

# Morton Grove Park District

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



Morton Grove Park District  
6834 Dempster  
Board Meeting Agenda  
September 21, 2016  
6:30pm

- I. **Roll Call**
- II. **Pledge of Allegiance**
- III. **Additions or Deletions/Changes to the Agenda**
- IV. **Citizens Comments/Correspondence**
- V. **Consent Agenda:**
  - a. **Approval of Minutes:** Minutes from the Committee of the Whole held on August 3, 2016 and the Board meeting held on August 17, 2016.
  - b. **Approval of Financial Reports**
    1. Cash on Hand and Budget Report dated August 31, 2016
    2. Voucher List Ending: September 21, 2016 in the amount of \$147,171.82
- VI. **Director's Report**
- VII. **Attorney's Report**
- VIII. **Unfinished Business**
  - a. **Administration and Finance Committee**
    - Travel, Meals and Lodging Policy: Ordinance #O-06-16
    - Prospective Board Candidate Policy
    - Closed Session Minutes Review: Resolution #R-07-16
  - b. **Recreation and Facility Program Committee**
  - c. **Parks and Facilities Maintenance Committee**
- IX. **New Business**
- X. **Commissioner Comments:**
  - Commissioner Mark Manno
  - Commissioner Eileen Coursey
  - Commissioner Georgianne Brunner
  - Commissioner Dan Ashta
  - Commissioner Dan Staackmann
- XI. **Executive Session:**

I make a motion for the Board to go into closed session in accordance with the Open Meetings Act section 120/2(c)(1), 120/2(c)(11), and for section 120/2(c)(21).
- XII. **Approval of Executive Minutes:** Meeting Minutes from August 3, 2016 and August 17, 2016
- XIII. **Adjournment**

COMMITTED TO QUALITY PARK AND RECREATION SERVICES

**Consent Agenda: September 21, 2016 – Commissioner Dan Ashta**

**Minutes:**

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

THE MINUTES OF THE:

- COMMITTEE OF THE WHOLE MEETING HELD ON AUGUST 3, 2016
- BOARD MEETING HELD ON AUGUST 17, 2016

**Also the Financial Reports which include:**

- THE CASH ON HAND AND BUDGET REPORT DATED AUGUST 31, 2016
- THE VOUCHER LIST DATED SEPTEMBER 21, 2016 IN THE AMOUNT OF \$147,171.82, SUBJECT TO AUDIT.

**AFTER EXECUTIVE SESSION:**

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

THE MINUTES OF THE:

- EXECUTIVE SESSION HELD ON AUGUST 3, 2016
- EXECUTIVE SESSION HELD ON AUGUST 17, 2016

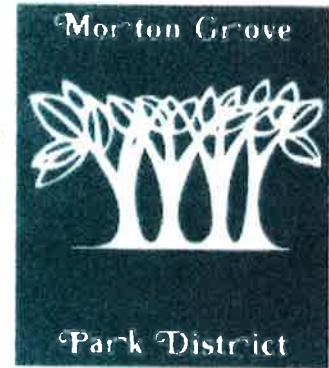
# Approval of Minutes

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# Morton Grove Park District

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

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Morton Grove Park District  
6834 Dempster, Morton Grove, IL 60053  
Minutes of the Committee of the Whole  
Held on August 3, 2016 at 6:30pm

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

**Commissioners Present:** Dan Ashta, Mark Manno, Georgianne Brunner and Dan Staackmann.

**Commissioners Absent:** Eileen Coursey

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

**Guests Present:** Eric Poders, Morton Grove Voice/resident and Derke J. Price, Ansel Glink

**Public Comment:** None.

## **Administration and Finance Committee – Commissioner Ashta, Chair**

**Distinguished Agency Review & General Practices Manual Updates:** Director Wait explained the Park District recently completed an environmental assessment that he would like the Board to review. He also presented the Park District Environmental Policy for Board approval. Commissioner Ashta noted that environmental stewardship is an important issue. Also, the General Practices Manual is being updated to include Ordinance #O-06-14, the Closed Session Review Policy and Ordinance #O-02-15 covering the Code of Ethics.

**First Amendment Policy:** Director Wait in an attempt to clarify the General Use Regulations topic of "politicking" suggested adopting a First Amendment Policy to provide individuals with free speech abilities without interfering with the opportunities of other individuals. After much discussion with Attorney Price it was agreed to table this topic as the District wants to fine-tune this policy as to not overstep their authority of the First Amendment.

**Transgender Policy:** Director Wait presented two transgender policies for the Boards approval. One policy covers transgender rights for Park District employees and the second policy covers transgender rights for non-employees. It was agreed to adopt the transgender policies.

**Personnel Policy Update:** The District would like to clarify and simplify the Overtime and Flex Time Policies. The new Flex Time Policy addresses the various hours (evenings and weekends) some employees are expected to work during a 40-hour week. The new Overtime Policy aligns the District

with the new Fair Labor Standards Act. Both policies still require supervisor approval. It was agreed to update the Personnel Policy Manual (Sections 5.3, 5.4 and 5.5.1) with the new policies.

**Parks and Facilities Maintenance Committee – Commissioner Manno, Chair**

**Bob/Skid Steer Purchase Recommendation:** Director Wait and Superintendent Jayne explained that the Bobcat skid steer is not functioning properly and recommended the purchase of a new Bobcat A770T4 all-wheel skid steer from Atlas Bobcat of Mokena, IL in the amount of \$29,954. It was agreed to purchase the new piece of equipment.

**Dump Truck Purchase:** Director Wait and Superintendent Jayne explained the 2006 GMC 8' dump truck is due to be replaced. This truck is used for many jobs throughout the District and subsequently takes a lot of abuse. Jayne said a 2016 Ford F350 8' dump truck is available through the State of Illinois Purchase Contract #4018237 for a cost of \$40,300 which includes a \$6,000 trade-in. It was recommended to consider purchasing a truck with a stainless steel body. Staff agreed to further research the dump truck purchase.

**Executive Session:**

Commissioner Ashta made a motion, seconded by Commissioner Manno to move into closed session in accordance with the Open Meetings Act Section 120/2(c)(11) and Section 120/2(c)(3). **Ayes: Commissioners Ashta, Brunner, Manno and Staackmann. Nays: None. Absent: Coursey. Motion carried.**

The Committee of the Whole meeting reconvened at approximately 8:04pm.

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

Meeting ended at approximately 8:05 pm.

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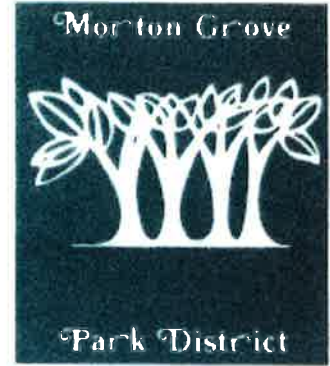
Daniel J. Staackmann, President

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Jeff Wait, Board Secretary

# Morton Grove Park District

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



Morton Grove Park District  
6834 Dempster, Morton Grove, IL 60053  
Minutes of the 779<sup>th</sup> Board Meeting  
Held on August 17, 2016 at 6:30pm

**I. Roll Call:** President Staackmann called the meeting to order at 6:35pm.

**Commissioners Present:** Dan Ashta, Georgianne Brunner, Mark Manno, and Dan Staackmann

**Commissioners Absent:** Eileen Coursey

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

**Guests Present:** Eric Poders, Morton Grove Voice/resident

**Attorney Present:** None.

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

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

**IV. Citizens Comments/Correspondence:** None.

**V. Consent Agenda:**

Commissioner Ashta made a motion, seconded by Commissioner Manno to approve the consent agenda which included the minutes of the July 6, 2016 and July 12, 2016 Committee Meeting, the July 12, 2016 Board Meeting and the July 6, 2016 Executive Session.

**The Financial Reports:**

1. The Budget Report and Cash on Hand dated July 31, 2016, and
2. The voucher listed dated August 17, 2016, in the amount of \$246,465.64 subject to audit. **Ayes: Commissioner Brunner, Manno, Ashta and Staackmann. Nays: 0. Absent: Coursey. Motion carried.**

COMMITTED TO QUALITY PARK AND RECREATION SERVICES

VI. **Director's Report:** Director Wait reminded everyone that the pools are now on an abbreviated schedule. He also mentioned that the Family Camp-Out, held last weekend was a great event that he and his family attended and enjoyed.

VII. **Attorney's Report:** None

VIII. **Unfinished Business:**

**Administration and Finance Committee: Commissioner Ashta, Chair**

**Distinguished Agency Updates; Environmental Policy Review:** Commissioner Ashta made a motion seconded by Commissioner Brunner to accept the recommendation of the Administration and Finance Committee for the Board of Park Commissioners to approve the Morton Grove Park District Environmental Policy. Commissioner Ashta also stated and Director Wait agreed, that this topic should be reviewed annually. **Ayes: Commissioner Manno, Ashta, Brunner and Staackmann. Nays: 0. Absent: Coursey. Motion carried.**

**General Practices Manual Updates:** Commissioner Ashta made a motion, seconded by Commissioner Manno to for the Board of Park Commissioner to include the Closed Session Review Ordinance #O-06-14 and the Code of Ethics Ordinance #O-02-15 in the Board of Commissioners General Practices Manual. Director Wait said the Board and staff would receive new updated copies. **Ayes: Commissioner Ashta, Brunner, Manno and Staackmann. Nays: 0. Absent: Coursey. Motion carried.**

**Transgender Policies:** Commissioner Ashta made a motion, seconded by Commissioner Manno to adopt the transgender policies for employees and non-employees and to update the General Use Regulations, Section 7 to include the revised wording. **Ayes: Commissioner Brunner, Manno, Ashta and Staackmann. Nays: 0. Absent: Coursey. Motion carried.**

**Personnel Policy Manual Update:** Commissioner Ashta made a motion, seconded by Commissioner Brunner to approve changes to the Personnel Policy Manual Sections, 5.3, 5.4 and 5.5 covering exempt and non-exempt employee overtime compensation and flex time. Director Wait noted that staff has reviewed the Personnel Policy Manual and will distribute an updated copy to the staff at the next All-Agency meeting. **Ayes: Commissioner Manno, Ashta, Brunner and Staackmann. Nays: 0. Absent: Coursey. Motion carried.**

**Recreation and Facility Program Committee: Commissioner Coursey, Chair**

No business.

