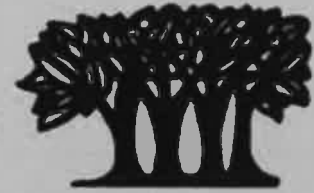


Morton Grove Park District

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



**MORTON GROVE
PARK DISTRICT**

BOARD MEETING

December 16, 2020 beginning at 6:30pm

Truth in Taxation Public Hearing

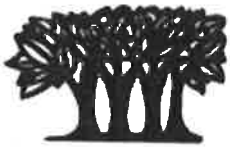
- I. Call Hearings to Order**
- II. Roll Call**
- III. Pledge of Allegiance**
- IV. Explanation of Hearing: Tax Levy**
- V. Public Comment**
- VI. Adjournment**

Budget & Appropriation Public Hearing

- I. Roll Call**
- II. Explanation of Hearing: Budget & Appropriation Public Hearing**
- III. Public Comment**
- IV. Adjournment**

Regular Board meeting agenda on separate page

Persons with disabilities requiring reasonable accommodation 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, 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.



MORTON GROVE
PARK DISTRICT

Memorandum

To: Board of Park Commissioners
From: Marty O'Brien, Superintendent of Finance
Date: December 16, 2020
Subject: Truth in Taxation Hearing

Issue:

The Truth in Taxation hearing on December 16, 2020 to allow public comment on the tax levy.

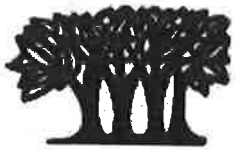
Discussion:

The Truth in Taxation law requires a taxing district to compare the amount of its proposed aggregate property tax levy, to the amount of taxes extended for the district in the prior year. A notice must be published in a newspaper and a public hearing must be held, if the proposed aggregate tax levy is more than 5% of the previous year's tax extension. The tax extension does not include the bond and interest funds when computing the 5% increase.

It should be noted that the Morton Grove Park District tax levy for 2020 is 31.96% greater than the previous year and therefore the Truth in Taxation hearing is required. The majority of the increase was attributed to the voter approved rate increase referendum passed last March to fund construction of Harrer Pool.

Park Board Action:

Discussion item only.



**MORTON GROVE
PARK DISTRICT**

Memorandum

To: Board of Park Commissioners
From: Marty O'Brien, Superintendent of Finance
Date: December 16, 2020
Subject: Budget and Appropriation Hearing

Issue:

To conduct the Budget and Appropriation public hearing on December 16, 2020.

Discussion:

The park district must pass and file with the Cook County clerk a combined annual budget and appropriation ordinance in order to levy property taxes. The ordinance is first prepared in tentative form and the document is made available to the public 30 days prior to final action. The board will conduct at least one public hearing and the date and time of that hearing will be published in the local newspaper a week prior.

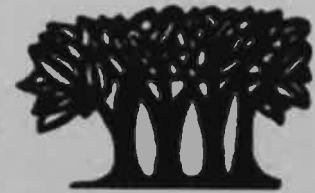
The 2021 tentative budget was presented at a public meeting on Saturday October 31, 2020. At the conclusion of that meeting, all relevant comments were incorporated into the budget document and a final draft was made available to the public at the Administration building as well as the park district's website. Finally, we published a notice in the local newspaper to conduct a Budget and Appropriation hearing on December 16th. This will be the last opportunity for the public to provide input prior to final adoption of Ordinance O-10-20.

Park Board Action:

Discussion item only.

Morton Grove Park District

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



**MORTON GROVE
PARK DISTRICT**

REGULAR BOARD MEETING

December 16, 2020

Directly after Truth in Taxation and Budget & Appropriation public hearings

- I. **Call Meeting to Order**
- II. **Additions/Changes to the Agenda**
- III. **Citizens Comments/Correspondence on Agenda Items**
- IV. **Consent Agenda:**
 - a. **Approval of Minutes:** Minutes of the November 11, 2020 Board Meeting
 - b. **Approval of Financial Reports:**
 - i. Cash Summary and Revenue Report dated November 30, 2020
 - ii. Invoice Distribution Report ending November 30, 2020 in the amount of \$1,695,418.66
- V. **Director's Report**
- VI. **Attorney's Report**
- VII. **Village Liaison Report**
- VIII. **Department Heads' Report**
- IX. **New Business:**
 - a. **Administration and Finance Committee – Commissioner Minx, Chair**
 - i. **Action Item:** Budget & Appropriation Ordinance #O-10-20
 - ii. **Action Item:** Tax Levy Ordinance #O-11-20
 - iii. **Action Item:** Tax Extension Resolution #R-08-20
 - iv. **Action Item:** Full-Time Salary Ranges
 - v. **Action Item:** Interfund Line Item Transfers
 - vi. **Action Item:** Telecommuting Policy
 - vii. **Action Item:** Executive Director Employment Contract
- X. **Public Comment on Non-Agenda Items**
- XI. **Commissioner Comments:** Commissioner Schmidt, Epperson, Khan, Minx, and White
- XII. **Closed Session:** I make a motion for the Board to go into closed session in accordance with the Open Meetings Act section 120/2(c)(1) and for section 120/2(c)(21).
- XIII. **Approval of Closed Session Minutes:** Minutes of the November 11, 2020 Closed Session minutes.
- XIV. **Adjournment**

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Consent Agenda: December 16, 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 November 11, 2020

And the Financial Reports which include:

- Cash Summary and Revenue and Expenditure Report dated November 30, 2020
- The Invoice Distribution Report ending November 30, 2020 in the amount of \$1,695,418.66

AFTER CLOSED SESSION:

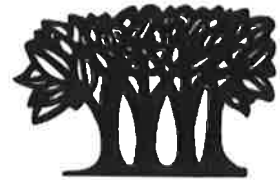
I move to accept the recommendation of the Administration and Finance Committee to approve the minutes of the:

- Closed Session held on November 11, 2020.

Approval of Minutes

Morton Grove Park District

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



**MORTON GROVE
PARK DISTRICT**

Minutes of the 829th
Board Meeting
November 11, 2020
Held at the Prairie View Community Center

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

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

Commissioner White made a motion, seconded by Commissioner Minx to allow Commissioner Schmidt to use Zoom to attend meeting. **Ayes: Commissioner Mix, White, Khan Epperson**
Nays:0 Motion carried.

Steve Schmidt present virtually.

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 Luisa Gonzalez, Recording Secretary

Guest Present: Rita Minx, Village Trustee and resident

Attorney Present: None

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

- III. **Additions/Changes to the Agenda:** Non-action item: Presentation from Marty O'Brien, Superintendent of Finance about the 2020 Tax Levy.

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

- V. **Consent Agenda:**

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

- a. The minutes of the Board Meeting held on October 21, 2020, and the October 31, 2020 Special Meeting and;
- b. The Financial Reports:
 1. The Cash Summary and Revenue and Expenditure Report dated October 31, 2020 and
 2. The Invoice Distribution Report ending October 31, 2020 in the amount of \$187,443.07

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

- VI. **Director's Report:** Director Wait stated that demolition is almost complete at Harrer Pool, and that the District can start construction soon after. Wait noted that Austin Park is progressing and is still on schedule to meet that early December completion date. Wait also mentioned that all pavers from the gazebo fundraiser have been saved and will be reinstalled. On December 5th, the district will be holding a community blood drive from 10am to 3pm at National Field House. Wait went on

COMMITTED TO QUALITY PARK AND RECREATION SERVICES

to explain that the State issued new guidelines for the next 3 weeks recommending that all non-essential employees that can work from home, should work from home. Wait stated that the District will be taking this into consideration and making changes as necessary.

VII. Attorney Report: None.

VIII. Village Liaison Report: None

IX. Department Head Reports: Superintendent Braubach explained that the fitness center is now open an extra hour. The fitness center now closes at 8:30pm Mon-Fri and 3:30 on Saturdays. Braubach noted that the District will be holding new socially distanced events in the month of December including a house decorating contest. Braubach also stated that programs are still running. However, the District did have to suspend some programs due to instructors having COVID-19.

Superintendent O'Brien noted that the District is making the 2021 budget available to the public for a 30-day review. O'Brien also stated that the District is also making the tax levy available to the public as well. O'Brien explained that the District expects to close on the bond sale soon.

Superintendent Kee noted the District is currently in the middle of open enrollment process. In addition, staff is working on evaluations for the year and should have them complete by the 30th of November. Kee also mentioned that HR will begin updating job descriptions.

X. Village Liaison Report: None.

XI. New Business:

a. Administration and Finance Committee – Commissioner Minx, Chair

2020 Tax Levy: O'Brien conducted a presentation on the 2020 tax levy. O'Brien explained that the tax levy is due to increase by 33.96%. O'Brien explained that this increase is mainly due to the implementation of the successful passage of the March 2020 referendum for the construction of Harrer Pool.

Tax Levy Public Hearing: Commissioner Minx made a motion, seconded by Commissioner Epperson to accept the recommendation of the Administration and Finance committee to approve December 16, 2020 at 6:30pm as the date for the Tax Levy Public Hearing. **Ayes: Commissioner Epperson, Khan, Schmidt, Minx, White. Nays:0. Motion carried.**

Budget & Appropriation Public Hearing: Commissioner Minx made a motion, seconded by Commissioner Khan to accept the recommendation of the Administration and Finance Committee to set the Budget & Appropriation Ordinance Public Hearing for December 16, 2020 and for staff to have a copy of the ordinance available for the public inspection. **Ayes: Commissioner White, Schmidt, Khan, Minx, Epperson. Nays: 0. Motion carried.**

2021 Board Calendar: Commissioner Minx made a motion, seconded by Commissioner White to accept the recommendation of the Administration and Finance Committee to approve the 2021 Morton Grove Park District Board meeting calendar in accordance with

COMMITTED TO QUALITY PARK AND RECREATION SERVICES

the Park District code, Open Meetings Paragraph 120/2.02a, Public Notice. **Ayes: Commissioner Schmidt, White, Khan, Epperson, Minx. Nays: 0. Motion carried.**

New Administrative Manual: Commissioner Minx made a motion, seconded by Commissioner Epperson to accept the recommendation of the Administration and Finance Committee to approve Ordinance O-08-20 adopt a new Park District Administrative Manual. **Ayes: Commissioner White, Khan, Minx, Schmidt, Epperson. Nays: 0. Motion carried.**

XII. Public Comment on Non-Agenda Items: None.

XIII. Commissioner Comments:

Commissioner Schmidt: None.

Commissioner White: Thanked Superintendent O'Brien for the presentation and for making everything clear to the Board. Also thanked the staff.

Commissioner Epperson: Thanked the staff for keeping up with COVID-19 guidelines.

Commissioner Khan: Thanked Superintendent O'Brien. Also thanked Director Wait for his weekly updates.

Commissioner Minx: Thanked Superintendent O'Brien for making everything super understandable and wished everyone a Happy Thanksgiving.

XIV. Closed Session: At approximately 7:00pm Commissioner White made a motion, seconded by Commissioner Minx for the Board to go into closed session in accordance with the Open Meeting Act section 120/2/c/(1) and for section 120/2(c)(21). **Ayes: Commissioner Khan, Epperson, White, Schmidt, and Minx. Nays: 0. Motion carried.**

The meeting reconvened at approximately 7:10pm

No action was taken during closed session.

Commissioner White made a motion, seconded by Commissioner Epperson to approve the minutes of the closed session meeting held on October 21, 2020 and October 31, 2020 **Ayes: Commissioner Schmidt, Khan, Epperson, Minx and White. Nays: 0. Motion carried.**

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

Meeting ended at approximately 7:11pm.

Board President, Keith White

Board Secretary, Jeffrey Wait

COMMITTED TO QUALITY PARK AND RECREATION SERVICES

Financials

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

CASH SUMMARY BY FUND FOR MORTON GROVE PARK DISTRICT

FROM 11/01/2020 TO 11/30/2020

FUND: ALL FUNDS
CASH AND INVESTMENT ACCOUNTS

Fund	Description	Beginning Balance 11/01/2020	Total Debits	Total Credits	Ending Balance 11/30/2020
01	CORPORATE	705,496.45	0.00	101,296.71	604,199.74
02	RECREATION	671,309.55	500.00	93,223.87	578,585.68
05	POLICE	8,197.36	0.00	168.50	8,028.86
15	MUSEUM	14,137.87	0.00	1,241.30	12,896.57
20	I.M.R.F.	221,490.62	0.00	17,121.95	204,368.67
22	F.I.C.A.	165,133.32	0.00	8,768.76	156,364.56
25	BOND & INTEREST	998,244.07	0.00	963,885.02	34,359.05
30	LIABILITY INSURANCE	69,237.90	0.00	7,563.79	61,674.11
35	SPECIAL RECREATION	529,340.55	0.00	9,596.79	519,743.76
70	CAPITAL IMPROVEMENTS	3,956,446.69	0.00	656,888.41	3,299,558.28
99	PAYROLL CLEARING FUND	1,768.99	89,579.89	36,907.00	54,441.88
	TOTAL - ALL FUNDS	7,340,803.37	90,079.89	1,896,662.10	5,534,221.16

REVENUE AND EXPENDITURE REPORT FOR MORTON GROVE PARK DISTRICT

PERIOD ENDING 11/30/2020

GL NUMBER	DESCRIPTION	2020		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDT USED
		AMENDED BUDGET	NORMAL	11/30/2020 (ABNORMAL)	MONTH 11/30/2020 INCREASE (DECREASE)	NORMAL	BALANCE (ABNORMAL)			
Fund 01 - CORPORATE										
Fund 01 - CORPORATE:										
TOTAL REVENUES		1,523,309.00		1,439,594.08	0.00		83,714.92		94.50	
TOTAL EXPENDITURES		1,523,309.00		1,264,614.22	101,296.71		258,694.78		83.02	
NET OF REVENUES & EXPENDITURES		0.00		174,979.86	(101,296.71)		(174,979.86)		100.00	
Fund 02 - RECREATION										
Fund 02 - RECREATION:										
TOTAL REVENUES		2,319,192.00		798,902.61	(213.79)		1,520,289.39		34.45	
TOTAL EXPENDITURES		2,319,192.00		1,112,750.32	92,510.08		1,206,441.68		47.98	
NET OF REVENUES & EXPENDITURES		0.00		(313,847.71)	(92,723.87)		313,847.71		100.00	
Fund 05 - POLICE										
Fund 05 - POLICE:										
TOTAL REVENUES		11,000.00		4,000.00	0.00		7,000.00		36.36	
TOTAL EXPENDITURES		11,000.00		4,652.50	168.50		6,347.50		42.30	
NET OF REVENUES & EXPENDITURES		0.00		(652.50)	(168.50)		652.50		100.00	
Fund 15 - MUSEUM										
Fund 15 - MUSEUM:										
TOTAL REVENUES		20,000.00		10,000.00	0.00		10,000.00		50.00	
TOTAL EXPENDITURES		20,000.00		11,754.95	1,241.30		8,245.05		58.77	
NET OF REVENUES & EXPENDITURES		0.00		(1,754.95)	(1,241.30)		1,754.95		100.00	
Fund 20 - I.M.R.F.										
Fund 20 - I.M.R.F.:										
TOTAL REVENUES		250,000.00		251,846.97	0.00		(1,846.97)		100.74	
TOTAL EXPENDITURES		250,000.00		201,550.80	17,121.95		48,449.20		80.62	
NET OF REVENUES & EXPENDITURES		0.00		50,296.17	(17,121.95)		(50,296.17)		100.00	
Fund 22 - F.I.C.A.										
Fund 22 - F.I.C.A.:										
TOTAL REVENUES		200,000.00		205,397.43	0.00		(5,397.43)		102.70	
TOTAL EXPENDITURES		200,000.00		110,097.29	8,768.76		89,902.71		55.05	
NET OF REVENUES & EXPENDITURES		0.00		95,300.14	(8,768.76)		(95,300.14)		100.00	
Fund 25 - BOND & INTEREST										
Fund 25 - BOND & INTEREST:										
TOTAL REVENUES		985,000.00		976,523.45	0.00		8,476.55		99.14	
TOTAL EXPENDITURES		985,000.00		963,885.02	963,885.02		21,114.98		97.86	
NET OF REVENUES & EXPENDITURES		0.00		12,638.43	(963,885.02)		(12,638.43)		100.00	
Fund 30 - LIABILITY INSURANCE										
Fund 30 - LIABILITY INSURANCE:										
TOTAL REVENUES		105,000.00		110,000.00	0.00		(5,000.00)		104.76	
TOTAL EXPENDITURES		105,000.00		130,884.87	7,563.79		(25,884.87)		124.65	
NET OF REVENUES & EXPENDITURES		0.00		(20,884.87)	(7,563.79)		20,884.87		100.00	
Fund 35 - SPECIAL RECREATION										
Fund 35 - SPECIAL RECREATION:										
TOTAL REVENUES		327,000.00		329,919.17	0.00		(2,919.17)		100.89	
TOTAL EXPENDITURES		327,000.00		133,052.05	9,596.79		193,947.95		40.69	
NET OF REVENUES & EXPENDITURES		0.00		196,867.12	(9,596.79)		(196,867.12)		100.00	

