

Morton Grove Park District

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



**Morton Grove Park District
6834 Dempster
Board Meeting Agenda
July 20, 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 June 1, 2016 Committee Meeting and the June 15, 2016 Board Meeting
 - b. Approval of Financial Reports**
 - 1. Budget Report and Cash on Hand dated June 30, 2016
 - 2. Voucher List Ending: July 20, 2016 in the amount of \$428,776.99
- VI. Director's Report**
- VII. Attorney's Report**
- VIII. Unfinished Business**
 - a. Administration and Finance Committee**
 - Park District Website
 - Bond Expenditure Compliance Resolution #R-06-16
 - Morton Grove Historical Society Intergovernmental Agreement
 - General Practices Manual Update
 - b. Recreation and Facility Program Committee**
 - c. Parks and Facilities Maintenance Committee**
 - PVCC HVAC Control Systems
- IX. New Business**
 - a. New Board Member Appointment: Oath of Office**
- X. Commissioner Comments:**
 - Commissioner Eileen Coursey**
 - Commissioner Dan Ashta**
 - Commissioner Mark Manno**
 - 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: July 20, 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 JUNE 1, 2016 and the
- BOARD MEETING HELD ON JUNE 15, 2016

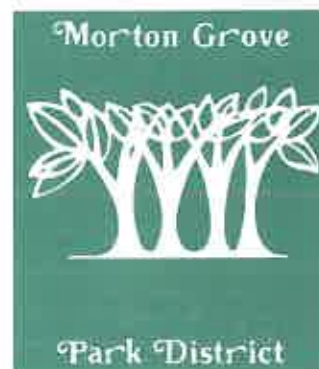
Also the Financial Reports which include:

- THE BUDGET REPORT AND CASH ON HAND DATED JUNE 30, 2016
- THE VOUCHER LIST DATED JULY 20, 2016 IN THE AMOUNT OF \$482,776.69, 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 June 1, 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: Chuck Balling, Gov/HR and Eric Poders, Morton Grove Voice/resident

Public Comment: None

Administration and Finance Committee – Commissioner Ashta, Chair

Board of Commissioner Vacancy: Director Wait explained that Commissioner Dominick Burdi handed in his resignation, effective May 27, 2016. The Commissioners noted Dominick's resignation for the record. They also asked the staff to take the proper steps to post the vacancy and announce we are seeking letters of interest for a new Commissioner.

Prevailing Wage Ordinance #O-05-16: Director Wait explained that in accordance with the State of Illinois, the Park District must annually enact a Prevailing Wage Ordinance. The Morton Grove Park District Prevailing Wage Ordinance #O-05-16 was presented for review and Director Wait noted that upon approval a certified copy will be filed with the Illinois Department of Labor and posted on the Morton Grove Park District website.

Board of Commissioners General Practices Manual Update - ADA Policy: Director Wait explained that our Distinguished Accreditation mentor, Steve Cherveney, suggested that although the Park District has an Americans with Disabilities Policy it should also be included in the Commissioners Manual. It was agreed to add the ADA Policy to the Commissioners General Practices Manual.

Parks and Facilities Maintenance Committee – Commissioner Manno, Chair

PVCC Control System: Director Wait and Superintendent Jayne explained that although they had an engineer review the HVAC control system to get an idea of an amount to budget for this project; \$80,000, when the actual quotes came in they were all a bit higher, \$127,420, \$142,500 and \$144,650.

Jayne offered suggestions which would allow the project to continue within the budgeted amount; i.e. not replacing one of the air conditioners and not replacing the windows. Commissioner Staackmann proposed having another engineer look at the Trane study (completed in the fall) to gage if the job was quoted correctly. It was agreed to get the opinion of W-T Engineers before making a final decision.

Park Tour: Commissioners Ashta, Manno and Staackmann along with Director Wait, Superintendent Jayne and Superintendent Bruntmyer proceeded to tour Prairie View Park, Harrer Park and Pool, Austin Park, Mansfield Park and Palma Lane Park.

The administrative staff left the meeting.

The Park Tour concluded at approximately 8:30 pm.

Executive Session

No executive session.

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 8:30 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 777th Board Meeting
Held on June 15, 2016 at 6:30pm

I. Roll Call: President 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, Joe Bruntmyer, Superintendent of Recreation; Greg Jayne, Superintendent of Parks & Facilities; and Claudia Marren, Executive Administrative Assistant

Guests Present: Dominick and Louise Burdi, Betty Fergus, resident, Chick Balling, Gov/HR, Eric Poders, Morton Grove Voice/resident, and Al Gordon, resident

Attorney Present: None.

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

III. Additions or Deletions/Changes to the Agenda: It was agreed to remove PVCC Control System from the agenda.

IV. Citizens Comments/Correspondence: Resident Betty Fergus thanked Dominick Burdi for his 12 years of service and many accomplishments as a Park Commissioner. Fergus noted Burdi's valuable insights regarding the park programs and facilities and wished him and his family well in their future endeavors.

V. Consent Agenda:

Commissioner Ashta made a motion, seconded by Commissioner Manno to approve the consent agenda which included the minutes of the May 4, 2016 Committee of the Whole, May 18, 2016 Board Meeting, May 4, 2016 Executive Session and the May 18, 2016 Executive Session.

The Financial Reports:

1. The Budget Report and Cash on Hand dated May 31, 2016, and

2. The voucher listed dated June 15, 2016, in the amount of \$145,571.40 subject to audit. **Ayes: Commissioner Manno, Ashta and Staackmann. Nays: 0. Absent: Coursey. Motion carried.**

VI. Director's Report: Executive Director Wait noted that last night we had a great turn out at Harrer Park for Tunes on Tuesday with approximately 300 people in attendance, there were also baseball games, softball games and ultimate Frisbee games that night. He also thanked the MGBSA for sponsoring the band *Soda* and thanked the Dairy Queen of Niles for providing treats and food. Wait also noted the pool pass sales have increased 7.5% over last year. He addressed several issues at the pools including combining the swim lessons to one pool, the drop slide is now open at Oriole Pool, and noted the spray park at Harrer Pool is showing an increased loss of water. The staff is trying to isolate the problem of the water loss and is considering limiting the number of hours or days the spray park is in use if they can't resolve this issue. The start of summer camps on Monday went smoothly and Wait said he even had a chance to go out to see the children today.

VII. Attorney's Report: None

VIII. Unfinished Business:

Administration and Finance Committee: Commissioner Ashta, Chair

Resolution #R-05-16: Commissioner Ashta made a motion seconded by Commissioner Manno to approve Resolution #R-05-16, thanking Dominick Burdi for his twelve years of service. A copy of the resolution will be made part of the official records. **Ayes: Commissioner Manno, Ashta and Staackmann. Nays: 0. Absent: Coursey. Motion carried.**

At this time the Park District presented Dominick Burdi with a framed copy of the Resolution along with a congratulatory plaque.

Prevailing Wage Ordinance #O-05-16: Commissioner Ashta made a motion, seconded by Commissioner Manno to accept the recommendation of the Administration and Finance Committee to approve the Prevailing Wage Ordinance #O-05-16 as enacted by the State of Illinois. Director Wait noted a certified copy will be filed with the Illinois Department of Labor and published in the local paper. **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 approve the update to the Board of Commissioners General Practices Manual, Section 10.21, Americans with Disabilities Policy. **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

Park Tour

IX. New Business: None.

X. Commissioner Comments:

Commissioner Coursey: Absent.

Commissioner Ashta: Congratulated Dom on his service and wished him luck in the future.

Commissioner Manno: Thanked Dom, and the staff and volunteers that worked the Summer Sizzle.

Commissioner Staackmann: Thanked everyone that worked the weekend. He noticed a spirit of cooperation by the staff which he thought was admirable. He also noted Dominick Burdi's humility and thanked him for his service.

XI. Executive Session:

No executive session.

Cake was served for Dominick Burdi.

During this time a resident, Al Gordon entered the meeting wishing to make a comment. Mr. Gordon noted that he and many lap swimmers attended the community open houses prior to Oriole Pool being built. He believed the theory at that time was Oriole Pool would cater to small children and lap swimmers and four lap lanes would be available at all times. For the past two seasons there were four lap lanes at Oriole Pool. This season the lanes were reduced to 2 lanes and the ladders were removed leaving entry and exit only at the far east corner and the extreme south east corner. Also the #5 lap lane is in very deep water and the lap lanes are now in-between two open swim areas which leaves swimmers crossing through the lap lanes. He believes the new configuration of the lap lanes proposes safety and liability issues and also thinks there are not enough lifeguards for the area. Also the changes were made without community input or notice to the people who attended the open house meetings in 2013. Mr. Gordon requested the lap lanes be restored to four lanes, that the ladders are reinstalled and the Board direct the Executive Director and his staff to observe the pool and usage patterns for the remainder of the season to determine the need for adjustments and if so, to hold town hall meetings for community input. Commissioner Staackmann thanked Mr. Gordon and explained the Park District is in the process of conducting a strategic plan and will ask the staff to review what was previously discussed.

XII. Adjournment:

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

Meeting ended at approximately 9:20pm.

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 JUNE 30, 2016

PAGE: 1

BALANCE 05/31/16 CURRENT MONTH ENDING BALANCE

CASH IN BANK

CORPORATE	305,841.80	94,765.85-	211,075.95
RECREATION	261,003.14	48,978.33-	212,024.81
POLICE	3,969.68	4,661.29-	691.61-
PAVING & LIGHTING	3,315.04	0.00	3,315.04
MUSEUM	28,200.71	3,591.49-	24,609.22
I.M.R.F.	205,761.83	19,052.59-	186,709.24
F.I.C.A.	147,552.28	12,907.42-	134,644.86
BOND & INTEREST	451,316.81	1,153.30	452,470.11
LIABILITY INSURANCE	140,240.81	6,527.53-	133,713.28
SPECIAL RECREATION	289,208.45	1,802.17-	287,406.28
SPEC REC - GRANT PROJECTS	0.00	0.00	0.00
AUDIT	8,376.54	19.84	8,396.38
Capital Improvements	5,419,410.56	166,951.40-	5,252,459.16
GASB 34 ACCOUNTS	0.00	0.00	0.00
TOTAL: CASH IN BANK	<u>7,264,197.65</u>	<u>358,064.93-</u>	<u>6,906,132.72</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 7,264,197.65 358,064.93- 6,906,132.72

SUMMARY TOTAL ALL ACCOUNTS BY FUND:

CORPORATE	305,841.80	94,765.85-	211,075.95
RECREATION	261,003.14	48,978.33-	212,024.81
POLICE	3,969.68	4,661.29-	691.61-
PAVING & LIGHTING	3,315.04	0.00	3,315.04
MUSEUM	28,200.71	3,591.49-	24,609.22
I.M.R.F.	205,761.83	19,052.59-	186,709.24
F.I.C.A.	147,552.28	12,907.42-	134,644.86
BOND & INTEREST	451,316.81	1,153.30	452,470.11
LIABILITY INSURANCE	140,240.81	6,527.53-	133,713.28
SPECIAL RECREATION	289,208.45	1,802.17-	287,406.28
AUDIT	8,376.54	19.84	8,396.38
Capital Improvements	5,419,410.56	166,951.40-	5,252,459.16
GRAND TOTAL ALL FUNDS:	<u>7,264,197.65</u>	<u>358,064.93-</u>	<u>6,906,132.72</u>

FUND NO	DESCRIPTION	REVENUE / EXPENSE		ENCUMBRANCE	TOTAL AMOUNT YEAR TO DATE	ANNUAL BUDGET	REVENUE/EXPENSE-PRIOR YR	
		THIS MONTH	YEAR TO DATE				THIS MONTH	YEAR TO DATE
01	CORPORATE							
10	ADMINISTRATION							
	TOTAL CENTER REVENUE	8,137.85	46,487.96	0.00	46,487.96	1,214,600	17,737	55,597
	TOTAL CENTER EXPENSE	66,138.79	122,054.46	0.00	122,054.46	682,478	45,786	101,934
	NET CENTER INCOME/LOSS	58,000.94	75,566.50	0.00	75,566.50	532,122	28,049	46,337
20	PARKS MAINTENANCE							
	TOTAL CENTER REVENUE	0.00	0.00	0.00	0.00	0	0	0
	TOTAL CENTER EXPENSE	54,571.57	89,220.64	0.00	89,220.64	532,122	36,271	67,635
	NET CENTER INCOME/LOSS	54,571.57	89,220.64	0.00	89,220.64	532,122	36,271	67,635
	TOTAL CORPORATE							
	FUND REVENUE	8,137.85	46,487.96	0.00	46,487.96	1,214,600	17,737	55,597
	FUND EXPENSE	120,710.36	211,275.10	0.00	211,275.10	1,214,600	82,057	169,569
	NET INCOME/LOSS	112,572.51	164,787.14	0.00	164,787.14	0	64,320	113,972
02	RECREATION							
10	ADMINISTRATION							
	TOTAL CENTER REVENUE	1,451.54	6,166.78	0.00	6,166.78	495,000	2,368	4,172
	TOTAL CENTER EXPENSE	78,850.79	131,110.93	0.00	131,110.93	867,888	56,297	113,734
	NET CENTER INCOME/LOSS	77,399.25	124,944.15	0.00	124,944.15	372,888	53,929	109,562
30	RECREATION PROGRAMS							
	TOTAL CENTER REVENUE	82,270.50	190,810.28	0.00	190,810.28	1,139,332	82,586	203,500
	TOTAL CENTER EXPENSE	52,663.68	118,488.84	0.00	118,488.84	748,069	42,525	100,833
	NET CENTER INCOME/LOSS	29,606.82	72,321.44	0.00	72,321.44	391,263	40,061	102,666
40	POOLS							
	TOTAL CENTER REVENUE	68,554.22	98,382.28	0.00	98,382.28	227,680	45,202	64,218
	TOTAL CENTER EXPENSE	57,770.64	84,373.90	0.00	84,373.90	378,329	57,175	78,820
	NET CENTER INCOME/LOSS	10,783.58	14,008.38	0.00	14,008.38	150,649	11,974	14,603
50	COMMUNITY CENTER							
	TOTAL CENTER REVENUE	15,764.11	35,593.34	0.00	35,593.34	181,612	21,777	42,172
	TOTAL CENTER EXPENSE	27,826.20	48,891.42	0.00	48,891.42	326,466	21,602	44,934
	NET CENTER INCOME/LOSS	12,062.09	13,298.08	0.00	13,298.08	144,854	174	2,762
	TOTAL RECREATION							
	FUND REVENUE	168,040.37	330,952.68	0.00	330,952.68	2,043,624	151,932	314,060
	FUND EXPENSE	217,111.31	382,865.09	0.00	382,865.09	2,320,752	177,600	338,321
	NET INCOME/LOSS	49,070.94	51,912.41	0.00	51,912.41	277,128	25,668	24,261
05	POLICE							
	FUND REVENUE	0.00	0.00	0.00	0.00	43,000	0	10,000
	FUND EXPENSE	5,385.24	8,749.56	0.00	8,749.56	43,000	5,112	10,395
	NET INCOME/LOSS	5,385.24	8,749.56	0.00	8,749.56	0	5,112	395
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 YEAR TO DATE	ANNUAL BUDGET	REVENUE/EXPENSE-PRIOR YR	
		THIS MONTH	YEAR TO DATE				THIS MONTH	YEAR TO DATE
15	MUSEUM							
	FUND REVENUE	478.80	478.80	0.00	478.80	49,000	0	0
	FUND EXPENSE	4,014.19	7,923.68	0.00	7,923.68	49,000	3,987	8,190
	NET INCOME/LOSS	3,535.39-	7,444.88-	0.00	7,444.88-	0	3,987-	8,190-
20	I.M.R.F.							
	FUND REVENUE	387.92	1,484.22	0.00	1,484.22	290,000	503	1,452
	FUND EXPENSE	19,440.51	36,713.69	0.00	36,713.69	290,000	16,082	36,481
	NET INCOME/LOSS	19,052.59-	35,229.47-	0.00	35,229.47-	0	15,580-	35,029-
22	F.I.C.A.							
	FUND REVENUE	258.62	989.49	0.00	989.49	193,000	335	968
	FUND EXPENSE	13,166.04	24,214.38	0.00	24,214.38	193,000	13,029	24,489
	NET INCOME/LOSS	12,907.42-	23,224.89-	0.00	23,224.89-	0	12,694-	23,521-
25	BOND & INTEREST							
	FUND REVENUE	1,153.30	4,412.59	0.00	4,412.59	899,000	1,393	4,020
	FUND EXPENSE	0.00	0.00	0.00	0.00	899,000	0	6,288
	NET INCOME/LOSS	1,153.30	4,412.59	0.00	4,412.59	0	1,393	2,268-
30	LIABILITY INSURANCE							
	FUND REVENUE	180.52	690.68	0.00	690.68	136,000	235	677
	FUND EXPENSE	6,708.05	13,057.66	0.00	13,057.66	136,000	6,673	13,347
	NET INCOME/LOSS	6,527.53-	12,366.98-	0.00	12,366.98-	0	6,439-	12,670-
35	SPECIAL RECREATION							
	FUND REVENUE	371.28	1,420.55	0.00	1,420.55	315,000	514	1,483
	FUND EXPENSE	738.26	33,592.46	0.00	33,592.46	315,000	3,868	37,716
	NET INCOME/LOSS	366.98-	32,171.91-	0.00	32,171.91-	0	3,354-	36,233-
40	AUDIT							
	FUND REVENUE	19.84	19.84	0.00	19.84	15,000	25	73
	FUND EXPENSE	0.00	0.00	0.00	0.00	15,000	0	0
	NET INCOME/LOSS	19.84	19.84	0.00	19.84	0	25	73
70	CAPITOL IMPROVEMENTS							
	FUND REVENUE	0.00	0.00	0.00	0.00	882,000	75,000	75,000
	FUND EXPENSE	253,040.33	390,627.08	0.00	390,627.08	882,000	33,033	171,065
	NET INCOME/LOSS	253,040.33-	390,627.08-	0.00	390,627.08-	0	41,967	96,065-
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	179,028.50	386,936.81	0.00	386,936.81	6,081,224	247,673	463,330
	GRAND TOTAL EXPENSE	640,314.29	1,109,018.70	0.00	1,109,018.70	6,358,352	341,442	815,860
	NET INCOME/LOSS	461,285.79-	722,081.89-	0.00	722,081.89-	277,128-	93,769-	352,530-

