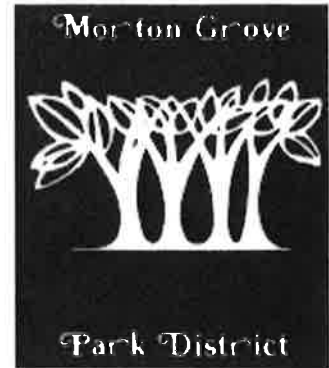


Morton Grove Park District

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 3, 2016 at 6:30pm

AGENDA

Call to Order

Public Comment

Administration and Finance Committee – Commissioner Ashta, Chair

Distinguished Agency:

- Environmental Report Card
- Environmental Policy Review
- Closed Session Update
- Code of Ethics Ordinance #O-02-15

First Amendment Policy

Transgender Policies

Personnel Policy Manual Update: Overtime Policy and Flex Time Policy

Parks and Facilities Maintenance Committee – Commissioner Manno, Chair

Bobcat/Skid Steer Purchase Recommendation

Dump Truck Purchase

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)(11) and for section 120/2.(c)(3).

Adjournment



Memorandum

To: Board of Park Commissioners
From: Jeffrey Wait, Executive Director
Date: August 3, 2016
Regarding: Distinguished Agency Review and General Practices Manual Updates

Issue:

In preparation for our Distinguished Agency Accreditation review with IPRA/IAPD, it was noted that the Board of Park Commissioners must review a self-administered assessment of the park district's environmental efforts. Also there are several other updates which must be included in the General Practices Manual.

Discussion:

Environmental Report Card Review: The Illinois Park and Recreation Association offers its members the opportunity to assess their environmental impact and stewardship through a score card. Based on the responses to the questions, the Morton Grove Park District scored a 63%. This score indicates the park district is doing a good job but certainly more can be done.

Environmental Policy: The park district has established environmental policies and procedures which it practices, however this policy was never officially approved by the Board. Attached is the Morton Environmental Policy for review.

Closed Session Policy: The Distinguished Agency Accreditation requires that Ordinance #O-06-14; our policy governing the recording and disposal of closed session minutes, is included in the Commissioners General Practice Manual. Section 5.2 has been updated to include reference to this ordinance and Ordinance #O-06-14 will be an attachment.

Additionally, the previously approved, (March 2015) Code of Ethics, Ordinance #0-2-15 needs to be included in the General Practices Manual.

Minor grammar, punctuation, and other clarifications were recommended by our attorney, Jim Rock.

Park Board Action:

To approve the updates to the General Practices Manual updates and review of the Environmental Score Card.



An Introduction to IPRA's Environmental Report Card



Thank you for taking an interest in the Illinois Park and Recreation Association's (IPRA) Environmental Report Card. The Report Card was created by the Environmental Committee to help park agencies across Illinois assess their environmental impact and stewardship.

As park agencies, we often are the first responders of sustainability, managing green space or natural areas within our communities. Managing these resources and greening our operations is important to ensure we are good stewards of the environment. This Report Card can help!

Use the Report Card to work within your organization and assess your level of environmental stewardship practices. Find out what you are doing, what you are not doing, and most importantly what you can do in the future. There may be multiple departments or bureaus within your organization that will need to give input. So assign one staff person to coordinate filling in the Report Card.

If you can, get input from your organization's leadership team or board members, and explain the benefits of collecting this data using the Report Card. You can't manage what you can't measure, and this Report Card will help you assess your environmental impact. It will help you quantify environmental initiatives or green practices that may be important when applying for grant funding. And it can help identify areas for further assessment that impact your organization's budget such as energy efficiency improvements.

There are two versions of the Report Card. The first Report Card was developed in 2006 in response to IPRA members asking whether or not there was a tool available for agencies to evaluate their management and operations in the area of environmental protection. The original Report Card provided a general scoring and grading system out of a total of 100 possible points to help agencies assess their strengths and weaknesses. That report card will no longer be available, but can be obtained upon request.

This second Report Card, developed in 2011, is an updated version of the first report card and is more specific. There are more possibilities to consider when answering the questions. Because the total possible points are more than 100, the scoring system has changed to percentages rather than points. The grading system to assess your agency is still the same.

The Environmental Report Card is a standard an agency needs to comply with when applying for IPRA's Distinguished Park and Recreation Accreditation. The Environmental Committee's recommendation to agencies that have utilized the first Report Card is to only use it, if you want to, when you need to self-reevaluate your management and operations. This way you are comparing apples to apples. The 2011 Report Card will be the standard, and will be the version required for Accreditation. Because it is more detailed and provides additional choices to the questions, it really is not a comparative tool to the first Report Card.

Once you have completed the Report Card, you will be able to assess your organization's performance as compared to other park agencies in Illinois. Know that you are not alone! The IPRA Environmental Committee meets monthly and is comprised of dedicated green-minded professionals from a variety of park agencies. Let us know how we can help or how you want to get involved.

The Environmental Committee can be reached through the IPRA web-site: <http://www.ilipra.org/>

Good luck!

Environmental Report Card For Park & Recreation Agencies

INSTRUCTIONS: This is a self-evaluative tool. Please look over each category and determine who within the agency would best be able to answer the questions related to that category. Some questions are repeated in different sections. All questions require a simple "YES" or "NO" response. All "YES" responses receive 1 point, unless indicated at the end of the question. A "NO" response receives no points on that question. A "N/A" response receives no points on that question and does not affect your total points because the question does not pertain to your agency or its practices (i.e. Special Recreation Associations filling out the evaluative report card).

GENERAL		YES	NO	N/A	POINTS
1.	Does your agency have an environmental policy/plan or guidelines that help it become more environmentally responsible? (2 points)	✓			2 ▾
	a. Is this policy/plan or set of guidelines/initiatives approved by the board? If you answer YES, proceed to questions 2, 3 and 5. If you answer NO, proceed to questions 4 and 5.	✓			1 ▾
2.	Do all staff members receive an orientation and/or training in regard to your agency's environmental policy/plan?	✓			1 ▾
3.	Has your agency established a staff-led Environmental Committee or 'Green Team' to encourage implementation of environmental efforts by all staff?	✓			1 ▾
	a. Does your Environmental Committee or 'Green Team' review and update board-approved policies/initiatives?	✓			1 ▾
4.	Does your agency have a staff led Environmental Committee or 'Green Team' to encourage implementation of environmental efforts by all staff?				
5.	Does your agency make (or has your agency made) use of IPRA's Model Environmental Policy and/or Environmental Toolkit?				0 ▾

TOTAL POINTS (for this section) of (possible)

ADMINISTRATION AND FINANCE		YES	NO	N/A	POINTS
1.	Does your agency dedicate funds in its annual operations budget to support achievement of environmental goals? (1 point for each checked below, with a maximum of 5 points) Check all that apply		<input checked="" type="checkbox"/>		
	Recycling				
	Energy Audits				
	Natural Areas Maintenance/Management				
	Natural Areas Restoration/Re-creation				
	Native Landscaping				
	Storm Water Best Management Practices				
	Environmentally Friendly Purchasing				
	Alternative Fuel and/or Hybrid Vehicles				
	Energy Conservation				
	Other: Please List				
	TOTAL NUMBER CHECKED	0			
		YES	NO	N/A	POINTS
2.	In the last 5 years, has your agency dedicated capital funding towards environmental initiatives? (1 point for each checked below, with a maximum of 5 points) Check all that apply		<input checked="" type="checkbox"/>		
	Natural Area Restoration/Re-creation				
	Natural Area Public Access				
	Nature Program Facilities				
	Energy Conservation				
	Permeable Pavement				
	Rain Gardens				
	Bio-Swales				
	Other: Please List				
	TOTAL NUMBER CHECKED	0			
		YES	NO	N/A	POINTS
3.	In the past 5 years, has your agency applied for grants to fund environmental goals/initiatives (i.e. recycling, environmental education, natural areas restoration, natural areas acquisition, alternative fuel use, energy conservation, etc.)?	<input checked="" type="checkbox"/>			1 ▾
		YES	NO	N/A	POINTS
4.	Does your agency use a set of guidelines (EPA's Environmentally Preferred Products {EPP} program, Green Seal.org or similar) to assist in purchasing decisions of environmentally preferred products and services?		<input checked="" type="checkbox"/>		0 ▾
		YES	NO	N/A	POINTS
5.	Does your agency make conscious efforts within all departments or have written criteria to purchase products that include the following. (1 point for each checked below, with a maximum of 5 points) check all that apply		<input checked="" type="checkbox"/>		
	Minimal Packaging				
	Recycled and Recyclable Content				
	Renewable Resource Content				
	Minimum 30% Post Consumer Materials				
	Energy Star Rated Appliances				
	Low VOC Furnishings, Paints, etc				
	Low Toxicity Cleaning products				
	Locally Produced Materials/Products				
	Other: Please List				
	TOTAL NUMBER CHECKED	0			
		YES	NO	N/A	POINTS
6.	Does your agency seek to identify and purchase from vendors of environmentally friendly products through the IPRA Cooperative Purchase Program or similar program? (2 points)		<input checked="" type="checkbox"/>		0 ▾

ADMINISTRATION AND FINANCE CONT'D		YES	NO	N/A	POINTS
7.	When seeking proposals for professional services, does your agency request environmental references/qualifications as part of the RFP process (i.e. is the firm to be selected 'green,' or if an A/E or LA firm do they have LEED AP's on staff)?		✓		0
	a. Does your agency ask bidders to provide a Statement of Sustainability to ensure bidders are also incorporating sustainability into their firm's practices, policies and procedures related to waste minimization, energy efficiency, water efficiency, staff and education.				
		YES	NO	N/A	POINTS
8.	Are procedures in place to evaluate positive enduring effects of environmental goals/initiatives?		✓		0
	a. Are procedures in place to examine the cost of impacts and efficiencies of various plans and programs following implementation?				
		YES	NO	N/A	POINTS
9.	Does your agency collaborate with other agencies/organizations on environmental efforts?	✓			1

TOTAL POINTS (for this section) 2 of 1 (possible)

FACILITY MANAGEMENT & MAINTENANCE		YES	NO	N/A	POINTS
1.	Does your agency provide opportunities for staff to recycle waste products in office areas, lunchrooms, work areas, etc.?	<input checked="" type="checkbox"/>			1
	a. Are staff encouraged to recycle via policies, training, memoranda and notices?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
2.	Does your agency provide opportunities for patrons to recycle waste products in public areas including lobbies, classrooms, facilities, etc.?	<input checked="" type="checkbox"/>			1
	a. Are patrons encouraged to recycle via education, policies, promotion and signage?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
3.	Are recycling containers visible, well marked and easy to locate?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
4.	Are outside concessionaires required to minimize the use of disposable products? (2 points)	<input checked="" type="checkbox"/>			2
	a. Are outside concessionaires required to offer recycling for patrons?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
5.	Does your agency encourage the use of electronic communication to conserve paper?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
6.	Is staff encouraged to use duplexing or double-sided copying of documents?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
7.	When contracting printing vendors or purchasing from vendors, does your agency specify:				0
	a. Paper for printing needs that is free of chlorine-bleaching in its manufacturing?		<input checked="" type="checkbox"/>		
	b. Paper that contains 30% or more post consumer recycled content?		<input checked="" type="checkbox"/>		
	c. Other: Please List			<input checked="" type="checkbox"/>	
		YES	NO	N/A	POINTS
8.	Do restrooms and locker rooms have water saving devices (low flow showers and toilets, and motion activated faucets)? Check only one.	<input checked="" type="checkbox"/>			1
	a. Are at least 50% of fixtures low flow or motion activated?	<input checked="" type="checkbox"/>			
	b. Are at least 75% of fixtures low flow or motion activated?				
	c. Are 100% of fixtures low flow or motion activated?				
		YES	NO	N/A	POINTS
9.	Do restrooms and locker rooms have hand dryers in lieu of paper towels?	<input checked="" type="checkbox"/>			1
	a. Do 100% of your restrooms/locker rooms have hand dryers?				0
		YES	NO	N/A	POINTS
10.	Does your agency conduct energy audits?		<input checked="" type="checkbox"/>		0
	a. Following audits, does your agency make changes?				
	b. After making changes, does your agency record differences in impact?				
		YES	NO	N/A	POINTS
11.	Is energy-efficient lighting used (compact fluorescents, T-8 fluorescents or LEDs)?	<input checked="" type="checkbox"/>			1
	a. Are 100% of new or replacement lighting needs energy-efficient?		<input checked="" type="checkbox"/>		0
		YES	NO	N/A	POINTS
12.	Are lights, where appropriate, on motion activated occupancy sensors?	<input checked="" type="checkbox"/>			1

