

MUNDELEIN PARK & RECREATION DISTRICT
REGULAR BOARD MEETING
Monday, August 22, 2016
7:30 p.m.

AGENDA

Call To Order:

Pledge of Allegiance:

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

Approval of Minutes: Committee Meeting August 8, 2016
Regular Meeting August 8, 2016
Executive Session Meeting August 8, 2016

Approval of Disbursements: Warrants 081116, 081216, 081616
081716, 082216 = \$ 481,722.07

Financials: July

Correspondence: Thank You Letter from Old Number One Committee

Old Business:

1. Approve Title Changes: Superintendent of Buildings & Grounds and Superintendent of Business Services & Technology

New Business:

1. Ordinance 16-08-01 An Ordinance Providing for the issue of \$4,000,000 General Obligation Limited Tax Park Bonds, Series 2016
2. Review of Executive Session Minutes

Board Business:

Staff Reports:

Service Anniversaries: Nan Coutre 1987 (29); Tony Elasser 2015 (1);
Denise LaBeef 2000 (16); April Lohr 2001 (15);
Tessy Perinchery 1998 (18); Karen Peterson 2009 (7);
Adrienne Zagozdzon-Marquez 2000 (16); Jill Miller 1995 (21)

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
August 8, 2016

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 and Business Manager MILLER.

Executive Director RESNICK said there were two positions that did not have titles that reflect the duties of the position. She shared titles from other Districts for the Superintendent of Parks and Business Manager positions.

Commissioner DOLAN suggested that IPRA develop more uniform titles to make it clear within the industry the nature of each position. He said so many different titles for similar positions could be confusing. Executive Director RESNICK said she would suggest this to IPRA.

Commissioner ORTEGA asked if the job descriptions would change with a title change. Executive Director RESNICK said no, the current job descriptions were reflective of the duties performed for each of these positions. With no further discussion, Executive Director RESNICK said she would place this on the next Board meeting agenda for action.

President KNUDSON said there would be an Executive Session for the purpose of personnel.

Executive Director RESNICK informed the Board she had invited the Board of the Historical Society of the Fort Hill Country to the September 12 Park Board meeting to be recognized for their 60 years of service and to discuss operation of the Fort Hill Museum.

Jeff Schuppel of Bridgeport Partners was conferenced into the meeting via telephone to discuss options for bond issuance for the Park District. He had shared a schedule with three options that would allow the Park District to issue \$3,960,000 or \$4,090,000 or \$4,530,000 in bonds.

Commissioner DOLAN asked if the District could issue enough bonds to cover the Chalet project and keep the annual debt service payment at the current level of \$500,000 so there would be no increase in property taxes. Mr. Schuppel said this could be achieved but may mean extending the repayment into 2027. He will submit another schedule that will show this scenario.

The next step in a bond issue will be the approval of a Bond Ordinance by the Board at the August 22, 2016 meeting.

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, AUGUST 8, 2016 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 and Business Manager MILLER.

Commissioner ORTEGA moved to approve the minutes of the Committee Meeting, Regular Meeting and Executive Session minutes from July 25, 2016, second by Commissioner McGRATH. 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 DOLAN moved to approve Warrants 072616, 072916, 073016, 080116 and 080816 in the amount of \$367,079.59, second by Commissioner FRASIER. 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, FRASIER, McGRATH, ORTEGA and KNUDSON voting yes.

Under Board Business, Commissioner DOLAN asked if the District had a policy on private vendors conducting business on park properties. Executive Director RESNICK said there is a policy regarding instructors holding classes in parks but she was not sure about others. She would check and if not, develop a policy for Board review.

Commissioner ORTEGA asked if the District had measures in place regarding potential ransomware attacks to the computer system. Executive Director RESNICK said the servers are backed up daily and a recent scan detected a hack to one desk top. The District's IT Managed Care vendor was able to isolate the virus and keep it from infecting any other equipment at the District.

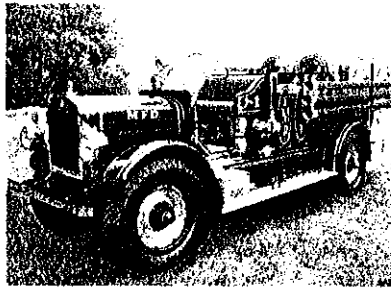
Under Visitors, Ron Greenberg commented on the success of the Cardboard Regatta.

Commissioner FRASIER moved to adjourn to Executive Session for Personnel 5 ILCS 120/2 (c)(1) at 7:39 p.m. second by Commissioner DOLAN. The motion was unanimously approved.

The regular meeting reconvened at 7:54 p.m.

There being no further business, Commissioner ORTEGA moved to adjourn at 7:54 p.m. second by Commissioner McGRATH. The motion was unanimously approved.

Secretary



Old Number One Fire Truck Committee
Mundelein Fire Department
1000 N. Midlothian Road
Mundelein, IL 60060

August, 2016

Dear Friends of Old Number One,

The Old Number One Fire Truck Committee held its third benefit golf outing on Tuesday, August 2, 2016. We would like to take this opportunity to express our sincere thanks for making this golf outing a success. The event was successful due to the support we received from individuals and businesses that supported Old Number One by donating raffle/silent auction items, being hole sponsors and playing golf.

The enclosed list of Donors and Hole Sponsors was given to all the golfers the day of the outing.

Your contribution helps to insure the continued maintenance and preservation of Old Number One.

Thanks again and we hope you realize that your support does make a difference.

Sincerely,

Old Number One Committee Members

Bob Stadlman
Vern Lappe
Wendy Frasier

Gary Gunther
Dick Hegerle
Tim Sashko

Kim Sukup
Dick Szatkiewicz
Mary Yoho

In Association with the Mundelein Fire Chief, Ben Yoder

2016 GOLF OUTING RAFFLE, SILENT AUCTION ITEMS and SUPPORTERS

American Hotel Register	Mundelein HS Athletic Dept
Bill's Pizza and Pub	Mundelein Park & Recreation District
Cherokee Printing	Ron Neubauer
Chicago Bears	Office Plus
Chicago White Sox	Philly G's Restaurant
Chick-Fil-A	The Popcorn Factory
Dover Straits	PRP Wine International
Elly's Pancake House	Tim Sashko
Wally & Wendy Frasier	Schaumburg Boomers
Grease Monkey	Ron Serva
Gilmer Road House	Shear Paradise Pet Salon & Spa
Gary Gunther	Bob Stadlman
Hitz Pizza and Sports Bar	Richard Szatkiewicz
Jim's Liquors	Vernon Hills Golf Course
Vern Lappe	Village Green Golf Course
Luke's of Mundelein	Mary Yoho
McDonald's of Mundelein	

OLD NUMBER ONE FIRE TRUCK GOLF OUTING
2016 HOLE SPONSORS

American Legion Post 867
of Mundelein
PO Box 603
Mundelein, IL 60060

Hitz Pizza & Sports Bar
700 S. Butterfield Road
Mundelein, IL 60060
847 362 0505

Bill's Pizza and Pub
624 S. Lake Street
Mundelein, IL 60060
847 566 5380

Mik's Barber Shop
504 E. Hawley Street
Mundelein, IL 60060
847 949 4650

Cherokee Printing
442 N. Seymour Avenue
Mundelein, IL 60060
847 566 6116

McDonald's of Mundelein
151 N. Lake Street
450 Townline Road
655 S. Route 83
Mundelein, IL 60060
847 566 7100

Dr. Archie Estey, DDS
Dr. Richard Szatkiewicz, DDS
323 N. Seymour Avenue
Mundelein, IL 60060
847 566 7522

Mundelein Community Bank
Libertyville Bank and Trust
1110 W. Maple Avenue
Mundelein, IL 60060
847 837 1110

WALLY FRASIER FAMILY

Groot Industries, Inc.
2500 Landmeier Road
Elk Grove Village, IL 60007

SEMPLE FAMILY

Shear Paradise Pet Salon & Spa
400 N. Seymour Avenue
Mundelein, IL 60060
847 970 7722

MEETING REMINDER
MONDAY, AUGUST 22, 2016

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

Action Items

Old Business

1. Approve Title Changes: Superintendent of Buildings & Grounds and Superintendent of Business Services & Technology

New Business

1. Ordinance 16-08-01 An ordinance providing for the issue of \$4,000,000 General Obligation Limited Tax Park Bonds, Series 2016
2. Review of Executive Session Minutes

Updates

1. Travel Reimbursement Policy
2. Chalet Update
3. Tax Appeal
4. Historical Society
5. Time Off
6. Police Report

Old Business

As discussed at the August 8 Committee Meeting, the titles of Superintendent of Parks and Business Manager are not reflective of the duties performed. Staff researched other agencies to determine titles that best suit the District's positions.

Staff recommends changing the title of Superintendent of Parks to Superintendent of Buildings & Grounds and the title of Business Manager to Superintendent of Business Services & Technology.

New Business

The District has determined the need for the issuance of \$4,000,000 to pay for the construction of the Chalet and additional capital projects. All requirements for issuing of the bonds have been met. All inclusive of costs our rate is 1.95%.

Staff recommends approving Ordinance 16-08-01 An ordinance providing for the issue of \$4,000,000 General Obligation Limited Tax Park Bonds, Series 2016.

All sealed Executive Session minutes were reviewed. Attached is a list of all minutes and the topics indicating which minutes should remain sealed due to confidentiality and which can be released.

Staff recommends releasing Executive Session minutes that are no longer confidential: February 12, 2007; October 13, 2008; September 13, 2010 (partial); June 13, 2011; June 22, 2015; June 22, 2015; August 31, 2015; September 28, 2015 (partial); January 11, 2016 (partial); and April 25, 2016.

Updates

A new State law requires the District to approve a Travel Policy for Board members and staff. The attached policy was drafted by Ancel Glink. If there are no suggested changes, it will be presented to the Board at the September 12 meeting for approval.

