

# 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  
March 2, 2016 at 6:30 p.m.

## AGENDA

### Call to Order

### Roll Call

### Public Comment

#### Administration and Finance Committee – Commissioner Ashta, Chair

Consensus to put 2016-2017 Budget on Public Display

Resolution Authorizing the Transfer of Funds

New 457 Retirement Plan Administrator

Closed Session Review

Board Meeting Calendar Fiscal Year 2016-2017

Organizational Chart Update

Personnel Policy Manual Update: Pregnancy Discrimination

#### Recreation and Facility Program Committee – Commissioner Coursey, Chair

Harrer Park Chairs

GroupEx Discussion

#### Parks and Facilities Maintenance Committee – Commissioner Manno, Chair

Cell Tower at National Park

### 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:** Marty O'Brien, Finance Manager  
**Date:** March 2, 2016  
**Regarding:** Budget & Appropriation Ordinance

---

**Issue:**

The Park District must pass and approve the Budget & Appropriation Ordinance within or before the first quarter of each fiscal year.

**Discussion:**

The Park District must have the Budget & Appropriation Ordinance available for public inspection for at least 30 days prior to final action. In addition, the Park District Board must hold at least one public hearing before any final action may be taken. A notice of the public hearing must be published in a local newspaper at least one week prior to the hearing. Attached is the notice that will appear in the March 3, 2016 Morton Grove Champion.

**Park Board Action:**

Consensus to set the Budget & Appropriation Ordinance public hearing for April 20, 2016 at 6:30 pm and for staff to have a copy of the ordinance available for public inspection.

**NOTICE OF PUBLIC HEARING  
Morton Grove Park District  
Budget & Appropriation Ordinance  
Fiscal Year 2016-2017**

**The Board of Park Commissioners shall formally present an ordinance providing for the Combined Annual Budget and Appropriation for the fiscal year beginning May 1, 2016 and ending April 30, 2017 on Wednesday April 20, 2016 at 6:30 p.m. The meeting will be held at the Prairie View Community Center, 6834 Dempster St. Morton Grove, IL 60053**

**A copy of the ordinance is available for public inspection on the Morton Grove Park District website, at the Administration Office at the above address Monday-Friday, 9am to 5pm, and at the Morton Grove Public Library.**



# Memorandum

**To:** Board of Park Commissioners  
**From:** Jeff Wait, Executive Director  
**Date:** March 2, 2016  
**Regarding:** Transfer of Funds

**Issue:**

To ask for the Boards permission to transfer \$140,000 from the Bond and Interest fund to the Corporate Fund and transfer \$105,000 from the Special Recreation Fund to the Capital Project Fund.

**Discussion:**

On the March 13, 2014 the board transferred \$200,000 in funds from the Corporate Fund to the Bond and Interest fund. The purpose of transferring the cash into the Bond and Interest Fund was to align the levy with the bond payments as well as avoid displaying negative cash flow 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.

In March 2016, there is a surplus of funds in the Bond and Interest fund. Based on the fact that we transferred funds from the Corporate Fund and this surplus is not taxes collected for bond repayment, we can transfer the surplus of funds back. Therefore we would like to propose the following transfer:

<u>Amount</u>	<u>From</u>	<u>To</u>
\$140,000	Bond and Interest Fund	Corporate Fund

Also the district entered into a construction contract with A Lamp Contractors to correct various concrete walkways and pedestrian crossings as required by the American with Disability Act (ADA). The project which was paid for from the Capital Project Fund qualifies for dollars from the Special Recreation Fund. Therefore we recommend the following:

<u>Amount</u>	<u>From</u>	<u>To</u>
\$105,000	Special Recreation Fund	Capital Project Fund

**Park Board Action:**

The Board of Park Commissioners approve the following transfer.

