

# 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  
October 12, 2016 at 6:30pm

## AGENDA

### Call to Order

### Public Comment

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

Resolution #R-08-16

Lauterbach & Amen – Audit Review

Declaration of Vacant Commissioner Seat

Recreation and Facility Program Committee Chair Appointment

Bereavement Policy

Drone Policy

Updates to Permit Policy

Lobby Policy

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

Tree Removals

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

Refund Procedures

Flex Fees for B-4 School and B.A.S.E.

Camp Review

Aquatic Review

### General Discussion/New Business

Statement of Receipts & Disbursements: Resolution #R-09-16

### 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

COMMITTED TO QUALITY PARK AND RECREATION SERVICES

# RESOLUTION

#R-08-16

**Dedicating the Morton Grove Park District  
Board of Park Commissioners Meeting  
Wednesday, October 12, 2016  
to the memory of Eileen M. Coursey**

**Whereas**, Eileen Coursey has rendered time and services unselfishly, above and beyond the call of duty from April, 1977 to October 2016, as a public official and Commissioner of the Morton Grove Park District; and

**Whereas**, Commissioner Coursey's diligence in attending meetings, attention to detail, elected for 7 terms, service as President, work on committees and taking the time and initiative in the formation of the Police Force of the Morton Grove Park District did earn her the respect of her peers, and

**Whereas**, Eileen Coursey was recognized by the Illinois Association of Park Districts in 1997 and 2007 for her longtime leadership and dedication; and

**Whereas**, Eileen Coursey was an advocate for the taxpayer and demanded quality parks and recreation services for the Morton Grove community; and

**Whereas**, Eileen Coursey was a catalyst in the redevelopment of our parks, facilities, equipment and park programs; and

**Whereas**, Eileen's persistence and vision are reflected in the Harrer Park Shelter and Gazebo, the Overhill Park Bridge, and all the new playgrounds throughout the district; and

**Whereas**, Eileen truly enjoyed the responsibilities and camaraderie involved with public service and politics, and

**Whereas**, Eileen Coursey will be greatly missed and remembered for her outstanding efforts, devotion and belief in the value of providing quality parks and recreation in Morton Grove; and

**Finally**, Commissioner Eileen Coursey you served us well and we hereby unanimously dedicate tonight's meeting in your honor.

**Presented this 12<sup>th</sup> day of October, 2016  
Morton Grove Park District Board of Park Commissioners**

\_\_\_\_\_  
Dan Staackmann  
President

\_\_\_\_\_  
Mark Manno  
Vice-President

\_\_\_\_\_  
Dan Ashta  
Treasurer

\_\_\_\_\_  
Georgianne Brunner  
Commissioner

ATTEST:

\_\_\_\_\_  
Secretary, Board of Park Commissioners

( S E A L )



Morton Grove  
Park District

## Memorandum

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**To:** Board of Park Commissioners  
**From:** Martin O'Brien, Superintendent of Finance  
**Date:** October 12, 2016  
**Regarding:** Audit Review

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**Issue:**

Per Illinois State Statues, the Morton Grove Park District must prepare an Comprehensive Annual Financial Report and that report must be audited by an independent certified public accounting firm within six months after the end of the fiscal year.

**Discussion:**

The Morton Grove Park District retained the services of Lauterbach & Amen, Certified Public Accountants, to complete the audit for the fiscal year ending April 30, 2016. An audit manager from Lauterbach & Amen will attend the October 12<sup>th</sup> Committee Meeting to present the results of the audit.

**Park Board Action:**

The staff recommends that the Board of Commissioners approve the Comprehensive Annual Financial Report for the fiscal year ended April 30, 2016.



Morton Grove  
Park District

## Memorandum

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**To:** Park Board of Commissioners  
**From:** Jeff Wait, Executive Director  
**Date:** October 12, 2016  
**Regarding:** Declaration of Vacant Commissioner Seat

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**Issue:**

The Board of Park Commissioners shall declare vacant the seat of Commissioner Coursey.

**Discussion:**

Section 2:25 of the Park District Code states that whenever any member of the governing board of any park district dies, that office may be declared vacant. Vacancies shall then be filled by appointment by a majority of the remaining members of the board. Any person so appointed shall hold his or her office until the next regular election for the office, at which a member shall be elected to fill the vacancy for the unexpired term, subject to the following conditions.

1. If the vacancy occurs with less than 28 months remaining in the term, the person appointed to fill the vacancy shall hold his or her office until the expiration of the term for which he or she has been appointed, and no election to fill the vacancy shall be held.
2. If the vacancy occurs with more than 28 months left in the term, but less than 88 days before the next regularly scheduled election for this office, the person appointed to fill the vacancy shall hold his or her office until the second regularly scheduled election for the office following the appointment, at which a member shall be elected to fill the vacancy for the unexpired term.

The vacancy has occurred with more than 28 months left in the term and with more than 88 days before the next regularly scheduled election. Therefore, the person appointed shall hold the office until the next regular election, which is April 4, 2017. At that time the Morton Grove Park District will have two 6 year terms and 1 two year unexpired term on the ballot.

**Park Board Action:**

The Park Board of Commissioners declare a vacant seat on the Board of Commissioners and meet within the next two weeks to fill the appointment.



Morton Grove  
Park District

## Memorandum

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**To:** Park Board of Commissioners  
**From:** Laura Kee, Superintendent of Human Resources & Risk Management  
**Date:** October 12, 2016  
**Regarding:** Personnel Policy Update to the Bereavement Leave Policy

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**Issue:**

In July, 2016 the *Child Bereavement Leave Act* became effective. Because of the new requirement, I have updated and added to our current Bereavement Leave Policy.

**Discussion**

On July 29, 2016 the Child Bereavement Leave Act (99-0703) became effective immediately. Under the act, eligible employees are entitled to a maximum of two weeks (10 working days) of unpaid leave which must be taken within 60 days of receiving notification of the death of a child.

Employees are eligible for the leave if they have worked for the District for at least 12 months and 1,250 hours during the previous 12-month period. (IMRF employees). They can use the leave to:

- Attend the funeral or alternative of a funeral of a child (biological/adopted/foster/step/legal ward)
- Make arrangements necessitated by the death of a child
- Grieve the death of a child

**Park Board Action:**

Staff recommends the Board approve the changes made to the Bereavement Leave Policy.

## **Section 7.2: Bereavement Leave (current)**

Up to five working days of leave with pay may be granted a regular full-time employee when a death occurs in their immediate family. The immediate family is considered: mother, father, spouse, child, sister, brother and grandparents. The Executive Director must approve the number of working days off with the discretion of the Department Manager.

Payment will be made at the employee's regular rate of pay. Bereavement pay will not be granted during periods of vacation, sick leave, or on Park District paid holidays.

## **Section 7.2 Bereavement Leave**

All full-time and IMRF part-time employees are allowed up to five (5) working days with pay per calendar year to attend the funeral of a family member, with the approval of the employee's immediate supervisor or department head. Pay is based on the number of hours the employee was regularly scheduled to work those days. These days are to be taken consecutively within a reasonable time of the death or funeral, and may not be split or postponed. For purposes of this policy, "family member" is defined as employee's spouse, civil union partner, child, stepchild, foster child, parent, grandparent, sibling, grandchild, parent-in-law, daughter-in-law, brother-in-law, and sister-in-law.

Upon returning to work, the employee must record his/her absence as Bereavement Leave, the Park District may charge the employee's absence as vacation or absence without pay.

All employees eligible for leave under the federal Family and Medical Leave Act of 1993 ("FMLA") shall be eligible for bereavement leave in accordance with the Illinois Child Bereavement Leave Act ("ACT") which provides up to a maximum of 2 weeks (10 work days) of unpaid bereavement leave to: (1) attend the funeral or alternative to a funeral of a child, (2) make arrangements necessitated by the death of the child, or (3) grieve the death of a child.

The ACT defines "child" as an employee's son or daughter who is biological, adopted, or foster child, a stepchild, or a legal ward.

Eligible employees may elect to substitute unused paid leave for unpaid leave under the ACT.



Morton Grove  
Park District

## Memorandum

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**To:** Board of Park Commissioners  
**From:** Jeffrey Wait, Executive Director  
**Date:** October 12, 2016  
**Regarding:** Drone Policy

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**Issue:**

The Park District should have a policy regarding the use of drones on park district property.

**Discussion:**

Over the last few years, drones have become more prevalent as a recreational activity. Drones have become smaller, faster, more maneuverable, and with more features such as cameras. Recently, the Federal Aviation Administration has developed regulations on Unmanned Aircraft Systems or drones. These regulations allow any US citizen, over the age of 13 years old, to fly a registered drone between 0.55 and 55 pounds. If a citizen meets the above requirements and pays the registration fee, they can fly a drone.

In order to protect the public from potential accidents involving drones, the attached policy outlines where a resident can operate a drone, with permission from the park district. Staff understands flying drones is considered a recreational activity but for public safety we should limit its use.

**Park Board Action:**

For the Board of Park Commissioners to approve the Policy on the *Use of Drones on Park Property* and include the policy in the Board of Park Commissioners General Practices Manual.



**MORTON GROVE PARK DISTRICT  
MORTON GROVE, ILLINOIS**

**REGULATION ON USE OF DRONES ON PARK PROPERTY**

1. Drones may not be operated on, over or across Park Property except to the extent permitted by this regulation.
2. Except by the Morton Grove Park District, Drones may not be operated on, over or across Park Property without a permit issued by the Park District in accordance with this regulation.
3. Subject to the limitations described in this regulation, Drones may be operated with a permit on, over and across only Prairie View Park.
4. No person may operate a Drone in, on or across Prairie View Park within 50 feet of any building, gazebo, playground, tennis court, basketball court or parking lot. Drones may be operated in other locations within Prairie View Park only when there is not another organized recreational program or activity occurring which is sponsored or permitted by the Morton Grove Park District, including but not limited to soccer or baseball games.
5. All Drones must be operated within the eyesight of the operator.
6. Drone operation may only take place during the hours when the park is open.
7. All permits are issued specifically to a particular operator and a particular Drone. Permits are not transferable or assignable without the Park District's advance written consent.
8. Applications for a permit must be submitted to the Executive Director no less than 14 days before the operator plans to operate the Drone on, over or across Park Property.
9. A person is eligible to receive a permit to operate a Drone on Park Property if:
  - A. The Drone is registered with the FAA and bears a tag/label/sticker describing the FAA registration number.
  - B. For commercial Drone operators:
    1. The operator has received all applicable licenses from the FAA for the operation of the Drone for which a permit is sought.