**MORTON GROVE PARK DISTRICT
VOUCHER LIST PRESENTED TO THE BOARD OF COMMISSIONERS
AT THEIR MEETING ON JULY 20, 2016**

BOARD VOUCHERS

VENDOR NUMBER	NAME	VOUCHER NUMBER	INVOICE NUMBER	BATCH NUMBER	BUDGET G/L NUMBER	AMOUNT	DESCRIPTION
00580	SKOKIE ACE HARDWARE	03375	200586	BV072005	151000-570200	4.98	KEYS FOR MUSEUM
00736	THE ACTIVE NETWORKS, INC.	33554	11079641	BV072001	021000-560810	291.50	STANDARD IPAD
03125	A-LECTRIC CONTRACTING, LLC	33552		BV072001	024021-570600	140.00	TROUBLESHOOT ELECTRIC FOR HARRER POOL PUMP
		33553		BV072001	024022-570600	1,150.00	INSTALLATION OF 50 AMP 208 OVEN LINE TO KITCHEN IN ORIOLE CONCESSION
				<u>TOTAL VENDOR:</u>		1,290.00	
03915	ANCEL, GLINK, DIAMOND,	33555	50769	BV072001	011000-551120	1,306.33	MAY 2016 LEGAL FEES
		33618	51348	BV072004	011000-551120	1,167.79	JUNE 2016 LEGAL FEES
				<u>TOTAL VENDOR:</u>		2,474.12	
05663	AT GROUP, INC.	33551	759	BV072001	011000-580200	665.95	PROGRAM MANAGEMENT SERVICES FOR PERIOD ENDING 6/26/16
08305	BASELINE YOUTH SPORTS, INC.	33556	BASKETBALL	BV072001	023001-592101	390.00	ADULT BASKETBALL
11413	BUCK BROS., INC.	33557	84152	BV072001	012000-520223	44.84	DIPSTICKS FOR JOHN DEERE
13113	CASSIDY TIRE & SERVICE	33558	5203494	BV072001	012000-520223	31.50	TIRE MOUNTING TORO MOWER
		33559	4204037	BV072001	012000-520223	15.75	TIRE MOUNTING TORO MOWER
				<u>TOTAL VENDOR:</u>		47.25	
13908	CHICAGO TRIBUNE MEDIA GROUP	35593	002778678	BV072003	011000-520160	45.89	CLASSIFIED ADVERTISING
					021000-581600	100.00	
					021000-554405	224.20	
					021000-554405	59.80	
					021000-554405	15.00	
					011000-520160	25.09	
				<u>TOTAL VENDOR:</u>		469.98	
14404	CLASSIC DESIGN AWARDS, INC.	33561	161150	BV072001	011000-581110	96.80	ENGRAVED PLAQUE
14995	JOHN COHN	33560	UMPIRE	BV072001	023001-592131	231.00	JUNE 2016 UMPIRE

BOARD VOUCHERS

VENDOR NUMBER NAME	VOUCHER NUMBER	INVOICE NUMBER	BATCH NUMBER	BUDGET G/L NUMBER	AMOUNT	DESCRIPTION
15265 COMCAST CABLE	33562	1320020254	BV072001	025033-540150	21.15	CABLE CHARGES FROM 7/8/16-8/7/16
	33594	1320298801	BV072003	025032-552300	750.02	CABLE FOR FITNESS CENTER
				<u>TOTAL VENDOR:</u>	771.17	
15915 SHERI COZZI	33582	7357	BV072002	151000-554600	95.00	JULY 2016 MUSEUM CLEANING
16125 CRNE'S ENVIRONMENTAL CONTROL	33564	0000004124	BV072001	025032-520210	1,092.50	REPAIR RAQUETBALL UNIT AT PVCC
	35563	0000004122	BV072001	025032-520321	330.00	SPRING START UPS ON ROOF TOP HVAC UNITS
				<u>TOTAL VENDOR:</u>	1,422.50	
16175 CROSSROAD CONSTRUCTION, INC.	33565	25129	BV072001	024022-552200	285.00	CONSULTATION FOR INSTALLATION OF RAILS AT ORIOLE
16415 TERRY CULLEN	33566	UMPIRE	BV072001	023001-592131	297.00	JUNE 2016 UMPIRE
17925 DEFRANCO PLUMBING	33567	21122	BV072002	701000-586145	9,950.00	PIPE REPAIRS/AND PIPE REPLACEMENT AT HARRER POOL
19215 DOYLE SIGNS, INC.	33568	00182386	BV072002	025032-570200	1,416.50	REPAIR/REPLACE POWER SUPPLY ON ELECTRONIC MESSAGE SIGN AT PVCC
23225 ELANAR CONSTRUCTION COMPANY	33595	APP. 1	BV072003	701000-586146	24,130.80	OVERHILL PLAYGROUND PROJECT
	33596	APP. 2	BV072003	701000-586146	62,096.40	ORIOLE PLAYGROUND PROJECT
				<u>TOTAL VENDOR:</u>	86,227.20	
23265 ELITE COMPUTER SUPPORT, INC	33569	29338	BV072002	011000-554100	2,177.50	NEXLINK INTEL PC/LABOR AND LAPTOP SETUP/CISCO 8 PORT NETWORK
	33570	29329	BV072002	011000-554100	287.50	LABOR RESET VPN CONNECTIONS
				<u>TOTAL VENDOR:</u>	2,465.00	
28336 FIRST STUDENT	33571	11240397	BV072002	023003-594412	734.25	TRIP TO MYSTIC RIVERS ON 6/17/16
	33597	11239704	BV072003	023003-594412	209.00	TRANSPORTATION TO HOLOCAUST MUSEUM ON 6/15/16
				<u>TOTAL VENDOR:</u>	943.25	

BOARD VOUCHERS

VENDOR		VOUCHER INVOICE		BATCH	BUDGET G/L	AMOUNT	DESCRIPTION
NUMBER	NAME	NUMBER	NUMBER	NUMBER	NUMBER		
41780	ILLINOIS SHOTOKAN KARATE CLUB	33602	229	BV072003	023001-594212	5,604.00	SPRING 2016 KARATE
42390	INTERSTATE BATTERY	33603	98543	BV072003	012000-520225	218.95	BATTERY FOR PARK VAN 4606
		33604	98491	BV072003	051000-520225	99.95	BATTERY FOR SQUAD CAR
<u>TOTAL VENDOR:</u>						318.90	
45385	J & D INSTANT SIGNS, INC.	33605	56720	BV072003	025032-520120	100.00	NEW SIGNS FOR ENTRANCE DOOR AT CLUB FITNESS HALLWAY
45911	JC LICHT, LLC	33606	1253148960	BV072003	025032-520321	134.96	PAINT AND WALL REPAIR MATERIALS FOR PVC
		33607	53001349	BV072003	025032-520321	112.94	PAINT FOR PVCC PROJECT
<u>TOTAL VENDOR:</u>						247.90	
50177	KONICA MINOLTA BUSINESS	33608	9002523378	BV072003	011000-520120	586.89	BIZHUB PRINTER/COPIER MAINTENANCE
51755	LAYLINE MARKETING, INC.	33609	4747	BV072003	021000-554100	250.00	MAINTENANCE ON MINIKOTE LAMINATRO
51815	LEADING EDGE AUTOMOTIVE	33611	2677	BV072003	701000-586314	1,873.52	TANSMISSION FOR 2009 CROWN VIC
		33612	2655	BV072003	051000-520225	494.00	TRANSMISSION COOLER FOR CROWN VIC
		33613	2796	BV072003	051000-520225	130.00	CHARGE AC SYSTEM 2009 FOR CROWN VIC
		33614	2646	BV072003	012000-520225	1,007.96	REPLACE A/C LINES ON PASSENGER VAN
<u>TOTAL VENDOR:</u>						3,505.48	
53464	MAGIC BY RANDY, INC.	33669	PERFORMER	BV072004	023008-594944	400.00	ICE CREAM SOCIAL PERFORMER ON 8/12/16
		33670	UMPIRE	BV072004	023001-592131	157.50	JUNE 2016 UMPIRE
<u>TOTAL VENDOR:</u>						557.50	
53725	LURVEY LANDSCAPE SUPPLY	33615	T1-1015659	BV072003	012000-570400	219.65	PLANT PROJECT
		33616	T1-1015389	BV072003	012000-570410	119.70	BULK SHREDED MULCH
		33617	T1-1015518	BV072003	012000-570400	570.85	PLANT MATERIALS
<u>TOTAL VENDOR:</u>						910.20	
54420	MAINE-NILES ASSN OF SP REC	33671	16-092	BV072004	351000-552705	497.79	JUNE 8 2016 INCLUSION

BOARD VOUCHERS

VENDOR		VOUCHER	INVOICE	BATCH	BUDGET G/L	AMOUNT	DESCRIPTION
NUMBER	NAME	NUMBER	NUMBER	NUMBER	NUMBER		
		33672	16-085	BV072004	351000-552705	240.47	JUNE A 2016 INCLUSION
					<u>TOTAL VENDOR:</u>	738.26	
54425	MAINE TOWNSHIP EAST HIGHSCHOOL	33673	RENTAL	BV072004	023004-594520	3,045.50	RENTAL OF FACILITIES FOR 2016 DANCE RECITAL
55225	MBS IDENTIFICATION INC.	33674	24378	BV072004	011000-520110	265.00	OFFICE SUPPLIES
56665	MENARD'S	03619	26822	BV072004	012000-520400	27.88	MAINTENANCE SUPPLIES
		03665	31143	BV072004	012000-520400	15.94	PARK MAINTENANCE SUPPLIES
		33620	29485	BV072004	012000-520312	15.16	PAPER TOWEL HOLDERS
		33621	29462	BV072004	025032-520321	77.96	WOOD FOR PVCC PROJECT
		33622	28777	BV072004	012000-520323	9.99	GARBAGE BAGS
		33623	28503	BV072004	012000-520321	79.98	PARK MAINTENANCE SUPPLIES
		33624	27720	BV072004	024021-570600	33.57	SUPPLIES FOR HARRER POOL
		33625	27679	BV072004	024021-570600	21.39	SUPPLIES FOR HARRER POOL
		33626	27834	BV072004	024021-570600	6.29	SUPPLIES FOR HARRER POOL
		33627	27532	BV072004	024021-570600	97.82	SUPPLIES FOR HARRER POOL
		33628	28374	BV072004	012000-520321	55.68	PAINT FOR AUSTIN FIELDHOUSE
		33629	28160	BV072004	012000-520321	47.14	PAINT SUPPLIES FOR AUSTIN FIELDHOUSE
		33630	29199	BV072004	024022-570600	51.82	ORIOLE POOL SUPPLIES
		33631	29204	BV072004	024022-570600	29.99-	SUPPLIES FOR ORIOLE POOL
		33632	28237	BV072004	012000-520321	92.71	PAINT SUPPLIES FOR AUSTIN FIELDHOUSE
		33633	26822	BV072004	012000-520400	27.88	FLASHLIGHT/BATTERIES
		33634	29238	BV072004	012000-520318	66.54	SIGN SHOP SUPPLIES
		33635	29205	BV072004	024022-570600	13.88	ORIOLE POOL DROP SLIDE PROJECT
		33636	28943	BV072004	012000-520321	108.88	PAINT SUPPLIES FOR PAINTING STAGE
		33637	28534	BV072004	012000-520335	57.76	MAINTENANCE SUPPLIES
		33638	28372	BV072004	012000-520400	38.69	GARDEN TOOLS
		33639	28167	BV072004	023008-593945	11.16	SIZZLE AND FITNESS SUPPLIES
					025032-560600	23.06	
		33640	29186	BV072004	012000-520500	17.76	PROPANE TANK REFILL
		33641	29194	BV072004	012000-520500	43.82	PROPANE TANK
		33642	29195	BV072004	012000-520500	43.82	PROPANE TANK
		33643	29192	BV072004	012000-520500	17.76-	REFUND FOR OLD PROPANE TANKS
		33644	29187	BV072004	012000-520500	17.76	REFILL PROPANE TANK
		33645	29188	BV072004	012000-520500	17.76	REFILL PROPANE TANK
		33646	29193	BV072004	012000-520500	17.76-	REFUND FOR PROPANE TANK
		33647	30089	BV072004	012000-520323	43.88	AUSTIN FENCE REPAIR
		33648	30920	BV072004	012000-520335	178.93	JULY 4TH SUPPLIES
		33649	20036	BV072004	012000-570150	449.53	THOR GUARD SUPPLIES
		33650	22052	BV072004	012000-570150	26.57	THOR GUARD SUPPLIES
		33651	22677	BV072004	012000-570150	48.77	THOR GUARD SUPPLIES

BOARD VOUCHERS

VENDOR NUMBER NAME	VOUCHER NUMBER	INVOICE NUMBER	BATCH NUMBER	BUDGET G/L NUMBER	AMOUNT	DESCRIPTION
	33652	23293	BV072004	012000-570150	161.97	THOR GUARD SUPPLIES
	33653	29222	BV072004	012000-570150	2.12	THOR GUARD SUPPLIES
	33654	30736	BV072004	012000-570150	643.02	THOR GUARD SUPPLIES
	33655	23406	BV072004	012000-570150	13.78	THOR GUARD SUPPLIES
	33656	30792	BV072004	012000-520400	9.99	COVER FOR BARBEQUE GRILL BURNER
	33657	26805	BV072004	025032-520321	57.75	PVCC CAT 5 HEALTH DESK
	33658	19418	BV072004	025032-520321	5.81	PVCC CAT 5 HEALTH DESK
	33659	30295	BV072004	012000-520321	5.55	REPAIR SUPPLIES FOR HARRER PAVILLION
	33660	30289	BV072004	012000-520321	15.49	REPAIR SUPPLIES FOR HARRER PAVILLION
	33661	30277	BV072004	012000-520321	28.80	REPAIR SUPPLIES FOR HARRER PAVILLION
	33662	26565	BV072004	024021-570600	34.47	POOL SUPPLIES
	33663	30541	BV072004	024021-570600	7.98	POOL SUPPLIES
	33664	31728	BV072004	012000-520400	39.53	PARK MAINTNANCE SUPPLIES
	33666	31864	BV072004	025032-520321	73.80	SUPPLIES FOR PVCC PROJECT
	33668	31863	BV072004	025032-520321	305.82	ITEMS FOR PVCC PROJECT
	33678	31862	BV072005	025032-520312	95.62	PVCC SUPPLIES
			<u>TOTAL VENDOR:</u>		3,305.77	
56815	METRO PROFESSIONAL PRODUCTS	33675	161715	BV072004 024021-520312	343.77	POOL SUPPLIES
				024022-520312	343.77	
				<u>TOTAL VENDOR:</u>	687.54	
57014	MID-AMERICA SPORTS ADVANTAGE	33676	350040-00	BV072004 012000-570410	176.35	BALLFIELD LINER
57416	MINUTEMAN PRESS-MORTON GROVE	33677	37494	BV072004 021000-554400	24.00	YARD SIGN TO PROMOTE CELL TOWER
61177	NORTH SHORE UNIFORM	33680	16-1171	BV072005 012000-581500	683.60	PANTS FOR CREW
61595	NUTOYS LEISURE PRODUCTS	33681	44452	BV072005 012000-520328	54.80	PARTS FOR REPAIRS
		33682	44451	BV072005 012000-520328	64.70	PARTS FOR REPAIRS
		33683	44453	BV072005 012000-520328	863.90	PARTS FOR REPAIRS
				<u>TOTAL VENDOR:</u>	983.40	
65885	1000BULBS.COM	03684	838139	BV072005 025032-520312	192.66	REPLACEMENT BULB
69071	PARK DISTRICT RISK MANAGEMENT	33685	JUNE HEALT	BV072005 011000-530310	15,205.72	JUNE 2016 HEALTH

BOARD VOUCHERS

VENDOR		VOUCHER INVOICE		BATCH	BUDGET G/L	AMOUNT	DESCRIPTION
NUMBER	NAME	NUMBER	NUMBER	NUMBER	NUMBER		
					021000-530310	15,205.72	
		33686	PROP/LIA	BV072005	301000-532610	3,697.00	JUNE 2016 PROPERTY/LIABILITY
					301000-532630	2,147.57	
					301000-532615	505.04	
					<u>TOTAL VENDOR:</u>	36,761.05	
71954	ROBERT BABINSKI	33688	1648	BV072005	023001-594212	193.47	CAMP TSHIRTS
		33689	1634	BV072005	023001-594212	711.92	GYMNASTICS STAFF SHIRTS
		33690	1602	BV072005	023003-593412	1,608.52	CAMP SHIRTS
		33691	1609	BV072005	021000-581500	112.28	STAFF SHIRTS
		33692	1608	BV072005	025032-581500	349.46	STAFF SHIRTS FOR FITNESS
		33693	1613	BV072005	023008-593945	215.56	STAFF SHIRTS FOR SIZZLE
					<u>TOTAL VENDOR:</u>	3,191.21	
71965	PROMET SOURCE	33687	MGS-201607	BV072005	011000-554100	1,250.00	SERVICE/MAINTENANCE
72926	QUICK SCORES LLC	33694	161429	BV072005	023001-596101	24.00	MEN'S BASKETBALL QUICKSCORE FEES
73865	REINDERS, INC.	33695	1639928-00	BV072005	012000-520223	298.75	TORO REPLACEMENT TIRES
74874	RUSS ROBIN	33696	UMPIRE	BV072005	023001-592131	264.00	JUNE 2016 UMPIRE
75635	ROSE PEST SOLUTIONS	33697	1771294	BV072005	012000-554600	20.00	PEST CONTROL FOR MANSFIELD FIELDHOUSE
		33698	1771293	BV072005	151000-554600	36.35	PEST CONTROL FOR MUSEUM
		33699	1771291	BV072005	024022-552200	20.00	PEST CONTROL FOR ORIOLE
		33700	1792625	BV072005	012000-554600	20.00	PEST CONTROL FOR NATIONAL FIELDHOUSE
		33701	1771290	BV072005	025032-554100	50.15	PEST CONTROL FOR PVCC
		33702	1792584	BV072005	025032-554100	50.15	PEST CONTROL FOR PVCC
		33703	1806506	BV072005	025032-554100	50.15	PEST CONTROL FOR PVCC
		33704	1806507	BV072005	024022-552200	20.00	PEST CONTROL FOR ORIOLE
		33705	1806511	BV072005	012000-554600	20.00	PEST CONTROL FOR MANSFIELD FIELDHOUSE
		33706	1806536	BV072005	012000-554600	20.00	PEST CONTROL FOR NATIONAL FIELDHOUSE
		33707	1806510	BV072005	024021-552200	18.18	PEST CONTROL FOR HARRER POOL AND GARAGES AND PAVILION
					012000-554600	18.17	
					<u>TOTAL VENDOR:</u>	343.15	
76373	JIM RUSHMEYER	33708	UMPIRE	BV072005	023001-592131	273.00	JUNE 2016 UMPIRE

