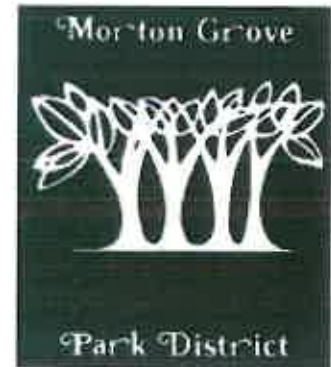


Morton Grove Park District

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



Morton Grove Park District
Prairie View Community Center
6834 Dempster, Morton Grove, IL 60053
Committee of the Whole
July 6, 2016 at 6:30 p.m.

AGENDA

Call to Order

Public Comment

Administration and Finance Committee – Commissioner Ashta, Chair

Park District Website

Bond Expenditure Compliance: Resolution #R-06-16

Intergovernmental Agreement with the Morton Grove Historical Society

General Practices Manual Update

Strategic Planning Community Outreach Dates

Recreation and Facility Program Committee – Commissioner Coursey, Chair

Parks and Facilities Maintenance Committee – Commissioner Manno, Chair

PVCC HVAC Control Systems

Dog Park Feasibility Study Update

Oriole Pool Reconfiguration

General Discussion

Executive Session

I make a motion for the Board to go into closed session in accordance with the Open Meetings Act section 120/2.(c)(11) and for section 120/2.(c)(3).

Adjournment

Memorandum

To: Board of Park Commissioners
From: Jeffrey Wait, Executive Director
Date: 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 mortongrovesparks.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.



Morton Grove
Park District

Memorandum

To: Board of Park Commissioners
From: Marty O'Brien, Superintendent of Finance and Compliance Officer
Date: July 6, 2016
Regarding: Bond Expenditure Compliance – Resolution #R-06-16

Issue:

The current Bond Ordinances requires the Compliance Officer report to the Board of Park Commissioners whether the bond expenditures for the past year are in compliance.

Discussion:

A general obligation bond is a common type of municipal bond that is secured by a state or local government's pledge to use legally available resources, including tax revenues, to repay bond holders. As part of any general obligation bond issue, we must agree to spend the bond proceeds in accordance with IRS regulations. At the end of each year it is the responsibility of the Compliance Officer to ensure:

1. That all the records related to the bonds are kept.
2. That the District hasn't used the bond proceeds for purposes that would cause the bonds to be taxable.
3. That the property for which the bond proceeds hasn't been leased for private business use.
4. That the District hasn't been contacted by the IRS to respond to a compliance check.

The Compliance Officer reviewed the expenditures and determined that they are in compliance with the bond ordinance.

Park Board Action:

For the Board of Park Commissioners to approve Resolution #R-06-16, stating the District is compliant with the applicable tax law requirements.

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



Memorandum

To: Board of Park Commissioners
From: Jeffrey Wait, Executive Director
Date: July 6, 2016
Regarding: Museum Operational Agreement

Issue:

The Park District and the Morton Grove Historical Society have been working on establishing a formal agreement for the operation of the museum and education center. This agreement would clearly define each organization's responsibilities regarding the operation of the museum and educational center.

Discussion:

The Park District and the Morton Grove Historical Society entered into an agreement in 1988 that has been revised several times since. The last revision was in 2014. The newest agreement covers activities of the Haupt-Yehl House and the John and Mary Helen Education Center at the same time protecting the Park District's land lease with the Village.

This agreement is based on a sample agreement drafted by the Park District Risk Management Agency and details the rights and responsibilities of the Park District and the Historical Society. The Park District's attorney has reviewed the agreement and offered a couple of suggestions for improvement.

Since the agreement commits the Park Board to levy funds necessary to operate the museum and education center, requires funding for a curator and half the salary of the assistant curator, and for the Park District to maintain adequate insurance coverage; the Board of Park Commissioners needs to review and approve the agreement.

Park Board Action:

The Board of Park Commissioners approve the museum operational agreement between the Park District and the Morton Grove Historical Society.

**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-Yehl House), Education Center (John & Mary Helen Slater Education Center), adjacent land 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 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; as outlined in Exhibit A and possible storage space in other Park District facilities.
- C. To ensure 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 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. 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. 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 adjacent land.**
- C. To provide adequate operating funds for the Museum, Education Center and adjacent land 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 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, 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 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), 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 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.).

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 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 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, effective each May 1, for three (3) 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



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 appendance 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 appendance 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.



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 W-T Engineering 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's 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.

Memorandum

To: Board of Park Commissioners
From: Jeffrey Wait, Executive Director
Date: July 6, 2016
Regarding: Dog Park Feasibility Study Update

Issue:

This is an update on the dog park feasibility study. It is for discussion only.

Discussion:

1. What the advisory committee has completed to date:
 - a. Researched/Collected data
 - b. Compiled a wish list
 - c. Hired a designer
 - i. Developed and reviewed 3 concepts
 - ii. Committee requested a stripped down version of the basic design
 1. Staff determined what can be done in-house
2. Next steps
 - a. Meet with advisory group
 - b. Develop business plan
 - c. Prepare recommendation to board
3. Timeframe for completion

Park Board Action:

No action required.



Memorandum

To: Board of Park Commissioners
From: Jeffrey Wait, Executive Director
Date: July 6, 2016
Regarding: Oriole Pool Reconfiguration Request

Issue:

At the June 15 meeting, a resident presented several observations about the reconfiguration of Oriole Pool's main pool. This memorandum is in response to their comments.

Discussion:

Below are the resident's main comments and a response.

