Morton Grove Park District

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

Morton Grove Park District
Prairie View Community Center
6834 Dempster, Morton Grove, IL 60053
Committee of the Whole
September 6, 2017 at 7:00pm

AGENDA

Call to Order

Roll Call

Public Comment

General Discussion
Park Police Presentation

Recreation and Facility Committee – Commissioner Schmidt, Chair
Fitness Equipment Purchase

Administration and Finance Committee – Commissioner White, Chair
Budget Transfer: ***Action item***
Travel, Lodging and Meals Expense
Closed Session Minutes Review

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), 120/2.(c)(11) and for section 120/2.(c)(21).

Park Tour
Frank Hren and National Parks and Oriole Pool

Adjournment

MORTON GROVE PARK POLICE

WHO WE ARE

&

WHAT WE DO

PROUD HISTORY
MORTON GROVE PARK POLICE

- First organized in the 1960's
  - Park Police Force has been on-going for over 50 years
    - Started as "on-call" for needed supervision in the Parks
      - Department size and structure has varied through the years
        - Professionalism has continued to improve to this day

MISSION STATEMENT
MORTON GROVE PARK POLICE

"The Park Police Force is responsible for protecting the safety of all Park District patrons and properties as well as enforcing all Federal, State, and County, Village and Morton Grove Park District laws and ordinances within the Park District."

CURRENT DEPARTMENT MEMBERS
MORTON GROVE PARK POLICE

- **Norm Stromberg** - Employed part time with the Morton Grove Park District Police since 2006. Norm's current full time position is as a Deputy Chief of Police with The Village of Morton Grove's Police Department where he has been employed since 1983.
- **Bill Bialkowski** - Employed part time with the Morton Grove Park District Police since 1999. Bill also works part time for the Village of Golf Police Department as a Lieutenant/Detective Chief and has been employed there for almost 30 years. Bill also runs a local family business in Elk Grove Village that has been open for over 30 years
- **Tim McCloskey** - Employed part time with the Morton Grove Park District Police since 2006. Tim retired from his Police Commander position with The Village of Morton Grove Police Department in 2014 after 30 years of service. Tim also works part time doing security functions for the Niles West High School.

CURRENT DEPARTMENT MEMBERS
MORTON GROVE PARK POLICE

- **Marty Quill** - Employed part time with the Morton Grove Park District Police since 2008. Marty retired from his 37 year career at the Northfield Police Department where he ended up as the Department's Detective and a NORTAF homicide task force representative. Marty comes to us with many years of police experience as well as being familiar with park district procedures which he learned through his brother who is a very experienced in Park District Operations. ;-)
- **Rich Callaghan** - Employed part time with the Morton Grove Park District Police since 2015. Rich served in the United States Marine Corps before his police career started in 1979. He then served as a 35 year Patrolman at the Morton Grove Police Department before he recently retired in late 2014. He also works Part Time at the Niles North High School in a security position as well as being a Hockey Trainer to many youths in the area which is another one of his true passions.

PARK POLICE OFFICERS
MORTON GROVE PARK POLICE

MUTUAL AID AGREEMENT
MORTON GROVE PARK POLICE

Questions have been raised concerning the possible duplication of efforts between the Park Police and the Village's Police Force. The Village's Police Department is responsible for the safety needs of the village streets, businesses and residences while the Park Police is responsible for park safety needs. A mutual aid agreement has been established where one department will come to the aid of the other department when needed. As a result of having dual forces within the village, services are actually increased through a greater level of attention and cooperation.

- Park Police Officers are known by name and give directed personal service to Park District needs no matter what they may be.
- Park District Officers have direct knowledge and access of all Park District Programs, Rentals and Facilities. They assist with these in many ways when needed.
- Park District Officers act as the voice of reason on Park District issues that occur during night time hours when full time employees or supervisors may be unavailable.

