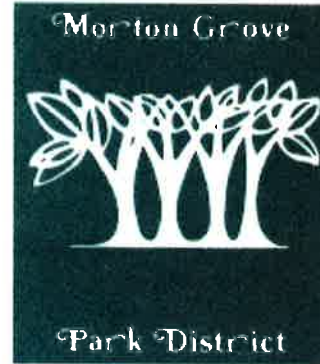


Morton Grove Park District

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



Morton Grove Park District
6834 Dempster
Board Meeting Agenda
October 19, 2016
6:30pm

- I. Roll Call
- II. Pledge of Allegiance
- III. Additions or Deletions/Changes to the Agenda
- IV. Citizens Comments/Correspondence
- V. Consent Agenda:
 - a. **Approval of Minutes:** Minutes from the Committee of the Whole held on September 7, 2016 and the Board meeting held on September 21, 2016.
 - b. **Approval of Financial Reports**
 1. Cash on Hand and Budget Report dated September 30, 2016
 2. Voucher List Ending: October 19, 2016 in the amount of \$228,763.86
- VI. Director's Report
- VII. Attorney's Report
- VIII. Unfinished Business
 - a. **Administration and Finance Committee**
Resolution #R-08-16
Auditors Comprehensive Annual Financial Report
Statement of Receipts & Disbursements Resolution #R-09-16
Bereavement Policy
Drone Policy
 - b. **Parks and Facilities Maintenance Committee**
Tree Removal
 - c. **Recreation and Facility Program Committee**
Refund Procedures
Flex Pass Fees for B-4 School and B.A.S.E.
- IX. **New Business:** Strategic Plan Review
- X. **Commissioner Comments:**
Commissioner Mark Manno
Commissioner Georgianne Brunner
Commissioner Dan Ashta
Commissioner Dan Staackmann
- XI. **Executive Session:**
I make a motion for the Board to go into closed session in accordance with the Open Meetings Act section 120/2(c)(1), 120/2(c)(3), 120/2(c)(11), and for section 120/2(c)(21).
- XII. **Approval of Executive Minutes:** Meeting Minutes from September 7, 2016 and September 21, 2016
- XIII. **Adjournment**

COMMITTED TO QUALITY PARK AND RECREATION SERVICES

Consent Agenda: October 19, 2016 – Commissioner Dan Ashta

Minutes:

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

THE MINUTES OF THE:

- COMMITTEE OF THE WHOLE MEETING HELD ON SEPTEMBER 7, 2016
- BOARD MEETING HELD ON SEPTEMBER 21, 2016

Also the Financial Reports which include:

- THE CASH ON HAND AND BUDGET REPORT DATED SEPTEMBER 30, 2016
- THE VOUCHER LIST DATED OCTOBER 19, 2016 IN THE AMOUNT OF \$228,763.86 SUBJECT TO AUDIT.

AFTER EXECUTIVE SESSION:

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

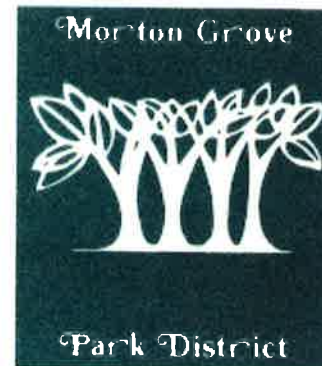
THE MINUTES OF THE:

- EXECUTIVE SESSION HELD ON SEPTEMBER 7, 2016
- EXECUTIVE SESSION HELD ON SEPTEMBER 21, 2016

Approval of Minutes

Morton Grove Park District

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



Morton Grove Park District
6834 Dempster, Morton Grove, IL 60053
Minutes of the Committee of the Whole
Held on September 7, 2016 at 6:30pm

Commissioner Staackmann called the meeting to order at 6:35pm.

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

Commissioners Absent: Eileen Coursey

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

Guests Present: Eric Poders, Morton Grove Voice/resident

Public Comment: None.

Administration and Finance Committee – Commissioner Ashta, Chair

Travel, Meals and Lodging Policy: Director Wait presented the Board with the new Travel, Meals and Lodging Policy which is now required under the new Local Government Travel Expense Control Act. Once adopted, all Board members travel, meal and lodging expenses must be accompanied by proper documentation and be approved by a roll call vote of the public body at an open meeting. Employee expenses above \$750.00 must also be approved by a roll call vote at an open meeting. The Commissioners thought \$750.00 was a reasonable amount.

Prospective Board Member Policy: Director Wait explained the Park District would like to adopt a Prospective Board Member Policy which will include a short history of the Park District, a chain of command, the current fiscal year calendar along with instructions on filing nominating papers. The Commissioners made several minor changes. The new policy will be included in the updated Board of Commissioners General Practices Manual.

Information Technology (IT) Coordinator: Director Wait suggested the Park District hire a part time IT person to help save costs and improve service and productivity. The Commissioners asked to table this discussion and asked staff to research the possibility of job sharing with near-by municipalities or businesses.

Review of Closed Session Minutes and Verbatim Recordings: Pursuant to the Open Meetings Act 120/2c(21), a semi-annual review of all previous closed session minutes must be conducted. The Commissioners went into closed session to discuss which closed session minutes should be released and which closed session verbatim recordings could be destroyed.

COMMITTED TO QUALITY PARK AND RECREATION SERVICES

At approximately 7:02pm Commissioner Ashta made a motion, seconded by Commissioner Brunner 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.(21). **Ayes: Commissioner Ashta, Brunner, Manno and Staackmann. Nays: 0. Absent: Coursey. Motion Carried.**

Closed session ended at approximately 7:43pm.

No action was taken during closed session.

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

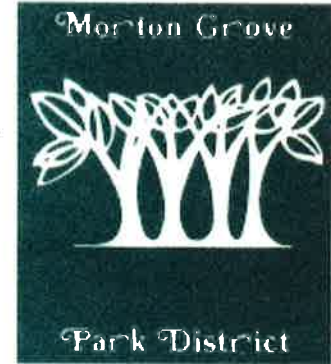
Meeting ended at approximately 7:44pm.

Daniel J. Staackmann, Board President

Jeffrey Wait, Board Secretary

Morton Grove Park District

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



Morton Grove Park District
6834 Dempster, Morton Grove, IL 60053
Minutes of the 780th Board Meeting
Held on September 21, 2016 at 6:30pm

I. Roll Call: President Staackmann called the meeting to order at 6:30pm.

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

Commissioners Absent: Eileen Coursey

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

Guests Present: Eric Poders, Morton Grove Voice/resident; Keith White, resident

Attorney Present: None.

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

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

IV. Citizens Comments/Correspondence: Eric Poders stated that after 10 years he will no longer attend meetings and report on Park District Board meetings. He reminded the Commissioners that communication is the key and how important it is to get information to the public.

V. Consent Agenda:

Commissioner Ashta made a motion, seconded by Commissioner Brunner to approve the consent agenda which included the minutes of the August 3, 2016 Committee Meeting and the August 17, 2016 Board Meeting.

The Financial Reports:

1. The Cash on Hand and Budget Report dated August 31, 2016, and
2. The voucher listed dated September 21, 2016, in the amount of \$147,141.82 subject to audit. **Ayes: Commissioner Brunner, Manno, Ashta and Staackmann. Nays: 0. Absent: Coursey. Motion carried.**

COMMITTED TO QUALITY PARK AND RECREATION SERVICES

VI. Director's Report: Director Wait stated that 2 people attended the September 19th Community Input meeting. The next meeting will be held Tuesday, September 27th here at PVCC. School District 70, the Library and the Village agreed to help notify the community of the next meeting.

VII. Attorney's Report: None

VIII. Unfinished Business:

Administration and Finance Committee: Commissioner Ashta, Chair

Travel, Meals and Lodging Policy: Commissioner Ashta made a motion seconded by Commissioner Manno to accept the recommendation of the Administration and Finance Committee for the Board of Park Commissioners to adopt Ordinance #O-06-16, the Travel, Meals and Lodging Policy and for the policy to be made part of the Commissioners General Practices Manual. **Ayes: Commissioner Manno, Ashta, Brunner and Staackmann. Nays: 0. Absent: Coursey. Motion carried.**

Prospective Board Candidate Policy: Commissioner Ashta made a motion, seconded by Commissioner Brunner for the Board of Park Commissioner to adopt the Prospective Board Candidate Policy which will be made part of the Commissioners General Practices Manual **Ayes: Commissioner Ashta, Brunner, Manno and Staackmann. Nays: 0. Absent: Coursey. Motion carried.**

Recreation and Facility Program Committee: Commissioner Coursey, Chair

No business.

Parks and Facilities Maintenance Committee: Commissioner Manno Chair

No business.

IX. New Business: None.

X. Commissioner Comments:

Commissioner Manno: No comment.

Commissioner Coursey: Absent.

Commissioner Brunner: No comment.

Commissioner Ashta: Apologized for not having Executive Directors' Wait evaluation completed and also wanted to clarify his position of not reciting the Pledge of Allegiance noting it is based on his belief that asking people at a public meeting to recite the Pledge was beyond the scope of the Boards authority. He also noted it was not a political or social issue or protest and it should not be interrupted as a lack of appreciation of those who have sacrificed their lives for the land of freedom that we live in. He does appreciate our society and feels that anyone who comes to one of our meetings has the right to abstain from reciting the Pledge of Allegiance.

COMMITTED TO QUALITY PARK AND RECREATION SERVICES

Commissioner Staackmann: Thanked the Distinguished Agency team for all their hard work. He also noted Keith White in the audience whose father and mother were part of the Park District Board in the past.

XI. Executive Session:

Commissioner Ashta made a motion, seconded by Commissioner Brunner to move into closed session in accordance with the Open Meetings Act section 120/2(c)(1) and for section 120/2(c) (11) and 120/2(c) (21) **Ayes: Commissioner Ashta, Brunner, Manno and Staackmann. Nays: 0. Absent: Coursey. Motion carried.**

The Board Meeting reconvened at approximately 7:07pm. No action was taken during closed session.

XII. Approval of Executive Minutes:

Commissioner Ashta made a motion, seconded by Commissioner Brunner to accept the recommendation of the Administration and Finance Committee to approve the minutes of the executive session held on August 3, 2016 and the executive session held on August 17, 2016. **Ayes: Commissioners Ashta, Brunner, Manno and Staackmann. Nays: 0. Absent: Coursey.**

Closed Session Review: Commissioner Ashta made a motion, seconded by Commissioner Brunner to accept the recommendation of the Administration and Finance Committee to adopt Resolution #R-07-16; Closed Session Minutes review. **Ayes: Commissioner Ashta, Brunner, Manno and Staackmann. Nays: 0. Absent: Coursey. Motion carried.**

XIII. Adjournment:

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

Meeting ended at approximately 7:10pm.

Daniel Staackmann, Board President

Jeff Wait, Board Secretary

Financials

- Cash on Hand and Budget Report
- Voucher List

MORTON GROVE PARK DISTRICT
STATEMENT OF CASH ON HAND AND INVESTMENTS

AS OF SEPTEMBER 30, 2016

PAGE: 1

BALANCE 08/31/16 CURRENT MONTH ENDING BALANCE

CASH IN BANK

CORPORATE	494,717.06	81,535.39-	413,181.67
RECREATION	291,172.52	75,660.25-	215,512.27
POLICE	1,119.99	315.97	1,435.96
PAVING & LIGHTING	3,315.04	0.00	3,315.04
MUSEUM	15,100.29	3,731.49-	11,368.80
I.M.R.F.	329,496.79	64,577.21-	264,919.58
F.I.C.A.	188,183.92	10,988.76-	177,195.16
BOND & INTEREST	893,080.27	4,692.46	897,772.73
LIABILITY INSURANCE	186,628.36	6,384.24-	180,244.12
SPECIAL RECREATION	384,736.74	2,292.79-	382,443.95
SPEC REC - GRANT PROJECTS	0.00	0.00	0.00
AUDIT	3,072.25	74.23	3,146.48
CAPITAL IMPROVEMENTS	5,056,091.78	11,709.10-	5,044,382.68
GASB 34 ACCOUNTS	0.00	0.00	0.00
TOTAL: CASH IN BANK	<u>7,846,715.01</u>	<u>251,796.57-</u>	<u>7,594,918.44</u>

INVESTMENTS

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

GRAND TOTAL ALL ACCOUNTS 7,846,715.01 251,796.57- 7,594,918.44

SUMMARY TOTAL ALL ACCOUNTS BY FUND:

CORPORATE	494,717.06	81,535.39-	413,181.67
RECREATION	291,172.52	75,660.25-	215,512.27
POLICE	1,119.99	315.97	1,435.96
PAVING & LIGHTING	3,315.04	0.00	3,315.04
MUSEUM	15,100.29	3,731.49-	11,368.80
I.M.R.F.	329,496.79	64,577.21-	264,919.58
F.I.C.A.	188,183.92	10,988.76-	177,195.16
BOND & INTEREST	893,080.27	4,692.46	897,772.73
LIABILITY INSURANCE	186,628.36	6,384.24-	180,244.12
SPECIAL RECREATION	384,736.74	2,292.79-	382,443.95
AUDIT	3,072.25	74.23	3,146.48
CAPITAL IMPROVEMENTS	5,056,091.78	11,709.10-	5,044,382.68
GRAND TOTAL ALL FUNDS:	<u>7,846,715.01</u>	<u>251,796.57-</u>	<u>7,594,918.44</u>