BOARD VOUCHERS

VENDOR		VOUCHER INVOICE		BATCH	BUDGET G/L	AMOUNT	DESCRIPTION
NUMBER	NAME	NUMBER	NUMBER	NUMBER	NUMBER		
76377	RUSSO POWER EQUIPMENT	33709	3278300	BV072005	012000-520223	63.12	Z-TURN BLADES
		33710	3228032	BV072005	012000-520223	11.29	TUBE FOR ECHO BP BLOWER
		33711	3284873	BV072005	012000-520223	25.99	SUPPLY FOR GRASS CREW
<u>TOTAL VENDOR:</u>						100.40	
76378	RUSTIC WOOD FENCING LTD.	33712	88166	BV072005	012000-520318	138.00	POST FOR SIGNS
77895	SEAWAY SUPPLY	33713	117044	BV072005	012000-520312	387.30	SUPPLIES FOR MAINTENANCE DEPARTMENT
		33714	117139	BV072005	025032-520312	369.00	PVCC SUPPLIES
<u>TOTAL VENDOR:</u>						756.30	
80596	SPECTRIO, LLC	33716	669734	BV072005	021000-554400	228.00	MUSIC ON HOLD
83165	BRAD TANDET	33717	UMPIRE	BV072005	023001-592131	231.00	JUNE 2016 UMPIRE
84326	SCOTT THOMPSON	33718	UMPIRE	BV072005	023001-592131	247.50	JUNE 2016 UMPIRE
85355	TRU CUT LANDSCAPING	33719	68726	BV072005	012000-554100	995.00	JULY 2016 LANDSCAPE MAINTENANCE AT THE PARKS
85486	ROCCO TUDISCO	33720	UMPIRE	BV072005	023001-592131	66.00	JUNE 2016 UMPIRE
90331	VILLAGE OF MORTON GROVE	33721	012862-000	BV072005	151000-540130	35.88	WATER/SEWER FOR MUSEUM ANNEX FROM 5/1/16-6/30/16
		33722	007832-000	BV072005	011000-540130	72.96	WATER/SEWER FOR PVCC FROM
					021000-540130	72.95	6/1/16-6/30/16
					025033-540130	583.65	
		33723	007835-000	BV072005	024022-540130	1,877.72	WATER/SEWER FOR ORIOLE PARK FROM 6/1/16-6/30/16
		33724	007837-000	BV072005	024021-540130	7,905.56	WATER/SEWER FOR HARRER PARK POOL FROM 6/1/16-6/30/16
		33725	014630-000	BV072005	021000-540130	35.88	WATER/SEWER FPR HREN PARK FROM 6/1/16-6/30/16
		33726	007844-000	BV072005	021000-540130	83.72	WATER/SEWER FOR NATIONAL/OKETO PARK FROM 6/1/16-6/30/16
		33727	007848-000	BV072005	021000-540130	59.80	WATER/SEWER FOR AUSTIN/MANSFIELD PARKS FROM 6/1/16-6/30/16
<u>TOTAL VENDOR:</u>						10,728.12	

BOARD VOUCHERS

VENDOR NUMBER	NAME	VOUCHER NUMBER	INVOICE NUMBER	BATCH NUMBER	BUDGET G/L NUMBER	AMOUNT	DESCRIPTION
92265	WAREHOUSE DIRECT	33729	3054686-0	BV072005	701000-586450	4,479.96	NEW FITNESS DESK FOR RECEPTION AREA
95845	W-T ENGINEERING, INC.	33728	M16198-1	BV072005	701000-586100	1,620.00	ENGINEERING FEES FOR PVCC CONTROL PROJECT

TOTAL BOARD VOUCHERS 195,820.32

VENDOR NUMBER	NAME	VOUCHER NUMBER	INVOICE NUMBER	BATCH NUMBER	BUDGET G/L NUMBER	AMOUNT	DESCRIPTION
03065	ALARM DETECTION SYSTEMS, INC.			VC062001	024022-552200	669.96-	VD CK#307384
					012000-554100	51.78-	VD CK#307384
					151000-554600	51.78-	VD CK#307384
					151000-554600	45.69-	VD CK#307384
					012000-570410	22.80-	VD CK#307384
				<u>TOTAL VENDOR:</u>		842.01-	
10016	BLUE PEAK			VC062003	023008-593945	2,100.00-	VD CK#307387
65545	DAVID OLIVER			VC063001	023008-593926	825.00-	VD CK#307299
78574	SHERWIN INDUSTRIES, INC			VC062002	012000-570410	183.60-	VD CK#307309
87704	ULTIMATE GYMNASTICS			VC063001	023005-591617	972.60-	VD CK#307505
				<u>TOTAL</u>		4,923.21-	

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

CORPORATE	258.18-
RECREATION	4,567.56-
MUSEUM	97.47-

SUMMARY TOTAL 4,923.21-

PAID VOUCHERS

VENDOR		VOUCHER	INVOICE	BATCH	BUDGET G/L	AMOUNT	DESCRIPTION
NUMBER	NAME	NUMBER	NUMBER	NUMBER	NUMBER		
01175	TYCO INTEGRATED SECURITY LLC	33486	26666481	VO063001	025032-554100	304.74	SECURITY ALARM MONITORING FOR PVCC
03064	A LAMP CONCRETE CONTRACTORS	33514	15059	VO060201	701000-586114	15,825.76	ADA ACCESSIBILITY PROJECT
03065	ALARM DETECTION SYSTEMS, INC.	33454	158547	VO062101	012000-554100	51.78	SPRINKLER MONITORING FOR GARAGE #3 FROM JUNE-AUG 2016
		33456	158549	VO062101	151000-554600	51.78	SPRINKLER MONITORING FOR MUSEUM ANNEX FROM JUNE-AUG 2016
		33457	158548	VO062101	151000-554600	45.69	SPRINKLER MONITORING FOR MUSEUM FORM JUNE-AUG 2016
		33458	161080	VO062101	024022-552200	669.96	ANNUAL SPRINKLER TESTING AT ORIOLE POOL WET AND DRY
		33475	177696	VO063001	024022-552200	167.25	ANNUAL SPRINKLER SYSTEM INSPECTION AT ORIOLE AQUATIC
<u>TOTAL VENDOR:</u>						986.46	
03231	ALLENFORCE	33533	LICENSING	VO060303	011000-581200	175.00	HEALTHY MIND HEALTHY BODIES LICENSING AGREEMENT FEE
04113	ANDERSON LOCK CO	33459	0911748	VO062101	025033-520321	33.80	DOOR REPAIR PARTS (PVCC)
		33460	0911521	VO062101	012000-570410	22.80	BALLFIELD LIGH BOX KEYS
<u>TOTAL VENDOR:</u>						56.60	
09345	RISHI BHINGRADIA	33532	REIMBURSE	VO060303	023001-593201	175.25	GYMNASTICS PRO MEMBERSHIP
09687	BLUESTEM STUDIO	33430	1457	VO060901	021000-589110	40.00	ROYALTY FREE IMAGES
10016	BLUE PEAK	33429	106220	VO060901	023008-593945	2,100.00	TENT FOR SIZZLE INTO SUMMER
12485	CALL ONE	33494	1203417	VO063001	011000-540150	636.33	PHONE SERVICE FROM 6/15/16-7/14/16
					021000-540150	1,484.77	
<u>TOTAL VENDOR:</u>						2,121.10	
12833	CARD SERVICES	33539	06/2016	VO062304	011000-581300	34.00	JUNE 2016 CREDIT CARD PURCHASES
					021000-560810	637.37	
					011000-560810	6.88	
					021000-585100	250.00	
					011000-581200	1,110.45	
011000-540150	76.97						

PAID VOUCHERS

VENDOR		VOUCHER INVOICE		BATCH	BUDGET G/L	AMOUNT	DESCRIPTION
NUMBER	NAME	NUMBER	NUMBER	NUMBER	NUMBER		
					021000-589110	26.00	
					012000-520225	246.93	
					024021-570600	271.30	
					024022-570600	271.30	
					301000-582650	358.44	
					025032-560600	26.80	
					025032-520370	73.88	
					011000-552100	248.84	
					025000-554200	149.00	
					025032-520360	223.97	
					011000-581110	7.00	
					011000-581110	29.99	
					011000-520110	24.98	
					021000-589110	257.50	
					011000-520110	13.86	
					021000-589110	10.66	
					021000-589110	30.21	
					011000-581200	350.00	
					011000-520110	2.34	
					011000-520110	13.26	
					011000-520110	23.97	
					021000-581200	50.00	
					023001-593201	789.56	
					023004-593520	323.00	
					023001-594841	108.02	
					151000-520610	24.64	
					023004-593514	8.00	
					011000-581400	135.00	
					023003-594412	398.26	
					023001-593221	45.77	
					023007-593825	92.24	
					023007-593813	98.40	
					023007-593825	15.97	
					023007-593813	353.87	
					024022-560700	192.00	
					023007-593825	9.92	
					023007-593825	58.39	
					024022-584100	91.70	
					023007-593825	4.18	
					024022-560700	10.00	
					<u>TOTAL VENDOR:</u>	7,584.82	
13436	CENTERPOINT ENERGY SERVICES	33541	1218040000	V0062304	021000-540120	92.30	GAS FOR HARRER MAINTENANCE OFFICE FROM 5/1/16-5/31/16

PAID VOUCHERS

VENDOR NUMBER NAME	VOUCHER NUMBER	INVOICE NUMBER	BATCH NUMBER	BUDGET G/L NUMBER	AMOUNT	DESCRIPTION
	33542	1386340000	VO062304	021000-540120	38.31	GAS FOR HARRER SHELTER FROM 5/1/16-5/31/16
	33543	2218040000	VO062304	021000-540120	75.24	GAS FOR HARRER PARK MAINTENANCE GARAGE FROM 5/1/16-5/31/16
	33544	3737050000	VO062304	021000-540120	57.73	GAS FOR MANSFIELD PARK FROM 5/1/16-5/31/16
	33545	3990940000	VO062304	021000-540120	56.98	GAS FOR AUSTIN PARK FROM 5/1/16-5/31/16
	33546	5350050000	VO062304	021000-540110	70.43	GAS FOR NATIONAL PARK FROM 5/1/16-5/31/16
	33547	8083050000	VO062304	151000-540120	64.95	GAS FOR MUSEUM FROM 5/1/16-5/31/16
	33548	8509940000	VO062304	011000-540120	84.57	GAS FOR PVCC FROM 5/1/16-5/31/16
				021000-540120	84.57	
				025033-540120	394.65	
	33549	8559940000	VO062304	021000-540120	52.25	GAS FOR OKETO PARK FROM 5/1/16-5/31/16
	33550	8797832104	VO062304	024022-540120	101.67	GAS FOR ORIOLE POOL AND PARK FROM 5/1/16-5/31/16
				<u>TOTAL VENDOR:</u>	1,173.65	
13901 CHICAGO SKY	33482	1330357	VO063001	023003-594412	780.00	FIELD TRIP 7/13/16
15184 COLLEY ELEVATOR CO.	33534	151342	VO060303	025033-554100	189.00	JUNE 2016 ELEVATOR INSPECTION
15265 COMCAST CABLE	33444	1320298801	VO061702	025032-552300	750.02	CABLE SERVICE FROM 6/10/16-7/9/16
	33490	1320020254	VO063001	025033-540150	21.15	LOBBY CABLE FROM 6/8/16-7/7/16
				<u>TOTAL VENDOR:</u>	771.17	
15271 COMED	33495	1047119014	VO063001	021000-540110	21.21	ELECTRIC FOR JACOB'S GAZEBO FROM 5/10/16-6/9/16
	33496	0515070041	VO063001	011000-540110	12.72	ELECTRIC FOR PARKING LOT LITE FROM 5/12/16-6/13/16
				<u>TOTAL VENDOR:</u>	33.93	
15272 COMED	33497	0360019067	VO063001	011000-540110	485.59	ELECTRIC FOR OUTSIDE STREET LIGHTS FRG 4/26/16-4/25/16
	33498	1427066047	VO063001	011000-540110	36.75	ELECTRIC FOR REAR PVCC FROM 5/2/16-6/1/16
				<u>TOTAL VENDOR:</u>	522.34	

PAID VOUCERS

VENDOR NUMBER NAME	VOUCHER NUMBER	INVOICE NUMBER	BATCH NUMBER	BUDGET G/L NUMBER	AMOUNT	DESCRIPTION
15395 CONSTELLATION NEWENERGY, INC.	33516	2715657017	V0060201	024022-540110	285.72	ELECTRIC FOR ORIOLE POOL FROM 4/12/16-5/10/16
	33517	0867047005	V0060201	021000-540110	44.14	ELECTRIC FOR OKETO PARK FROM 4/11/16-5/9/16
	33518	2799627000	V0060201	021000-540110	65.58	ELECTRIC FOR NATIONAL PARK FROM 4/12/16-5/10/16
	33519	1038557006	V0060201	021000-540110	55.01	ELECTRIC FOR AUSTIN PARK FROM 4/12/16-5/10/16
	33520	2550465008	V0060201	021000-540110	62.14	ELECTRIC FOR MANSFIELD PARK FROM 4/13/16-5/11/16
	33521	0733082034	V0060201	151000-540110	87.45	ELECTRIC FOR MUSEUM ANNEX FROM 4/13/16-5/11/16
	33522	0095623000	V0060201	024021-540110	663.86	ELECTRIC FOR HARRER PARK & POOL FROM 4/13/16-5/15/16
	33523	0198271000	V0060201	011000-540110	875.55	ELECTRIC FOR PVCC FROM
				021000-540110	875.54	4/13/16-5/12/16
				025033-540110	4,085.89	
	33524	0393000078	V0060201	021000-540110	94.60	ELECTRIC FOR HREN PARK FROM 4/13/16-5/11/16
	33525	2130052007	V0060201	151000-540110	57.60	ELECTRIC FOR MUSEUM FROM 4/13/16-5/11/16
				<u>TOTAL VENDOR:</u>	7,253.08	
20675 EBSA, INC.(DBA:GGG)	33436	6500939	V0060902	011000-210951	151.44	DEFERRED COMPENSATION DEDUCTED FROM PAYROLL 6/3/16
	33470	6500939	V0062301	011000-210951	151.44	DEFERRED COMPENSATION DEDUCTED FROM PAYROLL 6/17/16
				<u>TOTAL VENDOR:</u>	302.88	
20855 JAMES ECKWALL	33531	PIANO TUNE	V0060303	023007-594815	80.00	PIANO TUNING AND PEDAL REGULATION
23225 ELANAR CONSTRUCTION COMPANY	33437	APP. 1	V0061701	701000-586146	60,912.00	PAYOUT #1 FOR OVERHILL PLAYGROUN
	33439	APP. 1	V0061701	701000-586146	59,921.00	PAYOUT #1 FOR ORIOLE PLAYGROUND
				<u>TOTAL VENDOR:</u>	120,833.00	
25995 EVERBANK COMMERCIAL FINANCE	33461	20185988	V0062101	011000-554100	293.22	COPIER RENTAL
27866 LORI FERNANDEZ	03438	REIMBURSE	V0061701	023006-593711	38.83	PRCHOOL SUPPLIES
	33473	0052436618	V0063001	023006-591711	238.31	THIS CHECK REPLACES CHECK #52012293 DATED 8/14/15 FROM ADP, CHECK NEVER

PAID VOUCHERS

VENDOR NUMBER NAME	VOUCHER NUMBER	INVOICE NUMBER	BATCH NUMBER	BUDGET G/L NUMBER	AMOUNT	DESCRIPTION
	33474	0052225324	VO063001	023006-591711	525.16	CASHED AND RETURNED TO MGPD THIS CHECK REPLACES PAYROLL CHECK #52225324 DATED 10/9/15 FROM ADP, IT WAS NEVER CASHED AND RETURNED TO MGPD
	<u>TOTAL VENDOR:</u>				802.30	
28332 FINAL GROVE MUSIC, INC.	33515	CONCERT	VO060201	023008-593926	825.00	JUNE 28, 2016 CONCERT ENTERTAINMENT
28336 FIRST STUDENT	33445	11238589	VO061702	023007-594826	273.72	JUNE 2016 BUS TRANSPORTATION
30195 GAIAM AMERICAS, INC.	33468	SNS1002043	VO062301	025032-520370	53.80	FITNESS CLASS SUPPLIES
32632 LES GREENBERG	33443	MAY UMPIRE	VO061702	023001-592131	264.00	MAY UMPIRE
32935 GROOT INDUSTRIES 3397	33506	14152277	VO063001	025033-552300	304.00	GARBAGE DISPOSAL FOR PVCC ON 6/1/16
	33507	14152278	VO063001	012000-554100	73.34	RECYCLING FOR 6250 DEMPSTER ON 6/1/16
	33508	144131562	VO063001	012000-554100	484.09	GARBAGE DISPOSAL FOR 6250 DEMPSTER ON 5/31/16
	<u>TOTAL VENDOR:</u>				861.43	
41752 NCPERS GROUP LIFE INSURANCE	33478	LIFE INS	VO063001	011000-210965	24.00	VOLUNTARY LIFE INSURANCE DEDUCTED FROM PAYROLL 6/3/16
	33479	VOL INS	VO063001	011000-210965	24.00	VOLUNTARY LIFE INSURANCE DEDUCTED FROM PAYROLL 6/17/16
	<u>TOTAL VENDOR:</u>				48.00	
41776 ILLIOIS PAPER & COPIER CO.	03446	225692	VO061702	011000-520110	1,619.40	COPIER PAPER
41781 ILLINOIS STATE CONGRESS	33530	2016 REG	VO060303	023001-593201	100.00	2016 STATE GYMNASTICS CONGRESS REGISTRATION
45985 JEFF ELLIS & ASSOCIATES, INC.	33431	20076964	VO060901	024021-584100	445.00	LIFEGUARD LICENSE
	33447	20077121	VO061702	024021-520313	875.00	ELLIS LIFEGUARD AUDIT
	<u>TOTAL VENDOR:</u>				1,320.00	

PAID VOUCHERS

VENDOR NUMBER	NAME	VOUCHER NUMBER	INVOICE NUMBER	BATCH NUMBER	BUDGET G/L NUMBER	AMOUNT	DESCRIPTION
47405	JOSEPH MULLARKEY DISTRIBUTORS	33466	12087	V0062301	023008-593945	775.00	SIZZLE IN THE SUMMER SUPPLIES
47685	JUMP ZONE NILES	33476	FIELD TRIP	V0063001	023003-594412	224.00	CAMP FIELD TRIP 6/24/16
48265	GARY KANTOR	33449	SPRING	V0061702	023007-594840	70.00	SPRING MAGIC CLASS
		33477	JUNE 2016	V0063001	023007-594840	126.00	MAGIC CLASS FOR JUNE 2016
				<u>TOTAL VENDOR:</u>		196.00	
50176	KONICA MINOLTA PREMIER FINANCE	33538	64898658	V0060303	011000-554100	202.49	COPIER LEASE
					021000-554100	202.49	
				<u>TOTAL VENDOR:</u>		404.98	
50855	RICK KWIECINSKI	33442	MAY UMPIRE	V0061702	023001-592131	198.00	MAY UMPIRE
52755	LISA LOMBARDI COACHING, INC.	33462	007861	V0062101	023005-594625	117.60	SCIENCE OF COMEDY WORKSHOP
53375	LOW VOLTAGE WORKS, INC.	33464	19345	V0062101	025032-570200	1,905.00	INSTALLATION AND RELOCATION OF CAMERAS AND MONITORS FOR FITNESS CLUB RECONFIGURATION
		33485	19409	V0063001	151000-570200	95.00	REPLACE FAULTY SENSOR ON MUSEUM ALARM
		34463	19344	V0062101	701000-586100	3,190.00	INSTALLATION OF ACCESS CONTROL LOCKS AND MONITORS FOR UPPER LOBBY DOORS AT PVCC
				<u>TOTAL VENDOR:</u>		5,190.00	
54085	FRANK MASTRO	33441	MAY UMPIRE	V0061702	023001-592131	297.00	MAY UMPIRE
54596	MARRIOTT LINCOLNSHIRE RESORT	33491	FIELD TRIP	V0063001	023003-594412	410.00	TICKETS FOR CAMP FIELD TRIP 7/8/16
55222	MORTON GROVE PARK DISTRICT	33435	MED/SEC 12	V0060902	011000-210955	2,267.34	MEDICAL/SEC 125 DEDUCTED FROM PAYROLL 6/3/16
		33471	MED/SEC 12	V0062301	011000-210955	2,244.34	MEDICAL/SECTION 125 DEDUCTED FROM PAYROLL 6/17/16
				<u>TOTAL VENDOR:</u>		4,511.68	
55366	VICTORIA MC CONVILLE	33432	2016-0604	V0060901	023007-591835	480.00	BABYSITTING TRAINING COURSE