**Parks and Facilities Maintenance Committee: Commissioner Manno Chair**

**Bobcat Skid Steer Purchase:** Commissioner Manno made a motion, seconded by Commissioner Ashta to accept the recommendation of the Parks and Facilities Maintenance Committee to approve the purchase of an A770T4 Bobcat all-wheel

**COMMITTED TO QUALITY PARK AND RECREATION SERVICES**

skid steer from Atlas Bobcat of Mokena, IL for an amount not to exceed \$29,954.  
**Ayes: Commissioner Ashta, Brunner, Manno and Staackmann. Nays: 0. Absent: Coursey. Motion carried.**

**Dump Truck Purchase:** Commissioner Manno made a motion, seconded by Commissioner Ashta to accept the recommendation of the Parks and Facilities Maintenance Committee to approve the purchase of a 2016 Ford F-350 8' dump truck with a stainless steel body for the full delivered cost of \$45,170. Commissioner Manno confirmed that the new price included the stainless steel body and a plow.  
**Ayes: Commissioner Brunner, Manno, Ashta and Staackmann. Nays: 0. Absent: Coursey. Motion carried.**

**IX. New Business:** None.

**X. Commissioner Comments:**

**Commissioner Coursey:** Absent.

**Commissioner Ashta:** Congratulated Superintendent Bruntmyer on his new daughter and thanked the staff for doing a great job.

**Commissioner Manno:** Congratulated Superintendent Bruntmyer and thanked the staff for the great job they did at the Car Show, Concerts in the Park, Tunes on Tuesday and the Ellis audit of "exceeds" at the pools.

**Commissioner Brunner:** Congratulated Superintendent Bruntmyer.

**Commissioner Staackmann:** Congratulated Superintendent Bruntmyer and thanked the staff.

**XI. Executive Session:**

Commissioner Ashta made a motion, seconded by Commissioner Brunner to move into closed session in accordance with the Open Meetings Act section 120/2(c)(1) and for section 120/2(c) (11). **Ayes: Commissioner Ashta, Brunner, Manno and Staackmann. Nays: 0. Absent: Coursey. Motion carried.**

The Board Meeting reconvened at approximately 7:15pm. No action was taken during closed session.

**XII. Adjournment:**

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

Meeting ended at approximately 7:16pm.

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Daniel Staackmann, Board President

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Jeff Wait, Board Secretary

COMMITTED TO QUALITY PARK AND RECREATION SERVICES



# Financials

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- Cash on Hand and Budget Report
- Voucher List

MORTON GROVE PARK DISTRICT  
STATEMENT OF CASH ON HAND AND INVESTMENTS

AS OF AUGUST 31, 2016

PAGE: 1

BALANCE 07/31/16    CURRENT MONTH    ENDING BALANCE

CASH IN BANK

CORPORATE	271,863.89	222,853.17	494,717.06
RECREATION	112,472.38	178,700.14	291,172.52
POLICE	6,149.58	5,029.59-	1,119.99
PAVING & LIGHTING	3,315.04	0.00	3,315.04
MUSEUM	18,993.41	3,893.12-	15,100.29
I.M.R.F.	236,570.99	92,925.80	329,496.79
F.I.C.A.	141,143.33	47,040.59	188,183.92
BOND & INTEREST	600,708.26	292,372.01	893,080.27
LIABILITY INSURANCE	150,346.16	36,282.20	186,628.36
SPECIAL RECREATION	334,390.49	50,346.25	384,736.74
SPEC REC - GRANT PROJECTS	0.00	0.00	0.00
AUDIT	10,947.06	7,874.81-	3,072.25
CAPITAL IMPROVEMENTS	5,148,308.48	92,216.70-	5,056,091.78
GASB 34 ACCOUNTS	0.00	0.00	0.00
TOTAL: CASH IN BANK	<u>7,035,209.07</u>	<u>811,505.94</u>	<u>7,846,715.01</u>

INVESTMENTS

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

GRAND TOTAL ALL ACCOUNTS    7,035,209.07    811,505.94    7,846,715.01

SUMMARY TOTAL ALL ACCOUNTS BY FUND:

CORPORATE	271,863.89	222,853.17	494,717.06
RECREATION	112,472.38	178,700.14	291,172.52
POLICE	6,149.58	5,029.59-	1,119.99
PAVING & LIGHTING	3,315.04	0.00	3,315.04
MUSEUM	18,993.41	3,893.12-	15,100.29
I.M.R.F.	236,570.99	92,925.80	329,496.79
F.I.C.A.	141,143.33	47,040.59	188,183.92
BOND & INTEREST	600,708.26	292,372.01	893,080.27
LIABILITY INSURANCE	150,346.16	36,282.20	186,628.36
SPECIAL RECREATION	334,390.49	50,346.25	384,736.74
AUDIT	10,947.06	7,874.81-	3,072.25
CAPITAL IMPROVEMENTS	5,148,308.48	92,216.70-	5,056,091.78
GRAND TOTAL ALL FUNDS:	<u>7,035,209.07</u>	<u>811,505.94</u>	<u>7,846,715.01</u>

FUND NO	DESCRIPTION	REVENUE / EXPENSE		ENCUMBRANCE	TOTAL AMOUNT	ANNUAL	REVENUE/EXPENSE-PRIOR YR	
		THIS MONTH	YEAR TO DATE		YEAR TO DATE	BUDGET	THIS MONTH	YEAR TO DATE
01	CORPORATE							
10	ADMINISTRATION							
	TOTAL CENTER REVENUE	326,470.05	566,281.34	0.00	566,281.34	1,214,600	278,545	492,614
	TOTAL CENTER EXPENSE	59,311.62	252,214.59	0.00	252,214.59	682,478	55,339	233,744
	NET CENTER INCOME/LOSS	267,158.43	314,066.75	0.00	314,066.75	532,122	223,206	258,870
20	PARKS MAINTENANCE							
	TOTAL CENTER REVENUE	0.00	0.00	0.00	0.00	0	0	0
	TOTAL CENTER EXPENSE	41,273.09	202,936.15	0.00	202,936.15	532,122	44,971	173,582
	NET CENTER INCOME/LOSS	41,273.09-	202,936.15-	0.00	202,936.15-	532,122-	44,971-	173,582-
	TOTAL CORPORATE							
	FUND REVENUE	326,470.05	566,281.34	0.00	566,281.34	1,214,600	278,545	492,614
	FUND EXPENSE	100,584.71	455,150.74	0.00	455,150.74	1,214,600	100,310	407,326
	NET INCOME/LOSS	225,885.34	111,130.60	0.00	111,130.60	0	178,235	85,289
02	RECREATION							
10	ADMINISTRATION							
	TOTAL CENTER REVENUE	159,575.19	259,445.76	0.00	259,445.76	495,000	147,851	223,290
	TOTAL CENTER EXPENSE	62,075.34	272,944.75	0.00	272,944.75	867,888	57,444	255,923
	NET CENTER INCOME/LOSS	97,499.85	13,498.99-	0.00	13,498.99-	372,888-	90,406	32,633-
30	RECREATION PROGRAMS							
	TOTAL CENTER REVENUE	202,778.99	474,933.72	0.00	474,933.72	1,139,332	205,085	464,731
	TOTAL CENTER EXPENSE	53,752.68	272,372.05	0.00	272,372.05	748,069	69,722	295,187
	NET CENTER INCOME/LOSS	149,026.31	202,561.67	0.00	202,561.67	391,263	135,363	169,544
40	POOLS							
	TOTAL CENTER REVENUE	22,663.87	158,671.93	0.00	158,671.93	227,680	64,661	178,006
	TOTAL CENTER EXPENSE	63,172.38	261,642.81	0.00	261,642.81	378,329	63,984	285,605
	NET CENTER INCOME/LOSS	40,508.51-	102,970.88-	0.00	102,970.88-	150,649-	677	107,598-
50	COMMUNITY CENTER							
	TOTAL CENTER REVENUE	16,040.03	69,001.65	0.00	69,001.65	181,612	15,580	76,120
	TOTAL CENTER EXPENSE	27,099.00	106,371.27	0.00	106,371.27	326,466	26,389	109,681
	NET CENTER INCOME/LOSS	11,058.97-	37,369.62-	0.00	37,369.62-	144,854-	10,809-	33,561-
	TOTAL RECREATION							
	FUND REVENUE	401,058.08	962,053.06	0.00	962,053.06	2,043,624	433,177	942,146
	FUND EXPENSE	206,099.40	913,330.88	0.00	913,330.88	2,320,752	217,539	946,395
	NET INCOME/LOSS	194,958.68	48,722.18	0.00	48,722.18	277,128-	215,638	4,249-
05	POLICE							
	FUND REVENUE	0.00	15,072.51	0.00	15,072.51	43,000	4,046	24,046
	FUND EXPENSE	4,107.09	21,451.52	0.00	21,451.52	43,000	5,899	27,575
	NET INCOME/LOSS	4,107.09-	6,379.01-	0.00	6,379.01-	0	1,853-	3,529-
10	PAVING & LIGHTING							
	FUND REVENUE	0.00	0.00	0.00	0.00	1,000	0	0
	FUND EXPENSE	0.00	0.00	0.00	0.00	1,000	0	0
	NET INCOME/LOSS	0.00	0.00	0.00	0.00	0	0	0

FUND NO	DESCRIPTION	REVENUE / EXPENSE		ENCUMBRANCE	TOTAL AMOUNT YEAR TO DATE	ANNUAL BUDGET	REVENUE/EXPENSE-PRIOR YR	
		THIS MONTH	YEAR TO DATE				THIS MONTH	YEAR TO DATE
15	MUSEUM							
	FUND REVENUE	478.80	957.60	0.00	957.60	49,000	477	727
	FUND EXPENSE	3,809.35	17,887.63	0.00	17,887.63	49,000	4,387	19,077
	NET INCOME/LOSS	3,330.55-	16,930.03-	0.00	16,930.03-	0	3,909-	18,350-
20	I.M.R.F.							
	FUND REVENUE	92,925.80	144,271.77	0.00	144,271.77	290,000	82,989	125,105
	FUND EXPENSE	0.00	36,713.69	0.00	36,713.69	290,000	0	60,355
	NET INCOME/LOSS	92,925.80	107,558.08	0.00	107,558.08	0	82,989	64,750
22	F.I.C.A.							
	FUND REVENUE	62,020.50	96,251.16	0.00	96,251.16	193,000	55,326	83,403
	FUND EXPENSE	14,979.91	65,936.99	0.00	65,936.99	193,000	14,728	65,369
	NET INCOME/LOSS	47,040.59	30,314.17	0.00	30,314.17	0	40,598	18,034
25	BOND & INTEREST							
	FUND REVENUE	292,372.01	445,022.75	0.00	445,022.75	899,000	229,831	346,468
	FUND EXPENSE	0.00	0.00	0.00	0.00	899,000	0	6,288
	NET INCOME/LOSS	292,372.01	445,022.75	0.00	445,022.75	0	229,831	340,180
30	LIABILITY INSURANCE							
	FUND REVENUE	43,309.22	67,202.89	0.00	67,202.89	136,000	38,728	58,382
	FUND EXPENSE	7,027.02	26,654.79	0.00	26,654.79	136,000	10,479	30,499
	NET INCOME/LOSS	36,282.20	40,548.10	0.00	40,548.10	0	28,249	27,883
35	SPECIAL RECREATION							
	FUND REVENUE	84,095.80	133,238.82	0.00	133,238.82	315,000	84,787	127,816
	FUND EXPENSE	3,642.50	70,984.51	0.00	70,984.51	315,000	19,807	93,443
	NET INCOME/LOSS	80,453.30	62,254.31	0.00	62,254.31	0	64,980	34,373
40	AUDIT							
	FUND REVENUE	4,625.19	7,195.71	0.00	7,195.71	15,000	4,149	6,255
	FUND EXPENSE	0.00	12,500.00	0.00	12,500.00	15,000	0	12,100
	NET INCOME/LOSS	4,625.19	5,304.29-	0.00	5,304.29-	0	4,149	5,845-
70	CAPITAL IMPROVEMENTS							
	FUND REVENUE	0.00	0.00	0.00	0.00	882,000	0	75,000
	FUND EXPENSE	26,696.56	486,080.34	0.00	486,080.34	882,000	4,619	205,084
	NET INCOME/LOSS	26,696.56-	486,080.34-	0.00	486,080.34-	0	4,619-	130,084-
95	GASB 34 ACCOUNTS							
	FUND REVENUE	0.00	0.00	0.00	0.00	0	0	0
	FUND EXPENSE	0.00	0.00	0.00	0.00	0	0	0
	NET INCOME/LOSS	0.00	0.00	0.00	0.00	0	0	0
	GRAND TOTAL REVENUE	1,307,355.45	2,437,547.61	0.00	2,437,547.61	6,081,224	1,212,057	2,281,963
	GRAND TOTAL EXPENSE	366,946.54	2,106,691.09	0.00	2,106,691.09	6,358,352	377,768	1,873,510
	NET INCOME/LOSS	940,408.91	330,856.52	0.00	330,856.52	277,128-	834,289	408,453