FACILITY MANAGEMENT & MAINTENANCE CONT'D		YES	NO	N/A	POINTS
13.	Is energy efficiency included as a specification when purchasing/replacing major appliances (i.e. EPA Energy Star rating)?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
14.	Are hot water heaters and hot water pipes insulated?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
15.	Are on-demand/tankless hot water heaters utilized where appropriate?				0
		YES	NO	N/A	POINTS
16.	Do facility HVAC systems included energy-saving features such as min./max. settings to reduce use during down time, interior recycling, regular cleaning and efficiency inspections, etc.?	<input checked="" type="checkbox"/>			1
	a. Are particulate filters (with MERV8 rating or better) used in HVAC systems?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
17.	Does your agency promote the use of environmentally-friendly, low toxicity and/or fragrance free cleaning products that meet Green Seal, LEED or other standards? (2 points)	<input checked="" type="checkbox"/>			2
		YES	NO	N/A	POINTS
18.	Does your agency seek to minimize the use of petroleum-based cleaners, solvents and inks?			<input checked="" type="checkbox"/>	
		YES	NO	N/A	POINTS
19.	To improve and protect indoor air quality does your agency seek to purchase low VOCs (volatile organic compounds) products?	<input checked="" type="checkbox"/>			1
	a. Does your agency seek to purchase carpets that meet Carpet and Rug Institute Green Label or other standards?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
20.	Does your agency consider the use of sustainable, reclaimed and/or local materials when remodeling/renovating facilities?			<input checked="" type="checkbox"/>	
	a. Are building materials removed during remodeling/renovation reclaimed or recycled?				
		YES	NO	N/A	POINTS
21.	Does your agency properly dispose of/recycle any of the following per Material Safety Data Sheets (MSDS) or manufacturer's labels (1 point for each checked below, with a maximum of 5 points) check all that apply	<input checked="" type="checkbox"/>			
	Energy Efficient Lighting			<input checked="" type="checkbox"/>	
	Batteries			<input checked="" type="checkbox"/>	
	Electronics			<input checked="" type="checkbox"/>	
	Ink and Toner Cartridges			<input checked="" type="checkbox"/>	
	Paints			<input checked="" type="checkbox"/>	
	Cleaning Products			<input checked="" type="checkbox"/>	
	Other: Please List				
	TOTAL NUMBER CHECKED				5
		YES	NO	N/A	POINTS
22.	Does your agency have an integrated pest management program in place to reduce the use of pesticides within facilities? (2 points)				0
		YES	NO	N/A	POINTS
23.	Does your agency make use of alternative energy systems to provide energy and/or conserve energy, such as passive or active solar systems, wind energy, or geo-thermal energy at any of your facilities? (2 points)		<input checked="" type="checkbox"/>		0

TOTAL POINTS (for this section) of (possible)

FLEET MAINTENANCE AND MANAGEMENT		YES	NO	N/A	POINTS
1.	Does your agency perform regular engine tune-ups and scheduled preventative maintenance of motorized vehicles and equipment?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
2.	If you perform regular maintenance, does your agency recycle and/or properly dispose of all vehicle fluids and engine parts?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
3.	Does your agency properly use, store and dispose of hazardous materials according to Material Safety Data Sheets (MSDS) and/or manufacturers labels, as required by law?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
4.	Does your agency have a safety policy and training procedures in place regarding the handling of hazardous waste?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
5.	Does your agency provide the appropriate work environment with appropriate ventilation and safety gear for employees when handling hazardous materials, as required by law?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
6.	Does your agency have a program to conserve fuel and energy with respect to fleet operations (e.g. mileage/fuel efficiency tracking, no idling policy)?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
7.	Does your agency actively fund or apply for grants that promote and provide the Means for the use of clean energy (i.e. bio-diesel, liquid propane/LPG, compressed Natural gas/CN, use of electric utility or golf carts, etc.)? (2 points)	<input checked="" type="checkbox"/>			2
		YES	NO	N/A	POINTS
8.	As part of your Equipment Asset Program, what percentage of your total fleet has been replaced with alternative fuel and/or hybrid vehicles? Check only one.				0
	0% - 0 points	<input checked="" type="checkbox"/>			
	1-10% - 1 point				
	11-20% - 2 points				
	21-30% - 3 points				
	30-50% - 4 points				
	>50% - 5 points				
		YES	NO	N/A	POINTS
9.	Does your agency limit the use and refueling of, or not use at all, gas powered equipment and vehicles during ozone action days or when the Air Quality Index exceeds 100 (orange coded days) or higher?			<input checked="" type="checkbox"/>	

TOTAL POINTS (for this section) of (possible)

PARKS & NATURAL RESOURCES MANAGEMENT		YES	NO	N/A	POINTS
1.	Does your agency have natural resource management plans in place for District natural areas?		<input checked="" type="checkbox"/>		0
		YES	NO	N/A	POINTS
2.	Does your agency dedicate funds in its annual operations budget for natural resource best management practices? (1 point for each checked below, with a maximum of 5 points) Check all that apply		<input checked="" type="checkbox"/>		
	Restoration of Natural Areas				
	Re-creation of Natural Areas				
	Control Exotic Species				
	Increase Biodiversity/Wildlife Habitat				
	Storm water Best Management Practices (bio-swales, rain gardens, permeable paving)				
	Improve Water Quality				
	Bank Stabilization				
	Sediment & Erosion Control				
	Integrated Pest Management Program (to reduce pesticide use w/in parks)				
	Alternative/Biological Pest Control Practices in lieu of traditional chemical solutions				
	Other: Please List				
	TOTAL NUMBER CHECKED	0			
		YES	NO	N/A	POINTS
3.	Does your agency actively apply for grants to fund natural resource best management practices? (1 point for each checked below, with a maximum of 5 points) Check all that apply			<input checked="" type="checkbox"/>	
	Restoration of Natural Areas				
	Re-creation of Natural Areas				
	Control Exotic Species				
	Increase Biodiversity/Wildlife Habitat				
	Storm water Best Management Practices (bio-swales, rain gardens, permeable paving)				
	Improve Water Quality				
	Bank Stabilization				
	Sediment & Erosion Control				
	Integrated Pest Management Program (to reduce the use of pesticides w/in parks)				
	Alternative/Biological Pest Control Practices in lieu of traditional chemical solutions				
	Other: Please List				
	TOTAL NUMBER CHECKED				
		YES	NO	N/A	POINTS
4.	Does your agency take precautions or protective measures during and after construction/development to protect soils in existing landscapes?			<input checked="" type="checkbox"/>	
		YES	NO	N/A	POINTS
5.	Does your agency use low environmental impact snow melt products (i.e. beet juice, calcium magnesium acetate)?			<input checked="" type="checkbox"/>	
	a. If you answered NO, does your agency modify application rates to limit/reduce the impact on surrounding areas?				
		YES	NO	N/A	POINTS
6.	Does your agency try to reduce the use of fertilizers and pesticides in parks by: (1 point for each checked below, with a maximum of 4 points) Check all that apply			<input checked="" type="checkbox"/>	
	Utilization of drought and disease resistant native plant species				
	Elimination of mowing in some areas				
	Reduction of the number of applications or using a single-application product				
	Use of Integrated Pest Management (IPM)				
	TOTAL NUMBER CHECKED				

PARKS & NATURAL RESOURCES MANAGEMENT CONT'D		YES	NO	N/A	POINTS
7.	Does your agency provide a no-mow buffer of native vegetation around water bodies to: (1 point for each checked below, with a maximum of 3 points) Check all that apply			✓	
	Reduce Erosion				
	Reduce Non-Point Source Pollution				
	Defer Canada Geese				
	TOTAL NUMBER CHECKED				
		YES	NO	N/A	POINTS
8.	Is landscaping around facilities designed with energy conservation in mind? (1 point for each checked below, with a maximum of 4 points) Check all that apply			✓	
	Windbreaks/buffers				
	Shade Trees Along Southern Exposures of Buildings				
	Shade Trees Around Paved Areas				
	Drought Tolerant Native Plants				
	TOTAL NUMBER CHECKED				
		YES	NO	N/A	POINTS
9.	Does your agency incorporate native plantings into the landscape at: (1 point for each checked below, with a maximum of 5 points) Check all that			✓	
	Administrative Offices				
	Recreational Building Facilities				
	Aquatic Facilities				
	Maintenance Facilities				
	Active Use Park Landscapes (i.e. sign beds, entry areas, parking lot islands, beds around playgrounds and shelters)				
	Golf Courses				
	TOTAL NUMBER CHECKED				
		YES	NO	N/A	POINTS
10.	Is your agency responsive to private landowner activities that impact your agency's natural resource best management practices? (1 point for each checked below, with a maximum of 3 points) Check all that apply.			✓	
	Encroachment				
	Illegal Dumping				
	Other: Please List				
	TOTAL NUMBER CHECKED				
		YES	NO	N/A	POINTS
11.	Does your agency properly dispose of any of the following per Material Safety Data Sheets (MSDS), manufacturer's labels or other authority's regulations? (1 point for each checked, with a maximum of 5 points) Check all that apply.	✓			
	Fertilizers			✓	
	Pesticides			✓	
	Excavated material				
	Construction material			✓	
	Other hazardous materials: Please List				
	TOTAL NUMBER CHECKED			3	
		YES	NO	N/A	POINTS
12.	Does your agency distribute/have available resources to explain natural resource best management practices?			✓	

TOTAL POINTS (for this section) of (possible)

PLANNING & OPEN SPACE PRESERVATION		YES	NO	N/A	POINTS
1.	Does your agency seek to acquire any of the following types of natural resource areas? (1 point for each checked below, with a maximum of 5 points) check all that apply			✓	
	Remnant Prairies				
	Wetlands				
	Rivers, Streams, Tributaries				
	Ponds/Lakes				
	Floodplains				
	Greenways/Corridors				
	Woodlands				
	Other: Please List				
	TOTAL NUMBER CHECKED				
		YES	NO	N/A	POINTS
2.	For the above natural resource areas checked, are they identified to be acquired for any of the following reasons? (1 point for each checked below, with a maximum of 5 points) check all that apply			✓	
	Protect/Provide Habitats				
	Increase Biodiversity				
	Improve Water Quality				
	Control Exotic Species				
	Erosion Control				
	Other: Please List				
	TOTAL NUMBER CHECKED				
		YES	NO	N/A	POINTS
3.	Does your agency include natural resource best management practices when developing plans for park property? (1 point for each checked below, w/ a maximum of 5 points) Check all that apply			✓	
	Restoration of Natural Areas				
	Re-creation of Natural Areas				
	Control Exotic Species				
	Increase Biodiversity/Wildlife Habitat				
	Native Landscaping				
	Storm water Best Management Practices (bio-swales, rain gardens, permeable paving)				
	Improve Water Quality				
	Bank Stabilization				
	Sediment & Erosion Control				
	Other: Please List				
	TOTAL NUMBER CHECKED				
		YES	NO	N/A	POINTS
4.	Does your agency actively apply for grants to fund natural resource best management practices and projects? (1 point for each checked below, with a maximum of 5 points) Check all that apply			✓	
	Restoration of Natural Areas				
	Re-creation of Natural Areas				
	Control Exotic Species				
	Increase Biodiversity/Wildlife Habitat				
	Native Landscaping				
	Storm water Best Management Practices (bio-swales, rain gardens, permeable paving)				
	Improve Water Quality				
	Bank Stabilization				
	Sediment & Erosion Control				
	Other: Please List				
	TOTAL NUMBER CHECKED				

