

AGENDA
REGULAR PARK DISTRICT BOARD MEETING
COMMUNITY PARK DISTRICT of La GRANGE PARK
1501 BARNSDALE ROAD, La GRANGE PARK, ILLINOIS
December 9, 2019 - 6:00 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 December 9, 2019 Agenda
6. Approval of Board Meeting Minutes
 - a. November 11, 2019 Regular Meeting Minutes
7. Communications/Proclamations/Presentations
8. Staff Recognition
 - a. Introduction of Spencer Clark, Youth Theatre Director
9. Staff Reports
 - a. Executive Director
 - b. Superintendent of Recreation
 - c. Recreation Supervisor – Early Childhood, Special Events & Rentals
 - d. Office Manager
 - e. Safety Coordinator
 - f. Financial Consultant
10. Approve Monthly Disbursements
11. Unfinished Business
 - a. IAPD Credentials: An appointment of Certain District Representative(s) to serve as Delegate(s) to the Annual Business Meeting of the Illinois Association of Park Districts
 - b. 2020 Board Meeting Dates
 - c. Approval of a Travel Expense for Commissioner Attendance at the 2020 IAPD/IPRA Annual Conference, January 23-25, 2020 at the Hyatt Regency Chicago
12. New Business
 - a. 1.13 Drug and Alcohol Free Workplace Policy

13. Next Regular Meeting: Monday, January 13, 2020, 6:30pm

14. Adjournment

AGENDA
REGULAR PARK DISTRICT BOARD MEETING
COMMUNITY PARK DISTRICT of La GRANGE PARK
1501 BARNSDALE ROAD, La GRANGE PARK, ILLINOIS
December 9, 2019 - 6:00 PM

1. Call to Order & Roll Call
[Call to Order the Regular Meeting of the Community Park District Board of Commissioners and ask the Recording Secretary to conduct the 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
[Ask whether there are any public comments under "Open Forum".]
5. Approval of the December 9, 2019 Agenda
[Request a motion (and second) to approve the December 9, 2019 Meeting Agenda...All in Favor...]
6. Approval of Board Meeting Minutes
 - a. November 11, 2019 Regular Meeting
[Request a motion (and second) to approve the November 11, 2019 Regular Meeting Minutes of the Community Park District Board of Park Commissioners...All in Favor...]
7. Communications/Proclamations/Presentations
[Ask if there are there any communications the board would like to share?]
8. Staff Recognition
[Welcome and introduce Spencer Clark, the Community Park District's Theatre Director.]
9. Staff Reports
 - a. Executive Director
 - b. Superintendent of Recreation
 - c. Recreation Supervisor – Early Childhood, Special Events & Rentals
 - d. Office Manager
 - e. Safety Coordinator
 - f. Financial Consultant

10. Approve Monthly Disbursements

[Request a motion (and second) to approve the Monthly Disbursements in the amount of \$227,626.50 and ask the Recording Secretary to conduct the roll call.]

11. Unfinished Business

- a. IAPD Credentials. *[Request a motion and second to appoint Executive Director Cannaday to serve as the Community Park District's Delegate to the Annual Business Meeting of the Illinois Association of Park Districts and ask the Recording Secretary to conduct the roll call.]*
- b. 2020 Board Meeting Dates *[Request a motion and second to approve the 2020 Regular Meeting dates of the Community Park District Board of Commissioners and ask the Recording Secretary to conduct the roll call.]*
- c. Approval of Travel Expense for Commissioner Attendance at the 2020 IAPD/IPRA Annual Conference. *[As there are no commissioners planning to attend, no action is needed on this item.]*

12. New Business

- a. 1.13 Drug and Alcohol Free Workplace Policy. *[Request a motion and a second to approve section 1.13 of the Community Park District Personnel Policy Manual "Drug and Alcohol Free Workplace Policy," as amended, and ask the Recording Secretary to conduct the roll call.]*

13. Next Regular Meeting: Monday, December 9, 2019, 6:00pm

[Announce the next Regular Meeting of the Community Park District of La Grange Park Board of Park Commissioners will be held on Monday, January 13, 2020 at 6:30pm]

14. Adjournment

*[Request a motion and a second to adjourn the December 9, 2019 Regular Meeting of the Community Park District of La Grange Park Board of Commissioners. **All in Favor...**]*

Minutes
Regular Meeting of the Board of Commissioners
Community Park District of La Grange Park
November 11, 2019

1. CALL TO ORDER & ROLL CALL

President Ogden called the meeting to order in room 101 of the Recreation Center, 1501 Barnsdale Road, La Grange Park, IL at 6:30 p.m. Other Commissioners present were Bob Corte, Lucy Stastny, Karen Boyd and Peggy Ronovsky.

Also present were Executive Director Jessica Cannaday, Recreation Supervisor Ashley Jusk, Office Manager Nancy Daum, Maintenance Supervisor Martin Healy and Financial Consultant Phil Mesi.

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

There were no visitors.

5. ADDITIONS/DELETIONS TO AGENDA

- a. Commissioner Stastny made a motion to approve the agenda. Seconded by Commissioner Ronovsky. Motion passed unanimously by voice vote.

6. APPROVE BOARD MEETING MINUTES

- a. Commissioner Stastny made a motion to approve the October 14, 2019 minutes as written. Seconded by Commissioner Ronovsky. Motion passed unanimously by voice vote.

7. COMMUNICATIONS/PROCLAMATIONS

- a. The Board of Commissioners had no items to discuss.
- b. President Ogden recognized the passing of former commissioner Ray Wielgos. He was a commissioner for 20 years. The Board wishes to pass along their condolences to his family.

8. STAFF REPORTS

a. Executive Director

A written report distributed to the Board prior to the meeting was introduced by Executive Director Cannaday. The Park District has been awarded a national fitness grant for \$30,000. In order to take advantage of this fund there is a need for additional sources of funding. Executive Director Cannaday stated we have until the end of 2020 to use the grant money, but might be able to roll it over into the next year.

Executive Director Cannaday commended Ashley and Amanda for doing a great job with the 75th birthday celebration. People who came for classes loved

it and appreciated the special attention.

Executive Director Cannaday stated we are sending satisfaction surveys during the last session of every program. We currently have a score of 79; anything over 75 is considered "world class."

b. Superintendent of Recreation

A written report distributed to the Board prior to the meeting by Superintendent of Recreation Dean Carrara was introduced by Executive Director Cannaday. Our Saturday sports programs have had a big uptick in attendance, largely in part to Amanda getting the word out to more channels. The spring brochure has a whole new look, with a 75th anniversary theme. Questions were asked and answered.

c. Building & Grounds

A written report distributed to the Board prior to the meeting was introduced by Maintenance Supervisor Martin Healy. There were two quotes for repair of the baseball field; he recommends Palos Plumbing proposal at \$3900. Executive Director Cannaday and Healy will discuss the timeline of the project. Questions were asked and answered.

d. Recreation Supervisor

A written report distributed to the Board prior to the meeting was introduced by Recreation Supervisor Ashley Jusk. August 25th will be the celebration of our 75th anniversary. Questions were asked and answered.

e. Office Manager

A written report distributed to the Board prior to the meeting was introduced by Office Manager Nancy Daum. Daum is looking into the drug and alcohol policy. She has compared to PDRMAs and presented Executive Director Cannaday with a rough draft. Questions were asked and answered.

f. Safety Coordinator

A written report distributed to the Board prior to the meeting by Safety Coordinator Megan Jadron was introduced by Executive Director Cannaday. The ALICE training is scheduled for Tuesday, Nov. 26th with the LaGrange Park police department.

g. Financial Consultant

Financial statements for the month ending October 31, 2019 and distributed to the Board prior to the meeting were introduced by Financial Consultant Phil Mesi. Questions were asked and answered.

9. APPROVE MONTHLY DISBURSEMENTS

A Purchase Journal included in the packet was introduced by Financial Consultant Phil Mesi. Commissioner Ronovsky made a motion to approve the monthly disbursements totaling \$101952.71; seconded by Commissioner Corte. The motion passed 5-0 by roll call vote.

10. OLD BUSINESS

- a. Consider approval of Ordinance No. 02-2019
A motion was made by Commissioner Corte to approve the Community Park District of La Grange Park Annual Tax Levy Ordinance 02-2019. Seconded by Commissioner Stastny. Motion passed 5-0 by a roll call vote.
- b. Consider approval of Ordinance No. 03-2019
A motion was made by Commissioner Corte to approve Ordinance Providing for Specific Reductions of the 2019 Property Tax Levy Pursuant to the Property Tax Extension Limitation Law. Seconded by Commissioner Stastny. Motion passed 5-0 by roll call vote.