PAID VOUCHERS

VENDOR		VOUCHER INVOICE		BATCH	BUDGET G/L	AMOUNT	DESCRIPTION
NUMBER	NAME	NUMBER	NUMBER	NUMBER	NUMBER		
58955	MURDOCK-SUPER SECUR LLC	33467	90779723	VO062301	701000-586114	7,230.89	ADA FOUNTAINS FOR PVC OUTDOOR
60405	NETCOMM 2000, INC.	33536	2611	VO060303	011000-554100 021000-554100	5,000.00 5,000.00	NETWORKING CONSULTING TIME BLOCK
						<u>TOTAL VENDOR:</u>	10,000.00
69071	PARK DISTRICT RISK MANAGEMENT	33480	LIFE INS	VO063001	011000-210965	54.01	VOLUNTAY LIFE INSURANCE DEDUCTED FROM PAYROLL 6/17/16
		33481	LIFE INS	VO063001	011000-210965	54.01	VOLUNTAY LIFE INSURANCE DEDUCTED FROM PAYROLL 6/3/16
						<u>TOTAL VENDOR:</u>	108.02
69335	DHRUV PATEL	33472	9081000520	VO063001	023007-591825	222.14	THIS CHECK REPLACES DIRECT DEPOSIT FOR PAYROLL 6/17/16 RETURNED BY BANK ACCOUNT CLOSED
69918	PERFORMANCE SOUND, LLC	33535	SIZZLE	VO060303	023008-596945	975.50	SOUND AND LIGHTS FOR SIZZLE
70252	PETTY CASH-JEANETTE MCNICHOLS	33512	REPLENISH	VO060201	024021-584400	300.00	REPLENISH CASH FOR HARRER POOL
70255	PETTY CASH-LAURA KEE	33448	REPLENISH	VO061702	011000-589105 011000-581120 011000-520110	37.00 12.25 214.75	REPLENISH HUMAN RESOURCE CASH
						<u>TOTAL VENDOR:</u>	264.00
70263	PETTY CASH-SUSAN BRAUBACH	33513	SIZZLE	VO060201	023008-596945	1,000.00	CASH FOR SIZZLE INTO SUMMER
71965	PROMET SOURCE	33434	MGD-201605	VO060901	021000-554100	1,250.00	MONTHLY SERVICE AND MAINTENANCE 10 HOURS
72926	QUICK SCORES LLC	33537	161132	VO060303	023001-596131	180.00	SPRING 2016 ADULT SOFTBALL
75635	ROSE PEST SOLUTIONS	33487	1778946	VO063001	012000-554600	20.00	PEST CONTROL FOR AUSTIN PARK FIELDHOUSE
		33488	1778945	VO063001	012000-554600	20.00	PEST CONTROL FOR OKETO FIELDHOUSE
						<u>TOTAL VENDOR:</u>	40.00

PAID VOUCHERS

VENDOR NUMBER NAME	VOUCHER NUMBER	INVOICE NUMBER	BATCH NUMBER	BUDGET G/L NUMBER	AMOUNT	DESCRIPTION
78114 SERVICE SANITION	33483	7116742	VO063001	023008-593945	515.00	PORTABLE BATHROOMS FOR SIZZLE INTO SUMMER EVENT 6/11/16
78575 SHERWIN WILLIAMS COMPANY	34465	1266-1	VO062101	012000-570410	183.60	AEROSOL ATHLETIC FIELD PAINT
80771 SSSRPA	33529	WORKSHOP	VO060303	011000-581200	45.00	SSRPA WORKSHOP
82825 SYSCO FOOD SERVICES	33433	606012426	VO060901	023007-593825	651.50	BASE SUPPLIES
83165 BRAD TANDET	33440	MAY UMPIRE	VO061702	023001-592131	141.00	HAY UMPIRE
85186 TRAVELING WORLD OF REPTILES	33510	JULY 2	VO063002	021000-589110	350.00	JULY 2, 2016 EVENT
85355 TRU CUT LANDSCAPING	33450	68417	VO061702	012000-554100	995.00	JUNE 2016 LANDSCAPE MAINTENANCE
	33455	68120	VO061702	012000-554100	995.00	MAY 2016 LANDSCAPING SERVICE
			<u>TOTAL VENDOR:</u>		1,990.00	
87704 ULTIMATE GYMNASTICS	33489	586	VO063001	023005-591617	972.60	SPRING GUITAR SESSION
87705 ULTIMATE SCHOOL OF GUITAR	33509	586	VO063002	023005-591617	972.60	GUITAR SPRING SESSION
88435 UPLAND DESIGN LTD	33492	15-483-02	VO063001	021000-554100	9,980.00	PROFESSIONAL SERVICES PROJECT FEE ORIOLE AND OVERHILL PLAYGROUND
90095 VERIZON WIRELESS	33526	9765739622	VO060201	011000-540150	93.39	CELL PHONE SERVICE FROM
				021000-540150	93.39	4/21/16-5/20/16
				012000-540150	46.70	
	33527	9765739624	VO060201	011000-540150	77.75	IPADS FROM 4/21/16-5/20/16
				021000-540150	77.75	
	33528	9765739623	VO060201	023006-593711	120.80	FIELDHOUSE CELL PHONES FROM
				023007-593825	56.82	4/21/16-5/20/16
				023007-593830	18.94	
			<u>TOTAL VENDOR:</u>		585.54	
90331 VILLAGE OF MORTON GROVE	33499	007848-000	VO063001	021000-540130	35.88	WATER/SEWER FOR AUSTIN/MANSFIELD PARKS FROM 5/1/16-5/30/16
	33500	007844-000	VO063001	021000-540130	47.84	WATER/SEWER FOR NATIONAL/OKETO PARKS FROM 5/1/16-5/30/16
	33501	007837-000	VO063001	024021-540130	6,936.80	WATER/SEWER FOR HARRER PARK POOL FROM 5/1/16-5/30/16
	33502	007835-000	VO063001	024022-540130	5,104.10	WATER/SEWER FOR ORIOLE PARK FROM 5/1/16-5/30/16

PAID VOUCHERS

VENDOR NUMBER	NAME	VOUCHER NUMBER	INVOICE NUMBER	BATCH NUMBER	BUDGET G/L NUMBER	AMOUNT	DESCRIPTION
		33503	007832-000	V0063001	011000-540130	70.56	WATER/SEWER FOR PVCC FROM
					021000-540130	70.57	5/1/16-5/30/16
					025033-540130	564.51	
		33504	014630-000	V0063001	021000-540130	23.92	WATER/SEWER FOR HREN PARK FROM
							5/1/16-5/30/16
		33505	0015312	V0063001	012000-520500	1,450.42	REGULAR FUEL/GAS/DIESEL FOR MAY 2016
					<u>TOTAL VENDOR:</u>	14,304.60	
94925	WJE ASSOCIATES, INC.	33452	326114	V0061702	701000-586169	270.00	EVALUATE DIVING WELL OF SWIMMING
							POOL AND DIVING BOARD AT ORIOLE
		33453	0328047	V0061702	701000-586169	1,540.00	EVALUATE DIVING WELL OF SWIMMING
							POOL AND DIVING BOARD AT ORIOLE
					<u>TOTAL VENDOR:</u>	1,810.00	
95845	W-T ENGINEERING, INC.	33469	CS16131-1	V0062301	024022-552200	1,800.00	ORIOLE PARK AQUATIC FACILITY NEW
							GUIDE RAIL
96695	MARY E. YACTOR	33511	REIMBURSE	V0063002	023007-593830	20.98	84 SCHOOL SUPPLIES
					<u>TOTAL PAID VOUCHERS</u>	236,466.88	

REFUNDS

VENDOR NUMBER NAME	VOUCHER NUMBER	INVOICE NUMBER	BATCH NUMBER	BUDGET G/L NUMBER	AMOUNT	DESCRIPTION
<u>REFUNDS:</u>						
MARZENY CABALFIN-JALECO		HIP HOP	CK061703	023004-490514	62.00	HIP HOP
SHARRON WEISS		SUMMER PLA	CK061703	023005-490623	20.00	SUMMER PLA
JEFF KASH		GYM REFUND	CK061703	025031-440202	150.00	GYM REFUND
SDIA KHAN		RENTAL DEP	CK061703	021000-210500	150.00	RENTAL DEP
SUZAN WAHDAN		RENTAL DEP	CK061703	021000-210500	150.00	RENTAL DEP
BUENAVENTURA CALMA		RENTAL DEP	CK061703	021000-210500	150.00	RENTAL DEP
SHARRON WEISS		ADULT PAIN	CK061703	023005-490623	135.00	ADULT PAIN
HEATHER DEGUJA		RENTAL DEP	CK062102	021000-210500	150.00	RENTAL DEP
SANDY FENN		WINE/PAINT	CK062102	023005-490623	72.00	WINE/PAINT
LAURA GOLDSTEIN		RENTAL DEP	CK062102	021000-210500	150.00	RENTAL DEP
DIANA LISKOVSKA		SWIM LESSO	CK062102	024021-420250	31.00	SWIM LESSO
JILL MONOSCALCO		DEEP WATER	CK062102	024022-420260	85.00	DEEP WATER
NATALLIA POLHOVSKI		KNITTING	CK062102	023005-490623	8.00	KNITTING
SHARRON WEISS			VC062301	023005-490623	20.00-	VD CK#307461
SHARRON WEISS			VC062301	023005-490623	135.00-	VD CK#307466
SHARRON WEISS		ADULT PAIN	CK062301	023005-490623	135.00	ADULT PAIN
SHARRON WEISS		SUM PLANTE	CK062301	023005-490623	20.00	SUM PLANTE
ARMELA NATES MARQUEZ		RENTAL DEP	CK062301	021000-210500	100.00	RENTAL DEP
<u>TOTAL REFUNDS</u>					1,413.00	

REFUNDS

VENDOR NUMBER	NAME	VOUCHER NUMBER	INVOICE NUMBER	BATCH NUMBER	BUDGET G/L NUMBER	AMOUNT	DESCRIPTION
<u>SUMMARY BY FUND:</u>							
						RECREATION	1,413.00
						<u>SUMMARY TOTAL</u>	<u>1,413.00</u>
<u>SUMMARY BY FUND:</u>							
						CORPORATE	53,814.85
						RECREATION	113,249.70
						POLICE	723.95
						MUSEUM	501.85
						LIABILITY INSURANCE	6,708.05
						SPECIAL RECREATION	738.26
						Capital Improvements	253,040.33
						<u>GRAND TOTAL:</u>	<u>428,776.99</u>

TOTAL PAGES: 25

To the Finance Officer:

The payment of the above listed accounts has been approved by the Board of Commissioners at their meeting held on JULY 20, 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
JULY 20, 2016**

Administration and Finance Committee – Commissioner Ashta, Chair

Park District Website: I make a motion for the Board of Park Commissioners to approve the proposal from Fokoz Creative Group, Inc. in the amount \$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.

Bond Expenditure Compliance: Resolution #R-06-16:

I move to accept the recommendation of the Administration and Finance Committee for the Board of Park Commissioners to approve the Bond Expenditure Compliance Report, Resolution #R-06-16.

Intergovernmental Agreement with the Morton Grove Historical Society:

I move to accept the recommendation of the Administration and Finance Committee 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.

Board of Commissioners General Practices Manual Update:

I move to accept the recommendation of the Administration and Finance Committee for the Board of Park Commissioners 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 9.1, the Gifts Policy to Section 10.7 and the Procurement Policy to Section 10.12.

Parks & Facilities Maintenance Committee – Commissioner Manno, Chair

PVCC Control System: I move to accept the recommendation of the Parks & 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.

Memorandum

To: Board of Park Commissioners
From: Jeffrey Wait, Executive Director
Date: July 6, 2016
Regarding: Park District Website

Issue:

The Park District's website was built using a content management system that requires the developer to make changes which equates to heavy annual fees paid by the Park District.

Discussion:

Our current website was created in 2014 at a cost of \$30,630. Since this time, the fees paid to the developer have been astronomical. In Fiscal Year 2015-16 alone, the cost to maintain mortongroveparks.com was \$38,997. Of this amount, \$18,000 is required by contract for annual support services, while the remainder \$23,997 were fees charged to perform changes beyond the \$18,000. At a minimum, under its current configuration, the website will continue to cost the District over \$18,000 per year.

The District website should be rebuilt to realize considerable savings per year. The website would be maintained internally, no need for an outside vendor to perform updates or changes. The annual fees would be \$2,000 for maintenance and \$300 for hosting.

Not only would a new website save money, it would also have state-of-the-art features and tools to access the information visitors need most such as:

- Clean modern design with a wider format to utilize the maximum width of a newer screen.
- Crisp web-designed font to maximize readability.
- Automatic adjustment to any screen size for an optimal viewing experience.
- New intuitive navigation based on customer usage patterns and contemporary website design best practices.
- ADA compliant
- Interactive Google map that does not require additional support.

Staff received the following three written quotes:

Vendor	Cost to Rebuild	Cost to Maintain & Host	Total Cost
Fokoz Creative Group, Inc.	\$10,500	\$2,300	\$12,800
Weblinx	\$11,500	\$2,100	\$13,600
Purei	\$22,500	\$300	\$22,500

Park Board Action:

The Board of Park Commissioners approve Fokoz Creative Group's quote of \$12,800 for a new website.

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

POST-ISSUANCE TAX COMPLIANCE REPORT
Resolution #R-06-16

Board of Park Commissioners of the Morton Grove Park District, Cook County, Illinois

Pursuant to my responsibilities as the Compliance Officer as set forth in a Bond Record-Keeping Policy (the "*Policy*") adopted by the Board of Park Commissioners (the "*Board*") of the Morton Grove Park District, Cook County, Illinois (the "*District*"), on the 15th day of July, 2015, I have prepared a report reviewing the District's contracts and records to determine whether the Tax Advantaged Obligations (as defined in the Policy), comply with the applicable federal tax requirements. In accordance with the proceedings and agreements under which the Tax Advantaged Obligations were issued, the District has covenanted generally to take all action necessary to comply with the applicable federal tax rules and regulations relating to the Tax Advantaged Obligations, including covenants necessary to preserve the excludability of interest on the Tax Advantaged Obligations from gross income for federal income taxation purposes. The following sets forth a summary demonstrating the District's compliance with such covenants and expectations.

(a) *Records.* I have in my possession all of the records required under the Policy.

(b) *Arbitrage Rebate Liability.* I have reviewed the agreements of the District with respect to each issue of the Tax Advantaged Obligations. At this time, the District does not have any rebate liability to the U.S. Treasury.

(c) *Contract Review.* I have reviewed copies of all contracts and agreements of the District, including any leases, with respect to the use of any property owned by the District and acquired, constructed or otherwise financed or refinanced with the proceeds of the Tax Advantaged Obligations and other records. At this time, each issue of the Tax Advantaged Obligations complies with the federal tax requirements applicable to such issue, including restrictions on private business use, private payments and private loans.

(d) *IRS Examinations or Inquiries.* The Internal Revenue Service (the “IRS”) has not commenced an examination of any issue of the Tax Advantaged Obligations. The IRS has not requested a response to a compliance check, questionnaire or other inquiry.

Based upon the foregoing, I believe that the District is currently in compliance with the applicable tax law requirements and no further action is necessary at this time.

This report will be entered into the records of the District and made available to all members of the Board at the next regular meeting thereof.

Respectfully submitted this 20th day of July, 2016.

By _____

Martin O'Brien
Compliance Officer

Board President, Dan Staackmann

Board Secretary, Jeff Wait

**MUSEUM OPERATIONAL AGREEMENT BETWEEN THE MORTON GROVE
PARK DISTRICT AND THE MORTON GROVE HISTORICAL SOCIETY**

THIS AGREEMENT entered into by and between the Morton Grove Park District, a municipal corporation of the County of Cook, State of Illinois ("Park District"), and the Morton Grove Historical Society, an Illinois not-for-profit corporation ("Society").

WITNESSETH

WHEREAS, the Park District provides recreation facilities and programs for the general public, including residents of the Village and

WHEREAS, the Society operating as a not-for-profit corporation solely organized to document, record and preserve the history of the Village of Morton Grove on a continuing basis and

WHEREAS, the Park District is the owner of certain buildings and land in the Village of Morton Grove, Cook County, Illinois, and the licensee of certain real property as described in the "Intergovernmental Agreement Between the Village of Morton Grove and the Morton Grove Park District to Grant a License for a Portion of the American Legion Memorial Civic Center Property to Be Used for the Morton Grove Historical Society Museum" dated August 27, 2007 and attached hereto as Exhibit A; and

WHEREAS, the Park District intends to make its land and buildings herein described available to the public for recreational purposes, in the spirit of the Recreational Use of Land and Water Areas Act (745 ILCS 65/1 *et seq.*); and

WHEREAS, the Society's desire to use the buildings and land for operation as historical museums and attractions, and, pursuant to 70 ILCS 1290/1 *et seq.* of the Illinois Statutes, the Park District has the authority to levy taxes for museum purposes; and

WHEREAS, it is the purpose and intention of the parties to this Agreement to use the buildings, land and resources herein described for public park and museum purposes, programs and facilities; and

WHEREAS, it is in the best interest of the public, that the Parties work together to coordinate, integrate and consolidate the planning, acquisition, development and general operation of public facilities when basic functions are compatible and a public benefit may be

derived; and

WHEREAS, although the stated missions of the Parties may differ, public investment in recreational, historical and museum facilities and programs create a mutually beneficial environment in which to provide quality recreation and educational opportunities for the public; and

WHEREAS, the Parties agree that, through joint efforts, each party can contribute to greater public service without relinquishing their separate identities and respective responsibilities; and

WHEREAS, the parties agree that the museum will be called the Morton Grove Historical Museum and Education Center, and

WHEREAS, the parties agree that the mission of the Museum is to search out, collect, and preserve significant materials relating to the community and to study and share this history through educational and recreational activities that promote community heritage and pride, and

WHEREAS, this Agreement cannot be considered absolute; but shall serve as a frame of reference for evaluation of specific proposals and recommendations. Standards outlined herein insure that the Parties' concept of joint planning, restoration, development, use and maintenance is followed to the maximum extent possible, while retaining the essential freedom of decision and action of their respective boards, and

WHEREAS, the parties agree to establish the "Morton Grove Historical Museum Council" ("Council") to implement this agreement.

WHEREAS, the Mission Statement of the Council shall be as follows:

To develop policies and provide leadership that will mutually benefit the Morton Grove Park District and the Morton Grove Historical Society in their shared goal to provide a location for the public to learn about the heritage of Morton Grove. To work jointly to effect the ongoing and efficient management and operation of the Morton Grove Historical Museum (Haupt-Yehi House), Education Center (John & Mary Helen Slater Education Center), adjacent land museum grounds as outlined in Exhibit B, and exhibits. To preserve the local history of the community

and coordinate all museum operations as outlined by this Agreement and as approved by the Board of Commissioners of the Morton Grove Park District and the Board of Directors of the Morton Grove Historical Society.

NOW, THEREFORE. it is expressly agreed that the parties acknowledge the sufficiency of the consideration and it is further agreed by and between the parties as follows:

SECTION ONE: All matters set forth in the preamble of this Agreement are expressly made a part of this Agreement.

