

# Morton Grove Park District

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

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**MORTON GROVE  
PARK DISTRICT**

**Board Meeting Agenda  
Held at the Harrer Park Shelter  
6250 W. Dempster, Morton Grove, IL. 60053  
July 15, 2020 at 6:30pm**

- I. Roll Call**
- II. Pledge of Allegiance**
- III. Additions/Changes to the Agenda**
- IV. Citizens Comments on Agenda Items/Correspondence**
- V. Consent Agenda:**
  - a. Approval of Minutes:** Minutes from the June 17, 2020 Board meeting
  - b. Approval of Financial Reports**
    - 1. Cash Summary and the Revenue and Expenditure Report dated June 30, 2020
    - 2. Invoice Distribution Report ending June 30, 2020 in the amount of \$153,498.91.
- VI. Director's Report**
- VII. Attorney's Report**
- VIII. Department Heads' Reports**
- IX. New Business:**
  - a. Parks and Facilities Maintenance Committee - Commissioner Khan, Chair**  
**DISCUSSION ITEM:** Harrer Pool Design Drawing Update
  - b. Administration & Finance Committee – Commissioner Minx, Chair**  
**ACTION ITEM:** Relocator Agreement
- X. Public Comment on Non-agenda Items:**
- XI. Commissioner Comments:**
  - Commissioner Khan
  - Commissioner Schmidt
  - Commissioner Epperson
  - Commissioner Minx
  - Commissioner White
- XII. Adjournment**

Persons with disabilities requiring reasonable accommodations to participate in Park District meetings should contact Jeffrey Wait, the ADA Compliance Officer at the Prairie View Community Center at 6834 Dempster St. Morton Grove, IL 60053, by phone at 847-965-1200, Monday through Friday 9:00am to 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 advance notice. For the deaf or hearing-impaired, please use the Illinois Relay Center voice only operator at (800) 526-0857.

# Approval of Minutes

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**Consent Agenda: July 15, 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 June 17, 2020

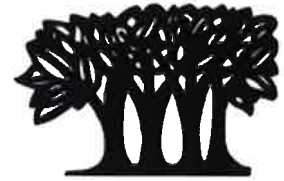
**And the Financial Reports which include:**

- Cash Summary and Revenue and Expenditure Report dated June 30, 2020
- The Invoice Distribution Report ending June 30, 2020 in the amount of \$153,498.91

# Morton Grove Park District

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**MORTON GROVE  
PARK DISTRICT**

Minutes of the 824<sup>th</sup>

Board Meeting

June 17, 2020

Held at the Harrer Park Shelter

6250 W. Dempster, Morton Grove, IL 60053

- I. **Roll Call:** Commissioner White called the meeting to order at 6:35pm.

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

**Staff Present:** Jeffrey Wait, Executive Director; Marty O'Brien, Superintendent of Finance; Sue<sup>l</sup> Braubach, Superintendent of Recreation; Keith Gorczyca, Superintendent of Parks and Facilities and Claudia Marren, Administrative Assistant

**Guest Present:** Rita Minx, Village Trustee and resident and Todd Krzyskowski and Daniel Barlow from Mesirow Financial.

**Attorney Present:** None.

- II. **Additions/Changes to the Agenda:** Director Wait noted that Board President White would be reading a statement.

Commissioner White stated: "The mission of the Morton Grove Park District is to enrich the quality of community life and promote recreational activities through creative programming for people of all ages and abilities, while protecting open space and natural resources for future generations. Now more than ever, we underscore the importance of welcoming all people regardless of their age, abilities, race, sexual and gender identity, religious beliefs or disbeliefs, economic status--anything that may differentiate us in our community.

We acknowledge and respect our differences, while celebrating those very things that make us unique. We are a community that supports one another. We are stronger together and remain dedicated to promoting the freedoms that oftentimes only some are afforded. We oppose any ongoing systemic oppression of our minority community members, and are committed to an environment of peace, tolerance and understanding.

We will continue to do this because it is the right thing to do. We are better together, when we stand as one, and remain steadfast in our mission to enrich the quality of community life through recreation here in Morton Grove."

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

IV. **Consent Agenda:**

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

a. The Financial Reports:

1. The Cash Summary and Revenue and Expenditure Report dated May 31, 2020 and

COMMITTED TO QUALITY PARK AND RECREATION SERVICES

2. The Invoice Distribution Report ending May 31, 2020 in the amount of \$223,327.327  
**Ayes: Commissioner Epperson, Schmidt, Minx, White and Khan. Nays: 0. Motion carried.**

- V. **Director's Report:** Director Wait noted the Park District will follow state authorities when deciding the appropriate time to open Club Fitness and when programs and events will resume in full. He is anticipating Phase 4 of the State's directives will begin July 1<sup>st</sup>, and said staff is planning to start several modified programs, such as summer camps, dance and some baseball beginning July 13<sup>th</sup>. The District will be diligent in following guidelines including having participants wear face masks and maintain social distancing, noting the health and safety of the community and employees are a top priority. If residents have any questions, they may contact him personally at jwait@mgparks.com.
- VI. **Attorney Report:** None.
- VII. **Village Liaison Report:** None.
- VIII. **Department Heads' Reports:** Superintendent O'Brien noted he has been working on the bond issue and is looking forward to completing the ordinance authorizing the District to issue bonds. All notices have been publicized and we await the 30-days which gives the public the right to petition. If no petitions are received, the District can proceed ahead with issuing bonds.

Superintendent Braubach noted the Recreation Department continues to hold drills and instruction for volleyball and softball per the Phase 3 guidelines. Staff is anticipating beginning classes mid-July and working on how best to keep participants safe. The camps will be comprised of groups of 10 or less. Club Fitness participants will be required to make a reservation and the Club will be closed every 90 minutes to be sanitized. Braubach also noted that Wellbeats, a virtual fitness class, is still available free through June.

Superintendent Gorczyca noted he is working on the Harrer Pool project. Soil boring tests have been conducted throughout the property and asbestos was found in the building and will have to be removed by a professional remediation company. There is also an issue with the trees; he must determine to if it is worth the cost of over \$12,000 to relocate the trees or to remove the trees and purchase new trees to be planted. Staff is working on Thor-Guard, and ball field renovations project.

IX. **New Business:**

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

**Audit Review and Approval:** Superintendent O'Brien noted that the auditors, Lauterbach & Amen issued an "unqualified opinion" meaning they found the District finances to be in order. Also, the District revenues exceeded expenditures by \$250,00 and there was a fund balance at the end of the year of \$6,500,000.

Commissioner Minx made a motion, seconded by Commissioner Epperson to approve the Comprehensive Annual Financial Report for the fiscal year ending December 31, 2019. **Ayes: Commissioner Schmidt, Khan, Minx, White, and Epperson. Nays: 0. Motion carried.**

**Statement of Receipts and Disbursements:** Superintendent O'Brien completed the 2019 Statement of Receipts & Disbursements and will file it with the Cook County Clerk's office.