The Chalet Project team (Margaret Resnick, Rita Kipp, Derek Solberg, Linda Miller) met with representatives from FGM Architects and W.B. Olson Construction Management on August 18th. The tentative timetable is:

Schematic Design	Complete August 19, 2016
Estimate	Complete September 6, 2016
Design Development	Complete November 22, 2016
Construction Documents	Complete February 10, 2017
Estimate	50-75% of Construction Documents
Owner Review	January 15 - February 1, 2017
Bids Sent Out	February 20, 2017
Bid Opening	March 14, 2017
Bid Awards	March 27, 2017
Construction Begins	April 15, 2017
June 2018	Occupancy

*Meeting Reminder
August 22, 2016
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Eventually we will need to determine the name of the project. Does the Board have any feelings on the name of the building?

One tax appeal was received by the County. The County has assessed the property at 654 N. Lake Street at \$1,059,433 but the owner believes the value is \$830,000. The Lake County Board of Review handles all appeals.

I received a letter from Marion Grinnell letting me know she is no longer on the Board of the Historical Society. There are three members that I know of; Dottie Watson, Jeanne Steffens and John Maquire. I spoke with Jeanne Steffens and she said she will be at the September 12 meeting so that the Park Board could recognize the Historical Society for 60 years of service and discuss future operations.

I will be out of the office September 15 through the 29th. In my absence, Rita Kipp will coordinate the September 26th meeting.

The July Police report is enclosed.

MINUTES of a regular public meeting of the Board of Park Commissioners of the Mundelein Park and Recreation District, Lake County, Illinois, held at the Mundelein Community Center, 1401 North Midlothian Road, Mundelein, Illinois, in said Park District, at 7:30 o'clock P.M., on the 22nd day of August, 2016.

* * *

The President called the meeting to order and directed the Secretary to call the roll. Upon the roll being called, Bob Knudson, the President, and the following Park Commissioners were present: _____

The following Park Commissioners were allowed by a majority of the Board of Park Commissioners in accordance with and to the extent allowed by rules adopted by said Board to attend the meeting by video or audio conference: _____

No Park Commissioner was not permitted to attend the meeting by video or audio conference.

The following Park Commissioners were absent and did not participate in the meeting in any manner or to any extent whatsoever: _____

The President announced that a proposal had been received from Raymond James & Associates, Inc. for the purchase of the District's non-referendum General Obligation Limited Tax Park Bonds, Series 2016 to be issued by the District pursuant to Section 6-4 of the Park District Code and that the Board of Park Commissioners would consider the adoption of an ordinance providing for the issue of said bonds and the levy of a direct annual tax to pay the principal and interest thereon.

Whereupon _____ presented the following ordinance, a copy of which was provided to each Park Commissioner prior to said meeting and to everyone in attendance at said meeting who requested a copy:

ORDINANCE NO. 16-08-01

AN ORDINANCE providing for the issuance of \$4,000,000 General Obligation Limited Tax Park Bonds, Series 2016 of the Mundelein Park and Recreation District, Lake County, Illinois, and for the levy of a direct annual tax to pay the principal and interest on said bonds.

* * *

WHEREAS, the Mundelein Park and Recreation District, Lake County, Illinois (the "*District*"), is a duly organized and existing Park District created under the provisions of the laws of the State of Illinois, and is now operating under the provisions of the Park District Code of the State of Illinois, and all laws amendatory thereof and supplementary thereto (the "*Act*"); and

WHEREAS, the Board of Park Commissioners of the District (the "Board") has determined that it is necessary to pay for the cost of (i) various capital improvements in the District (the "Project"), and (ii) costs of issuance of the Bonds (as such term is hereinafter defined), all for the benefit of the inhabitants of the District; and

WHEREAS, pursuant to and in accordance with the provisions of the Bond Issue Notification Act of the State of Illinois, as amended, the President of the Board, on the 25th day of July, 2016, held a public hearing (the "*Hearing*"), concerning the intent of the Board to sell said bonds; and

WHEREAS, notice of the Hearing was given (i) by publication at least once not less than seven (7) nor more than thirty (30) days before the date of the Hearing in the *Mundelein Review*, the same being a newspaper of general circulation in the District, and (ii) by posting at least 48 hours before the Hearing a copy of said notice at the principal office of the Board, which notice will be continuously available for public review during the entire 48-hour period preceding the Hearing; and

WHEREAS, the Hearing was held on the 25th day of July, 2016, and at the Hearing, the Board explained the reasons for the proposed bond issue and permitted persons desiring to be heard an opportunity to present written or oral testimony within reasonable time limits; and

WHEREAS, the Hearing was finally adjourned on the 25th day of July, 2016; and

WHEREAS, the Board does hereby find and determine that (a) said bonds shall be issued as limited bonds under the provisions of the Local Government Debt Reform Act of the State of Illinois, as amended (the "*Debt Reform Act*"), and (b) upon the issuance of the \$4,000,000 General Obligation Limited Tax Park Bonds, Series 2016 now proposed to be issued, the aggregate outstanding unpaid bonded indebtedness of the District, including said bonds, is not more than 0.575% of the total assessed valuation of all taxable property in the District as last equalized and determined, and pursuant to the provisions of the Debt Reform Act and Section 6-4 of the Act, it is not necessary to submit the proposition of issuing said bonds to the voters of the District for approval:

Now, THEREFORE, Be It Ordained by the Board of Park Commissioners of the Mundelein Park and Recreation District, Lake County, Illinois, as follows:

Section 1. Incorporation of Preambles. The Board hereby finds that all of the recitals contained in the preambles to this Ordinance are full, true and correct and does incorporate them into this Ordinance by this reference.

Section 2. Authorization. It is hereby found and determined that the District has been authorized by law to borrow the sum of \$4,000,000 upon the credit of the District and as evidence of such indebtedness to issue bonds of the District in said amount, the proceeds of said bonds to be used for the purposes aforesaid, and it is necessary and for the best interests of the District that there be issued at this time \$4,000,000 of the bonds so authorized.

Section 3. Bond Details. There be borrowed on the credit of and for and on behalf of the District the sum of \$4,000,000 for the purpose aforesaid; and that the bonds of the District shall be designated "General Obligation Limited Tax Park Bonds, Series 2016" (the "Bonds"). The Bonds shall be dated September 13, 2016, and shall also bear the date of authentication, shall be in fully registered form, shall be in denominations of \$5,000 each and authorized integral multiples thereof (but no single Bond shall represent installments of principal maturing on more than one date), shall be numbered 1 and upward, and the Bonds shall become due and payable (without option of prior redemption) on December 15 of the years, in the amounts and bearing interest at the rates per annum as follow:

<u>YEAR OF MATURITY</u>	<u>PRINCIPAL AMOUNT</u>	<u>RATE OF INTEREST</u>
2018	\$	%
2019		%
2020		%
2021		%
2022		%
2023		%
2024		%
2025		%
2026		%

The Bonds shall bear interest from their date or from the most recent interest payment date to which interest has been paid or duly provided for, until the principal amount of the Bonds is paid, such interest (computed upon the basis of a 360-day year of twelve 30-day months) being payable on June 15 and December 15 of each year, commencing June 15, 2017. Interest on each Bond shall be paid by check or draft of Amalgamated Bank of Chicago, Chicago, Illinois, as bond registrar and paying agent (the "*Bond Registrar*"), payable upon presentation in lawful money of the United States of America, to the person in whose name such Bond is registered at the close of business on the 1st day of the month of any interest payment date. The principal of

the Bonds shall be payable in lawful money of the United States of America at the office of the Bond Registrar.

The Bonds shall be signed by the manual or facsimile signatures of the President and Secretary of the Board, and shall be countersigned by the manual or facsimile signature of the Treasurer of the Board, and the seal of the District shall be affixed thereto or printed thereon, and in case any officer whose signature shall appear on any Bond shall cease to be such officer before the delivery of such Bond, such signature shall nevertheless be valid and sufficient for all purposes, the same as if such officer had remained in office until delivery.

All Bonds shall have thereon a certificate of authentication substantially in the form hereinafter set forth duly executed by the Bond Registrar as authenticating agent of the District and showing the date of authentication. No Bond shall be valid or obligatory for any purpose or be entitled to any security or benefit under this Ordinance unless and until such certificate of authentication shall have been duly executed by the Bond Registrar by manual signature, and such certificate of authentication upon any such Bond shall be conclusive evidence that such Bond has been authenticated and delivered under this Ordinance. The certificate of authentication on any Bond shall be deemed to have been executed by the Bond Registrar if signed by an authorized officer of the Bond Registrar, but it shall not be necessary that the same officer sign the certificate of authentication on all of the Bonds issued hereunder.

Section 4. Registration of Bonds; Persons Treated as Owners. (a) *General.* The District shall cause books (the "Bond Register") for the registration and for the transfer of the Bonds as provided in this Ordinance to be kept at the principal corporate trust office of the Bond Registrar, which is hereby constituted and appointed the registrar of the District. The District is

authorized to prepare, and the Bond Registrar shall keep custody of, multiple Bond blanks executed by the District for use in the transfer and exchange of Bonds.

Upon surrender for transfer of any Bond at the principal corporate trust office of the Bond Registrar, duly endorsed by, or accompanied by a written instrument or instruments of transfer in form satisfactory to the Bond Registrar and duly executed by, the registered owner or his attorney duly authorized in writing, the District shall execute and the Bond Registrar shall authenticate, date and deliver in the name of the transferee or transferees a new fully registered Bond or Bonds of the same maturity of authorized denominations, for a like aggregate principal amount. Any fully registered Bond or Bonds may be exchanged at said office of the Bond Registrar for a like aggregate principal amount of Bond or Bonds of the same maturity of other authorized denominations. The execution by the District of any fully registered Bond shall constitute full and due authorization of such Bond and the Bond Registrar shall thereby be authorized to authenticate, date and deliver such Bond, *provided, however*, the principal amount of outstanding Bonds of each maturity authenticated by the Bond Registrar shall not exceed the authorized principal amount of Bonds for such maturity less previous retirements.

The Bond Registrar shall not be required to transfer or exchange any Bond during the period beginning at the close of business on the 1st day of the month of any interest payment date on such Bond and ending at the opening of business on such interest payment date.

The person in whose name any Bond shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes, and payment of the principal of or interest on any Bond shall be made only to or upon the order of the registered owner thereof or his legal representative. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Bond to the extent of the sum or sums so paid.

