

MUNDELEIN PARK & RECREATION DISTRICT
REGULAR BOARD MEETING
Monday, April 10, 2017

AGENDA

Call To Order:

Pledge of Allegiance:

Roll Call: Dolan, Frasier, Knudson, McGrath, Ortega

Approval of Minutes: Committee Meeting March 27, 2017
Regular Meeting March 27, 2017

Approval of Disbursements: Warrant 032817, 040317, 040417,
040717, 041017 \$368,487.12

Correspondence:

Old Business:

1. Approve Board Manual

New Business:

1. Award Landscape Contract for New Facility

Board Business:

Executive Session: Personnel 5 ILCS 120/2 (c)(1);
Purchase or Lease of Real Estate 5 ILCS 120/2 (c)(5);
Imminent or Pending Litigation 5 ILCS 120/2 (c)(11)

Visitors:

Adjournment:

Mundelein Park & Recreation District
Committee of the Whole
March 27, 2017

The Committee of the Whole meeting of the Board of Park Commissioners of the Mundelein Park and Recreation District was called to order at 7:00 p.m. by President KNUDSON.

Present were Commissioners DOLAN, FRASIER KNUDSON, McGRATH and ORTEGA. Staff present included Executive Director RESNICK, Superintendent of Recreation KIPP, Golf Operations Manager BROLLEY, Golf Course Superintendent DORUFF, Superintendent of Buildings & Grounds SOLBERG and Superintendent of Business Services & Technology MILLER.

Executive Director RESNICK informed the Board that she just discovered that even though the District had levied \$30,000 less in the Debt Service Fund, the County would not lower the levy unless an ordinance abating the taxes was approved.

As discussed previously, the free summer lunch group has offered to build a gazebo at Gordon Ray Park and donate it to the Park District. Our attorney drafted a donation agreement for Board approval.

In September 2011, the Board approved the District's Master Plan. In the Master Plan is the Succession Plan which needs to be updated due to title changes. The Board discussed the goals and decided they are still valid and should be kept without any modifications.

K. Hovanian Homes is purchasing the property southeast of the corner of Route 176 and Route 60/83. They are proposing donating approximately 3 acres of open space to the Park District. This includes a path to connect to Leathers Park, restored oak groves and a retention pond. Executive Director RESNICK informed them the District prefers not to own any additional retention ponds. The Village staff discussed this and they are considering taking on the responsibility and implementing an SSA tax to the subdivision to pay for the maintenance of the pond. Commissioner FRASIER commented that the path should be wide enough for our equipment.

The Park District's land/cash Ordinance value an acre of land is at \$100,000. The Illinois Department of Transportation gave the District information that states the current value of an acre of residential land in Mundelein is \$152,000. The Board discussed the pros and cons of increasing the rate. The District would receive additional funds, but developers may argue the amount. Having the documentation from the State supports the increase.

The Board Manual was sent to the attorney for review and the only recommended changes are grammatical or title changes. The Board will vote on the Manual at the next meeting.

Executive Director RESNICK said she met with a representative from a solar energy company who proposed installing solar panels on the Community Center. There would be no cost to the Park District, but we would commit to a six year contract to purchase power through this firm. The Park District of Oak Park recently worked with this firm and information is being sought from them regarding their experience. The Board instructed the Executive Director to continue researching this option and discuss next steps with the vendor and our attorney.

The Committee meeting adjourned at 7:30 p.m.

Secretary

**MUNDELEIN PARK AND RECREATION DISTRICT BOARD OF
PARK COMMISSIONERS, MUNDELEIN, LAKE COUNTY, ILLINOIS
HELD MONDAY, MARCH 27, 2017 AT 7:30 P.M. AT THE
MUNDELEIN COMMUNITY CENTER ADMINISTRATION OFFICES,
1401 NORTH MIDLOTHIAN ROAD, MUNDELEIN, ILLINOIS**

The regular scheduled meeting of the Board of Park Commissioners of the Mundelein Park and Recreation District, Mundelein, Lake County, Illinois, was called to order at 7:30 p.m. by President KNUDSON and he asked the assemblage to rise and recite the Pledge of Allegiance.

He then directed the secretary to call the roll. Commissioners DOLAN, FRASIER, KNUDSON, McGRATH and ORTEGA were present. Staff present included Executive Director RESNICK, Superintendent of Recreation KIPP, Golf Operations Manager BROLLEY, Golf Course Superintendent DORUFF, Superintendent of Buildings & Grounds SOLBERG and Superintendent of Business Services & Technology MILLER.

Commissioner DOLAN moved to approve the minutes of the Committee Meeting and Regular Meeting of March 13, 2017, second by Commissioner FRASIER. President KNUDSON repeated the motion and asked if there were any corrections or additions and none were made. A voice vote was taken with all voting yes.

Commissioner FRASIER moved to approve Warrants 030907, 031717, 032117, 032417 and 032717 in the amount of \$203,622.75, second by Commissioner McGRATH. President KNUDSON repeated the motion and asked if there were any questions and none were raised. A roll call vote was taken with Commissioners FRASIER, McGRATH DOLAN, ORTEGA and KNUDSON voting yes.

Commissioner DOLAN moved to place the February financials on file, second by Commissioner McGRATH. President KNUDSON repeated the motion and asked if there were any questions and none were raised. A roll call vote was taken with Commissioners DOLAN, McGRATH, FRASIER, ORTEGA and KNUDSON voting yes.

