

**MUNDELEIN PARK & RECREATION DISTRICT  
TRUTH IN TAXATION PUBLIC HEARING**

**Monday, December 12, 2016**

**7:15 p.m.**

**AGENDA**

- 1. Call To Order**
- 2. Roll Call**
- 3. Motion to Open Truth in Taxation Public Hearing**
  - a. Comments from the Public**
  - b. Comments from Board Members**
- 4. Motion to Close Truth in Taxation Public Hearing**
- 5. Motion to Adjourn**

**MUNDELEIN PARK & RECREATION DISTRICT**  
**REGULAR BOARD MEETING**  
**Monday, December 12, 2016**  
**7:30 p.m.**

**AGENDA**

**Call To Order:**

**Pledge of Allegiance:**

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

**Approval of Minutes:** Public Budget Hearing Meeting November 14, 2016  
Committee Meeting November 28, 2016  
Regular Meeting November 28, 2016  
Executive Session Meeting November 28, 2016

<b>Approval of Disbursements:</b>	Warrants =	120216, 120616	
		120716, 121216	\$ 272,742.60
	Warrants =	121316	\$ 155.10

**Correspondence:**

**Old Business:**

**New Business:**

1. Approve Tax Levy Ordinance 16-12-01
2. Approve Resolution 16-12-01 Accumulation of Funds in Special Recreation Fund
3. Approve Resolution 16-12-02 Accumulation of Funds in Museum Fund
4. Approve Two Year Lease Neopost for Postage Machine
5. Update Photo Policy
6. Approve ADA Compliance Officer and ADA Transition Plan Coordinator

**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 AND RECREATION DISTRICT BOARD OF  
PARK COMMISSIONERS, MUNDELEIN, LAKE COUNTY, ILLINOIS  
HELD MONDAY, NOVEMBER 14, 2016 AT 6:30 P.M. AT THE  
MUNDELEIN COMMUNITY CENTER ADMINISTRATION OFFICES,  
1401 NORTH MIDLOTHIAN ROAD, MUNDELEIN, ILLINOIS**

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The Public Budget Hearing of the Board of Park Commissioners of the Mundelein Park and Recreation District, Mundelein, Lake County, Illinois, was called to order at 6:30 p.m. by President KNUDSON.

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.

Executive Director RESNICK covered some of the highlights of the draft budget and explained how the revenue and expenses for the Chalet project will be recorded in three fiscal years. Bond proceeds recognized in 2016, approximately 75% of the project expense and 50% of the grant revenue in 2017, and the final 25% of the project expense and 50% of the grant revenue in 2018.

Commissioner DOLAN asked if the District would need a resolution recognizing the large Corporate Fund and Capital Fund balances. Executive Director RESNICK said she didn't think the Corporate Fund balance would be excessive but was not sure if a resolution was necessary for the Capital Fund. She will research and report back to the Board.

President KNUDSON asked about the funds budgeted for software. He commented that this was a project the District just went through. Staff explained the 2016 project was for recreation registration software and the 2017 project is financial software.

Executive Director RESNICK said we will be adding one more item to the Workplan. If OSLAD grants are available, staff will apply for a development grant for the Shady Lane property.

Commissioner ORTEGA asked about the process of painting the water slides. He was told it is a gel finish that is expected to last 5-7 years. He asked if after that time is there another coating added or does this first one have to be removed and then a coating added. Staff will find the answer to this question and report back to the Board.

Commissioner DOLAN asked staff what risk assumptions were made. Golf Operations BROLLEY said his biggest worry is a major breakdown in the Clubhouse. The building is aging and much of the equipment is original. He said revenues are based on a 5-7 year average.

Superintendent of Recreation KIPP said she has the same worry. We have proactively replaced a great deal of equipment at the Community Center, but the cost of repairs is increasing every year. Her biggest concern is the indoor pool as these repairs can easily be in the tens of thousands of dollars.

Superintendent of Buildings & Grounds SOLBERG said he is not certain if fuel prices will increase dramatically. He also cannot be certain about the costs of equipment and vehicle repairs. The budget is a reflection of the average repair needs.

Golf Course Superintendent DORUFF said he worries about the viability of the irrigation system controls and main line.

