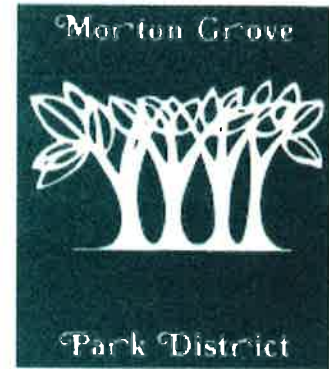


# Morton Grove Park District

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

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Morton Grove Park District  
Prairie View Community Center  
6834 Dempster, Morton Grove, IL 60053  
Committee of the Whole  
November 2, 2016 at 6:30pm

## AGENDA

### Call to Order

### Roll Call

### Public Comment

### Recreation and Facility Program Committee - Commissioner Staackmann, Chair Pro-Tem

Camp Review  
Aquatic Review

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

Set the Date for the Truth in Taxation Hearing  
Preliminary 2016 Property Tax Levy Review  
Transfer of Funds  
Recreation and Facility Program Committee Chair Appointment  
Updates to Permit Policy  
Lobby Policy  
IAPD Credentials  
Commissioner Per Diem Approval for IAPD/IPRA Conference  
Executive Director Travel Expense Approval

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

Ballfield Fences

### 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)(1), 120/2.(c)(11) and for section 120/2.(c)(3).

### Adjournment



Morton Grove  
Park District

## Memorandum

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**To:** Board of Park Commissioners  
**From:** Marty O'Brien, Superintendent of Finance  
**Date:** November 2, 2016  
**Subject:** Setting the Dates for the Truth in Taxation

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**Issue:**

To set a date for a Truth in Taxation public hearing.

**Discussion:**

The District is not required to conduct a Public Hearing on Truth in Taxation since the estimated levy is expected to increase less than 105% of the amount extended in the prior year. In the past however, the District has conducted these hearings to add a level of transparency to the tax levy process.

**Park Board Action:**

It is recommended that the Board of Park Commissioners approve December 21, 2016 (at 6:30 pm) as the date for the Truth in Taxation public hearing and instruct the Board Secretary to publish notice of the hearings in the local paper the week of December 8th, pursuant to state law.



Morton Grove  
Park District

## Memorandum

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**To:** Board of Park Commissioners  
**From:** Marty O'Brien, Superintendent of Finance  
**Date:** November 2, 2016  
**Subject:** 2016 Preliminary Property Tax Levy

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**Issue:**

Discussion of the Morton Grove Park District 2016 preliminary property tax levy.

**Discussion:**

The Morton Grove Park District has prepared a tentative 2016 property tax levy detailing the amount of taxes to be collected in calendar year 2017. As shown in the attached document, the tax levy is estimated to increase by 4.96% over last year.

The District in 2017 is allocating more property tax funds to the Recreation Fund due to the comments in the 2016 Auditor management letter. The letter stated that the fund balance was below the minimum of 25% as detailed in the District's fund balance policy.

**Park Board Action:**

Discussion item only.

## Morton Grove Park District Proposed 2016 Tax Levy

Trial Balance after Audit Adjustments

Fund	2015 Tax Levy				2016 Tax Levy				Percent of Total	30-Apr-16 Fund Balance	30-Apr-16 Income	Tax Rate Ceiling	Maximum Allowable Levy	Space under Max Levy
	Total Levy	Extended Levy	Levied Rate	Percent of Total	Total Levy	Extended Levy	Levied Rate	Percent of Total						
01 Corporate	\$1,052,145	\$1,014,099	0.1491	29.89%	\$980,000	\$1,009,400	0.1481	28.12%	\$298,137	\$120,241	0.3500	\$2,380,516	\$1,371,116.10	
02 Recreation	\$522,725	\$503,989	0.0741	14.86%	\$1,000,000	\$1,030,000	0.1511	28.70%	\$18,354	(\$108,531)	0.3700	\$2,516,546	\$1,486,545.59	
05 Police	\$1	\$1	0.0000	0.00%	\$1,000	\$1,030	0.0002	0.03%	\$6,086	\$7,108	0.0250	\$170,037	\$169,006.86	
10 Paving & Lighting	\$1	\$1	0.0000	0.00%	\$1,000	\$1,030	0.0002	0.03%	\$3,315	\$0	0.0050	\$34,007	\$32,977.37	
15 Museum	\$1	\$1	0.0000	0.00%	\$1,000	\$1,030	0.0002	0.03%	\$30,081	(\$43,358)	0.0700	\$476,103	\$475,073.22	
20 IMRF	\$312,900	\$300,625	0.0442	8.86%	\$175,000	\$180,250	0.0284	5.02%	\$220,441	\$14,425	0.0000	\$0	\$0.00	
22 FICA	\$208,060	\$200,643	0.0295	5.91%	\$75,000	\$77,250	0.0113	2.15%	\$159,629	\$10,446	0.0000	\$0	\$0.00	
25 Bond & Interest	\$945,855	\$945,855	0.1391	27.88%	\$952,476	\$952,475.68	0.1397	26.54%	\$467,191	(\$70,029)	0.0000	\$0	\$0.00	
30 Liability Insurance	\$145,230	\$140,110	0.0206	4.13%	\$50,000	\$51,500	0.0076	1.43%	\$140,114	\$47,645	0.0000	\$0	\$0.00	
35 Special Recreation - Handicapped	\$298,700	\$272,059	0.0400	8.02%	\$272,659	\$272,658.98	0.0400	7.60%	\$267,849	(\$33,715)	0.0400	\$272,659	\$0.00	
40 Audit	\$15,965	\$14,963	0.0022	0.44%	\$12,000	\$12,360	0.0018	0.34%	\$8,180	\$3	0.0050	\$34,007	\$0.00	
<b>Total Levy</b>	<b>\$3,501,583</b>	<b>\$3,392,346</b>	<b>0.499</b>	<b>100.00%</b>	<b>\$3,520,135</b>	<b>\$3,568,985</b>	<b>0.527</b>	<b>100.00%</b>	<b>\$1,619,377</b>	<b>(\$55,765)</b>				
Less: Debt Service Special Rec	\$945,855	\$945,855	0.1391		\$952,476	\$952,476	0.1397		% Increase					
	\$298,700	\$272,059	0.0400		\$272,659	\$272,659	0.0400							
<b>Total Cap Funds Levy</b>	<b>\$2,257,028</b>	<b>\$2,174,432</b>	<b>0.3197</b>		<b>\$3,520,135</b>	<b>\$3,568,985</b>	<b>0.3468</b>	<b>3.77%</b>						
Truth in taxation rate					\$2,295,000	\$2,363,850	0.3468							
2015 EAV	\$680,147,457	\$680,147,457			\$2,567,659	\$2,636,509								
					2016 EAV Estimated	\$681,647,457								