President KNUDSON said in order for the Park District to levy less in the Debt Service Fund, an abatement ordinance needed to be passed. Commissioner FRASIER moved to approve Ordinance 17-03-01 Abating Taxes by \$29,993 in the Debt Service Fund, second by Commissioner DOLAN. President KNUDSON repeated the motion and asked if there were any questions and none were raised. A roll call vote was taken with Commissioners FRASIER, DOLAN, McGRATH, ORTEGA and KNUDSON voting yes.

The Board reviewed the Gazebo Donation Agreement for Gordon Ray Park. Commissioner DOLAN moved to approve the Gazebo Donation Agreement with Community Protestant Church, second by Commissioner McGRATH. President KNUDSON repeated the motion and asked if there were any questions and none were raised. A roll call vote was taken with Commissioners DOLAN, McGRATH, FRASIER, ORTEGA and KNUDSON voting yes.

Under Board Business Commissioner DOLAN shared some research from IAPD about the impact of park & recreation agencies. He thought this would be good information for residents to know. President KNUDSON asked about the IAPD Power Play Grant. Superintendent of Recreation KIPP said the grant is for \$1,000 and will be used for the new summer program to be held at West Oak Middle School.

Staff Reports

Golf

President KNUDSON asked how March was going for the golf course. Golf Operations Manager BROLLEY said this past Friday was very good with about 130 golfers. President KNUDSON asked about the GPS advertising. Golf Operations Manager BROLLEY said last year we had four advertisers and two are returning and a new one was secured. Commissioner DOLAN suggested speaking with Mambo Italiano, a Mundelein restaurant that advertises on the GPS at White Deer Run. Golf Operations Manager BROLLEY said the owner is a frequent guest at Steeple Chase and they have had conversations. Commissioner DOLAN asked if there was a way to see if carts were off the cart path. Golf Operations Manager BROLLEY said there is a screen in the clubhouse that shows the location of all carts. Carts that have left the cart path when they are not supposed to are sent a message asking them to return to the cart path. President KNUDSON asked about the condition of the course. Golf Course Superintendent DORUFF said it was wet but in pretty good shape. They were able to mow once last week and staff are performing general clean up now. Commissioner FRASIER asked if the seasonal staff had returned yet. Golf Course Superintendent DORUFF said two more returned today. Commissioner McGRATH asked if any geese eggs had been found by the service. Golf Course Superintendent DORUFF said two nests with 10 eggs were found and treated. President KNUDSON asked when staff thought the ground temps would rise. Golf Course Superintendent DORUFF said this is typically May 1-15.

Parks

President KNUDSON asked of the 100+ applicants for the Parkman position, how many were interviewed. Superintendent of Buildings & Grounds SOLBERG said eight were selected for interviews. Commissioner McGRATH asked about the floors at the Museum. Superintendent of Buildings & Grounds SOLBERG said the glass cases are not moved for the work. Historical Society President Dottie Watson has not been to the facility, so no feedback was received yet. President KNUDSON asked about the Toro school. Superintendent of Buildings & Grounds SOLBERG said the information and training was about their equipment.

Recreation

Commissioner FRASIER congratulated the participants who did so well at the recent dance competition. President KNUDSON asked how long is a dancer typically enrolled in our programs. Superintendent of Recreation KIPP said she thought it was probably 6 or 7 years.

President KNUDSON asked about the North Shore sponsorship for the Spring Egg Hunt. Superintendent of Recreation KIPP said Sponsorship Coordinator Tracie Ouimet had secured this and because of the large number of children in attendance, it is a good fit for North Shore. Commissioner McGRATH commented that it was great to see a seasonal employee pursue the lifeguard instructor certification along with the full time supervisor. Commissioner FRASIER said he likes the new reports submitted. Superintendent of Recreation KIPP indicated she will continue to include these reports monthly.

Business Services

Commissioner DOLAN asked about the intruder defense system. Superintendent of Business Services & Technology MILLER said this is a bar type system that Big & Little staff can quickly put in place to prevent the classroom door from being opened. President KNUDSON commented about the continued bad behavior by some basketball players. Staff informed the Board the league has ended their season.

President KNUDSON announced service anniversaries for Ted Costa, 19 years; Christa Lawrence, 2 years; Debbie McInernay, 1 year; Candy O'Connell, 1 year; Derek Solberg, 8 years; Myra Tatarowicz, 18 years; and Matt Wells, 8 years.

There being no further business, Commissioner ORTEGA moved to adjourn at 7:52 p.m. second by Commissioner McGRATH. The motion was unanimously approved.

Secretary

**MEETING REMINDER
MONDAY, APRIL 10, 2017**

**7:00 pm Committee Meeting
7:30 pm Regular Board Meeting**

Action Items

Old Business

1. Approve Board Manual

New Business

1. Award Landscape Contract for New Facility

Updates

1. Land/Cash Ordinance
2. Tax Appeals
3. Executive Session

Old Business

At the March 27 Committee Meeting, the Board reviewed the attorney's recommendations for updating the Board Manual. There were no objections to the suggested changes. The Manual is enclosed in case the Board has additional questions.
Staff recommends approving the Board Manual.

