

AGENDA
REGULAR PARK DISTRICT BOARD MEETING
COMMUNITY PARK DISTRICT of La GRANGE PARK
1501 BARNSDALE ROAD, La GRANGE PARK, ILLINOIS
January 11, 2021 - 6:30 PM

1. Call to Order & Roll Call
2. Pledge of Allegiance
3. Park District Mission: The Community Park District of La Grange Park shall offer high quality, affordable and accessible park and recreation facilities, programs and services in a financially responsible manner.
4. Open Forum
5. Approval of the January 11, 2021 Agenda
6. Approval of Board Meeting Minutes
 - a. December 14, 2020 Regular Meeting Minutes
7. Communications/Proclamations/Presentations
8. Staff Recognition
 - a. Theresa Jackson, Office Manager
9. Staff Reports
 - a. Executive Director
 - b. Office Manager
 - c. Parks
 - d. Recreation
 - i. Recreation, Facilities, and Safety Manager
 - ii. Marketing and Finance Coordinator
 - e. Financial Consultant
10. Approve Monthly Disbursements
11. Unfinished Business
 - a. Strategic Plan Committees
12. New Business
 - a. Memorial Park Multi-Use Court Improvement Project
 - b. Resolution Designating Freedom of Information Officer
13. Next Regular Meeting: Monday, February 8, 2021, 6:30pm

Adjourn to Executive Session

For the purpose of discussing and approving Closed Meeting Minutes pursuant to 5 ILCS 120/2(c)(21), and when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting District pursuant to 5 ILCS 120/2(c)(11).

14. Executive Session

- a. Executive Session Meeting Minutes of November 9, 2020 and December 14, 2020
- b. An action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting

15. Reconvene Open Session

16. Potential Action on Items Discussed in Executive Session

17. Adjournment

Those wishing to attend the public hearing or Regular Meeting on January 11, 2021 may do so via the Zoom platform:

- Important: As you install the Zoom software, it will prompt you to enter your name. **Please be sure to use your legal name.** Plan to join the meeting at least 5-10 minutes before the start of the meeting.
- Everyone is automatically muted. If you wish to speak during “Open Forum” use the “Chat” function to type a message to the host indicating you would like to speak. You will then be unmuted to speak. Comments for Open Forum may also be emailed to jcannaday@communityparkdistrict.org by 3:00 p.m. on 12/14/20 to be read at the meeting by staff.
- You can use the following link to view a tutorial on how to connect with your computer:

Virtual Meeting Participation Information

Time: Jan 11, 2021 06:30 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/5150272773?pwd=eFdHc0tDZERTYVpaZXhkU2dlVzgrdz09>

Meeting ID: 515 027 2773

Passcode: CPD1501

One tap mobile

+13126266799,,5150272773#,,,,*436130# US (Chicago)

Dial by your location

+1 312 626 6799 US (Chicago)

Meeting ID: 515 027 2773

Passcode: 436130

MINUTES (DRAFT)
REGULAR PARK DISTRICT BOARD MEETING
COMMUNITY PARK DISTRICT OF LA GRANGE PARK
December 14, 2020 - 6:00 PM

1. CALL TO ORDER THE REGULAR MEETING & ROLL CALL

President Ogden called the meeting to order at 6:00 p.m. Commissioners present were Bob Corte, and Lucy Stastny.

Also present were Director Jessica Cannaday, and La Grange Park resident, Denise Rosicky of 1129 Robinhood Lane.

Commissioner Stastny made a motion to allow Commissioner Boyd to attend the meeting via video conference (Zoom). Commissioner Corte seconded the motion. Approval by the Commissioner present was made to allow Commissioner Boyd to attend the meeting by video conference, as she was unable to physically attend and provided adequate notice as provided in section 3.6 of the Board Policy Manual.

2. PLEDGE OF ALLEGIANCE

3. PARK DISTRICT MISSION

The Community Park District of La Grange Park shall offer high quality, affordable and accessible park and recreation facilities, programs and services in a financially responsible manner.

4. OPEN FORUM

Resident Denise Rosicky of 1129 Robinhood Lane, La Grange Park joined the meeting via Zoom. She introduced herself to the group and stated her interest in volunteering within one of the task forces/focus/strategic planning groups. Ms. Rosicky stated that she is specifically hopeful for planning focused on middle aged residents and families, and special interest groups. The Commissioners welcomed her, stating that her timing was perfect as discussion of these were on the agenda to speak about later in the meeting.

5. APPROVAL OF THE DECEMBER 14, 2020 AGENDA

Commissioner Stastny made a motion to approve the December 14, 2020 Agenda, with amendments added and outlined by Executive Director Cannaday. Seconded by Commissioner Corte, motion passed unanimously by roll call vote.

6. APPROVAL OF THE BOARD MEETING MINUTES

a. November 9, 2020 Regular Meeting

Commissioner Corte made a motion to approve the November 9, 2020 Regular Meeting minutes. Seconded by Commissioner Stastny, motion passed unanimously by roll call vote.

7. COMMUNICATIONS/PROCLAMATIONS/PRESENTATIONS

There were none.

8. STAFF RECOGNITION

There were none.

9. STAFF REPORTS

a. Executive Report

A written report was introduced by Executive Director Cannaday. She shared that Office Manager, Theresa Jackson, began on December 14th and would be invited to the January Board Meeting. Jessica discussed the Village Code Text Amendment Request that may be necessary to move forward with park improvements. She stated that the tax budgeting year and program projections will be challenging as effects from COVID play out. She shared that the team is getting an early start on their development. Discussion took place and questions were asked and answered.

i. Human Resources, Executive Assistant

A written report by HR Executive Assistant Nancy Daum was presented by Executive Director Cannaday.

b. Recreation Report

i. Recreation, Facilities, and Safety Manager

A written report by Recreation, Facilities and Safety Manager Matt Crilly was included in the district records and introduced by Executive Director Cannaday. She highlighted that ballet barres in the multi-purpose room have been reinstalled securely, the fire alarm in the Maintenance Garage has been serviced by Johnson Controls, and CPR/AED/First Aid employee and pre-school staff recertification/certifications have occurred and training is being made available to hourly staff and Board members.

ii. Community Engagement & Marketing Coordinator

Amanda Kennedy's written report as included in the Board packet was presented by Executive Director Cannaday. Implementation of a new phone system was discussed. It provides cost savings, enhanced service and ensures receipt of timely voicemails.

c. Parks Report

A written report by Building and Grounds Supervisor Ray Drexler and included in the Report was presented by Executive Director Cannaday. She stated that winterizing has taken place, and that she has received a tremendous amount of positive feedback about the lit Christmas light/tree displays. Discussion took place and questions were answered.

d. Financial Consultant

Executive Director Cannaday presented financial statements for month ending November 30, 2020 in the absence of Mr. Phil Mesi, Financial Consultant. Updated financials were provided to Board members and she highlighted bond payment and revenue, and that the bottom line remains positive overall.

10. APPROVAL OF MONTHLY DISBURSEMENTS

A Purchase Journal included in the packet was introduced by Executive Director, Jessica Cannaday. Discussion took place and questions were asked and answered. Commissioner Stastny made a motion to approve the monthly disbursements totaling \$261,628.92. This was seconded by Commissioner Corte and motion was passed unanimously by roll call vote.

11. UNFINISHED BUSINESS

a. Strategic Plan Committees

Executive Director Cannaday presented next steps in the strategic planning process, the development of focus groups and committees to develop initiative recommendations. She proposed focus groups including Programming, Sustainability and Green Initiatives, Capital Projects – Athletic Fields, Capital Projects – Playgrounds, and Capital Projects – Pedestrian and ADA. Executive Director Cannaday requested that Board members consider identifying interest in and leading a focus group between now and April 2021. Discussion took place and questions were asked and answered.

12. NEW BUSINESS

There was none.

13. ADJOURN TO EXECUTIVE SESSION

In accordance with the Open Meetings Act under Section 2(c)(5), President Ogden asked for a motion to adjourn the Regular Board Meeting to Executive Session. Commissioner Stastny made a motion and it was seconded by Commissioner Boyd. Motion was unanimously passed by roll call vote.

14. RECONVENE OPEN MEETING & ROLL CALL

The meeting reconvened to Executive Session at 6:30 p.m. Present were President Ogden and Commissioners Corte, Stastny, Boyd (via video call), and Executive Director Cannaday.

15. ACTION, IF ANY, FROM EXECUTIVE SESSION

A motion to renew the Executive Director's contract beginning January 1, 2021 was made by Commissioner Corte and seconded by Commissioner Stastny. The motion passed unanimously by roll call vote.

16. NEXT REGULAR MEETING

Monday, January 11, 2021 at 6:30 p.m. in the multi-purpose room.

17. ADJOURNMENT

Commissioner Boyd made a motion to adjourn the meeting at 6:35 p.m. Seconded by Commissioner Stastny. Motion passed unanimously by roll call vote.

Secretary

Approved January 11, 2020

DATE: January 7, 2020

TO: Tim Ogden, President, Community Park District Board of Commissioners

FROM: Jessica Cannaday, Executive Director

RE: December Board Report

New Business

New business includes accepting the bid results for the Memorial Park Multi-Use Court Improvement Project and designating the new Office Manager as a Freedom of Information Officer.

Executive Office Report

Multi-Use Court Project:

- Upon further review with the Village of La Grange Park, the more stringent landscaping requirements will not affect the Memorial Park project. I will present the existing landscaping plan as part of the site plan review at the Planning and Zoning Commission review this month.
- Bid numbers came in under initial cost estimates. Once the board accepts the bid, we can move to contract development. A contract will be presented next month.
- The National Fitness Campaign will be shipping fitness court equipment to us within the next 90 days.

