

Morton Grove Park District

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



**MORTON GROVE
PARK DISTRICT**

Board Meeting Agenda May 18, 2022 at 6:30pm

- I. Roll Call
- II. Pledge of Allegiance
- III. Additions/Changes to the Agenda
- IV. Citizens Comments on Agenda Items/Correspondence
- V. Consent Agenda:
 - a. **Approval of Minutes:** Minutes of the April 20, 2022 Board Meeting
 - b. **Approval of Financial Reports**
 1. Revenue and Expenditure Report Dated April 30, 2022
 2. Invoice Distribution Report dated April 30, 2022 in the amount of \$480,479.32
- VI. Director's Report
- VII. Attorney's Report
- VIII. Village Liaison
- IX. Department Head Reports
- X. New Business:
 - a. **Administration and Finance Committee – Commissioner Minx, Chair**

NON-ACTION ITEM:	Fitness presentation
ACTION ITEM:	Board Officers and Committee Assignments
ACTION ITEM:	Vacation Policy Change
 - b. **Park and Facility Maintenance Committee – Commissioner Khan, Chair**

ACTION ITEM:	Park Shade Structure Bid
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- XI. Public Comment on Non-Agenda Items
- XII. Commissioner Comments
- XIII. Closed Session:

I move that the Board enter closed session in accordance with the Open Meetings Act section 120/2(c)(1) and for section 120/2(c)(21).
- XIV. **Approval of Closed Session Minutes:** Minutes from the April 4, 2022 and the April 20, 2022 meetings.
- XV. Adjournment

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

Consent Agenda: May 18, 2022 – Commissioner Paul Minx

Minutes:

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

- Board Meeting held on April 20, 2022

and the Financial Reports which include:

- Cash Summary and the Revenue and Expenditure Report dated April 30, 2022
- The Invoice Distribution Report ending April 30, 2022 in the amount of 480,479.32

After Closed Session:

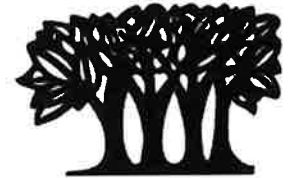
I move to accept the recommendation of the Administration and Finance Committee to approve the minutes of the:

- Closed Session held on April 6, 2022
- Closed Session held on April 20, 2022

Approval of Minutes

Morton Grove Park District

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



**MORTON GROVE
PARK DISTRICT**

Minutes of the 845th Board Meeting
April 20, 2022
Held at Prairie View Community Center

- I. **Pledge of Allegiance:** The Pledge of Allegiance was recited.
- II. **Roll Call:** Commissioner White called the meeting to order at 6:30pm.

Commissioners Present: Steve Schmidt, John Pietron, Keith White, Paul Minx, and Mazhar Khan

Staff Present: Jeffrey Wait, Executive Director; Marty O'Brien, Superintendent of Finance; Sue Braubach, Superintendent of Recreation, Keith Gorczyca, Superintendent of Parks and Maintenance, Susan Smentek, Recreation Supervisor, and Michelle Khzakia, Human Resources Generalist.

Guest Present: Trisha Breitlow, M-NASR Executive Director

Attorney Present: None

- III. **Additions/Changes to the Agenda:** None
- IV. **Citizens Comments on Agenda Items/Correspondence:** None
- V. **Consent Agenda:**

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

- a. The minutes of the Board Meeting held on March 16, 2022.
 - b. The Financial Reports:
 - 1. The Cash Summary and Revenue and Expenditure Report dated March 31, 2022
 - 2. The Invoice Distribution Report for the period ending March 31, 2022 in the amount of \$519,273.82. **Ayes: Commissioner Minx, Pietron, Schmidt, Khan, and White. Nays: 0.**
- Motion carried.**

- VI. **Director's Report:** Director Wait reminded residents of the community meeting for Oketo Park's Master Plan to be held on Thursday, April 21st beginning at 6:30pm. He further explained this is a virtual meeting, and he described how residents can obtain the meeting passcode. Wait mentioned six playground concepts will be presented at the meeting for residents to comment on. Wait also informed the board that the basketball and tennis court project at Prairie View Park and the courts at Harrer Park continue. Wait said that color coating the courts will begin with the weather is warmer. He said the nighttime temperatures need to be 55 degree and above before work can be done. Wait then highlighted that seasonal pool memberships were on sale and stressed residents to purchase their memberships before May 13th to qualify for the VIP Night on June 3rd. Sixty resident families will be randomly selected to participate in the event. Wait also explained that resident registration will open on May 2nd with non-resident registration opening on May 9th.

Commissioner Khan asked about the number of playground concept and the color combinations. Wait said the six concepts could allow for different color schemes depending on resident's feedback.

COMMITTED TO QUALITY PARK AND RECREATION SERVICES

VII. Attorney Report: Steve Adams submitted his report electronically to each Board member. Wait did inform the Board that he spoke with Steve Adams and Nicole Karas before the meeting and will have an update in closed session.

VIII. Village Liaison Report: None

IX. Department Head Report:

Superintendent O'Brien explained property taxes will be delay this year, possibly up to five months. He further explains how this might affect the district. He said the Cook County Assessor and the Board of Review are working to certify property parcels for the tax levy. He continued that the department has almost finished the financial statements that need to be filed before 180 days of the new fiscal year.

Superintendent Braubach explained pool membership went on sale at the beginning of the month. She highlighted that 364 were sold to date. Commissioner Schmidt asked how many memberships can be offered. Braubach explained there is no limit of the number the district can sell. She continued with special events, fitness classes, athletic classes, dance recital, and interviews for summer staff.

Superintendent Gorczyca continued with court repairs update. He mentioned that Mansfield is the last park to be completed but wet turf has delayed the start of that park. Gorczyca said Seeco was out to take soil samples and that a new employee started with this month. He highlighted memorial trees and benches were installed and the work has begun in earnest at Harrer Pool to prepare for its opening. Thorguard is installed and operations at all parks besides Arnum Park.

Director Wait then introduced Michelle Khzakia, the district's new Human Resources Generalist.

X. New Business:

a. Administration and Finance Committee – Commissioner Minx, Chair

M-NASR Presentation – Director Wait introduced M-NASR's Executive Director, Trisha Breitlow, to the board. Breitlow presented an overview of the association and highlighted its mission. Commissioner Pietron asked how resident know to contact M-NASR to access its services. Director Wait explained sometimes parents are informed by staff in situations in which an observation of a child might be needed. Breitlow said some know about it because they might be in a park district program first.

This presentation was informational only. No vote was required.

Staff Presentation – Director Wait introduced Susan Smentek, Recreation Supervisor. Smentek highlighted the different bands that will be playing on Tuesday nights at Harrer Park. She also mentioned event such as the car show, Back to School Bash, and the dance recitals. Commissioner Schmidt asked about the cost to hiring bands. Commissioner Khan asked about cultural programming for the summer.

This presentation was informational only. No vote was required.

Commissioner Schmidt left the meeting at approximately 7:11pm.

Closed Session Resolution #R-03-22 – Commissioner Minx made a motion, seconded by Commissioner Khan that the Morton Grove Board of Park Commissioners approve Resolution #R-03-22. **Ayes: Commissioner Pietron, Khan, White, and Minx. Nays: 0. Motion carried.**

Commissioner Khan asked about the timeframe the recordings or written minutes are needed to be held by the district. Wait explained the situations in which the district would hold or not destroy the recordings.