New Business

There were three bidders for the landscape work for the new facility. We have included \$80,000 in the project budget for this work.

Company	Amount
Breezy Hill Nursery	\$51,390
Nettle Creek Nursery	\$76,646
Twin Oaks Landscaping	\$91,986

Staff recommends awarding a contract to Breezy Hill Nursery for landscape work at the new facility.

Updates

At the last Committee Meeting, the Board discussed the possibility of increasing the per amount value for our land/cash ordinance. I discussed this with the Village Administrator and he has concerns that this may hinder development. He also believes IDOT's figure of \$152,000 is too high. The Village recently had three parcels appraised and they came in around \$108,000 for an acre of fully improved land (streets, water, sanitary). Last year the Village froze their impact fees to encourage more development.

Just an fyi on recent tax appeals filed with the County. 1 Medline Place; assessed at \$8,132,520, asking for reduction in value of \$633,269. The County handles these appeals.

I am requesting an Executive Session to discuss two personnel issues.

Mundelein Park & Recreation District

Board Manual

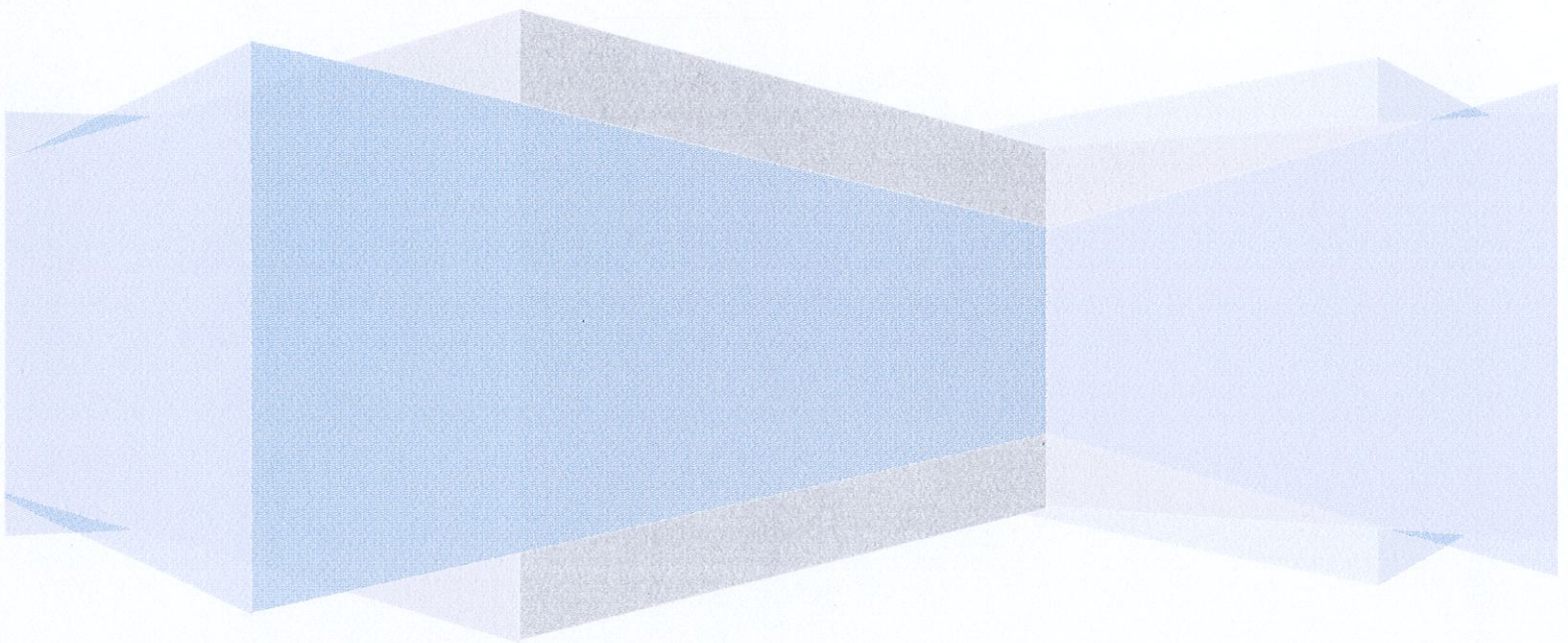


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Approved 9/13/2010
Updated 7/11/2011
Full Review 4/10/17

Rules of Order and Operational Procedures for the Mundelein Park & Recreation District Board of Commissioners

I. FORMATION OF THE MUNDELEIN PARK & RECREATION DISTRICT

A. Creation of the District

The Mundelein Park & Recreation District was established in 1954 to provide recreation opportunities to serve the leisure needs of the community.

B. Governing Body

The Mundelein Park & Recreation District is governed by a five-member Board of Commissioners. Each are elected to a six year term by the voters of the District. The Board of Commissioners appoints the Director of Parks & Recreation and the Attorney for the Park District. The Board approves all policy decisions.

Separate Boards govern specific aspects of the District. The District participates with six other agencies in the Special Recreation Association of Central Lake County. A board represented by the seven agencies governs SRACLC. The Mundelein Parks Foundation is a non-profit 501 (c) (3) organization governed by an independent, voluntary board. The Foundation seeks to strengthen community and family ties with a self-generating funding source of funds raised through special events. A Foundation Board is made up of representation from the Park District Board and the community.