PLANNING & OPEN SPACE PRESERVATION CONT'D		YES	NO	N/A	POINTS
5.	Does your agency provide access for the public to recreate in natural/preserved areas by means of (1 point for each checked below, with a maximum of 5 points) Check all that apply			✓	
	Boardwalks				
	Trails				
	Fishing Piers				
	Viewing Platforms				
	Canoe/kayak launches				
	Other: Please List				
	TOTAL NUMBER CHECKED				
		YES	NO	N/A	POINTS
6.	Does your agency increase public awareness of natural/preserved areas with; (1 point for each checked below, with a maximum of 5 points) Check all that apply			✓	
	Interpretive Signs				
	Educational Brochures/Pamphlets				
	Educational Posters				
	Agency Program Brochure				
	Website				
	Events/Programs				
	Public Meetings				
	Other: Please List				
	TOTAL NUMBER CHECKED				
		YES	NO	N/A	POINTS
7.	Does your agency create/maintain relationships with any of the following to ensure community-supported protection of open spaces: (1 point for each checked below, with a maximum of 4 points) Check all that apply			✓	
	Other Government Agencies				
	Not-for-Profit Organizations				
	Private Landowners				
	Other: Please List				
	TOTAL NUMBER CHECKED				
		YES	NO	N/A	POINTS
8.	Does your agency partner with organizations and/or local developers in order to provide information on living around natural resource areas or manmade detention/retention sites?			✓	
		YES	NO	N/A	POINTS
9.	Does your agency's planning and maintenance departments work together to incorporate natural resource best management practices into traditional park and building facility site plans?			✓	

TOTAL POINTS (for this section) of (possible)

PROGRAMMING		YES	NO	N/A	POINTS
1.	Does your agency own and operate a nature center?		<input checked="" type="checkbox"/>		0
	a. If you answered NO, does your agency provide on-going nature education or nature interpretive programming?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
2.	Does your agency partner to provide specific programming (e.g. Audubon Society, local garden clubs, Master Gardeners, conservation organizations, soil and water conservation districts, extension services, etc.)	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
3.	Does your agency provide programs regarding sustainable living (e.g. native or organic gardening, low environmental impact, composting, etc.)		<input checked="" type="checkbox"/>		0
		YES	NO	N/A	POINTS
4.	Does your agency proactively educate residents regarding wildlife issues on ways to avoid conflicts?		<input checked="" type="checkbox"/>		0
		YES	NO	N/A	POINTS
5.	Does your agency inform the community of sustainable landscape options that would help resolve issues? (i.e. algal blooms in ponds and excessive goose droppings on lawns)		<input checked="" type="checkbox"/>		0
		YES	NO	N/A	POINTS
6.	Do staff members consider any of the following "green" criteria when preparing for programs and purchasing program supplies? (1 point for each checked below, with a maximum of 5 points) Check all that apply.		<input checked="" type="checkbox"/>		
	Minimal Packaging				
	Recycled and Recyclable Content				
	Renewable Resource Content				
	Minimum 30% Post Consumer Materials				
	Low VOC Furnishings, Paints, etc.				
	Low Toxicity Cleaning Products				
	Locally Produced Materials/Products				
	Other: Please List				
	TOTAL NUMBER CHECKED				0
		YES	NO	N/A	POINTS
7.	Does your agency clearly communicate its expectation of waste reduction and recycling efforts for: (1 point for each checked below, with a maximum of 5 points) Check all that apply		<input checked="" type="checkbox"/>		
	Facility Rentals				
	Special Events				
	Program Participants				
	Contracted Vendors / Program Instructors				
	Other: Please List				
	TOTAL NUMBER CHECKED				0
PROGRAMMING CONT'D		YES	NO	N/A	POINTS
8.	Does your agency have and/or support a volunteer program to aid in the following? (1 point for each checked below, with a maximum of 3 points) Check all that apply.		<input checked="" type="checkbox"/>		
	Land Stewardship				
	Environmental Education				
	Other: Please List				
	TOTAL NUMBER CHECKED				0
		YES	NO	N/A	POINTS
9.	Are program staff provided training and encouragement from supervisors in energy and resource conservation (e.g. thermostat settings, lights, recycling, etc.)?		<input checked="" type="checkbox"/>		0

PROGRAMMING CONT'D		YES	NO	N/A	POINTS
10.	Does your agency actively fund: (1 point for each checked below, with a maximum of 3 points) Check all that apply		<input checked="" type="checkbox"/>		
	Environmental Programs				
	Interpretive Initiatives (i.e. signage, brochures, displays, etc.)				
	Other: Please List				
	TOTAL NUMBER CHECKED				0
		YES	NO	N/A	POINTS
11.	Does your agency apply for grants for: (1 point for each checked below, with a maximum of 3 points) Check all that apply		<input checked="" type="checkbox"/>		
	Environmental Programs				
	Interpretive Initiatives (signage, brochures, displays, etc.)				
	Other: Please List				
	TOTAL NUMBER CHECKED				0
		YES	NO	N/A	POINTS
12.	Does your agency clearly communicate its expectation of energy conservation programs for: (1 point for each checked below, with a maximum of 5 points) Check all that apply		<input checked="" type="checkbox"/>		
	Facility Rentals				
	Special Events				
	Program Participants / Facility Users				
	Contracted Vendors / Program Instructors				
	Other: Please List				
	TOTAL NUMBER CHECKED				0

TOTAL POINTS (for this section) 2 of 1 (possible)

GRAND TOTAL OF ALL THE SECTIONS COMBINED

48

TOTAL POSSIBLE POINTS

76

PERCENTAGE

63 %

GRAND TOTAL POINT REVIEW

90% - 100% Your agency is an environmental leader in the field and has reason to be proud.

70% - 90% Your agency is doing a very good job, and should keep up the good work. Look at those questions for which you answered NO, and develop strategies to address those.

50% - 70% Your agency is doing a good job, and certainly more than most public agencies. Look at those questions for which you answered NO, and develop a strategy to address those.

30% - 50% Your agency is doing OK, and should be proud of what it has accomplished, but still has much to work on.

30 or less Your agency has no where to go but up in terms of improving its environmental practices.

FINAL QUESTION – Does your agency have a representative on IPRA's Environmental Committee? YES or NO

Signature

Date

Board review and approval for Distinguished Park and Recreation Accreditation

Date

Morton Grove Park District Environmental Policy

The Morton Grove Park District has and will continue to be good stewards of the environment through conservation and sound environmental practices. The following policies and procedures have been implemented by this District. Not only do these procedures save Park District funds, they also contribute to a safer, healthier environment.

Table of Contents

	Page Number
Water Disposal/Recycling	1
Air, Water, Soil and Wildlife	2
Energy	2
Product Purchase	3
Chemical Use – Pesticides	4
Conservation	4
Construction Techniques	5
Environmental Awareness	5



Waste Disposal/Recycling

Whenever possible, The Morton Grove Park District will reduce waste in an environmentally conscious manner.

Waste Oil

- All used motor and hydraulic oil is collected and saved from park district vehicles, tractors, mowers and equipment. This oil is then picked up by a licensed recycling company to be reprocessed and used again.

Batteries

- Any non-useable lead acid batteries are returned to battery recyclers for proper disposal.
- All used alkaline batteries are saved for pick up by licensed recyclers.

Mulching

- Specialized mulching mowers are used for all turf maintenance. Mulch reduces evaporation from the soil surface, helps control weeds and keeps soil temperatures consistent. Mulch also protects sloping ground from soil erosion and stops crusting of wet soils as they dry out. This also eliminates the need for plastic bags and land fill space.
- All branches from tree trimming are saved for recycling and then chipped with the Park Districts wood chipper. These chips are then re-used as mulch around trees and shrubs to enhance appearance as well as to help retain soil moisture. This mulch also improves soil conditions for a healthy soil environment. When organic mulch breaks down, they provide essential nutrients necessary for plant growth. These tree branches, which are classified as yard waste will no longer take up valuable space in a land fill.

Paper Products

- Waste paper such as old event flyers, computer paper, office paper, news paper and magazines are reused for various recreational needs. Some of this paper is cut into scrap and used by office personnel. Other paper may be used by tot time or art classes.
- Any unused paper is recycled.
- Any cardboard boxes in good shape are kept to be re-used for storage. All unwanted cardboard is kept in a special recycle bin and recycled.

Recycle Cans

- Through the purchase of blue recycle cans, the Park District now recycles cans and bottles at multiple sites. These cans have been placed at some of our higher traffic parks and facilities. Staff empties these cans weekly and places them in a special recycle bin that is picked up by our disposal company for recycling.

Light Bulbs

- All light bulbs are to be recycled using a certified recycling agency.

Computers

- Any used computer equipment is sent to a computer recycler to either re-use for parts or to recycle its components.
- All ink toner cartridges are either returned to the store of purchase or directly to the manufacturer for recycling.

Compost

- Compost eliminates the need for plastic bags in the landfill as well as increasing landfill space from what would otherwise be considered yard waste.

Air, Water, Soil and Wildlife

- Reduce vehicle emissions through regular tune-ups and vehicle maintenance.
- Monitor and remove all asbestos.
- Retrofit all facilities with water conservation hardware.
- Develop a water conservation plan for the swimming pools.
- Investigate environmentally alternatives to toxic products such as cleaners, solvents, snow melt products, etc.
- Use drought resistant and native species for landscaping.
- Establish a comprehensive integrated pest management program for park grounds, including selection of plant species, preventive maintenance, early detection of problems, natural control methods and minimizing the use of pesticides.
- Incorporate environmental impact considerations in the design process of facilities and parks.

Energy

Whenever possible, The Morton Grove Park District will operate as efficiently as possible while being environmentally conscious of energy savings.

Energy Savings

- When planning for past and future lighting needs, consideration is given for utilizing energy efficient light fixtures. This not only reduces energy consumption, but also eliminates expenses.
- All staff is asked to turn off any un-needed electrical equipment at the end of each working day. Motion sensors are used in the activity rooms and offices.
- Lockable, programmable thermostats have been installed in all buildings to save energy.
- Security light timers at various sites are re-set to coincide with days becoming longer or shorter.
- All incandescent light bulbs have been replaced with compact fluorescent bulbs.
- All equipment requiring diesel for use as a fuel now use bio-diesel.
- All HVAC units are serviced regularly to increase efficiency and use the least amount of energy possible
- All fleet vehicles and equipment have regular maintenance tune-ups reducing vehicle emissions and fuel consumption.

Product Purchase

Whenever possible, The Park District will attempt to be environmentally conscious while purchasing products for daily needs.

Bulk Products

- The District purchases most liquids in bulk saving on individual containers. Examples of this include cleaning supplies and fleet liquids such as motor and hydraulic oils.
- Rock Salt used in the winter for parking lots is purchased by the ton thereby eliminating the use of plastic bags.

Environmentally Friendly

- The use of environmentally friendly products is encouraged whenever feasible. Many of the cleaning products purchased by the district are bio degradable.
- Green label fluorescent light bulbs replace older style hazardous bulbs.
- The use of Styrofoam in concessions stands has been eliminated. Paper is preferred due to its renewable properties
- Wherever possible, the district recommends the purchase of recycled products versus new products.
- All ink toner cartridges are turned in for recycling.

Chemical Use - Pesticides

License

- Proper and safe use of pesticides by licensed personnel, whether Park District or commercial services for landscape applications.
- Chemicals will only be applied when problems have been correctly diagnosed.
- By proper application techniques, and a good integrated pest management program, the environment is protected from overexposure to unnecessary chemicals.
- When at all possible, chemicals will be chosen with the lowest toxicity level to reduce any threat of contamination to employees, the public, or the environment.