**MORTON GROVE PARK DISTRICT  
RESOLUTION #R-01-16**

**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:

<b>Amount</b>	<b>From</b>	<b>To</b>
<b>\$140,000</b>	<b>Bond and Interest Fund</b>	<b>Corporate Fund</b>
<b>\$105,000</b>	<b>Special Recreation Fund</b>	<b>Capital Project Fund</b>

Resolved this 16<sup>th</sup> day of March, 2016

---

**President  
Morton Grove Park District**

**Attest:**

---

**Board Secretary**



Morton Grove  
Park District

## Memorandum

---

**To:** Board of Park Commissioners  
**From:** Jeff Wait, Executive Director  
**Date:** March 2, 2016  
**Regarding:** Deferred Compensation

---

**Issue:**

The Park District would like to offer a deferred compensation plan as an employee benefit.

**Discussion:**

There are a limited amount of companies that offer deferred compensation to an organization the size of the park district. The Illinois Public Pension Funds Associates (IPPFA) has a deferred compensation program that will accomodate the park district.

**Park Board Action:**

The Board of Park Commissioners approve using the IPPFA 457 Deferred Compensation Plan to as part of the employee's benefits.

**RESOLUTION #R-02-16**

**RESOLUTION OF THE BOARD OF COMMISSIONERS OF MORTON GROVE PARK DISTRICT TO AUTHORIZE THE ADDITION OF THE IPPFA DEFERRED COMPENSATION PLAN AS AN EMPLOYEE BENEFIT.**

**WHEREAS**, the Board of Commissioners of Morton Grove Park District, IL has provided benefits to its employees.

**WHEREAS**, the Board of Commissioners is always looking to enhance the employee benefit program.

**NOW, THEREFORE**, the Board of Commissioners of Morton Grove Park District, IL approves using the Illinois Public Pension Fund Association 457 Deferred Compensation Plan as its Deferred Compensation Plan as part of its employee benefits.

This authorization will be in effect until a future Board action decides to discontinue this benefit.

Resolved this \_\_\_\_ day of \_\_\_\_\_ 2016.

\_\_\_\_\_  
President  
Morton Grove Park District, IL

**Attest:**

\_\_\_\_\_  
Board Secretary

# Memorandum

**To:** Board of Park Commissioners  
**From:** Jeff Wait, Executive Director  
**Date:** March 2, 2016  
**Regarding:** Review of Closed Session Minutes and Verbatim Recordings

**Issue:**

Pursuant to the Open Meetings Act 120/2c(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.

- August 19, 2015
- August 10, 2015
- August 5, 2015
- July 28, 2015
- July 27, 2015
- July 22, 2015
- July 15, 2015
- June 10, 2015
- May 6, 2015
- April 15, 2015
- April 1, 2015

**Park Board Action:**

The Morton Grove Board of Commissioners adopt Resolution #R-03-16, 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.

**Issue:**

Further, pursuant to the Open Meetings Act 120/2.06(c), a verbatim recording required for closed session 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.

• July 16, 2014	• May 7, 2014
• July 2, 2014*	• April 17, 2014
• June 18, 2014*	• April 10, 2014
• June 4, 2014	



\*Due to equipment issue, meeting not recorded.

**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:**

The Morton Grove Board of Commissioners adopt Resolution #R-03-16 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

**MORTON GROVE PARK DISTRICT**

**RESOLUTION NO. R-03-16**

**A RESOLUTION AUTHORIZING  
THE RELEASE OF CLOSED SESSION MINUTES  
AND  
THE DESTRUCTION OF CLOSED SESSION AUDIO RECORDINGS**

**WHEREAS**, the Morton Grove Park District Board of Commissioners has met from time to time in closed session for purposes authorized by the Illinois Open Meetings Act; and

**WHEREAS**, as required by the Act, the Board has kept written minutes and verbatim records in the form of an audio recording of all such closed sessions; and

**WHEREAS**, pursuant to the requirements of 5 ILCS120/2.06(d) the Board has determined that the minutes of the meetings listed below no longer require confidential treatment and should be made available for public inspection; and

**WHEREAS**, the Board has further determined that the need for confidentiality still exists as to the closed session minutes from all other meetings not previously made available for public inspection; and

**WHEREAS**, the Board also approves the destruction of the verbatim recordings of closed sessions listed below, all of which are of meetings which occurred more than 18 months prior to the destruction of the recording.