MORTON GROVE PARK DISTRICT  
VOUCHER LIST PRESENTED TO THE BOARD OF COMMISSIONERS  
AT THEIR MEETING ON SEPTEMBER 21, 2016

## BOARD VOUCHERS

VENDOR NUMBER	NAME	VOUCHER NUMBER	INVOICE NUMBER	BATCH NUMBER	BUDGET G/L NUMBER	AMOUNT	DESCRIPTION
05005	ARAMSCO, INC.	34021	S2569790.0	BV092102	012000-520312	340.34	FIELD HOUSE FLOOR WAXING
05663	AT GROUP, INC.	34010	776	BV092101	011000-580200	1,550.00	PROGRAM MANAGEMENT SERVICES FOR PERIOD ENDING 8/25/16
		34011	768	BV092101	011000-580200	1,450.63	PROGRAM MANAGEMENT SERVICES FOR PERIOD ENDING 7/25/16
<u>TOTAL VENDOR:</u>						3,000.63	
05665	THE ATHLETIC EQUIPMENT SOURCE	34066	36099	BV092104	012000-520321	48.15	PARK MAINTENANCE SUPPLIES
08305	BASELINE YOUTH SPORTS, INC.	34012	REFEREE	BV092101	023001-592101	455.00	AUGUST 2016 MEN'S BASKETBALL REFEREE
09665	BISHOP PLUMBING, INC.	34013	90996	BV092101	012000-554100	149.95	BACKFLOW PREVENTOR ANNUAL INSPECTION AT HARRER IRRIGATION LINE
11294	TIMOTHY R. BRUNNING	34014	SAETY BOOT	BV092101	012000-520335	125.00	ANNUAL SAFETY BOOT ALLOWANCE FOR T. BRUNNING
13113	CASSIDY TIRE & SERVICE	34015	5204789	BV092101	012000-520225	167.45	NEW TIRE FOR GRASS TRAILER, AND REPAIR WATER TRUCK TIRE
13435	CENTRAL POOL SUPPLY, INC.	34016	740792	BV092101	024021-553100 024022-553100	472.40 472.40	TEST KITS/CHEMICALS FOR POOLS
<u>TOTAL VENDOR:</u>						944.80	
14995	JOHN COHN	34017	UMPIRE	BV092101	023001-592131	45.00	UMPIRE ADULT SOFTBALL
15265	COMCAST CABLE	34018	1320020284	BV092101	025033-540150	21.15	LOBBY TV CABLE
15272	COMED	34019	1427066047	BV092101	011000-540110	36.07	ELECTRIC FOR REAR PVCC FROM 8/1/16-8/30/16
15394	CONSERV FS	34020	65018343	BV092101	012000-520328	853.75	TURFACE MVP 50 LB AND HOMEFIELD MARKING PAINT
15915	SHERI COZZI	34037	7429	BV092102	151000-554600	95.00	SEPTEMBER 2016 MUSEUM CLEANING
23265	ELITE COMPUTER SUPPORT, INC	34022	29397	BV092102	011000-554100	497.50	HP4100 MAINTENANCE KIT/LABOR/INSTALL

## BOARD VOUCHERS

VENDOR		VOUCHER	INVOICE	BATCH	BUDGET G/L	AMOUNT	DESCRIPTION
NUMBER	NAME	NUMBER	NUMBER	NUMBER	NUMBER		
		34023	29381	BV092102	011000-552200	172.50	RECONFIGURE FIREWALL THORGUARD
		<u>TOTAL VENDOR:</u>				670.00	
28336	FIRST STUDENT	34024	11261355	BV092102	023007-593830	1,332.66	AUGUST 2016 BUS TRANSPORTATION FOR B4 SCHOOL
		34025	11259712	BV092102	023003-593412	186.00	8/19/16 NICKLE CITY CAMP FIELD TRIP
		34026	11257531	BV092102	023003-593412	186.00	8/11/16 WHEELING AQUATIC CAMP FIELD TRIP
		34027	11255455	BV092102	023003-593412	303.50	8/5/16 ACTION CITY CAMP FIELD TRIP
		34028	11255446	BV092102	023003-593412	162.50	8/5/16 BRUNSWICK ZONE CAMP FIELD TRIP
		34029	11255145	BV092102	023003-593412	280.00	8/2/16 BARTLET AQUATIC CENTER FIELD TRIP
		34030	11255449	BV092102	023003-593412	280.00	8/5/16 ACTION CITY CAMP FIELD TRIP
		34054	11244348	BV092104	023003-593412	125.49	6/28/16 MORTON GROVE LIBRARY CAMP FIELD TRIP
		<u>TOTAL VENDOR:</u>				2,856.15	
30358	GARVEY'S OFFICE PRODUCTS	34031	1200769	BV092102	023006-593711	94.72	OFFICE SUPPLIES
		34032	1202324	BV092102	011000-520110	84.56	OFFICE SUPPLIES
		34033	1207847	BV092102	011000-520110	8.03	OFFICE SUPPLIES
		<u>TOTAL VENDOR:</u>				187.31	
30733	GEMPLER'S	34034	S12768967	BV092102	012000-520223	152.95	MAINTENANCE SUPPLIES
31614	GLENBROOK AUTO PARTS, INC	34035	40897	BV092102	012000-520225	217.89	2008 FORD TRUCK F350 REPAIRS
		34036	040899	BV092102	012000-520225	3.87	BRAKE CLEANER
		<u>TOTAL VENDOR:</u>				221.76	
32542	GRAINGER	34038	9504701998	BV092102	012000-520400	20.45	O RINGS 50 PK
		34039	9204709977	BV092102	012000-520400	4.07	PLUMBERS GREASE
		34040	9202436425	BV092102	025032-520312	28.00	SPIRAL FLORESCENT BULBS PVCC
		34041	9188072681	BV092102	024022-570600	23.28	PLUG IN DIMMABLE FOR ORIOLE POOL
		34042	9186908704	BV092102	025032-520321	177.38	LINEAR FLOURESCENT BATTERY
		<u>TOTAL VENDOR:</u>				253.18	

## BOARD VOUCHERS

VENDOR NUMBER	NAME	VOUCHER NUMBER	INVOICE NUMBER	BATCH NUMBER	BUDGET G/L NUMBER	AMOUNT	DESCRIPTION
34725	HARRIS COMPUTER SYSTEMS	34043	MN00091078	BV092102	011000-554100	4,280.68	SEMI ANNUAL AEK MAINTENANCE NOVEMBER 1, 2016-APRIL 30, 2017
35435	JERRY HEIDLARF	34044	UMPIRE	BV092102	023001-592131	330.00	UMPIRE ADULT SOFTBALL
37385	HOT SHOTS SPORTS	34045	127	BV092102	023001-594193	378.00	AUGUST 2016 CAMP
54085	FRANK MASTRO	34059	UMPIRE	BV092104	023001-592131	297.00	UMPIRE ADULT SOFTBALL
54420	MAINE-NILES ASSN OF SP REC	34055	16-138	BV092104	351000-552705	256.17	SEPTEMBER A 2016 INCLUSION
		34056	16-133	BV092104	351000-552705	1,210.06	AUGUST B 2016 INCLUSION
		34057	16-120	BV092104	351000-552705	1,157.23	JULY C 2016 INCLUSION
		34058	16-126	BV092104	351000-552705	1,019.04	AUGUST A 2016 INCLUSION
				<u>TOTAL VENDOR:</u>		3,642.50	
56665	MENARD'S	34060	37634	BV092104	012000-520400	31.88	PARK MAINTENANCE SUPPLIES
		34061	36891	BV092104	151000-570200	17.55	PARK MAINTENANCE SUPPLIES
		34062	36922	BV092104	025032-520321	11.98	PARK MAINTENANCE SUPPLIES
		34063	36369	BV092104	025032-520321	11.80	PARK MAINTENANCE SUPPLIES
		34064	36311	BV092104	012000-520321	30.43	PARK MAINTENANCE SUPPLIES
		34065	35681	BV092104	012000-520400	32.21	PARK MAINTENANCE SUPPLIES
		34067	35228	BV092104	012000-520321	68.86	PARK MAINTENANCE SUPPLIES
		34068	34869	BV092104	025032-520321	42.50	PARK MAINTENANCE SUPPLIES
		34069	35344	BV092104	012000-520321	141.70	PARK MAINTENANCE SUPPLIES
		34071	35680	BV092104	012000-520321	54.27	PARK MAINTENANCE SUPPLIES
				<u>TOTAL VENDOR:</u>		443.18	
57416	MINUTEMAN PRESS-MORTON GROVE	34070	37672	BV092104	023004-594514	85.00	DANCE PROGRAM PARENT HANDBOOK
59832	NATIONAL SEED	34072	562887SI	BV092104	012000-570300	1,421.00	FALL WEED SPRAY APPLICATION
69071	PARK DISTRICT RISK MANAGEMENT	34074	PROP/LIA	BV092104	301000-532610	3,697.00	AUGUST 2016 PROPERTY/LIABILITY
					301000-532630	2,147.57	
					301000-532615	505.04	
		34075	AUG HEALTH	BV092104	011000-530310	15,540.33	AUGUST 2016 HEALTH
					021000-530310	15,540.33	
		34076	1469475657	BV092104	012000-581200	20.00	SAFETY SEMINAR FOR G. JAYNE
		34077	1469475792	BV092104	012000-581200	150.00	SAFETY SEMINAR FOR XENAKIS
		34078	1469475694	BV092104	012000-581200	25.00	SAFETY SEMINAR FOR G. JAYNE
				<u>TOTAL VENDOR:</u>		37,625.27	



