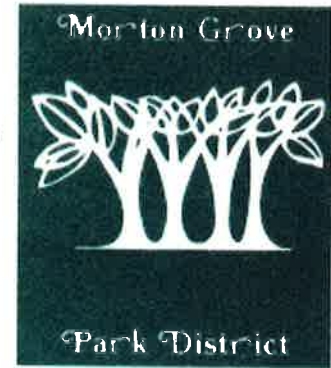


# Morton Grove Park District

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 October 12, 2016 at 6:30pm

Commissioner Manno called the meeting to order at 6:32pm.

**Commissioners Present:** Mark Manno and Georgianne Brunner

**Commissioners Absent:** Dan Ashta and Dan Staackmann

**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 and Joe Bruntmyer, Superintendent of Recreation

**Guests Present:** Don Shaw, Lauterbach & Amen Auditors

**Public Comment:** None.

Due to the absences, Director Wait asked to remove Resolution #R-08-16, the Permit Policy, Lobby Policy and the Camp and Aquatic Reviews from the agenda.

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

**Lauterbach & Amen - Auditor Review:** Don Shaw from Lauterbach and Amen reviewed the Comprehensive Annual Financial Report with the Board. The auditor noted the Park District received the Certificate of Achievement for Excellence in Financial Reporting from the GFOA. In the auditor's report the Park District received the highest opinion they could receive, basically saying the financial statements were presented fairly. The income statements for each individual fund was explained; there was a net change in the general fund of \$120,000. He also noted the IMRF account is 78.5% funded, however it should be 90% funded by 2040. The one recommendation made by the auditors was to increase the General, Recreation and Policy fund balances. The prior recommendations have been implemented and will be removed.

**Declaration of Vacant Commissioner Seat:** Due to the passing of Commissioner Coursey, the Morton Grove Park District Board of Commissioners shall declare her seat vacant. Commissioner Brunner explained that because the vacancy has occurred with more than 28 months left in the term, the Board may appoint a person to hold the office until the next regular election.

**Bereavement Policy:** Director Wait explained that in July the child bereavement leave act was updated and in order for the District to be compliant we need to update our Personnel Policy

Manual. The new policy allows an employee 10 working days of unpaid leave to bereave the loss of a child.

**Drone Policy:** Recently the Federal Aviation Administration developed a policy for unmanned aircraft systems or drones. Due to the public safety concerns the Park District wanted to outline and adopt procedures for drones on Park District property. It was agreed to include the date and time limits on the permit and to then adopt the new Drone Policy.

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

**Tree Removals:** Due to age and disease there are quite a few trees in the parks that must be removed. The Park District received three quotes to remove the trees. It was agreed to use Trees “R” Us, Inc. from Wauconda, IL in the amount of \$4,380.00.

**Recreation and Facility Program Committee – Commissioner Manno substituted**

**Refund Procedures:** The Recreation Department would like to fine-tune the refund procedures to create a fair policy for both the Park District and the public. The new procedures extend the notice required in advance of the program, creates non-refundable deposits for some programs and specifies the reasons that memberships may be canceled. It was agreed to approve the new refund procedures.

**B-4 School & B.A.S.E. Flex Pass Fees:** The current fees for B-4 School and B.A.S.E. are too low and serve as a deterrent to register for the full program. The Recreation Department would like the Board to approve an increase to the pass fees to better align the flex pass fee with the actual program fee. It was agreed to modify the flex pass fees.

**General Discussion/New Business**

**Statement of Receipts and Disbursements Resolution #R-09-16:** Per state statute the Park District must produce a Statement of Receipts and Disbursements and make it available to the public. Commissioner Manno had several questions which were resolved. It was agreed to approve the Statement of Receipts and Disbursements at the Board Meeting.

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

Meeting ended at approximately 6:38pm.



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Daniel J. Staackmann, Board President



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Jeffrey Wait, Board Secretary