GENERAL DUTIES AND RESPONSIBILITIES
MORTON GROVE PARK POLICE

- Park and building inspections / Facility security
- Protection of life and property
- Prevention of criminal activity
- Maintenance of public order
- Enforcement of laws and ordinances
- Apprehension and identification of criminal offenders
- Ensuring the expectation of safety and security for park patrons, workers and the community
- Pre-employment background checks / Internal investigations
- Other duties as assigned or needed

COMMUNITY INTERACTION
MORTON GROVE PARK POLICE

- Park Officers are present at all major Park Events.
  - Concerts, Car Show, Summer Sizzle, 5K Run, Movies, Ball Field events, July 4th and others
- Safety Card Program

  For the Younger Park Patrons

CURRENT SITUATION AND FUTURE NEEDS
MORTON GROVE PARK POLICE

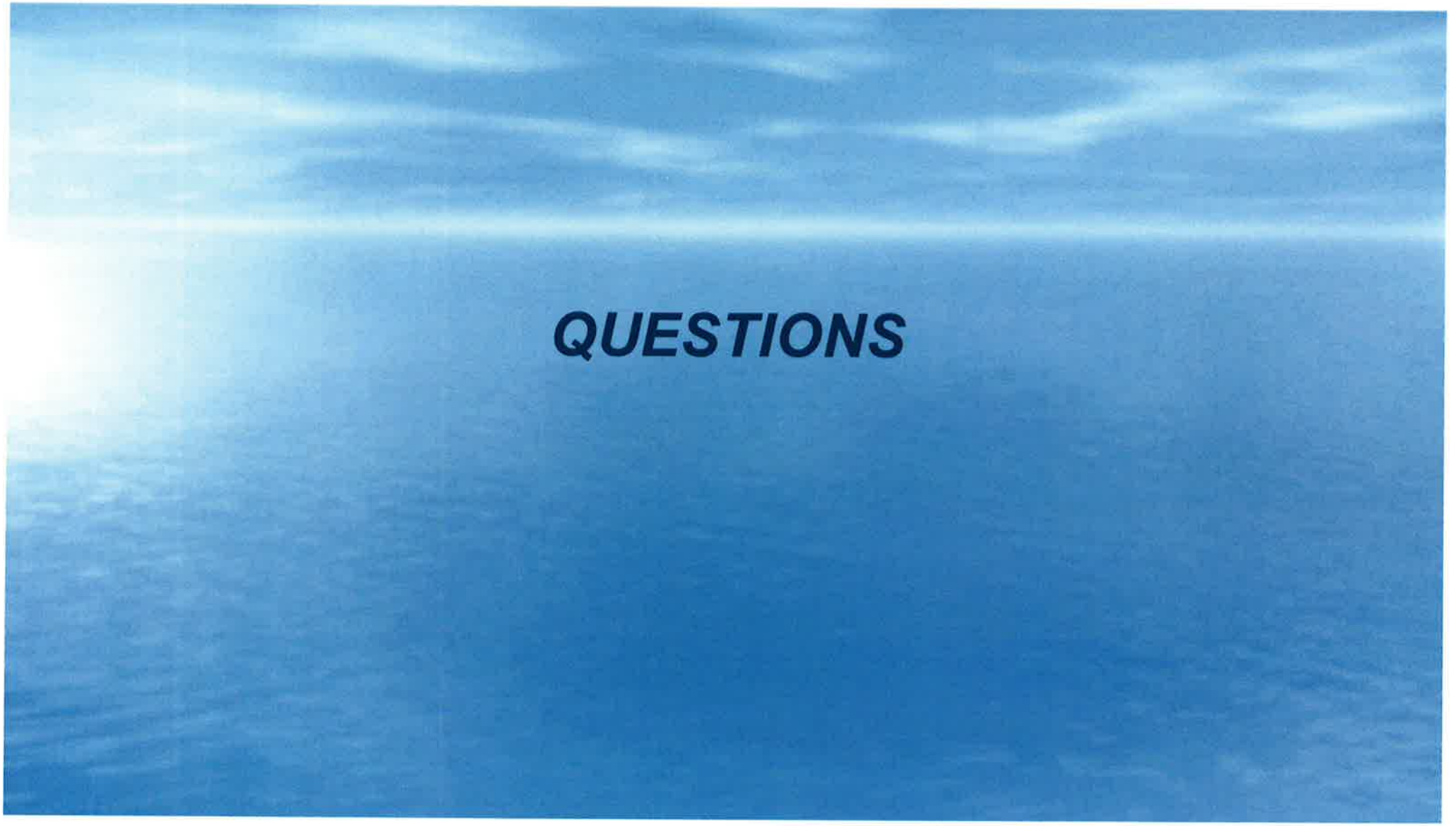
- The Park Police Department is currently running very efficiently and effectively
- Park patrons, co-workers and the community see and appreciate our efforts
- The Park Police needs are being addressed as they are identified when possible
- Future needs and mandates are communicated as soon as possible to avoid any unexpected surprises
  - Equipment and Manpower

