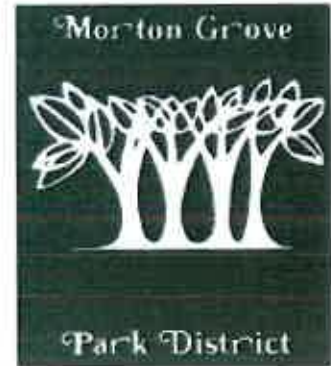


Morton Grove Park District

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
August 5, 2015 at 6:00 p.m.

AGENDA

Call to Order

Roll Call

Public Comment

Administration and Finance Committee – Commissioner Ashta, Chair

Dog Park Discussion

Goals & Objectives 2015-2016

Recreation and Facility Program Committee – Commissioner Coursey, Chair

Club Fitness Hours of Operation Discussion

Summer Day Camp Operation

2016 Pool Pass Packages and Prices

Parks and Facilities Maintenance Committee – Commissioner Manno, Chair

PVCC HVAC

Ballfield Fences

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.

General Discussion

Adjournment

COMMITTED TO QUALITY PARK AND RECREATION SERVICES

Memorandum

Date: August 5, 2015
To: Board of Park Commissioners
From: Marty O'Brien, Interim Executive Director
Regarding: Dog Park

Issue:

Should the Morton Grove Park District have a dog park? As noted in the Comprehensive Master Plan it is an amenity that many of our constituents desire.

Discussion:

In researching dog parks there are many items to consider: Where to build, the cost to build, what amenities to include, cost of membership, establishing and implementing rules, the possibility of sponsors, i.e. veterinary offices or pet stores, and staffing.

Staff would like the Board to consider several options for the community:

- A. Full amenity dog park – approximately 5 acres (see attached)
 - Large dog section
 - Small dog section
 - Fenced area with key fab at entrance
 - Picnic tables
 - Pet water and people water
 - Lighting
 - Refuse bags and containers
 - Signage
 - Ground preparation
 - Parking
- B. Dog Friendly Area – less than 1 acre (see attached)
 - One fenced area for all dogs
 - Park benches
 - Pet water and people water
 - Lighting
 - Refuse bags and containers
 - Signage
 - Ground preparation
 - Parking
- C. Partnering with the Forest Preserve (see attached)
 - We are surrounded by the forest preserve maybe there is a possibility of partnering with the county.

Recommendation:

The Board of Commissioners decide what direction to take to research further.

Welcome

NORWOOD PARK DFA

Dog Friendly Area



Dog Friendly Area

For your safety all dogs must be:

- Leashed prior to and upon leaving the DFA
- Healthy, fully immunized, dewormed, licensed, and comply with the Cook County Department of Animal and Rabies Control Regulation for Chicago Park District DFAs
- Watched at all times