2. The operator presents to the Park District proof of commercial general liability insurance, with any applicable Drone operation exclusions deleted, providing coverage for personal injury, death, property damage and destruction, with limits of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate.
    - C. The operator has not been removed from Park District property for a previous violation of this Regulation.
    - D. The operator does not have a history of violating FAA guidelines for use of unmanned aerial systems.
10. By applying for and accepting a permit to operate a Drone on Park Property, the applicant/permit holder agrees to indemnify, defend and hold harmless the Park District from and against any and all costs, expenses, claims, liabilities or judgments, of whatever kind, nature or amount, relating to any personal injury, death, property damage or destruction, resulting from the operation of the Drone.

Definitions:

“Drone” means an unmanned aircraft system used for public, recreational or commercial purposes.

“FAA” means Federal Aviation Administration, or any successor Federal agency.

“Park Property” means all real property owned or leased by the Morton Grove Park District, regardless of whether any improvements have been erected or maintained on such property.

A permit is required to fly drones on Morton Grove Park District property. In order for your permit request to be considered, you must complete the following form. Once all of the required information has been received, the Park District Executive Director will take the request under consideration for approval. Any person to whom a permit is issued must comply with the Park District's regulations governing the time and location where drones may be operated on Park District property.

All approvals are made on a case-by-case basis. **Please allow 10 – 14 business days to receive a response.**

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Drone Registration numbers: \_\_\_\_\_

Drone: \_\_\_\_\_

Pilot: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_

Cell: \_\_\_\_\_

Email address: \_\_\_\_\_

Proposed Dates and Times: \_\_\_\_\_

Purpose of the proposed request?

- Recreational use
- Recreational photography
- Commercial photography

IF COMMERCIAL:

- a) Please attach copies of all FAA certificates
  
- b) Please identify the Insurer and Policy Number covering drone operations.

Have you been granted permission to use a drone previously?

- Yes
- No

If so, where? What was the purpose of that flight?

Please provide contact reference?

Have you ever been cited by the FAA for any violation of FAA Regulations?

- Yes
- No

If so, please explain in full detail. We will be checking with the FAA.

Do you require special arrangements should a permit be approved? (e.g., use of power, vehicles onsite, etc.)

- Yes
- No

If so, what special arrangements do you require:

Additional comments (if applicable)



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.



# Memorandum

**To:** Board of Park Commissioners

**From:** Greg Jayne, Superintendent of Parks & Facilities  
Jeff Wait, Executive Director

**Date:** October 12, 2016

**Subject:** Tree Removals

**Issue:**

A significant number of trees throughout our parks need to be removed due to age and disease. With this in mind, a line item, "trees" was added to the capital plan budget in 2013 to be used as funding to remove and replace aged and diseased trees.

**Discussion:**

After completing an assessment of all the trees within the Park District, staff has determined seventeen dangerous and diseased trees which need to be removed by a contractor. The removal of small trees and trimming will still be done in house by parks staff; however, the removal of these 17 trees will be contracted out. The work will be done during the winter.

There is \$15,000.00 budgeted for this process. Part of the funding will be used to treat diseased trees in spring and plant new trees in fall. Three requests for quotes were sent out with the following responses:

| <u>Vendor</u>                               | <u>Total Cost</u> |
|---------------------------------------------|-------------------|
| Bartlett Tree Experts<br>Northbrook, IL     | \$11,685          |
| Kramer Tree Specialists<br>West Chicago, IL | \$9,326           |
| Trees "R" Us, Inc.<br>Wauconda, IL          | \$4,380           |

**Park Board Action:**

Based on the above costs it is recommended the Board of Park Commissioners approve the proposal from Trees "R" Us, Inc. of Wauconda IL in the amount of \$4,380 for the removal of 17 trees and stumps throughout the parks.



Morton Grove  
Park District

## Memorandum

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**To:** Board of Park Commissioners  
**From:** Joe Bruntmyer, Superintendent of Recreation  
Jeffery Wait, Executive Director  
**Date:** October 12, 2016  
**Regarding:** Refund Procedures

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**Issue:**

A revision to the refund procedures for the Morton Grove Park District.

**Discussion:**

Under current procedures, participants may receive a full refund if the refund is requested 2 working days in advance of the program starting. This can create a situation where a class must be cancelled at the last minute because participation has fallen below the minimum after refunds have been granted.

In addition, current procedures do not address "special" programs and/or memberships and seasonal passes. Programs like preschool and camps begin registration 6-9 months in advance of the start of the program and often fill up quickly. While the program is full, potential participants are waitlisted and may find alternate programming. When someone has held a spot and then drops, we often times have lost the opportunity to fill that seat.

The attached revised procedure extends the notice required to two weeks in advance of the program, creates non-refundable deposits for certain programs and specifies the reasons that memberships may be canceled.

**Park Board Action:**

For the Board of Park Commissioners to adopt the attached Refund Procedures.

## **Refund Procedures**

### **Guiding Principles**

It is the intent of this procedure to make possible the refunding of all or part of the registration fees and charges regardless of individual reasons for withdrawal from the program. Requests for refunds must be in writing, either by letter or by using the form provided by the District. The reason for the request must be included. It is further recognized that certain administrative costs are inherent in processing refunds and an attempt shall be made for the District to recover these administrative costs.

### **General Schedule of Refunds**

1. An administrative fee of \$5.00 shall be deducted from the amount of refund to offset the cost to the District of processing the refund.
2. A full refund, less the fee, will be granted if application for refund is filed with the office at least two weeks before the start of the program, unless special refund procedures are stated in the program brochure. For example, preschool and camp programs have separate refund procedures.
3. Refund requests received less than two weeks prior to the start of the program or after the program has begun will only be granted after supervisory approval and are subject to proration and/or reduction for non-recoverable expenses.
4. Annual fitness memberships will only be given with a written medical excuse from a doctor or when the member is relocating. These requests are subject to proration from the date of the request.
5. Short-term and seasonal passes are not refundable.
6. Full refunds are issued if the District cancels the program/activity.
7. No refunds will be issued after the 2<sup>nd</sup> week of a program or once 50% of the program has been completed, whichever is shorter.
8. It may take up to 30 days for the District to process a refund by check and up to seven days if by credit card.
9. Appeals of decisions made under the District's refund procedure must be made, in writing, to the Executive Director.

### **Preschool/Kinder Odyssey/B.A.S.E. Refunds**

1. A \$100 non-refundable deposit is required at the time of registration.
2. Refunds will only be granted after supervisory approval and are subject to proration.
3. Full refunds will be issued if the District cancels the program/activity.
4. No refunds will be issued after December 1.
5. It may take up to 30 days for the District to process a refund by check and up to seven days if by credit card.
6. Appeals of decisions made under the District's refund procedure must be made, in writing, to the Executive Director.

### **Summer Camp Refunds**

1. A \$25/session non-refundable deposit is required at the time of registration.
2. A refund (minus the deposit) will be granted if the request is received at least two weeks before the start of the camp session.
3. Refund requests received less than two weeks prior to the start of the camp session or after the session has begun will only be granted after supervisory approval and are subject to proration.
4. Full refunds will be issued if the District cancels the program/activity.
5. No refunds will be issued after the first week of the session.
6. It may take up to 30 days for the District to process a refund by check and up to seven days if by credit card.
7. Appeals of decisions made under the District's refund procedure must be made, in writing, to the Executive Director.

### **Dance Refunds**

1. An administrative fee of \$5.00 shall be deducted from the amount of refund to offset the cost to the District of processing the refund.
2. A full refund, less the fee, will be granted if application for refund is filed with the office at least two weeks before the start of the program.
3. Refund requests received less than two weeks prior to the start of the program or after program has begun will only be granted after supervisory approval and is subject to proration.
4. Refund requests received after the published registration deadline will require supervisory approval and will be subject to proration and costume fees.
5. Full refunds will be issued if the District cancels the program/activity.
6. No refunds will be issued after December 1.
7. It may take up to 30 days for the District to process a refund by check and up to seven days if by credit card.
8. Appeals of decisions made under the District's refund procedure must be made, in writing, to the Executive Director.



# Memorandum

**To:** Board of Park Commissioners

**From:** Joe Bruntmyer, Superintendent of Recreation  
Jeffrey Wait, Executive Director

**Date:** October 12, 2016

**Regarding:** B-4 School & B.A.S.E. Flex Pass Fees

**Issue:**

It has come to our attention that the fees for the B-4 School and B.A.S.E. Flex Passes are too low and serve as a deterrent to register for the full program.

**Discussion:**

Flex Passes are sold as a punch card (10 visit for B-4 School & 5 visit for B.A.S.E.) to be used for last-minute/emergency childcare needs. This a great option for parents who may need these services on an occasional basis. While convenient for families, misuse of Flex Passes can create staffing and safety issues in the program. Having one extra child on an occasional basis is manageable; having multiple additional children on an unknown but regular basis presents a problem in scheduling staff and planning activities.

Current Flex Pass fees are lower on a per day basis than participants enrolled in the full program. This year we had a family who purchased Flex Passes with the intent to use the pass three days per week on a consistent basis because it was the most economical thing to do. While understandable, this type of use creates staffing issues on a regular basis.