CONCLUSION
MORTON GROVE PARK POLICE

The Park Police Department is a proud and happy department with great long time members who can be trusted. They want to serve the Park District Community in the best way possible. In exchange we only hope for great communication together so we know we are achieving the goals that we all have.

Thank You,

The Park Police Team


QUESTIONS

Morton Grove Park District

Memorandum

To: Board of Park Commissioners

From: Joe Bruntmyer, Superintendent of Recreation

Date: September 6, 2017

Subject: Fitness Equipment Bid

Issue:
Selectorized weight equipment in Club Fitness is 11 years old and breakdowns are becoming more frequent. Replacement parts for the specific machines are becoming obsolete and staff is forced to improvise or wait for repairs while used parts can be located. Updating this equipment will allow for the latest in exercise technology, including converging/diverging movements, ergonomically designed machines and value-added features such as rep counters.

Discussion:
Staff prepared the bid documents and published a bid notice in the newspaper. Staff also sent the bid to five known equipment distributors. The District received eight bids which were publicly opened on Wednesday, August 30 at 2:00 pm in the Board Room at the Prairie View Community Center.

The bid requested pricing on 14 specific machines with incremental weight adjustments, gas-assisted seat adjustments, color-coded exercise placards, electronic rep counters, integrated bottle holders and ergonomically designed grips. Bidders were also asked to provide a trade-in value for 17 current pieces of equipment.

Vendor	Cost of 14 Pieces	Trade Value	Net Cost	Comments
Direct Fitness (Precor Vitality)	$30,240	$10,000	$20,240	Does not meet minimum specs -not converging/diverging -no rep counters -no bottle holders
Direct Fitness (Precor Discovery)	$43,990	$10,000	$33,990	Does not meet minimum specs -no rep counters
Matrix (Ultra/Versa+)	$39,040	$4,500	$34,540	Additional $2,300 in value-added incentives
Fitness Connection (True Fuse XL)	$36,735	$1,700	$35,035	Does not meet minimum specs -no rep counters
Midwest Commercial Fitness (True Fuse XL)	$38,430	$1,700	$36,730	Does not meet minimum specs -no rep counters
Integrity Fitness (Nautilus)	$42,935	$4,250	$38,685	Does not meet minimum specs -no rep counters -no bottle holders
Life Fitness (Life Fitness Insigna)	$46,734.79	$3,400	$43,334.79	Does not meet minimum specs -no rep counters
Midwest Commercial Fitness (Cybex Prestige)	$49,300	$1,700	$47,600	Does not meet minimum specs -no rep counters

While Direct Fitness' Precor Vitality line offers the lowest net cost, the equipment does not meet specifications as they do not have offer converging/diverging movement, gas assisted seat adjustments, rep counters or ergonomic grips. The Precor Discovery line meets most specifications but does not include electronic rep counters. Matrix also meets most specifications (three pieces will not include bottle holders). In addition, Martix will offer $2,300 in value-added incentives; including Martix Service Certification training for a Park District employee. This will have long-term savings for the District as preventative maintenance and repairs outside of the warranty period could be handled in-house.

