



PARK DISTRICT of OAK PARK

Due to the Coronavirus outbreak, the State of Illinois enacted amendments to the Open Meeting Act that authorize public bodies to host public meetings virtually in the event of a declaration of a disaster. Park District Board President Lentz has determined that an in-person meeting of the Park District of Oak Park's Regular Board Meeting scheduled for Thursday, December 17, 2020, is not practicable or prudent. Accordingly, the meeting will take place via Zoom, *not* on site at the Hedges Administrative Center, 218 Madison Street, at 7:30pm.

PARK DISTRICT OF OAK PARK

Regular Board Meeting

Zoom Meeting

<https://us02web.zoom.us/j/82143384199?pwd=RIExUjBQVTFsQ1NGR1pybFEXtjc1dz09>

Meeting ID: 863 7417 0042, Password: 555407; or (312) 626-6799

Thursday, December 17, 2020, 7:30pm

AGENDA

- I. **Call to Order/Roll Call**
- II. **Approval of Agenda**
- III. **Visitor/Public Comment**
Each person is limited to three minutes. The Board may set a limit on the total amount of time allocated to public comments.
- IV. **Consent Agenda**
 - A. Approve Cash and Investment Summary*
 - B. Approve Warrants and Bills*
 - C. Approve Board Meeting Minutes*
 - D. Approve 2021 PACT Agreements*
 - E. Approve 2021 Board Action Calendar*
 - F. Approve Bi-Annual Review and Release of Closed Session Minutes*
 - G. Approve Oak Park Society of Model Engineers*
- V. **Staff Reports**
 - A. Executive Director's Report*
 - B. Updates and Information*
 - C. Revenue/Expense Status Reports*
- VI. **Old Business**
 - A. Recreation and Facility Program Committee – Commissioner Wollmuth
 - B. Parks and Planning Committee – Commissioner Wick
 - C. Administration and Finance Committee – Commissioner Porreca
- VII. **New Business**
 1. Parks Foundation Update

VIII. Commissioners' Comments

Commissioner Porreca
Commissioner Wick
Commissioner Wollmuth
Commissioner Worley-Hood
President Lentz

IX. Closed Session

X. Adjourn Meeting

*Indicates information attached

**Indicates information/or additional information to be provided at or prior to the meeting

*In partnership with the community, we enrich
lives by providing meaningful experiences through programs, parks, and facilities*

The Park District of Oak Park welcomes the opportunity to assist residents and visitors with disabilities. If you need special accommodations for this meeting, please call (708) 725-2000 or via email at Karen.Gruszka@pdop.org.



Agenda Comments

Thursday, December 17, 2020, 7:30 PM

- I. **Roll Call**
- II. **Approval of Agenda** (Roll Call Vote)
No additions to the Agenda are anticipated at this time.
- III. **Visitor/Public Comment**
- IV. **Consent Agenda** (Roll Call Vote) – Commissioner Porreca
Commissioner Porreca – Motion of the Board for approval of the Consent Agenda, which includes approval of the Fund Status Report and Warrants and Bills for the month of November, 2020; approval of the Board Minutes from the Special Board Meeting, November 5, 2020, Committee of the Whole Meeting, November 5, 2020, and Regular Board Meeting November, 19, 2020; approval of the 2021 PACT Agreements; approval of the 2021 Board Action Calendar; approval of the Bi-Annual Review and Release of Closed Session Minutes for July 2, 2020, and October 1, 2020; and approval of the Oak Park Society of Model Engineers in Dole Center.
- V. **Staff Reports**
 - A. **Executive Director’s Report ***
 - B. **Updates and Information from Staff***
 - C. **Revenue/Expense Status Report***
- VI. **Old Business**
 - A. **Recreation and Facility Program Committee – Commissioner Wollmuth**
 - B. **Parks and Planning Committee – Commissioner Wick**
 - C. **Administration and Finance Committee – Commissioner Porreca**
- VII. **New Business**
 - I. **Parks Foundation Update**
- VIII. **Commissioners’ Comments**
Commissioner Porreca
Commissioner Wick
Commissioner Wollmuth
Commissioner Worley-Hood
President Lentz
- IX. **Closed Session**
- X. **Adjourn Meeting**



CASH AND INVESTMENT SUMMARY- November 2020

	Byline	IPDLAF	CD's	PMA - iPRIME	IMET	Nov-20 TOTAL	Oct-20 TOTAL
General Fund							
10 - Corporate	7,759,713	9,035	(1,050,700)	7,613,819	(12,415,392)	1,916,475	2,396,097
Special Revenue Funds							
15 - IMRF	(1,275,525)	1,603	-	-	1,713,223	439,300	460,492
16 - Liability	(1,037,617)	8,965	-	-	1,469,513	440,861	452,566
17 - Audit	(73,826)	237	-	-	92,213	18,624	18,624
20 - Recreation	(290,046)	4,979	800,000	(186,375)	7,073,358	7,401,915	7,652,533
21 - Museum	(238,189)	1,220	-	133,871	306,709	203,611	207,823
22 - Special Recreation	(1,946,360)	17,121	-	-	2,306,225	376,987	376,987
25 - Special Facilities	(720,018)	3,288	-	1,040,000	593,203	916,472	986,007
85 - Cheney Mansion	167,760	462	-	-	52,326	220,548	228,509
Capital Funds							
70 - Capital Projects	(1,947,542)	78,051	500,000	(305,000)	2,336,613	662,122	894,248
70 - 2011 Bond	-	-	-	-	-	-	-
70 - 2012 Bond	-	-	-	-	-	-	-
70 - 2013 Bond	-	-	-	-	-	-	-
Total Cash Available to District	398,350	124,960	249,300	8,296,315	3,527,991	12,596,915	13,673,885
Distribution %:	3.16%	0.99%	1.98%	65.86%	28.01%	100.00%	100.00%
Other Funds							
50 - Health Insurance Fund	92,500	345	-	-	350,799	443,644	506,740
x - Memorial Trust	19,919	-	-	-	118,383	138,302	136,282
xx - Working Cash	207,870	-	-	-	-	207,870	207,870
Total Cash Across All Funds	718,638	125,305	249,300	8,296,315	3,997,174	13,386,732	14,524,777



PARK DISTRICT
of OAK PARK

Park District of Oak Park
Cash Status Report
As of November 30, 2020

Operating Accounts

Byline Bank	0.15%	\$	864,429
iPrime Liquid Money Market	0.11%	\$	8,296,315
Illinois Metropolitan Investment Fund	1.39%	\$	3,879,495 *
Illinois Park District Liquid Asset Fund Account	0.73%	\$	125,304
		\$	13,165,544

Operating Investment Accounts

Third Coast Bank	0.50% due 01/11/2021	\$	249,300
	Working Solvency	\$	13,414,844
	2019 Solvency	\$	14,835,809

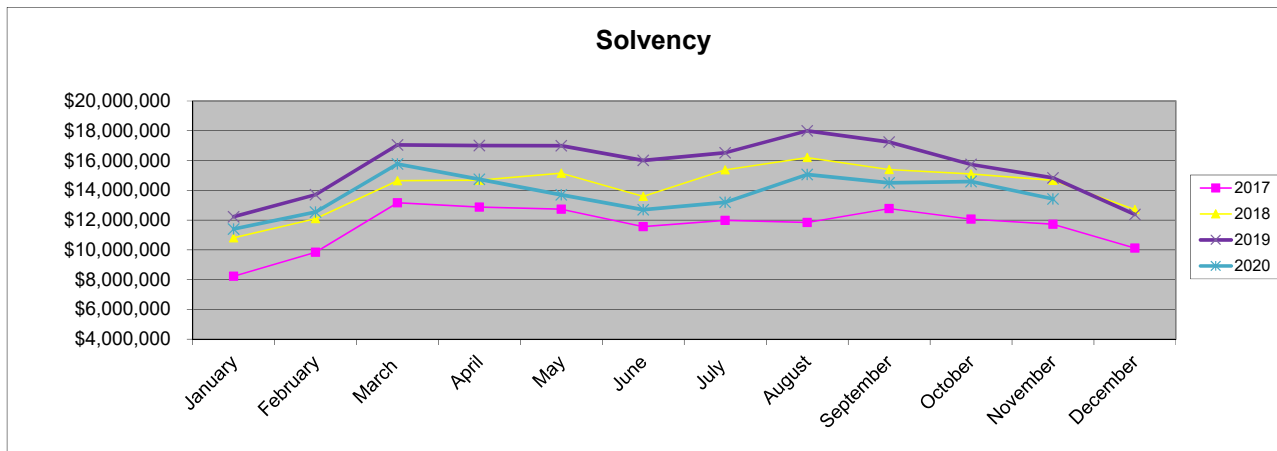
2013 Bond Accounts

Illinois Metropolitan Investment Fund 2013 Bond	0.96%	\$	59,908 **
	2013 Bond Solvency	\$	59,908

*Includes \$116,909.68 of non-spendable funds, 9/30/14 Value \$263,521.79

**Includes \$59,908.34 of non-spendable funds, 9/30/14 Value \$135,037.16

Total Solvency								
	2017		2018		2019		2020	
January	\$ 8,222,701	January	\$ 10,807,839	January	\$ 12,224,500	January	\$ 11,399,872	
February	\$ 9,835,012	February	\$ 12,096,547	February	\$ 13,705,194	February	\$ 12,533,042	
March	\$ 13,158,403	March	\$ 14,639,398	March	\$ 17,043,761	March	\$ 15,767,357	<i>*amended</i>
April	\$ 12,871,778	April	\$ 14,673,906	April	\$ 17,003,585	April	\$ 14,739,680	
May	\$ 12,722,619	May	\$ 15,142,968	May	\$ 16,993,252	May	\$ 13,693,866	
June	\$ 11,558,746	June	\$ 13,586,366	June	\$ 16,008,032	June	\$ 12,690,804	
July	\$ 11,974,154	July	\$ 15,372,712	July	\$ 16,522,568	July	\$ 13,194,814	
August	\$ 11,839,784	August	\$ 16,194,723	August	\$ 17,991,724	August	\$ 15,055,750	
September	\$ 12,775,498	September	\$ 15,392,249	September	\$ 17,245,774	September	\$ 14,495,930	
October	\$ 12,059,760	October	\$ 15,094,766	October	\$ 15,741,907	October	\$ 14,584,641	
November	\$ 11,719,974	November	\$ 14,662,671	November	\$ 14,835,809	November	\$ 13,414,844	
December	\$ 10,116,988	December	\$ 12,708,567	December	\$ 12,371,649	December		



IV. B

Park District of Oak Park
Voucher List for the Month of November
Presented to the Board of Commissioners
At their Meeting on December 17, 2020

Park District of Oak Park

FY 2020

AP ACCOUNT DISTRIBUTION BY ACCOUNT OPEN & PAID VOUCHERS

CHECK DATES 11/01/2020 TO 11/30/2020 PAY DATES 11/01/2020 TO 11/30/2020

BOTH ACCRUALS AND NON ACCRUALS

CHECK RUN 0 TO 2147483647

VOUCHER NUMBER	VENDOR	PO NUMBER	CHECK NUMBER	PAY DATE/ CHECK DATE	AMOUNT
10 CORPORATE FUND					
10-00-16-00060 PREPAID EXPENSE					
40946	IPRA ILLINOIS PARKS & RECREATION ASSOCI		509279	11/23/2020	264.00
40947	IPRA ILLINOIS PARKS & RECREATION ASSOCI		509279	11/23/2020	264.00
40954	IPRA ILLINOIS PARKS & RECREATION ASSOCI		509279	11/23/2020	264.00
					<u>792.00</u>
10-00-21-20109 IMRF WITHHOLDING					
40781	IMRF ILL MUNICIPAL RETIREMENT FUND		50265	11/06/2020	58,578.00
					<u>58,578.00</u>
10-00-21-20111 HEALTH INSURANCE SECTION 125					
40786	PDRMA PDRMA		50269	11/06/2020	10,875.58
					<u>10,875.58</u>
10-00-21-20114 UNION DUES					
40932	SEIU SEIU LOCAL 73		50368	11/25/2020	354.72
					<u>354.72</u>
10-00-21-20117 AFLAC SECTION 125					
40793	AFLAC AFLAC ATTN: REMITTANCE PROCESSI		50275	11/13/2020	252.66
					<u>252.66</u>
10-00-21-20118 AFLAC					
40793	AFLAC AFLAC ATTN: REMITTANCE PROCESSI		50275	11/13/2020	79.78
					<u>79.78</u>
10-00-21-20119 I LIFE					
40931	NCPERS NCPERS GROUP LIFE INSURANCE		50364	11/25/2020	12.00
					<u>12.00</u>
10-00-21-20120 ICMA WITHHELD					
40795	ICMA ICMA RETIREMENT TRUST		50304	11/13/2020	1,554.29
40930	ICMA ICMA RETIREMENT TRUST		50362	11/25/2020	1,401.23
					<u>2,955.52</u>
10-00-21-20131 ICMA ROTH IRA WITHHELD					
40795	ICMA ICMA RETIREMENT TRUST		50304	11/13/2020	198.31
40930	ICMA ICMA RETIREMENT TRUST		50362	11/25/2020	198.31
					<u>396.62</u>
10-00-21-20132 BRIGHT START PROGRAM					
40794	BRIGHTSTA BRIGHT START COLLEGE SAVING		50280	11/13/2020	100.00
40929	BRIGHTSTA BRIGHT START COLLEGE SAVING		50358	11/25/2020	100.00
					<u>200.00</u>
10-00-52-00200 LEGAL COUNSEL					
40891	ELROD ELROD FRIEDMAN LLP	20200841	50329	11/20/2020	1,307.00
					<u>1,307.00</u>
10-00-52-00203 OFFICE EQUIPMENT SERVICE					
40975	PITNEY PITNEY BOWES GLOBAL FINANCIAL		509298	11/23/2020	238.68
					<u>238.68</u>
10-00-52-00204 COMPUTER (IT) SERVICE					
40797	AMILIA AMILIA		50276	11/13/2020	2,051.38
40830	NOVEN NOVENTECH, INC	20200423	50310	11/13/2020	8,930.00
40831	NOVEN NOVENTECH, INC	20200423	50311	11/13/2020	6,267.50
40893	ADOBE ADOBE SYSTEMS, INC		509241	11/23/2020	461.05

Park District of Oak Park

FY 2020

AP ACCOUNT DISTRIBUTION BY ACCOUNT OPEN & PAID VOUCHERS

CHECK DATES 11/01/2020 TO 11/30/2020 PAY DATES 11/01/2020 TO 11/30/2020

BOTH ACCRUALS AND NON ACCRUALS

CHECK RUN 0 TO 2147483647

<u>VOUCHER NUMBER</u>	<u>VENDOR</u>	<u>PO NUMBER</u>	<u>CHECK NUMBER</u>	<u>PAY DATE/ CHECK DATE</u>	<u>AMOUNT</u>
10-00-52-00204	COMPUTER (IT) SERVICE				
40895	AMERIEAG AMERICAN EAGLE.COM		509248	11/23/2020	500.00
40901	ARCHIVE ARCHIVE SOCIAL, INC.		509251	11/23/2020	199.00
41015	VERI VERIZON WIRELESS		509318	11/23/2020	467.00
41028	BASECAMP BASECAMP-37 SIGNALS LTD		509254	11/23/2020	29.00
41029	MINDBODY MINDBODY INC		509289	11/23/2020	11.00
					<u>18,915.93</u>
10-00-52-00205	TOWNSHIP INTERVENTIONIST				
40833	OAKPKTWN OAK PARK-RIVER FOREST TOWN20200837		50313	11/13/2020	3,250.00
					<u>3,250.00</u>
10-00-52-00208	COPYING AND PRINTING- INTERNAL				
40924	DELAGE DE LAGE LANDEN PUBLIC FINANCE20200057		50361	11/25/2020	3,763.45
					<u>3,763.45</u>
10-00-52-00299	CONTRACTUAL SERVICES - OTHER				
40821	FLEX FLEXIBLE BENEFIT SERVICE CORP.	20200216	50300	11/13/2020	125.00
40835	PAYCOM PAYCOM PAYROLL, LLC		50315	11/13/2020	2,081.37
40836	PICKENS PICKENS-KANE BUSINESS SERVICE	20200260	50316	11/13/2020	85.00
40839	TIAABANK TIAA BANK	20200056	50318	11/13/2020	1,555.09
40927	PAYCOM PAYCOM PAYROLL, LLC		50366	11/25/2020	1,999.19
					<u>5,845.65</u>
10-00-52-00650	BANK SERVICE CHARGE				
40942	HUNTINGBK HUNTINGTON BANK		509277	11/23/2020	25.00
40942	HUNTINGBK HUNTINGTON BANK		509277	11/23/2020	25.00
40976	PLUNG PLUG N PAY		509299	11/23/2020	15.00
40976	PLUNG PLUG N PAY		509299	11/23/2020	15.00
					<u>80.00</u>
10-00-53-00300	OFFICE EXPENSE				
40938	GARVEY'S GARVEY'S OFFICE PRODUCTS		509273	11/23/2020	175.17
40938	GARVEY'S GARVEY'S OFFICE PRODUCTS		509273	11/23/2020	61.18
40968	OFFMAX OFFICE MAX		509292	11/23/2020	3.58
40968	OFFMAX OFFICE MAX		509292	11/23/2020	61.98
					<u>301.91</u>
10-00-53-00399	SUPPLIES - OTHER				
40938	GARVEY'S GARVEY'S OFFICE PRODUCTS		509273	11/23/2020	82.71
40938	GARVEY'S GARVEY'S OFFICE PRODUCTS		509273	11/23/2020	8.44
					<u>91.15</u>
10-00-56-00605	CONFERENCE AND TRAINING				
40939	GFOA GOVERMENT FINANCE OFFICERS ASSC		509274	11/23/2020	35.00
					<u>35.00</u>
10-00-56-00610	DUES AND SUBSCRIPTIONS				
40906	CHGOTRIB CHICAGO TRIBUNE MEDIA GROU		509259	11/23/2020	7.96
40994	SAM'S SAM'S CLUB DIRECT		509303	11/23/2020	45.00
					<u>52.96</u>
10-00-56-00620	ADMINISTRATIVE EXPENSE				
40945	GAREN GAREN HUDSON'S COMPANY		509272	11/23/2020	532.50
					<u>532.50</u>
10-00-56-00655	RECRUITMENT				

Park District of Oak Park

FY 2020

AP ACCOUNT DISTRIBUTION BY ACCOUNT OPEN & PAID VOUCHERS

CHECK DATES 11/01/2020 TO 11/30/2020 PAY DATES 11/01/2020 TO 11/30/2020

BOTH ACCRUALS AND NON ACCRUALS

CHECK RUN 0 TO 2147483647

VOUCHER NUMBER	VENDOR	PO NUMBER	CHECK NUMBER	PAY DATE/ CHECK DATE	AMOUNT
10-00-56-00655	RECRUITMENT				
40943	IPRA ILLINOIS PARKS & RECREATION ASSOCI		509279	11/23/2020	165.00
					<u>165.00</u>
10-00-58-00820	TELECOMMUNICATIONS				
41017	VERI VERIZON WIRELESS		509318	11/23/2020	947.84
					<u>947.84</u>
10-35-52-00260	PROPERTY REPAIR				
40866	YOUNA YOUNA MECHANICAL INC	20200825	50356	11/20/2020	690.00
					<u>690.00</u>
10-35-52-00299	CONTRACTUAL SERVICES - OTHER				
40782	ILLI ILLINI POWER PRODUCTS COMPANY	20200798	50264	11/06/2020	739.00
40834	PARV PARVIN-CLAUSS SIGN COMPANY INC	20200805	50314	11/13/2020	522.50
40860	SPANNUTH SPANNUTH BOILER COMPANY	20200830	50351	11/20/2020	240.00
					<u>1,501.50</u>
10-35-52-00650	BANK SERVICE CHARGE				
40801	CARDCONN CARD CONNECT		50282	11/13/2020	78.18
					<u>78.18</u>
10-35-53-00313	SUPPLIES - BUILDING MATERIALS				
41002	SOUTH SOUTH SIDE CONTROL SUPPLY CO.		509308	11/23/2020	1,878.08
					<u>1,878.08</u>
10-35-53-00340	SUPPLIES-HORTICULTURAL CONTROL				
40959	KOPPERT KOPPERT BIOLOGICAL SYSTEMS, I		509282	11/23/2020	58.56
40959	KOPPERT KOPPERT BIOLOGICAL SYSTEMS, I		509282	11/23/2020	59.37
40959	KOPPERT KOPPERT BIOLOGICAL SYSTEMS, I		509282	11/23/2020	59.37
40959	KOPPERT KOPPERT BIOLOGICAL SYSTEMS, I		509282	11/23/2020	59.44
					<u>236.74</u>
10-35-53-11100	GIFT SHOP				
40784	NETHER NETHERLAND BULB COMPANY	20200797	50267	11/06/2020	1,119.49
40900	AMAZ AMAZON.COM		509247	11/23/2020	20.97
40900	AMAZ AMAZON.COM		509247	11/23/2020	29.79
40957	JEWELS JEWEL - OSCO		509280	11/23/2020	48.00
					<u>1,218.25</u>
10-35-53-11105	CONSERVATORY SPECIAL EVENTS				
40913	CVS CVS PHARMACY		509263	11/23/2020	2.20
40935	DOLL DOLLARTREE		509265	11/23/2020	64.90
40971	PARCI PARTY CITY		509295	11/23/2020	59.96
41009	TELETRON TELETRON ACE HARDWARE		509313	11/23/2020	88.91
41010	HOME HOME DEPOT		509276	11/23/2020	16.40
41018	WALG WALGREENS CO.		509324	11/23/2020	45.90
41025	WALMART WALMART STORES, INC.		509325	11/23/2020	15.94
41025	WALMART WALMART STORES, INC.		509325	11/23/2020	46.99
41026	RENTOKIL ANDERSON PEST SOLUTIONS		509249	11/23/2020	131.85
					<u>473.05</u>
10-35-56-11100	GIFT SHOP - SALES TAX				
40825	ILLDEP ILLINOIS DEPT. OF REVENUE		50305	11/13/2020	46.00
					<u>46.00</u>
10-35-58-00800	ELECTRICITY				