The flexibility provided by the Flex Pass is a premium service and should be priced accordingly. Adding a 25% premium to the daily rate would create fee increases of 37-56%. This will remain the goal going forward, but in an effort to gradually step up the fees, we are suggesting raising the fee to match the current daily rate.

|                        | Yearly Fee | Current Flex Pass | Proposed Flex Pass | % Increase |
|------------------------|------------|-------------------|--------------------|------------|
| B-4 School (D63 & D67) | \$1,791    | \$81              | \$101              | 25%        |
| B-4 School (D70)       | \$1,150    | \$60              | \$66               | 10%        |
| B.A.S.E. (D67)         | \$1,914    | \$60              | \$72               | 20%        |
| B.A.S.E. (D70)         | \$1,914    | \$60              | \$72               | 20%        |

**Park Board Action:**

For the Board of Park Commissioners to approve an increase in Flex Pass fees, as presented in the table above, effective December 5, 2016.

# 2016 Camp Report

## Overview

The 2016 camp season successful. Participation has increased and I anticipate this being the same for 2017, due to positive changes that were implemented. Survey results showed that overall parents are happy with camp and noticed positive changes made in the program. Camp revenue saw an increase, with a slight increase in expenses due to a 30% increase in camp participation, which meant more staff was needed, greater quantities of tickets purchased for field trips and more supplies. In this report you will see staff return rates, location changes, participation numbers, new field trip offerings, budget comparisons, survey results and recommendations for next summer.

## Staff

In 2015, camp employed 24 staff (2 site directors; 22 counselors). 71% of staff returned for the 2016 season, but a few key staff did not return as they have moved on to full-time positions. 15 new staff were hired and trained for 2016. The new staff were able to bring fresh ideas to camp and implemented positive changes. All staff performed at a high level and provided campers with a quality camp experience.

## Camp Locations

| Camp         | 2015                   | 2016           |
|--------------|------------------------|----------------|
| Kidventure   | Mansfield              | Mansfield      |
| Junior Camp  | National               | Oketo          |
| Mor Gro      | Harrer Shelter         | Harrer Shelter |
| Teen Times   | Prairie View           | Prairie View   |
| Rise n Shine | Camp Specific Location | Prairie View   |
| Extended     | Camp Specific Location | Prairie View   |

After concerns with Junior Camp walking from National Park to Oriole Pool in 2014, the decision was made to hire a bus for the 2015 summer season to transport the campers to Oriole on swim days. This was a costly approach and limited days that campers could utilize the pool. Noted in the 2015 camp survey, parents wanted to see more swimming, especially during a summer that was anticipated to have several 90+ days. In order to satisfy participation concerns regarding crossing busy streets, and cut back on transportation costs plus allow the staff to have more flexibility to plan swim days, the decision to move Junior Camp to Oketo was made. Also Rise n Shine and Extended Camp were housed at multiple sites, which meant more employees needed to be hired because even with low numbers at least 3 staff had to be at each site. In order to cut back on staff, the Assistant Site Director transported campers from Junior Camp and Camp Mor Gro to and from Rise n Shine and Extended Camp. This allowed us to limit the number of counselors at Prairie View to 3 or 4, comparable to 9 spread out at each site last year.

## Participation

| Camp         | 2015<br>S1 | 2016<br>S1 | 2015<br>S2 | 2016<br>S2 | 2015<br>S3 | 2016<br>S3 | 2015<br>S4 | 2016<br>S4 | Total<br>2015 | Total<br>2016 |
|--------------|------------|------------|------------|------------|------------|------------|------------|------------|---------------|---------------|
| Kidventure   | 35         | <b>39</b>  | 35         | <b>31</b>  | 28         | <b>33</b>  | 41         | <b>28</b>  | 129           | <b>131</b>    |
| Junior       | 33         | <b>50</b>  | 35         | <b>57</b>  | 45         | <b>55</b>  | 45         | <b>57</b>  | 158           | <b>219</b>    |
| Mor Gro      | 46         | <b>53</b>  | 45         | <b>58</b>  | 50         | <b>53</b>  | 45         | <b>43</b>  | 186           | <b>207</b>    |
| Teen Times   | 15         | <b>31</b>  | 16         | <b>31</b>  | 19         | <b>35</b>  | 15         | <b>32</b>  | 65            | <b>129</b>    |
| Rise n Shine | 8          | <b>22</b>  | 13         | <b>22</b>  | 13         | <b>27</b>  | 12         | <b>23</b>  | 46            | <b>94</b>     |
| Extended     | 25         | <b>37</b>  | 33         | <b>36</b>  | 25         | <b>36</b>  | 23         | <b>37</b>  | 106           | <b>146</b>    |
| S'more       | 39         | <b>32</b>  | 29         | <b>22</b>  | N/A        | <b>N/A</b> | N/A        | <b>N/A</b> | 68            | <b>54</b>     |
| S'more Rise  | 6          | <b>11</b>  | 4          | <b>7</b>   | N/A        | <b>N/A</b> | N/A        | <b>N/A</b> | 10            | <b>18</b>     |
| S'more Ex.   | 12         | <b>17</b>  | 10         | <b>12</b>  | N/A        | <b>N/A</b> | N/A        | <b>N/A</b> | 22            | <b>29</b>     |
| <b>Total</b> |            |            |            |            |            |            |            |            | <b>790</b>    | <b>1,027</b>  |

Camp saw a 30% overall increase in participant registration in 2016 compared to 2015. With a 39% increase in participation in Junior Camp and 50% increase in Teen Times, these two camps saw the biggest growth. Camp S'more has seen a decline in registration due to a conflict of schedule with School District 63 starting during the same week as session 2.

## Field Trips

Booking reasonable priced field trips is becoming more difficult each summer, consequently field trip locations have not varied much throughout the past few years.

Along with increased ticket prices, the cost of buses has increased as well. I started to think outside the box on ways to cut back on field trip costs. I was able to book a few field trips that were free, i.e. Lincoln Park Zoo, MG Public Library, MG Fire Department visit, and visit to the opposite pool than they usually go to. Also there were several field trips that were under \$8, i.e. Holocaust Museum, Diamond Lake Beach, Barlett Aquatic Center and the Art Station Studio. I tried to be innovative choosing trip for Teen Times because of the growing numbers and because these were the campers that have seen little variety in field trips during the past few years. Teen Times really enjoyed going to Hot Ground Gym, Sky Zone, Pinstripes to play bocce ball and bowling and visiting Morkes Chocolate to create their own chocolate pizza and baskets. The goal is to get campers excited while minimizing costs,

## Budget Comparison

|                       | <u>2015 Actual</u> | <u>2016 Actual</u> |
|-----------------------|--------------------|--------------------|
| Revenue               | \$137,717          | \$162,044          |
| Salaries              | \$57,217           | \$58,229           |
| Supplies and Services | \$11,586           | \$12,920           |
| Transportation        | \$7,581            | \$7,402            |
| <b>Total Expenses</b> | <b>\$76,384</b>    | <b>\$78,551</b>    |
| <b>Net Income</b>     | <b>\$61,333</b>    | <b>\$83,493</b>    |



## **Survey Results**

- 64% of those who responded to the survey would like to see their child go to the pool 3 or more days during the week.
- Parents were happy with the wide variety of activities planned and would also like us to include school subjects and have a portion of the day dedicated to learning curriculum for the next school year.
- 56% preferred 5 day sessions, 34%, preferred 3 day sessions and 10% preferred 2 days a week.
- 3 parents voiced their concern about bullying. A suggestion was to bring in a speaker to talk to the campers about bullying and bullying prevention.
- 92% of the responses are satisfied with the length of the camp day.

## **Recommendations**

- Add bully prevention into our preseason staff training and also talk to campers about bullying during their first week of camp.
- Offer multi session discounts to those who register for 3 or more sessions.
- Add specialty camps i.e. (sports, arts, just girls).
- Look into purchasing a 15 passenger bus. The current van has had mechanical problems plus the fact that it is getting more usage with the camps.
- Incorporate school subjects into the camp day.
- Add more swimming days throughout the week.
- Research more low to no cost field trips and book during early bird rates.

## 2016 Aquatic Report

### Overview

Summer 2016 was a great season to be at the pool! Weather was consistent with sunny skies and little rain. Pool memberships and daily admission were both up compared to 2015 because of the warm weather. One major change this summer was having Oriole pool open all day without program breaks. Lap lanes were also reduced to two lanes during open swim times to provide more open areas for patrons. Adult lap swim was added this year Monday – Friday from 5:30am – 7:30am. This ended up being a big hit for residents and non-residents of Morton Grove.

### Income vs. Expense

|               | 2016          | 2015          |
|---------------|---------------|---------------|
| Total Income  | \$218,722.00  | \$182,535.00  |
| Total Expense | \$323,373.00  | \$335,845.97  |
| Total Net     | -\$104,651.00 | -\$153,307.97 |

### 2016 Pool Hours

| 2016 Hours Of Operation                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Harrer                                                                                                                                                                                                                                           | Oriole                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <p><b><u>Regular Season</u></b><br/>                     Jun 4 – Aug 14<br/>                     Mon – Fri: 11:00 – 7:00pm<br/>                     Sat – Sun: 12:00 – 5:00pm<br/>                     *July 4<sup>th</sup> 10:00am – 5:00pm</p> | <p><b><u>Pre-Season</u></b><br/>                     May 28 - 30: 11:00 – 7:00pm<br/>                     May 31 – Jun 3: 4:00 -7:00pm</p> <p><b><u>Regular Season</u></b><br/>                     Jun 4 – Aug 14<br/>                     Mon – Fri: 11:00 – 8:00pm<br/>                     Sat – Sun: 12:00 – 7:30pm<br/>                     *5:30am – 7:30am adult lap swim<br/>                     *July 4<sup>th</sup> 10:00am – 5:00pm</p> <p><b><u>Post-Season</u></b><br/>                     Aug 15 – Sep 5<br/>                     Mon – Fri: 4:00 – 8:00pm<br/>                     Sat – Sun: 11:00 – 7:00pm</p> |

Oriole pool opened first this summer (Memorial Day weekend) and closed last (Labor Day) due to this pool being the newer facility after it was remodeled three years ago. Harrer Pool opened

later in the season. In 2015 Harrer Pool was the first to open and Oriole Pool was the last to close. Harrer is now fifty plus years old and showing its age. Harrer Pool's hours were reduced due to water loss problems. Oriole hours were shortened during post-season due to staff returning to school and sections of the pool being forced to close due to low staffing.

