,570.59	312416
02-32-520211	MATRL AND SUPP-PREVENTATIV DIRECT FITNESS SOLUTIONS,		DFS PREVENTATIVE MAINTENAN	1,568.00	312416
	Total For Check 312416			5,138.59	
Check 312417					
01-20-520312	MATERIALS AND SUPPLIES-JAN DOG WASTE DEPOT		6 CASES OF DOG WASTE ROLL	542.26	312417
	Total For Check 312417			542.26	
Check 312418					
02-06-490711	PROGRAM FEES REV-PRE SCHOO EMEL UYGUN		PRESCHOOL REFUND	308.40	312418
	Total For Check 312418			308.40	
Check 312419					
01-20-520323	MATRL AND SUPP-MAINT. - MA GRAINGER		CAUTION TAOE FOR PLAYGROUN	78.78	312419
	Total For Check 312419			78.78	
Check 312420					
01-20-554100	CONTRACTUAL SERVICES-AGREE GREEN TURF INC.		APRIL 2020 CHARGE	1,380.00	312420
	Total For Check 312420			1,380.00	
Check 312421					
01-20-520325	MATRL-SUPP-MAINT. - MAT'LS GROWER EQUIPMENT		CHIPPER REPAIR PARTS	296.70	312421
	Total For Check 312421			296.70	
Check 312422					
02-06-490711	PROGRAM FEES REV-PRE SCHOO JENNIE LEE		PRESCHOOL REFUND	616.80	312422
	Total For Check 312422			616.80	
Check 312423					
02-06-490711	PROGRAM FEES REV-PRE SCHOO KAYNAT SAIYED		PRESCHOOL REFUND	308.40	312423
	Total For Check 312423			308.40	
Check 312424					
02-01-490193	PROGRAM FEES REV-HOT SHOTS KELLY BRENGLE		SPRING PEE WEE SOCCER CLAS	110.00	312424
	Total For Check 312424			110.00	
Check 312425					
30-10-582650	EXP MISC.-SAFTY TRAIN & SU LOW VOLTAGE WORKS, INC.		3 MONTHS OF WIRELESS COMMU	105.00	312425
	Total For Check 312425			105.00	
Check 312426					
35-10-552705	CNTRCT SVCS-ADA INCLUSION MAINE-NILES ASSN OF SP REC INCLUSION SERVICES FOR APR			2,341.17	312426
	Total For Check 312426			2,341.17	
Check 312427					
02-06-490711	PROGRAM FEES REV-PRE SCHOO MAJID MUNSHI		PRESCHOOL REFUND	191.50	312427
	Total For Check 312427			191.50	
Check 312428					