For the reasons listed above, staff recommends that the Board accept Matrix's bid to replace selectorized weight equipment. Staff has reviewed specifications and is familiar with the quality of equipment.

A capital expenditure of $40,000 was approved for this purchase; the bid is under budget.

Park Board Action:
Staff recommends the Board of Commissioners approve Matrix's bid to supply the Park District with 14 pieces of selectorized weight equipment.

Morton Grove Park District

Memorandum

To:	Board of Park Commissioners
From:	Jeffrey Wait, Executive Director Marty O'Brien, Superintendent of Finance
Date:	September 6, 2017
Regarding:	Budget Transfer of Funds

Issue:
Authorization for a budget transfer of $20,000 from the FICA Fund to the IMRF Fund.

Discussion:
As part of the yearend audit, the Finance Department is required to enter certain accrual entries associated with the prior year. As a result of those entries, expenditures in the IMRF fund will exceed the budget by $15,000. To correct this issue, we recommend that a budget appropriation be approved to transfer $15,000 from the FICA Fund to the IMRF Fund as follows:

Amount	From	To
$20,000	FICA Fund	IMRF Fund

Park Board Action:
For the Board of Commissioners to approve Resolution #R-07-17 to authorize the budgetary transfer.

MORTON GROVE PARK DISTRICT
RESOLUTION #R-07-17

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
$20,000	FICA Fund	IMRF Fund

Resolved this 6th day of September, 2017

_____
Board President, Mark Manno
Morton Grove Park District

_____
Board Secretary, Jeffrey Wait
Morton Grove Park District

Morton Grove Park District

Memorandum

To:	Board of Park Commissioners
From:	Jeffrey Wait, Executive Director
Date:	September 6, 2017
Regarding:	Board of Park Commissioners Travel Advance

Issue:
The Executive Director and President of the Board of Park Commissioners will be attending the National Recreation and Parks Association's annual conference from September 25th to the 29th in New Orleans, Louisiana.

Discussion:
Per the State of Illinois' Public Act 99-604 and District Ordinance #O-06-16, all travel, meal, and lodging expenses advanced over $750.00 for any employee or member of the Board must be approved by majority roll call vote in an open meeting of the Park Board of Commissioners prior to payment.

The attached worksheets contain the estimated travel expense for the Executive Director and the Board President. The district would need to issue the Board President a per diem check in the amount of $288.00 to cover his meals. This amount is based on the district policy of allowing $18.00 for both breakfast and lunch as well as $36.00 for dinner.

The Executive Director will not be issued a per diem check. He will utilize a district credit card to pay for meals. Both employee and official will provide receipts from purchases.

Park Board Action:
For the Board of Park Commissioners to approve the travel, lodging, meals and per diem advance for the Executive Director and the President of the Park Board.

Morton Grove Park District

TRAVEL, MEAL AND LODGING EXPENSE REIMBURSEMENT FORM

Name of Official or Employee: Jeffrey Wait

Title/Position of Official or Employees: Executive Director

Name and Date of the Activity/Event: September 25th to September 29, 2017

Check Number (if applicable): _____

Credit Card Receipt Number (if applicable): _____

Description of the purpose of the expense: NRPA's Annual Conference is the annual national meeting for the park and recreation community. The event brings together more than 7,000 park and recreation professionals, citizen advocates and industry suppliers for networking opportunities, hundreds of education sessions and the industry's largest trade show showcasing the products and services of nearly 400 exhibitors.