**WHEREAS**, the Board will comply with the law and the disposal of audio will not be completed in cases when exceptions like potential litigation is in play.

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

**SECTION 1:** The closed session minutes from those meetings set forth as follows are hereby released: (Recommendation to follow.)

**SECTION 2:** The Board Secretary is hereby authorized and directed to make said minutes available for inspection and copying in accordance with the Illinois Freedom of Information Act.

**SECTION 3:** The Board Secretary is hereby authorized and directed to destroy all audio recordings for those meetings set forth as follows:

- July 16, 2014
- July 2, 2014
- June 18, 2014
- June 4, 2014
- May 7, 2014
- April 17, 2014
- April 10, 2014

**SECTION 4:** This resolution shall be in full force and effective from and after its passage and approval.

**ADOPTED** this 16<sup>th</sup> Day of March, 2016.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT/ABSTAIN: \_\_\_\_\_

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary



## Memorandum

---

**To:** Board of Park Commissioners  
**From:** Jeff Wait, Executive Director  
Claudia Marren, Recording Secretary  
**Date:** March 2, 2016  
**Regarding:** 2016-2017 Board Meeting Calendar

---

**Issue:**

A new Board Meeting calendar for the 2016-2017 year must be adopted and posted, pursuant to the Park District Code, Open Meetings Paragraph 120/2.02a, Public Notice.

**Discussion:**

Every public body shall give public notice of the schedule of regular meetings at the beginning of each calendar or fiscal year and shall state the regular dates, times and places of such meetings, and that the staff posts the new calendar at the Morton Grove Park District and on the website. The attached 2016-2017 Morton Grove Park District Meeting Calendar is ready for review and approval.

**Recommendation:**

The Board approve the new 2016-2017 Morton Grove Park District meeting calendar in accordance with the Park District code, Open Meetings Paragraph 120/2.02a, Public Notice.

**MORTON GROVE PARK DISTRICT  
 FISCAL YEAR: MAY 2016 – APRIL 2017  
 BOARD OF COMMISSIONERS MEETING CALENDAR  
 All Meetings held at 6834 Dempster  
 Wednesday's at 6:30 p.m.**

Meeting Date	Committee of the Whole/Board Meeting
May 4, 2016	Committee of the Whole
May 18, 2016	Board Meeting
June 1, 2016	Committee of the Whole
June 15, 2016	Board Meeting
July 6, 2016	Committee of the Whole
July 20, 2016	Board Meeting
August 3, 2016	Committee of the Whole
August 17, 2016	Board Meeting
September 7, 2016	Committee of the Whole
September 21, 2016	Board Meeting
October 12, 2016	Committee of the Whole
October 19, 2016	Board Meeting
November 2, 2016	Committee of the Whole
November 16, 2016	Board Meeting
December 7, 2016	Committee of the Whole
December 21, 2016	Board Meeting
January 4, 2017	Committee of the Whole
January 18, 2017	Board Meeting
February 1, 2017	Committee of the Whole
February 15, 2017	Board Meeting
March 1, 2017	Committee of the Whole
March 15, 2017	Board Meeting
April 5, 2017	Committee of the Whole
April 19, 2017	Board Meeting



Morton Grove  
Park District

## Memorandum

---

**Date:** March 2, 2016  
**To:** Board of Commissioners  
**From:** Jeffrey Wait, Executive Director  
**Regarding:** Organizational Chart Changes

---

**Issue:**

I request permission to make small adjustments to the organizational chart, specifically of department heads. These changes to the organizational chart better reflect current responsibilities and titles. Attached is an updated organizational chart for review.