Commissioner Minx made a motion, seconded by Commissioner Epperson to approve the Statement of Receipts & Disbursements Resolution #R-03-20, covering the fiscal year ending

**COMMITTED TO QUALITY PARK AND RECREATION SERVICES**

December 31, 2019. **Ayes: Commissioner Minx, White, Khan, Epperson and Schmidt. Nays: 0. Motion carried.**

**IMRF Resolution:** Director Wait noted the District must pass a resolution to ensure the District employees who have been furloughed due to the COVID-19 pandemic may buy back service time from the Illinois Municipal Retirement Fund they are a part of.

Commissioner Minx made a motion, seconded by Commissioner Epperson to approve the IMRF Resolution #R-04-20 which allows the current furloughed employees to continue to receive service credit. **Ayes: Commissioner White, Khan, Epperson, Schmidt and Minx. Nays: 0. Motion carried.**

**Bond Ordinance:** Director Wait noted the District is asking for authorization to issue \$19M in bonds, \$11M for Harrer Pool and \$8M to possibly refinance the Oriole Pool debt certificates. Superintendent O'Brien noted that upon Board approval the District will publish their intention to issue bonds in the local paper. If the public does not contact the Board Secretary within 30 days of publication, the District can proceed with the issuance of the bonds. Todd Krzyskowski from Mesirow Financial explained that the market conditions are good, and rates are historically low; he expects the District may receive an investment rate as low as 2.5 to 3%.

Commissioner Minx made a motion, seconded by Commissioner Epperson to approve Ordinance #O-06-20 authorizing the issuance of General Obligation Park Bonds (Alternate Revenue Source) in an aggregate principal amount not to exceed \$19,000,000 to pay the costs of (i) renovating, redeveloping, operating and maintaining the property and facilities known as Harrer Park Pool, (ii) refunding certain outstanding debt certificates if possible and (iii) paying expenses incident thereto. **Ayes: Commissioner Khan, Epperson, Schmidt, Minx and White. Nays: 0. Motion carried.**

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

**XI. Commissioner Comments:**

**Commissioner Minx:** Thanked Director Wait for maintaining the District, especially keeping the Harrer Pool project moving forward, during this difficult time.

**Commissioner Epperson:** Thanked the staff and noted she is looking forward to the parks opening.

**Commissioner Schmidt:** No comment.

**Commissioner Khan:** Thanked Director Wait and the staff for all their hard work.

**Commissioner White:** Echoed the comments of the other Commissioners and noted that staff is doing a great job staying on point with the Harrer Pool project.

**XII. Adjournment:** Commissioner Minx made a motion, seconded by Commissioner Schmidt to adjourn the meeting. **Motion carried by voice vote.**

Meeting ended at approximately 7:04pm.

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Board President, Keith White

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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 06/01/2020 TO 06/30/2020  
 FUND: ALL FUNDS  
 CASH AND INVESTMENT ACCOUNTS

Fund	Description	Beginning Balance 06/01/2020	Total Debits	Total Credits	Ending Balance 06/30/2020
01	CORPORATE	729,316.53	52,736.84	160,705.23	621,348.14
02	RECREATION	774,880.45	3,440.95	52,875.96	725,445.44
15	MUSEUM	9,075.84	0.00	892.13	8,183.71
20	I.M.R.F.	191,133.56	4,909.20	18,269.08	177,773.68
22	F.I.C.A.	113,163.53	1,982.56	8,045.20	107,100.89
25	BOND & INTEREST	536,113.00	9,440.78	9,440.78	536,113.00
30	LIABILITY INSURANCE	51,282.15	0.00	7,503.79	43,778.36
35	SPECIAL RECREATION	455,798.18	3,209.87	38,612.87	420,395.18
40	AUDIT	(5,635.83)	0.00	2,000.00	(7,635.83)
70	CAPITAL IMPROVEMENTS	4,659,214.60	500.00	56,470.91	4,603,243.69
99	PAYROLL CLEARING FUND	35,426.34	73,786.23	75,399.97	33,812.60
	TOTAL - ALL FUNDS	7,549,768.35	150,006.43	430,215.92	7,269,558.86



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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Check 312548					
01-10-540120	UTILITIES-HEATING FUEL	CENTERPOINT ENERGY SERVICE	FEBRUARY AND MARCH NATURAL	1,700.93	312548
02-10-540120	UTILITIES-HEATING FUEL	CENTERPOINT ENERGY SERVICE	FEBRUARY AND MARCH NATURAL	1,409.23	312548
02-21-540120	UTILITIES-HEATING FUEL	CENTERPOINT ENERGY SERVICE	FEBRUARY AND MARCH NATURAL	415.27	312548
02-22-540120	UTILITIES-HEATING FUEL	CENTERPOINT ENERGY SERVICE	FEBRUARY AND MARCH NATURAL	1,218.41	312548
02-33-540120	UTILITIES-HEATING FUEL	CENTERPOINT ENERGY SERVICE	FEBRUARY AND MARCH NATURAL	1,808.96	312548
15-10-540120	UTILITIES-HEATING FUEL	CENTERPOINT ENERGY SERVICE	FEBRUARY AND MARCH NATURAL	541.60	312548
Total For Check 312548				7,094.40	
Check 312549					
01-10-540110	UTILITIES-ELECTRICTY	COMED	ELECTRIC BILL FOR 4/13/202	734.32	312549
02-10-540110	UTILITIES-ELECTRICTY	COMED	ELECTRIC BILL FOR 4/13/202	794.61	312549
02-21-540110	UTILITIES-ELECTRICTY	COMED	ELECTRIC BILL FOR 4/13/202	479.98	312549
02-22-540110	UTILITIES-ELECTRICTY	COMED	ELECTRIC BILL FOR 4/13/202	288.50	312549
02-33-540110	UTILITIES-ELECTRICTY	COMED	ELECTRIC BILL FOR 4/13/202	2,978.38	312549
15-10-540110	UTILITIES-ELECTRICTY	COMED	ELECTRIC BILL FOR 4/13/202	122.75	312549
Total For Check 312549				5,398.54	
Check 312550					
01-20-554100	CONTRACTUAL SERVICES-AGREE	CRNE'S ENVIRONMENTAL CONTR	PAID PARTIAL AMOUNT OWED O	72.00	312550
Total For Check 312550				72.00	
Check 312551					
01-20-520312	MATERIALS AND SUPPLIES-JAN	DOG WASTE DEPOT	DOG WASTE BAGS	392.01	312551
Total For Check 312551				392.01	
Check 312552					
02-03-490412	PROGRAM FEES REV-CAMP	EVRIDIKI GIANNOPOULOS	CANCELLATION OF SESSION 1	196.00	312552
Total For Check 312552				196.00	
Check 312553					
02-03-490412	PROGRAM FEES REV-CAMP	GINA PARK	CANCELLATION OF JUNIOR CAM	25.00	312553
Total For Check 312553				25.00	
Check 312554					
01-10-520110	MATRL AND SUPP-OFFICE EXP	J & D INSTANT SIGNS, INC.	PLASTIC SIGNS FOR RECREATI	140.00	312554
Total For Check 312554				140.00	
Check 312555					
02-03-490412	PROGRAM FEES REV-CAMP	LAURA SIKORSKI	CANCELLATION OF JUNIOR CAM	240.00	312555
Total For Check 312555				240.00	
Check 312556					
30-10-582650	EXP MISC.-SAFTY TRAIN & SU	LOW VOLTAGE WORKS, INC.	ALARM MONITORING 6/1 TO 9/	105.00	312556
Total For Check 312556				105.00	
Check 312557					
01-20-520400	MATRL-SUPP-SUPPLIES - TOOL	MENARD'S	LAG SCREWS	5.35	312557
Total For Check 312557				5.35	
Check 312558					
30-10-532610	INSURANCE-PROPERTY & GENER	PARK DISTRICT RISK MANAGEM	PROPERTY LIABILITY INSURAN	4,104.22	312558
30-10-532615	INSURANCE-EMPLOYMENT PRACT	PARK DISTRICT RISK MANAGEM	PROPERTY LIABILITY INSURAN	569.55	312558
30-10-532630	INSURANCE-WORKERS COMP	PARK DISTRICT RISK MANAGEM	PROPERTY LIABILITY INSURAN	2,725.02	312558
Total For Check 312558				7,398.79	
Check 312559					
01-10-554100	CONTRACTUAL SERVICES-AGREE	TIAA COMMERCIAL FINANCE, I	PRINTER LEASE MAY 2020	487.04	312559
Total For Check 312559				487.04	
Check 312560					
01-10-540150	UTILITIES-TELEPHONE	VERIZON WIRELESS	MAY PHONE BILL	165.09	312560
02-06-593711	PROGRAM SUPPLIES-PRE SCHOO	VERIZON WIRELESS	MAY PHONE BILL	66.04	312560
02-07-593825	PROGRAM SUPPLIES-BASE	VERIZON WIRELESS	MAY PHONE BILL	66.04	312560
02-10-540150	UTILITIES-TELEPHONE	VERIZON WIRELESS	MAY PHONE BILL	165.09	312560
02-33-540150	UTILITIES-TELEPHONE	VERIZON WIRELESS	MAY PHONE BILL	198.11	312560