No service charge shall be made for any transfer or exchange of Bonds, but the District or the Bond Registrar may require payment of a sum sufficient to cover any tax or other governmental charge that may be imposed in connection with any transfer or exchange of Bonds.

(b) *Global Book-Entry System.* The Bonds shall be initially issued in the form of a separate single fully-registered Bond for each of the maturities of the Bonds determined as described in Section 4 hereof. Upon initial issuance, the ownership of each such Bond shall be registered in the Bond Register in the name of Cede & Co., or any successor thereto ("Cede"), as nominee of The Depository Trust Company, New York, New York, and its successors and assigns ("DTC"). All of the outstanding Bonds shall be registered in the Bond Register in the name of Cede, as nominee of DTC, except as hereinafter provided. The President, Secretary and Treasurer of the Board and the Bond Registrar are each authorized to execute and deliver, on behalf of the District, such letters to or agreements with DTC as shall be necessary to effectuate such book-entry system (any such letter or agreement being referred to herein as the "Representation Letter"), which Representation Letter may provide for the payment of principal of or interest on the Bonds by wire transfer.

With respect to Bonds registered in the Bond Register in the name of Cede, as nominee of DTC, the District and the Bond Registrar shall have no responsibility or obligation to any broker-dealer, bank or other financial institution for which DTC holds Bonds from time to time as securities depository (each such broker-dealer, bank or other financial institution being referred to herein as a "DTC Participant") or to any person on behalf of whom such a DTC Participant holds an interest in the Bonds. Without limiting the immediately preceding sentence, the District and the Bond Registrar shall have no responsibility or obligation with respect to (i) the accuracy of the records of DTC, Cede or any DTC Participant with respect to any

ownership interest in the Bonds, (ii) the delivery to any DTC Participant or any other person, other than a registered owner of a Bond as shown in the Bond Register, of any notice with respect to the Bonds, including any notice of redemption, or (iii) the payment to any DTC Participant or any other person, other than a registered owner of a Bond as shown in the Bond Register, of any amount with respect to the principal of or interest on the Bonds. The District and the Bond Registrar may treat and consider the person in whose name each Bond is registered in the Bond Register as the holder and absolute owner of such Bond for the purpose of payment of principal and interest with respect to such Bond, for the purpose of giving notices of redemption and other matters with respect to such Bond, for the purpose of registering transfers with respect to such Bond, and for all other purposes whatsoever. The Bond Registrar shall pay all principal of and interest on the Bonds only to or upon the order of the respective registered owners of the Bonds, as shown in the Bond Register, or their respective attorneys duly authorized in writing, and all such payments shall be valid and effective to fully satisfy and discharge the District's obligations with respect to payment of the principal of and interest on the Bonds to the extent of the sum or sums so paid. No person other than a registered owner of a Bond as shown in the Bond Register shall receive a Bond evidencing the obligation of the District to make payments of principal and interest with respect to any Bond. Upon delivery by DTC to the Bond Registrar of written notice to the effect that DTC has determined to substitute a new nominee in place of Cede, and subject to the provisions in Section 3 hereof with respect to the payment of interest to the registered owners of Bonds at the close of business on the 1st day of the month of the applicable interest payment date, the name "Cede" in this Ordinance shall refer to such new nominee of DTC.

In the event that (i) the District determines that DTC is incapable of discharging its responsibilities described herein and in the Representation Letter, (ii) the agreement among the District, the Bond Registrar and DTC evidenced by the Representation Letter shall be terminated for any reason or (iii) the District determines that it is in the best interests of the beneficial owners of the Bonds that they be able to obtain certificated Bonds, the District shall notify DTC and DTC Participants of the availability through DTC of certificated Bonds and the Bonds shall no longer be restricted to being registered in the Bond Register in the name of Cede, as nominee of DTC. At that time, the District may determine that the Bonds shall be registered in the name of and deposited with such other depository operating a universal book-entry system, as may be acceptable to the District, or such depository's agent or designee, and if the District does not select such alternate universal book-entry system, then the Bonds may be registered in whatever name or names registered owners of Bonds transferring or exchanging Bonds shall designate, in accordance with the provisions of Section 4(a) hereof.

Notwithstanding any other provisions of this Ordinance to the contrary, so long as any Bond is registered in the name of Cede, as nominee of DTC, all payments with respect to principal of and interest on such Bond and all notices with respect to such Bond shall be made and given, respectively, in the name provided in the Representation Letter.

Section 5. Form of Bond The Bonds shall be in substantially the following form; *provided, however,* that if the text of the Bond is to be printed in its entirety on the front side of the Bond, then paragraph [2] and the legend, "See Reverse Side for Additional Provisions", shall be omitted and paragraph [6] and the paragraphs thereafter as may be appropriate shall be inserted immediately after paragraph [1]:

[Form of Bond - Front Side]

REGISTERED
No. _____

REGISTERED
\$ _____

UNITED STATES OF AMERICA

STATE OF ILLINOIS

COUNTY OF LAKE

MUNDELEIN PARK AND RECREATION DISTRICT

GENERAL OBLIGATION LIMITED TAX PARK BOND, SERIES 2016

See Reverse Side for Additional Provisions

Interest Maturity Dated
Rate: _____% Date: December 15, 20__ Date: _____, 2016 CUSIP: 626090 ____

Registered Owner: CEDE & CO.

Principal Amount:

[1] KNOW ALL MEN BY THESE PRESENTS, that the Mundelein Park and Recreation District, Lake County, Illinois (the "*District*"), hereby acknowledges itself to owe and for value received promises to pay to the Registered Owner identified above, or registered assigns as hereinafter provided, on the Maturity Date identified above, the Principal Amount identified above and to pay interest (computed on the basis of a 360-day year of twelve 30-day months) on such Principal Amount from the date of this Bond or from the most recent interest payment date to which interest has been paid at the Interest Rate per annum set forth above on June 15 and December 15 of each year, commencing June 15, 2017, until said Principal Amount is paid. Principal of this Bond is payable in lawful money of the United States of America upon presentation and surrender hereof at the principal corporate trust office of Amalgamated Bank of Chicago, Chicago, Illinois, as bond registrar and paying agent (the "*Bond Registrar*"). Payment of the installments of interest shall be made to the Registered Owner hereof as shown on the

registration books of the District maintained by the Bond Registrar at the close of business on the 1st day of the month of each interest payment date and shall be paid by check or draft of the Bond Registrar, payable upon presentation in lawful money of the United States of America, mailed to the address of such Registered Owner as it appears on such registration books or at such other address furnished in writing by such Registered Owner to the Bond Registrar.

[2] Reference is hereby made to the further provisions of this Bond set forth on the reverse hereof and such further provisions shall for all purposes have the same effect as if set forth at this place.

[3] It is hereby certified and recited that all conditions, acts and things required by law to exist or to be done precedent to and in the issuance of this Bond did exist, have happened, been done and performed in regular and due form and time as required by law; that the indebtedness of the District, including the issue of bonds of which this is one, does not exceed any limitation imposed by law; and that provision has been made for the collection of a direct annual tax to pay the interest hereon as it falls due and also to pay and discharge the principal hereof at maturity. Although this Bond constitutes a general obligation of the District and no limit exists on the rate of said direct annual tax, the amount of said tax is limited by the provisions of the Property Tax Extension Limitation Law of the State of Illinois, as amended (the "*Law*"). The Law provides that the annual amount of the taxes to be extended to pay the issue of Bonds of which this Bond is one and all other limited bonds (as defined in the Local Government Debt Reform Act of the State of Illinois, as amended) heretofore and hereafter issued by the District shall not exceed the debt service extension base (as defined in the Law) of the District (the "*Base*"), as more fully described in the proceedings of the District providing for the issue of this Bond. The District is authorized to issue from time to time additional

limited bonds payable from the Base, as permitted by law, and to determine the lien priority of payments to be made from the Base to pay the District's limited bonds.

[4] This Bond shall not be valid or become obligatory for any purpose until the certificate of authentication hereon shall have been signed by the Bond Registrar.

[5] IN WITNESS WHEREOF, the Mundelein Park and Recreation District, Lake County, Illinois, by its Board of Park Commissioners, has caused this Bond to be signed by the manual or duly authorized facsimile signatures of the President and Secretary of said Board of Park Commissioners, and to be registered, numbered and countersigned by the manual or duly authorized facsimile signature of the Treasurer of the Board, all as of the Dated Date identified above.

Registered, Numbered and Countersigned:

President, Board of Park Commissioners

Secretary, Board of Park Commissioners

Treasurer, Board of Park Commissioners

Date of Authentication: September __, 2016

CERTIFICATE
OF
AUTHENTICATION

This Bond is one of the Bonds described in the within mentioned resolution and is one of the General Obligation Limited Tax Park Bonds, Series 2016, of the Mundelein Park and Recreation District, Lake County, Illinois.

Bond Registrar and Paying Agent:

AMALGAMATED BANK OF CHICAGO,
CHICAGO, ILLINOIS

AMALGAMATED BANK OF CHICAGO,
as Bond Registrar

By _____ (Manual Signature)
Authorized Officer

[Form of Bond - Reverse Side]

**MUNDELEIN PARK AND RECREATION DISTRICT
LAKE COUNTY, ILLINOIS**

GENERAL OBLIGATION LIMITED TAX PARK BOND, SERIES 2016

[6] This Bond is one of a series of bonds issued by the District to finance various park improvements within the District, in full compliance with the provisions of the Park District Code of the State of Illinois, and the Local Government Debt Reform Act of the State of Illinois, and all laws amendatory thereof and supplementary thereto, and is authorized by the Board of Park Commissioners of the District by an ordinance duly and properly adopted for that purpose, in all respects as provided by law.

[7] This Bond is transferable by the Registered Owner hereof in person or by his attorney duly authorized in writing at the principal corporate trust office of the Bond Registrar in Chicago, Illinois, but only in the manner, subject to the limitations and upon payment of the charges provided in the authorizing ordinance, and upon surrender and cancellation of this Bond. Upon such transfer a new Bond or Bonds of authorized denominations of the same maturity and for the same aggregate principal amount will be issued to the transferee in exchange therefor.

