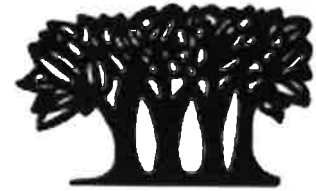


Morton Grove Park District

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



**MORTON GROVE
PARK DISTRICT**

**Regular Board Meeting
January 18, 2023 at 6:30pm
Agenda**

- 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 December 21, 2022 Budget and Appropriation Hearing, Truth in Taxation Hearing, and Board Meeting
 - b. **Approval of Financial Reports**
 1. Cash Summary and Revenue Report Dated December 31, 2022
 2. Invoice Distribution Report ending December 31, 2022 in the amount of \$416,329.08
- VI. **Director's Report**
- VII. **Attorney's Report**
- VIII. **Village Liaison Report**
- IX. **Department Heads' Reports**
- X. **New Business**
 - a. **Administration & Finance Committee - Commissioner Khan, Chair**
 - I. **Presentation:** 2023 Aquatic Overview
 - II. **Action Item:** Approved Vendor List
 - III. **Action Item:** Bereavement, Uniforms and Dress Code, Vacation, and Sick Leave Policy Revisions
 - IV. **Discussion Item:** Board Vacancy
- XI. **Public Comment on Non-Agenda Items**
- XII. **Commissioner Comments:** Commissioner Pietron, Khan, Minx, and Schmidt
- XIII. **Adjournment**

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.

Consent Agenda: January 18, 2023 – Commissioner Mazhar Khan

Minutes:

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

- The Board Meeting held on December 21, 2022

And the Financial Reports which include:

- Cash Summary and Revenue and Expenditure Report dated December 31, 2022
- The Invoice Distribution Report ending December 31, 2022 in the amount of \$416,329.08

AFTER CLOSED SESSION:

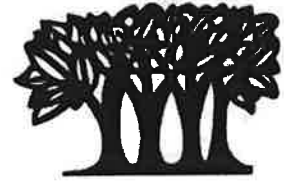
I move to accept the recommendation of the Administration and Finance Committee to approve the minutes of the:

- Closed Session held on December 21, 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 853th Board Meeting
December 21, 2022
Held at Prairie View Community Center

Truth in Taxation Public Hearing

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

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

Absent: MazharKhan

Staff Present: Jeffrey Wait, Executive Director; Marty O'Brien, Superintendent of Finance; Sue Braubach, Superintendent of Recreation and Facilities; and Keith Gorczyca, Superintendent of Parks and Maintenance.

Guest present: None

Attorney Present: None

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

- III. **Explanation of Hearing:** 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.

- IV. **Public comment:** None

- V. **Adjournment:** Commissioner Schmidt made a motion, seconded by Commissioner White to adjourn the Truth in Taxation Public Hearing. **Motion carried by voice vote. Nays:0. Motion carried.**

Budget & Appropriation Public Hearing

- I. **Explanation of Hearing:** 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.

- II. **Public Comment:** None.

- III. **Adjournment:** Commissioner Schmidt made a motion, seconded by Commissioner Pietron to adjourn the Truth in Taxation Public Hearing. **Motion carried by voice vote. Nays:0. Motion carried.**

**Minutes of the 853rd Board Meeting
December 21, 2022**

Regular Board Meeting

- I. **Additions/Changes to the Agenda:** None
- II. **Citizens Comments on Agenda Items/Correspondence:** None
- III. **Consent Agenda:**
Commissioner Minx made a motion, seconded by Commissioner White to approve:
- a. The minutes of the Board Meeting held on November 9, 2022
 - b. The Financial Reports:
 1. The Cash Summary and Revenue and Expenditure Report dated November 30, 2022
 2. The Invoice Distribution Report for the period ending November 30, 2022 in the amount of \$1,944,506.58.
- Ayes: Commissioner Minx, Schmidt, Pietron, and White. Nays: 0. Motion carried.**
- IV. **Director's Report:** Director Wait stated that winter and spring registration is now open. Residents can either visit PVCC or go online at mortongroveparks.com to register. Wait announced that Harrer Pool won IPRA's Outstanding Facility Award that will be presented at the IAPD/IPRA annual conference in January. Lastly, Wait wished everyone Happy Holidays.
- V. **Attorney Report:** Steve Adams submitted his report electronically to each Board member.
- VI. **Village Liaison Report:** None
- VII. **Department Head Report:** Superintendent Gorczyca mentioned that staff has been working on PVCC's racquetball court project. Gorczyca continued saying staff has finished putting up the holiday orbs at Harrer Park. Lastly, Gorczyca stated all trees have been planted for the season.
- Superintendent Braubach stated the District has had a lot of holiday events including Santa Stocking Delivery, Gingerbread Workshop, Santa Comes to Town, and Holly Days. Braubach mentioned that David Torres Supervisor of Aquatics has started interviewing for pool staff. Pool passes go on sale starting January 2nd at 2022 rates until March 31st.
- Superintendent O'Brien stated the District has started receiving the 2nd collection of the property taxes for 2021. O'Brien stated the finance department has started doing year end processing and closing out 2022. Lastly, O'Brien explained that the District has paid out all the bond payments for all the Districts facilities.
- VIII. **New Business:**
- a. **Administration and Finance Committee – Commissioner Minx, Chair**
 - Tax Levy #O-05-22:** Commissioner Minx made a motion, seconded by Commissioner Schmidt that the Morton Grove Park Board approve the Property Tax Levy Ordinance #O-05-22.
Ayes: Commissioner Pietron, Schmidt, Minx, and White. Nays: 0. Motion carried.
 - Tax Extension #R-09-22:** Commissioner Minx made a motion, seconded by Commissioner White that the Morton Grove Park Board approve the Tax Extension Resolution #R-09-22.
Ayes: Commissioner White, Pietron, Minx, and Schmidt. Nays: 0. Motion carried.

Abatement #O-06-22: Commissioner Minx made a motion, seconded by Commissioner Pietron that the Board of Park Commissioners approve the Property Tax Abatement Ordinance #O-06-22.
Ayes: Commissioner Schmidt, Pietron, White, and Minx. Nays: 0. Motion carried.

Travel, Meals, and Lodging: Commissioner Minx made a motion, seconded by Commissioner Schmidt that the Morton Grove Park Board approve the travel, lodging, and meals expenses for those Commissioners and staff of the Morton Grove Park District that will be attending the 2023 IAPD/IPRA Annual Conference in the amount not to exceed \$913.68.

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

Illinois Association of Park Districts 2023 delegates: Commissioner Minx made a motion, seconded by Commissioner White that the Morton Grove Park Board nominate Steve Schmidt as the delegate and Paul Minx and John Pietron as the alternates for the IAPD Annual Business Meeting.

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

Intergovernmental Agreement #O-07-22: Commissioner Minx made a motion, seconded by Commissioner White that the Board of Park Commissioners to approve Ordinance #O-07-22 and Intergovernmental agreement for the acceptance of Village property in exchange for park district property.

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

District Property Transfer #R-10-22: Commissioner Minx made a motion, seconded by Commissioner Pietron that the Board of Park Commissioners approve Resolution #R-10-22 to transfer park district property to the Village of Morton Grove in exchange for Village property.
Ayes: Commissioner White, Pietron, Minx, and Schmidt. Nays: 0. Motion carried.

VIII. Public Comment on Non-Agenda Items: None

IX. Commissioner Comments:

Commissioner White: Wished everyone a Happy Holidays. Thanked staff for all their hard work. Stated he will miss everyone as this is his last meeting.

Commissioner Minx: Thanked Park staff for the Santa Coming to Town event. The event ran great, and everything was perfect, and staff did a great job. Wished everyone Happy Holidays.

Commissioner Pietron: Wished everyone a Happy Holiday. Stated he appreciates all the hard work staff does.

Commissioner Schmidt: Stated what a great year the Park District had. Wished everyone a Happy Holiday. Lastly, Schmidt stated he will miss commissioner White and wished him luck.

X. Closed Session: At approximately 7:01pm, Commissioner White made a motion, seconded by Commissioner Schmidt 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 Minx, Pietron, White, and Schmidt. Nays: 0. Motion carried.

The meeting reconvened at approximately 7:40pm

No action was taken during closed session.

Commissioner Minx made a motion, seconded by Commissioner Pietron to approve the minutes of the closed session meeting held on November 9, 2022

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

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

Meeting ended at approximately 7:43pm.

Board President, Steve Schmidt

Board Secretary, Jeffrey Wait

Financials

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

FUND: ALL FUNDS
 CASH AND INVESTMENT ACCOUNTS

Fund	Description	Beginning Balance 12/01/2022	Total Debits	Total Credits	Ending Balance 12/31/2022
01	CORPORATE	(204,837.12)	744,955.91	114,647.43	425,471.36
02	RECREATION	773,278.94	211,431.03	170,000.15	814,709.82
05	POLICE	(223.41)	0.00	177.00	(400.41)
15	MUSEUM	11,071.53	0.00	2,570.05	8,501.48
20	I.M.R.F.	44,937.09	44,007.48	15,793.53	73,151.04
22	F.I.C.A.	44,532.87	26,893.46	11,823.01	59,603.32
25	BOND & INTEREST	(356,580.68)	249,198.66	0.00	(107,382.02)
30	LIABILITY INSURANCE	70,657.06	0.00	5,753.00	64,904.06
35	SPECIAL RECREATION	467,593.50	81,545.58	589.31	548,549.77
70	CAPITAL IMPROVEMENTS	6,310,042.18	0.00	311,030.82	5,999,011.36
99	PAYROLL CLEARING FUND	31,979.19	103,763.95	134,148.31	1,594.83
	TOTAL - ALL FUNDS	7,192,451.15	1,461,796.07	766,532.61	7,887,714.61

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE 12/31/2022 NORMAL (ABNORMAL)	MONTHLY INCREASE (DECREASE)	ACTIVITY FOR 12/31/2022 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDC USED
Fund 01 - CORPORATE							
Fund 01 - CORPORATE:							
TOTAL REVENUES		2,816,387.00	2,389,825.58	748,084.04		426,561.42	84.85
TOTAL EXPENDITURES		2,816,387.00	2,652,765.68	117,775.56		163,621.32	94.19
NET OF REVENUES & EXPENDITURES		0.00	(262,940.10)	630,308.48		262,940.10	100.00
Fund 02 - RECREATION							
Fund 02 - RECREATION:							
TOTAL REVENUES		2,589,423.00	2,416,930.70	213,526.96		172,492.30	93.34
TOTAL EXPENDITURES		2,589,423.00	2,537,787.36	168,803.65		51,635.64	98.01
NET OF REVENUES & EXPENDITURES		0.00	(120,856.66)	44,723.31		120,856.66	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	8,214.75	177.00		(1,214.75)	117.35
NET OF REVENUES & EXPENDITURES		0.00	(8,214.75)	(177.00)		8,214.75	100.00
Fund 15 - MUSEUM							
Fund 15 - MUSEUM:							
TOTAL REVENUES		22,000.00	22,000.00	0.00		0.00	100.00
TOTAL EXPENDITURES		22,000.00	24,164.98	2,570.05		(2,164.98)	109.84
NET OF REVENUES & EXPENDITURES		0.00	(2,164.98)	(2,570.05)		2,164.98	100.00
Fund 20 - I.M.R.F.							
Fund 20 - I.M.R.F.:							
TOTAL REVENUES		211,000.00	148,300.41	44,007.48		62,699.59	70.28
TOTAL EXPENDITURES		211,000.00	202,097.72	15,793.53		8,902.28	95.78
NET OF REVENUES & EXPENDITURES		0.00	(53,797.31)	28,213.95		53,797.31	100.00
Fund 22 - F.I.C.A.							
Fund 22 - F.I.C.A.:							
TOTAL REVENUES		180,000.00	90,628.02	26,893.46		89,371.98	50.35
TOTAL EXPENDITURES		180,000.00	190,576.38	11,823.01		(10,576.38)	105.88
NET OF REVENUES & EXPENDITURES		0.00	(99,948.36)	15,070.45		99,948.36	100.00
Fund 25 - BOND & INTEREST							
Fund 25 - BOND & INTEREST:							
TOTAL REVENUES		1,005,000.00	839,769.17	249,198.66		165,230.83	83.56
TOTAL EXPENDITURES		1,005,000.00	999,860.79	0.00		5,139.21	99.49
NET OF REVENUES & EXPENDITURES		0.00	(160,091.62)	249,198.66		160,091.62	100.00
Fund 26 - BOND AND INTEREST - HARRER POOL							
Fund 26 - BOND AND INTEREST - HARRER POOL:							
TOTAL REVENUES		640,000.00	1,140,000.00	0.00		(500,000.00)	178.13
TOTAL EXPENDITURES		640,000.00	513,325.00	0.00		126,675.00	80.21
NET OF REVENUES & EXPENDITURES		0.00	626,675.00	0.00		(626,675.00)	100.00
Fund 30 - LIABILITY INSURANCE							
Fund 30 - LIABILITY INSURANCE:							
TOTAL REVENUES		105,000.00	88,563.72	0.00		16,436.28	84.35
TOTAL EXPENDITURES		105,000.00	84,650.58	5,753.00		20,349.42	80.62
NET OF REVENUES & EXPENDITURES		0.00	3,913.14	(5,753.00)		(3,913.14)	100.00