Used for Truth in Taxation Publication

### Tax Limit Calculations:

	Tax Cap	Truth in Taxation
2015 Tax Extension (excluding bonds & Spec. Rec CPI (.07%))	\$2,174,432	2015 Tax Levy \$2,446,491
2015 EAV (w/o new growth)	\$680,147,457 (b)	Limiting Amount 103%
2015 Limiting Rate (a/(b/100))	0.3219380 (c)	2016 Tax Levy \$2,567,659
2015 EAV (with new growth)	\$681,647,457 (d)	Prior Year EAV with New Growth \$680,147,457
		2015 EAV @ 0% growth
		2016 New Growth \$1,500,000
		Adjusted Prior Year EAV \$681,647,457
2015 Limited Levy	\$2,194,482	

(\$47,773) 104.95%



## Memorandum

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**To:** Board of Park Commissioners  
**From:** Jeff Wait, Executive Director  
**Date:** November 2, 2016  
**Regarding:** Transfer of Funds

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**Issue:**

Permission from the Board of Commissioners to transfer \$600,000 from the Capital Project Fund to the Corporate and Recreation Funds.

**Discussion:**

The park district code allows the Board to transfer any funds to the Capital Project Plan that are not committed to a specific purpose. In compliance with that section of the park district code, the Board for several years deemed funds totaling \$600,000, not pledged or committed to a particular purpose, and authorized those funds to be transferred from the Corporate and Recreation Funds to the Capital Project fund (see attached Appendix A).

The Park District passed a new policy last year which states that each fund is required to have a fund balance of 25% of yearly operating expenditures. During the most recent audit Lauterbach & Amen made note in their management letter that the fund balance of the Recreation Fund was significantly below the new policy requirement. The reason for the decrease in the Recreation Fund balance can be traced to operating deficits over the past several years. The operating deficits will be addressed in the new budget that will be submitted in January 2017.

**Park Board Action:**

Please approve the following transfer.

MORTON GROVE PARK DISTRICT  
RESOLUTION 2016-10

RESOLUTION AUTHORIZING THE TRANSFER OF FUNDS

BE IT RESOLVED. By the Board of Commissioners of the Morton Grove Park District, that the \$600,000 in funds be transferred as detailed below:

Amount	From	To
\$400,000	Capital Projects Fund	Corporate Fund
\$200,000	Capital Projects Fund	Recreation Fund
\$400,000	Corporate Fund	Recreation Fund

Resolved this \_\_\_\_\_ day of \_\_\_\_\_, 2016

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President  
Morton Grove Park District

## Appendix A

<b>Fiscal Year End</b>	<b>Approved Board Transfers from Corporate and Recreation Funds to the Capital Project Fund</b>
<b>2017</b>	<b>\$0</b>
<b>2016</b>	<b>\$0</b>
<b>2015</b>	<b>\$0</b>
<b>2014</b>	<b>\$0</b>
<b>2013</b>	<b>\$0</b>
<b>2012</b>	<b>\$0</b>
<b>2011</b>	<b>\$310,000</b>
<b>2010</b>	<b>\$210,000</b>
<b>2009</b>	<b>\$250,000</b>

\$600,000 of the funds listed above will be returned back to their original funds, i.e. Corporate Fund and Recreation Fund.



Morton Grove  
Park District

## Memorandum

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**To:** Board of Park Commissioners  
**From:** Jeff Wait, Executive Director  
**Date:** November 2, 2016  
**Regarding:** Recreation and Facility Committee Appointment

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**Issue:**

To fill the vacancy of Chairperson of the Recreation and Facility Committee.

**Discussion:**

The Board must select a new Chairperson for the Recreation and Facility Program Committee.

**Park Board Action:**

The Board of Park Commissioners needs to select a Committee Chair for the Recreation and Facility Program Committee.





Morton Grove  
Park District

## Memorandum

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**To:** Board of Park Commissioners  
**From:** Jeffrey Wait, Executive Director  
Jim Rock, Attorney  
**Date:** October 12, 2016  
**Regarding:** Permit and First Amendment Regulations

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**Issue:**

The definition section of the Morton Grove Park District Permit and First Amendment Regulations needs to be updated.

**Discussion:**

After hearing concerns about limiting resident's first amendments rights at the Committee of the Whole meeting on August 3, 2016, staff and corporate counsel are proposing changes to the permit regulations that establishes locations within certain parks in which free expression is permitted. See attached for proposed changes.

**Park Board Action:**

For the Board of Park Commissioners to approve the changes to the permit and first amendment regulations to be included into the General Use Regulations Manual.

### **Section 3. Permit Requirement**

No person shall conduct, operate, present, manage, detract or take part in any way in the following activities without a permit:

- a. conduct a program, special event, public assembly, parade, picnic, or other event involving more than fifty (50) individuals or vehicles;
- b. circulate or distribute any leaflets, handbills, notices, pamphlets, books, documents or papers of any kind in any indoor District Property or attached to vehicles and equipment parked on District property;
- c. conduct any exhibit, music or dramatic performance, fair, circus, concert, play;
- d. exhibit or display any motion picture, television program or similar event;
- e. operate a vehicle, except upon a publicly dedicated street, alley, watercourse or other thoroughfare which may abut or traverse District property, or in accordance with the District's Mobility Device Use Policy;
- f. create or emit any amplified sound, except from a radio, recorder or other device possessed and used by an individual for his/her own enjoyment and operated in such a manner so as not to interfere with the use and enjoyment by any other person;
- g. place, station or erect any building, stand, bandstand, stage, tower, scaffold, sound stage, platform, rostrum, hammock, swing, tent, shelter, or other structure or camping equipment;
- h. station or use any electrical or electronic device or equipment that would require outdoor auxiliary power;
- i. sell, lease, advertise or offer for sale or lease any goods or services;
- j. display, post or distribute any placard, handbill, pamphlet, circular, book or other writing containing commercial advertising matter within the park system;
- k. bring, land or cause to ascend or descend or alight on District property, any airplane, helicopter, flying machine, balloon, parachute, model aircraft, drone or other apparatus for aviation;
- l. conduct any organized sporting event as part of any public assembly, picnic or other gathering;

- m. bring or ride onto District playground or athletic field, any animal, except a service animal in accordance with the District's Service Animal Policy or as part of any animal training class sponsored by the District;
- n. use District property for day camps, instructional classes or organized groups not sponsored by the District;
- o. sell, bring within, give away, deliver or consume alcoholic beverages on District property;
- p. operate a snowmobile or similar vehicle;
- q. engage in commercial, charitable or religious solicitation from persons on District property, except for First Amendment Activities in First Amendment Locations; or
- r. swim, dive or enter any Park District aquatic facility while wearing or carrying an air or gas tank or tanks for the purpose of underwater breathing in the activity commonly known as skin or scuba diving, except for fire department emergency efforts.