[8] The Bonds are issued in fully registered form in the denomination of \$5,000 each or authorized integral multiples thereof. This Bond may be exchanged at the principal corporate trust office of the Bond Registrar for a like aggregate principal amount of Bonds of the same maturity of other authorized denominations, upon the terms set forth in the authorizing ordinance. The Bond Registrar shall not be required to transfer or exchange any Bond during the period beginning at the close of business on the 1st day of the month of any interest payment date on such Bond and ending at the opening of business on such interest payment date.

[9] The District and the Bond Registrar may deem and treat the Registered Owner hereof as the absolute owner hereof for the purpose of receiving payment of or on account of principal hereof and interest due hereon and for all other purposes and neither the District nor the Bond Registrar shall be affected by any notice to the contrary.

(ASSIGNMENT)

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto _____

(Name and Address of Assignee)

the within Bond and does hereby irrevocably constitute and, appoint _____ attorney to transfer the said Bond on the books kept for registration thereof with full power of substitution in the premises.

Dated: _____

Signature guaranteed: _____

NOTICE: The signature to this assignment must correspond with the name of the registered owner as it appears upon the face of the within Bond in every particular, without alteration or enlargement or any change whatever.

Section 6. Sale of Bonds. The Bonds hereby authorized shall be executed as in this Ordinance provided as soon after the passage hereof as may be, and thereupon be deposited with the Treasurer of the Board, and be by said Treasurer delivered to Raymond James & Associates, Inc., Chicago, Illinois, the purchaser thereof (the "*Purchaser*"), upon receipt of the purchase price therefor, the same being \$ _____; the contract for the sale of the Bonds heretofore entered into (the "*Purchase Contract*") is in all respects ratified, approved and confirmed, it being hereby found and determined that the Bonds have been sold at such price and bear interest at such rates that neither the true interest cost (yield) nor the net interest rate received upon such sale exceed the maximum rate otherwise authorized by Illinois law and that the Purchase Contract is in the best interests of the District and that no person holding any office

of the District, either by election or appointment, is in any manner financially interested directly in his own name or indirectly in the name of any other person, association, trust or corporation, in the Purchase Contract.

The use by the Purchaser of any Preliminary Official Statement and any final Official Statement relating to the Bonds (the "*Official Statement*") is hereby ratified, approved and authorized; the execution and delivery of the Official Statement is hereby authorized; and the officers of the Board are hereby authorized to take any action as may be required on the part of the District to consummate the transactions contemplated by the Purchase Contract, this Ordinance, said Preliminary Official Statement, the Official Statement and the Bonds.

Section 7. Tax Levy. In order to provide for the collection of a direct annual tax to pay the interest on the Bonds as it falls due, and also to pay and discharge the principal thereof at maturity, there be and there is hereby levied upon all the taxable property within the District a direct annual tax for each of the years while the Bonds or any of them are outstanding, and that there be and there is hereby levied upon all of the taxable property in the District, the following direct annual tax, to-wit:

FOR THE YEAR

A TAX TO PRODUCE THE SUM OF:

2016	\$ _____	for interest and principal up to and including December 15, 2017
2017	\$ _____	for interest and principal
2018	\$ _____	for interest and principal
2019	\$ _____	for interest and principal
2020	\$ _____	for interest and principal
2021	\$ _____	for interest and principal
2022	\$ _____	for interest and principal
2023	\$ _____	for interest and principal
2024	\$ _____	for interest and principal
2025	\$ _____	for interest and principal

Principal or interest maturing at any time when there are not sufficient funds on hand from the foregoing tax levy to pay the same shall be paid from the general funds of the District,

and the fund from which such payment was made shall be reimbursed out of the taxes hereby levied when the same shall be collected.

The District covenants and agrees with the purchasers and the holders of the Bonds that so long as any of the Bonds remain outstanding, the District will take no action or fail to take any action which would in any way adversely affect the ability of the District to levy and collect the foregoing tax levy and the District and its officers will comply with all present and future applicable laws in order to assure that the foregoing taxes will be levied, extended and collected as provided herein and deposited in the fund established to pay the principal of and interest on the Bonds.

Section 8. Filing of Ordinance. Forthwith upon the passage of this Ordinance, the Secretary of the Board is hereby directed to file a certified copy of this Ordinance with the County Clerk of The County of Lake, Illinois (the "*County Clerk*"), and it shall be the duty of the County Clerk in and for the years 2016 through 2025, inclusive, to ascertain the rate necessary to produce the tax herein levied, and extend the same for collection on the tax books against all of the taxable property within the District in connection with other taxes levied in each of said years for general park purposes, in order to raise the respective amounts aforesaid and in each of said years such annual tax shall be computed, extended and collected in the same manner as now or hereafter provided by law for the computation, extension and collection of taxes for general park purposes of the District, and when collected, the taxes hereby levied shall be placed to the credit of a special fund to be designated "Park Bond and Interest Fund of 2016" (the "*Bond Fund*"), which fund is hereby irrevocably pledged to and shall be used only for the purpose of paying the principal of and interest on the Bonds.

Section 9. Limitation on Extension; General Obligation Pledge; Additional Obligations. Notwithstanding any other provision of this Ordinance, the annual amount of the taxes to be extended by the County Clerk to pay the Bonds and all other limited bonds (as defined in the Debt Reform Act) heretofore and hereafter issued by the District shall not exceed the debt service extension base (as defined in the Property Tax Extension Limitation Law of the State of Illinois, as amended) of the District (the "*Base*").

No limit, however, exists on the rate of the direct annual tax levied herein, and the Bonds shall constitute a general obligation of the District.

The District currently has outstanding General Obligation Limited Tax Park Bonds, Series 2005. The District is authorized to issue from time to time additional limited bonds payable from the Base, as permitted by law, and to determine the lien priority of payments to be made from the Base to pay the District's limited bonds.

Section 10. Use of Bond Proceeds. Any accrued interest received on the delivery of the Bonds is hereby appropriated for the purpose of paying first interest due on the Bonds and is hereby ordered deposited into the Bond Fund. Principal proceeds (including premium) of the Bonds shall be deposited into the Project Fund for the payment of the Project and to pay costs of issuance on the Bonds.

Section 11. Project Fund. There is hereby created and established a special fund of the District known as the "Project Fund, Series 2016" (the "Project Fund") to be held by the Treasurer. The Project Fund shall be used for the purpose of paying for the costs of the Project and costs of issuance of the Bonds. In the event that any moneys remain in the Project Fund upon completion of the Project, the District shall transfer the remaining moneys in the Project Fund to the Bond Fund and shall cause such moneys to be used to pay the interest on the Bonds

on the earliest possible date. Such moneys which are on deposit in the Bond Fund after 30 days of the date of transfer shall be invested at a yield not exceeding the yield on the Bonds.

Section 12. Non-Arbitrage and Tax-Exemption. One purpose of this Section is to set forth various facts regarding the Bonds and to establish the expectations of the Board and the District as to future events regarding the Bonds and the use of Bond proceeds. The certifications, covenants and representations contained herein and at the time of the Closing are made on behalf of the District for the benefit of the owners from time to time of the Bonds. In addition to providing the certifications, covenants and representations contained herein, the District hereby covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Bonds) if taking, permitting or omitting to take such action would cause any of the Bonds to be an arbitrage bond or a private activity bond within the meaning of the Code or would otherwise cause the interest on the Bonds to be included in the gross income of the recipients thereof for federal income tax purposes. The District acknowledges that, in the event of an examination by the Internal Revenue Service of the exemption from federal income taxation for interest paid on the Bonds, under present rules, the District is treated as the "taxpayer" in such examination and agrees that it will respond in a commercially reasonable manner to any inquiries from the Internal Revenue Service in connection with such an examination.

The Board hereby authorizes the officials of the District responsible for issuing the Bonds, the same being the President, Secretary and Treasurer of the Board, to make such further covenants and certifications as may be necessary to assure that the use thereof will not cause the Bonds to be arbitrage bonds and to assure that the interest on the Bonds will be exempt from

federal income taxation. In connection therewith, the District and the Board further agree: (a) through their officers, to make such further specific covenants, representations as shall be truthful, and assurances as may be necessary or advisable; (b) to consult with counsel approving the Bonds and to comply with such advice as may be given; (c) to pay to the United States, as necessary, such sums of money representing required rebates of excess arbitrage profits relating to the Bonds; (d) to file such forms, statements, and supporting documents as may be required and in a timely manner; and (e) if deemed necessary or advisable by their officers, to employ and pay fiscal agents, financial advisors, attorneys, and other persons to assist the District in such compliance.

Section 13. List of Bondholders. The Bond Registrar shall maintain a list of the names and addresses of the holders of all Bonds and upon any transfer shall add the name and address of the new Bondholder and eliminate the name and address of the transferor Bondholder.

Section 14. Duties of Bond Registrar. If requested by the Bond Registrar, the President and Secretary of the Board are authorized to execute the Bond Registrar's standard form of agreement between the District and the Bond Registrar with respect to the obligations and duties of the Bond Registrar hereunder which may include the following:

- (a) to act as bond registrar, authenticating agent, paying agent and transfer agent as provided herein;
- (b) to maintain a list of Bondholders as set forth herein and to furnish such list to the District upon request, but otherwise to keep such list confidential;
- (c) to cancel and/or destroy Bonds which have been paid at maturity or submitted for exchange or transfer;
- (d) to furnish the District at least annually a certificate with respect to Bonds cancelled and/or destroyed; and
- (e) to furnish the District at least annually an audit confirmation of Bonds paid, Bonds outstanding and payments made with respect to interest on the Bonds.

Section 15. Continuing Disclosure Undertaking. The President of the Board is hereby authorized, empowered and directed to execute and deliver a Continuing Disclosure Undertaking under Section (b)(5) of Rule 15c2-12 adopted by the Securities and Exchange Commission pursuant to the Securities Exchange Act of 1934, as amended (the "*Continuing Disclosure Undertaking*"). When the Continuing Disclosure Undertaking is executed and delivered on behalf of the District as herein provided, the Continuing Disclosure Undertaking will be binding on the District and the officers, employees and agents of the District, and the officers, employees and agents of the District are hereby authorized, empowered and directed to do all such acts and things and to execute all such documents as may be necessary to carry out and comply with the provisions of the Continuing Disclosure Undertaking as executed. Notwithstanding any other provision of this Ordinance, the sole remedy for failure to comply with the Continuing Disclosure Undertaking shall be the ability of the beneficial owner of any Bond to seek mandamus or specific performance by court order to cause the District to comply with its obligations under the Continuing Disclosure Undertaking.