FUND NO	DESCRIPTION	REVENUE / EXPENSE		ENCUMBRANCE	TOTAL AMOUNT YEAR TO DATE	ANNUAL BUDGET	REVENUE/EXPENSE-PRIOR YR	
		THIS MONTH	YEAR TO DATE				THIS MONTH	YEAR TO DATE
01	CORPORATE							
10	ADMINISTRATION							
	TOTAL CENTER REVENUE	25,205.73	591,487.07	0.00	591,487.07	1,214,600	30,614	523,228
	TOTAL CENTER EXPENSE	55,024.89	307,239.48	0.00	307,239.48	682,478	56,125	289,869
	NET CENTER INCOME/LOSS	29,819.16-	284,247.59	0.00	284,247.59	532,122	25,511-	233,359
20	PARKS MAINTENANCE							
	TOTAL CENTER REVENUE	0.00	0.00	0.00	0.00	0	0	0
	TOTAL CENTER EXPENSE	38,554.95	241,491.10	0.00	241,491.10	532,122	37,574	211,156
	NET CENTER INCOME/LOSS	38,554.95-	241,491.10-	0.00	241,491.10-	532,122-	37,574-	211,156-
	TOTAL CORPORATE							
	FUND REVENUE	25,205.73	591,487.07	0.00	591,487.07	1,214,600	30,614	523,228
	FUND EXPENSE	93,579.84	548,730.58	0.00	548,730.58	1,214,600	93,699	501,025
	NET INCOME/LOSS	68,374.11-	42,756.49	0.00	42,756.49	0	63,085-	22,203
02	RECREATION							
10	ADMINISTRATION							
	TOTAL CENTER REVENUE	6,451.13	265,896.89	0.00	265,896.89	495,000	13,655	236,945
	TOTAL CENTER EXPENSE	62,397.62	335,342.37	0.00	335,342.37	867,888	62,526	318,449
	NET CENTER INCOME/LOSS	55,946.49-	69,445.48-	0.00	69,445.48-	372,888-	48,871-	81,504-
30	RECREATION PROGRAMS							
	TOTAL CENTER REVENUE	93,329.73	568,263.45	0.00	568,263.45	1,139,332	82,330	547,060
	TOTAL CENTER EXPENSE	83,487.95	355,860.00	0.00	355,860.00	748,069	44,592	339,778
	NET CENTER INCOME/LOSS	9,841.78	212,403.45	0.00	212,403.45	391,263	37,738	207,282
40	POOLS							
	TOTAL CENTER REVENUE	6,869.68	165,541.61	0.00	165,541.61	227,680	4,868	182,874
	TOTAL CENTER EXPENSE	41,293.75	302,936.56	0.00	302,936.56	378,329	21,246	306,850
	NET CENTER INCOME/LOSS	34,424.07-	137,394.95-	0.00	137,394.95-	150,649-	16,378-	123,976-
50	COMMUNITY CENTER							
	TOTAL CENTER REVENUE	17,698.55	86,700.20	0.00	86,700.20	181,612	18,953	95,073
	TOTAL CENTER EXPENSE	28,718.78	135,090.05	0.00	135,090.05	326,466	29,338	139,019
	NET CENTER INCOME/LOSS	11,020.23-	48,389.85-	0.00	48,389.85-	144,854-	10,384-	43,946-
	TOTAL RECREATION							
	FUND REVENUE	124,349.09	1,086,402.15	0.00	1,086,402.15	2,043,624	119,806	1,061,953
	FUND EXPENSE	215,898.10	1,129,228.98	0.00	1,129,228.98	2,320,752	157,701	1,104,096
	NET INCOME/LOSS	91,549.01-	42,826.83-	0.00	42,826.83-	277,128-	37,895-	42,144-
05	POLICE							
	FUND REVENUE	5,000.00	20,072.51	0.00	20,072.51	43,000	0	24,046
	FUND EXPENSE	10,296.27	31,747.79	0.00	31,747.79	43,000	3,919	31,494
	NET INCOME/LOSS	5,296.27-	11,675.28-	0.00	11,675.28-	0	3,919-	7,448-
10	PAVING & LIGHTING							
	FUND REVENUE	0.00	0.00	0.00	0.00	1,000	0	0
	FUND EXPENSE	0.00	0.00	0.00	0.00	1,000	0	0
	NET INCOME/LOSS	0.00	0.00	0.00	0.00	0	0	0

FUND NO	DESCRIPTION	REVENUE / EXPENSE		ENCUMBRANCE	TOTAL AMOUNT YEAR TO DATE	ANNUAL BUDGET	REVENUE/EXPENSE-PRIOR YR	
		THIS MONTH	YEAR TO DATE				THIS MONTH	YEAR TO DATE
15	MUSEUM							
	FUND REVENUE	0.00	957.60	0.00	957.60	49,000	0	727
	FUND EXPENSE	3,697.08	21,584.71	0.00	21,584.71	49,000	4,232	23,309
	NET INCOME/LOSS	3,697.08-	20,627.11-	0.00	20,627.11-	0	4,232-	22,582-
20	I.M.R.F.							
	FUND REVENUE	1,491.43	145,763.20	0.00	145,763.20	290,000	6,877	131,982
	FUND EXPENSE	66,068.64	102,782.33	0.00	102,782.33	290,000	31,950	92,305
	NET INCOME/LOSS	64,577.21-	42,980.87	0.00	42,980.87	0	25,073-	39,677
22	F.I.C.A.							
	FUND REVENUE	995.41	97,246.57	0.00	97,246.57	193,000	4,584	87,988
	FUND EXPENSE	11,984.17	77,921.16	0.00	77,921.16	193,000	11,016	76,385
	NET INCOME/LOSS	10,988.76-	19,325.41	0.00	19,325.41	0	6,431-	11,603
25	BOND & INTEREST							
	FUND REVENUE	4,692.46	449,715.21	0.00	449,715.21	899,000	19,044	365,512
	FUND EXPENSE	0.00	0.00	0.00	0.00	899,000	0	6,288
	NET INCOME/LOSS	4,692.46	449,715.21	0.00	449,715.21	0	19,044	359,224
30	LIABILITY INSURANCE							
	FUND REVENUE	695.10	67,897.99	0.00	67,897.99	136,000	3,209	61,591
	FUND EXPENSE	7,079.34	33,734.13	0.00	33,734.13	136,000	6,673	37,173
	NET INCOME/LOSS	6,384.24-	34,163.86	0.00	34,163.86	0	3,464-	24,419
35	SPECIAL RECREATION							
	FUND REVENUE	1,349.71	134,588.53	0.00	134,588.53	315,000	7,026	134,841
	FUND EXPENSE	825.25	71,809.76	0.00	71,809.76	315,000	991	94,433
	NET INCOME/LOSS	524.46	62,778.77	0.00	62,778.77	0	6,035	40,408
40	AUDIT							
	FUND REVENUE	74.23	7,269.94	0.00	7,269.94	15,000	344	6,599
	FUND EXPENSE	0.00	12,500.00	0.00	12,500.00	15,000	2,000	14,100
	NET INCOME/LOSS	74.23	5,230.06-	0.00	5,230.06-	0	1,656-	7,501-
70	CAPITAL IMPROVEMENTS							
	FUND REVENUE	0.00	0.00	0.00	0.00	882,000	0	75,000
	FUND EXPENSE	58,931.81	545,012.15	0.00	545,012.15	882,000	25,801	230,885
	NET INCOME/LOSS	58,931.81-	545,012.15-	0.00	545,012.15-	0	25,801-	155,885-
95	GASB 34 ACCOUNTS							
	FUND REVENUE	0.00	0.00	0.00	0.00	0	0	0
	FUND EXPENSE	0.00	0.00	0.00	0.00	0	0	0
	NET INCOME/LOSS	0.00	0.00	0.00	0.00	0	0	0
	GRAND TOTAL REVENUE	163,853.16	2,601,400.77	0.00	2,601,400.77	6,081,224	191,503	2,473,466
	GRAND TOTAL EXPENSE	468,360.50	2,575,051.59	0.00	2,575,051.59	6,358,352	337,982	2,211,492
	NET INCOME/LOSS	304,507.34-	26,349.18	0.00	26,349.18	277,128-	146,479-	261,974

MORTON GROVE PARK DISTRICT
VOUCHER LIST PRESENTED TO THE BOARD OF COMMISSIONERS
AT THEIR MEETING ON OCTOBER 19, 2016

BOARD VOUCHERS

VENDOR NUMBER	NAME	VOUCHER NUMBER	INVOICE NUMBER	BATCH NUMBER	BUDGET G/L NUMBER	AMOUNT	DESCRIPTION
00580	SKOKIE ACE HARDWARE	34278	203391	BV101902	012000-520400	15.25	KEYS
28336	FIRST STUDENT	34234	11271233	BV101902	023007-596819	244.75	BUS FOR GAP TRIP BULL/SOX ACADEMY 10/3/16
		34291	11269780	BV101903	023007-596819	2,945.88	B4 SCHOOL BUS TRANSPORT
					<u>TOTAL VENDOR:</u>	3,190.63	
31614	GLENBROOK AUTO PARTS, INC	34235	049380	BV101902	012000-520225	6.90	TRUCK OIL FILTERS
35435	JERRY HEIDLAF	34236	SOFTBALL	BV101902	023001-592131	264.00	SEPTEMBER 2016 SOFTBALL
37205	HONEYWELL INTERNATIONAL, INC.	34237	5237304117	BV101902	701000-586100	31,855.00	PAYOUT #1 PVCC HVAC CONTROL PROJECT
37685	HP PRODUCTS	34238	12782257	BV101902	012000-520312	128.75	BUILDING CLEANING SUPPLIES
41772	IL NAWGJ	34240	JUDGES CUP	BV101902	023001-593201	1,710.00	JUDGES CUP MEET
41780	ILLINOIS SHOTOKAN KARATE CLUB	34239	324	BV101902	023001-594212	6,129.75	SUMMER 2016 KARATE
42390	INTERSTATE BATTERY	34241	99465	BV101902	012000-520225	60.95	BATTERY
50855	RICK KWIECINSKI	34242	SOFTBALL	BV101902	023001-592131	99.00	SEPTEMBER 2016 SOFTBALL
51815	LEADING EDGE AUTOMOTIVE	34243	2813	BV101902	051000-520225	261.30	REPAIRS FOR SQUAD CAR
53725	LURVEY LANDSCAPE SUPPLY	34244	T1-1017621	BV101902	012000-570400	54.80	FLOWERS AND MUMS
54420	MAINE-NILES ASSN OF SP REC	34245	16-144	BV101902	351000-552705	825.25	SEPTEMBER B 2016 INCLUSION
56665	MENARD'S	03251	39412	BV101902	025032-520321	48.90	PIPE REPAIR AT PVCC
		34247	41735	BV101902	012000-520323	54.18	PARK MAINTENANCE SUPPLIES
		34248	39191	BV101902	025032-520321	5.38	TILE FOR PVCC GYMNASTICS
		34249	39647	BV101902	025032-520321	135.44	PAINT FOR PVCC
		34250	39411	BV101902	151000-570200	7.99	HARDWARE FOR MUSEUM FLAG
		34252	39194	BV101902	012000-520323	78.46	PARK MAINTENANCE SUPPLIES
		34253	40097	BV101902	024021-553100	137.26	POOL MAINTENANCE SUPPLIES
					024022-553100	137.26	
		34254	39983	BV101902	012000-520400	4.97	FLASH LIGHT
		34255	41586	BV101902	012000-520335	29.99	PARK MAINTENANCE SUPPLIES
		34256	40691	BV101902	025032-520321	55.23	PVCC SUPPLIES
		34257	40843	BV101902	025032-520312	11.72	PVCC SUPPLIES
		34258	41014	BV101902	025032-520312	52.50	PVCC SUPPLIES
		56665	39408	BV101902	151000-570200	1.09	HARDWARE FOR MUSEUM FLAG
					<u>TOTAL VENDOR:</u>	760.37	

BOARD VOUCHERS

VENDOR NUMBER	NAME	VOUCHER NUMBER	INVOICE NUMBER	BATCH NUMBER	BUDGET G/L NUMBER	AMOUNT	DESCRIPTION
56815	METRO PROFESSIONAL PRODUCTS	34259	169777	BV101902	025032-520312	1,358.71	PVCC CLEANING SUPPLIES
		34260	169857	BV101902	012000-520312	64.14	BUILDING SUPPLIES
					<u>TOTAL VENDOR:</u>	1,422.85	
58354	MORTON GROVE BASEBALL ASSOC.	34261	REG FEES	BV101902	023001-596139	6,020.00	FALL REGISTRATION FEES
58585	MOTOROLA SOLUTIONS, INC.	34262	41227269	BV101902	051000-582100	4,852.98	REQUIRED RADIO AND ACCESORIES FOR CONVERSION
59832	NATIONAL SEED	34263	564124SI	BV101902	012000-570300	360.00	ATHLETIC MIX GRASS SEED
65885	1000BULBS.COM	34264	W00001421	BV101902	012000-520323	210.74	POST LIGHTS
69071	PARK DISTRICT RISK MANAGEMENT	34265	SEPT HEALT	BV101902	011000-530310	15,540.33	SEPTEMBER 2016 HEALTH
					021000-530310	15,540.33	
		34266	SEPT PRO/L	BV101902	301000-532610	3,697.00	SEPTEMBER 2016 PROPERTY/LIABILITY
					301000-532630	2,147.57	
					301000-532615	505.04	
					<u>TOTAL VENDOR:</u>	37,430.27	
71954	ROBERT BABINSKI	34267	1745	BV101902	023008-593911	1,035.32	RACE T-SHIRTS
		34268	1744	BV101902	025032-581500	123.57	PERSONAL TRAINER T-SHIRTS
					<u>TOTAL VENDOR:</u>	1,158.89	
72926	QUICK SCORES LLC	34269	162070	BV101902	023001-596131	78.00	FALL SOFTBALL SCHEDULES
73665	RED WING SHOE STORE	34270	0000000011	BV101902	012000-520335	125.00	SAFETY SHOES FOR GARDANO
73865	REINDERS, INC.	34271	1656741-00	BV101902	012000-520225	162.52	REPLACEMENT TIRE TORO MOWER
76377	RUSSO POWER EQUIPMENT	34272	3507135	BV101902	012000-520223	125.14	MOWER BAGGER PARTS
		34273	3477279	BV101902	012000-520225	1,038.64	MOWER REPAIR PARTS
		34274	3471303	BV101902	012000-520223	192.72	LANDSCAPING MATERIALS
		34275	3471309	BV101902	012000-570300	354.51	LANDSCAPING MATERIALS
					<u>TOTAL VENDOR:</u>	1,711.01	
77895	SEAWAY SUPPLY	34276	118870	BV101902	012000-520312	328.10	PARK MAINTENANCE SUPPLIES

BOARD VOUCHERS

VENDOR NUMBER NAME	VOUCHER NUMBER	INVOICE NUMBER	BATCH NUMBER	BUDGET G/L NUMBER	AMOUNT	DESCRIPTION
	34277	119587	BV101902	025032-520312	468.00	PVCC MAINTENANCE SUPPLIES
				<u>TOTAL VENDOR:</u>	796.10	
80465 SOUTHERN ALUMINUM	34279	124306	BV101902	701000-586114	4,995.00	PRESCHOOL TABLES
82825 SYSCO FOOD SERVICES	34280	609211521	BV101902	023007-593825	1,013.71	BASE AND B4 SCHOOL FOOD
83165 BRAD TANDET	34281	SOFTBALL	BV101902	023001-592131	198.00	SEPTEMBER 2016 SOFTBALL
87705 ULTIMATE SCHOOL OF GUITAR	34290	590	BV101903	023005-591617	691.60	PRIVATE GUITAR LESSONS
90096 VERMONT SYSTEMS, INC.	34282	51649	BV101902	701000-586200	13,609.27	WEB TRAC PURCHASE/MAINTENANCE
90331 VILLAGE OF MORTON GROVE	34283	007848-000	BV101902	021000-540130	59.80	WATER/SEWER AUSTIN/MANSFIELD PARKS FROM 9/1/16-9/30/16
	34284	007844-000	BV101902	021000-540130	47.84	WATER/SEWER FOR NATIONAL/OKETO PARKS FROM 9/1/16-9/30/16
	34285	007837-000	BV101902	024021-540130	71.76	WATER/SEWER FOR HARRER PARK AND POOL FROM 9/1/16-9/30/16
	34286	007835-000	BV101902	024022-540130	382.72	WATER/SEWER FOR ORIOLE PARK FROM 9/1/16-9/30/16
	34288	014630-000	BV101902	021000-540130	47.84	WATER/SEWER HREN PARK FROM 9/1/16-9/30/16
	34289	0015423	BV101902	012000-520500	1,271.44	SEPTEMBER 2016 FUEL/GAS/DIESEL
	34297	007832-000	BV101902	011000-540130	71.76	WATER/SEWER FOR PVCC FROM
				021000-540130	71.76	9/1/16-9/30/16
				025033-540130	574.08	
				<u>TOTAL VENDOR:</u>	2,599.00	
				<u>TOTAL BOARD VOUCHERS</u>	122,796.89	

