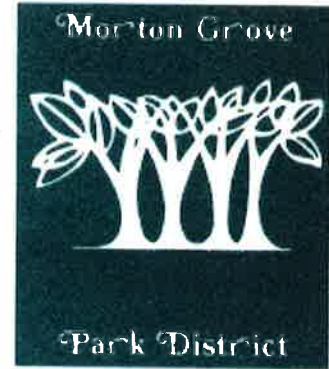


Morton Grove Park District

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



Morton Grove Park District
6834 Dempster, Morton Grove, IL 60053
Committee of the Whole
February 1, 2017 at 6:30 p.m.

AGENDA

Call to Order

Roll Call

Public Comment

Administration and Finance Committee – Commissioner White, Chair

Budget and Capital Plan Review Date

Transfer of Funds: Resolution #R-01-17 and Resolution #R-02-17

Dog Park Feasibility Study

Dog Access in Parks

Email Policy

Meeting Attendance Policy

Recreation and Facility Program Committee – Commissioner Brunner, Chair

Brochure Bid

Parks and Facilities Maintenance Committee – Commissioner Manno, Chair

Introduction of the new Superintendent of Parks and Facilities, Keith Gorczyca

General Discussion

Executive Session

I make a motion for the Board to go into closed session in accordance with the Open Meetings Act section 120/2(c)(1) and for section 120/2(c)(11).

Adjournment



Memorandum

To: Board of Park Commissioners

From: Jeff Wait, Executive Director
Marty O'Brien, Superintendent of Finance

Date: February 1, 2017

Regarding: Transfer of Funds

Issue:

To ask for the Board's permission to transfer \$60,000 from the Bond and Interest Fund to the Corporate Fund.

Discussion:

On March 13, 2014 the Board transferred \$200,000 in funds from the Corporate Fund to the Bond and Interest Fund. The purpose, at the time, of transferring these funds into the Bond and Interest Fund was to align the levy with the bond payments as well as avoid displaying negative cash flows during any portion of the year. In practical terms, the prior year's levy should total the amount of the General Obligation payments for the current year. This transfer accomplished that goal.

Date	Amount	From	To
March 2014	\$200,000	Corporate Fund	Bond & Interest Fund

In March 2016 Staff transferred \$140,000 of those funds back from the Bond and Interest Fund to the Corporate Fund.

Date	Amount	From	To
March 2016	\$140,000	Bond & Interest Fund	Corporate Fund

Since the \$200,000 was originally transferred from the Corporate Fund this balance should be transferred back. Staff propose the following transfer:

Date	Amount	From	To
February, 2017	\$60,000	Bond & Interest Fund	Corporate Fund

Park Board Action:

For the Board of Commissioners to approve the following transfer of funds.

MORTON GROVE PARK DISTRICT
RESOLUTION #R-01-17

RESOLUTION AUTHORIZING THE TRANSFER OF FUNDS

BE IT RESOLVED. By the Board of Commissioners of the Morton Grove Park District, that the following amounts be transferred immediately:

Amount	From	To
\$60,000	Bond and Interest Fund	Corporate Fund

Resolved this 15th day of February, 2017

Board President, Daniel Staackmann
Morton Grove Park District

Attest:

Board Secretary, Jeffrey Wait



Memorandum

To: Board of Park Commissioners
From: Jeff Wait, Executive Director
Martin O'Brien, Superintendent of Finance
Date: February 1, 2017
Regarding: Transfer of Funds – Resolution #R-02-17

Issue:

Receive permission to transfer \$126,000 of the Special Recreation Fund to the Capital Project Fund.

Discussion:

The District entered into construction contracts with both Elanar and A-Lamp Contractors to update playgrounds and playground equipment as outlined in the ADA Transition Plan and required by the Americans with Disabilities Act (ADA). The project was funded from the Capital Project Fund, however qualifies to be paid for from the Special Recreation Fund. Therefore, we recommend the following:

<u>Amount</u>	<u>From</u>	<u>To</u>
\$126,000	Special Recreation Fund	Capital Project Fund

Park Board Action:

The Board of Park Commissioners approve the following resolution of transfer of funds.