11. NEW BUSINESS

- a. IAPD Credentials: An appointment of Certain District Representative(s) to serve as Delegate(s) to the Annual Business Meeting of the Illinois Association of Park Districts. The Board can either go or appoint Executive Director Cannady to attend.
- b. Questions were asked and answered about future Board meeting dates.
- c. Approval of a Travel Expense for Commissioner Attendance at the 2020 IAPD/IPRA Annual Conference, January 23-25, 2020 at the Hyatt Regency Chicago.

12. ADJOURN

Commissioner Boyd made a motion, seconded by Commissioner Ronovsky, to adjourn the meeting at 6:56 p.m. There was no further discussion and the motion passed unanimously by voice vote.

Karen Boyd, Secretary

DATE: December 9, 2019

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

FROM: Jessica Cannaday, Executive Director

RE: November Board Report

New Business

Our revised Drug Free Workplace Policy is on the agenda for approval at the December meeting. This policy will make us compliant in time for the January implementation of the Cannabis Regulation and Tax Act.

Executive Office Report

We have met with the Village and Library to discuss potential intergovernmental agreements to better utilize resources.

Staff attended PDRMA's Risk Management Institute and several staff have attended Reasonable Suspicion Training.

We are working with Seven Utility Management Consultants to consolidate our utility bills into a better contract. We currently have multiple natural gas and power providers and very little consistency in pricing and service.

Our bond payment has been completed and confirmed.

Recreational Programming: Good news to report regarding recreational program revenue. Our Fall Programming is still performing ahead of 2018 by more than \$6,000 and the opening week of Winter/Spring program registration (residents only) is more than \$6000 higher than opening week last year.

Marketing: Our website visits are up 10% from November of last year, and we had 206 new people visit www.communityparkdistrict.org. The Winter/Spring 2020 brochure was delivered and features an updated layout that was designed for participants to more easily find the information they need to register for programming. It also features fun 75th anniversary photos and information. Staff did a great job researching and compiling information for this issue.

DATE: November 27, 2019
TO: Jessica Cannaday, Executive Director
FROM: Dean Carrara, Superintendent of Recreation
RE: **Monthly Report for December 9, 2019**

SENIOR CLUB

Our monthly senior club was held on Monday November 25th. The group enjoyed the movie, A Dogs Journey and Turkey subs from Paul's Place. Our next meeting is scheduled for Monday January 20th.

PARK JUNIOR HIGH SCHOOL SATURDAY SPORTS PROGRAMS

Our Saturday Sports programs at Park Junior High School conclude on Saturday December 7th. We have one hundred and forty-seven children participating in ten different programs we are offering. Last year we had one hundred and thirteen participants, so we are up twenty-seven participants this season.

WINTER/SPRING BROCHURE

The winter/spring brochure was delivered to the post office on Monday November 25th and went out to the residents shortly thereafter. Residents registration starts Thursday December 5th.

UPCOMING EVENTS

- Holiday in the Park – Saturday December 14th
- Santa Visits – Tuesday December 17th
- Phone Calls from Santa – Wednesday December 18th
- Men's Wiffle Ball Meeting – Tuesday January 7th – season is scheduled to begin Wednesday January 15th at Park Junior High School
- Frozen – Friday January 10th 7:30pm, Saturday January 11th 2pm & 7:30pm and Sunday January 12th 2pm – all performances will be held at Park Jr High
- Session 1 of our Saturday sports programs kick off on January 11th

Date: December 9, 2019

To: Jessica Cannaday, Executive Director

From: Ashley Jusk, Recreation Supervisor

Re: December 2019 Board Report

PRESCHOOL

Ready Teddy finished our “Pennies for Pillars” fundraiser before Thanksgiving break. The students raised just over \$287. With that money we purchased a gift card to jewel for the Constance Morris House.

Ready Teddy had their feasts Wednesday, November 20th-Friday, November 22nd. Lots of work goes into this quick event! Thank you to all the teachers for your hard work to make this event amazing. This was the first year we had Pre K parents attend our performance of Stone Soup. Their performances were fabulous, and parents loved being involved. Great job Mrs. Hollowed, Mrs. Zander, Mrs. Lams and Ms. Hockemeyer!

A new session of Teddy Toddlers and 2 ½ - Early 3 year old classes will begin in January. January classes are currently enrolled at 27 students. Welcome packets have been emailed out and we are still accepting students.

Resident Registration started on Thursday, December 5. I sent out an email to my Ready Teddy families reminding them to sign up for enrichment classes for the Winter/Spring sessions.

St. Nick Night was Wednesday, December 4th. We had crafts, treats and a show with Santa. Families seemed to really enjoy themselves. Thank you to the teachers for putting on a great night for our families.

Class parties will be Wednesday December 18th, Thursday December 19th and Friday December 20th. Teachers and students will be on break from December 23rd-January 3rd. Classes resume on January 4th.

SUMMER CAMP

I have been working on full day/half day summer camp descriptions, dates and times to get out to the public in January.

MUSIC UNDER THE STARS

I have begun reaching out to bands for the upcoming summer concert series. The Sting Rays and The Millennials have been booked. Please forward me any band suggestions.

SPECIAL EVENTS

Amanda and I have bought all the decorations and crafts for Holiday in the Park.

Date: December 3, 2019

To: Jessica Cannaday, Executive Director

RE: December 2019 Board Report

- Completed financials and processed payroll for the month of November. Processed payables for the December meeting.
- Completed daily registrations and related computer entries. Processed bank deposits.
- Processed daily settlements for online registrations.
- Continuing administrative functions relating to preschool, class registrations, Frozen, park and building rentals, and HR.
- Had final training for Reservation Manager.
- Prepared for registration, which begins on 12/5.
- Attended the PDRMA sponsored Reasonable Suspicion workshop for determining drug and alcohol impairment in the workplace.
- Attended Risk Management Institute.

Date: December 3, 2019

To: Jessica Cannaday, Executive Director

From: Megan Jadron

RE: December 2019 Board Report

Ongoing Inspections:

All playgrounds are being inspected on a regular basis. There are no major repairs at this time.

Building inspections have been conducted for the month of November. Fire Extinguishers and AED has been checked as well. Inspections for December will be conducted in the next two weeks.

New Business:

I attended the annual PDRMA Risk Management Institute on Friday, November 15th. The speakers were very informative and provided additional tools and resources to provide a safe environment for our patrons and staff.

Martin and Filemon attended a Ladder Safety Training Class in LaGrange on November 22nd. I will be inquiring about additional safety classes for all of our staff for the winter season.

As an ongoing process, I am receiving new learning materials from PDRMA and DuPont as well for additional safety tools to pass along to staff.

I have been working with Nancy on the rental agreements in regards to the necessary legal verbiage that needs to be included in the agreements. I have forwarded the documents to the legal department at PDRMA for review. We hope to receive feedback soon. They have been very busy with the cannabis regulation topic.

The key staff completed the ALICE training on November 26th with the LaGrange Park Police Department. It was a very informative training and I believe it gave our staff some great information and tools in how to respond to an emergency. I am in contact with the LaGrange Park Police Department in training the rest of our staff in the upcoming months. Sergeant Griffin and Sergeant Fellers were very knowledgeable and enlightening during this training exercise.

I met with our PDRMA rep, Tim Jaskiewicz, to walk through the next steps in our action plan. We identified some future safety tasks and we will be working through them in the upcoming year.

I have registered for the annual IPRA conference in January in downtown Chicago.

Happy holidays to all!