II. THE BOARD OF COMMISSIONERS AS A TEAM

- A.** The Board of Commissioners is a team with five (5) members, each equally responsible for seeing that the parks are properly managed in terms of planning, policy, and decisions on which the Board has reached agreement in a regular or special meeting.
- B.** The members of the Board of Commissioners are lay persons elected to sit as members of the Board of Commissioners and act in behalf of the welfare and to the benefit of the people of the District.
- C.** Members of the Board of Commissioners should be free from commitment to any special group, interest, or pressure.
- D.** The Board of Commissioners is in charge of an ongoing system of parks whose operation and management require technical experience and skill.
- E.** The Board of Commissioners can transact business, which is legally binding on the District only when it is in regular or special session with a quorum present and its proceedings recorded in the minutes of the meeting.
- F.** The direct administration of the park system is delegated to the **Executive** Director of Parks & Recreation whom the Board of Commissioners appoints as its chief executive officer.

- G. It is the function of the **Executive** Director to serve the Board of Commissioners as technical adviser in planning and policy-making; as an executive in seeing that legislation enacted is put into operation, and as a consultant in the process of evaluating the results of such legislation.
- H. The Board of Commissioners should avoid taking a direct hand in the administration of the parks; thereby keeping the role and function of its executive officer clear to members of the community and the professional staff. This procedure is in keeping with the practice of the Board of Directors of successful business enterprises.
- I. The Board of Commissioners retains full legislative and judicial authority over the parks in accordance with park laws and the expressed will of the citizens, but delegates all executive, supervisory authority and operation to its professional staff under the direction of the **Executive Director of Parks & Recreation**.
- J. While it is true that the individual board members exercise the authority and responsibility of his/her position only when the Board is in session, the public thinks of him/her as a member of the Board twenty-four hours a day, and his/her own interest and desire to serve his/her community through his/her membership on the Board of Commissioners continues when the Board is not in session. A single board member has no authority and cannot speak for the Board, but the public has a right to expect him/her to be able to discuss park matters with understanding and he/she has a right to expect to have access to the information which makes it possible for him/her to be informed about park affairs.

Much of his/her information may come to him/her in casual conversations with members of the public, parents, or employees of the Park District. Much more of this information will come from bulletins and publications from the offices of the **Executive Director of Parks & Recreation** and members of his/her staff. But when a board member is seeking information about a specific problem, he/she should ask the Director to prepare a report on the matter with the help of his/her staff.

At times a person or group of persons may confront a single board member with a problem or complaint which should be handled by the **Executive** Director or a member of the staff. Each board member must decide how much time he/she can spend at this sort of thing and what the demands of courtesy may be in each case, but the policy of the Board in such cases should be clear to all. No member, or the Board itself, will officially consider such problems or complaints until they have been submitted to the property authority, the **Executive** Director, and a report has been made by the **Executive** Director to the Board in session. If satisfactory adjustment cannot be accomplished by this procedure, the Board may, if it deems it advisable, grant a hearing to the person interested. Such hearing will be held during a regular or special session of the Board.

When a member is confronted with a situation which, in his/her judgment, justifies a departure from his procedure, it is suggested that the Board member withhold commitment and/or opinion until the matter has been presented to the whole Board during a regular or special session. It is often wise for a board member to postpone the formulation of his own opinion until he/she has had the benefit of hearing the issue discussed by the Board where all aspects of the problem are aired.

- K. The meetings of the Board of Commissioners, both regular and special are critically important to the District. It is here that parks and recreational oriented laymen, proficient in thinking and judging, give consideration to the recommendations and reports of its executive officer.
- L. An effective meeting of the Board of Commissioners should have a well-planned agenda. The agenda should be planned by:
 - 1. The **Executive** Director of ~~Parks & Recreation~~, whose direct responsibility for the operation of the parks gives him/her direct knowledge of the policy, appraisal, and legislative needs of the District.
 - 2. The President of the Board of Commissioners who must chair the meeting, as the Board of Commissioners gives consideration to recommendations and reports.

III. **FUNCTIONS OF THE BOARD OF COMMISSIONERS**

It is the policy of the Board of Commissioners to recognize and maintain the distinction between those activities which are appropriate to the Board of Commissioners as the legislative, governing body of the park system, and those administrative activities which are to be performed by the **Executive** Director of ~~Parks & Recreation~~ and his/her staff in the exercise of a delegated administrative authority. The functions of the Board of Commissioners can be described as (1) policy-making, (2) planning, and (3) evaluation.

The spirit and intent of the items comprising the description of "The Board of Commissioners as a Team", as stated above shall be embraced in full by this set of Park District policies.

A. **The President**

The President shall:

- 1. Preside at all meetings of the Board of Commissioners.
- 2. Issue the call for the Board of Commissioners to meet as prescribed.
- 3. Appoint committees, sub-committees, advisory committees or task forces of the Board of Commissioners as may be needed and desired by the Board of Commissioners.
- 4. Help plan the meeting agenda.
- 5. Be elected for a term of one year as prescribed by law.

B. **The Vice President**

The Vice President shall:

- 1. In the absence of the President; shall perform all duties as prescribed by the law for the office.
- 2. Be elected for a term of one year as prescribed by law.