Superintendent of Business Services & Technology MILLER said her biggest concern is the location of our servers and the need to better test our disaster recovery plan.

Commissioner ORTEGA asked if the Parks Foundation was in the budget. He was told it is not.

Commissioner DOLAN said he would like to see the District increase sponsorship and grant revenues.

Commissioner ORTEGA moved to close the Public Budget Hearing at 7:00 pm, second by Commissioner McGRATH. The motion was unanimously approved.

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Secretary

Mundelein Park & Recreation District  
Committee of the Whole  
November 28, 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, and ORTEGA. Commissioner McGRATH was absent. Staff present included Executive Director RESNICK, Golf Course Superintendent DORUFF, Superintendent of Buildings & Grounds SOLBERG and Superintendent of Business Services & Technology MILLER.

Executive Director RESNICK shared the 2017 Board Meeting dates and District holidays. She asked the Board for an Executive Session to discuss a personnel issue.

Commissioner DOLAN motioned staff reports be reviewed during the committee meeting, second by Commissioner ORTEGA. A voice vote was taken with all members voting yes.

***Golf***

Commissioner DOLAN said he sent information to Golf Operations Manager BROLLEY regarding simulators being available at another golf course. Executive Director RESNICK said Steeple Chase received a simulator through a donation and would be testing it out. She was not sure of the times and pricing, and will report back to the Board when she has this information. Commissioner ORTEGA asked how there could be more rounds played but less revenue collected. Executive Director RESNICK said with different pricing, more resident senior rounds vs. non-resident, non-senior rounds would bring in less revenue. Commissioner DOLAN asked if the mold treatment had been applied. Golf Course Superintendent DORUFF said it had not. He is monitoring the weather and will apply when appropriate. President KNUDSON asked about the sand trap work on the 7<sup>th</sup> hole. Golf Course Superintendent DORUFF said the sand was removed, drains repaired and new sand put into the traps. Commissioner ORTEGA asked if the goose control program would begin again before nesting. Golf Course Superintendent DORUFF said yes, the service would begin earlier in 2017. Commissioner FRASIER asked about the weed treatments for the lake on 18. Golf Course Superintendent DORUFF said if the treatment was necessary during the season, a chemical would be used that would only last three days so the irrigation system would be available sooner. He added that the lakes on 4, 5 and 9 are treated in-house.

***Parks***

Commissioner ORTEGA asked for clarification on the tennis nets at Memorial Park being up or not. Superintendent of Buildings & Grounds SOLBERG said they were installed when the renovation was completed but have since been taken down for the season. Commissioner ORTEGA asked what it meant to mow in fire breaks. Superintendent of Buildings & Grounds SOLBERG said this was for prescribed burns and controlled the edge of the burns. Commissioner DOLAN commented on the path work completed at Indian Trails Park. He said it was a larger job than he had thought it was going to be and looked to be well done.

President KNUDSON asked how long was the connecting path at Cambridge Country Park. Superintendent of Buildings & Grounds SOLBERG said 17 feet. Commissioner DOLAN asked if staff had heard about another agency cancelling a pumpkin launch due to failed equipment injuring spectators. Staff had not, but added the High School has a certificate of insurance adding the Park District.

### ***Recreation***

Commissioner ORTEGA asked if the Bring A Friend promotion for dance was successful. Executive Director RESNICK said she did not know but would find out and report back to the Board. President KNUDSON said it was good to see so many people attended Boo Bash but disappointing that after several years, the haunted house was not successful. He complimented the continued efforts on the Chase 5K for the Foundation. Commissioner DOLAN shared his concern that the lifeguard staff had again received a score of 3 in the most recent audit. He asked if there was any action taken by the Park District and what were the consequences of receiving less than 3. Executive Director RESNICK said training was increasing and she was not sure about the consequences of a lower score but would find out and report back to the Board.

### ***Business Services***

President KNUDSON asked about the camera used in the Kidz Centre. Superintendent of Business Services & Technology MILLER said when someone has their child in the Kidz Centre, they can watch what is happening on their smartphone while they are on the fitness floor. She said a password was needed to log onto the camera and staff would be changing the password at least once a week. Commissioner FRASIER asked if people could record what was happening. Executive Director RESNICK said they could take a screen shot on their phone, but didn't know about recording. Commissioner DOLAN suggested there be something for parents to read acknowledging how the camera works.

