

Morton Grove Park District

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



**Morton Grove Park District
6834 Dempster
Board Meeting Agenda
August 17, 2016**

- I. Roll Call**
- II. Pledge of Allegiance**
- III. Additions or Deletions/Changes to the Agenda**
- IV. Citizens Comments/Correspondence**
- V. Consent Agenda:**
 - a. Approval of Minutes:** Minutes from the July 6, 2016 Committee of the Whole, July 12, 2016 Committee of the Whole, July 20, 2016 Board Meeting and the July 6, 2016 Executive Session
 - b. Approval of Financial Reports**
 - 1. Budget Report and Cash on Hand dated July 31, 2016
 - 2. Voucher List Ending: August 17, 2016 in the amount of \$246,465.64
- VI. Director's Report**
- VII. Attorney's Report**
- VIII. Unfinished Business**
 - a. Administration and Finance Committee**
 - Distinguished Agency Updates: Environmental Policy Review, Closed Session Ordinance, and the Code of Ethics Ordinance in the General Practices Manual
 - Transgender Policy
 - Personnel Policy Manual Update: Overtime Policy and Flex Time Policy
 - b. Recreation and Facility Program Committee**
 - c. Parks and Facilities Maintenance Committee**
 - Bobcat/Skidster Purchase Recommendation
 - Dump Truck Purchase
- IX. New Business**
- X. Commissioner Comments:**
 - Commissioner Eileen Coursey**
 - Commissioner Dan Ashta**
 - Commissioner Mark Manno**
 - Commissioner Georgianne Brunner**
 - Commissioner Dan Staackmann**
- XI. Executive Session:**

I make a motion for the Board to go into closed session in accordance with the Open Meetings Act section 120/2(c)(1) and for section 120/2(c)(11).
- XII. Adjournment**

COMMITTED TO QUALITY PARK AND RECREATION SERVICES

Consent Agenda: August 17, 2016 – Commissioner Dan Ashta

Minutes:

I move to accept the recommendation of the Administration and Finance Committee to approve:

THE MINUTES OF THE:

- COMMITTEE OF THE WHOLE MEETING HELD ON JULY 6, 2016
- COMMITTEE OF THE WHOLE MEETING HELD ON JULY 12, 2016 and the
- BOARD MEETING HELD ON JULY 20, 2016
- EXECUTIVE SESSION HELD ON JULY 6, 2016

Also the Financial Reports which include:

- THE BUDGET REPORT AND CASH ON HAND DATED JULY 31, 2016
- THE VOUCHER LIST DATED AUGUST 17, 2016 IN THE AMOUNT OF \$246,465.64, SUBJECT TO AUDIT.

Approval of Minutes

Morton Grove Park District

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

Morton Grove Park District
6834 Dempster, Morton Grove, IL 60053
Minutes of the Committee of the Whole
Held on July 6, 2016 at 6:30pm



Commissioner Staackmann called the meeting to order at 6:30pm.

Commissioners Present: Dan Ashta, Mark Manno and Dan Staackmann.

Commissioners Absent: Eileen Coursey

Staff Present: Jeff Wait, Executive Director; Marty O'Brien, Superintendent of Finance; Laura Kee, Superintendent of HR and Risk Management; Greg Jayne, Superintendent of Parks & Facilities, Joe Bruntmyer, Superintendent of Recreation and Claudia Marren, Executive Administrative Assistant

Guests Present: Eric Poders, Morton Grove Voice/resident and Simon (a boy scout) and Rebecca Baethke

Public Comment: Simon Baethke addressed the Board to say he was working towards his Eagle Scout badge and looks forward to one day doing a project with the Morton Grove Park District. Eric Poders commented on how great he thought it was that the Park District was going to save money when changing website vendors. He suggested partnering with the Village and/or library.

Administration and Finance Committee – Commissioner Ashta, Chair

Park District Website: Director Wait explained the current website is structured so the developer is required to make all the changes charging the District heavy annual fees. It was suggested to rebuild the website and internally maintain the system which would save the district money. The staff provided three quotes, the lowest of which was Fokoz Creative Group, Inc. at a cost of \$12,800, which included \$10,500 to rebuild the system and \$2,300 annual fee to maintenance and host the website. It was agreed to move ahead with the new website.

Bond Expenditure Compliance – Resolution #R-06-16: Director Wait explained that Marty O'Brien as the Compliance Officer has reviewed the bond expenditures and determined that the Park District is in compliance with all IRS regulations and submitted his report within Resolution #R-06-16.

Intergovernmental Agreement with the Morton Gove Historical Society: Although the Park District and the Historical Society have an Intergovernmental Agreement Director Wait presented a revised agreement which more clearly defines each organization's responsibilities regarding the museum and educational center. Commissioner Staackmann thought that some of the wording was ambiguous and

suggested several changes. Wait said he would include the changes and present an updated agreement at the Board Meeting.

Board of Commissioners General Practices Manual Update: Director Wait explained that our Distinguished Accreditation mentor, Steve Cherveney suggested the Park District include the Investment Policy, Comprehensive Revenue Policy, Gifts Policy and Procurement Policy as part of the General Practices Manual. All of these policies have been previously approved by the Board, however, the review panel prefers to see the all the policies in one manual. It was agreed to add the policies to the General Practices Manual.

Strategic Planning Community Outreach Dates: Director Wait said the first Community Outreach meeting would be held at PVCC, July 14th at 6:30pm. He asked for feedback on future dates. Commissioner Ashta suggested mixing the days of the week and times of the day to allow people with different schedules to attend the meetings. He also suggested holding the meetings at various parks and fieldhouses. Director Wait said he would propose several dates.

Parks and Facilities Maintenance Committee – Commissioner Manno, Chair

PVCC Control System: Director Wait and Superintendent Jayne explained that upon the Board's suggestion W-T Engineering was hired to review the HVAC control bid specifications and found them to be consistent with the previously completed Trane System Analysis. It was therefore decided to move ahead with the Honeywell Building Solutions proposal of \$127,420 to replace the PVCC HVAC control system.

Dog Park Feasibility Study Update: Director Wait gave a presentation and explained he is still trying to develop a dog park that would satisfy the public yet come in with a reasonable price tag. The concepts submitted by the architect ranged in price from \$300 to \$500K which everyone thought was out of our price range and over our budget. He then scaled down the project to the bare necessities with a price of \$97,980. He also considered doing the project in-house which would drastically reduce the price but leave us with an aesthetically unpleasing and unprofessional park which would need more maintenance in the long run. There was no recommendation or decision made.

Oriole Pool Reconfiguration: Director Wait explained the Oriole Pool configuration was changed to better align the number of swimmers with the activity at the pool. With the capacity of 500 patrons and four lap lanes the main pool was out of balance. Wait said the Park District would review this subject and try to incorporate a lap swim during the day (besides 5:00am) and the possibility of putting in more ladders next season. He also noted the lifeguards are assigned per the Illinois Department of Public Health guidelines.

Executive Session:

Commissioner Ashta made a motion, seconded by Commissioner Manno to move into closed session in accordance with the Open Meetings Act Section 120/2(c)(1) and Section 120/2(c)(3). **Ayes:**

Commissioners Manno, Ashta and Staackmann. Nays: None. Absent: Coursey. Motion carried.

The Committee of the Whole meeting reconvened at approximately 8:05pm.

Commissioner Ashta made a motion, seconded by Commissioner Manno to adjourn the Committee of the Whole meeting. Motion carried by voice vote.

Meeting ended at approximately 8:06 pm.

Daniel J. Staackmann, President

Jeff Wait, Board Secretary

Morton Grove Park District

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



Morton Grove Park District
6834 Dempster, Morton Grove, IL 60053
Minutes of the Committee of the Whole
Held on July 12, 2016 at 6:30pm

Commissioner Manno called the meeting to order at 6:48pm.

Commissioners Present: Dan Ashta and Mark Manno
Commissioners Absent: Eileen Coursey and Dan Staackmann

Staff Present: Jeff Wait, Executive Director

Public Comment: None

Administration and Finance Committee – Commissioner Ashta, Chair

Board of Park Commissioner Interviews: The purpose of the meeting was to interview candidates for the position of Park Board Commissioner.

The Commissioners interviewed Steve Schmidt a resident of Morton Grove for 42 years, he reviewed his personal and employment history. Steve said he wanted to be a part of shaping the community.

At 7:34pm the Commissioners interviewed Georgianne Brunner. The Commissioners noted they were acquainted with Georgianne from her years of service with the school district, the Village and with the Morton Grove Days Commission. Georgianne also reviewed her personal and employment history. She understands, policy, budgets and how Boards work, however realizes she is not that well versed in the Park District, but is a quick study.

Adjournment:

Commissioner Ashta made a motion, seconded by Commissioner Manno to adjourn the Committee of the Whole meeting. Motion carried by voice vote.

Meeting ended at approximately 8:05pm.

Daniel J. Staackmann, President

Jeff Wait, Board Secretary

Morton Grove Park District

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Morton Grove Park District
6834 Dempster, Morton Grove, IL 60053
Minutes of the 778th Board Meeting
Held on July 20, 2016 at 6:30pm



I. **Roll Call:** President Staackmann called the meeting to order at 6:55pm.

Commissioners Present: Dan Ashta, Mark Manno, and Dan Staackmann

Commissioners Absent: Eileen Coursey

Staff Present: Jeff Wait, Executive Director; Marty O'Brien, Superintendent of Finance; Laura Kee, Superintendent of HR and Risk Management, Joe Bruntmyer, Superintendent of Recreation; Greg Jayne, Superintendent of Parks & Facilities; and Claudia Marren, Executive Administrative Assistant

Guests Present: Dan DiMaria, Village President; Billy Greer, Village Trustee; Brad Moldofsky, Farmer's Market, Doug Steinman, resident; Georgianne and Joe Brunner, resident

Attorney Present: None.