GL NUMBER	DESCRIPTION	2022		YTD BALANCE		ACTIVITY FOR	AVAILABLE		% BDT	
		AMENDED BUDGET	NORMAL (ABNORMAL)	12/31/2022	12/31/2022		INCREASE (DECREASE)	NORMAL (ABNORMAL)		USED
Fund 35 - SPECIAL RECREATION										
Fund 35 - SPECIAL RECREATION:										
	TOTAL REVENUES	548,000.00	274,799.22	81,545.58	273,200.78	50.15				
	TOTAL EXPENDITURES	548,000.00	155,038.21	589.31	392,961.79	28.29				
	NET OF REVENUES & EXPENDITURES	0.00	119,761.01	80,956.27	(119,761.01)	100.00				
Fund 40 - AUDIT										
Fund 40 - AUDIT:										
	TOTAL REVENUES	15,000.00	15,000.00	0.00	0.00	100.00				
	TOTAL EXPENDITURES	15,000.00	15,000.00	0.00	0.00	100.00				
	NET OF REVENUES & EXPENDITURES	0.00	0.00	0.00	0.00	0.00				
Fund 70 - CAPITAL IMPROVEMENTS										
Fund 70 - CAPITAL IMPROVEMENTS:										
	TOTAL REVENUES	7,272,500.00	1,029,707.00	0.00	6,242,793.00	14.16				
	TOTAL EXPENDITURES	7,272,500.00	2,310,594.56	311,030.82	4,961,905.44	31.77				
	NET OF REVENUES & EXPENDITURES	0.00	(1,280,887.56)	(311,030.82)	1,280,887.56	100.00				
Fund 99 - PAYROLL CLEARING FUND										
Fund 99 - PAYROLL CLEARING FUND:										
	TOTAL REVENUES	0.00	244.84	0.00	(244.84)	100.00				
	TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00				
	NET OF REVENUES & EXPENDITURES	0.00	244.84	0.00	(244.84)	100.00				
TOTAL REVENUES - ALL FUNDS										
TOTAL EXPENDITURES - ALL FUNDS										
	NET OF REVENUES & EXPENDITURES	15,411,310.00	8,455,768.66	1,363,256.18	6,955,541.34	54.87				
	TOTAL EXPENDITURES - ALL FUNDS	15,411,310.00	9,694,076.01	634,315.93	5,717,233.99	62.90				
	NET OF REVENUES & EXPENDITURES	0.00	(1,238,307.35)	728,940.25	1,238,307.35	100.00				

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Check 315836					
01-20-560200	EQUIPMENT-NEW EQUIP - MAIN ARLINGTON POWER EQUIPMENT		SNOW 721 R C COM	614.99	315836
			Total For Check 315836	614.99	
Check 315837					
01-10-554100	CONTRACTUAL SERVICES-AGREE CANON FINANCIAL SERVICES,		PRINTER USAGE	211.18	315837
02-10-554100	CONTRACTUAL SERVICES-AGREE CANON FINANCIAL SERVICES,		PRINTER USAGE	211.17	315837
			Total For Check 315837	422.35	
Check 315838					
01-20-520325	MATRL-SUPP-MAINT. - MAT'LS CASSIDY TIRE & SERVICE		TRUCK 44 2 TIRES REPLACED	363.88	315838
			Total For Check 315838	363.88	
Check 315839					
02-05-490624	PROGRAM FEES REV-YOUTH CON CIAO BELLA SEWING		PAYMENT FOR FASHION SEWING	900.00	315839
			Total For Check 315839	900.00	
Check 315840					
02-10-540110	UTILITIES-ELECTRICTY	COMED	ELECTRIC BILL FOR OUTSIDE	490.00	315840
			Total For Check 315840	490.00	
Check 315841					
01-20-570300	BLDG-LANDSCAPE-GRASS-SEED- CONSERV FS		FERTILIZER FOR PLANTING NE	106.40	315841
			Total For Check 315841	106.40	
Check 315842					
02-32-560600	EQUIPMENT-NEW EQUIP - FITN DIRECT FITNESS SOLUTIONS,		REPLACEMENT PARTS FOR MACH	265.00	315842
			Total For Check 315842	265.00	
Check 315843					
01-20-520400	MATRL-SUPP-SUPPLIES - TOOL GRAINGER		INDUSTRIAL GRADE CENTER CU	81.47	315843
30-10-582650	EXP MISC.-SAFTY TRAIN & SU GRAINGER		INSTAND COLD PACK	78.00	315843
			Total For Check 315843	159.47	
Check 315844					
02-21-570600	BLDG-LANDSCAPE-POOL - BLDG HALOGEN SUPPLY COMPANY, IN VACCUUM REPAIR			193.25	315844
			Total For Check 315844	193.25	
Check 315845					
01-20-554100	CONTRACTUAL SERVICES-AGREE JAMES DRIVE SAFETY LANE, L OCTOBER 2022- VEHICLE INSP			30.00	315845
			Total For Check 315845	30.00	
Check 315846					
35-10-552705	CNTRCT SVCS-ADA INCLUSION MAINE-NILES ASSN OF SP REC INCLUSION SERVICES FOR NOV			271.88	315846
			Total For Check 315846	271.88	
Check 315847					
01-20-520312	MATERIALS AND SUPPLIES-JAN MENARDS		CLEANING SUPPLIES	36.14	315847
01-20-520321	MATRL AND SUPP-MAINT. - MA MENARDS		SMOKE ALARMS	207.88	315847
01-20-520323	MATRL AND SUPP-MAINT. - MA MENARDS		LIGHTS FOR DECORATING FRON	120.00	315847
01-20-520325	MATRL-SUPP-MAINT. - MAT'LS MENARDS		LETTER FOR VEHICLES	38.33	315847
01-20-520400	MATRL-SUPP-SUPPLIES - TOOL MENARDS		TOILET FOR MUSEUM	12.78	315847
15-10-570200	BUILDING & LANDSCAPE-BUILD MENARDS		TOILET FOR MUSEUM	222.86	315847
70-10-586136	SHADE STRUCTURES FOR PARKS MENARDS		REFLECTIVE LETTERS	18.65	315847
			Total For Check 315847	656.64	
Check 315848					
70-10-586114	EXP MISCELLANEOUS-PARKS GE MITYLITE INC.		PAYMENT FOR MULTI FUNCTION	941.40	315848
			Total For Check 315848	941.40	
Check 315849					
01-10-540120	UTILITIES-HEATING FUEL	NICOR GAS	GAS BILL FOR ALL PARKS	136.88	315849
02-10-540120	UTILITIES-HEATING FUEL	NICOR GAS	GAS BILL FOR ALL PARKS	427.64	315849
02-21-540120	UTILITIES-HEATING FUEL	NICOR GAS	GAS BILL FOR ALL PARKS	495.00	315849
02-22-540120	UTILITIES-HEATING FUEL	NICOR GAS	GAS BILL FOR ALL PARKS	241.44	315849
15-10-540120	UTILITIES-HEATING FUEL	NICOR GAS	GAS BILL FOR ALL PARKS	89.29	315849
			Total For Check 315849	1,390.25	

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Check 315850					
70-10-586136	SHADE STRUCTURES FOR PARKS	NUTOYS LEISURE PRODUCTS	8 SHELTERS FOR MANSFIELD A	119,950.00	315850
			Total For Check 315850	119,950.00	
Check 315851					
30-10-532610	INSURANCE-PROPERTY	PARK DISTRICT RISK MANAGEM	PROPERTY LIABILITY	2,982.22	315851
30-10-532615	INSURANCE-EMPLOYMENT PRACT	PARK DISTRICT RISK MANAGEM	PROPERTY LIABILITY	332.86	315851
30-10-532630	INSURANCE-WORKERS COMP	PARK DISTRICT RISK MANAGEM	PROPERTY LIABILITY	2,209.92	315851
			Total For Check 315851	5,525.00	
Check 315852					
02-32-460110	MEMBERSHIPS-RB - FITNESS M	PATRICIA FILLMORE	MEMBERSHIP REFUND	28.00	315852
			Total For Check 315852	28.00	
Check 315853					
02-08-592917	CONTRACTING SERVICES - HOL	PAUL MARGOLIS	MR. & MRS. CLAUS ON SAT.	800.00	315853
			Total For Check 315853	800.00	
Check 315854					
70-10-586450	EXP MISCELLANEOUS-CLUB FIT	SIGNARAMA	INSTALLATION OF MURAL IN N	2,482.00	315854
			Total For Check 315854	2,482.00	
Check 315855					
01-10-540150	UTILITIES-TELEPHONE	VERIZON WIRELESS	PHONE SERVICES	361.80	315855
02-10-540150	UTILITIES-TELEPHONE	VERIZON WIRELESS	PHONE SERVICES	361.80	315855
02-33-540150	UTILITIES-TELEPHONE	VERIZON WIRELESS	PHONE SERVICES	372.76	315855
			Total For Check 315855	1,096.36	
Check 315856					
02-22-540130	UTILITIES-WATER	VILLAGE OF MORTON GROVE	FIRE LINE 9200 ORIOLE	35.88	315856
			Total For Check 315856	35.88	
Check 315862					
02-07-593823	PROGRAM SUPPLIES-B4	BOBS DAIRY SERVICE	271934,272695,273008,27336	141.57	315862
			Total For Check 315862	141.57	
Check 315863					
15-10-520312	MATERIALS AND SUPPLIES-JAN	CASE LOTS, INC	C-FOLDS FOR MUSEUM DISPENS	178.80	315863
			Total For Check 315863	178.80	
Check 315864					
02-07-592819	CONTRACTING SERVICES-GAP	CHANG'S TAEKWONDO	CLASS FOR WINTER BREAK SCH	375.00	315864
			Total For Check 315864	375.00	
Check 315865					
02-07-592819	CONTRACTING SERVICES-GAP	CHANG'S TAEKWONDO	CLASS FOR WINTER BREAK SCH	375.00	315865
			Total For Check 315865	375.00	
Check 315866					
02-33-554100	CONTRACTUAL SERVICES-AGREE	COLLEY ELEVATOR CO.	ELEVATORINSPECTION FOR 1 M	212.00	315866
			Total For Check 315866	212.00	
Check 315867					
02-32-552300	CONTRACT SVCS-CONTRACTUAL	COMCAST CABLE	LOBBY TV CABLE	105.10	315867
			Total For Check 315867	105.10	
Check 315868					
02-33-540110	UTILITIES-ELECTRICTY	COMED	ELECTRIC BILL FOR 8830 OAK	25.51	315868
			Total For Check 315868	25.51	
Check 315869					
02-07-592819	CONTRACTING SERVICES-GAP	FIRST STUDENT	SCHOOL DAY OUT FIELD TRIP	212.96	315869
			Total For Check 315869	212.96	
Check 315870					
02-33-552300	CONTRACT SVCS-CONTRACTUAL	GROOT, INC.	GARBAGE SERVICES FOR PVCC	529.98	315870
			Total For Check 315870	529.98	
Check 315871					
70-10-586170	EXP MISCELLANEOUS-HARRER P	ILLINOIS DEPT. OF PUBLIC	WATER SLIDE, DROP SLIDE AN	1,800.00	315871

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Check 315871					
		Total For Check 315871		1,800.00	
Check 315872					
02-33-552300	CONTRACT SVCS-CONTRACTUAL	IMPERIAL SERVICE SYSTEMS,	DEEP CLEAN MENS AND WOMENS	760.00	315872
		Total For Check 315872		760.00	
Check 315873					
01-20-554100	CONTRACTUAL SERVICES-AGREE	LOW VOLTAGE WORKS, INC.	3 MONTHS ALAM MONITORING	105.00	315873
		Total For Check 315873		105.00	
Check 315874					
01-20-554100	CONTRACTUAL SERVICES-AGREE	LRS HOLDINGS, LLC	DUMPSTER SERVICE FOR 6250	1,895.42	315874
		Total For Check 315874		1,895.42	
Check 315875					
01-10-581100	BUSINESS MEETINGS	MORTON GROVE CHAMBER OF CO	HOLIDAY PARTY TICKETS	180.00	315875
		Total For Check 315875		180.00	
Check 315876					
01-20-520325	MATRL-SUPP-MAINT. - MAT'LS	NAPA	NAPA GOLD OIL	24.68	315876
01-20-520500	MATRL-SUPP-SUPPLIES - GAS	NAPA	NAPA QUART 5W30	167.76	315876
		Total For Check 315876		192.44	
Check 315877					
01-10-580100	EXP MISC.-HUMAN RESOURCE	E PARK DISTRICT RISK MANAGEM	RMI NOV. 18TH TINLEY PARK	65.00	315877
		Total For Check 315877		65.00	
Check 315878					
02-07-593825	PROGRAM SUPPLIES-BASE	SYSCO FOOD SERVICES	BASE SNACKS	1,205.47	315878
		Total For Check 315878		1,205.47	
Check 315879					
01-20-560200	EQUIPMENT-NEW EQUIP - MAIN	V AND J LANDSCAPING AND SE	REPLACEMENT CHAIN SAW	499.99	315879
		Total For Check 315879		499.99	
Check 315880					
02-32-513700	SALARIES & WAGES-GROUPX IN	BODYMINDSPIRITFITNESS CORP	FITNESS CLASSES FOR NOVEMB	360.00	315880
		Total For Check 315880		360.00	
Check 315881					
02-33-554100	CONTRACTUAL SERVICES-AGREE	COLLEY ELEVATOR CO.	ELEVATOR INSPECTION SERVIC	212.00	315881
		Total For Check 315881		212.00	
Check 315882					
02-32-460110	MEMBERSHIPS-RB - FITNESS M	JUDITH NAPER	REMAING MEMBERSHIP FUNDED	204.00	315882
		Total For Check 315882		204.00	
Check 315883					
01-20-554100	CONTRACTUAL SERVICES-AGREE	LRS HOLDINGS, LLC	TRASH REMOVAL 6250 DEMPSTE	128.60	315883
02-22-554100	CONTRACTUAL SERVICES-AGREE	LRS HOLDINGS, LLC	TRASH REMOVAL ORIOLE POOL	128.60	315883
		Total For Check 315883		257.20	
Check 315884					
35-10-552705	CNTRCT SVCS-ADA INCLUSION	MAINE-NILES ASSN OF SP	REC INCLUSION SERVICES FOR DEC	317.43	315884
		Total For Check 315884		317.43	
Check 315885					
02-33-560200	EQUIPMENT-NEW EQUIP - MAIN	MENARDS	NEW SPACE WALL FANS FITNES	164.86	315885
		Total For Check 315885		164.86	
Check 315886					
02-08-593912	PROGRAM SUPPLIES-HALLOWEEN	PATYK FARMS	HALLOWEEN PUMPKINS	625.00	315886
		Total For Check 315886		625.00	
Check 315887					
02-35-554400	CONTRACT SVCS-AGREEMENTS -	PLERUS PRINTING	WINTER PROGRAM BOOK	15,171.16	315887
		Total For Check 315887		15,171.16	
Check 315888					
02-01-593212	PROGRAM SUPPLIES - GYM RE	SPORTS IMPORTS	BADMINTON ADAPTER, POLE AN	160.00	315888