Executive Director RESNICK said a resident had contacted the Village asking if a menorah could be added to the Tree Lighting Festival. The Mayor told the resident that this is park property and the Village has no jurisdiction.

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

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Secretary

**MUNDELEIN PARK AND RECREATION DISTRICT BOARD OF  
PARK COMMISSIONERS, MUNDELEIN, LAKE COUNTY, ILLINOIS  
HELD MONDAY, NOVEMBER 28, 2016 AT 7:30 P.M. AT THE  
MUNDELEIN COMMUNITY CENTER ADMINISTRATION OFFICES,  
1401 NORTH MIDLOTHIAN ROAD, MUNDELEIN, ILLINOIS**

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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 and ORTEGA were present. Commissioner McGRATH was absent. Staff present included Executive Director RESNICK.

Commissioner DOLAN moved to approve the minutes of the Committee Meeting and Regular Meeting of November 14, 2016, second by Commissioner ORTEGA. 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 111516, 111616, 111716, 111816 and 112816 in the amount of \$668,653.53, second by Commissioner ORTEGA. 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, ORTEGA, DOLAN and KNUDSON voting yes.

Commissioner DOLAN moved to place the October financials on file, 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, ORTEGA and KNUDSON voting yes.

President KNUDSON said a letter was received from someone who signed the letter "Cary, 18 year resident & MPD enthusiast". The letter asked why there was a listing for Wiech Park but no park by such name exists on the brochure map and how does someone get a park named after them. Executive Director RESNICK said Wiech Park is identified on the map in the brochure, but the individual somehow missed it. She said she would like to explain to the person that the property was donated by the Wiech family and Mr. Wiech asked it be named for one of his children. Unfortunately, no last name or return address was on the letter and this information could not be shared directly.

President KNUDSON announced service anniversaries for Rita Kipp, 33 years.

Commissioner DOLAN moved to adjourn to Executive Session for the purpose of Personnel 5 ILCS 120/2 (c)(1) at 7:35 p.m, second by Commissioner ORTEGA. A roll call vote was taken with Commissioners DOLAN, ORTEGA, FRASIER and KNUDSON voting yes.

The Board Meeting reconvened at 7:57 p.m.

There being no further business, Commissioner ORTEGA moved to adjourn at 7:57 p.m. second by Commissioner DOLAN. The motion was unanimously approved.

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Secretary



**MEETING REMINDER**  
**MONDAY, DECEMBER 12, 2016**

**7:00 p.m. Committee Meeting**  
**7:30 p.m. Regular Board Meeting**

**Action Items**

Old Business

New Business

1. Approve Tax Levy Ordinance 16-12-01
2. Approve Resolution 16-12-01 Accumulation of Funds in Special Recreation Fund
3. Approve Resolution 16-12-02 Accumulation of Funds in Museum Fund
4. Approve Two Year Lease Neopost for Postage Machine
5. Update Photo Policy
6. Appoint ADA Compliance Officer and ADA Transition Plan Coordinator

**Updates**

1. Chalet Project Update
2. Open Meetings Act Ruling

### **New Business**

The 2016 Tax Levy is enclosed. This is for property taxes to be collected in 2017 and represents an overall increase of 1.76% from the previous levy. While not required, the District did publish a "black box" ad in the Daily Herald to notify residents of the Truth in Taxation Hearing held prior to the Board's approval of the Tax Levy.

*Staff recommends approving Tax Levy Ordinance 16-12-01.*

The District has built up a fund balance in the Special Recreation Fund to pay for projects in our ADA Transition Plan. In order to carry this balance, the Board must pass a resolution identifying the purpose of the fund balance.

*Staff recommends approving Resolution 16-12-01 identifying the purpose for the Special Recreation Fund balance.*

The District has built up a fund balance in the Museum Fund to pay for improvements to the Fort Hill Museum. In order to carry this balance, the Board must pass a resolution identifying the purpose of the fund balance.