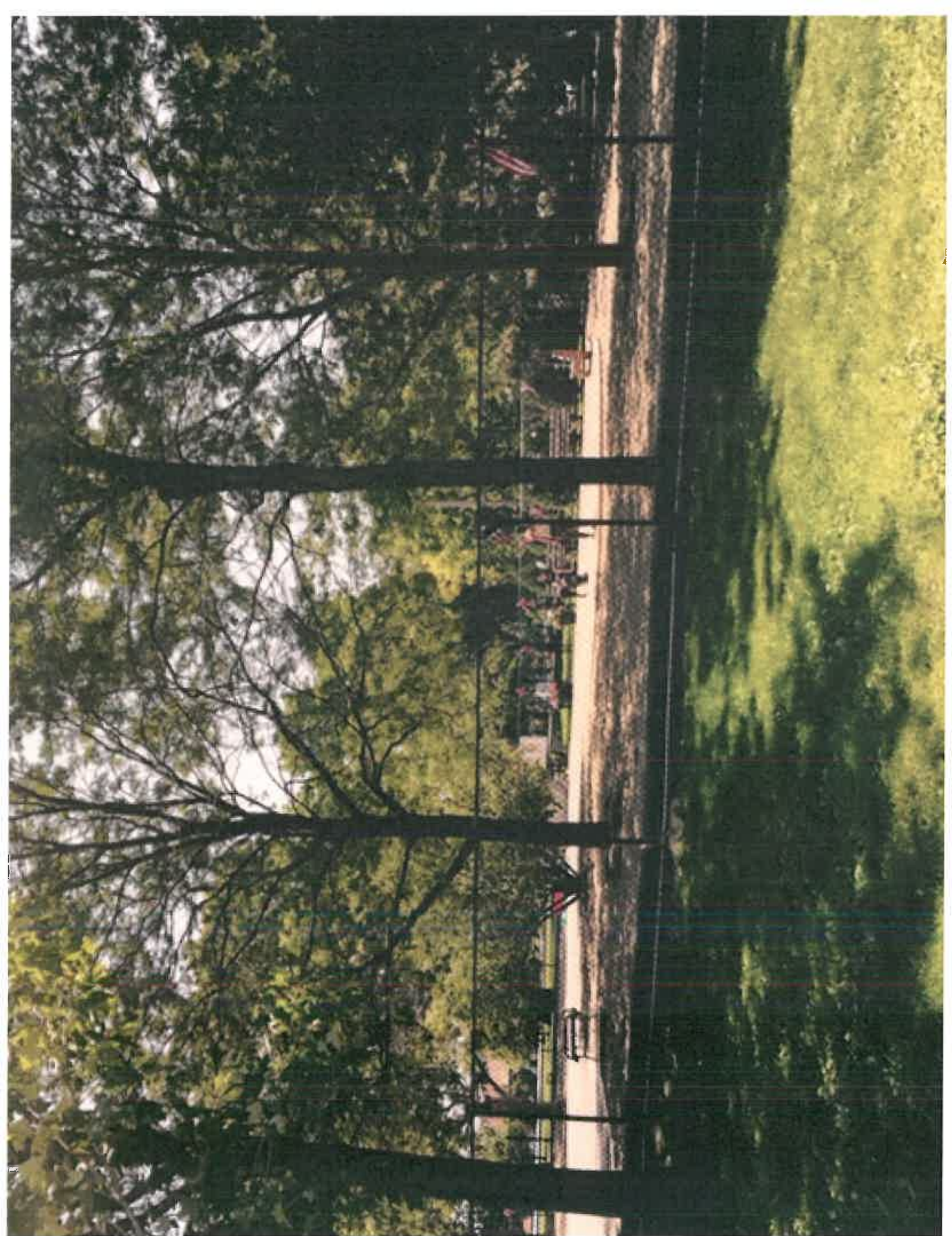
Owners:

- Each dog visiting a DFA must display a current Chicago Park District DFA tag.
- Are legally responsible for their dogs and any injuries caused by their dogs.
- Gates to the DFAs must remain closed except upon entering and exiting the DFA.
- Only three dogs per person allowed
- Must immediately clean up after their dogs. Owners who fail to clean up after their dogs are subject to a fine of up to \$500.00 (City of Chicago Ordinance 7-12-420)
- Dogs with a known history of, or who exhibit dangerous behavior are prohibited.
- No dog will be allowed in a DFA unless it has a current rabies vaccination.
- Dog owners are responsible for the monitoring and maintenance of the DFA.
- Owners or other responsible persons must have a DFA permit with them for each dog visiting the DFA. Visit www.chicagoparkdistrict.com for more details and a complete list of participating veterinarians.
- DFA permits expire on December 31 of the year that it is issued.
- Children under 12 must be accompanied by an adult and closely supervised.
- Puppies under four months old and female dogs in heat are prohibited.
- Failure to comply with the Cook County Department of Animal and Rabies Control Regulation for Chicago Park District DFAs can result in a fine of up to \$500.00

And Remember:

- Failure to clean up after your dog can result in a fine of up to \$500.00

Enjoy your visit to the dog park and please keep it clean







GLENVIEW PARK DISTRICT
DOG PARK













**DUPAGE COUNTY
FOREST PRESERVE
DOG PARK**

• MAYS LAKE OFF-LEASH DOG™ FACILITY IMPROVEMENTS

- New Entrance Plaza
- Limestone Trail
- Small Dog Area
- Mini-Shelters
- Benches
- Landscaping
- Drainage Improvements

...

CONSTRUCTION
SPRING 2013 - SUMMER 2014

...

Forest Preserve Contact: (630) 462-8709
www.dupageforest.org



PROPOSED MAYSLAKE OFF-LEASH DOG FACILITY IMPROVEMENTS



DOG
UTS

elters
S
aping





A wooden information board with a tiled roof and the word "INFORMATION" in large white letters. The board contains several informational cards and brochures, including one titled "Mendota Community Day Area". The board is mounted on a wooden post and is located outdoors near a chain-link fence and trees.