- 1. Why was the lap lanes reconfigured resulting in a reduction of lanes?** The lanes were reduced to allow for a greater open swim area. The current bather capacity of Oriole Pool is 500 patrons. The main pool is 4,800 square feet while the activity pool is 4,100 square feet. Since the two pool are roughly the same size, the 500 patrons should be divided equally between the two. However, with four lap lanes install, more pressure is placed on the activity pool to accommodate patron displaced from the main pool. This is a safety issue as more accidents could occur since a wide range of ages are forced into the activity pool.
- 2. Did we solicit public input before reconfiguring the pool?** No. This is a common sense approach to the operation of a facility designed to serve swimmers of all abilities and does not cater to one group at the detriment of other groups. However, when discussing the change with pool staff, they were very excited about the bigger open swim area as it eliminates many of the problems they often deal with on a daily basis.
- 3. The Board of Park Commissioners promised four lanes will be available for lap swim at all times.** After reviewing the minutes of past board meetings, we were unable to find any indication the Board promised this. The only mention of four lanes was from a resident at an open house to solicit resident input. However, I did speak with the previous Aquatic Supervisor who said she was told by a past Commissioner to have four lanes at all times. The Commissioner did not give any reasoning behind this directive. The Aquatic Supervisor did not question the directive.
- 4. There was some questioning about the placement of lifeguards and the amount of swimmer per lifeguard.** Per the Illinois Department of Public Health, only one lifeguard per 100 bathers or 2,000 square feet of water surface area is required. However; at a minimum, we have three lifeguards but increase or decrease this number depending on the number of patrons present.

Park Board Action:

Informational only. No action required.

**MORTON GROVE PARK DISTRICT
Board of Commissioners**

General Practices Manual

April 19, 2012



Revised: July 2016

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**MORTON GROVE PARK DISTRICT
BOARD OF COMMISSIONERS
GENERAL PRACTICES**

The Morton Grove Park District is committed to enrich the quality of community life and promote recreational activities through creative programming for people of all ages and abilities, while protecting open space and natural resources for future generations.

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| 1.0 | <u>General Practices Manual</u> |
| | General Practices Manual, adopted by the Morton Grove Park District Board of Park Commissioners, represents an insight into the intent of the members. They are a manifestation of a desire to establish a means of measuring acceptable behavior and protocol that ensures honest and accountable representation. While not possessing the force of law, the intent of this manual is to provide a guideline for Board conduct. |
| 2.0 | <u>Definitions</u> |
| | 1. The Morton Grove Park District shall hereinafter be referred to as "the District" or as the "the Park District". |
| | 2. The Morton Grove Park District Board of Commissioners shall hereinafter be referred to as "the Board". |
| 3.0 | <u>Statement of Objectives</u> |
| | The Mission of the Morton Grove Park District is to provide quality and safe park and recreation services. It shall be the purpose and objective of the Board to conduct its affairs to achieve that Mission. The District shall, within financial limits set by the Board, obtain, plan, develop and maintain park and recreation resources to serve the varied recreational interests of the residents of the District. |
| 4.0 | <u>Responsibilities of the Board</u> |
| | The Board functions under the authority of the Illinois Park District Code, Illinois State Compiled Statutes, and within the framework of laws court decisions, opinions of the Illinois Attorney General, and similar mandates from the state and national levels of government. Board members, collectively and individually, act as representative of all residents of the District in maintaining and promoting the use of the park and recreation activities. Through an evaluation of the available resources and the often conflicting needs and demands of all interested parties and groups. Board members seek to move toward decisions and actions which best serve the recreational needs of the community as a whole. |
| | The Board shall concern itself primarily with Board questions of policy rather than with administrative details and procedures. The Board sets policies to be used as guidelines and principles. The application of these policies is an administrative task to be performed by the Executive Director and his/her staff who shall be held responsible for the effective administration and supervision of the entire Park District including all facilities and programs. All such facilities and programs shall be operated within the financial guidelines determined by the Board. |

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| | <p>In the discharge of their duties, Board members act as a Board and not as individuals. Individual members have no legal or moral right to speak for the Board unless specifically authorized to do so by action of the Board. It is improper, ill-advised and unethical for individual Board members to make public pronouncements and or conjectures about Board matters either not yet decided by official Board action or decided in a properly called Executive Session of the Board. Board members should respect the Board's commitment to work through its chief executive officer, the Executive Director, by requesting desired information about the parks and recreation programs directly from him/her. Board members should also seek the professional opinion of the Executive Director when asked by a resident to address a particular issue or complaint.</p> |
| | <p>The majority of communication between the District and any vendor or contractor shall be conducted by the Executive Director. The Board may direct, on their behalf, the Executive Director to contact any vendor or contractor on any matter. Additionally, the Executive Director may, through the course of performing their duties, contact any vendor or contractor on any matter without prior authorization from the Board. Generally, individual Board Members may not directly contact a vendor or contractor unless the matter has been discussed with a majority of the Board Members and is on behalf of the entire Board.</p> |
| | <p>Board members will abide by the majority vote and support the actions of the Executive Director, when those actions have received the support of the Board via official voting. However, it is not necessary that all Board votes be unanimous. All members of the Board agree to act in accordance with the provisions of this document.</p> |
| | <p>Newly elected Commissioners shall be sworn in at the first Committee of the Whole in May. Filling a Vacancy: Once the Board agrees on a candidate, the Commissioner filling the vacancy shall be sworn in at the next feasible Committee of the Whole or Board Meeting.</p> |
| 4.1 | <u>Financial Authority</u> |
| | <p>The Board shall annually, according to State Statutes, appropriate funds and levy taxes for the various operations of the District in order to provide for its needs. The Board shall annually approve a Budget and Appropriation Ordinance, a Statement of Receipts and Disbursements, and an Audit. If necessary, the Board will hold a "Truth in Taxation" Hearing and shall adhere to all applicable financial legal requirements as may be enacted by the State.</p> |
| 4.2 | <u>Planning</u> |
| | <p>The Board shall provide for the planning, improvement, financing, construction and maintenance of the property of the District.</p> |
| 4.3 | <u>Employment of Executive Director</u> |
| | <p>The Board shall employ a properly educated and trained professional to serve as the chief administrator of the District and to fill the position of Executive Director and to annually evaluate in written form his/her services according to the procedure specified in Section 8.1.</p> |

