

MORTON GROVE PARK DISTRICT
Prairie View Community Center
6834 Dempster, Morton Grove, IL 60053
Committee of the Whole
April 1, 2015

Commissioner Fergus called the meeting to order at 6:00 p.m.

Commissioners Present: Dan Ashta, Eileen Coursey, Betty Fergus. Dominick Burdi (arrived at approximately 6:25 p.m.)

Commissioners Absent: Rusmir Zec

Staff Present: Marty O'Brien; Interim Executive Director, Laura Kee; Human Resources Manager, Greg Jayne; Superintendent of Parks and Facilities and Claudia Marren; Executive Administrative Assistant

Guests Present: Eric Poders; The Morton Grove Voice/resident,

Public Comment: None.

Administration and Finance Committee – Commissioner Zec, Chair (Commissioner Fergus substituted)

Budget & Appropriation Review: Director O'Brien explained the budget was within \$1,000 of the budget presented in March. O'Brien asked if the Park District should hire an outside firm for marketing needs or to fill the open position which is already in the budget. If we choose an outside firm the "contract" cost would go up while "employee" cost go down; basically they offset one another. Some of the responsibilities were taken away from this position so the salary is less. He also suggested it might be smart to hire an in-house IT person. The costs for Information Technology positions is included in the 2015 budget. We can reallocate costs upon making a decision. The question was asked if the numbers could be made simpler to read. It was noted that if anyone has a question or would like to see the spreadsheets in a different format they can make an appointment with Director O'Brien. Also the financial information is available on the web. Commissioner Ashta said that he thought the presentation of the budget made sense and he was able to get a good understanding of it. Commissioner Fergus noted that the budget is easier to read now.

Salary Ranges and Job Description Review:

At this time Commissioner Fergus made a motion, seconded by Commissioner Coursey to go into Executive Session In accordance with the Open Meetings Act section 120/2.(c)(1) to consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. **Ayes: Commissioner Coursey, Fergus and Ashta. Nays: 0. Absent: Zec. Motion carried.**

Executive Session started at approximately 6:24 p.m.

No action was taken during Executive Session.

The Committee of the Whole reconvened at approximately 7:35 p.m.

Van Purchase: A memo was distributed which quoted the price of a van to be used for Park District business because frequently staff must carry supplies to and from events and travel from the Community Center to Field houses, schools or the Civic Center. Commissioner Fergus suggested a small car may be more efficient. It was agreed, Director O'Brien would check the state contract for the price of a small car.

Closed Session Review: Director O'Brien reviewed the minutes and suggested that due to sensitive information the minutes should remain closed however, the 18 month old recordings may be destroyed. All agreed.

Distinguished Agency:

Policy & Procedure Review, Investments and Portfolio Policy Review and Procurement Policy Review.

Director O'Brien explained that not much has changed in these 3 policies. We updated the rule for who signs off on purchases over certain dollar amounts. Commissioner Fergus asked to clarify that employees may not make purchases from family members. Director O'Brien noted that this topic was spelled out in the Ethics Ordinance which was recently approved. The Investment policy is very conservative; everything is either in federal based mortgage securities or CD's., and we like to take a conservative approach where everything is guaranteed.

Committee Meeting Protocol: Commissioner Fergus would like the Committee and Board meetings to run more efficiently. She suggested having "public comment" at the beginning of the meeting and limiting it to 2 to 3 minutes per person at both the Committee Meetings and Board Meetings. This will allow the public a chance to comment while ensuring the Board can get their work done too. Commissioner Ashta was concerned about treating all citizens equally in regards to the time allowed to speak. We will ask Attorney Rock to construct a motion.

Recreation and Facility Program Committee: Commissioner Coursey, Chair

Multi-Child Discount: Director O'Brien explained that to simplify the many discounts we offer and to make registration less confusing, he suggested amending the previous motion to a standard 10% multi-child, multi-program discount for B.A.S.E., Pre-school and for Kinder-Odyssey.

Apparel Bid: Manager Braubach sent out an RFP for the district apparel purchases. She received three responses and it was agreed to purchase the 2015 apparel from Promo-Gear of Huntley, IL.

Parks and Facilities Maintenance Committee – Commissioner Fergus, Chair

Community Room Flooring: Superintendent Jayne explained that several different materials were tested. The Community Room is a multi-purpose, high-traffic area. Three quotes were presented. It was agreed to purchase flooring from Duncan Commercial Flooring from Mt. Prospect, IL.

Commissioner Coursey made a motion, seconded by Commissioner Ashta to adjourn the meeting.
Motion carried by voice vote.
Meeting ended at approximately 8:16 p.m.

Dominick Burdi, President

Martin O'Brien, Secretary