C. **The Treasurer**

The Treasurer shall

- 1. Have custody of the park funds. Shall present a statement of revenues and expenditures by fund type at least monthly and shall reconcile such statements with the finance department of the District.
- 2. The Treasurer shall have prepared and submitted to each member of the Board a detailed tabulated list of outstanding bills of the Park District three (3) days prior to the regular meeting of the Board to insure action of the Board thereon at the meeting. All unpaid vouchers shall be available for inspection by the Board at each meeting.
- 3. Shall be elected by the Board

D. The Secretary

The Secretary shall

1. Keep an accurate record of the proceedings of the Board and shall present a copy of the proceedings to each Board member four (4) days prior to the next regular business meeting.
2. Issues calls to meeting as directed by the President or three members of the Board.
3. May or may not be a Board member.
4. Shall be appointed by the Board.

IV. POWERS AND DUTIES OF THE BOARD

The general corporate powers of the Board, as set forth in the Park District Code, include but are not limited to the following:

A. Policies

To study, develop and adopt policies that will satisfy the park and recreation needs of the community and to see that such policies are effectively administered.

B. Budget

To adopt an annual budget in order to provide the best possible facilities, program, and services to the public and to establish and enforce controls for the expenditure of funds within the limitations of the budget.

C. Tax Levy

To annually appropriate funds and levy taxes in order that the District's needs may be met.

D. Official Actions

The Board functions under the authority of the Illinois Park District Code, the "Code", and within the framework of laws, court decisions, opinions of the Illinois Attorney General and similar mandates from the state and national levels of government. Board members, collectively and individually, act as representatives of all residents of the District in maintain and promoting the use of park and recreation activities. Through an evaluation of the available resources and the often conflicting needs and demands of all interested parties and groups, Board members seek to move toward decisions and actions which best serve the recreation needs of the community as a whole.

The Board shall concern itself primarily with broad questions of policy rather than with administrative details. The application of these policies is an administrative task to be performed by the Director and his/her staff who shall be held responsible for the effective administration and supervision of the District including all facilities and programs. All such facilities and programs shall be operated within the financial guidelines determined by the Board.

In the discharge of their duties, Board members act as a Board and not as individuals. The individual Board members have no more authority over park and recreation policies or personnel than any other citizen. He/she has no legal or moral right to speak for the Board unless specifically authorized to do so by action of the Board. It is improper, ill-advised and unethical for individual Board members to make public pronouncements and/or conjectures about Board matters either not yet decided by official Board action or decided in a properly

called Executive Session of the Board. Board members should respect the Board's commitment to work through its **Executive** Director. Board members should also seek information from the Director when asked by a resident to address a particular issue or complaint.

V. MEETINGS OF THE BOARD

- A.** Regular meetings of the Board of Commissioners are normally held on the second and fourth Monday of each month.
- B.** Special meetings may be held at any time upon the call of the President or any three (3) members of the Board by giving notice thereof in writing, stating the time, place, and purpose of the meeting. Such notice may be served by mail 48 hours before such meeting or by personal service 24 hours before such meeting. Notice of any special meetings shall be given as required by the Open Meetings Act (5 ILCS 120/1 et seq.)
- C.** The Board of Commissioners shall have submitted by the **Executive** ~~Director of Parks & Recreation~~ for its consideration four (4) days before a regular meeting an agenda, which shall set forth the order of business for that meeting. The agenda shall contain supporting data for the suggested items of business with recommendations of the **Executive** Director, or people designated by him/her where he/she seems it advisable.
- D.** The Board may close a portion of a meeting to the public for reasons which include but are not limited to discussion of acquisition, litigation and personnel, collective negotiating, or Board appointed committee appointment. All matters discussed in executive session of the Board of Commissioners shall be kept confidential by all Commissioners. No final action can be taken in executive session. Any such closed meeting shall be held in accordance with the Open Meetings Act (5 ILCS 120/2 et seq.).
- E.** The annual meeting of the Board shall be held on the second Monday of May. This shall be the organizational meeting of the Board where the new commissioners are sworn in and officers are elected. Other business may be conducted at this meeting. In the event the official election results are not issued by the County Clerk by the second Monday of May, the annual meeting shall be rescheduled and held at the first regular meeting after the official election results are transmitted by the County Clerk.
- F.** Each Board member will have a packet of information delivered to their home the Friday before the Board meeting. This packet will include an agenda for the meeting and all support materials necessary for the Board member to prepare for the meeting.
- G. Quorum**
 - 1. Three members shall constitute a quorum for each Board meeting and the transaction of business. No less than three votes are required for the Board to adopt any ordinance or resolution or approve any motion or action.
 - 2. Three affirmative or "aye" vote shall be required to elect any officer of the Board of Commissioners, or to adopt any motion involving the expenditure of money; or the letting of any contract, or any motion upon which the "ayes" and "nays" are demanded

by any member of the Board of Commissioners. A majority of quorum shall decide all other questions.

3. A Board Member may participate in a meeting by teleconference. Those participating in the meeting by teleconference shall be considered present for voting purposes and their votes shall be recorded in the usual manner. The President or other individual chairing the meeting shall elicit an express response from any participant utilizing teleconferencing participation to confirm the vote of such person on each matter coming before the Board at such meeting for a vote.