Urban & Community Forestry Grant: We successfully received a reimbursable grant award of \$8,265. This grant will fund the development of a comprehensive and custom tree inventory and management plan for the Community Park District. The Village of La Grange Park is also a grant recipient, and we intend to work with them on cohesive and complimentary tree management efforts that will enhance the overall quality of life for La Grange Park Residents for generations.

CARES Act Funding: We are still waiting on funding updates. Last communication from Cook County was December 21, 2020.

January/February

Memorial Park Multi-Use Project: Zoning Commission meeting – Jan 19

Mowing: We are waiting on one more quote for mowing. From there we will analyze the feasibility of bidding and contracting the service out.

Budget: We have begun preliminary budget projections. It is recommended that we postpone budget adoption to get as much accurate data as possible on what operational expenses and recreation revenue might look like. We have until July 2021 to pass our budget and can operate under the current budget during the first quarter of the new FY.

To: Jessica Cannaday

From: Theresa Jackson

Date: January 8, 2021

Re: January 2021 Board Report



- Organizational system for Ordinances & Resolutions was created.
- Organizational system for Employee Eligibility Identification (I-9 Forms) was created.
- Completed the following PDRMA training:
 1. Statement of Admissions 2020
 2. Diversity for All Employees 2020
 3. Preventing Workplace Violence for Employees – Refresher 2020
 4. Sexual Harassment Prevention and Response for Employees in Illinois
 5. Sexual Harassment Prevention and Response for Supervisors in Illinois
 6. Substance Abuse in the Workplace: What Supervisors need to know 2020
 7. Bullying Prevention 2020
 8. Coping with Stress and Uncertainty During COVID-19
 9. Acute Respiratory Illness Pandemics: Prevention and Response
 10. Avoiding Back Injuries 2020
- Central Filing System for Employee Payroll (2019, 2020, 2021, and 2022) – Completed (I will rotate subsequent years. Only will keep three years at a time in OM office)
- Nancy's Financials Report:

Total Gross Income: \$27,259.00 minus (\$294.00) in Refunds leaves a total of \$26,965.00 in Net Income. 47% is Winter/Spring 20-21 Programming, and the remainder is Preschool Tuition.

Date: January 7, 2021,
To: Jessica Cannaday, Executive Director
From: Ray Drexler, Building and Grounds Supervisor
RE: December Board Report

- Removed graffiti from Memorial Park pavilion.
- Hung Christmas wreaths on the benches at Memorial Wall.
- Built 2 wood shelf units for shop and supply room.
- Worked on mowing and trimming quotes for all parks.
- Cleared off sewer cover in parking lot at Memorial.
- Started organizing shop for better efficiency.
- New front end parts and tires were installed on Ford Ranger.
- First snow removal completed.

Date: December 28, 2020

To: Jessica Cannaday, Executive Director

From: Matt Crilly, Recreation, Facilities & Safety Manager

Re: December 2020 Board Report

Facilities

December 18 - RTU 3 was not producing heat. Southwest Mechanical diagnosed the issue as a defective thermostat. We replaced the thermostat in-house saving the district \$722.

Assisted with the season's first snow removal.

The cleanliness of the building continues to be a bright spot mentioned by parents and staff alike. The generator has kept the air clean, along with high touch surfaces and floors being maintained by our custodial and office staff.

Recreation

-Basic Yoga finished strong virtually.

-Spirit Kids finished final four meetings virtually with great feedback from parents for the job new Fitness Instructor Michelle Dawson did. She kept the participants engaged and was full of enthusiasm.

-Fitness programming registration has been slow due to the classes beginning virtually.

Safety

-Snow stoppers reinstalled along the roof line has prevented snow from sliding off the roof. Daily checks, when snow is present, have continued for snow removal from snow stopper to gutter with the roof rake.

-Parking lot and sidewalks around Recreation Center have remained clean and salted from snow and ice.

-Weekly park inspections have shown no issues with equipment.

Date: January 11, 2020

To: Jessica Cannaday, Executive Director

From: Amanda Kennedy, Marketing & Finance Coordinator

Re: December 2020 Board Report

MARKETING

- Direct emailed 9068 program specific emails with a 35% open rate.
- Submitted E-briefs, updated electronic sign & sent promotional emails to District 102 & 95.
- Tate's Ice Cream donated wooden coins good for a free scoop of ice cream for Daddy Daughter Date Night gift bags
- Attended a virtual IPRA Communications & Marketing meeting to share marketing ideas during Covid

PROGRAMMING

- January Dance classes have a total of 31 participants despite being virtual the first 2 weeks. We reworked some of the classes to better accommodate the virtual options for parents.
- Created new Dance class for Spring Recital to accommodate participants who did not want to go virtual.
- Miss Angie Rockin' Tots classes are running virtually until 1/15 with 7 registered.
- Triple Threat Theater class begins 1/23 with 13 enrolled thus far.

FINANCIALS

- Processed Payables for November.
- Helped train new employee Theresa on payroll

READY TEDDY

I am continuing to monitor Ready Teddy, Ashley's email & daily wellness logs.

Community Pk District LaGrange Pk
Income Statement
For the Eight Months Ending December 31, 2020

		Current Month Actual	Year to Date Actual	Budget	%	Prev % Budget
Revenues						
01-401	Corporate Fund Taxes	\$ 1,956.47	\$ 239,649.74	\$ 514,000.00	46.62	47.78
01-402	Replacement Taxes	632.49	10,123.58	15,000.00	67.49	87.39
01-403	Interest Earned-Corp. Fun	28.10	432.52	1,000.00	43.25	428.00
01-490	Other Income - Corporate	1,642.00	6,135.00	2,500.00	245.40	0.00
02-401	Recreation Fund Taxes	352.96	43,028.53	93,000.00	46.27	40.64
02-403	Interest Earned - Rec. Fu	8.13	264.87	1,500.00	17.66	212.24
02-405	Programs Fees - General	27,910.00	185,407.16	649,600.00	28.54	65.71
02-408	Donations & Sponsorship	0.00	3,164.00	10,500.00	30.13	48.28
02-490	Other Income - Recreatio	0.00	0.00	500.00	0.00	1,768.1
03-401	Property Taxes-IMRF	155.88	19,083.81	41,200.00	46.32	54.81
03-403	Interest IMRF	2.83	54.77	174.00	31.48	289.88
04-401	Property Taxes FICA	194.75	23,842.97	51,500.00	46.30	47.96
04-403	Interest-FICA	2.23	37.78	100.00	37.78	226.24
05-401	Property Taxes Auditing	30.32	3,722.11	8,000.00	46.53	53.29
05-403	Interest Auditing	0.09	6.20	5.00	124.00	663.00
06-401	Property Taxes-PDRMA	129.83	15,925.49	34,400.00	46.30	47.96
06-403	Interest-PDRMA	1.49	35.07	50.00	70.14	1,965.6
06-490	Other Income-PDRMA	1,500.00	1,500.00	2,500.00	60.00	0.00
08-401	Property Taxes-SEASPA	377.84	46,226.50	100,000.00	46.23	43.16
08-403	Interest-SEASPAR	12.78	226.97	20.00	1,134.8	4,577.4
09-401	Property Taxes-Bond& In	689.21	84,437.50	180,000.00	46.91	50.62
09-403	Interest- Bond&Interest	12.66	145.58	25.00	582.32	3,372.4
10-408	Donation & Grants-#10	5,310.00	10,310.00	0.00	0.00	0.00
10-410	Bond Issuance 2020	320,000.00	320,000.00	0.00	0.00	0.00
11-403	Interest Earned- Fund #11	0.83	15.34	20.00	76.70	844.80
11-408	VMF Donations	100.00	675.00	500.00	135.00	40.00
	Total Revenues	<u>361,050.89</u>	<u>1,014,450.49</u>	<u>1,706,094.00</u>	59.46	57.16
Expenses						
01-501	Full Time Wages-Admin	12,504.83	95,902.06	159,068.00	60.29	53.18
01-505	Part Time Wages	1,780.62	8,544.65	28,600.00	29.88	104.95
01-507	Overtime Wages	0.00	0.00	2,500.00	0.00	0.00
01-511	Wages - Program Leaders	3,212.50	26,181.25	60,000.00	43.64	56.96
01-601	Legal Publications	0.00	124.84	500.00	24.97	91.36
01-603	Postage Stamps	82.00	205.40	1,000.00	20.54	94.03
01-604	Public Relations	388.74	681.74	8,000.00	8.52	0.00
01-606	Telephones	780.54	5,914.29	8,450.00	69.99	59.08
01-607	Association Dues	1,335.00	2,049.00	6,800.00	30.13	5.80
01-608	Professional Developmen	59.30	467.80	7,250.00	6.45	31.65
01-610	Subscriptions	29.98	480.82	1,000.00	48.08	83.60
01-612	Mileage Reimbursement	230.76	2,076.84	3,000.00	69.23	38.46
01-701	Park Board Expense	100.00	1,506.48	7,500.00	20.09	44.24
01-702	Computer Services	1,214.95	6,815.70	8,500.00	80.18	65.31
01-703	Security Services	634.65	1,573.72	2,100.00	74.94	72.19
01-704	Health Insurance Admin.	90.44	34,982.58	70,250.00	49.80	45.35
01-705	Professional Services	1,512.50	10,322.50	23,000.00	44.88	122.97

Community Pk District LaGrange Pk
Income Statement
For the Eight Months Ending December 31, 2020