MORTON GROVE PARK DISTRICT
TRANSFER OF FUNDS
RESOLUTION #R-02-17

RESOLUTION AUTHORIZING THE TRANSFER OF FUNDS

BE IT RESOLVED. By the Board of Commissioners of the Morton Grove Park District, that the following transfer of funds is completed immediately:

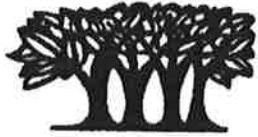
<u>Amount</u>	<u>From</u>	<u>To</u>
\$126,000	Special Recreation Fund	Capital Project Fund

Resolved this 15th day of February, 2017

President, Daniel Staackmann
Morton Grove Park District

Attest:

Board Secretary, Jeffrey Wait



*Morton Grove
Park District*

To: Board of Park Commissioners
From: Jeff Wait, Executive Director
Date: February 1, 2017
Subject: Dog Park Feasibility Study

Issue:

The Board of Park Commissioners granted permission for staff to investigate the feasibility of building a dog park in Morton Grove. This memorandum is to inform the Board of the results of staff's investigation. All information from this investigation is contained in a private drive on the District's computer server.

Discussion:

Staff requested permission from the Board to investigate the feasibility of building a dog park at its August 5, 2015 Committee of the Whole meeting. The request was sent to the regular board meeting on August 19th for a vote. The vote, 2 to 2, failed to pass as one Commissioner was not present at the meeting. The study was reintroduced at the September 2nd meeting in which there were approximately 20 interested residents who voiced their support of this effort. The board informed the audience that the vote failed the previous month but was once again on the agenda for a vote. The item did pass at the September 16th meeting with a 3-2 vote.

It was suggested the District should ask those residents at the September 2nd meeting to sit on a Committee to assist staff with its efforts to determine if it is feasible to build a dog park. Letters were sent out to everyone who signed into the meeting. About five (5) residents agreed to sit on the Committee.

Staff prepared the agenda and supporting documents for the Committee's first meeting on October 14, 2015. At end of the meeting, members of the Committee were given an assignment to audit surrounding dog parks to determine what amenities a Morton Grove dog park should have. The Committee agreed to meet on November 19, 2015.

Staff compiled all of the researched collected and presented it and a few options for possible locations of a park to the Committee. During a meeting of the Board, it was suggested that staff look for locations within the District's inventory rather than elsewhere. The idea was to develop a piece of land owned by the District and not someone else. The District should invest in itself first. The Committee recommended the north section of Prairie View Park on an unused ballfield. It was explained to the Committee the next step was to look for a landscape

architect to provide concepts and cost estimates. Once this was completed, a meeting would be held to review.

Staff contacted the landscape architect firm, Altamanu Inc. This firm designed the dog park for the Glenview Park District. Altamanu was directed to design three concepts; basic, upgrade, and ultimate. Cost estimates ranges from \$336,000 to \$540,000. Staff presented the concepts to the Committee on March 10. The Committee liked the concepts but was informed of the financial constraints of building any of the three parks. Staff did inform the Committee that the Nile Park District did express interest in assisting with funding for access to their residents. The Committee directed staff to ask Altamanu to provide one additional concept, a stripped down revision of the basic concept. The Committee also asked that staff determine how much of the project could be done in-house to help reduce costs.

As directed by the Committee, Staff determined what could be done in-house and obtain the concept from Altamanu. At its July 6th Board meeting, Staff presented all the information collected to this point and asked for the Board's input. It was clear that there would not be enough Board support for the very basic concept.

The next Committee meeting was held on October 26, 2016. There was a small turn out of members. Staff did present all the information and the consensus of those present was to not support the very basic concept. They were again informed District would not financially be able to fund any project of either size. The Committee was informed the next step was to present its finding and recommendations to the Board.

Financial Feasibility:

Due to the financial position of the Park District; this project, let alone any project of significance, is not feasible at this time. Past decisions of the Park District have placed the District under constraints limiting the funding available towards capital improvements. As much as 60 to 70 percent of the total funds used for capital projects are devoted to paying off the bonds issued to renovate Oriole Pool. Until the District pays off these bonds, it will be very difficult to fund projects such as playground replacements, maintenance equipment purchases, or fitness equipment.