Income Statement
For the Seven Months Ending November 30, 2019

		Current Month Actual	Year to Date Actual	Budget	%	Prev % Budget
Revenues						
01-401	Corporate Fund Taxes	\$ 1,923.94	\$ 253,666.41	\$ 532,000.00	47.68	47.52
01-402	Replacement Taxes	0.00	12,326.44	15,000.00	82.18	56.81
01-403	Interest Earned-Corp. Fu	356.37	4,034.90	1,000.00	403.49	312.46
01-490	Other Income - Corporate	0.00	0.00	3,000.00	0.00	14.29
02-401	Recreation Fund Taxes	181.50	23,930.80	59,000.00	40.56	45.69
02-403	Interest Earned - Rec. Fu	234.56	3,014.53	1,500.00	200.97	234.16
02-405	Programs Fees - General	26,196.92	313,109.79	561,500.00	55.76	56.55
02-408	Donations & Sponsorship	2,827.00	6,627.00	10,200.00	64.97	14.29
02-490	Other Income - Recreatio	0.00	18,429.10	2,000.00	921.46	0.00
03-401	Property Taxes-IMRF	145.20	19,144.63	35,000.00	54.70	47.52
03-403	Interest IMRF	39.06	261.33	100.00	261.33	563.75
04-401	Property Taxes FICA	181.50	23,930.79	50,000.00	47.86	47.52
04-403	Interest-FICA	27.51	210.07	100.00	210.07	2,947.6
05-401	Property Taxes Auditing	36.30	4,786.16	9,000.00	53.18	52.80
05-403	Interest Auditing	0.00	33.15	5.00	663.00	271.00
06-401	Property Taxes-PDRMA	145.20	19,144.63	40,000.00	47.86	47.52
06-403	Interest-PDRMA	28.02	173.55	10.00	1,735.5	1,111.3
08-401	Property Taxes-SEASPA	326.70	43,075.42	100,000.00	43.08	42.77
08-403	Interest-SEASPAR	185.44	765.11	20.00	3,825.5	825.05
09-401	Property Taxes-Bond& I	689.71	90,937.01	180,000.00	50.52	50.16
09-403	Interest- Bond&Interest	174.26	700.27	25.00	2,801.0	7,932.6
11-403	Interest Earned- Fund #1	13.74	157.76	20.00	788.80	545.40
11-408	VMF Donations	0.00	200.00	500.00	40.00	10.00
11-409	Veterans Memorial Fund	0.00	2,000.00	0.00	0.00	0.00
Total Revenues		33,712.93	840,658.85	1,599,980.00	52.54	50.70
Expenses						
01-501	Full Time Wages-Admin	21,124.35	91,831.92	193,756.00	47.40	74.09
01-505	Part Time Wages	6,531.14	31,934.70	35,000.00	91.24	46.08
01-511	Wages - Program Leaders	7,154.39	33,531.66	67,000.00	50.05	0.00
01-601	Legal Publications	0.00	41.09	120.00	34.24	27.93
01-603	Postage Stamps	111.90	470.17	500.00	94.03	36.36
01-606	Telephones	550.90	3,700.24	6,950.00	53.24	60.53
01-607	Association Dues	0.00	318.75	5,500.00	5.80	0.00
01-608	Professional Developmen	1,362.15	1,379.86	5,900.00	23.39	60.20
01-610	Subscriptions	30.00	602.00	750.00	80.27	92.00
01-612	Mileage Reimbursement	346.14	923.04	3,000.00	30.77	61.54
01-701	Park Board Expense	225.00	9,719.48	12,500.00	77.76	4.98
01-702	Computer Services	1,150.25	4,841.00	7,500.00	64.55	75.02
01-703	Security Services	0.00	974.28	2,000.00	48.71	42.27
01-704	Health Insurance Admin.	0.00	25,294.85	55,773.00	45.35	55.62
01-705	Professional Services	1,566.25	18,885.24	20,000.00	94.43	42.63
01-706	Office Machine Contracts	3,311.97	4,082.53	13,000.00	31.40	53.24
01-707	Refuse Disposals	143.97	282.24	7,680.00	3.68	84.00
01-708	Portable Toilets	289.33	3,008.00	6,000.00	50.13	87.89
01-709	Trade Services	1,745.85	12,123.66	151,057.00	8.03	6.21
01-710	Utilites - Natural Gas	110.70	1,070.82	2,300.00	46.56	55.15

Community Pk District LaGrange Pk
Income Statement
For the Seven Months Ending November 30, 2019

		Current Month	Year to Date		%	Prev %
		Actual	Actual	Budget		Budget
01-711	Utilities - Electricity	1,741.03	9,181.29	15,300.00	60.01	91.04
01-712	Utilities - Water	255.97	8,755.03	15,000.00	58.37	295.51
01-723	Bank Fees	0.00	66.00	500.00	13.20	89.01
01-801	Supplies	2,086.24	13,771.84	31,500.00	43.72	63.78
01-802	Equipment	0.00	101.90	3,000.00	3.40	48.10
01-804	Repair Parts	1,170.03	3,779.36	7,000.00	53.99	84.83
01-805	Awards & Remembrance	0.00	441.38	1,500.00	29.43	28.16
01-809	Staff Uniforms	0.00	188.41	1,500.00	12.56	0.00
01-900	Separation Pay	0.00	0.00	100,000.00	0.00	0.00
01-901	Other Expenses	0.00	2,649.93	2,000.00	132.50	3.21
02-501	Full Time Wages-Rec	15,856.14	87,005.34	177,495.00	49.02	62.47
02-505	Part Time Wages-Prog A	13,541.75	67,826.80	106,850.00	63.48	56.02
02-511	Wages - Program Leaders	9,628.45	29,534.42	70,300.00	42.01	0.00
02-604	Program Marketing	469.11	469.11	1,000.00	46.91	136.11
02-606	Telephones	142.79	671.48	1,044.00	64.32	51.08
02-608	Professional Developmen	489.00	489.00	3,500.00	13.97	13.20
02-612	Mileage	0.00	0.00	250.00	0.00	0.00
02-703	Security Services	1,593.93	4,639.78	6,650.00	69.77	81.14
02-704	Health Insurance Rec.	32.00	18,295.36	63,181.00	28.96	48.20
02-707	Refuse Disposals	340.18	2,108.76	4,500.00	46.86	52.17
02-709	Trade Services	36.99	2,721.74	5,000.00	54.43	13.27
02-710	Utilites - Natural Gas	65.78	496.69	2,400.00	20.70	27.72
02-711	Utilities - Electricity	1,666.88	9,390.18	12,000.00	78.25	32.29
02-712	Utilities - Water	0.00	664.62	1,000.00	66.46	57.53
02-717	Program Contractual Serv	23,057.12	65,302.42	122,300.00	53.40	70.83
02-718	Credit Card Fees	1,142.65	7,470.03	11,000.00	67.91	65.07
02-720	Brochure Printing	924.37	8,509.07	17,000.00	50.05	57.50
02-722	Co-op Fees	0.00	18,551.25	16,850.00	110.10	77.95
02-723	Bank Fees	48.00	233.00	0.00	0.00	0.00
02-801	Supplies	4,834.98	23,304.67	59,050.00	39.47	48.88
02-802	Equipment	0.00	2,444.14	9,400.00	26.00	2.77
02-804	Repair Parts	0.00	2,416.28	5,000.00	48.33	129.42
02-901	Other Expenses	(16,685.67)	(15,649.22)	3,000.00	(521.64)	43.99
03-630	IMRF Contribution	3,078.76	13,887.07	30,558.00	45.44	62.25
04-640	FICA-Employer Contribu	5,756.98	26,436.00	50,473.00	52.38	64.40
05-705	Professional Service-Aud	0.00	8,700.00	8,700.00	100.00	100.00
06-705	Professional Services, Saf	0.00	972.86	7,700.00	12.63	30.34
06-717	Security Reference Check	0.00	110.00	500.00	22.00	9.40
06-760	PDRMA Premium	0.00	13,630.80	30,000.00	45.44	49.77
06-801	Safety Supplies	0.00	570.70	1,500.00	38.05	53.88
08-501	Full Time Wages-Board	951.93	2,498.82	9,373.00	26.66	50.17
08-708	ADA Portable Restrooms	183.00	549.00	2,000.00	27.45	0.00
08-717	Special Rec-Instrutors	82.00	82.00	4,000.00	2.05	1.39
08-780	SEASPAR Contribution	0.00	30,389.00	61,000.00	49.82	49.43
08-801	ADA Supplies	0.00	4,666.50	0.00	0.00	0.00
08-900	Seaspar-Other Expense	0.00	0.00	25,000.00	0.00	0.00
09-705	Bonds & Interest-Profess	0.00	0.00	500.00	0.00	50.00
09-790	Bond Principal	0.00	250.00	120,000.00	0.21	0.00
09-791	Bond Interest	0.00	28,775.00	57,500.00	50.04	46.21
10-709	Trade Services- Cap Proj	0.00	0.00	4,000.00	0.00	291.40

Community Pk District LaGrange Pk
Income Statement
For the Seven Months Ending November 30, 2019