*Staff recommends approving Resolution 16-12-02 identifying the purpose for the Museum Fund balance.*

The current lease with Neopost for the postage machine is expiring. Because the lease is longer than one year, Board approval is required.

*Staff recommends approving a two year lease with Neopost for a postage machine.*

At the last Board meeting, there was discussion about the use of a camera in the Kidz Centre. There was concern about parents being aware of the public nature of the video and possible conflict with our current policy on taking photographs. Attached are the suggested changes drafted by our attorney.

*Staff recommends updating the policy as indicated and adopting the new policy regarding the Kidz Centre camera.*

When our previous Human Resource/Risk Manager and Superintendent of Parks left, we did not appoint an ADA Compliance Officer and ADA Transition Plan Coordinator.

*Staff recommends appointing Executive Director Margaret Resnick as ADA Compliance Officer and Superintendent of Buildings & Grounds Derek Solberg as ADA Transition Plan Coordinator.*

### **Updates**

Staff from FGM Architects will be at the Board meeting to present an update on the Chalet project.

The enclosed article is about a recent ruling on the Open Meetings Act. This is a reminder that the District should provide sufficient information on items the Board will be voting on.

## ORDINANCE 16-12-01

### AN ORDINANCE LEVYING AND ASSESSING THE TAXES OF THE MUNDELEIN PARK & RECREATION DISTRICT FOR THE TAX YEAR 2016

In pursuance of authority vested in them by the Park District Code, Article Five, the Commissioners of the Mundelein Park Board in meeting assembled, do hereby find and declare that there will be required to be raised by general taxation the amounts hereinafter set down, to be levied upon all the taxable property in said Park District, in order to meet and defray all the necessary expenses and liabilities of the Park District as required by statute or voted by people in accordance with law, and the amount so required are itemized and needed for uses and purposes as follows to wit:

<b>I.</b>	<b>GENERAL – CORPORATE FUND</b>	<b><u>LEVIED</u></b>
	Administrative Wages & Salaries	\$ 484,350.00
	Administrative Costs	\$ 72,179.00
	Professional Services	\$ 122,075.00
	Operation of Parks & Facilities	<u>\$ 1,071,396.00</u>
	<b>TOTAL GENERAL CORPORATE FUND</b>	<b>\$ 1,750,000.00</b>
<b>II.</b>	<b>RECREATION PROGRAM FUND</b>	
	Administrative Wages, Salaries & Contractual Services	\$ 256,510.00
	Program Costs	<u>\$ 743,490.00</u>
	<b>TOTAL RECREATION FUND</b>	<b>\$ 1,000,000.00</b>
<b>III.</b>	<b>BOND &amp; INTEREST FUND</b>	
	Principle, Interest & Service Charges	<u>\$ 495,000.00</u>
	<b>TOTAL BOND &amp; INTEREST</b>	<b>\$ 495,000.00</b>
<b>IV.</b>	<b>LIABILITY INSURANCE FUND</b>	<b>\$ 192,000.00</b>
	(Including WORKMAN’S COMPENSATION, STATE UNEMPLOYMENT COMPENSATION, PROPERTY COVERAGE & RISK MANAGEMENT)	
<b>V.</b>	<b>AUDIT FUND</b>	<b>\$ 15,000.00</b>
<b>VI.</b>	<b>MUNICIPAL RETIREMENT FUND</b>	<b>\$ 385,000.00</b>
<b>VII.</b>	<b>SOCIAL SECURITY FUND</b>	<b>\$ 260,000.00</b>
<b>VIII.</b>	<b>POLICE FUND</b>	<b>\$ 50,000.00</b>
<b>IX.</b>	<b>SPECIAL RECREATION FUND</b>	<b>\$ 200,000.00</b>
	Recreation for the Handicapped	<hr/>
	<b>TOTAL ALL FUNDS</b>	<b>\$4,347,000.00</b>

### SUMMARY

General Corporate Fund	\$ 1,750,000.00
Recreation Program Fund	\$ 1,000,000.00
Bond & Interest	\$ 495,000.00
Liability Insurance Fund (Including Workman's Compensation, State Unemployment Compensation, Property Coverage & Risk Management)	\$ 192,000.00
Audit	\$ 15,000.00
Municipal Retirement Fund	\$ 385,000.00
Social Security Fund	\$ 260,000.00
Police Fund	\$ 50,000.00
Special Recreation Fund	<u>\$ 200,000.00</u>
	<b>\$ 4,347,000.00</b>