Section 16. Bank Qualified Representations. The District represents:

The Bonds are not private activity bonds as defined in Section 141 of the Code; and

The District is authorized to designate the Bonds as qualified tax-exempt obligations for purposes of Section 265(b) of the Code pursuant to the Bond Order provided that for 2015 the reasonably anticipated amount of qualified tax-exempt obligations (including 501(c)(3) obligations and tax-exempt leases but excluding other private activity bonds) which will be issued by the District and all entities subordinate to the District during such year does not exceed \$10,000,000.

Section 17. Severability. If any section, paragraph, clause or provision of this Ordinance shall be held to be invalid or unenforceable for any reason, the invalidity or

unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Ordinance.

Section 19. Repeal. All ordinances, resolutions or parts thereof in conflict herewith be and the same are hereby repealed and this Ordinance shall be in full force and effect forthwith upon its adoption.

Adopted August 22, 2016.

President, Board of Park Commissioners

Attest

Secretary, Board of Park Commissioners

STATE OF ILLINOIS)
) SS
COUNTY OF LAKE)

CERTIFICATION OF MINUTES AND ORDINANCE

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Park Commissioners of the Mundelein Park and Recreation District, Lake County, Illinois (the "*Board*"), and as such official am the keeper of the records and files of the Board.

I further certify that the foregoing is a full, true and complete transcript of that portion of the minutes of the meeting of the Board held on the 22nd day of August, 2016, insofar as the same relates to the adoption of Ordinance No. 16-08-01 entitled:

AN ORDINANCE providing for the issuance of \$4,000,000 General Obligation Limited Tax Park Bonds, Series 2016 of the Mundelein Park and Recreation District, Lake County, Illinois, and for the levy of a direct annual tax to pay the principal and interest on said bonds.

a true, correct and complete copy of which said ordinance as adopted at said meeting appears in the foregoing transcript of the minutes of said Meeting.

I do further certify that the deliberations of the Board on the adoption of said ordinance were conducted openly, that the vote on the adoption of said ordinance was taken openly, that said meeting was held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 48 hours in advance of the holding of said meeting, that a true, correct and complete copy of said agenda as so posted is attached hereto as Exhibit A, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Park District Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature and seal of said Park District, this 22nd day of August, 2016.

Secretary, Board of Park Commissioners

Park Commissioner _____ moved and Park Commissioner
_____ seconded the motion that said ordinance as presented be adopted.

After a full discussion thereof, the President directed that the roll be called for a vote upon the motion to adopt said ordinance.

Upon the roll being called, the following Park Commissioners voted AYE: _____

The following Park Commissioners voted NAY: _____

Whereupon the President declared the motion carried and said ordinance adopted, approved and signed the same in open meeting and directed the Secretary to record the same in full in the records of the Board of Park Commissioners of the Mundelein Park and Recreation District, Lake County, Illinois, which was done.

Other business not pertinent to the adoption of said ordinance was duly transacted at said meeting.

Upon motion duly made, seconded and carried, the meeting was adjourned

Secretary, Board of Park Commissioners

STATE OF ILLINOIS)
) SS
COUNTY OF LAKE)

FILING CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of The County of Lake, Illinois, and as such official I do further certify that on the _____ day of _____, 2016, there was filed in my office a duly certified copy of Ordinance No. 16-08-01 entitled:

AN ORDINANCE providing for the issuance of \$4,000,000 General Obligation Limited Tax Park Bonds, Series 2016 of the Mundelein Park and Recreation District, Lake County, Illinois, and for the levy of a direct annual tax to pay the principal and interest on said bonds.

duly adopted by the Board of Park Commissioners of the Mundelein Park and Recreation District, Lake County, Illinois, on the 22nd day of August, 2016, and that the same has been deposited in the official files and records of my office.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said County, this _____ day of _____, 2016.

County Clerk of The County of Lake, Illinois

Executive Session Minutes to release:

February 12, 2007 – Employee Compensation
October 13, 2008 – Restructuring Parks Department
September 13, 2010 – Contract Negotiations (release) and Acquisition of Real Estate (hold)
June 13, 2011 – Employee Compensation, some items previously released
June 22, 2015 – Employee Performance and Compensation
August 31, 2015 – Pending Litigation
September 28, 2015 – Pending Litigation(release), Acquisition (hold) of Real Estate and Employee Performance (hold)
January 11, 2016 – Contract Negotiations (release) and Employee Performance (hold)
April 25, 2016 – Employee Performance and Compensation

Executive Session Minutes to hold:

September 11, 2006 – Personnel
November 11, 2006 – Personnel
December 5, 2006 – Personnel
December 6, 2006 -- Personnel
April 28, 2008 – Pending Litigation and Employee Compensation
April 13, 2009 – Succession Planning
June 14, 2010 – Acquisition of Real Estate
September 13, 2010 – Contract Negotiations (release) and Acquisition of Real Estate (hold)
April 25, 2011 – Employee Compensation, some items previously released
May 23, 2011 – Employee Compensation, some items previously released
February 13, 2012 – Personnel, some items previously released
March 26, 2012 – Personnel, some items previously released
June 11, 2012 – Employee Performance
June 25, 2012 – Employee Performance
January 14, 2013 – Acquisition of Real Estate
January 28, 2013 – Acquisition of Real Estate
February 11, 2013 – Acquisition of Real Estate, released portions pertaining to Shady Lane property
September 9, 2013 – Employee Compensation
October 28, 2013 – Acquisition of Real Estate
April 14, 2014 – Acquisition of Real Estate, released portion on personnel
November 24, 2014 – Employee Performance
April 13, 2015 – Employee Performance
September 28, 2015 – Pending Litigation(release), Acquisition (hold) of Real Estate and Employee Performance (hold)
October 26, 2015 – Acquisition of Real Estate
January 11, 2016 – Contract Negotiations (release) and Employee Performance (hold)
March 14, 2016 – Acquisition of Real Estate
May 9, 2016 – Acquisition of Real Estate and Succession Planning
July 25, 2016 – Acquisition of Real Estate and Employee Compensation
August 8, 2016 – Employee Compensation

[Name of Public Body]

ORDINANCE NO. _____

AN ORDINANCE ESTABLISHING A TRAVEL REIMBURSEMENT POLICY
IN ACCORDANCE WITH
THE LOCAL GOVERNMENT TRAVEL EXPENSE CONTROL ACT
(PUBLIC ACT 099-0604)

WHEREAS, the [Name of Public Body] is a non-home rule unit of local government; and

WHEREAS, Public Act 099-0604 established the Local Government Travel Expense Control Act, which requires all non-home rule units of local government to adopt by resolution or ordinance a policy governing reimbursement of all travel, meal, and lodging expenses of officers and employees; and

WHEREAS, the [Name of Governing Board] finds it to be in the best interest of the [Name of Public Body] to adopt such a policy;

NOW, THEREFORE BE IT ORDAINED, by the [Name of Governing Board] that:

Section 1. The [Name of Governing Board] establishes the following policy governing reimbursement of all travel, meal, and lodging expenses:

**Policy Governing Reimbursement
of Employee and Officer Travel, Meal and Lodging Expenses**

A. Purpose.

The [Name of Governing Board] will reimburse employee and officer travel, meal, and lodging expenses incurred in connection with pre-approved travel, meal, and lodging expenses incurred on behalf of the [Name of Public Body]. Employees and officers are expected to exercise the same care in incurring expenses for official business as a prudent person would in spending personal funds.

B. Definitions.

"Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

"Travel" means any expenditure directly incident to official travel by employees and officers of the [Name of Public Body] or by wards or charges of the [Name of Public Body] involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

C. Authorized Types of Official Business.

Travel, meal and lodging expenses shall be reimbursed for employees and officers of [Name of Public Body] only for purposes of official business conducted on behalf of the [Name of Public Body], which includes but is not limited to off-site or out-of-town meetings related to official business and pre-approved seminars, conferences and other educational events related to the employee's or officer's official duties.

D. Maximum Allowable Expenses.

Maximum Expenses Without Board/Council Approval – Travel, meal, and lodging expenses incurred by any employee in excess of \$____ must be previously approved in an open meeting by a majority roll-call vote of the [Name of Governing Board].

Airfare – Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Travelers are encouraged to book flights at least thirty (30) days in advance to avoid premium airfare pricing. Only coach or economy tickets will be paid or reimbursed. The traveler will pay for the difference between higher priced tickets and coach or economy tickets with his or her personal funds.

(Optional) **Personal Automobiles** – Travelers must check to see if an agency vehicle is available before asking for approval to use their personal vehicles. Use of a personal vehicle for business must be approved prior to the use. **Mileage reimbursement will be based on mileage from the work location office to the off-site location of the official business**, not from the employee's or officer's residence. When attending a training event or other off-site official business directly from an employee's or officer's residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the employee's or officer's normal commute, reimbursement will be paid based on the differential of the commute less the mileage of a normal commute to the workplace. An employee or officer will be reimbursed at the prevailing IRS mileage rate. The traveler will only be reimbursed up to the price of a coach airfare ticket if they drive to a location for which airfare would have been less expensive.

Automobile Rentals – Travelers will be reimbursed for the cost of renting an automobile including gasoline expense only as limited in this section. Travelers using rental cars to conduct official business are required to purchase insurance through the rental agency. Car rental insurance will cover the vehicle during personal use, e.g., using the vehicle after the conference has ended. Compact or mid- size cars are required for two or fewer employees or officers traveling together and a full- size vehicle may be used for three or more travelers. The traveler must refuel the vehicle before returning it to the rental company.

Public Transportation – In the case of local training or official business where an employee or officer chooses to use public transportation, reimbursement for use of public transportation is based on mileage from the agency office to the training site (not from the traveler's residence), regardless of the transportation method chosen. When attending training or business directly from an employee's or officer's residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the traveler's normal commute, reimbursement will be paid at the differential of the commute less the mileage of a normal commute to the workplace.