BOARD VOUCHERS

VENDOR	VOUCHER	INVOICE	BATCH	BUDGET	G/L		
NUMBER	NAME	NUMBER	NUMBER	NUMBER	NUMBER	AMOUNT	DESCRIPTION

SUMMARY BY FUND:

CORPORATE	20,279.29
RECREATION	39,760.11
POLICE	5,114.28
MUSEUM	9.08
LIABILITY INSURANCE	6,349.61
SPECIAL RECREATION	825.25
CAPITAL IMPROVEMENTS	50,459.27

SUMMARY TOTAL 122,796.89

VENDOR		VOUCHER INVOICE		BATCH	BUDGET G/L	AMOUNT	DESCRIPTION
NUMBER	NAME	NUMBER	NUMBER	NUMBER	NUMBER		
05665	THE ATHLETIC EQUIPMENT SOURCE			VC092101	012000-520321	48.15-	VD CK#109592
				<u>TOTAL</u>		48.15-	

VENDOR		VOUCHER	INVOICE	BATCH	BUDGET	G/L		
NUMBER	NAME	NUMBER	NUMBER	NUMBER	NUMBER		AMOUNT	DESCRIPTION

SUMMARY BY FUND:

CORPORATE 48.15-

SUMMARY TOTAL 48.15-

PAID VOUCHERS

VENDOR NUMBER	NAME	VOUCHER NUMBER	INVOICE NUMBER	BATCH NUMBER	BUDGET G/L NUMBER	AMOUNT	DESCRIPTION
01175	TYCO INTEGRATED SECURITY LLC	34198	27204943	VO092801	025032-554100	304.74	BURGLAR ALARM MONITORING FOR PVCC FROM 10/1/16-12/31/16
01197	ADVOCATE CHRIST MEDICAL - TC	34105	CPR/AED	VO091401	301000-582650	81.00	CPR/AED AND FIRST AID E-CARDS
02465	AIS INTERNATIONAL	34200	15305	VO101901	011000-560800	707.00	CISCO ASA 5506-X NETWORK SECURITY
03915	ANCEL, GLINK, DIAMOND,	34102	52352	VO091401	011000-551120	775.00	AUGUST 2016 LEGAL FEES
11475	BUFFALO GROVE GYMNASI	34129	DEPOSIT	VO090802	023001-593201	100.00	2016 PINEAPPLE CLASSIC DEPOSIT
		34201	2016 MEET	VO101901	023001-593201	3,015.00	2016 PINEAPPLE CLASSIC MEET
					<u>TOTAL VENDOR:</u>	3,115.00	
12485	CALL ONE	34110	1203417	VO091401	011000-540150	1,071.62	PHONE SERVICE FROM 8/15/16-9/14/16
					021000-540150	2,500.43	
		34111	1203417	VO091401	011000-540150	689.27	PHONE SERVICE FROM 7/15/16-8/14/16
					021000-540150	1,608.30	
		34150	DOWN PMT #	VO092201	701000-586100	8,472.54	PHONE SERVICE FROM 9/14/16-10/14/16
		34151	1106931	VO092201	011000-540150	620.94	DOWN PAYMENT #2 EQUIPMENT SALE
					021000-540150	1,448.87	
					<u>TOTAL VENDOR:</u>	16,411.97	
12775	CANON FINANCIAL SERVICES, INC.	34152	16475925	VO092201	011000-554100	275.44	COPIER LEASE AND METER USAGE
					021000-554100	275.43	
					<u>TOTAL VENDOR:</u>	550.87	
12833	CARD SERVICES	34132	09/2016	VO091501	024022-570600	254.01	SEPTEMBER 2016 CREDIT CARD PURCHASES
					025032-520321	517.97	
					023008-593911	160.83	
					021000-520110	107.35	
					301000-582650	32.15	
					025000-554200	149.00	
					011000-580100	265.91	
					301000-582650	616.58	
					023003-593412	1,220.50	
					023006-593711	494.33	
					023008-593936	230.65	
					023004-593514	31.59	
					023006-593711	1,164.68	

PAID VOUCHERS

VENDOR NUMBER NAME	VOUCHER NUMBER	INVOICE NUMBER	BATCH NUMBER	BUDGET G/L NUMBER	AMOUNT	DESCRIPTION
				023003-593412	197.75	
				011000-520110	4.60	
				023001-596201	1,201.25	
				023007-593825	159.27	
				011000-589105	227.53	
				011000-581200	741.31	
				011000-520110	467.53	
				023006-593711	46.97	
				021000-554405	597.63	
				021000-589110	350.00	
				021000-554100	286.28	
				021000-581200	250.00	
				<u>TOTAL VENDOR:</u>	9,775.67	
13436 CENTERPOINT ENERGY SERVICES	03159	8083050000	V0092201	151000-540120	43.62	GAS FOR MUSEUM FROM 8/1/16-8/31/16
	34153	1218040000	V0092201	021000-540120	55.86	GAS FOR HARRER MAINTENANCE GARAGE FROM 8/1/16-8/31/16
	34154	1386340000	V0092201	021000-540120	38.48	GAS FOR HARRER SHELTER FROM 8/1/16-8/31/16
	34155	2218040000	V0092201	021000-540120	47.48	GAS FOR HARRER PARK MAINTENANCE GARAGE FROM 8/1/16-8/31/16
	34156	3737050000	V0092201	021000-540120	42.26	GAS FOR MANSFIELD PARK FROM 8/1/16-8/31/16
	34157	3990940000	V0092201	021000-540120	42.59	GAS FOR AUSTIN PARK FROM 8/1/16-8/31/16
	34158	5350050000	V0092201	021000-540110	44.70	GAS FOR NATIONAL PARK FROM 8/1/16-8/31/16
	34160	8509940000	V0092201	011000-540120	31.56	GAS FOR PVCC FROM 8/1/16-8/31/16
				021000-540120	31.57	
				025033-540120	147.29	
	34161	8559940000	V0092201	021000-540120	42.70	GAS FOR OKETO PARK FROM 8/1/16-8/31/16
	34162	8797832104	V0092201	024022-540120	103.00	GAS FOR ORIOLE PARK FROM 8/1/16-8/31/16
				<u>TOTAL VENDOR:</u>	671.11	
15184 COLLEY ELEVATOR CO.	34120	153880	V0090802	025033-554100	189.00	SEPTEMBER 2016 ELEVATOR INSPECTION
15265 COMCAST CABLE	34100	1320298801	V0091401	025032-552300	750.02	CABLE SERVICE CLUB FITNESS FROM 9/10/16-10/9/16
	34202	1320020254	V0101901	025033-540150	21.15	LOBBY TV CABLE
				<u>TOTAL VENDOR:</u>	771.17	

PAID VOUCHERS

VENDOR NUMBER	VENDOR NAME	VOUCHER NUMBER	INVOICE NUMBER	BATCH NUMBER	BUDGET G/L NUMBER	AMOUNT	DESCRIPTION
15271	COMED	34164	1047119014	VO092201	021000-540110	43.05	ELECTRIC FOR JACOB'S GAZEBO FROM 8/9/16-9/8/16
		34165	0515070041	VO092201	011000-540110	3.20	ELECTRIC FOR PARKING LOT LITE FROM 8/11/16-9/12/16
						<u>TOTAL VENDOR:</u>	46.25
15272	COMED	34126	0360019067	VO090802	011000-540110	478.98	ELECTRIC FOR OUTSIDE STREET LIGHTS FROM 7/26/16-8/24/16
15395	CONSTELLATION NEWENERGY, INC.	34133	2715657017	VO091501	024022-540110	2,775.74	ELECTRIC FOR ORIOLE POOL FROM 7/12/16-8/10/16
		34134	0867047005	VO091501	021000-540110	129.40	ELECTRIC FOR OKETO PARK FROM 7/11/16-8/18/16
		34135	2799627000	VO091501	021000-540110	185.18	ELECTRIC FOR NATIONAL PARK FROM 7/12/16-8/9/16
		34136	1038557006	VO091501	021000-540110	145.47	ELECTRIC FOR AUSTIN PARK FROM 7/12/16-8/9/16
		34137	0733082034	VO091501	151000-540110	96.97	ELECTRIC FOR MUSEUM ANNEX FROM 7/13/16-8/10/16
		34138	009623000	VO091501	024021-540110	2,707.51	ELECTRIC FOR HARRER PARK & POOL FROM 7/13/16-8/14/16
		34139	0393000078	VO091501	021000-540110	57.43	ELECTRIC FOR HREN PARK FROM 7/13/16-8/10/16
		34140	2130052007	VO091501	151000-540110	174.39	ELCTRIC FOR MUSEUM FROM 7/13/16-8/10/16
						<u>TOTAL VENDOR:</u>	6,272.09
15400	CONCORD PRINTING, INC.	34203	16-136	VO101901	011000-520110	332.38	AP/CHECKS
15773	CAPITAL ONE COMMERCIAL(COSTCO)	34109	6543	VO091401	011000-520110	63.33	OFFICE SUPPLIES
15915	SHERI COZZI	34227	7468	VO101901	151000-554600	95.00	OCTOBER 2016 MUSEUM CLEANING
16125	CRNE'S ENVIRONMENTAL CONTROL	34204	0000004477	VO101901	025032-570200	279.00	RTU2 REPAIRE AT PVCC
		34205	0000004471	VO101901	025032-570200	2,650.50	REPAIRED UNIT 3 AND UNIT 6
						<u>TOTAL VENDOR:</u>	2,929.50
16215	CROWN TROPHY OF SKOKIE	34106	21703	VO091401	023008-593911	269.28	MEDALS FOR 2016 5K-RACE TO THE TASTE

PAID VOUCHERS

VENDOR NUMBER	NAME	VOUCHER NUMBER	INVOICE NUMBER	BATCH NUMBER	BUDGET G/L NUMBER	AMOUNT	DESCRIPTION
16416	TIM CULLEN	34206	SOFTBALL	V0101901	023001-592131	264.00	SEPTEMBER SOFTBALL
16425	CUMMINS NPOWER	34207	7113779	V0101901	025032-552300	310.80	SECURITY BACKUP GENERATOR FOR PVCC
18746	MELISSA L. D'LANDO	34191	REIMBURSE	V0092801	151000-520600	21.44	REIMBURSEMENT FOR REFRESMENTS FOR WW2 NEWSPAPER EXHIBIT
19215	DOYLE SIGNS, INC.	34208	00182982	V0101901	025032-570200	190.00	REPAIRED ELECTRONIC MESSAGE SIGN AT PVCC
23265	ELITE COMPUTER SUPPORT, INC	34209	29414	V0101901	011000-554100	172.50	LABOR ON INTERNET/HP SERVER DNS PROBLEM
25985	EVERBANK COMMERCIAL FINANCE	34166	36220	V0092201	011000-554100	293.22	COPIER RENTAL/INS
28566	SARAH FLECK	34143	REIMBURSE	V0091502	023003-593412	140.40	CAMP TRAVEL REIMBURSEMENT
28875	FOKOZ CREATIVE GROUP, INC.	34098	413	V0091401	021000-554100	4,200.00	WEB REDESIGN FINAL PAYMENT OF PROJECT
30358	GARVEY'S OFFICE PRODUCTS	32414	1210951	V0101901	011000-520110	15.05	OFFICE SUPPLIES
		34210	1209340	V0101901	011000-520110	19.52	OFFICE SUPPLIES
		34211	1209265	V0101901	011000-520110	40.17	OFFICE SUPPLIES
		34212	1212412	V0101901	011000-520110	38.40	OFFICE SUPPLIES
		34213	1212553	V0101901	011000-520110	6.68	OFFICE SUPPLIES
		34215	1198884	V0101901	011000-520110	26.23	OFFICE SUPPLIES
		34216	1220621	V0101901	011000-520110	20.97	OFFICE SUPPLIES
		34217	1218569	V0101901	011000-520110	63.68	OFFICE SUPPLIES
				<u>TOTAL VENDOR:</u>		230.70	
30733	GEMPLER'S	34218	S102888704	V0101901	012000-520225	201.40	TORO REPLACEMENT TIRE
30955	GFOA-ILLINOIS	34220	152011	V0101901	011000-581400	160.00	MEMBERSHIP RENEWAL 10/1/16-9/30/17
31614	GLENBROOK AUTO PARTS, INC	34221	043414	V0101901	051000-520225	44.00-	ALTERNATOR FOR POLICE CAR
		34222	043390	V0101901	051000-520225	178.00	ALTERNATOR FOR POLICE CAR
		34223	046174	V0101901	012000-520325	47.88	HYDRAULIC OIL
		34224	038276	V0101901	051000-520225	272.37	BRAKE JOB FOR SQUAD CAR
		34225	047549	V0101901	012000-520325	52.11	OIL FOR SCAG MOWER AND BULB FOR VENTRAC
		34226	046763	V0101901	051000-520225	256.59	RADIATOR FAN ASSEMBLY FOR SQUAD CAR

PAID VOUCHERS

VENDOR NUMBER	NAME	VOUCHER NUMBER	INVOICE NUMBER	BATCH NUMBER	BUDGET G/L NUMBER	AMOUNT	DESCRIPTION
						<u>TOTAL VENDOR:</u>	762.95
32542	GRAINGER	34228	9243192904	V0101901	025032-520312	81.60	DISPOSIBLE GLOVES
		34229	801541863	V0101901	151000-570200	9.94	BATTERIES FOR MUSEUM DOOR SENSORS
		34230	9217790220	V0101901	025032-520312	107.40	RECYCLING CONTAINERS
		34231	9229383204	V0101901	012000-520400	45.08	INSPECTION MIRRORS
		34232	9229159778	V0101901	012000-570410	274.44	TENNIS COURT LIGHT PVCC/HARRER
		34233	9238966221	V0101901	012000-520400	42.30	HEPA, FILTER CARTRIDGE FOR WET/DRY VACUUM
						<u>TOTAL VENDOR:</u>	560.76
32935	GROOT INDUSTRIES 3397	34107	14364594	V0091401	012000-554100	73.68	RECYCLING FOR 6250 W. DEMPSTER
		34108	14364593	V0091401	025033-552300	305.39	GARBAGE P/U FOR 6834 W. DEMPSTER
		34127	14337378	V0090802	012000-554100	444.29	GARBAGE P/U FOR 6250 W. DEMPSTER ON 8/15/16
						<u>TOTAL VENDOR:</u>	823.36
34070	HALOGEN SUPPLY COMPANY, INC.	03168	00484792	V0092201	024021-553100	139.20	LIQUID CHLOR FOR HARRER POOL
		34167	0483878	V0092201	024022-570600	7.10	SKID FOR ORIOLE POOL
		34169	00484279	V0092201	024021-553100	167.49	POOL SUPPLIES
					024022-553100	167.49	
		34170	00485864	V0092201	024021-553100	7,621.25	PULSAR TABLETS FOR POOLS
					024022-553100	7,621.25	
		34171	0086328	V0092201	024022-553100	184.50	DIA. EARTH FOR BOTH POOLS
					024021-553100	184.50	
		34173	00492084	V0092201	024021-553100	1,200.00	CHEMICALS TO CLEAN OUT BOTH POOLS
					024022-553100	1,200.00	
		34174	00493007	V0092201	024021-553100	1,937.60	PULSAR TABS FOR BOTH POOLS
					024022-553100	1,937.60	
						<u>TOTAL VENDOR:</u>	22,367.98
41752	NCPERS GROUP LIFE INSURANCE	03418	LIFE INS	V0092201	011000-210965	24.00	LIFE INSURANCE DEDUCTED FROM PAYROLL 9/9/16
		34149	LIFE INS	V0092201	011000-210965	24.00	LIFE INSURANCE DEDUCTED FROM PAYROLL 9/23/16
						<u>TOTAL VENDOR:</u>	48.00