Application

- Any indoor chemical application will be minimal and patrons and staff will always be considered before such an application.

Conservation

Tree Planting

- The District will continue with tree and shrub planting projects for all park sites in an ongoing basis. These plants provide shade, beauty, wind breaks, color and habitat for wildlife; they are a means to modify park appearance as well as providing oxygen to the environment.
- Many trees have the ability to turn some pollutants into fresh air.

Open Spaces Planning & Preservation

- Agreed upon park site areas will be kept un-mowed and returned to a natural state for the purpose of wild growth and habitat for wildlife. One great example is the Prairie Nature Preserve at PVCC.
- Protect and restore the Prairie Nature Preserve³ and other grasslands, woodlands and wetlands.
- To Promote, acquire, preserve and manage open space areas, including greenways and trails.
- These open spaces also reduce the labor and maintenance costs on equipment as well as to save on fuel costs and emissions.

Construction Techniques

Construction Techniques that could result in savings on energy and product use will be considered by staff and professional designers. This would make a building more energy efficient as well as to lower fuel costs.

PVCC

- Hand dryers were installed in all bathrooms to eliminate the need for paper products.
- Sky lights were installed to save on electricity and provide more natural light.
- Large windows installed around the Fitness Club eliminates the need for lights to be on most days.

Parks Department Maintenance Building

- Motion detectors were installed and staff are instructed to turn off lights manually when in the building.

Parks, Field Houses and Pools

- Timers automatically turn athletic field lights on and off at specific times.

Club Fitness

- All lighting has been retrofitted with new energy efficient fixtures.

All Buildings

- All buildings are equipped with timers or photocells for security lights. This ensures that electricity is not wasted when lighting is not needed.

Environmental Awareness

MSDS

- Staff is properly trained in the handling, use, storage and disposal of hazardous materials. All staff is trained to know about Material Safety Data Sheets per the Illinois employee right to know act.

District Web Site

- Our recycling efforts are listed on our website at www.mortongroveparks.com under the "Go Green" section.

CLOSED SESSION POLICY UPDATE

	<p>The Board of Commissioners performs a valuable and necessary service in providing a sound Park District. The members of the Board provide this service without monetary compensation. In recognition of this service, active Commissioners and the immediate family members residing in the household, are permitted to register for Park District programs and facilities (space permitting). Commissioners are required to pay any direct cost incurred by the Park District. The Commissioner must present the completed registration materials to the Executive Director or the person so designated to accept Commissioner registrations.</p>
4.16	<p><u>Quality Employees</u></p>
	<p>The Board recognizes that the Park District competes with private as well as other public agencies for quality employees. Thus, it is imperative that the Board encourage the Executive Director to maintain, within reasonable financial constraints, a policy of providing a suitable salary and benefits program for the employees of the District, subject to approval of the Board.</p>
5.0	<p><u>Meetings</u></p>
5.1	<p><u>Open Meetings</u></p>
	<p>All regular, special, and continued and committee meetings shall be open to the public except when an executive session may be called. Adjournment of a regular or special meeting to a later date may be duly taken by Board action. At such adjourned meetings, all business may be regularly transacted which would have been proper in the meeting from which adjournment was taken.</p>
5.2	<p><u>Executive Session</u></p>
	<p>The Board may call an Executive Session at such time and place as may be required for authorized purposes as described in the Illinois Open Meetings Act. Refer to Ordinance #O-06-14 (attached) establishing procedures for the recording and disposal of closed session minutes.</p>
5.3	<p><u>Effective Meetings</u></p>
	<p>The Board shall retain from lengthy discussion of the items which come before it at a regular Board meeting. These detained discussions shall properly take place at the committee meetings as described in Section 7. Thus, all of the Commissioners are encouraged to attend all of the committee meetings so that they are sufficiently informed about an issue before voting on it at the Board meeting. The regular Board meeting should be for discussions on final action only. This makes the Board meetings more efficient and more productive. Concerns of the public which are brought to the Board's attention will be considered at the appropriate committee meeting.</p>
5.4	<p><u>Regular Monthly Meetings</u></p>
	<p>The regular meeting of the Board will be held on the third Wednesday of the month at 6:30 p.m. (time to be established at the regular May Board meeting) in the Prairie View Community Center, 6834 Dempster Street. The Board may conduct meetings at other times and places as it determines necessary. Notice of such meetings shall be made in accordance with the Illinois Open Meetings Act.</p>

ORDINANCE #O-06-14

**AN ORDINANCE ESTABLISHING PROCEDURES
FOR THE RECORDING OF CLOSED SESSIONS
AND REVIEW OF CLOSED SESSION MINUTES
FOR MORTON GROVE PARK DISTRICT,
COOK COUNTY, ILLINOIS**

WHEREAS, the Morton Grove Park District is an Illinois unit of local government operating under the laws of the State of Illinois; and

WHEREAS, Section 2.06 of the Open Meetings Act, 5 ILCS 120/2.06, requires public entities to audio or video record their closed or executive session meetings; and also requires public entities to review closed session minutes no less frequently than semi-annually; and

WHEREAS, the Illinois General Assembly enacted such legislation to have a mechanism by which to review whether Illinois public entities have violated the provisions of the Illinois Open Meetings Act while conducting their closed sessions; and

WHEREAS, the Board of Commissioners of Morton Grove Park District seeks to update the procedures by which the Park District complies with the provisions of the law.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE MORTON GROVE PARK DISTRICT, COOK COUNTY, ILLINOIS, as follows:

SECTION 1: Recording Closed Sessions: Morton Grove Park District shall keep a verbatim record of all Closed Session meetings (also referred to as executive session meetings) of the Board of Commissioners or any subsidiary "public body" as defined by the Illinois Open Meetings Act, 5 ILCS 120/1. The verbatim record shall be in the form of an audio or video recording as determined by the Board of Commissioners.

SECTION 2: Responsibility for Recording Closed Sessions and Maintaining Recordings: The Board Secretary or his/her designee shall be responsible for arranging for the recording of such closed sessions. In the absence of the Board Secretary or his/her designee, the Executive Director will arrange for the audio or video recording of the closed session of the Board of Commissioners. Each subsidiary public body of the Park District shall designate an individual who will be responsible for the recording of any and all closed sessions of the subsidiary body and for providing the Board Secretary with a copy of such recording. The Board Secretary, or his/her designee, shall securely maintain the verbatim recordings of all closed sessions of the Board of Commissioners and all subsidiary public bodies of the Park District.

SECTION 3: Closed Session Minutes: In addition to the recordings of the closed session as addressed in this Ordinance, the Park District will keep minutes of all closed meetings in accordance with the requirements of the Open Meetings Act, 5 ILCS 120/2.06. In accordance with that section of the Act, the Board, Board committees, and subsidiary bodies will meet in closed session no less frequently than semi-annually to review the minutes of all closed meetings. At such meetings, a determination shall be made, and reported in open session that (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. With respect to minutes of the Board, the Executive Director shall, with advice from Legal Counsel, review those minutes (or portions thereof) that have not been released to the public to determine whether any sufficient basis exists for continuing to withhold the minutes from release and the Executive Director shall make a recommendation to the Board of Commissioners concerning whether to release or withhold those minutes. The determination of the Board shall be recorded in the minutes of the open meeting.

SECTION 4: Procedure for Recording. At the beginning of each closed session, those present shall identify themselves by voice for the audio recording. If the meeting is videotaped, those present shall individually appear on camera and identify themselves by voice at the beginning of the closed session. The meeting Chair shall also announce the times the closed session commences and ends at the appropriate points on the recording.

SECTION 5: Back-Up Equipment/Procedure for Equipment Malfunction. The Park District will maintain sufficient tapes, batteries and equipment for the Park District to comply with this Ordinance. The Board Secretary or his/her designee will periodically check the equipment to confirm that it is functioning. In the event that anyone present at a closed session determines that the equipment is not functioning properly, the closed session will be temporarily suspended to attempt to correct any malfunction. In the event that an equipment malfunction cannot be corrected immediately, the closed session will terminate until such time as time as the closed session may proceed with a functioning recording device.

SECTION 6: Maintenance and Public Release of Recordings and Access to Tapes. The audio or video tape recordings of closed sessions shall be maintained for 18 months after the closed session and shall not be released to the public unless such release is required by a court order or specifically authorized for release by a vote of the Board of Commissioners. Members of the Board may listen to the closed session recordings in the presence of the Board Secretary or his/her designee. Copies of such tapes will not be made or provided to anyone unless specifically authorized by vote of the Board.

SECTION 7: Procedure for Destruction of Recordings. The Board Secretary or his/her designee is hereby authorized to destroy the particular audio and video recordings of those closed sessions for which:

- A.** The Board of Commissioners has approved the minutes of the closed sessions as to accurate content, regardless of whether the minutes have been released for public review; and
- B.** More than 18 months have elapsed since the date of the closed session; and
- C.** There is no court order requiring the preservation of such recording; and
- D.** The Board of Commissioners has not passed a motion requiring the preservation of the verbatim recording of that meeting.

SECTION 8: If any section, paragraph, clause, or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any of the other provisions of this Ordinance.

SECTION 9: All Ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 10: This Ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

ADOPTED this 16th day of July, 2014.

AYES: Commissioners Ashta, Fergus, Zec and Burdi

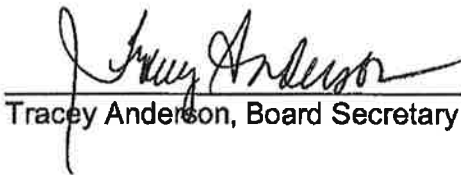
NAYS: None

ABSENT: Commissioner Coursey



Dominick Burdi, President

ATTEST:



Tracey Anderson, Board Secretary

**MORTON GROVE PARK DISTRICT
CODE OF ETHICS
Ordinance #O-2-15**

Section 1. Code of Ethics--Declaration of policy and purpose.

- A. The proper operation of democratic government requires that public officials and employees be independent, impartial and responsive to the people they serve; government decisions and policy be made in the proper channels of the governmental structure; public office not be used for personal gain or to advance the interests of family or relatives; and the public have confidence in the integrity of its government. In recognition of such goals, there is established a code of ethics for all Park District public officials, whether elected or appointed, paid or unpaid, and for Park District employees. The purposes of this Code of Ethics is to establish ethical standards of conduct for all such public officials and public employees by setting forth the acts or actions which are incompatible with the best interests of the Park District and its inhabitants and by requiring disclosure by public officials and public employees of private financial or other interests in matters affecting the Park District.

- B. This Code is founded upon the principle that no individual shall receive any impermissible financial or other gain by reason of their serving as a public official or public employee of the Park District, and that no private person or taxpayer, including public officials or public employees, or their family members, should receive any benefits from Park District action beyond that which is available to any other private person or taxpayer due to their relation to or as a result of privileged information or support provided by any public official or public employee.

- C. It is the legislative intent of the Board of Park Commissioners for this policy to be liberally construed to accomplish the purposes herein expressed to the greatest extent permitted by law.

Section 2. Definitions.

The following words, terms and phrases, when used in this Code of Ethics, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Business entity means any business, proprietorship, firm, partnership, person in a representative or fiduciary capacity, association, venture, trust or corporation.

Campaign for elective office means any activity in furtherance of an effort to influence the selection, nomination, election, or appointment of any individual to any federal, state, or local public office or office in a political organization, or the selection, nomination, or election of Presidential or Vice-Presidential electors, but does not include activities:

1. Relating to the support or opposition of any executive, legislative, or administrative action,
2. Relating to collective bargaining, or
3. That are otherwise in furtherance of the person's official duties.

Candidate means a person who has filed nominating papers or petitions for nomination or election to an elected office, or who has been appointed to fill a vacancy in nomination, and who remains eligible for placement on the ballot at a regular election, as defined in 10 ILCS 5/1-3.