Other Transportation – The traveler should utilize hotel shuttle service or other shuttle services, if available. If none are offered, the use of the most economic transportation is encouraged.

Hotel/Motel Accommodations – The traveler will be reimbursed for a standard single-room at locations convenient to the business activity. In the event of a change in plans or a cancellation, the traveler must cancel the hotel/motel reservation so as not to incur cancellation charges. Cancellation charges will not be reimbursed by the District unless approved by a vote of the [Name of Governing Board].

Meals Meal reimbursement is limited to the current U.S. General Services Administration (GSA) regulations in place at the time the expense is occurred.

(If public body allows a per diem) Prior approval by the [Name of Governing Body] and submission of receipts are required for per diem allowances. Meals provided by the conference or seminar should be deducted from the per diem allowance. Partial reimbursement may be made for departure and return days based on time. Meals during in-state travel that is not an overnight stay will be reimbursed for actual cost not to exceed the GSA regulations.

Vacation in Conjunction with Business Travel – In cases where vacation time is added to a business trip, any cost variance in airfare, car rental, lodging and/or any other expenses must be clearly identified on the Travel, Meal, and Lodging Expense Report form and paid by the traveler.

Accompanied Travel – When a traveler is accompanied by others not on official business, any lodging, transportation, meals or other expenses above those incurred for the authorized traveler will not be reimbursed by the [Name of Public Body].

Parking – Parking fees at a hotel/motel will be reimbursed only with a receipt.

E. Approval of Expenses.

Travel, meal, and lodging expenses incurred by any employee in excess of \$_____ must be previously approved in an open meeting by a majority roll-call vote of the [Name of Governing Board].

Travel, meal, and lodging expenses incurred by any member of the [Name of Governing Board] must be approved by roll call vote at an open meeting of the governing board or corporate authorities of the local public agency.

Travel, meal, and lodging expenses advanced as a per diem to any employee or any member of the [Name of Governing Board] must be approved by roll call vote at an open meeting of the [Name of Governing Board] prior to payment. Documentation of expenses must be provided in accordance with Sections C, D and F of this policy, and any excess from the per diem must be repaid.

F. Documentation of Expenses.

Before an expense for travel, meals, or lodging may be approved under Section E of this Policy, the following minimum documentation must first be submitted, in writing, to the [Name of Governing Board] on a Travel, Meal, and Lodging Expense form:

- (1) an estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred;
- (2) the name of the individual who received or is requesting the travel, meal, or lodging expense;
- (3) the job title or office of the individual who received or is requesting the travel, meal, or lodging expense; and
- (4) the date or dates and nature of the official business for which the travel, meal, or lodging expense was or will be expended.

All documents and information submitted under this Section are public records subject to disclosure under the Freedom of Information Act.

The [Name of Public Body] hereby adopts as its official standardized form for the submission of travel, meal, and lodging expenses the Travel, Meal, and Lodging Expense Report form attached hereto and incorporated herein as Exhibit A.

G. Entertainment Expenses.

No employee or officer shall be reimbursed for any entertainment expense, unless ancillary to the purpose of the program, event or other official business.

Section 2. The above "Whereas" recitals are incorporated into and made part of this Ordinance.

Section 3. All ordinances, resolutions, and regulations in conflict with this Ordinance are hereby repealed to the extent of such conflict.

Section 4. This Ordinance is effective beginning September 1, 2016.

VOTE:

Ayes:

Nays:

Abstentions:

Adopted this ____ day of _____, 2016.

(President or Mayor)

(Secretary or Clerk)

Exhibit A

[Name of Public Body]

TRAVEL, MEAL AND LODGING EXPENSE REIMBURSEMENT FORM

Name of Official or Employee: _____

Title/Position of Official or Employees: _____

Name and Date of the Activity/Event: _____

Check Number (if applicable): _____

Credit Card Receipt Number (if applicable): _____

Description of the purpose of the expense:

Reimbursement Expense (Estimated Costs or Actual Costs with receipts, if applicable):

Mileage: _____

Meals: _____

Parking: _____

Hotel/Lodging: _____

Car rental: _____

Airfare: _____

Other Transportation (bus, train, taxi, shuttle, etc): _____

Employee's/Officer's Signature: _____

Date: _____

Finance Director's Authorization: _____

Date: _____

ATTACH ALL RECEIPTS

MEMORANDUM

To: Chief Eric Guenther

Cc: Deputy Chief Monahan
Deputy Chief Hansen

From: Sergeant Brian Kisselburg

Date: Sunday, August 14, 2016

Re: Park District Report – July 2016

There were twenty-four (24) calls for service in the area parks during the reporting period, which is consistent with park district activity during this time of year. The majority of the calls were minor in nature and included suspicious persons/circumstances/vehicles, fireworks complaints, burglary alarms, assist rescue and lockouts.

There were a total of 206 park checks initiated by the patrol officers during this month. There were no patterns or crime trends discovered during this month. The numbers of calls and checks were consistent with the nicer weather and the increase in use of the parks.

The following gives more detail about several of the calls during the reporting period:

- On 07/05/16, Sergeant Seeley was conducting a check of Leo Leathers Park when he discovered two subjects having sexual relations inside of a vehicle. Both subjects were issued citations for trespassing to the park.
- On 07/10/16, Officers Hernandez and Baldan were called to the Diamond Lake Boat Launch for a subject not following the boat launch rules. Officers made contact with the subject who did not speak English and Officer Baldan was able to translate. The subject was unaware of the rules. No other violations were observed.
- On 07/12/16, Officer Logarta was conducting a check at Hickory Park when he located an occupied vehicle. Officer Logarta made contact with the occupants and detected an odor of cannabis from the vehicle. Officer Logarta arrested two subjects from the vehicle for possession of cannabis and drug paraphernalia.
- On 07/15/16, Officer Calero was called to the Regent Center for a report of subjects on the roof of the building. Officer Calero made contact with four juveniles who had climbed the tree next to the Regent Center and got on the roof. Officer Calero called their parents who responded and were advised of what occurred. The juveniles were warned about the dangers of their actions.
- On 07/18/16, Officer Hergott responded to Asbury Park for a report of a subject hunting geese with a bow and arrow, which was called in by two Mundelein Park District employees. Officer Hergott made contact with the suspect who admitted to hunting geese because he was hungry and did not have any money for food. The subject was charged with local ordinance violations

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along with conservation violations which were issued by the Illinois Conservation Police. The subject was also trespassed from Asbury Park.

- On 07/26/16, Officer Callaghan responded to Barefoot Bay for a domestic dispute. Officer Callaghan made contact with the two subjects who were at Barefoot Bay together with their child (they are not married or in a relationship). This was a supervised visit for the mother whose boyfriend, who was recently released from prison, showed up at the pool. The two subjects got into a verbal argument and the police were called. Both subjects agreed to leave Barefoot Bay.

Officers will continue to perform walk-throughs at Park View to deter unwanted subjects from attending, especially during open gym hours. In addition, they will continue to perform park checks at the various parks due to the increase in park use.

I have attached a copy of the July 2016, Park District reports for your review.

Please contact me if you have any questions.

To: Board of Park Commissioners

From: Bill Brolley, Golf Operations Manager

Subject: Steeple Chase Operations – August 2016

	2015	Budgeted	2016
Golf Revenue (July)	\$209,153	\$220,233	\$216,567
Merchandise (July)	\$ 10,831	\$ 10,357	\$ 13,010
Food & Beverage (July)	\$ 33,322	\$35,979	\$ 35,513
Miscellaneous (July)	\$ 878		\$ 1,735
Gift card (July)	\$ 2,758		\$ 3,704
Total Revenue (July)	\$256,942	\$266,569	\$270,529
Golf Revenue (8/1- 8/16)	\$116,940		\$ 92,619
Merchandise (8/1- 8/16)	\$ 7,034		\$ 4,778
Food & Bev. (8/1- 8/16)	\$ 18,460		\$ 14,010
Miscellaneous (8/1- 8/16)	\$ <390>		\$ <820>
Gift Card (8/1-8/16)	\$ 2,384		\$ 1,835
Total Rev. Aug. 1-16	\$144,428		\$112,422
Golf Revenue (y.t.d.)	\$754,126		\$723,428
Merchandise (y.t.d.)	\$ 50,698		\$ 58,488
Food & Bev. (y.t.d.)	\$116,641		\$115,869
Miscellaneous (y.t.d.)	\$ 16,375		\$ 18,814
Gift card (y.t.d.)	\$ 14,566		\$ 18,549
Total Rev. (Y.T.D. 8/16)	\$952,406		\$935,148
Paid rounds (July)	4,344		4,380
Paid rounds (8/1-8/16)	2,334		1,971
Paid rounds year to date (8/16)	15,798		15,396

July was up in revenue by about \$15,000 compared to July of 2015, but up only 36 rounds. The reason the revenue was up so much compared to the amount of rounds we were up was there were two more weekend days this year compared to last year. About midway through July we were up about 200 rounds over July 2015, and then the heat started taking its toll. The revenue in July was the most revenue generated in July since 2007.

The reason we were up revenue in July is the same reason we are down in August, fewer weekend days (started August 2015 on a Saturday, started August 2016 on a Monday). The heat has really limited our afternoon play. We have been busy in the morning and then not much until late afternoon. For the year we are down a little over 300 rounds. At the end of July according to budget the bottom line for Golf Operations was supposed to <\$66.94>, we were up \$16,785.

We held the Club Championship August 6th and 7th. We had 40 players (we had 41 players in 2015, 33 in 2014, 31 in 2013, 25 in 2012 and 21 in 2011) in three different flights, including six women.

The Friends of Steeple Chase Outing is Saturday, September 17th; we will be teeing groups off both the first and tenth tees from 8:00 am to 9:30 am. We will also be hosting a High School Tournament that afternoon.