Park District of Oak Park

FY 2020

AP ACCOUNT DISTRIBUTION BY ACCOUNT OPEN & PAID VOUCHERS

CHECK DATES 11/01/2020 TO 11/30/2020 PAY DATES 11/01/2020 TO 11/30/2020

BOTH ACCRUALS AND NON ACCRUALS

CHECK RUN 0 TO 2147483647

VOUCHER NUMBER	VENDOR	PO NUMBER	CHECK NUMBER	PAY DATE/ CHECK DATE	AMOUNT
10-35-58-00800	ELECTRICITY				
40806	COMED COMED	20200223	50289	11/13/2020	791.01
					<u>791.01</u>
10-35-58-00830	WATER				
40790	VILLWAT VILLAGE OF OAK PARK-WATER WA1	20200800	50272	11/06/2020	49.05
40790	VILLWAT VILLAGE OF OAK PARK-WATER WA1	20200800	50272	11/06/2020	88.29
41069	VILLWAT VILLAGE OF OAK PARK-WATER WA1		509323	11/23/2020	431.46
					<u>431.46</u>
					568.80
10-50-52-00260	PROPERTY REPAIR				
40822	GLASSDES GLASS DESIGN, INC.	20200816	50301	11/13/2020	644.98
40842	VILLFIN VILLAGE OF OAK PARK FINANCE	20200810	50321	11/13/2020	43.00
40846	YOUNA YOUNA MECHANICAL INC	20200808	50324	11/13/2020	460.00
40851	ANDERSONE SOUTH WEST INDUSTRIES, INC.	20200829	50326	11/20/2020	165.00
40854	MIDFENCE MIDWEST FENCE CORPORATION	20200824	50331	11/20/2020	1,340.00
40865	YOUNA YOUNA MECHANICAL INC	20200825	50356	11/20/2020	830.27
40894	ALADEC ALARM DETECTION SYSTEMS, INC.		509242	11/23/2020	288.00
40916	YOUNA YOUNA MECHANICAL INC	20200838	50371	11/25/2020	1,193.75
					<u>1,193.75</u>
					4,965.00
10-50-52-00270	LANDSCAPING SERVICE				
40817	DAVI DAVIS TREE CARE & LANDSCAPING INC	20200813	50298	11/13/2020	450.00
					<u>450.00</u>
10-50-52-00280	SCAVENGER SERVICE				
40845	WESTCOOK WEST COOK COUNTY SOLID WAS	20200811	50323	11/13/2020	451.02
40917	WESTCOOK WEST COOK COUNTY SOLID WAS	20200843	50370	11/25/2020	328.27
41021	WASTE WASTE MANAGEMENT CO.		509327	11/23/2020	150.27
41023	WASTE WASTE MANAGEMENT CO.		509327	11/23/2020	1,171.55
					<u>1,171.55</u>
					2,101.11
10-50-52-00285	PORTABLE RESTROOMS				
40996	SERV SERVICE SANITATION INC.		509305	11/23/2020	75.00
40996	SERV SERVICE SANITATION INC.		509305	11/23/2020	75.00
					<u>75.00</u>
					150.00
10-50-52-00650	BANK SERVICE CHARGE				
40801	CARDCONN CARD CONNECT		50282	11/13/2020	60.33
					<u>60.33</u>
10-50-53-00301	UNIFORMS				
40798	ARAMARK ARAMARK UNIFORMS	20200806	50277	11/13/2020	62.97
40919	ARAMARK ARAMARK UNIFORMS	20200844	50357	11/25/2020	292.77
40920	ARAMARK ARAMARK UNIFORMS	20200844	50357	11/25/2020	198.90
40960	LANDS LANDS END BUSINESS		509283	11/23/2020	182.33
41024	ARAMARK ARAMARK UNIFORMS		509250	11/23/2020	104.91
					<u>104.91</u>
					841.88
10-50-53-00310	SUPPLIES-PARKS				
40837	RUSSO RUSSO POWER EQUIPMENT	20200815	50317	11/13/2020	259.96
40838	RUSSO RUSSO POWER EQUIPMENT	20200815	50317	11/13/2020	129.98
40897	AMAZ AMAZON.COM		509247	11/23/2020	12.48
40897	AMAZ AMAZON.COM		509247	11/23/2020	25.65
40897	AMAZ AMAZON.COM		509247	11/23/2020	31.82
40897	AMAZ AMAZON.COM		509247	11/23/2020	233.78

Park District of Oak Park

FY 2020

AP ACCOUNT DISTRIBUTION BY ACCOUNT OPEN & PAID VOUCHERS

CHECK DATES 11/01/2020 TO 11/30/2020 PAY DATES 11/01/2020 TO 11/30/2020

BOTH ACCRUALS AND NON ACCRUALS

CHECK RUN 0 TO 2147483647

<u>VOUCHER NUMBER</u>	<u>VENDOR</u>	<u>PO NUMBER</u>	<u>CHECK NUMBER</u>	<u>PAY DATE/ CHECK DATE</u>	<u>AMOUNT</u>
10-50-53-00310 SUPPLIES-PARKS					
40897	AMAZ AMAZON.COM		509247	11/23/2020	19.50
40900	AMAZ AMAZON.COM		509247	11/23/2020	83.92
40900	AMAZ AMAZON.COM		509247	11/23/2020	24.98
40900	AMAZ AMAZON.COM		509247	11/23/2020	218.21
40912	CONNEXION CONNEXION		509262	11/23/2020	7,352.50
40941	GRAINGER GRAINGER, INC.		509275	11/23/2020	12.62
40999	SMARTSIGN A SMART SIGNS		509307	11/23/2020	95.55
41012	TROOP TROOP 20 BOY SCOUTS PETER FINN		509315	11/23/2020	211.00
41039	FELEX FELEX DESIGNS, INC.		509270	11/23/2020	50.00
					8,761.95
10-50-53-00311 SUPPLIES- CLEANING & HOUSEHOLD					
40840	ULINE ULINE INC	20200814	50319	11/13/2020	856.65
40843	WAREHOUS WAREHOUSE DIRECT OFFICE	20200809	50322	11/13/2020	869.80
40844	WAREHOUS WAREHOUSE DIRECT OFFICE	20200809	50322	11/13/2020	159.98
40861	ULINE ULINE INC	20200827	50354	11/20/2020	1,071.73
40862	WAREHOUS WAREHOUSE DIRECT OFFICE	20200831	50355	11/20/2020	372.42
40863	WAREHOUS WAREHOUSE DIRECT OFFICE	20200831	50355	11/20/2020	516.32
40864	WAREHOUS WAREHOUSE DIRECT OFFICE	20200831	50355	11/20/2020	404.97
41010	HOME HOME DEPOT		509276	11/23/2020	383.40
					4,635.27
10-50-53-00313 SUPPLIES - BUILDING MATERIALS					
40897	AMAZ AMAZON.COM		509247	11/23/2020	124.51
40900	AMAZ AMAZON.COM		509247	11/23/2020	139.23
40940	GRAINGER GRAINGER, INC.		509275	11/23/2020	54.80
40973	PELICAN PELICAN WIRELESS		509296	11/23/2020	15.00
40995	SCHAU SCHAUER'S HARDWARE		509304	11/23/2020	21.57
40995	SCHAU SCHAUER'S HARDWARE		509304	11/23/2020	101.67
40995	SCHAU SCHAUER'S HARDWARE		509304	11/23/2020	8.98
40995	SCHAU SCHAUER'S HARDWARE		509304	11/23/2020	8.54
40998	SHERWIN SHERWIN-WILLIAMS CO.		509306	11/23/2020	48.99
41000	SOUTH SOUTH SIDE CONTROL SUPPLY CO.		509308	11/23/2020	422.25
41001	SOUTH SOUTH SIDE CONTROL SUPPLY CO.		509308	11/23/2020	800.19
41001	SOUTH SOUTH SIDE CONTROL SUPPLY CO.		509308	11/23/2020	1,048.60
41010	HOME HOME DEPOT		509276	11/23/2020	5.16
41010	HOME HOME DEPOT		509276	11/23/2020	534.56
					3,334.05
10-50-53-00410 EQUIPMENT					
40853	KOMPAN KOMPAN, INC	20200832	50330	11/20/2020	1,850.00
40857	REIN REINDERS, INC	20200828	50349	11/20/2020	102.58
40858	REIN REINDERS, INC	20200828	50349	11/20/2020	249.89
40859	REIN REINDERS, INC	20200828	50349	11/20/2020	82.17
40897	AMAZ AMAZON.COM		509247	11/23/2020	337.36
40897	AMAZ AMAZON.COM		509247	11/23/2020	99.34
40897	AMAZ AMAZON.COM		509247	11/23/2020	112.38
40900	AMAZ AMAZON.COM		509247	11/23/2020	55.99
40903	BATTERIE BATTERIES PLUS HOLDING CORP		509255	11/23/2020	59.95
40903	BATTERIE BATTERIES PLUS HOLDING CORP		509255	11/23/2020	-18.00

Park District of Oak Park

FY 2020

AP ACCOUNT DISTRIBUTION BY ACCOUNT OPEN & PAID VOUCHERS

CHECK DATES 11/01/2020 TO 11/30/2020 PAY DATES 11/01/2020 TO 11/30/2020

BOTH ACCRUALS AND NON ACCRUALS

CHECK RUN 0 TO 2147483647

<u>VOUCHER NUMBER</u>	<u>VENDOR</u>	<u>PO NUMBER</u>	<u>CHECK NUMBER</u>	<u>PAY DATE/ CHECK DATE</u>	<u>AMOUNT</u>
10-50-53-00410	EQUIPMENT				
40977	RUSSO RUSSO POWER EQUIPMENT		509301	11/23/2020	106.75
					<u>3,038.41</u>
10-50-58-00800	ELECTRICITY				
40804	COMED COMED	20200222	50285	11/13/2020	93.48
40805	COMED COMED	20200222	50286	11/13/2020	26.67
40806	COMED COMED	20200223	50289	11/13/2020	2,457.58
40807	COMED COMED	20200221	50290	11/13/2020	1,080.15
40809	COMED COMED	20200212	50292	11/13/2020	140.46
40810	COMED COMED	20200211	50293	11/13/2020	59.08
40813	COMED COMED	20200210	50296	11/13/2020	26.58
40814	COMED COMED	20200222	50287	11/13/2020	632.62
40815	COMED COMED	20200222	50288	11/13/2020	100.71
40816	COMED DELI COMED DELIVERY SERVICES	20200213	50297	11/13/2020	110.78
40824	HUDSON HUDSON ENERGY - IL	20200214	50303	11/13/2020	208.15
					<u>4,936.26</u>
10-50-58-00810	NATURAL GAS				
40867	NICOR NICOR GAS	20200291	50332	11/20/2020	352.15
40868	NICOR NICOR GAS	20200292	50333	11/20/2020	424.33
40869	NICOR NICOR GAS	20200293	50339	11/20/2020	183.33
40870	NICOR NICOR GAS	20200294	50340	11/20/2020	281.65
40871	NICOR NICOR GAS	20200295	50341	11/20/2020	106.10
40876	NICOR NICOR GAS	20200296	50346	11/20/2020	171.98
40877	NICOR NICOR GAS	20200296	50334	11/20/2020	233.92
40878	NICOR NICOR GAS	20200261	50335	11/20/2020	142.49
40879	NICOR NICOR GAS	20200297	50336	11/20/2020	160.30
40880	NICOR NICOR GAS	20200298	50337	11/20/2020	224.44
40881	NICOR NICOR GAS	20200263	50338	11/20/2020	83.84
					<u>2,364.53</u>
10-50-58-00820	TELECOMMUNICATIONS				
40907	COMCAST COMCAST		509260	11/23/2020	108.35
40907	COMCAST COMCAST		509260	11/23/2020	108.35
40908	COMCAST COMCAST		509260	11/23/2020	138.40
					<u>355.10</u>
10-50-58-00830	WATER				
40789	VILLWAT VILLAGE OF OAK PARK-WATER WA1	20200801	50272	11/06/2020	559.17
40789	VILLWAT VILLAGE OF OAK PARK-WATER WA1	20200801	50272	11/06/2020	78.48
41040	VILLWAT VILLAGE OF OAK PARK-WATER WA1		509323	11/23/2020	5,163.96
41041	VILLWAT VILLAGE OF OAK PARK-WATER WA1		509323	11/23/2020	5,242.06
41042	VILLWAT VILLAGE OF OAK PARK-WATER WA1		509323	11/23/2020	10.00
41043	VILLWAT VILLAGE OF OAK PARK-WATER WA1		509323	11/23/2020	10.00
41044	VILLWAT VILLAGE OF OAK PARK-WATER WA1		509323	11/23/2020	73.86
41046	VILLWAT VILLAGE OF OAK PARK-WATER WA1		509323	11/23/2020	27.62
41047	VILLWAT VILLAGE OF OAK PARK-WATER WA1		509323	11/23/2020	235.63
41048	VILLWAT VILLAGE OF OAK PARK-WATER WA1		509323	11/23/2020	78.10
41049	VILLWAT VILLAGE OF OAK PARK-WATER WA1		509323	11/23/2020	15.00
41050	VILLWAT VILLAGE OF OAK PARK-WATER WA1		509323	11/23/2020	1,075.08
41051	VILLWAT VILLAGE OF OAK PARK-WATER WA1		509323	11/23/2020	15.00

Park District of Oak Park

FY 2020

AP ACCOUNT DISTRIBUTION BY ACCOUNT OPEN & PAID VOUCHERS

CHECK DATES 11/01/2020 TO 11/30/2020 PAY DATES 11/01/2020 TO 11/30/2020

BOTH ACCRUALS AND NON ACCRUALS

CHECK RUN 0 TO 2147483647

VOUCHER NUMBER	VENDOR	PO NUMBER	CHECK NUMBER	PAY DATE/ CHECK DATE	AMOUNT
10-50-58-00830 WATER					
41052	VILLWAT VILLAGE OF OAK PARK-WATER WA1		509323	11/23/2020	90.72
41053	VILLWAT VILLAGE OF OAK PARK-WATER WA1		509323	11/23/2020	1,731.75
41054	VILLWAT VILLAGE OF OAK PARK-WATER WA1		509323	11/23/2020	2,034.20
41055	VILLWAT VILLAGE OF OAK PARK-WATER WA1		509323	11/23/2020	5,365.88
41057	VILLWAT VILLAGE OF OAK PARK-WATER WA1		509323	11/23/2020	10.00
41058	VILLWAT VILLAGE OF OAK PARK-WATER WA1		509323	11/23/2020	809.61
41060	VILLWAT VILLAGE OF OAK PARK-WATER WA1		509323	11/23/2020	15.00
41063	VILLWAT VILLAGE OF OAK PARK-WATER WA1		509323	11/23/2020	839.04
41064	VILLWAT VILLAGE OF OAK PARK-WATER WA1		509323	11/23/2020	78.10
41065	VILLWAT VILLAGE OF OAK PARK-WATER WA1		509323	11/23/2020	618.14
41066	VILLWAT VILLAGE OF OAK PARK-WATER WA1		509323	11/23/2020	103.34
41067	VILLWAT VILLAGE OF OAK PARK-WATER WA1		509323	11/23/2020	24.81
41070	VILLWAT VILLAGE OF OAK PARK-WATER WA1		509323	11/23/2020	1,352.72
41071	VILLWAT VILLAGE OF OAK PARK-WATER WA1		509323	11/23/2020	10.00
41072	VILLWAT VILLAGE OF OAK PARK-WATER WA1		509323	11/23/2020	431.46
41074	VILLWAT VILLAGE OF OAK PARK-WATER WA1		509323	11/23/2020	10.00
41075	VILLWAT VILLAGE OF OAK PARK-WATER WA1		509323	11/23/2020	10.00
41076	VILLWAT VILLAGE OF OAK PARK-WATER WA1		509323	11/23/2020	40.24
41077	VILLWAT VILLAGE OF OAK PARK-WATER WA1		509323	11/23/2020	15.00
41078	VILLWAT VILLAGE OF OAK PARK-WATER WA1		509323	11/23/2020	128.58
41079	VILLWAT VILLAGE OF OAK PARK-WATER WA1		509323	11/23/2020	42.62
41080	VILLWAT VILLAGE OF OAK PARK-WATER WA1		509323	11/23/2020	115.05
41081	VILLWAT VILLAGE OF OAK PARK-WATER WA1		509323	11/23/2020	92.25
					26,552.47
FUND 10 TOTAL					180,051.92
16 LIABILITY					
16-00-52-00514 EMPLOYEE SCREENINGS					
40855	OCCUPHEAL OCCUPATIONAL HEALTH CENTE	20200839	50347	11/20/2020	70.50
40886	PROTECT PROTECT YOUTH SPORTS PRIORITY		509300	11/23/2020	1,336.75
					1,407.25
16-00-53-00350 RISK CARE MANAGEMENT					
40900	AMAZ AMAZON.COM		509247	11/23/2020	255.00
40923	STAPLES STAPLES BUSINESS ADVANTAGE	20200848	50369	11/25/2020	179.39
40928	STAPLES STAPLES BUSINESS ADVANTAGE	20200851	50369	11/25/2020	5,248.47
40928	STAPLES STAPLES BUSINESS ADVANTAGE	20200851	50369	11/25/2020	-328.03
					5,354.83
FUND 16 TOTAL					6,762.08
20 RECREATION					
20-00-16-00060 PREPAID EXPENSE					
40951	IPRA ILLINOIS PARKS & RECREATION ASSOCI		509279	11/23/2020	97.00
40955	IPRA ILLINOIS PARKS & RECREATION ASSOCI		509279	11/23/2020	264.00
40956	IPRA ILLINOIS PARKS & RECREATION ASSOCI		509279	11/23/2020	264.00
					625.00
20-00-21-20135 REFUNDS DUE					
40792	HOLZER ELISABETH HOLZER		50263	11/06/2020	1,244.00
40890	CHRISTOU THEA CHRISTOU		50352	11/20/2020	500.00

Park District of Oak Park

FY 2020

AP ACCOUNT DISTRIBUTION BY ACCOUNT OPEN & PAID VOUCHERS

CHECK DATES 11/01/2020 TO 11/30/2020 PAY DATES 11/01/2020 TO 11/30/2020

BOTH ACCRUALS AND NON ACCRUALS

CHECK RUN 0 TO 2147483647

<u>VOUCHER NUMBER</u>	<u>VENDOR</u>	<u>PO NUMBER</u>	<u>CHECK NUMBER</u>	<u>PAY DATE/ CHECK DATE</u>	<u>AMOUNT</u>
20-00-21-20135	REFUNDS DUE				
40915	NUNGARAY TIFFYANY NUNGARAY		50365	11/25/2020	43.00
					<u>1,787.00</u>
20-00-56-00610	DUES AND SUBSCRIPTIONS				
40777	DOCNET DOCNETWORK, INC.	20200802	50259	11/06/2020	20.00
					<u>20.00</u>
20-00-56-00615	EMPLOYEE TRAVEL REIMBURSEMENT				
40783	LOSZACH MIKE LOSZACH		50266	11/06/2020	15.12
					<u>15.12</u>
20-00-56-09999	NON-RESIDENT FEE EXPENSE				
40922	RIVERPARK RIVER FOREST PARK DISTRICT	20200847	50367	11/25/2020	1,625.00
					<u>1,625.00</u>
20-00-58-00820	TELECOMMUNICATIONS				
40852	CALLONE CALLONE	20200227	50328	11/20/2020	7,696.59
					<u>7,696.59</u>
20-05-52-00209	Copying and Printing - External				
41013	UBERFLIP UBERFLIP		509316	11/23/2020	19.95
					<u>19.95</u>
20-05-52-00221	Brochure				
41013	UBERFLIP UBERFLIP		509316	11/23/2020	19.95
					<u>19.95</u>
20-05-56-00222	Marketing				
40905	CAPSULE CAPSULCRM.COM ZESTIA		509257	11/23/2020	54.00
41016	VILLFIN VILLAGE OF OAK PARK FINANCE		509319	11/23/2020	30.00
41031	DROPBOX DROPBOX INC.		509266	11/23/2020	45.00
41032	FACEBOOK FACEBOOK		509268	11/23/2020	42.80
41032	FACEBOOK FACEBOOK		509268	11/23/2020	7.04
					<u>178.84</u>
20-05-56-00605	CONFERENCE AND TRAINING				
41034	IAPD ILLINOIS ASSOCIATION OF PARK DISTRI		509278	11/23/2020	205.00
					<u>205.00</u>
20-25-52-00650	BANK SERVICE CHARGE				
40801	CARDCONN CARD CONNECT		50282	11/13/2020	88.78
					<u>88.78</u>
20-25-52-13050	FITNESS EXERCISE				
40961	LESMILLS LES MILLS UNITED STATES TRADI		509284	11/23/2020	186.00
					<u>186.00</u>
20-25-52-13170	MARTIAL ARTS PROGRAMS				
40832	OAKPKAIK OAK PARK AIKIKAI, INC DEBORA.20200823		50312	11/13/2020	148.92
					<u>148.92</u>
20-25-53-13050	FITNESS EXERCISE				
40900	AMAZ AMAZON.COM		509247	11/23/2020	19.48
					<u>19.48</u>
20-26-52-00650	BANK SERVICE CHARGE				
40801	CARDCONN CARD CONNECT		50282	11/13/2020	180.72
					<u>180.72</u>
20-26-52-13870	YOUTH SPORTS CLINICS				