It is possible to cover the total cost of the project; however, it would make the membership fee cost prohibited. The majority of park districts use membership fees to help offset maintenance costs. Additionally, the District lacks the ability to provide funds to begin construction.

The Board could seek passage of a referendum; however, there is limited community-wide support for a dog park at this time. In the 2013 Comprehensive Plan, the community was asked if the Park District should focus its attention on a dog park. Only 27 percent of respondents indicated it agreed or strongly agreed, while 47.9 percent disagreed or strongly disagreed. Additionally, when asked how much of a property tax increase would they be willing to pay for a dog park, 73.4 percent of the respondents indicated no increase should be used. Considering other facilities within the Park District in need of repair or replacement, a referendum should be used for the District's highest identifiable need i.e., Harrer Pool.

Recommendation:

1. If or when the funds come available, build the basic concept at Prairie View Park. Due to the size of the park, the Committee recommends this project be strictly for Morton Grove residents and their dogs.
2. Open all parks to allow dogs.

Park Board Action:

For information only.



Memorandum

To: Board of Park Commissioners
From: Jeffrey Wait, Executive Director
Date: February 1, 2017
Regarding: Park Access for Dogs

Issue:

The Park District's General Use Regulations, Chapter VI – Regulation of Personal Conduct and Behavior, Control and Treatment of Animals, Section (a) should be changed to allow dogs within parks under specific conditions.

Discussion:

In light of the Dog Park Feasibility Study, Staff is requesting the Board of Park Commissioners allow dogs into all of the District's parks under specific conditions. To be in a Park District park, dogs and owners must abide by the following conditions:

- Dog must be on a leash less than eight (8) feet long,
- Dog must be under the control of its owner at all times,
- Owners must pick up and dispose of any waste produced by the dog,
- All dogs must have a pet license tag issued by the Village of Morton Grove or another municipality,
- Dogs will not be allowed on ball fields, sport courts, shelters, or within playgrounds,
- Dog must be removed from the park if it becomes aggressive toward people, other dogs, and/or wildlife of any kind.

The District will have the ability to prohibit dogs from accessing the parks if they are in violation of the above conditions. If a dog and its owner violate the above conditions, the District can send the owner a letter detailing the violation and/or inform the owner the dog is not permitted into the parks under any condition. If a dog that is prohibited from entering the parks; enters the parks, the owner can receive a fine for every occurrence the dog is brought into the park.

Staff checked with the Park District Risk Management Agency (PDRMA) and confirmed the Park District's liability will not increase by allowing dogs in the parks. The concern is, if a dog bites a person that the Park District is partially liable. Our representative assured Staff the liability of a dog bite is solely with the owner. However, it was suggested that our exposure is currently more because the ordinance prevents dogs in the parks but enforcement is intermittent, due to scheduling of Park Police.

Park Board Action:

The Board of Park Commissioners should approve changes to the General Use Regulations via ordinance to allow dogs in the parks.

MORTON GROVE PARK DISTRICT

ORDINANCE NO. O-01-17

**AN ORDINANCE AMENDING CHAPTER VI, SECTION 11 OF THE MORTON
GROVE PARK DISTRICT GENERAL USE REGULATIONS**

**PASSED BY THE
MORTON GROVE PARK DISTRICT
THIS 15th DAY OF FEBRUARY, 2017**

Published in pamphlet form
by the authority of the
Morton Grove Park District this 15th
day of February, 2017.

**MORTON GROVE PARK DISTRICT
COOK COUNTY, ILLINOIS**

ORDINANCE NO. O-01-17

**AN ORDINANCE AMENDING CHAPTER VI, SECTION 11 OF THE MORTON
GROVE PARK DISTRICT GENERAL USE REGULATIONS**

WHEREAS, Section 8-1(d) of the Illinois Park District Code, 70 ILCS 1205/8-1(d), authorizes park district boards to pass all necessary ordinances, rules and regulations for the proper management and conduct of the business of the board and district and to establish by ordinance all needful rules and regulations for the government and protection of parks and other property under their jurisdiction; and

WHEREAS, the Morton Grove Park District has established by ordinance its General Use Regulations; and

WHEREAS, the Morton Grove Park District Board of Park Commissioners, from time to time, finds it necessary to amend or revise its General Use Regulations; and