SECTION TWO: The Park District, in consideration for this Agreement, hereby agrees as follows:

- A. To cooperate with the Society in the operation of the Museum.
- B. To provide the following buildings and ~~adjacent land~~ museum grounds to be used by the Society for historical purposes: Haupt-Yehl House Museum - 6240 W. Dempster, John & Mary Helen Education Center - 6148 W. Dempster, ~~adjacent land~~ museum grounds; as outlined in Exhibit A and possible storage space in other Park District facilities.
- C. To ensure and control adequate interior building conditions by providing heat, electricity, water, electronic communication and security service.
- D. To provide routine and usual maintenance and repair to the buildings and grounds, including providing regular custodial work.
- E. To cooperate with the Society when scheduling events affecting the Museum, Education Center and ~~adjacent land~~ and museum grounds by any third party and in the maintenance and repairs so as not to interfere with Museum or Society operations, events and safety of their respective property.
- F. To provide for the protection of the buildings by maintaining comprehensive insurance that includes but is not limited to, protection against

theft, fire and injury.

G. To support in conjunction with the Society, the Council, consisting of five members, three of which shall be appointed by the Park District and two appointed by the Society. The role of the Council shall be to help coordinate operation of and programming for the Museum facilities. The Council will serve in an advisory role in the employment of museum staff. The Chairmanship of the Council will rotate between the Director of the Park District and the President of the Society from meeting to meeting.

H. To nominate and appoint three Park District representatives (a Commissioner, Executive Director and Superintendent of Recreation or others designated by the Park District) to serve on the Museum Advisory Council.

I. To annually levy an amount of funds as determined by the Park Board, in accordance with and not to exceed the limits set forth by State statute, a museum tax for the purpose of providing for the operation of a comprehensive historical and Museum program and share the details of such annual levy with the Council prior to approval by the Park Board. The budget for the Museum operations will be proposed by the Museum Curator and the Superintendent of Recreation, subject to review and concurrence by the Council and approval by the Park District's Board of Park Commissioners, and will be administered by their Executive Director.

J. To provide comprehensive insurance that includes full liability and fire damage to the buildings' structure ~~and adjacent land~~ and museum grounds. This insurance does not cover loss or damage to personal items on loan or collections belonging to the Society.

K. To hire a Museum Curator who will be responsible for the administration and daily operation of the Museum and other historical facilities (excluding any Museum store, though not prohibited from assisting in such), with input from the Council.

L. To hire a part-time curator and programming and instructional staff as

needed and necessary as the Park District and Society budgets allow, with input from the Council.

M. To provide for the openings, closings, set-ups and take-downs of the facilities for Park District programs, with any requested assistance by the Society.

O. To comply with all applicable Village regulations, including the Zoning Ordinance, and all requirements for public hearings and plan review.

P. To prepare and distribute to the Society an annual report on museum operations (including but not limited to budget, museum tax levy, maintenance and capital improvements) and to provide each party with a copy of the annual Park District audit which includes the Museum operations.

Q. To indemnify and hold harmless the Society, including their respective agents, employees, officers, commissioners, consultants, contractors and subcontractors, from and against all claims, damages, losses and expenses, including attorneys' fees and costs, arising out of or resulting from any act or omission of the Park District, its agents, employees, officers, commissioners, consultants, contractors and subcontractors or anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, except to the extent of any act or omission of the Society.

SECTION THREE: The Society, in consideration for this Agreement, hereby agrees as follows:

A. To cooperate with the Park District in the operation of the Museum Education Center ~~and adjacent land~~ and museum grounds. This includes cooperating with, and helping staff hired by the Park District to administer and work in the Museum along with recruiting, training and administering volunteers from the community serving as docents or in other capacities.

B. To provide its present and future collection of accessions for display and use in the Museum, Education Center and museum grounds.

C. To provide adequate operating funds for the Museum, Education Center and adjacent land and museum grounds for those specific expenses determined and approved of by the Society and which are not otherwise covered elsewhere in this agreement; and to then reimburse the Park District for such expenses as the Parties have agreed upon.

Assume the responsibility for half (½) the annual personnel costs associated with the assistant curator with the understanding that by 2021 the Society ~~may~~ will be required to reimburse the Park District for the full annual personnel costs associated with the assistant curator if that position and associated personnel costs continue to be warranted and approved by the Society.

D. To appoint two representatives (the Society President and another Officer or Director) to serve on the Council with the three representatives from the Park District.

E. To coordinate the Museum volunteers, including recruitment and recognition of the volunteers, in cooperation with the Superintendent of Recreation.

F. To provide for the openings, closings, set-ups and take-downs of the facilities for Society programs, with any requested assistance by the Park District.

G. To comply with all applicable Village regulations, including the Zoning Ordinance, and all requirements for public hearings and plan review.

H. To abide by all Park District Ordinances, policies, and procedures. Any accidents occurring on the Museum or Education Center premises should be reported according to Park District procedures. Violation of Park District Ordinances or policies may be cause for termination of this agreement. The Society may have thirty (30) days to request a hearing with the Executive Director who will recommend his findings to the Park District's Board of Park Commissioners. The Society retains its right to appeal any actions taken to the Park District Board of Commissioners.

- I. To assist the Park District in refurbishing or restoration of the Museum and, Educational Center interiors along with ~~adjacent land~~ the museum grounds, except for mechanical and structural adjustments, subject to approval by the Society.
- J. To be responsible for the proper care and management of its collections and future accessions. The Society shall maintain a written Collections Management Policy to outline the procedures and documentation for collections.
- K. To provide adequate insurance protection, as determined by the Society, for the collections housed in the Museum, Education Center and grounds. A waiver or release for damage, destruction, or theft shall be secured from the owner for any borrowed property located in the Museum or Education Center.
- L. To maintain an active exhibit and display schedule in order to utilize its collections, to educate the general public, and to stimulate visitation.
- M. To provide and coordinate the volunteers who assist in the Museum, Education Center ~~adjacent land~~ and museum grounds'-operations. Appropriate orientation and safety training shall be made according to Park District Ordinances, policies, and procedures. In the absence of volunteers provided through the Society, it will work with the Council to determine a course of action to enlist said volunteers.
- N. To operate any Museum Store in accordance with all applicable federal, state and local laws and ordinances and generally accepted professional standards. All income from any Store operations shall belong to the Society.
- O. To manage the membership program. All income from memberships shall belong to the Society. Membership privileges may include free admission to the Museum. Admission to Society special events shall be in accordance with policies adopted by the Society. To provide free tours to Illinois school children in grades K-12 when the school children are accompanied by a teacher and to offer periodic free admission days in accordance with Section 1 of the Illinois Park District Aquarium and Museum Act, 70 ILCS 1290/1.

P. All income from Museum activities (i.e. educational, children's or other Museum sponsored events and programs including the operations of any subsidiary organizations), shall be deposited in the Park District's Museum Fund to be used to operate the Museum. All direct costs not covered in this agreement or as determined by the Council and associated with such events or programs will be reimbursed to the Park District Museum Fund. Any net income will be allocated to the Park District Museum Fund. Membership in the Society will be required for all members of any subsidiary organizations administered by the Museum.

All income from Society activities (i.e. Society or Society sponsored events and programs that are designed, planned and implemented solely by the Society without the assistance of the Park District), shall be deposited in the Society's operating fund to be used by the Society. All direct costs not covered in this agreement or as determined by the Society and associated with such events or programs will be reimbursed to the Park District. Any net income will be the Society's.

All income from non-Museum activities, (i.e. Museum, Education Center and ~~adjacent land~~museum grounds, -rental, recreational programs, Park District, or Park District Approved events and programs, etc.), shall be solely the Park District's minus any direct cost incurred by the Society, (i.e. expenses contributing to any income for any said activities, damages or loss of Society property, etc.). Any net income will be deposited into the Recreation Fund.

Q. Endeavor to continue the Society's ongoing publications program (i.e. Echoes, newsletter, social networking, etc.) and work towards developing new methods of communication to reach its Members and the public at large as approved by the Society. Any sponsorship or advertising income obtained from such publications shall solely belong to the Society.

R. To organize annual fundraising activities to support projects identified in the Society and Museum's long-range plans. Fundraising efforts may also be

used to assist in the cost of building maintenance and repair for the purpose of keeping the buildings historically accurate as determined by the Society.

S. To provide an annual audited report of its financial activities to the Park District.

T. To indemnify and hold harmless the Park District, including their respective agents, employees, officers, commissioners, consultants, contractors and subcontractors, from and against all claims, damages, losses and expenses, including attorneys' fees and costs, arising out of or resulting from any act or omission of the Society, its agents, employees, officers, commissioners, consultants, contractors and subcontractors or anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, except to the extent of any negligent act or omission of the Park District.

U. That in the event of its dissolution, the Society may convey, by absolute Deed of Gift, all titles and rights to its collection items and archival materials to the Park District.

SECTION FOUR: Use and availability of the Historical Museum, Education Center and adjacent land museum grounds are subject to, but not limited to, the following regulations:

A. Although monetary donations are suggested, there will be no established admission fee to Museum or Education Center for individual visitors or members of a tour group unless otherwise determined by the Museum Council.

B. The hours that the Museum is open to the public will be reviewed on an as needed basis and approved by the Museum Council.

C. The Historical Society Board of Directors and museum staff may approve the use of the Museum, Education Center and adjacent land museum grounds for meetings or benefits as may be requested by local organizations. Organizations may schedule a program meeting with their own speaker or request that a museum program be presented. These special events may be held at any time with appropriate notification

to the Park District.

D. No alcoholic beverages shall be served on the Museum or Education Center premises without the express written consent of the Park District upon conditions determined by the Park District.

E. There shall be no smoking on the Museum and Education Center premises or grounds.

F. All rules established by the Society for the protection of the collections or for the safety of visitors apply at all times and for all visitors including Park District and Society staff.

SECTION FIVE: Meeting of the Museum Council shall not be held less than three times each year unless provided otherwise by the Council.

SECTION SIX: The Council shall review this Agreement as needed on a bi-annual basis. Suggested revisions to this agreement can be made by either the Park District or the Society to the Council for consideration at the time of review. Any revisions made by the Council must be in writing and approved by the Park District Board of Park Commissioners and Historical Society Board of Directors prior to implementation.

SECTION SEVEN: In furtherance and not in limitation of each parties' indemnification obligation as provided above, in the event that either party decides to purchase insurance from an insurance company, each party shall keep in force at all times during the term of this agreement Commercial General Liability Insurance specifically including fire legal liability, bodily injury, personal injury and property damage limits of not less than \$3,000,000 per occurrence, written on an occurrence basis and at all times naming each party to this agreement, its public officials, employees, volunteers and agents as additional insured.

In the event that any party is self-insured, member of an intergovernmental pool or provides for its risk financing by a means other than commercial insurance, those parties shall keep in force at all times during the term of this agreement, General Liability coverage specifically including fire legal liability, bodily injury, personal injury and property damage limits of not less than \$3,000,000 per occurrence provided on an occurrence basis and at all times

specifically extending that coverage to each party to this agreement, its public officials, employees, volunteers, and agents.

In addition, each party shall furnish certificates for any insurance and/or coverage put in place including a 90-day notice of cancellation or reduction in limits. The policy and/or coverage shall also contain a "contractual liability" clause.

The insurance company, self-insurance pool or similar entity of the party providing the indemnification shall be allowed to raise on behalf of the other party(s) any and all defenses statutory and/or common law to such claim or action which the other party(s) might have raised, including but not limited to any defense contained within the Illinois Governmental and Governmental Employees Tort Immunity Act, 745 ILCS §10/1-101, et seq (1991).

SECTION EIGHT: That notwithstanding the above referenced indemnification provisions, in the event any claim, action, obligation, liability, or the like is directed or imposed against the Council, it is mutually agreed between the parties that the coverage provider for the Park District may with approval of both parties administer said claim with the extent of any shared expenses, and the like associated with any such obligation to be determined by the Board of Commissioners of the Park District and the Board of Directors of the Society and their coverage providers.

SECTION NINE: The parties agree that to the extent possible and in compliance with applicable state and/or federal law, to cooperate keeping the buildings historically accurate in accordance with the standards set forth in the Secretary of Interior's Standards for Rehabilitation.

SECTION TEN: This Agreement shall take effect on May 1, 2016, and will automatically ~~renew every year, be in effective each May 1, for three~~ two (32) years unless earlier terminated. If any of the parties to this Agreement wish to amend the Agreement, that party or parties must notify the other party or parties in writing of their desire for an amendment not less than 90 days prior to the annual renewal date. In the event a request to amend is made in accordance with this section, the Superintendent of Recreation (or in the absence therein, the Park District Executive Director) shall schedule a meeting of representatives from the Park District and Society to discuss the proposed amendments. Any party wishing to terminate this Agreement must notify the other party in writing to the administrative offices of the other party at least 180

days prior to the effective date of the termination.

SECTION ELEVEN: This Agreement shall be binding upon and inure to the benefit of any successor Governmental entity which may assume and perform the duties of either party.

SECTION TWELVE: The invalidity of any provision of this Agreement shall not impair the validity of any other provision. If any provision of this Agreement is determined by a court of competent jurisdiction to be unenforceable, that provision will be deemed severable and the Agreement may be enforced with that provision severed or modified by the court.

SECTION THIRTEEN: This Agreement sets forth the entire understanding of the parties and may only be amended or modified by a written instrument signed by the parties except as otherwise provided herein.

SECTION FOURTEEN: This Agreement shall be interpreted and construed in accordance with the laws of the State of Illinois.

SECTION FIFTEEN: This Agreement may be executed in multiple counterparts, each of which shall be deemed to be and shall constitute one and the same instrument.

SECTION SIXTEEN: This Agreement is entered into solely for the benefit of the contracting parties, and nothing in this Agreement is intended, either expressly or impliedly, to provide any right or benefit of any kind whatsoever to any person or entity who is not a party to this Agreement, or to acknowledge, establish or impose any legal duty to any third party.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized officers this _____ day of _____, 20__.

Morton Grove Park District
6834 Dempster Street
Morton Grove, Illinois 60053

Morton Grove Historical Society
PO Box 542
Morton Grove, Illinois 60053

By: Daniel Staackmann, President

By: Mark V. Matz, President

Attest: Jeffrey Wait, Secretary

By: Donna Hedrick, Vice President/Treasurer

EXHIBIT A

**INTERGOVERNMENTAL AGREEMENT
BETWEEN THE VILLAGE OF MORTON GROVE
AND THE MORTON GROVE PARK DISTRICT
TO GRANT A LICENSE FOR A PORTION OF THE
AMERICAN LEGION MEMORIAL CIVIC CENTER PROPERTY
TO BE USED FOR THE MORTON GROVE HISTORICAL SOCIETY MUSEUM**

THIS INTERGOVERNMENTAL AGREEMENT is entered by and between the Village of Morton Grove, hereinafter referred to as "Village" and the Morton Grove Park District, hereinafter referred to as "Park District", both being units of local government of the County of Cook in the State of Illinois; and

WHEREAS, Article VII, Section 10 of the 1970 Constitution of the State of Illinois authorizes and encourages units of local government to contract or otherwise associate among themselves, to obtain and share services and to exercise, combine, or transfer any power or function; and

WHEREAS, the Intergovernmental Cooperation Act, 5 ILCS 220/1 *et. seq.*, authorizes and encourages cooperative agreements between governmental units of the State of Illinois and local governments; and

WHEREAS, the Village is the owner of certain property commonly known as 6140 Dempster Street which includes the campus of the American Legion Memorial Civic Center which is located adjacent and contiguous to Harrer Park, which is owned and operated by the Park District; and

WHEREAS, the Park District maintains the Morton Grove Historical Museum, hereinafter referred to as "the Museum" at 6240 Dempster Street, Morton Grove, Illinois, on a portion of Harrer Park which is adjacent to the American Legion Memorial Civic Center property; and

WHEREAS, the Village and the Park District have in the past worked cooperatively and have entered into Intergovernmental Agreements for many purposes and currently share the use and maintenance of the parking lot within Harrer Park and the American Legion Memorial Civic Center Campus; and

WHEREAS, the Morton Grove Historical Society is an Illinois not-for-profit corporation in good standing and with the Morton Grove Park District has raised funds to build an annex building for the Museum to be used for classroom and storage purposes and has proposed the building be located on the American Legion Memorial Civic Center property campus adjacent to the existing Museum site; and

WHEREAS, the Corporate Authorities of the Village of Morton Grove find the construction of an addition to the Museum would benefit the residents and businesses of the Village of Morton Grove; and

WHEREAS, the Village has adopted Ordinance 07-18 , *An Ordinance Granting a Special Use Amendment in the Village of Morton Grove for the Property Known as 6140-6240 Dempster for the Construction of an Annex Building Adjacent to the Existing Historical Society Museum*, which grants a parking variance to the entire Civic Center/Museum park campus site; and

WHEREAS, the Village and Park District agree and concur the health, safety, and welfare of the residents, businesses, and constituents within the community, jointly served by both jurisdictions, will be best served through the issuance of a License Agreement between the Village and the Park District for that portion of Village property upon which the Museum annex building will be constructed.

NOW, THEREFORE, it is hereby agreed between the Village of Morton Grove and the Morton Grove Park District as follows:

1. The Village of Morton Grove hereby grants a License to the Morton Grove Park District for a period not to exceed ninety-nine (99) years for that portion of the American Legion Memorial Civic Center property identified in Exhibit "A" attached hereto and made a part hereof for the use of said property for the construction and maintenance of a Museum annex building and its adjacent walkways.

2. The Park District shall not be required to pay any monetary consideration for this License Agreement; however, for consideration of the License, the Park District agrees to and shall be responsible for the maintenance, upkeep, repair, and insurance of the museum annex building and the Village property, which is the subject of this License Agreement and shall fulfill all of its other obligations set forth herein.

3. In the event the property, which is the subject of this License Agreement, is not used or ceases to be used for the construction, operation, and maintenance of the museum annex, or said annex building is not used for class rooms or storage purposes, this License Agreement shall automatically terminate.

4. The Park District in cooperation with the Historical Society shall construct twelve (12) new parking spaces as set forth on Section A-3 of Exhibit "A". At least two of these spaces shall be handicapped spaces. These parking spaces are on Village owned property and are not part of the area

to be licensed to the Park District pursuant to this agreement. The Park District, at their sole expense in cooperation with the Historical Society, shall complete all site improvements adjacent to the parking spaces according to the landscape plan and site plan approved by the Village and Park District and as required pursuant to the special use permit granted pursuant to Ordinance 07-18.

5. The Park District shall fully indemnify, defend, save, and keep harmless the Village, its officials, employees, agents, and volunteers from and against any and all claims, actions, suits, costs (including reasonable attorney's fees), losses, liabilities, damages to real and personal property, and injuries to or death suffered by persons (collectively "claim") arising out of or caused directly or indirectly by any act or omission of the Park District, the Historical Society, or any of its officials, employees, agents, subcontractors, or volunteers, as a result of or arising out of this License Agreement or for any event occurring at or on the licensed property during the license period, except to the extent said claim has been caused by the negligent or willful act of the Village.

6. The Park District shall maintain insurance for the duration of this License Agreement in a form and in an amount approved by the Village.

7. The Village and the Park District shall cooperate fully with each other to complete the objectives set forth in this Agreement.

8. Should any part, term, or provision of this Agreement be determined by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining portions or provisions of this Agreement shall not be affected thereby.