By issuing a permit the Park District does not relinquish the right to control the management of District Property and enforce all necessary and proper rules for the safe operation of District Property.

#### **Section 4. Application for Permits**

##### **a. Filing Written Application**

Any person seeking the issuance of a permit shall apply for a permit by filing a written application for permit on a form which shall be prescribed by the Executive Director. Except as otherwise provided, any other ordinance, rule or regulation of the District with respect to the activity in question, applications for permits shall be filed with the Executive Director.

##### **b. Application Fee**

For any activity described in this chapter, Section 3 above, no permit shall be granted unless the applicant shall have paid at the time for filing an application for permit the required application fee in an amount in accordance with schedule of fees approved by the Board. There shall not be an application fee for First Amendment Activities conducted in First Amendment Locations. As permitted by law, fees charged to non-residents of the District need not be the same as fees charged to residents of the District.

**c. Indemnification and Reimbursement Agreement**

No application for permit for any activity described in Section 3 shall be granted unless the applicant shall have executed an agreement with the District, on a form to be prescribed by the Executive Director, in which the applicant shall promise and covenant to bear all costs of policing, cleaning up and restoring the District Property upon conclusion of the event or activity; to reimburse the District for any such costs incurred by the District; and to indemnify the District and hold the District harmless from any liability to any person resulting from any damage or injury proximately caused by the action or omission of the permittee, the sponsoring organization, its officers, employees or agents or any person under their control insofar as permitted by law. Such an agreement may be executed contemporaneously with the issuance of the permit.

**d. Security Deposit**

For any activity described in this chapter, Section 3 above, no application for permit shall be granted unless the same shall be accompanied by the deposit of a sum of money equal to the estimated cost of policing, cleaning up and restoring the park upon conclusion of the use or activity, as set by the schedule of fees set by the Executive Director and approved by the Board. Promptly after the conclusion of a permitted activity, the District shall inspect the premises and equipment used by the permittee. If it is determined by such inspection, that the participants in the permitted event proximately caused damage to District property in excess of normal wear and tear and which requires repairs in excess of routine maintenance or determined that fines should be assessed against the permittee pursuant to this chapter, Section 7 below, the District shall retain the security deposit or any portion thereof necessary to pay for the cost of repair or any fines assessed against the permittee. The Executive Director or his/her designee shall give written notice of the assessment of damages and retention of the security deposit to the permittee by personal delivery or by deposit in the United States mail, with proper postage prepaid to the name and address set forth in the application for permit.

**e. Fees for Use of Park Facilities**

No application for permit shall be granted unless the same shall be accompanied by a fee as provided in the uniform schedule of fees approved by the Board. As permitted by law, fees charged non-residents of the District need not be the same as fees charged residents of the District.

**f. Insurance**

- 1) Applicant, if so required by the District, shall procure and maintain at all times during its use of District property, insurance in such amounts and with such coverages as shall reasonably be required by the District and shall name District as an additional insured thereunder. The amounts and type of insurance required shall be reasonably determined by the Executive Director, based upon the nature of the activity and the risk involved. The Executive Director shall prepare a uniform schedule of insurance guidelines for particular types of activities. Applicant shall provide District with a certificate from its insurer evidencing such coverage prior to applicant's use of District property. The certificate shall also provide that the insurer shall give the District reasonable advance notice of insurer's intent to cancel the insurance coverage provided.
- 2) No application for permit for any public assembly involving more than fifty (50) individuals shall be granted unless it shall be accompanied by proof that the applicant shall insure the District against liability for personal injury or property damage arising from or in connection with the use or activity, or, in the alternative, unless the application for permit shall be accompanied by payment of a premium, pursuant to a schedule which shall be determined by regulation of the Executive Director taking into consideration the expected attendance at the use or activity, the nature of the use or activity, and the place of the use or activity, for participation in an insurance reserve program which shall be established and maintained by the District for the insurance of the District against liability for personal injury or property damage as aforesaid.

## **Section 5. Processing of Application for Permits**

### **a. Order**

Applications for permits shall be processed in order of receipt; and the use of a particular park or part thereof shall be allocated preference in order of receipt of fully executed applications.

### **b. Preliminary Approval**

Applications for permits for activities or events which require insurance, approval or permits from other governmental entities, or compliance with other terms or conditions, will be reviewed and, if the application otherwise conforms to all other requirements, a preliminary approval will be issued. If, within fourteen days of the issuance of the preliminary approval, but in no event later than the day prior to the date of the event or activity, an insurance certificate evidencing the requisite insurance is not filed with the Executive Director, or the

approval or permit of other governmental entities has not been received, or the other terms and conditions have not been met, the preliminary approval will expire, the application for permit will be deemed denied and no written notice of denial will be required; provide, however, for events or activities which involve the use of special facilities, or activities described in this chapter, Section 3.(g)(h)(i)(k) and (l), above, all terms and conditions for issuance of the permit, including securing insurance, must be completed at least thirty days prior to the event.

**c. Written Denials**

Except for applications for permits for which preliminary approvals have been issued, applications for permits shall be deemed approved subject to insurance requirements as provided in this chapter, Section 4.f., above, if no written denial is issued before the date of the event, but in no case later than fourteen days of the date on which the application is fully completed, executed and filed with the appropriate officer or employee, as designated by the Executive Director provided, however, the District may extend the period of review for an additional fourteen days by issuance of a written notice of extension describing such additional relevant information required by the District to identify whether the application and proposed activity complies with these Regulations. If, prior to the expiration of the extended review period, no written denial is issued, the application for permit shall be deemed approved.