GFOA Conference Travel Memo – Commissioner Minx made a motion, seconded by Commissioner Pietron that the Morton Grove Board of Park Commissioners approve the travel, lodging, and meals for Superintendent O'Brien to attend the GFOA conference. **Ayes: Commissioner Khan, Pietron, White, and Minx. Nays: 0. Motion carried.**

IMRF Agent Resolution #R-04-22 – Commissioner Minx made a motion, seconded by Commissioner Khan that the Morton Grove Board of Park Commissioners approve resolution #R-04022 listing Michelle Khzakia as the district's IMRF agent. **Ayes: Commissioner White, Minx, Pietron, and Khan. Nays: 0. Motion carried.**

Website Redesign – Commissioner Minx made a motion, seconded by Commissioner Pietron that the Morton Grove Board of Park Commissioners approve John Wondrasek's proposal to redesign the district's website. **Ayes: Commissioner Minx, Pietron, Khan, and White. Schmidt. Nays: 0. Motion carried.**

Park Shade Structure Bid – Commissioner Minx made a motion, seconded by Commissioner White that the Morton Grove Board of Park Commissioners to reject all bids received for the park shade structures. **Ayes: Commissioner Minx, Pietron, Khan, and White. Nays: 0. Motion carried.**

XI. Public Comment on Non-Agenda Items: None

XII. Commissioner Comments:

Commissioner Khan: Stated all Superintendents are going an excellent job! Keep up the good work! He thanked all department head and director for the leadership and dedication to the community.

Commissioner Minx: Congratulated Superintendent Braubach on the Easter events and the planning that went into the events.

Commissioner Pietron: Stated he was impressed and said thank you.

Commissioner White: Said great job everyone.

XIII. Closed Session: At approximately 7:23pm, Commissioner White made a motion, seconded by Commissioner Pietron for the Board to go into closed session in accordance with the Open Meeting Act section 120/2(c)(1), and 2(c)(21). **Ayes: Commissioner White, Khan, Minx and Pietron. Nays: 0. Motion carried.**

Commissioner Khan left the meeting at approximately 7:24pm.

The meeting reconvened at approximately 7:31pm.

Commissioner Minx made a motion, seconded by Commissioner White to approve the minutes of the closed session meeting held on March 16, 2022. **Ayes: Commissioner Minx, Pietron, and White. Nays: 0. Motion carried.**

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

Meeting ended at approximately 7:32pm.

Board President, Keith White

Board Secretary, Jeffrey Wait

Financials

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

CASH SUMMARY BY FUND FOR MORTON GROVE PARK DISTRICT
FROM 04/01/2022 TO 04/30/2022
FUND: ALL FUNDS
CASH AND INVESTMENT ACCOUNTS

Fund	Description	Beginning Balance 04/01/2022	Total Debits	Total Credits	Ending Balance 04/30/2022
01	CORPORATE	1,711,237.80	0.00	162,833.48	1,548,404.32
02	RECREATION	1,312,952.61	0.00	199,503.47	1,113,449.14
15	MUSEUM	6,655.69	0.00	1,617.52	5,038.17
20	I.M.R.F.	162,631.02	0.00	24,194.96	138,436.06
22	F.I.C.A.	175,484.68	0.00	17,820.85	157,663.83
26	BOND AND INTEREST - HARRER POOL	176,702.91	0.00	256,425.00	(79,722.09)
30	LIABILITY INSURANCE	37,791.23	0.00	150.00	37,641.23
35	SPECIAL RECREATION	565,569.12	0.00	1,412.12	564,157.00
70	CAPITAL IMPROVEMENTS	6,894,978.68	0.00	124,845.21	6,770,133.47
99	PAYROLL CLEARING FUND	(4,550.94)	143,777.52	112,199.79	27,026.79
TOTAL - ALL FUNDS		11,039,452.80	143,777.52	901,002.40	10,282,227.92

PERIOD ENDING 04/30/2022

GL NUMBER	DESCRIPTION	2022		YTD BALANCE 04/30/2022		ACTIVITY FOR MONTH 04/30/2022		AVAILABLE BALANCE		% BDGT USED
		AMENDED BUDGET		NORMAL	(ABNORMAL)	INCREASE (DECREASE)		NORMAL	(ABNORMAL)	
Fund 01 - CORPORATE										
Fund 01 - CORPORATE:										
TOTAL REVENUES		2,816,387.00		1,357,116.75		0.00	1,459,270.25		48.19	
TOTAL EXPENDITURES		2,816,387.00		489,740.36		162,833.48	2,326,646.64		17.39	
NET OF REVENUES & EXPENDITURES		0.00		867,376.39		(162,833.48)	(867,376.39)		100.00	
Fund 02 - RECREATION										
Fund 02 - RECREATION:										
TOTAL REVENUES		2,589,423.00		835,956.22		(770.00)	1,753,466.78		32.28	
TOTAL EXPENDITURES		2,589,423.00		637,686.58		198,733.47	1,951,736.42		24.63	
NET OF REVENUES & EXPENDITURES		0.00		198,269.64		(199,503.47)	(198,269.64)		100.00	
Fund 05 - POLICE										
Fund 05 - POLICE:										
TOTAL REVENUES		7,000.00		0.00		0.00	7,000.00		0.00	
TOTAL EXPENDITURES		7,000.00		0.00		0.00	7,000.00		0.00	
NET OF REVENUES & EXPENDITURES		0.00		0.00		0.00	0.00		0.00	
Fund 15 - MUSEUM										
Fund 15 - MUSEUM:										
TOTAL REVENUES		22,000.00		0.00		0.00	22,000.00		0.00	
TOTAL EXPENDITURES		22,000.00		5,517.97		1,617.52	16,482.03		25.08	
NET OF REVENUES & EXPENDITURES		0.00		(5,517.97)		(1,617.52)	5,517.97		100.00	
Fund 20 - I.M.R.F.										
Fund 20 - I.M.R.F.:										
TOTAL REVENUES		211,000.00		81,775.72		0.00	129,224.28		38.76	
TOTAL EXPENDITURES		211,000.00		70,288.01		24,194.96	140,711.99		33.31	
NET OF REVENUES & EXPENDITURES		0.00		11,487.71		(24,194.96)	(11,487.71)		100.00	
Fund 22 - F.I.C.A.										
Fund 22 - F.I.C.A.:										
TOTAL REVENUES		180,000.00		49,974.04		0.00	130,025.96		27.76	
TOTAL EXPENDITURES		180,000.00		51,861.89		17,820.85	128,138.11		28.81	
NET OF REVENUES & EXPENDITURES		0.00		(1,887.85)		(17,820.85)	1,887.85		100.00	
Fund 25 - BOND & INTEREST										
Fund 25 - BOND & INTEREST:										
TOTAL REVENUES		1,005,000.00		454,309.50		0.00	550,690.50		45.20	
TOTAL EXPENDITURES		1,005,000.00		0.00		0.00	1,005,000.00		0.00	
NET OF REVENUES & EXPENDITURES		0.00		454,309.50		0.00	(454,309.50)		100.00	
Fund 26 - BOND AND INTEREST - HARRER POOL										
Fund 26 - BOND AND INTEREST - HARRER POOL:										
TOTAL REVENUES		640,000.00		0.00		0.00	640,000.00		0.00	
TOTAL EXPENDITURES		640,000.00		256,425.00		256,425.00	383,575.00		40.07	
NET OF REVENUES & EXPENDITURES		0.00		(256,425.00)		(256,425.00)	256,425.00		100.00	
Fund 30 - LIABILITY INSURANCE										
Fund 30 - LIABILITY INSURANCE:										
TOTAL REVENUES		105,000.00		0.00		0.00	105,000.00		0.00	
TOTAL EXPENDITURES		105,000.00		17,824.69		150.00	87,175.31		16.98	
NET OF REVENUES & EXPENDITURES		0.00		(17,824.69)		(150.00)	17,824.69		100.00	