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Check 312428					
02-04-490514	PROGRAM FEES REV-DANCE - C MARIA AWAD		DANCE RECITAL AND THEATRE	24.50	312428
02-07-490834	PROGRAM FEES REV-ACTING/IM MARIA AWAD		DANCE RECITAL AND THEATRE	167.00	312428
	Total For Check 312428			191.50	
Check 312429					
01-20-520321	MATRL AND SUPP-MAINT. - MA MENARD'S		PARKVIEW SCHOOL PROJECT SU	96.77	312429
02-33-520321	MATRL AND SUPP-MAINT. - MA MENARD'S		CANVAS DROP CLOTH, BRUSHES	55.17	312429
	Total For Check 312429			151.94	
Check 312430					
01-20-520325	MATRL-SUPP-MAINT. - MAT'LS NAPA		MX FUSE	428.85	312430
	Total For Check 312430			428.85	
Check 312431					
01-10-520130	MATRL AND SUPP-OFFICE EXP PITNEY BOWES GLOBAL FINANC LEASE INVOICE			300.78	312431
	Total For Check 312431			300.78	
Check 312432					
02-31-440200	RENTALS-RENTALS - PVCC ROO RAMON GAEDING		RENTAL/ RMDEPOSIT REFUND	410.00	312432
	Total For Check 312432			410.00	
Check 312433					
01-20-520325	MATRL-SUPP-MAINT. - MAT'LS RUSSO POWER EQUIPMENT		STANDEE MOWER	84.45	312433
	Total For Check 312433			84.45	
Check 312434					
02-06-490711	PROGRAM FEES REV-PRE SCHOO SCOTT RESNICK		PRESCHOOL REFUND	191.50	312434
	Total For Check 312434			191.50	
Check 312435					
02-33-520312	MATERIALS AND SUPPLIES-JAN STATE INDUSTRIAL PRODUCTS		AIR CARE PROGRAM	110.21	312435
	Total For Check 312435			110.21	
Check 312436					
01-20-520321	MATRL AND SUPP-MAINT. - MA STEINER ELECTRIC COMPANY		MUSEUM GLOBE LIGHT COVER	200.00	312436
	Total For Check 312436			200.00	
Check 312437					
02-06-490711	PROGRAM FEES REV-PRE SCHOO SUELA MUSLICIC		PRESCHOOL REFUND	191.50	312437
	Total For Check 312437			191.50	
Check 312438					
01-20-520323	MATRL AND SUPP-MAINT. - MA THOR GUARD INC		REPLACEMENT BATTERIES FOR	375.00	312438
01-20-554100	CONTRACTUAL SERVICES-AGREE THOR GUARD INC		ANNUAL RENEWAL SOFTWARE LI	1,000.00	312438
	Total For Check 312438			1,375.00	
Check 312439					
01-10-554100	CONTRACTUAL SERVICES-AGREE TIAA COMMERCIAL FINANCE, I		COPIER RENTAL INSURANCE	487.04	312439
	Total For Check 312439			487.04	
Check 312440					
02-04-490514	PROGRAM FEES REV-DANCE - C VIVKI BEXES		DANCES REFUND	96.00	312440
	Total For Check 312440			96.00	
Check 312441					
02-06-490711	PROGRAM FEES REV-PRE SCHOO XIU LI		PRESCHOOL REFUND	308.40	312441
	Total For Check 312441			308.40	

05/11/2020 11:10 AM  
User: lgonzalez  
DB: Morton Grove Pa

INVOICE GL DISTRIBUTION REPORT FOR MORTON GROVE PARK DISTRICT  
INVOICE ENTRY DATES 04/01/2020 - 04/30/2020  
JOURNALIZED  
PAID

Page: 5/5

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
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Fund Totals:

Fund 01 CORPORATE	16,370.30
Fund 02 RECREATION	41,941.43
Fund 15 MUSEUM	590.12
Fund 30 LIABILITY INSURANC	490.00
Fund 35 SPECIAL RECREATION	2,341.17
Fund 70 CAPITAL IMPROVEMEN	7,180.00