II. **Pledge of Allegiance:** The Pledge of Allegiance was recited.

III. **Additions or Deletions/Changes to the Agenda:** None.

IV. **Citizens Comments/Correspondence:** Resident Doug Steinman requested that the Park District reconsider locating the proposed pine tree/cell tower at National Park. He felt it would be more appropriate to install the cell tower at a smaller community park rather than a neighborhood park. He understands the revenue aspect however would appreciate if the District considered putting the cell tower elsewhere.

Resident Brad Moldofsky stated on behalf of the Farmer's Market Committee they would like to express their sincere gratitude for the use of the property and the support and encouragement from the Park District.

V. **Consent Agenda:**

Commissioner Ashta made a motion, seconded by Commissioner Manno to approve the consent agenda which included the minutes of the June 1, 2016 Committee of the Whole and the June 15, 2016 Board Meeting Executive Session.

The Financial Reports:

1. The Budget Report and Cash on Hand dated June 30, 2016, and
2. The voucher listed dated July 20, 2016, in the amount of \$482,776.69 subject to audit. **Ayes: Commissioner Ashta, Manno and Staackmann. Nays: 0. Absent: Coursey. Motion carried.**

VI. Director's Report: None

VII. Attorney's Report: None

VIII. Unfinished Business:

Administration and Finance Committee: Commissioner Ashta, Chair

Park District Website: Commissioner Ashta made a motion seconded by Commissioner Manno to approve the proposal from Fokoz Creative Group, Inc. in the amount of \$10,500 to rebuild the park district website plus \$2,300 annually to maintain and host the website for a current total of \$12,800. **Ayes: Commissioner Manno, Ashta and Staackmann. Nays: 0. Absent: Coursey. Motion carried.**

Bond Expenditure Compliance: Resolution #R-06-16: Commissioner Ashta made a motion, seconded by Commissioner Manno to accept the recommendation of the Administration and Finance Committee to approve the Bond Expenditure Compliance Report, Resolution #R-06-16. **Ayes: Commissioner Ashta, Manno and Staackmann. Nays: 0. Absent: Coursey.**

Intergovernmental Agreement with the Morton Grove Historical Society:

Commissioner Ashta made a motion, seconded by Commissioner Manno to approve the revisions to the Intergovernmental Agreement between the Morton Grove Park District and the Morton Grove Historical Society for the operation of the museum and education center. **Ayes: Commissioner Manno, Ashta and Staackmann. Nays: 0. Absent: Coursey.**

Board of Commissioners General Practices Manual Update: Commissioner Ashta made a motion, seconded by Commissioner Manno to add the following approved policies to the Board of Commissioners General Practices Manual: Investment Policy to Section 9.1, the Comprehensive Revenue Policy to Section to Section 9.1, the Gifts Policy to Section 10.7 and the Procurement Policy to Section 10.12. **Ayes: Commissioner Ashta, Manno, and Staackmann. Nays: 0. Absent: Coursey. Motion carried.**

Recreation and Facility Program Committee: Commissioner Coursey, Chair

No business.

Parks and Facilities Maintenance Committee: Commissioner Manno Chair

PVCC Control System: Commissioner Manno made a motion, seconded by Commissioner Ashta to accept the recommendation of the Parks and Facilities Maintenance Committee to approve the proposal for the PVCC HVAC control system from Honeywell Building Solutions, Des Plaines, IL for an amount not to exceed \$127,420. **Ayes: Commissioner Manno, Ashta and Staackmann. Nays: 0. Absent: Coursey.**

IX. New Business:

New Board Member Appointment: Oath of Office: At this time Commissioner Staackmann administered the Oath of Office to Georgianne Brunner to fulfill the vacant Board of Commissioner seat.

X. Commissioner Comments:

Commissioner Coursey: Absent.

Commissioner Ashta: Congratulated Commissioner Brunner and thanked Marty O'Brien for the new quarterly financial reports.

Commissioner Manno: Welcomed Georgi and thanked the staff for all their hard work during the summer.

Commissioner Brunner: Thanked the Board for putting their trust in her and noted she plans on working hard.

Commissioner Staackmann: Thanked everyone for all their work over the 4th of July and thanked Marty for the financial documents and Claudia for her work on the Distinguished Agency.

XI. Executive Session:

No executive session.

XII. Adjournment:

Commissioner Ashta made a motion, seconded by Commissioner Manno to adjourn the meeting. Motion carried by voice vote.

Meeting ended at approximately 7:07pm.

Daniel Staackmann, Board President

Jeff Wait, Board Secretary

Financials

- Budget Report & Cash on Hand
- Voucher List

MORTON GROVE PARK DISTRICT
STATEMENT OF CASH ON HAND AND INVESTMENTS

AS OF JULY 31, 2016

PAGE: 1

BALANCE 06/30/16 CURRENT MONTH ENDING BALANCE

CASH IN BANK

CORPORATE	211,075.95	60,787.94	271,863.89
RECREATION	212,024.81	99,552.43-	112,472.38
POLICE	691.61-	6,841.19	6,149.58
PAVING & LIGHTING	3,315.04	0.00	3,315.04
MUSEUM	24,609.22	5,615.81-	18,993.41
I.M.R.F.	186,709.24	49,861.75	236,570.99
F.I.C.A.	134,644.86	6,498.47	141,143.33
BOND & INTEREST	452,470.11	148,238.15	600,708.26
LIABILITY INSURANCE	133,713.28	16,632.88	150,346.16
SPECIAL RECREATION	287,406.28	46,984.21	334,390.49
SPEC REC - GRANT PROJECTS	0.00	0.00	0.00
AUDIT	8,396.38	2,550.68	10,947.06
<u>CAPITAL IMPROVEMENTS</u>	5,252,459.16	104,150.68-	5,148,308.48
GASB 34 ACCOUNTS	0.00	0.00	0.00
TOTAL: CASH IN BANK	<u>6,906,132.72</u>	<u>129,076.35</u>	<u>7,035,209.07</u>

INVESTMENTS

CORPORATE	0.00	0.00	0.00
RECREATION	0.00	0.00	0.00
I.M.R.F.	0.00	0.00	0.00
BOND & INTEREST	0.00	0.00	0.00
LIABILITY INSURANCE	0.00	0.00	0.00
SPECIAL RECREATION	0.00	0.00	0.00
AUDIT	0.00	0.00	0.00
TOTAL: INVESTMENTS	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

GRAND TOTAL ALL ACCOUNTS 6,906,132.72 129,076.35 7,035,209.07

SUMMARY TOTAL ALL ACCOUNTS BY FUND:

CORPORATE	211,075.95	60,787.94	271,863.89
RECREATION	212,024.81	99,552.43-	112,472.38
POLICE	691.61-	6,841.19	6,149.58
PAVING & LIGHTING	3,315.04	0.00	3,315.04
MUSEUM	24,609.22	5,615.81-	18,993.41
I.M.R.F.	186,709.24	49,861.75	236,570.99
F.I.C.A.	134,644.86	6,498.47	141,143.33
BOND & INTEREST	452,470.11	148,238.15	600,708.26
LIABILITY INSURANCE	133,713.28	16,632.88	150,346.16
SPECIAL RECREATION	287,406.28	46,984.21	334,390.49
AUDIT	8,396.38	2,550.68	10,947.06
<u>CAPITAL IMPROVEMENTS</u>	5,252,459.16	104,150.68-	5,148,308.48
GRAND TOTAL ALL FUNDS:	<u>6,906,132.72</u>	<u>129,076.35</u>	<u>7,035,209.07</u>