PAID VOUCHERS

VENDOR NUMBER	NAME	VOUCHER NUMBER	INVOICE NUMBER	BATCH NUMBER	BUDGET G/L NUMBER	AMOUNT	DESCRIPTION
41865	ILTP TRAINING CENTER	34121	20077841	V0090802	024022-520313	247.00	NEW POOL LICENSE KIT
		34122	2078130	V0090802	024021-520313	875.00	AUGUST 2016 AQUATIC SAFETY AUDIT
					<u>TOTAL VENDOR:</u>	1,122.00	
50176	KONICA MINOLTA PREMIER FINANCE	34128	65412567	V0090802	011000-554100	202.49	COPIER LEASE
					021000-554100	202.49	
		34192	65598992	V0092801	011000-554100	202.49	COPIER LEASE
					021000-554100	202.49	
					<u>TOTAL VENDOR:</u>	809.96	
53375	LOW VOLTAGE WORKS, INC.	34119	19698	V0090802	012000-554100	105.00	BURGLAR ALARM MONITORING FOR MAINTENANCE GARAGES FROM SEPTEMBER 19-DECEMBER 18, 2016
55222	MORTON GROVE PARK DISTRICT	34131	MED/SEC 12	V0090802	011000-210955	2,117.34	MEDICAL/SEC 125 DEDUCTED FROM PAYROLL 9/9/16
		34145	MED/SEC 12	V0092201	011000-210955	2,244.34	MEDICAL/SEC 125 DEDUCTED FROM PAYROLL 9/23/16
					<u>TOTAL VENDOR:</u>	4,361.68	
56665	MENARD'S	03196	33698	V0092801	025032-520321	21.24	PARK MAINTENANCE SUPPLIES
		34175	36099	V0092201	012000-520321	48.15	MAINTENANCE SUPPLIES
		34193	30165	V0092801	025032-520321	53.22	PARK MAINTENANCE SUPPLIES
		34194	33611	V0092801	025032-520321	49.29	PARK MAINTENANCE SUPPLIES
		34195	28259	V0092801	024022-570600	12.36	ORIOLE POOL SUPPLIES
					<u>TOTAL VENDOR:</u>	184.26	
56815	METRO PROFESSIONAL PRODUCTS	34112	164142	V0090802	012000-520312	110.13	JANITORIAL SUPPLIES
		34113	164142A	V0090802	012000-520312	110.13	JANITORIAL SUPPLIES
		34114	164231	V0090802	012000-520312	56.40	JANITORIAL SUPPLIES
		34115	165760	V0090802	025032-520312	159.18	JANITORIAL SUPPLIES
		34116	165067	V0090802	025032-520312	671.66	JANITORIAL SUPPLIES
		34117	164801	V0090802	024021-520312	211.28	JANITORIAL SUPPLIES
					024022-520312	211.28	
		34118	163269A	V0090802	012000-520312	60.00	JANITORIAL SUPPLIES
					<u>TOTAL VENDOR:</u>	1,590.06	

PAID VOUCHERS

VENDOR NUMBER	NAME	VOUCHER NUMBER	INVOICE NUMBER	BATCH NUMBER	BUDGET G/L NUMBER	AMOUNT	DESCRIPTION
57416	MINUTEMAN PRESS-MORTON GROVE	34103	37731	VO091401	025032-554200	171.00	PRINTING OF NEW CLUB FITNESS BROCHURES
		34176	37003	VO092201	011000-520120	350.00	PASSPORT BOOKLETS AND COVERS
				<u>TOTAL VENDOR:</u>		521.00	
58204	CINDY MORANO	34104	REIMBURSE	VO091401	023001-596201	119.00	USAG PRO MEMBERSHIP REIMBURSEMENT
58354	MORTON GROVE BASEBALL ASSOC.	34144	SPRING FEE	VO091502	023001-596139	15,710.00	SPRING 2016 BASEBALL/SOFTBALL REGISTRATION FEES
69071	PARK DISTRICT RISK MANAGEMENT	34146	LIFE INS	VO092201	011000-210965	54.01	VOLUNTARY LIFE INSURANCE DEDUCTED FROM PAYROLL 9/9/16
		34147	LIFE INS	VO092201	011000-210965	54.01	VOLUNTARY LIFE INSURANCE DEDUCTED FROM PAYROLL 9/23/16
		34180	1469475751	VO092201	012000-581200	70.00	SAFETY TRAINING FOR RAUHUT/BRUNNING
				<u>TOTAL VENDOR:</u>		178.02	
70252	PETTY CASH-JEANETTE MCNICHOLS	34099	REPLENISH	VO091401	023007-593813	10.73	REPLENISH SCHOOL CASH
					023007-593830	117.75	
					023007-593825	89.83	
					023006-593711	72.54	
					023006-593711	1.69	
				<u>TOTAL VENDOR:</u>		292.54	
71954	ROBERT BABINSKI	34199	1688	VO092802	023004-594514	385.30	DANCE MAGNETS
75635	ROSE PEST SOLUTIONS	34183	1834187	VO092201	012000-554600	20.00	SEPTEMBER 2016 PEST CONTROL FOR NATIONAL FIELDHOUSE
		34184	1834186	VO092201	012000-554600	20.00	SEPTEMBER 2016 PEST CONTROL FOR AUSTIN FIELDHOUSE
		34185	1834153	VO092201	012000-554600	20.00	SEPTEMBER 2016 PEST CONTROL FOR MANSFIELD FIELDHOUSE
		34186	1834185	VO092201	012000-554600	20.00	SEPTEMBER 2016 PEST CONTROL FOR OKETO FIELDHOUSE
		34187	1834152	VO092201	012000-554600	36.35	SEPTEMBER 2016 PEST CONTROL FOR HARRER FIELDHOUSES
		34188	1834150	VO092201	024022-552200	20.00	SEPTEMBER 2016 PEST CONTROL FOR ORIOL AQUATIC FACILITY
		34189	1834149	VO092201	025032-554100	50.15	SEPTEMBER 2016 PEST CONTROL FOR PVCC

PAID VOUCHERS

VENDOR NUMBER	NAME	VOUCHER NUMBER	INVOICE NUMBER	BATCH NUMBER	BUDGET G/L NUMBER	AMOUNT	DESCRIPTION
<u>TOTAL VENDOR:</u>						186.50	
80955	CHRISTINE E. STANCY	34181	REIMBURSE	VO092201	023007-593822	46.77	SUPPLIES FOR K/O
84635	BRENDAN TIONGSON	34130	REIMBURSE	VO090802	023001-593201	86.25	USAG BACKGROUND/SAFETY REIMBURSEMENT
88165	UNIVAR USA, INC.	34190	CH900790	VO092201	024021-553100 024022-553100	313.49 313.50	BULK ACID FOR BOTH POOLS
<u>TOTAL VENDOR:</u>						626.99	
90095	VERIZON WIRELESS	34123	9770670329	VO090802	023006-593711 023007-593825 023007-593830	127.52 59.97 19.99	FIELDHOUSE CELLS FROM 7/20/16-8/20/16
		34124	9770670328	VO090802	011000-540150 021000-540150 012000-540150	114.31 114.31 57.15	CELL PHONES FROM 7/21/16-8/20/16
		34125	9770670330	VO090802	011000-540150 021000-540150	77.75 77.75	IPADS FROM 7/21/16-8/20/16
<u>TOTAL VENDOR:</u>						648.75	
90331	VILLAGE OF MORTON GROVE	34182	0015391	VO092201	012000-520500	1,335.99	AUGUST 2016 FUEL/GAS/DIESEL
<u>TOTAL PAID VOUCHERS</u>						102,896.92	

PAID VOUCHERS

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

CORPORATE	16,327.24
RECREATION	76,263.09
POLICE	662.96
MUSEUM	441.36
LIABILITY INSURANCE	729.73
CAPITAL IMPROVEMENTS	8,472.54

<u>SUMMARY TOTAL</u>	<u>102,896.92</u>
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REFUNDS

VENDOR		VOUCHER	INVOICE	BATCH	BUDGET G/L		
NUMBER	NAME	NUMBER	NUMBER	NUMBER	NUMBER	AMOUNT	DESCRIPTION
<u>REFUNDS:</u>							
	SUSAN BRAUBACH		FEE/PRIZE	CK091402	023001-490131	50.00	FEE/PRIZE
	SUSAN BRAUBACH		FEE/PRIZE	CK091402	023001-597131	150.00	FEE/PRIZE
	SCOTTIE HUTCHINSON		FORFEIT FE	CK091402	023001-490131	50.00	FORFEIT FE
	MIKE JUDI		RENTAL DEP	CK091402	021000-210500	150.00	RENTAL DEP
	CARLYNN ULLRICH SHERMAN		GYMNASTICS	CK091402	023001-490204	127.00	GYMNASTICS
	MARK SCHMIDT		FEE/PRIZE	CK091402	023001-490131	50.00	FEE/PRIZE
	MARK SCHMIDT		FEE/PRIZE	CK091402	023001-597131	500.00	FEE/PRIZE
	GUS GALANIS		FEE/PRIZE	CK091402	023001-490131	50.00	FEE/PRIZE
	GUS GALANIS		FEE/PRIZE	CK091402	023001-597131	100.00	FEE/PRIZE
	JONATHAN LIMJOCO		RENTAL DEP	CK090801	021000-210500	150.00	RENTAL DEP
	LORETTA HEWICKER		SMOKEY JOE	CK090801	023005-490623	90.00	SMOKEY JOE
	RICARDO LOPEZ		RENTAL DEP	CK090801	021000-210500	150.00	RENTAL DEP
	RASHIDA MEHROOZ		PRESCHOOL	CK090801	023006-490711	95.00	PRESCHOOL
	RASHIDA MEHROOZ		PRESCHOOL	CK090801	023006-490711	95.00	PRESCHOOL
	RASHIDA MEHROOZ			VC091401	023006-490711	95.00-	VD CK#109656
	KENZA BERNOUSSI		PRESCHOOL	CK092202	023006-490711	1,206.82	PRESCHOOL
	SILVIA ZAVALAGA		BASE	CK092202	023007-490825	49.38	BASE
	MAYRA VAZQUEZ		RENTAL DEP	CK092202	021000-210500	150.00	RENTAL DEP
<u>TOTAL REFUNDS</u>						<u>3,118.20</u>	

REFUNDS

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

RECREATION	3,118.20
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<u>SUMMARY TOTAL</u>	<u>3,118.20</u>
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SUMMARY BY FUND:

CORPORATE	36,558.38
RECREATION	119,141.40
POLICE	5,777.24
MUSEUM	450.44
LIABILITY INSURANCE	7,079.34
SPECIAL RECREATION	825.25
CAPITAL IMPROVEMENTS	58,931.81

<u>GRAND TOTAL:</u>	<u>228,763.86</u>
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TOTAL PAGES: 18

To the Finance Officer:

The payment of the above listed accounts has been approved by the Board of Commissioners at their meeting held on OCTOBER 19, 2016 and you are hereby authorized to pay them from the appropriate funds.

 (President)

 (Treasurer)

Motions + Back-up Information

**MORTON GROVE PARK DISTRICT
BOARD MOTIONS
OCTOBER 19, 2016**

Administration and Finance Committee – Commissioner Ashta, Chair

Resolution #R-08-16: I move to approve Resolution #R-08-16, Honoring Commissioner Coursey, and thereby making the resolution part of the Morton Grove Park District permanent record.

Auditors Comprehensive Annual Financial Report: I move to accept the recommendation of the Administration and Finance Committee to approve the Comprehensive Annual Financial Report for the Fiscal Year Ending April 30, 2016 which was conducted by Lauterbach & Amen and to direct the Superintendent of Finance to file the audit report with the appropriate agencies.

Statement of Receipts & Disbursements, Resolution #R-09-16: I move to accept the recommendation of the Administration and Finance Committee to approve the Statement of Receipts & Disbursements for the Fiscal Year Ending April 30, 2016 and to direct the Treasurer to sign the document and the Superintendent of Finance to file the document with the appropriate agencies.

Bereavement Policy: I move to accept the recommendation of the Administration and Finance Committee for the Board of Park Commissioners to approve the updates to Section 7.2 of the Personnel Policy Manual, under the heading Bereavement Leave.

Drone Policy: I move to accept the recommendation of the Administration and Finance Committee to approve the Policy on the Use of Drones on Park Property and include the new policy in the Board of Commissioners General Practices Manual.

Parks and Facilities Maintenance Committee – Commissioner Manno, Chair

Tree Removal: I move to accept the recommendation of the Parks and Facilities Maintenance Committee to approve the proposal from Trees “R” Us, Inc. of Wauconda, IL in the amount of \$4,380 to remove 17 trees and stumps throughout the parks.

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

Refund Procedures: I move to accept the recommendation of the Recreation and Facility Program Committee to approve the updated Park District program refund procedures.

Flex Pass Fees for B-4 School and B.A.S.E.: I move to accept the recommendation of the Recreation and Facility Program Committee to approve an increase to Flex Pass fees for the B-4 School and B.A.S.E. program which will become effective December 5, 2016.

RESOLUTION

#R-08-16

**Dedicating the Morton Grove Park District
Board of Park Commissioners Meeting
Wednesday, October 19, 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 19th 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

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

Issue:

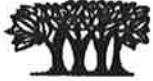
Per Illinois State Statutes, the Morton Grove Park District must prepare an Comprehensive Annual Financial Report and that report must be audited by an independent certified public accounting firm within six months after the end of the fiscal year.

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 12th 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

To: Board of Park Commissioners
From: Martin O'Brien, Superintendent of Finance
Date: October 12, 2016
Regarding: 2015 – 2016 Receipts and Disbursements Report – Resolution #R-09-16

Issue:

Per Illinois State Statues, 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.

FUND BALANCE: 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; Goldburg, 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, Cyhthia 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.; Schaeffes, 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; Hessel, 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 19th day of October 2016.

Dan Ashta, Treasurer, Morton Grove Park District

Signature



Morton Grove
Park District

Memorandum

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

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, son-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

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

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

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 Northbrook, IL	\$11,685
Kramer Tree Specialists West Chicago, IL	\$9,326
Trees "R" Us, Inc. 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

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

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 2nd 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.

New Business

Dear Board Members,

As part of the Strategic Planning for 2017-2022, the District conducted a series of feedback sessions, park & facility tours and community meetings. This research and the District's 2013 Comprehensive Master Plan helped us identify major issues/initiatives/project that need to be addressed over the next five years.

The research and formats included...