68,913.02





Herrmann	11-Mar	Walmart	Camera Cap	\$13.80	02-35-554100
Herrmann	12-Mar	Pic Monkey	Social Media Monthly Pro Subscription	\$12.99	02-35-554100
Herrmann	17-Mar	My Area Yoga	My Area Yoga monthly website posting	\$25.00	02-32-554200
Herrmann	18-Mar	Inquo Enterprises	Digital Online Brochures	\$275.00	02-35-554405
Herrmann	23-Mar	Daily Herald	Online Subscription	\$9.99	02-35-554405
Herrmann	25-Mar	Buffer Analyze	Analyze User Analytics and Post Success	\$35.00	02-35-554100
Herrmann	25-Mar	4Imprint	Summer Giveaways	\$474.61	02-35-554405
Herrmann	26-Mar	WP Engine	Monthly Website Host Fee	\$30.00	02-35-554100
				\$1,231.38	
	<b>Card Number</b>	1867			
Mucci	18-Mar	River Trails Park District	GAP Trip Refund	-\$100.00	207592819
Mucci	24-Mar	Bulls Sox Academy	GAP Trip Refund	-\$150.00	207592819
Mucci	4-Mar	Party City	Birthday Party Decorations	\$24.99	207592813
Mucci	4-Mar	Walmart	Hot Cocoa Social	\$34.33	207593939
Mucci	5-Mar	Jewel	Hot Cocoa Social	\$22.98	207593939
Mucci	6-Mar	Paint N Party	GAP Trip	\$1.08	207593825
Mucci	6-Mar	Marianos	GAP Milk	\$3.07	207592819
Mucci	6-Mar	Amazon	B.A.S.E	\$12.96	207593825
Mucci	6-Mar	Jewel	GAP Milk	\$10.21	207592819
Mucci	11-Mar	Amazon	B.A.S.E	\$14.82	207593825
				-\$125.56	
	<b>Card Number</b>	5137			
Baumgartner	4-Mar	Target	KO supplies	\$0.87	02-07-593826
Baumgartner	4-Mar	Amazon	KO supplies	\$17.94	02-07-593826
Baumgartner	4-Mar	Walmart	Munchkin Meals supplies	\$6.70	02-06-593715
Baumgartner	5-Mar	Jewel Osco	Munchkin Meals supplies	\$2.87	02-06-593715
Baumgartner	9-Mar	Main Event	Camp Field Trip deposit	\$304.30	02-03-592412
Baumgartner	10-Mar	WristCo	Camp Supplies	\$58.67	02-03-593412
Baumgartner	11-Mar	Walmart	KO/Munchkin meals supplies	\$16.14	02-06-593715
Baumgartner	11-Mar	Walmart	KO/Munchkin meals supplies	\$9.36	02-07-593826
Baumgartner	12-Mar	Elk Grove Park District	Camp Field Trip deposit	\$180.00	02-03-592412
Baumgartner	12-Mar	Target	Prek supplies	\$13.21	02-06-593711
Baumgartner	12-Mar	Amazon	Camp Supplies	\$26.37	02-03-593412
Baumgartner	12-Mar	Amazon	Camp Supplies	\$26.37	02-03-593412
Baumgartner	13-Mar	Oriental Trading	KO supplies	\$38.25	02-07-593826
Baumgartner	13-Mar	Santa's Village	Camp Field Trip deposit	\$649.50	02-03-592412
Baumgartner	18-Mar	Rock n Kids	Tot Rock/Kid Rock classes	\$192.00	02-06-592715
				\$1,542.55	
	<b>Card Number</b>	7242			
Stibbe	18-Mar	Bounce Houses R Us	Summer Kick Off	\$1,695.00	02-08-593945

Stibbe	24-Mar	Dicks Sporting Goods	Basketballs	\$119.97	02-31-520360
				\$1,814.97	
	<b>Card Number</b>	1891			
McCann	21-Mar	Revolution Dance	Dance Costume	\$79.90	02-04-593514
				\$79.90	
			Total:	\$9,343.96	

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.

Date: May 20, 2020

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Board President, Paul Minx

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Board Treasurer, Erica Epperson

## Motions/New Business

**MORTON GROVE PARK DISTRICT  
BOARD MOTIONS  
MAY 20, 2020**

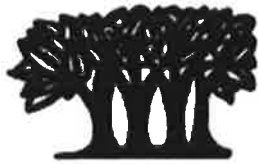
**Administration and Finance Committee – Commissioner Minx, Chair**

**Harrer Pool Schematic Design:** I move to approve the Harrer Pool schematic design from Williams Architect.

**Board Officer Appointment:** I move to approve the following Board officers and committee member assignments to serve on the Morton Grove Board until May 2021.

**COVID-19 Closures:** I move to approve the cancelation of all special events, indoor programs that cannot maintain social distancing, rentals, and the aquatic session through Labor Day, September 7, 2020.

**Staff Furlough:** I move to approve the furlough of all full-time staff below the manager level until deemed necessary to be recalled.



**MORTON GROVE  
PARK DISTRICT**

## **MEMORANDUM**

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**To:** Board of Park Commissioners  
**From:** Jeffrey Wait, Executive Director  
**Date:** May 20, 2020  
**Regarding:** Harrer Pool Schematic Design

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**Issue:**

Williams Architects' schematic designs for the replacement of Harrer Pool needs approval before further development of the plans are made.

**Discussion:**

The purpose of the schematic design phase is to develop a plan of action regarding how a project will look based on the client's budget and specific design requests. Williams Architect has prepared rough plans that show a general model of where rooms will be located, the placement of doors and windows and how the building will be structured overall. At this stage, staff and the Williams Architect team have had frequent meetings.

The project is at the stage in which formal approval of the design is approved so that further design work can be started.

Williams Architects has a presentation of the plan for the meeting. It is also included in the meeting packet.