**Discussion:**

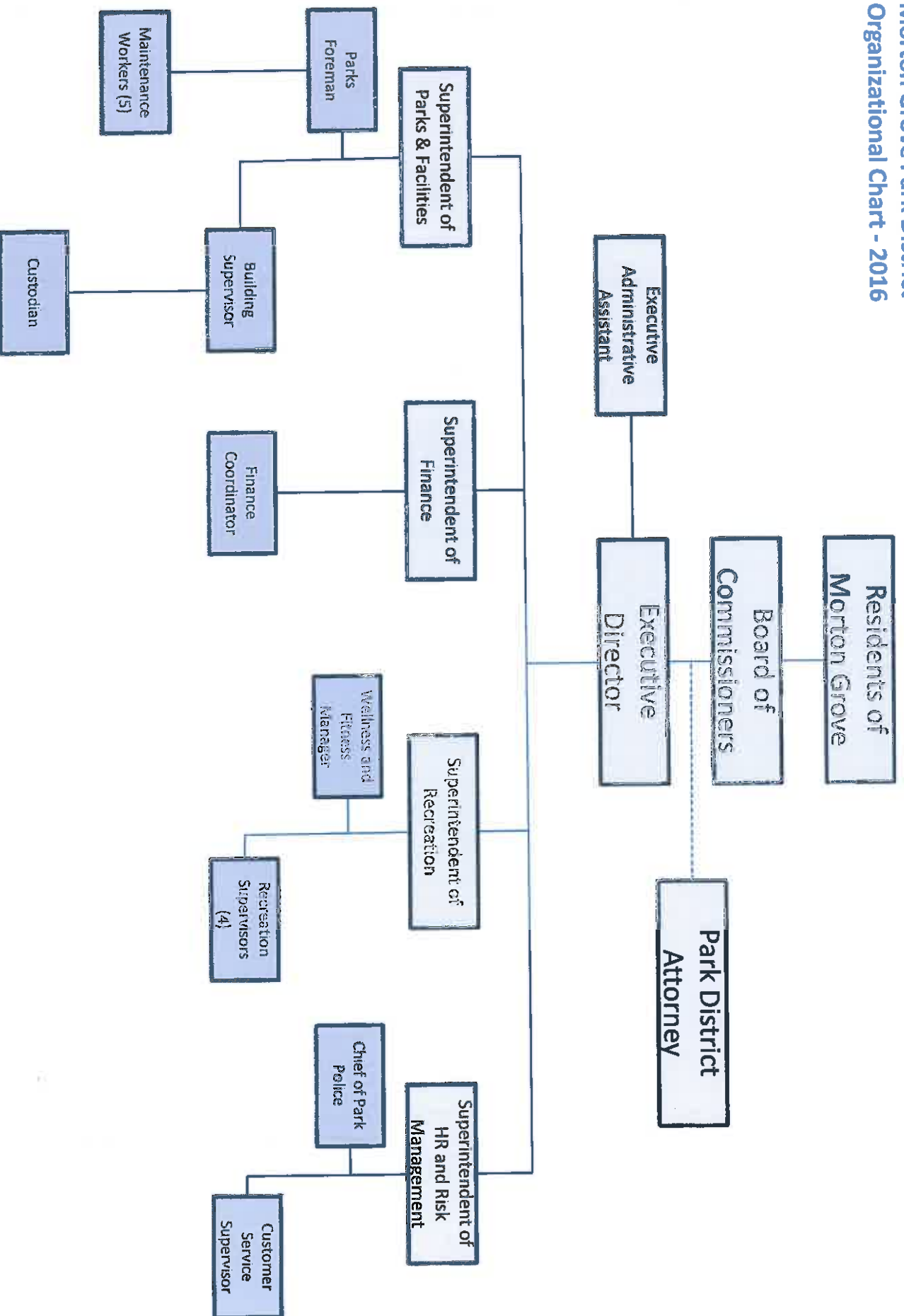
The Administrative Team consists of the Executive Director, Superintendents of Recreation and Parks and Facilities, Finance Manager, HR and Risk Manager, and the Executive Administrative Assistant. Each, with the exception of the Assistant, have responsibility for an area of the district and they exercise great control over the budget and supervision of these areas. However, there is more than one title for these department heads. I would like to change the titles of the Managers to Superintendents to provide more consistency and reduce the confusion as to where positions are in the organization.