WHEREAS, Chapter VI, Section 11 of the General Use Regulations governs and regulates the control and treatment of animals on Park District property; and

WHEREAS, the Morton Grove Park District Board of Park Commissioners has determined that development of a dog park facility is not currently feasible; and

WHEREAS, the Morton Grove Park District Board of Park Commissioners recognizes that dog owners in the Morton Grove community have an interest in utilizing certain portions of the District's parks; and

WHEREAS, the Morton Grove Park District Board of Park Commissioners hereby finds and determines that it is in the best interest of the Park District and its residents to amend Chapter VI, Section 11;

NOW, THEREFORE, BE IT ORDAINED by the Morton Grove Park District Board of Park Commissioners as follows:

Section 1. Recitals. The recital paragraphs set forth above are incorporated herein as part of this Ordinance.

Section 2. Chapter VI, Section 11 of the Morton Grove Park District General Use Regulations is amended to state as follows:

“Section 11 - Control and Treatment of Animals: (Nothing in this section shall be construed to prohibit the controlled use of certain animals approved by the Director for purpose of public safety, such as but not limited to, the protection of district property or the protection of employees in the performance of their duties or search and rescue. **Further, nothing in this section is intended to apply to “Service Animals” as that term is defined in the Park District’s Service Animal Policy.**)

a. Bring in, lead or carry any dog, cat or other domesticated animal, **except that dogs are allowed in parks under the following conditions:**

1. Any dog in a Park District park must be on a leash that is less than eight (8) feet long.

2. Any dog in a Park District park must be under the control of its owner at all times.

3. Any dog in a Park District park must have a pet license tag issued by the Village of Morton Grove or another municipality.

4. Owners of dogs in a Park District park must pick up and dispose of any waste produced by the dog.

5. Dogs are not allowed on ball fields, sport courts, in shelters, or within playgrounds.

6. Any dog in a Park District Park that displays aggressive behavior toward or causes injury another dog, wildlife, or any person shall be removed from the park.

7. The Park District may prohibit individual dogs from being present in any Park District park if the dog causes serious injury to another dog, wildlife, or any person or if the dog

In addition to the removal and prohibition penalties stated above, violation of this policy may result in a fine of \$50 for the first occurrence, \$100 for the second occurrence and \$500 for every occurrence thereafter.

Section 3. Effective Date. This Ordinance shall be in full force and effect from after its passage, approval and publication in pamphlet form in a manner provided by law.

Section 4. Severability. In the event that any section, clause, provision, or part of this Ordinance shall be found and determined to be invalid by a court of competent jurisdiction, all valid parts that are severable from the invalid parts shall remain in full force and effect.

Section 5. Repeal. All ordinances, resolutions, and regulations in conflict with this Ordinance are hereby repealed to the extent of such conflict.

SO ORDAINED THIS 15th DAY OF FEBRUARY, 2017

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED

President, Daniel Staackmann
Board of Park Commissioners

DATE: _____

ATTEST:

Secretary, Jeffrey Wait
Board of Park Commissioners



Memorandum

To: Board of Park Commissioners
From: Jeff Wait, Executive Director
Date: February 1, 2017
Regarding: Email Use Clarification

Issue:

Section 6.18 Computer, Electronic Communication, and Social Media Policy of the personnel policy manual, needs clarification.

Discussion:

In recent months, there have been high profile examples of public officials using their personal email account to conduct public business. To avoid this from happening at this District, the personnel policy manual needs to clearly state that all business and professional-related communication must be conducted via the park district issued email account. Although it is readily known by employees to use their work account, the policy needs to be specific to remove any doubt as to what is expected and considered appropriate.

The following statement will be added to Section 6.18 after the description:

- A. All park district related business and/or professional communications conducted via email must be done through the employee's park district assigned email account.*

A full text version of Section 6.18 has been attached.

Additionally, in the Board of Commissioners General Practices Manual the following should be inserted:

10.24	Use of Email
	Commissioners are expected to use their District-issued email address/account for all park district related business and/or professional communications.

Park Board Action:

The Board of Park Commissioners approve changes to the personnel policy and have the updated policy added to the Board of Commissioners General Practices Manual.