NO DOGS
ALLOWED BEYOND
THIS POINT
WITHOUT A PERMIT

MINIMUM \$75 FINE
STRICTLY ENFORCED



Memorandum

Date: August 5, 2015
To: Board of Park Commissioners
From: Marty O'Brien, Interim Executive Director
Regarding: Goals & Objectives 2015-2016

Issue:

There is nothing more exciting than for a business to have a clearly defined set of business **goals**. It's also important to have powerful **objectives** that link to and support the **goals**. The attached plan will provide the Park District with a clear sense of direction.

Discussion:

The **objectives** will help define the path that the employees will take to **achieve the goals**. It will give the Park District **direction**. With these components in place, everyone will know exactly what must be done, and in what order. Albeit, at this time it has been difficult assessing all of the Park District and community needs, the staff has done their best, to present a plan which they think can be timely executed and lead to the achievement of these goals.

Recommendation:

The Board of Park Commissioners review, discuss and put their stamp of approval on the 2015-2016 Goals & Objectives.

Thank you.

MORTON GROVE PARK DISTRICT
2015-2016 GOALS & OBJECTIVES

Goal #1: Provide recreation opportunities through organized programs, facilities and areas.

Department	Objective	Status
Recreation	1. Continue to provide recreation activities for all ages: <ul style="list-style-type: none"> • Include basic to mid-levels of skill and ability • Annually review programs to determine deficiencies • Ensure that programs are self-sustaining to the greatest extent possible • Set target margins for each program • Evaluate viability of programs that do not reach target to modify or discontinue 	Ongoing
Recreation & Human Resources	2. Hire and train qualified staff to enhance the delivery of programs and services. Work with Illinois Park & Recreation Association to recruit qualified staff. Develop in-house program to offer advancement opportunities to interested staff. Continue offering internship program.	Ongoing
Recreation & Parks	3. Continually review programs and facilities to ensure safest possible setting for patrons. Conduct monthly building inspections. Review procedures for equipment inspections.	Ongoing
Recreation	4. Coordinate programs with other agencies to provide comprehensive recreation opportunities for the entire community. Identify struggling program areas with lower participation that could benefit from multi-community cooperation. Work with neighboring communities to expand programming.	Ongoing
Recreation	5. Offer neighborhood groups/meetings Park District information and the opportunity for input regarding planning of facilities and programs. Educate residents on all aspects of the Park District.	Ongoing
Recreation	6. Conduct periodic user preference surveys to evaluate existing programs and identify recreation trends. Seasonally conduct participant and instructor evaluations on 10% of all programs. Administer community wide survey at least every 10 years.	Ongoing

Goal #2: Regularly evaluate the purpose of facilities to ensure they are meeting the community's needs.

Department	Objective	Status
Parks	1. Perform a space study on both PVCC and field houses to maximize its potential and provide additional programming options	Ongoing
Recreation, Parks	2. Implement an equipment replacement schedule including fitness equipment rental equipment and maintenance equipment	Ongoing
Recreation, Parks, Finance	3. Perform a feasibility study on whether a dog park can be constructed and operated by the park district.	Ongoing
Recreation, Parks, Finance	4. Create a realistic plan to upgrade both Harrer Park and Harrer Pool that will meet the community's needs as well as be affordable.	Ongoing
Recreation, Parks, Finance	5. Develop and implement a Capital Asset Replacement Plan to prepare for the eventual replacement of all capital assets. CARP will include all assets with a value greater than \$5,000 and will include purchase cost, life expectancy and estimated replacement cost. CARP will be updated each year.	Ongoing
Recreation, Parks	6. Develop and implement a playground replacement schedule. Review annually and make adjustments if necessary due to resources or equipment conditions.	Ongoing
Recreation, Parks, Finance	7. Continue to develop and implement an ADA transition plan to obtain compliance for all facilities, parks and services	Ongoing
Recreation, Parks	8. Preserve, restore or recreate, where appropriate, significant Park District historical structures and landscapes.	Ongoing
Recreation, Parks	9. Develop best practices that will most effectively and efficiently maintain the highest standards of care in all Park District parks and facilities. Document processes, using like agencies for comparison and monitor success annually	Ongoing
Recreation, Parks	10. Continually monitor parks and facilities to ensure safest possible environment for patrons. Conduct weekly playground inspections. Notify police department of concerns and request increased patrols.	Ongoing
Recreation, Parks	11. Periodically survey patrons to identify modifications necessary to meet community needs. Continue with Park Chats and institute web based surveys.	Ongoing
Recreation, Parks	12. Consolidate all operations under one roof, i.e. camps and pre-school located at PVCC	Ongoing

Goal #3: Utilize financial resources efficiently and equitably.