July Comparison for the past 5 years

	2012	2013	2014	2015	2016
Total Revenue	\$233,718	\$255,176	\$261,621	\$256,942	\$270,529
Round	3,864	4,419	4,430	4,344	4,380

MEMO TO: Board of Park Commissioners

FROM: Ron Doruff, Golf Course Superintendent

SUBJECT: Golf Course Grounds Report – August, 2016

This season seems to be going well but not without some obstacles. Such as the Japanese Beetle attacking the Linden trees; more disease in the rough than usual; a bumper crop of crab grass (the worst I have ever seen); ant hills on the greens; dry traffic areas from lack of rain; spots that need to be sodded when cooler temperatures and rainfall are present; the week-long fish kill in #18 lake; the exceptional amount of disease growth on #9 and #13 lakes; and certainly I can't forget the computer outages of both my regular computer as well as the irrigation system computer.

I did have a company out to check the oxygen level in #18 lake and tried to determine why there were so many dead fish. The oxygen level was found to be double the amount that was needed for the fish. The expert suggested taking a sample fish that had just died and send it to a lab to be analyzed. According to the expert there is no chemical or remedy for the fish kill and by the time I would receive the results the lake would be back to normal. To my knowledge, there has not been anything added to the lake that would cause this to happen.

The crew is starting to shrink. The four summer employees have now returned to school, which will make the remaining crew adjust to doing tasks differently. We will lose two more employees October 1st and the senior/retired staff about mid-October.

We received our last piece of equipment for the year - a second sand pro. The new sand pros seem to work best when the sand is dry. We have kept the older sand pros to use when the sand is too wet and to fix washouts from heavy rains.

It's almost September so thoughts are turning towards aerification. We will start aerifying September 6 on fairways, tees and approaches. We will be pulling plugs this year. The greens are scheduled for aerification the night of September 18th. Hopefully we will be done with all aerifying by October 1 - weather, crew, and equipment permitting.

Our fall project will be removing sand from the traps on #18 and #9. We will resand them with fresh sand. This will almost complete the resanding of the back nine and will start the front nine with the traps on #9.

The dog service for the goose control will resume on August 22 and will continue for three months. We have not had the service between June 15 and August 22. There were some geese but it wasn't like in the past where they were a bothersome mess. There were some days with 6 and other days as many as 50 geese. When the numbers were high I called and the service brought out the dogs to control the situation better.

To: Board of Commissioners

From: Derek Solberg, Superintendent of Parks

Re: Parks Department Report – August 2016

Work has begun on the Memorial Park athletic court. The contractor removed the old fence around the area, sealed all the cracks on the courts, installed the gravel layer and then followed with two layers of asphalt. Parks staff then installed the sleeves where the tennis net posts and anchors will be. It takes three weeks for the asphalt to cure and then the athletic court surface will be added.

The Parks staff has continued the work begun by Maclean – Fogg along Bull Creek in Community Park. Staff have spent 59 hours clearing the invasive overgrowth in this area in preparation for the shoreline stabilization project upcoming.

Work is increasing in preparing the 2017 Capital and Operation budgets for the Parks Department. Throughout the year ideas are documented. Staff are currently soliciting pricing related to these ideas and this information will be added to a draft version of the budget.

Grounds Maintenance Supervisor Paul Rogus submitted the application required for the IL EPA Open Burning Permit. This permit is required for the District to conduct prescribed burns on District property. As planned, the acreage to be permitted has increased. In the current permit approximately 45 acres are permitted while the new permit will cover about 120 acres if approved. At that point almost all natural area acres owned by MPRD that could be burned will be permitted.

The grounds staff has continued to improve the appearance of District parks and properties. Some of the hot and drier weather that continued into August allowed staff to mow less and focus on some other important work. Tree trimming and removals, site preparation for prescribed burning, adding infield mix to park infields and removing the invasive weed Purple Loosestrife from retention and detention pond areas top the list.

Outdoor project work in the District has been going full tilt. The shelter at Ambria Lift station has been cleaned and re-stained and swing set frames are being prepped and re-painted throughout the District. Staff completed tear down of equipment following the closing of Diamond Lake Beach. Staff are also filling athletic court cracks in-house in an effort to hold the courts over until they can be renovated using the slip sheet overlay process.

Indoor project work has continued as well. In the Community Center rooms are being painted on the first floor, WiFi cable has been installed at the Community Center to increase the reach of the local area network and electric receptacles on the Fitness Floor have been re-wired to allow for Parkview cardio machines to be moved.

Paul Rogus and Building Maintenance Supervisor Joe Albert attended the Midwest Institute of Park Executives field Day on August 11th. All Parks staff that drive District vehicles attended Fleet Safety training in August as well. Thank you to Risk Manager Nerissa Brueckbauer for conducting the training.

To: Park District Board of Commissioners
From: Rita D. Kipp, Superintendent of Recreation
Re: August Board Report 2016

PROGRAMS

Summer programs have wrapped up and fall program registration has begun. Day Camp finished on Aug. 12 and spent their last three weeks at MCC. This is always a challenge for our fitness members with the additional noise and chaos but seemed to go as well as can be expected. Learning Center enrollment in July was 25 but the first couple of weeks in August we have added 10 students. We only had 22 last year at this time. It appears that we will be offering 4 classes this fall.

LEAGUES – Summer softball is almost completed. The Tuesday night league had several rainouts so they will be done August 23rd. Fall softball is scheduled to begin August 24th.

SPECIAL EVENTS

Heroes Day was held on July 30th at Barefoot Bay. We had several veterans enjoy a free day at the waterpark for them and their family.

The 2nd Annual Cardboard Regatta was held August 4th with 17 boats registered. Over \$500 was raised for the Foundation.

FACILITIES

The aquatic facilities are still enjoying the “perfect” summer. Beach closed August 5th for the season and Barefoot Bay is now only open on weekends. We have birthday parties booked almost every day of our remaining weekends. Concession sales at Barefoot Bay are already up 8% from our year end number last year. Daily fee revenue at the Beach and Spray Park are both down. The decrease at the Beach is due to the \$2 price decrease this year but the Spray Park is a little surprising. We haven’t had as many non-residents as we did last year at the Spray Park. The Beach received its final audit on July 31st and received another 5 Star and Barefoot Bay had its final audit on August 12th and received an “Elite”. This is a new score that is between a 4 and a 5 Star. Aquatic numbers are attached.

Park View is busy these days with updating memberships due to our new software. The staff seems to be really stepping up and helping each other to provide the best possible customer experience while we are navigating the new system. We also have had some staff turnover with Front Desk Supervisor Julie Munnings leaving and a couple of the more part time staff leaving for various reasons. Human Resource Manager Anthony Nitti is working on recruiting and interviewing staff.

Regent Center numbers are attached. Several new members joined this month because of the five exercise class options. The twice a week low impact exercise class has added eight participants since the beginning of summer.

Starting in September a new long term class encouraging regular “brain” exercise will meet weekly. The participants will receive new and more challenging worksheets each to be done in small groups or at home. The following week participants will have an opportunity for assistance at the center. The Fireworks cruise scheduled for August 17th has 36 registered for it and the weather is supposed to be great.

Big and Little and Rec Connection numbers are attached. The numbers attached are right on target from last year at this time. Since the printing of these numbers we have already had increases in Rec Connection and Big & Little. Rec Connection is up to 166 children and Big & Little is up to 63 children with many tours this past week. We are down a full time employee at Big & Little since June 1 and that person will not be replaced until numbers warrant. Rec Connection began Monday August 15th with two new staff members this year.

TRAINING AND EDUCATION

There is on-going in service training at all aquatic facilities.

Training on our new software has been going on for the last several weeks.

AFFILIATE ORGANIZATIONS

Fall baseball, soccer, and football are getting ready to begin their seasons at the end of August.

RECREATION ADVISORY COMMITTEE

Next meeting will be in September. I have a couple of leads for new members that I will be following up on before our next meeting.

MISCELLANEOUS

We went live with the new recreation registration software on August 1st and it seemed to go very smoothly with a lot of the potential problems anticipated by our implementation team. It is still a learning process and tweaks are being made as situations arise. Scott Schleiden and April Lohr spent a lot of extra hours these last five months (7 days a week averaging 10-12 hours a day) and are still troubleshooting but fortunately have been able to have some well-deserved down time. The whole team did a great job.

Big & Little Enrollment

	<u>Total</u>	<u>Full Time</u>	<u>Full Days</u>	<u>½ Days</u>
August 2016	60	29	13	18
August 2015	63	22	22	19

Just a reminder: Full time is defined as 5 full days per week.

Full days refers to 2-4 full days per week.

½ days refers to 2-5 preschool mornings (8:30 – 12:30)

Rec Connection Enrollment

	<u>Total</u>	<u>MCC</u>	<u>Washington</u>
August 2016	155	68	87
August 2015	158	71	87

THE REGENT CENTER MEMBERSHIPS
DATE: AUGUST 2016

	Total	Resident	Non-Res		New	Del Webb	Boomer
2015	421	273	143		74	72	135
2016	386	256	130		48	62	122
	-8.25%						