FUND NO	DESCRIPTION	REVENUE / EXPENSE		ENCUMBRANCE	TOTAL AMOUNT	ANNUAL	REVENUE/EXPENSE-PRIOR YR	
		THIS MONTH	YEAR TO DATE		YEAR TO DATE	BUDGET	THIS MONTH	YEAR TO DATE
01	CORPORATE							
10	ADMINISTRATION							
	TOTAL CENTER REVENUE	193,323.33	239,811.29	0.00	239,811.29	1,214,600	158,472	214,069
	TOTAL CENTER EXPENSE	70,848.51	192,902.97	0.00	192,902.97	682,478	76,470	178,405
	NET CENTER INCOME/LOSS	122,474.82	46,908.32	0.00	46,908.32	532,122	82,001	35,665
20	PARKS MAINTENANCE							
	TOTAL CENTER REVENUE	0.00	0.00	0.00	0.00	0	0	0
	TOTAL CENTER EXPENSE	72,442.42	161,663.06	0.00	161,663.06	532,122	60,976	128,611
	NET CENTER INCOME/LOSS	72,442.42-	161,663.06-	0.00	161,663.06-	532,122-	60,976-	128,611-
	TOTAL CORPORATE							
	FUND REVENUE	193,323.33	239,811.29	0.00	239,811.29	1,214,600	158,472	214,069
	FUND EXPENSE	143,290.93	354,566.03	0.00	354,566.03	1,214,600	137,447	307,016
	NET INCOME/LOSS	50,032.40	114,754.74-	0.00	114,754.74-	0	21,025	92,946-
02	RECREATION							
10	ADMINISTRATION							
	TOTAL CENTER REVENUE	93,703.79	99,870.57	0.00	99,870.57	495,000	71,268	75,439
	TOTAL CENTER EXPENSE	79,758.48	210,869.41	0.00	210,869.41	867,888	84,745	198,479
	NET CENTER INCOME/LOSS	13,945.31	110,998.84-	0.00	110,998.84-	372,888-	13,477-	123,039-
30	RECREATION PROGRAMS							
	TOTAL CENTER REVENUE	81,344.45	272,154.73	0.00	272,154.73	1,139,332	56,146	259,646
	TOTAL CENTER EXPENSE	100,130.53	218,619.37	0.00	218,619.37	748,069	124,632	225,465
	NET CENTER INCOME/LOSS	18,786.08-	53,535.36	0.00	53,535.36	391,263	68,485-	34,181
40	POOLS							
	TOTAL CENTER REVENUE	37,625.78	136,008.06	0.00	136,008.06	227,680	49,127	113,345
	TOTAL CENTER EXPENSE	114,096.53	198,470.43	0.00	198,470.43	378,329	142,800	221,620
	NET CENTER INCOME/LOSS	76,470.75-	62,462.37-	0.00	62,462.37-	150,649-	93,673-	108,276-
50	COMMUNITY CENTER							
	TOTAL CENTER REVENUE	17,368.28	52,961.62	0.00	52,961.62	181,612	18,368	60,539
	TOTAL CENTER EXPENSE	30,380.85	79,272.27	0.00	79,272.27	326,466	38,358	83,292
	NET CENTER INCOME/LOSS	13,012.57-	26,310.65-	0.00	26,310.65-	144,854-	19,990-	22,753-
	TOTAL RECREATION							
	FUND REVENUE	230,042.30	560,994.98	0.00	560,994.98	2,043,624	194,909	508,969
	FUND EXPENSE	324,366.39	707,231.48	0.00	707,231.48	2,320,752	390,535	728,856
	NET INCOME/LOSS	94,324.09-	146,236.50-	0.00	146,236.50-	277,128-	195,626-	219,887-
05	POLICE							
	FUND REVENUE	15,072.51	15,072.51	0.00	15,072.51	43,000	10,000	20,000
	FUND EXPENSE	8,594.87	17,344.43	0.00	17,344.43	43,000	11,281	21,676
	NET INCOME/LOSS	6,477.64	2,271.92-	0.00	2,271.92-	0	1,281-	1,676-
10	PAVING & LIGHTING							
	FUND REVENUE	0.00	0.00	0.00	0.00	1,000	0	0
	FUND EXPENSE	0.00	0.00	0.00	0.00	1,000	0	0
	NET INCOME/LOSS	0.00	0.00	0.00	0.00	0	0	0

FUND NO	DESCRIPTION	REVENUE / EXPENSE		ENCUMBRANCE	TOTAL AMOUNT	ANNUAL	REVENUE/EXPENSE-PRIOR YR	
		THIS MONTH	YEAR TO DATE		YEAR TO DATE	BUDGET	THIS MONTH	YEAR TO DATE
15	MUSEUM							
	FUND REVENUE	0.00	478.80	0.00	478.80	49,000	250	250
	FUND EXPENSE	6,154.60	14,078.28	0.00	14,078.28	49,000	6,500	14,690
	NET INCOME/LOSS	6,154.60-	13,599.48-	0.00	13,599.48-	0	6,250-	14,440-
20	I.M.R.F.							
	FUND REVENUE	49,861.75	51,345.97	0.00	51,345.97	290,000	40,664	42,116
	FUND EXPENSE	0.00	36,713.69	0.00	36,713.69	290,000	23,874	60,355
	NET INCOME/LOSS	49,861.75	14,632.28	0.00	14,632.28	0	16,791	18,239-
22	F.I.C.A.							
	FUND REVENUE	33,241.17	34,230.66	0.00	34,230.66	193,000	27,110	28,077
	FUND EXPENSE	26,742.70	50,957.08	0.00	50,957.08	193,000	26,153	50,641
	NET INCOME/LOSS	6,498.47	16,726.42-	0.00	16,726.42-	0	957	22,564-
25	BOND & INTEREST							
	FUND REVENUE	148,238.15	152,650.74	0.00	152,650.74	899,000	112,617	116,636
	FUND EXPENSE	0.00	0.00	0.00	0.00	899,000	0	6,288
	NET INCOME/LOSS	148,238.15	152,650.74	0.00	152,650.74	0	112,617	110,349
30	LIABILITY INSURANCE							
	FUND REVENUE	23,202.99	23,893.67	0.00	23,893.67	136,000	18,977	19,654
	FUND EXPENSE	6,570.11	19,627.77	0.00	19,627.77	136,000	6,673	20,020
	NET INCOME/LOSS	16,632.88	4,265.90	0.00	4,265.90	0	12,303	366-
35	SPECIAL RECREATION							
	FUND REVENUE	47,722.47	49,143.02	0.00	49,143.02	315,000	41,545	43,028
	FUND EXPENSE	33,749.55	67,342.01	0.00	67,342.01	315,000	35,920	73,635
	NET INCOME/LOSS	13,972.92	18,198.99-	0.00	18,198.99-	0	5,626	30,607-
40	AUDIT							
	FUND REVENUE	2,550.68	2,570.52	0.00	2,570.52	15,000	2,033	2,106
	FUND EXPENSE	12,500.00	12,500.00	0.00	12,500.00	15,000	12,100	12,100
	NET INCOME/LOSS	9,949.32-	9,929.48-	0.00	9,929.48-	0	10,067-	9,994-
70	CAPITAL IMPROVEMENTS							
	FUND REVENUE	0.00	0.00	0.00	0.00	882,000	0	75,000
	FUND EXPENSE	68,756.70	459,383.78	0.00	459,383.78	882,000	29,400	200,465
	NET INCOME/LOSS	68,756.70-	459,383.78-	0.00	459,383.78-	0	29,400-	125,465-
95	GASB 34 ACCOUNTS							
	FUND REVENUE	0.00	0.00	0.00	0.00	0	0	0
	FUND EXPENSE	0.00	0.00	0.00	0.00	0	0	0
	NET INCOME/LOSS	0.00	0.00	0.00	0.00	0	0	0
	GRAND TOTAL REVENUE	743,255.35	1,130,192.16	0.00	1,130,192.16	6,081,224	606,577	1,069,906
	GRAND TOTAL EXPENSE	630,725.85	1,739,744.55	0.00	1,739,744.55	6,358,352	679,882	1,495,742
	NET INCOME/LOSS	112,529.50	609,552.39-	0.00	609,552.39-	277,128-	73,306-	425,836-

MORTON GROVE PARK DISTRICT
VOUCHER LIST PRESENTED TO THE BOARD OF COMMISSIONERS
AT THEIR MEETING ON AUGUST 17, 2016

BOARD VOUCHERS

VENDOR NUMBER	NAME	VOUCHER NUMBER	INVOICE NUMBER	BATCH NUMBER	BUDGET G/L NUMBER	AMOUNT	DESCRIPTION
00580	SKOKIE ACE HARDWARE	33892	201996	BV081705	025032-520321	14.99	MAINTENANCE SUPPLIES
03665	AMERICAN LITHO	33803	250582-01	BV081701	021000-554400	4,251.00	FALL 2016 ACTIVITY GUIDE PRODUCTION
03915	ANCEL, GLINK, DIAMOND,	33802	51843	BV081701	011000-551120	3,419.60	JULY 2016 LEGAL FEES
04113	ANDERSON LOCK CO	33804	0917298	BV081701	012000-520321	252.80	DEADBOLTS FOR HARRER PAVILLION
		33805	0916686	BV081701	012000-520321	32.40	FIELDHOUSES KEY SUPPLIES
<u>TOTAL VENDOR:</u>						285.20	
05735	ATLAS BOBCAT, LLC	33806	647994	BV081701	012000-520225	113.50	ANALYZE STEER FOR REPAIR
09665	BISHOP PLUMBING, INC.	33807	90920	BV081701	025032-554100	392.00	RPZ BACKFLOW DEVICES INSPECTED AT
					024021-552200	196.00	ALL BUILDINGS
					151000-554600	196.00	
					024022-552200	98.00	
					012000-554600	495.90	
<u>TOTAL VENDOR:</u>						1,377.90	
11814	BUSHNELL INCORPORATED	33808	14186800	BV081701	024021-570600	608.59	HARRER POOL SUPPLIES
13907	CHICAGO METROPOLITAN FIRE	33812	606315	BV081701	151000-554600	20.00	SPRINKLER MONITORING FOR MUSEUM FROM JULY 1-SEPTEMBER 30, 2016
		33813	606314	BV081701	151000-554600	210.00	SPRINKLER MONITORING FOR MUSEUM ANNEX FROM JULY 1-SEPTEMBER 30, 2016
		33814	606317	BV081701	025032-554100	210.00	SPRINKLER MONITORING FOR PVCC FROM JULY 1-SEPTEMBER 30, 2016
		33815	606348	BV081701	024022-552200	210.00	SPRINKLER MONITORING FOR ORIOLE FROM JULY 1-SEPTEMBER 30, 2016
		33816	606318	BV081701	012000-554100	210.00	SPRINKLER MONITORING FOR VEHICLE STORAGE FROM JULY 1-SEPT. 30, 2016
		33833	606315	BV081701	151000-554600	190.00	SPRINKLER MONITORING FOR MUSEUM FROM JULY 1-SEPTEMBER 30, 2016
<u>TOTAL VENDOR:</u>						1,050.00	
14404	CLASSIC DESIGN AWARDS, INC.	33811	161426	BV081701	011000-581110	12.60	NAME PLATE(BRUNNER)