- A workshop with the Strategic Plan Executive Steering Committee (ESC). The ESC consists of senior-level park district leadership.
- A workshop with the Park District Board of Commissioners
- Several community meetings.
- Park & facility tours by the Commissioners
- The 2013 Comprehensive Master Plan research that included:
 - Community visioning.
 - Individual park site evaluations.
 - Assessment of existing facilities
 - Analysis of practices and procedures

Issues were identified then grouped by themes. Six forward looking strategic initiatives were identified by the ESC using this research and their knowledge of the district and community.

List of Initiatives:

- Enhance Resident Experience at Parks and Facilities
- Foster Effective Communications, Marketing and Customer Friendly Processes
- Strengthen Community Relationships and Park District Governance
- Develop and Retain Highly Engaged Employees
- Commit to Financial Planning for Long-term Stability
- Enhance Recreation Opportunities to Meet Residents' Needs

A team leader was assigned to each initiative along with a group of team members to:

1. Study and analyze each initiative.
2. Define the initiative.
3. Identify both internal and external factors both positive and negative that may impact the District's ability to move forward on the initiative.
4. Develop recommendations with specific steps that must be taken to address the stated initiative.
5. Set forth measures of success to monitor the progress towards achievement of the initiative.

You will find attached the agenda and supporting materials for the Board workshop scheduled for October 19, 6:30 pm to review the proposed strategic initiatives.

After the Board's review, the ESC will then develop tasks and corresponding timelines to address each initiative over the next five years. A draft of the plan will be reviewed at the December board meeting with the hope of final approval of the plan at the January Park Board meeting.

STRATEGIC INITIATIVE #1: ENHANCING RESIDENTS EXPERIENCE AT FACILITIES AND PARKS

The Morton Grove Park District will endeavor to provide well maintained, safe and updated parks and facilities to its users that appropriately reflect the interests and needs of its residents and are within the financial ability of the park district.

DEFINE THE ISSUE

Parks and recreational facilities are the foundation of the park district. They provide an outlet for programs, services, events, and all manner of active/passive recreational pursuits for the community. It is imperative that the district maintain all of its physical properties at the highest level possible and seek to make necessary improvements, updates and where feasible, additions to its parks and facilities. To date, the district has maintained park properties, including athletic fields, playgrounds, sport courts and passive areas in a consistent and appropriate manner. With few exceptions, the parks are in good to excellent shape and can be maintained at that level with continued diligence and planned repair/replacement of major park components.

The district’s facilities present a greater challenge in that many of them are in need of significant renovation, reinvention or replacement. Only Oriole Pool has received this level of attention in recent years. There are also opportunities to consider new facilities that would allow for new or expanded programming and recreational service options in the community.

The 2011/12 community input meetings and the 2013 Comprehensive Master Plan did an excellent job of identifying areas where parks and facilities were in need of attention as well as identifying opportunities for new services. Oriole Pool has since been replaced with a modern water park. In addition, there have been some improvements to the fieldhouses. All four facilities are now air conditioned, making the space more useable during the hotter summer months. The playgrounds at Harrer north, Overhill and Oriole Parks have been replaced. However, there are a number of other opportunities that were discussed in the two reports that still need to be addressed in some form or another.

Funding for future capital improvements will be a significant challenge for the district. The District’s non referendum bonding authority has been dedicated to debt retirement of the Oriole pool project and is committed until 2033. While there is a planned funding program for many of the district’s assets, the program is limited to replacing existing furniture, fixtures and equipment. It does not address funding for new capital development. Given the current bond

payment requirements for Oriole Pool, any significant new capital projects will take efforts to secure grants, public/private partnerships and the last resort would be a referendum.

INTERNAL FACTORS

What things within the park district (both positive and negative) will affect our ability to move forward on this initiative?

- The lack of non-referendum bonding power to fund a larger project.
- The need for staff and Board support for those projects selected vs. ones that may not make the cut.
- Communication to all staff to keep them informed and involved in the process.
- The ability of the district to maintain and manage existing facilities.
- The cost of operation and maintenance of new facilities and the opportunity for the district to generate new revenues through operations. (cost/benefit analysis)
- What impact will decisions have on existing operations.
- Space necessary to build new facilities.
- Ability of staff to take on new projects in light of their current workload.
- Impact to existing facilities/parks – potential loss of open space already at a premium in the community.
- Long-term effect of new facilities on capital repairs and replacement program funding.
- Incorporating latest technology, eco-friendly systems and accessibility into new facility designs.
- Potential need for additional parking facilities to accommodate increased use of new or expanded facilities.

EXTERNAL FACTORS

What things outside the control of the district (both positive and negative,) will affect our ability to move forward on this initiative?

- Level of competition within the community and/or service area.
- Current local economy.
- Local government support/oversight (permitting, zoning, potential partnerships, etc.)
- Cost/accessibility to local utilities (gas, water, electricity, sewer).
- Search and selection of a quality design/construction team.
- Resident and stakeholder support and organized assistance for potential referendum.
- Explore public/private partnership opportunities and both state and federal grants.
- Current and projected market conditions related to planned improvements and services.

RECOMMENDATIONS

1. Identify and explore use options for the district's four fieldhouses.
 - a. Conduct a review of current use levels for all four field houses and determine available opportunities.
 - b. Renovate the fieldhouses for general and/or specific use and address ADA issues as required by law.
 - c. Consider adding outside access bathrooms to the fieldhouses to address public requests for access.
 - d. Investigate the possibility of renovating one or more of the fieldhouses into an outdoor pavilion with indoor storage to reduce operating and maintenance costs and to serve camp and picnic uses.
 - e. If funding is not available to maintain fieldhouses, consider the option of closing one or more facilities in order to reduce cost of operations and maintenance.

2. Finalize feasibility study for a Dog Park
 - a. Review available sites.
 - b. Develop an operational pro forma identifying potential revenues and expenses to determine financial feasibility.
 - c. Identify potential partners (neighboring agencies, private partners, support groups) that might assist in funding the development of a facility.
 - d. Consider allowing dogs on leashes in parks where there are paved paths as a no-cost option to building a dedicated facility.

3. Identify and explore options for the future of Harrer Park Pool.
 - a. Conduct a five-year operations budget projection to determine cost of continued operation without significant changes in order to better understand the financial ramifications of operating the facility as is.
 - b. If funding is not available for repairs and operations, consider closing the pool and demolishing the facility for open space or alternate uses.
 - c. Operate the facility for as long as financially and/or physically possible.
 - d. Conduct a facility conditions assessment with an architect and engineer to determine remaining life expectancy and options for renovation or replacement.
 - e. If Harrer is closed, explore additional parking at Oriole to accommodate increased use.

4. Explore community interest in renovating and/or expanding the Prairie View Community Center to better meet the needs and interests of the community.

- a. Engage an architect to conduct a comprehensive space analysis of the existing facility, addressing (at minimum) the following areas:
 - Fitness floor and segregated workout areas (old courts)
 - Viability of current track vs. the addition of a new, larger track
 - Need for dedicated program space.
 - The possible addition of an indoor aquatic facility to complement fitness and serve other needs.
 - Explore expanding gym by removing the stage area and reordering the space.
 - Address the old entrance area, either by enclosing it for additional program space or demolishing old stair and ramp and developing the open space to complement the building.
 - Identify and address all current HVAC, electrical and plumbing issues as well as ADA requirements.

5. Acquire indoor space through implementation of formal “exchange of services” agreements with select school districts or other available partners in the community in order to increase access to existing facilities and minimize costs to the taxpayer.

6. General Park Improvements
 - a. Consider adding bathroom facilities to the Harrer Park pavilion to accommodate current high user volume, by using existing storage and concession areas.
 - b. Develop maintenance standards and classification of all sports fields and implement maintenance practices accordingly, in order to address public concern over conditions of some fields.
 - c. Assess and quantify use of all existing sports fields and determine future use of athletic space to ensure efficient use of available park space.
 - d. Identify areas in existing parks and install dedicated picnic areas, including picnic tables, water fountain, available bathrooms, shade opportunities and active open space to serve family and other small group park usage.
 - e. Address community interest in outdoor exercise by mapping all formal walking paths in parks and identify length of paths and market to the community. Include opportunities to connect public spaces that have safe pedestrian access between them.

7. Miscellaneous
 - a. If any major capital projects move forward, develop a citizens’ support group to assist in garnering public support and preparing for a possible referendum.

- b. Implement a formal donation program to encourage the community to donate trees and minor park amenities in honor or memory of someone.
 - c. Identify an area at Prairie View Community Center to install clay pavers and allow the community to buy a personalized paver with funds going to a specific capital use.
 - d. Conduct a thorough review of the organizational structure of the Parks and Facilities Department to assess current staffing levels and efficiency. Identify opportunities to improve operations and ensure they are conducted in the most cost-effective manner.
8. Address the stated community interest expressed in the 2013 master plan and 2011/12 community input documents by conducting a study to investigate the development of a new multi-use facility in place of Harrer Pool that would provide needed and/or expanded services to the community.
- a. Construct a Preschool and Daycare center to consolidate and expand existing programs into a centralized, state-of-the-art facility.
 - b. Consider the addition of a multi-use gymnasium to accommodate various ages and sports interests.
 - c. Investigate the installation of an outdoor spray park (or expand the existing one if viable) to complement the preschool age programming and serve the general public.

MEASURES OF SUCCESS

1. Existence of a long term plan for use of all four fieldhouses.
2. Determination of the future of Harrer Park Pool.
3. Maximizing use of all existing facilities and park spaces.
4. Existence of a comprehensive conditions and space study for Prairie View Community Center.
5. A clear and Board-approved plan for facility financing/development that has community support.

STRATEGIC INITIATIVE #2: IMPROVING COMMUNICATIONS, MARKETING AND CUSTOMER-FRIENDLY PROCESSES

Effective Communication is a proactive effort utilizing the right mix of marketing tools to increase awareness of programs and services the park district offers.

Customer-friendly processes are those avenues and the steps residents must take to conduct business with the park district.

DEFINE THE ISSUE

Today, residents receive information from various sources and via multiple methods. Whether it is from seasonal brochures, flyers, email, texts, Twitter, Facebook, word-of-mouth, or any number of other electronic means; residents have access to information. Because of this abundance of information, messages can become lost in all of the clutter. As an organization the Morton Grove Park District has to be efficient, persistent and creative in the dissemination of information on programs and services offered to the community. Additionally, the District needs to focus on adapting to residents' needs by updating our park district technologies and processes to be customer friendly.

The Morton Grove Park District promotes its programs and services primarily through a program brochure. Other supplemental communication pieces include newspaper articles, word-of-mouth referrals, website, specialty brochures and flyers. The Marketing Manager is responsible for all of the District's marketing efforts.

The Fun Guide is distributed to households three times a year and is available online, which is helpful for customers. The brochure content is well organized, and information is easy to find due to the table of contents listing of programs. The program guide is attractive to the eye with appropriate use of photographs. Residents generally look to the price of a program and then the program title as a means of determining whether or not they will register for a class. Therefore, creative program titles are important. Descriptions should include features, attributes, and benefits. Some of the text included in program descriptions is informational, rather than promotional. Identify the unique value propositions for each program and identify the "hook" that will entice people to register. It is also suggested to try to keep the descriptions brief, no longer than six or seven lines, as readers lose interest in programs if they read too much.

In today's environment, where consumers are seeking more high quality, value-oriented services than ever before, it is critical that the District recognize and take action toward improving the level of service and convenience offered throughout the organization. Taking resident needs and input into consideration when making decisions and doing more to

determine and respond to customer needs, particularly through the use of focus groups and surveys, are two of the primary ideas offered. Others include implementing quality assurance programs and being more responsive to resident needs by empowering employees to make decisions and removing unnecessary barriers.

The District has much to offer to the community in terms of facilities and services. It is integral that residents, despite their age, activity level, or usage, find value in what the District provides to the community. The District will be tasked with generating more efficiency to provide more to residents. It will be a challenge for the next several years, considering the ever changing state of the economy. Focusing the district's limited marketing and technology resources on the most effective communications tools and processes will be critical.

INTERNAL FACTORS

What are the things within the park district that will affect its ability to move forward on this initiative?

- Inadequate funds budgeted to marketing
- Complacency of staff
- Instrument design errors
- Distrust of findings
- Reliance on qualitative data not quantitative
- Lack of knowledge and expertise
- Failure to implement
- Rush to get pieces out that produces errors, poor proof reading
- Greater emphasis placed on marketing rather than program design as indicator of success

EXTERNAL FACTORS

What are the things outside of the control of the park district that will affect its ability to move forward on this initiative?

- Willingness of residents to complete surveys
- Disengagement
- Spam blocking
- Constant need for incentives to complete survey
- Respondent biases
- Rapid changes in technology
- Squeaky wheel syndrome
- Resistance to change

RECOMMENDATIONS

1. Internalize website to gain control over changes and to eliminate fees charged by the developer.
2. Conduct program evaluations after each program to increase feedback from participants.
3. Conduct an annual all-staff training session on customer service to standardize methods and techniques of service provided to community.
4. Conduct customer service satisfaction survey annually to monitor the need for changes in processes and procedure.
 - a. Attach a survey with every e-blast
 - b. Develop meaningful, but limited, incentive program to ensure residents participate in surveys.
5. Closely monitor employee satisfaction survey annually.
 - a. Full-time employees
 - b. Part-time employees
6. Develop and distribute annual report on program's finances
7. Re-evaluate brochure process to coordinate between Recreation, Front desk, and Marketing departments.
8. Utilize Constant Contact or similar to better target patrons for surveys and input.
9. Develop marketing plans for programs and to build awareness of the park district.
10. Marketing pieces need to be reviewed for consistency and accuracy by designated person before being distributed to the public (i.e., postcards, flyers, brochures, etc.).
11. Replace front entrance marquee sign for better visibility of PVCC via better technology.
12. Explore opportunity to install quality produced, temporary signs for special events at entrance to the Village.
13. Encourage and foster communication between staff members.
 - a. Conduct annual survey.
 - b. Hold meeting with staff to provide information on the District and to provide an opportunity for staff to ask questions.

MEASURES OF SUCCESS

Create a scorecard to monitor and measure progress.

1. Completion of recommendations per year
2. Users response rate of at least 15% or better
3. Better than average score on customer feedback surveys
4. Use website analytics i.e., Google results to determine marketing outcomes

STRATEGIC INITIATIVE #3: STRENGTHEN COMMUNITY RELATIONSHIPS AND PARK DISTRICT GOVERNANCE

The Morton Grove Park District is just one of several taxing and non-taxing agencies within the Village. The park district must make every effort to collaborate with all agencies for the betterment of the residents.

Park District governance involves the policies, ordinances, procedures, and philosophies the five-member board of park commissioners follow in working together and making decisions that guide the district.

DEFINE THE ISSUE

Since 1951 the Morton Grove Park District has been an intricate part of the Village of Morton Grove. One of several, separate taxing bodies within the Village, the Morton Grove Park District understands the importance of working with other agencies. The residents of Morton Grove have a great expectation that all agencies will collaborate with each other to eliminate duplication of services and to ensure their taxes are being utilized effectively and without waste.