	Current Month Actual	Year to Date Actual	Budget	%	Prev % Budget
11-801 Supplies-Memorial Proj	<u>135.00</u>	<u>823.71</u>	<u>400.00</u>	205.93	19.44
Total Expenses	<u>118,379.68</u>	<u>753,187.05</u>	<u>1,885,560.00</u>	39.95	51.00
Net Income	\$ <u><u>(84,666.75)</u></u>	\$ <u><u>87,471.80</u></u>	\$ <u><u>(285,580.00)</u></u>	(30.63)	53.11

91.04

Income Statement
For the Seven Months Ending November 30, 2019
CORPORATE FUND

	Current Month Actual	Year to Date Actual	Budget	YTD Percentage	Prev YTD	Prev % Budget
Revenues						
Corporate Fund Taxes	\$ 1,923.94	\$ 253,666.41	\$ 532,000.00	47.68	\$ 251,864.17	47.52
Replacement Taxes	0.00	12,326.44	15,000.00	82.18	8,521.82	56.81
Interest Earned-Corp. Fund	356.37	4,034.90	1,000.00	403.49	3,124.63	312.46
Other Income - Corporate	0.00	0.00	3,000.00	0.00	500.00	14.29
Total Revenues	2,280.31	270,027.75	551,000.00	49.01	264,010.62	48.05
Expenses						
Full Time Wages-Admin	21,124.35	91,831.92	193,756.00	47.40	161,116.98	74.09
Part Time Wages	6,531.14	31,934.70	35,000.00	91.24	38,244.75	46.08
Wages - Program Leaders	7,154.39	33,531.66	67,000.00	50.05	19,097.15	0.00
Legal Publications	0.00	41.09	120.00	34.24	111.71	27.93
Postage Stamps	111.90	470.17	500.00	94.03	400.00	36.36
Telephones	550.90	3,700.24	6,950.00	53.24	3,952.69	60.53
Association Dues	0.00	318.75	5,500.00	5.80	0.00	0.00
Professional Development	1,362.15	1,379.86	5,900.00	23.39	3,822.70	60.20
Subscriptions	30.00	602.00	750.00	80.27	690.01	92.00
Mileage Reimbursement	346.14	923.04	3,000.00	30.77	1,846.08	61.54
Park Board Expense	225.00	9,719.48	12,500.00	77.76	253.95	4.98
Computer Services	1,150.25	4,841.00	7,500.00	64.55	5,251.52	75.02
Security Services	0.00	974.28	2,000.00	48.71	887.64	42.27
Health Insurance Admin.	0.00	25,294.85	55,773.00	45.35	30,331.78	55.62
Professional Services	1,566.25	18,885.24	20,000.00	94.43	10,658.25	42.63
Office Machine Contracts	3,311.97	4,082.53	13,000.00	31.40	11,712.08	53.24
Refuse Disposals	143.97	282.24	7,680.00	3.68	5,123.72	84.00
Portable Toilets	289.33	3,008.00	6,000.00	50.13	4,570.23	87.89
Trade Services	1,745.85	12,123.66	151,057.00	8.03	10,617.59	6.21
Utilites - Natural Gas	110.70	1,070.82	2,300.00	46.56	937.63	55.15
Utilities - Electricity	1,741.03	9,181.29	15,300.00	60.01	10,924.88	91.04
Utilities - Water	255.97	8,755.03	15,000.00	58.37	14,775.38	295.51
Bank Fees	0.00	66.00	500.00	13.20	445.04	89.01
Supplies	2,086.24	13,771.84	31,500.00	43.72	20,408.34	63.78
Equipment	0.00	101.90	3,000.00	3.40	1,683.47	48.10
Repair Parts	1,170.03	3,779.36	7,000.00	53.99	3,266.10	84.83
Awards & Remembrances	0.00	441.38	1,500.00	29.43	563.27	28.16

Community Pk District LaGrange Pk
Income Statement
For the Seven Months Ending November 30, 2019
CORPORATE FUND

	Current Month Actual	Year to Date Actual	Budget	YTD Percentage	Prev YTD	Prev % Budget
Staff Uniforms	0.00	188.41	1,500.00	12.56	0.00	0.00
Separation Pay	0.00	0.00	100,000.00	0.00	0.00	0.00
Other Expenses	0.00	2,649.93	2,000.00	132.50	64.17	3.21
	<hr/>	<hr/>	<hr/>		<hr/>	
Total Expenses	51,007.56	283,950.67	773,586.00	36.71	361,757.11	45.95
	<hr/>	<hr/>	<hr/>		<hr/>	
Net Income	\$ (48,727.25)	\$ (13,922.92)	\$ (222,586.00)	6.26	\$ (97,746.49)	41.10
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0.00

Income Statement
For the Seven Months Ending November 30, 2019
RECREATION FUND

	Current Month Actual	Year to Date Actual	Budget	YTD Percentage	Previous YTD	Prev % Budget
Revenues						
Recreation Fund Taxes	\$ 181.50	\$ 23,930.80	\$ 59,000.00	40.56	\$ 23,760.77	45.69
Interest Earned - Rec. Fund	234.56	3,014.53	1,500.00	200.97	1,873.24	234.16
Programs Fees - General	26,196.92	313,109.79	561,500.00	55.76	298,589.83	56.55
Donations & Sponsorships -	2,827.00	6,627.00	10,200.00	64.97	1,200.00	14.29
Other Income - Recreation	0.00	18,429.10	2,000.00	921.46	0.00	0.00
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Total Revenues	29,439.98	365,111.22	634,200.00	57.57	325,423.84	55.03
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Expenses						
Full Time Wages-Rec	15,856.14	87,005.34	177,495.00	49.02	104,917.63	62.47
Part Time Wages-Prog Adm	13,541.75	67,826.80	106,850.00	63.48	57,112.46	56.02
Wages - Program Leaders	9,628.45	29,534.42	70,300.00	42.01	39,005.17	0.00
Program Marketing	469.11	469.11	1,000.00	46.91	1,361.12	136.11
Telephones	142.79	671.48	1,044.00	64.32	842.74	51.08
Professional Development	489.00	489.00	3,500.00	13.97	462.13	13.20
Mileage	0.00	0.00	250.00	0.00	0.00	0.00
Security Services	1,593.93	4,639.78	6,650.00	69.77	5,030.71	81.14
Health Insurance Rec.	32.00	18,295.36	63,181.00	28.96	29,273.79	48.20
Refuse Disposals	340.18	2,108.76	4,500.00	46.86	2,608.31	52.17
Trade Services	36.99	2,721.74	5,000.00	54.43	994.95	13.27
Utilites - Natural Gas	65.78	496.69	2,400.00	20.70	776.19	27.72
Utilities - Electricity	1,666.88	9,390.18	12,000.00	78.25	4,843.86	32.29
Utilities - Water	0.00	664.62	1,000.00	66.46	575.27	57.53
Program Contractual Servic	23,057.12	65,302.42	122,300.00	53.40	76,307.93	70.83
Credit Card Fees	1,142.65	7,470.03	11,000.00	67.91	6,506.94	65.07
Brochure Printing	924.37	8,509.07	17,000.00	50.05	9,487.48	57.50
Co-op Fees	0.00	18,551.25	16,850.00	110.10	13,640.97	77.95
Bank Fees	48.00	233.00	0.00	0.00	370.50	0.00
Supplies	4,834.98	23,304.67	59,050.00	39.47	26,641.16	48.88
Equipment	0.00	2,444.14	9,400.00	26.00	304.36	2.77
Repair Parts	0.00	2,416.28	5,000.00	48.33	6,471.14	129.42
Other Expenses	(16,685.67)	(15,649.22)	3,000.00	(521.64)	1,135.00	43.99
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Total Expenses	57,184.45	336,894.92	698,770.00	48.21	388,669.81	64.85

Community Pk District LaGrange Pk
Income Statement
For the Seven Months Ending November 30, 2019
RECREATION FUND

	Current Month Actual	Year to Date Actual	Budget	YTD Percentage	Previous YTD	Prev % Budget
Net Income	\$ (27,744.47)	\$ 28,216.30	\$ (64,570.00)	(43.70)	\$ (63,245.97)	796.55