Park District of Oak Park

FY 2020

AP ACCOUNT DISTRIBUTION BY ACCOUNT OPEN & PAID VOUCHERS

CHECK DATES 11/01/2020 TO 11/30/2020 PAY DATES 11/01/2020 TO 11/30/2020

BOTH ACCRUALS AND NON ACCRUALS

CHECK RUN 0 TO 2147483647

<u>VOUCHER NUMBER</u>	<u>VENDOR</u>	<u>PO NUMBER</u>	<u>CHECK NUMBER</u>	<u>PAY DATE/ CHECK DATE</u>	<u>AMOUNT</u>
20-26-52-13870 YOUTH SPORTS CLINICS					
40775	CHGOFIRE CHICAGO FIRE SOCCER LLC	20200795	50257	11/06/2020	5,812.10
40780	FINDLAY MURRAY FINDLAY	20200792	50262	11/06/2020	4,032.00
40785	OPYB OAK PARK YOUTH BASEBALL / SOFTB	20200790	50268	11/06/2020	907.50
40788	RISEFIELD RISE FIELD HOCKEY EVENTS INC	20200794	50271	11/06/2020	19,350.00
40796	1000WATTS 1000 WATTS SPORTS	20200804	50274	11/13/2020	10,610.25
					40,711.85
20-27-52-00650 BANK SERVICE CHARGE					
40801	CARDCONN CARD CONNECT		50282	11/13/2020	50.43
					50.43
20-29-52-00650 BANK SERVICE CHARGE					
40801	CARDCONN CARD CONNECT		50282	11/13/2020	28.59
					28.59
20-61-52-00650 BANK SERVICE CHARGE					
40801	CARDCONN CARD CONNECT		50282	11/13/2020	1,335.54
					1,335.54
20-61-52-12340 SPECIAL INTEREST PROGRAMS					
40803	CHESS FAMBRO MANAGEMENT LLC	20200818	50284	11/13/2020	616.00
40926	CHESS FAMBRO MANAGEMENT LLC	20200850	50359	11/25/2020	476.00
40937	FANTASTFA FANTASTIC FANTASY		509269	11/23/2020	375.00
					1,467.00
20-61-53-12000 FRANK LLOYD WRIGHT RACE					
40899	AMAZ AMAZON.COM		509247	11/23/2020	22.99
40899	AMAZ AMAZON.COM		509247	11/23/2020	24.00
40900	AMAZ AMAZON.COM		509247	11/23/2020	13.83
40900	AMAZ AMAZON.COM		509247	11/23/2020	18.18
					79.00
20-61-53-12040 AFTERSCHOOL PROGRAMS					
40934	DOLL DOLLARTREE		509265	11/23/2020	44.00
40974	PETESFR PETE'S FRESH MARKET ROOSEVELT		509297	11/23/2020	39.00
41008	TARGET TARGET STORES, INC		509312	11/23/2020	8.80
41008	TARGET TARGET STORES, INC		509312	11/23/2020	35.37
41030	DOLL DOLLARTREE		509265	11/23/2020	12.00
41033	FIVE FIVE BELOW		509271	11/23/2020	25.00
41038	SALLY'S SALLY'S BEAUTY SUPPLIES		509302	11/23/2020	3.19
					167.36
20-61-53-12340 SPECIAL INTEREST PROGRAMS					
40899	AMAZ AMAZON.COM		509247	11/23/2020	70.02
					70.02
20-61-53-12350 NATURE AND ADVENTURE PROGRAMS					
40965	MICH MICHAELS STORE		509288	11/23/2020	22.05
40969	OTCBRANDS OTC BRANDS INC		509293	11/23/2020	232.90
40972	PARCI PARTY CITY		509295	11/23/2020	162.86
41030	DOLL DOLLARTREE		509265	11/23/2020	6.00
41030	DOLL DOLLARTREE		509265	11/23/2020	14.00
41030	DOLL DOLLARTREE		509265	11/23/2020	6.00
					443.81
20-62-52-00650 BANK SERVICE CHARGE					

Park District of Oak Park

FY 2020

AP ACCOUNT DISTRIBUTION BY ACCOUNT OPEN & PAID VOUCHERS

CHECK DATES 11/01/2020 TO 11/30/2020 PAY DATES 11/01/2020 TO 11/30/2020

BOTH ACCRUALS AND NON ACCRUALS

CHECK RUN 0 TO 2147483647

<u>VOUCHER NUMBER</u>	<u>VENDOR</u>	<u>PO NUMBER</u>	<u>CHECK NUMBER</u>	<u>PAY DATE/ CHECK DATE</u>	<u>AMOUNT</u>
20-62-52-00650	BANK SERVICE CHARGE				
40801	CARDCONN CARD CONNECT		50282	11/13/2020	178.09
					<u>178.09</u>
20-62-52-12390	SCAW WORKSHOP				
40828	MARTINEZP PAMELA A. MARTINEZ	20200817	50308	11/13/2020	200.00
					<u>200.00</u>
20-62-52-12610	DANCE PROGRAMS				
40887	TULLY CATHERINE TULLY	20200840	50353	11/20/2020	319.54
					<u>319.54</u>
20-62-53-12450	CERAMICS				
41003	CERAM CERAMIC SUPPLY CHICAGO		509258	11/23/2020	82.70
					<u>82.70</u>
20-62-53-12610	DANCE PROGRAMS				
40899	AMAZ AMAZON.COM		509247	11/23/2020	55.55
40899	AMAZ AMAZON.COM		509247	11/23/2020	55.93
40958	JIFFY JIFFYSHIRTS.COM		509281	11/23/2020	29.60
41008	TARGET TARGET STORES, INC		509312	11/23/2020	79.64
					<u>220.72</u>
20-63-52-00650	BANK SERVICE CHARGE				
40801	CARDCONN CARD CONNECT		50282	11/13/2020	519.53
					<u>519.53</u>
20-63-53-12700	PRESCHOOL				
40896	ALDI ALDI STORE		509243	11/23/2020	19.96
40899	AMAZ AMAZON.COM		509247	11/23/2020	19.96
40899	AMAZ AMAZON.COM		509247	11/23/2020	13.61
40933	DOLL DOLLARTREE		509265	11/23/2020	7.00
40933	DOLL DOLLARTREE		509265	11/23/2020	25.00
40933	DOLL DOLLARTREE		509265	11/23/2020	20.00
40933	DOLL DOLLARTREE		509265	11/23/2020	1.00
40965	MICH MICHAELS STORE		509288	11/23/2020	1.78
41006	STAPLES STAPLES BUSINESS ADVANTAGE		509310	11/23/2020	8.99
41006	STAPLES STAPLES BUSINESS ADVANTAGE		509310	11/23/2020	9.99
41006	STAPLES STAPLES BUSINESS ADVANTAGE		509310	11/23/2020	24.85
41011	TRADER TRADER JOES		509314	11/23/2020	8.47
41011	TRADER TRADER JOES		509314	11/23/2020	19.04
41025	WALMART WALMART STORES, INC.		509325	11/23/2020	21.24
41037	PARKING PARKING		509294	11/23/2020	3.00
41037	PARKING PARKING		509294	11/23/2020	3.00
41037	PARKING PARKING		509294	11/23/2020	5.00
41037	PARKING PARKING		509294	11/23/2020	2.00
					<u>213.89</u>
20-63-53-12720	PLAYSCHOOL				
40899	AMAZ AMAZON.COM		509247	11/23/2020	28.44
40962	LITTLETIK THE LITTLE TIKES CO.		509285	11/23/2020	5.98
40968	OFFMAX OFFICE MAX		509292	11/23/2020	4.13
41014	UNIQUE UNIQUE PRODUCTS & SERVICE CORI		509317	11/23/2020	16.97
					<u>55.52</u>

Park District of Oak Park

FY 2020

AP ACCOUNT DISTRIBUTION BY ACCOUNT OPEN & PAID VOUCHERS

CHECK DATES 11/01/2020 TO 11/30/2020 PAY DATES 11/01/2020 TO 11/30/2020

BOTH ACCRUALS AND NON ACCRUALS

CHECK RUN 0 TO 2147483647

VOUCHER NUMBER	VENDOR	PO NUMBER	CHECK NUMBER	PAY DATE/ CHECK DATE	AMOUNT
FUND 20 TOTAL					58,959.94
21 MUSEUM					
21-00-52-00260	PROPERTY REPAIR				
40847	YOUNA YOUNA MECHANICAL INC	20200808	50324	11/13/2020	460.00
					460.00
21-00-52-00299	CONTRACTUAL SERVICES - OTHER				
40889	ATWOOD PATRICIA H. ATWOOD	20200842	50327	11/20/2020	2,800.00
					2,800.00
21-00-53-00313	SUPPLIES - BUILDING MATERIALS				
40900	AMAZ AMAZON.COM		509247	11/23/2020	13.86
40900	AMAZ AMAZON.COM		509247	11/23/2020	80.16
40904	BEDBATH BED BATH AND BEYOND		509256	11/23/2020	85.39
40963	LOWES LOWES		509286	11/23/2020	127.64
40995	SCHAU SCHAUER'S HARDWARE		509304	11/23/2020	12.60
40995	SCHAU SCHAUER'S HARDWARE		509304	11/23/2020	30.12
40995	SCHAU SCHAUER'S HARDWARE		509304	11/23/2020	11.31
40995	SCHAU SCHAUER'S HARDWARE		509304	11/23/2020	43.81
40995	SCHAU SCHAUER'S HARDWARE		509304	11/23/2020	8.54
41008	TARGET TARGET STORES, INC		509312	11/23/2020	205.11
41010	HOME HOME DEPOT		509276	11/23/2020	40.10
					658.64
21-00-58-00800	ELECTRICITY				
40806	COMED COMED	20200223	50289	11/13/2020	223.22
					223.22
21-00-58-00810	NATURAL GAS				
40874	NICOR NICOR GAS	20200305	50344	11/20/2020	404.45
					404.45
21-00-58-00830	WATER				
41073	VILLWAT VILLAGE OF OAK PARK-WATER WA1		509323	11/23/2020	15.00
					15.00
FUND 21 TOTAL					4,561.31
25 SPECIAL FACILITIES					
25-00-16-00060	PREPAID EXPENSE				
40800	BIGGYM BIG GYMNASSTICS, INC.	20200821	50279	11/13/2020	3,645.00
40826	LEGELITE LEGACY ELITE GYMNASSTICS LLC	20200819	50306	11/13/2020	1,150.00
40827	LIBERTY LIBERTYVILLE GYMNASSTICS ACAD	20200822	50307	11/13/2020	3,375.00
40827	LIBERTY LIBERTYVILLE GYMNASSTICS ACAD	20200822	50307	11/13/2020	180.00
40829	NIGBC NIGBC	20200820	50309	11/13/2020	2,660.00
40829	NIGBC NIGBC	20200820	50309	11/13/2020	680.00
40921	NAPERGYMN NAPERVILLE GYMNASSTICS CLU	20200846	50363	11/25/2020	2,650.00
40949	IPRA ILLINOIS PARKS & RECREATION ASSOCI		509279	11/23/2020	264.00
40950	IPRA ILLINOIS PARKS & RECREATION ASSOCI		509279	11/23/2020	264.00
40952	IPRA ILLINOIS PARKS & RECREATION ASSOCI		509279	11/23/2020	264.00
40953	IPRA ILLINOIS PARKS & RECREATION ASSOCI		509279	11/23/2020	264.00
					15,396.00
25-00-56-00605	CONFERENCE AND TRAINING				
40944	IAPD ILLINOIS ASSOCIATION OF PARK DISTRI		509278	11/23/2020	6.00

Park District of Oak Park

FY 2020

AP ACCOUNT DISTRIBUTION BY ACCOUNT OPEN & PAID VOUCHERS

CHECK DATES 11/01/2020 TO 11/30/2020 PAY DATES 11/01/2020 TO 11/30/2020

BOTH ACCRUALS AND NON ACCRUALS

CHECK RUN 0 TO 2147483647

<u>VOUCHER NUMBER</u>	<u>VENDOR</u>	<u>PO NUMBER</u>	<u>CHECK NUMBER</u>	<u>PAY DATE/ CHECK DATE</u>	<u>AMOUNT</u>
					6.00
25-00-56-00610	DUES AND SUBSCRIPTIONS				
41027	ZOOM ZOOM.US		509329	11/23/2020	7.49
					7.49
25-00-58-00820	TELECOMMUNICATIONS				
40909	COMCAST COMCAST		509260	11/23/2020	143.35
40909	COMCAST COMCAST		509260	11/23/2020	143.35
40910	COMCAST COMCAST		509260	11/23/2020	143.40
					430.10
25-19-52-00650	BANK SERVICE CHARGE				
40801	CARDCONN CARD CONNECT		50282	11/13/2020	454.08
					454.08
25-20-52-00650	BANK SERVICE CHARGE				
40801	CARDCONN CARD CONNECT		50282	11/13/2020	808.69
					808.69
25-20-53-00320	MISCELLANEOUS SUPPLIES				
40899	AMAZ AMAZON.COM		509247	11/23/2020	28.48
					28.48
25-20-53-11980	RINK SPECIAL EVENTS				
40967	MICH MICHAELS STORE		509288	11/23/2020	29.35
40970	PARCI PARTY CITY		509295	11/23/2020	9.99
41025	WALMART WALMART STORES, INC.		509325	11/23/2020	106.84
					146.18
25-20-53-11990	RINK CAMP				
40899	AMAZ AMAZON.COM		509247	11/23/2020	28.98
40914	DISCOUNT DISCOUNT SCHOOL SUPPLY		509264	11/23/2020	28.18
41027	ZOOM ZOOM.US		509329	11/23/2020	7.49
					64.65
25-20-56-00646	SKATE SHOP SUPPLIES				
40882	A&RSPORTS A&R SPORTS		509253	11/23/2020	303.59
40899	AMAZ AMAZON.COM		509247	11/23/2020	31.82
40902	ARRHOC ARROW HOCKEY AND SPORTS CORP		509252	11/23/2020	75.29
					410.70
25-24-52-00650	BANK SERVICE CHARGE				
40801	CARDCONN CARD CONNECT		50282	11/13/2020	1,051.07
					1,051.07
25-24-53-00301	UNIFORMS				
41004	ZENSAH ZENSAH COMPRESSION		509328	11/23/2020	52.00
					52.00
25-24-53-11270	TEAM GYMNASTICS				
40936	ELITE ELITE SPORTSWEAR, L.P.		509267	11/23/2020	219.90
					219.90
25-24-56-00610	DUES AND SUBSCRIPTIONS				
40883	AMATEUR AMATEUR ATHLETIC UNION USA II		509244	11/23/2020	30.00
40884	AMATEUR AMATEUR ATHLETIC UNION USA II		509244	11/23/2020	16.00
40885	AMATEUR AMATEUR ATHLETIC UNION USA II		509244	11/23/2020	16.00
					62.00

Park District of Oak Park

FY 2020

AP ACCOUNT DISTRIBUTION BY ACCOUNT OPEN & PAID VOUCHERS

CHECK DATES 11/01/2020 TO 11/30/2020 PAY DATES 11/01/2020 TO 11/30/2020

BOTH ACCRUALS AND NON ACCRUALS

CHECK RUN 0 TO 2147483647

VOUCHER NUMBER	VENDOR	PO NUMBER	CHECK NUMBER	PAY DATE/ CHECK DATE	AMOUNT
25-24-56-00675	SALES TAX				
40825	ILLDEP ILLINOIS DEPT. OF REVENUE		50305	11/13/2020	19.00
					<u>19.00</u>
25-50-52-00261	PROPERTY REPAIR - POOL				
40799	ARROW ARROW LOCKSMITH SERVICE	20200835	50278	11/13/2020	97.00
					<u>97.00</u>
25-50-52-00262	PROPERTY REPAIR - RINK				
40778	DUALTEMP DUAL TEMP ILLINOIS INC	20200045	50260	11/06/2020	602.00
40818	DUALTEMP DUAL TEMP ILLINOIS INC	20200834	50299	11/13/2020	1,489.85
40819	DUALTEMP DUAL TEMP ILLINOIS INC	20200045	50299	11/13/2020	602.00
40820	DUALTEMP DUAL TEMP ILLINOIS INC	20200833	50299	11/13/2020	306.00
					<u>2,999.85</u>
25-50-52-00301	CONTRACTUAL SERVICES- OTHER - RINK				
41036	MOOD MOOD MEDIA NO AMERICA HOLDING		509291	11/23/2020	26.95
					<u>26.95</u>
25-50-52-00650	BANK SERVICE CHARGE				
40801	CARDCONN CARD CONNECT		50282	11/13/2020	13.86
					<u>13.86</u>
25-50-53-00301	UNIFORMS				
40776	DEMERY DEACON DEMERY		50258	11/06/2020	239.99
40776	DEMERY DEACON DEMERY		50258	11/06/2020	160.01
					<u>400.00</u>
25-50-53-00314	SUPPLIES- BUILDING MATERIALS - POOL				
40964	MENARDS MENARD'S		509287	11/23/2020	20.23
40995	SCHAU SCHAUER'S HARDWARE		509304	11/23/2020	1.49
40997	SHERWIN SHERWIN-WILLIAMS CO.		509306	11/23/2020	265.58
40998	SHERWIN SHERWIN-WILLIAMS CO.		509306	11/23/2020	12.40
40998	SHERWIN SHERWIN-WILLIAMS CO.		509306	11/23/2020	52.49
41010	HOME HOME DEPOT		509276	11/23/2020	-55.00
41010	HOME HOME DEPOT		509276	11/23/2020	-17.97
41010	HOME HOME DEPOT		509276	11/23/2020	34.49
					<u>313.71</u>
25-50-53-00315	SUPPLIES - CLEANING&HOUSEHOLD - RIN				
40802	CASELOTS CASE LOTS INCORPORATED	20200836	50283	11/13/2020	346.90
41010	HOME HOME DEPOT		509276	11/23/2020	-14.97
					<u>331.93</u>
25-50-53-00316	SUPPLIES - BUILDING MATERIALS - RIN				
40823	GRAINGER GRAINGER, INC.	20200803	50302	11/13/2020	22.75
40964	MENARDS MENARD'S		509287	11/23/2020	6.96
					<u>29.71</u>
25-50-53-00317	SUPPLIES-CLEANING & HOUSEHOLD - GRC				
40791	WAREHOUS WAREHOUSE DIRECT OFFICE	20200799	50273	11/06/2020	531.07
41019	WAREHOUS WAREHOUSE DIRECT OFFICE		509326	11/23/2020	531.07
					<u>1,062.14</u>
25-50-53-00318	SUPPLIES- BUILDING MATERIALS - GRC				
41010	HOME HOME DEPOT		509276	11/23/2020	107.83
					<u>107.83</u>

Park District of Oak Park

FY 2020

AP ACCOUNT DISTRIBUTION BY ACCOUNT OPEN & PAID VOUCHERS

CHECK DATES 11/01/2020 TO 11/30/2020 PAY DATES 11/01/2020 TO 11/30/2020

BOTH ACCRUALS AND NON ACCRUALS

CHECK RUN 0 TO 2147483647

VOUCHER NUMBER	VENDOR	PO NUMBER	CHECK NUMBER	PAY DATE/ CHECK DATE	AMOUNT
25-50-53-00319 41035	MISC SUPPLIES - DOG PARKS MODITY MODITY INC.		509290	11/23/2020	61.48 <u>61.48</u>
25-50-53-00335 40779	FUELS AND LUBRICANTS FERRELL FERRELLGAS	20200042	50261	11/06/2020	100.63 <u>100.63</u>
25-50-53-00502 40933	EQUIPMENT OTHER - GRC DOLL DOLLARTREE		509265	11/23/2020	21.00 <u>21.00</u>
25-50-56-00610 41027	DUES AND SUBSCRIPTIONS ZOOM ZOOM.US		509329	11/23/2020	7.49 <u>7.49</u>
25-50-58-00801 40811	REHM ELECTRICITY COMED COMED	20200220	50294	11/13/2020	384.72 <u>384.72</u>
25-50-58-00802 40787	RIDGELAND ELECTRICITY REALGY REALGY LLC	20200224	50270	11/06/2020	7,763.12 <u>7,763.12</u>
25-50-58-00803 40812 40911	GYMNASTICS ELECTRICITY COMED COMED COMED COMED	20200217	50295 509261	11/13/2020 11/23/2020	1,283.26 1,968.11 <u>3,251.37</u>
25-50-58-00812 40873	RIDGELAND NATURAL GAS NICOR NICOR GAS	20200304	50343	11/20/2020	2,126.29 <u>2,126.29</u>
25-50-58-00813 40875	GYMNASTICS NATURAL GAS NICOR NICOR GAS	20200306	50345	11/20/2020	358.93 <u>358.93</u>
25-50-58-00831 41045 41061 41068	REHM WATER VILLWAT VILLAGE OF OAK PARK-WATER WA1 VILLWAT VILLAGE OF OAK PARK-WATER WA1 VILLWAT VILLAGE OF OAK PARK-WATER WA1		509323 509323 509323	11/23/2020 11/23/2020 11/23/2020	15.00 40.24 1,201.28 <u>1,256.52</u>
25-50-58-00832 41056	RIDGELAND WATER VILLWAT VILLAGE OF OAK PARK-WATER WA1		509323	11/23/2020	1,382.96 <u>1,382.96</u>
25-50-58-00833 41020 41022 41062	GYMNASTICS WATER WASTE WASTE MANAGEMENT CO. WASTE WASTE MANAGEMENT CO. VILLWAT VILLAGE OF OAK PARK-WATER WA1		509327 509327 509323	11/23/2020 11/23/2020 11/23/2020	80.67 222.25 52.86 <u>355.78</u>
25-57-52-00650 40801	BANK SERVICE CHARGE CARDCONN CARD CONNECT		50282	11/13/2020	22.45 <u>22.45</u>
FUND 25 TOTAL					<u>41,632.06</u>