## Fee and Admission Sales

| <b>Membership Sales</b> |             |             |             |             |             |             |
|-------------------------|-------------|-------------|-------------|-------------|-------------|-------------|
|                         | <b>2016</b> | <b>2015</b> | <b>2014</b> | <b>2013</b> | <b>2012</b> | <b>2011</b> |
| Individual              | 112         | 62          | 101         | 65          | 62          | 196         |
| Couple                  | 78          | 78          | 85          | 57          | 107         | 74          |
| Household               | 413         | 373         | 424         | 270         | 415         | 369         |
| Senior                  | 66          | 18          | 26          | 40          | 39          | 0           |
| Additional              | 32          | 38          | 0           | 0           | 0           | 0           |
| <b>Total</b>            | <b>701</b>  | <b>569</b>  | <b>636</b>  | <b>432</b>  | <b>623</b>  | <b>639</b>  |

| <b>Swim Pack Sales</b> |             |             |             |             |             |             |
|------------------------|-------------|-------------|-------------|-------------|-------------|-------------|
|                        | <b>2016</b> | <b>2015</b> | <b>2014</b> | <b>2013</b> | <b>2012</b> | <b>2011</b> |
| Passes                 | 64          | 118         | 82          | 109         | 481         | 225         |
| Complimentary          | 0           | 0           | 25          | 15          | 30          | 34          |

| <b>Daily Receipts</b> |                 |                 |                 |                 |                 |                 |
|-----------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
|                       | <b>2016</b>     | <b>2015</b>     | <b>2014</b>     | <b>2013</b>     | <b>2012</b>     | <b>2011</b>     |
| Harrer                | \$35,977        | \$37,489        | \$30,791        | \$37,752        | \$47,854        | \$45,147        |
| Oriole                | \$47,339        | \$37,838        | \$31,779        | \$0             | \$24,742        | \$22,889        |
| <b>Total</b>          | <b>\$83,316</b> | <b>\$75,327</b> | <b>\$62,570</b> | <b>\$37,752</b> | <b>\$72,596</b> | <b>\$68,036</b> |

This summer we saw an increase in pool memberships and daily admission receipts due to the warmer weather. Swim packs were not a huge success this summer season, many patrons seemed to lean toward buying a pool membership instead of a swim pack. This season we limited the household membership package to only allow a maximum of two family members over the age of 26, thus increasing revenue as adult children were required to purchase an individual pass.

## Program Participation and Revenue

| Swim Lesson Participation |            |            |            |            |            |            |
|---------------------------|------------|------------|------------|------------|------------|------------|
|                           | 2016       | 2015       | 2014       | 2013       | 2012       | 2011       |
| Harrer                    | 56         | 41         | 114        | 293        | 102        | 87         |
| Oriole                    | 176        | 179        | 291        | 0          | 289        | 281        |
| <b>Total</b>              | <b>232</b> | <b>220</b> | <b>404</b> | <b>293</b> | <b>391</b> | <b>368</b> |

| Swim Lesson Revenue |          |          |          |          |          |          |
|---------------------|----------|----------|----------|----------|----------|----------|
|                     | 2016     | 2015     | 2014     | 2013     | 2012     | 2011     |
| Total               | \$14,419 | \$14,371 | \$20,105 | \$17,045 | \$20,070 | \$18,063 |

Swim lesson enrollment and revenue increased slightly in comparison to 2015. This summer Oriole pool was kept open all day without any breaks for programs, including swim lessons. This resulted in night swim lessons having to operate during open swim hours. Due to high attendance of open swim, night swim lessons had to be canceled after the first session to accommodate the general public and pool pass holders.

| Aqua Fitness Participation |           |           |            |           |           |           |
|----------------------------|-----------|-----------|------------|-----------|-----------|-----------|
|                            | 2016      | 2015      | 2014       | 2013      | 2012      | 2011      |
| Aquacize                   | 42        | 37        | 64         | 49        | 66        | 57        |
| Aqua For Health            | N/A       | 6         | 8          | 12        | 5         | 12        |
| Water-Combo                | 23        | 16        | 14         | 9         | 0         | 5         |
| Zumba                      | N/A       | 5         | 15         | N/A       | N/A       | N/A       |
| <b>Total</b>               | <b>65</b> | <b>64</b> | <b>101</b> | <b>70</b> | <b>71</b> | <b>74</b> |

This summer only two aqua fitness classes took place due to low enrollment in the other three classes. New classes offered were Deep Water Aerobics and Tabaqua. All classes took place at Oriole pool. Aquacize and Water-Combo ran during morning swim lessons at Oriole, which resulted in overcrowding in the locker rooms.

## Pool Rentals and Camps

| Private Rental Revenue |                |                |                |                |                |                |
|------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
|                        | 2016           | 2015           | 2014           | 2013           | 2012           | 2011           |
| Harrer                 | \$1,138        | \$1,546        | \$4,123        | \$5,098        | \$3,445        | \$3,533        |
| Oriole                 | \$993          | \$1,308        | \$1,031        | 0              | \$570          | \$525          |
| <b>Total</b>           | <b>\$2,131</b> | <b>\$2,854</b> | <b>\$5,154</b> | <b>\$5,098</b> | <b>\$4,015</b> | <b>\$4,058</b> |

This summer, private pool rental hours were limited due to open swim and programming. Private pool rentals were offered Saturday and Sunday in the morning and evening hours at Harrer and Sunday mornings at Oriole. Due to the limited availability of rental times, many patrons took advantage of renting the Oriole Palm Room. We provided patron's with a group rate option of \$5.00 per person if they chose to swim during their rental. This option ended up being a huge hit with renters.

| <b>Camps</b>        |                |                |                |                |                |
|---------------------|----------------|----------------|----------------|----------------|----------------|
|                     | <b>2016</b>    | <b>2015</b>    | <b>2014</b>    | <b>2013</b>    | <b>2012</b>    |
| Hi-Five Sports Camp | \$3,200        | \$2,496        | N/A            | N/A            | N/A            |
| Bright Beginnings   | \$732          | \$1,350        | \$1,300        | \$604.5        | \$1,458        |
| Kids World          | N/A            | \$48           | N/A            | N/A            | N/A            |
| One Hope United     | N/A            | N/A            | N/A            | \$1,989        | \$2,928.9      |
| In-House Camps      | N/A            | N/A            | \$1,573        | N/A            | N/A            |
| MNASR               | \$1,470        | \$305          | \$390          | N/A            | N/A            |
| <b>Total</b>        | <b>\$5,402</b> | <b>\$1,690</b> | <b>\$3,263</b> | <b>\$2,593</b> | <b>\$4,386</b> |

The Morton Grove Park District had a total of five camps that attended Harrer and Oriole this summer. There was an increase in revenue with Hi-Five Sports Camp and MNASR due to these camps attending the pool more days because of the warm weather. The Morton Grove Park District in-house camps also attended both Harrer and Oriole; however we did not charge them a fee.

### **Jeff Ellis and Associates Lifeguard Audits**

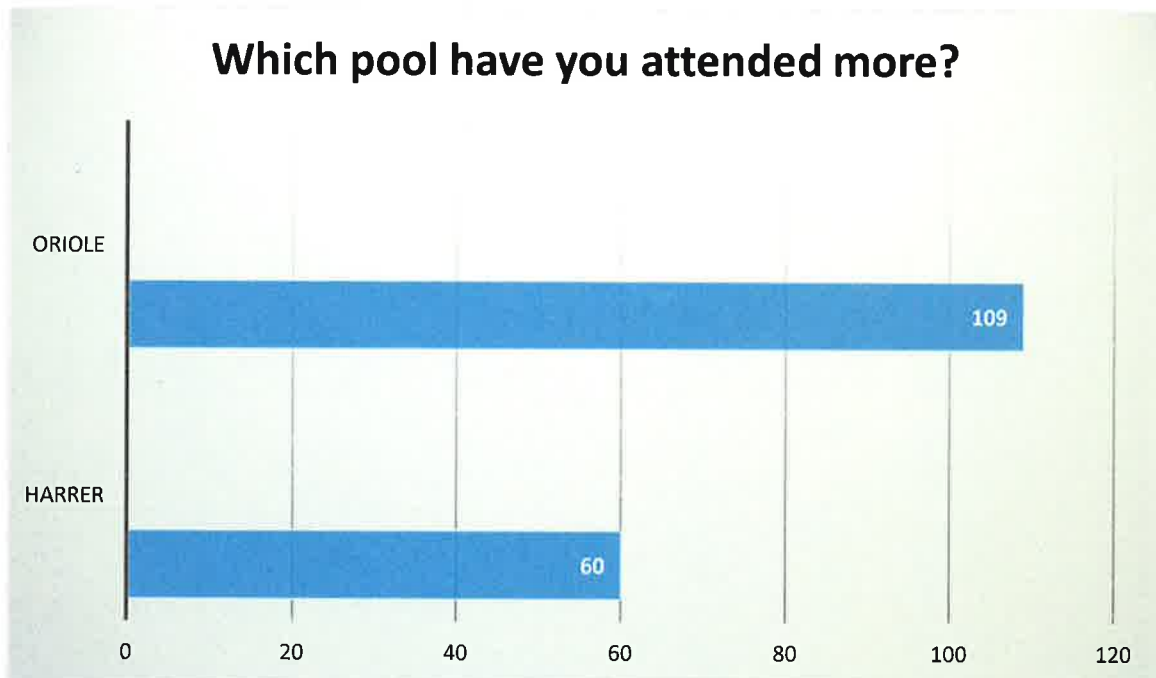
| <b>Year</b> | <b>June</b> | <b>July</b> | <b>August</b> | <b>Aquatic Award</b> |
|-------------|-------------|-------------|---------------|----------------------|
| <b>2016</b> | Exceeds     | Exceeds     | Exceeds       | Platinum             |
| <b>2015</b> | Exceeds     | Exceeds     | Exceeds       | Platinum             |
| <b>2014</b> | Exceeds     | Exceeds     | Exceeds       | Platinum             |
| <b>2013</b> | Exceeds     | Exceeds     | Exceeds       | Platinum             |
| <b>2012</b> | Exceeds     | Exceeds     | Exceeds       | Platinum             |
| <b>2011</b> | Exceeds     | Exceeds     | Exceeds       | Gold                 |

Jeff Ellis and Associates visits both Morton Grove Park District pools monthly during the season. During these visits they audit our lifeguards by secretly videotaping them while in the lifeguard chair and then testing them on their rescue skills and first aid. Both Harrer and Oriole Pool received exceeds for all three audits which is the highest award we can receive.