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Check 312560					
		Total For Check 312560		660.37	
Check 312564					
02-32-552300	CONTRACT SVCS-CONTRACTUAL	COMCAST CABLE	CABLE SERVICE FOR FITNESS	576.85	312564
02-32-554200	CONTRACT SVCS-AGREEMENTS -	COMCAST CABLE	COMCAST BILL FOR MAY 2020	41.02	312564
		Total For Check 312564		617.87	
Check 312565					
01-20-554100	CONTRACTUAL SERVICES-AGREE	GROOT, INC.	HARRER PARK GARBAGE SERVIC	166.45	312565
02-33-552300	CONTRACT SVCS-CONTRACTUAL	GROOT, INC.	PVCC GARBAGE	444.43	312565
		Total For Check 312565		610.88	
Check 312566					
40-10-582800	EXP MISCELLANEOUS-AUDIT EX	LAUTERBACH & AMEN, LLP	ANNUAL AUDIT	2,000.00	312566
		Total For Check 312566		2,000.00	
Check 312567					
02-32-520360	MATRL AND SUPP-SUPPLIES · P	VERMONT SYSTEMS, INC.	FEY FOB FOR FITNESS CENTER	800.00	312567
		Total For Check 312567		800.00	
Check 312568					
01-10-540130	UTILITIES-WATER	VILLAGE OF MORTON GROVE	WATER SERVICE FOR HARRER P	2.39	312568
01-20-520500	MATRL-SUPP-SUPPLIES - GAS	VILLAGE OF MORTON GROVE	FUEL FOR MARCH	635.31	312568
02-10-540130	UTILITIES-WATER	VILLAGE OF MORTON GROVE	WATER SERVICE FOR HARRER P	2.39	312568
02-21-540130	UTILITIES-WATER	VILLAGE OF MORTON GROVE	WATER SERVICE FOR HARRER P	35.88	312568
02-33-540130	UTILITIES-WATER	VILLAGE OF MORTON GROVE	WATER SERVICE FOR HARRER P	19.14	312568
		Total For Check 312568		695.11	
Check 312569					
02-32-552300	CONTRACT SVCS-CONTRACTUAL	WELLBEATS	VIRTUAL FITNESS MONTHLY SU	249.00	312569
		Total For Check 312569		249.00	
Check 312570					
70-10-586170	EXP MISCELLANEOUS-HARRER P	WILLIAMSASSOCIATES ARCHITE	HARRER POOL DEGIGN WORK	38,366.40	312570
		Total For Check 312570		38,366.40	
Check 312572					
70-10-586170	EXP MISCELLANEOUS-HARRER P	VILLAGE OF MORTON GROVE	ESCROW FOR HARRER POOL PER	1,000.00	312572
		Total For Check 312572		1,000.00	
Check 312573					
70-10-586170	EXP MISCELLANEOUS-HARRER P	VILLAGE OF MORTON GROVE	APPLICATION FOR SPECIAL US	250.00	312573
		Total For Check 312573		250.00	
Check 312575					
01-20-560200	EQUIPMENT-NEW EQUIP - MAIN	ARLINGTON POWER EQUIPMENT	REPLACEMENT OF STOLEN LEAF	799.84	312575
		Total For Check 312575		799.84	
Check 312576					
01-10-520110	MATRL AND SUPP-OFFICE EXP	FIFTH THIRD BANK	MAY CREDIT CARD BILL	73.89	312576
01-10-552200	CONTRACT SVCS-FRAMEWORK IT	FIFTH THIRD BANK	MAY CREDIT CARD BILL	3,145.22	312576
01-10-581400	EXP MISCELLANEOUS-DUES & S	FIFTH THIRD BANK	MAY CREDIT CARD BILL	(420.00)	312576
02-32-554200	CONTRACT SVCS-AGREEMENTS -	FIFTH THIRD BANK	MAY CREDIT CARD BILL	7.96	312576
02-35-554100	CONTRACTUAL SERVICES-AGREE	FIFTH THIRD BANK	MAY CREDIT CARD BILL	1,104.35	312576
02-35-554405	CONTRACTUAL SERVICES-PUBLI	FIFTH THIRD BANK	MAY CREDIT CARD BILL	759.82	312576
70-10-586200	EXP MISC.-CORPORATE COMPUT	FIFTH THIRD BANK	MAY CREDIT CARD BILL	1,284.51	312576
		Total For Check 312576		5,955.75	
Check 312577					
01-20-520325	MATRL-SUPP-MAINT. - MAT'LS	GROWER EQUIPMENT	WOOD CHIPPER PARTS	27.80	312577
		Total For Check 312577		27.80	
Check 312578					
02-33-552300	CONTRACT SVCS-CONTRACTUAL	JOHNSON CONTROLS SECURITY	QUARTERLY BILLING FOR ALAR	422.57	312578
		Total For Check 312578		422.57	
Check 312579					
01-20-570400	BLDG-LANDSCAPE-TREES-SHRUB	LURVEY LANDSCAPE SUPPLY	ANNUAL FLOWERS FOR VARIOUS	160.80	312579