PERIOD ENDING 04/30/2022

GL NUMBER	DESCRIPTION	2022		YTD BALANCE 04/30/2022		ACTIVITY FOR MONTH 04/30/2022		AVAILABLE BALANCE		% BDGT USED
		AMENDED BUDGET	NORMAL	ABNORMAL	INCREASE (DECREASE)	NORMAL	ABNORMAL			
Fund 35 - SPECIAL RECREATION										
Fund 35 - SPECIAL RECREATION:										
TOTAL REVENUES		548,000.00		176,272.08		0.00	371,727.92	32.17		
TOTAL EXPENDITURES		548,000.00		40,083.55		1,412.12	507,916.45	7.31		
NET OF REVENUES & EXPENDITURES		0.00		136,188.53		(1,412.12)	(136,188.53)	100.00		
Fund 40 - AUDIT										
Fund 40 - AUDIT:										
TOTAL REVENUES		15,000.00		0.00		0.00	15,000.00	0.00		
TOTAL EXPENDITURES		15,000.00		14,000.00		0.00	1,000.00	93.33		
NET OF REVENUES & EXPENDITURES		0.00		(14,000.00)		0.00	14,000.00	100.00		
Fund 70 - CAPITAL IMPROVEMENTS										
Fund 70 - CAPITAL IMPROVEMENTS:										
TOTAL REVENUES		7,272,500.00		5,214.00		0.00	7,267,286.00	0.07		
TOTAL EXPENDITURES		7,272,500.00		514,979.45		124,845.21	6,757,520.55	7.08		
NET OF REVENUES & EXPENDITURES		0.00		(509,765.45)		(124,845.21)	509,765.45	100.00		
TOTAL REVENUES - ALL FUNDS										
TOTAL EXPENDITURES - ALL FUNDS		15,411,310.00		2,960,618.31		(770.00)	12,450,691.69	19.21		
NET OF REVENUES & EXPENDITURES		0.00		2,098,407.50		788,032.61	13,312,902.50	13.62		
NET OF REVENUES & EXPENDITURES		0.00		862,210.81		(788,802.61)	(862,210.81)	100.00		

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Check 314814					
02-32-460110	MEMBERSHIPS-RB - FITNESS M	ASLAM SAIYED	REFUND FOR UNUSED FITNESS	145.00	314814
		Total For Check 314814		145.00	
Check 314815					
02-07-593823	PROGRAM SUPPLIES-B4	BOBS DAIRY SERVICE	261736, MILK FOR BEFORE SC	31.20	314815
		Total For Check 314815		31.20	
Check 314816					
02-32-513700	SALARIES & WAGES-GROUPX IN	BODYMINDSPIRITFITNESS CORP	FITNESS CLASSES FOR MARCH	360.00	314816
		Total For Check 314816		360.00	
Check 314817					
01-20-520325	MATRL-SUPP-MAINT. - MAT'LS	CASSIDY TIRE & SERVICE	TIRE MOUNTING FOR 3 MOWER	52.90	314817
		Total For Check 314817		52.90	
Check 314818					
02-32-554200	CONTRACT SVCS-AGREEMENTS -	COMCAST CABLE	LOBBY TV CABLE	52.55	314818
		Total For Check 314818		52.55	
Check 314819					
02-10-540110	UTILITIES-ELECTRICITY	COMED	ELECTRIC BILL FOR OUTSIDE	578.13	314819
		Total For Check 314819		578.13	
Check 314820					
02-07-592819	CONTRACTING SERVICES-GAP	FIRST STUDENT	11790487 BUS FOR FIELD TRI	490.50	314820
		Total For Check 314820		490.50	
Check 314821					
01-20-520323	MATRL AND SUPP-MAINT. - MA	GRAINGER	CABLE TIES FOR SNOW FENCIN	134.00	314821
01-20-520335	MATERIALS AND SUPPLIES-SUP	GRAINGER	CAUTION TAPE ROLLS	51.62	314821
		Total For Check 314821		185.62	
Check 314822					
70-10-586170	EXP MISCELLANEOUS-HARRER P	HALOGEN SUPPLY COMPANY, IN	STARTING PLATFORMS FOR HAR	16,500.00	314822
		Total For Check 314822		16,500.00	
Check 314823					
02-35-554405	CONTRACTUAL SERVICES-PUBLI	J & D INSTANT SIGNS, INC.	LIGHT POST BANNERS REPLACE	186.00	314823
		Total For Check 314823		186.00	
Check 314824					
02-03-490412	PROGRAM FEES REV-CAMP	KATHERINE SARDENA	REFUND FOR CAMP SMORE	25.00	314824
		Total For Check 314824		25.00	
Check 314825					
01-20-520321	MATRL AND SUPP-MAINT. - MA	MENARDS	WALL LIGHT BULBS AND CIELI	68.91	314825
01-20-520400	MATRL-SUPP-SUPPLIES - TOOL	MENARDS	MACHINE SCREWS UTILITY BLA	18.76	314825
		Total For Check 314825		87.67	
Check 314826					
30-10-582650	EXP MISC.-SAFTY TRAIN & SU	NORB HESSELN	SAFTEY SHOE REIMBURSEMENT	150.00	314826
		Total For Check 314826		150.00	
Check 314827					
01-10-551120	CONTRACT SVCS-LEGAL - EXTR	ROBBINS SCHWARTZ	FOR PROFESSIONAL SERVICES	2,516.00	314827
		Total For Check 314827		2,516.00	
Check 314828					
01-20-520325	MATRL-SUPP-MAINT. - MAT'LS	RUSSO POWER EQUIPMENT	MOWER PARTS, TRIMMER LINES	602.80	314828
01-20-520400	MATRL-SUPP-SUPPLIES - TOOL	RUSSO POWER EQUIPMENT	EZ REACH/ TRASH PICKER	19.99	314828
		Total For Check 314828		622.79	
Check 314829					
02-07-490825	PROGRAM FEES REV-BASE	SYLWIA NOWAK	REFUND BASE HYNES 4-5 DAY	450.00	314829
		Total For Check 314829		450.00	
Check 314830					
70-10-586135	EXP MIS - BASKETBALL & TEN	THE W-T GROUP, LLC	MORTON GROVE PARK RENOVATI	630.21	314830