**d. Notice of Extended Review or Denial or Issuance of Permit**

Written or electronic notice of denial or notice of extension shall be served on the applicant by personal delivery, or by deposit in the United States mail, with proper postage prepaid, to the name and address set forth on the application for permit;

**e. Contents of Notice; Grounds for Denial**

Notice of denial of an application for permit shall clearly set forth the grounds upon which the permit was denied together with a citation to the sections of these Regulations with which the application fails to comply and, where feasible, shall contain a proposal by the District for measures by which the applicant may cure any defects in the application for permit or otherwise procure a permit. Where an application for permit has been denied because a fully executed prior application for the same time and place has been received, and a permit has been or will be granted to the prior applicant authorizing uses or activities which do not reasonably permit multiple occupancy of the particular area, the District shall propose an alternate place, if available for the same time, or an alternate

time, if available for the same place. The District may deny an application for permit on any of the following grounds:

- 1) the application for permit is not fully completed and executed;
- 2) the applicant has not timely tendered the applicable application fee, user fee, indemnification agreement, or security deposit;
- 3) the application for permit contains a material falsehood or misrepresentation;
- 4) the applicant is legally incompetent to contract or to sue and be sued;
- 5) the applicant or the person on whose behalf the application for permit was made has on prior occasions damaged district property and has not paid in full for such damage, or has other outstanding and unpaid debts to the District;
- 6) a fully executed prior application for permit for the same time and place has been received, and a permit has been or will be granted to a prior applicant authorizing uses or activities which do not reasonably permit multiple occupancy of the particular park or part thereof;
- 7) the application was for a time and location which a group of higher priority has already applied for or has a scheduled activity. The order of priority for park activities shall be:
  - a) District programs,
  - b) community associations in the District,
  - c) organizations with more than 50% of its members are residents of the District,
  - d) organizations with 50% or less of its member residents of the District;
- 8) the proposed use or activity is prohibited by or inconsistent with the recognized and accepted uses of the park or part thereof;
- 9) the use or activity intended by the applicant would present an unreasonable danger to the health or safety of the applicant, or other users of the park, of District employees or of the public;
- 10) the applicant has not complied or cannot comply with applicable licensure requirements, ordinance or regulation of the District concerning the sale or offering for sale of any food, goods or services;

- 11) the use or activity intended by the applicant is prohibited by law, by these Regulations and Ordinance of the District, or by the regulations of the Executive Director;
- 12) the applicant has not secured the requisite insurance; or
- 13) the applicant or the person on whose behalf the application for permit was made has on prior occasions made material misrepresentations regarding the nature or scope of the event or activity previously permitted or has violated the terms of prior permits issued to the applicant.

**f. Amendment or Revision of Applications.**

Any amendment or revision of an application or permit shall, for purposes of determining the priority of the application for permit, relate back to the original filing thereof, but the time in which the District shall grant or deny the application for permit and serve notice of such granting or denial shall be computed from the date of the amendment or revision.

**Section 6. Procedures for Review; Waivers**

**a. Review by Executive Director**

- 1) Any applicant who is denied a permit or a permittee who is assessed damages or a fine pursuant to this chapter may, within seven days of the service of notice of such determination, file a written appeal from such determination with the Executive Director;
- 2) The Executive Director shall have two (2) business days from the date on which the appeal was filed in which to serve upon the applicant a notice that he/she has affirmed, modified or reversed the denial;
- 3) Such notice shall be deemed served upon the applicant or permittee when it is personally delivered or when it is sent by United States mail, with proper postage prepaid, to the name and address set forth on the application for permit;
- 4) If such notice is not served upon the applicant or permittee within two (2) business days of the date upon which the appeal was filed, then the denial shall be deemed reversed.



**b. Form of Appeals**

Any appeals filed pursuant to this chapter shall state succinctly the grounds upon which it is asserted that the denial should be modified or reversed and shall be accompanied by copies of the application for permit, the written notice of the determination of the supervisor and/or the Executive Director and any other papers material to the determination.

**c. Waiver of Requirements**

Any requirements for or limitation upon a permit or the requirement of a permit may be waived by the Executive Director if the activity is protected by the First Amendment of the United States Constitution and the condition would be so financially burdensome that it would preclude the applicant from using District property for the proposed activity. Fees for equipment and services may not be waived pursuant to this subsection. Application for a waiver shall be made on a form prescribed by the Executive Director.

Charitable, Religious, Political, or Nonprofit Activities.

Definitions

**“First Amendment Activities”** shall mean, and include:

1. Charitable, religious or political speech or expressive conduct;
2. Commercial sale and distribution of merchandise for charitable, religious, or political purposes;
3. Parades, public assemblies or meetings; or
4. Distributing non-commercial printed or written material;

**“First Amendment Location”** shall mean, for First Amendment Activities the shelter at Harrer Park; the west side of National Park from the west entrance to a point no nearer than 100 feet from the field house; and Prairie View Park no nearer than 100 feet from the entrance to the community center; provided that such activity, in consideration of all other contemporaneous Park District activity occurring there, does not obstruct any public sidewalk or ingress or egress to any place or building on District property by hindering or impeding or tending to hinder or impede the free and uninterrupted passage pedestrians thereon or therein

All District Property or parts thereof not expressly described above shall be considered a non-public forum where First Amendment Activities are not permitted.

- (a) For purposes of this section, charitable, religious, political, or nonprofit activities shall include, without limitation, an exclusively in a First Amendment Location, the solicitation of contributions, the sale or distribution of merchandise,

solicitation of votes or circulation of petitions for or against any candidate for election to public office or with respect to any referendum or other public question. For any solicitation or sale to be considered within the scope of this Section, not less than 90% of the proceeds of the solicitation or sale must be conveyed exclusively to the sponsoring organization.

- (b) Soliciting contributions for charitable, religious, political, or nonprofit organizations is permitted in First Amendment Locations provided that a Permit therefor has first been obtained from the District in accordance with Chapter II, Section 3 of these Regulations.
- (c) The sale or distribution of merchandise by charitable, religious, political, or nonprofit organizations is permitted in First Amendment Locations provided that a Permit has therefor first been obtained from the District in accordance with Chapter II, Section 3 of these Regulations.
- (d) Soliciting votes and circulating petitions for or against any candidate for election to public office or with respect to any referendum or other public question is permitted in First Amendment Locations without a Permit, subject to the limitations set forth in paragraphs (e) and (f) of this Section.
- (e) No Person shall engage in any activity described in subsections (a) through (d) of this Section in any room of a District building, or on District athletic fields or other facilities in or on which any program, activity, class, function or special event conducted, sponsored, licensed or otherwise permitted by the District is in progress, notwithstanding whether it is otherwise a First Amendment Location.
- (f) No Person engaged in any activity described in subsections (a) through (d) of this Section shall obstruct or impede District employees, pedestrians or Vehicles, harass District employees or park visitors with physical contact or persistent demands, misrepresent the affiliations of those engaged in such activities, misrepresent what solicited funds will be used for or whether merchandise offered for sale or distribution is available without cost or donation, or interfere, interrupt, or engage in conduct incompatible with the purpose of, any program, activity, function, and/or special event conducted, sponsored, licensed or otherwise permitted by the District.