BOARD VOUCHERS

VENDOR NUMBER	NAME	VOUCHER NUMBER	INVOICE NUMBER	BATCH NUMBER	BUDGET G/L NUMBER	AMOUNT	DESCRIPTION
14995	JOHN COHN	33810	UMPIRE	BV081701	023001-592131	297.00	JULY 2013 UMPIRE
15272	COMED	33809	1427066047	BV081701	011000-540110	37.25	ELECTRIC FOR REAR PVCC FROM 6/30/16-8/1/16
15915	SHERI COZZI	33843	7391	BV081702	151000-554600	95.00	AUGUST 2016 MUSEUM CLEANING
17075	D & R TRUCKING CO.	33817	16142	BV081701	012000-570410	475.00	SEMI LOAD OF PULVERIZED DIRT
18608	DIRECT FITNESS SOLUTIONS, LLC	33818	230022	BV081701	701000-586450	4,550.00	SCIFIT PRO230-INT SCIFIT TOTAL BODY
23265	ELITE COMPUTER SUPPORT, INC	33820	29371	BV081701	011000-552200	287.50	LABOR WORK ON THOR-GUARD PROBLEMS
25395	E-TOWN TENNIS	33819	SUMMER 201	BV081701	023001-594165	945.00	SUMMER 2016 TENNIS
27525	FAST SIGNS	33821	29-65972	BV081701	011000-581110	16.00	BADGE W/MAGNET (BRUNNER)
28336	FIRST STUDENT	33822	11253149	BV081701	023003-593412	280.00	SHEDD AQUARIUM 7/29/16
		33823	11253153	BV081701	023003-593412	197.75	BRUNSWICK ZONE 7/29/16
		33824	11249458	BV081701	023003-593412	186.00	HOT GROUND GYM 7/15/16
		33825	11250939	BV081701	023003-593412	256.50	LINCOLN PARK ZOO 7/2/16
		33826	1125723	BV081701	023003-593412	244.75	MORTON GROVE LIBRARY 7/26/16
		33827	1125726	BV081701	023003-593412	268.25	MEDEIVAL TIMES 7/27/16
		33828	11252336	BV081701	023003-593412	291.75	DIAMOND LAKE 7/22/16
		33829	11252334	BV081701	023003-593412	280.00	DIAMOND LAKE /22/16
		33830	11252325	BV081701	023003-593412	256.50	WHEELING AQUATIC CENTER ON 7/22/16
					<u>TOTAL VENDOR:</u>	2,261.50	
28565	D'ANGELO FLETCHER	33831	00006	BV081701	023004-594514	75.00	CUTTING OF SUMMER DANCE SHOWCASE MUSIC
		33832	00007	BV081701	023004-594514	45.00	CUTTING OF SUMMER DANCE SHOWCASE MUSIC
					<u>TOTAL VENDOR:</u>	120.00	
30358	GARVEY'S OFFICE PRODUCTS	33834	1183059	BV081702	011000-520110	49.94	OFFICE SUPPLIES
		33835	1185134	BV081702	011000-520110	27.84	OFFICE SUPPLIES
		33836	1185507	BV081702	011000-520110	28.96	OFFICE SUPPLIES
					<u>TOTAL VENDOR:</u>	106.74	

BOARD VOUCHERS

VENDOR NUMBER	NAME	VOUCHER NUMBER	INVOICE NUMBER	BATCH NUMBER	BUDGET G/L NUMBER	AMOUNT	DESCRIPTION
31614	GLENBROOK AUTO PARTS, INC	00001	031965	BV081702	012000-520225	261.70	REPLACEMENT ALTERNATOR/AIR FILTER FOR 4606 VAN
		33837	033837	BV081702	012000-520225	53.07	TORO OIL CHANGE SUPPLIES
		33839	033280	BV081702	012000-520225	243.00-	RETURN ALTERNATOR FOR 4606 VAN
					<u>TOTAL VENDOR:</u>	71.77	
31915	GOLF MILL FORD, INC.	33840	401043P	BV081702	012000-520225	125.48	ALTERNATOR
		33841	592448	BV081702	051000-520225	662.42	R&R OF CPU FOR SQUAD CAR
		33942	592661	BV081702	051000-520225	425.08	REPAIR AND REPLACE WIPER MOTOR ASSEMBLY
					<u>TOTAL VENDOR:</u>	1,212.98	
32542	GRAINGER	33845	9169589265	BV081702	012000-520321	79.33	SHOP SUPPLIES
		33944	9181891293	BV081702	025032-520312	105.52	PAPER TOWEL DISPENSERS
					<u>TOTAL VENDOR:</u>	184.85	
35885	HESCO, INC	33846	109136	BV081702	024021-520312	155.97	BUILDING MAINTENANCE SUPPLIES
					024022-520312	155.98	
					<u>TOTAL VENDOR:</u>	311.95	
37385	HOT SHOTS SPORTS	33847	111	BV081702	023001-594193	7,670.73	SUMMER 2016
45865	TOM JAWORSKI	33848	UMPIRE	BV081702	023001-592131	330.00	JULY 2016 UMPIRE
50176	KONICA MINOLTA PREMIER FINANCE	33850	65242439	BV081702	011000-554100	202.49	COPIER LEASE
					021000-554100	202.49	
					<u>TOTAL VENDOR:</u>	404.98	
50177	KONICA MINOLTA BUSINESS	33851	9002608232	BV081702	011000-520110	332.36	METER USAGE FROM 6/26/16-7/25/16
51615	LAUTERBACH & AMEN, LLP	33852	17150	BV081702	401000-552800	12,500.00	AUDIT OF FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDED APRIL 30,2016
53725	LURVEY LANDSCAPE SUPPLY	33853	TI-1016681	BV081702	012000-570400	79.80	BROWN MULCH
		33854	TI-1016637	BV081702	012000-570410	79.80	BROWN MULCH

BOARD VOUCHERS

VENDOR		VOUCHER	INVOICE	BATCH	BUDGET	G/L	
NUMBER	NAME	NUMBER	NUMBER	NUMBER	NUMBER		AMOUNT DESCRIPTION
		33855	TI-1016606	BV081702	012000-570400		79.80 BROWN MULCH
		33856	TI-1016551	BV081702	012000-570400		79.80 BROWN MULCH
					<u>TOTAL VENDOR:</u>		319.20
54420	MAINE-NILES ASSN OF SP REC	33857	16-099	BV081703	351000-552705		1,553.96 JULYA 2016 INCLUSION
		33858	16-106	BV081703	351000-552705		1,514.84 JULY B 2016 INCLUSION
		33859	16-113	BV081703	351000-552700		30,680.75 GENERAL CONTRIBUTION 3RD QTR 2016
					<u>TOTAL VENDOR:</u>		33,749.55
56665	MENARD'S	33860	32991	BV081703	025032-520321		99.87 PVCC SHELF
		33861	33124	BV081703	012000-520321		19.96 PARK MAINTENANCE SUPPLIES
		33862	33192	BV081703	012000-520321		51.03 PARK MAINTENANCE SUPPLIES
		33863	32555	BV081703	024022-570600		12.47 POOL SUPPLIES
		33864	3283	BV081703	024022-570600		29.71 POOL SUPPLIES
		33865	33486	BV081703	025032-520312		57.87 PARK MAINTENANCE SUPPLIES
		33866	32085	BV081703	025032-520321		11.43 PARK MAINTENANCE SUPPLIES
		33867	34958	BV081703	024021-570600		59.70 HARRER POOL SUPPLIES
		33868	32093	BV081703	025032-520321		28.45 PARK MAINTENANCE SUPPLIES
		33869	32701	BV081703	024022-570600		57.71 PARK MAINTENANCE SUPPLIES
		33870	32437	BV081703	012000-520318		76.39 WOODSHOP SUPPLIES
		33871	32787	BV081703	012000-520323		22.89 PARK MAINTENANCE SUPPLIES
		33872	31846	BV081703	012000-520321		9.97 PARK MAINTENANCE SUPPLIES
					<u>TOTAL VENDOR:</u>		537.45
56815	METRO PROFESSIONAL PRODUCTS	33873	164583	BV081703	012000-570200		116.36 PARK MAINTENANCE SUPPLIES
		33874	163269	BV081703	012000-520312		232.09 MAINTENANCE SUPPLIES
					<u>TOTAL VENDOR:</u>		348.45
61177	NORTH SHORE UNIFORM	33883	16-1243	BV081705	012000-581500		159.60 PARK CREW WORK PANTS
69071	PARK DISTRICT RISK MANAGEMENT	33875	JULY PRO/L	BV081704	301000-532610		3,697.00 JULY 2016 PROPERTY/LIABILITY
					301000-532630		2,147.57
					301000-532615		505.04
		33876	JULY HEALT	BV081704	011000-530310		15,540.33 JULY 2016 HEALTH
					021000-530310		15,540.33
					<u>TOTAL VENDOR:</u>		37,430.27