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Check 314830					
		Total For Check 314830		630.21	
Check 314831					
01-20-520323	MATRL AND SUPP-MAINT. - MA THOR GUARD INC		BATTERIES FOR THOR GUARD S	270.00	314831
		Total For Check 314831		270.00	
Check 314832					
02-32-552300	CONTRACT SVCS-CONTRACTUAL WELLBEATS		WELLBEATS MEMBERSHIP	249.00	314832
		Total For Check 314832		249.00	
Check 314833					
02-33-540110	UTILITIES-ELECTRICTY	COMED	ELECTRIC BILL FOR 8830 OAK	46.11	314833
		Total For Check 314833		46.11	
Check 314834					
02-33-552300	CONTRACT SVCS-CONTRACTUAL GROOT, INC.		GARBAGE SERVICES FOR PVCC	445.52	314834
		Total For Check 314834		445.52	
Check 314835					
01-20-554100	CONTRACTUAL SERVICES-AGREE LRS HOLDINGS, LLC		TRASH REMOVAL AT NATIONAL	65.94	314835
		Total For Check 314835		65.94	
Check 314836					
01-10-540130	UTILITIES-WATER	VILLAGE OF MORTON GROVE	WATER SERVICES FOR ALL PAR	81.33	314836
02-10-540130	UTILITIES-WATER	VILLAGE OF MORTON GROVE	WATER SERVICES FOR ALL PAR	95.68	314836
02-21-540130	UTILITIES-WATER	VILLAGE OF MORTON GROVE	WATER SERVICES FOR ALL PAR	119.60	314836
02-33-540130	UTILITIES-WATER	VILLAGE OF MORTON GROVE	WATER SERVICES FOR ALL PAR	325.31	314836
		Total For Check 314836		621.92	
Check 314843					
01-10-554100	CONTRACTUAL SERVICES-AGREE AIS INTERNATIONAL		PLAN 2 MICROSOFT LICENSES	1,401.30	314843
02-10-554100	CONTRACTUAL SERVICES-AGREE AIS INTERNATIONAL		PLAN 2 MICROSOFT LICENSES	1,401.30	314843
		Total For Check 314843		2,802.60	
Check 314844					
01-10-520160	MATRL AND SUPP-OFFICE EXP	CHICAGO TRIBUNE MEDIA GROU	LEGAL NOTICE PUBLISHING	83.45	314844
		Total For Check 314844		83.45	
Check 314845					
02-33-554100	CONTRACTUAL SERVICES-AGREE COLLEY ELEVATOR CO.		MONTHLY ELEVATOR INSPECTIO	212.00	314845
		Total For Check 314845		212.00	
Check 314846					
02-32-554200	CONTRACT SVCS-AGREEMENTS - COMCAST CABLE		MARCH CABLE BILL	593.83	314846
		Total For Check 314846		593.83	
Check 314847					
01-10-552200	CONTRACT SVCS-FRAMEWORK IT FIFTH THIRD BANK		CREDIT CARD STATEMENT FOR	6,406.09	314847
01-10-560100	EQUIPMENT-NEW EQUIP - OFFI FIFTH THIRD BANK		CREDIT CARD STATEMENT FOR	400.00	314847
01-10-581110	EXP MISCELLANEOUS-COMMISSI FIFTH THIRD BANK		CREDIT CARD STATEMENT FOR	1,116.00	314847
01-10-581400	EXP MISCELLANEOUS-DUES & S FIFTH THIRD BANK		CREDIT CARD STATEMENT FOR	569.99	314847
01-10-581500	EXP MISCELLANEOUS-UNIFORMS FIFTH THIRD BANK		CREDIT CARD STATEMENT FOR	771.00	314847
01-10-589105	EXP MISCELLANEOUS-EMPLOYEE FIFTH THIRD BANK		CREDIT CARD STATEMENT FOR	709.01	314847
01-20-520323	MATRL AND SUPP-MAINT. - MA FIFTH THIRD BANK		CREDIT CARD STATEMENT FOR	144.00	314847
01-20-560200	EQUIPMENT-NEW EQUIP - MAIN FIFTH THIRD BANK		CREDIT CARD STATEMENT FOR	324.99	314847
02-01-593212	PROGRAM SUPPLIES - GYM RE FIFTH THIRD BANK		CREDIT CARD STATEMENT FOR	245.66	314847
02-03-592412	CONTRACTING SERVICES- CAMP FIFTH THIRD BANK		CREDIT CARD STATEMENT FOR	1,174.44	314847
02-04-593514	PROGRAM SUPPLIES-DANCE - C FIFTH THIRD BANK		CREDIT CARD STATEMENT FOR	203.46	314847
02-06-593711	PROGRAM SUPPLIES-PRE SCHOO FIFTH THIRD BANK		CREDIT CARD STATEMENT FOR	145.84	314847
02-06-593715	PROGRAM SUPPLIES-TODDLER V FIFTH THIRD BANK		CREDIT CARD STATEMENT FOR	56.94	314847
02-07-592838	CONTRACTING SERVICES-ADULT FIFTH THIRD BANK		CREDIT CARD STATEMENT FOR	12.99	314847
02-07-593813	PROGRAM SUPPLIES-BIRTHDAY FIFTH THIRD BANK		CREDIT CARD STATEMENT FOR	1,290.49	314847
02-07-593825	PROGRAM SUPPLIES-BASE FIFTH THIRD BANK		CREDIT CARD STATEMENT FOR	111.49	314847
02-07-593838	PROGRAM SUPPLIES-ADULT TRI FIFTH THIRD BANK		CREDIT CARD STATEMENT FOR	91.96	314847
02-08-593941	PROGRAM SUPPLIES-NATIONAL FIFTH THIRD BANK		CREDIT CARD STATEMENT FOR	17.49	314847

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Check 314847					
02-08-593947	PROGRAM SUPPLIES-STEMULATI FIFTH THIRD BANK		CREDIT CARD STATEMENT FOR	14.39	314847
02-09-593224	PROGRAM SUPPLIES - WELLNES FIFTH THIRD BANK		CREDIT CARD STATEMENT FOR	75.00	314847
02-10-520110	MATRL AND SUPP-OFFICE EXP FIFTH THIRD BANK		CREDIT CARD STATEMENT FOR	59.61	314847
02-10-560100	EQUIPMENT-NEW EQUIP - OFFI FIFTH THIRD BANK		CREDIT CARD STATEMENT FOR	259.96	314847
02-21-560700	EQUIPMENT-NEW EQUIP - POOL FIFTH THIRD BANK		CREDIT CARD STATEMENT FOR	315.90	314847
02-21-584100	EXP MISC.-POOL - GUARD SUI FIFTH THIRD BANK		CREDIT CARD STATEMENT FOR	572.50	314847
02-21-584300	EXP MISCELLANEOUS-POOL - S FIFTH THIRD BANK		CREDIT CARD STATEMENT FOR	93.28	314847
02-32-520360	MATRL AND SUPP-SUPPLIES · F FIFTH THIRD BANK		CREDIT CARD STATEMENT FOR	245.67	314847
02-32-520370	MATRL AND SUPP-SUPPLIES - FIFTH THIRD BANK		CREDIT CARD STATEMENT FOR	50.00	314847
02-32-560600	EQUIPMENT-NEW EQUIP - FITN FIFTH THIRD BANK		CREDIT CARD STATEMENT FOR	86.19	314847
02-35-554100	CONTRACTUAL SERVICES-AGREE FIFTH THIRD BANK		CREDIT CARD STATEMENT FOR	716.74	314847
02-35-554405	CONTRACTUAL SERVICES-PUBLI FIFTH THIRD BANK		CREDIT CARD STATEMENT FOR	2,451.47	314847
	Total For Check 314847			18,732.55	
Check 314848					
01-10-554100	CONTRACTUAL SERVICES-AGREE LEAF		PRINTER LEASE FOR MARCH 20	192.76	314848
02-10-554100	CONTRACTUAL SERVICES-AGREE LEAF		PRINTER LEASE FOR MARCH 20	192.76	314848
	Total For Check 314848			385.52	
Check 314849					
02-03-593412	PROGRAM SUPPLIES-CAMP	PROMO GEAR PLUS,LLC	UNIFORMS FOR STAFF	3,935.00	314849
02-21-584100	EXP MISC.-POOL - GUARD SUI	PROMO GEAR PLUS,LLC	UNIFORMS FOR STAFF	1,162.50	314849
02-22-584100	EXP MISC.-POOL - GUARD SUI	PROMO GEAR PLUS,LLC	UNIFORMS FOR STAFF	1,162.50	314849
	Total For Check 314849			6,260.00	
Check 314850					
02-07-490813	PROGRAM FEES REV-BIRTHDAY	SHAZMA AZHAR	REFUND BIRTHDAY PARTY DEPO	150.00	314850
	Total For Check 314850			150.00	
Check 314851					
02-33-554100	CONTRACTUAL SERVICES-AGREE ALARM DETECTION SYSTEMS, I		ANNUAL FIRE AND SPRINKLER	741.12	314851
	Total For Check 314851			741.12	
Check 314852					
70-10-586099	EXP MISC.-BOND INTEREST OR AMALGAMATED BANK OF CHICAG		INTEREST ON ORIOLE POOL BO	101,200.00	314852
	Total For Check 314852			101,200.00	
Check 314853					
26-10-582520	EXP MISC.-HARRER POOL INTE AMALGAMATED BANK OF CHICAG		INTEREST ON HARRER POOL BO	256,425.00	314853
	Total For Check 314853			256,425.00	
Check 314854					
01-20-520323	MATRL AND SUPP-MAINT. - MA ARTHUR CLESENS INC		SPONGE SWIPER APPLICATOR F	103.52	314854
	Total For Check 314854			103.52	
Check 314855					
01-20-520323	MATRL AND SUPP-MAINT. - MA BSN SPORTS, IC.		TENNIS NETS	480.00	314855
	Total For Check 314855			480.00	
Check 314856					
01-10-554100	CONTRACTUAL SERVICES-AGREE CANON FINANCIAL SERVICES,		CANON LEASE FOR APRIL 2022	203.25	314856
01-20-554100	CONTRACTUAL SERVICES-AGREE CANON FINANCIAL SERVICES,		CANON LEASE FOR APRIL 2022	203.25	314856
	Total For Check 314856			406.50	
Check 314857					
01-20-520325	MATRL-SUPP-MAINT. - MAT'LS CASSIDY TIRE & SERVICE		MOUNT TWO TIRES	30.00	314857
	Total For Check 314857			30.00	
Check 314858					
01-10-581400	EXP MISCELLANEOUS-DUES & S COSTCO MEMBERSHIP		COSTCO MEMBERSHIP RENEWAL	180.00	314858
	Total For Check 314858			180.00	
Check 314859					
02-21-552200	CONTRACT SVCS-FRAMEWORK IT FRIEL ELECTRIC		INSTALL DEDICATED OUTLET F	410.00	314859
	Total For Check 314859			410.00	