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Check 315888					
70-10-586450	EXP MISCELLANEOUS-CLUB FIT SPORTS IMPORTS		BADMINTON ADAPTER, POLE AN	1,884.10	315888
Total For Check 315888				2,044.10	
Check 315889					
02-32-552300	CONTRACT SVCS-CONTRACTUAL WELLBEATS		WELLBEATS MEMBERSHIP	249.00	315889
Total For Check 315889				249.00	
Check 315890					
01-10-481810	MISCELLANEOUS REV-MISC. - FIFTH THIRD BANK		NOVEMBER 2022 CREDIT CARD	(3,128.13)	315890
01-10-520110	MATRL AND SUPP-OFFICE EXP FIFTH THIRD BANK		NOVEMBER 2022 CREDIT CARD	474.59	315890
01-10-552200	CONTRACT SVCS-FRAMEWORK IT FIFTH THIRD BANK		NOVEMBER 2022 CREDIT CARD	4,738.77	315890
01-10-580100	EXP MISC.-HUMAN RESOURCE E FIFTH THIRD BANK		NOVEMBER 2022 CREDIT CARD	2.00	315890
01-10-580200	EXP MISC.-EXECUTIVE DIRECT FIFTH THIRD BANK		NOVEMBER 2022 CREDIT CARD	670.56	315890
01-10-581110	EXP MISCELLANEOUS-COMMISSI FIFTH THIRD BANK		NOVEMBER 2022 CREDIT CARD	859.70	315890
01-10-581120	EXP MISC-COMM EXPENSE - ED FIFTH THIRD BANK		NOVEMBER 2022 CREDIT CARD	1,340.00	315890
01-10-581200	EXP MISC.-EDUCATIONAL SEMI FIFTH THIRD BANK		NOVEMBER 2022 CREDIT CARD	892.00	315890
01-10-581400	EXP MISCELLANEOUS-DUES & S FIFTH THIRD BANK		NOVEMBER 2022 CREDIT CARD	109.99	315890
01-10-581600	EXP MISC.-MORTON GROVE SPE FIFTH THIRD BANK		NOVEMBER 2022 CREDIT CARD	497.25	315890
01-20-520323	MATRL AND SUPP-MAINT. - MA FIFTH THIRD BANK		NOVEMBER 2022 CREDIT CARD	0.00	315890
01-20-520327	MATRL- SUPP-MAINT. - BALL FIFTH THIRD BANK		NOVEMBER 2022 CREDIT CARD	597.30	315890
01-20-570400	BLDG-LANDSCAPE-TREES-SHRUB FIFTH THIRD BANK		NOVEMBER 2022 CREDIT CARD	448.81	315890
02-01-593212	PROGRAM SUPPLIES - GYM RE FIFTH THIRD BANK		NOVEMBER 2022 CREDIT CARD	350.29	315890
02-04-593514	PROGRAM SUPPLIES-DANCE - C FIFTH THIRD BANK		NOVEMBER 2022 CREDIT CARD	2,760.28	315890
02-05-592623	CONTRACTING-ADULT GENERAL FIFTH THIRD BANK		NOVEMBER 2022 CREDIT CARD	14.92	315890
02-06-593711	PROGRAM SUPPLIES-PRE SCHOO FIFTH THIRD BANK		NOVEMBER 2022 CREDIT CARD	255.53	315890
02-06-593715	PROGRAM SUPPLIES-TODDLER V FIFTH THIRD BANK		NOVEMBER 2022 CREDIT CARD	5.53	315890
02-07-593813	PROGRAM SUPPLIES-BIRTHDAY FIFTH THIRD BANK		NOVEMBER 2022 CREDIT CARD	29.99	315890
02-07-593819	PROGRAM SUPPLIES-GAP FIFTH THIRD BANK		NOVEMBER 2022 CREDIT CARD	602.00	315890
02-07-593823	PROGRAM SUPPLIES-B4 FIFTH THIRD BANK		NOVEMBER 2022 CREDIT CARD	5.59	315890
02-07-593825	PROGRAM SUPPLIES-BASE FIFTH THIRD BANK		NOVEMBER 2022 CREDIT CARD	35.59	315890
02-07-593826	PROGRAM SUPPLIES-KINDER OD FIFTH THIRD BANK		NOVEMBER 2022 CREDIT CARD	75.17	315890
02-07-593838	PROGRAM SUPPLIES-ADULT TRI FIFTH THIRD BANK		NOVEMBER 2022 CREDIT CARD	231.00	315890
02-08-593917	PROGRAM SUPPLIES-HOLLY DAY FIFTH THIRD BANK		NOVEMBER 2022 CREDIT CARD	116.01	315890
02-08-593943	PROGRAM SUPPLIES-HOT WHEEL FIFTH THIRD BANK		NOVEMBER 2022 CREDIT CARD	29.30	315890
02-08-593946	PROGRAM SUPPLIESHOLIDAY HO FIFTH THIRD BANK		NOVEMBER 2022 CREDIT CARD	74.94	315890
02-08-593950	PROGRAM SUPPLIES-FREE EVEN FIFTH THIRD BANK		NOVEMBER 2022 CREDIT CARD	40.00	315890
02-08-593952	GINGERBREAD HOUSE FIFTH THIRD BANK		NOVEMBER 2022 CREDIT CARD	317.80	315890
02-10-581200	EXP MISC.-EDUCATIONAL SEMI FIFTH THIRD BANK		NOVEMBER 2022 CREDIT CARD	440.00	315890
02-21-560700	EQUIPMENT-NEW EQUIP - POOL FIFTH THIRD BANK		NOVEMBER 2022 CREDIT CARD	88.05	315890
02-32-520360	MATRL AND SUPP-SUPPLIES: F FIFTH THIRD BANK		NOVEMBER 2022 CREDIT CARD	42.32	315890
02-32-554200	CONTRACT SVCS-AGREEMENTS - FIFTH THIRD BANK		NOVEMBER 2022 CREDIT CARD	252.00	315890
02-32-560600	EQUIPMENT-NEW EQUIP - FITN FIFTH THIRD BANK		NOVEMBER 2022 CREDIT CARD	84.47	315890
02-33-520227	MATRL AND SUPP-EQUIP MAINT FIFTH THIRD BANK		NOVEMBER 2022 CREDIT CARD	10.36	315890
02-33-520312	MATERIALS AND SUPPLIES-JAN FIFTH THIRD BANK		NOVEMBER 2022 CREDIT CARD	453.34	315890
02-35-521584	MATERIALS AND SUPPLIES-BAN FIFTH THIRD BANK		NOVEMBER 2022 CREDIT CARD	571.27	315890
02-35-554100	CONTRACTUAL SERVICES-AGREE FIFTH THIRD BANK		NOVEMBER 2022 CREDIT CARD	994.95	315890
02-35-554405	CONTRACTUAL SERVICES-PUBLI FIFTH THIRD BANK		NOVEMBER 2022 CREDIT CARD	59.00	315890
70-10-586136	SHADE STRUCTURES FOR PARKS FIFTH THIRD BANK		NOVEMBER 2022 CREDIT CARD	798.84	315890
70-10-586450	EXP MISCELLANEOUS-CLUB FIT FIFTH THIRD BANK		NOVEMBER 2022 CREDIT CARD	736.00	315890
Total For Check 315890				16,977.38	
Check 315891					
02-08-592943	CONTRACTING SERVICES-HOT W BASS/SCHULER ENTERTAINMENT DEPOSIT FOR HAPPY NOON YEA			325.00	315891
Total For Check 315891				325.00	
Check 315892					
01-10-554100	CONTRACTUAL SERVICES-AGREE CANON SOLUTIONS AMERICA		COPIER LEASE	62.78	315892
02-10-554100	CONTRACTUAL SERVICES-AGREE CANON SOLUTIONS AMERICA		COPIER LEASE	62.78	315892

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Check 315892		Total For Check 315892		125.56	
Check 315893					
01-20-520323	MATRL AND SUPP-MAINT. - MA DES PLAINES MATERIAL & SUP	RETAINING WALL TOP STONE		16.78	315893
		Total For Check 315893		16.78	
Check 315894					
01-20-581500	EXP MISCELLANEOUS-UNIFORMS FAST MRO SUPPLIES, INC.	RUBBER COATED POLY KNIT GL		127.27	315894
		Total For Check 315894		127.27	
Check 315895					
01-20-520335	MATERIALS AND SUPPLIES-SUP GREG RAUHUT	REIMBURSEMENT FOR SAFTEYSH		150.00	315895
		Total For Check 315895		150.00	
Check 315896					
02-07-592840	CONTRACTING SERVICES-MAGIC MAGIC OF GARY KANTOR	PAYMENT FOR MAGIC CLASS 12		154.00	315896
		Total For Check 315896		154.00	
Check 315897					
01-20-520321	MATRL AND SUPP-MAINT. - MA MENARDS	GFI OUTLETS FOR REPAIR		296.63	315897
01-20-520323	MATRL AND SUPP-MAINT. - MA MENARDS	CHRISTMAS LIGHT FOR PVCC		52.73	315897
01-20-520400	MATRL-SUPP-SUPPLIES - TOOL MENARDS	TITANIUM DRILL BIT		86.26	315897
01-20-570400	BLDG-LANDSCAPE-TREES-SHRUB MENARDS	CHRISTMAS TREE FOR HARRER		44.99	315897
		Total For Check 315897		480.61	
Check 315898					
02-07-490826	PROGRAM FEES REV-KINDER OD NOORI MEMON	KINDER ODYSSEY REFUND		1,360.00	315898
		Total For Check 315898		1,360.00	
Check 315899					
01-10-580100	EXP MISC.-HUMAN RESOURCE E OCCUPATIONAL HEALTH CENTER	QUARTERLY DRUG TESTING		82.00	315899
		Total For Check 315899		82.00	
Check 315900					
01-20-581200	EXP MISC.-EDUCATIONAL SEMI PARK DISTRICT RISK MANAGEM	LADDER SAFTEY COURSE		20.00	315900
		Total For Check 315900		20.00	
Check 315901					
01-10-551120	CONTRACT SVCS-LEGAL - EXTR ROBBINS SCHWARTZ	FOR PROFESSIONAL SERVICES		5,929.56	315901
		Total For Check 315901		5,929.56	
Check 315902					
01-20-520325	MATRL-SUPP-MAINT. - MAT'LS RUSSO POWER EQUIPMENT	CHAIN SAW CHAINS		74.97	315902
01-20-520400	MATRL-SUPP-SUPPLIES - TOOL RUSSO POWER EQUIPMENT	FUNNELS FOR GASOLINE CANS		41.97	315902
01-20-560200	EQUIPMENT-NEW EQUIP - MAIN RUSSO POWER EQUIPMENT	NEW CHAIN SAW POLE PRUNER		479.99	315902
		Total For Check 315902		596.93	
Check 315903					
02-08-592943	CONTRACTING SERVICES-HOT W SMARTY PANTS WORLD LLC	BALANCE DUE FOR HAPPY NOON		325.00	315903
		Total For Check 315903		325.00	
Check 315904					
02-05-592617	CONTRACTING SERVICES-GUITA THE ULTIMATE SCHOOL OF GUI	PAYMENT FOR FALL SEASON		380.80	315904
		Total For Check 315904		380.80	
Check 315905					
01-10-540130	UTILITIES-WATER	VILLAGE OF MORTON GROVE	WAATER SERVICES FOR NOV. 2	98.07	315905
02-10-540130	UTILITIES-WATER	VILLAGE OF MORTON GROVE	WAATER SERVICES FOR NOV. 2	71.76	315905
02-21-540130	UTILITIES-WATER	VILLAGE OF MORTON GROVE	WAATER SERVICES FOR NOV. 2	107.64	315905
02-22-540130	UTILITIES-WATER	VILLAGE OF MORTON GROVE	WAATER SERVICES FOR NOV. 2	11.96	315905
02-33-540130	UTILITIES-WATER	VILLAGE OF MORTON GROVE	WAATER SERVICES FOR NOV. 2	392.29	315905
		Total For Check 315905		681.72	
Check 315906					
02-07-592821	CONTRACTING SERVICES-PUPPY WENDY DECARLO	PAYMENT FOR FALL SESSION 2		701.40	315906
		Total For Check 315906		701.40	
Check 315907					