Along with this collaboration comes an interdependence among agencies. For example, the Village uses Harrer Park for Morton Grove Days, the schools use park space for classes while allowing the park district to use rooms and gyms for programming. There are many intergovernmental agreements, many outdated; some are in need of review. These agreements need to be strengthened and in some cases, developed. In cases where the other party is unwilling to enter into a formal agreement, the park district should reach memorandums of understanding to better define relationships.

In the past, intergovernmental agreements have been developed with various agencies. However, many need to be revisited and possibly renegotiated. The park district and the Village of Morton Grove have several agreements in place but all need to be reviewed and renegotiated. A school district agreement was revised this past winter, while another was completed this summer.

INTERNAL FACTORS

What are the things within the park district that will affect its ability to move forward on this initiative?

- Agreement must be mutually beneficial
- Board or Administrative turnover
- Need for well-defined agreements

EXTERNAL FACTORS

What are the things outside of the control of the park district that will affect its ability to move forward on this initiative?

- Willingness of other organization to enter into agreement
- Negotiating agreements may be complex
- Residents expect intergovernmental cooperation

RECOMMENDATIONS

1. Strive to become the Village agency of choice and a trusted partner in the community.
2. Strive to provide other agencies with support in the most effective and efficient way possible.
3. Create/Develop/Research possible private/public relationships when in the best interest of the community.
4. Develop a formal budget presentation to the board to increase transparency and to educate the board on fiscal direction of District.
5. Develop/Distribute Fiscal Year End financial review for the community.
6. Increase community engagement and outreach.
7. Compile or develop a comprehensive board policy handbook to strengthen decisions and to ensure long-term adherence to those decisions.
8. Compile or develop a comprehensive Administrative Policy Manual to tighten processes and procedures staff are to follow.
9. Complete Distinguished Agency Accreditation to ensure policies and procedures are up-to-date and conform to industry standards.
10. Strengthen Board competencies.
 - a. Provide pre-election packets and new Board member orientation.
 - b. Make available state and national park and recreation conferences.
 - c. Participate in Board member training opportunities.
 - d. Review and update board members as needed.
11. Update existing intergovernmental agreements.
 - a. Village of Morton Grove
 - i. Mutual Aid Agreement – Park Police
 - ii. Morton Grove Days (new)
 - iii. Joint Access and Parking Lot Sharing (Expires 2021)
 - iv. Museum ground (Expires 2106)
 - v. Shared services and equipment (Open-ended)

- b. School Districts
 - i. #63 (new)
 - ii. #67 (Open-ended)
 - iii. #70 (Open-ended)
 - iv. #219 (Expired)
 - c. Executive Director Contract (2017)
 - d. Nilis Park District – Resident rates for certain programs
 - e. Museum agreement with Historical Society (Open-ended)
 - f. M-NASR lease agreement (Expires 2021)
 - g. Ancel/Glink – corporate council (open-ended)
 - h. Morton Grove Baseball Softball Association
 - i. American Youth Soccer Organization
 - j. Farmers Market (annually)
 - k. Possible Morton Grove Library
 - l. Possible Nilis Township
 - m. Possible Cook County
12. Continued participation in State and National organizations to develop strong leaders and increase knowledge of industry best practices.
13. Closely monitor and actively communicate to board regarding state legislation impacting parks and recreation.
14. Seek opportunities for legislators and Park Board members to meet to build stronger relationships.
15. Encourage Park District leadership to participate in community service clubs.
16. Coordinate leadership meetings with other local taxing agencies to enhance communications and partnerships.
17. Develop a trusting and working relationship with all stakeholders i.e., staff, board, residents, and other community partners.

MEASURES OF SUCCESS

Create a scorecard to monitor and measure progress.

1. Completion of recommendations per year
2. Number of updated agreements
3. Increase visibility and transparency of park district
4. Obtain Distinguished Agency Accreditation
5. Well-defined trusting relationships with all stakeholders

STRATEGIC INITIATIVE #4: DEVELOP AND RETAIN HIGHLY ENGAGED EMPLOYEES

Developing and retaining highly engaged employees requires the park district to organize, plan, implement and evaluate programs, conferences, seminars, webcasts, and other avenues for employees to understand their importance, embrace and execute established rules, regulations, and procedures.

DEFINE THE ISSUE

As a service-based organization; the only way to ensure the best possible customer service experience for Morton Grove residents, is hiring and training the most qualified staff to provide those services. Most recently the Morton Grove Park District has worked diligently to hire, train, and retain a team of highly qualified staff. In an effort to retain this team of highly-qualified, trained and motivated staff, the District has to ensure that its compensation and benefits are competitive in comparison to similar and surrounding Districts. Hiring ranges, salary ranges, position adjustments and job descriptions must stay competitive in an effort to attract and retain the highest quality staff.

INTERNAL FACTORS

What things within the park district will affect our ability to move forward on this initiative?

- *Resistance to change.*
- *Complacency.* This goes hand in hand with the above resistance to change. Employees become comfortable and familiar within their job therefore not always thinking outside the box, or changing with trends.
- *Need for increased training.* Employees are not given the proper tools to perform their duties or the training is incomplete or missing important information the employees need in order to perform at a high level.
- *Lack of funds for training.* – There has not been sufficient funds in the budget for all staff to attend trainings.
- *Ineffective recognition program.*
- *Lack of upward mobility.* Due to the nature of our business the potential to move upward, or be promoted is limited, therefore causing staff to look elsewhere.
- *Job Sharing/Cross Training Opportunities.*

EXTERNAL FACTORS

What things outside the control of the district (both positive and negative) will affect our ability to move forward on this initiative?

- *Improve image in the industry.* Due to the frequent turn-over in the past couple of years, professionals may be hesitant to apply for open positions.
- *Competing Agencies.* Being a smaller agency, it may appear that a larger district has more to offer to an employee. Larger districts have more employees which allow upward mobility, and growth or promotions into higher positions. We do not have a lot of room for advancement within the District. Want to try and build a larger tier for advancement in an effort to retain staff.
- *Training expenses.* – Residents are always concerned about where their tax dollars are being spent. We must be cognizant on how and on what we are spending these dollars.
- *Rising costs of training opportunities.*
- *Resident expectations.* – Our residents expect us to deliver excellent customer service, not only with our programs and special events, but equally with our staff.

RECOMMENDATIONS

1. Continuous Learning Environment

Undoubtedly, the Park District's most valuable asset is its people. The District continues to invest in its employees by creating a working environment that continuously provides learning opportunities and new challenges. The District needs to recruit employees that are well matched with the organization's culture. Opportunities for employees to actively participate in improving the overall organization are encouraged through collaboration, empowerment and trust. The Agency is dedicated to creating a culture that is fun, and based on developing cohesive relationships. The desired outcome is to cultivate motivated and knowledgeable employees and Board Members.

- a. Develop core competencies for leadership positions.
- b. Allow staff to participate in ongoing training opportunities.
- c. Evaluate and revise new employee orientation and training program.
- d. Revise performance evaluation to include core competencies.
- e. Develop a succession management process.
- f. Create new guest service and standards trainings.

2. Uphold an Accountable Work Environment

People struggle to be accountable when roles and processes are ambiguous. Removing as much confusion as possible about who is doing what and how they will proceed is an important step. If a team is truly accountable, members will identify gaps, learn new roles and processes, and ultimately build a more capable team.

- a. Hold employees accountable to meet their goals and position expectations.
- b. Monitor and report on progress of individual, department, and Agency goals.
- c. Transition Plans.
- d. Annual Leadership Retreats.

3. Continue/Maintain Transparent and Trusting Management Practices and Relationships

Simplifying the complexities of the Agency into one view common to all staff is essential if there is to be good communication within the Agency as to its purpose and performance expectations and not a lot of mixed signals. Everyone should be singing from the same sheet of music. A true team focus starts with the senior management and cascades through a series of teams to permeate through the entire Agency. The message must be focused and clear for staff to understand.

- a. Develop ongoing relationships.
- b. Create and continue efforts in communication.
- c. Align resources toward employee and Board growth and development.
- d. Customer Service Committee
- e. Annual Employee Survey. Both full time and part time.
- f. District wide staff trainings
- g. Online training opportunities.

MEASURE OF SUCCESS

Employee satisfaction surveys will provide management with the knowledge and tools to build positive employee/customer relations and a positive work environment. Employees attitudes, passion, loyalty, workplace and competitive intelligence are key indicators for employee retention, satisfaction and productivity.

1. Number of workplace improvements completed each year.
2. 75% or better satisfaction rate on employee satisfaction survey.
3. 75% or better rating on customer service survey.

STRATEGIC INITIATIVE #5: FINANCIAL PLANNING FOR LONG-TERM SUSTAINABILITY

The Morton Grove Park District will continue to strengthen and maintain its fiscal health and stability through careful monitoring of its funding and ensuring scarce resources are allocated where they will provide the most “good” to the community.

DEFINE THE ISSUE

The Morton Grove Park District's overall financial picture remains strong in spite of the current challenging economic conditions. The District's main sources of revenue are property taxes and user fees. Currently, property taxes represent approximately half of the district's operating revenue. Tax revenue is allocated to the various funds based on the need and use of the service by a large percentage of residents as well as the ability of the service to generate user fees. Under the tax cap, the District is limited in its ability to increase taxes without a referendum.

User fees are the other major source of operating revenue and are viewed as a barrier to some families to signing up at times with low income families getting priced out of our programs. However, we continue to see a high level of participation in our programs and use of park district services. Surveys of user fees are conducted on a regular basis to assure that we remain competitive in the marketplace. In addition, the District strives to return value to our residents by enhancing property values and meeting the recreational needs of the community by providing quality parks, facilities and programs. It is important to note that a compelling reason we are able to offer the wide ranging facilities and programs is because of our residents income levels and abilities to pay user fees.

The Morton Grove Park District has historically taken a conservative and long- term approach to managing the District's finances. Fiscal responsibility is a key factor in the District's finances. This is demonstrated by adhering to a balanced budget annually. The District has several important components in place which contribute to our financial stability.

Investment Policy: The District's investment policy is conservative to protect the principal and only allows for investments in Certificates of Deposit, Government Agencies and Money Market Accounts.

Long Term Financial Plans: The District also has a long term financial plan which identifies funds available for future capital projects after considering the effects of the debt already incurred. It also has a long term financial plan for funding the operational needs of the Park District. The Park District operating expenses are primarily for the maintenance of parks,

playgrounds, sports fields and field houses which have limited, if any, ability to generate user fees.

Fund Balances: The District has fund reserves with sufficient balances overall to cover short term delays in tax receipts, temporary shortfalls in meeting budget expectations, moderate unexpected expenses.

Staff: The majority of our employees are part time or seasonal staff. The purpose of this plan is to provide more flexibility in adjusting staffing levels, as needed, based on weather and participation levels.

Debt: The District has invested heavily in rebuilding Oriole Aquatic Center, one of its pools, and renovating its existing facilities. This decision three years ago currently consumes 26% of our rollover debt and will consume 50% in December of 2018. Through careful long term planning, the District identified and segregated certain funds to be used to repay the existing debt for Oriole Pool. We will continue to use this approach until the current debt is paid down.

While the District continues to hold its own in these uncertain times, the District must remain diligent in monitoring participation levels and financial performance, strengthen internal controls and processes and continue to update long-term financial plans. One of the challenges is to develop plans to meet both the ongoing operational needs of the District in conjunction with the desire for new investment in capital items or increased services. Costs in some areas such as utilities and insurance are increasing faster than the Consumer Price Index and taking a larger percentage of our limited tax dollars. It should be noted that the district work force is made up of 24 full-time and 250 part-time workers.

Competition among other providers of services is a key factor in our ability on whether we can increase user fees. In addition, while the District has acquired many assets like parks and open space that provide many public benefits, these assets have a limited ability to generate user fees and therefore will require a larger portion of available tax revenue as costs of operations increase. Until the current debt is paid down, major investments in capital will require identifying a payment stream to finance the projects or passing a referendum.

INTERNAL FACTORS

What things within the park district (both positive and negative) will affect our ability to move forward on this initiative?

- Continuation of a financially conservative approach
- Limited tax dollars available for maintenance and operation
- Ability to react and adjust fees as needed

- Expense control, especially labor-related costs and current debt
- Programs that can consistently operate on at least a break even basis
- Oriole Aquatic Center debt will be retired in 2033
- High expectations of maintenance and services levels while controlling costs, staying focused on core services and delivering value to our customers and residents
- New Federal and State mandates such as the new Federal Labor Standards rules on exempt employees.

EXTERNAL FACTORS

What things outside the control of the district (both positive and negative) will affect our ability to move forward on this initiative?

- Possible economic recession
- Increasing competition from both public and private sector service providers
- Weather-dependent facilities
- Investment rates of return
- Number of participants supporting programs
- Tax Cap that limits how much the tax levy can be increased
- The District's ability to issue more debt and if necessary for major projects, including much need facility updates, pass a referendum to do so
- Escalating operating costs, particularly utilities and insurance

RECOMMENDATIONS

1. DEVELOP/UPDATE FINANCIAL STRATEGIES
 - a. Formalize the District's philosophy for the allocation of tax dollars and the setting of fees (Categories of Park Services Policy).
 - b. Annually review and update the long term financial plans both for capital projects and park operations.
 - c. Maintain adequate fund balance levels.
 - d. Analyze the financial impact of independent contractor agreements versus hiring employees to optimize the value to the District.
 - e. Explore concept of expanding outsourcing opportunities to supplement existing staff and for non-core business operations.
 - f. Explore alternate funding sources:
 - Naming Rights
 - Donations
 - Sponsorships
2. UPDATE POLICIES AND PROCEDURES

- a. Formalize, develop and/or update Financial Policies in accordance with those required for GFOA (Government Finance Officers Association) Best Practices.
 - Stabilization of Funds (Fund Balance Policy)
 - Fees and Charges (When they are reviewed and how they are set)
 - Debt Issuance and Management (Best practices & conservative approaches)
 - Balancing the Operating Budget
 - Contingency Planning
 - Guide the Design of Programs and Services
 - Policies and Plans for Capital Asset Acquisition and Maintenance
 - b. Re-evaluate the policy on resident/non -resident rates and make recommendation to maximize program participation.
 - c. Strengthen the procedures for following-up on outstanding balances.
 - d. Strengthen internal controls and increase internal operational audits.
 - e. Streamline billing and collections.
 - f. Changing the district fiscal year to coincide with the calendar year.
 - g. Establish a foundation to address the community needs.
 - h. Consolidate all capital repair and replacement lists into a single, comprehensive document in order to give staff and Board a clearer picture of future capital expenditures.
3. EXPAND EMPLOYEE KNOWLEDGE OF FINANCIAL CONCEPTS
- a. Conduct training for staff on financial concepts
 - Accounting terms
 - Income statement
 - Balance sheet
 - Cash flow
 - Expand Alternate Revenue Sources
 - Grants
 - Sponsorships
 - Public and private partnerships
 - Etc.

MEASURES OF SUCCESS

Create a scorecard to monitor and measure progress.

1. Updated policy manual that includes all GFOA recommended policies.
2. Updated Fund balance goals that are at target or greater.
3. All facilities operating within budget constraints to spend efficiently and wisely.
4. Recipients of the GFOA Certificates of Excellence in Financial Reporting and Budgeting.
5. Development of a capital repair and replacement program and setting aside funds annually to support the upkeep of existing facilities ensuring that multi-year financial planning will be in place and closely monitored so the Park District can be proactive and adapt to changing economic conditions.
6. Accreditation with IPRA Distinguished Agency and Park District Risk Management Agency (PDRMA).
7. Maintain or improve bond rating.