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| 4.4 | <u>Park District Attorney</u> |
| | The Board shall retain the services of a qualified attorney either through an annual retainer or on an as-needed basis for purposes of assisting the Board in conducting its regular business according to the legal requirements of the Park District Code and other applicable laws. The attorney's responsibilities are more fully described in Section 8.2. The attorney shall be annually evaluated by the Board and Executive Director. Section 8.2. |
| 4.5 | <u>Appointment of Board Secretary</u> |
| | The Board shall at its annual meeting, as described in Section 5.11, appoint or hire for a one-year period a Secretary whose responsibilities are more fully described in Section 6.3. |
| 4.6 | <u>Reimbursable Expenses</u> |
| | Upon submission of itemized receipts, individual members of the Board shall be reimbursed for reasonable expenses incurred in attending meetings, conferences or in making trips on official business for the Park District when so authorized by the Board. In the alternative, the Board may choose to provide per diem amounts to Board members for meals and/or lodging. Such per diem amounts shall not exceed the IRS per diem allowances in effect at the time of the meeting, conference, or trip. (NOTE: IRS per diem rates vary based on the destination and can change from year to year. Consult IRS Publication 1542 for a chart of specific per diem amounts.) If Board members are elected or selected for Park and Recreation Association involvement, the District will pay associated expenses if the Association does not. |
| 4.7 | <u>Employment Practices</u> |
| | The Board shall approve and amend personnel policies as described in the Personnel Manual. |
| 4.8 | <u>Ordinances</u> |
| | The Board shall enact policies and approve ordinances as necessary and see that such ordinances are effectively administered. |
| 4.9 | <u>Outside Interests</u> |
| | Each action taken by a Board member in the course of their duties will be motivated by the District's best interest and should, therefore, be free of outside influences and self-interest. Board members shall have no direct or indirect financial interest in any aspect of the District's operations. Board and staff members shall disclose to the Board all memberships or financial interest in companies or organization doing business with the District, or which are being considered for contracts with the District. |
| 4.10 | <u>Board Committees</u> |
| | The Board of Commissioners shall maintain three standing committees and shall establish such temporary committees as it deems necessary and proper. The three standing committees shall be 1. Administration and Finance, 2. Parks and Facilities Maintenance, and 3. Recreation and Facility Program and will function according to the procedures described in Section 7. |

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| 4.11 | <u>New Board Member Orientation</u> |
| | The Board will assist in the orientation of a new Board member by: |
| | <ul style="list-style-type: none"> a. Directing the Executive Director to provide the new Board member with written materials which shall include, but are not limited to: 1. The Board General Practices Manual. 2. The Park District Code of the State of Illinois, 3. The Board Policy and Administrative Procedure Manual, 4. The Personnel Policy Manual and 5. An index of the Park District Ordinances. b. Arrange for the new Board member to attend the <i>IAPD New Commissioner Orientation</i>. |
| | <ul style="list-style-type: none"> c. Directing the President of the Board to arrange a meeting with the Executive Director, the Finance Manager and the new Board member to explain planning, financial and budget procedures of the Board. Existing Board members are encouraged to attend the orientation session, and are asked to inform the Executive Director at least 72 hours in advance in order to ensure compliance with Open Meetings Act requirements in the event that three or more board members are in attendance. |
| 4.12 | <u>Meeting Attendance</u> |
| | In accordance with ordinance #2012-04, the Board may declare the office of any Commissioner vacant if that Commissioner fails or neglects to attend any regular and special meetings of the Board for a period of three consecutive months. Prior to such declaration, the Board will conduct an Executive Session hearing, at which time the Commissioner whose seat is being considered for declaration of a vacancy may appear and provide evidence and a defense. |
| 4.13 | <u>Vacancies</u> |
| | The Board may also declare vacant the office of any Commissioner who dies, resigns, becomes under legal disability, ceases to be a legal voter in the district is convicted of any infamous crime, refuses or neglects to take his or her oath of office, or for any other reason specified by law. Vacancies shall be filled by advertising directly in a local newspaper of general circulation. Of those submitting written applications to the Board, the most qualified, in the Board's opinion, will be invited for an oral interview with the Board. The vacancy will then be filled by appointment, via majority vote of the remaining Board members, of the most qualified of the group of applicants. Any person so appointed shall hold his/her office until the next regular election or as specified by applicable election or as specified by applicable election law. |
| 4.14 | <u>By-law Review</u> |
| | Review of this Manual shall be done as often as deemed necessary by the Park Board, but no less frequently than every three years. Revision shall be by majority vote of the Board. |
| 4.15 | <u>Board Services</u> |
| | The Board of Commissioners performs a valuable and necessary service in providing a sound Park District. The members of the Board provide this service without monetary compensation. In recognition of this service, active |