Collective bargaining has the same meaning as that term is defined in the Illinois Public Labor Relations Act, 5 ILCS 315/3.

Compensated time means, with respect to an employee, any time worked by or credited to the employee that counts toward any minimum work time requirement imposed as a condition of his or her employment, but for purposes of this chapter, does not include any designated holidays, vacation periods, personal time, compensatory time off or any period when the employee is on a leave of absence. With respect to officers or public employees whose hours are not fixed, "compensated time" includes any period of time when the officer is on premises under the control of the employer and any other time when the officer or employee is executing his or her official duties, regardless of location.

Compensatory time off means authorized time off earned by or awarded to an employee to compensate in whole or in part for time worked in excess of the minimum work time required of that employee as a condition of his or her employment.

Contribution has the same meaning as that term is defined in 10 ILCS 5/9-1.4.

Doing business means engaging in an activity for profit or gain, or that requires a license or permit by an agency.

Employer means the Morton Grove Park District.

Family member means a spouse, children and grandchildren, and their spouses, parents and the parents of a spouse, and brothers and sisters and their spouses. All relations which arise by action of law or marriage shall be included within the meaning of Family Member, including step relatives, adoptees and half siblings. For the purpose of this Chapter the word spouse shall include a life partner.

Gift means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of an officer or employee given without consideration or expectation of return.

Interest means any material direct or indirect benefit accruing to a public official or employee, or their family members, whether in the public official's or employee's own name, or the name of any person, from which the official or employee is entitled to receive any financial benefit as a result of a contract or transaction which is or which is known will become the subject of an official act or action by or with the Park District, except for such contracts or transactions which, by their terms and the substance of their provisions, confer the opportunity and right to realize the accrual of similar benefits to all other citizens of the Park District. Notwithstanding anything to the contrary, any interest permitted or prohibited under 50 ILCS 105/3 shall be permitted or prohibited under the same circumstances and conditions as therein set forth.

Interest in real property

Includes, but is not limited to, the following:

1. Legal or equitable title;
2. A beneficial interest in any trust, including a land trust;
3. Any assignment of any interest from a beneficiary or any other party of an interest;
4. A power to direct conveyance;
5. A right to receive rents or proceeds from property;
6. The obligation to pay rent;
7. A lien;
8. A tax sale certificate;
9. An option; or
10. Any other financial interest, real or personal, direct or indirect, in such property, including status as a nominee or undisclosed principal.

Intergovernmental gift means any gift given to a public official or public employee by a public official or public employee of another governmental entity.

Intragovernmental gift means any gift give to a public official or public employee from another public official or public employee of the same governmental entity.

Leave of absence means any period during which an employee does not receive:

1. Compensation for employment, and
2. Service credit towards pension

Lobbyist benefits. means any person:

1. Who, for compensation or on behalf of any person other than himself, undertakes to influence any legislative or administrative action; or
2. Any part of whose duties as an employee of another includes undertaking to influence any legislative or administrative action.

Official act or action means any legislative, administrative, appointive or discretionary act of any public official or public employee of the Park District, or any agency, board, committee or commission thereof.

Person means any individual, ently, corporation, proprietorship, partnership, joint venture, firm, association, trade union, syndicate, committee, trust, estate or group, as well as any parent or subsidiary of any of such entities, whether or not operated for profit, doing business with or participating in a transaction with or before the Park District or any commission or agency thereof.

Political activity means any activity in support of or in connection with any campaign for elective office or any political organization, but does not include activities:

1. Relating to the support or opposition of any executive, legislative, or administrative action;
2. Relating to collective bargaining; or
3. That are otherwise in furtherance of the person's official duties.

Political organization

means a party, committee, association, fund, or other organization (whether or not incorporated) that is required to file a statement of organization with the State Board of Elections or a county clerk under Section 9-3 of the Election Code, 10 ILCS 5/9-3, but only with regard to those activities that require filing with the State Board of Elections or a county clerk.

Prohibited political activity

means:

1. Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event;
2. Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event;
3. Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution;
4. Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question;
5. Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question;
6. Assisting at the polls on election day on behalf of any political organization or candidate for elective office or for or against any referendum question;
7. Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls;
8. Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question;

9. elective office in that capacity or in connection with a campaign for elective office;
10. Preparing or reviewing responses to candidate questionnaires;
11. Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question;
12. Campaigning for any elective office or for or against any referendum question;
13. Managing or working on a campaign for elective office or for or against any referendum question;
14. Serving as a delegate, alternate, or proxy to a political party convention; or
15. Participating in any recount or challenge to the outcome of any election.

Public employee means (i) any person employed full-time, part-time, or pursuant to a contract and whose employment duties are subject to the direction and control of an employer with regard to the material details of how the work is to be performed.

Acts of any family member of a public official or public employee, when done with the knowledge and express, implied or tacit consent of the public official or public employee, shall be deemed to be acts of such official or public employee for purposes of applying the prohibitions and restrictions of this Code of Ethics.

Public official means any person elected or appointed to the Park District Board or persons appointed to any other Park District board.

Transaction means any matter upon which a public official or public employee performs an official act or action including, but not limited to, contracts, work or business with the Park District, the sale or purchase of real estate by the Park District and any requests for zoning amendments, variations, planned development approval or special permits pending before the Park District.

Section 3. Conflict of interest.

- A. No public official or public employee shall perform or participate in an official act or action with regard to a transaction in which he has or knows he will thereafter acquire an interest for profit, without full public disclosure of such interest.
- B. Whenever the performance of an official act or action of a public official or public employee shall include deliberation, voting or the rendering of a decision on his part on any matter in which he has or knows he may acquire an interest, he shall publicly disclose the nature and extent of such interest and disqualify himself from participating in the deliberation and the decision-making process, as well as in the voting. In order to avoid the appearance of impropriety, the public official or public employee who has disqualified himself from participation under this subsection shall not be present in the same room during which the decision-making process, the deliberations or voting on the issue may occur.
- C. No public official or public employee, or family member of a public official or public employee, or paid consultant of the Park District shall represent any person in any action or proceeding against the interests of the Park District in any litigation in which the Park District is a party.
- D. Any contract entered into or other official action of the Park District Board, a committee or other subdivision thereof, or of any Park District department, agency, board, commission or other body, applied for or in any other manner sought, obtained or undertaken in violation of any of the provisions of this Code of Ethics shall be void, invalid and without any force or effect whatsoever.
- E. No public official or public employee, or family member of a public official or public employee, or paid consultant of the Park District shall appear on behalf of or represent any person or organization at any proceeding before any board or commission of the Park District, except on behalf of himself or a member of his household, or on behalf of an eleemosynary organization, when the expenditure of Park District funds are not an issue.

Section 4. Gift ban.

- A. Except as permitted in subsection (b), no public official or public employee, as the case may be, and no family member, shall solicit or accept any gift from any person.
- B. Subsection (a) is not applicable to the following exceptions which are mutually exclusive and independent of every other exception:
 - 1. An award publicly presented in recognition of public service;
 - 2. Commercially reasonable loans made in the ordinary course of the lender's business;
 - 3. Complimentary copies of trade publications;
 - 4. Holiday greeting cards;

5. Opportunities, benefits, and services that are available on the same conditions as for the general public;
6. Anything for which the public official or public employee or family member pays the fair market value;
7. Any (i) contribution that is lawfully made under the Election Code or (ii) activities associated with a fundraising event in support of a political organization or candidate;
8. Educational materials;
9. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, party to a civil union, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse or partner in a civil union and the individual's fiancé or fiancée;
10. Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as:
 - a. The history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals;
 - b. Whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and
 - c. Whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other public officials or public employees or family members;
11. Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of a public official or public employee), if the benefits have not been offered or enhanced because of the official position or employment of the public official or public employee, and are customarily provided to others in similar circumstances;

12. Intra-governmental and inter-governmental gifts;
 13. Bequests, inheritances, and other transfers at death; or
 14. Reasonable hosting, and food or refreshments not exceeding \$75.00 per person in value on a single calendar day, furnished to the public official or public employee in connection with official Park District business, if furnished by the sponsor of the event relating to the official Park District business and the hosting, and food or refreshments are consumed on the premises from which they were purchased, prepared, or catered.
 15. Any item or items from any one person during any calendar year having a cumulative total value of less than \$100.
- C. The foregoing regulations in this Section are intended to be no less restrictive than the State Gift Ban Act (5 ILCS 430/10-10, et seq.) and represent the rules required to be adopted thereby, 5 ILCS 430/70-5.
- D. If the State supreme court declares the State Gift Ban Act (5 ILCS 430/10-10, et seq.) unconstitutional in its entirety, then this section shall be repealed as of the date that the supreme court's decision becomes final and not subject to any further appeals or rehearings. This section shall be deemed repealed without further action by the corporate authorities of the Park District if the Act is found unconstitutional by the State Supreme Court.
- If the State supreme court declares part of the act (5 ILCS 430/10-10, et seq.) unconstitutional, but upholds the constitutionality of the remainder of the act or does not address the remainder of the act, then the remainder of the act as adopted by this section shall remain in full force and effect; however, the part of this section relating to the part of the act found unconstitutional shall be deemed repealed without further action by the corporate authorities of the Park District.
- E. Any mandatory amendment to the State Gift Ban Act (5 ILCS 430/10-10 et seq.) that becomes effective after the passage of the ordinance(s) from which this Code of Ethics is derived shall be incorporated into this Code of Ethics by reference and shall be applicable to the solicitation and acceptance of gifts. However, any amendment that makes its provisions optional for adoption by park districts shall be incorporated into this Code of Ethics by reference only after formal action by the corporate authorities of the Park District.

Section 5. Disclosure of information.

No public official or employee, with respect to any transaction which is or which is reasonably expected to become the subject of an official act or action, shall, without proper legal authorization, disclose confidential information concerning the property, government or affairs of the Park District or use such information to advance the interest of such public official or employee, or his family members.

Section 6. Private use of public property.

No public official or employee shall request or permit the use of Park District-owned vehicles, equipment, materials or property for personal use or convenience except as allowed by administrative order of the Park District administrator or to the extent the same opportunity is available to other residents of the Park District.

Section 7. Special consideration, treatment or advantage of others.

No public official or public employee shall grant any special consideration, treatment or advantage to any person or business entity beyond that which is available to every other citizen.

Section 8. Prohibited political activities.

- A. No officer or employee shall intentionally perform any prohibited political activity during any compensated time. No officer or employee shall intentionally use any property or resources of the Park District in connection with any prohibited political activity.
- B. At no time shall any officer or employee intentionally require any other officer or employee to perform any prohibited political activity:
 - 1. as part of that officer's or employee's duties,
 - 2. as a condition of employment, or
 - 3. during any compensated time off (such as holidays, vacation or personal time off).
- C. No officer or employee shall be required at any time to participate in any prohibited political activity in consideration for that officer or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any officer or employee be awarded additional compensation or any benefit in consideration for his or her participation in any prohibited political activity.
- D. Nothing in this section prohibits activities that are permissible for an officer or employee to engage in as part of his or her official duties, or activities that are undertaken by an officer or employee on a voluntary basis which are not prohibited by this section.
- E. The foregoing regulations in this Section are intended to be no less restrictive than the Section 5-15 of the State Ethics Act (5 ILCS 430/5-15) and represent the rules required to be adopted thereby, 5 ILCS 430/70-5.
- F. If the State supreme court declares the Section 5-15 of the State Ethics Act (5 ILCS 430/5-15) unconstitutional in its entirety, then this section shall be repealed as of the date that the supreme court's decision becomes final and not subject to any further appeals or rehearings. This section shall be deemed repealed without further action by the corporate authorities of the Park District if the act is found unconstitutional by the State Supreme Court.

If the State supreme court declares part of the act (5 ILCS 430/5-15) unconstitutional, but upholds the constitutionality of the remainder of the act or does not address the remainder of the act, then the remainder of the act as adopted by this section shall remain in full force and effect; however, the part of this section relating to the part of the act found unconstitutional shall be deemed repealed without further action by the corporate authorities of the Park District.