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Check 315907					
70-10-586170	EXP MISCELLANEOUS-HARRER P WILLIAMS ASSOCIATES ARCHIT		PROFESSIONAL SERVICES FROM	220.03	315907
			Total For Check 315907	220.03	
Check 315908					
70-10-586000	EXP MIS-BOND REGISTRAR & L CHAPMAN AND CUTLER LLP		LEGAL SERVICES RENDERED AS	7,500.00	315908
			Total For Check 315908	7,500.00	
Check 315917					
02-32-552300	CONTRACT SVCS-CONTRACTUAL COMCAST CABLE		PVCC COMCAST BUISNESS CABL	1,207.14	315917
			Total For Check 315917	1,207.14	
Check 315918					
02-33-552300	CONTRACT SVCS-CONTRACTUAL CRNE'S ENVIRONMENTAL CONTR HEATER STARTUP FOR ALL PAR			1,330.00	315918
02-33-554100	CONTRACTUAL SERVICES-AGREE CRNE'S ENVIRONMENTAL CONTR HEATER STARTUP FOR ALL PAR			2,256.00	315918
02-33-570200	BUILDING & LANDSCAPE-BUILD CRNE'S ENVIRONMENTAL CONTR HEATER STARTUP FOR ALL PAR			3,427.00	315918
			Total For Check 315918	7,013.00	
Check 315919					
02-01-592193	CONTRACTINGSERVICES-HOT SH HOT SHOTS SPORTS		HOT SHOTS SPORTS FALL 2022	11,411.40	315919
			Total For Check 315919	11,411.40	
Check 315920					
02-31-440501	RENTALS-FIELDHOUSE RENTALS LISA ZHANG		CANCELLED RENTAL NATIONAL	150.00	315920
			Total For Check 315920	150.00	
Check 315921					
01-20-554100	CONTRACTUAL SERVICES-AGREE LRS HOLDINGS, LLC		TRASH REMOVAL FOR 6250 DEM	646.64	315921
			Total For Check 315921	646.64	
Check 315922					
02-33-520312	MATERIALS AND SUPPLIES-JAN MENARDS		JANITORIAL SUPPLIES FOR PV	62.40	315922
02-33-560200	EQUIPMENT-NEW EQUIP - MAIN MENARDS		JANITORIAL SUPPLIES FOR PV	4.99	315922
			Total For Check 315922	67.39	
Check 315923					
01-10-581200	EXP MISC.-EDUCATIONAL SEMI PARK DISTRICT RISK MANAGEM HR HIT TOPIC CLASS			25.00	315923
			Total For Check 315923	25.00	
Check 315924					
01-10-520130	MATRL AND SUPP-OFFICE EXP PETTY CASH-MARTIN O'BRIEN		DECEMBER 2022 PETTY CASH	1.92	315924
01-10-581300	EXP MISC.-EMPLOYEE TRAVEL PETTY CASH-MARTIN O'BRIEN		DECEMBER 2022 PETTY CASH	21.14	315924
02-06-593711	PROGRAM SUPPLIES-PRE SCHOO PETTY CASH-MARTIN O'BRIEN		DECEMBER 2022 PETTY CASH	177.07	315924
02-07-593823	PROGRAM SUPPLIES-B4 PETTY CASH-MARTIN O'BRIEN		DECEMBER 2022 PETTY CASH	56.01	315924
02-07-593825	PROGRAM SUPPLIES-BASE PETTY CASH-MARTIN O'BRIEN		DECEMBER 2022 PETTY CASH	230.86	315924
			Total For Check 315924	487.00	
Check 315925					
01-10-540120	UTILITIES-HEATING FUEL SYMMETRY ENERGY SOLUTIONS		GAS BILL FOR ALL PARKS	762.92	315925
02-10-540120	UTILITIES-HEATING FUEL SYMMETRY ENERGY SOLUTIONS		GAS BILL FOR ALL PARKS	513.45	315925
02-21-540120	UTILITIES-HEATING FUEL SYMMETRY ENERGY SOLUTIONS		GAS BILL FOR ALL PARKS	2.00	315925
02-22-540120	UTILITIES-HEATING FUEL SYMMETRY ENERGY SOLUTIONS		GAS BILL FOR ALL PARKS	184.93	315925
02-33-540120	UTILITIES-HEATING FUEL SYMMETRY ENERGY SOLUTIONS		GAS BILL FOR ALL PARKS	1,256.84	315925
15-10-540120	UTILITIES-HEATING FUEL SYMMETRY ENERGY SOLUTIONS		GAS BILL FOR ALL PARKS	167.40	315925
			Total For Check 315925	2,887.54	
Check 315928					
70-10-586135	EXP MIS - BASKETBALL & TEN EVANS AND SON BLACKTOP, IN FINAL PAYMENT FOR COURT PR			79,493.20	315928
			Total For Check 315928	79,493.20	
Check 315929					
01-10-554100	CONTRACTUAL SERVICES-AGREE CANON FINANCIAL SERVICES,		COPIER USAGE FOR NOVEMBER	192.49	315929
02-10-554100	CONTRACTUAL SERVICES-AGREE CANON FINANCIAL SERVICES,		COPIER USAGE FOR NOVEMBER	192.49	315929
			Total For Check 315929	384.98	
Check 315930					
01-10-540110	UTILITIES-ELECTRICTY COMED		ELECTRIC BILL FOR NOVEMBER	949.98	315930

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Check 315930					
02-10-540110	UTILITIES-ELECTRICTY	COMED	ELECTRIC BILL FOR NOVEMBER	506.44	315930
02-21-540110	UTILITIES-ELECTRICTY	COMED	ELECTRIC BILL FOR NOVEMBER	1,006.75	315930
02-22-540110	UTILITIES-ELECTRICTY	COMED	ELECTRIC BILL FOR NOVEMBER	295.57	315930
02-33-540110	UTILITIES-ELECTRICTY	COMED	ELECTRIC BILL FOR NOVEMBER	3,799.91	315930
15-10-540110	UTILITIES-ELECTRICTY	COMED	ELECTRIC BILL FOR NOVEMBER	212.38	315930
Total For Check 315930				6,771.03	
Check 315931					
70-10-586450	EXP MISCELLANEOUS-CLUB FIT FRIEL ELECTRIC		ELECTRIC WORK FOR THE NEW	2,206.60	315931
Total For Check 315931				2,206.60	
Check 315932					
30-10-582650	EXP MISC.-SAFTY TRAIN & SU KEITH MICKIE		SAFETY SHOES FOR KEITH MIC	150.00	315932
Total For Check 315932				150.00	
Check 315933					
01-20-554100	CONTRACTUAL SERVICES-AGREE LRS HOLDINGS, LLC		NOVEMBER FEES FOR PIT STOP	760.00	315933
Total For Check 315933				760.00	
Check 315934					
02-10-540120	UTILITIES-HEATING FUEL	NICOR GAS	NATURAL GAS USAGE FOR NOVE	184.46	315934
02-21-540120	UTILITIES-HEATING FUEL	NICOR GAS	NATURAL GAS USAGE FOR NOVE	756.34	315934
02-22-540120	UTILITIES-HEATING FUEL	NICOR GAS	NATURAL GAS USAGE FOR NOVE	272.71	315934
Total For Check 315934				1,213.51	
Check 315935					
70-10-586170	EXP MISCELLANEOUS-HARRER P W.B. OLSEN		SETTLEMENT OFFER FOR HARRE	93,000.00	315935
Total For Check 315935				93,000.00	
Check 315936					
01-10-554100	CONTRACTUAL SERVICES-AGREE CANON SOLUTIONS AMERICA		OCTOBER MAINTENANCE FOR CA	31.58	315936
02-10-554100	CONTRACTUAL SERVICES-AGREE CANON SOLUTIONS AMERICA		OCTOBER MAINTENANCE FOR CA	31.58	315936
Total For Check 315936				63.16	
Check 315937					
01-10-580100	EXP MISC.-HUMAN RESOURCE E FRONTLINE TECHNOLOGIES		ANNUAL APPLICANT TRACKING	2,212.34	315937
Total For Check 315937				2,212.34	
Check 315938					
01-10-540120	UTILITIES-HEATING FUEL	NICOR GAS	NOVEMBER NATURAL GAS SERVI	173.48	315938
02-10-540120	UTILITIES-HEATING FUEL	NICOR GAS	NOVEMBER NATURAL GAS SERVI	338.90	315938
15-10-540120	UTILITIES-HEATING FUEL	NICOR GAS	NOVEMBER NATURAL GAS SERVI	107.01	315938
Total For Check 315938				619.39	
Check 315939					
01-10-540150	UTILITIES-TELEPHONE	PEERLESS NETWORK	TELEPHONE AND INTERNET SER	1,392.26	315939
02-10-540150	UTILITIES-TELEPHONE	PEERLESS NETWORK	TELEPHONE AND INTERNET SER	1,392.26	315939
02-33-540150	UTILITIES-TELEPHONE	PEERLESS NETWORK	TELEPHONE AND INTERNET SER	1,434.46	315939
Total For Check 315939				4,218.98	

01/10/2023 02:27 PM
User: lgonzalez
DB: Morton Grove Pa

INVOICE GL DISTRIBUTION REPORT FOR MORTON GROVE PARK DISTRICT
INVOICE ENTRY DATES 12/01/2022 - 12/31/2022
JOURNALIZED
PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
-----------	-------------------	--------	---------------------	--------	---------

Fund Totals:

Fund 01 CORPORATE	27,624.77
Fund 02 RECREATION	70,353.44
Fund 15 MUSEUM	977.74
Fund 30 LIABILITY INSURANC	5,753.00
Fund 35 SPECIAL RECREATION	589.31
Fund 70 CAPITAL IMPROVEMEN	311,030.82

416,329.08

MONTH: 12/1/2022

Ref. No.	DATE	Merchant	REASON	AMOUNT	BUDGET CODE
		1800			
O'Brien	11/10/2022	5/3 Credit Card	Rewards Redemption	\$ (4,022.31)	01-10-481810
O'Brien	11/18/2022	Amazon	Office Supplies - Returned Items See Below	\$ (24.99)	01-10-520110
O'Brien	11/18/2022	Amazon	Office Supplies - Returned Items See Below	\$ (24.99)	01-10-520110
O'Brien	11/20/2022	Amazon	Office Supplies - Returned Items See Below	\$ (10.90)	01-10-520110
O'Brien	11/26/2022	Amazon	Office Supplies - Returned Items See Below	\$ (6.98)	01-10-520110
O'Brien	11/7/2022	NRPA	CPRE Renewal for M. O'Brien	\$ 95.00	01-10-581400
O'Brien	11/9/2022	IAPD	IAPD - Sourcing to new heights seminar David Torres	\$ 420.00	02-10-581200
O'Brien	11/10/2022	Apple.com	Apple software for IPADS - Refund pending	\$ 7.72	01-10-481810
O'Brien	11/10/2022	DLX	Tax Forms for 2022	\$ 180.94	01-10-520110
O'Brien	11/10/2022	Menards	Office Supplies - Extension Cords	\$ 10.36	02-33-520227
O'Brien	11/14/2022	Amazon	Office Supplies - Returned Items	\$ 6.98	01-10-520110
O'Brien	11/14/2022	Amazon	Office Supplies - Returned Items	\$ 23.80	01-10-520110
O'Brien	11/15/2022	Amazon	Office Supplies - Returned Items	\$ 24.99	01-10-520110
O'Brien	11/14/2022	Menards	Office Supplies - Returned for Refund	\$ 112.35	01-10-481810
O'Brien	11/16/2022	Apple.com	Apple software for IPADS - Refund pending	\$ 1.09	01-10-481810
O'Brien	11/18/2022	Amazon	Office Supplies - Returned Items	\$ 24.99	01-10-481810
O'Brien	11/18/2022	Amazon	Office Supplies - Returned Items	\$ 24.99	01-10-520110
O'Brien	11/18/2022	Apple.com	Apple software for IPADS - Refund pending	\$ 3.30	01-10-481810
O'Brien	11/18/2022	Apple.com	Apple software for IPADS - Refund pending	\$ 3.30	01-10-481810
O'Brien	11/19/2022	Amazon	Office Supplies - Calendars	\$ 32.28	01-10-520110
O'Brien	11/20/2022	Apple.com	Apple software for IPADS - Refund pending	\$ 1.09	01-10-481810
O'Brien	11/20/2022	Amazon	Office Supplies - Calendars	\$ 24.74	01-10-520110
O'Brien	11/20/2022	Amazon	Office Supplies - Calendars	\$ 17.80	01-10-520110
O'Brien	11/22/2022	Amazon	Office Supplies - Item Returned Refund pending	\$ 180.60	01-10-481810
O'Brien	11/22/2022	Zoom	Monthly subscription for Zoom Meetings	\$ 14.99	01-10-581400
O'Brien	11/23/2022	Frameworks	Monthly Billing for Computer Monitoring services - 5% discount if paid by Credit Card	\$ 4,738.77	01-10-552200
O'Brien	11/26/2022	Apple.com	Apple software for IPADS - Refund pending	\$ 3.30	01-10-481810
O'Brien	11/26/2022	Apple.com	Apple software for IPADS - Refund pending	\$ 4.41	01-10-481810
O'Brien	11/26/2022	Apple.com	Apple software for IPADS - Refund pending	\$ 1.09	01-10-481810
O'Brien	11/29/2022	Bamboo HR	New HR system to do Employee Timekeeping and Hiring	\$ 756.87	01-10-552200
				\$ 2,625.58	
Braubach	Card Number	631			
Braubach	11/5/2022	Sam's Club	Snacks for Holly Days	\$30.32	02-08-593917
Braubach	Nov. 8	Amazon	Batteries and Cable Handles for Fitness	\$32.35	02-32-520360
Braubach	Nov. 8	Amazon	Portable Badminton Nets	\$305.76	02-01-593212
Braubach	Nov. 11	Mariano's	Gift Card for Turkey Shoot Event	\$40.00	02-08-593950
Braubach	Nov. 24	Amazon	Supplies for Happy Noon Year	\$29.30	02-08-593943
Braubach	Nov. 30	Amazon	Shoe Bench for Participants	\$85.99	02-04-593914
Braubach	Nov. 29	GFS Store	Supplies for Holly Days	\$85.69	02-08-593917