GL NUMBER	DESCRIPTION	YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDC
		2020	11/30/2020	MONTH	11/30/2020	NORMAL	BALANCE	
		AMENDED BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)		(ABNORMAL)		USED
Fund 40 - AUDIT								
Fund 40 - AUDIT:								
TOTAL REVENUES		15,800.00	16,000.00	0.00		(200.00)	101.27	
TOTAL EXPENDITURES		15,800.00	15,700.00	0.00		100.00	99.37	
NET OF REVENUES & EXPENDITURES		0.00	300.00	0.00		(300.00)	100.00	
Fund 70 - CAPITAL IMPROVEMENTS								
Fund 70 - CAPITAL IMPROVEMENTS:								
TOTAL REVENUES		1,100,000.00	0.00	0.00		1,100,000.00	0.00	
TOTAL EXPENDITURES		1,100,000.00	1,520,261.10	656,888.41		(420,261.10)	138.21	
NET OF REVENUES & EXPENDITURES		0.00	(1,520,261.10)	(656,888.41)		1,520,261.10	100.00	
TOTAL REVENUES - ALL FUNDS								
TOTAL EXPENDITURES - ALL FUNDS								
NET OF REVENUES & EXPENDITURES								
		6,856,301.00	4,142,183.71	(213.79)		2,714,117.29	60.41	
		6,856,301.00	5,469,203.12	1,859,041.31		1,387,097.88	79.77	
		0.00	(1,327,019.41)	(1,859,255.10)		1,327,019.41	100.00	

GL Number	Invoice Line Desc	Vendor	PAID Invoice Description	Amount	Check #
Check 312956					
70-10-586300	EXP MISC.-PARKS DEPT GENER A-MONK'S SIGN COMPANY INC		SAND BALSTED SIGNS	3,293.00	312956
	Total For Check 312956			3,293.00	
Check 312957					
01-20-520323	MATRL AND SUPP-MAINT. - MA BSN SPORTS, IC.		SUPPLY OF TENNIS NEET STRA	219.73	312957
	Total For Check 312957			219.73	
Check 312958					
02-01-593131	PRGM SUPP-SOFTBALL - ADULT CLINT SIMKINS		1ST REGULAR SEASON & 1ST P	500.00	312958
	Total For Check 312958			500.00	
Check 312959					
02-10-540110	UTILITIES-ELECTRICTY	COMED	OUTISIDE STREET LIGHTS	572.05	312959
	Total For Check 312959			572.05	
Check 312960					
02-33-552300	CONTRACT SVCS-CONTRACTUAL	CRNE'S ENVIRONMENTAL	CONTR HEATING REPAIRS AND REPLAC	3,105.00	312960
02-33-554100	CONTRACTUAL SERVICES-AGREE	CRNE'S ENVIRONMENTAL	CONTR HEATING REPAIRS AND REPLAC	2,256.00	312960
02-33-570200	BUILDING & LANDSCAPE-BUILD	CRNE'S ENVIRONMENTAL	CONTR HEATING REPAIRS AND REPLAC	1,243.00	312960
	Total For Check 312960			6,604.00	
Check 312961					
70-10-586146	EXP MISC.-PLAYGROUND GENER D&R TRUCKING COMPANY		10 SEMI LOADS OF DIRT HAUL	5,000.00	312961
	Total For Check 312961			5,000.00	
Check 312962					
02-07-593813	PROGRAM SUPPLIES-BIRTHDAY	DANA ROSENTHAL	BIRTHDAY PARTY	65.00	312962
	Total For Check 312962			65.00	
Check 312963					
01-20-520321	MATRL AND SUPP-MAINT. - MA GRAINGER		ORIOLE BELTS AND FILTERS	82.37	312963
01-20-520325	MATRL-SUPP-MAINT. - MAT'LS GRAINGER		FOR SCA6 MOWERS	247.98	312963
	Total For Check 312963			330.35	
Check 312964					
02-01-592193	CONTRACTINGSERVICES-HOT SH HOT SHOTS SPORTS		FALL INVOICE	1,749.44	312964
	Total For Check 312964			1,749.44	
Check 312965					
02-33-520321	MATRL AND SUPP-MAINT. - MA JC LICHT, LLC - DEPT #1047 PAINT FOR PVCC			296.13	312965
	Total For Check 312965			296.13	
Check 312966					
01-20-520321	MATRL AND SUPP-MAINT. - MA MENARD'S		PAINT FOR PVCC TENNIS BOAR	97.20	312966
01-20-520400	MATRL-SUPP-SUPPLIES - TOOL MENARD'S		FENCING PARTS	180.58	312966
02-33-520321	MATRL AND SUPP-MAINT. - MA MENARD'S		PAINT SUPPLIES PVCC	43.94	312966
	Total For Check 312966			321.72	
Check 312967					
30-10-532610	INSURANCE-PROPERTY & GENER PARK DISTRICT RISK MANAGEM	PROPERTY AND LIABILITY		4,104.22	312967
30-10-532615	INSURANCE-EMPLOYMENT PRAC	PARK DISTRICT RISK MANAGEM	PROPERTY AND LIABILITY	569.55	312967
30-10-532630	INSURANCE-WORKERS COMP	PARK DISTRICT RISK MANAGEM	PROPERTY AND LIABILITY	2,725.02	312967
	Total For Check 312967			7,398.79	
Check 312968					
02-32-460110	MEMBERSHIPS-RB - FITNESS M PATRICIA MOSCONI		FITNESS MEMEBRSHIP REFUND	183.79	312968
	Total For Check 312968			183.79	
Check 312969					
02-35-554405	CONTRACTUAL SERVICES-PUBLI POSITIVE PROMOTIONS		FACEMASKS FOR ALL STAFF	622.15	312969
	Total For Check 312969			622.15	
Check 312970					
01-20-520325	MATRL-SUPP-MAINT. - MAT'LS RUSSO POWER EQUIPMENT		REPLACEMENT FUEL TANK FOR	498.66	312970
	Total For Check 312970			498.66	
Check 312971					
02-33-520312	MATERIALS AND SUPPLIES-JAN SEAWAY SUPPLY CO.		GYM WIPES	780.00	312971

PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Check 312971					
		Total For Check 312971		780.00	
Check 312972					
02-33-520312	MATERIALS AND SUPPLIES-JAN	STATE INDUSTRIAL PRODUCTS	AIR CARE PROGRAM	113.52	312972
		Total For Check 312972		113.52	
Check 312973					
01-10-540120	UTILITIES-HEATING FUEL	SYMMETRY ENERGY SOLUTIONS	GAS BILL FOR ALL PARKS	240.70	312973
02-10-540110	UTILITIES-ELECTRICTY	SYMMETRY ENERGY SOLUTIONS	GAS BILL FOR ALL PARKS	69.89	312973
02-10-540120	UTILITIES-HEATING FUEL	SYMMETRY ENERGY SOLUTIONS	GAS BILL FOR ALL PARKS	229.52	312973
02-21-540120	UTILITIES-HEATING FUEL	SYMMETRY ENERGY SOLUTIONS	GAS BILL FOR ALL PARKS	135.37	312973
02-22-540120	UTILITIES-HEATING FUEL	SYMMETRY ENERGY SOLUTIONS	GAS BILL FOR ALL PARKS	341.37	312973
02-33-540120	UTILITIES-HEATING FUEL	SYMMETRY ENERGY SOLUTIONS	GAS BILL FOR ALL PARKS	312.51	312973
15-10-540120	UTILITIES-HEATING FUEL	SYMMETRY ENERGY SOLUTIONS	GAS BILL FOR ALL PARKS	71.43	312973
		Total For Check 312973		1,400.79	
Check 312974					
70-10-586146	EXP MISC.-PLAYGROUND GENER	UPLAND DESIGN	FOR PROFESSIONAL SERVICES	5,308.78	312974
		Total For Check 312974		5,308.78	
Check 312975					
01-10-540150	UTILITIES-TELEPHONE	VERIZON WIRELESS	PHONE BILL	295.86	312975
02-10-540150	UTILITIES-TELEPHONE	VERIZON WIRELESS	PHONE BILL	295.86	312975
		Total For Check 312975		591.72	
Check 312976					
01-20-520500	MATRL-SUPP-SUPPLIES - GAS	VILLAGE OF MORTON GROVE	SEPTEMBER FUEL BILL	847.50	312976
		Total For Check 312976		847.50	
Check 312977					
02-07-592821	CONTRACTING SERVICES-PUPPY	WENDY DECARLO	FALL 2020 DOG ANDD PUPPY T	1,131.90	312977
		Total For Check 312977		1,131.90	
Check 312978					
70-10-586170	EXP MISCELLANEOUS-HARRER P	WILLIAMS ASSOCIATES ARCHIT	PROFESSIONAL SERVICES FROM	89,617.24	312978
		Total For Check 312978		89,617.24	
Check 312981					
02-33-554100	CONTRACTUAL SERVICES-AGREE	COLLEY ELEVATOR CO.	ELEVATOR INSPECTION	204.00	312981
		Total For Check 312981		204.00	
Check 312982					
02-32-552300	CONTRACT SVCS-CONTRACTUAL	COMCAST CABLE	LOBBY TV CABLE	40.90	312982
		Total For Check 312982		40.90	
Check 312983					
02-33-540110	UTILITIES-ELECTRICTY	COMED	ELECTRIC BILL FOR 8830 OAK	35.49	312983
		Total For Check 312983		35.49	
Check 312984					
01-20-554100	CONTRACTUAL SERVICES-AGREE	GROOT, INC.	GARBAGE SERVICES FOR 6250	732.71	312984
02-33-552300	CONTRACT SVCS-CONTRACTUAL	GROOT, INC.	GARBAGE SERVICES FOR PVCC	443.29	312984
		Total For Check 312984		1,176.00	
Check 312985					
02-32-460110	MEMBERSHIPS-RB - FITNESS M	LORI SATOVITZ	WERQ DANCE FITNESS REFUND	30.00	312985
		Total For Check 312985		30.00	
Check 312986					
35-10-552700	CONTRACTUAL SERVICES-SRA C	MAINE-NILES ASSN OF SP REC	GENERAL CONTRIBUTION FOR 4	9,429.29	312986
		Total For Check 312986		9,429.29	
Check 312987					
01-20-520321	MATRL AND SUPP-MAINT. - MA	MENARD'S	HAND SOAP	29.71	312987
		Total For Check 312987		29.71	
Check 312988					
01-20-520225	MATRL-SUPP-R & R - VEHICLE	NICK AND ERNIE'S/FIX AUTO	PARK DISTRICT VEHICLE REPA	2,127.50	312988

PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Check 312988					
		Total For Check 312988		2,127.50	
Check 312989					
01-10-520160	MATRL AND SUPP-OFFICE EXP	PIONEER PRESS	YEARLY SUBSCRIPTION	114.40	312989
		Total For Check 312989		114.40	
Check 312990					
01-10-551120	CONTRACT SVCS-LEGAL - EXTR	ROBBINS SCHWARTZ	FOR PROFESSIONAL SERVICES	3,070.11	312990
		Total For Check 312990		3,070.11	
Check 312991					
01-10-540130	UTILITIES-WATER	VILLAGE OF MORTON GROVE	WATER SERVICES FOR ALL PAR	35.88	312991
02-10-540130	UTILITIES-WATER	VILLAGE OF MORTON GROVE	WATER SERVICES FOR ALL PAR	47.84	312991
02-21-540130	UTILITIES-WATER	VILLAGE OF MORTON GROVE	WATER SERVICES FOR ALL PAR	59.80	312991
02-33-540130	UTILITIES-WATER	VILLAGE OF MORTON GROVE	WATER SERVICES FOR ALL PAR	143.52	312991
15-10-540130	UTILITIES-WATER	VILLAGE OF MORTON GROVE	WATER SERVICES FOR ALL PAR	35.88	312991
		Total For Check 312991		322.92	
Check 312992					
02-32-552300	CONTRACT SVCS-CONTRACTUAL	WELLBEATS	WELL BEATS MEMBERSHIP	249.00	312992
		Total For Check 312992		249.00	
Check 312993					
02-08-593937	PROGRAM SUPPLIES-GENERAL E	ADAM BAHR	FAMILY PHOTOS	500.00	312993
		Total For Check 312993		500.00	
Check 312994					
70-10-586098	EXP MISC.-BOND PRINCIPAL O	AMALGAMATED BANK OF CHICAG	FUNDS DUE FOR BOND ISSUE	111,525.00	312994
70-10-586099	EXP MISC.-BOND INTEREST OR	AMALGAMATED BANK OF CHICAG	FUNDS DUE FOR BOND ISSUE	410,000.00	312994
		Total For Check 312994		521,525.00	
Check 312995					
01-20-520325	MATRL-SUPP-MAINT. - MAT'LS	ANDERSON LOCK CO	REPLACEMENT OF GRASS TRAIL	87.00	312995
		Total For Check 312995		87.00	
Check 312996					
01-20-581500	EXP MISCELLANEOUS-UNIFORMS	ARIENS SPECIALITY BRANDS -	DARK BROWN BOOTS MAINTENAN	192.94	312996
		Total For Check 312996		192.94	
Check 312997					
70-10-586146	EXP MISC.-PLAYGROUND GENER	BOMAR SOFT PLAYGROUND INTE	PLAYGROUND EQUIPMENT	1,122.50	312997
		Total For Check 312997		1,122.50	
Check 312998					
01-10-554100	CONTRACTUAL SERVICES-AGREE	CANON FINANCIAL SERVICES,	COPIER LEASE	171.68	312998
02-10-554100	CONTRACTUAL SERVICES-AGREE	CANON FINANCIAL SERVICES,	COPIER LEASE	171.67	312998
		Total For Check 312998		343.35	
Check 312999					
01-20-520325	MATRL-SUPP-MAINT. - MAT'LS	CASSIDY TIRE & SERVICE	FLAT TIRE REPLACEMENT FOR	104.44	312999
		Total For Check 312999		104.44	
Check 313000					
01-20-520325	MATRL-SUPP-MAINT. - MAT'LS	CASSIDY TIRE & SERVICE	GRASS TRAILER TIRE SPARE	90.49	313000
		Total For Check 313000		90.49	
Check 313001					
02-32-552300	CONTRACT SVCS-CONTRACTUAL	COMCAST CABLE	PVCC COMCAST BUSINESS CABL	581.87	313001
		Total For Check 313001		581.87	
Check 313002					
02-33-552300	CONTRACT SVCS-CONTRACTUAL	CRNE'S ENVIRONMENTAL CONTR	FIX BASEBOARD HEAT PUMP	279.00	313002
		Total For Check 313002		279.00	
Check 313003					
70-10-586146	EXP MISC.-PLAYGROUND GENER	D&R TRUCKING COMPANY	122 SEMI LOADS OF BASEBALL	8,880.00	313003
		Total For Check 313003		8,880.00	
Check 313004					

PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Check 313004					
70-10-586100	EXP MISCELLANEOUS-PVCC GEN DEMARR SEALCOATING INC.		PAINTING AND SEALING OF PV	3,280.00	313004
Total For Check 313004				3,280.00	
Check 313005					
01-10-520110	MATRL AND SUPP-OFFICE EXP FIFTH THIRD BANK		OCTOBER CREDIT CARD BILL	2.65	313005
01-10-560800	EQUIPMENT-NEW EQUIP - COMP FIFTH THIRD BANK		OCTOBER CREDIT CARD BILL	43.99	313005
01-10-581100	BUSINESS MEETINGS FIFTH THIRD BANK		OCTOBER CREDIT CARD BILL	52.55	313005
01-10-581200	EXP MISC.-EDUCATIONAL SEMI FIFTH THIRD BANK		OCTOBER CREDIT CARD BILL	5,090.01	313005
01-10-581250	EXP MISCELLANEOUS-BUSINESS FIFTH THIRD BANK		OCTOBER CREDIT CARD BILL	133.37	313005
01-10-581400	EXP MISCELLANEOUS-DUES & S FIFTH THIRD BANK		OCTOBER CREDIT CARD BILL	1,384.94	313005
01-10-581600	EXP MISC.-MORTON GROVE SPE FIFTH THIRD BANK		OCTOBER CREDIT CARD BILL	49.40	313005
01-10-589105	EXP MISCELLANEOUS-EMPLOYEE FIFTH THIRD BANK		OCTOBER CREDIT CARD BILL	54.72	313005
02-01-593103	PRGM SUPP-BASKETBALL - YOU FIFTH THIRD BANK		OCTOBER CREDIT CARD BILL	17.39	313005
02-06-593711	PROGRAM SUPPLIES-PRE SCHOO FIFTH THIRD BANK		OCTOBER CREDIT CARD BILL	96.48	313005
02-08-593912	PROGRAM SUPPLIES-HALLOWEEN FIFTH THIRD BANK		OCTOBER CREDIT CARD BILL	173.47	313005
02-08-593924	PROGRAM SUPPLIES-MOM & SON FIFTH THIRD BANK		OCTOBER CREDIT CARD BILL	52.88	313005
02-10-520110	MATRL AND SUPP-OFFICE EXP FIFTH THIRD BANK		OCTOBER CREDIT CARD BILL	24.38	313005
02-10-581200	EXP MISC.-EDUCATIONAL SEMI FIFTH THIRD BANK		OCTOBER CREDIT CARD BILL	264.00	313005
02-10-581400	EXP MISCELLANEOUS-DUES & S FIFTH THIRD BANK		OCTOBER CREDIT CARD BILL	528.00	313005
02-31-520360	MATRL AND SUPP-SUPPLIES F FIFTH THIRD BANK		OCTOBER CREDIT CARD BILL	237.06	313005
02-32-520360	MATRL AND SUPP-SUPPLIES F FIFTH THIRD BANK		OCTOBER CREDIT CARD BILL	63.84	313005
02-32-554200	CONTRACT SVCS-AGREEMENTS - FIFTH THIRD BANK		OCTOBER CREDIT CARD BILL	62.04	313005
02-33-520321	MATRL AND SUPP-MAINT. - MA FIFTH THIRD BANK		OCTOBER CREDIT CARD BILL	159.98	313005
02-33-520327	MATRL- SUPP-MAINT. - BALL FIFTH THIRD BANK		OCTOBER CREDIT CARD BILL	42.00	313005
02-35-554100	CONTRACTUAL SERVICES-AGREE FIFTH THIRD BANK		OCTOBER CREDIT CARD BILL	225.89	313005
02-35-554405	CONTRACTUAL SERVICES-PUBLI FIFTH THIRD BANK		OCTOBER CREDIT CARD BILL	588.24	313005
15-10-520110	MATRL AND SUPP-OFFICE EXP FIFTH THIRD BANK		OCTOBER CREDIT CARD BILL	245.84	313005
30-10-582650	EXP MISC.-SAFTY TRAIN & SU FIFTH THIRD BANK		OCTOBER CREDIT CARD BILL	165.00	313005
35-10-582705	EXP MISCELLANEOUS-ADA COMP FIFTH THIRD BANK		OCTOBER CREDIT CARD BILL	167.50	313005
70-10-586146	EXP MISC.-PLAYGROUND GENER FIFTH THIRD BANK		OCTOBER CREDIT CARD BILL	2,935.00	313005
Total For Check 313005				12,860.62	
Check 313006					
02-22-570600	BLDG-LANDSCAPE-POOL - BLDG FRIEL ELECTRIC		DISCONNECTING POWER TO TWO	3,920.00	313006
02-33-570200	BUILDING & LANDSCAPE-BUILD FRIEL ELECTRIC		DISCONNECTING POWER TO TWO	1,850.00	313006
Total For Check 313006				5,770.00	
Check 313007					
01-20-554100	CONTRACTUAL SERVICES-AGREE GREEN TURF INC.		NOVEMBER 2020 CHARGE	1,380.00	313007
Total For Check 313007				1,380.00	
Check 313008					
01-20-520321	MATRL AND SUPP-MAINT. - MA MENARD'S		ELECTRICAL TAPE	5.99	313008
01-20-520400	MATRL-SUPP-SUPPLIES - TOOL MENARD'S		BLADES FOR SAW	31.98	313008
02-33-520321	MATRL AND SUPP-MAINT. - MA MENARD'S		SUPPLY FOR HOLIDAY ORBS	72.63	313008
Total For Check 313008				110.60	
Check 313009					
01-20-520325	MATRL-SUPP-MAINT. - MAT'LS NAPA		NAPA GOLD AIR FILTER	44.10	313009
Total For Check 313009				44.10	
Check 313010					
70-10-586146	EXP MISC.-PLAYGROUND GENER UPLAND DESIGN		FOR PROFESSIONAL SERVICE W	11,026.89	313010
Total For Check 313010				11,026.89	
Check 313011					
70-10-586170	EXP MISCELLANEOUS-HARRER P W.B. OLSEN		HARRER POOL PRE CONSTRUCTI	4,900.00	313011
Total For Check 313011				4,900.00	
Check 313012					
25-10-582510	EXP MISCELLANEOUS-BOND PRI WINTRUST BANK		SERIES 2019 BOND PAYMENT	946,900.00	313012
25-10-582520	EXP MISC.-LEGAL & INTEREST WINTRUST BANK		SERIES 2019 BOND PAYMENT	16,985.02	313012

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Check 313012					
		Total For Check 313012		963,885.02	
Check 313014					
01-20-520321	MATRL AND SUPP-MAINT. - MA ANDERSON LOCK CO		KEYS FOR NEW GRASS TRAILER	40.90	313014
		Total For Check 313014		40.90	
Check 313015					
01-20-520312	MATERIALS AND SUPPLIES-JAN CASE LOTS, INC		PVCC CLEANING SUPPLIES	470.60	313015
		Total For Check 313015		470.60	
Check 313016					
02-07-592834	CONTRACTING SERVICES - ACT CHILDREN'S THEATRE COMPANY FALL PERFORMANCE- THE LITT			840.00	313016
		Total For Check 313016		840.00	
Check 313017					
01-10-540110	UTILITIES-ELECTRICTY	COMED	ELECTRIC BILL FOR ALL PARK	946.19	313017
02-10-540110	UTILITIES-ELECTRICTY	COMED	ELECTRIC BILL FOR ALL PARK	240.91	313017
02-21-540110	UTILITIES-ELECTRICTY	COMED	ELECTRIC BILL FOR ALL PARK	1,093.82	313017
02-22-540110	UTILITIES-ELECTRICTY	COMED	ELECTRIC BILL FOR ALL PARK	235.72	313017
02-33-540110	UTILITIES-ELECTRICTY	COMED	ELECTRIC BILL FOR ALL PARK	3,784.76	313017
15-10-540110	UTILITIES-ELECTRICTY	COMED	ELECTRIC BILL FOR ALL PARK	192.15	313017
		Total For Check 313017		6,493.55	
Check 313018					
01-20-520225	MATRL-SUPP-R & R - VEHICLE LEADING EDGE AUTOMOTIVE		INSTALL INJECTOR SOLIVENT	113.50	313018
		Total For Check 313018		113.50	
Check 313019					
01-20-570400	BLDG-LANDSCAPE-TREES-SHRUB LURVEY LANDSCAPE SUPPLY		MANSFIELD PARK TREE	225.00	313019
		Total For Check 313019		225.00	
Check 313020					
01-20-520321	MATRL AND SUPP-MAINT. - MA MENARD'S		TREATED SHEET OF PLYWOOD	39.59	313020
01-20-520323	MATRL AND SUPP-MAINT. - MA MENARD'S		WALK LIGHT BULBSFOR HARRER	112.91	313020
01-20-520325	MATRL-SUPP-MAINT. - MAT'LS MENARD'S		VEHICLE NUMBERS/ RATCHET S	35.00	313020
		Total For Check 313020		187.50	
Check 313021					
01-20-520325	MATRL-SUPP-MAINT. - MAT'LS NAPA		BATTERY FOR MOWER	34.38	313021
01-20-520500	MATRL-SUPP-SUPPLIES - GAS NAPA		MOTOR OIL	154.44	313021
		Total For Check 313021		188.82	
Check 313022					
01-10-580100	EXP MISC.-HUMAN RESOURCE E PROMO GEAR PLUS,LLC		STAFF SHIRTS	525.92	313022
02-32-581500	EXP MISCELLANEOUS-UNIFORMS PROMO GEAR PLUS,LLC		STAFF SHIRTS	300.00	313022
		Total For Check 313022		825.92	
Check 313023					
01-20-520325	MATRL-SUPP-MAINT. - MAT'LS RUSSO POWER EQUIPMENT		CARBURETOR FOR HONDA SNOWB	26.97	313023
		Total For Check 313023		26.97	
Check 313024					
01-10-540150	UTILITIES-TELEPHONE	CALL ONE	PHONE SERVICES	1,055.97	313024
02-10-540150	UTILITIES-TELEPHONE	CALL ONE	PHONE SERVICES	1,055.97	313024
02-33-540150	UTILITIES-TELEPHONE	CALL ONE	PHONE SERVICES	1,087.96	313024
		Total For Check 313024		3,199.90	
Check 313025					
02-10-540110	UTILITIES-ELECTRICTY	COMED	ELECTRIC BILL FOR OUTSIDE	728.92	313025
		Total For Check 313025		728.92	
Check 313026					
02-33-570200	BUILDING & LANDSCAPE-BUILD GRAINGER		RTV FILTER CHANGE	242.64	313026
		Total For Check 313026		242.64	
Check 313027					
02-07-490825	PROGRAM FEES REV-BASE	SUYENE STOLER	CAMP E-LEARN REFUND	108.00	313027

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
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Check 313027					
Total For Check 313027				108.00	
Check 313028					
01-10-554100	CONTRACTUAL SERVICES-AGREE TIAA COMMERCIAL FINANCE, I COPIER RENTAL			487.04	313028
Total For Check 313028				487.04	

		PAID			
GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
<hr/>					
Fund Totals:					
			Fund 01 CORPORATE	22,009.55	
			Fund 02 RECREATION	34,929.80	
			Fund 15 MUSEUM	545.30	
			Fund 25 BOND & INTEREST	963,885.02	
			Fund 30 LIABILITY INSURANC	7,563.79	
			Fund 35 SPECIAL RECREATION	9,596.79	
			Fund 70 CAPITAL IMPROVEMEN	656,888.41	
				<hr/>	
				1,695,418.66	

MONTH:

11/1/2020

Ref. No.

Merchant

DATE

Card Number

REASON

AMOUNT

BUDGET CODE

O'Brien	3-Oct	1800	DLX for Small Business	Refunded Sales Tax	-\$13.37	01-10-520110
O'Brien	10-Oct		Quill Corporation	Museum Office Supplies	\$98.45	15-10-520110
O'Brien	13-Oct		Gaylord Bros.	Museum Office Supplies	\$112.45	15-10-520110
O'Brien	13-Oct		WEB Solutions	Renew Domain Name for the MGPD web address	\$49.95	01-10-581400
O'Brien	16-Oct		Gaylord Bros.	Museum Office Supplies	\$15.76	15-10-520110
O'Brien	19-Oct		IPRA	Luisa's IPRA Annual Membership	\$264.00	01-10-581400
O'Brien	26-Oct		Frameworks	Monthly Billing for Computer Monitoring services -		
O'Brien	30-Oct		Gaylord Bros.	5% discount if paid by Credit Card	\$5,136.01	01-10-581200
				Museum Office Supplies	\$19.18	15-10-520110
					\$5,682.43	
Braubach	6-Oct	1826	Amazon	Floor Tape	\$8.99	02-01-593103
Braubach	7-Oct		Amazon	Floor Tape	\$8.40	02-01-593103
Braubach	12-Oct		IPRA	Membership Renewal	\$264.00	02-10-581400
Braubach	13-Oct		Pet Supplies Plus	Bark in the Park Gift Card	\$10.00	01-10-581600
Braubach	16-Oct		American Heart Assoc	DVD replacement	\$165.00	30-10-582650
Braubach	21-Oct		Amazon	Office Supplies	\$24.38	02-10-520110
Braubach	23-Oct		Moretti's Ristorante	Staff Lunch	\$54.72	01-10-589105
					\$535.49	
Wait	15-Oct	8573	IAPD	Registration refund - Wait	-\$310.00	01-10-581200
Wait	5-Oct		Best Buy	Internet by-pass for computer	\$43.99	01-10-560800
Wait	14-Oct		Village of Morton Grove	Harrer Pool permit fees	\$2,935.00	70-10-586146
Wait	1-Oct		Zoom	Monthly subscription	\$14.99	01-10-581400
Wait	2-Oct		Corner Bakery	Budget meeting food - board and staff	\$133.37	01-10-581250
					\$2,817.35	
Gorczyca	13-Oct	1818	IPRA	IPRA Annual Membership	\$264.00	01-10-581400
Gorczyca	27-Oct		Multiple Concrete	ADA Warning Strips	\$167.50	35-10-582705
					\$431.50	
Herrmann	4-Aug	9125	Pic Monkey	Social Media Monthly Image Pro Subscription	\$12.99	02-35-554100
Herrmann	5-Aug		IPRA	Membership Renewal	\$264.00	01-10-581400

Herrmann	11-Aug	My Area Yoga	Monthly Online Listing Fee	\$25.00	02-32-554100
Herrmann	12-Aug	Daily Herald	Online Subscription	\$9.99	02-35-554100
Herrmann	17-Aug	Chicago Tribune	Chicago Tribune Online Subscription	\$7.96	02-35-554100
Herrmann	18-Aug	Amazon	Light reflector - outdoor photography event	\$40.53	02-35-554405
Herrmann	23-Aug	Grammarly	12 monthly subscription - grammar checker	\$139.95	02-35-554100
Herrmann	26-Aug	Wp Engine	Monthly Website Host Fee	\$30.00	02-35-554100
Herrmann		Trigon	Banner Material, magenta and yellow ink, grommet	\$547.71	02-35-554405

	Card Number	5137			
Baumgartner	5-Oct	Oriental Trading	Prek supplies	\$20.55	02-06-593711
Baumgartner	6-Oct	Amazon	Halloween Decorations	\$38.98	02-08-593924
Baumgartner	8-Oct	Amazon	Prek supplies	\$24.99	02-06-593711
Baumgartner	8-Oct	Amazon	Prek supplies	\$10.99	02-06-593711
Baumgartner	8-Oct	Amazon	Prek supplies	\$24.47	02-06-593711
Baumgartner	9-Oct	Walmart	Halloween Decorations	\$13.90	02-08-593924
Baumgartner	12-Oct	IPRA	Membership renewal	\$264.00	02-10-581200
Baumgartner	23-Oct	Amazon	Prek supplies	\$16.02	01-10-520110
Baumgartner	23-Oct	Amazon	Prek supplies	\$20.90	02-06-593711
Baumgartner	23-Oct	Amazon	Prek supplies	\$5.00	02-06-593711
Baumgartner	8-Oct	Amazon	Prek Supplies	-\$10.42	02-06-593711
				\$429.38	