2,846.10

Income Statement

For the Seven Months Ending November 30, 2019

ILLINOIS MUNICIPAL RETIREMENT FUND

	Current Month Actual	Year to Date Actual	Budget	YTD Percentage	Previous YTD	Prev % Budget
Revenues						
Property Taxes-IMRF	\$ 145.20	\$ 19,144.63	\$ 35,000.00	54.70	\$ 19,008.62	47.52
Interest IMRF	39.06	261.33	100.00	261.33	112.75	563.75
Total Revenues	184.26	19,405.96	35,100.00	55.29	19,121.37	47.78
Expenses						
IMRF Contribution	3,078.76	13,887.07	30,558.00	45.44	25,041.25	62.25
Total Expenses	3,078.76	13,887.07	30,558.00	45.44	25,041.25	62.25
Net Income	\$ (2,894.50)	\$ 5,518.89	\$ 4,542.00	121.51	\$ (5,919.88)	2,846.10

1,129.30

Income Statement
For the Seven Months Ending November 30, 2019
SOCIAL SECURITY FUND

	Current Month Actual	Year to Date Actual	Budget	YTD Percentage	Previous YTD	Prev % Budget
Revenues						
Property Taxes FICA	\$ 181.50	\$ 23,930.79	\$ 50,000.00	47.86	\$ 23,760.77	47.52
Interest-FICA	27.51	210.07	100.00	210.07	147.38	2,947.60
	<hr/>	<hr/>	<hr/>		<hr/>	
Total Revenues	209.01	24,140.86	50,100.00	48.19	23,908.15	47.81
	<hr/>	<hr/>	<hr/>		<hr/>	
Expenses						
FICA-Employer Contr	5,756.98	26,436.00	50,473.00	52.38	32,705.37	64.40
	<hr/>	<hr/>	<hr/>		<hr/>	
Total Expenses	5,756.98	26,436.00	50,473.00	52.38	32,705.37	64.40
	<hr/>	<hr/>	<hr/>		<hr/>	
Net Income	\$ (5,547.97)	\$ (2,295.14)	\$ (373.00)	615.32	\$ (8,797.22)	1,129.30
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(1,289.94)

Income Statement
For the Seven Months Ending November 30, 2019
AUDITING FUND

	Current Month Actual	Year to Date Actual	Budget	YTD Percentage	Previous YTD	Prev % Budget
Revenues						
Property Taxes Auditing	\$ 36.30	\$ 4,786.16	\$ 9,000.00	53.18	\$ 4,752.14	52.80
Interest Auditing	0.00	33.15	5.00	663.00	13.55	271.00
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Total Revenues	36.30	4,819.31	9,005.00	53.52	4,765.69	52.92
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Expenses						
Professional Service-Auditin	0.00	8,700.00	8,700.00	100.00	8,700.00	100.00
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Total Expenses	0.00	8,700.00	8,700.00	100.00	8,700.00	100.00
	<hr/>	<hr/>	<hr/>		<hr/>	
Net Income	\$ 36.30	\$ (3,880.69)	\$ 305.00	(1,272.36	\$ (3,934.31)	(1,289.94
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>		<hr/> <hr/>	

321.63

Income Statement
For the Seven Months Ending November 30, 2019

LIABILITY INSURANCE FUND

	Current Month Actual	Year to Date Actual	Budget	YTD Percentage	Previous YTD	Prev % Budget
Revenues						
Property Taxes-PDRM	\$ 145.20	\$ 19,144.63	\$ 40,000.00	47.86	\$ 19,008.62	47.52
Interest-PDRMA	28.02	173.55	10.00	1,735.50	111.13	1,111.30
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Total Revenues	173.22	19,318.18	40,010.00	48.28	19,119.75	47.79
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Expenses						
Professional Services,	0.00	972.86	7,700.00	12.63	2,336.31	30.34
Security Reference Ch	0.00	110.00	500.00	22.00	47.00	9.40
PDRMA Premium	0.00	13,630.80	30,000.00	45.44	14,931.12	49.77
Safety Supplies	0.00	570.70	1,500.00	38.05	808.26	53.88
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Total Expenses	0.00	15,284.36	39,700.00	38.50	18,122.69	45.65
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Net Income	\$ 173.22	\$ 4,033.82	\$ 310.00	1,301.23	\$ 997.06	321.63
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35.70

Income Statement
For the Seven Months Ending November 30, 2019
SPECIAL RECREATION FUND

	Current Month Actual	Year to Date Actual	Budget	YTD Percentage	Previous YTD	Prev % Budget
Revenues						
Property Taxes-SEAS	\$ 326.70	\$ 43,075.42	\$ 100,000.00	43.08	\$ 42,769.39	42.77
Interest-SEASPAR	185.44	765.11	20.00	3,825.55	165.01	825.05
	<hr/>	<hr/>	<hr/>		<hr/>	
Total Revenues	512.14	43,840.53	100,020.00	43.83	42,934.40	42.93
	<hr/>	<hr/>	<hr/>		<hr/>	
Expenses						
Full Time Wages-Boar	951.93	2,498.82	9,373.00	26.66	6,117.73	50.17
ADA Portable Restroo	183.00	549.00	2,000.00	27.45	0.00	0.00
Special Rec-Instrutors	82.00	82.00	4,000.00	2.05	55.50	1.39
SEASPAR Contributio	0.00	30,389.00	61,000.00	49.82	27,184.50	49.43
ADA Supplies	0.00	4,666.50	0.00	0.00	0.00	0.00
Seaspar-Other Expens	0.00	0.00	25,000.00	0.00	0.00	0.00
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Total Expenses	1,216.93	38,185.32	101,373.00	37.67	33,357.73	45.57
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Net Income	\$ (704.79)	\$ 5,655.21	\$ (1,353.00)	(417.98)	\$ 9,576.67	35.70
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1,745.36

Income Statement
For the Seven Months Ending November 30, 2019

BONDS & INTEREST FUND

	Current Month Actual	Year to Date Actual	Budget	YTD Percentage	Previous YTD	Prev % Budget
Revenues						
Property Taxes-Bond& Inter	\$ 689.71	\$ 90,937.01	\$ 180,000.00	50.52	\$ 90,290.94	50.16
Interest- Bond&Interest	174.26	700.27	25.00	2,801.08	1,983.17	7,932.68
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Total Revenues	863.97	91,637.28	180,025.00	50.90	92,274.11	51.26
	<hr/>	<hr/>	<hr/>		<hr/>	
Expenses						
Bonds & Interest-Profess Se	0.00	0.00	500.00	0.00	250.00	50.00
Bond Principal	0.00	250.00	120,000.00	0.21	0.00	0.00
Bond Interest	0.00	28,775.00	57,500.00	50.04	30,500.00	46.21
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Total Expenses	0.00	29,025.00	178,000.00	16.31	30,750.00	17.42
	<hr/>	<hr/>	<hr/>		<hr/>	
Net Income	\$ 863.97	\$ 62,612.28	\$ 2,025.00	3,091.96	\$ 61,524.11	1,745.36
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>		<hr/> <hr/>	

97.13

Income Statement
For the Seven Months Ending November 30, 2019
CAPITAL PROJECT FUND #10

	Current Month Actual	Year to Date Actual	Budget	YTD Percentage	Previous YTD	Prev % Budget
Revenues						
Total Revenues	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	0.00	<u>0.00</u>	0.00
Expenses						
Trade Services- Cap Project	\$ <u>0.00</u>	\$ <u>0.00</u>	\$ <u>4,000.00</u>	0.00	\$ <u>14,570.00</u>	291.40
Total Expenses	<u>0.00</u>	<u>0.00</u>	<u>4,000.00</u>	0.00	<u>14,570.00</u>	97.13
Net Income	\$ <u><u>0.00</u></u>	\$ <u><u>0.00</u></u>	\$ <u><u>(4,000.00)</u></u>	0.00	\$ <u><u>(14,570.00)</u></u>	97.13

11.97

Income Statement
For the Seven Months Ending November 30, 2019
MEMORIAL FUND

	Current Month Actual	Year to Date Actual	Budget	YTD Percentage	Previous YTD	Prev % Budget
Revenues						
Interest Earned- Fund	\$ 13.74	\$ 157.76	\$ 20.00	788.80	\$ 109.08	545.40
VMF Donations	0.00	200.00	500.00	40.00	200.00	10.00
Veterans Memorial Fu	0.00	2,000.00	0.00	0.00	0.00	0.00
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Total Revenues	13.74	2,357.76	520.00	453.42	309.08	15.30
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Expenses						
Supplies-Memorial Pr	135.00	823.71	400.00	205.93	175.00	19.44
	<hr/>	<hr/>	<hr/>		<hr/>	
Total Expenses	135.00	823.71	400.00	205.93	175.00	19.44
	<hr/>	<hr/>	<hr/>		<hr/>	
Net Income	\$ (121.26)	\$ 1,534.05	\$ 120.00	1,278.38	\$ 134.08	11.97
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Community Pk District LaGrange Pk
Purchase Journal