50 INSURANCE FUND

Park District of Oak Park

FY 2020

AP ACCOUNT DISTRIBUTION BY ACCOUNT OPEN & PAID VOUCHERS

CHECK DATES 11/01/2020 TO 11/30/2020 PAY DATES 11/01/2020 TO 11/30/2020

BOTH ACCRUALS AND NON ACCRUALS

CHECK RUN 0 TO 2147483647

<u>VOUCHER NUMBER</u>	<u>VENDOR</u>	<u>PO NUMBER</u>	<u>CHECK NUMBER</u>	<u>PAY DATE/ CHECK DATE</u>	<u>AMOUNT</u>
50-00-21-20112	LIFE INSURANCE 125 K				
40786	PDRMA PDRMA		50269	11/06/2020	618.26
					<u>618.26</u>
50-00-55-00550	HEALTH INSURANCE - PPO				
40786	PDRMA PDRMA		50269	11/06/2020	557.23
40786	PDRMA PDRMA		50269	11/06/2020	43,613.83
					<u>44,171.06</u>
50-00-55-00551	HEALTH INSURANCE - HMO				
40786	PDRMA PDRMA		50269	11/06/2020	14,208.66
					<u>14,208.66</u>
50-00-55-00552	LIFE INSURANCE				
40786	PDRMA PDRMA		50269	11/06/2020	454.50
					<u>454.50</u>
50-00-55-00553	DENTAL INSURANCE				
40786	PDRMA PDRMA		50269	11/06/2020	2,849.23
					<u>2,849.23</u>
50-00-55-00554	EMPLOYEE ASSISTANCE PROGRAM				
40786	PDRMA PDRMA		50269	11/06/2020	158.40
					<u>158.40</u>
50-00-55-00557	VISION INSURANCE				
40786	PDRMA PDRMA		50269	11/06/2020	955.71
					<u>955.71</u>
50-00-56-00600	EMPLOYEE WELLNESS PROGRAM				
40925	COSTCO COSTCO	20200849	50360	11/25/2020	594.91
					<u>594.91</u>
					<u>64,010.73</u>
					FUND 50 TOTAL
70 CAPITAL PROJECTS					
70-20-72-70150	REHM MASTER PLAN IMPROVEMENTS				
40850	ALTA ALTAMANU, INC.	20200826	50325	11/20/2020	750.72
					<u>750.72</u>
70-20-72-70200	REHM BUILDING IMPROVEMENTS				
40892	SCHAEF SCHAEFGES BROTHERS, INC.	20200779	50350	11/20/2020	9,450.00
					<u>9,450.00</u>
70-79-72-70100	CRC SITE PLAN				
40888	PERKINS PERKINS & WILL, INC.	20200845	50348	11/20/2020	221,925.60
					<u>221,925.60</u>
					<u>232,126.32</u>
					FUND 70 TOTAL
85 CHENEY MANSION					
85-00-16-00060	PREPAID EXPENSE				
40948	IPRA ILLINOIS PARKS & RECREATION ASSOCI		509279	11/23/2020	279.00
					<u>279.00</u>
85-00-52-00275	CUSTODIAL SERVICES				
40841	UNIFIRST UNIFIRST CORPORATION	20200166	50320	11/13/2020	87.78
					<u>87.78</u>
85-00-52-00299	CONTRACTUAL SERVICES - OTHER				
41005	SPOTIFY SPOTIFY		509309	11/23/2020	9.99

Park District of Oak Park

FY 2020

AP ACCOUNT DISTRIBUTION BY ACCOUNT OPEN & PAID VOUCHERS

CHECK DATES 11/01/2020 TO 11/30/2020 PAY DATES 11/01/2020 TO 11/30/2020

BOTH ACCRUALS AND NON ACCRUALS

CHECK RUN 0 TO 2147483647

<u>VOUCHER NUMBER</u>	<u>VENDOR</u>	<u>PO NUMBER</u>	<u>CHECK NUMBER</u>	<u>PAY DATE/ CHECK DATE</u>	<u>AMOUNT</u>
					9.99
85-00-52-00650	BANK SERVICE CHARGE				
40801	CARDCONN CARD CONNECT		50282	11/13/2020	197.50
					197.50
85-00-53-11155	HOLIDAY EVENTS				
40966	MICH MICHAELS STORE		509288	11/23/2020	159.97
					159.97
85-00-53-11185	CHENEY ADULT PROGRAMS				
41007	STAR STARSHIP CATERING		509311	11/23/2020	340.05
					340.05
85-00-58-00800	ELECTRICITY				
40806	COMED COMED	20200223	50289	11/13/2020	224.68
40808	COMED COMED	20200200	50291	11/13/2020	40.49
					265.17
85-00-58-00810	NATURAL GAS				
40872	NICOR NICOR GAS	20200303	50342	11/20/2020	369.13
					369.13
85-00-58-00830	WATER				
41059	VILLWAT VILLAGE OF OAK PARK-WATER WA1		509323	11/23/2020	1,120.56
					1,120.56
					2,829.15
					590,933.51
					590,933.51
					2,829.15
					590,933.51

FUND 85 TOTAL

GRAND TOTAL

Accounts Payable

Corporate Fund	\$	180,051.92
IMRF Fund	\$	-
Liability Fund	\$	6,762.08
Audit Fund	\$	-
Recreation Fund	\$	58,959.94
Museum Fund	\$	4,561.31
Special Recreation Fund	\$	-
Special Facilities Fund	\$	41,632.06
Insurance Fund	\$	64,010.73
Capital Projects	\$	232,126.32
Cheney Mansion Fund	\$	2,829.15
Memorial Trust	\$	-
TOTAL	\$	590,933.51

To the Executive Director,

The Payment of the above listed accounts has been approved by the Board of Commissioners at their meeting held December 17, 2020

And you are hereby authorized to pay them from the appropriate funds.

(Treasurer)

(Secretary)

Commissioner



**Park District of Oak Park
Special Board Meeting
Held Virtually Via Zoom Meeting**

Thursday, November 5, 2020

Minutes

The meeting was called to order at 7:37pm.

I. Roll Call

Present: Commissioners Porreca, Wick, Wollmuth and Worley-Hood. Commissioner Lentz was absent.

Park District Staff present: Jan Arnold, Executive Director; Mitch Bowlin, Director of Finance. Paula Bickel, Human Resource Director; and Karen Gruszka, Executive Assistant attend electronically.

Others Present: None.

II. Approval of Agenda: Commissioner Wollmuth moved and Commissioner Worley-Hood seconded the approval of the agenda.

Public Comment: None

III. New Business

1. IGA Care Grant

Commissioner Porreca moved and Commissioner Wollmuth seconded for the Board to approve the IGA Care Grant. Executive Director Arnold reminded the Board that Cook County received approximately \$429 million from the US Treasury from the CARES Act. Local Government are eligible to receive this funding for direct expenses related to the coronavirus. Cook County has chosen to allocate \$51 million of this relief among municipalities. The PDOP applied for the CARES Act for the amount of \$17,318.79; for costs calculated for the cleaning products, electrostatic sprayers, PPE, etc. that was purchased at the start of the coronavirus. **The motion passed with a roll call vote of 4:0.**

VII. Closed Session - None

VIII. Adjournment

At 7:40p.m. Commissioner Wollmuth moved and Commissioner Porreca seconded to adjourn the Special Meeting. **Motion carried in a roll call vote.**

Secretary
Board of Park Commissioners

December 17, 2020
Date

President
Board of Park Commissioners

December 17, 2020
Date



**Park District of Oak Park
Committee of the Whole
Held Virtually Via Zoom Meeting**

Thursday, November 5, 2020

Minutes

The meeting was called to order at 7:40pm.

I. Roll Call

Present: Commissioners Porreca, Wick, Wollmuth, Worley-Hood were in attendance, and President Lentz joined the call at 7:43.

Park District Staff present: Jan Arnold, Executive Director; and Mitch Bowlin, Director of Finance. Chris Lindgren, Superintendent of Parks and Planning; Paula Bickel, Director of Human Resources; and Karen Gruszka, Executive Assistant, attended electronically.

Others Present: None

II. Public Comment: None

III. Public Hearing - Tax Levy

Public Comment – None

Discussion of Property Tax Increase

Executive Director Arnold stated the Board must annually approve a property tax levy ordinance and file it with the county. The tax year levy PTELL limit is CPI of 2.3%. In the past, the PDOP has increased the tax levy equal to the CPI plus an additional 1.5% to ensure capture of all new property and to help offset the increases to minimum wage. Due to the economic climate with the coronavirus, the PDOP will take a tax levy increase of 1.5%; 0.8% lower than the full CPI and 2.3% lower than the traditional formula for tax increases. This will be an increase of \$2.37 per \$100,000 of home value and again, the Park District will not be increasing program fees. With no public comments and the Board all in agreement, Commissioner Wollmuth moved and Commissioner Porreca seconded the adjournment of the Public Hearing on the Tax Levy. **Hearing adjourned by a rollcall vote 5:0.**

IV. Parks and Planning Committee

A. Environmental and Sustainability Advisory Committee Application – Caroline Marinoff

The Environmental and Sustainability Advisory Committee is actively looking for members. Caroline Marinoff submitted an application to join the Environmental Sustainability Advisory Committee. She attended and participated in a meeting. She has worked for public and non-profit organizations for the past 15 years and is an avid bicyclist. **This item will be brought to the Board for approval at the November Regular Board Meeting under the consent agenda.**

VI. Administration and Finance Committee

A. 2020 Tax Year Levy – Abatement Ordinance for 2019 Bond

Executive Director Arnold informed the Board that when the Park District announced the issuing of park bonds, it did so stating that there would not be a property tax increase to pay for the bonds. In order for the Park District to keep this pledge, it needs to adopt an annual property tax abatement ordinance that eliminates the property tax levy to be collected for payment on the General Obligation

Park Bonds (Alternative Revenue Source) Series 2019. The abated amount for 2020 tax year is \$301,400. Commissioner Lentz confirmed with Executive Director Arnold that these funds do not include funds within the budget. **This will come before the Board on the consent agenda at the November Regular Board Meeting.**

B. 2020 Tax Year Levy – Abatement Ordinance for 2020 Bonds

The Board was reminded that the bonds were issued stating that there would not be a property tax increase to pay for them, and that this ordinance was the same as the Abatement Ordinance for the 2019 Bonds. The abated amount for 2020 tax year is \$1,321,300. **This will come before the Board on the consent agenda at the November Regular Board Meeting.**

C. Budget and Appropriation Ordinance 2020-11-04.

The Budget and Appropriation Ordinance has been put on the table to make it available for the public for 30 days, after being discussed thoroughly at two budget meetings. There will be a Budget and Appropriation hearing held at the beginning of the Regular Board Meeting. Executive Director Arnold reminded the Board that the budget and appropriation ordinance is 15% higher than the working budget to provide staff flexibility between lines. However, staff from a funding standpoint works off the working budget. Upon adoption, it will be filed with the County Clerk. **This will come before the Board on the Regular agenda at the November Regular Board Meeting.**

D. Working Budget – Department Goals

Executive Director Arnold reminded the Board that two budget meetings were held this year; from those meetings, this working document was created and will be used for the goals that are tied into the budget and will help staff to make operational decisions. **This will come before the Board on the consent agenda at the November Regular Board Meeting.**

E. Administrative Policy Manual Review

The Administration Policy Manual had only one change which added the Child Care Discount information onto the existing scholarship policy. The Board was reminded that the Administrative Policy Manual will be brought to them annually with updates if any, along with any new legal information for best practices. **This will come before the Board on the consent agenda at the November Regular Board Meeting.**

F. Personnel Policy Manual Review

The Personnel Manual had no substantive changes. Commissioner Wick asked if there was a policy for working from home which staff were required to do during the beginning of the pandemic. Paula Bickel, Human Resource Director, stated that they don't have a work from home policy due to the nature of our business as a service industry that requires staff in person, but that we are currently handling case by case to reasonably and fairly accommodate working from home when possible. Executive Director Arnold added that the PDOP follows the FFCRA temporary work from home child care protocols. Commissioner Wick also questioned if the PDOP had a policy on political dress code in the work place? Paula said that it was not specifically called out. Executive Director said that political dress code information would be addressed in the Personnel Policy for Board approval. **This will come before the Board on the consent agenda at the November Regular Board Meeting.**

G. Board Policy Manual Review

The Board Policy Manual is reviewed annually with minimal changes made to it this year, which included language added to forms and verbiage for cleaning supplies to meet CDC requirements for sanitizing and definition, symptoms, and prevention of Coronavirus was added to the Blood Borne Pathogens and Infectious Diseases Policy. Commissioner Wick asked if Covid screenings specifically had a policy and was informed that no, it is treated the same as HIV and as other infectious diseases. **This will come before the Board on the consent agenda at the November Regular Board Meeting.**

I. Crisis Manual Review

The Board was reminded that the Crisis Manual will be brought to them annually with updates for their review. There were no material changes to the manual, only updated names and numbers in the call sheets. Commissioner Wick asked if IAPD was needed to be contacted with a crises and was informed that PDRMA was contacted as our risk provider. **This will come before the Board on the consent agenda at the November Regular Board Meeting.**

J. Credentials Certificate for 2020 IAPD Annual Meeting

On a yearly basis, the IAPD hosts its annual meeting in conjunction with the IPRA Conference. In 2021, it will be held virtually, January 28-30, 2021. Commissioner Wick will be the delegate at the IAPD meeting in January and Commissioner Lentz will be the alternate. Commissioner Wick stated that he has attended this meeting in the past because he likes to make sure the Park District of Oak Park have an attendance there as well as he is interested in becoming part of the IPRA Conference Committee. **This will come before the Board on the consent agenda at the November Regular Board Meeting.**

V. Recreation and Facility Program Committee

A. Park District Community Committee Application – Suzen Riley

The Park District Community Committee (PDCC) is actively looking for members. Suzen Riley submitted an application to join the PDCC. Suzen is a para-athlete and has been involved in numerous local and regional commissions and committees and offers a unique perspective to the committee. **This item will be brought to the Board for approval at the November Regular Board Meeting under the consent agenda.**

VII. New Business - None

VIII. Closed Session – None

IX. Adjournment

At 8:07p.m. Commissioner Wollmuth motioned to adjourn and Commissioner Lentz seconded. A roll call vote was taken to adjourn the Committee of the Whole. **Motion carried in a roll call vote.**

Secretary
Board of Park Commissioners

December 17, 2020
Date

President
Board of Park Commissioners

December 17, 2020
Date



**PARK DISTRICT
of OAK PARK**

**Park District of Oak Park
Regular Board Meeting
Hedges Administrative Center
Via Zoom Meeting
Thursday, November 19, 2020, at 7:30pm**

Minutes

The meeting was called to order at 7:35pm.

I. ROLL CALL

Present: Commissioners Worley-Hood, Wollmuth, Porreca, Wick, and President Lentz attended virtually.

Park District Staff Present: Jan Arnold, Executive Director; Mitch Bowlin, Director of Finance; Chris Lindgren, Superintendent of Parks and Planning; and Karen Gruszka, Executive Assistant attended virtually.

Others Present: None.

II. APPROVAL OF AGENDA

A motion was made to approve the agenda. **The motion was passed by a roll call vote of 5:0.**

III. VISITOR/PUBLIC COMMENTS – None

IV. PUBLIC HEARING – Statutory Budget & Appropriation

Public Comments for Budget & Appropriation Hearing: None

Discussion of Statutory Budget & Appropriation

Jan Arnold, Executive Director, reminded the Board the Budget and Appropriation Ordinance sets the legal spending authority for the District. The appropriation amount is 15% more and sets the legal spending limits to provide flexibility against individual budgets presented in October. Highlights from the budget include: Rehm Park update, the Gold Medal, and Pleasant Home's installation of geothermal. The 2021 budget was prepared as if we are in phase IV, but if a vaccine becomes available and programming restrictions are lifted a budget amendment may be necessary. **The Hearing adjourned by a roll call vote 5:0.**

V. CONSENT AGENDA

A motion was made by Commissioner Porreca and seconded by Commissioner Wick to approve the Consent Agenda, which includes the Cash and Investment Summary and Warrants and Bills for the month of October, 2020; approval of minutes from the Committee of the Whole Meeting, October 1, 2020, Budget Meeting, October 8, 2020, Budget Meeting October 15, 2020, and the Regular Board Meeting, October 22, 2020; approval of Closed Session Minutes, October 1, 2020; approval 2020 Tax Year Levy – Abatement Ordinance 2020-11-02 for 2019 Bond; approval 2020 Tax Year Levy Abatement Ordinance 2020-11-03 for 2020 Bond; approval of Working Budget – Department Goals; approval of the Administrative Policy Manual; approval of the Personnel Policy Manual; approval of the Board Policy Manual; approval of the Safety Policy Manual; approval of the Crisis & Communication Manual; approval ESAC Application – Caroline Marinoff; approval PDCC Application – Suzen Riley; approval of the 2021 Committee and Board Meeting Calendar; and approval of the IAPD Annual Meeting Credentials Certificate. **The motion passed with a roll call vote of 5:0.**

VI. STAFF REPORTS

A. Director's Report

Jan Arnold, Executive Director, reminded the Board that we went into a program pause as of last Saturday. The state started a 14-day rolling pause effective tomorrow, attempting to get the numbers below 12% average for three days straight. We will continue to monitor and if it is safe to open, we will open up December 4, back to tier 2, allowing 10 people. This will require us to make some adjustments to our programs due to the fact they had more enrollment than would be allowed in tier 2. We have had virtual programs launched as well as the ice rink and gymnastics both running virtual programs along with virtual zoom preschool to engage our community. The Winter Market is doing wonderfully. They've reordered inventory twice as it looks like everyone is decorating. The Christmas tree lot in Rehm is getting ready to sell trees the Friday after Thanksgiving and is a great partnership; they will point people to the conservatory if they are looking for garland or wreath needs. We received news of a grant for \$421,500 from the state; we are in contact with Senator Harmon's office who will be doing a press release on the project. As stated by Chris Lindgren at the All Staff Meeting today, he noted that we will be able to heat and cool Pleasant Home for the same utility price we are now paying just to heat it with the geothermal installed. She wished everyone a safe and happy Thanksgiving.

B. Division Managers' Reports (Updates & Information): No questions asked.

C. Revenue/Expense Status Report: No questions asked.

VI. OLD BUSINESS

A. Recreation and Facility Program Committee - None

B. Parks and Planning Committee - None

C. Administration and Finance Committee

1. **2020 Tax Levy Ordinance 2020-11-01**

Commissioner Porreca moved and Commissioner Wick seconded that the Park Board of Commissioners approve the 2020 Tax Levy Ordinance 2020-11-01.

Executive Director Arnold reminded the Board that CPI for this year is 2.3% and we will be taking 1.5% which will equate to about \$2.37 per \$100,000. The 1.5% increase will take our tax levy to \$10,775,676 which is an approximate \$150,000 increase from 2019's levy. Again the minimum wage will be a driver and go up again in the fall. She thanked Mitch and Illiana for their work on the budget and tax levy to prepare to give to you over the past two months. The Board had no questions after the two budget meetings and the hearings. **The motion passed by a roll call vote 5:0.**

2. **2021 Budget and Appropriation Ordinance 2020-11-05**

Commissioner Porreca moved and Commissioner Wick seconded that the Park Board of Commissioners approve the Budget and Appropriation Ordinance 2020-11-05. The Executive Director reminded the Board, as discussed earlier during the hearing, the Budget and Appropriation Ordinance provides for a 15% increase to allow for unforeseen changes within budget lines. The Board had no further questions from the Hearing. Upon adoption, it will be filed with the County Clerk. **The motion passed by a roll call vote 5:0**

VII. NEW BUSINESS: None

VIII. COMMISSIONERS' COMMENTS

- **Commissioner Wollmuth** – Attended the CRC virtual meeting and felt it was an excellent presentation and showed how the District was digging into the possibility of some substantial energy efficiency upgrades that could be funded through grants. And although we will not be able to get to a net zero building as we did with the Carroll Center, the committee is stretching and pushing to take it as far as we can. He suggested if you did not get a chance to attend the virtual meeting to please watch the video to catch all the information. AYSO had a meeting he was unable to attend but will attend the next one. He was able to get out to the tennis courts in Taylor Park today and five out of the six courts were busy with all ages, levels, and equity enjoying the nice day, and stated, 'it was great to see'.

- **Commissioner Worley-Hood** – Attended the CRC meeting as well and felt it really gave the residents something to wrap their heads around with the plans and the next stage to get it built. Pleasant Home Foundation has hired a part-time person for eight hours week and they were just finishing the plans on their fundraiser when the 14-day shutdown happened. They are excited for their museum on the second floor with all their displays and are looking forward to their tours. He wanted to acknowledge how incredible this agency has handled the shutdowns and is so happy to be a part of the Park District and is grateful for the amazing job they have done during this continually changing time.
- **Commissioner Porreca** – Wanted to reiterate how appreciative she is of the Park District and staff for our agility shown. She knows that we may get push back from residents when we close things but it is the right thing to do. She attended the WSSRA meeting. Maryanne is also doing a great job as well bringing in new partners with Veterans which just makes the partnership an even stronger organization.
- **Commissioner Wick** – Wanted to thank Illiana and Mitch for all their work on the budgets this year with all the challenges. He is sorry to see Diane announce her retirement! He stated congrats on the museum grant. He attended the FOPCON meeting which had a vibrant discussion, they will meet again in December and have a new member then. The virtual IGOV meeting is this Saturday and they are still planning on a candidate forum in January. As he has been out getting his signatures, he has heard many good things about the Park District.
- **Commissioner Lentz** – Said she is impressed with the services we are providing our residents while being safe! She also wanted to thank Mitch and Illiana for making such an understandable budget for all to understand and which allows her to vote with such confidence. Great news to hear about the museum grant which also gives hope to the possibility of a PARC grant which would be a great help to the CRC.