### RECAPITULATION

The following are the total taxes to be levied for:

GENERAL CORPORATE FUND	\$ 1,750,000.00
RECREATION PROGRAM FUND	\$ 1,000,000.00
BOND & INTEREST	\$ 495,000.00
LIABILITY INSURANCE FUND (Including WORKMAN'S COMPENSATION, STATE UNEMPLOYMENT COMPENSATION, PROPERTY COVERAGE & RISK MANAGEMENT)	\$ 192,000.00
AUDIT	\$ 15,000.00
MUNICIPAL RETIREMENT FUND	\$ 385,000.00
SOCIAL SECURITY FUND	\$ 260,000.00
POLICE FUND	\$ 50,000.00
SPECIAL RECREATION FUND	<u>\$ 200,000.00</u>
	<b>\$ 4,347,000.00</b>

Making the aggregate sum of FOUR MILLION, THREE HUNDRED FORTY SEVEN THOUSAND, DOLLARS AND NO/100 CENTS (4,347,000.00) to be raised by taxation and levied on all taxable property in said Park District, in order to meet and defray all the necessary expenses and liabilities of the Park District as required by statute or voted by the people in accordance with law.

**SECTION 2:** That upon the passage of this Ordinance and the filing of a certified copy thereof with the County Clerk of Lake County, Illinois, directed to execute, issue and dispose of warrants drawn against and in anticipation of the taxes herein above levied and assessed, for purpose of providing a fund to meet and defray the ordinary and necessary expenses of said District for the current fiscal year, to the extent of seventy-five percent (75%) of such taxes so levied and assessed, or so much thereof as may be necessary for the purposes aforesaid, and all such warrants shall be duly endorsed by the treasurer of said District and numbered in the numerical order of their issuance.

**SECTION 3:** The Secretary of the Mundelein Park and Recreation District shall file with the County Clerk of the County of Lake, State of Illinois, a certified copy of this ordinance, no later than the last Tuesday in December, 2016. Said County Clerk shall ascertain the rate per centum which, upon the total value of all property subject to taxation within a said District, at the full, fair value as the same is assessed and equalized by the Department of Revenue of the State of Illinois, will produce the net amounts within levied and ordered certified, and he shall extend the tax upon the tax books of the collector of State and county taxes within said District as provided by law.

**SECTION 4:** If any items or portion thereof this ordinance is for any reason held invalid such decision shall not affect the validity of the remaining portion of the ordinance.

**SECTION 5:** All ordinances or parts of ordinances in conflict with any section hereof are hereby modified or repealed and this ordinance shall be in full force and effect from and after its passage, signing and recording as provided by law.

PASSED, this 12<sup>th</sup> day of December, 2016.

APPROVED, this 12<sup>th</sup> day of December, 2016.

\_\_\_\_\_  
PRESIDENT

ATTEST: \_\_\_\_\_  
Secretary

STATE OF ILLINOIS       )  
                                      )  
COUNTY OF LAKE        )

I, MARGARET RESNICK, Secretary of the Board of Park Commissioners of the Mundelein Park and Recreation District, in the County and State aforesaid, do hereby certify that I am the duly qualified and acting Secretary of the Board of Park Commissioners of said Park District, and as such official, I do further certify that I have the care and custody of all official records of the Board of Park Commissioners of said Park District.

I further certify that the foregoing ORDINANCE LEVYING AND ASSESSING THE TAXES OF THE MUNDELEIN PARK AND RECREATION DISTRICT FOR THE TAX YEAR 2016, attached hereto, is a true, correct, and compared copy of the original thereof now on file in my office.

IN WITNESS WHEREOF, I hereunto affixed my hand and the Corporate Seal of the Mundelein Park and Recreation District, Lake County, Illinois, this 12<sup>th</sup> day of December, 2016.