- G. Any mandatory amendment to the Section 5-15 of the State Ethics Act (5 ILCS 43015-15) that becomes effective after the passage of the ordinance(s) from which this Code of Ethics is derived shall be incorporated into this Code of Ethics by reference and shall be applicable to the solicitation and acceptance of gifts. However, any amendment that makes its provisions optional for adoption by park districts shall be incorporated into this Code of Ethics by reference only after formal action by the corporate authorities of the Park District.

Section 9. Whistleblower protection.

- A. No public official, employee or agency shall discharge, threaten or otherwise discriminate against a complainant, or public official or employee acting on behalf of a complainant, regarding compensation, terms, conditions, location or privileges of employment because:
1. The complainant, or public official or employee acting on behalf of the complainant, reports or is about to report, verbally or in writing, a violation or a suspected violation of this Code of Ethics; or
 2. A complainant, or public official or employee acting on behalf of the complainant, is requested to participate in an investigation, hearing or inquiry, or any related court action.
- B. This section shall not apply to a complainant, or public official or employee acting on behalf of a complainant, who knowingly makes a false report.

Section 10. Disclosure of interest.

Any public official or employee who has, or whose family members have, an interest in a transaction which is the subject of an official act or action shall disclose on the record of the board or commission which performs such official act or to the Park District administrator, in the case of public employees, the nature and extent of such interest. Nothing herein shall be construed to permit the Park District, any public official or employee to participate in any transaction or do business with the Park District following such disclosure if it is otherwise prohibited by law.

Section 11, Annual disclosure statements.

All public officials and public employees required to file a disclosure of economic interests with the county clerk in conformance with the Illinois Governmental Ethics Act shall file a statement of economic interests with the Park District clerk before entering upon the duties of office or employment and annually thereafter at the same time that the public official is required to file a

disclosure of economic interests with the county clerk, or at such time as may otherwise be established by the Park District clerk.

Section 12. Incompatible employment.

No public official or public employee, or family member of such public official or public employee, shall engage in private employment with, or render services for, any private person who has business transactions with the Park District unless such public official shall first make full public disclosure of the nature and extent of such employment or services.

Section 13. Accounting for benefits obtained in violation of article.

Any current or former public official or employee shall, upon demand of the Park District administrator, account for all benefits accruing to such public official or employee as a result of any violation of this Code of Ethics.

Section 14. Ethics Advisor.

- A. The Board President, with the advice and consent of the Board of Park Commissioners, shall designate an Ethics Advisor for the Park District. The duties of the Ethics Advisor may be delegated to an officer, employee or agent of the Park District.
- B. The Ethics Advisor shall provide guidance to the officers and public employees of the Park District concerning the interpretation of and compliance with the provisions of this Code of Ethics and State ethics laws. The Ethics Advisor shall perform such other duties as may be delegated by the Park District Board.

Section 15. Complaints.

All complaints for violations of this Code of Ethics shall be processed and adjudicated in the same manner as like crimes, offenses and ordinance violations, as may be applicable.

Section 16. Severability.

If any provision of this Code of Ethics or application thereof to any person or circumstance is held unconstitutional or otherwise invalid, such invalidity does not affect other provisions or applications of this Code of Ethics which can be given effect without the invalid application or provisions, and, to this end, each such invalid provision or invalid application of this Code of Ethics is severable, unless otherwise provided by this Code. It is hereby declared to be the legislative intent of the Park District that this Code of Ethics would have been adopted had any such unconstitutional or otherwise invalid provision or application not been included.

Section 17. Violations; penalties.

- A. A person who is found guilty of intentionally violating any provision of Section 8 (Prohibited Political Activities) of this chapter shall be guilty of a Class A misdemeanor.
- B. A person who is found guilty of intentionally violating any provision of Section 4 (Gift Ban) shall be guilty of a business offense and may be fined of at least \$1,000 and up to \$5,000.00.

- C. Any person who is found guilty of intentionally making a false report alleging a violation of any provision of this chapter to the local enforcement authorities, the State's attorney or any other law enforcement official shall be guilty of a Class A misdemeanor.
- D. A violation of Section 4 shall be prosecuted as a quasi-criminal offense by the Park District attorney.
- E. In addition to any other penalty that may be applicable hereunder, a public official who is found guilty by a court of competent jurisdiction of violating any provision of Section 4, Section 8, or subsection (c) herein, after a due process hearing before the Park District Board, may be subject to discipline, or removal from office as otherwise may be authorized by law.
- F. In addition to any other penalty that may be applicable hereunder, a public employee who is found guilty by a court of competent jurisdiction of violating any provision of Sections 4, Section 8, or subsection (c) herein, may be subject to discipline and/or dismissal as may otherwise be determined by the Park District administrator.
- G. The penalties provided in subsections (A) through (F) are not exclusive and are in addition to any other regulations relating to public official or public employee sanctions or disciplinary procedures as may otherwise be authorized in the Park District Code for violation of the Code of Ethics or analogous statutory provisions.

**MORTON GROVE PARK DISTRICT
6834 Dempster
Morton Grove, IL 60053**

Ordinance No.O-2-15

ADOPTION OF CODE OF ETHICS

WHEREAS, the Morton Grove Park District is a unit of local government as established and empowered under the Illinois Park District Code, 70 ILCS 1205/1 et seq.; and

WHEREAS, the ethical conduct of Morton Grove Park District officials and employees is governed by certain laws, including, but not limited to the State Officials and Ethics Act, the Gift Ban Act, the Public Officer Prohibited Activities Act, the Illinois Public Labor Relations Act, and the Illinois Whistleblower Act; and

WHEREAS, the Morton Grove Park District Board of Park Commissioners finds it necessary and in the best interest of the Park District and its residents to establish a Code of Ethics in accordance with the requirements established by Illinois law;

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

Section 1. The Board does hereby establish, authorize, and adopt the Code of Ethics attached hereto governing the conduct of its public officials and employees.

Section 2. All existing ordinances, resolutions, and motions in conflict with said Code of Ethics are hereby repealed, including Ordinance #2004-3, an Ordinance Regulating the Political Activities of and the Solicitation and Acceptance of Gifts by the Officers and Employees of the Morton Grove Park District, adopted on May 20, 2004.

Section 3.

This Ordinance shall become effective upon its passage.

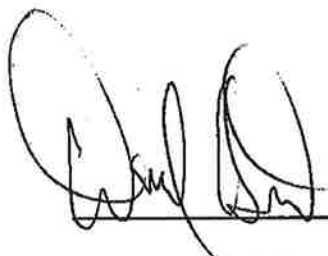
Adopted this 18th day of March 2015.

AYES: Commissioners: Fergus, Coursey, Zec and Burdi

NAYS: Commissioner Ashta

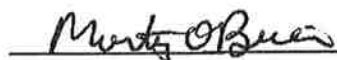
ABSTAIN: None

ABSENT: None



Dominick Burdi, President

ATTEST:



Marty O'Brien, Board Secretary



Morton Grove
Park District

Memorandum

To: Board of Park Commissioners
From: Jeffrey Wait, Executive Director
Date: August 3, 2016
Regarding: First Amendment Policy

Issue:

The adoption of a First Amendment Policy for the Park District.

Discussion:

The Park District has a General Use Regulation that states “politicking” cannot be done on Park District property. See Attachment B for a copy of the rules. When discussing this year’s Farmers Market agreement, one of their managers wanted clarification on the rule. They were told to follow the rule.

Uncomfortable with a total ban, the Market said they would request anyone “politicking” to stay on the Village side of the market, in one of three “Free Speech Zones.” The Manager said these Free Speech Zones are utilized by other markets. Since they said it was on Village property, the Park District took no position on the zones. After discussing another issue with the Market recently, it was discovered the Free Speech Zones are not on Village property but are on Park District property. The Park District’s attorney was contacted immediately for advice.

To provide individuals with free speech abilities without substantially interfering with the opportunities of other individuals to participate in services offered by the Park District, Attachment A was drafted by Ancel/Glink.

Park Board Action:

For the Board of Park Commissioners to adopt the attached First Amendment Policy to be included in the Section 17, Chapter VI of the General Use Regulations of Personal Conduct & Behavior.

MEMORANDUM

To: Jeff Wait, Executive Director
CC:
From: James D. Rock
Subject: First Amendment Policy
Date: July 25, 2016

I. Introduction

You asked us for advice regarding the regulation of speech activities on Park District property. Our analysis of current law and options available to the Park District follow.

II. Discussion

The public's right to engage in free speech on Park District property is governed by a "forum analysis." Each area of Park District property may be considered a different kind of forum. "Traditional" or "designated" public forums, like public parks, are made open to free expression by tradition or declaration, and the Park District may only impose reasonable time, place and manner restrictions on speech that are necessary and narrowly-tailored to a compelling government interest. *Perry Educ. Ass'n v. Perry Local Educators' Ass'n*, 460 U.S. 37, 45 (1983).

The government may also create a "limited" public forum for a limited purpose, such as use by certain groups, or for the discussion of certain subjects. *Id.* at 46 n.7. In other words, the government may engage in reasonable and viewpoint-neutral content-based discrimination to define the "limited" range of subjects to be discussed in the forum and to preserve those limits once established. For example, a unit of government may enforce reasonable meeting room rules excluding First Amendment activities that substantially interfere with the opportunity of other individuals to participate in services offered by the government. *Widmar v. Vincent*, 454 U.S. 263, 277, 102 S. Ct. 269, 278, 70 L. Ed. 2d 440 (1981).

While courts will usually apply strict scrutiny to content-based regulations, restrictions governing access to a limited public forum are permitted so long as they are viewpoint

July 25, 2016

Page 2

neutral and reasonable in light of the purpose served by the forum. *Faith Ctr. Church Evangelistic Ministries v. Glover*, 480 F.3d 891, 908 (9th Cir. 2007) abrogated on other grounds by *Winter v. Natural Res. Def. Council, Inc.*, 555 U.S. 7, 129 S. Ct. 365, 172 L. Ed. 2d 249 (9th Cir. 2008). For example, in *Faith Center*, the Ninth Circuit found that a library meeting room was a limited public forum and that the library's prohibition on religious services was reasonable in light of the forum's purpose, to allow specified kinds of expressive activity that do not interfere with the primary function of the library. The exclusion of religious services did not amount to viewpoint discrimination because the library did not exclude a perspective on an allowable topic.

It should be noted, however, that the First Amendment only restricts government regulation of private speech, and not the regulation of government speech. *Pleasant Grove City, Utah v. Summum*, 129 S.Ct. 1125, 1131 (2009). Under the Government Speech Doctrine, a government entity has the right to "speak for itself" and select the views it wants to express. *Id.*

III. Additional Considerations

I have attached a draft policy, which has been enacted by several other Ancel Glink clients. If the Board decides to adopt the policy, the numbering will need to be revised to correspond to the District's numbering system.

I have also attached, for comparison and to aid in the discussions, a copy of the Special Use – First Amendment information that the National Park Service publishes on its website. As you will see, that policy is similar, but not identical, to the park district policy.

IV. Conclusion

In conclusion, please review the sample policy included with this memorandum, and let us know how we can further assist the Park District in defining the activities allowed on Park District property and the process for governing those activities.