## BOARD VOUCHERS

VENDOR NUMBER	NAME	VOUCHER NUMBER	INVOICE NUMBER	BATCH NUMBER	BUDGET G/L NUMBER	AMOUNT	DESCRIPTION
71285	POLICE LAW INSTITUTE	03409	13042	BV092104	051000-581200	105.00	ILLINOIS MLUR 3 UNITS
71954	ROBERT BABINSKI	34080	1710	BV092104	023007-593822 023006-593711	100.00 198.49	PRESCHOOL/KO SHIRTS
				<u>TOTAL VENDOR:</u>		298.49	
73265	RAINBOW FARM	34081	34027	BV092104	012000-520328	1,495.00	PLAYGROUND MULCH
74874	RUSS ROBIN	34082	UMPIRE	BV092104	023001-592131	330.00	UMPIRE ADULT SOFTBALL
76377	RUSSO POWER EQUIPMENT	34083	3391666	BV092104	012000-520223	45.26	SCAG BLADE ENGAGE SWITCH
77564	SCOTT SCHWARTZ	34084	UMPIRE	BV092104	023001-592131	99.00	UMPIRE ADULT SOFTBALL
78575	SHERWIN WILLIAMS COMPANY	34085	6293-0	BV092104	012000-570410	66.30	PARK MAINTENANCE SUPPLIES
81124	OFFICE STATE FIRE MARSHALL	34073	9560593	BV092104	024022-552200	210.00	BOILER INSPECTION AT ORIOLE POOL
84615	TIME TO RUN	34086	RACE	BV092104	023008-593911	1,000.00	TIMING COMPANY SERVICES FOR RACE TO THE TASTE 10/1/16
85355	TRU CUT LANDSCAPING	34087	69323	BV092104	012000-554100	995.00	SEPTEMBER 2016 LANDSCAPE MAINTENANCE
88165	UNIVAR USA, INC.	34088	CH900791	BV092104	024021-553100 024022-553100	369.19 369.20	POOL CHEMICALS
				<u>TOTAL VENDOR:</u>		738.39	
88435	UPLAND DESIGN LTD	34089	15-483-03	BV092104	701000-586114	3,236.56	ORIOLE AND OVERHILL PARK PLAYGROUND PROJECT ARCHITECT FEES
90331	VILLAGE OF MORTON GROVE	34090	007844-000	BV092104	021000-540130	71.76	WATER/SEWER FOR NATIONAL/OKETO PARKS FROM 8/1/16-8/31/16
		34091	012862-000	BV092104	151000-540130	35.88	WATER/SEWER FOR MUSEUM ANNEX FROM 8/1/16-8/31/16
		34092	014630-000	BV092104	021000-540130	35.88	WATER/SEWER FOR HREN PARK FROM 8/1/16-8/31/16
		34093	007848-000	BV092104	021000-540130	59.80	WATER/SEWER AUSTIN/MANSFIELD PARKS FROM 8/1/16-8/31/16
		34094	007837-000	BV092104	024021-540130	3,073.72	WATER/SEWER FOR HARER PARK POOL FROM 8/1/16-8/31/16
		34095	007832-000	BV092104	011000-540130	71.45	WATER/SEWER FOR PVCC FROM

## BOARD VOUCHERS

VENDOR NUMBER	NAME	VOUCHER NUMBER	INVOICE NUMBER	BATCH NUMBER	BUDGET G/L NUMBER	AMOUNT	DESCRIPTION
					021000-540130	71.45	8/1/16-8/31/16
					025033-540130	571.62	
		34096	007835-000	BV092104	024022-540130	1,315.60	WATER/SEWER FOR ORIOLE PARK FROM 8/1/16-8/31/16
					<u>TOTAL VENDOR:</u>	5,307.16	
90625	BOB VOBORNIK	34097	RACE	BV092104	023008-593911	300.00	PERFORMANCE AT RACE TO THE TASTE ON 10/1/16
					<u>TOTAL BOARD VOUCHERS</u>	73,352.43	

BOARD VOUCHERS

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

CORPORATE	30,352.53
RECREATION	29,517.80
POLICE	105.00
MUSEUM	148.43
LIABILITY INSURANCE	6,349.61
SPECIAL RECREATION	3,642.50
CAPITOL IMPROVEMENTS	3,236.56

SUMMARY TOTAL    73,352.43

## PAID VOUCHERS

VENDOR NUMBER	NAME	VOUCHER NUMBER	INVOICE NUMBER	BATCH NUMBER	BUDGET G/L NUMBER	AMOUNT	DESCRIPTION
02465	AIS INTERNATIONAL	33940	15190	V0080301	011000-554100	250.20	MICROSOFT EXCHANGE ONLINE PLAN
03065	ALARM DETECTION SYSTEMS, INC.	33960	158548	V0082901	151000-554600	46.38	ALARM SPRINKLER MONITORING FOR MUSEUM SEPT-NOV 2016
		33961	158547	V0082901	012000-554600	52.56	ALARM SPRINKLER MONITORING FOR GARAGE #3 SEPT-NOV 2016
		33962	177696	V0082901	024022-552200	167.25	ALARM SPRINKLER MONITORING FOR ORIOLE SEPT-NOV 2016
		33963	158549	V0082901	151000-554600	52.56	ALARM SPRINKLER MONITORING FOR MUSEUM ANNEX SEPT-NOV 2016
				<u>TOTAL VENDOR:</u>		318.75	
08305	BASELINE YOUTH SPORTS, INC.	33958	REFEREE	V0080301	023001-592101	520.00	JULY 2016 REFEREE
10425	BMI GENERAL LICENSING	33943	27890939	V0080301	011000-554100	234.00	MUSIC LICENSE
10612	BRICKS 4 KIDZ GLENVIEW	33982	1037	V0082901	023005-594625	875.00	LEGO SUMMER CAMP
12775	CANON FINANCIAL SERVICES, INC.	33959	16373566	V0082901	011000-554100	103.48	COPIER LEASE
					021000-554100	103.47	
				<u>TOTAL VENDOR:</u>		206.95	
12833	CARD SERVICES	33991	08/2016	V0081601	011000-520110	23.52	AUGUST 2016 CREDIT PURCHASES
					012000-520230	110.02-	
					024022-570600	372.00	
					025032-520321	66.10	
					025032-520360	307.27	
					023008-594944	29.44	
					025000-554200	149.00	
					011000-552100	249.38	
					301000-582650	677.41	
					023003-593412	4,452.45	
					023004-593514	84.54	
					023008-593935	35.05	
					023008-593936	403.00	
					023001-593201	50.00	
					023007-593813	103.14	
					024022-584300	127.86	
					023007-593830	343.75	
					011000-520150	28.00	
					011000-520110	617.18	

## PAID VOUCHERS

VENDOR NUMBER	NAME	VOUCHER NUMBER	INVOICE NUMBER	BATCH NUMBER	BUDGET G/L NUMBER	AMOUNT	DESCRIPTION
					011000-520150	6.00	
					021000-554405	755.61	
					011000-581110	13.98	
					021000-554400	6.00	
					011000-552100	23.20	
					021000-589110	38.05	
					021000-581400	60.00	
					<u>TOTAL VENDOR:</u>	8,911.91	
13436	CENTERPOINT ENERGY SERVICES	33946	1218040000	V0080301	021000-540120	59.31	GAS FOR HARRER MAINTENANCE OFFICES FROM 6/1/16-6/30/16
		33947	071116	V0080301	021000-540120	38.31	GAS FOR HARRER SHELTER FOR 6/1/16-6/30/16
		33948	2118040000	V0080301	021000-540120	51.68	GAS FOR HARRER PARK MAINTENANCE GARAGE FROM 6/1/16-6/30/16
		33949	3737050000	V0080301	021000-540120	43.76	GAS FOR MANSFIELD PARK FROM 6/1/16-6/30/16
		33950	3990940000	V0080301	021000-540120	43.69	GAS FOR AUSTIN PARK FROM 6/1/16-6/30/16
		33951	5350050000	V0080301	021000-540110	48.06	GAS FOR NATIONAL PARK FROM 6/1/16-6/30/16
		33952	8083050000	V0080301	151000-540120	46.77	GAS FOR MUSEUM FROM 6/1/16-6/30/16
		33953	8509940000	V0080301	011000-540120	51.20	GAS FOR PVCC FROM 6/1/16-6/30/16
					021000-540120	51.20	
					025033-540120	238.94	
		33954	8559940000	V0080301	021000-540120	43.34	GAS FOR OKETO PARK FROM 6/1/16-6/30/16
		33955	8879783210	V0080301	024022-540120	102.17	GAS FOR ORIOLE POOL AND PARK FROM 6/1/16-6/30/16
		33998	1218040000	V0081601	021000-540120	56.07	GAS FOR HARRER MAINTENANCE OFFICE FROM 7/1/16-7/31/16
		33999	1386340000	V0081601	021000-540120	38.38	GAS FOR HARRER SHELTER FROM 7/1/16-7/31/16
		34000	2218040000	V0081601	021000-540120	47.43	GAS FOR HARRER PARK MAINTENANCE GARAGE FROM 7/1/16-7/31/16
		34001	3737050000	V0081601	021000-540120	41.98	GAS FOR MANSFIELD PARK FRM 7/1/16-7/31/16
		34002	3990940000	V0081601	021000-540120	42.74	GAS FOR AUSTIN PARK FROM 7/1/16-7/31/16
		34003	5350050000	V0081601	021000-540110	44.65	GAS FOR NATIONAL PARK FROM 7/1/16-7/31/16
		34004	8083050000	V0081601	151000-540120	43.55	GAS FOR MUSEUM FROM 7/1/16-7/31/16
		34005	8509940000	V0081601	011000-540120	31.56	GAS FOR PVCC FROM 7/1/16-7/31/16