BOARD VOUCHERS

VENDOR NUMBER	NAME	VOUCHER NUMBER	INVOICE NUMBER	BATCH NUMBER	BUDGET G/L NUMBER	AMOUNT	DESCRIPTION
69745	PEERLESS FENCE	33877	65564	BV081704	012000-560900	283.80	SPLIT RAIL FENCING
71954	ROBERT BABINSKI	33879	1663	BV081704	023001-593201	129.72	GMNASTICS SUMMER CAMP GIVEAWAYS
		33880	1676	BV081704	012000-581500	630.08	SUPPLY OF SHIRTS FOR MAINTENANCE
					<u>TOTAL VENDOR:</u>	759.80	
71958	PRO-TEMP OF ILLINOIS, INC.	33881	0006866	BV081704	701000-586114	24,490.00	SUPPLY AND INSTALL 5 HVAC UNITS IN FIELDHOUSES
		33882	0006867	BV081704	701000-586114	14,200.00	MODIFY FIELDHOUSE HVACS TO MODIFY DUCTWORK
					<u>TOTAL VENDOR:</u>	38,690.00	
71965	PROMET SOURCE	33878	MG-201608	BV081704	011000-554100	1,250.00	MONTHLY SERVICE AND MAINTENANCE DRUPAL SUPPORT
75635	ROSE PEST SOLUTIONS	03884	1820521	BV081705	025032-554100	50.15	AUGUST 2016 PEST COTROL FOR PVCC
76373	JIM RUSHMEYER	33885	UMPIRE	BV081705	023001-592131	297.00	JULY 2016 UMPIRE
76377	RUSSO POWER EQUIPMENT	33886	3314663	BV081705	012000-520400	269.97	MAINTENANCE SUPPLIES
					012000-570300	257.97	
		33914	3295631	BV081706	012000-520223	21.68	MOWER REPAIR PARTS
					<u>TOTAL VENDOR:</u>	549.62	
76885	SAFETY KLEEN	33890	70771528	BV081705	012000-520225	295.51	SOLVENT CLEANER FOR MECHANIC AREA
77505	SCHUBERT TENNIS	33891	20339	BV081705	012000-570410	322.01	TENNIS WINDSCREENS
77564	SCOTT SCHWARTZ	33888	UMPIRE	BV081705	023001-592131	495.00	JULY 2016 UMPIRE
78875	TOM SHUNICK	03889	UMPIRE	BV081705	023001-592131	264.00	JULY 2016 UMPIRE
82825	SYSCO FOOD SERVICES	33993	608031705	BV081705	023007-593830	557.18	FOOD AND PAPER GOODS
					021000-520110	399.72	
					023007-593825	76.61	
					<u>TOTAL VENDOR:</u>	1,033.51	

BOARD VOUCHERS

VENDOR NUMBER	NAME	VOUCHER NUMBER	INVOICE NUMBER	BATCH NUMBER	BUDGET G/L NUMBER	AMOUNT	DESCRIPTION
84326	SCOTT THOMPSON	33894	UMPIRE	BV081705	023001-592131	330.00	JULY 2016 UMPIRE
85355	TRU CUT LANDSCAPING	33895	69038	BV081705	012000-554100	995.00	AUGUST 2016 LANDSCAPE MAINTENANCE
87705	ULTIMATE SCHOOL OF GUITAR	33902	591	BV081705	023005-591617	1,101.80	SUMMER 2016 SESSION GUITAR LESSONS
88904	U.S. ARBOR PRODUCTS, INC.	33896	6208	BV081705	012000-570410	1,484.20	SURFACING FOR PLAYGROUNDS
90096	VERMONT SYSTEMS, INC.	03898	51616	BV081705	701000-586200	1,800.73	THREE SIGNATURE PADS
		33899	51558	BV081705	701000-586200	6,447.23	RECTRAC PROJECT
		33900	51420	BV081705	701000-586200	15,543.74	RECTRAC PROJECT
		33901	51585	BV081705	701000-586200	1,725.00	RECTRAC PROJECT
				<u>TOTAL VENDOR:</u>		25,516.70	
90331	VILLAGE OF MORTON GROVE	03907	007837-000	BV081705	024021-540130	3,707.60	WATER/SEWER HARRER PARK POOL FROM 7/1/16-7/31/16
		33903	CE16-0111	BV081705	025032-554100	50.00	SEMI ANNUAL ELEVATOR INSPECTION AT PVCC
		33906	007835-000	BV081705	024022-540130	1,602.64	WATER/SEWER ORIOLE PARK FROM 7/1/16-7/31/16
		33908	014630-000	BV081705	021000-540130	38.27	WATER/SEWER FOR HREN PARK FROM 7/1/16-7/31/16
		33909	007848-000	BV081705	021000-540130	107.64	WATER/SEWER FOR AUSTIN/MANSFIELD PARKS FROM 7/1/16-7/31/16
		33910	007844-000	BV081705	021000-540130	95.68	WATER/SEWER NATIONAL/OKETO PARKS FROM 7/1/16-7/31/16
		33911	007832-000	BV081705	011000-540130	85.22	WATER/SEWER PVCC FROM 7/1/16-7/31/16
					021000-540130	85.23	
					025033-540130	681.79	
		33913	0015367	BV081705	012000-520500	1,601.23	JULY 2016 FUEL/GAS/DIESEL
				<u>TOTAL VENDOR:</u>		8,055.30	
93368	WHEELING PARK DISTRICT	33904	52				

BV081705 023003-593412 420.00 FIELD TRIP HERITAGE PARK 7/22/16

98265 ZAKER VIDEO PRODUCTIONS, INC. 33912 1855 BV081705 023004-594520 897.00 2016 DANCE RECITAL DVD

TOTAL BOARD VOUCHERS 198,978.91

BOARD VOUCHERS

VENDOR NUMBER	NAME	VOUCHER NUMBER	INVOICE NUMBER	BATCH NUMBER	BUDGET G/L NUMBER	AMOUNT	DESCRIPTION
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SUMMARY BY FUND:

CORPORATE	30,315.21
RECREATION	45,509.34
POLICE	1,087.50
MUSEUM	711.00
LIABILITY INSURANCE	6,349.61
SPECIAL RECREATION	33,749.55
AUDIT	12,500.00
CAPITAL IMPROVEMENTS	68,756.70

<u>SUMMARY TOTAL</u>	<u>198,978.91</u>
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VENDOR NUMBER	NAME	VOUCHER NUMBER	INVOICE NUMBER	BATCH NUMBER	BUDGET G/L NUMBER	AMOUNT	DESCRIPTION
15395	CONSTELLATION NEWENERGY, INC.	33746	0733082034	CK071401	151000-540110	0.60-	DISCOUNT TAKEN ELECTRIC FOR MUSEUM ANNEX FROM 5/12/16-6/12/16
<u>TOTAL</u>						0.60-	

VENDOR		VOUCHER	INVOICE	BATCH	BUDGET G/L		
NUMBER	NAME	NUMBER	NUMBER	NUMBER	NUMBER	AMOUNT	DESCRIPTION

SUMMARY BY FUND:

MUSEUM 0.60-

SUMMARY TOTAL 0.60-

VENDOR		VOUCHER	INVOICE	BATCH	BUDGET G/L		
NUMBER	NAME	NUMBER	NUMBER	NUMBER	NUMBER	AMOUNT	DESCRIPTION
53464	MAGIC BY RANDY, INC.			VC072001	023008-594944	400.00-	VD CK#307568
					023001-592131	157.50-	VD CK#307568
					<u>TOTAL VENDOR:</u>	557.50-	
					<u>TOTAL</u>	557.50-	

VENDOR NUMBER	NAME	VOUCHER NUMBER	INVOICE NUMBER	BATCH NUMBER	BUDGET G/L NUMBER	AMOUNT	DESCRIPTION
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SUMMARY BY FUND:

RECREATION 557.50-

SUMMARY TOTAL 557.50-

PAID VOUCHERS

VENDOR		VOUCHER	INVOICE	BATCH	BUDGET G/L	AMOUNT	DESCRIPTION
NUMBER	NAME	NUMBER	NUMBER	NUMBER	NUMBER		
05252	THE ART STATION STUDIO LLC	33752	0095	V0072801	023003-593412	450.00	CAMP FIELD TRIP
		33765	0093	V0070802	023003-593412	243.00	CAMP FIELD TRIP
<u>TOTAL VENDOR:</u>						693.00	
07535	EMILY BAER	33795	LOST CHECK	V0071901	023003-591412	474.77	REPLACE CHECK 53188249 DATED 7/1/16 LOST IN TRANSIT
10612	BRICKS 4 KIDZ GLENVIEW	33753	1035	V0072801	023005-594625	1,250.00	LEGO SUMMER CAMP
12833	CARD SERVICES	33751	07/2016	V0071401	011000-520120	135.99	JULY 2016 CREDIT CARD PURCHASES
					011000-520110	18.38	
					012000-520230	413.16	
					025032-520360	5.00	
					023008-593945	110.92	
					025000-554200	149.00	
					011000-552100	251.78	
					011000-589110	13.00	
					301000-582650	220.50	
					023007-593822	23.91	
					023003-593412	3,430.36	
					023007-593815	2.00	
					023004-593514	205.11	
					023007-593815	4.00	
					023008-593926	23.32	
					023007-593826	20.47	
					023008-593926	180.00	
					021000-520500	65.00	
					021000-581200	50.00	
					011000-581600	48.38	
					023001-593201	60.34	
					023007-593825	98.13	
					023001-593221	383.63	
					024022-560700	43.71	
					023007-593813	20.99	
					024022-520313	97.00	
					023008-596945	20.00	
					011000-520120	179.94	
					011000-581110	64.81	
					011000-520110	20.04	
					011000-520130	4.66	
					011000-589110	38.49	
					021000-554405	25.00	
					021000-581200	85.79	