For the Period From Nov 30, 2019 to Nov 30, 2019

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
11/30/19	01-228 Aflac-Medical Cash Basis	426553	LIFE INSURANCE AFLAC	172.38	 172.38	
11/30/19	01-705 Professional Services Cash Basis	1172019	LEGAL FEES ANCEL, GLINK, DIAMOND, BUSH, DICIANNI &	483.75	 483.75	ADM
11/30/19	02-709 Trade Services Cash Basis	4034917833	1501 FLOOR MATS CINTAS	31.30	 31.30	BRC
11/30/19	01-711 Utilities - Electricity Cash Basis	0000-11-2019	ELECTRIC MEMORIAL COM-ED	497.78	 497.78	PKS
11/30/19	01-711 Utilities - Electricity Cash Basis	3000-11-2019	ELECTRIC LG RD OAK COM-ED	27.39	 27.39	PKS
11/30/19	01-711 Utilities - Electricity Cash Basis	3011-11-2019	ELECTRIC BEACH OAK COM-ED	30.65	 30.65	PKS
11/30/19	02-711 Utilities - Electricity Cash Basis	5008-11-2019	ELECTRIC REC CENTER COM-ED	1,592.82	 1,592.82	BRC
11/30/19	01-711 Utilities - Electricity Cash Basis	6006-11-2019	ELECTRIC COM-ED	35.11	 35.11	PKS
11/30/19	01-711 Utilities - Electricity Cash Basis	7017-11-2019	ELECTRIC WOODLAWN LG ROAD COM-ED	27.67	 27.67	PKS
11/30/19	01-711 Utilities - Electricity Cash Basis	9007-11-2019	ELECTRIC MAINT BLDG COM-ED	181.63	 181.63	BPK
11/30/19	01-606 Telephones Cash Basis	112019	INTERNET COMCAST	406.09	 406.09	OFF
11/30/19	02-720 Brochure Printing Cash Basis	WS2019	WS BROCHURE LAYOUT COYNE CREATIVE INC.	1,785.00	 1,785.00	PAD
11/30/19	02-804 Repair Parts Cash Basis	676696	REPAIR LOCKS & REPLACE ED'S LOCK GOLDY LOCKS	800.00	 800.00	BRC
11/30/19	01-703 Security Services Cash Basis	33425341	845 SECURITY JOHNSON CONTROLS SEC	469.53	 469.53	BPK

Community Pk District LaGrange Pk
Purchase Journal

For the Period From Nov 30, 2019 to Nov 30, 2019

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
11/30/19	02-717 Program Contractual Serv Cash Basis	BADMINTON	BADMINTON INSTRUCTOR KIDSFIRST SPORTS	976.00	 976.00	PSC
11/30/19	02-717 Program Contractual Serv Cash Basis	BASEBALL11	BASEBALL INSTRUCTOR KIDSFIRST SPORTS	305.00	 305.00	PSC
11/30/19	02-717 Program Contractual Serv Cash Basis	BB11252019	BB INSTRUCTORS KIDSFIRST SPORTS	976.00	 976.00	PSC
11/30/19	02-717 Program Contractual Serv Cash Basis	CHEER112520	CHEERLEADING INSTRUCTOR KIDSFIRST SPORTS	366.00	 366.00	PSC
11/30/19	02-717 Program Contractual Serv Cash Basis	TRACK112520	TRACK & FIELD INSTRUCTOS KIDSFIRST SPORTS	1,098.00	 1,098.00	PSC
11/30/19	01-804 Repair Parts	111201911212	FIX BATHROOM AT MEMORIAL	62.94		PKS
	01-801 Supplies		EQUIPMENT FOR SHOP	6.46		BPK
	01-801 Supplies		SALT & STRAW FOR SLEDDING HILL	3,890.48		PKS
	02-801 Supplies		HAY BALES & FIREWOOD FOR HALLOWEEN WALK	302.63		PSE
	06-801 Safety Supplies		SAFETY GLASSES FOR SHOP	53.06		ADM
	Cash Basis		LAGRANGE PARK ACE HARDWARE		4,315.57	
11/30/19	01-706 Office Machine Contracts Cash Basis	10054673	COPIER INSURANCE LEAF	296.28	 296.28	OFF
11/30/19	02-717 Program Contractual Serv Cash Basis	11252019	LITTLE LYONS SOCCER INSTRUCTOR LYONS TOWNSHIP SOCCER CLUB	960.00	 960.00	PSC
11/30/19	06-801 Safety Supplies Cash Basis	92065568	SAFETY GLOVES MEDCO SPORTS MEDICINE & SCHOOL FIRST AI	60.70	 60.70	ADM
11/30/19	02-704 Health Insurance Rec. Cash Basis	4143-11-2019	LIFE INSURANCE DEAN & MARTIN NCPERS-IL IMRF	64.00	 64.00	BRC
11/30/19	01-710 Utilites - Natural Gas Cash Basis	132 11 2019	GAS 132 OAK NICOR	74.56	 74.56	BPK
11/30/19	02-710 Utilites - Natural Gas Cash Basis	1501 11 2019	gAS 1501 NICOR	254.54	 254.54	BRC

Community Pk District LaGrange Pk

Purchase Journal

For the Period From Nov 30, 2019 to Nov 30, 2019

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
11/30/19	01-710 Utilities - Natural Gas Cash Basis	845112019	GAS FOR 845 NICOR	180.20	 180.20	BPK
11/30/19	01-702 Computer Services Cash Basis	7229	COMPUTER ANTI VIRUS UPDATES NOVENTECH, INC.	57.50	 57.50	OFF
11/30/19	01-705 Professional Services Cash Basis	06302035	MONTHLY ACCOUNTING FEE NOV 2019 P.J. MESI & CO	975.00	 975.00	ADM
11/30/19	06-801 Safety Supplies Cash Basis	11152019RMI	RMI CONFERENCE PDRMA	390.00	 390.00	ADM
11/30/19	02-801 Supplies Cash Basis	MICHELLE	RT SUPPLIES MICHELLE DELESTOWICZ PETTY CASH	31.82	 31.82	PRT
11/30/19	01-708 Portable Toilets Cash Basis	PS301880	PORT A POTTIES PIT STOP	108.03	 108.03	PKS
11/30/19	06-801 Safety Supplies Cash Basis	891090	SAFETY POSTERS POSTER COMPLIANCE	139.90	 139.90	ADM
11/30/19	01-706 Office Machine Contracts Cash Basis	1963748	WATER COOLER 9/1-10/31 QUENCH	82.30	 82.30	OFF
11/30/19	01-801 Supplies Cash Basis	2521701	CALENDARS QUILL CORPORATION	84.10	 84.10	OFF
11/30/19	01-801 Supplies Cash Basis	2530748	OFFICE SUPPLIES QUILL CORPORATION	348.31	 348.31	OFF
11/30/19	01-801 Supplies Cash Basis	2632214	INK, CALENDARS, OFFICE SUPPLIES QUILL CORPORATION	195.95	 195.95	OFF
11/30/19	02-717 Program Contractual Serv Cash Basis	2464	SOCCER, FOORBALL & VB INSTRUCTORS SPORTS R US	2,120.00	 2,120.00	PSC
11/30/19	02-717 Program Contractual Serv Cash Basis	19-135	CPR TRAINING VILLAGE OF LAGRANGE PARK	105.00	 105.00	PGC
11/30/19	02-712	WATER1501	WATER/SEWER 1501	390.15		PKS