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Check 312579					
		Total For Check 312579		160.80	
Check 312580					
01-20-520321	MATRL AND SUPP-MAINT. - MA MENARD'S		MEDIUM DUTY TARP	169.20	312580
		Total For Check 312580		169.20	
Check 312581					
01-20-520325	MATRL-SUPP-MAINT. - MAT'LS NAPA		BATTERIES FOR MOWER AND GR	217.13	312581
		Total For Check 312581		217.13	
Check 312582					
01-10-551120	CONTRACT SVCS-LEGAL - EXTR ROBBINS SCHWARTZ		APRIL 2020 LEGAL BILLS	9,108.83	312582
		Total For Check 312582		9,108.83	
Check 312583					
01-20-520321	MATRL AND SUPP-MAINT. - MA RUSSO POWER EQUIPMENT		DISCHARGE HOSE FOR TRASH P	89.98	312583
01-20-520325	MATRL-SUPP-MAINT. - MAT'LS RUSSO POWER EQUIPMENT		MOWER REPAIR PARTS	49.70	312583
		Total For Check 312583		139.68	
Check 312584					
02-35-554100	CONTRACTUAL SERVICES-AGREE SPECTRIO, LLC		MUSIC ON HOLD ANNUAL PAYME	257.40	312584
		Total For Check 312584		257.40	
Check 312585					
70-10-586170	EXP MISCELLANEOUS-HARRER P UPLAND DESIGN		PROFESSIONAL WORK ON HARRE	2,334.00	312585
		Total For Check 312585		2,334.00	
Check 312586					
15-10-554600	CONTRACTUAL SERVICES-PROF ALARM DETECTION SYSTEMS, I		QUARTERLY INVOICE FOR ALAR	48.69	312586
		Total For Check 312586		48.69	
Check 312588					
01-10-540150	UTILITIES-TELEPHONE	CALL ONE	MONTHLY PHONE BILL	1,020.88	312588
02-10-540150	UTILITIES-TELEPHONE	CALL ONE	MONTHLY PHONE BILL	1,020.88	312588
02-22-540150	UTILITIES-TELEPHONE	CALL ONE	MONTHLY PHONE BILL	340.30	312588
02-33-540150	UTILITIES-TELEPHONE	CALL ONE	MONTHLY PHONE BILL	1,020.88	312588
		Total For Check 312588		3,402.94	
Check 312589					
01-10-554100	CONTRACTUAL SERVICES-AGREE CANON FINANCIAL SERVICES,		MONTHLY COPIER RENTAL	119.17	312589
02-10-554100	CONTRACTUAL SERVICES-AGREE CANON FINANCIAL SERVICES,		MONTHLY COPIER RENTAL	119.16	312589
		Total For Check 312589		238.33	
Check 312590					
02-10-540110	UTILITIES-ELECTRICTY	COMED	ELECTRIC BILL FOR HREN	106.40	312590
		Total For Check 312590		106.40	
Check 312591					
01-10-580100	EXP MISC.-HUMAN RESOURCE E DEPARTMENT OF THE TREASURY		36-6008258 FOR DECEMBER 31	318.99	312591
		Total For Check 312591		318.99	
Check 312592					
02-32-520210	MATERIALS AND SUPPLIES-EQU DIRECT FITNESS SOLUTIONS,		REPAIR FINTESS CLUB EQUIPM	815.99	312592
		Total For Check 312592		815.99	
Check 312593					
02-01-592193	CONTRACTINGSERVICES-HOT SH HOT SHOTS SPORTS		MAY ZOOM CLASS	44.80	312593
		Total For Check 312593		44.80	
Check 312594					
02-32-460110	MEMBERSHIPS-RB - FITNESS M KIM MINSUNG		REFUND FITNESS FLEX PASS	51.00	312594
		Total For Check 312594		51.00	
Check 312595					
01-10-540120	UTILITIES-HEATING FUEL	SYMMETRY ENERGY SOLUTIONS	APRIL GAS BILL	198.46	312595
02-10-540120	UTILITIES-HEATING FUEL	SYMMETRY ENERGY SOLUTIONS	APRIL GAS BILL	45.44	312595
02-21-540120	UTILITIES-HEATING FUEL	SYMMETRY ENERGY SOLUTIONS	APRIL GAS BILL	6.38	312595
02-22-540120	UTILITIES-HEATING FUEL	SYMMETRY ENERGY SOLUTIONS	APRIL GAS BILL	114.74	312595