**Recommendation:**

The Board of Park Commissioners to approve the Harrer Pool schematic design from Williams Architects.

**Beginning Fund Balance**

Revenues for Calendar Year 2020	\$ 4,100,634.00
Expenses for Calendar Year 2020	\$ 4,763,992.05
Net Loss for Calendar Year 2020	\$ (663,358.05)

**Ending Fund Balance**



## MEMORANDUM

### **MORTON GROVE PARK DISTRICT**

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**To:** Board of Park Commissioners  
**From:** Jeffrey Wait, Executive Director  
**Date:** May 20, 2020  
**Regarding:** Board Officer Appointment

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**Issue:**

Each year the Board of Park Commissioners elects Board Officers and assigns committee members.

**Discussion:**

The Board of Park Commissioners must elect a President, Vice President, Treasurer, Secretary and Recording Secretary to conduct meetings and review Park District business for the new year. Once officers are assigned, staff will update all pertinent information.

The Board also assigns personnel to the following Committees:

- Administration and Finance Committee
- Parks and Facilities Maintenance Committee
- Recreation and Facility Program Committee
- MNASR Board of Directors
- Museum Council
- Morton Grove Baseball and Softball Association
- Morton Grove AYSO

**Recommendation:**

The Board of Park Commissioners nominate Board officials and appoint committee members to serve until May 2021.



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## ***MORTON GROVE PARK DISTRICT 2020 BOARD OFFICER APPOINTMENTS***

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### **Board Officers:**

President: \_\_\_\_\_

Vice-President: \_\_\_\_\_

Treasurer: \_\_\_\_\_

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

Recording Secretary: \_\_\_\_\_

### **Administration & Finance Committee:**

Chair: One Board member  
Marty O'Brien and Jeffrey Wait

### **Parks and Facilities Maintenance Committee:**

Chair: One Board member  
Keith Gorczyca and Jeffrey Wait

### **Recreation and Facility Program Committee:**

Chair: One Board member  
Sue Braubach and Jeffrey Wait

### **Village Liaison:**

One Board member

### **M-NASR Board of Directors:**

Alternate: Marty O'Brien

### **Museum Council:**

One Board member  
Jeffrey Wait

### **Morton Grove Baseball & Softball Association:**

One Board member  
Trevor Stibbe and Sue Braubach

### **Morton Grove AYSO:**

One Board member  
Trevor Stibbe and Sue Braubach



**MORTON GROVE  
PARK DISTRICT**

## Memorandum

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**To:** Board of Park Commissioners  
**From:** Jeffrey Wait, Executive Director  
**Date:** May 20, 2020  
**Subject:** Closures due to COVID-19

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**Issue:**  
COVID-19 and social distancing requirements

**Discussion:**

COVID-19 and social distancing requirements has placed the District in a difficult situation of deciding when or if to offer programs, events, and other services. The district is committed to protecting the health and well-being of our residents and employees before anything else. Therefore, it is recommended to cancel all special events, indoor programs that cannot maintain social distance, and Oriole Pool until after Labor Day.

Currently the State of Illinois is in Phase 2 of Restore Illinois. For the park district to begin to offer safe recreational opportunities for the community, the State would have to be in Phase 4 or even Phase 5. When or if the State would ever get there, is very unclear. This uncertainty is placing a strain on the District both financially and on personnel. By eliminating special events, indoor programs, rentals, and a pool season; the District would save money and be able to redirect personnel efforts to other priorities. Additionally, it will provide residents with enough notification to make other arrangements, if available.

If approved, affected recreation staff will be reassigned to the park department to assist in projects. The parks department would normally hire seasonal employees for the summer; however, would not need to with the reassignment.

**Action:**

The Board of Park Commissioners to approve the cancellation of all special events, indoor programs that cannot maintain social distancing, rentals, and the aquatic season through Labor Day, September 7, 2020.



## MEMORANDUM

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**To:** Board of Park Commissioners  
**From:** Jeffrey Wait, Executive Director  
**Date:** May 20, 2020  
**Regarding:** Furlough

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**Issue:**

Furloughing full-time staff below the Manager level, excluding the Parks Department.