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Check 314860					
01-20-520325	MATRL-SUPP-MAINT. - MAT'LS GRAINGER		V-BELTS	2.84	314860
	Total For Check 314860			2.84	
Check 314861					
02-35-554405	CONTRACTUAL SERVICES-PUBLI GRAPHIC ARTS SERVICE		OKETO POSTCARDS FOR PUBLIC	1,134.00	314861
	Total For Check 314861			1,134.00	
Check 314862					
02-35-554405	CONTRACTUAL SERVICES-PUBLI IMPACT NETWORKING, LLC		VARIOUS SHADES OF COPY PAP	138.75	314862
	Total For Check 314862			138.75	
Check 314863					
01-20-554100	CONTRACTUAL SERVICES-AGREE JAMES DRIVE SAFETY LANE, L MARCH 2022 VEHICLE INSPECT			120.00	314863
	Total For Check 314863			120.00	
Check 314864					
02-08-592945	CONTRACTING SERVICES-BACK JASON KOLLUM		BACK TO SCHOOL 2022	187.50	314864
	Total For Check 314864			187.50	
Check 314865					
35-10-552705	CNTRCT SVCS-ADA INCLUSION MAINE-NILES ASSN OF SP REC INCLUSION AIDE FOR APRIL B			1,412.12	314865
	Total For Check 314865			1,412.12	
Check 314866					
01-20-520321	MATRL AND SUPP-MAINT. - MA MENARDS		15 AMP OUTLET	784.74	314866
01-20-520323	MATRL AND SUPP-MAINT. - MA MENARDS		TREATED 4X6 FOR PVCC SIGN	59.76	314866
01-20-520400	MATRL-SUPP-SUPPLIES - TOOL MENARDS		SHELF BRACKETS FOR OKETO P	17.94	314866
	Total For Check 314866			862.44	
Check 314867					
01-10-540150	UTILITIES-TELEPHONE	PEERLESS NETWORK	INTERNET AND PHONE SERVICE	1,415.00	314867
02-10-540150	UTILITIES-TELEPHONE	PEERLESS NETWORK	INTERNET AND PHONE SERVICE	1,415.00	314867
02-33-540150	UTILITIES-TELEPHONE	PEERLESS NETWORK	INTERNET AND PHONE SERVICE	1,457.88	314867
	Total For Check 314867			4,287.88	
Check 314868					
01-10-589105	EXP MISCELLANEOUS-EMPLOYEE PETTY CASH-MARTIN O'BRIEN		REPLENISH PETTY CASH FOR 2	73.90	314868
02-06-593711	PROGRAM SUPPLIES-PRE SCHOO PETTY CASH-MARTIN O'BRIEN		REPLENISH PETTY CASH FOR 2	114.13	314868
02-07-593825	PROGRAM SUPPLIES-BASE PETTY CASH-MARTIN O'BRIEN		REPLENISH PETTY CASH FOR 2	541.97	314868
	Total For Check 314868			730.00	
Check 314869					
01-20-520323	MATRL AND SUPP-MAINT. - MA RUSSO POWER EQUIPMENT		GLOVES FOR MOWING CREW	13.98	314869
01-20-520325	MATRL-SUPP-MAINT. - MAT'LS RUSSO POWER EQUIPMENT		MOWER BAGS FOR TRASH	193.96	314869
	Total For Check 314869			207.94	
Check 314870					
01-20-520312	MATERIALS AND SUPPLIES-JAN STATE INDUSTRIAL PRODUCTS		FLOOR CLEANING SYSTEM FOR	778.78	314870
	Total For Check 314870			778.78	
Check 314871					
01-20-554100	CONTRACTUAL SERVICES-AGREE THOR GUARD INC		ANNUAL RENEWAL OF THOR-GUA	1,000.00	314871
	Total For Check 314871			1,000.00	
Check 314872					
01-20-520325	MATRL-SUPP-MAINT. - MAT'LS TREDROC TIRE SERVICES		NEW TIRES FOR JOHN DEERE T	1,028.35	314872
	Total For Check 314872			1,028.35	
Check 314873					
02-10-554100	CONTRACTUAL SERVICES-AGREE VERMONT SYSTEMS, INC.		ANNUAL MAINTENANCE FOR REC	17,688.00	314873
	Total For Check 314873			17,688.00	
Check 314874					
02-07-592821	CONTRACTING SERVICES-PUPPY WENDY DECARLO		COURSE #241104_01 & 241110	732.20	314874
	Total For Check 314874			732.20	
Check 314879					
15-10-554600	CONTRACTUAL SERVICES-PROF ALARM DETECTION SYSTEMS, I ALARM WORK AT MUSEUM			315.00	314879