STRATEGIC PLAN INITIATIVE #6: ENHANCE RECREATION OPPORTUNITIES TO MEET RESIDENTS' NEEDS

Increased competition, changing demographics and rising customer expectations require that the Morton Grove Park District continues to gain insight into its residents' interests, adapt its programming to meet those needs and broaden the appeal of program offerings to all segments of the population. The District needs to continually differentiate itself from other local agencies and be the "go-to" organization for recreation opportunities in the area.

DEFINE THE ISSUE

Program services represent the life-blood of the Morton Grove Park District operations. Whether at the Prairie View Community Center, the Historical Museum and Education Center, one of the four fieldhouses or two pools, or at a neighborhood park, recreation programs are the focus of our mission. The Morton Grove Park District employs a professional staff dedicated to program development/management.

As the demand for high-quality and affordable recreational activities continues to increase, it will become more important to quickly anticipate and plan for unrealized community needs. Through trend analysis, creative thinking and listening to customer feedback, the District plans to identify areas of growth, set up systems to bring about needed program changes and introduce new program offerings that provide new and unique experiences to our residents.

The Village of Morton Grove's population is thriving and becoming increasingly diverse. The housing market is stabilizing, property values are increasing and the percentage of traditional sales are on the rise. Great schools, low crime rates and competitive cost-of-living makes Morton Grove a desirable place to live. Families make up almost three-quarters of the households; the average household size is 2.79 people. 19% of the population is under 18 years of age and 5% are under the age of five. The community is ethnically diverse. 40% of residents were born outside of the United States. The largest demographic shift has been an increase in Asian residents, a wide-ranging group of nationalities. As of the 2010 census, residents who identified as "Asian alone" represented 28% of the population (up from 22% in 2000). Over 90 languages are spoken in Morton Grove homes; English is not the primary language spoken at home in 52% of the households.

Due to the District's current financial constraints, it is increasingly important to boost revenues generated from program registration. Currently about 40% of district revenues are generated through user/registration fees. User fees are sometimes viewed as a barrier to participation. It is important that programs are properly classified according to the District's revenue policy, ensuring that basic and core services are offered for the betterment of the community and that instructional and specialized programs generate revenues that contribute to the financial health of the District.

There are a number of other agencies that offer recreational opportunities that may compete with programming offered by the Morton Grove Park District. This competition leads to a duplication of services that dilutes participation and adds additional burden to the taxpayers to support the operation of multiple agencies.

As part of the 2013 Comprehensive Master Plan, a community needs assessment was conducted. This assessment did an excellent job in identifying opportunities for the District to expand programming. Some of these opportunities have been addressed since the plan was published, but there are still plenty of opportunities for additional programming.

Strategic Plan initiatives for achieving this goal will focus on the following programming options:

1. Health/Wellness
2. Swimming/Aqua Fitness
3. Preschool enrichment classes
4. Expanded after-school/school's out programs
5. Sport specific training programs
6. Active Adult/Senior programs
7. Drop-in programming
8. Expanded use of existing facilities (fieldhouses/Education Center)

Strategic Plan initiatives will also:

1. Demonstrate leadership by providing innovative and "uncommon" experiences that go beyond traditional park and recreation offerings.
2. Identify key community partners to enhance and expand programming opportunities.
3. Identify cultural recreation interests within the community and develop programs in support of those interests.
4. Expand research on residents programming preferences and feedback on the quality of current programs and surveying for unmet customer needs and wants.
5. Analyze demographic information to drive programming.

In order to fully serve our residents, the District must maximize the use of all existing resources. Use patterns of facilities, staffing levels, operating expenses, user fees, unused/underused space and aging facilities need to be studied and addressed.

INTERNAL FACTORS

1. Aging facilities
2. Staff turnover rate
3. Continuing education opportunities for staff
4. Financial reporting capabilities
5. Data analysis
6. Ease of registration process

EXTERNAL FACTORS

1. Availability to find/train qualified program instructors/leaders
2. Availability to find/retain quality independent contractors
3. Cooperation from other agencies
4. Competition from private business and other agencies
5. Diversity of population
6. Health and safety concerns (concussions)

RECOMMENDATIONS

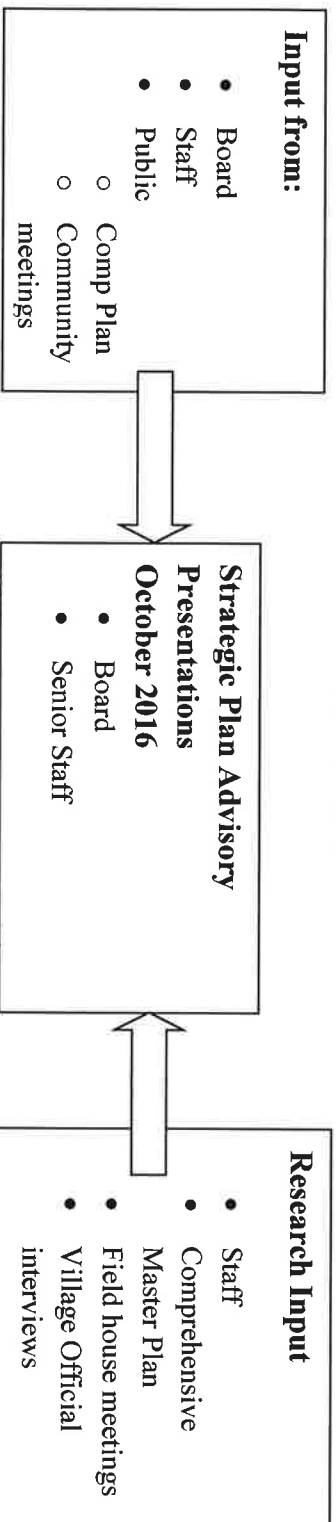
1. Continue to provide customer oriented recreation activities that address diversity and changing demographics.
 - a. Include basic, core, instructional and specialized programming.
 - b. Annually review program offerings and identify areas of deficiency.
 - c. Evaluate programs that are not reaching targeted participation and/or revenues and modify or discontinue.
2. Identify and contract with independent contractors to provide programming where specific/advanced skills or specialized equipment is required.
3. Develop a plan to enhance programming and scheduling to accommodate working parents (including afterschool and days off programming).
4. Implement a "loyalty" program to reward patrons that are frequent users of District programming.
5. Create "program bundles" to encourage registration into multiple activities.
6. Study program locations
 - a. Are facilities being used to their full scheduling potential?
 - b. Does program location limit opportunities for entire family to participate?
 - c. Does program location limit opportunities for individual to participate in multiple programs?
7. Coordinate programs with other agencies to provide comprehensive recreation opportunities.
8. Develop program evaluations that match program format and conduct annual surveys to evaluate existing programs and identify trends.
9. Identify opportunities to form focus groups of targeted residents to determine needs specific to their interest/demographic.
10. Maximize the gathering and use of demographic information to drive programming.
11. Increase Recreation Department portion of District's total revenue to 50%.
12. Investigate resources that allow non-native speakers to communicate with the District.

MEASURES OF SUCCESS

1. Maximize use of existing facilities
2. Offer a minimum of 15 new programs per year
3. Increase program participation by 5% per year
4. User fees equal from 40% to 50% of District revenue
5. Annual facility survey results and participant evaluation improvements

Morton Grove Park District Strategic Plan: Projects/Improvements 2017-22

9/12/16-DRAFT



<u>Project</u>	<u>Estimated Cost</u>
<ul style="list-style-type: none"> • Renovate Field houses (pg. 3) <ul style="list-style-type: none"> ○ Oketo ○ Mansfield ○ Austin Park ○ National (pg. 4) • Harrer Park Pool Renovation/replacement (pg. 5) <ul style="list-style-type: none"> ○ Option 1-Renovate ○ Option 2-Replace ○ Option 3-Alternative • Dog Park (pg. 6) 	

<u>Project</u>	<u>Needed Funding/Other Factors</u>
<ul style="list-style-type: none"> • Prairievew Community Center Improvements (pg. 9) • Indoor Sports Complex (pg. 10) 	<p>Projects for Future Consideration will be revisited if new information comes forward or situations change</p>

Planning

- Updating Capital Repair and Replacement Plan (pg. 12)
- Org. review of Parks and Facilities Department (pg. 13)
- Prairievew Community Center Conditions & Space Analysis (pg. 9)
- Harrer Pool Existing Conditions Analysis (pg. 5)

PROJECTS FOR CONSIDERATION 2017-2022

Project under consideration	Approx Cost (based on initial studies or square footage estimates)	Market Characteristics Who is target audience and what is size of the potential market?	Competition (for the customer) What options exist that fill the same demand?	Financial and Economic Factors What are the operating costs vs. revenues?	Daily, Monthly, Annual Attendance What are the projected programs & attendance?	Strategic Fit How does it fit with mission, focus, staffing strengths as well as the community?	Compelling Reason What is the compelling reason to build component now?	Staff Recommendation
<p>Oketo, Mansfield and Austin Park Fieldhouses - Renovation</p>	<p>According to the 2012 Facility assessment and analysis all three fieldhouses have significant issues that will require attention in order to continue operating the buildings (adjusted for inflation): Mansfield = \$56,750 Austin = \$59,600 Oketo = \$77,600</p>	<p>The fieldhouses are primarily used for camps, and other programs such as dog obedience and preschool classes. They are also available for rental by residents for picnics, meetings and parties.</p> <p>These facilities were part of the neighborhood recreation strategy common in the 50's and 60's. With the construction of Prairie View, programs have long since been consolidated to a central facility.</p>	<p>The field houses are designed as general use facilities. There are limited programming opportunities and many options in the community for general meeting space.</p> <p>For these reasons, the three fieldhouses are significantly underutilized</p>	<p>Revenues and expenses from rentals and programs in the three fieldhouses during the 2015-16 fiscal year are as follows: Austin = \$62,858 in Revenue against \$46,800 in expense generating a net of \$16,058 Mansfield = \$138,479 in revenues against \$76,986 in expense generating a net of \$61,493 Oketo = \$40,123 in revenue against \$32,000 in expense generating a net of \$8,123</p> <p>It should be noted that no utilities, maintenance or capital costs are included in these calculations.</p>	<p>Oketo Park is the least used of the three facilities while Mansfield has the highest use. Future attendance and registration will be determined by what changes, if any are made to one or more of the field houses.</p>	<p>While underutilized, the three fieldhouses serve some critical programming and rental needs in the community. The challenge is in identifying opportunities to increase use to justify both operating and capital costs of maintaining the facilities.</p>	<p>The field houses are capital assets of the district. In order to continue operating they all require some level of investment to ensure they remain useable. While each require significant improvements, the cost of maintaining them could be prioritized and stretched out over several years. Lessening the fiscal impact on the District.</p>	<p>Complete a comprehensive use study of each facility with recommendations for alternate use options.</p> <p>Conduct a revenue and expense analysis of each facility. Include operating and capital costs compared net program and rental revenue.</p> <p>Use results of these studies to identify opportunities and alternatives for future use</p>

Project under consideration	Approx. Cost (based on initial studies or square footage estimates)	Market Characteristics Who is target audience and what is size of the potential market?	Competition What options exist (for the customer) that fill the same demand?	Financial and Economic Factors What are the operating costs vs. revenues?	Daily, Monthly, Annual Attendance What are the projected programs & attendance?	Strategic Fit How does it fit with mission, focus, staffing strengths as well as the community?	Compelling Reason What is the compelling reason to build component now?	Staff Recommendation
<p>Renovate Fieldhouses (National)</p>	<p>Basic building improvements per Master Plan – facility assessment: Est. \$75,000.</p> <p>If District considers transforming National Fieldhouse into a dance studio, certain improvements must also be implemented including flooring, mirrors ballet bars and some specialized storage and space modification. Est cost: \$60,000 to \$90,000.</p>	<p>Basic improvements as noted in the Master plan should be completed as part of normal facility upkeep and to meet ADA standards.</p> <p>Transforming the facility into a dance center would allow for the current program to expand significantly while also allowing more time for group fitness classes at Prairie View.</p> <p>Target audience is children through adult and includes tap, jazz, ballet, hip hop and other popular genres.</p>	<p>Competition in dance classes is wide spread including Arthur Murray, Kaleidoscope Dance, and many others in the surrounding suburbs. Current registration levels in park district programs indicate the market is large enough to support existing outlets.</p>	<p>It is anticipated that with a specialized facility and more class time slots, the number of participants would increase. By moving out of Prairie View, the fitness program could also expand offerings, increasing its net revenue as well. This translates to increased revenues for the dance program as well as group exercise classes</p>	<p>With a dedicated space, registration could grow by 40 to 50% within a relatively short period of time. The same level of increase would be anticipated in the group exercise program given additional hours being available at Prairie View Community Center</p>	<p>Dance and Group fitness programming is already a staple of the district's offerings. This project allows for both to grow and provide a wider array of programming at more levels than are currently offered. A more diverse program inventory tends to strengthen the base as well. Users see a comprehensive program and are more likely to continue registering as long as they have the opportunity to progress.</p>	<p>National Park fieldhouse is the largest of the four fieldhouses and has the greatest potential to increase usage and have an impact in the community.</p> <p>The fieldhouse is currently underutilized with limited programming and rentals</p> <p>The District's dance and fitness programs are competing with each other for limited space at Prairie View and this project will allow for both to grow and serve more residents.</p>	<p>Direct Staff to develop a draft program schedule for dance and fitness programs based on suggested improvements.</p> <p>Develop pro forma budgets and determine potential increase in net revenues based on the draft schedules.</p> <p>If the staff exercise supports the idea of transforming National Field House into a dance studio, consider hiring an architect to develop a concept design and cost estimate.</p> <p>Identify sources of funds needed to pay for the improvements.</p>

How should we best invest available capital dollars over the next 5 years?