Section 6.18 Computer, Electronic Communication, and Social Media Policy

I. Purpose

Computer, e-mail, voice-mail, Internet systems, social media sites, and electronic devices are very important ways for us to communicate with each other and our patrons. The purpose and use of the Morton Grove Park District's computer system and devices is to conduct public business and to obtain and convey District information in furtherance of public goals. For both legal and practical reasons, it is essential that we work together to maintain the integrity of these systems and devices.

- A. ***All park district related business and/or professional communications conducted via email must be done through the employee's park district assigned email address.***

- B. All information and data generated or gathered by an employee, in the course of their employment and/or utilizing the Morton Grove Park District owned assets, shall be the exclusive property of the Morton Grove Park District. No information or data shall be transferred to, given to, or loaned to any other organization or outside individual except for those instances where it is in the approved course of business for the Morton Grove Park District.

All software purchased by, licensed by, or created by the Morton Grove Park District is to be used exclusively by the Morton Grove Park District and may not be transferred to, given to or loaned to any other organization or outside individual without the written authorization of the Executive Director.

- C. The use of encryption, the labeling of an email or document as private, the deletion of an email or document, or any other such process or action shall not diminish Morton Grove Park District's rights in any manner.



Memorandum

To: Board of Park Commissioners
From: Jeffrey Wait, Executive Director
Date: February 1, 2017
Regarding: Meeting Attendance

Issue:

Section 4.12 – Meeting Attendance of the Board of Commissioners General Practices Manual needs to be re-written to address deficiencies.

Discussion:

Section 4.12 – Meeting Attendance should be re-written to highlight that Commissioners' attendance to meetings is mandatory and, in the event they are unable to attend, they must inform the Board President of their absence. Attached is a copy of the current section and the proposed changes.

Park Board Action:

Approve the changes to Section 4.12 – Meeting Attendance of the Board of Commissioners General Practices Manual.

4.12 Meeting Attendance

Commissioners are expected to attend all regular and special meetings scheduled by the Board. If a Commissioner is unable to attend any meeting, they should make every effort to inform the Board President by email or telephone no less than 24 hours before all scheduled meetings. If a Commissioner has advance notice they are unable to attend a meeting in-person, they should make every reasonable effort to attend via electronic means e.g., Face Time, Skype, or teleconference. If the Commissioner anticipates an extended absence, the Commissioner should keep the Board President informed as to his/her status.

In accordance with Ordinance #2012-04, the Board may declare the office of any Commissioner vacant if that Commissioner fails or neglects to attend any regular and special meetings of the Board for a period of three consecutive months. Prior to such declaration, the Board will conduct an Executive Session hearing, at which time the Commissioner whose seat is being considered for declaration of a vacancy may appear and provide evidence and a defense.



Memorandum

To: Board of Park Commissioners
From: Joe Bruntmyer, Superintendent of Recreation
Jeffrey Wait, Executive Director
Date: February 1, 2017
Subject: Brochure Bid

Issue:

The Park District contract for printing the seasonal brochures expired after the printing of the Winter/Spring 2017 brochure.

Discussion:

Staff prepared the bid documents, published a bid notice in the newspaper and on the District's website. Staff also sent the bid to past printing vendors. Bids were publicly opened on Tuesday, January 24 at 10:00am in the Board Room.

The bid requested pricing on a 56-page (plus cover) color brochure with options to add additional pages and/or a 4-page glossy insert stitched into the center of each brochure. All pricing is based on a quantity of 8,000 copies.

Vendor	Cost Per Brochure (59-page + cover)	Cost Per Insert	Annual Cost (3 brochures/2 inserts)
Creekside Printing	\$6,250.00	\$598.00	\$19,946.00
Hagg Press, Inc.	\$6,209.00	\$719.00	\$20,065.00
Graphic Plus, Inc.	\$11,308.00	\$934.00	\$35,792.00

Creekside Printing offers the lowest annual cost for planned production of three seasonal brochures (2 with inserts). Staff is familiar with their work quality and their ability to adhere to our printing schedules.

Park Board Action:

Staff recommends the Board of Commissioners approve Creekside Printing's bid to print the Summer 2017, Fall 2017 and Winter/Spring 2018 brochures.