	Current Month	Year to Date		%	Prev %
	Actual	Actual	Budget		Budget
01-706 Office Machine Contracts	99.97	2,759.48	20,000.00	13.80	34.32
01-707 Refuse Disposals	0.00	1,110.05	5,500.00	20.18	3.68
01-708 Portable Toilets	0.00	2.67	1,500.00	0.18	51.93
01-709 Trade Services	0.00	10,218.34	23,000.00	44.43	8.03
01-710 Utilites - Natural Gas	154.23	1,048.54	2,500.00	41.94	57.63
01-711 Utilities - Electricity	1,202.68	7,622.36	11,000.00	69.29	65.24
01-712 Utilities - Water	202.30	549.10	16,000.00	3.43	58.37
01-723 Bank Fees	0.00	95.74	500.00	19.15	13.20
01-801 Supplies	1,731.64	7,061.90	27,700.00	25.49	60.10
01-802 Equipment	1,245.00	3,565.05	16,000.00	22.28	14.61
01-804 Repair Parts	1,550.50	5,609.27	6,500.00	86.30	54.89
01-805 Awards & Remembrance	10.51	366.73	1,500.00	24.45	29.43
01-809 Staff Uniforms	0.00	51.00	2,100.00	2.43	12.56
01-900 Separation Pay	0.00	0.00	0.00	0.00	8.57
01-901 Other Expenses	0.00	0.00	8,500.00	0.00	132.50
02-501 Full Time Wages-Rec	13,292.46	85,613.44	169,153.00	50.61	54.86
02-505 Part Time Wages-Prog A	5,689.95	50,398.80	138,250.00	36.45	70.05
02-508 Wages - Rental Superviso	0.00	0.00	4,100.00	0.00	0.00
02-511 Wages - Program Leaders	3,368.85	25,077.32	81,175.00	30.89	49.73
02-604 Program Marketing	0.00	659.79	2,000.00	32.99	43.16
02-606 Telephones	60.00	507.88	2,160.00	23.51	64.32
02-608 Professional Developmen	0.00	579.00	4,000.00	14.48	22.26
02-612 Mileage	0.00	0.00	250.00	0.00	0.00
02-703 Security Services	0.00	3,270.25	8,000.00	40.88	69.77
02-704 Health Insurance Rec.	66.37	27,785.15	71,750.00	38.72	29.06
02-707 Refuse Disposals	0.00	2,175.07	4,500.00	48.33	46.86
02-709 Trade Services	1,080.16	3,540.76	5,000.00	70.82	55.06
02-710 Utilites - Natural Gas	192.90	766.62	3,000.00	25.55	31.30
02-711 Utilities - Electricity	1,010.96	6,364.39	13,000.00	48.96	91.53
02-712 Utilities - Water	247.38	736.95	1,500.00	49.13	105.48
02-717 Program Contractual Serv	1,077.00	11,695.70	117,200.00	9.98	59.04
02-718 Credit Card Fees	403.54	4,022.67	11,500.00	34.98	73.58
02-720 Brochure Printing	0.00	2,362.71	17,500.00	13.50	60.55
02-722 Co-op Fees	0.00	3,151.48	16,450.00	19.16	110.10
02-723 Bank Fees	38.00	295.00	0.00	0.00	0.00
02-801 Supplies	2,423.14	11,952.26	60,950.00	19.61	43.28
02-802 Equipment	0.00	547.08	8,100.00	6.75	26.00
02-804 Repair Parts	1,092.56	4,486.53	6,000.00	74.78	64.33
02-901 Other Expenses	0.00	1,545.00	7,100.00	21.76	51.15
03-630 IMRF Contribution	3,218.80	24,201.75	46,833.81	51.68	53.07
04-640 FICA-Employer Contribu	3,135.28	24,018.32	49,514.32	48.51	60.40
05-705 Professional Service-Aud	0.00	8,950.00	8,700.00	102.87	100.00
06-608 PDRMA Workshops	0.04	153.14	0.00	0.00	0.00
06-705 Professional Services, Saf	0.00	4,892.60	8,500.00	57.56	12.63
06-717 Security Reference Check	0.00	200.00	750.00	26.67	22.00
06-760 PDRMA Premium	0.00	16,648.80	30,000.00	55.50	45.44
06-801 Safety Supplies	0.00	5,728.66	1,500.00	381.91	87.62
08-501 Full Time Wages-Board	634.62	5,650.00	8,500.00	66.47	33.43
08-708 ADA Portable Restrooms	95.00	2,436.04	5,500.00	44.29	27.45

Community Pk District LaGrange Pk
Income Statement
For the Eight Months Ending December 31, 2020

	Current Month	Year to Date		%	Prev %
	Actual	Actual	Budget		Budget
08-709 ADA Assesibility	0.00	0.00	25,000.00	0.00	0.00
08-717 Special Rec-Instrutors	132.22	332.07	4,000.00	8.30	2.05
08-780 SEASPAR Contribution	28,875.00	57,750.00	61,000.00	94.67	49.82
09-705 Bonds & Interest-Profess	0.00	250.00	500.00	50.00	0.00
09-790 Bond Principal	125,000.00	125,000.00	125,000.00	100.00	100.21
09-791 Bond Interest	26,975.00	53,950.00	53,950.00	100.00	100.09
10-709 Trade Services- Cap Proj	0.00	0.00	4,000.00	0.00	0.00
11-801 Supplies-Memorial Proj	0.00	0.00	1,500.00	0.00	205.93
	<u> </u>	<u> </u>	<u> </u>		
Total Expenses	248,262.87	815,585.13	1,727,204.13	47.22	53.26
	<u> </u>	<u> </u>	<u> </u>		
Net Income	\$ 112,788.02	\$ 198,865.36	\$ (21,110.13)	(942.04)	31.45
	<u> </u>	<u> </u>	<u> </u>		

Community Pk District LaGrange Pk
Income Statement
For the Eight Months Ending December 31, 2020
CORPORATE FUND

	Current Month Actual	Year to Date Actual	Budget	YTD Percentag	Prev YTD	Prev % Budget
Revenues						
Corporate Fund Taxes	\$ 1,956.47	\$ 239,649.74	\$ 514,000.00	46.62	\$ 254,175.40	47.78
Replacement Taxes	632.49	10,123.58	15,000.00	67.49	13,108.87	87.39
Interest Earned-Corp. F	28.10	432.52	1,000.00	43.25	4,280.01	428.00
Other Income - Corpora	1,642.00	6,135.00	2,500.00	245.40	0.00	0.00
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Total Revenues	4,259.06	256,340.84	532,500.00	48.14	271,564.28	49.29
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Expenses						
Full Time Wages-Admi	12,504.83	95,902.06	159,068.00	60.29	103,043.31	53.18
Part Time Wages	1,780.62	8,544.65	28,600.00	29.88	36,732.65	104.95
Overtime Wages	0.00	0.00	2,500.00	0.00	0.00	0.00
Wages - Program Lead	3,212.50	26,181.25	60,000.00	43.64	38,163.81	56.96
Legal Publications	0.00	124.84	500.00	24.97	109.63	91.36
Postage Stamps	82.00	205.40	1,000.00	20.54	470.17	94.03
Public Relations	388.74	681.74	8,000.00	8.52	0.00	0.00
Telephones	780.54	5,914.29	8,450.00	69.99	4,106.33	59.08
Association Dues	1,335.00	2,049.00	6,800.00	30.13	318.75	5.80
Professional Developm	59.30	467.80	7,250.00	6.45	1,867.31	31.65
Subscriptions	29.98	480.82	1,000.00	48.08	627.00	83.60
Mileage Reimbursemen	230.76	2,076.84	3,000.00	69.23	1,153.80	38.46
Park Board Expense	100.00	1,506.48	7,500.00	20.09	5,529.48	44.24
Computer Services	1,214.95	6,815.70	8,500.00	80.18	4,898.50	65.31
Security Services	634.65	1,573.72	2,100.00	74.94	1,443.81	72.19
Health Insurance Admi	90.44	34,982.58	70,250.00	49.80	25,294.85	45.35
Professional Services	1,512.50	10,322.50	23,000.00	44.88	24,593.99	122.97
Office Machine Contra	99.97	2,759.48	20,000.00	13.80	4,461.11	34.32
Refuse Disposals	0.00	1,110.05	5,500.00	20.18	282.24	3.68
Portable Toilets	0.00	2.67	1,500.00	0.18	3,116.03	51.93
Trade Services	0.00	10,218.34	23,000.00	44.43	12,123.66	8.03
Utilites - Natural Gas	154.23	1,048.54	2,500.00	41.94	1,325.58	57.63
Utilities - Electricity	1,202.68	7,622.36	11,000.00	69.29	9,981.52	65.24
Utilities - Water	202.30	549.10	16,000.00	3.43	8,755.03	58.37
Bank Fees	0.00	95.74	500.00	19.15	66.00	13.20
Supplies	1,731.64	7,061.90	27,700.00	25.49	18,932.28	60.10

Community Pk District LaGrange Pk
Income Statement
For the Eight Months Ending December 31, 2020
CORPORATE FUND

	Current Month Actual	Year to Date Actual	Budget	YTD Percentag	Prev YTD	Prev % Budget
Equipment	1,245.00	3,565.05	16,000.00	22.28	438.28	14.61
Repair Parts	1,550.50	5,609.27	6,500.00	86.30	3,842.30	54.89
Awards & Remembran	10.51	366.73	1,500.00	24.45	441.38	29.43
Staff Uniforms	0.00	51.00	2,100.00	2.43	188.41	12.56
Separation Pay	0.00	0.00	0.00	0.00	8,567.76	8.57
Other Expenses	0.00	0.00	8,500.00	0.00	2,649.93	132.50
	<hr/>	<hr/>	<hr/>		<hr/>	
Total Expenses	30,153.64	237,889.90	539,818.00	44.07	323,524.90	41.82
	<hr/>	<hr/>	<hr/>		<hr/>	
Net Income	\$ (25,894.58)	\$ 18,450.94	\$ (7,318.00)	(252.13	\$ (51,960.62)	23.34
	<hr/>	<hr/>	<hr/>		<hr/>	