Braubach	Dec. 1	Amazon	Fitness Stopwatch, Tagout Station for Harrer and Badminton Equip.	\$129.20	\$9.97 -02-32-520360
Braubach	Dec. 1	UPS Store	Return of Merchandise Charge	\$13.35	\$88.05-02-21-560700
				\$ 751.96	\$39.99 -02-01-593212
	Card Number	3274			
Gorczyca	11/4/2022	AM Leonard's	Tree Planting Sling	\$448.81	01-20-570400
Gorczyca	11/10/2022	Home Depot	Christmas Lights	-\$197.88	01-20-520323
Gorczyca	11/10/2022	Home Depot	Christmas Lights	\$197.88	01-20-520323
Gorczyca	11/11/2022	M,A,S,A Sport	Parts for Bannerman Groomer	\$597.30	01-20-520327
Gorczyca	11/16/2022	McCann Industries	24 inch fiber foam tube	\$343.84	70-10-586136
Gorczyca	11/18/2022	SQ Bolt Star	24 inch bolt star	\$455.00	70-10-586136
				\$ 1,844.95	
	Card Number	9610			
Herrmann	11/5/2022	Chicago Tribune	Online Monthly Subscription	\$15.96	02-35-554100
Herrmann	11/10/2022	Vmags Media Solutions	Online Digital Edition License	\$275.00	02-35-554100
Herrmann	11/12/2022	PicMonkey	Social Media Monthly Image Pro Subscription	\$12.99	02-35-554100
Herrmann	11/13/2022	Istock	Quarterly Image Subscription	\$270.00	02-35-554100
Herrmann	11/14/2022	Gravity Forms	Website Plug In	\$59.00	02-35-554405
Herrmann	11/17/2022	Sharper Dot	Yard Signs for Fitness Promotion	\$252.00	02-32-554200
Herrmann	11/22/2022	Trigon	Banner Material - for events + One ink cartridges for Roland Printer	\$571.27	02-35-521584
Herrmann	11/23/2022	Daily Herald	Online Monthly Subscription	\$12.00	02-35-554100
Herrmann	11/28/2022	Wp Engine	Monthly Website hosting fee- increase due to new site development- to decrease once new site complete	\$290.00	02-35-554100
Herrmann	11/30/2022	Promo	Video Monthly Subscription	\$119.00	02-35-554100
				\$ 1,877.22	
	Card Number	5137			
Baumgartner	11/9/2022	Oriental Trading	Santa Stocking supplies	\$54.97	02-08-593946
Baumgartner	11/9/2022	Amazon	Prek supplies	\$10.58	02-06-593711
Baumgartner	11/10/2022	Discount school supply	Prek supplies	\$99.00	02-06-593711
Baumgartner	9/11/2022	Amazon	Prek supplies	\$11.29	02-06-593711
Baumgartner	9/11/2022	Amazon	KO supplies	\$5.95	02-07-593826
Baumgartner	11/14/2022	Amazon	Prek supplies	\$49.98	02-06-593711
Baumgartner	11/14/2022	Amazon	Prek supplies	\$64.70	02-06-593711
Baumgartner	11/18/2022	Dollar tree	Messy Mondays supplies	\$5.53	02-06-593715
Baumgartner	11/22/2022	Oriental Trading	KO supplies	\$19.98	02-07-593826
Baumgartner	11/22/2022	Oriental Trading	Prek supplies	\$19.98	02-06-593711
Baumgartner	11/22/2022	Oriental Trading	Santa Stocking supplies	\$19.97	02-08-593946
Baumgartner	11/23/2022	Dollar tree	KO supplies	\$31.25	02-07-593826
Baumgartner	11/23/2022	Walmart	KO supplies	\$7.50	02-07-593826
Baumgartner	11/23/2022	Amazon	KO supplies	\$10.49	02-07-593826
				\$ 411.17	
	Card Number	5072			
Manno	11/29/2022	Amazon	Shower Bench - Returned	-\$305.61	02-33-520312
Manno	11/10/2022	Amazon	Locker Room Shower Valve	\$389.00	02-33-520312
Manno	11/11/2022	Amazon	Shower Bench	\$305.61	02-33-520312
Manno	11/11/2022	Menards	Office Supplies	\$10.36	02-33-520312
Manno	11/15/2022	Amazon	Office Supplies	\$9.99	02-33-520312

Manno	11/16/2022	Amazon	Office Supplies	\$43.99	02-33-520312
				\$ 453.34	
Bregman	Card Number	1867			
				\$ -	
Moore	Card Number	5972			
Moore	11/4/2022	Amazon	Gym Equipment	\$30.95	02-32-560600
Moore	11/16/2022	Alwas	Barre brackets	\$460.00	70-10-586450
Moore	11/21/2022	Amazon	Gym Equipment	\$53.52	02-32-560600
Moore	11/30/2022	Alwas	Barre brackets (again)	\$276.00	70-10-586450
				\$ 820.47	
Wait	Card Number	3727			
Wait	11/12/2022	LL BEAN	Jackets for Board	859.70	01-10-581110
Wait	11/21/2022	Discount Mugs	Plastic gift bags for Santa Comes to Town	497.25	01-10-581600
Wait	11/21/2022	4imprint	Messenger bags for Board and Staff	670.56	01-10-580200
Wait	11/29/2022	Wildfire	Deposit for Board/Staff Dinner	375.00	01-10-581200
Wait	11/30/2022	IAPD	Pietron registration to IAPD Conference	335.00	01-10-581120
Wait	11/30/2022	IAPD	Wait registration to IAPD Conference	517.00	01-10-581200
Wait	11/30/2022	IAPD	Schmidt registration to IAPD Conference	335.00	01-10-581120
Wait	11/30/2022	IAPD	Khan registration to IAPD Conference	335.00	01-10-581120
Wait	11/30/2022	IAPD	Minx registration to IAPD Conference	335.00	01-10-581120
				\$ 4,259.51	
Torres	Card number	0011			
Torres	11/8/2022	Classic Bowl	School Day Off - Field Trip	\$91.00	02-07-593819
Torres	11/12/2022	Dairy Queen	Birthday Party Cake	\$29.99	02-07-593813
Torres	11/14/2022	Amazon	B4 School Art Supplies	\$5.59	02-07-593823
Torres	11/14/2022	Amazon	B.A.S.E. Art Supplies	\$35.59	02-07-593825
Torres	11/16/2022	Sky High	Deposit for Field Trip	\$100.00	02-07-592819
Torres	11/21/2022	Sky High	Field trip Full payment	\$310.00	02-07-592819
Torres	11/22/2022	Nickel City	School Day Off - Field Trip	\$101.00	02-07-592819
				\$ 673.17	
Smentek	Card number	1833			
Smentek	11/4/2022	Amazon	Dance program supplies	134.91	02-04-593514
Smentek	11/4/2022	Amazon	MG Singers supplies	11.93	02-05-593623
Smentek	11/6/2022	Amazon	Dance program supplies	15.98	02-04-593514
Smentek	11/6/2022	Amazon	Dance program supplies	28.77	02-04-593514
Smentek	11/6/2022	Amazon	MG Singers supplies	2.99	02-05-593623
Smentek	11/6/2022	Amazon	Dance program supplies	95.74	02-04-593514
Smentek	11/14/2022	Amazon	Dance program supplies	\$160.02	02-04-593514
Smentek	11/14/2022	Amazon	Dance program supplies	31.66	02-04-593514
Smentek	11/14/2022	IPRA	Rec Section Meeting	\$20.00	02-10-581200
Smentek	11/15/2022	Custom Ink LLC	Dance program supplies	\$66.83	02-04-593514
Smentek	11/18/2022	Amazon	Dance program supplies	\$55.01	02-04-593514
Smentek	11/18/2022	Amazon	Dance program supplies	\$17.72	02-04-593514
Smentek	11/18/2022	Amazon	Dance program supplies	\$61.88	02-04-593514
Smentek	11/21/2022	Paramount Arts Center	Adult Trip supplies	\$231.00	02-07-593838
Smentek	11/22/2022	Michael's	Gingerbread Workshop Supplies	\$317.80	02-08-593-952
Smentek	11/22/2022	Weissman's Theatrical	Dance program supplies	\$2,005.77	02-04-593514
				\$ 3,258.01	

Khzakia	Card number 11/23/2022	7973 Dollar Tree	Greeting Cards	\$ 2.00	
				\$ 2.00	01-10-580100
			Total:	\$ 15,977.38	

January 18, 2022

To the Finance Officer:

The payment of the above listed accounts has been approved by the Board of Park 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
January 18, 2023**

Administration and Finance Committee – Commissioner Khan, Chair

Approved Vendor List: I move that the Morton Grove Park District's Board of Park Commissioners approve the attached vendors list.

Bereavement Leave, Uniform and Dress Code, Vacation, and Sick Leave Policy Revisions:

I move that the Morton Grove Park District's Board of Park Commissioners approve the revisions to the Bereavement, Uniform and Dress Code, Vacation, and Sick Leave Policies.

2023 Aquatics



2023 OVERVIEW



Our Plan
for 2023



Hours of
Operation
and Fees



Programs
and Events



New for
2023 and
Survey
Results

Our Plan for Summer 2023

1. Ensure safety is a top priority.
2. Continuing offer a variety of programs to appeal to different age groups and interests.
3. Provide excellent customer service.
4. Strong staff recruitment
5. Promote aquatics more to our community.
6. Maintain a clean facility.
7. Collaborate with community partners
8. Seek feedback from residents.

2023 OPEN SWIM HOURS

HARRER

Regular Season

June 3 – August 13

Mon/Wed/Fri: 11:00 am-8:00 pm

Tue/Thu: 11:00 am-6:00 pm

Sat/Sun: 11:00 am-7:00 pm

July 1-3 – 11:00 am-5:00 pm

July 4 – CLOSED

ORIOLE

Regular Season

June 10 – August 13

Mon/Wed/Fri: 11:00 am-6:00 pm

Tue/Thu: 11:00 am-8:00 pm

Sat: 11:00 am-8:00 pm

Sun: 11:00 am-6:00 pm

July 4 11:00 am-5:00 pm

Post Season

August 14 – September 4

Fri: 4:30-8:30 pm

Sat/Sun: 11:00 am-7:00 pm

Labor Day: 11:00 am-5:00 pm

2023 Membership and Daily Fees

Type	2022 Rate Early Bird Rate Through March 31	2023 Rate Effective April 1
Individual	\$95	\$99
Add'l Family Member	\$48	\$50
Senior 59 and Up	\$71	\$74
Add'l Senior Member	\$36	\$36

Type	2022 Rate	2023 Rate
Individual	\$9	\$10
Senior 59 and Up	\$7	\$7

2023 LAP SWIM HOURS

HARRER	ORIOLE
<u>Regular Season</u>	<u>Regular Season</u>
June 5 - August 13	June 12 - August 13
Mon-Fri 6:00-8:30 am	Mon-Fri: 6:00-8:30 am
Sat/Sun: 7:00am-9:00 am	Sat/Sun: 7:00-9:00 am

Type	2022 Rate	2023 Rate
Individual	\$7	\$8
Senior 59 and Up	\$5	\$5

Returning Pool Programs and Events

- ▶ Weekend Private Pool Rentals
- ▶ Sat/Sun Birthday Parties
- ▶ Parent/Tot Swim
- ▶ Special Events
- ▶ Aqua Fitness Programs
- ▶ Swim Lessons
- ▶ Diving Lessons
- ▶ Swim Team
- ▶ Concessions

Survey Results

Sent out to 896 households and received 223 responses (24%)

- ▶ How do you rate the lifeguards/managers alertness and enforcement of the rules at pools?
 - ▶ 82% rated it as very good or excellent.
- ▶ How do you rate our customer service and helpfulness of pool staff?
 - ▶ 80% rated as very good or excellent
- ▶ Is there adequate shade?
 - ▶ 63% yes
 - ▶ 37% no

Survey Results Continued

- ▶ Do the pool hours meet your needs?
 - ▶ 58% yes
 - ▶ 42% no
- ▶ Please rank the value of your membership.
 - ▶ 90% satisfied or very satisfied.
- ▶ Please rate cleanliness of amenities (locker rooms, toilets, changing rooms, etc.)
 - ▶ 86% clean or very clean.

What's New In 2023

- ▶ Expanded hours
- ▶ New Position: Head Lifeguard
- ▶ Additional Evening programs:
 - ▶ Parent/tot swim
 - ▶ Swim Lessons
- ▶ More Training for Lifeguards
- ▶ Niles West HS Pool for Lifeguard Swim Test

QUESTIONS?





**MORTON GROVE
PARK DISTRICT**

Memorandum

To: Board of Park Commissioners
From: Marty O'Brien, Superintendent of Finance
Date: January 18, 2023
Regarding: Approved Vendor List

Issue:

To approve the list of Park District vendors as stated in the Morton Grove Park District Administrative Policy Manual.

Discussion:

The Morton Grove Park District has a policy where any vendor the park district uses needs to be approved in advance. This process allows the Finance Department to process payments and release checks without having to wait until the next monthly board meeting. This will also allow park district to take advantage of any discounts available for accelerating payments.

Park Board Action:

For the Board of Park Commissioners to approve the attached vendors.