## Pool Events

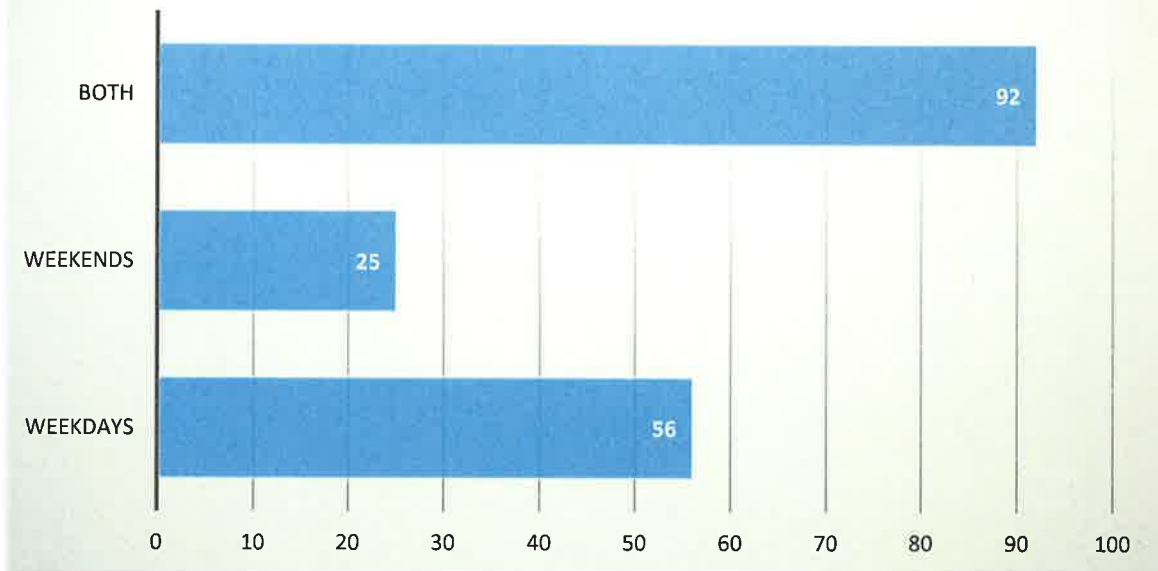
| Harrer                    | Oriole                  |
|---------------------------|-------------------------|
| Veterans Swim Free        | Half Price Admission    |
| Watermelon Eating Contest | Flick N Float           |
| Member Appreciation Day   | Veterans Swim Free      |
| Annual Duck Races         | Member Appreciation Day |
| Christmas in July         | Caribbean Beach Bash    |
| Half Price Admission      | Cubs Vs. Sox Night      |

## Aquatic Survey Results

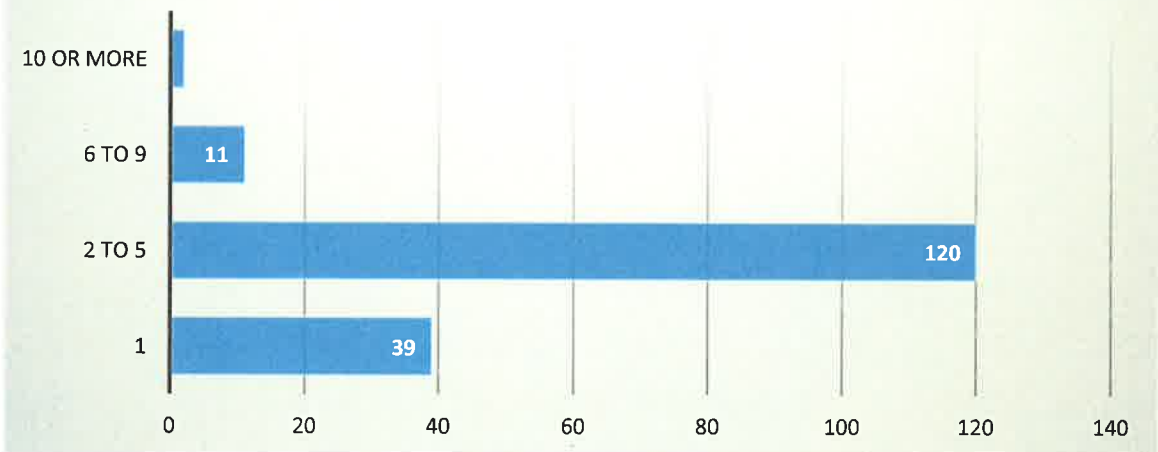


Out of the 169 patrons who participated in this aquatic survey, 109 said they use Oriole pool and 60 said they use Harrer pool. Oriole Pool is more popular than Harrer Pool because it is filled with kid's attractions, zero depth entry and lap lanes.

## When do you visit the most?

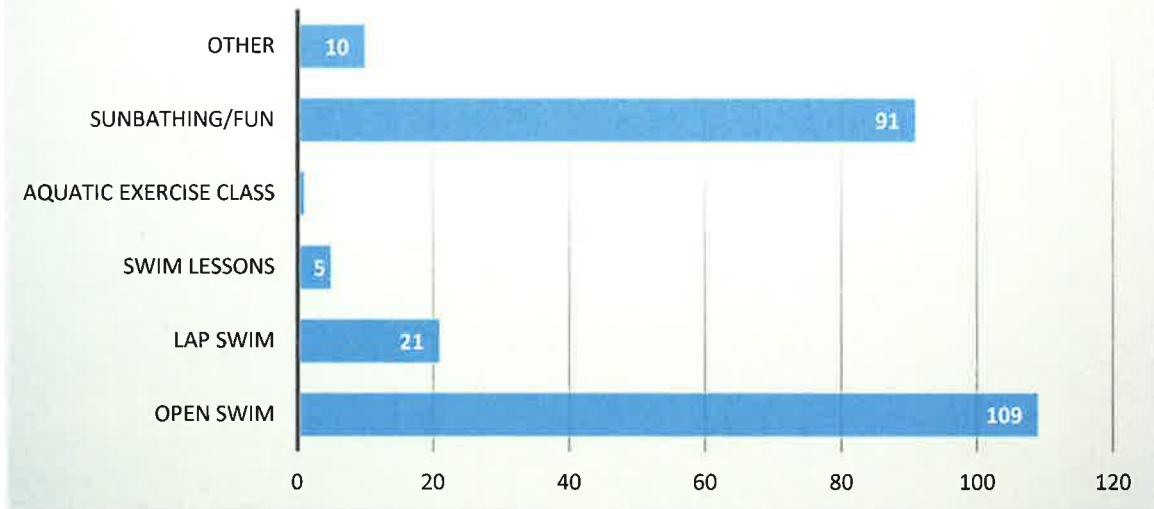


## How many times per week do you or your family visit the pool?



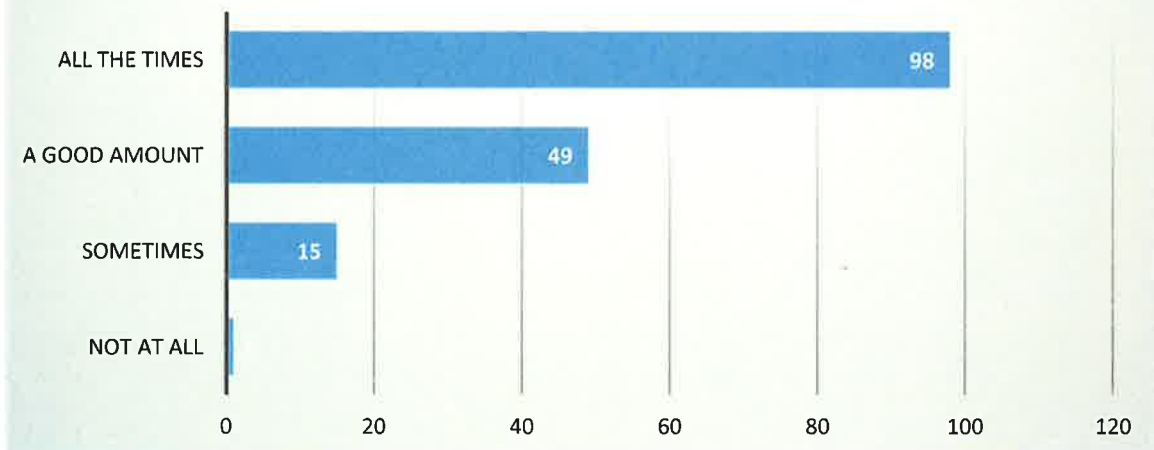
A majority of the patrons said they use the pool both on the weekends and weekdays and attend 2-5 times a week. Both pools seemed to be busier on the weekends. During the weekday Oriole closed at 8:00pm and Harrer closed at 7:00pm.