9. All notices under this Agreement shall be in writing and shall be delivered either in person, or certified mail return receipt requested, to the party at the following address or such other address as the party may direct in the future:

Joseph F. Wade, Village Administrator or his successor
Village of Morton Grove
6101 Capulina Avenue
Morton Grove, IL 60053

Jeffrey M. Fougerousse, Executive Director or his successor
Morton Grove Park District
6834 Dempster Street
Morton Grove, IL 60053

10. The Village and Park District agree to pass such ordinances and/or resolutions as may be necessary, to effectuate the terms and conditions of this Agreement, and this Agreement shall be effective upon the signature of the approving officials of said Village and Park District.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the dates set forth below their signatures.

Village of Morton Grove

Morton Grove Park District

By: _____
Richard R. Krier Village President

By: _____
Kevin Lochner, Park District President

Dated: August 27, 2007

Dated: _____

ATTESTED this 27th day of August 2007

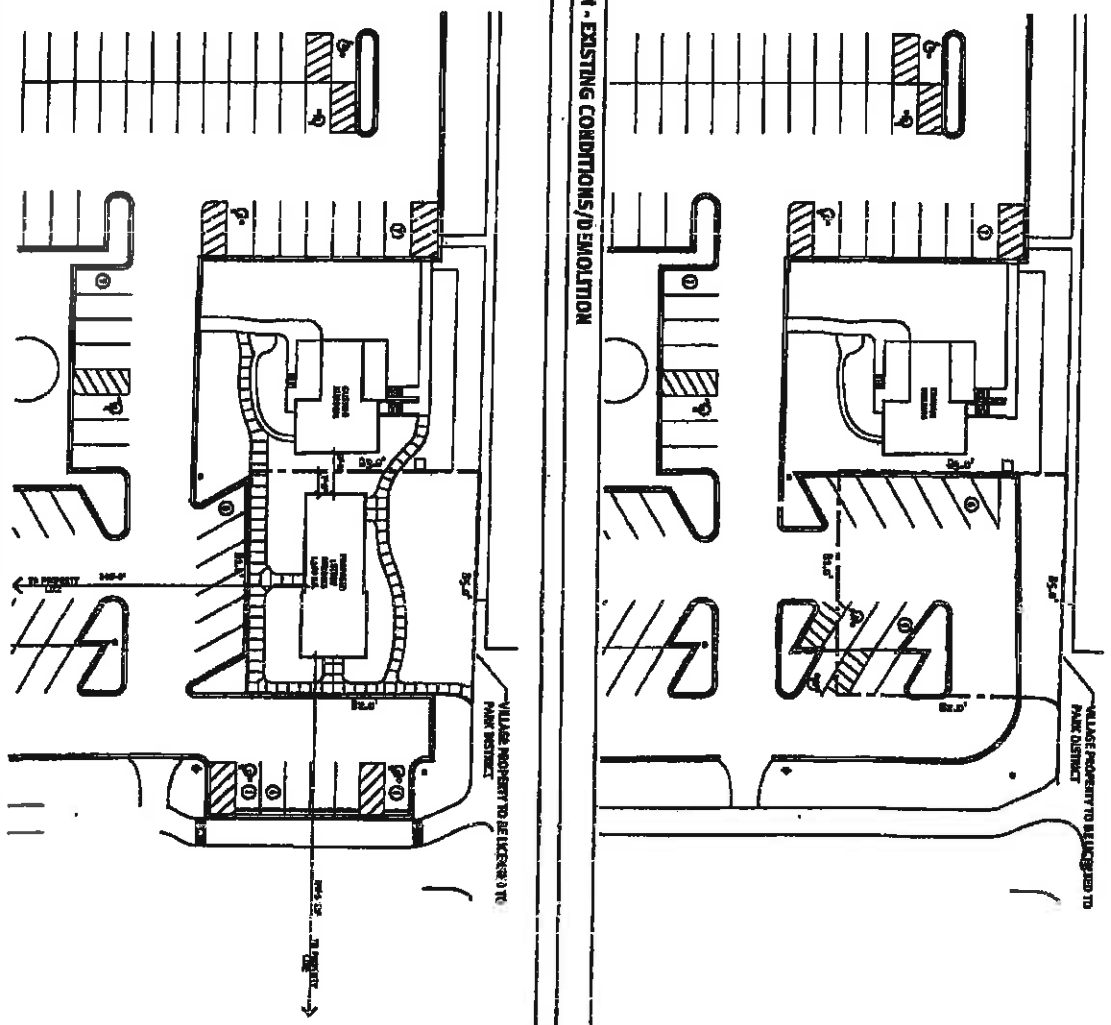
ATTESTED this __ day of _____, 2007.

By: _____
Carol A. Fritzshall, Village Clerk

By: _____
Jeffrey M. Fougrouse, Secretary

Legis\ord\park dist intergov agree

L2	NOT USED	SCALE	DATE
G3	NOT USED	SCALE	DATE
A3	NOT USED	SCALE	DATE



DEMOLITION NOTES

REMOVE EXISTING CONCRETE FOUNDATION AND RECONSTRUCT

ZONING DATA ANALYSIS

REVIEW LOCAL ZONING ORDINANCE TO DETERMINE IF PROPOSED DEVELOPMENT IS PERMITTED IN THE ZONING DISTRICT. THE PROPOSED DEVELOPMENT IS PERMITTED IN THE ZONING DISTRICT. THE PROPOSED DEVELOPMENT IS PERMITTED IN THE ZONING DISTRICT. THE PROPOSED DEVELOPMENT IS PERMITTED IN THE ZONING DISTRICT.

Morton Grove Historical Society
 6340 Dempster Street
 Morton Grove, IL 60053

PNH Architects
 307 West Superior Street
 Chicago, Illinois 60610
 Tel: 312.329.1100
 Fax: 312.329.1101
 www.pnh.com

AO.0



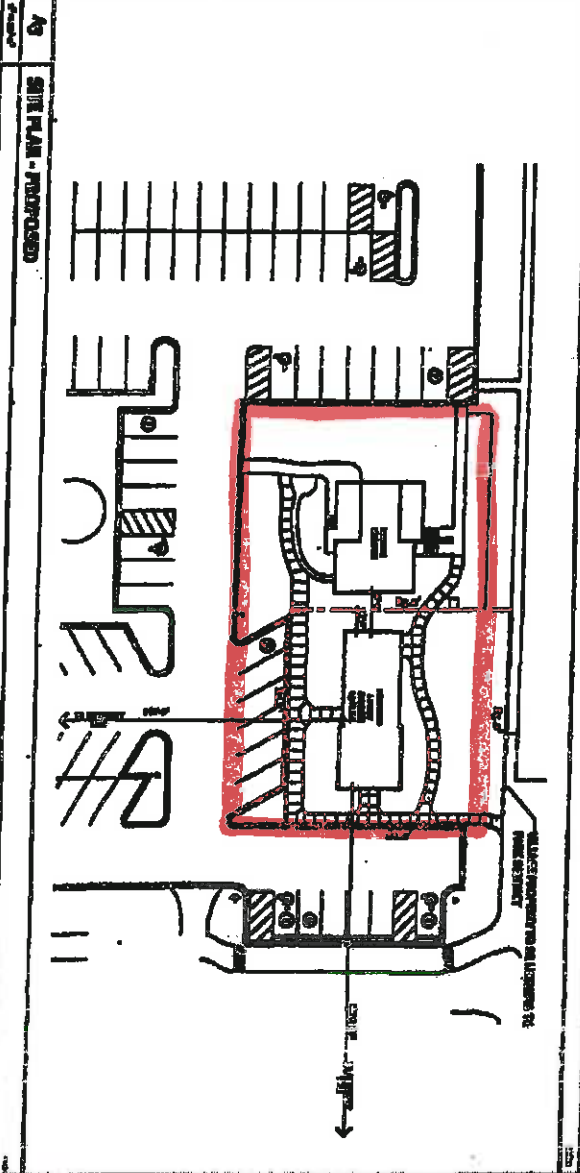
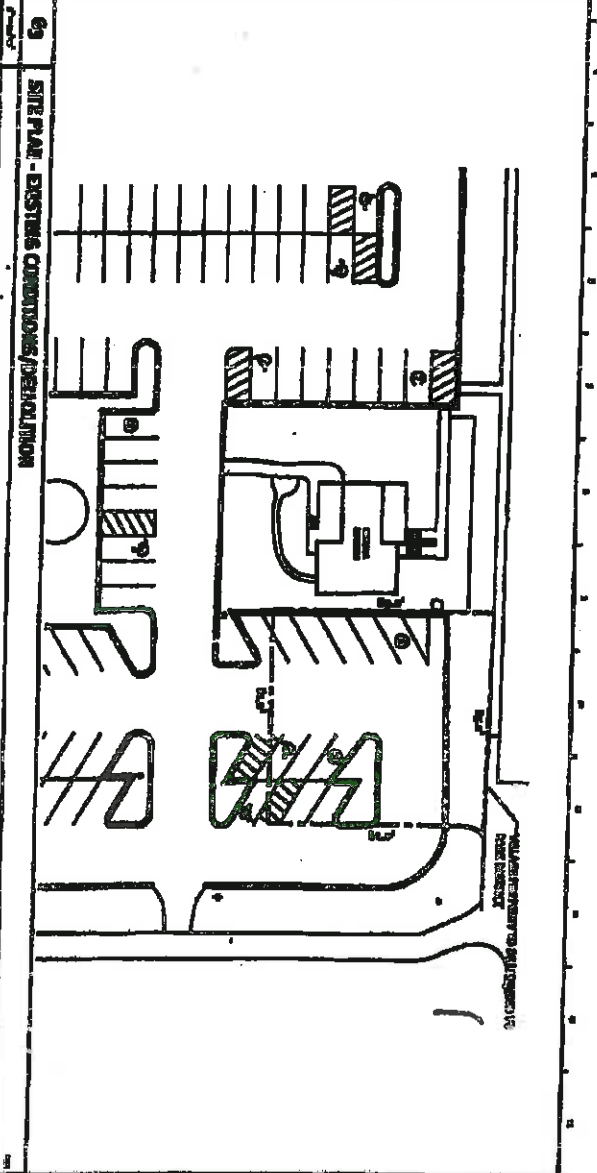
EXHIBIT B

L2 NOT USED

G2 NOT USED

D2 NOT USED

A2 NOT USED



DEMOLITION NOTES

DEMOLITION DATA ANALYSIS

1. DEMOLITION OF ALL STRUCTURES TO BE DEMOLISHED SHALL BE IN ACCORDANCE WITH THE FOLLOWING NOTES AND SPECIFICATIONS.

2. ALL STRUCTURES TO BE DEMOLISHED SHALL BE DEMOLISHED TO A MINIMUM OF 4 FEET ABOVE FINISHED GRADE.

3. ALL STRUCTURES TO BE DEMOLISHED SHALL BE DEMOLISHED TO A MINIMUM OF 4 FEET ABOVE FINISHED GRADE.

4. ALL STRUCTURES TO BE DEMOLISHED SHALL BE DEMOLISHED TO A MINIMUM OF 4 FEET ABOVE FINISHED GRADE.

DEMOLITION

Demolition Services, Inc. is a leading provider of demolition services. We have a proven track record of successful projects and a commitment to safety and quality. Our experienced team of professionals is ready to take on your next demolition project.

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Morton Grove
Park District

Memorandum

To: Board of Park Commissioners
From: Jeffrey Wait, Executive Director
Date: July 6, 2016
Regarding: Additions to the General Practice Manual

Issue:

In preparation for our Distinguish Agency Accreditation review with IPRA/IAPD, it was noted that the Board of Park Commissioners' General Practices Manual does not include an Investment, Revenue, Gift, nor Procurement policy specifically within the manual. Although these policies have been previously approved by the Board, it was recommended the entire policy should be included in the manual.

All policies are attached for review.

Discussion:

Investment Policy– Approved and updated May 18, 2016

This investment policy applies to activities of the District with regards to investing its financial assets. This policy should be included in **Section 9.0 Fiscal Operating and Financial Policies - 9.1 General** under a new heading (K) Investment Policy.

Comprehensive Revenue Policy- Approved and updated June 20, 2015

This policy is in place in order to maintain current services and to provide new services, it is necessary for the District to develop sound and consistent policies that will serve as a tool for evaluating and establishing fees and charges. This policy should be included in **Section 9.0 Fiscal Operating and Financial Policies - 9.1 General** under a new heading (L) Comprehensive Revenue.

Gifts Policy – Approved and updated June 20, 2015

This policy establishes the guidelines for acceptance of all donations, gifts and bequests conveyed to the Park District. This policy should be an appendage to **Section 10.7 Donations**.

Procurement Policy – Approved and updated April 15, 2015

This policy recognizes the need that materials, supplies, equipment and services of the quality and quantity required to operate the District be specified, described and procured in a manner that provides for full and free competition among potential suppliers. To the extent that the services, quality, and quantities of needed materials are locally available and competitively priced, the District will procure from suppliers within the boundaries of the District. This policy should be an appendage to **Section 10.12 Bids/Purchasing**.

Park Board Action:

Staff requests the approval of adding the above listed policies to the Board of Park Commissioners' General Practices Manual.

**MORTON GROVE PARK DISTRICT
Board of Commissioners**

General Practices Manual

April 19, 2012



Revised: July 2016

	<p>Wednesday in February and will be thoroughly reviewed by the Board. The presentation of the annual working budget will include a written description of the significant changes from the prior year's budget as well as review and actual revenue and expenditures for each fund in each of the five proceeding years, the results of significant organizational, operational or accounting changes, and timetable for review, revision, public display and adoption of the Budget and Appropriation Ordinance, the Annual Levy Ordinance and the Truth-in-Taxation Hearing (if one is necessary). Final approval of the budget by the Board is scheduled to occur at a Board meeting prior to the beginning of the fiscal year (May 1), usually at the regular April Board meeting.</p>
	<p>I. <u>Budget & Appropriation</u></p>
	<p>Upon Approval of the budget, in tentative form, by the Board, the Executive Director will supervise the preparation of the Budget and Appropriation Ordinance with input from the Finance Manager and Attorney. The Budget and Appropriation Ordinance shall be released for public inspection by vote of the Board at an open meeting on or prior to the third Wednesday in April. After the Budget and Appropriation Ordinance has been available for a period of at least 30 days, the Board will hold a public hearing on the Budget and Appropriation Ordinance and will then hold a vote on the Ordinance. Prior to the end of the fiscal year, the Board may make transfers between various funds and such other adjustments to the budget as are proper and necessary under the Illinois Compiled Statutes and in accordance with generally accepted accounting principles.</p>
	<p>J. <u>Tax Levy</u></p>
	<p>The Annual Tax Levy Ordinance shall be reviewed by the Board and adopted no later than the November Board meeting and must be filed by the Attorney with the County Clerk no later than the third Tuesday in December.</p>
	<p>K. <u>Investment Policy</u></p>
	<p>The Board of Park Commissioners recognizes its responsibility as custodians of the public trust. Therefore, the District should at all times adhere to the attached Investment and Portfolio Policies.</p>
	<p>L. <u>Comprehensive Revenue Policy</u></p>
	<p>The Board recognizes the necessity of the District to develop sound and consistent policies that will serve as tools for evaluating and establishing fees and charges for Park District programs and events. The attached Comprehensive Revenue Policy outlines the District guidelines.</p>
9.2	<p><u>Debt Service Principles and Procedures</u></p>
	<p>The Board recognizes that the issuance of appropriate levels of debt may be necessary to accomplish its mission and can provide a mechanism to reduce costs for the District by allowing funding of project or equipment purchases sooner</p>

	<p>than paying for them from current revenues thus reducing or negating costs increases due to inflation. The Board also realizes that the condition of the facilities and programs of a desirable level and the funds necessary for the maintenance and improvement of the facilities and programs of the district are an important component in maintaining local property values at a desirable level and that the funds necessary for the maintenance and improvement of these facilities and programs must be provided. Thus, the Board shall adhere to the following general debt policies:</p> <ul style="list-style-type: none"> A. The Board will attempt to ensure that the District maintains the highest possible bond rating. B. To the extent necessary, borrowing will be used to fund capital improvement needs described in the 5 Year Capital Improvement Plan and other projects as determined by a vote of the Board. C. No Commissioner, Committee, Officer or any person employed by or otherwise associated with the Park District shall be authorized to create any financial liability on behalf of the District except that said liability shall be approved in nature and amount by the Board at a duly constituted meeting and recorded in the minutes of such meeting, or in accordance with the District's purchase policy. D. Planning for debt insurance will begin by reference to the 5 Year Capital Improvement Plan and will proceed via consideration of the annual working budget.
9.3	<u>Bond Sale</u>
	<p>Tax Bonds may be issued in accordance with statutory requirements. The Executive Director or his designee will invite bids from financial institutions located within the District. If the bond interest rates are not competitive (determination to be made by the Board with input from the Executive Director and the Finance Manager), bids will be sought from other local financial institutions. If these bids are also not competitive, the Superintendent of Finance shall be authorized to market the bonds through a municipal financial consultant subject to the bid process. The Bond Ordinance will be written by the Attorney or Bond Counsel and the Attorney will also seek a written opinion of the bonds' tax-exempt status from Bond Counsel when appropriate. The Board Ordinance will then be adopted by the Board no later than the December Board meeting so the bond sale can be completed on or before December 31.</p>
9.4	<u>Bond Rating</u>
	<p>It is the practice of the Morton Grove Park District to secure a bond rating from a major bond rating agency, such as Moody's, Standard & Poor, and or Fitch, prior to the issuance of bonds.</p>
10.0	<u>Miscellaneous Policies and Procedures:</u>
10.1	<u>Board Calendar</u>
	<p>The Executive Director, in consultation with the President of the Board, shall, in December provide the Board with a calendar of all major Board actions and</p>

	District activities for the coming calendar year. Said calendar may be updated and revised during the year, as may be required to ensure that the Board is adequately informed of major actions and activities.
10.2	<u>Master Plan</u>
	A Master Plan will be developed and maintained for every park and facility within the District. These Master Plans will be reviewed and, if necessary, updated not less than every five (5) years.
10.3	<u>Capital Projects</u>
	A 5 Year Capital Improvement Plan which forecasts the District's capital project needs and means of financing them will be reviewed annually and updated not less than every other year. These plans will include the provisions for parks and facility improvement, repair and replacement of vehicles and maintenance associated items such as indoor and outdoor tools and accessories, etc.
10.4	<u>Land Acquisition</u>
	The Board may seek to acquire additional land for park purposes when such land acquisition is in the interest of the District and contributes to the accomplishment of the District's mission, goals, and objectives.
10.5	<u>Consultants</u>
	The Board will seek, whenever appropriate, the advice and consultation of experts and will consider their recommendation as an aid for decision making.
10.6	<u>Annexation</u>
	The Board will consider annexation for purposes of extending its service area to any and all land appropriately available.
10.7	<u>Donations</u>
	The Board will accept donations of land, equipment, etc. when it deems such acceptance to be in the best interest of the Park District and only when the Park District will have full control of the donated item. See the attached Donations, Gifts and Bequest Policy.
10.8	<u>Cooperation – Economy of Resources</u>
	The Board shall endeavor and shall encourage the District staff to cooperate to the fullest extent with other agencies in the community, including governmental, public, private and voluntary organizations. Such cooperative efforts will be limited to those that will enhance services to the District residents while not significantly impacting negatively the functions, operations or well-being of the District. Accordingly, the Board shall encourage the Executive Director to attend the Morton Grove Municipal Officials meetings.
10.9	<u>Joint Use</u>
	Where and when feasible the Board encourages that park/school facilities be developed, designed and operated jointly via a Letter of Agreement between the Park Board and the School Board for the most efficient and best use of the fiscal resources of both the Park District and School District.
10.10	<u>Property Leases</u>

	The District may enter into a real estate lease agreement for any corporate purpose for a period not exceeding limits established in the Park District Code and pay for the use of this leased property in accordance with the terms of the lease if the proposed rental payments have been included as part of the current fiscal year's approved budget and if the nature of the lease agreement is such that the agreement can be renegotiated by the Park District should the financial condition so dictate.
10.11	<u>Charge Accounts</u>
	The District may maintain a charge account for use by certain of its employees with a \$25,000 limit. Any employee attempting to use such charge account must receive preauthorization from the Executive Director or his designee.
10.12	<u>Bids/Purchasing</u>
	The District will hold public bids in compliance with the Park District Code and other applicable requirements. The Board will award bid contracts to the lowest responsive and responsible bidder. In determining the responsibility of the bidder, the Board may consider the financial responsibility of the bidder, past transactions with the bidder, experience, the district's established specifications, terms of delivery, quality and serviceability requirements, adequacy of equipment, ability to perform from references and other pertinent considerations. Any and all bids received by the Board may be rejected where the Board deems it to be in the best interest of the Park District. While public bids may not be required for contracts of less than \$20,000, the Executive Director, or his/her designee, shall see three (3) competitive quotes for expenditures of amounts in excess of \$2,500 or more. See the attached Procurement Policy which includes emergency expenditure guidelines.
10.13	<u>Training</u>
	The Board believes that it is in the best interest of the District to maintain an informed and educated Board and Park District Staff. Therefore, the District will pay for staff members to attend appropriate conference, training sessions and professional meetings within the limits of the budgeted funds and as determined by the Executive Director. Board members will also be provided a pool of funds to pay for their attendance at seminars, conferences and training sessions as designated by the majority of the Board. No payments will be made from the Commissioners Education and Administration budget line item accounts without the explicit consent of the President or a majority of Board members.
10.14	<u>Membership Fees</u>
	The Park District will pay annually the membership fees for each Board member for the IAPD and NRPA as membership in these associations shall be considered to be beneficial for the Commissioners and for the District. No payments will be made from the Commissioners Education and Administration budget line item accounts without the explicit consent of the President or a majority of the Board members.
10.15	<u>Recognition</u>

Morton Grove Park District
Investment and Portfolio Policies
Adopted May 1989
Revised May 2016
Board Approved May 2016



SCOPE

This investment policy applies to activities of the District with regards to investing its financial assets. These assets include all funds accounted for in the annual financial report along with any new funds created by the Board of Park Commissioners unless specifically exempted.