Reimbursement Expense (Estimated Costs or Actual Costs with receipts, if applicable):

Mileage: _____

Meals: $288 for four (4) days to be paid via credit card

Parking: _____

Hotel/Lodging: $265.07

Car rental: _____

Airfare: $252.40

Other Transportation (bus, train, taxi, shuttle, etc): _____

Employee's/Officer's Signature: _____ **Date:** _____

Director's Authorization: _____ **Date:** _____

Morton Grove Park District

TRAVEL, MEAL AND LODGING EXPENSE REIMBURSEMENT FORM

Name of Official or Employee: Mark Manno

Title/Position of Official or Employees: President of the Board of Park Commissioners

Name and Date of the Activity/Event: September 25th to September 29, 2017

Check Number (if applicable): _____

Credit Card Receipt Number (if applicable): _____

Description of the purpose of the expense: NRPA's Annual Conference is the annual national meeting for the park and recreation community. The event brings together more than 7,000 park and recreation professionals, citizen advocates and industry suppliers for networking opportunities, hundreds of education sessions and the industry's largest trade show showcasing the products and services of nearly 400 exhibitors.

Reimbursement Expense (Estimated Costs or Actual Costs with receipts, if applicable):

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Meals: $288 for four (4) days to be giving in advance

Parking: _____

Hotel/Lodging: $265.07

Car rental: _____

Airfare: $252.40

Other Transportation (bus, train, taxi, shuttle, etc): _____

Employee's/Officer's Signature: _____ **Date:** _____

Director's Authorization: _____ **Date:** _____

Morton Grove Park District

Memorandum

To: Board of Park Commissioners

From: Jeffrey Wait, Executive Director

Date: September 6, 2017

Regarding: Review of Closed Session Minutes and Verbatim Recordings

Issue #1:
Pursuant to the Open Meetings Act 120/2(c)(21), a semi-annual review of all previously Closed Session minutes must be conducted. Below are minutes of Closed Sessions not yet reviewed and still holding "closed" status.

Discussion:
Please review the attached **written** copies of closed session minutes and direct which documents are to have the "closed" status removed, as the need for confidentiality no longer exists.

- March 15, 2017
- March 1, 2017
- February 15, 2017
- February 1, 2017
- January 18, 2017
- December 21, 2016
- December 7, 2016
- November 21, 2016
- November 16, 2016
- November 2, 2016
- October 19, 2016

Issue #2:
Further, pursuant to the Open Meetings Act 120/2.06(c), a verbatim recording required for closed sessions may be destroyed no less than 18 months after the completion of the meeting if:

1) The public body approves the destruction of a particular recording, although no audio will be disposed in the case when exceptions such as potential litigation is in play, and the District will comply with the law in accordance of the Open Meetings Act, and
2) The public body approves minutes of the closed meeting that meet the written minute's requirement of Section 120/2.06(a) of the Open Meetings Act.

- February 20, 2016
- February 3, 2016
- December 16, 2015
- December 2, 2015
- November4, 2015
- October 19, 2015

Discussion:
Please direct which **verbatim** recordings of closed session meetings may be destroyed, as the need to retain them no longer exists:

Park Board Action #1:
The Morton Grove Board of Commissioners adopt Resolution #R-08-17, to direct which closed session minutes shall/shall not have the "closed" status removed as:

a. The need for confidentiality still exists as to all or part of those minutes or
b. That the minutes or portions thereof no longer require confidential treatment and are available for public inspection.

Park Board Action #2:
The Morton Grove Board of Commissioners adopt Resolution #R-08-17 to direct which verbatim recordings of closed session meetings may/may not be destroyed, as the need to retain the recording no longer (or still) exists.

a. The need to retain the recording still exists as to all or part of those verbatim recordings therefore they should not be destroyed
b. The verbatim recordings are no longer required and may be destroyed

Please note all minutes will be available for review at the Committee meeting.

MORTON GROVE PARK DISTRICT
BOARD MOTIONS
September 6, 2017

Administration and Finance Committee – Commissioner White, Chair

Transfer of Funds: I move to accept the recommendation of the Administration and Finance Committee to approve Resolution #R-07-17 to authorize the $20,000 budgetary transfer of funds.