## What is your main reason for using the Morton Grove Park District pools?



Patron's number one answer for this question was open swim. Both Oriole and Harrer pool were open this summer all day with no program breaks to give patrons more time for open swim.

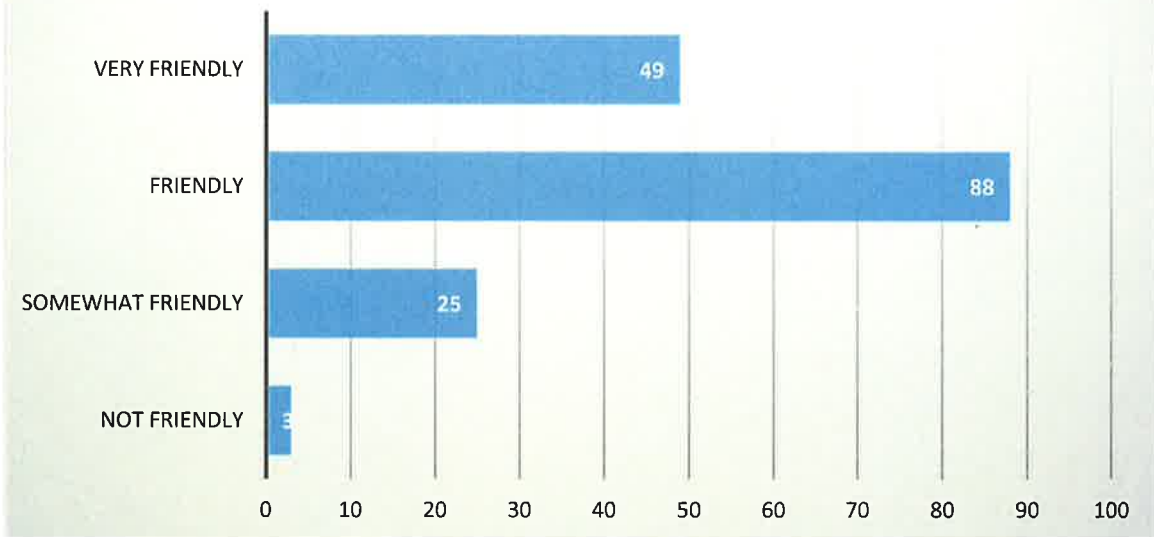
## Have you seen lifeguards alert and enforcing rules at the Morton Grove Park District Pools?



A majority of the patrons attending Morton Grove Park District pools answered that they always saw lifeguards alert and enforcing rules. Jeff Ellis and Associates requires lifeguards to have a total of four hours of training each month so they are alert in the case of an emergency.

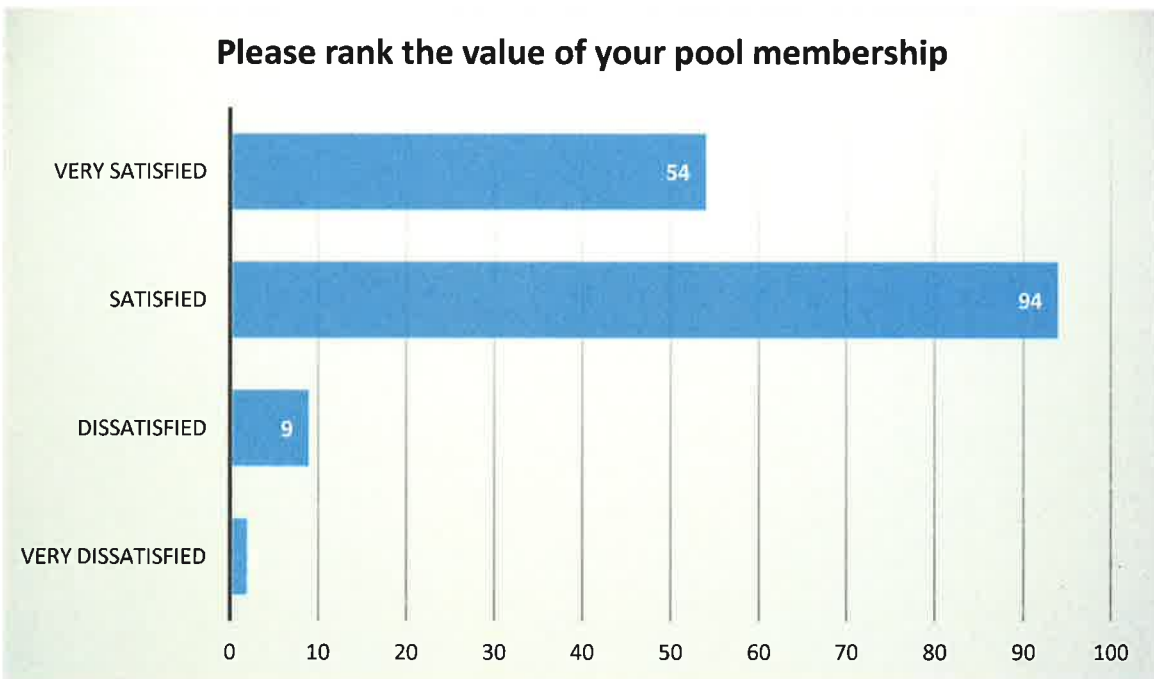


**Please rank the friendliness and customer service of pool staff at the Morton Grove Park District**

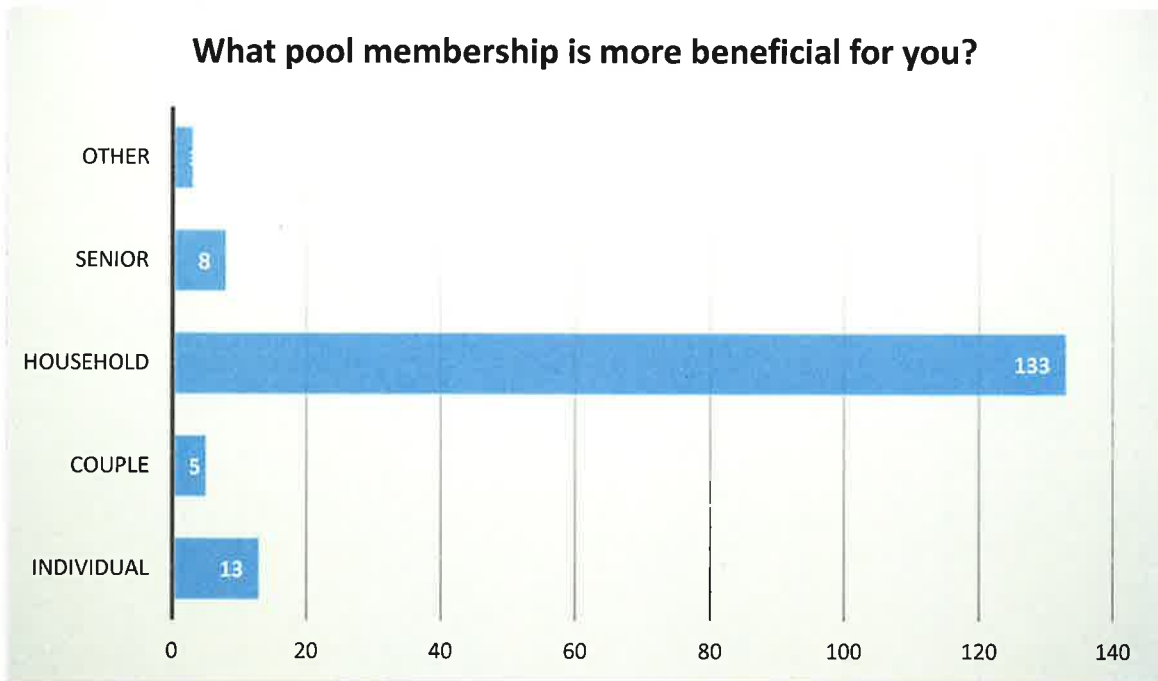


Survey results showed that over 80% of patrons feel Morton Grove Park District staff is very friendly or friendly.

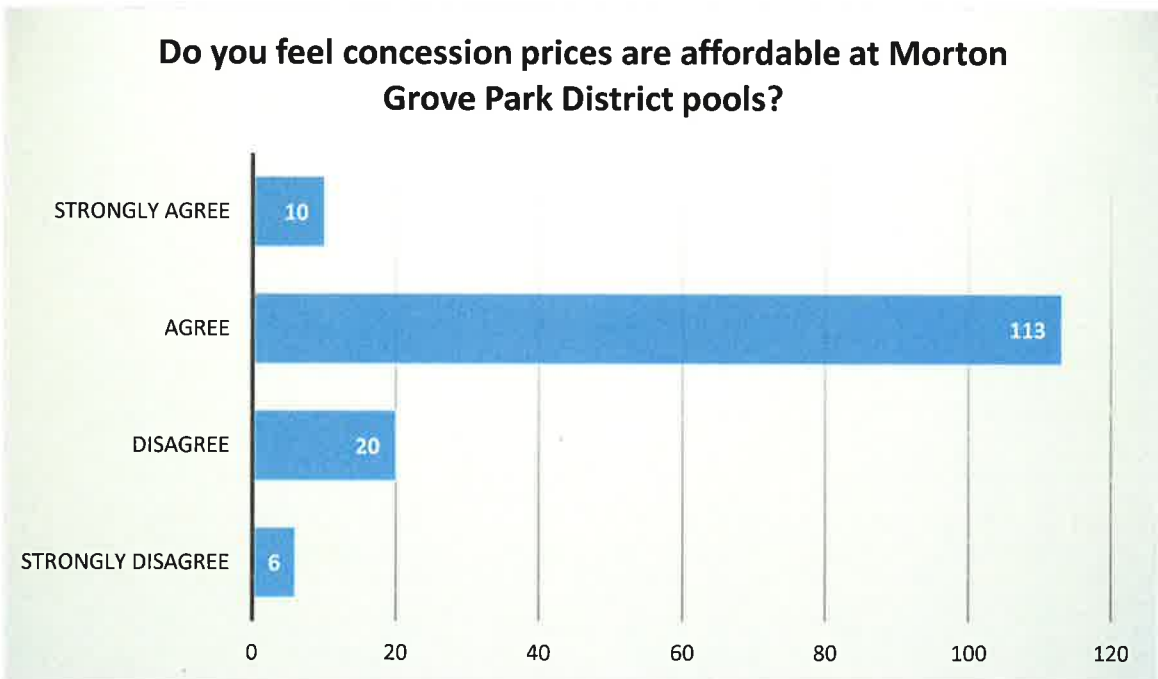
**Please rank the value of your pool membership**



87% of patrons who took the aquatic survey felt that they were satisfied with the value of their pool membership. A total of eleven patrons were dissatisfied.