## PAID VOUCHERS

VENDOR NUMBER	NAME	VOUCHER NUMBER	INVOICE NUMBER	BATCH NUMBER	BUDGET G/L NUMBER	AMOUNT	DESCRIPTION
					021000-540120	31.56	
					025033-540120	147.28	
		34006	8559940000	V0081601	021000-540120	42.81	GAS FOR OKETO PARK FROM 7/1/16-7/31/16
		34007	8797832104	V0081601	024022-540120	102.78	GAS FOR ORIOLE POOL FROM 7/1/16-7/31/16
					<u>TOTAL VENDOR:</u>	1,489.22	
15184	COLLEY ELEVATOR CO.	33917	152951	V0081501	025033-554100	189.00	AUGUST 2016 ELEVATOR INSPECTION
		33941	150263	V0080301	025032-554100	186.00	TEST SMOKE DETECTORS AT PVCC
					<u>TOTAL VENDOR:</u>	375.00	
15265	COMCAST CABLE	33922	1320298801	V0081501	025033-552300	750.02	CLUB FITNESS CABLE FROM 8/1/16-9/9/16
		33956	1320002025	V0080301	025033-540150	21.15	CABLE SERVICE FOR LOBBY TV
					<u>TOTAL VENDOR:</u>	771.17	
15271	COMED	33976	104711904	V0082901	021000-540110	21.32	ELECTRIC FOR JACOB'S GAZEBO FROM 7/11/16-8/9/16
15272	COMED	33933	0360019067	V0080301	011000-540110	968.40	ELECTRIC FOR OUTSIDE STREET LIGHTS FROM 5/26/16-6/26/16 AND FROM 6/27/16-7/26/16
15395	CONSTELLATION NEWENERGY, INC.	33923	2715657017	V0080301	024022-540110	2,845.20	ELECTRIC FOR ORIOLE POOL FROM 6/9/16-7/11/16
		33924	0867047005	V0080301	021000-540110	40.76	ELECTRIC FOR OKETO PARK FROM 6/9/16-7/10/16
		33925	2799627000	V0080301	021000-540110	91.18	ELECTRIC FOR NATIONAL PARK FROM 6/10/16-7/11/16
		33927	2550465008	V0080301	021000-540110	57.42	ELECTRIC FOR MANSFIELD PARK FROM 6/13/16-7/12/16
		33928	0733082034	V0080301	151000-540110	96.61	ELECTRIC FOR MUSEUM ANNEX FROM 6/13/16-7/12/16
		33929	0095623000	V0080301	024021-540110	2,975.23	ELECTRIC FOR HARRER PARK AND POOL FROM 6/14/16-7/12/16
		33930	0198271000	V0080301	011000-540110	1,081.94	ELECTRIC FOR PVCC FROM
					021000-540110	1,081.94	6/14/16-7/12/16
					025033-540110	5,049.07	

## PAID VOUCHERS

VENDOR NUMBER	NAME	VOUCHER NUMBER	INVOICE NUMBER	BATCH NUMBER	BUDGET G/L NUMBER	AMOUNT	DESCRIPTION
		33931	0393000078	V0080301	021000-540110	60.55	ELECTRIC FOR HREN PARK FROM 6/13/16-7/12/16
		33932	2130052007	V0080301	151000-540110	150.90	ELECTRIC FOR MUSEUM FROM 6/13/16-7/12/16
		39926	1038557006	V0080301	021000-540110	60.65	ELECTRIC FOR AUSTIN PARK FROM 6/10/16-7/11/16
						<u>TOTAL VENDOR:</u>	13,591.45
15773	CAPITAL ONE COMMERCIAL(COSTCO)	33994	7311000265	V0081601	023008-593926	191.29	HOT DOG DAY SUPPLIES
16075	CREEKSIDE PRINTING	33934	07191601	V0080301	021000-554400	85.00	CHANGES TO FALL 2016 BROCHURE
16555	THERESA CURTIS	33984	REIMBURSE	V0082901	023007-593825	24.52	BASE SUPPLIES
25985	EVERBANK COMMERCIAL FINANCE	33979	3906850	V0082901	011000-554100	293.22	COPIER RENTAL/INSURANCE
28875	FOKOZ CREATIVE GROUP, INC.	33997	412	V0081601	021000-554100	3,150.00	WEBSITE REDESIGN SECOND INSTALLMENT OF PROJECT
32935	GROOT INDUSTRIES 3397	03399	14294790	V0081501	012000-554100	444.29	GARBAGE PICKUP FROM 6250 DEMPSTER ON 7/28/16
		03918	14286738	V0081501	012000-554100	484.68	GARBAGE PICKUP FOR 6250 DEMPSTER ON 7/8/16
		33920	14310007	V0081501	012000-554100	73.68	RECYCLING FOR 6250 DEMPSTER ON 8/1/16
		33921	14310006	V0081501	025033-552300	305.29	GARBAGE PICKUP FOR 6834 DEMPSTER ON 8/1/16
						<u>TOTAL VENDOR:</u>	1,307.94
37425	HOUSE OF RENTAL	33995	90450-1	V0081601	023008-593945	279.25	PROPANE TANK RENTAL FOR SIZZLE
41752	NCPERS GROUP LIFE INSURANCE	33987	09480916	V0083001	011000-210965	24.00	VOLUNTARY LIFE INSURANCE DEDUCTED FROM PAYROLL 8/12/16
		33988	09480916	V0083001	011000-210965	24.00	VOLUNTARY LIFE INSURANCE DEDUCTED FROM PAYROLL 8/26/16
						<u>TOTAL VENDOR:</u>	48.00
41774	ILLINOIS LAW ENFORCEMENT	34046	DUES5993	V0092103	051000-581200	60.00	2016 ANNUAL DUES

## PAID VOUCHERS

VENDOR NUMBER	NAME	VOUCHER NUMBER	INVOICE NUMBER	BATCH NUMBER	BUDGET G/L NUMBER	AMOUNT	DESCRIPTION
45985	JEFF ELLIS & ASSOCIATES, INC.	34047	20078130	V0092103	024021-520313	875.00	AUGUST 2016 POOL AUDIT
		34048	20077841	V0092103	024021-520313	247.00	NEW POOL LICENSE KIT
					<u>TOTAL VENDOR:</u>	1,122.00	
48325	JOHN KASPRZYK	33964	REIMBURSE	V0082901	025032-520321	28.28	HINGES FOR CABINET IN HR OFFICE
49336	FEDEX	33985	5-523-8629	V0083001	021000-554100	116.18	RETURN SHIPPING OF REC TRAC HARDWARE
50177	KONICA MINOLTA BUSINESS	34050	9002690146	V0092103	011000-520120	101.56	MAINTENANCE 7/26/16-8/25/16
50855	RICK KWIECINSKI	34051	UMPIRE	V0092103	023001-592131	297.00	UMPIRE ADULT SOFTBALL
52537	THE LIFE GUARD STORE	33915	393271	V0081501	701000-586145	23,460.00	POOL FURNITURE
52725	LIPONI FOUNDATION	33992	MINI GOLF	V0081601	011000-581110	200.00	MINI GOLF OUTING 8/17/16
52755	LISA LOMBARDI COACHING, INC.	33935	007874	V0080301	023005-594625	98.00	MARINE BIOLOGY CLASS
53725	LURVEY LANDSCAPE SUPPLY	30452	T1-1017037	V0092103	012000-520400	34.00	STRAW BLANKET(HREN PARK)
54365	WILLIAM MAGINOT	34053	UMPIRE	V0092103	023001-592131	264.00	UMPIRE ADULT SOFTBALL
55222	MORTON GROVE PARK DISTRICT	33916	MED/SEC 12	V0081501	011000-210955	2,244.34	MEDICAL/SEC 125 DEDUCTED FROM PAYROLL 8/12/16
		33986	MED/SEC 12	V0083001	011000-210955	2,117.34	MEDICAL/SEC 125 DEDUCTED FROM PAYROLL 8/26/16
					<u>TOTAL VENDOR:</u>	4,361.68	
55224	MB FINANCIAL BANK	33996	SAFETY BOX	V0081601	011000-520100	25.00	SAFETY DEPOSIT BOX
55355	ELIZABETH MC CANN	33957	REIMBURSE	V0080301	023001-593201	59.97	GYMNASTICS PARTY FOOD
59415	MY GYM CHILDREN'S FITNESS CTR	33936	SUMMER	V0080301	023004-591511	153.00	SUMMER SESSION
69071	PARK DISTRICT RISK MANAGEMENT	33989	69071	V0083001	011000-210965	54.01	VOLUNTARY LIFE INSURANCE DEDUCTED FROM PAYROLL 8/12/16
		33990	69071	V0083001	011000-210965	54.01	VOLUNTARY LIFE INSURANCE DEDUCTED FROM PAYROLL 8/26/16
					<u>TOTAL VENDOR:</u>	108.02	



## PAID VOUCHERS

VENDOR NUMBER	NAME	VOUCHER NUMBER	INVOICE NUMBER	BATCH NUMBER	BUDGET G/L NUMBER	AMOUNT	DESCRIPTION
70905	PITNEY BOWES GLOBAL FINANCIAL	33977	3100404937	V0082901	011000-554100	236.00	POSTAGE MACHINE LEASE
71954	ROBERT BABINSKI	33980	1658/	V0082901	023003-593412	455.53	CAMP T-SHIRTS
		33981	1639	V0082901	023003-593412	480.93	CAMP T-SHIRTS
				<u>TOTAL VENDOR:</u>		936.46	
75635	ROSE PEST SOLUTIONS	33965	1820547	V0082901	012000-554100	20.00	PEST CONTROL FOR OKETO AUGUST 2016
		33966	1820548	V0082901	012000-554100	20.00	PEST CONTROL FOR AUSTIN IN AUGUST 2016
		33967	1820522	V0082901	024022-552200	20.00	PEST CONTROL FOR ORIOLE IN AUGUST 2016
		33968	1820525	V0082901	012000-554100	20.00	PEST CONTROL FOR MANSFIELD IN AUGUST 2016
		33969	1820549	V0082901	012000-554100	20.00	PEST CONTROL FOR NATIONAL PARK AUGUST 2016
		33970	1806535	V0082901	012000-554100	20.00	PEST CONTROL FOR AUSTIN IN JULY 2016
		33971	1779903	V0082901	012000-554100	20.00	PEST CONTROL FOR OKETO JULY 2016
		33972	1792624	V0082901	012000-554100	20.00	PEST CONTROL FOR AUSTIN IN JUNE 2016
		33973	1792623	V0082901	012000-554100	20.00	PEST CONTROL FOR OKETO IN JUNE 2016
		33974	1820524	V0082901	012000-554100	36.35	PEST CONTROL FOR HARRER FUEL LINES IN AUGUST 2016
				<u>TOTAL VENDOR:</u>		216.35	
80955	CHRISTINE E. STANCY	33983	REIMBURSE	V0082901	023007-593822	64.81	KIDER ODYSSEY SUPPLIES
82825	SYSCO FOOD SERVICES	33975	608172046	V0082901	023007-593825	1,250.04	BASE SUPPLIES
90095	VERIZON WIRELESS	33937	9769023079	V0080301	011000-540150	159.74	CELL PHONES FROM 6/21/16-7/20/16
					021000-540150	159.75	
					012000-540150	79.87	
		33938	9769023080	V0080301	023006-593711	121.47	FIELDHOUSE CELLS FROM 6/21/16-7/20/16
					023007-593825	56.94	
					023007-593830	18.98	
		33939	9769023081	V0080301	011000-540150	77.75	IPADS FROM 6/21/16-7/20/16
					021000-540150	77.75	
				<u>TOTAL VENDOR:</u>		752.25	
				<u>TOTAL PAID VOUCHERS</u>		67,857.19	