PAID VOUCHERS

VENDOR NUMBER	NAME	VOUCHER NUMBER	INVOICE NUMBER	BATCH NUMBER	BUDGET G/L NUMBER	AMOUNT	DESCRIPTION
					011000-581600	73.95	
					<u>TOTAL VENDOR:</u>	6,076.54	
13113	CASSIDY TIRE & SERVICE	33730	4204379	V0071401	012000-520225	40.85	TORO TIRE MOUNTING
15184	COLLEY ELEVATOR CO.	33768	152132	V0070802	025033-554100	189.00	JULY 2016 ELEVATOR INSPECTION
15271	COMED	33777	0515070041	V0072102	011000-540110	12.74	ELECTRIC FOR PARKING LOT LITE 6210 DEMPSTER FROM 6/13/16-7/13/16
		33778	1047119014	V0072102	021000-540110	21.32	ELECTRIC FOR JACOB'S GAZEBO FROM 6/9/16-7/11/16
					<u>TOTAL VENDOR:</u>	34.06	
15272	COMED	33788	1427066047	V0072102	011000-540110	35.82	ELECTRIC FOR REAR PVCC FROM 6/1/16-6/30/16
15395	CONSTELLATION NEWENERGY, INC.	33740	2715657017	V0071401	024022-540110	1,719.75	ELECTRIC FOR ORIOLE POOL FROM 5/11/16-6/8/16
		33741	0867047005	V0071401	021000-540110	34.05	ELECTRIC FOR OKETO PARK FROM 5/10/16-6/8/16
		33743	2799627000	V0071401	021000-540110	60.78	ELECTRIC FOR NATIONAL PARK FROM 5/1/16-6/9/16
		33744	1038557006	V0071401	021000-540110	44.07	ELECTRIC FOR AUSTIN PARK FROM 5/11/16-6/9/16
		33745	2550465008	V0071401	021000-540110	52.06	ELECTRIC FOR MANSFIELD PARK FROM 5/12/16-6/12/16
		33746	0733082034	V0071401	151000-540110	106.69	ELECTRIC FOR MUSEUM ANNEX FROM 5/12/16-6/12/16
		33747	009623000	V0071401	024021-540110	2,517.69	ELECTRIC FOR HARRER PARK & POOL FROM 5/16/16-6/13/16
		33748	0198271000	V0071401	011000-540110	1,027.46	ELECTRIC FOR PVCC FROM
					021000-540110	1,027.46	5/13/16-6/13/16
					025033-540110	4,794.81	
		33749	0393000078	V0071401	021000-540110	68.52	ELECTRIC FOR HREN PARK FROM 5/12/16-6/12/16
		33750	2130052007	V0071401	151000-540110	107.19	ELECTRIC FOR MUSEUM FROM 5/12/16-6/12/16
					<u>TOTAL VENDOR:</u>	11,560.53	

PAID VOUCHERS

VENDOR NUMBER	NAME	VOUCHER NUMBER	INVOICE NUMBER	BATCH NUMBER	BUDGET G/L NUMBER	AMOUNT	DESCRIPTION
15773	CAPITAL ONE COMMERCIAL(COSTCO)	33769	7311000265	VO070802	023008-593945	35.88	SIZZLE/OFFICE SUPPLIES
					011000-520110	37.68	
					023008-593945	487.29	
					<u>TOTAL VENDOR:</u>	560.85	
16075	CREEKSIDE PRINTING	33771	07131602	VO072102	021000-554400	1,820.00	FALL 2016 ACTIVITY GUIDE DESIGN
25985	EVERBANK COMMERCIAL FINANCE	33784	3850490	VO072102	011000-554100	293.22	COPIER RENTAL
28336	FIRST STUDENT	33780	11248826	VO072102	023003-593412	186.00	CAMP FIELD TRIP
		33781	11248828	VO072102	023003-593412	280.00	CAMP FIELD TRIP
		33782	11248829	VO072102	023003-593412	280.00	CAMP FIELD TRIP
		33789	11244343	VO072102	023003-593412	244.75	CAMP FIELD TRIP
		33790	11246682	VO072102	023003-593412	179.01	CAMP FIELD TRIP
		33791	11246690	VO072102	023003-593412	249.51	CAMP FIELD TRIP
		33792	11246694	VO072102	023003-593412	226.01	CAMP FIELD TRIP
		33793	11244345	VO072102	023003-593412	151.75	CAMP FIELD TRIP
					<u>TOTAL VENDOR:</u>	1,797.03	
28875	FOKOZ CREATIVE GROUP, INC.	33794	410	VO072102	021000-554100	3,150.00	WEBSITE REDESIGN FIRST INSTALLMENT OF PROJECT
31914	GOLF SCHOOL DISTRICT 67	33754	GOLF SPONS	VO072801	021000-581600	300.00	
32935	GROOT INDUSTRIES 3397	33785	14259638	VO072102	025033-552300	305.39	GARBAGE P/U ON 7/1/16 FOR PVCC
		33786	14206987	VO072102	012000-554100	442.27	GARBAGE P/U ON 6/30/16 FOR 6250 W. DEMPSTER
		33787	14259639	VO072102	012000-554100	73.68	RECYCLING FOR 6250 W. DEMPSTER ON 7/1/16
					<u>TOTAL VENDOR:</u>	821.34	
34685	HARMONIOUS HORIZONS	33755	WINTER	VO072801	023004-594511	745.10	MUSIC TOGETHER
		33756	WINTER	VO072801	023004-594511	383.60	MUSIC TOGETHER
					<u>TOTAL VENDOR:</u>	1,128.70	
35905	HESELN, NORBERT C.	33731	REIMBURSE	VO071401	012000-520225	81.45	REIMBURSEMENT FOR MOWER STARTER

PAID VOUCHERS

VENDOR NUMBER	NAME	VOUCHER NUMBER	INVOICE NUMBER	BATCH NUMBER	BUDGET G/L NUMBER	AMOUNT	DESCRIPTION
41752	NCPERS GROUP LIFE INSURANCE	33798	VOL INS	VO072901	011000-210965	24.00	VOLUNTARY INSURANCE DEDUCTED FROM PAYROLL 7/1/16
		33799	VOL. INS	VO072901	011000-210965	24.00	VOLUNTARY INSURANCE DEDUCTED FROM PAYROLL 7/15/16
					<u>TOTAL VENDOR:</u>	48.00	
41773	ILLINOIS LIQUOR CONTROL COMM.	33772	LICENSE	VO072102	023008-596911	25.00	LIQUOR LICENSE APPLICATION FEE
45985	JEFF ELLIS & ASSOCIATES, INC.	33757	20077654	VO072801	024021-520313	875.00	JULY 2016 SAFETY AUDIT
49336	FEDEX	33762	5-457-2659	VO070802	023004-593514	43.97	RETURN DANCE COSTUMES
50176	KONICA MINOLTA PREMIER FINANCE	33767	65071938	VO070802	011000-554100 021000-554100	202.49 202.49	COPIER LEASE
					<u>TOTAL VENDOR:</u>	404.98	
52185	ALEXANDER D. LEVIN	33796	PAYCHECK	VO071901	025033-520312	326.61	BALANCE DUE FOR PAYROLL 7/15/16 PAYROLL HOURS
52755	LISA LOMBARDI COACHING, INC.	33732	007868	VO071401	023005-593623	140.00	OUBLECK SLIME LAB CLASS
53375	LOW VOLTAGE WORKS, INC.	33773	19491	VO072102	151000-554600	72.00	ALARM MONITORING FOR MUSEUM FROM AUGUST 14-NOVEMBER 13, 2016
		33774	19490	VO072102	151000-554600	72.00	ALARM MONITORING FOR MUSEUM ANNEX FROM AUGUST 14-NOVEMBER 13, 2016
		33775	19500	VO072102	151000-570200	95.00	BURGLAR ALARM SERVICE CALL
					<u>TOTAL VENDOR:</u>	239.00	
53464	MAGIC BY RANDY, INC.	33733	PERFORMANC	VO071401	023008-594944	400.00	PERFORMANCE ON FRIDAY, 8/12/16 ICE CREAM SOCIAL
54365	WILLIAM MAGINOT	33734	UMPIRE	VO071401	023001-592131	157.50	JUNE 2016 UMPIRE
55222	MORTON GROVE PARK DISTRICT	33736	MED/SEC 12	VO071401	011000-210955	2,244.34	MEDICAL/SECTION 125 DEDUCTED FROM PAYROLL 7/15/16
		33761	MED/SEC 12	VO070802	011000-210955	2,244.34	MEDICAL/SEC 125 DEDUCTED FROM PAYROLL 7/1/16
		33797	MED/SEC 12	VO072901	011000-210955	2,244.34	MEDICAL/SECTION 125 DEDUCTED FROM PAYROLL 7/29/16

PAID VOUCHERS

VENDOR NUMBER	NAME	VOUCHER NUMBER	INVOICE NUMBER	BATCH NUMBER	BUDGET G/L NUMBER	AMOUNT	DESCRIPTION
						<u>TOTAL VENDOR:</u>	6,733.02
55225	MBS IDENTIFICATION INC.	33770	24316	VO070802	011000-520120	493.00	DATACARD RIBBONS
55355	ELIZABETH MC CANN	33763	REIMBURSE	VO070802	011000-581600	64.91	4TH OF JULY SUPPLIES
69071	PARK DISTRICT RISK MANAGEMENT	33800	VOL. INS	VO072901	011000-210965	54.01	VOLUNTARY INSURANCE DEDUCTED FROM PAYROLL 7/29/16
		33801	VOL. INS	VO072901	011000-210965	54.01	VOLUNTARY INSURANCE DEDUCTED FROM PAYROLL 7/15/16
						<u>TOTAL VENDOR:</u>	108.02
70258	PETTY CASH-KARI REDMOND	33764	REPLENISH	VO070802	023007-593826	26.22	REPLENISH CAMP CASH
					023007-593822	9.94	
					023006-593711	7.77	
					023003-593412	144.55	
						<u>TOTAL VENDOR:</u>	188.48
71460	POSTMASTER	33760	FALL	VO070802	021000-554400	1,694.30	POSTAGE FOR FALL BROCHURE PERMIT#3
73655	RECORD A HIT, INC.	33776	161591	VO072102	021000-589110	450.00	NATIONAL NIGHT OUT
78075	MICHELLE SENIOR	33735	REIMBURSE	VO071401	023007-593813	55.27	BIRTHDAY PARTY SUPPLIES
85186	TRAVELING WORLD OF REPTILES	33766	FIELDTRIP	VO070802	023003-593412	300.00	CAMP FIELD TRIP
88165	UNIVAR USA, INC.	33758	CH888311	VO072801	024022-553100	1,106.01	HYDROCHLORIC ACID FOR ORIOLE POOL
		33759	CH888310	VO072801	024021-553100	381.92	HYDROCHLORIC ACID FOR HARRER POOL
						<u>TOTAL VENDOR:</u>	1,487.93
90095	VERIZON WIRELESS	33737	9767379062	VO071401	011000-540150	118.76	CELL PHONES FROM 5/21/16-6/20/16
					021000-540150	118.77	
					012000-540150	59.38	
		33738	9767379064	VO071401	011000-540150	77.75	IPADS FROM 5/21/16-6/20/16
					021000-540150	77.75	
		33739	9767379063	VO071401	023006-593711	120.84	FIELDHOUSE CELLS FROM
					023007-593825	56.82	5/21/16-6/20/16