IX. CLOSED SESSION - None

X. ADJOURNMENT

At 8:04pm the Regular Board meeting was adjourned. **The motion passed with a roll call vote 5:0.**

Secretary
Board of Park Commissioners

December 17, 2020
Date

President
Board of Park Commissioners

December 17, 2020
Date



Memo



To: Commissioner Chris Wollmuth, Chair
Recreation & Facility Program Committee

From: Maureen McCarthy, Superintendent of Recreation

CC: Jan Arnold, Executive Director

Date: December 8, 2020

Re: PACT Facility Use License Agreements for 2021

Statement

In 2011, the Park District of Oak Park created and introduced a Facility Use and Allocation Management Program titled PACT, which was launched in 2012. This acronym refers to the four organizational levels within the program: Partner, Associate, Companion, and Tenant. The program is intended to establish a fair, equitable, and cost-effective system in which to manage the reservation, allocation, and use of Park District facilities by user groups and organizations requesting facility access. In 2016, the program was reviewed and in 2017, changes to the way organizations pay for space was changed to a system where fields are paid for by the hour rather than flat fees based on the number of participants.

Discussion

All 2021 PACT applications received have been processed, and each organization has been contacted with their designated placement level based on PACT program compliance criteria. Groups classified at the Partner, Associate and Companion levels have been provided their Facility Use License Agreements for execution. Tenant level groups are not required to enter into a Facility Use License Agreement but instead receive a rental discount off normal rates for the year. Facility Use License Agreements are designed to outline the responsibilities, requirements, privileges and expectations of both the PACT participating organization and the Park District. All groups were notified that agreements are being placed before the Board for review in December. Some groups have provided executed agreements, others are still in the process of reviewing and discussion, and some have been denied entry as a result of their inability to meet core compliance criteria. Please see the following information which identifies the organizations that applied and are eligible for the PACT program along with their placement level and status. As a result, most but not all PACT agreements are ready for Park Board consideration.

In Packet

Fenwick High School

Troop 20

Oak Park River Forest Ultimate Organization

Partner

Partner

Companion

*Ascension

*St. Giles

*Sandlot

Partner

Partner

Companion

*Waiting for signed agreement from PACT Group

Not In Packet due to 3-Year Signed Agreement 2020-2022

AYSO

OPYBS

Chicago Edge

East Ave Lacrosse

OPRF Alliance

OPTA

Pony

Windmills

Associate

Associate

Companion

Companion

Companion

Companion

Companion

Companion

Conclusion

The Recreation & Facility Program Committee recommends that the Board approve all the PACT Facility Use License Agreements provided and fully executed. Staff will be in attendance at the meeting to review the PACT program applications, level classifications and proposed agreements as well as to answer any questions of the Board. Please note that we will submit the Agreements that we are waiting for signatures from at the January 2021 meeting.

Attachment: Fenwick

Troop 20

Oak Park River Forest Ultimate Organization

PARK DISTRICT OF OAK PARK

FACILITY USE LICENSE AGREEMENT WITH FENWICK HIGH SCHOOL

THIS AGREEMENT (the "*Agreement*") is made and entered into as of January 1, 2021 (the "*Effective Date*") between the Park District of Oak Park, an Illinois park district, (the "*Park District*") and Fenwick High School ("*Fenwick*");

WHEREAS, the Park District has a program called PACT (Partner, Associate, Companion, Tenant) for the efficient, cost-effective, and fair allocation and scheduling of its facilities among many organizations and for the sharing of facilities with certain partners; and

WHEREAS, Fenwick and the Park District desire to enter as partners into this Agreement for the sharing of certain facilities for their programs;

NOW, THEREFORE, the Park District and Fenwick agree as follows:

SECTION 1. SHARED FACILITIES AND SERVICES

The Park District will share certain of its play fields with Fenwick as stated in Appendix A attached to and by this reference incorporated into this Agreement, and Fenwick will share the pool and other space at its school building with the Park District also as stated in Appendix A (collectively the "*Shared Facilities*"). In addition, the Park District and Fenwick also will provide supporting services as stated in Appendix A ("*Supporting Services*"). The Park District and Fenwick may modify the list of Shared Facilities and Supporting Services from time to time in writing, without formal amendment of this Agreement.

SECTION 2. USE OF SHARED FACILITIES

A. Requests in Writing. The Park District and Fenwick each may use the other's Shared Facilities and Services as stated in Appendix A. In addition, each party may request from time to time, in writing, additional use of a Shared Facility of the other party (an "*Additional Use*").

B. Responses to Requests. All requests will be answered in writing within 10 working days after receipt. A host party may decline a request for an Additional Use at its discretion, but the parties will endeavor to allow an Additional Use whenever reasonably possible.

C. Cancellation of Approved Event or Program. Each party will endeavor not to cancel or postpone the use by the other party of a Shared Facility that is stated in Appendix A or that has been approved as an Additional Use. The host party, in the case of a conflict or other circumstance that cannot reasonably be resolved, may cancel or postpone the other party's use of

a Shared Facility on 72-hours written notice or, if 72-hours written notice is impractical, then as much advance notice as possible. The host party will cooperate with the other party to relocate or reschedule the affected program.

D. Compliance with Policies, Ordinances, and Procedures. Each party and its staff members and participants must comply with all applicable rules and policies of the host party relating to conduct and use of the Shared Facility.

E. Normal Maintenance. Each party will undertake all normal and routine maintenance of its own facilities at no cost to the other party. In the case of an outdoor Park District facility, the Park District will undertake normal maintenance but in some cases will have the assistance of Fenwick to perform limited routine maintenance resulting from the intended use (such as field preparation).

F. Clean-Up of Debris. The guest party is responsible for cleaning up litter and debris generated as a direct result of the guest party's use of a Shared Facility. Ascension must adopt and follow sound environmental practices, including, among other measures, encouraging use of reusable water and juice containers and other waste reduction measures and proper disposal of recyclable products. The Park District also expects support and communication to your participants of the Carry In – Carry Out program to reduce waste in the parks.

G. Reasonable Care. Each time a guest party uses a Shared Facility, the guest party will take reasonable care to prevent damage to, or unusual wear and tear to, that facility, including without limitation damage or unusual wear and tear to turf, materials, and equipment.

H. Repairs. The guest party will promptly repair at its expense, or pay the host party for the repair, of any damage or unusual wear and tear to a Shared Facility, including without limitation turf, materials, and equipment, caused by the guest party's use, which repair will be undertaken at a time and in a manner agreed to by the parties.

I. Responsibility for Own Personnel. Each District will be fully and solely responsible for its own employees, contracted services, and other agents including without limitation responsibility for supervision, direction, compensation, insurance, risk, liability, and claims.

SECTION 3. GENERAL LIABILITY INSURANCE

A. General Standard. Each party will provide its standard insurance coverage for its facilities. Each guest party will be responsible for procuring any additional insurance coverage it desires for its events and programs using the facilities, materials, equipment, or supplies of the host party.

B. Commercial General Liability Insurance. Each party will keep in force commercial general liability insurance specifically including bodily injury, personal injury and property damage with limits of not less than \$1,000,000 per occurrence, written on an occurrence basis and times naming the other party as an additional insured.

C. Certificates of Insurance; Notice. Each party will furnish to the other party certificates or other suitable evidence of the insurance and coverage in place as required in this Section, including the requirement of a 30-day notice of any cancellation or any reduction in limits.

SECTION 4. INDEMNITY

A. Indemnity by Park District. The Park District will indemnify, defend, and save and hold harmless Fenwick and its officers, officials, volunteers, employees, and agents from any and all liability, damage, cost, expense, cause of action, suits, claims, or judgments resulting from injury to person or property of others on a Fenwick facility that arises out of any act or omission of the Park District, including its officials, officers, employees, volunteers, agents, invitees, guests, and patrons. Fenwick agrees that, in the event any claim is asserted or any action brought to recover any such damage, Fenwick will give immediate notice thereof in writing to the Park District and will cooperate in the investigation and defense of any such claim or action, and that the handling and settlement of any such action will be performed and concluded by the Park District. Fenwick agrees to notify the Park District in writing within five business days and by telephone immediately after Fenwick receives any such complaint or claim. The delivery of written notification will include a copy of all pleadings if a complaint is filed or of all correspondence and exhibits if a claim is filed.

B. Indemnity by Fenwick. Fenwick will indemnify, defend, and save and hold harmless the Park District and its officers, officials, volunteers, employees, and agents from any and all liability, damage, cost, expense, cause of action, suits, claims, or judgments resulting from injury to person or property of others on a Park District facility that arises out of any act or omission of Fenwick, including its officials, officers, employees, volunteers, agents, invitees, guests, and patrons. The Park District agrees that, in the event any claim is asserted or any action brought to recover any such damage, the Park District will give immediate notice thereof in writing to Fenwick and will cooperate in the investigation and defense of any such claim or action, and that the handling and settlement of any such action will be performed and concluded by Fenwick. The Park District agrees to notify Fenwick in writing within five business days and by telephone immediately after the Park District receives any such complaint or claim. The delivery of written notification will include a copy of all pleadings if a complaint is filed or of all correspondence and exhibits if a claim is filed.

C. Assertion of Defenses. The insurer of the party providing the indemnification will be allowed to raise, on behalf of the indemnified party, any and all defenses statutory or common law to a claim or action that the indemnified party might have raised, including but not limited to any defense provided by the Illinois Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1-101 *et seq.*

SECTION 5. GENERAL PROVISIONS

A. Term. This Agreement is a term commencing on the Effective Date and expiring on December 31, 2021 (the "*Term*"). The parties may extend the Term of this Agreement one or more time for a total length of time not exceeding two additional years by signing a written determination to do so at any time before the expiration of the current Term.

B. Assignment Prohibited. Neither party may assign any right, privilege, duty, or responsibility established in this Agreement at any time except only with the prior written consent of the other party.

C. Termination. Either party may terminate this Agreement on 120 days written notice to the other party, except that this Agreement may not be terminated in a manner that unreasonably interferes with the completion of a program of finite a term within a Shared

Facility and, if necessary, the term of this Agreement as it applies to that Shared Facility will be extended to accommodate the conclusion of that program.

E. Entire Agreement. This Agreement constitutes the entire agreement between the parties as to the matters stated in this Agreement and supersedes any and all prior agreements and negotiations between the parties related to those matters, whether written or oral.

F. Amendments and Modifications. Except as specifically provided in this Agreement for Appendix A, this Agreement may not be amended or modified in any way except in writing and approved and executed by the Park District and Fenwick.

G. No Waiver, Enforcement. The failure by a party to insist on strict performance of any covenant, warranty, or condition or to enforce any of its rights under this Agreement in any instance may not be construed as a waiver in any subsequent insistence on strict performance or enforcement.

H. No Third-Party Beneficiaries. This Agreement is entered into solely for the benefit of the Park District and Fenwick, and nothing in this Agreement is intended to provide any right or benefit of any kind whatsoever to any person or entity other than the Park District and Fenwick.

I. Illinois Law Applies. This Agreement will be governed by the laws of the State of Illinois.

WHEREFORE, the Park District and Fenwick have caused this Agreement to be executed by their duly authorized representatives as of the Effective Date.

Park District of Oak Park

By: _____
President

Date: _____

Fenwick High School

By: Scott T. Scott Thies
Printed name: Scott Thies
Title: Athletic Director

Date: 10/22/20

APPENDIX A
SHARED FACILITIES
AND SUPPORTING SERVICES

Park District Play Fields and Tennis Courts; Services

Baseball field	Requests taken in December and final schedule in February.
March – May	M-F afterschool hours as well as various game slots on Saturdays
Tennis Courts:	Spring/Summer: Requests taken in December, final schedule in February Fall: Requests taken in April and final schedule in June
March - May	Tennis Courts – Weekdays after school hours
June – July	Tennis Courts M-TH for camps
August – October	Tennis Courts – afterschool and occasional Saturday

Total number of hours is to be determined. Eligible for three (3) hours of field space for every one (1) hour of indoor space provided to PDOP; Seven (7) hours on a court for every one (1) hour of indoor space.

Fenwick will:

- Report any poor conditions before a ball field or tennis court is used via PDOP Maintenance Request system (<http://webrequests.pdop.org>)
- Purchase up to two tennis sets (net with stiffening rods and center strap) annually, depending on need (brand to be specified by PDOP).
- Confine all match play at permitted courts/fields.
- Reserve courts with the Superintendent of Recreation or his or her designee at the Park District.
- The Park District also expects support and communication to your participants of the Carry In – Carry Out program to reduce waste in the parks.

The Park District will:

- Respond to submitted Maintenance Requests in a timely manner.
- Provide a notification sign to display notifying members of the public that they may use one of the courts regardless of Fenwick's presence.

Fenwick Facilities and Services

Lawless Gymnasium:

January – December

Wednesdays	7:00 – 9:00 PM
Saturdays	4:00 – 7:00 PM

Fenwick auditorium foyer and possibly classrooms for dance recital

One weekend in early May consisting of:
Friday Evening 3:30PM – 8:00PM
and Saturday 9:00AM-3:00PM

Fenwick services:

- The Park District may post information with the desk / facility attendants and on the main entrances to the school building announcing any schedule changes.
- AED and communication equipment will be provided for emergency use.
- If Fenwick becomes aware of a scheduling conflict, they will inform PDOP of said conflict at least two weeks in advance.

The Park District will:

- Provide staff to guide participants to the gym area.
- Provide a staff member inside the gymnasium to ensure that all participants are conducting themselves in a safe manner.
- Leave the facility reasonably neat and clean at the conclusion of Open Gym.

**A PARTNERSHIP AGREEMENT
BETWEEN THE PARK DISTRICT OF OAK PARK
AND TROOP 20 SCOUTS
FOR EXCHANGE OF USE OF PARK DISTRICT FACILITIES
AND TROOP 20 VOLUNTEER SUPPORT SERVICES**

THIS AGREEMENT (this "*Agreement*") is made and entered into as of January 1, 2021, (the "*Effective Date*") between the Park District of Oak Park, an Illinois park district, (the "*Park District*") and Troop 20 Scouts ("*Troop 20*"); and

WHEREAS, the Park District has a program called PACT (Partner, Associate, Companion, Tenant) for the efficient, cost-effective, and fair allocation and scheduling of its facilities among many organizations and for the sharing of facilities with certain partners; and

WHEREAS, Troop 20 and the Park District desire to exchange volunteer services from Troop 20 and facilities use from the Park District;

NOW, THEREFORE, the Park District and Troop 20 agree as follows:

Section 1. Exchange of Facilities Use and Volunteer Services

The Park District will allow Troop 20 to use certain of the Park District's play fields and buildings ("*PD Facilities*") at certain times, as stated in Appendix A attached to and by this reference incorporated into this Agreement ("*Approved Uses*"), and Troop 20 will provide volunteer support services to the Park District as stated in Appendix A ("*Volunteer Support Services*"). The Park District and Troop 20 may modify the Approved Uses of PD Facilities and the Volunteer Support Services from time to time in writing, without formal amendment of this Agreement.

Section 2. Troop 20 Requests for Additional Use of PD Facilities

A. Requests. When Troop 20 desires to use a PD Facility in addition to the Approved Uses, then Troop 20 must make a request for that additional use to the Park District in writing addressed to the Superintendent of Recreation. The Park District will respond to each request in writing within 10 working days after receipt.

B. Cancellation of Approved Event. The Park District may need to postpone or cancel an approved use by Troop 20 of a play field. The Park District will endeavor not to postpone or cancel the Approved Use and will give 72-hours written notice or, if 72-hours written notice is impractical, then as much advance notice as possible of a postponement or cancelation. The Park District will cooperate with Troop 20 to relocate or reschedule the affected Approved Use.

Section 3. General Standards for Facilities Use

A. Compliance with Policies, Ordinances, and Procedures. Troop 20 and its staff must comply with all applicable Park District Rules and Regulations when using a Park District Facility.

B. Room or Play Field Set-Up. Troop 20 may be required to assist with the set up of a PD Facility (such as room preparation and clean-up). The Park District will provide for normal maintenance and custodial services.

C. Clean-Up of Debris. Troop 20 must clean up all litter and debris generated as a result of its use of a PD Facility.

D. Reasonable Care. Troop 20 must take reasonable care to prevent damage to, or unusual wear and tear to, PD Facilities, including damage or unusual wear and tear to play fields, furnishings, and equipment.

E. Repairs. Troop 20 will be responsible for the repair of any damage or unusual wear and tear to a PD Facility.

Section 4. Volunteer Background Checks

A. Background Checks Conducted By Troop 20. The provisions of this Subsection A apply to an affiliate that completes its own criminal background checks for its volunteers. Prior to the commencement of the Approved Use, the Troop 20 must provide the Park District, for Park District approval, the form the Troop 20 requires its volunteers to use as part of the Troop 20's background check process. The form is subject to review and approval by the Park District. Every Troop 20 volunteer must complete the Park District-approved form (the "*Required Form*"), and the Troop 20 must complete a criminal background check (a "*CBC*"), before that volunteer participates in the Approved use or in any other capacity with the Troop 20 using any Park District facility. The Troop 20 must (a) keep a list of all its volunteers, (b) include on the list the date on which the CBC was completed for each volunteer, (c) prohibit a volunteer from participating in the Approved Use or in any other capacity with the Troop 20 using any Park District Facility until a CBC has been completed for that volunteer, and (d) submit an affidavit, and all necessary supplemental affidavits, signed by an authorized Troop 20 representative, to the Park District stating that a CBC has been completed on all volunteers currently being used by the Troop 20. The failure of the Troop 20 to comply with the provisions of this Subsection A may disqualify the Troop 20 from engaging in the Authorized Use. A CBC must be completed for a volunteer not less often than once every two years.

B. Park District Background Check System. The provisions of this Subsection B apply to an affiliate that uses the Park District's on-line volunteer background check process. Before a volunteer may participate in the Approved Use or in any other capacity with the Troop 20 using any Park District facility, that volunteer must undergo a background check by filling out a Volunteer Background Form on the Park District's website at www.pdop.org. The Troop 20 must (a) keep a list of all its volunteers, (b) direct all its volunteers to complete the Volunteer Background Form, (c) prohibit a volunteer from participating in the Approved Use or in any other capacity with the Troop 20 using any Park District Facility until that volunteer has completed the Volunteer Background Form, and (d) submit an affidavit, and all necessary supplemental affidavits, signed by an authorized Troop 20 representative, to the Park District stating that all volunteers currently being used by the Troop 20 have completed the Volunteer Background Form. The failure of a volunteer to properly complete the Volunteer Background Form disqualifies that volunteer from participating in the Authorized Use. The failure of the Troop 20 to comply with the provisions of this Section 4 may disqualify the Troop 20 from engaging in the Authorized Use. The Park District will use the information provided on the Volunteer Background Form to conduct a thorough criminal background check and determine whether the volunteer is qualified to participate. The Volunteer Background Form must be completed by all volunteers not less often than once every two years.

Section 5. General Liability Insurance

A. General Standard. Troop 20 must provide standard insurance coverage for its activities. The Park District will maintain its standard property and casualty insurance coverage.

Section 6. Indemnity

Troop 20 will indemnify the Park District and its officers, officials, volunteers, employees, and agents from any and all liability, damage, cost, expense, cause of action, suits, claims, or judgments resulting from injury to person or property of others on a PD Facility that arises out of any act or omission of Troop 20, including its staff, officials, volunteers, agents, invitees, guests, and patrons. The Park District agrees that, in the event any claim is asserted or any action brought to recover any such damage, the Park District will give prompt notice thereof in writing to Troop 20 and will cooperate in the investigation and defense of any such claim or action.

Section 7. General Provisions

A. Term. This Agreement is for a term commencing on the Effective Date and expiring on December 31, 2021 (the "*Term*"). The parties may extend the Term one or more times for a total length of time not exceeding two additional years, by signing a written determination to do so at any time before the expiration of the current Term.

B. Termination. Either party may terminate this Agreement on 120 days written notice to the other party.

D. Entire Agreement. This Agreement constitutes the entire agreement between the parties as to the matters stated in this Agreement and supersedes any and all prior agreements and negotiations between the parties related to those matters, whether written or oral.

E. Amendments and Modifications. Except as specifically provided in this Agreement for Appendix A, this Agreement may not be amended or modified in any way except in writing and approved and executed by the Park District and Troop 20.

F. No Waiver, Enforcement. The failure by a party to insist on strict performance of any covenant, warranty, or condition or to enforce any of its rights under this Agreement in any instance may not be construed as a waiver in any subsequent insistence on strict performance or enforcement.

G. No Third-Party Beneficiaries. This Agreement is entered into solely for the benefit of the Park District and Troop 20, and nothing in this Agreement is intended to provide any right or benefit of any kind whatsoever to any person or entity other than the Park District and Troop 20.

H. Illinois Law Applies. This Agreement shall be governed by the laws of the State of Illinois.

WHEREFORE, the Park District and Troop 20 have caused this Agreement to be executed by their duly authorized representatives as of the Effective Date.