H. Absence from a Meeting

Board members are expected to notify the administration office if unable to attend a meeting. If advance notice is provided to the administration office of a Board member's inability to attend a meeting, such Board member shall be listed as an "excused absence" on the records of the District for such meeting.

I. Vacancies

In the event a vacancy in the membership of the Board occurs, a successor will be appointed by the remaining four Board members. See section IX.

J. Order of Business

The order of business at regular meetings of the Board shall include:

- Call to Order
- Pledge of Allegiance
- Roll Call
- Approval of Minutes
- Approval of Disbursements
- Correspondence
- Old Business
- New Business
- Board Business
- Service Anniversaries (1st meeting of the month)
- Staff Reports (2nd meeting of the month)
- Executive Session
- Visitors
- Adjournment

K. Rules of Order

Parliamentary procedures not provided for in these rules or by statute shall be determined by Robert's Rules of Order, Revised.

L. Corporate Powers of the Board of Commissioners

The Board of Commissioners derives its legal status from the constitution of the State of Illinois and the statutes enacted by the General Assembly. The Board of Commissioners acts as an agent of the State in putting a park and recreation system into operation in accordance with the laws of the State.

M. Voting

All votes on motions in connection with contracts, ordinances, expenditure funds, or employment of personnel and all resolutions shall be by "Ayes" and "Nays". The vote shall be recorded.

N. Amendment or Suspension of Policies

1. Any policies of the Board may be suspended or revoked by a majority vote of the Board.
2. The **Executive** Director may, in case of emergency, suspend any part of these rules and regulations as they pertain to the administration of the District provided, however, that the Director shall report the facts and reasons for such suspension at the next meeting of the Board, and provided further that the suspension shall expire at the time of said report unless continued in effect by the Board.

O. Interest in Contracts

Each Board member will submit a letter to the District annually stating that if they have or they are in anyway connected with any vendor that conducts business with the District, it is their intention to recuse themselves from any and all votes on the topic.

P. Authority of Members

1. Board members have authority only when acting as a body regularly in session.
2. The Board shall not be bound in any way by any statement or action on the part of any individual board member or employee of the District except when such statement or action is in pursuance of special instructions by the Board.

Q. Special Committees

The President may appoint special temporary committees or task forces of the Board for any purpose approved by the Board. The functions of such committees shall ordinarily be fact-finding, deliberative and advisory, and their reports shall be made to the Board of Commissioners for discussion and action. The function of such committees or task forces may be legislative or administrative when so authorized by special action of the Board. The President of the Board and the **Executive** Director shall be ex-official member of all committees. Special committees shall be discharged upon completion of their assignment.

R. Place & Time of Meeting

The Board meeting shall commence at 7:30 p.m. on the second and fourth Monday of each month at the location of the administration office of the Park District for all regular and special meetings, except where the Board has, by formal action, agreed to a change of date or place for a particular meeting. In the event a Board member participates in a meeting by teleconference, such person shall be deemed to be present at the place of meeting and the minutes of the meeting shall denote such presence by teleconference. The President of the Board shall arrange for such necessary equipment to be available to facilitate a teleconference attendance at a meeting by a Board member.

Residents of the District are encouraged to visit regular and special meetings of the Board of Commissioners.

S. Minutes of the Board

Records of Board action shall be set forth in full in the official minutes of the Board. The minutes shall be kept on files as the permanent official records of the District. The Secretary shall act as custodian of the minutes and shall make them available to any citizen desiring to examine them during office hours of the District.

T. Duplication of the Minutes

Duplicated copies of the minutes shall be prepared promptly after each meeting and shall be distributed to members of the Board four (4) days prior to the next regular meeting.

U. Review of Closed Session Minutes

At one meeting at least every six months, the agenda shall include the review of closed session minutes. Minutes shall be reviewed by the Director and a recommendation made to the Board for formal action. Criteria for keeping minutes confidential are to protect the public interest or privacy of an individual.

V. Maintenance and Public Release of Recordings and Access to Tapes

The audio or video tape recordings of closed sessions shall be maintained for 18 months after the closed session and shall not be released to the public unless such release is required by a court order or specifically authorized for release by a vote of the Park District Board. Members of the Board may listen to the closed session recordings in the presence of the Park District Secretary or his designee. Copies of such tapes will not be made or provided to anyone unless specifically authorized by vote of the Park District Board.

W. Destruction of Recordings

The Park District Secretary or his designee is hereby authorized to destroy the audio and video recordings of those closed sessions in which:

1. The Board has approved the minutes of the closed sessions as to accurate content, regardless of whether the minutes have been released for public review;
2. More than 18 months have elapsed since the date of the closed session;
3. There are no court order requiring the preservation of such recording; and
4. The Board has not passed a motion requiring the preservation of the verbatim recording of that meeting.

VI. ADMINISTRATION AND FINANCE

A. Fiscal Year

The fiscal year of the Mundelein Park & Recreation District shall be from January 1 to the next December 31.

B. Budget/Appropriate Levy

The Board of Commissioners shall adopt an annual Budget and Appropriation Ordinance on or before March 30 of each fiscal year and a Levy Ordinance on or before the second December Board meeting of each year.

C. Annual Audit

There shall be an annual independent audit of all funds and accounts of the District by Certified Public Accountants licensed to practice public accounting in the State of Illinois.