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Check 312595					
02-33-540120	UTILITIES-HEATING FUEL	SYMMETRY ENERGY SOLUTIONS	APRIL GAS BILL	516.42	312595
15-10-540120	UTILITIES-HEATING FUEL	SYMMETRY ENERGY SOLUTIONS	APRIL GAS BILL	17.53	312595
Total For Check 312595				898.97	
Check 312596					
02-33-570200	BUILDING & LANDSCAPE-BUILD	ANCHOR INDUSTRIES INC	COVID BARRIERS FOR FITNESS	120.82	312596
Total For Check 312596				120.82	
Check 312597					
02-33-520227	MATRL AND SUPP-EQUIP MAINT	ARAMSCO INC.	CARPET CLEANER REPAIR	22.89	312597
Total For Check 312597				22.89	
Check 312598					
70-10-586170	EXP MISCELLANEOUS-HARRER P	BOWER CONSULTING GROUP, LL	ASBESTOS INSPECTION OF HAR	580.00	312598
Total For Check 312598				580.00	
Check 312599					
02-33-520312	MATERIALS AND SUPPLIES-JAN	CASE LOTS, INC	JANITOR SUPPLIES	859.88	312599
Total For Check 312599				859.88	
Check 312600					
01-10-540110	UTILITIES-ELECTRICTY	COMED	JUNE ELECTRIC BILL	910.07	312600
02-10-540110	UTILITIES-ELECTRICTY	COMED	COM ED BILL FOR OUTSIDE LI	774.67	312600
02-21-540110	UTILITIES-ELECTRICTY	COMED	JUNE ELECTRIC BILL	352.43	312600
02-22-540110	UTILITIES-ELECTRICTY	COMED	JUNE ELECTRIC BILL	276.01	312600
02-33-540110	UTILITIES-ELECTRICTY	COMED	JUNE ELECTRIC BILL	3,640.30	312600
15-10-540110	UTILITIES-ELECTRICTY	COMED	JUNE ELECTRIC BILL	161.56	312600
Total For Check 312600				6,115.04	
Check 312601					
70-10-586116	EXP MISC.- BALL FIELDS REN	D&R TRUCKING COMPANY	3 TRUCK LOAD OF BASEBALL M	2,220.00	312601
Total For Check 312601				2,220.00	
Check 312602					
01-20-554100	CONTRACTUAL SERVICES-AGREE	GREEN TURF INC.	JUNE CHARGE FOR LAWN CARE	1,380.00	312602
Total For Check 312602				1,380.00	
Check 312603					
02-01-490177	PROGRAM FEES REV-GYMNASTIC	JOANNA KOWALKOWSKA	REFUND GYMANISTICS	405.00	312603
Total For Check 312603				405.00	
Check 312604					
02-32-460110	MEMBERSHIPS-RB - FITNESS M	KATHRYN JACKSON	REFUND FITNESS MEMBERSHIP	22.50	312604
Total For Check 312604				22.50	
Check 312605					
02-32-460110	MEMBERSHIPS-RB - FITNESS M	KATHY AMUNDSON	REFUND FITNESS MEMBERSHIP	34.00	312605
Total For Check 312605				34.00	
Check 312606					
02-03-490412	PROGRAM FEES REV-CAMP	LAURA SIKORSKI	REFUND CAMP FEES	71.00	312606
Total For Check 312606				71.00	
Check 312607					
35-10-552700	CONTRACTUAL SERVICES-SRA C	MAINE-NILES ASSN OF SP REC	2ND QUARTER CONTRIBUTION 6	35,403.00	312607
Total For Check 312607				35,403.00	
Check 312608					
01-20-520321	MATRL AND SUPP-MAINT. - MA	MENARD'S	VALVE STEM KEY & HOSE VALV	135.78	312608
01-20-520323	MATRL AND SUPP-MAINT. - MA	MENARD'S	GORILLA TAPE	20.80	312608
Total For Check 312608				156.58	
Check 312609					
02-01-490177	PROGRAM FEES REV-GYMNASTIC	MONIKA MYSZKA	REFUND GYMANISTICS	405.00	312609
Total For Check 312609				405.00	
Check 312610					
02-33-570200	BUILDING & LANDSCAPE-BUILD	MORTON GROVE SUPPLY COMPAN	PLUMBING PARTS FOR PVCC	151.00	312610

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Check 312610					
Total For Check 312610				151.00	
Check 312611					
01-20-520325	MATRL-SUPP-MAINT. - MAT'LS REINDERS, INC.		MOWER BLADES AND PARTS	282.99	312611
Total For Check 312611				282.99	
Check 312612					
01-20-520325	MATRL-SUPP-MAINT. - MAT'LS SAFETY KLEEN		MDL 30 WITHPRM SOLVENT	313.21	312612
Total For Check 312612				313.21	
Check 312613					
02-32-520360	MATRL AND SUPP-SUPPLIES · P SEAWAY SUPPLY CO.		DISINFECTANT WIPES	1,408.00	312613
Total For Check 312613				1,408.00	
Check 312614					
70-10-586170	EXP MISCELLANEOUS-HARRER P SEECO CONSULTANTS		SOIL TESTING FOR HARRER PO	9,936.00	312614
Total For Check 312614				9,936.00	
Check 312615					
01-10-554100	CONTRACTUAL SERVICES-AGREE TIAA COMMERCIAL FINANCE, I		PRINTER LEASE	561.63	312615
Total For Check 312615				561.63	
Check 312616					
02-05-592617	CONTRACTING SERVICES-GUITA ULTIMATE SCHOOL OF GUITAR		CONTRACTUAL PAYMENT FOR SP	504.00	312616
Total For Check 312616				504.00	
Check 312617					
01-20-520312	MATERIALS AND SUPPLIES-JAN CASE LOTS, INC		PAPER TOWELS FOR PARK BUIL	223.50	312617
Total For Check 312617				223.50	

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

Fund 01 CORPORATE	23,408.76
Fund 02 RECREATION	28,320.32
Fund 15 MUSEUM	892.13
Fund 30 LIABILITY INSURANC	7,503.79
Fund 35 SPECIAL RECREATION	35,403.00
Fund 40 AUDIT	2,000.00
Fund 70 CAPITAL IMPROVEMEN	55,970.91

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153,498.91

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

MONTH: May 2020

Ref. No.	DATE	Merchant	REASON	AMOUNT	BUDGET CODE
	Card Number 1800				
O'Brien	5/28/2020	Menards	Return Supplies purchased in error	-\$33.96	01-10-560800
O'Brien	5/30/2020	GFOA	Cancelled Annual GFOA Conference	-\$420.00	01-10-580400
O'Brien	6/2/2020	B&H Photo	Credit for sales tax on computer for Steve Schmidt	-\$75.56	70-10-586200
O'Brien	5/4/2020	Amazon	Supplies that were purchased in error - returned	\$11.15	01-10-520110
O'Brien	5/11/2020	Amazon	Supplies that were purchased in error - returned	\$14.57	01-10-520110
O'Brien	5/13/2020	B&H Photo	Computer for Steve Schmidt	\$1,284.51	70-10-586200
O'Brien	5/18/2020	Apple	Application that was installed on IPAD	\$7.43	01-10-520110
O'Brien	5/21/2020	Menards	Tools and supplies for PVCC	\$56.11	01-10-560800
O'Brien	5/28/2020	Frameworks	Monthly Billing for Computer Monitoring services - 5% discount if paid by Credit Card	\$3,145.22	01-10-552200
				\$3,989.47	
Wait	Card Number 8573				
	4/23/2020	Zoom	Subscription for Virtual Board Meetings	\$14.99	01-10-581110
				\$14.99	
Marren	Card Number 2831				
	5/28/2020	Amazon	Ink for printers at front desk	\$79.16	01-10-520110
				\$79.16	
Herrmann	Card Number 9125				
	5/5/2020	Trigon	Banner Material and Ink Cartridges ( FM-Village banners + MGPLD signage and banners)	\$760	02-35-554405
Herrmann	5/10/2020	Adobe Cloud	Adobe Cloud Software (yearly fee) Note: will be credited \$37.49 updated tax form sent	\$637	02-35-554100
Herrmann	5/11/2020	iStock	Quarterly Image Subscription	\$270	02-35-554100
Herrmann	5/12/2020	Pic Monkey	Social Media Monthly Image Pro Subscription	\$12.99	02-35-554100
Herrmann	5/12/2020	Chicago Tribune	Chicago Tribune Online Subscription	\$7.96	02-32-554200
Herrmann	5/17/2020	My Area Yoga	Monthly Listing Fee	\$25	02-35-554100
Herrmann	5/23/2020	Daily Herald	Online Subscription	\$9.99	02-35-554100
Herrmann	5/28/2020	Wp Engine	Monthly Website Host Fee	\$30	02-35-554100
Herrmann	5/31/2020	Promo	Video Monthly Image Pro Subscription	\$119	02-35-554100
				\$1,872.13	
Total:				\$5,955.75	



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: July 15, 2020

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Board President, Keith White

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Board Treasurer, Paul Minx

## Motions/New Business

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

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

**Relocator Agreement:** I make a motion for the Board of Commissioners to approve the relocator agreement with North Shore Towing



**MORTON GROVE**  
PARK DISTRICT

## MEMORANDUM

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**To:** Board of Park Commissioners  
**From:** Jeffrey Wait, Executive Director  
**Date:** July 15, 2020  
**Regarding:** Relocator Agreement

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**Issue:**

Replacement of the previously approved relocator with another relocator to enforce parking regulations.