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Check 314879					
		Total For Check 314879		315.00	
Check 314880					
01-20-520321	MATRL AND SUPP-MAINT. - MA BATTERIES PLUS LLC		BATTERY FOR THORGUARD POWE	55.71	314880
		Total For Check 314880		55.71	
Check 314881					
01-10-540110	UTILITIES-ELECTRICTY	COMED	MARCH ELECTRIC BILLS	1,030.92	314881
02-10-540110	UTILITIES-ELECTRICTY	COMED	ELECTRIC POWER FOR OUTSIDE	1,050.65	314881
02-21-540110	UTILITIES-ELECTRICTY	COMED	MARCH ELECTRIC BILLS	937.68	314881
02-22-540110	UTILITIES-ELECTRICTY	COMED	MARCH ELECTRIC BILLS	246.30	314881
02-33-540110	UTILITIES-ELECTRICTY	COMED	MARCH ELECTRIC BILLS	4,123.67	314881
15-10-540110	UTILITIES-ELECTRICTY	COMED	MARCH ELECTRIC BILLS	174.87	314881
		Total For Check 314881		7,564.09	
Check 314882					
01-20-520323	MATRL AND SUPP-MAINT. - MA GRAINGER		QUARTZ LIGHT BULBS FOR HAR	269.80	314882
		Total For Check 314882		269.80	
Check 314883					
70-10-586170	EXP MISCELLANEOUS-HARRER P H. M. WITT & CO.		PLAQUE FOR HARRER POOL DED	2,565.00	314883
		Total For Check 314883		2,565.00	
Check 314884					
01-10-580100	EXP MISC.-HUMAN RESOURCE E ILLINOIS STATE POLICE BUR		ILLINOIS STATE POLICE BACK	3,500.00	314884
		Total For Check 314884		3,500.00	
Check 314885					
70-10-586206	EXP MISCELLANEOUS-CORPORAT JOHN WONDRASEK CREATIVE SE		WEBSITE REDESIGN FIRST PAY	3,950.00	314885
		Total For Check 314885		3,950.00	
Check 314886					
02-05-592622	CONTRACTING SERVICES-LANGU LANGUAGE IN ACTION, INC.		ZOOM ADULT SPANISH CLASS	60.00	314886
		Total For Check 314886		60.00	
Check 314887					
02-07-592840	CONTRACTING SERVICES-MAGIC MAGIC OF GARY KANTOR		ABRACADABRA MAGIC VIRTUAL	9.10	314887
		Total For Check 314887		9.10	
Check 314888					
01-20-520321	MATRL AND SUPP-MAINT. - MA MENARDS		POTHOLE PATCH FOR HARRER D	150.69	314888
01-20-520323	MATRL AND SUPP-MAINT. - MA MENARDS		POST FOR THORGUARD AT ARNU	221.48	314888
01-20-520400	MATRL-SUPP-SUPPLIES - TOOL MENARDS		TOOLS FOR GRASS TRAILER	79.90	314888
02-21-570600	BLDG-LANDSCAPE-POOL - BLDG MENARDS		HAPPER POOL SHLIDE SUPPLIE	63.86	314888
		Total For Check 314888		515.93	
Check 314889					
01-20-520321	MATRL AND SUPP-MAINT. - MA MORTON GROVE SUPPLY COMPAN		PLUMBING SUPPLIES FOR PARK	47.36	314889
		Total For Check 314889		47.36	
Check 314890					
01-10-540120	UTILITIES-HEATING FUEL	NICOR GAS	MARCH AND APRIL NATURAL GA	256.26	314890
02-10-540120	UTILITIES-HEATING FUEL	NICOR GAS	MARCH AND APRIL NATURAL GA	503.03	314890
02-21-540120	UTILITIES-HEATING FUEL	NICOR GAS	MARCH AND APRIL NATURAL GA	155.17	314890
02-22-540120	UTILITIES-HEATING FUEL	NICOR GAS	MARCH AND APRIL NATURAL GA	282.05	314890
02-33-540120	UTILITIES-HEATING FUEL	NICOR GAS	MARCH AND APRIL NATURAL GA	364.56	314890
15-10-540120	UTILITIES-HEATING FUEL	NICOR GAS	MARCH AND APRIL NATURAL GA	97.40	314890
		Total For Check 314890		1,658.47	
Check 314891					
02-35-554400	CONTRACT SVCS-AGREEMENTS - PLERUS PRINTING		PRINTING SUMMER ACTIVITY G	10,214.72	314891
		Total For Check 314891		10,214.72	
Check 314892					
01-20-520325	MATRL-SUPP-MAINT. - MAT'LS POWER EQUIPMENT LEASING		HYDRAULIC OIL	181.44	314892
		Total For Check 314892		181.44	

GL Number	Invoice Line Desc	Vendor	PAID	Invoice Description	Amount	Check #
Check 314893						
01-20-520325	MATRL-SUPP-MAINT. - MAT'LS	RUSO POWER EQUIPMENT		MOWER EQUIPMENT FILTERS	176.28	314893
01-20-520500	MATRL-SUPP-SUPPLIES - GAS	RUSO POWER EQUIPMENT		HAND PRUNER FOR GRASS TRAI	9.99	314893
Total For Check 314893					186.27	
Check 314894						
01-20-520325	MATRL-SUPP-MAINT. - MAT'LS	SAFETY KLEEN		SOLVENT FOR MAINTENANCE GA	334.62	314894
Total For Check 314894					334.62	
Check 314895						
01-10-540120	UTILITIES-HEATING FUEL	SYMMETRY ENERGY SOLUTIONS		MARCH NATURAL GAS	1,842.80	314895
02-10-540120	UTILITIES-HEATING FUEL	SYMMETRY ENERGY SOLUTIONS		MARCH NATURAL GAS	248.02	314895
02-22-540120	UTILITIES-HEATING FUEL	SYMMETRY ENERGY SOLUTIONS		MARCH NATURAL GAS	200.35	314895
02-33-540120	UTILITIES-HEATING FUEL	SYMMETRY ENERGY SOLUTIONS		MARCH NATURAL GAS	1,540.80	314895
Total For Check 314895					3,831.97	
Check 314896						
01-10-540150	UTILITIES-TELEPHONE	VERIZON WIRELESS		MARCH CELL SERVICE	313.79	314896
02-10-540150	UTILITIES-TELEPHONE	VERIZON WIRELESS		MARCH CELL SERVICE	637.10	314896
Total For Check 314896					950.89	

		PAID			
GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
<hr/>					
Fund Totals:					
			Fund 01 CORPORATE	31,161.15	
			Fund 02 RECREATION	65,898.57	
			Fund 15 MUSEUM	587.27	
			Fund 26 BOND AND INTEREST	256,425.00	
			Fund 30 LIABILITY INSURANC	150.00	
			Fund 35 SPECIAL RECREATION	1,412.12	
			Fund 70 CAPITAL IMPROVEMEN	124,845.21	
				<hr/>	
				480,479.32	

CARD SERVICES REPORT

MONTH: 4/1/2022

Ref. No.	DATE	Merchant	REASON	AMOUNT	BUDGET CODE
	Card Number	1800			
O'Brien	3-Mar	Micro Center	New Power Supply Backups for PVCC	\$659.96	01-10-560100
O'Brien	8-Mar	GFOA	Membership in GFOA	\$555.00	01-10-581400
O'Brien	22-Mar	ZOOM	Monthly subscription for Zoom Meetings	\$14.99	01-10-581400
O'Brien	28-Mar	Frameworks	Monthly Billing for Computer Monitoring services - 5% discount if paid by Credit Card	\$3,405.22	01-10-552200
O'Brien	29-Mar	Bamboo HR	New HR system to do Employee Timekeeping and Hiring	\$2,660.70	01-10-552200
	Card Number	1826		\$7,295.87	
Braubach	15-Mar	POS Portal	Refund for Tax on Card Readers	-\$73.04	02-21-560700
Braubach	6-Mar	Amazon	Files Cabinets for Harter Pool Offices	\$338.98	02-21-560700
Braubach	6-Mar	Amazon	Wall Clock for Harter Pool	\$12.99	02-21-560700
Braubach	9-Mar	Amazon	Wristbands for Pools	\$36.97	02-21-560700
Braubach	13-Mar	Amazon	Legal pads - Office Supplies	\$10.47	02-10-520110
Braubach	15-Mar	Amazon	Giveaways for Pool Special Events	\$39.99	02-35-584300
	Card Number	1834		\$366.36	
Kee	9-Mar	Mrs. Fields	Retirement Gift	\$65.32	01-10-589105
Kee	25-Mar	Moretti's Restaurant	Retirement Cake for L Kee	\$63.71	01-10-589105
Kee	1-Apr	Target	Baby Shower gift for L Gonzalez	\$100.00	01-10-589105
Kee	1-Apr	Dollartree	Birthday Cards	\$4.14	01-10-589105
	Card Number	1818		\$233.17	
Gorczyca	10-Mar	Peerless Fence	12 quantity of Round Rail	\$144.00	01-20-520323
Gorczyca	10-Mar	Ralph Helm Inc	Echo Chain Saw	\$324.99	01-20-560200
	Card Number	9125		\$468.99	
Herrmann	9-Mar	4imprint	Arnum Park Giveaway and Summer giveaway	\$331.47	02-35-554405
Herrmann	10-Mar	Facebook Ads	Ads- Family Sports Challenge, and Music from around the world	\$143.28	02-35-554405
Herrmann	14-Mar	Pic Monkey	Social Media Monthly Image Pro Subscription	\$12.99	02-35-554100
Herrmann	24-Mar	Daily Herald	Online Subscription	\$12.00	02-35-554100
Herrmann	28-Mar	John Wondrasek	Quarterly Website Maintenance	\$500.00	02-35-554100
Herrmann	28-Mar	Chicago Tribune	Online Subscription	\$15.96	02-35-554100
Herrmann	28-Mar	WpEngine	Monthly Website Host Fee	\$30.00	02-35-554100
Herrmann	30-Mar	WpEngine	Monthly Website Host Fee - Extra fee charged for storage	\$26.79	02-35-554100
Herrmann	31-Mar	Promo	Video subscription - Spring Ads	\$119.00	02-35-554100
Herrmann	31-Mar	Holden Towels	Grand Re Opening Giveaways + Summer giveaways	\$1,704.48	02-35-554405
Herrmann	31-Mar	Holden Towels	ProAuto Sponsorship	\$500.00	02-35-554405

Financials

May 18, 2022

To the Finance Officer:

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

President

Treasurer

Motions / New business

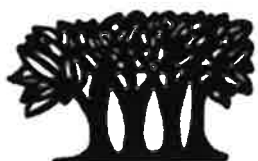
**MORTON GROVE PARK DISTRICT
BOARD MOTIONS
MAY 18, 2022**

Administration and Finance Committee – Commissioner Minx, Chair

I move to accept the Administration and Finance Committee recommendation to approve the Board Officers and Committee Assignments for the next year.