## PAID VOUCHERS

VENDOR	VOUCHER INVOICE	BATCH	BUDGET G/L			
NUMBER	NUMBER	NUMBER	NUMBER	AMOUNT	DESCRIPTION	
<u>SUMMARY BY FUND:</u>						
CORPORATE				10,548.42		
RECREATION				32,674.59		
POLICE				60.00		
MUSEUM				436.77		
LIABILITY INSURANCE				677.41		
CAPITOL IMPROVEMENTS				23,460.00		
				<u>SUMMARY TOTAL</u>	<u>67,857.19</u>	

## REFUNDS

VENDOR NUMBER	NAME	VOUCHER NUMBER	INVOICE NUMBER	BATCH NUMBER	BUDGET G/L NUMBER	AMOUNT	DESCRIPTION
<u>REFUNDS:</u>							
BARBARA ALBIN		KINDERODYS	CK081502	023007-490826		50.00	KINDERODYS
ROSE LADAO		RENTAL DEP	CK081502	021000-210500		150.00	RENTAL DEP
PISEY ALVAREZ		RENTAL DEP	CK081502	021000-210500		150.00	RENTAL DEP
REGINE GOEBEL		BASE	CK081502	023007-490825		705.60	BASE
VANESSA ARCEO		RENTAL DEP	CK081502	021000-210500		150.00	RENTAL DEP
RICHARD PACHECO		FEE/LEAGUE	CK081502	023001-597131		600.00	FEE/LEAGUE
RICHARD PACHECO		FEE/LEAGUE	CK081502	023001-490131		50.00	FEE/LEAGUE
KATHRYN BLEUHER		TEEN TIMES	CK081502	023003-490421		486.60	TEEN TIMES
DOROTHY ADAMS			VC081801	021000-210500		150.00-	VD CK#109415
DOROTHY ADAMS		RENTAL REF	CK080302	021000-210500		150.00	RENTAL REF
PAUL KUK		MEMBERSHIP	CK080302	025000-460110		65.00	MEMBERSHIP
NICK HOFFMAN		SOFTBALL	CK080302	023001-490131		600.00	SOFTBALL
MARZENY CABALFIN-JALECO		HOT SHOTS	CK080302	023001-490193		175.00	HOT SHOTS
DIANA LISKOVSKA		BIKE/PARK	CK080302	023008-596913		25.00	BIKE/PARK
ERIC EASTMAN		FORFEIT FE	CK082902	023001-490131		30.00	FORFEIT FE
PAUL BERG		FORFEIT FE	CK082902	023001-490131		50.00	FORFEIT FE
MIKE STEIN		FORFEIT FE	CK082902	023001-490131		50.00	FORFEIT FE
SHAWN HOLDEN		FORFEIT FE	CK082902	023001-490131		50.00	FORFEIT FE
MATT SPITZ		FORFEIT FE	CK082902	023001-490131		50.00	FORFEIT FE
PATRICK GAYNOR		FORFEIT FE	CK082902	023001-490131		50.00	FORFEIT FE
MICHAEL SENATORE		FORFEIT FE	CK082902	023001-490131		50.00	FORFEIT FE
CLINT SIMKINS		FORFEIT FE	CK082902	023001-490131		50.00	FORFEIT FE
MARCUS HOLLERAN		FORFEIT FE	CK082902	023001-490131		50.00	FORFEIT FE
NICHOLAS HOFFMAN		FORFEIT FE	CK082902	023001-490131		50.00	FORFEIT FE
SHAUN SHERMAN		FORFEIT FE	CK082902	023001-490131		50.00	FORFEIT FE
DAVID KUHN		FORFEIT FE	CK082902	023001-490131		50.00	FORFEIT FE
TOMMY RICHARDS		FORFEIT FE	CK082902	023001-490131		50.00	FORFEIT FE
LUIS LU		KINDER ODY	CK082902	023007-490822		95.00	KINDER ODY
TOMISLAV CUVALO		FORFEIT FE	CK082902	023001-490101		50.00	FORFEIT FE
MATTHEW LILOC		FORFEIT FE	CK082902	023001-490101		50.00	FORFEIT FE
SASA LALIC		FORFEIT FE	CK082902	023001-490101		50.00	FORFEIT FE
ANTHONY BELTER		FEE/LEAGUE	CK082902	023001-490101		50.00	FEE/LEAGUE
ANTHONY BELTER		FEE/LEAGUE	CK082902	023001-597101		400.00	FEE/LEAGUE
JASON MACEJAK		FORFEIT FE	CK082902	023001-490131		50.00	FORFEIT FE
VINCE TIPRE		FORFEIT FE	CK082902	023001-490131		50.00	FORFEIT FE
TOMMY WILLIAMS		FORFEIT FE	CK082902	023001-490131		100.00	FORFEIT FE
SAMEERA AHMED		PS SPROUTS	CK082902	023006-490711		50.00	PS SPROUTS
MARY AFFATAI		RENTAL DEP	CK082902	021000-210500		150.00	RENTAL DEP
AMANDA BRITT		PS SPROUTS	CK082902	023006-490711		50.00	PS SPROUTS
ROBERT JOST		FEE/CHAMP	CK082902	023001-490131		50.00	FEE/CHAMP
ROBERT JOST		FEE/CHAMP	CK082902	023001-597131		300.00	FEE/CHAMP
KEN HENRICKSON		FEE/CHAMP	CK082902	023001-490131		50.00	FEE/CHAMP

## REFUNDS

VENDOR NUMBER	NAME	VOUCHER NUMBER	INVOICE NUMBER	BATCH NUMBER	BUDGET G/L NUMBER	AMOUNT	DESCRIPTION
KEN HENRICKSON		FEE/CHAMP		CK082902	023001-597131	500.00	FEE/CHAMP
JEFF STEIN		BINGO		CK082902	023005-490623	80.00	BINGO
<u>TOTAL REFUNDS</u>						5,962.20	

## REFUNDS

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

RECREATION	5,962.20
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<u>SUMMARY TOTAL</u>	<u>5,962.20</u>
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SUMMARY BY FUND:

CORPORATE	40,900.95
RECREATION	68,154.59
POLICE	165.00
MUSEUM	585.20
LIABILITY INSURANCE	7,027.02
SPECIAL RECREATION	3,642.50
CAPITAL IMPROVEMENTS	26,696.56

<u>GRAND TOTAL:</u>	<u>147,171.82</u>
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TOTAL PAGES: 17

To the Finance Officer:

The payment of the above listed accounts has been approved by the Board of Commissioners at their meeting held on SEPTEMBER 21, 2016 and you are hereby authorized to pay them from the appropriate funds.

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 (President)

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 (Treasurer)

# Motions + Back-up Information

**MORTON GROVE PARK DISTRICT  
BOARD MOTIONS  
SEPTEMBER 21, 2016**

**Administration and Finance Committee – Commissioner Ashta, Chair**

**Travel, Meals and Lodging Policy:** I move to accept the recommendation of the Administration and Finance Committee for the Board of Park Commissioners to adopt Ordinance #O-06-16, the Travel, Meals and Lodging Policy and for the policy to be made part of the Commissioners General Practices Manual.

**Prospective Board Candidate Policy:** I move to accept the recommendation of the Administration and Finance Committee for the Board of Park Commissioners to adopt the Prospective Board Candidate Policy which will be made part of the Commissioners General Practices Manual.

**Closed Session Review:** I move to accept the recommendation of the Administration and Finance Committee to adopt Resolution #R-07-16; Closed Session Minutes review.



Morton Grove  
Park District

## Memorandum

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**To:** Board of Park Commissioners  
**From:** Jeffrey Wait, Executive Director  
**Date:** September 7, 2016  
**Regarding:** Travel, Meals and Lodging Policy

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**Issue:**

The adoption of a Travel, Meals and Lodging Policy.

**Discussion:**

The State of Illinois recently passed Public Act 99-604, which creates the Local Government Travel Expense Control Act. This new law will require all non-home rule units of local government, park districts and others, to regulate travel, meal, and lodging expenses for officers and employees through the adoption of an ordinance or resolution.

At a minimum, a local government's travel policies must regulate the reimbursement of all travel, meal, and lodging expense of officers and employees, including: (1) the types of official business for which such expenses are allowable; (2) the maximum reimbursable amount for such expenses; and (3) a standardized reimbursement expense form, see attached, that includes minimum documentation and information.

Travel, meal, and lodging expenses of any board member may only be approved by the public body after submission of the required documentation and approval by a roll call vote at an open meeting. Expenses of employees or officers that are not board members would also require approval by a roll call vote at an open meeting if they exceed the maximum, \$750.00, allowed under the regulations of the local public agency.

**Park Board Action:**

For the Board of Park Commissioners to adopt the attached Travel, Meals and Lodging Policy to be included in the General Practices Manual.



Morton Grove Park District

ORDINANCE #O-06-16

AN ORDINANCE ESTABLISHING A TRAVEL REIMBURSEMENT POLICY  
IN ACCORDANCE WITH  
THE LOCAL GOVERNMENT TRAVEL EXPENSE CONTROL ACT  
(PUBLIC ACT 099-0604)

**WHEREAS**, the Morton Grove Park District is a non-home rule unit of local government; and

**WHEREAS**, Public Act 099-0604 established the Local Government Travel Expense Control Act, which requires all non-home rule units of local government to adopt by resolution or ordinance a policy governing reimbursement of all travel, meal, and lodging expenses of officers and employees; and

**WHEREAS**, the Board of Commissioners finds it to be in the best it interest of the Morton Grove Park District to adopt such a policy;

**NOW, THEREFORE BE IT ORDAINED**, by the Board of Commissioners of the Morton Grove Park District that:

**Section 1.** The Board of Commissioners establishes the following policy governing reimbursement of all travel, meal, and lodging expenses:

**Policy Governing Reimbursement  
of Employee and Officer Travel, Meal and Lodging Expenses**

**A. Purpose.**

The Board of Commissioners will reimburse employee and officer travel, meal, and lodging expenses incurred in connection with pre-approved travel, meal, and lodging expenses incurred on behalf of the Morton Grove Park District. Employees and officers are expected to exercise the same care in incurring expenses for official business as a prudent person would in spending personal funds.

**B. Definitions.**

"Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

"Travel" means any expenditure directly incident to official travel by employees and officers of the Morton Grove Park District or by wards or charges of the Morton Grove Park District involving

reimbursement to travelers or direct payment to private agencies providing transportation or related services.

**C. Authorized Types of Official Business.**

Travel, meal and lodging expenses shall be reimbursed for employees and officers of Morton Grove Park District only for purposes of official business conducted on behalf of the Morton Grove Park District, which includes but is not limited to off-site or out-of-town meetings related to official business and pre-approved seminars, conferences and other educational events related to the employee's or officer's official duties.