Project under consideration	Approx. Cost (based on initial studies or square footage estimates)	Market Characteristics Who is target audience and what is size of the potential market?	Competition What options exist (for the customer) that fill the same demand?	Financial and Economic Factors What are the operating costs vs. revenues?	Daily, Monthly, Annual Attendance What are the projected programs & attendance?	Strategic Fit How does it fit with mission, focus, staffing strengths as well as the community?	Compelling Reason What is the compelling reason to build component now?	Staff Recommendation
<p>Harrer Park Pool Renovation/ Replacement</p>	<p>To be determined based on specific direction determined by Park Board</p>	<p>Children and families are the primary users of outdoor pool facilities. Harrer Park Pool is one of two community pools with Oriole having been replaced in 2012. With a population of approximately 23,000 the community has more pool capacity than currently needed.</p>	<p>In addition to the District's two outdoor pools, each of the surrounding communities have at least one outdoor waterpark. In some cases, there are two. Most of the surrounding communities have updated or relatively new facilities.</p> <p>Other competition comes from camps, sports leagues, family vacations and a multitude of other activities.</p>	<p>The operating loss for Harrer Pool for 2015, 2016 and 2017 fiscal years is projected to be \$55,761. At the same time, Oriole Pool has averaged an annual loss of \$52,149 over the same period. It should be noted that the current fiscal year projects Harrer to lose \$43,843 while Oriole's deficit is projected at \$22,937. This can be attributed to Oriole being a newer pool. Because of Harrer Pool's age and condition, there is significant financial exposure due to potential structural or mechanical failure.</p>	<p>Annual attendance for Harrer Pool over the last three years has averaged 13,996 compared to 14,114 during a two-year period at Oriole.</p> <p>Programs include open swim hours, swim lessons, rentals, water aerobics and a host of special events.</p> <p>Attendance is driven directly by weather. Cooler summers will result in lower attendance and warmer summers should produce higher attendance.</p>	<p>Aquatic facilities and programs are a staple of the District (as well as almost every other area district) Pools play a significant part of many residents' summer fun.</p> <p>In addition to the recreational value of aquatics, the pools offer a needed service of teaching individuals how to swim.</p>	<p>Harrer Park Pool is 54 years old. The average life span of an outdoor pool facility in this part of the country is approximately 35 years.</p> <p>The pool experiences significant water loss and its filter system is antiquated and suffers from frequent breakdowns. The bath house is in poor shape and does not comply with ADA standards. Due to its age and condition, the pool is in danger of experiencing a catastrophic failure at any time.</p>	<p>Engage an architectural firm to conduct a thorough existing conditions report, including the estimated remaining useful life of the facility. Include a minimum scope of work necessary to keep the facility in compliance with IDPH code and in operation for the next five years.</p> <p>The architect should also assess ADA compliance and specify areas of non-compliance along with the estimated cost to remediate the issue. Develop a plan on how the district would accommodate all of the community's swimming needs at Oriole pool in the event Harrer could not continue operating DUE TO LACK OF PUBLIC SUPPORT.</p>

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Dog Park	To be Determined based on project scope	According to the Humane society's 2016/16 survey 36.5% of all households nationally own a dog. Many dog owners have more than one dog (1.6 animals on average) Dog size is fairly evenly spread among large, medium and small animals. Nearly 67% of dog owners consider their pet to be part of the family.	As dog Parks are uniquely public spaces, there is no real private sector competition. In the absence of a dog park, owners use their yards, sidewalks and other public open spaces (regardless of posted restrictions). There are several dog parks operated by neighboring park districts. In general, there is a significant non-resident fee to become a member as usage is very high – especially for the larger, well designed parks.	Dog Parks are operated on a membership only basis (per Cook County ordinance). Owners pay a fee per animal and that fee will generally cover all maintenance costs of the facility. More successful parks tend to generate an operating surplus.	Usage of a dog park will depend on its location, access, size and cost of membership. Assuming a membership fee of \$55 per dog and a membership total of 250 dogs, gross revenues would be \$13,750 annually.	With 36.5% of households in Morton Grove being dog owners the community has a clear need for such a facility. Nearly 18% of mail survey respondents indicated an interest in having a dog park.	Given the national average of households with dogs as pets (36.5%) it is estimated that there are more than 3,000 households with dogs in the community. With an estimated 4,900 dogs in Morton Grove, this is a significant segment of the community that is currently not being served.	Engage a landscape architect to develop plans and estimate costs of a dog park with input from stakeholders. Seek partnership or sponsorship opportunities in the community to help finance construction. Develop membership requirements (see Cook County Ordinance) fee structure and maintenance standards. Develop an operations budget estimate.

**PROJECTS FOR FUTURE CONSIDERATION IF FUNDING BECOMES
AVAILABLE**

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<p>Prairie View Community Center - Existing Conditions and Space Analysis</p>	<p>A detailed report reviewing current conditions of the structure and all MEP systems, along with a space study, identifying possible building modifications to better serve the user would cost between \$15,000 and \$18,000</p>	<p>Prairie View Community Center is the largest and most diverse facility of the District. With fitness, a gym, program rooms and administrative offices, the facility appeals to nearly everyone in the community.</p>	<p>The fitness center experiences strong competition in the community, including just across Dempster Street. Gymnasium space is not as wide spread and exists in local schools for the most part.</p>	<p>Programs, services and rentals are currently operating at near break-even with a modest \$14,590 net over direct expenses.</p>	<p>The fitness center currently has slightly over 1,000 members. Program growth is limited due to lack of excess program space.</p>	<p>Prairie View Community Center is the flagship facility of the District and is integral to the District's operations.</p>	<p>As the District's most important asset, it is critical that the facility be maintained at a high level and that it continue to be relevant to the community's needs and interests. Just as the District reinvented the facility after racquetball faded, the facility should be once again evaluated to determine if it is meeting the current and future needs of the community.</p>	<p>Engage an architect to conduct an existing conditions study of the building, including structural and MEP systems.</p> <p>Complete a space study to determine if the facility is meeting current and future program needs and identify opportunities to improve, repurpose and potentially expand the facility.</p> <p>Provide an estimate of costs to implement each option identified.</p>

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Indoor Sports Complex	No Estimate available. First opportunity to estimate cost would be after a concept design is developed	A well planned and comprehensive indoor sports complex would appeal to most segments of the community whether it be by age, gender or interest. The potential market would include residents as well as other area participants who might travel to the facility to participate with/against residents.	Indoor sports complexes exist throughout the near north and north shore suburbs. Types of facilities commonly found include sports courts, fitness centers, ice arenas, turf fields and pools. While there are a number of these facilities that exist, the market is strong for such indoor spaces and there is significant demand, especially for prime time.	Financial performance of such facilities is generally good. Most facilities can cover or exceed operational costs through program and usage fees. The cost to construct such a facility is generally not recoverable through operations revenue.	The level of use will depend on the types of facilities constructed. Indoor sports facilities tend to serve large numbers of participants and are used even more in the colder months of the year.	With as many as six months of the year where outdoor facilities are either limited in use or unavailable entirely, an indoor facility allows for year-long participation. This allows the district to serve more residents for more days of the year.	Given the enormity of this type of project and the many factors involved in determining if such a facility is warranted, there is no recommendation to build a facility at this time. However, there is value to beginning the investigative process to determine if the concept is sound and what types of spaces would best serve the interests of the community.	Initiate and complete an indoor sports facility study within the next 5 years to identify opportunities, prioritize needs and define the character of the facility. Identify possible locations for such a facility and develop a concept budget for its construction.

PLANNING

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Update Capital Repair and Replacement Plan	None	This is a staff and Board tool that allows for long term, planned replacement of capital assets that have a specific useable life. This does not include assets such as buildings but does include vehicles, trees, mechanical equipment, roofs and the like.	The District currently has several documents that address different areas of capital replacement. The goal of this initiative would be to consolidate the lists into one document with defined sections (Parks, Pools, Prairie View Community Center, Fieldhouses etc.)	A combined document will give the district a comprehensive inventory of capital items scheduled for replacement. This is a valuable planning document that allows the District to prioritize and plan for major expenditures over a multiple year period.	N/A	Planning documents such as the Capital Repairs and Replacement list are financial and planning tools that allow the District to better manage its resources and maintain its assets.	There are currently 5 separate planning documents that address capital repairs and replacement. They are in different formats and do not allow staff and the Board an opportunity to have a comprehensive picture of its long term capital expenditures plan.	Determine the most appropriate format for a capital repairs and replacement schedule and modify existing, separate documents to fit in a single document. For ease of use, the document should be divided into chapters such as pools, Parks, Prairie View CC, fieldhouses, vehicles etc.

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Organizational Review of Parks Department	It may be most prudent to engage a consultant to review the current organizational structure of the Parks Department. This will provide the District with an unbiased view based on a factual review of all data. The cost would likely range from \$4,500 to \$6,000	This is an internal exercise with the goal of determining what opportunities there may be to improve the performance and structure of the Parks Department in the most cost-effective manner.	Opportunities for partnerships and contracting out some tasks should be part of any departmental review process.	While not the only goal of this review, cost savings through multiple methodologies is an important part of the exercise.	N/A	As a public, tax supported entity, it is incumbent upon the District to look for opportunities to maintain and improve services in the most efficient and cost effective manner available.	The Parks Department has significant responsibilities within the District's structure and represents a large percentage of its expenditures. It is important to ensure that operations, policies, methodologies and overall performance are reviewed and opportunities for improvements are identified given their potential impact on the District's operations and financial health.	Engage a consultant to conduct a comprehensive review of the Parks Department, including structure, resources, policies, procedures and responsibilities. Identify opportunities for improvements and confirm areas where performance and efficiency is strong. Make recommendations to improve services and reduce costs wherever possible and practical while avoiding negative impacts to the District or community.

Board Update & Information

Morton Grove Park District

UPDATE & INFORMATION

October 19, 2016

RECREATION AND PROGRAMMING REPORT – JOE BRUNTMYER

General/Special Events

- Despite all the rain, the Race to the Taste 5K went well. We had 89 registered for the event that day and 80 crossed the finish line. After the race, participants were able to stay dry under the tent while they sampled German food and beer. A big thanks goes out to all our sponsors: MB Financial Bank, Athletico, Lifeway, Starbucks, Joseph Mullarkey Distributors, Law offices of Tony Kalogerakos, Eddy Bauer, J & J Snack Foods and Big Mouth Marketing.
- Planning for Holly Days is on track. We are looking forward to a fun family event on December 3.
- Halloween Family Fest is scheduled for October 22, from 3-6pm. The event is free to the general public and is supported by community sponsors. The evening will include spooky stories from the Morton Grove Library, Halloween crafts, sensory room, carnival games, pumpkin patch, scavenger hunt, jump house, photo area and more.
- Silver Bell Express trips are scheduled for December 10 and 17. There are currently 46 people enrolled on the first trip and 48 on the second.

Fitness

- The Fitness Club was closed on Thursday, September 29 for annual maintenance and deep cleaning. Our maintenance staff did a great job with the deep cleaning while Direct Fitness checked all our machines.
- We sold 49 3-month fitness memberships on Groupon.

Club Fitness Updates	August 2016	August 2015
Fitness Club Check-in	3327 (475 members)	4065 (506 members)
Open Gym Check-in	214	195
GroupEx/Walk-in Usage	537 (90 members)	654 (105 members)
Membership Renewal/Sales	56	4

Athletics

- Hot Shots Sports Fall session 1 has 156 participants enrolled. Session 2 will begin at the end of the month.
- There are 54 gymnasts on competitive teams. Staff is busy ordering uniforms and registering participants for meets.

- Groups continue to rent the gym on Monday and Tuesday nights for basketball games.
- A group has been renting the gym for two hours every Monday to play pickleball.
- Illinois Shockwave and Slammers have been renting softball fields at Harrer Park for games and practices a few nights a week.

Seniors/Cultural Arts/Adults/Teens

- The September AARP Smart Driver course ran with 10 seniors participating. There are 6 participants already registered for the December session.
- Fall Dog and Puppy Training classes have begun. There are 12 participants in Dog Training (up 1 participant from the last session). Puppy Training has 6 participants (down 5 participants from the previous session).
- Dance classes have begun for the 16-17 season with a total of 200 students currently enrolled.

Camps/Pre-School/Kinder Odyssey

- Staff reviewed program evaluations and prepared a camp summary report.
- Preschool has been running smoothly. October will be filled with fall/Halloween stories, projects and field trips. Preschool pictures are scheduled the week of October 17 in order to receive pictures for the holidays.
- A few toddler classes have been added this fall and are doing well. Messy Mondays had 8 enrolled in session 1 and 10 enrolled for session 2.

Aquatics/Gap/B4 School/BASE

- Staff reviewed aquatic facility evaluations and prepared an aquatic summary report.
- There were three Gap days in October:
 - October 3 trip to Bulls/Sox Academy
 - October 10 trip to Enchanted Castle
 - October 12 trip to Goebberts Farm
- November Gap days are:
 - November 11
 - November 21
 - November 22
 - November 23

Museum

- The museum's new exhibit "Extra Extra! Unfolding WW2 Through Newspaper Headlines" opened on September 24, in anticipation of both Veteran's Day and the 75th Anniversary of Pearl Harbor. This exhibit features World War II era newspapers from the museum's collection and analyzes the significance of their headlines.

- Staff attended the Illinois Association of Museums annual conference in Oak Park. The focus was on museum education, and staff brought back many great ideas to support the museum's ongoing efforts at developing educational programs.

Marketing

- Karie Angell Luc - Chicago Tribune (photographer) will cover all future special events. Karie will work with her editor to publicize these events.
- The new website is live. Changes will be made by staff as needed.
- The first draft of the revamped Winter/Spring brochure will route to staff on Friday, Oct. 14. Mailing is expected the week before Thanksgiving.
- Holly Days Sponsorship requests will be going out to those on the Morton Grove Waukegan Corridor Businesses the week of 10/15.

FINANCE DEPARTMENT REPORT - MARTY O'BRIEN

- The Cook County Treasurer is currently distributing property tax receipts for the second installment of the 2015 tax levy. For the month of September, the district received \$17,000.
- A request to set December 21, 2016 as the public hearing date for the tax levy will be put on the November Board agenda.
- The Finance Department will be creating a budget calendar for the 2017-2018 budget that will detail important due dates.

HUMAN RESOURCES & RISK MGMT.— LAURA KEE

- Flu Shots are being offered to staff the week of October 10th.
- A random drug pull will take place later in the month.
- Fun Friday will be held on October 21st, we will be carving and decorating pumpkins to be placed in various areas of the Prairie View Community Center.
- Parks staff attending a PDRMA workshop "Creating a Safe Worksite for Brush Chipper Operations".
- Staff will be presenting an updated Bereavement Policy to the Park Board of Commissioners for approval.

PARK POLICE REPORT — NORM STROMBERG

- One thousand five hundred and sixty-one park and field house checks were conducted by the Park Police during the month of September.
- Chief Stromberg, Officer McCloskey and Officer Callaghan all completed the September "Police Law" Legal Update Computer Training. The September Training Topic was on Domestic Violence.

- Park Officers handled their everyday normal routine assignments and an additional thirty-nine other miscellaneous incidents, assists or assignments that occurred during the month of September. These included securing unsecured park properties found open or not properly shut down, animal incidents, miscellaneous assists and warning young patrons who were using the parks improperly.

PARKS AND MAINTENANCE REPORT – GREG JAYNE

- Furnaces in each of the four field houses, Prairie View Community Center, museum and maintenance facilities were inspected and serviced for the upcoming winter. This annual inspection is part of our regular work detail in October as well as a component of risk management and is performed by a licensed and insured company.
- Drinking fountains in all parks will be shut down this month. Harrer Park Pavilion and irrigation line will be shut down and winterized for the season as the schedule and weather dictates. We are also performing lead testing on all fountains and kitchen sinks at all parks and facilities. The tennis court and volleyball nets will remain up until weather becomes unfavorable for play.
- The west drive and Farmers Market area at Harrer Park had asphalt repairs, sealcoating and striping. The basketball courts at Mansfield and Oketo had crack repairs done.
- Routine Items addressed this month by the Parks Department include: daily field house cleaning and detail, trash control twice weekly, grass cutting, ballfield grooming and athletic field lining, monthly park and fire extinguisher inspections, vehicle inspection and fleet maintenance and unoccupied building inspections.