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| | Commissioners and the immediate family members residing in the household, are permitted to register for Park District programs and facilities (space permitting). Commissioners are required to pay any direct cost incurred by the Park District. The Commissioner must present the completed registration materials to the Executive Director or the person so designated to accept Commissioner registrations. |
| 4.16 | <u>Quality Employees</u> |
| | The Board recognizes that the Park District competes with private as well as other public agencies for quality employees. Thus, it is imperative that the Board encourage the Executive Director to maintain, within reasonable financial constraints, a policy of providing a suitable salary and benefits program for the employees of the District, subject to approval of the Board. |
| 5.0 | <u>Meetings</u> |
| 5.1 | <u>Open Meetings</u> |
| | All regular, special, and continued and committee meetings shall be open to the public except when an executive session may be called. Adjournment of a regular or special meeting to a later date may be duly taken by Board action. At such adjourned meetings, all business may be regularly transacted which would have been proper in the meeting from which adjournment was taken. |
| 5.2 | <u>Executive Session</u> |
| | The Board may call an Executive Session at such time and place as may be required for authorized purposes as described in the Illinois Open Meetings Act. |
| 5.3 | <u>Effective Meetings</u> |
| | The Board shall retain from lengthy discussion of the items which come before it at a regular Board meeting. These detained discussions shall properly take place at the committee meetings as described in Section 7. Thus, all of the Commissioners are encouraged to attend all of the committee meetings so that they are sufficiently informed about an issue before voting on it at the Board meeting. The regular Board meeting should be for discussions on final action only. This makes the Board meetings more efficient and more productive. Concerns of the public which are brought to the Board's attention will be considered at the appropriate committee meeting. |
| 5.4 | <u>Regular Monthly Meetings</u> |
| | The regular meeting of the Board will be held on the first Wednesday of the month at 6:30 p.m. (time to be established at the regular May Board meeting) in the Prairie View Community Center, 6834 Dempster Street. The Board may conduct meetings at other times and places as it determines necessary. Notice of such meetings shall be made in accordance with the Illinois Open Meetings Act. |
| 5.5 | <u>Executive Director Attendance at Meetings of the Board</u> |
| | The Executive Director shall be present at all meetings of the Board except when the Executive Director is excused by the presiding officer. |
| 5.6 | <u>Preparation of the Agenda</u> |

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| | <p>The Executive Director, with the concurrence of the presiding officer, is responsible for the preparation of the agenda for all Board meetings including committee meetings. A Board packet for the regular Board meeting including the meeting agenda, the monthly bills to be approved and paid, an up-to-date account of all the income and expenditures listed by fund as well as an overall summary of the (unaudited) financial condition of the District, and all monthly staff reports will be provided (delivered or emailed) to all Commissioners as well as the Park District Attorney no less than 48 hours in advance of the meeting. The Meeting Agenda and packet shall be posted in the building and on line 48 hours in advance of every meeting. Also, a copy, for informational purposes will be emailed to the local press. The agenda will be as follows: 1. Roll Call; 2. Pledge of Allegiance; 3. Additions or Deletions/Changes to the Agenda. 4. Citizens Comments/Correspondence; 5. Consent Agenda (Approval of Minutes, Treasurer's Report, Bills); 6. Directors Report; 7. Attorneys Report; 8. Unfinished Business: Committee Reports (Administration and Finance, Recreation and Facility Program, Parks and Facility Maintenance Committees if necessary); 9. New Business; 10. Commissioners Comments; 11. Executive Session (if called); 12. Adjournment.</p> |
| 5.7 | <p><u>Quorum</u></p> <p>Three members of the duly elected or appointed Commissioners constitute a quorum. The affirmative vote of 3 members is necessary to adopt any motion, resolution, or ordinance, unless a greater number is otherwise required by any law.</p> |
| 5.8 | <p><u>Robert Rules of Order</u></p> <p>Robert's Rules of Order will govern in all questions of procedure not otherwise provided herein of meetings of the Board and committees.</p> |
| 5.9 | <p><u>Voting</u></p> <p>For purposes of voting on issues which come before the Board, the Secretary shall call the roll and record the ayes and nays of the Commissioners with an abstention being shown for any Commissioner not present at the meeting. The roll shall be called in rotating order such that the voting order is different for successive roll calls. The Secretary shall also record initiation and seconding of motions and maintain these records. These records, except for the minutes and roll call of legally Executive Session shall be available for public inspection.</p> |
| 5.10 | <p><u>Special Meeting</u></p> <p>Special meetings may be called by the President or any two members of the Board. Notice of such meetings stating the time and place of the meeting and purpose for which said meeting is called, shall be provided to Board members and the press in accordance with the Open Meetings Act requirements.</p> |
| 5.11 | <p><u>Fiscal Year</u></p> <p>The fiscal year of the District will commence on the first day of May and end of the last day of April of the following year. The Annual Meeting of the Board will</p> |