Park District of Oak Park

By: _____

Date: _____

Printed name: _____

Title: _____

Troop 20 Scouts

By: LCeym

Date: 11/6/2020

Printed name: Larry Cozzi

Title: Scoutmaster

APPENDIX A

SHARED FACILITIES AND VOLUNTEER SUPPORT SERVICES

Troop 20 Use of PD Facilities & Parks

January through May and September through December: *Use of an activity room up to six hours per month, subject to schedule and availability*

Troop 20 uses of Park District play fields will be authorized by the Park District on an individual use by use basis. Troop 20 must submit a written request to the Superintendent of Recreation at least a week in advance and complete any necessary paperwork requested prior to gaining access to a park or portion thereof.

The Park District will:

- Attempt to accommodate changes to the identified schedule and dates based upon availability; and
- Attempt to provide weekly access for Troop 20 to a facility consistently each season.

Troop 20 will:

- Assure that an adult supervisor is always present;
- Assure that any cancellation of use or significant schedule changes are communicated in advance of use;
- Leave a facility in the same condition as found; and
- Remove trash after use.

Troop 20 Volunteer Support Services

Up to 12 instances per year: *Distribute flyers, pamphlets
or other promotional materials*

At Least 200 hours per year: *Provide volunteers for special projects*

The Park District will:

- Provide at least 10 days' notice of the need for distribution along with clear directions of where and when to distribute materials;
- Document and track distribution activity to ensure compliance;
- Provide a list of events annually for which Troop 20 can provide volunteers; and
- Provide a contact person and Park District leader to direct and manage volunteers at the event or activity.

Troop 20 will:

- Assure adult supervision when distributing materials or volunteering for planned events and activities; and
- Keep records of services provided including but not limited to date, time, length, and roster of participation.

PARK DISTRICT OF OAK PARK

FACILITY USE LICENSE AGREEMENT WITH OAK PARK AND RIVER FOREST YOUTH ULTIMATE ORGANIZATION

This Facility Use License Agreement ("*License Agreement*") is entered into between the Park District of Oak Park, an Illinois park district (the "*Park District*") and the Oak Park and River Forest Youth Ultimate Organization (the "OPRF Ultimate");

WHEREAS, the Park District owns and operates parks, recreation centers, and related facilities (collectively the "*Facilities*") for the residents of the Village of Oak Park and maintains coordinated schedules for the use of the Facilities; and

WHEREAS, OPRF Ultimate is one of the many organizations that use the Facilities; and

WHEREAS, the Park District has established a facility use and allocation management program called PACT (Partner, Associate, Companion, Tenant) for the efficient, cost-effective, and fair allocation and scheduling of the Facilities among those many organizations; and

WHEREAS, OPRF Ultimate desires to use certain Facilities for its programs, which are described in this License Agreement; and

WHEREAS, the Park District and OPRF Ultimate desire to enter into this Agreement to set forth the responsibilities, requirements, expectations, of the parties related to the OPRF Ultimate's use of the Facilities;

NOW, THEREFORE, it is agreed by the Park District and OPRF Ultimate as follows:

I. Grant of License for Authorized Use

The Park District hereby grants to the OPRF Ultimate a temporary license (the "*License*") for the purpose of allowing the OPRF Ultimate to conduct the following:

Classification:	Partner: <input type="checkbox"/> Associate: <input type="checkbox"/> Companion: <input checked="" type="checkbox"/> Tenant: <input type="checkbox"/>
Approved Facility:	Park District managed facilities and athletic fields
Nature of use:	Practices, games, meetings and registrations
Times of Use:	Fields are sunrise to 10PM with permit, facilities with permit
Starting Date:	Mid-March for fields and January 1 for facilities
Ending Date:	Mid-November for fields and December 31 for facilities
Special Features:	Bathrooms may close after 10/31 due to weather conditions.

These terms constitute the "*Authorized Use*." The License is for the Authorized Use only and for no other purpose.

II. Term of License; Termination

The License is for a term commencing on January 1, 2021 and expiring on December 31, 2021 (the "License Term"). The Park District, at its discretion for cause, may terminate the License at any time on seven days prior written notice by the Park District to the OPRF Ultimate, or at any time, with or without advance notice, in the event of an unforeseen emergency. For purposes of this agreement, "cause" means, among other things, noncompliance by OPRF Ultimate of any of its obligations hereunder that has not been cured within 30 days after the Park District gives written notice to OPRF Ultimate of the noncompliance. On termination of the License, all use of the Approved Facility by the OPRF Ultimate must be discontinued immediately. The termination of the License will not terminate the duties and responsibilities of the OPRF Ultimate to repair and restore damaged property and to pay for all costs incurred by the Park District in repair and restoring damaged property in accordance with this Agreement.

III. Fee for Use of Approved Facility

A. Pricing Schedule:

Permitted Hours: 2021 - \$9 per hour

Community Center: 25% Discount

Overage Hours: Any space in excess of eligible hours will be billed at:

2021 \$17 per hour

B. Determination of Number of Participants; Payment of Required Fee. The OPRF Ultimate shall give an estimated number of participants when submitting field requests. The OPRF Ultimate shall provide the Park District specific information establishing the final number of Participants for the season. The OPRF Ultimate shall pay Required Fee in full within 45 days after receipt of an invoice from the Park District. The failure of the Park District to provide an invoice will not under any circumstances relieve the OPRF Ultimate of its duty to pay the Required Fee as provided in this Subsection B.

IV. Bond

For this License, there is no bond required from the OPRF Ultimate. A bond may be required for any extended, renewed, or new license.

V. Insurance

During the License Term, the OPRF Ultimate shall provide commercial general liability ("CGL") insurance with a limits of not less that \$1,000,000 each occurrence, \$2,000,000 aggregate. The Park District must be included as an insured under the CGL insurance policy, using ISO additional insured endorsement CG 20 26 or a substitute providing equivalent coverage. OPRF Ultimate represents and warrants it uses no owned vehicles in connection with its utilization of the Parks. If OPRF Ultimate at any time uses a vehicle in connection with its use of the Approved Facility, then OPRF Ultimate must provide, in advance, motor vehicle insurance coverage not less than \$1,000,000. The Park District must be named as an additional insured under the motor vehicle insurance policy. The OPRF Ultimate must file proof of all required insurance coverage with the Park District prior to commencement of the Authorized Use.

VI. Volunteer Background Checks

A. Background Checks Conducted By OPRF Ultimate. The provisions of this Subsection A apply to an affiliate that completes its own criminal background checks for its volunteers. Prior to the commencement of the Approved Use, the OPRF Ultimate must provide the Park District, for Park District approval, the form the OPRF Ultimate requires its volunteers to use as part of the OPRF Ultimate's background check process. The form is subject to review and approval by the Park District. Every OPRF Ultimate volunteer must complete the Park District-approved form (the "*Required Form*"), and the OPRF Ultimate must complete a criminal background check (a "*CBC*"), before that volunteer participates in the Approved use or in any other capacity with the OPRF Ultimate using any Park District facility. The OPRF Ultimate must (a) keep a list of all its volunteers, (b) include on the list the date on which the CBC was completed for each volunteer, (c) prohibit a volunteer from participating in the Approved Use or in any other capacity with the OPRF Ultimate using any Park District Facility until a CBC has been completed for that volunteer, and (d) submit an affidavit, and all necessary supplemental affidavits, signed by an authorized OPRF Ultimate representative, to the Park District stating that a CBC has been completed on all volunteers currently being used by the OPRF Ultimate. The failure of the OPRF Ultimate to comply with the provisions of this Subsection A may disqualify the OPRF Ultimate from engaging in the Authorized Use. A CBC must be completed for a volunteer not less often than once every two years.

B. Park District Background Check System. The provisions of this Subsection B apply to an affiliate that uses the Park District's on-line volunteer background check process. Before a volunteer may participate in the Approved Use or in any other capacity with the OPRF Ultimate using any Park District facility, that volunteer must undergo a background check by filling out a Volunteer Background Form on the Park District's website at www.pdop.org. The OPRF Ultimate must (a) keep a list of all its volunteers, (b) direct all its volunteers to complete the Volunteer Background Form, (c) prohibit a volunteer from participating in the Approved Use or in any other capacity with the OPRF Ultimate using any Park District Facility until that volunteer has completed the Volunteer Background Form, and (d) submit an affidavit, and all necessary supplemental affidavits, signed by an authorized OPRF Ultimate representative, to the Park District stating that all volunteers currently being used by the OPRF Ultimate have completed the Volunteer Background Form. The failure of a volunteer to properly complete the Volunteer Background Form disqualifies that volunteer from participating in the Authorized Use. The failure of the OPRF Ultimate to comply with the provisions of this Section 6 may disqualify the OPRF Ultimate from engaging in the Authorized Use. The Park District will use the information provided on the Volunteer Background Form to conduct a thorough criminal background check and determine whether the volunteer is qualified to participate. The Volunteer Background Form must be completed by all volunteers not less often than once every two years.

VII. Park District Services

The Park District will endeavor to provide the following for the OPRF Ultimate:

- A staff member or elected official to serve as a liaison to the OPRF Ultimate and who will endeavor to attend OPRF Ultimate board meetings if requested.
- Limited publicity in the form of organization contact information in Park District program brochures and on the Park District's website
- The opportunity to post organization registration information signs at Facilities designated in advance by the Park District for time period designated by the Park District.
- The opportunity to advertise in the Park District's program brochures at rates set by the Park District.
- Access to bathrooms in community centers during times in which activities are customarily scheduled, and at other times as reasonably requested.
- Preference for scheduling of the Authorized Use in accordance with the Park District's PACT policies.

- Use of a Park District Facility for annual registration and organizational meeting opportunities, based on availability and proper completion by the OPRF Ultimate of rental application procedures.

VIII. OPRF Ultimate Requirements, Duties, and Responsibilities

The OPRF Ultimate shall fulfill the following requirements, duties, and responsibilities:

- Maintain a sound, functioning board that meets on a regular basis.
- Provide a representative to attend meetings of the Park District's Board of Commissioners as requested by the Park District.
- Provide annual financial reports and written minutes as requested by the Park District.
- File annually a copy of their governing by-laws and proof of status as a Sec. 501(C)(3) not-for-profit organization.
- File an accident report with the Park District immediately after the accident occurs if the accident was caused by or arose from an incident related to a Park District Facility or an action taken by the Park District.
- Maintain their own financial accounts and forbid everyone within the OPRF Ultimate from incurring any expense for or in the name of the Park District.
- Forbid everyone within the OPRF Ultimate for making representations or commitments for or on behalf of the Park District.
- Provide sufficient Volunteers to organize and operate their events.
- Properly clean up after their events, including collection and proper disposal of all litter and debris.
- Conduct all of their activities safely and properly and maintain the Approved Facility in a safe condition during each Authorized Use.
- Advise the Park District immediately of any unsafe condition at any Facility.
- Advise the Park District regularly of any increase or decrease in the number of Participants
- Comply with all Park District Rules and Regulations at all times and defer at all times to the Park District's application and interpretation of those Rules and Regulations.
- Comply with specific directions given from time to time by the Park District based on existing conditions or extenuating conditions.
- Reimburse the Park District promptly for costs incurred by the Park District related to operation and supervision of the Authorized Facility outside of the regular hours of operation of the Authorized Facility.
- Adhere to all safety and risk management programs and standards set by the Park District and adopt such programs and standards for itself as required by the Park District for all organizations.
- Adhere to all Park District policies and directives related to use of wet fields.
- In all of its services and programs, comply with the standards and requirements of the Americans with Disabilities Act.

- Provide financial scholarship award information to include number of participants receiving a financial assistance as well as total dollars allocated by November 1st each year. Additionally please list where your scholarship information is distributed for community awareness.
- Report to the Park District Weather Related Cancellations within one week of weather event. Report to the Park District non-weather related cancellations 72 hours prior to permitted date. Rainouts and cancellations reported after deadline will result in the organization being responsible for payment of those hours.
- Responsible for educating and enforcing coaches, players and spectators on the Park District of Oak Park's Code of Conduct which can be found at www.pdop.org/programs/participant-code-of-conduct/

IX. Carry In/Carry Out

The Park District's Greening Advisory Committee initiated a Carry In/Carry Out program with the Oak Park Youth Baseball/Softball Association and the Oak Park American Youth Soccer Organization to reduce trash, keep our parks cleaner, and increase environmental awareness and stewardship. This program has now been expanded to all park patrons. We simply ask our park users to take out whatever trash they bring into the park. Please do your part to keep our parks clean.

X. Specific Terms of Agreement

This Agreement includes the Specific Terms of Agreement.

WHEREFORE, the Park District and Fenwick have caused this Agreement to be executed by their duly authorized representatives as of the Effective Date.

PARK DISTRICT OF OAK PARK

By: _____
President

Date: _____

Oak Park and River Forest Youth Ultimate Organization

By: Robert Spatz

Date: 11/4/2020

Printed name: Robert Spatz

Title: Treasurer



Park District of Oak Park

2021 Board Action Calendar

January

All	■	IPRA Conference January 28-30 (Virtual)
Greg	R	2020 Performance Measures Review
Greg	C	Center Utilization Update
Maureen/Travis	C	Field Utilization Update
Diane/Scott	C	Program Scholarship Update
Maureen	C	T-shirt Bid (2021)
Jan/Chris	C	Rehm Park Construction Bids Awards
Jan	C	Communication Contract

February

Karen/Jan/Board	R	Community Service Awards presented
Jan	R	2020 PDOP Annual Report
Diane	C	PDCC Update
Susan	C	Annual Cheney Mansion Operations Report
Jan	C	Parks Foundation Annual Update
Maureen	R	Annual Recreation Report
Bill	R	Annual Revenue Facilities Report

March

Jan	C	Executive Director's Annual Performance Review
GAC/Patti	C	Environmental and Sustainability Advisory Committee (ESAC) Update
WSSRA	R	WSSRA Annual Report Update
Jan/Paula	C	Agreement with Service Employees International Union (Expires 2024)
Patti	C	Annual Oak Park Conservatory Operations Report
Patti/FOPCON	C	FOPCON Update
Patti	C	IPRA Environmental Report Card (2021)
Diane	C	Brochure Bid (2023)
Jan/Chris	C	Approval to issue CRC Bid Docs (Tentative)

April

All	■	April 8 - Park District of Oak Park 109th Birthday
Greg	R	2021 Performance Measure Quarterly Review
Jan	C	Youth Intervention Agreement/Township (2022)
Jan	C	Authorization of Fireworks - 4th of July
PH/Jan	R	Pleasant Home Foundation Annual Update

May

Jan/Karen C Appointment of Board Officers and Board Committees
Mitch/ Attorney C Review of Ethics Ordinance (Every Year)
Jan C IAPD Legislative Day Update (date not available at this time)
Jan ■ Spring Park Tour
Jan/Chris C D97 Fields IGA (2023)
Jan/Chris R CRC Contract Bid Awards (tentative)

June

Mitch C Austin Trust Update
Mitch C 2021 Audit Report Presentation
Paula/Jan C Bi-Annual Review of Executive Session Minutes
Mitch C 2022 Budget Timeline/Guidelines
Paula/Jan C Compensation Study (2022)
Gary Cuneen R PlanItGreen Report Card - Gary Cuneen (2021)
Diane/Jan C OSLAD - Andersen Park Authorization (2022) (Tentative)
Bill C Rink Flooring Contract (2021)

July

Jan C Board Retreat - July 13, 2020
Jan/Karen C IAPD Legislative Events
Greg R 2021 Performance Measure Quarterly Review
Mitch C CIP Approval
Maureen R Bus Bid (2022) (update in Regular Meeting)

August

Jan R Strategic Plan Update
Jan/Mitch R 6th Month Review of Budget

September

Jan/Karen C Community Service Award-Nominations Gathered
Maureen C Collaboration for Early Childhood Care & Ed. Agreement (2021)
Jan/Karen C Elected Officials BBQ Update
Jan ■ Fall Park Tour
Mitch C Draft 2021 Tax Levy
Maureen R Update for Senior Advisory Committee (SAC)
Mitch/Jan ■ Budget Meetings (September 30 & October 14)

October

Jan ■ IAPD Legal Symposium
Mitch B Draft Budget Document Delivered
Mitch B Budget and Appropriation Ordinance (release for public inspection)
Greg R 2021 Performance Measure Quarterly Review
Mitch/Jan B Budget Meetings (September 30 & October 14)
Maureen/OPYB/S R OPYB/S Update
Maureen/AYSO R AYSO Update
Jan/Others C NRPA Conference, September 21-23
Mitch C Copier Agreement (2022)
Mitch C Audit Engagement Letter (2022)
Chris/Jan C Andersen Park Professional Fees Contract (Tentative)

November

Karen C 2021 Committee & Board Meeting Calendar
Jan/Brd. Pres. R Annual Review of Park District Attorney
Mitch C Working Budget (Departmental Goals)
Mitch C Tax Levy Ordinance for 2021
Mitch C Budget and Appropriation Ordinance 2021
Mitch C Tax Levy and Budget Appropriation Public Hearings
Jan C D200 IGA - Facilities (2021)
Jan C D97 IGA - Facilities (2023)
Paula C Personnel Policy Manual Update
Jan C Administrative and Board Policy Manual
Paula/Kelsey C Safety Manual Update
Kelsey C Crisis Management Plan Update
Karen C Credentials Certificate for the IAPD Annual Meeting
Jan C 2022-2024 Strategic Plan Approval

December

Diane C Report on Annual Accomplishments
Diane C Web Redesign Contract Award
Karen/Jan C Update Board Action Calendar
Jan/Karen C Letter to WSSSRA of Appointment of Representatives
Maureen C PACT Agreements
Jan C Comprehensive Master Plan - Update (2024)
Maureen C Festival Theatre Agreement (2022)
Greg R Parks Report Card
Karen C Bi-Annual Review of Executive Session Minutes



Memo

To: Kassie Porreca, Chair, Administration & Finance Committee
Board of Park Commissioners

From: Jan Arnold, Executive Director

Date: December 8, 2020

Re: Bi-Annual Review and Release of Closed Session Minutes



Statement

In accordance with the Open Meetings Act, the Board is required to review closed session minutes semi-annually to determine whether the need for confidentiality still exists as to all or parts of the minutes. The review includes all closed session minutes that have not previously been released for public inspection.

Minutes, or portions of minutes, will be made available for public inspection if the Board determines that confidential treatment is no longer required. It is again time for the Board to review closed session minutes.

Discussion

The Board Secretary, Executive Director, and General Counsel have reviewed the closed session minutes previously not released for August 21, 2014, September 25, 2014, and new closed session minutes since the last review and release date for July 2, 2020 and October 1, 2020, and they have determined (A) that there is no longer a need for keeping the minutes of July 2, 2020 and October 1, 2020 confidential and (B) that the need for confidentiality still exists for the minutes of August 21, 2014, September 25, 2014. Each of the Commissioners may review all of the closed session minutes and pass along their comments about confidentiality by December 9. I will assume that a Commissioner who does not contact me has agreed with the determination of the Board Secretary, myself, and General Counsel.

Conclusion

The Administration and Finance Committee recommends the Park Board approve and authorizes the release of Closed Session Meeting Minutes for the dates of July 2, 2020 and October 1, 2020; for which there is no longer a need for confidentiality for public inspection of those minutes on request.

Memo

To: Chris Wollmuth, Chair, Recreation and Facility Planning Committee
Board of Park Commissioners

From: Jan R. Arnold, Executive Director

Date: December 8, 2020

Re: Dole Lease - Oak Park Society of Model Engineers



Statement

On June 1, 2019, the Park District of Oak Park became the owners of the Dole Center located at 255 Augusta Street. The Oak Park Society of Model Engineers (Society) had been long-term tenants of the Dole Center with an agreement with the Village of Oak Park. Staff met with representatives to establish terms for a new lease between the Oak Park Society of Model Engineers and the Park District of Oak Park; these terms were met.

Discussion

The Park District provided the Society with an initial 18-month lease based on a requirement that they increase the number of residents that were paying members of the club. They meet and exceed those membership goals the first year and have maintained the memberships throughout the pandemic.

The calculation of monthly rent is based on square footage and is charged at 50% the rate of the lease to the Library, due to the location being in the basement. Staff are not recommending an increase in the rent for this contract.

Terms of the new lease agreement is for 3-years.

The Society has approved the attached lease agreement and continues to work with Park District staff to expand their outreach for program partnerships and new Oak Park members.

Conclusion

The Recreation and Facility Planning Committee recommends approval of the lease agreement with the Oak Park Society of Model Engineers.

Attachment: Lease Agreement - Oak Park Society of Model Engineers

PARK DISTRICT OF OAK PARK
LEASE AGREEMENT AT DOLE CENTER
WITH THE OAK PARK SOCIETY OF MODEL ENGINEERS

This Lease Agreement (this "Lease") is entered into as of December __, 2020, (the "Effective Date") by the Park District of Oak Park, an Illinois unit of local government pursuant to the Illinois Park District Code (the "Park District") and the Oak Park Society of Model Engineers (the "Society").

RECITALS:

WHEREAS, the Park District is the owner of the real estate at 255 Augusta Street, Oak Park Illinois commonly known as the Dole Center; and

WHEREAS, prior to the Park District's acquisition of the Dole Center, the Dole Center was owned by the Village of Oak Park and the Park District was a long-term tenant under a lease agreement with the Village; and

WHEREAS, the Society was a tenant in the Dole Center under an agreement with the Village of Oak Park, and the Society desires to continue its tenancy in the Dole Center; and

WHEREAS, this Lease is the agreement between the Park District and the Society for occupancy in the Dole Center; and

WHEREAS, the Park District is authorized to enter in this Lease on the stated terms under the Illinois Park District Code, 70 ILCS 1205/1-1 *et seq.*;

NOW, THEREFORE, the Park District and the Society agree as follows:

Section 1. Recitals.

The Recitals are incorporated as substantive provisions of this Lease.

Section 2. Lease; Term.