	Card Number	2424			
Manno	5-Oct	Amazon Marketplace	Wheels for 1st floor Janitor cart	\$42.00	02-33-520327
Manno	28-Oct	Amazon.com	Arrow directional wipe boards	\$159.98	02-33-520321

	Card Number	1867			
Mucci	6-Oct	Amazon	Bark in the Park Canvases	\$27.98	01-10-581600
Mucci	12-Oct	IPRA	Membership Renewel	\$264.00	01-10-0581200
Mucci	12-Oct	Oriental Trading	Trunk or Treat Toys	\$39.97	02-08-593912
Mucci	10-Oct	Walmart	Trunk or Treat Candy	\$77.01	02-08-593912
Mucci	14-Oct	Michaels	Bark in the Park picture frame	\$11.42	01-10-581600
Mucci	15-Oct	Amazon	Haunted Fright gift card	\$25.00	02-08-593912
Mucci	20-Oct	Aldi	Trunk or Treat Candy	\$21.49	02-08-593912
Mucci	21-Oct	Dollar Tree	Trunk or Treat pipe decorations	\$10.00	02-08-593912
				\$476.87	
	Card Number	1834			
Kee	9-Oct	IPRA	Membership renewal	\$264.00	01-10-581400
Kee	30-Oct	Marianos	Drinks/ Board Meeting	\$15.31	01-10-581100
Kee	31-Oct	Dunkin	Coffee/ Board Meting	\$37.24	01-10-581100

				\$316.55	
	Card Number	2987			
Moore	7-Oct	The Popcorn Factory	Member Giveaway	\$62.04	02-32-554200
Moore	15-Oct	Amazon	Resistance Bands	\$63.84	02-32-520360
Moore	15-Oct	IPRA	Renewal	\$264.00	01-10-581400
				\$389.88	
	Card Number	7242			
Stibbe	12-Oct	IPRA	Membership Renewal	\$264.00	02-10-581400
Stibbe	14-Oct	Amazon	Cornhole Boards	\$237.06	02-31-520360
				\$501.06	
			Total:	\$12,860.62	

December 16, 2020

To the Finance Officer:

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

(President)

(Treasurer)

Motions/New Business

**MORTON GROVE PARK DISTRICT
BOARD MOTIONS
December 16, 2020**

Administration and Finance Committee – Commissioner Minx, Chair

Budget & Appropriation Ordinance: I move to review and approve Ordinance #O-10-20 adopting the combined annual budget and appropriation of funds for the Morton Grove Park District for the period of January 1, 2021 to December 31, 2021.

Tax Levy Ordinance: I move to approve the Property Tax Levy Ordinance #O-11-20.

Tax Extension Resolution: I move that the Morton Grove Park Board approve the Morton Grove Park District 2020 Tax Extension Resolution #R-08-20.

Full-Time Salary Ranges: I move that the Morton Grove Park Board approve the changes to the full-time salary ranges effective 2021-22.

Interfund Line Transfers: I move for the Board of Commissioners to authorize the attached budget transfers in the amount of \$151,125.

Telecommuting Policy: I move for the Board of Park Commissioners to approve the telecommuting policy.

Executive Director Employment Contract: I move for the Board of Park Commissioners to approve the employment contract for the Executive Director.



MORTON GROVE
PARK DISTRICT

Memorandum

To: Board of Park Commissioners
From: Martin O'Brien, Superintendent of Finance
Date: December 16, 2020
Regarding: Adopt Budget and Appropriation Ordinance #O-10-20

Issue:

An ordinance detailing the combined annual budget and appropriation necessary to cover the Park District's projected expenses and liabilities, for the period covering January 1, 2021 through December 31, 2021 must be passed and approved before the first quarter of each fiscal year.

Discussion:

The Budget & Appropriation public meeting will be held on December 16 at 6:30 p.m. and a notice of this meeting was published in the Morton Grove Champion according to Article 4.4 of the Park District Code.

Recommendation:

For the Board of Park Commissioners to review and approve Ordinance #O-10-20 adopting the combined annual budget and appropriation of funds for the Morton Grove Park District for the period of January 1, 2021 to December 31, 2021.

ORDINANCE #O-10-20
ADOPTING THE COMBINED ANNUAL BUDGET AND APPROPRIATION OF FUNDS FOR THE
MORTON GROVE PARK DISTRICT, COOK COUNTY, ILLINOIS FOR THE PERIOD BEGINNING ON
JANUARY 1, 2021 AND ENDING DECEMBER 31, 2021

BE IT ORDAINED by the Board of Commissioners of the MORTON GROVE PARK
DISTRICT, County of Cook and State of Illinois.

SECTION 1: That the following sums of money in the total amount of NINETEEN
MILLION NINE HUNDRED AND EIGHTY EIGHT THOUSAND and no/100ths (19,988,000) DOLLARS
or as much thereof as may be authorized by law, be and the same are hereby budgeted, and
the following sums of money in the total amount of TWENTY MILLION ONE HUNDRED AND
SIXTY NINE THOUSAND and no/100ths (20,169,000) DOLLARS, or as much thereof as may be
authorized by law, be and the same are hereby appropriated for general corporate purposes;
for providing Recreational programs as per Article 5 of the General Park District Code; for the
payment to the Illinois Municipal Retirement Fund; for the payment of Social Security benefits;
for the payment of Liability Insurance premiums; Annual Audit; Police Fund; Paving and Lighting
Fund; Museum Fund; and Special Recreation for the Handicapped Fund as per referendum for
the period beginning January 1, 2021 and ending December 31, 2021.

SECTION 2: As part of the annual budget, it is stated:

(a) That the estimated cash on hand at January 1, 2021 is:

8,000,000

(b) That the estimated cash expected to be received during the fiscal year from all sources is:

TWENTY MILLION ONE HUNDRED AND SIXTY NINE THOUSAND and no/100ths (20,169,000)
DOLLARS

(c) That the estimated expenditures contemplated for the fiscal year are:

TWENTY MILLION ONE HUNDRED AND SIXTY NINE THOUSAND and no/100ths (20,169,000)
DOLLARS

(d) That the estimated cash on hand at December 31, 2021 is:

8,000,000

SECTION 3: That the items budgeted and appropriated and the objects and purposes
of the same are as follows:

**Morton Grove Park District
Budget 2021**

	<u>Budget 2021</u>	<u>Total Appropriation</u>	<u>Estimated Receipts From Sources Other Than Tax Levy</u>	<u>Amounts Raised By Tax Levy</u>
CORPORATE FUND				
REVENUES:				
Real Estate Taxes	2,010,000			
Replacement Taxes	60,000			
Interest Income	61,200			
Miscellaneous Income	24,700			
M-NASR Income	83,000			
TOTAL CORPORATE REVENUES	<u>2,238,900</u>			
ADMINISTRATION EXPENDITURES:				
SALARIES & WAGES	402,412	422,533		422,533
MATERIALS & SUPPLIES	18,900	19,845		0
INSURANCE	232,738	244,375	94,375	150,000
UTILITIES	42,745	44,882	24,882	20,000
CONTRACTUAL SERVICES	98,000	102,900	102,900	0
EQUIPMENT	2,600	2,730	2,730	0
MISCELLANEOUS	751,124	753,680	30,000	723,680
ADMINISTRATION EXPENDITURES	<u>1,548,519</u>	<u>1,590,945</u>	<u>274,732</u>	<u>1,316,213</u>
PARK MAINTENANCE EXPENDITURES:				
SALARIES & WAGES	531,181	557,740		557,740
MATERIALS & SUPPLIES	52,000	54,600	0	54,600
CONTRACTUAL SERVICES	66,000	69,300	0	69,300
EQUIPMENT	6,000	6,300	0	6,300
BUILDING & LANDSCAPE	31,500	33,075	33,075	0
MISCELLANEOUS	3,700	2,825	2,825	0
PARK MAINTENANCE EXPENDITURES	<u>690,381</u>	<u>723,640</u>	<u>35,700</u>	<u>687,940</u>
TOTAL CORPORATE EXPENDITURES	<u>2,238,900</u>	<u>2,314,585</u>	<u>310,432</u>	<u>2,004,153</u>
RECREATION FUND				
ADMINISTRATION REVENUES:				
Real Estate Taxes	1,060,000			
Replacement Taxes	0			
Miscellaneous	0			
General & Brochure Income	20,000			
ADMINISTRATION REVENUES	<u>1,080,000</u>			
ADMINISTRATION EXPENDITURES:				
SALARIES & WAGES	393,882	413,576	0	413,576
MATERIALS & SUPPLIES	28,000	29,400	0	29,400
INSURANCE	138,198	145,108	0	145,108
UTILITIES	46,350	48,668	0	48,668
CONTRACTUAL SERVICES	17,000	17,850	0	17,850
EQUIPMENT	1,000	1,050	0	1,050
MISCELLANEOUS	44,564	46,792	0	46,792
ADMINISTRATION EXPENDITURES	<u>668,994</u>	<u>702,444</u>	<u>0</u>	<u>702,444</u>
RECREATION PROGRAM REVENUE:				
Program Revenue	687,400			
PROGRAM REVENUES	<u>687,400</u>			
RECREATION PROGRAM EXPENDITURES:				
Instructors Salaries	304,510	319,736		
Program Supplies	73,779	77,468		
Program Services	131,347	137,914		
PROGRAM EXPENDITURES	<u>509,636</u>	<u>535,118</u>	<u>535,118</u>	

Morton Grove Park District
Budget 2021

	Budget 2021	Total Appropriation	Estimated Receipts From Sources Other Than Tax Levy	Amounts Raised By Tax Levy
HARRER POOL REVENUES	<u>79,000</u>			
HARRER POOL EXPENDITURES:				
SALARIES & WAGES	94,000	98,700	98,700	
MATERIALS & SUPPLIES	7,500	7,875	7,875	
UTILITIES	36,050	37,853	37,853	
CONTRACTUAL SERVICES	13,000	13,650	13,650	
EQUIPMENT	1,000	1,050	1,050	
BUILDING & LANDSCAPE	1,000	1,050	1,050	
MISCELLANEOUS	4,000	4,200	4,200	
HARRER POOL EXPENDITURES	<u>156,550</u>	<u>164,378</u>	<u>164,378</u>	<u>0</u>
ORIOLE POOL REVENUES	<u>107,400</u>			
ORIOLE POOL EXPENDITURES:				
SALARIES & WAGES	180,500	189,525	189,525	
MATERIALS & SUPPLIES	9,000	9,450	9,450	
UTILITIES	36,050	37,853	37,853	
CONTRACTUAL SERVICES	14,000	14,700	14,700	
EQUIPMENT	1,000	1,050	1,050	
BUILDING & LANDSCAPE	1,000	1,050	1,050	
MISCELLANEOUS	4,500	4,725	4,725	
ORIOLE POOL EXPENDITURES	<u>246,050</u>	<u>258,353</u>	<u>258,353</u>	<u>0</u>
CONCESSIONS REVENUES:				
CONCESSION REVENUES	<u>2,700</u>			
CONCESSIONS EXPENDITURES:				
CONCESSION EXPENDITURES	<u>0</u>	<u>0</u>	<u>0</u>	
POOL EXPENDITURES	<u>402,600</u>	<u>422,730</u>	<u>422,730</u>	<u>0</u>
RENTAL REVENUES:				
Rentals - PVCC Common Rm	8,000			
Rentals - PVCC Activity Rm	0			
Rentals - PVCC Gym	10,000			
Rentals - Fieldhouses National	10,000			
Rentals - Fieldhouses Austin	100			
Rentals - Fieldhouses Mansfield	500			
Rentals - Fieldhouses Oketo	100			
Rentals - Fieldhouses Harrer	500			
Rentals - Fieldhouses Oriole	1,000			
RENTAL REVENUES	<u>30,200</u>	<u>0</u>	<u>0</u>	
SALARIES & WAGES	27,000	28,350	28,350	
MATERIALS & SUPPLIES	0	0	0	
EQUIPMENT	0	0	0	
MISCELLANEOUS	0	0	0	
TOTAL RENTAL EXPENDITURES	<u>27,000</u>	<u>28,350</u>	<u>28,350</u>	
COMMUNITY CENTER:				
REVENUES:	<u>82,000</u>			
SALARIES & WAGES	82,000	86,100	86,100	
MATERIALS & SUPPLIES	13,700	14,385	14,385	
UTILITIES	0	0	0	
CONTRACTUAL SERVICES	13,205	13,865	13,865	
EQUIPMENT	1,500	1,575	1,575	

**Morton Grove Park District
Budget 2021**

	<u>Budget 2021</u>	<u>Total Appropriation</u>	<u>Estimated Receipts From Sources Other Than Tax Levy</u>	<u>Amounts Raised By Tax Levy</u>
MISCELLANEOUS	400	420	420	
FITNESS CENTER EXPENDITURES	<u>110,805</u>	<u>116,345</u>	<u>116,345</u>	
PVCC Maintenance				
SALARIES & WAGES	149,235	156,697	156,697	
MATERIALS & SUPPLIES	26,000	27,300	27,300	
UTILITIES	88,580	93,009	93,009	
CONTRACTUAL SERVICES	21,000	22,050	22,050	
BUILDING & LANDSCAPE	18,000	18,900	18,900	
PVCC EXPENDITURES	305,315	320,581	320,581	
MARKETING:				
REVENUES:	<u>19,500</u>			
MATERIALS & SUPPLIES	17,500	18,375	18,375	
CONTRACTUAL SERVICES	45,850	48,143	48,143	
MISCELLANEOUS	2,000	2,100	2,100	
MARKETING EXPENDITURES	65,350	68,618	68,618	
TOTAL COMM. CENTER EXPENDITURES	<u>508,470</u>	<u>533,893</u>	<u>533,893</u>	
 TOTAL RECREATION	<u>2,089,700</u>	<u>2,194,185</u>	<u>1,491,741</u>	<u>702,444</u>
POLICE FUND				
REVENUES:				
Real Estate Taxes	0			
PPRT	7,000			
POLICE FUND REVENUES	<u>7,000</u>			
SALARIES & WAGES	7,000	7,350	0	7,350
MATERIALS & SUPPLIES	0	0	0	0
EQUIPMENT	0	0	0	0
MISCELLANEOUS	0	0	0	0
POLICE FUND EXPENDITURES	<u>7,000</u>	<u>7,350</u>	<u>0</u>	<u>7,350</u>
PAVING & LIGHTING				
REVENUES:	<u>0</u>			
PAVING & LIGHTING FUND EXPENDITURES	<u>0</u>	<u>0</u>		<u>0</u>
MUSEUM FUND				
Real Estate Taxes	0			
PPRT	20,000			
Miscellaneous	0			
MUSEUM FUND REVENUES	<u>20,000</u>			
SALARIES & WAGES	10,000	10,500	0	10,500
MATERIALS & SUPPLIES	1,071	1,125	0	0
UTILITIES	4,429	4,650	0	4,650
CONTRACTUAL SERVICES	4,500	4,725	0	4,725
EQUIPMENT	0	0	0	0
BUILDING & LANDSCAPE	0	0	0	0
MUSEUM FUND EXPENDITURES	<u>20,000</u>	<u>21,000</u>	<u>0</u>	<u>21,000</u>
Illinois Municipal Retirement Fund				
IMRF FUND REVENUES	<u>250,000</u>			
IMRF EXPENDITURES	<u>250,000</u>	<u>250,000</u>	<u>0</u>	<u>250,000</u>