I move to accept the Administration and Finance Committee recommendation to approve the changes to the District's Vacation Policy.

Park and Facility Maintenance Committee – Commissioner Khan, Chair



MEMORANDUM

MORTON GROVE PARK DISTRICT

To: Board of Park Commissioners
From: Jeffrey Wait, Executive Director
Date: May 18, 2022
Regarding: Board Appointments

Issue:

Each year the Board of Park Commissioners elects Board Officers and assigns Commissioners and staff to committees.

Discussion:

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

The Board also assigns personnel to the following Committees:

- Administration and Finance Committee
- Parks and Facilities Maintenance Committee
- Recreation and Facility Program Committee
- MNASR Board of Directors
- Museum Council
- Morton Grove Baseball and Softball Association
- Morton Grove AYSO
- Freedom of Information Officer
- Open Meeting Officer
- American with Disabilities Act Coordinator

Recommendation:

For the Board of Park Commissioners to elect Board officers and committee members to serve until May 2023.

MORTON GROVE PARK DISTRICT 2022 BOARD OFFICER APPOINTMENTS

Board Officers:

President: Steve Schmidt

Vice-President: Paul Minx

Treasurer: Mazhar Khan

Board Secretary: Jeffrey Wait

Recording Secretary: Luiza Gonzalez

Village Liaison: Keith White

Administration & Finance Committee:

Mazhar Khan
Marty O'Brien and Jeffrey Wait

Parks and Facilities Maintenance Committee:

Keith White
Keith Gorczyca and Jeffrey Wait

Recreation and Facility Program Committee:

Joh Pietron
Sue Braubach and Jeffrey Wait

M-NASR Board of Directors:

Jeffrey Wait
Alternate: Marty O'Brien

Museum Council:

Paul Minx
Jeffrey Wait

Morton Grove Baseball & Softball Association:

Paul Minx
Daniel Bregman and Sue Braubach

Morton Grove AYSO:

Steve Schmidt
Daniel Bregman

OMA and FOIA Officers:

Jeffrey Wait
Alternate: Luiza Gonzalez

Americans with Disabilities Act Coordinators:

Jeffrey Wait
Alternate: Marty O'Brien



**MORTON GROVE
PARK DISTRICT**

MEMORANDUM

To: Board of Park Commissioners
From: Michelle Khzakia, Human Resources Generalist
Date: May 18, 2022
Regarding: Changes to Vacation Policy

Issue:

The Personnel Policy Manual should specify that vacation days are accrued upon days worked throughout the year. Upon resignation or termination, only accrued vacation days should be paid out in the final paycheck.

Discussion:

The Personnel Policy Manual's Vacation Policy discusses our vacation policy for full-time employees. This includes the amount of time each employee accrues based on their years of service or hire agreement.

Recently, the district has paid out a considerable amount of unused vacation days, despite the employee not working a full year. Section 6.9: Vacation of the Personnel Policy Manual should be changed, so the district only pays for unused vacation days accrued on the employee's last day of employment. This would potentially save the district in payouts.

Staff revised the policy to specify that vacation days are accrued based upon working days within the year. Upon termination, only accrued days will be paid to the employee leaving the district. For example, suppose an employee earns 12 vacation days a year and decides to leave the district in June without taking vacation days prior. The employee will only be paid out for six days based on the accrual schedule.

Staff included language requiring an employee to repay the district if an employee uses all vacation days before the end of the year and either resigns or is terminated. This payment will be deducted from their last paycheck.

See attached draft with tracked changes.

Recommendation:

For the Board of Park Commissioners to approve the changes to the Personnel Policy Manual's Vacation Policy.

Section 6.9: - Vacation

Vacation time is provided to each regular full-time employee as a means of refreshing one's health, rest, relaxation, and pleasure. Vacation time shall be earned and shall be based on the length of continuous full-time employment. ~~Paid vacation shall be accrued in the year prior to that in which it is used.~~ All paid vacation time that has not been used within one year after it has been accrued will be forfeited; however, the Executive Director shall have the discretion in appropriate circumstances, and in the best interest of the district, to allow an employee to carry forward unused vacation time for a period of up to three (3) additional months, based on the following criteria:

- A prior request for vacation was refused during the year.
- Work demands were heavy and prevented employee from taking vacation.
- Illness or injury in department required additional staff.

~~An employee that resigns or is terminated before exhausting his or her accrued vacation time for the year, will be paid for the remaining balance on their last paycheck.~~

The amount of paid vacation leave granted to full-time employees is shown in the chart below.

Years of Service	Vacation Days	Accrual Per Month
0 to Less than 1 Full Year	0	1 Day per Month
1 Full Year of Service	12	1.00
2 Full Years to Less Than 5 Full Years	15	1.25
5 Full Years to Less than 10 Full Years	18	1.50
10 Full Years to Less than 15 Full Years	21	1.75
15 Full Years to Less than 20 Full Years	24	2.00
20 Full Years and Longer	27	2.25

- A change form must be completed and submitted to the employee's Supervisor. The Supervisor must approve or deny the request and then submit to Human Resources.
- Vacation schedule shall be determined by the Supervisor or Department Head. While due consideration for individual employee convenience may be given, the needs of the district in scheduling workload shall be the controlling criteria.
- Failure to return to work at the conclusion of an approved vacation may be considered a voluntary abandonment of the position by the employee.
- ~~Vacation days are only accrued up to the last day worked. Upon termination any remaining vacation days will be prorated and will be based on the schedule above. (Number of months worked per year).~~ Vacation days are only accrued up to the last day worked. When an employee resigns or is terminated, the employee will receive pay for earned and unused vacation days. Payment is based upon the accrued vacation days at the employee's current hourly pay rate upon termination, and the payout is distributed with the final paycheck. Any access use of unaccrued vacation days will be deducted from the last paycheck.
- No more than two (2) weeks of vacation time may be used at any one time.
- If an employee resigns or is terminated, any carry over vacation time will not be paid out.



MEMORANDUM

**MORTON GROVE
PARK DISTRICT**

To: Board of Park Commissioners
From: Keith Gorczyca, Superintendent of Parks and Maintenance
Date: May 18, 2022
Regarding: Park Shade Structure Bid

Memorandum and recommendation will be presented prior to meeting.