ATTACHMENT A

Chapter VI – Regulation of Personal Conduct and Behavior

Section 17 - Charitable, Religious, Political, or Nonprofit Activities:

- a. For purposes of this section, charitable, religious, political, or nonprofit activities shall include, without limitation, an exclusively in a First Amendment Location, the solicitation of contributions, the sale or distribution of merchandise, solicitation of votes or circulation of petitions for or against any candidate for election to public office or with respect to any referendum or other public question. For any solicitation or sale to be considered within the scope of this Section 17, not less than 90% of the proceeds of the solicitation or sale must be conveyed exclusively to the sponsoring organization.
- b. Soliciting contributions for charitable, religious, political, or nonprofit organizations is permitted in First Amendment Locations provided that a Permit therefor has first been obtained from the District in accordance with Chapter V of this Ordinance.
- c. The sale or distribution of merchandise by charitable, religious, political, or nonprofit organizations is permitted in First Amendment Locations provided that a Permit has therefor first been obtained from the District in accordance with Chapter V of this Ordinance.
- d. Soliciting votes and circulating petitions for or against any candidate for election to public office or with respect to any referendum or other public question is permitted in First Amendment Locations without a Permit, subject to the limitations set forth in paragraphs (e) and (f) of this Section 2.08.
- e. No Person shall engage in any activity described in subsections (a) through (d) of this Section 17 in any room of a District building, or on District athletic fields or other facilities in or on which any program, activity, class, function or special event conducted, sponsored, licensed or otherwise permitted by the District is in progress, notwithstanding whether it is otherwise a First Amendment Location.
- f. No Person engaged in any activity described in subsections (a) through (d) of this Section 2.08 shall obstruct or impede District employees, pedestrians or Vehicles, harass District employees or park visitors with physical contact or persistent demands, misrepresent the affiliations of those engaged in such activities, misrepresent what solicited funds will be used for or whether merchandise offered for sale or distribution is available without cost or donation, or interfere, interrupt, or engage in conduct incompatible with the purpose of, any program, activity, function, and/or special event conducted, sponsored, licensed or otherwise permitted by the District.

ATTACHMENT B

Chapter VI – Regulation of Personal Conduct and Behavior

No person shall upon or in connection with any property of the District:

Section 1 – Vending and Advertising

- a) Expose or offer for sale any articles or things, or conduct or solicit any business, trade or occupation of profession without a written agreement approved by the Director or his/her designee and then only in accordance with the terms and conditions thereof, it being the intention to control commercial enterprises or sales on District lands.

- b) Display, distribute, post or fix any placard, sign, handbill, pamphlet, campaign material, poster, circular, or any other written or printed material or objects containing advertising matter or announcements of any kind whatsoever except that groups holding a valid picnic, camping, or special event permit may display signs to identify their location or direct others to it, providing such signs are temporary and are removed by the permittee at the termination of the activity and providing that such signs are no larger than 24' x30'; and are not attached to any tree or shrub or any post, building, district sign, gate or other structure.

- c) Beg, solicit alms, or engage in bickering in any manner on district lands.

Subject – General Use Regulations

Category – ADMINISTRATION

Page 3 of 35

Reference Park District Code – ILL. COMP. STAT.

Revised – August 3, 2016

- t. “Written Permission of the Director” wherever used is intended to permit written permission being granted by authorized agents of the Director.

Chapter II – Public Use

Section 1 – Public Use and Purpose of the District: Parks are for use by the general public. One of the functions of the District is to acquire, protect, restore, restock, develop and interpret a well-balanced system of parks and open space with scenic, ecological, recreational and historic values for the inspiration, education, use and enjoyment by the public. This ordinance is intended to assist the Park District in performing this function by regulating access to and use of Park District property and by controlling the personal conduct and behavior of individuals while on Park District property.

Section 2 – Hours of Use:

- a. Parks shall be open to the public from dawn to dusk unless the District posts different hours.
- b. No person shall remain in the parks when the park is not open to the public without a permit from the District.
- c. No person, shall sleep in or upon a tent, car, trailer, hammock, bench or other recreational property without a camping permit as provided in Section 3(a) (3) herein
- d. Parks with lighted athletic facilities, pools and neighborhood fieldhouses or the community center will have the closing hour of 10 p.m. or as otherwise designated when the facility is in operation.

Section 3 – Permits:

- a. No person shall conduct, operate, present, manage, detract or take part in any way in the following activities which infringes on the enjoyment of the park and surrounding property or facilities by the general public or by participants in scheduled programs and activities in a park or facility unless a permit is obtained from the Director 72 hours prior to the start of the activity:



Memorandum

To: Board of Park Commissioners
From: Jeffrey Wait, Executive Director
Date: August 3, 2016
Regarding: Transgender Policies

Issue:

The adoption of transgender rights policies for employees as well as for community members, visitors and participants of the park district.

Discussion:

As of recent, the topic of transgender rights has become a national issue. Both private and public institutions are trying their best to navigate what and how they need to make accommodations for transgender people. This is even more difficult for local governmental agencies that are tasked with providing services and programs.

Illinois is one of about one-third of the states which has passed legislation prohibiting discrimination based on gender identity. Few courts, though, have interpreted how to enforce these laws, leaving employers and local governments to speculate about such topics as:

- What does the law require;
- How to deal with use of restrooms and changing areas;
- How to accommodate individuals whose stated gender is non-conforming to their identification for purposes of services and facility use and program participation;
- How should your employees handle sensitive patron and participant issues relating to transgender rights;
- What policies are appropriate to adopt.

The Equal Employment Opportunity Commission, the Department of Justice and special interest groups are paying close attention to how employers, public agencies and private businesses are accommodating the rights of transgender individuals. Demystifying the issues involved in transgender rights with District staff is the key to avoiding costly litigation.

Our corporate council has provided two policies in which the Park District can utilize. *Attachment A* is an employee-related policy providing guidelines if an employee requests transgender considerations, while *Attachment B* relates to community members, visitors, and participants use of programs and services.

Even though transgender issues have not been raised in Morton Grove, it is better to be proactive than reactive. This will allow the park district to refer transgender questions to a policy rather than be without one causing a delay in addressing questions and decisions or have staff, our attorney, and the Board feverously trying to adopt one in response.

Additionally, the park district's General Use Regulations will need to be updated as it is in conflict with the proposed transgender policy. Specifically, "Section 7 – Use of Facilities Restricted as to Sex" sets the maximum age at five years old of individuals who may enter into or remain in any toilet, restroom, bathroom, pavilion or structure or section thereof, which has been reserved and designated for use of the opposite sex. This would need to be revised to read:

Section 7 – Use of Facilities Restricted as to Gender or Gender Identity: Except for children under the age of 5, enter into or remain in any toilet, restroom, bathroom, pavilion or structure or section thereof, which has been reserved and designated for use by individuals of the opposite gender or gender identity.

Park Board Action:

For the Board of Park Commissioners to adopt the attached employee and nonemployee transgender policies and update the General Use Regulations Section 7 to include the revised wording.

Transgender Policy for Park District Employees

Discrimination Prohibited:

This policy is designed to create a safe, inclusive working environment in which staff can be honest and open about who they are. It will act as a guideline; each situation that occurs will need to be evaluated on a case by case basis. It is the District's policy to treat all of its employees with dignity and respect and to provide a workplace that is free of discrimination whether that discrimination is based upon race, color, religion, gender (including pregnancy, gender identity, gender expression, gender change, gender orientation, gender stereotyping, or transgender status), national origin, disability, parental status, political affiliation, genetic information, marital status, membership in an employee organization, age, reprisal, or other non-merit factors. All District employees are expected to conduct themselves in the workplace in such a manner that is consistent with their obligation to maintain a work environment that is free of discrimination, including discrimination that is based upon gender identity or perceived gender non-conformity.

The following definitions are not provided to label individuals but rather to assist in understanding this policy and the obligations of Staff. These terms may or may not be used by transgender individuals to describe themselves.

- **"Gender identity"** or **"Affirmed Gender"** is a person's deeply held sense or psychological knowledge of their own gender, regardless of the gender they were assigned at birth. Gender identity is also defined as an individual's internal sense of being male or female or something else. It is not based on physical anatomy. The District understands that gender identity is a very personal matter that should be respected by all fellow employees and supervisors.
- **"Assigned Gender"** refers to the gender assigned to a child at birth based on physical anatomy.
- **"Transgender"** describes people whose gender identity is different from their gender assigned at birth
- **"Transgender Man"** is a term used to describe an individual who currently identifies as a man.
- **"Transgender Woman"** is a term used to describe an individual who currently identifies as a woman.
- **"Gender Nonconforming"** describes people whose gender expression differs from stereotypical societal expectations related to gender.
- **"Gender Expression"** refers to the way a person expresses gender identity to others, such as clothing, hairstyles, activities, voice or body characteristics, behavior or mannerisms.

- **“Transition”** is the time when a person begins to live as the gender with which they identify instead of the gender that they were assigned at birth. This may include changing one’s name, dressing and grooming differently. Transitioning may also include such medical and legal aspects as taking hormones, having surgery or changing identity documents to reflect one’s gender identity.

Transitioning Employee Responsibilities

Any employee planning a transition should notify the employer at least sixty (60) days prior to the planned transition so that the employer can prepare a transition plan and address the necessary logistics of the transition. Employees may speak with their direct supervisor, human resource manager or upper level administrative staff. Remember the employer may not be educated about what an employee may need during the transition time. The employee should be prepared to educate the employer to the best of their ability.

The District recommends creating a Transition Plan as part of the transition process. This can assist the employer to create the necessary support system and plan for how the transition will occur. A Transition Plan should essentially be a detailed time line. Items to include are transitioning milestones, dates such as legal name change, when appearances will change and when the use of gender-specific facilities will change. Consider all the people in the District who will need to be engaged in the transition. Be sure to allow time for education and engagement of staff. Consider possible challenges such as lag time with payroll, insurance paperwork, etc.

Co-Worker Responsibilities

Be open, honest and supportive. If a co-worker is divulging information confidentially, be sure to keep the information confidential. Feel free to ask questions and allow the co-worker to educate you, but only do so if the co-worker expresses a willingness or desire to speak about the transition or gender identification. Employees shall not question other employees about suspected gender identity issues. Employees should use the appropriate male or female pronouns and the appropriate name in all official and unofficial communications. Employees must also be aware of the District’s anti-harassment and discrimination policies. Co-workers must remember that discrimination based upon gender identity or expression is prohibited by the District. This prohibition applies not only to discrimination but also to harassment based upon an individual’s gender identity or expression, as part of the prohibition based on gender. Failure to adhere to the District’s non-discrimination policy may result in disciplinary action up to and including dismissal. If a co-worker is uncomfortable the District can assist them in learning more about the transition process or transgender issues in general.

District Responsibilities

The District will remain supportive of a transitioning employee and his/her needs. The District enforces its non-discrimination policies uniformly.

The District, its managers and supervisors are prepared to listen and be open-minded to transgender, non-conforming and transitioning employee issues. Conversations will be kept confidential from anyone who is not directly involved with the issues.

Personnel Documentation

All employees should be in the payroll system with their assigned gender and legal name. Once an employee has proof of changing their gender marker in the Social Security Administration records it may be changed in payroll. Health insurance records should also include the assigned gender until a medical provider approves the affirmed gender to be used. However, preferred names can be used for name tags, phone lists and other internal documents. The District will make every effort to recognize a transgender employee's preferred name.

Names/Pronouns

Employees should be addressed by a name and pronoun that corresponds to their affirmed gender. This name does not need to be the name under which the person is employed. Intentional or persistent refusal to respect an individual's gender identity through the use of names and pronouns not correlated with the affirmed gender is a violation of this policy and may lead to disciplinary action up to and including dismissal.

Restroom/Locker Room Accessibility

Once a transitioning employee begins living and working full-time in the gender that reflects the employee's gender identity and presentation, the employee may choose to use the restrooms and (if provided to other employees) locker rooms that correspond to the employee's full-time gender identity. Reasonable accommodations which provide access to restrooms or locker rooms may be necessary to ensure the privacy, dignity, and respect of all employees. The objection of co-workers to a transgender or non-conforming gender employee using the same restroom or locker room facility shall not be the basis for denying the transgender or non-conforming gender employee use of that facility. Rather, the District may designate a different restroom or locker room facility for the objecting co-worker if available and reasonable.

Dress Code

Transgender and non-conforming gender individuals are entitled to dress as their affirmed gender within the District dress code. A transitioning employee's attire should remain professional and in conformance with required District dress code standards. Dress codes shall be applied to all employees equally.