Morton Grove Park District
Budget 2021

	Budget 2021	Total Appropriation	Estimated Receipts From Sources Other Than Tax Levy	Amounts Raised By Tax Levy
F.I.C.A.				
FICA FUND REVENUES	<u>200,000</u>			
F.I.C.A. FUND EXPENDITURES	<u>200,000</u>	<u>200,000</u>	<u>0</u>	<u>200,000</u>
BOND & INTEREST				
BOND & INTEREST FUND REVENUES	<u>1,000,000</u>			
BOND & INTEREST FUND EXPENDITURES	<u>1,000,000</u>	<u>1,000,000</u>	<u>0</u>	<u>1,000,000</u>
BOND & INTEREST				
BOND & INTEREST FUND REVENUES	<u>550,000</u>			
BOND & INTEREST FUND EXPENDITURES	<u>550,000</u>	<u>550,000</u>	<u>0</u>	<u>550,000</u>
LIABILITY INSURANCE				
LIABILITY FUND REVENUES	<u>0</u>			
LIABILITY FUND EXPENDITURES	<u>102,000</u>	<u>102,000</u>		<u>102,000</u>
SPECIAL RECREATION				
SPECIAL REC. FUND REVENUES	<u>350,000</u>			
SPECIAL REC. FUND EXPENDITURES	<u>350,000</u>	<u>350,000</u>	<u>0</u>	<u>350,000</u>
AUDIT				
AUDIT FUND REVENUES	<u>16,000</u>			
AUDIT FUND EXPENDITURES	<u>16,000</u>	<u>16,000</u>		<u>16,000</u>
CAPITAL IMPROVEMENTS				
REVENUES:				
CAPITAL IMPROVEMENTS REVENUES	<u>13,164,000</u>			
EXPENDITURES:				
CAPITAL IMP. FUND EXPENDITURES	<u>13,164,000</u>	<u>13,164,000</u>	<u>13,164,000</u>	<u>0</u>
TOTAL EXPENDITURE SUMMARY				
Corporate - Administration	\$1,548,519	\$1,590,946	\$274,732	\$1,316,213
Corporate - Parks	690,380	723,640	36,700	687,940
Recreation - Administration	668,994	702,444	0	702,444
Recreation - Programs	509,636	536,118	536,118	0
Recreation - Pools	402,600	422,730	422,730	0
Recreation - Community Center	508,470	533,893	533,893	0
Police	7,000	7,360	0	7,360
Paving & Lighting	0	0	0	0
Museum	20,000	21,000	0	21,000
Illinois Municipal Retirement Fund	250,000	250,000	0	250,000
FICA	200,000	200,000	0	200,000
Debt Service	1,560,000	1,560,000	560,000	1,000,000
Liability Insurance	102,000	102,000	0	102,000
Special Recreation	350,000	350,000	0	350,000
Audit	16,000	16,000	0	16,000
Capital Improvements	13,164,000	13,164,000	13,164,000	0
Total Estimated Receipts from Sources Other Than Taxes			<u>\$15,516,173</u>	
Tax Levy				<u>\$4,652,946</u>
TOTAL BUDGET	<u>\$19,987,600</u>			
TOTAL APPROPRIATION		<u>\$20,169,120</u>		

SECTION 4: The several sums above mentioned, in the aggregate amount of NINETEEN MILLION NINE HUNDRED AND EIGHTY EIGHT THOUSAND and no/100ths (19,988,000) DOLLARS are hereby budgeted as proportionate and/or fractional parts of the said amount.

SECTION 5: The several sums above mentioned, in the aggregate amount of TWENTY MILLION ONE HUNDRED AND SIXTY NINE THOUSAND and no/100ths (20,169,000) DOLLARS are deemed necessary to defray all necessary expenses and liabilities of the Park District and are hereby appropriated as proportionate and/or fractional parts of said amount.

That all of the unexpended balances of any item or items of any general appropriation made in this Ordinance may be expended in making up any insufficiency or deficiency in any item or items in the same or similar general appropriation made by this Ordinance.

All receipts and revenue not specifically appropriated, and all unexpended balances from the preceding fiscal year not required for the purpose for which they were appropriated and levied shall constitute the general fund and shall be placed to the credit of such fund.

SECTION 6: That the following is a breakdown of the projected receipts expected to be received during the period beginning January 1, 2021, and ending December 31, 2021 for general corporate purposes, for providing recreation programs, for the payment to the Illinois Municipal Retirement Fund and Social Security Benefits of the Morton Grove Park District, for the payment of Liability Insurance premiums, Annual Audit, Special Recreation for the Handicapped Fund, Police Fund, Paving and Lighting Fund, and Museum Fund, as provided in Article 5 of the Illinois Park District Code and other applicable statutes.

General Park District Code:

Bond Proceeds	\$13,164,000
Real Estate Taxes	4,800,000
Program Revenue	687,000
Community Center	133,000
Pools	189,000
Replacement Taxes	205,000
Interest Income	61,000
MNSAR Rental Income	83,000
Other	<u>847,000</u>
TOTAL	<u>\$20,169,000</u>

SECTION 7: That the invalidity of any portion of this Ordinance or any of the items hereof, shall not render invalid any other portion or item thereof which can be given effect without the invalid part.

SECTION 8: That this Ordinance shall be in full force and effect from and after its passage, approval and publication, according to law.

PASSED this 16th day of December 2020.

AYES:

NAYS:

ABSENT:

ABSTAIN:

Keith White, President of the Board of Park Commissioners

ATTESTED and FILED in my office this 16th day of December 2020.

Jeffrey Wait, Secretary
MORTON GROVE PARK DISTRICT

MORTON GROVE PARK DISTRICT
6834 Dempster Street
Morton Grove, Illinois 60053

CERTIFICATION

I, Jeffrey Wait, do hereby certify that I am the duly qualified and appointed Secretary of the MORTON GROVE PARK DISTRICT, Village of Morton Grove, County of Cook and State of Illinois, and as such Secretary, I am the keeper of the official records and files of the Board of Commissioners of the MORTON GROVE PARK DISTRICT.

I do hereby certify that the attached Ordinance entitled "AN ORDINANCE ADOPTING THE COMBINED ANNUAL BUDGET AND APPROPRIATION OF FUNDS FOR THE MORTON GROVE PARK DISTRICT, COOK COUNTY, ILLINOIS, FOR THE PERIOD BEGINNING JANUARY 1, 2021 AND ENDING DECEMBER 31, 2021," is a full, true and complete copy of that Ordinance which was adopted on the 16th day of December 2020, by the MORTON GROVE PARK DISTRICT, all as it appears from the official records of said Park District in my official care and custody.

We, Keith White, President, and Paul Minx, Treasurer, do hereby certify that we are the duly qualified and elected President and Treasurer of the MORTON GROVE PARK DISTRICT, Village of Morton Grove, County of Cook and State of Illinois, and we do certify that we are the chief fiscal officers of said District.

Pursuant to the statute regarding passage of Appropriation and Budget Ordinances, we do hereby certify that the attached Ordinance contains a detailed list of estimated receipts from sources other than taxation in the Budget and Appropriation Ordinance. Further, the general sources of revenue anticipated to be received by the Park District during the budget and appropriation period of January 1 to December 31 is as follows: Tax Levy; the Personal

Property Replacement Tax; interest earned on tax monies deposited; Bond proceeds; Illinois Dept. of Natural Resources Grant; program fees, fees charged in regard to our revenue producing facilities, all as are more fully detailed in the Budget and Appropriation Ordinance, a copy of which is herewith attached.

This certification is made pursuant to Chapter 35, Section 200/18-50 of the Illinois Compiled Statutes effective January 1, 1994.

IN WITNESS WHEREOF, we have hereunto affixed our official signatures and the corporate seal of the MORTON GROVE PARK DISTRICT THIS 16th day of December 2020.

Secretary of the MORTON GROVE PARK DISTRICT
Cook County, Illinois

President of the MORTON GROVE PARK DISTRICT
Cook County, Illinois (Chief Executive Officer)

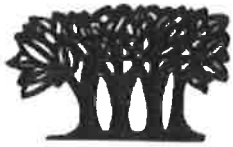
Treasurer of the MORTON GROVE PARK DISTRICT
Cook County, Illinois (Chief Fiscal Officer)

Subscribed and Sworn to before me this

16th day of December 2020

SEAL

Notary Public



MORTON GROVE
PARK DISTRICT

Memorandum

To: Board of Park Commissioners
From: Marty O'Brien, Superintendent of Finance
Date: December 16, 2020
Subject: Tax Levy Ordinance #O-11-20

Issue:

Discussion of the Morton Grove Park District 2020 property tax levy.

Discussion:

The Morton Grove Park District has prepared a tentative 2020 property tax levy detailing the amount of taxes to be collected in calendar year 2021. As shown in the attached document, the tax levy is estimated to increase by 33.96% over last year. The majority of the increase is to pay Harrier Pool debt.

Park Board Action:

Approve the Property Tax Levy Ordinance #O-11-20.

ORDINANCE #0-11-20

**AN ORDINANCE
PROVIDING FOR THE ANNUAL LEVY OF TAXES
OF THE MORTON GROVE PARK DISTRICT
FOR THE YEAR 2020**

BE IT ORDAINED by the Board of Commissioners of the MORTON GROVE PARK DISTRICT, Cook County, State of Illinois.

SECTION 1: That the following sums of money, or as much thereof as may be authorized by law, be and the same are hereby levied upon all taxable property within said MORTON GROVE PARK DISTRICT. The specific amounts hereby levied for various purposes are set forth below, said taxes so levied being for said current fiscal year of said District and for the said purposes to be raised by taxation, the total of which have been ascertained as aforesaid, and being as follows:

SECTION 2: That the items levied are as follows:

TOTAL LEVY FOR GENERAL CORPORATE FUND	\$2,100,000.00
TOTAL LEVY FOR RECREATION FUND	\$1,100,000.00
TOTAL LEVY FOR POLICE FUND	\$1.00
TOTAL LEVY FOR PAVING & LIGHTING FUND	\$1.00
TOTAL LEVY FOR MUSEUM FUND	\$1.00
TOTAL LEVY FOR I.M.R.F. FUND	\$150,000.00
TOTAL LEVY FOR SOCIAL SECURITY FUND	\$150,000.00
TOTAL LEVY FOR LIABILITY INSURANCE FUND	\$1.00
TOTAL LEVY FOR HANDICAPPED PROGRAM FUND	\$380,000.00
TOTAL LEVY FOR AUDIT FUND	<u>\$1.00</u>
TOTAL LEVIED FOR 2019	<u>\$3,880,005.00</u>

SECTION 3: That the total amount of THREE MILLION EIGHT HUNDRED AND EIGHTY THOUSAND and FIVE (\$3,880,005.00) DOLLARS, exclusive of bond principal and interest, ascertained as aforesaid, be, and the same is hereby levied and assessed on all property subject to taxation within the MORTON GROVE PARK DISTRICT according to the value of said property as the same is assessed and equalized for state and county purposes for the current year.

SECTION 4 : The Secretary of the MORTON GROVE PARK DISTRICT shall file with the County Clerk of the County of Cook, State of Illinois, a certified copy of this Ordinance and said County Clerk shall ascertain the rate per centum, which upon the total value of all property subject to taxation with the District, at the full, fair cash value as the same is assessed and equalized by the Department of Revenue of the State of Illinois for state and county purposes for the year 2020, will produce the net amounts herein levied and ordered certified, and he shall extend the tax upon the tax books of the Collector of the state and county taxes within said District as provided by law.

SECTION 5: That the invalidity of any portion of this Ordinance or any of the items hereof, shall not render invalid any other portion or item thereof which can be given effect without the invalid part.

SECTION 6: That this Ordinance shall be in full force and effect from and after its passage and approval, according to laws.

Passed this 16th day of December 2020.

AYES:

NAYS:

ABSENT:

ABSTAIN:

Keith White, President, Board of Park Commissioners

ATTESTED AND SIGNED in my office this 16th day of December 2020.

Jeffrey Wait, Secretary, Morton Grove Park District

CERTIFICATION OF COMPLIANCE

STATE OF ILLINOIS]

] SS.

COUNTY OF COOK]

I, Keith White, do hereby certify that I am the duly qualified and acting President and Presiding Officer of the MORTON GROVE PARK DISTRICT, Cook County, State of Illinois, and I do further certify that the foregoing Levy Ordinance was passed in full compliance with the provisions of the Truth In Taxation Law, Chapter 35 Illinois Compiled Statutes, Paragraph 200/18/55 et. seq.

Keith White, President and Presiding Officer of the Morton Grove Park District

DATED: _____

CERTIFICATION

STATE OF ILLINOIS]

] SS.

COUNTY OF COOK]

I, Jeffrey Wait, Secretary of the Board of Park Commissioners of the MORTON GROVE PARK DISTRICT, County of Cook, State of Illinois, do hereby certify that I am the duly qualified and acting Secretary of the Board of Park Commissioners of the MORTON GROVE PARK DISTRICT, County of Cook and State of Illinois. I do further certify that as such official, I have care and custody of all official records of the Board of Park Commissioners of said MORTON GROVE PARK DISTRICT and I do further certify that the annexed and foregoing is a true and correct copy of the Levy Ordinance for the Year 2020, accepted and passed by the Board of Park Commissioners of the MORTON GROVE PARK DISTRICT at a meeting held on the 16th day of December, 2020, and that said ordinance passed as aforesaid, was deposited and filed in the office of the Secretary on the 16th day of December 2020.

I do further certify that the original, of which the foregoing is a true copy, has been entrusted to my care and safekeeping and that I am the official keeper of same.

I do further certify that the vote of the Board of Park Commissioners of the MORTON GROVE PARK DISTRICT on the motion to adopt the aforesaid ordinance was as follows:

AYES:

NAYS:

ABSENT:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the MORTON GROVE PARK DISTRICT this 16th day of December 2020.

Jeffrey Wait, Secretary of the Board of Park Commissioners
of the MORTON GROVE PARK DISTRICT, Cook County, State of Illinois



**MORTON GROVE
PARK DISTRICT**

Memorandum

To: Board of Park Commissioners
From: Marty O'Brien, Superintendent of Finance
Date: December 16, 2020
Subject: Tax Extension Resolution #R-08-20

Issue:

Discuss the Morton Grove Park District Tax Extension Resolution.

Discussion:

The Morton Grove Park District has prepared the 2020 tax extension resolution. The resolution directs the Cook County Clerk which funds to adjust first, should the limitation of funds be necessary, in order to comply with the Property Tax Extension Limitation Act.

Park Board Action:

Approve the Morton Grove Park District 2020 Tax Extension Resolution #R-08-20.

**RESOLUTION #R-08-20
DIRECTING THE COOK COUNTY CLERK
TO LIMIT THE LEVY OF CERTAIN
FUNDS IN THE 2020 TAX EXTENSION**

WHEREAS, the Morton Grove Park District has filed with the Cook County Clerk an Ordinance for the levy of taxes for the year 2020 on all property within the District; and

WHEREAS, the Illinois Legislature has enacted The Property Tax Extension Limitation Act, known as PA 89-01, which required the County Clerk to proportionally reduce the levy of each fund subject to the Act in the event such fund exceeds the tax cap limitation, unless directed otherwise by the District; and

WHEREAS, the District desires to direct the Cook County Clerk as to which funds to limit in making the District's 2020 tax extension, should limitation of funds be necessary in order for the District to comply with The Property Tax Extension Limitation Act.

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF COMMISSIONERS OF THE MORTON GROVE PARK DISTRICT, COOK COUNTY, STATE OF ILLINOIS, AS FOLLOWS:

1. The corporate authorities do hereby incorporate the foregoing clauses into the Resolution as though fully set forth therein and thereby making the findings as set forth above.

2. The Morton Grove Park District hereby directs the Cook County Clerk to limit the following fund if necessary, in order for the District to comply with the Property Tax Extension Limitation Act:

Recreation Fund

3. This Resolution shall be in full force and effect from and after its adoption.

PASSED THIS 16th DAY OF DECEMBER 2020.