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| | be held the third Wednesday in April and shall include election of the offices of President, Vice-President, Secretary and Treasurer of the Board. |
| 5.12 | <u>Public Input</u> |
| | Requests by the public for additions to the agenda of a regular Board meeting shall be made in writing to the Executive Director not less than the Monday prior to the scheduled meeting. Such items will be considered under the portion of the agenda defined as <u>New Business</u> . All other public input at regular Board meetings shall be handled under the portion of the agenda defined as Citizens Comments. The following guidelines shall be followed: 1. The Board President will chair the meeting. 2. Any resident or visitor wishing to address the Board, an individual Board member or a guest presenter, must direct their questions and comments to the President at the appropriate time; according to the agenda. 3. The Board will hear resident's comments only after the President has recognized the resident to speak. 4. Each speaker will be allowed three minutes and may not yield their time to other speakers. 5. Persons wishing to speak for a second time may do so with the consent of the President, but only after all others have had an opportunity to address the Board. 6. Please refrain from comments or questions at a Public Hearing until the presentation has been completed. (The entire Citizens Comments Guidelines is attached.) |
| 6.0 | <u>Board Operations: Officers and Duties</u> |
| | Officers of the Board will sever a one year term. The election will be held at the first meeting in May. |
| 6.1 | <u>President</u> |
| | The President shall be the Executive Officer of the Board. It shall be his/her duty to preside at all meetings when present. The President shall appoint such special committees as the Board of Commissioners may deem necessary as well as appoint for a period of time to coincide with his/her term of office, the members and chairman of the three standing committees (Administration and Finance, Recreation and Facility Program, and Parks and Facility Maintenance) of the Board. In the absence of the Secretary, the President shall appoint a Secretary pro-tem. It shall be the duty of the President to sign all Ordinances and all such other documents and papers of the Park District which by law require a signature. |
| | It shall be the duty of the President to see that all policies of the Board are enforced and all orders of the Board faithfully executed. The President's vote shall be called for on all matters before the Board. The President shall also appoint the Executive Director to serve as the Board representative to the Morton Grove Historical Museum Council and a Board member to serve as the Board representative to sponsored organizations and local service organizations as deemed in the best interest of the District. |
| 6.2 | <u>Vice President</u> |
| | The Vice President shall be vested with the powers to perform the duties of the President in the President's absence or in the event of the President's refusal or inability to act. In the event that both the President and Vice President are |

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| | absent from a meeting at which a quorum of Commissioners may be present, the Secretary shall call the meeting to order and call for selection of a President pro-tem for the meeting by vote of the Commissioners present. |
| 6.3 | <u>Secretary</u> |
| | The Secretary of the Board of Commissioners shall be designated by the Board. Except in cases of disability or disqualification, a Secretary shall be appointed for a term of one year, or the unexpended portion thereof or until a qualified successor is appointed by the Board of Commissioners. Appointment of the Secretary shall be made by the Board of Commissioners at the meeting designated at the Annual Meeting by the Board or whenever a vacancy in the office occurs. The Secretary shall be present at all regular, special adjourned meetings of the Board as well as at such other meetings such as Executive Sessions as requested by the Board. The District may appoint the Executive Director as Secretary to the Board. It shall be the duty of the Secretary to record all the ordinances and other proceedings of the Board of Commissioners and submit them in writing for approval or corrections by the Board before entering them in the permanent records of the District. The Secretary shall approve all ordinances, orders and resolutions of the Board of Commissioners by certifying the same under the seal of the Park District, placing them in the permanent record book with a memorandum showing the date of the passage and date of posting or publication if required by law. The Secretary shall be responsible for conducting all official correspondence of the Board. |
| | It is the duty of the Secretary to verify that a certified copy of the annual tax levy ordinance is filed with the Office of the Cook County Clerk on or before the third Tuesday in December. The Secretary shall receive all bills, communications and petitions addressed to the Board or its Secretary and present them to the Board at the next regular scheduled Board meeting succeeding the receipt of these bills, communications or petitions. |
| | The Secretary shall be the custodian of all documents, papers and records belonging to the Park District and of the seal of the Park District in accordance with the law. The Secretary shall keep the record books, certified copies of all ordinances and proceedings of the Board of Commissioners and these record books shall be open to the inspection of any tax paying resident of the Park District at reasonable and proper times. The Secretary shall perform such duties as may be required by law relative to regular and special elections such as the administration of all oaths and affirmations. The Secretary shall serve as the District's Election Official and is responsible for handling or delegating responsibility to handle all of the District's responsibilities relating to elections of Park District Commissioners including distribution of election materials to interested candidates, arranging for publication of a "Notice of Election" in the local paper, and certifying to the County Clerk the names of all candidates who have fulfilled all of the necessary legal requirement to be placed on the election ballot. |

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| | The Secretary shall be compensated for his/her services to the Board unless the Secretary is the Executive Director or an employee of the Park District whose job description includes performing secretarial functions for the Board. |
| 6.4 | <u>Treasurer</u> |
| | The Treasurer of the Park District shall be elected by the Board at the Annual Meeting of the Board in the new fiscal year or when a vacancy occurs and shall be one of the Park District Commissioners. The Treasurer shall with the cooperation of the Finance Manager, report to the Board all monthly receipts, disbursements and submit such financial statements and detailed information as may be required by the Board. The Treasurer shall be designated as the Chairman of the Administration and Finance Committee. |
| 6.5 | <u>Recording Secretary</u> |
| | The Recording Secretary shall be elected by the Board at the Annual Meeting of the Board in the new fiscal year or when a vacancy occurs. The Recording Secretary shall help prepare, distribute and post meeting agendas, record all Committee and Board meeting minutes, maintain a filing and retrieval system for all confidential information, provide records to state offices as directed and to the public and press as needed, prepare correspondence when necessary and perform other duties as assigned, which includes a wide variety of complex clerical tasks requiring the application of independent judgment and knowledge of regulations, policies or procedures. |
| 7.0 | <u>Committees</u> |
| | The Board shall maintain three permanent standing committees as designated below. The Board shall appoint from time to time a limited number of additional committees for specific purposes as designated by the Board and have a specific date for concluding their duties. A committee is not authorized to take any action but is responsible for submitting a written report to the Board containing recommendations for action the Board should take. Committee meetings shall conform to the Illinois Open Meetings Act. The committee chairman may appoint non-Board members to serve as member of a committee. The President of the Board shall serve as an ex-officio member for all committees and shall appoint at the Annual Meeting three Board members to serve on each committee with no Board member being appointed to serve on more than two committees. The Treasurer of the Board shall automatically be appointed to serve as chairman of the Administration and Finance Committee. All Board members are encouraged but not required to attend all meetings of the committees to which they have been appointed by the President. However, it is important for all Commissioners to attend all committee meetings as the detailed discussions of issues which will appear before the Board for a vote will take place at the appropriate committee meeting. The agenda will be furnished to all Board members and all committee members by the Executive Director not less than two days prior to the scheduled meeting. |
| 7.1 | <u>Administration and Finance</u> |