Morton Grove Park District

UPDATE & INFORMATION

May 18, 2022

RECREATION AND PROGRAMMING REPORT – SUE BRAUBACH

General

- Summer Registration opened for residents on Monday May 2nd.
- Our Music Around the World event was held on Saturday, April 30th. All the families in attendance had a good time.
- The next Community Blood Drive is scheduled for June 18th.
- The department is still in need of part time staff to fill some key positions this summer.
- Staff continue to deal with COVID cases in our spring programs, fortunately, no program has been shut down for any length of time.
- Worked with Marketing Department on promotional pieces, signage for upcoming programs and our pool facilities.
- Upcoming events:

Event	Date	Time	Place
Dance Recital	May 15 th	12:00 pm	Maine East H.S.
Harrer Pool VIP Night	June 3 rd	6:00-8:00 pm	Harrer Pool
Harrer Pool Opening Day	June 4 th	12:00 pm	Harrer Pool
Oriole Pool Opening Day	June 11 th	11:00 am	Oriole Pool
Concert in the Park	June 14 th	7:00 pm	Harrer Park
Movie in the Park	June 17 th	8:30 pm	Harrer Park

Fitness

- The 3 Month Summer Special is back for the 2022 season: 3 months for only \$85. Available to purchase May 1st – July 31st.
- We sent out a Club Fitness survey to check in with members and get feedback about equipment, cleanliness, and group exercise. For those completing the survey, members were entered into a raffle for an extra month of membership. Our winner was long time member Jonathon Kuehlhorn.
- Direct Fitness has continued to fix and maintain our equipment through the month to have safe and efficient equipment for all our members.
- On May 4th, we had a fitness desk team meeting to go over our goals for Club Fitness and to collect feedback from our staff.

Athletics

- Adult softball started the week of Monday, May 2nd. There are four Men's 12" teams, ten Men's 16" teams, and five Co-Rec 14" teams.
- Field rentals are underway and scheduled daily.

- Hot Shots Sports classes have been running at PVCC and have been well attended, especially soccer, volleyball, and basketball.

Aquatics/BASE

- Lifeguard and cashier interviews for the summer have been conducted over the last month. We currently have 71 lifeguards and 29 cashiers hired for both pools.
- Meeting with Pool Managers to discuss summer and prepare training dates and times has been set.
- Lifeguard and Cashier Trainings Schedule are complete and were sent out to all Aquatics employees.
- Registration opened on May 2nd for 2022-2023 Before and After school programs.

Dance/Cultural Arts

- The annual Dance recital is scheduled for Sunday, May 15th. Title of the show is Dance Is Love and the performance is at 12:00 pm.
- Two new dance instructors have been recruited and hired, Miss Kelsie and Miss Emily. They will replace Miss Michelle, who is leaving after the dance recital and, Miss Kathy, who is leaving after the summer session.
- Children's Musical Theatre Company students performed Willy Wonka Jr. on May 2nd, in Butler Auditorium at Morton Grove Public Library.
- Abracadabra Magic class was held on May 3rd, with 20 participants.
- A new session of Dog and Puppy Training classes began on May 5th, with 12 Dog and 14 Puppy participants.
- The piano student recital will be held on Thursday, June 2nd at 7:00pm at Morton Grove Public Library.
- The guitar student recital will be held on Wednesday, June 1st at 7:00pm at Morton Grove Public Library.
- Summer Dance Open House will be held on Tuesday, June 7th from 5:00-7:00pm, featuring four 30-min classes that participants may register to attend at no charge.

Camps/Preschool/Kinder Odyssey

- Preschool graduations are being held the week of May 9th at their locations.
- Kinder Odyssey registration began on May 2nd. Registration is strong so far with 17 total registrations for two classes.
- Preschool registration for the 2022-2023 school year is going well. Current registrations:

○ Acorns – 2-year-olds	9
○ Sprouts – 3-year-olds	15
○ Great Oaks – 4-year-olds	28
- Camp staff training begins May 17th.

- Summer camp registration numbers are high. Mor Gro and Junior Camp have higher maximums this year and still are full. We opened a new summer camp for K-3rd grade called the Happy Campers. Current Camp registration:

	2021 (thru 5/10/21)				2022 (thru 5/9/22)			
	Session 1	Session 2	Session 3	Session 4	Session 1	Session 2	Session 3	Session 4
Kidventure	29	28	19	16	23	22	23	19
Junior	35	35	35	35	62	62	62	62
Mor Gro	34	36	35	36	71	70	70	71
Teen Times	21	20	16	14	27	24	21	20
Total	119	119	105	101	183	178	176	172
Total all Sessions	444				709			

- Happy Campers has a total of 107 registrations for the summer. This brings the total summer camp registration to 816.

MARKETING DEPARTMENT REPORT – KATHY HERRMANN

- Online digital summer guide is online.
- Harrer Pool Signage to be completed May 17th.
- Signage up at Arnum Park with Playground rededication info. In addition, info included on social media (Facebook and Instagram), and in eblasts.
- Website, Outdoor Signboard, and Reach digital internal sign, updated on a regular basis.
- Three monthly Eblasts and weekly SM scheduled throughout the month of May.
- May newsletter sent May 2nd to school districts, 63, 67, 69, with MGPD updates, and posted on their website. Newsletter sent to District 70 to be included in Principal enews. June newsletter will be sent on June 2nd. Fall will start up late August.
- Summer events banners to at park sites last week of May.
- Fieldhouses signage to be updated May 13th.
- Final summer fall sponsorship packets to go out on May 13th.

FINANCE DEPARTMENT REPORT - MARTY O'BRIEN

- The Finance Department received a preliminary draft of the 2021 financial statements from Lauterbach and Amen, our external auditors. We started to analyze the financial data and add narratives to explain any variances that occurred through the audit year.
- The park district received several more property tax appeals from property owners in Morton Grove. Based on our analysis, we feel that it would be beneficial for the park district to intervene in any reduction in assessments since they will our affect tax collections for the next three years.

- We are working with the new vendor, Bamboo HR, to assemble what information they will need to implement the new hiring system. This week we worked on assembled the required documents contained in the hiring packet. We also investigated the performance management system.
- I am continuing to work with Peerless, our new phone and internet provider, to complete the internet circuit for Harrer Pool. This week the technician placed into service a wireless 4G so that the pool can operate until the permanent circuit can be installed.

HUMAN RESOURCES & RISK MANAGEMENT— MICHELLE KHZAKIA

- The general orientation presentation has been updated, and the safety orientation.
- We have completed hiring for our seasonal positions, including lifeguards, cashiers, and camp counselors.
- We have hired two seasonal maintenance employees this month.
- Guest Services has been busy with summer registration and reinstating memberships.
- There are eight rentals in May. We are interviewing two seasonal rental attendants to accommodate as many rentals as we can take for the summer.
- There were zero workers compensation claims.
- We are transitioning to Bamboo HR (HRIS), where we will be able to use applicant tracking, maintain employee records, onboard employees, and maintain/analyze employee data which will help streamline our Human Resources data.

PARKS AND MAINTENANCE REPORT — KEITH GORCZYCA

- Evans was back on site working on the court project. The Harrer tennis court and basketball courts were removed and paved. The basketball court at Prairieview was removed and re-paved. Mansfield Park is still too wet to gain access. Fence installation and color coating to follow soon.
- Shade structure project bid opening was conducted. Bids were later rejected by the board. The project is currently out to bid for the purchase only of the shade structures. Installation will be completed in-house at a later date.
- Met with the recreation department on site at Harrer Pool to discuss needs for season opening.
- Met with recreation department to discuss ballfield renovations for 2022.
- Conducted strategic planning sub-committee meetings with various park district staff.
- Worked with Kelly from MNASR on a mulching project for a group in the MNASR program.
- Conducting interviews for summer seasonal staff.
- Cleaned and scrubbed all the pools at Harrer in preparation for filling.
- Assembled and installed amenities through-out the Harrer pool building.
- Thor-Guard pole and system installed at Arnum Park.
- Conducted removals of invasive woody plants and applied herbicides in the prairie.
- Park pavilions and shelters were opened for the season.
- Layout and lining of soccer fields for the upcoming season.
- Prepped and opened all ballfields for the upcoming season.
- Volleyball nets and courts were prepped and opened for the season.
- Conducted fire alarm inspections at all facilities with ADS.

- Pre-emergent herbicide installed in landscape beds.
- Conducted preventative maintenance on all the trucks and equipment for the upcoming season.
- Routine maintenance items this month included: tree trimming, vehicle and equipment repairs, park sign repairs and painting, facility cleaning, monthly playground and facility inspections, and work orders.