AYES:

NAYS:

ABSENT:

ABSTAIN:

APPROVED BY PRESIDENT OF THE BOARD ON THIS 16th DAY OF December 2020.

Keith White, President
Board of Park Commissioners
Morton Grove Park District

ATTESTED and FILED in my office
this 16th day of December 2020.

Jeffrey Wait, Secretary
Morton Grove Park District

CERTIFICATION

STATE OF ILLINOIS]

] SS:

COUNTY OF COOK]

I, Jeffrey Wait, Secretary of the Board of Park Commissioners of the MORTON GROVE PARK DISTRICT, County of Cook, State of Illinois, do hereby certify that I am the duly qualified and acting Secretary of the Board of Park Commissioners of the MORTON GROVE PARK DISTRICT, County of Cook and State of Illinois.

I do further certify that as such official, I have care and custody of all official records of the Board of Park Commissioners of said MORTON GROVE PARK DISTRICT and I do further certify that the attached Resolution #R-08-20 directing the Cook County Clerk to Limit the Levy of Certain Funds in the 2020 Tax Extension is a full, true and complete copy of that Resolution which was adopted on the 16th day of December 2020, by the MORTON GROVE PARK DISTRICT, all as it appears from the official records of the Park District in my official care and custody.

I do further certify that the vote of the Board of Park Commissioners of the MORTON GROVE PARK DISTRICT on the motion to adopt the aforesaid Resolution was as follows:

AYES:

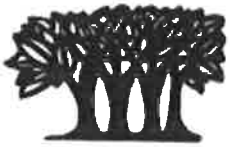
NAYS:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the MORTON GROVE PARK DISTRICT this 16th day of December 2020.

Jeffrey Wait, Secretary
Board of Park Commissioners
Morton Grove Park District
Cook County, ILLINOIS



MORTON GROVE
PARK DISTRICT

Memorandum

To: Board of Commissioners
From: Laura Kee, Superintendent of Human Resources & Risk Management
Date: December 16, 2020
Regarding: Full Time Salary Ranges

Issue:

Full time salary ranges for 2021-22.

Discussion

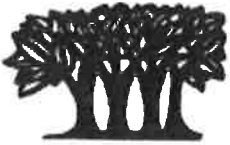
Full time salary ranges have not been reviewed or adjusted in the past two years. I have gathered and compared the current District's job descriptions and salary ranges to other equivalent agencies to ensure that we are competitive in compensation.

The attached proposed ranges show an annual 4% increase to the end of each range for each position. Salary ranges will be reviewed every two years.

Park Board Action:

Staff recommends the Board approve the changes to the full-time salary ranges effective 2021-22.

Full Time Salary Ranges		
	2019	Proposed 2021
EXECUTIVE DIRECTOR	\$100,000 to \$160,000	\$100,000 to \$160,000
SUPERINTENDENT		
Superintendent of Finance	\$65,000 to \$100,000	\$65,000 to \$110,000
Superintendent of HR & Risk Management	\$65,000 to \$100,000	\$65,000 to \$110,000
Superintendent of Parks & Maintenance	\$65,000 to \$100,000	\$65,000 to \$110,000
Superintendent of Recreation & Facilities	\$65,000 to \$100,000	\$65,000 to \$110,000
MANAGER & SUPERVISOR		
Marketing Manager	\$45,000 to \$62,000	\$45,000 to \$65,000
Recreation Supervisor	\$38,000 to \$58,000	\$38,000 to \$61,000
Finance Coordinator / Recording Secretary	\$36,000 to \$56,000	\$36,000 to \$58,000
Registration Coordinator	\$36,000 to \$49,000	\$36,000 to \$55,000
PARKS STAFF		
Foreman	\$53,000 to \$77,000	\$53,000 to \$80,000
Maintenance Technician II	\$45,000 to \$62,000	\$45,000 to \$65,000
Maintenance Technician I	\$32,000 to \$47,000	\$32,000 to \$49,000
Custodian	\$27,000 to \$41,000	\$27,000 to \$43,000



**MORTON GROVE
PARK DISTRICT**

Memorandum

To: Board of Park Commissioners
From: Marty O'Brien, Superintendent of Finance
Date: December 16, 2020
Regarding: Transfer of Appropriation Funds

Issue:

To transfer appropriations between the line items that have excess funds to the items that are in need.

Discussion:

The Board passed the 2020 appropriation ordinance at the December 2019 Board meeting. Per state law, after the first six months, the Board has the authority to transfer funds from any line item anticipated to have excess funds to a line item that needs funds. At the completion of this process, the 2020 appropriations for all the individual line items will exceed the individual expenditures.

Park Board Action:

For the Board of Commissioners to authorize the attached budget transfers in the amount of \$151,125.

Description: MORTON GROVE PARK DISTRICT
MID YEAR BUDGET ADJUSTMENTS

GL #	Description	DR	CR
01-20-520327	MATRL- SUPP-MAINT. - BALL FIELDS		\$1,000
01-20-520328	MATRL-SUPP-MAINT. - MAT'LS - PLAYGROUNDS	\$1,000	
01-10-551120	CONTRACT SVCS-LEGAL - EXTRA SERVICE		\$35,000
01-20-554300	CONTRACTUAL -TEMPORARY MAINTENANCE STAFF	\$35,000	
01-20-554600	CONTRACTUAL SERVICES-PROF SERV - MAINT		\$50
01-20-554100	CONTRACTUAL SERVICES-AGREEMENTS - MAINT	\$50	
01-10-560810	EQUIPMENT-NEW EQUIP - COMPUTER - SOFT		\$100
01-10-560800	EQUIPMENT-NEW EQUIP - COMPUTER - HARD	\$100	
01-10-570200	BUILDING & LANDSCAPE-BUILDING REPAIR		\$500
01-20-570200	BUILDING & LANDSCAPE-BUILDING REPAIR	\$500	
01-10-580300	EXP MISCELLANEOUS-EXPENSE FROM DONATIONS		\$100
01-10-580100	EXP MISC.-HUMAN RESOURCE EXPENSES	\$100	
02-32-520110	MATRL AND SUPP-OFFICE EXP - SUPPLIES		\$200
02-32-520120	MATRL AND SUPP-OFFICE EXP - PRINTING	\$200	
02-31-520360	MATRL AND SUPP-SUPPLIES- PVCC GYM		\$200
02-31-512500	SALARIES-CUSTOMER SERVICE SUPERVISOR	\$200	
02-32-520210	MATERIALS AND SUPPLIES-EQUIPMENT REPAIR		\$4,000
02-32-513610	SALARIES & WAGES-FITNESS - FITNESS ATTEN	\$4,000	
02-21-540110	UTILITIES-ELECTRICTY		\$5,000
02-21-540120	UTILITIES-HEATING FUEL		\$1,000
02-22-540110	UTILITIES-ELECTRICTY	\$5,000	
02-22-540120	UTILITIES-HEATING FUEL	\$1,000	
02-33-552300	CONTRACT SVCS-CONTRACTUAL SERVICES		\$7,000
02-33-570200	BUILDING & LANDSCAPE-BUILDING REPAIR	\$7,000	
02-21-570600	BLDG-LANDSCAPE-POOL - BLDG & REPAIR		\$15,500
02-22-513306	SALARIES & WAGES-POOL - GUARDS	\$15,500	
02-10-580201	EXP MISC.-PUBLIC COMMUNICATIONS INC.		\$2,000
02-10-581200	EXP MISC.-EDUCATIONAL SEMINARS - STAFF	\$2,000	
02-10-585103	EXP MISCELLANEOUS-SANTA COMES TO TOWN		\$25
02-10-589105	EXP MISCELLANEOUS-EMPLOYEE RECOGNITION	\$25	
02-01-591103	INSTR SAL-BASKETBALL - YOUTH INSTRUCTION		\$200
02-01-592103	CONTRACTING SERVICES - BASKETBALL YOUTH		\$200
02-01-591177	INSTRUCTOR SALARIES-GYMNASTICS	\$500	
02-04-591512	INSTRUCTOR SALARIES-FIELD RENTAL		\$100
02-07-591822	INSTRUCTOR SALARIES-KINDER ODY DIST 70		\$750
02-07-591825	INSTRUCTOR SALARIES-BASE	\$3,750	
02-07-591830	INSTRUCTOR SALARIES-BEFORESCHOOL CLUB		\$3,000
02-01-592179	CONTRACTING SERVICES-TKDO		\$5,000
02-01-592193	CONTRACTINGSERVICES-HOT SHOTS	\$14,000	
02-03-592420	CONTRACTING SERVICES-THEATER		\$1,000
02-07-592823	CONTRACTING SERVICES-B4		\$2,500
02-07-592825	CONTRACTING SERVICES-BASE		\$8,000

02-07-592835	CONTRACTING SERVICES-TEENS		\$500
02-08-592926	CONTRACTING-SUMMER CONCERT SERIES	\$11,000	
02-01-593193	PROGRAM SUPPLIES-HOT SHOTS		\$8,000
02-01-593512	PROGRAM SUPPLIES-FIELD RENTAL		\$500
02-01-593177	PROGRAM SUPPLIES-GYMNASTICS	\$500	
02-08-593919	PRGM SUPP-DADDY/DAUGHTER DATE NIGHT		\$100
02-08-593920	PROGRAM SUPPLIES-MOM & SON1S NIGHT OUT	\$150	
02-08-593939	NOT BEING USED		\$50
02-08-593944	PROGRAM SUPPLIES-ICE CREAM SOCIAL		\$200
02-08-593945	PROGRAM SUPPLIES-SUMMER SIZZLE	\$200	
01-10-520110	MATRL AND SUPP-OFFICE EXP - SUPPLIES		1,000.00
01-10-520100	MATRL AND SUPP-BANK SERVICE CHARGES	1,000.00	
01-10-540150	UTILITIES-TELEPHONE		6,000.00
01-10-540110	UTILITIES-ELECTRICTY	6,000.00	
01-10-551200	CONTRACT SVCS-LEGAL - PUBLICATIONS		5,000.00
01-10-554100	CONTRACTUAL SERVICES-AGREEMENTS - MAINT	5,000.00	
01-10-580100	EXP MISC.-HUMAN RESOURCE EXPENSES		1,000.00
01-10-581120	EXP MISC-COMM EXPENSE - EDUC SEMINARS	1,000.00	
01-20-520323	MATRL AND SUPP-MAINT. - MAT'LS - GROUNDS		3,000.00
01-20-520325	MATRL-SUPP-MAINT. - MAT'LS - VEHICLES	3,000.00	
01-20-520335	MATERIALS AND SUPPLIES-SUPPLIES - SAFETY		1,000.00
01-20-520500	MATRL-SUPP-SUPPLIES - GAS & OIL VEHICLES	1,000.00	
01-20-554100	CONTRACTUAL SERVICES-AGREEMENTS - MAINT		5,000.00
01-20-554300	CONTRACTUAL -TEMPORARY MAINTENANCE STAFF	5,000.00	
01-20-554600	CONTRACTUAL SERVICES-PROF SERV - MAINT		50
01-20-554300	CONTRACTUAL -TEMPORARY MAINTENANCE STAFF	50	
01-20-560900	EQUIPMENT-NEW EQUIP - FENCE		1,000.00
01-20-560200	EQUIPMENT-NEW EQUIP - MAINT	1,000.00	
02-01-593103	PRGM SUPP-BASKETBALL - YOUTH INSTRUCTION		100
02-01-593131	PRGM SUPP-SOFTBALL - ADULT SOFTBALL	100	
02-08-592944	CONTRACTING SERVICES-ICE CREAM SOCIAL		500
02-08-592945	CONTRACTING SERVICES-BACK TO SCHOOL BASH	500	
02-08-593935	PROGRAM SUPPLIES-MOVIES IN THE PARK		500
02-08-593945	PROGRAM SUPPLIES-BACK TO SCHOOL BASH	500	
02-10-512605	SALARIES & WAGES-FITNESS SUPERVISOR		1,000.00
02-10-512710	SALARIES-RECREATION/SAFETY COORDINATOR	1,000.00	
02-10-540150	UTILITIES-TELEPHONE		5,000.00
02-10-540110	UTILITIES-ELECTRICTY	5,000.00	
02-10-580201	EXP MISC.-RENEWAL OF DISTINGUISHED AGCY		5,000.00
02-10-581200	EXP MISC.-EDUCATIONAL SEMINARS - STAFF	5,000.00	
02-22-552200	CONTRACT SVCS-FRAMEWORK IT ASSISTANCE		100
02-22-520312	MATERIALS AND SUPPLIES-JANITOR SUPPLIES	100	
02-31-512500	SALARIES-CUSTOMER SERVICE SUPERVISOR		200
02-31-513151	SALARIES-FIELDHOUSE RENTAL ATTENDANT	200	
02-32-552300	CONTRACT SVCS-CONTRACTUAL SERVICES		2,000.00
02-32-554200	CONTRACT SVCS-AGREEMENTS - MARKETING	2,400.00	
02-32-554100	CONTRACTUAL SERVICES-AGREEMENTS - MAINT		350
02-32-570200	BUILDING & LANDSCAPE-BUILDING REPAIR		50

02-33-540150	UTILITIES-TELEPHONE		5,000.00
02-33-540110	UTILITIES-ELECTRICTY	5,000.00	
02-33-552300	CONTRACT SVCS-CONTRACTUAL SERVICES		3,000.00
02-33-554100	CONTRACTUAL SERVICES-AGREEMENTS - MAINT	4,000.00	
02-33-560200	EQUIPMENT-NEW EQUIP - MAINT		1,000.00
01-20-570200	BUILDING & LANDSCAPE-BUILDING REPAIR		1,300.00
01-20-570150	BLDG-LANDSCAPE-GENERAL PARK IMPROVEMENTS	1,300.00	
02-08-591912	INSTRUCTOR SALARIES-HALLOWEEN PARTY		300
02-08-593912	PROGRAM SUPPLIES-HALLOWEEN PARTY	300	
01-10-560100	EQUIPMENT-NEW EQUIP - OFFICE	100	
01-10-560800	EQUIPMENT-NEW EQUIP - COMPUTER - HARD		100
01-10-580201	EXP MISC.-RENEWAL OF DISTINGUISHED AGCY	300	
01-10-580100	EXP MISC.-HUMAN RESOURCE EXPENSES		300
01-10-581300	EXP MISC.-EMPLOYEE TRAVEL ALLOWANCE	500	
01-10-581400	EXP MISCELLANEOUS-DUES & SUBSCRIPTIONS		500
		\$151,125	\$151,125



**MORTON GROVE
PARK DISTRICT**

Memorandum

To: Board of Commissioners
From: Laura Kee, Superintendent of Human Resources & Risk Management
Date: December 16, 2020
Regarding: Telecommuting Policy

Issue:

The District needs a telecommuting policy.

Discussion

At the most recent Illinois Association of Park District's Legal Symposium in November, it was strongly advised for districts to implement, if one hasn't been, a policy outlining telecommuting guidelines.

In this age of working from home, the need for a policy establishing the guidelines for how employees should conduct their work responsibilities and the expectations the employee has to be productive while not in the office is extremely important. For example, the employee must be accessible and productive during scheduled work hours, the employee will check voice mail and e-mail frequently, the employee must record all hours worked and meal periods taken, and the employee will report to work upon directive from his or her supervisor. A full listing of these expectation in embodied in the attached policy.

Staff has worked with other Districts to draft this policy so that it is consistent with industry standards. It has been reviewed and modified by Corporate Council as well.

Park Board Action:

For the Board of Park Commissioners to approve the Telecommuting Policy.

Telecommuting Policy

Objective

In order to accommodate the needs of our employees, the Morton Grove Park District (the "District") will permit some employees in specific positions to telecommute. Telecommuting allows employees to work at home, on the road or in a satellite location for all or part of their workweek. The District considers telecommuting to be a viable, flexible work option when both the position and the nature of the job responsibilities are suited to such an arrangement. An employee may be permitted to telecommute provided the employee's productivity is not impacted, the District's operations is not adversely affected, and all other eligibility requirements as set forth in this policy are met, as determined by the District.