The Park District hereby leases to the Society the space in the Dole Center described in Exhibit A to this Agreement (the "Leased Premises"). This Lease commences on the Effective Date and expires on December 31, 2023 (the "Term") unless this Lease is terminated earlier pursuant to Section 12 of this Lease. This Lease may be renewed by the Park District in one-year increments.

Section 3. Rent.

The annual rent for the Leased Premises (the “*Rent*”) is \$2,449.28. The rent must be paid in advance monthly, on the first day of the month, in the amount of \$204.11.

Section 4. General Provisions.

A. Title in Park District. Fee simple title to the Dole Center, including the Leased Premises is and will remain always in the Park District.

B. Compliance with Laws, Rules. The Society must comply with all applicable State and local statutes, laws, and ordinances and with all generally applicable Park District rules and policies. The Park District will not enact a rule or policy applicable to the Society that is inconsistent with a provision, purpose, or intent of this Lease.

C. Approved Activities; Discontinuation of Use. The Society may use the Leased Premises for the purposes existing as of the Effective Date, that is, for model train activities and meetings of the Society (collectively the “*Approved Activities*”). The Approved Activities do not include expansion of the Leased Premises. If the Society discontinues its activities in the Leased Premises for a continuous period of time exceeding 30 days, then the Park District may terminate this Lease immediately by written notice to the Society.

D. Inappropriate Activities. The Society may never allow the Leased Premises to be used, at any time or in any manner, for storage of dangerous or hazardous materials or substances, or for large equipment, or for disposal of items, or for any other matter not consistent with the Approved Activities and the provisions of this Lease.

Section 5. Remodeling of Dole Center.

The Park District may determine the need to remodel, reconfigure, or otherwise change the Dole Center (a “*Remodeling*”). In that case, the Park District will consult with the Society in advance of the Remodeling regarding any impact on the Leased Premises or the Society’s activities.

Section 6. Utilities.

The Park District will provide for, manage, and pay for all water, gas, heat, light, power, land-line telephone service, and garbage removal service for the Dole Center (the “*Utilities*”). The Society is responsible for all its programs and activities.

Section 7. Access; Security.

As of the Effective Date, the Society has sufficient access to the Dole Center. The Park District may change or supplement the Dole Center security elements with new locks or keys or other features. The changes will provide for access of the Society to the Leased Premises. The Society will diligently adhere to Dole Center security measures.

Section 8. Hours of Use.

The Society may enter the Dole Center and use the Leased Premises only during the hours when the Oak Park Public Library or the Park District is open to the public in the Dole Center. As of the Effective Date, the Society may use the Dole Center Sunday through Saturday, 8:00 a.m. until 10:00 p.m. These hours may change at any time, without notice.

Section 9. Park District Access to Leased Premises.

The Park District will have direct access to all of the Leased Premises for purposes of inspection, maintenance, repair, replacement, or other work that affects the Leased Premises.

Section 10. Utilization of Dole Center.

A. Oak Park Residents. The Society recognizes and agrees with the following: (A) a fundamental tenet of the Park District is to maintain facilities and programs that provide the greatest benefit to the most residents of Oak Park, (B) the Society's dues-paying membership of 71 of which 48 are Oak Park residents as of the Effective Date, (C) the Society must continue to attract dues-paying residents of Oak Park in order to continue using the Leased Premises and at minimum maintain the current membership level throughout the term of this agreement.

B. Roster. The Society must keep a roster of its members which must include the names, home addresses, and telephone numbers of each dues-paying member and the length of each person's membership. The Society must provide a copy of the current roster to the Park District promptly on the Park District's request.

C. Open to All Residents. The Leased Premises must be open to all interested persons for viewing not less than six hours each week. The viewing times must include at least one weekday evening each week and at least two hours to occur on either Saturday or Sunday.

Section 11. Own Risk; Waiver.

The Society uses the Leased Premises at its own risk. The Society hereby waives any and all claims of kind and nature against the Park District that might arise, under any circumstances, relating to the presence of the Society in the Dole Center and use of the Dole Center, including the Leased Premises.

Section 12. Termination of Lease by Park District.

A. Termination for Cause. The Park District may terminate this Lease immediately if the Society commits a breach of this Lease and does not cure the breach within five business days after notice from the Park District of the breach.

B. Termination for Underutilization. The Park District may terminate this Lease without advanced notice if at any time the standards set in Section 8 or in Subsection 10(A) of this Lease are not met, at any time.

B. Termination by Park District Without Cause. The Park District may terminate this Lease by written notice to the Society not less than 45 days prior to the date of termination.

Section 13. Termination of Lease by Society.

The Society may terminate this Lease at any time, without cause.

Section 14. Society Property.

If this Lease is terminated or expired, then the Society must remove all Society property from the Dole Center within five business days after the date of termination or expiration.

Section 15. Notices.

A notice required to be given by this Lease will be deemed sufficient if made in writing and delivered personally, by e-mail, or by certified mail, return receipt requested to the persons and addresses indicated below:

If to the Park District: Executive Director
Park District of Oak Park
218 Madison Street
Oak Park, Illinois 60302
E-mail: jan.arnold@pdop.org

If to the Society: Frank R. Vozak, President
Oak Park Society of Model Engineers
255 W. Augusta Ave
Oak Park, Illinois 60304
E-mail: FRVoZak52@gmail.com

The mailing of a notice as provided in this Section will be equivalent to personal notice and will be deemed to have been given at the time of mailing.

Notice by e-mail will be effective as of the date and time electronic transmission, so long as the transmission was made during a business day prior to 4:00 p.m. Chicago time. A transmission on any other day or after 5:00 p.m. on a business day will be deemed received as of 9:00 a.m. the next business day.

Section 16. Scope of Rights.

Nothing in this Lease and no action or inaction by the Park District may or will be deemed or construed to mean that the Park District has granted to the Society any right, power, or permission to do any act or make any agreement that purports to create any right, title, interest, lien, charge, or other encumbrance on the estate of the Park District in the Dole Center.

Section 17. No Assignment, Subletting, Transfer.

The Society may not assign or transfer this Lease or sublet the Leased Premises or any portion of the Leased Premises. This Lease cannot be subject to any involuntary assignment, transfer, or sale or to any assignment, transfer, or sale by operation of law in any manner whatsoever. Any attempted involuntary assignment, transfer, or sale is void *ab initio* and will be deemed to be a breach of this Lease.

Section 18. Entire Agreement.

This Lease is the entire agreement between the Park District and the Society, and this Lease superseded any and all previous statement or representations, oral or written.

IN WITNESS WHEREOF, the Park District and the Society each has caused this Lease to be executed by its properly authorized representatives as of the Effective Date.

PARK DISTRICT OF OAK PARK

Sandy Lentz, Board President

OAK PARK SOCIETY OF MODEL ENGINEERS

By:

Its:



Frank R. Vozak, Society President

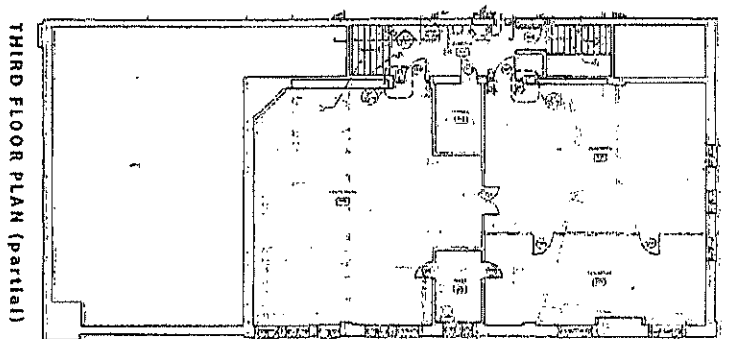
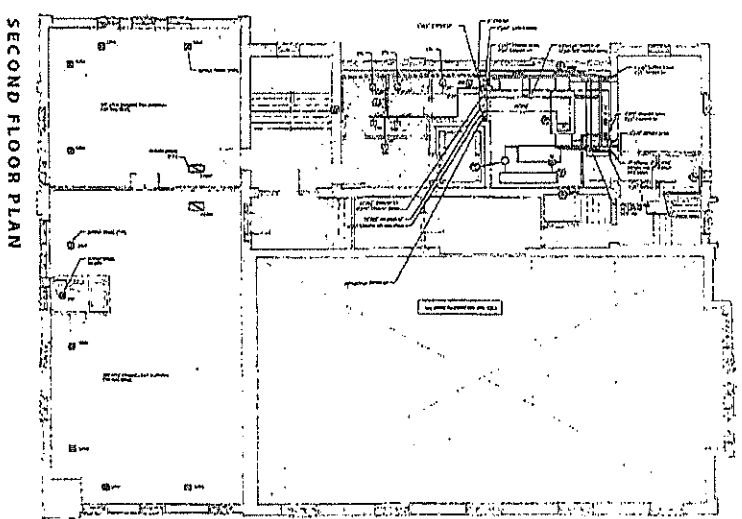
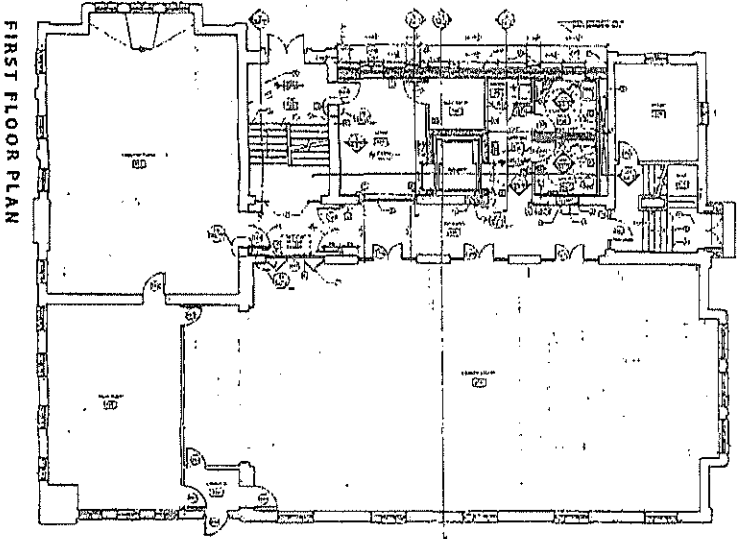
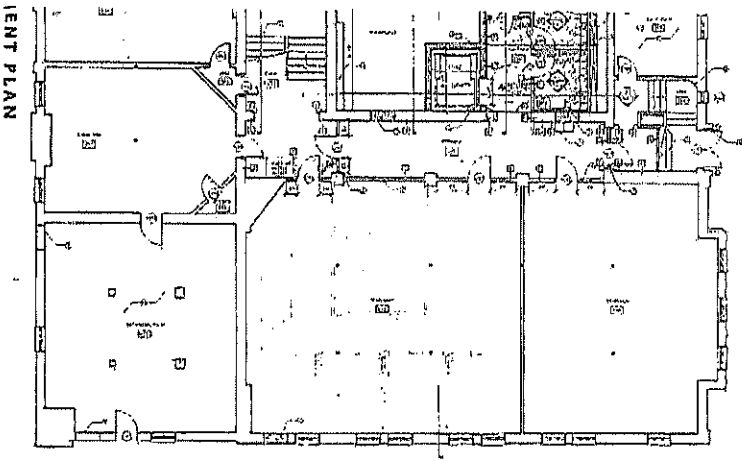
EXHIBIT A

TO

Lease Agreement At Dole Center
With The Oak Park Society Of Model Engineers

[see attached page]

Dole Center Floor Plan





Executive Director's Report

From the desk of Jan Arnold

Friday, December 11, 2020

- 1. Upcoming Board Meetings** – The December Regular Board Meeting is scheduled on Thursday, December 17, 2020, beginning at 7:30pm. The January Committee of the Whole Meeting is scheduled for Thursday, January 8, 2020, beginning at 7:30pm. The January Regular Board Meeting is scheduled on Thursday, January 14, 2020, beginning at 7:30pm. All meetings will be virtual due to the uptick in Covid cases.
- 2. COVID Update** – The PDOP took a program pause on all programs other than D97 full-day care from November 14 – December 3. The state implicated Tier 3 Mitigations on November 20, and the PDOP will continue to follow state guidance. Preschool programming will resume on Monday, December 7, as it is allowed per IDPH. Some one-on-one coaching is currently occurring in figure skating, ice hockey and gymnastics, which are allowed under the current COVID restrictions.
- 3. Comfort Stations** – Staff have closed all restrooms due to the increase in COVID cases. The facilities will reopen when conditions improve.
- 4. Outdoor Ice Rinks** – Staff plan to install the rink boards on the Longfellow Park tennis courts when temperatures begin to decline. Since the weather didn't allow for any ice last winter, we are only setting up one to start the season. If the weather predictions are for colder weather, staff will try to add a second rink. Lower staff levels also present a challenge for ice rinks this season.
- 5. Community Service Awards** – The Community Service Award is awarded for recognition of ongoing support, outstanding contributions of time, money, services, volunteer work or the advancement of parks and recreation. Honorees might include a non-member employee, a group, an organization, an individual, an elected official, governing body, local business, church, or school district. A group has been identified for the award this year and the ceremony will take place in February.
- 6. IPRA/IAPD Conference** – This year's conference will be held virtually. Let Jan know by December 15, if you would like to attend; January 28-30, 2021.
- 7. Full-day Child Care** – The Park District is partnering with D97 to offer full-day childcare. The PDOP is offering 7:45am-3pm and 7:45am-6pm options at both Lincoln and Whittier Schools for a total of 300 possible slots available. D97 is covering the cost of the program for kids on free/reduced lunch. The program began on Wednesday, August 26, with 107 signed up at Lincoln and 49 signed up at Whittier. The numbers continue to shift as families are determining what works "best" for their child(ren) for remote learning. D97 has extended remote learning through at least January 31, 2021.

8. **CRC Community Virtual Meeting** – The third CRC Virtual Meeting took place on Wednesday, November 11, and a recording of the meeting was placed on the project website which was created to provide residents with information and to view the meeting recordings at www.OakParkCRC.com. The meeting was well attended. The next meeting will be held in the spring for updates on fundraising and schedule.

9. **Museum Grant** – The Park District received the Museum Grant for \$421,500, to assist in the installation of geothermal at Pleasant Home. Installation to start in fall of 2021.

10. **PARC Grant** – Staff submitted a \$2.5M grant application for the CRC. We have spoken with IDNR staff and the committee has not yet held a meeting. The staff is expecting an update on timing next month. We are excited that they still plan to award this funding.

11. **Rehm Park Playground** – Altamanu (Landscape Architect). This project was originally planned for 2020 and due to COVID impacts, we have moved the install date to the spring of 2021. The plans and specifications are completed and submitted for permit to the Village. We are currently out to bid and will seek contract approval at the January Regular Board Meeting.

12. **RCRC and Julian Fields** – Groups of more than 10 (COVID restrictions) have been gathering and participating in various sports activities on the lighted synthetic turf fields. To help reduce the gatherings and the violation of the State COVID guidance, staff will be turning off the lights earlier at RCRC and also not turning on the lights at Julian to dissuade the gathering.

Calendar of Events

- | | |
|----------------------|--|
| December 12 – | Father Christmas, PH Porch 12:00pm – 4:45pm |
| December 13 – | Visits with Santa! Cheney Mansion 9:30am – 4:30am |
| December 17 – | Regular Board Meeting @ Zoom Meeting, 7:30pm |
| January 14 – | Committee of the Whole Meeting @ Zoom Meeting, 7:30pm |



Updates & INFORMATION

V.B

December

ADMINISTRATION AND FINANCE

Mitch Bowlin, Director of Finance

- ◆ Staff is preparing for the 2020 audit. Lauderback and Amen will be on site in January for preliminary field work.
- ◆ The new phone system is set to go live December 16.
- ◆ Staff continues to work on new dashboards for MPower to improve reporting from Amilia data.

Diane Stanke, Director of Marketing and Customer Service

- ◆ The winter brochure schedule has been revised due to the program pause and will not be released until early January. We are maintaining plans for the spring program/summer camp brochure release in March.
- ◆ The new Pleasant Home rentals website, created by our former employee Jennifer LaFleur, will be rolled out in mid-to-late December.
- ◆ Extremely proud to receive the news we have received the IDNR Museum grant that I wrote and submitted earlier this year. Installing a geothermal system at Pleasant Home will be a game changer.
- ◆ The VOP FYI is back as of November/December 2020. This is an excellent communication tool for the PDOP and we are once again sharing an insert with the Library.

Scott Sekulich, Customer Service Manager

- ◆ Scholarship usage in the month of November was \$289.90.
- ◆ A total of 37 Dog Park Permits were purchased/renewed in November, 11 of which were renewals.
- ◆ Bills were generated for Clubhouse registrants beyond the 1st trimester for the month of December.
- ◆ Administration of the Memorial Tree and Bench program has officially transitioned from Customer Service to Susan Curtin in Parks and Planning.
- ◆ Due to COVID numbers, a program pause was instituted on November 14. Fall sessions are planned to be completed in January. Winter registration has been delayed until January 16.

Paula Bickel, Director of Human Resources

- ◆ Five staff completed CPR and First Aid.
- ◆ Submitted for the CARE Act Grant.
- ◆ Attended IAPD's virtual legal symposium.
- ◆ Attended PDRMA's virtual risk management sessions.
- ◆ Participated in the annual safety training regarding cold weather, winter driving, and snow plowing.
- ◆ Conducted Benefit's Open Enrollment for full-time staff.
- ◆ Participated in the Social Equity Committee Meeting.

PARKS AND PLANNING

Chris Lindgren, Superintendent of Parks and Planning

- ◆ The landscape team have been busy mulching and removing leaves from all of the parks.
- ◆ Nike Grind synthetic turf infill has been added to Brooks and Julian School to fill in any low areas on the field.
- ◆ Athletic fields have been core-aerated to relieve soil compaction, for preparation of the 2021 spring soccer season.

- ◆ Holiday lights have been put up at Cheney Mansion, Scoville, Mills, and Taylor Park.
- ◆ Painting is taking place in the empty centers.
- ◆ Pump replacement has taken place at the Conservatory.

Susan Crane, Cheney Mansion and Special Events

Special Events

- ◆ November 7, was the Pumpkin Smash at Barrie Park. Families signed up for timeslots every 10 minutes in order to avoid large crowds. We added an additional hour's worth of timeslots. From 3-5 all slots did fill up. Submitted a video of the event to Marketing.
- ◆ To continue to engage the community and get people outside, PDOP hosted a "Turkey Hunt" throughout all of our parks on Saturday November 21, from 9-3. Images of turkeys were set up in all parks and clues were released via social media and the PDOP website to the public that morning. We continued our partnership with Courageous Bakery and they offered a free specialty cupcake for completed hunts. Numbers were very strong. Courageous planned 100 cupcakes and were out by 1 p.m. and happily substituted other treats. The owner was very happy with the traffic we drove to her store as they easily saw over 200 people in the store that day. Marketing did a terrific job generating excitement and engagement through email and social media. Comments from the community were very positive.
- ◆ Will continue to engage the community with free events this Holiday and into early 2021 as we work through COVID mitigations.
- ◆ Holiday events at Cheney for December have been moved outdoors and in the Greenhouse.

Cheney Mansion

- ◆ We were able to host our private events booked for November which included a brunch, a ceremony, and a shower.
- ◆ Cheney was decorated early for Christmas as the Mansion is currently a part of The Infant Welfare Society's Virtual Holiday House Walk available from December 4, through December 30.
- ◆ Appointments for future events continued to be brisk until we paused. Current bookings for 2021 for weddings are over budgeted numbers. Our Petite Wedding package continues to be a large appeal.

Pleasant Home

- ◆ The Foundation had to suspend their weekly free days and Holiday House Tours due to mitigations.
- ◆ All original furniture that was on the first floor was relocated by professional movers specializing in historic pieces to the second floor. There are two designated rooms for exhibition spaces which the Foundation will be managing. The move took place on November 19.
- ◆ We are nearing launch of the website for event and programs at Pleasant Home. The site is coming together very well and we will likely be able to go live about mid-December.
- ◆ Three new events have booked in November for next summer and fall for Pleasant Home through up selling from Cheney when dates have not been available. We continue to offer this option to perspective clients as the website is in development.
- ◆ Father Christmas will be held outdoors on the front porch on Saturday, December 12.

Patti Staley, Director of Horticulture

- ◆ The Conservatory welcomed 457 visitors November 1 – 13. November 14, the Conservatory was closed by the governor of Illinois due to a rise in Covid -19 positivity rate in our region.
- ◆ The Winter Greens Market kicked off online November 1, opening in person in the Rubinstein Garden November 13.
- ◆ The Park District/Conservatory has partnered with Dromborowki's Christmas Tree Farm, previously located on the corner of Oak Park Avenue and Madison Street to set up their annual Christmas tree lot in the Rehm Pool Parking lot for the 2020 holiday season. Trees will be sold out of the Rehm Pool Parking lot and fresh wreaths, garland, porch pots, and greens out of the Conservatory Rubinstein Garden.

SPECIAL FACILITIES

Bill Hamilton, Superintendent of Special Facilities

Maintenance

- ◆ Maintenance staff completed winterization of Rehm Bathhouse, RCRC Dog Parks, RCRC water fountains and yard hydrants. Staff also blew supply lines for play features at both pools just to be sure.
- ◆ Leaves were removed from the interior of the Rehm Pool grounds and Maple Park Dog Park.
- ◆ Bill Moreth has worked with the tree vendor at Rehm Pool to help get him set up for operation and provide power; he serves as a point of contact if there are any problems like blown breakers.
- ◆ Staff is preparing for interior painting projects at GRC, RCRC, and Rehm Pool.