**D. Maximum Allowable Expenses.**

**Maximum Expenses Without Board/Council Approval** – Travel, meal, and lodging expenses incurred by any employee in excess of \$750.00 must be previously approved in an open meeting by a majority roll-call vote of the Board of Commissioners.

**Airfare** – Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Travelers are encouraged to book flights at least thirty (30) days in advance to avoid premium airfare pricing. Only coach or economy tickets will be paid or reimbursed. The traveler will pay for the difference between higher priced tickets and coach or economy tickets with his or her personal funds.

**Personal Automobiles** – Travelers must check to see if an agency vehicle is available before asking for approval to use their personal vehicles. Use of a personal vehicle for business must be approved prior to the use. Mileage reimbursement will be based on mileage from the work location office to the off-site location of the official business, not from the employee's or officer's residence. When attending a training event or other off-site official business directly from an employee's or officer's residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the employee's or officer's normal commute, reimbursement will be paid based on the differential of the commute less the mileage of a normal commute to the workplace. An employee or officer will be reimbursed at the prevailing IRS mileage rate. The traveler will only be reimbursed up to the price of a coach airfare ticket if they drive to a location for which airfare would have been less expensive.

**Automobile Rentals** – Travelers will be reimbursed for the cost of renting an automobile including gasoline expense only as limited in this section. Travelers using rental cars to conduct official business are required to purchase insurance through the rental agency. Car rental insurance will cover the vehicle during personal use, e.g., using the vehicle after the conference has ended. Compact or mid-size cars are required for two or fewer employees or officers traveling together

and a full-size vehicle may be used for three or more travelers. The traveler must refuel the vehicle before returning it to the rental company.

**Public Transportation** – In the case of local training or official business where an employee or officer chooses to use public transportation, reimbursement for use of public transportation is based on mileage from the agency office to the training site (not from the traveler's residence), regardless of the transportation method chosen. When attending training or business directly from an employee's or officer's residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the traveler's normal commute, reimbursement will be paid at the differential of the commute less the mileage of a normal commute to the workplace.

**Other Transportation** – The traveler should utilize hotel shuttle service or other shuttle services, if available. If none are offered, the use of the most economic transportation is encouraged.

**Hotel/Motel Accommodations** – The traveler will be reimbursed for a standard single-room at locations convenient to the business activity. In the event of a change in plans or a cancellation, the traveler must cancel the hotel/motel reservation so as not to incur cancellation charges. Cancellation charges will not be reimbursed by the District unless approved by a vote of the Board of Commissioners.

**Meals** – Meal reimbursement is limited to the current U.S. General Services Administration (GSA) regulations in place at the time the expense is occurred.

Prior approval by the Board of Commissioners and submission of receipts are required for per diem allowances. Meals provided by the conference or seminar should be deducted from the per diem allowance. Partial reimbursement may be made for departure and return days based on time. Meals during in-state travel that is not an overnight stay will be reimbursed for actual cost not to exceed the GSA regulations.

**Vacation in Conjunction with Business Travel** – In cases where vacation time is added to a business trip, any cost variance in airfare, car rental, lodging and/or any other expenses must be clearly identified on the Travel, Meal, and Lodging Expense Report form and paid by the traveler.

**Accompanied Travel** – When a traveler is accompanied by others not on official business, any lodging, transportation, meals or other expenses above those incurred for the authorized traveler will not be reimbursed by the Morton Grove Park District.

**Parking** – Parking fees at a hotel/motel will be reimbursed only with a receipt.

#### **E. Approval of Expenses.**

Travel, meal, and lodging expenses incurred by any employee in excess of \$750.00 must be previously approved in an open meeting by a majority roll-call vote of the Board of Commissioners.

Travel, meal, and lodging expenses incurred by any member of the Board of Commissioners must be approved by roll call vote at an open meeting of the governing board or corporate authorities of the local public agency.

Travel, meal, and lodging expenses advanced as a per diem to any employee or any member of the Board of Commissioners must be approved by roll call vote at an open meeting of the Board of Commissioners prior to payment. Documentation of expenses must be provided in accordance with Sections C, D and F of this policy, and any excess from the per diem must be repaid.

**F. Documentation of Expenses.**

Before an expense for travel, meals, or lodging may be approved under Section E of this Policy, the following minimum documentation must first be submitted, in writing, to the Board of Commissioners on a Travel, Meal, and Lodging Expense form:

- (1) an estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred;
- (2) the name of the individual who received or is requesting the travel, meal, or lodging expense;
- (3) the job title or office of the individual who received or is requesting the travel, meal, or lodging expense; and
- (4) the date or dates and nature of the official business for which the travel, meal, or lodging expense was or will be expended.

All documents and information submitted under this Section are public records subject to disclosure under the Freedom of Information Act.

The Morton Grove Park District hereby adopts as its official standardized form for the submission of travel, meal, and lodging expenses the Travel, Meal, and Lodging Expense Report form attached hereto and incorporated herein as Exhibit A.

**G. Entertainment Expenses.**

No employee or officer shall be reimbursed for any entertainment expense, unless ancillary to the purpose of the program, event or other official business.

**Section 2.** The above "Whereas" recitals are incorporated into and made part of this Ordinance.

**Section 3.** All ordinances, resolutions, and regulations in conflict with this Ordinance are hereby repealed to the extent of such conflict.

**Section 4.** This Ordinance is effective beginning September 21, 2016.

VOTE:

Ayes:

Nays:

Abstentions:

Adopted this 21<sup>st</sup> day of September, 2016.

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(President)

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(Secretary)

# Exhibit A

Morton Grove Park District

**TRAVEL, MEAL AND LODGING EXPENSE  
REIMBURSEMENT FORM**

Name of Official or Employee: \_\_\_\_\_

Title/Position of Official or Employees: \_\_\_\_\_

Name and Date of the Activity/Event: \_\_\_\_\_

Check Number (if applicable): \_\_\_\_\_

Credit Card Receipt Number (if applicable): \_\_\_\_\_

Description of the purpose of the expense: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reimbursement Expense (Estimated Costs or Actual Costs with receipts, if applicable):

Mileage: \_\_\_\_\_

Meals: \_\_\_\_\_

Parking: \_\_\_\_\_

Hotel/Lodging: \_\_\_\_\_

Car rental: \_\_\_\_\_

Airfare: \_\_\_\_\_

Other Transportation (bus, train, taxi, shuttle, etc): \_\_\_\_\_

Employee's/Officer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director's Authorization: \_\_\_\_\_ Date: \_\_\_\_\_

**ATTACH ALL RECEIPTS**



Morton Grove  
Park District

## Memorandum

---

**To:** Board of Park Commissioners  
**From:** Jeffrey Wait, Executive Director  
**Date:** September 7, 2016  
**Regarding:** Prospective Board Candidate Policy

---

**Issue:**

The Board's General Practices Manual should have a policy relating to prospective Board candidates.

**Discussion:**

During our review for Distinguished Agency Accreditation, it was suggested that the Board of Park Commissioners' General Practices Manual have a Prospective Board Candidate Policy. This policy would specify the guidelines and procedures for staff to follow when a potential candidate intends to run for a seat on the Board. Please see the attached policy.

This policy, if approved, would be listed under the Miscellaneous Policies and Procedures, section 10.23 – Prospective Board Candidate Policy in the Board of Commissioners General Practices Manual.

**Park Board Action:**

For the Board of Park Commissioners to adopt the Prospective Board Candidate Policy to be included in the Board of Commissioners' General Practices Manual.



**Morton Grove Park District  
Board of Commissioners General Practices Manual**

Policy Name: **Prospective Board Candidate Information**

Date Approved: 9/21/2016

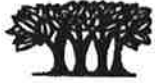
**Policy Statement**

It is the policy of the Morton Grove Park District to provide prospective Commissioner candidates with an information packet prior to any Park District Commissioner election.

**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 or authorized delegate should compile an information packet and make it available to any prospective candidate no later than ninety (90) days prior to the filing deadline for a Park District Commissioner election.
2. The prospective candidate information packet includes the following items:
  - a. Eligibility to serve and instructions on filing nominating papers and Statement of Economic Interest
  - b. Morton Grove Park District history
  - c. Chain of Command
  - d. Current Fiscal Year Board calendar
3. The Executive Director or authorized delegate should provide the same information in the prospective candidate information packet to each person requesting such a packet.
4. If possible, the Board President and Executive Director should hold a pre-filing information meeting where prospective candidates could be part of a question and answer session about the Park District and the responsibilities of a Commissioner.
5. Upon filing, candidates should be notified and invited to attend any special Board, Committee or Task Force meetings that are held during the election process.
6. Upon filing, candidates should be provided with the names and park district contact information for all current Commissioners.



Morton Grove  
Park District

## Memorandum

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**To:** Board of Park Commissioners  
**From:** Jeff Wait, Executive Director  
**Date:** September 7, 2016  
**Regarding:** Review of Closed Session Minutes and Verbatim Recordings

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**Issue:**

Pursuant to the Open Meetings Act 120/2c(21), a semi-annual review of all previously Closed Session minutes must be conducted. Below are minutes of Closed Sessions not yet reviewed and still holding "closed" status.

**Discussion:**

Please review the attached **written** copies of closed session minutes and direct which documents are to have the "closed" status removed, as the need for confidentiality no longer exists.

- February 20, 2016
- February 3, 2016 release
- December 16, 2015
- December 2, 2015
- November 4, 2015
- October 19, 2015
- September 23, 2015

**Park Board Action:**

The Morton Grove Board of Commissioners adopt Resolution #R-07-16, to direct which closed session minutes shall/shall not have the "closed" status removed as:

- a. The need for confidentiality still exists as to all or part of those minutes or
- b. That the minutes or portions thereof no longer require confidential treatment and are available for public inspection.

**Issue:**

Further, pursuant to the Open Meetings Act 120/2.06(c), a verbatim recording required for closed session may be destroyed no less than 18 months after the completion of the meeting if:

- 1) The public body approves the destruction of a particular recording, although no audio will be disposed in the case when exceptions such as potential litigation is in play, and the District will comply with the law in accordance of the Open Meetings Act, and
- 2) The public body approves minutes of the closed meeting that meet the written minute's requirement of Section 120/2.06(a) of the Open Meetings Act.

- February 18, 2015
- February 9, 2015
- January 14, 2015
- January 12, 2015
- December 17, 2014
- December 3, 2014
- November 19, 2014
- November 5, 2014
- October 1, 2014 destroy
- September 3, 2014 destroy

**Discussion:**

Please direct which **verbatim** recordings of closed session meetings may be destroyed, as the need to retain them no longer exists:

**Park Board Action:**

The Morton Grove Board of Commissioners adopt Resolution #R-07-16 to direct which verbatim recordings of closed session meetings may/may not be destroyed, as the need to retain the recording no longer (or still) exists.