Morton Grove  
Park District

## Memorandum

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**To:** Board of Park Commissioners  
**From:** Jeffrey Wait, Executive Director  
Jim Rock, Attorney  
**Date:** October 12, 2016  
**Regarding:** Prairie View Community Center Lobby Policy

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**Issue:**

In conjunction with the Permit and First Amendment Regulations, the Park District should have a policy establishing a limited public forum within the Prairie View Community Center.

**Discussion:**

During the discussion about a proposed First Amendment policy, several Board members were concerned about closing off Prairie View Community Center to groups who might want to use the facility to sell various goods or tickets to support their interests. Since the Prairie View Community Center is the main facility for activities offered by the District this policy is being recommended to ensure the efficient operation of the community center, and at the same time provide resident groups the opportunity to sell tickets or post event information. Please see attached.

**Park Board Action:**

For the Board of Park Commissioners to approve the Prairie View Community Center Lobby Policy and include the policy in the Board of Park Commissioners General Practices Manual.

**MORTON GROVE PARK DISTRICT  
PRAIRIE VIEW COMMUNITY CENTER LOBBY POLICY  
2016**

**Policy Statement**

This policy is intended to address the criteria for the sale of tickets and merchandise and/or posting of event information at the Prairie View Community Center Lobby, to enable inherently Park District-based organizations to communicate public service notices regarding events such organizations are holding and/or for such organizations to conduct the sale of ticket and merchandise for fundraising events. The Park District believes there are reasonable and desirable needs for public service notices and sales of tickets and merchandise for organizations serving residents of the Park District but which are outside the span of control of the District. The Park District further believes that such needs must be tempered in light of the limited resources available and that the Park District's constituents include minors. Therefore, the Park District designates the lobby at the Prairie View Community Center as a limited public forum intended to be used narrowly for the purposes described in this policy.

The Park District wishes to provide space for information and space for the sale of tickets and merchandise for organizations that conduct activities relevant to the mission of the Park District to promote residents' health, safety and welfare. The Morton Grove Park District shall provide the opportunity to place information and/or the sale of tickets and merchandise for such organizations which meet the criteria set forth below. Notwithstanding anything herein to the contrary, no organization may place any editorial content in the Park District's kiosks. The opportunities provided hereby shall be limited to placing a schedule of events, including the time, place and duration, and/or identifying the name and address of the organization and a person to contact for additional information and/or to sell tickets to fundraising events or merchandise. Foremost, any public service announcements issued by the Park District shall have absolute priority over any announcements submitted by any other organization or entity.

**Criteria for Use**

Following are the criteria that organizations must meet in order to use the Prairie View Community Center Lobby Space:

1. The organization must be not-for-profit and must have a significant relationship to the Morton Grove Park District community. A significant relationship with the Park District can be demonstrated by meeting one of the following:
  - A. Having a membership of which 55% or more reside within the corporate limits of the Park District.
  - B. Having a charter or other official recognition by a parent state or national organization that designates it a Morton Grove chapter.
  - C. The Board of Park Commissioners hereby find that the following organizations satisfy the foregoing criteria in subparagraphs (A) and/or (B):

2. Being one of the following local taxing bodies serving Park District residents:
  - Village of Morton Grove
  - Township
  - Library District
  - School District
  - School District
  
3. Being one of the following entities serving the Park District:
  - Federal and State Representatives for purposes of announcing the place and time of Town Meetings.
  - Being an organization of Morton Grove businesses whose purpose is to support and encourage business within the Park District.
  
4. Being an organization which provides a recreational service within Morton Grove and not in conflict or competition with recreational services provided by the Morton Grove Park District.
  
5. Being an organization which provides services for people with special needs:
  
6. The sole exception to the not-for-profit requirement is that a Morton Grove business may publish notice of an event, all of the proceeds from which will benefit a generally recognized charitable organization.
  
7. Any other requests for use of the Prairie View Community Center Lobby Space must be brought to the Park District Board for its approval. Such requests may only be for an organization that has a substantially similar purpose as those described herein above. Approval or disapproval may not be based on the political or religious affiliation of the organization.

#### **Content**

The announcement shall be limited to placing a schedule of events, including the time, place and duration, and/or identifying the name and address of the organization and a person to contact for additional information and may not contain language tending to promote or identify any alcohol or smoking products.

#### **Format**

Event announcement submissions will only be accepted from organization members who are currently serving on the governing board of the organization submitting the information, or their authorized designee.

#### **Scheduling**

Eligible requests for use of the Prairie View Community Center Lobby Space will be honored if there is sufficient space for event announcement notices and ticket sales. Requests will be accepted on a first-come, first-served basis. The amount of space available in the Prairie View Community Center Lobby Space is subject to change without notice.



Morton Grove  
Park District

## Memorandum

---

**To:** Board of Park Commissioners  
**From:** Jeff Wait, Executive Director  
**Date:** November 2, 2016  
**Subject:** IAPD Annual Business Meeting

---

**Issue:**

The Park District must appoint delegates for the Annual Business Meeting of the Illinois Association of Park Districts.

**Discussion:**

Every year at conference the Morton Grove Park Board of Commissioners participates in the IAPD Annual Business Meeting. The meeting will be held at the Hilton Hotel on Saturday, January 21, 2017.

**Park Board Action:**

Nominate one delegate and up to three alternates to participate at the IAPD Annual Business Meeting.

**CREDENTIALS CERTIFICATE**

This is to certify that a meeting of the Governing Board of the Morton Grove Park District held at 6834 Dempster, Morton Grove, IL on November 16, 2016 at 6:30 p.m. the following individuals were designated to serve as delegate(s) to the Annual Business Meeting of the ILLINOIS ASSOCIATION OF PARK DISTRICTS to be held at the Hilton Hotel, 720 S. Michigan Ave. Chicago, Illinois on **Saturday, January 21, 2017 at 3:30 pm in the Grand Ballroom:**

**Name**

**Title**

**Delegate:**

\_\_\_\_\_

**1<sup>st</sup> Alternate:**

\_\_\_\_\_

**2<sup>nd</sup> Alternate:**

\_\_\_\_\_

**3<sup>rd</sup> Alternate:**

\_\_\_\_\_

This is to certify that the foregoing is a statement of action taken at the Board Meeting cited above.