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| | <p>The Administration and Finance Committee shall be chaired by the Treasurer and shall consist of two Commissioners in addition to the Treasurer as well as the Executive Director, the Finance Manager and such other members as may be appointed by the chairman. This committee is charged with the consideration of and recommendation on all issues relating to budgets and appropriations as well as issues of Park District operating procedures including policies related to personnel. Recommendations will be written and submitted to the Board and read at Board meetings under Committee Reports by the Treasurer. The committee meetings shall be held in the Board room at the Prairie View Community Center on the first Wednesday of the month at 6:00 p.m. (the time of the meeting is subject to change and will be reviewed and established at the regular May Board meeting).</p> |
| 7.2 | <p><u>Recreation and Facility Programming</u></p> <p>The Recreation and Facility Programming Committee shall consist of three Commissioners (with one of the Commissioners appointed chairman by the President), the Executive Director, the Superintendent of Recreation and such other members as may be appointed by the chairman. The committee is charged with consideration of and recommendation on all issues relating to facility usage and recreational programming. Recommendations will be written and submitted to the Board and read at the Board meeting under Committee Reports by the chairman of the committee. The committee meeting shall be held on the first Wednesday of the month in the Board room at the Prairie View Community Center at 6:30 p.m. (the time of the meeting subject to change and will be reviewed and established at the regular May Board meeting).</p> |
| 7.3 | <p><u>Parks and Facility Maintenance</u></p> <p>The Parks and Facility Maintenance Committee shall consist of three Commissioners (with one of the Commissioners appointed chairman by the President), the Executive Director, the Superintendent of Parks and Maintenance and such other members as may be appointed by the chairman. This committee is charged with consideration of and recommendation on all issues relating to grounds and facility maintenance and repairs. Recommendations will be written and submitted to the Board and read under Committee Reports by the chairman of the committee. The committee meeting shall be held on the first Wednesday of the month in the Board room at the Prairie View Community Center immediately following the Recreation and Facility Programming Committee meeting.</p> |
| 8.0 | <p><u>Board Personnel Policies</u></p> <p>The Board employs directly only three individuals, the Executive Director, the Attorney and the Secretary to the Board (who, for reasons detailed in Section 4.0, usually is the Executive Director). The Executive Director has ultimate responsibility for all other employees, whether full-time or part-time of the District, as outlined in the Personnel Practices Manual.</p> |
| 8.1 | <p><u>Executive Director</u></p> |

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| | <p>The Executive Director is designated by the Board as the Chief Executive Officer of the Park District and, as such, has administrative authority over the District and shall be responsible for the efficient operation of the District, as designated in the job description. The Executive Director shall serve as advisor to the Board on matters of policy formation and shall be subject to the policies and direction of the Board. The Board authorizes the Executive Director to appraise and continuously evaluate the effect of Board policy and manner of its execution, and the efficiency and effectiveness of park and recreation personnel in terms of services rendered to the people of the District, to impact on the District and aid the Board in its short and long term financial planning. The Executive Director is responsible for serving as the official representative of the District to all government as well as other public and private agencies and individuals, administering the personnel policies of the District, directing the improvement of District parks, facilities and programs and presenting up-to-date information regarding these efforts to the public and to the Board, and for preparing and distributing an agenda for all Board Committee meetings to the appropriate individuals prior to the meetings.</p> |
| | <p>The Board will provide the Executive Director with an annual evaluation to be rendered by the President at an Executive Session in accordance with the Executive Director's employment agreement. Each Board member will complete a written evaluation of the Executive Director and will submit this document to the President of the Board no later than 30 days prior to the evaluation meeting. The President will compile the information on these forms into a consensus evaluation which will be presented to the Executive Director at the Executive Session.</p> |
| 8.2 | <u>Attorney</u> |
| | <p>The Attorney is employed by the Board for the purpose of advising the Board in all legal matters and representing the interests of the District in any court actions. The Attorney shall work closely with the Executive Director to provide the Board with information in a timely fashion, necessary for the continued smooth functioning of the District. It shall be the Attorney's responsibility to file all necessary legal documents for the District with the proper authorities as well as to write all necessary ordinances and other required legal documents.</p> |
| | <p>The Attorney shall give written legal opinions on all matters referred to him/her by the Board and shall attend all meetings including committee meetings, Board meetings and Executive Sessions as requested by the Board. The Attorney shall be appointed on an annual basis from May 1 to April 30.</p> |
| 8.3 | <u>Secretary</u> |
| | <p>The Secretary will be appointed on an annual basis with the term extending from May 1 through April 30. If the Secretary is not the Executive Director then the Board may fix compensation for the Secretary on an hourly basis. The complete responsibilities of the Secretary are described in Section 6.3.</p> |
| 9.0 | <u>Fiscal Operating and Financial Policies</u> |