OBJECTIVES

The Board of Park Commissioners recognizes its responsibility as custodians of the public trust. Therefore, the District's primary objective, in priority order shall be:

Safety:

Safety of principal is the foremost objective of the investment program. Investments of the Morton Grove Park District shall be undertaken in a manner that seeks to insure the preservation of capital in the portfolio.

Credit Risk:

Credit risk is the risk of loss due to the failure of the security issuer or backer. Credit risk may be mitigated by:

- Limiting investments to the safest types of securities
- Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisors with which an entity will do business, and
- Diversifying the investment portfolio so that potential losses on individual securities will be minimized.

Interest Rate Risk:

Interest rate risk is the risk that the market value of securities in the portfolio will fall due to changes in general interest rates. Interest rate risks may be mitigated by:

- Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity, and
- By investing operating funds primarily in shorter-term securities.

Liquidity:

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity).

Return on investments:

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking in to account the investment risk constraints and liquidity needs. Return on investment is of least importance compared to the safety and liquidity objectives described above. The core of investments is limited to relative low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall not be sold prior to maturity with the following exceptions:

- 1) a declining credit security could be sold early to minimize loss of principal;
- 2) a security swap would improve the quality yield, or target duration in the portfolio; or
- 3) liquidity needs of the portfolio require that the security be sold.

DELEGATION OF AUTHORITY

The establishment of investment policies is the responsibility of the Park District Board. The Finance Manager is designated as investment officer of the District and is responsible for investment decisions and activities, under the direction of the Director.

The Finance Manager shall develop and maintain written administrative procedures for the operation of the investment program consistent with these policies. Procedures should include references to: safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements, collateral/depository agreements and banking service contracts. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Finance Manager. The Finance Manager shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials. The Finance Manager may from time to time amend the written procedures in a manner not inconsistent with this policy or with state statues. In order to optimize total return through active portfolio management, resources shall be allocated to the cash management program. This commitment of resources shall include financial and staffing considerations.

PRUDENCE

The standard of prudence to be applied by the investment officer shall be the "prudent investor" rule, which states, "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the

probable safety of their capital as well as the probable income to be derived." The prudent investor rule shall be applied in the context of managing the overall portfolio.

The investment officer or Director acting in accordance with written procedures and exercising due diligence, shall not be held personally responsible for a specific security's credit risk or market price changes, provided that these deviations are reported immediately and that appropriate action is taken to control adverse developments.

ETHICS AND CONFLICTS OF INTEREST:

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interest in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of their entity.

MONITORING AND ADJUSTING THE PORTFOLIO

The investment officer will routinely monitor the contents of the portfolio, the available markets and the relative values of competing instruments, and will adjust the portfolio accordingly. All portfolio instruments shall be carried in the name of the District. The Investment Officer or Director shall have the authority to transfer any appropriate funds between only District accounts. Any transaction not between District accounts shall be deemed a disbursement and handled accordingly.

INTERNAL CONTROLS

The Investment Officer shall establish a system of written internal controls, which shall be reviewed annually by the independent auditor. The controls shall be designed to provide reasonable assurance that the assets of the Morton Grove Park District are protected from loss of public funds due to fraud, error, misrepresentation, unanticipated market changes or imprudent actions. The concept of reasonable assurance recognizes that (1) the cost of the control should not exceed the benefits likely to be derived: and (2) the valuation of costs and benefits require estimates and judgments by management. The internal controls shall address the following points:

- Control of collusion
- Separation of transaction authority from accounting and record keeping
- Custodial safekeeping
- Avoidance of physical delivery securities
- Clear delegation of authority to subordinate staff members
- Written confirmation of telephone transactions for investments and wire transfers
- Development of a procedure for making wire transfers

AUTHORIZED AND SUITABLE INVESTMENTS

The Morton Grove Park District may invest in any type of security allowed for in Illinois statutes regarding the investment of public funds. Approved investments include:

- Bonds, notes, certificates of indebtedness, treasury bills, treasury strips, or other securities, which are guaranteed by the full faith and credit of the government of the United States of America, or other similar obligations of the United States of America or its agencies
- Interest bearing savings accounts, interest bearing certificates of deposit, interest bearing time deposits, or any other investments constituting direct obligations of any institution as defined by the Illinois Banking Act and is insured by the FDIC
- Illinois Public Treasurer's investment Pool
- Illinois Park District Liquid Asset Fund Plus
- Short-term obligations of corporations (commercial paper) organized in the United States with assets exceeding \$500 million and rated at the time of purchase at the highest classification established by at least two standard rating services. Must mature within 180 days from the date of purchase. Such purchase may not exceed 10% of the corporation's outstanding obligations and no more than 10% of the District's funds may be invested in commercial paper

SHORT-TERM VERSUS LONG-TERM PORTFOLIO

Limitations on instruments, diversification, and maturity scheduling shall depend upon whether the funds being invested are considered short-term or long-term funds. All funds shall be considered short-term except those reserved for capital projects (i.e., bond sale proceeds) reserved for future years.

SHORT-TERM PORTFOLIO DIVERSIFICATION

The District will limit use of investment instruments, individual financial institutions, and maturities to the following:

Instruments

U.S. Treasury Obligations (Bills, notes and bonds)
U.S. Government Agency Securities and Instrumentalities of Government Sponsored Corporations (Limited to those guaranteed by the U.S. Government)
Certificates of Deposit (CDs) Commercial or Savings Banks

State of Illinois Public Treasurer's Investments Pool Instruments
Illinois Park District Liquid Asset Fund Plus instruments
Money Market Accounts
Governmental Cash Investment Funds

Financial Institutions:

Local: Morton Grove
Commercial or Savings Banks (Member FDIC)

Non-local: Outside Morton Grove

Illinois Park District Liquid Asset Fund Plus
State of Illinois Public Treasurer's Investments Pool
Others as approved by Board as needed.

Maturity Scheduling:

Investment maturities for operating funds shall be scheduled to coincide with projected cash flow needs, taking into account large routine expenditures (payroll, vouchers, bond payments) as well as considering sizable blocks of anticipated revenue (tax receipts, bond proceeds). Maturities in this category shall not exceed one (1) year.

LONG-TERM PORTFOLIO DIVERSIFICATION

Instruments and diversification for the long-term portfolio shall be the same as for the short-term portfolio. Maturity scheduling shall be timed according to anticipated need. For example, investment of capital project funds shall be timed to meet contractor payments, usually for a term not to exceed four years. Any investment purchased with a maturity longer than four years must be supported with written documentation explaining the reason for the purchase and must be specifically approved by the Board of Commissioners.

SURPLUS FUND RETENTION

The District shall retain an appropriate amount of surplus monies from all Fund categories to protect the District from adverse developments. These funds shall be incorporated into and invested according to the District's portfolio policies. The District shall retain an amount equal to 20% of the annual appropriation for Operating Funds (Corporate, Recreation, Police, and Museum), 50% of the annual appropriation for Special Revenue Funds and for Debt Service a minimum of ½ years interest payment on the District's outstanding obligations. A detailed statement of the retention amounts shall be updated annually.

SELECTION OF INVESTMENT INSTRUMENTS

The District shall invest any surplus funds for a specific maturity date that is required for either cash flow purposes or for conformance to maturity guidelines, in such instruments which would be most advantageous under prevailing market conditions.

Records will be kept of all investments purchased or sold by the District in compliance with statutes.

QUALIFIED INSTITUTIONS

The District shall maintain a listing of financial institutions, which are approved to provide investment services. The Administration and Finance Committee shall have the responsibility to qualify institutions. No public deposit shall be made except on qualified public depository as established by state statutes.

The Park District Board authorizes the Finance Manager to invest up to \$500,000 in any federally insured financial institution.

All financial institutions that desire to become qualified bidders for investment transactions must supply the Administration and Finance Committee with the following:

- audited financial statements
- proof of state registration
- certification of having read the District's investment policy
- depository contracts (signature cards, account information, etc.)

An annual review of the financial condition and registration of qualified bidders will be conducted by the Finance Manager.

A current audited financial statement is required to be on file for each financial institution in which the District invests.

SAFEKEEPING AND COLLATERALIZATION

All investment securities purchased by the District shall be held in safekeeping by a designated third party agent. The agent shall issue a safekeeping receipt to the District listing the specific instrument, rate, maturity, and other pertinent information. All security transactions, including collateral for repurchase agreements, entered into by the Morton Grove Park District shall be conducted on a delivery-verses payment (DVP) basis.

It is the policy of the Morton Grove Park District that deposit-type securities (i.e., certificates of deposits) shall be collateralized for any amount exceeding FDIC coverage per institution. Other investments shall be collateralized by the actual security held in safekeeping by the agent. The Park District will accept any of the following assets as collateral:

- Government Securities
- Obligations of Federal Agencies
- Obligations of the State of Illinois

(The Park District reserves the right to accept/reject any form of the above named securities.)

The amount of collateral provided will not be less than 110% of the fair market value of the net amount of public funds secured. The ratio of fair market value of collateral to the amount of funds secured will be reviewed monthly, and additional collateral will be required when the ratio declines below the level required and collateral will be released if the fair market value exceeds the required level. Pledged collateral will be held in safekeeping, by an independent third party depository, or the Federal Reserve Bank of Chicago, designated by the Morton Grove Park District and evidenced by a safekeeping agreement. Collateral agreements will preclude the release of the pledged assets without an authorized signature from the Morton Grove Park District.

PERFORMANCE STANDARDS

The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a market average rate of return during a

market/economic environment of stable interest rates. Portfolio performance should be compared to appropriate benchmarks on a regular basis.

Market Yield (Benchmark)

The District's investment strategy is passive. Given this strategy, the basis used by the Finance Manager to determine whether market yields are being achieved shall be the three-month U.S. Treasury Bill less 0.5%.

REPORTING REQUIREMENTS

The investment officer shall generate monthly reports for management purposes. In addition, the Director and the Administration and Finance Committee will be provided quarterly reports. Such reports will be prepared in a manner, which will allow the entity to ascertain whether investment activities during the reporting period have conformed to the investment policy. The Report will include the following:

- A listing of individual securities held at the end of the reporting period
- Average weighted yield to maturity of portfolio on District investments as compared to applicable benchmarks
- Listing of investments by maturity date
- The percentage of the total portfolio which each type of investment represents
- The percentage of the total portfolio which each institution is holding
- The percentage of the total portfolio broken down by defined maturity periods

MARKING TO MARKET

A statement of the market value of the portfolio shall be issued at least quarterly. This will ensure that the minimal amount of review has been performed on the investment portfolio in terms of value and subsequent price volatility.

INVESTMENT POLICY ADOPTION

The investment policy of the Morton Grove Park District shall be adopted by resolution of the Park District Board of Commissioners. This policy shall be reviewed on an annual basis by the Finance Manager and any modifications made thereto must be made by the Park District Board of Commissioners.

**MORTON GROVE PARK DISTRICT
COMPREHENSIVE REVENUE POLICY
Board Approved June 2015**



Statement of Need:

In order to maintain current services and to provide new services, it is necessary for the District to develop sound and consistent policies that will serve as a tool for evaluating and establishing fees and charges.

Expense Classifications:

Cost recovery involves setting fees so that the revenue received equals the total cost of providing the service, program, or event. Expense classifications include the following:

Direct Expenses: include cost for materials and services that can be directly attributed to the program or service. Examples include supplies and equipment used in the class, salaries, facility rent and promotional costs.

Indirect Expenses: include expenses that are related to, but not directly associated with, a specific program, service or event. Examples include utilities and supervisory salaries and benefits, general postage and office supplies, facility maintenance, operations support, catalog and other general program marketing.

Capital Development Expenses: include costs to build district-owned facilities and build-out costs for leased space, or maintain after built.

Fee Classifications:

Fees are designed to provide a spectrum of price points to accommodate different economic circumstances, as the benefit extends from the community to the individual; the participant is expected to pay for a greater percentage of the costs associated with the program or service. In order to provide a range of services to our residents, no matter their interest, ability or income, the following fee classifications apply:

Basic:

The foundation of parks and recreation services, this category is offered at no cost to the participants. These events and programs contribute to creating opportunities for a healthy community. Sponsorships and donations may be secured to offset the cost of these activities.

- Audience – Community
- Fee – None

Core:

Core programs and events benefit a large portion of the community, reach out to a broad range of people, and include introductory levels of basic skills. Examples include sport leagues, day camps and pre-school.

- Audience – Community and some individual
- Fee – 100% Direct

Instructional:

These programs require specialized training or equipment; basic, general interest programs. Examples include sport camps and youth developmental classes.

- Audience – Individual and some Community
- Fee – 100% Direct and partial indirect

Specialized:

These programs require specialized training or equipment, and can compete in the free-market under most circumstances. They are targeted to specific users based on an expressed demand and a willingness to pay for the service. Examples include Spin, Karate, and Yoga.

- Audience – Individual
- Fee – 100% Direct and indirect

Pricing Considerations**Market Prices:**

Each program, service, or event is subject to upward adjustment based on market prices.

Competition:

Generally the District does not design its programs to compete directly, especially with other government or not-for-profit agencies. If we can fill a niche, provide a convenient location, or offer a level of service that is not otherwise available, comparable fees are considered.

Demographic Group:

Events serving demographic groups in new or unique ways will sometimes be planned at a loss.

Marketing Benefit:

When the District's marketing goals can be enhanced, fees might not cover budgeted costs.

Demand:

The fee for programs may reflect the supply and demand theory.

Revenue Classifications

The following is a list of existing revenue classifications, which includes all revenue streams:

- Admissions are charged to enter a facility, event, or program on a one-time basis. Entry and exits are normally controlled and attendance is regulated.
- Season Passes are offered to 1) provide revenue in advance of opening 2) to encourage use of facilities and 3) to provide value to frequent customers.
- Facility Charges offer the exclusive use of a room or facility. This fee gives the customer the right to use tangible public property without consuming or injuring it in any way.
- The Sales (Point of Sale – POS) Classification includes merchandise and food.
- Program and Event Fees are charged to participants in the District's programs and special event listed in the seasonal catalogs and on the web site.
- Sponsorships and Donations are secured from individuals, businesses and not-for-profits, usually for a specific event or item. When an item is donated, it becomes property of the District.

Fundraisers:

Safety and Public expectation require that District program participants are not asked to solicit for funds to benefit the District.

Calculating Program Fees and Charges:

Program fees are calculated based on direct and indirect costs divided by minimum participants.

- Contractual cost or and staff salary
- Administrative costs, usually 30% for contractual and 50% for payroll programs
- Supplies
- Equipment (can be assessed over estimated useful life of item)
- Advertising and promotion costs
- Cost to provide space or transportation for programs

Incentives, Discounts, Outside Guidelines:

Incentives and discounts can be used to:

- Introduce new programs and services
- Identify and attract new participants to existing programs or services
- Give consideration to new programs in the introductory stage of the program life cycle.
- For active duty, active reserve, veterans and retired military and immediate family members.

Financial Assistance:

Only residents of Morton Grove Park District will be considered for financial assistance. Proof of residency and financial need must be provided to qualify for assistance. Items that will be considered when evaluating include COPIES of current W2 form and past year's taxes plus proof of participation of one or more of the following programs: public aid, food stamp program, school free lunch program, subsidized housing program, excessive medical bills and/or family income.

Persons requesting assistance must complete the park district application form and submit supporting documentation three weeks or more prior the start of the requested program. Application and support documentation can be sent to the Morton Grove Park District at Prairie View Community Center, 6834 Dempster Street, Morton Grove. Applications will be individually reviewed and applicants will be notified of decision as soon as possible.

Financial Aid Assistance: percentages based on a family's annual income	Percentage Amount
\$15,999 and under yearly income	45%
\$16,000 - \$29,999	35%
\$30,000 - \$39,999	25%

All classes are available for assistance EXCEPT: Club Fitness memberships, Group-Ex, fitness classes, pool passes, trips, special events, leagues, contractual programs and facility rentals.

There will be a maximum amount of assistance allowed per family. Each family will be allowed a total of \$1,000 a year assistance. Morton Grove Park District works on a fiscal year May 1-April 30

Payment Plans:

A discount of 10% is given for full payment at the time of registration.

- Payment Plan– The cost of the program will be spread over a period of time. An initial fee will be required at the time the payment plan is setup.

Refund Guidelines:

Refund request for recreation programs may be made by phone or in person. Refunds will be granted minus a \$5.00 cancellation fee.

Accepted Payments:

Credit Card: Visa, Master, American Express, Discover (a \$10.00 minimum is required for a credit card transaction.

Cash or check is also accepted.

Resident Status:

Anyone living within the geographic boundaries of the Morton Grove Park District is considered a resident. Students currently enrolled in Kindergarten through 8th grade at the following Morton Grove Schools receive resident rates for certain recreation programs.