Affix Seal:

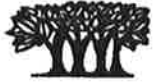
Signed: \_\_\_\_\_

***Board President***

Attest: \_\_\_\_\_

***Board Secretary***

Return this form to: Illinois Association of Park Districts  
211 East Monroe Street  
Springfield, IL 62701-1186



Morton Grove  
Park District

## Memorandum

---

**To:** Park Board of Commissioners  
**From:** Jeff Wait, Executive Director  
**Date:** November 2, 2016  
**Subject:** Estimated cost of Meals, Lodging and Travel for the 2017 IAPD/IPRA Conference

---

**Issue:**

The Board of Park Commissioners must approve the estimated cost of travel, meals and lodging for the 2017 IAPD/IPRA annual conference on January 19 – 21, 2017.

**Discussion:**

The Board of Park Commissioners, as part of a new state statute, approved Ordinance #O-06-16, a new Travel, Meals and Lodging Policy. This new policy states that all travel, meal, and lodging expenses incurred by any member of the Board of Commissioners must be approved by a roll call vote at an open meeting.

*Travel, meal, and lodging expenses advanced as a per diem to any employee or any member of the Board also must be approved by roll call vote at an open meeting prior to issuing any payment.*

Attached is the official travel, meal, and lodging expense reimbursement form completed for each Board member.

**Park Board Action:**

Please approve and sign the attached forms.



Morton Grove Park District

## TRAVEL, MEAL AND LODGING EXPENSE REIMBURSEMENT FORM

Name of Official or Employee: Dan Ashta

Title/Position of Official or Employees: Board of Park Commissioner

Name and Date of the Activity/Event: 2017 IAPD/IPRA Conference, January 19th - 21st, 2017

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

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Estimated Costs or Actual Costs with receipts:

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

Estimated Cost of Meals: \$180

Parking: \$75

Estimated Cost of Hotel/Lodging: \$420

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

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

Estimated Cost of Other Transportation (bus, train, taxi, shuttle, etc): \$25

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

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_

**ATTACH ALL RECEIPTS**

Morton Grove Park District

## TRAVEL, MEAL AND LODGING EXPENSE REIMBURSEMENT FORM

Name of Official or Employee: Georgianne Brunner

Title/Position of Official or Employees: Board of Park Commissioner

Name and Date of the Activity/Event: 2017 IAPD/IPRA Conference, January 19th - 21st, 2017

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

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Estimated Costs or Actual Costs with receipts:

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

Estimated Cost of Meals: \$180

Parking: \$75

Estimated Cost of Hotel/Lodging: \$420

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

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

Estimated Cost of Other Transportation (bus, train, taxi, shuttle, etc): \$25

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

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_

**ATTACH ALL RECEIPTS**

Morton Grove Park District

## TRAVEL, MEAL AND LODGING EXPENSE REIMBURSEMENT FORM

Name of Official or Employee: Mark Manno

Title/Position of Official or Employees: Board of Park Commissioner

Name and Date of the Activity/Event: 2017 IAPD/IPRA Conference, January 19th - 21st, 2017

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

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Estimated Costs or Actual Costs with receipts:

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

Estimated Cost of Meals: \$180

Parking: \$75

Estimated Cost of Hotel/Lodging: \$420

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

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

Estimated Cost of Other Transportation (bus, train, taxi, shuttle, etc): \$25

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

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_

ATTACH ALL RECEIPTS

Morton Grove Park District

## TRAVEL, MEAL AND LODGING EXPENSE REIMBURSEMENT FORM

Name of Official or Employee:     Dan Staackmann    

Title/Position of Official or Employees:     Board of Park Commissioner    

Name and Date of the Activity/Event:     2017 IAPD/IPRA Conference, January 19th - 21st, 2017    

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

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Estimated Costs or Actual Costs with receipts:**

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

Estimated Cost of Meals:     \$180    

Parking:     \$75    

Estimated Cost of Hotel/Lodging:     \$420    

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

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

Estimated Cost of Other Transportation (bus, train, taxi, shuttle, etc):     \$25    

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

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_

**ATTACH ALL RECEIPTS**

Morton Grove Park District

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

Name of Official or Employee: Open

Title/Position of Official or Employees: Board of Park Commissioner

Name and Date of the Activity/Event: 2017 IAPD/IPRA Conference, January 19th - 21st, 2017

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

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

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

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

**Estimated Costs or Actual Costs with receipts:**

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

Estimated Cost of Meals: \$180

Parking: \$75

Estimated Cost of Hotel/Lodging: \$420

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

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

Estimated Cost of Other Transportation (bus, train, taxi, shuttle, etc): \$25

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:** November 2, 2016  
**Regarding:** Executive Director Travel Expenses

---

**Issue:**

Approval of reimbursement of the Executive Director's travel expenses to the National Association of Parks and Recreation (NRPA) annual conference in St. Louis, Missouri.

**Discussion:**

Per the State of Illinois' Public Act 99-604 and District Ordinance #O-06-16, requiring the Park Board of Commissioners to approve, by a roll call vote, at an open meeting if those expenses exceed \$750.

Attached are the Travel, Meal, and Lodging form and all receipts for the Executive Director's travel to NRPA's annual conference.

**Park Board Action:**

For the Board of Park Commissioners to approve the Executive Director's expenses incurred for attendance to NRPA in St. Louis in the amount of \$944.29.

Morton Grove Park District

## TRAVEL, MEAL AND LODGING EXPENSE REIMBURSEMENT FORM

Name of Official or Employee: Jeffrey Wait

Title/Position of Official or Employees: Executive Director

Name and Date of the Activity/Event: NRPA Annual Conference in St. Louis, MO

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

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

Description of the purpose of the expense: Attendance to state and national parks and recreation conferences help to education and develop well-rounded leaders. The Executive Director's attendance at such conferences is vital to leading the District with the information and relationships he develops from attending these types of events.

### Estimated Costs or Actual Costs with receipts:

Mileage: \$38 in fuel costs

Cost of Meals: \$126.32

Parking: \$78

Hotel/Lodging: \$701.97

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

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

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

Employee's Signature: 

Date: 26 Oct 2016

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

Date: \_\_\_\_\_

ATTACH ALL RECEIPTS

gas

Casey's General  
Store #2226  
217 NORTH BLUFF RD  
COLLINSVILLE, IL 622

Date 10/07/2016  
Time 07:31

MC  
#####8573

Pump	Gallons	Price
02	16.176	\$ 2.349

Product	Amount
UNLEADED	\$ 38.00

Total Sale \$ 38.00

SALE - Card Swiped  
Auth # 01647J  
Merch #  
Approved 01647J

Dr Pepper 2 Liters  
2 for \$2.50!!  
Visit caseys.com to  
Enter to win  
\$5,000 in college  
tuition!  
Thank You !!!  
Please Come Again.  
618-344-3960



Fox Sports Live!  
601 Clark Ave  
Saint Louis, MO 63102

Server: Mandi DOB: 10/05/2016  
08:55 PM 10/05/2016  
Table 122/4 10/100051

SALE

M C 10485793  
Card #XXXXXXXXXXXX8573  
Magnetic card present WAIT JEFFREY  
Card Entry Method: S

Approval: 05044J

Amount: \$ 16.90

+ TIP: \$00

= Total: 20.90

I agree to pay the above  
total amount according to the  
card issuer agreement.