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| 9.1 | <u>General</u> |
| | <p>It shall be the policy of the Board to exercise prudent financial judgment and practices such that the Park District remains financially sound. Thus, the Board Recognizes that it must balance current expenditures with current income, provide monies for capital improvements, and otherwise plan for the future without creating an excessive tax burden for the community. The Board will avoid budgetary practices such as financing a current year operations deficit by selling debt. Such deficits shall be handled, if at all possible, by a combination of current year expense reduction and revenue enhancement (such as through increased fees and charges). Expense reduction should not include necessary maintenance or repairs. The Board shall review, on a line-by-line basis, the Annual Budget of the District including proposed capital expenditures as well as the annual allocation to the Maine-Niles Association of Special Recreation. The Board shall also review on a monthly basis the current account status of each of the funds of the District.</p> |
| | <p>A. <u>Capital Improvement Plan</u></p> |
| | <p>The Board will maintain and review annually a 5 Year Capital Improvement Plan which will be used to plan for capital improvements and repairs as well as to project its equipment replacement and maintenance needs for that 5 year period. The Park District will identify the estimated costs and potential funding sources for each capital project proposal and the Board will determine the least costly financing method for the proposed project. The potential use of public and private grants to pay for these projects will be thoroughly explored. The Board will consider at its budget meetings revenue and expenditure figures projected for the next five years.</p> |
| | <p>B. <u>Fund Retention</u></p> |
| | <p>The Board will continue a policy of attempting to maintain a fund balance of at least four months operating expenses. The Board should direct that a reasonable attempt should be made to control costs so that all recreation programs and facilities operate with no more than a small deficit.</p> |
| | <p>C. <u>Limited Tax Bonds</u></p> |
| | <p>The Board will finance capital improvements with limited tax bonds (non-referendum) as necessary. The Board will attempt to sell the full amount of the bond issue to one of the local financial institutions; the Board may explore other options including engaging the services of a financial consultant to market the bonds. Single purpose bond issues of sufficiently larger dollar amounts will be submitted for voter approval before being sold.</p> |
| | <p>D. <u>Audit</u></p> |
| | <p>The Board shall insist on full financial disclosure in annual financial statements, bond representations and all other documents subject to review by the public. The Board should direct that, in general, the</p> |

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| | <p>accounting procedures followed by the principals and standards of Governmental Financial Officers Association, the National Committee on Governmental Financial Officers Association, the National Committee on Government Accounting, the Governmental Accounting Standards Board, and the Financial Accounting Standards Board as well as to the requirements of the Illinois Compiled Statutes.</p> |
| | <p>E. <u>Disbursements</u></p> |
| | <p>The Board shall thoroughly review on a monthly basis all bills and requests for disbursements presented to the District. The Board shall receive each month the financial statements, accounts and position of the District and shall consider and vote on the acceptance of the disbursements and financial statements. On January 17, 2013 a motion was passed (Ayes: 4, Nays: 0) to revise the "Payables Check Run Policy" to require two monthly check runs of paid vouchers and the current monthly run of board vouchers. Further, that on a monthly basis Commissioners from the Finance Committee shall review and approve the disbursements of the paid vouchers prior to their release and that the board vouchers and paid vouchers shall be ratified at a regular meeting of the Park Board. All payments shall be in compliance with the Illinois Prompt Payment Act.</p> |
| | <p>F. <u>Committee Review</u></p> |
| | <p>All discussions and review of all issues of a financial nature shall proceed by initial presentation before the Administration & Finance Committee.</p> |
| | <p>G. <u>Full Cost Recovery</u></p> |
| | <p>The Board recognizes that there are certain general and administrative costs associated with the day-to-day operations of the District and that, therefore, all of the various funds should contribute and appropriate portions of the levied amount toward this administrative overhead. These costs which include such items as salaries, office supplies and computer processing costs, etc. shall be set at a reasonable level by the Executive Director, in consultation with the Finance Manager and other staff members for each fund and these figures will be reviewed by the Board as part of the annual working budget. The Board also recognizes that all Recreation and Facility Programming has associated maintenance costs. Accordingly, a charge-back figure of 25% of a program or facility use fee to be applied to maintenance costs is the benchmark that will serve as a guide to cost recovery.</p> |
| | <p>H. <u>Working Budget</u></p> |
| | <p>The Executive Director shall be charged with overseeing the preparation of the annual working budget which will detail the expected sources and amounts of revenues and expenditures for each fund levied for the District. There are currently (12) separate funds levying and assessing taxes on property within limitations as specified in the Park District Code (Illinois Compiled Statutes). The annual working budget will be presented to the Administration and Finance Committee no later than the first</p> |

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| | <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 preceding 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> |

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| | <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> |

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| | 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> |

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| | 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> |