Community Pk District LaGrange Pk
Income Statement
For the Eight Months Ending December 31, 2020
RECREATION FUND

	Current Month Actual	Year to Date Actual	Budget	YTD Percentage	Previous YTD	Prev % Budget
Revenues						
Recreation Fund Taxes	\$ 352.96	\$ 43,028.53	\$ 93,000.00	46.27	\$ 23,978.82	40.64
Interest Earned - Rec. F	8.13	264.87	1,500.00	17.66	3,183.66	212.24
Program Fees - Other	0.00	0.00	0.00	0.00	130.00	0.00
Programs Fees - Genera	27,910.00	185,407.16	649,600.00	28.54	368,952.89	65.71
Donations & Sponsorsh	0.00	3,164.00	10,500.00	30.13	4,925.00	48.28
Other Income - Recreat	0.00	0.00	500.00	0.00	35,363.77	1,768.1
	<hr/>	<hr/>	<hr/>		<hr/>	
Total Revenues	28,271.09	231,864.56	755,100.00	30.71	436,534.14	68.83
	<hr/>	<hr/>	<hr/>		<hr/>	
Expenses						
Full Time Wages-Rec	13,292.46	85,613.44	169,153.00	50.61	97,370.10	54.86
Part Time Wages-Prog	5,689.95	50,398.80	138,250.00	36.45	74,851.76	70.05
Wages - Rental Supervi	0.00	0.00	4,100.00	0.00	0.00	0.00
Wages - Program Lead	3,368.85	25,077.32	81,175.00	30.89	34,961.06	49.73
Program Marketing	0.00	659.79	2,000.00	32.99	431.62	43.16
Telephones	60.00	507.88	2,160.00	23.51	671.48	64.32
Professional Developm	0.00	579.00	4,000.00	14.48	779.00	22.26
Mileage	0.00	0.00	250.00	0.00	0.00	0.00
Security Services	0.00	3,270.25	8,000.00	40.88	4,639.78	69.77
Health Insurance Rec.	66.37	27,785.15	71,750.00	38.72	18,359.36	29.06
Refuse Disposals	0.00	2,175.07	4,500.00	48.33	2,108.76	46.86
Trade Services	1,080.16	3,540.76	5,000.00	70.82	2,753.04	55.06
Utilites - Natural Gas	192.90	766.62	3,000.00	25.55	751.23	31.30
Utilities - Electricity	1,010.96	6,364.39	13,000.00	48.96	10,983.00	91.53
Utilities - Water	247.38	736.95	1,500.00	49.13	1,054.77	105.48
Program Contractual Se	1,077.00	11,695.70	117,200.00	9.98	72,208.42	59.04
Credit Card Fees	403.54	4,022.67	11,500.00	34.98	8,093.44	73.58
Brochure Printing	0.00	2,362.71	17,500.00	13.50	10,294.07	60.55
Co-op Fees	0.00	3,151.48	16,450.00	19.16	18,551.25	110.10
Bank Fees	38.00	295.00	0.00	0.00	280.00	0.00
Supplies	2,423.14	11,952.26	60,950.00	19.61	25,558.21	43.28
Equipment	0.00	547.08	8,100.00	6.75	2,444.14	26.00
Repair Parts	1,092.56	4,486.53	6,000.00	74.78	3,216.28	64.33

Community Pk District LaGrange Pk
Income Statement
For the Eight Months Ending December 31, 2020
RECREATION FUND

	Current Month Actual	Year to Date Actual	Budget	YTD Percentage	Previous YTD	Prev % Budget
Other Expenses	<u>0.00</u>	<u>1,545.00</u>	<u>7,100.00</u>	21.76	<u>1,534.45</u>	51.15
Total Expenses	<u>30,043.27</u>	<u>247,533.85</u>	<u>752,638.00</u>	32.89	<u>391,895.22</u>	56.08
Net Income	\$ <u>(1,772.18)</u>	\$ <u>(15,669.29)</u>	\$ <u>2,462.00</u>	(636.45)	\$ <u>44,638.92</u>	(69.13)

Community Pk District LaGrange Pk
Income Statement
For the Eight Months Ending December 31, 2020
ILLINOIS MUNICIPAL RETIREMENT FUND

	Current Month Actual	Year to Date Actual	Budget	YTD Percentag	Previous YTD	Prev % Budget
Revenues						
Property Taxes-IM	\$ 155.88	\$ 19,083.81	\$ 41,200.00	46.32	\$ 19,183.04	54.81
Interest IMRF	<u>2.83</u>	<u>54.77</u>	<u>174.00</u>	31.48	<u>289.88</u>	289.88
Total Revenues	<u>158.71</u>	<u>19,138.58</u>	<u>41,374.00</u>	46.26	<u>19,472.92</u>	55.48
Expenses						
IMRF Contributio	<u>3,218.80</u>	<u>24,201.75</u>	<u>46,833.81</u>	51.68	<u>16,216.94</u>	53.07
Total Expenses	<u>3,218.80</u>	<u>24,201.75</u>	<u>46,833.81</u>	51.68	<u>16,216.94</u>	53.07
Net Income	\$ <u><u>(3,060.09)</u></u>	\$ <u><u>(5,063.17)</u></u>	\$ <u><u>(5,459.81)</u></u>	92.74	\$ <u><u>3,255.98</u></u>	71.69

Community Pk District LaGrange Pk
Income Statement
For the Eight Months Ending December 31, 2020
SOCIAL SECURITY FUND

	Current Month Actual	Year to Date Actual	Budget	YTD Percentag	Previous YTD	Prev % Budget
Revenues						
Property Taxes FI	\$ 194.75	\$ 23,842.97	\$ 51,500.00	46.30	\$ 23,978.81	47.96
Interest-FICA	<u>2.23</u>	<u>37.78</u>	<u>100.00</u>	37.78	<u>226.24</u>	226.24
Total Revenues	<u>196.98</u>	<u>23,880.75</u>	<u>51,600.00</u>	46.28	<u>24,205.05</u>	48.31
Expenses						
FICA-Employer C	<u>3,135.28</u>	<u>24,018.32</u>	<u>49,514.32</u>	48.51	<u>30,486.79</u>	60.40
Total Expenses	<u>3,135.28</u>	<u>24,018.32</u>	<u>49,514.32</u>	48.51	<u>30,486.79</u>	60.40
Net Income	\$ <u>(2,938.30)</u>	\$ <u>(137.57)</u>	\$ <u>2,085.68</u>	(6.60)	\$ <u>(6,281.74)</u>	1,684.1

Community Pk District LaGrange Pk
Income Statement
For the Eight Months Ending December 31, 2020
AUDITING FUND

	Current Month Actual	Year to Date Actual	Budget	YTD Percentag	Previous YTD	Prev % Budget
Revenues						
Property Taxes Auditin	\$ 30.32	\$ 3,722.11	\$ 8,000.00	46.53	\$ 4,795.76	53.29
Interest Auditing	<u>0.09</u>	<u>6.20</u>	<u>5.00</u>	124.00	<u>33.15</u>	663.00
Total Revenues	<u>30.41</u>	<u>3,728.31</u>	<u>8,005.00</u>	46.57	<u>4,828.91</u>	53.62
Expenses						
Professional Service-A	<u>0.00</u>	<u>8,950.00</u>	<u>8,700.00</u>	102.87	<u>8,700.00</u>	100.00
Total Expenses	<u>0.00</u>	<u>8,950.00</u>	<u>8,700.00</u>	102.87	<u>8,700.00</u>	100.00
Net Income	\$ <u><u>30.41</u></u>	\$ <u><u>(5,221.69)</u></u>	\$ <u><u>(695.00)</u></u>	751.32	\$ <u><u>(3,871.09)</u></u>	(1,269.

Community Pk District LaGrange Pk
Income Statement
For the Eight Months Ending December 31, 2020
LIABILITY INSURANCE FUND

	Current Month Actual	Year to Date Actual	Budget	YTD Percentag	Previous YTD	Prev % Budget
Revenues						
Property Taxes-PD	\$ 129.83	\$ 15,925.49	\$ 34,400.00	46.30	\$ 19,183.04	47.96
Interest-PDRMA	1.49	35.07	50.00	70.14	196.56	1,965.6
Other Income-PD	<u>1,500.00</u>	<u>1,500.00</u>	<u>2,500.00</u>	60.00	<u>0.00</u>	0.00
Total Revenues	<u>1,631.32</u>	<u>17,460.56</u>	<u>36,950.00</u>	47.25	<u>19,379.60</u>	48.44
Expenses						
PDRMA Worksho	0.04	153.14	0.00	0.00	0.00	0.00
Professional Servi	0.00	4,892.60	8,500.00	57.56	972.86	12.63
Security Reference	0.00	200.00	750.00	26.67	110.00	22.00
PDRMA Premium	0.00	16,648.80	30,000.00	55.50	13,630.80	45.44
Safety Supplies	<u>0.00</u>	<u>5,728.66</u>	<u>1,500.00</u>	381.91	<u>1,314.36</u>	87.62
Total Expenses	<u>0.04</u>	<u>27,623.20</u>	<u>40,750.00</u>	67.79	<u>16,028.02</u>	40.37
Net Income	<u><u>\$ 1,631.28</u></u>	<u><u>\$ (10,162.64)</u></u>	<u><u>\$ (3,800.00)</u></u>	267.44	<u><u>\$ 3,351.58</u></u>	1,081.1

Community Pk District LaGrange Pk
Income Statement
For the Eight Months Ending December 31, 2020
SPECIAL RECREATION FUND