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Secretary, Board of Park Commissioners

# **CERTIFICATE**

The undersigned, President of the Mundelein Park and Recreation District, hereby certifies that I am the presiding officer of the Mundelein Park and Recreation District, and as such presiding officer, I hereby certify that the levy ordinance, a copy of which is appended hereto, was adopted pursuant to, and in all respects in compliance with, the provisions of Sections 4 through 7 of the so-called "The Truth in Taxation Act."

Date: December 12, 2016

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President  
Mundelein Park and Recreation District

## **RESOLUTION 16-12-01**

### **A RESOLUTION AUTHORIZING AN ACCUMULATION OF FUNDS THE MUNDELEIN PARK AND RECREATION DISTRICT SPECIAL RECREATION FUND**

**WHEREAS**, the Board of Commissioners of the Mundelein Park and Recreation District approved an Americans with Disabilities Act ("ADA") Transition Plan in 2011; and

**WHEREAS**, there remain various items yet to complete, of which total approximately \$135,000 and are indicated on the attached Exhibit 1, which is incorporated by reference herein; and

**WHEREAS**, in addition to the costs indicated on Exhibit 1, the Board of Commissioners estimates that, at minimum, an additional \$50,000 in Mundelein Park and Recreation District staff time will be required to complete the items provided on Exhibit 1; and

**WHEREAS**, under Illinois law, a public body is presumed to have excessively accumulated funds if a fund balance at the beginning of a fiscal year, combined with the taxes extended for the prior year, exceeds by 2-3 times the average annual expenditures for the previous three fiscal years, unless the public body needed such excessive accumulation for a specified project or projects; and

**WHEREAS**, section 5-1 of the Park District Code (70 ILCS 1205/5-1) provides that commissioners may accumulate funds for the purposes of building repairs and improvements and may annually levy taxes for such purposes in excess of current requirements for its other purposes.



**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS  
OF THE MUNDELEIN PARK AND RECREATION DISTRICT, Lake County, Illinois as  
follows:**

That the Mundelein Park and Recreation District Special Recreation Fund shall accumulate funds in excess of two times the average annual expenditures for the previous three fiscal years for the purpose of completing the ADA Transition Plan items noted on Exhibit 1, including compensation of Mundelein Park and Recreation District employees to complete such items.

**PASSED** this 12<sup>th</sup> day of December, 2016.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT AND/OR  
NOT VOTING: \_\_\_\_\_

\_\_\_\_\_  
**BOB KNUDSON, President**

**ATTEST:**

\_\_\_\_\_  
Secretary

## **RESOLUTION 16-12-02**

### **A RESOLUTION AUTHORIZING AN ACCUMULATION OF FUNDS THE MUNDELEIN PARK AND RECREATION DISTRICT MUSEUM FUND**

**WHEREAS**, the Mundelein Park and Recreation District has accumulated a fund balance in the Museum Fund to make improvements to the Fort Hill Museum; and

**WHEREAS**, the cooperation of the Historical Society of the Fort Hill Country is necessary to make such improvements; and

**WHEREAS**, the current Board of the Historical Society does not wish to undertake any projects; and

**WHEREAS**, under Illinois law, a public body is presumed to have excessively accumulated funds if a fund balance at the beginning of a fiscal year, combined with the taxes extended for the prior year, exceeds by 2-3 times the average annual expenditures for the previous three fiscal years, unless the public body needed such excessive accumulation for a specified project or projects; and

**WHEREAS**, section 5-1 of the Park District Code (70 ILCS 1205/5-1) provides that commissioners may accumulate funds for the purposes of building repairs and improvements and may annually levy taxes for such purposes in excess of current requirements for its other purposes.

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS  
OF THE MUNDELEIN PARK AND RECREATION DISTRICT, Lake County, Illinois as  
follows:**

That the Mundelein Park and Recreation District Museum Fund shall  
accumulate funds in excess of two times the average annual expenditures for the  
previous three fiscal years for the purpose of making improvements to the Fort  
Hill Museum .