User: mobrien

DB: Morton Grove Pa

VENDOR CODE	VENDOR NAME	INACTIVE	1099
18685	THOMAS D. DIXON	N	Y
18806	DONE DEAL PROMOTIONS	N	Y
20855	JAMES ECKWALL	N	Y
23122	ALERE ESCREEN	N	N
23886	ENERGYM GYMNAST I CS	N	N
25395	E-TOWN TENNIS	N	N
25985	TIAA COMMERCIAL FINANCE, INC.	N	N
27525	FAST SIGNS	N	N
27545	THE FAUCET SHOPPE	N	Y
27905	FERRET BACKGROUND CHECK	N	N
28332	FINAL GROVE MUSIC, INC.	N	N
28336	FIRST STUDENT	N	N
28876	FOLDING PARTITION SERVICES	N	N
29155	FRAMEWORK COMMUNICATIONS	N	Y
29250	FRIEL ELECTRIC	N	Y
29405	FRONTLINE TECHNOLOGIES	N	Y
29406	THE FUN ONES	N	N
30358	GARVEY'S OFFICE PRODUCTS	N	N
30733	GEMPLER'S INC	N	N
31614	NAPA	N	N
31915	GOLF MILL FORD, INC.	N	N
32191	GOVERNMENT FINANCE OFFICERS	N	N
32192	GOVHR USA	N	Y
32265	GRAPHIC ARTS SERVICE	N	N
3247	ALLSTAR ASPHALT, INC.	N	N
32542	GRAINGER	N	N
32543	GRAF TREE CARE, INC.	N	N
32620	GREEN TURF INC.	N	N
32632	LES GREENBERG	N	Y
32916	GUIDE BOOK PUBLISHING	N	Y
32935	GROOT, INC.	N	N
33524	GYMNASTS ETC	N	N
33525	GYMNASTICS SPOT	N	N
33527	GYMNASTICS X-CALIBUR	N	N
33687	HACIENDA LANDSCAPING INC.	N	N
34070	HALOGEN SUPPLY COMPANY, INC.	N	N
34725	HARRIS COMPUTER SYSTEMS	N	N
35428	HEARTLAND SPORTS, LLC	N	Y
35435	JERRY HEIDLAAF	N	N
35885	HESCO, INC	N	Y
36215	HILL MECHANICAL GROUP	N	N
36515	HITCHCOCK DESIGN, INC.	N	N
37385	HOT SHOTS SPORTS	N	Y
37425	HOUSE OF RENTAL	N	N
37685	HP PRODUCTS	N	N
41708	STEVE JONES	N	N
41752	NCPERS GROUP LIFE INSURANCE	N	N
41753	ILLINOIS ASSOC. PARK DISTRICTS	N	N
41756	ILLINOIS DEPT. OF AGRICULTURE	N	N
41767	IGFOA	N	N
41773	ILLINOIS LIQUOR CONTROL COMM.	N	N
41778	IL OFFICE STATE FIRE MARSHAL	N	N
41780	ILLINOIS SHOTOKAN KARATE CLUB	N	N

User: mobrien

DB: Morton Grove Pa

VENDOR CODE	VENDOR NAME	INACTIVE	1099
42075	IMPACT NETWORKING, LLC	N	N
42390	INTERSTATE BATTERY	N	N
45385	J & D INSTANT SIGNS, INC.	N	N
45686	JAMES DRIVE SAFETY LANE, LLC	N	Y
45865	TOM JAWORSKI	N	Y
45911	JC LICHT, LLC - DEPT #10472	N	Y
45985	JEFF ELLIS & ASSOCIATES, INC.	N	N
47405	JOSEPH MULLARKEY DISTRIBUTORS	N	N
48265	MAGIC OF GARY KANTOR	N	Y
49336	FEDEX	N	N
49576	THE KIPLINGER LETTER	N	N
4993	AQITY RESEARCH & INSIGHTS, INC.	N	N
51196	LAGUNA ASSC. OF THE MIDWEST	N	Y
51815	LEADING EDGE AUTOMOTIVE	N	N
53145	LOMBARD PARK DISTRICT	N	N
53375	LOW VOLTAGE WORKS, INC.	N	N
53725	LURVEY LANDSCAPE SUPPLY	N	N
54085	NORTH SHORE OFFICIALS ASSOCIATION	N	Y
54420	MAINE-NILES ASSN OF SP RECREATION	N	N
54423	MAINE EAST HIGH SCHOOL 207	N	N
54426	MAINE TOWNSHIP TOWN HALL	N	N
56280	MC MASTER-CARR SUPPLY CO	N	N
56525	MEDIEVAL TIMES	N	N
56665	MENARDS	N	N
57024	MIDWEST COMMERCIAL FITNESS	N	N
57416	MINUTEMAN PRESS-MORTON GROVE	N	N
58280	MORTON GROVE FOUNDATION	N	N
58284	MORTON GROVE PUBLIC LIBRARY	N	N
58355	MORTON GROVE DAYS COMMISSION	N	N
58375	MORTON GROVE CHAMBER OF COMMERCE	N	N
58392	MORTON GROVE SUPPLY COMPANY	N	N
58905	THE MULCH CENTER	N	Y
59839	NATIONAL RECREATION & PARK ASS	N	N
60773	NILES TOWNSHIP FOOD PANTRY	N	N
60775	NILES DAIRY QUEEN	N	Y
61162	NORTH BRANCH RESTORATION PROJ.	N	N
61176	NORTH SHORE FAUCETS	N	N
61177	NORTH SHORE UNIFORM	N	N
61305	NOVATRONICS	N	N
61595	NUTOYS LEISURE PRODUCTS	N	N
62395	O'BRILL COMPANY	N	N
66066	OZINGA READY MIX CONCRETE INC.	N	N
69054	JENNY PARISI	N	N
69071	PARK DISTRICT RISK MANAGEMENT	N	Y
69350	TOTAL SIGHT - PARTY PRINCESS PRODUC	N	Y
69356	PATYK FARMS	N	N
69918	PERFORMANCE SOUND, LLC	N	N
70257	PETTY CASH-MARTIN O'BRIEN	N	N
70850	PIONEER PRESS	N	N
70905	PITNEY BOWES GLOBAL FINANCIAL	N	Y
70907	PLAYWORLD SYSTEMS, INC	N	N
71285	POLICE LAW INSTITUTE	N	N
71460	POSTMASTER	N	N

User: mobrien

DB: Morton Grove Pa

VENDOR CODE	VENDOR NAME	INACTIVE	1099
71760	PRAIRIE GYMNASTICS CLUB	N	Y
71956	PROSAFETY, INC.	N	N
71966	PROMO GEAR PLUS,LLC	N	Y
72926	QUICK SCORES LLC	N	N
73574	RC JUGGLE ENTERTAINMENT	N	N
73655	RECORD A HIT, INC.	N	N
73797	REGIONAL TRUCK EQUIPMENT	N	N
73865	FERGUSO	N	N
74874	RUSS ROBIN	N	Y
75344	FERNANDO RODRIGUEZ	N	Y
75635	ROSE PEST SOLUTIONS	N	N
75639	JOHNSTONE SUPPLY	N	N
75903	FRANK ROWLEY	N	Y
76373	JIM RUSHMEYER	N	Y
76377	RUSSO POWER EQUIPMENT	N	N
76885	SAFETY KLEEN	N	N
76991	SANTO SPORT STORE	N	N
77016	SANTA'S VILLAGE	N	Y
77505	SCHUBERT TENNIS	N	N
77563	ROBBINS SCHWARTZ	N	Y
77564	SCOTT SCHWARTZ	N	N
78114	SERVICE SANITION	N	N
78305	SHARPER DOT PRINTING, INC.	N	N
78575	SHERWIN WILLIAMS COMPANY	N	N
78875	TOM SHUNICK	N	N
79725	PAT SLEINE	N	N
79726	SKOKIE VALLEY MATERIAL	N	N
79885	SMART SIGN	N	N
80596	SPECTRIO, LLC	N	N
80597	SPEED PRO IMAGING	N	Y
80960	STATE INDUSTRIAL PRODUCTS	N	N
81005	STALKER SPORTS FLOORS	N	N
81124	ILL OFFICE OF STATE FIRE MARSHAL	N	N
81126	CASHIER, BOILERS	N	N
81925	P.R. STREICH & SONS, INC.	N	N
82475	SWANK MOTION PICTURES, INC	N	N
82825	SYSCO FOOD SERVICES	N	N
83165	BRAD TANDET	N	N
84326	SCOTT THOMPSON	N	N
84386	THOR GUARD INC	N	N
85060	TOWN SQUARE PUBLICATIONS	N	Y
85485	JOE TUDISCO	N	N
87705	THE ULTIMATE SCHOOL OF GUITAR	N	Y
88140	UNIVERSITY OF ILLINOIS PSEP	N	N
88904	U.S. ARBOR PRODUCTS, INC.	N	N
88905	U.S. FIRE & SAFETY EQUIPMENT	N	N
90095	VERIZON WIRELESS	N	N
90096	VERMONT SYSTEMS, INC.	N	N
90205	VCG UNIFORM	N	N
90331	VILLAGE OF MORTON GROVE	N	N
92005	WALLACE ENTERTAINMENT	N	Y
92265	WAREHOUSE DIRECT	N	N
94005	WILLIAMS ASSOCIATES ARCHITECTS, LTD	N	N

User: mobrien

DB: Morton Grove Pa

VENDOR CODE	VENDOR NAME	INACTIVE	1099
94118	WILD DAISY	N	Y
94645	WINTRUST BANK	N	N
95845	THE W-T GROUP, LLC	N	Y
98265	ZAKER VIDEO PRODUCTIONS, INC.	N	N
98587	UPLAND DESIGN	N	N
98588	VETERANS FLOORS INC.	N	N
98591	TIME TO RUN	N	Y
99646	4IMPRINT, INC.	N	N
99650	LAUTERBACH & AMEN, LLP	N	Y
99653	PARKREATION, INC.	N	N
99655	WINDY CITY LIGHTS INC.	N	N
99666	SUNSHINE ARTS AND CRAFTS	N	N
99669	SOCCER MADE IN AMERICA	N	N
99674	STEINER ELECTRIC COMPANY	N	N
99676	DARLEY	N	N
99677	KIDZMAGIC	N	Y
99678	SEAWAY SUPPLY CO.	N	N
99679	SEGAL CONSULTING	N	N
99680	MID-AMERICA SPORTS ADVANTAGE	N	N
99681	GIFTS GALORE, LLP	N	Y
99683	LEE N' EDDIES	N	N
99684	GALETON	N	N
99685	WATERMASTER, INC.	N	N
99687	CARROT-TOP INDUSTRIES, INC.	N	N
99688	BURRIS EQUIPMENT	N	N
99690	GROWER EQUIPMENT	N	N
99692	FUNTOPIA ADVENTURE PARK	N	Y
99693	RIVER TRAILS PARK DISTRICT	N	N
99694	WATER PRODUCTS-AURORA	N	N
99696	WHEELING PARK DISTRICT	N	N
99697	SCHURING & SCHURING, INC.	N	N
99700	REINDERS, INC.	N	N
99701	FIFTH THIRD BANK	N	N
99702	AMERICAN LEAK DETECTION	N	Y
99703	ERC WIPING PRODUCTS	N	N
99705	BUSHNELL INCORPORATED	N	N
99706	GROVER FABRICATION AND WELDING	N	Y
99707	HOLLIS ZELESKY	N	Y
99708	LEARN FOR LIFE CPR, INC	N	N
99710	BILLY CROFT PRODUCTIONS	N	Y
99712	SKYE ENTERTAINMENT GROUP, LTD.	N	Y
99713	THE GARLAND COMPANY, INC.	N	N
99714	CONNEY SAFTEY	N	N
99715	BILL'S PLUMBING & SEWER, INC.	N	N
99716	TANGERINE PROMOTIONS - BAMKO LLC	N	Y
99717	TRENT ANDERSON	N	Y
99718	SKYZONE ELMHURST	N	N
99719	REID SPEARS	N	Y
99720	MATTHEW KERR	N	Y
99721	FRANK CANINO	N	Y
99722	ETHAN BELL	N	Y
99723	ARTS WARRIOR-BARBARA WEIGAND	N	Y
99724	ADAM MICHAELS	N	Y

VENDOR CODE	VENDOR NAME	INACTIVE	1099
99725	DEPARTMENT OF THE TREASURY	N	N
99726	LIFE FITNESS	N	N
99727	THOMAS PUMP COMPANY, INC.	N	N
99728	THE BAREFOOT HAWAIIAN INC.	N	N
99729	ULTIMATE NINJAS LIBERTYVILLE	N	N
99730	DOG WASTE DEPOT	N	N
99731	STEVE BELLIVEAU	N	Y
99732	ACCURATE OFFICE SUPPLY CO.	N	N
99733	GAYLORD BROS., INC.	N	N
99734	FASTENAL COMPANY	N	N
99735	ACTION TERRITORY	N	Y
99736	THE LIFEGUARD STORE	N	Y
99737	TERRY LIVINGSTON	N	Y
99738	BOBS DAIRY SERVICE	N	N
99739	MAGIC BY RANDY INC.	N	Y
99741	LEGOLAND DISCOVERY CENTER	N	N
99742	MARTIN IMPLEMENT	N	N
99743	ROCK 'N' KIDS, INC.	N	N
99744	RECREONICS	N	N
99745	D&R TRUCKING COMPANY	N	N
99746	GK ELITE SPORTSWEAR	N	Y
99747	STEM ENRICHMENT SERVICES	N	N
99748	FIRST AMERICAN TITLE INS. COMPANY	N	N
99749	ARAMSCO INC.	N	N
99750	BATTERIES PLUS LLC	N	N
99752	CHILDREN'S THEATRE COMPANY	N	N
99755	PUBLIC COMMUNICATIONS INC.	N	N
99756	SUSAN STEIN, RDN, LD	N	Y
99757	LOGO IT, INC.	N	N
99758	NILES WEST H.S. ATHLETIC DEPARTMENT	N	N
99759	CHAPMAN AND CUTLER LLP	N	Y
99760	U.S. WATER HEATING SOLUTIONS	N	Y
99762	ILLINOIS DEPT. OF NATURAL RESOURCES	N	N
99763	ASCAP	N	Y
99764	BMI	N	N
99766	CHICAGO SKY	N	Y
99767	PETER NERAD	N	Y
99768	WELLBEATS	N	N
99769	COURTESY PLUMBING & SERVICES, INC.	N	N
99770	ROCK YOUR BEAT	N	N
99771	KIPLINGER TAX LETTER	N	N
99772	ENCHANTED CASTLE	N	Y
99773	DREAMS GYMNASTICS CLUB	N	N
99774	LIPONI FOUNDATION	N	N
99776	VOLLMAR CLAY PRODUCTS CO.	N	N
99777	FLUORECYCLE, INC.	N	N
99778	IMAGINE NATION, LLC	N	Y
99779	MEDLIN COMMUNICATIONS, INC	N	N
99780	SKOKIE PARK DISTRICT	N	N
99782	ERIKSSON ENGINEERING ASSOCIATES,LTD	N	N
99783	ANCHOR INDUSTRIES INC	N	N
99784	BOWER CONSULTING GROUP, LLC	N	Y
99785	SEECO CONSULTANTS	N	N