	Current Month Actual	Year to Date Actual	Budget	YTD Percentage	Previous YTD	Prev % Budget
Revenues						
Property Taxes-SE	\$ 377.84	\$ 46,226.50	\$ 100,000.0	46.23	\$ 43,161.85	43.16
Interest-SEASPAR	12.78	226.97	20.00	1,134.85	915.49	4,577.
	<u>390.62</u>	<u>46,453.47</u>	<u>100,020.0</u>	46.44	<u>44,077.34</u>	44.07
Total Revenues	<u>390.62</u>	<u>46,453.47</u>	<u>100,020.0</u>	46.44	<u>44,077.34</u>	44.07
Expenses						
Full Time Wages-	634.62	5,650.00	8,500.00	66.47	3,133.44	33.43
ADA Portable Res	95.00	2,436.04	5,500.00	44.29	549.00	27.45
ADA Assesibility	0.00	0.00	25,000.00	0.00	0.00	0.00
Special Rec-Instrut	132.22	332.07	4,000.00	8.30	82.00	2.05
SEASPAR Contrib	28,875.00	57,750.00	61,000.00	94.67	30,389.00	49.82
SEASPAR - ADA	0.00	0.00	0.00	0.00	4,666.50	0.00
	<u>29,736.84</u>	<u>66,168.11</u>	<u>104,000.0</u>	63.62	<u>38,819.94</u>	38.29
Total Expenses	<u>29,736.84</u>	<u>66,168.11</u>	<u>104,000.0</u>	63.62	<u>38,819.94</u>	38.29
Net Income	\$ <u>(29,346.22)</u>	\$ <u>(19,714.64)</u>	\$ <u>(3,980.00)</u>	495.34	\$ <u>5,257.40</u>	(388.5

Community Pk District LaGrange Pk
Income Statement
For the Eight Months Ending December 31, 2020
BONDS & INTEREST FUND

	Current Month Actual	Year to Date Actual	Budget	YTD Percentag	Previous YTD	Prev % Budget
Revenues						
Property Taxes-Bond& Interest- Bond&Interest	\$ 689.21 12.66	\$ 84,437.50 145.58	\$ 180,000.00 25.00	46.91 582.32	\$ 91,119.47 843.11	50.62 3,372.44
Total Revenues	<u>701.87</u>	<u>84,583.08</u>	<u>180,025.00</u>	46.98	<u>91,962.58</u>	51.08
Expenses						
Bonds & Interest-Profe	0.00	250.00	500.00	50.00	0.00	0.00
Bond Principal	125,000.00	125,000.00	125,000.00	100.00	120,250.00	100.21
Bond Interest	<u>26,975.00</u>	<u>53,950.00</u>	<u>53,950.00</u>	100.00	<u>57,550.00</u>	100.09
Total Expenses	<u>151,975.00</u>	<u>179,200.00</u>	<u>179,450.00</u>	99.86	<u>177,800.00</u>	99.89
Net Income	\$ <u><u>(151,273.13)</u></u>	\$ <u><u>(94,616.92)</u></u>	\$ <u><u>575.00</u></u>	(16,455	\$ <u><u>(85,837.42)</u></u>	(4,238.8

Community Pk District LaGrange Pk
Income Statement
For the Eight Months Ending December 31, 2020
CAPITAL PROJECT FUND #10

	Current Month Actual	Year to Date Actual	Budget	YTD Percentage	Previous YTD	Prev % Budget
Revenues						
Donation & Grants-#10	\$ 5,310.00	\$ 10,310.00	\$ 0.00	0.00	\$ 0.00	0.00
Bond Issuance 2020	<u>320,000.00</u>	<u>320,000.00</u>	<u>0.00</u>	0.00	<u>0.00</u>	0.00
Total Revenues	<u>325,310.00</u>	<u>330,310.00</u>	<u>0.00</u>	0.00	<u>0.00</u>	0.00
Expenses						
Trade Services- Cap Pr	<u>0.00</u>	<u>0.00</u>	<u>4,000.00</u>	0.00	<u>0.00</u>	0.00
Total Expenses	<u>0.00</u>	<u>0.00</u>	<u>4,000.00</u>	0.00	<u>0.00</u>	0.00
Net Income	\$ <u>325,310.00</u>	\$ <u>330,310.00</u>	\$ <u>(4,000.00)</u>	(8,257.75	\$ <u>0.00</u>	0.00

Community Pk District LaGrange Pk
Income Statement
For the Eight Months Ending December 31, 2020
MEMORIAL FUND

	Current Month Actual	Year to Date Actual	Budget	YTD Percentage	Previous YTD	Prev % Budget
Revenues						
Interest Earned- Fu	\$ 0.83	\$ 15.34	\$ 20.00	76.70	\$ 168.96	344.80
VMF Donations	100.00	675.00	500.00	135.00	200.00	40.00
Veterans Memoria	0.00	0.00	0.00	0.00	2,100.00	0.00
	<u>100.83</u>	<u>690.34</u>	<u>520.00</u>	132.76	<u>2,468.96</u>	474.80
Total Revenues	<u>100.83</u>	<u>690.34</u>	<u>520.00</u>	132.76	<u>2,468.96</u>	474.80
Expenses						
Supplies-Memoria	0.00	0.00	1,500.00	0.00	823.71	205.93
	<u>0.00</u>	<u>0.00</u>	<u>1,500.00</u>	0.00	<u>823.71</u>	205.93
Total Expenses	<u>0.00</u>	<u>0.00</u>	<u>1,500.00</u>	0.00	<u>823.71</u>	205.93
Net Income	\$ <u>100.83</u>	\$ <u>690.34</u>	\$ <u>(980.00)</u>	(70.44)	\$ <u>1,645.25</u>	1,371.

Community Pk District LaGrange Pk

Purchase Journal

For the Period From Dec 31, 2020 to Dec 31, 2020

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by Vendor ID. Report is printed in Detail Format.

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount	Job ID
12/31/20	01-705 Professional Services Cash Basis	79368	LEGAL SERVICES ANCEL, GLINK, DIAMOND, BUSH, DICIANNI &	587.50		ADM
					587.50	
12/31/20	01-606 Telephones Cash Basis	1780-12-2020	PHONE SIGN LG RD AT&T	91.55		OFF
					91.55	
12/31/20	02-801 Supplies Cash Basis	49359	1501 HVAC FILTERS CHICAGO FILTER SUPPLY	397.56		BRC
					397.56	
12/31/20	01-711 Utilities - Electricity Cash Basis	0000-12-2020	ELECTRIC MEMORIAL COM-ED	368.66		PKS
					368.66	
12/31/20	01-711 Utilities - Electricity Cash Basis	3011-12-2020	ELECTRIC BEACH OAK COM-ED	19.30		PKS
					19.30	
12/31/20	02-711 Utilities - Electricity Cash Basis	5008-12-2020	ELECTRIC REC CENTER COM-ED	1,093.76		BRC
					1,093.76	
12/31/20	01-711 Utilities - Electricity Cash Basis	6006-12-2020	ELECTRIC YENA COM-ED	35.08		PKS
					35.08	
12/31/20	01-711 Utilities - Electricity Cash Basis	7005-12-2020	ELECTRIC HANESWORTH COM-ED	361.18		PKS
					361.18	
12/31/20	01-711 Utilities - Electricity Cash Basis	7017-12-2020	ELECTRIC PAVILLION COM-ED	26.24		PKS
					26.24	
12/31/20	01-711 Utilities - Electricity Cash Basis	9007-12-2020	ELECTRIC 845 COM-ED	172.14		BPK
					172.14	
12/31/20	02-717 Program Contractual Serv Cash Basis	19811	FISH TANK CRYSTAL CLEAN AQUARIUM MAINT.	45.00		PRT
					45.00	
12/31/20	01-706 Office Machine Contracts Cash Basis	HP12-2020	MONTHLY COPIER LEASE HEWLETT-PACKARD FINA	99.97		OFF
					99.97	
12/31/20	01-607 Association Dues Cash Basis	DUES2021	IAPD 2021 ANNUAL DUES ILL. ASSOC. OF PARK DISTRICTS	4,422.86		ADM
					4,422.86	
12/31/20	10-705 Professional Services Cash Basis	2	MEMORIAL PARK FITNESS ARCHITECTS JSD PROFESSIONAL SER	17,297.05		ADM
					17,297.05	
12/31/20	02-801	ACE12-2020	MEMORIAL LIGHTS &	110.60		PSE

Community Pk District LaGrange Pk

Purchase Journal

For the Period From Dec 31, 2020 to Dec 31, 2020

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by Vendor ID. Report is printed in Detail Format.