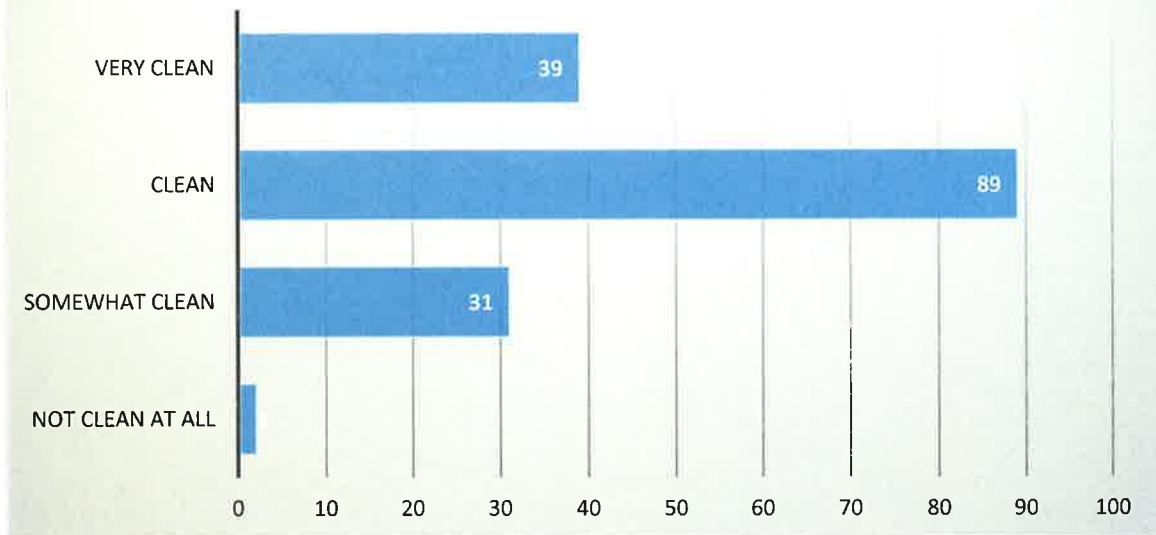


Survey results show that a majority of patrons who have a pool membership have the household option. Household memberships include families 3+, however only two adults twenty six and older can be on this membership.



2015 was the first summer that the Morton Grove Park District did not operate concessions. This past summer we retained the same company for concessions as well.

### Please rate the cleanliness and upkeep of the Morton Grove Park District aquatic facilities



For this survey question, a majority of patrons felt that the pool was clean. One main thing patrons complained about was the upkeep of Harrer. Patrons feel that we should either redo the pool or the locker rooms so Harrer does not show its age.

#### Recommendations / Notes for 2017

- Send camps, day cares and local school age groups post cards in January to advertise group rates. Institute early bird registration for groups.
- Allow patrons to purchase pool memberships onsite at both pools.
- Add creative pool events to drive attendance.
- Eliminate weekday evening swim lessons.
- Develop marketing plan to promote new programs.
- Continue to have lap swim from 5:30am – 7:30am.
- Recruit lifeguards starting in January.
- Develop incentive program for lifeguards who finish out the summer.
- At the beginning of the season have lifeguards sign contract on ending date.
- Daily cleaning schedule needs to be redone and enforced.
- Keep Harrer pool open until Labor Day weekend and close Oriole.
- Find more time for lap swimming.



Morton Grove  
Park District

## Memorandum

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**To:** Board of Park Commissioners  
**From:** Martin O'Brien, Superintendent of Finance  
**Date:** October 19, 2016  
**Regarding:** 2015 – 2016 Receipts and Disbursements Report – Resolution #R-09-16

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**Issue:**

Per Illinois State Statutes, the Morton Grove Park District must prepare a report of Receipts and Disbursements for the fiscal year ending April 30, 2016. The report must be filed with the Cook County Clerk within six months of the close of the year and a notice of its availability must be published in the local newspaper.

**Discussion:**

The report attached is a detail of the revenues received and the payments made for the fiscal year ending April 30, 2016. Also included in the report is the beginning and ending cash position of the district. Finally included in the report is the individual vendor payment list and the district employees grouped by salary.

**Park Board Action:**

Staff request the Park Board of Commissioners approve the Morton Grove Park District 2015-2016 Receipts and Disbursements Report.

**Resolution #R-09-16**  
**MORTON GROVE PARK DISTRICT**

**STATEMENT OF RECEIPTS AND DISBURSEMENTS**  
**FOR THE FISCAL YEAR ENDED APRIL 30, 2016**

**RECEIPTS:** Taxes \$3,312,847; Interest Income \$46,430; Recreation Programs \$1,172,698; Swimming Pools \$217,838; Community Center \$239,778; Other Financing Sources \$1,839,000; Rental Income \$58,651; Other \$8,178;

**DISBURSEMENTS:** Administrative & Clerical \$1,428,542; Parks Maintenance \$520,260; Recreation Programs \$786,092; Swimming Pools \$332,121; Community Center \$346,324; Retirement Expense \$450,983; Insurance \$84,141; Handicapped Program \$162,894; Audit Fees \$14,100; Police Protection \$51,809; Museum \$43,358; Debt Service (Principal & Interest) \$762,100; Capital Projects \$734,472.

|                                                             |                       |
|-------------------------------------------------------------|-----------------------|
| <b><u>FUND BALANCE:</u></b> May 1, 2015 (Beginning of Year) | \$5,954,754.00        |
| Add: Receipts                                               | 5,131,420.00          |
| Other Financing Sources                                     | 1,764,000.00          |
| Less: Disbursements                                         | <u>(5,717,196.00)</u> |
| April 30, 2016 (End of Year)                                | <u>\$7,132,978.00</u> |

**DISBURSEMENTS**

**CASH DISBURSEMENTS FOR FISCAL YEAR ENDED 04/30/16**

Able Service And Supply 2,778.22 ABT 3,447.76 AIS International 11,033.80 A-Lamp  
Concrete Contractors 128,131.14 Anderson Pest Solutions 3,077.44 A-1 Air Compressor  
Corporation 3,398.52 Allied Painting Contractors 4,253.35 Altamanu, Inc. 6,639.06  
Amalgamated Bank Of Chicago 239,050.00 American Litho. 15,877.00 Ancel, Glink, Diamond,  
25,008.80 Anderson Lock Co 6,092.23 Arlington Power Equipment Inc. 2,950.16 Arthur  
Weller, Inc 6,140.00 Bartlett Tree Experts 13,930.00 Baseline Youth Sports, Inc. 2,925.00 Big  
Tent Events 3,733.00 Bluestem Studio 7,812.75 Blaze Electric Corporation 9,910.00 Bono  
Consulting, Inc. 16,643.32 Call One 30,498.83 Card Services 134,287.73 Case Lots, Inc  
7,494.68 CenterPoint Energy Services 20,603.78 Chicago Metropolitan Fire 4,200.00 Chicago  
Tribune Media Group 3,247.49 Colley Elevator Co. 3,922.50 Comcast Cable 7,301.27 Com Ed  
6,137.07 Conserve Fs 4,070.05 Constellation New Energy, Inc. 106,559.92 Sheri Cozzi  
4,240.00 Crane's Environmental Control 13,778.00 De-Franco Plumbing 4,478.00 Demco  
4,983.00 Direct Fitness Solutions LLC. 19,159.72 Duncan Carpet Company 62,054.00 Dupree  
Dance 4,192.00 Dura Silt Fence Ii, Inc. 10,150.00 Ebsa, Inc. 9,501.81 Elite Computer Support,  
Inc 13,401.50 Ever-bank Commercial Finance 3,546.53 Fast Signs 4,301.21 First Student  
38,196.88 Garvey's Office Products 5,425.85 Gov HR USA 25,073.26 Grainger 6,982.79  
Groot Industries 8,766.94 Gymnastics Spot 3,425.00 Haldeman-Homme, Inc. 2,943.00 Halogen  
Supply Company, Inc. 19,937.90 Harris Computer Systems 4,000.64 Ellen Johns 10,071.25  
Honeywell International, Inc. 4,347.20 Hot Shots Sports 40,847.16 Illinois Assoc. Park  
Districts 12,653.80 Ill. Dept. Of Employment Sec. 9,253.50 Illinois Shotokan Karate Club  
29,103.20 IPS, Inc. 3,250.00 Jacobs Ladder LLC 3,995.00 JC Licht, LLC 6,657.08 Jeff Ellis &