VENDOR CODE	VENDOR NAME	INACTIVE	1099
99786	JASON KOLLUM	N	Y
99787	M.G.M.G. DISTRIBUTORS	N	N
99788	ULINE	N	N
99789	W.B. OLSEN	N	N
99790	YOUNG REMBRANTS	N	Y
99791	LANDMARK FORD INC.	N	N
99792	A&B ENVIRONMENTAL CONSTRUCTION	N	N
99794	ILLINOIS DEPT. OF PUBLIC HEALTH	N	N
99795	NAC SUPPLY, INC.	N	N
99797	PEERLESS FENCE	N	N
99800	A-MONK'S SIGN COMPANY INC	N	N
99801	NICK AND ERNIE'S/FIX AUTO SKOKIE	N	N
99802	DEMARR SEALCOATING INC.	N	N
99803	MIDWEST WRECKING CO	N	N
99804	POWER EQUIPMENT LEASING	N	N
99806	JENSEN'S PLUMBING & HEATING	N	N
99807	SCHAEFGES BROTHERS INC	N	N
99809	GORDON BANNERMAN LIMITED	N	N
99810	REACH MEDIA NETWORK	N	N
99811	ALTHOFF INDUSTRIES INC	N	N
99812	WESTERN ARCHITECTUAL IRON CO	N	N
99813	DBM SERVICES INC	N	N
99814	ELLIOT CONSTRUCTION CORP	N	N
99815	NATIONAL HEAT & POWER CORP	N	N
99816	LANGUAGE IN ACTION, INC.	N	N
99817	HILL FIRE PROTECTION, LLC	N	N
99818	J.S. RIEMER, INCORPORATED	N	N
99819	LIZ BERG MUSIC, LLC	N	Y
99820	SERENDIPITY BAND LLC	N	Y
99821	BOPOLOGY, INC.	N	Y
99822	ROB LOAR	N	Y
99823	FRANK AND DAVE INC.	N	Y
99824	CADILLAC GROOVE	N	Y
99825	R.E. ALLEN AND ASSOCIATES, LTD.	N	N
99826	BEACON ATHLETICS	N	Y
99827	AUTOMATIC DOOR AUTHORITY	N	N
99828	RASCO MASON CONTRACTORS	N	N
99829	V AND J LANDSCAPING AND SERVICES	N	N
99830	KELLY STACHURA	N	Y
99831	PRESTIGE DISTRIBUTIONS, INC	N	N
99832	KNUCKLEBALL COMEDY LLC	N	Y
99833	A-1 ROOFING COMPANY	N	N
99834	LRS HOLDINGS, LLC	N	Y
99835	SOUND PLANNING ASSOCIATES, INC.	N	N
99836	C.A.D. CONTRACT GLAZING, INC	N	N
99837	ROYCE ROLLS RINGERS CO.	N	N
99839	ASCHER BROTHERS INC.	N	N
99840	SOIL AND MATERIAL CONSULTANTS, INC.	N	N
99841	BENNETT DOOR SERVICES, INC.	N	N
99842	PLANNING RESOURCES INC.	N	N
99843	MENCONI TERRAZZO, LLC	N	Y
99844	PIONEER ATHLETICS	N	Y
99846	GLI SERVICES, INC.	N	N

VENDOR CODE	VENDOR NAME	INACTIVE	1099
99847	NICOR GAS	N	N
99848	MIDWEST GROUNDCOVERS LLC	N	Y
99849	LANDSCAPE STRUCTURES INC.	N	N
99850	GOODMARK NURSERIES	N	N
99852	ACTION FENCE CONTRACTORS INC.	N	N
99853	DOUGLAS FLOOR COVERING, INC.	N	N
99854	BREEZY HILL LANDSCAPING	N	N
99856	COLOR YOUR OWN	N	N
99857	PAUL MARGOLIS- DBA I MAK M LAF	N	Y
99859	BODYMINDSPIRITFITNESS CORP.	N	N
99860	NATIONAL SALT SUPPLY	N	N
99861	AQUA PURE ENTERPRISES, INC.	N	N
99862	LEAF	N	Y
99863	PEERLESS NETWORK, INC.	N	N
99864	THE BOELTER COMPANIES, INC.	N	N
99865	ABBAY PAVING CO., INC	N	N
99866	KESSOR ENTERPRISES, LTD	N	N
99867	EVANS AND SON BLACKTOP, INC	N	N
99868	OLD TOWN SCHOOL OF FOLK MUSIC	N	N
99869	ROUTE 12 RENTAL	N	N
99870	JULIA ZOLTOWSKY	N	Y
99871	GLOBAL FIRE PROTECTION COMPANY	N	N
99872	CIAO BELLA SEWING	N	Y
99873	GOLF SCHOOL DISTRICT 67	N	N
99874	SAFTEY FIRSTAQUATICS, LLC	N	N
99875	OVIDIO SALGADO	N	N
99876	NATIONAL BUISNESS FURNITURE	N	N
99877	HINCKLEY SPRINGS	N	N
99878	ALEN	N	N
99879	KIRBYBUILT	N	N
99880	MISFITS CONSTRUCTION COMPANY	N	N
99881	UNCLE JON'S MUSIC, INC.	N	N
99882	OUTCAST JAZZ BAND, LLC	N	N
99883	SECOND HAND SOUL BAND, INC.	N	N
99884	THE WAYOUTS, LLC	N	N
99885	NVB PLAYGROUNDS DBAAA STATE OF PLAY	N	N
99886	TIGERMEDICAL	N	N
99887	JAMIE CERVANTES	N	N
99888	ADVOCATE CHRIST MEDICAL CENTER-CPC	N	N
99889	MITYLITE INC.	N	N
99890	H&H ELECTRIC CO.	N	N
99891	ARTHUR CLESENS INC	N	N
99892	TREDROC TIRE SERVICES	N	N
99893	ILLINOIS STATE POLICE BUR OF IDENTI	N	N
99894	JOHN WONDRASEK CREATIVE SERVICES	N	N
99895	H. M. WITT & CO.	N	N
99896	ICOOK, INC	N	N
99897	GEORGE'S LANDSCAPING INC.	N	N
99898	STAS USA LLC	N	N
99899	LITANIA SPORTS GROUP	N	N
99900	GMS HEATING & COOLING	N	N
99901	UNIVAR SOLUTIONS	N	N
99902	MTJ ENTERTAINMENT LLC	N	Y

VENDOR CODE	VENDOR NAME	INACTIVE	1099
99903	KIEFER AQUATICS	N	N
99904	SPORTSKIDS, INC	N	N
99905	JOHN COYNE	N	N
99906	GOLD MEDAL CHICAGO ML30	N	N
99907	JLH LAND SURVEYING INC.	N	N
99908	NILES PARK DISTRICT	N	N
99909	ORIGINAL WATERMEN, INC.	N	N
99910	CAPITAL ONE TRADE CREDIT	N	N
99911	COMPUTER EXPLORERS	N	N
99912	NORTH AMERICAN CORP OF ILLINOIS	N	N
99913	AHW LLC - WAUCONDA	N	Y
99914	CASINO GROUP INC.	N	N
99915	CANON SOLUTIONS AMERICA	N	N
99916	MIDWEST GLASS TINTERS, INC.	N	N
99917	THE DAVEY TREE EXPERT COMPANY	N	N
99918	EMINJAYIN PRODUCTIONS	N	N
99919	MAD SCIENCE OF NORTHERN ILLINOIS	N	N
99920	PECOVER DECORATING SERVICES	N	N
99921	DES PLAINES MATERIAL & SUPPLY	N	N
99922	TRI-STATE CUT STONE & BRICK CO	N	N
99923	MULTIPLE CONCRETE ACCESSORIES	N	N
99924	JAYNE MANGIONE	N	Y
99925	S & S GLASS COMPANY, INC.	N	N
99926	FAST MRO SUPPLIES, INC.	N	N
99927	CONSUMER REPORTS	N	N
99928	SIGNARAMA	N	N
99929	CHANG'S TAEKWONDO	N	N
99930	IMPERIAL SERVICE SYSTEMS, INC.	N	N
99931	SPORTS IMPORTS	N	N
99932	BASS/SCHULER ENTERTAINMENT	N	N
99933	SMARTY PANTS WORLD LLC	N	Y
99934	OCCUPATIONAL HEALTH CENTERS OF IL	N	N
99935	EXCEL AERIAL IMAGES	N	N
99936	JOSEPH AUDIO VIDEO SOLUTIONS INC.	N	N
MISC		N	N



MEMORANDUM

MORTON GROVE PARK DISTRICT

To: Board of Park Commissioners
From: Michelle Khzakia, Human Resources and Risk Manager
Date: January 18, 2023
Regarding: Revisions to Bereavement, Uniforms and Dress Code, Vacation, and Sick Leave Policies

Issue:

Changes to policies within the Personnel Policy Manual are needed due to legislative updates and better clarification.

Discussion:

The Personnel Policy Manual is used as a guide to help employees deal with different situations. The following policies should be expanded to reflect the updates and changes:

Bereavement

The policy discusses when employees can take bereavement leave when an immediate family member passes away. Effective January 1, 2023, the Family Bereavement Act was expanded to permit eligible employees to receive up to ten workdays of unpaid leave for absences due to a: miscarriage, failed adoption, successful round of artificial insemination or embryo transfer, stillbirth, and a diagnosis that negatively impacts pregnancy or fertility.

Uniforms and Dress Code

The policy describes what type of dress code is appropriate in the workplace. As of January 1, 2023, the State of Illinois has passed the CROWN (Create a Respectful and Open Workplace for Natural hair) Act. The Uniforms and Dress Code policy should be expanded to include the CROWN Act, which helps broaden the explanation of race to include traits associated with race, including hair texture and protective hairstyles such as braids, locks, and twists.

Vacation

The policy discusses that full-time employees' unused vacation time at the end of the calendar year will be forfeited. However, the policy should be expanded to allow employees to be reimbursed for up to five unused vacation days. During the holiday season, we have many full-time employees who use vacation time; however, as a type of incentive, allowing employees to get up to five paid vacation days is a great encouragement and perk to retain full-time staff.

Sick Leave

The policy needs to clarify that employees must first exhaust their paid time before using any unpaid time off. Although not specifically stated this way, this has been our practice. A situation presented itself when an employee asked to take leave unpaid while they had time available.

See attached draft with tracked changes.

Board Action:

For the Morton Grove Park District Board of Park Commissioners to approve the changes to the Personnel Policy Manual's Bereavement, Uniforms and Dress Codes, Vacation, and Sick Leave Policies.

Section 7.2: Bereavement Leave

All full-time and IMRF part-time employees are allowed up to five (5) working days with pay per calendar year to attend the funeral of a family member, with the approval of the employee's immediate supervisor or department head. Pay is based on the number of hours the employee was regularly scheduled to work those days. These days are to be taken consecutively within a reasonable time of the death or funeral and may not be split or postponed. For purposes of this policy, "family member" is defined as employee's spouse, civil union partner, child, stepchild, foster child, parent, grandparent, sibling, grandchild, parent-in-law, daughter-in-law, son-in-law, brother-in-law, and sister-in-law.

Upon returning to work, the employee must record his/her absence as Bereavement Leave, otherwise the Park District may charge the employee's absence as vacation or absence without pay.

All employees eligible for leave under the federal Family and Medical Leave Act of 1993 ("FMLA") who have worked 12 months employment, which includes 1,250 hours, shall be eligible for bereavement leave under the Illinois Child Bereavement Leave Act ("ACT"), which provides up to a maximum of 2 weeks (10 work days) of unpaid bereavement leave to:

1. Attend the funeral or alternative to a funeral of a child
2. Plan necessitated by the death of the child
3. Grieve the death of a child
4. A miscarriage
5. An unsuccessful round of intrauterine insemination or an assisted reproductive technology procedure (e.g., artificial insemination or embryo transfer)
6. A failed adoption match or adoption that is not finalized because another party contests it
7. A diagnosis that negatively impacts pregnancy or fertility, or a stillbirth

The ACT defines "child" as an employee's son or daughter who is biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis.

Eligible employees may elect to substitute unused paid leave for unpaid leave under the ACT.