PAID VOUCHERS

VENDOR NUMBER	NAME	VOUCHER NUMBER	INVOICE NUMBER	BATCH NUMBER	BUDGET G/L NUMBER	AMOUNT	DESCRIPTION
					023007-593830	18.94	
					<u>TOTAL VENDOR:</u>	649.01	
90331	VILLAGE OF MORTON GROVE	33779	0015338	VO072102	012000-520500	1,791.17	JUNE 2016 FUEL PURCHASES
					<u>TOTAL PAID VOUCHERS</u>	46,982.33	

PAID VOUCHERS

VENDOR		VOUCHER	INVOICE	BATCH	BUDGET G/L		
NUMBER	NAME	NUMBER	NUMBER	NUMBER	NUMBER	AMOUNT	DESCRIPTION

SUMMARY BY FUND:

CORPORATE	13,004.25
RECREATION	33,304.70
MUSEUM	452.88
LIABILITY INSURANCE	220.50

SUMMARY TOTAL	46,982.33
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REFUNDS

VENDOR		VOUCHER	INVOICE	BATCH	BUDGET G/L		
NUMBER	NAME	NUMBER	NUMBER	NUMBER	NUMBER	AMOUNT	DESCRIPTION
<u>REFUNDS:</u>							
	DOROTHY ADAMS	RENTAL DEP	CK072802	021000-210500		150.00	RENTAL DEP
	NAHRIN DAVID	RENTAL DEP	CK072802	021000-210500		150.00	RENTAL DEP
	SAMANTHA HANUMANAGUTTI	RENTAL DEP	CK072802	021000-210500		150.00	RENTAL DEP
	BINA RUBINSON	SWIM CLASS	CK072802	024022-420250		31.00	SWIM CLASS
	RYAN STOETERAU	CAMP	CK072802	023003-490412		79.00	CAMP
	ESTELA YANCY	RENTAL DEP	CK070801	021000-210500		115.00	RENTAL DEP
	DEBRA SLOAN	AQUACIZE	CK072101	023001-490221		276.50	AQUACIZE
	ANDI BANNISTER	MEMBERSHIP	CK072101	025000-460110		111.00	MEMBERSHIP
<u>TOTAL REFUNDS</u>						1,062.50	

REFUNDS

VENDOR NUMBER	NAME	VOUCHER NUMBER	INVOICE NUMBER	BATCH NUMBER	BUDGET G/L NUMBER	AMOUNT	DESCRIPTION
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SUMMARY BY FUND:

RECREATION	1,062.50
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<u>SUMMARY TOTAL</u>	<u>1,062.50</u>
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SUMMARY BY FUND:

CORPORATE	43,319.46
RECREATION	79,319.04
POLICE	1,087.50
MUSEUM	1,163.28
LIABILITY INSURANCE	6,570.11
SPECIAL RECREATION	33,749.55
AUDIT	12,500.00
CAPITAL IMPROVEMENTS	68,756.70

<u>GRAND TOTAL:</u>	<u>246,465.64</u>
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TOTAL PAGES: 21

To the Finance Officer:

The payment of the above listed accounts has been approved by the Board of Commissioners at their meeting held on AUGUST 17, 2016 and you are hereby authorized to pay them from the appropriate funds.

 (President)

 (Treasurer)

Motions + Back-up Information

**MORTON GROVE PARK DISTRICT
BOARD MOTIONS
AUGUST 17, 2016**

Administration and Finance Committee – Commissioner Ashta, Chair

Environmentally Policy: I move to accept the recommendation of the Administration and Finance Committee for the Board of Park Commissioners to approve the Morton Grove Park District Environmental Policy.

General Practices Manual Updates: I move to accept the recommendation of the Administration and Finance Committee for the Board of Park Commissioners to include the Closed Session Review Ordinance #O-06-14 and the Code of Ethics Ordinance #O-02-15 in the Board of Commissioners General Practices Manual.

Transgender Policies:

I move to accept the recommendation of the Administration and Finance Committee to adopt the Transgender policies for employees and nonemployees and to update the General Use Regulations, Section 7 to include the revised wording.

Personnel Policy Manual Update:

I move to accept the recommendation of the Administration and Finance Committee for the Board of Park Commissioners to approve changes to the Personnel Policy Manual Sections 5.3, 5.4 and 5.5 covering exempt and non-exempt employee overtime compensation and flex time.

Parks & Facilities Maintenance Committee – Commissioner Manno, Chair

Bobcat Skid Steer Purchase: I move to accept the recommendation of the Parks & Facilities Maintenance Committee to approve the purchase of an A770T4 Bobcat all-wheel skid steer from Atlas Bobcat of Mokena, IL for an amount not to exceed \$29,954.

Dump Truck Purchase: I move to accept the recommendation of the Parks & Facilities Maintenance Committee to approve the purchase of a 2016 Ford F-350 8' dump truck with a stainless steel body for the full delivered cost of \$45,170.

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. Also 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 #O-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.

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.

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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

The wise use of air, water, soil and wildlife should include:

- Actively seek and implement ways to enhance, conserve and protect water, soil, air quality, flora and fauna.
- 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.

4.16	<u>Quality Employees</u>
	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.
5.0	<u>Meetings</u>
5.1	<u>Open Meetings</u>
	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.
5.2	<u>Executive Session</u>
	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 (attachment D) establishing procedures for the recording and disposal of closed session minutes
5.3	<u>Effective Meetings</u>
	The Board shall refrain from lengthy discussion of the items which come before it at a regular Board meeting. These detailed 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.
5.4	<u>Regular Monthly Meetings</u>
	The regular meeting of the Board will be held on the third Wednesday of the month at 6:30 p.m. 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.
5.5	<u>Executive Director Attendance at Meetings of the Board</u>
	The Executive Director shall be present at all meetings of the Board except when the Executive Director is excused by the presiding officer.
5.6	<u>Preparation of the Agenda</u>
	The Executive Director, with the concurrence of the presiding officer, is responsible for the preparation of the agenda for all Board meetings including committee meetings. A Board packet for the regular Board meeting including the meeting agenda, the monthly bills to be approved and paid, an up-to-date account of all the income and expenditures listed by fund as well as an overall

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

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

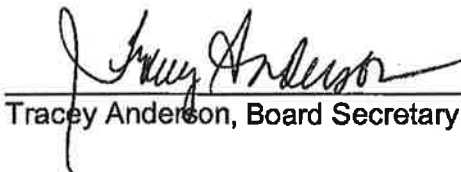
NAYS: None

ABSENT: Commissioner Coursey



Dominick Burdi, President

ATTEST:



Tracey Anderson, Board Secretary

	and to annually evaluate in written form his/her services according to the procedure specified in Section 8.1.
4.4	<u>Park District Attorney</u>
	The Board shall retain the services of a qualified attorney either through an annual retainer or on an as-needed basis for purposes of assisting the Board in conducting its regular business according to the legal requirements of the Park District Code and other applicable laws. The attorney's responsibilities are more fully described in Section 8.2. The attorney shall be annually evaluated by the Board and Executive Director. Section 8.2.
4.5	<u>Appointment of Board Secretary</u>
	The Board shall at its annual meeting, as described in Section 5.11, appoint or hire for a one-year period a Secretary whose responsibilities are more fully described in Section 6.3.
4.6	<u>Reimbursable Expenses</u>
	Travel, meal and lodging expenses are governed by the Travel, Meal and Lodging Reimbursement Policy. (attachment A)
4.7	<u>Employment Practices</u>
	The Board shall approve and amend personnel policies as described in the Personnel Policy Manual.(attachment B)
4.8	<u>Ordinances</u>
	The Board shall enact policies and approve ordinances as necessary and see that such ordinances are effectively administered.
4.9	<u>Outside Interests</u>
	Each action taken by a Board member in the course of their duties will be motivated by the District's best interest and should, therefore, be free of outside influences and self-interest. Board members shall have no direct or indirect financial interest in any aspect of the District's operations. Board and staff members shall disclose to the Board all memberships or financial interest in companies or organization doing business with the District, or which are being considered for contracts with the District. See attachment C: "Code of Ethics".
4.10	<u>Board Committees</u>
	The Board of Commissioners shall maintain three standing committees and shall establish such temporary committees as it deems necessary and proper. The three standing committees shall be 1. Administration and Finance, 2. Parks and Facilities Maintenance, and 3. Recreation and Facility Program and will function according to the procedures described in Section 7.
4.11	<u>New Board Member Orientation</u>
	The Board will assist in the orientation of a new Board member by:
	a. Directing the Executive Director to provide the new Board member with written materials which shall include, but are not limited to: 1. The Board General Practices Manual. 2. The Park District Code of the State of Illinois, 3. The Board Policy and Administrative Procedure Manual, 4. The Personnel Policy Manual and 5. An index of the Park District Ordinances.

**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, entity, 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:

- i. 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.

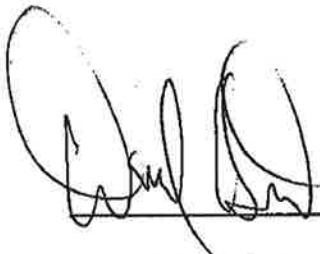
Adopted this 18th day of March 2015.