X \_\_\_\_\_

Contact a bartender or wait staff  
member if you need a cab ride home.

Fox Sports Live!  
Contact a bartender or wait staff  
member if you need a cab ride home.

Customer Copy

Hyatt St. Louis at the Arch  
405-912-4148

CHECK: 212  
TABLE: 17/1  
SERVER: 79 Crisanto  
DATE: OCT05'16 1:16PM  
CARD TYPE: MC/VISA\$  
ACCT #: XXXXXXXXXXXXX8573  
EXP DATE: XX/XX  
AUTH CODE: 08481J  
JEFFREY WAIT

SUBTOTAL: 18.35

GRATUITY: 4.00

TOTAL: 22.35

SIGNATURE: \_\_\_\_\_

ARBYS 5463  
3009 S DIRKSEN PKWY  
SPRINGFIELD, IL 6270300  
10/04/2016 13:15:24

CREDIT CARD

MC SALE

Card # XXXXXXXXXXXXX8573  
Chip Card: MASTERCARD  
AID: A0000000041010  
ATC: 0004  
TC: F2049CF3360A5A5C  
SEQ #: 17  
Batch #: 378  
INVOICE 17  
Approval Code: 05690J  
Entry Method: Chip Read  
Mode: Issuer

SALE AMOUNT \$9.41

CUSTOMER COPY

**culinaria**  
 Store Manager - Adam Schøer  
 314-436-7694

Panera Bread  
 Cafe 0787  
 St. Louis, MO 63101  
 Phone: 314-588-0423

*Food*

BANANAS t B  
 0.72 Lbs @ 1 Lbs/ 0.64 0.46  
 GALA APPLES t B  
 0.50 Lbs @ 1 Lbs/ 1.29 0.65  
 You Saved \$0.35  
 GRANDE COFFEE T 2.19  
 \*\*\*\*\* Sale Subtotal\*\*\* 3.30  
 SALES TAX-HI 0.19  
 SALES tax-LO 0.06  
 \*\*\*\*\* Total Sale\*\*\* 3.55  
 Account No.:\*\*\*\*\*8573  
 Appr No.:008385  
 \*\*\* CREDIT CARD **3.55**

**Accuracy Matters,**  
 Your order should be correct every time.  
 If it's not, we'll fix it right away, and  
 give you a free treat for your trouble.  
 Just let any associate know.

Savings Summary  
 Reduced Price Savings 0.35

10/6/2016 11:41:28 AM  
 Check Number: 336549 Cashier: Carrie  
 1 You Pick 2

\*\*\*\*\*  
**YOU SAVED \$0.35**  
 \*\*\*\*\*

1 1/2 Chx FujiAp1 Sal 5.19  
 1 Cup Broc Ched Soup 3.69  
 1 Md Iced Tea 2.09  
 1 Chips

ITEMS PURCHASED: 3

SubTotal 10.97  
 Tax 1.12  
 Total 12.09  
 Master Card **12.09**  
 Acct:XXXXXXXX8573  
 AuthCode:03801J  
 Trans#:4282

Your Cashier:TANYA

Purchase \$ 3.55  
 Master Card #SXXXXXXXXX8573  
 Auth # 08385J Exp Date \*\*/\*\*  
 Lane # 42 Cashier # 123  
 10/06/16 08:44 Ref/Seq # 429898  
 EPS Sequence # 429898

If you didn't use your MyPanera card,  
 keep this receipt and enter the code below  
 at [www.mypanera.com/misssedvisit](http://www.mypanera.com/misssedvisit)

Not a member yet? Ask an Associate for  
 your own card and join today!

**Thank You for shopping with us!**  
 507437 10-C6-16 8:46AM 123/42/0301

9111-1898-1476-5281-0117-28

[www.panerabread.com](http://www.panerabread.com)

HERE POS  
 Your Order Number is: 349  
 Customer / Pager: JEFF 250

Customer Copy

Check: 6396  
 Server: 68663 BRIONNE  
 Card Type: MASTERCARD  
 Acct Num: \*\*\*\*\*8573  
 Auth Code: 03398J  
 Customer: JEFFREY WAIT

\*\*\*\*\* CREDIT CARD VOUCHER \*\*\*\*\*  
 \*\*\*\*\*  
 MARIOTT ST. LOUIS GRAND HOTEL  
 ST. LOUIS, MO  
 \*\*\* STARBUCKS \*\*\*  
 6 OCT '16 9:24 AM

**Amount: \$5.34**

GRATUITY \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

SIGNATURE \_\_\_\_\_

Please leave signed copy  
 with your server

STARBUCKS Store #2327  
521 Olive Street  
St Louis, MO (314) 231-2150

CHK 708322  
10/05/2016 07:20 AM  
2285796 Drawer: 1 Reg: 1

Sausage&Chdr Sand	3.45
Vt Carml Macchiato	4.95
Triple	0.80
No Foam	
Mastercard	10.14
XXXXXXXXXXXX8573	
Subtotal	\$9.20
Tax 10.179%	\$0.94
Total	\$10.14
Change Due	\$0.00

----- Check Closed -----  
10/05/2016 07:20 AM

Join our loyalty program  
Starbucks Rewards®  
Sign up for promotional emails  
Visit Starbucks.com/rewards  
Or download our app  
At participating stores  
Some restrictions apply

Food

Hyatt St. Louis at the Arch  
405-912-4148

CHECK: 15  
TABLE: 1 / 44  
SERVER: 816 Meghann  
DATE: OCT04'16 8:29PM  
CARD TYPE: MC/VISA\$  
ACCT #: XXXXXXXXXXXXX8573  
EXP DATE: XX/XX  
AUTH CODE: 07736J  
JEFFREY WAIT

SUBTOTAL:	18.35
GRATUITY:	4.00
TOTAL:	22.35
SIGNATURE:	-----

--- Check Closed ---

Wendy's Restaurant #00001029  
2900 Plainfield Rd  
815-577-1409

JEFF

Host: Tonya  
JEFF  
REPRINT# 1  
Order Type: DINE IN

10/07/2016  
10:56  
100

Double Cheese	5.19
Mustard	
Mayo	
Ketchup	
MD Coke	1.