- District 67 – Hynes & Gold
- District 70 – Park View
- District 63 – Nelson & Melzer
- District – 69 Edison
- MCC Full Time School
- Jerusalem Lutheran District 807 – Julia S. Molloy

Non-Residents:

The District is required by law to allow non-resident participation, and may charge higher fees in recognition that they do not pay taxes. Based on these principals, the non-resident fees for programs may be up to 35% higher than resident rates.

**Approved by the Board of Commissioners
Morton Grove Park District
June 2015**

Morton Grove Park District

DONATIONS, GIFTS AND BEQUEST POLICY — BOARD APPROVED JUNE 2015

The Morton Grove Park District seeks to establish a policy as a guide for acceptance of all donations, gifts and bequests conveyed to the Park District.

The Morton Grove Park District will accept donations, gifts and bequests in the form of money and/or other materials with the understanding that the District shall have sole and complete control of the donation, gift or bequest.

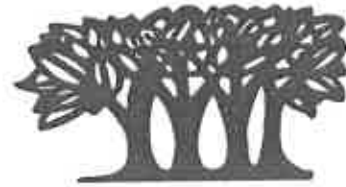
The Park District will try to comply with the wishes of the donor, however the Board will use discretion to determine whether the donation, gift or bequest meets Park District standards.

Criteria for the consideration for not accepting donations, gifts and bequests:

- Contains hazardous substances
- Cost of accepting or maintaining would exceed benefit to Park District
- Contains indecent language or obscenity
- District has notice of defects in the chain of title of, or notice of a competing claim to, the property being offered
- Acceptance or maintenance of the donation/gift would conflict with the District's compliance with any applicable local, state or federal law
- Acceptance would establish or favor, or appear to establish or favor, any one particular religion or religious belief

Prior to acceptance, all donations will be brought to the Board of Commissioners for approval. The donations, gifts and bequests accepted by the District shall be managed in accordance with district policies and procedures and, therefore, may be used, converted or disposed of in the manner determined to be most beneficial to the District. The District cannot guarantee that any gift will permanently be a part of the Park District.

The Park District will only accept materials that are in a usable physical condition. The Park District will not accept material that are not outright gifts.



**MORTON GROVE PARK DISTRICT
PROCUREMENT POLICY
Board Approved April 2015**

The Board of Commissioners recognizes the need that materials, supplies, equipment and services of the quality and quantity required to operate the District be specified, described and procured in a manner that provides for full and free competition among potential suppliers. To the extent that the services, quality, and quantities of needed materials are locally available and competitively priced, the District will procure from suppliers within the boundaries of the District.

Formal competitive sealed bids consistent with this policy will be solicited on all procurements except:

1. Those that are clearly identified and justified in writing as "sole source" and that are approved by the Board in advance of purchase.
2. Those purchases of an emergency nature that requires immediate implementation in order to eliminate major problems and that are approved by the Director and authorized by the Board.
3. Those purchases specifically excluded from the bidding process by Illinois State Statues.
4. Those whose cost is less than \$20,000 and that are approved by the Director and authorized by the Board.
5. Those whose cost is less than \$10,000.

Informal Quotations - Requests for informal quotations for purchases costing more than \$1,000 but less than \$10,000 need not be formally and publicly advertised. Items in this range shall have at least three quotes, whenever possible, that are solicited by either written or oral invitation.

Certain items (i.e. commodities) routinely purchased on a repetitive basis may be purchased from selected prequalified vendors. These items and vendors shall be reviewed annually, in April, by Department Managers with the Finance Manager and approved by the Director.

Upon approval by the Director or his designee, the award is made to the lowest and best quotation meeting the specifications, delivery date and other required terms and conditions of purchase.

Formal Bidding - Requests for formal bids for those procurements costing \$20,000 or more will be formally and publicly advertised *(see note 1). At least one notice will be published in the local newspaper not less than 14 days before the bids are "closed". Sealed bids will remain sealed until the formal "bid opening" is conducted by a designated District employee with at least one witness at the place, time and date specified in the advertisement. Upon recommendation of the Director and approval of the Board the award will be made to the lowest bidder meeting the specifications and other required terms and conditions of the procurement. The right is reserved to reject any and all bids if such action is deemed by the Board to be in the best interests of the District.

Each procurement action will be fully documented consistent with District purchasing procedures. Any variance from the above policies must have prior approval of the Board.

Note 1: Exceptions to procurements costing \$20,000 or more requiring formal public advertisement are located in the Illinois Statutes (70ILCS 1205/8-1 (c). See MGPD finance manager for any clarification.

PURCHASE ORDER PROCEDURES

1. NORMAL PROCEDURES

A. If \$20,000 or over

1. Board approval required
2. Contact Director
3. Follow procedures for purchases over \$1,000

B. If over \$1,000

1. Anyone authorized to purchase will obtain Department Manager approval. If using a credit card, must get Department Manager approval prior to purchase.
2. Three quotations are required (under \$1,500: Oral; over \$1,500: Written) unless purchased from selected prequalified vendor.
3. The completed P.O. request and P.O. are sent to the Director for approval.
4. The Director returns the approved P.O. to the Finance Department.
5. Obtain copies of Purchase Order from Finance Department and record in P.O. log.
6. Order Merchandise. Give vendor P.O. number.
7. Authorize Finance Department to pay invoice when merchandise received or service completed and all charges are verified correct. (Return Pink Copy) (Include packing slip/bill of lading if available).

C. If under \$1,000

1. Anyone authorized to purchase will obtain the appropriate Department Manager

- approval (signature) before purchasing items needed.
2. Order/Purchase merchandise.
 3. Send copy to Finance Department with invoice if one is received at time of purchase.
 4. Advise Finance Department okay to pay invoice when merchandise received or service completed and all charges are verified correct. (Return Pink Copy) (Include packing slip/bill of lading if available).

D. Selected Prequalified Vendors

1. Selective items routinely purchased will be established by Department Manager, approved by the Finance Manager, and authorized by the Director (i.e. commodities: gasoline, tools, and hardware, office supplies, pool chemicals, etc.)
2. Vendors will be solicited annually in May to determine the lowest, most qualified suppliers. Selected vendors will be reviewed by Department Manager, approved by Finance Manager, and authorized by the Director.
3. Purchases made from these vendors under \$1,500 will be said to have already satisfied the three quotations requirement. All remaining purchasing procedures are to be followed.
4. Finance Department is responsible for keeping the list of "Selected Prequalified Vendors" and updating the list.

2. EMERGENCY PROCEDURES

An emergency situation is a sudden condition or state of affairs calling for immediate action.

A. If \$20,000 or over

1. Contact the Director immediately.
2. The Director will poll each Board member to determine whether the purchase would receive a favorable vote if it was presented at a regular board meeting.
3. Once the Director receives a favorable vote from a majority of the board, he may follow through with the emergency purchase.
4. The Director will present the purchase at the next board meeting to ratify the purchase.

B. If over \$1,000

1. If over \$1,000 but under \$1,500, contact Department Manager. If over \$1,500, contact Finance Manager or Director.
2. Order or obtain merchandise giving a purchase order number to vendor.
3. Complete purchase order as soon as possible.
4. Follow steps for purchases greater than \$1,000 under Normal Procedures

C. If under \$1,000

1. Order or obtain merchandise giving a purchase order number to vendor.
2. Complete purchase order as soon as possible.
3. Follow steps for purchases less than \$1,000 under Normal Procedures.

3. COMPLETING OF ALL REQUESTS AND PURCHASE ORDERS

(Please be as thorough as possible.)

1. Vendor name, address, etc.
2. Date Requested
3. Description and Amounts
4. Account to Charge
5. Department Manager signature of approval

CREDIT CARDS

It is the policy of the Morton Grove Park District to ensure that all Payment Card Industry (PCI) standards are followed. The District is committed to complying with all rules and regulations and to demonstrate that the environment is truly inaccessible; a firewall has been installed and is maintained, cardholder data is encrypted and anti-virus software is regularly updated.

For efficient operations, the District recognizes the need for some purchases to be made by credit card. The District carries two credit cards: Master Card to be used for general purchases and Capital One to be used for purchases at Costco. Both cards have maximum credit limits to limit exposure to the District. The Director, Finance Manager, Superintendents, Managers and Recreation Supervisors hold Master Cards. The Director and Finance Manager may authorize any additional credit limits. Credit cards are to be used for:

- Low dollar/sole source purchases
- Employee reimbursement/travel
- Internet sales

PETTY CASH PROCEDURES

Petty Cash reimbursements are expenses for small purchases (\$25.00 and under maximum). These purchases are for items that employees use personal funds and circumstances warrant purchasing the item without a purchase order. Management recognizes that efficient operation requires flexibility for these purchases; however, management must still require internal control for all expenditures. Petty cash reimbursements are viewed as exception cases to purchasing procedures outlined above.

All petty cash reimbursements require Department Manager's approval on a voucher before reimbursement. Department Managers are required to code the voucher.



Morton Grove
Park District

Memorandum

To: Board of Park Commissioners
From: Greg Jayne, Superintendent of Parks & Facilities
Jeff Wait, Executive Director
Date: July 6, 2016
Subject: Prairie View Community Center HVAC Controls Recommendation

Issue:

The HVAC building automated control system bids for the Prairie View Community Center were presented at the June 1st Committee of the Whole. At that meeting the Board suggested hiring an engineer to review and verify the scope of the project considering the submitted bids were all substantially higher than the budgeted amount. The Board also wanted to ensure that the Park District would not incur any unexpected costs.

Discussion:

Staff hired W-T Engineering to review the specifications and the bid proposals to determine that all the required equipment needed to update the HVAC controls were included. After a physical site inspection and review of all plans and available data, the engineer and contractor confirmed the bid proposal was consistent with the Trane System Analysis and does include the required necessary equipment. However, both the engineer and the contractor agreed that once the project gets started there is never a guarantee that a defective or malfunctioning piece of equipment won't be discovered.

Park Board Action:

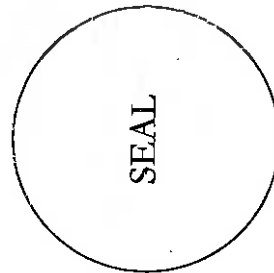
Based on the above discussion staff recommends accepting the bid from Honeywell Building Solutions of Des Plaines, IL in the amount of \$127,420 for replacing the building control system at the Prairie View Community Center.

New Business

OATH OF OFFICE

I, GEORGIANNE BRUNNER, DO SOLEMNLY SWEAR OR AFFIRM THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES, AND THE CONSTITUTION OF THE STATE OF ILLINOIS, AND THAT I WILL FAITHFULLY DISCHARGE THE DUTIES OF THE OFFICE OF PARK DISTRICT COMMISSIONER ACCORDING TO THE BEST OF MY ABILITY.

Given this 20TH day of July, 2016



Board Secretary, Jeff Wait

Commissioner, Georgianne Brunner

Board Update & Information

Morton Grove Park District

UPDATE & INFORMATION

July 20, 2016

RECREATION AND PROGRAMMING REPORT – JOE BRUNTMYER

General/Special Events

- Staff was involved in RecTrac (new recreation management software) training the weeks of June 20 and July 11. RecTrac staff will also be onsite the week of July 25 for the final training.
- The first of three Celebrate Summer in the Park events was held on Friday, June 17 at Pioneer Park. 65 children and their families enjoyed free ice cream and a wonderful entertainer. A big thank you to MB Financial Bank for sponsoring the Celebrate Summer series. The next event is scheduled for July 29 at Harrer Park in conjunction with the Movie in the Park screening of "Inside Out".
- The District provided kids activities at Morton Grove Days on July 2.
- The District will provide several family activities at National Night Out on August 2 in Harrer Park.
- The Morton Grove Bungalow Association will be holding its first Bungalow House Walk on Saturday, July 23.

Fitness

- The SCIFIT PRO2, total body exercise machine is scheduled to be delivered in early July.
- The fitness center has implemented selling \$5 towel cards. This new punch card allows members to pre-pay for 20 towels; eliminating the need to bring a quarter every visit.

Club Fitness Updates	June 2016	June 2015
Fitness Club Check-in	4684 (662 members)	4090 (492 members)
Open Gym Check-in	209	161
GroupEx/Walk-in Usage	486 (83 members)	586 (95 members)
Membership Renewal/Sales	73* *45 are summer specials	19

Athletics

- Gymnastics camps are being held weekly at Niles West. Thru the week of July 11, 49 gymnasts have participated.
- There are 209 gymnasts enrolled in summer gymnastics classes.
- There are 138 participants enrolled in summer Hot Shots classes.
- Dodgeball class has 14 participants enrolled.
- Pickleball class has 5 participants enrolled.
- The Slammers are hosting a tournament at Harrer and National July 8th-11th.

Seniors/Cultural Arts/Adults/Teens

- One guitar recital and two piano recitals were held at the Morton Grove Library as the culmination of the winter/spring music sessions. There were 25-35 people in attendance at each program.
- The Park District started the summer Tunes on Tuesday Concert Series:

Date	Performer	Restaurant	Attendance
June 14	Soda	Dairy Queen	Approx. 225
June 21	Billy Croft & The 5-Alarm	China Chef	Approx. 250
June 28	The Final Groove	Hot Dog Day	Approx. 275
July 12	Classical Blast	Uni-Mart	
July 21	The Fortunate Sons	TBD	
July 26	Billy Elton	TBD	

- The July 21 Concert is on a Thursday and is in conjunction with the car show.

Camps/Pre-School/Kinder Odyssey

- Enrollment for upcoming camp session:

	2016		2015	
	Sess 3	Sess 4	Sess 3	Sess 4
Kidventure	32	27	28	31
Junior	55	54	45	45
Mor Gro	53	39	50	51
Teen Times	36	32	19	15
	176	152	142	142
	328		284	

- Preschool enrollment:

	2016 (as of 7/11/16)	2015 (as of 7/11/15)
2-Year-Old	10	11
3-Year-Old	41	30
4-Year-Old	42	49
Kinder Odyssey (D63)	8	5
Kinder Odyssey (D70)	26	8
	127	103

Aquatics/Gap/B4 School/BASE

- As of July 8 there have been 13 pool rentals booked for this summer; five rentals at Oriole and eight at Harrer
- Jeff Ellis and Associates came to both pools father's day to observe lifeguards. We received "exceeds" for our lifeguards and facilities. The second observation is scheduled for late July
- The YMCA has recurring rentals at Oriole pool for swim team practice Monday – Friday, 7:30-9:00am, until mid-August
- August 22–26, the Morton Grove Fire Department will be using Oriole pool in the mornings to hold in water firefighter trainings
- Upcoming pool events at Oriole pool:
 - July 15-Flick and Float
 - July 17-Member Appreciation Day

- July 22-Caribbean Beach Bash
- July 26-Cubs vs. Sox night
- Upcoming pool events at Harrer pool:
 - July 25-Xmas in July
 - July 28-Half Price Admission

Marketing

- The Morton Grove Champion will be running an article on the upcoming Classic Car Show later this week.
- Push of eblasts were sent out to targeted groups the first week of July to encourage car participants, registrations have doubled since July 5.
- Eblasts were sent to 9,040 in July. The General Monthly eNews which is sent to a larger group has had an “open” rate of 33%, with a “click to link” of 14% (84). Eblasts will continue to link and track, this activity which indicates customer interests and leads us to future target email lists.
- Eblasts were sent out to targeted groups to promote upcoming events, the car show and preschool registration. There was an “open” rate between 82% and 43%. We will continue to increase the number of targeted eblasts that go out in the future season to push programs.
- The Park District will be at the Gemini Junior High, 8955 Greenwood Avenue, Niles on August 2 for the Walk-in/New Student Registration. The District will be there from 12 to 7:30 pm with marketing materials to promote Park District programs and activities.
- Articles and event listings have been posted on the Morton Grove Trib local and Metro mix
- “Bitly” short links have been set up to track links, as they are being used in postings and eblasts. Monthly reports will be included beginning in August.
- Summer event banners have been hung and will be updated closer to August as then we will begin to promote fall activities.
- The fall activity guide is at the printer and will be mailed on July 29. Program registration for residents begins August 8, non-residents August 15.
- The 2016-17 Winter-Spring Activity Guide will be brought in house and produced by Marketing. Work has begun to change general elements within the guide to create a user friendlier marketing piece. Recreation Staff will submit winter/spring content to marketing September 9.
- Sponsorship requests will be mailed to community businesses on July 19 for fall events.

FINANCE DEPARTMENT REPORT - MARTY O'BRIEN

- Our phone service provider, Call One, completed the installation of our new Avaya phone system last Thursday. The installation went very smoothly with only minor disruptions to our incoming and outgoing calls. In addition, we now have an automatic back-up system should the current system fail.
- The Thor Guard notification system is up and running. Everyone who provided an email account should be receiving a yellow warning when conditions are right, a red warning when lightning is detected and a green warning thirty minutes after the last lightning was detected.
- The audit is still proceeding as planned. We have received a copy of the draft from Lauterbach and Amen and are currently making the appropriate corrections.

HUMAN RESOURCES— LAURA KEE

- Human Resources met with our Mentor for the Distinguished Agency accreditation process regarding legal, human resources and risk management. He stated that we are doing the necessary procedures and have the policies, we just need to obtain evidence that we are in compliance.
- Staff has completed the first draft on initiatives as they relate to the Strategic Plan. We will be meeting with Chuck this week to continue the process.
- The new Guest Service hours have been in effect almost a month now, without missing a beat, or receiving one complaint.
- The quarterly random drug pulls came through this week, with 12 staff being tested.

PARK POLICE REPORT — NORM STROMBERG

- One thousand four hundred and ten park and field house checks were conducted by the Park Police during the month of June.
- Chief Stromberg, Officer McCloskey and Officer Callaghan all completed the June “Police Law” Legal Update Computer Training. The June Training Topic was on “Determination of Custody; Non-Custody Situations; Suspect in Custody - Non-Interrogation/Interrogation”. Firearms training was also conducted during the month.
- Park Officers assisted at the Summer Sizzle and Concert event with no negative incidents occurring.
- Park Officers handled their everyday normal routine assignments and an additional one hundred and eight other miscellaneous incidents, assists or assignments that occurred during the month of June. These included an injury accident assist, a suspicious incident, illegal parking incidents, securing unsecured park properties found open or not properly shut down, disturbance incidents, employee vehicle ride checks, new employee background name checks, kiosk maintenance, after hour secondary closings of park facilities and a bank deposit escort.
- Several verbal warnings were given in July for patrons being in the parks after hours and for a disturbance incident. All the warned subjects were compliant and were not recognized as repeat offenders.

PARKS AND MAINTENANCE REPORT — GREG JAYNE

- The Thor Guard lightning detection system has been installed in all parks. We utilized the buildings for most sites, however at the smaller parks we needed to install poles to attach the devices.
- The Overhill and Oriole playground projects are completed and an audit was performed on both play apparatuses prior to opening.

- **The July fourth fireworks were a huge success. The Park Superintendent extends his thanks to all who participated to make this event successful. Also, thanks to the Public Works Department for all of their assistance. Many favorable comments were made regarding this event.**
- **Items addressed this month were: daily fieldhouse cleaning, mowing and edging, daily ballfield and pool maintenance, weeding and watering, trimming of foundation plants and shrubs, staffing and setting up for fourth of July, concerts and movies in the park and grooming sand volleyball courts. Monthly inspections of playgrounds, fire extinguishers and water meter readings, bi-weekly vehicle maintenance reports and fleet repairs as needed.**