Discrimination/Harassment

Complaints received regarding discrimination and/or harassment involving transgender or non-conforming gender individuals will be handled in the same manner as any other discrimination or harassment complaints. Procedure details are described in the District's Harassment Policy.

Transgender Policy for Non-employees

Discrimination Prohibited:

This policy is designed to create a safe and inclusive environment in which community members, visitors and participants can be honest and open about who they are and feel comfortable using our facilities, participating in our programs and attending Park District events. This policy acts as a guideline; each situation that occurs will need to be evaluated on a case by case basis. It is the District's policy to treat everyone with dignity and respect and to provide facilities, services, programs and events that are free of discrimination whether that discrimination is based upon race, color, religion, gender (including pregnancy, gender identity, gender expression, gender change, gender orientation, gender stereotyping, or transgender status), national origin, disability, parental status, political affiliation, genetic information, marital status, membership in an organization, age, reprisal, or other unlawful factors. The Park District offers programs, services, facilities and events consistent with its obligation to maintain an environment that is free of discrimination, including discrimination that is based upon gender identity or perceived gender non-conformity.

The following definitions are not provided to label individuals but rather to assist in understanding this policy and the obligations of District. These terms may or may not be used by transgender individuals to describe themselves.

- **"Gender identity"** or **"Affirmed Gender"** is a person's deeply held sense or psychological knowledge of their own gender, regardless of the gender they were assigned at birth. Gender identity is also defined as an individual's internal sense of being male or female or something else. It is not based on physical anatomy. The District understands that gender identity is a very personal matter that should be respected by all fellow employees and supervisors.
- **"Assigned Gender"** refers to the gender assigned to a child at birth based on physical anatomy.
- **"Intersex"** is a general term used for a variety of conditions in which a person is born with sex characteristics that do not fit the typical definitions of male and female.
- **"Cisgender"** is a term used to describe people whose gender identity corresponds with their assigned sex at birth.
- **"Transgender"** describes people whose gender identity is different from their gender assigned at birth
- **"Transgender Man"** is a term used to describe an individual who currently identifies as a man.
- **"Transgender Woman"** is a term used to describe an individual who currently identifies as a woman.
- **"Gender nonconforming"** describes people whose gender expression differs from stereotypical societal expectations related to gender.

- **“Gender expression”** refers to the way a person expresses gender identity to others, such as clothing, hairstyles, activities, voice or body characteristics, behavior or mannerisms.
- **“Transition”** is the time when a person begins to live as the gender with which they identify instead of the gender that they were assigned at birth. This may include changing one’s name, dressing and grooming differently. Transitioning may also include e such medical and legal aspects as taking hormones, having surgery or changing identity documents to reflect one’s gender identity.

Restroom/Locker Room Accessibility

Individuals are allowed to choose to use the restrooms and locker rooms that correspond to the individual’s full time gender identity. Reasonable accommodations which provide access to restrooms or locker rooms may be necessary to ensure the privacy, dignity, and respect of all individuals. Regardless of gender identity, any individual who has a need or desire for increased privacy should be provided access to an alternative restroom or changing area such as a single stall or staff bathroom. The objection of other individuals to a transgender or non-conforming gender individual using the same restroom or locker room facility shall not be the basis for denying the transgender or non-conforming gender individual use of that facility. Rather, the District may designate a different restroom or locker room facility for the objecting individual if available and reasonable.

Participation in Park District Programs

Individuals are encouraged to contact the Executive Director prior to registration or participation in District programs to ensure a smooth and respectful process or with any questions regarding participation or registration.

1. Registration in Programs or for Events

Individuals are encouraged to register for programs and events in the name by which they live. If the name or gender identity of a registrant is different than that which appears on their identification (driver’s license, state ID or birth certificate) then the registrant may submit a notarized statement to the District notifying the District that the registrant identifies with a gender which does not conform with information on government issued documents of identification. In the case of a transgender minor, a parent or guardian may execute this notarized statement. Individuals will be registered in their chosen name although the Park District may keep a copy of that individual’s identification which is different than their affirmed gender.

2. Participation and Registration in Gendered Programs or Events

Generally, individuals are entitled to participate in gender specific programs and events consistent with their gender identity. This may be reviewed on a case by case basis when a question of competitive advantage exists. In those cases, additional information may be sought from the registrant (or parent or guardian if registrant is a minor) to fully evaluate the situation.

Names/Pronouns

Individuals are entitled to be addressed by a name and pronoun that corresponds to their affirmed gender. This name does not need to be the name consistent with an individual's government issued identification. Intentional or persistent refusal to respect an individual's gender identity through the use of names and pronouns not correlated with the affirmed gender is a violation of this policy and will not be tolerated.

District Responsibilities

The District remains supportive of all individuals to live consistent with their gender identity. The District enforces its non-discrimination policies uniformly.

The District, its managers and supervisors are prepared to listen and be open-minded to transgender, non-conforming and transitioning issues of all individuals who enjoy Park District services. Conversations will be kept confidential from anyone who is not directly involved with the issues. Individuals are encouraged to contact the Executive Director with any questions or concerns about these issues.

Discrimination/Harassment

Complaints received regarding discrimination and/or harassment involving transgender or non-conforming gender individuals will be handled in the same manner as any other discrimination or harassment complaints. Procedure details are described in the District's Harassment Policy.

Subject – General Use Regulations

Category – ADMINISTRATION

Page 17 of 35

Reference Park District Code – ILL. COMP. STAT.

Revised – August 3, 2016

Section 7 – Use of Facilities Restricted as to Gender or Gender Identity: Except for children under the age of 5, enter into or remain in any toilet, restroom, bathroom, pavilion or structure or section thereof, which has been reserved and designated for use by individuals of the opposite gender or gender identity.

Section 8 – Disorderly Conduct: Engage in conduct that is disorderly, Persons shall be deemed to have engaged in disorderly conduct when they knowingly:

- a. Act in such manner as to provoke, make or aid in making a breach of peace.
- b. Make any offensive act, utterance, gesture or display which, under the circumstances, is likely to incite imminent lawless action or creates a clear and present danger of a breach of peace or imminent threat of violence.
- c. Refuse or fail to cease and desist any conduct or activity likely to produce a breach of peace where there is imminent threat of violence, and where the police have made all reasonable efforts to protect the otherwise peaceful conduct and activity, and have requested that said conduct and activity be stopped and have explained the request if there be time.
- d. Fail to obey a lawful order of dispersal by a person known by him to be a peace officer.
- e. Assemble with other persons for the purpose of using force or violence to disturb the public peace.
- f. Use, display, or wear colors, emblems or insignia on or about their person in public with the intent of communicating membership or support of, affiliation, association or identification with, or insult toward any street gang.
- g. Do or make any act, use any words or gestures with the intent of communicating membership or support of, affiliation, association, or identification with, or insult toward any street gang or with actual knowledge that the subject act, use of words or gestures are used and recognized as a means of communicating street gang membership, affiliation, association, support, identification or insult.
- h. No person shall commit any other act which violates the Illinois Streetgang Terrorism Omnibus Prevention Act, 740 ILCS 147/1 et seq.



Morton Grove
Park District

Memorandum

To: Board of Park Commissioners
From: Laura Kee, Superintendent of Human Resources & Risk Management
Date: August 3, 2016
Regarding: Personnel Policy Updates to the Overtime Policy & Flex Time Policy

Issue:

The Overtime and Flex Time Policies have not been reviewed since 2013.

Discussion

In an effort to keep current with new laws and standards, the two policies have been updated. The current overtime policy includes administrative time off, compensatory time off, flex time and holiday pay. However, the policy does not strictly state overtime. The changes made to these policies, will make them clearer, more concise and easier for staff to understand.

We will no longer allow compensatory time off due to the effort of having to track it. Additionally, this will eliminate the possibility of leaving a department shorthanded in the event that staff want to take off on the same days.

While we are allowing overtime we are still quite stringent on its use. The new policy will not, in any way, cost the District more money. In fact, the policy will help individual departments when scheduling staff to work special events.

The old Flex Time policy was confusing and interpreted differently by staff. The new Flex Time policy better defines how and when Flex Time is to be used. As always, Flex Time may not be accrued.

Park Board Action:

Staff recommends the Board approve the changes made to the Overtime Policy and Flex Time policies.

Section 5.5: Flex Time

Employees are expected to perform their job duties regardless of hours required, this includes department special events. However, an employee who is assigned a specific task or duty in addition to their normal workload by the Department Head or Executive Director may be granted flex time. Flex Time allows employees to schedule their regular 40 working hours in a way that accommodates their work requirements. Example; If an employee has a program or event that requires them to be in attendance in the evening, the employee may come in late the day of, but will always work their scheduled 8-hour day.

An employee may not accrue flex time, and must be used within the pay period. All flex time must be approved by their immediate supervisor before using.

Section 5.3: Overtime Compensation Exempt Employees

An exempt employee is *NOT* eligible for overtime compensation. This is in accordance with the Fair Labor Standards Act.

Although exempt employees will not receive overtime compensation, they may occasionally be eligible for administrative time off at the sole discretion of the Department Head or Executive Director.

Section 5.4: Non Exempt Employees

A non-exempt employee is subject to the overtime provisions of the Fair Labor Standards Act, *are* eligible for overtime compensation. Eligible employees shall be paid at a rate of time and one-half (1-1/2) of the employee's regular rate of pay for all hours worked in excess of forty hours in a seven consecutive day work week period beginning at 12.01 a.m. Monday and continuing through midnight Sunday. This includes any pre-approved time off, but excludes sick time. All overtime must be pre-approved by their immediate Supervisor, except in emergency situations.

Section 5.5: Holidays

Overtime Compensation for Holidays – It is the District's policy that when employees are required to work a recognized holiday, the following compensation arrangement will govern:

Non-Exempt Full-Time Employees – Payment shall be made at the rate of two (2) times regular pay for the hours worked on a paid off holiday.



Morton Grove
Park District

Memorandum

To: Board of Park Commissioners
From: Greg Jayne, Superintendent of Parks and Facilities
Jeff Wait, Executive Director
Date: August 3, 2016
Regarding: Skid Steer Purchase

Issue:

The Bobcat skid steer needs is not functioning properly and is beyond its useful life.

Discussion:

Our current skid steer is part of a government replacement program the Park District entered into in 2005. This program has declined to the point that equipment cannot be traded in annually making it fiscally unsound to continue in this government program.

If we were to trade our current unit in under the replacement program, the cost would be \$8,236.00. There is also an annual fee of \$5,500.00. Based on these facts staff decided to inquire about purchasing a unit and placed it in the budget.

Atlas Bobcat is the sole regional provider for this brand of equipment and based on the success and past experience with operations and repairs not only with the park district but Morton Grove's Public Works department Bobcat would be the preferred option. The budgeted amount is \$30,000.00.

Board Action:

Based upon the above discussion staff recommends the Park Board approve the purchase of one A770T4 Bobcat all-wheel skid steer from Atlas Bobcat of Mokena, IL for the amount of \$29,954.00 delivered to the park district.



Morton Grove
Park District

Memorandum

To: Board of Park Commissioners
From: Greg Jayne, Superintendent of Parks and Facilities
Jeff Wait, Executive Director
Date: August 3, 2016
Regarding: Dump Truck Purchase

Issue:

As part of the Park District vehicle replacement program a 2006 GMC 8' Dump Truck is due for replacement.

Discussion:

The truck is available under the State of Illinois Purchase Contract #4018237. The existing vehicle has extensive rust and was used primarily for towing the mowing trailer in the summer and plowing and salting in the winter months and therefore should be replaced. There are also several items that need repair mechanically. The quote given includes a \$6,000 credit for trading in the old vehicle. The budget amount is \$50,000.

Board Action:

Based upon the price quoted, from Morrow Brothers Ford, Inc. of Greenfield, IL, it is recommended we purchase a 2016 Ford F350 8' Dump body truck for the full delivered total cost of \$40,300.