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount	Job ID
	Supplies 02-801		ACCESSORIES KEYS & BOWS FOR 1501	36.34		BRC
	Supplies 01-801		845 SUPPLIES	9.29		BPK
	Supplies Cash Basis		LAGRANGE PARK ACE HARDWARE		156.23	
12/31/20	02-717 Program Contractual Serv Cash Basis	37	MISS ANGIE INSTRUCTOR MISS ANGIE'S MUSIC LLC	637.00	 637.00	PGA
12/31/20	01-710 Utilites - Natural Gas Cash Basis	0006-12-2020	GAS 845 NICOR	140.22	 140.22	BPK
12/31/20	02-710 Utilites - Natural Gas Cash Basis	3463-7-12-202	GAS 1501 NICOR	192.90	 192.90	BRC
12/31/20	01-710 Utilites - Natural Gas Cash Basis	87748-12-2020	GAS MEMORIAL PAVILLION NICOR	82.40	 82.40	BPK
12/31/20	01-702 Computer Services Cash Basis	10143	COMPUTER MONTHLY STORAGE NOVENTECH, INC.	374.00	 374.00	OFF
12/31/20	01-702 Computer Services Cash Basis	1835	MONTHLY STORAGE FROM AUGUST (MISSED INVOICE) NOVENTECH, INC.	144.00	 144.00	OFF
12/31/20	01-705 Professional Services Cash Basis	06302048	MONTHLY ACCOUNTING FEE DEC 2020 P.J. MESI & CO	975.00	 975.00	ADM
12/31/20	06-760 PDRMA Premium Cash Basis	SH20082	LIABILITY WORKMENS COMP INSURANCE PDRMA	16,648.80	 16,648.80	ADM
12/31/20	08-708 ADA Portable Restrooms Cash Basis	PS353679	PORT A POTTY PIT STOP	95.00	 95.00	PKS
12/31/20	01-706 Office Machine Contracts Cash Basis	02842045	WATER COOLER QUENCH	82.30	 82.30	OFF
12/31/20	01-801 Supplies Cash Basis	12806762	OFFICE SUPPLIES QUILL CORPORATION	35.98	 35.98	OFF
12/31/20	01-801 Supplies Cash Basis	12913505	OFFICE SUPPLIES QUILL CORPORATION	24.00	 24.00	OFF
12/31/20	01-801 Supplies Cash Basis	13022984	OFFICE SUPPLIES QUILL CORPORATION	135.28	 135.28	OFF

Community Pk District LaGrange Pk

Purchase Journal

For the Period From Dec 31, 2020 to Dec 31, 2020

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by Vendor ID. Report is printed in Detail Format.

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount	Job ID
12/31/20	01-801 Supplies Cash Basis	13063600	OFFICE SUPPLIES QUILL CORPORATION	37.99	37.99	OFF
12/31/20	01-801 Supplies Cash Basis	13124256	OFFICE SUPPLIES QUILL CORPORATION	8.35	8.35	OFF
12/31/20	01-801 Supplies Cash Basis	13307849	CALENDAR QUILL CORPORATION	10.99	10.99	OFF
12/31/20	01-801 Supplies Cash Basis	13309256	OFFICE SUPPLIES QUILL CORPORATION	192.58	192.58	OFF
12/31/20	01-801 Supplies Cash Basis	773428	OFFICE SUPPLIES CREDIT QUILL CORPORATION	52.56	52.56	OFF
12/31/20	01-801 Supplies Cash Basis	803009	CREDIT VOUCHER QUILL CORPORATION	30.13	30.13	OFF
12/31/20	02-709 Trade Services Cash Basis	2679216	PEST CONTROL MONTHLY ROSE PEST SOLUTIONS	65.00	65.00	BRC
12/31/20	02-717 Program Contractual Serv Cash Basis	DDDN2-2021	DEPOSIT FOR DADDY DAUGHTER DATE NIGHT CARRIAGE ROYAL CARRIAGE LTD	100.00	100.00	PSE
12/31/20	02-801 Supplies Cash Basis	5512841-00	FREIGHT FOR SOFTBALLS SCHOOL HEALTH CORP	20.88	20.88	PSC
12/31/20	01-709 Trade Services Cash Basis	SI2057633	THERMOSTAT FOR HVAC SOUTHWEST TOWN MECHANICAL	344.00	344.00	BRC
12/31/20	02-722 Co-op Fees Cash Basis	30DAYBOOT	50/50 SPLIT FOR BOOTCAMP 30 DAY PASS STRIVE 4 FITNESS	335.00	335.00	SFF
12/31/20	01-709 Trade Services Cash Basis	65941	RED FORD RANGER REPAIR VAUPELL AUTO	835.41	835.41	VEH
12/31/20	01-709 Trade Services Cash Basis	65942	TIRE REPAIR/REPLACEMENT VAUPELL AUTO	386.98	386.98	VEH
12/31/20	01-801 Supplies Cash Basis	20-0000101	DIESEL USAGE VILLAGE OF LAGRANGE PARK	1,366.22	1,366.22	VEH

Community Pk District LaGrange Pk

Purchase Journal

For the Period From Dec 31, 2020 to Dec 31, 2020

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by Vendor ID. Report is printed in Detail Format.

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount	Job ID
12/31/20	01-704 Health Insurance Admin.	20-0000098	INSURANCE ADJUSTMENT FOR UNDER PAYMENT JESSICA	28.98		ADM
	01-704 Health Insurance Admin.		INSURANCE ADJUSTMENT FOR FILE RAY	57.96		PKS
	02-704 Health Insurance Rec.		INSURANCE ADJUSTMENT JUSK, CRILLY, KENNEDY	77.28		PAD
	02-704 Health Insurance Rec.		INSURANCE ADJUSTMENT OLGA	9.87		BRC
	Cash Basis		VILLAGE OF LAGRANGE PARK		174.09	
12/31/20	01-712 Utilities - Water	WATER MEM	WATER SEWER MEMORIAL	173.40		PKS
	Cash Basis		VILLAGE OF LAGRANGE PARK		173.40	
12/31/20	01-805 Awards & Remembrances	2421 ND 12-20	ASHLEY FLOWERS	52.45		ADM
	02-801 Supplies		TIMMY THE TURTLE PHYSICAL	106.98		ADM
	Cash Basis		VISA		159.43	
12/31/20	02-717 Program Contractual Serv	2595 AJ 12-20	THEATER STORAGE	249.00		PTT
	02-801 Supplies		READY TEDDY SUPPLIES	12.49		PRT
	Cash Basis		VISA		261.49	
12/31/20	01-610 Subscriptions	2629JC 12-202	ZOOM	29.98		ADM
	02-608 Professional Development		IAPD CONFERENCE MATT & AMANDA	450.00		PAD
	01-805 Awards & Remembrances		OFFICE HOLIDAY LUNCH	65.61		ADM
	01-608 Professional Development		IAPD CONFERENCE JC	225.00		ADM
	01-607 Association Dues		IPRA THERESA MEMBERSHIP	279.00		ADM
	Cash Basis		VISA		1,049.59	
12/31/20	02-804 Repair Parts	2728MC 12-20	FLOOR MATS & THERMOSTAT	518.68		BRC
	01-801 Supplies		GAS	40.36		VEH
	02-801 Supplies		CAR WASH SANTA VISITS	3.00		PSE
	Cash Basis		VISA		562.04	
12/31/20	02-801 Supplies	2736AK-12-20	RT SUPPLIES	35.96		PRT
	02-801 Supplies		SANTA VISITS & HOLIDAY LIGHT RETURNS		401.31	PRT
	01-606 Telephones		COMCAST INTERNET	128.40		BPK
	02-707 Refuse Disposals		REPUBLIC GARBAGE 1501	307.05		BRC
	01-707 Refuse Disposals		REPUBLIC GARBAGE 845	163.80		PKS
	01-606 Telephones		FAX & COMCAST INTERNET 1501	464.57		OFF
	01-802 Equipment		DESK LAMP MATT	39.99		OFF
	Cash Basis		VISA		738.46	
12/31/20	02-801	2769RD 12-20	HOLIDAY LIGHTS	52.84		PSE

Purchase Journal

For the Period From Dec 31, 2020 to Dec 31, 2020

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by Vendor ID. Report is printed in Detail Format.

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount	Job ID
	Supplies 01-804		SPLASH PAD REPAIR	470.00		PKS
	Repair Parts 01-801		GAS	35.50		VEH
	Supplies Cash Basis		VISA		558.34	
				52,605.20	52,605.20	

Community Pk District LaGrange Pk

Check Register

For the Period From Dec 15, 2020 to Jan 11, 2021

Filter Criteria includes: 1) Accounts Payable only. Report order is by Date.

Check #	Date	Payee	Cash Accou	Amount
20838	12/15/20	LYONS ELECTRIC COMPANY	02-100	1,081.80
PRTR122420	12/21/20	FIRST NATIONAL BANK OF BROOK.	01-100	885.08
PRTR122420	12/22/20	FIRST NATIONAL BANK OF BROOK.	01-100	15,260.67
FDTD122420	12/24/20	INTERNAL REVENUE SERVICE	01-100	4,560.58
STTD122420	12/24/20	ILLINOIS DEPT OF REV	01-100	902.70
20839	12/24/20	IVY INVESTMENTS	01-100	50.00
FDTD122420	12/24/20	INTERNAL REVENUE SERVICE	01-100	295.99
STTD122420	12/24/20	ILLINOIS DEPT OF REV	01-100	56.73
PRTR010821	1/5/21	FIRST NATIONAL BANK OF BROOK.	01-100	12,397.96
FDTD010821	1/8/21	INTERNAL REVENUE SERVICE	01-100	3,875.06
STTD010821	1/8/21	ILLINOIS DEPT OF REV	01-100	755.99
20840	1/8/21	IVY INVESTMENTS	01-100	50.00
20841	1/11/21	ANCEL, GLINK, DIAMOND, BUSH, DICIAN	01-100	587.50
20842	1/11/21	AT&T	01-100	91.55
20843	1/11/21	CHICAGO FILTER SUPPLY	02-100	397.56
20844	1/11/21	COM-ED	02-100	2,076.36
20845	1/11/21	CRYSTAL CLEAN AQUARIUM MAINT.	02-100	45.00
20846	1/11/21	HEWLETT-PACKARD FINA	01-100	99.97
20847	1/11/21	ILL. ASSOC. OF PARK DISTRICTS	01-100	4,422.86
20848	1/11/21	JSD PROFESSIONAL SER	10-100	17,297.05
20849	1/11/21	LAGRANGE PARK ACE HARDWARE	02-100	156.23
20850	1/11/21	MISS ANGIE'S MUSIC LLC	01-100	637.00
20851	1/11/21	NICOR	01-100	415.52
20852	1/11/21	NOVENTECH, INC.	01-100	518.00
20853	1/11/21	P.J. MESI & CO	01-100	975.00
20854	1/11/21	PDRMA	06-100	16,648.80
20855	1/11/21	PIT STOP	08-100	95.00
20856	1/11/21	QUENCH	01-100	82.30
20857	1/11/21	QUILL CORPORATION	01-100	445.17
20858	1/11/21	ROSE PEST SOLUTIONS	02-100	65.00
20859	1/11/21	ROYAL CARRIAGE LTD	02-100	100.00
20860	1/11/21	SCHOOL HEALTH CORP	02-100	20.88
20861	1/11/21	SOUTHWEST TOWN MECHANICAL	01-100	344.00
20862	1/11/21	STRIVE 4 FITNESS	02-100	335.00
20863	1/11/21	VAUPELL AUTO	01-100	1,222.39
20864	1/11/21	VILLAGE OF LAGRANGE PARK	01-100	1,366.22

Community Pk District LaGrange Pk

Check Register

For the Period From Dec 15, 2020 to Jan 11, 2021

Filter Criteria includes: 1) Accounts Payable only. Report order is by Date.