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| | Service as a President of the Board shall be recognized, upon completion of the term as President, by presentation of a plaque or gift to the outgoing President at the Board meeting following the Annual Meeting of the Board. |
| 10.16 | <u>Employees Performance of Duties</u> |
| | No Board member shall inhibit, obstruct or otherwise interfere with any Park District employee in the performance of his/her assigned duties. Board member inquiries regarding the District should be made to the Executive Director. |
| 10.17 | <u>Grants</u> |
| | The Board shall seek, whenever feasible, to finance proposed improvements through public or private grants. It shall be up to the Executive Director and his/her staff too continuously and thoroughly explore all possibilities for obtaining such grants. |
| 10.18 | <u>Tree and Memorial Boulder Donation Recognition</u> |
| | The Board shall encourage the beautification of the parks by providing a plaque for recognition of all individual and groups who donate sufficient monies to allow the planting of a tree (plaque to be placed on a memorial panel at PVCC), or the addition of a bench with a plaque or a plaque on a memorial boulder. The type and size of the tree, bench or memorial may be determined by the individual or group donating the funds but the District reserves the right to determine the tree species along with the quality and location of the tree, bench or memorial. |
| 10.19 | <u>Volunteers</u> |
| | The Board supports volunteer programs. The Park District maintains opportunities for people of all ages to volunteer. The Morton Grove Park District is always looking for volunteers to provide assistance with our many programs and activities to help enrich the quality of life for the health and well-being of our community. |
| 10.20 | <u>Cooperative Services</u> |
| | The Board recognizes its obligation to provide for the recreation needs of special populations within the District, including senior citizens, and physically, socially, and/or mentally handicapped individuals. Accordingly, the Board shall remain an active member of and participate in the Maine-Niles Association of Special Recreation. |
| 10.21 | <u>Americans With Disabilities Policy</u> |
| | It is the policy of the Morton Grove Park District to comply with all aspects of the Americans with Disabilities Act (ADA) that pertain to District operations. Specific Guidelines The following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed: 1. The Executive Director shall be responsible to establish policies and procedures that comply with the American's with Disabilities (ADA) Act of 1992, as revised. |

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| | <ol style="list-style-type: none"> 2. External public communications materials created by the District should notify the public of the District's compliance with the Act and accommodations available in accordance with it. 3. All public Park District Board, Board and Citizen's Committee and Task Force meetings should be held in compliance with the requirements of the Act. 4. All parks, facilities, policies, programs and services should be in compliance with the requirements of the Act per the District's ADA Transition Plan (as updated). 5. The Executive Director will serve as the Park District's ADA Compliance Officer. |
| 10.22 | <u>Historical Sites and Preserves</u> |
| | The Board shall continue to operate the Morton Grove Historical Museum (Haupt-Yehl House) as a joint venture with the Morton Grove Historical Society through the Morton Grove Historical Museum Council. The Board will levy funds to provide for the maintenance and upkeep of the Museum and the maintenance of a Prairie Nature Preserve. |

Revised: August 8, 2012 (page 8-6.5, recording secretary added)
January 17, 2013 (page 12-E, disbursements: 2 times per month)
May 10, 2013 (page 5-5.4, meeting day changed)
February 2015 (page 17, 10.18, bench was added)
February 2015 (page 17, 10.19, volunteers)
April 2015 (page 2, 4.0, Commissioners seated in May)
April 2015 (page 15, 9.4 bond rating procurement)
June 2015 (packets will be posted to the web, new Citizens Comments Guidelines were adopted, Consent Agenda was restored and meetings will start at 6:30 p.m. beginning Sept. 2015)
November 2015 Section 4, Attorney Communication, "The majority of communication..."
June 2016 (page 18) ADA Policy

MORTON GROVE PARK DISTRICT
CITIZENS COMMENTS GUIDELINES

1. The Board President will chair the meeting
2. Any resident or visitor wishing to address the Board, an individual Board member or a guest presenter, must direct their questions and comments to the President at the appropriate time; according to the agenda.
3. The Board will hear resident's comments only after the President has recognized the resident to speak.
4. Each speaker will be allowed three minutes and may not yield their time to other speakers.
5. Persons wishing to speak for a second time may do so with the consent of the President, but only after all others have had an opportunity to address the Board.
6. Please refrain from comments or questions at a Public Hearing until the presentation has been completed.

The President will strive to allow all residents equal opportunity to address the Board. In general, the Board will not comment or respond to issues requiring Board consideration until the issue has been reviewed by the Board/staff.

The Board often has a full business agenda and must complete the work of the Park District at each scheduled meeting. Please do not repeat comments or questions that have already been made by others and please do not interrupt commissioners or other speakers.

Copies of the agenda are posted on our website and at the Prairie View Community Center. Additional information regarding the agenda may be obtained from our Administrative office at 847-965-0996.

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Morton Grove Park District
Investment and Portfolio Policies
Adopted May 1989
Reviewed and Revised 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.

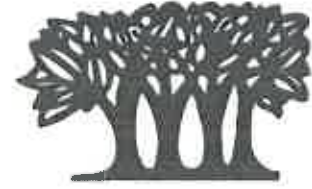
INVESTMENT POLICY ADOPTION

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.

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

**Morton Grove
Park District**



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:

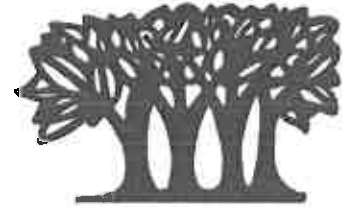
Anyone living within the geographic boundaries of the Morton Grove Park District is considered a resident. Students currently enrolled in Kindergarten through 8th grade at the following Morton Grove Schools receive resident rates for certain recreation programs.

- 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

DONATIONS, GIFTS AND BEQUEST POLICY

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.

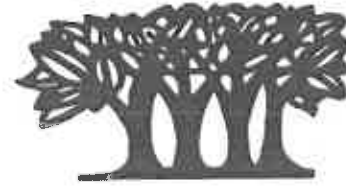
The Park District will try to comply with the wishes of the donor, however the Board will use discretion to determine whether the donation, gift or bequest meets Park District standards.

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 March 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 Statutes.
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 will follow steps for purchases greater than \$1,000 under Normal Procedures
4. The Director will present the purchase at the next board meeting to ratify the purchase

B. If over \$1,000

1. If over \$1,000.00 but under \$1,500.00, 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.