Finance	1. Develop, approve, implement and monitor annual budget with focus on revenue generation and cost containment.	Ongoing
Recreation, Parks	2. Write guidelines and procedures for park, facility and program sponsorship plan, including a remembrance program.	Ongoing
Finance	3. Create a sponsorship coordinator to actively seek federal, state and local and private grants. Annually set goal for number of grants sought, including dollar amounts.	Ongoing
Recreation, Parks, Finance	4. Develop five year bond plan that will be tied into the District's Capital Plan.	Ongoing
Recreation, Parks, Finance	5. Identify opportunities for possible privatization. Annually research a minimum of two areas that may be privatized and report findings and recommendations to the Board.	Ongoing
Recreation, Parks, Finance	6. Promote the Park District's Memorial Tree Program and develop additional programs for individuals or companies to commemorate people, events or organizations.	Ongoing
Finance	7. Maintain a balanced revenue mix utilizing property taxes, user fees, sponsorships and grants. Keep reliance on property taxes to a 45% maximum and sponsorships and grants to a minimum of 5%.	Ongoing
Finance	8. Create a Park Foundation such as friends of the Morton Grove Park District and hold quarterly meetings as well as at least one major fund raiser each year.	Ongoing
Finance	8. Replace the current outdated financial system with a system that incorporates payroll, time keeping, ActiveNet and the general ledger into one system.	Ongoing

Goal #4: Anticipate needs and recognize trends in innovations in technology.

Finance	1. Annually monitor, and update as needed, the District's Technology Plan and Disaster Recovery Plan.	Ongoing
Finance	2. Utilize contacts within the industry to stay up to date on technology. Attend at least one trade show/conference annually that includes opportunities to learn about latest technology.	Ongoing
Finance	3. Launch an intranet site to keep District staff informed on latest news.	Ongoing
Finance	4. Implement proven technology to offer the best service and programs to our customers while enabling our staff to work efficiently.	Ongoing
Finance	5. Hire a full time Information Technology Manager.	Ongoing
Finance	6. Offer in-service training to staff quarterly on technology used at the District.	Ongoing

Goal 5: Implement training, procedures, and resources to enable District staff to provide superior services and programming, and effectively, efficiently and safely perform their jobs.

Human Resources	1. Review, Develop and organize new Policies and Procedures in a central location.	Ongoing
Human Resources	2. Ensure staff is getting the proper training to safely perform their duties. Conduct quarterly safety meetings and review work conditions. Budget outside educational opportunities annually to grow staff knowledge and capabilities.	Ongoing
Human Resources	3. Continue to foster a work environment built around trust, accountability, follow-through, dignity, self-confidence, growing, esteem-building and sound decision making.	Ongoing
Finance	4. Provide quarterly in-service customer service training for all front line staff, including seasonal staff.	Ongoing
Human Resources, Finance	5. Educate all staff to the District's Long Range Plan to improve service and remain focused on District's priorities.	Ongoing

Memorandum

Date: July 24, 2015
To: Marty O'Brien, Interim Executive Director
From: Michael Hayes, Superintendent of Recreation
Regarding: PVCC/Club Fitness Hours of Operation

Issue:

As discussed we are evaluating the changes to the hours of operation at the Prairie View Community Center and Club Fitness.

Discussion:

Currently the Club Fitness hours of operation are:

- Monday – Friday: 5:00 a.m. – 9:00 p.m.
- Saturday & Sunday: 7:00 a.m. – 5:00 p.m.
- Holiday Hours: 7:00 a.m.-3:00 p.m.

We conducted a small study to determine the number of participants. Below is listed the average number of members using the fitness center and gym during the last hour of operation from July 20th-28th.

Weekdays:

- 11 Members at 8:00 p.m.
- 11 Members at 8:30 p.m.
- 5 Members at 9:00 p.m.

Weekends:

- 14 Members at 4:00 p.m.
- 14 Members at 4:30 p.m.
- 2 Members at 5:00 p.m.

These numbers reflect an increase in participants which is what we expected when we shortened the hours.

Recommendation:

The Recreation Department recommends that the Board of Park Commissioners maintain the hours of operation to allow time to further document the late hour usage. We can then determine if adjustments need to be made and properly advertise the hours in the next program guide, in January, if necessary.

Thank you.

Memorandum

Date: July 23, 2015
To: Marty O'Brien, Interim Executive Director
From: Michael Hayes, Superintendent of Recreation
Regarding: Summer Day Camp Operation

Issue:

In an effort to make our Summer Day Camp operation more efficient and safer for participants, we would like to change the location (in time for our Winter/Spring Program Guide).