Check #	Date	Payee	Cash Accou	Amount
20865	1/11/21	VILLAGE OF LAGRANGE PARK	01-100	174.09
20866	1/11/21	VILLAGE OF LAGRANGE PARK	01-100	173.40
20867	1/11/21	VISA	01-100	3,329.35
20868	1/11/21	VOID	02-100	
Total				92,293.76

To: Tim Ogden
President, Community Park District Board Commissioners

From: Jessica Cannaday

Date: January 7, 2020

Re: Strategic Plan Committees | Agenda Item 11a

Recommendation

For discussion only.

Background

The next steps of the strategic planning process will include the development of focus groups and committees to develop initiative recommendations. I would like to propose the development of the following groups:

- Programming
- Sustainability and Green Initiatives
- Capital Projects – Athletic Fields
- Capital Projects – Playgrounds
- Capital Projects – Pedestrian and ADA

Once we gather more information from the community, these groups may be reworked to focus on specific locations/parks.

Please let me know in which group(s) you are interested.

To: Tim Ogden
President, Community Park District Board Commissioners

From: Jessica Cannaday

Date: January 7, 2020

Re: Memorial Park Multi-Use Court Improvement Project | Agenda Item 12a

Recommendation

A motion and a second to accept the bid for the Memorial Park Multi-Use Court project and award the contract to E. Hoffman, Inc, in the amount of \$310,425.00.

Background

6 bids were received and open at the bid Memorial Park Multi-Use Court improvement project on January 16, 2020. To ensure sufficient funding, the project was bid with two alternates – tennis court resurfacing and fence fabric replacement. It is recommended that we accept the base bid and the two alternates, completing the entire scope of the project.

The following pages include JSD's recommendation and the bid results.

Architectural and engineering fees for this project are \$24,000.

December 21, 2020

Ms. Jessica Cannaday
Executive Director
Community Park District of La Grange Park
1501 Barnsdale Rd.
La Grange Park, IL 60526

Re: Memorial Park Court Games

Dear Jessica:

Bids were opened on Wednesday, January 16, 2020 for the Memorial Park Court Games Development project. Six bids were received, opened, and read aloud and included the following bidders: Clauss Brothers, Inc., E Hoffman, Inc., Integral Construction, Inc., Hacienda Landscaping, Inc., Innovation Landscape, Inc., and D&J Landscape, Inc. The low bid received was **\$181,946.00** from **E Hoffman, Inc.**, located in Lombard, IL. JSD Professional Services has reviewed the qualifications of the low bid contractor and spoke with their references.

We have found no evidence which would disqualify them from being awarded the contract for this work. Our staff has worked successfully with E Hoffman, Inc. on previous projects and they have a history of doing excellent work. Attached is the Bid Tabulation Summary. Two alternates were included in the bid documents and we would recommend the Park Board consider accepting both alternates.

- Alternate A: Chain Link Fencing & Fence Painting \$40,296.00
- Alternate B: Tennis Courts \$88,183.00

If the Park Board agrees, we hereby recommend that the contract for the Memorial Park Court Games project be awarded to **E. Hoffman, Inc.** in the amount of **\$310,425.00**. Please call should you have any questions or require additional information. We look forward to working with the Community Park District toward a successful completion of this project!

Sincerely,



Lori M. Vierow, PLA, ASLA

Enc: Bid Tabulation Summary
Cc: Sarah Dreier, JSD

BID TABULATION
Memorial Park Court Games

Page 1 of 7
Date: 12/18/2020

E Hoffman, Inc.

Item / Description	Approx. Qty	Unit	Unit Price	Subtotal
A GENERAL CONDITIONS				
1. Contracting and General Requirements. (max. 8% of contract).	X	lump sum	<u>\$6,800.00</u>	<u>\$6,800.00</u>
SUBTOTAL				\$6,800.00

B. REMOVALS:

1. Remove existing asphalt pavement, base to remain. Haul off-site and dispose of in a legal manner.	1578	square yard	<u>\$4.50</u>	<u>\$7,101.00</u>
2. Remove two sections of fence fabric including approx. 20 linear feet of top, middle and bottom rails/gates for site access. Restore upon project completion.	X	lump sum	<u>\$600.00</u>	<u>\$600.00</u>
SUBTOTAL				\$7,701.00

C. CONSTRUCTION FENCING AND EROSION CONTROL MEASURES:

1. Furnish, install, and maintain temporary 6' link construction fencing to secure fence during construction.	138	linear feet	<u>\$5.00</u>	<u>\$690.00</u>
2. Furnish and install erosion control fencing as shown on plan. See detail.	358	linear feet	<u>\$3.00</u>	<u>\$1,074.00</u>
3. Furnish and install construction entrance as shown on plan. See detail.	1	each	<u>\$400.00</u>	<u>\$400.00</u>

BID TABULATION
Memorial Park Court Games

Page 2 of 7
Date: 12/18/2020

Item / Description	Approx. Qty	Unit	Unit Price	Subtotal
4. Furnish and install inlet filters at drainage structures as shown.	2	each	<u>\$150.00</u>	<u>\$300.00</u>

SUBTOTAL

\$2,464.00

D. SITE GRADING:

1. Placement and compaction of additional CA-6 to obtain grades as shown in the drawings to accommodate improvements.

X	lump sum	<u>\$2,800.00</u>	<u>\$2,800.00</u>
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SUBTOTAL

\$2,800.00

E. CONCRETE

1. 4" thick reinforced concrete	2,067	square feet	<u>\$8.00</u>	<u>\$16,536.00</u>
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2. 6" x 8" concrete band.	20	linear feet	<u>\$40.00</u>	<u>\$800.00</u>
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3. 6" x 18" planter curb.	90	linear feet	<u>\$44.00</u>	<u>\$3,960.00</u>
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SUBTOTAL

\$21,296.00

BID TABULATION
Memorial Park Court Games

Page 3 of 7
Date: 12/18/2020

Item / Description	Approx. Qty	Unit	Unit Price	Subtotal
F. PICKLEBALL COURTS & COURT GAME SURFACING				
1. Hot Mix Asphalt Court Pavement:				
a. Furnish and install asphalt surface course, binder course, and recompact existing aggregate base. See detail and specifications.	1,316	square yards	<u>\$20.00</u>	<u>\$26,320.00</u>
b. Apply Pickleball court surface coating by California Sports Surfaces or approved equal. Minimum 2 coats plus all line painting (minimum 2 coats). Install surface coating and line paint per manufacturer's recommendations.	X	lump sum	<u>\$13,000.00</u>	<u>\$13,000.00</u>
2. Furnish and install pickleball posts #2202-20 and net #8354 by Patterson Williams or approved equal with sleeve and cap #8303-24-2N	3	each	<u>\$3,000.00</u>	<u>\$9,000.00</u>
3. Furnish and install Fitness Walk Stencil Designs. See also Site Furnishings Schedule.	5	each	<u>\$1,100.00</u>	<u>\$5,500.00</u>
4. Furnish and install Mini Races Track Lines, Letter/Numbers and entry circle paint line. See also Site Furnishings Schedule.	X	lump sum	<u>\$1,800.00</u>	<u>\$1,800.00</u>
5. Install logo graphic. Graphic file provided by the Owner/Landscape Architect.	X	lump sum	<u>\$2,800.00</u>	<u>\$2,800.00</u>
6. Furnish and install 12' high black vinyl coated chain link fencing including 3" line and terminal posts, rails and fence fabric as shown and noted on the plan. Include 12" wide concrete band per detail.	116	linear feet	<u>\$150.00</u>	<u>\$17,400.00</u>
7. Furnish and install 3' wide x 7' high black vinyl coated pedestrian gate with transom.	1	each	<u>\$1,200.00</u>	<u>\$1,200.00</u>
SUBTOTAL				\$77,020.00

BID TABULATION
Memorial Park Court Games

Page 4 of 7
Date: 12/18/2020

Item / Description	Approx. Qty	Unit	Unit Price	Subtotal
G. SITE FURNISHINGS:				
1. Furnish and install 6' bench as manufactured by DuMor or approved equal. See Site Furnishings Schedule.	2	each	<u>\$1,900.00</u>	<u>\$3,800.00</u>
2. Furnish and install 10' player bench as manufactured by Wabash Valley or approved equal. See Site Furnishings Schedule.	2	each	<u>\$1,000.00</u>	<u>\$2,000.00</u>
3. Furnish and install 4-seat table as manufactured by Wabash Valley or approved equal. See Site Furnishings Schedule.	2	each	<u>\$1,800.00</u>	<u>\$3,600.00</u>
4. Furnish and install 3-seat table as manufactured by Wabash Valley or approved equal. See Site Furnishings Schedule.	1	each	<u>\$1,800.00</u>	<u>\$1,800.00</u>
5. Furnish and install square Neenah Tree Grates or approved equal. See also Site Furnishings Schedule.	2	each	<u>\$1,500.00</u>	<u>\$3,000.00</u>
SUBTOTAL				\$14,200.00