**PASSED** this 12<sup>th</sup> day of December, 2016.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT AND/OR  
NOT VOTING: \_\_\_\_\_

\_\_\_\_\_  
**BOB KNUDSON, President**

**ATTEST:**

\_\_\_\_\_  
Secretary

# MailFinance

A Neopost USA Company

## Lease Extension Agreement

### Customer Bill to Information

### Payment Information

**Company**

MUNDELEIN PARK AND RECREATION DISTRICT

**Address**

1401 N Midlothian Rd

**City**

MUNDELEIN

**State**

IL

**ZIP**

60060

**E-Mail Address**

azagozdzon@mundeleinparks.org

**Contact**

Adrienne Z.

**Phone**

(847) 566-0650

**Fax****Model #**

11223863

**Customer #**

25981960

**Existing Lease #**

N11081174

**Term**

24 Months

Please Choose New Billing Cycle

☐ Monthly ☒ Quarterly ☐ Annually

Lease Payment: \$243.00/QTR

**Terms & Conditions:**

This Agreement extends Customer's existing Lease, referenced by the Lease Number above, with MailFinance Inc, as assignee of Hasler Financial Services LLC and Neopost Leasing Inc ("MailFinance"). Except as otherwise provided herein, the terms and conditions of the existing lease shall remain the same and continue in full force and effect. In the event of a conflict between the existing Lease and this Agreement, the provisions of this Agreement shall control.

This Agreement becomes effective upon the expiration of the current term of your existing Lease. Customer agrees that this Agreement is NON-CANCELLABLE for the entire Extension Term set forth above. After the expiration of the Extension Term, this Agreement shall automatically renew on a month-to-month basis (each a "Renewal Period") at the Lease Payment and frequency set forth above. Customer may terminate this Agreement at the end of the Extension Term or at the end of any Renewal Period by notifying MailFinance in writing of its desire to terminate no later than thirty (30) days prior to the desired termination date.

**Customer Acknowledgement:**

Customer understands and agrees to comply with the terms and conditions of this Agreement. The undersigned is authorized to sign this Agreement on behalf of the Customer Identified above.

Customer Signature: \_\_\_\_\_

Print Name/Title: \_\_\_\_\_

Date: \_\_\_\_\_

**For Internal Use Only**

MailFinance Inc  
478 Wheelers Farms Rd  
Milford, CT 06461  
Fax: (203) 301-2763  
Tyeshia Jordan

Date: December 1, 2016

Book as X lease.

Offer valid until 12/13/2016

### SECTION 3.32

### USE OF VISUAL RECORDING DEVICES ON DISTRICT PROPERTIES

With the exception of the use of personal cell phones in accordance with the policy in place at the Kidz Centre at the Park View Health Centre, nNo person shall use any visual recording device, on District property, to record, produce, duplicate, reproduce, store, copy, transmit or display any visual image of another person without that person's consent, or in the case of a minor, without the consent of such minor's parent or legal guardian, unless the person using the visual recording device is the parent or legal guardian of such minor. Any other person wishing to use any visual recording device on any District property as provided herein, shall obtain a written waiver from any participant in a program or activity of the District (or as the parent or legal guardian of a minor participant) whose visual image is to be used, which waiver shall grant specific permission to use such participant's visual image in videotapes, photographs, electronic or digital media, including Internet websites or similar media. All law enforcement personnel shall be exempt from this policy while carrying out official duties.

### SECTION 3.34 KIDZ CENTRE CAMERA

Any member who utilizes the services of the Kidz Centre while at the Park View Health Centre consents to the audio and visual recording of their minor child while in the care of the Kidz Centre. The Kidz Centre is monitored by a video camera at all times. Signs shall be posted outside the Kidz Centre notifying parents and legal guardians that the Centre is under video surveillance at all times. Parents or legal guardians may watch their child while in the fitness center using their personal smart phone in compliance with Park District policies and rules. A parent or legal guardian may not use their personal smart phone to take a picture or "screen shot" of the video of Kidz Centre at any time. Use of the smart phone camera system is limited to a parent or guardian while their child is in the care of the Kidz Centre. Any and all photographs and video taken while in the Kidz Centre are for Park District use and becomes its sole property. All law enforcement personnel shall be exempt from this policy while carrying out official duties.

### Seasonal Brochure copy

Participants of programs and special events permit the taking of photos and videos of themselves and their children for potential publication in park district printed materials as well as for online/electronic media. All photos and videos taken on Park District property are for Park District use and become its sole property. Members who chose to utilize the Park View Health and Fitness Kidz Centre consent to video surveillance system and abide by the terms of use. All photos and videos taken while in the Kids Centre are for Park District use and becomes its sole property.