**Discussion:**

Back in February, the Board approved entering into an agreement with a vendor to enforce parking regulations at Prairie View Park. Before substantial work could be done to implement the agreement, the State of Illinois issued its shelter-in-place order due to the COVID-19 pandemic.

As the State enters Phase 4, staff contacted the vendor to begin implementation. Staff was told the vendor is no longer able to handle the additional work. Staff contacted another vendor, North Shore Towing, about an agreement. Staff was sent their agreement and it was forwarded to corporate council. Council said the agreement is appropriate without modifications.

North Shore from Evanston, Illinois is a licensed relocator with the State of Illinois. Their agreement is attached. Once the agreement is executed, staff will begin to work with North Shore to put in place the required warning signs.

**Park Board Action:**

For the Board of Commissioners to approve the relocator agreement with North Shore Towing.



Dear Property Owner/Manager:

Attached is the Relocation Towing Agreement you requested. Please fill out and sign all pages of the contract and fax or email it back. The information enclosed here details the types of contracts you can set up for the property, signs needed and applicable fees.

### Categories

- **Call** • You must provide us with a list of authorized persons and we will tow only at your request.
- **Patrol** • In addition to the benefits of towing at your request, you can arrange for us to patrol the lot. The patrol program requires all cars legally parked on the property to display a sticker or guest permit. We provide, **free of charge**, *stickers* for unit owners/tenants and *guest permits* for visitors. Our trucks will monitor the parking lot as needed (you must provide the hours you want us to patrol).

### Signs

We will provide you with two (2) free signs for your property (installation is not included). You must pick up the signs at our office at 2527 Oakton Street, Evanston, IL 60202.

### Fees

- **\$100.00** annual fee for Call contract;
- **\$50.00** annual fee for Patrol contract;
- **\$10.00** for any additional sign.

**NOTE:** The set up fee is payable at the time the contract is signed. The annual fee is payable at the beginning of each year you are under contract with us.

**NORTH SHORE TOWING RELOCATION CONTRACT & SIGN MAINTENANCE AGREEMENT**

Page1

**North Shore Towing, Inc**

2527 West Oakton  
Evanston Illinois 60202

600 Waukegan Rd  
Northbrook, IL 60062  
(847) 864-2828

ILL C.C. 86 RTV-R

\_\_\_\_\_  
"PROPERTY  
MANAGER"

\_\_\_\_\_  
Name of Signatory

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Mailing Address of Co.

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
We, authorized signatories for the aforementioned RELOCATOR and PROPERTY OWNER or MANAGER, agree to the following terms and conditions, effective on the last date of signature below:

1. PROPERTY OWNER or MANAGER hereby authorizes and directs RELOCATOR to removed and tow all illegally parked or trespassing vehicles from the following private properties:

\_\_\_\_\_  
\_\_\_\_\_

2. The parking limits for these properties are as follows, and all vehicles parked in violation of these limits are illegally parked or trespassing vehicles.

\_\_\_\_\_  
\_\_\_\_\_

3. PROPERTY OWNER or MANAGER authorizes the following person(s) to make calls or complaints, issue written orders to RELOCATOR to secure the removal and towing of illegally parked or trespassing vehicles from said properties:

\_\_\_\_\_  
\_\_\_\_\_

4. The cost of removal and towing service under this contract will be borne by RELOCATOR and charged to the owner or operator of removed and towed vehicles in accordance with applicable laws, and regulations or orders issued thereunder.

5. PROPERTY OWNER or MANAGER assigns all rights, claims, liens, and causes of action it may have against illegally parked or trespassing vehicles and their owners and operators, in law or equity, directly or by counterclaim, for such damage or other relief as may be allowed by law.

6. RELOCATOR will indemnify and hold PROPERTY OWNER or MANAGER harmless from and against any and all claims, including court costs and attorney fees, and other expenses of litigation, arising out of illegal, negligent, willful or unauthorized actions by RELOCATOR, its employees and agents in connection with this contract and activities thereunder.

\_\_\_\_\_  
NAME & DESCRIPTION OF PROPERTY  
APARTMENT, GAS STATION, RESTAURANT, ETC.

**NORTH SHORE TOWING RELOCATION CONTRACT & SIGN MAINTENANCE AGREEMENT**

7. PROPERTY OWNER or MANAGER will indemnify and hold RELOCATOR harmless from and against any and all claims, including court costs, attorney fees, and other expenses of litigation, arising out of illegal, negligent, willful or unauthorized actions by PROPERTY OWNERS or MANAGER, its employees and agents in connection with this contract and activities thereunder.
8. RELOCATOR will secure and maintain in effect, at its own expense, all licenses, permits or approvals required under applicable laws and regulations pertaining to its activities under this contract, and will provide copies of same to PROPERTY OWNER or MANAGER on request.
9. This contract may be terminated by 10 days' written notice from either party, by certified or registered mail FedEx, Next Day Delivery at the address shown above, and will remain in effect until such notice is received by the other party.
10.   2   signs warning that trespassing vehicles will be towed from property located at the foregoing address will be provided by RELOCATOR to PROPERTY OWNER or MANAGER for the duration of this contract at no cost to PROPERTY OWNER or MANAGER. Any additional sign incurs a \$10 charge per sign.
11. Said warnings signs will remain the property of RELOCATOR; in the event this contract is terminated, RELOCATOR shall have the absolute right to enter the property located at the foregoing address and remove all warning signs. RELOCATOR will remove all warning signs from the property within 14 days after termination of this contract.
12. Annual contract and sign maintenance fees of \$  100   shall be paid by PROPERTY OWNER or MANAGER to RELOCATOR for each calendar year or portion thereof, beginning with the effective date of this contract.
13. In return for such fees, RELOCATOR will provide relocation service as provided in this contract; and in addition will periodically clean each sign installed under this contract, repair any such signs which are damaged, and replace such signs which are stolen or unusable; these fees shall be due no later than the 10<sup>th</sup> calendar day following the effective date of this contract and each anniversary thereof, and shall be non-refundable; it is understood that these fees are assessed to partially defray the expense of executing the contract and deterring illegally parked or trespassing vehicles by use of clear warning signs.
14. In addition to any fees or costs provided by contract or law, PROPERTY OWNER or MANAGER agrees to pay to RELOCATOR, as damages for breach of this contract, all reasonable attorney fees, court costs and expenses incurred by RELOCATOR or its agents (at a rate of \$50/hour or portion thereof) in collecting fees provided under this contract, or in any other effort to secure compliance with or enforce this contract.