Additionally, the Finance Manager will no longer have the Human Resource Manager under their direct supervision. The Human Resource Manager will have the additional responsibility of supervising the Park Police and Guest Services/Registration.

**Recommendation:**

I respectfully request the Board of Park Commissioners approve the changes in position titles and responsibilities.

**Morton Grove Park District  
Organizational Chart - 2016**





Morton Grove  
Park District

## Memorandum

---

**To:** Board of Park Commissioners  
**From:** Laura Kee  
**Date:** March 2, 2016  
**Regarding:** Pregnancy Discrimination Policy

---

**Issue:**

To add a Pregnancy Discrimination Policy to section 3.21 of the Morton Grove Park District Personnel Policy Manual.

**Discussion:**

Recently Illinois approved a law providing additional protections for pregnant women in the workplace. Attached please find a copy of a Pregnancy Discrimination Policy which staff would like to add to our Personnel Policy Manual.

**Park Board Action:**

Staff recommends the Board of Park Commissioners approves the Pregnancy Discrimination Policy to become part of the Morton Grove Personnel Policy Manual section 3.21.



## **Section 3.21:**

### **Pregnancy Discrimination Policy**

The Morton Grove Park District prohibits and does not tolerate discrimination against anyone on the basis of pregnancy and is committed to making reasonable accommodation related to pregnancy childbirth, and medical or common conditions related to pregnancy or childbirth. The Park District will treat all employees and applicants who are pregnant in the same manner as any other employee with regard to job related functions, benefits, opportunities, and purposes. No person or employee, no matter his or her title or position, has the authority, whether express, actual, and apparent or implied, to discriminate against a pregnant employee or applicant.

The Park District will not deny or remove a pregnant employee from a position because the employee is pregnant, considering pregnancy, or experiencing any pregnancy related problems. All decisions regarding a pregnant employee's placement in or continuation in a job will be based on the same consideration that governs all employment decisions—the employee's ability to satisfactorily perform the essential duties of the job in question, with or without reasonable accommodation.

If you have a question, complaint, or problem related to pregnancy discrimination, you should relate such question, complaint, or problem to your department head. If you feel uncomfortable doing so, or if your department head is the source of the problem, condones the problem, or ignores the problem, report to the Director.

If neither of these alternatives is satisfactory to you, then you can direct your questions, problems, complaints, or reports to the President of the Board of Park Commissioners. You are not required to directly confront the person who is the source of your report, question, or complaint before notifying any of those individuals listed.

#### ***REASONABLE ACCOMODATION***

Employees who believe they need a reasonable accommodation to perform the essential functions of their job should contact their department head. The Park District encourages employees to come forward and request reasonable accommodation. If you feel uncomfortable making an accommodation request to your department head, or you believe your accommodation request was not properly managed, report the occurrence to the Director.

On receipt of an accommodation request, your department head and your immediate supervisor will meet with you to discuss and identify the precise limitations resulting from the pregnancy and the potential accommodation the Park District might make to help overcome those limitations to allow you to perform the essential job functions of your position.

The Park District will determine the feasibility of the requested accommodation, considering various factors, including but not limited to, the nature and cost of the accommodation, the Park District's overall financial resources, the accommodation's impact on the operation of your department, including the ability of other employees to perform their duties, and the Park District's ability to provide its services to the public.