**Discussion:**

Due to the economic impact of the COVID-19 pandemic, we should implement additional measures to ensure the financial stability of the District. As of Friday, May 22, 2020, all full-time staff below the Manager level should be placed on furlough until further notice. Remember, a furlough is a temporary layoff. If approved, we will bring staff back as soon as normal programming resume, or sooner. This would mean some staff will be recalled sooner than others.

Understanding what this will mean to staff, it further recommended the District to pay the employee's portion of our health insurance program including medical, dental, and vision and Illinois Municipal Retirement Fund contributions. We understand the difficulties and hardship being on furlough can be and this hope this helps our employees.

Salaries	\$11,522
State Reimbursement	(\$3,938)
Covering Employee Health Care Cost	(\$331)
Savings per pay period	\$7,253
Savings per normal month	\$14,506

**Action:**

For the Board of Park Commissioners to approve furloughing full-time staff below the manager level until deemed necessary to be recalled.

## Board Update & Information

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# Morton Grove Park District

## UPDATE & INFORMATION

May 20, 2019

### RECREATION AND PROGRAMMING REPORT – SUE BRAUBACH

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#### General

- All May and June Special Events have been cancelled.
- The Recreation Staff continues to process refunds for cancelled programs.
- All staff have been working on new COVID-19 policies and procedures to keep staff and participants safe in future programs.
- The Community Blood Drive held on April 25<sup>th</sup> had 22 participants.
- Sue, Mary and Elizabeth all took part in the IPRA Supervisor Symposium held on April 17<sup>th</sup>.
- BASE snacks were donated to the American Legion Post 134 food drive.

#### Fitness

- On May 8<sup>th</sup> Direct Fitness staff came in and replaced two treadmills and re-positioned most of our fitness equipment with a 6-foot separation, so members will be able to work out safely.
- All memberships continue to be on hold until further notice. Club Fitness may need to transition to a reservation system in the future due to group size limitations set by the Governor.
- The Fitness Facebook group continues to grow. This month we have challenged our members to get out and move.
- We are still able to provide our members with free Wellbeats virtual fitness classes through the end of May.
- Recreation Supervisor Moore is working on a reopening plan for the fitness center.
- A COVID-19 survey was sent out to fitness members with 45 responses received to date. The deadline is May 15<sup>th</sup>.

Club Fitness Updates	April 2020	April 2019
Fitness Club Members (as of 4/30)	1427	1249
Open Gym Check-in	0	303
Membership Renewal/Sales	0	155

#### Athletics

- AYSO spring season has been cancelled
- MGBSA spring season (and possibly summer season as well) has been cancelled. MGBSA is looking at an extended fall season if Illinois can hit Phase 4 of the Governor's plan to reopen Illinois.
- The adult softball season has been pushed back to a late June/early July start.
- All field rentals have been cancelled through May.
- Rental groups have been in contact about reserving field/court/gym space starting in June.
- Taekwondo had the first virtual athletics class with 6 enrolled last Tuesday
- Hot Shots had a virtual class with 2 enrolled last Thursday

#### Aquatics/Gap/B4 School/BASE

- Oriole Pool is currently fully staffed and waiting for the go ahead to begin training if we decide to open the pool this summer. Staff has put together virtual training with the help of Ellis and Associates to limit the amount of in person contact.
- Supervisor Mucci been attending virtual aquatics meetings to brainstorm social distancing at the pool and ways to maintain revenue.
- The District is now offering six new virtual birthday parties including a sports party, magic party, dance party, and theatre party.
- BASE and B4 school registration have begun for the 2020-2021 school year. Current Registration:
  - BASE Park View: 11
  - BASE Hynes: 4
  - B4 Park View: 4
  - B4 Hynes: 0

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

- The annual Dance recital has been cancelled due to COVID-19. All refunds have been issued for missed dance classes.
- We are currently polling dance families via Facebook to determine next year's dance recital theme. Voting ends on Sunday, May 17<sup>th</sup>. The theme options are "Broadway Bound", "Seasons of Dance", and "It's a Small World". "Broadway Bound" is currently in the lead.
- All AARP Smart Driver classes have been cancelled through July due to COVID-19.
- Piano lessons were held virtually for a few weeks before furloughing part time staff. All refunds have been issued for remaining lessons.
- Guitar lessons continue to go well via Zoom.
- The Children's Theatre Company is offering three virtual theatre classes for students ages 3-12.
- Our first virtual Family Trivia Night is scheduled for Thursday, May 21<sup>st</sup>. We currently have 3 teams registered.