IN WITNESS WHEREOF we have set our hand on the dates as shown below.

\_\_\_\_\_  
Property Owner or Manager

\_\_\_\_\_  
Relocator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**North Shore Towing, Inc.**  
**2527 Oakton Street**  
**Evanston, IL 60202**  
Tel: (847) 864-2828  
Fax: (847) 864-0980

**PATROL PROGRAM**

Address of property: \_\_\_\_\_

Parking limits for this property are as follows and all vehicles parked in violation of these limits are illegally parked or trespassing vehicles)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Hours for Patrol: \_\_\_\_\_

Dear Owner/Property Manager/ Agent:

As you selected our PATROL program, it is your responsibility to ensure that all tenants/unit owners have a sticker for their car(s) and guest permits for visitor cars and that they are informed about the terms of the patrol program.

**North Shore Towing, Inc. Sticker/Guest Permit Placement:**

- **Sticker** must be visibly displayed in the rear windshield (the sticker adheres to the surface of the windshield). If the rear windshield is tinted and the sticker is not visible, it must be placed in the front windshield.
- **Guest Permit** must be visibly displayed in the front windshield (if used).

If you already use stickers/permits, you have to provide North Shore Towing, Inc. with copies or samples of the stickers/permits and the rules of your program.

North Shore Towing, Inc. cannot be responsible for tows due to improper display of the sticker/guest permit.

**I, the undersigned, do hereby certify that I agree with the terms of this program.**

\_\_\_\_\_  
Signature  
Owner/Property Manager/Agent  
Effective Date \_\_\_\_\_

\_\_\_\_\_  
Print Name  
Owner/Property Manager/Agent

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

Please mail/fax this form back to North Shore Towing, Inc., attention Irina. Thank you.



**Dear TENANTS/UNIT OWNERS:**  
**PLEASE READ AND FOLLOW CAREFULLY!**

An authorized vehicle has the **NORTH SHORE TOWING INC** parking permit (sticker or guest permit) affixed or displayed in the vehicle in the proper location.

All tenants/unit owners or visitors without a North Shore Towing permit will be subject to tow. All expenses incurred with the towing will be the responsibility of the vehicle owner.

**North Shore Towing, Inc. Sticker/Guest Permit Placement:**

- **Sticker** must be visibly displayed in the rear windshield (the sticker adheres to the surface of the windshield). If the rear windshield is tinted and the sticker is not visible, it must be placed in the front windshield. The sticker should remain permanently affixed.
  
- **Guest Permit** must be visibly displayed in the front windshield.

When properly affixed the permits should be clearly visible from the outside of the vehicle.

**North Shore Towing, Inc. cannot be responsible for tows due to improper display of the sticker/guest permit.**

Removal of the sticker from the windshield could cause your vehicle to be towed. It is your responsibility to check daily that the sticker or guest permit is in the right place. If your sticker comes off, you should immediately inform your management company or landlord and ask for a replacement.

You should not park in the lot until you have a replacement sticker/guest permit in place or you will be towed!

If you use a rental car or a borrowed vehicle, your management company or landlord must call North Shore Towing Inc to have your car placed on a temporary no tow list.

## Renewal and Cancellation Policy

The contract will automatically renew every year. If you wish to cancel the contract, you must provide us with a 10 day written notice (see Notice of Cancellation of Relocation Contract form).

**Note:** If you are/were under contract with another relocater, you need to cancel that contract. The Illinois Commerce Commission (ICC) must be notified by certified mail (see Notice of Cancellation of Relocation Contract form). After the ICC has the cancellation paper and it is approved, there is a 10 day waiting period before you can install our signs on the property.

Once the signs are properly posted and the agreement is approved, we can start towing from your property.

I hope the details included here answer your questions. If you have any additional questions, feel free to call us at any time at (847) 864-2828.



## Relocator Contract Summary Form

Contract # \_\_\_\_\_

I, \_\_\_\_\_, am the owner/property manager of

\_\_\_\_\_  
(Address) (City)

\_\_\_\_\_  
Illinois

\_\_\_\_\_  
(County) (Zip Code)

and I hereby authorize NORTH SHORE TOWING 86  
(Licensed Commercial Vehicle Relocator) (RTV-R#)

to remove all illegally parked vehicles from:

\_\_\_\_\_  
(Address) (City)

\_\_\_\_\_  
Illinois

\_\_\_\_\_  
(County) (Zip Code)

which is owned by \_\_\_\_\_ who is located at

\_\_\_\_\_  
(Address) (City)

\_\_\_\_\_  
Illinois

\_\_\_\_\_  
(County) (Zip Code)

The property is: \_\_\_\_\_  
(Description of Property)

This contract is a CALL  PATROL  OTHER

This private property is located \_\_\_\_\_ miles from the relocator's address to which the illegally parked vehicles will be routinely relocated.

The private property is in an  incorporated  unincorporated area

Was this private property previously under contract with another relocator:  No  Yes Relocator \_\_\_\_\_

This contract may be cancelled only on ten (10) days notice by either party. That notice must subsequently be given to the Illinois Commerce Commission.

Authorized agent/s of the property.

Name \_\_\_\_\_ Name \_\_\_\_\_

Effective Date of the Contract \_\_\_\_\_

Property Owner's:

\_\_\_\_\_  
(Name) (Signature) (Date)

Relocator's:

\_\_\_\_\_  
(Name) (Signature) (Date)

This form is required for compliance with 625 ILCS 5/18a-100 et seq.  
Missing or inaccurate information will render this form invalid and it will not be accepted by the Commission.



## Notice of Cancellation of Relocation Contract

For validation, mail by Certified mail, return Receipt Requested.

Date: \_\_\_\_\_ RTV-R: \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

To the Illinois Commerce Commission:

As Authorized Agent for the above property, I wish to cancel our contract No: \_\_\_\_\_

with (Relocator) \_\_\_\_\_ for the property located at

Street Address: \_\_\_\_\_ City: \_\_\_\_\_

Effective 10 days from receipt of this notice:

\_\_\_\_\_  
Authorized Agent (Print) Signature Date

\_\_\_\_\_  
Title Phone Number

### Notice To Property Owner

Your property is under exclusive contract with the above named relocator, until 10 days from the date on the proof of service notice, at which time you may enter into contract with the new locator. After that 10 day period you may remove signs of said relocator, if they have been removed and retain the same.