What is considered a reasonable accommodation will be based on a case-by-case analysis. The Park District will inform the employee of its decision on the accommodation request or on how to make the accommodation. If the accommodation request is denied, employees will be advised of their right to appeal the decision by submitting a written statement explaining the reasons for the request.

While we hope to be able to resolve any complaints of discrimination within the Park District, we acknowledge your rights to contact the Illinois Department of Human Rights (IDHR) at the James R. Thompson Center, 100 West Randolph Street, Suite 10-100, Chicago, Illinois 60601, about filing a formal complaint, and if determines there is sufficient evidence of discrimination to proceed further, it will file a complaint with the Illinois Human Rights Commission (HRC), located at the same address on the fifth floor. If the IDHR does not complete its investigation within 365 days, you may file a complaint directly with the HRC between the 365<sup>th</sup> and the 395<sup>th</sup> day.



# Memorandum

**To:** Board of Park Commissioners  
**From:** Michael Hayes, Superintendent of Recreation  
**Date:** March 2, 2016  
**Regarding:** Harrer Pool Chairs and Lounges

**Issue:**

The deck furniture at Harrer pool is scheduled for replacement. The furniture is showing signs of age and is inefficient for maximum facility capacity. These concerns were noted by staff and voiced by season pass holders.

**Discussion:**

Staff has prepared bid documents, published a bid notice in the newspaper, posted on the District's website and mailed notices to past vendors. Bids were opened publicly on Friday, February 19th at 9:30am. The bid specifications replicated current furniture at Oriole Park Aquatic Center and asked for pricing on 30 sand chairs, 20 patio chairs and 120 lounges. Detailed below is the pricing information from bidding vendors.

Bidding Vendors:

Vendor	Cost Per Sand Chair	Cost Per Patio Chair	Cost Per Lounge	Total Cost
Aquatic Technology Inc.	\$89.98	\$94.97	\$160.40	\$23,896.70
The lifeguard Store Inc.	\$88.00	\$93.00	\$158.00	\$23,460.00

The Lifeguard Store was awarded the winning bid in 2014 to furnish Oriole Park Aquatic Center with deck furniture. Staff is familiar with their quality and has not experienced any problems with The Lifeguard Store.

**Park Board Action:**

Staff recommends the Board of Park Commissioners approves purchase of chairs and lounges for Harrer pool from The Lifeguard Store.



## Memorandum

---

**To:** Board of Park Commissioners  
**From:** Michael Hayes, Superintendent of Recreation  
Sue Braubach, Fitness Manager  
**Date:** March 2, 2016  
**Regarding:** GroupEx

---

**Issue:**

GroupEx is currently operating at a loss in excess of \$10,000 due to high operating expenses and low revenue.

**Discussion:**

The GroupEx Stimulus Package was created winter of 2011, where participants were able to attend any fitness class for a flat rate. Club Fitness members were also eligible to upgrade at a reduced rate. Despite staff's attempts to generate revenue, it is estimated that GroupEx has lost \$75,000 over the course of the years. Unfortunately, the expenses continue to outweigh revenue.

**The History of GroupEx**

- **Spring of 2013** – The Board of Park Commissioners approved the elimination of GroupEx effective May of 2013 and replaced it with a continuous class format where participants purchased punch cards or paid walk-in fees.
- **Fall of 2013** – The Director informed the Fitness Manager to reinstate GroupEx effective November of 2013, due to feedback in how costly punch cards and daily walk-in fees were.
- **Fall of 2014** - The Board of Park Commissioners approved the recommendation to increase GroupEx fees effective November of 2014.
- **Spring of 2015** - Discussions took place on how to further increase GroupEx revenue and the following was implemented:
  - Established a minimum class participant ratio
  - Increase to the monthly fees
  - Added fitness walking track as an additional benefit
- **Fall of 2015** – GroupEx members began to feel the effect of the approved increase from November of 2014. Participants voiced their concerns and the non-resident rate for active adults was decreased by 20%.