Community Pk District LaGrange Pk
Purchase Journal

For the Period From Nov 30, 2019 to Nov 30, 2019

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
	Utilities - Water Cash Basis		VILLAGE OF LAGRANGE PARK		390.15	
11/30/19	01-801 Supplies	1647MH	XMAS LIGHTS FOR MEMORIAL	439.78		PKS
	01-608 Professional Development		NOTOOL HOTLINE MEMBERSHIP/YEARLY	39.99		PKS
	06-801 Safety Supplies		SAFETY INSPECTION FOR TRUCKS	100.00		ADM
	02-801 Supplies		MUMS FOR 1501	99.96		BRC
	Cash Basis		VISA		679.73	
11/30/19	02-801 Supplies	2421ND 11 20	RT SUPPLIES	474.73		PRT
	02-801 Supplies		ENRICHMENT SUPPLIES LITTLE CHEFS	6.86		PEN
	01-608 Professional Development		IPRA REGISTRATION - AMANDA	225.00		ADM
	Cash Basis		VISA		706.59	
11/30/19	01-801 Supplies	2439112019RD	GAS	132.40		VEH
	Cash Basis		VISA		132.40	
11/30/19	01-802 Equipment	2447FS 11 201	PLOW LIFT, LIGHTS FOR TRUCK, REPAIRS PARTS	336.38		VEH
	01-801 Supplies		GAS	62.96		VEH
	Cash Basis		VISA		399.34	
11/30/19	02-801 Supplies	2595AS11 201	75TH BIRTHDAY	551.64		PSE
	02-801 Supplies		READY TEDDY SUPPLIES	97.76		PRT
	02-801 Supplies		ENRICHMENT SUPPLIES	45.98		PEN
	02-801 Supplies		FROZEN COSTUMES	215.41		PTT
	02-608 Professional Development		REGISTRATION FOR CONFERENCE	290.00		PAD
	Cash Basis		VISA		1,200.79	
11/30/19	02-901 Other Expenses	2611 11 2019D	THEATER STORAGE	249.00		PTT
	02-801 Supplies		FROZEN COSTUMES	525.45		PTT
	02-801 Supplies		SENIOR CLUB	50.90		PTT
	Cash Basis		VISA		825.35	
11/30/19	01-608 Professional Development	2629JC	CONFERENCE REGISTRATION FOR FILE	245.00		PKS
	01-608 Professional Development		DIRECTORS LUNCH	46.00		ADM
	02-604 Program Marketing		CREDIT FOR ADOBE TAXES IN NOVEMBER		37.49	PAD
	Cash Basis		VISA		253.51	
				25,731.21	25,731.21	

Community Pk District LaGrange Pk
Check Register

For the Period From Nov 12, 2019 to Dec 9, 2019

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

Check #	Date	Payee	Cash Accou	Amount
PRTR1115	11/12/19	FIRST NATIONAL BANK OF BROOK.	01-100	18,770.01
20269	11/13/19	U.S. POSTAL SERVICE	02-100	924.37
FDTD111519	11/15/19	INTERNAL REVENUE SERVICE	01-100	5,433.00
STTD111519	11/15/19	ILLINOIS DEPT OF REV	01-100	1,064.78
20351	11/15/19	USCM/ MIDWEST	01-100	1,102.00
PRTR1129	11/26/19	FIRST NATIONAL BANK OF BROOK.	01-100	18,430.49
20324	11/29/19	VOID	01-100	
20325	11/29/19	VOID	01-100	
20326	11/29/19	VOID	01-100	
FDTD1129	11/29/19	INTERNAL REVENUE SERVICE	01-100	5,285.12
STTD1129	11/29/19	ILLINOIS DEPT OF REV	01-100	1,046.01
20327	11/29/19	USCM/ MIDWEST	01-100	1,102.00
BD PAY WT	12/2/19	WELLSFARGO CORPTRUST	06-100	148,775.00
20328	12/9/19	AFLAC	01-100	172.38
20329	12/9/19	ANCEL, GLINK, DIAMOND, BUSH, DICIAN	01-100	483.75
20330	12/9/19	CINTAS	02-100	31.30
20331	12/9/19	COM-ED	02-100	2,393.05
20332	12/9/19	COMCAST	01-100	406.09
20333	12/9/19	COYNE CREATIVE INC.	02-100	1,785.00
20334	12/9/19	GOLDY LOCKS	02-100	800.00
20335	12/9/19	JOHNSON CONTROLS SEC	01-100	469.53
20336	12/9/19	KIDSFIRST SPORTS	02-100	3,721.00
20337	12/9/19	LAGRANGE PARK ACE HARDWARE	01-100	4,315.57
20338	12/9/19	LEAF	01-100	296.28
20339	12/9/19	LYONS TOWNSHIP SOCCER CLUB	02-100	960.00
20340	12/9/19	MEDCO SPORTS MEDICINE & SCHOOL FIR	06-100	60.70
20341	12/9/19	NCPERS-IL IMRF	01-100	64.00
20342	12/9/19	NICOR	01-100	509.30
20343	12/9/19	NOVENTECH, INC.	01-100	57.50
20344	12/9/19	P.J. MESI & CO	01-100	975.00
20345	12/9/19	PDRMA	01-100	390.00
20346	12/9/19	PETTY CASH	02-100	31.82
20347	12/9/19	PIT STOP	01-100	108.03
20348	12/9/19	POSTER COMPLIANCE	06-100	139.90
20349	12/9/19	QUENCH	01-100	82.30

Community Pk District LaGrange Pk

Check Register

For the Period From Nov 12, 2019 to Dec 9, 2019

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

Check #	Date	Payee	Cash Accou	Amount
20350	12/9/19	QUILL CORPORATION	01-100	628.36
20352	12/9/19	SPORTS R US	02-100	2,120.00
20353	12/9/19	VILLAGE OF LAGRANGE PARK	02-100	105.00
20354	12/9/19	VILLAGE OF LAGRANGE PARK	02-100	390.15
20355	12/9/19	VISA	02-100	4,197.71
Total				<u>227,626.50</u>

To: Tim Ogden
President, Community Park District Board Commissioners

From: Jessica Cannaday

Date: December 6, 2019

Re: IAPD Credentials | Agenda Item 11a

Recommendation

A motion and a second to appoint Executive Director Cannaday as the Community Park District of La Grange Park's Delegate to the Annual Business Meeting of the Illinois Association of Park Districts.

Background

The Constitutional By-Laws of the Illinois Association of Park Districts (IAPD) entitles all member park district to be represented at the Association's meetings and conferences by delegate(s) designated by each park district. Each delegate must present proper credentials consisting of a certificate signed by the Secretary of the member park district stating that the delegate represents the park district.

The attached document grants the proper credentials to the individual appointed to represent the Community Park District of La Grange Park at the Association's Annual Business Meeting held during the IPRA/IAPD Conference, Saturday, January 25, 2020 at 3:30pm.

CREDENTIALS CERTIFICATE

This is to certify that at a meeting of the Governing Board of the **Community Park District of La Grange Park** held at **1501 Barnsdale Road, La Grange Park** on **December 9, 2019 at 6pm** the following individuals were designated to serve as delegate(s) to the Annual Business Meeting of the ILLINOIS ASSOCIATION OF PARK DISTRICTS to be held at the Hyatt Regency Hotel, Chicago, Illinois on **Saturday, January 25, 2020 at 3:30 p.m. in the Grand Ballroom E/F:**

Name

Title

Delegate: **Jessica Cannaday, Executive Director**

1st Alternate: _____

2nd Alternate: _____

3rd Alternate: _____

This is to certify that the foregoing is a statement of action taken at the board meeting cited above.

Affix Seal:

Signed: _____
(President of Board)

Attest: _____
(Board Secretary)

Return this form to: Illinois Association of Park Districts
211 East Monroe Street
Springfield, IL 62701-1186

To: Tim Ogden
President, Community Park District Board Commissioners

From: Jessica Cannaday

Date: December 6, 2019

Re: 2020 Proposed Meeting Dates | Agenda Item 11b

Recommendation

A motion and a second to approve the 2020 regular meeting dates of the Community Park District of La Grange Park as listed.

Background

Regular meetings of the Community Park District Board of Commissioners are held on the 2nd Monday of each month in room 101 of the Recreation Center located at 1501 Barnsdale Road, unless indicated otherwise.

Dates to note:

- The April meeting falls after a holiday weekend
- The July meeting is proposed to fall on the 3rd Monday of the Month
- The December 2020 meeting is proposed to begin at 6:00pm

COMMUNITY PARK DISTRICT OF LA GRANGE PARK 2020 REGULAR BOARD MEETING SCHEDULE

Regular meetings of the Community Park District Board of Commissioners are held on the 2nd Monday of each month in room 101 of the Recreation Center located at 1501 Barnsdale Road, unless specified otherwise*. Any amendments to the schedule below or any special meeting called by the Board will be made at least 48 hours in advance in accordance with the Open Meetings Act.

Monday, January 13 at 6:30pm

Monday, February 10 at 6:30pm

Monday, March 9 at 6:30pm

Monday, April 13 at 6:30pm

Monday, May 11 at 6:30pm

Monday, June 8 at 6:30pm

Monday, July 20* (3rd Monday) at 6:30pm

Monday, August 10 at 6:30pm

Monday, September 14 at 6:30pm

Monday, October 12 (Columbus Day) at 6:30pm

Monday, November 9 at 6:30pm

Monday, December 14 at 6:00pm

Approved 12/9/2019

Karen Boyd, Secretary

To: Tim Ogden
President, Community Park District Board Commissioners

From: Jessica Cannaday

Date: December 6, 2019

Re: Approval of Commissioner Travel Expense | Agenda Item 11c

Recommendation

No action needed, unless a commissioner expresses interest in attending conference.