D. Evaluation

1. The Board of Commissioners policies shall be evaluated and reviewed at least once every two years.
2. The Board of Commissioners shall conduct an evaluation of the **Executive** Director of ~~Parks & Recreation~~ as specified in the employment agreement.

E. District Attorney

The Attorney shall serve in an advisory capacity to the Board of Commissioners and the **Executive** Director of ~~Parks & Recreation~~.

F. Adherence to Law

The Board expressly adopts as its policy, a determination to adhere strictly to and conform with all applicable laws of the Federal Government and of the State of Illinois as they may from time to time become enacted, pertaining to this and all other aspects of the Board functions.

- G.** All Board members and employees are expected to know and shall be responsible for observing all provisions of the law and all rules and regulations of the Board pertinent to their activities as Board members and employees of the District.

VII. COMMISSIONER PRIVILEGES

A. Compensation

Board members shall act without compensation.

B. Conference and Seminars

Opportunities to attend and participate in professional conferences, conventions, workshops, seminars, and technical meetings shall be provided at District expense subject to budgetary provisions. Reimbursable expenses shall include registration fee, transportation, lodging, meals, and other legitimate expenses.

C. Professional Associations

The District shall establish membership in and pay dues for Board members to the National Recreation and Park Association (NRPA) and the Illinois Association of Park Districts (IAPD) or any other professional association approved by the Board. Because both the NRPA and IAPD serve the educational, legislative and research needs of the Board, which subsequently benefit the District, and because members of the NRPA and IAPD boards of directors and committees are drawn from commissioners from throughout the nation and state, the Board encourages its members to serve on the boards and committees of NRPA and IAPD and shall reimburse any and all usual and customary expenses incurred by Board members which are directly related to their involvement with NRPA and IAPD boards or committees.

D. District Programs and Facilities

The expectation is each Commissioner will become familiar with District facilities and programs based on their abilities and availability. To accomplish this, the following privileges are intended for Park District Commissioners' personal use only and do not apply to groups, organizations or clubs that the Commissioners may be associated with. The **Executive** Director will monitor use and report to the Board President at least annually.

1. **Fitness Center**
Commissioners and immediate family members are entitled to a free fitness center membership.
2. **Pool/Beach**
Commissioners and immediate family members are entitled to free pool and/or beach memberships.
3. **Boat Launch**
Commissioners are entitled to a free boat launch pass.
4. **Golf**
Commissioners are entitled to one free non-prime time round with cart per week and one free twilight round with cart per week. Commissioners will be given twenty (20) guest passes per year. These will be cards issued to each Board member at the beginning of the season and will expire at the end of that season. Commissioners and immediate family members are entitled to a 50% discount for all golf outside of the two rounds already mentioned.
5. **Pro Shop/Clubhouse Purchases**
Commissioners and immediate family members are entitled to a 50% discount on food and non-alcoholic beverages at the Clubhouse. They are entitled to 50% discount on all purchases from the beverage cart. Board members will pay merchandise cost plus 10% in the pro shop.
6. **Recreation Programs**
Commissioners and immediate family members are entitled to participate in recreation programs at a reduced rate or no charge. Commissioners are responsible for any out-of-pocket expense in connection with the program (i.e. contractual instructor, trip admission, etc.)

VIII. ETHICS AND CONDUCT

A. Ethics Act

Commissioners must file a statement of economic interests, pursuant to the Illinois Governmental Ethics Act, with the County Clerk of Lake County (5ILCS 420/1-101, et seq.).

B. Legal Authority

The Board, as a whole, is the legal corporate authority of the District. As an individual, a Board member has no legal authority to determine policy, give directions to District personnel, or to act or speak for the Board unless specifically authorized to do so by official Board action. The Park District is governed by numerous statutes of the State of Illinois, the principal authority is the Illinois Park District Code (70 ILCS 1205/1-1, et seq.) hereafter, "Code", which is a codification of the general law relating to park districts in Illinois. References and excerpts from the Code and other related laws may be made in this manual.

C. Representation

Board members represent all the residents of the District and should avoid representing special interest groups. Board members should also avoid making public promises or statements regarding their votes or position on an issue prior to an official meeting.

D. Code of Conduct

The Mundelein Park & Recreation District Board recognizes the need for decision-making and public responsiveness, which requires a commitment to ethical, business-like and lawful conduct including proper use of authority and appropriate decorum when acting as a Board member. Accordingly, each Board member will:

1. When outside of Board meetings, avoid making individual pronouncements and public conjectures about agency matters not yet decided by the Board.
2. Represent all the people of the community while avoiding partisanship based on special interests.
3. Engage in no self-dealing or the conduct of any private business of personal services between any Board member and the organization except as statutorily controlled and authorized to assure openness, competitive opportunity and equal access to "inside" information.
4. Recuses him/herself from discussing or voting on an issue about which he/she has an unavoidable conflict of interest.
5. Not promise in advance of a meeting how he/she will vote on any issue, reserving judgment until all facts have been presented.
6. Not use his/her position to obtain employment for him/herself, for family members or close associates.
7. Make decisions involving the welfare of the agency based on study and evidence, recognizing that personal feelings, opinions and other such factors are not conducive to sound decision-making; and understand that respecting the opinions of fellow Board members is vital.
8. Accept principle of Board unity by supporting majority decisions of the Board.
9. Respect the Board's commitment to work with the Executive Director of Parks & Recreation by:
 - a. Requesting desired information about the agency's programs directly from him/her,
 - b. Referring to his/her suggestions for new policies,
 - c. Seeking his/her professional advice,