**Current GroupEx Structure**

	Per Year	Per Month	Walk-In Res/Non-res	Number of Classes
Active Adult Resident	\$286	\$25	\$7	20
Active Adult Non-Resident	\$386	\$34	\$10	20
Individual Resident	\$343	\$30	\$8	20
Individual Non-Resident	\$463	\$40	\$11	20

**Current Budget**

REVENUE	\$28,500
EXPENSES	<u>-\$38,820</u>
NET LOSS	(\$10,320)

To be fiscally responsible, restructuring is necessary to reduce the deficit while preserving our member's needs. The new format would include two fitness packages that consist of a fixed class schedule. The discounted GroupEx fee for fitness members would also be phased out. Club members would be eligible for a 35% discount off of a yearly fitness membership with the purchase of a GroupEx package. Below is an outline of the new GroupEx format:

**Proposed GroupEx Structure**

*The Early Bird Club (weekday morning classes)*

Year Membership Fee Yr / Mth	Total Year Increase For Active Adults Residents	Total Month Increase For Active Adults Residents	Walk-In Res/Non-res	Number of Classes	Predicted Percentage of Current Users
\$300 / \$25	\$14	\$1.68	\$8/\$10 <i>Active Adults save \$1</i>	10	61%

*Prime Time Exercise (weekday morning / evening classes and Saturday mornings)*

Year Membership Fee Yr / Mth	Total Year Increase For Individuals Residents	Total Month Increase For Individuals Residents	Walk-In Res/Non-res	Number of Classes	Predicted Percentage of Current Users
\$396 / \$33	\$53	\$4.42	\$8/\$10 <i>Active Adults save \$1</i>	20	39%

**Proposed Budget**

REVENUE	\$32,712
EXPENSES	<u>-\$33,320</u>
NET LOSS	(\$608)

### Implementation Process

- Members would be notified and offered the opportunity to be prorated from the program.
- Initially, active adult members would be placed into the Early Bird program and individual members would be placed into the Prime Time Exercise program due to the amount currently paid. Active adults would be offered an opportunity to upgrade to Prime Time Exercise. When a GroupEx client expires the new prices will go into effect for current members.
- Club Fitness members who have a GroupEx membership would be able to attend both program formats, until their GroupEx membership expires. They would then have to pay in full for their program of their choice, but will receive 35% off of their current or future Club Fitness Membership.

### **Park Board Action:**

Staff recommends the Board of Park Commissioners approves the new GroupEx format to go into effect September 1, 2016.



Morton Grove  
Park District

## Memorandum

---

**To:** Board of Park Commissioners  
**From:** Jeffrey Wait, Executive Director  
**Date:** March 2, 2016  
**Regarding:** Cell Tower at National Park

---

**Issue:**

To determine the interest of the Board of Park Commissioners for the installation of a cell tower at National Park.