#### Camps/Preschool/Kinder Odyssey

- 2020/2021 Preschool and Kinder Odyssey registrations went live online on April 27<sup>th</sup>.
- Current registrations:

○ Acorns – 2-year-olds	6
○ Sprouts – 3-year-olds	22
○ Great Oaks – 4-year-olds	27
○ Kinder Odyssey – School Dist. #70	28
- The first session of our tot programs has been canceled.
- Due to the COVID-19 crisis and Governor Pritzker's guidelines, the beginning of summer camp will be postponed until July.
- We are currently brainstorming ideas for socially distant activities if we are able to open camps this summer.

## MARKETING DEPARTMENT REPORT – KATHY HERRMANN

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- Ten graduation banners printed for Village to be hung throughout Morton Grove. Two additional banners printed and to be hung at Harrer Park and Harrer Park Maintenance entrance.

- Online digital summer guide updated with cancellations and additions as information becomes available.
- Additional online digital promotional campaigns are due to roll out once rec staff finalizes June programming. Realtime updates will be made, providing the Morton Grove community the most up-to-date info.
- The MGPD Standards Guide will be complete in June, to roll out once rec staff is in the office in June.
- The 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, the summer and fall sponsorships are being restructured; the revised package will be sent out mid-July or August.
- Weekly posts on social media are scheduled to point residents to helpful information and virtual classes.
- Eblasts and SM scheduled, reminding residents to abide by social distancing at parks. Additional signage will be placed at fieldhouses once the plan for June is finalized.
- A summer, late summer, and fall newsletter will be sent to school districts, 63, 67, 69, with MGPD updates, and posted on their website. Newsletter sent to District 70 to be included in principal enews.

## FINANCE DEPARTMENT REPORT - MARTY O'BRIEN

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- The external auditors, Lauterbach and Amen, are scheduled to present to the Board of Commissioners the final draft of the CAFR at the June 17, 2020 regular meeting.
- The Ethics Statements due date has been extended to June 1, 2020. The Finance Department will ensure the District is in compliance.
- Completed a financial analysis of the new Harrer pool project.
- Completed a financial analysis specifically on the impact the COVID-19 virus is having on the District.
- Drafted a resolution to have Robbin Schwartz represent the District for tax appeal concerns.
- Reviewed Construction Manager proposals.

## HUMAN RESOURCES & RISK MANAGEMENT— LAURA KEE

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- Mark Manno started on May 4<sup>th</sup>, as Maintenance Foreman.
- All rentals have been cancelled.
- Staff has been busy working with Unemployment Consultants regarding claims submitted by the part time staff that were furloughed on April 24<sup>th</sup>.
- Staff has attended a webinar "Safety and Mitigation Strategies".
- There were 0 workers compensation claims.

## PARKS AND MAINTENANCE REPORT — KEITH GORCZYCA

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- The Park Pride event scheduled for May 16<sup>th</sup> has been canceled for this year.
- The Parks Department returned to work on a modified schedule. Half the crew comes in each day to work on various maintenance tasks throughout the parks and facilities. June 1<sup>st</sup> we are looking at returning to a regular schedule.
- Staff reviewed and met with Construction Management Companies (CM) to decide on a recommendation of a CM for the Harrer pool project.

- Staff met with Upland Design to discuss the status and design work on Austin Park.
- Staff meets with the design team for the new Harrer Park pool facility on a weekly basis.
- The Thor-Guard system was set up throughout the district. The base station from Harrer pool needs to be relocated to the maintenance building.
- Deep cleaning of PVCC is underway.
- All baseball fields were opened in anticipation of the upcoming season.
- Herbicide treatments were added to landscape beds.
- Facility and park checks took place on a regular basis.
- Preventative maintenance was completed on all vehicles and equipment for the upcoming season.
- Staff began working on Oriole pool for the upcoming season until the opening was put on hold.
- Park sign repairs were underway.
- The lookout deck on the prairie was repaired.