AYES: Commissioners: Fergus, Coursey, Zec and Burdi

NAYS: Commissioner Ashta


ABSTAIN: None

ABSENT: None



Dominick Burdi, President

ATTEST:



Marty O'Brien, Board Secretary



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: Under Chapter VI: Regulation of Personal Conduct and Behavior.

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.



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 last time the Overtime and Flex Time Policies were reviewed was in 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 overtime and flex time policies should be separated into 2 sections, while comp time needs to be deleted as we don't use it. 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 beyond 40 hours for things like 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 5.3: 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.

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.



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 12, 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. It is used primarily for towing the mowing trailer in the summer and plowing and salting in the winter months and therefore gets a lot of use and it is time for it to be replaced. There are also several mechanical issues that need repair. The quote given includes a \$6,000 trade-in credit for the old vehicle. The budgeted amount is \$50,000.

Board Action:

Based upon the price quoted, from Morrow Brothers Ford, Inc. of Greenfield, IL, we have an updated recommendation to purchase a 2016 Ford F350 8' Dump body truck with a stainless steel body (\$4,870) for the full delivered total cost of \$45,170.

Board Update & Information

Morton Grove Park District

UPDATE & INFORMATION

August 17, 2016

RECREATION AND PROGRAMMING REPORT – JOE BRUNTMYER

General/Special Events

- Final week of on-site RecTrac training was held the week of July 25. Staff is working in the new software to create the Winter/Spring Brochure. A detailed transition plan is being developed to ensure as seamless a changeover as possible
- The second Movie in the Park was held on July 29. Due to poor weather, the event was moved inside to National Fieldhouse. Approximately 175 people attended. The final movie of the summer will be Cinderella on August 26. Thanks to MB Financial Bank for their sponsorship of the Movie in the Park series.
- Celebrate Summer in the Park was held in conjunction with the Movie in the Park on July 19. The final *Celebrate Summer* event for the year will be held August 12 from 3:30-5:00pm at National Park. Magician Randy Bernstein will entertain families.
- Registration for the annual fall 5K is open. This year's event is titled "Race to the Taste" and will feature a German food sampling and beer tasting after the race. Volunteers will be needed for the event on October 1.

Fitness

- The SCIFIT PRO2, total body exercise machine has been installed. There have been several positive comments from members.
- Due to annual closing of the Park Ridge fitness center, we open our doors to accommodate their fitness members at our club August 8 – 13.

Club Fitness Updates	July 2016	July 2015
Fitness Club Check-in	3922 (549 members)	3643 (445 members)
Open Gym Check-in	179	234
GroupEx/Walk-in Usage	365 (74 members)	532 (100 members)
Membership Renewal/Sales	50	3

Athletics

- The 16" softball leagues have completed their regular seasons and held an interleague tournament on August 6 at Harrer Park.
- The Men's 12" softball league have a playoff tournament scheduled on August 15.
- The Co-Rec 14" softball league has a playoff tournament on August 19.
- Summer gymnastics classes have ended. There were a total of 310 participants this summer. A two-week session will be offered for team gymnasts until the fall season starts in September.
- Edgebrook Sauganash Athletic Association (ESAA) finished their field rentals for the season. They had a total of 105 games at Morton Grove parks this season, which brought in \$6,218.

Seniors/Cultural Arts/Adults/Teens

- The 7th Annual Harrer Park Classic Car Show was held on July 21. A total of 51 cars participated in the event. The sponsor was MB Financial Bank. There was a combined attendance of 275 for both the car show and summer concert that evening. This is down from 550 attendees in 2015, but the weather was extremely hot this year.
- Attendance at the final three Tunes on Tuesday events were as follows:
 - July 12 – 150
 - July 21 – 250
 - July 26 – 275
- Two S.T.E.M. class were offered in July:
 - 7/7 - Oobleck Lab Experience-Have the Slime of your Life – 5 participants
 - 7/23 – Marine Biology for Kids – 4 participants
- Katie Halverson volunteered at the IPRA Senior Olympics softball tournament on July 13.

Camps/Pre-School/Kinder Odyssey

- Enrollment for upcoming camp sessions:

	2016 (as of 8/5/16)	2015
S'more (Week 1)	32	39
S'more (Week 2)	22	29
	54	68

- Pre-School Enrollment:

	2016 (as of 8/5/16)	2015 (as of 8/5/15)
2-Year-Old	10	11
3-Year-Old	43	36
4-Year-Old	51	49
Kinder Odyssey (D63)	11	8
Kinder Odyssey (D70)	26	10
	141	114

Aquatics/Gap/B4 School/BASE

- Jeff Ellis and Associates performed the 2nd audit of the season on July 24. We received “exceeds” for our lifeguards and facilities. For the summer, we received an overall “exceeds” rating.
- Harrer pool will be close for the season on August 14.
- Oriole pool will remain open until September 5 with weekday hours 4:00pm – 8:00pm and weekend hours 11:00am – 7:00pm beginning Monday, August 15.
- B-4 School and BASE programs are getting ready to start for the 2016/2017 school year:
 - B-4 at Prairie View (Dist. 63 & 67) 8/16 24 enrolled
 - B-4 at Park View (Dist. 70) 8/25 9 enrolled
 - BASE at Hynes (Dist. 67) 8/24 14 enrolled
 - BASE at Park View (Dist. 70) 8/25 37 enrolled

Marketing

- Work on the new website started. It will go live the week of September 5.
- Sponsorship requests for the 2016 Holly Days Festival were sent out in July. The deadline is September 15 and responses have already started to come in.

- Articles and event listings for fall events will be posted in the Morton Grove Trib local and Metro mix, Time out Chicago, Santa in Chicago, and Daily Herald.
- A Pioneer Press "Family Friendly" columnist reached out last week; a list of fall events will be sent for future articles or listings.
- "Bitly" short links have been set up to track links, as they are being used in many places i.e., in postings and eblasts. In the future, we will be able to track where people clicked the link.
- Final proof of the Fall Fun Guide is routing. These will be on display by the last week of August.
- Revisions for the fitness Trifold will be completed by the end of the week and sent to the printer.
- The fall activity guide has arrived. We are testing age group eblasts to push early registration for program offerings.
- The 2016-17 Winter-Spring Activity Guide will be brought in-house and produced by marketing. Work has started on the reoccurring elements within the guide. Recreation Staff will submit winter/spring content to marketing by September 9.

FINANCE DEPARTMENT REPORT - MARTY O'BRIEN

- The Superintendent of Finance met with a representative of the Distinguished Agency accreditation program this month. The purpose of this meeting is to review our submission of data to see that it meets the programs standards for receiving the accreditation. If all goes well, we are scheduled to be reviewed by the entire committee in early September.
- The Finance Department has scheduled our auditor, Lauterbach and Amen, to present the findings of the 2016 financial audit at the Committee of the Whole in October. Lauterbach and Amen will be available for questions and comments at the conclusion of the presentation.
- We are currently receiving the second installment of the 2015 property taxes which were due on August 1. As of the date of this report, we have collected 87.6% of the entire levy.

HUMAN RESOURCES— LAURA KEE

- Human Resources & Risk Management has completed an Emergency Response plan for the fieldhouses, and has updated the plan for the Prairie View Community Center.
- Staff has been working on the Strategic Plan as it relates to the Human Resources area.
- Monday August 8th was the first day of resident registration with approximately 200 people signing up for programs and or events.
- The overtime, and flex time policies have been updated and have gone to the Board for approval.
- Staff is working on completing end of the season evaluations.

PARK POLICE REPORT – NORM STROMBERG

- One thousand four hundred and ninety-four park and field house checks were conducted by the Park Police during the month of July.
- Chief Stromberg, Officer McCloskey and Officer Callaghan all completed the July “Police Law” Legal Update Computer Training. The July Training Topic was on “Landlord-Tenant Disputes - Investigating Complaints; Hotel/Motel Rooms - Expectation of Privacy”.
- Park Officers assisted at all of the Tuesday Night Concerts in the Park, the 4th of July Parade, Fireworks and entertainment events and during the Park District Car Show event all of which occurred during the month of July. There were no serious or negative incidents during any of the events.
- Park Officers handled their everyday normal routine assignments and an additional eighty-one other miscellaneous incidents, assists or assignments that occurred during the month of July. These included a vehicle accident incident/report, assisting citizens and workers, illegal parking watches, securing unsecured park properties found open or not properly shut down, medical/fire assists, alarm incidents/assists and lock out/in assists.
- Verbal warnings were given for patrons being in the parks after hours, skateboarding disturbances, illegal parking incidents and for youths playing “Pokémon Go” unsafely while in roadways and parking areas. All of the warned subjects were compliant and were not recognized as repeat offenders.

PARKS AND MAINTENANCE REPORT – GREG JAYNE

- Weed eradication has begun at all parks. Aeration and over seeding will take place also as part of our turf enhancement program. We have been applying an organic soil enhancement to get a stronger turf base on the soccer fields at Frank Hren Memorial Park.
- Fieldhouses have been detailed from top to bottom to prepare for preschool in September.
- The PVCC HVAC Control project will begin by months’ end.
- Our seasonal staff members have gone back to school. Thanks to our summer staff for another great summer season.
- The Park Manager would also like to extend his gratitude to the Park Maintenance Crew for keeping things running smoothly throughout the busy summer season we have experienced. **Thanks Guys, You’re The Best!**
- Other work efforts performed in August were; the daily maintenance of Harrer and Oriole Pool, athletic field maintenance, sand volleyball court grooming, daily fieldhouse cleaning, mowing, trimming and edging of our turf areas, watering, weeding, trimming all bushes, vehicle inspections and repairs, trash control, monthly playground and fire extinguisher inspections, and monthly water meter readings.