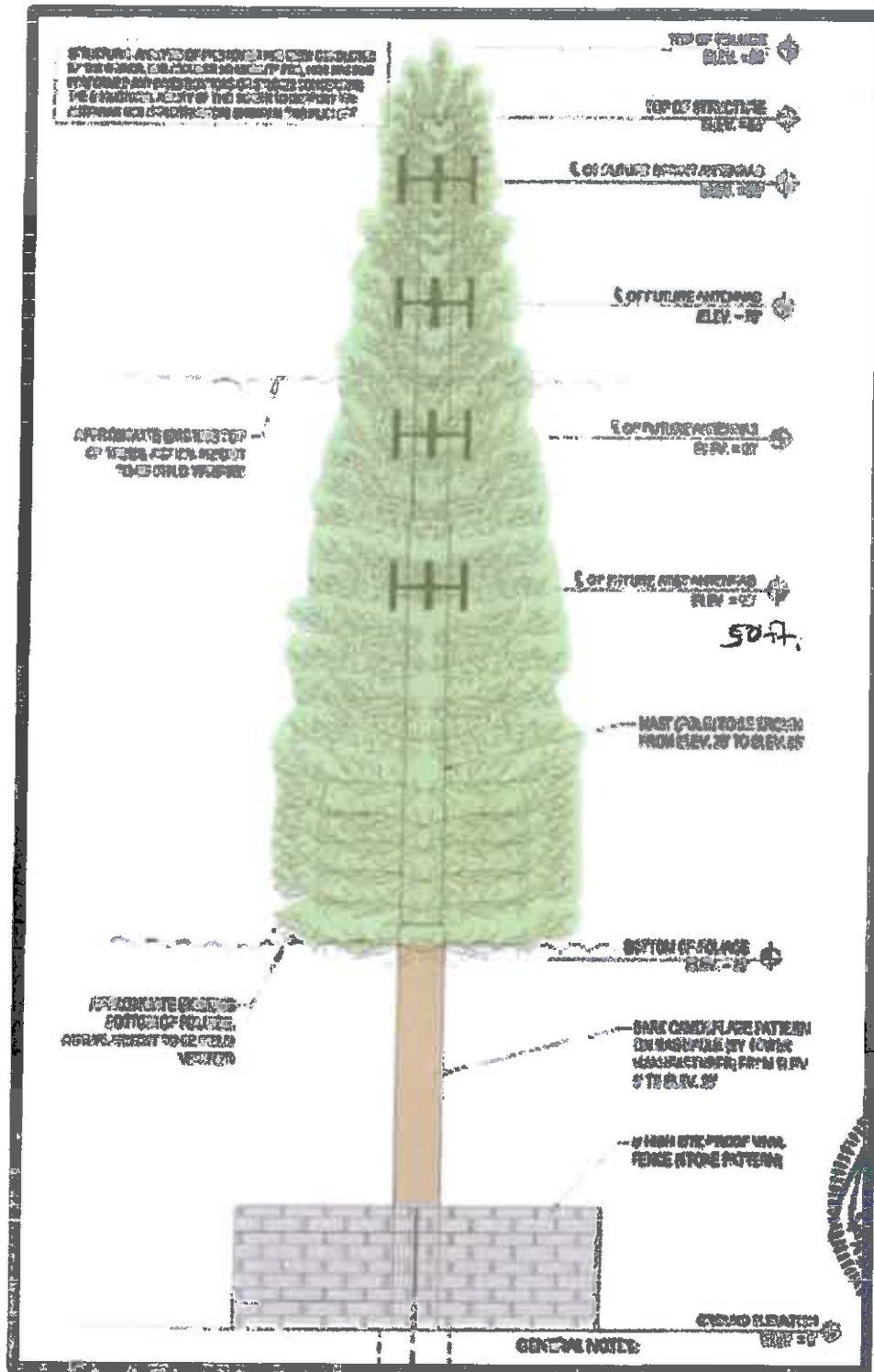
**Discussion:**

Staff was approached by Verizon Wireless to determine the park district's willingness to allow the installation of a cell tower at National Park. Not only would it improve the reception of wireless carriers, it would also provide the park district with a steady revenue stream via a lease agreement. The representative indicated that a monthly fee of \$1,500 to \$1,800 could be collected by the park district. But before they would pursue this project, they requested a commitment from the Park Board. A formal agreement between Verizon and the park district would be negotiated later.

Staff has included several pictures of the cell tower Verizon wants to install. As you can see this is not the typical metal behemoth that is seen along the highway. This tower would look like a pine tree, including needles and bark. This stealth or masking technique is fairly new works nicely in residential areas as it blends in better with the surroundings. Fencing would be needed as well to prevent the public from access to the tower. Verizon would include additional landscaping around the fence to help it blend in better as well.

**Park Board Action:**

The Board of Park Commissioners directs staff to continue discussions with Verizon Wireless but reserves final approval pending lease negotiations.



**Sample Monopine Elevation Drawing**