Some positions within the District, by their very nature, do not lend themselves to telecommuting. For example, positions that require the supervision of other employees usually cannot be performed off site since an integral part of such a position is for the supervisor to be available to answer questions and coach employees in their growth and development. The District will determine whether a specific position is suitable for a telecommuting arrangement and whether an individual is able to work effectively and efficiently without supervision while telecommuting. Telecommuting is not an entitlement, it is not a companywide benefit, and it in no way changes the terms and conditions of employment with the District.

Procedures

Telecommuting can be informal, such as working from home for a short-term project or on the road during business travel, or a formal, set schedule of working away from the office as described below. An employee interested in telecommuting must discuss, with his or her supervisor, whether telecommuting is an option for the employee's current position. If the employee's supervisor agrees, the employee and supervisor will meet with the Executive Director to review and sign a short-term telecommuting agreement.

The District may authorize a telecommuting arrangement if certain eligibility requirements are met and the employee completes a successful trial period, as outlined in the following paragraphs.

The District will review an approved telecommuting arrangement on a regular basis to determine whether approval for continuation is warranted. Any telecommuting arrangement may be discontinued at any time, with or without notice, at the discretion of the District. Notwithstanding the foregoing, every effort will be made to provide advance notice of such change to accommodate commuting, dependent/child-care and other issues that may arise from the termination of a telecommuting arrangement. There may be instances, however, when no notice is possible. An employee may discontinue a telecommuting arrangement at any time.

Eligibility

Individuals requesting telecommuting arrangements must be employed with the District for at least one full year and must have a satisfactory performance record. Not all positions are eligible for telecommuting and not all telecommuting requests will be authorized.

Before approving any telecommuting arrangement, the employee's supervisor must determine the suitability of such an arrangement. The supervisor will review certain criteria to make this determination, including but not limited to:

- Employee suitability: Assessment of the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuting. The employee must have maintained a good work record prior to making the request to telecommute (no excessive or unexcused absences and no corrective action within the last six months of employment).
- Job responsibilities: Job responsibilities will be reviewed to determine if the job is appropriate for a telecommuting arrangement, including but not limited to whether there is adequate and suitable work available for the employee to perform at home with no supervision.
- Equipment needs, workspace design considerations and scheduling issues: Physical workspace needs, the proposed location for the telework, and any scheduling issues will be reviewed.
- District operations: The telecommuting arrangement does and will not adversely affect District operations, departmental assignments/projects, customer relations, or other work units.

The employee is solely responsible for determining any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based or other telework office.

General Requirements

If the employee is determined to be eligible for a telecommuting arrangement by his or her supervisor, with concurrence from the Executive Director, the employee will commence a telecommuting trial period, for a length of time as determined by the employee's supervisor and Executive Director.

Evaluation of telecommuter performance during the trial period will include regular interaction by phone and e-mail between the employee and the supervisor, and face-to-face meetings to discuss work progress and problems. At the end of the trial period, the supervisor will evaluate and recommend whether continuance of the telecommuting arrangement be approved and, if so, the supervisor will provide any recommended modifications to the arrangement.

An appropriate level of communication between the telecommuter and supervisor will be agreed to as part of the telecommuting arrangement. During the trial period, the level of communication will be more frequent and structured. After conclusion of the trial period, the supervisor and telecommuter will communicate at a level consistent with employees working at the office or in a manner and frequency that is appropriate for the job and the individuals involved.

In order to remain eligible for telecommuting, the employee must continue to maintain satisfactory performance standards and will be subject to the District's normal conduct and performance expectations for its staff. Evaluation of telecommuter performance beyond the trial period will be consistent with that received by employees working at the office in both content and frequency, but will focus on work output and completion of objectives rather than on time-based performance. Additionally, the employee must comply with all District policies, rules, practices, procedures and instructions that would apply if the employee were physically working at the District, including but not limited to all personnel policies, rules, practices, procedures and instructions.

Telecommuting is not designed to be a replacement for appropriate dependent/child-care. Although an individual employee's schedule may be modified to accommodate dependent/child-care needs, the focus of the arrangement must remain on job performance and meeting business demands. Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members prior to entering a trial period.

Equipment

On a case-by-case basis, the District will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines and other office equipment) for each telecommuting arrangement. The human resource and finance departments will serve as resources in this matter.

Equipment supplied by the District will be maintained by the District. Equipment supplied by the employee, will be maintained by the employee. The District accepts no responsibility for damage or repairs to employee-owned equipment. The District reserves the right to make determinations as to appropriate equipment for the employee's teleworking needs, subject to change at any time. Equipment supplied by the District is to be used by the employee for business purposes only. The employee will not make any changes to security or administrative settings on District equipment, unless otherwise approved. The telecommuter must sign an inventory of all District property received and agree to take appropriate action to protect the items from damage or theft.

All equipment provided by the District shall remain the District's sole property. Upon conclusion of the telecommuting arrangement or upon separation of employment, whichever is earlier, all District property will be returned to the District in good working condition on or before the employee's final day of teleworking or employment with the District, as applicable, unless other arrangements have been made.

The District will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary, for business use only. The District will also reimburse the employee for business-related expenses, that are reasonably incurred in carrying out the employee's job.

The employee will establish an appropriate work environment within his or her home, or other location for telecommuting purposes. The District will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture, lighting, repairs or modifications to the home office space.

Security

Consistent with the District's expectations of information security for employees working at the office, telecommuting employees shall ensure the protection of proprietary District and customer information accessible from their home or other telework office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the teleworking environment. Failure to take appropriate steps to ensure information remains protected while teleworking may result in termination of the telecommuting arrangement and/or disciplinary action.

Safety

Employees are expected to maintain their home or other telework workspace in a safe manner, free from safety hazards. Injuries sustained by the employee in a home or other telework office location and in conjunction with his or her regular work duties are normally covered by the District's workers' compensation policy. If any such injuries occur, the employee is responsible for notifying his/her supervisor within 24 hours of the occurrence. The employee is liable for any injuries sustained by visitors to the telecommuting employee's worksite.

Time Worked

Telecommuting employees, regardless of whether classified as exempt or non-exempt under the Fair Labor Standards Act, must accurately record all hours worked using the District's timekeeping system. Hours worked by non-exempt employees in excess of those scheduled per day and per workweek require the advance approval of the telecommuter's supervisor. Failure to comply with this requirement may result in the immediate termination of the employee's telecommuting arrangement and/or disciplinary action.

Ad Hoc Arrangements

Temporary telecommuting arrangements may be approved for circumstances such as inclement weather, federal or state stay-at-home order, special projects or business travel. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.

Other informal, short-term arrangements may be made for employees on family or medical leave to the extent practical for the employee and the District and with the consent of the employee's health care provider, if appropriate.

All informal telecommuting arrangements are made on a case-by-case basis, focusing first on the business needs of the District.

Amendment to Policy

The District reserves the right to amend this policy at any time in its sole discretion, with or without notice.



Memorandum

To: Board of Commissioners
From: Laura Kee, Superintendent of Human Resources & Risk Management
Date: December 16, 2020
Regarding: Executive Director Employment Contract

Issue:

Approval of an employment contract for the Executive Director

Discussion:

The Board of Park Commissioners has spent considerable time discussing the Executive Director's annual performance review and renewal of his employment contract over the last couple of months. They have consulted with staff and Corporate Counsel throughout the process. Corporate Counsel has drafted their changes and presented to the Executive Director for his input. I have attached is the final draft of the negotiated contract.

Park Board Action:

For the Board of Park Commissioners to approve the employment contract for the Executive Director.

EMPLOYMENT AGREEMENT

This agreement ("Agreement") is made and entered into as of this 1st day of January, 2021 ("Effective Date"), by and between the Morton Grove Park District, Cook County, Illinois ("the District"), and Jeffrey Wait, 210 Sheridan Court East, Waukegan, Illinois ("Wait"). The District and Wait are hereinafter sometimes referred to individually as "Party" and jointly as the "Parties." In consideration of the mutual promises hereinafter contained and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

Term of Employment

1. The District hereby employs Wait as the Executive Director of the District and Wait hereby accepts employment with the District as its Executive Director, commencing on the Effective Date and subject to all of the terms and conditions contained in this Agreement. Wait's employment and this Agreement shall continue until December 31, 2023 ("Termination Date") unless sooner renewed or terminated in accordance with this Agreement.

Renewal of Agreement

2. This Agreement may be reviewed and extended upon the mutual agreement of the Parties upon such terms as the Parties may agree. Not less than sixty (60) days prior to the Termination Date, the District shall notify Wait whether or not it intends to renew the Agreement. If the District gives Wait notice of its intent to renew, the Parties shall negotiate terms of a new Agreement. If the Parties cannot agree on the terms of a new agreement, then this Agreement shall expire on the Termination Date. The Parties agree that expiration of this Agreement shall not constitute an adverse employment action and shall not give rise to any claims related to the manner in which Wait's employment with the District is terminated.

Executive Director's Duties

3. As Executive Director, Wait will be the District's chief administrative and operating officer having all of the responsibilities, duties, powers and authority normally associated with that position in the State of Illinois, including those described in Exhibits A and B, which are attached to and made part of this Agreement. (In the event of a conflict between Exhibits A and B, Exhibit B shall control.) Wait shall be responsible for directing all operations of the District as authorized by and in accordance with the directions of the District's Board of Park Commissioners ("the Board").

Compensation

4. As compensation for services rendered under this Agreement, Wait shall be entitled to receive from the District:

a. **Salary**

An annual salary in the amount of \$144,183, retroactive to September 1, 2020,

payable in accordance with the District's usual and customary payroll practices, less applicable withholding for taxes and other customary deductions required by law or court order or requested in writing by Wait. Wait will be evaluated at the end of each year of this Agreement and shall be entitled to an annual merit increase based on his performance to be determined by the Board.

b. **Expense Reimbursement**

The District shall reimburse Wait for reasonable and customary expenses incurred in the performance of his services on behalf of the District, upon presentation to the District of the usual and customary proof of such expenditures in accordance with internal policies and applicable law.

c. **Annual Work Plan/Performance Goals**

On or before March 1 of each year that this Agreement is in effect, Wait shall prepare an annual work plan and annual performance goals and submit same to the Board for final approval. In accordance with Section 10 of this Agreement, the Board will review Wait's performance annually or at such other time as established by the Board, to assess Wait's progress on the work plan and performance goals, and to evaluate his performance generally.

At the start of each fiscal year, Wait will establish and provide to the Board a new work plan and performance goals and objectives, in consultation with the Board.

Benefits

5. a. **Insurance**

Wait shall be entitled to participate in any qualified pension plan, medical or dental insurance plan, group life insurance plan, disability plan, or any other employee insurance benefit plan which is presently existing, or which may be established in the future by the District. Such participation shall be in accordance with the terms and conditions of the particular plans in force and effect at the time and in accordance with federal and state law pertaining to the subject matter thereof. Wait shall be responsible to pay the employee's share of any such plan if applicable.

b. **Vacation Time**

Wait shall be entitled to paid vacation days as follows: (1) for fiscal years 2021 and 2022, twenty-four (24) Vacation Days; (2) for fiscal year 2023, twenty-five (25) Vacation Days. Vacation Days shall be used in accordance with the District's personnel policies and shall accrue on a pro rata basis. If a provision of this

Agreement conflicts with a provision of the Personnel Policy Manual, the terms of this Agreement shall prevail. For purposes of this Agreement, vacation will accrue over the Agreement year and must be used in the Agreement year in which it is earned. Wait shall not be entitled to carry over vacation time from one Agreement year to the next. In the event of Wait's termination either voluntarily or by the Board, Wait shall be entitled to receive the amount of any accrued but unused vacation days, in accordance with this paragraph.

c. **Sick Time**

Wait will earn sick time in accordance with the District's Personnel Policy provisions pertaining to sick time applicable to full time employees.

c. **Holidays**

Wait shall be entitled to holidays on those days and under the terms specified in the District's holiday schedule and policy in force and effect at the time.

d. **Laptop Computer and Cellular Telephone**

The District agrees to provide Wait with a laptop computer and a cellular telephone for his use while employed as Executive Director. The District shall pay the cost of the devices and for reasonable service contracts during Wait's employment.

e. **Use of District-Owned Vehicle and Mileage Reimbursement**

Wait shall be paid a monthly automobile allowance in the amount of Two Hundred Fifty Dollars (\$250) for commuting to and from work as an additional fringe benefit. Wait may use, in accordance with District policies, a District vehicle to travel while performing his duties as Executive Director. Wait shall not have exclusive use of a District vehicle. Wait shall not be entitled to use a District vehicle for commuting to or from work and he shall not be entitled to mileage reimbursement for commuting to or from work.

Professional Development

6. Wait may avail himself of continuing education, professional development and community relations opportunities in accordance with District policy. Wait may participate in professional and community service organizations in order to further develop his expertise, acquire new skills and ideas, and establish community relations and a community presence, which will assist him in the execution of his duties as Executive Director. Accordingly, subject to prior Board authorization, which may be granted in the Board's discretion, the District will provide reasonable advance payment or reimbursement of transportation, lodging, meals and registration expenses for the following activities upon presentation of the usual and

customary proof of such expenditures, not to exceed limits established by state law and Park District ordinance:

- a. Wait's attendance at the National Park and Recreation Association National Congress and the Illinois Park and Recreation Association State Conference in order to maintain his national and state professional certifications;
- b. Wait's enrollment in and attendance at such workshops, seminars and meetings where the knowledge he obtains will benefit the District; and
- c. Wait's membership in professional and service organizations.

Outside Work/Activities

7. Wait shall devote such time, skills, labor and attention to the business and affairs of the District as is necessary to properly perform his job responsibilities and administer the business of the District. During the term of this Agreement, Wait shall not engage in any activities or perform services as an employee, independent contractor or consultant for his own business or the business of a third party unless approved in advance by the Board and further provided such activities or services do not conflict or otherwise interfere with his duties and obligations to the District. Permission for outside work or business activities may be revoked at any time if the Board determines, in its sole discretion that such work or activities interferes with his duties and obligations to the District or presents a conflict of interest.

Application for Other Employment

8. Wait retains his right to apply for other employment during the term of this Agreement. In the event that Wait is a finalist for employment with a prospective employer, Wait shall notify the Board President of that fact prior to the interview. Failure to provide such notice shall constitute grounds for Wait's immediate dismissal for cause.

Termination of Employment

9.

a. Termination Based Upon Performance

Wait's employment with the District shall continue only as long as the services rendered by him are satisfactory to the Board. The Board may conduct periodic reviews of Wait's performance, which may be used to determine his continuation in his position. The Board may review Wait's performance by reference to the annual work plan and performance goals and the general job duties described in Exhibit A. Should the Board deem Wait's performance less than satisfactory, the Board shall issue Wait a written notice of the reasons for its dissatisfaction with his performance, the ways in which his performance must be improved, a deadline for improvement of his performance and any other information the Board deems important relating

to Wait's performance. If Wait does not remedy his performance in accordance with the Board's direction to the satisfaction of the Board, the Board may terminate Wait, and such termination shall be deemed to be "termination for just cause."

b. Termination for Just Cause

The District may also terminate Wait's employment at any time for other "just cause." Just cause consists of the following:

- i. Conviction of a felony under state or federal law, or conviction of a misdemeanor involving moral turpitude or official misconduct as defined under state law. To the extent not otherwise described, conviction of any offense listed in Section 8-23 of the Park District Code.
- ii. Violating any ordinance, regulation, order, policy, or rule of the District, or failing to obey any lawful direction given to him by a majority of the District's Board of Park Commissioners when such violation or failure to obey amounts to insubordination or serious breach of discipline that may reasonably be expected to result in lower morale in the organization or to result in loss, inconvenience, or injury to the District or the public.
- iii. Deliberately and improperly using, destroying, or damaging District, public, or employee property.
- iv. Falsifying personnel or other District records, including employment applications, accident records, work records, purchase orders, time sheets, or any other report, record or application required in connection with one's employment.
- v. Providing information to the Board of Commissioners that Wait knows to be false or misleading or omitting information which should reasonably be disclosed to avoid misunderstanding in light of the circumstances.
- vi. Intentionally furnishing false information to the District for records or on a request for leave.
- vii. Making false claims or misrepresentations in an attempt to obtain accident benefits, worker's compensation, or unemployment health insurance.
- viii. Possessing or using firearms, explosives, or weapons on District property.
- ix. Stealing District or employee property.
- x. Unlawful, indecent, or otherwise clearly inappropriate conduct or behavior, either on or off the job, which is of such a nature that a reasonable person would conclude that it would have the effect of materially adversely affecting Wait's ability to perform the essential functions of his position, or his relationship with fellow workers, or his or the District's reputation or good will in the community.
- xi. Taking for personal use a fee, gift or other thing of value in the course of his duties or in connection with performing such duties, if unlawful under the Gift Ban Act, without reporting its receipt to the President of the Board.
- xii. Using, possessing, or selling illegal drugs and/or controlled substances without a lawful prescription.