Associates, Inc. 8,072.00 Konica Minolta Premier Finance 5,264.74 Konica Minolta Business 3,535.07 Lauterbach & Amen, LLP 14,100.00 Life Fitness 2,881.32 The Lifeguard Store 3,039.67 L & L Graphic Solutions 6,005.04 Maine-Niles Assn Of Special Rec. 152,353.61 Maine Township East High School 2,819.50 MB Financial Bank 761,625.00 Menard's 8,425.02 Metro Professional Products 5,157.78 Morton Grove Baseball Assoc. 22,460.00 New Finish Electrostatic 16,550.00 Olson Bros. Recreational 24,330.00 Park District Risk Management 416,194.00 Postmaster 6,104.70 Robert Babinski 15,111.86 Pro-met Solutions Corporation 38,997.50 Record A Hit, Inc. 2,965.00 Russo Power Equipment 7,231.24 Six Flags Great America 6,871.45 Southern Aluminum 8,832.00 Stanley Access Tech LLC 2,504.42 Sysco Food Services 8,535.32 Temple Display, Ltd. 3,985.00 Thor Guard, Inc. 72,379.15 Trane U.S. Inc. 11,800.00 Ultimate School Of Guitar 7,524.00 Unique Products 5,140.19 Upland Design Ltd 5,980.85 Verizon Wireless 6,247.76 Village Of Morton Grove 65,900.50 WJE Associates, Inc. 4,595.00

**TOTAL: 3,614,828**

### **PAYROLL FOR FISCAL YEAR ENDED 04/30/2016**

#### **UNDER \$25,000:**

Adamovic, Natalia; Ahlstrand, Nikoletta K.; Ahn, Augustine Y.; Ahn, Sebastian J.; Akbany, Nisar; Allam, Ayah; Allen, Charles W.; Andel, Lori; Andel, Merle; Anderson, Tracey; Baer, Emily; Baker, Wesley; Bandi, Shipa; Banks, Antonio A.; Basinska, Paulina M.; Berg, Liam T.; Betke, Holly; Bhingradia, Rishi R.; Bialkowski, William; Bidne, Ronda; Bielawski, Kathryn; Bieschke, Sean; Bijapuri, Akram H.; Bleuher, Kathryn; Borres, Ronald; Brown, Shawn E.; Brunson, Summer; Bryant, Kristy; Caldwell, Angela L.; Callaghan, Richard R.; Carreon, Boon; Castillon, Lourdes M.; Castro, Andrew R.; Cayemitte, Alain; Cayemitte, Boris; Celinski, Conrad C.; Chalk, Caroline S.; Chatman, Lily D.; Chatman, Skylar; Cheever, Meghan E.; Cheever, Patricia; Cheever, Theresa; Cheuk, Christine; Choi, June H.; Choy, Maryann; Christiansen, Samantha; Cline, Kevin; Coffey, Madison E.; Coffey, Sydney M.; Conkle, Brendan J.; Cooper, Rae; Corinth, Lia; Cox, Patrick S.; Cross, Taylor A.; Cunningham, Megan; Curtis, Christina; Curtis, Matthew M.; Curtis, Theresa; Cusack, Jake M.; Dahm, Carrie L.; Damon, Dennis; Danyal, Jacob; Daul, Ashley; De Carlo, Wendy; Deeb, Deanna R.; DeLeon, Emily A.; DeLeon, Ian; Diete, Justin T.; DiPietro, Katherine A.; Dugo, Matthew D.; Dunderdale, William J.; Dynek, Anthony E.; Dynek, Thomas A.; Farrell, Piper E.; Ferley, Olha; Fernandez, Christine; Fernandez, John; Fernandez, Lori; Fink, Samantha G.; Fiol, Lorenzo; Fleck, Sarah; Foss, Ruth E.; Frake, Juliana L.; Fredrick, Hailey; Frisch, Laura Jennifer; Fucik, Jessica M.; Gagliano, Francesca; Gail, Carol; Galgano, Renate C.; Gandhi, Juhi D.; Gatto, Dana L.; Gayapa, Alyssa M.; General, Gabrielle M.; General, Robert J.; Gerstein, Nancy Lynn; Gillespie, Alexandria; Glenn, Lucille C.; Gokcek, Noah; Goldberg, Tina; Goodwin, David R.; Green, Lashawn A.; Greenberg, Dina; Gubin, Stephanie C.; Guthrie, Ian J.; Habeeb, Haneen; Habeeb, Laura; Hall, Ryan D.; Hammad, Camelia; Hammerschmidt, Andrew J.; Hedrich, Martin J.; Heller, Leonard; Henry, Thomas J.; Hively, Melanie; Hoffman, Jeremy H.; Hokl, Kathleen; Houston, Teresa J.; Iliopoulos, Mary; Imburgia, Anthony E.; Imburgia, Joseph F.; Jablanovec, Jacob Z.; Jablanovec, Matthew J.; Jacobson, Beth; Jaunich, Louise; Jenkins, Jennifer J.; Jensen, Holly; Jubrail, Rowan S.; Juister, Angela R.; Kaihara, Erin N.A.; Kalogris, Ioannis; Kalogris, Spiro A.; Kasprzyk, John E.; Kaufman, Alexandria N.; Keafer, Elyse O.; Kessler, Haylee A.; Khoury, Christopher E.; Konieczka, Luke; Korstein, Benjamin A.; Kotopatti, Prudhvi; Kotsovos, Julie A.; Kraft, Heather; Lafortune, Stacy; Lee, Ethan; Lee, Rebecca W.; Lehman, Leslye; Levin, Alexander D.;

Levinson, Jacob H.; Lochner, Jaclyn M.; Lohan, Anthony; Lukovic, Hasan; Ly, Henry; Mages, Mitchell; Magloire, Romuald M.; Malcman, Kimberly E.; Malik, Madiha A.; Manda, Richard; Maramo, Marcus; Martin, Taleen M.; Mayse-Lillig, Tomothy C.; Mazur, Joseph; McCloskey, Timothy; McCune, Taylor J.; McDonagh, Grace A.; McGarry, Jennifer C.; McGivern, Michael R.; McNichols, Jeanette M.; Mendoza, Jamie; Menegon, Janet L.; Meyer, Frances; Meyer, Kristina; Moore, Colin M.; Morais, Mark F.; Moran, Lenore P.; Moran, Thomas V.; Morano, Cythia M.; Morgan, Ariel M.; Morsy, Nathaniel P.; Mota, Tholong D.; Mucci, Mary H.; Muradian, Megan; Murphy, Jennifer Lynn; Mustafa, Anum; Naguita, Brandon L.; Naumann, Karis L.; Nejman, Julia; Nguyen, Dan H.; Nicolasin, Justin J.; Noriega, Wilson A.; Note, Fiori; Oliver, Cheryl T.; Oliver, Cristina V.; On Chong, Tiffany E.; O'Neil, Julia; Otte, Kristina E.; Paloma, Sofia P.; Panko, Edward A.; Parker, Daniel J.; Patel, Dhruv; Patel, Siraj R.; Piasecki, Samantha R.; Pineda, Raymond; Pintang, Genevieve M.; Pula, Marek; Quill, Martin G.; Quito, Flavio C.; Ratchford, Alyse V.; Ratto, Rachel L.; Rauhut, Gregory S.; Resendez, Christian M.; Richter, Michelle; Robinson, Jacob; Rodes, Maxwell T.; Rose, Susan G.; Rosero, Andera M.; Rossdeutscher, Thomas J.; Rutzen, Thomas E.; Sada, Aimlee; Salgado, Jessica I.; Schaeffges, Rachel R.; Schmidt, Olivia; Schutz, Donna L.; Schuy, Derek; Senior, Debra L.; Senior, Michelle; Shapiro, Connor L.; Sherman, Claire J.; Sherman, Joy M.; Sirbu, Joshua A.; Skarbek, Lindsay M.; Skoufos, Maria A.; Smyrniotis, Andrew J.; Spiewak, Grace; Stancy, Christine E.; Stein, Aleia N.; Steinemann, Tyler R.; Sterba, Bridgette T.; Stromberg, Norman Paul; Sucherman, Ryan S.; Syoen, Jonathan J.; Szady, Lauren C.; Tabet, Patrizia D.; Tarnacki, Jessica; Thai, David H.; Thompson, Danielle N.; Thorns, Carolyn D.; Tiongson, Brendan V.; Trafman, Brandy R.; Twohig, Jacqueline L.; Twohig, Johnathon M.; Urban, Gregory; Vaile, Kerri M.; Varghese, Ben V.; Vikhter, Maxmilian D.; Villarcorta, Christian T.; Vu, Paul; Wasicki, Kathleen M.; Wells, Chloe A.; Whelan, Amanda K.; Williams, Amy J.; Williams, Kelly M.; Winkler, Halle R.; Yactor, Mary E.; Yakoubek, Deborah Ann; Youkhana, John; Zachacki, Megan E.; Zachacki, Michael T.; Zahorovic, Jasmin; Zaino, Lori; Zawrazky, Karen; Zeng, Kristy Y.

**\$25,000.00 - \$49,999.00**

Brunning, Timothy; D'Lando, Melissa; Halverson, Katie; Hernandez, Abraham; Hesseln, Norbert C.; Kalleses, George W.; Manning, Elizabeth; Marren, Claudia; McCann, Elizabeth M.; Nester, Theodore; Redmond, Kari; Rees, Douglas; Rutkowski, Raymond; Xenakis, Patrick D.

**\$50,000.00 - \$74,999.00**

Algarin, Margarita; Braubach, Susan; Hayes, Michael J.; Kee, Laura; Stroesser, John P.; Wait, Jeffrey D.

**\$75,000.00 - \$99,999.00**

Jayne, Gregory; O'Brien, Martin

**TOTAL: \$2,102,368**

**GRAND TOTAL: \$5,717,196**

STATE OF ILLINOIS  
COUNTY OF COOK  
TREASURER'S CERTIFICATE

I, Dan Ashta, do hereby certify that I am the regularly appointed, qualified and acting treasurer of the Morton Grove Park District.

I do further certify that the above is a true and accurate Report of the Statement of Receipts and Disbursements of the Morton Grove Park District for the twelve months ended April 30, 2016. This report was made in full compliance with Illinois Revised Statutes, Chapter 30 ILCS 15/1.

IN WITNESS WHEREOF I have hereunto set my hand this \_\_\_\_ day of  
\_\_\_\_\_ 2016.

Dan Ashta, Treasurer, Morton Grove Park District

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Signature