Section 10.15: Uniforms and Dress Code

The personal appearance of employees conveys to the public a general impression of the Park District. An employee's attire, including jewelry, on the job should be in good taste, clean, neat, and appropriate for the duties being performed. The Park District expects all employees to present a professional image to those using the Park District's facilities.

Certain positions require the wearing of a uniform. If your position does not require you to wear a uniform, you should dress in a professional manner, appropriate to your job.

It is the employee's responsibility to wear his/her nametag and/or uniform while on duty if one has been provided to them. Remember that uniforms, nametags, keys, and other Park District property are to remain the property of the Park District and must be returned upon termination of employment.

Furnished uniforms (clothing) should not be worn outside of working hours, except for going to and from the workplace, or within the confines of the employee's own residence. Work uniforms should not be altered by the employee unless authorized by their immediate supervisor for proper fit purposes. This includes the removal of sleeves, cutting off at midriff, removal of collar, etc.

Exposed body piercing jewelry is strictly limited to earrings, and the style of earring or jewelry may not present a safety hazard to you, your coworkers, or the public, as determined by the Park District.

Tattoos cannot be offensive in nature (i.e., words including profanity and/or symbols). Any tattoo design deemed to be inappropriate by management will not be allowed. Tattoos must not be visible as to draw inappropriate attention. Excessive visible tattoos will not be permitted and must be covered by appropriate apparel.

Any employee who cannot comply with this policy based upon disability, religion, natural origin, or other legally recognized basis must forward a written request to the Executive Director for an authorized deviation from this policy. The request shall include the policy exception requested and include the basis for the request.

Below is a general overview of appropriate business attire. This list is all-inclusive and is open to change.

Slacks, Pants, and Suit Pants

Slacks that are like Dockers and other makers of cotton or synthetic material pants, wool pants, dressy capris, and nice-looking synthetic pants are acceptable. Inappropriate slacks or pants include jeans (unless for Fridays or cleaning days), sweatpants, exercise pants, yoga pants, short shorts, shorts, bib overalls, leggings and any other spandex or other form fitting pants such as people wear for biking are unacceptable.

Skirts, Dresses, and Skirted Suits

Casual dresses and skirts, and skirts that are split at or below the knee are acceptable. Short, tight skirts that ride halfway up the thigh are inappropriate for work. Shirts and dresses should be no higher than 3 inches above the knee. Miniskirts, skorts, sun dresses, beach dresses, and spaghetti strap dresses are inappropriate for the office.

Shirts, Tops, Blouses and Jackets

Casual shirts, dress shirts, sweaters, tops, golf type shirts, and turtlenecks are acceptable attire for work. Most suit jackets or sport jackets are also acceptable attire for the office if they violate none of the listed guidelines.

Inappropriate attire for work includes tanks tops, midriff tops, shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; halter tops, bare shoulders, sweatshirts, and t-shirts unless worn under another blouse, shirt, jacket, or dress. Exposed underwear also prohibited.

Shoes and Footwear

Conservative athletic or walking shoes, loafer, clogs, sneakers, boots, flats, dress heels, and leather deck type shoes are acceptable for work. Wearing no stockings is acceptable in warm weather. Flashy athletic shoes, flip flops, slippers, and any open toe (depending on work assignment) are not acceptable.

Jewelry, Makeup, Perfume, and Cologne

All jewelry, makeup, perfume, and cologne should be in good taste. Remember, that some people are allergic to the chemicals in perfumes and makeup, so wear these substances with restraint.

Hats and Head Covering

Hats are not appropriate in the office. Head covers that are required for religious purposes or to honor cultural tradition must be approved by the Executive Director.

The District will confirm to the Create a Respectful and Open Workplace for Natural Hair (CROWN) Act which amends the Illinois Humans Rights Act (IHRA). This law prohibits race-based hair discrimination based on hair texture or hairstyles including braids, locs, twists or bantu knots.

Section 6.9: - Vacation

Vacation time is provided to each regular full-time employee for their health, rest, relaxation, and pleasure. Vacation time shall be earned and shall be based on the length of continuous full-time employment. At the end of each calendar year, a full-time employee may receive payment for up to five (5) unused vacation days that have been accrued and accumulated during the calendar year. This must be requested on the appropriate form provided by the Human Resources and Risk Manager and approved by the Executive Director per the directions on such form. All vacation time must be exhausted before taking any vacation without pay. All other 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. A change form must be completed and submitted to the employee’s Supervisor. The Supervisor must approve or deny the request and then submit it to Human Resources.
- B. The employee’s supervisor or Department Head shall determine the vacation schedule. While due consideration for individual employee convenience may be given, the needs of the District in scheduling workload shall be the controlling criteria.
- C. Failure to return to work at the conclusion of an approved vacation may be considered a voluntary abandonment of the position by the employee.
- D. 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).
- E. No more than two (2) weeks of vacation time may be used at any one time.
- F. If an employee resigns or is terminated, any carry over vacation time will not be paid out.

Section 6.10: Sick Leave Policy

All full-time employees shall accrue one (1) day of sick leave for each calendar month of District employment completed. Accumulated sick leave for any full-time employee shall not exceed 120 days, except that additional sick leave may be granted by the Board.

- A. Sick leave shall be allowed when the employee is sick, injured or disabled and to attend to an immediate family member who is ill. The use of sick leave under false pretenses shall be cause for termination. For purposes of this section, immediate family member is defined as spouse, domestic partner, child (to include children by birth, adoption, step, and legal guardian), sibling, or parent of the employee.
- B. Sick time may be taken in increments of 1 hour, with supervisor approval.
- C. Accrued sick leave may be utilized for appointments for an annual physical and/or routine, semi-annual dental exams/cleanings scheduled during staff's working hours.
- D. If staff is unable to report to work due to an illness, the Supervisor must be notified with a reason prior to the designated workday starting time on the day the illness occurs. Failure to inform the Supervisor on each day, unless a physician's statement has been submitted designating a specific period of recuperation, may result in disciplinary action, up to and including termination. If the Supervisor cannot be reached, notify the Department Head. If the Department Head cannot be reached, leave a message on both the Supervisor and the Department Head's voice mail.
- E. If sick leave lasts three (3) consecutive working days or if there is repeated need (within 3 months) for sick leave, the Supervisor may require proof of the illness in the form of a written statement from a healthcare provider.
- F. The District reserves the right to request an "authorization to return to work" for any illness, injury, or medical procedure.
- G. Employees who are unable to return to work after having exhausted their sick leave credit may apply for disability benefits from the Illinois Municipal Retirement Fund (IMRF).
- H. If an employee is on disability for sixty (60) calendar days or more, the employee's position may be filled. Subject to the requirements of the FMLA where applicable, when returning to work, the employee will have to accept whatever position is available, if any are available.
- I. Failure to return to work at the conclusion of an approved sick leave may be considered as a voluntary abandonment of the job by the employee.
- J. All sick time must be exhausted before taking any sick time without pay.

Upon resignation or termination an employee will NOT be paid for any unused sick time.

Board Updates & Information

Morton Grove Park District

UPDATE & INFORMATION

January 18, 2023

1 RECREATION AND PROGRAMMING REPORT – SUE BRAUBACH

General/Special Events

- Claire and David hosted walk in interviews on January 5th for summer staff.
- Rec Staff will be attending the Annual IPRA Conference January 26th-28th.
- Winter programs have begun and registration is strong in a majority of the areas.
- Staff is finishing up their plans for summer programs and events.
- Upcoming Events:

○ Jan. 14 th	Community Blood Drive	10:00 am-2:00 pm	PVCC
○ Jan. 18 th	Free Improve Workshop	5:30-6:30 pm	PVCC
○ Jan. 20 th	Hot Cocoa Social	4:30-6:00 pm	PVCC
○ Jan. 22 nd	Mardi Gras Celebration	3:30-5:00 pm	PVCC
○ Feb. 10 th	Little Sweetheart Dance	6:30-8:30 pm	Civic Center
○ Feb. 13 th	Valentine Cake Decorating	6:00-6:45 pm	PVCC
○ Feb. 17 th	Hot Cocoa Social	4:30-6:00 pm	PVCC

Fitness

- Through the month of January, we are running a New Year's special. 14 months for the price of 12 when membership is paid in full.
- We have three new Fit Desk team members, Andy, Al, and Ray.
- We have finished the new Studio one in Club Fitness! It took a lot of teamwork from different departments and the result is a fun workout space. We're very excited to have members take class in this room beginning January 10th.
- We are hosting a Barre class (1/19/23) taught by Saturday Yoga instructor Elise. Class will focus on the principles of ballet conditioning and deliver an effective workout!

Athletics

- There are 189 participants enrolled in the winter session of Hot Shots Sports classes, which is scheduled to begin the week of January 9th. These classes will be in person at Prairie View Community Center.
- There are 90 participants enrolled in the winter session of Illinois Shotokan Karate, which is scheduled to begin the week of January 9th. These classes will be in person at National Park Field House.
- There are 21 participants enrolled in the winter session of Tae Kwon Do, which is scheduled to begin the week of January 2nd.

Cultural Arts/Dance/Adult/Sponsorships

- Children's Musical Theatre is offering a free Just Improv! Workshop for ages 8-14 on Wednesday, January 18th, 5:30-6:30pm.
- Winter Piano and Guitar Lessons began on January 9th with 20 piano and four guitar students.
- The winter session of Fashion Sewing with Ciao Bella currently has five participants enrolled and starts on January 11th.
- Space is still available for adults to join the trip to see Into the Woods at the Paramount Theater on February 8th.
- Zumba Kids Dance, a new Friday evening class, has eight participants set to begin on January 13th.
- Dog and Puppy Training classes are scheduled to start up on Thursday, January 12th. There are currently six dogs and 10 puppies enrolled.
- Zoom Spanish classes beginning the week of January 17th have three registered participants.
- Starbound Dance Company will attend their first competition of the season, Des Plaines Dance Idol, on Sunday, February 5th.
- The Morton Grove Singers return to rehearsals on January 12th and will be learning music to perform on stage at the annual Dance Recital in May. We are also looking for other performance opportunities for them.
- Recruitment for dance staff for summer and school year 2023-2024 has begun, due to expected staff turnover.
- Morton Grove Dental Associates have decided to become a sponsor. As part of their sponsorship package, they will send staff to preschool classes for lessons on dental hygiene.

Camps/Pre-School/Kinder Odyssey

- Registration for Preschool 2023/2024 will begin on February 6th.
- Summer Camp and Kinder Odyssey registration will begin with Spring/Summer registration on March 6th.
- Camp staff from last year have until January 31st to notify us if they want to return. After that, interviews for new staff will begin.
- Interviews for new camp staff began with walk in interviews on January 5th.
- We hired a new Preschool Teacher for Preschool Great Oaks at Oketo. Her name is Aliza Aguada. Her first day was Monday, January 9th. We are excited to have her on the preschool team.

Aquatics/Gap/B4 School/BASE

- We have begun looking for summer staff including lifeguards, swim instructors, and cashiers.
- We were able to use Niles West HS to conduct Swim Test for some lifeguard applicants. Had one on Jan 6th, next test is on Feb 20th
- Sent out an email to returning seasonal staff. Responses = 35 Lifeguards and 12 Cashiers. Staff have until the end of January to respond.
- Winter Break School Day Off was a success. Children and staff had a great time at PVCC. Next School Day Off is MLK Day - January 16th.
- B4 and B.A.S.E. programs resumed on January 9th

Marketing

- Work begins on the Spring/Summer Activity Guide January 17th; first draft goes to Recreation staff on February 2nd.
- February newsletters to be sent first week of February to District 67, 63, 70, and 69. All Districts post on the website except for District 70, which disseminates through emails to all parents.

- Winter banner signage and website updates to be pushed out on regular basis.
- Social Media posts and eblast will be regularly scheduled on a timely basis to push programs and offerings.

2 FINANCE DEPARTMENT REPORT - MARTY O'BRIEN

- All full-time and part-time employee salary and health benefits were reviewed and updated.
- I attended a zoom accounting software class to receive updates on the new tax laws and year end processing requirements.
- The 2022 tax levy and 2023 budget have been filed with the Cook County Clerk's office.
- The Finance Department is in the process of printing and distributing W-2s and 1099s.
- We are in the process of identifying all employees and board members who must file with the Cook County Ethics board.
- The external auditors are scheduled to start their preliminary field work for the 2022 financial audit on January 11, 2023.

3 HUMAN RESOURCES & RISK MANAGEMENT – MICHELLE KHZAKIA

- We have posted our seasonal positions for the 2023 summer season. These include lifeguards, cashiers, swim instructors, and camp counselors.
- We have hired four part-time staff members, including Pre-School and Fitness Center positions.
- Billing ran with thirteen credit cards being declined. We contacted the members, and we have updated the credit cards.
- All evaluations and salary adjustments have been reviewed and updated.
- We had eight rentals.
- There were zero workers compensation claims.

4 PARKS AND MAINTENANCE REPORT – KEITH GORCZYCA

- Evans and Son had to return to Harrer Park to re-do punch list items which weren't accepted due to poor workmanship. The work is now complete and satisfactory for close out of the project.
- Work continues on the racquetball court renovation project. New electric work, cove base, sound system and painting took place. The project is nearing completion.
- The ice rink is prepped for the season. This season we are going to try a new location. The retention pond next to Harrer Pool is a suitable site. Hopefully the weather will cooperate soon.
- Parks department staff attended a ladder safety program put on through PDRMA.
- Assisted the finance department completing OSLAD Grant paperwork in order to submit for the required audit prior to final approval for reimbursement.
- Tree pruning and removals underway.
- Sign repair and renovations underway.
- Perennials were cut down and plant beds cleaned up throughout the district.
- Snow and ice removal procedures were handled at all facilities.
- Routine maintenance items this month included: 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.