- xiii. Reporting to work or being on District property while legally intoxicated by alcoholic beverages or under the influence of legal or illegal drugs and/or controlled substances.
- xiv. The persistent failure to properly perform the essential responsibilities and duties of his position despite notice from the Board of such deficiencies and a reasonable opportunity to correct same.
- xv. Failing to return from an authorized leave of absence on the scheduled return date without prior notice to and approval from the President of the Board or for other valid reason authorized by law.
- xvi. Death or any disability that prevents Wait from performing the essential functions of his job with reasonable accommodation following the expiration of any disability leave, or any other applicable leave, required or permitted to be given to District employees under the District's personnel policy manual or under applicable law.

Notwithstanding the foregoing, except for termination as the result of a conviction of a felony under State or Federal Law, conviction of a misdemeanor involving moral turpitude or official misconduct as defined under State Law, conviction of any offense listed in Section 8-23 of the Park District Code, death, or disability that prevents Wait from performing the essential functions of his job with reasonable accommodation following the expiration of any disability leave required to be given to District employees under the District's personnel policy manual or under applicable law, the Board shall not terminate the employment of Wait without having first given him a written statement of the reasons for the termination of his employment and affording him a reasonable opportunity to respond in writing to the reasons given for the termination of his employment.

Wait will have no right to appeal from any such termination but reserves all other rights and remedies available to him under law not inconsistent with the terms of this Agreement.

c. Resignation

Wait may terminate his employment with the District upon not less than thirty (30) days written notice. In such event, unless otherwise determined by the Board, he will continue to render his services and receive his normal compensation up to the date of termination. He shall be paid all earned and accrued but unpaid compensation and unused vacation days to which he is entitled by this Agreement. Such payments shall be made within the time required by law. Except to the extent otherwise required by applicable law, Wait's rights to any other benefits under this Agreement shall end on the date of termination.

d. Termination without Cause

The District may terminate Wait's employment without cause and without prior notice effective at any time during the term of this Agreement. In the event that the District terminates Wait's employment without cause and without prior notice, the District shall pay Wait all amounts required by law, and, in Board's sole discretion, may pay Wait

severance pay, if any, in an amount not to exceed 20 weeks of compensation as defined by the Illinois Government Severance Pay Act, 5 ILCS 415/1 et seq. or any other limit imposed thereon by law. Wait shall have no right of appeal from any such termination.

Wait shall not be entitled to receive severance pay if he is terminated for just cause as defined in this Agreement or if he terminates his employment relationship with the District. The Board may but shall not be required to pay Wait severance pay in the event of non-renewal of this Agreement. The District agrees to make COBRA coverage for Wait and his family available following his separation as provided by applicable law and the District's current personnel policies.

e. Payment on Termination

Upon termination of Wait's employment pursuant to any subparagraph of this Article 9, the District shall pay Wait for all earned and accrued but unused vacation days to which he is entitled and all other additional amounts to which any other full time employee of the District would generally be entitled upon termination of employment by District policy, on terms no less favorable than those provided to such employees. Such payments shall be made within the time required by law. Any payments for which there is no deadline required by law shall be paid on the first day of the second month after the last date of service.

Evaluation

10. The Board shall review and evaluate Wait's performance not less than once a year; provided that the Board's failure to conduct a performance evaluation annually shall not constitute a breach of this Agreement. The Board will endeavor to conduct the first evaluation within one year of the Effective Date. Wait shall provide a written self-evaluation to the Board upon request, which self-evaluation shall include without limitation Wait's review of his previous year's annual work plan and performance goals, the general job duties described in Exhibit A and his performance targets and goals and objectives for the upcoming year. The Board will conduct an evaluation meeting with Wait during which the Board and Wait will review and discuss his self-assessment and his job performance and determine whether previously established performance targets and goals and objectives have been met. Wait may provide a written response to his evaluation which will be made a part of his personnel file. Wait and the Board may also establish new performance targets and/or goals and objectives for the next review period. The Board may also conduct periodic reviews of Wait's performance, which may be used to determine his continuation in his position.

Assignment

11. The Parties agree that this Agreement is personal to the District and Wait and cannot be assigned by either Party without the prior written consent of the other.

Merger, Amendment and Waiver

12. This writing represents the entire agreement and understanding of the Parties with respect to the subject matter hereof and supersedes all prior or contemporaneous agreements and understandings either oral or written of the Parties; it may not be altered or amended except by a subsequent agreement in writing signed by both Parties. The District and Wait agree that the failure to enforce any provision or obligation under this Agreement shall not constitute a waiver thereof or serve as a bar to the subsequent enforcement of such provision or obligation or any other provision or obligation under this Agreement. In addition, nothing herein prohibits the District from altering or revising its personnel policy manual or its policies during the term of this Agreement.

Park District Programs

13. Wait and his family shall be entitled to no charge or reduced fee participation in District programs on the same general terms as other employees of the District, as provided in the then current personnel policy manual.

Severability

14. If any provision of this Agreement is held invalid by any court of law, such provision shall be deemed eliminated from this Agreement or shall be so modified. The invalidity of any provision of this Agreement shall not affect the force and effect of the remaining provisions.

Notices and Written Consents

15. Any notice or consent required to be given under this Agreement shall be deemed properly given if given in writing and sent by: (a) personal delivery; (b) registered or certified mail, return receipt requested; (c) email; or (d) overnight express delivery service. When sent, notices or consents shall be addressed to the Parties at the addresses or email addresses appearing below, unless a Party has notified the other Party in writing of a change in such address. Personal delivery to the District of any notice or consent may be effected by personal delivery to the District Board President, or if said President is not acting in said capacity, to the individual who is so acting. Notice shall be considered communicated, and consent shall be considered given (a) in the case of personal delivery, as of the date it is actually received; (b) in the case of delivery by registered or certified mail, as of the fifth business day after mailing; (c) in the case of email, the date of receipt if received on or before 6:00 P.M. Chicago time; (d) in the case of overnight express delivery service, the date of receipt if received on or before 6:00 P.M. Chicago Time. Notice sent by email or overnight express delivery service received after 6:00 P.M. shall be deemed received on the next business day.

Notice to the District:

Park Board President
Morton Grove Park District
6834 W. Dempster

Morton Grove, Illinois 60053
kwhite@mortongroveparks.com

If to Wait:

Binding Effect

16. This Agreement shall be deemed binding on any successor members of the Board or their agents, for the purposes stated herein.

Construction

17. The headings and paragraph numbers in this Agreement are for convenience only; they form no part of this Agreement and shall not affect interpretation.

IN WITNESS, WHEREOF, the Parties have executed this Agreement as of the day and year first above written.

MORTON GROVE PARK DISTRICT

By: _____

Keith White, President
Board of Park Commissioners
Morton Grove Park District

Date: _____

By: _____

Jeffrey Wait
Executive Director
Morton Grove Park District

Date: _____

Board Updates & Information

Morton Grove Park District

UPDATE & INFORMATION

December 16, 2020

RECREATION AND PROGRAMMING REPORT – SUE BRAUBACH

General/Special Events

- On November 14th we collected food donations at our Healthy Give Back Walk at Harrer Park. These nonperishable items were donated to the Niles Food Pantry.
- Dance Program has been moved to virtual learning as of November 30th.
- Staff has started working on developing Winter/Spring programs to be advertised in our next activity guide.
- To date, we have 11 letters to Santa. This free program allows children in the community to receive a personalized letter from Santa.
- Calls from the North Pole will take place on December 16th. Children will receive personalized phone calls from Santa or an elf. There are currently 21 children enrolled.
- Santa Stocking Delivery will be held on December 12th. Santa will join the Morton Grove Park District in delivering stockings to Morton Grove children. We filled up our first session and decided to add a second session, which is also full. We have a total of 57 children enrolled.
- The Santa's Paw Pals photo competition is taking place through December 18th. Morton Grove residents can submit a photo of their furry friends in holiday attire. The winner will receive a prize.
- The Gingerbread House Workshop Competition is taking place the next two weeks with nine families registered. Each family will make a gingerbread house from the kit that is being delivered to them. They will then submit a photo of their finished gingerbread house to Mary Mucci. The family with the best-looking house will win a prize.
- Community Blood Drive was held on Saturday, December 5th at National Park Fieldhouse. We had great turnout for this event.
- Park District swag bags were put together to use as giveaways for our upcoming contests.
- Upcoming Programs/Events:

• Tis the Season Storybook Stroll	December 7 – December 30	Prairie View Park
• Santa Stocking Delivery	December 12	
• Letters to Santa	Deadline is December 4	
• Christmas Crafters pick up	December 14	
• Calls to the North Pole	December 16	
• House Decorating Contest	December 17	
• Pop Up Santa	December 18	Prairie View CC
• Gingerbread House Contest	Deadline is December 16	
• Holiday Dog Photo Contest	Deadline is December 15	
• Holiday Cookie Recipe Exchange	Deadline is December ____	
• Tree Decorating Photo Contest	Deadline to enter is December 21	

Fitness

- We have been offering our group fitness classes virtually on Zoom.
- Most classes have grown in enrollment since moving to Zoom.
- Club Fitness is offering "Special Event" virtual group fitness classes including Line Dancing, Yoga for Stress Release, and Tai Chi.
- We are offering special "Pop Up" Winter Walks through Prairie View Park.
- We are having a Holiday Cookie Recipe submission to collect and share the best cookie recipes with Club Fitness members.
- An old Precor Treadmill and Elliptical were replaced with new equipment on December 9th.
- New masks have been ordered and will be distributed to fitness participants when we reopen the facility.

Athletics

- The second fall session of Hot Shots (now virtual) classes ends December 18th. Registration has started for the winter session and we are preparing spring class information in RecTrac.
- Fall Karate classes are scheduled to end December 21st. Winter registration has begun while we prepare for spring classes.
- A rental group will be using the outdoor sand courts at PVCC several days a week through the winter for "Snow Volleyball."

Camps/Pre-School/Kinder Odyssey

- Registration for Preschool and Summer Camps will begin in March.
- Preschool has moved to virtual learning as of November 30th due to Governor Pritzker's announcement of Tier 3 mitigations.
- Preschool teachers worked very hard over the last couple weeks to get their classes ready for virtual learning. They have put together packets of crafts and activities to do with their parents at home. They have also planned out Zoom meetings for each day of class. We hope to be able to return to the classroom soon.

Aquatics/Gap/B4 School/BASE

- Camp E-Learn has been put on pause due to the Tier 3 mitigations.
- Rehire information will be sent to the 2019 aquatic staff in early-January.
- The hiring process for new staff will begin in January this year. With a new facility opening we are now looking for about 65 lifeguards, 25 cashiers, and 8 pool managers. This is about 40 more staff members than we had in previous pool seasons.
- A virtual job fair will be held via zoom on January 18th searching for aquatic and camp staff.

Marketing

- New mid-December events added to the digital Activity Guide. Updates are made to digital Activity Guide as needed (weekly).
- Eblast and social media posts to push the last few events for December to go out late Monday, December 14.
- MGPD newsletter sent to Schools and PTO's Monday, December 14, promoting the last few events of December and with push and the January classes.

- The revised Sponsorship Package to be sent to prospective list on December 15th.
- Website updates as needed.
- Note: The 2021 Winter/Spring Activity Guide to go into production early January, set to print late January, mailing early February. Resident registration February 15th and non-resident registration February 22nd.

FINANCE DEPARTMENT REPORT - MARTY O'BRIEN

- I worked with Chapman & Cutler, the Bond Counsel to complete the Bond Ordinance.
- The property tax limitation resolution, which states the tax levies that can be reduced if the total taxes received exceeds the cap, will be presented at the December 16th meeting and filed accordingly.
- The Budget and Appropriation Ordinance public hearing for the 2020 calendar year is set for December 16th at 6:30 pm. The Board is scheduled to adopt the ordinance at the regular Board meeting. The final budget will be posted on the District website.
- The park district is going to conduct a Truth in Taxation hearing on December 16th. As per statute, we published the notice in the Morton Grove Champion.
- With the calendar year ending, we are in the process of finalizing our payroll activities such as insuring employer provided medical costs are included on W-2s, updating employee's records for the new year and preparing the forms for the Affordable Care Act (ACA).

HUMAN RESOURCES & RISK MANAGEMENT – LAURA KEE

- I created a Telecommuting Policy that was suggested by the attorneys at the Legal Symposium.
- I have also created a Short-Term Telecommuting Agreement that will coincide with the Telecommuting policy.
- Open enrollment for 2021 ended on November 20th.
- Keith Mickie a Parks Maintenance 1 accepted a position with another agency. His last day was November 20th.
- Staff has completed evaluations for the 2020 year.
- I continue to work with Unemployment Consultants regarding claims including fraud.
- There were zero workers compensation claims.

PARKS AND MAINTENANCE – KEITH GORCZYCA

- Harrer Pool Project. Demolition of the existing pool and bath house are now complete. The excavator is on site installing the stabilized entrances. The Village of Morton Grove Public Works Department installed the new water main which will service the new pool and museum. The Design Team is answering all the comments from the IDPH review. WB Olsen installed creative banners all around the construction site. They also installed their permanent office trailer on site. Parks staff removed 100 bricks from the old pool house and palletized them for future use.
- Austin Park Renovation. Concrete work is nearing completion. The gazebo has been delivered to the site and construction is expected to start this week. The playground equipment is scheduled for delivery the week of December 13th.
- A memorial tree was planted in Mansfield Park for a local family.

- Renovations to the Prairieview south baseball field were completed. This included removal of the infield grass, installing and crowning the new infield mix, and adding soil amendments to assist with drainage during rain events.
- The parking lot at PVCC was crack filled and re-stripped.
- Sewer repair was completed at the north end of the Harrer Park parking lot. The storm sewer caved in and required re-building.
- The Oriole Park pool mechanical room and PVCC mechanical room had emergency boiler shut-off switches installed at all entrances as per the State Fire Marshal's inspection requirement. All the required paperwork was turned in to the fire marshal's office and we are now in compliance.
- Staff worked with Cook County on securing PVCC and all the field houses for the election. After the election all sites were cleaned and sanitized.
- A severe windstorm on November 10th came through through-out the district. Staff had storm damage to clean up along with the construction fence at Austin Park being blown down.
- The parks department took delivery of the John Deere ATV.
- All the orbs and tree lights were installed around the Prairieview Community Center.
- Salt spreaders and plows were installed on the trucks for the upcoming winter season.
- The Thorguard system was winterized for the season.
- Leaf clean-up took place at all the parks, along with gutter cleaning at the museum, annex and all the field houses.
- Routine maintenance items this month included: turf mowing, leaf removal, ice and snow operations, equipment repairs, facility cleaning, trash pickup, park and playground inspections and repairs, facility inspections, vehicle inspections, fire extinguisher inspections, and numerous work order requests.