- a. The need to retain the recording still exists as to all or part of those verbatim recordings therefore they should not be destroyed
- b. The verbatim recordings are no longer required and may be destroyed

*Please note all minutes will be available for review at the Committee meeting.*

**MORTON GROVE PARK DISTRICT**

**RESOLUTION #R-06-16**

**A RESOLUTION AUTHORIZING  
THE RELEASE OF CLOSED SESSION MINUTES  
AND  
THE DESTRUCTION OF CLOSED SESSION AUDIO RECORDINGS**

**WHEREAS**, the Morton Grove Park District Board of Commissioners has met from time to time in closed session for purposes authorized by the Illinois Open Meetings Act; and

**WHEREAS**, as required by the Act, the Board has kept written minutes and verbatim records in the form of an audio recording of all such closed sessions; and

**WHEREAS**, pursuant to the requirements of 5 ILCS120/2.06(d) the Board has determined that the minutes of the meetings listed below no longer require confidential treatment and should be made available for public inspection; and

**WHEREAS**, the Board has further determined that the need for confidentiality still exists as to the closed session minutes from all other meetings not previously made available for public inspection; and

**WHEREAS**, the Board also approves the destruction of the verbatim recordings of closed sessions listed below, all of which are of meetings which occurred more than 18 months prior to the destruction of the recording.

**WHEREAS**, the Board will comply with the law and the disposal of audio will not be completed in cases when exceptions like potential litigation is in play.

**NOW THEREFORE BE IT RESOLVED** by the Board of Commissioners of the Morton Grove Park District as follows:

**SECTION 1:** The closed session minutes from those meetings set forth as follows are hereby released:

- February 3, 2016

**SECTION 2:** The Board Secretary is hereby authorized and directed to make said minutes available for inspection and copying in accordance with the Illinois Freedom of Information Act.

**SECTION 3:** The Board Secretary is hereby authorized and directed to destroy all audio recordings for those meetings set forth as follows:

- September 3, 2014
- October 1, 2014

**SECTION 4:** This resolution shall be in full force and effective from and after its passage and approval.

**ADOPTED** this 21<sup>st</sup> Day of September, 2016.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT/ABSTAIN: \_\_\_\_\_

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary

## Board Update & Information

# Morton Grove Park District

## UPDATE & INFORMATION

September 21, 2016

### RECREATION AND PROGRAMMING REPORT – JOE BRUNTMYER

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#### General/Special Events

- Staff is working diligently to enter Winter/Spring activities into the new registration software, RecTrac.
- Registration for the annual fall 5K race is underway. Staff has been working closely with the Village to secure the necessary permits. Volunteers are needed for the event on October 1.
- The final Celebration in the Park event was held on August 12. A good crowd was on hand at National Park to enjoy magician Randy Bernstein and ice cream treats. Thank you to MB Bank for making these celebrations possible this summer.
- Twenty-five families participated in the Family Campout at Harrer Park August 13-14. Families enjoyed many activities such as swimming at Harrer pool, making S'mores and watching the movie Zootopia on our outdoor screen. The program generated a \$95 profit. Many families expressed interest in participating again next year and would like to see the campout as an annual event.
- The final Movie in the Park event was held August 26th at Harrer Park with Cinderella as the feature. MB Financial Bank sponsored the program and passed out popcorn to attendees. There were 100 people in attendance.

#### Fitness

- Club Fitness will be closed on September 29 for annual maintenance and a deep cleaning.
- We are currently offering a \$46 3-month fitness membership on Groupon.
- The GroupEx fitness schedule has been updated for the fall season. Two new options for an annual GroupEx Membership are available. Early Bird Membership allows members to attend weekday classes before noon and Prime Memberships include any classes any time.
- There were 238 visits by Park Ridge fitness members the week their club was closed for maintenance. Staff heard many positive comments from our guests.

<b>Club Fitness Updates</b>	<b>August 2016</b>	<b>August 2015</b>
Fitness Club Check-in	4314 (559 members)	3917 (457 members)
Open Gym Check-in	211	204
GroupEx/Walk-in Usage	482 (70 members)	496 (95 members)
Membership Renewal/Sales	63	51

### Athletics

- Fall softball leagues are underway. There are 8 teams in the Friday co-ed league and 5 teams in the Monday men's 12" league. Enrollment is up 5 teams from last fall.
- The first session of the Fall Hot Shots sports classes has started with 126 participants.
- There are currently 205 participants enrolled in fall gymnastic classes. There are also several waitlisted; staff is trying to accommodate as many people as possible.
- There are currently 40 people enrolled on gymnastic teams. Enrollment is still coming in steadily.
- MGBSA and AYSO fall seasons are underway.

### Seniors/Cultural Arts/Adults/Teens

- The Summer Dance Showcase was held at Harrer Park Shelter on August 2. This free performance showcased the work of the summer dance classes. There were approximately 200 spectators in attendance.
- Starbound Company dancers participated in Dance Day at the Morton Grove Farmers Market on August 13. They performed pieces from the 2016 dance recital and led creative movement sessions. The Park District had a table and gave out program information to the public.

### Camps/Pre-School/Kinder Odyssey

- Pre-School is off to a great start! Registration is up 19% (106 in 2016 vs. 89 in 2015) over last school year; this can be attributed to increased marketing, competitive tuition and teacher retention. Staff is planning open houses and marketing during high volume early childhood programs in the winter/spring to increase awareness and drive enrollment for the 2017/2018 school year.
- Kinder Odyssey began in August to coincide with the schools' schedule and is running smoothly. The transition to the new classroom downstairs at the Prairie View Community Center has been a success and parents have commented on the ease of drop-off for this location. Overall participation has increased 50% (39 in 2016 vs. 26 in 2015) since last school year. Most of this increase can be attributed to the addition of the morning session at Park View.
- Messy Mondays (6 enrolled) and Munchkin Meals (8 enrolled) begin the week of September 12.

### Aquatics/Gap/B4 School/BASE

- Jeff Ellis and Associates performed the final audit of the season on August 22. We received "exceeds" for our lifeguards and facilities. For the summer, we received an overall "exceeds" rating.
- Oriole pool closed for the season on September 5. All equipment and chairs have been moved inside for the winter.



- B-4 School and BASE programs are underway for the 2016/2017 school year:

	Full-time Participants	Part-time Participants
B-4 at Prairie View (Dist. 63 & 67)	38	
B-4 at Park View (Dist. 70)	18	
BASE at Hynes (Dist. 67)	37	15
BASE at Park View (Dist. 70)	41	15

- There are three upcoming Gap days:
  - October 3                   trip to Bulls/Sox Academy
  - October 10                   trip to Enchanted Castle
  - October 12                   trip to Goebberts Farm

Museum

- Museum Curator Melissa D’Lando presented at an IFLA (International Federation of Library Associations and Institutions) conference at DePaul University on August 11. Her presentation titled “Connecting Schools to Local History Through Primary Source Analysis” discussed the Morton Grove Historical Museum’s current effort to incorporate their historic collections into educational endeavors at local schools.

Marketing

- Articles and event listings for fall events will be posted on Morton Grove Trib local, Metro Mix, Time Out Chicago, Santa in Chicago, Daily Herald, and Patch.
- Bitly short links have been set up to track links. They are being used many places (i.e., in social media postings and eblasts). September’s top click bitly is Race to the Taste. Bitly links provide important information that can be used for future marketing campaigns; it gives a clear picture of where customers are clicking from.
- Work has begun on the 2016-17 Winter-Spring Activity Guide.
- Revised website to go live September 19.
- Constant Contact open rates vary from 35-43%.

**FINANCE DEPARTMENT REPORT - MARTY O’BRIEN**

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- The external auditors, Lauterbach & Amen, are in the process of issuing their final version of the District’s financial report for the year ending April 30, 2016. One of the partners or the lead auditor for Lauterbach & Amen will present the report at the Committee of the Whole meeting, on October 12th. Once the report has been accepted by the Board at the October Board meeting on October 19<sup>th</sup>, a notice of availability will be published in the local newspaper.
- The Receipts and Disbursements report for the fiscal year ending April 30, 2016 will also be presented at the October 12<sup>th</sup> Committee of the Whole meeting. This report is required by state statute to be filed with the Cook County Clerk within 180 days of year end.

- The Cook County Treasurer is currently distributing property tax receipts for the second installment of the 2015 tax levy. For the month of August, the district received \$1,049,000 in tax receipts.

## HUMAN RESOURCES— LAURA KEE

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- The overtime and flex time policies were approved by the Board and updated in the Personnel Policy Manual.
- Human Resources will bring an updated Bereavement policy to the Board for approval in October.
- Staff attended a PDRMA training held in Skokie; A Supervisors Role in Managing Risk in Parks and Recreation.
- An All Agency meeting along with Fun Friday took place to celebrate the end of very busy summer season for staff. We barbecued and played kick ball. The team had a good time.
- Guest Services has been busy with registration for programs since the brochure went out. We hired a new Guest Service representative, her name is Antoinette.

## PARK POLICE REPORT — NORM STROMBERG

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- One thousand six hundred and ten park and field house checks were conducted by the Park Police during the month of August.
- Chief Stromberg, Officer McCloskey and Officer Callaghan all completed the August “Police Law” Legal Update Computer Training. The July Training Topic was on “Burglary of Vehicles; Shoplifting - Retail Theft & Burglary; Arrest - Entry into Buildings by Police - Hot Pursuit”.
- Park Officers assisted at the National Night Out Event again this year. The event was a great success with a great turnout where the community came out together for a fun and safe family night together.
- Park Officers handled their everyday normal routine assignments and an additional fifty-four other miscellaneous incidents, assists or assignments that occurred during the month of August. These included numerous vehicle accident investigations, assisting citizens and motorists, investigating suspicious persons, investigation numerous lost and found property incidents, handling various animal issues, securing unsecured park properties found open or not properly shut down, and a medical/fire assist.
- Verbal warnings were given for patrons being in the parks after hours and for dogs being in the park. All of the warned subjects were compliant and were not recognized as repeat offenders.

## PARKS AND MAINTENANCE REPORT – GREG JAYNE

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- Manager Jayne and Foreman Stroesser performed an assessment of our trees throughout the parks. A list has been made and the trees will be removed as well as new trees installed. We will also obtain pricing to address the Austrian pines that are diseased in several parks.
- A sport court and parking area evaluation will be completed and repairs scheduled as budget dictates necessary.
- Both pools have been drained for the season. Shut down and cleaning of the filtration system is complete and all amenities stored. The facilities will be winterized and cleaned for the off season. Repairs and preventive maintenance items will be addressed in the winter months.
- The Parks Department has focused work efforts on closing both pools, detailing the fieldhouses for the start of our preschool program, preparing and maintaining soccer fields, preparing softball fields for fall league play, filling numerous work requests and weed eradication and aeration at all athletic fields and several parks were completed.
- Routine items addressed this month included: mowing, weeding and watering, daily fieldhouse cleaning and set up, athletic field maintenance and lining, playground, fire extinguisher and building inspections, fleet repairs and inspections.