Discussion:

Currently our Summer Day Camps are offered at four different locations; National, Harrer, Mansfield and PVCC.

This summer several concerns were brought to our attention ranging from having young participants walking from National to Oriole, staff shuttling participants to and from camps to other sites, no air conditioning or shelter in severe weather and confusion on the parents part of where their children are located.

By moving all of our day camps to one location we would be able to:

- Provide a safer environment, eliminate confusion
- Consolidate the number of staff required
- Hire an outside bus company so staff no longer must drive the children
- Organize the transportation more efficiently and cut down on number of bus routes/cost

Recommendation:

The Recreation Department recommends that the Board of Park Commissioners approves moving all the summer day camps to the Prairie View Community Center.

Memorandum

Date: May 20, 2015
To: Marty O'Brien, Interim Executive Director
From: Michael Hayes, Superintendent of Recreation
Regarding: 2016 Pool Pass Packages and Prices

Issue:

Currently we have 7 pool pass packages that we would like to condense it into 3 packages.

Discussion:

By adding "couple" and combining the "family 3-6" packages into "household" we can eliminate 3 categories. We used the current median "family package price" of \$175 for residents and \$228 for non-residents for the "household 3+" category. Due to various preseason sales prices it is difficult to accurately calculate revenue, however if we compare the current resident packages with the new resident packages there would be a minimal gain.

2016 Package	2016 Proposed Prices Resident/Non Resident
Individual (3 years & up)	\$82 / \$107
Couple	\$150 / \$195
Family 2	N/A
Family 3	N/A
Family 4	N/A
Family 5	N/A
Family 6	N/A
Household 3+	\$175 / \$228
Senior (62 & up)	\$70 / \$90

Recommendation:

The Recreation Department recommends that the Board of Park Commissioners adopt changes to the 2016 pool pass packages and prices.



Morton Grove
Park District

Memorandum

Date: August 5, 2015
To: Board of Park Commissioners
From: Greg Jayne, Superintendent of Parks and Facilities
Regarding: Prairie View Community Center HVAC Analysis

Issue:

The HVAC control system at the Prairie View Community Center has not been working properly. The system, which was purchased in the 1990's, is outdated. An engineering consultant from Trane Inc. was hired at the cost of \$11,800.00 to analyze the system and provide a summary of what they discovered. It was agreed that the Park District would not be responsible for the cost of the engineering work if the Board decided to hire Trane Inc. do the work.

Discussion:

At the July 1, 2015 Committee of the Whole, a decision was made to look into other options. A meeting was held between staff, Commissioner Manno and an HVAC contractor familiar with our system to discuss issues. An independent control representative that evaluated our system in the past was also consulted. The consensus by all is to inform Trane Inc. we are sending the project out to bid and we would like the complete engineering report.

Recommendation:

Based upon the information above, it is recommended we send out to bid the project to replace the existing HVAC control system at the Prairie View Community Center. We also recommend that the Board authorize the payment of \$11,800 to Trane Inc. once we receive the final engineering report.

Thank you.



Morton Grove
Park District

Memorandum

Date: August 5, 2015
To: Board of Park Commissioners
From: Greg Jayne, Superintendent of Parks and Facilities
Regarding: Ballfield Fencing Replacement and Painting

Issue:

As part of our Capital Improvement Plan, we budgeted \$10,000 per year for the repair and replacement of ballfield fencing. In the last three years we have not done any fence replacement.

Discussion:

Staff surveyed all the ballfield fences and discovered there are sections which need to be replaced and or painted. We received three quotes for replacing sections of the fence on diamonds 1, 2 and 3 at Harrer Park. The vertical and horizontal posts on those same diamonds need to be painted. The painting will be done electrostatically which provides a strong, long lasting finish similar to what is on school lockers. Since this is a specialty service we received only one quote for the painting.

Three vendors responded to the request for fence repairs with the following results:

Dura Bilt Fence II, Inc. Wheeling, IL	\$10,150.00
The Fence Connection Elgin, IL	\$11,050.00
Best Built Fence Co. Addison, IL	\$12,600.00

One vendor responded to the electrostatic painting with the following result:

New Finish Electrostatic Refinishing	\$19,650.00
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Recommendation:

Based upon the above price quotes, it is recommended we issue a contract to Dura Bilt of Wheeling to replace the damaged fence in an amount not to exceed \$10,150.00. It is also recommended we issue a contract to New Finish Electrostatic Refinishing of Evanston, IL to paint the posts on Diamonds 1, 2 and 3 at Harrer Park, in an amount not to exceed \$19,650.00.

Thank you.