Kayla Fauria, Aquatics and Rink Manager

- ◆ The Skate Supply machines at RCRC have been restocked with exciting new items including skate soakers, figure skating spinners, and different colors of hockey tape.
- ◆ Our November Event, Skate Your Turkey Off, which challenged teams to skate the most throughout November, did not get to finish due to the shutdown, however we are looking forward to revamp this event as a New Year's Resolution.
- ◆ Stacey McNamara and Keith Kerrigan had the great hands on experience of being camp counselors for Thanksgiving Camp. The camp or 10 campers skated for an hour both in the morning and afternoon, and spent the day playing games and making crafts. We saw a few faces that we had not seen since the initial shut down in March, so it was great to have them back.
- ◆ Fall Hockey Academy was a great success. Between the three sessions, we had 418 registrations, which on average is higher than the last two years. We believe this is a result of our continuous marketing efforts by Ann Marie Buczek and Diane, as well as the increased level of quality our two hockey coordinators Dan Seltzer and Jon Kreyer bring to the table.
- ◆ Fall Skate Academy experienced high demand with 897 registrations. A majority of Session 3 classes had waitlists due to the capacity limits on the ice. Cathy Brown worked hard to adjust many of the schedules and make room for as many skaters as possible. For winter, we will be adding an additional Saturday time slot to accommodate the demand.
- ◆ 71 adults participated in Adult Hockey this fall. While it is low in number, it was great to keep our adults engaged in a safe environment.
- ◆ 61 adults participated in Adult Skate Academy this fall and numbers continue to increase with each session.
- ◆ Two skaters from our Skate Academy participated in the Chicagoland Basic Skill's Committee's Virtual Competition that took place in November. Both skaters placed second competing against skaters from not only across Chicagoland, but across the country.
- ◆ Prior to shut down in November, morning Stick and Pucks monitored by Bill Moreth and Kayla Fauria were a great hit with every session filling with 16 hockey players on Tuesday and Thursday mornings. Stick and Pucks allowed many of our adult players who are not yet comfortable fully returning to classes, the opportunity to get on the ice prior to their work day. Surprisingly, Stick and Pucks were also very popular for our Ice Bear Mites (6-8 year olds).
- ◆ Since shut down, our Freeskate 1-6 skaters have enjoyed taking zoom classes with one of our Skate Academy coaches. While they are there to learn, it seems their favorite part of class is just seeing each other and Coach Abby.
- ◆ Family Trivia Night on December 4, was a fun family event which four families participated in.
- ◆ We have added 1:1 lessons, as allowed by IDPH, which started December 7, and will run until group classes can begin again. Our demand for hockey 1:1 lessons was more than four times what we expected. Additional Saturday lessons will be added for both figure skating and hockey to accommodate the demand and keep our participants engaged.

Jamie Lapke, Program and Operations Manager – Gymnastics

- ◆ Regular classes were not held November 14 - November 30, due to the second shutdown of the GRC because of new state restrictions.

- ◆ November 24-29, Week #1, Virtual classes were offered for three age groups: Tots for 2-3yrs, Gym Kids for 3 ½-5 years, and Beginner for ages 6+. Participant totals: Tots- 2, Gym Kids- 5, Beginner- 8.
- ◆ Beginning November 30, Week #2, Virtual classes were offered for three age groups: Tots for 2-3yrs, Gym Kids for 3 ½-5 years, and Beginner for ages 6+. Participant totals: Tots- 4, Gym Kids- 10, Beginner- 9.
- ◆ Planning for 1:1 lessons is underway for a tentative start date of Friday December 4.

RECREATION

Mike Loszach, Program Manager

School Age/Day Camp/Teens

- ◆ The full-day childcare programs continue to run smoothly at Lincoln and Whittier School as our staff continue to assist the programs with their e-learning during the school day.
- ◆ December teen programming is being rescheduled to take place in the month of January.

Early Childhood

- ◆ In person Playschool, Preschool, and Pre-Kindergarten classes resumed on Monday, December 7, after the three week program pause.
- ◆ The Playschool, Preschool, and Pre-Kindergarten calendar has been adjusted to add another week of school during early January and add another week on to the end of the school year to make-up for lost days.

Arts/Special Interest/Active Adults

- ◆ Planning is underway for the 2021 SCAW Summer Camp as that was one of our most popular camps in 2020.
- ◆ The Father Christmas event is scheduled to take place outdoors at Pleasant Home on December 12.

Nature/Adventure

- ◆ Our postponed Archery programs are being re-scheduled for the month of January.
- ◆ We have several fun Nature programs planned for the winter brochure, including Winter Pine Cone Animals, Squirrel Appreciation Day, Groundhog Day, and Animal Super Powers.

Chad Drufke, Recreation Program Manager

Fitness/Sports/Dance/Races

- ◆ We are working on plans for January offerings of fitness programming taking into account the current Covid mitigations. Offerings look like they will be virtual only for January and then we will evaluate for February based on Covid conditions in mid-to-late January.
- ◆ Fall dance programming has continued on via the virtual route. The dance program participants are working hard on their dance routines this fall virtually which will culminate in a virtual presentation of “the Nutcracker” which will be a video that will be edited and narrated and then made viewable to the participants and their parents. It surely will be a nice end of the year video during the holiday season which will show the hard work by participants and staff this fall!!
- ◆ The current fall circus programming will be made-up in January due to the programming postponement due to Covid mitigations.

Sports/Martial Arts

- ◆ All current fall sports programming has been postponed to January. Make-up of missed fall classes will take place in the month of January.
- ◆ Early preparations have begun for the summer youth in-house sports camp. Staff are excited to offer the sports camp next summer which was not offered this summer but instead a general camp was offered due to Covid mitigations.
- ◆ Most of all fall session II martial arts programming has continued on via the virtual route.

FLW Races

- ♦ Those who purchased the \$10 shipping fee had their shirts shipped to their homes in November. We have a running total of 112 shipped orders thus far. Some shirts are still in our possession for those who were unable to pick up their shirt on pick-up week in November. We will make arrangements with those folks once the buildings open back up from the current programming postponement.

Child Care

- ♦ Our team continues to assist the general recreation team in supervision of the Whittier E-learning full-day care program as well as holiday break full-day child care programs.

Memo

To: Kassie Porreca, Chair, Administration and Finance Committee
Board of Park Commissioners

From: Illiana De La Rosa, Finance Manager
Mitch Bowlin, Director of Finance

CC: Jan Arnold, Executive Director

Date: December 10, 2020

Re: November 2020 Revenue Expense Report



Statement

Attached with this memo are the November Revenue and Expense reports. The two reports are the Revenue Expense Report by Fund as well as the Summarized Revenue Expense Report. The Revenue Expense Report by Fund provides detail by revenue or expense type by fund. The Summarized Revenue Expense Report includes a snapshot by area of overall revenues and expenses. The Health Insurance Fund is a non-operating internal service fund and to better reflect this difference it is split into a separate section on each report.

The November Revenue Expense Reports highlights include:

Summarized Revenue Expense Report

- Due to COVID-19, programs have lost significant revenue gains compared to budget and prior years.
 - YTD Total Recreation Program Revenue down 54.18%, and Expenses down 55.53%, both are compared to budget,
 - YTD Total Special Facilities Revenue down 64.00% and Expenses down 53.58%, both are compared to budget.
 - For November, Clubhouse 2.0 generated \$48,695 in gross revenue. The District 97 reimbursement for November is \$18,600.
- Expenses in the Capital Fund are over by 26.88% actual year-to-date compared to total 2020 budgeted. This has been driven by doing the complete design for the CRC in 2020, which was approximately \$1 million of actual expenses compared to a planned \$100,000. Total expenses for the fiscal year are still projecting well below the total appropriated amount for the fund.
- Through December 10, there is a total \$458,619 in credit available to patrons, due to cancellations, for future use on programs or refunds.

Revenue and Expense Report - by Fund

- Overall Revenue for the District is down 27% to date compared to prior year-to-date. Specifically, Fees and Charges is down 74%, and Program Revenue is down 53%.
- “Other Financing Sources” is less than budgeted because staff continues to delay all transfers to Capital to ensure fund balances will not go into the negative.
 - Staff ceased health transfers in August.



November 2020 Revenue and Expense Report - by Fund

	<u>Operating Funds</u>										November Total	Budget YTD	Actual YTD	Prior YTD	
	Corporate	IMRF	Liability	Audit	Recreation	Museum	Special Rec	Special Facilities	Capital Projects	Cheney Mansion					
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,276,282	\$ 10,325,643	\$ 9,393,711
Fees and Charges	\$ 21,698	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ -	\$ 6,544	\$ -	\$ 1,820	\$ 30,562	\$ 1,794,217	\$ 474,592	\$ 1,854,976	
Intergovernmental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 108,723	\$ 412,803	\$ 739,370	
Miscellaneous Income	\$ 1,731	\$ -	\$ -	\$ -	\$ 1,761	\$ -	\$ -	\$ 10	\$ -	\$ -	\$ 3,502	\$ 381,855	\$ 257,682	\$ 583,815	
Sponsorship & Donations	\$ 1,458	\$ -	\$ -	\$ -	\$ 4,409	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,867	\$ 121,573	\$ 60,210	\$ 154,552	
Other Financing Sources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,019,629	\$ 730,842	\$ 1,802,588	
Program Revenue	\$ 243	\$ -	\$ -	\$ -	\$ 88,216	\$ -	\$ -	\$ 37,158	\$ -	\$ (55)	\$ 125,562	\$ 6,347,778	\$ 2,989,705	\$ 6,296,695	
Total Revenue	\$ 25,130	\$ -	\$ -	\$ -	\$ 94,386	\$ 500	\$ -	\$ 43,712	\$ -	\$ 1,765	\$ 165,494	\$ 23,050,058	\$ 15,251,476	\$ 20,825,708	
<i>Note: Negative Revenue equals loss</i>															
Wages	\$ 146,906	\$ -	\$ 4,943	\$ -	\$ 129,425	\$ 150	\$ -	\$ 71,324	\$ -	\$ 6,870	\$ 359,618	\$ 6,955,790	\$ 4,386,472	\$ 6,224,794	
Contractual Services	\$ 43,873	\$ -	\$ 1,407	\$ -	\$ 46,072	\$ 3,260	\$ -	\$ 5,789	\$ -	\$ 322	\$ 100,723	\$ 2,871,613	\$ 1,985,109	\$ 2,712,065	
Materials and Supplies	\$ 24,811	\$ -	\$ 5,355	\$ -	\$ 1,353	\$ 659	\$ -	\$ 2,940	\$ -	\$ 500	\$ 35,616	\$ 953,029	\$ 425,263	\$ 742,963	
Benefits	\$ 17,360	\$ 21,192	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 38,552	\$ 876,187	\$ 572,650	\$ 773,743	
Miscellaneous Expense	\$ 831	\$ -	\$ -	\$ -	\$ 2,334	\$ -	\$ -	\$ 489	\$ -	\$ -	\$ 3,654	\$ 539,759	\$ 176,703	\$ 314,810	
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ 120,655	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 120,655	\$ 339,025	\$ 459,680	\$ 379,372	
Utilities	\$ 36,516	\$ -	\$ -	\$ -	\$ 7,697	\$ 643	\$ -	\$ 17,310	\$ -	\$ 1,755	\$ 63,920	\$ 662,438	\$ 576,850	\$ 626,043	
Other Financing Uses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,841,898	\$ 1,254,103	\$ 2,579,149	
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 232,126	\$ -	\$ 232,126	\$ 2,233,667	\$ 2,834,050	\$ 3,117,599	
Total Expense	\$ 270,297	\$ 21,192	\$ 11,705	\$ -	\$ 307,534	\$ 4,712	\$ -	\$ 97,851	\$ 232,126	\$ 9,447	\$ 954,864	\$ 20,273,406	\$ 12,670,881	\$ 17,470,537	
Net	\$ (245,166)	\$ (21,192)	\$ (11,705)	\$ -	\$ (213,148)	\$ (4,212)	\$ -	\$ (54,139)	\$ (232,126)	\$ (7,682)	\$ (789,370)	\$ 2,776,652	\$ 2,580,595	\$ 3,355,171	
<u>Non-Operating Funds</u>															
	<u>Health Insurance</u>	<u>November Total</u>	<u>Budget YTD</u>	<u>Actual YTD</u>	<u>Prior YTD</u>										
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -										
Fees and Charges	\$ 10,876	\$ 10,876	\$ 134,429	\$ 126,755	\$ 126,375										
Intergovernmental	\$ -	\$ -	\$ -	\$ -	\$ -										
Miscellaneous Income	\$ -	\$ -	\$ -	\$ 1,000	\$ -										
Sponsorship & Donations	\$ -	\$ -	\$ -	\$ -	\$ -										
Other Financing Sources	\$ -	\$ -	\$ 822,268	\$ 523,262	\$ 776,561										
Program Revenue	\$ -	\$ -	\$ -	\$ -	\$ -										
Total Revenue	\$ 10,876	\$ 10,876	\$ 956,698	\$ 651,017	\$ 902,936										
Wages	\$ -	\$ -	\$ -	\$ -	\$ -										
Contractual Services	\$ -	\$ -	\$ -	\$ -	\$ -										
Materials and Supplies	\$ -	\$ -	\$ -	\$ -	\$ -										
Benefits	\$ 73,990	\$ 73,990	\$ 947,226	\$ 796,773	\$ 789,338										
Miscellaneous Expense	\$ 595	\$ 595	\$ -	\$ 882	\$ 1,602										
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -										
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -										
Other Financing Uses	\$ -	\$ -	\$ -	\$ -	\$ -										
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -										
Total Expense	\$ 74,585	\$ 74,585	\$ 947,226	\$ 797,655	\$ 790,940										
Net	\$ (63,709)	\$ (63,709)	\$ 9,472	\$ (146,638)	\$ 111,996										

November 2020 Summarized Revenue Expense Report



PARK DISTRICT of OAK PARK

	November-20	Budget YTD	Actual YTD	Prior YTD
Operating Funds				
Corporate Fund				
10-00- Administration				
Revenue	\$1,731	\$4,812,537	\$4,785,806	\$4,684,401
Expense	\$109,367	\$2,554,952	\$1,801,381	\$2,017,042
Net	(\$107,635)	\$2,257,585	\$2,984,425	\$2,667,358
10-35- Conservatory				
Revenue	\$21,495	\$0	\$64,544	\$116,793
Expense	\$19,207	\$331,085	\$242,021	\$277,714
Net	\$2,288	(\$331,085)	(\$177,477)	(\$160,921)
10-50- Parks and Planning				
Revenue	\$1,904	\$94,526	\$212,791	\$191,923
Expense	\$141,723	\$2,367,296	\$1,770,305	\$2,181,242
Net	(\$139,819)	(\$2,272,770)	(\$1,557,514)	(\$1,989,320)
Total Corporate				
Revenue	\$25,130	\$4,907,063	\$5,063,140	\$4,993,117
Expense	\$270,297	\$5,253,333	\$3,813,707	\$4,475,999
Net	(\$245,166)	(\$346,270)	\$1,249,433	\$517,118
IMRF Fund				
15-00-				
Revenue	\$0	\$368,951	\$370,244	\$361,851
Expense	\$21,192	\$359,800	\$264,265	\$272,018
Net	(\$21,192)	\$9,151	\$105,979	\$89,833
Liability Fund				
16-00-				
Revenue	\$0	\$376,902	\$405,479	\$372,714
Expense	\$11,705	\$248,594	\$232,811	\$209,343
Net	(\$11,705)	\$128,308	\$172,668	\$163,371
Audit Fund				
17-00-				
Revenue	\$0	\$20,673	\$20,746	\$19,269
Expense	\$0	\$19,500	\$18,750	\$19,350
Net	\$0	\$1,173	\$1,996	(\$81)
Recreation Fund				
20-00- Administration				
Revenues	\$6,170	\$4,492,982	\$4,447,039	\$3,918,613
Expense	\$173,409	\$4,746,615	\$1,802,998	\$2,585,397
Net	(\$167,239)	(\$253,633)	\$2,644,041	\$1,333,216

Note: Negative Revenue equals loss

November 2020 Summarized Revenue Expense Report



PARK DISTRICT of OAK PARK

	November-20	Budget YTD	Actual YTD	Prior YTD
20-05- Communications				
Revenue	\$0	\$87,135	\$1,800	\$84,485
Expense	\$13,499	\$503,135	\$286,107	\$438,147
Net	(\$13,499)	(\$416,000)	(\$284,307)	(\$353,662)
20-51- Customer Service				
Revenues	\$0	\$0	\$0	\$0
Expense	\$8,482	\$363,847	\$188,270	\$349,900
Net	(\$8,482)	(\$363,847)	(\$188,270)	(\$349,900)
20-25- Fitness				
Revenue	\$1,805	\$280,342	\$98,461	\$296,349
Expense	\$2,058	\$163,681	\$68,530	\$170,944
Net	(\$254)	\$116,661	\$29,931	\$125,405
20-26- Youth Athletics				
Revenue	\$5,950	\$854,305	\$401,182	\$907,259
Expense	\$41,173	\$482,690	\$144,258	\$412,183
Net	(\$35,223)	\$371,615	\$256,924	\$495,076
20-27- Adult Athletics				
Revenue	\$0	\$170,370	\$41,956	\$172,128
Expense	\$86	\$91,138	\$15,540	\$79,738
Net	(\$86)	\$79,232	\$26,416	\$92,390
20-29- Teens				
Revenue	\$352	\$98,623	\$14,441	\$90,352
Expense	\$153	\$45,767	\$6,270	\$33,416
Net	\$199	\$52,856	\$8,171	\$56,936
20-61- Community Programs				
Revenue	\$65,417	\$1,722,613	\$934,453	\$1,624,887
Expense	\$52,973	\$815,059	\$497,920	\$735,356
Net	\$12,444	\$907,554	\$436,533	\$889,531
20-62- Fine Arts				
Revenue	\$1,130	\$604,394	\$216,437	\$507,714
Expense	\$3,973	\$246,032	\$83,298	\$219,152
Net	(\$2,843)	\$358,362	\$133,139	\$288,561

November 2020 Summarized Revenue Expense Report



	November-20	Budget YTD	Actual YTD	Prior YTD
20-63- Early Childhood				
Revenue	\$13,562	\$447,280	\$207,595	\$415,353
Expense	\$11,729	\$275,696	\$127,043	\$241,091
Net	\$1,833	\$171,584	\$80,552	\$174,262
Total Recreation				
Revenue	\$94,386	\$8,758,043	\$6,363,365	\$8,017,140
Expense	\$307,534	\$7,733,660	\$3,220,234	\$5,267,342
Net	(\$213,148)	\$1,024,383	\$3,143,131	\$2,749,798
Museum Fund				
21-00-				
Revenue	\$500	\$50,889	\$53,168	\$50,044
Expense	\$4,712	\$35,782	\$41,612	\$26,777
Net	(\$4,212)	\$15,107	\$11,557	\$23,268
Special Recreation Fund				
22-00-				
Revenue	\$0	\$621,145	\$612,594	\$588,416
Expense	\$0	\$548,688	\$417,983	\$542,801
Net	\$0	\$72,457	\$194,611	\$45,615
Special Facilities Fund				
25-00- Administration				
Revenue	\$0	\$0	\$0	\$0
Expense	\$19,239	\$824,687	\$372,426	\$740,904
Net	(\$19,239)	(\$824,687)	(\$372,426)	(\$740,904)
25-19- Pools				
Revenue	\$0	\$974,169	\$60,019	\$921,406
Expense	\$515	\$465,598	\$49,855	\$415,997
Net	(\$515)	\$508,571	\$10,163	\$505,410
25-20- Rink				
Revenue	\$27,669	\$1,525,998	\$680,015	\$1,503,674
Expense	\$9,400	\$542,522	\$255,403	\$430,912
Net	\$18,269	\$983,476	\$424,611	\$1,072,762

November 2020 Summarized Revenue Expense Report



PARK DISTRICT of OAK PARK

	November-20	Budget YTD	Actual YTD	Prior YTD
25-24- Gymnastics				
Revenue	\$15,803	\$1,093,869	\$580,772	\$1,171,177
Expense	\$29,372	\$806,275	\$507,709	\$811,667
Net	(\$13,569)	\$287,595	\$73,063	\$359,510
25-50- Maintenance				
Revenue	\$240	\$1,600	\$3,620	\$28,747
Expense	\$39,299	\$933,588	\$505,943	\$856,415
Net	(\$39,059)	(\$931,988)	(\$502,322)	(\$827,668)
25-57- Concessions				
Revenue	\$0	\$100,490	\$6,115	\$88,139
Expense	\$25	\$83,750	\$5,806	\$92,182
Net	(\$25)	\$16,740	\$309	(\$4,044)
Total Special Facilities				
Revenue	\$43,712	\$3,696,127	\$1,330,541	\$3,713,144
Expense	\$97,851	\$3,656,419	\$1,697,141	\$3,348,078
Net	(\$54,139)	\$39,708	(\$366,601)	\$365,066
Capital Projects Fund				
70-xx-				
Revenue	\$0	\$3,993,046	\$905,055 *	\$2,454,118
Expense	\$232,126	\$2,233,667	\$2,834,050	\$3,117,599
Net	(\$232,126)	\$1,759,379	(\$1,928,994)	(\$663,481)
Cheney Mansion Fund				
85-00-				
Revenue	\$1,765	\$257,219	\$127,144	\$255,896
Expense	\$9,447	\$183,963	\$130,329	\$191,232
Net	(\$7,682)	\$73,256	(\$3,186)	\$64,664
<u>Non-Operating Funds</u>				
Health Insurance Fund				
50-00-				
Revenue	\$10,876	\$956,698	\$651,017 *	\$902,936
Expense	\$74,585	\$947,226	\$797,655	\$790,940
Net	(\$63,709)	\$9,472	(\$146,638)	\$111,996

* Transfers halted from Special Facilities and Recreation Funds