Background

In accordance with the Local Government Travel Expense Act (ILCS 50/150 (et seq.)) the Board of Commissioners must approve any commissioner travel expenses by roll call vote during an open meeting.

The 2020 IAPD/IPRA Soaring to New Heights Annual Conference will be held January 23-25, 2020 at the Hyatt Regency Chicago. The conference brings together more than 4,200 professionals and elected officials for educational programming, networking, and professional development.

The 2020 IAPD/IPRA Conference features over 160 educational sessions and workshops providing attendees with accredited Continuing Education Units to maintain certification.

Cost Estimates:

- Conference Registration \$325 (Full registration)
- Conference Registration \$270 (No Frills registration)
- Meal Per Diem (as determined by the General Services Administration per our policy): \$76/day
- Mileage Reimbursement = \$0.58/mile = \$21.11/day
- Lodging \$125 per night
- Other costs include: Parking (\$70), train, and incidentals
- **Estimated Costs = \$464-\$818**

To: Tim Ogden
President, Community Park District Board Commissioners

From: Jessica Cannaday

Date: December 6, 2019

Re: Approval of Drug and Alcohol Free Workplace Policy | Agenda Item 12a

Recommendation

A motion and a second to approve Personnel Policy Manual Section 1.13 Drug and Alcohol Free Workplace Policy as revised.

Background

To ensure compliance with the Illinois Cannabis Regulation and Tax Act (410 ILCS 705) and with recommendation from PDRMA and our legal counsel, our Drug Free Workplace policy has been revised. Notably, the policy now outlines and clarifies the criteria for reasonable suspicion drug testing.

1.13 Workplace Drug and Alcohol Free Policy

Drugs and Alcohol

The patrons and employees of the Community Park District of La Grange Park are a valuable resource and their health and safety are of serious concern to the Park District. Patrons need to be assured that Park District employees do not perform their duties while under the influence of any substance, whether it is legal or not, which impairs their ability to perform their duties or imperils the health, safety or well being of employees or the public. The Park District vigorously supports the Drug Free Workplace Act (Chapter 30 ILCS Section 580/1 *et. seq.*). No Park District employee may perform his or her job duties under the influence of alcohol, cannabis, any illegal drug, or any drug for which the employee has a prescription that impairs the employee's ability to perform his or her job duties. No Park District employee may be in possession of alcohol, cannabis, or any illegal drug while performing his or her job duties. This policy is applicable to all our work force at any location while the employee is working. The Park District also complies with DOT 49 CFR part 40. We have a commitment toward maintaining a safe workplace, free from the influence of drugs and the abuse of alcohol.

Nothing in this policy allows the Park District to refuse to hire or to discharge any individual, or otherwise disadvantage any individual, with respect to compensation, terms, conditions or privileges of employment because the individual uses lawful products off the premises of the employer during nonworking and non-call hours. "Lawful products" means products that are legal under state law. For purposes of this provision, an employee is deemed on-call when the employee is scheduled with at least 24 hours' notice by his or her employer to be on standby or otherwise responsible for performing tasks related to his or her employment either at the employer's premises or other previously designated location by his or her employer or supervisor to perform a work-related task.

Employees are required to report to their supervisors the use of any prescription drug, which may impair the employee's ability to perform the essential functions of his or her job with the Park District. This includes, but is not limited to, the use of medical cannabis.

Medical Cannabis

Registered qualifying patients in Illinois may be able to obtain a registry identification card, which allows them to purchase medical cannabis for the treatment of a variety of debilitating medical conditions under the Compassionate Use of Medical Cannabis Program Act. The Act also provides employers with the ability to regulate the use of medical cannabis on employer owned premises and during work hours. The following regulations shall apply to employees of the Park District who may also qualify to obtain legal access to medical cannabis:

1. Employees are strictly prohibited from possessing and/or using medical cannabis on any Park District owned property at any time;
2. Employees are strictly prohibited from using medical cannabis during all work hours;
3. Employees are strictly prohibited from reporting to work under the influence of medical cannabis;
4. Employees may not possess medical cannabis in their personal vehicles in any Park District parking lot unless the medical cannabis is in a sealed, tamper-evident medical cannabis container;

5. Employees who possess a Commercial Driver's License ("CDL") shall not use or possess medical cannabis; and

Notwithstanding the specific prohibitions set forth above, any employee who validly possesses a card, allowing for the use of medical cannabis shall still be subject to all other provisions of the Park District's Drug Free Workplace Policy.

Recreational Cannabis Use

Recognizing that limited possession and use of cannabis for those over 21 years of age is lawful in Illinois as of January 1, 2020, it remains a controlled substance under federal law. Therefore, employees whose jobs are subject to federal prohibitions, such as those that require Commercial Drivers Licenses ("CDL"), or who work pursuant to certain federal grants, are prohibited from using cannabis under any circumstances, and remain subject to federal prohibitions and testing requirements.

Notice of Convictions

Any employee who is convicted of violating any federal or state criminal drug statute must notify the Park District Executive Director within five (5) days of such conviction. For purposes of this notice requirement, a conviction includes a finding of guilt, a no contest plea, and/or an imposition of sentence by any judicial body for any violation of a criminal statute involving the unlawful manufacture, distribution, sale, dispensation, possession or use of any controlled substance or cannabis.

DRUG AND ALCOHOL TESTING

Reasonable Suspicion

In order to help protect the health and safety of employees and the public and to maintain a drug and alcohol-free workplace, the Park District may conduct drug and alcohol testing if a supervisor has a "reasonable suspicion" that an employee is under the influence of drugs and/or alcohol at work.

A supervisor shall have a "reasonable suspicion" that an employee is under the influence of drugs and/or alcohol if the employee demonstrates specific, articulable symptoms while working that lead the supervisor to have a good faith belief the employee is under the influence. A supervisor must clearly document the specific, articulable observations and behaviors that create a reasonable suspicion that an employee is under the influence of drugs and/or alcohol. Examples include:

- Odors (smell of alcohol, cannabis, or other unlawful substances).
- Movements (unsteady, fidgety, dizzy).
- Eyes (dilated, constricted or watery eyes, or involuntary eye movements).
- Face (flushed, sweating, confused, or blank look).
- Speech (slurred, slow, distracted mid-thought, inability to verbalize thoughts).
- Emotions (argumentative, agitated, irritable, drowsy).
- Actions (yawning, twitching).

- Inactions (sleeping, unconscious, no reaction to questions)
- negligence or carelessness in operating equipment or machinery
- disregard for the safety of the employee or others
- carelessness that results in any injury to the employee or others.

When reasonable suspicion testing is warranted, the employee's supervisor will meet with the employee to explain the observations and the requirement to undergo a drug and/or alcohol test. Refusal by the employee will be treated as a positive drug test result and will result in immediate termination of employment.

Testing Conducted

The Park District may test for alcohol and the following drugs: cannabis (when reasonable suspicion exists or when the employee is subject to federal or state prohibitions), cocaine, opiates, amphetamines, and phencyclidine. Employees are required to cooperate with any authorized testing and execute any and all releases necessary to provide the Park District with the results of any test. Failure to cooperate or execute required releases will be grounds for discipline up to and including termination. The procedures of the physical testing and examination will be those set by the medical clinic or laboratory designated by the Park District and will be followed by the employee.

VIOLATIONS OF THE DRUG & ALCOHOL FREE WORKPLACE POLICY

Disciplinary Action Steps

Any employee testing positive for illegal drugs, alcohol levels exceeding .02 blood alcohol concentration, or being impaired while on duty under the influence of legal drugs may be disciplined up to and including termination from employment. Prior to issuing any final disciplinary action, the Park District will afford the employee a reasonable opportunity to contest the basis of the determination.

In lieu of termination, the Park District may require an employee to successfully complete substance abuse evaluation assessment, treatment and/or counseling.

Employees participating in a drug or alcohol treatment program will be allowed to use any paid time off benefits they have accrued; however, any time off necessary to participate in any drug or alcohol treatment program will be either unpaid or paid by the use of the employee's accumulated but unused leave.

Adopted: 12/9/2019

Karen Boyd, Secretary