H. COURT GAMES

1. Install Fitness Court equipment, tiles, wall and decals as supplied by the Park District. Concrete pad included in Item E.1.	X	lump sum	<u>\$34,200.00</u>	<u>\$34,200.00</u>
2. Furnish and install GaGa Ball Pit. See also site furnishings schedule.	1	each	<u>\$2,000.00</u>	<u>\$2,000.00</u>
3. Furnish and install Tether Ball. See also site furnishings schedule.	1	each	<u>\$1,000.00</u>	<u>\$1,000.00</u>
SUBTOTAL				\$37,200.00

BID TABULATION
Memorial Park Court Games

Page 5 of 7
Date: 12/18/2020

Item / Description	Approx. Qty	Unit	Unit Price	Subtotal
I. SITE LANDSCAPE PLANTINGS:				
1. Furnish and install the following plant material as shown and noted on the plan.				
a. Acer x. freemanii 'Bailston' (Matador™ Maple)	2	2.5" bb	\$650.00	\$1,300.00
b. Syringa pekinensis 'DTR124'	3	2.5" bb	\$125.00	\$375.00
b. Ceanothus americanus	10	#05 (5 gal.)	\$100.00	\$1,000.00
d. Fothergilla gardenii	10	#05 (5 gal.)	\$100.00	\$1,000.00
e. Viburnum dentatum	2	36" bb	\$100.00	\$200.00
f. Alchemilla mollis	64	#01 (gal)	\$30.00	\$1,920.00
g. Geranium maculatum	46	#01 (gal)	\$40.00	\$1,840.00
h. Penstemon digitalis	20	#01 (gal)	\$30.00	\$600.00
i. Deschampsia cespitosa	22	#01 (gal)	\$40.00	\$880.00
j. Panicum virgatum	18	#01 (gal)	\$30.00	\$540.00
k. Sporobolus heterolepis	26	#01 (gal)	\$40.00	\$1,040.00
2. Furnish and install topsoil for planter area.	8	cubic yard	\$50.00	\$400.00
3. Supply and install shredded hardwood cedar mulch at 3" deep within all planting beds.	11	cubic yard	\$70.00	\$770.00

BID TABULATION
Memorial Park Court Games

Page 6 of 7
Date: 12/18/2020

Item / Description	Approx. Qty	Unit	Unit Price	Subtotal
4. Furnish and install 3" deep mushroom compost in all perennial and groundcover areas.	2	cubic yard	\$300.00	\$600.00

SUBTOTAL

\$12,465.00

SUBTOTAL FOR SITE IMPROVEMENTS

\$181,946.00

ALTERNATE BID ITEM A: FENCING

1. Furnish and install 12' high black vinyl coated chain link fencing fabric as shown and noted on the plan. Existing posts and rails to remain.	836	linear feet	\$36.00	\$30,096.00
2. Paint existing posts and rails to match new black vinyl coated fence fabric.	X	lump sum	\$10,200.00	\$10,200.00

SUBTOTAL

\$40,296.00

BID TABULATION
Memorial Park Court Games

Page 7 of 7
Date: 12/18/2020

Item / Description	Approx. Qty	Unit	Unit Price	Subtotal
ALTERNATE BID ITEM B: TENNIS COURTS				
1. Remove existing TENNIS COURT asphalt pavement, base to remain. Haul off-site and dispose of in a legal manner.	1575	square yard	<u>\$10.00</u>	<u>\$15,750.00</u>
2. Furnish and install erosion control fencing as shown on plan. See detail.	181	linear feet	<u>\$3.00</u>	<u>\$543.00</u>
3. Hot Mix Asphalt Court Pavement:				
a. Furnish and install asphalt surface course, binder course, and recompact existing aggregate base. See detail and specifications.	1,575	square yards	<u>\$22.00</u>	<u>\$34,650.00</u>
b. Apply court surface coating by California Sports Surfaces or approved equal. Minimum 2 coats plus all line painting (minimum 2 coats). Install surface coating and line paint per manufacturer's recommendations.	X	lump sum	<u>\$12,800.00</u>	<u>\$12,800.00</u>
4. Furnish and install tennis posts #2201-11P, tennis net #8353, and net tie-down #8371-30 by Patterson Williams or approved equal with sleeve and cap #8303-24-2N	2	each	<u>\$2,900.00</u>	<u>\$5,800.00</u>
5. Furnish and install 10' player bench as manufactured by Wabash Valley or approved equal.	1	each	<u>\$1,000.00</u>	<u>\$1,000.00</u>
6. Contractor shall remove the existing fence in its entirety between the Pickleball and Tennis Court for construction.	120	linear feet	<u>\$32.00</u>	<u>\$3,840.00</u>
7. Furnish and install 12' high black vinyl coated chain link fencing including 3" line and terminal posts, rails and fence fabric as shown and noted on the plan. Include 12" wide concrete band per detail.	120	linear feet	<u>\$105.00</u>	<u>\$12,600.00</u>
8. Furnish and install 3' wide x 7' high black vinyl coated pedestrian gate with transom.	1	each	<u>\$1,200.00</u>	<u>\$1,200.00</u>
SUBTOTAL				<div style="border: 1px solid black; padding: 5px; text-align: right;">\$88,183.00</div>

BIDDERS:	Clauss Brothers, Inc.	D&J Landscape, Inc.	E. Hoffman Inc.	Hacienda Landscaping Inc.	Innovation Landscape Inc.	Integral Construction
Memorial Park Court Games, Community Park District of La Grange Park						
BID RESULTS						
BID BOND INCLUDED	X	X	X	X	X	X
ACKNOWLEDGEMENT OF ADDENDA	X	X	X	X	X	X
BID GRAND TOTAL	\$203,266.60	\$214,204.50	\$181,946.00	\$229,080.00	\$278,802.58	\$183,199.99
ALTERNATE BID ITEMS						
1. Chain link fence & fence painting	\$68,000.40	\$58,453.00	\$40,296.00	\$50,288.00	\$79,826.40	\$50,600.00
2. Tennis Courts	\$88,106.75	\$105,489.00	\$88,183.00	\$104,393.00	\$96,324.50	\$87,188.00

AS CORRECTED

To: Tim Ogden
President, Community Park District Board Commissioners

From: Jessica Cannaday

Date: January 11, 2021

Re: Approval of a Resolution Designating Freedom of Information Officers

Recommendation

A motion and a second to approve Resolution number R001-21, A Resolution Designating Freedom of Information Officers.

Background

Each park district must designate one or more officials or employees to act as a Freedom of Information Act Officer. It is recommended that the Board of Commissioners approve a resolution designating one or more officials or employees to act as a Freedom of Information Act Officer pursuant to the Freedom of Information Act (FOIA): (5 ILCS 140/3.5). The FOIA officer or his or her designee must receive requests submitted to the park district. The Freedom of Information Act Officer's Responsibilities include: Receiving FOIA requests, ensuring timely responses to requests, issuing responses, and developing a list of documents or categories of records that the park district shall "immediately disclose upon request."

All FOIA officers must successfully complete and annual electronic training curriculum. New FOIA officers must complete the curriculum within 30 days after assuming the position. The Community Park District must make a directory of its FOIA officers and their work addresses available to the public.

This resolution updates the FOIA Officer designation passed in 2019.

RESOLUTION NO. R001-21

RESOLUTION DESIGNATING FREEDOM OF INFORMATION OFFICERS

WHEREAS, the Freedom of Information Act (5 ILCS 140/3.5) requires a public body to designate one or more Freedom of Information officer or officers; and

WHEREAS, the Board of Park Commissioners of the Community Park District of La Grange Park hereby finds and declares that it is in the best interests of the Community Park District to designate Freedom of Information officers as set forth herein below;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF PARK COMMISSIONERS OF THE COMMUNITY PARK DISTRICT OF LA GRANGE PARK, WILL COUNTY, ILLINOIS, AS FOLLOWS:

SECTION ONE: Jessica Cannaday, Executive Director; and Theresa Jackson, Office Manager are hereby designated Freedom of Information officers for the Community Park District (the "District"). The names, titles and contact information for the FOIA Officers shall be posted on the District's website and the District administrative office. All persons designated as FOIA officers shall faithfully execute and perform the duties of FOIA officers (including but not limited to training, FOIA recordkeeping, reporting and consulting with staff and the District's attorneys) as established by law and District policy until further direction of the Board of Park Commissioners.

SECTION TWO: All policies and resolutions of the District which conflict with the provisions of this resolution shall be and are hereby repealed to the extent of such conflict.

SECTION THREE: This resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED THIS 11th day of January, 2021.

AYES:

NAYS:

ABSENT:

APPROVED THIS 11th day of January, 2021.

ATTEST:

President, Board of Park Commissioners

Secretary, Board of Park Commissioners

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

CERTIFICATION OF RESOLUTION

I, the undersigned, do hereby that I am the duly qualified and acting Secretary of the Community Park District of La Grange Park Board of Commissioners, Cook County, Illinois (the “Board”), and that as such official I am keeper of the records and files of the Board.

I do further certify that the foregoing constitutes a full, true and complete copy of a resolution entitled:

RESOLUTION DESIGNATING FREEDOM OF INFORMATION OFFICERS

which said resolution was adopted at a meeting of the Board held on the 11th day of January, 2021.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote of the adoption of said resolution was taken openly, that said meeting was held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, the Municipal Code of the State of Illinois, as amended and that the Board has complied with all provisions of said Acts and said Codes with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature this 11th day of January, 2021

Secretary, Park Board of Commissioners