You can check the license status of any relocator by calling our office (847) 294-4326.

Should you have questions regarding your contract with relocator, feel free to contact our office.

Illinois Commerce Commission

## Board Update & Information

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# Morton Grove Park District

## UPDATE & INFORMATION

July 15, 2020

### RECREATION AND PROGRAMMING REPORT – SUE BRAUBACH

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#### General

- Recreation Supervisor Baumgartner and Moore returned to work on June 29<sup>th</sup>. Recreation Supervisor Stibbe returned to work on July 6<sup>th</sup>.
- Continue to work on planning fall programs along with reviewing and revising policies and procedures of programs already scheduled for the fall such as preschool.
- Summer music sessions scheduled to start in July will continue as a virtual program.
- Next Community Blood Drive is July 11<sup>th</sup> from 10am – 4pm at National Park Fieldhouse.
- Reviewed the Illinois Phase 4 guidelines for fitness, day camps, indoor/outdoor recreation and youth sports.

#### Athletics

- Now that the state is in Phase 4, fields are being rented for games.
- Our affiliate MGBSA will shortly begin a late summer/early fall program. They already have 100 participants registered to play.
- Outside groups have scheduled sand volleyball court rentals at PVCC through July.
- New agreements were prepared and executed with the two groups renting the sand volleyball courts.
- Karate classes began on Monday, July 6<sup>th</sup> at National Park Fieldhouse.
- Afternoon Hot Shots classes begin on Monday, July 13<sup>th</sup> at PVCC.
- Adult Men's softball leagues will begin the week of July 13<sup>th</sup>. All captains have been notified and umpires secured. There will be 5 teams in the Men's 12" league and 7 teams in the Men's 16" League.
- Still need 1 or 2 more teams for our Co-Rec 14" league. The start will be delayed until Friday, July 31<sup>st</sup>
- New COVID-19 policies have been added to our Adult Softball Manual.

#### Camp

- Camp will be held at the following parks: Prairie View, Austin, Oriole and Mansfield. All have indoor locations in case of inclement weather.
- Session 1 of camps starts July 13<sup>th</sup> and currently has 30 campers. Site supervisors are set and have started planning their camp programs.
- Individualized supply kits have been put together for each camper to eliminate the sharing of equipment.

## Fitness

- A reservation system for Club Fitness opened online at 8am on July 1<sup>st</sup>. Prior to this date, communication pieces were sent out by email to all members.
- Recreation Supervisor Moore held a meeting with all the Fitness attendants. Staff was trained on all new check-in and cleaning procedures for the club.
- Walk up registration was held on Wednesday, July 8<sup>th</sup> from 9am – 6pm. Club Fitness officially opens on Monday, July 13<sup>th</sup>. Participants must have a reservation prior to entering the facility.
- Wellbeats extended their offer of free virtual fitness classes through the end of July.

## Marketing

- Work on the Fall Activity Guide begins the last week of July. The Fall Activity Guide will be available online August 15<sup>th</sup>, registration begins August 17<sup>th</sup>. Please note: The Fall Activity Guide will be available online only. Postcards to be sent out mid-September highlighting some key programs.
- The Roland Printer is not working. Service has been called and is expected to be up and running again by July 25<sup>th</sup>. The last batch of banners have been ordered and will be hung at PVCC, fieldhouses, kiosks throughout the parks by July 15<sup>th</sup>.
- The revised Summer Activity Guide is now online with offerings for July and August.
- Social Media- COVID-19 updates as they become available, pushing July/August programs, and job opportunities.
- Digital July/August enews promoting camps, Club Fitness access, in-person sports classes, and virtual classes have been sent to school districts, to be posted on district websites.
- Website updates made as changes occur.
- Work has begun on the Fall sponsorship package for the fall, creating opportunities for sponsors. This package will be designed to offer sponsors opportunities within the COVID-19 Phase 4 environment and will include advertising to prospective sponsors. The package will go out mid-August.

## **FINANCE DEPARTMENT REPORT - MARTY O'BRIEN**

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- The BINA notice for the public meeting and public comment was published in the Morton Grove Champion.
- The notice of availability of the audit was published in the Morton Grove Champion on June 18<sup>th</sup>.
- Applied for the Government Finance Officers Association award for the 2019 CAFR.
- Reviewed the Harrer Pool project Construction Manager rates with the attorney.
- Reviewed the IMRF Resolution which allows furloughed employees to continue to receive IMRF service time.
- Worked with Chapman and Cutler on the BINA hearing.
- Published the intent to issue debt in the July 3<sup>rd</sup> edition of the Morton Grove Champion.
- Worked on computer issues at the Museum.

- Filed the Receipts & Disbursements and the Financial Statements with the Cook County Clerk.

## HUMAN RESOURCES— LAURA KEE

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- We have started interviewing for the Night Maintenance position.
- Park Patrol will start their season July 13<sup>th</sup>.
- We received notification for the quarterly random drug screen pull.
- There were zero workers compensation claims.
- Staff has developed a COVID-19 training which all staff must complete and sign off on.
- Guest Services came back to work July 6<sup>th</sup>, they have been quite busy answering phone calls and will be taking live registration on Wednesday July 8<sup>th</sup>.

## PARKS AND MAINTENANCE REPORT — KEITH GORCZYCA

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- The Austin Park project is currently out to bid with a bid opening date of July 29<sup>th</sup>.
- All the borings for the new Harrer Pool project were taken and analyzed in the lab. An extensive report was developed to assist with the design and construction drawings for the project.
- The samples from the old Harrer pool building tested positive for asbestos. We are securing proposals from abatement companies for the removal of the impacted areas.
- Harrer ballfields 1 and 2 were rehabbed. The infields were crowned with ball mix and soil amenities were added to help control water during rain events.
- Playgrounds, basketball courts, volleyball courts, tennis courts and the roller hockey court were opened for the patrons to use.
- All the field houses were prepped for the day camp programs beginning July 13<sup>th</sup>.
- Work out equipment in the fitness center was moved to accommodate social distancing in preparing for the re-opening on July 13<sup>th</sup>.
- Painting took place through-out PVCC.
- All the carpets were cleaned and tile floors striped and waxed through-out PVCC.
- COVID barriers were installed at the front desk and fitness center desk at PVCC.
- Roof inspections were completed on all the facilities with the Garland Company. Some minor repairs were needed on the vestibule roof at PVCC.
- All the RPZ's through-out the district were tested and passed. This is required annually by the Village water department.
- The front and rear decks of the museum, and observation deck at the prairie were power washed and sealed.
- Landscape maintenance including bush trimming, bed work and mulch installation is underway in the parks.
- Routine maintenance items this month included: turf mowing, watering plant material, equipment repairs, facility cleaning, increased trash pickup, park and playground inspections and repairs, facility inspections, vehicle inspections, fire extinguisher inspections, and numerous work order requests.