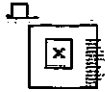
### Sign in Kidz Centre

Members who chose to utilize the Park View Health and Fitness Kidz Centre consent to video surveillance system and abide by the terms of use. All photos and videos taken while in the Kids Centre are for Park District use and becomes its sole property.

## Margaret Resnick

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**From:** FeedBlitz <feedblitz@mail.feedblitz.com> on behalf of Municipal Minute  
<jtappendorf@ancelglink.com>  
**Sent:** Tuesday, November 29, 2016 8:43 AM  
**To:** Margaret Resnick  
**Subject:** Municipal Minute



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## Municipal Minute

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- [Court Interprets "Public Recital" Requirement of OMA Prior to Final Action](#)
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## Court Interprets "Public Recital" Requirement of OMA Prior to Final Action

We don't get a lot of guidance from Illinois courts on compliance with the Open Meetings Act (OMA) (most of our guidance has come from the Public Access Counselor) but today's case is an exception. [Allen v. Clark County Park District Bd of Commissioners, 2016 IL App \(4th\) 150963](#). This case is an important one for all public bodies to understand, as it interprets the OMA's "public recital" requirement prior to taking final action on agenda items.

Here, two individuals alleged that the Clark County Park Board violated the OMA by failing to provide a sufficient explanation prior to voting on two items on the agenda (approval of a lease and approval of revised covenants). According to the court, when the Board considered each of the challenged agenda items, a motion was made, seconded, and then a vote taken. No discussion took place on either item, and the documents were not made available to the public prior to the meeting. Moreover, when a member of the public asked the Board to describe what they had just voted on, the chair of the meeting responded "They gotta get recorded at the courthouse first. I'm sorry." Another commissioner stated "it's just a formality."

The following day, the individuals filed a law suit against the Clark County Park District. The complaint included three claims: (1) the agenda was insufficient to set forth the subject matter of the two items; (2) the Board

improperly considered the two items in closed session; and (3) the Board failed to explain the nature of the two items before voting on them.

The trial court dismissed the case in its entirety. Plaintiffs then appealed the trial court's dismissal of the third allegation - that the Board failed to explain what was being considered prior to taking final action.

The appellate court first looked at the language in section 2.02(e) of the OMA which requires a public body to make a "public recital of the nature of the matter being considered and other information that will inform the public of the business being conducted" prior to taking final action (voting) on an agenda item. The court acknowledged that there was little guidance on "precisely what standard of specificity is required of a public recital." In this case, however, the court found the Board's actions insufficient, based on the "key-terms" rule that had been established by the PAC in a 2014 opinion.

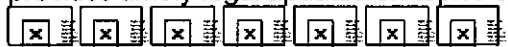
Applying the PAC's "key-terms" rule to the facts of this case, the court found that the public recital did not provide the public with any of the key terms of the lease agreement or covenants, (i.e., what was being leased, who was leasing it, how much the Park District would be compensated for the lease).

Acknowledging its earlier decision in *Board of Education of Springfield Sch. Dist. No. 186 v. Attorney General*, the court noted that its holding in this case does not mean that the public body must provide a detailed explanation about the significance or impact of the proposed final action. (We reported on the *Springfield* case [here](#)). However, the court concluded that a public body cannot provide no details at all in taking final action, as the court found in this case.

At the end of the opinion, the court acknowledged that the Illinois Supreme Court granted leave to appeal in the Springfield case. That case may provide public bodies with further guidance on how to interpret and apply the "public recital" provision of the OMA. Until then, public bodies might want to consider how this case affects its own final actions and whether they are providing sufficient information about an item prior to a vote. That may involve some explanation by the chair prior to a vote, or engaging in some discussion, or in ensuring that documents are provided to the public so they can understand what is being voted on (as happened in the *Springfield* case).

Post Authored by Julie Tappendorf

Municipal Minute is authored by Julie Tappendorf, a partner at the Ancel Glink law firm in Chicago, and provides timely legal updates on topics of interest to local governments.



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