Tax Total Items 2 7.00

DINE IN Total 7.88

Mastercard #XXXXXXXXXXXX8573 \$7.88  
Auth:09005J

# 7.88

★ \$2 OFF LARGE SANDWICH  
★ SEE BAKER  
★ \$1 OFF FULL SIZE SALAD  
★

& & 430 & &  
 \*\*\*\*\* CREDIT CARD VOUCHER \*\*\*\*\*  
 \*\*\*\*\*  
 MARRIOTT ST. LOUIS GRAND HOTEL  
 ST. LOUIS, MO  
 \*\*\*\* STARBUCKS \*\*\*  
 6 OCT'16 12:32 PM

Check: 6614  
 Server: 68663 BRIONNE  
 Card Type: MASTERCARD  
 Acct Num: \*\*\*\*\*8573  
 Auth Code: 06942J  
 Customer: JEFFREY WAIT

Amount: **\$5.34**

GRATUITY \$ \_\_\_\_\_  
 TOTAL \$ \_\_\_\_\_  
 SIGNATURE \_\_\_\_\_

please leave signed copy  
 with your server

Food

Hi, My name is \_\_\_\_\_!! If you  
 were happy with my service today  
 please go to [www.mcdvoice.com](http://www.mcdvoice.com) within  
 7 days of your visit and give me a  
 Highly Satisfied.

Survey code:  
 17911-13481-00716-07345-00069-7  
 520 RAMADA BLVD  
 COLLINSVILLE  
 IL  
 62234

!!! THANK YOU !!!  
 TEL# 618 345 4131 Store# 17911

KSH 13 Oct.07'16 (Fri) 07:34

Side# KVS Order 48

BUY ITEM	TOTAL
1 Sausage McGrd1 Ml	4.40
1 L Coffee	0.49
<Drink Upcharge>	
ADD Cream	
ADD 3 Splenda	
1 L Coffee	1.49
ADD Cream	
ADD 3 Splenda	
Subtotal	6.38
Tax	0.59
Take-Out Total	6.97
Cashless	6.97
Change	0.00

MER# 15020901  
 CARD ISSUER ACCOUNT#  
 MasterCard SALE \*\*\*\*\*8573  
 TRANSACTION AMOUNT **6.97**  
 AUTHORIZATION CODE - 09723J  
 SEQ# 159082

BUY ONE GET ONE FREE QUARTER POUNDER  
 W/CHEESE OR EGG MCMUFFIN  
 Go to [www.mcdvoice.com](http://www.mcdvoice.com) within 7 days  
 and tell us about your visit.  
 Validation Code: \_\_\_\_\_  
 Expires 30 days after receipt date.  
 Valid at participating US McDonald's.



Hyatt Regency St Louis At The Arch  
 315 Chestnut  
 Saint Louis, MO. 63102  
 Tel: 314-655-1234  
 Fax: 314-241-6618

INVOICE

Payee Jeffrey Wait  
 315 Chestnut St  
 Saint Louis MO 63102  
 United States

Room No. 1109  
 Arrival 10/04/16  
 Departure 10/07/16  
 Page No. 1 of 2  
 Folio Window 1  
 Folio No. 1361104

Confirmation No. 2641059401  
 Group Name Natl Recreation and Park Association  
 Booking No. 32GLLXDK

Date	Description	Charges	Credits
10/04/16	Deposit Transferred at C/I		232.31
10/04/16	Group Room	199.00	
10/04/16	Hotel / Motel Tax 3.5%	6.97	
10/04/16	Convention Tax 3.75%	7.46	
10/04/16	Accommodation State Sales Tax	19.26	
10/04/16	Parking Self	26.00	
10/04/16	Parking City Tax	1.30	
10/05/16	Group Room	199.00	
10/05/16	Hotel / Motel Tax 3.5%	6.97	
10/05/16	Convention Tax 3.75%	7.46	
10/05/16	Accommodation State Sales Tax	19.26	
10/05/16	Parking Self	26.00	
10/05/16	Parking City Tax	1.30	
10/06/16	Group Room	199.00	
10/06/16	Hotel / Motel Tax 3.5%	6.97	
10/06/16	Convention Tax 3.75%	7.46	
10/06/16	Accommodation State Sales Tax	19.26	
10/06/16	Parking Self	26.00	
10/06/16	Parking City Tax	1.30	
10/07/16	Master Card	547500XXXXXX8573 03/19	547.66

**Total** 779.97 **779.97**

Guest Signature

**Balance** 0.00

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges.

**WE HOPE YOU ENJOYED YOUR STAY WITH US!**

We thank you for your business and appreciate your loyalty. For questions on your Gold Passport account, please call 800-30-HYATT. Thank you for choosing the Hyatt Regency St. Louis At The Arch. Please let us know your thoughts by contacting:

Aaron McDougle, Director of Operations  
[Aaron.McDougle@hyatt.com](mailto:Aaron.McDougle@hyatt.com)  
 Aaron McDougle  
 315 Chestnut St, St. Louis, MO 63102

For inquiries concerning your bill please call 888-587-4589, or email: [na.customerservice@hyatt.com](mailto:na.customerservice@hyatt.com)

For balance due, please remit payment to:  
 Hyatt Regency St. Louis  
 P.O. Box 205327

**Hyatt Gold Passport Summary**

No Membership to be credited

Join Hyatt Gold Passport today and start earning points for stays, dining and more. Visit [goldpassport.com](http://goldpassport.com)



# Memorandum

---

**To:** Board of Park Commissioners  
**From:** Greg Jayne, Superintendent of Parks and Facilities  
**Date:** November 2, 2016  
**Regarding:** Ballfield Fencing Replacement

---

**Issue:**

As part of our Capital Improvement Plan, we budgeted \$10,000 per year for the repair and replacement of the ballfield fences. Last year we concentrated on Harrer Parks diamonds 1, 2 and 3, our highest used fields. This year we plan to work at Austin Park.

**Discussion:**

Based on an evaluation of all the ballfield fences staff recommends replacing all the fencing at Austin Park and the dugout fencing at Harrer Park diamonds 4 and 5. The posts will be painted electrostatically in the spring.

Three vendors responded to the request for fence repairs with the following results:

Dura Bilt Fence II, Inc. Wheeling, IL	\$8,530
The Fence Connection Elgin, IL	\$9,795
Action Fence Contractors Mundelein, IL	\$12,550

**Recommendation:**

Based upon the above price quotes, it is recommended we issue a contract to Dura Bilt of Wheeling to replace the damaged fence in an amount not to exceed \$8,530.