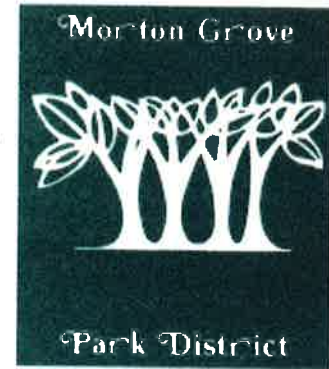


Morton Grove Park District

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Morton Grove Park District
6834 Dempster, Morton Grove, IL 60053
Minutes of the 780th Board Meeting
Held on October 19, 2016 at 6:30pm

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

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

Commissioners Absent: Dan Ashta

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: Chuck Balling and Charlie Williams from GovHR and 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:** Keith White introduced himself and stated he was interested in the vacant Commissioner seat and distributed his resume to the Board.

- V. **Consent Agenda:**

Commissioner Brunner made a motion, seconded by Commissioner Manno to approve the consent agenda which included the minutes of the September 7, 2016 Committee Meeting and the September 21, 2016 Board Meeting.

The Financial Reports:

1. The Cash on Hand and Budget Report dated September 30, 2016, and
2. The voucher listed dated October 19, 2016, in the amount of \$228,763.86 subject to audit. **Ayes: Commissioner Brunner, Staackmann and Manno. Nays: 0. Absent: Ashta. Motion carried.**

COMMITTED TO QUALITY PARK AND RECREATION SERVICES

VI. Director's Report: Director Wait reminded everyone that the Halloween Fest was this Saturday at PVCC from 3:00 to 6:00pm and that Holly Days was scheduled for December 3rd from 11:00-3:00pm at Harrer Park.

VII. Attorney's Report: None

VIII. Unfinished Business:

Administration and Finance Committee: Commissioner Brunner, substituted

Resolution #R-08-16: Commissioner Brunner made a motion seconded by Commissioner Manno to approve Resolution #R-08-16, honoring Commissioner Coursey, and thereby making the resolution part of the Morton Grove Park District permanent record. **Ayes: Commissioner Staackmann, Manno, and Brunner. Nays: 0. Absent: Ashta. Motion carried.**

Auditors Comprehensive Annual Financial Report: Commissioner Brunner made a motion, seconded by Commissioner Manno for the Board of Park Commissioner to approve the Comprehensive Annual Financial Report for the Fiscal Year Ending April 30, 2016 and to direct the Superintendent of Finance to file the document with the appropriate agencies. **Ayes: Commissioner Manno, Brunner and Staackmann. Nays: 0. Absent: Ashta. Motion carried.**

Statement of Receipts and Disbursements: Commissioner Brunner made a motion, seconded by Commissioner Manno for the Board of Commissioners 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. **Ayes: Commissioner Brunner, Staackmann and Manno. Nays: 0. Absent: Ashta. Motion carried.**

Bereavement Policy: Commissioner Brunner made a motion, seconded by Commissioner Manno 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. **Ayes: Commissioner Brunner, Staackmann and Manno. Nays: 0. Absent: Ashta. Motion carried.**

Drone Policy: Commissioner Brunner made a motion, seconded by Commissioner Manno 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. Commissioner Brunner asked if a date and time limit would be included on the permit. Director Wait explained it would be discussed and explained at the time of application. **Ayes: Commissioner Manno, Brunner and Staackmann. Nays: 0. Absent: Ashta. Motion carried.**

COMMITTED TO QUALITY PARK AND RECREATION SERVICES

Parks and Facilities Maintenance Committee: Commissioner Manno, Chair

Tree Removal: Commissioner Manno made a motion, seconded by Commissioner Brunner 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. Commissioner Manno wanted to reiterate that these were the trees that the staff cannot remove. Superintendent Jayne assured him the staff would be removing the trees that they could. **Ayes: Commissioner Staackmann, Manno and Brunner. Nays: 0. Absent: Ashta. Motion carried.**

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

Refund Procedure: Commissioner Staackmann made a motion, seconded by Commissioner Brunner to accept the recommendation of the Recreation and Facility Program Committee to approve the updated Park District program refund procedures. Director Wait said the new procedures will be in the brochure. **Ayes: Commissioner Manno, Brunner and Staackmann. Nays: 0. Absent: Ashta. Motion carried.**

Flex Pass Fees for B-4 School B.A.S.E.: Commissioner Staackmann made a motion, seconded by Commissioner Brunner to accept the recommendation of the Recreation and Facility Committee to approve an increase to Flex Pass fees for the B-4 School and B.A.S.E. programs which will become effective December 5, 2016. Commissioner Manno noted that Superintendent Bruntmyer did a good job explaining the new procedures. **Ayes: Brunner, Staackmann and Manno. Nays: 0. Absent: Ashta. Motion carried.**

IX. New Business: Strategic Plan: Chuck Balling identified the six initiatives of the Morton Grove Park District 2017-2022 Strategic Plan.

- Enhance Resident Experience at Parks and Facilities
- Commit to Financial Planning for Long-Term Stability
- Strengthen Community Relationships and Park District Governance
- Refocus Program Offerings
- Develop and Retain Highly Engaged Employees
- Foster Effective Communications, Marketing and Customer Friendly Processes

Chuck explained the initiatives were driven by Park Board input, staff input and community input. Balling further explained the next steps; to develop tasks and a timeline in October, Board review in November, public review in December and for the Board to approve the plan in January 2017.

Each team member was asked to thoroughly review their department. The details and conclusion of their study along with recommendations were presented.

COMMITTED TO QUALITY PARK AND RECREATION SERVICES

Chuck and Charlie concluded the presentation by stating how important it was that this was a real team effort and that this must be a consumable study available to the public.

At this time Commissioner Staackmann asked for a moment of silence for Commissioner Coursey.

X. Commissioner Comments:

Commissioner Manno: Thanked the staff for their hard work on the Strategic Plan and the Race to the Taste.

Commissioner Brunner: Thanked the staff for their work on the Strategic Plan.

Commissioner Ashta: Absent.

Commissioner Staackmann: Commissioner Staackmann thanked the staff for their hard work on the Strategic Plan and also thanked Claudia for her work on the Distinguished Agency Accreditation.

XI. Executive Session:

At approximately 7:37 Commissioner Brunner made a motion, seconded by Commissioner Manno to move into closed session in accordance with the Open Meetings Act section 120/2(c)(1) and for section 120/2(c) (3),120/2(c) (11) and 120/2(c) (21) **Ayes: Commissioner Brunner, Staackmann and Manno. Nays: 0. Absent: Ashta. Motion carried.**

The Board Meeting reconvened at approximately 8:05 pm. No action was taken during closed session.

XII. Approval of Executive Minutes:

Commissioner Brunner made a motion, seconded by Commissioner Manno to accept the recommendation of the Administration and Finance Committee to approve the minutes of the executive session held on September 7, 2016 and the executive session held on September 21, 2016. **Ayes: Commissioner Brunner, Staackmann and Manno. Nays: 0. Absent: Ashta. Motion carried.**

XIII. Adjournment:

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

Meeting ended at approximately 8:04pm.


Daniel Staackmann, Board President


Jeff Wait, Board Secretary