- d. Refraining from acting on any complaint until after the **Executive** Director has had an opportunity to investigate fully and report to the Board, and
 - e. Wholeheartedly support board-approved actions of the **Executive** Director and his/her staff.
10. Recognize that the individual Board member has no more authority over agency policies or operations than any other citizen and shall speak or act for the Board only when specifically authorized to do so by action of the Board.
 11. Understand and respect the separation of Board responsibilities and functions from those of the Director and Staff. The Board's responsibility is to ensure that the agency is well managed – not to manage the agency.
 12. Consider unethical and thus avoid "secret" sessions of the Board held without the presence of the Director or in violation of the Open Meetings Act.
 13. Respect the confidentiality appropriate to issues of a sensitive nature.
 14. Commit to regular attendance at Board meetings and be properly prepared for Board deliberation.
 15. Understand and follow all provisions of the Illinois Open Meetings Act, as well as any other applicable statutes that govern the conduct of elected officials.
 16. Participate in Board development opportunities.
 17. Develop productive relationships with other elected officials at the state, local and national levels.
 18. Be available and responsive to the residents by interpreting the needs of citizens to the agency and be interpreting the actions of the agency to citizens without favor of any particular geographic area or interest group.
 19. Keep the best interests of the agency in mind by considering him/herself a "trustee" of the agency and doing his/her best to ensure that it is well maintained, financially secure, growing and always operating in the best interests of those the agency serves.
 20. Respect, listen and communicate with fellow Board members and the **Executive** Director.
 21. Make a committed effort to continuing education and be well informed about issues and trends that could affect the agency.

E. Board Decisions

Board members should make non-partisan decisions regarding District policies and operations based upon reports, facts, and study, not upon personal interest or prejudice.

F. Board Unity

Board members should accept and endorse majority decisions of the Board and align themselves with Board policies, goals and objectives.

IX. VACANCY

A. Declaring a Vacancy

A vacancy on the Board may be declared whenever any members (1) dies, (2) resigns, (3) becomes under legal disability, (4) ceases to be a legal voter in the District, (5) is convicted of an infamous crime, (6) refuses or neglects to take his/her oath of office, (7) neglects to perform the duties of his/her office or attend meetings of the Board, or (8) for any other reason specified by law (Code, 70 ILCS 1205/2-25).

B. Method of Filling Vacancies

Vacancies shall be filled by appointment by a majority of the remaining members of the Board. Any person so appointed shall hold his/her office until the next regular election at which time a qualified candidate shall be elected to fill the vacancy of the unexpired term. However, if the vacancy occurs with fewer than 28 months remaining in the term or with fewer than 88 days before the next regularly scheduled election, then the person appointed to fill the vacancy shall hold his/her office until the expiration of the term for which he/she has been appointed, and no election to fill the vacancy shall be held (Cod, 70 ILCS 1205/2-25). If after two hours of discussion at a public Board meeting, there is no majority, the individual with the longest length of residency with the Park District boundaries, shall be chosen.

C. Prospective Candidate Information Packet

As directed by the Board, staff should prepare a prospective candidate information packet. The packet will be available to any declared candidate upon request. The packet should include essential information about the park district to include, at a minimum, park district seasonal and facility brochures, budget information, summary of current priorities and goals, and the organizational structure.

D. Orientation and Inauguration of Board Members

Newly elected Commissioners will be given an orientation by staff. This will include, at minimum, distribution and review of the current budget, organization chart, distribution and review of the Master Plan, distribution and review of the Board Manual, review of the Administrative Manual, review of the Personnel Policy Manual, review most recent community wide survey and visit select parks and facilities. Newly elected or re-elected Commissioners shall be inaugurated at the annual meeting held the second Monday of May. At this time the "old" Board shall meet and conduct any old business. The Secretary shall then administer the oath of office to the newly elected Commissioners and the re-elected Commissioners and the meeting will adjourn. The new Board shall then convene the annual meeting.

X. GOVERNANCE RESPONSIBILITIES

The list below reflects the governance responsibilities of the Park Board and Director of Parks & Recreation.

TOPIC/RESPONSIBILITY	BOARD	DIRECTOR
Amend the District's Policies	X	
Amend the District's Personnel Policies	X	
Adjust salary ranges	X	
Alter the fringe benefit package	X	
Create new positions (including drafting job description)	X	X
Approve job descriptions	X	
Grant raises of merit within budget		X
Approve District's budget	X	
Set direction of the various funds or total budget		X
Determine priorities of capital items	X	X
Approve new leisure programs		X
Suggest documents/equipment for disposal with Board's approval		X
Set fees for leisure programs		X
Set fees for special facilities	X	
Approve tax levy	X	
Select Audit firm	X	
Determine special audit areas of investigation	X	
Select members of focus groups/advisory committees		X
Determine components of a park design		X
Negotiate & enter into agreements with other govt units	X	
Purchases over \$250,000		X
Purchases under \$250,000		X
Approving agreements over 1 year	X	
Approving agreements less than 1 year		X
Annual creation & posting of organization chart		X