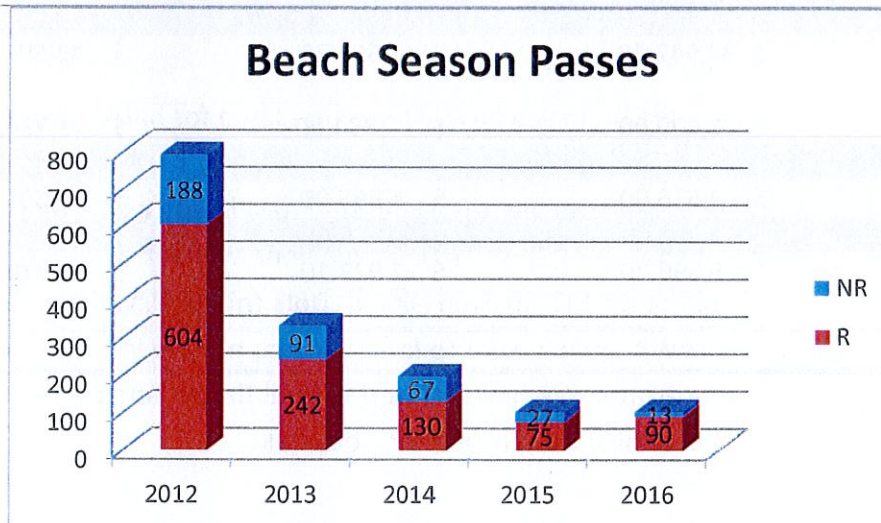
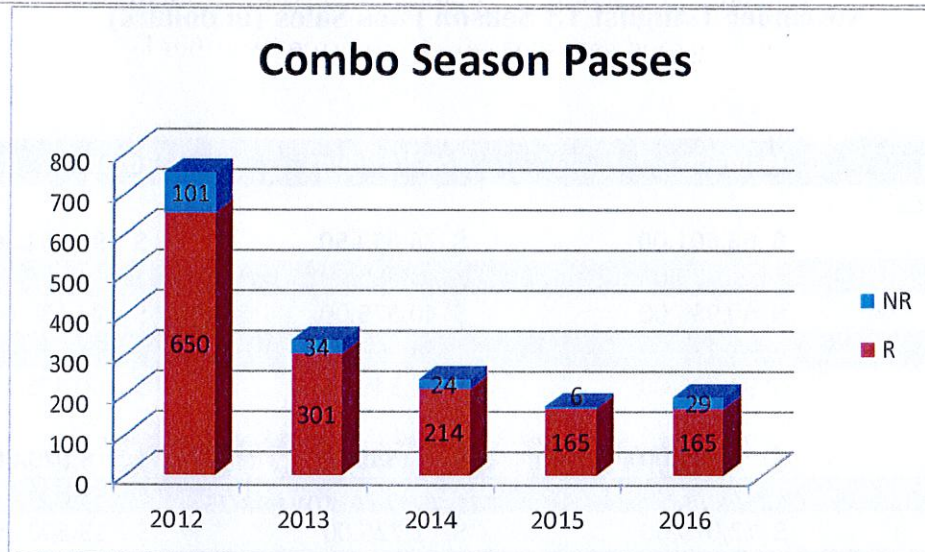
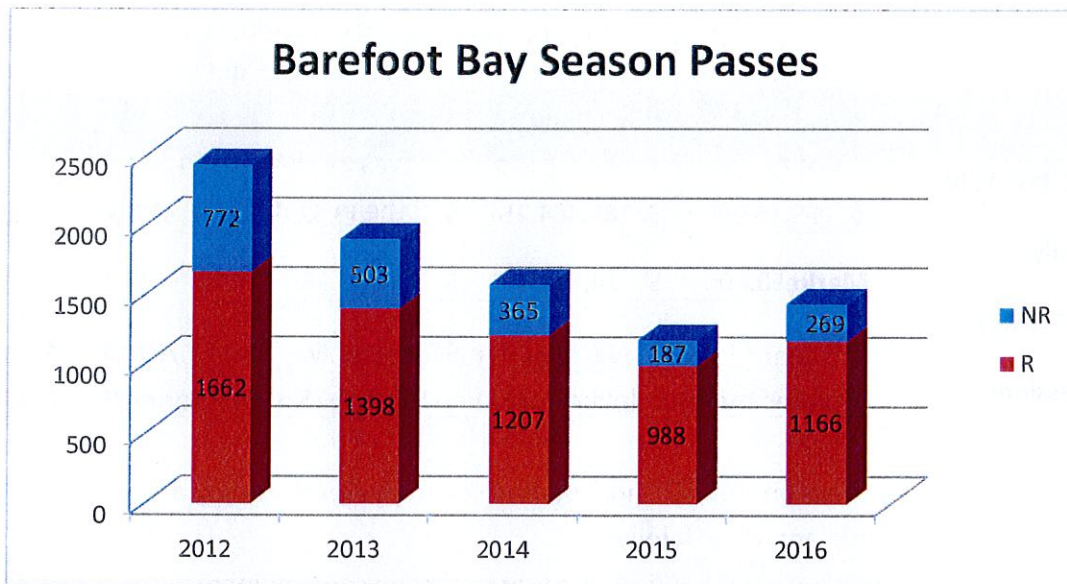
May 1 - August 13 Daily Sales

	2012	2013	2014	2015	2016
Barefoot Bay Daily	\$ 259,163.00	\$ 189,464.25	\$ 226,659.52	\$ 221,837.00	\$ 269,394.00
Beach Daily	\$ 16,501.00	\$ 14,771.49	\$ 11,299.76	\$ 12,531.00	\$ 11,363.00
Spray Park Daily		\$ 11,315.00	\$ 12,016.66	\$ 13,727.84	\$ 13,007.89
BB Concessions	\$ 105,456.25	\$ 79,721.75	\$ 101,938.75	\$ 107,066.75	\$ 130,081.00

November 1-August 13 Season Pass Sales (in dollars)

	Resident	Non-Resident	Total
<i>Barefoot Bay Pass</i>			
2016	\$ 68,601.00	\$ 26,653.50	\$ 95,254.50
2015	\$ 67,580.00	\$ 19,950.50	\$ 87,530.50
2014	\$ 80,955.00	\$ 40,575.00	\$ 121,530.00
2013	\$ 93,414.75	\$ 54,700.00	\$ 148,114.75
2012	\$ 94,626.00	\$ 65,549.15	\$ 160,175.15
<i>Combo Pass</i>			
2016	\$ 7,485.00	\$ 535.00	\$ 8,020.00
2015	\$ 7,525.00	\$ 500.00	\$ 8,025.00
2014	\$ 12,075.00	\$ 1,725.00	\$ 13,800.00
2013	\$ 16,970.00	\$ 3,615.00	\$ 20,585.00
2012	\$ 34,942.40	\$ 7,560.75	\$ 42,503.15
<i>Beach Pass</i>			
2016	\$ 1,400.00	\$ 334.00	\$ 1,734.00
2015	\$ 1,565.00	\$ 905.00	\$ 2,470.00
2014	\$ 2,536.00	\$ 1,965.00	\$ 4,501.00
2013	\$ 4,480.00	\$ 2,680.00	\$ 7,160.00
2012	\$ 5,396.70	\$ 2,923.10	\$ 8,319.80

November 1-August 13 Season Pass Sales (by number of passes)



Mundelein Parks & Recreation District

Memorandum

To: Board of Commissioners

From: Linda Miller, Business Manager

RE: August Monthly Report

DATE: August 17, 2016

Finance

The Finance Department's focus the last several weeks has been on the transition to the new Recreation software. I have also been working on the upcoming bond issue to fund our upcoming capital projects.

Human Resources

Anthony Nitti completed the payrolls for the periods of 07/10/16 – 07/23/16 for 368 employees, and 07/24/16-08/06/16 for 358 employees. Hiring is in process for an Indoor Pool swim instructor and lifeguard, front desk and child care staff for Parkview, and a Seasonal Cook for Steeple Chase. Hiring was completed for two Rec Connect employees, two Dance employees, and a Registration Clerk. Anthony is reviewing the Personnel Manual for recommended updates.

IT

The implementation of our new recreation software took place on August 1st as planned. Unified Concepts is completing the last of our Access Point connections for the WIFI structure. Changes were completed in the Fitness area and testing results are showing improved WIFI access. External infrastructure work was done for the increased bandwidth by AT&T, and we are waiting on a date for the final connection to the carrier line.

Risk Management

Accident/Incident Summary

Girl, Age 12	Camp – hit in nose with swing	19 Jul 2016	First-aid
Boy, Age 2	Spray Park (B&L) – bloody scraped and swollen upper left lip	19 Jul 2016	First-aid
Adult Female	BFB – riding double tube, flipped and daughter's head hit her in the nose and mouth – nose bleed	20 Jul 2016	First-aid
Girl, Age 10	Camp – climbing on zip line and hit head with metal handle	19 Jul 2016	First-aid
Adult Male	BFB – on the floating animals two months "post op" from shoulder surgery when the shoulder "popped"	23 Jul 2016	EMS called and transported
Girl, Age 13	BFB – on the slide tower, feeling faint, dizzy and could not see clearly	26 Aug 2016	First-Aid, EMS called and parents refused transport
Adult Male & Female	BFB – altercation when exchanging child between parents	26 Jul 2016	Police were called and came
Adult Female	BFB – ran to bath house, feeling nauseous and ended up on the floor doesn't know how	31 Jul 2016	EMS called, not transported
Suspicious person	BFB – suspicious person wandering outside the facility in the parking lots and soccer field noted by Lifeguard in the tower	2 Aug 2016	Police responded

Adult Female	BFB – tripped and fell on zero-depth marker, hit head and scraped knee	9 Aug 2016	First-Aid and EMS
Boy, Age 11	Camp – in the inflatable, head was hurt when another camper jumped on him	5 Aug 2016	None
Boy, Age 12	Camp – in the inflatable, another camper jumped and kicked him in the head	5 Aug 2016	None

Employee Injury/Illness Report

Camp Counselor	Hit in face with basketball and hit head on wall	18 July 2016	Outside medical – possible concussion
BFB Maintenance	Thumb pinched in the lever on the golf cart while emptying trash	21 July 2016	First-aid
Golf Course Maintenance	Bee stings while trimming trees on first green	27 July 2016	EMS and Transport
Aquatics Staff	Fell during training and scraped knees and ankle	28 July 2016	First-aid
Lifeguard	Tripped over mat by office door and scraped toes and broke part of toenail	31 July 2016	First-aid

Property Loss

Golf Course Maintenance Internet Connection, Timepro, Irrigation System and Smoke Alarm System	Downed by storm	23 July 2016	Smoke alarm: \$1941 Irrigation: on contract Computer Router: Under warranty
Boat Ranger patrol boat	Hit rocks in Diamond Lake	20 July 2016	\$1500 parts & labor

Monthly Summary

The Safety Committee meeting was held July 27th. The safety action items completed were directional arrows placed in the sled-hill parking lot for traffic flow, and the crosswalk from the sled hill parking lot to Park View was repainted and is now lighted as of August 1, 2016.

July Monthly training was conducted on general Vehicle Safety, in particular, on distracted driving, and rules and regulations regarding District vehicles.

Fall Protection Assessments were distributed to the departments for review and updating. Additionally, the program document has been revised to include an annual inspection documentation requirement for fall protection equipment.